



PLAN COMMISSION MEETING AGENDA

TUESDAY, JUNE 24, 2025 -- 5:30 P.M.

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

To access the meeting electronically, click:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

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

AGENDA

1. Call to Order & Roll Call
2. Approve of Agenda
3. Approve Meeting Minutes: May 27, 2025
4. Comments, Correspondence and Concerns from the Public
5. Public Hearing, Discussion, Action:
 - a) Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.
6. Discussion/Action Items:
 - a) Development Agreement Amendment; Time Extension; 2399 Maple Dr; Luna View; Al Gokey
 - b) Sign Code Review Request; Happy Coffee; 10678 N Bay Shore Dr; Lilly Orozco
6. Permit Report
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting
 - Regular Monthly Meeting; July 22, 2025, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
10. Adjournment

Public Notice

For questions regarding the above agenda items or to review the related files contact Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. To submit letters in support or opposition of an agenda item that is *not* part of a public hearing, email sarah.bertges@sisterbaywi.gov by 4:00 pm the day before the meeting; letters regarding a public hearing must be received by 4:00 pm the Thursday before the hearing. It is possible that members of, or quorum of, other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online and can also be viewed at the Village Administration Office 8 am – 4 pm Monday through Thursday, except holidays.

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

**VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, MAY 27, 2025
APPROVAL PENDING**

1. Call to Order & Roll Call

Chair Bhirdo called the meeting to order at 5:30 p.m. and took roll call.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Steve Bacsi, Nate Bell, Patrice Champeau, Laurel Harff, Skip Heidler, Ron Kane

Staff Member(s): Village Administrator Julie Schmelzer

Others: In person were Jill Wiebe, Alison Werner, Ellie Soderberg-Guger, Scott Penniston, Kathleen Penniston, Al Gokey, Garritt Bader, John Blossom, John Lijewski, Terrence Rogers, Tina Rogers, Karl Fauerbach, Jeannie Fauerbach, Blake McAllister, Barb Feiner, Tom Feiner, Steve Musinsky, Andrew Torcivia, Sue Lundquist, Cal Lundquist, Sheila Lundquist, Louise Howson, Kurt Harff

2. Approval of Agenda

Motion by Bell, second by Heidler, to approve the agenda as presented. Motion carried unanimously.

3. Approval of April 22, 2025, Meeting Minutes

Motion by Bell, second by Champeau, to approve the minutes as presented. Motion carried unanimously.

4. Comments, Correspondence and concerns from the Public

(None)

5. Public Hearing & Recommendations

a) Ord. 2025-009; Map Amendment; Former Wiltse Property; I-1 to R-4 & P-1

Bhirdo opened the hearing at 5:32 p.m. Schmelzer read the notice and shared a brief summary of the ordinance. Alison Werner testified in opposition citing the rezoning would allow for too many people in the village, density would be too high. There was no further testimony and no correspondence. The hearing closed at 5:35 p.m.

Commission discussion: Bell explained the proposal was consistent with the village's adopted land use plan; Harff questioned, and it was clarified, the zoning can be changed at a later date if needed; Champeau commented the housing is desperately needed and the village needed to rezone the property so they can continue planning for housing.

Motion by Bhirdo, second by Champeau, to recommend to the Village Board adoption of Ordinance 2025-009. Motion carried unanimously.

b) Ord. 2025-010; Map Amendment; Former Logerquist Property; I-1 to I-1 & P-1

Bhirdo opened the hearing at 5:41 p.m. Schmelzer read the notice and presented a brief summary of the ordinance. There was no public testimony and no correspondence. The hearing closed at 5:43 p.m.

Commission discussion: Bell again explained the proposal was consistent with the village's adopted land use plan; Heidler questioned, and it was clarified, the zoning can be changed at a later date if needed.

Motion by Champeau, second by Kane, to recommend to the Village Board adoption of Ordinance 2025-010. Motion carried unanimously.

c) Ord. 2025-011; Text Amendment; R-4 Dimensional Standards

Bhirdo opened the hearing at 5:44 p.m. Schmelzer read the notice and gave a brief summary of the ordinance. Steve Musinsky explained he supports depression era style housing and questioned the lot size standards. There was no further testimony and no correspondence. The hearing was closed at 6:02 p.m.

Commission discussion: Kane explained the commission did a lot of research to make sure affordable sized homes could fit on the parcels and these home sizes and smaller lots are what is needed; Bell commented he thought the home size standards should be maximum sizes not minimum standards, supports zero lot line development; Heidler asked why the village doesn't plan for alleys, with Schmelzer explaining on Wiltse, alleys actually increase home costs.

Motion by Champeau, second by Harff, to recommend to the Village Board adoption of Ordinance 2025-011. Motion carried:

Aye: Bhirdo, Champeau, Harff, Ron Kane

Nay: Bell, Heidler

Abstain: Bacs

6. Discussion/Action Items

a) Courtesy Review/Proposed Conditional Use Permit Application; Nonconforming Multiple Occupancy Development (Cottage Development) Expansion; 10885 N Bay Shore Dr. (Unit 4); Karl Fauerbach

Schmelzer referred the commission to the staff report and information from the applicant. Karl and Jeannie Fauerbach were present and offered testimony indicating they use and plan to continue to use the cottage seasonally only; it is not a short term rental and the owners have no intention of the property being used as a short-term rental; the condominium bylaws allow short term rentals but none of the units have opted to rent on a short-term basis; three other cottages have been modified and the Fauerbach's would be the last one in the resort to be modified. Heidler questioned the close proximity of the proposed addition to the shed on the property with the applicant explaining the shed is in a common area and not on Fauerbach's lot; Heidler then asked how the contractors will work with the building being so close to the lot line and the owner said he wasn't sure but he would discuss the matter with the builder; Heidler then asked how many trees would need to be removed and the owner anticipated "2-3 cedars".

Motion by Champeau, second by Bell, to schedule the matter for public hearing. Motion carried unanimously.

b) Change of Use/Architectural Review; Waterfront Museum; 10697 N Bay Shore Dr. (Village Boathouse); Sister Bay Historical Society

Members of the Historical Society were present but based on commission discussion, no testimony was requested or provided. The commissioners were given a staff report which provided information from the previous month's meeting and a draft Development Agreement. The only change suggested to the draft agreement was to item h) events, requiring approval from both committees.

1
2 Motion by Bell, second by Champeau, to recommend to the Village Board approval of the Development
3 Agreement, as edited at the meeting. Motion carried unanimously.
4

5 **c) Change of Use/Site Plan Review/Parking Fee; Office to Retail, Fee-In-Lieu of Parking; 10668 N**
6 **Bay Shore Dr.; Bay Blue, c/o Scott & Kathleen Penniston**

7 The meeting packet included a staff report and letter from the Pennistons who were requesting some
8 type of waiver to the fee-in-lieu of parking, which for the subject property is four stalls a year, requiring
9 \$1000 per stall, per year. Penniston shared information about the improvements they made to the
10 building; rationalized retail customers typically are passersby and don't drive to a gift shop just to buy a
11 product and leave thereby negating the need for customer parking; the fee is a hardship to a small
12 business; and if required, they'd be willing to restrict employee parking to the public Marketplace lot.
13

14 Bhirdo explained the village just revised their code so she was reluctant to provide relief at this time, with
15 Heidler stating he has concern about the precedent that could be set. Bhirdo did add though the
16 commission needs to be flexible and look at each property on a case-by-case basis. Champeau shared her
17 concern over the hardship being imposed on a small business with Bhirdo adding g the owner had the
18 option of not having a short-term rental so the hardship was somewhat self-created. Kane said the
19 commission invested a lot of time revising the code, but he did support reducing the amount for
20 Penniston.
21

22 Motion by Bhirdo, second by Bell, to approve the change of use to retail, and reduce the parking fee for
23 the floor area shown on plans that required no more than two employees, based on the following
24 conditions: a) the use approved is retail with no more than two employees at the busiest shift, b) there
25 shall be no employee parking on Highway 42, c) Penniston is to pay for two employee stalls and no
26 customer stalls, the rate of which is \$1000 each annually. Motion carried unanimously.
27

28 **d) Change of Use/Site Plan Review; Service to Retail; 2414 Country Walk Dr. (Unit 1); Door Stop**
29 **Furniture, c/o Terrence Rodgers**

30 Heidler recused himself from the discussion.
31

32 Mr. Rodgers was present to answer questions about his proposed store and the building he was leasing.
33 The staff report provided most of the information needed by the commission. Discussion focused on the
34 condition of the parking lot and main sign, both of which showed deterioration and needed upgrading.
35

36 Motion by Kane, second by Bell, to approve the change of use subject to the following questions: a) The
37 north side of the parking lot be striped to provide 19 parking stalls, b) Schmelzer is to send a letter to the
38 owner explaining no more change of use requests will be reviewed until the owner re-asphalts the parking
39 lot, stripes it, and installs perimeter landscaping that meets code. Motion carried all ayes with Heidler
40 abstaining.
41

42 **e) Development Agreement Amendment; Completion Deadline & Driveway Location; 10623 &**
43 **10627 Sister Bluff Dr.; Coming of Age in Sister Bay, LLC**

44 The staff report was accompanied by a letter and site plan from Garritt Bader, who was present at the
45 meeting. Mr. Bader argued with tariffs their project cannot proceed as originally scheduled and was
46 looking for a completion date extension, and, the way the driveway is designed the turnaround area is
47 small and trees will need to come down to accommodate the required runoff collection areas, requiring
48 an amendment to the site plan.

Plan Commission members were concerned about drainage and approving an amendment without a drainage plan; felt there were too many changes to the original approved plan; and did not feel comfortable recommending the Development Agreement be amended. Rather, Bader should wait until he's ready to build his second duplex and seek a new Development Agreement.

Motion by Bell, second by Heidler, to deny the request to amend the Development Agreement. Motion carried unanimously.

f) Development Agreement Amendment; Parking Deadline; 10553 Country Walk Dr.; Torch Brothers, LLC

Schmelzer explained Torcivia was not able to meet the deadline established to install his parking lot and therefore he requested an extension. During the meeting, Torcivia explained he also needed more time to install his fence and complete his landscaping. At the meeting he also inquired if he could use his neighbor's lot as overflow parking, which normally would not be allowed; Bhirdo agreed to consider the request if it were in writing with a parking plan and brought back to the commission.

Motion by Heidler, second by Harff, to recommend to the Village Board an amendment to the Development Agreement per the following conditions: a) the original conditions regarding the need for design approval of the parking lot shall remain as written, but the deadline to have the lot resurfaced and striped shall be extended by 90 days, b) bike racks can be reduced to one rack, c) the landscaping and fence deadline shall also be extended 90 days, d) the businesses can't open to the public until a Certificate of Compliance inspection has been made by the Zoning Administrator. Motion carried unanimously.

g) Development Agreement Amendment/Permit Extension; Stormwater Pipe Delay; 2399 Maple Dr.; Luna View, c/o Al Gokey

Schmelzer referred to the staff report explaining the need for the time extension and that until Gokey receives the stormwater pipe, he cannot complete the driveway. Bhirdo asked Mr. Gokey if a ninety-day time extension was sufficient, and he said it was, explaining he should have the pipe by July.

Motion by Kane, second by Harff, to recommend to the Village Board an amendment to the Development Agreement extending the deadline for compliance on the driveway, and landscaping around the driveway, by ninety days. Motion carried unanimously.

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

Aside from the matters discussed during the meeting, no other items were referred to the Village Board.

8. Next Meeting

It was confirmed the next regular meeting would be June 24, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station. That meeting would include the public hearing on the Fauerbach request.

9. Adjournment

Motion by Harff, second by Champeau, to adjourn. Motion carried unanimously. The meeting adjourned at 7:54 p.m.

Respectfully recorded and submitted by Julie Schmelzer, Village Administrator



Preservation Letter – Please Read and Consider

From Wendy Cooper <info@thewildflowerpress.studio>

Date Fri 6/6/2025 9:37 AM

To ronkane@charter.net <ronkane@charter.net>; dschmitz6@wi.rr.com <dschmitz6@wi.rr.com>; Heidi Teich <heidi.teich@sisterbaywi.gov>

Dear Commissioners Kane, Schmitz and Teich,

Below is a letter I've written expressing my deep concern about the increasing development across Door County and the impact on our natural spaces. I hope you will take a few moments to read it and consider the request within.

Thank you for your service and for your attention to this heartfelt concern.

Warmly,

Wendy Michelle Cooper

Artist | Earthkeeper | Founder of *The Wildflower Press*

Sturgeon Bay, WI

www.thewildflowerpress.studio

Dear Esteemed Leaders and Stewards of Door County,

My name is Wendy Michelle Cooper. I am a resident of Sturgeon Bay, a working artist, a former professor, and the founder of *The Wildflower Press*—a studio devoted to preserving the spirit of wildflowers and honoring the quiet beauty of the land through art.

I am writing not only as a citizen, but as one who listens deeply to the Earth, and who hears the voices of the unseen—of the native plants, the field animals, and the forest that breathes just beyond our windows. My soul is moved to speak now, with love and gravity, about the rapid pace of construction and land clearing currently reshaping our towns.

Each week, I witness bulldozers flattening meadows, displacing wildlife, and breaking the stillness that once defined Door County's sacred character. I do not come with opposition in my heart—but rather, **with a request for consciousness, for balance, and for grace.**

I ask: Can we pause?

Can we allow space for deeper reflection before another parcel is paved, another tree cut, another fox or fawn or pollinator left without refuge?

Development without restraint severs more than soil. It silences the song of place. And while we may see buildings rise, we risk watching something even greater fade—our legacy as stewards of one of Wisconsin's most beautiful and biologically diverse regions.

From my heart, and with guidance from both Source and Gaia, I urge your commission to:

- Slow and re-evaluate future developments, especially in sensitive or previously undisturbed areas
- Require full ecological assessments before approving new builds
- Encourage land preservation partnerships and conservation zoning
- Invite local voices—especially those who live near these lots—to be part of the process

Let us honor the land not just as property, but as *kin*. Let us protect what cannot be rebuilt once lost. I believe Door County can lead by example—not just in tourism or charm, but in vision. In reverence. In courage.

Thank you for all you do to serve our community. I am available to help in any way I can—with art, with awareness campaigns, or simply as a voice that speaks on behalf of the quiet, sacred green.

With gratitude,

Wendy Michelle Cooper

Artist | Earthkeeper | Founder of *The Wildflower Press*

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Sister Bay, WI 54234



Business and Corporate

Employment and Labor

Real Estate and Land Use

Water and Environmental

Municipal and Administrative

ATTORNEY BJORN JOHNSON

Tuesday, June 24th, 2025

Village of Sister Bay

Attn: Plan Commission Members

Delivered via E-Mail: julie.schmelzer@sisterbaywi.gov

RE: Savards Automobile Repair Garage; Village Zoning District Use Restrictions

Members of the Plan Commission:

Fellow locals Amedee Savard and Marc Savard (d/b/a Garage Savard LLC; hereinafter “the Savards”) have retained me to assist them with the Village’s regulatory process for expanding and establishing their potential business in Sister Bay. Over the last year, the Savards have been in discussions with Village staff regarding the requirements for starting an auto repair business in the General Business (B-1) zoning district. This district is primarily located along the southern parts of Highways 42 or 57 above the hill in Sister Bay (see attached map in dark pink areas).

Under the Village’s zoning code, their business use would be considered an “Automotive Body Repair” and/or a “Automotive Mechanical Repair” (collectively, “automobile repair” to include both uses). The zoning code’s definitions of these uses are highlighted in green in the attachment to this letter.

Recently, however, the Savards have ran into a code-based roadblock which is preventing them from successfully starting their business in Sister Bay. In the B-1 district, only “Auto sales and service” is listed as a permitted use, and “Automotive Sales and Service” has its own separate and distinct definition apart from automobile repair. The zoning code’s usage and definition of this use is highlighted in yellow in the attachment to this letter.

And then to further complicate the matter, the zoning code’s only usage of the phrase, “automobile repair”, is where it is listed as a conditional use in the Downtown Business (B-3) zoning district. This district is primarily located north of the Highway 42/57 intersection to Scandia Road (see attached map in light brown areas).

Unfortunately, the only legal conclusion from this current code structure is that *only* auto sales and service is allowed on the southern highways in B-1, and automobile repair is *only* allowed downtown in B-3—which is effectively preventing the Savards from starting their business in the most logical area to do so in Sister Bay.

From a policy perspective, this makes no sense. It cannot be the case that the Village intended for automobile repair businesses to be located *only* downtown on foot traffic-based, water-view real estate. Everyone has to acknowledge that the proper location for this use should be south of the hill in the highway corridors where auto sales and service is currently allowed. It's really backwards to think otherwise. Also, upon review of the zoning code, automobile repair appears to be one of the only enumerated commercial uses that is not listed as a permitted or conditional use in B-1. So, virtually every other allowed commercial use in Sister Bay can be located on the B-1 southern highways, except for automobile repair, which must only be located downtown in B-3. How can that be? The point here is the zoning code needs to be changed to fix this anomaly.

The Savards ask the Plan Commission, upon its convenience, to introduce an ordinance amendment that would address and fix this zoning code discrepancy.

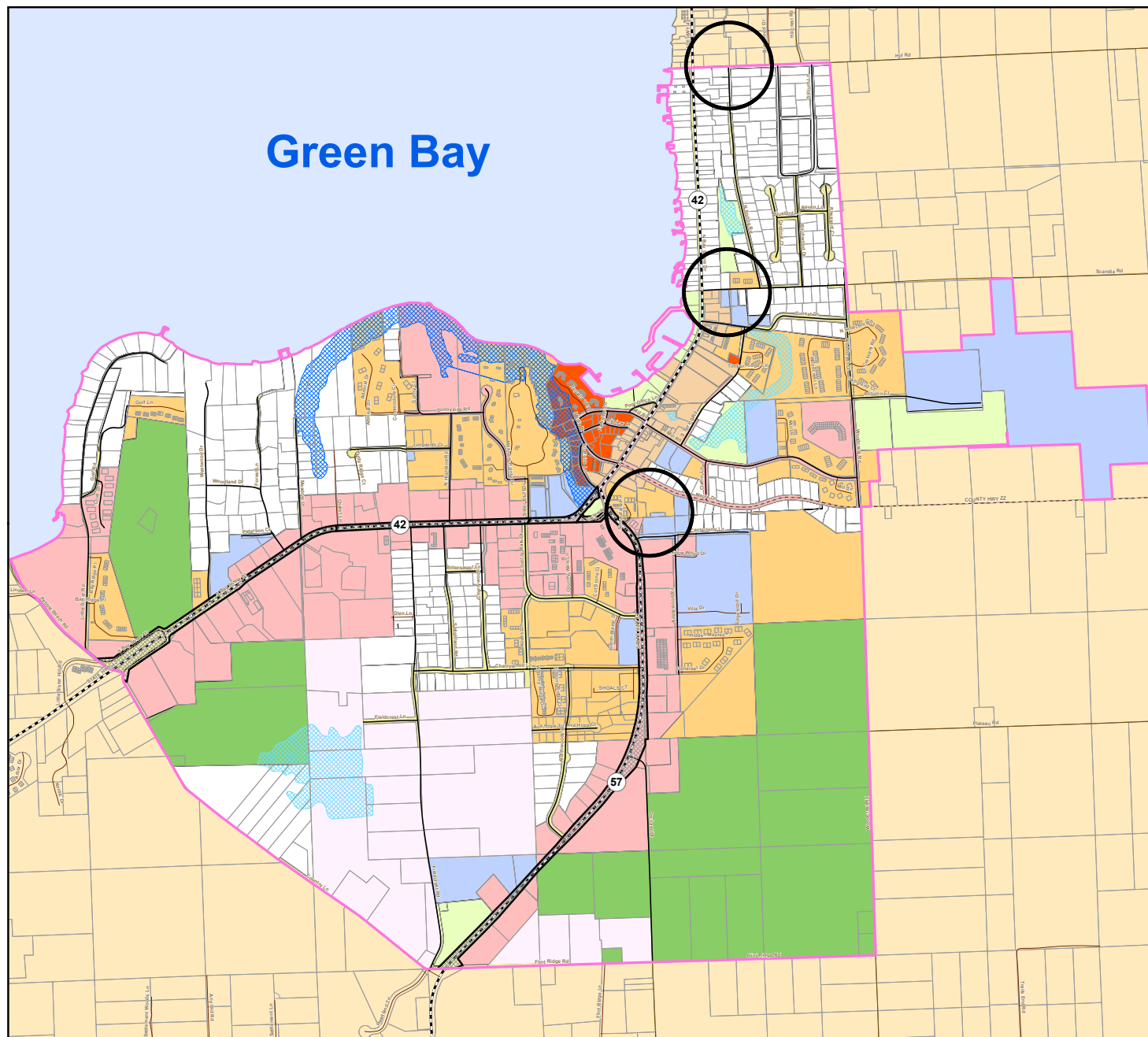
We think it is very reasonable to ask the Plan Commission to clean up this part of the zoning code. Doing so, will allow a longstanding local family to invest-in and establish a much-needed business for the Sister Bay community. Automobile repair is already an allowed use in an odd area in Sister Bay, but the Savards are simply asking it to be allowed in the most logical area of the Village for this type of business.

The Savards and I will be in attendance at the Plan Commission meeting. The Savards will be happy to answer and questions about their potential business proposal, and I will be happy to answer any legal-based questions related to their request.

Sincerely,

Electronically signed by Bjorn Johnson

Attorney Bjorn Johnson



Zoning Map

of the
Village of Sister Bay
Door County, Wisconsin
Last Updated: 12/06/2023

Zoning Districts

- (B-1) General Business
- (B-2) Downtown Business Transition
- (B-3) Downtown Business
- (CS-1) Countryside
- (I-1) Institutional
- (P-1) Park/Recreation
- (R-1) Single-Family Residence
- (R-2) Multiple-Family Residence
- (R-3) Large Lot Residence
- (R-4) Small Lot Residence

Overlay Districts

- (W-1) Wetland Overlay
- (BP) Bluff Protection Overlay
- (HL) Highway Landscape Overlay
- Road ROW Overlay
- (WHP) Wellhead Protection Overlay

CERTIFICATION:
I, the undersigned Village President of the Village of Sister Bay, Door County, Wisconsin, do hereby certify that this "Zoning map of the Village of Sister Bay, Door County, Wisconsin" was amended and approved as part of "The Village of Sister Bay Zoning Ordinance, Door County, Wisconsin" effective on November 13th 2024 and is available in the office of the Village Clerk. Amendments to the Zoning Map shall take effect upon adoption by the Village board, and the filing of proof of posting or publication thereof in the office of the Village Clerk.

Attention:
Rob Zoschke _____ Date _____ Heidi Teich _____ Date _____

This zoning map is based upon parcel and property boundary maps maintained by Door County. The right of way widths for public and private streets vary and the map shows a representation of the easements or rights-of-way. Questions regarding the Zoning Code, the Zoning Code, the Building Code and development regulations should check with the Zoning Administrator, 2383 Maple Drive, PO Box 789, Sister Bay, WI 54234. More information can be found on the Village's web site at www.sisterbaywi.gov. The contact information for the Administrator is admin@sisterbaywi.gov and 920-854-4118.



1,000 500 0 1,000
Feet

Map created for the Village of Sister Bay by Door County Land Use Services Department:
421 Nebraska Street, Sturgeon Bay WI, 54235. 920-746-2323

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SECTION 66.0320 – B-1 GENERAL BUSINESS DISTRICT

Several Portions of This Section of the Zoning Code, (The B-1 General Business District Regulations), Have Been Amended in Accord With The Provisions of Ordinance No. 288, Which Was Passed and Adopted on November 9, 2021.

Sec. 66.0320 B-1 General Business District

The General Business (B-1) District is intended to provide areas for attractive and accessible groupings of business, commercial, office and other general retail uses in convenient locations outside of the Downtown Business (B-3) District. This section provides standards for the orderly improvement and development within the General Business District based on the following principles:

- Development that is consistent with the natural environment.
- Development that maintains the Village's traditional small town appearance, in which its housing, shops, work places, parks and civic facilities co-exist in relative harmony.
- Development that balances the needs of a resort town and a residential Village.
- Designs that meet the architectural standards and enhance the Village's historic architecture. (See Section 4000 (Architectural Guide))

(1) Permitted Uses:

(a) Auto sales and service

- (b) Banks/financial institutions
- (c) Barber shops, beauty salons and spas
- (d) Bed and breakfasts
- (e) Boat sales and service
- (f) Catering services
- (g) Churches
- (h) Cinemas, theaters or performance halls
- (i) Commercial laundries
- (j) Dance studios
- (k) Funeral homes
- (l) Gasoline service stations
- (m) Group day care centers
- (n) Condominium Hotels/Motels and/or Hotel/Motel Condominiums
- (o) Hotels/motels
- (p) Indoor institutional uses
- (q) Infrastructure essential services
- (r) Information centers
- (s) Lawn and garden centers
- (t) Licensed massage therapy and body work facilities as certified by the State.
- (u) Light industrial food preparation, manufacturing, processing and assembly, packaging, storage and distribution.
- (v) Construction supply centers
- (w) Marinas
- (x) Medical, dental, cosmetic and optical clinics
- (y) Municipal buildings
- (z) Municipal utility facilities
- (aa) Parks
- (bb) Physical fitness centers

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

- 1 (cc) Professional offices
 2 (dd) Public parking lots
 3 (ee) Radio and television studios
 4 (ff) Restaurants
 5 (gg) Retail general uses
 6 (hh) Self-service laundries and dry-cleaning facilities
 7 (ii) Single family housing in existence as of January 1, 2007; said housing can be utilized as a
 8 short-term rental.
 9 (jj) Taverns and/or cocktail lounges
 10 (kk) Trade and contractor suppliers' offices and supply centers
 11 (ll) Travel agencies
 12 (mm) Video productions
 13 (2) Permitted Accessory Uses:
 14 (a) (See Accessory Uses and Structures – Sec. 66.0501.)
 15 (b) Outdoor Displays. (See Sec. 66.0506.)
 16 (c) Solar collectors attached to the principal structure.
 17 (d) Accessory Residential Use. One single-family dwelling or a non-transient residential unit,
 18 located on the same property as the business. The on-site parking required for the
 19 accessory residential unit must be available on site.
 20 (3) Conditional Uses:
 21 (a) Apartments (Subject to the provisions of Sec. 66.0320)
 22 (b) Assembly Halls
 23 (c) Commercial recreation facilities, (indoor and outdoor), such as arcades, bowling alleys,
 24 clubs, dance halls, driving ranges, gymnasiums, health clubs, miniature golf facilities, pool
 25 and billiard halls and indoor skating rinks.
 26 (d) Flea Markets (Limited to 12 days outdoors in any calendar year.)
 27 (e) Solar energy as an accessory structure.
 28 (f) Non-Village utility facilities.
 29 (g) Light assembly, light manufacturing and related activities.
 30 (h) Seasonal employee housing (Subject to Sec. 66.0320(5)(b))
 31 (i) Storage (Subject to Sec. 66.0320(5)(a))
 32 (j) Outdoor entertainment facilities.
 33 (k) Mobile Food Vendor Courts. (Subject to Sec. 66.0320(6))
 34
 35 (4) Dimensional Lot Standards:
 36

<u>B-1 District Dimensional Lot Standards Table</u>		
<u>Lot Served</u>	<u>Minimum Area</u>	20,000 Square Feet
<u>by Public</u>	<u>Minimum Width (Interior Lot)</u>	60 Feet
<u>Sewer [1]</u>	<u>Minimum Width (Corner Lot)</u>	110 Feet
<u>Lot Served</u>	<u>Minimum Green Space</u>	20% of Lot Shall Be Left As Green Space
<u>by Public</u>		
<u>Sewer [1]</u>		
<u>Lot Not</u>	<u>Minimum Area</u>	25,000 Square Feet
<u>Served by</u>	<u>Minimum Width (Interior Lot)</u>	100 Feet
<u>Public</u>		
<u>Sewer [1]</u>	<u>Minimum Width (Corner Lot)</u>	110 Feet

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SECTION 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

Several Portions of This Section of the Zoning Code, (The B-3 Downtown Business District Regulations), Have Been Amended in Accord With The Provisions of Ordinance No. 288, Which Was Passed and Adopted on November 9, 2021.

Sec. 66.0323 B-3 Downtown Business District

The Downtown Business (B-3) District is intended to apply to the Village's Downtown Business District and Village Center. This area is typified by small lots, and buildings with minimal setbacks. The Downtown Business District is intended to offer greater flexibility in area requirements and setback requirements than other districts in order to promote the reuse of buildings and lots and the construction of new developments in the Downtown Business District consistent with the existing scale of development. The character, appearance and operation of any business in the Downtown District should be compatible with any surrounding areas. The goal of the Village is to strengthen the Downtown District as the "heart" of the community and as the logical place for people to gather and create a business center. The Downtown District is intended to support this goal through elements of design and appropriate development. This section provides standards for the orderly improvement and expansion of the Downtown District based on the following principles:

- Designs that meet the architectural standards and enhance the Village's historic architecture. (See Sec. (4000 -Architectural Guide))
- Development that is consistent with the natural environment.
- Development that maintains the Village's traditional small-town appearance, in which its housing, shops, work places, parks and civic facilities co-exist in relative harmony.
- Development that balances the needs of a resort town and a residential village.
- Efficient use of land and urban services.
- A mixture of land uses to encourage walking as an alternative to driving, and provide more employment and housing options, and,
- An opportunity to provide formal and informal community gathering places.
- The Downtown District is also connected to neighborhoods and other employment areas.

(1) Permitted Uses:

- (a) Barber shops, beauty salons and spas
- (b) Dance studios
- (c) Gasoline service stations that were being operated as of September 1, 2010
- (d) Hotels/motels
- (e) Infrastructure essential services
- (f) Information centers
- (g) Licensed massage therapy and body work facilities as certified by the State
- (h) Marinas
- (i) Municipal utility facilities
- (j) Parks
- (k) Public parking lots
- (l) Real estate offices
- (m) Restaurants
- (n) Retail general use

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

- (p) Single family housing in existence as of January 1, 2004; said housing can be utilized as a short-term rental.
- (q) Taverns or cocktail lounges
- (2) Conditional Uses:
- (a) Liquor stores
- (b) Solar energy as an accessory structure
- (c) Non-village utility facilities
- (d) Gasoline stations **or automobile repair**
- (e) Permitted Accessory Uses and Structures. (See Sec. 66.0501)
- (f) Outdoor displays. (See Sec. 66.0506)
- (g) Professional offices
- (h) Outdoor entertainment facilities.

(3) Dimensional Standards

In the Downtown District, buildings are placed closer to the street to create a vibrant pedestrian environment, to slow traffic down, to provide a storefront character to the street and encourage walking. The setback standards are flexible to encourage public spaces between sidewalks and building entrances (e.g., extra-wide sidewalks, plazas, squares, outdoor dining areas and pocket parks). The standards also encourage the formation of solid blocks of commercial buildings for a walkable downtown. Building setbacks are measured from the respective property line. Setbacks for porches are measured from the edge of the deck or porch to the property line. The setback standards, as listed below, apply to primary structures as well as accessory structures.

B-3 District Dimensional Lot Standards Table		
<u>Lot</u>	Minimum Area	4,500 Square Feet
	Minimum Width	45 Feet
	Minimum Green Space	10% of Lot Must Be Left as Green Space.
Structure Standards		
<u>Principal Structure, Business</u>	Maximum Height	35 Feet [5]
	Minimum Floor Area	None
<u>Accessory Structures</u>	Maximum Height	35 Feet, [5] But Shall Not Exceed Height of Principal Structure
Minimum Setbacks		
<u>Principal Structure</u>	Front Yard, on Public Streets	[1]
	Side Yard	6 Feet [2] Must Be Left As Green Space.
	Rear Yard (Street Access Lot)	6 Feet [3] Must Be Left As Green Space.
	Rear Yard (Alley Access Lot)	8 Feet [3] Must Be Left As Green Space.

VILLAGE OF SISTER BAY ZONING CODE

SECTION 2000 – GENERAL DEFINITIONS

SECTION 2000 – GENERAL DEFINITIONS

Art

The conscious use of skill, taste and creative imagination in the production of objects whose primary or sole value is intended to be aesthetic. Art is distinct from other forms of production by its application of personal, un-analyzable creative power, not merely expertness in workmanship.

Arterial Highway

A public street or highway used or intended to be used primarily for fast or heavy through traffic. Arterial streets and highways include freeways and expressways, state trunk and county trunk highways, and other heavily traveled streets.

Assembly Hall

A facility designed and/or operated for the gathering of fifty (50) or more people for private or commercial functions. For example, an event conducted for the purpose of hosting a party, banquet, wedding, reception or other social event. (*Amended Ordinance No. 260-082118*)

Attainable Housing

Attainable housing shall be defined as housing for individuals actively working within the boundaries of the Gibraltar School District, who meet the incomes levels for individuals and families, which do not exceed the average median earned income level for Door County.

Audio/Video Production

An activity, not in conjunction with adult-oriented facilities, involving the production, including scripting, recording, editing and postproduction of audio and visual taped media for educational, entertainment or promotional purposes.

Automotive Body Repair

Activities involving the repair, painting or undercoating of the body or frame of vehicles with a gross vehicle weight of 10,000 pounds or less. Body and frame repair does not include mechanical engine or power train repair.

Automotive Mechanical Repair

Activities involving the maintenance, servicing or repair of automotive engines, power train, suspension and exhaust system on vehicles with a gross vehicle weight of 10,000 pounds or less. Mechanical repair does not include body and frame repair, painting or undercoating.

Automotive Sales and Service

Any building, land area, or other premises for the display and sale of new or used automobiles, pickup trucks or vans, lawn and garden implements, trailers, boats, or other recreational vehicles and including any warranty repair work and other repair service conducted as an accessory use.

Awning

A roof-like structure of a permanent nature, which projects from the wall of a building. An awning may also be called a canopy or marquee.

Baby Sitting

The act of providing care and supervision for fewer than four children. This definition does not apply when the baby sitter is related to the child, or when more than four children in one household are related.

Basement

That portion of any structure, which is below grade, or which is partly below and partly above grade but so located that the vertical distance from the grade to the floor is greater than the vertical distance from the grade to the ceiling.



VILLAGE OF SISTER BAY PLAN COMMISSION Public Hearing Notice

NOTICE IS HEREBY GIVEN that the Village of Sister Bay Plan Commission will hold a Public Hearing on **Tuesday, June 24, 2025**, at 5:30 pm for the purpose of considering a conditional use permit application. The public hearing will be held at the Sister Bay-Liberty Grove Fire Station at 2258 Mill Road, Sister Bay.

Karl Fauerbach requests a conditional use permit as required by Sec. 66.0911(4) of the Municipal Code. Mr. Fauerbach proposes to build a 17' x 18' addition to a nonconforming cottage located at 10885 N Bay Shore Drive, known as Rainbow Cottages, Unit 4, and in a Single-Family Residence (R-1) zoning district.

The purpose of this public hearing is to hear testimony from the applicant and any party interested in this application. Interested parties are urged to participate in the public hearing and give testimony. Written testimony, including email, will be accepted at the Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI, FAX (920) 854-9637, or by emailing info@sisterbaywi.gov. Deadline to submit correspondence is 2:00 pm, Wednesday, June 18, 2025. Letters will be available for public inspection during normal business hours until the close of business on the day of the hearing. Letters will be entered into the record and a summary presented at the hearing; individual letters may not be read aloud. Anonymous correspondence will not be accepted.

A copy of the application, zoning code and zoning map are on file at the Village Administration Office, 2383 Maple Drive, Sister Bay, and may be viewed Monday through Thursday, between 8:00 am and 4:00 pm.

Julie Schmelzer
Village Administrator/Zoning Administrator
julie.schmelzer@sisterbaywi.gov



STAFF REPORT – CONDITIONAL USE PERMIT

Date: June 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

This matter was introduced at last month's meeting.

Mr. Fauerbach owns a unit in an older cottage resort. The resort has four cottages and is located in a R-1 district, so the use is nonconforming ('multiple occupancy developments', aka, more than home on a lot, are not allowed in a R-1 district).

He wishes to expand his unit, but the existing cottage and the proposed addition don't meet the 10' setback from the side lot line -- none of the units are 10' from the lot line. A few years ago one of the other units received approval to add onto their unit, much like Mr. Fauerbach proposes to do. (The unit previously approved is No. 10883, Unit 2, which is approximately the same size structure Mr. Fauerbach proposes.)

A conditional use permit is required to proceed with the addition. Attached please find the building plan and site plan. Also attached are letters of support.

RECEIVED MAR 31 2025

March 23rd, 2025

To Whom It May Concern:

My name is Karl L Fauerbach. I am the president of Rainbow Cottages, a four unit condominium complex located in the Village of Sister Bay Wisconsin, specific addresses being, 10883, 10885, 10887 and 10889 N. Bay Shore Dr. 54234.

I have submitted my plans for an addition of 10885 N. Bay Shore Dr. Unit 4 to all of the other unit owners. I have attached letters of acceptance of the proposed plan from each of the other 3 owners in accordance with our condominium bylaws.

Said anticipated construction does not violate any of the Articles of the Condominium Declarations nor does it violate any of the Rules and Regulations as set forth within the By Laws of Rainbow Condominium Association.

I have also included letters of acceptance from our adjoining neighbors to the north and to the south.

If you have any questions, please contact me at 815-494-4392.

Sincerely Yours,



Karl L Fauerbach
President
Rainbow Condominium Association

Plot Date: 02/16/2025 11:04 AM
Drawing Name: S:\190300209\1 - S\190300209\190300209.dwg
User: JMM

THE DRAWING SHALL BE USED FOR THE PURPOSES OF THE PROJECT ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE DRAWING IS THE PROPERTY OF STANTEC AND SHALL BE KEPT IN CONFIDENCE. NO PART OF THIS DRAWING SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF STANTEC.

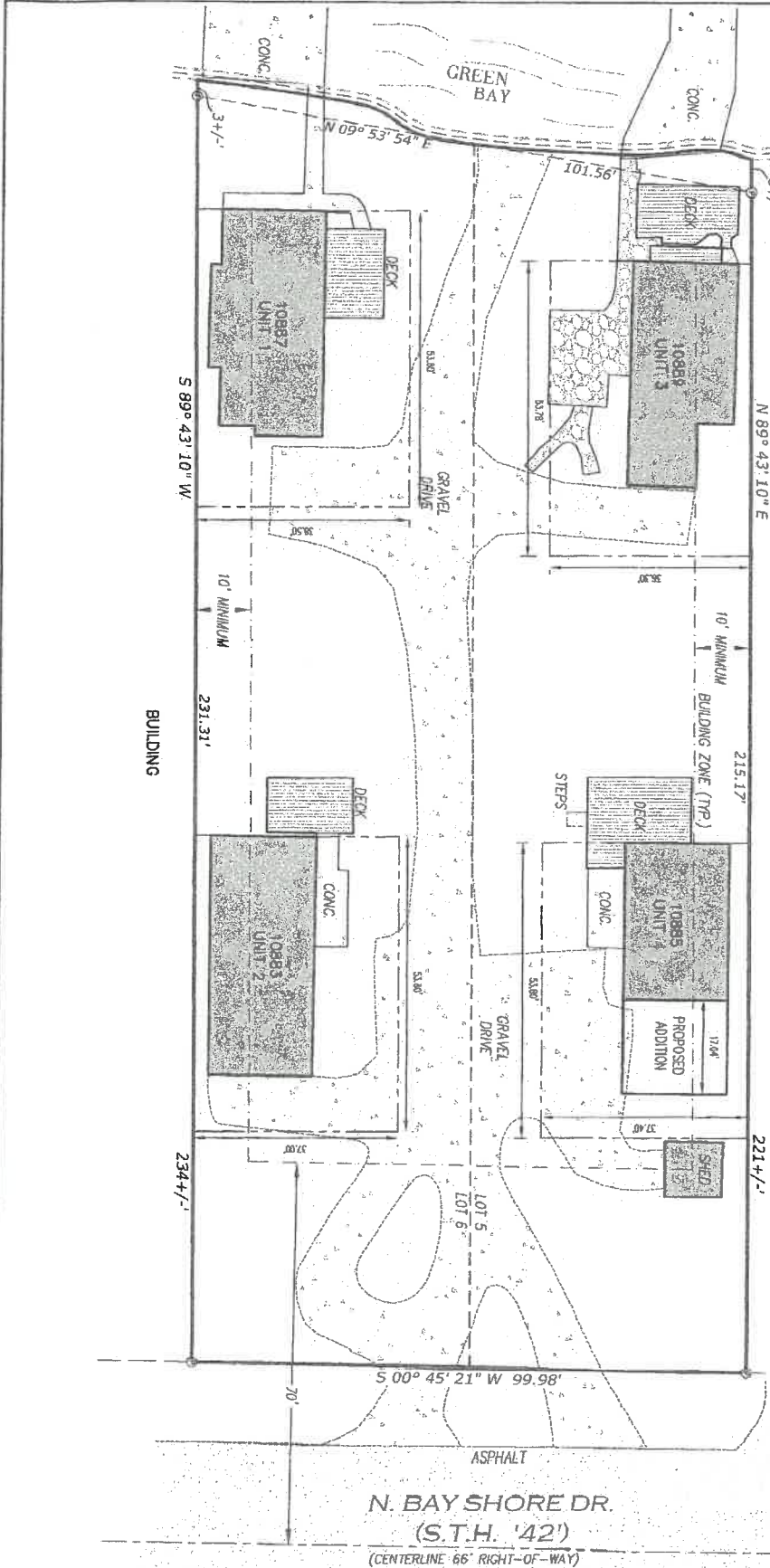
LEGEND
⊗ - FOUND 1" STEEL PIPE

- NOTES:
- EXTERIOR SHOWN PER FOUND PIPE
 - BASIS OF BEARINGS IS WISCONSIN COUNTY COORDINATE SYSTEM - DOOR
 - THE AGGREGATE FOR THE SIDE YARD SETBACK MUST BE 25'

CAVEAT:
Building zones depicted are based on building setbacks in effect at the time of the survey. They should not be relied upon without first obtaining written verification thereof from the Village of Sister Bay.

BEING:
LOTS 5 AND 6 OF SPRING GROVE PLAT

LOCATED IN:
THE NW 1/4 OF THE NE 1/4 OF GOVERNMENT LOT 1,
SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST,
VILLAGE OF SISTER BAY,
DOOR COUNTY,
WISCONSIN



EXISTING IMPERVIOUS INFORMATION

BUILDINGS	= 2,556 SF
STONE/CONCRETE	= 764 SF
GRAVEL	= 5,914 SF
DECKS/STEPS	= 813 SF
LOT AREA	= 22,582 SF
TOTAL IMPERVIOUS	= 10,447 SF
RATIO	= 46.24%

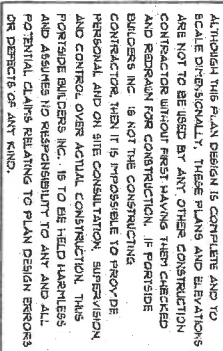
EXISTING CONDITIONS MAP
KARL & JEANIE FAUERBACH
9617 BALDWIN DRIVE
MACHESNEY PARK, IL
61115

SURVEY BY: C.M.M. / M.G.M.
DRAWN BY: C.M.M.
DESIGNED BY:
CHECKED BY: M.G.M.
APPROVED BY: M.G.M.
DATE: 2-18-25

Sturgeon Bay Office
312 N. 5TH AVENUE
PHONE: 920-745-8211
WWW.STANTEC.COM



PROJECT NUMBER
190300209
SHEET NUMBER
1 OF 1

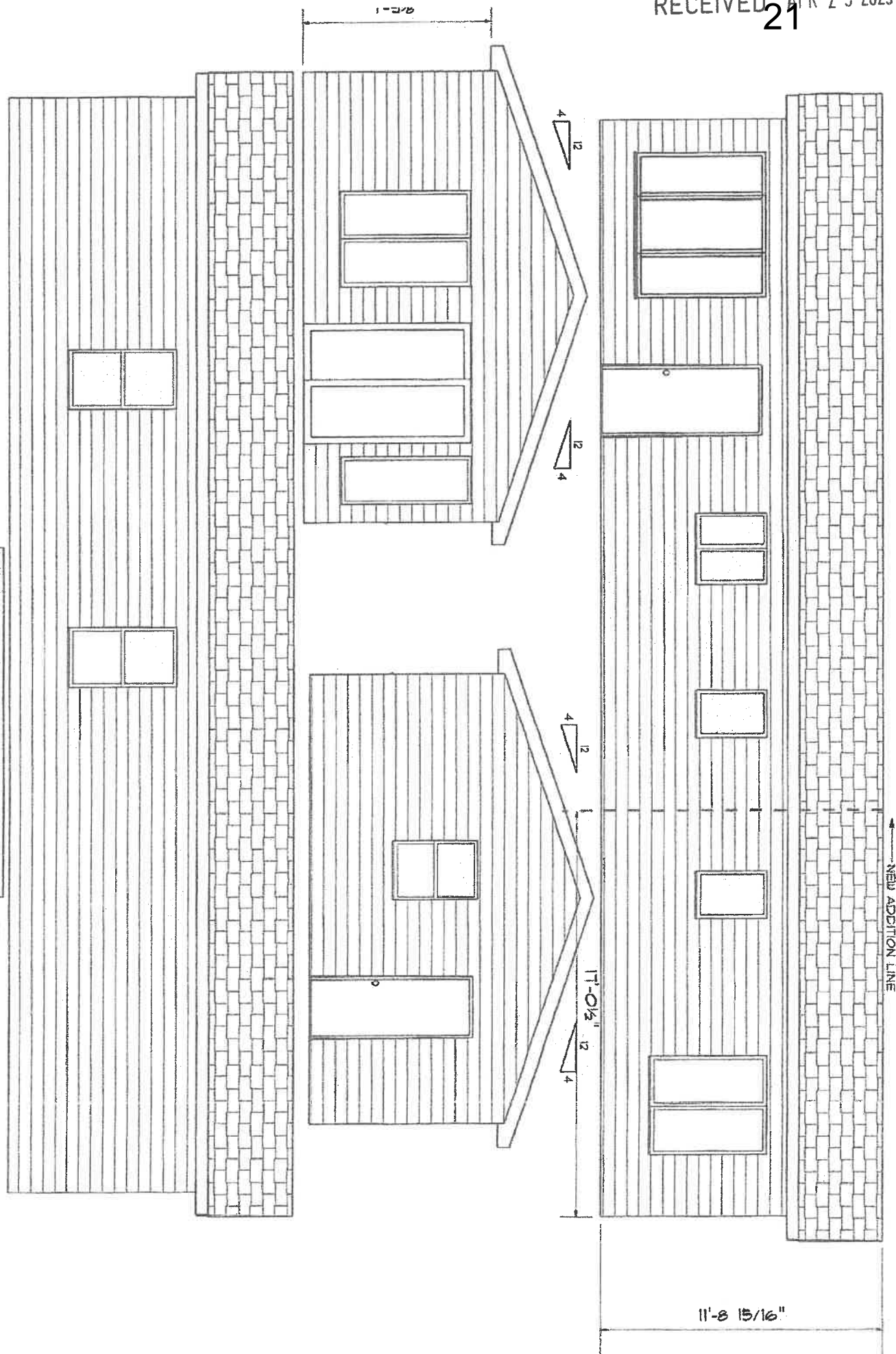


PRELIMINARY DRAWINGS - NOT FOR CONSTRUCTION

NOTICE OF COPYRIGHT

These plans are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act, 17 U.S.C., as amended December 1980 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. Under such protection, unauthorized use of these plans, work or building represented, can legally result in the cessation of construction of buildings being seized and/or monetary compensation to Portale Builders Inc.

NAME: FAUERBACH
LOCATION: SISTER BAY
DRAWN BY: KYLE DAUGST
DATE: 02-17-2024
SCALE: 3/16" = 1'0"
ESTIMATED VOLUME: 18,000 CU YD SIBLITE, INC.



ALTHOUGH THIS PLAN DESIGN IS COMPLETE AND TO SCALE DIMENSIONALITY, THESE PLANS AND ELEVATIONS ARE NOT TO BE USED BY ANY OTHER CONSTRUCTION CONTRACTOR WITHOUT FIRST HAVING THEM CHECKED AND REBRAIN FOR CONSTRUCTION. IF PORTSIDE BUILDERS INC. IS NOT THE CONSTRUCTING CONTRACTOR, THEN IT IS IMPOSSIBLE TO PROVIDE PERSONAL AND ON SITE CONSULTATION, SUPERVISION AND CONTROL OVER ACTUAL CONSTRUCTION. THIS PORTSIDE BUILDERS, INC. IS TO BE HELD HARMLESS AND ASSUMES NO RESPONSIBILITY TO ANY AND ALL POTENTIAL CLAIMS RELATING TO PLAN DESIGN ERRORS

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

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NAME: FAUERBACH
LOCATION: SISTER BAY
DRAWN BY: KYLE DAOLST
DATE: 02-11-2024
SCALE: 3/16" = 1'0"

PORTSIDE BUILDERS, INC.

RECEIVED MAR 3 1 2025

To: Village of Sister Bay Wi

Ref: 10885 N. Bay Shore Drive remodel

To whom it may concern:

As the owner of 10877 N. Bay Shore Dr. Sister Bay Wi.

Property code 181270009

I have no objection to the attached plans submitted for variance approval by the petitioner Karl and Jeanie Fauerbach with respect to the proposed addition of their property at 10885 N Bay Shore drive, Sister Bay Wi. That addition would be adding 17' to the east end of their home and the variance requested is to be closer to the lot line than currently allowed by city ordinance.

Rodney Hedeem


Date 3-2-2025

RECEIVED MAR 31 2025

To: Village of Sister Bay Wi

Ref: 10885 N. Bay Shore Drive remodel

To whom it may concern:

We the owners of 10891 N. Bay Shore Dr. Sister Bay Wi.

Property code 181270003A

Without setting any precedent we have no objection to the attached plans submitted for variance approval by the petitioner Karl and Jeanie Fauerbach with respect to the proposed addition of their property at 10885 N Bay Shore drive, Sister Bay Wi. That addition would be adding 17' to the east end of their home and the variance requested is to be closer to the lot line than currently allowed by city ordinance. This in no way conveys acceptance of any other projects current or in the future bordering our lot to the North or South.

Harry Murphy

Harry Murphy Date 3-3-2025

Patricia Murphy

Patricia Murphy Date 3-3-2025

March 11, 2025

Karl and Jeanie Fauerbach
9617 Baldwin Drive
Machesney Park, IL 61115

Dear Karen Crummy,

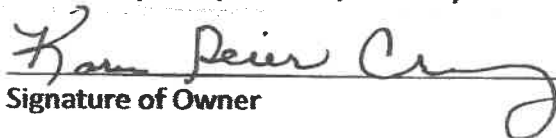
This letter is to inform you as the registered owner of Unit # 1 of Rainbow Condominium, that Karl and Jeanie Fauerbach (the owners) of Unit # 4, would like to expand Unit # 4 per the floor, site and elevation plans attached (Exhibits A, B and C respectively). In accordance with section 4.2 of the Condominium Declaration for Conditions, Covenants, Restrictions and Easements for Rainbow Condominium Association, we ask for your written approval of the expansion as set forth in Exhibits A, B and C. The attached plans will be presented to the Village of Sister Bay Zoning Board for approval after receipt of unanimous written approval of the Owners Association. Proposed construction would be completed by (Port Side Builders). The estimated start of construction would be mid-October, 2025 with a targeted completion date of Mid-April 2026.

Having no objection, please sign and return this form to Karl and Jeanie Fauerbach using the self-addressed stamped envelope or emailing to Fauerbach3807@gmail.com as soon as possible. Please keep a copy for your records.

Approval of the Expansion of Unit # 4 of Rainbow Condominium

Geier

I Karen Crummy approve of the expansion on Unit # 4 per the attached site plan, floor plan, and elevation plans (Exhibit A, B and C).



Signature of Owner

03-18-2025

Date

Signature of Co-Owner

Date

Signature of Co-Owner

Date

RECEIVED MAR 31 2025

March 11, 2025

Karl and Jeanie Fauerbach
9617 Baldwin Drive
Machesney Park, IL 61115

Dear Representative of Rainbow Cottage unit 3,

This letter is to inform you as the representative registered owner of Unit #3 of Rainbow Condominiums, that Karl and Jeanie Fauerbach (the owners) of Unit # 4, would like to expand Unit # 4 per the floor, site and elevation plans attached (Exhibits A, B and C respectively). In accordance with section 4.2 of the Condominium Declaration for Conditions, Covenants, Restrictions and Easements for Rainbow Condominium Association, we ask for your written approval of the expansion as set forth in Exhibits A, B and C. The attached plans will be presented to the Village of Sister Bay Zoning Board for approval after receipt of unanimous written approval of the Owners Association. Proposed construction would be completed by (Port Side Builders). The estimated start of construction would be mid-October, 2025 with a targeted completion date of Mid-April 2026.

Having no objection, please sign and return this form to Karl and Jeanie Fauerbach using the self-addressed stamped envelope or emailing to Fauerbach3807@gmail.com as soon as possible. Please keep a copy for your records.

Approval of the Expansion of Unit # 4 of Rainbow Condominium

I, the undersigned, being the representative owner of unit 3 Rainbow condominiums approve of the expansion on Unit # 4 per the attached site plan, floor plan, and elevation plans (Exhibit A, B and C).

Name Christine A NeigumChristine A Neigum
Signature of representative Owner3-13-2025

Date

RECEIVED MAR 31 2025

March 11, 2025

Karl and Jeanie Fauerbach
9617 Baldwin Drive
Machesney Park, IL 61115

Dear William Ackerson

This letter is to inform you as the registered owner of Unit #2 of Rainbow Condominiums, that Karl and Jeanie Fauerbach (the owners) of Unit # 4, would like to expand Unit # 4 per the floor, site and elevation plans attached (Exhibits A, B and C respectively). In accordance with section 4.2 of the Condominium Declaration for Conditions, Covenants, Restrictions and Easements for Rainbow Condominium Association, we ask for your written approval of the expansion as set forth in Exhibits A, B and C. The attached plans will be presented to the Village of Sister Bay Zoning Board for approval after receipt of unanimous written approval of the Owners Association. Proposed construction would be completed by (Port Side Builders). The estimated start of construction would be mid-October, 2025 with a targeted completion date of Mid-April 2026.

Having no objection, please sign and return this form to Karl and Jeanie Fauerbach using the self-addressed stamped envelope or emailing to Fauerbach3807@gmail.com as soon as possible. Please keep a copy for your records.

Approval of the Expansion of Unit # 4 of Rainbow Condominium

I William Ackerson approve of the expansion on Unit # 4 per the attached site plan, floor plan, and elevation plans (Exhibit A, B and C).



Signature of Owner

3/15/25

Date

Signature of Co-Owner

Date

Signature of Co-Owner

Date

From: **Rodney Hedeem** <rshedeem@gmail.com>
Date: Sat, Jun 14, 2025 at 3:55 PM
Subject: Fauerbach request for conditional use permit
To: Rodney Hedeem <rshedeem@gmail.com>

Sharri and I are next door neighbors of Mr Fauerbach and living at 10881 N Bay Shore Dr. We fully support/approve of Mr Fauerbachs request to update and expand his cottage with a 17'X18' addition.

Rodney and Sharri Hedeem
937-902-0914

From: Rodney Hedeem <rshedeem@gmail.com>
Sent: Saturday, June 14, 2025 2:58 PM
To: General Admin <info@sisterbaywi.gov>
Cc: Faurbach3807@gmail.com <Faurbach3807@gmail.com>; Rodney Hedeem <rshedeem@gmail.com>
Subject: Fwd: Fauerbach request for conditional use permit



STAFF REPORT

LUNA VIEW

DEVELOPMENT AGREEMENT AMENDMENT

Date: June 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

At last month's meeting the Commission recommended the Board approve an amendment to the Development Agreement for Luna View. The amendment would have given Mr. Gokey a 90-day extension. At the Board meeting the Board remanded the matter back to the Commission. Mr. Gokey will be at the meeting to answer questions.



STAFF REPORT

HAPPY COFFEE

Date: June 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Lilly Orozco of Happy Coffee sent the Board a letter requesting “the signage code be reviewed for clarity, especially in regard to decorative art, door displays, and sandwich board replacements”.

Orozco has, or has had, sign violations, one of which involves artwork (which meets our definition of a sign). She did not appeal the letter declaring the artwork a sign, rather she is requesting we look at our code and review it.

Attached is Ms. Orozco’s letter. Staff has not had time to prepare a timeline of the case, but will try to do so before Tuesday’s meeting. The timeline might be helpful in better understanding the situation.

Do we want to schedule a work session to review our code, as Ms. Orozco requested?

Lilly Orozco & Juan Ornelas

happy coffee

PO Box 781

Sister Bay, WI 54234

drink@happycoffeedoco.com

June 12, 2025

Sister Bay Village Board

10693 N Bay Shore Dr

Sister Bay, WI 54234

Dear Members of the Sister Bay Village Board,

We hope this message finds you well. Our names are Lilly Orozco and Juan Ornelas, full-time residents and owners/operators of *happy coffee* in downtown Sister Bay.

We're writing to respectfully express our concerns and request your consideration in reviewing a matter brought to our attention on May 19, 2025. On that date, we received a letter from Carla Heck (attached) regarding a complaint and subsequent investigation into the artwork on our front door and our sandwich board sign. The letter begins:

“On April 29, 2025, I investigated a complaint that your door and sandwich sign (displayed at your place of business) were obtained without a permit and therefore, not approved for public viewing.”

Following the letter, we exchanged a few emails with Carla (attached) and visited her office in person that same day. During our meeting, she informed us that the complaint was filed by a Village Board member—something we had not been previously made aware of. We have requested a copy of the filed complaint multiple times, but have yet to receive it. We do appreciate Carla's understanding and her willingness to extend the deadline to remove the vinyl on our door.

To provide some background: in May 2024, we purchased the business formerly known as Skip Stone Coffee Roasters LLC from Britt Unkefer. Lilly had been the General Manager and Juan the Marketing Director since 2019. When we took over ownership, we maintained the same LLC and EIN, and all existing business licenses remained active and unchanged. In March 2025, we rebranded the business as *happy coffee* and officially amended the LLC name to Happy Coffee DoCo LLC.

Regarding the letter we received, we found it troubling that we were not informed of the investigation until 20 days after it began—and that the initial deadline to comply was only four days after we received the notice, right before one of the busiest weekends of the year. While we appreciate the extended deadline to June 17, we believe the communication and timing could have been more considerate.

In response to the concerns outlined:

- **The vinyl on our door** is not intended as signage. It is decorative art created by a local Door County business to enhance our entrance and reflect our brand's welcoming identity. We believe it does not fall under the signage definitions in the current code. A similar vinyl had been present on the door for approximately 4–5 years under the previous owner (photo attached), and to our knowledge, there were no complaints or investigations during that time. This is part of what makes this situation confusing and concerning to us—especially as new owners and first-time business operators investing in a year-round storefront with one of the smallest footprints downtown, which does not even extend to the sidewalk.
- **The sandwich board** is a direct replacement of the previously approved sign (photo attached), which was damaged due to year-round weather. We did not add additional signage or change its use—just replaced it to maintain visibility and safety. One side always faces the entrance and is not visible to the public street. We truly don't understand why this simple replacement needs to be so complicated, especially when the design remains consistent with the Village's aesthetic.

On May 31, we sent a follow-up email to Carla (attached), also copied to the Plan Commission, which read in part:

"I'd like to kindly request a copy of the filed complaint for our records... and formally request an extension regarding the clarification of the decorative art on our door. We're a very small, family-owned business that just began operations a year ago, and unexpected costs like this can have a significant impact. Once we have guidance from the commission, we'll be more than happy to comply with any necessary resolutions."

The only reply we received was from Carla, who stated:

"If you want to go before the PC for a courtesy review, you will need to submit the request in writing... along with the required Courtesy Review Fee established by the Board (\$500)."

Unfortunately, we are not in a financial position to pay a \$500 fee just to clarify a decorative element on our door. As a new small business with limited resources, this expense is simply too burdensome. We also still haven't received the complaint filed against us, and kindly ask the Village Board to help us obtain a copy for our records.

We're sharing all of this because we believe that context matters. We are small business owners and full-time residents who have lived and worked in this community for over 11 years. We do our best to contribute positively, follow local rules, and honor the spirit of Sister Bay.

What's been most disheartening is the lack of communication and transparency around this process.

Additionally, we've learned of another Latino-owned business that experienced a similar situation—where violations were not addressed with previous owners but surfaced with new ownership. We feel it's important to raise awareness of how this can create unequal experiences among business owners.

We respectfully suggest that the signage code be reviewed for clarity, especially in regard to decorative art, door displays, and sandwich board replacements. Better guidance could help prevent future misunderstandings—particularly for new, small, and minority-owned businesses who may not have the resources or experience to navigate unclear regulations.

We kindly ask the Board to consider our situation with empathy and a sense of fairness. Our goal has always been to align with local ordinances and uplift the welcoming, creative character of Sister Bay. We hope this letter sheds light on our experience, and that it can open the door for more supportive dialogue in the future.

Thank you for your time and for your service to our community.

Warmly,

Lilly Orozco & Juan Ornelas

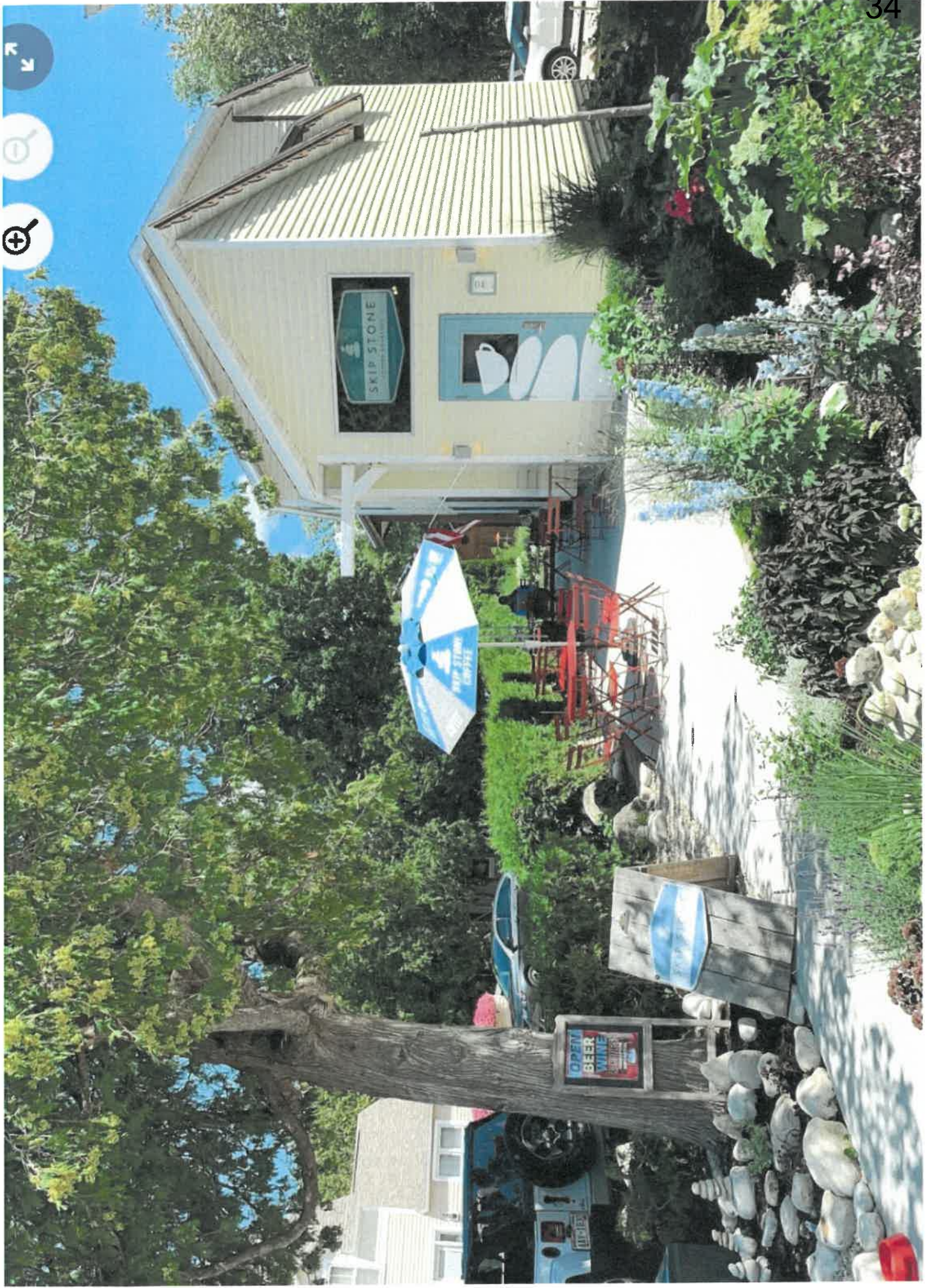
Owners, *happy coffee*

846 of 1014



y coffee lovers! ☁️ ☁️ ☁️

 Send message





CERTIFIED MAIL

May 19, 2025

Happy Coffee
 Lillian Orozco and Juan Ornelas
 P.O. Box 781
 Sister Bay, WI 54234

Re: Happy Coffee Signs

Dear Lillian and Juan:

I would like to bring to your attention two Village Code Violations which are taking place at your place of business, Happy Coffee, located at 10678 N Bay Shore Drive, Unit 2 in Sister Bay.

On April 29, 2025, I investigated a complaint that your door and sandwich sign (displayed at your place of business) were obtained without a permit and therefore, not approved for public viewing.

Sec. 66.0720 (9), Signs on External Walls, state, in part, one sign on an external wall is allowed per commercially zoned unit. The maximum allowable size for such sign is 4 feet. If it is over 4 square feet in size the sign's area shall be included in the total signage calculation. All signs must be mounted on the building. Erasable blackboards or glass-enclosed cases are acceptable.

Sec. 66.0710 (2) Determination of Allowable Signage, state, in part, the area of each building's signage shall be the lineal feet of the front of the building multiplied by the story factor. A basement shall not count as a story. (See Sec.66.0753(6) to determine the manner in which to ascertain the linear front footage of a building.) No single projecting or ground sign may exceed 24 square feet in area per side.

The intent of the sign regulation in Section 700 Sign Regulations is to ensure that all signs in the Village of Sister Bay are done in accordance with the Sister Bay Zoning Code and with all other applicable laws and regulations.

A review of your file revealed that on February 24, 2025, the Village of Sister Bay granted you a permit to replace the Skip Stone sign with the newly approved Happy Coffee Sign. Specifically, the total square footage of the one (1) allowable ground sign for Happy Coffee was measured at 18.72 square feet. The Allowable Signage Determination Table shows the multiplier to be 0.83. The width of the front of your building is approximately 27.72. So, the math calculations are as follows:

- $27.72 \times 0.83 = 26.89$ square feet
- $26.89 - 18.72$ (ground sign square foot) = **4.2876 square feet remains as the allowable space.**

With that said, your property reached the maximum allowable signage. This means that any new signs (with a permit) cannot exceed 4.2876 square feet.

Section 66.07710(6) states, in part, Signage at the Entrance of Tenant Spaces One sign placed at the entrance of the space for each separate tenant space in multi-tenant buildings may be placed on the building and each directory sign shall not exceed 2 square feet per side. In lieu of one entrance directory sign for each separate tenant space, a single wall sign may be permitted. The area of the wall sign shall be no larger than the cumulative amount of the permitted separate entrance directory signs. The in lieu of sign shall be in addition to the sign areas allowed above and shall conform to all the requirements of this section.

This means you are allowed to affix two signs (with a permit). The first sign cannot exceed two square feet, and the second sign cannot exceed 4.2876 square feet. Please keep in mind that any other tenant that you share space with shares the same amount of sign footage that is identified in this letter.

Sec. 66.07713, Sandwich Board Signage *with Permit* states, in part, Sandwich board signs are permitted subject to the following conditions:

- (1) Entities may use sandwich board signs on their property in front of their properties in the B-1, B-2, B-3, I-1 and P-1 Districts as permitted, provided that the sandwich board signs will not be located on the sidewalk or bikeway if one is present or in any public right-of-way.
- (2) Sandwich Board Sign Impact on Total Permitted Signage
 - (a) A sandwich board where the messages and content change on a weekly basis shall not count towards the total signage allowed under Section 66.07710.

A sandwich board where the wording or image is unchanging shall count toward the total signage allowed under Section 66.0710. Any sandwich board permitted under this subsection shall also comply with (3)-(7) below.

(3) The sandwich board must be located in front of the property and will not cause a hazard to traffic or adjoining properties. These signs require a permit and shall not exceed 6 square feet in area on one side or 12 square feet on all sides.

(4) The sandwich board sign must be removed from its display location whenever the permit holder is not open to the public. VILLAGE OF SISTER BAY ZONING CODE SECTION 700 – SIGN REGULATIONS
SECTION 700 – SIGN REGULATIONS

(5) Festivals, non-profits, organizations and businesses under contract with the Village may use sandwich board signs on Village owned property or other property in any district as permitted provided that the sandwich board signs will not be located on any sidewalk or bikeway if one is present or in any public right-of-way.

(6) The Plan Commission shall establish a sandwich board design guide, which will reflect various preferred designs and colors. The guide shall be updated periodically.

(7) The fee for a sandwich board sign permit will be delineated in the most recently adopted version of the Village's fee schedule.

To remedy this situation, you are required to bring the property into compliance.

1. Remove the door and sandwich board signs until a permit has been obtained; you are prohibited from displaying the sign no later than May 23, 2025.
2. Apply and submit a sign permit for two signs that will not exceed the remaining allowable square footage at <https://app.heygov.com/sisterbaywi.gov/forms/sign-permit/send>.

Attached are photos taken by the Village Official, depicting placement of illegal signage for your business, which **will need to be removed immediately**. **Any** display of these signs in public view is considered actionable and may result in fines as well as the confiscation of the illegal signs. Please be advised if this compliance is not corrected immediately upon receipt of this letter, every day may generate and constitute a separate offense.

If you have further questions, please do not hesitate to contact the office.

Sincerely,



Carla Heck
Code Enforcement Officer
zoning@sisterbaywi.gov

encl: photo



Signs without permits 04/29/25

**Fwd: Happy Coffee_10678 N Bay Shore Drive_ Unit 2**

4 messages

Lilly Orozco <lilly@happycoffeedoco.com>
To: happy coffee Door County <drink@happycoffeedoco.com>

Mon, May 19, 2025 at 10:49 AM

----- Forwarded message -----

From: **Carla Heck** <zoning@sisterbaywi.gov>
Date: Mon, May 19, 2025 at 10:38AM
Subject: Happy Coffee_10678 N Bay Shore Drive_ Unit 2
To: lilly@happycoffeedoco.com <lilly@happycoffeedoco.com>

Good morning Lillian and Juan,

Attached is a letter that requires your attention. Also, the Door County website (Tax and Land Records) needs to be updated for Happy Coffee Roasters.

If you have any questions, feel free to contact the Village of Sister Bay.

Carla Heck
Code Enforcement Officer



**Village of Sister Bay
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234**

P: (920) 854-4118 F: (920) 854-9637

For further information: www.sisterbaywi.gov

For meeting and official documents: <http://www.sisterbaywi.info/Agendas/Forms/AllItems.aspx>

For Sister Bay tourism information: www.CometoSisterBay.com

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Lilly Orozco
Owner, happy coffee

(920) 866-0891 • www.happycoffeedoco.com

lilly@happycoffeedoco.com

PO Box 781, Sister Bay, WI 54234



happy coffee <drink@happycofeedoco.com>
To: zoning@sisterbaywi.gov, Lilly Orozco <lilly@happycofeedoco.com>

Mon, May 19, 2025 at 11:14 AM

Hi Carla,

Thank you for reaching out and taking the time to review this matter.

First, I was under the impression that we already had a sandwich board permit on file. The LLC hasn't changed with the new ownership, we simply completed a name change about a month ago, but it remains the same legal entity.

Second, I understood that the door decal wouldn't be considered signage. To my knowledge, the code doesn't specifically mention doors, and the image itself is decorative, we just updated it to reflect our rebranding. The previous image had been in place for years.

Also, could you let us know who filed the complaint? Is that public information, or could you let me know how to request access to that?

Thanks again for your help. It would have been helpful to hear about this back in April—we're committed to doing things right. At the moment, we're in a bit of a tough spot since the decal isn't easy to remove, so we'd really appreciate a little more time to work toward a solution.

Thank you,

[Quoted text hidden]



Juan Ornelas
Owner, happy coffee

(920) 664-7444 • www.happycofeedoco.com

drink@happycofeedoco.com

PO Box 781, Sister Bay, WI 54234



 **sign app.pdf**
195K

Carla Heck <zoning@sisterbaywi.gov>
To: happy coffee <drink@happycofeedoco.com>

Mon, May 19, 2025 at 11:34 AM

Hi Lillian, thank you so much for getting back to me so soon.

I am certainly willing to work with you with regards to the door decal and sandwich board sign.

The sandwich board sign is easy, that can be removed immediately. As for the door decal, I can certainly give you until June 2, 2025 to remove it.

Also, can you confirm the legal name and business address for Happy Coffee? The Door County website does not have it updated.

Carla Heck
Code Enforcement Officer



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From: happy coffee <drink@happycoffeedoco.com>

Sent: Monday, May 19, 2025 11:14 AM

To: Carla Heck <zoning@sisterbaywi.gov>; Lilly Orozco <lilly@happycoffeedoco.com>

Subject: Re: Happy Coffee_10678 N Bay Shore Drive_ Unit 2

[Quoted text hidden]

happy coffee <drink@happycoffeedoco.com>

Sat, May 31, 2025 at 6:52 PM

To: Carla Heck <zoning@sisterbaywi.gov>, Lilly Orozco <lilly@happycoffeedoco.com>

Cc: nate.bell@sisterbaywi.gov, patrice.champeau@sisterbaywi.gov, ronkane@charter.net, kortrok@sbcglobal.net, skip@heidlerhardwood.com

Hi Carla,

Thank you again for receiving us in your office back on May 19. I'm sorry I haven't been able to reply to your last email until now.

I wanted to follow up on the status of our current sandwich board permit, which I previously attached in earlier emails, as I haven't heard back.

Additionally, I'm writing to formally request an extension regarding the clarification of the decorative art on our door. I would appreciate it if the Plan Commission could review this matter during their next meeting.

For context, this door art has been in place since the previous ownership—over five years ago—and we're unclear as to why this is now under investigation following our change in ownership. We also weren't made aware of the complaint when it was filed on April 29. I'd like to kindly request a copy of that complaint for our records.

At this time, I'm simply asking for an extension so we can clarify the matter with the commission. We're a very small, family-owned business that just began operations a year ago, and unexpected costs like this can have a significant impact. Once we have guidance from the commission, we'll be more than happy to comply with any necessary resolutions.

I've copied the members of the committee in case they'd like to reach out to us directly with any questions.

Thank you for your time and consideration,



Juan Ornelas

Owner, happy coffee

(920) 664-7444 • www.happycoffeedoco.com

drink@happycoffeedoco.com

PO Box 781, Sister Bay, WI 54234





Happy Coffee Signage

Carla Heck <zoning@sisterbaywi.gov>

Tue, Jun 3, 2025 at 10:37 AM

To: "drink@happycofeedoco.com" <drink@happycofeedoco.com>

Hi Juan,

Thank you for your email.

If you want to go before the PC for a courtesy review, you will need to submit the request in writing so the PC knows what they are being asked to consider, along with the required Courtesy Review Fee established by the Board (\$500). The deadline for the June meeting is June 10th.

Carla Heck
Code Enforcement Officer



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Fwd: Happy Coffee Signs

Lilly Orozco <lilly@happycoffeedoco.com>
To: happy coffee Door County <drink@happycoffeedoco.com>

Tue, Jun 3, 2025 at 12:43 PM



Lilly Orozco
Owner, happy coffee

(920) 866-0891 • www.happycoffeedoco.com

lilly@happycoffeedoco.com

PO Box 781, Sister Bay, WI 54234



----- Forwarded message -----

From: **Carla Heck** <zoning@sisterbaywi.gov>
Date: Tue, Jun 3, 2025 at 12:42
Subject: Happy Coffee Signs
To: lilly@happycoffeedoco.com <lilly@happycoffeedoco.com>

Hi Lilly and Juan,

With the busy spring and summer season, I know contractors can get behind with their projects. As a result, I will honor and further grant the extension to remove the door sign by June 17, 2025.

I am pleased to learn that a sign permit application will be completed for the sandwich board sign. As you know, all sign approvals are made by the current Plan Commission Chair. So, in the meantime please remove the sandwich board sign until the Chair can approve your application.

Regards,

Carla Heck
Code Enforcement Officer



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Village of Sister Bay
 2383 MAPLE DRIVE • SISTER BAY, WI 54234
 PHONE: (920) 854-4118 • FAX: (920) 854-9637
 E-MAIL: INFO@SISTERBAYWI.GOV
 WEB SITE: WWW.SISTERBAYWI.GOV

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
	4-8-23
Fee Amount Paid: \$50 11/7/23	Receipt #:

Sign Permit Application

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION
Applicant (If different from property owner) Skip Stone Coffee / Juan Ornelas		Parcel Identification Number (PIN) 181- 580002
Street Address PO 164		Subdivision or CSM (Volume/Page/Lot)
City • State • Zip Code • Phone Number Sister Bay, WI 54234 (920) 421-4390		Address Of Property (DO NOT Include City/State/ZipCode) 10678 N Bay Shore Dr Unit 2, Sister Bay, WI 54234
Property Owner (If different from applicant) John B Unkefer	Signature of Owner 	
Street Address PO Box 164		Width (in feet) of the front of the building facing the street:
City • State • ZipCode Sister Bay, WI 54234		
Sign Contractor (Agent)		CURRENT PROPERTY USE
Street Address		☐ Non-commercial ☐ Multi-occupant commercial ☒ Single occupant commercial ☐ Other commercial ☐ Other _____
City • State • Zip Code • Phone Number		
PROPOSED SIGN		
Type of Sign Construction (Please check/complete ALL that apply below) ☐ Ground ☐ Wall ☐ Directory ☐ Window ☐ Projecting ☐ Temporary ☒ Other Sandwich Board Size of window (square feet) _____ Total square footage of all signs on property _____ Building height where sign is to be placed _____		Sign Details Sign Size: 22" _____ by 30" _____ Total Square Feet 9.17 ft ² _____ Number of Sides 2 _____ Height (Sign Peak) _____ Height to bottom of sign _____ Distance from building _____ Distance from front lot line/ROW _____ Distance from side lot line _____ Illumination: _____
Please complete the sign design on the attached sheet. ☒ I agree to mark or stake out the location of the proposed sign on the site.		
CERTIFICATE		
I, the undersigned, hereby apply for a Sign Permit and certify that all the information both above and attached is true and correct to the best of my knowledge. I affirm that all work performed will be done in accordance with the Sister Bay Zoning Code and with all other applicable laws and regulations. I hereby authorize the Zoning Administrator to enter the above-described property for purposes of obtaining information pertinent to my application request and to conduct zoning code inspections.		
Signature _____		Date 05/11/2023
Daytime Contact Number (920) 421 - 4390		Email address juan@wildrestaurantconcepts.com

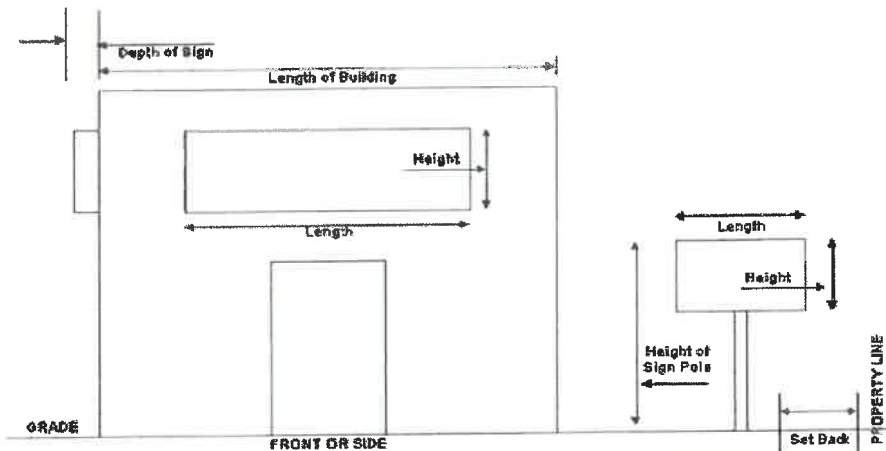
SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the **Pantone color** number of any color used on the sign. Locate and identify any landscaping.



Sign Scale



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District

B-3

☒ APPROVED

☐ DENIED

w/cond- see email

Zoning Administrator / Date

Sp. A. Schuyler 6/8/23