



PLAN COMMISSION MEETING AGENDA

TUESDAY, JULY 22, 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: June 24, 2025
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items:
 - a) Certified Survey Map; Nick Deviley; 10440 Orchard Dr.
 - b) Courtesy Review; Awning Signage; Champeau Flooring/Tim Perille; 2613 S Bay Shore Dr.
 - c) Text Amendments; Ch. 18 & 50; Garbage
 - d) Text Amendment; Ch. 66; Park District Uses
 - e) Request for Proposals; Multi-Family Housing; Ava Hope & Northwoods
 - f) Reconsideration Request; eBike Shed; Waterfront Park
 - g) Fee Schedule Review
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; August 26, 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, JUNE 24, 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: Only four people signed the attendance sheet - Kurt Harff; Kim Erzinger; Ken Church; Rick Dahlstrom. Also present, however, were Karl Fauerbach (virtually), Bjorn Johnson and his client, Marc Savard.

2. Approval of Agenda

Motion by Kane, second by Harff, to approve the agenda as presented. Motion carried unanimously.

3. Approval of May 27, 2025, Meeting Minutes

Heidler noted a typo on page 4, line 17. Motion by Heidler, second by Champeau, to approve the minutes as amended. Motion carried unanimously.

4. Comments, Correspondence and concerns from the Public

In addition to the correspondence in the meeting packet, Attorney Bjorn Johnson spoke to the letter he sent on behalf of his clients, Amedee and Marc Savard, which was in the meeting packet, and indicated he was available if there were questions. Bhirdo indicated since the letter was not an agenda item, the Commission could not discuss the matter.

5. Public Hearing, Discussion, Action:

a) Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.

Bhirdo opened the hearing at 5:34 p.m. Schmelzer read the notice and shared a brief summary of the conditional use permit request and distributed a survey from the file showing building locations. Fauerbach was available via Zoom to answer questions. Discussion focused on the distance the addition would be from the shed located in the area of the common element. Since the shed had no fire wall, and was not ten feet from the addition, the Plan Commission had concerns about its location; discussion followed. The hearing closed at 5:52 p.m.

Motion by Harff, second by Champeau, to recommend to the Village Board approval of the conditional use permit subject to the condition that if the shed is rebuilt, or relocated, or the vegetation thinned or removed so as to result in the shed being visible from the road, a permit be obtained; the condominium is to understand sheds are not allowed in front yards and cannot be rebuilt in the same location. Motion carried unanimously.

6. Discussion/Action Items

a) Development Agreement Amendment; Time Extension; 2399 Maple Dr; Luna View; Al Gokey

Schmelzer explained the Development Agreement Amendment the Plan Commission previously recommended to the Village Board was remanded back to the Plan Commission to revise the completion deadline. During the meeting it was noted the original Development Agreement allowed Mr. Gokey until June 30 to work on his project and by consensus they therefore authorized him to continue to work on the development until that date. Discussion followed regarding a deadline for completion.

Motion by Harff, second by Kane, to send property owners within 300 feet of the development a letter explaining the Village Board is to review the timeline extension request at their July 15 meeting. The letter is to seek input as to whether Mr. Gokey should be allowed to work until July 15; or, resume work only after Labor Day; or, wait until after Fall Fest to complete the work. Motion carried: Aye-6; Nay-1 (Bell voted no explaining he did not support Mr. Gokey being allowed to work until June 30)

b) Setback and Building Material; Temporary Vendor Shed; Waterfront Park

Schmelzer shared information about a temporary shed for a park vendor operating at Waterfront Park that the Parks, Property & Streets Committee had approved, subject to Plan Commission approval. She distributed an aerial photo showing the approximate location the Parks Committee had recommended. The shed was erected and houses eBikes and does not meet the required side yard setback, and, is made of metal, which is not allowed in Sister Bay. On June 16 the Parks, Property & Streets Committee noted the shed close to the water and near the west property line, in view of the Yacht Club. They elected to have the shed relocated further from the water to protect the view from the Yacht Club, and allow it to be less than five feet from the property line. The Plan Commission didn't object to the shed being closer to the lot line than allowed, but felt allowing a metal shed would set a precedent.

Motion by Bhirdo, second by Champeau, to deny the request and order the shed removed. Motion carried unanimously.

7. Permit Report

Schmelzer explained she forgot to include the report in the meeting packet and would include it in next month's packet.

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

Bhirdo requested a text amendment be presented when the Commission presents its next set of text amendments: Setbacks for commercial vendors' accessory structures on public parklands.

9. Next Meeting

It was confirmed the next regular meeting would be July 22, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station.

10. Adjournment

Motion by Harff, second by Kane, to adjourn. Motion carried unanimously. The meeting adjourned at 6:49 p.m.

Respectfully recorded by Sue Clarke, Village Clerk, and submitted by Julie Schmelzer, Village Administrator



STAFF REPORT

DEVILEY CSM

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Nick and Mary Deviley own six acres off Orchard Drive. The subject parcel is zoned General Business (B-1). The property, along with the adjacent farm, was a fairly infamous children's petting zoo decades back. The property is bound by Orchard Drive and an ingress/egress easement which serves the adjacent farm. The site to be divided includes a restaurant, small motel, farmland and a drainfield (the property is currently on private septic).



Deviley proposes dividing the property into three parcels (see attached CSM):

Lot 1: Would be dedicated to the former *Patio* restaurant and small motel. There would be direct access onto Orchard Drive, and from an access easement. There is a septic tank on the new parcel that connects to a very large drainfield on another proposed lot – these are to be abandoned when the Deviley's install public sewer and water, which they are currently working on with the Utilities Department. The only concern on this lot is that the southernmost motel building is not setback the

required 40' from the egress easement. However, the driveway (easement) and motel predate zoning, so even without a certified survey map, that nonconformity would exist.

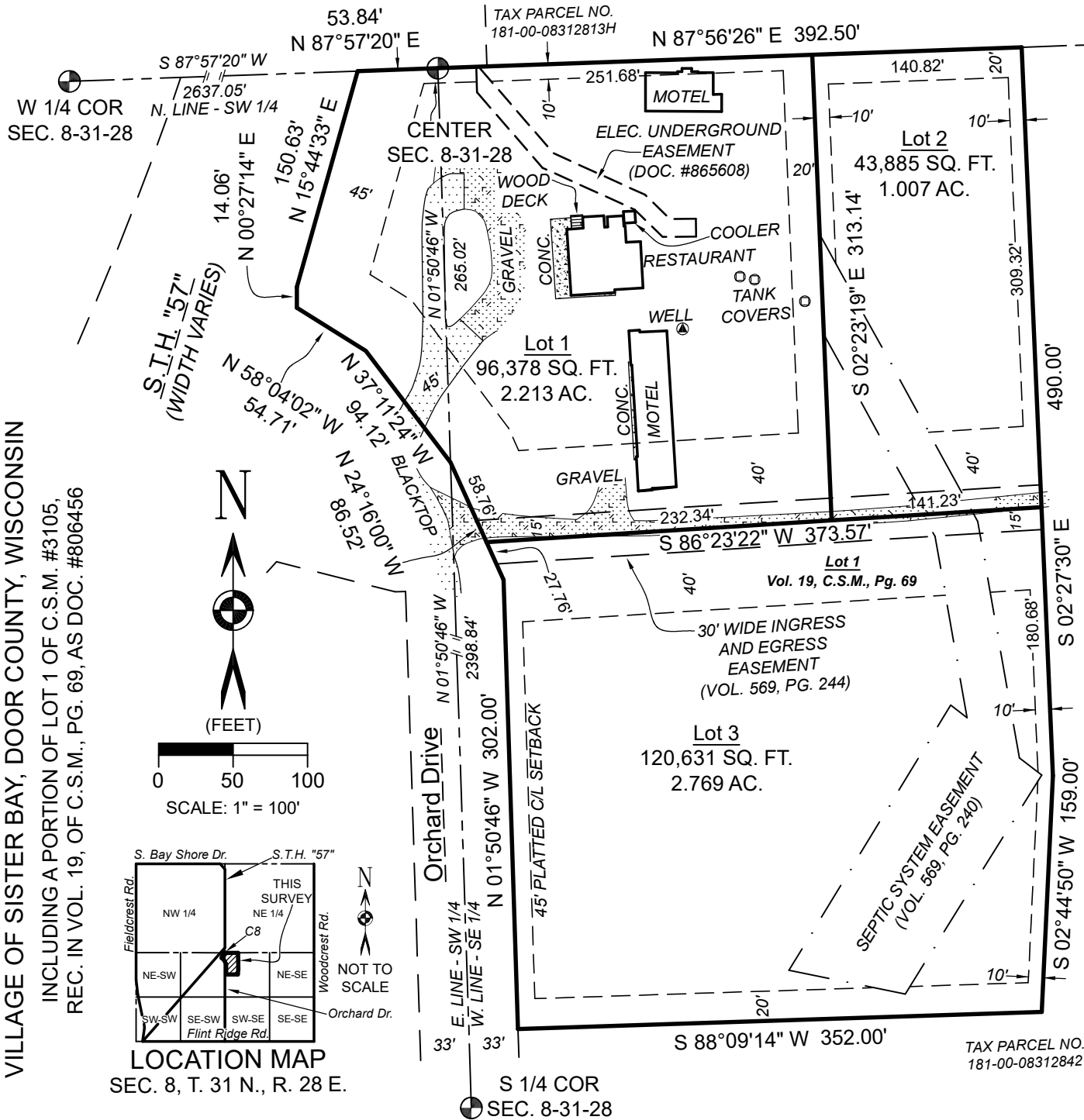
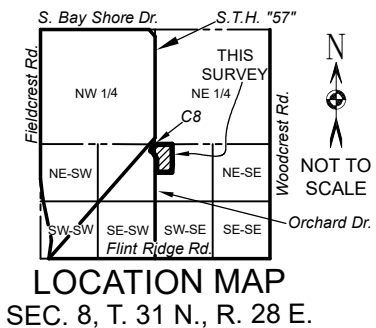
Lot 2: This is a one-acre field behind the restaurant parcel. It functions separate from the restaurant and motel, and 'makes sense' to disconnect it from the restaurant parcel. When Deviley installs sewer, it will run directly past this parcel, making it suitable for development, should he ever choose to develop it. Lots can be on a private road/easement, if approved by the Plan commission.

Lot 3: This lot would be the farmland south of the existing egress. This abuts Orchard, but is also bordered by the egress easement. This has the drainfield, which is to be removed and the site connected to sewer and water.

If the commission is supportive of the proposal, this CSM will require Board approval.

CERTIFIED SURVEY MAP

LOCATED PARTLY IN:
THE NE 1/4 OF THE SW 1/4 AND PARTLY IN THE
NW 1/4 OF THE SE 1/4, ALL IN SECTION 8, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN
INCLUDING A PORTION OF LOT 1 OF C.S.M. #3105,
REC. IN VOL. 19, OF C.S.M., PG. 69, AS DOC. #806456



LEGEND

- ⊕ = U.S. PUBLIC LAND SURVEY CORNER (EXISTING DOOR COUNTY MONUMENT)
- = SET 1" IRON PIPE (WEIGHING 1.13 LBS PER LINEAL FOOT)
- = EXISTING 1" IRON PIPE (UNLESS NOTED)

BUILDING ZONE = B-1

- PRINCIPAL STRUCTURES:
- 45' PLATTED RIGHT-OF-WAY SETBACK
 - 45' ORCHARD DRIVE PLATTED CENTERLINE SETBACK
 - 40' FRONT YARD (EASEMENT SETBACK)
 - 20' REAR-YARD SETBACK
 - 10' SIDE-YARD SETBACK

Caveat:
Building zones depicted are based on zoning setbacks in effect at the time this map was produced and should not be relied upon without first obtaining written verification thereof from the Door County Land Use Services Department: Zoning and the Village of Sister Bay.

SURVEYOR'S NOTES:

- BEARINGS REFERENCED TO WEST LINE OF THE SE 1/4 OF SECTION 8-31-28, BEARING N 01°50'46" W, BASED FROM CERTIFIED SURVEY MAP NO. 3105, RECORDED IN VOLUME 19, OF CERTIFIED SURVEY MAPS, PAGE 69, AS DOCUMENT NO. 806456.
- FULL EXTENT GRAVEL AND BLACKTOP DRIVEWAYS NOT SHOWN DUE TO SNOW AND ICE COVER AT TIME OF FIELD WORK.
- BUILDING LOCATION DEPICTS THE FULL EXTENT OF THE STRUCTURES, INCLUDING EAVES AND OVERHANGS.
- THE NORTHWESTERLY PORTION OF LOT 1 THAT ABUTS S.T.H. "57" MAY BE SUBJECT TO HIGHWAY 42 & 57 LANDSCAPE SETBACK OVERLAY DISTRICT AS DESCRIBED IN THE VILLAGE OF SISTER BAY ZONING CODE.
- DIVIDING TAX PARCEL #181-00-08312842A, LOCATED AT 10440 ORCHARD DRIVE.

CERTIFIED SURVEY MAP

LOCATED PARTLY IN:

THE NE 1/4 OF THE SW 1/4 AND PARTLY IN THE
NW 1/4 OF THE SE 1/4, ALL IN SECTION 8, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

INCLUDING A PORTION OF LOT 1 OF C.S.M. #3105,
REC. IN VOL. 19, OF C.S.M., PG. 69, AS DOC. #806456

SURVEYOR'S CERTIFICATE:

I, Brian D. Frisque, Professional Land Surveyor for Brian Frisque Surveys Inc., do hereby certify that under the direction of The Patio, LLC, and Nicholas & Mary Deviley, owners, I have surveyed, divided and mapped the following described parcel.

A tract of land located partly in the Northeast one-quarter of the Southwest one-quarter, and partly in the Northwest one-quarter of the Southeast one-quarter, All in Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin, including a portion of Lot 1 of Certified Survey Map No. 3105, recorded in Volume 19, of Certified Survey Maps, Page 69, as Document No. 806456, and is more particularly described as follows:

Commencing at the South one-quarter corner of said Section 8, thence N 01°50'46" W along the West line of the Southeast one-quarter 2398.84 feet to the point of beginning, thence N 37°11'24" W 94.12 feet, thence N 58°04'02" W 54.71 feet, thence N 00°27'14" E 14.06 feet, thence N 15°44'33" E 150.63 feet to the intersection with the North line of the Southwest one-quarter, thence N 87°57'20" E along said North line of the Southwest one-quarter 53.84 feet to the Center of aforementioned Section 8, thence N 87°56'26" E along the North line of the Southeast one-quarter 392.50 feet to the Northeast corner of aforementioned Lot 1 of Certified Survey Map No. 3105, thence S 02°27'30" E along the easterly boundary of said Lot 1 of Certified Survey Map No. 3105 490.00 feet, thence S 02°44'50" W continuing along said easterly boundary of Lot 1 of Certified Survey Map No. 3105 159.00 feet to the Southeast corner of said Lot 1 of Certified Survey Map No. 3105, thence S 88°09'14" W along the southerly boundary of Said Lot 1 of Certified Survey Map No. 3105 352.00 feet to the intersection with the easterly right-of-way line of Orchard Drive, thence N 01°50'46" W along said easterly right-of-way line of Orchard Drive 302.00 feet, thence N 24°16'00" W continuing along said easterly right-of way line of Orchard Drive 86.52 feet to the intersection with the aforementioned West line of the Southeast one-quarter and the point of beginning.

Said tract contains 5.989 acres of land.

The above described tract of land is subject to and benefited by a 30 foot wide ingress and egress easement, recorded in Volume 569, Page 244. Further subject to and benefited by a septic system easement, recorded in Volume 569, Page 240. Further Subject to an electric underground easement, recorded in Document No. 865608.

I further certify that the adjacent map is a true representation to the best of my knowledge and belief of said property and correctly shows the size and location of the property, its exterior boundaries and correct measurements thereof, the location of all visible structures, boundary fences, apparent easements, roadways and visible encroachments, if any. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

This survey is made for the use of the present owners of the property and also those who purchase, mortgage or guarantee title thereto.

Dated _____
Brian D. Frisque
P.L.S. S-2429

CERTIFICATE OF THE VILLAGE OF SISTER BAY

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated _____
Nate Bell, Village President

CERTIFICATE OF THE DOOR COUNTY LAND USE SERVICES DEPARTMENT: ZONING:

The Door County Land Use Services Department: Zoning has no jurisdiction within the town and is not required to review or approve this Certified Survey Map.

Dated _____
Zoning Administrator

7-14-2025
D-011325H1.dwg
Drawn By: J.J.B.
JOB#: D-011325H1
SHEET 2 OF 2



STAFF REPORT

CHAMPEAU FLOORING AWNING – COURTESY REVIEW

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

The new owner of Champeau Flooring wishes to replace their awnings and would like to have lettering on the awnings. We allow lettering on awnings, but if the lettering is large, we consider it a sign, and the area of the lettering to be counted toward the allowable square footage of all signs on the property. In the below scenario, what would we allow?

Sec. 66.0710(8) allows,

(8) Permitted Types of Signs. A business may divide the total permitted signage into any combination of the four types listed below, not to exceed the total permitted area limits set forth in (b) above.

NOTE: If you measure across the whole building, as a one-story building, all tenants *in total* would be allowed 62 square feet of signage. However, the Champeau flooring section has a two-story facade, and the code doesn't account for buildings with two story segments, so it makes sense to count the allowable size by segment/tenant. If we count *just* the Champeau section, they would be allowed 35 sq. ft. If you count both single stories and two stories, the building *in total* would be allowed 82 sq. ft.

- (a) *Wall signs.* Wall signs placed flat against the exterior walls of a building shall not extend above the roofline. Wall signs shall not extend beyond the ends of the wall to which they are attached.
- (b) *Projecting signs.* Projecting signs fastened to, suspended from or supported by structures, shall not extend more than 6 feet into the required yard area, shall not extend into any public right-of-way, shall not extend over any driveway and, shall be at least 10 feet from all side lot lines. Except in areas where there are public sidewalks which are cleared of snow by the Village, the projecting sign shall not be located at a point higher than seventy-five percent (75%) of the wall measured from the top of the foundation where it is located. In those areas where the sidewalks are cleared of snow by the Village, there shall be a minimum clearance of 92 inches from the bottom of projecting signs to the sidewalk.
- (d) *Ground signs.* Ground signs shall not exceed 8 feet in height. Ground signs shall be located at least 10 feet from any street right-of-way and at least 2 feet away from any side or rear lot line except as specified in (a) below, but if any and all adjoining property owner(s) execute an applicable agreement a 0 foot side or rear setback will be allowed. Ground signs shall comply with the traffic visibility requirements set forth in Sec. 66.0401. All ground signs shall include landscaping at the base of the sign.
 - 1. In the B-3 Downtown Business District ground signs may be located no closer than 10 feet from the face of the curb, if the existing building and/or terrain is not suitable for the setback as specified above.

2. All parcels shall be limited to one ground sign, regardless of the number of businesses, buildings on the site or the number of street frontages abutting the property.
- (e) *Vending Machine Signage.* Only vending machines without internal illumination are permitted in all business districts.

Sec. 66.0710 (5) reads,

- (5) Awning Signage. All businesses are allowed signage on awnings subject to permit. Awning signage may include logos, business names, symbols and wording placed only on the flap. Awning/canopy covering pedestrian or vehicle access areas signs shall provide no less than 8 feet vertical clearance between the bottom of the sign and the ground, (finished surface), directly beneath the awning/canopy. Signage on awnings shall not count towards total signage. [Note, as policy, if the lettering is 'minor' we have been exempting it, as seen on Husby's awnings.]

Sec. 66.0711 Commercial Center Signage with Permit, reads,

A commercial center is defined as a multi-tenant, multi-building commercial and retail development under common ownership or management and located in the B-1 zoning district. The shopping center may be permitted the following signage in addition to the approved building signage as specified in **Sec. 66.0710** [the two sections cited above].

- (1) Signs Used for Commercial Centers. Commercial Centers shall be allowed as follows:
 - (a) Two (2) marque ground signs may be provided. Two (2) marque ground signs may be permitted along the State Highway abutting a commercial center.
 - (b) The marque signs shall not exceed 72 square feet per side in total area and not exceed 12 feet in height. The location shall be approved by the Plan Commission prior to the issuance of a sign permit.
- (2) Business or Tenant Signage. The signage specified in Sec. 66.0710(6) may be provided for each individual tenant business in a commercial center. In a multi-tenant building, each business shall be permitted signage up to 12 square feet per side. In a single tenant building the business shall be permitted signage up to 16 square feet per side on the interior of the shopping center.
- (1) Additional On-Premise Signage. One additional ground sign on the shopping center property may be permitted subject to the following restrictions:
 - (a) The maximum size of the sign shall not exceed 36 square feet per side.
 - (b) The location shall be approved by the Plan Commission prior to the issuance of a Sign Permit.

The Building - This property is considered a Commercial Center as it is a large building with multi-tenants. See the photo below (ignore the yellow outline).

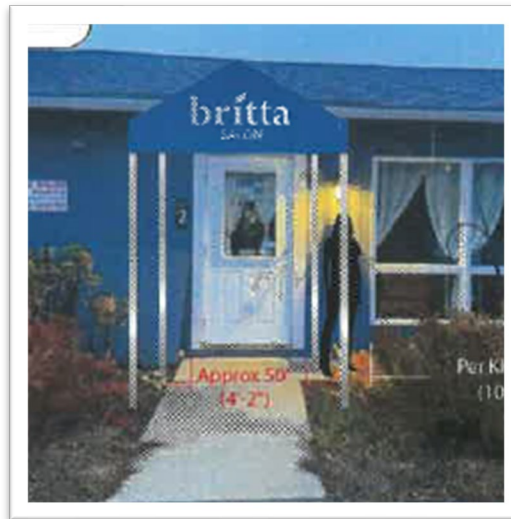


Files show the following tenants have sign permits and their sizes, but files show no calculations as to what signage is allowed (it appears they were just 'allowed' by design):

- Champeau Flooring was approved for the existing awning signage: No height specified, but the left awning was allowed 88"; center/main awning 57.5"; right allowed 89". Originally they wanted signage 'on top' the awning, but were told it could be on the flap only.



- Britta Nelson Salon was approved for a 1'6" high x 3' logo on the awning, but that awning had no flap.



- Wulf Brothers, Inc had 10" high lettering, but widths weren't specified.



Request –

The original request this summer was for 22 sq. ft. of signage:



The revised request is for 12 sq. ft.:



If either of these are allowed, and considered 'signage', they do not exceed the 35 (or 82) sq. ft. allowed. If we deduct Brita's logo/sign, 30.5 (or 77.5) sq. ft. would remain. Or, are they treated as awning signage, for which the code reads, "Signage on awnings shall not count towards total signage"? And, would we allow this segment of the building to have larger letters than the other segments (keeping in mind however Brita's was treated as a logo/sign)?

The applicant's addendums are attached.

Should the code be amended to specify a letter height?

Tuesday, July 8, 2025



13

Dear Members of the Village of Sister Bay Plan Commission,

I hope this message finds you well. I'm writing on behalf of Champeau Flooring to respectfully request a courtesy review and potential exemption related to our storefront awning.

Champeau Flooring has proudly served Sister Bay and the greater Door County community since 1970. As a family-run business, we take great pride not only in the work we do—helping homeowners build beautiful, lasting spaces—but also in being part of this community. We've supported local events, hired locally, and contributed to the area's economic growth for over 50 years.

As we continue to evolve, one of our most persistent challenges has been visibility. Despite our long-standing presence in Sister Bay, we still frequently hear from residents—some who have lived here for years—saying, "*I never knew you were here.*" This is largely due to the limitations of our current awning. It is faded, beginning to show signs of mold, and contains outdated information (including a reference to paint sales, which we no longer offer).

To better reflect our brand and to improve visibility for new homeowners—who make up the majority of our clientele and may be less familiar with the 'Champeau' name—we are changing our awning color to our 'Champeau Red' color and seeking permission to increase the vertical face of our awning from 12 inches to 20 inches. This would allow us to display a larger, clearer logo while staying consistent with the overall architectural character of the building.

For reference, Britta Salon—located in the same commercial corridor—has a 36-inch awning face and a significantly larger logo. Given that our unit is meaningfully larger and spans approximately 32 feet of frontage, we believe our request aligns with the spirit of the signage guidelines. If the standard signage calculation applies to our space, we would be entitled to approximately 22 square feet of total signage—which is within reason for the proposed modification. Please note that we do have a long-standing double-sided ~5 sq ft. marquee name plate on a 'ground sign' along with the other businesses in the complex.

We understand and appreciate the importance of preserving Sister Bay's aesthetic charm, and we want to ensure any updates we make contribute positively to the streetscape. For your reference, we've included design mockups along with this application, as we are happy to collaborate towards a final design.

Thank you for your time and consideration. We deeply value the Commission's work in shaping the character and vitality of our community, and we hope you'll see this request as a thoughtful, reasonable step that will meaningfully help a local, long-standing business continue to serve the people of Sister Bay.

Warm regards,

Tim Perille

Owner, Champeau Flooring

A handwritten signature in black ink, appearing to read "Tim Perille", with a long, sweeping horizontal line extending to the right.

CLIENT: CHAMPEAU FLOORING

LOCATION: 2613 S BAYSHORE, SISTER BAY, WI 54234
DRAWN BY: NICOLE M
SALESPERSON: KELSY W
DATE: 04/30/2025
LEAD #: 3903
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	NM	05/02/2025	2 AWNINGS
	NM	05/12/2025	MIDDLE AWNING
	NM	05/23/2025	LOGO
	NM	06/06/2025	UPDATED LOGOS
	NM	06/27/2025	AWNING HEIGHT

AWNINGS

QUANTITY: 2 AWNINGS
LIGHTING: NON-ILLUMINATED
MATERIAL: SUNBRELLA (FABRIC)
STYLE: SHED & SPHERE
ENDS: CLOSED
PROJECTION: 24"D
GRAPHICS: PAINTED COPY & LOGO (P-1)
FONT: FRUTIGER 65 BOLD
EGG CRATING: NO
FRAME: UNFINISHED (RAW)

MOUNTING: FLUSH TO BUILDING

INSTRUCTION: REMOVE EXISTING AWNING.
PRODUCE & INSTALL NEW AS SHOWN.

COLORS:

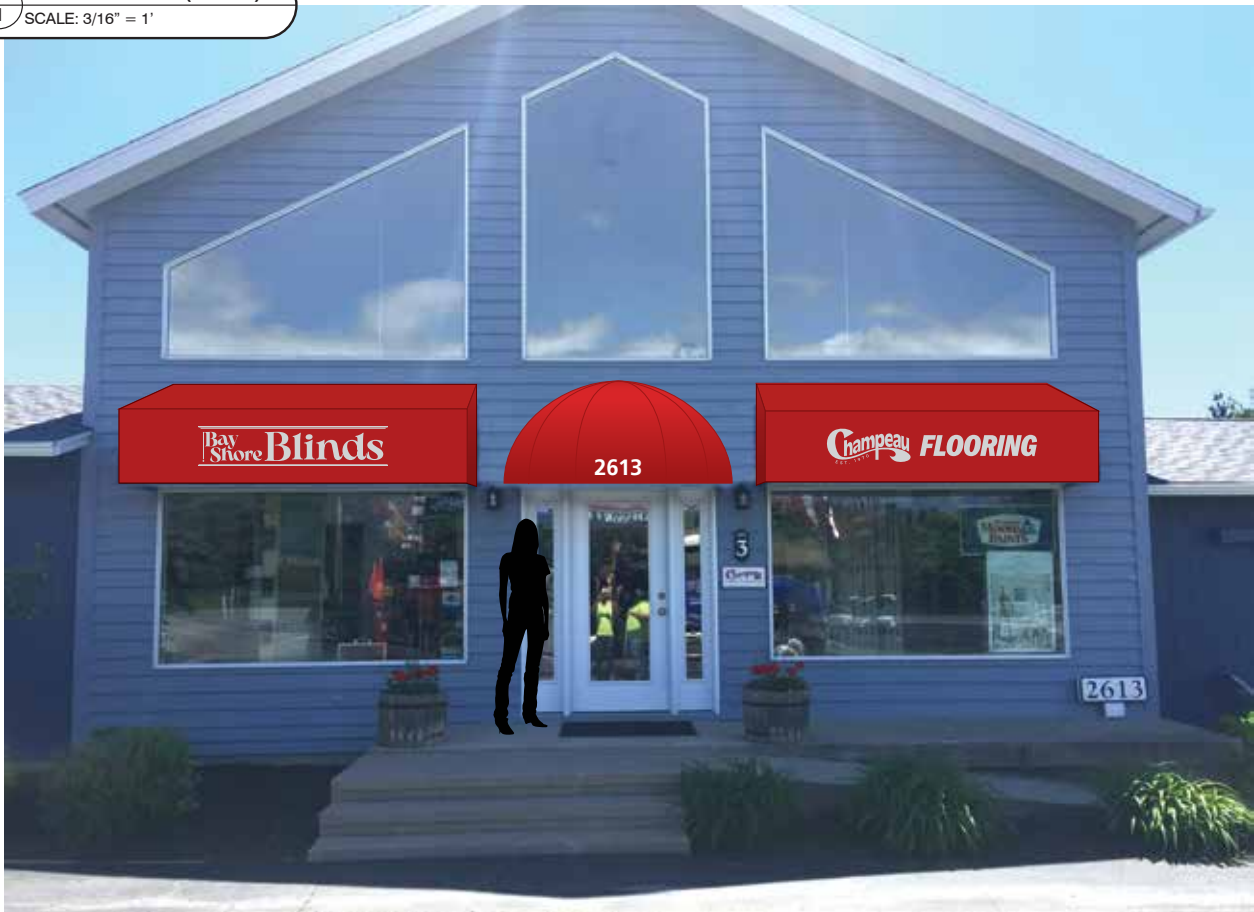
- ☐ P-1 WHITE
☒ A-2 SUNBRELLA LOGO RED

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

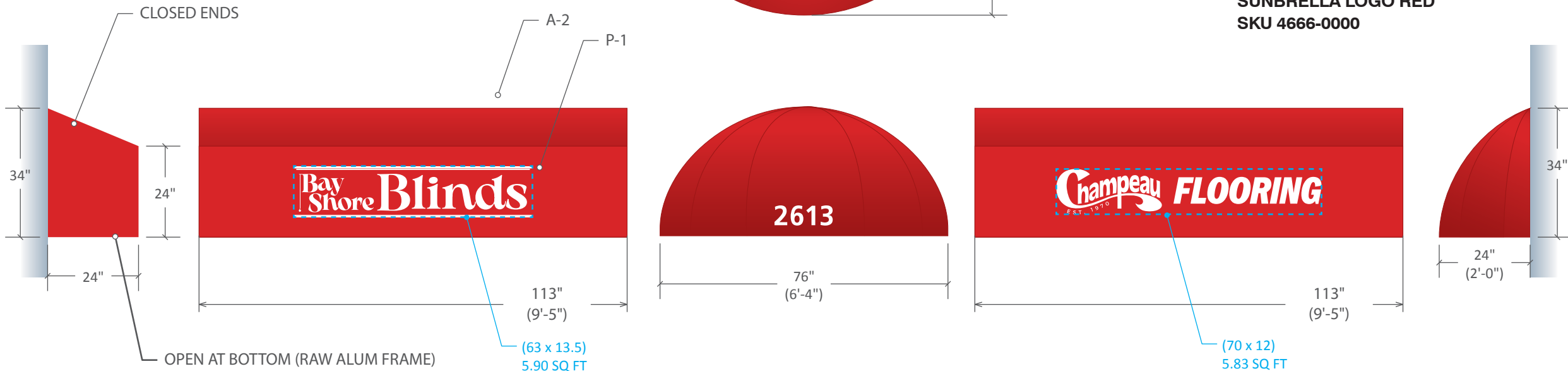
SIGNATURE

DATE

A LOCATION VIEW (AFTER)
1 SCALE: 3/16" = 1'



A DETAIL VIEWS
3 SCALE: 3/8" = 1'



THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO, INC.

This is an original, unpublished drawing by Creative Sign Co, Inc. It is for your personal use, in conjunction with a project being planned for you by Creative Sign Co, Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co, Inc., is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign.
CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.

OPTION 1

14

CLIENT: CHAMPEAU FLOORING

LOCATION: 2613 S BAYSHORE, SISTER BAY, WI 54234
DRAWN BY: NICOLE M
SALESPERSON: KELSY W
DATE: 04/30/2025
LEAD #: 3903
PAGE: 1.1

REVISION LOG:	INTL	DATE	DESCRIPTION
	NM	05/02/2025	2 AWNINGS
	NM	05/12/2025	MIDDLE AWNING
	NM	05/23/2025	LOGO
	NM	06/06/2025	UPDATED LOGOS
	NM	06/27/2025	AWNING HEIGHT

AWNINGS

QUANTITY: 2 AWNINGS

LIGHTING: NON-ILLUMINATED

MATERIAL: SUNBRELLA (FABRIC)

STYLE: SHED & SPHERE

ENDS: CLOSED

PROJECTION: 24"D

GRAPHICS: PAINTED COPY & LOGO (P-1)

FONT: FRUTIGER 65 BOLD

EGG CRATING: NO

FRAME: UNFINISHED (RAW)

MOUNTING: FLUSH TO BUILDING

INSTRUCTION: REMOVE EXISTING AWNING.
PRODUCE & INSTALL NEW AS SHOWN.

COLORS:

☐ P-1 WHITE

☒ A-2 SUNBRELLA LOGO RED

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

SIGNATURE

DATE

A LOCATION VIEW (AFTER)
1 SCALE: 3/16" = 1'

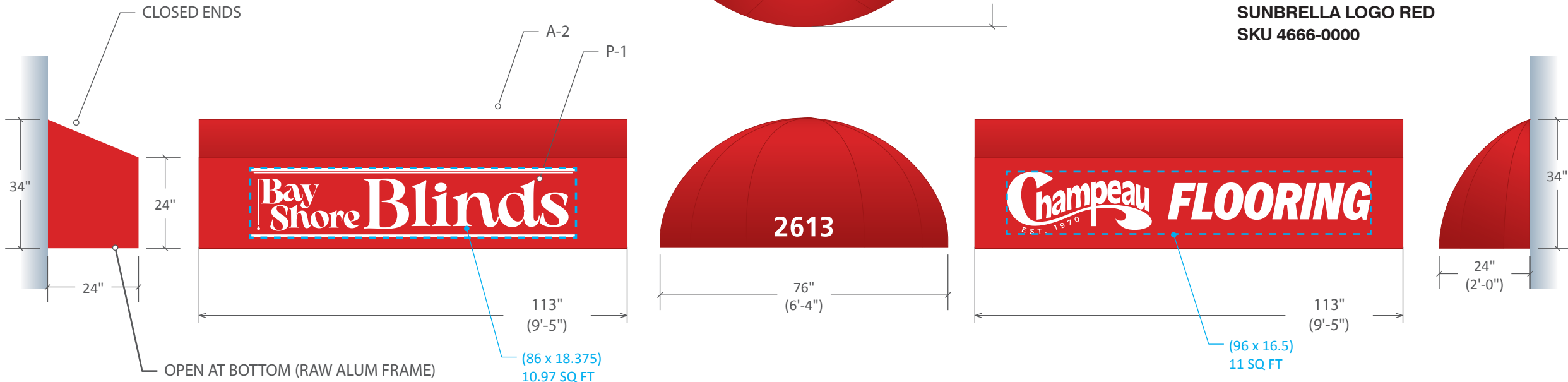


A EXISTING VIEW
2 N.T.S.



REMOVE EXISTING AWNINGS

A DETAIL VIEWS
3 SCALE: 3/8" = 1'



SUNBRELLA LOGO RED
SKU 4666-0000

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STAFF REPORT

GARBAGE AMENDMENTS

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

When the village was reviewing their short-term rental rules, we discussed the issues we were having with guests being helpful and overfilling garbage cans, and, wheeling the receptacles out to the road when they left. To make sure we didn't have garbage blowing everywhere, and the unsightliness of overfilled bins at the road, we required all STR operators to subscribe to a 'drive in' service whereby the hauler picks up the trash by the home or garage, vs the road. For most operators, this service costs about \$1/day.

What we didn't consider – because at the time we had no such cases – was owner occupied STRs where the owner lives on site. The rule above means the operator pays for the service, and has trucks on their driveway, even though the owner is present to address garbage and recycling issues.

Staff proposes the following text amendment for consideration:

Sec. 50.43 Solid Waste Collection and Disposal Services.

- (a) Single Family, Duplex and Three-plex Dwellings. The Village through its Contractor is providing a weekly garbage collection service utilizing one sixty (60) gallon roll out container. Any additional containers or capacity shall be paid for by the occupant. For those dwellings licensed as a short-term rental, **which are not owner occupied at the time of rental, they** shall subscribe for door-to-door service, whether occupied as a rental on a daily basis or not.

Sec. 18.57 Operation of a Short-Term Rental

- Q. **Except for certain owner occupied rentals, as outlined in Sec. 50.43 of the Municipal Code, e**Every Operator, or if authorized by the Operator, their Resident Agent, shall contract for refuse and recycling collection and disposal services that are tailored to the property to ensure compliance with Chapter 50 of the Municipal Code related to Health and Sanitation, garbage and recycling in particular. Said contract shall specify the collection of refuse and recycling will not be at the curb, but at the home itself to comply with the Municipal Code. Be advised a violation of Chapter 50, during the rental period or not, shall be deemed a violation of this Article.



STAFF REPORT

DEVILEY CSM

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Nick and Mary Deviley own six acres off Orchard Drive. The subject parcel is zoned General Business (B-1). The property, along with the adjacent farm, was a fairly infamous children's petting zoo decades back. The property is bound by Orchard Drive and an ingress/egress easement which serves the adjacent farm. The site to be divided includes a restaurant, small motel, farmland and a drainfield (the property is currently on private septic).



Deviley proposes dividing the property into three parcels (see attached CSM):

Lot 1: Would be dedicated to the former *Patio* restaurant and small motel. There would be direct access onto Orchard Drive, and from an access easement. There is a septic tank on the new parcel that connects to a very large drainfield on another proposed lot – these are to be abandoned when the Deviley's install public sewer and water, which they are currently working on with the Utilities Department. The only concern on this lot is that the southernmost motel building is not setback the

required 40' from the egress easement. However, the driveway (easement) and motel predate zoning, so even without a certified survey map, that nonconformity would exist.

Lot 2: This is a one-acre field behind the restaurant parcel. It functions separate from the restaurant and motel, and 'makes sense' to disconnect it from the restaurant parcel. When Deviley installs sewer, it will run directly past this parcel, making it suitable for development, should he ever choose to develop it. Lots can be on a private road/easement, if approved by the Plan commission.

Lot 3: This lot would be the farmland south of the existing egress. This abuts Orchard, but is also bordered by the egress easement. This has the drainfield, which is to be removed and the site connected to sewer and water.

If the commission is supportive of the proposal, this CSM will require Board approval.



STAFF REPORT

P-1 TEXT AMENDMENT

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Below is the list of uses for the P-1 District. Staff recommends the changes in red so a). the marina is not a nonconforming use, b). setbacks be designed for the best use of the land, and, c). historic villages can be designed as a small historic village rather to today's standards.

Sec. 66.0331 P-1 Park District

The P-1 Park District is intended to provide for areas where the green space and recreational needs of the citizens of the Village can be met without undue disturbance of natural resources and adjacent uses.

(1) Permitted Uses.

- (a) Public botanical gardens and arboretums.
- (b) Public historic monuments or sites.
- (c) Public hiking biking, jogging and nature trails.
- (d) Public parks, beaches, playgrounds and parkways.
- (e) Farm markets (no items shall be sold which were purchased for resale).
- (f) **Public marinas.**

(2) Permitted Accessory Uses.

- (a) Buildings accessory to the permitted use.
- (b) Ground-mounted and building-mounted earth station dishes and terrestrial antennas.
- (c) Solar collectors attached to the principal structure.
- (d) Any other usual and customary uses accessory to the above permitted uses as determined by the Zoning Administrator or their designee.
- (e) Public garden plots.

(3) Conditional Uses.

- (a) Public or private boat moorings and rentals.
- (b) Outdoor entertainment facilities.

(4) Building Height and Area.

- (a) No building or part of a building shall exceed 35 feet in height.
- (b) **Green space shall be determined by the Plan Commission based on site plan review and the best use of open spaces. ~~The total of the floor area on all floors of the principal building and all accessory buildings including the required parking, driveways and sidewalks shall not exceed twenty-five (25%) percent of the lot area, which shall be left as green space. However, for~~**

~~public historic sites with more than one principal building, it shall be the footprint of all buildings, parking, driveways and sidewalks that shall not exceed 25 percent of the lot area, which shall be left as green space.~~

(5) Setbacks

- (a) There shall be a minimum building front setback of a least 50 feet from the centerline of the right-of-way of all streets.
- (b) There shall be a minimum front setback of at least 40 feet from the edge of the easement or edge of pavement for all buildings not on a public street.
- (c) ~~Side setbacks shall be determined by the Plan Commission based on site plan review and the best use of open spaces.~~ There shall be a ~~side setback of at least 50 feet and~~ rear setback of at least 50 feet for all principle buildings.
- (d) Accessory buildings shall meet the same setbacks as principal buildings in the district. Other accessory building requirements are listed in Sec. 66.0501.



STAFF REPORT

HOUSING RFP

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

The Housing Committee, Parks Committee, and Plan Commission have all played a role in trying to find a developer to build affordable housing and a small neighborhood park on village land at the corner of Ava Hope and Northwoods. We issued a Request for Proposals, but feedback limited responses – developers wanted higher density and three stories to make the project viable.

Briefly, what we were looking for/restrictions provided:

- Site has been approved for twenty units
- 35' height limit
- Two story limit
- At least 10% of the units must be three bedroom
- At least 20% of the available rental units to be rented to households with incomes not exceeding 80% of the county median income (CMI) adjusted for household size, not to exceed 120% area median income (AMI).
- Rents range from \$1350-1650/mo.

Tim Halbrook responded to the RFP. Halbrook proposes:

- Three 9-unit buildings with *attached* garages.
- Twenty-one 2-bedroom units; three 3-bed units; and three 1-bed units; and one handicapped unit.
- Twenty percent of the units are to be reserved for those earning below 80% of the county median income.
- One central parking lot with tree islands.
- Extensive tree plantings around the perimeter.
- A maintenance shed.

Sample photos from a similar development, plans, and Mr. Halbrook's proposal are attached.

The park will access from Ava Hope, and be designed as shown on the attached site plan. Per our preferred arrangement, this park would be maintained by the developer, but open to the public. We do have \$30,000 set aside to add further enhancements, and staff recommends a sign be made with a park name on it. Having a name helps if there are emergency needs, or even for friends and family to know where to meet you. Park decisions will be deferred to the Parks, Property & Streets Committee.

The project appears to meet not just housing and park goals, but good planning principles by incorporating parkland into a development, enhancing tree canopy, designing parking areas with filtration, and grouping buildings to allow more greenspace than required.



June 23, 2025

Stony Ridge Apartments and Park Proposal

Proposer: Tim Halbrook Builders Inc
 Contact: Timothy Halbrook
 Ownership: President, Tim owns company 100%
 Address: 3681 Monroe Rd, De Pere, WI 54115
 Phone: 920-336-1413, Cell 920-621-3018
 Email: timhalbrookbld1@gmail.com
 Website: timhalbrookbuilders.com

Dear Plan Commission:

I am submitting my proposal for Stony Ridge Apartments and public park for the purpose of developing affordable, low-income housing in accordance with state and federal housing priorities. The complex will consist of 3 – 9 Unit buildings with attached garages. There will be 21-2 bedroom units, 3-3 bedroom units, and 3-1 bedroom units and one handicapped unit. Twenty percent of the units will be designed specifically for individuals and families earning at or below 80% of the county median household income. This initiative aligns with both federal and state mandates to expand access to safe, decent, and affordable housing. The growing gap between wages and housing costs has made affordable rental options increasingly scarce, particularly for low-income households. Our project seeks to directly address this need by providing quality housing options to those most risk of housing insecurity. Current trends clearly indicate rising rents, displacement of low-income families, and increased demand for housing. Our development will fill a critical gap in the local housing ecosystem, contributing to neighborhood stability and economic diversity. The park is designed to serve both residents and

the broader neighborhood, promoting health, recreation, and environmental value. The park will have a playground (picture attached), a picnic table and two park style grills. The inclusion of the park ensures a healthier living environment and addresses the village's broader goals of equity, livability, and sustainable urban development.

I am a former Board of Directors of Door County Habitat for Humanity. I am currently the contractor and building a home in Sturgeon Bay for Door County Habitat for Humanity. I'm also contractor, manager and trainer for Door County Housing Partnership Inc. We built one home last year and are currently building two homes this year. I'm passionate about bridging the gap in affordable housing and ensuring everyone has access to a safe, stable place to call home.

I have 44 years of experience in housing development, community engagement and land use planning, with a strong track record of delivering affordable housing projects on time and within budget.

Construction Schedule: Phase I: Two buildings completed within 18 months after foundation is complete. Phase II: Third building completed once site is filled in.

Elevation & floor plan: Attached

Anticipated rental rates: \$1,350.00 - \$1,650.00/month

Approximate Cost: \$175,000 - \$200,000/ Unit

Site plan: Attached

Park plan: Attached

I've attached photos of similar buildings and maintenance garage I've built in Allouez.

If selected, I'll provide a site plan, landscaping plan, light plan and dumpster plan.

I have a considerable amount of experience building apartments in northeast Wisconsin. Having built over 1,400 units; I know the state and federal requirements for building multifamily homes. You may have seen a couple of the apartment complexes I built in Sister Bay, such as JTaylor Park, The Glen and Niagara Ridge. I own JTaylor Park Apartments on Ava Hope Ct near this site which will make this site easier to manage. I've also built a large number of other complexes in Green Bay, Marshfield, Appleton and Sheboygan. I use a professional property management company to manage my properties once complete which ensures the grounds are maintained immaculately. The management company is up-to-date on all federal and state tenant laws, regulations and fair housing.

Complex Units I've built are listed below:

24 Units JTaylor Park, Sister Bay
48 Units Chapel Hill, Green Bay
36 Units Humboldt Rd, Green Bay
140 Units, Hilltop Park, Marshfield
40 Units, Garden Ridge, Marshfield
40 Units, Hickory Park, Howard
32 Units, Maple Park, Howard
32 Units, Aspen Park, Bellevue
32 Units, Sabal Oak, De Pere
24 Units, Juniper Park, De Pere
32 Units, Southwest Park, De Pere
70 Units, Edge Apts, Grand Chute
24 Units, Parkside, Grand Chute
200 Units, Sunrise, Grand Chute
100 Units, Mayflower, Grand Chute
192 Units, Breezewood, Neenah
36 Units, Tri-Park, Grand Chute
6 Units, Elk Terrace, Allouez
18 Units, Fox Trail, Allouez
146 Units, Sheboygan
28 Units, Sturgeon Bay
48 Units, Niagara Ridge, Sister Bay
48 Units, The Glen, Sister Bay
48 Units, Rockland Rd, De Pere
48 Units, Trail Park, Kaukauna
16 Units, Fire Jobs, Green Bay

12 Units, Fire Jobs, Sturgeon Bay

16 Units, Fire Jobs, Grand Chute

3 Units, Mather St, Green Bay for NeighborWorks Green Bay

Living in Door County, I have seen housing prices skyrocket in our county. Sister Bay is a desirable area which attracts affluent tourists and Air B &B's that have driven the demand and prices to increase. People and families need to be able to find affordable housing while working a full-time job. With your support, we can take meaningful steps toward a more equitable and inclusive future for Sister Bay.

Multifamily References:

1. Stephen Weslowski, Lineworx, LLC, 2052 Cottage Rd, Little Suamico, WI 54141
Phone 920-621-1133
2. Calvin Akin, Pre/3, 3120 Gateway Rd, Brookfield, WI 53045
Phone 262-790-4560
3. Karen Classon, SKB Management Inc, 805 George St, De Pere, WI 54115
Phone 920-983-8189

I respectfully request consideration for the parcel at Northwoods Dr and Ava Hope Ct. This project will not only create housing but also bring long-term value to the community by fostering inclusive growth. I would welcome the opportunity to discuss this proposal in greater detail. Thank you for your time and consideration.

Sincerely,



Timothy Halbrook

President

Tim Halbrook Builders Inc.



LINEWORK
ARCHITECTURE

2052 COTTAGE ROAD
LITTLE SUAMICO, WI. 54141
PH: 920-621-1133
info@lineworx.us

99 UNIT APARTMENT BUILDING- CONCEPT SITE PLAN

PROPOSED MULTI-FAMILY

DEVELOPMENT SISTER BAY,

WISCONSIN

TIM HALBROOK BUILDERS, INC.

NO.	REVISION DESCRIPTION
1	
2	
3	
4	
5	
6	
7	

DATE: 7-8-25

DRAFTED BY: SRW

CHECKED BY: SRW

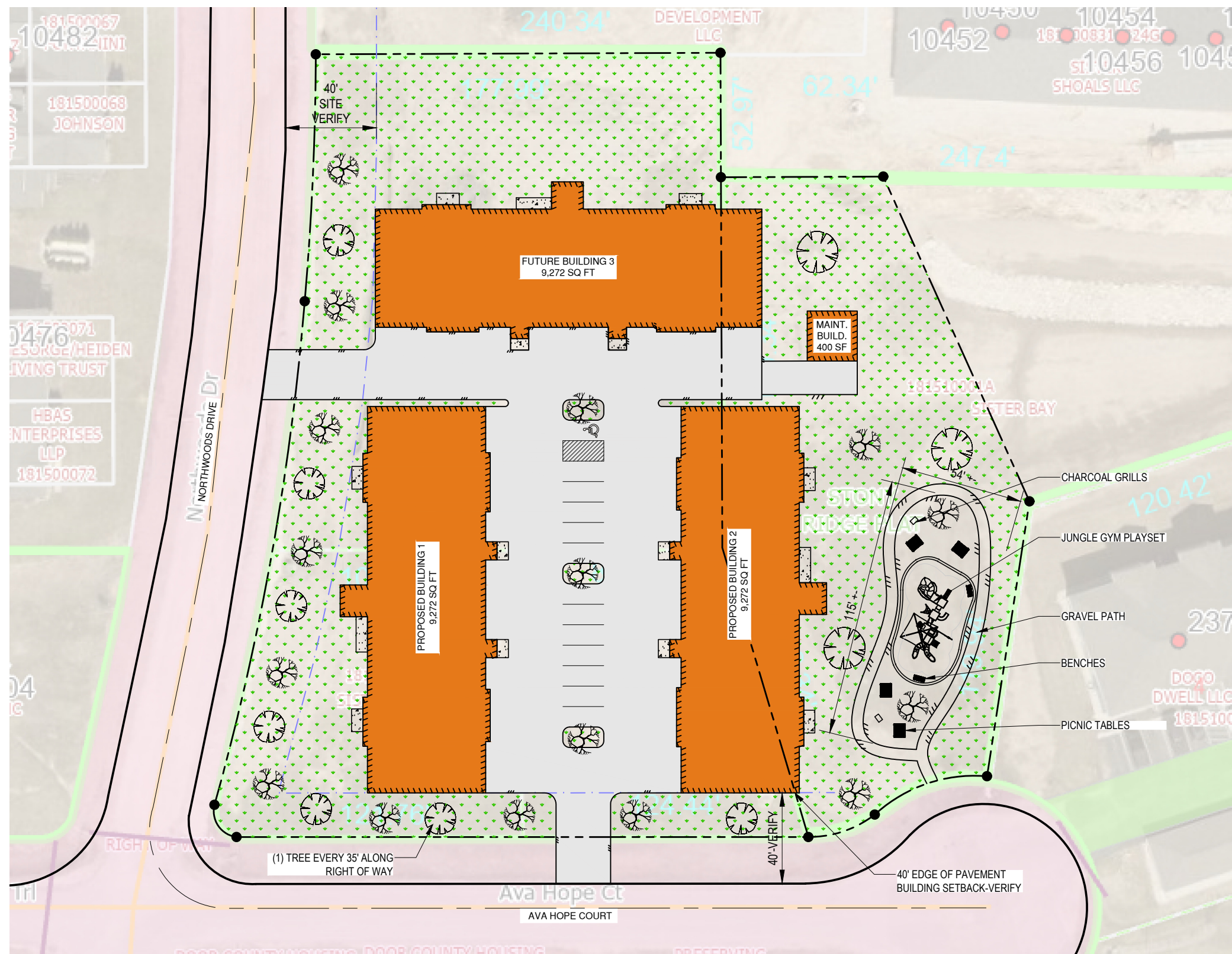
PROJECT NO.:	-
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PROJECT NO.:	
DRAWING	

SHEET NUMBER

C101

of



1

CONCEPT SITE PLAN

SCALE: 1" = 50'-0"



Preliminary

Proposal Modeled After:

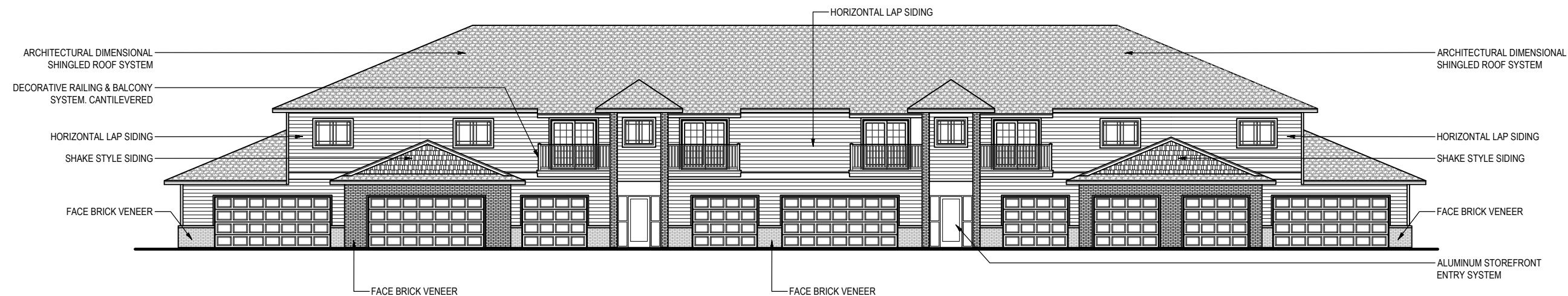






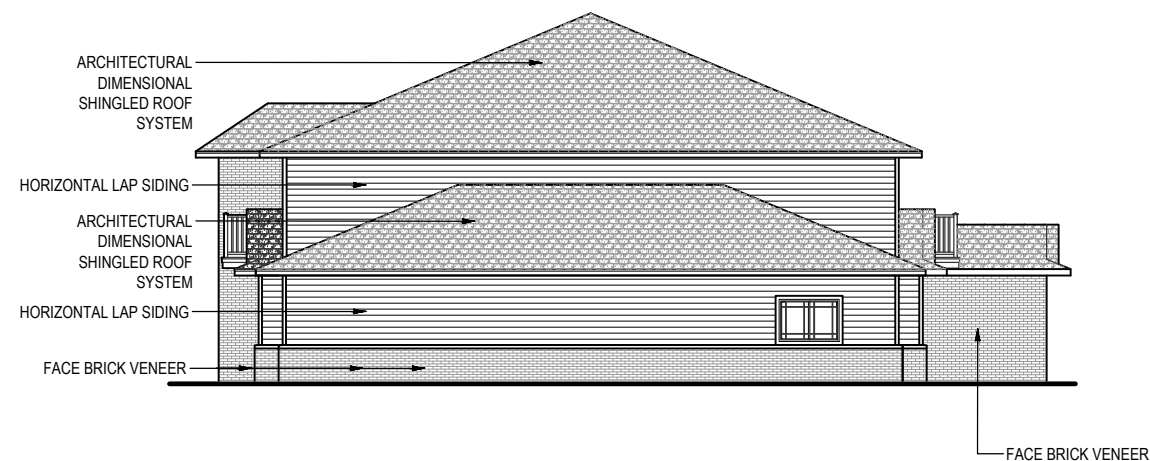
LINEWORX
ARCHITECTURE

2052 COTTAGE ROAD
LITTLE SUAMICO, WI 54141
PH: 920-621-1133
info@linework.us



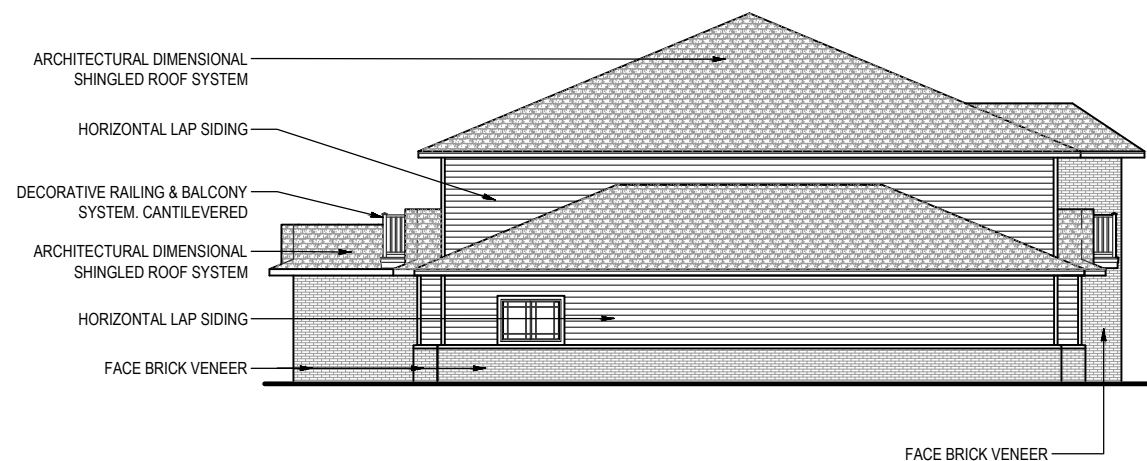
1 FRONT ELEVATION

SCALE: 1/16" = 1'-0"



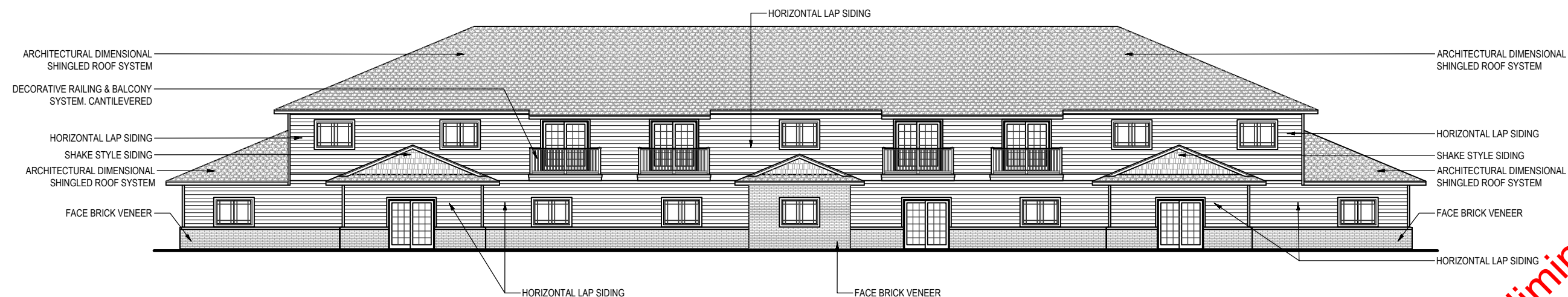
2 SIDE ELEVATION

SCALE: 1/16" = 1'-0"



3 SIDE ELEVATION

SCALE: 1/16" = 1'-0"



4 REAR ELEVATION

SCALE: 1/16" = 1'-0"

Preliminary

9 UNIT APARTMENT BUILDING- ELEVATIONS
**PROPOSED MULTI-FAMILY
DEVELOPMENT**
SISTER BAY, WISCONSIN
TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION

NO.

DATE: 6-21-25

DRAFTED BY: SRW

CHECKED BY: SRW

PROJECT NO.: -

DRAWING
NUMBER

-

SHEET NUMBER

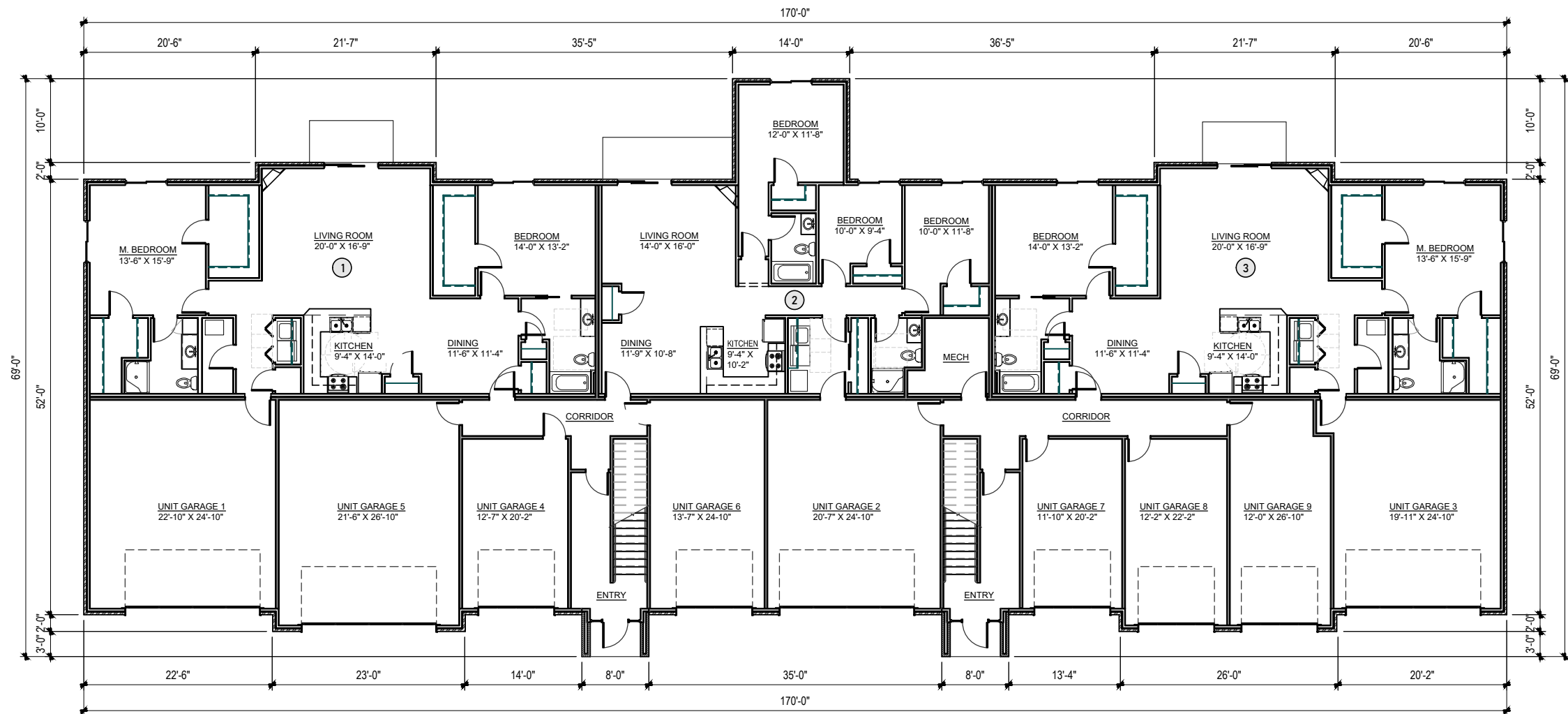
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of 1



LINWORKX
ARCHITECTURE

2052 COTTAGE ROAD
LITTLE SUAMICO, WI. 54141
PH: 920-621-1133
info@lineworkx.us



1 OVERALL FIRST FLOOR PLAN
SCALE: 1/16" = 1'-0"

Preliminary

9 UNIT APARTMENT BUILDING- FIRST FLOOR PLAN
PROPOSED MULTI-FAMILY
DEVELOPMENT
SISTER BAY, WISCONSIN
TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION	
NO.	

DATE: 6-21-25	
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of 1	

Example table and grill for park:



Tim Halkbrook Builders
Park Plan





STAFF REPORT

eBIKE SHED

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

If you recall, last month we reviewed a request to place a metal shed about 3' from a property line, and although we didn't express concern about the location, we denied the request because the shed was metal.

The Parks, Property and Streets Committee reviewed the matter after our meeting. Their minutes read,

Schmelzer reported on the previous month's walking tour where it was discovered a vendor had already erected a shed for their bike rentals, and the referral the committee had made to the Parks Commission. The Plan Commission had concerns about the shed being metal, as the village doesn't allow metal sheds. The vendor, Robert Geitner, offered to move the shed and make it a wooden structure. He explained that they had already purchased and installed a metal shed due to time constraints and misunderstanding about the approval process. He expressed willingness to work with the committee on finding a suitable solution, acknowledging that building a wooden shed this season might not be feasible.

The committee discussed various options, including:

- Potential locations for the shed
- The possibility of using a temporary structure for the season
- Concerns about setting precedents for future vendors
- The need to comply with zoning regulations

After extensive discussion, the committee reached a consensus on a path forward.

Motion by Laszkiewicz to approve a vendor contract for the remainder of the 3-year term, provided the Plan Commission approves a storage shed or shelter for the applicant, they secure all necessary permits, and it's in a compliant location, seconded by Howson. The motion carried unanimously.

Do we want to reconsider our request?

On Thursday I wrote the company asking if they had prepared any plans for a wooden shed (I had not heard from them), and if they supply them by our meeting date, they will be shared at the Plan Commission meeting (provided we vote to reconsider the request).



STAFF REPORT

FEE SCHEDULE

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Annually we review our fees. I have highlighted our fees in the attached.

ATTACHMENT A
VILLAGE OF SISTER BAY FEE SCHEDULE
Effective January 1, 2025
(Fees Are Per Code Unless Listed Herein)

ZONING AND DEVELOPMENT

Preliminary Subdivision Plats	\$1000 plus \$50 per lot
Final Plat	\$1000
Residential Condominium Plat	\$500 plus \$50 per lot
Final Plat	\$1000
Commercial Condominium Plat	\$500 plus \$50 per business unit
Final Plat	\$1000
Certified Survey Maps	\$500
Final Map	No Charge
Driveway/Approach Permits	\$150
Land Disturbance	\$500 plus \$1000 retainer to ensure completion
Plan Comm. Site Plan and Building Plan Review	\$1500
Plan Comm. Preliminary/Courtesy Review	\$500
Change Plans After Initial Review	\$200 each new staff review required/\$500 each new Plan Comm review required
Landscaping Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Parking Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Festival and Tent Permit	\$25
Sign Permit	\$100
Sandwich Board Sign	\$50
Special Event or Fundraising	\$100 (no fee to VOSB non-profit organizations)
Special Plan Commission or Board Meeting	\$750 min (fee based on actual costs)
STR Plan Commission Request	\$500
Official Map Amendment	\$1500
Plan Amendment	\$2000
Zoning Code Text Amendment	\$1500
Conditional Use Permit - Residential	\$500
Conditional Use Permit -Commercial	\$1000
Amendment to Conditional Use Permit	\$500
Reconsideration of Plan Commission	\$1000
Planned Unit Development	\$2,000 min + \$50 per unit
Appeal to Zoning Board of Appeals	\$1000
Appeal STR Decision to Board	\$500
Standard Zoning Permit	\$500
Zoning Permit Accessory Use Structure	\$100
Floodplain Zoning Permit	\$500
Engineering Analysis	Cost
Village Property Status Reports	\$50
Development Agreement	\$1000
Fee in Lieu of Parking	\$1000 per stall per year
Road Cut Fee	\$300 plus \$2000 retainer to ensure completion
Work in Right-of-Way	\$300 plus \$2000 retainer to ensure completion
Razing Permit	\$200
Project Started or Completed w/o Permit	Double permit fee

BUILDING INSPECTION FEES**Contractor: Brett Guilette****A. RESIDENTIAL - 1 & 2 Family**

1. New Structure 1 & 2 Family Homes:
Fees include building, electric, plumbing, HVAC and erosion
(Fees based on sq. ft. of all living area, full basement, deck, and garage)

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
>3000 sq. ft.	\$1150.00 + \$.10 per sq. ft. > 3000 sq. ft.
- Manufactured Dwellings (modular) \$500.00 + any additions or garage per
- #3 State Seal \$35.00 (all new homes)
- Community Development Fee \$300/occupancy unit
2. Additions/Remodeling/ Alterations:

Building	\$.11 sq. ft. (all areas)	\$75.00 minimum
Electric, Plumbing, HVAC	0 to 500 sq. ft.	\$50.00 (each)
	501 to 1000 sq. ft.	\$60.00
	(each) 1001 to 1300 sq. ft.	\$75.00
	(each) 1301 to 2000 sq. ft.	\$100.00
	(each) 2001 to 2500 sq. ft.	\$125.00
	(each)	
	> 2500 sq. ft.	\$.05 per sq. ft. (each)
- Erosion \$40.00 additions only (below grade > 400 sq. ft.)
- Community Development Fee \$300/additional occupancy unit
3. Electric Service \$75.00 Residential
4. Manufactured Homes \$200.00 (fee includes slab, electric service, occupancy) (HUD homes or house trailers)
- Community Development Fee \$300/additional occupancy unit
5. Temporary Occupancy \$50.00
6. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES - Detached Garages, Storage Buildings & Decks (all sizes)

Building	\$0.10 per sq. ft.	\$50.00 minimum
Electric, Plumbing, HVAC	\$0.05 per sq. ft.	\$40.00 minimum (each)

C. COMMERCIAL - Non-State Reviewed Plans

1. New buildings, additions, alterations, remodels:

Building	\$0.12 per sq. ft.	\$75.00 minimum
Electric, plumbing, HVAC	0 to 600 sq. ft.	\$60.00 (each)
	601 to 1250 sq. ft.	\$75.00 (each)
	1251 to 1700 sq. ft.	\$100.00 (each)
	1701 to 2100 sq. ft.	\$125.00 (each)
	2100 to 2500 sq. ft.	\$150.00 (each)
	>2500 sq. ft.	\$0.06 per sq. ft. (each)
- Storage buildings, warehouse, detached garage \$.10 per sq. ft.
- Community Development Fee \$500/occupancy unit
2. Temporary Occupancy, Change of Use, Occupancy. \$50.00
3. Early Start \$100.00
4. Electric Service \$75.00
5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. COMMERCIAL - State Reviewed Plans Only

Building	\$0.20 per sq. ft.	\$200.00 minimum
Electric, Plumbing, HVAC	\$0.10 per sq. ft.	\$75.00 minimum (each)
Community Development Fee	\$500/occupancy unit	

E. MISCELLANEOUS

Re-inspection fee		\$30.00
Failure to call for inspection		\$30.00
Double fees are due if work is started before permit is issued		
Extension to permit (permits are valid for 24 months)		25% of original
fees Agricultural buildings	\$.05 per sq. ft.	\$50 minimum

(Fees continued on next page...)

COMMERCIAL PLAN REVIEW FEES**Contractor: E-Plan Exam****(Per Contract Dated 12/22/22, Amended 1/17/23)**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$100	\$100
2,500 - 5,000	\$350	\$250	\$100	\$100
5,001 - 10,000	\$600	\$350	\$150	\$150
10,001 - 20,000	\$800	\$450	\$200	\$200
20,001 - 30,000	\$1,200	\$600	\$250	\$250
30,001 - 40,000	\$1,600	\$900	\$400	\$400
40,001 - 50,000	\$2,100	\$1,200	\$550	\$550
50,001 - 75,000	\$2,900	\$1,600	\$800	\$800
75,001 - 100,000	\$3,600	\$2,200	\$1,100	\$1,100
100,001 - 200,000	\$6,000	\$2,900	\$1,400	\$1,400
200,001 - 300,000	\$10,500	\$6,700	\$3,300	\$3,300
300,001 - 400,000	\$17,500	\$9,800	\$4,800	\$4,800
400,001 - 500,000	\$18,500	\$12,000	\$6,300	\$6,300
Over 500,000	\$20,000	\$13,500	\$7,100	\$7,100
Note:	1. A Plan Entry Fee of <u>\$200.00</u> shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$200.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$125.00 for all structures less than 2,500 sf. All other structures shall be \$200.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.				
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.				
COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING					
1. New construction, alterations and remodeling fees are computed per the following table					
2. New construction fee is calculated based on square footage of the area constructed.					
3. Alterations and remodeling fee is based on the number of plumbing fixtures.					
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee	
Less than 3,000	\$300		<15	\$200	
3,001 - 4,000	\$400		16-25	\$300	
4,001 - 5,000	\$550		26-35	\$450	
5,001 – 6,000	\$650		36-50	\$550	
6,001 – 7,500	\$700		51-75	\$800	
7,501 – 10,000	\$850		76-100	\$900	
10,001 – 15,000	\$900		101-125	\$1,050	
15,001 – 20,000	\$950		126-150	\$1,150	
20,001 – 30,000	\$1,100		>151	\$1,150	
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures		
40,001 – 50,000	\$1,550				
50,001 – 75,000	\$2,100				
Over 75,000	\$2,500				
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.					
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.				
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.				
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.				
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Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.				

CITATIONS (VIOLATIONS OF MUNICIPAL CODE)

	Basic Deposit (Forfeiture)	Penalty Surcharge (26%)	Jail Surcharge & Crime	Automation, Court Support & Justice Info Fees	Court Costs (Clerk's Fee)	Total Deposit
Disorderly Conduct	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Parking Citations (First Offense)	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Parking Citations (Second Offense)	\$75.00	\$19.50	\$23.00	\$89.50	\$25.00	\$232.00
Park Regulation Violations	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Zoning Violations (Citation increases by \$50 for second and subsequent offenses of the same code section)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Sign Violations	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Land Division Violations	\$50-200.00	\$Varies	\$23.00	\$89.50	\$25.00	\$Varies
Nuisance Code Violations (First Offense)	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Nuisance Code Violations (Second Offense)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Other Violations	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
Negligent or Willful Septage Discharge	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Failure to Clean Septage Receiving Screen	\$100	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Short-Term Rental Violation Forfeitures per Ord No. 2023-006 plus surcharges and fees above						

LICENSES & MISCELLANEOUS FEESLicense

Dog License— Unaltered	\$10
Dog License - Spayed or Neutered	\$5
Dog License Late Fee (after March 31)	\$25
Operator's License – 1 year	\$15
Operator's License – 2 year	\$25
Short-Term Rental License	\$1500 initial license; \$1000 if licensed in previous year, plus \$150 each time an application must be returned for completion or additional information
Mobil Food Vendor License	\$500
Cigarette, Electronic Vaping Device & Tobacco Retailers	\$50
Temporary Class "B" Beer (Picnic) License	\$10
Class "A" Beer License	\$100
"Class A" Liquor License	\$500
Class "B" Beer License	\$100
"Class B" Liquor License	\$500
Class "C" Wine License	\$100
300-Seat "Class B" Liquor License	\$500 (subject to licensing criteria and initial issuance fee*)
*Initial Issuance Fee – Reserve Liquor Licenses	\$20,000
Liquor License Publication Fee	\$30

Fees & Taxes

Register of Deed Recording Fees	\$75 minimum (varies by document type, pages, county recording fees, staff time, mileage)
Copies of Recorded Documents	County fee plus staff time and mileage – minimum of \$2 first page, \$1 each additional page above county fee
Notary Services	\$5/document
Public Records Copying Fee	\$0.25/page, plus postage, if applicable (research fee may be applied if the record is not readily available)
Fax Charge	\$0.25/page
Public Records Requests	\$0.25/page, plus postage and staff time (hourly rate, deposit required)
Special Assessment Letter Request – Village	\$30
Special Assessment Letter Request – Utilities	\$30
Sales Tax	5.50%
Room Tax	8.00%
Premier Resort Area Tax	0.05%
Nonsufficient Fees Charge	\$25

Rental Fees (Security deposit may be required; rates include sales tax)

Facility Rentals:

Village Hall	\$30/hr. or \$200/day
Gazebo	\$75/day
TKH Building	\$75/day
Sports Complex Pavilion	\$150/day
Sports Complex Ball Fields	\$50/day
Sports Complex Tennis/ Pickleball Courts	\$10/2 hr. time block
Fire Station – Lg. Meeting Rm	\$50/day
Fire Station – Sm. Meeting Rm	\$25/day

Park/Special Rentals: (Cost is Friday-Monday to accommodate tent rental companies)

Waterfront Park	\$1900
(May, June, Sept, Oct.)	
Waterfront Park	\$3500
(July & August)	
Marina Park	\$1500
(May, June, Sept, Oct.)	
Marina Park	\$2500
(July & August)	
Ice Rink Tournaments	\$1500 plus \$1000 retainer for clean-up and repair

SEWER & WATER

As prescribed by the Public Service or Commission or adopted by the Sewer and Water Utility Committee in the preceding summer. Refer to Committee minutes for most recent rate schedule.

MARINA**Launch Fees:**

Daily Launch Pass	\$10.00
Non-Commercial Seasonal Launch Pass	\$100.00
Commercial Seasonal Launch Pass	\$300.00

Dockage Rates:

Seasonal Slip - Sister Bay Property Owner	\$149.00/ft. of slip
Seasonal Slip – Non-Sister Bay Prop. Owner	\$157.00/ft. of slip
In-Season Transient dockage (Based on Length of boat) - May 15-Oct. 17	\$2.65 + tax/per foot 20'-39' \$2.75 + tax/per foot 40'-49' \$2.85 + tax/per foot 50'-59' \$2.95 + tax/per foot 60'-69' \$3.05 + tax/per foot 70'+
Late Season Transient dockage – Lmted. Avail. Su-Th ONLY, weekends are regular rates Sept. 15 - Oct. 15	\$35.00/day (Su-Th ONLY)
Failure to Remove Boat at Close of Season (Oct. 15 is Marina Closing)	\$2.50/ft. per day, 20' minimum

Commercial Vendor Fees:

1.5 x Seasonal Property Owner Rate for 2025

Miscellaneous:

Sanitary Pump Out	\$25.00 (up to 60 gallons) – PAY IN ADVANCE
Ice – 7.5 lb. bag	\$2.50
Ice – 10 lb. block	\$3.50
Water & Gatorade	\$2.00
Candy	\$2.00
Washer/Dryer Use	Washer \$2.00 per load/Dryer \$2.00 per load
Laundry Detergent, Fabric Sheets	\$1.00

All fees are due upon receipt of service unless alternate arrangements have been made with the Marina Manager. Late payment charge of 1%, but not less than \$0.50, applies and will be assessed on a monthly basis.



PERMIT REPORT (Through June 30, 2025)

Date: July 22, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

White are pending, yellow are issued.

Adam and Brigid White	Zoning Permit Application	Woodshed addition
Cindy Geocariss 10849 North Bay Shore Dr	Zoning Permit Application	New Home w/Attached Garage
Richard Hoffman 2741 Sth 42	Zoning Permit Application	Shed
Virginia Erickson 10786 Pheasant Ct	Zoning Permit Application	Reconstruction of Deck with roof
Hoffman Family's Coachlite Inn Parcel 151814312806404000	Zoning Permit Application	Shed
Al Johnson's	Tent Permit Application	Tent - 6 days
Soul Harbor Jewelry 2044 Old Stage Rd	Sign Permit Application	Sign Permit
Paul Christopherson (Froemming) 10535 Fieldcrest	Zoning Permit Application	Driveway Permit
Zaza's Pizzeria LLC 10553 Country Walk Dr	Zoning Permit Application	Fence
Vlad Gannik Parcel 1810008312822L3	Zoning Permit Application	New Home Construction
Vlad Gannik Parcel 1810008312822L3	Zoning Permit App & Driveway Permit App	Driveway
Door Stop Furniture 2414 Country Walk Dr	Zoning Permit App	Change of Use - Service to Retail

Downtown Inn LLC - Vilius 10628 N Bay Shore Dr	Zoning Permit App	Landing
Suzanne Leonard 10413 Fieldcrest Rd	Zoning Permit App	Screen porch and deck
Frontier Communications - Various N of SBSB, west end of 42	Reg Zoning Permit	Aerial Fiber (Overlapping Existing) - Project 47
Timoth Morrill	Reg Zoning Permit	Fence
Thomas Ahlbeck Trst	Reg Zoning Permit	Roof ext, porch, etc.
Steve Musinsky 10519 Fieldcrest Rd	Zoning Permit App	Adding a porch roof
Nsight	Work in ROW + Sec. Dep.	Fiber Optic/Boring/Poles
ACE Hardware 10636 N Bay Shore Dr	Sign Permit App	New projecting sign over BSD sidewalk
Jason and Sarah White	Zoning - Renewal	LU Change - Restaruant and Housing
Ecology Sports - Joel Kersebet 10740 N Bay Shore Dr	Sign Permit App	Sandwich board sign for restaurant
ALPACA TO APPAREL 2340 Mill Road	Fence Permit	Fence construction
Karl Fauerbach 10885 N Bay Shore Dr	Conditional Use	45' x 10' addition
Jay Stueber	Zoning Permit	Deck
Anthony Zito 2248 Maple Dr	ZBAVariance	Variance for deck on property
Terrence Rogers - Door Stop Furniture 2414 Country Walk Dr Un. 1B	Sign	Sign Permit App for multi-tenant building
Nathan Isaacson 10598 Forest Ln	Zoning Permit	Att. garage addition
SAVOR BBQ CO., INC. 10635 N. Bay Shore Drive	Sandwich Board Sign	Sandwich board sign for restaurant
ALPACA TO APPAREL 2340 Mill Road	SIGN	Sign Permit for retail business
KEVIN GEORGE 10616 Westwood Drive	ZONING PERMIT	New Deck

KARL & JEANIE FAUERBACH 10885 N. Bay Shore Drive	ZONING PERMIT APP.	Addition To Home
FRONTIER COMMUNICATIONS Along C.W. Drive, Along Orchard Dr. & At Int. of Flint Ridge & STH 57	ZONING PERMIT APP.	Boring & Placement of Aerial Fiber
FRONTIER COMMUNICATIONS Along Shoals Court (Wrong - Its Country Walk Dr.)	ZONING PERMIT APP.	Boring & Placement of 1.25" Innerduct on Shoals Court
JERRY AHRENS 10315 Orchard Drive	ACCESSORY USE ZONING PERMIT APP.	New Shed
DOOR COUNTY HOUSING PARTNERSHIP	DRIVEWAY PERMIT APPLICATION	New driveway
2411 Ava Hope Court	ZONING PERMIT APP.	New Home
DOOR COUNTY HOUSING PARTNERSHIP	DRIVEWAY PERMIT APPLICATION	Driveway
2417 Ava Hope Court	ZONING PERMIT APP.	New Home
NICK & MARY DEVILEY 10440 Orchard Drive	Prelim. CSM	Preliminary CSM
DOUGLAS & ELLEN ROBERTS 10631 Little Sister Road	DRIVEWAY PERMIT APPLICATION	Driveway Permit For New Home
SAVOR BBQ CO., INC. 10635 N. Bay Shore Drive	SIGN PERMIT APPLICATION	Sign Permit For SAVOR BBQ
JODY & VICTORIA WUOLETTE 10580 Country Walk Drive - Unit #11	SIGN PERMIT APPLICATION	Sign Permit For THE LITTLE RAD HOUSE
NOR-DOR CONDO ASSOCIATION 2525 S. Bay Shore Drive	SIGN PERMIT APPLICATION	Sign Permit For SISTER BAY STUDIOS

JAY T. STUEBER 10801 Cardinal Court	AFTER-THE FACT ZONING PERMIT APPLICATION	After-The-Fact Permit For An Additional Bedroom on STR
DWELL DOOR COUNTY REAL ESTATE MaryKay Shumway - 10589 S. Highland - #7	SIGN PERMIT APPLICATION	New Sign for DWELL DOOR COUNTY REAL ESTATE Office
DOUGLAS & ELLEN ROBERTS 10631 Little Sister Road	ZONING PERMIT APP. AFTER VARIANCE WAS GRANTED	Construction of New Home After Granting of a Variance
JODY & VICTORIA WUOLETTE 10580 Country Walk Drive - Unit #11	ZONING PERMIT APP. & CHANGE OF USE REQUEST	Change of Use Req. - Converting Retail Store To Café
LILLY OROZCO 10678 N. Bay Shore Drive	SIGN PERMIT APPLICATION	New Signage For Skip Stone Coffee - n/k/a HAPPY COFFEE
HUSBY'S EL, LLC 10641 N. Bay Shore Drive	SIGN PERMIT APPLICATION	Requesting Permit To Move Existing Sign As Per The Plan Com.
FRONTIER COMMUNICATIONS Along Gateway Drive	ZONING PERMIT APPLICATION	Installation OF New Aerial Strand
ANDREW FARRELL 10815 Cardinal Court	AFTER-THE FACT ZONING PERMIT APPLICATION	After-The-Fact Permit For An Additional Bedroom on STR
ALPACA TO APPAREL 2340 Mill Road	PC SITE PLAN REVIEW & ZONING PERMIT APP.	PC Review of Request For New Business - "Alpaca To Apparel" & Related Zoning Permit App.
HUSBY'S JS, LLC 10641 N. Bay Shore Drive	ZONING PERMIT APPLICATION & PC BLDG. PLAN/ARCH. REVIEW	Residing of Building & Installation of New Windows
CHRISTOPHER SLAMA 2219 Sunset Drive	ZONING PERMIT APPLICATION AMENDED ZONING PERMIT APP. SUBM. 1/16/25 (Larger Shed Req.)	Repl. Of Free-Standing Deck & Addition of Storage Shed
DOUGLAS & ELLEN ROBERTS 10631 Little Sister Road	RAZING PERMIT APPLICATION	Razing of Existing Cottage