



PLAN COMMISSION MEETING AGENDA

TUESDAY, September 23, 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: July 22, 2025
4. Comments, Correspondence and Concerns from the Public
5. Public Hearing
 - a) Conditional Use Permit Application; Nonconforming Use & Structures; GEOS SB; 10849 N Bay Shore Drive
6. Discussion/Action Items:
 - a) Conditional Use Permit Application; Nonconforming Use & Structures; GEOS SB; 10849 N Bay Shore Drive
 - b) Preliminary Site Plan Review; Employee Housing; Northern Grill & Pub; 10573 Country Walk Drive
 - c) Site Plan Review; Expand Residential Condominium; Randell & Tricia Janssen; 2232 Mill Rd., Unit B5
 - d) Draft Text Amendments; Parks District, Signage, CS-1
 - e) Fee Schedule; Signs
7. Administrator's Report
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting
 - Regular Monthly Meeting; October 28, 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.

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**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, JULY 22, 2025
(UNAPPROVED VERSION)**

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, Administrative Assistant- Sarah Bertges.

Others: In person- Kurt Harff, Brian Frisque, Brodie Overbeck, Josh Becker, Tim Perille, Vivian Nienow, Nick Deviley. Virtual attendance- Ellie Soderberg-Guger, Karen Berndt.

2. Approval Of Agenda

Motion by Bacsi, seconded by Champeau, to approve the agenda as presented. Motion carried - all ayes.

3. Approve Meeting Minutes: June 24, 2025

Motion by Champeau, seconded by Kane, to approve the meeting minutes of June 24, 2025, as presented. Motion carried - all ayes.

4. Comments, Correspondence and Concerns from the Public

Chair Bhirdo asked if anyone from the public would like to address the Plan Commission. There were no comments from those in attendance, and the Administrative Assistant confirmed there were no participants wishing to speak via Zoom. When Nick Deviley arrived he requested the Commission review their codes regarding historic signage, such as the signage that exists on his property.

5. Discussion/Action Items

(a) Certified Survey Map; Nick Deviley; 10440 Orchard Dr.

Village Administrator Schmelzer introduced the certified survey map (CSM) for Nick and Mary Deviley's property at 10440 Orchard Drive. She noted that the staff report and proposed CSM were included in the packet, and that surveyor Brian Frisque was present to answer questions. Mr. Deviley arrived slightly later in the discussion.

Schmelzer explained that the applicant wishes to create three parcels from the property, with the restaurant to be on its own parcel. The proposed division would follow along the easement that runs to the farm. She noted that future sewer laterals would follow the lot lines, making future connections more straightforward.

Chair Bhirdo referenced the staff report, asking about the southernmost motel building not meeting the 40-foot setback from the egress easement. Schmelzer confirmed this was a nonconforming structure, noting that the existing building appears to be about 15-20 feet from the easement.

Skip Heidler asked about the intended purpose of the second lot. Schmelzer explained that it would potentially be used for another B1 use or something associated with the farm use in the future.

Mr. Deviley arrived and addressed the Commission directly about his plans. He clarified that he intends to sell the restaurant, likely by August 15th if the CSM is approved. He explained that he doesn't want to sell the entire property, preferring to retain portions of what he considers his "front yard" to the farm.

Mr. Deviley provided background on the property, noting that it had expanded from 2.5 acres to nearly 6 acres when they were planning to build a brewery in 2018. He described how the sewer and water laterals would need to be configured, and how the division would help eliminate an easement for the existing septic system currently located on his farm property that serves the restaurant and motel.

Heidler asked about access to the public street, noting that lot 2 would be on an easement rather than a public street. Schmelzer explained that the Land Division Code allows for lots on private roads or easements with Plan Commission approval, and that the existing easement meets the required width.

Motion by Bhirdo, seconded by Champeau, to recommend approval of the certified survey map to the Village Board. Motion carried - all ayes.

(b) Courtesy Review; Awning Signage; Champeau Flooring/Tim Perilla; 2613 S Bay Shore Dr.

Administrator Schmelzer introduced the courtesy review request for awning signage for Champeau Flooring. She explained that the owner, Tim Perille, was requesting guidance on how much lettering could be placed on an awning before it would be considered a sign under the village code. Schmelzer noted that she prepared an extensive write-up in the packet along with renderings provided by the owner.

There was a discussion on commercial centers and whether the property was part of a commercial center. The Commission agreed they needed to revisit the code and clarify what constituted a commercial center.

Chair Bhirdo mentioned that Brita's business had previously been considered a sign when they came before the Commission. She expressed concern that the proposed awning design did not match other businesses in the village and appeared more like a fixed face than a flap. Heidler noted that the proposed design blurred the line between an awning and a sign. He suggested that perhaps 20-25% of the vertical height of the awning should be the limit for lettering. Bell recalled previous discussions about treating any writing on an awning as a sign, though it wouldn't count toward size limitations in the same way as a traditional sign. Chair Bhirdo read a definition of a flap as "the act of waving or fluttering" and argued that the proposed design with its taut face didn't meet this definition.

Tim Perille, the business owner, addressed the Commission and explained that his business had recently been approved for a Door County building enhancement grant. He noted that the purpose of updating the awning was to increase visibility, as many people were unaware that a flooring store existed in that location despite living in the area for years. He explained that structured awnings are more durable and aesthetically appealing than unstructured flaps.

After extensive discussion about the dimensions of the proposed awning and its face, the Commission determined that the applicant would be allowed 35 square feet of signage in total, including his existing roadside sign. By consensus they directed him to work with the Administrator to ensure his final design would comply with this limitation.

The Commission also recognized the need to clarify the code regarding awnings versus signs, and agreed to address this in a future text amendment.

(c) Text Amendments; Ch. 18 & 50; Garbage

Schmelzer explained that the current code requires short-term rentals to have door-to-door garbage service with containers kept up by the buildings rather than on the road. She noted that the code

1 didn't account for owner-operated short-term rentals, where owners are present during the rental
2 period and use the same garbage cans.

3 Schmelzer introduced Vivian Nienow, who owns a short-term rental and was affected by this issue.
4 Ms. Nienow has a mother-in-law apartment in the same building where she lives, which she rents as
5 a short-term rental.

6 Heidler suggested modifying the wording of the proposed amendment to be more specific,
7 recommending "onsite property management by owner" rather than "owner-occupied rentals."

8 After discussion about properties with multiple buildings versus those with separate units under one
9 roof, the Commission agreed to support the amendment with language that would clearly address
10 situations where the owner lives in the same building as the short-term rental unit.

11 *Motion by Kane, seconded by Heidler, to recommend approval of the text amendment regarding*
12 *garbage requirements for owner-occupied short-term rentals to the Village Board. Motion carried- all*
13 *ayes.*

14 **(d) Text Amendment; Ch. 66; Park District Uses**

15 Schmelzer presented proposed amendments to the P1 (Park District) zoning district. The first change
16 would add "public marinas" as a permitted use, noting that the village's marina became a non-
17 conforming use after "marinas" were removed from the code two years ago.

18 The second amendment would modify green space requirements to allow the Plan Commission more
19 flexibility during site plan review. Schmelzer explained that this would help with properties like the
20 Historical Society complex, which had exceeded the code-allowed maximum coverage, and would
21 enable common-sense decisions for structures in parks.

22 The third amendment addressed setbacks in park properties, noting that in some cases strict
23 adherence to setbacks would place structures, like restrooms, in impractical locations.

24 Heidler expressed concern about perception that the village might ignore standards for its own
25 properties. Schmelzer assured the Commission that the village has been held to the same standards
26 as everyone else, noting that the parks building and marina building both went through site plan
27 review.

28 The Commission agreed to send the amendment to public hearing, planning for October to allow time
29 for discussion of other text amendments in the August and September meetings.

30 *Motion by Bell, seconded by Kane, to schedule a public hearing for the proposed Park District text*
31 *amendments. Motion carried- all ayes.*

32 **(e) Request For Proposals; Multi-Family Housing; Ava Hope & Northwoods**

33 Administrator Schmelzer presented the single proposal received in response to the village's RFP for
34 multi-family housing on the village-owned property at the corner of Ava Hope and Northwoods. The
35 proposal came from Tim Halbrook, who built the apartment complex next door.

36 Schmelzer outlined Halbrook's proposal, which included three buildings with attached garages
37 containing 21 two-bedroom units, 3 three-bedroom units, 3 one-bedroom units, and 1 handicap unit.
38 She noted that this would exceed the density of 20 units that was specified in the RFP, but that the
39 site plan showed there was still substantial open space even with the higher density.

40 The proposal included 20% of the units reserved for those earning below 80% of the county median
41 income, and a public park area that would be owned and maintained by the developer.

42 Chair Bhirdo provided background on how the village acquired the property after a previous developer
43 went bankrupt. She noted that while the village had invested approximately \$590,000 in
44 infrastructure, they had recouped \$100,000 by selling 10 lots to the housing partnership.

45 Commission members discussed various aspects of the proposal, including:

- 1 ● Bell suggested the park area should have better connectivity to the surrounding neighborhood
- 2 through walking trails
- 3 ● Champeau recommended more than one handicap unit based on the area's aging population
- 4 ● Chair Bhirdo expressed concern about parking adequacy, suggesting potentially reducing one
- 5 building from 9 units to 8 to allow for more parking

6 The Commission acknowledged that other committees, particularly the Housing Committee, would
 7 need to review the proposal and might have additional requirements regarding the affordability
 8 component and other details.

9 *Motion by Bhirdo, seconded by Bell, to recommend accepting the proposal contingent on approval by*
 10 *the Housing Committee and Parks Committee. Motion carried - all ayes.*

11 **(f) Reconsideration Request; eBike Shed; Waterfront Park**

12 Schmelzer explained that this was a reconsideration of a previous request regarding a storage shed
 13 for e-bikes in Waterfront Park. The original request had been denied primarily because the proposed
 14 metal shed did not comply with village code. The applicant had now returned with a proposal for a
 15 wooden shed. Attachment handout received.

16 *Motion by Bhirdo, seconded by Champeau, to reconsider the request. Motion carried- all ayes.*

17 After reviewing the proposed wooden shed design, commission members had concerns about its
 18 height and whether it would be a permanent or temporary structure.

19 The Commission expressed interest in knowing the exact dimensions of the proposed shed, whether
 20 it would be permanent or seasonal, and if so, who would be responsible for maintenance if it became
 21 village property after the initial term.

22 The Commission decided to refer the matter to the Parks Committee for their input before making a
 23 final decision.

24 **(g) Fee Schedule Review**

25 Schmelzer presented the fee schedule for review, highlighting items that fall under the Plan
 26 Commission's responsibility. She noted that sign permits (\$100) and sandwich board sign permits (\$50)
 27 require significant staff time but raising these fees might discourage people from obtaining permits.

28 Chair Bhirdo suggested that the festival tent permit fee of \$25 might be too low, though Schmelzer
 29 indicated it was appropriate given the minimal review needed.

30 Commissioners discussed potentially researching sign permit fees in other communities to determine
 31 if Sister Bay's fees were in line with comparable municipalities.

32 The Commission asked Schmelzer to research sign permit fees in other Door County communities for
 33 comparison before making any recommendations on changes to the fee schedule.

34 **6. Permit Report**

35 Chair Bhirdo inquired about several items on the permit report, including a sign permit for Soul Harbor
 36 Jewelry on Old Stage Road. Schmelzer clarified that this was likely a business in Country Walk shops
 37 and that the applicant name rather than the business name had been entered in the system.

38 Chair Bhirdo also asked about the status of Ecology Sports' sign permit, which was showing as pending.
 39 Schmelzer indicated she had communicated with the owner and was working on the matter.

40 Chair Bhirdo noted that she would like to change her approach to reviewing sign permits, preferring
 41 to see the entire file in person rather than just receiving information via email. Schmelzer agreed and
 42 mentioned plans to also revise the application forms to include space for the Chair's signature.

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

The Commission identified several topics for future agenda items:

- Historic signage guidelines
- Awnings and signage clarification
- Commercial center definition review
- Multitenant versus commercial center distinctions
- Density requirements and potential increases
- Fee schedule for sign permits and sandwich board signs

8. Next Meeting

The next regular monthly meeting was scheduled for August 26, 2025, at 5:30 P.M. in the large meeting room at the Sister Bay-Liberty Grove Fire Station.

9. Adjournment

Motion by Bhirdo, seconded by Champeau, to adjourn the meeting at 7:59 PM. Motion carried - all ayes.

Respectfully recorded and submitted by Sarah Bertges, Administrative Assistant



PLAN COMMISSION NOTICE OF PUBLIC HEARING

PUBLIC NOTICE IS HEREBY GIVEN that the Sister Bay Plan Commission will hold a public hearing on **September 23, 2025, at 5:30 PM** for purposes of processing a conditional use permit application. The hearing begins at 5:30 PM, or shortly thereafter. The purpose of the public hearing is to obtain comments and input from the public on the proposed application. The public hearing will be held at the Sister Bay Liberty Grove Fire Station located at 2258 Mill Rd., Sister Bay. A virtual option is available by visiting www.sisterbaywi.gov, search for the agenda, which includes the Zoom link, or, contact the Village Office by phone at (920) 854-4118. More information is provided below.

1. Cynthia Geocaris, on behalf of GEOS SB, LLC, has applied for a conditional use permit to rebuild a home and attach it to two existing cottages; the cottages do not meet setback requirements. The project is a nonconforming use and the cottages are nonconforming structures. Sec. 66.0901(4) and 66.0911(4) require a conditional use permit to change, substitute, add onto or enlarge a nonconforming use or structure. The property is located at 10849 North Bay Shore Drive, Sister Bay, and in a Single-Family Residence (R-1) zoning district.

In addition to testimony presented at the hearing, written correspondence will also be accepted until 3:00 PM, September 18, 2025. All correspondence submitted by the deadline will be entered into the record and forwarded to the Plan Commission; late submissions will be summarized and presented at the hearing; anonymous correspondence will be disregarded. Correspondence can be mailed to P.O. Box 769, Sister Bay, WI 54234; faxed to (920) 854-9637; deposited in the drop box at the Administration Office at 2383 Maple Drive, Sister Bay; or e-mailed to info@sisterbaywi.gov. The application, the zoning code, zoning map, and correspondence is available for public inspection until the close of business on the day of the hearing and may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI between 8 AM and 4 PM, Monday-Thursday.

By order of the Plan Commission of the Village of Sister Bay
Julie Schmelzer, Village Administrator



STAFF REPORT

CONDITIONAL USE PERMIT APPLICATION – GEOS SB

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

GEOS SB, in care of Cynthia Geocarlis, has applied for a conditional use permit to rebuild a unit (home) which is part of a nonconforming use (the use is nonconforming because the property is zoned R-1 and multiple occupancy developments, and more than one structure with living quarters on a lot, are not allowed in the R-1 district). The property is an old cottage resort, but the units are not rented. There is the main unit (home) and two cottages. The cottages are also nonconforming structures due to setbacks (a cottage too close to the water and to the north lot line, and a southerly cottage too close to the south lot line).

When we receive conditional use permit applications, we offer a review of the application before it is scheduled for hearing. This opportunity allows the applicant to 'fine tune' their application to address concerns before the application is published in the paper and mailed to neighbors in preparation of the public hearing. Ms. Geocarlis agreed to a review prior to publishing the request for public hearing, but since the August Plan Commission meeting was cancelled, they decided to proceed directly with the public hearing.

Over the past month I have spoken with the contractor about removing the structure by the water, and purchasing land to the south – if this occurs, the structures will no longer be nonconforming structures. If the cottage by the water is indeed removed, leaving the home and south cottage, then we still have a nonconforming use. As such, we also talked about attaching the south cottage (if land is acquired to the south negating the nonconforming structure status) to the principal structure by an enclosed addition, passable so it is not a duplex, which would mean the nonconforming use would be rectified, and a permit could be issued. If the owner agrees to the above, the public hearing might be cancelled.

Attached is my email correspondence explaining the issues with the conditional use proposal, as well as the building plans and other items submitted by GEOS SB attorney. On Thursday he submitted an addendum, which is also attached.

Julie Schmelzer

From: Julie Schmelzer
Sent: Tuesday, July 8, 2025 4:45 PM
To: 'Brian Zak'
Cc: Cindy Geocar; Chris Renier; Steve Scripp
Subject: RE: Geocar; Application

Brian and Chris,

Thanks for clarifying the home will be under 35'; the garage will meet side yard setbacks; a new site plan will be submitted showing compliance with the 50' setback; the parking area will be redesigned (see the parking section of the code for specific language); clarifying utilities will be buried; and the LP tank will be landscaped to shield it from view from the public. Let me know what you find on the drainage issue. We'll need to condition the patios within the water setback – they can't exceed 6" from *finished grade to top of patio*.

As for the cottages, no, nothing was ever resolved. After our initial conversation, I never heard back from you. The structures are nonconforming structures (side setbacks, number of structures on a lot, structure in front yard), and nonconforming uses (number of structures with living quarters on a lot). Nonconforming structures can remain as is, but can't be relocated, moved, added onto, etc. without Plan Commission approval. Nonconforming uses can remain as is until changed to conform to the code. See the code for specifics on nonconforming uses.

I believe the section of the code that could help you accomplish what you want is:

66.0901(4) Changes and Substitutions

A non-conforming use of land may be changed to a less intense non-conforming use [a home and two cottages] with the approval of a **Conditional Use Permit by the Plan Commission** when it can be demonstrated that the new use is in fact less detrimental to the other uses in the area.

- (a) Once a non-conforming use has been changed to conform, it shall not revert to a non-conforming use.
- (b) Once the Plan Commission has permitted the substitution of a less restrictive non-conforming use for an existing non-conforming use, the substituted use shall lose its status as a legal non-conforming use and become subject to all the conditions required by the Plan Commission.

And,

66.0911 (4) Additions and Enlargements To Existing Benign Non-Conforming Structures

Benign non-conforming structures shall not be moved, enlarged or modified unless the structure(s) including the additions and enlargements is/are made to conform in every respect to the requirements of the zone **where the structure is located. However, the Plan Commission may approve Conditional Use Permits** for the expansion or redevelopment of properties which have been previously developed and do not conform to the requirements in this Code, provided that the expansion or redevelopment is designed for a permitted use. The conditional use permits may permit deviation from the regulations, including parking requirements, when it can be found that:

- (b) Strict conformance to the Zoning Code requirements would preclude viable expansion or redevelopment of the site.
- (b) Strict conformance to the Zoning Code would result in disorderly or illogical transitions between existing and expanded areas of the site.
- (c) Deviation from the Zoning Code regulations would not jeopardize the public health, safety and welfare and would produce a quality built environment.
- (d) Deminimis deviations from a dimensional requirement or standard would not have a negative impact on neighborhood character.

And,

66.911 (6) Remodeling Existing Non-Conforming Structures

Existing benign non-conforming structures which are remodeled or reconstructed shall conform to the established building setbacks, height, parking, loading, and access provisions of this chapter.

I would caution you though that I do not consider an archway or open sided passageway an addition resulting in the nonconforming cottages becoming part of the main residence. And even if we did, it would result in the home not meeting setbacks.

To apply for a conditional use permit (if that's what you choose to do), you can submit the required application and fee, and attachments, and the matter can a) be scheduled for a preliminary review before the Plan Commission so you can understand any concerns that may impact your success in getting a conditional use permit, or b) we can schedule it for a public hearing right away. It is up to you how you would like to proceed, but as presented, I cannot issue a regular zoning permit.

Julie

From: Brian Zak <bzakcebuilders@gmail.com>
Sent: Monday, July 7, 2025 6:38 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Cindy Geocarls <geocarcl6652@gmail.com>; Chris Renier <chris@renierarch.com>; Steve Scripp <sscripp@hotmail.com>
Subject: Fwd: Geocarls Application

Julie,

Please see the answers to your questions relative to the Geocarls project.

Please let me know if you have any additional questions.

Thank You,

Brian

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

From: Chris Renier <chris@renierarch.com>
Date: Mon, Jul 7, 2025 at 6:34 AM
Subject: Re: Geocarls Application
To: Brian Zak <bzakcebuilders@gmail.com>, Cindy Geocarls <geocarcl6652@gmail.com>, Steve Scripp <sscripp@hotmail.com>

Good morning, All -

1. The proposed new home will be under 35' tall.
2. The garage door to the north, at it's closest point, is 34'-9" to the property line. No gravel or hard surface is planned on the north side at that door.
3. I will revise the site plan to show the overhang on the 50' setback - (approximately 12" to the east).
4. I was envisioning the waterside patios at 6" above grade.

5. I can revise the parking area to 10' x 20' - I need to review where that is delineated in the code?
6. Brian - can we meet on site tomorrow (Tuesday afternoon to review grade and if we will be changing by more than 2%, I didn't think we were, but just want to make sure. We can also do a drainage plan.
7. Yes, all utilities buried.
8. I was thinking we would landscape around the LP tank?

As far as the questions regarding the existing cottages - we are leaving the non-conforming structures and re-building the new residence which incorporates the existing structures into one new residence not separate structures. I think we should consult the attorney to help us with clarifying language. I thought what we are proposing was clear, but based on her comments, she is still calling these cottages, but they are now part of our overall structure. We can include the existing layouts, but it seems to me that it is irrelevant? All of our proposed addition meets the setbacks and the portions that exist are grandfathered in.

Thanks, Chris

From: Brian Zak <bzakcebuilders@gmail.com>
Sent: Monday, July 7, 2025 5:55 AM
To: Cindy Geocaris <geocardi6652@gmail.com>; Steve Scripp <sscripp@hotmail.com>; Chris Renier <chris@renierarch.com>
Subject: Fwd: Geocaris Application

All,

Attached is the review comments from Julie at the Village of Sister Bay.

Chris could you please answer her questions relative to dimensions, sizes proposed, etc.

I will wait for input.

Thank You,

Brian

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

From: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Date: Wed, Jul 2, 2025 at 3:51 PM
Subject: Geocaris Application
To: bzakcebuilders@gmail.com <bzakcebuilders@gmail.com>

Hi Brian,

I am writing in regard to the application submitted for 10849 N Bay Shore Drive. I have a few questions about the plans:

1. When I scale the building plan it shows the home will not exceed 35' in height. Can you confirm that is correct?
2. A garage door will face the side lot line. Can you confirm how far the door will be to the lot line? It must be at least 27'. And there will be no gravel or hard surface to serve the door, correct?
3. All portions of the structure must be at least 50' from the ordinary high water mark. The home will need to be shifted slightly towards the road so the overhang meets the 50' setback.
4. All patios waterward of the home are at grade/ground level, correct? If more than 6" (finished grade to the top of the patio/structure) they will need to meet a setback.
5. The turnaround/parking pad: it scales at 18' x 20' . The code allows a maximum of 10' x 20'. Please revise this on the plan.
6. Will the grade change by more than 2%? If it will I need a drainage plan.
7. Will all utilities be buried/underground?
8. What about the propane tank? Underground? Landscaped to prevent the public from seeing it?

Thank you for protecting existing vegetation and proposing the required trees along the road.

I also have questions/comments about the two cottages the owner proposes to retain. The survey on file shows these two structures as being "cottages", and both as not meeting setbacks. Our file shows there was the main home and three cottages prior to the adoption of zoning. One cottage was later removed, leaving the home and two cottages that currently exist. The home (which is to be removed) and two cottages are legal, nonconforming uses.

Additionally, they don't meet setbacks, so they are also legal, nonconforming structures. (The northerly cottage is as close as 3' from the north lot line, where 10' is required, and less than 50' from the ordinary highwater mark; the southerly cottage 8.6' from the lot line where 10' is required.) What does the owner plan to do with these buildings? No floor plan was submitted for them so I have no idea what the intended use is.

Can you reply in writing so I have the documentation for the file?

Julie Schmelzer

Village Administrator

Site Plans

Property Address 10849 N. Bay Shore Dr
 Sister Bay, WI 54234
Property Owner: GEOS SB, LLC
Applicants: Cynthia Geocaris and Stephen Scripp
Parcel Number: 181270018

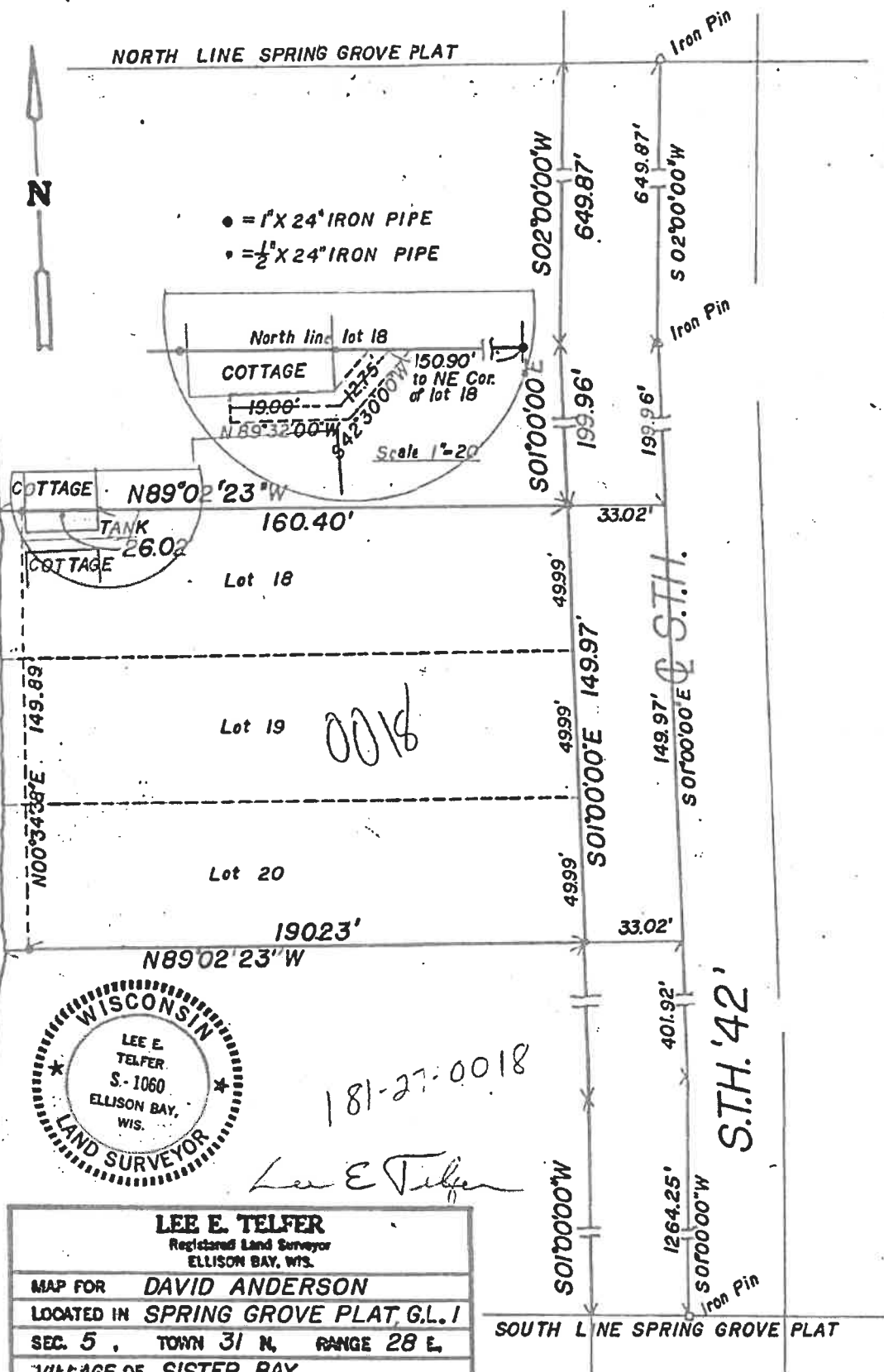
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RECEIVED AUG 13 2025

EXHIBIT A
ORIGINAL SURVEY OF PROPERTY

RECEIVED AUG 13 2025



GREEN BAY



181-27-0018

Lee E Tilger

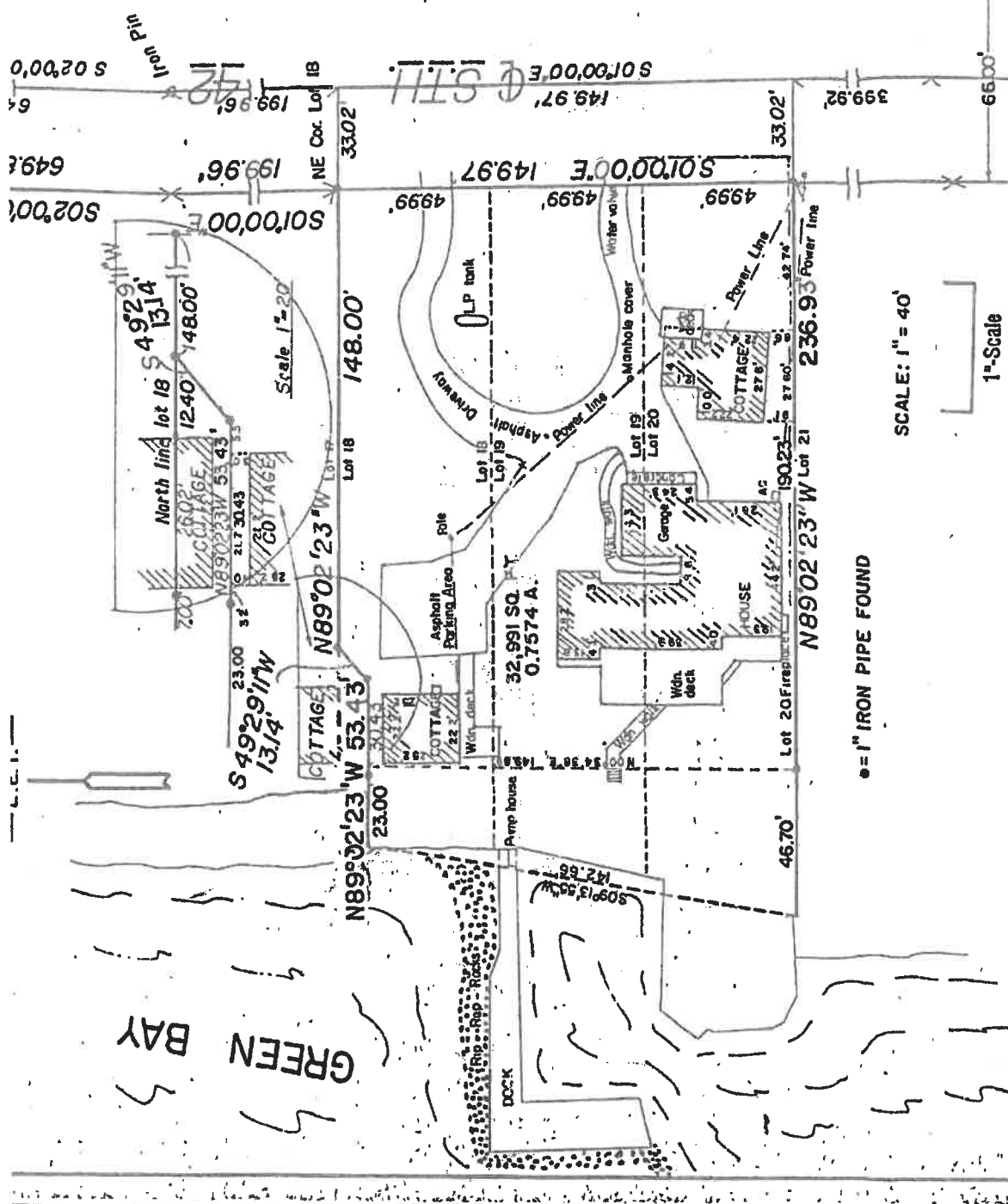
LEE E. TELFER Registered Land Surveyor ELLISON BAY, WIS.	
MAP FOR	DAVID ANDERSON
LOCATED IN	SPRING GROVE PLAT, G.L. 1
SEC. 5 ,	TOWN 31 N. RANGE 28 E.
VILLAGE OF	SISTER BAY
COUNTY OF	DOOR
STATE OF	WISCONSIN
SCALE 1 INCH = 40 FEET	Rev 16 May 74
DRAWN BY MPS	DATE 10 Nov 72
FB 3-26	NO. 67

1st-Scale

013556

RECEIVED AUG 13 2025

EXHIBIT B
CURRENT MAP OF PROPERTY



RECEIVED AUG 13 2025

EXHIBIT D
PROPOSED DEVELOPMENT PLANS

RECEIVED AUG 13 2025

GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

SHEET INDEX

- # TITLE SHEET

SECOND FLOOR ELECTRICAL PLAN

[illegible]

DATE: 8/1/2025
SHEET: TS
PRO. NO.

RECEIVED AUG 13 1975

GEORGIA'S COTTAGE

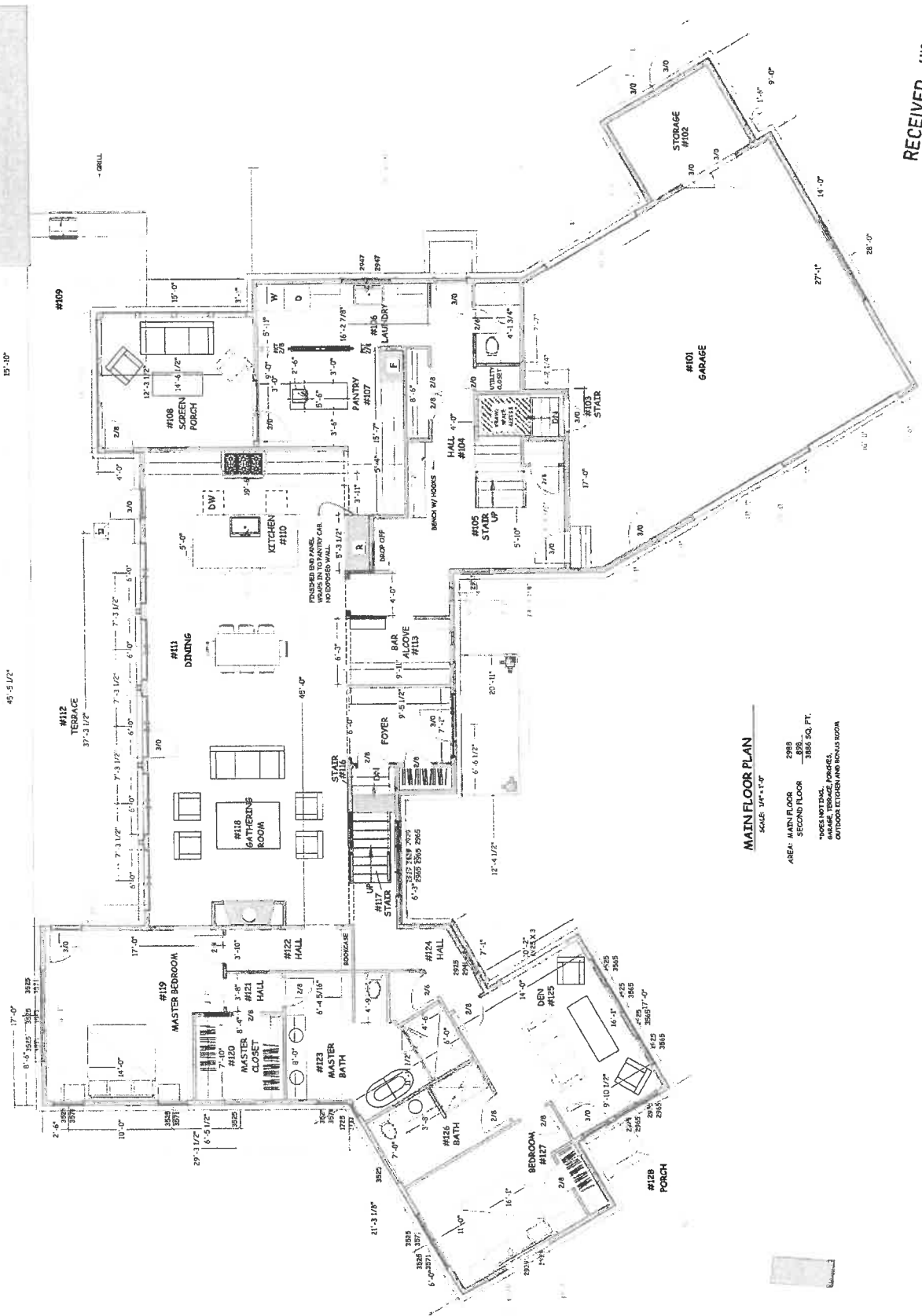
SISTER BAY, WI

C. RENIER ARCHITECTS, INC.

342 MAIN AVENUE
DE PERE, WISCONSIN 5415
PH: (920) 330-0500

DATE: 8/1/2025
SHEET: 1 OF 1
PROJECT: ALLI

RECEIVED AUG 13 2025



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

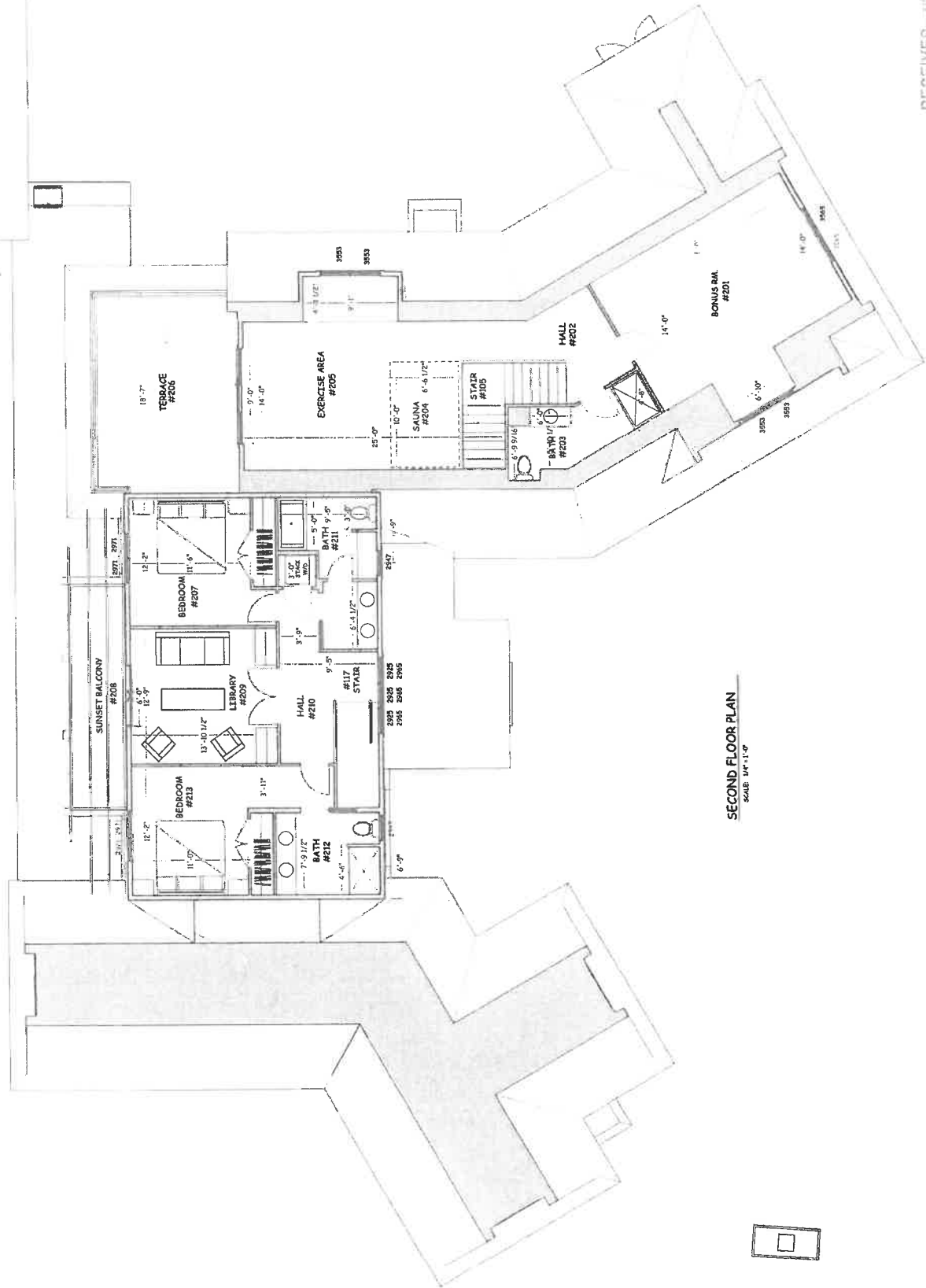
AREA: MAIN FLOOR 2988
SECOND FLOOR 898
TOTAL 3886 SQ. FT.
*DOES NOT INCLUDE
GARAGE TERRACE PORCH,
SCREEN PORCH AND BONUS ROOM

GEOCARIS COTTAGE
SISTER BAY, WI

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BY ANY INFORMATION STORAGE
AND RETRIEVAL SYSTEM.

C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
PO BOX 1000
SHEBOYGAN, WI 53081
PH (920) 330-0900
FAX (920) 330-0900

DATE: 8/1/2025
PROJECT: GEOCARIS COTTAGE
SHEET: A1.2
FIG. NO.



SECOND FLOOR PLAN
SCALE 1/4"=1'-0"

RECEIVED 08/13/2025

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PROJ. NO. A1.4

SHEET

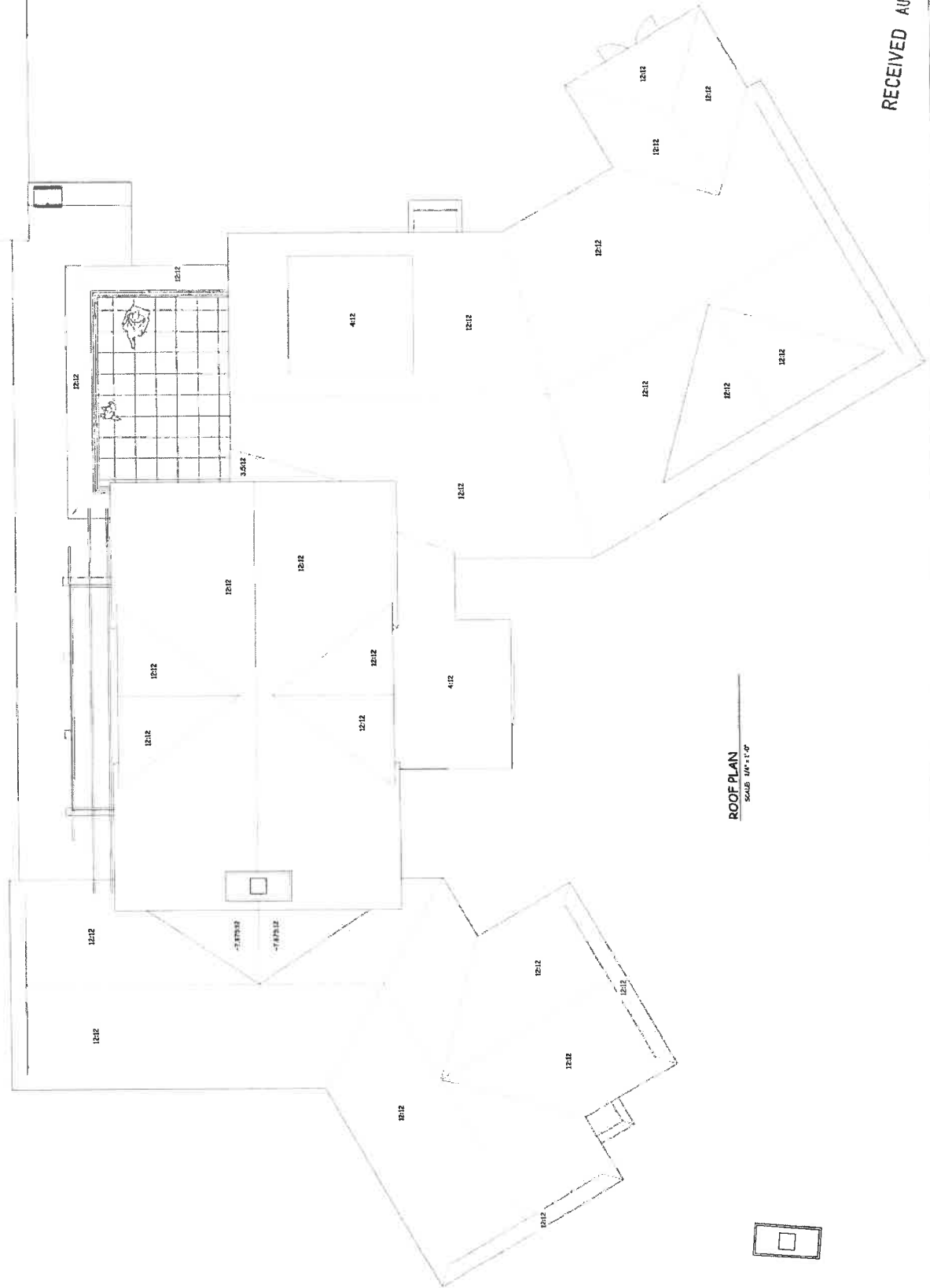
DATE 8/12/2025

C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 54115
TEL: (920) 330-0900

ROOF PLAN

GEOCARIS COTTAGE
SISTER BAY, WI

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ROOM FINISH SCHEDULE

ROOM NAME	FLOORING	BASE	WALLS	MATERIAL	CEILING	REMARKS
#001 CRAWL SPACE	SEALED CONCRETE	NONE	UNFINISHED	EXPOSED STRUCTURE	5'-0"	
#101 GARAGE	SEALED CONCRETE	3.5" x 3/4" AZEK	1-COAT VNR. PLSTR.	1-COAT VNR. PLSTR.	10'-0"	
#102 STORAGE	SEALED CONCRETE	3.5" x 3/4" AZEK	1-COAT VNR. PLSTR.	1-COAT VNR. PLSTR.	10'-0"	
#103 STAIR	LVP TREADS & RISERS	PAINTED WD. STRINGERS	1-COAT VNR. PLSTR.	1-COAT VNR. PLSTR.	VARIES	
#104 BACK HALL (INCL. CLOSET)	STONE FLOORING	PAINTED WD. RISERS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#105 STAIR	WOOD FLOORING	PAINTED WD. RISERS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#106 LAUNDRY	STONE FLOORING	PAINTED WD. STRINGERS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#107 PANTRY	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#108 SCREEN PORCH	FLAGSTONE	EXTERIOR WALLS	EXTERIOR WALLS	1x6 ST. CEDAR SHIP-LAP	10'-0"	STAINED CEDAR BEAMS & PRIZE BOARD.
#109 GRILLE PORCH	FLAGSTONE	EXTERIOR WALLS	EXTERIOR WALLS	2-COAT VNR. PLSTR.	10'-0"	STAINED WOOD BEAMS & PRIZE BOARD.
#110 KITCHEN	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	STAINED WOOD BEAMS & PRIZE BOARD.
#111 DINING	WOOD FLOORING	PAINTED WD.	EXTERIOR WALLS	WD. PERGOLA	VARIES	STAINED WOOD PERGOLA BEAMS.
#112 TERRACE	FLAGSTONE	EXTERIOR WALLS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#113 POWDER ROOM	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#114 FOYER (INCL. CLOSET)	WOOD FLOORING	PAINTED WD.	EXTERIOR WALLS	1x6 ST. CEDAR SHIP-LAP	VARIES	STAINED CEDAR BEAMS & PRIZE BOARD.
#115 ENTRY PORCH	FLAGSTONE	EXTERIOR WALLS	EXTERIOR WALLS	2-COAT VNR. PLSTR.	10'-0"	
#116 STAIR	LVP TREADS & RISERS	PAINTED WD. STRINGERS	1-COAT VNR. PLSTR.	1-COAT VNR. PLSTR.	VARIES	
#117 STAIR	WOOD FLOORING	PAINTED WD. RISERS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#118 GATHERING ROOM	WOOD FLOORING	PAINTED WD. RISERS	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	STAINED WOOD BEAMS & PRIZE BOARD.
#119 MASTER BEDROOM	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#120 MASTER CLOSET	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#121 HALL	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#122 HALL	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#123 MASTER BATH (INCL. W.C. RM.)	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	STONE TILE SHOWER WALLS & CEILING.
#124 HALL	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#125 DEN (INCL. CLOSET)	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#126 BATH	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	STONE TILE SHOWER WALLS & CEILING.
#127 BEDROOM	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	10'-0"	
#128 PORCH	FLAGSTONE	EXTERIOR WALLS	EXTERIOR WALLS	2-COAT VNR. PLSTR.	10'-0"	
#201 BONUS ROOM	LVP FLOORING	PAINTED WD.	1-COAT VNR. PLSTR.	1-COAT VNR. PLSTR.	VARIES	
#202 HALL	LVP FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#203 BATH	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	STONE TILE SHOWER WALLS & CEILING.
#204 SAUNA	CEDAR FLOORING	CEDAR	CEDAR	CEDAR	VARIES	
#205 EXERCISE ROOM	LVP FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#206 TERRACE	IPE DECKING	EXTERIOR WALLS	EXTERIOR WALLS	2-COAT VNR. PLSTR.	9'-0"	
#207 BEDROOM (INCL. CLOSET)	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#208 SUNSET BALCONY	IPE DECKING	EXTERIOR WALLS	EXTERIOR WALLS	2-COAT VNR. PLSTR.	VARIES	
#209 LIBRARY	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	VARIES	
#210 HALL (INCL. CLOSET)	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	STONE TILE SHOWER WALLS & CEILING.
#211 BATH (INCL. W.C./SHWR. RM.)	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	STONE TILE SHOWER WALLS & CEILING.
#212 BATH	STONE FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	
#213 BEDROOM (INCL. CLOSET)	WOOD FLOORING	PAINTED WD.	2-COAT VNR. PLSTR.	2-COAT VNR. PLSTR.	9'-0"	

NOTES:

1. ALL CONCRETE FLOORS TO HAVE A SMOOTH FINISH.
2. CONCRETE FLOOR SEALER = SUPER AQUA VOX.

GEOCARIS COTTAGE

SISTER BAY, WISCONSIN

DRAWN: C.C.R.
CHECKED: C.C.R.
DATE: 11/11/2025

ROOM FINISH SCHEDULE

C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
D.B. PERE, WISCONSIN 54115
PH: (715) 330-0500

REVISED:
DATE: 8/1/2025
BY: C. RENIER
SHEET: A1.5
PROJ. NO.:

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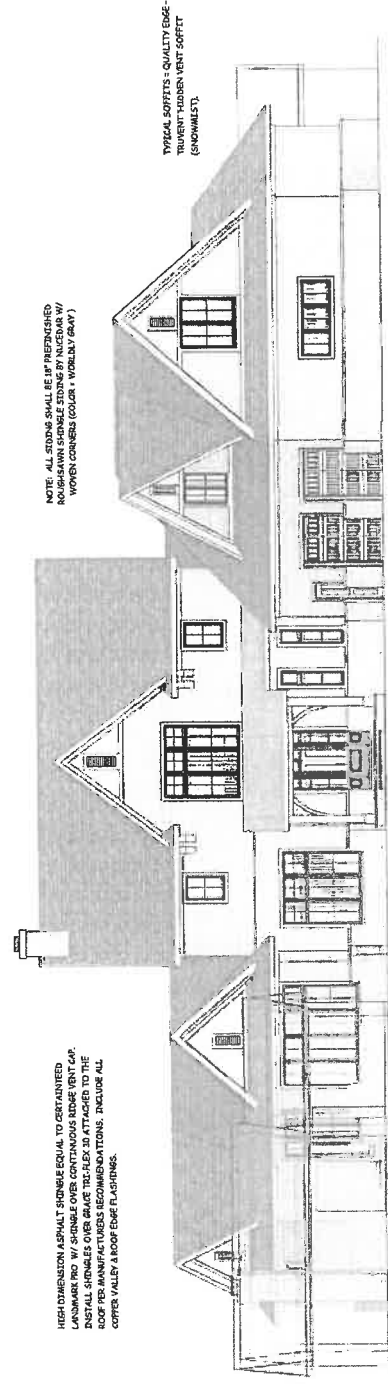
GEOCARIS COTTAGE

SISTER BAY, WI

ELEVATIONS

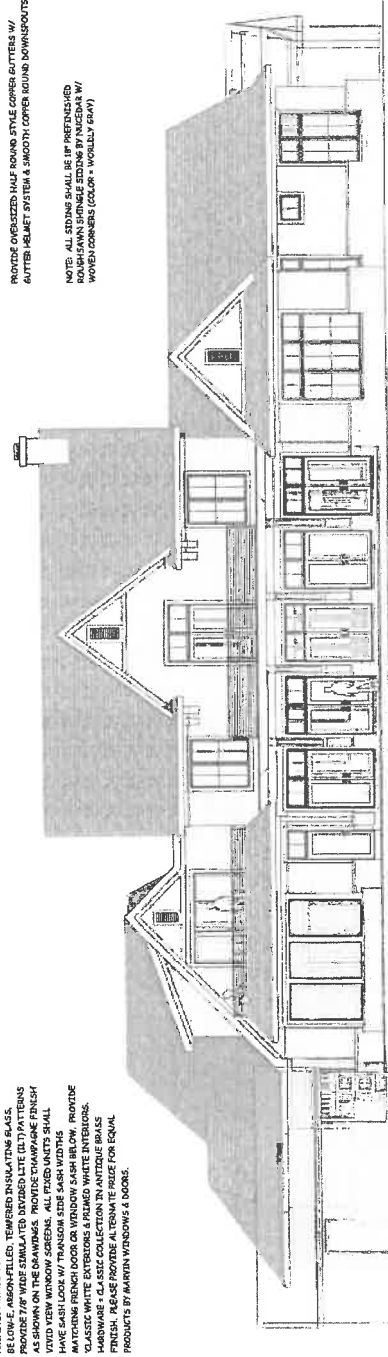
C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 54155
PH: (920) 330-0500

DATE: 8/4/2025
SHEET: 11 OF 12
PROJECT: A21
PHOTO: NO.



EAST ELEVATION

SCALE: 3/8"=1'-0"



WEST ELEVATION

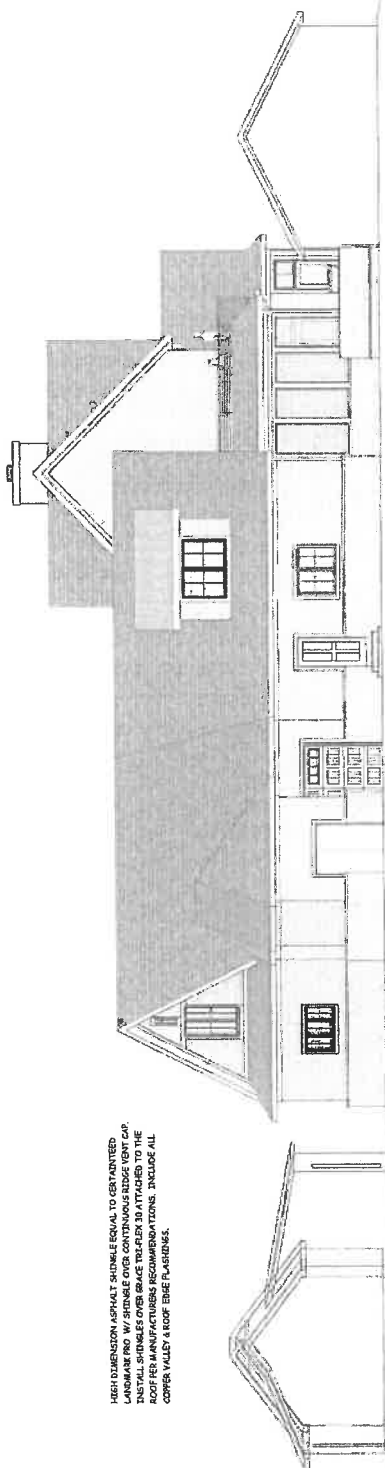
SCALE: 3/8"=1'-0"

C. RENIER ARCHITECTS, INC.
318 MAIN AVENUE
DE MEER, WISCONSIN 5315
PH (262) 330-0500

ELEVATIONS

GEOCARIS COTTAGE
SISTER BAY, WI

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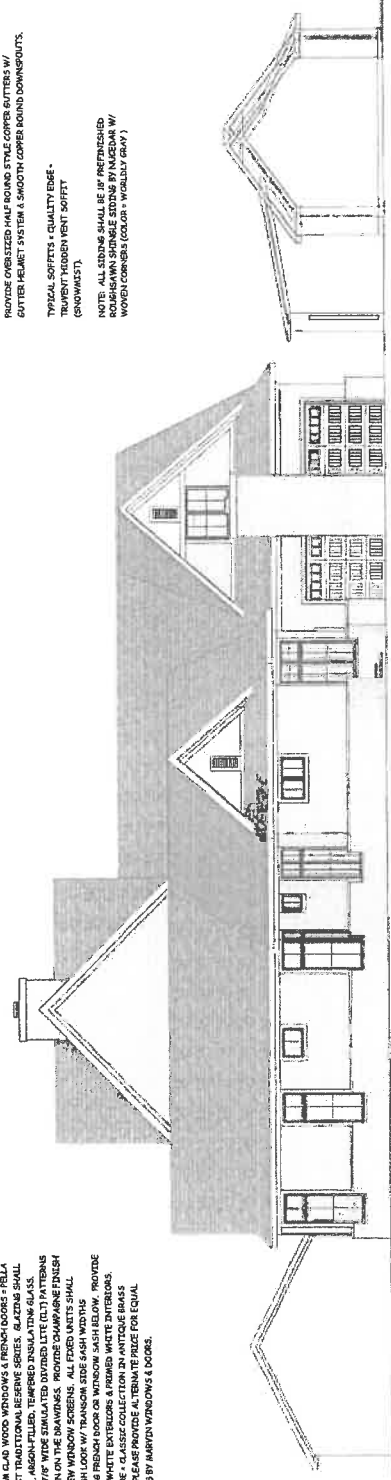


NORTH ELEVATION
SCALE: 3/8" = 1'-0"

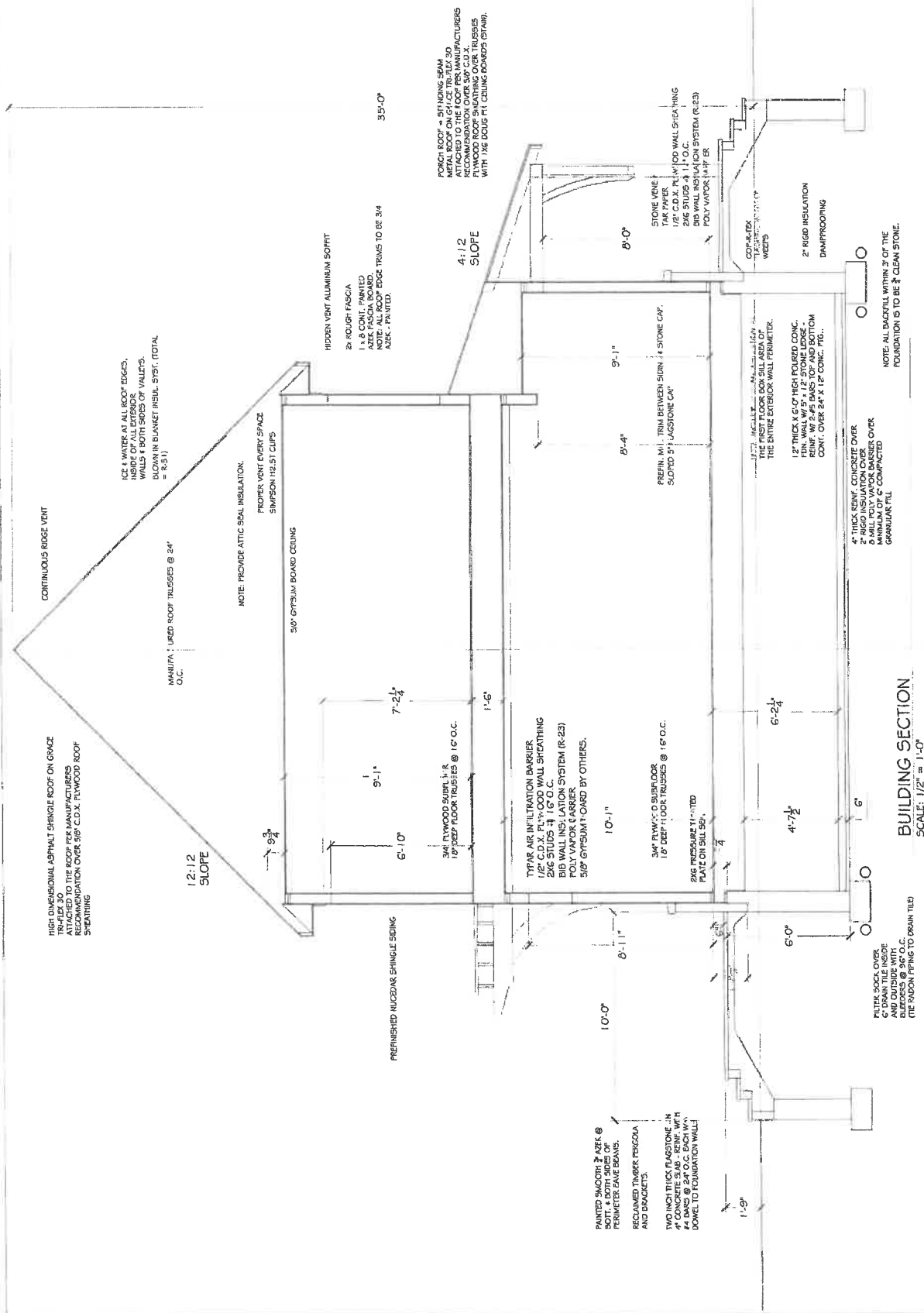
ALUMINUM GLAZED WINDOWS, I-BEAM DOORS - BELLA
ARCHITECT TRADITIONAL SERIES. GLAZING SHALL
BE LOW-E, ARGON-FILLED, TEMPERED INSULATING GLASS.
PROVIDE 7/8" WIDE SIMULATED DIVIDED LITE (DLT) PATTERNS
AS SHOWN ON THE DRAWINGS. PROVIDE CHAMPAGNE FINISH
VINYL CLADDING. PROVIDE 1/2" THICK WHITE TRIM.
MATCHING FINISH DOOR OR WINDOW JAMB BELOW. PROVIDE
CLASSIC WHITE EXTERIORS & FINISH WHITE INTERIORS.
HARDWARE - CLASSIC COLLECTION IN ANTIQUE BRASS
FINISH. PLEASE PROVIDE A THERMATEX DOOR FOR EQUAL
PRODUCTS BY AMERICAN WINDOWS & DOORS.

HIGH DENSITY ASPHALT SHINGLES EQUAL TO GET NEEDED
FOR THE ROOF. PROVIDE 1/2" THICK VINYL CLADDING. VENT CAP
INSTALL SHINGLES OVER BRACE TRUSSES TO ATTACHED TO THE
ROOF PER MANUFACTURER'S RECOMMENDATIONS. INCLUDE ALL
COVER VALLEY & ROOF EDGE FLASHINGS.

ALL EXTERIOR TRIM DETAILS INCLUDING ALL ROOF EDGE
COMPONENTS, WINDOW TRIM & PANELS, SHUTTERS, GABLE END
DETAILS, ETC. SHALL BE UNPAINTED SMOOTH FIBER PRODUCTS
FASTENED W/ MATCHING CORTEX COLLATED FASTENING SYSTEM.
PROVIDE OVERSIZED HALF ROUND STYLE CORNER BUTTERS W/
GUTTER HOOKS. SYSTEM & SMOOTH CORNER ROUND DOWNSPUTS.
TYPICAL SOFFITS - QUALITY FINE -
TRANSPARENT HIDDEN VENT SOFFIT
(SNOWMAST).
NOTE: ALL SIDINGS SHALL BE 1/2" PROFILES
BUSHINGMAN SHINGLE SIDING BY NAKEDAW W/
WOVEN CORNERS (COLOR - WOOLLY GRAY)



SOUTH ELEVATION
SCALE: 3/8" = 1'-0"



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GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

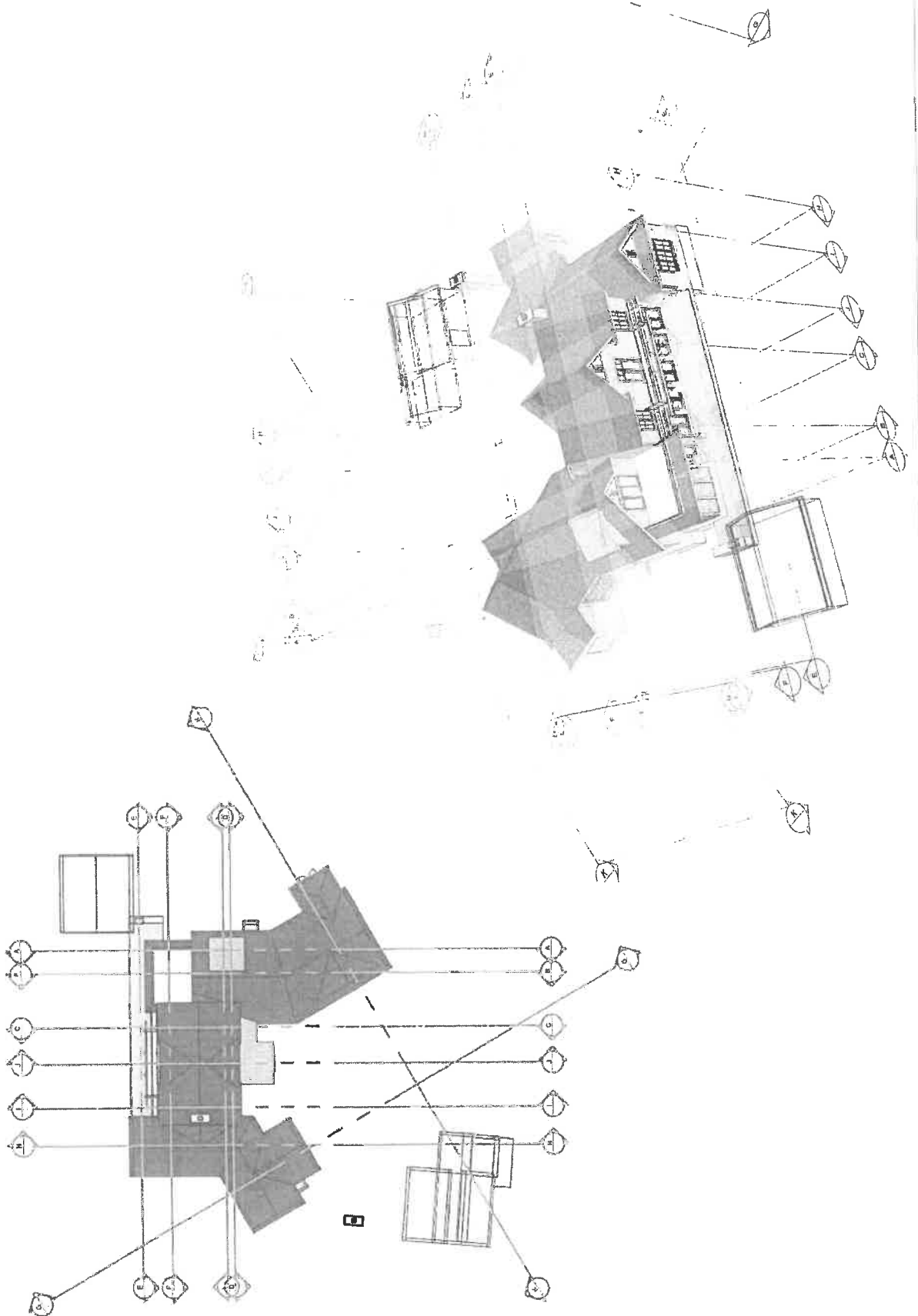
BUILDING SECTIONS

C. RENIER ARCHITECTS, INC.

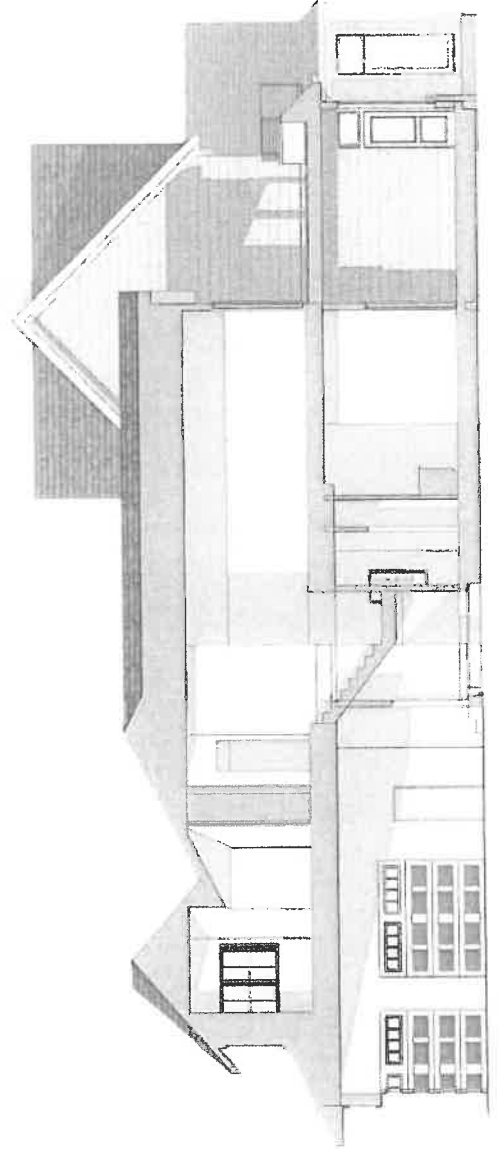
348 MAIN AVENUE
DE PERE, WISCONSIN 54115
PH (920) 330-0500

DATE: 8/1/2015
PROJECT: A COTTAGE
SHEET: A32
FIG. NO.

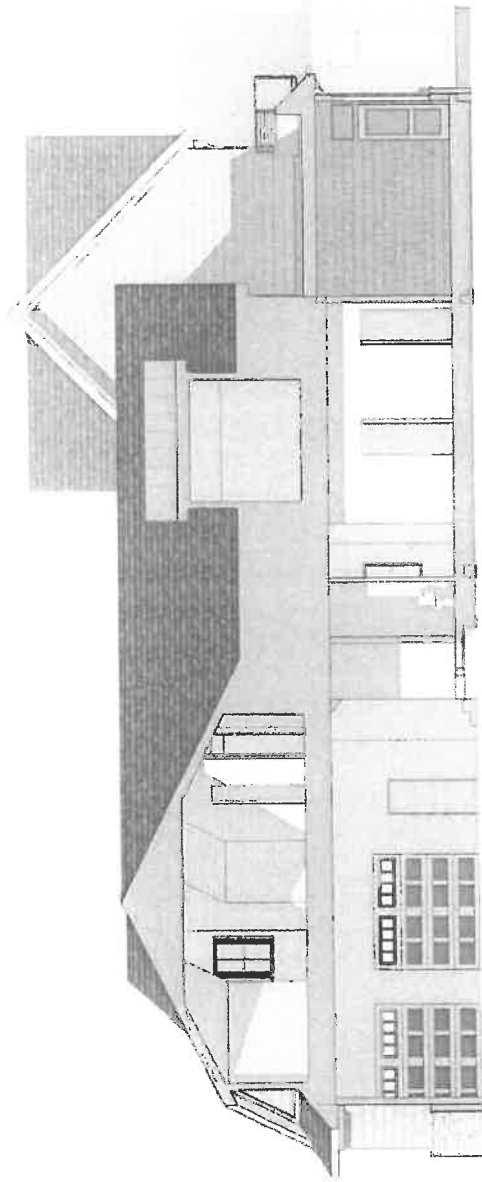
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Section
A3.3
1/4" = 1'-0"



Section
A3.3
1/4" = 1'-0"



C. RENIER ARCHITECTS, INC.
318 MAIN AVENUE
DE PERE, WISCONSIN 54155
PH: (920) 330-0500

BUILDING SECTIONS
A,B

GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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PROJ. NO.
A3.4

DATE
8/1/2025
SHEET
3

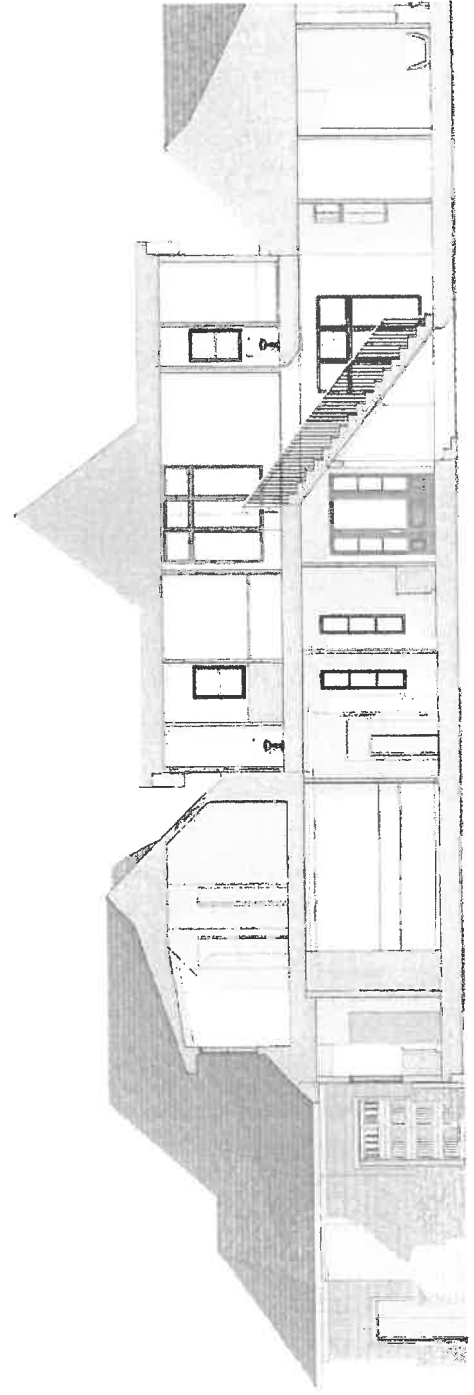
C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE WISCONSIN 54115
PH: (920) 330-0800

BUILDING SECTIONS
CD

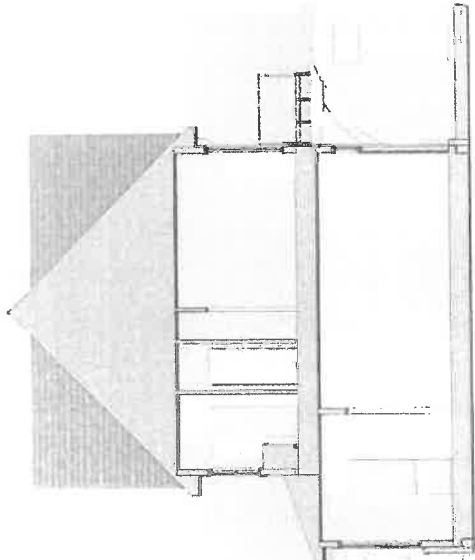
GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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Section
D
A3.4 1/4" = 1'-0"



Section
C
A3.4 1/4" = 1'-0"



PRO. NO.
A3.5

SHEET
A3.5

DATE
8/1/2025

C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE MEUSE, WISCONSIN 54185
PH: (920) 339-0500

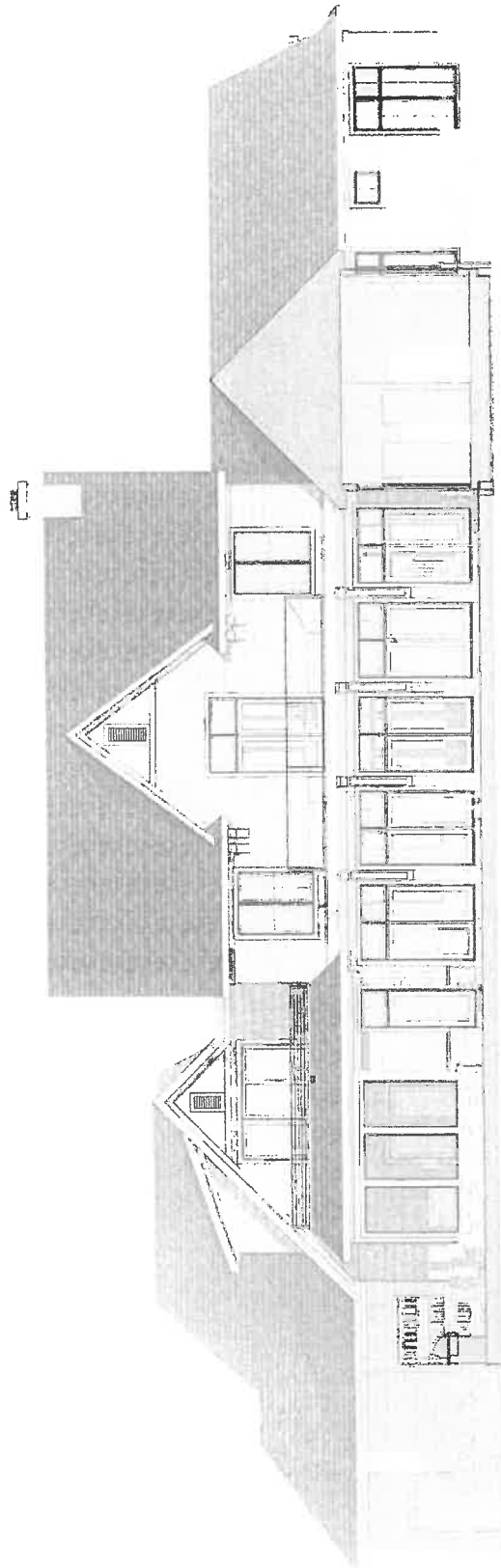
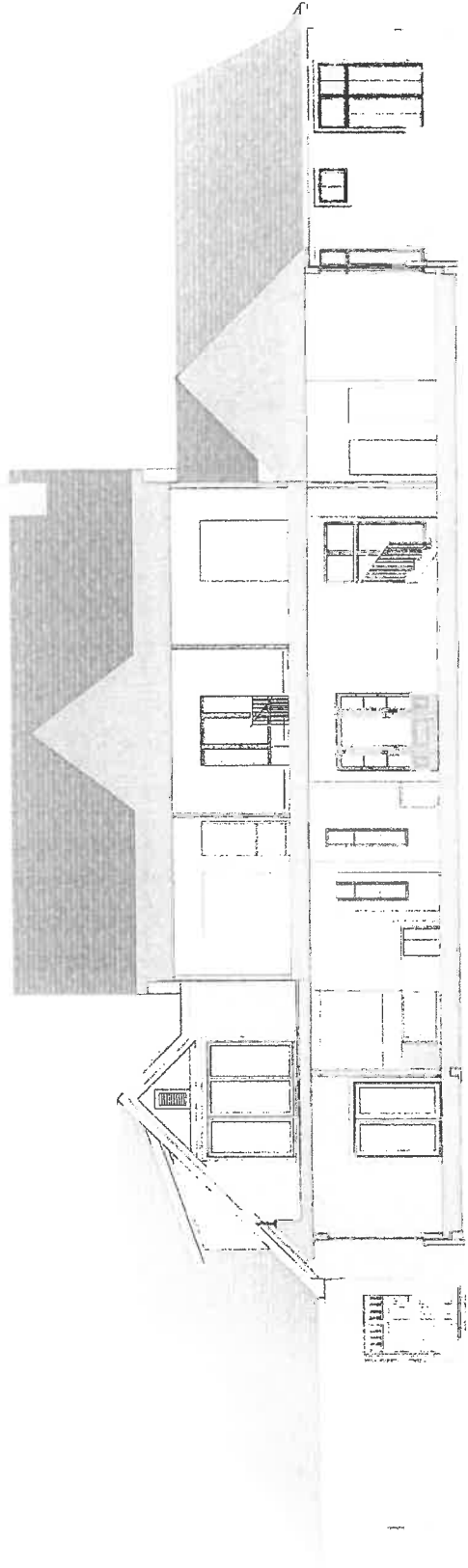
BUILDING SECTIONS
EF

GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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SIGNED AND DATED BY THE ARCHITECT OR
ENGINEER.

F Section
A3.5 1/4" = 1'-0"

E Section
A3.5 1/4" = 1'-0"



PROJ. NO.
A3.6

SHEET

DATE
8/1/2015

8/1/2015

C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 54115
(920) 390-0500

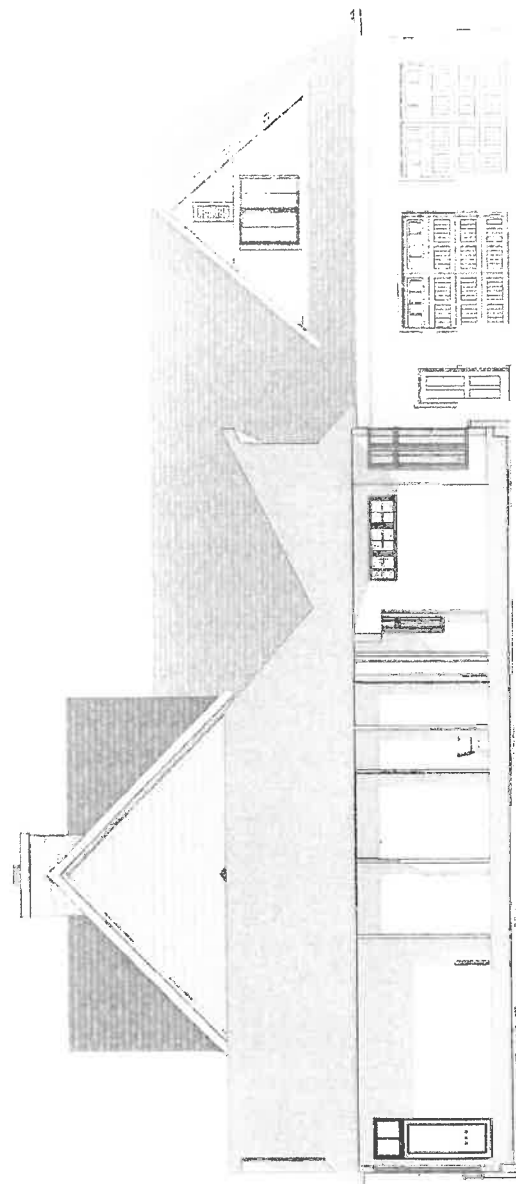
BUILDING SECTIONS
C.H.

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GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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Section
A3.6
1/4" = 1'-0"



Section
A3.6
1/4" = 1'-0"

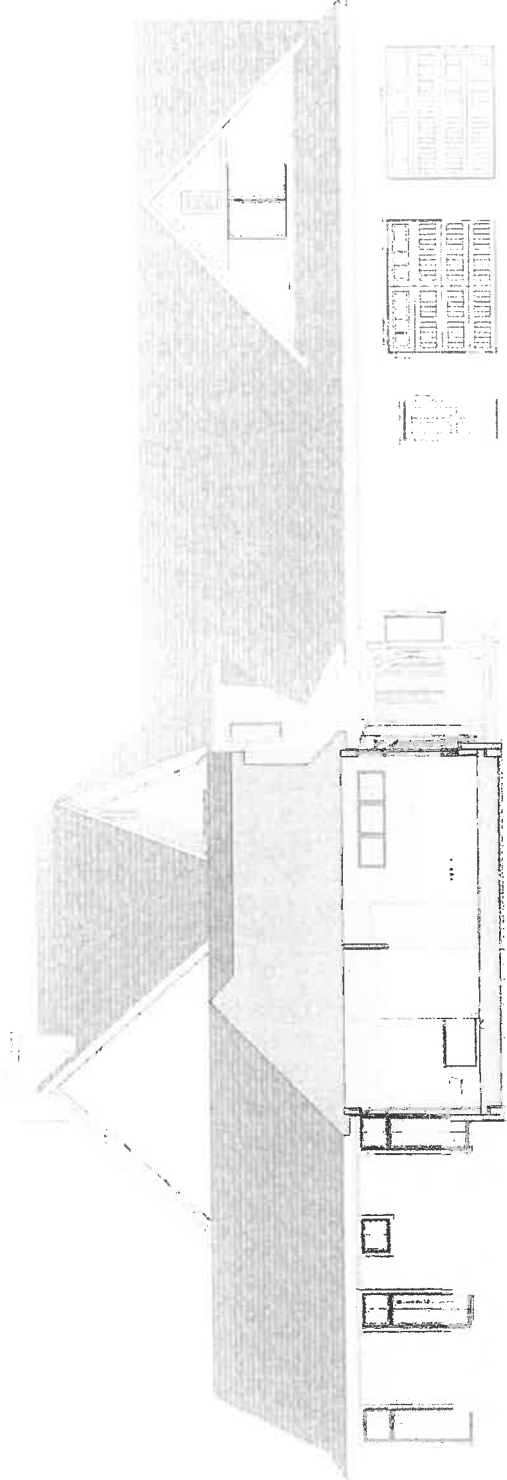


FIG. NO.
A3.7

SHEET

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8/2/2025

DATE

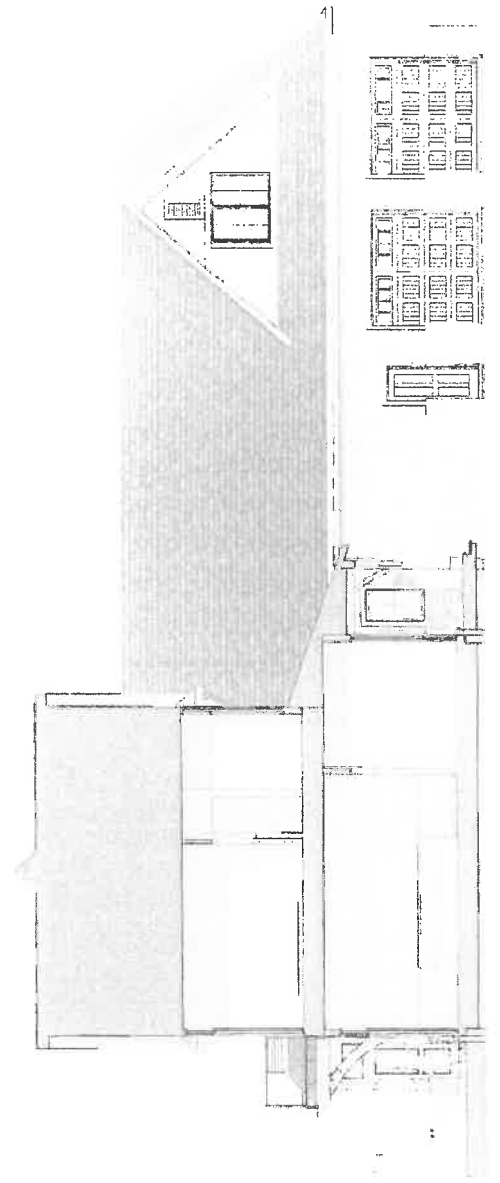
C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE WISCONSIN 54120
PH (920) 330-0500

BUILDING SECTIONS 1J

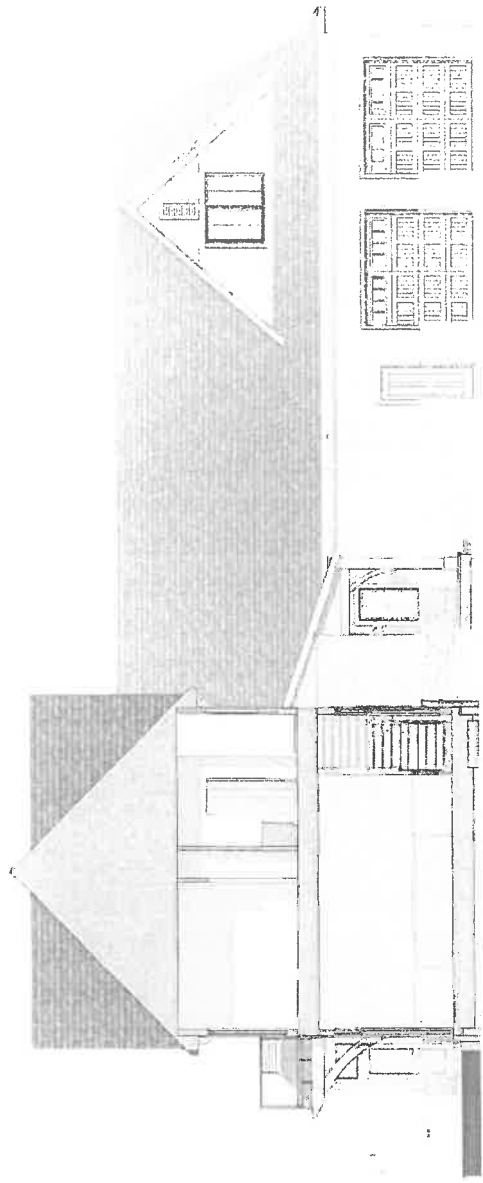
GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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Section
1J
1/4" = 1'-0"



Section
1J
1/4" = 1'-0"



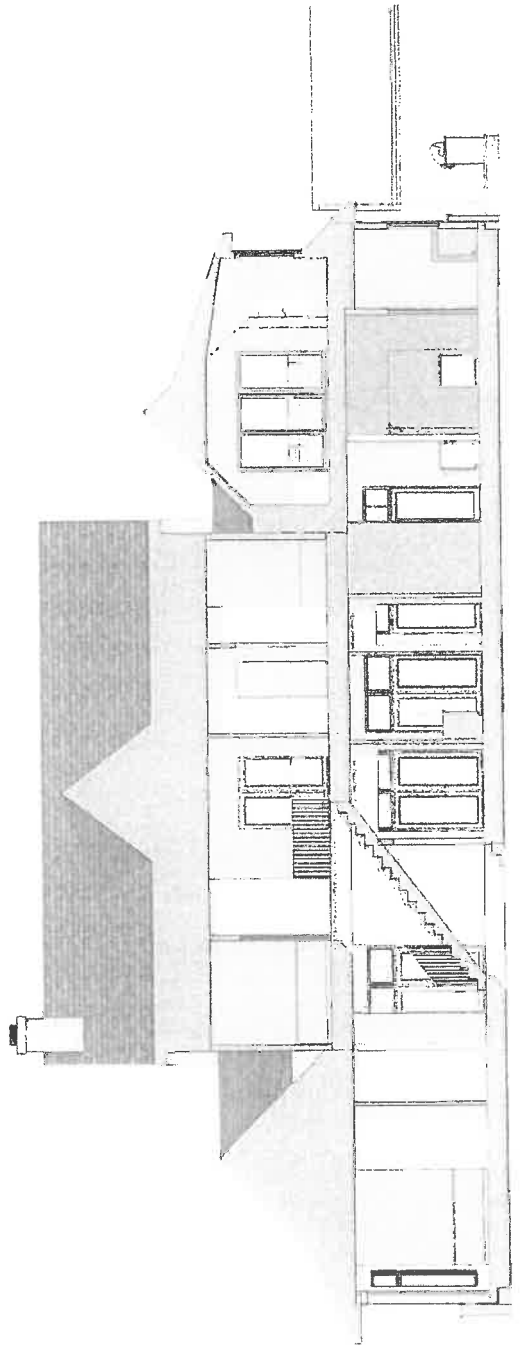
C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 5415
PH: (920) 330-0500

BUILDING SECTIONS
K.L.

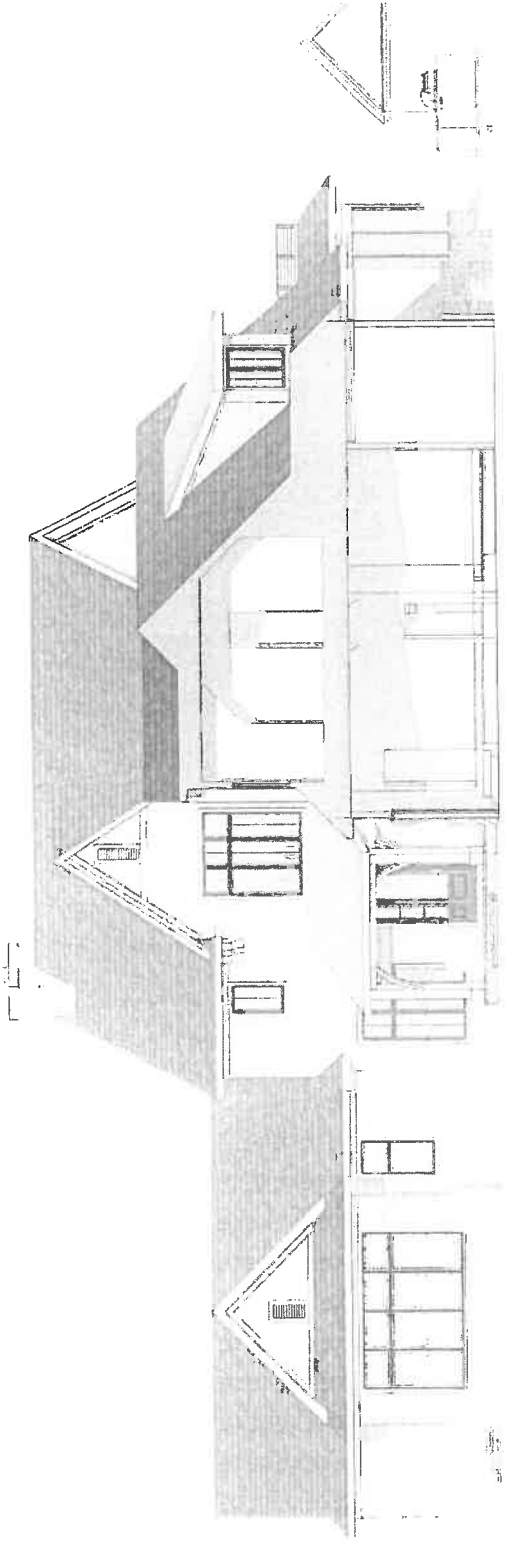
GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

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FOR ANY OTHER PROJECT WITHOUT THE
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Section
A3.8
1/4" = 1'-0"



Section
K
1/32" = 1'-0"



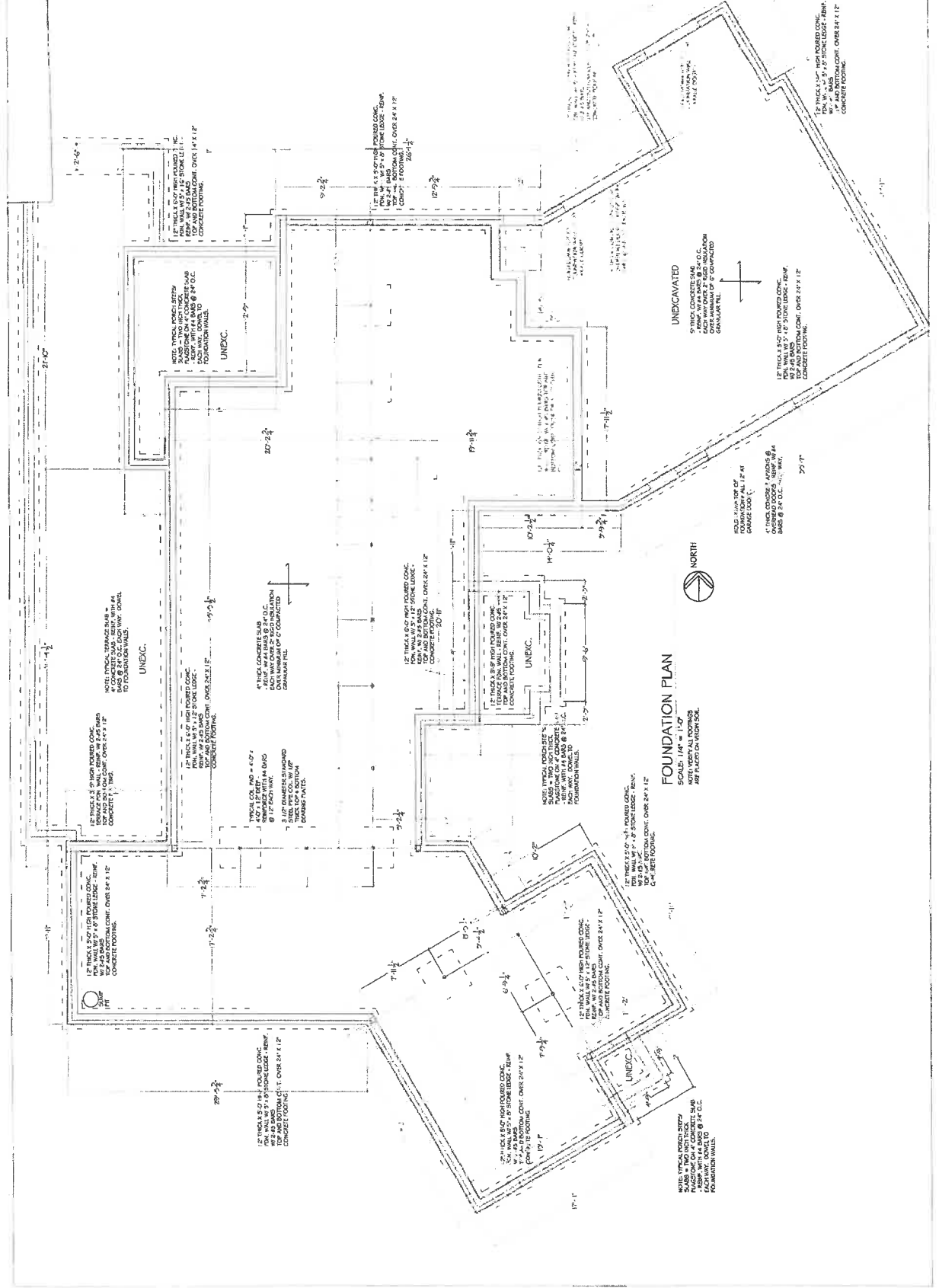
FOUNDATION PLAN

DRAWN: C.C.R.
CHECKED: C.C.R.
DESIGNED: C.C.R.
DATE: 8/7/2025
PROJECT: A5.1
SHEET: 1 OF 1

UNIVERSITY OF WISCONSIN
SISTER BAY, WISCONSIN
GEOCARIS COTTAGE

C. REMIER ARCHITECTS, INC.
366 MAIN AVENUE
DE PERE, WISCONSIN 54115
PHONE: (920) 306-0500

DATE: 8/7/2025
PROJECT: A5.1
SHEET: 1 OF 1



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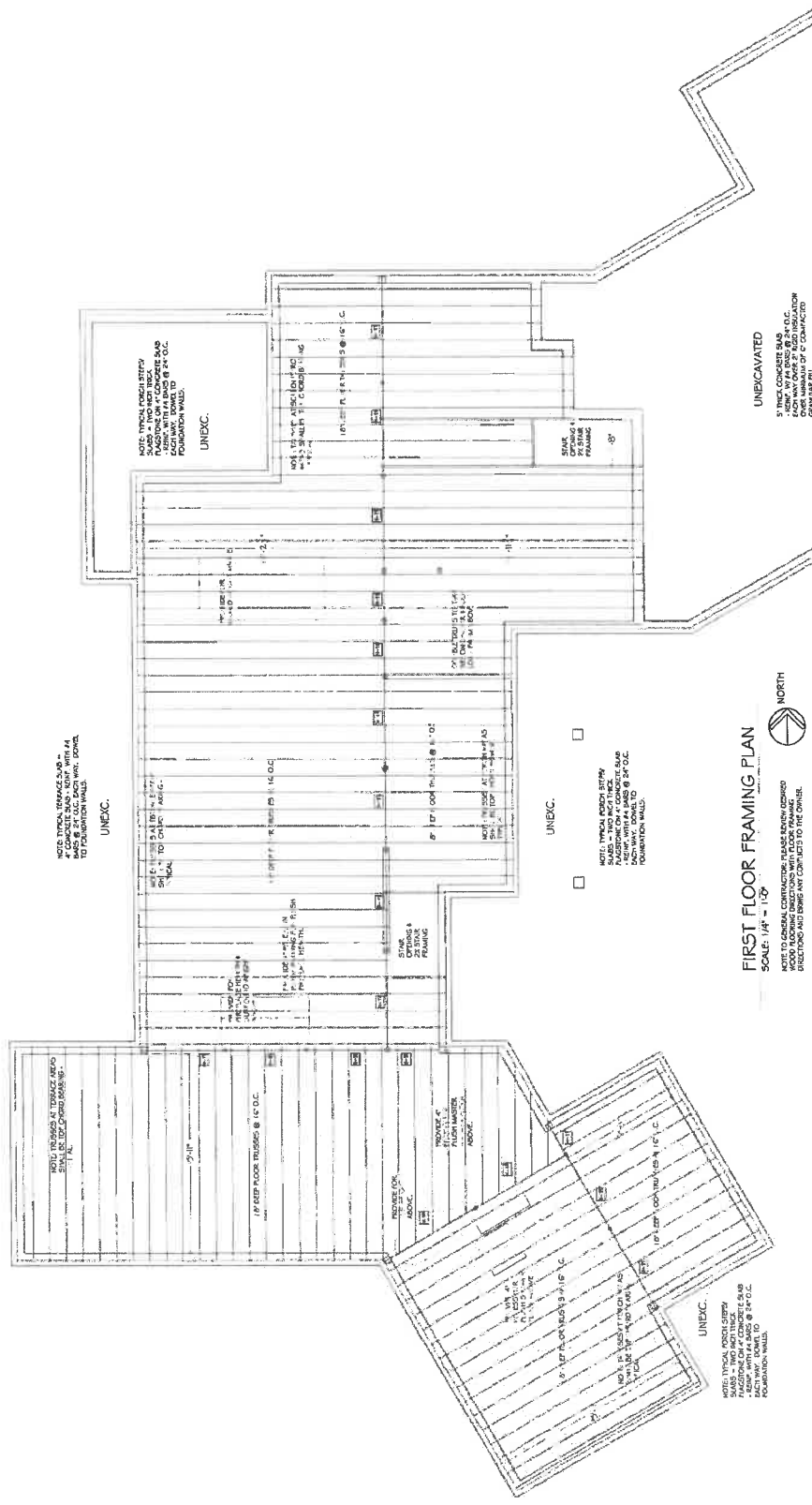
GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

DRAWN: C.C.R.
CHECKED: C.C.R.
DATE: 8/1/2025

FIRST FLOOR FRAMING PLAN

C. RENNER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 54115
TEL: (920) 330-0500

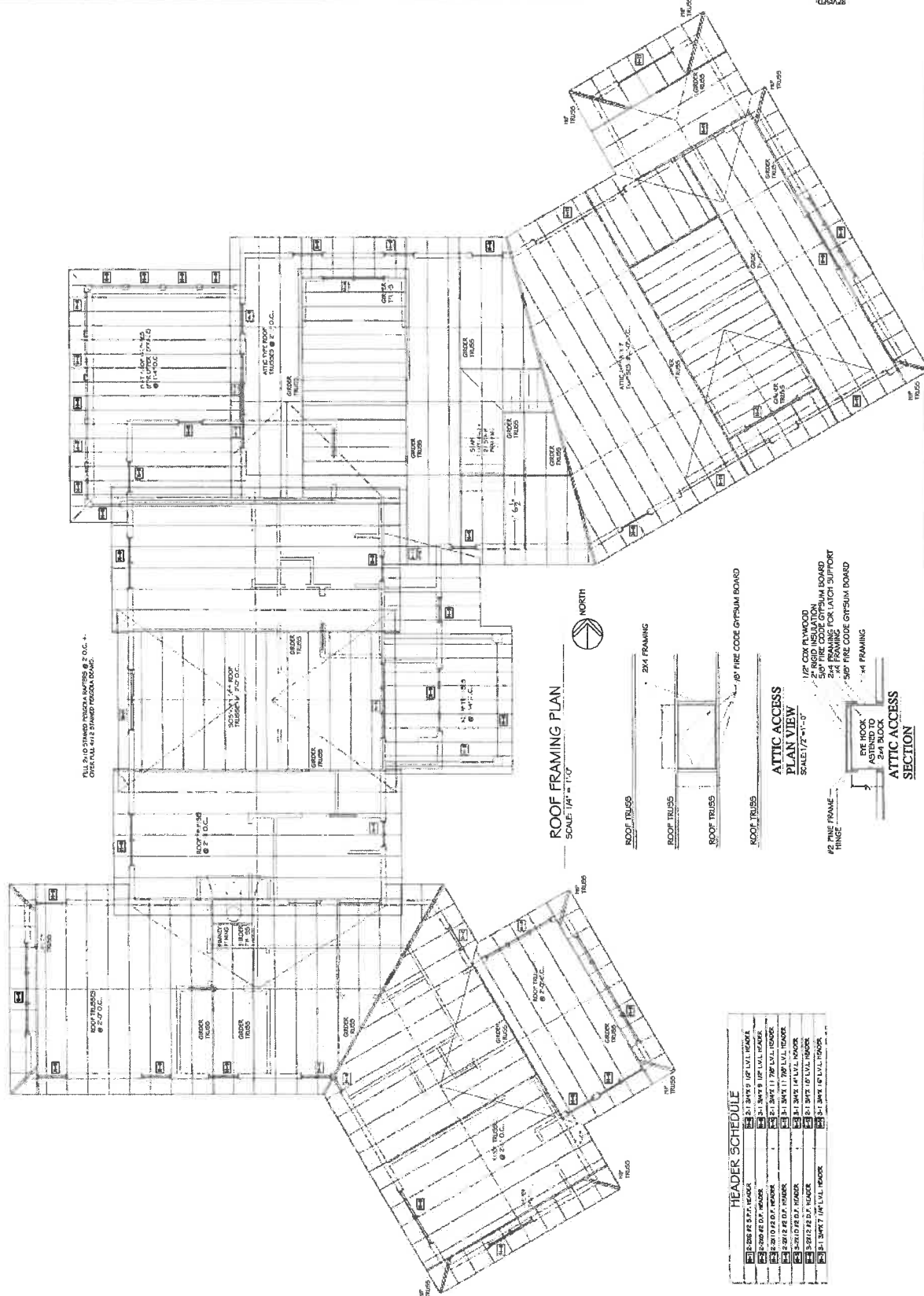
DATE: 8/1/2025
SHEET: A5.2
PROJECT NO.: 2025-001



FIRST FLOOR FRAMING PLAN
SCALE: 1/4\"/>

HEADER SCHEDULE

1	2x10 @ 16\"/>	2	2x10 @ 16\"/>
3	2x10 @ 16\"/>	4	2x10 @ 16\"/>
5	2x10 @ 16\"/>	6	2x10 @ 16\"/>
7	2x10 @ 16\"/>	8	2x10 @ 16\"/>
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ELECTRICAL FIXTURE KEY:

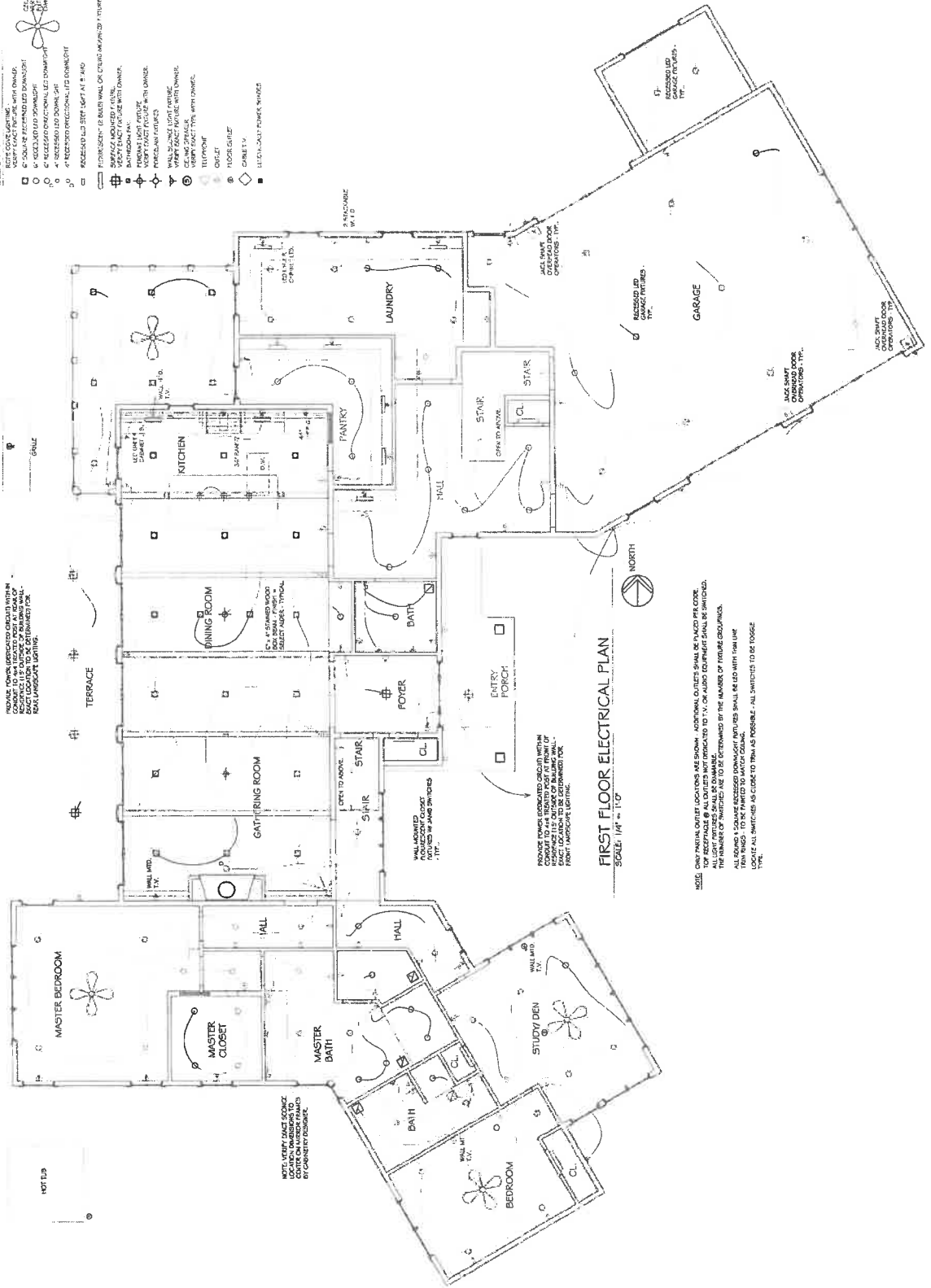
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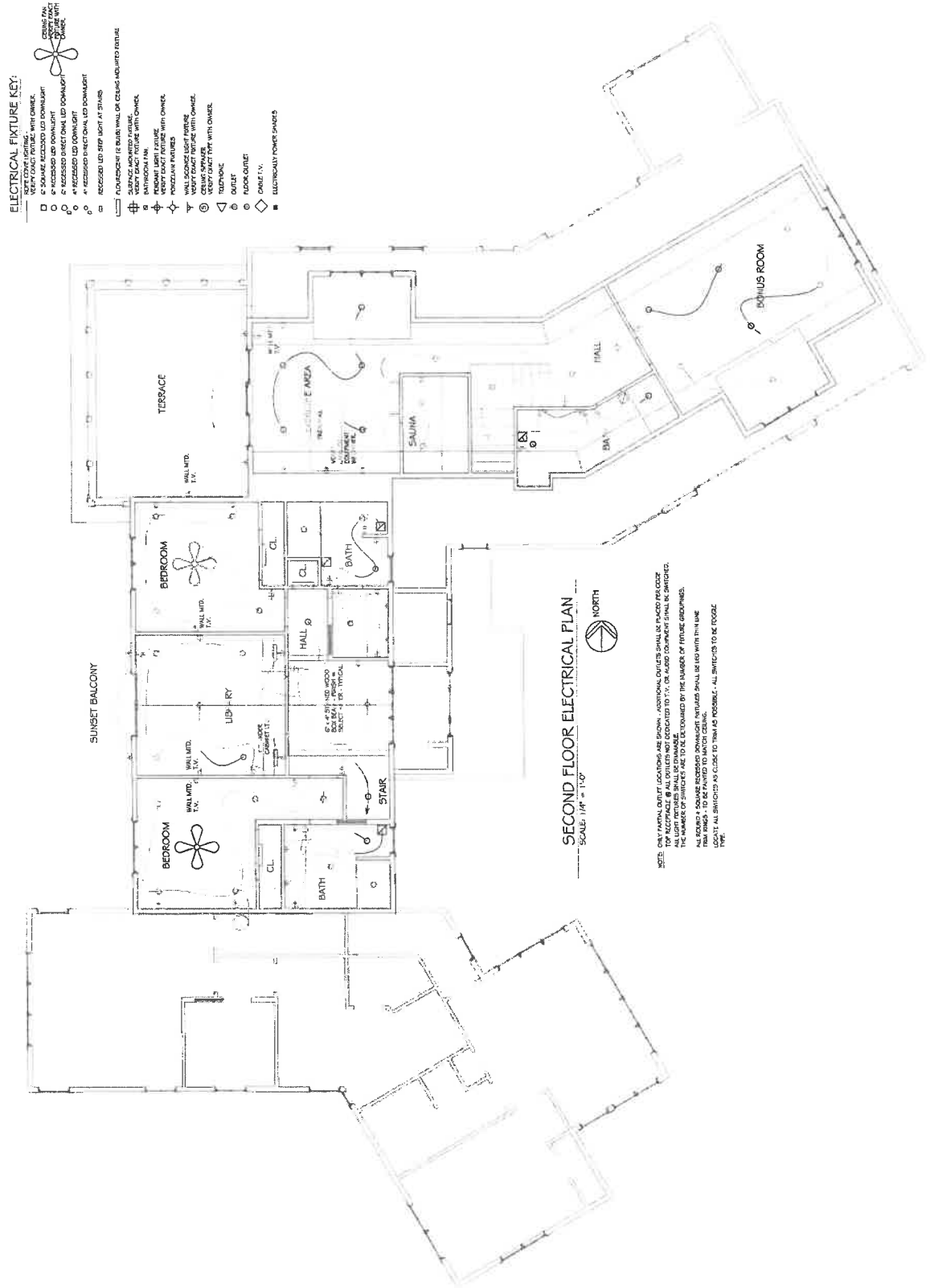
PROVIDE POWDER (DEDICATED CIRCUIT) WITH IN CONDUIT TO 4x4 TREATED POST AT REAR OF RESIDENCE 11'5" OUTSIDE OF BUILDING WALL - EXACT LOCATION TO BE DETERMINED FOR BRASS LANDSCAPE LIGHTING.

PROVIDE POWER (DEDICATED CIRCUIT) WITHIN CONDUIT TO 4x4 TREATED POST AT FRONT OF RESIDENCE 115' OUTSIDE OF BUILDING WALL - EXACT LOCATION TO BE DETERMINED FOR

FIRST FLOOR ELECTRICAL PLAN

NOTE: ONLY PARTIAL OUTLET LOCATIONS ARE SHOWN - ADDITIONAL OUTLETS SHALL BE PLACED PER CODE. FOR RECEPTACLES & ALL OUTLETS NOT INDICATED TO T.V. OR AUDIO EQUIPMENT SHALL BE SWITCHED. THE NUMBER OF SWITCHES ARE TO BE DETERMINED BY THE NUMBER OF FEEDLINE DEVICES. ALL ROUND & SQUARE RECESSED DOWNLIGHT FIXTURES SHALL BE LED WITH FISH UNIT. ALL DIMMER SWITCHES SHALL BE INSTALLED IN THE FOLLOWING AREAS: ALL DIMMER SWITCHES ARE TO BE TOGGLE TYPE.

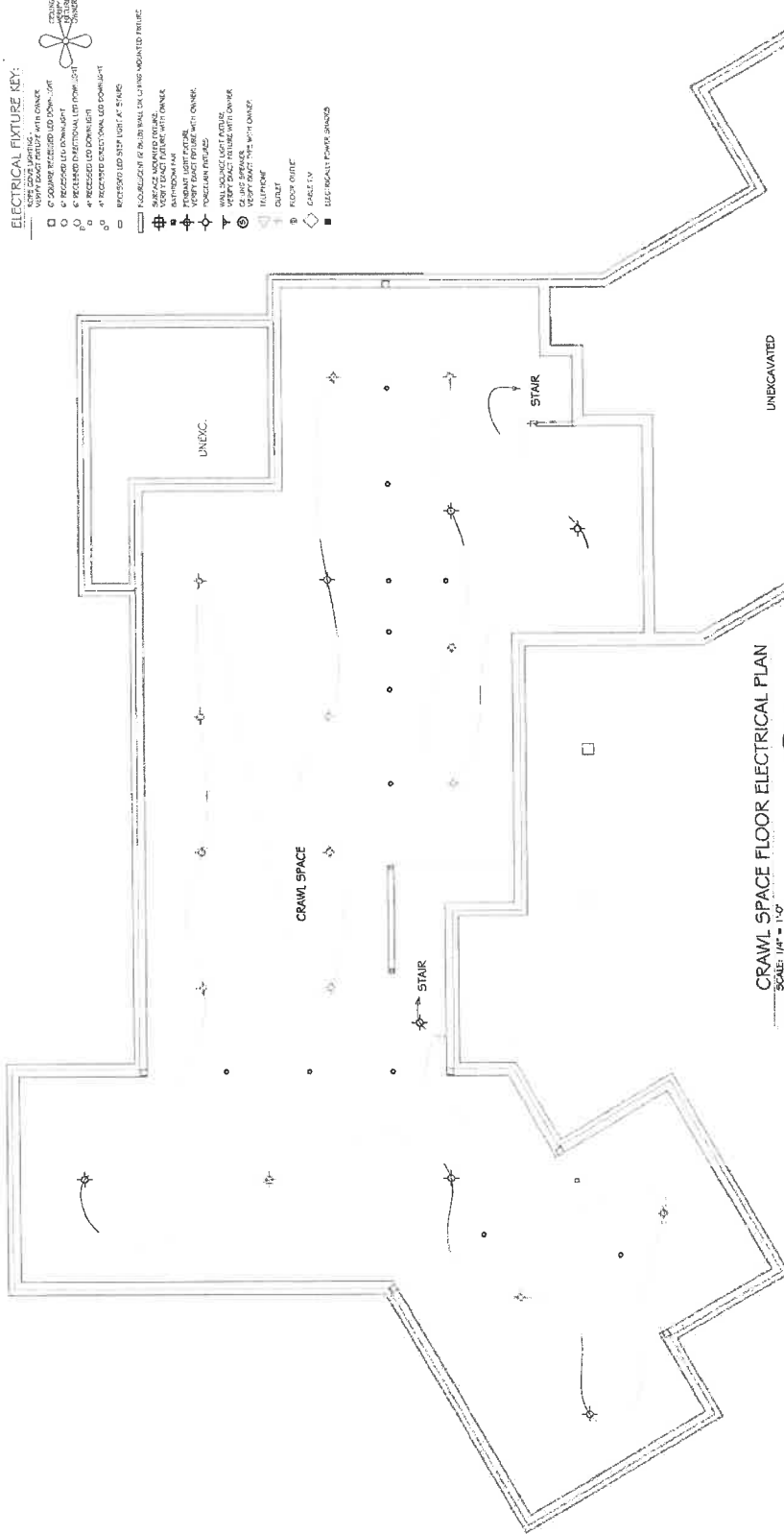




C. RENIER ARCHITECTS, INC.
348 MAIN AVENUE
DE PERE, WISCONSIN 54115
PH (920) 330-0500

CRAWL SPACE FLOOR ELECTRICAL PLAN

GEOCARIS COTTAGE
SISTER BAY, WISCONSIN

[illegible]

CRAWL SPACE FLOOR ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"



NOTE: ONLY PARTIAL OUTLET LOCATIONS ARE SHOWN - ADDITIONAL OUTLETS SHALL BE PLACED PER CODE. TOP RECEPTACLE OF ALL OUTLETS NOT DEDICATED TO T.V. OR AUDIO EQUIPMENT SHALL BE SWITCHED. THE NUMBER OF SWITCHES ARE TO BE DETERMINED BY THE NUMBER OF PORTABLE DISCS/RECORDS. ALL PORTABLE RECORDS/VIDEO TAPES/RECORDERS SHALL BE LID WITH TYPIN AND SHALL NOT BE PLACED TO MATCH CORDING. LOCATE ALL SWITCHES AS CLOSE TO TRIM AS POSSIBLE - ALL SWITCHES TO BE TOGGLE TYPE.

Development Plans

<u>Property Address</u>	10849 N. Bay Shore Dr Sister Bay, WI 54234
<u>Property Owner:</u>	GEOS SB, LLC
<u>Applicants:</u>	Cynthia Geocaris and Stephen Scripp
<u>Parcel Number:</u>	181270018

Summary of Planned Development:

Our family is seeking to modernize our beloved Sister Bay property, 10849 N. Bay Shore Drive, Sister Bay, WI, Parcel Number 181270018 (the "Property"). Our plan seeks to reconstruct the Property's existing home, identified in Exhibit B of the Site Plans (the "Primary Structure"), and reconstruct it into a new Primary Structure, identified on Exhibits C and D of the Site Plans, while leaving the two existing cottages, identified in Exhibits B, C, and D of the Site Plans (the "Cottages") unchanged. The reconstructed Primary Structure will be relocated to bring it into compliance with the Zoning Code's current setback requirements, and the Primary Structure (except where noted in this Conditional Use Permit application) will be in compliance with the Zoning Code in all respects.

The development has unfortunately become urgently necessary after the Primary Structure suffered severe damage from the storm on Saturday, August 9, 2025. Several mature trees on the Property were completely uprooted, destroying the Primary Structure's roof, downing power lines, and destroying parts of the Property's driveway. While even before this storm occurred the Primary Structure had reached the end of its useful life and required either a total reconstruction or substantial repairs, including repairs to its foundation and roof, the planned development now becomes urgently necessary. Rather than repair the Primary Structure and Property to be in rebuilt in its exact state prior to the storm, or expend further funds to tear down all existing structures (the Primary Structure and Cottages) and replace them with one larger structure – both of which would be permitted without obtaining a conditional use permit – we desire to reconstruct the Primary Structure in a manner that preserves the historic charm of Sister Bay, by building the Primary Structure in classic Door County style and size, while retaining the Cottages and the historic charm they embody.

Our development plan will accomplish our goals by leaving the overall number and use of structures on the Property unchanged, while replacing the existing Primary Structure – which currently is in violation of the setback requirements – with the new Primary Structure – which will be in full compliance with the required setbacks. The development will enhance the Property's visual appearance while maintaining a humble and non-imposing profile. The analysis contained in these Development Plans will demonstrate that all criteria are met under the Zoning Code in order for the Plan Commission to issue a Conditional Use Permit. By applying the standards set out in the Zoning Code and granting a Conditional Use Permit, the Plan Commission Property will allow the Property to be a source of fond memories for our family for generations to come, while ensuring the development is consistent with Sister Bay's Comprehensive Plan.

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As will be demonstrated in the following Site Plans, all criteria for the issuance of a Conditional Use Permit for the planned development under the Zoning Code are met. This leaves just one philosophical question to be answered by the Plan Commission. Does the Plan Commission wish to preserve Sister Bay's history and charm while promoting responsible development? If the answer is yes, we ask for the Plan Commission's assistance by granting this Conditional Use Permit, allowing our family to make much needed improvements to the Property.

Necessity of Conditional Use Permit:

A conditional use permit is necessary in order to accomplish our planned development due the Property currently being classified as both a "benign non-conforming use" and the Property's three existing structures being "benign non-conforming structures". (See Zoning Code § 66.0900(2) and § 66.0910(6).)

The alternative to our planned development proceeding under the requested Conditional Use Permit – strict conformance with the Zoning Code – would result in disorderly and illogical transitions between existing and redeveloped areas of the site, and ultimately precludes viability expansion of the Property. If the Property were further developed in strict conformance to the Zoning Code, due to the necessity of reconstructing or demolishing the Existing Home, the planned development would require either:

- (1) The demolition of the Primary Structure and both Cottages to permit the reconstruction of one significantly larger Primary Structure;
- (2) Gutting the Cottages such that they no longer contain living quarters to permit the reconstruction of the Primary Structure; or
- (3) Demolishing only the Primary Structure while retaining the two Cottages as they are, resulting in the presence of two small cottages on extreme ends of the Property and a gaping space between the Cottages.

None of these alternatives are practical, and the eventual result of strict conformance to the Zoning Code would be the construction of a much larger Primary Structure than the one currently proposed, to compensate for the loss of use of the two Cottages on the Property. An unfortunate consequence of the total demolition and replacement of the Property's existing structures, which reflect the character and history of Sister Bay, would be their erasure from the Sister Bay shoreline and replacement with one significantly larger and more imposing Primary Structure. To avoid this result, our Conditional Use Permit application proposes retaining the Property's Cottages' and their historic value, while reconstructing a more modest Primary Structure that is in conformance with current Zoning Code setbacks.

Standard of Review and Analysis:

In order for the planned development to take place, it is necessary that a Conditional Use Permit be issued by the Plan Commission upon a showing that the standards have been met for both: (1) a benign non-conforming use; and (2) a benign non-conforming structure. Both standards, along with an analysis demonstrating that each has been met, are set out below.

I. Benign Non-Conforming Uses:

A. *Criteria Applicable to Benign Non-Conforming Uses.*

The Property is classified as a “benign non-conforming use” under § 66.0900(2) of the Zoning Code. “Benign non-conforming uses are those uses other than detrimental non-conforming uses, which are generally not detrimental in the zone where they are located and include the following: (a) In residential zones, those non-conforming uses which do not conform to the population density standards for the zone in which they are located.” (Zoning Code § 66.0900(2).)

“Only that portion of the land or water in actual use may be so continued and the use may not be extended, enlarged, substituted or moved; except when required to do so by law or order or so as to comply with the provisions of this chapter. The expansion of parking or loading space to conform to the code is permitted.” (Zoning Code § 66.0901(1).)

“A non-conforming use of land may be changed to a less intense non-conforming use with the approval of a Conditional Use Permit by the Plan Commission when it can be demonstrated that the new use is in fact less detrimental to the other uses in the area.” (Zoning Code § 66.0901(4).)

B. *Analysis Demonstrating Satisfaction of Criteria for Benign Non-Conforming Structures.*

The proposed development satisfies the criteria for issuance of a Conditional Use Permit because it is necessary to bring the Primary Structure into compliance with the setback requirements under Zoning Code § 66.0311(4). In doing so, the proposed development meets both standards under: (1) Zoning Code § 66.0901(1), because the development is done “so as to comply with the provisions of [the Zoning Code]”; and (2) Zoning Code § 66.0901(4), because it constitutes a “less intense non-conforming use” of the Property and “is in fact less detrimental to the other uses in the area”.

While the proposed development changes the portion of the land in actual use under Zoning Code § 66.0901(1), it is nonetheless necessary in order to bring the Primary Structure into compliance with the Zoning Code’s current setback requirements. Currently, the Primary Structure is approximately only four (4) feet from the Property’s southern boundary. The Zoning Code requires that all principal structures be at least ten (10) feet from the side boundaries. (Zoning Code § 66.0311(4).) The proposed development will rectify this, by reconstructing the Primary Structure in compliance with the current setback requirements under Zoning Code § 66.0311.

For the same reason – moving the Primary Structure to comply with the Zoning Code’s setback requirements – the proposed development is a less intense non-conforming use because it brings the Primary Structure into compliance with the Zoning Code’s setback requirements. Therefore, the spacing between structures on the Property and neighboring parcels is increased. When compared to the current location of the Primary Structure, the proposed development is in fact less detrimental to other uses in the area because, while still enlarging the Primary Structure’s footprint, the entire Primary Structure will be within required setbacks.

Lastly, the current Primary Structure's location just four feet (approximately) from the Property's southern boundary is quite detrimental. Drainage from the parcel immediately south of the Property enters onto the Property, and the Primary Structure's close proximity to the Property line has accelerated the deterioration of the Primary Structure's foundation. This reality, in addition to maintaining appropriate spacing between residences, is one of the primary justifications for imposing setback requirements.

II. Benign Non-Conforming Structures:

A. *Criteria Applicable to Benign Non-Confirming Structures.*

The structures on the Property, due to all of them containing "living quarters", are classified as "benign non-conforming structures" because they are "buildings that are non-conforming by reason of being designed for residential uses which are not permitted in the zone in which they are located." (Zoning Code § 66.0910(6).) Additionally, the existing Primary Structure and the Cottages are non-conforming structures because they do "not conform to the height, yard, setback, parking loading, and green space requirements of the zone where it is located." (*Id.*)

The Plan Commission "may approve Conditional Use Permits for the expansion or redevelopment of properties which have been previously developed and do not conform to the requirements in [the Zoning Code], provided that the expansion or redevelopment is designed for a permitted use." (Zoning Code § 66.0911(4).)

"The conditional use permits may permit deviation from the regulations, including parking requirements, when it can be found that:

- (a) Strict conformance to the Zoning Code requirements would preclude viable expansion or redevelopment of the site.
- (b) Strict conformance to the Zoning Code would result in disorderly or illogical transitions between existing and expanded areas of the site.
- (c) Deviation from the Zoning Code regulations would not jeopardize the public health, safety and welfare and would produce a quality built environment.
- (d) Deminis deviations from a dimensional requirement or standard would not have a negative impact on neighborhood character." (Zoning Code § 66.0911(4).)

B. *Analysis Demonstrating Satisfaction of Criteria for Benign Non-Confirming Structures.*

In order for this Application to be granted, each of the four criteria stated above must be met. An analysis summarizing how and why each of the criteria are satisfied is set out below:

1. *“Strict conformance to the Zoning Code requirements would preclude viable expansion or redevelopment of the site.”* (Zoning Code § 66.0911(4)(a).)

Strict conformance with the Zoning Code effectively precludes any modifications to the Primary Structure and Cottages on the Property unless the modifications retain the exact footprint and aerial dimensions of each structure. Following the damage from the recent storm, strict conformance with the Zoning Code becomes nearly impossible. Any development to the Property proceeding in strict conformance to the Zoning Code would require either:

- (1) Demolishing the existing Primary Structure and Cottages, and replacing them with a new, significantly larger and more imposing, Primary Structure;
- (2) Demolishing the existing Primary Structure, stripping the Cottages of all living quarters, and reconstructing one new, significantly larger and more imposing Primary Structure; or
- (3) Demolishing the existing Primary Structure and leaving the remaining Cottages as they are, leaving a large empty space in the Property’s center with the two Cottages on extreme ends of the Property.

Due to the current condition of the Property (three structures with living quarters present), making any improvements to the Property is effectively prohibited unless two of the three existing structures on the Property are demolished or gutted of living quarters. Of the three structures currently on the Property, the structure in the worst condition and necessitating either a total reconstruction or substantial repairs is the existing Primary Structure. The Primary Structure also happens to inhabit the only feasible and permitted area of the Property for future development. Thus, while strict conformance with the Zoning Code only requires theoretical removal or gutting of two of the three structures, the reality is that the Primary Structure must be one of the structures demolished and/or gutted. Given the options for further development that are permitted all requiring either demolishing or gutting the two historic, visually charming, and structurally sound Cottages, or retaining these two Cottages as the only developments on the Property’s extreme ends, strict conformance with the Zoning Code precludes any viable expansion or further development of the Property.

2. *“Strict conformance to the Zoning Code would result in disorderly or illogical transitions between existing and expanded areas of the site.”* (Zoning Code § 66.0911(4)(b).)

For the same reasons as above, strict conformance to the Zoning Code would result in disorderly or illogical transitions between existing and expanded areas of the site. Specifically, it would require demolishing the Primary Structure and either demolishing or gutting the Cottages, in order to reconstruct the Primary Structure, an illogical consequence when only the Primary Structure is in need of repair or replacement. The result of any of the options permitted under strict conformance with the Zoning Code would be truly disorderly and illogical. Whether the end result is the demolition or stripping of the Cottages and construction of one much larger Primary Structure, or just the demolition of the Primary Structure and retaining the two Cottages on extreme ends of the Property, the result would be an oddly developed Property just minutes from downtown Sister Bay.

3. *“Deviation from the Zoning Code regulations would not jeopardize the public health, safety and welfare and would produce a quality-built environment.”* (Zoning Code § 66.0911(4)(c).)

By definition under the Zoning Code, “benign non-conformities” are those that “do not have a negative impact on the health and safety of the public, but may have a negative impact on the public welfare.” (Zoning Code § 66.0910(2).) Since the Property’s non-conformities are all by definition benign non-conformities, the Zoning Code itself has defined the Property’s non-conformities as posing no risk to the public health or safety by the planned development. The sole determinations to be made, therefore, are: (1) whether or not the planned development jeopardizes the public welfare; and (2) whether the planned development would produce a quality-built environment.

The planned development poses no risk to the public welfare. To the contrary, the planned development would benefit the general public by substantially improving the overall aesthetic of the Property and resulting in a development that does not detract from the natural beauty (and viewability thereof) of Sister Bay. The public welfare is further benefitted by enhancing spacing between properties, while retaining the historic Cottages.

As the site plans and these development plans demonstrate, the proposed development will produce a quality-built environment. The proposed development is a one-for-one substitution of the existing Primary Structure, which is currently unsightly and in need of either demolition or substantial repairs, with a new Primary Structure, which will be a modest and modern structure constructed to the highest standards of quality in traditional Door County cottage style. As the site plans further illustrate, the proposed development will result in increased accessibility and improved grading on the Property, reducing the risk of injury to persons or property while present on the Property.

Lastly, and most importantly, the new Primary Structure was designed by Mr. Chris Renier, and all construction will be managed by Mr. Brian Zak of Carlson Erickson Builders, Inc. Mr. Renier is known to be one of, if not the, premier architect in the greater Green Bay, Wisconsin community, particularly for single-family residences. Mr. Zak is similarly a highly-respected local builder with a strong reputation for constructing homes and structures of the highest quality. The new Primary Structure will be constructed in accordance with all applicable building codes and only upon the issuance of all required building permits. For these reasons, the proposed development would neither jeopardize the public health, safety, nor welfare, and would produce a quality-built environment.

4. *“Deminis deviations from a dimensional requirement or standard would not have a negative impact on neighborhood character.”* (Zoning Code § 66.0911(4)(d).)

The planned development does not contain any deviations from a dimensional requirement or standard, and therefore this element is met.

III. Conditional Use Permit Applications Generally:

A. *Criteria Generally Applicable to All Conditional Use Permits.*

"In addition to considering the specific criteria set forth in the Zoning Code, the Zoning Code also requires the Plan Commission to consider general criteria in any instance where a Conditional Use Permit is requested. The Plan Commission shall also consider the following criteria:

- (a) Compatibility. "Compatibility" is defined as the compatibility of the proposed use with existing development within the area."
- (b) Health and Safety. A finding must be made that the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare.
- (c) Consistency with the Comprehensive Plan. The relationship of the proposed use to the objectives of the Village of Sister Bay's Comprehensive Plan must be found. There must also be a finding that the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (d) Importance of Services to the Community. The importance of the services provided by the proposed use to the community, if any, as well as the requirements of the use for certain locations, if any, without undue inconvenience to the developer, and the availability of alternative locations that are equally suitable must be taken into consideration.
- (e) Neighborhood Protections. The sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood must also be considered. The conditional use may not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor can it substantially diminish and impair property values within the surrounding area." (Zoning Code§ 66.1535(9).)

B. *Analysis Demonstrating Criteria Generally Applicable to All Conditional Use Permits are Met.*

1. "Compatibility. "Compatibility" is defined as the compatibility of the proposed use with existing development within the area." (Zoning Code§ 66.1535(9)(a).)

Existing development in the surrounding area is zoned as exclusively R-1 single-family residential. The new Primary Structure, along with the Cottages that will remain, are all "principal structures" (*i.e. single-family residences with living quarters*) and are therefore all consistent with the existing development in the area.

2. "Health and Safety. A finding must be made that the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort, or general welfare." (Zoning Code§ 66.1535(9)(b).)

Applying the definition of detrimental and benign non-conforming uses and structures from the Zoning Code, the proposed development will not be detrimental to or endanger the public

health or safety. By definition the Property, Primary Structure, and the Cottages are classified as “benign non-conforming uses” and “benign non-conforming structures”. The very definition of “benign non-conforming uses” and “benign non-conforming structures” states that the non-conformities are not detrimental to or endanger the public health or safety.

The proposed development also is not only not detrimental to the public’s comfort or general welfare, it is beneficial to public comfort and welfare. For reasons previously stated, the proposed development will increase the Property’s visual appearance and safety, while maintaining the historic and charming Cottages and doing so in a modest fashion that does not unduly restrict views of the waterfront. Not only will the proposed development not be detrimental or endanger the public health, safety, comfort, or general welfare, it will increase all of these things.

3. *“Consistency with the Comprehensive Plan. The relationship of the proposed use to the objectives of the Village of Sister Bay’s Comprehensive Plan must be found. There must also be a finding that the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.” (Zoning Code§ 66.1535(9)(c).)*

As related to housing needs, the goal of the Sister Bay Comprehensive Plan is “to provide for a variety of quality housing opportunities for all segments of the Village’s current and future population in such a way that will minimize the adverse impacts on the environment and preserve the Village’s character.” (Village of Sister Bay Comprehensive Plan, p. 11.) By preserving the Existing Cottages, the planned development is consistent with Sister Bay’s Comprehensive Plan by permitting necessary improvements to the Property, while also accomplishing the primary goal of preserving the Village’s character.

4. *“Importance of Services to the Community. The importance of the services provided by the proposed use to the community, if any, as well as the requirements of the use for certain locations, if any, without undue inconvenience to the developer, and the availability of alternative locations that are equally suitable must be taken into consideration.” (Zoning Code§ 66.1535(9)(d).)*

Given that the Property is zoned as single-family residential, it is precluded from offering services to the community. Therefore, this factor is not applicable.

5. *“Neighborhood Protections. The sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood must also be considered. The conditional use may not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor can it substantially diminish and impair property values within the surrounding area.” (Zoning Code§ 66.1535(9)(e).)*

The proposed development is not injurious to the use and enjoyment of other property in the immediate vicinity of the Property, nor would it diminish or impair property values in the surrounding area. To the contrary, the planned development would increase the overall appearance of the neighborhood, by striking a balance between the old and the new. The existing Primary Structure is in need of total reconstruction or substantial repairs, and we have received complaints

EXHIBIT E
PHOTOS OF PROPERTY TAKEN AFTER AUGUST 9, 2025 STORM

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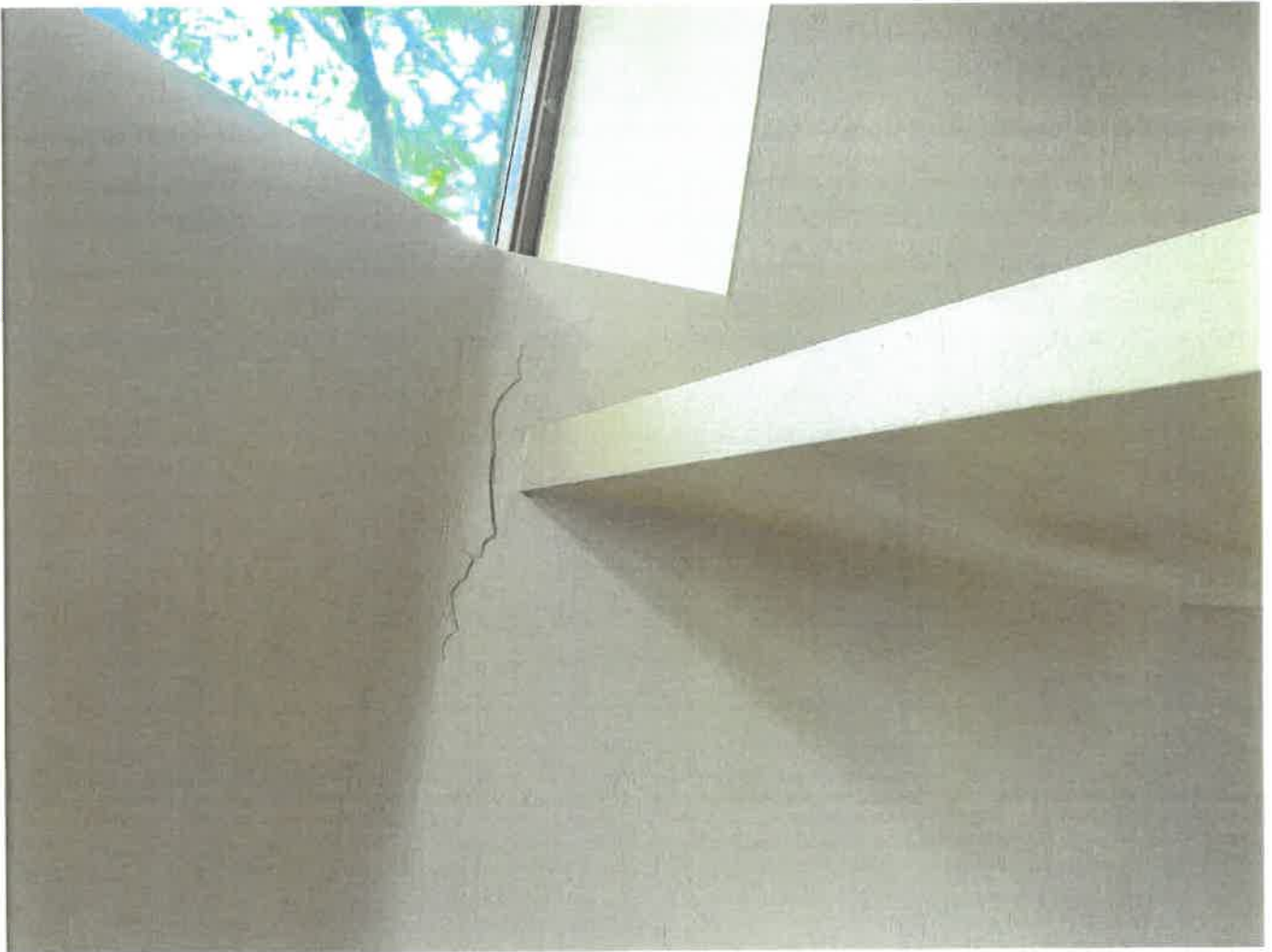
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Supplement to Conditional Use Permit Application

<u>Property Address</u>	10849 N. Bay Shore Dr Sister Bay, WI 54234
<u>Property Owner:</u>	GEOS SB, LLC
<u>Applicants:</u>	Cynthia Geocarlis and Stephen Scripp
<u>Parcel Number:</u>	181270018

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This supplement is submitted for the limited purposes of advising the Plan Commission of: (1) our Development Plans have incorporated concessions requested by the Village Administrator to reduce the size of the Property's driveway and remove the fence along the Property's eastern property line; (2) the Village's position in 2003 that the existing cottage nearest the road is a lawful structure and use designed exclusively for a single family's use; (3) our position that the Primary Structure (*i.e. the one to be improved*) constitutes a lawful structure and use, while the Cottages (*i.e. the structures to remain unchanged*) comprise the non-conforming use and non-conforming structures on the Property; and (4) the Village's Zoning Code prohibiting non-conforming uses being "extended, enlarged, substituted or moved" exceeds what Villages are permitted to regulate under Wis. Stat. § 62.23(7)(h), which only prohibits extensions in time of non-conforming uses.

I. Concession on Reducing Size of Driveway and Removal of Fence.

We have been working with Julie Schmelzer since January in a good faith attempt to bring our Development Plans into conformance with her interpretation of the Zoning Code. As part of these discussions, we have agreed to remove a substantial portion of the Property's existing driveway, as well as to remove the fence running parallel to the road along the Property's eastern lot line.

II. Note in Property File Setting Forth the Village's Position in 2003 that the Cottage along the Southern Lot Line is a Lawful Use of the Property.

There is a note in our Property's file from 2003 indicating that the Village previously took the position that the Cottage along the southern property line was a lawful use and that it was to be used exclusively by one family. In reliance on this position, renovations were made to this Cottage at substantial expense. The Village Administrator's current position is contrary to the previous position and now places us in the difficult position of potentially demolishing this Cottage in order to proceed with the orderly future development of the Property. We ask the Plan Commission to take the Village's previous position into account, and the substantial expenditures that were made in reliance on this position, in its decision to grant the requested conditional use permit.

III. The Primary Structure Constitutes a Lawful, Conforming Use and Structure, while the Cottages Constitute the Nonconforming Uses and Structures.

We acknowledge that there are pre-existing issues on the Property that constitute nonconforming structures. However, the nonconforming use and structures are not the Primary Structure, but are instead the accessory Cottages existing on the Property. Under our interpretation of the Zoning Code, so long as we do not extend the use of the Cottages, our proposed development does not run afoul of the Zoning Code or necessitate the issuance of a Conditional Use Permit. Our

interpretation of the Zoning Code is not shared by the Village Administrator, which is why we submitted our conditional use permit application.

IV. Zoning Code § 66.0901 exceeds what Wisconsin law permits Villages to regulate under Wis. Stat. § 62.23(7)(h).

Wisconsin law distinguishes between non-conforming uses, which is a use of land, a building, or a dwelling that was lawful at the time it was established but zoning code changes now prohibit or restrict that type of use, and non-conforming structures, which are buildings or structures that were lawful when built but do not comply with current zoning dimensional requirements (such as setbacks, height, or lot coverage).

Under Wisconsin law, non-conforming uses have nothing to do with dimensional, minimum or maximum building size, setback, or height requirements. Regulations on non-conforming uses under Wisconsin law are intended to and in fact relate strictly to the use of land or buildings and the duration of its continued non-conforming use in terms of duration of time. This is why Wis. Stat. § 62.23(7)(h) prohibits non-conforming uses being “extended”, and only limits the aggregate value of structural repairs or alterations made to a nonconforming building during its lifetime.

The Village’s Zoning Code, however, goes well beyond what is permitted by Wisconsin law. The Zoning Code seeks to apply restrictions applicable to non-conforming structures – such as enlarging, moving, or substituting – to non-conforming uses.

The current status of our Property is quite unique. The recent storm has made the need to proceed with our proposed development all the more urgent. We feel that the current interpretation of the Zoning Code, while we have attempted to find solutions that would render our proposed development in compliance with it, has unduly restricted our family’s ability to enjoy the Property. Under the Village’s current interpretation of the Zoning Code, our only logical option seems to be maintaining the Property until the buildings are so dilapidated that they must be demolished.

In addition to the Zoning Code’s current interpretation rendering our Property an eyesore to the community for the next few decades, we also feel that the restrictions imposed on our development and of the Property by the Zoning Code as written exceeds what is permitted under Wisconsin law. By granting our application for a conditional use permit, we will be able to improve the Property’s visual appearance and no longer be the eyesore of the neighborhood. We are willing to work with the Village in how to accomplish this, and have laid out in our previously submitted development plans an analysis demonstrating how each of the conditions for granting the conditional use permit have been satisfied. For these reasons, we ask that the Plan Commission grant our application.

Thank you for your consideration,

/s/ Cynthia Geocaris

/s/ Stephen Scripp



STAFF REPORT

EMPLOYEE HOUSING – NORTHERN GRILL & PUB

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Lisa McDonald of Northern Grill & Pub has the opportunity to purchase a used cabin and move it to her site for employee housing. She will need site plan review, but her surveyor has not been able to complete her site plan yet. She needs to let the seller know if she will be purchasing the cabin, so she is asking if the Commission would be inclined to allow the unit on her property, for employee housing, subject to site plan review approval at a later date. (She is not intending on moving it at this time, but if the Commission will not allow it, she will not purchase the unit.)

The below, highlighted in yellow, is what would be allowed in the B-1 district where her business is located. Also attached are photos of the proposed unit.

Permitted Accessory Uses.

[See Accessory Uses and Structures – Sec. 66.0501]

- (a) Outdoor Displays. [See Sec. 66.0506]
- (b) Solar collectors attached to the principal structure.
- (c) One single-family dwelling or a non-transient residential unit, located on the same property as the business. The on-site parking required for the accessory residential unit must be available on site.

Conditional Uses.

- (a) Apartments. [See Sec. 66.0320]
- (b) Assembly Halls.
- (c) Commercial recreation facilities (indoor and outdoor), such as arcades, bowling alleys, clubs, dance halls, driving ranges, gymnasiums, health clubs, miniature golf facilities, pool and billiard halls and indoor skating rinks.
- (d) Flea Markets (limited to 12 days outdoors in any calendar year).
- (e) Solar energy as an accessory structure.
- (f) Non-Village utility facilities.
- (g) Light assembly, light manufacturing and related activities.
- (h) Seasonal employee housing. [See Sec. 66.0320(5)(b)]

66.0320(5)(b) reads, *New Apartment Buildings in Which Seasonal and Year-Round Employee Housing Will Be Provided*. New apartment buildings in which seasonal and year-round employee housing will be provided must comply with the building height and area standards as well as the unit density requirements of the R-2 District and the other requirements for that District, including the

fact that the property must be served by public sewer and water. [See Sec. 66.0312] The conversion of existing commercial buildings into apartments that will be utilized for seasonal as well as year-round employee housing must also comply with the parking requirements for the R-2 District. As part of the conversion of an existing commercial building to one of the listed uses above, if any building addition(s) are constructed at that time or in the future, the building addition(s) is/are subject to the building height and area standards as well as the unit density requirements of the R-2 District [See Sec. 66.0312], as well as the other applicable requirements as exist.









STAFF REPORT

RESIDENTIAL CONDOMINIUM – EXPANSION OF TWO BEDROOM UNIT

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

This unit is in the Townhouses at Pheasant Park Condominium and is zoned R-2. The Pheasant Park development was built in the 1990's. The townhouse development north of Mill Road consists of three five-unit buildings, and four two-unit buildings. The five-unit buildings have their garages in a building separate from the living unit, whereas the two-unit buildings have the garage as part of the residential unit.

When the project was approved, unit 5B, and the other units in the five-unit buildings, were approved as two- bedroom units; the parking was all calculated based on two-bedroom units.

The Janssens wish to enlarge their unit by renovating the unfinished basement to include a third bedroom. This expansion of the condominium (expanding the number of bedrooms) requires site plan review, and if applicable, architectural review. Since the renovation doesn't affect the outside of the building, for this case, we just need to conduct a site plan review.

- A two-bedroom unit requires 1.5 parking stalls whereas a three-bedroom unit requires two parking stalls. They have one garage stall in the garage building, and one stall in front of the garage stall.
- A three-bedroom unit requires 200 square feet more than a two-bedroom unit, and the remodel would exceed 200 square feet.
- Green space is 70%, whereas 40% is required, so green space is not an issue (green space is not impacted anyway).

If approved, staff does not feel a development agreement should be required.

Randell and Tricia Janssen
3363 Eiler Road
De Pere, WI 54115

September 8, 2025

Ms. Julie Schmelzer
Village of Sister Bay
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234

Delivered via email: Julie.schmelzer@sisterbaywi.gov

Re: 2232 Mill Road, Unit B5

Dear Ms. Schmelzer,

Please consider this letter a written request for a Plan Commission review on September 23, 2025. We are requesting approval to expand our condo from a 2 bedroom unit to a 3 bedroom unit.

As requested, we have included an aerial overview of the building unit with parking spaces denoted and the blueprint for the remodel.

Please let me know if you need any additional information.

Sincerely,

Tricia Janssen

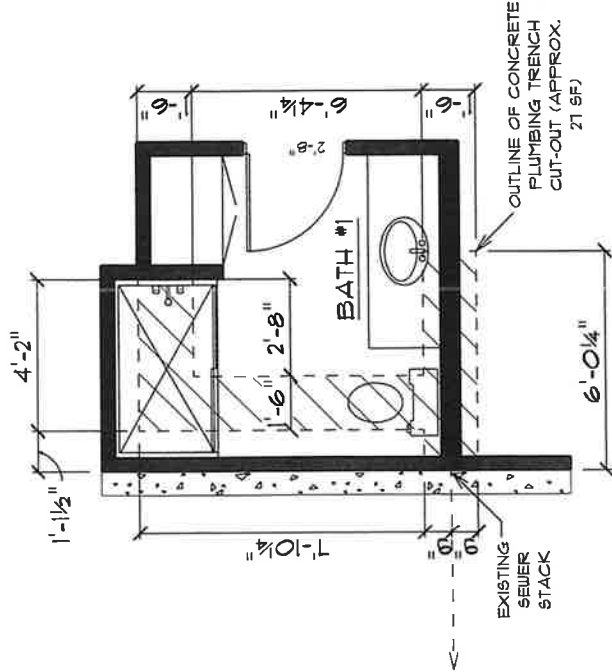
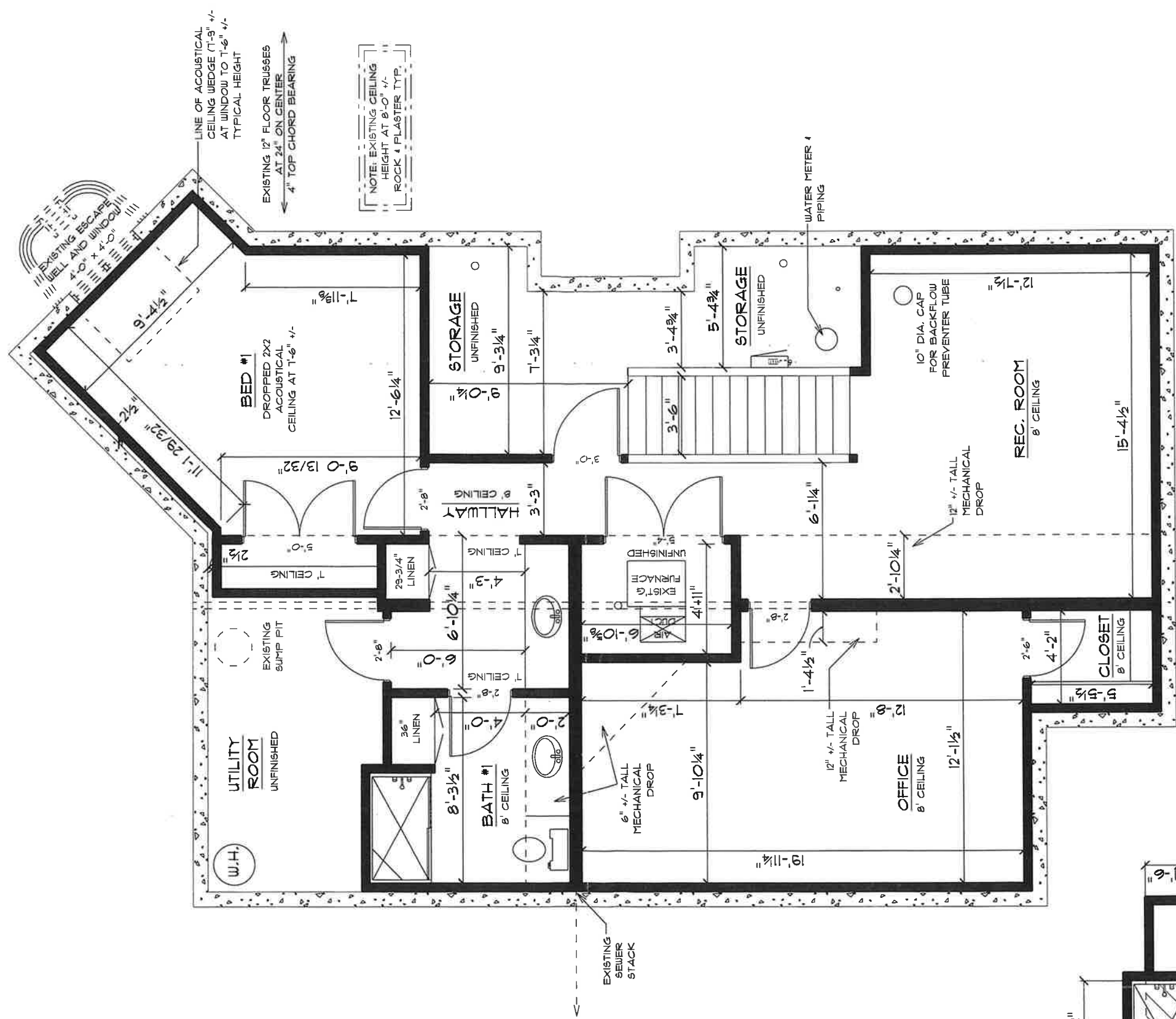
Enclosures: Blueprint dated 3/18/2025
2232 Mill Road Aerial view

PRELIMINARY DRAWING - 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 1990 and know 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 or buildings being seized and/or monetary compensation to Portside Builders Inc.

ALTHOUGH THIS PLAN DESIGN IS COMPLETE AND TO SCALE DIMENSIONALLY, THESE PLANS AND ELEVATIONS ARE NOT TO BE USED BY ANY OTHER CONSTRUCTION CONTRACTOR WITHOUT FIRST HAVING THEM CHECKED AND REDRAWN 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, THUS PORTSIDE BUILDERS INC. IS TO BE HELD HARMLESS AND ASSUMES NO RESPONSIBILITY TO ANY AND ALL POTENTIAL CLAIMS RELATING TO PLAN DESIGN ERRORS OR DEFECTS OF ANY KIND.



NAME: JANSSEN
LOCATION: 2232 MILL ROAD UNIT B5
SISTER BAY, WI 54234
PHEASANT PARK CONDO
DESIGN & DRAWN BY: CHAD SHEFCHIK
REVISED DATE: 3-18-25
SCALE: 3/16" = 1'-0"

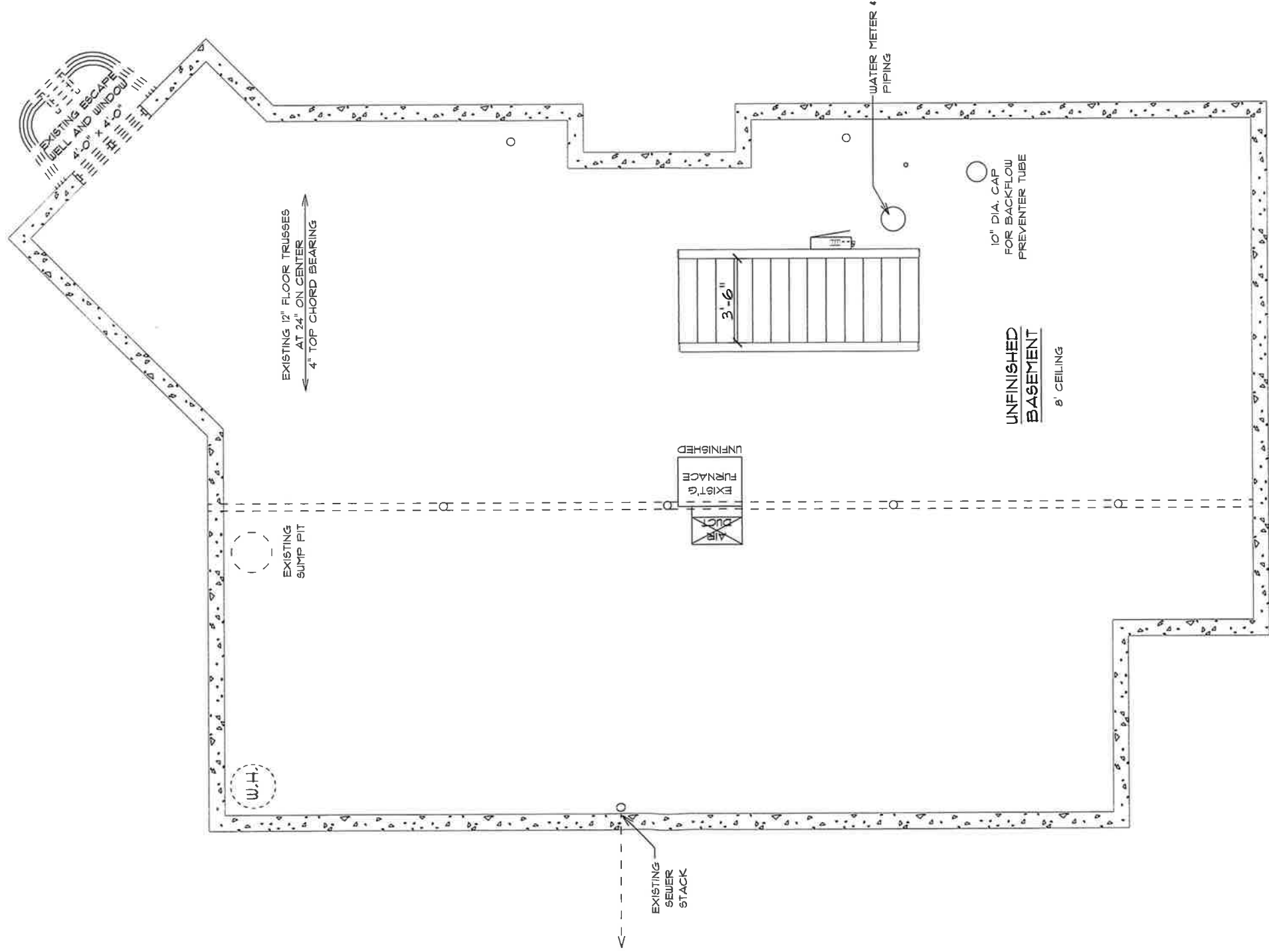
REMODELED BASEMENT PLAN

BATH #1:
CONCRETE CUTTING /
REMOVAL REQUIREMENTS

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

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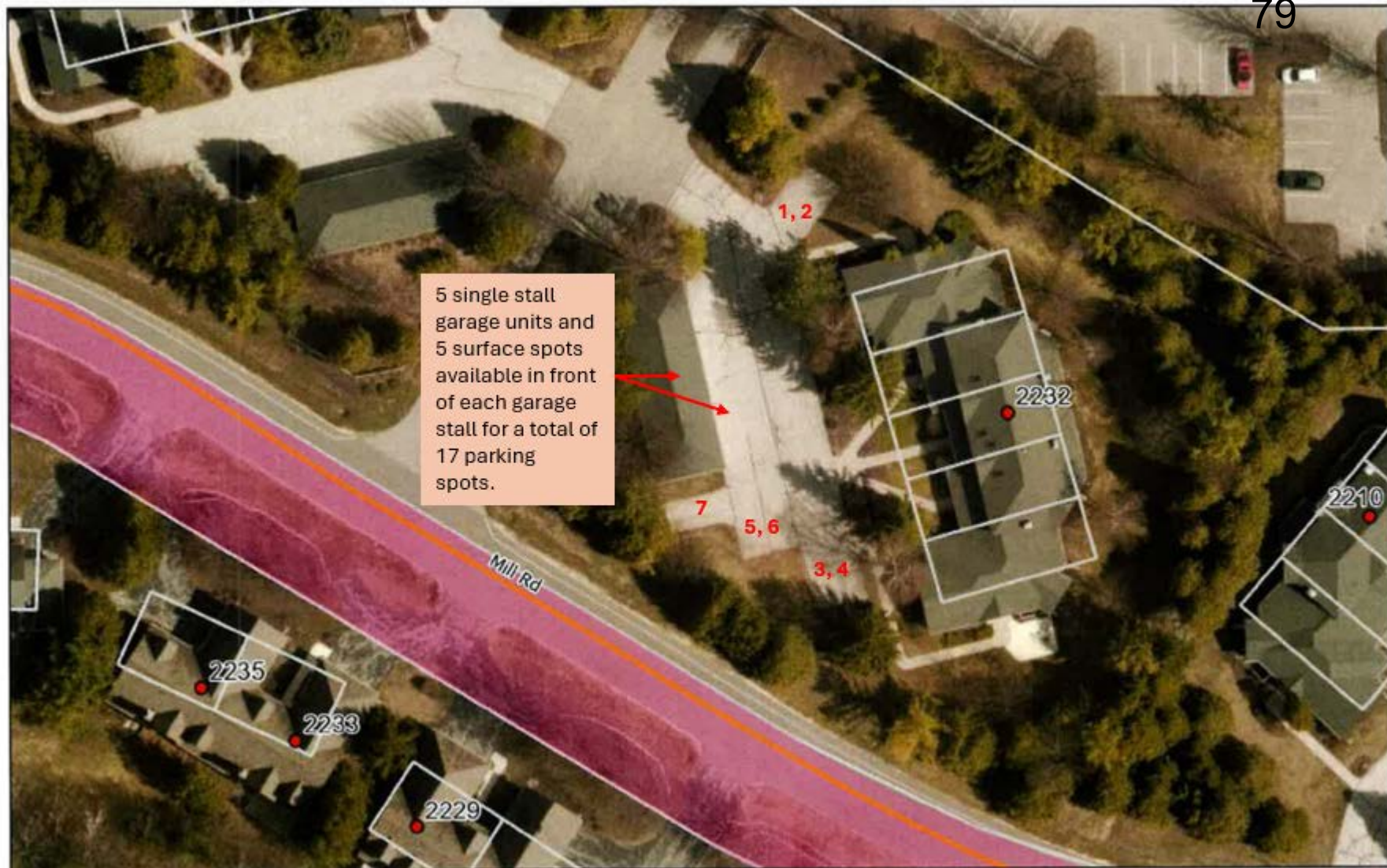


NAME: JANSSEN
LOCATION: 2232 MILL ROAD UNIT B5
SISTER BAY, WI 54234
PHEASANT PARK CONDO
DESIGN & DRAWN BY: CHAD SHEFCHIK
REVISED DATE: 3-18-25
SCALE: 3/16" = 1'0"



EXISTING BASEMENT PLAN

CONTRACT PLAN



9/8/2025

● Address Roads
— Village
■ ROW □ Parcel

1:879

0 0.01 0.01 0.02 mi
0 0.01 0.01 0.03 km



STAFF REPORT

TEXT AMENDMENTS

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Last month we agreed to send the following text amendment to public hearing; it will be scheduled when we have other amendments to include in the public hearing notice. Other proposed amendments to discuss are shown following the proposed P-1 amendment.

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 at 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.

OTHER AMENDMENTS FOR DISCUSSION:

1. Last month we discussed canopies and commercial center signage.

“Commercial Center” is not defined in the definition section of the code. Rather, it is defined within the code. If we are in agreement with the definition, it should be added to the definition section. In addition, the following is to be considered:

Sec. 66.0711 Commercial Center Signage with Permit

A commercial center is defined as a **shopping center** with multi-tenant, multi-building commercial and retail development under common ownership or management and located in the B-1 zoning district. ~~A shopping center that does not have common ownership or common management is not a commercial center. An example of a commercial center is the Country Walks Shops.~~ The ~~shopping~~commercial center may be permitted the following signage in addition to the approved building signage as specified in Sec. 66.0710.

(6) Signs Used for Commercial Centers. Commercial Centers shall be allowed as follows:

- (a) Two (2) marquee ground signs may be provided. Two (2) marquee ground signs may be permitted along the State Highway abutting a commercial center.
- (b) The marquee 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.
- (3) 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.

~~Renumber 66.0712, Off-Premise Signage with Permit, and associated references, to 66.0713.~~

~~Renumber 66.0713, Sandwich Board Signage with Permit, and associated references, to 66.0714.~~

~~Renumber 66.0714-66.0719, Reserved, to 66.0715-66.0719, Reserved.~~

Create a new **Sec. 66.0712, Multi-Use Development with Permit**

A multi-use development is one where several uses, whether or not in common ownership or management, located on the same lot or adjacent lots housing the multi-use development, and function as a strip mall. The multi-use development may be permitted the following signage in addition to the approved building signage as specified in Sec. 66.0710(1) and Sec. 66.0710(4)-(8)(b).

(1) Signs Used for Multi-Use Developments. Multi-Use Developments shall be allowed as follows:

- (a) One (1) ground sign may be provided.
- (b) The ground sign 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 multi-use development. In a multi-use development, each business shall be permitted signage up to 12 square feet per side.

And, are these developments just confined to B-1, like a commercial center?

Next, we need to define canopy, marquee, and billboard. Currently they are defined as,

Billboard. See "Sign, Off-Premise."

Sign, Off Premise

A sign, which directs attention to a business, commodity, service or entertainment, conducted, sold or offered at a location other than the premises on which the sign is located.

Canopy. See "Marquee."

Marquee. NOT DEFINED, but mentioned in:

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.

Sign, Awning. A sign that is mounted or painted on, or attached to an awning, canopy or marquee.

(See Illustration No. 66) THERE IS NO ILLUSTRATION NO. 66

Consider the following:

Billboard. A sign, which directs attention to a business, commodity, service or entertainment, conducted, sold or offered at a location other than the premises on which the sign is located. A billboard is an off-premise sign other than those signs allowed in Sec. 66.0712, Off-Premise Signage with Permit.

Canopy. An ornamental cloth covering hung or held up over something, especially a window or door.

Add, 'Sign, Canopy'. A sign that is mounted on an ornamental cloth covering hung or held up over something, especially a window or door. The sign size shall be the dimensions bound by the outermost confines of the lettering or image.

Redefine '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~~.

Redefine 'Sign, Awning': A sign that is mounted or painted on, or attached to an awning ~~or canopy~~. The sign size shall be the dimensions bound by the outermost confines of the lettering or image. ~~or marquee. (See Illustration No. 66)~~

Add a definition for 'Marquee'. [Defined online as a 'canopy projecting over the entrance to a theater, hotel or other building'. But in the code, it is used as a larger ground sign advertising a commercial center.] An on-premise ground sign advertising a commercial center. [OR, just delete it all together since it only appears in the Commercial Center signage and has no relevance.]

Signage on an awning or canopy became an issue of concern. Below is where it is addressed in the code:

Sec. 66.0710(5) [The general sign guidelines for all properties.]

- (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. [Do we want this to remain as exempt from total signage?]

What was discussed at the last meeting: Awning or canopy signage shall be restricted to the outermost vertical flap and shall not exceed 25% of the height of the outermost vertical flap. Signage is not allowed on the sides of the flap or the horizontal or slanted portion of the awning or canopy.

I think we also need to look at window signs. We allow 25% of the window to have a sign, as long as its on the inside of the window. A permit is required for window signage, but, the code is silent as to whether that signage counts towards the overall allowed signage on a property. Also, why do we require a permit? See:

Sec. 66.0710, Business District Signage with Permit (the section that limits overall signage, but exempts some signage within that section.)

- (4) Window Signs. All businesses are allowed window signs, which may be placed only on the inside of buildings and shall not exceed twenty-five percent (25%) of the glass area of the windows fronting on a public street. Window signs as specified above shall not require a permit.

2. Last month we were asked to consider an exemption for historic signage.

Historic signs are mentioned in Sec. 66.0790, Historic Signs.

Sec. 66.0790 Historic Signs

- (1) Signs of historic significance which make a contribution to the cultural or historic quality of the Village because of their unique construction materials or unique design, unusual age, prominent location within the Village, or unique craftsmanship from another period of time may be exempted from any

or all size, height, animation, lighting, or setback requirements of the section, when the Plan Commission finds that the following conditions exist:

- (a) The sign is of exemplary technology, craftsmanship, or design of the period in which it was constructed; uses historic sign materials (wood, metal, or paint applied directly to a building) and means of illumination (neon or incandescent fixtures); and is not significantly altered from its historic period. If the sign has been altered, it must be restored to its historic function and appearance.
- (b) The sign is integrated into the architecture of a period building.
A sign not meeting the criteria listed above may be considered if it demonstrates extraordinary aesthetic quality, creativity or innovation in design.
- (c) Historic signs are exempt from the requirements of Sec. 66.0780, *Legal Non-Conforming Signs*.

Consider,

- (1) Signs of historic significance which make a contribution to the cultural or historic quality of the Village because of their unique construction materials or unique design, unusual age, prominent location within the Village, or unique craftsmanship from another period of time may be exempted from any or all size, height, **number**, animation, lighting, or setback requirements of the section, when the Plan Commission finds that the following conditions exist:
 - (a) The sign is of exemplary technology, craftsmanship, or design of the period in which it was constructed; uses historic sign materials (wood, metal, or paint applied directly **to the sign** or a building) and means of illumination (neon or incandescent fixtures); and is not significantly altered from its historic period. If the sign has been altered, it must be restored to its historic function and appearance.
 - (b) The sign **is-may be** integrated into the architecture of a period building.
 - (c) A sign not meeting the criteria listed above may be considered **a historic sign** if it demonstrates extraordinary aesthetic quality, creativity or innovation in design.
 - (d) Historic signs are exempt from the requirements of Sec. 66.0780, *Legal Non-Conforming Signs*.

Create (e): Signs considered historic must be approved by the Plan Commission via public hearing and Findings of Fact that are documented in the Plan Commission meeting minutes. The application for such approval shall be via a Sign Permit Application and if approved, the permit be issued identifying the sign as a Historic Sign per this section. This subsection shall be amended to include the designation upon Board approval and be listed below.

- i. *The Patio sign located at 10440 Orchard Drive*

Create (f): Signs determined to be historic and listed in subsection (e) above shall require a deed restriction indicating the restrictions listed above applicable to the sign.

3. We have a farmer interested in developing his farm for agritourism purposes.

Create a definition: Agritourism. An agricultural tourism activity the practice of which combines agriculture with tourism, where visitors go to farms, ranches, or other agricultural businesses to participate in or learn about farming activities, purchase farm products, or enjoy rural experiences. It provides an educational and entertaining experience for visitors and generates additional income for the

farm owners, often supporting rural economic and sustainable development. Examples include pumpkin patches, U-pick operations, farm-to-table dinners, and hayrides.

Create a definition: **Agricultural Tourism Activity.** An educational or recreational activity that takes place on a farm or other place where agricultural, horticultural, or silvicultural crops are grown or farm animals or farmed fish are raised, and that allows visitors to tour, explore, observe, learn about, participate in, or be entertained by an aspect of agricultural production, harvesting, or husbandry that occurs on the farm.

Amend the CS-1 standards, to allow agritourism operations by conditional use permit:

Sec. 66.0315(3)

(3) Conditional Uses.

- (a) Assembly Halls.
- (b) Bed and breakfast establishments as provided for in Chapter HSS 197 of the Wisconsin Administrative Code, or its successor code.
- (c) Licensed community and other living arrangements, which have a capacity of at least nine (9) but no more than twenty (20) persons.
- (d) Licensed family day care homes subject to the regulations set forth in Wis. Stats. §48.65.
- (e) Private parks and playgrounds.
- (f) Utility substations, municipal wells, pumping stations and towers shall be a minimum of 50 feet from any side or rear lot line.
- (g) Solar energy collectors erected as an accessory structure.
- (h) Utilities requiring a building.
- (i) Parking of a semi-tractor or other large trucks in accord with Sec. 66.0405(2).
- (j) Antennas over 35 feet tall.
- (k) Private educational or non-animal nature study areas.
- (l) Garden plots for rent.
- (m) Permanent retail establishments designed for the selling of fruits, vegetables and selected farm products in stands exceeding 200 square feet in area.
- (n) Transmitting towers, receiving towers, and relay and microwave towers without broadcast facilities or studios.
- (o) Indoor and outdoor recreation.
- (p) Kennels.
- (q) Utilities requiring a building.
- (r) One roadside stand, larger than 200 square feet in area, for the sale of farm products. Any such stand shall conform to the farm stand setbacks set forth in Sec. 66.0315(6)(a) and to the sign, parking and other provisions of this Zoning Code.
- (s) **Agritourism Operations.**



STAFF REPORT

FEE SCHEDULE - SIGNS

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

The Plan Commission wanted to review the fee schedule as it pertains to signs.

We charge:

- Sign - \$100
- Sandwich Board Sign - \$50

The Village of Ephraim charges:

- Permanent Sign - \$15
- Temporary Sign - \$5

The Village of Egg Harbor charges:

- Sign < 4 sq. ft. - \$15
- Sign > 4 sq. ft. - \$200

Gibraltar, Baileys Harbor, and Liberty Grove charge, under County Zoning:

- Sign - \$150

Sign reviews, in Sister Bay, are labor intensive, especially since they require two reviews.



STAFF REPORT

ADMINISTRATOR'S REPORT

Date: September 24, 2025

Board/Committee: Plan Commission

Author: Julie A. Schmelzer, Village Administrator

Retirement

As you may have read, I have decided to push up my retirement from May 2026 to January 2026. This means we will not be able to accomplish everything I was hoping to complete, such as updating our zoning ordinance and map, and housing related amendments. I have enjoyed working with you, and respect your passion to have a well-planned, organized, and aesthetically pleasing village. Being a Plan Commissioner is a tough job – it's not a popular one, so I do appreciate the time everyone has put into reading their meeting packets and codes, and coming prepared to discuss planning and zoning issues.

Zoning Ordinance

On September 18 the Village Board reviewed the Administrator's job description and we had a lengthy discussion about the challenges with your administrator also serving as the zoning administrator. This also led to a conversation about the zoning code, and the desire to simplify the code and its processes. The Village Board will discuss hiring a consultant to rework the code; the Personnel Committee will discuss zoning administration.

Zoning Map

Per state law, you must update your zoning code within one year of adopting a new comprehensive plan. If you are interested in a quick resolution, I recommend a new district be created for the wooded areas you designated on your Future Land Use Map. And, ensure the boundaries run to the lot lines (easier for administration). Most of your other boundaries remained the same, but the new zoning map has to follow your land use designations, so the map should be easy to update, minus extending the woodland areas to the lot lines (if desired). The Bay Lake Regional Planning Commission can easily assist with this for a small fee.

Then, as mentioned, you'd need the code amended to reflect what is allowed in the new Woodland district (or whatever name is assigned to the new district). Since the uses need to reflect intent, I'm presuming this district would have very strict tree removal regulations.

Housing

In previous jobs I have written zoning amendments specifically to further housing. We did a much needed amendment to our Land Division Code to address density and allow for smaller lots, but the Zoning Code could explore other amendments. Some items to consider are:

1. Allowing duplexes (to be defined in the code) in R-1. To uphold the intent of the district though, a duplex could be allowed if:

- a. There is one main entrance on the front (to be defined) of the home and both units access through that one common entrance. This upholds the visual of the home being a one-unit home.
 - b. The second unit cannot 'overwhelm' the main unit, so there could be second unit size restrictions.
 - c. There must be a firewall between units, and security doors, for obvious reasons.
 - d. There shall be no additional garage, or create parking space limitations, to ensure you do not have 'apartment looking parking' in a residential district.
 - e. In addition, 'duplex' needs to be defined to include 'an enclosed addition attached to the main unit by an enclosed connection including a foundation, roof and walls', or something similar (you don't want people just attaching the units by a deck and claiming it is a duplex – that's two separate units. Its worth checking how the Uniform Dwelling Code defines 'addition' and 'duplex'.
2. Family Flat or ADU on any lot with one unit. This allows an accessory dwelling unit or granny flat when just one living unit is on the lot. Suggestions are:
- a. In R-1, restrict to the *residency* of a parent or child of the principal structure owner. This should be accompanied by no separate utility meters, to meet the intent of the unit being for a family member. In R-2, your *multiple family* district, allow it to be rented to anyone as long as its considered their residence, and, there are separate meters. Deed restrictions on use will be needed.
 - b. Restrict the unit size (square footage and height) to prevent overcrowding.
 - c. Do not allow a second access point, or garage, to reduce congestion and overcrowding.
 - d. Require building compatibility for aesthetic reasons (similar roof pitch and siding).
 - e. Vegetation will be critical to not harm the neighbor's property rights.

People may complain about restrictions, but it allows more than what they are permitted now.

- 3. Stop requiring adjacent conforming/grandfathered lots held in common ownership to be considered one lot. This just results in fewer home sites and more large homes.
- 4. Recognize hypothetical lots (a form of ghost platting). If a lot is large enough to create two lots, allow one home on each hypothetical lot.
- 5. Allow kitchenless housing. J-1s don't cook, and many single person households and the elderly don't cook. This can be accomplished by:
 - a. A kitchenless unit doesn't meet your definition of 'living quarters' and could be allowed in any district where housing currently is not allowed.
- 6. Allow dormitories for seasonal housing in the business districts. This could help businesses provide the much needed housing for their seasonal employees.