



PLAN COMMISSION MEETING AGENDA

TUESDAY, October 28, 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: September 23, 2025
4. Comments, Correspondence and Concerns from the Public
5. Public Hearing
 - a) Proposed Ord. No. 2025-013; Ch. 66; Text Amendments; P-1, CS-1, Signs
6. Discussion/Action Items:
 - a) Proposed Ord. No. 2025-013; Ch. 66; Text Amendments; P-1, CS-1, Signs
 - b) Planned Unit Development; Nick and Mary Deviley; Approx. 17 acres east of St. Hwy 57 in Sec. 8
 - c) Site Plan/Architectural Review; Accessory Use to Existing Business; Northern Haus; 10388 Fieldcrest Rd.
 - d) Site Plan Review/Change of Use; Tavern to Retail; Two Coast Trading; Country Walk Shops, Unit 32
 - e) Development Agreement Amendment; Mobile Food Court; RaeAnne LLC; 10563 Country Walk Drive
 - f) Site Plan/Architectural Review; Residence in Unplatted Area; Alejandra Ullauri; South Lot in a 3 Lot CSM, Country Lane
 - g) Nonconforming Signage; Serenity Spring; 10560 Applewood Road
 - h) Development Agreement Amendment; Basement Revision; Preserving Foundations; 2387 Ava Hope Court
 - i) Proposed Contract; Zoning Map Update; BayLake Regional Planning Commission
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; November 25, 2025, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
 - Special Hearing or Meeting for PUD or Zoning Map to be determined
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 adminassist@sisterbaywi.gov by 4:00 pm the day before the meeting; letters regarding a public hearing must be received by 4:00 pm the Thursday before the hearing. It is possible that members of, or quorum of, other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online and can also be viewed at the Village Administration Office 8 am – 4 pm Monday through Thursday, except holidays.

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

POSTED DATE/SIGNATURE _____

**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2025
UNAPPROVED**

1. Call to Order & Roll Call

Chair Bhirdo called the Plan Commission meeting to order on Tuesday September 23, 2025, at 5:30 p.m. and took roll call.

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

Staff Member(s): Village Administrator Julie Schmelzer, Admin Assistant Sarah Bertges.

Others: Tricia Janssen, Kurt Harff, Atty Andrew Maertahl, Cynthia Geocariss, Stephen Scripp, S. Gullick, "Lisa's iPhone", bmeys, Karen Berndt.

2. Approve of Agenda

Motion by Bell, second by Heidler, to approve the agenda as presented. Motion carried – All Ayes

3. Approve Meeting Minutes: July 22, 2025

Heidler requested a correction on page 2 of the packet (page 1 of the minutes), lines 40 and 41, noting that when he asked about the proposed use of the property, Nick Deviley had actually stated that he would "rather not disclose that at this point."

Motion to approve the minutes as amended made by Heidler, second by Bell. Motion carried – All Ayes

4. Comments, Correspondence and Concerns from the Public

There were no comments from the public.

5. Public Hearing

a. Conditional Use Permit Application; Nonconforming Use & Structures; GEOS SB; 10849 N Bay Shore Drive

Bhirdo opened the public hearing at 5:34 PM. Schmelzer read the notice into the record. Schmelzer summarized the staff report, explaining that the applicant proposes to remove the main home and attach the two non-conforming structures to the new home. The property is zoned R1, where multiple structures with living quarters are not permitted uses. Any work to expand or replace structures requires a conditional use permit. Additionally, the cottages do not meet setback requirements. Schmelzer noted that she had discussed alternatives with the applicant's builder, including removing the cottage by the water or purchasing land to the south to make the setbacks conforming.

Andrew Martzahl, attorney representing the applicant, introduced himself along with property owner Cynthia Geocariss and architect Chris Renier. He clarified that they are not seeking to connect the three structures, but rather to rebuild one structure that was damaged in a recent tornado. Martzahl explained that the property has had three structures with living quarters for decades. The family wishes to maintain the historic cottages while rebuilding the tornado-damaged primary residence.

Ms. Geocariss explained that she has been coming to Sister Bay since she was 10 years old and purchased the property with her parents in 2002. She described the sentimental value of the

property and stated that they never rented it, only using it for family. She noted that the main house is 72 years old and severely damaged from the tornado. Their plan is to rebuild a main home while preserving the guest cottages, with the intention of retiring there. Geocar is explained that the cottage by the water would be converted to more of a boathouse for water equipment storage rather than having bedrooms.

Heidler noted the applicant applied prior to the storm that damaged the home. Commissioners asked questions about the property, including the total square footage of the proposed new structure, the size of the main floor, and the existing primary structure. Concern was expressed about the size of the proposed building but acknowledged that other large homes had already been built along Bay Shore Drive.

Tracie Krist, a neighbor from 10850 North Bayshore Drive, spoke in support of the application, noting that the property owners were victims of a natural disaster and should be allowed to rebuild their home.

Schmelzer clarified that the owners could repair what is there, but the main house is beyond repair according to Ms. Geocar is. Schmelzer also noted that there is a letter on file from 2003 indicating the owners' intent not to rent the cottages, but it was not a formal deed restriction.

Bhir do closed the public hearing at 6:04 PM.

6. Discussion/Action Items

a. Conditional Use Permit Application; Nonconforming Use & Structures; GEOS SB; 10849 N Bay Shore Drive

During deliberation, commissioners expressed varied concerns:

- Allowing multi-family use in an R1 district.
- Reluctance to compel the owners to tear down older buildings with historic value to the owner or community.
- The close proximity to property lines (3-6 feet) and potential impacts on neighbors.

Schmelzer cautioned about setting precedents and suggested deed restrictions and conditions if the commission was inclined to approve the application.

Motion by Bell, second by Champeau, to approve the conditional use permit.

Before a vote was taken Bhir do asked if Bell and Champeau would be open to amending their motion to include conditions. After extensive discussion, commissioners developed several proposed conditions for approval:

- A deed restriction prohibiting short-term rentals in the cottage by the water and the cottage by the road.
- Converting the cottage closest to the water to an accessory use for storage only, without living quarters, but allowing only bathroom facilities without a shower.
- The cottage near the road could maintain its use as a unit with living quarters.
- No replacement, extension, addition, or structural alterations to either the cottage by the water or the cottage near the road, although routine maintenance would be allowed.

Motion to approve the amendments made by Harff, second by Bell. Motion carried: Aye -5 (Bell, Champeau, Harff, Kane, Bacsi); Nay -2 (Bhir do, Heidler)

1 *Motion to approve the conditional use permit application with the specified conditions was made by*
 2 *Bell, second by Champeau. Motion carried: Aye -5 (Bell, Champeau, Harff, Kane, Bacsi); Nay -2*
 3 *(Bhirdo, Heidler)*

4
 5 **b. Preliminary Site Plan Review; Employee Housing; Northern Grill & Pub; 10573 Country Walk**
 6 **Drive**

7 Schmelzer explained that Lisa McDonald is looking to repurpose an old 400-square-foot cottage from
 8 Gibraltar to place on her property for employee housing. The applicant is still waiting for the
 9 surveyor to prepare a site plan but needs to know if the commission would be supportive of the
 10 concept before proceeding.

11
 12 Ms. McDonald, identified as connected to the Northern Grill & Pub, stated that the cottage would
 13 match the exterior of the restaurant and would be located in the southwest part of the property. It
 14 would be connected to sewer and water. Schmelzer noted that a deed restriction would be required
 15 to ensure the building remains as employee housing.

16
 17 *By unanimous consensus, the commission indicated support for the project provided it meets all code*
 18 *requirements, and McDonald applies for Site Plan and Architectural Review.*

19
 20 **c. Site Plan Review; Expand Residential Condominium; Randell & Tricia Janssen; 2232 Mill Rd., Unit**
 21 **B5**

22 Schmelzer explained that the applicants wish to add a bedroom in their basement, changing their
 23 unit from a 2-bedroom to a 3-bedroom condominium. The code requires Plan Commission approval
 24 when increasing the number of bedrooms in a unit. She noted that this change would not affect
 25 green space or the exterior, only parking requirements, which the applicants can accommodate with
 26 their existing garage and driveway spaces.

27
 28 *Motion to approve the Site Plan Review, with no need for a Development Agreement, made by Bell,*
 29 *second by Kane. Motion carried – All Ayes.*

30
 31 **d. Draft Text Amendments; Parks District, Signage, CS-1**

32 Schmelzer presented several draft text amendments for the commission's consideration:

33 **• Commercial Center and Multi-Use Development Signage:**

34 Commissioners discussed the size of marquee signs (currently allowed up to 72 square feet
 35 per side).

36 There was expressed concern that 72 square feet was excessive.

37 Commissioners agreed to have village staff measure the existing Country Walk Shops sign to
 38 determine an appropriate standard.

39 Commissioners agreed to change the maximum sign height from 12 feet to 8 feet for both
 40 commercial center and multi-use development signs.

41 The commission discussed clarification of how signage should be allocated among tenants.

42 **• Window Signs:**

43 The commission agreed that window signs displaying business names or logos should count
 44 toward total signage allowance and require permits.

45 Temporary window signs (e.g., sale announcements) that change regularly would not require
 46 permits or count toward total signage.

47 **• Historic Signage:**

48 The commission reviewed and refined the definition of historic signs, removing "paint applied
 49 directly to a building" from the criteria.

Commissioners supported Schmelzer's recommendation that historic sign determinations should be made by the Plan Commission through a public hearing with findings of fact.

● **Agritourism:**

Schmelzer proposed adding a definition and provisions for agritourism to the code. Commissioners discussed whether products sold at agritourism venues should be limited to those grown on-site, ultimately deciding not to include such restrictions in the definition.

The commission agreed to schedule these amendments for public hearing in October.

e. Fee Schedule; Signs

Schmelzer presented information on sign permit fees in other municipalities. It was recommended by some to increase the fee to \$150-200. Also change sandwich boards: \$50 changeable script, \$100 non-changeable script.

The commission agreed to forward this recommendation to the Village Board.

7. Administrator's Report

Schmelzer reported:

- She had announced her retirement effective January 2, 2026.
- The Village Board discussed updating the zoning ordinance.
- The Village needs to update its zoning map to match the comprehensive plan within a year.
- She provided commissioners with ideas for increasing housing units in the village, including eliminating the requirement that lots held in common ownership be considered as one lot.

The commission expressed appreciation for Schmelzer's work and requested that she continue working on housing-related amendments if time permits before her retirement.

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

The commission agreed to discuss how to address historic structures in the context of nonconforming uses and structures at a future meeting.

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

At 8:09 P.M. a motion to adjourn was made by Kane, second by Harff. Motion carried – All ayes.

Respectfully 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 Tuesday, **October 28, 2025**, at 5:30 PM, or shortly thereafter, for the purpose of considering text amendments to Chapter 66 of the Village of Sister Bay Municipal Code pertaining to zoning. The purpose of the public hearing is to obtain comments and input from the public on the proposed text amendments. 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 (visit www.sisterbaywi.gov and search for the agenda for the Zoom link, or, contact the Village Office by phone at 920-854-4118). A summary of the proposed text amendments are as follows:

Amend Sec. 66.0331 to allow marinas in a P-1 zoning district and establish regulations for side yards and open space; Sec. 66.0315 to allow agritourism operations in a CS-1 zoning district, and create related definitions; Secs. 66.0710, 66.0711, and 66.0790, and create Section 66.0712, and related definitions, to clarify sign regulations.

In addition to testimony presented at the hearing, written correspondence will also be accepted until 3:00 PM October 23, 2025, and forwarded to the Plan Commission. 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. Late correspondence will not be forwarded to the Commission. Written correspondence will also be available for public inspection until the close of business on the day of the hearing and will be entered into the record. A summary of all correspondence received may be presented at the public hearing, but individual letters will not be read aloud. Anonymous correspondence will not be accepted. All related public hearing materials may normally be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI between 8 AM - 4 PM, Monday through Thursday.

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

STAFF REPORT

Public Hearing

Attached you will find the public hearing notice, and draft ordinances, to amend Ch. 66 of the Municipal Code. These text amendments would:

1. Allow marinas in a Park district and allows for flexibility in determining setbacks and green space. At one time marinas were an allowed use, but the use was inadvertently deleted when the code was previously amended; simplifies how to calculate green space; allows the Plan Commission to determine the setbacks.
2. Allows agritourism in a Countryside zoning district and creates associated definitions.
3. Amends the sign regulations to remove ambiguity, and creates and revises definitions relative to sign regulation. Specific signs proposed for refinement are: window, awning, commercial center, multi-use development, and historic.

ORDINANCE NO. 2025-013

AMENDING CH. 66 TO ALLOW MARINAS IN P-1 AND AGRITOURISM IN CS-1, AND, REVISE THE SIGN REGULATIONS AND RELATED DEFINITIONS

WHEREAS, the Village of Sister Bay periodically reviews their ordinances to ensure they comply with the Wisconsin State Statutes and Administrative Code, the intent of adopted village plans, they have a regulatory framework to best protect the environment, they are easy and effective to understand and implement, and they support planning policies and trends; and,

WHEREAS, on October 28, 2025, the Plan Commission held a public hearing on an amendment to the Park (P-1) District to allow marinas and establish open space and setback standards; allow agritourism in the Countryside (CS-1) District and create a definition for it; and, clarify and update certain sign regulations and related definitions, in the Village of Sister Bay Municipal Code, Chapter 66, *Zoning*.

NOW, THEREFORE, after consideration of the code amendments recommended by the Plan Commission, on November 18, 2025, the Village Board of the Village of Sister Bay voted to amend Ch. 66, *Zoning*, as shown below.

SECTION 1. Adoption of Code Amendments. Shown below are the amendments to the code, with deletions shown with a strikethrough and additions shown in red font.

Amend Sec. 66.0331 P-1 District, as follows:

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.~~

(e) 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.

Amend Sec. 66.0315, Countryside District, as follows:

(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.**

Amend Sec. 66.0710(4) and (5), Business District Signage with Permit, as follows:

- (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 ~~that do not display the name, logo or product, as specified above, or those window signs, of which the sign copy changes weekly,~~ shall not require a permit; ~~window signs that display the name, logo or product, or those window signs where the sign copy does not change once a week,~~ shall count towards the overall signage allowed in Sec. 66.0710(2) and (3), and a permit shall be required.

- (5) Awning Signage. All businesses are allowed signage on awnings/~~canopies subject to permit.~~ If ~~the signage on the awning/canopy includes the business name or logo, a permit shall be required; if the signage on the awning/canopy does not include the business name or logo, no permit is required.~~ Awning/canopy signage may include logos, business names, symbols and wording placed only on the flap. All signage is restricted to the outermost vertical flap only and the vertical flap shall not exceed 25% of the height of the awning/canopy. Signage is not allowed on the sides of the flap or the horizontal or slanted portion of the awning/canopy. 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.

Amend Sec. 66.0711 Commercial Center Signage with Permit

A commercial center, as defined in this chapter, ~~is defined as a multi-tenant, multi-building commercial and retail development under common ownership or management and located in the B-1 zoning district. The shopping center~~ may be permitted the following signage in addition to the approved building signage as specified in Sec. 66.0710(4)-(8)(b).

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

- (a) Two (2) ~~marque~~ ground signs may be provided. Two (2) ~~marque~~ ground signs may be permitted along the State Highway abutting a commercial center. ~~If the commercial center has no State Highway frontage, the number, size and location of the signage shall be determined by the Plan Commission.~~
- (b) The ~~marque ground~~ 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-sign face for a total of not more than 24 square feet total.~~ 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 ~~facing the parking lot.~~

- (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, as defined in this chapter, may be permitted the following signage in addition to the approved building signage as specified in 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 for the development.
- (b) The ground sign shall not exceed 48 square feet per side in total area and not exceed 8 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 addition, each business shall be permitted signage up to 12 square feet per sign face for a total of not more than 24 square feet total.

Amend Sec. 66.0790, Historic Signs, as follows:

- (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 a building)~~ and means of illumination (neon, ~~or~~ incandescent ~~or replica~~ 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*.
 - (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
 - (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. The sign owner shall bear the cost of recording the deed restriction.

Amend Sec. 2000, General Definitions, as follows:

Create a definition for 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 for 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.

Create a definition for Commercial Center. A shopping center designed with a courtyard or other common area utilized by patrons, and sidewalks or pathways, connecting multi-tenant, multi-building commercial and retail development under common ownership or management and located in the B-1 zoning district. A shopping center, or strip mall type development, that does not have a common area for patrons, or under common ownership or common management, is not a commercial center. (An example of a commercial center is the Country Walks Shops.)

Create a definition for Multi-Use Development. A commercial development in the B-1 zoning district where several uses, whether or not in common ownership or management, are located on the same lot or adjacent lots housing the multi-use development; the development typically faces a parking lot and is void of a common area for patrons to gather, sidewalks between units, or other amenities to promote pedestrian engagement amongst businesses.

Amend Billboard. ~~See “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. A billboard is an off-premise sign other than those signs allowed in Sec. 66.0712, Off-Premise Signage with Permit.

Amend Canopy. ~~See “Marquee.”~~ An ornamental cloth covering hung or held up over something, especially a window or door.

Add Sign, Canopy. ~~See “Marquee.”~~ 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.

Amend 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~~.

Amend Sign, Awning. A sign that is mounted or painted on, or attached to an awning, ~~or canopy or marquee.~~ (See Illustration No. 66)-

SECTION 2. Available for Inspection.

A copy of this ordinance shall be permanently on file and open to public inspection in the Village Administration Office two weeks prior to its adoption and after its enactment.

SECTION 3. Ordinances in Conflict.

All other ordinances in conflict herewith be, and the same hereby are repealed.

SECTION 4. Effective Date.

This ordinance shall take effect and be in full force from and after November 18, 2025.

SECTION 5. Severability.

1 If a court of competent jurisdiction adjudges any section, clause, provision, or portion of this ordinance
2 unconstitutional or invalid, the remainder of this ordinance shall not be affected thereby.
3

4
5 **VILLAGE OF SISTER BAY**

6 By:

7
8 _____
9 Nate Bell, Village President
10

11 **ATTEST:**

12 _____
13 Julie Thyssen, Village Clerk
14

Ayes: _____ Nays: _____

15 Filed/Posted: _____
16 Village Administration Office, 2383 Maple Drive
17 Sister Bay Post Office, 10685 N Bay Shore Drive
18 Sister Bay Liberty Grove Library, 2323 Mill Road
Effective Date: November 19, 2025

STAFF REPORT

TEXT AMENDMENTS

The previous agenda item discussed the following items. What is the Plan Commission's preference – recommend for adoption, or revise the proposed ordinances and send to the Board for adoption?

1. Allow marinas in a Park district and allows for flexibility in determining setbacks and green space. At one time marinas were an allowed use, but the use was inadvertently deleted when the code was previously amended; simplifies how to calculate green space; allows the Plan Commission to determine the setbacks.
2. Allows agritourism in a Countryside zoning district and creates associated definitions.
3. Amends the sign regulations to remove ambiguity, and creates and revises definitions relative to sign regulation. Specific signs proposed for refinement are: window, awning, commercial center, multi-use development, and historic.

STAFF REPORT**DEVILEY PLANNED UNIT DEVELOPMENT**

Previously Nick and Mary Deviley proposed a draft workforce housing cluster subdivision design to the commission for review. The commission conceptually supported the proposal. Since that time, the design was refined, still providing for small 'lots', narrow roads and cluster design. However, to maximize the property and to keep land and development costs down, the developers now propose HOAs, which allows for 'no lots', (rather, limited elements) which in turn allows the Devileys to maximize the property, leaving more trees to be preserved, and cluster elements to be included.

When I met with the developers, we discussed their proposal for narrower streets – which as the commission has discussed, reduce development costs, run off, and reduce speeds; they are trending in residential neighborhoods (aka the 'skinny streets' movement we discussed when amending the Land Division Code).

The Devileys are intent on preserving as many trees as they can while still providing public spaces for their residents so as to offer them a traditional neighborhood with amenities such as park space, dog park space, trees, and walking areas.

They propose a 'cottage' type development of many small starter homes, often closer to the street than current codes allow, in an effort to encourage communication and reinvent the neighborhoods of years past (think of the war time era homes our parents and grandparents owned). Basically, they are proposing the many amenities the commission has discussed, and have been discussed by the Housing Committee for the Wiltse site.

To lay out their vision, and maintain typical setbacks, the lots would need to be larger, increasing costs and minimizing the traditional neighborhood they strive to provide the community. Staff proposed they pursue a Planned Unit Development (PUD), which allows for flexibility in setbacks, and allows for 'no lots'.

Design Details Below are the design details that are unique or do not meet code.

- The attached site plan shows a proposed 55-unit PUD development consisting of 39 single family structures of various sizes, and 8 duplex buildings.
- Road - 40' wide road with 20' asphalt driving surface. From curb to curb the width is 23'. We are used to much wider roads, but we can allow narrower roads, as discussed above.
- Buildings would be 25' from the road; code requires 40'. This does not meet code, but with a PUD the Commission can allow a closer setback. With narrower roads and slower speeds, a reduced setback should not be an issue.
- The zone to the east is Countryside, which requires a buffer yard from the east property line. However, once a comprehensive plan is adopted, as we did last spring, decisions are to be consistent with the comprehensive plan. That plan shows the property to the east being residential. When the zoning map is updated,

the property to the east will be (should be) zoned residential, and no buffer yard would therefore be required. Based on the need for the zoning map to be in compliance with the land use plan, and the timing of this project, it is reasonable to *not* require a buffer since it will not be required once the map is updated. If there is no buffer required, the setback meets code. (It should be noted no buffer yard was required for the development to the north, so not requiring a buffer yard is consistent with the area development pattern.)

- Two years ago we discussed the idea of large developments having their own playground areas and dog parks to reduce the strain on village services. This proposal has a dog park and a playground.
- Two courtyards are planned to allow for neighborhood gatherings and engagement. These are often referred to as ‘pocket parks’ or ‘sip ‘n chats’.
- A path is proposed to connect the property to the east via a short trail.
- Wooded areas are to be deed restricted to protect them into perpetuity.
- Two stormwater ponds are proposed to reduce the need for drastic changes in the topography and ‘work’ with the land.
- The property will be served by a limited access road (as the commission discussed this summer). Being a limited access road, the only traffic anticipated is residential traffic.

Ch. 54, Land Division Code

The Land Division Code defines a PUD as, “*A form of development usually characterized by a unified site design for a number of housing units. The concept usually involves clustering of buildings, providing common open space, and mixing different types of housing (single family, duplexes, and multi-family). Ordinances permitting planned unit developments permit planning a project and calculating densities for the entire development rather than on an individual lot-by-lot basis. It is hereby declared that regulating planned unit developments require greater involvement of public officials in site plan review and development aspects of both zoning and land division regulation, since such developments require exceptions from both types of regulation. PUDs shall appear on the Official Zoning Map for Sister Bay as an overlay district.*”

Sec. 54.190, Variations and Exceptions, also allows the commission to reduce setbacks and other dimensional requirements: “*Variations from the strict application of this chapter may also be granted in accordance with this chapter in the case of Planned Unit Developments, provided the Board of Trustees, upon review and recommendation from the Plan Commission, shall find that the proposed development is fully consistent with the purpose and intent of this chapter; Ch. 66, Zoning; and any Village Comprehensive Master Plan or Comprehensive Outdoor Recreation Plan.*”

As far as the Land Division Code is concerned, the above two citations are all that is required by that chapter, and the more specific regulation of a PUD lies within the Zoning Code, Ch. 66.

Ch. 66, Zoning Code

The code reads, “*The PUD - Planned Unit Development Overlay District, is intended to permit developments that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, diversified building types and/or mixing of compatible uses. Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and green spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD Overlay District under this chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining insofar as possible the land use density and other standards or use requirements set forth in the underlying basic zoning district*”. [Based on the code’s intent, the Deviley project appears to align with what the village seeks when reviewing residential PUDs.]

To pursue a PUD, the below steps are required, and the zoning map actually amended to include the property in the PUD Overlay district. **This is required by statute, but something we have not always done, so if approved after January 2, the Commission will need to remember this is required.**

I have went through the code to review what is required for approval, and concluded the following:

- Permitted Use – [Meets requirements. Only concern is buildings must meet R-2 home size requirements of 900 sq. ft. for a one bedroom, 1,000 sq. ft. for a two bedroom, and 1200 sq. ft. for a three bedroom. These sizes are not exactly ‘starter’ size homes, so the commission may want to address these sizes to determine if they’d allow smaller floor area requirements.]
- Minimum Area Requirements – [Meets requirements – approximately 17 acres.]
- Procedural Requirements -
 - (a) Pre-Application Conference - [Done.]
 - (b) Application. [This is the point the Developer is at – before they go further, they seek approval of the design, setbacks, and sizes so they can prepare the detailed information required below.] Following the pre-application conference, the owner or their agent may file an application with the Zoning Administrator for approval of a PUD District. Such application shall be accompanied by a filing fee, as required by Resolution of the Village Board, and the following information:
 1. A statement which sets forth the relationship of the proposed PUD to the Village’s adopted master plan, or any adopted component thereof, and the general character of and the uses to be included in the proposed PUD, including, but not limited to, the following information:
 - a. Total area to be included in the PUD, area of green space, residential density computations, the amount of business space by type of use, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and any other similar data pertinent to a comprehensive evaluation of the proposed development. [If the design is acceptable, green space calculations, etc. will be made.]

- b. A general summary of the estimated value of structures and site improvement costs, including landscaping and special features. [To be finalized once more information is known about the road design, ownership and TIF information.]
- c. A general outline of the organizational structure of a property owners' management association, which may be proposed to be established for providing any necessary private services. [To be provided by the attorney.]
- d. Any proposed departures from the standards of development as set forth in the Village's zoning regulations, other Village regulations or administrative rules, or other universal guidelines. [To be discussed by Plan Commission.]
- e. The expected dates of commencement and completion of physical development as set forth in the proposal. If the PUD is to be developed in phases, a phasing plan setting forth the starting and completion dates of each phase shall be submitted. If applicable, a statement indicating the type of Federal or State program being used to provide a subsidy or less-than-market rents for the units proposed. [The Developers do request assistance via the TIF. Initial conversations have been had with the Village's TIF manager, and the developer is waiting for word on whether the Governor has signed the TIF Housing Bill – information elsewhere on the agenda.]
- f. A general development plan including, but not limited to:
 - i. A legal description of the boundaries of the subject property included in the proposed PUD and its relationship to surrounding properties. [Available]
 - ii. The location of public and private roads, driveways and parking facilities. [Pending design approval by the Commission – road width and building setback affect locations.]
 - iii. The size, arrangement and location of any individual building sites and proposed building groups on each individual site. [Done, but may need to be changed, pending Plan Commission direction.]
 - iv. The location of institutional, recreational and green space areas and areas reserved or dedicated for public uses, including schools, parks and drainage ways. [Done]
 - v. The type, size and location of all structures. [Done]
 - vi. General landscape treatment. [Needs to be added to map]
 - vii. Architectural plans, elevation, and perspective drawings and sketches illustrating the design and character of proposed structures. [Done]
 - viii. The existing and proposed location of public sanitary sewer and water supply facilities. [Done]
 - ix. The existing and proposed location of all private utilities or other easements. [Done]
 - x. Characteristics of soils related to contemplated specific uses. [Done, see site plan]
 - xi. Existing topography on the site with contours at no greater than 2 foot intervals. [Done, see site plan]

- xii. Anticipated uses of adjoining lands in regard to roads, surface water drainage and compatibility with existing adjacent land uses. [Adjacent lands by same owner to be preserved; adjacent lands to east to be zoned residential]
- xiii. Anticipated phasing of the development, if applicable. [Three phases]

- Referral to Plan Commission. [If acceptable to the Commission, the Developer would like to have the application reviewed at the November meeting.] The application for a PUD District shall be referred to the Plan Commission for its review and recommendation, including any additional conditions or restrictions, which it may deem necessary or appropriate. For such an application, property owners within 300 feet of the subject property will be sent a notice of the meeting at which it will be discussed. In addition to the notice, a copy of the Plan Commission report will be sent; which will provide an explanation of the proposal, as well as the Zoning Administrator's recommendation. As soon as is practicable following the meeting, the Plan Commission, through the Zoning Administrator, shall report its findings and recommendations to the Village Board; which may be a recommendation for approval, approval with conditions or denial of the application. [Although the code is silent on a public hearing at this step, the next phase implies the application is reviewed at a public hearing before the Plan Commission. If the Plan Commission is in agreement, the Developer would like to schedule the hearing for November.]
- Village Board Public Hearing. Following the Plan Commission public hearing and the formulation of the Plan Commission recommendation, the Village Board shall hold a public hearing pursuant to the requirements of Sec. 66.1705 and 66.1801 of this chapter. Notice for such hearing shall include reference to the development plans filed in conjunction with the requested PUD District. Following the public hearing, the Village Board shall decide whether the PUD District application is to be granted or denied. [If possible, it is preferred this be scheduled for the December Board meeting.]
- Basis for Approval of Application.
 - (a) The Plan Commission, in making its recommendation and the Village Board, in making its determination shall consider:
 1. That the applicants for the proposed PUD District have indicated that they intend to begin and complete the physical development of the PUD within a time frame approved by the Village Board, after recommendation by the Plan Commission.
 2. That the proposed PUD District is consistent in all respects to the purpose of this section and to the spirit and intent of this chapter; is in conformity with the adopted master plan or any adopted component thereof; and, that the development would not be contrary to the general welfare and economic prosperity of the community.
 3. The constraint or burden that will be imposed on public services, public utilities and facilities, such as fire and police protection, street maintenance, and maintenance of public areas by the proposed development.
 4. All property to be included in a PUD District shall be held in single ownership. However, if there is more than one owner, the applicants shall create a

property owners association; whose responsibility it shall be to agree upon any plan prior to it being presented to the Plan Commission for approval and, thereafter, shall be the responsible entity for the maintenance of the exterior of all buildings, as well as all common areas within the PUD District. The bylaws of this association, which contain its duties and responsibilities, shall first be approved by the Plan Commission and shall be written so that all subsequent amendments shall also have to be approved by the Plan Commission before they can take effect.

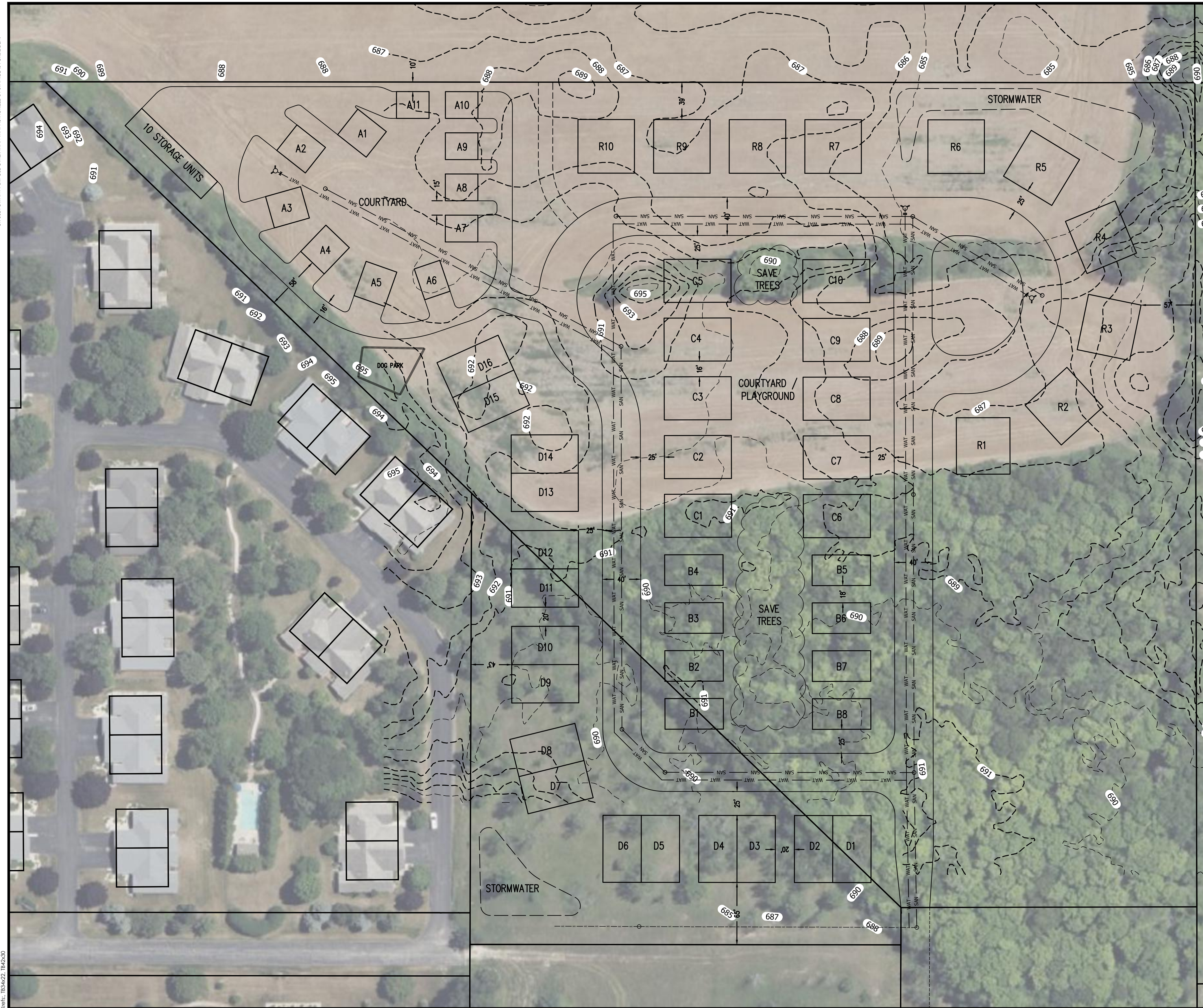
5. The proposed site shall be provided with adequate drainage facilities for surface and storm waters.
 6. The proposed site shall be accessible from public roads that are adequate to carry the traffic that can be expected to be generated by the proposed development.
 7. The streets and driveways on the site of the proposed development shall be adequate to serve the residents and or customers of the proposed development and shall meet the minimum standards of all applicable ordinances or administrative regulations of the Village.
 8. Public water and sewer facilities shall be provided.
 9. Adequate guarantee must be provided for permanent preservation of green space areas as shown on the approved site plan either by private reservation and maintenance or by dedication to the public.
 10. The relative economic benefit to the Village shall be greater than the underlying zoning would allow.
- (b) In The Event a Residential PUD District Is Proposed:
1. The Plan Commission, in making its recommendation, and the Village Board, in making its determination must find that such development will create an attractive residential environment of sustained desirability and economic stability, including structures in relation to terrain, consideration of safe pedestrian flow, ready access to recreation space, and coordination with overall plans for the community.
 2. The Plan Commission, in making its recommendation, and the Village Board, in making its determination must find that the total net residential density within the PUD District will be consistent with development permitted in the underlying basic use district. The district area, width and yard requirements of the underlying basic use district may be modified; however, in no case shall the average density in the district exceed the number of dwelling units that would have been permitted on that amount of land if the PUD District regulations had not been utilized. This allows for transfer of density within a site, but not an increase in density.
 3. Each residential planned unit development, having more than one (1) property owner involved and featuring common green space or other common improvements, shall be managed by a Property Owners' Association, or other appropriate management mechanism, to assure that any common facilities are properly maintained. A copy of the bylaws of the management association shall be included with the PUD application; which shall initially be approved by the Plan Commission as well as any subsequent amendments.
- Determination. [Not scheduled yet.] The Village Board, after due consideration, may deny the application, approve the application as submitted, or approve the

application subject to additional conditions and restrictions; including but not limited to, imposition of the condition that the commencement and completion of the physical development of the PUD must occur within a time frame approved by the Village Board, after recommendation by the Plan Commission, and imposition of the condition that the Village shall be a part of the approval process for any amendment to the bylaws of the Property Owners' Association. The approval of a PUD District shall also be based upon and include as conditions thereto, the building, site and operational plans for the development as approved by the Village Board. The approval of a planned unit development, and the attendant conditions of approval, shall be applicable to the developer, and their heirs, successors and/or assigns.

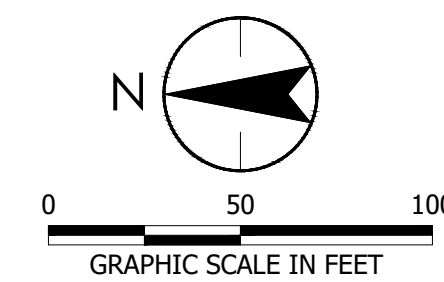
- Existing Planned Use Developments. NA
- Changes and Additions Prior To Final PUD Approval. NA
- Subsequent Land Division. NA
- Adjustments To Minimum Area Requirements. The purpose of this section is to allow adjustments to the minimum area requirements for the creation of a PUD District. Reducing the minimum area requirements, where justified, will allow for the more efficient development of certain properties that are less likely to develop under a conventional zoning district due to such limiting factors as shape, size and accessibility. The Plan Commission may recommend approval to the Village Board of a request for a PUD District on a property that does not meet the minimum area requirements as set forth in Sec. 66.0341(2), by at least a three-fourths (3/4) majority vote of the Commissioners, but only if supplemental design elements, reduced density or other improvements, requested by the Plan Commission, are incorporated into the project that compensate for the modification of this minimum area. [This section implies it is discussing lot area, but it is not clear. Can this section be used to allow for smaller homes than normally allowed in the R-2 district?]

Question 1: Due to the need for housing, how far the project is in the planning and engineering phase, would the Commission support this going to a public hearing, or, do they want to see a full proposal before a hearing?

Question 2: Does the commission support a special meeting to move this project forward as soon as practical?



Plot Date: 10/21/2025 - 3:35pm
Drawing name: V:\1938\miscellaneous\Sturgeon Bay CAD\7-2025 thru 12-2025\Devilev\193805882_DES.dwg
Xrefs: TB34x22, TB42x30



<u>LABEL</u>	<u>QUANTITY</u>	<u>SIZE</u>
A1 – A5	5	34' x 38'
A6 – A11	6	28' x 34'
B1 – B8	8	32' x 61'
C1 – C10	10	45' x 70'
R1 – R10	10	59' x 56'
D1 – D16	8 DUPLEXES 16 UNITS	80' x 70'

NOTES:

1. USED 30' REAR AND 10' SIDE SETBACKS.
2. 15' SPACE BETWEEN SINGLE FAMILY.
3. 20' SPACE BETWEEN DUPLEXES.
4. SAVE TREES WHERE SHOWN.
5. SOILS MAPPED > 60" DEEP IN SOUTH
2/3 OF SITE. PONDS SHOULD BE
INFILTRATION PONDS.
6. ROAD RIGHT OF WAY = 40 FEET,
BACK OF CURB TO BACK OF CURB
= 23 FEET.

OVERALL SITE PLAN

DEVILEY

SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE

October 21, 2025

NO	REVISION	DATE
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SURVEY

DRAWN	MT
DATE	

DESIGNED

CHECKED

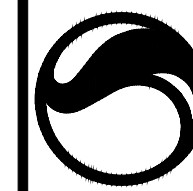
APPROVED

APPROVED	
PROJ NO	19030000

SHEET NUMBER

SHEET NUMBER
C001

COO1



Stantec

312 N. 5th Avenue
Sturgeon Bay, WI 54235
www.stantec.com

STAFF REPORT

Northern Haus

Sarah Anderson and Nick Hofkamp of the Northern Haus have bought the residence to the east of their wedding barn. They propose renovating the building, as explained in the attached letter. The first floor, currently a workshop space, utility area and open space, will be converted to include a dining area, lounge areas, a small bar, and restrooms. The space will be used as a gathering space for rehearsals, showers, and family get togethers.

The second floor has an apartment with kitchen, living room, and three bedrooms. This area will be used for overnight accommodations (it will remain a three bedroom apartment).

They will add an addition to the rear of the home for a prep kitchen, storage area and employee housing (one bedroom apartment).

Attached you'll also find a survey on the site, and, a presentation of the proposal which includes a photos of the current building, proposed floor plans, proposed elevation views, proposed parking lot with landscaping, proposed site plan, and schematics of the proposed interior design.

With this proposal, the two main questions are: 1. Is the use allowed, and, 2. Is the proposed parking adequate?

Use

The property is zoned Large Lot Residence. When you look at this property, along with the business on the adjacent lot, the proposed use is accessory to the main business and allowed if the two lots are combined into one property.

This use would require a Development Agreement.

Parking

The apartment requires two stalls, and the employee housing requires two stalls. They needs employee parking, which at a minimum is two additional stalls assuming entertainment in the lower level is not occurring at the same time a cleaning person is present – but keep in mind there is already employee housing parking calculated, so technically two additional stalls may not be needed. Places of entertainment require one space per 150 square feet, or in this case, parking for the dining area and bar/lounge, or 19 stalls. (It is not viewed as a tavern/lounge since its not open to the public.) In total staff calculates the parking need to be 2 + 2 + 2 + 19, or 25 stalls. They propose 26 stalls.

Dear Members of the Sister Bay Plan Commission,

I am pleased to submit my letter of current use, planned use, proposed design, parking plan, and floor plan for the upcoming proposed project at **10388 Fieldcrest Road**.

The property, previously purchased from a neighbor, is currently vacant and sits on a five acre parcel adjacent to Northern Haus. The existing structure was originally built as a workshop/home, and I would like to convert it into a space for my clients to host small gatherings—such as rehearsals, showers, and family get-togethers.

Existing Building

The first floor of the building is divided into two large rooms.

- The **west-facing side** is currently open and empty, with a bathroom and utility room.
- The **east-facing side** includes a garage door and an open area with interior stairs leading to the second-story apartment.

The second-story apartment currently consists of three bedrooms, loving room, kitchen and two bathrooms.

Proposed Building Changes

Exterior improvements will include new siding, roofing, and windows, as well as the addition of a covered porch and patio. I also propose a small rear addition to accommodate:

- A **prep space** for caterers
- A **storage room**
- A **one-bedroom employee housing unit**

On the **interior**, the west-facing first-floor room will be finished to include multiple lounge areas, a showpiece bar, and three single-stall restrooms. The existing garage doors will be replaced with double doors and windows to provide access to the covered patio. The existing concrete floor will remain but be refinished.

The **east-facing first-floor room** will feature a dining area with a wood-accented vaulted ceiling. The existing garage doors will also be replaced with double doors and windows to access the patios. The dividing wall between the two main rooms (with existing doors) will remain, with minor updates to finishes and new doors.

For the **second-story apartment**, I plan to relocate the stairs to the back of the building and reconfigure the existing three-bedroom, two-bath layout. The **addition's second level** will include a septate one-bedroom employee housing unit, complete with a kitchenette, bath, living area, and bedroom. The **ground level** of the addition will serve as the catering prep space, equipped with a four-compartment sink, refrigeration, warming areas, and prep tables.

Parking Plan

The proposed parking lot will include **26 stalls**. Per code, I understand that one stall is required per 150 square feet, plus:

- One stall for the one-bedroom employee apartment
- Two stalls for the three-bedroom employee apartment

Based on the first-floor area of **2,860 sq. ft.**, the calculation is as follows:
 $2,860 / 150 = 19$ stalls

- 1 (one-bedroom unit)
 - 2 (three-bedroom unit)
 - 4 (buffer)
- = 26 stalls total**

If additional parking is needed, our adjacent **120-stall parking lot** may be utilized. This lot is typically vacant or underutilized during client events. Additionally, many clients use private transportation, including our trolley and partner charter services, which significantly reduces on-site parking demand.

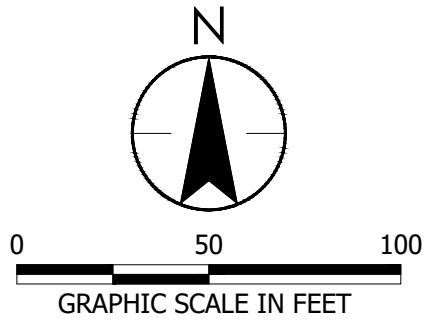
Thank you in advance for your time and consideration. We are proud of the business we have built at **Northern Haus**. Over the past six years, we have demonstrated our commitment to being excellent neighbors, earned over 125 five-star client reviews, and hosted numerous community events. We look forward to continuing to invest in our dream and deeply appreciate the support of the Sister Bay Board and community.

Warm regards,

Sara Anderson & Nick Hofkamp
 Northern Haus

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. REPRODUCTION OF THIS DRAWING FOR ANY PURPOSES WITHOUT THE WRITTEN AUTHORIZATION OF STANTEC IS PROHIBITED.

Plot Date: 11/14/2024 - 3:57pm
Drawing name: U:\190300174\CAD\DWG\190300174.dwg
User: jk



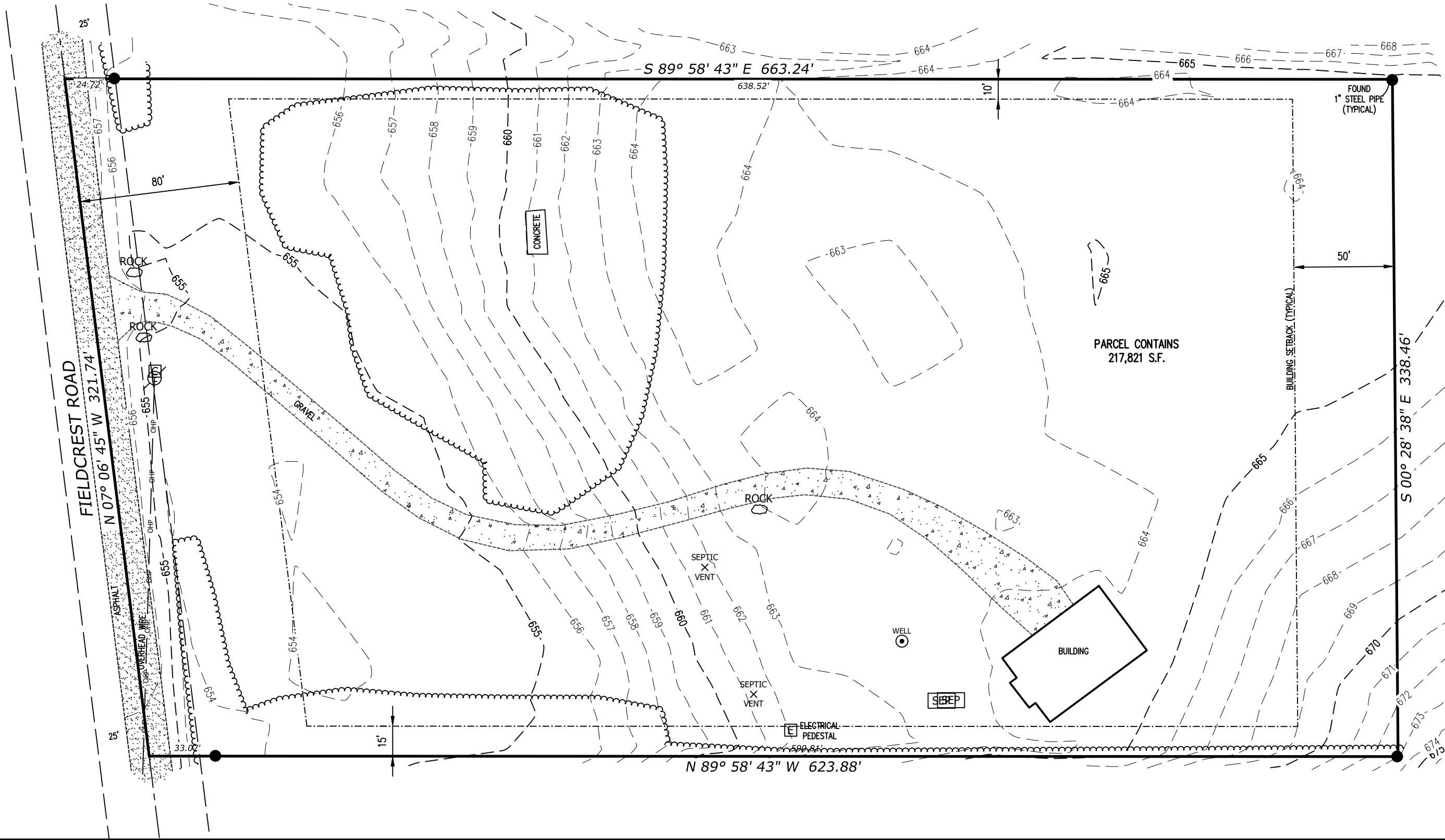
CAVEAT:

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

BEING:
LOT 2 OF CERTIFIED SURVEY MAP NO. 2565
LOCATED IN:
**THE NW 1/4 OF THE SW 1/4 OF SECTION 8,
TOWNSHIP 31 NORTH, RANGE 28 EAST,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN**

NOTES:

- BUILDING SETBACKS SHOWN AS PER CERTIFIED SURVEY MAP NO. 2565
- NO DIGGERS HOTLINE MARKING WERE PRESENT ON THE DATE OF THE SURVEY. (TICKET NO. 20244416591)



27

Sturgeon Bay Office
312 N. 5th Avenue
Phone: 920-743-8211
Website: www.stantec.com

SURVEY BY :	M.G.M.C.
DRAWN BY :	C.M.M. / D.P.V.B.
DESIGNED BY :	
CHECKED BY :	
APPROVED BY :	
DATE :	11-14-24

EXISTING CONDITIONS

NORTHERN HAUS REALTY LLC
PO BOX 1022
SISTER BAY, WI
54234

PROJECT NUMBER
190300174
SHEET NUMBER
1 of 1

Northern Haus New Project

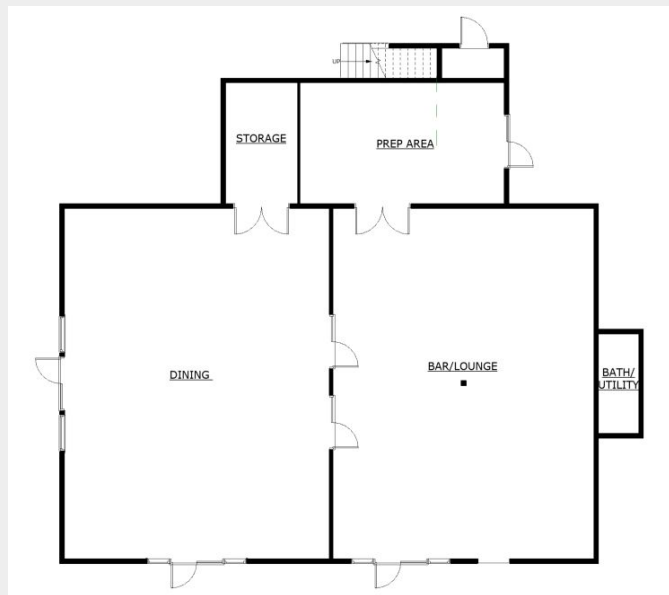
10388 Fieldcrest Road Sister Bay, WI



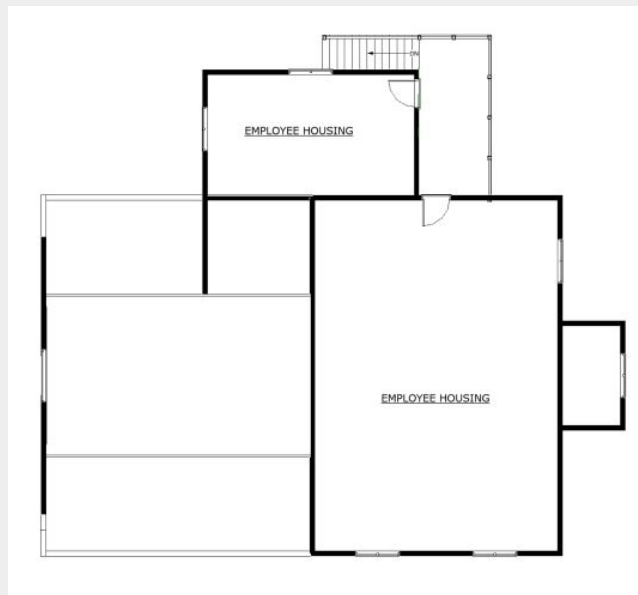
BEFORE

29





First Floor plan



Second Floor plan



Employee housing layout



Rendered By
Drexel™

Exterior



Rendered By
Drexel

Exterior



Rendered By
Drexel™

Exterior



Rendered By
Drexel

Exterior



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Exterior



Exterior

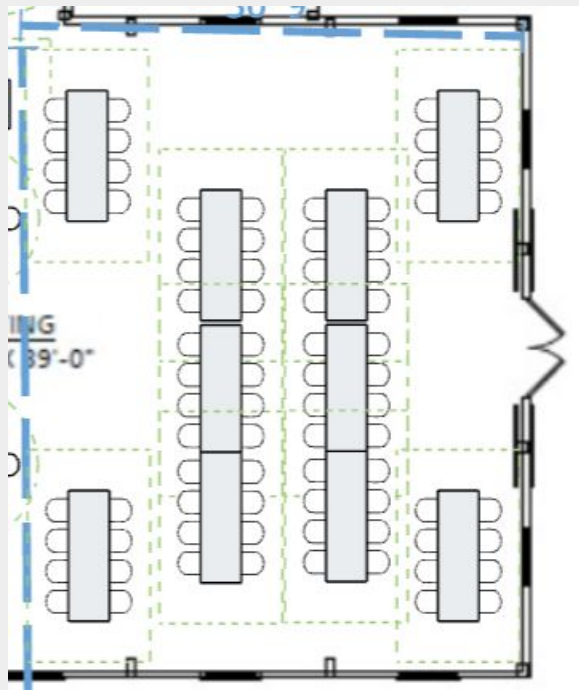


Exterior



Site plan

Dining Inspiration



Interior Bar and Lounge Inspiration

41





Rendered By
Drexel™

Interior - Dining



Rendered By
Drexel™

Interior - Dining



Rendered By
Drexel™

Interior - Dining



Rendered By
Drexel™

Interior - Dining

STAFF REPORT

Country Walk Shops Change of Use

John Smith purchased Little Vegas, a former tavern, in the Country Walk Shops. He would like to convert the unit to a resale store selling unique and vintage items.

The owners do have parking available in front of the unit, and in the overflow lot. The overflow lot is primarily used by the Italian restaurant, which is open opposite hours, meaning parking should not be an issue.

Attached is Mr. Smith's letter and floor plan of the sales areas. He is aware a permit is required for signage.

Staff supports the request in that more retail is needed in the village, and the original intent of the development was to be a shopping center.

Two Coast Trading Post

Country Walk Shops #32

Sister Bay, WI 54245

407.271.0328

October 6, 2025

To whom it may concern:

I am requesting that the Planning Commission approve changing the use of the listed property from bar/restaurant to retail space. The premises were formerly known as Island Time and operated as a bar featuring cigar service and gambling machines. Since purchasing the property earlier this fall, I have decided that I would like to focus solely on retail and resale of items such as home goods and décor, vintage, and antiques, locally sourced and hard to find products.

My intent is to maintain a year-round business and collaborate with other owners within the Country Walk Shops and the community to draw more foot traffic to the lesser-known shopping area at Country Walk Shops. I will rely on social media and other forms of marketing for the bulk of this as I know signage is very regulated in my area.

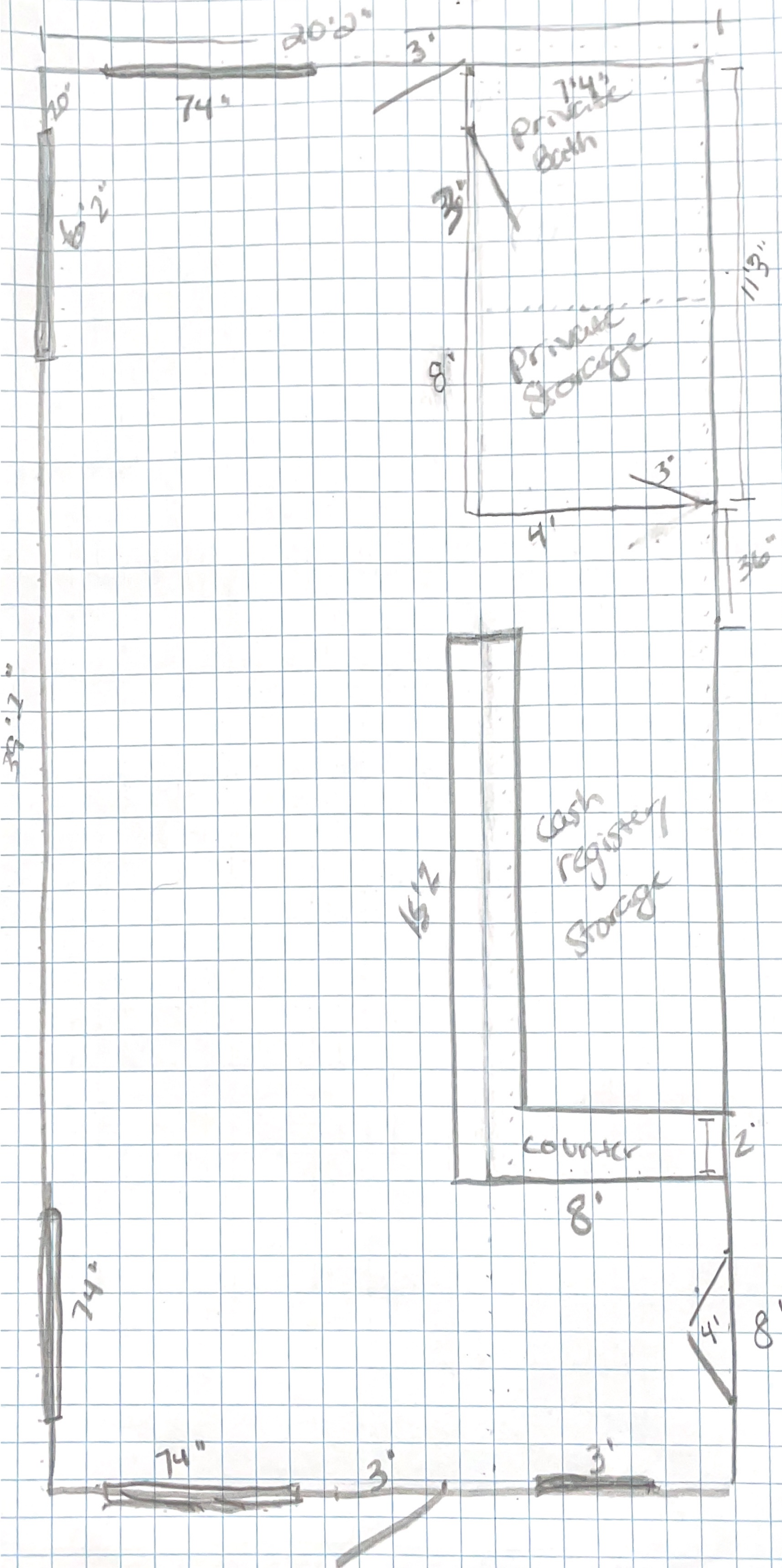
I am aware that I must have a certain number of spots for parking. While Country Walk Shops does not have assigned parking for each unit, there are ample parking stalls both in front of my unit as well as the overflow lot adjacent to the lower section of the shops with which I share. My unit's back entrance is very accessible from the lower lot and with Pasta Vino operating opposite hours of my business, there is little to no competition for those spaces on any given day.

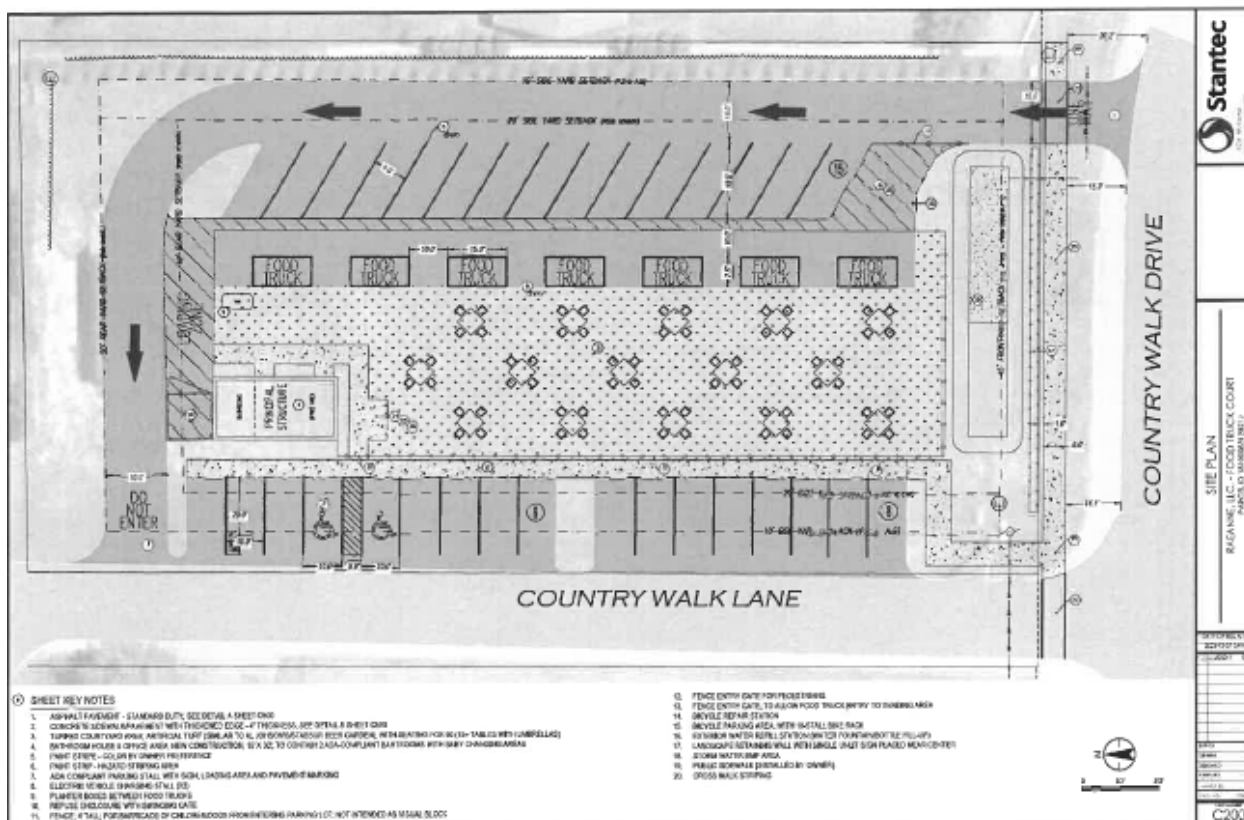
I have just under 800 square feet in my unit with about seventy-five of them being private bathroom and storage area. I believe I will need approximately six "spots" to satisfy the required parking including the one for the one and only staff member on shift each day.

I am happy to answer any questions or concerns that you may have with my proposal. I appreciate your time in this matter.

Thank you for your consideration,

John Smith





From: [RaeAnne LLC](#)
To: [Nate Bell](#); [Denise Bhirdo](#); [Kurt Harff](#); [Louise Howson](#); [Patrice Champeau](#); [Chad Kodanko](#); [Brigid White](#); [Julie Schmelzer](#)
Subject: Food Truck Court
Date: Friday, August 8, 2025 10:23:07 AM

Hello Board & Village Administrator,

This is Mike Tomasian and I wanted to reach out to all of you and explain the status of the Food Truck Court. It is still in progress, although it looks like no progress has been made yet. Behind the scenes, I have been quite active shoring up financial support and getting local bids for construction.

The property has sat dormant for quite a while, and my hope is to get this going in 2026-2027. There are several reasons for our delay. Although the property has already been improved with Underground Electric and over 80 Perimeter Trees, as well as Sewer & Water stubbed to the property, I have had a difficult time securing the funding for the 1.2 to 1.5 Million dollar budget.

One of the reasons was the election and investors didn't feel confident with the market roller coaster ride we are all on, another was the high interest rates, while others felt the strict food truck court rules the village imposed were overbearing and the village was just going to continue to create more hurdles and hence; a food truck court would never be viable in Sister Bay.

On a personal end, life takes over sometimes...after my daughter survived cancer, a new family hurdle arose; my Mother's Parkinsons - I drive every Sunday and tend to her and stay until Wednesday each week - this has been my process for over 1 year. This will continue and I do not see this getting easier, however, if anyone knows me, I do what I say:

I developed Twisted Tree, Sister Bay Athletic Club, Yoga and Spin Studios, and of late: we completed DOCO DOCO: Door County Donut Company in Ephraim. The donut shop will hopefully open next year.

The next project I am focused on is the food truck court, and I have invested quite a bit already in Engineering and Plans, as well as all the years of meetings and satisfying the Village's Rules. I have a few interested investors now and the Proforma and profit forecast for this looks extremely profitable.

I am asking for an extension to the Developer Agreement. I can not guarantee all will be done by 2027, however I am in the process of getting site work going this year. Julie has been helpful in guiding me through the process so we can obtain

the driveway permits and get some of the site work done that is necessary to get this project off the ground.

I understand I will have to pay a \$500 fee and I believe this is fair.

Thank you and please let me know if I may have the extension, rather than start over on what has already been a long arduous process.

Respectfully,

Mike Tomasian

STAFF REPORT

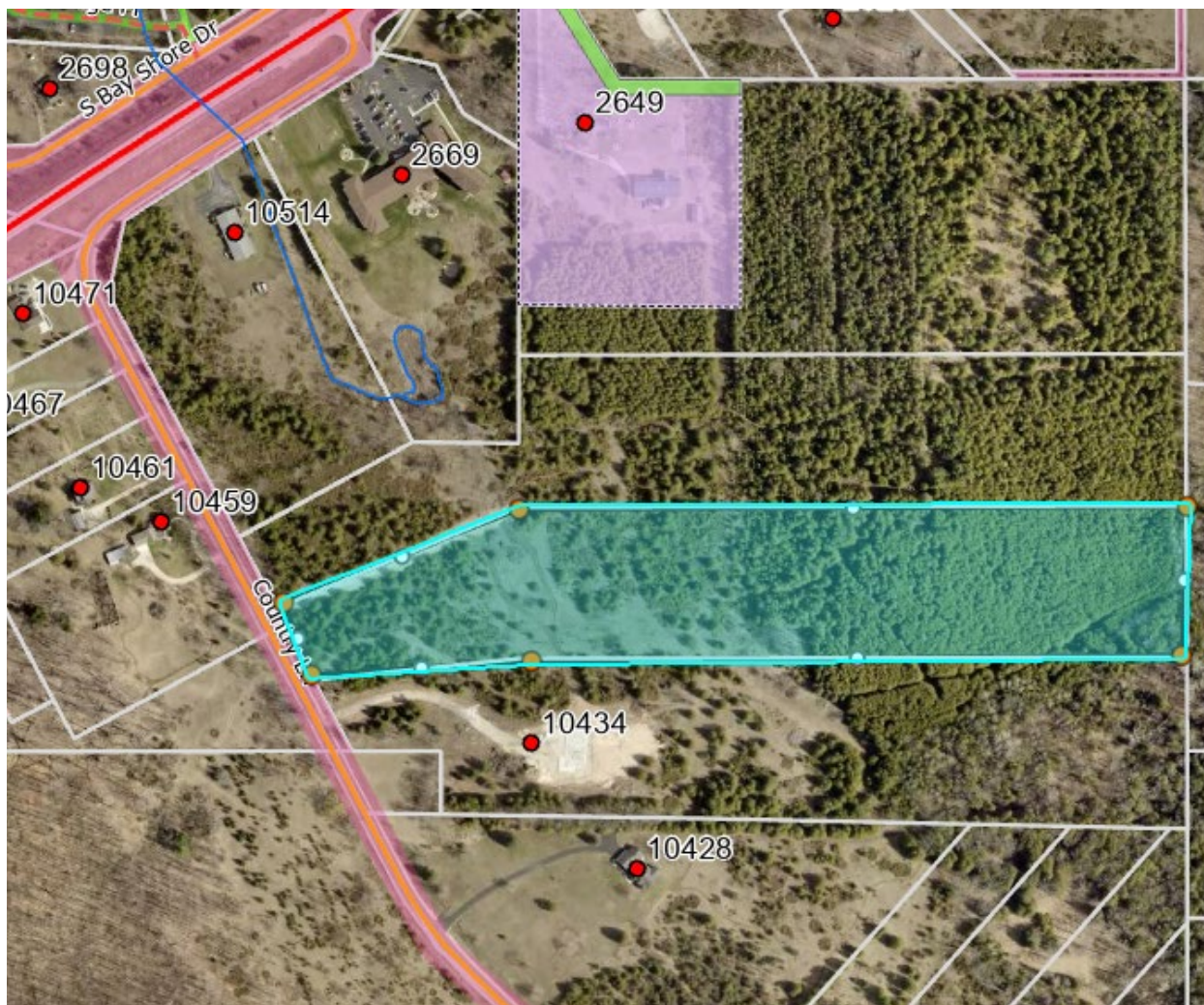
Country Lane Home in Unplatted Area

Per the Zoning Code, residences in unplatted subdivisions require Plan Commission Review. The subject property is the 'middle' in a three-lot certified survey map approved by the Board for Keith Garot.

In 2024 we approved a residence for lot 3, the southernmost lot. Due to the design of the home (it being our first barndominium), a Development Agreement was required for that home.

Attached is a letter from the architect, as well as the zoning permit application with site plan and building plans.

Below is the location of the subject property (it is the lot in blue):



Michael Schwindenhammer, AIA
100 East Huron Street Unit 3701
Chicago, Illinois 60611
312.961.3061

October 7, 2025

Julie Schmelzer, Zoning Administrator
Village of Sister Bay
2383 Maple Drive
Sister Bay, Wisconsin 54234
920.854.4118

Dear Julie,

Please find the attached submittal for Plan Commission review. We are seeking approval from the Commission to construct a new single-family residence in Sister Bay, Wisconsin.

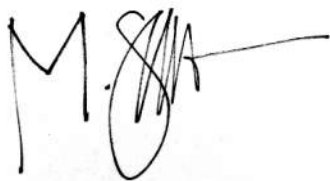
Site: The site owned by Alejandra Ullauri is Parcel ID 1810007312813D2, located east of 42 on Country Lane. The undeveloped site is 500,785SF and zoned CS-1.

Building: The proposed project is for a new single-family residential building with living room, dining room, kitchen, 3 bedrooms, 3.5 baths, and a single-car garage on the first level. The area above the garage will be a small art studio. The total floor area of the building will be 2,807SF with a height of 21FT.

The building will be wood frame construction with stained cedar plank exterior cladding and standing seam metal roof.

Schedule: Pending Plan Commission approval at the October 28, 2025 meeting, we would submit for full building permits at the beginning of November. Tielens Construction is ready to begin as soon as we have building permits.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Schwin', with a long horizontal line extending to the right.

Michael Schwindenhammer, AIA



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

▼ THIS AREA FOR OFFICE USE ONLY ▼	
Zoning Permit Fee:	Permit Issued Date

Standard Zoning Permit Application

NAMES & MAILING ADDRESSES

Applicant's Name: (Property Owner) ALEJANDRA ULLAURI	Contractor Name: TIELENS CONSTRUCTION
Street Address 100 EAST HURON UNIT 3701	Street Address 6292 TIELENS ROAD
City • State • Zip Code CHICAGO, ILLINOIS 60611	City • State • Zip Code LUXEMBURG, WISCONSIN 54217
Home Phone N/A	Business Phone 920.866.9703
Cell Phone 630.835.2811	Cell Phone 920.621.0025
Email PUQUIULLAURI@GMAIL.COM	Email KYLE@TIELENSCONSTRUCTION.COM
Parcel Identification Number (PIN) 1810007312813D2	Is this property connected to public water? ☒ No ☐ Yes
Street Address of Property in Sister Bay NOT YET ASSIGNED	Is this property connected to public sewer? ☒ No ☐ Yes

PROPOSED PROJECT

Type of Construction	Project Details
(Please check/complete ALL that apply below)	Lot Size(Ft.): 1809' - 7" by 300'
☒ Home ☐ Pool ☐ Commercial	Total Lot Area (Sq. Ft.) 500,785 SQ FT
☐ Fence ☒ Single family ☐ Attached Garage	Building Length 74' Building Width 60' - 6"
☐ Deck ☐ Multi-family ☐ Detached Garage	Building Footprint (Sq. Ft.) 2,807SF
☐ Shed ☐ Boathouse ☐ Addition (Describe below)	Number of Stories 2
☐ Other _____	Height (Roof Peak) 21' (Primary Roof)
Please Provide a Brief Description of Your Project: NEW CONSTRUCTION OF SINGLE FAMILY HOME ON COUNTRY LANE IN SISTER BAY. THE HOME WILL HAVE 3 BEDROOMS, 3.5 BATH AND ATTACHED 1 CAR GARAGE	Type of Construction WOOD FRAME
	Estimated Cost \$ 1,100,000

Please attach all the plans listed on the attached sheets.

CERTIFICATION

I, the undersigned, hereby apply for a Land Use Permit and certify that all the information both above and attached is true and correct to the best of my knowledge. I affirm that all work performed will be done in accordance with the Sister Bay Zoning Code and with all other applicable laws and regulations. I hereby authorize the Zoning Administrator to enter the above-described information pertinent to my application request and to conduct land use code inspections.

Signature _____

Date 10.07.2025

♦ AREA BELOW THIS LINE FOR OFFICE USE ONLY ♦

☐ APPROVED ☐ DENIED Plan Commission Review Date: _____	Zoning Administrator: _____ Date: _____ CONDITIONS OF APPROVAL: _____
---	---

Utilities Approval:

Utilities Representative

Date: _____

Estimated Impact Fee: _____

(Based on information provided by builder)



WETLAND NOTICE AND ACKNOWLEDGEMENT

According to 2009 Wisconsin Act 373, no permit may be issued until the property owner signs the statement below acknowledging that s/he received the following notice:

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page at <http://dnr.wi.gov/wetlands/locating.html> or contact the Department of Natural Resources service center.

By signing this form, I acknowledge I have received this notice.

Print Property Owner Name ALEJANDRA ULLAURI

Property Owner Signature / Date 10/07/25 *Alejandra Ullauri*

Property Identification Number 1810007312813D2

Address of property / parcel N/A

Quick Reference Official's Contact List:

JULIE SCHMELZER – Zoning Administrator - E-Mail: julie.schmelzer@sisterbaywi.gov / Tele: 920-421-4457

MEGAN BARNES – Utilities Director - E-Mail: megan.barnes@sisterbaywi.gov / Tele: 920-854-2246

KARA KROLL – Utilities Clerk – E-Mail: kara.kroll@sisterbaywi.gov / Tele: 920-854-2246

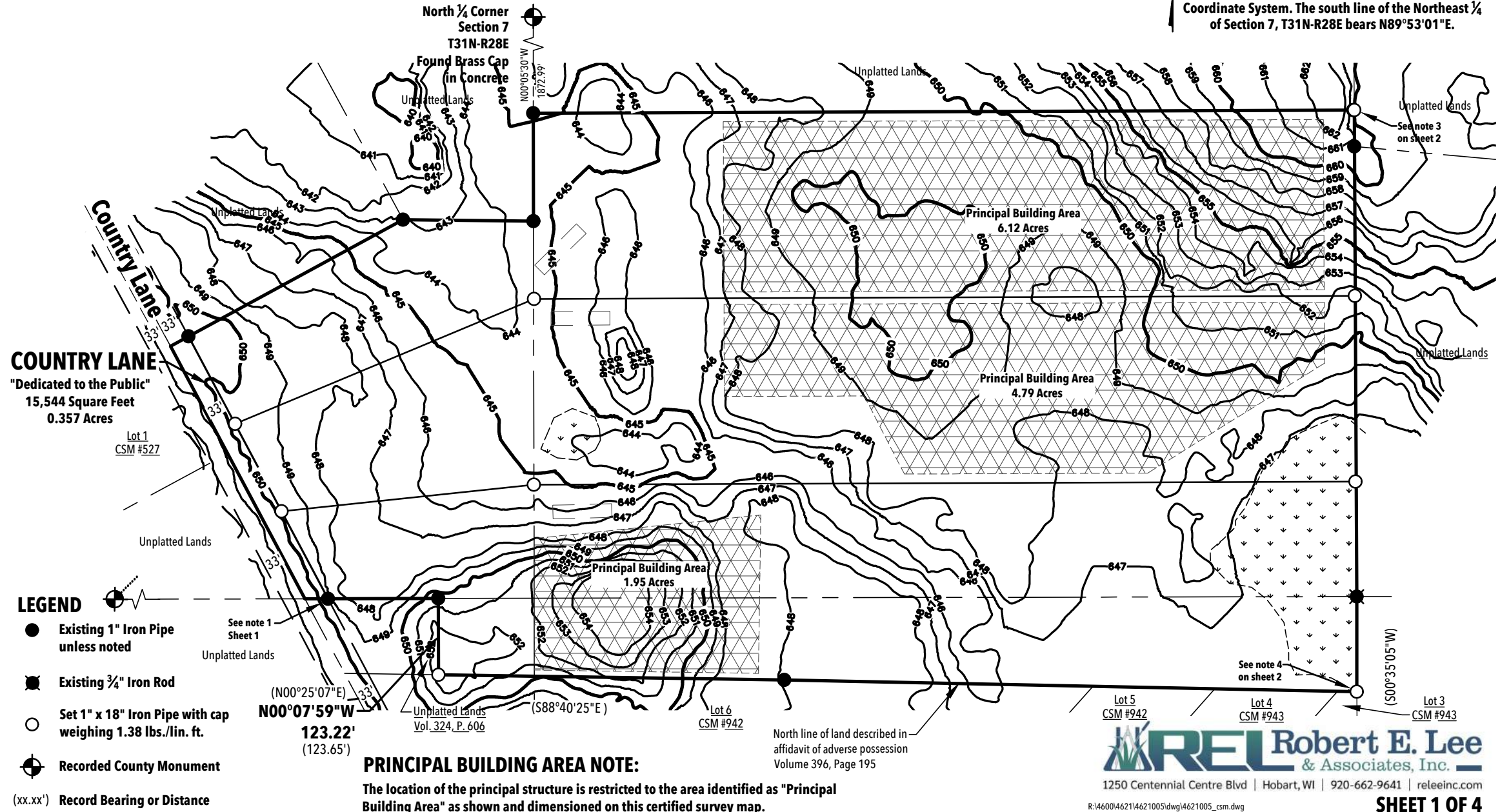
BRETT GUILLETTE – Building Inspector - E-Mail: brettg.isllc@gmail.com / Tele: 920-495-3232

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308

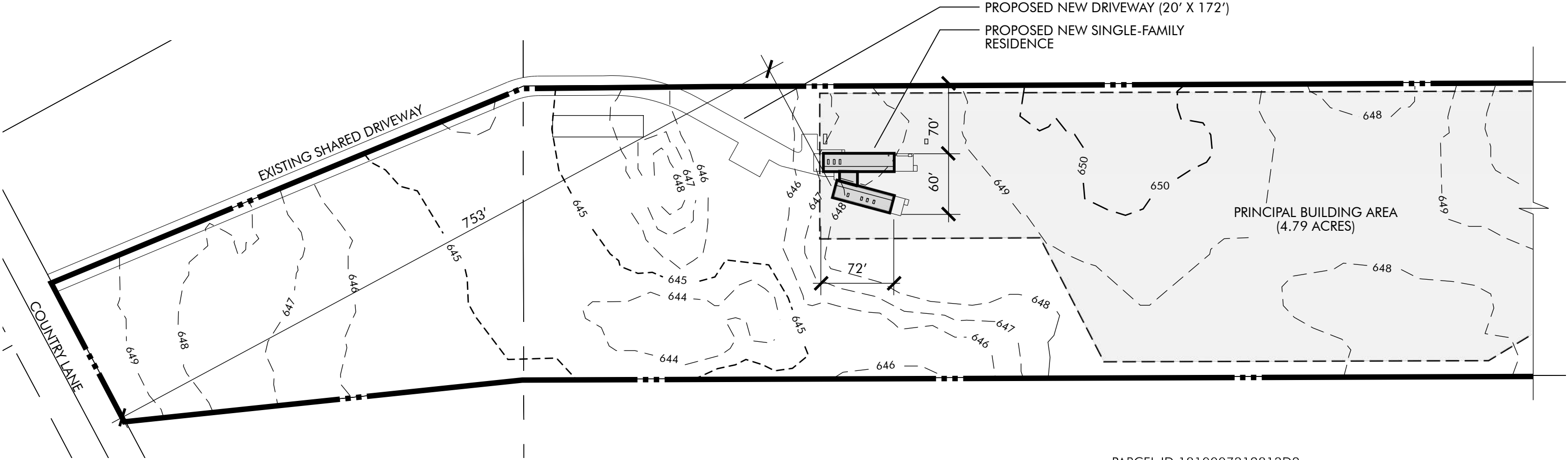
SCALE: 1" = 200'



**Bearings are referenced to the Door County
Coordinate System. The south line of the Northeast ¼
of Section 7, T31N-R28E bears N89°53'01"E.**

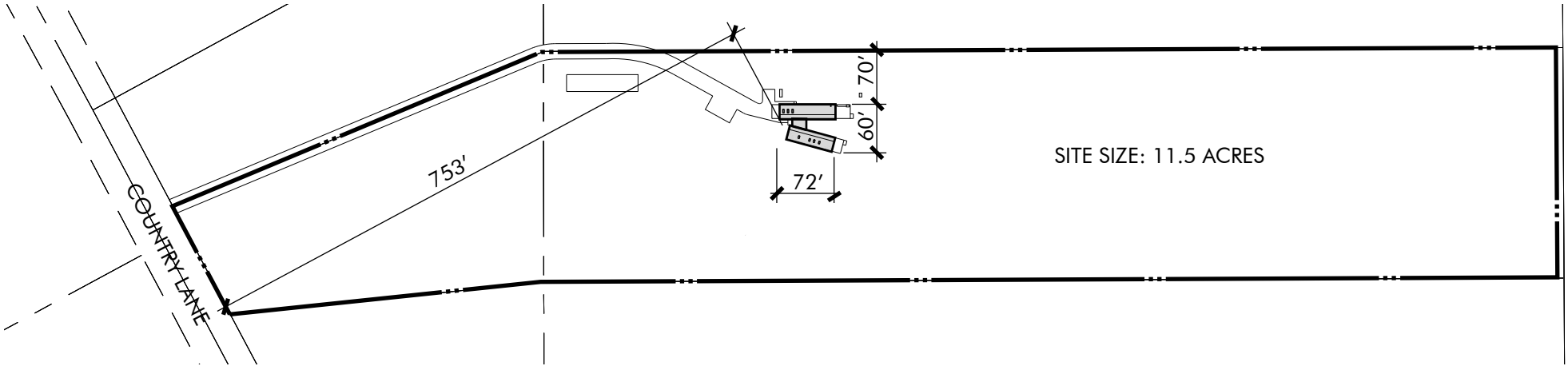






PARTIAL SITE PLAN

SCALE: 1" = 100'



SITE PLAN

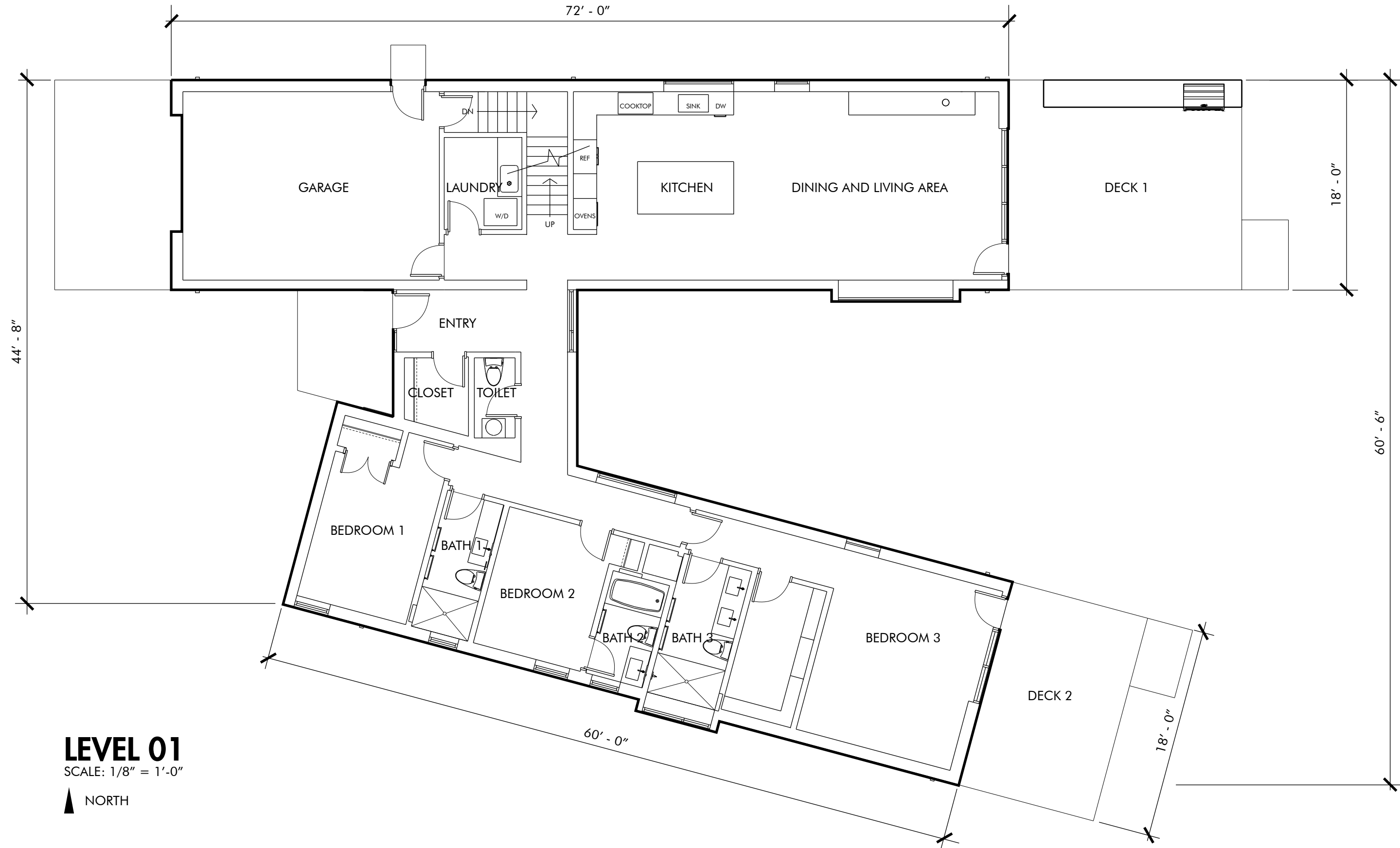
SCALE: 1" = 200'

PARCEL ID 1810007312813D2
ZONING: CS-1
USE: SINGLE FAMILY RESIDENCE
SITE AREA: 500,785SF
BUILDING AREA: 2,807SF
BUILDING HEIGHT: 21FT 6IN



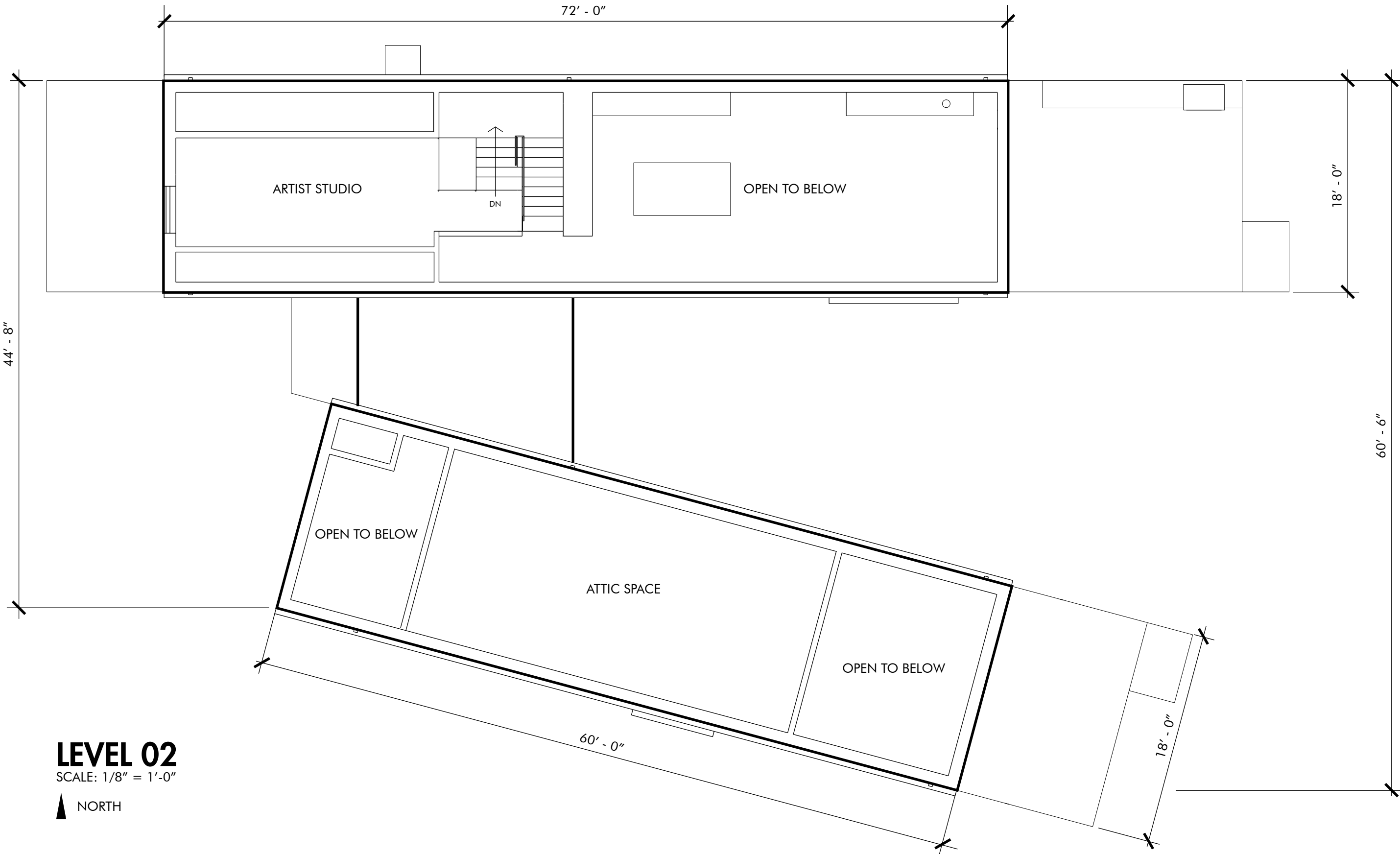
SCALE: 1" = 50'





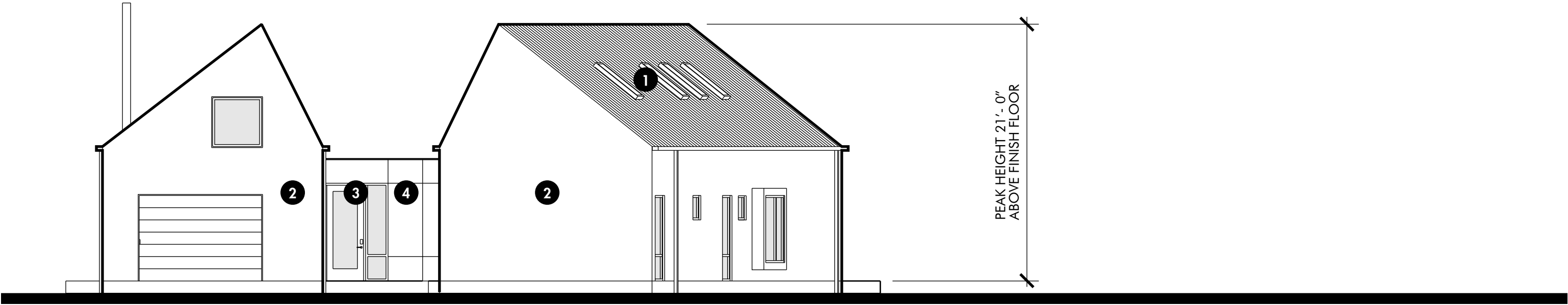
LEVEL 01
SCALE: 1/8" = 1'-0"



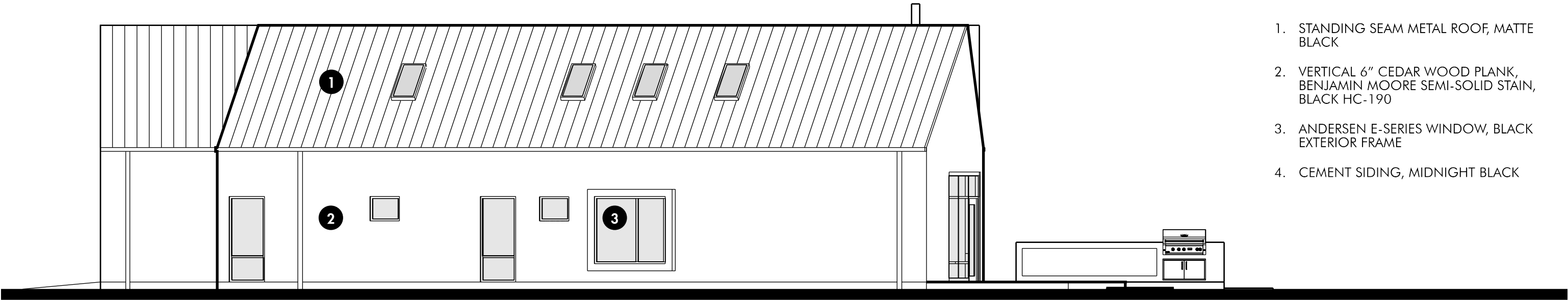


LEVEL 02
SCALE: 1/8" = 1'-0"



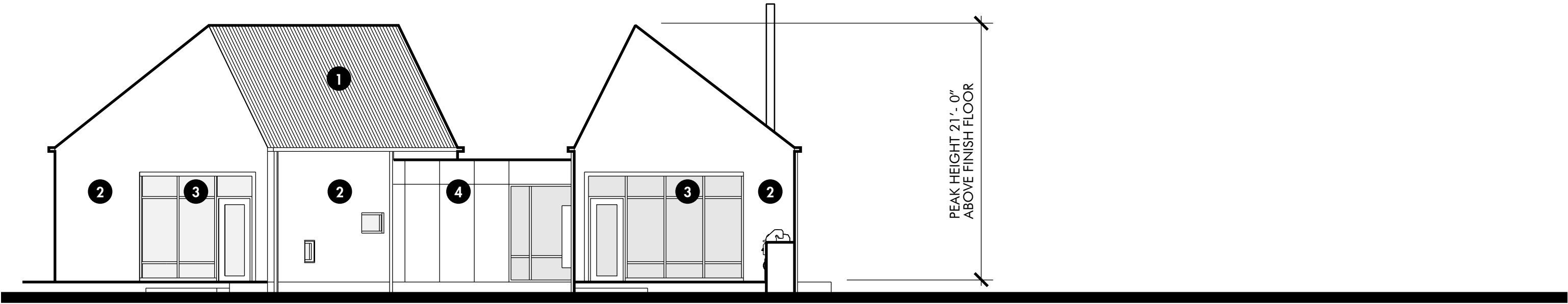


WEST ELEVATION
SCALE: 1/8" = 1'-0"



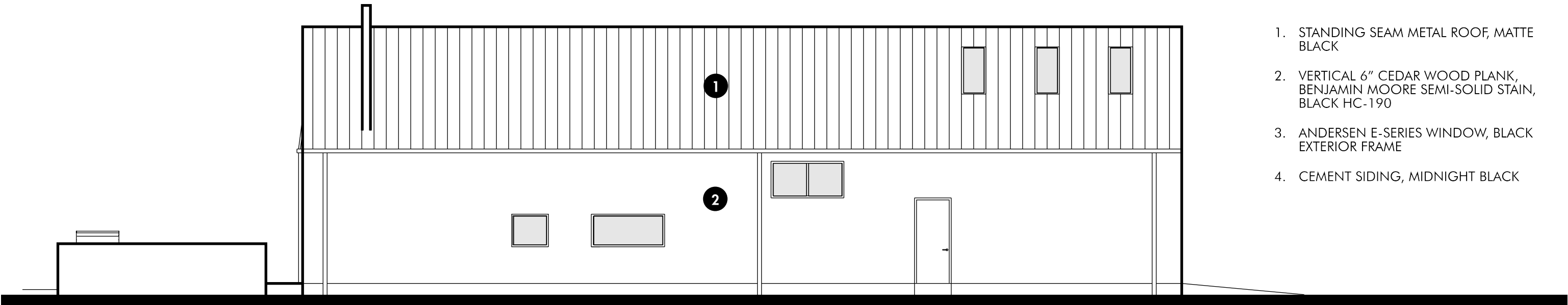
- 1. STANDING SEAM METAL ROOF, MATTE BLACK
- 2. VERTICAL 6" CEDAR WOOD PLANK, BENJAMIN MOORE SEMI-SOLID STAIN, BLACK HC-190
- 3. ANDERSEN E-SERIES WINDOW, BLACK EXTERIOR FRAME
- 4. CEMENT SIDING, MIDNIGHT BLACK

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



EAST ELEVATION

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



NORTH ELEVATION

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

- 1. STANDING SEAM METAL ROOF, MATTE BLACK
- 2. VERTICAL 6" CEDAR WOOD PLANK, BENJAMIN MOORE SEMI-SOLID STAIN, BLACK HC-190
- 3. ANDERSEN E-SERIES WINDOW, BLACK EXTERIOR FRAME
- 4. CEMENT SIDING, MIDNIGHT BLACK



VIEW FROM WEST

MICHAEL SCHWINDENHAMMER, AIA
100 EAST HURON STREET UNIT 3701
CHICAGO, IL 60611 312.961.3061

BOSQUE HAUS

PARCEL ID 1810007312813D2
COUNTRY LANE SISTER BAY, WISCONSIN 54234

PLAN COMMISSION
10.14.2025

A.8



VIEW OF MAIN ENTRY

MICHAEL SCHWINDENHAMMER, AIA
100 EAST HURON STREET UNIT 3701
CHICAGO, IL 60611 312.961.3061

BOSQUE HAUS

PARCEL ID 1810007312813D2
COUNTRY LANE SISTER BAY, WISCONSIN 54234

PLAN COMMISSION
10.14.2025

A.9



VIEW FROM EAST



VIEW FROM EAST



STAFF REPORT

Serenity Springs Signage

Serenity Spring is the new owner/name of the former Good Samaritan, former Scandia senior living nursing center and apartment complex. They would like to replace the Scandia signs with Serenity Spring signs. The problem is, some of the signs are nonconforming and the code doesn't allow them to be replaced. Because the center is an essential service for the community, I have referred the matter to the Plan Commission for review and approval.

The main sign of concern is the off-premise sign that advertised Scandia and Bargains Unlimited. This sign is at the northeast intersection of Highway 57 and Canterbury Lane. The code does not allow off-premise signage so the sign was considered nonconforming. Nonconforming signs can be repainted, but the logo cannot change.

The second off premise sign is at the Bargains Unlimited site, and is also off-premise.

The third sign is on-premise at the far west corner of the property, along Applewood Road, and the fourth sign is at the entrance to the parking lot. We allow just one ground sign per property.

There is a fifth sign they wish to replace, but it is a wall sign, and allowed.

I do not have the dimensions of the signs, but attached is a site plan and sign photos submitted by Serenity Spring.

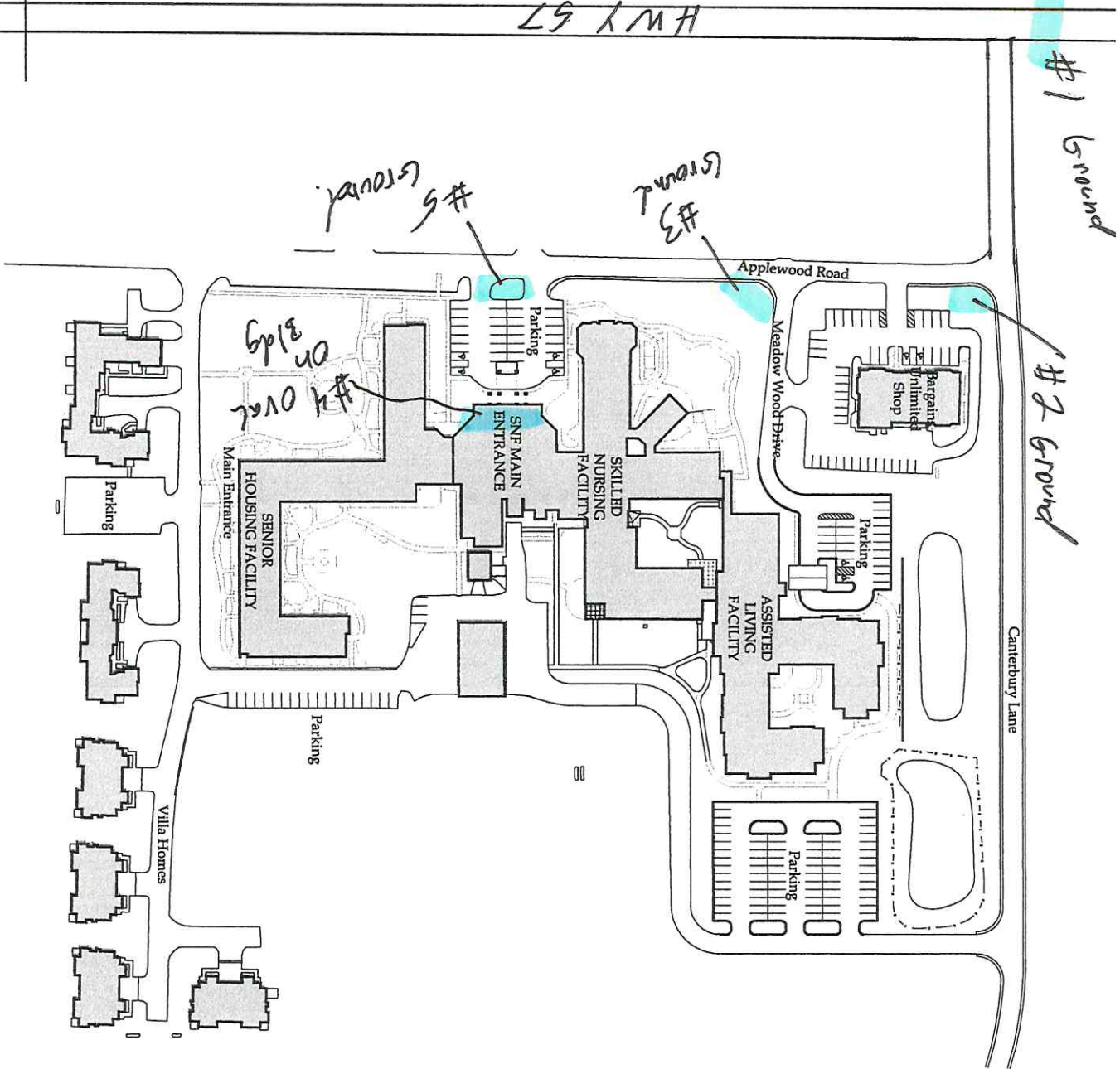


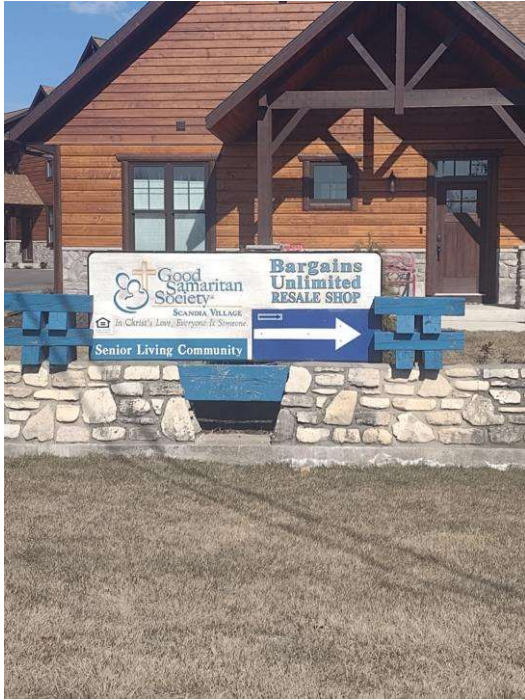
Site
Scale: 1" = 175'-0"

Project Title: **Baseplan**
Date: **10/17/2019**
Location: **Sister Bay, Wisconsin**

Drawing Title: **Site**
Client Name: **Good Samaritan Society - Scandia Village**

Sheet:
Sheet Number: **9950**











STAFF REPORT

Preserving Foundations Amendment to an Existing Development Agreement

Paula Anschutz of Preserving Foundations received a Development Agreement on February 28, 2024, to move an existing four-plex onto property along Ava Hope Court. The plans approved at that time did not include a basement, or a 5' x 19' basement entrance addition on the east side of the home, and a 5' x 16'10" basement entry addition on the south side of the home, but when the building was placed on the foundation, the foundation included a basement and the two additions mentioned.

As of the writing of this Staff Report, other features of the project, such as grading, landscaping and parking had not been completed. Those items are not part of the discussion before the Plan commission in that they were/are being addressed by the Board. Rather, the request to amend the Development Agreement is in regard to the basement and additions only.

It should be noted that, at one time Ms. Anschutz pursued a different Development Agreement that included the basement (but not the additions), but she chose not to sign that Agreement, and instead signed the Agreement without the basement or additions. This Development Agreement Amendment would correct the plans that reflect what is currently onsite at this time.

Attached are the plans submitted by Ms. Anschutz.

GENERAL SHEET NOTES

1. THIS IS AN "AS-BUILT" DRAWING DOCUMENTING EXISTING CONDITIONS BASED ON A 3/1/24 SITE VISIT. EVERY EFFORT HAS BEEN MADE TO CAPTURE AN ACCURATE DEPICTION OF THE AS-BUILT CONDITIONS. HOWEVER, ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCING NEW WORK.

2. PRIOR TO COMMENCING WORK, CONTRACTOR TO CONDUCT A TOUR OF THE CONSTRUCTION AREA WITH OWNER TO IDENTIFY ANY ITEMS TO BE SALVAGED, REMOVED AND/OR PROTECTED.

SHEET KEYNOTES

- 1 6'-0" TALL, 8" THICK CAST-IN-PLACE CONCRETE WALL
- 2 4'-0" TALL, 8" THICK CAST-IN-PLACE CONCRETE WALL
- 3 18" WIDE CONTINUOUS POURED FOOTING
- 4 2'-0" DIAM. PAD FOOTING TO BE DEMOLISHED (SEE A101 FOR NEW FOOTING INFORMATION)
- 5 2' X 2' BLOCKOUT FOR MOVING EQUIPMENT
- 6 BEAM POCKET
- 7 1/2" ANCHOR BOLT

PROJECT:
PRESERVING FOUNDATIONS LLC
2387 AVA HOPE COURT
SISTER BAY, WI 54234

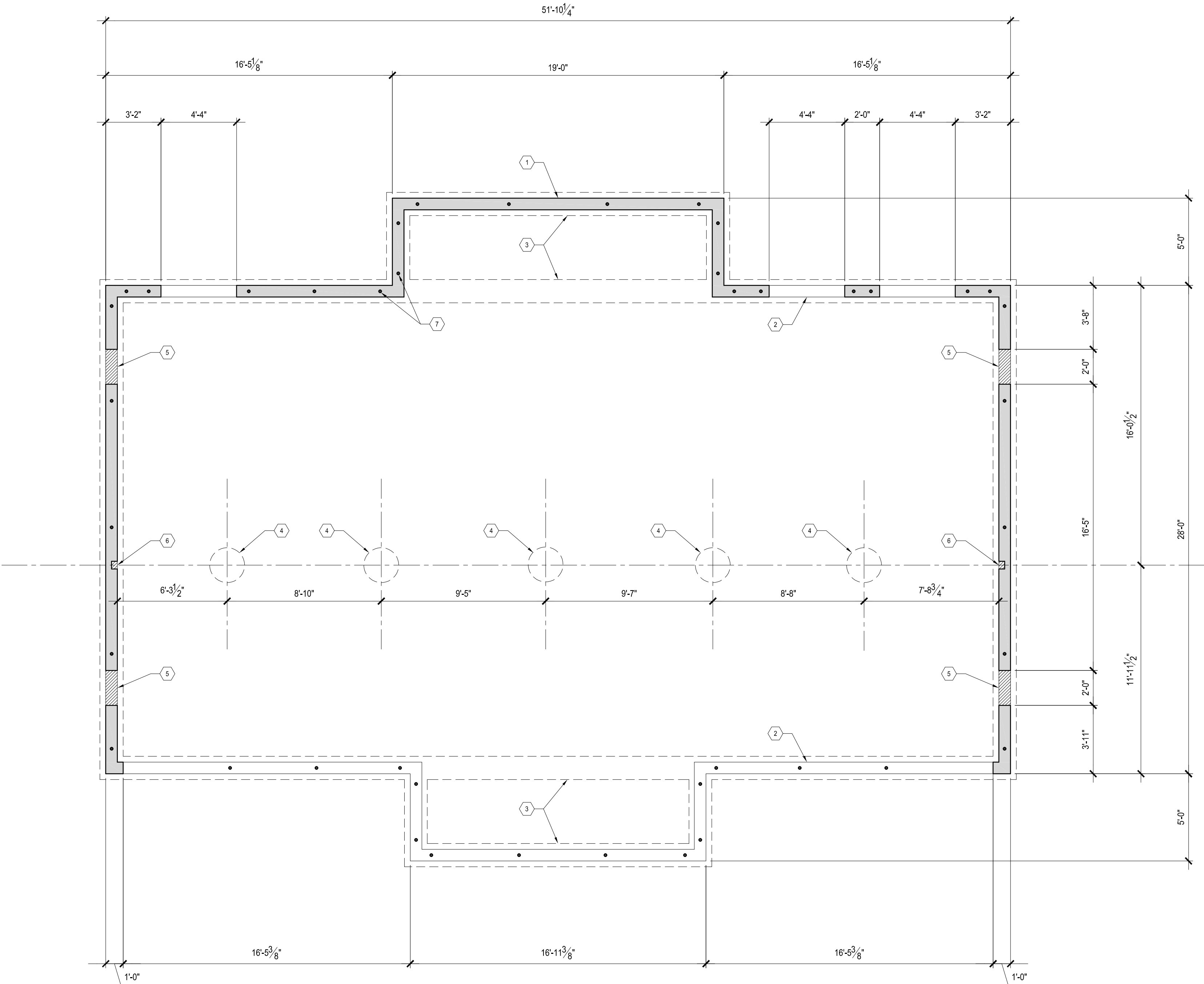
PRESERVING FOUNDATIONS LLC
2387 AVA HOPE COURT
SISTER BAY, WI 54234

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

AS-BUILT FOUNDATION
AND BASEMENT PLAN

SHEET SIZE: 22X34

A001



GENERAL SHEET NOTES

1. ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS, ESPECIALLY REGARDING EXISTING BUILDING, DECKS, BALCONIES AND POSTS, PRIOR TO COMMENCING NEW WORK.
2. PRIOR TO COMMENCING WORK, CONTRACTOR TO CONDUCT A TOUR OF THE CONSTRUCTION AREA WITH OWNER TO IDENTIFY ANY ITEMS TO BE SALVAGED, REMOVED AND/OR PROTECTED.
3. CONTRACTOR TO INSPECT ALL EXISTING STRUCTURES PRIOR TO, DURING, AND AFTER MOVING AND SETTING ON NEW FOUNDATION WALL. ANY DEFICIENCIES IN CONSTRUCTION, EITHER PREEXISTING OR AS THE RESULT OF RELOCATION, SHALL BE REPORTED TO THE OWNER ALONG WITH RECOMMENDED RECONSTRUCTION, REPAIR OR REINFORCEMENT.
4. ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE AND NATIONAL CODES THAT APPLY. ALL WORK SHALL BE IN COMPLIANCE WITH STANDARD RECOGNIZED MANUFACTURERS' RECOMMENDATIONS AND ALL OTHER APPLICABLE CODES.
5. OWNER TO APPROVE ALL DOOR AND WINDOW MODELS, TYPES, AND SIZES PRIOR TO PROCUREMENT AND INSTALLATION.
6. OWNER TO APPROVE ALL EQUIPMENT AND APPLIANCE LOCATIONS, SIZES AND MODELS PRIOR TO PROCUREMENT AND INSTALLATION.
7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

SHEET KEYNOTES

- 1 2' SQUARE OR 2' DIAM. CONCRETE FOOTING, TYPICAL
- 2 EXTERIOR WALL ASSEMBLY - REFER TO S101 FOR FRAMING NOTES
- 3 6X6 TREATED WOOD POST, TYPICAL
- 4 BEAM OPTIONS:
- 1PLY 1.75X11.5 LVL, OR
- W8X18, OR
- W10X17
- 5 THERMALLY BROKEN, INSULATED EXTERIOR WINDOW UNIT - FINAL TYPE, MODEL AND SIZE TO BE COORDINATED WITH OWNER, FRAMED OPENING TO BE VERIFIED IN FIELD
- 6 WINDOW WELL
- 7 INTERIOR WALL
- 8 INTERIOR DOOR
- 9 WALL-MOUNTED HANDRAIL, AND BLOCKING
- 10 NEW STAIR ASSEMBLY
- 11 UTILITY SINK
- 12 SUMP PIT
- 13 WASHER & DRYER
- 14 WATER HEATER
- 15 3" DIA. STD. PIPE COLUMN
- 16 2' X 2' X 12" FOOTING, TYPICAL
- 17 DOOR LOCATION ABOVE
- 18 REINFORCED CONCRETE SLAB W/CONTROL JOINTS AS REQUIRED. SLAB COVERAGE TO BE FULL EXTENT OF BASEMENT, INCLUDING BOTH STAIRWELL AREAS

PROJECT:
PRESERVING FOUNDATIONS LLC
2387 AVA HOPE COURT
SISTER BAY, WI 54234

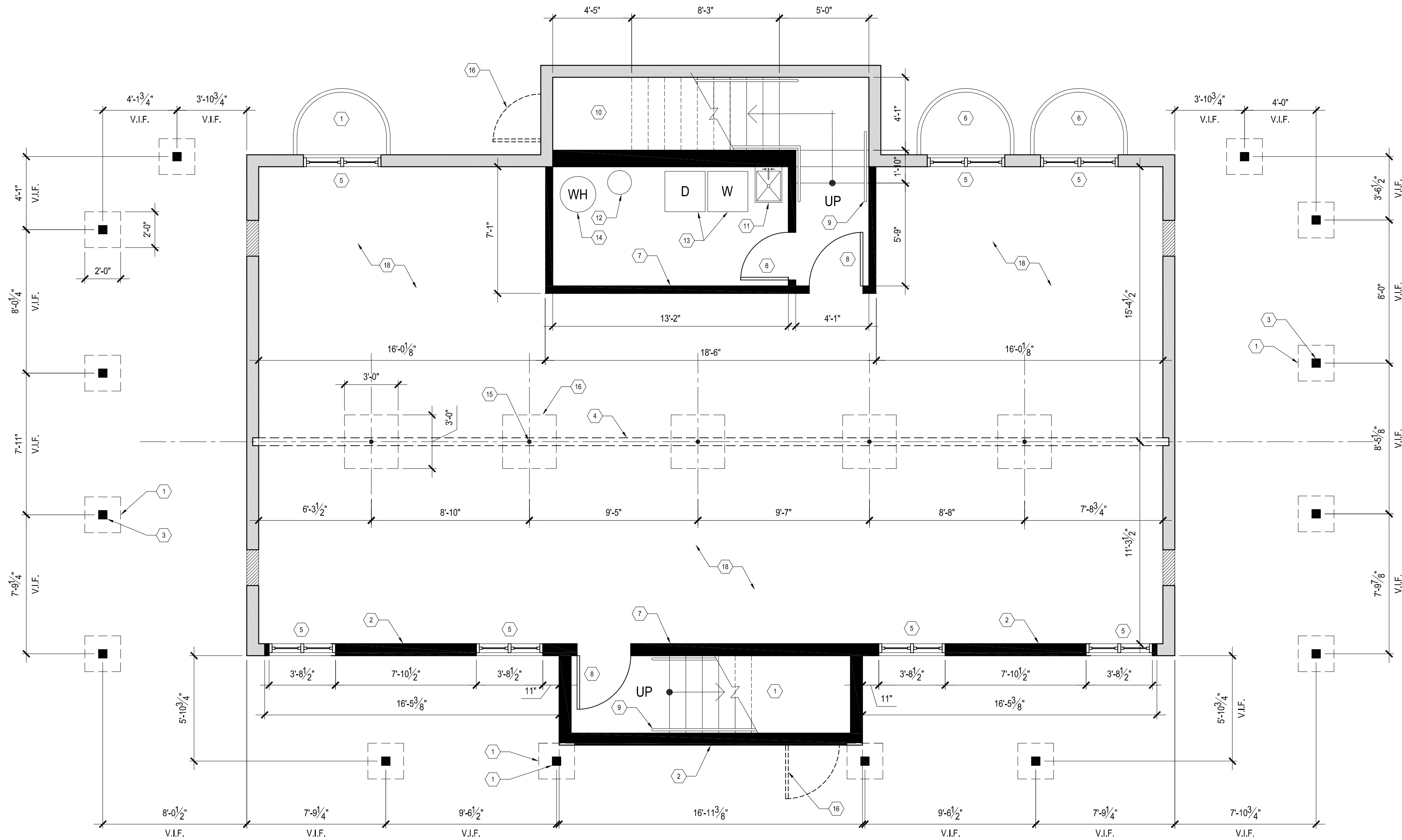
PRESERVING FOUNDATIONS LLC
2387 AVA HOPE COURT
SISTER BAY, WI 54234

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

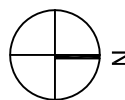
FOUNDATION AND
BASEMENT FLOOR PLAN

SHEET SIZE: 22X34

A101



1 BASEMENT/FOUNDATION NEW FLOOR PLAN
A101 SCALE: 1/4" = 1'-0"



ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

NORTH ELEVATION

SHEET SIZE: 22X34

- GENERAL SHEET NOTES
1. ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS, ESPECIALLY REGARDING EXISTING BUILDING, DECKS, BALCONIES AND POSTS, PRIOR TO COMMENCING NEW WORK.

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5. OWNER TO APPROVE ALL DOOR AND WINDOW MODELS, TYPES, AND SIZES PRIOR TO PROCUREMENT AND INSTALLATION.

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7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

- SHEET KEYNOTES
- 1

EXISTING BUILDING TO BE RELOCATED AND SET ON EXISTING FOUNDATION. ALL COORDINATION AND ATTACHMENT BY OTHERS.
- 2

EXISTING FOUNDATION BY OTHERS.
- 3

EXISTING DECK, STAIRS AND BALCONY TO BE REATTACHED. ALL ANCHORING TO BE SPECIFIED BY OTHERS. STAIR ASSEMBLY TO BE MODIFIED AS NECESSARY TO WORK WITH EXISTING SITE CONSTRAINTS. CONTRACTOR TO COORDINATE WITH OWNER.
- 4

NEW DECK POST AND FOOTING - REFER TO STRUCTURAL FOR SIZING.
- 5

NEW STAIR ENCLOSURE - INSULATION, BARRIER, FLASHING AND CLADDING SYSTEMS TO BE COORDINATED BETWEEN OWNER AND CONTRACTOR
- 6

NEW WINDOW TO MATCH EXISTING - COORDINATE WITH OWNER
- 7

NEW 3'-0" X 7'-0" EXTERIOR DOOR - SIZE, TYPE, SWING AND HARDWARE TO BE COORDINATED WITH OWNER



1
A201

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

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

EAST ELEVATION

SHEET SIZE: 22X34

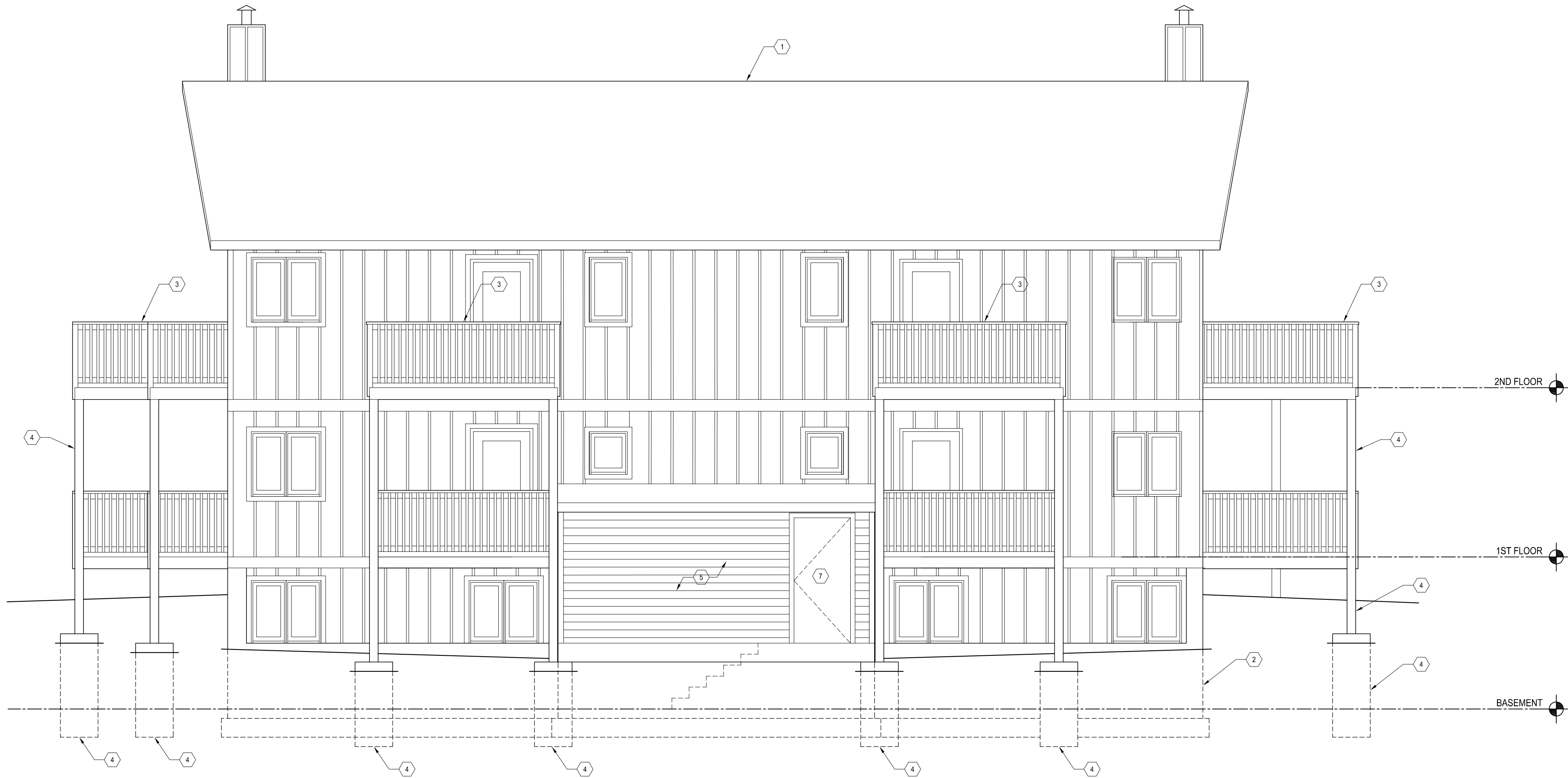
A202

GENERAL SHEET NOTES

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5. OWNER TO APPROVE ALL DOOR AND WINDOW MODELS, TYPES, AND SIZES PRIOR TO PROCUREMENT AND INSTALLATION.
6. OWNER TO APPROVE ALL EQUIPMENT AND APPLIANCE LOCATIONS, SIZES AND MODELS PRIOR TO PROCUREMENT AND INSTALLATION.
7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

SHEET KEYNOTES

- 1 EXISTING BUILDING TO BE RELOCATED AND SET ON EXISTING FOUNDATION. ALL COORDINATION AND ATTACHMENT BY OTHERS.
- 2 EXISTING FOUNDATION BY OTHERS.
- 3 EXISTING DECK, STAIRS AND BALCONY TO BE REATTACHED. ALL ANCHORING TO BE SPECIFIED BY OTHERS. STAIR ASSEMBLY TO BE MODIFIED AS NECESSARY TO WORK WITH EXISTING SITE CONSTRAINTS. CONTRACTOR TO COORDINATE WITH OWNER.
- 4 NEW DECK POST AND FOOTING - REFER TO STRUCTURAL FOR SIZING.
- 5 NEW STAIR ENCLOSURE - INSULATION, BARRIER, FLASHING AND CLADDING SYSTEMS TO BE COORDINATED BETWEEN OWNER AND CONTRACTOR.
- 6 NEW WINDOW TO MATCH EXISTING - COORDINATE WITH OWNER.
- 7 NEW 3'-0" X 7'-0" EXTERIOR DOOR - SIZE, TYPE, SWING AND HARDWARE TO BE COORDINATED WITH OWNER.



1 EAST ELEVATION
A202 SCALE: 1/4" = 1'-0"

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

- GENERAL SHEET NOTES
1. ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS, ESPECIALLY REGARDING EXISTING BUILDING, DECKS, BALCONIES AND POSTS, PRIOR TO COMMENCING NEW WORK.

2. PRIOR TO COMMENCING WORK, CONTRACTOR TO CONDUCT A TOUR OF THE CONSTRUCTION AREA WITH OWNER TO IDENTIFY ANY ITEMS TO BE SALVAGED, REMOVED AND/OR PROTECTED.

3. CONTRACTOR TO INSPECT ALL EXISTING STRUCTURES PRIOR TO, DURING, AND AFTER MOVING AND SETTING ON NEW FOUNDATION WALL. ANY DEFICIENCIES IN CONSTRUCTION, EITHER PREEXISTING OR AS THE RESULT OF RELOCATION, SHALL BE REPORTED TO THE OWNER ALONG WITH RECOMMENDED REDEMPTION, REPAIR OR REINFORCEMENT.

4. ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE AND NATIONAL CODES THAT APPLY. ALL WORK SHALL BE IN COMPLIANCE WITH STANDARD RECOGNIZED MANUFACTURERS' RECOMMENDATIONS AND ALL OTHER APPLICABLE CODES.

5. OWNER TO APPROVE ALL DOOR AND WINDOW MODELS, TYPES, AND SIZES PRIOR TO PROCUREMENT AND INSTALLATION.

6. OWNER TO APPROVE ALL EQUIPMENT AND APPLIANCE LOCATIONS, SIZES AND MODELS PRIOR TO PROCUREMENT AND INSTALLATION.

7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

- SHEET KEYNOTES
- 1 EXISTING BUILDING TO BE RELOCATED AND SET ON EXISTING FOUNDATION. ALL COORDINATION AND ATTACHMENT BY OTHERS.

2 EXISTING FOUNDATION BY OTHERS.

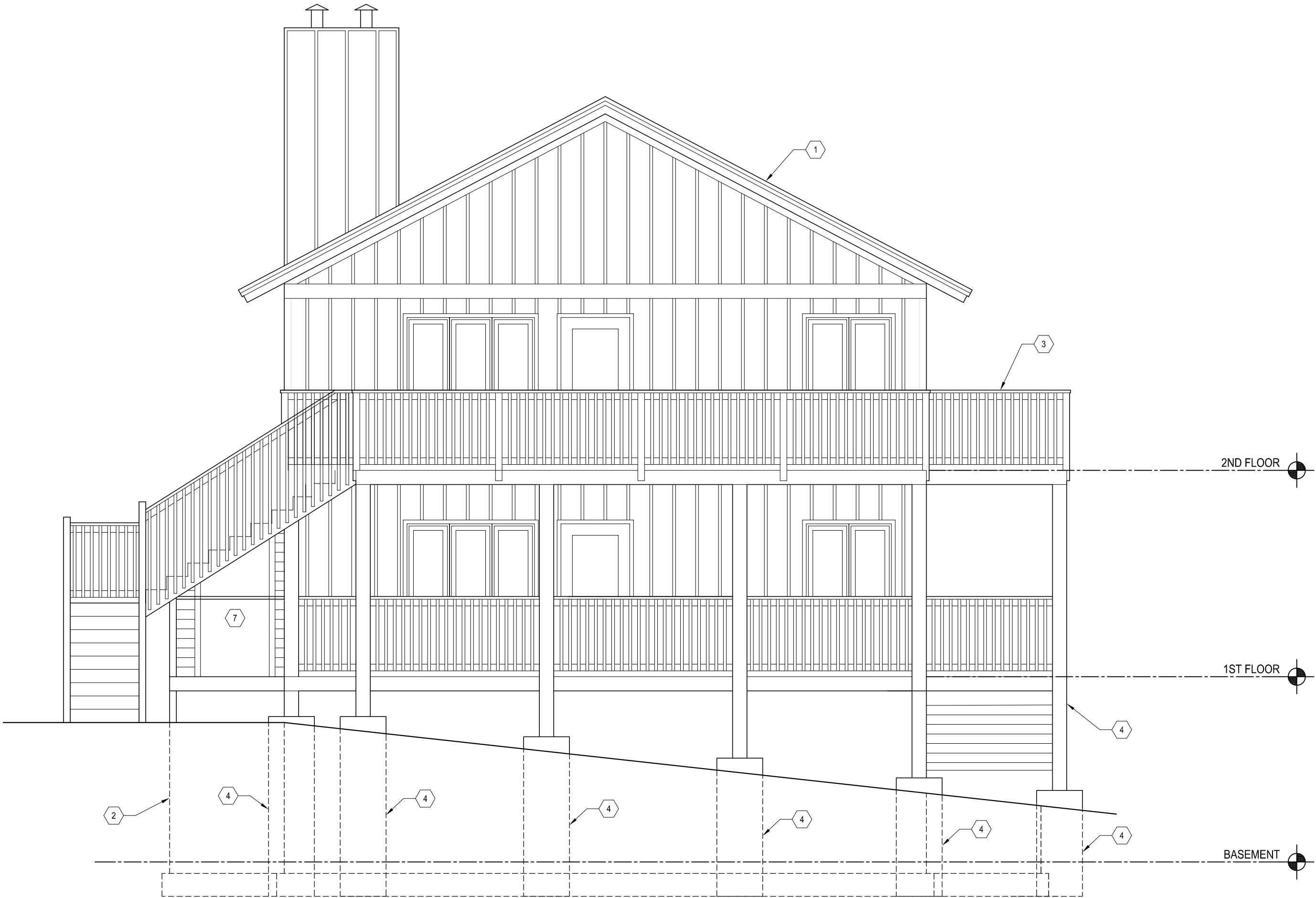
3 EXISTING DECK, STAIRS AND BALCONY TO BE REATTACHED. ALL ANCHORING TO BE SPECIFIED BY OTHERS. STAIR ASSEMBLY TO BE MODIFIED AS NECESSARY TO WORK WITH EXISTING SITE CONSTRAINTS. CONTRACTOR TO COORDINATE WITH OWNER.

4 NEW DECK POST AND FOOTING - REFER TO STRUCTURAL FOR SIZING.

5 NEW STAIR ENCLOSURE - INSULATION, BARRIER, FLASHING AND CLADDING SYSTEMS TO BE COORDINATED BETWEEN OWNER AND CONTRACTOR

6 NEW WINDOW TO MATCH EXISTING - COORDINATE WITH OWNER

7 NEW 3'-0" X 7'-0" EXTERIOR DOOR - SIZE, TYPE, SWING AND HARDWARE TO BE COORDINATED WITH OWNER



1 SOUTH ELEVATION

A203 SCALE: 1/4" = 1'-0"

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

WEST ELEVATION

SHEET SIZE: 22X34

A204

GENERAL SHEET NOTES

1. ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS, ESPECIALLY REGARDING EXISTING BUILDING, DECKS, BALCONIES AND POSTS, PRIOR TO COMMENCING NEW WORK.
2. PRIOR TO COMMENCING WORK, CONTRACTOR TO CONDUCT A TOUR OF THE CONSTRUCTION AREA WITH OWNER TO IDENTIFY ANY ITEMS TO BE SALVAGED, REMOVED AND/OR PROTECTED.
3. CONTRACTOR TO INSPECT ALL EXISTING STRUCTURES PRIOR TO, DURING, AND AFTER MOVING AND SETTING ON NEW FOUNDATION WALL. ANY DEFICIENCIES IN CONSTRUCTION, EITHER PREEXISTING OR AS THE RESULT OF RELOCATION, SHALL BE REPORTED TO THE OWNER ALONG WITH RECOMMENDED RECONSTRUCTION, REPAIR OR REINFORCEMENT.
4. ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE AND NATIONAL CODES THAT APPLY. ALL WORK SHALL BE IN COMPLIANCE WITH STANDARD RECOGNIZED MANUFACTURERS' RECOMMENDATIONS AND ALL OTHER APPLICABLE CODES.
5. OWNER TO APPROVE ALL DOOR AND WINDOW MODELS, TYPES, AND SIZES PRIOR TO PROCUREMENT AND INSTALLATION.
6. OWNER TO APPROVE ALL EQUIPMENT AND APPLIANCE LOCATIONS, SIZES AND MODELS PRIOR TO PROCUREMENT AND INSTALLATION.
7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

SHEET KEYNOTES

- 1 EXISTING BUILDING TO BE RELOCATED AND SET ON EXISTING FOUNDATION. ALL COORDINATION AND ATTACHMENT BY OTHERS.
- 2 EXISTING FOUNDATION BY OTHERS.
- 3 EXISTING DECK, STAIRS AND BALCONY TO BE REATTACHED. ALL ANCHORING TO BE SPECIFIED BY OTHERS. STAIR ASSEMBLY TO BE MODIFIED AS NECESSARY TO WORK WITH EXISTING SITE CONSTRAINTS. CONTRACTOR TO COORDINATE WITH OWNER.
- 4 NEW DECK POST AND FOOTING - REFER TO STRUCTURAL FOR SIZING.
- 5 NEW STAIR ENCLOSURE - INSULATION, BARRIER, FLASHING AND CLADDING SYSTEMS TO BE COORDINATED BETWEEN OWNER AND CONTRACTOR.
- 6 NEW WINDOW TO MATCH EXISTING - COORDINATE WITH OWNER.
- 7 NEW 3'-0" X 7'-0" EXTERIOR DOOR - SIZE, TYPE, SWING AND HARDWARE TO BE COORDINATED WITH OWNER.



1 WEST ELEVATION
A204 SCALE: 1/4" = 1'-0"

GENERAL SHEET NOTES

1. ALL DIMENSIONS ARE APPROXIMATE. CONTRACTOR TO VERIFY ALL DIMENSIONS, ESPECIALLY REGARDING EXISTING BUILDING, DECKS, BALCONIES AND POSTS, PRIOR TO COMMENCING NEW WORK.
2. PRIOR TO COMMENCING WORK, CONTRACTOR TO CONDUCT A TOUR OF THE CONSTRUCTION AREA WITH OWNER TO IDENTIFY ANY ITEMS TO BE SALVAGED, REMOVED AND/OR PROTECTED.
3. CONTRACTOR TO INSPECT ALL EXISTING STRUCTURES PRIOR TO, DURING, AND AFTER MOVING AND SETTING ON NEW FOUNDATION WALL. ANY DEFICIENCIES IN CONSTRUCTION, EITHER PREEXISTING OR AS THE RESULT OF RELOCATION, SHALL BE REPORTED TO THE OWNER ALONG WITH RECOMMENDED RELOCATION, REPAIR OR REINFORCEMENT.
4. ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE AND NATIONAL CODES THAT APPLY. ALL WORK SHALL BE IN COMPLIANCE WITH STANDARD RECOGNIZED MANUFACTURERS' RECOMMENDATIONS AND ALL OTHER APPLICABLE CODES.
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7. OWNER TO APPROVE ALL ROOFING, CLADDING, SIDING AND TRIM SELECTIONS PRIOR TO PROCUREMENT AND INSTALLATION.

SHEET KEYNOTES

- 1 EXISTING C.I.P. CONC. FOUNDATION WALL AND FTG.
- 2 EXISTING 2 STORY WOOD FRAME STRUCTURE TO BE SET ON EXISTING CONCRETE FOUNDATION
- 3 2 X 6 STUD @ 16" O.C. TYPICAL
- 4 BRIDGING AS NEEDED
- 5 CONTINUOUS 2 X 6 DOUBLE TOP PLATE
- 6 (2X8) S-P-F NO.1 INQ.2 HEADER, WITH (1) JACK STUD AND (1) KING STUD AT EACH SIDE OF OPENING
- 7 SIMPSON STRONG-TIE HDU2-SDS2.5 HOLDDOWNS, TYPICAL (6 LOCATIONS)
- 8 DOUBLE SILL PLATE AT WINDOW OPENINGS
- 9 2 X 6 RAFTER @ 24" O.C.
- 10 ROOFING SYSTEM AND STAIR ENCLOSURE SHEATHING, VAPOR BARRIER, INSULATION AND EXTERIOR CLADDING SYSTEM
- 11 EXISTING BUILDING EXTERIOR WALL FINISH
- 12 LEDGER BOARD AT RAFTER CONNECTION TO EXISTING WALL
- 13 NEW TRIPLE STUD COLUMN @ EXISTING WALL WHERE ADDITION MEETS EXISTING
- 14 CONTINUOUS TREATED 2 X 6 SILL PLATE

LEGEND

- 7/16" OSB STRUCTURAL RATED SHEATHING WITH 8d NAILS AT 16" O.C. AT PANEL PERIMETERS
- CONCRETE

ISSUE DATE	DESCRIPTION
04/30/2024	CONSTRUCTION DOCUMENTS

TYPICAL FRAMING PLANS

SHEET SIZE: 22X34

S101

Simpson Strong-Tie® Wood Construction Connectors

HDU/DTT™

Holdowns

VERIFIED ADVANTAGE
This product is preferable to similar connectors because of (a) easier installation, (b) higher loads, (c) lower installed cost, or a combination of these features.

HDU holdowns are prefabricated during the manufacturing process, virtually eliminating deflection under load due to material stretch. They use Strong-Drive® SDS Heavy-Duty Connector screws which install easily, reduce fastener slip and provide a greater net section when compared to bolts.

The DTT tension ties are designed for lighter-duty holddown applications on single 2x posts. The DTT12 is installed with nails or Strong-Drive SD Connector screws and the DTT2 installs easily with the Strong-Drive SDS Heavy-Duty Connector screws (included). The DTT12 holdowns have been tested for use in designed shearwalls and prescriptive braced wall panels as well as prescriptive wood-deck applications (see pp. 314–315 for deck applications).

For more information on holddown options, contact Simpson Strong-Tie.

HDU Features:

- Uses Strong-Drive SDS Heavy-Duty Connector screws which install easily, reduce fastener slip and provide a greater net section area of the post compared to bolts.
- Strong-Drive SDS Heavy-Duty Connector screws are supplied with the holdowns to ensure proper fasteners are used.
- No stud bolts to countersink at openings.

Material: See table

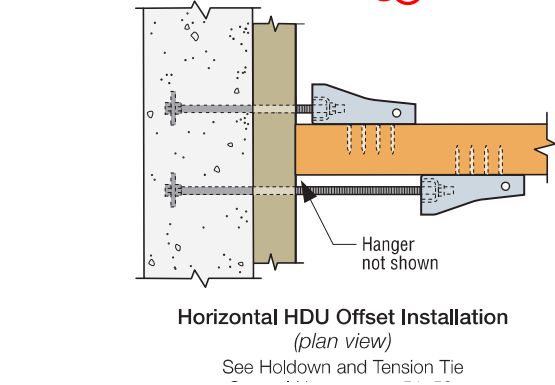
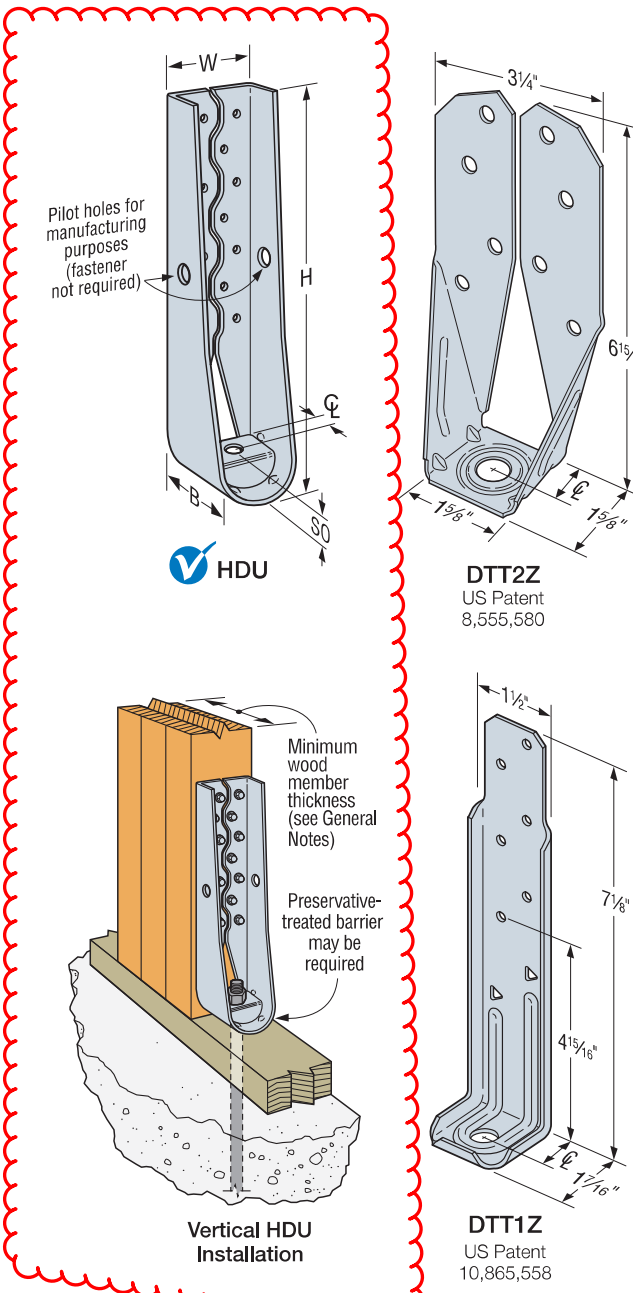
Finish: HDU — galvanized; DTT12 and DTT2Z — ZMAX® coating; DTT2SS — stainless steel

Installation:

- See Holddown and Tension Tie General Notes on pp. 51–52.
- The HDU requires no additional washer; the DTT requires a standard-cut washer (included) be installed between the nut and the seat.
- Strong-Drive SDS Heavy-Duty Connector screws install best with a low-speed high-torque drill with a 3/8" hex-head driver.
- Fasteners and crescent washer are included with the holdowns. To order replacements, order part no. SDS25212-HDU... (Fill in the size needed, e.g., HDU2.)

Codes: Codes: See p. 13 for Code Reference Key Chart

Web Applications: Visit app.strongtie.com/pfd to access our Post-to-Foundation Designer web application.



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SIMPSON
Strong-Tie

Simpson Strong-Tie® Wood Construction Connectors

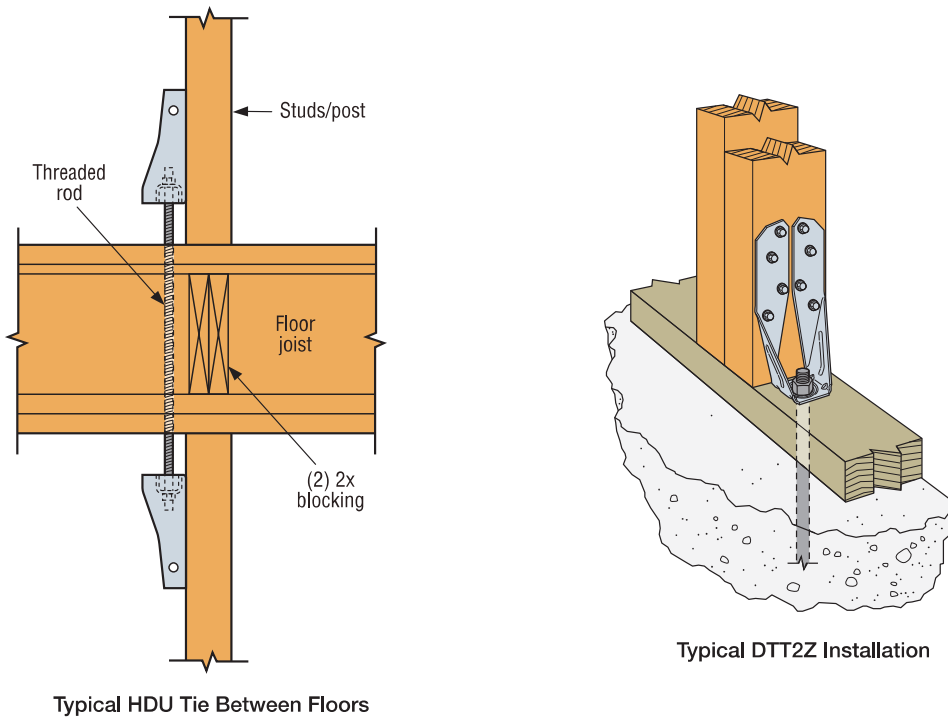
HDU/DTT™

Holdowns (cont.)

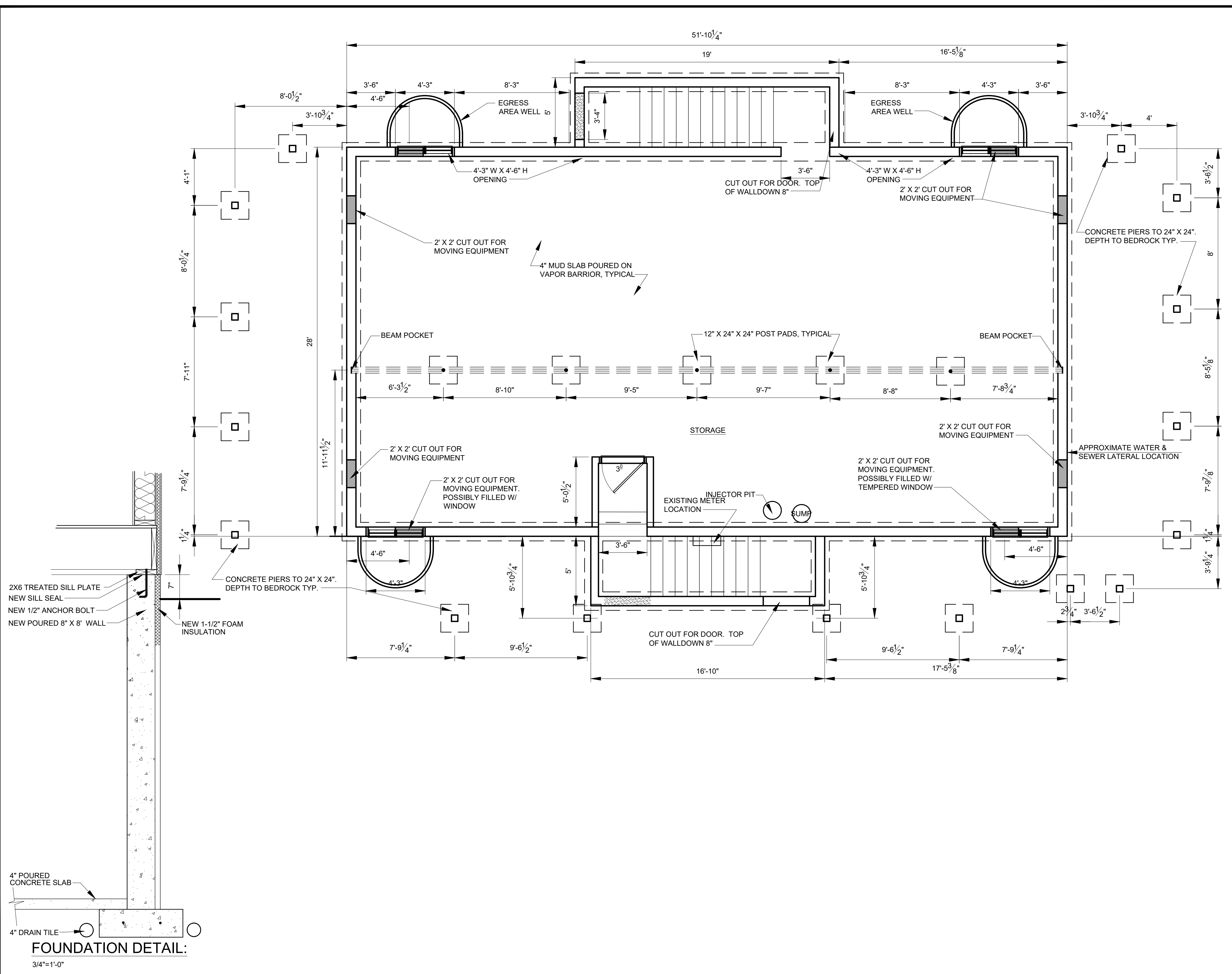
- These products are available with additional corrosion protection. For more information, see p. 16.
- For stainless-steel fasteners, see p. 23.
- Many of these products are approved for installation with Strong-Drive® SD Connector screws. See pp. 362–366 for more information.

Model No.	Ga.	Dimensions (in.)					Fasteners (in.)		Minimum Wood Member Size (in.)	Allowable Tension Loads (lb)			Code Ref.
		W	H	B	CL	SO	Anchor Bolt Dia. (in.)	Wood Fasteners		DF/SP	SPF/HF	Deflection at Allowable Load (in.)	
DTT1Z	14	1 1/2	7 1/4	1 3/4	3/4	3/4	3/4	(6) #9 x 1 1/2" SD	1 1/2 x 3 3/4	840	840	0.17	
								(6) 0.148 x 1 1/2		910	640	0.167	
								(8) 0.148 x 1 1/2		910	850	0.167	
DTT2Z	14	3 3/4	6 3/4	1 3/4	3/4	3/4	3/4	(8) 1/4 x 1 1/2 SDS	1 1/2 x 3 3/4	1,825	1,800	0.105	
								(8) 1/4 x 1 1/2 SDS		2,145	1,835	0.128	
								(8) 1/4 x 1 1/2 SDS		2,145	1,835	0.128	
HDU2-SDS2.5	14	3	8 3/4	3 1/4	1 1/4	1 1/4	3/4	(6) 1/4 x 2 1/2 SDS	3 x 3 3/4	3,075	2,215	0.088	IBC®, FL, LA
								(6) 1/4 x 2 1/2 SDS		3,075	2,215	0.088	
								(6) 1/4 x 2 1/2 SDS		3,075	2,215	0.088	
HDU5-SDS2.5	14	3	13 3/4	3 1/4	1 1/4	1 1/4	3/4	(14) 1/4 x 2 1/2 SDS	3 x 3 3/4	5,645	4,340	0.115	
								(14) 1/4 x 2 1/2 SDS		5,645	4,340	0.115	
								(14) 1/4 x 2 1/2 SDS		5,645	4,340	0.115	
HDU8-SDS2.5	10	3	16 3/4	3 1/4	1 1/4	1 1/4	3/4	(20) 1/4 x 2 1/2 SDS	3 1/2 x 3 3/4	6,970	5,995	0.116	
								(20) 1/4 x 2 1/2 SDS		6,970	5,995	0.116	
								(20) 1/4 x 2 1/2 SDS		6,970	5,995	0.116	
HDU11-SDS2.5	10	3	22 1/4	3 1/4	1 1/4	1 1/4	1	(30) 1/4 x 2 1/2 SDS	3 1/2 x 5 1/2	9,535	8,030	0.137	
								(30) 1/4 x 2 1/2 SDS		9,535	8,030	0.137	
								(30) 1/4 x 2 1/2 SDS		9,535	8,030	0.137	
HDU14-SDS2.5	7	3	25 1/4	3 1/4	1 1/4	1 1/4	1	(36) 1/4 x 2 1/2 SDS	3 1/2 x 7 1/4	10,770	9,260	0.122	
								(36) 1/4 x 2 1/2 SDS		10,770	9,260	0.122	
								(36) 1/4 x 2 1/2 SDS		10,770	9,260	0.122	

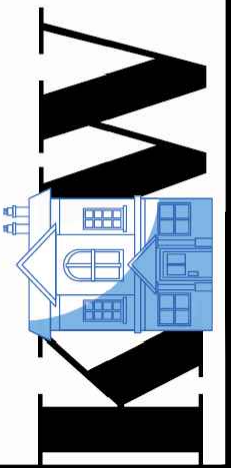
1. HDU14 requires heavy-hex anchor nut to achieve tabulated loads (supplied with holddown).
2. HDU14 loads on 4x6 post are applicable to installation on either the narrow or the wide face of the post.
3. **Fasteners:** Nail dimensions are listed diameter by length. SD and SDS screws are Simpson Strong-Tie Strong-Drive SD Connector and SDS Heavy-Duty Connector screws. See pp. 23–24 for fastener information.



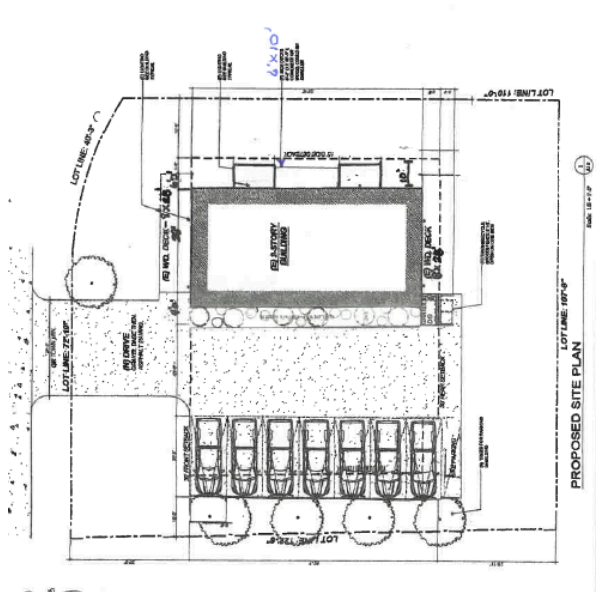
C-C-2024 ©2024 SIMPSON STRONG-TIE COMPANY INC.



SHEET NO.	DESCRIPTION:	DRAFT DATE:	PROJECT:	
			PRESERVING FOUNDATIONS LLC.	
A-1	FOUNDATION PLAN	12/3/2023	2387 AVA HOPE COURT	
			SISTER BAY, WI 54234	



KARNITZ WORKS LLC
De PERE, WI
920.359.6365
nick.karnitz@gmail.com



PROPOSED SITE PLAN

DATE: 12-1-20

1/2"

STAFF REPORT

Zoning Map Update

State Planning Law requires that within one year of the adoption of a comprehensive land use plan, decisions be consistent with that plan. What this means is your zoning map and zoning ordinance should be consistent with the plan. The first step is to update the zoning map.

I reached out to see if Bay Lake Regional Planning could help us update our zoning map. They can begin this year, and if meetings are productive, can have the map updated by early 2026. Attached is a proposed contract. The update would cost no more than \$20,000. There is money in the current budget for this project.

**CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
THE BAY-LAKE REGIONAL PLANNING COMMISSION
AND
THE VILLAGE OF SISTER BAY
(Zoning Map Amendments)**

THIS AGREEMENT (the “contract”) is entered into as of the _____ day of _____, 2025 (the “Effective Date”), by and between the Village of Sister Bay (herein called the "Village"), and the Bay-Lake Regional Planning Commission (herein called the "Commission").

WHEREAS, the Village is a member of the Commission; and

WHEREAS, the Village has requested the Commission to perform GIS technical assistance for the purpose of updating, and mapping zoned parcels; and

WHEREAS, the Commission has a professional staff qualified to undertake such work; and

WHEREAS, the project and the character of the services to be performed by the Commission hereunder are consonant with the powers it possesses and the duties and functions it is created to perform under Wisconsin Statutes Section 66.0309;

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follow:

- I. Employment of Commission. The Village hereby engages the Commission, and the Commission agrees to perform the services as outlined herein.
- II. Scope of Work to be Undertaken by the Commission.
 - A. Update geospatial parcel data as designated by the Village to reflect zoning categories;
 - B. Update the official zoning map for the village to review draft and final zoning amendments;
 - C. Provide the finalized official zoning map for the Village in digital and poster format and other zoning related maps, as needed;
 - D. The development of an interactive zoning map to be hosted by the Commission, if requested;
 - E. Provide the Village with the final updated parcel zoning geospatial data to review and edit zoning categories, as needed.

The Commission shall coordinate all its work with the Village staff and other project stakeholders. It is strictly understood that the Commission is entering into this contract at the request of the Village and the Commission’s work shall not constitute legal or financial advice.

- III. Assistance from the Village.
 - A. Work with Door County to provide the Commission with an up-to-date geospatial parcel data set;
 - B. Work with Door County to provide the Commission with parcel numbers being rezoned, as needed;
 - C. The Village is responsible for hosting and facilitating all public meetings as it relates to zoning map amendments;
 - D. Coordinate with the Commission and maintain open communication throughout the life of this contract;
 - E. Review any draft zoning map amendments provided by the Commission and provide revisions to the Commission as needed;

IV. Personnel

- A. The Commission represents that it has, or will secure at its own expense, all personnel and equipment required to perform the services under this agreement. It is distinctly understood that its personnel shall in no manner be considered employees of the Village; nor shall they have any contractual relationships with the Village.
- B. None of the work or services covered by this agreement shall be subcontracted without the expressed formal concurrence of the Village.

V. Time of Performance. This contract will be in effect as of the date first above written through January 31st, 2026, and may be extended upon the mutual agreement of the Commission and the Village.

VI. Total Cost of Services. Due to the nature and unknown extent of the project, services will be performed on a time and expense basis, not to exceed \$20,000. No other work other than that included in the finalized scope of work shall be carried out by the Commission under this agreement, unless mutually agreed upon by both parties.

VII. Reimbursement and Method of Payment. Subject to the limits set forth in Section VI, the Village will reimburse the Commission bi-monthly (every two months), after receiving an invoice from the Commission.

VIII. Termination for Convenience. The Village may terminate this contract with thirty (30) days written notice. The Commission shall be paid for actual services performed, and all project documents produced by the Commission shall be provided to the Village upon request.

IX. Force Majeure. Neither party shall be liable for any failure or delay in performing its obligations under this agreement if such failure or delay is due to events beyond reasonable control, including but not limited to acts of God, natural disasters, pandemics, labor disputes, acts of war, terrorism, or governmental actions. The affected party shall notify the other promptly and take reasonable steps to mitigate the impact. If the event continues for more than thirty (30) days, either party may terminate the agreement with payment due to services already rendered.

X. Changes. The Village or the Commission may, from time to time, request changes to the scope of work or compensation outlined in this agreement. Changes which are mutually agreed upon by and between the Village and the Commission shall be incorporated in written amendment to this agreement.

XI. Dispute Resolution. In the event of a dispute arising from this agreement, the parties agree to resolve the matter through good-faith negotiation. If unresolved within thirty (30) days, the dispute shall proceed to mediation with a mutually agreed-upon mediator. If mediation fails, the dispute shall be settled through binding arbitration under the rules of the American Arbitration Association. Each party shall bear its own costs for mediation or arbitration, and the prevailing party shall be entitled to reasonable attorneys' fees.

XII. Equal Opportunity Compliance.

- A. In performing work under this Contract, the Commission shall not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, disability, sex, physical condition, developmental disability, sexual orientation, or national origin as defined in Section 51.01(5), Wisconsin Statutes.

This commitment applies, but is not limited, to the following areas: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Commission also agrees to take affirmative action to ensure equal employment opportunities. Furthermore, the Commission shall post, in conspicuous locations accessible to employees and job applicants, notices provided by the Commission outlining the provisions of the nondiscrimination clause.

- B. Section 109 of the Housing and Community Development Act of 1974, Title I, as amended, prohibits discrimination on the basis of race, color, national origin, disability, age, religion, and sex within Community Development Block Grant (CDBG) programs or activities.
- C. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability. It provides that no otherwise qualified individual with a disability shall, solely by reason

of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance, including employment.

- D. Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age. It provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.
 - E. Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the grounds of race, color, or national origin. It states that no person in the United States shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.
- XIII. Interest of Municipal Officials and Others. No officer, member or employee of the Village or public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects their personal interest or the interest of any corporation, partnership or association in which they are directly or indirectly interested; nor shall any such officer, member or employee of the Village or other public official of the governmental unit within the Village have any interest, direct or indirect, in this agreement or the proceeds thereof.
- XIV. Assignability. The Commission may not assign or transfer any interest in this agreement without the prior written consent of the Village; provided, however, that claims for money due to the Commission from the Village under this agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Village.
- XV. Interest of the Commission. No employee of the Commission at present has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of any services identified under Section II.
- XVI. Liability. Each party to this agreement shall hold and save every other party to this agreement, their respective officers, directors, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever resulting directly or indirectly from the performance or non-conformance by the indemnifying party of services under this agreement, excluding damages resulting from the negligent or intentional acts by or acts in excess of the scope of authority of the indemnified party.

IN WITNESS WHEREOF, the Village and the Commission have executed this Agreement as of the date first above written.

Attesting Witness:

Village of Sister Bay

 Tammy Malach
 Land Information Officer

 Date

Bay-Lake Regional Planning Commission

 Brandon Robinson
 Executive Director

 Date

 Natalie Blackert
 GIS Specialist

 Date

ADMINISTRATOR'S REPORT

Based on our conversation last month about the need for housing amendments, I drafted some proposed text amendments for us to consider, along with other amendments required by statutes or mentioned throughout the year. However, I received a legislative update of some bills that may be signed into law that would be similar to what was drafted, so I am not providing them at this time. I'd rather wait and make sure what we propose matches what is approved by the state.

Attached are bills that can help with the lack of affordable housing. If these are signed into law, my amendments next month will be revised to reflect what becomes law (assuming they become law). For example, I proposed a creative way to allow accessory housing in certain districts, but if these bills become law, the accessory uses would have to be allowed in more districts, and not be allowed in new structures (my proposal allowed both existing and new development to accommodate the housing, provided the structures were compatible to the principal dwelling on the lot).

As the attached shows, there are many other code amendments we will need to address if everything on the attached becomes law.



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 Madison, WI 53703
 Phone: 608-267-2380
 Fax: 608-267-0645
 Email: league@lwm-info.org
 Website: lwm-info.org

League Summary of Housing Bill Package

Prepared on September 29, 2025, Updated on October 13, 2025

On Tuesday, September 23rd, a group of Republican legislators led by Representative Rob Brooks (R-Saukville) held a news conference in the State Capitol to unveil seven housing bills. These proposals moved rapidly through the process, with a public hearing in the Assembly Committee on Housing and Real Estate just one week later on Tuesday, September 30th. The Assembly Committee voted on these bills on Thursday, October 2nd. Many of these bills were voted on by the full Assembly on Tuesday, October 7th and are now scheduled for a public hearing in the Senate on Wednesday, October 15th. Below is a summary of each of these proposals, adopted amendments, and legislative actions on these bills.

[Assembly Bill \(AB\) 449](#) / [Senate Bill \(SB\) 473](#): Local Regulation of Accessory Dwelling Units

Rep. Goeben (R-Hobart) and Sen. Bradley (R-New Berlin)

Bill Overview:

- This bill allows each single-family residence in Wisconsin to have a permitted (by-right) use of an accessory dwelling unit (ADU). In other words, local governments may not ban ADUs.
 - An ADU is defined as a complete independent living facility for one or more persons that has a separate entrance from the existing single-family dwelling. An ADU may be within, attached to, or detached from a single-family dwelling.
- Any local ordinance shall allow at least one ADU on each parcel zoned for residential use or mixed use on which an existing single-family dwelling is located. A municipality may not require a conditional use, variance, or special review or approval to create or host an ADU.
- While ADUs may not be banned, local ordinances may be created to regulate any of the following:
 - Limit the size of an ADU to no larger than the square footage of the existing single-family structure on the same parcel,
 - Limit the height of an ADU to not greater than the maximum height allowed in the zoning district, except if the ADU is a conversion of an existing legal nonconforming structure,
 - Require that an ADU satisfy current setback and lot coverage requirements, and
 - Prohibit an ADU established after the effective date of the legislation from being utilized as a short-term rental.
- If the bill is passed and signed into law by the Governor, the new restrictions would take effect on the first day of the seventh month after publication.

Amendment Overview:

- [Assembly Amendment 1 \(AA1\)](#) clarifies that a permitted use of an ADU may only be created by converting an existing structure that is within, attached to, or detached from a single-family dwelling. In other words, a by-right ADU may not be a new structure under this legislation.

Legislative Actions:

- The Assembly Committee on Housing and Real Estate recommended AA1 for adoption on an 8-6 vote and recommended AB 449 as amended for passage on a 13-1 vote.

- AB 449 was scheduled to be voted on by the full Assembly during a floor session on Tuesday, October 7th but no action was taken. It is now expected that AB 449 may be taken up by the full Assembly during a floor session on Tuesday, October 14th.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 473 on Wednesday, October 15th.

AB 450 / SB 475: Delayed Implementation of the New Commercial Building Code

Rep. Penterman (R-Hustisford) and Sen. Hutton (R-Brookfield)

Bill Overview:

- On September 1st, the Wisconsin Department of Safety and Professional Services (DSPS) published the revised Commercial Building Code (CBC) that incorporates 2021 International Building Code (IBC) standards. This rule replaces the 2015 IBC standards as Wisconsin's CBC. While published, DSPS has delayed the implementation of these new standards to November 1st.
- This bill further delays the effective date of the new CBC incorporating 2021 IBC standards until April 1, 2026. Any plans for commercial buildings including multi-family residential that are submitted to the state or a local government delegated to review commercial building plans by April 1, 2026 would continue to utilize the 2015 IBC standards in Wisconsin's former CBC.

Legislative Actions:

- AB 450 was approved by the full Assembly on a voice vote on Tuesday, October 7th.
 - Prior to action on the floor, the Assembly Committee on Housing and Real Estate recommended AB 450 for passage on a 9-5 vote.
- SB 475 was referred to the Senate Committee on Licensing, Regulatory Reform, State and Federal Affairs.

AB 451 / SB 480: Workforce Housing Tax Incremental Districts

Rep. Armstrong (R-Rice Lake) and Sen. Feyen (R-Fond du Lac)

Bill Overview:

- Currently, options to utilize tax incremental financing (TIF) to promote housing are insufficient. With prohibitions on TIF for newly-platted residential, a 35% cap on residential in mixed-use tax incremental districts (TIDs), and a maximum of 12% of a municipality's equalized value in TIDs, TIF is a powerful tool to promote economic development but has limited utility for housing.
- This bill creates a new TIF structure for residential developments. Referred to as "Workforce Housing TIDs," these TIDs would not be subject to the 12% limit and instead would have a new 3% limit of the municipality's equalized value for these developer-financed TIDs.
- To create a Workforce Housing TID, a municipality would adopt a resolution designating the district and finding that it complies with statutory requirements on the eligible expenses and development restrictions, both of which are detailed below. Similar to existing TIDs, a Joint Review Board consisting of representatives from each property tax-charging jurisdiction in the area of the proposed district must be convened and approve the TID's creation.
- To qualify, a residential development must comply with the following characteristics:
 - The project must consist entirely of owner-occupied single-family or duplex residences,
 - The lot size must be 7,500 square feet or less for single-family residences or 15,000 square feet or less for duplex residences,
 - Lot widths must be 70 feet or less and lot setbacks must be no greater than 10 feet, and

- Single-story residences must be no larger than 1,500 square feet and two-story residences must be no larger than 2,000 square feet.
- Developer-financed eligible project costs in the Workforce Housing TID must only include costs related to the construction or improvement of infrastructure necessary for residential developments within the district. These costs may include development-related stormwater costs.
- A project plan may not be amended to increase the project costs of the TID within ten years of the unextended termination date of the district unless the Joint Review Board approves the plan amendments and cost increases by a unanimous vote. A Workforce Housing TID may not be a donor district or receive increments from donor districts in the municipality.

Amendment Overview:

- [AA1](#) makes numerous largely technical changes to AB 451, including:
 - Allowing towns with territory in a sewer service area to create Workforce Housing TIDs if the area currently has or will have sewer service in the new residential development,
 - Clarifying that Workforce Housing TIDs are not subject to the current law restrictions on the use of TIF funding for newly-platted residential developments,
 - Setting the maximum lifespan of a Workforce Housing TID to 20 years with the possibility of an extension by the Joint Review Board of up to three years,
 - Allowing duplex developments to have a lot width of up to 80 feet,
 - Clarifying the steps a municipality must take if the Department of Revenue determines that a Workforce Housing TID would exceed the 3% of equalized value threshold, and
 - Delaying the implementation of Workforce Housing TIDs to October 1, 2026.
- [AA2](#) changes the first bullet above to instead require a town to operate their own sewerage system or have a sanitary district within the town to qualify to create a Workforce Housing TID. All other changes to AB 451 from AA1 that are listed above are included in AA2.

Legislative Actions:

- AB 451 as amended by AA1 and AA2 was approved by the full Assembly on an 88-7 vote on Tuesday, October 7th.
 - Prior to action on the floor, the Assembly Committee on Housing and Real Estate recommended AB 451 as amended by AA1 for passage on a 12-2 vote.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 473 on Wednesday, October 15th.

AB 452 / SB 479: Subdivision Plat Approvals and Requirements

Rep. Kreibich (R-New Richmond) and Sen. Feyen (R-Fond du Lac)

Bill Overview:

- Chapter 236, Wis. Stats., governs approval for the platting of lands and recording of those plats. This bill makes several changes to that chapter as detailed below.
- *Sections 1 and 8* - Current law governing the purpose and intent of this chapter look, in part, to prevent the overcrowding of land and the undue concentration of population and to lessen congestion on streets and highways. This bill strikes those purpose and intent statements, instead adding statements to foster the development of a range of housing types and promote complete streets that prioritize safety, comfort, and accessibility for a range of transportation options.
- *Section 2* - This bill creates a “pre-submission conceptual review” process wherein a subdivider may request the opportunity to informally meet with a local government before they submit a preliminary plat for approval. A local government would provide their conceptual review

regarding the proposed subdivision and opinions on whether it complies with local requirements and conditions. These meetings are not binding on the local government or the subdivider.

- *Sections 3 and 4* - Current law allows a subdivider to submit a preliminary plat prior to submitting a final plat. The local government has 90 days to approve, approve conditionally, or reject the preliminary plat and explain their conditions or reasons for rejection. This bill allows a subdivider to submit preliminary plans and reports regarding sewer, water, road cross-sections, grading, stormwater, soil testing, landscaping, and street lighting along with a preliminary plat. The preliminary plat may not be rejected on the basis that the plans and reports are not final, but the plat may be approved conditionally with the conditions described in writing.
- *Section 5* - Local governments are currently allowed either to: 1) require a subdivider to install any reasonably necessary public improvements prior to preliminary or final plat approval; or 2) require the subdivider to provide security at the commencement of a project in an amount up to 120% of the total estimated cost. This bill removes the first option, thereby only allowing a requirement for financial security of public improvements. Local governments would be expressly prohibited from requiring that public improvements are installed or accepted as a condition of submission, review, approval, or recording of a preliminary or final plat.
- *Section 6* - Current law states that, upon substantial completion of public improvements, any outstanding local building permits that are related to and dependent upon substantial completion shall be released. This bill clarifies that the requirement applies to “each home site on the plat.”
- *Section 7* - The bill requires that, subject to the register of deeds office accepting an approved plat, a final plat that was approved is entitled to be recorded and the clerk of that local government shall make a certificate to that effect within 10 days of a subdivider’s request.
- *Sections 9 and 10* - The requirements of Sections 3, 4, and 5 would first apply to a plat submitted on the effective date of the legislation. The effective date would be the first day of the seventh month after publication should the bill pass the legislature and be signed into law.

Amendment Overview:

- [AA1](#) incorporates the following changes into the above sections:
 - *Section 5*: Clarifies that nothing prohibits local governments from requiring as a condition of plat approval that public improvements are installed within a reasonable timeframe.
 - *Section 6*: Clarifies that building permits must only be released if they meet the requirements of building codes, zoning ordinances, and other municipal regulations.
 - *Section 7*: Clarifies that a subdivider that requests a certificate on an approved plat must submit the required affidavits of an approved plat under current law.

Legislative Actions:

- AB 452 as amended by AA1 was approved by the full Assembly on a voice vote on Tuesday, October 7th.
 - Prior to action on the floor, the Assembly Committee on Housing and Real Estate recommended AB 451 as amended by AA1 for passage on a 13-1 vote.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 479 on Wednesday, October 15th.

**[AB 453](#) / [SB 472](#): Comprehensive Plans, Rezoning Requests, and Affordable Housing TID Extensions
Rep. Armstrong (R-Rice Lake) and Sen. Jagler (R-Watertown)**

Bill Overview:

- This bill has four main components: 1) revising the comprehensive planning statutes to require the land use element to identify densities of areas intended for future residential development; 2) making those densities regulatory if a qualifying rezoning request is submitted for those identified areas; 3) defining newly platted residential for the purposes of tax incremental financing (TIF); and 4) increasing the affordable housing TIF extension to two-years.

1) Comprehensive Planning Changes

- *Sections 1, 2, 9, 12, and 18* - When comprehensive planning statutes were first effective in 2010, local governments received grants for the completion of their first plan. As funding was insufficient to fulfil all grant requests, the effective date of the comprehensive planning requirements were delayed for local governments that applied for but did not receive a grant. These sections delete obsolete references to this two-year delay from 2010 to 2012.
- *Section 3* - Given the requirement that certain land use ordinances are consistent with an adopted comprehensive plan (often referred to as the consistency requirement), the term “consistent with” was defined in statutes. This section deletes the definition of “consistent with” from statutes. This requirement is later redefined in Section 10 of the legislation described below.
- *Sections 4 and 5* - The land-use element of a comprehensive plan already requires that certain details are analyzed in the element and included in the corresponding land-use map. This includes assumptions of net densities. This section adds a requirement that for 20 years, in five-year increments, areas in which residential land use is projected must have minimum and maximum net densities specified in residential units per acre for each area and increment. These determinations of net density must exclude wetlands, floodplains, and government-owned land.
- *Sections 6 and 7* - Current law states that while certain land use ordinances must be consistent with a comprehensive plan, the enactment of a comprehensive plan does not make the plan itself a regulation. These sections specify that the new net density requirements for land identified for future residential development in the land-use element (described in the bullet above) are regulatory in nature, though the remainder of a plan is treated the same as current law.
- *Sections 8 and 10* - Amending the consistency requirement of current law, these sections specify that an enacted or amended land use ordinance is consistent with the comprehensive plan if the ordinance permits the use expressly identified in the land use map and corresponding land use category descriptions. An ordinance is not inconsistent with a comprehensive plan solely because it permits additional land uses beyond those identified in the map and category descriptions.
- *Section 11* - If a local government enacts or amends any land use ordinance or adds land by annexation or consolidation that is intended for residential use, the local government must:
 - Ensure the comprehensive plan includes the minimum and maximum densities of future residential development in identified areas described in Sections 4 and 5, and
 - Ensure those residential net density standards are incorporated into the ordinance.

If a person submits a request for the rezone of a parcel (next section) and the minimum and maximum net densities are not included in the comprehensive plan, the local government shall amend their comprehensive plan within 180 days to include the densities. The procedures in [s. 66.1001 \(4\)](#) for a comprehensive plan, including public notice and comment, do not apply to a comprehensive plan update commenced under this process due to the compressed timeline.

2) Approval of Rezoning Requests

- *Sections 13 and 14* - In these sections, if a person submits a request for a zoning classification change required to proceed with a residential housing development and all elements described below are satisfied, the local government is required to grant the request within 60 days:
 - The proposal is for an area identified in the comprehensive plan for residential land use,

- The proposal is for an area that is contiguous to existing development,
- Either the proposal falls within the minimum and maximum net density of residences identified in the comprehensive plan for the current five-year increment or the comprehensive plan does not include the densities required under Section 5 of the bill, and
- The housing supply in the local government does not meet existing housing demand or forecasted demand within the next five years, as identified in the comprehensive plan.

If a person filing the request specifies their preference for a zoning classification in the local government's zoning ordinance and a request is granted, the land subject to that request shall be reclassified to the person's preference. If the person filing the request did not specify their preference for a zoning classification but did specify their preference for requirements including building setbacks, lot widths or frontage, lot sizes, and building sizes or bulks, those preferences shall be granted along with the least restrictive requirements in the local zoning ordinance.

Local governments may reject requests that fail to identify the proposed minimum and maximum net density of residences in the proposed development. A request may also be rejected if the local government demonstrates that a request would result in a shortage in or overburdening of public facilities in the local government or to address a significant threat to public health or safety.

- *Sections 15 and 16* - Under current law, a person aggrieved by a local government failing to approve a permit for a residential housing development may seek relief from the courts. These sections expand that relief to a local government failing to approve a rezoning request under the bullet above and entitles the person to seek recovery of court costs and reasonable attorney fees.
- *Section 17* - In this section, if a local government issues a request for proposals (RFP) for a residential development that is reasonably expected to receive water and sewer services on land that is not environmentally contaminated and no person responds to the RFP, the process in Section 14 does not apply in that local government for one year from the end of the RFP. A response under this section may include a response in writing from a developer explaining the person's economic reasons for not submitting a proposal in response to the RFP.
- *Section 22* - The new requirements for granting rezoning requests in Section 14 would first apply to a request made on the effective date of the bill (see below) if it were to become law.

3) Newly Platted Residential Definition

- *Section 19* - The legislature prohibits the use of TIF for newly platted residential development to prevent mixed-use or other TIDs from extending into greenfield development. However, a lack of clarity in the law has led to an interpretation that newly platted includes redevelopment sites where blight was removed and the land was replatted for new development. This section clarifies that newly platted residential development means the parcel has not previously been the site of permanent structures other than structures used solely for agricultural purposes. The goal is to codify the initial intent to allow redevelopment to promote additional housing options in TIDs.

4) Affordable Housing TIF Extension

- *Section 20* - Current law allows municipalities to extend the lifespan of a TID by one-year and use the increments on housing. At least 75% of the funds generated must be used to benefit affordable housing in the city, with the remaining funds used to improve the city's housing stock. This section increases the affordable housing TID extension to two years.
- *Section 21* - This section requires that all increments generated by an affordable housing TID extension are expended to purchase services or goods from for-profit entities.

5) Effective Date of the Bill

- *Section 23* - If passed and signed into law, this legislation would take effect on January 1, 2028.

Amendment Overview:

- [AA1](#) amends Section 14 to remove a requirement that the proposed area is contiguous to existing development, instead stating that the area must be adjacent to or in close proximity to existing development so the area may be reasonably served by existing infrastructure and public services.
- [AA2](#) removes Section 21 from the bill, allowing the two-year affordable housing TID extension to be utilized in accordance with current law requirements without new requirements.
- [AA4](#) amends Section 14 to remove the ability of a rezoning requester to create new setback, lot size and width, and building size requirements to fit their project. A person filing a qualifying rezoning request may still choose their preferred applicable zoning classification but may not create their own standards.
- [AA5](#) specifies that the provisions related to the net density ranges in a comprehensive plan, new consistency requirements for a comprehensive plan, and mandatory rezoning requests do not apply to a town or county. Further, this amendment requires a person filing a rezoning request to certify that the land is not subject to farmland preservation agreements or zoning or an agricultural enterprise area designation. If it is, the land may not be rezoned under this process.

Legislative Actions:

- AB 453 as amended by AA1, AA2, AA4, and AA5 was approved by the full Assembly on a 55-39 vote on Tuesday, October 7th.
 - Prior to action on the floor, the Assembly Committee on Housing and Real Estate recommended AB 451 as amended by AA1, AA2, and AA4 for passage on a 9-5 vote.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 472 on Wednesday, October 15th.

AB 454 / SB 476: Workforce Home Loan Program

Reps. Rodriguez (R-Oak Creek), Snyder (R-Weston), Knodl (R-Germantown), and Rivera-Wagner (D-Green Bay) and Sens. James (R-Thorp) and Johnson (D-Milwaukee)

Bill Overview:

- This bill creates a “Workforce Home Loan Program” at the Wisconsin Housing and Economic Development Authority (WHEDA). These loans would provide gap financing that supplement a conventional mortgage for the purchase of a new or remodeled single-family residence.
- Residents would be eligible for a loan if they have not owned property in the past three years, have an annual household income equal to or less than 100% of the county’s median income, and certain other requirements on credit score, debt-to-income ratio, and financial reserves are met.
- Loans may be issued for a period of 15 or 30 years, depending on the applicant’s income, with a 0% interest rate. These loans could be up to \$60,000, with the cap adjusted annually for inflation.
- The bill provides \$10 million from the \$525 million workforce housing fund established in the 2023-2025 State Budget to fund the four programs created by 2023 Acts 14, 15, 17, and 18.

Amendment Overview:

- [AA1](#) changes the amortization length of a loan for an applicant with an income between 80% and 100% of the area median income from 30 years to 15 years, matching the loan length in AB 454.
- [AA3](#) makes several technical changes to AB 454, including: 1) removing reference to substantial rehabilitation, meaning only new build homes qualify for these loans; 2) prohibiting WHEDA from charging any fee in connection with the issuance of a loan; 3) referencing a federal publication for determination of the area median income; and 4) clarifying WHEDA underwriting guidelines.

Legislative Actions:

- The Assembly Committee on Housing and Real Estate recommended AA1 for adoption on a 14-0 vote and AA3 for adoption on a 14-0 vote. The committee recommended AB 454 as amended for passage on a 14-0 vote. It is not currently scheduled for action before the full Assembly.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 476 on Wednesday, October 15th.

AB 455 / SB 481: Condominium Conversion Reimbursement Grant Program

Rep. Murphy (R-Greenville) and Sen. Feyen (R-Fond du Lac)

Bill Overview:

- This bill creates the “Condominium Conversion Reimbursement Grant Program” at the Wisconsin Housing and Economic Development Authority (WHEDA). This program will provide up to \$50,000 in reimbursement for costs to convert multifamily housing to condominiums.
- Eligible reimbursement grant costs for the property owner include reasonable attorney fees, state and local permitting fees, and any other cost incurred for the grant project.
- The bill provides \$10 million from the Restore Main Street Loan Program created last session.

Amendment Overview:

- [AA2](#) allows a qualifying project by a housing cooperative to qualify for the grant program.
- [AA3](#) requires the recipient of a grant to provide occupants of the multifamily housing unit being converted into condominiums the opportunity to purchase the unit they currently occupy.
- [ASA1](#) incorporates the requirements AA3 and removes “any other cost incurred for the grant project” from the list of eligible costs for grant recipients.

Legislative Actions:

- AB 455 as amended by ASA1 was approved by the full Assembly on a voice vote on Tuesday, October 7th.
 - Prior to action on the floor, the Assembly Committee on Housing and Real Estate recommended AB 455 as amended by AA2 and AA3 for passage on a 12-2 vote.
- The Senate Committee on Insurance, Housing, Rural Issues and Forestry has scheduled a public hearing on SB 476 on Wednesday, October 15th.