



PLAN COMMISSION MEETING AGENDA

TUESDAY, November 25, 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: October 28, 2025
4. Comments, Correspondence and Concerns from the Public
5. Public Hearing
 - a) Proposed Planned Unit Development & Map Amendment; Limited Access Road, East of St. Hwy. 57; Nick & Mary Deviley
6. Discussion/Action Items:
 - a) Planned Unit Development & Map Amendment; Limited Access Road, East of St. Hwy. 57; Nick & Mary Deviley
 - b) Site Plan & Architectural Review; Multi-Family Development & Park; Corner Ava Hope Ct. & Northwoods Dr.; Tim Halbrook Builders
 - c) Site Plan Review; Bakery & Coffee Shop; Stoyan Dimitrov; 2457 S. Bay Shore Dr.
 - d) New Zoning Map; Discussion No. 1
 - e) Misc. Text Amendments; Ch. 66
7. Plan Commission Chair Report
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting
 - Regular Monthly Meeting; December 18, 2025, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
- 10. Adjournment

Public Notice

For questions regarding the above agenda items or to review the related files contact Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. To submit letters in support or opposition of an agenda item that is *not* part of a public hearing, email 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.

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VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, OCTOBER 28, 2025
UNAPPROVED

1. Call to Order & Roll Call

Chair Bhirdo called the Plan Commission meeting to order on Tuesday, October 28, 2025, at 5:30 p.m. and took roll call.

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

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

Others: Kurt Harff, Nick and Mary Deviley, John Smith, Alejandra Ullauri, M Schwindenhammer, A Weiner, Cynthia Nelson, Brynn Swanson, Rachel Stollenwerk, Mary Kay Steinway.

2. Approve of Agenda

Motion by Heidler, second by Harff, to approve the agenda as presented. Motion carried – all ayes.

3. Approve Meeting Minutes: September 23, 2025

Motion by Bacsi, second by Heidler, to approve the meeting minutes from September 23, 2025, as presented. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public

Bhirdo provided an update on the conditional use permit that was granted and moved to the Village Board from last month's meeting. She explained that after extensive discussion at the Village Board meeting, the board removed the condition requiring the cottage closest to the water to have bedrooms removed and be used for storage only.

Bhirdo cited specific timestamps from the board meeting recording, noting that at 1:15 into the meeting, the applicant's attorney stated his clients agreed with the conditions. At 1:08, Geo Caris discussed the cottage by the water, stating they did not submit any plan to change either of the two structures and that she only needed to redo the main house as she wanted to retire there.

Chair Bhirdo quoted herself from the board meeting, questioning whether the Plan Commission had come up with the idea on their own, as she recalled hearing it from the applicant. She also noted that at 1:21 in the meeting, Cynthia (Geocarlis) stated she never had correspondence with Julie (Village staff) and had no personal communication with anyone before the hearing.

Bhirdo then referenced the Planning Commission meeting recording at 15:15, where Cynthia was quoted saying "our intention with the cottage by the water is to turn it into more of a boathouse and not have bedrooms. That one is extremely rustic at this point, and so our new home replaces those bedrooms. We would like to keep that building as a storage unit, kind of a boathouse for water things."

Chair Bhirdo stated she would be asking the board for reconsideration because she believed the Village Board was misled.

5. Public Hearing

a. Proposed Ord. No. 2025-013; Ch. 66; Text Amendments; P-1, CS-1, Signs

Bhirdo opened the public hearing at 5:38 p.m.

Schmelzer explained the proposed text amendments would:

- Amend section 66.0331 to allow marinas in a P-1 zoning district and establish regulations for side yards and open space
- Amend section 66.0315 to allow agri-tourism operations in a CS-1 zoning district and create related definitions
- Amend section 66.071066, 66.0711, and 66.079, and create section 66.0712 and related definitions to clarify sign regulations

Schmelzer noted the Plan Commission had previously discussed issues with outdated or confusing aspects of the code. The proposed amendments had been posted on the village website, and notices were mailed to property owners in the P-1 and CS-1 districts, as well as those that are a commercial center or multi-business development.

Hearing no public comments, Bhirdo closed the public hearing at 5:40 p.m.

6. Discussion/Action Items

a. Proposed Ord. No. 2025-013; Ch. 66; Text Amendments; P-1, CS-1, Signs

The Commission discussed several corrections to the proposed amendments:

Heidler suggested several revisions including:

- Line 15, page 10: Changing language regarding awning signage to read "signage on awning or canopy as specified above shall not count toward total signage unless a permit is required"
- Line 28, page 10: Reducing the maximum height for marquee signs from 12 feet to 8 feet
- Standardizing terminology throughout the document by using either "per side" or "per sign face" consistently

Bhirdo suggested amendments to:

- Page 10, line 33: Standardize the size limit for business signage in a commercial center to 12 square feet for both multi-tenant and single-tenant businesses
- Page 11, line 5: Reduce the maximum size for multi-use development signs from 48 square feet to 36 square feet
- Page 11, line 41: Add "orchards" to the definition of agritourism while maintaining "ranches" and "other agricultural businesses"
- Page 12, line 17: Revise the definition of "billboard" to not restrict it only to off-premise signs

Motion by Bell, second by Champeau, to recommend the proposed ordinance as presented and amended to the Village Board. Motion carried – all ayes.

b. Planned Unit Development; Nick and Mary Deviley; Approx. 17 acres east of St. Hwy 57 in Sec. 8

Schmelzer presented the proposed planned unit development (PUD) that had been initially discussed several months ago. The proposal included various housing types on approximately 14-15 acres of land. She noted that since the initial presentation, the applicants had spent time revising plans and engineering drawings to lower infrastructure costs.

The development would include:

- "A" buildings: 11 home sites with houses ranging from 700-900 square feet, with a common courtyard and 10-unit detached garage area
- "B" buildings: 8 homes, 1,100-1,300 square feet with one-stall garages in a wooded setting
- "C" buildings: 10 homes, 1,300-1,500 square feet with a common courtyard/playground area
- "R" buildings: 10 homes, 1,500-1,800 square feet
- Duplexes: 8 buildings (16 units): 1,100-1,500 square feet with attached two-stall garages

Schmelzer indicated the proposal met all PUD requirements, with only elevation views and a landscaping plan still needed before proceeding to a public hearing.

Nick Deviley explained the proposed building layout, noting the 40-foot road right-of-way with 23 feet from curb to curb, and building setbacks of 25 feet from the right-of-way. All utilities would be buried.

The Commission discussed:

- Parking requirements, with Heidler expressing concern about guest parking. Deviley agreed to address this with additional parking spots in open areas
- Potential for one-way traffic through parts of the development
- The diversity of housing sizes and types, with Heidler expressing concern about the quantity of smaller homes
- Whether the homes would be affordable for the workforce

Deviley clarified that the development was not specifically "workforce housing" but rather housing aimed at "blue collar" residents currently renting, including village workers and others in the "middle ground" who can get pre-approved for \$225,000-325,000 but cannot find suitable housing in the area. He emphasized they were not proposing low-income housing.

Several commissioners expressed support for the diversity of housing types and sizes, noting it would meet a significant need in Sister Bay.

By consensus, the Plan Commission agreed to schedule a public hearing for next month for the proposed planned unit development, contingent upon receiving the necessary elevation views and landscaping plan.

c. Site Plan/Architectural Review; Accessory Use to Existing Business; Northern Haus; 10388 Fieldcrest Rd.

Schmelzer presented the proposal from Sarah of Northern Haus, who had purchased the property next door to their wedding venue. The proposal would add a small addition for prep space, storage, and a one-bedroom unit that could serve as employee housing. The property has adequate parking. Schmelzer added for the use to be approved, it would need to be considered an accessory use to the wedding venue use on the adjacent lot, and, the two uses would need to be on one lot.

Sarah confirmed she would be willing to combine the two lots as recommended by staff to properly classify the proposed use as an accessory to the main wedding venue.

The Commission discussed the proposal, with members expressing support for the improvement to the property.

Motion by Harff, second by Champeau, to recommend approval of a development agreement to the Village Board, including the requirement to combine the properties. Motion carried – all ayes

d. Site Plan Review/Change of Use; Tavern to Retail; Two Coast Trading; Country Walk Shops, Unit 32

Schmelzer presented the proposal to convert the former Little Vegas Tavern into a retail store. She noted there were no zoning issues with the change and that there was adequate parking. Schmelzer also suggested the Commission consider amending the code in the future to streamline the process for changes to retail within a retail complex, noting the \$1,500 application fee may be excessive for such straightforward cases.

1 *Motion by Bhirdo, second by Bacsj, to approve the change of use as presented. Motion carried – all*
 2 *ayes.*

3
 4 **e. Development Agreement Amendment; Mobile Food Court; RaeAnne LLC; 10563 Country Walk**
 5 **Drive**

6 Schmelzer explained that the applicant, Mike (who was not present), had received approval for a
 7 Mobile Food Court two years ago but had made limited progress. The concrete pad from a previous
 8 shed violation had been removed, and some grading for the driveway had been done. Mike cited
 9 issues with the HOA road and family problems as reasons for the delay.

10
 11 The Commission discussed whether to grant a one-year extension or require the applicant to start
 12 the process over. Some members expressed concerns about the viability of the project. Harff raised
 13 concerns about the project's timeline, noting the applicant indicated in his letter that he hoped to
 14 get the project going in 2026 or 2027, and that he was having difficulty securing funding. Bhirdo
 15 reminded the Commission that the financial viability of a project is not within their purview.

16
 17 *Motion by Bell, second by Champeau, to extend the development agreement for one year.*

18 *Motion carried 5-1 with Harff opposed*
 19

20 **f. Site Plan/Architectural Review; Residence in Unplatted Area; Alejandra Ullauri; South Lot in a 3**
 21 **Lot CSM, Country Lane**

22 Schmelzer explained that due to code requirements, building in unplatted areas requires Plan
 23 Commission approval for site plan and architectural review. The proposal is for a single-family home
 24 with a shared driveway on Country Lane. The design met all zoning requirements.

25
 26 *Motion by Bell, second by Heidler, to approve the site plan and architectural review as presented.*

27 *Motion carried 5-1 with Champeau opposed*
 28

29 **g. Nonconforming Signage; Serenity Spring; 10560 Applewood Road**

30 Patrick, the maintenance director for Serenity Spring, presented a request to replace signage at the
 31 former Good Samaritan facility. The request was for three ground signs: one at Highway 57, one in
 32 front of Bargains Unlimited, and one at the main entrance.

33
 34 The Commission discussed concerns about off-premise signage, which is not allowed under the
 35 village code. There was discussion about which signs were essential for wayfinding versus marketing
 36 purposes.

37
 38 *Motion by Bell, second by Champeau, to approve only Sign #5 (the main entrance sign). Motion*
 39 *carried – all ayes.*

40
 41 Patrick was advised that wall signs and directional signs not visible from public roads may be
 42 permitted under different sections of the code.

43
 44 **h. Development Agreement Amendment; Basement Revision; Preserving Foundations; 2387 Ava**
 45 **Hope Court**

46 Schmelzer explained that Paula Anschutz had signed a development agreement that did not include
 47 a basement plan, but what was built had an exposed basement with walk-out access and additions
 48 to access the basement. While these met setback requirements, they were not in the approved
 49 development agreement.

1 Paula Anschutz noted that she had met with staff and understood she was taking a risk by
2 proceeding, but the village board had encouraged her to complete the project knowing she would
3 need to return to the Plan Commission.

4
5 *Motion by Bell, second by Champeau, to recommend to the Board approval of the development*
6 *agreement amendment. Motion carried – all ayes.*

7
8 **i. Proposed Contract; Zoning Map Update; BayLake Regional Planning Commission**

9 Schmelzer presented a proposed contract with BayLake Regional Planning Commission to update the
10 village's zoning map to align with the recently adopted comprehensive plan. She noted the village
11 must have the zoning map consistent with the comprehensive plan within a year of its adoption. The
12 contract would include creating an interactive map layer for the village's GIS system. The cost would
13 not exceed \$20,000.

14
15 Bell expressed concerns about the lack of a rate sheet and specific cost breakdown. Heidler asked
16 about the interactive map functionality and was told it would be incorporated into the village's GIS
17 system.

18
19 *Motion by Bhirdo, second by Heidler, to recommend the Village Board enter into the contract as*
20 *presented. Motion carried 5-1 with Bell opposed.*

21
22 **7. Administrator's Report**

23 Based on past conversations regarding the need for housing amendments, Schmelzer drafted some
24 proposed text amendments to consider, along with other amendments required by statutes or
25 mentioned throughout the year. She also noted several Assembly Bills that, if enacted, would
26 require several future code amendments and encouraged commissioners to follow the legislation to
27 ensure Ch. 54 and Ch. 66 remained compliant with statutes. She indicated that she would not
28 present amendments that would be nullified if the legislation passed, but would present other
29 amendments at the next meeting.

30
31 **8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

32 Schmelzer mentioned she would bring text amendments forward, and include the public hearing for
33 the Deviley project.

34
35 **9. Next Meeting**

36 The Commission agreed to keep the next regular meeting on Tuesday, November 25, 2025, at 5:30
37 p.m. A special meeting would be held in December.

38
39 **10. Adjournment**

40 *Motion by Heidler, second by Harff, to adjourn at 8:12 p.m. Motion carried – all ayes.*

41
42 Respectfully submitted by, Sarah Bertges, Administrative Assistant

November 11, 2025

Subject: Concerns Regarding the Dog Park Location Proposed for “Deviley” Development

Dear Members of the Sister Bay Plan Commission,

We are writing to register our concern regarding the proposed location of the dog park as shown on the Deviley Overall Site Plan that was included in the October Planning Commission meeting minutes.

First, a bit of introduction: My wife, Carol and I moved to Sister Bay about two years ago. We are full-time residents of 2303 Somerset Dr (unit N-1) in Hidden Maples. As you likely know, the condo homes in Hidden Maples essentially face away from the street. Our homes have the majority of windows facing to the rear of the homes. Our decks are also at the rear of the house. So, the proposed Deviley subdivision will effectively be closer neighbors to us than the homes in Hidden Maples that are on Somerset or Hidden Maples Dr.

We love it here, we love dogs and we love dog parks. Our concern is that the proposed dog park location will be directly off our back deck (within 25 – 30’ depending on setback). This is a very un-neighborly spot to locate a dog park. Most of us who reside on Somerset Dr have dogs, and, having a dog park in our backyard will cause great stress and agitation to our dogs. They will be continually stimulated by the proximity of the dogs in the park. This is not fair to us, who have our homes here.

And, the appearance of a chain link fence corral directly off our decks is very undesirable (and additionally un-neighborly). The design of this development project completely ignores Hidden Maples as a neighbor. The dog park and storage locations proposed are behind the homes in the proposed development but are effectively in the “front yard” of our homes.

In doing some research on dog park locations, I found a few applicable comments (note reference to the pertinent articles is in an appendix):

- 1) The ideal area will be a safe, accessible location that takes into account the needs of park users as well as the effect the park will have on neighbors and the environment. (American Kennel Club)
- 2) Do not establish a dog park immediately adjacent to residential property lines. (Program in Veterinary Behavioral Medicine Center)
- 3) Location is the first and most important consideration to take into account when planning a dog park. Ideally, you want to identify an area situated off to the side and preferably towards the back of the community. (Dooty) – Note in this case, the “community” needs to include the homes on Somerset Dr, so, even though the

proposed dog park site is towards the side/back of the development, it is in the center of our “community”.

For the reasons cited above, we are requesting that the Deviley plan should not be approved as submitted. The location of the dog park needs to be situated in compliance with the recommendations in the referenced documents listed above. Additionally, we request that greater consideration needs to be given to the greater “community” affected by this project to include the visual/aesthetic impact on the Hidden Maples residents (ie. A storage building immediately facing Hidden Maples homes J and L is, again, very un-neighborly).

Please include this letter in the agenda for the November 25 meeting. We plan to attend and will discuss and answer any questions at that time. Also, we welcome any or all members of the commission to visit us at our home to get a better perspective on the proximity of the planned development to our “front yard”.

Regards,

Bob (and Carol) Mueller

Attachments:

- Marked up Site Plan
- References



Ph Date: (02/2025) 33pm
Drawing name: V:\930\mcs\mcroun\shington boy Cb\V\2025\hu 1\2025\DonHy\19300822.Dfb.dwg
Xref: Tbx\022 Tbx200

References

“American Kennel Club” = Establishing a Dog Park in Your Community (American Kennel Club)

AKC Government Relations Department 8051 Arco Corporate Drive, Suite 100 Raleigh, NC 27613 Phone: (919) 816-3720 Email: doglaw@akc.org

“Program in Veterinary Behavioral Medicine Center” = GUIDELINES FOR ESTABLISHMENT AND MAINTENANCE OF SUCCESSFUL OFF-LEASH DOG EXERCISE AREAS Produced by: Program in Veterinary Behavioral Medicine Center for Animals in Society School of Veterinary Medicine 1 Shields Avenue Davis, California 95616 vetbehavior@ucdavis.edu

“Doody” = Ten Tips for Planning and Building a Dog Park in Your Community

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November 16, 2025

Subject: Concerns Regarding ‘Neighborly’ Relationship with Proposed “Deviley” Development

Dear Members of the Sister Bay Plan Commission,

I’m sending a second letter of concerns regarding the proposed Deviley Development adjacent to the Hidden Maples community. My original letter dated Nov 11 addresses the concern of locating a dog park immediately in our backyard. In addition to that major issue, after further review and discussions with other residents, we are apprehensive over the relationship between this proposed development and its neighbors. And, we have questions regarding some of the details of the design that may generate concerns, depending on the answers to those questions.

Regarding the relationship between the development and its neighbors:

The design is very high density. This is not a problem, per se. But it is very inconsistent with the layout of its neighbor - Hidden Maples. Hidden Maples is designed such that individual homes are spaced and oriented for maximum privacy for the residents as they enjoy their backyards, and includes many green/wodded spaces throughout. This proposed Development design does not embrace that aesthetic – the duplexes are lined up directly along the border with Hidden Maples with setbacks that do not suggest there will be any buffer between them and the Hidden Maples homes. This should not be approved as submitted. At a minimum, a buffer of evergreens (arbor vitae?) needs to be planted before the construction begins so there will be a mature buffer by the time the buildings are constructed. The similarly dense housing on Villa Dr, which borders the homes on Hidden Maples Dr, is buffered from Hidden Maples by a substantial zone of trees – see the attached aerial view file. This buffer is a good example of a “good neighbor” approach that engenders a good relationship between this densely populated street and Hidden Maples.

Regarding Additional Questions:

- 1) It’s not clear on the Site Plan how the street internal to the Development will be accessed. If the intention is to extend Applewood to connect to the Development, Hidden Maples will need to approve that before the Development can be approved by the Commission. Hidden Maples “owns” the length of Applewood that runs along the outer border of the Hidden Maples community. I do not believe Hidden Maples approval for this has been requested.
- 2) What is the result of the study of water run-off for the Development? Rough analysis of the Site Plan shows over 50% of the surface of the Development will be hard

scape or roof surface. What is the assurance that the run-off from rain and snow is adequately addressed and will not cause flooding of Hidden Maples homes?

- 3) Previous minutes reference reduced setbacks and street widths. What is the result of the Safety Commissions' analysis of adequacy for emergency vehicles (particularly fire trucks) to navigate the streets and cul-de-sacs in the Development?

Thank you for considering these concerns while evaluating the proposed Development.

Regards,

Bob Mueller

414 520-9760

Aerial View of Hidden Maples and our Neighbors



Eric & Kimberly Aschenbrenner
2305 Summerset Drive, Unit N2
Sister Bay, WI 54234

To: Sister Bay Plan Commission

Reference Subject: Concerns Regarding the Proposed Dog Park Location and Lack of Barrier Between Properties for the "Deviley" Development

Dear Members of the Sister Bay Plan Commission,

We are writing to formally express our concerns about the proposed location of the dog park as indicated on the Deviley Overall Site Plan, referenced in the October Planning Commission meeting minutes. My name is Eric Aschenbrenner, and together with my wife Kim Aschenbrenner, we own Unit N2 at 2305 Summerset Drive. We are unable to attend the Nov 25th Planning Commission meeting due to work commitments and wish to express our concerns.

After reviewing the plans presented to the commission, we have significant reservations regarding the placement of both the dog park and certain residential buildings.

Based on the current plot map, the proximity of the dog park to our property raises several issues. We believe it is situated too close, which may result in increased noise and undesirable odors from dog waste, particularly during warmer months. Additionally, the visual impact of having a dog park directly adjacent to our deck is concerning. We respectfully suggest that alternative locations within the development could better serve residents and minimize these negative effects. It is our understanding that guidelines exist for siting dog parks within new neighborhoods, some such guidelines are ideally having access from a public road and adequate screen from public roads and adjacent properties with buffers to minimize noise and visual impact and we encourage their careful consideration.

We also note the proposed location of the storage unit building on the plot map. This facility would be in direct view from nearby residences, yet homeowners did not invest in these properties to overlook a storage unit. Given the scale of the neighborhood, we believe there are more suitable locations that would take into account the existing community and distribute amenities appropriately, rather than concentrating such structures near Hidden Maples and close to established property lines.

The plot map also shows duplexes with minimal setbacks and no buffer planned between Hidden Maples and the new development, which concerns me as a property owner since our views and properties were not considered.

Consideration of all residents' perspectives is important in the planning process. Thank you for your attention to these concerns.

Regards

Eric and Kim Aschenbrenner

November 18, 2025

Sister Bay Plan Commission

info@sisterbaywi.gov

clerk@sisterbaywi.gov

RE: Proposed Planned Unit Development Public Hearing on November 25, 2025

Dear Members of the Sister Bay Plan Commission,

The Hidden Maples Condominium Association has questions and concerns regarding the proposed Nick and Mary Deviley 55-unit residential planned unit development. We would like our questions and concerns addressed at the upcoming public hearing on Tuesday, November 25, 2025, at 5:30 PM.

1. How will the development be accessed? Is the plan to use Applewood Road? Will there be multiple entrances to the development? If yes, please identify. As you know our condo association owns and maintains a portion of Applewood.
2. Are the lot lines of the development marked and what is the setback? Will there be plantings (trees and bushes) along the lot lines?
3. The dog park is very close to some of our units. Can it be moved? Will the dog park be open to the public?
4. Will the proposed playground be open to the public?
5. What type of storage unit is planned? Will the structure be visible to Hidden Maples?
6. Will the development be owner occupied, traditional rentals, or will short term rentals be allowed?

We urge the commission to carefully review the above items and consider modifications to address our concerns.

Thank you for your time and consideration of this matter.

Sincerely,

Hidden Maples Condominium Association

John Wettstein (President)

Chris Hurst (Vice-President)

Scott Burtness (Treasurer)

Tina Fox (Secretary)



Outlook

Fwd: Deviley Development

From John Reinke <jreinke5@icloud.com>
Date Tue 11/18/2025 11:35 AM
To General Admin <info@sisterbaywi.gov>

John Reinke

Begin forwarded message:

From: John Reinke <jreinke5@icloud.com>
Date: November 17, 2025 at 5:52:01 PM CST
To: clerk@sisterbaywi.gov
Subject: Deviley Development

Dear Plan Commission Members,

We are writing to express our concerns about the proposed development and the effect of a PUD designation. It appears that setback and other spacing restrictions are significantly reduced with this designation. As a neighbor in Hidden Maples, we are concerned about the placement of amenities like the dog park and storage buildings which appear to be very close to the lot line. These amenities appear to have been placed to positively enhance aesthetics of the Deviley residents but with little regard for the aesthetics of Hidden Maples residents.

The developer mentioned that the smaller sites etc. would enhance the preservation of trees in the site. We hope the PUD designation requires some type of minimum preservation to create a real commitment by the developer.

We understand the concern and goal of the Commission to increase housing but we hope it is not done at the expense of neighbors and current residents.

In addition, Sister Bay has a significant traffic and parking problem and any future development should concurrently address these issues.

Sincerely yours,

John and Mary Reinke
2285 Hidden Maples
Sister Bay
Sent from my iPad



Comment regarding Public Hearing for housing development

From Rachel Parr <rachelmparr@gmail.com>

Date Wed 11/19/2025 2:29 PM

To Sarah Bertges <adminassist@sisterbaywi.gov>; Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Hello, I am writing to voice support for the proposed housing development that is the reason for the public hearing scheduled for Tuesday's meeting on November 25th. I own the neighboring parcel where the Peninsula Aquatics Center is and this project will include an access point that is located on my property. As a direct neighbor, I fully support this project of which the outcome will be a diverse housing supply that is very much needed in our community.

Thank you,
Rachel Stollenwerk

From: [Paul Jarz](#)
To: [Julie Schmelzer](#)
Subject: DEVILEY DEVELOPMENT SISTER BAY WI- CONCERNED HIDDEN MAPLES RESIDENT
Date: Wednesday, November 19, 2025 4:32:10 PM

Dear Plan Commission,

November 19, 2025

My name is Paul Jarzombek and I live in the Hidden Maples subdivision in Sister Bay at 2307 Somerset Drive UNIT O-1. I have seen the plans for the Deviley Development and would like to voice my concern that the plans NOT BE APPROVED as they currently stand. I am not against progress and development, however the plans call for many units to be very close to our subdivision and to the back of my home and many others in the Hidden Maples neighborhood.

Furthermore, it does not appear that any natural cover or foliage will be included to provide privacy and noise/esthetic barrier between the new units and our units. A dog park is proposed and where it is suggested to be located will be an eye sore, cause commotion with our dogs in our neighborhood, and could provide a bad smell especially during the summer months.

It seems obvious to me that maximum ROI is the main consideration for this new development, and I seriously doubt it will be done in the natural and tasteful spirit of the Door County area which is why we all want to live in Sister Bay to begin with.

I urge you to make the developers re-work their plan to take the Hidden Maples neighbors into account, to move or do away with entirely the dog park concept and to generally reduce the number of units that are planned for the Deviley Development. As proposed it is going to cause an ugly over-crowded feel to that area of Sister Bay and completely disregard the tax paying residents of Hidden Maples who already live in a lovely, quiet and peaceful community. Simply put, we were here first.

Thank you for your consideration on voting NO to the Deviley Development Plan as it stands currently at your meeting of November 25, 2025.

Best regards,

[Paul Jarzombek](#)
2307 Somerset Drive Unit # O-1
Sister Bay, WI 54234
Tel: (630) 417-8181
PaulJ@LRinternational.com



Outlook

Fwd: Letter

From PAM ABSHIRE <abbelu@msn.com>**Date** Thu 11/20/2025 8:40 AM**To** Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>**Cc** Sarah Bertges <adminassist@sisterbaywi.gov>

Sent from my iPhone

Begin forwarded message:

From: PAM ABSHIRE <abbelu@msn.com>**Date:** November 20, 2025 at 8:10:19 AM CST**To:** MaryKay Shumway <shumway.mk@gmail.com>**Subject:** Letter

Village board members,

I am writing this letter to express my concern in hopes that the planning commission, and eventually the sister Bay Village board will act on the proposal for future affordable home development.

As I reflect as I am writing this letter, I am recalling my short time on the board before our jobs took my family out of the area. I was a part of the board when the 42 expansion and the burying of the powerlines came through. At that time, housing and specifically affordable housing was a continuing issue. I remember seeing proposed plans for commercial and for some housing. any thoughts at that time were, oh my gosh, look at all that growth. We are now at that point, where that growth is going to happen whether we wait if to or not and it's how we act on it that will bring better results. Having lived in the Green Bay area for the past 10 years, I have seen so much growth in residential and apartments, and it will happen. It is now on your hands how you want it to happen and how you can positively affect it.

Here is an opportunity for the community to grow in a positive way. Providing housing solutions to the middle class working people, such as law-enforcement, postal workers, nurses, and the people that keep this community running in the gift shops and restaurants. Everyone has different situations and needs which we don't know. It is always been the American dream to have home ownership, there is pride in that. When someone takes pride in what they have and what they do, it is like good energy that is being reflected upon the community. The reflection on the community can be through volunteering, or other contributions.

I have personally been wanting to move back to the county for a few years. I am finding that my dreams of that is getting harder and almost impossible financially, and I have excellent credit and a great job and cash to spend.

Please consider approving the proposed plan, so that people have an opportunity at affordable home ownership. Invest in people so they can invest in themselves in the community.

Thank you for your consideration,

Pamela Krause Abshire

Sent from my iPhone



Outlook

Proposed Development of a Planned Unit Development by the Deviley

From Carol M <cmull226@gmail.com>

Date Thu 11/20/2025 1:16 PM

To General Admin <info@sisterbaywi.gov>

RE: Public hearing November 20, 2025

At this time, we do not object to the proposed development of the land behind our property. As stated in the current proposal by Nick and Mary Deviley.

Jim and Carol Mullaney
10470 WI-57, Sister Bay, WI 54234
920-421-0683



PLAN COMMISSION NOTICE OF PUBLIC HEARING

Public Notice is hereby given that the Sister Bay Plan Commission will hold a public hearing on Tuesday, **November 25, 2025**, at 5:30 PM, or shortly thereafter, for the purpose of considering a Planned Unit Development and amendment to the Village of Sister Bay Zoning Map. The purpose of the public hearing is to obtain comments and input from the public on the proposed development and map amendment. 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 proposal is as follows:

Nick and Mary Deviley propose a 55-unit residential planned unit development consisting of 39 single family residences and 8 duplex buildings, courtyards, playground and dog park on approximately 15 acres east of State Highway 57, accessed off a limited access road connecting to Highway 57. The property is zoned Multiple-Family Residence (R-2). If approved, the Zoning Map will be amended from R-2 to Planned Unit Development Overlay (PUD).

In addition to testimony presented at the hearing, written correspondence will also be accepted until 3:00 PM November 20, 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 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

DEVILEY PUD

As discussed at the last meeting, the Devileys propose a planned unit development (PUD) on approximately 15 acres of land they own east of Highway 57, south of Hidden Maples Condominium. The site would be served by a limited access road accessing Highway 57 (this road had been discussed in spring). The Plan Commission reviewed the proposal and agreed to forward the matter to a public hearing. Attached is the Devileys application and plans.

After Mr. Deviley received feedback from the condominium to the north, he revised his site plan to (the revised plan is the last page of the attached):

- Clarify the free-standing garages are not storage buildings, but garages for the owners of the small homes at the northeast end of the property
- Relocated the dog park to the south end of the property near a stormwater pond
- Indicate the proposed easement for a requested future trail is 'reserved'
- To show the vegetation separating the property from the adjacent parcels, he submitted the following
photos: https://tours.badgerskytography.com/tour/MLS/OrchardDrive_SisterBay_WI_54234_752_426884.html

The roads serving the interior of the development are private roads (a cul de sac and a 40' wide private road). This is typical of a multi-home development – the roads in the Hidden Maples Condominium, to the north, has 20' wide platted roads.

A 40' setback is required from a front yard, and if a public road, the setback is 60' from the centerline. The PUD does not have individual lots, so there actually are no public or private roads abutting the area where the homes will be built. All roads, except the cul de sac, although private, will be built to village specifications.

If the village also required setbacks from the 'hypothetical' building lot lines (building envelope) to the private roads, for those fronting on the potentially public road, the building envelope would be as close as 45' to the centerline of the road. These 'potential' setbacks were reviewed at last month's meeting and the Plan Commission supported the setbacks proposed, noting the actual buildings may be further from the road than the building envelope. These setbacks are consistent with other setbacks in the area – based on our file, the condominium to the north has buildings as close as 25' to the platted edge of the road (the interior roads and that portion of Applewood Road that is private), or 40' to the described centerline.

The building envelope for each building site will be setback as close as 43' from the lot line to the north (where condominiums abut the lot line, building envelopes will be 58' from the lot line) and as close as 10' from the lot line to the east. The code requires a 30' rear yard and a 10' side yard. This too is not uncommon – the condominium to the north is approximately 22' from the common lot line, as close as 10' to the south lot line, and 20' to the east lot line.

The allowed density for the development is 55 units; allowed density is 87.

PLANNED UNIT DEVELOPMENT PROPOSAL

We, Nick and Mary Deviley, Developers, in partnership with Portside Builders, with engineering provided by Stantec Consulting, propose a 55 unit planned unit development on parcels 181 00 08312813G and 13 D, which is approximately 14.6 acres in size.

The development would consist of 39 single family residences and eight duplex buildings with courtyards, playground, small dog park, and easements for future road and trail connectivity. This proposal aligns with the Village's Comprehensive Land Use Plan which shows the property as being used for residential purposes (Map 7.2), and, aligns with the plan's housing goal (p. 11) to "encourage sustainable housing development in areas where it [housing] is needed and can be done in an environmentally conscience and cost-effective way". We propose a development that follows the design purposes of the Village's recently adopted 'cluster design' style development which serves to preserve natural features, build narrower roads, and cluster development and housing to preserve land and reduce infrastructure costs.

Plan Details

Zoning District: R-2. A Planned Unit Development is an allowed use provided the lot is at least one acre in size.

Lot size: 14.6 acres

Allowed Density: 90 units

Proposed Density: 55 units

Required Green Space: 60%

Proposed Green Space: 62.47% (green space is actually higher knowing buildings won't cover the entire building envelope shown on the plan)

The development will be accessed off a limited access road (reviewed by the Plan Commission April 22, 2025). The road connects directly to State Highway 57, just north of the new aquatic center via a narrow road (just under 30'). The property is to be served by a 40' wide roads throughout the development, with a narrower road in the 'A' building section, with a rolled curb typical of the 'skinny streets' movement designed to reduce infrastructure costs and slow traffic. Streets would be private, two-way with parking restricted to one side of the road, and designed so they could be transferred to the Village, if proposed and accepted. Parking areas are sporadically located throughout the development to provide extra off-street parking.

All electricity is to be buried, as are the propane tanks. Streetlights appear at intersections, as required by Chapter 54, and replicate the lamps utilized on the Village's public streets.

The development would be on public sewer and water, being served from the infrastructure in place near the access road. Fire hydrants would be installed per code.

Setbacks have been reviewed and approved by the Plan Commission (October 28, 2025). Building envelopes are designated on the attached plan and all building development is to occur within the designated envelope.

Landscaping includes a variety of trees along the perimeter of the development where no trees currently exist (the east border), and, one tree per 40 feet parallel all roads.

The site plan includes one foot contours and illustrate a fairly level site; two stormwater ponds would be installed to capture potential runoff.

Home Sizes and Styles

There are to be 'pockets' of home sizes and neighborhoods to choose from. Buyers have a choice between several floor plans and styles to ensure that no two homes are identical, as diversity is required by code and critical to pride in home ownership.

'A' Homes: The housing offered in the development will consist of 11 homes between 700-900 square feet. These homes are either one- or two-bedroom, one bathroom, and do not have a garage (there is a separate building used as garage space). This 'neighborhood' of smaller, more affordable homes is to be located at the northeast corner of the property, have a narrow street, and will have its own courtyard.

'B' Homes: These homes are located at the west end of the development, near the entrance to the development, and are in a wooded setting. These homes are 1100-1300 square feet and all are two bedroom, two bath, with an attached garage. There would be 8 such homes.

'C' Homes: 'C' homes are just west of the 'B' homes and the 10 homes would encompass a courtyard and playground. The homes are 1300-1500 square feet, and offer ranch or two-story homes all with attached garages. Ranch homes are two bedroom, two bath; two story homes are three bedroom, two bath.

'R1' Homes: There would be 10 homes, both ranch and two-story, all three bedroom, two bath with attached garages. Sizes range in size from 1500-1800 square feet. These homes are to be built along the east/southeast perimeter of the development.

'Duplex' Homes: Duplexes range in size from 1100-1500 square feet, all being ranch in design, two bedroom, two bath, most having attached garages.

Project Costs

The following is an estimate only. Once approved and bids solicited, the costs will be refined.

- Infrastructure & Land: \$2,813,000
- Building Costs: \$16,050,000

We do propose to request an incentive through the Village's Tax Incremental Financing District, either through a direct incentive or through the 'pay as you go' option afforded in a TID. We are also closely following pending legislation that can help offset infrastructure costs.

It is anticipated the buildings will bring \$19,310,000 in tax value.

Organizational Structure

The development would be served by a Homeowners Association (HOA). Owners would be responsible for their own building maintenance (e.g. new roof) and limited common elements. There will be common elements (courtyards, for examples) and limited common elements (area the owner is responsible for), much like a condominium declaration. A small annual fee is charged for insurance, common areas, and roads. Owners can pay additional for the property maintenance in their limited common elements. Each owner has one equal undivided interest in the common elements as a tenant in common with all other unit owners, and except as provided by the Declaration and by Wis. Stats. §703.14.

The initial registered agent for service of process shall be Paul G. Shefchik, 3835 Sand Bay Ln., Sturgeon Bay, Wisconsin 54235. Change of agent for service of process may be accomplished by resolution of the Board of Directors of the Unit Owner's Association and upon proper filing of said name with the Secretary of State for the State of Wisconsin.

The HOA bylaws, at a minimum, will prohibit dogs from running at large; outside storage of unlicensed or inoperable vehicles and household items; and prohibits the leasing of any unit for less than four contiguous months.

Phases of Development/Timeline

- Plan Commission Approval: November 25, 2025
- Village Board Approval: December 16, 2025
- December 16, 2025-May 1, 2026: Secure all state and DNR approvals
- May 1, 2026: Begin Phase 1 infrastructure
- Provided sales have reached one third of all units, May 1, 2028: Begin Phase 2 infrastructure

- Provided sales have reached two thirds of all units, May 1, 2030: Begin Phase 3 infrastructure
- Projected development completion: December 31, 2031.

Summary

In summary, we are trying to help meet the housing demand identified in the 2024 Village of Sister Bay Housing Study, improve the quality of life for our fellow residents by providing an opportunity for them to own their own home, while designing a development that compliments the natural features of the land.

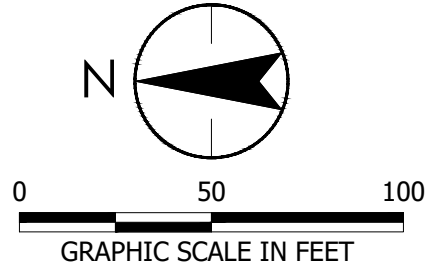
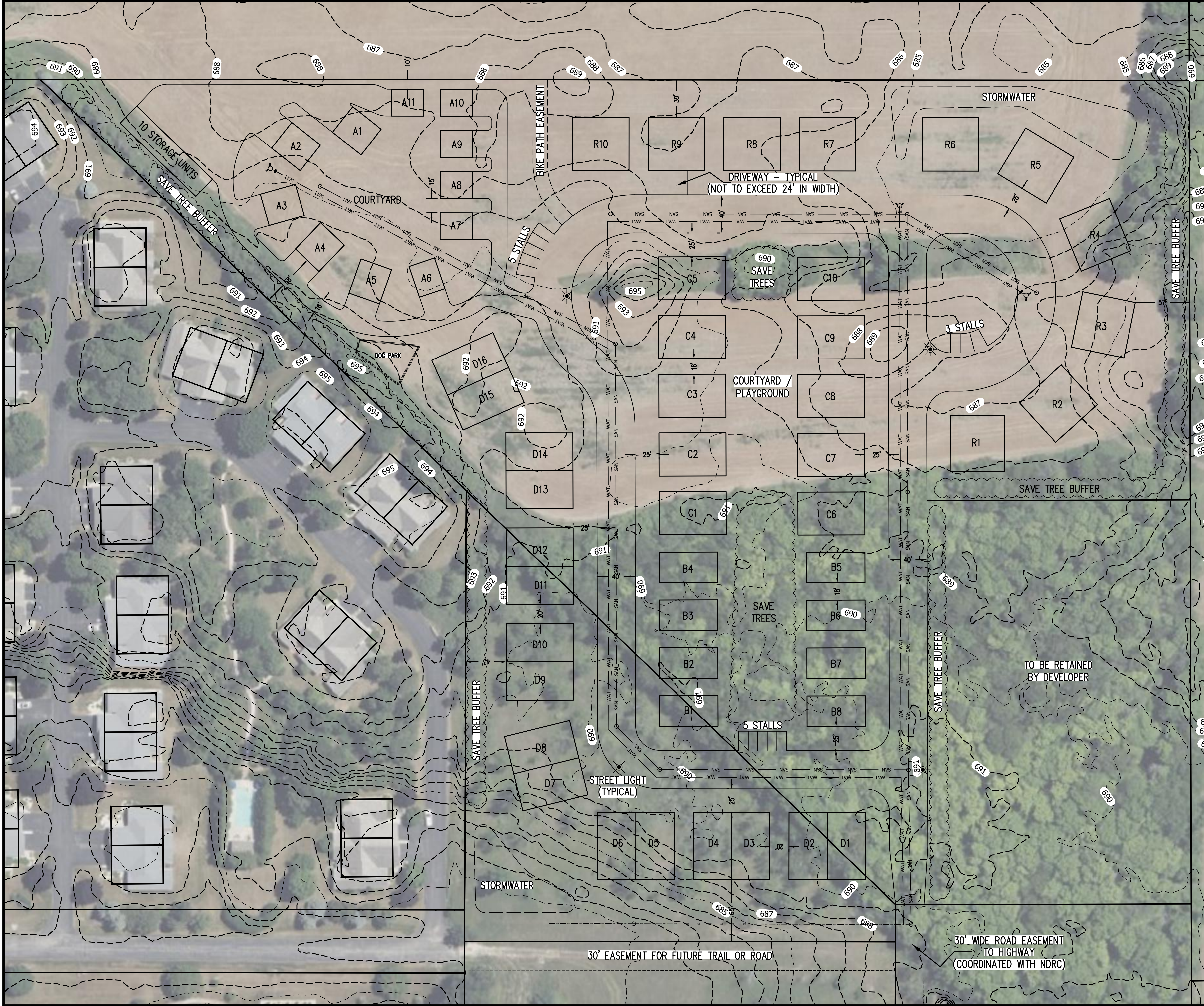
The project must be phased and built as home sales occur, but it is anticipated the demand will be high and the project will be completed well within the six-year time frame proposed.

We look forward to working with the village on this project, and are optimistic the village can use their TID monies, or future TID programs, to help offset infrastructure costs, which in turn will allow us to provide homes at a faster rate.

Submitted by Nick & Mary Deviley
November 5, 2025

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. DIMENSIONS SHOWN ON THIS DRAWING ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 11/03/2025 - 4:01pm
Drawing name: \\N:\198\miscellaneous\Sister Bay CAD\7-2025\11-2-2025\Devilev\19803892_DES.dwg
Drawn: Devilev, B. 10/20/25



LABEL	QUANTITY	SIZE
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'

DENSITY CALCULATIONS

TOTAL ACREAGE	=	15.0±
TOTAL UNITS	=	55
DENSITY	=	3.67 / ACRE

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, WITH 20' WIDE ASPHALT SURFACE. PARKING TO BE LIMITED BY SIGNAGE TO ONE SIDE OF THE ROAD.
7. REFER TO SEPARATE LANDSCAPE PLAN FOR TREE PLANTING SCHEDULE.
8. STREET LIGHTS TO BE STERNBERG (MAIN STREET SERIES) TYPE S1.



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

OVERALL SITE PLAN

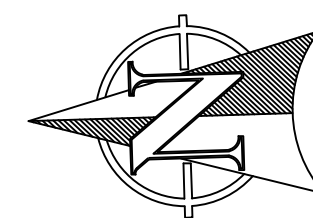
DEVILEY

SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE

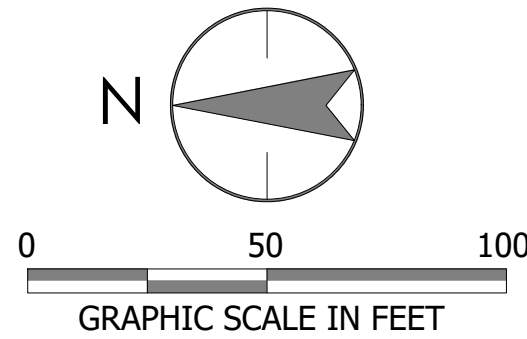
November 3, 2025

NO REVISION DATE



Tree Planting Plan

Plant Key		
Symbol	Quantity	Common Name
	112	Dark Green Arborvitae (5' B&B)
	28	White Pine (6' B&B)
	28	Snowcap Japanese Lilac (2" B&B)
	24	Bartlett Pear (#10)
	20	Armstrong Maple (2" B&B)
	22	Fall Fiesta Sugar Maple (2" B&B)
	28	Northern Red Oak (2" B&B)
	35	Autumn Blaze Maple (2" B&B)



30' WIDE ROAD EASEMENT
TO HIGHWAY
(COORDINATED WITH NDRC)

“A” Plans (11 total)

±700 s/f to ±900 s/f

1 Bedroom / 1 Bath

2 Bedroom / 1 bath

Common Courtyard

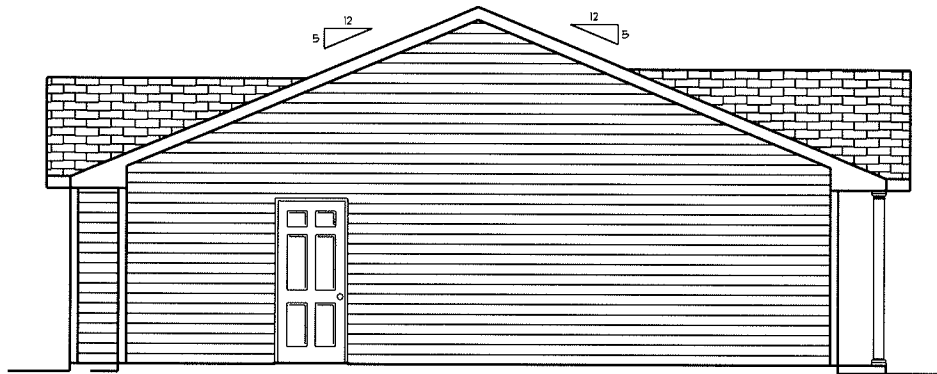
10 Unit Detached Garage

708 SQ.FT. @ 1ST.FLOOR

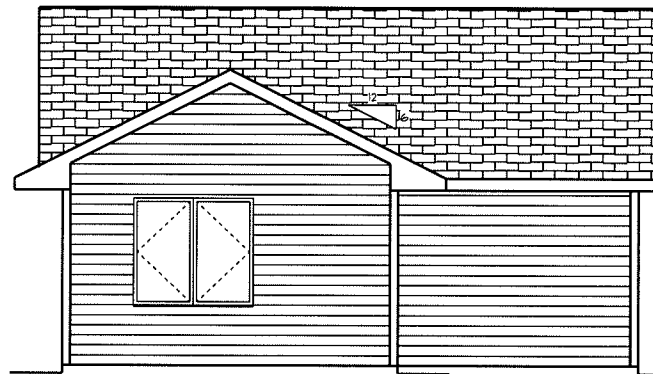
1 BEDROOM



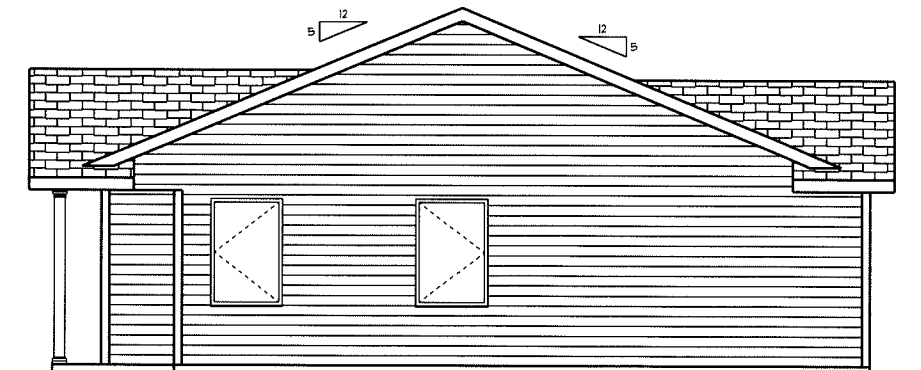
FRONT ELEVATION



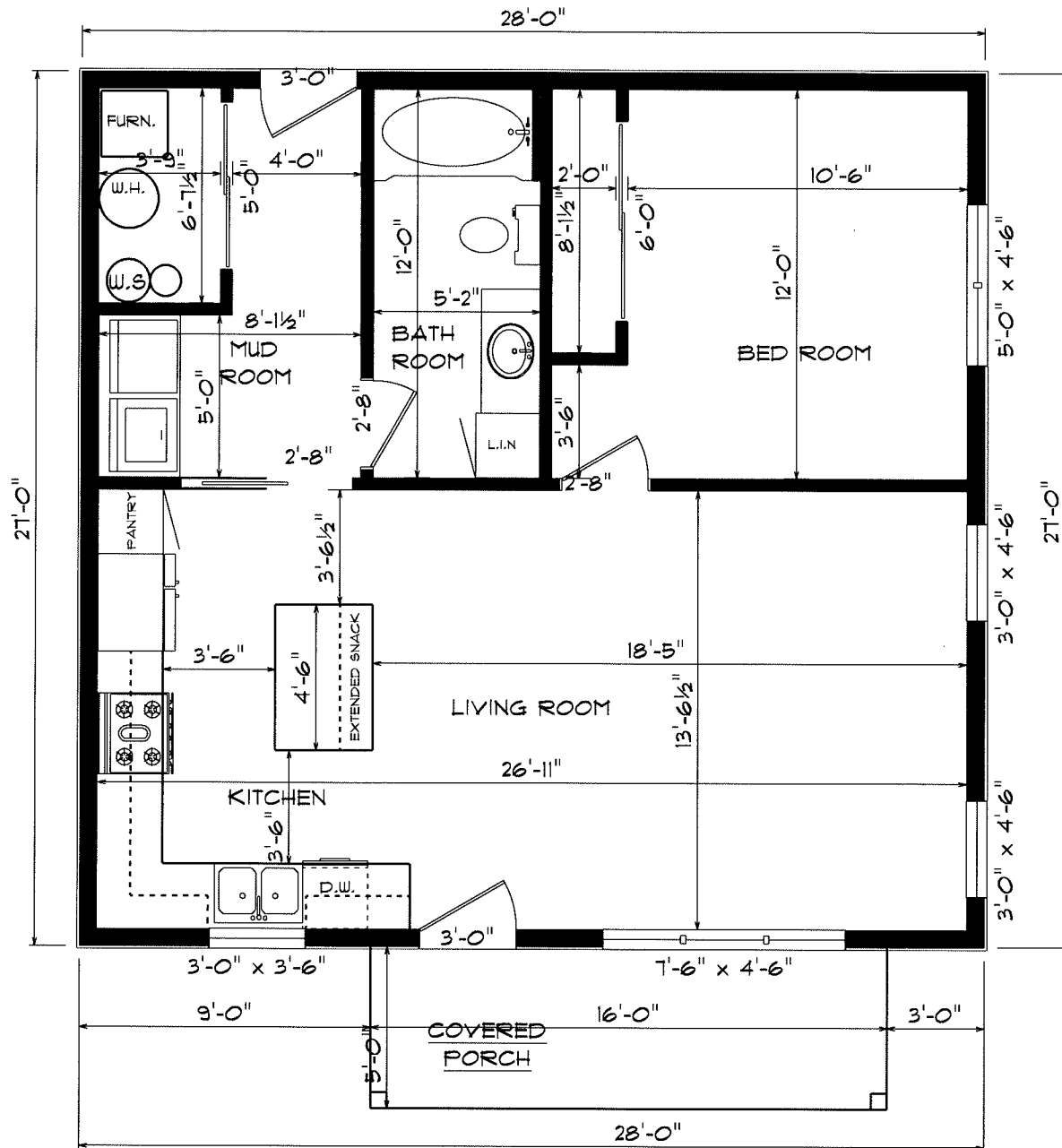
LEFT ELEVATION



BACK ELEVATION



RIGHT ELEVATION



FIRST FLOOR PLAN

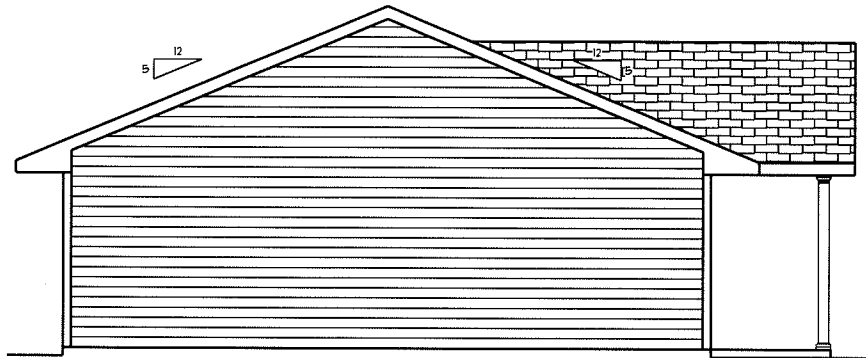
756 SQ.FT. @ 1ST.FLOOR

1 BEDROOM

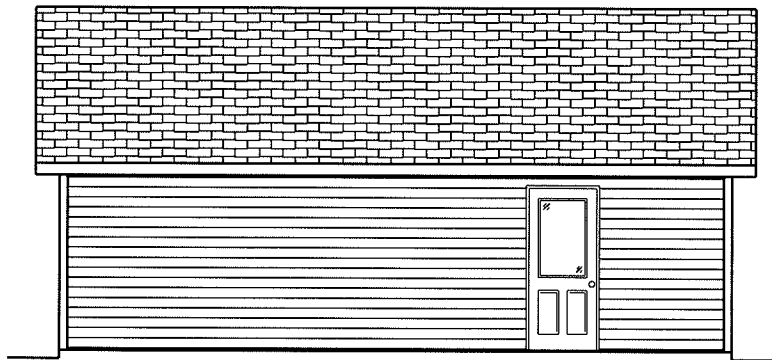
756 SQ. FT. HOUSE



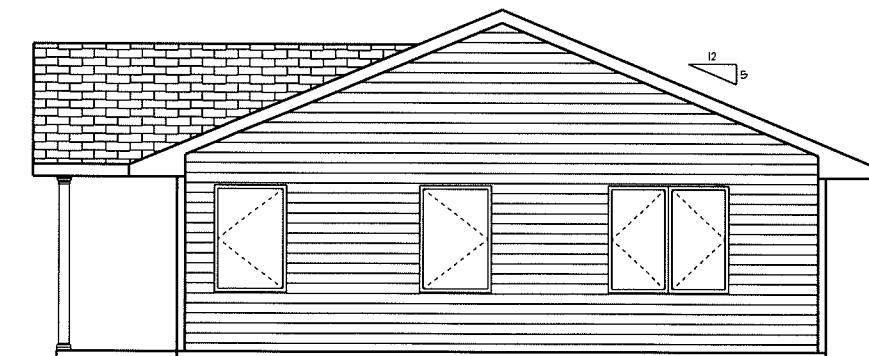
FRONT ELEVATION



LEFT ELEVATION



BACK ELEVATION



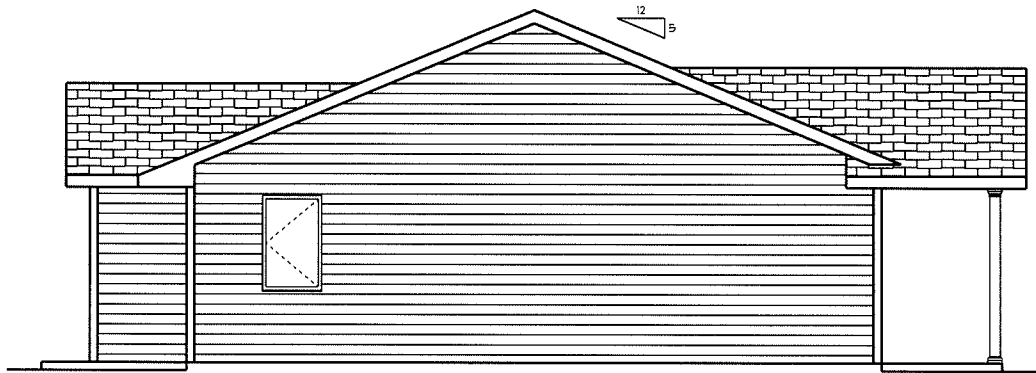
RIGHT ELEVATION

2 BEDROOM

710 SQ. FT. HOUSE



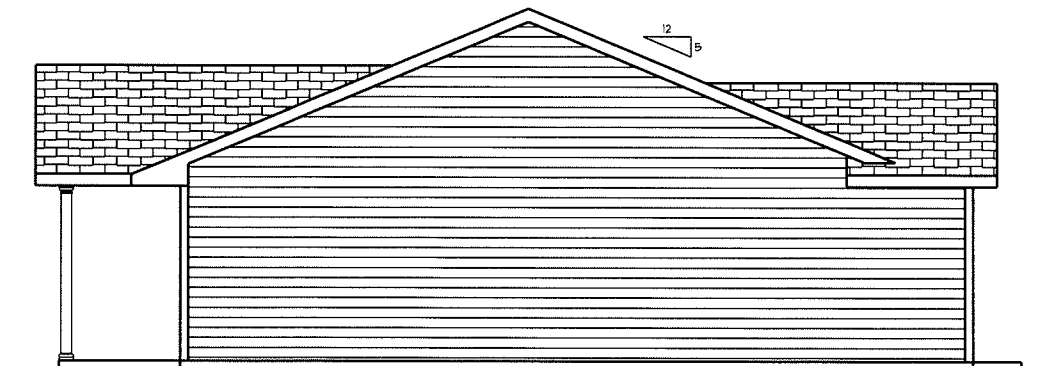
FRONT ELEVATION



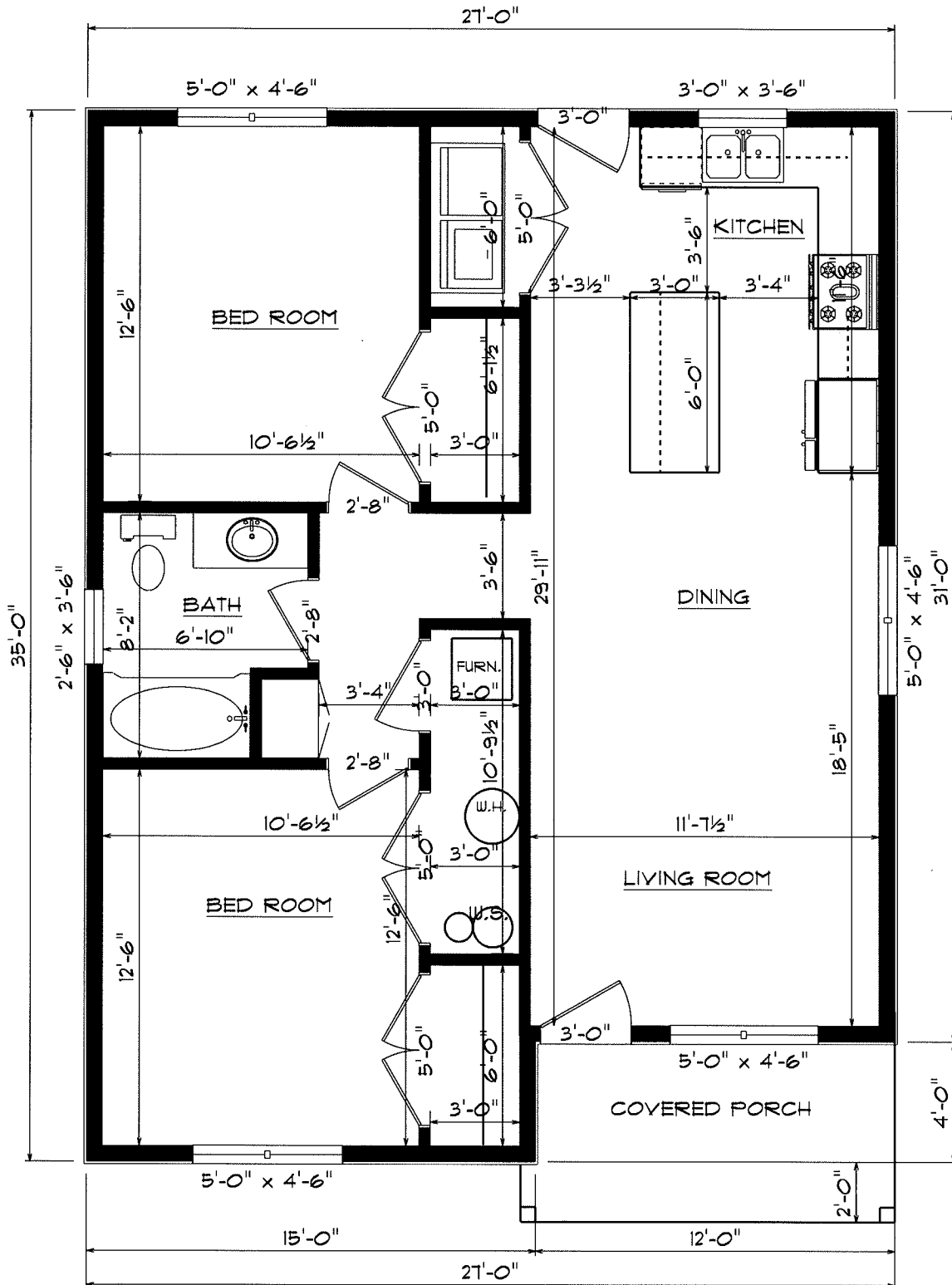
LEFT ELEVATION



BACK ELEVATION



RIGHT ELEVATION



FIRST FLOOR PLAN

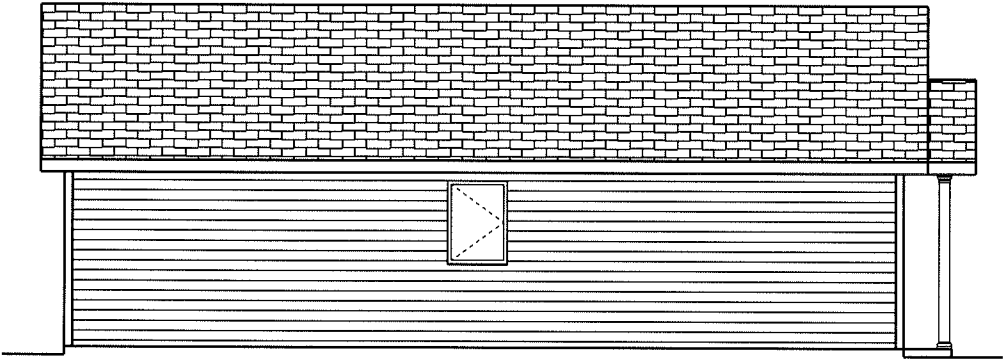
897 SQ.FT. @ 1ST.FLOOR

2 BEDROOM

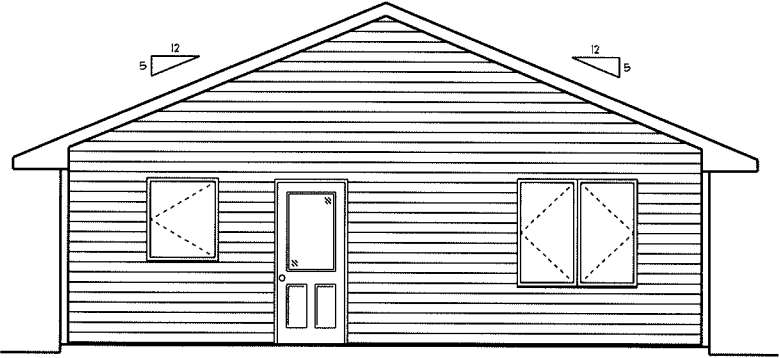
897 SQ. FT. HOUSE



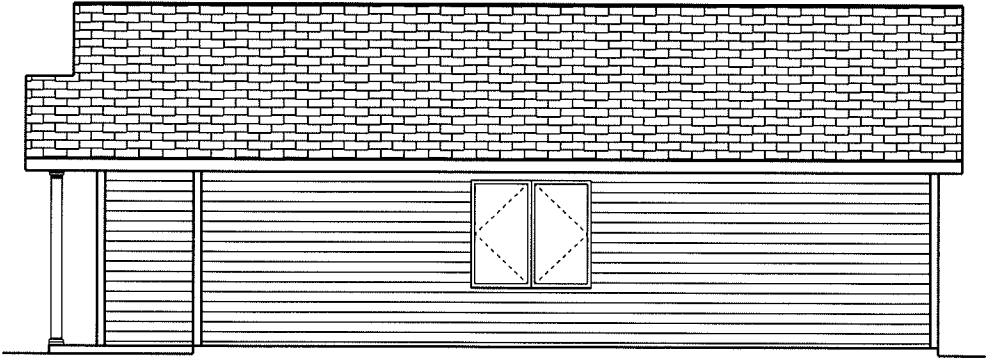
FRONT ELEVATION



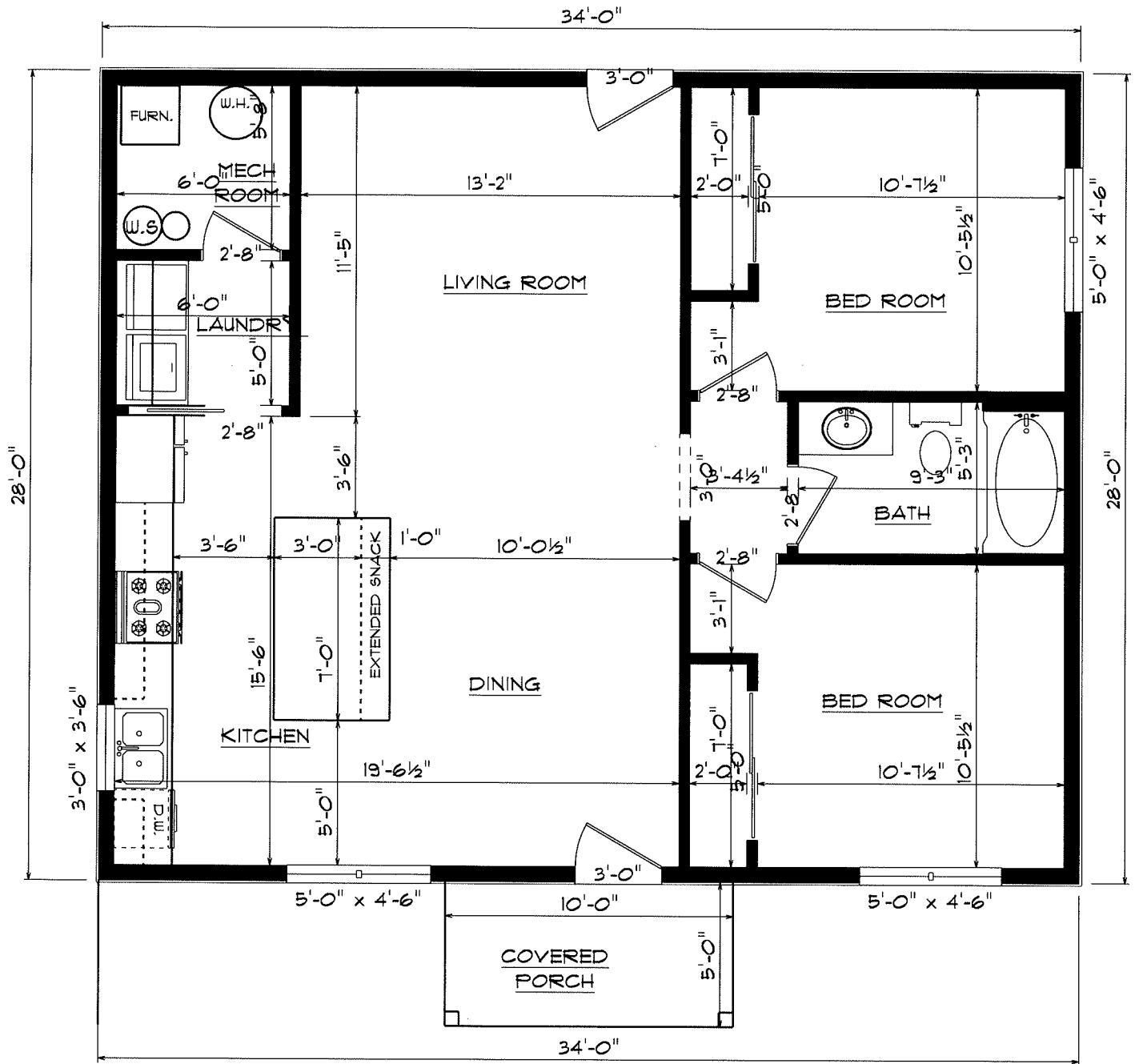
LEFT ELEVATION



BACK ELEVATION



RIGHT ELEVATION



FIRST FLOOR PLAN

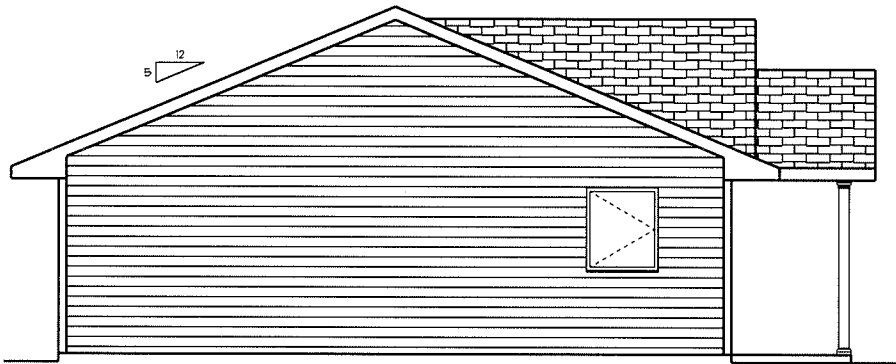
952 SQ.FT. @ 1ST.FLOOR

2 BEDROOM

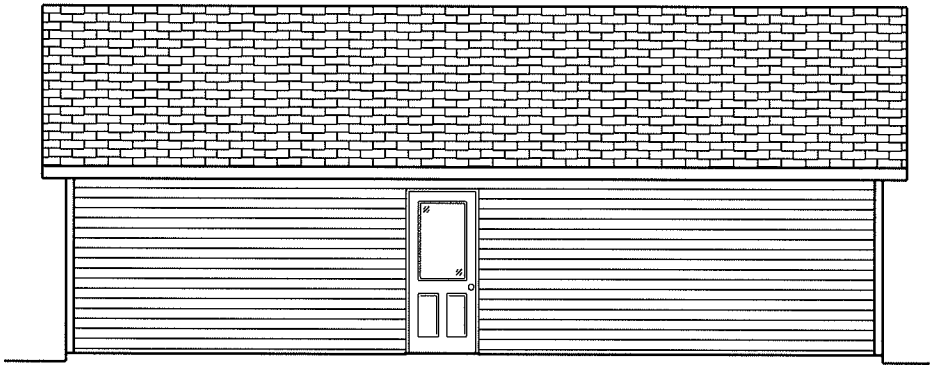
952 SQ. FT. HOUSE



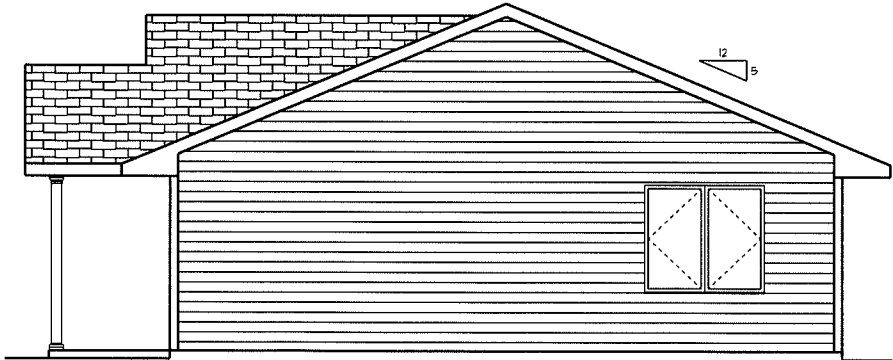
FRONT ELEVATION



LEFT ELEVATION



BACK ELEVATION



RIGHT ELEVATION

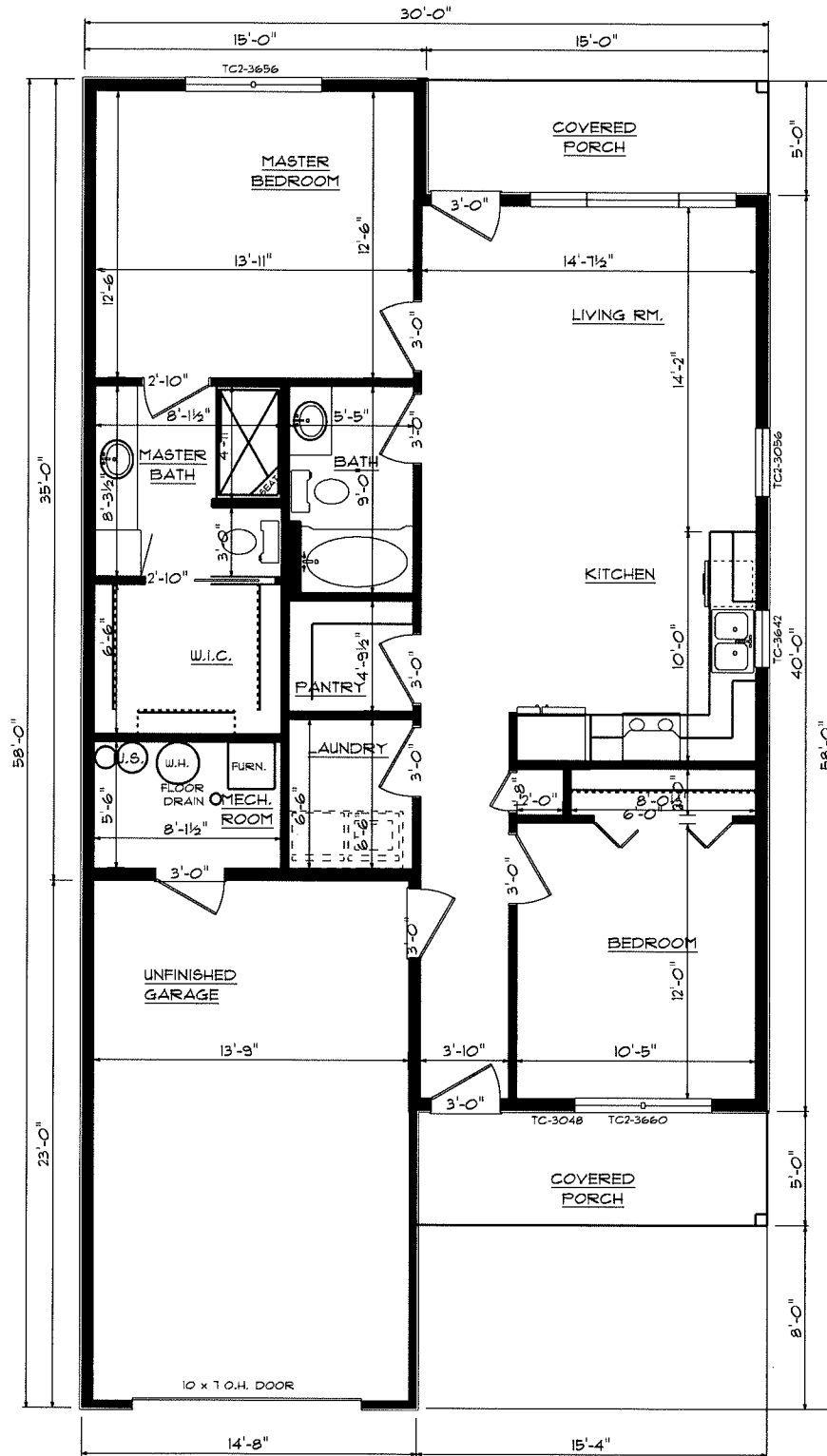
“B” Plans (8 total)

±1,100 s/f to ±1,300 s/f

2 Bedroom / 2 Bath

Attached 1 Stall Garage

In a Wooded Setting



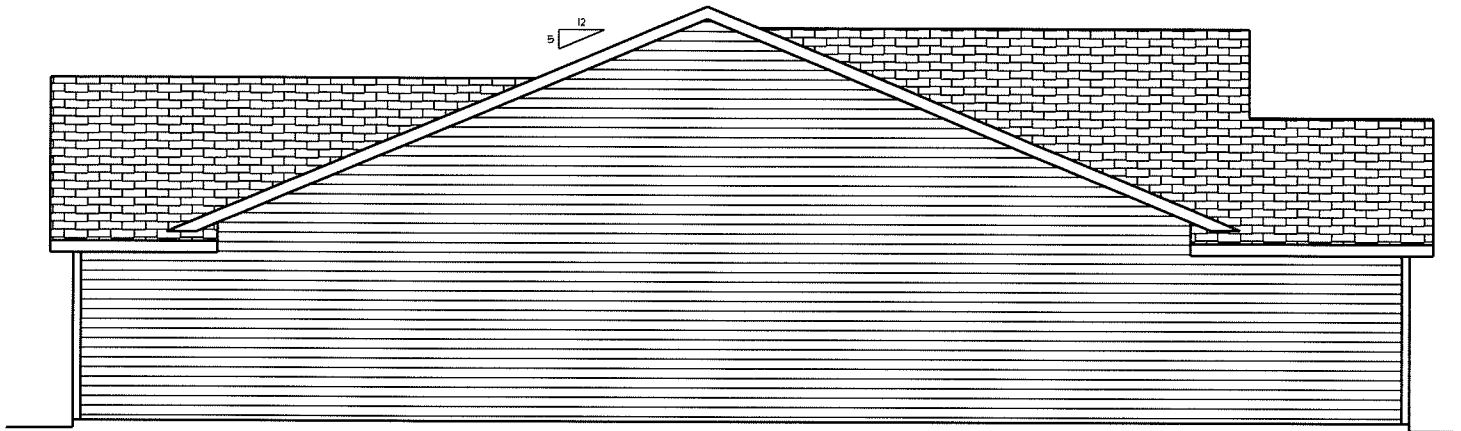
FIRST FLOOR PLAN

1,132 SQ.FT. @ 1ST.FLOOR

2 BEDROOM



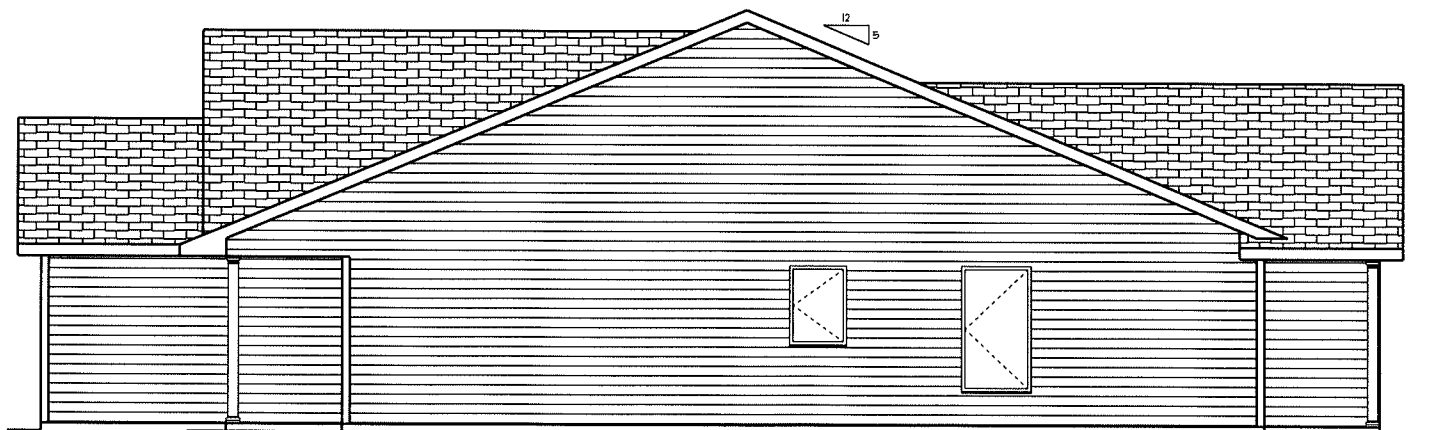
FRONT ELEVATION



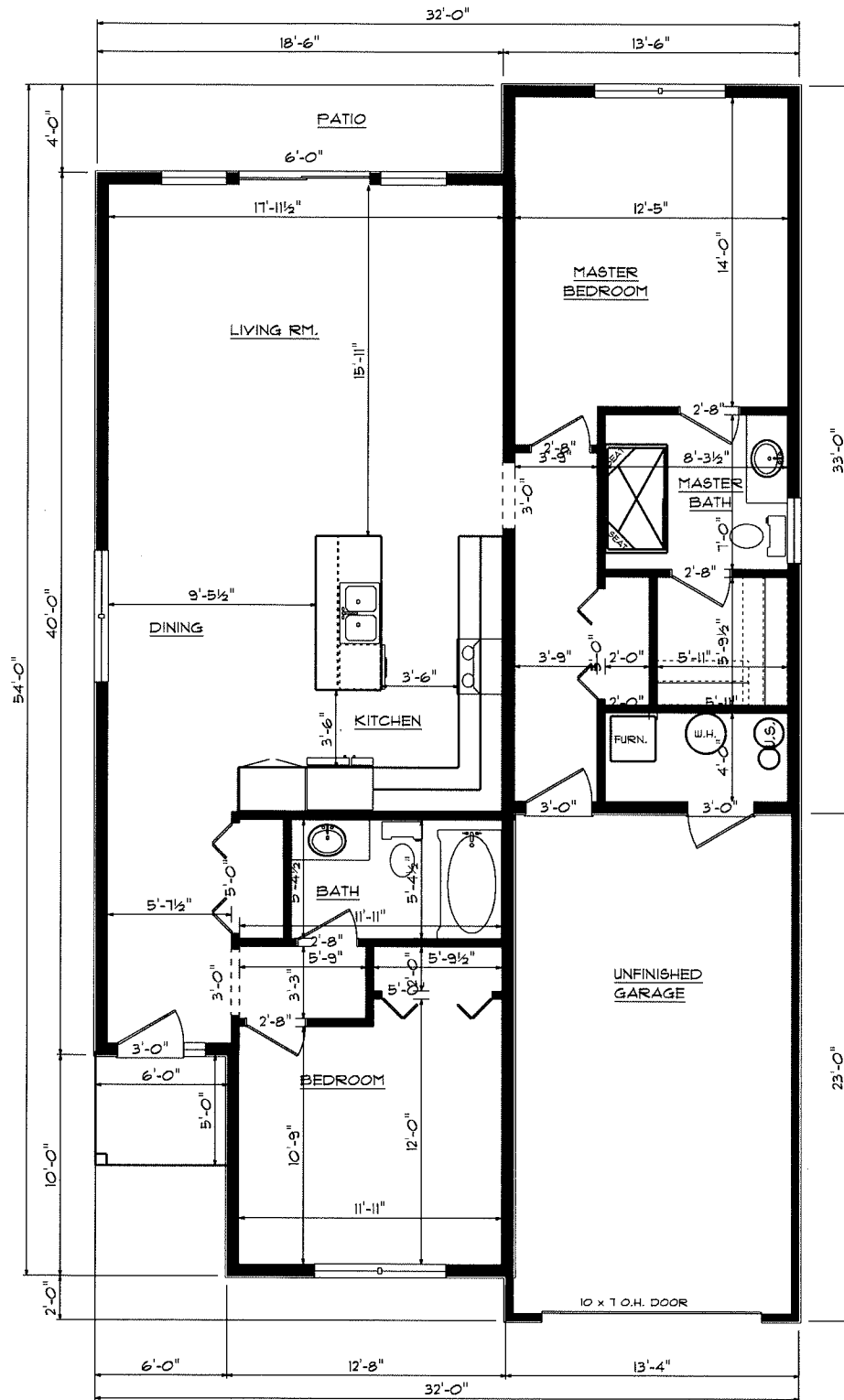
LEFT ELEVATION



BACK ELEVATION



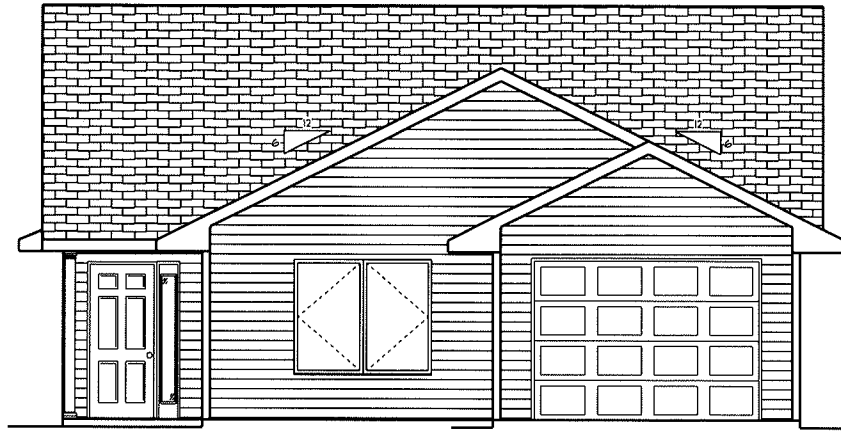
RIGHT ELEVATION



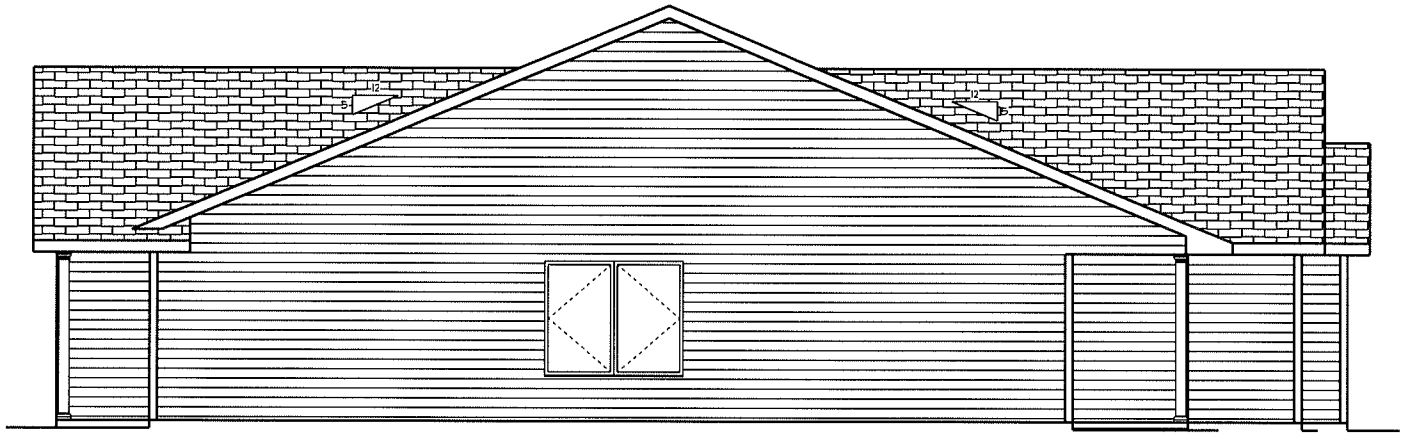
FIRST FLOOR PLAN

1,321 SQ.FT. @ 1ST.FLOOR

2 BEDROOM



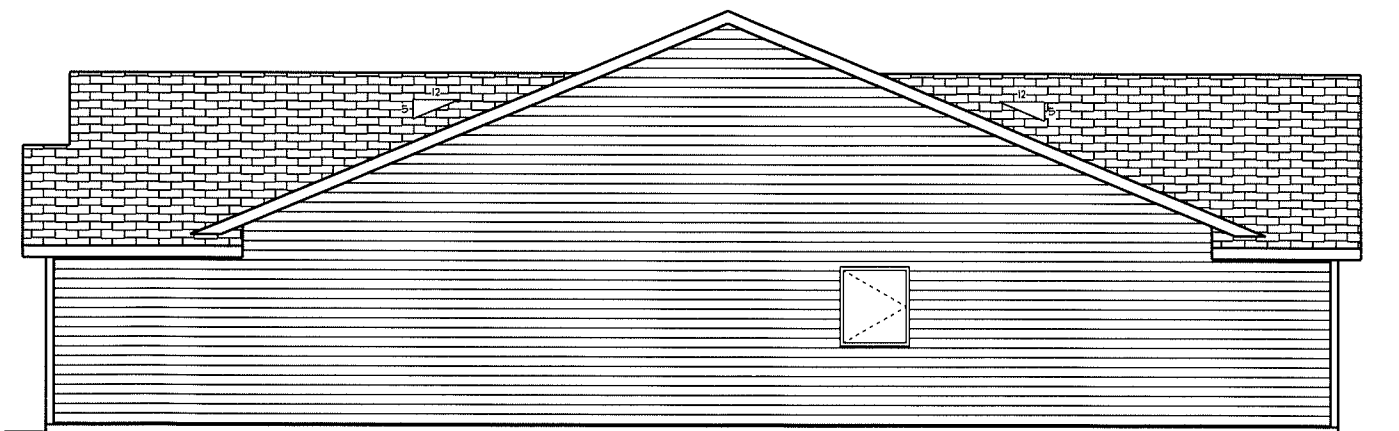
FRONT ELEVATION



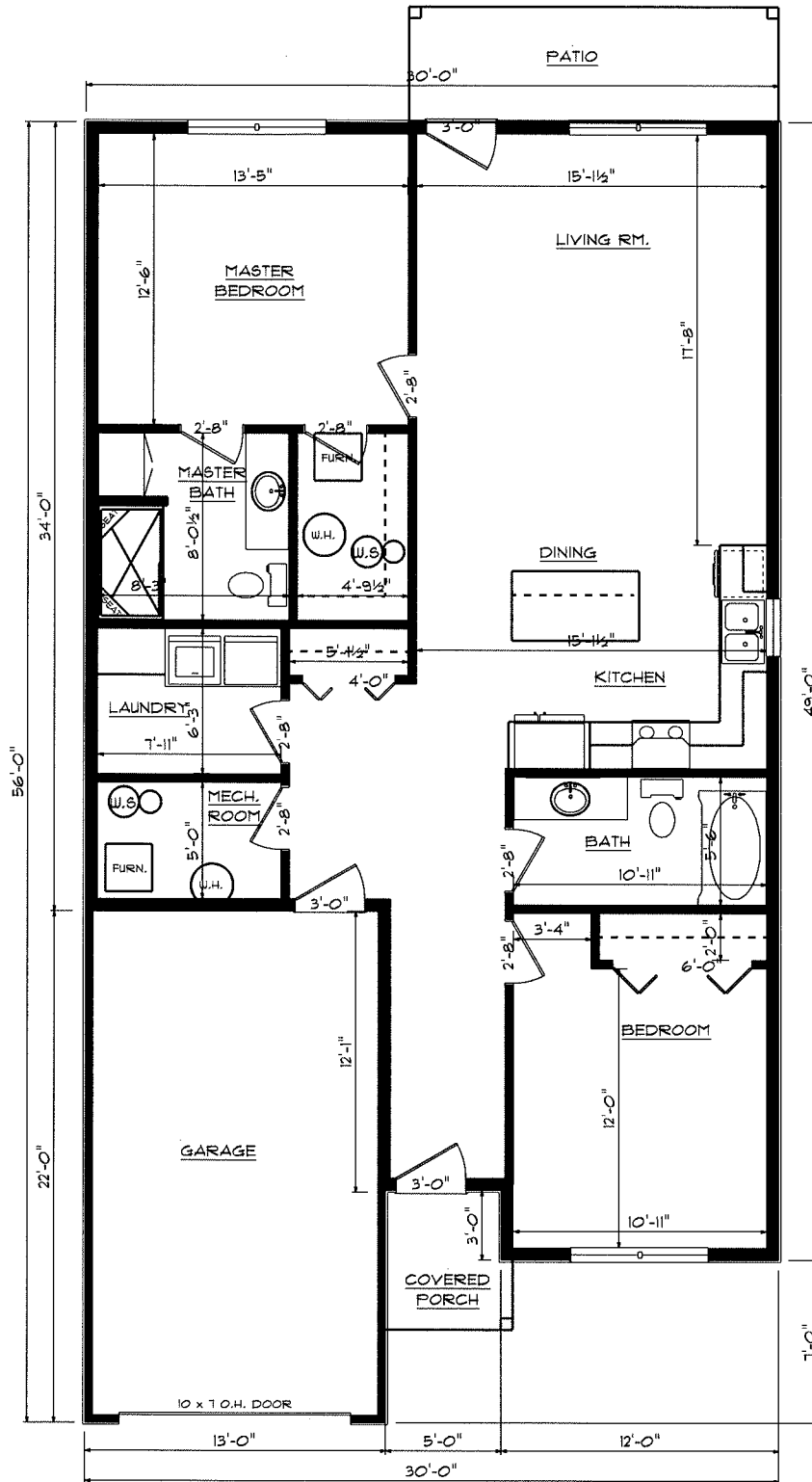
LEFT ELEVATION



BACK ELEVATION



RIGHT ELEVATION

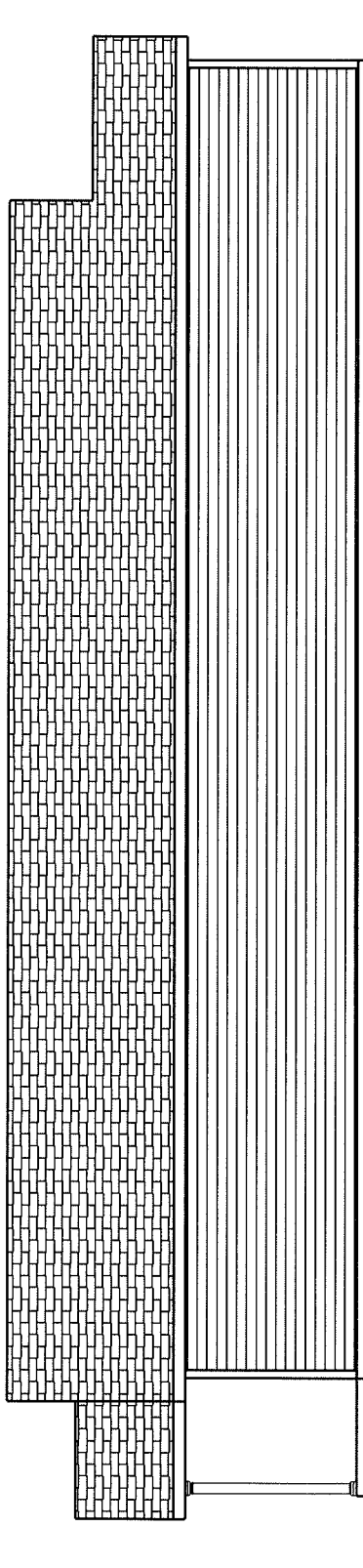


FIRST FLOOR PLAN

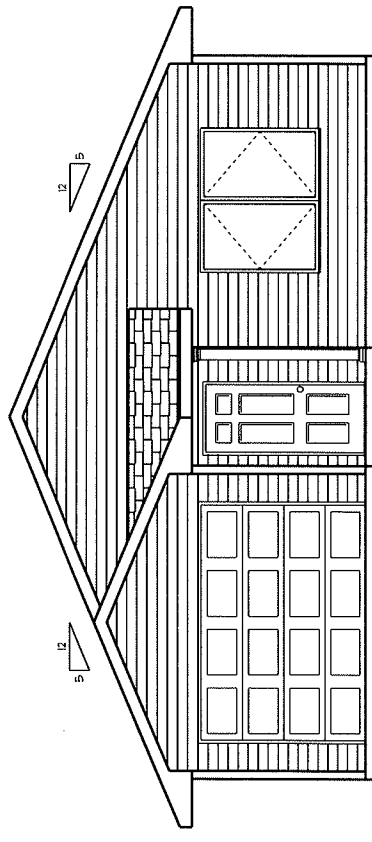
1,294 SQ.FT. @ 1ST. FLOOR

2 BEDROOM

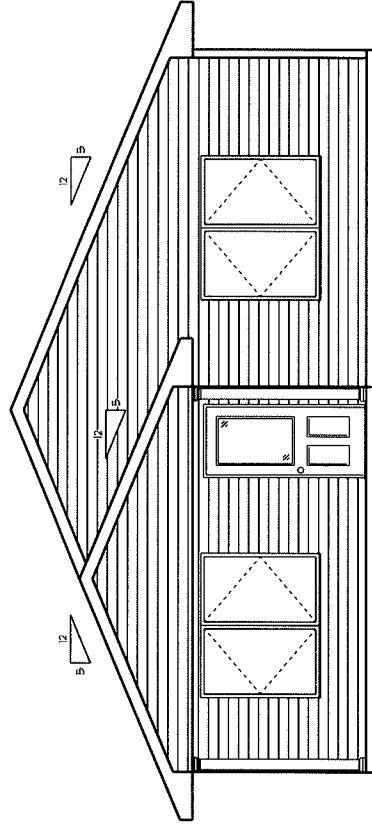
1294 SQ. FT. HOUSE



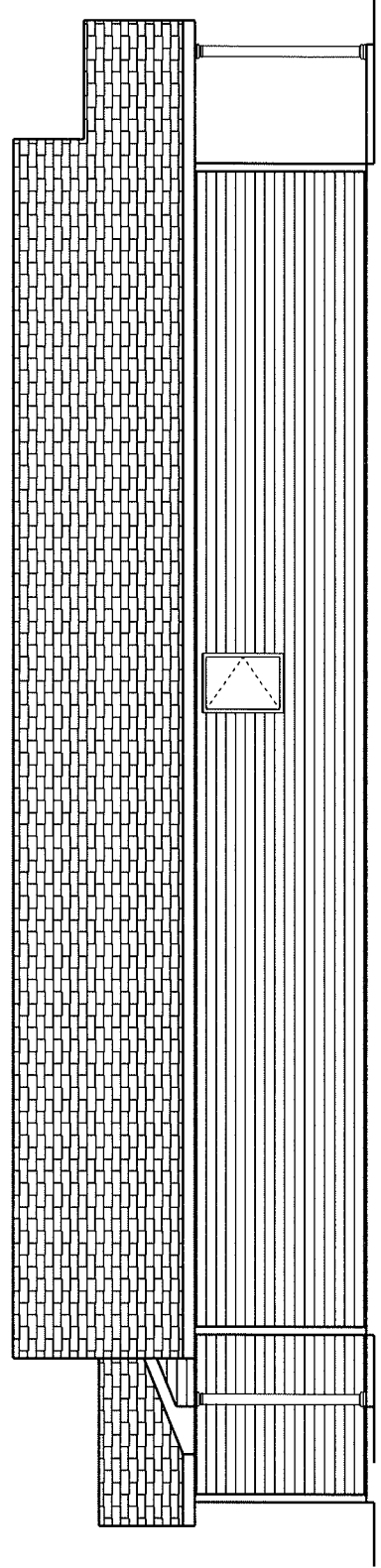
LEFT ELEVATION



FRONT ELEVATION

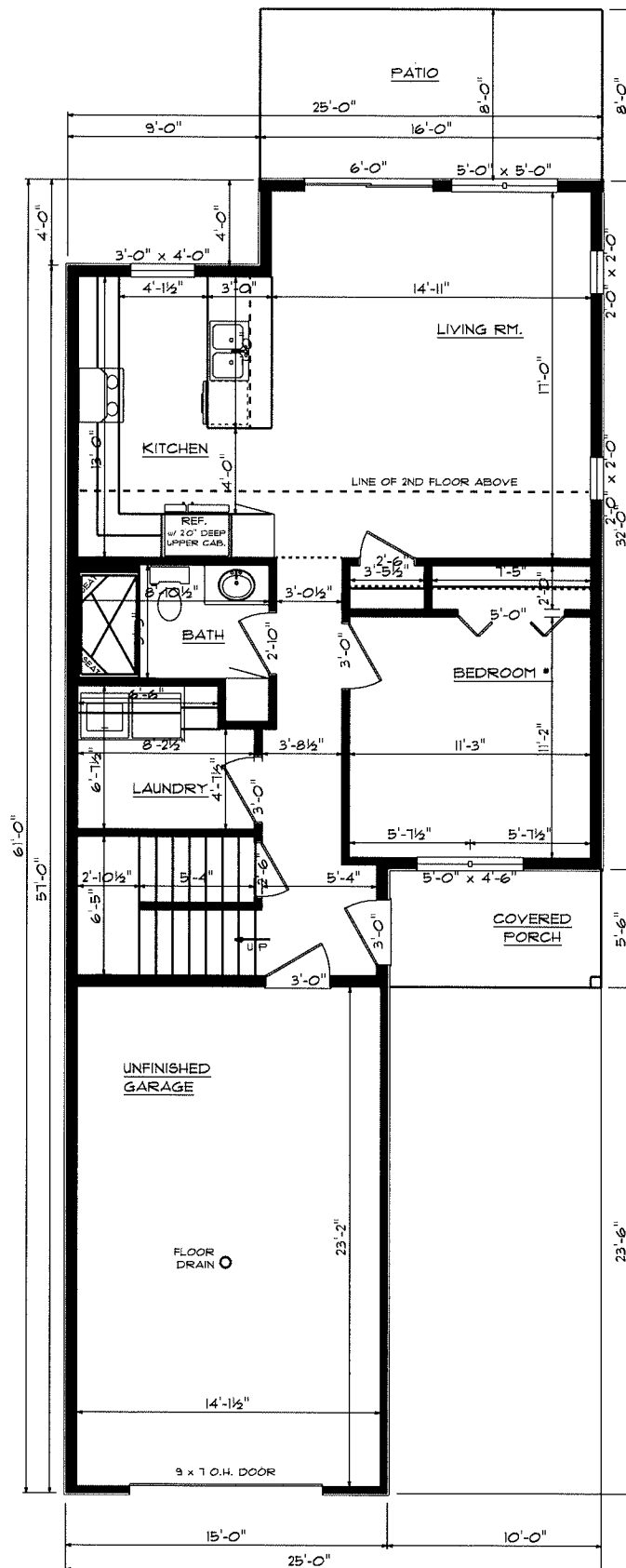


BACK ELEVATION

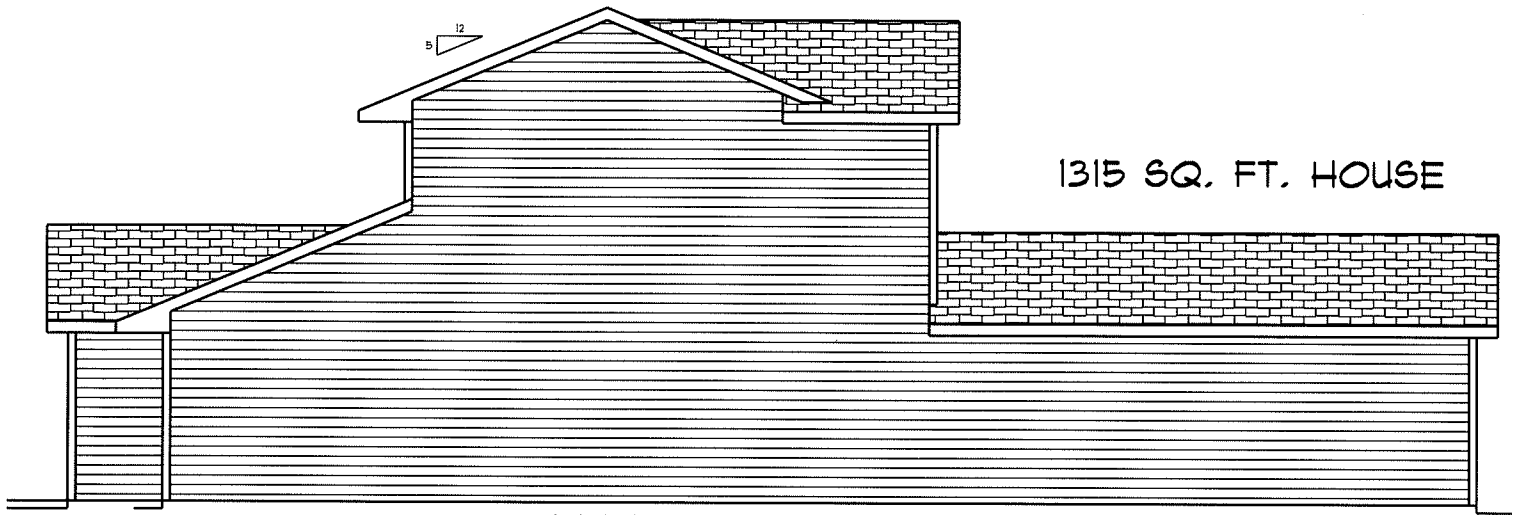


RIGHT ELEVATION

468 SQ.FT. @ 2ND.FLOOR



847 SQ.FT. @ 1ST.FLOOR
1,315 SQ.FT. TOTAL



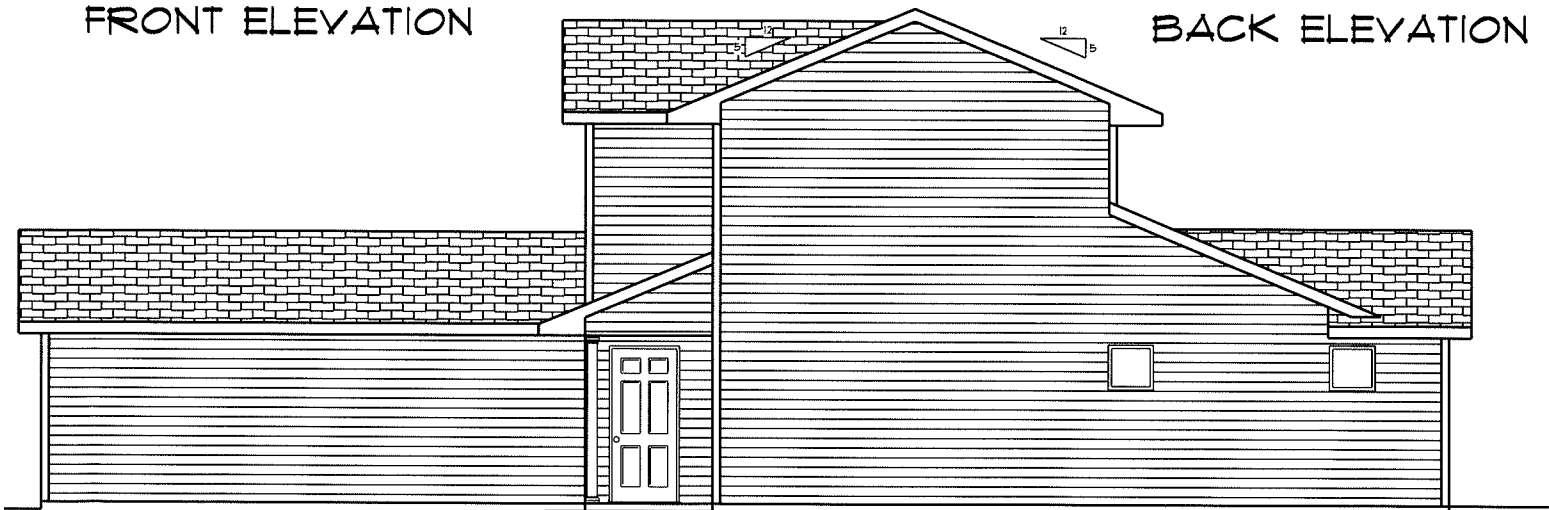
LEFT ELEVATION



FRONT ELEVATION



BACK ELEVATION



RIGHT ELEVATION

“C” Plans (10 total)

±1,300 s/f to ±1,500 s/f

Combination of Ranch and Two Story

Ranch = 2 Bedroom / 2 Bath

Two Story = 3 Bedroom / 2 Bath

Attached 2 Stall Garage

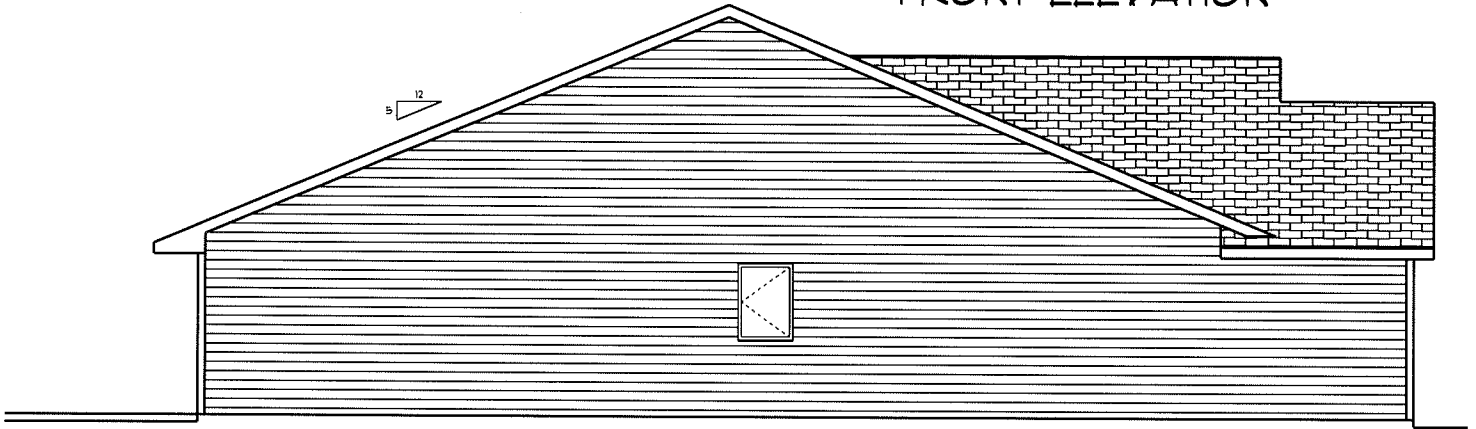
Common Courtyard

Playground area

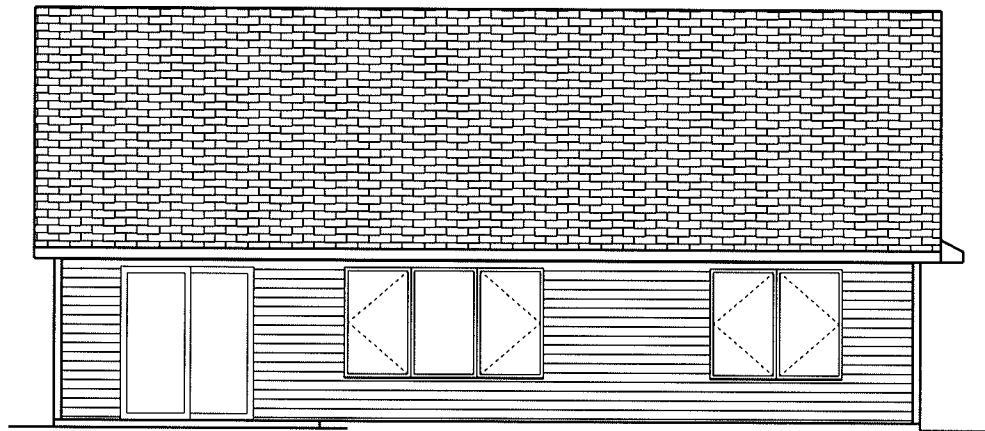
1,398 SQ.FT. @ FIRST FLOOR



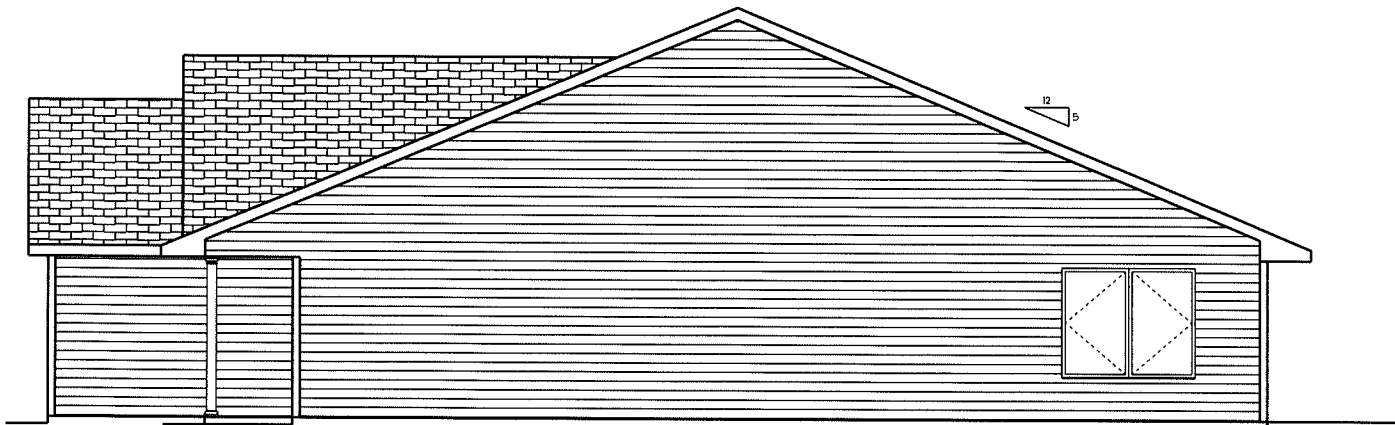
FRONT ELEVATION



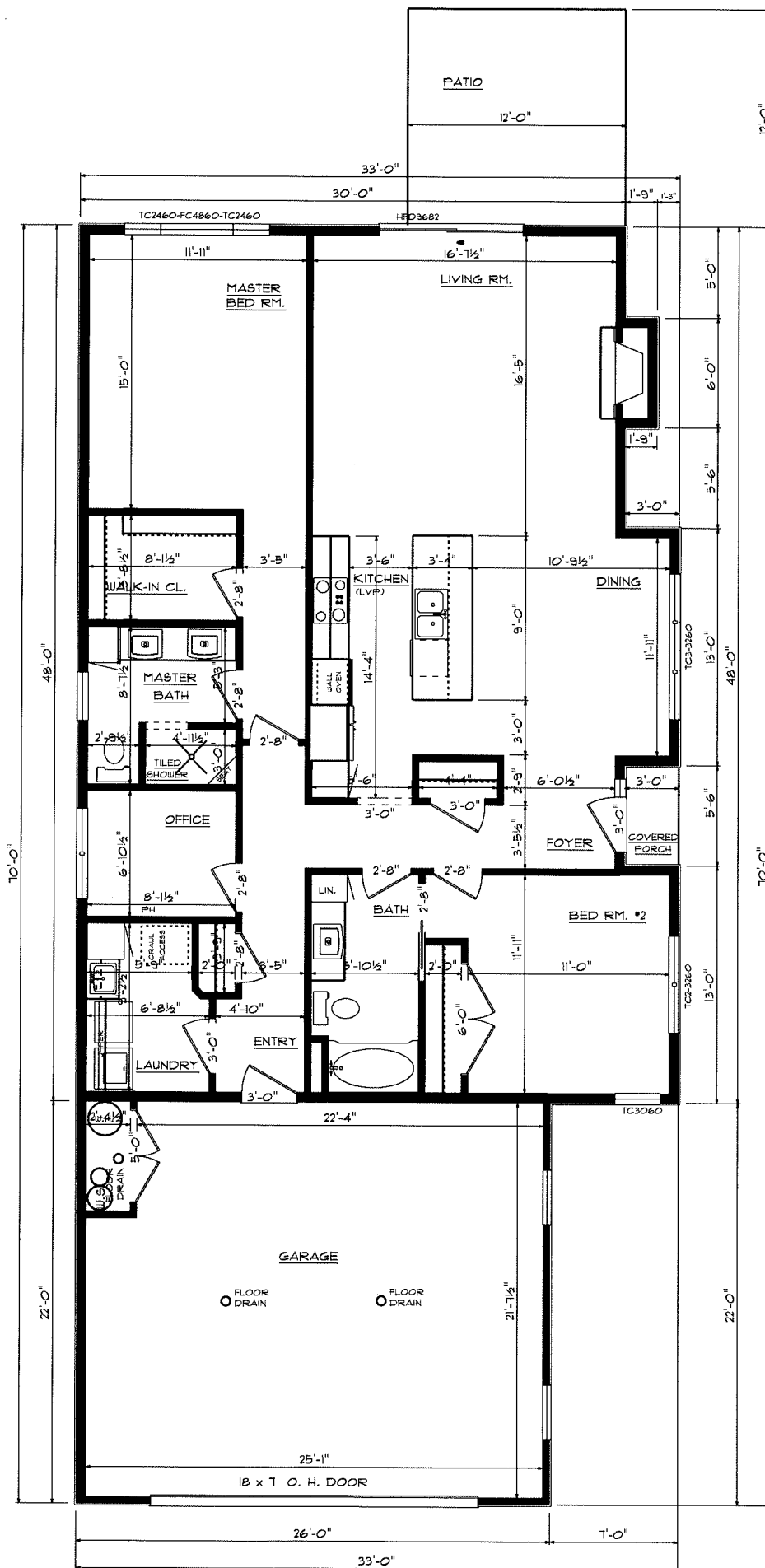
LEFT ELEVATION



BACK ELEVATION



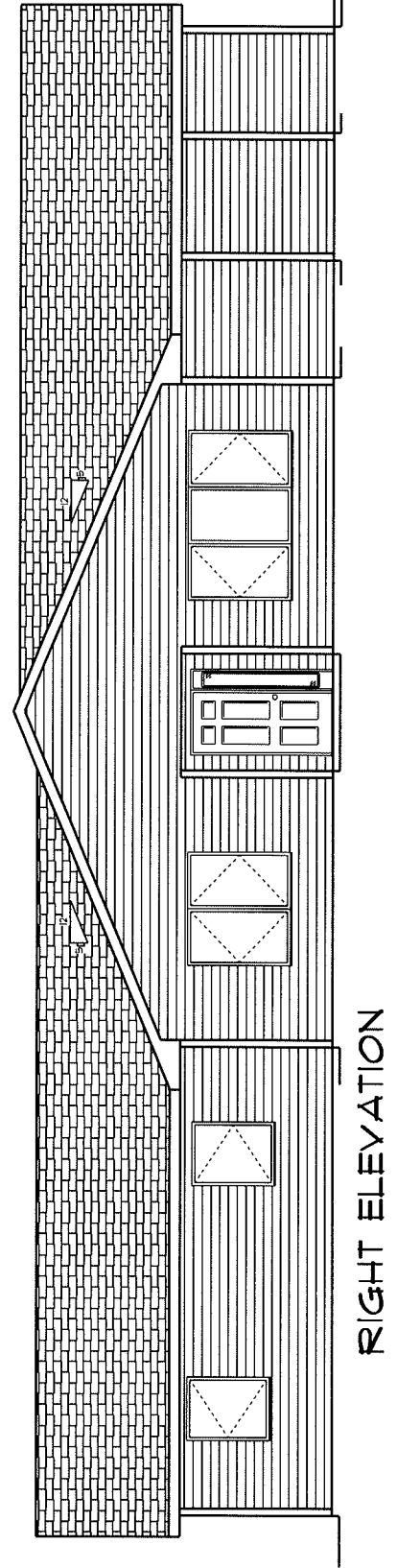
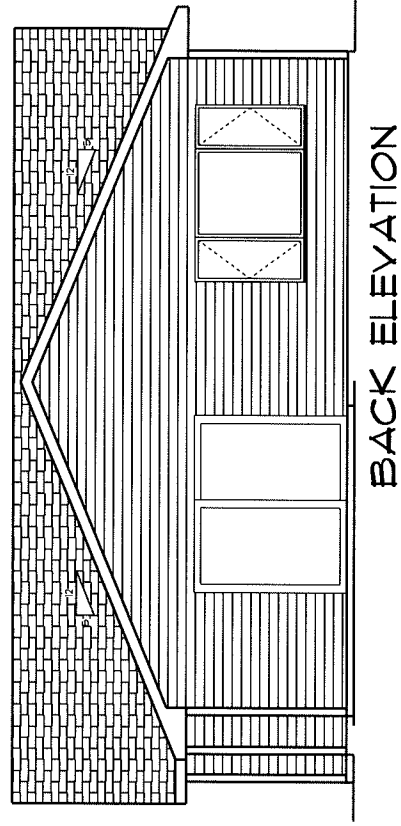
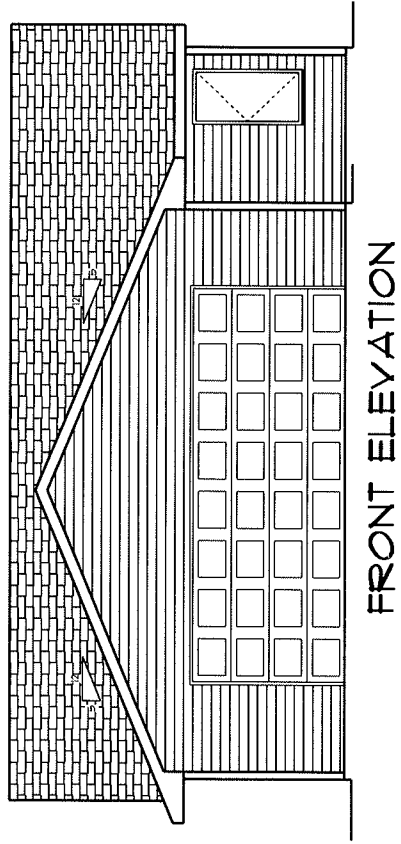
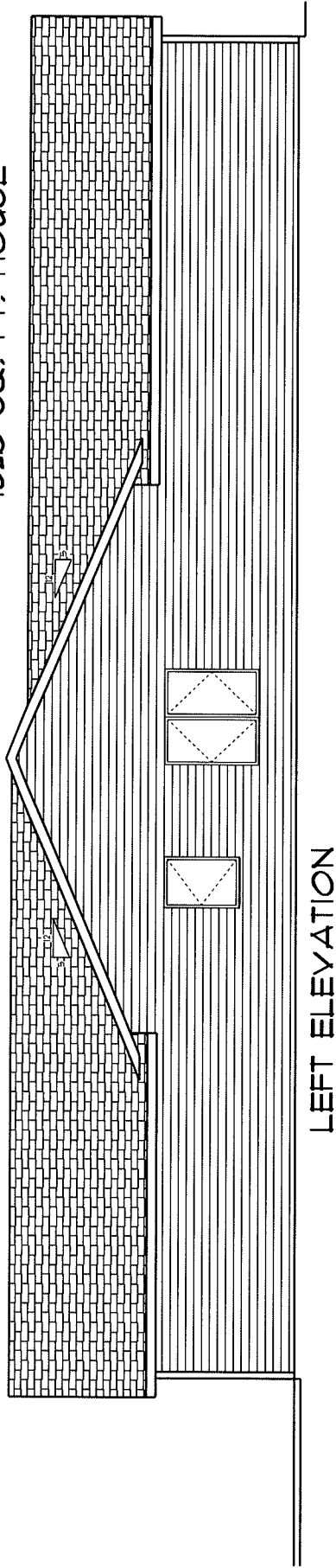
RIGHT ELEVATION

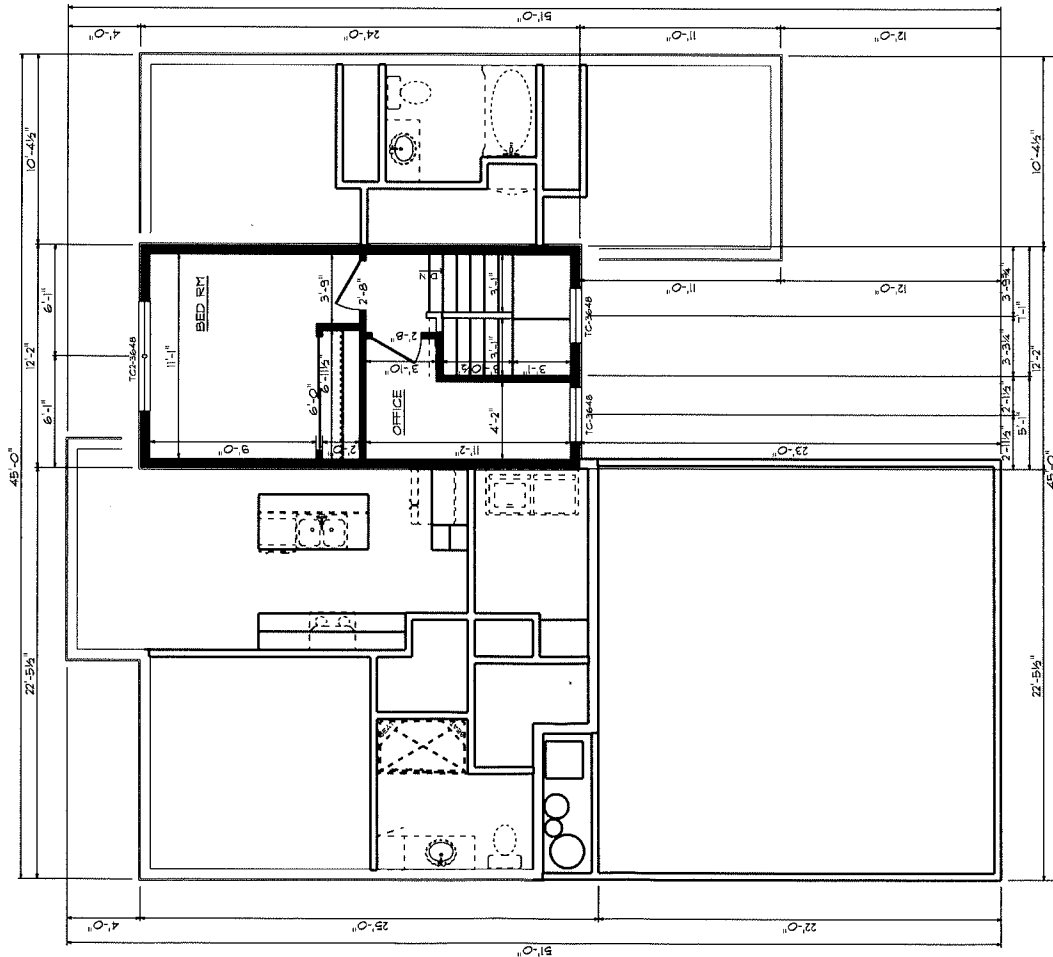
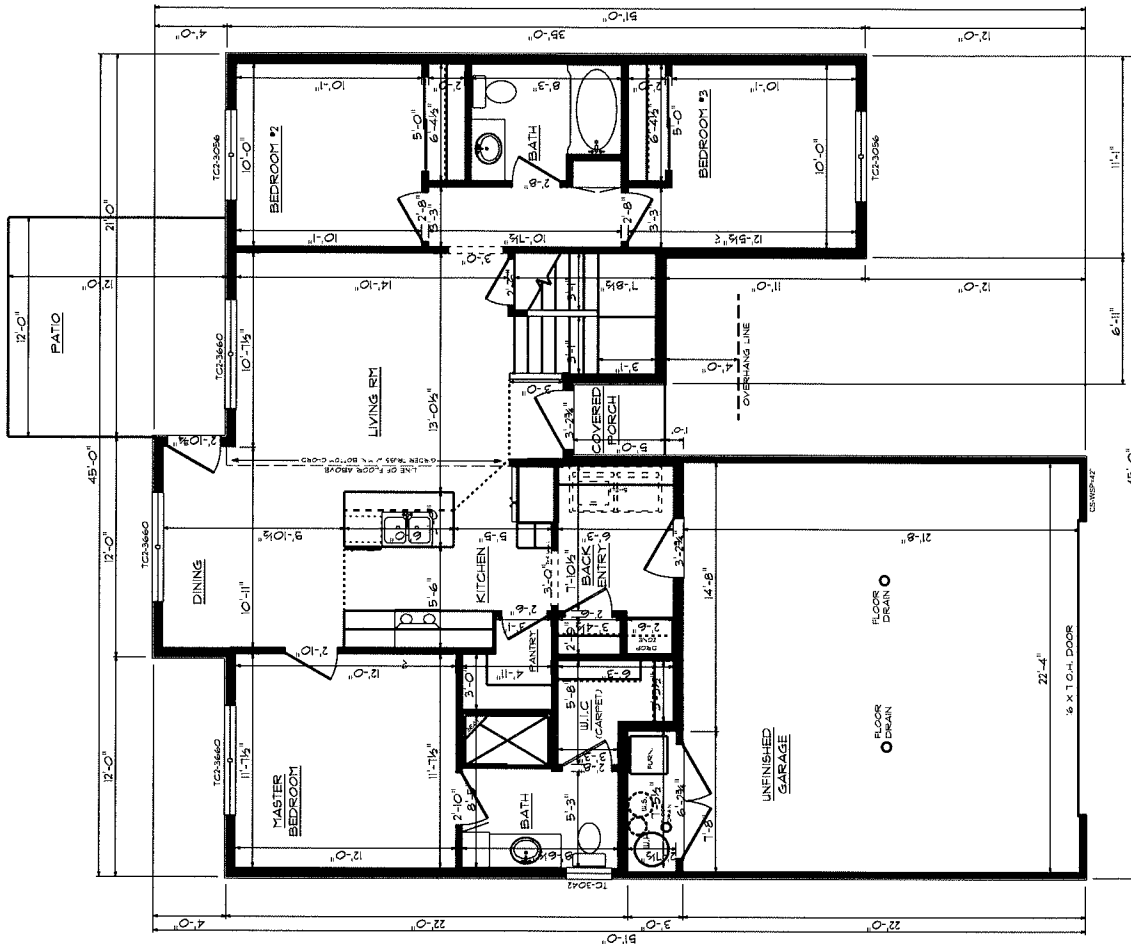


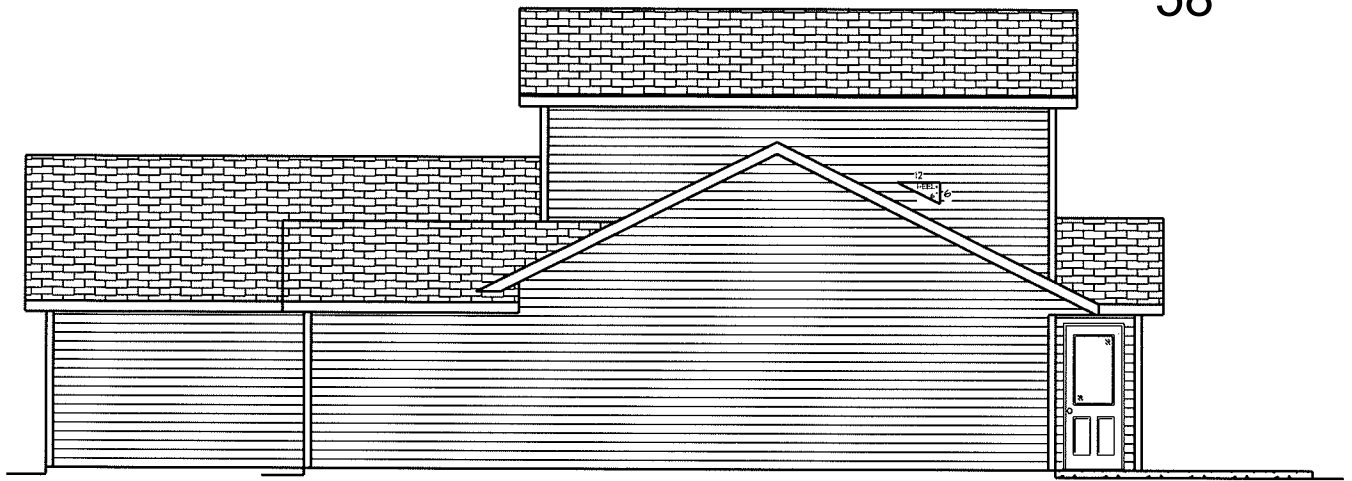
FIRST FLOOR PLAN

1,526 SQ.FT. @ 1ST.FLOOR

1526 SQ. FT. HOUSE

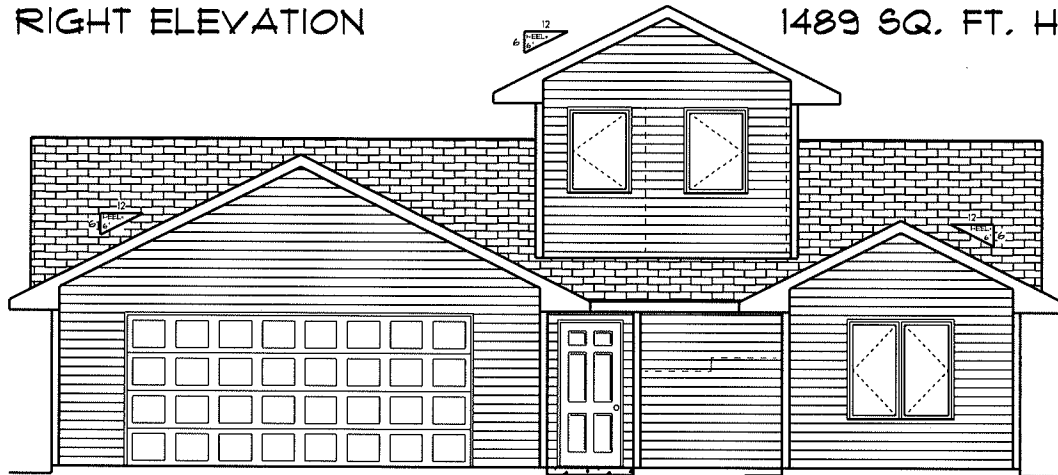




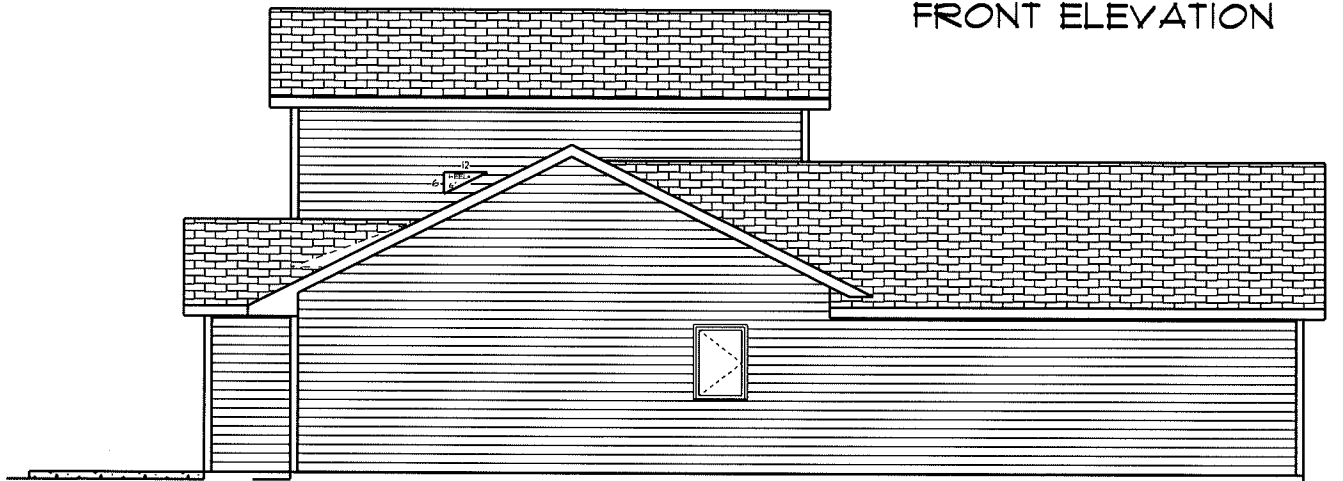


RIGHT ELEVATION

1489 SQ. FT. HOUSE



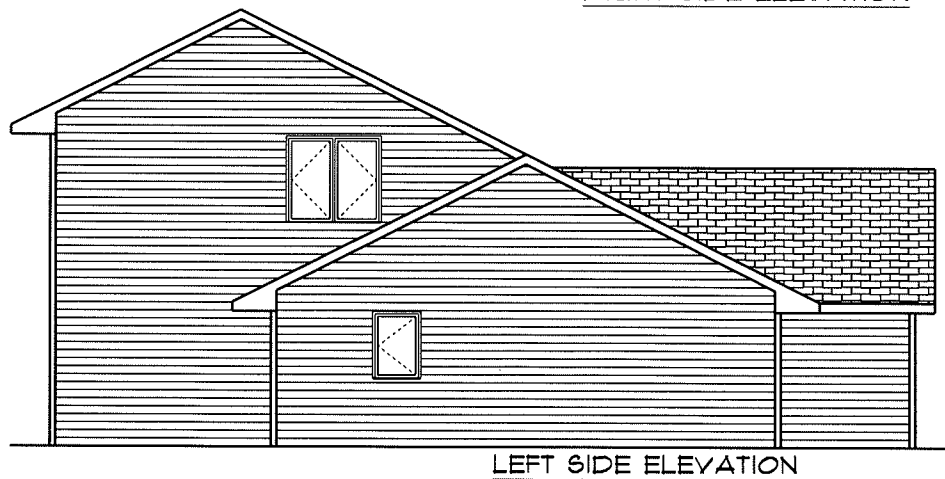
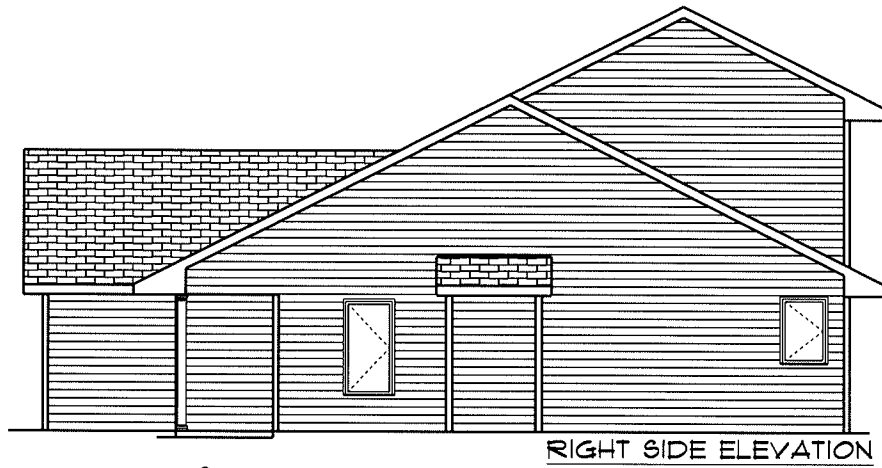
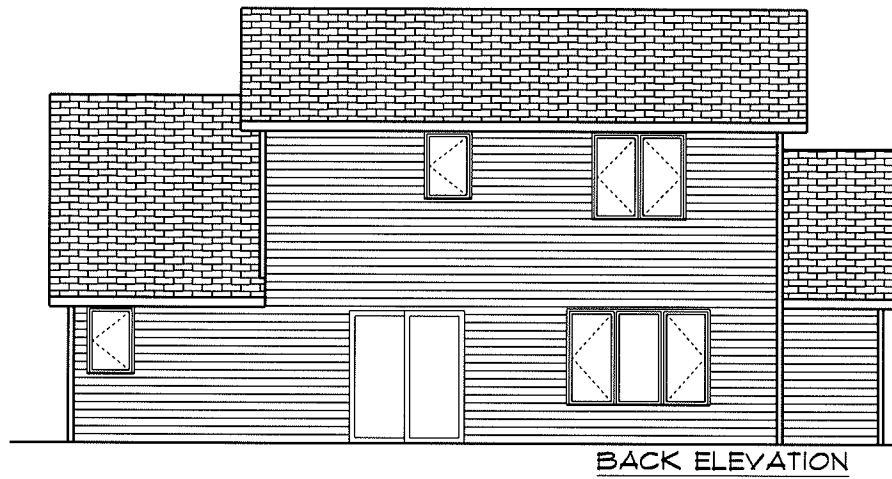
FRONT ELEVATION



LEFT ELEVATION



BACK ELEVATION



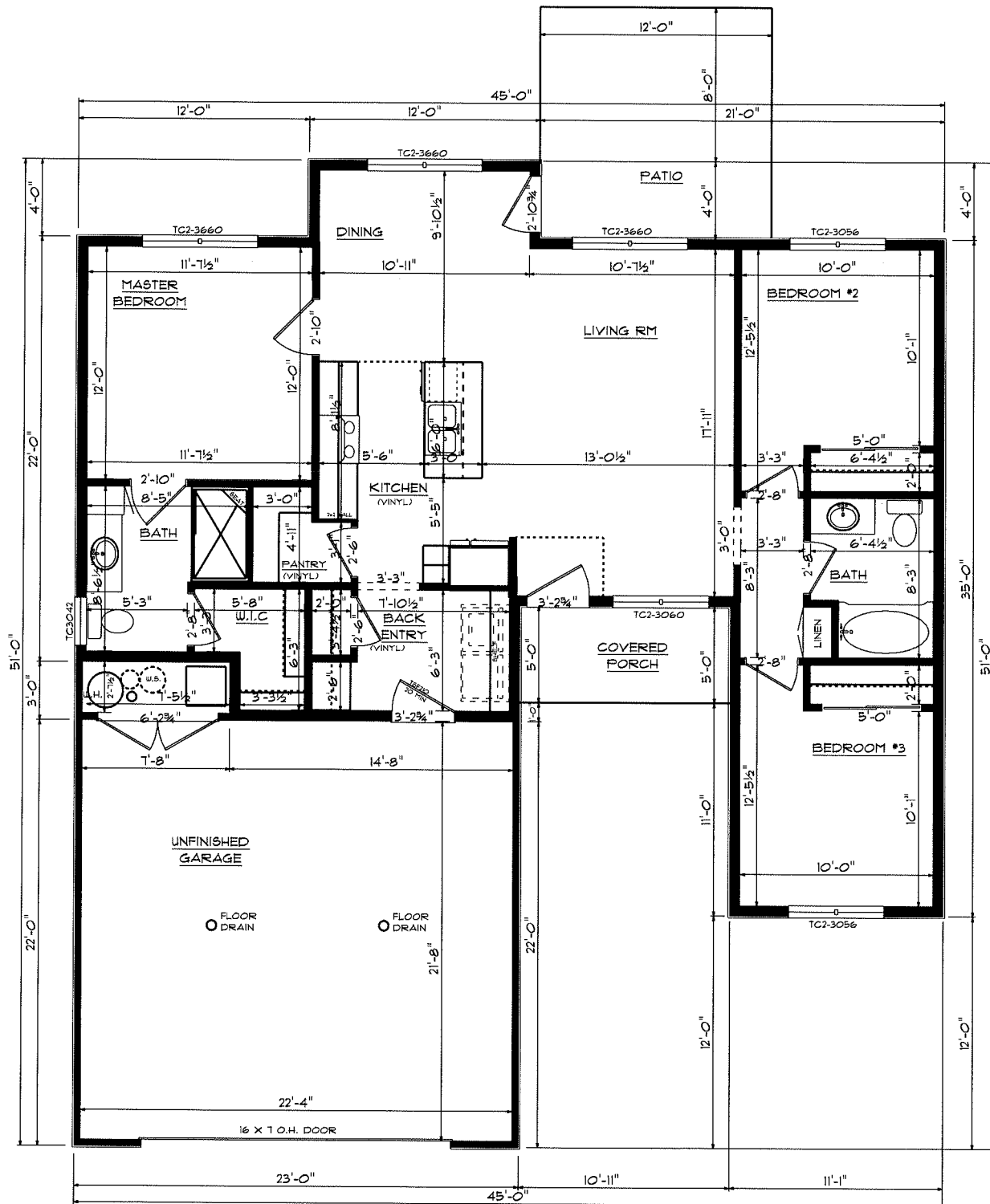
“R1” Plans (10 total)

±1,500 s/f to ±1,800 s/f

Combination of Ranch and Two Story

All = 3 Bedroom / 2 Bath

Attached 2 Stall Garage

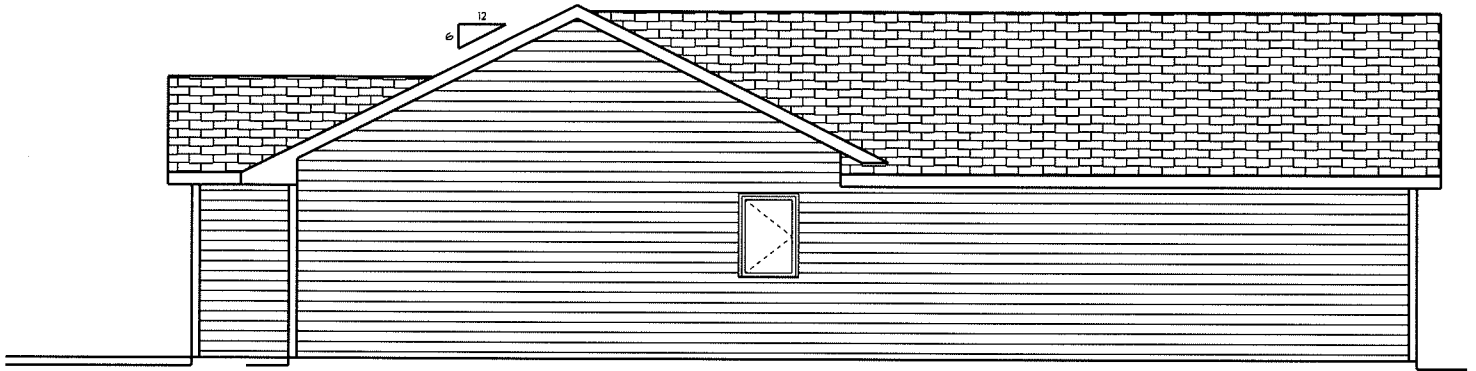


FIRST FLOOR PLAN

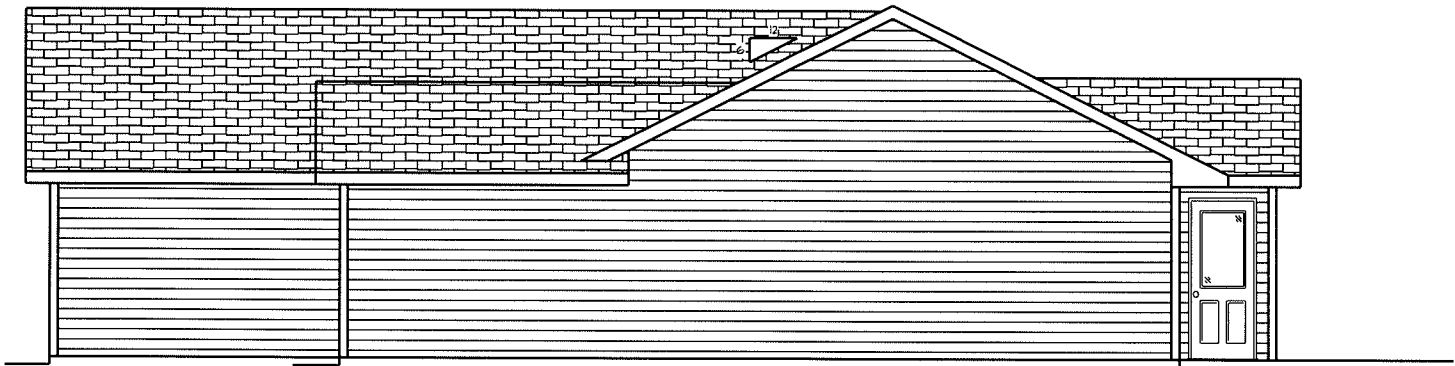
1,218 SQ.FT. @ 1ST.FLOOR



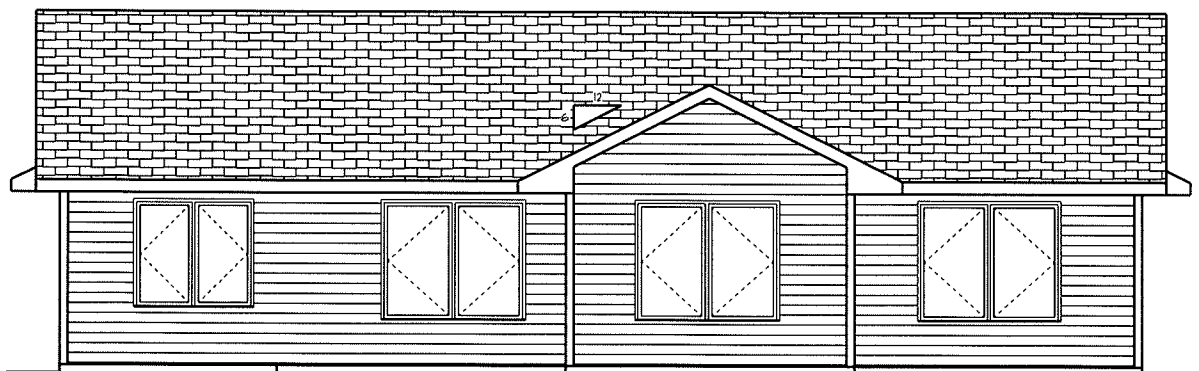
FRONT ELEVATION



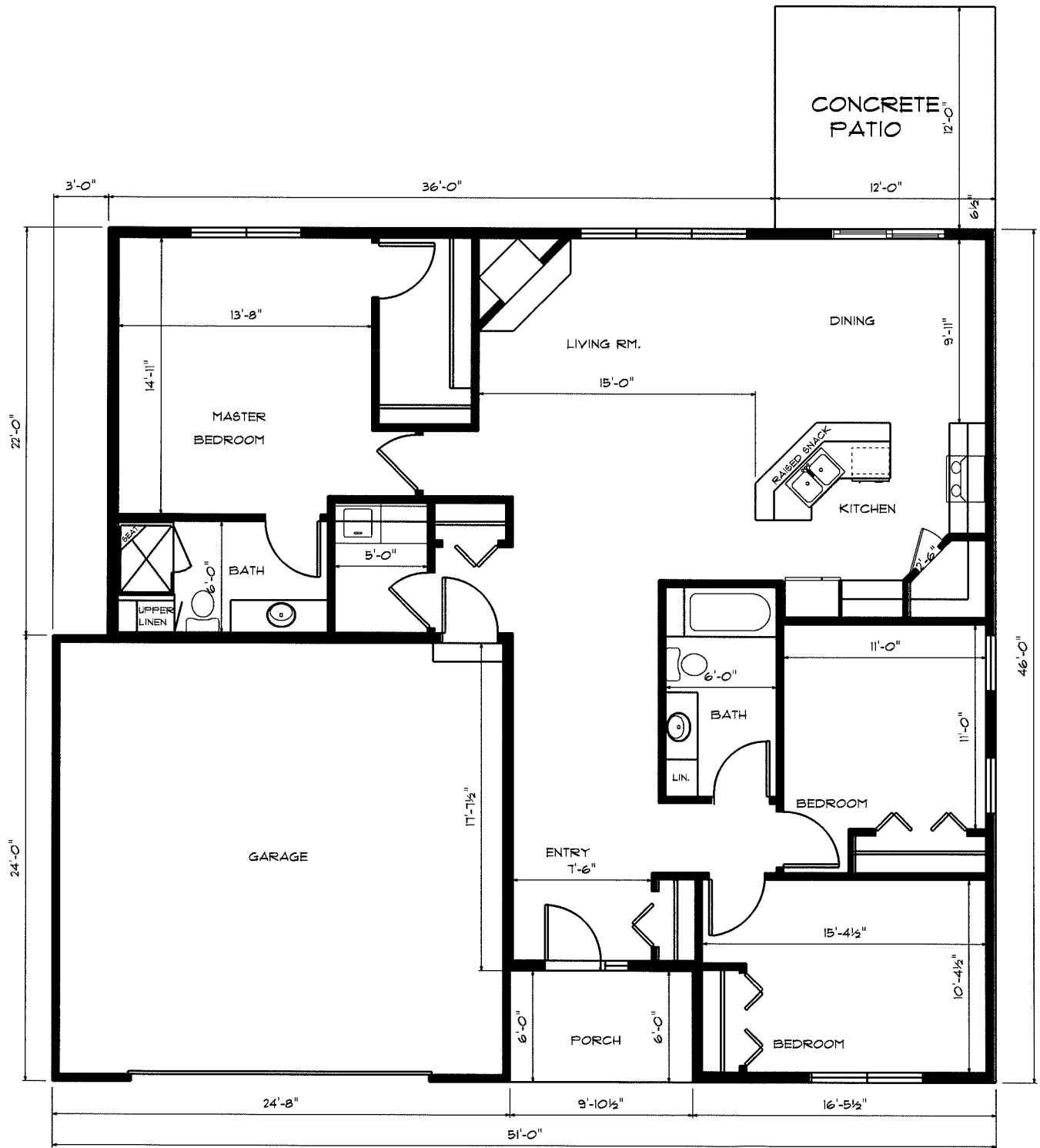
LEFT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

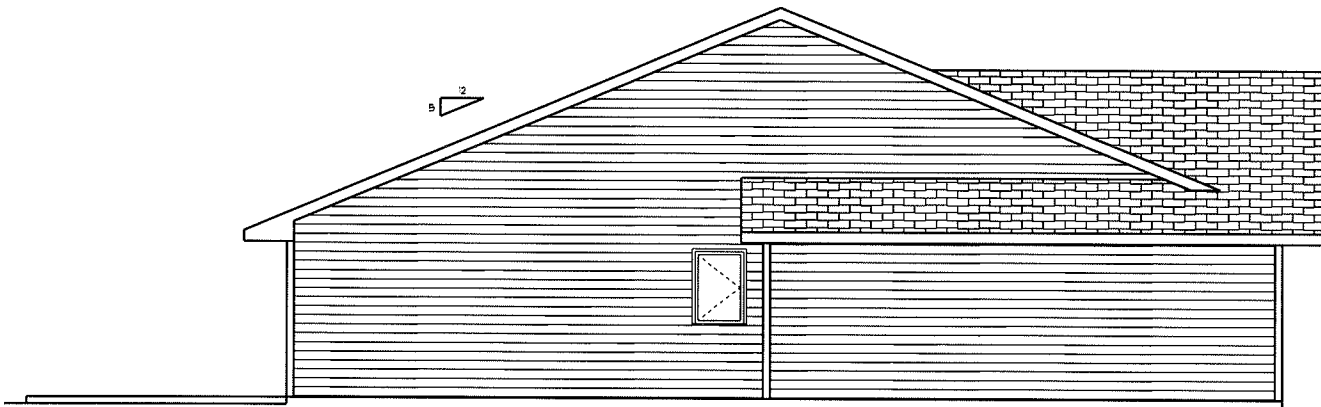


SQ. FT: 1,638

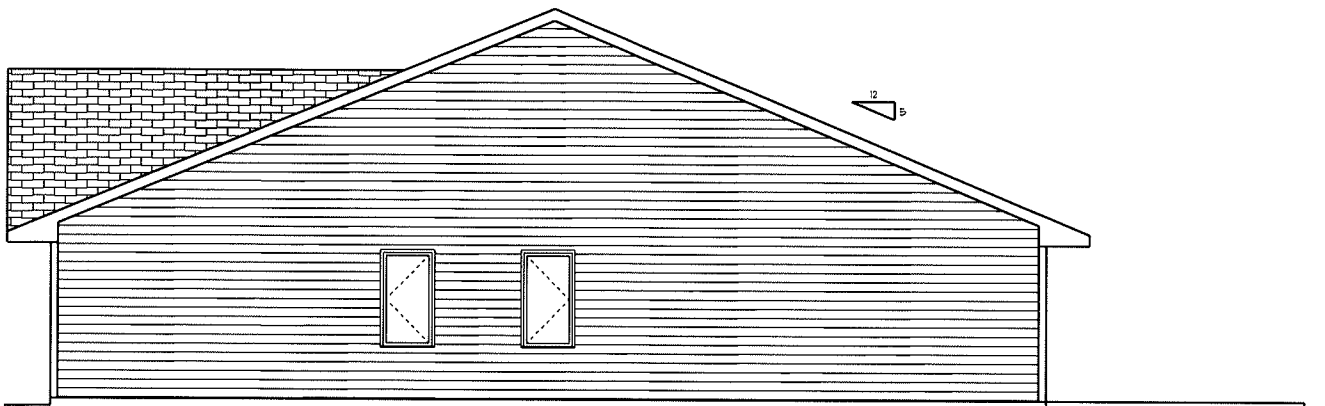
1638 SQ. FT. HOUSE



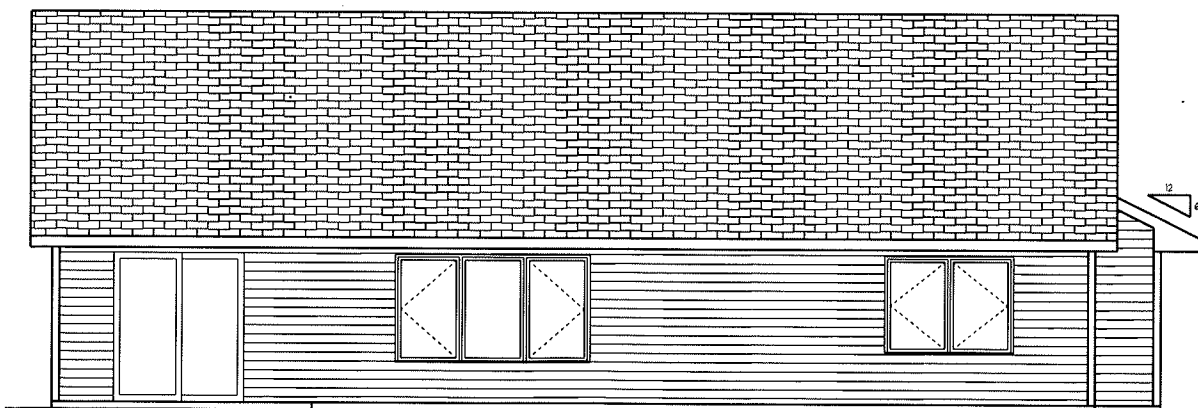
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION

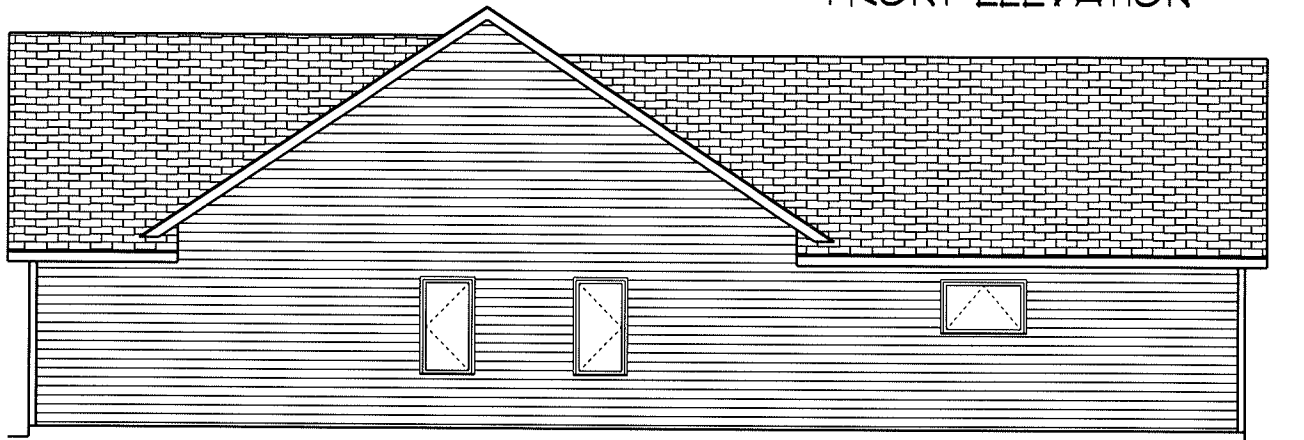


BACK ELEVATION

1,647 SQ. FT. @ 1ST. FLOOR
609 SQ. FT. @ GARAGE



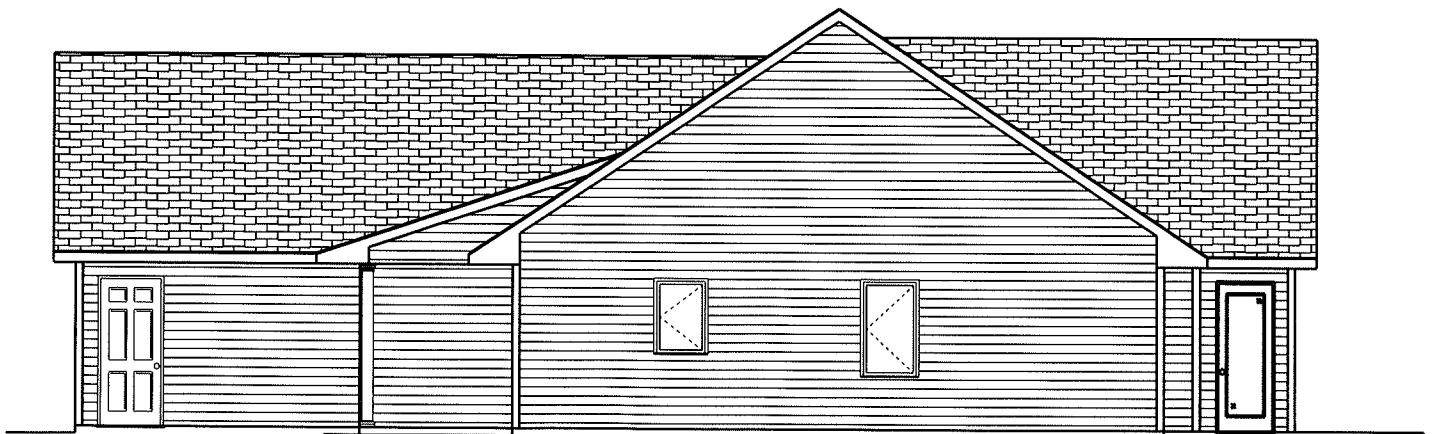
FRONT ELEVATION



LEFT ELEVATION



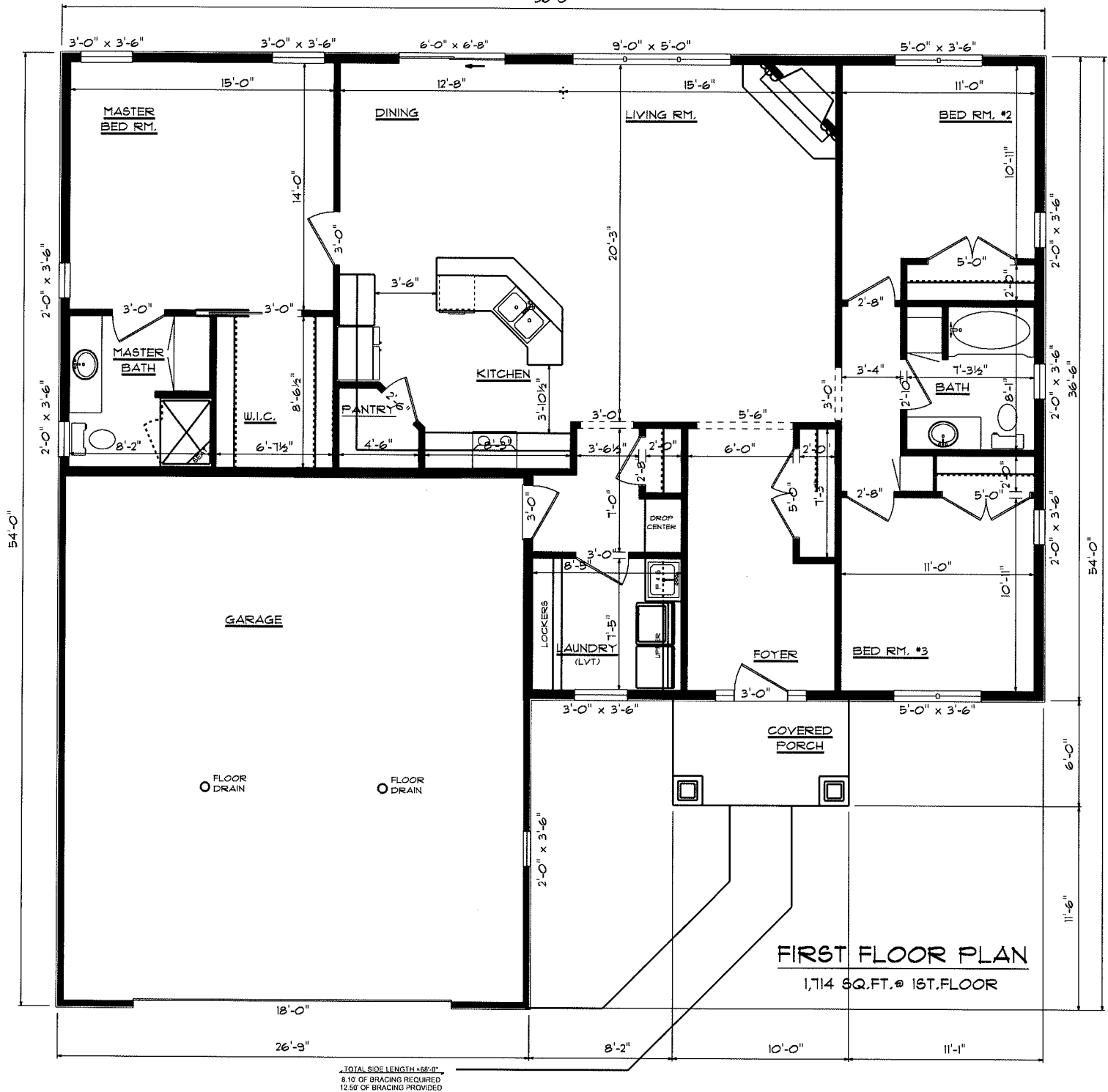
RIGHT ELEVATION



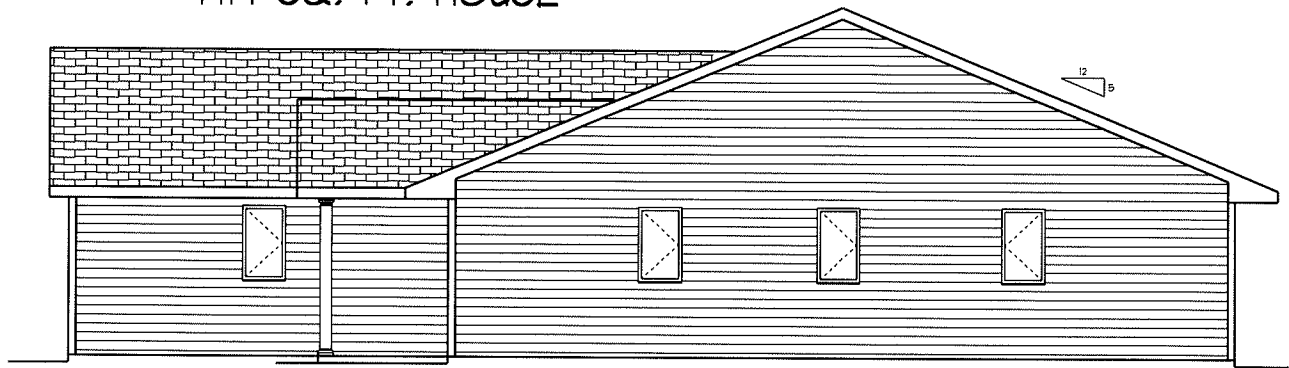
BACK ELEVATION

PATIO

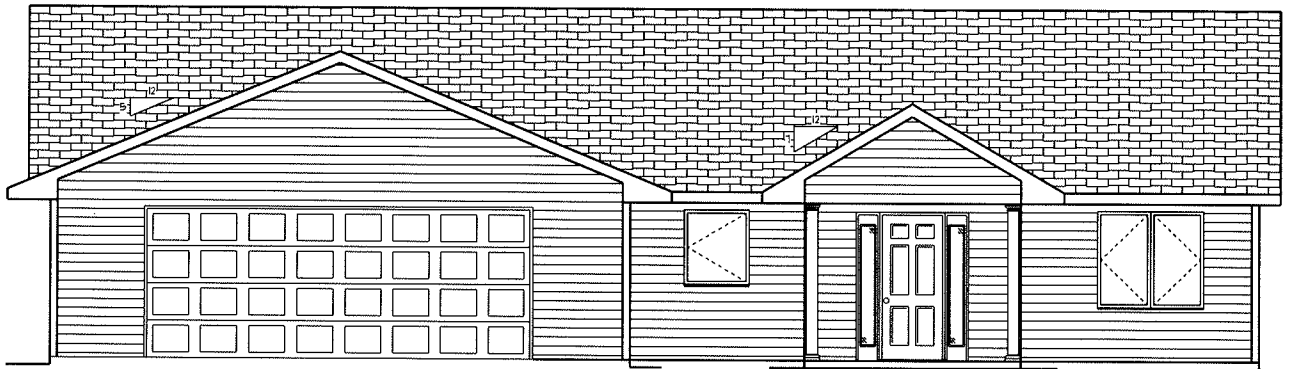
56'-0"



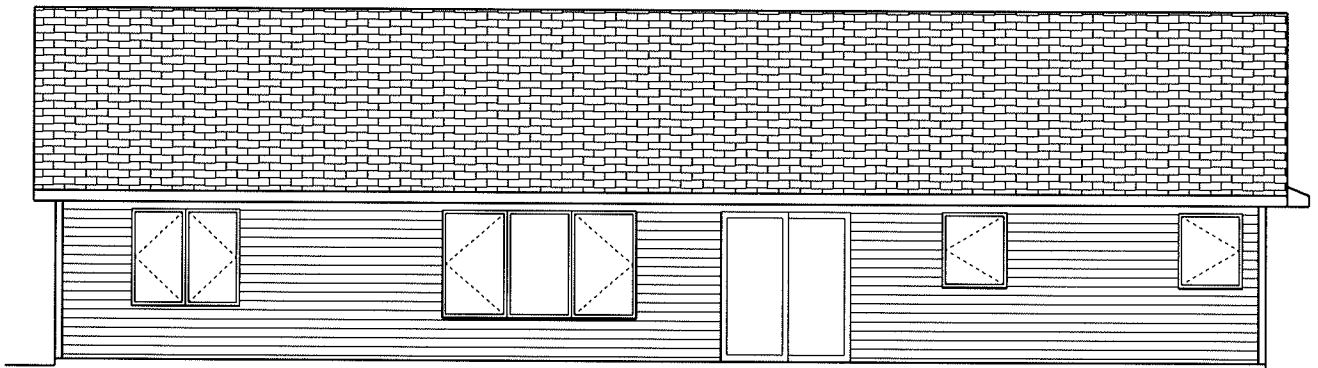
1714 SQ. FT. HOUSE



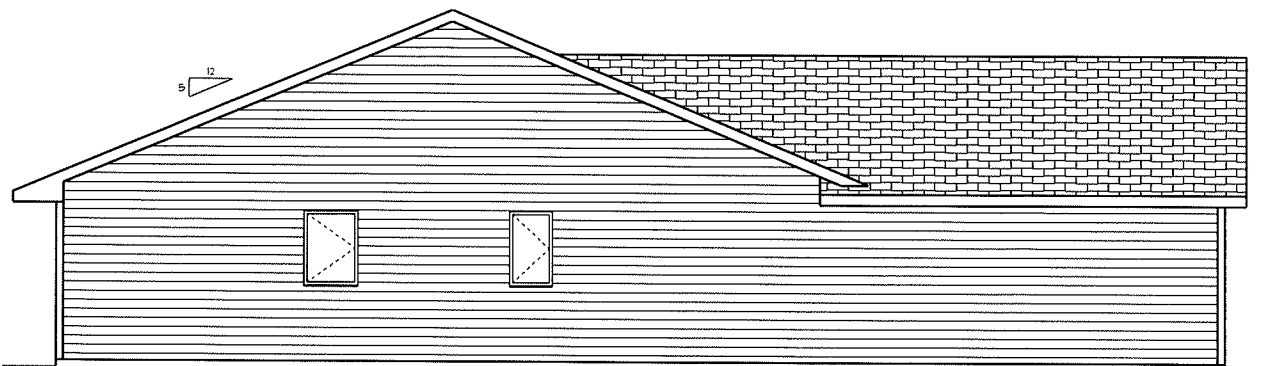
RIGHT ELEVATION



FRONT ELEVATION



BACK ELEVATION



LEFT ELEVATION

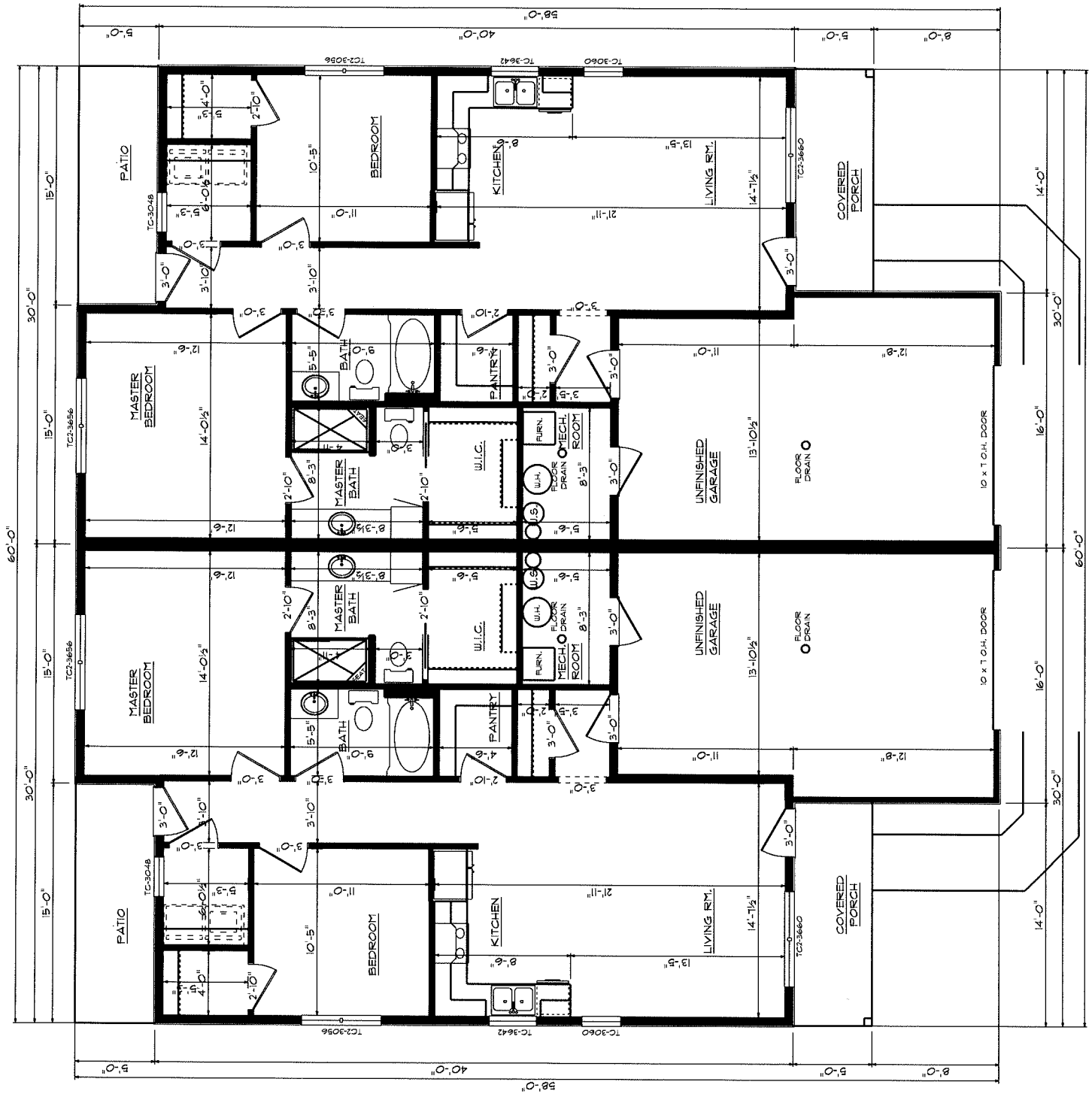
Duplex Plans (8 total = 16 Units)

±1,100 s/f to ±1,500 s/f

All Ranch

All = 2 Bedroom / 2 Bath

Most have Attached 2 Stall Garage



FIRST FLOOR PLAN

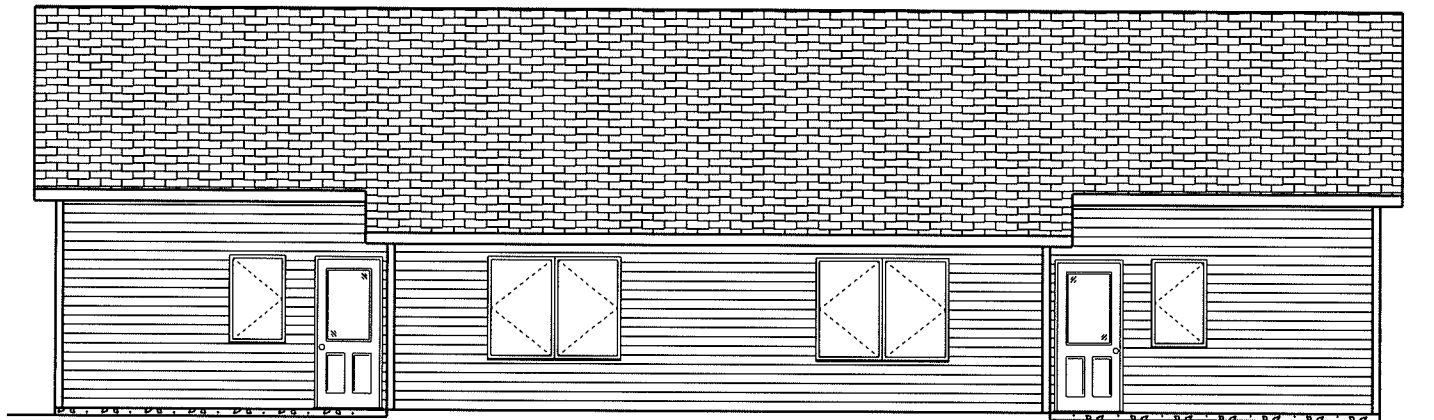
1,118 SQ.FT. 1ST.FLOOR EACH UNIT
2,236 SQ.FT. TOTAL 1ST.FLOOR



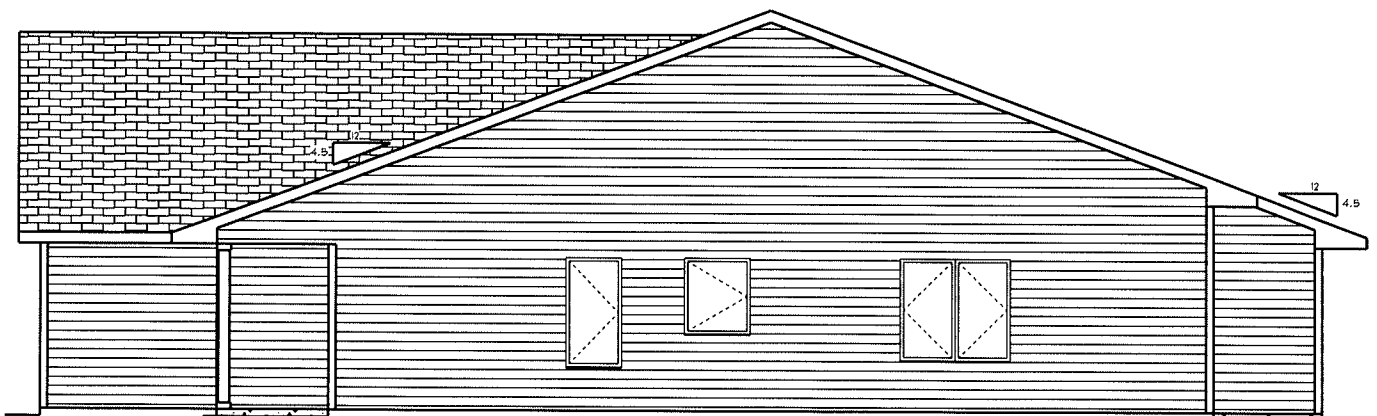
FRONT ELEVATION



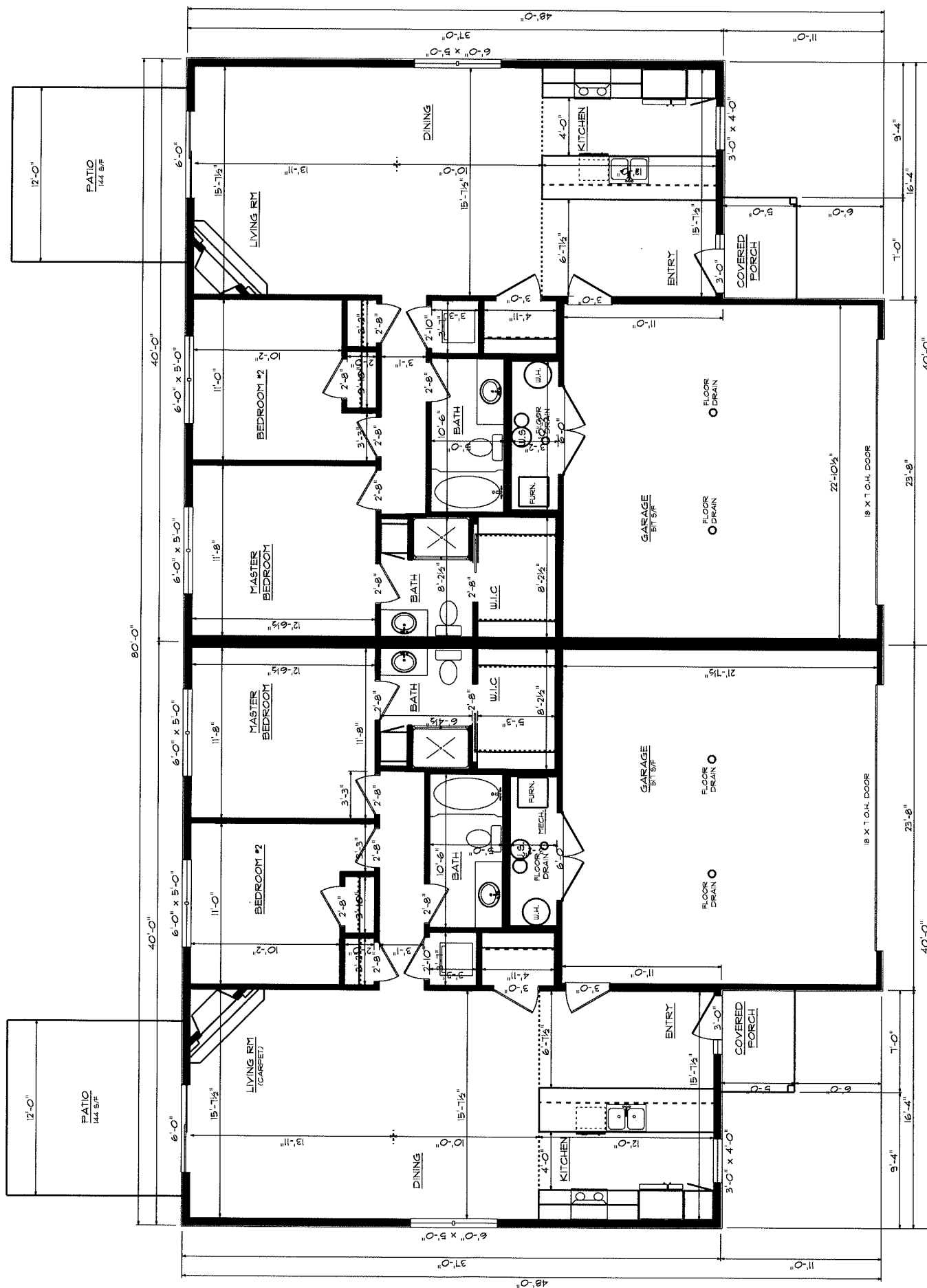
LEFT ELEVATION



BACK ELEVATION

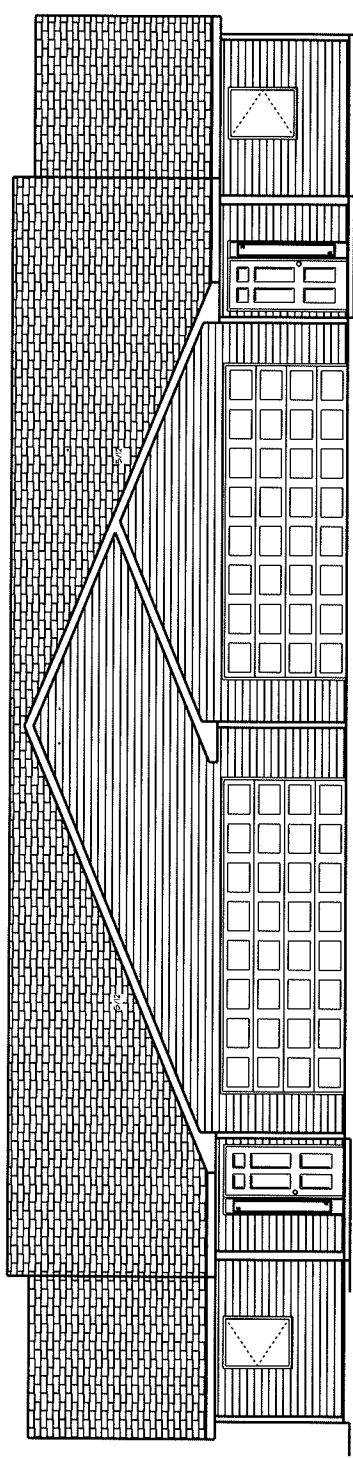


RIGHT ELEVATION



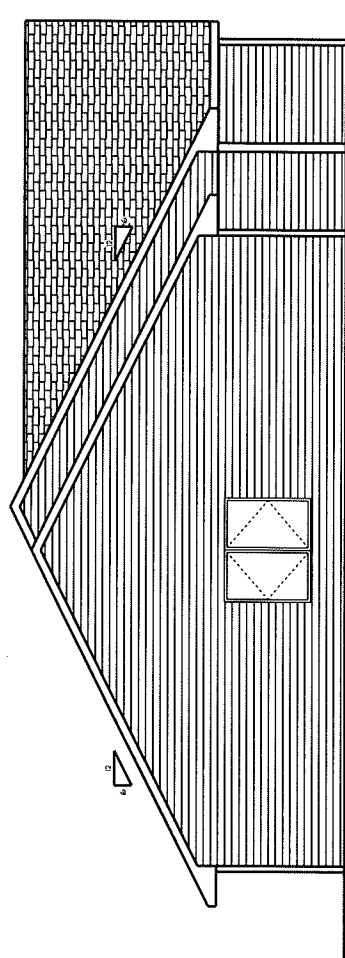
FIRST FLOOR PLAN

1,224 SQ.FT. EACH UNIT
(INCLUDES MECH. RM.)

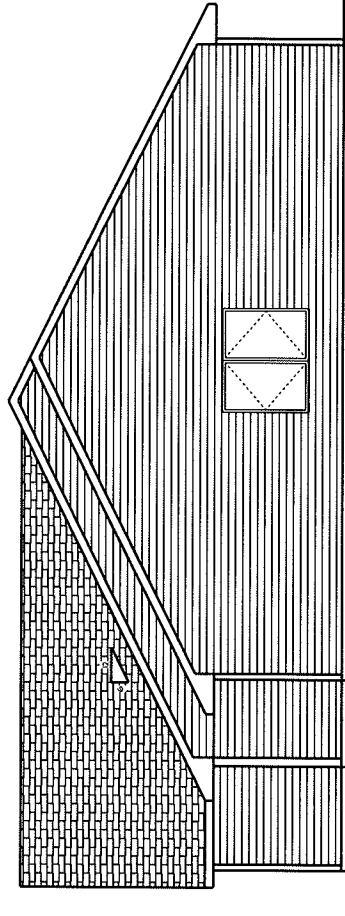


FRONT ELEVATION

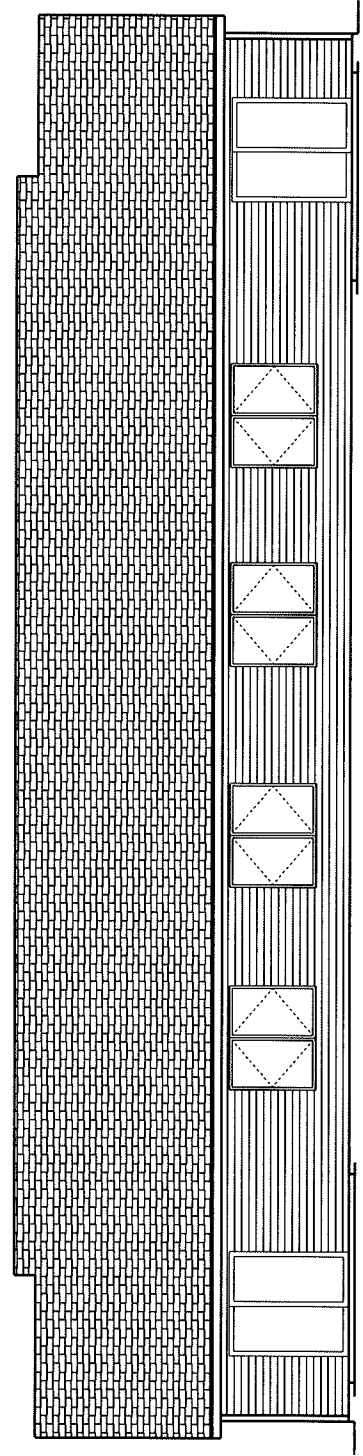
1224SQ. FT. DUPLEX



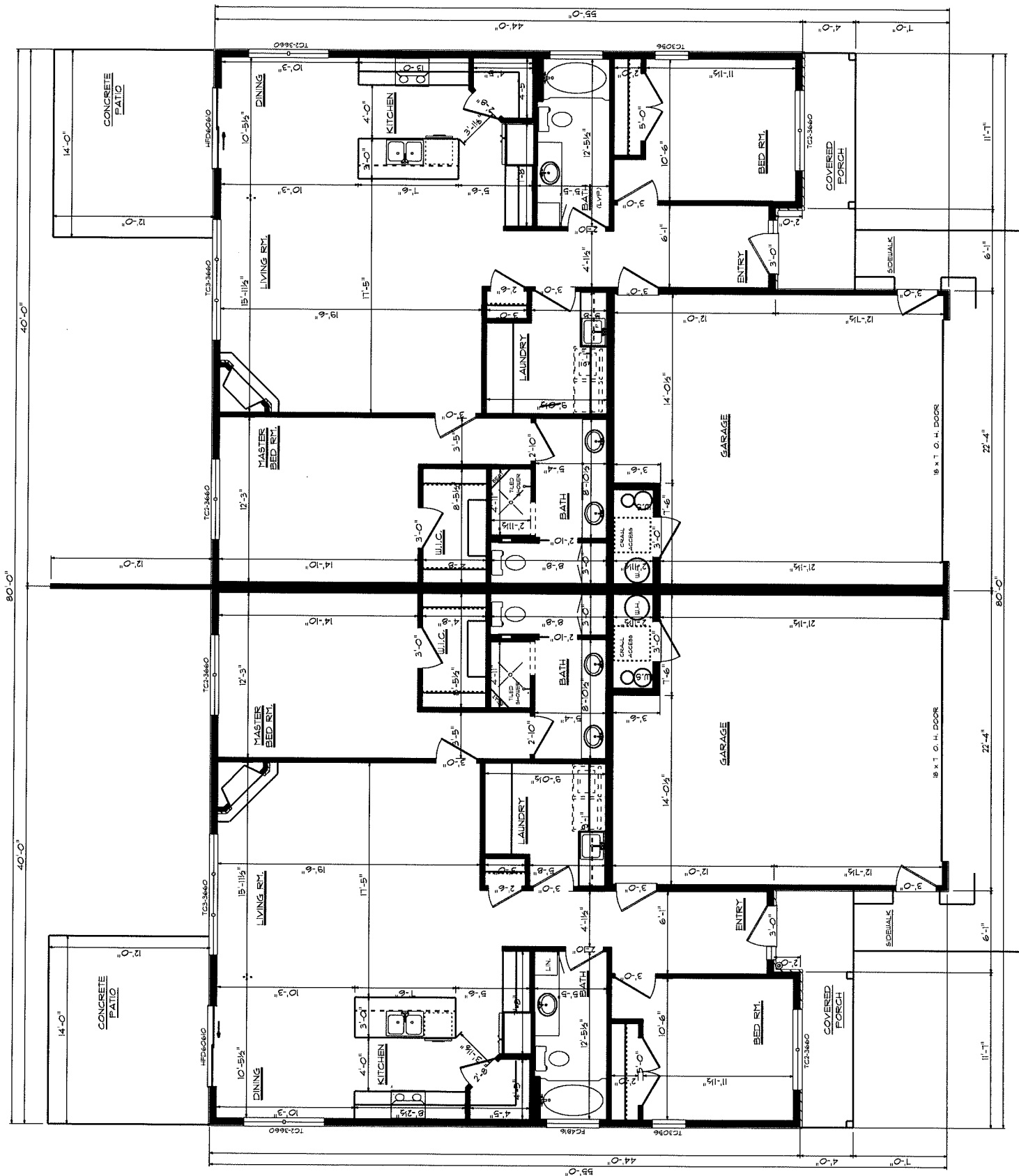
LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

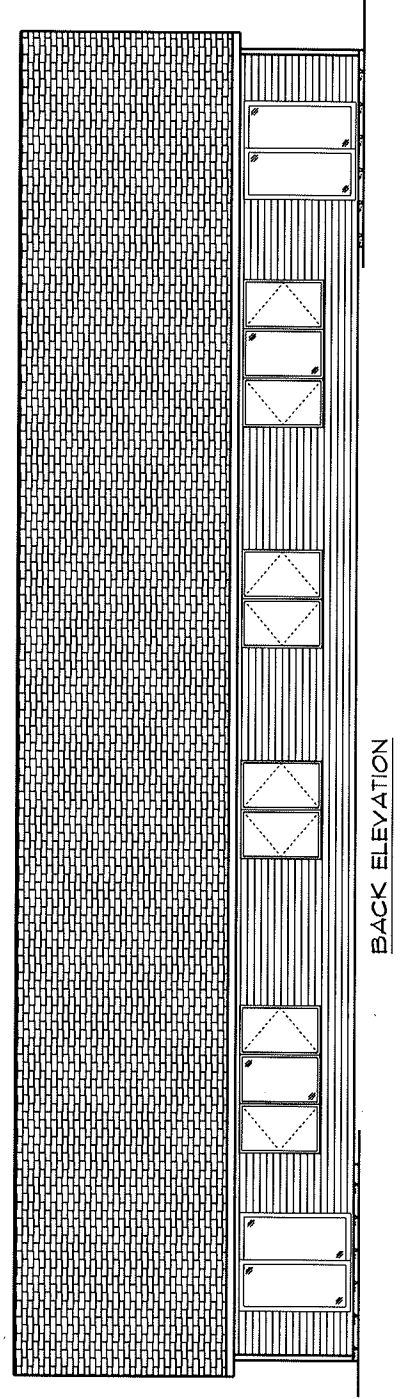
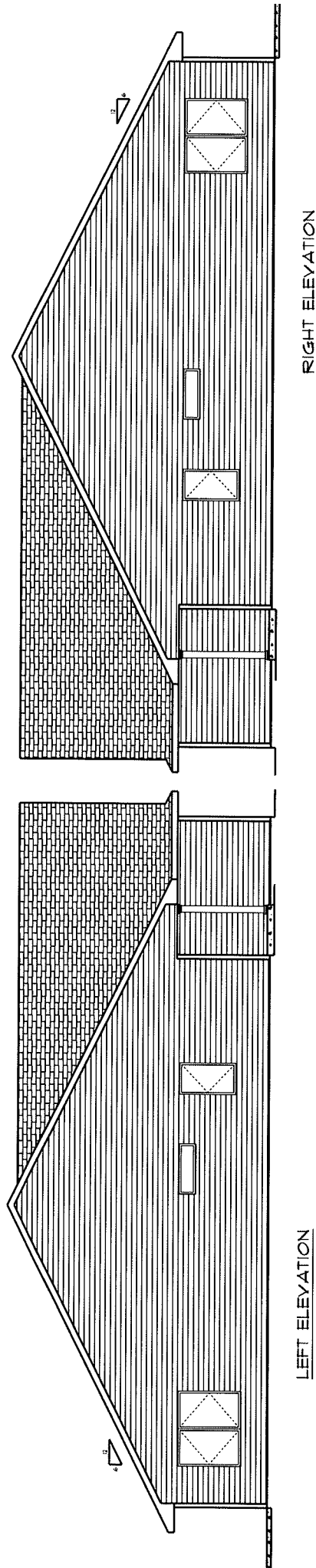
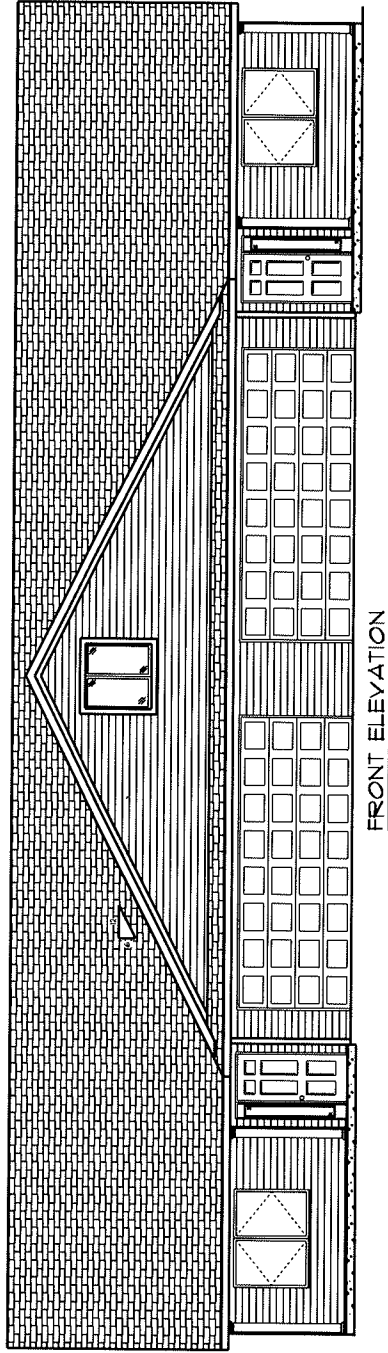


BACK ELEVATION



FIRST FLOOR PLAN
 (440 SQ.FT. EACH UNIT
 2880 SQ.FT. TOTAL)

1440 SQ. FT. DUPLEX

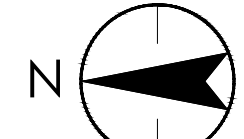
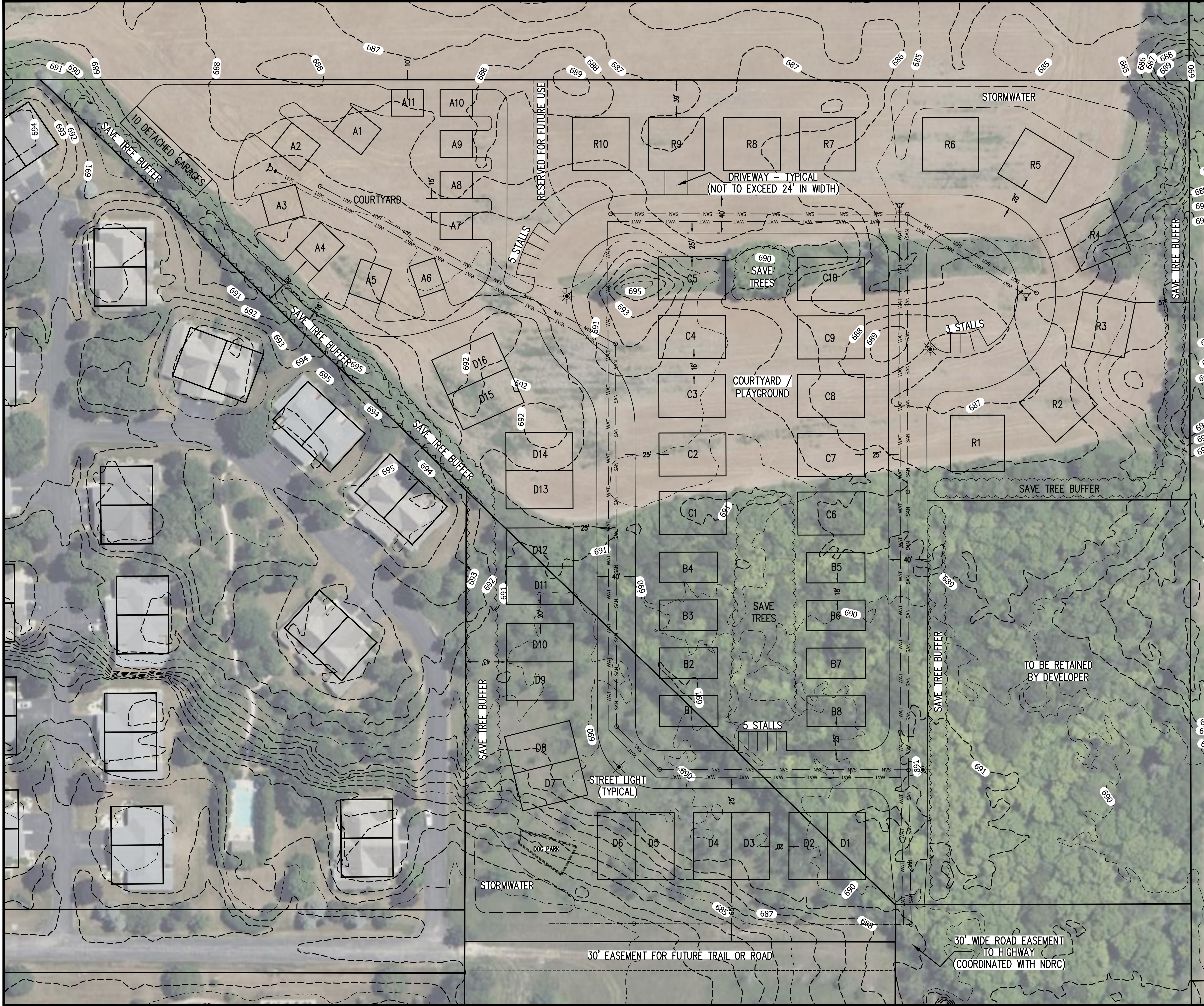


Note

Dog park

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. DIMENSIONS SHALL BE BASED ON THE DIMENSIONS SHOWN ON THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 11/20/2025 - 11:59pm
Drawing Name: \\N:\193\miscellaneous\Sister Bay CAD\12-2025\Deviley\1930300002_DES.dwg
Drawing Author: Deviley, B. 1930300002



0 50 100
GRAPHIC SCALE IN FEET

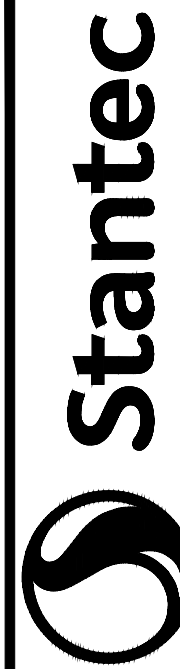
LABEL	QUANTITY	SIZE
A1 - A5	5	34' x 38'
A6 - A11	6	28' x 34'
B1 - B8	8	32' x 61'
C1 - C10	10	45' x 70'
R1 - R10	10	59' x 56'
D1 - D16	8 DUPLEXES 16 UNITS	80' x 70'

DENSITY CALCULATIONS

TOTAL ACREAGE	=	15.0±
TOTAL UNITS	=	55
DENSITY	=	3.67 / ACRE

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, WITH 20' WIDE ASPHALT SURFACE. PARKING TO BE LIMITED BY SIGNAGE TO ONE SIDE OF THE ROAD.
7. REFER TO SEPARATE LANDSCAPE PLAN FOR TREE PLANTING SCHEDULE.
8. STREET LIGHTS TO BE STERNBERG (MAIN STREET SERIES) TYPE S1.



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

OVERALL SITE PLAN

DEVILEY

SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE

November 20, 2025

NO REVISION DATE

SURVEY

DRAWN MTA

DESIGNED

CHECKED

APPROVED

PROJ. NO. 190300000

SHEET NUMBER

C001



STAFF REPORT

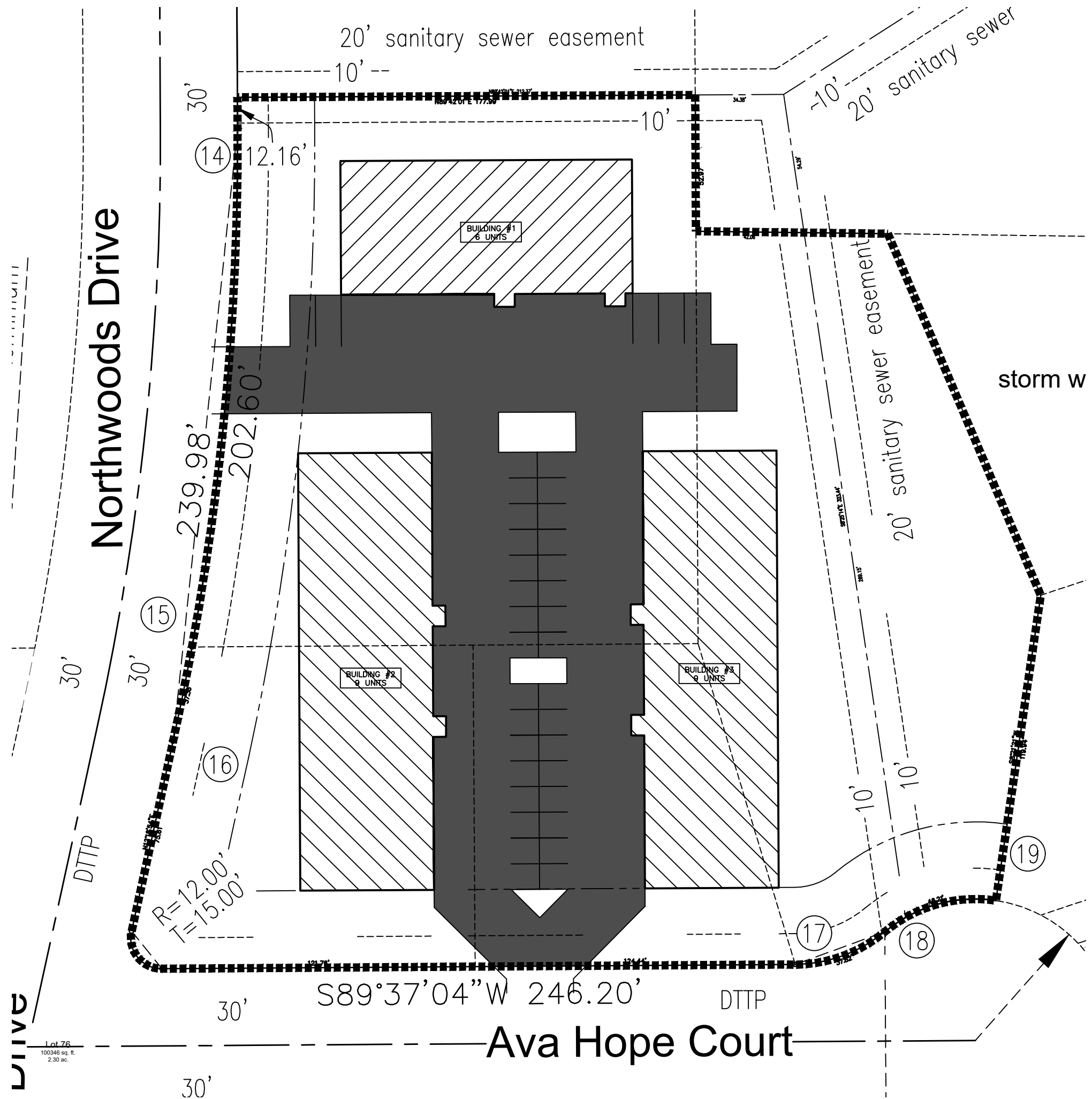
HALBROOK DEVELOPMENT

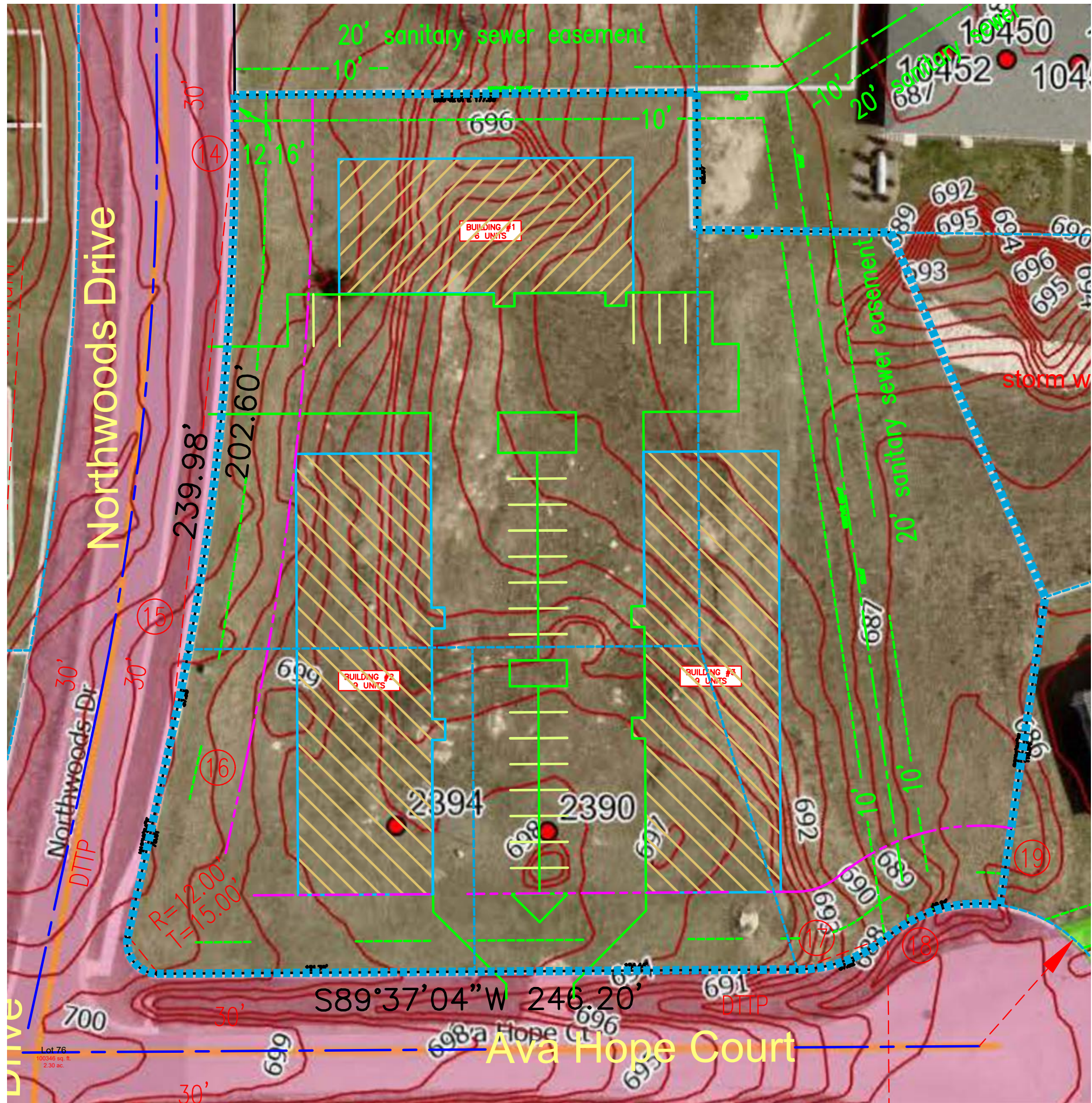
Attached are the plans for the proposed housing development on property owned by the village at the northeast corner of the intersection of Ava Hope and Northwoods. This proposal includes two 9-unit buildings and one 6-unit building. We have previously reviewed the proposal and requested formal plans and that Mr. Halbrook consider the following:

- More than one handicap unit. (Halbrook has indicated he has difficulty renting handicap units and therefore has opted to have the one unit, as required by the RFP.)
- Setback from the northeast line. (The building has been relocated further from the lot line.)
- Connectivity with the surrounding neighborhood and connectivity to trails. (There are no trails planned to this site, but additional sidewalks can ensure connectivity.)

Staff recommends the following:

- A sidewalk along Ava Hope Court.
- Additional landscaping along the north and east lot lines.
- A requirement that once the park is developed, the park be on its own lot and transferred back to the village, with a stipulation Halbrook continue to mow the lawn. The village shall impose an easement on themselves across the park for stormwater maintenance.
- A requirement 20% of the units be reserved for those earning 80% of the county's median income (required by the RFP, and agreed upon by Halbrook).
- In addition to the money Halbrook has planned for playground equipment, the village contribute \$25,000 towards the playground equipment. (The village shall use the remaining \$5000 of the park reserve to erect a sign.) Final playground design and equipment to be approved by the Parks, Property & Streets Committee prior to development of the park. The park is to be developed prior to occupancy of the first building.
- Halbrook be given three years to complete the development.
- A Development Agreement be required, which shall include the transfer of the property upon signing of the Development Agreement.





NOTES

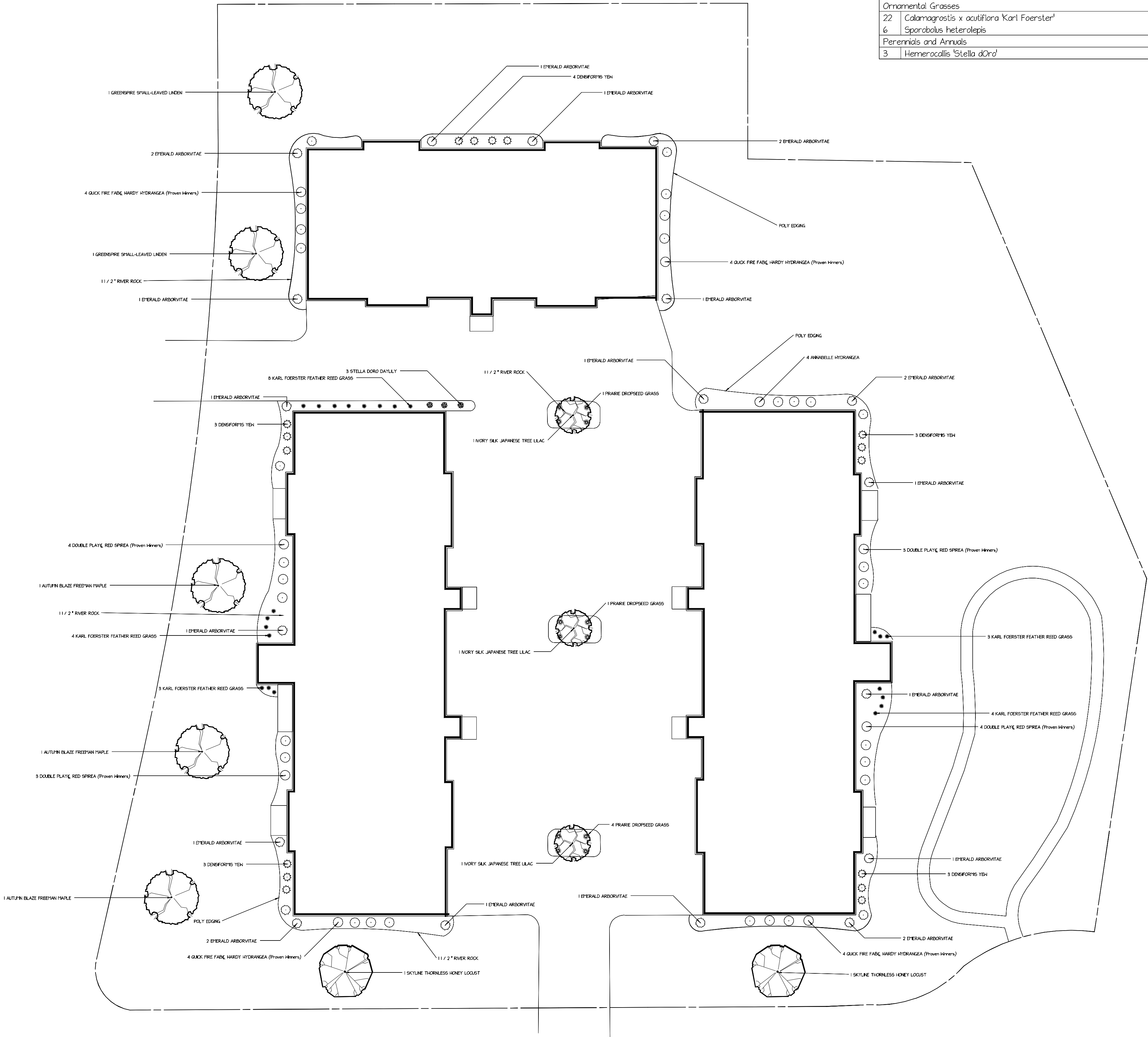
LAWN AREAS TO BE HERITAGE TYPE LAWN SEED COVERED WITH STRAW MULCH

ALL PLANTING BEDS TO 1 1 / 2" RIVER ROCK OVER FABRIC WEED BARRIER

ALL PLANTING BEDS TO BE EDGED WITH COMMERCIAL GRADE POLY EDGING

TREES PLANTED IN LAWN AREAS TO BE MULCHED WITH 5 FT RING OF HARDWOOD MULCH

Qty	Botanical Name	Common Name	Size/Condition
Trees			
3	Acer x freemanii 'Jeffersred'	AUTUMN BLAZE FREEMAN MAPLE	2 1/2"-3" bbb
2	Gleditsia triacanthos f. inermis 'Skyline'	SKYLINE THORNLESS HONEY LOCUST	2"-2 1/2" bbb
3	Syringa reticulata 'Ivory Silk'	IVORY SILK JAPANESE TREE LILAC	2"-2 1/2" bbb
23	Thuja occidentalis 'Smaragd'	EMERALD ARBORVITAE	4"-5" bbb
2	Tilia cordata 'Greenspire'	GREENSPIRE SMALL-LEAVED LINDEN	2"-2 1/2" bbb
Shrubs			
4	Hydrangea arborescens 'Annabelle'	ANNABELLE HYDRANGEA	3 gal
16	Hydrangea paniculata 'SMNHPM pp#325B, cbraf' (Proven Winners)	QUICK FIRE FABQ. HARDY HYDRANGEA (Proven Winners)	1" POTTED ONSTANDARD
14	Spiraea japonica 'SMNSJMF' ppaf, cbraf' (Proven Winners)	DOUBLE PLAYQ. RED SPIREA (Proven Winners)	15"-18" potted
16	Taxus x media 'Densiformis'	DENSIFORMIS YEW	18"-24" potted
Ornamental Grasses			
22	Calamagrostis x acutiflora 'Karl Foerster'	KARL FOERSTER FEATHER REED GRASS	1 gal
6	Sporobolus heterolepis	PRAIRIE DROPSEED GRASS	1 gal
Perennials and Annuals			
3	Hemerocallis 'Stella d'Oro'	STELLA DORO DAYLILY	1 gal



MULTI FAMILY DEVELOPMENT

No.	Date	Description
REVISIONS		

LOCATION

SISTERBAY WISCONSIN

LANDSCAPE PLAN

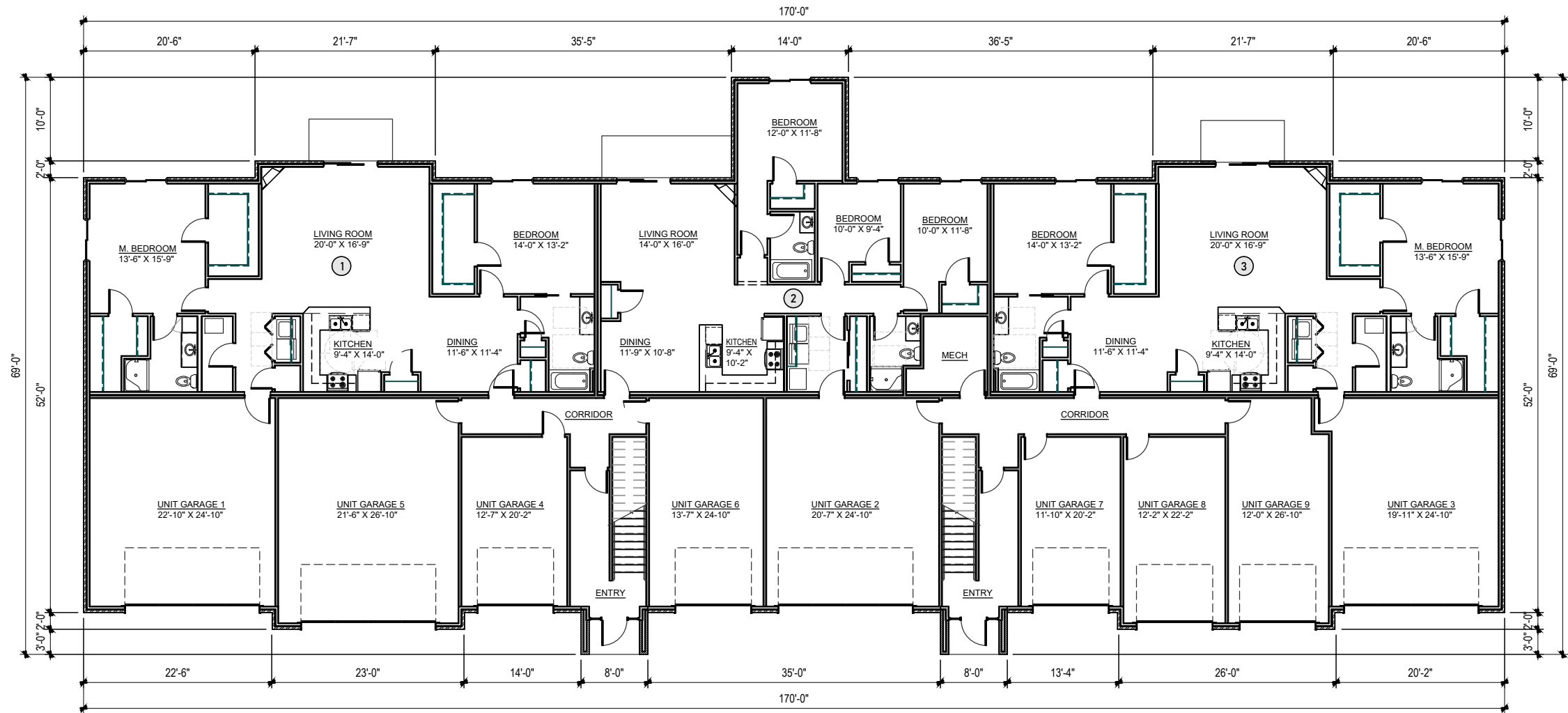


DRAWN BY: R W	PROJECT NO:
SCALE: 1" = 20'	SHEET NO:
CHECKED BY:	
DATE:	



LINEWORX
ARCHITECTURE

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



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

Preliminary

9 UNIT APARTMENT BUILDING- FIRST FLOOR PLAN

**MULTI- FAMILY
DEVELOPMENT
SISTER BAY, WISCONSIN**
TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION	
NO.	

DATE: 11-5-25	
DRAFTED BY: SRW	
CHECKED BY: SRW	
PROJECT NO.: -	
DRAWING NUMBER	-
SHEET NUMBER	
A101	
of 1	



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ARCHITECTURE

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

9 UNIT APARTMENT BUILDING- SECOND FLOOR PLAN

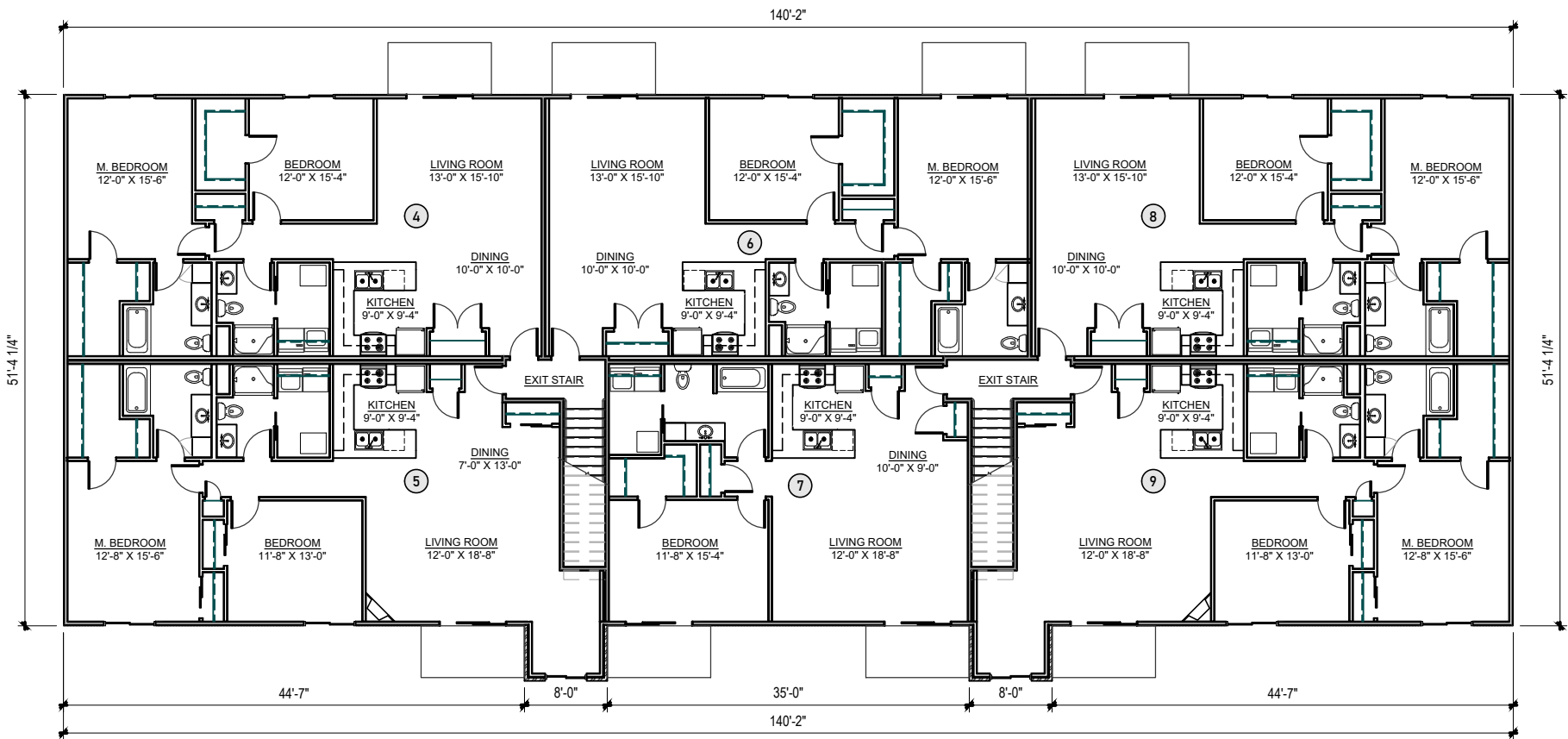
**MULTI- FAMILY
DEVELOPMENT
SISTER BAY, WISCONSIN**

TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION	
NO.	
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9	

DATE: 11-5-25
DRAFTED BY: SRW
CHECKED BY: SRW
PROJECT NO.: -
DRAWING NUMBER
-

SHEET NUMBER
A102
of 1



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

Preliminary



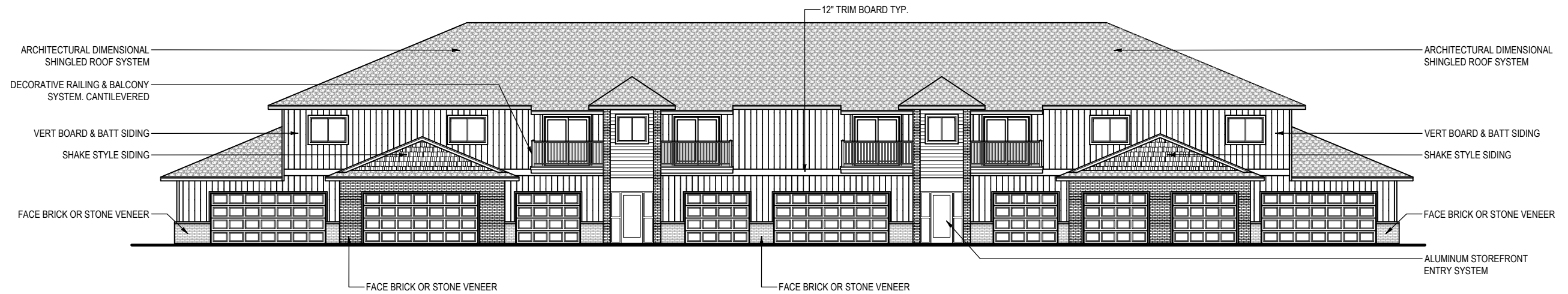
Preliminary

9 UNIT APARTMENT BUILDING- SECOND FLOOR PLAN MULTI-FAMILY DEVELOPMENT SISTER BAY, WISCONSIN	
TIM HALBROOK BUILDERS, INC.	
1	
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NO.	REVISION DESCRIPTION
DATE: 11-5-25	
DRAFTED BY: SRW	
CHECKED BY: SRW	
PROJECT NO.: -	
DRAWING NUMBER	-
SHEET NUMBER	
A102-1	
of 1	

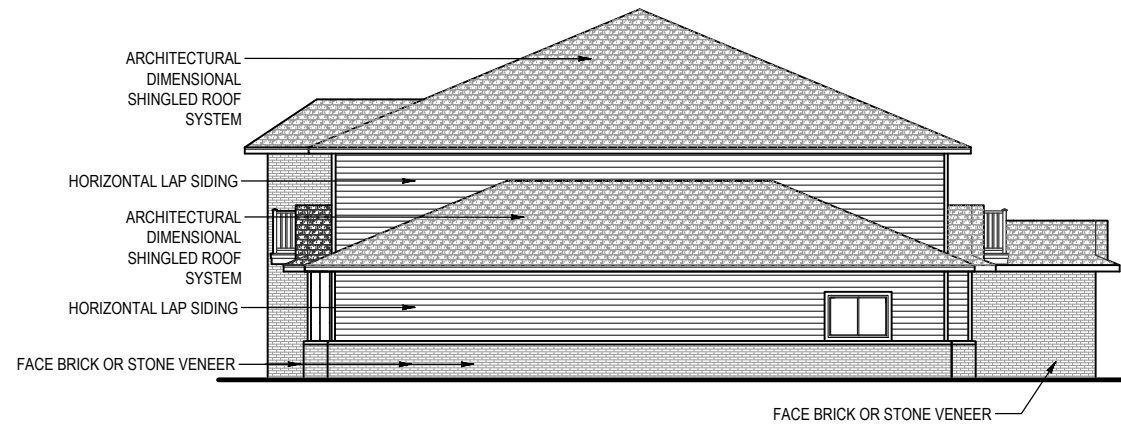


LINEWORX
ARCHITECTURE

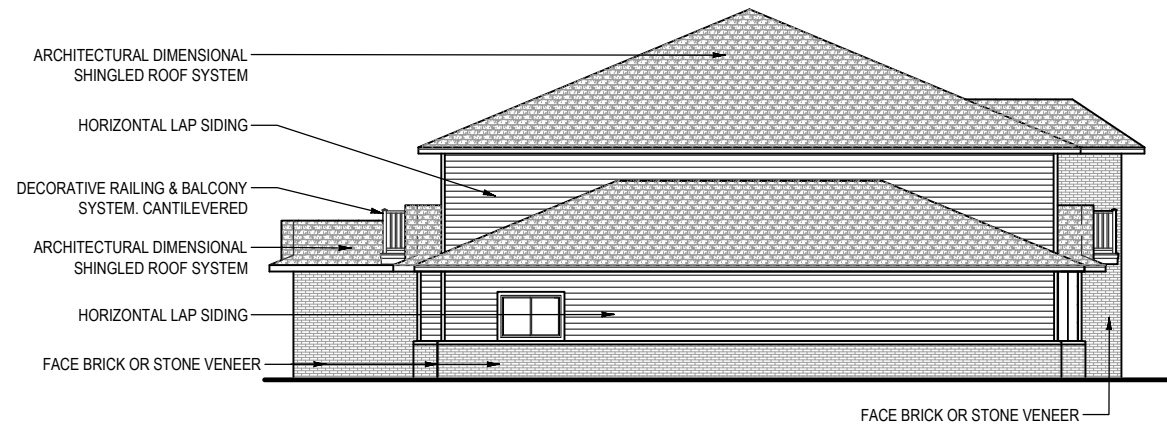
2052 COTTAGE ROAD
LITTLE SUAMICO, WI. 54141
PH: 920-621-1133
info@lineworkx.us



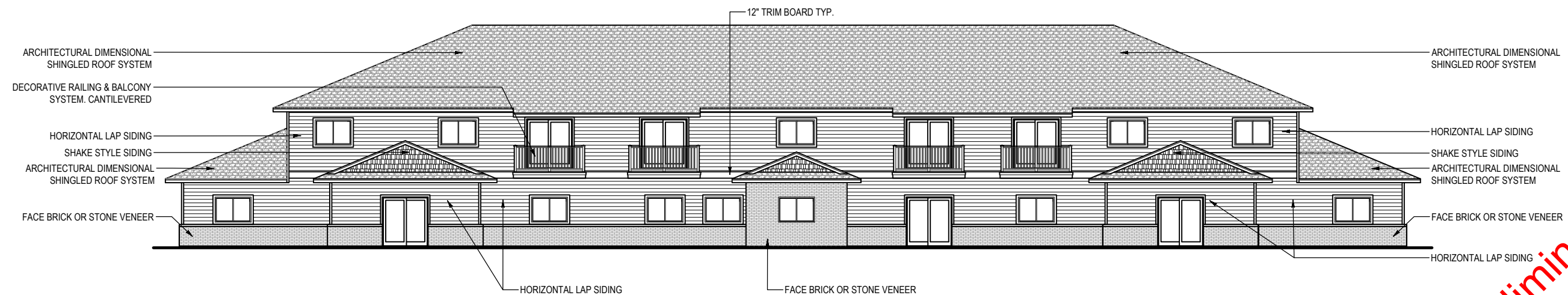
1 FRONT ELEVATION
SCALE: 1/16" = 1'-0"



2 SIDE ELEVATION
SCALE: 1/16" = 1'-0"



3 SIDE ELEVATION
SCALE: 1/16" = 1'-0"



4 REAR ELEVATION
SCALE: 1/16" = 1'-0"

Preliminary

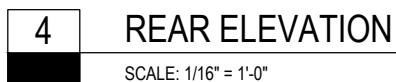
9 UNIT APARTMENT BUILDING- ELEVATIONS

**MULTI- FAMILY
DEVELOPMENT
SISTER BAY, WISCONSIN**
TIM HALBROOK BUILDERS, INC.

NO.	REVISION DESCRIPTION

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DRAWING NUMBER -

SHEET NUMBER
A201
of 1



SHINGLED ROOF SYSTEM

FACE BRICK OR STONE VENEER

HORIZONTAL LAP SIDING

Preliminary

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

NO.	REVISION DESCRIPTION
1	
2	
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7	

DATE: 11-5-25	
DRAFTED BY: SRW	
CHECKED BY: SRW	
PROJECT NO.: -	
DRAWING NUMBER	-



1 CONCEPT FIRST FLOOR PLAN
SCALE: 3/32" = 1'-0"

Preliminary

6 UNIT APARTMENT BUILDING- CONCEPTS
MULTI- FAMILY DEVELOPMENT
SISTER BAY, WISCONSIN
TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION	
NO.	

DATE:	11-5-25
DRAFTED BY:	SRW
CHECKED BY:	SRW
PROJECT NO.:	-
DRAWING NUMBER	-
SHEET NUMBER	
A101	
of 1	



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PH: 920-621-1133
info@linework.us

6 UNIT APARTMENT BUILDING- CONCEPTS

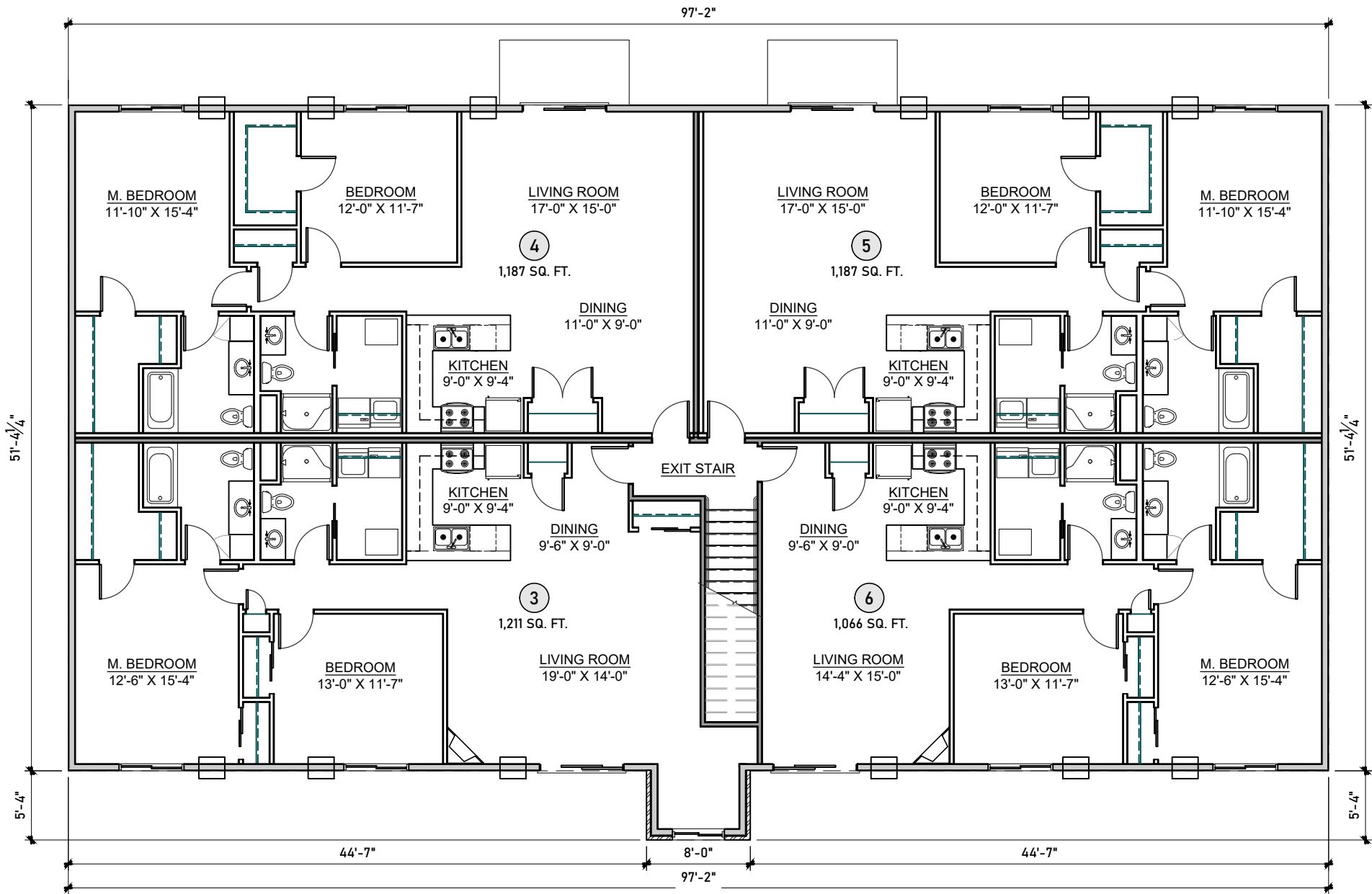
**MULTI- FAMILY DEVELOPMENT
SISTER BAY, WISCONSIN**

TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION	
NO.	
1	
2	
3	
4	
5	
6	

DATE:	11-5-25
DRAFTED BY:	SRW
CHECKED BY:	SRW
PROJECT NO.:	-
DRAWING NUMBER	-

SHEET NUMBER	A102
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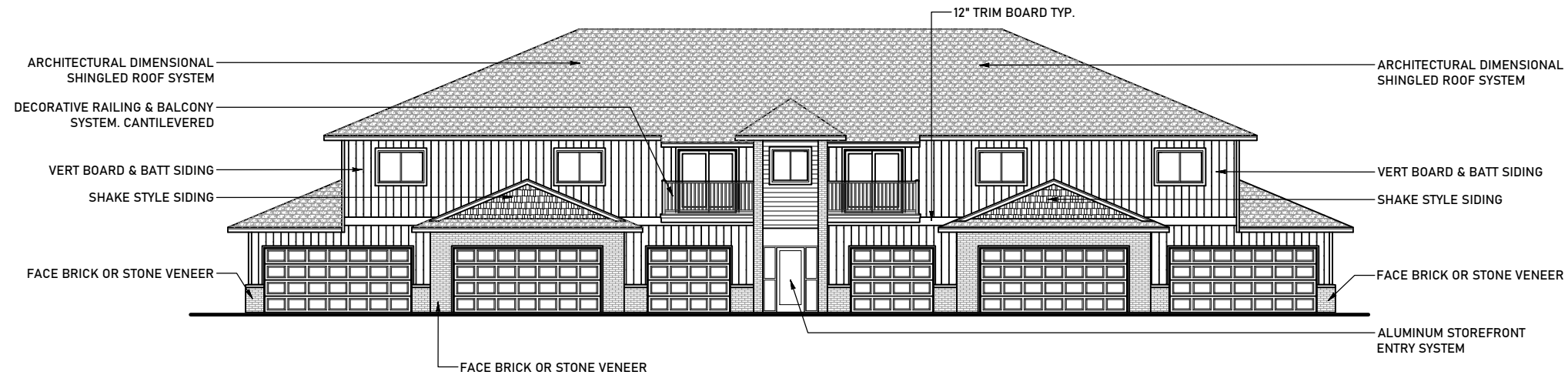
1 CONCEPT SECOND FLOOR PLAN
SCALE: 3/32" = 1'-0"
NORTH

Preliminary



LINEWORX
ARCHITECTURE

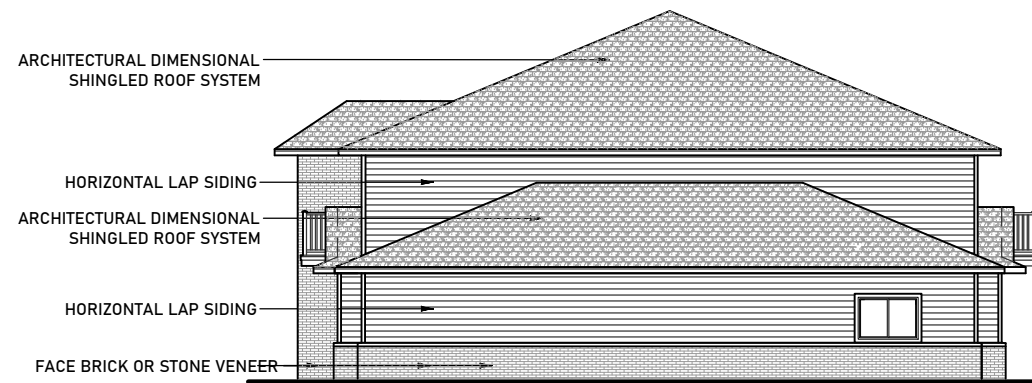
2052 COTTAGE ROAD
LITTLE SUAMICO, WI. 54141
PH: 920-621-1133
info@lineworkx.us



1

FRONT ELEVATION

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



2

SIDE ELEVATION

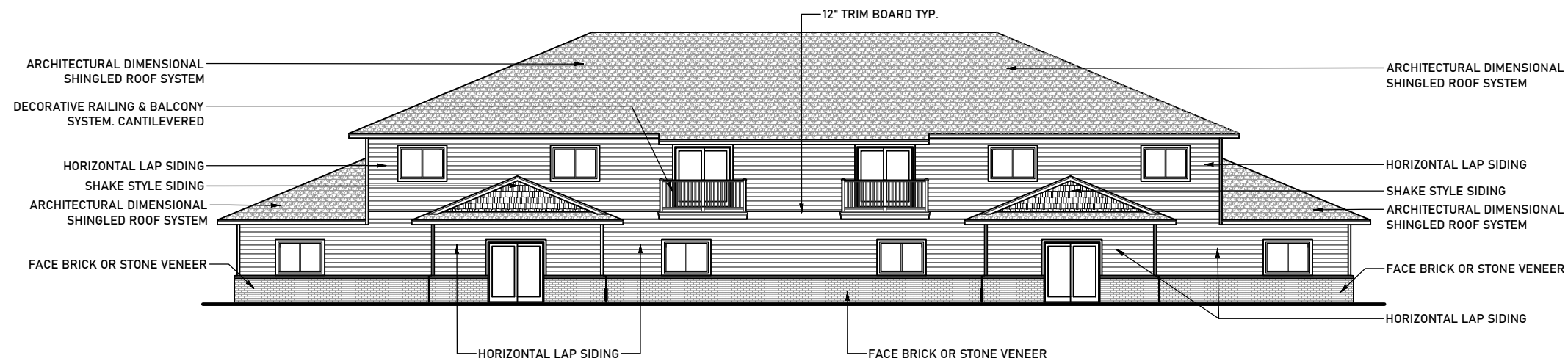
SCALE: 1/16" = 1'-0"



3

SIDE ELEVATION

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



4

REAR ELEVATION

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

6 UNIT APARTMENT BUILDING- CONCEPTS

**MULTI- FAMILY DEVELOPMENT
SISTER BAY, WISCONSIN**

TIM HALBROOK BUILDERS, INC.

REVISION DESCRIPTION

NO.

DATE: 11-5-25

DRAFTED BY: SRW

CHECKED BY: SRW

PROJECT NO.: -

DRAWING NUMBER

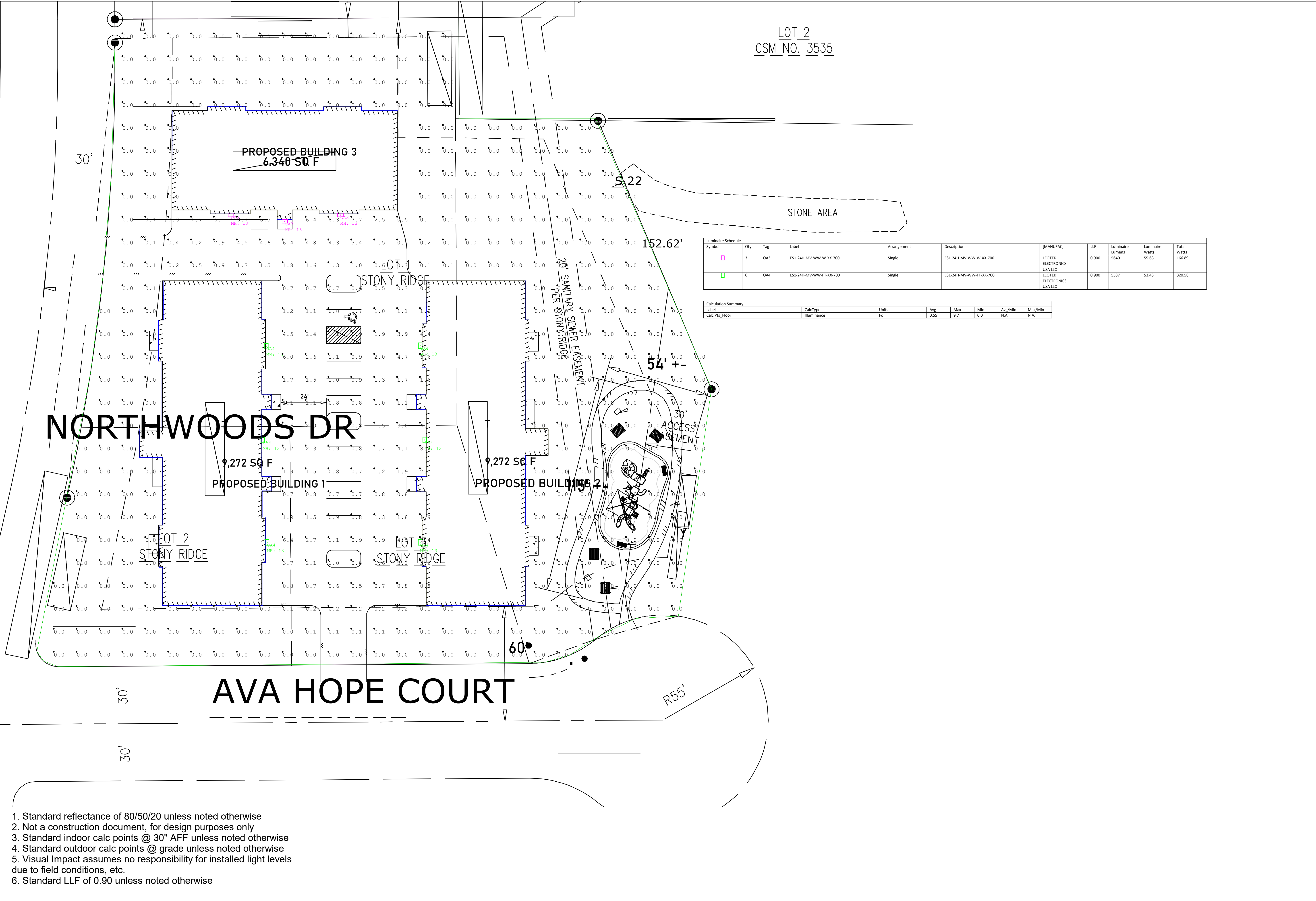
-

SHEET NUMBER

A201

of 1

Preliminary



Visual Impact Lighting
1724 Industrial Drive
920-437-2069
visualimpactlighting.com

#	Date	Comments
Revisions		

Drawn By: ATH
Checked By:
Date: 11/17/2025

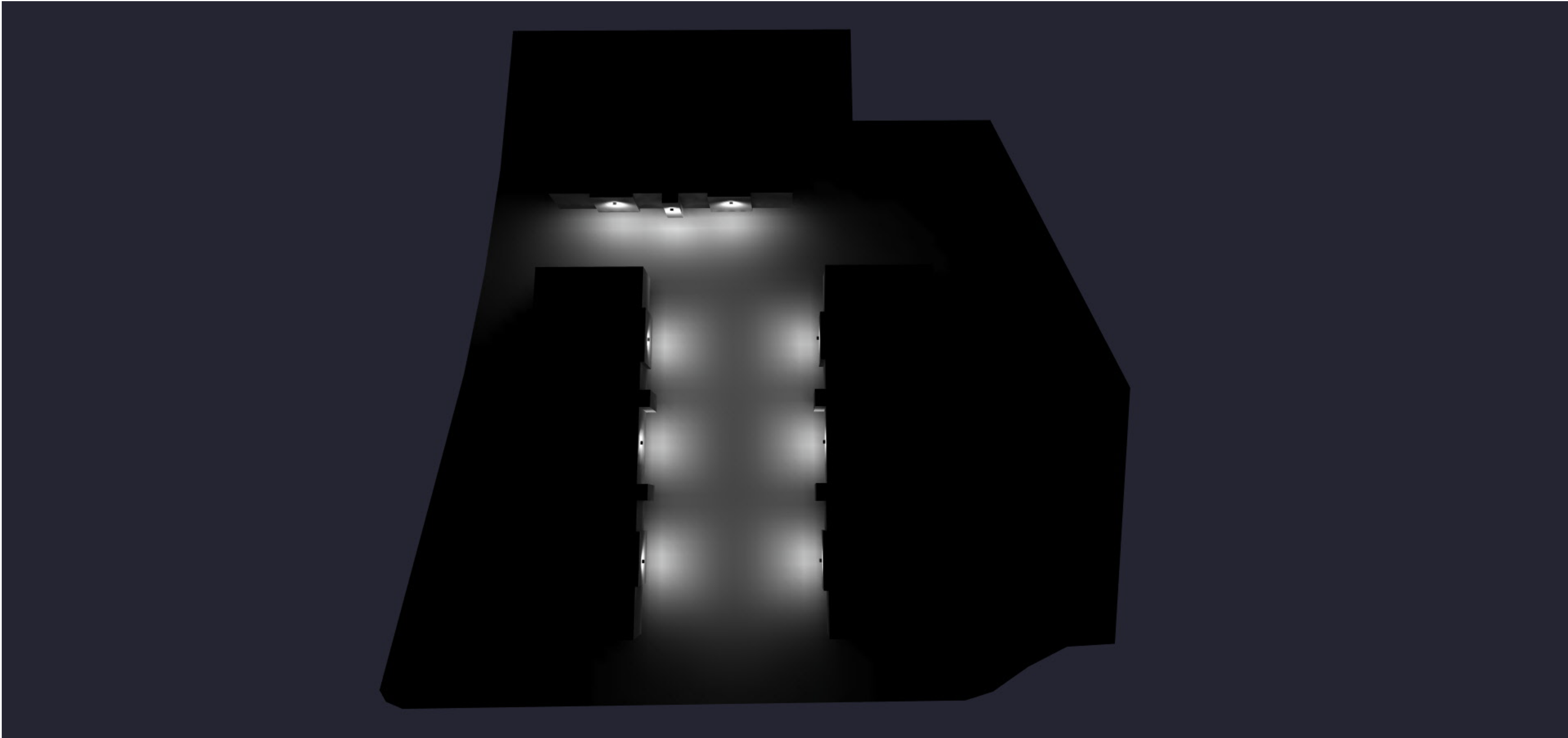
Scale:

Sister Bay Multi Family

Development

Page 1 of 2

- 1. Standard reflectance of 80/50/20 unless noted otherwise
- 2. Not a construction document, for design purposes only
- 3. Standard indoor calc points @ 30" AFF unless noted otherwise
- 4. Standard outdoor calc points @ grade unless noted otherwise
- 5. Visual Impact assumes no responsibility for installed light levels due to field conditions, etc.
- 6. Standard LLF of 0.90 unless noted otherwise

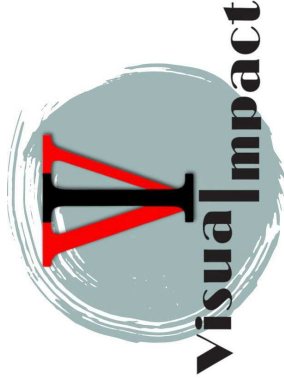


Sister Bay Multi Family

Development

Drawn By: ATH
Checked By:
Date:11/17/2025
Scale:

Revisions				
#	Date	Comments		



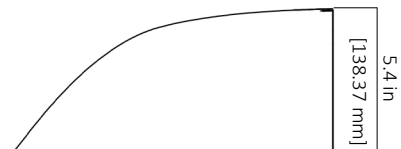
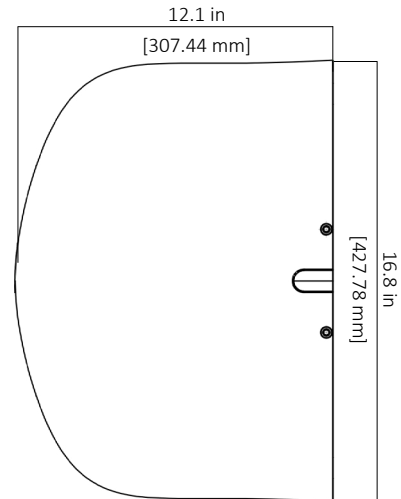
Visual Impact Lighting
1724 Industrial Drive
920-437-2069
visualimpactlighting.com

Eseta™ LED Wall Sconce

ES1 w/ OMNI Lens™ Visual Comfort Optics

Luminaire Data

Weight 9.9 lbs [4.5 kg]
14.6 lbs [6.5kg] with EM, MS options



Ordering Information

Sample Catalog No. ES1 24H MV NW W BK 700 EM

Product	No. & Type of LEDs	Voltage	Color Temperature ²	Distribution	Finish ³	Drive Current ⁴	Options
ES1	24H 48H ¹	MV ⁷ 120-277V HV 347-480V	WW 3000K NW 4000K CW 5000K	W Wide FT Forward Throw	BK Black DB Dark Bronze GY Gray WH White	350 350mA 530 530mA 700 ¹ 700mA	PC ⁵ Button Type Photo Control MSL2 ^{6,8} Motion Sensor, L2 Lens MSL3 ^{6,8} Motion Sensor, L3 Lens EM ⁷ Emergency Battery System Cold Weather Rated (-20°C/-4°F) EM2 ⁷ Emergency Battery System Warm Weather Rated (0°C/32°F)

Notes

- 48H LED configuration only available in 350mA or 530mA only, 700mA not available.
- Consult factory for other color temperatures.
- Consult factory for non-standard finish options. See page 2 for specifications.
- Factory set drive current, non-field adjustable. Refer to performance data on page 3.
(consult factory for other drive current options)
- PC option available with MV. For PC and HV, customer must specify required voltage of 347V or 480V.
- Motion sensor options available with MV only. Default setting dims luminaire to 50% when no motion is detected for 5 minutes.
- Emergency Battery System available with MV only. 3-year limited warranty on Emergency Battery System.
- FSIR100 motion sensor handheld wireless configuration accessory can be used to adjust factory settings as needed.
(accessories must be ordered separately as needed, only one FSIR100 required per project)

Accessories*

FSIR100⁸ Handheld Motion Sensor Configuration Tool

*Accessories are to be ordered separately and not to be included in the luminaire's catalog number.

Eseta™ LED Wall Sconce

ES1 w/ OMNI Lens™ Visual Comfort Optics

Luminaire Specifications

Housing

Die-cast aluminum housing with back mounting plate and outdoor rated cable. Back mounting plate includes novel hanging features to allow one-person installation. Knockouts on the top and bottom of the housing allow conduit entry. Electrical components are accessed behind gasketed optical cover.

Light Emitting Diodes

Hi-flux/Hi-power white LEDs are tested in accordance with IES LM-80 testing procedures. Warm White (3000K), Neutral White (4000K) and Cool White (5000K) with minimum 70 CRI are standard. LEDs are 100% mercury and lead free.

Optical Systems

The OMNI Lens™ visual comfort optical system creates a low brightness source to significantly reduce visibility glare with precision Wide or Forward Throw distributions. Lens cover is UV stabilized, vandal-resistant polycarbonate. Luminaire produces 0% total lumens above 90° (BUG Rating, U=0).

Electrical

Power supply features a minimum power factor of .90 and <20% Total Harmonic Distortion (THD). EMC meets or exceeds FCC CFR Part 15. Transient voltage complies with ANSI C62.41 Cat. A. Integral surge protector is tested per ANSI/IEEE C62.45 procedures based on ANSI/IEEE C62.41.2 definitions for standard and optional waveforms for Location Category C High.

Finish

Housing receives a fade and abrasion resistant epoxy polyester powder coat. Finish tested to withstand 5000 hours in salt spray exposure per ASTM B117. Finish tested 5000 hours in UV exposure per ASTM G154 and meets ASTM D523 gloss retention.

Listings/Ratings/Labels

Luminaires are UL listed for use in wet locations and emergency lighting in the United States and Canada. Ambient operating temperature is -40°C to 40°C with non-EM unit. Entire fixture maintains an IP66 and IK10 rating. DesignLights Consortium™ qualified product. Consult DLC QPL to confirm your specific fixture selection is DLC approved. Assembled in the United States.

Photometry

Luminaires are photometrically tested by certified independent testing laboratories in accordance with IES LM-79 testing procedures.

Lumen Maintenance

Models	TM-21 Lumen Maintenance (hours) at 25°C	
	At 50,000	At 100,000
ES1-24H	99%	97%
ES1-48H	97%	93%

Warranty

10-year limited warranty is standard on luminaire and components. 5-year limited warranty on motion sensor and photo control. 3-year limited warranty on Emergency Battery System.

Color Specifications

Order Code	Color	RAL #	Pantone Equivalent
GY	Gray	7040	429C
BK	Black	9004	426C
DB	Dark Bronze	6022	BLACK 2C
DB1	Dark Bronze	8019	412
WH	White	9003	11-0601
NA	Natural Aluminum	9006	N/A

Eseta™ LED Wall Sconce

ES1 w/ OMNI Lens™ Visual Comfort Optics

Performance Data

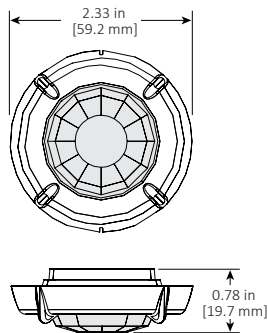
All data nominal, consult factory for IES files or LM-79 reports.

CCT	Two Distributions		Wide Distribution			Forward Throw Distribution		
	No. of LEDs & Type	Drive Current (mA)	System Wattage (W)	Delivered Lumens (Lm)	Efficacy (Lm/W)	System Wattage (W)	Delivered Lumens (Lm)	Efficacy (Lm/W)
3000K	24H	350	29	3621	125	29	3618	125
		530	45	5265	117	43	5203	119
		700	57	6421	113	57	6516	114
	48H	530	83	8826	106	81	8751	108
4000K	24H	350	29	3944	136	30	4050	136
		530	45	5580	124	43	5418	126
		700	58	6957	120	58	7023	121
	48H	530	82	8707	106	83	8466	102
5000K	24H	350	29	3730	130	30	3922	132
		530	44	5131	118	43	5139	119
		700	58	6521	112	56	6260	112
	48H	530	82	9839	120	84	9585	115

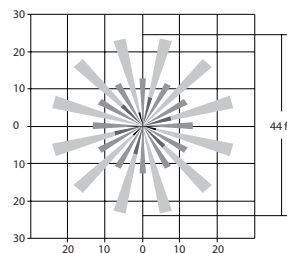
Eseta™ LED Wall Sconce

ES1 w/ OMNI Lens™ Visual Comfort Optics

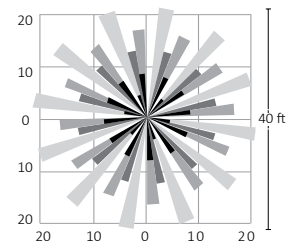
Motion Sensor (Optional) Data



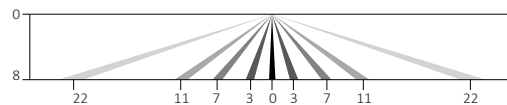
L2 Lens Coverage Top View



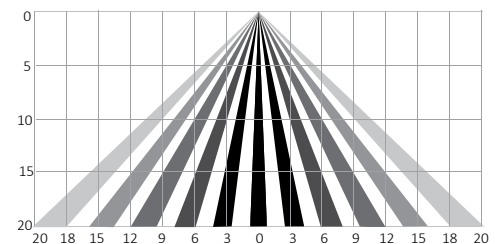
L3 Lens Coverage Top View



L2 Lens Coverage Side View



L3 Lens Coverage Side View



Motion Sensor (Optional) Specifications

Description

Digital passive infrared luminaire integrated outdoor occupancy sensor provides high/low/off control based on motion. Initial setup and subsequent sensor adjustments are made using a handheld configuration tool.

Operation

Standard factory setting will dim the luminaire to 50% until motion is sensed and then it will power to 100%. When motion is not detected for five minutes, the luminaire will dim back to 50%. Ramp up and fade down times are adjustable, but initially set to NONE.

The percent dimming and time durations may be field adjusted as required using FSIR100 option. FSIR user guide available at: www.wattstopper.com.

Optical System

Multi-cell, multi-tier Fresnel lens with a 360 degree view detects unobstructed motion. L2 lens is designed for a mounting height up to 8 feet and detects motion up to 3 times mounting height. L3 lens is designed for a mounting height up to 20 feet and detects motion within one mounting height.

Finish

Sensor exterior ring and lens are white polycarbonate, UV and impact resistant.

Listings/Ratings

Sensor is TUV, UL and cUL listed, IP66 rated and CE compliant.

Warranty

5-year limited warranty on luminaires and components with a motion sensor.

Emergency Battery System (Optional) Specifications

Description

Emergency battery system option provides a nominal 2300 lumens for a minimum of 90 minutes and can be specified with motion sensor option. Test switch and charging indicator light are visible and accessible on the optical cover.

Temperature Rating

'EM' cold weather emergency battery system ambient operating temperature is -20°C to +60°C (-4°F to 140°F). 'EM2' warm weather emergency battery system ambient operating temperature is 0°C to +60°C (32°F to 140°F).

Listings/Ratings/Labels

Emergency LED driver and batteries are UL recognized and CSA certified. Emergency illumination time exceeds the National Electrical Code (NEC), Life Safety Code (NFPA-LSC), National Building Code of Canada (NBC), National Fire Code of Canada (NFC) and UL 90-minute requirements.

Warranty

3-year limited warranty on Emergency Battery System.



STAFF REPORT

BAKERY AND COFFEE SHOP

Stoyan Dimitrov has applied to turn the former Bayshore Outfitters property into a bakery and coffee shop. Attached is his proposal.

The uses are allowed in a B-1 district, with parking being the main concern. The lot is existing, and as shown, Stoyan can provide 22 stalls. Staff's only concern with this application is landscaping. The parking lot is older and doesn't meet our current requirements. The Plan Commission needs to decide, if they approve the request, if more landscaping should be added.

Town of sister bay zoning board

Nov 7 2025

Dear Board,

My name is Stoyan Dimitrov. I purchased the building located at 2457 Bayshore Dr. a month ago. I also own Zero Sum Caffee shop at Country Walk. My intent is to create a premium bakery in town where residents and tourists can enjoy freshly baked bread and coffee drinks year round. I am attaching a rough plan (the proper plan is being drafted) for my intentions for the building. My understanding of the zoning code and the required parking is that I can have 72 seats with the current parking (22-24 parking stalls) and 5 people working at the business. I am asking the board to consider my plans and to let me know if any adjustment or alteration is needed. I apologize for the rough sketch – to stick with my budget, I will have proper plans drafted once I hear back from the board.

Thank you for your consideration.

Kind regards,



Stoyan Dimitrov



184.16'

S Bay Shore Dr

249.75'

224.14 < 36

77

77

179.18'

16 reg spots
2 handicap

10	=	12	13	14	15	16
----	---	----	----	----	----	----

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----

handicap

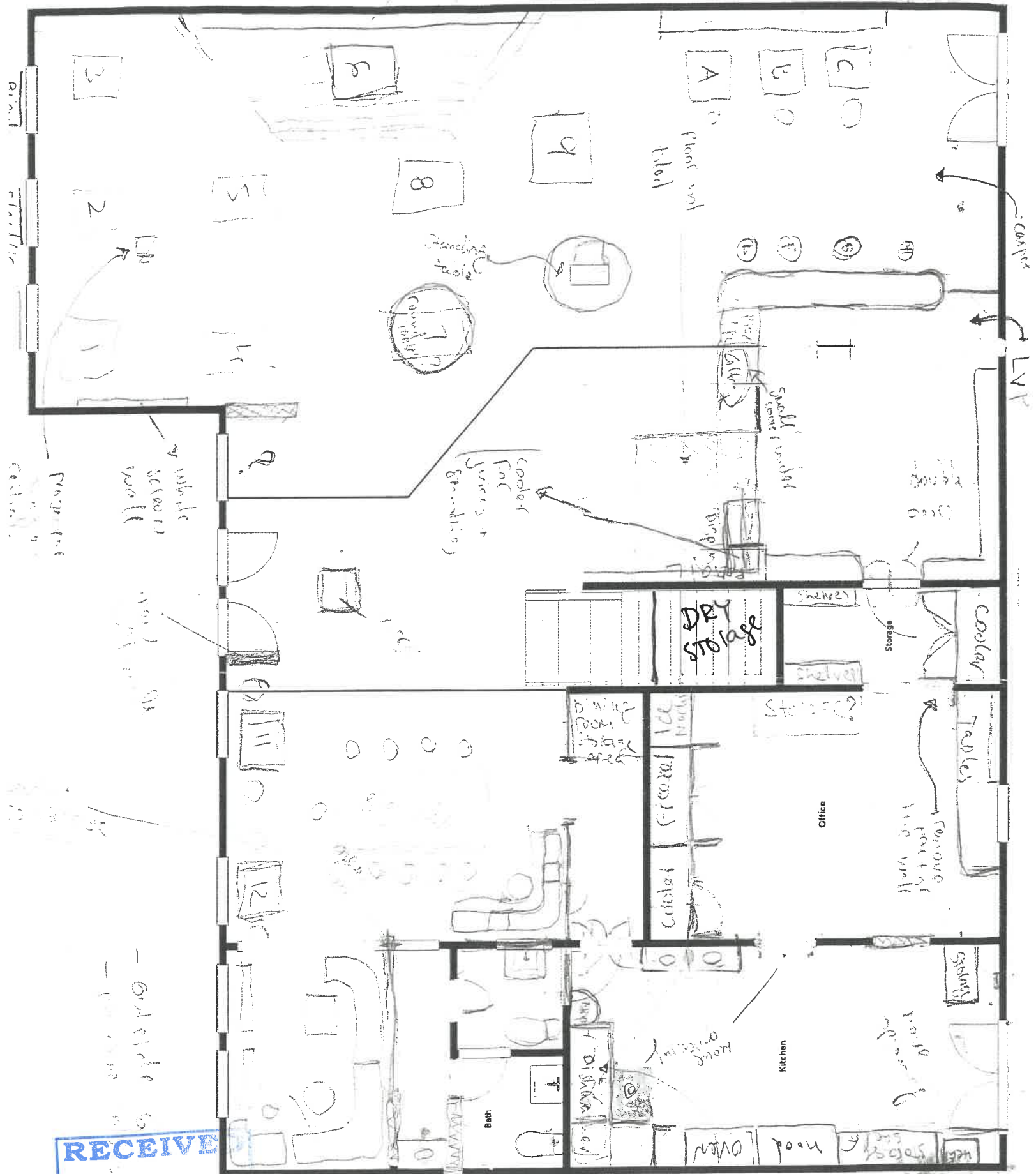
handicap

Cherrywood Ct

2457

1067C

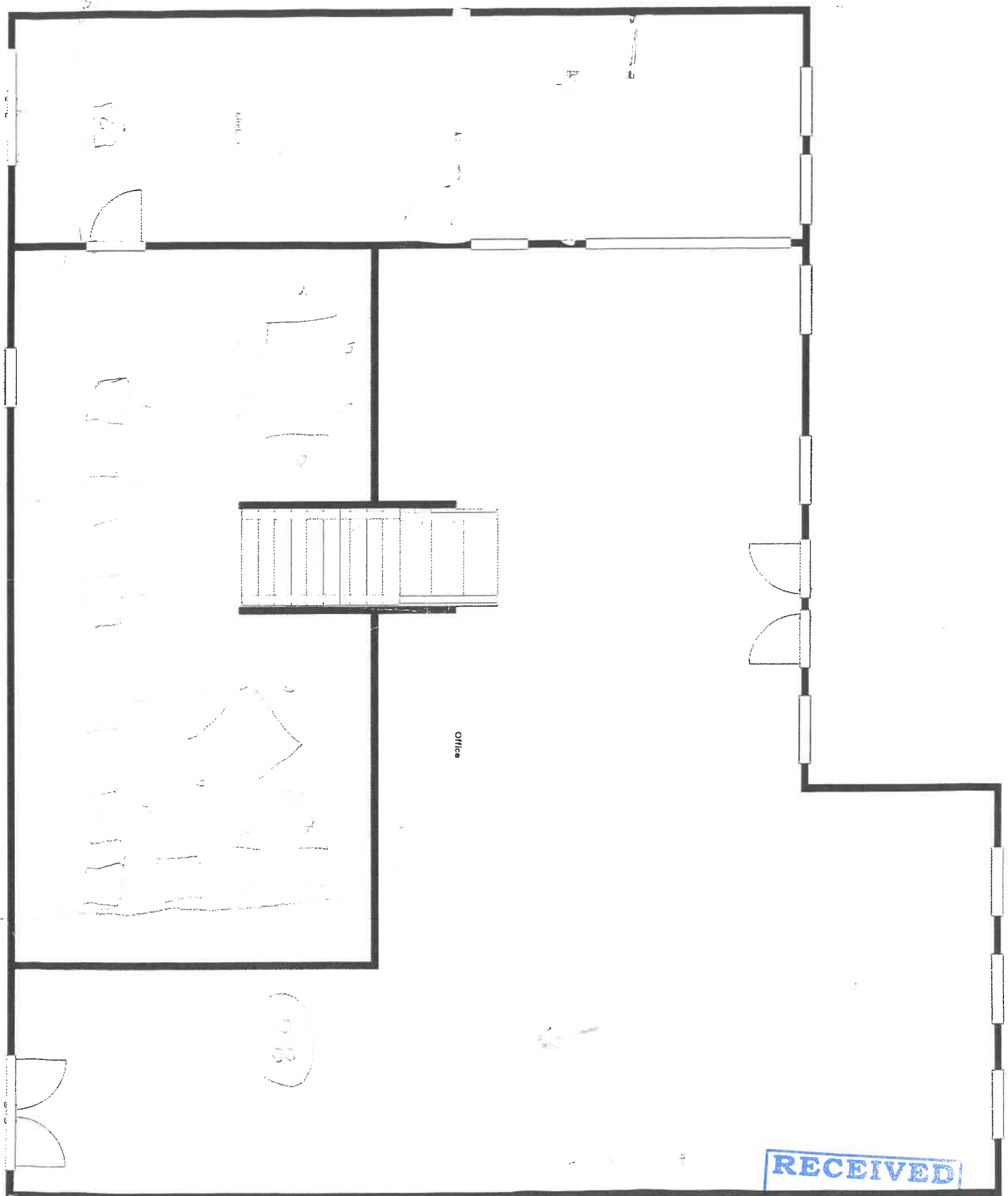
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STAFF REPORT

ZONING MAP UPDATE – DISCUSSION NO. 1

This meeting will be our first discussion on updating the zoning map. Attached you will find three maps. I'll address each below, starting with what may be the 'simplest' proposed map amendment.

(Be advised the zoning maps don't reflect the adopted zoning changes to the former Wiltse or Logerquist sites.)

1. WOODLANDS

As you know, we had a discussion on the great loss of woodland cover the village has experienced. This is reflected in our new Comprehensive Land Use Plan, page 41, and the goals set on page 45.

If you refer to the attached map labeled "Zoning Map with Future Woodland" you find the woodland areas we proposed protecting that show on the future land use map (page 59 of the plan). These areas do not follow lot lines so they would be difficult to create and identify a new zoning district for those areas. Staff recommends the woodlands identified on the attached be treated as a "Woodland Overlay". This would appear on the new zoning map similar to our "Bluff Protection Overlay". If we agree these areas should be an overlay rather than a separate zoning district, then we'd need to amend our code to create a "Woodland Overlay" district.

If an overlay district, the code could read,

Create **Sec. 66.0347, Woodland Overlay District**

This district serves to protect the village's tree canopy from destruction, aid in climate regulation, air and water purification, soil conservation, provide essential habitat and food sources for wildlife, and enhance the natural beauty of the village.

- (1) Determination. The location of the woodlands in the Woodland Overlay District are those woodlands identified on the Future Land Use Map in the village's comprehensive plan.
- (2) Requirements.
 - (a) Buildings and structures shall not be placed, to the greatest practical extent, on those portions of a lot designated Woodland Overlay District. If there is not a building site, that meets setback requirements, on the lot outside the woodland area, a portion of the woodland area may be used for development upon approval of the Plan Commission upon finding no practical building site exists outside the woodland area.
 - (b) If, upon approval by the Plan Commission in sub. (a) above, development is allowed in a woodland area, no trees may be removed beyond 30 feet of the foundation of a building.
 - (c) No roads or driveways shall be installed in the Woodland Overlay District except those necessary to serve an approved building site. In the event such road or driveway is necessary, the road or driveway shall not exceed the minimum width required by this code, and no trees beyond the minimum width of the road or driveway shall be removed, unless such tree removal has been approved by the Plan Commission. The Plan Commission may consult with a registered professional forester, certified forester, or registered landscape engineer to determine if tree removal is required, how to protect the tree canopy or root structure, or other information necessary to allow the road or driveway to be installed while protecting the woodland cover; the applicant shall pay the costs of such consultation.

- (d) Woodlands shall not be clear cut, thinned, uprooted, removed or topped except as allowed above or as recommended to prevent disease, the spread thereof, or to control invasive species. A special cutting plan prepared by a registered professional forester, certified forester, or registered landscape engineer shall be submitted to the village and approved by village staff prior to removing woodland vegetation to address disease and invasive species concerns.

2. RESIDENTIAL

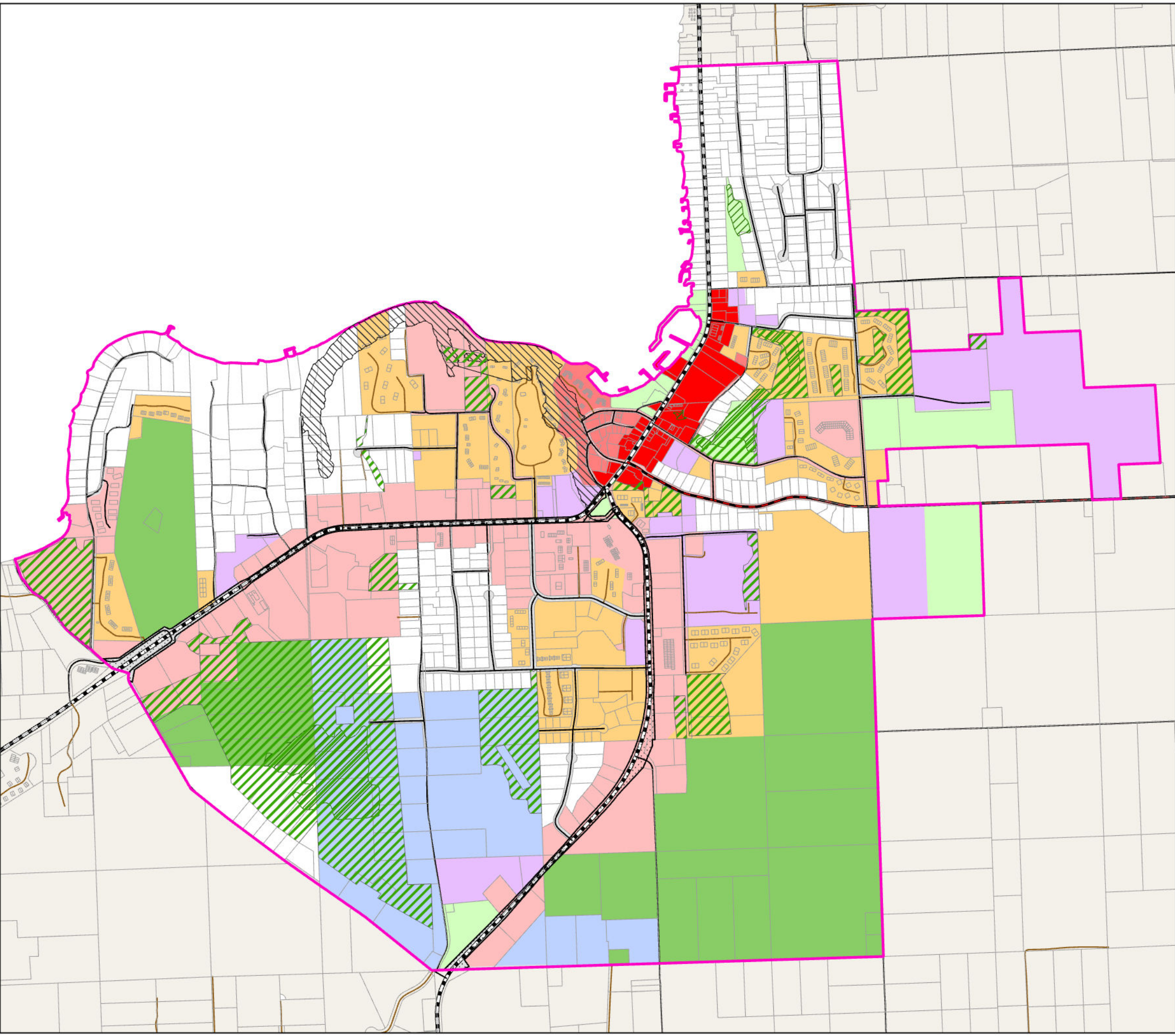
For the next conversation, refer to the second map attached, titled “Zoning Map with Future Residential”. The areas with ‘yellow cross hatch lines’ are the areas which were not previously zoned residential but now are designated residential on the future land use map. There needs to be a discussion as to if these areas are to be labeled R-1, R-2, R-3 or R-4, or if a new residential district is to be created. (Be advised that although some trends call for mixing residential uses, you have limited time to meet the state requirement of having your code and map reflect what is shown on the adopted comprehensive plan. Therefore, such trending discussions may have to wait until there is more time to discuss the myriad of changes required to implement zoning trends and policies.)

To guide the commission through discussion, I have made some recommendations on the third map. In addition to recommended residential zones, I also made recommendations on two parcels that might have been designated business by mistake.

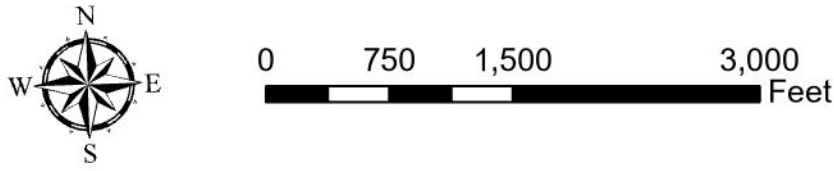


DRAFT 11/20/25

Zoning Map with Future Woodland



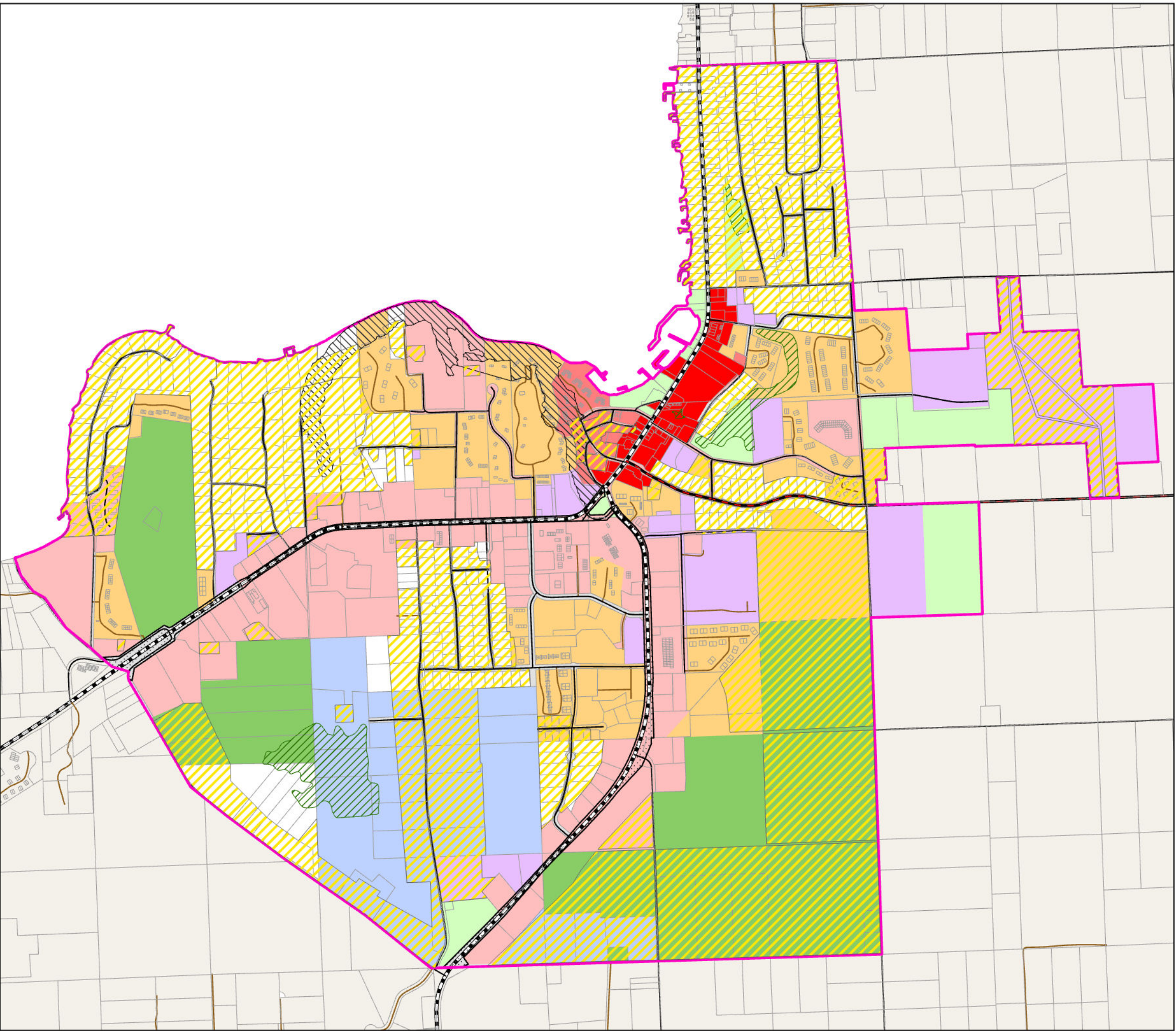
- Future Woodland
- Zoning Districts**
 - (B-1) General Business
 - (B-2) Downtown Business Transition
 - (B-3) Downtown Business
 - (CS-1) Countryside
 - (I-1) Institutional
 - (P-1) Parks and Recreation
 - (R-1) Single-Family Residence
 - (R-2) Multiple-Family Residence
 - (R-3) Large Lot Residence
 - (R-4) Small Lot Residence
- Overlay Districts**
 - (W-1) Wetland Overlay
 - (BP) Bluff Protection Overlay
 - (HL) Highway Landscape Overlay
 - (WHP) Wellhead Protection Overlay
 - Road ROW Overlay



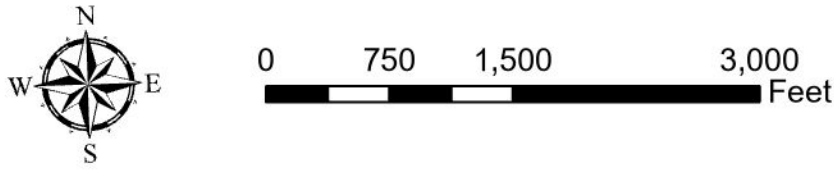
This draft zoning map is based upon parcel and property boundary maps maintained by Door County. The right-of-way widths for public and private streets vary and the map shows a representation of the easements or rights-of-way. This map is neither a legally recorded map, nor a survey, and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies.

DRAFT 11/20/25

Zoning Map with Future Residential



- Future Residential
- Zoning Districts**
 - (B-1) General Business
 - (B-2) Downtown Business Transition
 - (B-3) Downtown Business
 - (CS-1) Countryside
 - (I-1) Institutional
 - (P-1) Parks and Recreation
 - (R-1) Single-Family Residence
 - (R-2) Multiple-Family Residence
 - (R-3) Large Lot Residence
 - (R-4) Small Lot Residence
- Overlay Districts**
 - (W-1) Wetland Overlay
 - (BP) Bluff Protection Overlay
 - (HL) Highway Landscape Overlay
 - (WHP) Wellhead Protection Overlay
 - Road ROW Overlay



This draft zoning map is based upon parcel and property boundary maps maintained by Door County. The right-of-way widths for public and private streets vary and the map shows a representation of the easements or rights-of-way. This map is neither a legally recorded map, nor a survey, and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies.



STAFF REPORT

Miscellaneous Text Amendments

I. Halide Lamps

In April we discussed the fact that the code still allows for halide lights and said we would propose that be removed from the code. We also discussed string lights and lights that are left on all day, and it was recommended the Nuisance Code be amended as well. The below does not address potential Nuisance Code amendments, rather it addresses the halide amendment discussed earlier. Proposed:

Sec. 66.0809 Outdoor Lighting

(2) General Requirements.

- (a) All outdoor lighting fixtures installed by November 13, 2004 and thereafter maintained upon private or public residential, business, and institutional property shall comply with the following standards:
 1. The maximum allowable light trespass shall be 0.5 horizontal foot-candles 4 feet above ground. The point of measurement of this offending light shall be at the property line for residential, commercial, institutional or public use. The measurement shall not include any ambient natural light.
 2. Light sources shall be shielded or installed so that there is not a direct line of sight between the light source and its reflection and at a point five feet or higher above the ground of adjacent property and public streets. The light source shall not be of such intensity to cause discomfort or annoyance.
 3. Any outdoor lighting fixture installed on a parking lot shall ~~use metal halide lamps~~ *use dark sky approved lighting, in particular a hood and lens that are shielded to direct light downward. [PC - Keep in mind, it is the reflection on the parking lot too that is an issue.]*

Sec. 2000 – General Definitions

Lighting Source

A lamp or manufactured device emitting energy that is capable of exciting the retina and producing a visual sensation. Emitted energy falls within the electromagnetic spectrum having a length of between 380 and 770 nanometers. Such devices include, but are not limited to incandescent, fluorescent, LED, carbon arc, quartz-iodine/tungsten halogen, low-pressure sodium, high-pressure sodium, metal halide and mercury vapor lamps. *[Do we want to change anything here?]*

Outdoor Light Output, Total

The maximum total amount of light, measured in lumens, from all outdoor luminaires. For lamp types that have their outputs vary with age (high-pressure sodium, metal halide, fluorescent), use the initial output, as defined by the lamp manufacturer, for calculations. *[Do we want to change anything here?]*

II. Fire Walls

Zoning doesn't regulate or enforce Uniform Dwelling Code (UDC) standards, yet our code dictates compliance with UDC standards, as they apply to fire walls. The problem is, our code is incorrect – fire wall requirements aren't a 'one size fits all', meaning we require something that may not always be required by the Building Inspector. The recommendation is to remove the inaccurate requirement and leave fire rating requirements to the Building Inspector.

Sec. 66.0311 R-1 Single-Family Residence District

(4) Dimensional Lot Standards.

R-1 District Dimensional Lot Standards Table Minimum Setbacks	
Front Yard (on public street)	70 feet from centerline of street right-of-way
Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	40 feet
~~From Principal Structure; Accessory Structure 120 Square Feet or Less~~	~~5 feet [3]~~
~~From Principal Structure; Accessory Structure in Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	40 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a 1-hour fire rating per ILHR 21.08, or its successor code. Without the 1-hour fire rating, the minimum setback from principal structure shall be 10 feet.~~	

Sec. 66.0312 R-2 Multiple-Family Residence District

(4) Dimensional Lot Standards.

R-2 District Dimensional Lot Standards Table	
Minimum Area	20,000 square feet
Minimum Width (interior lot)	75 feet
Minimum Width (corner lot)	110 feet
Minimum Green Space	40% of lot must be left as green space
Structure Standards	
Maximum Height	35 feet
Minimum Width	24 feet [1]
Minimum Floor Area (one bedroom)	900 square feet
Minimum Floor Area (two bedrooms)	1,000 square feet
Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks	
Front Yard (on public street)	60 feet from the centerline of street right-of-way
Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
Side Yard	10 feet one side; 25 feet total [2]

Rear Yard	30 feet
~~From Principal Structure, Accessory Structure - 120 Square Feet or Less~~	~~5 feet [3]~~
~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	30 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a one-hour fire rating per ILHR 21.08, or its successor code. Without the one-hour fire rating, the minimum setback from principal structure shall be 10 feet.~~	

Sec. 66.0313 R-3 Large Lot Residence District

(5) Dimensional Lot Standards.

R-3 District Dimensional Lot Standards Table	
Minimum Area	5 acres
Minimum Width (interior lot)	300 feet
Minimum Width (corner lot)	90 feet
Minimum Green Space	80% of the lot must be left as green dpace
Structure Standards	
Maximum Height	35 feet
Minimum Width	24 feet [1]
Minimum Floor Area (one bedroom)	900 square feet
Minimum Floor Area (two bedrooms)	1,000 square feet
Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks	
Front Yard (on public street)	80 feet from centerline of street right-of-way
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	50 feet
~~From Principal Structure, Accessory Structure 120 Square Feet Or Less~~	~~5 feet [3]~~
~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
Side Yard	10 feet one side; 25 feet total [2]
Rear Yard	50 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a one-hour fire rating per ILHR 21.08, or its successor code. Without the one-hour fire rating, the minimum setback from principal structure shall be 10 feet.~~	

Sec. 66.0314 R-4 Small Lot Residence District

4) Dimensional Lot Standards.

R-4 District Dimensional Lot Standards Table		
Lot	Minimum Area	5000 square feet
	Minimum Width (interior lot)	60 feet
	Minimum Width (corner lot)	75 feet
	Minimum Green Space	20% of lot must be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
	Minimum Width	24 feet [1]
Principal Structure	Minimum Floor Area (one bedroom)	700 square feet
	Minimum Floor Area (two bedrooms)	900 square feet
	Minimum Floor Area (three or more bedrooms)	1,000 square feet
Accessory Structures	Maximum Height	Shall not exceed height of principal structure
Minimum Setbacks		
Principal Structure	Front Yard (on public street)	10 feet from furthest extension to right-of-way (e.g. the porch); 20 feet from the wall to right-of-way
	Front Yard (not on public street)	20 feet from edge of road easement; if no easement, measured from edge of pavement
	Side Yard (from wall)	8 feet one side; 16 feet total [2]
	Rear Yard	25 feet
Accessory Structures	~~From Principal Structure, Accessory Structure 120 Square Feet Or Less~~	~~5 feet [2]~~
	~~From Principal Structure, In Excess of 120 Square Feet~~	~~10 feet~~
	Side Yard, Accessory Structure <120 Square Feet	5 feet one side; 20 feet total [2]
	Side Yard, Accessory Structure >120 Square Feet	8 feet one side; 16 feet total
	Rear Yard	15 feet
1. Excluding attached garages. 2. ~~If constructed with a one hour fire rating per ILHR 21.08. Without the one hour fire rating the minimum setback from the principal structure shall be 10 feet.~~		

Sec. 66.0315 CS-1 Countryside District**(4) Dimensional Lot Standards.**

CS-1 District Dimensional Lot Standards Table		
Lot	Minimum Area	10 acres
	Minimum Width	300 feet
	Minimum Green Space	90% of lot shall be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
	Minimum Width	24 feet [1]
	Minimum Floor Area (one bedroom)	900 square feet
	Minimum Floor Area (two bedrooms)	1,000 square feet
	Minimum Floor Area (three or more bedrooms)	1,200 square feet
Minimum Setbacks		
Principal Structure	Front Yard (farm buildings)	50 feet from centerline of street right-of-way
	Front Yard (all other buildings)	80 feet from edge of easement or edge of pavement
	Side Yard	10 feet one side; 25 feet total [2]
	Side Yard (churches)	100 feet
	Rear Yard	50 feet
Accessory Structures	~~From Principal Structure (structure <120 square feet)~~	~~5 feet [3]~~
	~~From Principal Structure (structure >120 Square Feet)~~	~~10 feet~~
	Side Yard	10 feet one side; 25 feet total [2]
	Side Yard (churches)	100 feet
	Rear Yard	50 feet
1. Excluding attached garages. 2. Where a side-entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. ~~If constructed with a one-hour fire rating per ILHR 21-08. Without the one-hour fire rating the minimum setback from principal structure shall be 10 feet.~~		

Sec. 66.0320 B-1 General Business District**(4) Dimensional Lot Standards.**

B-1 District Dimensional Lot Standards Table		
Lot Served by Public Sewer [1]	Minimum Area	20,000 square feet
	Minimum Width (interior lot)	60 feet
	Minimum Width (corner lot)	110 feet
Lot Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
Lot Not Served by Public Sewer [1]	Minimum Area	25,000 square feet
	Minimum Width (interior lot)	100 feet
	Minimum Width (corner lot)	110 feet

Lot Not Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet
Minimum Setbacks		
Principal Structure	Front Yard (on public streets)	45 feet from centerline of street right-of-way
	Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 feet - the setback area must be green space
Accessory Structures	~~From Principal Structure, (structure < 120 square feet)~~	~~5 feet [3]~~
	~~From Principal Structure (structure > 120 square feet)~~	~~10 feet~~
	Front Yard (on public street) [4]	45 feet from centerline of street right-of-way
	Front Yard (not on public street) [4]	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 Feet - the setback area must be green space
1. Lots shall have sufficient area and width for the principal structure(s) and its accessory structures, off-street parking and loading areas, and required setbacks. 2. May be increased by Village Engineer in order to accommodate required grading between properties. 3. ~~If constructed with a one hour fire rating per ILHR 21.08. Without the one hour fire rating the minimum setback from principal structure shall be 10 feet.~~ 4. Accessory structures located in front yard require a C.U.P.		

Sec. 66.0501 Accessory Uses and Structures

(2) Setback Requirements.

(c) All accessory buildings for all zoning districts shall comply with the following setback requirements.

1. Setback From Easements.

- a. No accessory building shall be placed over an easement that prohibits such placement. No accessory building shall encroach into the public right-of-way. No accessory building shall encroach upon the street yard of a corner lot.

2. ~~Setback From Principal Buildings:~~ [And renumber]

- ~~a.—An accessory building of 120 square feet or less may be erected, altered or moved to a location that is not less than 5 feet from the nearest wall of a principal building if it is constructed with a one-hour fire rating per ILHR 21.08. Without the one-hour fire rating, the minimum separation shall be 10 feet.~~
- ~~b.—An accessory building over 120 square feet may be erected, altered or moved to a location within 10 feet of the nearest wall of the principal building.~~

III. Miscellaneous

- A. Change of use in Country Walk Shops, and, minor architectural revisions–** We discussed not requiring Plan Commission review when a use in the Country Walk Shops converts solely to a retail use and instead they simply need a standard zoning permit for the change of use (\$500 fee). This also eliminates a business' up front cost of a \$1500 review fee. In addition, there has been comments at the Village Board that commercial projects that simply revise their siding or install different windows, should not be required to have an architectural review. The following is proposed:

Amend **Sec. 66.1050 Site Plan and Architectural Review**, as follows:

For the purpose of promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, no person shall commence any use or erect any structure without first obtaining the approval of detailed site and architectural plans, as set forth in this section prior to the issuance of a Zoning Permit. **Except those uses in the Country Walk Shops commercial center development where a use is changed solely to a retail use,** the Plan Commission shall review architectural plans and site plans showing existing and proposed structures, neighboring uses, parking areas, driveway locations, sidewalk widths and locations, loading and unloading areas, highway access, traffic generation and circulation, drainage, the utilization of landscaping, existing natural resources and the proposed operation in all districts. However, this process shall not be required in the CS-1 District, unless the development site contains wetlands as shown on either the July 1, 1992, Final Wetlands Inventory Map issued by the Wisconsin Department of Natural Resources or wet areas as shown on the Village's latest topographic maps or woodlands as shown on the most recent aerial photos of the Village. Single-family and two-family dwellings shall not be subject to site plan and architectural review by the Plan Commission, however, if in the opinion of the Zoning Administrator, such residential plans exhibit design or appearance characteristics to require architectural review, the Zoning Administrator shall refer the application and such written opinion to the Plan Commission for review.

And, amend **Sec. 66.1520 Development Agreement Required**, as follows:

- (1) The applicant shall be required to enter into a Development Agreement with the Village at the time of approval of an application for a Zoning Permit for all projects and developments listed below:
 - (a) All new construction other than individual single-family homes, which are not part of an active subdivision or condominium plat.
 - (b) Commercial projects, including those projects in existing buildings involving a change of use or occupancy, expansion, or where the building is non-conforming for setback, height or parking. **This does not include those uses in the Country Walk Shops commercial center development where a use is changed solely to a retail use, or, existing nonconforming commercial buildings which elect to replace siding and existing windows or install new window openings.**
 - (c) The Plan Commission shall have the authority to exempt an applicant from securing a Development Agreement with a three-fourths (3/4) majority of the Plan Commission.

B. Zoning Board

State law requires conditional use permits to be reviewed by the Zoning Board. The Plan Commission is the Zoning Board, so the code should be revised to reflect statutes.

Amend **Sec. 66.1500 Plan Commission**, as follows,

(1) Composition. The Village Plan Commission shall consist of three (3) Trustees, four (4) citizens and one (1) citizen with recognized experience who shall serve as an ex-officio member of the Plan Commission. The Village President will appoint the Plan Commission Chairperson, subject to Board approval. The citizen and Trustee members of the Plan Commission shall be appointed by the President, subject to confirmation by the Board of Trustees, for staggered terms of three (3) years commencing on May 1st of each year.

(2) Powers and Duties. The Plan Commission shall perform such duties as are prescribed by Wis. Stats. §62.23, ~~and to that extent are deemed the Zoning Board~~, and has such further powers as may be delegated to it by the Wisconsin Statutes and Village ordinances. ~~(Please note the Zoning Board is different from the Zoning Board of Appeals.)~~ The Plan Commission shall have the duties of making reports and recommendations related to the planning and development of the Village to public officials, agencies, public utility companies, civic, educational, and professional and other organizations, and citizens. The Plan Commission may employ consultants, to the extent that the Village budget allows, who may prepare surveys and studies, prepare plans and recommendations, and perform other duties assigned by the Plan Commission. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its function and promote municipal planning. Decisions, interpretations, and recommendations of the Plan Commission shall take into account existing local, state and federal ordinances, statutes 65 and regulations, together with recent modifications to those legal sources.

IV. Housing

We currently prohibit two or more grandfathered lots held in common ownership from being recognized and developed as individual lots and require them to be one lot for zoning purposes. This has resulted in large homes spanning grandfathered lots that could have been potentially developed with more houses, resulting in fewer homes.

Amend **Sec. 66.0303 Site and Lot Restrictions**, as follows,

- (5) Sub-Standard Lots. ~~Except for B-1 lots per Sec. 66.0920 and R-4 lots per Sec. 66.0314(4), any lot that does not meet the required lot width and area requirements of this chapter, but is at least 50' in width at the building line and 7500 square feet in area. If two or more sub-standard lots have the same ownership as of November 16, 1973, the lots involved~~ shall be considered an individual parcel for the purposes of this chapter ~~and may be utilized for development provided all setback and green space requirements can be satisfied.~~

Amend, Sec. **66.0920 Existing Non-Conforming Lots**, as follows,

A lot which is located in the B-1 ~~Business District or the R-1, R-2 or R-3 Residential Zoning Districts~~ which does not contain sufficient area to conform to the dimensional requirements of this chapter, but which is at least 65 feet in width at the building line and 65 feet in width at the ordinary high-water mark or rear lot line, and which is 10,000 square feet in area, may be used as a building site provided that the use is permitted in the zoning district, the lot is on record in the Door County Register of Deeds Office prior to November 16, 1973, and the lot is in separate ownership from abutting lands.

~~A lot which is located in any district except the B-1 and R-4 districts, which does not contain sufficient area to conform to the dimensional requirements of this chapter, but which is at least 50 feet in width at the building line and 7500 square feet in area, may be used as a building site provided that the use is permitted in the zoning district, the lot is~~

on record in the Door County Register of Deeds Office prior to November 16, 1973, and provided all setback and green space requirements can be satisfied. All lots in the R-4 Small Lot Residence District shall conform to the dimensional requirements in Sec. 66.0314(4).



PLAN COMMISSION CHAIR REPORT

(See attached)

Update to Planning Commission – Geocar is conditional use permit

I asked the Village Board last week to reconsider the Geocar is conditional use permit that they approved at the October meeting. I read the paragraph that is below to introduce what I was asking for. Not one member of the board would allow me to present the following pages of testimony that I transcribed so that they would better understand what testimony was given at the Plan Commission.

I would like the Village Board to allow me to present transcribed documentation from the last board meeting and the plan commission meeting from September 23, 2025 pertaining to the Geocar is conditional use permit. In my opinion the village board was misled, and false statements were made. I am not asking the board to rescind the conditional use permit. I am asking that after you listen to the testimony that was given you reconsider the removal of the plan commissions condition to convert the cottage closest to the water to a boathouse/accessory structure. I believe many trustees based their decision on removing that condition because of these statements, including myself. It was only after I listened to the recordings that I found testimony that was different.

The three points that I believe will be challenged are

1. That the attorney was promised he would have the opportunity to speak at the end of the debate session.
2. That the petitioner did not agree to a deed restriction to not rent the cottages.
3. That the plan commission came up with the idea themselves to turn the cottage closest to the water into a boathouse/accessory structure.

Village Board October 21, 2025

- **48:00** Agenda item begins
- **50:00** Attorney- We are here for a couple of purposes, one to address any questions that you guys have as the village board regarding the permit application. And then two we felt like we needed to correct the record a bit. As how what occurred at the conditional use hearing. Number one I guess we disagree with characterization that my clients agreed with those conditions. We were promised we would have the opportunity to speak at the end of the closed debate session. We were not given that opportunity. It kind of felt like these conditions imposed at the last minute. We really didn't have an opportunity to talk about the conditions and respond to them. It did seem like there was a long lengthy debate at the plan commission hearing I don't know how long it was probably close to an hour. It seemed like after there was a consensus of 5 to 2 that the permit was going to be granted there was a motion to vote to recommend the application it was then seconded and then super ceded by a subsequent motion to impose those conditions. That was essentially done over a brainstorming session that occurred where a few of the plan commission members thought of some conditions to impose. Then before voting on the original motion it was then voted to recommend approving the conditional use permit with these conditions. It felt like to us that the recommendation represented by a select few of the plan commission members and that the majority of the body was already at a consensus to grant the application without imposing those conditions. I would just like to say that those conditions were brought up for the first time after the motion to approve it had already been made. There wasn't any substantial evidence to substantiate the reasons for these conditions, and that is required both by Sister Bay zoning code as well as the state of Wisconsin law. There weren't any studies done, expert testimony, they weren't included in the staff report. It seemed that they represented really just personal opinions of a few committee members. On top of that the last point I will make, some of these conditions are, one of them particular just as an example reclassifying a legal non-conforming use structure that my clients have on their property to an accessory structure. I'm not sure how that would work logistically but it seems like that is taking, in fact regard whether or not my clients proceed with the development. To me that feels like a government taking that would require compensation and it's certainly not a condition that is lawful to be imposed at a conditional use permit at an application level, it's taking away my clients vested property rights. Essentially what it is doing it's defeating the entire purpose of the conditional use permit application. ----- So why we are here today is to voice my clients dissatisfaction with the conditions that were imposed and ask the Village Board if they would be willing to pass the conditional use permit with those conditions removed.
- **54:00** Geocariss- restated what the attorney said. We have been working since January with the Village with a very difficult process with the Village that has been quite disappointing as a citizen of the village. I would hope that you guys would be here to serve the citizens not to continue push ~~different~~ a variety of different rules that have been very difficult to meet. ----- I did not agree to a deed restriction to never rent it. I don't intend to rent it, but I don't know what's going to happen. The deed restriction affects me if it were ever to be sold or if anything were to happen, maybe something happens to me, and we need additional income. I don't really see why this deed restriction would need to be on the property. ----- Next reclassifying my little cottage right now we do use it, we have family who stays there. ---- I did not submit any remodeling to my application to do that. It's my intention to update it and make it a little different, but I also don't believe it needs to be reclassified as an accessory structure. That takes away my right from something that I have owned for the last 23 years. So what I am here to ask is that you remove the conditions and allow me redo my retirement home, we intend to move here at some point when I'm able to retire. -----
- **58:00** Bhirdo- I would like to address that as chair of the plan commission. I heard what you said. In my 30 years dealing with conditional use permits I don't believe or I am not aware of any conditional use permit that has been approved without conditions. So if this board feels differently on removing them I suggest you send this back to the plan commission. the zoning code was very clear, there were 3 living quarters on the property,

it was not designated or ever designated like some other properties have been down on the water, multiple occupancy developments. Without going down a rabbit hole that would be my suggestion as plan commission chair. You did not hear the conversation to approve a conditional use permit without conditions has never happened before that I am aware of. I think that would be wrong for the board to do that. If you want to send it back to the plan commission and we can re-have that conversation, that's a different story.

- **1:00** Schmelzer- I want to add a little bit for those of you who are not familiar with the conditional use process. What you have on this property is non-conforming structures and non-conforming uses. It's not just the ordinance that regulates them it's the state statutes. Which say what you can and cannot do with non-conforming uses and non-conforming structures. ----- I had spoken with the builder several times about the cottage by the water, converting it to a boathouse, converting it to an accessory structure. In the meeting there was conversation, back and forth about that. ----- The way it works with land use law, it is something that would normally not be allowed. But you can allow it, but you can put conditions on it. ----- I know at the meeting there was a lot of dialogue back and forth, there was no objection at the meeting. I haven't heard anything from the attorney or Ms. Geocaris since that meeting. This is the first I have heard that they have a concern with it. But I do agree with Denise that if they have issues and want them to be reconsidered it should go back to the plan commission.
- **1:03** White- I wasn't able to attend the meeting, I had some family things that came up. I did inquire about them. From the moment I've been reading through this and reading through the plans and how it's going, and talking to everyone about it, I just feel we are dabbling in a very gray area. Where we are imposing new rules on people's personal property rights. ----- (*deed restriction conversation*) The deed restriction prohibits short term rentals in the cottage by the water and the cottage by the road. They seemed to be okay with that, so we put that in here. Would you normally require that by law, to sign a deed restriction to remodel the main structure, or to replace the main structure.
- **1:05** Bhirdo- There are 3 living quarters on the parcel, we have done it in the past.
- **1:06** Schmelzer- The statutes say that legal non-conforming structures and legal non-conforming uses can continue into perpetuity as long as they don't want to do anything to them. When you want to start changing them, one of the goals with zoning especially when your dealing with non-conforming uses and structures is to eventually to get everything into compliance. That's why people have to tear down structures or there's conditions on it, trying to get compliance on that property. If they didn't want to rebuild the one cottage into a home, it's a lot bigger home than what they had, it's a big change on the property, it's not a minor alteration. When you are looking at that big of a change you are going to look at that pretty close. So are we better off bringing the whole property into compliance at this time.
- **1:07** White- I don't think it's okay to require them to change the other legal non-conforming structures when they are just changing the house. Asking them to tear things out of those structures because they are redoing their main house, I don't think that's okay.
- **1:08** Bhirdo- We didn't ask them to do that. They said they wanted, we were told that the cottage closest to the water they wanted to use as some kind of boathouse. That was brought up right.
- Geocaris- the tape didn't catch her answer but I think it was a no.
- **1:09** White- That was a discussion that was talked about but that was never agreed to or set in stone. ----- Is there currently living quarters and a shower in there.

- **1:09** Ms Geocaris- This was just discussion by the board we did not submit any plan to change either of those two structures. A lot of discussion by a lot of people. I just need to redo this main house, I would like to move there and retire there.
- **1:09** Bhirdo-are you saying the Plan Commission came up with the idea ourselves. I could swear we heard it from you, I guess were going to have to look at the tape.
 Geocaris- We didn't submit plans.
 Bhirdo-I know you didn't submit plans, I know that.
 Howson- My question was, they weren't allowed to respond. I was surprised that Julie didn't know they objected. I kind of understand that if they weren't allowed to respond. *(There is no responding while the plan commission deliberates. The public hearing was over.)*
- **1:10** Bell- I would like to speak from what I remember. From my perspective I'm the one who made the motion, Patrice I believe you seconded. The initial motion I made was to put a restriction on the short term rental, I was not calling for a deed restriction. Let's approve this with a restriction on the short term rental. Then at that point there was an amendment motion made and added the additional conditions on there. -----
- **1:11** Howson- So the amended motion came after the initial motion. Did you have any further discussion with ____
 Bhirdo- There was a lot of conversation and I guess I would apologize as chair if I had forgotten because we were talking so much, if I forgot to go back. But also the public hearing was over. Because Julie kept reminding us that once we closed the public hearing we should not be listening to additional testimony.
- **1:12** Schmelzer- We had the public hearing and closed it, and during our conversation, there was dialogue back and forth, there were comments. You can see that on the tape. I said, guys hold it, were going to get in legal trouble, we closed the hearing, you're not suppose allow public testimony. So there was dialogue going back and forth.
- **1:12** Howson- I'm just confused why your confused. You are suggesting that the plan commission one of the conditional uses they made up, feels like you thought that these residents knew that.
- **1:12** Schmelzer- Let me clarify that. Their builder and Andrew were copied on some of those messages. There was a lot of talk about trying to bring the property into compliance so they didn't have to get a conditional permit. What can we do so that no conditional use permit is required, to save them the hassle of going through a public hearing and all this extra work. Ideas were floated, can we turn the cottage by the water into a boat house. Can we do this, what does it take. How do we make the cottage by the road conforming. There was discussion about buying more property from the neighbors to the south. There was a lot of conversation going on. That I had with the builder, Andrew is copied on some of those, Cynthia you were too.
- **1:14** White- Here's what happens, you come up against the, you want to do a project. You find out what the rules are. You realize they are much more restricted or prohibitive than you thought. Okay what can we do to make it work with the village. To make all these things work, so we can still use our property the way we want to. Let me ask you this question, this question and this question. Let's have a dialogue back and forth. All of this is done with the thought that everyone is trying to work together, so that everyone gets to use their property the way they would hope to use it as a resident here. At some point discussions are going on you decide you know what, I know we wanted to try to do this, and try to work, that no longer is going to work for us. We need to go and do a conditional use hearing. Yes we've had these discussions, yes we have these great intentions of trying to do all these things and follow all the little rules. It's not coming about how we thought it was going to. Now we need to go and have a hearing and request that something else is done. We can use our family property the way we want to. Speaking about things and having a discussion about them, isn't agreeing to it. I think having it in an email and talking about it, isn't a written agreement. Unless it is written that way.

I agree with some of this, I don't think requiring them to change the two legal non-conforming structures is okay. The village is over stepping and I think if we keep doing that and imposing our personal views or committee views whatever it is on peoples personal property I think it's a little step too far, even if it has good intentions behind it.

- **1:16** Bhirdo- I think what some of us on the plan commission were trying to do was follow the law.
- **1:16** White- I think some of the law is a gray area.
- **1:16** Bhirdo- I also think too, I think I brought it up or somebody brought it up. We were also concerned that the heartfelt testimony that we listened to about the family property and all that come to visit. But when you get a conditional use permit it's kind of forever. Their story maybe great, but, if you don't try to bring it into compliance as much as you possibly can, their story may change. Peoples lives change. Somebody brought up what if they sell it. I think that was also a concern. The vote was 5 to 2 Skip and I voted against it. That we were just trying to make sure that in the future it was a little bit better, code wise. We were protecting and doing our job also. By allowing them to rebuild a home that already has 3 living quarters on it.
- **1:20** White- I just don't think they should have to alter the small structures in any way.
- **1:20** Bhirdo- I think one of the only reasons about the cottage closest to the water is because it was in a letter in an email that we read from someone. Because it was in there, I presumed that it was agreed to, that it must be okay. I don't know that that condition that single condition would have been put on.
- **1:20** Bhirdo- I will give in on condition of removing the condition. Letter-email. I presumed it must be ok. I don't know that that single condition would have been put on.
- **1:21** Geocariss- I never had any correspondence with you (meaning Julie). I would agree with Nates interpretation of the builder, architect, just going to trying to present me any options. I had no personal communication with anyone until that hearing. ----- I can't accept I have to gut another cottage that I was not planning on touching right now.
- **1:25** Attorney- This has been going on since January. We have been trying to figure out a solution with the village since January. It did get to the point where it seemed every plan that was proposed there was a new rule that came up, that we were made aware of, and we had to adjust and then there were 2 more rules that came up. I'm not saying anyone, but just with how the hearing meeting went it just seemed to us like it was just another step in the process that was prolonging things, and it got to be frustrating for my clients, so they would rather not have to go back to the plan commission. They may lose their general contractor if this goes on much longer. ----- (*governmental takings, another lawsuit for the village, threatening the village board*) (Not true they came to the village in June or July.)
- **1:27** Schmelzer- I think that if the board wants to act on this they should pull up the state statutes and read what the state statues say and what your code says on replacement, extension, and modification on non-conforming use and non-conforming structures. That condition is not taken out of thin air. That is all in the statues and the code. I think you should also look at the definition of what constitutes a non-conforming use look at state statues and case law of what constitutes a non-conforming use.
- **1:30** Bhirdo- What I would feel comfortable with if we don't send this back to the plan commission which is what I think we should do, but if the board does not want to do that, I think the second bullet point converting the cottage to an accessory use for storage only. If we misunderstood that because it was in the emails I will probably go back and listen to the tape no matter what we do. If we got rid of the second bullet point I think I could live with that as plan commission chair, but not the other ones.
- **1:32** Attorney- The second condition in particular is the most troubling to me you can't unilaterally reclassify a property. One it would defeat the whole purpose of the conditional use permit from the getgo. The entire purpose of it is to property without having to touch the other two structures. They are legal non-conforming structures right now. They have vested rights in those two structures that can't be taken away.

Planning Commission meeting September 23, 2025 Geocar's Conditional Use Permit

2:39 Schmelzer- Open Public Hearing at 5:24 Julie reads the notice and reviews her staff report.

6:00 Attorney- Starts presenting their case.

7:46 We remain open to any comments or suggestions you guys would have that would help us accomplish this. At the end of the day the impasse was that the proposed development either demolish the other two structures on the property or we would need to fully connect the structures on the property in order to render it one principle structure. That is not something my clients were not willing to do. Attorney spoke until 11:53.

11:53 Bhirdo asked Ms. Geocar's if she would like to say anything. How they have never rented the primary structures on the property.

13:16 In fact our property has a note on file that we signed when we remodeled our guest cottage in 2002 that our intention was to only use it for our family that remains on file with the property. -----

14:03 Our plan is to rebuild the main home in the character of Sister Bay. They want to retire here. Want to preserve the charm of the property.

15:10 Our intentions with the cottage by the water is turn it into more of a boathouse and not have bedrooms in it per se, that one is extremely rustic at this point. So, our new home sort of replaces those bedrooms we would like to keep that building as a storage unit kind of boathouse for water things.

17:06 Bhirdo- What is the current square footage of the primary. Chris Renier states it is 2398 sq ft. Bhirdo- What is the size of the new structure. Chris Renier states it is 5289 sq ft. which includes the garage and deck.

18:33 Champeau asks a question. I'm looking at the drawing reading what the builder is proposing here. That they are trying to keep it in the vain of culture of Sister Bay. It looks awfully big to me. It looks like another mcmansion on Bay Shore Drive, which I know there's not a lot we can do about that. Sister Bay has gone down that, turned that corner gone down that road, sadly. I'm wondering how compared to the Bob Berns project that went up, how big is this, I read that this 35 ft tall, they are maxing out the height.

19:27 Geocar's- I guess what I can answer is that we met all of the zoning, we met all of the impervious surfaces, again this home is meant to replace our existing home in Green Bay. Our intention is to get rid of those bedrooms and turn that shore cottage into a more of a boathouse. So, some of that is moved into the main house. So that we can accommodate our children and grandchildren. We do have a big family. I do have 4 children, I have extended family, sisters and brothers. That is our intention, that is the note on file with the property that we would use it for family.

22:09 Bhirdo- I don't know how as a commissioner we continue to allow multi-family in a R1. I guess that's how I view it. I don't want to imply anything negative here, you want to make it into a boathouse that's fine. That may come to fruition, that may not. But currently right now, what we are faced with that there are 3 structures that are all habitable, I understand the damage to your house, that was a heck of a storm. Did you start planning, it looks like you started planning this even before the storm.

23:23 Geocar's- We did. Chris met with Julie's predecessor to design these plans. These plans were designed with the predecessor whoever was in Julie's place.

23:40 Renier- There wasn't anybody, at that time there wasn't a zoning administrator.

23:48 Geocar's- He met with Village representation to design this, it was designed according to rules at the time. Which have changed.

24:03 Bhirdo- Who did you meet with. Renier- I don't remember her name. She was not the administrator at the time. I think it was 2020 or 2019 something like that. It was quite a while ago.

24:30 Heidler- Denise am I correct that this is our time for public hearing to listen and then move ahead to discussion.

24:40 Bhirdo- So there is a deed restriction on the property. Geocaris- There is a letter on file that we signed that this was to be used for our family. Bhirdo- So it could never be turned into a short-term rental. Geocaris- There is a letter on file stating this was intended for family use. At the time when we purchased the property the Village granted us the ability to remodel the cottage closest to the street. Heidler- That was in 2003. Geocaris- That's when the construction was. Bell- That was done at the request of the Village. Geocaris- I did not sign it. At the time I owned this property with my parents. That was done with my parents. I was not part of that discussion. I'm assuming so. Part of my ask is that I have a big investment in this. To tear down something that I put a lot of money into is also in addition to the emotion very difficult, also an investment to tear it down.

26:10 Schmelzer- Just for the record to explain in 2003 there had been some remodeling of a workshop. At that time, they had to sign a letter saying that they had not planned on renting it as a rental cottage. I think the fear was, Ron you might actually remember because your name was on the letter. I think the fear was, that the remodeling of the garage would result in another unit. Does that sound right. Geocaris- I don't know, but our intention was to never rent and what I can say is we never rented it in the years we have owned it, and we don't intend to. This is intended to be our home and property for my family and children.

27:13 Bhirdo- is there anyone else joining us who would like to speak during this public hearing. For or against.

28:09 Bhirdo- is there anyone raising their hand on zoom.

28:19 Bhirdo- I am going to close the public hearing but I will give you another opportunity to speak. But that does not mean when we deliberate, we still cannot ask questions. Would that be the right way to handle it Julie. Or should we just leave it open

Schmelzer- You can ask for clarification on something but you can't introduce new testimony once that public hearing is closed. You can't start talking about something that wasn't discussed in the public hearing.

Attorney- Can I just say, can I make an additional comment. Bhirdo- yes. Attorney- So through discussions with Julie, the potential solutions we came to was connecting the cottage closest to the road with the new build. That elevation changes between where the new build will be and the existing cottage would make that quite difficult but it would also lead to 70 plus year old building being attached to a new building and speaking with Chris and the builder they can do what they can but it would really look a bit awkward I think that just hits on the criteria that need to be met in order for that permit to be granted where essentially our hands are tied right now where there is a standing structure we can't tear it down, less they lose the ability to continue their use that they have had for 20 plus years now of the property. We can't tear it down and we are waiting on a decision here in order to know how to proceed next. -----

32:22 Christy Krist?- They are there, they don't rent it out they use it, the storm came, if they need to fix their home because mother nature tore it up, I think they should be able to. It's been there so long, laws were different, I think we should work with them and let them have their home and enjoy it.

34:25 Bhirdo- Asking the attorney is there anything else you want to say before we discuss amongst ourselves.

Attorney- Nothing from me. We are happy to address any questions.

34:31 Bhirdo- at 6:04 I am going to close the public hearing.

42:11 Schmelzer- Commissioners I want to keep you on task here, remember, your public hearing is closed. You can ask for clarification but when we are opening up a whole new dialogue about something we haven't discussed we should open up that public hearing again, or we could get into legal trouble on that. We can only consider what we are trying to do is the record they are making a decision based on the testimony that came out in a public hearing. So if it's

not in a public hearing they don't have to technically consider that. If it were ever to go to litigation you want it to be very clear what came out in that public hearing. So, we just have to watch it, I don't want anyone to get into trouble.

58:45 Kane- This is a conditional use permit so we can put conditions on it. Bell- From what they have said, that wouldn't be objectionable to ask for a deed restriction on those cottages. Attorney- I was just privately asking Cindy if they would be willing to do that obviously it wouldn't be ideal, but they have no intentions of renting it at anytime. I don't think that would be an issue, if there were some binding acknowledgement of that.