



PLAN COMMISSION MEETING AGENDA

Tuesday, March 31, 2026 -- 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 the Agenda
3. Approve Meeting Minutes:
 - a) February 24, 2026
4. Comments, Correspondence, and Concerns from the Public
5. Public Hearing/Action Items:
 - a) Ord. 2026-001; Amending the Village of Sister Bay Future Land Use Map
 - b) Ord. 2026-002; Adopting a New Zoning Map for the Village of Sister Bay
6. Discussion/Action Items:
 - a) Standard Zoning Application; Chop Restaurant; 2345 Mill Rd
 - b) Courtesy Review; Parking Requirement Review; Spa at the Dorr Hotel; 2335 Mill Road
6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
7. Next Meeting
 - Regular Monthly Meeting; April 28, 2026, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
9. Adjournment

Public Notice

For questions regarding the above agenda items or to review the related files contact Benjamin Andrews, Village Administrator, at administrator@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 available online.

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

**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, FEBRUARY 24, 2026
UNAPPROVED**

1. Call to Order & Roll Call

Chair Denise Bhirdo called the Plan Commission meeting to order on Tuesday, February 24, 2026, at 5:30 P.M., and roll call was taken.

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

Staff Member(s): Village Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges.

Others: Kurt Harff. VIA ZOOM: Ellie Soderberg-Guger, Jonathan Leeb, Louise Howson, "JEG", "RGAZL".

2. Approve of Agenda

Motion to approve the agenda as presented was made by Bell, second by Heidler. Motion carried -all ayes.

3. Approve Meeting Minutes: January 27, 2026

Two items of concern with the January 27, 2026 minutes were identified prior to approval. The first concerned the language on page 3, line 33, where the minutes recorded a motion to "table." Bhirdo noted that the Commission had moved away from tabling items, as doing so requires a subsequent motion to take the item off the table. Andrews confirmed that the motion had in fact been one to postpone, and that "table" may have been used as an informal synonym. The minutes were to be corrected to reflect "postpone."

The second item concerned page 4, line 33, regarding the standard zoning permit application. Bhirdo noted that additional information had been received on January 27, 2026, the day of the last Plan Commission meeting, and questioned whether the 45-day clock ran from the original application date of January 19 or from the date of the supplemental submission, which would have pushed the deadline to March 13. Andrews clarified that per the village's ordinance, the 45-day clock is triggered by receipt of the complete application, determined within 5 days of submission, and that the relevant date was January 19, making the deadline March 5.

Motion by Bacsí to approve the January 27, 2026 minutes as amended. Second by Heidler. Motion carried- all ayes.

4. Comments, Correspondence and Concerns from the Public

Bhirdo noted that an email had been received from Steve Musinsky pertaining to the zoning map to be discussed later in the meeting. The substance of the email was already reflected in her notes and would be incorporated into the official record. No members of the public present or joined via Zoom raised their hands to comment.

5. Discussion/Action Items

a. Standard Zoning Permit Application; Review/Approve Modifications To Existing Tower; 2530 S Bay Shore Drive

Andrews provided a follow-up report from the January 27, 2026 meeting, where the Commission had postponed action on a zoning permit application for modifications to an existing cellular tower at 2530 S Bay Shore Drive, pending an opinion from village legal counsel. Andrews reported that the village attorney confirmed two key points: first, that a decision must be rendered within 45 days of a complete application—received January 19, making the deadline Thursday, March 5—or the

1 application would be automatically approved; and second, that the village does have authority to
2 impose requirements beyond state law concerning panel size, which triggers the conditional use
3 criteria in the village ordinance and would allow for a public hearing. In preparation, a public hearing
4 had been scheduled for March 4, 2026, at 5:30 PM. Legal counsel recommended that the public be
5 given an opportunity to provide input and testify as part of the review process.

6 Bell provided technical background, noting that multiple entities were involved in the project—
7 Cellcom as the tower owner, Vertical Bridge as the company holding a 20-year lease on the tower, and
8 Terra Consulting acting on behalf of Verizon as the installer. Bell explained that this arrangement is
9 common industry practice. He stated that the upgrade would benefit Sister Bay, as Verizon customers
10 would connect directly to Verizon's network rather than Cellcom's, likely improving service quality. He
11 further noted that this would likely improve the functionality of the village's SCADA system, which
12 uses Verizon-based equipment and has experienced lower priority during busy holiday weekends on
13 Cellcom's network. Bell expressed a concern that the Lundquist tower serves as the backbone for
14 Verizon, AT&T, T-Mobile, and Cellcom communications, and that any failure of that tower would affect
15 all carriers simultaneously. He also observed that Cellcom retains reserved space on the tower under
16 the lease and that the tower would revert to Cellcom in approximately five more years.

17 Heidler questioned the practical significance of antenna size as a triggering criterion, noting that the
18 tower already carries antennas of comparable dimensions and that such equipment is barely
19 distinguishable at 150 feet. Bell acknowledged the tower's visual impact, noting that transmission lines
20 have a greater visual impact than the panels themselves, but clarified that aesthetics are not a
21 legitimate basis for approval or denial under applicable law. Andrews confirmed that under the 2018
22 ordinance and subsequent legal guidance, aesthetics are not among the listed criteria for evaluation.
23 Heidler also noted that a coverage map, which is required as part of the application under village
24 ordinance section 66.0505-5-B-16 (page 99 of the packet), had not been included in the submitted
25 materials. Peter Schau, representing Terra Consulting, responded that state law preempts local
26 requirements in defining a complete application for this type of collocation, and that a propagation
27 map is not required under state statute. Bhirdo acknowledged the point but directed that the
28 discrepancy between the village's ordinance and state law be noted and placed in the Plan
29 Commission's tickler file for future review. Andrews confirmed the ordinance was last revised in 2018
30 and may not reflect subsequent changes to state or federal law. Bell suggested that a review involving
31 an FCC-specialized attorney may be warranted, given the complexity of the regulatory landscape.

32 Schau further addressed the Commission's broader deliberations, noting that state and federal law
33 classify this application as a class 2 collocation-permitted use—and that public hearings for such
34 applications are exceedingly rare. He stated that in his experience, a public hearing for a permitted
35 collocation use had not occurred in Wisconsin since 2014, and that any denial would need to be
36 supported by substantial evidence.

37 The Commission turned to a question raised by Bhirdo regarding page 24 of the packet, which stated
38 that Verizon must remove existing equipment at four heights—143.5 feet, 129 feet, 115 feet, and
39 156.5 feet—before installing the proposed equipment. Schau clarified that the equipment to be
40 removed is existing, non-operational equipment that the tower owner has tasked Verizon with
41 removing as part of their tower work. Bell also identified on page 114 that the existing Sprint platform
42 and associated equipment were to be removed as part of the installation. Heidler noted that, since
43 the full application serves as the basis of the agreement, the individual items within it are technically
44 already binding. However, the Commission agreed that drawing explicit attention to the removals in
45 the motion was worthwhile to ensure clarity.

46 The Commission debated the merits of proceeding with the March 4 public hearing. Bacsí observed
47 that no members of the public had appeared at the current meeting, despite the matter being publicly
48 available, suggesting low attendance. Bell stated he personally favored a public hearing as a matter of
49 good governance, but acknowledged it may not be practical given the narrow scope of permissible
50 considerations and the imminent 45-day deadline. Champeau noted the public's primary concern
51 would likely be the aesthetics criterion that cannot legally be considered in the decision, and

suggested that most residents would welcome improved service. The Commission ultimately concluded that forgoing the public hearing was the most prudent use of staff resources.

Motion by Bell to approve the zoning permit application as presented, subject to: (1) removal of existing equipment at the levels identified on page 24 of the application (143.5 feet, 129 feet, 115 feet, and 156.5 feet); (2) removal of the existing Sprint platform and associated equipment as identified on page 114; and (3) to forego the scheduled public hearing. Second by Heidler. Motion carried- all ayes.

b. Ord. 2026-002; Adopting A New Zoning Map For The Village Of Sister Bay

The Commission reviewed the draft zoning map dated February 13, 2026. Several issues and proposed corrections were raised during the discussion.

CBRF/Glen Estates Parcel (R1/R2 Designation): Bhirdo identified that a parcel currently labeled "Proposed R1" on the map near Fieldcrest Road is incorrectly annotated. The parcel in question, the Glen Estates property, should be designated R2. Bhirdo also indicated the Commission should verify whether an adjacent rear parcel, for which a Phase 2 development had been proposed, should similarly be redesignated to R2. Andrews confirmed that the correction would align with the future land use map.

Fieldcrest Road Parcel – 10585 Fieldcrest (R1 Designation): Heidler identified a parcel at 10585 Fieldcrest that was designated CS1 on the draft map but should be changed to R1, consistent with the future land use map's designation for that area. Heidler noted that the adjacent parcel fronting Highway 42 should remain B1.

Woodland Overlay – Fieldcrest Road Area: Heidler raised concerns about the Woodland Overlay District as applied to properties along Fieldcrest Road, noting that satellite imagery shows these parcels to be largely unforested orchards with little or no tree canopy. He questioned the logic of including half of a parcel within the overlay when the entire parcel lacks trees. Bell expressed broader concern that the Woodland Overlay, as presented, is too arbitrary and inaccurate across the village, citing areas with significant tree canopy that are not included, while open orchard land is included. After discussion, the Commission reached a consensus to pull the overlay boundary back to the property lines along Fieldcrest, removing areas that are clearly unforested, while retaining coverage on a single elongated rectangle parcel (parcel 18100073128-41C) that satellite imagery confirms is half forested and has no assigned address.

Woodland Overlay – 2536 Fieldcrest Road (Don Howard Property): A small exclusion box had been drawn within the Woodland Overlay at 2536 Fieldcrest Road around an existing residential structure. The Commission determined this exclusion was unnecessary and that the parcel should be shaded within the Woodland Overlay, as homes may exist within the overlay district.

Bayshore Drive Condominiums (R2 Designation): Heidler noted that a property on South Bay Shore Drive near the marina, which contains four individually owned condominium units for which a fourth unit had recently been permitted, was shown as multifamily on the future land use map. Heidler expressed the view that the property should remain zoned R2, consistent with its existing use and recent permitting history. Discussion followed regarding whether changing the designation would constitute spot zoning. Bhirdo indicated that the property's grandfathered status is likely why it has remained as-is, and the item was flagged for a future land use map discussion. Andrews was directed to note this item for future consideration.

Sister Bay Yacht Club PUD: Bhirdo raised the question of whether the Sister Bay Yacht Club had originally been established under a Planned Unit Development (PUD) designation during its development under prior ownership. Bhirdo requested that staff clarify the yacht club's status before the public hearing.

2629 South Bay Shore Drive (R1 Designation): Heidler identified parcel 2629 South Bay Shore Drive, a 1.1-acre property, as currently designated CS1 on the draft map but noted it does not meet the minimum acreage requirements for CS1 zoning. He recommended redesignating it as R1, consistent with the future land use map's residential designation for that property.

2649 South Bay Shore Drive (R3 Designation): Heidler identified parcel 2649 South Bay Shore Drive (parcel 18100073128-13B, owned by Charles Wood) as a 5.2-acre property currently designated CS1, which also does not meet the dimensional requirements for that district. He recommended it be redesignated R3.

Following the discussion, the Commission reached consensus on all proposed corrections. A motion was made to amend the draft zoning map to incorporate all identified changes.

Motion by Bhirdo to amend the draft zoning map dated February 13, 2026, to include the following corrections: (1) seek clarification on the Sister Bay Yacht Club PUD status prior to the public hearing; (2) reduce the Woodland Overlay boundary along Fieldcrest Road to align with property lines, excluding unforested orchard parcels, while retaining the half-forested rectangle parcel without an address; (3) include 2536 Fieldcrest Road (Don Howard property) within the Woodland Overlay; (4) redesignate 10585 Fieldcrest Road as R1; (5) redesignate the Glen Estates parcel and its access easement as R2; (6) redesignate 2629 South Bay Shore Drive as R1; and (7) redesignate 2649 South Bay Shore Drive as R3. Second by Heidler. Motion carried 5-1 with Bell opposed.

Andrews advised that he coordinate with Bay Lakes Regional Planning to update both the zoning map and the future land use map following the meeting and distribute updated drafts to Commission members for review prior to the public hearing. Discussion ensued regarding whether the public hearing for the future land use map should be scheduled concurrently. Bell expressed a preference for both documents to proceed to the village board together. The Commission agreed that scheduling both items for the same public hearing would be the most efficient approach and that the notice could cover both. Andrews confirmed there is no procedural prohibition on combining the hearings. Andrews also noted he would send follow-up correspondence to the property owners who received public hearing notices for the tower application, advising them that the public hearing had been canceled.

6. Matters To Be Placed On A Future Agenda Or Referred To A Committee, Official Or Employee

The following items were identified for future action:

- Review of village ordinance section 66.0505-5-B (application content requirements) for consistency with current state and federal telecommunications law, potentially with involvement of an FCC-specialized attorney.
- Determination of the Sister Bay Yacht Club's PUD status.
- Future land use map inconsistencies identified by Heidler are to be communicated to Andrews for incorporation into the updated draft prior to the public hearing.
- The nonconforming use implications for the South Bay Shore Drive condominium property (grandfathered R2) are to be placed on a future agenda in connection with a future land use map review.

7. Next Meeting

The next regular monthly meeting of the Plan Commission is scheduled for Tuesday, March 31, 2026, at 5:30 PM, in the Large Meeting Room of the Sister Bay-Liberty Grove Fire Station.

8. Adjournment

Motion to adjourn at 6:51 PM.

Motion by Heidler second by Harff. Motion carried -all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant



STAFF REPORT

Date: March 31, 2026

To: Plan Commission

Re: Ord. 2026-001; Amending the Village of Sister Bay Future Land Use Map

Author(s): Benjamin Andrews, Village/Zoning Administrator

BACKGROUND INFORMATION

The Plan Commission is holding a public hearing to consider amending the Village of Sister Bay 2025 Comprehensive Plan, Map 7.2, Future Land Use, to change the land use classifications, including those discussed at the February 24th, 2026, Plan Commission meeting.

The process is outlined in guidance in UW Extension's Land Use Training & Resources.

PRIOR ACTION/REVIEW

Oct. 28, 2025: Recommended entering into a contract with BayLake Regional Planning Commission (BLRPC) for zoning map update (cost not to exceed \$20,000).

Nov. 25, 2025: Reviewed draft zoning map; discussed overlay districts and zoning consistency with land use map.

Dec. 18, 2025: Finalized zoning map changes for public hearing; reviewed text amendments to Chapter 66. Motion carried to proceed to public hearing.

Jan. 27, 2026: Plan Commission reviewed maps and found potential discrepancies with the zoning maps; actions were taken to confirm maps with BLRPC for the following meeting.

February 24, 2026: The Plan Commission decided to re-review the future land use map, and Village Staff coordinated with Bay Lakes Regional Planning to update the future land use maps, which were scheduled for a public hearing on March 31st, 2026.

POLICY ALTERNATIVE(S)

Each public hearing item and subsequent action taken should be treated independently. The Plan Commission could take the following actions:

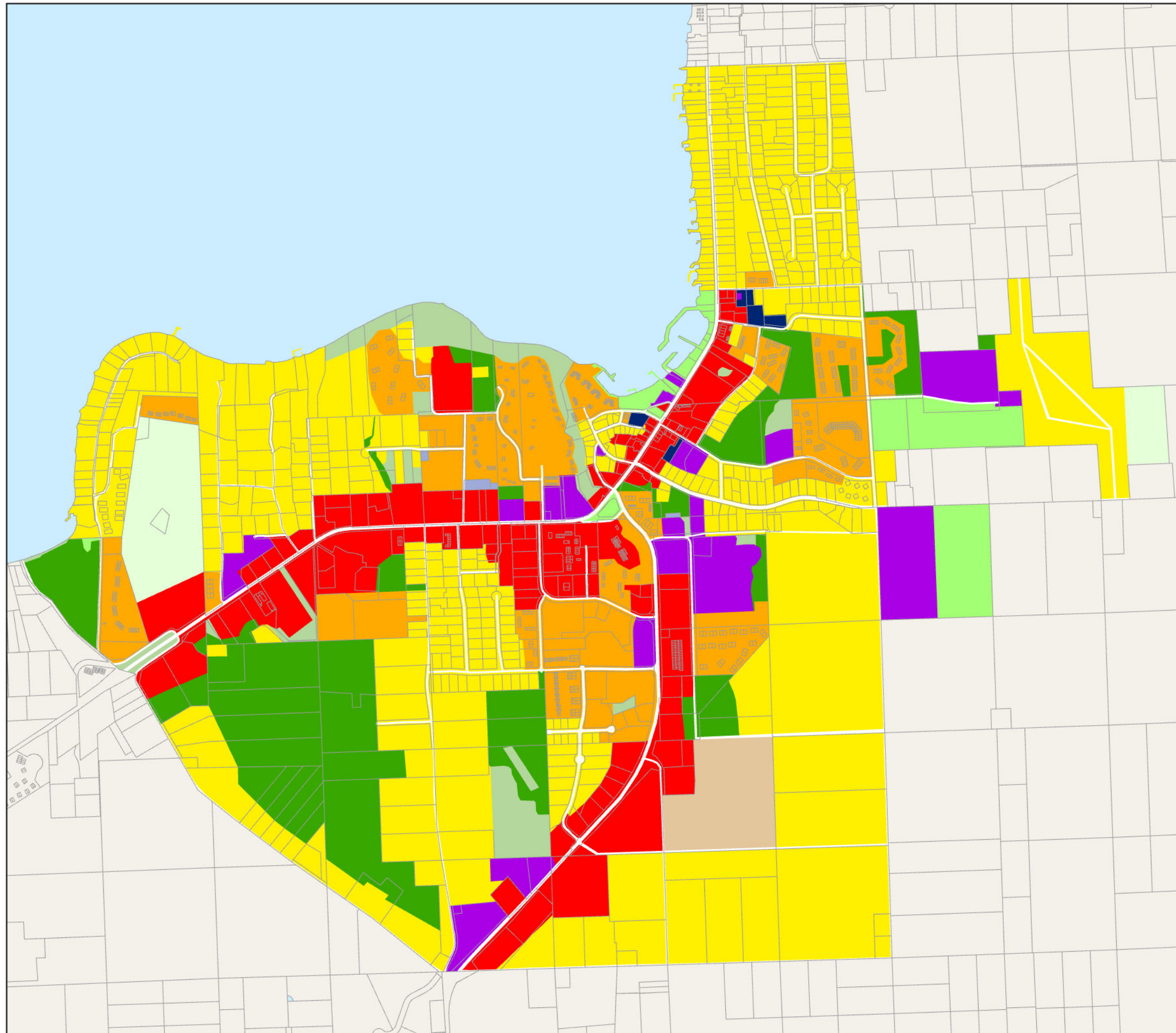
- Recommend for Approval to Village Board as Presented
- Recommend for Approval of Modifications
- Deny
- Table for Further Review

ATTACHMENT(S)

1. Zoning Map; Draft 3/5/2026
2. Ord. 2026-002; Adopting a New Zoning Map for the Village of Sister Bay
3. Public Hearing Notice and Affidavit of Publication
4. Email from BLRPC
5. Correspondence regarding Public Hearing (if Applicable)
6. UW Extension Ordinance Information

Draft
3/5/26

Proposed Future Land Use for the Village of Sister Bay, Door County, Wisconsin



Future Land Use

- Agriculture
- Commercial
- Communications/Utilities
- Institutional/Government
- Multi-Family
- Natural Areas
- Open Lands
- Parks and Recreation
- Residential
- Right-of-Way
- Transportation
- Woodlands



0 750 1,500 3,000 Feet

This draft future land use 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.

ORDINANCE NO. 2026-001

AMENDING THE VILLAGE OF SISTER BAY FUTURE LAND USE MAP

WHEREAS, on March 26, 2025, the Village of Sister Bay updated their 20-year comprehensive land use plan; and,

WHEREAS, the adopted *Village of Sister Bay 2025 Comprehensive Plan* recommended the Plan Commission review the plan annually; and,

WHEREAS, in conducting the annual review, and while preparing to ensure the proposed zoning map was consistent with the adopted future land use map, the Plan Commission found properties inadvertently misclassified; and,

WHEREAS, the Plan Commission held a public hearing on March 31, 2026, to conduct a review of the plan and make amendments to the future land use map in the adopted plan, and, voted to recommend to the Village Board an amended future land use map.

WHEREAS, the Village Board held a public hearing at their monthly regular meeting on April 21, 2026, and invited public input on the proposed map changes; after consideration of the Plan Commission's recommendation, and public testimony, the Board agreed to amend the adopted future land use map, changing the land use classifications for various properties.

NOW, THEREFORE, after consideration of the future land use map amendments recommended by the Plan Commission, on March 31, 2026, the Village Board of the Village of Sister Bay voted to amend the *Sister Bay 2025 Comprehensive Plan, Map 7.2, Future Land Use Map*, as shown on the attached map.

SECTION 1. Adoption of Amended Comprehensive Plan Future Land Use Map. As shown on the attached, the map serves as the amended *Village of Sister Bay 2025 Comprehensive Plan Future Land Use Map*.

SECTION 2. Available for Inspection.

A copy of this ordinance shall be permanently on file and open to public inspection in the Village Administration Office at least thirty days prior to its adoption and after its enactment. The Village Clerk is directed to file a copy of the adopted new Future Land Use Map for the Village of Sister Bay with the following:

1. The Clerk for the town of Liberty Grove.
2. The Wisconsin Department of Administration
3. The Bay-Lake Regional Plan Commission
4. The Sister Bay-Liberty Grove Library

SECTION 3. Ordinances in Conflict.

All other ordinances and future land use maps in conflict herewith be, and the same hereby are repealed.

SECTION 4. Effective Date.

This ordinance shall take effect and be in full force from and after April 21, 2026.

SECTION 5. Severability.

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

VILLAGE OF SISTER BAY

By:

Nate Bell, Village President

ATTEST:

Julie Thyssen, Village Clerk

Ayes: _____ Nays: _____

Filed/Posted: 04/18/2026
Village Administration Office, 2383 Maple Drive
Sister Bay Post Office, 10685 N Bay Shore Drive
Sister Bay Liberty Grove Library, 2323 Mill Road
Effective Date: February 19, 2025

ATTACHMENT: Map 7.2 Future Land Use Map

Draft Date: 03/06/2026



PLAN COMMISSION/VILLAGE BOARD NOTICE OF PUBLIC HEARING

Public Notice is hereby given that the Sister Bay Plan Commission will hold a public hearing on **Tuesday, March 31, 2026, at 5:30 PM**, or shortly thereafter, for the purpose of considering amendments to the adopted future land use map and adopting a revised zoning map. If the Plan Commission recommends approval of the proposals, the Village Board will consider them at a hearing on **Tuesday, April 21, 2026, at 6:00 PM**.

The purpose of the public hearing is to obtain comments and input from the public on the proposed future land use map and new zoning map amendments. The public hearing will be held at the Sister Bay Liberty Grove Fire Station located at 2258 Mill Rd., Sister Bay. A virtual option is available (visit www.sisterbaywi.gov and search for the agenda for the Zoom link, or, contact the Village Office by phone at 920-854-4118). A summary of the amendments are as follows:

1. Future Land Use Map: Amend the Village of Sister Bay 2025 Comprehensive Plan, Map 7.2, Future Land Use, changing the land use classifications, including changes discussed at the February 24th, 2026, Plan Commission meeting.
2. Chapter 66, Zoning Map: Adopt a revised zoning map to ensure the Village zoning map is consistent with the adopted land use plan. It is proposed that a new overlay district be created, and several other changes.

In addition to testimony presented at the hearing, written correspondence will also be accepted until **3:00 PM, Thursday, March 26, 2026**, and forwarded to the Plan Commission; the deadline for the Board meeting is the meeting itself, **Thursday, April 16, 2026, 3:00 PM**. 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 or Board. Written correspondence will also be available for public inspection until the close of business on the day of the hearing and will be entered into the record. A summary of all correspondence received may be presented at the public hearing, but individual letters will not be read aloud. Anonymous correspondence will not be accepted. All related public hearing materials may normally be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI between 8 AM - 4 PM, Monday through Thursday.

By order of the Plan Commission of the Village of Sister Bay

Benjamin Andrews
Village Administrator

Published On: 3/13/2026 & 3/20/2026

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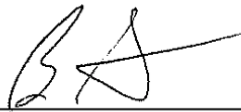


Village of Sister Bay
PO Box 769
Sister Bay, WI 54234

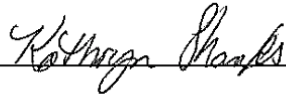
Being duly sworn, doth depose and say that she/he is an authorized representative of the Peninsula Pulse, a newspaper published in Sturgeon Bay, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Total cost of ad(s): \$161.70 (3/31 PHN)

Published Date(s): 3/13/26, 3/20/26

(Signed)  (Date) 3/13/26
Office Representative

Signed and sworn before me



My commission expires 05/12/27

KATHRYN SHANKS
Notary Public, State of Wisconsin

Ben Andrews

From: Natalie Blackert <nblackert@baylakerpc.org>
Sent: Wednesday, March 4, 2026 12:07 PM
To: Ben Andrews
Cc: Sarah Bertges; Brandon Robinson
Subject: Re: Sister Bay Zoning Map Drafts and Documentation

Hello Ben,

Regarding the addition of the Yacht Club PUD; can you please share the official PUD name, date of approval, total legal acres listed, and whether it was a commercial or residential PUD?

Brandon and I discussed the portions of the zoning and future land use maps that you requested advisement on. We are not as familiar with the Village's zoning ordinance as you or the Plan Commission may be, therefore our interpretation is quite general and should not be construed as legal advice.

- 181130000, Rainbow Condominiums, N Bayshore Drive. Regarding this lot on the future land use map, it would make sense to mark the parcel as residential to correspond to neighboring uses. Residential as a future land use category typically illustrates single-family development, with the understanding that there may be exceptions as appropriate. Those exceptions are then regulated by the zoning map, which might show the parcel as some kind of residential use. Regarding the zoning of the parcel, there may be a conditional use allowing it to be a non-conforming R-1 parcel.
- 1810007312812E1, 2629 S Bayshore Drive. Regarding the zoning of this parcel from (B-1 originally) the proposed CS-1 to R-1, this zoning decision may depend on the zoning history of this property. There may be a conditional use allowing this to be a non-conforming B-1 parcel. Alternatively, if the landowner for this parcel also owns an adjacent CS-1 parcel, it may be logical for them to be zoned together if they act as one parcel. It will likely depend on how the Village intends to regulate the parcel, as R-1, as non-conforming CS-1, or as non-conforming B-1.
- 181000731283B, 2649 S Bayshore Drive. Regarding the zoning of this parcel from (B-1 originally) the proposed CS-1 to R-3, this zoning decision is similar to 2629 S Bayshore Drive, and requires the same consideration.
- #4, 181410000A, parcel opposite the Yacht club. Regarding this parcel on the future land use map, the rest of the block is tagged residential, and the parcel is likely too small to develop as multi-family. It would make sense to tag it as residential.

Please let me know how you would like to proceed with marking these properties on their respective maps. I will provide an updated draft once I know how they should be depicted.

Natalie Blackert
 (She/Her)
 GIS Specialist

Bay-Lake Regional Planning Commission
 1861 Nimitz Drive | De Pere, WI 54115

920-448-2820, Ext. 104 | nblackert@baylakerpc.org
www.baylakerpc.org



From: Ben Andrews <administrator@sisterbaywi.gov>
Sent: Monday, March 2, 2026 8:59 AM
To: Natalie Blackert <nblackert@baylakerpc.org>
Cc: Sarah Bertges <adminassist@sisterbaywi.gov>
Subject: RE: Sister Bay Zoning Map Drafts and Documentation

Hello Natalie,

Attached are the annotated Zoning and Future Land Use Maps. The Village of Sister Bay is seeking BLRPC's assistance with updating the maps and is also seeking advisement on some of the proposed changes before they are made. I understand this may not be included in the contract, but if someone with Planning experience could weigh in that would be greatly appreciated.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

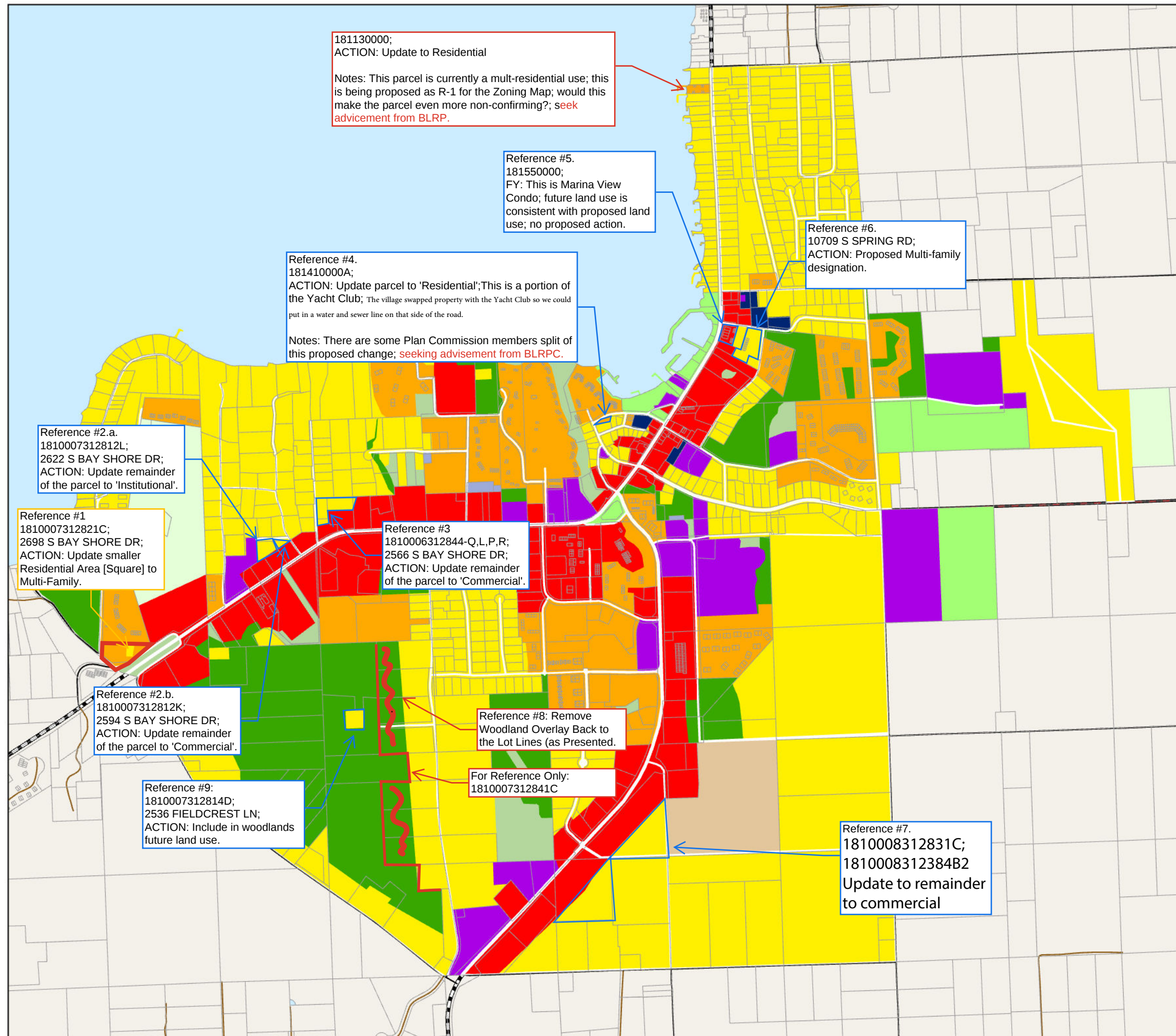
PO Box 769

Sister Bay, WI 54234

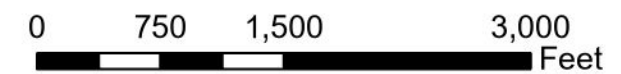
administrator@sisterbaywi.gov

Village Board Draft¹⁵ 2/17/26

Proposed Future Land Use for the Village of Sister Bay, Door County, Wisconsin



- Future Land Use**
- Agriculture
 - Commercial
 - Communications/Utilities
 - Institutional/Government
 - Multi-Family
 - Natural Areas
 - Open Lands
 - Parks and Recreation
 - Residential
 - Right-of-Way
 - Transportation
 - Woodlands



This draft future land use 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.

Ordinance Updates

Zoning “nonconformities” are uses, structures or lots that existed legally prior to the adoption or amendment of a zoning ordinance but do not comply with present zoning provisions. Wisconsin law allows the continuation of some nonconforming uses, structures and lots, but does not provide guidance in all situations. As a result, a local zoning ordinance may include provisions to prohibit or otherwise restrict certain classes of zoning nonconformities. Additional guidance and policy options are provided in the Zoning Nonconformities Handbook referenced at the end of this chapter.



Process to Adopt or Amend a Zoning Ordinance

The process to adopt or amend a general zoning ordinance is outlined in state statutes and summarized below:¹

1. Petition to adopt or amend the zoning ordinance. The plan commission prepares draft zoning ordinance recommendations, usually with the assistance of legal counsel, an advisory group, zoning staff, or a private consulting firm. A petition to amend the zoning ordinance may be made by a local landowner, the plan commission, or the governing body.
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- Airport owners. Notice of a zoning amendment in an airport affected area must be mailed to the owner or operator of the airport. The airport affected area extends three miles from the boundary of a public airport unless otherwise agreed.⁵
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⁷Wis. Admin. Code §§ NR 115.05(4)(h) & NR 116.20(2)(c).

⁸Wis. Stat. § 91.36(8)(d).



STAFF REPORT

Date: March 31, 2026

To: Plan Commission

Re: Ord. 2026-002; Adopting a New Zoning Map for the Village of Sister Bay

Author(s): Benjamin Andrews, Village/Zoning Administrator

BACKGROUND INFORMATION

The Plan Commission is holding a public hearing to consider adopting a revised zoning map to ensure the Village zoning map is consistent with the adopted land use plan. It is proposed that a new overlay district be created, and several other changes.

The process is outlined in guidance in UW Extension's Land Use Training & Resources.

PRIOR ACTION/REVIEW

Oct. 28, 2025: Recommended entering into a contract with BayLake Regional Planning Commission (BLRPC) for zoning map update (cost not to exceed \$20,000).

Nov. 25, 2025: Reviewed draft zoning map; discussed overlay districts and zoning consistency with land use map.

Dec. 18, 2025: Finalized zoning map changes for public hearing; reviewed text amendments to Chapter 66. Motion carried to proceed to public hearing.

Jan. 27, 2026: Plan Commission reviewed maps and found potential discrepancies with the zoning maps; actions were taken to confirm maps with BLRPC for the following meeting.

February 13, 2026: The Plan Commission reviewed the draft zoning map and agreed on several corrections, including updating zoning designations for parcels. Village Staff coordinated with Bay Lakes Regional Planning to update both the zoning and future land use maps, and were scheduled for a public hearing on March 31st, 2026.

POLICY ALTERNATIVE(S)

Each public hearing item and subsequent action taken should be treated independently. The Plan Commission could take the following actions:

- Recommend for Approval to Village Board as Presented
- Recommend for Approval of Modifications
- Deny
- Table for Further Review

ATTACHMENT(S)

1. Zoning Map; Draft 3/5/2026
2. Ord. 2026-002; Adopting a New Zoning Map for the Village of Sister Bay
3. Public Hearing Notice and Affidavit of Publication
4. Email from BLRPC
5. Correspondence regarding Public Hearing (if Applicable)
6. UW Extension Ordinance Information

Proposed Zoning Map for the Village of Sister Bay, Door County, Wisconsin
Draft as of 3/5/26

Zoning Districts

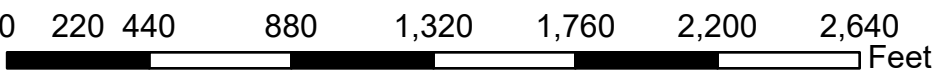
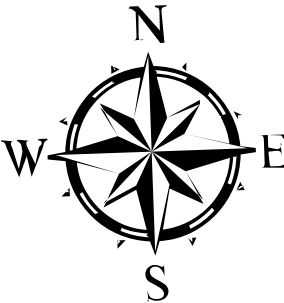
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- (B-3) Downtown Business
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Overlay Districts

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- (BP) Bluff Protection Overlay
- (PUD) Planned Unit Development Overlay
- (HL) Highway Landscape Overlay
- B-2 Historic Overlay District
- (WHP) Wellhead Protection Overlay
- Road ROW Overlay

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

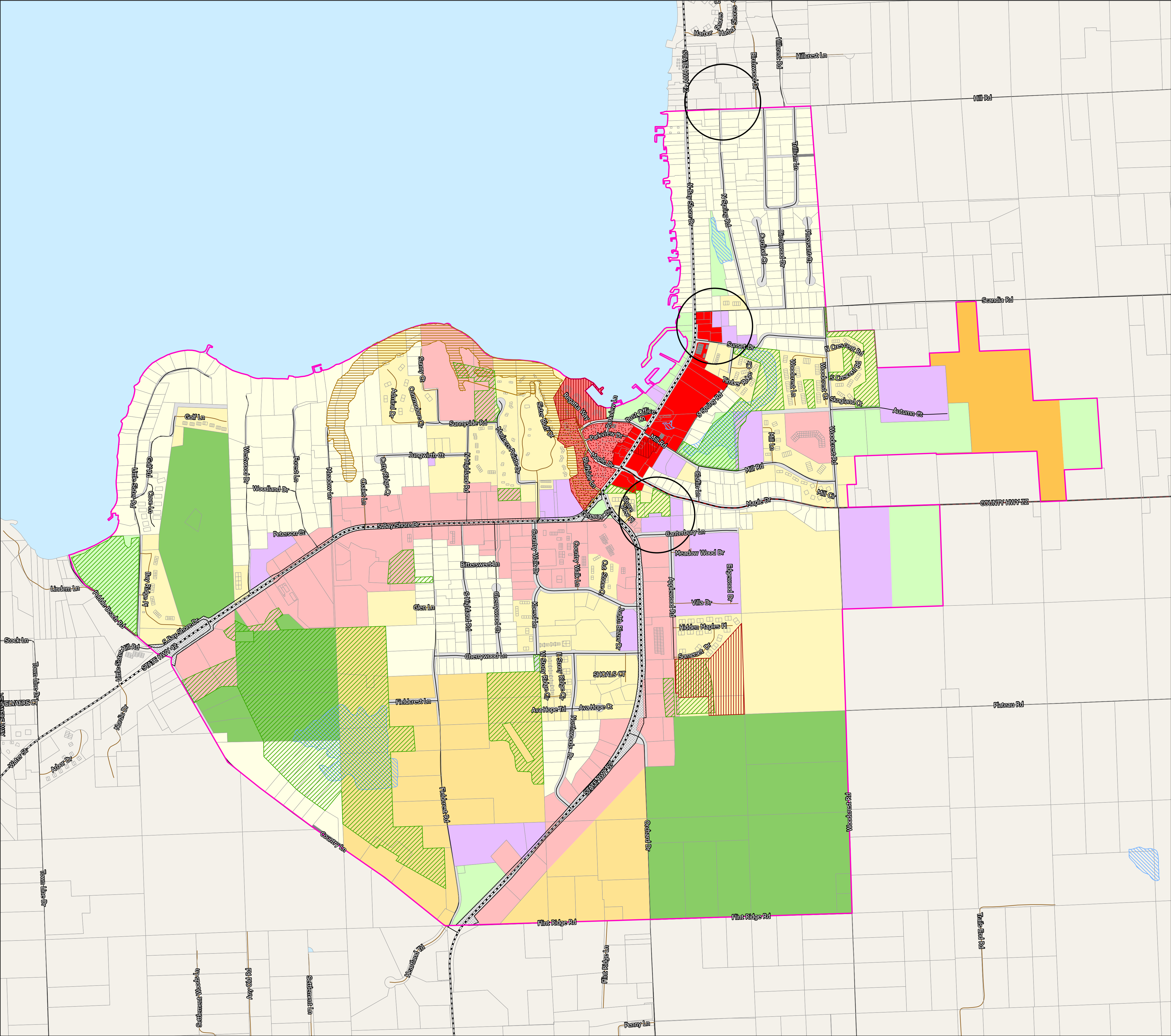
Attention: _____
Nate Bell _____ Date _____ Julie Thyssen _____ Date _____



This zoning map is based upon parcel and property boundary maps maintained by Door County. The right-of-way widths for public and private streets vary and the map shows a representation of the easements or rights-of-way. Questions regarding the Zoning Map, the Zoning Code, the Building Code, and development regulations should contact the Zoning Administrator: 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234.
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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.

Map created for the Village of Sister Bay by the Bay-Lake Regional Planning Commission: 1861 Nimitz Drive, De Pere, Wisconsin 54301.



ORDINANCE NO. 2026-002

ADOPTING A NEW ZONING MAP FOR THE VILLAGE OF SISTER BAY

WHEREAS, on March 26, 2025, the Village of Sister Bay updated their 20-year comprehensive land use plan, which included a new future land use map; and,

WHEREAS, upon finding errors on the adopted future land use map, on February 17, 2025, the Village Board revised the map; and,

WHEREAS, Wisconsin Statutes 66.1001 requires a municipality's zoning map to be consistent with the adopted comprehensive plan, which incorporates the future land use map, and therefore, the Plan Commission created a draft revised zoning map and held a public hearing on March 31, 2026; and,

WHEREAS, the Plan Commission, after public testimony and consideration, voted to recommend that the Village Board adopt the new Village zoning map.

NOW, THEREFORE, on April 21, 2026, the Village Board of the Village of Sister Bay voted to adopt the new zoning map, as shown on the attachment; said map is to be incorporated into Chapter 66-Zoning Code.

SECTION 1. Adoption of New Zoning Map. As shown on the attachment, the map serves as the official Zoning Map for the Village of Sister Bay.

SECTION 2. Available for Inspection.

A copy of this ordinance shall be permanently on file and open to public inspection in the Village Administration Office at least thirty days prior to its adoption and after its enactment. The Village Clerk is directed to file a copy of the adopted new Zoning Map for the Village of Sister Bay with the following:

1. The Clerk for the town of Liberty Grove.
2. The Wisconsin Department of Administration
3. The Bay-Lake Regional Plan Commission
4. The Sister Bay-Liberty Grove Library

SECTION 3. Ordinances in Conflict.

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

SECTION 4. Effective Date.

This ordinance shall take effect and be in full force from and after April 21, 2026.

SECTION 5. Severability.

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

VILLAGE OF SISTER BAY

By:

Nate Bell, Village President

ATTEST:

Julie Thyssen, Village Clerk

Ayes: _____ Nays: _____

Filed/Posted: 04/21/2026
Village Administration Office, 2383 Maple Drive
Sister Bay Post Office, 10685 N Bay Shore Drive
Sister Bay Liberty Grove Library, 2323 Mill Road
Effective Date: April 22, 2026

ATTACHMENT: New Village of Sister Bay Zoning Map

Draft Date: 03/02/2026

Peninsula Publishing & Distribution, Inc.

Serving our community since 1996.

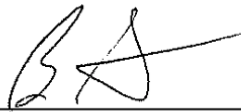


Village of Sister Bay
PO Box 769
Sister Bay, WI 54234

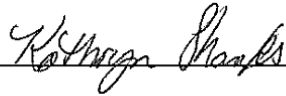
Being duly sworn, doth depose and say that she/he is an authorized representative of the Peninsula Pulse, a newspaper published in Sturgeon Bay, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Total cost of ad(s): \$161.70 (3/31 PHN)

Published Date(s): 3/13/26, 3/20/26

(Signed)  (Date) 3/13/26
Office Representative

Signed and sworn before me



My commission expires 05/12/27

KATHRYN SHANKS
Notary Public, State of Wisconsin

Ben Andrews

From: Natalie Blackert <nblackert@baylakerpc.org>
Sent: Wednesday, March 4, 2026 12:07 PM
To: Ben Andrews
Cc: Sarah Bertges; Brandon Robinson
Subject: Re: Sister Bay Zoning Map Drafts and Documentation

Hello Ben,

Regarding the addition of the Yacht Club PUD; can you please share the official PUD name, date of approval, total legal acres listed, and whether it was a commercial or residential PUD?

Brandon and I discussed the portions of the zoning and future land use maps that you requested advisement on. We are not as familiar with the Village's zoning ordinance as you or the Plan Commission may be, therefore our interpretation is quite general and should not be construed as legal advice.

- 181130000, Rainbow Condominiums, N Bayshore Drive. Regarding this lot on the future land use map, it would make sense to mark the parcel as residential to correspond to neighboring uses. Residential as a future land use category typically illustrates single-family development, with the understanding that there may be exceptions as appropriate. Those exceptions are then regulated by the zoning map, which might show the parcel as some kind of residential use. Regarding the zoning of the parcel, there may be a conditional use allowing it to be a non-conforming R-1 parcel.
- 1810007312812E1, 2629 S Bayshore Drive. Regarding the zoning of this parcel from (B-1 originally) the proposed CS-1 to R-1, this zoning decision may depend on the zoning history of this property. There may be a conditional use allowing this to be a non-conforming B-1 parcel. Alternatively, if the landowner for this parcel also owns an adjacent CS-1 parcel, it may be logical for them to be zoned together if they act as one parcel. It will likely depend on how the Village intends to regulate the parcel, as R-1, as non-conforming CS-1, or as non-conforming B-1.
- 181000731283B, 2649 S Bayshore Drive. Regarding the zoning of this parcel from (B-1 originally) the proposed CS-1 to R-3, this zoning decision is similar to 2629 S Bayshore Drive, and requires the same consideration.
- #4, 181410000A, parcel opposite the Yacht club. Regarding this parcel on the future land use map, the rest of the block is tagged residential, and the parcel is likely too small to develop as multi-family. It would make sense to tag it as residential.

Please let me know how you would like to proceed with marking these properties on their respective maps. I will provide an updated draft once I know how they should be depicted.

Natalie Blackert
 (She/Her)
 GIS Specialist

Bay-Lake Regional Planning Commission
 1861 Nimitz Drive | De Pere, WI 54115

920-448-2820, Ext. 104 | nblackert@baylakerpc.org
www.baylakerpc.org



From: Ben Andrews <administrator@sisterbaywi.gov>
Sent: Monday, March 2, 2026 8:59 AM
To: Natalie Blackert <nblackert@baylakerpc.org>
Cc: Sarah Bertges <adminassist@sisterbaywi.gov>
Subject: RE: Sister Bay Zoning Map Drafts and Documentation

Hello Natalie,

Attached are the annotated Zoning and Future Land Use Maps. The Village of Sister Bay is seeking BLRPC's assistance with updating the maps and is also seeking advisement on some of the proposed changes before they are made. I understand this may not be included in the contract, but if someone with Planning experience could weigh in that would be greatly appreciated.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

Proposed Zoning Map for the Village of Sister Bay, Door County, Wisconsin
Draft as of 2/13/26

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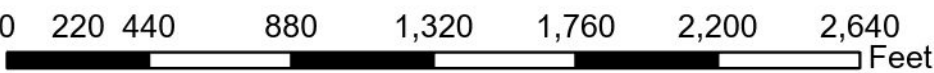
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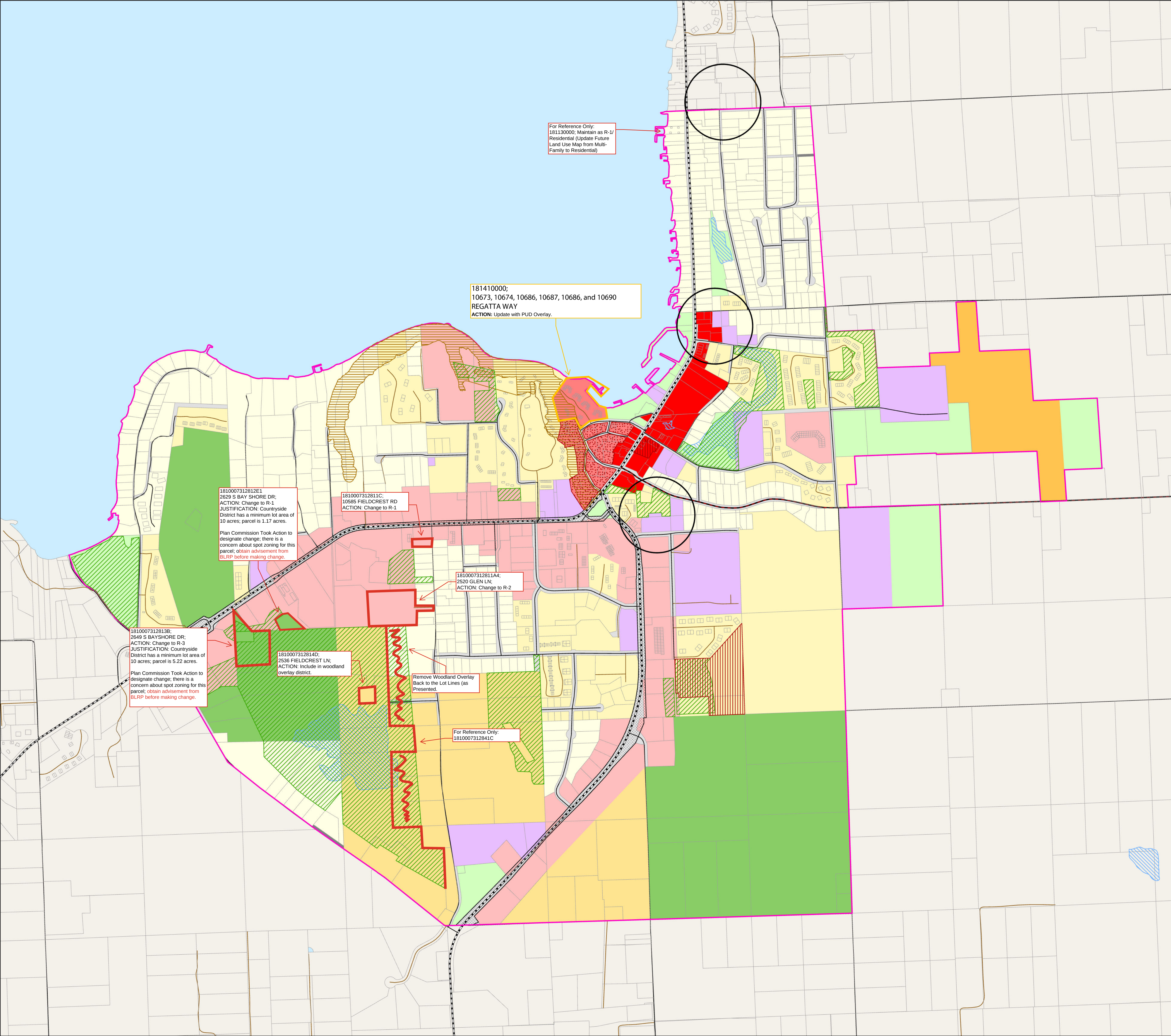
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Ordinance Updates

Zoning “nonconformities” are uses, structures or lots that existed legally prior to the adoption or amendment of a zoning ordinance but do not comply with present zoning provisions. Wisconsin law allows the continuation of some nonconforming uses, structures and lots, but does not provide guidance in all situations. As a result, a local zoning ordinance may include provisions to prohibit or otherwise restrict certain classes of zoning nonconformities. Additional guidance and policy options are provided in the Zoning Nonconformities Handbook referenced at the end of this chapter.



Process to Adopt or Amend a Zoning Ordinance

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- Airport owners. Notice of a zoning amendment in an airport affected area must be mailed to the owner or operator of the airport. The airport affected area extends three miles from the boundary of a public airport unless otherwise agreed.⁵
- Military installations. Written notice of city, village and town zoning ordinance adoption and amendment must be provided to the commanding officer of a military base or installation with at least 200 assigned military personnel or at least 2,000 acres, located in or near the municipality.⁶
- Department of Natural Resources. Written notice of amendments to shoreland, shoreland-wetland, and floodplain zoning ordinances must be provided to the appropriate local DNR office at least 10 days prior to the hearing.⁷
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⁸Wis. Stat. § 91.36(8)(d).



STAFF REPORT

Date: March 31, 2026

To: Plan Commission

Re: Standard Zoning Application; Chop Restaurant; 2345 Mill Rd

Author(s): Benjamin Andrews, Village/Zoning Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☒ Receive/File

PROJECT SUMMARY

The applicant, Jaco Management (Mr. Chris Schmeltz), proposes to remove the existing 6-foot cedar screening fence behind CHOP Restaurant and to install a new outdoor cooler at the rear of the principal building. Per the applicant's statement, the cooler will be positioned against the building but not attached. The request is before the Plan Commission because exterior modifications require Site Plan and Architectural Review under Sec. 66.1050.

ZONING DISTRICT & PERMITTED USES

The property is in the B-3 Downtown Business District, which permits accessory structures that meet the district's dimensional standards and applicable requirements (Sec. 66.0323). The proposed cooler qualifies as a conditional-use accessory structure because it is customarily incidental and subordinate to the principal restaurant use and is located on the same lot, consistent with Sec. 66.0501.

KEY ZONING REQUIREMENTS

Accessory Structure Standards (Sec. 66.0501):

Accessory structures must:

- Setback requirements are outlined within the approved Planned Unit Development for the parcel.
- Not exceed the height of the principal building;
- Obtain a zoning permit and, if over 120 sq. ft, a building permit;
- Be located on the same lot and remain subordinate to the principal structure.

After Village Staff review, these requirements appear to be met.

Screening Requirements (Sec. 66.1055; Sec. 66.1060)

The zoning code includes explicit language requiring the screening of mechanical equipment and service areas:

- “Ground-mounted mechanical equipment...shall not be located in front/street yards and must be screened from casual view with compatible screening and landscaping. Screening materials must match the main building/structure.”
- “Mechanical equipment/service areas must be concealed from entrances, pedestrian areas, and residential areas; 100% screened with materials matching the primary exterior.”

The existing 6' cedar fence currently provides screening. Removing this fence without providing an alternative screening solution would violate the screening requirements under these sections. The applicant is proposing the structure will be the same color as the primary structure and will be screened with a trellis with landscaping as show in the application materials.

The dumpsters currently onsite are proposed to be removed, and garbage services would be shared with the Dorr Hotel.

Site Plan & Architectural Review (Sec. 66.1050)

Exterior modifications—including installation of an accessory structure and removal of screening—require Plan Commission review. The applicant has identified the cooler's location, proposed dimensions, and the proposed screening plan (including landscaping). Screening materials for mechanical equipment must match the primary building. The zoning code does not specify exactly which material (e.g., cedar, metal, composite), but it does require that the material be compatible with and match the building's exterior.

PLAN COMMISSION REVIEW

When evaluating this zoning permit application, the Plan Commission should consider several required factors as outlined in the zoning standards referenced in the packet. The Commission must evaluate whether the proposed cooler satisfies the requirements for accessory structures. Under the Zoning Administrator's interpretation, the cooler qualifies as an accessory structure because it is "customarily incidental and subordinate to the principal use and located on the same lot." The most significant component of the Commission's evaluation concerns screening. The existing 6-foot cedar fence provides the required screening but is proposed for removal. The zoning code language states that "ground-mounted mechanical equipment and trash receptacles shall not be located in front/street yards and must be screened from casual view with compatible screening and landscaping. Screening materials must match the main building/structure," and further requires that "mechanical equipment/service areas must be concealed from entrances, pedestrian areas, and residential areas; 100% screened with materials matching the primary exterior." The Commission must evaluate whether the applicant's proposed screening meets these mandatory requirements for full visual concealment, appropriate material compatibility, and effective buffering from public and pedestrian areas. Finally, the Commission must consider the broader site plan and architectural review obligations. "Any exterior modification, including installation of an accessory structure and removal of screening, requires site plan and architectural review by the Plan Commission." This includes evaluating the cooler's visibility, its relationship to the building, potential impacts on adjacent properties, and whether the screening method maintains or improves the visual environment of the service area. The Commission must ensure that the proposal is not only technically compliant but also consistent with the design and screening standards expected in the B-3 district.

ATTACHMENT(S)

1. 2345 Mill Rd; Chop Restaurant; Standard Zoning Application
2. PUD Documentation



Village of Sister Bay Standard Zoning Permit Application

Village of Sister Bay

2383 MAPLE DRIVE | SISTER BAY, WI 54234

PHONE: (920) 854-4118 | FAX: (920) 854-9637

E-MAIL: INFO@SISTERBAYWI.GOV

WEB SITE: WWW.SISTERBAYWI.GOV

Is the applicant the property owner? ☒ Yes ☐ No

First name

CHRISTOPHER

Last name

SCHNEIDER

Applicant Address

PO BOX 142, EPHRAIM, WI 54211

Applicant Phone

773-750-6376

Contractor Name

JACO MANAGEMENT, LLC

Contractor Address

Po Box 142, Ephraim, WI 54211

Contractor Phone

773-750-6376



Contractor Email

JACO MANAGEMENT 1 @ GMAIL. COM

Parcel Identification Number (PIN)

Street Address of Property in Sister Bay

7345 MILL ROAD

Is this property connected to public water?

☒ Yes☐ No

Is this property connected to public sewer?

☒ Yes☐ No

What are you looking for?

☒ Zoning Permit☐ Conditional use permit☐ Sign permit☐ Building permit

Applicant Email

JACO MANAGEMENT 1 @ GMAIL. COM

If you are looking for site plan review, conditional use permit, or a sign permit, you need to CANCEL this form submission and use a different form.

Type of

☐ Single Family Home☒ Commercial☐ Fence☐ Attached Garage

Construction

☐ Multi family☐ Deck☐ Detached Garage☐ Shed☐ Addition (Describe below)☐ Other (Describe here)

Select one

Please Provide a Brief Description of Your Project

REMOVAL OF CEAN FENCE AND ADDITION OF A COOLER MEASURING 9'6" x 14' x 8' TALL AS AN ACCESSORY STRUCTURE. THE BUILDING IS IN A PUD WITH ZERO SETBACKS BETWEEN LOTS. THE COOLER WILL MEET SETBACK REQUIREMENTS AND BE SCREENED USING TRELLIS AS SHOWN IN THE REMOVAL.

Lot Size (Ft.)

68' x 57'8"

Total Lot Area

3,920 SQ FT

Sq.
Ft.

Building Length

63'

Building Width

50'6"

Building Footprint

3,181.50 sqft

Sq.
Ft.

Number of Stories

2

Height (Roof Peak)

235'

Primary roof

Estimated costs

\$ 15,000

Type of Construction

ALUMINUM



Before ANY applications will be considered this Permit/Application form must be completed and the following documents must be submitted to the employees in the Village Administration Office.

(The only exception will be "Early Start" Permits)

■ **The Attached Wetland Acknowledgment must be completed and signed by the property owner.**

■ **Site Plan**, showing location of all existing and proposed structures with setback distances depicted on the plan. A recent or updated survey may be required after initial review by Staff.

■ **Architectural Plan**, showing all 4 sides of the building, as it will be constructed. Renderings need to be in color and ACTUAL SAMPLES OF COLORS AND MATERIALS MUST BE SUBMITTED.

■ **Landscaping Plan**, showing location of all plants, landscaping features, fences, or accessories. A plant species list should be attached and referenced on the plan.

■ **Parking Plan**, showing location of all parking improvements, pavement markings and signs and the number of parking stalls which will be provided.

■ **Lighting Plan**, showing location of all exterior lights. Copies of proposed fixtures should be attached, with a calculation of lumens of output from the fixtures. All plans must conform to the Village's performance standards section of the Zoning Code regarding light trespass. Approval by the Plan Commission and/or staff does not constitute an engineering approval, and lights found to be in violation of the Village Code will be required to be removed or replaced at the owner's expense regardless of any approvals received from the Village.

■ **Drainage Plan**, lots in excess of 1 acre will need to meet State of Wisconsin standards, and require engineering approval. Lots less than 1 acre in size will be evaluated on a case by case basis by staff, and, if appropriate, approved by the Plan Commission.

■ **Floor Plans including a foundation plan**

■ **Building Plans**, showing the interior of the proposed structure. These plans include HVAC, plumbing, and electrical plans.

■ **For New Construction – A Complete Water & Drainage Fixture Unit Listing Must Be Provided – A licensed plumber will need to evaluate your plans, and submit a complete Water and Drainage Fixture Unit List, so that REU calculations can be made by the Utilities Director. Any and all impact fees must be paid and a final Utilities inspection conducted before a water meter will be installed.**

■ **For Remodeling Projects – Before any permits will be issued a licensed plumber will need to evaluate your plans, and submit a complete Water and Drainage Fixture Unit List so that REU calculations can be made by the Utilities Director. Any and all impact fees must be paid before any remodeling commences.**

■ **Other plans as requested by Village Staff.**

Thank you for your anticipated cooperation.

If you have any questions regarding impact fees please call the WWTP at 920-854-2246.

If you have any questions regarding Building Permits please call the Building Inspector at 920-495-3232

PLEASE ATTACH THE SITE PLAN IN ATTACHMENTS BELOW.

INSTRUCTIONS

■ INDICATE north and ENTER the dimensions of the property.

■ SKETCH the location of the well, septic system (tank/field) and all other buildings present on the property.

■ SKETCH the location of the proposed project (include dimensions) and SHOW the shortest distance from the project to the:

■ Well ■ Adjacent Buildings

■ Edge Of Lake/Stream/Wetland ■ Easements

■ Septic Tank & Drain Field ■ Rear & Side Property Lines

■ Center(line) of Road/Highway ■ Right-of-Way of Road/Highway

NOTE: When showing distances less than 300 feet, please measure and show distance to the **"nearest foot"** (do not estimate). Distances over 300 feet, may be estimated.

■ LABEL all abutting roads, highways, lakes, streams or wetlands.

■ LABEL the "USE" of all buildings shown.

■ SHOW the outside dimensions of all structures on the property.

■ Mark driveway location and length and width on site plan.



Width _____

Rear property line OR Edge of water

Side Property Line



Please upload all needed attachments

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

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

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

Signature**Quick Reference Official's Contact List:**

BENJAMIN ANDREWS – Zoning Administrator – E-Mail: administrator@sisterbaywi.gov / Tele: 920-854-4118

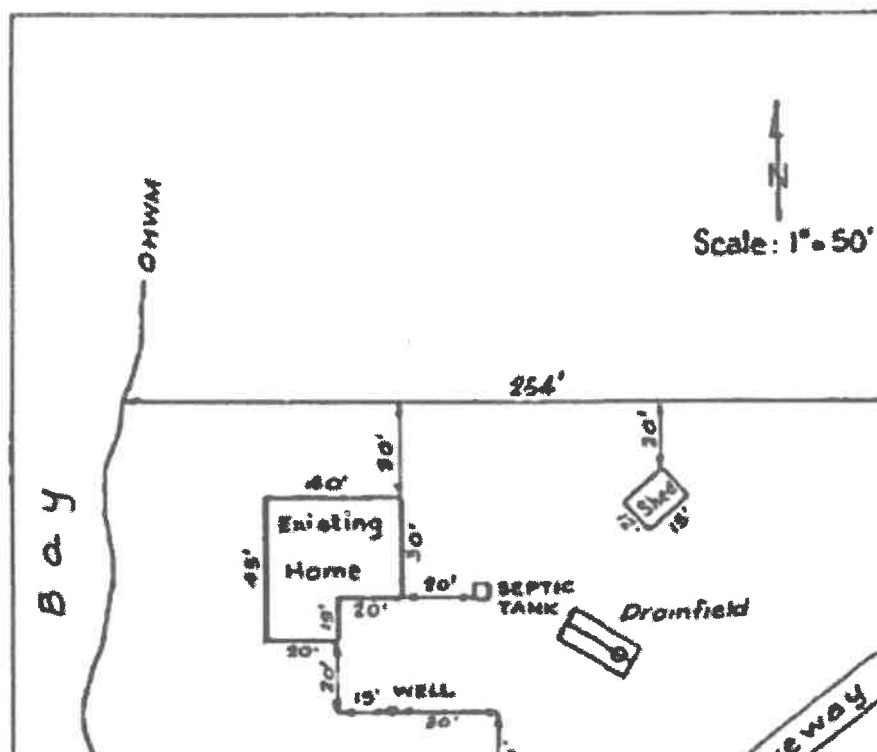
BRETT GUILLETTE – Building Inspector – E-Mail: brettg.isllc@gmail.com / Tele: 920-495-3232

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

Signature**Payment**

SITE PLAN EXAMPL

- Boundaries, dimensions, and area of the site.
 - Location of public roads and right-of-ways.
 - Location of private roads.
 - Location of easements.
 - Location of navigable waters.
 - Location and dimensions of all existing structures.
 - Location of existing or proposed well and waste water disposal system.
 - Location and dimension of all proposed structures and additions.
 - Location of rockholes.
-
- Location of proposed and existing road access points, parking and loading area.
 - Distances from proposed project to:
 - Abutting public roads and right-of-ways.
 - Private roads.
 - Property lines.
 - Well
 - Waste water disposal system.
 - Ordinary high water mark (OHWM) of navigable waters.
 - Indicate North arrow.



For Administration use only

Plan Commission Review ☐ Approve ☐ Decline

CONDITIONS OF APPROVAL

Estimated Impact Fee

Utilities Approval: ☐ Approved ☐ Declined

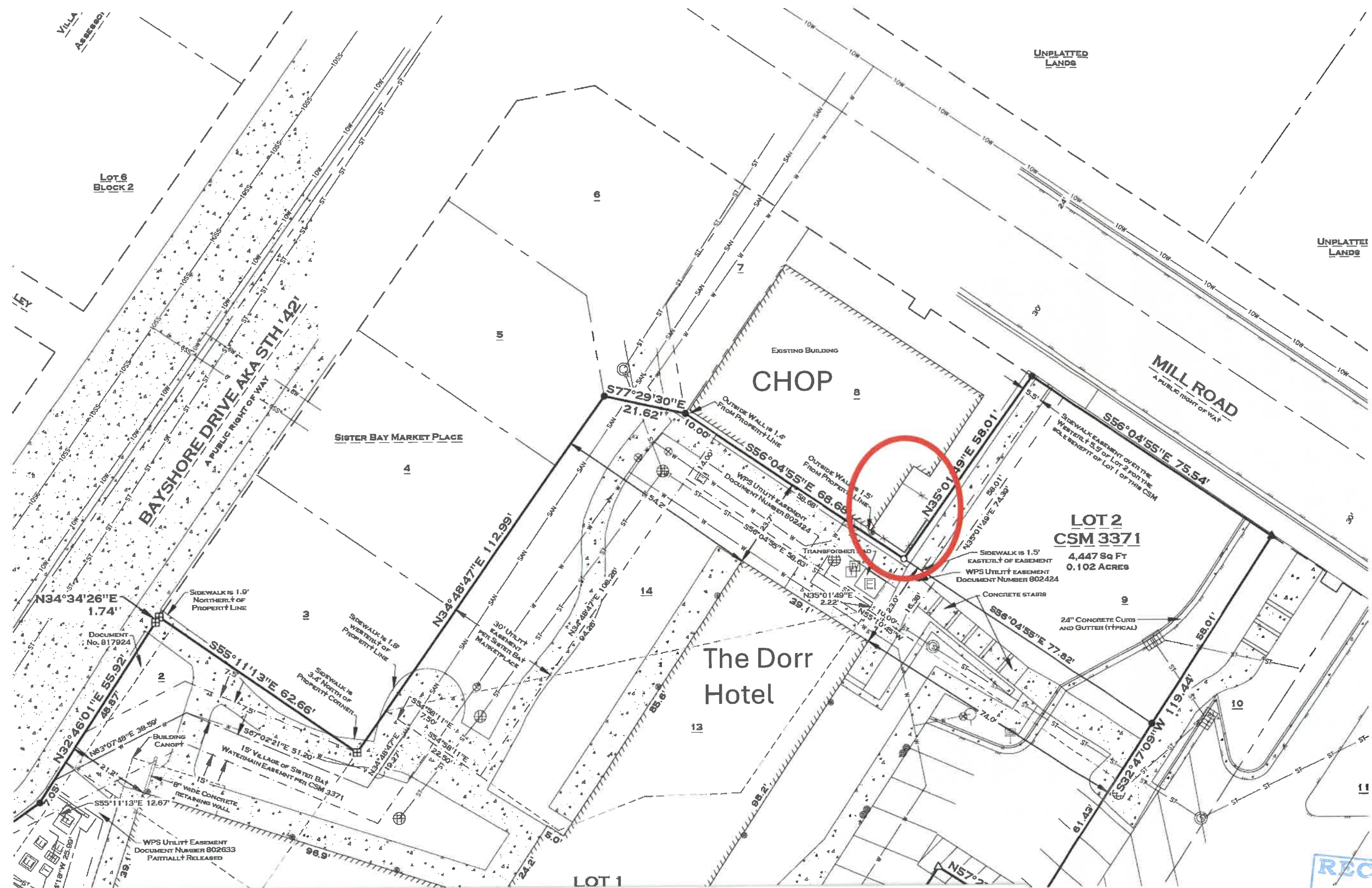
Zoning Administrator Review

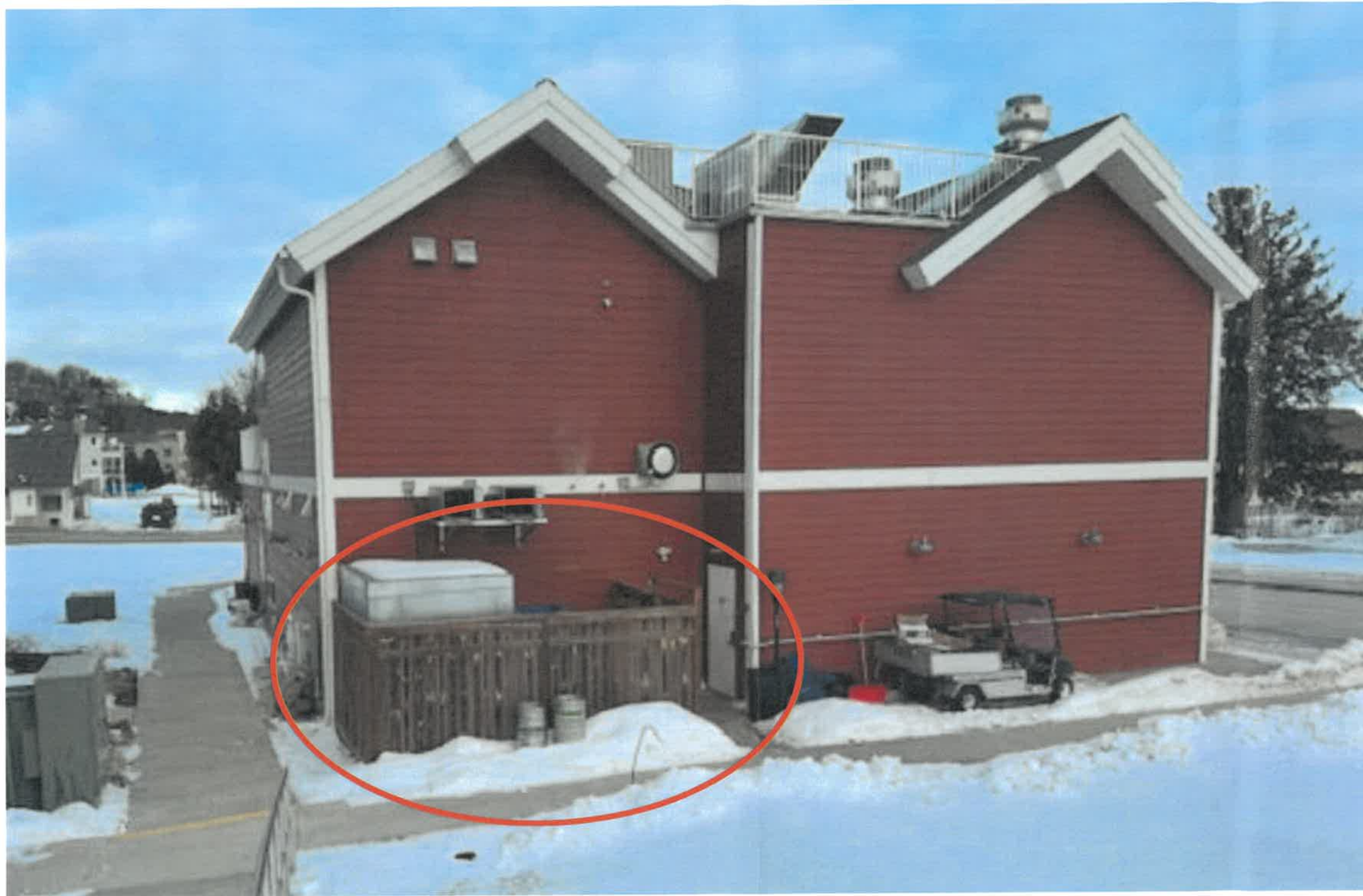


Proposed Cooler and removal of cedar screening

2345 Mill Rd, Sister Bay
CHOP Restaurant

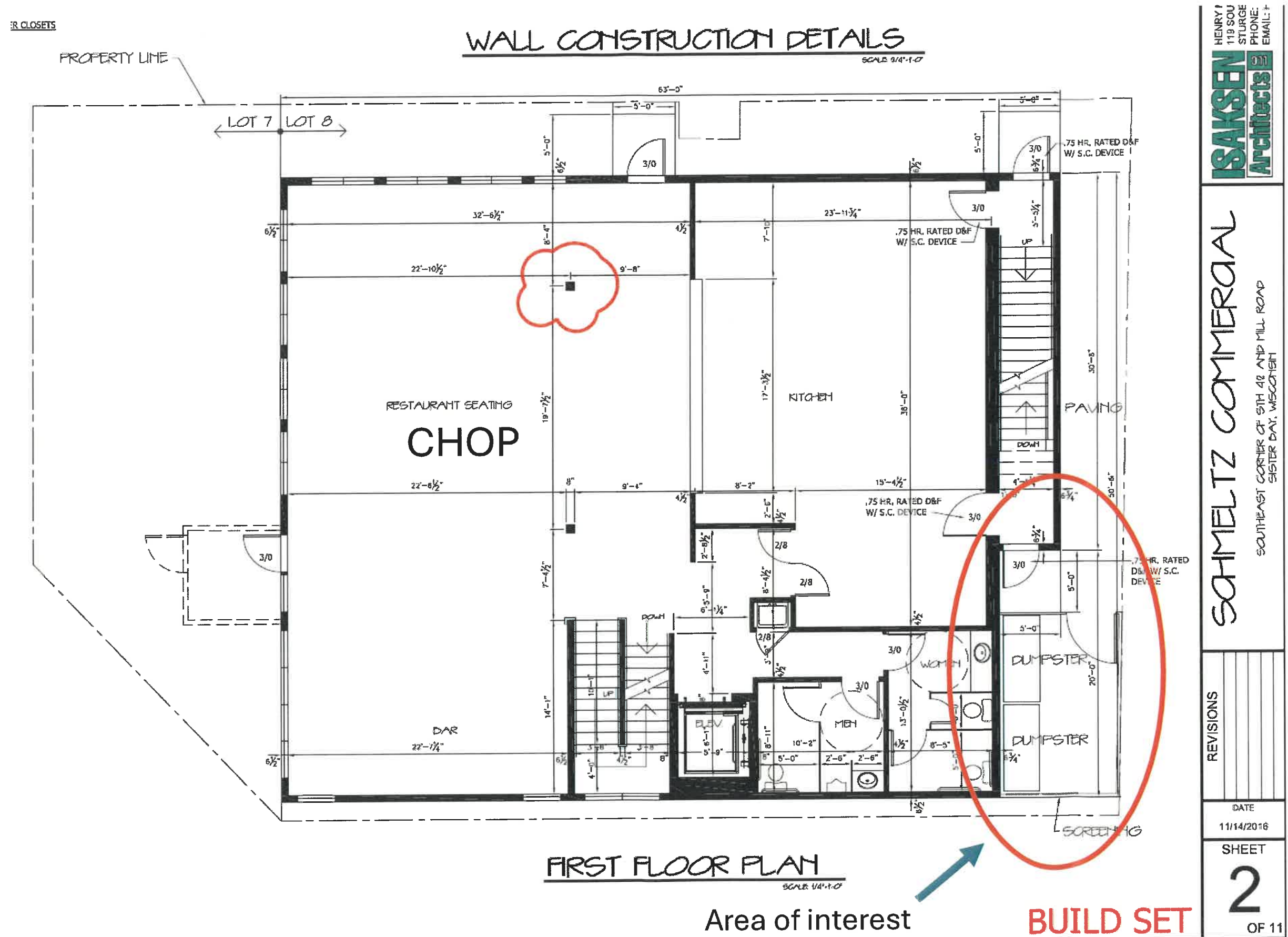




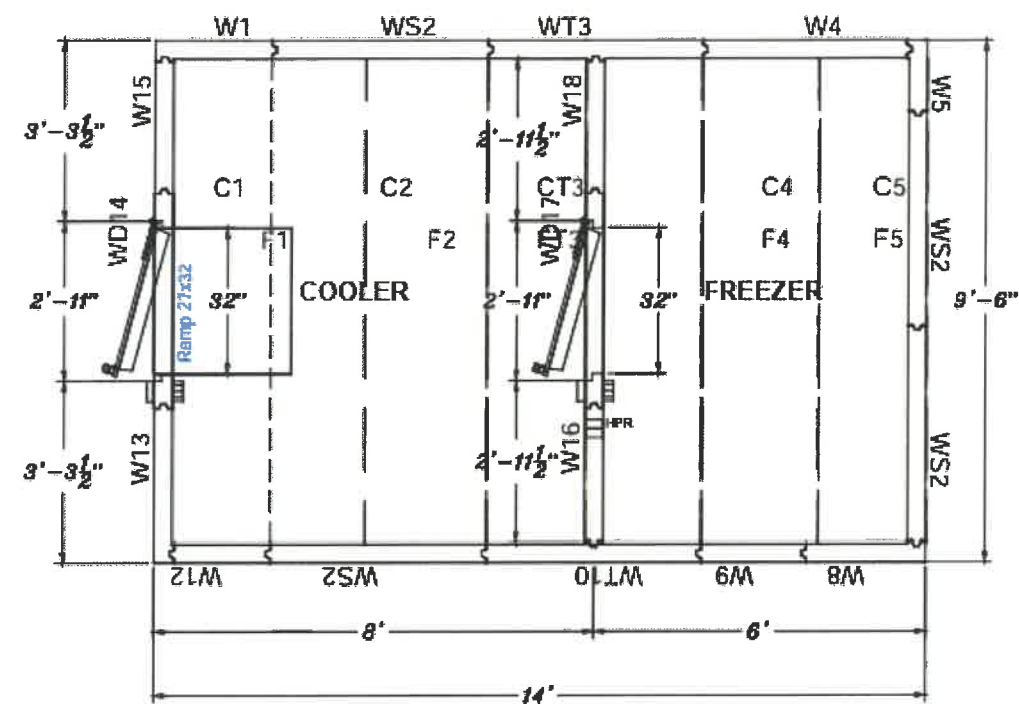
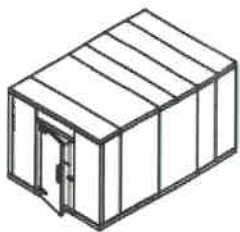


View from Sister Bay Marketplace Parking lot





Proposed Cooler



QUOTE DRAWING
Sign below for acceptance
X _____

By signing here, you agree to our terms and conditions as outlined on www.uscooler.com/terms. Panel configuration subject to U.S. Cooler final approval. A facsimile or emailed approval of this drawing 690803-0 shall have the same force and effect as a signed original and shall, upon receipt by U.S. Cooler, be binding on both parties.

Materials:	Legend
ExtMetal:Galvalume	Ceiling — — — —
IntMetal:Galvalume	Floor — — — —
Foam:Extruded 4in.	

COMBO: 14'-0" x 9'-6" x 8'-0"
COOLER: 8'-0" x 9'-6" x 8'-0"
FREEZER: 6'-0" x 9'-6" x 8'-0"
Scale: 1/4" = 1'



U.S. COOLER

401 DELAWARE ST. * QUINCY, IL 62301
TEL 217-228-2421 * 800-521-2665 * FAX 217-228-2424

CUSTOMER	
Lautenbach Refrigeration	
JOB#	P.O.# / Job Ref. / Chop
DATE 12/19/2025	DRAWN C.G.S. 3.1
DWG. REF 690803-0	APV.

To aid in packing, please indicate with an X the corner where installation will be starting.

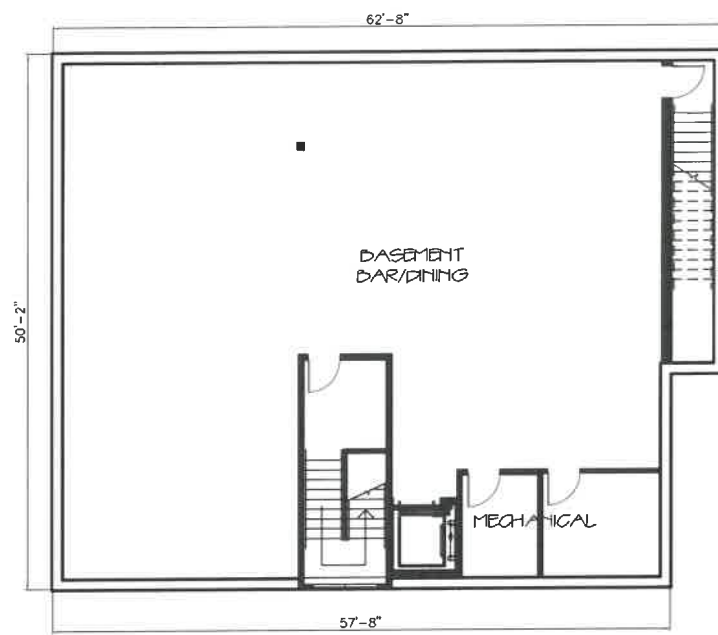




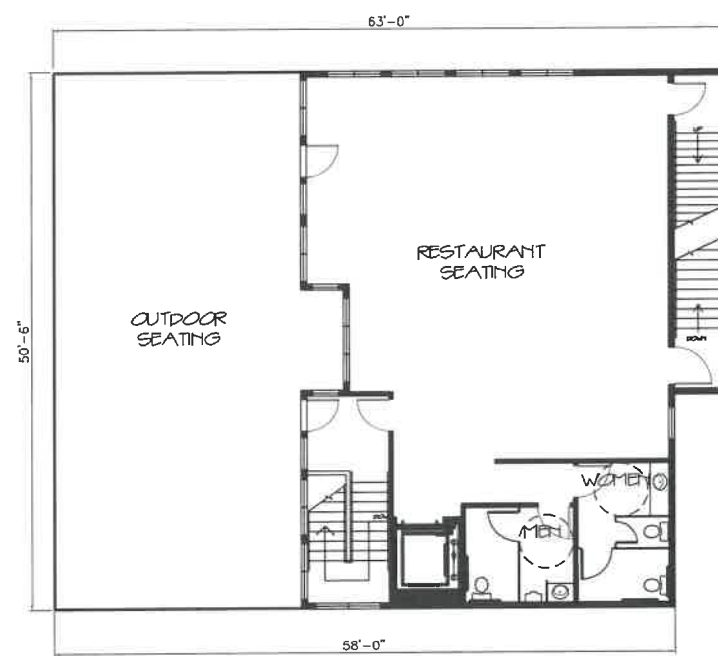
RECEIVED
MAR 05 2026
BY:



RECEIVED
MAR 05 2026
BY:.....



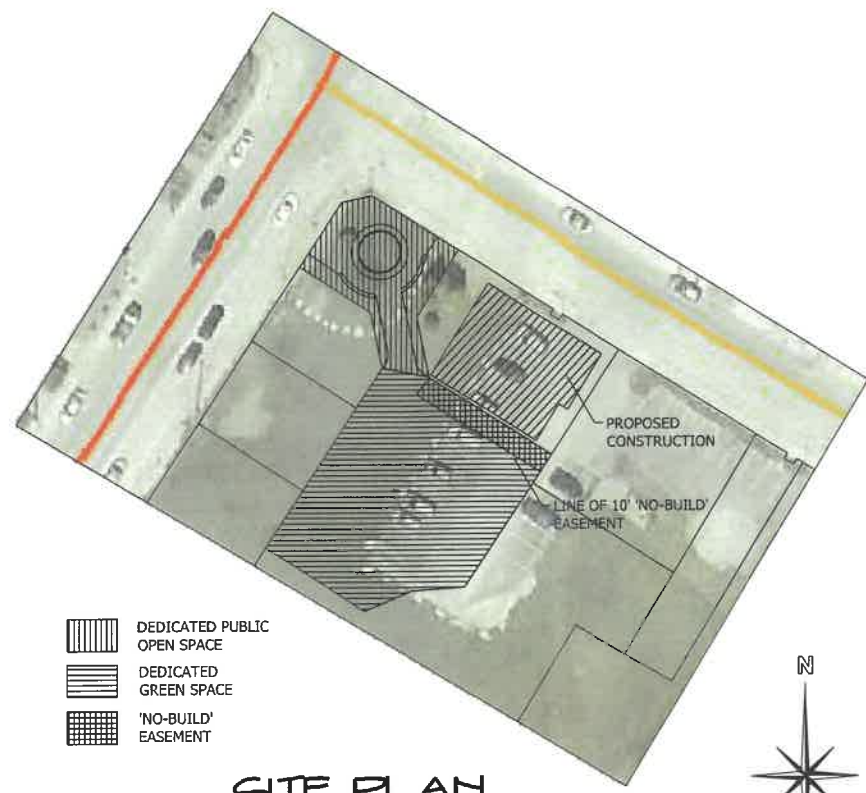
BASEMENT PLAN
SCALE: 1/8"=1'-0"



SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"

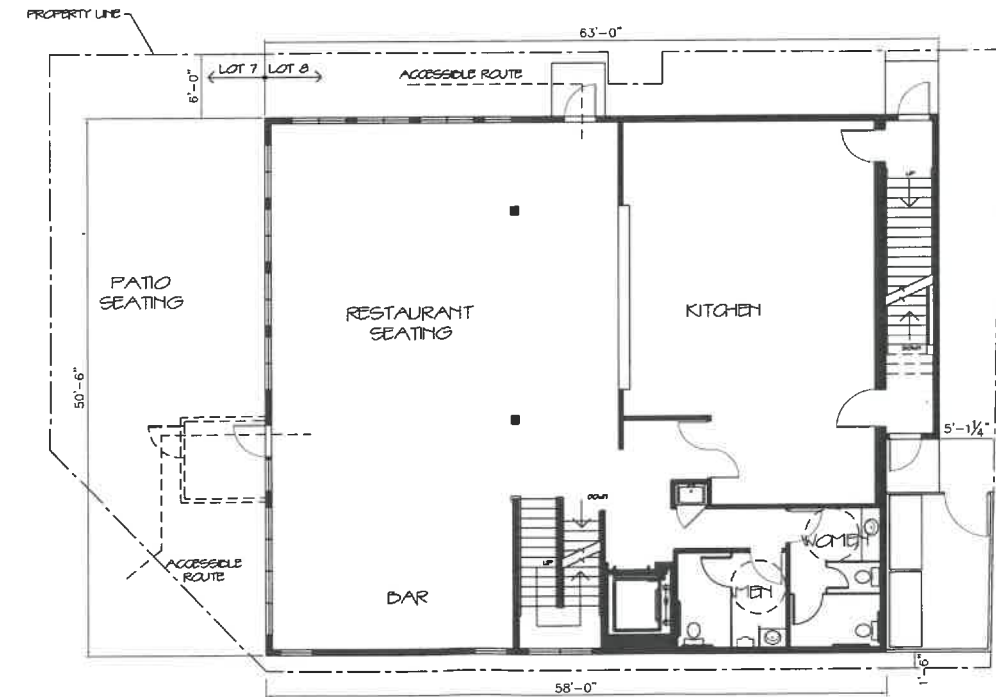


AERIAL
NOT TO SCALE



- DEDICATED PUBLIC OPEN SPACE
- DEDICATED GREEN SPACE
- 'NO-BUILD' EASEMENT

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



FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"

OBJECT TYPE: BUILDING ICC
TRANSACTION ID NO: 2768562
SITE ID NO: 828439
MAJOR OCCUPANCY: A-2 DINING & DRINKING
CLASS OF CONSTRUCTION: TYPE VB UNPROTECTED
PROJECT AREA: 8,400 SQ.FT.
SPRINKLERED BUILDING : NFPA-13

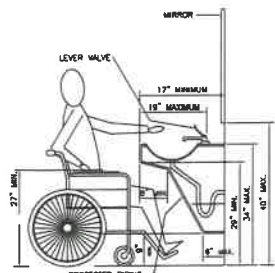
MAXIMUM BUILDING CAPACITY BASED ON NUMBER OF SANITARY FIXTURES

TOTAL RESTAURANT SEATING, INCLUDING OUTDOOR SEATING AT DECK AND PATIO = 300 SEATS

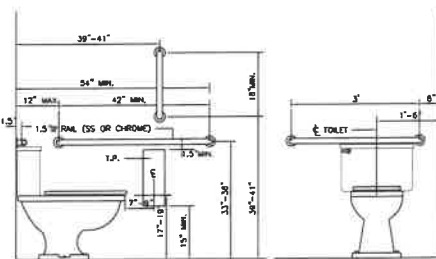
TOTAL BAR SEATING = 150 SEATS

SCHEDULE OF DRAWINGS	
SH	DESCRIPTION
1	SITE PLAN, FLOOR PLANS, SCHEDULE OF DRAWINGS
2	FIRST FLOOR PLAN, WALL CONST. DETAILS, BATH AND STAIR DETAILS
3	SECOND FLOOR PLAN, WALL CONST. DETAILS, BATH AND STAIR DETAILS
4	BASEMENT PLAN, WALL CONST. DETAILS AND STAIR DETAILS
5	FOUNDATION PLAN & DETAILS
6	FRAMING PLANS AND HEADER SCHEDULE, ROOF PITCH SCHEMATIC
7	BUILDING SECTIONS
8	BUILDING SECTIONS
9	ELEVATIONS
10	SHEARWALL SCHEDULE, WALL CONSTRUCTION DETAILS
11	STRUCTURAL NOTES

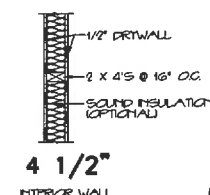
BUILD SET



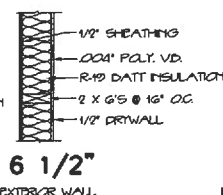
LAVATORY CLEARANCES



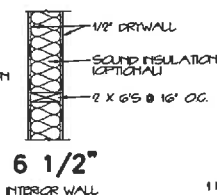
GRAB BAR LOCATIONS AT WATER CLOSETS



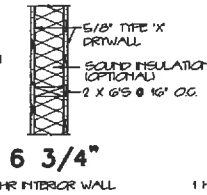
4 1/2"
INTERIOR WALL



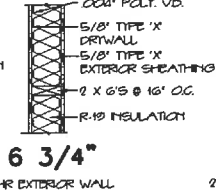
6 1/2"
EXTERIOR WALL



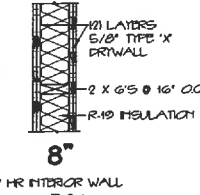
6 1/2"
INTERIOR WALL



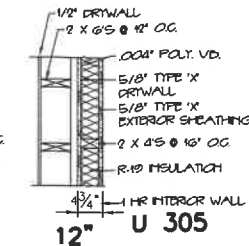
6 3/4"
1 HR INTERIOR WALL
U 305



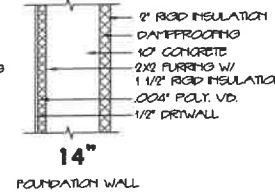
6 3/4"
1 HR EXTERIOR WALL
U 305



8"
2 HR INTERIOR WALL
U 301



12"
1 HR INTERIOR WALL
U 305



14"
FOUNDATION WALL

WALL CONSTRUCTION DETAILS

SCALE: 3/4"=1'-0"

BATH DETAILS

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

IBC SECTION 1210 SURROUNDING MATERIALS

1210.1 FLOORS AND WALL BASE FINISH MATERIALS. IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

1210.2 WALLS AND PARTITIONS. WALLS AND PARTITIONS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE, TO A HEIGHT OF 4 FEET ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.

EXCEPTIONS:

- 1: DWELLING UNITS AND SLEEPING UNITS.
- 2: TOILET ROOMS THAT ARE NOT ACCESSIBLE TO THE PUBLIC AND WHICH HAVE NOT MORE THAN ONE WATER CLOSET.

ACCESSORIES SUCH AS GRAB BARS, TOWEL BARS, PAPER DISPENSERS AND SOAP DISHES, PROVIDED ON OR WITHIN WALLS, SHALL BE INSTALLED AND SEALED TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

1210.3 SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN INLET.

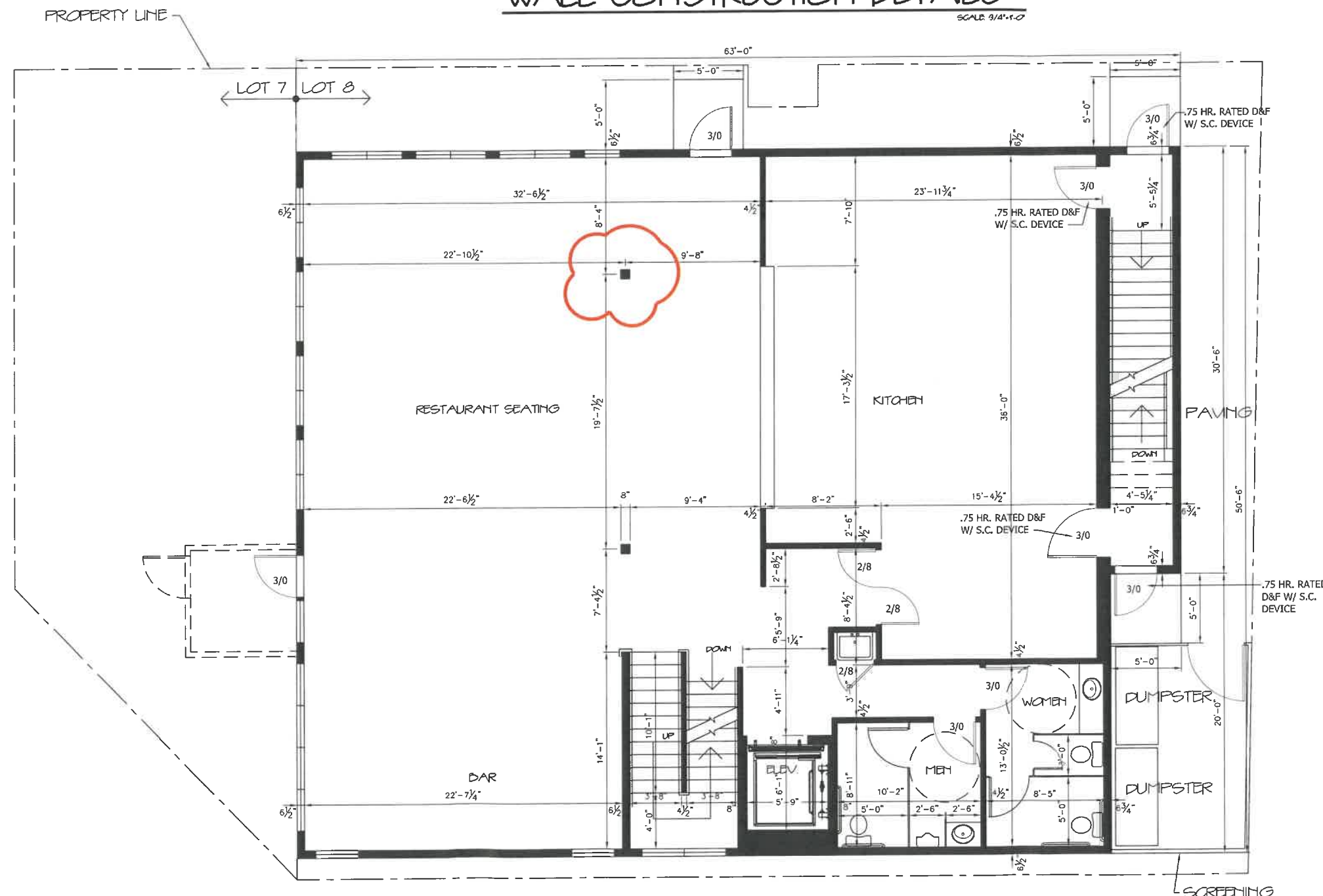
GENERAL NOTES - STAIRS

1. RISERS = 7" (MAX.)
2. TREADS = 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
5. HANDRAIL-GRIPPING SURFACE SHALL BE CONTINUOUS, WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.
6. GUARDRAILS @ 42" ABOVE STAIRS W/ VERTICALS SPACED SUCH THAT A 4-INCH DIA. SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 34". FROM A HEIGHT OF 34"-42" A SPHERE 8" IN DIA. SHALL NOT PASS. THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL AT THE OPEN SIDE OF THE STAIRWAY SHALL BE A MAXIMUM SIZE SUCH THAT A SPHERE OF 6 INCHES IN DIAMETER CANNOT PASS THROUGH THE OPENING.

IBC SECTION 1006 MEANS OF EGRESS ILLUMINATION.

1006.1 ILLUMINATION REQUIRED. THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED.

INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH THE ICC ELECTRICAL CODE.



FIRST FLOOR PLAN

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

BUILD SET

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9759 FAX: 920-743-9762
EMAIL: HENRY@ISAKSENARCHITECTS.COM



SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 5TH 42 AND MILL ROAD
SISTER BAY, WISCONSIN

REVISIONS

DATE
11/14/2016

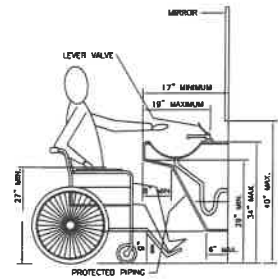
SHEET

2

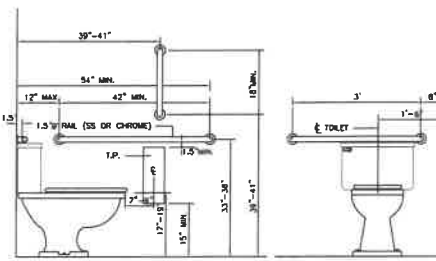
OF 11

MAR 05 2026

RECEIVED



LAVATORY CLEARANCES



GRAB BAR LOCATIONS AT WATER CLOSETS

BATH DETAILS

SCALE 1/8"=1'-0"

IBC SECTION 1210 SURROUNDING MATERIALS

1210.1 FLOORS AND WALL BASE FINISH MATERIALS, IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

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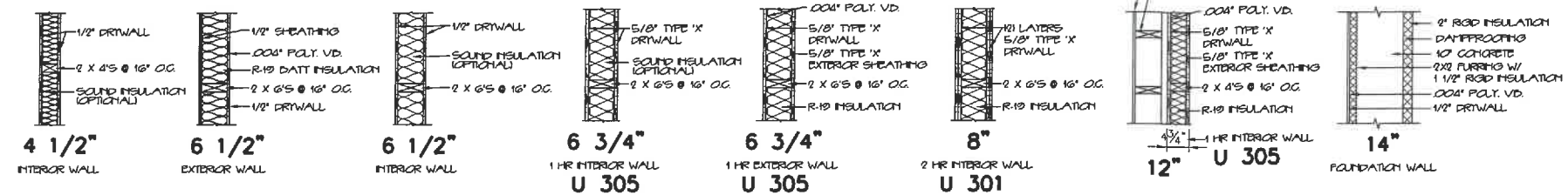
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WALL CONSTRUCTION DETAILS

SCALE 3/4"=1'-0"



SECOND FLOOR PLAN

SCALE 1/4"=1'-0"

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9759 FAX: 920-743-9762
EMAIL: HENRY@ISAKSENARCHITECTS.COM



SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 5TH AND MILL ROAD
SISTER DAT, WISCONSIN

REVISIONS

DATE
11/14/2016

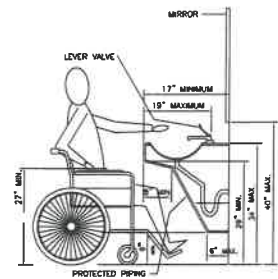
SHEET

3

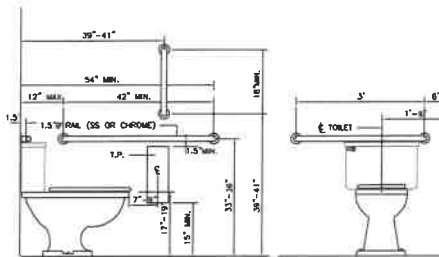
OF 11

BUILD SET

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LAVATORY CLEARANCES



GRAB BAR LOCATIONS AT WATER CLOSETS

BATH DETAILS

SCALE 1/2"=1'-0"

IBC SECTION 1210 SURROUNDING MATERIALS

1210.1 FLOORS AND WALL BASE FINISH MATERIALS, IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

1210.2 WALLS AND PARTITIONS. WALLS AND PARTITIONS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE, TO A HEIGHT OF 4 FEET ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.

EXCEPTIONS:

- 1: DWELLING UNITS AND SLEEPING UNITS.
- 2: TOILET ROOMS THAT ARE NOT ACCESSIBLE TO THE PUBLIC AND WHICH HAVE NOT MORE THAN ONE WATER CLOSET.

ACCESSORIES SUCH AS GRAB BARS, TOWEL BARS, PAPER DISPENSERS AND SOAP DISHES, PROVIDED ON OR WITHIN WALLS, SHALL BE INSTALLED AND SEALED TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

1210.3 SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN INLET.

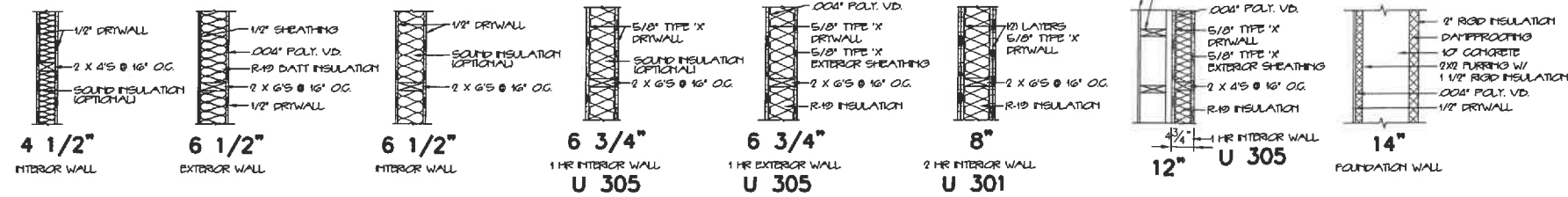
GENERAL NOTES - STAIRS

1. RISERS = 7" (MAX.)
2. TREADS = 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
5. HANDRAIL-GRIPPING SURFACE SHALL BE CONTINUOUS, WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.
6. GUARDRAILS @ 42" ABOVE STAIRS W/ VERTICALS SPACED SUCH THAT A 4-INCH DIA. SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 34". FROM A HEIGHT OF 34"-42" A SPHERE 8" IN DIA. SHALL NOT PASS. THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL AT THE OPEN SIDE OF THE STAIRWAY SHALL BE A MAXIMUM SIZE SUCH THAT A SPHERE OF 6 INCHES IN DIAMETER CANNOT PASS THROUGH THE OPENING.

IBC SECTION 1006 MEANS OF EGRESS ILLUMINATION.

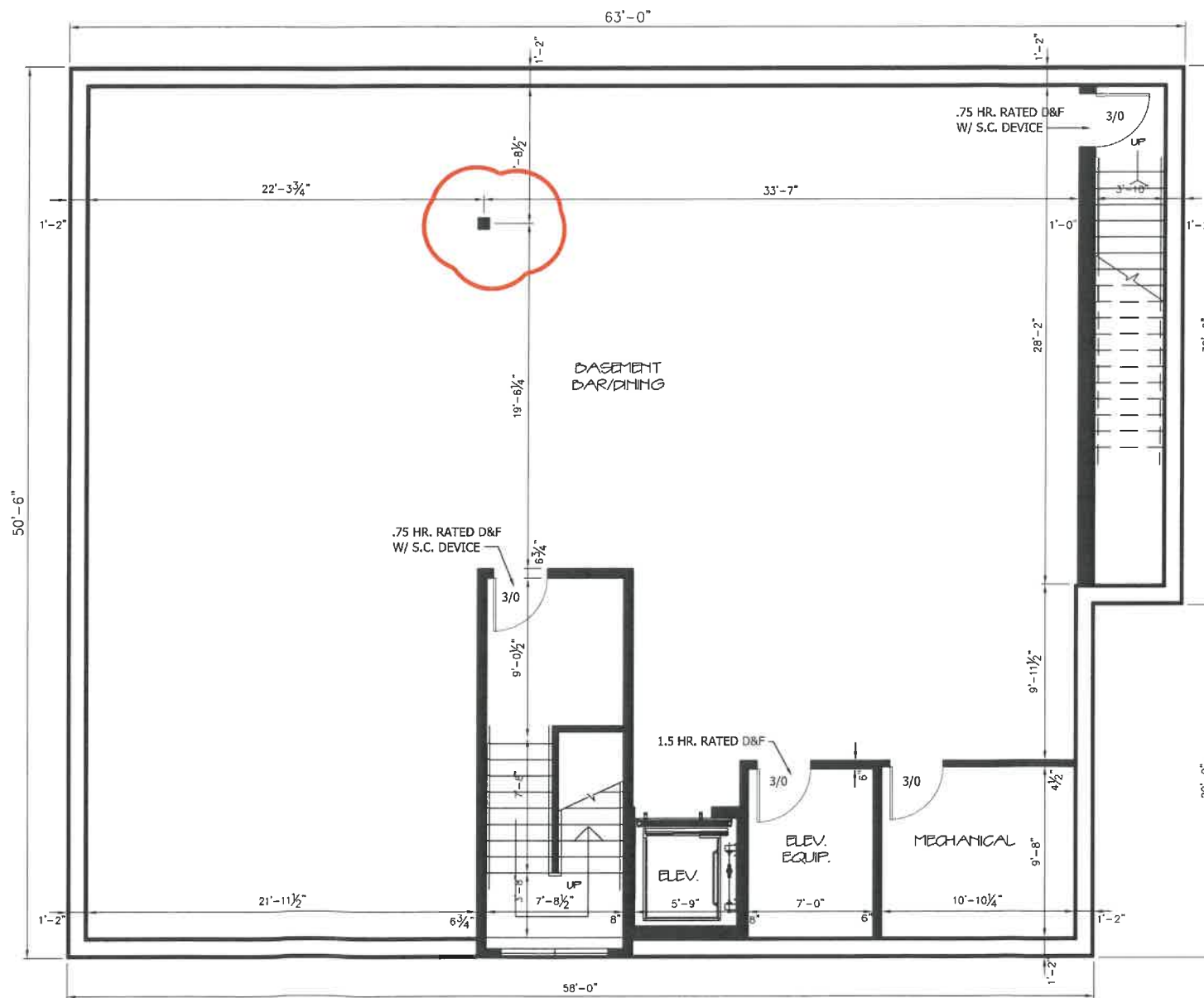
1006.1 ILLUMINATION REQUIRED. THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED.

INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH THE ICC ELECTRICAL CODE.



WALL CONSTRUCTION DETAILS

SCALE 3/4"=1'-0"



BASEMENT PLAN

SCALE 1/4"=1'-0"

BUILD SET

REVISIONS

DATE
11/14/2016

SHEET

4

OF 11

SCHMELTZ COMMERCIAL

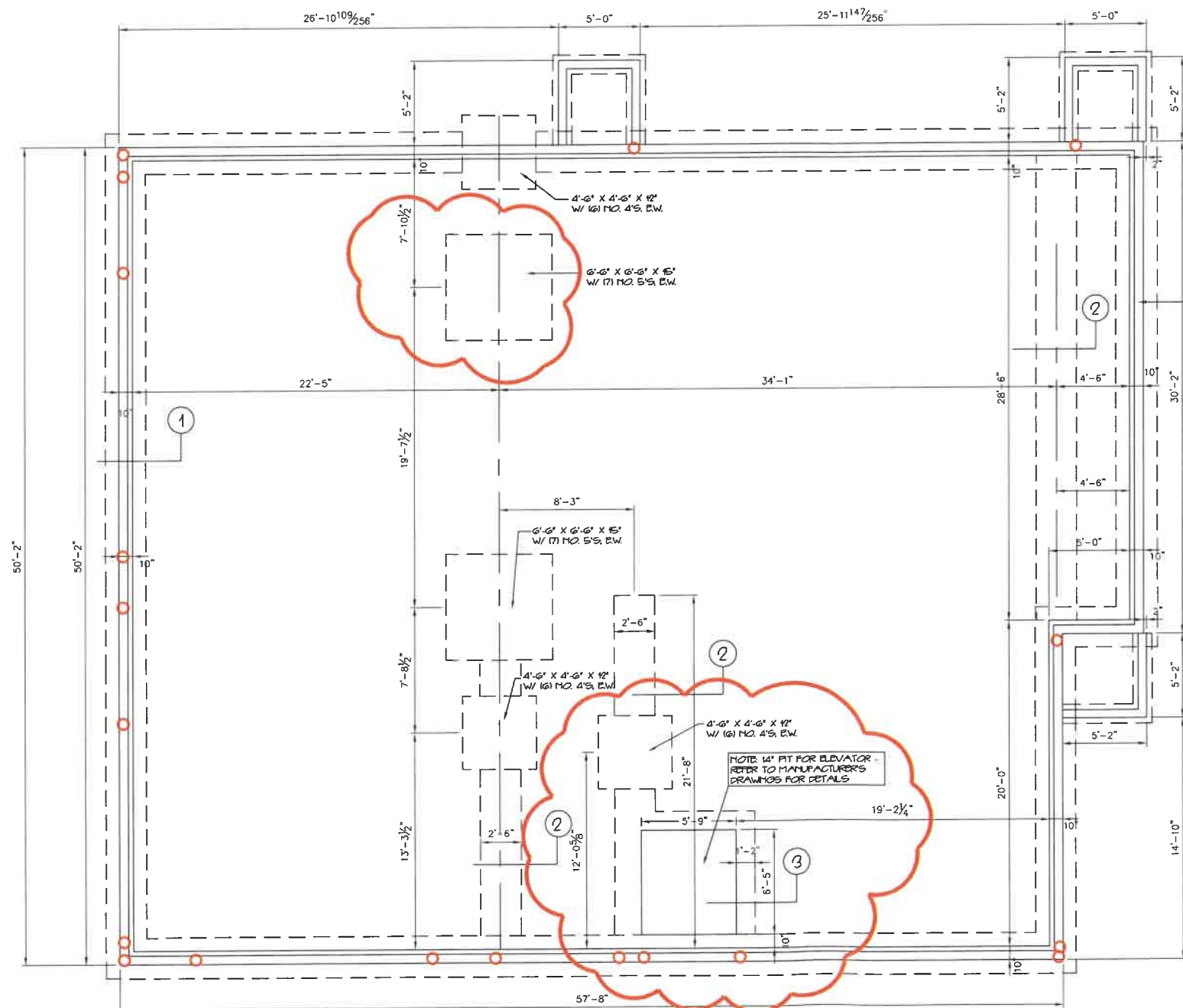
SOUTHEAST CORNER OF 5TH AND MILL ROAD
SISTER DAY, WISCONSIN

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9759 FAX: 920-743-9762
EMAIL: HENRY@ISAKSENARCHITECTS.COM

ISAKSEN
Architects

BY:

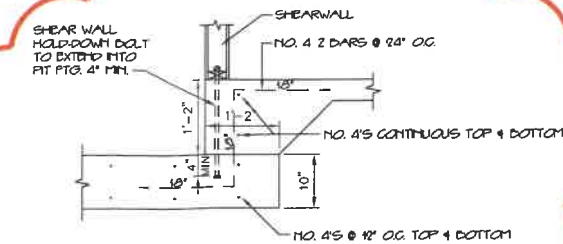
MAR 05 2026



○ INDICATES STRAP OR HOLD-DOWN AT SHEAR WALL ENDS. SEE SH. 10 FOR TYPE AND SIZE.

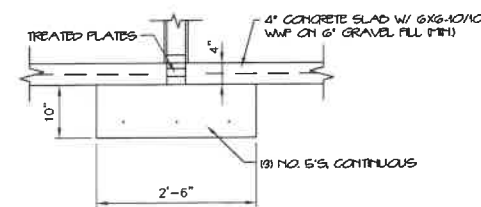
FOUNDATION PLAN

SCALE: 3/4"=1'-0"



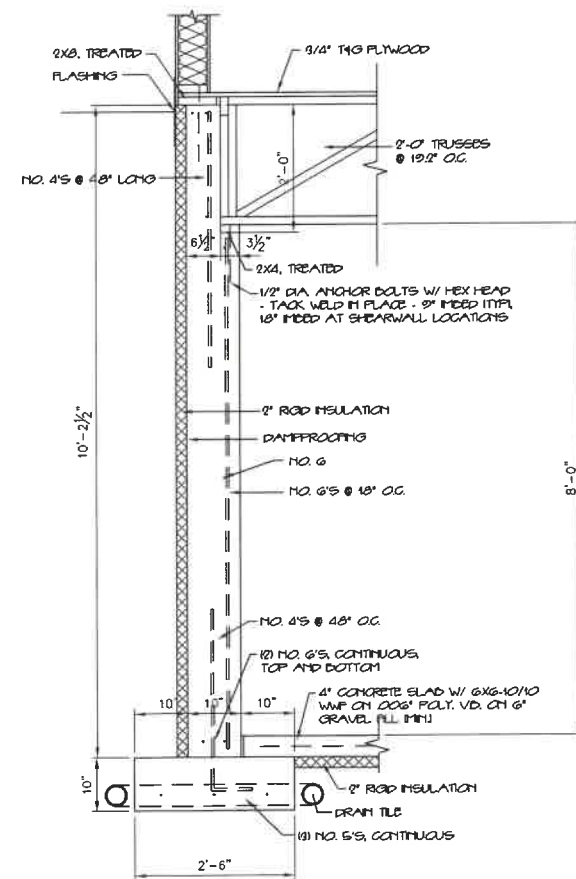
FDN. SECTION 3

SCALE: 3/4"=1'-0"



FDN. SECTION 2

SCALE: 3/4"=1'-0"



FDN. SECTION 1

SCALE: 3/4"=1'-0"

BUILD SET

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Architects

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SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 5TH 42 AND MILL ROAD
SISTER DAY, WISCONSIN

REVISIONS

DATE
11/14/2016

SHEET

5

OF 11

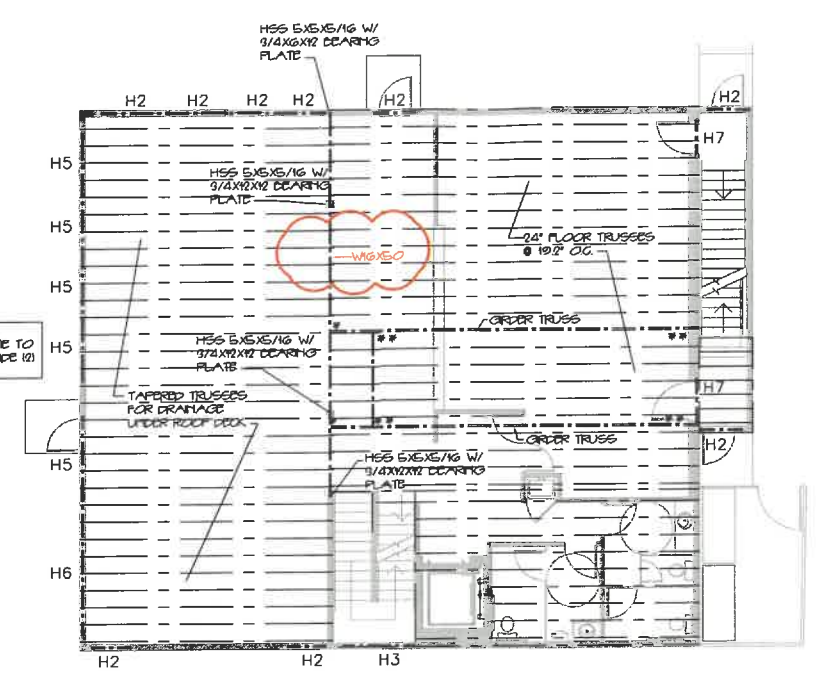
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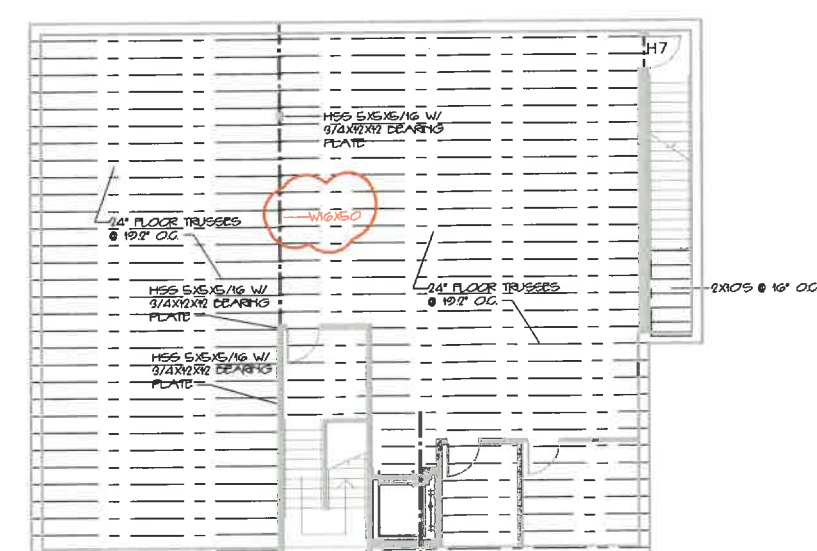
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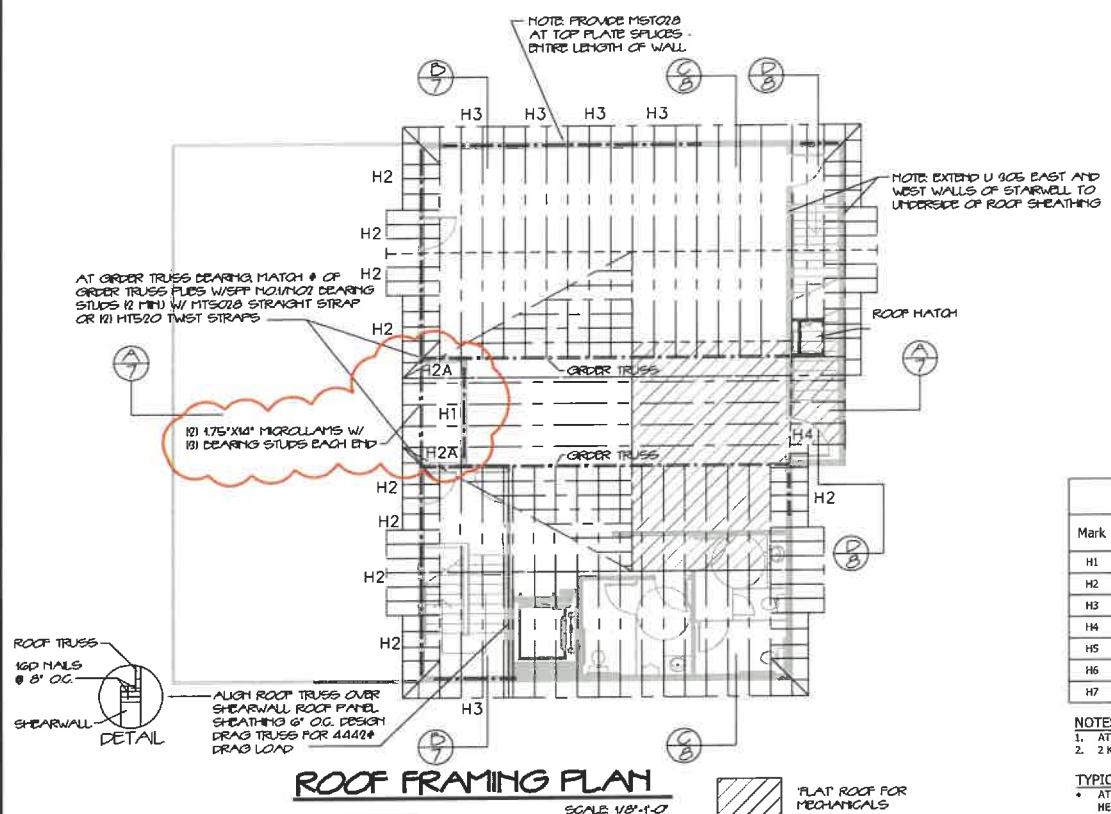
BUILD SET



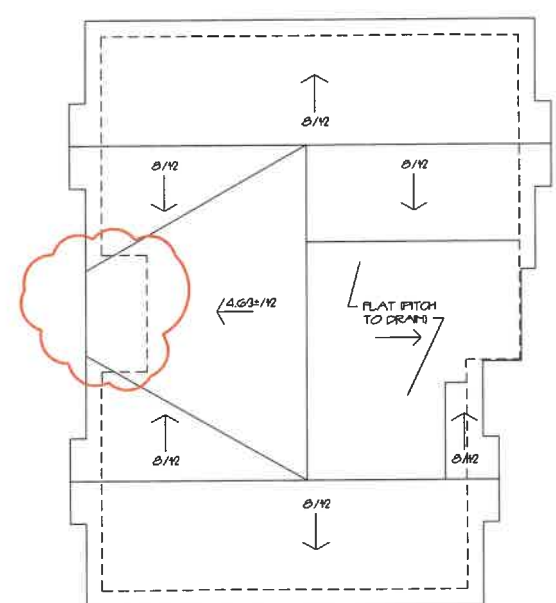
SECOND FLOOR FRAMING
SCALE: 1/8"=1'-0"



FIRST FLOOR FRAMING
SCALE: 1/8"=1'-0"



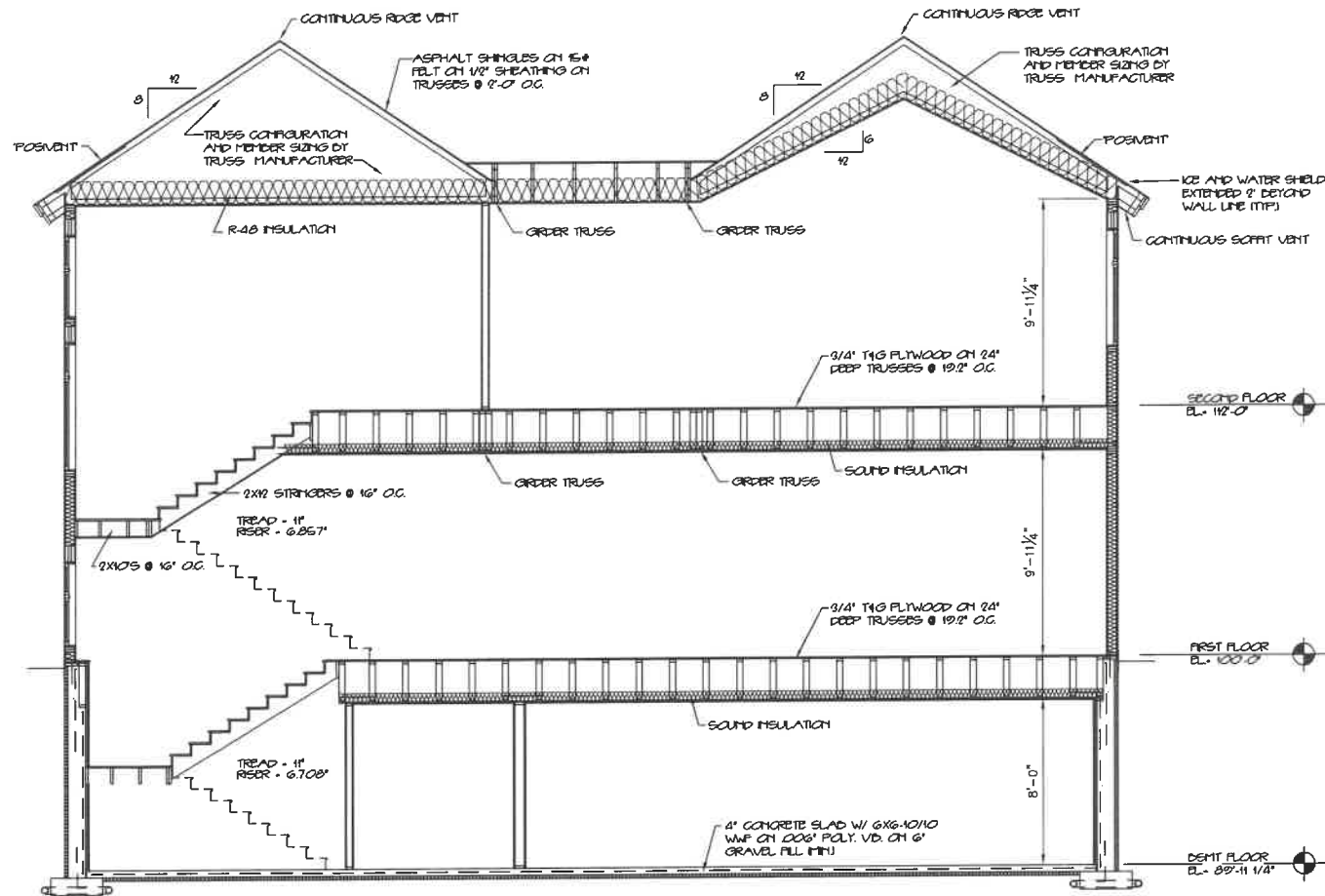
ROOF FRAMING PLAN
SCALE: 1/8"=1'-0"



ROOF PITCH SCHEMATIC
SCALE: 1/8"=1'-0"

HEADER SCHEDULE					
Mark	HEADER / BEAM	ANCHORAGE	BEARING STUDS	KING STUDS	NOTES
H1	(2) 1-1/2"x11" 1.9E, 2600 Fb LVL	2 ROWS 12d @ 12" O.C.	2	2	-
H2	(2) DFL NO 2 2X10	2 ROWS 12d @ 12" O.C.	1	2	1,2
H3	(2) DFL NO 2 2X12	2 ROWS 12d @ 12" O.C.	1	2	2
H4	(2) DFL NO 2 2X12	2 ROWS 12d @ 12" O.C.	2	1	-
H5	(2) 1-1/2"x9-1/2" 1.9E, 2600 Fb LVL	2 ROWS 12d @ 12" O.C.	2	2	2
H6	(3) 1-1/2"x14" 1.9E, 2600 Fb LVL	2 ROWS 12d @ 12" O.C.	3	3	-
H7	(2) DFL NO 2 2X12	2 ROWS 12d @ 12" O.C.	3	1	-

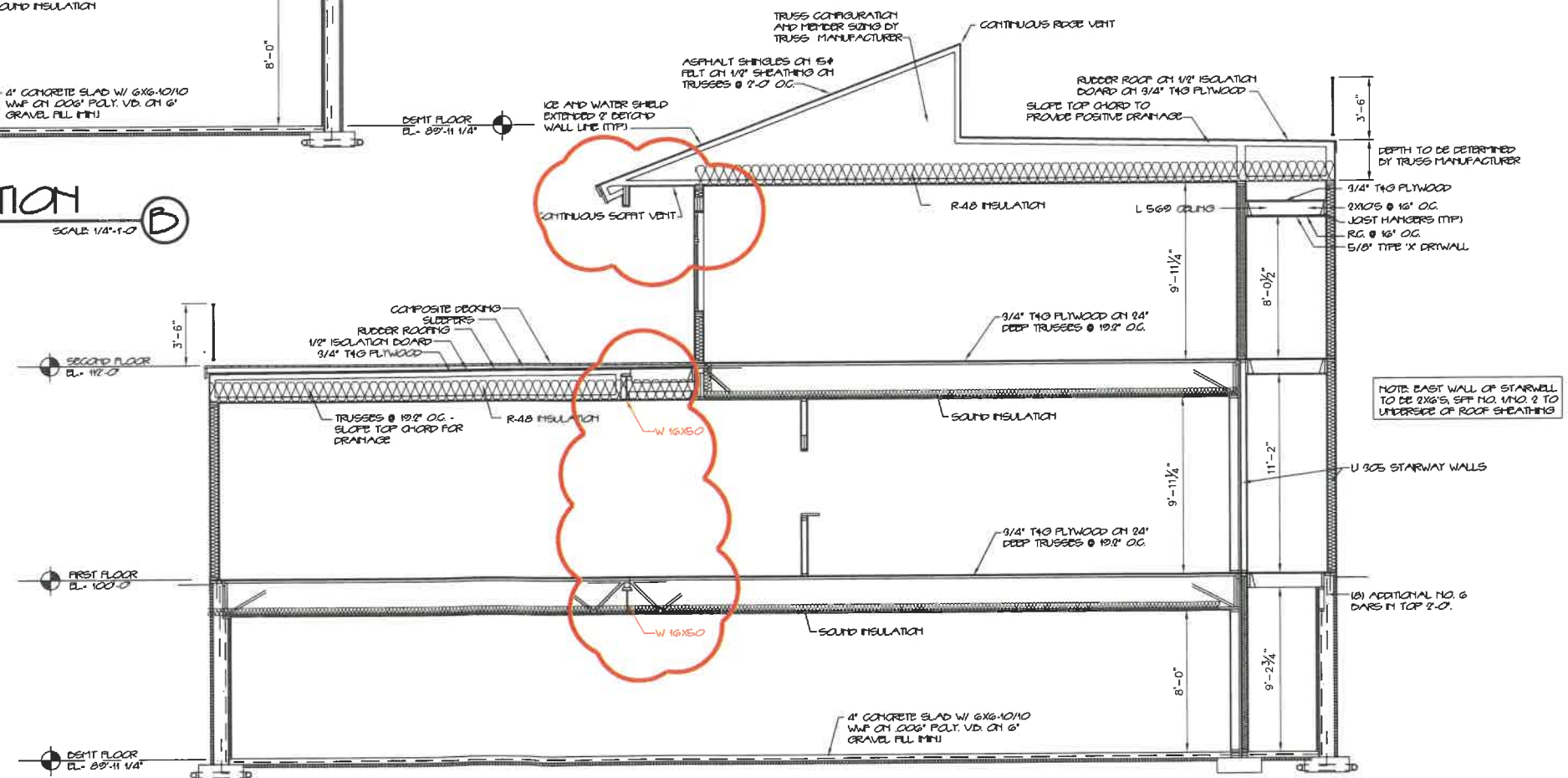
- NOTES:
- AT "A" PROVIDE 1 BEARING STUD, AND 1 KING STUD
 - 2 KING STUDS MINIMUM REQUIRED BETWEEN ADJACENT WINDOWS WHERE NOTED
- TYPICAL HEADER NOTES:
- AT WALLS FRAMING PERPENDICULARLY INTO WALLS, USE NUMBER OF STUDS EQUAL TO THE NUMBER OF PLIES OF HEADER.
 - AT OPENINGS IN INTERIOR WALLS WITH OUT SCHEDULED HEADERS PLACE 2 BEARING STUDS AND 1 KING STUD.
 - AT OPENINGS IN EXTERIOR WALLS WITHOUT SCHEDULED HEADERS PROVIDE 2 BEARING STUDS AND (1/2 + 1) THE NUMBER OF KING STUDS OMITTED FOR KING STUDS.
 - BEARING STUDS SHALL BE CONTINUOUS TO THE FOUNDATION OR HEADER BELOW. PROVIDE BLOCKING AND SQUASH BLOCKS AS REQUIRED.
 - 2x SQUASH BLOCKING AT ALL FIRST FLOOR HEADERS TO FULL WALL WIDTH AT BEARING LOCATIONS WITH BEARING STUDS DIRECTLY ABOVE.
 - DECK FRAMING IS PRESSURE TREATED LUMBER. ALL FASTENERS AND HARDWARE TO BE COMPATIBLE WITH TREATMENT. (GALVANIZED, STAINLESS, OR MANUFACTURER'S APPROVED COATING)
 - ALL KING STUDS TO EXTEND TO DOUBLE TOP PLATE.



BUILDING SECTION B
SCALE 1/4"=1'-0"

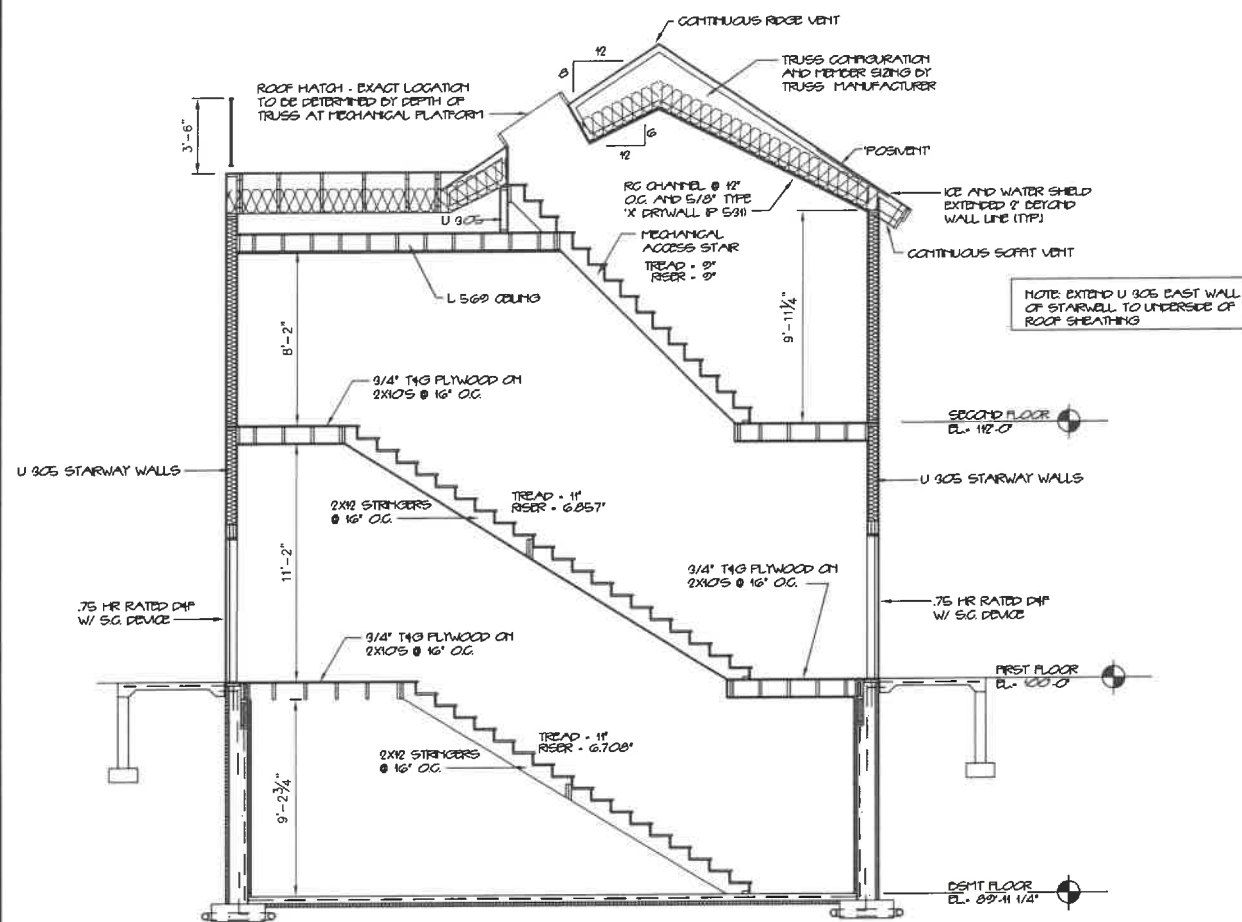
GENERAL NOTES - STAIRS

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3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
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BUILDING SECTION A
SCALE 1/4"=1'-0"

BUILD SET

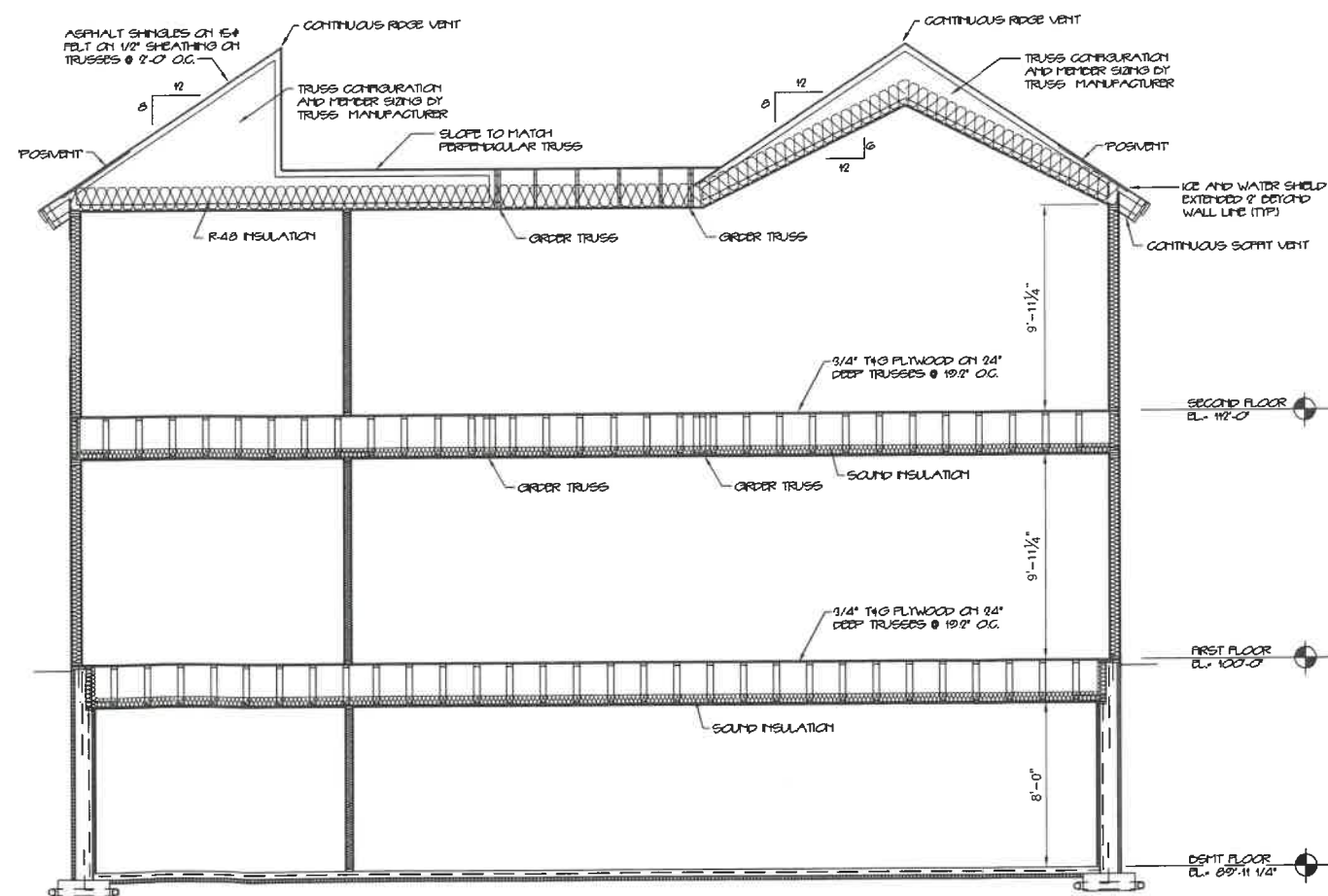


BUILDING SECTION

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

GENERAL NOTES - STAIRS

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2. TREADS = 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
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BUILDING SECTION

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

BUILD SET

REVISIONS

DATE
11/14/2016

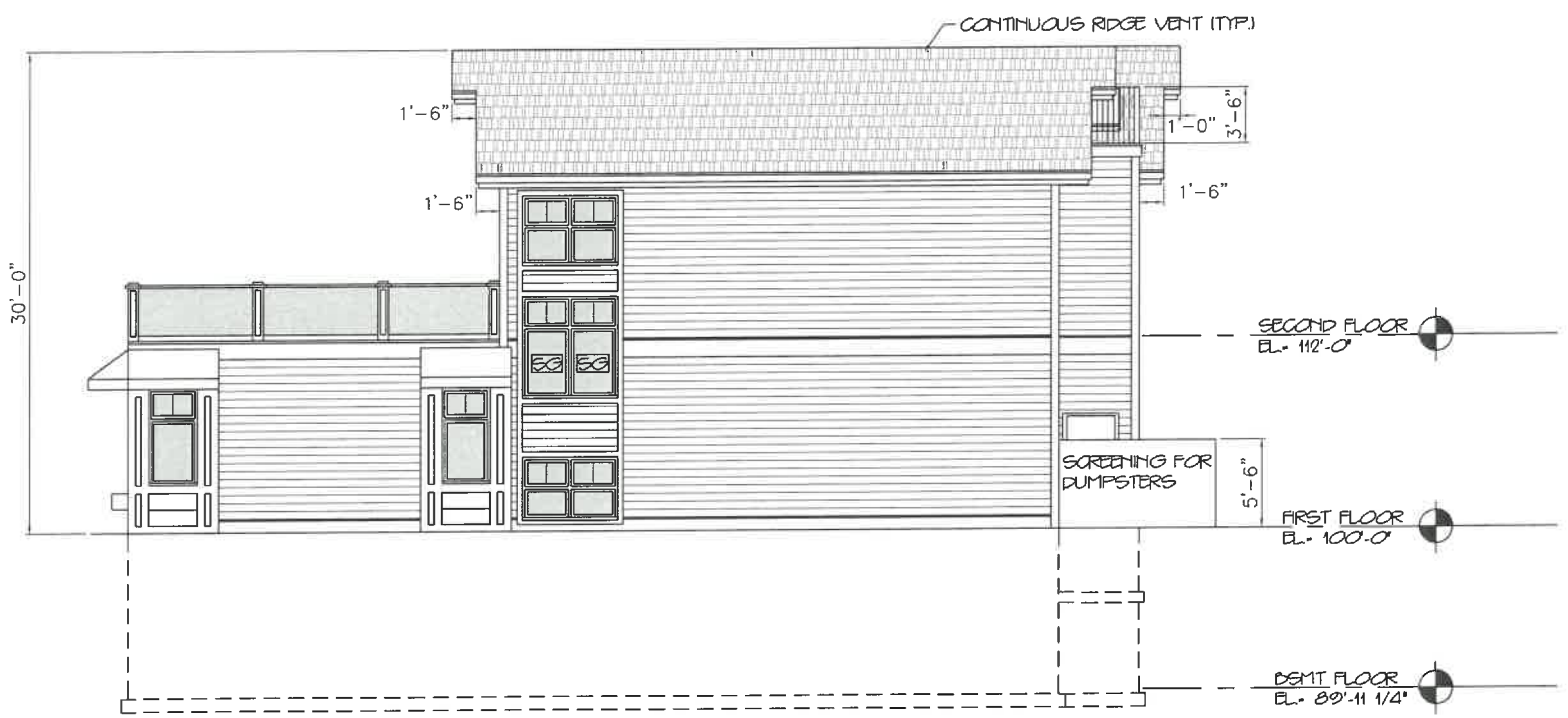
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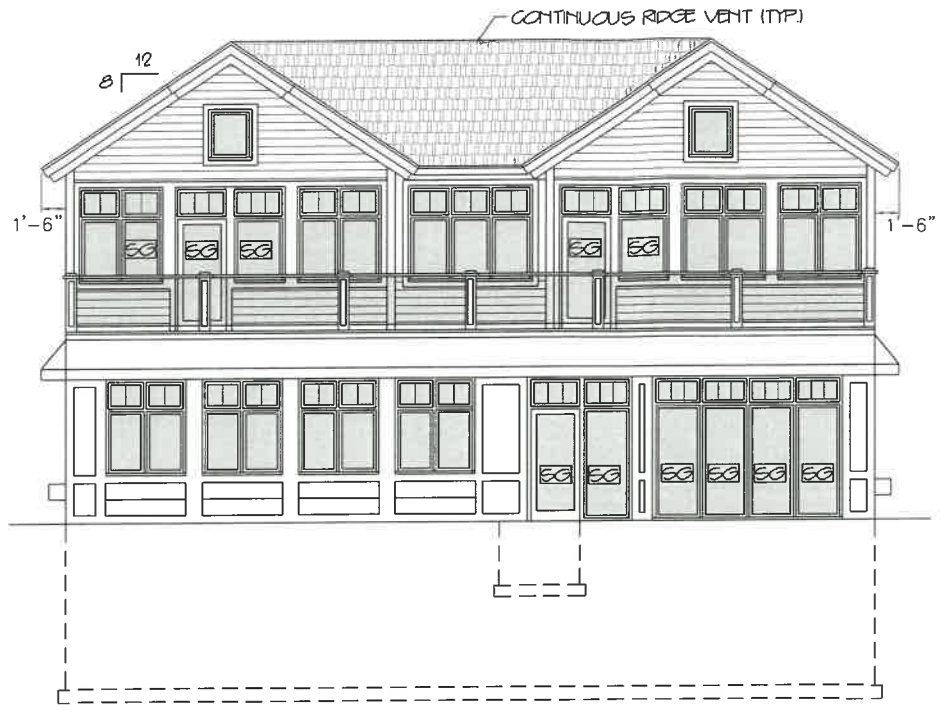
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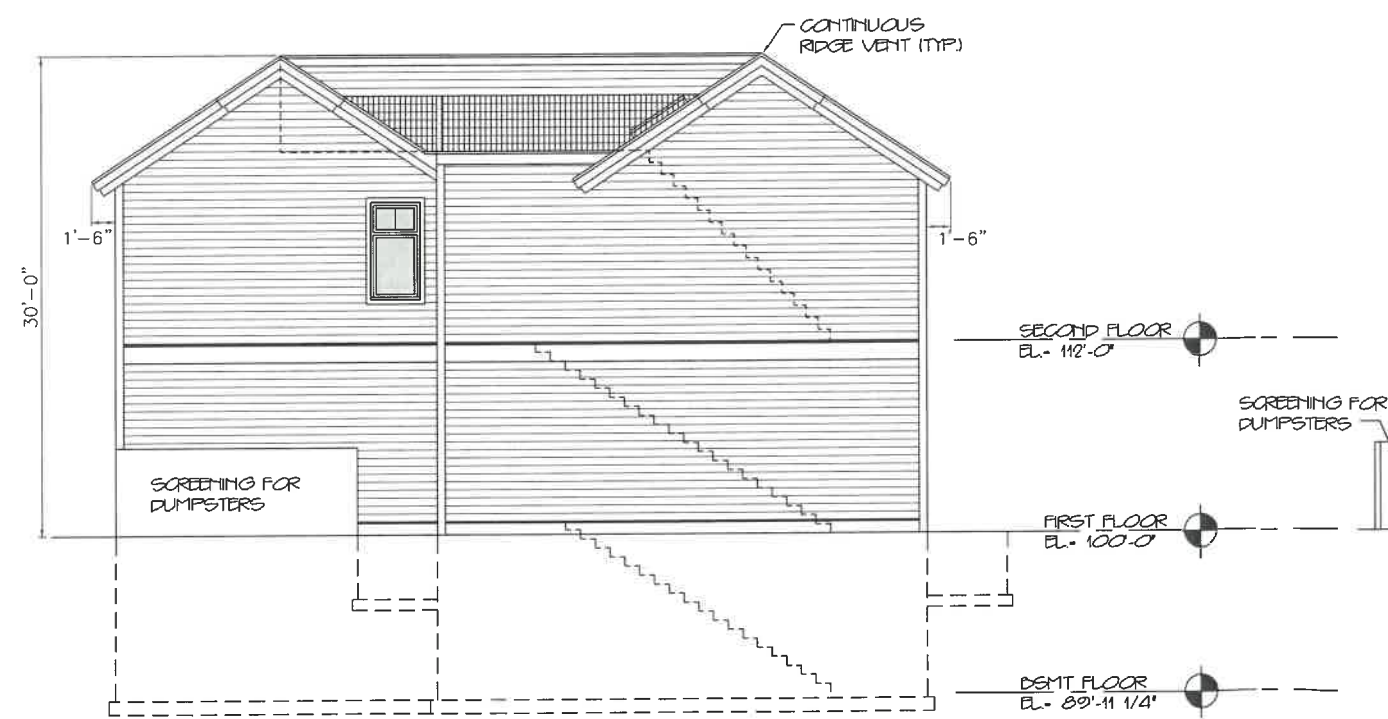


SOUTH ELEVATION
SCALE: 3/16"=1'-0"



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

EG SAFETY-GLAZING
PER 2406 AND
2407



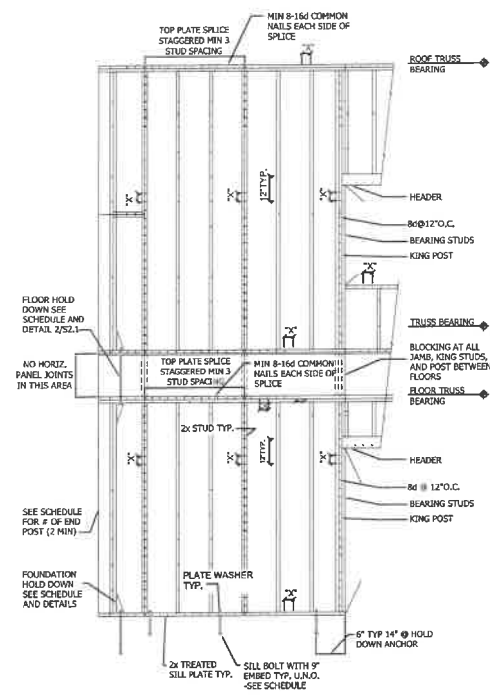
EAST ELEVATION
SCALE: 3/16"=1'-0"



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

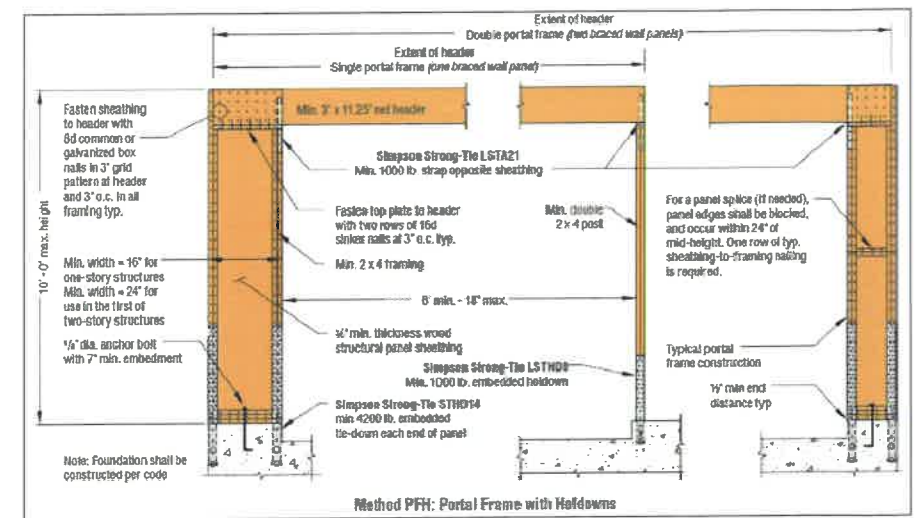
GENERAL NOTE: ALL
GLASS RAILINGS TO BE
SAFETY-GLAZED

BUILD SET



SHEAR WALL ELEVATION FOR MULTI STORY

- NOTES:
1. INDIVIDUAL PIECES OF WOOD STRUCTURAL PANEL SHALL BE NOT LESS THAN 2'-0" IN LEAST DIMENSION NOR 8'-0" IN AREA
 2. RE-TIGHTEN BOLTS BEFORE CLOSING
 3. "X" INDICATE "EDGE" NAILING PATTERN
 4. LOCATE ALL SHEAR WALL PANEL JOINTS ON CENTERLINE OF BLOCKING OR STUDS
 5. PROVIDE MIN 0.22x3x3 WASHER UNDER EACH NUT
 6. IF PANEL EDGE NAILING IS GREATER THAN 3" A SINGLE 2x STUD OR BLOCKING MEMBER IS PERMITTED.



PORTAL FRAME DETAIL

SHEAR WALL SCHEDULE							
MARK	SHEATHING	PANEL ANCHORAGE	HOLD-DOWN / STRAP	MIN END MEMBER	MIN HOLD DOWN ANCHOR	INTERMEDIATE ANCHORAGE, SPACING	NOTES:
S1	1/2" APA RATED OSB OR 3/4" (min) APA RATED PLYWOOD (ONE SIDE)	8d (0.131") COMMON NAILS @ 6" O.C. AT PANEL EDGES, 12" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON DTT22-SDS2.5 W/ (8) SDS 3/4" x 2 1/2"	0'-3"	1/2" φ	0.131 x 3 1/2" NAILS @ 6" O.C.	2
S2	1/2" APA RATED OSB OR 3/4" (min) APA RATED PLYWOOD (ONE SIDE)	8d (0.131") COMMON NAILS @ 4" O.C. AT PANEL EDGES, 12" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON HTT4 (OR EQUAL) 18-SD #10x 1 1/2"	0'-3"	3/8" φ	3/8" φ @ 24" O.C.	3
S3	3/4" DRYWALL - BOTH SIDES BLOCKING NOT REQUIRED	# 6 TYPE S OR W DRYWALL SCREWS 1 1/4" LONG @ 4" O.C. AND 4" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON HTT4 (OR EQUAL) 18-SD #10x 1 1/2"	0'-3"	3/8" φ	0.131 x 3 1/2" NAILS @ 6" O.C.	2
S4	3/4" APA RATED OSB OR 3/4" (min) APA RATED PLYWOOD (ONE SIDE)	8d (0.131") COMMON NAILS @ 3" O.C. AT PANEL EDGES, 12" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON HTT4 (OR EQUAL) w/ 26-SD #10 x 2 1/2" SCREWS	0'-3"	SIMPSON SB 5/8-24	(2) 0.131 x 3 1/2" NAILS @ 6" O.C.	3,4
S5	3/4" APA RATED OSB OR 3/4" (min) APA RATED PLYWOOD (ONE SIDE)	8d (0.131") COMMON NAILS @ 3" O.C. AT PANEL EDGES, 12" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON HTT4 (OR EQUAL) w/ (26) SD #10x2 1/2" SCREWS	0'-3"	SIMPSON SB 5/8-24	3/8" φ @ 24" O.C.	
S6	3/4" DRYWALL - ONE SIDE BLOCKING NOT REQUIRED	# 6 TYPE S OR W DRYWALL SCREWS 1 1/4" LONG @ 4" O.C. AND 4" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON DTT22-SDS2.5 W/ (8) SDS 3/4" x 2 1/2"	0'-3"	1/2" φ	1/2" φ @ 48" O.C. OR (2) 0.131 x 3 1/2" NAILS @ 16" O.C.	
S7	PORTAL FRAME - SEE DETAIL TO LEFT						
S8	3/4" APA RATED OSB OR 3/4" (min) APA RATED PLYWOOD (ONE SIDE)	8d (0.131") COMMON NAILS @ 4" O.C. AT PANEL EDGES, 12" O.C. AT INTERMEDIATE SUPPORTS	SIMPSON HTT4 (OR EQUAL) 18-SD #10x 1 1/2"	0'-3"	3/8" φ	3/8" φ @ 48" O.C.	

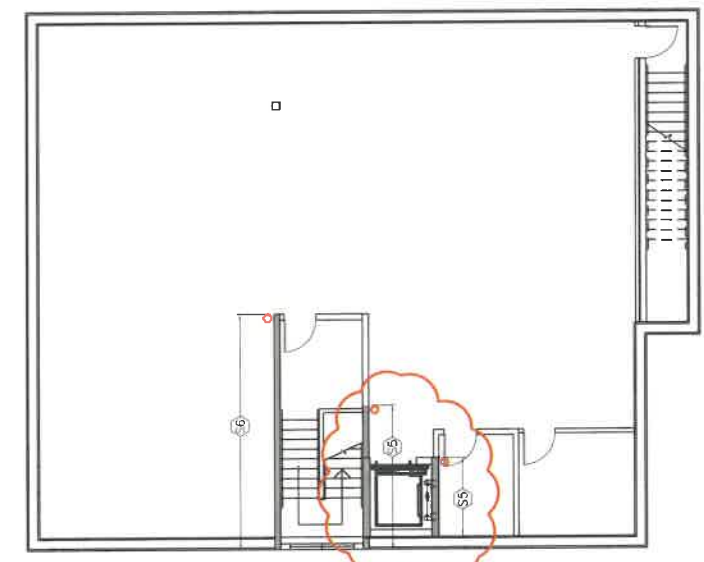
NOTES:

1. 16d NAILS THROUGH PLATE AND FLOOR SHEATHING.
2. ALTERNATE HOLD-DOWN MSTC52 w/ (36) 16d SINKER NAILS
3. ALTERNATE HOLD-DOWN MSTC78 w/ (72) 16d SINKER NAILS
4. AT S4A - PROVIDE SIMPSON DTT22-SDS2.5 w/ (8) SDS 3/4" x 2 1/2" SCREWS WITH 1/2" BOLT

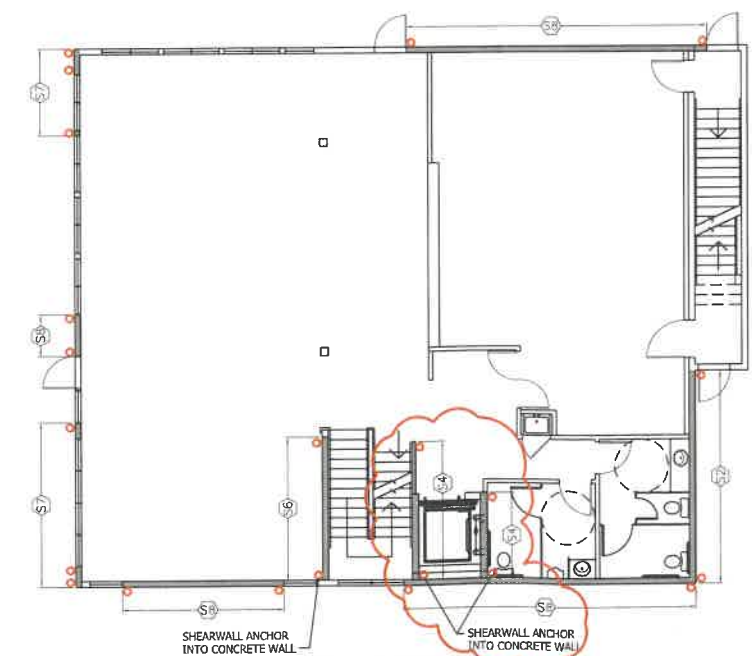
○ INDICATES STRAP OR HOLD-DOWN AT SHEAR WALL ENDS

TYPICAL SHEAR WALL NOTES:

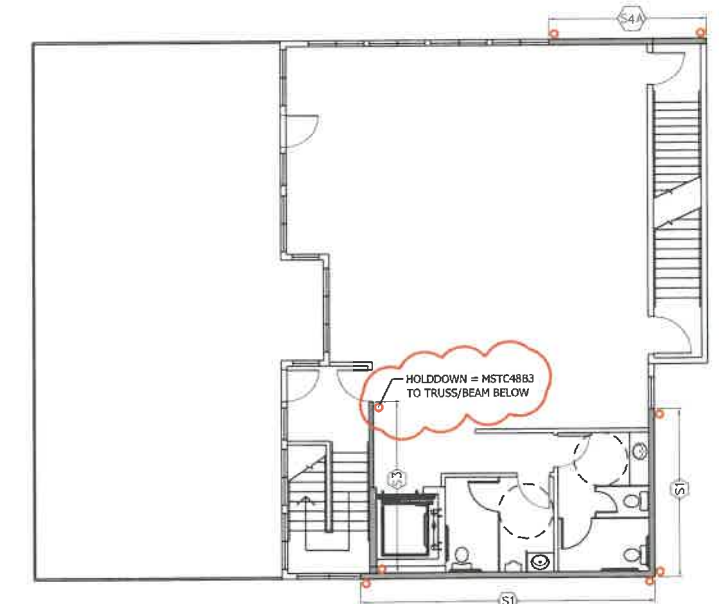
- SEE TYPICAL SHEAR WALL ELEVATION AND LOCATIONS ON THIS PAGE.
- ALL SHEAR WALLS UTILIZING WOOD OR GYPSUM SHEATHING SHALL HAVE BLOCKING ON ALL EDGES UNLESS NOTED OTHERWISE IN SHEATHING DESIGNATION.
- INDIVIDUAL PIECES OF WOOD STRUCTURAL PANEL SHALL BE NOT LESS THAN 2'-0" IN LEAST DIMENSION NOR 8'-0" IN AREA
- RE-TIGHTEN BOLTS BEFORE CLOSING
- LOCATE ALL SHEAR WALL PANEL JOINTS ON CENTERLINE OF BLOCKING OR STUDS.
- IF PANEL EDGE NAILING IS GREATER THAN 3" A SINGLE 2x STUD OR BLOCKING MEMBER IS PERMITTED.
- ALIGN TRUSSES AND STUDS IN ALL CASES, UNLESS NOTED OTHERWISE.
- PROVIDE BLOCKING AT ALL JAMB, KING STUDS, AND POST BETWEEN FLOORS
- PROVIDE FURRING OR BACKING OF THICKNESS AS REQUIRED TO MAINTAIN A COMMON WALL PLANE AT ALL WOOD STUD WALL SURFACES WHICH ARE ONLY PARTIALLY SHEATHED WITH WOOD STRUCTURAL PANEL COORDINATE AND ADJUST HEAD, JAMB AND SILL DETAILS AS REQUIRED FOR PROPER OVERALL WALL THICKNESS.
- ANCHOR BOLTS, FASTENERS, WASHERS, NUTS, CONNECTORS IN CONTACT WITH TREATED LUMBER SHALL BE HOT DIPPED GALVANIZED OR OTHER APPROVED COATING.
- FOUNDATION ANCHOR BOLTS SHALL HAVE A STEEL PLATE WASHER UNDER EACH NUT NOT LESS THAN 0.229"x3"x3" IN SIZE, UNLESS NOTED OTHERWISE.



BASEMENT PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

SHEARWALL SCHEMATICS

BUILD SET

STRUCTURAL GENERAL NOTES**A. DESIGN LOADS**

- Building Category II
Is=1.0
Iw=1.0
- Floor Dead Load = 20 psf
- Out-Door Seating Dead Load = 25 psf
- Floor Live Load Assembly = 100 psf
- Roof Dead Load = 18 psf
- Snow Load: Ground snow Pg = 50 psf
Ce = 1.0 Ct = 1.1 Cs = 1.0
Snow load Pf = Pg x Ct x Cs = 39 psf (Typ)

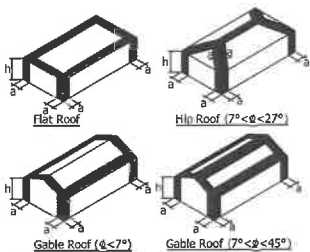
Unbalanced Snow Load as per
Wisconsin Comm 62.1608 = 45 psf

Truss supplier may use ASCE-7 Unbalanced snow at their option.

Drift onto Deck = 87 psf total tapering to 39 psf over 10 feet
Drift onto Mech = 75 psf total tapering to 39 psf over 7 feet

- Seismic requirements
Site Class = D
SDS = 0.046 SD1 = 0.032
Seismic Design Category = A
Seismic analysis procedure = Minimum

- Wind Loads (Simplified Method)
Wind Speed = 90 MPH
Exposure Category = D



Interior Zones End Zones Corner Zones

Adjusted Components and Cladding:

Angle	AREA	1	2	3	4	5	ON22	ON23
0-7	10	-23.508	-27.37	-27.37	-25.436	-31.355	-39.787	-39.787
	20	-22.218	-26.243	-26.243	-24.311	-29.302	-38.84	-38.84
	30	-20.608	-24.633	-24.633	-22.072	-26.563	-37.03	-37.03
	100	-19.881	-23.509	-23.509	-21.096	-24.311	-35.242	-35.242
	500	0	N/A	N/A	-18.481	-18.481	N/A	N/A

B. SPECIFIED MATERIAL STRENGTHS

- Poured-in-place Concrete, Fc
Slab-on-grade 3500 psi @ 28 days 1" stone
Walls / piers 4000 psi @ 28 days
Foundations 3000 psi @ 28 days 1½" stone
Exposed Air Entrained 5-7%
2. Reinforcing Steel ASTM A615 Fy = 60 ksi
3. Welded Wire Fabric ASTM A185 Fy = 65 ksi
4. Structural Steel (UNO) ASTM A992
5. Steel Tubing ASTM A500, Grade B
6. Miscellaneous ASTM A36
7. Bolts for Structural Connections ASTM A325, Type N
8. Anchor Bolts ASTM AF1554-36
9. Masonry Grout, Fc 2500 psi @ 28 days
10. Masonry Running Bond, Fm135 psi
11. Allowable Soil Bearing Pressure 2000 psf
12. Welding Electrodes E70X

C. CONCRETE

- Proportioning of materials shall be in accordance with ACI 211.1-Latest "Recommended Practice for Selecting Proportions for Normal, Heavyweight and Mass Concrete." Maximum aggregate size shall be 1-1/2" for footings, 3/4" for slabs, walls and columns and 3/8" for toppings. Maximum water-cement ratio 0.45. Proportion concrete mixes for a 3" to 4" slump.

Provide an approved Air Entraining Admixture conforming to ASTM C260 and ACI 318-89 table 4.4.1 for all concrete exposed to freeze thaw conditions.

All concrete mixes may contain an approved non-chloride Water Reducing Admixture in accordance with ASTM C494, Type A. All concrete mixes shall contain a Water-Reducing Admixture except where other Water-Reducing type Admixture is required in the same concrete mix.

Provide an approved non-chloride non-corrosive Accelerator conforming to ASTM C494, Type C or E for all concrete flatwork poured at an ambient temperature of less than 50 degrees F. Provide an approved Water-Reducing Retarding Admixture conforming to ASTM C494, Type D for all concrete flatwork poured at an ambient temperature of 80 degrees F or higher.

Where more than one admixture is used in a concrete mix, provide substantiating data that indicates that these admixtures are compatible without producing detrimental or unpredictable results. Use admixtures from one manufacturer only provide the proper admixture quantities based upon total cementitious materials in accordance with the manufacturer's recommendations to achieve the desired results for specific site conditions and concrete materials. Maximum water soluble chloride ion concentrations in hardened concrete at an age of 28 days contributed from all ingredients including water, aggregates, cementitious materials and admixtures shall not exceed 0.10 percent.

- Submit two copies of proposed mix designs to the Structural Engineer. Provide sufficient time in the construction schedule to allow a minimum of five full working days of review period in the Engineer's office.
- A Testing Firm, hired and paid for by the Contractor shall conduct concrete testing.

a. Four standard cylinders for each 500 cubic yards or 5000 square feet of wall or slab or fraction thereof of each mix design placed in any one day. Test one cylinder at 7 days and one at 14 days for information and the other two at 28 days for acceptance. Comply with ASTM C172-21, C31-69 and C39-72.

b. Slump test for each pour. Comply with ASTM C143-78.

c. Air content test for each corresponding set of cylinders. Comply with ASTM C231-78.

d. The contractor shall pay for all additional testing required for concrete suspected of non compliance.

- Convey concrete to point of use and deposit continuously in level layers to prevent separation of grout and aggregate. Work the concrete thoroughly around reinforcement, embedded fixtures, and into the corners of forms. Do not deposit concrete in free standing water, loose dirt, rubbish or other foreign matter. Proceed with concreting at such a rate that the concrete is plastic at all times and flows readily into the spaces between the bars. Do not retemper concrete. Use an approved method of vibration.

- Use "Conform" by Master Builders or equal on all flatwork constructed without protection of walls and roof.

- Protect all concrete and grout from premature drying, excessively hot or cold temperature, and mechanical injury. Maintain concrete and grout with minimum moisture loss at relatively constant temperature for the required curing period. When the mean daily ambient temperature is less than 40 degrees F, provide temporary heat, insulating blankets, etc. So as to maintain the temperature of the concrete and grout at a minimum of 50 degrees F for 7 days. Provide adequate venting for equipment exhaust.

- Cure concrete and grout such that the maximum moisture loss does not exceed 0.55 kg/m2 in 72 hours when tested in accordance with ASTM C156-80. Approved methods include approved curing compounds or soaking with water and covering with polyethylene sheets. Water cure slabs to receive toppings, grout beds, resinous flooring or other special coatings.

- Seal all exterior concrete with Master Builders 'GP' after the full curing period.

- Provide sawcut control joints in each direction for all slabs on grade. Control joint spacing shall not exceed 24'-0" nor 36 times the slab thickness unless otherwise shown. Control joint spacing shall not be less than 2/3 nor more than 1-1/2 times the spacing of the width of the slab in the other direction.

- Carefully examine architectural, mechanical, electrical and equipment drawings before each concrete pour to include all cast-in items, anchorage devices, block outs, sleeves, depressions, and other special requirements.

- Conduit and pipes embedded in concrete shall conform to ACI 318-89 Section 6.3.

D. REINFORCING STEEL

- Submit one electronic copy of each shop drawing to the Engineer for approval. Provide sufficient time in construction schedule to allow a minimum of five full working days of review period in the Engineer's office.
- Provide bolsters, chairs, dowel blocks, standees and #4 support bars as required to support specified reinforcement at spacings not to exceed 4'-0" in either direction. Tie securely together to hold steel in position. Welding of reinforcement is not permitted. Field bending of reinforcement is not permitted.
- Concrete cover for reinforcing steel, unless otherwise shown, shall be as follows:
Footings 3" clear from bottom & sides, 2" clear from top
Walls 1½" clear from each side
Beams, Columns 1½" clear to stirrups or ties & piers
Structural Slabs 1" clear from top & sides, ¾" clear from bottom
Slab-On-Grade ½ slab thickness from top, but not less than ¾" nor greater than 2"
- When welded wire fabric is specified on the plans, Provide the following reinforcement in flat sheets unless otherwise noted for all slabs on grade except sidewalks.
4" slab WWF 6x 6 x W1.8 x w1.4
5" slab WWF 6 x 6 x W2.0 x W2.0
6" slab WWF 6 x 6 x W2.9 x W2.9
- When fiber reinforcing is specified on the plans, Provide the following minimum reinforcing and dosages for all slabs on grade except sidewalks:
4" -5" slab 1.5# per cubic yard FRC BI Blend, or approved Equal
6" Slab 3# per cubic yard Forta Ferro, or approved equal
- All reinforcing bars shall be fabricated in accordance with ACI 318 and ACI Detailing Manual SP-65. Provide "standard hooks" unless otherwise noted. Specified bar length does not include length of hook. Place hooked end of bar 2" clear from edge of concrete, unless otherwise noted.
- All laps shall be Class "B", unless noted otherwise. Use "top bar" lap lengths for all horizontal wall bars and for top bars in slabs and beams over 14" deep. Mechanical couplers capable of developing the full tensile capacity of the bars may be used at any lap location.
- Corner bars shall be provided at all wall corners and intersections.
- Plain weld wire fabric shall be lapped and / or anchored to develop fy per ACI 318.
- Welding of reinforcing is not permitted.

E. STRUCTURAL STEEL

- Structural steel details, fabrication, and erection shall conform to the latest edition of the AISC "Manual of Steel Construction - ASD", unless noted otherwise.
- High strength bolts shall be installed in accordance with AISC "Specifications for Structural Joints Using ASTM A325 or A490 Bolts" latest edition. Bolts are designed as bearing-type connections, unless noted otherwise.
- Bolts for slip-critical connections and bolts subject to tension shall be tightened to develop minimum tension specified by AISC using direct-tension indicator tightening method. Use direct-tension indicator washers under non-turning part assembly.
- All welding shall be done by AWS certified welders with experience and certification in the types of welding indicated. Certifications shall not have lapsed due to disuse for 6 months.
- All welds to be E70XX electrodes, unless noted otherwise.
- Field connections shall be welded or bolted. Shop connections shall be welded unless otherwise indicated or approved. Welds indicated with a shop weld symbol may be made in the field with the approval of the structural engineer.
- Unless noted otherwise, all welds shall be continuous ¼" throat. All full and / or partial penetration welds shall be fully detailed on the shop drawings.
- Fabricator shall select AISC simple shear connections for steel beams capable of carrying the reaction force when indicated or 50% of the total uniform load for the given size, span, and grade of beam, as tabulated in the AISC tables for allowable loads.
- Simple shear connections shall be standard double angle or single shear plates, unless noted otherwise. Select connections from the AISC, Simple Shear Connections Design Aid, latest edition whenever possible. All bolted connections shall have minimum 2 bolts, unless noted otherwise.
- Shop paint structural steel with a standard primer.
- Beams noted thus W x C (number of studs) c=camber in inches shall have ¾" ø shear stud connections developing capacity as listed in table 14.1 (ASD). Studs are to be uniformly spaced at the beam top flange.
- Camber beams as indicated on the drawings. Fabricate and install beams with natural camber upwards.
- Structural steel members for the work of other trades shall be shown on the shop drawings. Burning of holes and cuts in the field shall not be allowed, except by written authorization from the structural engineer.
- Furnish and install miscellaneous steel (curbs, hangers, expansion joint angles, struts, etc.) as called for or as necessary per architectural and mechanical / electrical drawings.
- See architectural drawings for fireproofing of structural steel. Do no prime members which are to receive spray-on fireproofing unless directed by the architect.
- Submit one reproducible copy, if needed, of each shop drawing to the Engineer for approval. Provide sufficient time in construction schedule to allow a minimum of five full working days of review period in the Engineer's office.
- Under all column base plates provide double nuts, or leveling plates. Provide 1" minimum leveling grout. Use "Set Grout" by Chemrex, Masterflow 555 by Masterbuilders, or approved equal unless otherwise noted on structural drawings.

F. DIMENSION LUMBER

- Dimension lumber to be D-F-L / No. 2 or better for beams & headers. Use Spruce-Pine-Fir No.1/No.2 grade for wall studs & purlins. Unless noted otherwise on the plans
- All member sizes given on plan are nominal dimensions.
- All beams & joists not bearing on supporting members shall be framed w/ "Simpson" joist hangers or equal. Use type required for loading.
- All foundation plates, sills & sleepers on concrete slab, which is in direct contact w/ earth, and sills which rest on concrete or masonry foundation walls, shall be treated wood or foundation redwood.
- Hardware and fasteners in contact with treated lumber or exposed to the elements shall be hot dipped galvanized, stainless steel, or manufacturer's approved coating.
- Where not noted specifically otherwise, nailing shall be according to fastening schedule, in the Wisconsin Enrolled Commercial Code.
- All bolts and lag screws shall be American Standard Manufacture.
- Bolt holes in wood shall be drilled ⅛" maximum oversize. Holes for screws and lag screws shall be first bored for the dame depth and diameter of the shank, then the remainder occupied by the threaded portion shall be bored not larger in diameter than the root of the thread. All screws shall be screwed, not driven into place.
- Provide washers under all nuts and heads of bolts and lag screws.
- All timber framing shall be accurately cut, notched, or lapped as indicated. No over cut is permitted for notches or daps. Members shall fit tight and true. Examine members for detrimental damage before installation, and avoid natural defects at connections. Where steel plates occur, they shall be used as the template for boring holes.
- Wherever necessary to cut or drill treated lumber, treat the cut or bored surfaces with two heavy coats of the same preservative as used in the original treatment.
- Design, fabrication, and construction shall conform to the "National Design Specification for Wood Construction" current edition as recommended by the American Forest & Paper Association.

G. NAILING SCHEDULE

CONNECTION	FASTENING	LOCATION
1. Joist to sill or girder	3-8d common	terminal
2. Bracing to joist	2-8d common	terminal each end
3. 1"x6" sub floor or less to each joist	2-8d common	face nail
4. Wider than 1"x6" sub floor to each joist	2-8d common	face nail
5. 2" sub floor to joist or girder	2-16d common	head and face nail
6. Sole plate to joist or bracing	16d at 16" o.c.	typical face nail
7. Top plate to stud	2-16d at 16"	braced wall panels
8. Stud to sole plate	1-8d common	face nail
9. Double studs	1-8d at 24" o.c.	face nail
10. Double top plates	1-8d at 16" o.c.	typical face nail
11. Blocking between joists or rafters to top plate	8-16d common	lap, sills
12. Rim joist to top plate	2-8d common	terminal
13. Top plates, joints and intersections	2-16d common	face nail
14. Continuous header, two pieces	1-8d common	16" o.c. along edge
15. Ceiling joists to plate	2-8d common	terminal
16. Continuous header to stud	4-8d common	terminal
17. Ceiling joists, laps over partitions (a)	1-16d common minimum	face nail
18. Ceiling joists to parallel rafters (a)	3-16d common minimum	face nail
19. Rafter to plate (a)	2-8d common	terminal
20. 1" diagonal brace to each stud and plate	2-8d common	face nail
21. 1"x 8" sheathing to each bearing wall	2-8d common	face nail
22. Wider than 1"x8" sheathing to each bearing	2-8d common	face nail
23. Built-up corner studs	1-8d common	16" o.c.
24. Built-up girder and beams	2-20d common	face nail at top and bottom staggered in opposite sides
25. 2" planks	1-8d common	face nail at ends and at each splice
26. Joist tie to rafter	3-10d common	face nail
27. Jack rafter to hip	2-16d common	face nail
28. Roof rafter to 2-by ridge beam	2-10d common	terminal
29. Joist to band joist	2-16d common	face nail
30. Ledger plate	2-16d common	face nail
31. Wood structural panels and particle board (b) Sub floor, roof and wall sheathing (to framing): Single Floor (combination subfloor-underlayment to framing):	1/2" and less 6d(d,e) 3/4" to 1" 8d(f) 1 1/4" to 1 1/2" 10d(f) 1 1/2" to 1 3/4" 10d(f)	face nail
32. Panel siding (to framing)	1/2" or less 6d(g) 3/4" 8d(g)	face nail
33. Fiberboard sheathing: (c)	1/2" No. 11 gage roofing nail(h) 3/4" No. 11 gage roofing nail(h) 1 1/2" No. 11 gage roofing nail(h) 8d common nail	face nail

- a. See Section 2308.10.1, Table 2308.10.4.1
b. Nails spaced at 6 inches on center at edges, 12 inches at intermediate supports except 6 inches at supports where spans are 46 inches or more. For nailing of wood structural panel and particle board diaphragms and shear walls, refer to Section 2305. Nails for wall sheathing are permitted to be common, box or casing.
c. Fasteners spaced 3 inches on center at exterior edges and 6 inches on center at intermediate supports.
d. Common or deformed shank.
e. For roof sheathing applications, 8d nails are the minimum required for wood structural panels.
f. Deformed shank.
g. Corrosion-resistant siding or casing nail.



Village of Sister Bay BOARD REPORT

Meeting Date 11/16/2016

Recommendation:

That the Village Board act on a Recommendation of the Plan Commission and adopt Ordinance 245-111616, Approving Planned Use Development Zoning for the Sister Bay Marketplace.

Background:

This item was reviewed at 10 previous publically noticed meetings by the Village Economic Development Committee, Plan Commission, Utilities Committee, and Village Board. One meeting of the Economic Development Committee was a noticed community input meeting, where mailed notices went out to all property owners within 1000', and approximately 40 members of the public participated in teams to produce a consensus plan for development of the site. Additionally, a noticed public hearing was held on March 22, 2016 by the Village Plan Commission.

This final public hearing and action by the Village Board is the results of months of negotiation work with multiple parties to solidify a final development plan which the Village Trustees have authorized at previous meetings. Tonight, the Board is considering the final ordinance adoption for the Project.

Financial Impact:

Recovery of funds from the sale of lots 2, 3, 4, 5, 7, 8 an amount of \$370,000.

Recovery of funds from the sale of lots 9 and 12 TBD.

TIF increment value likely to exceed \$28,125 on asset values of improvements on 2,3,4,5,7,8.

TIF increment value unknown for lots 9 and 12.

The Village also has the asset of a public parking lot on lots 10 and 11 in perpetuity, with a land value of \$205,000 and an improvement value which would be in the range of \$150,000-\$250,000.

Respectfully submitted,

Zeke Jackson
Village Administrator



Board of Trustees Public Notice

The Village of Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Village Hall, 10693 Bay Shore Dr., Door County, Wisconsin on **Wednesday, November 16, 2016 at 6:00 P.M.** or shortly thereafter, for the purpose of considering proposed map amendments to the Zoning Map, as well as a Planned Unit Development (PUD) plan, Subdivision Plat, and PUD Ordinance. The proposed site of these changes is the unoccupied parcels at the intersection of Mill Rd. and Bay Shore Dr., commonly referred to as the "Sister Bay Market Place/Braun Site", parcel numbers 1814210012B, and 1814210012A and addressed as 10660 and 10654 Bay Shore Dr.

The purpose of this public hearing is to obtain comments and input from the public on the proposed Planned Unit Development

A copy of the proposed PUD plan, PUD Ordinance, map amendments and the current Zoning Code are available for inspection. The Zoning Code and Zoning Map for the Village are also on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00p.m.

Written testimony, including email, will be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 P.M. on the day of the meeting. Letters will be available for public inspection during normal business hours, until the close of business on the day of the hearing. Letters will be entered into the record; and a summary of all letters will be presented at the meeting, but individual letters may not be read. Anonymous correspondence will not be accepted.

All application materials for Regular Zoning Permits, Conditional Use Permits and zoning amendment petitions may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI during normal business hours, 8:00am. -4:00p.m.

By order of the Plan Commission of the Village of Sister Bay.

Zeke Jackson
Zoning Administrator
zeke.jackson@sisterbaywi.gov

From: [GPG-legals.mbx](#)
To: [Zeke Jackson](#)
Subject: RE: 1696828 legal notice
Date: Friday, October 28, 2016 3:47:38 PM
Attachments: [image001.png](#)

Good afternoon,

The notice has been scheduled for the Door County Advocate for the date of November 2nd and 9th.

Thank you,
Erin

Erin Duffy

Admin Support Specialist



Office: 877-943-0444

From: Zeke Jackson [mailto:Zeke.Jackson@sisterbaywi.gov]
Sent: Friday, October 28, 2016 2:30 PM
To: DCA-Legals mg
Cc: Christy Sully; Janal Suppanz
Subject: 1696828 legal notice

Legals,

Please see that the attached legal notice is inserted on or about November 2 and 9.

Thank you,

Zeke Jackson
 Village Administrator
 Village of Sister Bay, WI
 920-854-4118

Open Meetings Disclaimer: The email above contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as a municipal official or issues within the municipality, but is not intended to serve as an invitation for reply, rebuttal, discussion, debate or responsive commentary. Please do not respond to this email, unless specifically requested to do so above, as it is the author's intention to utilize the informality and convenience of this electronic message while simultaneously avoiding any and all violations of the Wisconsin Open Meeting Law contained in Section 19.81 of the Wisconsin Statutes or elsewhere within Wisconsin law, as applicable to this municipality as described in 66 Op. Attorney General 237 (1977). Specifically, there is no intention on the part of the author to engage in or foster any governmental business as defined in State ex. rel. Newspapers v. Showers, 398 N.W.2d 154 (Wis.1987). You are specifically requested to refrain from forwarding or replying to all with regard to its contents, so as to avoid the possible walking quorum proscriptions, including those considered in State ex. rel. Lynch v.

Conta 239 N.W.2d 313 (Wis. 1976). It is the author's motive and intent to comply with the overriding policy of the open meeting law - to ensure public access to information about governmental affairs.

SISTER BAY MARKET PLACE
PLANNED UNIT DEVELOPMENT

ALL OF LOTS 1 AND 2, VOLUME 18 OF CERTIFIED SURVEY MAPS, PAGE 53, MAP NO. 2950 BEING PART OF LOT 12 AND 13, BLOCK 1, AND PART OF LOT 1, BLOCK 1, ALL BEING LOCATED IN THE VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, BEING A PART OF GOVERNMENT LOT 4 AND PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

CORPORATE OWNER'S CERTIFICATE:

VILLAGE OF SISTER BAY, a Village duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Village of Sister Bay caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat. VILLAGE OF SISTER BAY does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Sister Bay
Department of Administration
Wisconsin Department of Transportation
Door County Planning Department

IN WITNESS WHEREOF, the said VILLAGE OF SISTER BAY has caused these presents to be signed by David W. Lienau, it's Village Board President, at Sister Bay, Wisconsin.
In the presence of:

David W. Lienau, Village Board President
VILLAGE OF SISTER BAY

STATE OF WISCONSIN)
BROWN COUNTY) SS

Personally came before me this ____ day of _____, 2016,

David W. Lienau of the above named Village of Sister Bay, to me known to be the person who executed the foregoing instrument, and to me known to be such, and acknowledged the same.

Notary Public
Door County, Wisconsin
My commission expires: _____

VILLAGE BOARD RESOLUTION:

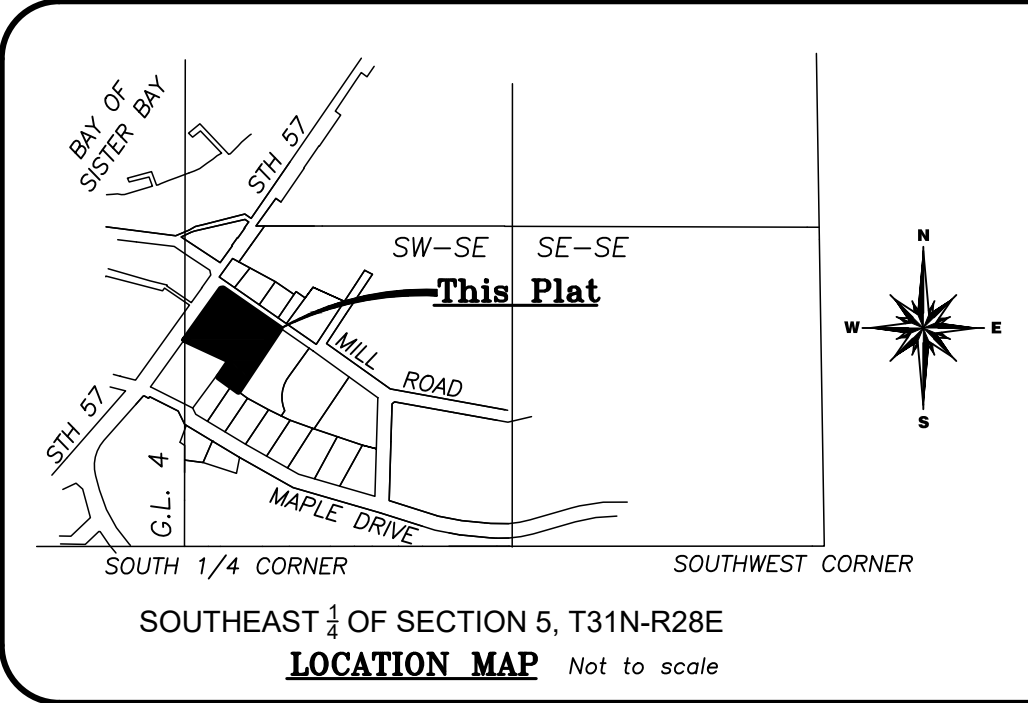
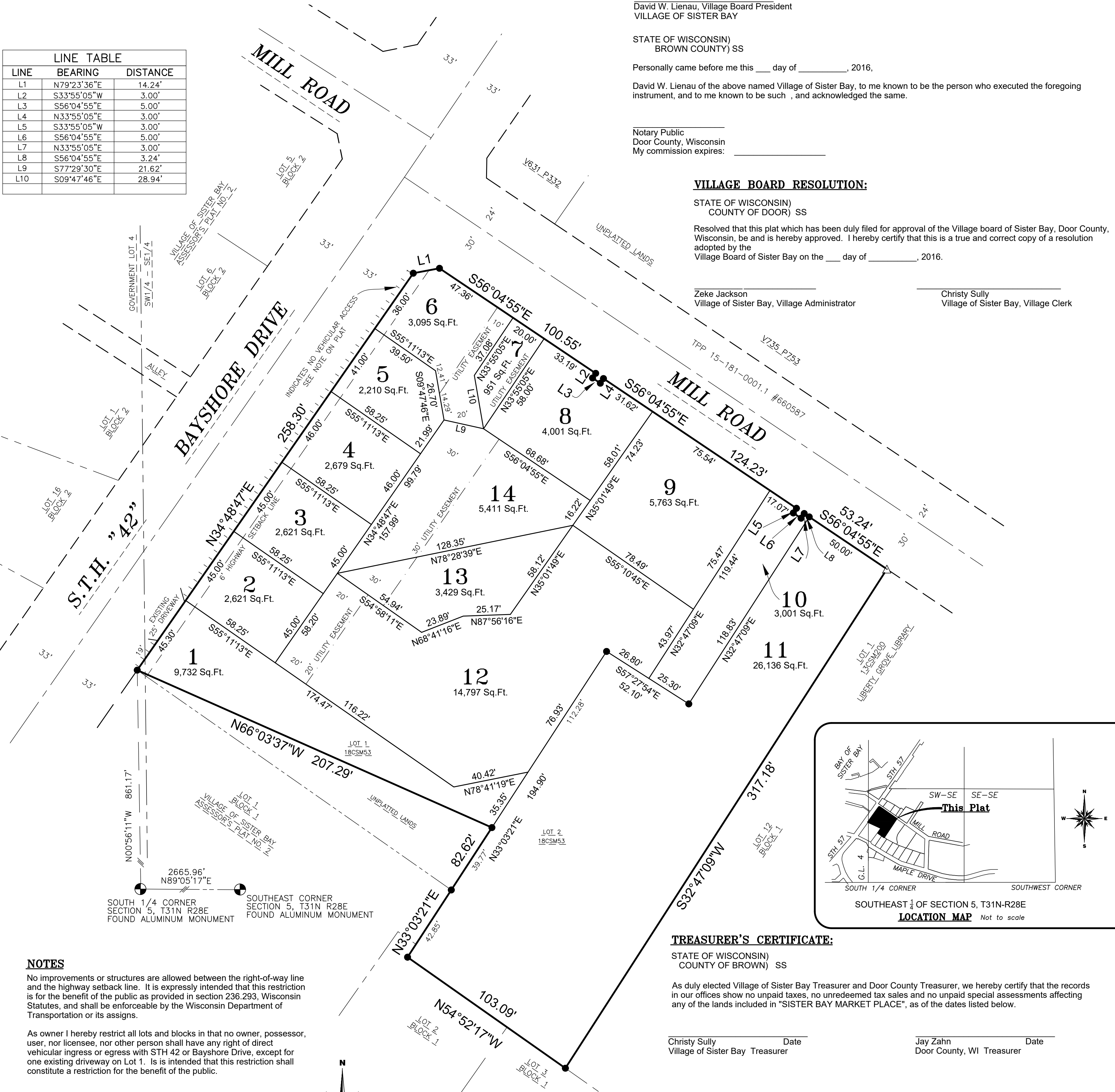
STATE OF WISCONSIN)
COUNTY OF DOOR) SS

Resolved that this plat which has been duly filed for approval of the Village board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village Board of Sister Bay on the ____ day of _____, 2016.

Zeke Jackson
Village of Sister Bay, Village Administrator

Christy Sully
Village of Sister Bay, Village Clerk

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N79°23'36"E	14.24'
L2	S33°55'05"W	3.00'
L3	S56°04'55"E	5.00'
L4	N33°55'05"E	3.00'
L5	S33°55'05"W	3.00'
L6	S56°04'55"E	5.00'
L7	N33°55'05"E	3.00'
L8	S56°04'55"E	3.24'
L9	S77°29'30"E	21.62'
L10	S09°47'46"E	28.94'



NOTES

No improvements or structures are allowed between the right-of-way line and the highway setback line. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns.

As owner I hereby restrict all lots and blocks in that no owner, possessor, user, nor licensee, nor other person shall have any right of direct vehicular ingress or egress with STH 42 or Bayshore Drive, except for one existing driveway on Lot 1. It is intended that this restriction shall constitute a restriction for the benefit of the public.

TREASURER'S CERTIFICATE:

STATE OF WISCONSIN)
COUNTY OF BROWN) SS

As duly elected Village of Sister Bay Treasurer and Door County Treasurer, we hereby certify that the records in our offices show no unpaid taxes, no unredeemed tax sales and no unpaid special assessments affecting any of the lands included in "SISTER BAY MARKET PLACE", as of the dates listed below.

Christy Sully
Village of Sister Bay Treasurer

Jay Zahn
Door County, WI Treasurer

SURVEYOR'S CERTIFICATE:

I, Dennis E. Reim, Professional Land Surveyor, hereby certify: That I have surveyed, divided and mapped SISTER BAY MARKET PLACE, A Planned Unit Development being all of Lots 1 and 2, Volume 18 of Certified Survey Map, Page 53, Map Number 2950, being part of Lots 12 and 13, Block 1, Village of Sister Bay Assessor's Plat No. 2, being a part of Government Lot 4 and part of the Southwest 1/4 of the Southeast 1/4 of Section 5, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin described as:

Commencing at the South 1/4 corner of said Section 5; thence N00°56'11"W, 861.17 feet to the southwest corner of said Lot 1, the Point of Beginning; thence N34°48'47"E, 258.30 feet on the westerly line of said Lot 1; thence N79°23'36"E, 14.24 feet on said westerly line to the northerly line of said Lot 1; thence S56°04'55"E, 100.55 feet on said northerly line; thence S33°55'05"W, 3.00 feet on said northerly line; thence S56°04'55"E, 5.00 feet on said northerly line; thence N33°55'05"E, 3.00 feet on said northerly line; thence S56°04'55"E, 124.23 feet on said northerly line; thence S33°55'05"W, 3.00 feet on said northerly line; thence S56°04'55"E, 5.00 feet on said northerly line; thence N33°55'05"E, 3.00 feet on said northerly line; thence S56°04'55"E, 53.24 feet on said northerly line and the northerly line of said Lot 2; thence S32°47'09"W, 317.18 feet on the easterly line of said Lot 2; thence N54°52'17"W, 103.09 feet on the southerly line of said Lot 2; thence N33°03'21"E, 82.62 feet on the westerly line of said Lot 2; thence N63°03'37"W, 207.29 feet to the Point of Beginning. That I have made such survey, land-division and plat by the direction of Zeke Jackson the Village Administrator, for the Village of Sister Bay, owner of said land, containing 82,376 square feet or 1.89 acres of land more or less.

That such plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made. That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Sister Bay, in surveying, dividing, and mapping the same.

Dated this ____ day of _____, 2016

Dennis E. Reim, Professional Land Surveyor #1590
ROBERT E. LEE & ASSOCIATES, INC.



There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



DRAFTED BY: Dennis Reim
File: R:\0200\0282\0282170\dwg\0282170FINAL.dwg
Plot Date: Oct 28, 2016 - 12:43pm

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
PHONE: (920) 662-9641
INTERNET: www.releinc.com FAX: (920) 662-9141

SHEET 1 OF 1

Revised this 16th day of September 2016

Revised this 28th day of October 2016

NOTE

ALL AREAS DESIGNATED AS "GREEN SPACE" OR "LAWN", SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

PARKING DATA

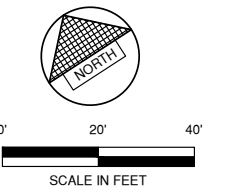
TOTAL PARKING SPACES PROVIDED = 50
HANDICAP ACCESSIBLE PARKING SPACES = 2

LEGEND

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- LANDSCAPE AREA
- GREEN SPACE
-
- PROPOSED SHEDDING CURB & GUTTER
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- INDICATES NUMBER OF PARKING STALLS

*NOTE: ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE

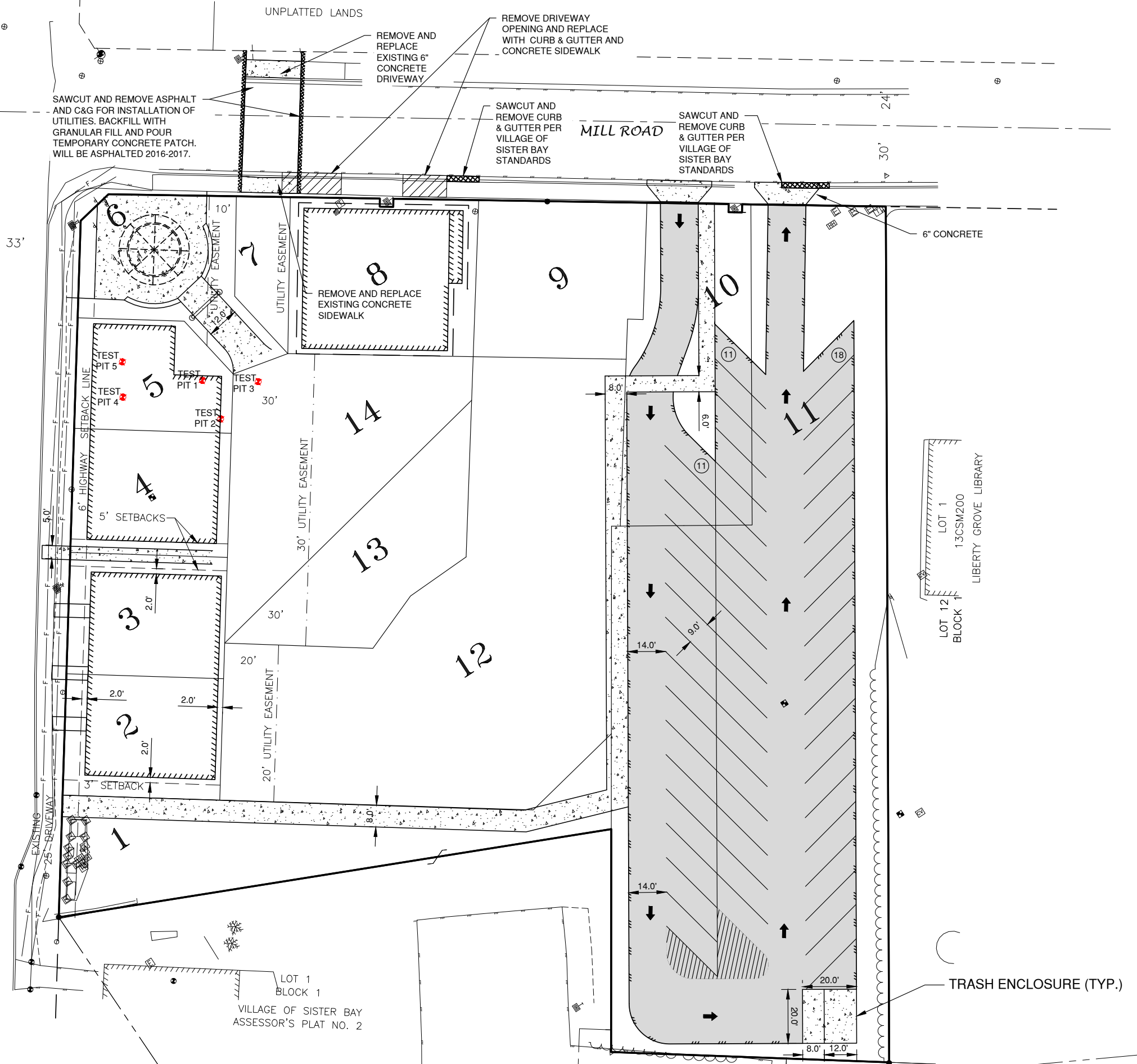
LOT NUMBER	LOT SQUARE FOOTAGE (S.F.)
1	9,732 S.F.
2	2,621 S.F.
3	2,621 S.F.
4	2,679 S.F.
5	2,210 S.F.
6	3,095 S.F.
7	951 S.F.
8	4,001 S.F.
9	5,763 S.F.
10	3,001 S.F.
11	26,136 S.F.
12	14,797 S.F.
13	3,429 S.F.
14	5,411 S.F.



File: R:\0000\0282\0282172.dwg
Plot Date: Oct 24, 2016 - 4:21 pm

LAYOUT SITE PLAN

S.T.H "42" N. BAY SHORE DR.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								BLT
								CHECKED
								JGS
								DESIGNED
								BLT

SISTER BAY PARKING LOT IMPROVEMENTS
SISTER BAY MARKET PLACE
VILLAGE OF SISTER BAY
DOOR COUNTY, WISCONSIN

SITE PLAN

DATE
08/24/2016
FILE
282172D
JOB NO.
0282172



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releinc.com
Celebrating 60 Years of Excellence

SHEET NO.

3

NOTE

ALL AREAS DESIGNATED AS "GREEN SPACE" OR "LAWN", SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

PARKING DATA

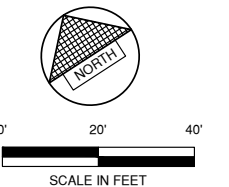
TOTAL PARKING SPACES PROVIDED = 57
HANDICAP ACCESSIBLE PARKING SPACES = 2

LEGEND

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- LANDSCAPE AREA
- GREEN SPACE
-
- PROPOSED SHEDDING CURB & GUTTER
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- INDICATES NUMBER OF PARKING STALLS

*NOTE: ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE

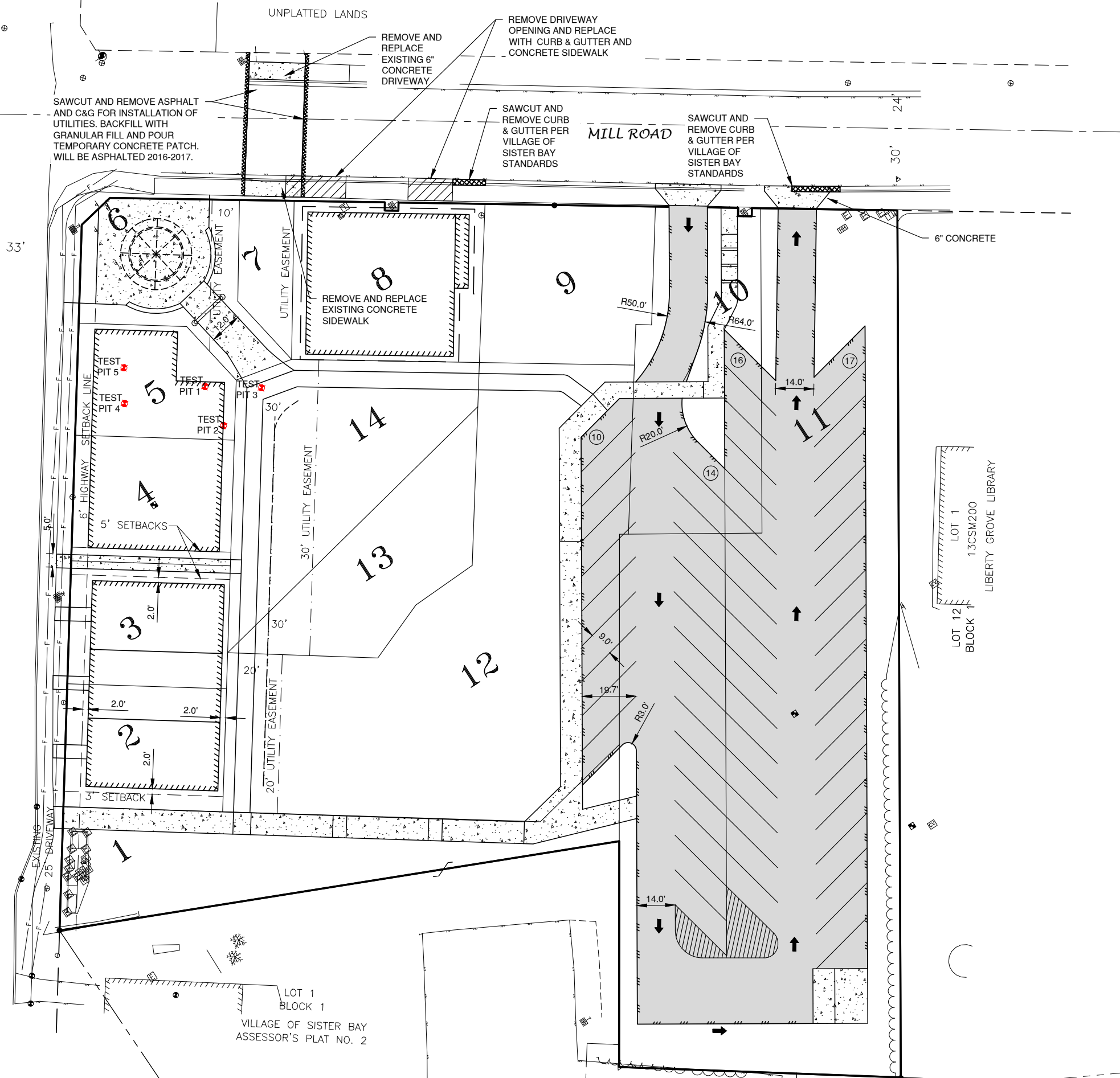
LOT NUMBER	LOT SQUARE FOOTAGE (S.F.)
1	9,732 S.F.
2	2,621 S.F.
3	2,621 S.F.
4	2,679 S.F.
5	2,210 S.F.
6	3,095 S.F.
7	951 S.F.
8	4,001 S.F.
9	5,763 S.F.
10	3,001 S.F.
11	26,136 S.F.
12	14,797 S.F.
13	3,429 S.F.
14	5,411 S.F.



File: R:\0000\0282\0282172.dwg (Aug 28, 2016 - 10:45am)

LAWSON SITE PLAN

S.T.H "42" N. BAY SHORE DR.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								BLT
								CHECKED
								JGS
								DESIGNED
								BLT

SISTER BAY PARKING LOT IMPROVEMENTS
SISTER BAY MARKET PLACE
VILLAGE OF SISTER BAY
DOOR COUNTY, WISCONSIN

SITE PLAN

DATE
08/24/2016
FILE
282172D
JOB NO.
0282172



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releinc.com
Celebrating 60 Years of Excellence

SHEET NO.
3

NOTE

ALL AREAS DESIGNATED AS "GREEN SPACE" OR "LAWN", SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.

PARKING DATA

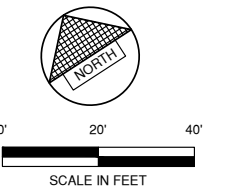
TOTAL PARKING SPACES PROVIDED = 59
HANDICAP ACCESSIBLE PARKING SPACES = 2

LEGEND

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- LANDSCAPE AREA
- GREEN SPACE
-
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- INDICATES NUMBER OF PARKING STALLS

*NOTE: ALL DIMENSIONS ARE TO THE FACE OF CURB, UNLESS NOTED OTHERWISE

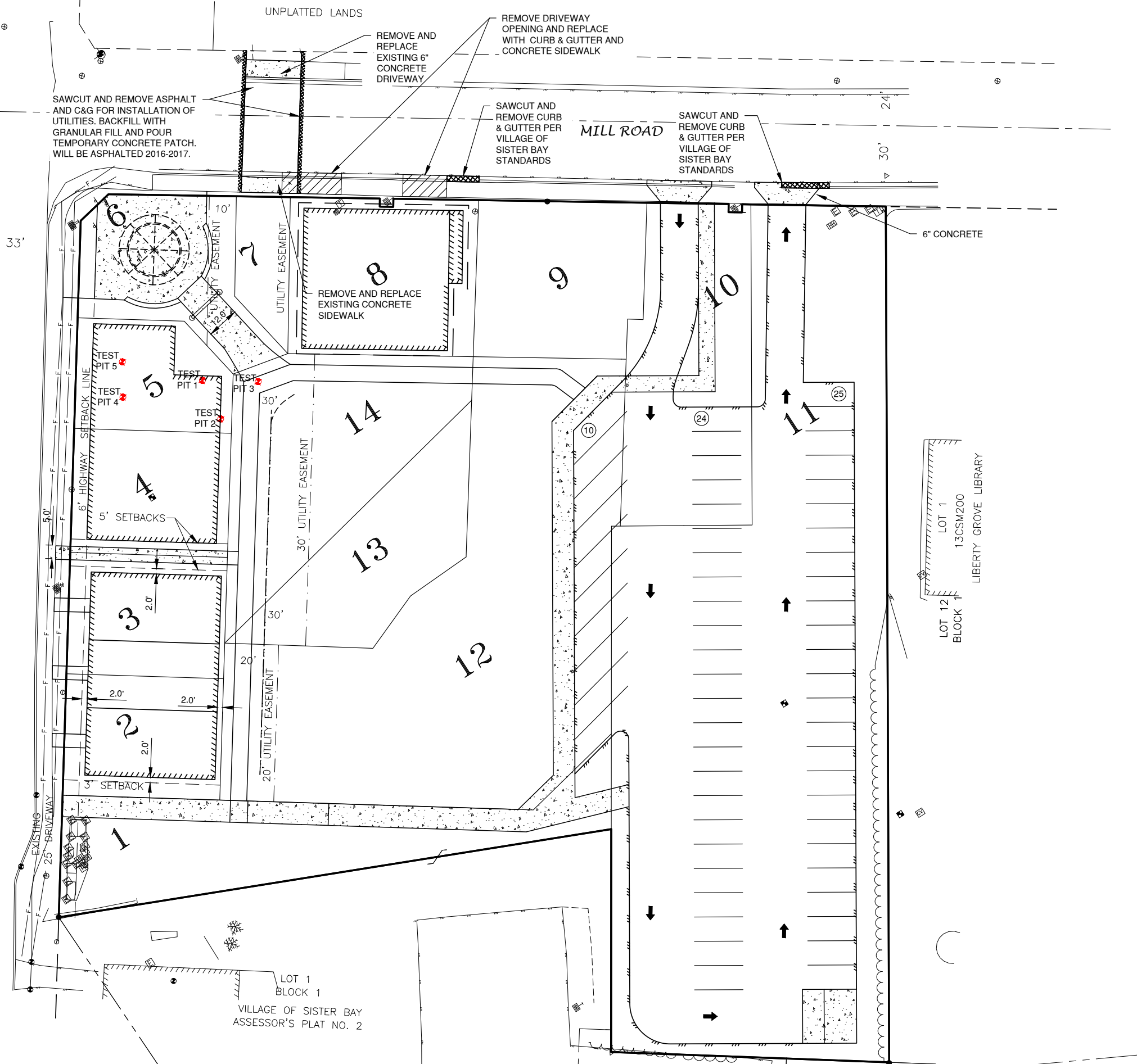
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7	951 S.F.
8	4,001 S.F.
9	5,763 S.F.
10	3,001 S.F.
11	26,136 S.F.
12	14,797 S.F.
13	3,429 S.F.
14	5,411 S.F.



File: R:\0001\0282\0282172.dwg User: JLS Date: Nov 22, 2016 Time: 2:58pm

LAYOUT SITE PLAN

S.T.H "42" N. BAY SHORE DR.



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
								BLT
								CHECKED
								JGS
								DESIGNED
								BLT

SISTER BAY PARKING LOT IMPROVEMENTS
SISTER BAY MARKET PLACE
VILLAGE OF SISTER BAY
DOOR COUNTY, WISCONSIN

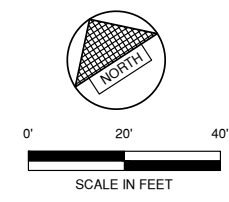
SITE PLAN

DATE
06/24/2016
FILE
282172D
JOB NO.
0282172



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SHEET NO.
3



SHEET NO.	3

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2016
SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE

The November 16, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 P.M.

Present: President Lienau and Trustees Scott Baker, Denise Bhirdo, Nate Bell, Pat Duffy and John Clove.

Excused: Kathy Enquist

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Others: Laddie Chapman, Chris Schmeltz, Jody and Patsy Wuollette, Greg Casperson, Becky Kerwin, Jerry and Vicki Sabalus, Penny and Paula Anschutz, Ralph Blankenburg, Keith Tielens and three other individuals.

Approval of the Agenda as published:

A motion was made by Duffy, seconded by Clove that the Agenda for the November 16, 2016 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

Approval of the minutes for the November 3, 2016 meeting of the Village Board:

Bhirdo indicated that she believes the sentence which begins at the end of Line 12 – Page 8 of the November 3, 2016 meeting minutes should be revised in such fashion that it reads: The Trustees jointly reviewed all the previously mentioned documents, and it was the consensus that (6) of Section 2 of the Development Agreement should be revised in such fashion that it reads:

- 6. Parking will be evaluated in approximately 1 year by the Plan Commission. The Village is in the process of developing a Village-wide Parking Plan, and the Developer will be compelled to comply with the terms and conditions of that plan once it is fully approved, adopted and implemented by the Village.*

She also noted that she believes the following statements should be inserted after the sentence which ends on Line 30 – Page 9 of the November 3, 2016 meeting minutes: "It was also the consensus that the following sub-section should be added to Section 2 of the Development Agreement:

- 5. Parking will be evaluated in approximately 1 year by the Plan Commission. The Village is in the process of developing a Village-wide Parking Plan, and the Developer will be compelled to comply with the terms and conditions of that plan once it is fully approved, adopted and implemented by the Village."*

A motion was made by Clove, seconded by Baker that the minutes for the November 3, 2016 meeting of the Village Board be approved as corrected. Motion carried – All ayes.

1 **Comments and correspondence:**

2 Lienau asked if anyone wished to comment regarding a non-agenda item. No one
3 responded. Jackson noted that Larry Gajda will be retiring soon, and, therefore, he sent a
4 letter indicating that he would like to resign from the Economic Development Committee.
5 The Trustees indicated that they would like to publicly thank Gajda for his service to the
6 community and wished him well.

7
8 **Item No. 1. Presentation by Becky Kerwin of the Door County Planning Department**
9 **regarding the County's Hazard Mitigation Plan; discussion regarding that plan; consider**
10 **relevant motions for action:**

11 Back in June the Village Board adopted the Door County Hazard Mitigation Plan. At that
12 time the Trustees requested that someone from the County be asked to make a brief
13 presentation regarding several aspects of the plan at a later date, and, therefore, Becky
14 Kerwin, a staff member in the County's Planning Department, was in attendance. Kerwin
15 indicated that the Door County EMS Department developed the Door County Hazard
16 Mitigation Plan, which was created with funds received as the result of a FEMA grant, so
17 that the County and the five participating municipalities - the City of Sturgeon Bay, the
18 Village of Forestville, the Village of Egg Harbor, the Village of Ephraim, and the Village of
19 Sister Bay would be in a position to apply for pre-disaster and post-disaster grant funding. In
20 2000 Congress passed the Disaster Mitigation Act, which is intended to reduce public and
21 private expenses associated with disasters and speed up response time to and reduce
22 recovery time from disasters. The purpose of this act and the Door County Hazard
23 Mitigation Plan is "to reduce the loss of life and property, human suffering, economic
24 disruptions and disaster assistance costs resulting from natural disasters." An additional
25 purpose of the Door County Hazard Mitigation Plan is to address similar issues resulting
26 from non-natural disasters. The Board members jointly reviewed the Hazard Mitigation
27 Plan, and during the review process Kerwin answered questions which arose. She also noted
28 that there is a provision that if a municipality wishes to apply for pre-disaster and post-
29 disaster funding it must have enacted regulations which comply with the Federal Code with
30 respect to flood plain insurance. Based upon her research Kerwin does not believe those
31 regulations have been enacted in the Village of Sister Bay or the Village of Forestville.
32 Jackson cautioned that if the previously mentioned regulations are enacted there may be
33 some areas in the Village which could be deemed to be "unbuildable". The question arose as
34 to which departments would be responsible for addressing some of the issues identified in
35 the plan, and Kerwin replied that such issues should be referred to the County's Emergency
36 Services Department and/or the Sister Bay-Liberty Grove Fire Department. The Trustees
37 thanked Kerwin for taking the time to attend this meeting and requested that Jackson do
38 some research regarding flood plain insurance and present his findings at a future Village
39 Board meeting.

40
41 **Item No. 2. Public Hearing on a Planned Unit Development Ordinance for Sister Bay**
42 **Marketplace; discussion regarding Ordinance No. 245 authorizing a PUD for Sister Bay**
43 **Marketplace; consider an appropriate motion for action:**

44 *At 6:31 P.M. Lienau called the Public Hearing on Ordinance No. 245 which amends the Official Map*
45 *for the Village of Sister Bay and creates the Sister Bay Marketplace Planned Unit Development*
46 *(PUD) to order.*
47

1 This issue was reviewed at ten previous publicly noticed meetings of the Village's Economic
2 Development Committee, the Plan Commission, the Utilities Committee and the Village
3 Board. One of the meetings of the Economic Development Committee was a duly noticed
4 community input meeting, and notices were mailed out to all property owners within 1,000'
5 of the property in question. At that meeting approximately forty people were separated into
6 teams, and eventually a Consensus Plan for development of the site was created. A public
7 hearing was also conducted by the Plan Commission regarding this matter on March 22,
8 2016, and the Commission has recommended that the PUD be approved. This public hearing
9 is the result of months of negotiations between multiple parties to solidify the final
10 Development Plan. At tonight's meeting the Village Board will be asked to consider adoption
11 of Ordinance No. 245, which amends the Official Map for the Village of Sister Bay and
12 creates the Sister Bay Marketplace Planned Unit Development.

13
14 Lienau asked if anyone wished to comment regarding this matter.

15
16 Penny Anschutz of the Sister Bay Bowl stated that she is concerned about there being
17 insufficient parking for Sister Bay Marketplace. She was born and raised in Sister Bay, and
18 was of the understanding that every business had to have sufficient on-site parking for their
19 customers. She also stated that she doesn't understand the new liquor licensing regulations,
20 and wonders "when it is going to end". Lienau and Jackson responded that Village officials
21 enacted a parking regulation moratorium in 2008. That moratorium was intended to spur
22 growth and development, but it has now expired. They also noted that the Village Board is
23 aware of the parking issues which exist at this time, and an ad hoc Parking Committee has
24 been created. The members of that committee will be asked to identify the parking issues
25 which do exist and suggest potential solutions to those issues.

26
27 Paula Anschutz stated that she believes "the Village is becoming over-saturated with
28 restaurants" and asked if those in attendance could be updated on the status of the work
29 which will be done on the Sister Bay Marketplace property. Jackson responded that a
30 driveway will be eliminated. He also indicated that bids will be re-solicited for infrastructure
31 improvements as the first round of bids came in much higher than was expected. At that
32 point Anschutz asked if she could review the plans for Sister Bay Marketplace, and she was
33 informed that the plans are available at the Village Office.

34
35 Fred Lang asked if parking will be allowed on Bittersweet Lane. Lienau explained that
36 Bittersweet Lane is located in another area of the Village, and, therefore, any parking issues
37 associated with that roadway cannot be addressed at this hearing. He did indicate that he
38 intends to refer that issue to the Parking Committee.

39
40 *At 6:50 P.M. Lienau asked if anyone else wished to comment, and when no one responded he declared*
41 *that the public hearing was officially closed.*

42
43 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the recommendation*
44 *of the Plan Commission and adopts Ordinance No. 245, which amends the Official Map for the*
45 *Village of Sister Bay and creates the Sister Bay Marketplace Planned Unit Development (PUD) as*
46 *presented, on the condition that the PUD and all related documents must be formally approved by the*
47 *Village Attorney. Motion carried – All ayes.*
48

Item No. 3. Consider a motion to discuss and confirm President Lienau's appointments:

Lienau stated that at this time he didn't wish to recommend any Committee or Commission appointments.

Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report:

- Yesterday the County Board approved the County's \$83,000,000 budget for 2017. There was a misquote in the Advocate which states that he said, "It's a shame that there is an \$83,000,000 budget, and none of the supervisors had any input on that budget.". What he actually said is, "It's a shame that there is an \$83,000,000 budget and no members of the public appeared to provide input on that document.".
- The Fair Board met today, and County officials are looking for input as to what direction the fair should take in the future. Attendance at that event is down significantly but expenses keep going up.

Item No. 5. Report by the Village Administrator on Village activities and projects:

Jackson gave the following oral report:

- Excavation work has started on the lot that the new CHOP restaurant will be constructed on.

Committee Reports:**(1) Administrative Committee:**

The Administrative Committee has not met recently.

(2) Communication and Technology Committee:

The Communication and Technology Committee has not met recently.

(3) Door County Coastal Byways Commission:

Due to the fact that Enquist was not present no report was given.

(4) DCEDC:

The DCEDC has extended an offer of employment to Caleb Frostman.

(5) Economic Development Committee:

The Economic Development Committee has not met recently.

(6) Finance Committee:

The Finance Committee has not met recently.

(7) Fire Board and Fire District Exploratory Committee:

No action based on the minutes which were included in the meeting packets.

The Fire District Exploratory Committee has not met recently.

(8) Historical Society:

The Historical Society met in October and November and the main topics of discussion were placement of the new storage building and website revisions. The Historical Society's Christmas Party has been scheduled for Friday, December 2, 2016 and everyone is invited to attend that event.

(9) Library Commission:

No action based on the minutes which were included in the meeting packets.

(10) Marina Committee and Marina Fest Committee:

No action based on the minutes which were included in the meeting packets.

(11) Parks:

The Parks Committee met on November 2, 2016 but those minutes have not been completed yet.

(12) Personnel Committee:

No action based on the minutes which were included in the meeting packets. The Personnel Committee met yesterday and the Committee approved of the creation of a Maintenance Technician II position. Joe Felhofer will now be performing those job duties.

(13) Plan Commission:

No action based on the minutes which were included in the meeting packets.

(14) SBAA:

No action based on the minutes which were included in the meeting packets. Chris Milligan volunteered to be the SBAA's representative on the Parking Committee.

(16) Youth Center:

The Youth Center Board met on November 11, 2016 but those minutes have not been completed yet.

(17) Tourism Zone Commission:

No action based on the minutes which were included in the meeting packets. Based on the reports which have been received to date occupancy rates are up considerably.

(18) Utilities - Water, Sewer, and Storm Sewer Committees:

No action based on the minutes which were included in the meeting packets.

(19) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

Item No. 9. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee:

It was the consensus that:

- Discussion regarding flood plain insurance shall be addressed at a future meeting of the Village Board.

Item No. 6. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:

At 7:04 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on that motion and the Board members voted in the following fashion:

Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Lienau – Aye

Motion carried.

Item No. 7. Consider a motion to reconvene into open session:

At 8:01 P.M. a motion was made by Lienau seconded by Clove that the Village Board reconvene into open session. Another roll call vote was taken and the Board members voted in the following fashion:

Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Lienau – Aye

Motion carried.

Item No. 8. Consider a motion to take action if required:

No formal action was taken.

Adjournment:

A motion was made by Clove, seconded by Baker to adjourn the meeting of the Village Board at 8:05 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator

ORDINANCE NO. 245-111616

AN ORDINANCE AMENDING THE SISTER BAY OFFICIAL MAP, AND CREATING THE SISTER BAY MARKETPLACE PLANNED UNIT DEVELOPMENT

WHEREAS, THE VILLAGE BOARD OF THE VILLAGE OF SISTER BAY, WISCONSIN DOES ORDAIN AS FOLLOWS:

SECTION 1: THE FOLLOWING DESCRIBED PROPERTY IS HEREBY REZONED FROM DOWNTOWN BUSINESS (B-3) TO PLANNED UNIT DEVELOPMENT (PUD) AND SHALL BE SUBJECT TO THE SITE PLAN AND REQUIREMENTS INCORPORATED HEREIN:

ALL OF LOTS 1 AND 2, VOLUME 18 OF CERTIFIED SURVEY MAPS, PAGE 53, MAP NO. 2950 BEING PART OF LOT 12 AND 13, BLOCK 1, AND PART OF LOT 1, BLOCK 1, ALL BEING LOCATED IN THE VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, BEING A PART OF GOVERNMENT LOT 4 AND PART OF THE SOUTHWEST 1 4 OF THE SOUTHEAST 1 4 OF SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

COMMONLY REFERRED TO AS THE SISTER BAY MARKETPLACE DEVELOPMENT, AND FORMERLY KNOWN AS THE "BRAUN SITE", AND SAID PARCEL CONTAINS APPROXIMATELY 82,376 SQUARE FEET (1.89 ACRES).

SECTION 2: THE FOLLOWING REQUIREMENTS AND CONDITIONS ARE PLACED UPON THE PROPERTY DESCRIBED WITHIN THE LEGAL DESCRIPTION.

A. UNDERLYING ZONING: THE UNDERLYING ZONING DISTRICT SHALL BE DOWNTOWN BUSINESS (B-3).

B. CONFORMANCE WITH FINAL PUD PLANS: THE DEVELOPMENT OF THE SITE SHALL CONFORM TO THE APPROVED FINAL PUD PLANS, INCLUDING THE RECORDING OF THE UTILITY EASEMENTS PER THE APPROVED ENGINEERING PLANS.

C. PERMITTED USES: PERMITTED AND CONDITIONAL USES SHALL CONFORM TO THE DOWNTOWN BUSINESS (B-3) ZONING DISTRICT.

D. DEVELOPMENT STANDARDS: EXCEPT AS OTHERWISE INDICATED BY THE APPROVED FINAL PUD PLANS, ALL DEVELOPMENT SHALL CONFORM TO THE ZONING REQUIREMENTS FOR THE DOWNTOWN BUSINESS (B-3) ZONING DISTRICTS, INCLUDING REQUIREMENTS FOR IMPERVIOUS SURFACES, HEIGHT, AREA, PARKING AND OTHER ZONING STANDARDS.

E. PARKING: LOTS 1, 10 AND 11 ARE INTENDED TO FACILITATE PUBLIC USE AND ENJOYMENT OF THE VILLAGE'S WATERFRONT PARK, AND TO FACILITATE DEVELOPMENT OF LOTS 2,3,4,5,6,7,9, AND 12 OF THE MARKETPLACE DEVELOPMENT.

F. LANDSCAPING MAINTENANCE: PRIOR TO THE ISSUANCE OF A BUILDING PERMIT FOR EACH LOT, A LANDSCAPING MAINTENANCE PLAN SHOWING HOW THE LANDSCAPE MATERIALS WILL BE INSTALLED.

G. GREEN SPACE: LOTS 13 AND 14 ARE INTENDED TO PROVIDE A CENTRAL GREEN SPACE FOR THE USE AND ENJOYMENT OF THE SUBSEQUENT DEVELOPERS IN A PUBLIC FASHION. THIS SPACE IS NOT INTENDED FOR PRIVATE USE ONLY, AND LOT 6 PROVIDES A COMMON GATEWAY TO THE COMMON GREEN SPACE CREATED ON LOTS 13 AND 14. WHEN NOT EXPRESSLY OCCUPIED BY A DEVELOPER FOR A SPECIAL EVENT, SALE, OR OTHER SPECIAL ACTIVITY, THE PUBLIC MAY FREELY ENJOY THE USE OF THIS SPACE.

H. CONSTRUCTION EROSION AND STORMWATER CONTROL: PRIOR TO ISSUANCE OF ANY PERMITS FOR DEVELOPMENT, A CONSTRUCTION EROSION CONTROL AND DRAINAGE PLAN SHALL BE REVIEWED BY THE VILLAGE ENGINEER. THE PLAN SHALL ADDRESS (BUT NOT BE LIMITED TO) PROTECTING AREAS WHERE CREVICES ARE EXPOSED IN BEDROCK DURING SITE GRADING AND CONSTRUCTION ACTIVITIES FOR THE BUILDING, PARKING AREAS, AND EFFECTIVE STORMWATER MANAGEMENT.

I. STORMWATER COLLECTION SYSTEM: PRIOR TO ISSUANCE OF ANY PERMITS FOR DEVELOPMENT, ADJUSTMENTS TO THE STORMWATER COLLECTION SYSTEM SHALL BE SUBMITTED TO AND APPROVED BY THE VILLAGE ENGINEER, WITH SUCH ADJUSTMENTS TO INCLUDE MORE STORM INLETS, RELOCATION OF STORM INLETS, GRADING CHANGES OR A COMBINATION THEREOF.

J. GROUND SIGNS SHALL NOT BE ALLOWED, EXCEPT VILLAGE WAYFINDING OR TRAFFIC SIGNAGE.

K. RESERVED.

L. DEVELOPMENT AGREEMENT: PRIOR TO ANY CONSTRUCTION OR DEVELOPMENT ACTIVITY ON ANY LOT OF THE DEVELOPMENT, THE DEVELOPER AND THE VILLAGE SHALL ENTER INTO A DEVELOPMENT AGREEMENT WHICH ADDRESSES THE SPECIFICS OF THE DEVELOPMENT OF THE LOT.

Section 3 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 5 – Severability

If a Court of competent jurisdiction adjudges any section, clause, provision or portion of this Ordinance unconstitutional or invalid, the remainder of this Ordinance shall not be affected thereby.

Village of Sister Bay

Attest:

By: _____
David W. Lienau, President

Christine M. Sully, Clerk WCPC, MMC

Date Introduced: September 20, 2016

Date Adopted: _____

Publication Date: _____



STAFF REPORT

Date: March 31, 2026

To: Plan Commission

Re: Courtesy Review – Parking Requirements for Proposed Spa

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Receive/File

BACKGROUND INFORMATION

The Plan Commission is asked to conduct a courtesy review of off-street parking requirements associated with a potential spa proposed at 2335 Mill Road. This review is intended to provide early guidance to the applicant prior to formal site plan and zoning permit submittals. The proposed spa facility is approximately 2,500 sq. ft. and is expected to accommodate up to 20 patrons at peak usage.

APPLICABLE ZONING REGULATIONS

The subject property is located in the B-3 Downtown Business District, where spas, beauty salons, and licensed massage therapy facilities are listed as permitted commercial uses.

Loading Requirements (Sec. 66.0402):

One (1) loading space is required for commercial uses. A compliant loading area exists on Mill Road.

Parking Requirements (Sec. 66.0403):

The applicant is seeking to obtain consensus on the method of calculating the parking based on the determination that the proposed use would be either “retail sales and customer service uses, and places of entertainment” or “business/recreational uses”

- 1 space per 300 sq. ft. of floor area (2,500 sq ft → 8 spaces required)
- OR
- 1 space per 4 patrons (20 patrons → 5 spaces required)

The applicant is also seeking a B-3 District Parking Adjustment and the use of the Dorr Hotel lot as the location for the shared parking.

- B-3 District Parking Adjustment (Sec. 66.0404) [Seeking 3 space credit]

(1) Adjustments. In the R-2, B-1, B-2, B-3, P-1 and I-1 Districts, the minimum number of required parking spaces may be adjusted by the Plan Commission on a case-by-case basis. The petitioner for such an adjustment shall show to the satisfaction of the Plan Commission that adequate parking will be provided for customers, clients, visitors and employees. The following provisions and factors shall be used as a basis to adjust parking requirements.

- (a) *Availability of Shared Parking.* The petitioner shall submit written documentation to the satisfaction of the Plan Commission that off-site shared parking spaces are available within 400 feet of the lot line and within the same block to satisfy the parking demand. When a reduction of parking spaces attributable to shared parking is requested, the petitioner shall submit written verification that such parking is available and shall include copies of any contracts, joint lease agreements, purchase agreements and other such documentation to show that such shared parking can be accomplished. All such agreements shall be recorded in the office of the Door County Register of Deeds, at the applicant's expense, and a copy of the recorded agreement shall be filed with the Village Clerk. The off-site shared parking spaces shall be clearly posted for the joint use of employees, and/or tenants, or customers of each respective use sharing those spaces.

RECOMMENDED ACTION(S)

This is a courtesy review only. Staff recommends that the Plan Commission discuss the potential parking requirements for a spa in the B-3 District and provide general guidance to assist the applicant in preparing a future formal submittal.

ATTACHMENT(S)

1. Proposed Spa; 2335 Mill Rd, Sister Bay, WI

Proposed SPA

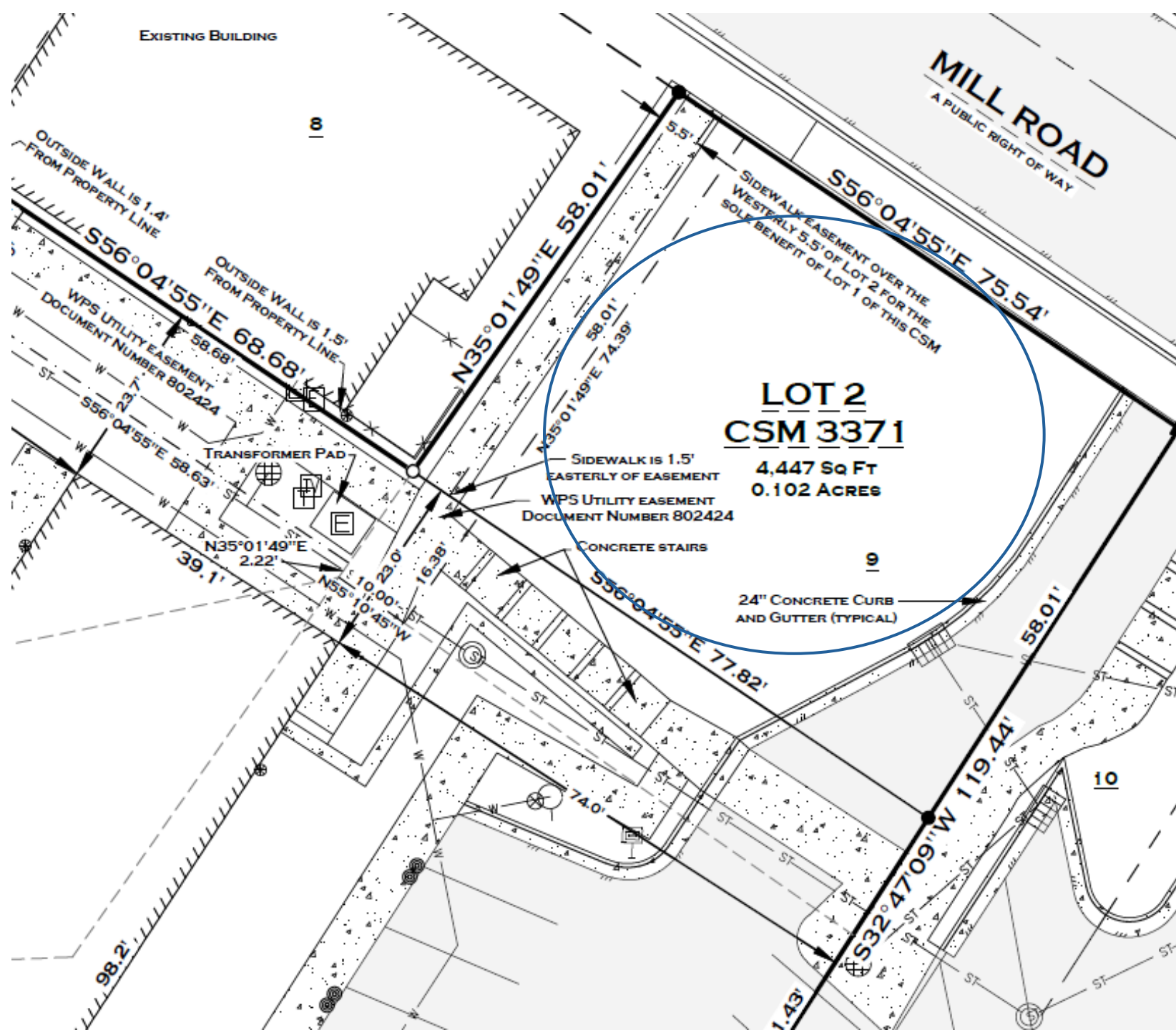
Proposed Location:

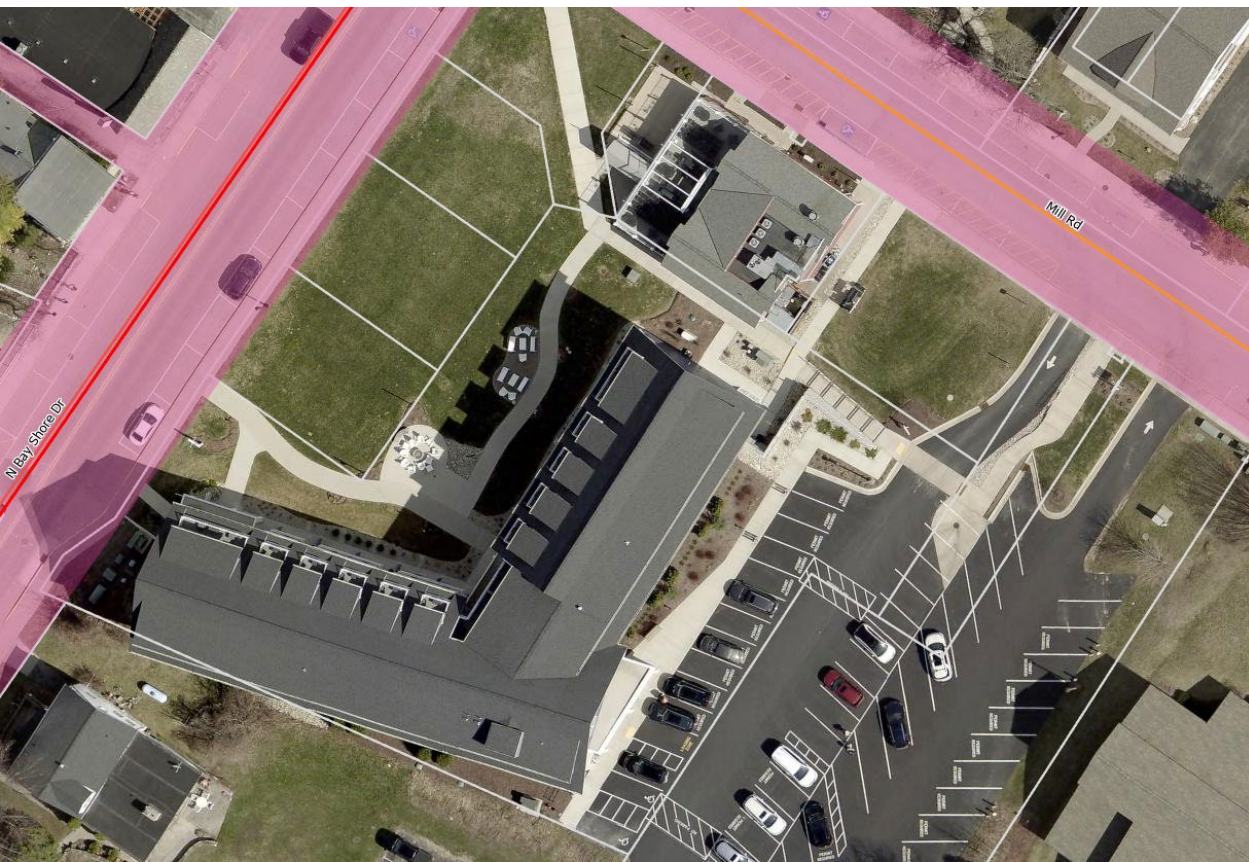
Address: 2335 Mill Rd, Sister Bay, WI

Ownership: The Dorr Hotel Holdings, LLC

Zoning: B-3 Downtown Business District







Sec. 66.0402 Loading Requirements

On every lot on which a business use is hereafter established, space with access to a public street or alley shall be provided as specified below for the loading and unloading of vehicles off the public right-of-way.

(1) Number of loading and unloading spaces required.

Gross Floor Area of Building	
In Square Feet	Number of Spaces
Under 5,000	1
5,000-24,999	2
25,000-49,999	3
50,000-99,999	4

- (a) For each additional 25,000 square feet (or fraction thereof) of gross floor area, one additional loading and unloading space shall be provided.
- (b) Each loading and unloading space shall have access to a public dedicated street or alley.
- (c) The minimum area for each loading and unloading space, excluding the area needed to maneuver, shall be 250 square feet.
- (d) At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public thoroughfare while the truck or van is being loaded or unloaded.

Sec. 66.0404 Adjustments to Required Parking

- (1) Adjustments. In the R-2, B-1, B-2, B-3, P-1 and I-1 Districts, the minimum number of required parking spaces may be adjusted by the Plan Commission on a case-by-case basis. The petitioner for such an adjustment shall show to the satisfaction of the Plan Commission that adequate parking will be provided for customers, clients, visitors and employees. The following provisions and factors shall be used as a basis to adjust parking requirements:
- (a) *Evidence That Actual Parking Demands Will Be Less Than Chapter Requirements.* The petitioner shall submit written documentation and data to the satisfaction of the Plan Commission that the operation will require less parking than the chapter requires.
- (b) Availability of Shared Parking. The petitioner shall submit written documentation to the satisfaction of the Plan Commission that off-site shared parking spaces are available within 400 feet of the lot line and within the same block to satisfy the parking demand. When a reduction of parking spaces attributable to shared parking is requested, the petitioner shall submit written verification that such parking is available and shall include copies of any contracts, joint lease agreements, purchase agreements and other such documentation to show that such shared parking can be accomplished. All such agreements shall be recorded in the office of the Door County Register of Deeds, at the applicant's expense, and a copy of the recorded agreement shall be filed with the Village Clerk. The off-site shared parking spaces shall be clearly posted for the joint use of employees, and/or tenants, or customers of each respective use sharing those spaces.

Code review on parking shows:

- 1 space loading requirement, available on Mill Rd
- 1 space per 300sqft; 2,500sqft=8 spaces
- 1 space per 4 patrons, max 20 patrons= 5 spaces
- 3 space B-3 district credit

Adjustments, shared parking with The Dorr hotel, spa primarily used by Hotel patrons

- (11) Retail Sales and Customer Service Uses, and Places of Entertainment. Except as specifically set forth below: One (1) space per 150 square feet of gross floor area of customer sales and service, plus one (1) space per employee for the work shift with the largest number of employees. In the B-3 District the requirement shall be one space per 300 square feet of gross floor area of customer sales and service, plus one space per employee for the work shift with the largest number of employees:

- (13) Business/Recreational Uses, Except as Specifically Set Forth Below. One (1) space per four patrons, plus one (1) space per employee for the work shift with the largest number of employees.

Plan Committee preliminary review-

March 31, 2026

2335 Mill Road, Sister Bay

The proposed use is a spa that would accommodate up to 20 patrons.

The property is in the B-3 Downtown Business District with a spa as a permitted use.

Code review on parking shows:

- 1 space loading requirement, available on Mill Rd
- 1 space per 300sqft; 2,500sqft=8 spaces
- 1 space per 4 patrons, max 20 patrons= 5 spaces
- 3 space B-3 district credit

Asking the Plan Committee to review the availability of shared parking with The Dorr hotel in accordance with section 66.0404(1) (b) to meet the parking requirements.

Parking is available within 400 feet of the lot to satisfy the parking demand.

Thank you in advance for this preliminary review.