



SPECIAL PLAN COMMISSION MEETING AGENDA

Monday, April 20, 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. Comments, Correspondence, and Concerns from the Public
4. Action Items:
 - a) Appeal the decision of the Zoning Administrator issuing a zoning permit on March 23, 2026 for 2613 South Bay Shore Drive, John Sawyer, 4,000 sq ft garage. Parcel# 181080005
 - b) Discuss and or appeal the decision of the Zoning Administrator issuing or not issuing a zoning permit to 10855 North Bay Shore Drive, Zarccone, 16X20 boathouse/storage shed. Parcel# 181270015
 - c) Discuss the history of the Sign Permit process and reaffirm or change
 - d) Discuss the sign permits approved by the Zoning Administrator
 - i) 10590 Country Walk Unit 4, Bay Birch Gallery
 - ii) 10663 North Bay Shore Drive, Savor approved February 11, 2026
 - iii) 10635 North Bay Shore Drive, Juicy Burgers approved February 16, 2026
 - e) Discuss and/or appeal the decision of the Zoning Administrator issuing a permit to 2363 Mill Road unit 1, Sweetlana's Gelato, approved March 27, 2026 Parcel# 181520001
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
8. 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

Posted On:



AGENDA ITEM

Date: April 20, 2026

To: Plan Commission

Re: 4.a. 2613 South Bay Shore Drive, John Sawyer Parcel# 181080005

Author(s): [Sarah Bertges]



COMMUNICATION

Date: March 12, 2026

Mr. John Sawyer,

Thank you for submitting the Standard Zoning Permit Application, in regard to parcel 181-08-0005 (2613 S Bayshore Drive, Unit E), for a storage garage.

Please note that this communication is regarding Zoning, and you will need to contact the Village of Sister Bay's ("Village") contracted Building Inspector, Brett Guilette of Inspection Specialists, LLC, for building permits. Building permits are required for garages over 120 sq. ft.

According to the Village, a garage in a B-1 (General Business) District is considered an accessory structure. The site plan for the parcel includes the designation for this structure and will not require Plan Commission approval, unless the structure is shifted from the designated area of the site plan. In addition, the garage is an allowable use, provided it is not rented or leased to anyone other than the property owner and may not include a

Further, the setback requirements are to be 10 feet from other structures, 10 feet from the side lot lines, and 20 feet from the rear lot line. According to the provided site plan, the proposed development would meet the required setback requirements.

Lastly, note that the garage must be visually compatible and complementary to the principal building.

Regards,

Benjamin Andrews,
Village Administrator



Village of Sister Bay

ZONING PERMIT

Issued to/Landowner: John Sawyer

Property Location: 2613 S Bayshore Drive, Unit E (181-08-0005)

Project Approved: 40' x 100' garage structure; approved for site plan.

Conditions: A Building Permit may be required for this project - please contact the Building Inspector, copied.

Date: 03/23/2026

Issued by: Benjamin Andrews, Village Administrator

Copies: (John Sawyer) johnsawyer76@gmail.com; Brett Guilette, Building Inspector

Sent electronically to: johnsawyer76@gmail.com; brettg.isllc@gmail.com

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.

VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000591

Mar 3, 2026

John Sawyer

Previous Balance:		.00
LICENSES AND PERMITS - 2613 SBSD Unit E - Sawyer		500.00
Total:		500.00
CHECK - GENERAL FUND	Check No: 3260	500.00
Total Applied:		500.00
Change Tendered:		.00

03/03/2026 3:13 PM



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

▼ THIS AREA FOR OFFICE USE ONLY ▼	
Zoning Permit Fee: \$500.00	Permit Issued Date: 03/23/2026

pd 3/3/26

Standard Zoning Permit Application

NAMES & MAILING ADDRESSES

Applicant's Name: (Property Owner) John J Sawyer	Contractor Name: John J Sawyer
Street Address Behind 2613 S. Bayshore Drive Unit E	Street Address 7590 Sunny Pt Rd
City • State • Zip Code Sister Bay WI 54235	City • State • Zip Code Egg Harbor WI 54209
Home Phone -	Business Phone -
Cell Phone 920 421 0190	Cell Phone 920 421 0190
Email johnsawyer76@gmail.com	Email johnsawyer76@gmail.com
Parcel Identification Number (PIN) 2613 S. Bayshore Dr. Unit E	Is this property connected to public water? ☐ No ☒ Yes
Street Address of Property in Sister Bay	Is this property connected to public sewer? ☐ No ☒ Yes

PROPOSED PROJECT

Type of Construction	Project Details
(Please check/complete ALL that apply below)	Lot Size(Ft.): 150 by 402
☐ Home ☐ Pool ☐ Commercial	Total Lot Area (Sq. Ft.) 60,347
☐ Fence ☐ Single family ☐ Attached Garage	Building Length 100 Building Width 40
☐ Deck ☐ Multi-family ☒ Detached Garage	Building Footprint (Sq. Ft.) 4000 sq ft
☒ Shed ☐ Boathouse ☐ Addition (Describe below)	Number of Stories 1
☐ Other	Height (Roof Peak) (Primary Roof)
Please Provide a Brief Description of Your Project:	Type of Construction wood frame
40x100 storage Garage	w/ metal roof + siding
	Estimated Cost \$ 130,000

Please attach all the plans listed on the attached sheets.

CERTIFICATION

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

Signature

Date 3/3/2026

♦ AREA BELOW THIS LINE FOR OFFICE USE ONLY ♦

☒ APPROVED ☐ DENIED Plan Commission Review Date: N/A	Zoning Administrator: [Signature] CONDITIONS OF APPROVAL:	Date: 03/23/2026
Utilities Approval:		
Utilities Representative Date:	Estimated Impact Fee: (Based on information provided by builder)	



SISTER BAY PROJECT CHECKLIST

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.**

PLEASE SEE THAT THE REQUIRED FEE IS SUBMITTED ALONG WITH YOUR ZONING PERMIT APPLICATION. IF YOU HAVE ANY QUESTIONS REGARDING WHAT THAT FEE WILL ACTUALLY BE, PLEASE CONTACT THE ADMINISTRATIVE ASSISTANT, AT 920-854-4118.

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

SITE PLAN

IF YOU ALREADY HAVE THE PLAN PREPARED ON ANOTHER SHEET ATTACH IT INSTEAD.

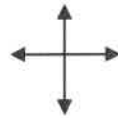
INSTRUCTIONS

- 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:

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Well ● Adjacent Buildings ● Edge Of Lake/Stream/Wetland ● Easements | <ul style="list-style-type: none"> ● 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 or wetland (North Arrow)

Side Property Line

Side Property Line

per Attached survey
and part of the Erickson & Sawyer
Condominium Declaration, Bylaws + Recorded
Certificate map

☐ Right-of-Way Line of Road/Highway ☐

☐ Center(line) Of Road/Highway ☐

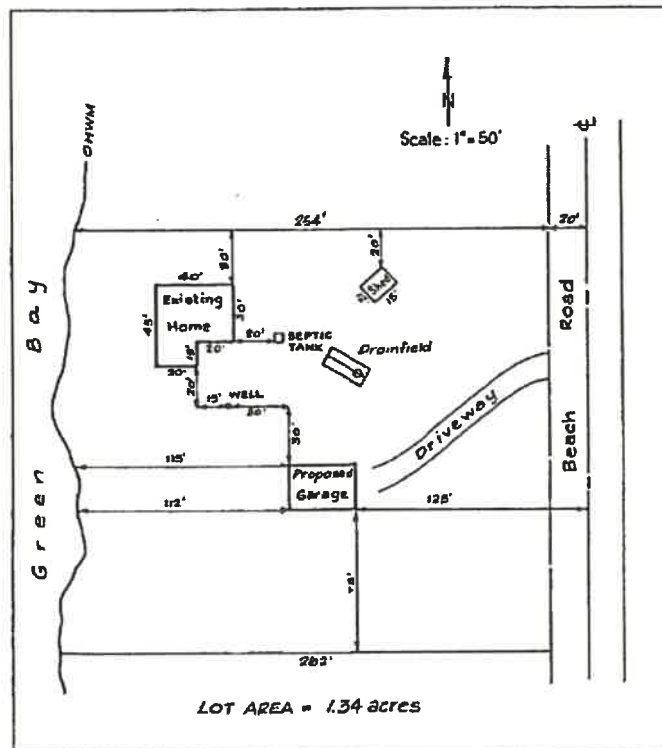
Name Of Road/Highway

42



SITE PLAN EXAMPLE

- 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 areas, and driveways.
 - 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.





WETLAND NOTICE AND ACKNOWLEDGEMENT

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

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

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

Print Property Owner Name John J. & Jezebelynn R Sawyer Trust

Property Owner Signature / Date [Signature] 3/3/26

Property Identification Number 181086005

Address of property / parcel 2613 S. Bayshore Drive Unit E

Quick Reference Official's Contact List:

BENJAMIN ANDREWS – Zoning Administrator - E-Mail: administrator@sisterbaywi.gov / Tele: 920-421-4457

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

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

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308



RECEIVED
MAR 03 2026
BY:

V SISTER BAY TREASURER
VOLODYMYR (VLAD) GANNIK
PO BOX 769
SISTER BAY WI 54234-0769

Please inform the treasurer of any address change.

JOHN J & JACQUELYNN R SAWYER TRUST
7590 SUNNY POINT RD
EGG HARBOR WI 54209

HOURS: MON-THURS 7AM-430PM, FRIDAY
7AM-11AM, CLOSED 12/24-12/25/2025 AND
1/1/2026

Property Address

2613 S BAY SHORE DR UNIT E

STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2025

VILLAGE OF SISTER BAY
DOOR COUNTY

BILL NO. 31821

Correspondence should refer to parcel number

PARCEL#: 181080005

ALT. PARCEL #: 15 181 4 31 28 07 1 02 000

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.
5,000		5,000	0.8988	5,600		5,600

A star in this box means unpaid prior year taxes

Taxing Jurisdiction	2024 Est. State Aids Allocated Tax Dist.	2025 Est. State Aids Allocated Tax Dist.	2024 Net Tax	2025 Net Tax	% Tax Change	Gross Property Tax	First Dollar Credit	Lottery Credit	Net Property Tax
DOOR COUNTY	99,915	96,319	13.42	12.32	-8.2%	49.99			49.99
VILLAGE OF SISTER BAY	210,182	204,785	26.18	24.28	-7.3%	49.99			49.99
N.W.T.C.	495,696	488,051	3.12	2.95	-5.4%				
GIBRALTAR SCHOOL	129,416	142,957	11.90	10.44	-12.3%				

Total

935,209 932,112 54.62 49.99 -8.5%

First Dollar Credit
Lottery & Gaming Credit
Net Property Tax

54.62

School taxes reduced by school levy tax credit \$2.43
IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.
643726 593424 593087 593086 486442
SEC 07, T 31 N, R 28 E, NW1/4 of NE1/4
ERICKSON-SAWYER CONDO UNIT E DESC
IN-DECLARATION VOL 460-PG 859 NW1/4
NE1/4 SEC 7-31-28 SUBJ TO HWY ESMT
REC'D 883/ 896.

FOR INFORMATIONAL PURPOSES ONLY
- Voter Approved Temporary Tax Increases
Taxing Jurisdiction
GIBRALTAR SCHOOL

Total Additional Taxes Applied to Property Increase Ends
387,001.78 2.34 2038

SEE REVERSE
SIDE FOR
IMPORTANT
INFORMATION

RETAIN THIS
PORTION AS
YOUR COPY

TOTAL DUE FOR FULL PAYMENT
PAY BY January 31, 2026

\$ 49.99

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

PA-685/3 (R. 8-15)



FOREST
CONSTRUCTION INC.

106 Prairie Ln • Luxemburg, WI 54217
Phone: 920-845-2302

Sales Proposal

John Sawyer
(920)421-0190
johnsawyer@gmail.com

BUILDING SPECIFICATIONS: 40'W X 100'L X 14'H

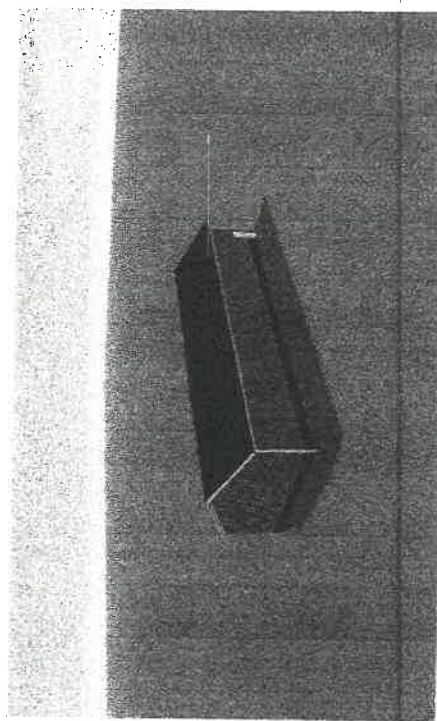
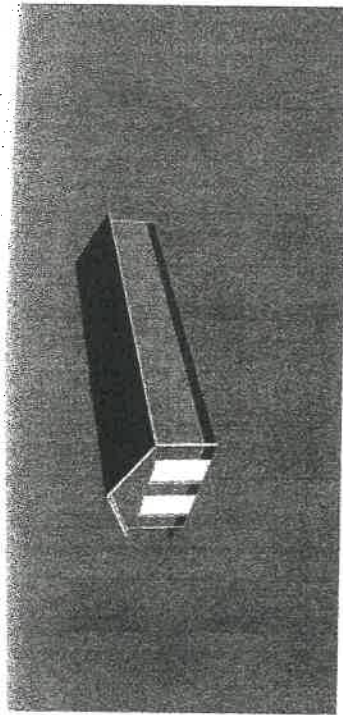
40' Pre-engineered 4/12 Wood Trusses 6' over Standard Bottom Chord
2' Overhang with 16" x 24" Vented Soffit
SPF 2 X 6 with Stud Spacing of 2'
SPF 2 X 4 Roof Purlins on Edge 2' O.C.
SPF 2 X 4 Wall Girts 3' O.C.
PT 2 X 6 .60 #2 SYP Bottom Plate

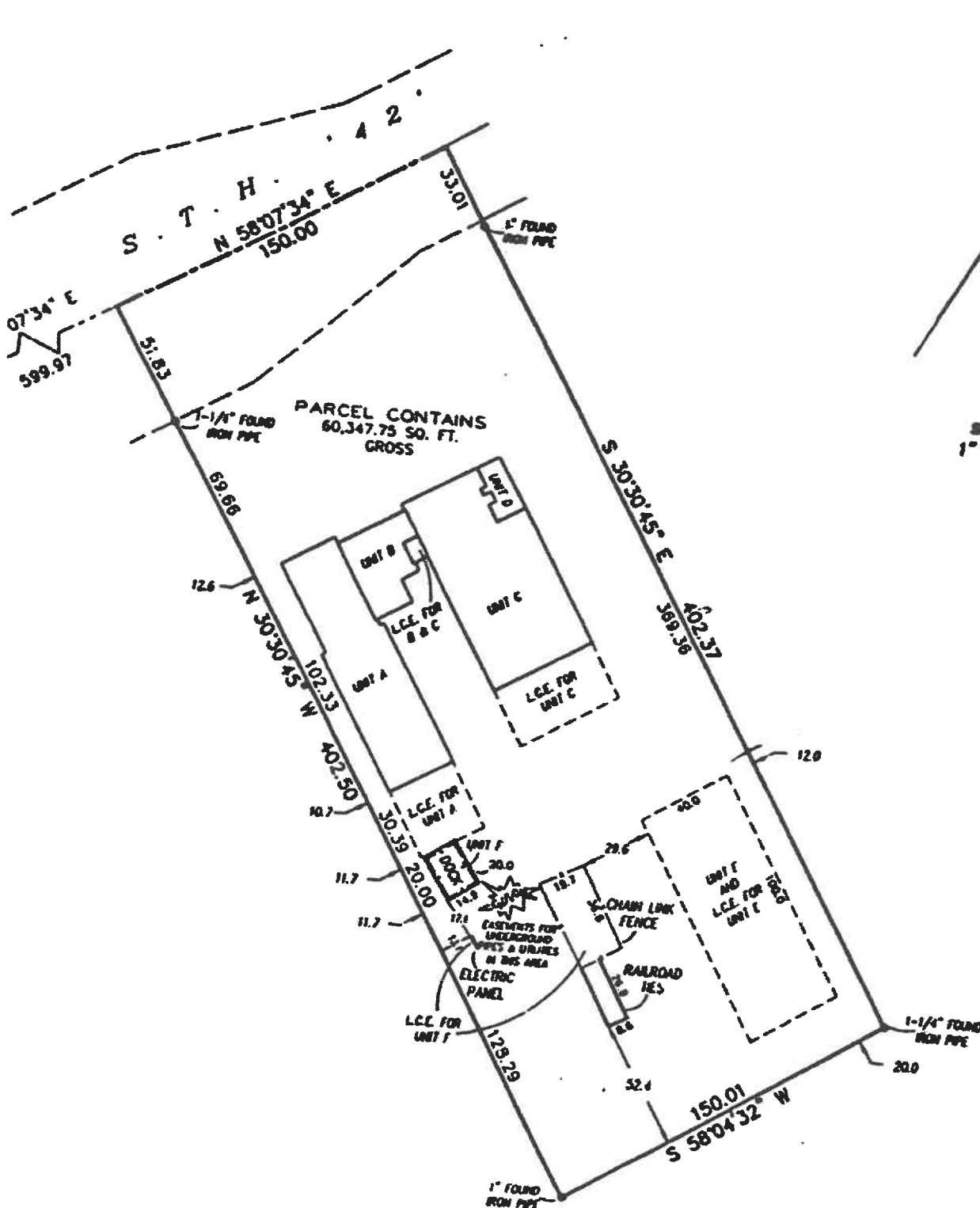
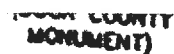
SIDING AND ROOF

Grandrib 3 Roof 29 Ga.
Grandrib 3 Walls 29 Ga.
Grandrib 3 Wainscot 29 Ga.
29 Ga. Siding Trim

DOOR, WINDOW AND CUPOLA DETAIL

2 - 10' X 12' MVP LR Insulatd overhead door
1 - 36" Steel insulated walk door with foam insulated jambs



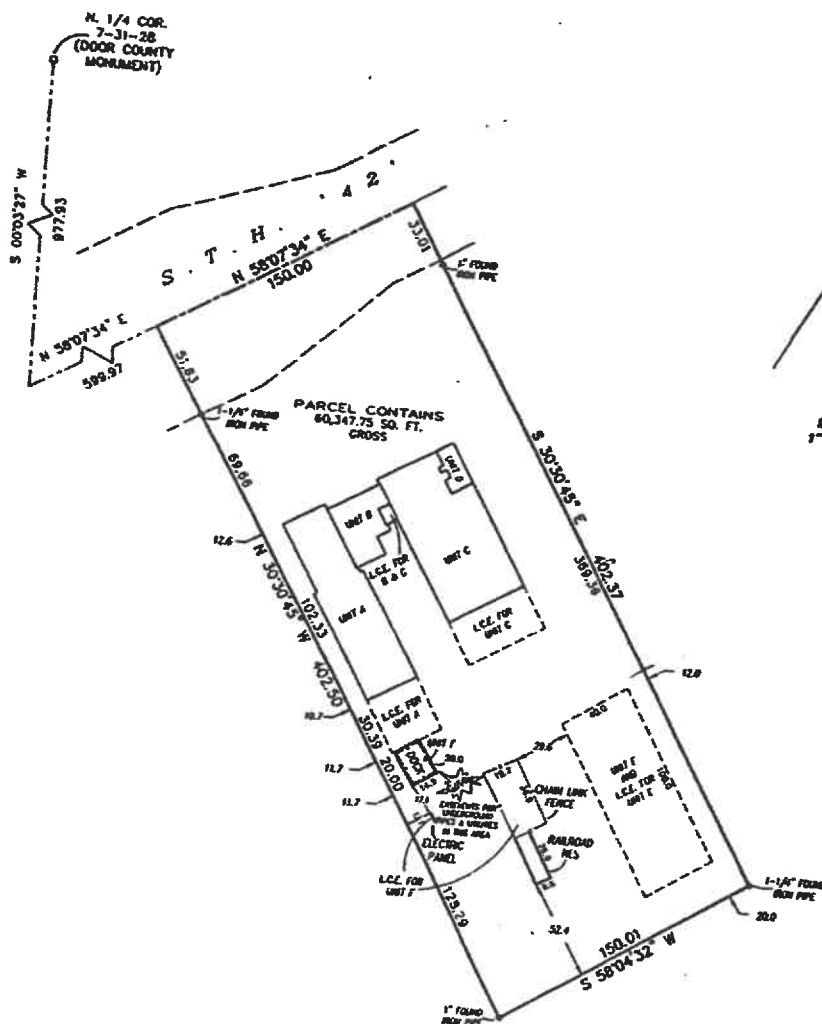


RECEIVED
MAR 03 2026
BY:



SECOND AMENDED PLAT
ERICKSON - SAWYER
CONDOMINIUM

LOCATED IN:
 THE N.W. 1/4 OF THE N.E. 1/4
 T. 31 N., R. 28 E.
 VILLAGE SISTER BAY,
 DOOR COUNTY, WISCONSIN.



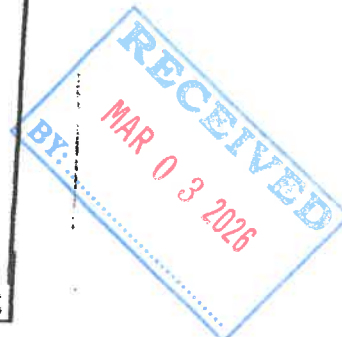
I, JOHN S. BAUGHMAN, REGISTERED LAND SURVEYOR FOR BAUGHMAN INCORPORATED DO HEREBY CERTIFY THAT WE HAVE SURVEYED THE CONDOMINIUM DESCRIBED ON ATTACHED SHEET, AND THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF, AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES THEREON, BOUNDARY FENCES, APPARENT EASEMENTS, ROADWAYS AND VISIBLE ENCROACHMENTS, IF ANY.

I FURTHER CERTIFY THAT I AM A LICENSED LAND SURVEYOR AUTHORIZED TO PRACTICE THAT PROFESSION IN THIS STATE AND THAT THE CONDOMINIUM PLAT TO WHICH THIS CERTIFICATE IS AFFIXED IS A CORRECT REPRESENTATION OF THE CONDOMINIUM DESCRIBED AND THAT THE IDENTIFICATION AND LOCATION OF EACH UNIT OF THE CONDOMINIUM AND COMMON ELEMENTS THEREOF CAN BE DETERMINED FROM THE PLAT.

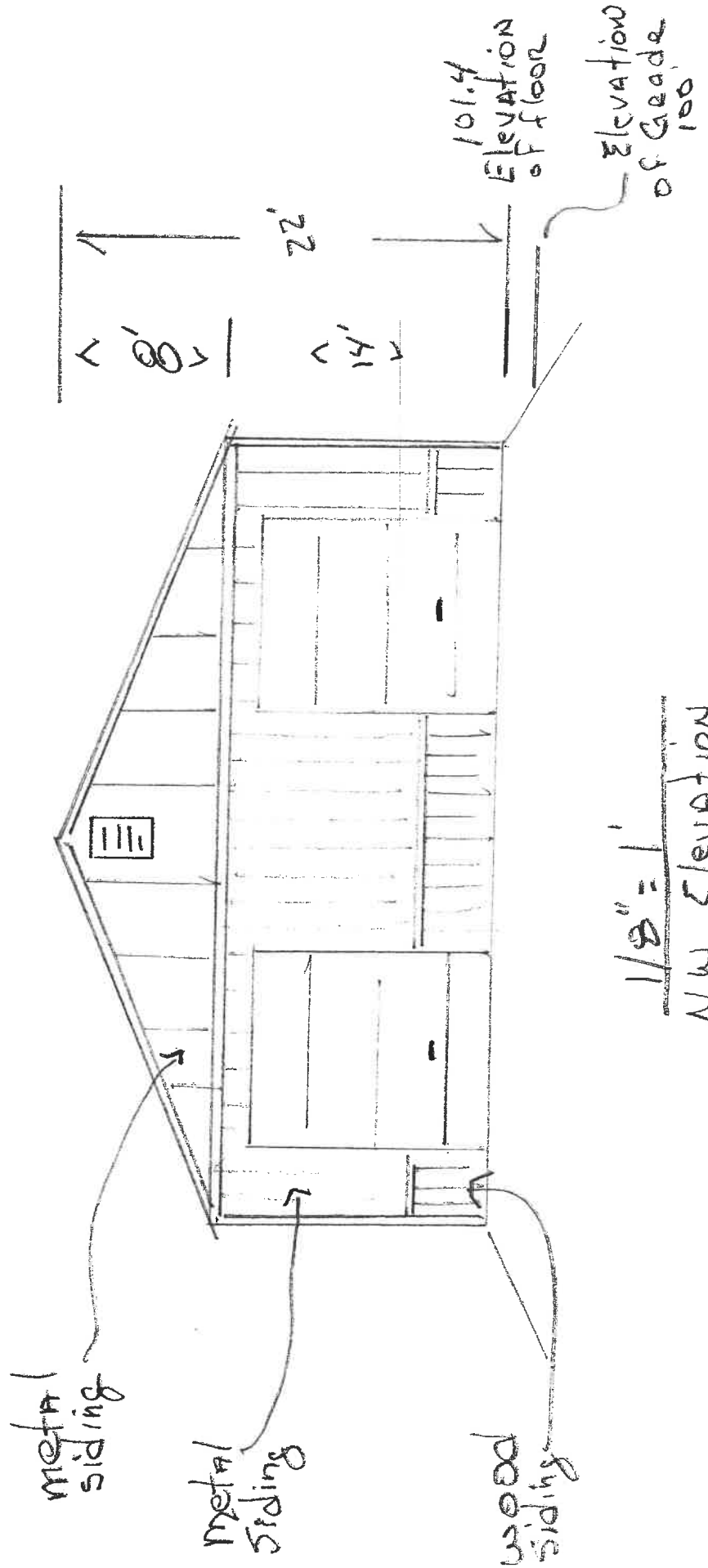
THIS SURVEY IS MADE FOR THE PRESENT OWNERS OF THE PROPERTY AND ALSO THOSE WHO PURCHASE, MORTGAGE OR GUARANTEE TITLE THERETO FOR ONE YEAR HEREOF.

DATED 12-13-95

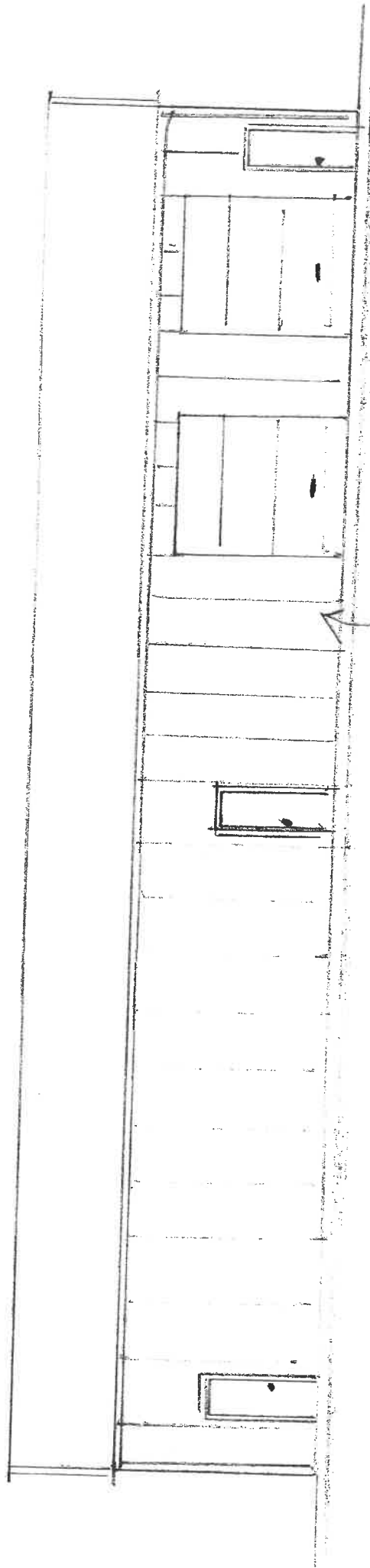
John S. Baughman
 JOHN S. BAUGHMAN, RLS 1576



RECEIVED
MAR 03 2026
BY:



1/8" = 1'
NW Elevation
Facing Hwy 42'



- 5" floating slab
- 14' side walls
- Total Height of Bldg 22' from top of slab

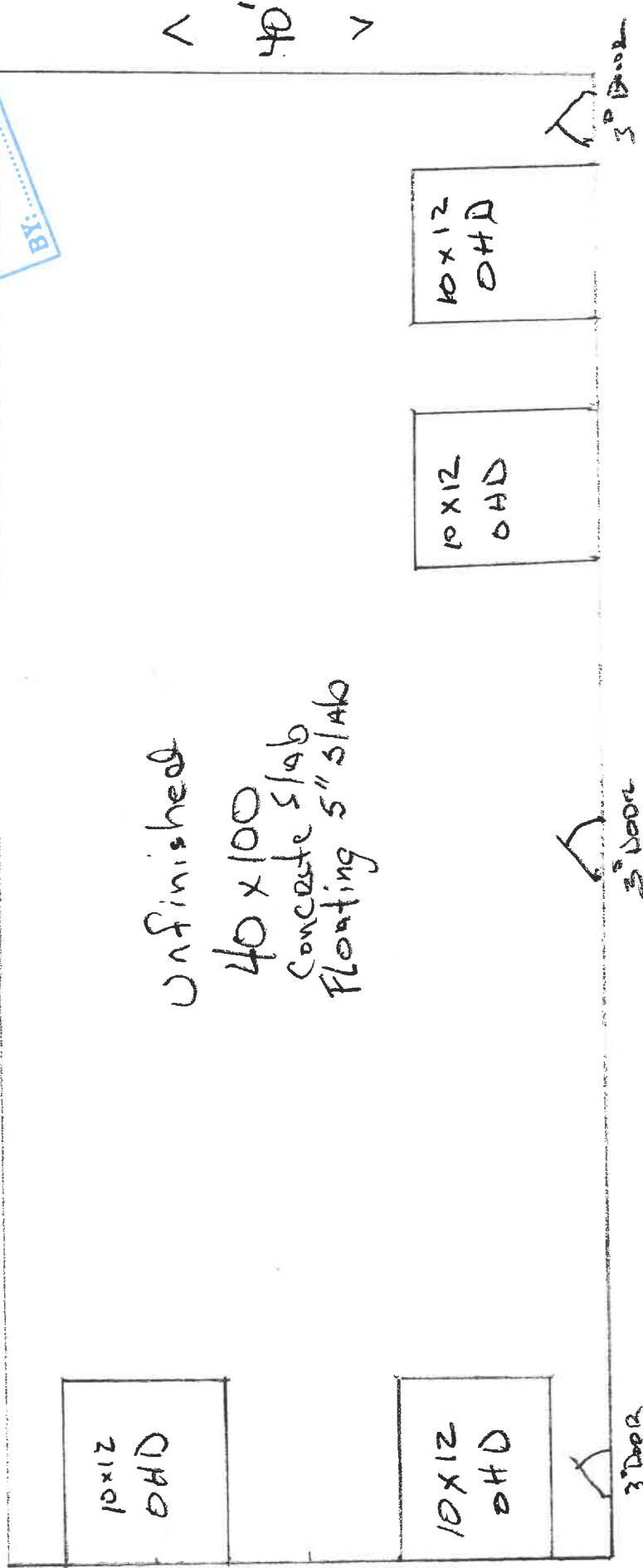
40' x 100'
3/32 = 1'

SW Elevation

Facing Gravel Packing Area behind Units A, B, C, D
Area is Surrounded by Cedar Trees

← 100 →

RECEIVED
MAR 03 2020
BY:



1st
7 floor Plan
40 x 100

3/32 = 1'



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

▼ THIS AREA FOR OFFICE USE ONLY ▼	
Zoning Permit Fee:	Permit Issued Date
\$25.00	6-8-22

Standard Zoning Permit Application

Paid 6-8-22 - Check
 No. 1067 - \$25.00 (R)

NAMES & MAILING ADDRESSES

Applicant's Name: (Property Owner) <u>Stoyan Dimitrov</u>	Contractor Name: <u>same</u>
Street Address <u>11579 Beach Rd Sister Bay WI</u>	Street Address
City • State • Zip Code <u>920 854 0157</u>	City • State • Zip Code
Home Phone <u>same</u>	Business Phone
Cell Phone	Cell Phone
Email <u>STOYAN.DIMITROV3@gmail.com</u>	Email
Parcel Identification Number (PIN) <u>2613 S. Bayshore dr. unit 5 Sister Bay, WI</u>	Is this property connected to public water? ☐ No ☐ Yes
Street Address <u>181-08-0006</u>	Is this property connected to public sewer? ☐ No ☐ Yes

PROPOSED PROJECT

Type of Construction	Project Details
(Please check/complete ALL that apply below)	Lot Size (Ft.): <u>15 ft</u> by <u>20 ft</u>
☐ Home ☐ Pool ☒ Commercial	Total Lot Area (Sq. Ft.) <u>300</u>
☐ Fence ☐ Single family ☐ Attached Garage	Building Length <u>20 ft</u> Building Width <u>15 ft</u>
☐ Deck ☐ Multi-family ☐ Detached Garage	Building Footprint (Sq. Ft.) <u>300</u>
☒ Shed ☐ Boathouse ☐ Addition (Describe below)	Number of Stories
☐ Other	Height (Roof Peak) (Primary Roof)
	Type of Construction <u>stick</u>
<u>Storage shed will be built on existing concrete slab that was</u>	Estimated Cost \$ <u>8000</u>
<u>by Lakeside</u>	

Please attach all the plans listed on the attached sheets.

CERTIFICATION

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

Signature [Signature] Date May 6 2022

♦ AREA BELOW THIS LINE FOR OFFICE USE ONLY ♦

☒ APPROVED ☐ DENIED	Zoning Administrator: <u>Arny Bennett</u> Date: <u>05/13/22</u>
Plan Commission Review Date: _____	CONDITIONS OF APPROVAL: Should be 10' from other structures, 10' from side lot lines and 20' from rear lot line. Subject to any required building permits. Approval by Plan Commission required if not part of original site plan approval. Conform to established architectural appearance of primary buildings on lot.
Utilities Representative: _____	
Date: <u>5-31-22 - STAFF</u>	(Based on information provided by builder)
	<u>neighbors conf. that concrete slab was part of original site plan approval.</u>

SITE PLAN

IF YOU ALREADY HAVE THE PLAN PREPARED ON ANOTHER SHEET ATTACH IT INSTEAD.

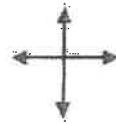
INSTRUCTIONS

- 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:

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Well ● Adjacent Buildings ● Edge Of Lake/Stream/Wetland ● Easements | <ul style="list-style-type: none"> ● 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 or wetland
(North Arrow)

propane

electric panel

over the ground hose

20'

15'

Existing Cement
Slab

Side Property Line
Side Property Line

▲ Right-of-Way Line of Road/Highway ▲
Width _____

▼ Center(line) Of Road/Highway ▼

Name Of Road/Highway _____



WETLAND NOTICE AND ACKNOWLEDGEMENT

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

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

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

Print Property Owner Name Stosan Dimitrov

Property Owner Signature / Date [Signature] May 6th 2022

Property Identification Number 181-08-0006

Address of property / parcel 2613 S. Basshore dr. Sister Bay
WI - 54234

Quick Reference Official's Contact List:

BEAU BERNHOFT – Zoning Administrator - E-Mail: beau.bernhof@sisiterbaywi.gov / Tele: 920-421-4457

KARA KROLL – Utility Clerk - E-Mail: kara.kroll@sisiterbaywi.gov / Tele: 920-854-4418

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

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308

2613 s bayshore dr . Storage building

Stoyan Dimitrov <stoyan@peninsulapainting.net>

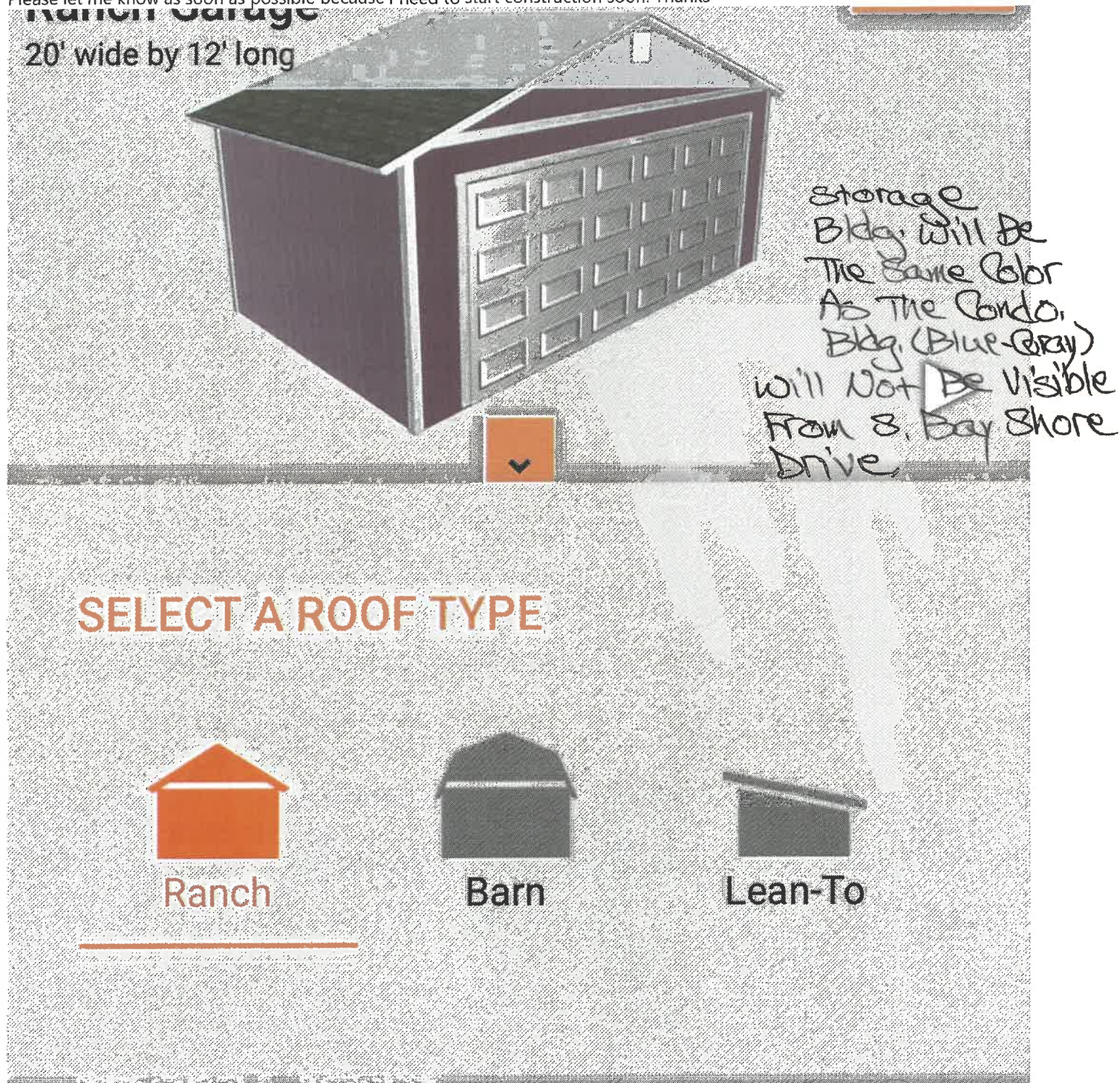
Wed 5/25/2022 11:13 AM

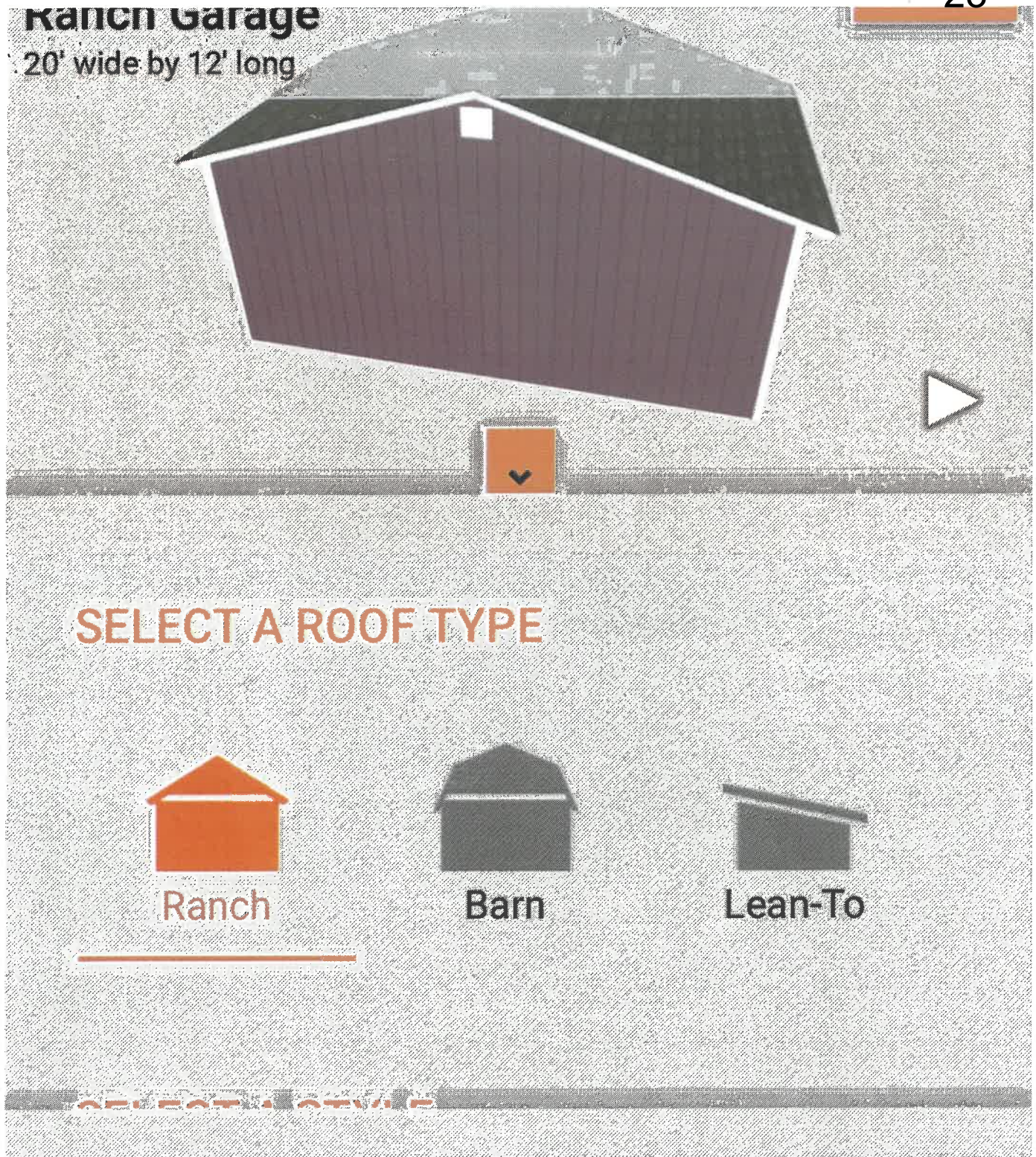
To: Janal Suppanz <janal.suppanz@sisterbaywi.gov>

Hi Janal,

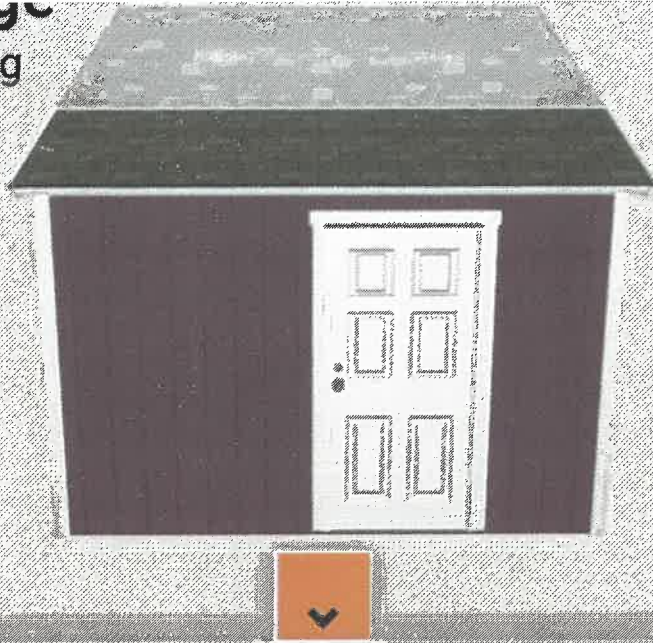
Below are the pictures of the actual building .

Please let me know as soon as possible because I need to start construction soon. Thanks





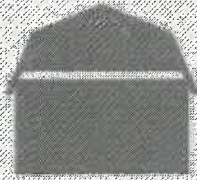
Ranch Garage
20' wide by 12' long



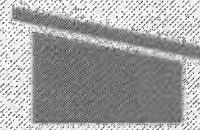
SELECT A ROOF TYPE



Ranch



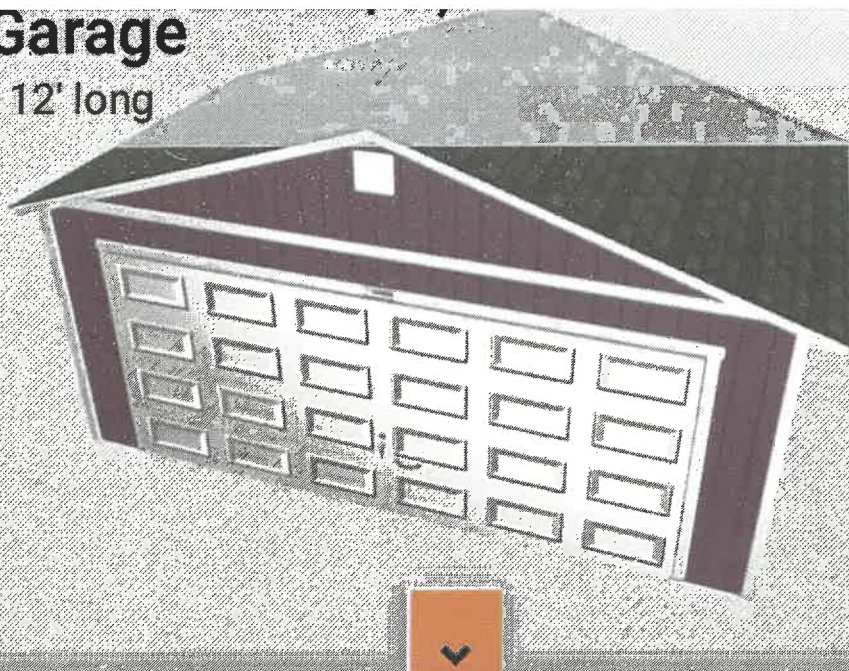
Barn



Lean-To

Ranch Garage

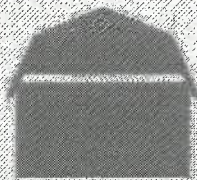
20' wide by 12' long



SELECT A ROOF TYPE



Ranch



Barn



Lean-To

Stoyan Dimitrov

RE: Here is Another Zoning Permit App.

Amy Bennett <abennett@msa-ps.com>

Fri 5/13/2022 1:24 PM

To: Janal Suppanz <janal.suppanz@sisterbaywi.gov>

Hi Janal!

Please see attached shed permit. It may have to go to Plan Commission if it was not part of the approved site plan since the proposed shed is 300 sq. ft. prior to the Zoning Permit being issued. I added a note on the permit.

Will there be any PC items for me to review for May 24?

Thank you!

Amy

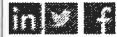


Amy L. Bennett, AICP | Senior Planner

MSA Professional Services, Inc.

100% Employee Owned

414.251.4189



From: Janal Suppanz <janal.suppanz@sisterbaywi.gov>

Sent: Thursday, May 12, 2022 1:02 PM

To: Amy Bennett <abennett@msa-ps.com>

Subject: Here is Another Zoning Permit App.

Hi Amy:

As per Rob Zoschke's request I'm forwarding a Zoning Permit App. that we received from Stoyan Dimitrov for a shed he would like to construct on the property at 2613 S. Bay Shore Drive.

If you have any questions or need anything further please don't hesitate to contact me.

Thanks much!!!!

Janal Suppanz

Administrative Assistant

Village of Sister Bay

2383 Maple Drive

P.O. Box 769

Sister Bay, WI 54234

Phone 920-854-4118

Fax 920-854-9637

janal.suppanz@sisterbaywi.gov

To Access The Village's Website: www.sisterbaywi.gov

Here is Another Zoning Permit App.

Janal Suppanz <janal.suppanz@sisterbaywi.gov>

Thu 5/12/2022 1:02 PM

To: Amy Bennett <abennett@msa-ps.com>

 1 attachments (315 KB)

DIMITROV Zoning Permit App. - SHED.pdf;

Hi Amy:

As per Rob Zoschke's request I'm forwarding a Zoning Permit App. that we received from Stoyan Dimitrov for a shed he would like to construct on the property at 2613 S. Bay Shore Drive.

If you have any questions or need anything further please don't hesitate to contact me.

Thanks much!!!!

Janal Suppanz

Administrative Assistant

Village of Sister Bay

2383 Maple Drive

P.O. Box 769

Sister Bay, WI 54234

Phone 920-854-4118

Fax 920-854-9637

janal.suppanz@sisterbaywi.gov

 Proud Member Logo

To Access The Village's Website: www.sisterbaywi.gov

To Access Meeting Agendas and Official Documents: <http://www.sisterbaywi.info/Agendas/Forms/AllItems.aspx>

For Sister Bay Tourism Information: <https://www.sisterbay.com/>

RE: Here's Another Zoning Permit App.

Rob Zoschke <villagepresident@sisterbaywi.gov>

Tue 5/10/2022 2:34 PM

To: Janal Suppanz <janal.suppanz@sisterbaywi.gov>

Yes, that would be great. Thanks Janal. Rob

From: Janal Suppanz <janal.suppanz@sisterbaywi.gov>**Sent:** Friday, May 6, 2022 3:02 PM**To:** Rob Zoschke <villagepresident@sisterbaywi.gov>**Subject:** Here's Another Zoning Permit App.

Hi Rob:

A few minutes ago Stoyan Dimitrov brought in the attached Zoning Permit Application for a shed he would like to put on the cement slab that is behind the Champeau Flooring Building. (He owns one of the units in that building as well as the cement slab, and would like to put up the shed because he's running out of storage space in his unit.)

Do you want me to forward the application to Amy for review?

Thanks!!!!

Janal Suppanz

Administrative Assistant

Village of Sister Bay

2383 Maple Drive

P.O. Box 769

Sister Bay, WI 54234

Phone 920-854-4118

Fax 920-854-9637

janal.suppanz@sisterbaywi.gov Proud Member LogoTo Access The Village's Website: www.sisterbaywi.govTo Access Meeting Agendas and Official Documents: <http://www.sisterbaywi.info/Agendas/Forms/AllItems.aspx>For Sister Bay Tourism Information: <https://www.sisterbay.com/>

**AGENDA ITEM****Date:** April 20, 2026

To: Plan Commission

Re: 4.b. 10855 North Bay Shore Drive, Zarcone, Parcel# 181270015

Author(s): [Sarah Bertges]

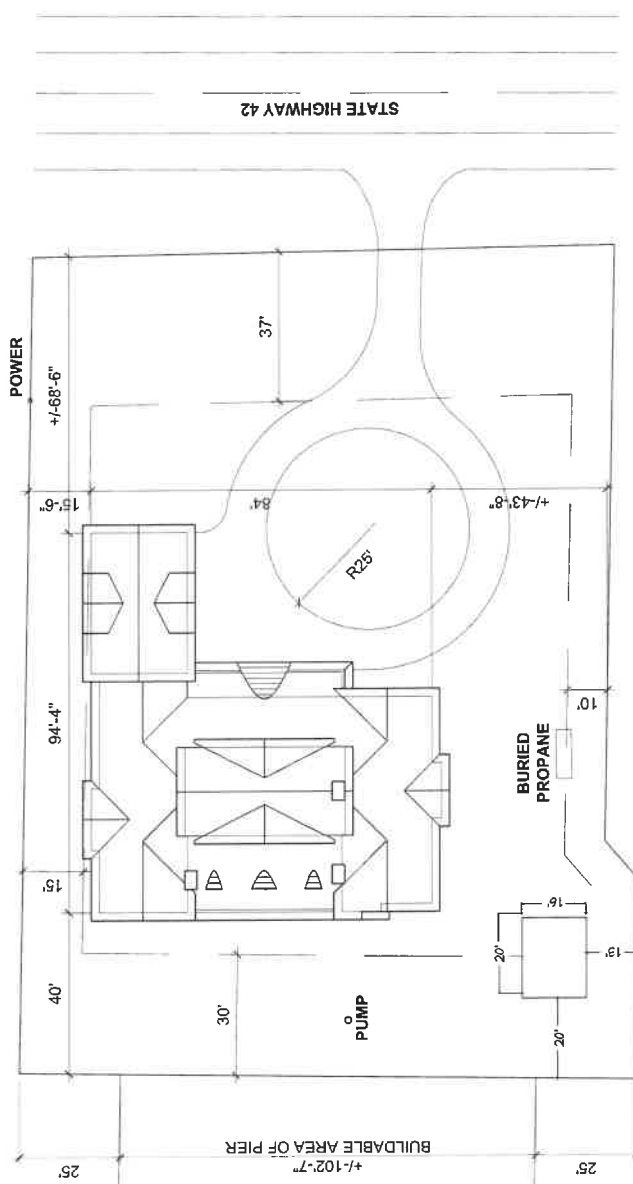
A1.1

SITE PLAN

RECEIVED

MAR 20 2026

BY:



IMPERVIOUS SURFACE CALCULATION	
PRIMARY RESIDENCE	6,390 SQ. FT.
BATHHOUSE	480 SQ. FT.
DRIVEWAY	4,800 SQ. FT.
TOTAL	11,622 SQ. FT.
LOT SIZE	29,900 SQFT
IMPERVIOUS SURFACE	38.9%

THE ARCHITECT MAKES NO CLAIM TO THE
ACCURACY OF THIS DRAWING, ZARCONI PROPERTY
INFORMATION SUPPLIED BY PENINSULA LAND
CONSULTANTS LLC.

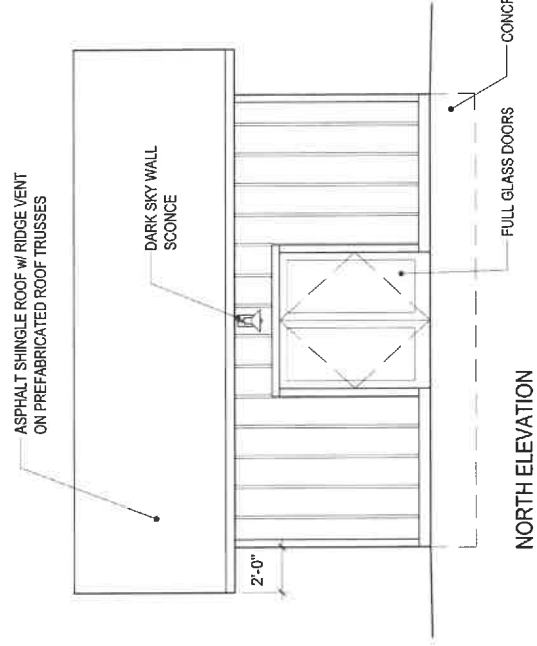
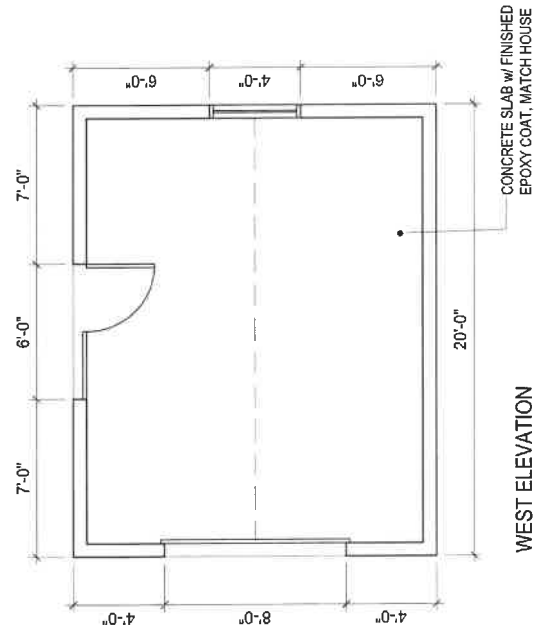
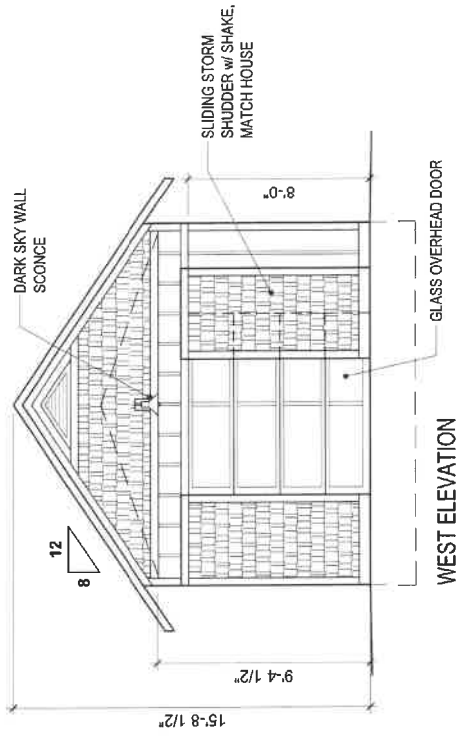
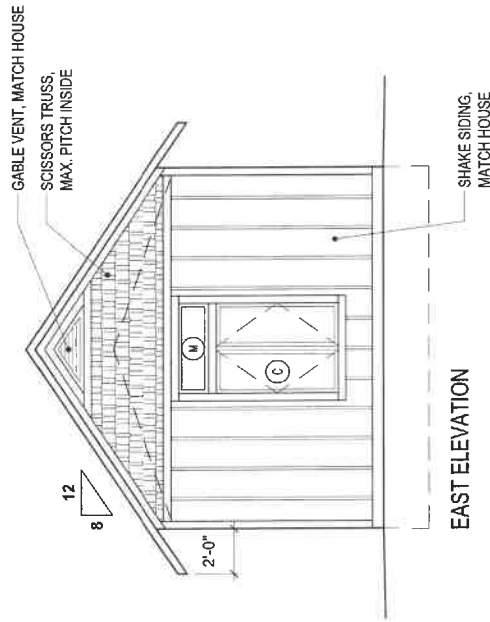
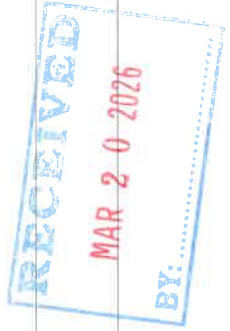
ZARCONI RESIDENCE

FEBRUARY 10, 2026
SCALE: 1" = 30'

M.G. KICKBUSH
DESIGN & CONSULTING LLC

P.O. Box 31 WASHINGTON ISLAND, WI 54246
TEL: 414.305.8984

B1.2



VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234 920-854-4118

Receipt No: 1.000000610 Apr 1, 2026

Dominick Zarcone

Previous Balance:		.00
LICENSES AND PERMITS - 10855 NBSD Zarcone- Shed		200.00
Total:		200.00
CHECK - GENERAL FUND	Check No: 81101	200.00
Total Applied:		200.00
Change Tendered:		.00

04/01/2026 2:08 PM

Forestville Builders & Supply, Inc. 81101

Check Date Mar 25, 2026

Check Amoun \$200.00

Discount Take Amount Paid

Item to be Paid - Description		
Permits		200.00





Re: Zarcone Updated Plans

From Sarah Bertges <adminassist@sisterbaywi.gov>

Date Wed 3/25/2026 4:01 PM

To Ben Andrews <administrator@sisterbaywi.gov>

Bcc Sarah Bertges <adminassist@sisterbaywi.gov>

Hello Ben,

I have a few questions regarding the issuing of this Boat House zoning permit. After reading the current property file, my concern is the original zoning permit (6/27/2024) was issued with seven conditions and I am afraid the Boat House that the Zarcone Family is requesting to build contradicts a few of the conditions listed.

When you have time, could you chat with me regarding this?

Thank you,

Sarah Bertges

Administrative Assistant

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

(920) 854-4118

adminassist@sisterbaywi.gov

Population 1205 (per 2024 DOA estimate)

NEW Office Hours:

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 12:00 PM

(Fridays immediately preceding an election will be open until 5:00 PM for voter registration)

From: Ben Andrews <administrator@sisterbaywi.gov>

Sent: Friday, March 20, 2026 8:23 AM

To: Jake LeBotte <jlebotte@forestvillebuilders.com>

Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>; Sarah Bertges <adminassist@sisterbaywi.gov>

Subject: RE: Zarcone Updated Plans

Hello,

Thanks, all we will need is the check to get this processed and issue the revised permit.

Regards,


Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov
From: Jake LeBotte <jlebotte@forestvillebuilders.com>

Sent: Thursday, March 19, 2026 3:57 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>

Subject: FW: Zarcone Updated Plans

Hi ben,

 Just following up on the e-mail I sent last Thursday in the chain below,
 Let me know thanks

Jake LeBotte

Forestville Builders & Supply

From: Jake LeBotte

Sent: Thursday, March 12, 2026 1:32 PM

To: Mark LeBotte <mlebotte@forestvillebuilders.com>; Ben Andrews <administrator@sisterbaywi.gov>

Cc: brettg.isllc@gmail.com
Subject: RE: Zarcone Updated Plans

Ben, attached is the original application and I have another one indicating the 16x20 shed. At this point is there anything else besides a 200 dollar check that you need?

Jake LeBotte

Forestville Builders & Supply

From: Mark LeBotte <mlebotte@forestvillebuilders.com>

Sent: Thursday, March 12, 2026 1:12 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Cc: Jake LeBotte <jlebotte@forestvillebuilders.com>; brettg.isllc@gmail.com
Subject: RE: Zarcone Updated Plans

Ben,

The application you sent me is for a different project. Our client is Dominick Zarcone, his address is 10855 North Bayshore.

Mark LeBotte

Forestville Builders & Supply Inc.

141 Main St.

P.O. Box 8

Forestville WI 54213

(920) 856-6460

From: Ben Andrews <administrator@sisterbaywi.gov>
Sent: Thursday, March 12, 2026 9:11 AM
To: Mark LeBotte <mlebotte@forestvillebuilders.com>
Cc: Jake LeBotte <jlebotte@forestvillebuilders.com>; brettg.isllc@gmail.com
Subject: RE: Zarcone Updated Plans

Hi Mark,

Thanks again for following up on the shed project. Since a permit has already been issued, the process for making a revision is simple. The applicant just needs to submit a request to update the existing permit, along with any revised drawings or details that show what's changing (just include what is attached formally). I have attached the existing zoning permit from the community file.

Once those materials are provided, I, as the zoning administrator, review the updates to ensure everything still meets the zoning requirements. If the change affects the building permit the building inspector may also issue an amended permit.

This will include a \$200 fee for post-review plan changes on the zoning side. After the review is complete, the updated permit documents are issued, and the applicant can proceed with the revised plan.

Let me know if you have any questions.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Thursday, March 12, 2026 8:14 AM
To: Ben Andrews <administrator@sisterbaywi.gov>
Cc: Jake LeBotte <jlebotte@forestvillebuilders.com>
Subject: RE: Zarcone Updated Plans

Good morning Ben,

Just following up on the Zarcone property. This home is nearing completion, scheduled to be finished in June. The owners would like to add the detached shed to the scope of our work. We would like to have this phase completed by the same deadline. I've attached the plans for your reference. How do I proceed?

Mark

Mark LeBotte
 Forestville Builders & Supply Inc.
 141 Main St.
 P.O. Box 8
 Forestville WI 54213

(920) 856-6460

From: Ben Andrews <administrator@sisterbaywi.gov>
Sent: Tuesday, March 10, 2026 2:26 PM
To: Mark LeBotte <mlebotte@forestvillebuilders.com>
Subject: RE: Zarcone Updated Plans

Was this household currently being constructed or would the shed be the only thing being constructed at this time?

Regards,



Benjamin Andrews
 Village Administrator/Zoning Administrator
Village of Sister Bay
 PO Box 769
 Sister Bay, WI 54234
administrator@sisterbaywi.gov

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Tuesday, March 10, 2026 2:24 PM
To: Ben Andrews <administrator@sisterbaywi.gov>
Subject: RE: Zarcone Updated Plans

Thanks Ben,
 What is my next action? Is it necessary for me to fill out a complete Zoning application?
 Mark

Mark LeBotte
 Forestville Builders & Supply Inc.
 141 Main St.
 P.O. Box 8
 Forestville WI 54213
 (920) 856-6460

From: Ben Andrews <administrator@sisterbaywi.gov>
Sent: Tuesday, March 10, 2026 11:47 AM
To: Mark LeBotte <mlebotte@forestvillebuilders.com>
Subject: RE: Zarcone Updated Plans

Hi Mark,

Thanks for reaching out about the shed for the R-1 residential property. I reviewed the zoning code, and sheds are classified as accessory structures, which are allowed in the R1 district if the main house is already built or under construction. The shed can't include living quarters, and its design should generally match the home's look and character. Regarding placement, accessory buildings aren't allowed in the front yard unless a conditional use permit is granted, so the shed will need to be in the side or rear yard (which is indicated in the site plan you provided). Setback requirements in R-1 call for at least 10 feet on one side. The shed also can't exceed the house's height, with an overall cap of 35 feet. While there isn't a strict square-foot

limit for sheds, accessory buildings combined can't exceed the principal structure's footprint, and the property must maintain at least 50% green space.

Overall, I cannot find anything striking with what was presented.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Mark LeBotte <mlebotte@forestvillebuilders.com>

Sent: Wednesday, March 4, 2026 8:07 AM

To: Ben Andrews <administrator@sisterbaywi.gov>

Subject: FW: Zarcone Updated Plans

Just following up on the email that I sent a couple of weeks ago.
Mark

Mark LeBotte
Forestville Builders & Supply Inc.
141 Main St.
P.O. Box 8
Forestville WI 54213
(920) 856-6460

From: Mark LeBotte

Sent: Thursday, February 19, 2026 1:31 PM

To: 'administrator@sisterbaywi.gov' <administrator@sisterbaywi.gov>

Subject: FW: Zarcone Updated Plans

Good afternoon,

I've attached a site plan and drawing for a small storage shed for the Zarcone property located at 10855 N Bayshore Drive. Do you see any problems that would prevent us from filing for a Zoning Permit for this structure?

Mark

Mark LeBotte
Forestville Builders & Supply Inc.
141 Main St.
P.O. Box 8
Forestville WI 54213
(920) 856-6460

From: Jake LeBotte <jlebotte@forestvillebuilders.com>

Sent: Wednesday, February 18, 2026 12:43 PM

To: Mark LeBotte <mlebotte@forestvillebuilders.com>

Subject: FW: Zarcone Updated Plans



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

RECEIVED MAR 19 2024 39

314

THIS AREA FOR OFFICE USE ONLY	
Zoning Permit Fee:	Permit Issued Date
\$500.00	4/27/24

Paid 4-15-24 - Check No. 1605 (R)

Standard Zoning Permit Application

NAMES & MAILING ADDRESSES

Applicant's Name: (Property Owner) <u>Dominick + Mary Pat Zarcone</u>	Contractor Name: <u>Forrestville Builders</u>
Street Address <u>12448 N. CAMELOT CR</u>	Street Address <u>PO Box 8</u>
City • State • Zip Code <u>MEQUON WI 53092</u>	City • State • Zip Code <u>Forestville, WI 54213</u>
Home Phone <u>414 379 4272</u>	Business Phone <u>920 856-6460</u>
Cell Phone <u>414 379 4272</u>	Cell Phone <u>920 559-3004</u>
Email <u>DMPZARCON@GMAIL.COM</u>	Email <u>mkb@forrestvillebuilders.com</u>
Parcel Identification Number (PIN) <u>181270015</u>	Is this property connected to public water? ☐ No ☒ Yes
Street Address of Property in Sister Bay <u>10855 N. BAYSHORE DRIVE</u>	Is this property connected to public sewer? ☐ No ☒ Yes

PROPOSED PROJECT

Type of Construction (Please check/complete ALL that apply below) ☒ Home ☐ Pool ☐ Commercial ☐ Fence ☒ Single family ☒ Attached Garage ☐ Deck ☐ Multi-family ☐ Detached Garage ☐ Shed ☐ Boathouse ☐ Addition (Describe below) ☐ Other _____	Project Details Lot Size(Ft.): <u>4'-207'</u> by <u>4'-153'</u> Total Lot Area (Sq. Ft.) <u>4-29,900</u> Building Length <u>94'-4"</u> Building Width <u>86'</u> Building Footprint (Sq. Ft.) <u>5,612</u> Number of Stories <u>1 1/2</u> Height (Roof Peak) <u>22'-4"</u> (Primary Roof) Type of Construction <u>Wood Framed</u>
Please Provide a Brief Description of Your Project: <u>CONSTRUCTION OF NEW HOME</u>	Estimated Cost \$ <u>2,400,000</u>

Please attach all the plans listed on the attached sheets.

CERTIFICATION

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

Signature

Dominick + Mary Pat Zarcone

Date 3/15/24

AREA BELOW THIS LINE FOR OFFICE USE ONLY

☒ APPROVED
☐ DENIED
Plan Commission Review
Date: NA

Zoning Administrator: [Signature]
CONDITIONS OF APPROVAL:

Date: 4/27/24

Utilities Approval:

Utilities Representative
Date: _____

Estimated Impact Fee: _____
(Based on information provided by builder)

RECEIVED MAR. 19 2024



WETLAND NOTICE AND ACKNOWLEDGEMENT

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

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

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

Print Property Owner Name Dominick & Mary Pat Zarcone

Property Owner Signature / Date Dominick Zarcone Mary Pat Zarcone

Property Identification Number 181270015

Address of property / parcel 10855 N. BAY SHORE DRIVE
SISTER BAY, WI 54234

Quick Reference Official's Contact List:

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

DAN KLANSKY – Director of Public Works - E-Mail: dan.klansky@sisterbaywi.gov / Tele: 920-854-2246

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

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308



Borkovetz Plumbing LLC

Master Plumber#: 1316383

RECEIVED MAR 19 2024

41

8074 Sand Bay Rd

Sturgeon Bay, WI 54235

920.743.6151

Curtis@borkovetzplumbing.com

Borkovetz Plumbing LLC**Plumbing Calcs: Zarccone Cottage**

Qty.	Fixture Type	Sewer		Water			Total Water Load		
		Fixt. Value	Fixt. Total	CW Value	HW Value	Fixt. Total	CW Value	HW Value	Fixt. Total
0	FT Closet	4	0	2	0	2	0	0	0
1	Lavatory	1	1	0.5	0.5	1	0.5	0.5	1
1	Bath Group-Tub	6	6	3.5	2	4	3.5	2	4
2	Bath Group-shwr	6	12	3	1.5	3.5	6	3	7
1	Refrigerator	0	0	0.5	0	0.5	0.5	0	0.5
1	Clothes Washer	4	4	1	1	1.5	1	1	1.5
1	kitchen Sinks	2	2	1	1	1.5	1	1	1.5
1	Dishwasher	2	2	0	1	1	0	1	1
2	1/2" Hose Bibbs	0	0	3	0	3	6	0	6
1	Add'L Shower Heads	0	0	1	1	1.5	1	1	1.5
1	Bar Sink	1	1	0.5	0.5	1	0.5	0.5	1
1	Laundry Tray	2	2	1	1	1.5	1	1	1.5
0	Bath Tub	2	0	1.5	1.5	2	0	0	0
0	Urinal	2	0	2	0	2	0	0	0
1	Floor Drain	3	3	0	0	0	0	0	0
Total Sanitary Load		33		Total Water Load			21	11	26.5
DFU:33									
WSFU:26.5									

Borkovetz Plumbing LLC**Plumbing Calcs: Zarccone Guest House**

Qty.	Fixture Type	Sewer		Water			Total Water Load		
		Fixt. Value	Fixt. Total	CW Value	HW Value	Fixt. Total	CW Value	HW Value	Fixt. Total
0	FT Closet	4	0	2	0	2	0	0	0
0	Lavatory	1	0	0.5	0.5	1	0	0	0
0	Bath Group-Tub	6	0	3.5	2	4	0	0	0
1	Bath Group-shwr	6	6	3	1.5	3.5	3	1.5	3.5
1	Refrigerator	0	0	0.5	0	0.5	0.5	0	0.5
0	Clothes Washer	4	0	1	1	1.5	0	0	0
1	kitchen Sinks	2	2	1	1	1.5	1	1	1.5
0	Dishwasher	2	0	0	1	1	0	0	0
0	1/2" Hose Bibbs	0	0	3	0	3	0	0	0
0	Add'L Shower Heads	0	0	1	1	1.5	0	0	0
0	Bar Sink	1	0	0.5	0.5	1	0	0	0
0	Laundry Tray	2	0	1	1	1.5	0	0	0
0	Bath Tub	2	0	1.5	1.5	2	0	0	0
0	Urinal	2	0	2	0	2	0	0	0
0	Floor Drain	3	0	0	0	0	0	0	0
Total Sanitary Load		8		Total Water Load			4.5	2.5	5.5
DFU:8									
WSFU:5.5									



Borkovetz Plumbing LLC

Master Plumber#: 1316383

RECEIVED MAR 19 2024

42

8074 Sand Bay Rd

Surgeon Bay, WI 54235

920.743.6151

Curtis@borkovetzplumbing.com

Borkovetz Plumbing LLC

Plumbing Calcs: Zarccone Proposed New Build

Qty.	Fixture Type	Sewer		Water			Total Water Load		
		Fixt. Value	Fixt. Total	CW Value	HW Value	Fixt. Total	CW Value	HW Value	Fixt. Total
1	FT Closet	4	4	2	0	2	2	0	2
3	Lavatory	1	3	0.5	0.5	1	1.5	1.5	3
2	Bath Group-Tub	6	12	3.5	2	4	7	4	8
2	Bath Group-shwr	6	12	3	1.5	3.5	6	3	7
2	Refrigerator	0	0	0.5	0	0.5	1	0	1
2	Clothes Washer	4	8	1	1	1.5	2	2	3
2	kitchen Sinks	2	4	1	1	1.5	2	2	3
1	Dishwasher	2	2	0	1	1	0	1	1
2	1/2" Hose Bibbs	0	0	3	0	3	6	0	6
0	Add'L Shower Heads	0	0	1	1	1.5	0	0	0
2	Bar Sink	1	2	0.5	0.5	1	1	1	2
1	Laundry Tray	2	2	1	1	1.5	1	1	1.5
1	Bath Tub	2	2	1.5	1.5	2	1.5	1.5	2
0	Urniai	2	0	2	0	2	0	0	0
1	Floor Drain	3	3	0	0	0	0	0	0
Total Sanitary Load		54		Total Water Load			31	17	39.5
DFU:54									
WSFU:39.5									

or Lighting / Outdoor Wall Lights / SKU: P000765808

dweLED

Pruden 1 - Light LED Outdoor Barn Light

\$263 \$489

Free 3-5 Day Delivery

Get \$13.15 BACK in Reward Dollars¹ with a [Perigold credit c](#)

Size (2)

11.25" H x 12" W x 10.63" D

Arrives by Mon. Mar 18 to [54235](#) ▾



-	1	+
---	---	---

Add to Cart

RECEIVED MAR 19 2024 [Save to Lists](#)



Revere Large Outdoor Sconce

Base Item #: 302040

Selected Options

Lamping	Finish
Incandescent (SKT)	Coastal Bronze (75)
Accent	
Coastal Dark Smoke (77)	

RECEIVED MAR 19 2024

Configured Item #: 302040-1025

Smart String: 302040-SKT-75-77

 Image shown may not correspond to selected options

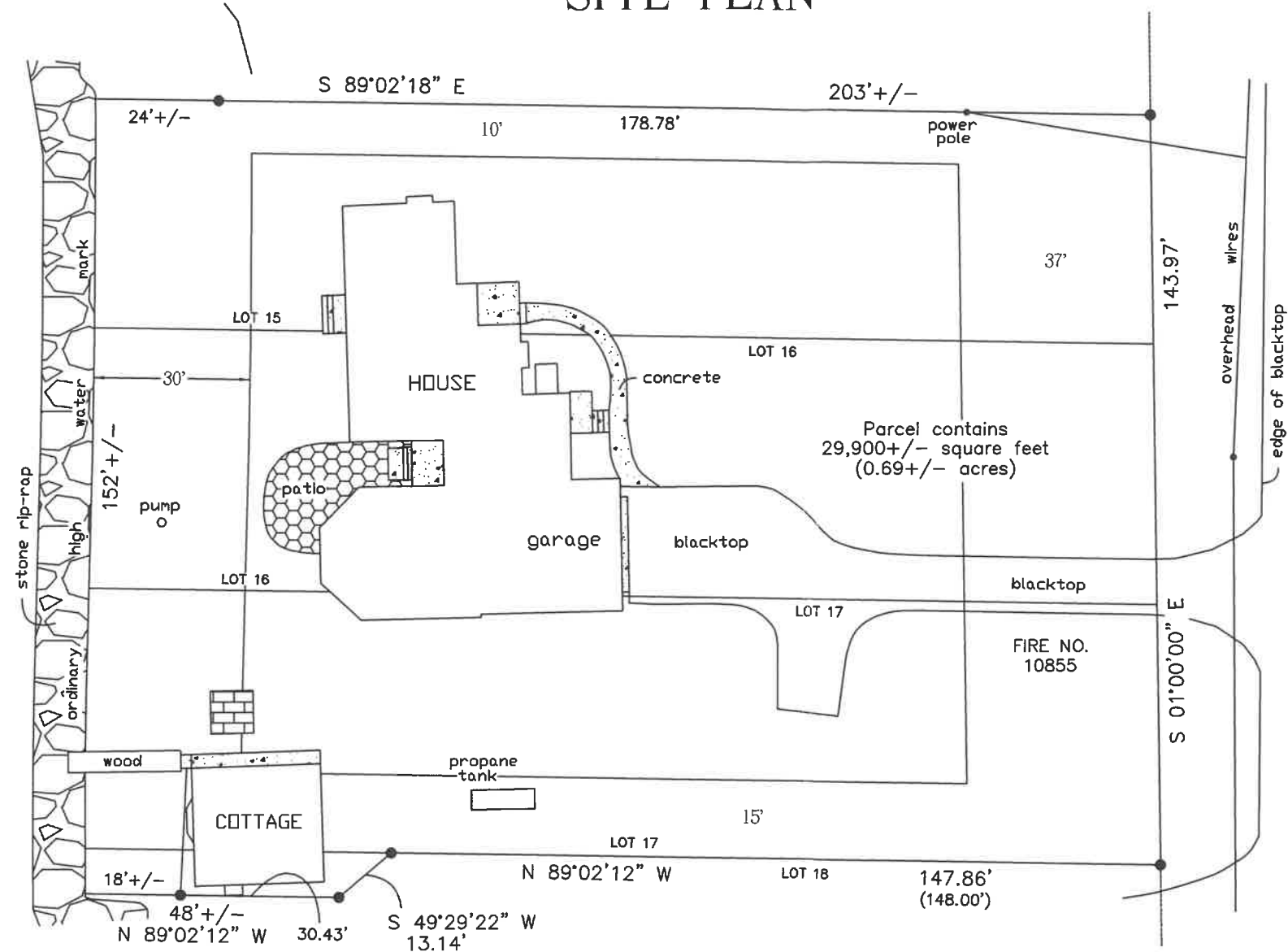
Specifications

Dimensions		Lamping Information	
Height	32.4"	Socket Type	medium
Width	12.4"	Bulb	Par20, 75 watt Max
Depth	4"	Number of Bulbs	2 (not included)
Product Weight	12.6 lbs	Location Rating	Outdoor Wet
Mounting Height - Vertical	26"	Safety Rating	UL CUL listed

Options

Lamping	Finish	Accent
Incandescent (SKT)	Coastal White (02)	Coastal Oil Rubbed Bronze (14)
	Coastal Bronze (75)	Coastal Burnished Steel (78)
	Coastal Natural Iron (20)	Coastal Black (80)
	Coastal Black (80)	Coastal White (02)
	Coastal Burnished Steel (78)	Coastal Bronze (75)
	Coastal Oil Rubbed Bronze (14)	Coastal Natural Iron (20)
	Coastal Dark Smoke (77)	Coastal Dark Smoke (77)

GREEN BAY



S. T. H. '42'



SCALE
1" = 30'

ALL BEARINGS ARE BASED ON
PREVIOUS TELFER SURVEYS

SMALL CONCRETE PADS, OLD STONE PATIO
AND WALKWAYS HAVE NOT BEEN SHOWN

DELAPIDATED SPLIT RAIL FENCE LOCATED
ALONG SOUTH PROPERTY LINE

SW CORNER OF SHED LOCATED SOUTH
OF COTTAGE IS ON LOT LINE

● = FOUND 1" IRON PIPE
() DENOTES "RECORDED AS"

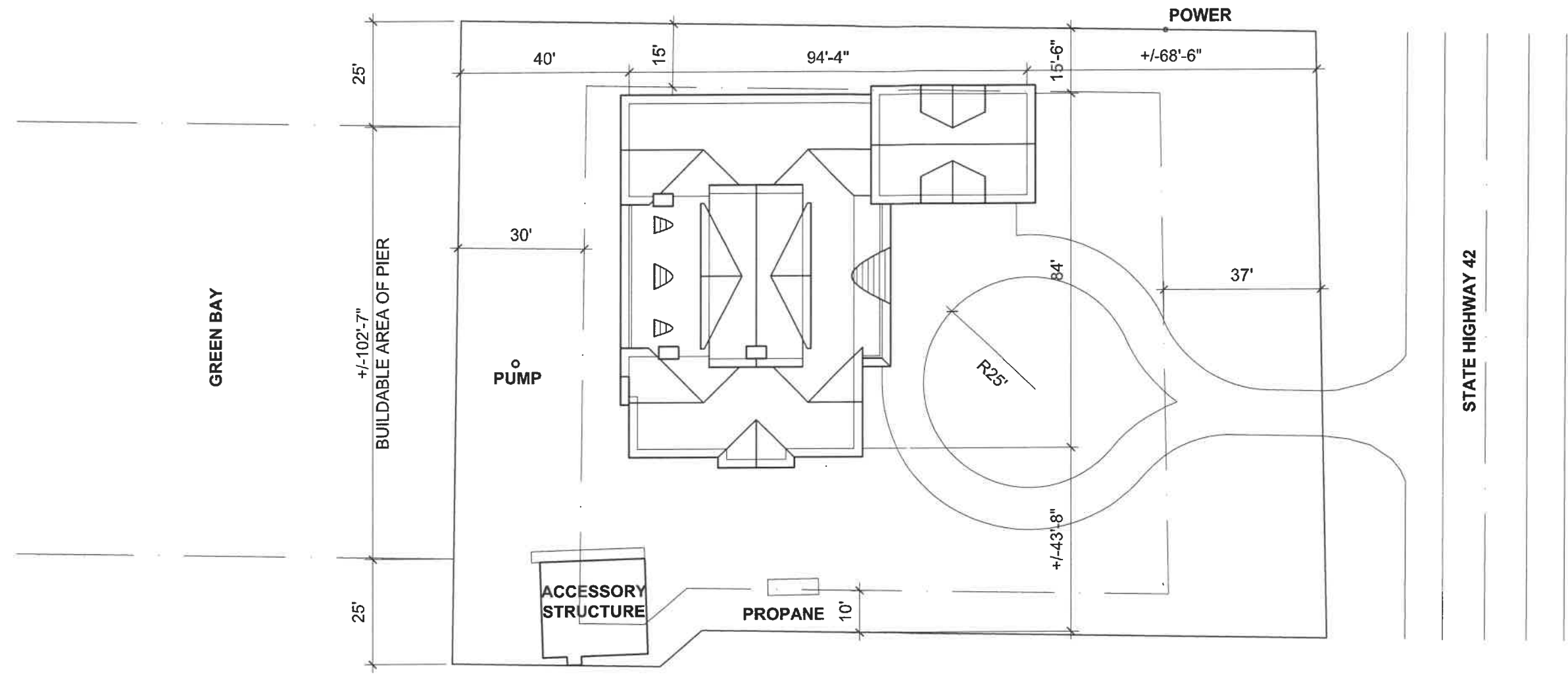
 = BUILDING ZONE

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

JOB NO. 23-019
OCTOBER, 2023

prepared for
DOMINICK & MARY ZARCONE
2109 SKYVIEW RIDGE PASS
LEANDER, TX 78641

prepared by
PENINSULA LAND CONSULTANTS, L.L.C.
 1007 NORTH 7TH PLACE
 STURGEON BAY, WI 54235



THE ARCHITECT MAKES NO CLAIM TO THE
ACCURACY OF THIS DRAWING, ZARCONE PROPERTY
INFORMATION SUPPLIED BY PENINSULA LAND
CONSULTANTS LLC.

ZARCONE RESIDENCE

MARCH 15, 2024
SCALE: 1" = 30'

M.G. KICKBUSH
DESIGN & CONSULTING LLC

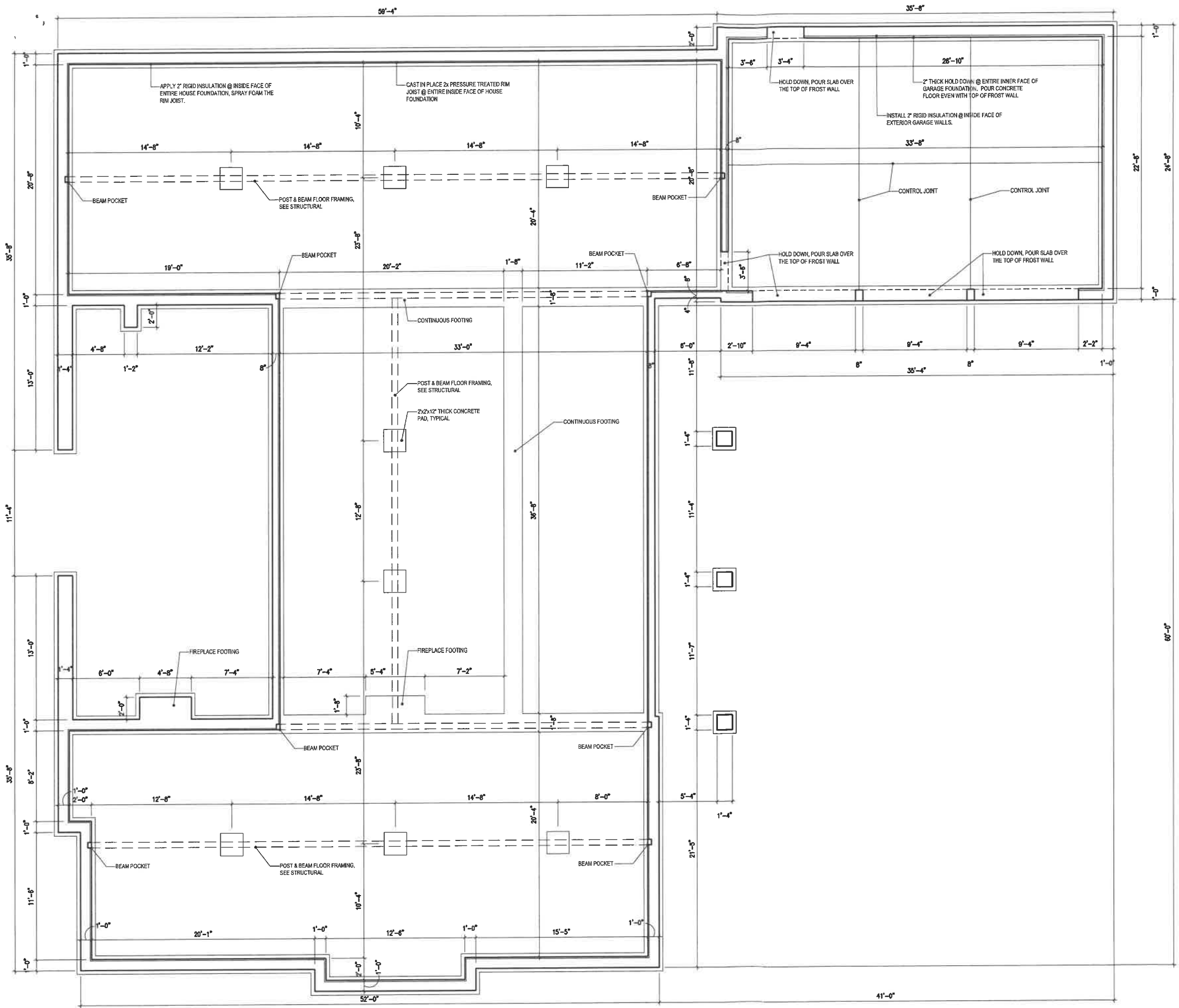
P.O. Box 31 WASHINGTON ISLAND, WI 54246
TEL : 414.305.8984

Architect
← Phone #



A1.1

SITE PLAN



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

**ZARCONE
RESIDENCE**

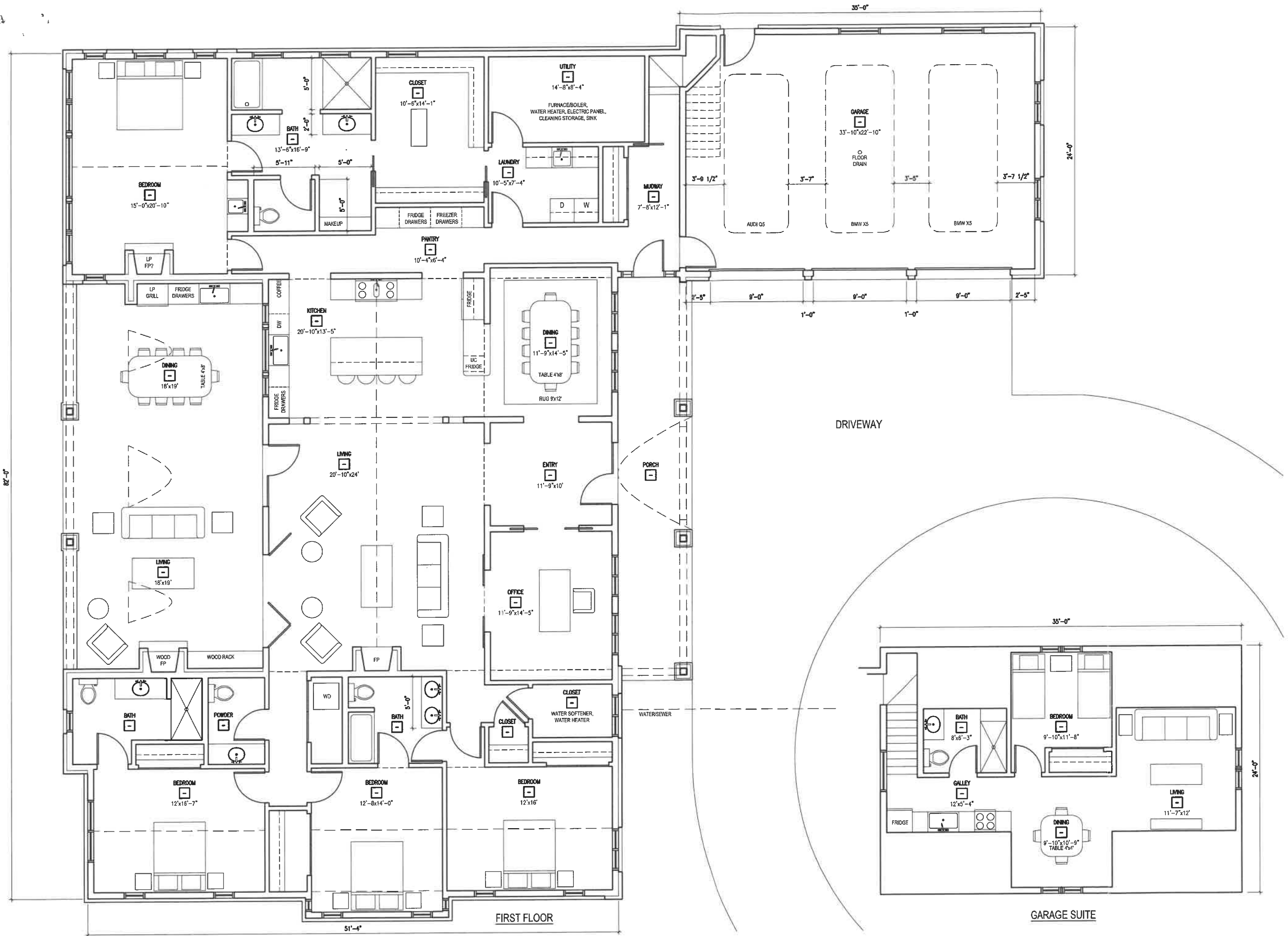
10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

MARCH 15, 2024

A2.0

FOUNDATION PLAN

PO BOX 31
WASHINGTON ISLAND, WI 54246
TEL : 414.305.8984
mkickbush@hotmail.com



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

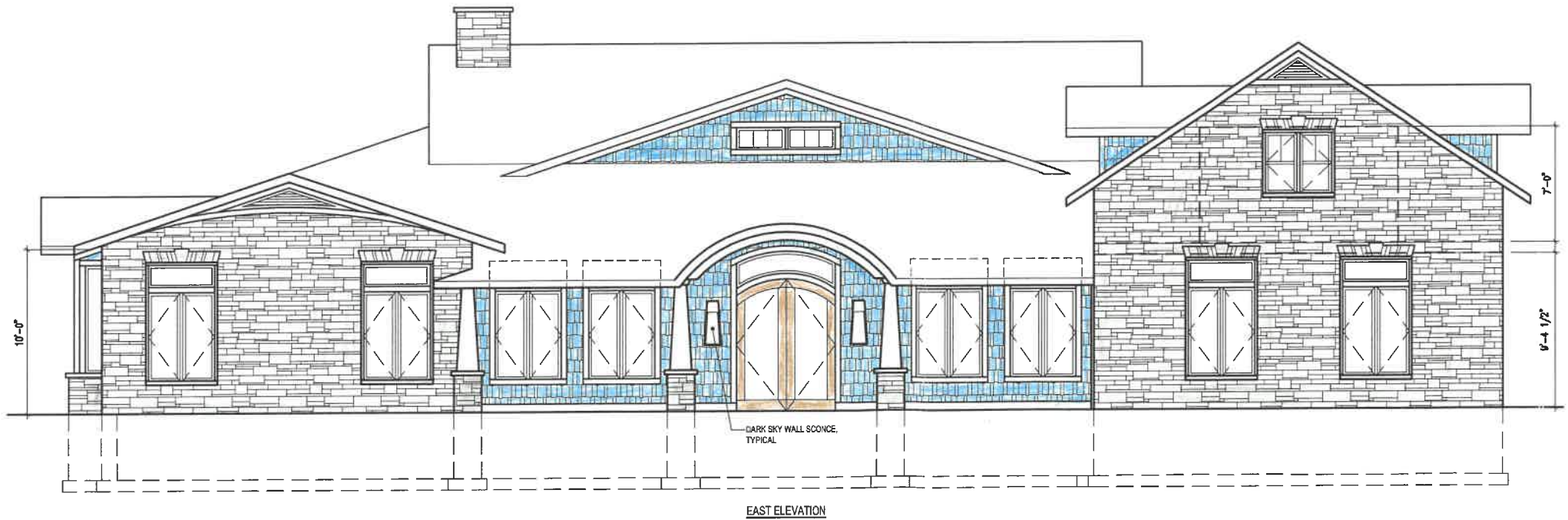
**ZARCONI
RESIDENCE**

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

FEBRUARY 29, 2024

A2.1

FIRST FLOOR



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

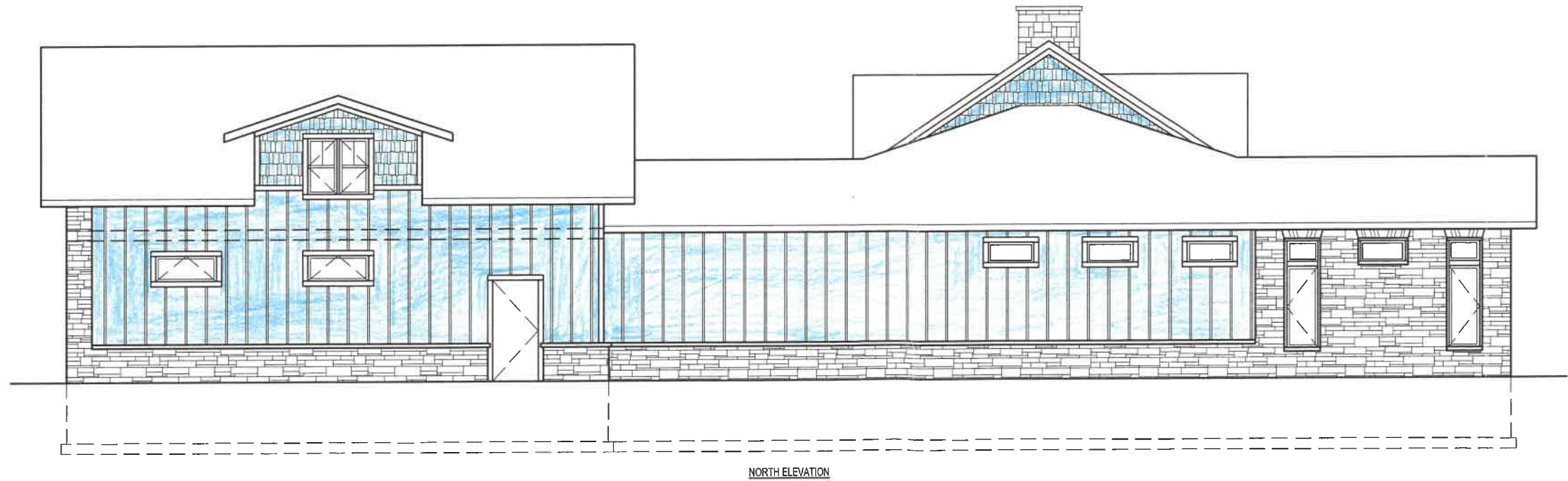
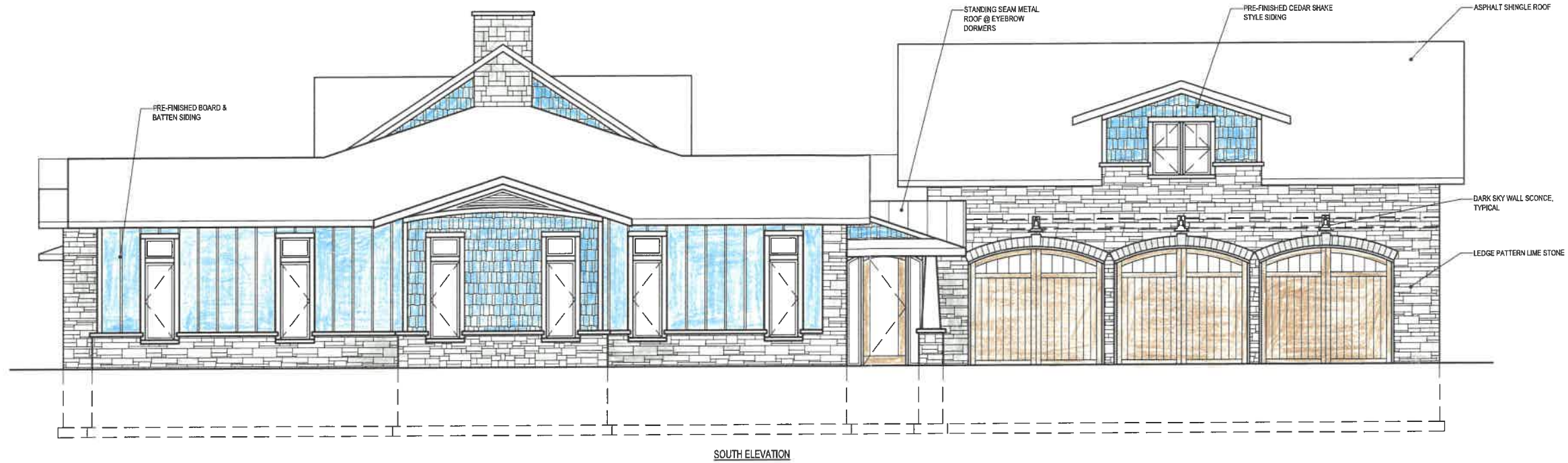
ZARCONE
RESIDENCE

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

MARCH 6, 2024

A3.1

ELEVATIONS



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

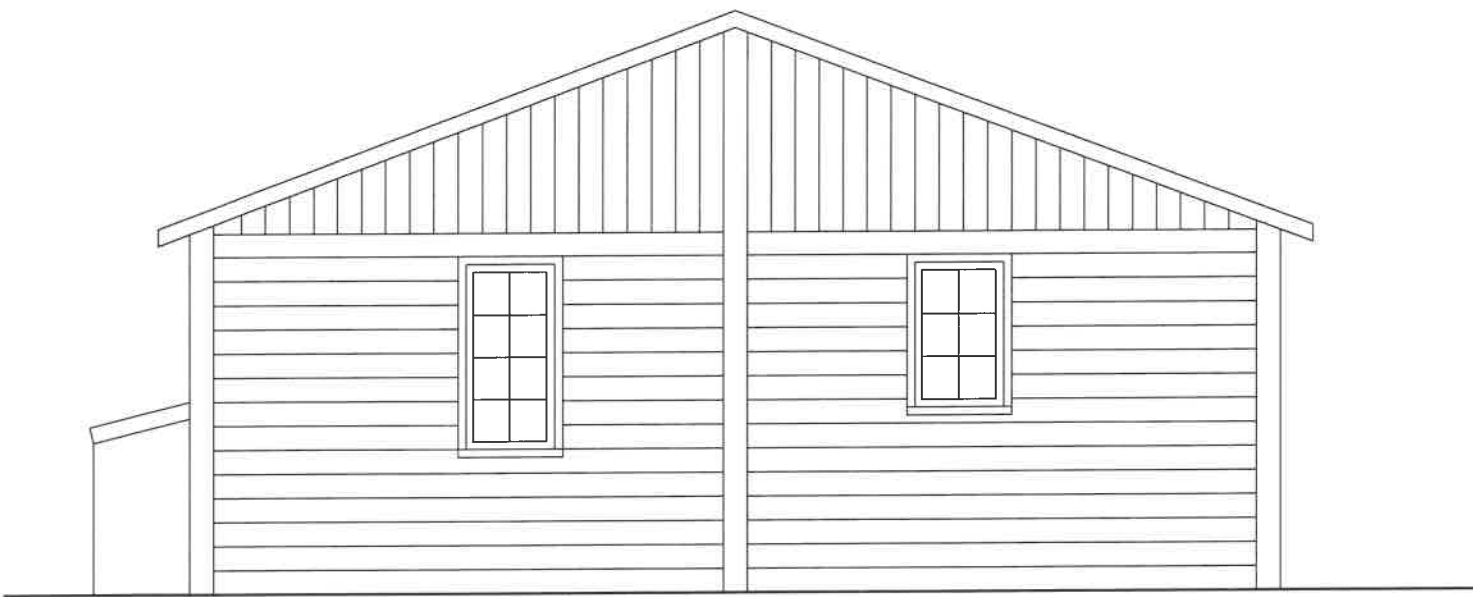
ZARCONE
RESIDENCE

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

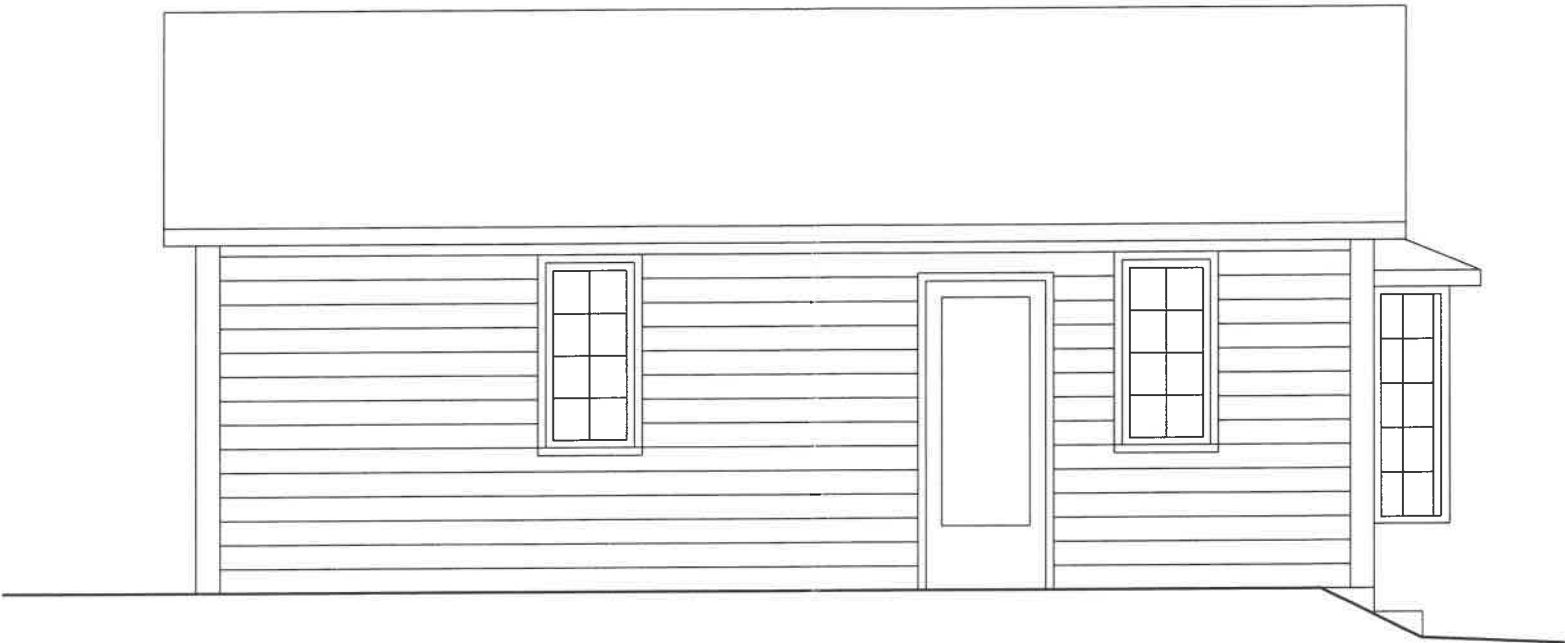
MARCH 6, 2024

A3.2

ELEVATIONS



EAST ELEVATION



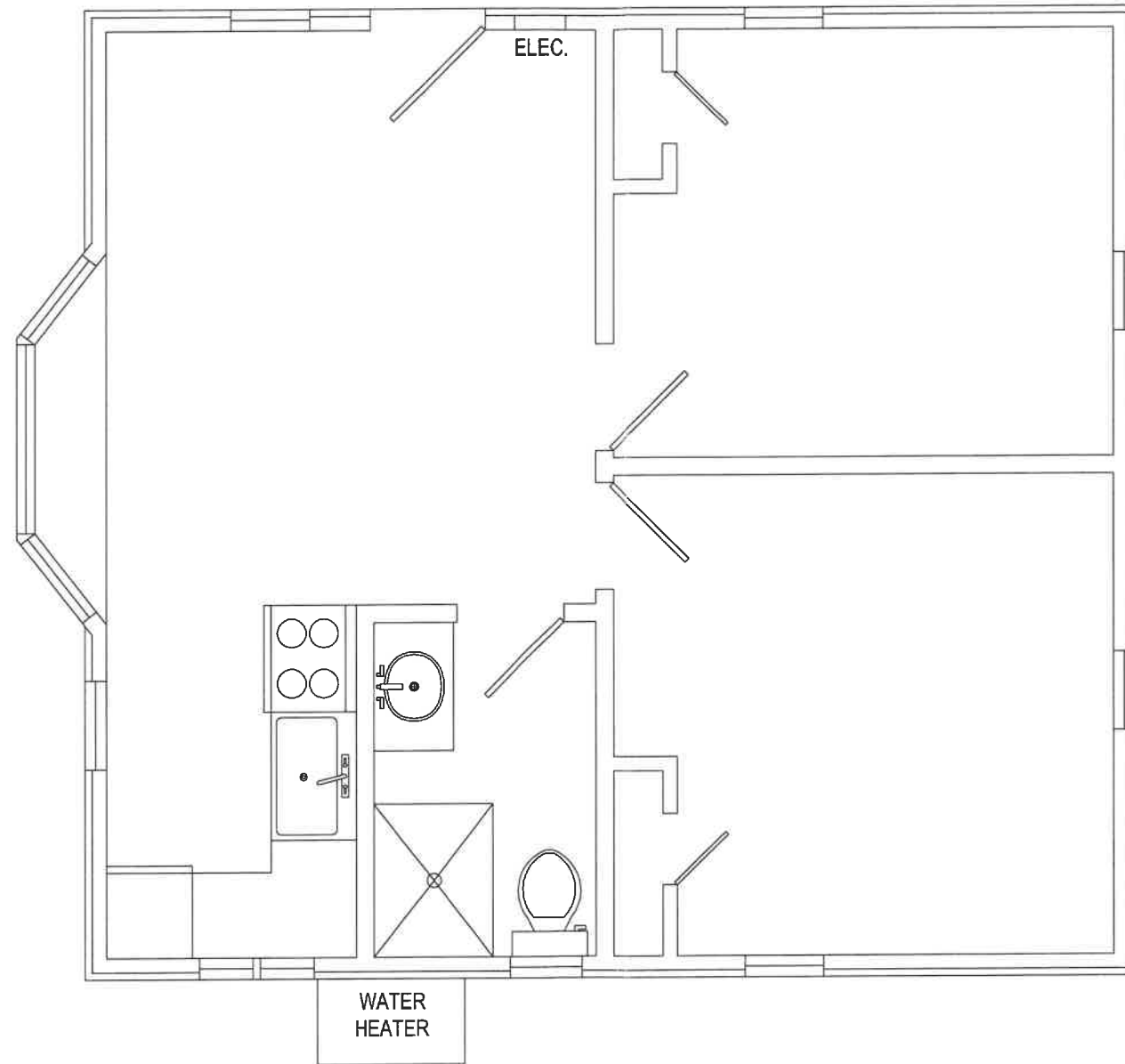
NORTH ELEVATION

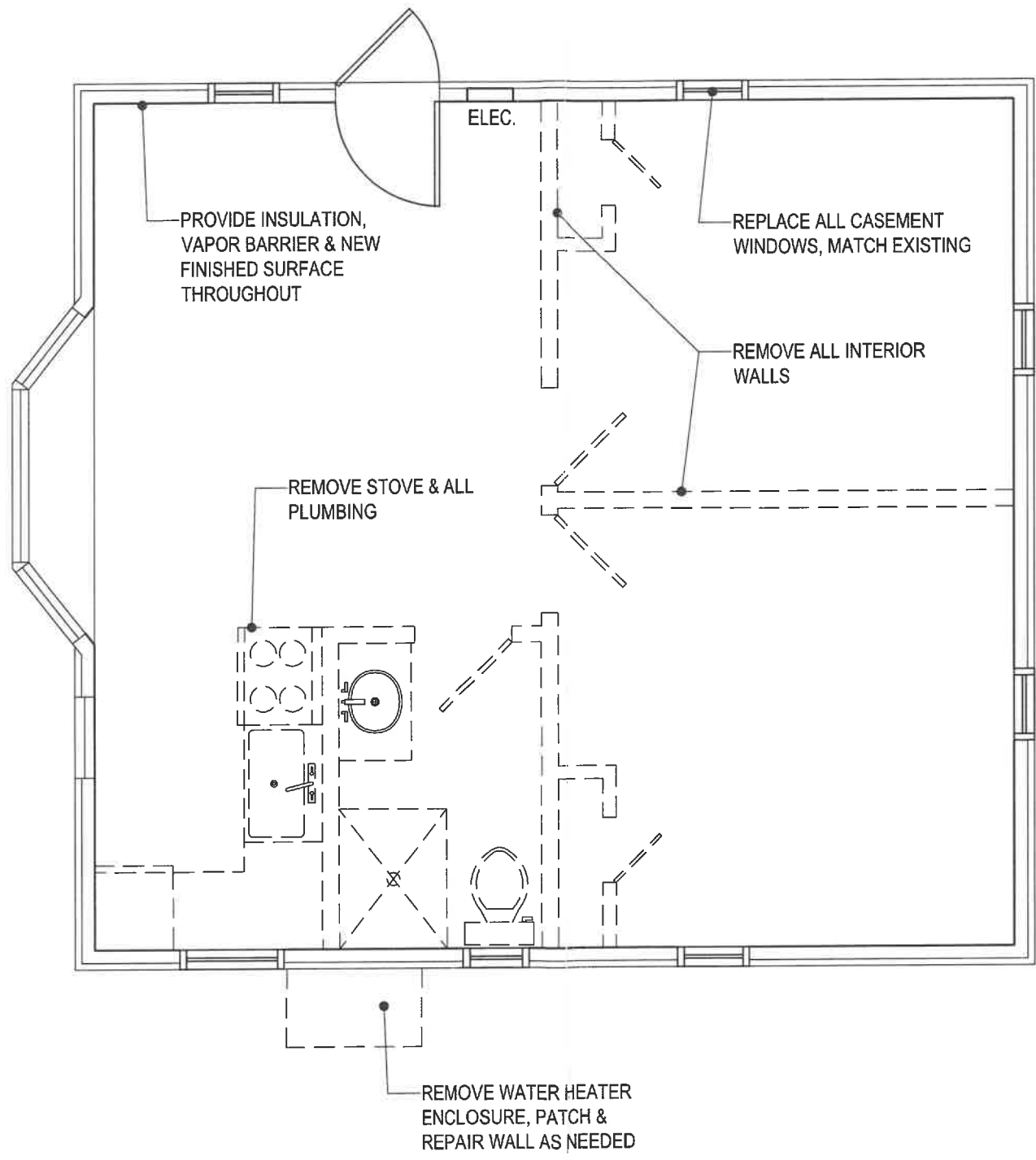


WEST ELEVATION



SOUTH ELEVATION







Brown County (920) 434-8224

Cleaning. Restoration. Construction.

Siding Color Sample

10855 N BSD

*Independently Owned and Operated
Like it never even happened®*

10/5/2023

Mike Kickbush called regarding 10855 N BSD. Wants to remodel main home – will not touch exterior walls, all interior remodeling. Told him no permit required but cannot change use (gave him the example of adding a bedroom or changing a single family to a duplex) and he said he's remodeling the kitchen and moving interior walls so that shouldn't be a problem. Said he might replace a door with a window or vice versa and said that's okay, as long as he doesn't rebuild a wall or add a deck – told him decks require permits. He said right now they don't plan on doing anything exterior. Told him no zoning permit required, but he should call Brett to see if a permit is required from him (Mike said he knew Brett and would call him).

He then asked about the "seasonal" cottage with 2 beds a bath and a kitchen. I told him it's a nonconforming use and structure so he won't be able to do much of anything w/o going to the PC and told him to send me a list or diagram of what he wants to do and I could let him know next steps. Told him changing it from a seasonal cottage to a year-round cottage would not be allowed (intensification of a ncu).

Told him air photo shows a lot of trees and he can't touch any trees w/o prior approval.

JAS

Julie Schmelzer

From: Julie Schmelzer
Sent: Wednesday, October 25, 2023 1:36 PM
To: Joe Schroedl
Subject: RE: Zarcone setbacks

Joe, aren't you supposed to be in Mexico? Its good here – lots of challenges, which I thrive on. 😊

This lot is R-1 so the side setbacks are a minimum of 10', for a total of 25'. The road setback is 70' from the centerline of the highway right-of-way (I can't tell from your survey how wide the highway is there or I'd give you the setback from the right-of-way itself). The water setback is 30'. For an accessory building, it's the same, but 5' for a side.

No need to verify the OHWM.

Let me know if you need anything else.

Julie

From: Joe Schroedl <PenLandCon1@hotmail.com>
Sent: Wednesday, October 25, 2023 11:47 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Zarcone setbacks

Hi Julie!

Hope you enjoying your job in the northern part of Door County!

Attached please find a survey I did recently for Zarcone located at 10855 North Bay Shore Drive.

The new buyers are considering tearing down the existing home and starting new.

Could you please mark on the attached map or give me the distances of the setbacks on this property so I can make a buildable area box for them on a site plan of this parcel.

I have located the ordinary high water mark at the back (landward side) of the rip rap. This is how we establish the OHWM in other areas of the county. I don't know if the Village wants to verify this location or what the process is. Thanks for your help on this ... and God bless!

Joe Schroedl
9207433863

DOMINICK & MARY ZARCONE
2109 SKYVIEW RIDGE PASS
LEANDER, TX 78641

SCALE
1" = 30'

SW CORNER OF SHED LOCATED SOUTH
OF COTTAGE IS ON LOT LINE

● = FOUND 1" IRON PIPE
() DENOTES "RECORDED AS



H. T. S.

That portion of Lots 15, 16, 17 and 18 of Spring Grove Plat, located in Government Lot 1, Section 5, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin more particularly described as follows:

beginning.

SURVEYOR'S CERTIFICATE,

DATED THIS 29th DAY OF SEPTEMBER, 2023

JOB NO. 23-019
SEPTEMBER, 2023

Julie Schmelzer

From: Julie Schmelzer
Sent: Monday, December 4, 2023 11:17 AM
To: 'Michael Kickbush'
Subject: RE: 10855 N Bay Shore Drive

Mike, see below.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Friday, December 1, 2023 11:25 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: 10855 N Bay Shore Drive

Hi Juile,

I am following up in regard to a proposed new residence in the Village of Sister Bay for Nicholas and Mary Pat Zarcone at 10855 N Bay Shore Drive. Please see list of questions below and attached survey that was recently completed by Joe Schroedl.

Thanks,

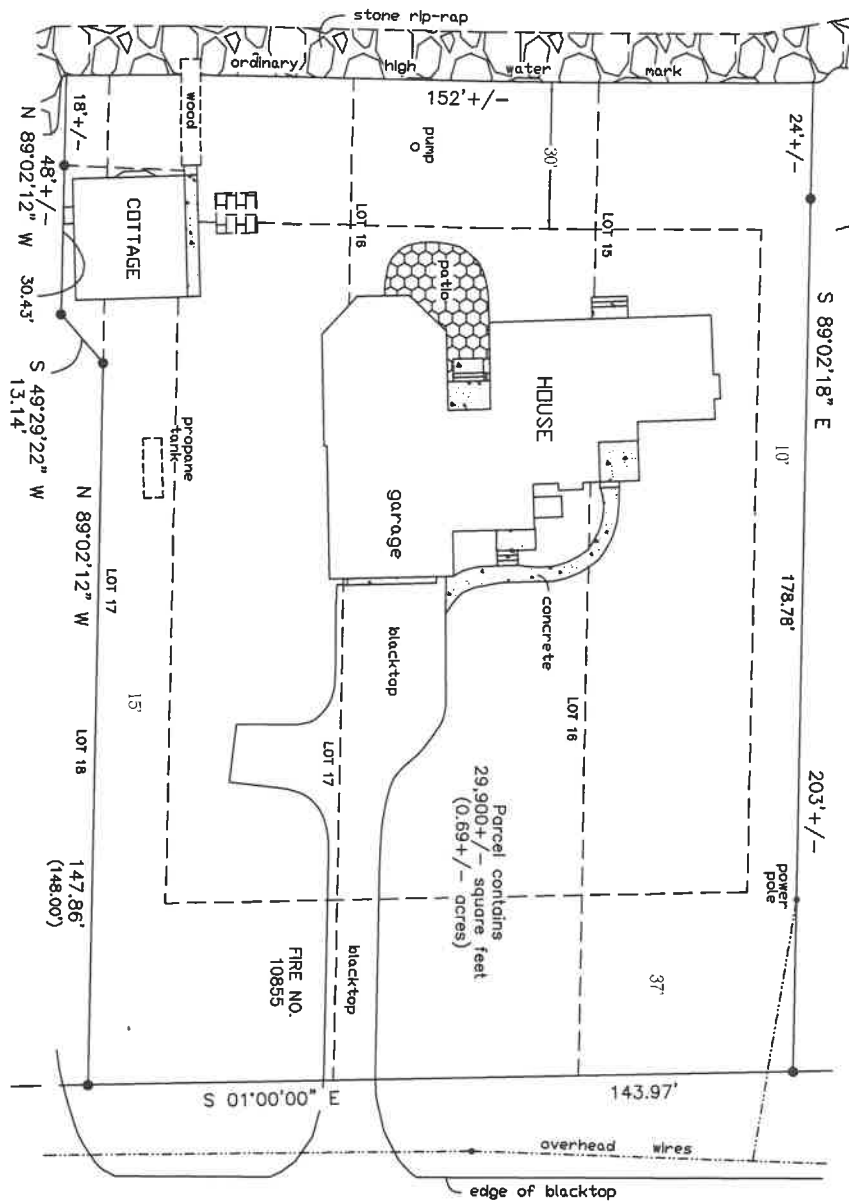
Mike Kickbush

1. Please determine whether or not an erosion control plan is needed. IF THE GRADE CHANGES MORE THAN 2%, A PLAN IS REQUIRED. PER GIS, AS LONG AS NOTHING IS HAPPENING ALONG THE SHORE, AND NO FILL IS BROUGHT IN, A PLAN WOULD NOT BE REQUIRED. HOWEVER, IF YOU PLAN ON ADDING FILL, WE'LL PROBABLY NEED A PLAN.
2. Update on pending change to impervious surface/green space requirement. THEY HAVE NOT AMENDED THE CODE YET, BUT I'M GUESSING IT WILL BE CAPPED AT 70% WHEN THEY DO.
3. Please list all of the permits needed for demolition and new construction. TO DEMOLISH YOU NEED A RAZING PERMIT FROM US. SEE NOTE BELOW ABOUT A CONDITIONAL USE PERMIT. TO BUILD YOU NEED A ZONING PERMIT, AND THEN A PERMIT FROM THE BUILDING INSPECTOR. IF YOU DO ANYTHING BY THE SHORE YOU'LL NEED A FLOODPLAIN PERMIT.
4. Cost/application for adding plumbing fixtures. I DON'T HAVE THAT INFORMATION. ONCE THE PLANS ARE DONE THOUGH WE CAN GET YOU THE INFORMATION. IT IS USUALLY THE PLUMBER THAT SUBMITS THAT INFO TO THE UTILITY DEPARTMENT WHO THEN LETS YOU KNOW WHAT IS REQUIRED.
5. Will starting over with a new residence affect the continued use of the secondary dwelling? YES AND NO. BECAUSE THERE ARE TWO HOMES, THE PROPERTY HAS A NONCONFORMING USE – A CONDITIONAL USE PERMIT IS REQUIRED TO REBUILD, IF THE COTTAGE STAYS.
6. How much can we alter the secondary dwelling? COSMETIC ONLY.
7. Can we continue to use the secondary dwelling during construction? YES.
8. What trees can and cannot be removed for the new construction? NOTHING ALONG THE SHORE OR ROAD. EVERYTHING ALONG THE LOT LINES HAVE TO STAY. CAN REMOVE 15' AROUND PERIMETER OF THE HOME.

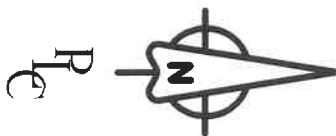
Pass through the Door to Washington Island! I LIKE YOUR TAGLINE!!!!

GREEN BAY

SITE PLAN



S. T. H. '42'

SCALE
1" = 30'

- ALL BEARINGS ARE BASED ON
PREVIOUS TELLER SURVEYS
- SMALL CONCRETE PADS, OLD STONE PATIO
AND WALKWAYS HAVE NOT BEEN SHOWN
- DELAIDATED SPLIT RAIL FENCE LOCATED
ALONG SOUTH PROPERTY LINE
- SW CORNER OF SHED LOCATED SOUTH
OF COTTAGE IS ON LOT LINE
- = FOUND 1" IRON PIPE
() DENOTES "RECORDED AS"

[] = BUILDING ZONE

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

prepared for
DOMINICK & MARY ZARCONI
2108 SKYVIEW RIDGE PASS
LEANDER, TX 78641

prepared by
PENINSULA LAND CONSULTANTS, L.L.C.
1007 NORTH 7TH PLACE
STURGEON BAY, WI 54236

JOB NO. 23-019
OCTOBER, 2023

Julie Schmelzer

From: Julie Schmelzer
Sent: Tuesday, December 5, 2023 10:53 AM
To: Michael Kickbush
Subject: RE: 10855 N Bay Shore Drive

Mike, see below.

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Tuesday, December 5, 2023 10:26 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Hi Julie,

Thank you again for your prompt responses. I have a few more follow up questions, please see below.

Thanks,

Mike

1. Are conditional use permits for piers transferable? ie: if there was a removable pier being used by a previous owner, can a new owner continue to install and use a seasonal pier without having to apply for a new conditional use permit? A CUP RUNS WITH THE LAND, SO IF A PREVIOUS OWNER HAD ONE, AND INSTALLED THE PIER, THE NEW OWNER USES IT AS BUILT. HOWEVER, IF HE WANTS TO REPLACE IT, OR REPAIR IT, HE NEEDS A NEW ONE.

2. How long does the conditional use permit process typically take? DEPENDS ON HOW /COMPLETE/PREPARED THE APPLICATION IS, BUT ABOUT 3-4 MONTHS.

3. According to the Door Co GIS website FEMA flood hazard layer, it does not appear as though our buildable home area is in a flood plain. If the owner decides to build a permanent pier, does that then require a floodplain permit because of what is shown on the FEMA flood hazard layer? Would a permanent pier installation also require a new conditional use permit? A FLOODPLAIN PERMIT IS NOT REQUIRED FOR A PIER BECAUSE THE ASSUMPTION IS IT WILL PERIODICALLY BE INUNDATED. YES, IF BUILDING A NEW PIER YOU NEED A NEW CUP.

4. Are you aware of the pending FEMA floodplain draft revisions that are being proposed? If so, do you know when they may take effect? YES, I'M WORKING ON THEM NOW. THEY ARE EXPECTED TO BE ADOPTED BY FEBRUARY OR MARCH.

On Mon, Dec 4, 2023 at 1:35 PM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

A CUP requires an application and fee. It is scheduled for preliminary review before the Plan Commission. After, it is then scheduled for a public hearing before the PC.

We do have pier regulations. See Sec. 66.1020. Use a Zoning Permit App Form.

We use the Zoning Permit App Form for Floodplain. If you plan on doing anything in the floodplain, I need grades on the lot, and after completion, will need you to submit finished grades too then.

Start with the Zoning Permit for the home. After that I will know what you need and walk you through the process.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>

Sent: Monday, December 4, 2023 11:54 AM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Subject: Re: 10855 N Bay Shore Drive

Julie,

Thank you for the note. A few more follow up questions below.

Thanks,

Mike

1. What is the process for a conditional use permit?

2. The owner is thinking of constructing a pier. Does the Village require any permitting for this? Would installation of a pier require an erosion control plan?

3. Where can I find a floodplain permit application?

4. What sequence would you recommend applying for the permits in?

On Mon, Dec 4, 2023 at 11:24 AM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Mike, see below.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>

Sent: Friday, December 1, 2023 11:25 AM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Subject: 10855 N Bay Shore Drive

Hi Juile,

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Thanks,

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Pass through the Door to Washington Island! I LIKE YOUR TAGLINE!!!!

--

Pass through the Door to Washington Island!

--

Pass through the Door to Washington Island!

Julie Schmelzer

From: Julie Schmelzer
Sent: Monday, February 12, 2024 3:08 PM
To: Michael Kickbush
Subject: RE: 10855 N Bay Shore Drive

Hi Mike, see below in red...

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Friday, February 9, 2024 1:18 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Hi Julie,

We are closing in on a set of plans that will be ready to submit hopefully soon and have a few questions about the submission, see below.

Thanks,

Mike Kickbush

1. Has the revision to the green space requirement changed to 70% yet? If not, when do you anticipate it happening? **No. I haven't had time to bring it back to them yet. Hopefully before May 1.**
2. If changes are made to the drawings later, will a resubmission be required? **Depends on the change. If walls are moved, or uses added (e.g. a second unit, another bedroom), or anything that affects the use or structural support – including windows becoming doors - then yes.**
3. Will material samples and the landscape plan need to be submitted at the same time as the colored elevation, plan drawings and application? **No, but I can't issue a permit until I have them.**
4. Do electrical, plumbing and hvac plans need to be submitted for zoning permit approval? **No. But the Utilities Dept will need to know how many fixtures you'll have – they work with the plumber on that.**
5. Does the foundation plan need to be submitted for zoning permit approval? **Yes**
6. Does the water & drainage fixture unit list need to be submitted for zoning permit approval? **Just what is required by the Utility Clerk (see above).**

On Tue, Dec 5, 2023 at 10:53 AM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Mike, see below.

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Tuesday, December 5, 2023 10:26 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

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Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Monday, December 4, 2023 11:54 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Julie,

Thank you for the note. A few more follow up questions below.

Thanks,

Mike

1. What is the process for a conditional use permit?
2. The owner is thinking of constructing a pier. Does the Village require any permitting for this? Would installation of a pier require an erosion control plan?
3. Where can I find a floodplain permit application?
4. What sequence would you recommend applying for the permits in?

On Mon, Dec 4, 2023 at 11:24 AM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Mike, see below.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>

Sent: Friday, December 1, 2023 11:25 AM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Subject: 10855 N Bay Shore Drive

Hi Julie,

I am following up in regard to a proposed new residence in the Village of Sister Bay for Nicholas and Mary Pat Zarcone at 10855 N Bay Shore Drive. Please see list of questions below and attached survey that was recently completed by Joe Schroedl.

Thanks,

Mike Kickbush

1. Please determine whether or not an erosion control plan is needed. IF THE GRADE CHANGES MORE THAN 2%, A PLAN IS REQUIRED. PER GIS, AS LONG AS NOTHING IS HAPPENING ALONG THE SHORE, AND NO FILL IS BROUGHT IN, A PLAN WOULD NOT BE REQUIRED. HOWEVER, IF YOU PLAN ON ADDING FILL, WE'LL PROBABLY NEED A PLAN.
2. Update on pending change to impervious surface/green space requirement. THEY HAVE NOT AMENDED THE CODE YET, BUT I'M GUESSING IT WILL BE CAPPED AT 70% WHEN THEY DO.
3. Please list all of the permits needed for demolition and new construction. TO DEMOLISH YOU NEED A RAZING PERMIT FROM US. SEE NOTE BELOW ABOUT A CONDITIONAL USE PERMIT. TO BUILD YOU NEED A ZONING PERMIT, AND THEN A PERMIT FROM THE BUILDING INSPECTOR. IF YOU DO ANYTHING BY THE SHORE YOU'LL NEED A FLOODPLAIN PERMIT.
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5. Will starting over with a new residence affect the continued use of the secondary dwelling? YES AND NO. BECAUSE THERE ARE TWO HOMES, THE PROPERTY HAS A NONCONFORMING USE – A CONDITIONAL USE PERMIT IS REQUIRED TO REBUILD, IF THE COTTAGE STAYS.
6. How much can we alter the secondary dwelling? COSMETIC ONLY.
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8. What trees can and cannot be removed for the new construction? NOTHING ALONG THE SHORE OR ROAD. EVERYTHING ALONG THE LOT LINES HAVE TO STAY. CAN REMOVE 15' AROUND PERIMETER OF THE HOME.

Pass through the Door to Washington Island! I LIKE YOUR TAGLINE!!!!

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Julie Schmelzer

From: Julie Schmelzer
Sent: Wednesday, March 13, 2024 4:32 PM
To: 'Michael Kickbush'
Subject: RE: 10855 N Bay Shore Drive

I will not be here but you can leave them with staff.

We return samples if the customer asks.

If all plumbing is removed (including shower, kitchen sink, etc.) then no CUP would be required. We'd have to verify though plumbing and fixtures are gone.

No, the landscaping plan can be in b/w.

I prefer 11 x 17 but you will need a full plan set for the Building Inspector.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Wednesday, March 13, 2024 12:55 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Hi again Julie,

We are getting close to a plan submission, hopefully Friday. Will you be in the office to take receipt of drawings and materials? Please see additional list of questions below.

Thanks,

Mike

1. Will you be keeping the material samples? Otherwise, I believe the client is supposed to return them at some point.
2. In regard to the accessory residence. If the plumbing is removed, will a conditional use permit be required for it to continue to be used as an accessory structure?
3. In addition to the colored elevation drawings, does the landscape plan need to be in color as well?
4. Is there a preferred scale and/or sheet size?

On Mon, Feb 12, 2024 at 3:07 PM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Hi Mike, see below in red...

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Friday, February 9, 2024 1:18 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Hi Julie,

We are closing in on a set of plans that will be ready to submit hopefully soon and have a few questions about the submission, see below.

Thanks,

Mike Kickbush

1. Has the revision to the green space requirement changed to 70% yet? If not, when do you anticipate it happening? **No. I haven't had time to bring it back to them yet. Hopefully before May 1.**
2. If changes are made to the drawings later, will a resubmission be required? **Depends on the change. If walls are moved, or uses added (e.g. a second unit, another bedroom), or anything that affects the use or structural support – including windows becoming doors - then yes.**
3. Will material samples and the landscape plan need to be submitted at the same time as the colored elevation, plan drawings and application? **No, but I can't issue a permit until I have them.**
4. Do electrical, plumbing and hvac plans need to be submitted for zoning permit approval? **No. But the Utilities Dept will need to know how many fixtures you'll have – they work with the plumber on that.**
5. Does the foundation plan need to be submitted for zoning permit approval? **Yes**

6. Does the water & drainage fixture unit list need to be submitted for zoning permit approval? **Just what is required by the Utility Clerk (see above).**

On Tue, Dec 5, 2023 at 10:53 AM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Mike, see below.

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Tuesday, December 5, 2023 10:26 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

Hi Julie,

Thank you again for your prompt responses. I have a few more follow up questions, please see below.

Thanks,

Mike

1. Are conditional use permits for piers transferable? ie: if there was a removable pier being used by a previous owner, can a new owner continue to install and use a seasonal pier without having to apply for a new conditional use permit? A CUP RUNS WITH THE LAND, SO IF A PREVIOUS OWNER HAD ONE, AND INSTALLED THE PIER, THE NEW OWNER USES IT AS BUILT. HOWEVER, IF HE WANTS TO REPLACE IT, OR REPAIR IT, HE NEEDS A NEW ONE.

2. How long does the conditional use permit process typically take? DEPENDS ON HOW /COMPLETE/PREPARED THE APPLICATION IS, BUT ABOUT 3-4 MONTHS.

3. According to the Door Co GIS website FEMA flood hazard layer, it does not appear as though our buildable home area is in a flood plain. If the owner decides to build a permanent pier, does that then require a floodplain permit because of what is shown on the FEMA flood hazard layer? Would a permanent pier installation also require a new conditional use permit? A FLOODPLAIN PERMIT IS NOT REQUIRED FOR A PIER BECAUSE THE ASSUMPTION IS IT WILL PERIODICALLY BE INUNDATED. YES, IF BUILDING A NEW PIER YOU NEED A NEW CUP.

4. Are you aware of the pending FEMA floodplain draft revisions that are being proposed? If so, do you know when they may take effect? YES, I'M WORKING ON THEM NOW. THEY ARE EXPECTED TO BE ADOPTED BY FEBRUARY OR MARCH.

On Mon, Dec 4, 2023 at 1:35 PM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

A CUP requires an application and fee. It is scheduled for preliminary review before the Plan Commission. After, it is then scheduled for a public hearing before the PC.

We do have pier regulations. See Sec. 66.1020. Use a Zoning Permit App Form.

We use the Zoning Permit App Form for Floodplain. If you plan on doing anything in the floodplain, I need grades on the lot, and after completion, will need you to submit finished grades too then.

Start with the Zoning Permit for the home. After that I will know what you need and walk you through the process.

Julie

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Monday, December 4, 2023 11:54 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Re: 10855 N Bay Shore Drive

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Mike

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From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Friday, December 1, 2023 11:25 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: 10855 N Bay Shore Drive

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As of 3/27/24, per GIS -- JAS



Julie Schmelzer

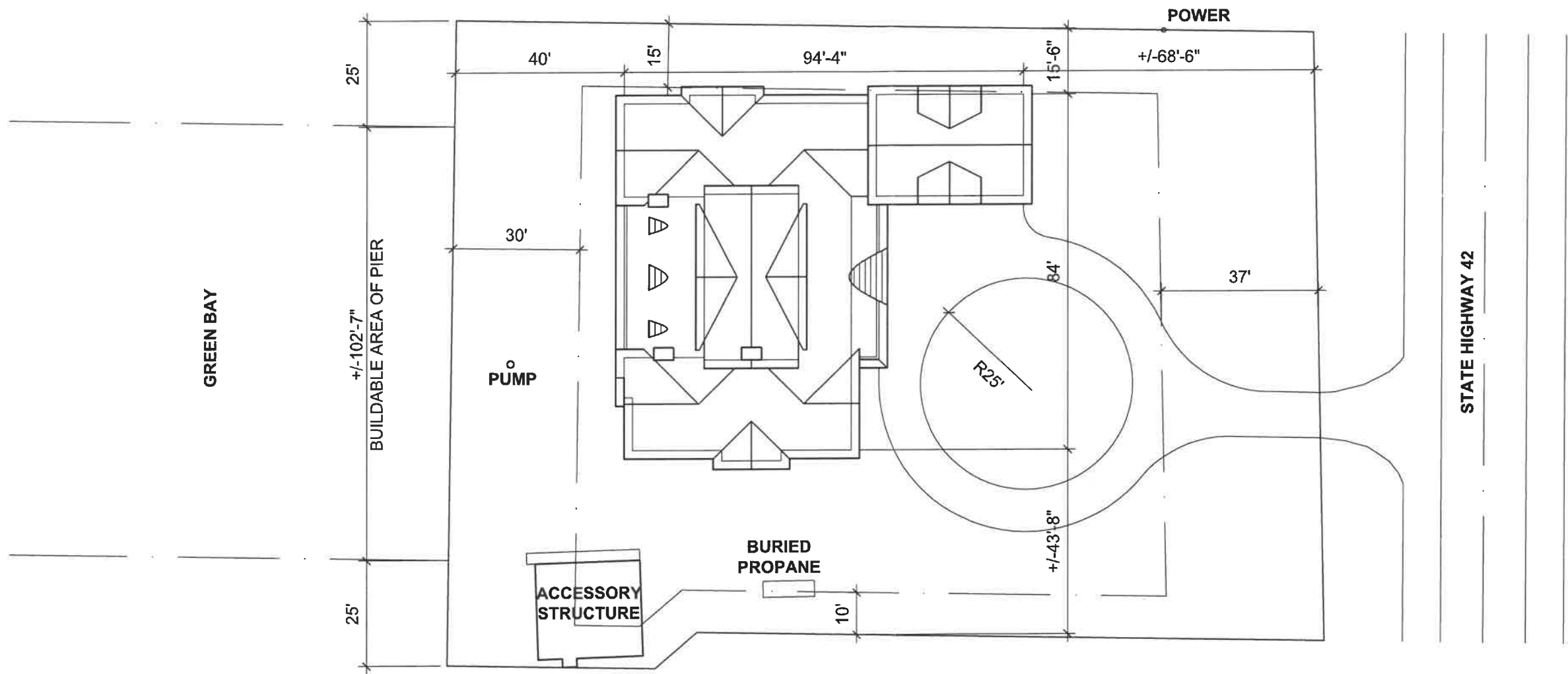
From: Julie Schmelzer
Sent: Wednesday, March 27, 2024 9:48 AM
To: Michael Kickbush
Subject: 10855 Bayshore

Mike,

I reviewed your house plan, and have several concerns, all addressed below. Please let me know if you have any questions.

1. The plans show the cottage has living quarters. You are permitted one living unit on the property, so the home would not be able to be rebuilt unless the cottage is converted to a storage shed. Per Sec. 66.0501 of the code, the cottage will need to have all kitchen appliances, fixtures and plumbing removed. You can keep the toilet and bathroom sink, but the shower and associated plumbing will need to be removed. The cottage will need to be brought into compliance before a permit for a home could be issued.
2. The garage suite is not allowed – it results in a duplex. Be advised I am asking the Plan Commission to allow duplexes in a R-1 zone, but they will not even be discussing that proposal until next month, and if approved, it would be several months before it became code. The first this will be discussed is the fourth Tuesday in April.
3. Sec. 66.0311 says if any wall is visible from a street, and exceeds 50' in length, 20% of the wall must recess at a minimum depth of 3%, and there must be a change in materials used, or a permanent architectural feature provided. The north and east walls will need adjustment to meet this code requirement.
4. Per Sec. 66.0311, side facing garages have to be 27' from the lot line. I believe you propose 15'.
5. The propane tank must be screened from view or buried.
6. What is the height of the firepit? If more than 6" from grade to top, it will need to meet setbacks.
7. Be advised if the grade changes more than 2' you will need a stormwater runoff plan. Per GIS, it looks like the only area where the grade changes is within the 30' water setback, therefore you cannot alter the grade west of the 588' elevation. The home site should be fine, unless you plan on bringing in fill.
8. Trees...you can't remove trees along the shore. The owner is permitted one thirty foot wide opening, which (per GIS) he already has. If they plan on removing trees, they'll need to get a cutting plan approved by the Plan Commission before any trees are removed. Also, they need to keep the trees along the lot lines and road. They do need trees at least every 40' along the road right-of-way, so if they don't have adequate trees along the road, they'll need to plant more.
9. Did you do an open space (impervious surface calculation) for the entire lot, assuming it is developed per the plan? The Plan Commission still has not made a decision on whether to amend the code to reduce the amount of improved space.
10. You show the new driveway will not exceed 24' and will be asphalt, so the new driveway meets code.
11. When they go to remove the home, they will need a razing permit from our office.

Julie Schmelzer, Village Administrator

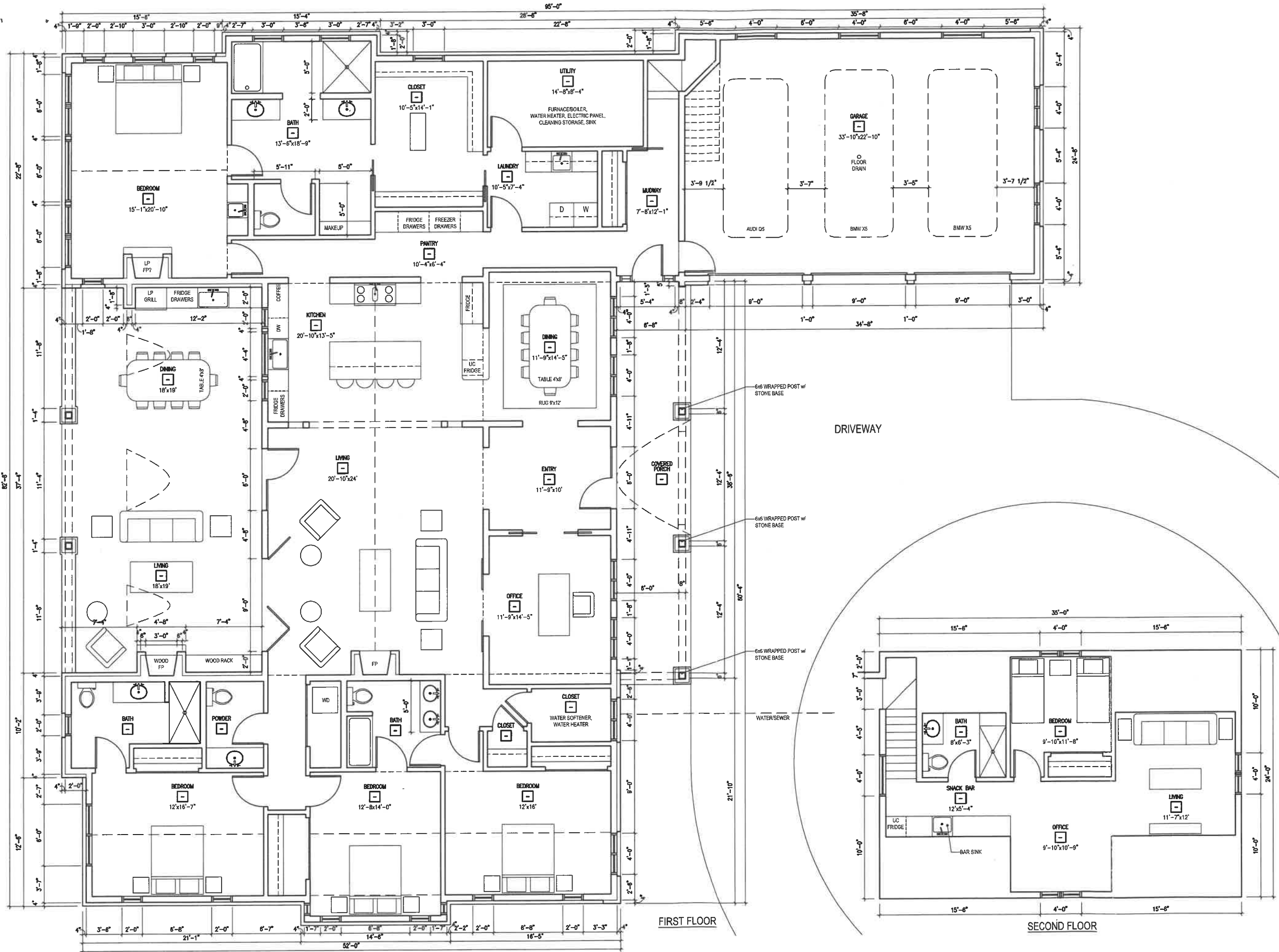


IMPERVIOUS SURFACE CALCULATION	
PRIMARY RESIDENCE	6,390 sq.ft.
ACCESSORY STRUCTURE	685 sq.ft.
DRIVEWAY	4,800 sq.ft.
TOTAL	11,875 sq.ft.
LOT SIZE	29,900 sq.ft.
IMPERVIOUS SURFACE	39.7%

THE ARCHITECT MAKES NO CLAIM TO THE
ACCURACY OF THIS DRAWING, ZARCONE PROPERTY
INFORMATION SUPPLIED BY PENINSULA LAND
CONSULTANTS LLC.

ZARCONE RESIDENCE

APRIL 12, 2024
SCALE: 1" = 30'



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

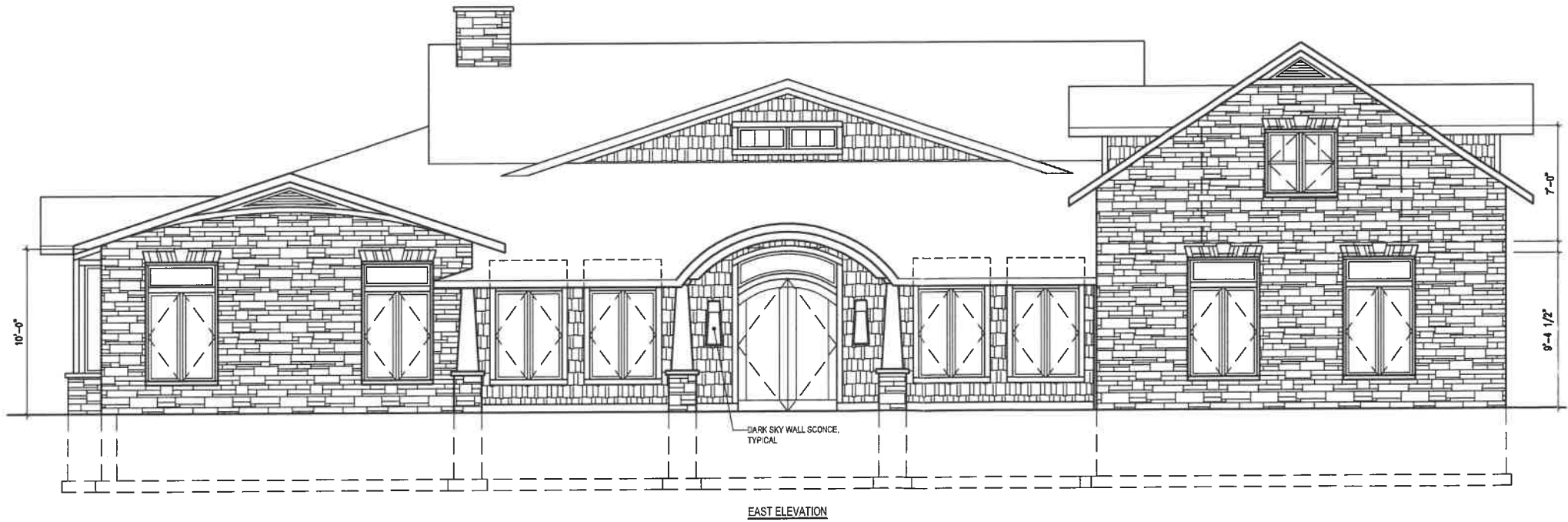
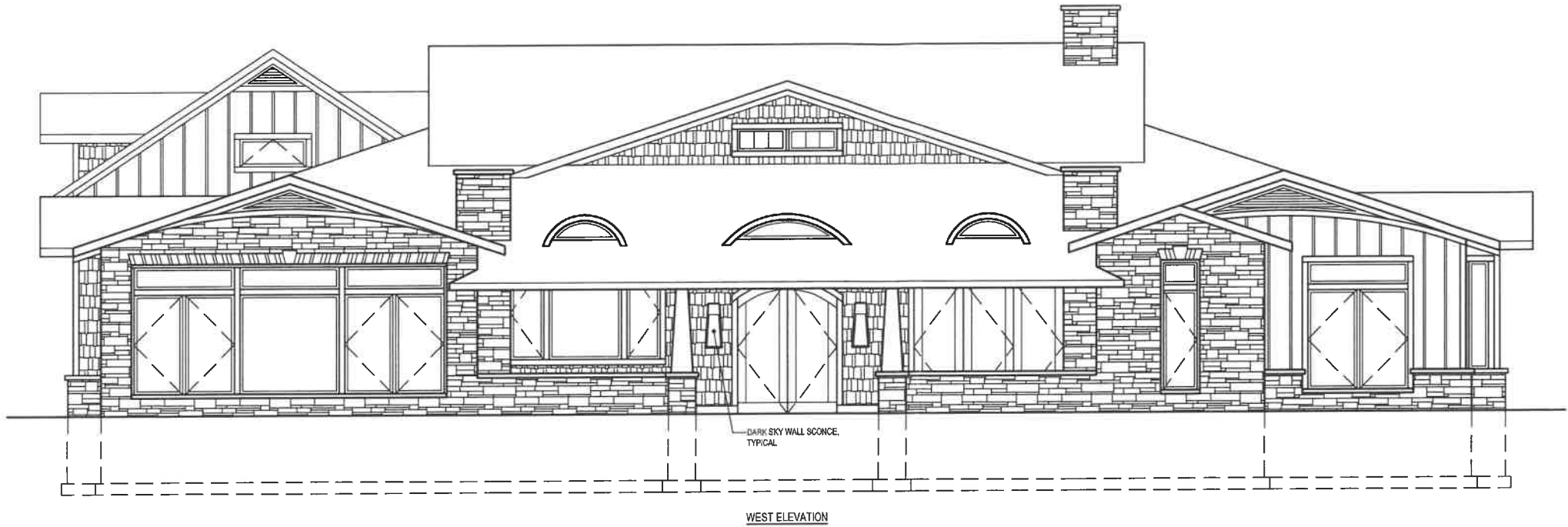
**ZARCONE
RESIDENCE**

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

APRIL 12, 2024

A2.1

FIRST FLOOR



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

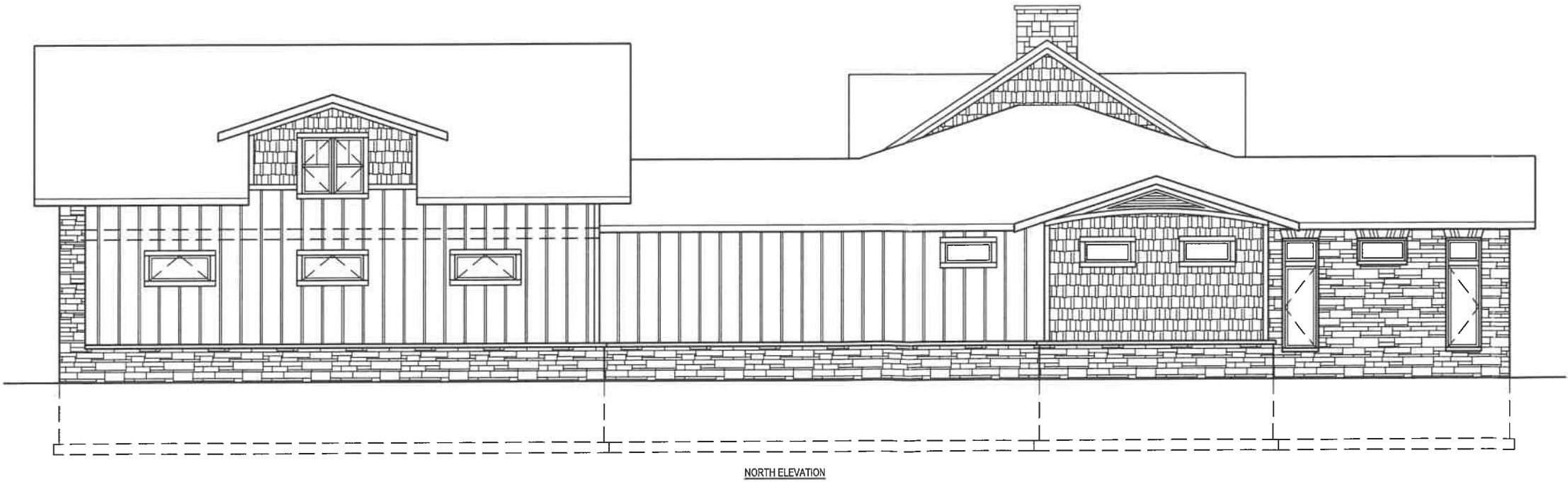
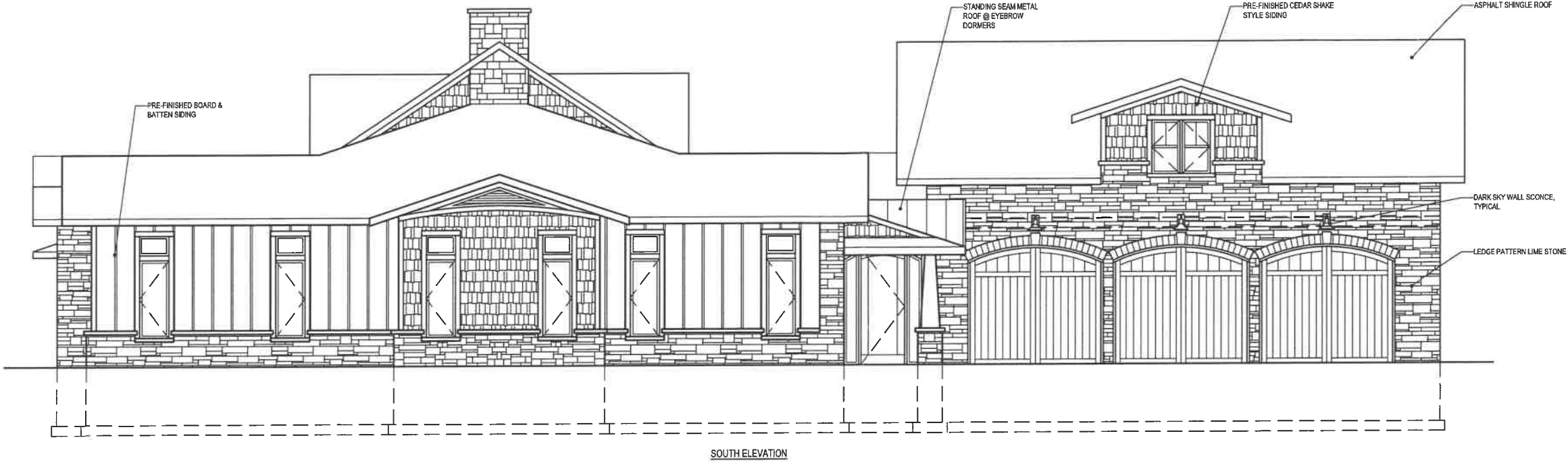
ZARCONE
RESIDENCE

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

APRIL 12, 2024

A3.1

ELEVATIONS



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

ZARCONE
RESIDENCE

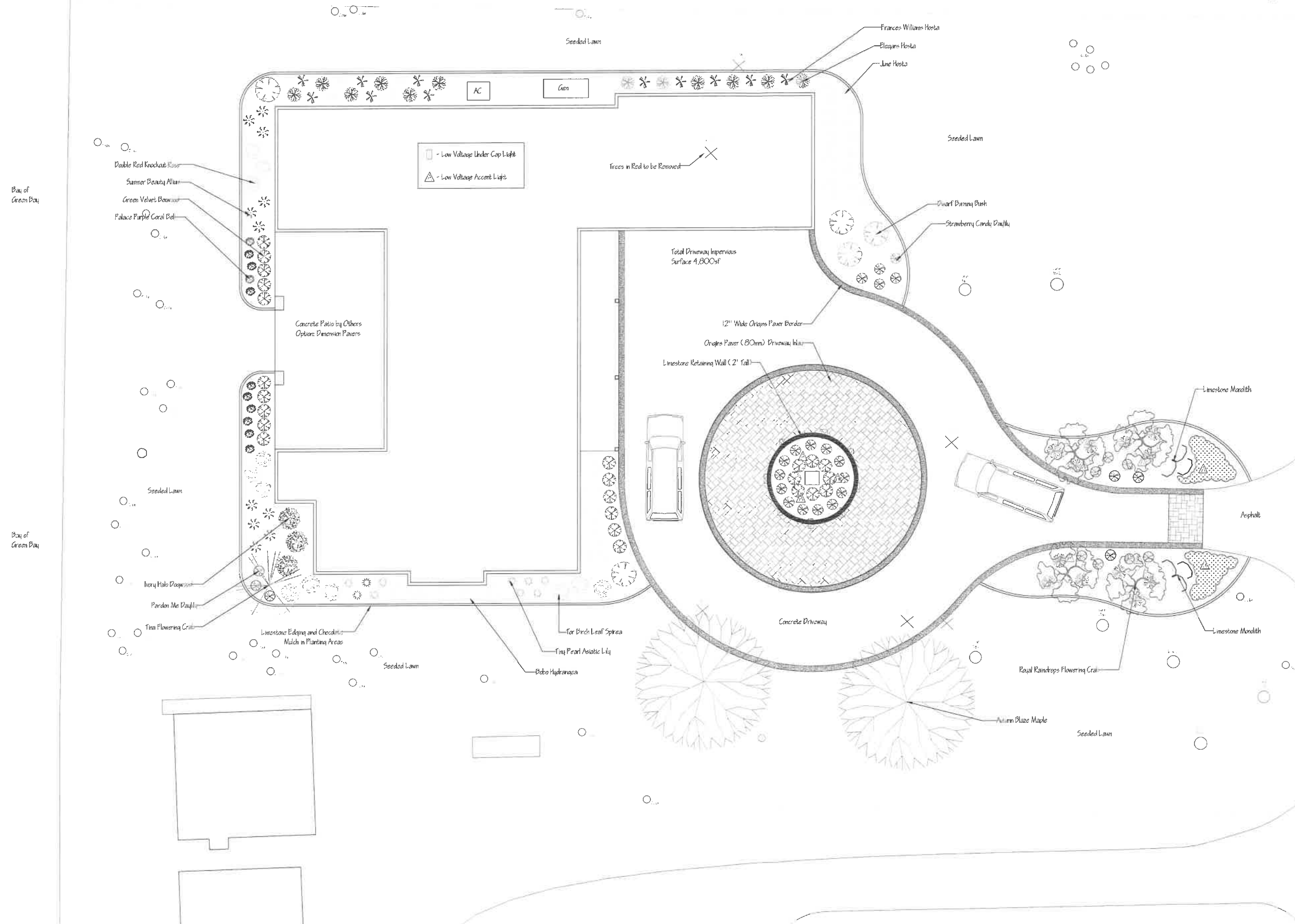
10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

APRIL 12, 2024

A3.2

ELEVATIONS

BAYLAKE
Landscape



Zarcone Residence
10855 North Bay Shore Road
Sister Bay

DRAWN
Jay Delwiche
CHECKED BY

DATE
2/26/2024

SCALE
1/8" = 1'-0"

SHEET
Builder:



Julie Schmelzer

From: Julie Schmelzer
Sent: Thursday, April 25, 2024 10:30 AM
To: 'mlebotte@forestvillebuilders.com'
Cc: 'dmpzarcone@gmail.com'
Subject: 10855 N Bayshore Drive

Mark,

I am writing in regard to our conversation about the Zarcone property. As explained on the phone, we cannot approve a new home on the property until you have secured a razing/demolition permit. The fee was paid on April 15, 2024, but we have not received the application yet. Please remember no activity can occur on the lot until we have issued the demolition permit. In the event you have not been able to find the application form online, contact Janal in our office and she can forward it to you.

I have several concerns and reminders about the new development. I want to make sure both you and the owner are aware of the conditions on this lot.

1. We cannot issue the zoning permit for the new home until the small cottage has been converted to an accessory building and we have been contacted for an inspection to verify it is nothing more than a storage shed. All kitchen appliances and fixtures (including the plumbing) must be removed. There can be no shower or plumbing for a shower. There can be no beds or pullout sofas.
2. I can't approve the room above the garage. It constitutes a duplex, which is not allowed. The bar sink and plumbing constitute a kitchen area which in turn makes it a second living unit. Please submit revised plans for this area.
3. The propane tank must be buried.
4. The site plan received shows no patio or firepit or other improvements within 30' of the shore, so none are allowed. Due to the grade change, no slabs, etc. would be allowed in this area without a stormwater plan to show how runoff would be mitigated.
5. We have received no plans showing a grade change, so the new home and associated backfill cannot alter the grade or result in additional runoff onto adjacent properties.
6. The driveway cannot exceed 24' in width and must be surfaced in asphalt or concrete.
7. **No trees may be removed along the shoreline; if you remove any trees along the lot lines you must plant replacement trees in those locations; you must have a tree (not a shrub) every 40' along the highway right-of-way.**
8. This property cannot be used as a duplex, guest house, or short-term rental.

Julie Schmelzer, Village Administrator
 Sister Bay, WI

Julie Schmelzer

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Thursday, April 25, 2024 11:08 AM
To: Julie Schmelzer
Cc: dmpzarcone@gmail.com
Subject: RE: 10855 N Bayshore Drive

Julie,
 Thank you for the email listing what is needed to proceed with the Zoning Permit. I do have the form printed off which Nick started by filling out his information. We had a discussion about the propane tank last week to see if he owns the tank or if it is a rented tank. Either way that tank is going to be removed. As you and I discussed some of the Village utilities will be disconnected at the time of demo.

I am a little surprised that the small cottage by the water can't remain intact as it is. The adjoining property to the north has two full sized complete homes on it and the main home was torn down and rebuilt within the last year. Has something changed in the Zoning Code? Wouldn't this be an example of an SDU?

Mark

Mark LeBotte, President
 Forestville Builders & Supply, Inc.
 141 Main Street
 P.O. Box 8
 Forestville WI 54213
 (920) 856-6460

From: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Sent: Thursday, April 25, 2024 10:39 AM
To: Mark LeBotte <mlebotte@forestvillebuilders.com>
Cc: dmpzarcone@gmail.com
Subject: 10855 N Bayshore Drive

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Sister Bay, WI

Julie Schmelzer

From: Julie Schmelzer
Sent: Thursday, April 25, 2024 4:52 PM
To: 'Mark LeBotte'
Cc: dmpzarcone@gmail.com
Subject: RE: 10855 N Bayshore Drive

Grandfathered cottages can remain as is, but if you got to rebuild, you have to bring that into compliance, which means one unit per lot.

A few years ago, for a brief period, they allowed 2 homes per lot, but after those started getting rented for profit (short-term rentals) the village deleted that rule and we're back to one home per lot.

Julie

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Thursday, April 25, 2024 11:08 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
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Julie Schmelzer, Village Administrator
Sister Bay, WI

Julie Schmelzer

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Monday, April 29, 2024 10:54 AM
To: Julie Schmelzer
Cc: Mark LeBotte; Nick Zarcone; Dominick Zarcone
Attachments: zarcone floor plan 4-29-24.pdf

Hi Juile,

I am following up on your e-mail to Mark LeBotte from below. Please see attached revised second floor plan showing the removal of the bar sink from the second floor. Please let us know if that resolves Issue number 2, it prints on 11x17. Please let me know if you need a hard copy and I will bring one down. I believe we have met conditions 3 - 7 on the revised landscape plan and revised site plan that were re-submitted on April 12. In regard to issue number 1, is there an occupancy permit required by the Village before the owner can move in? If so, could we resolve the proof of the accessory conversion at that time? The drawings of the accessory conversion that were reviewed on March 27 show the removal of the plumbing fixtures, kitchen and appliances which was the owner's sworn intent when he signed the zoning permit and certified the application.

Mark LeBotte will be following up with you shortly on submitting the raze permit application.

Thanks,

Mike

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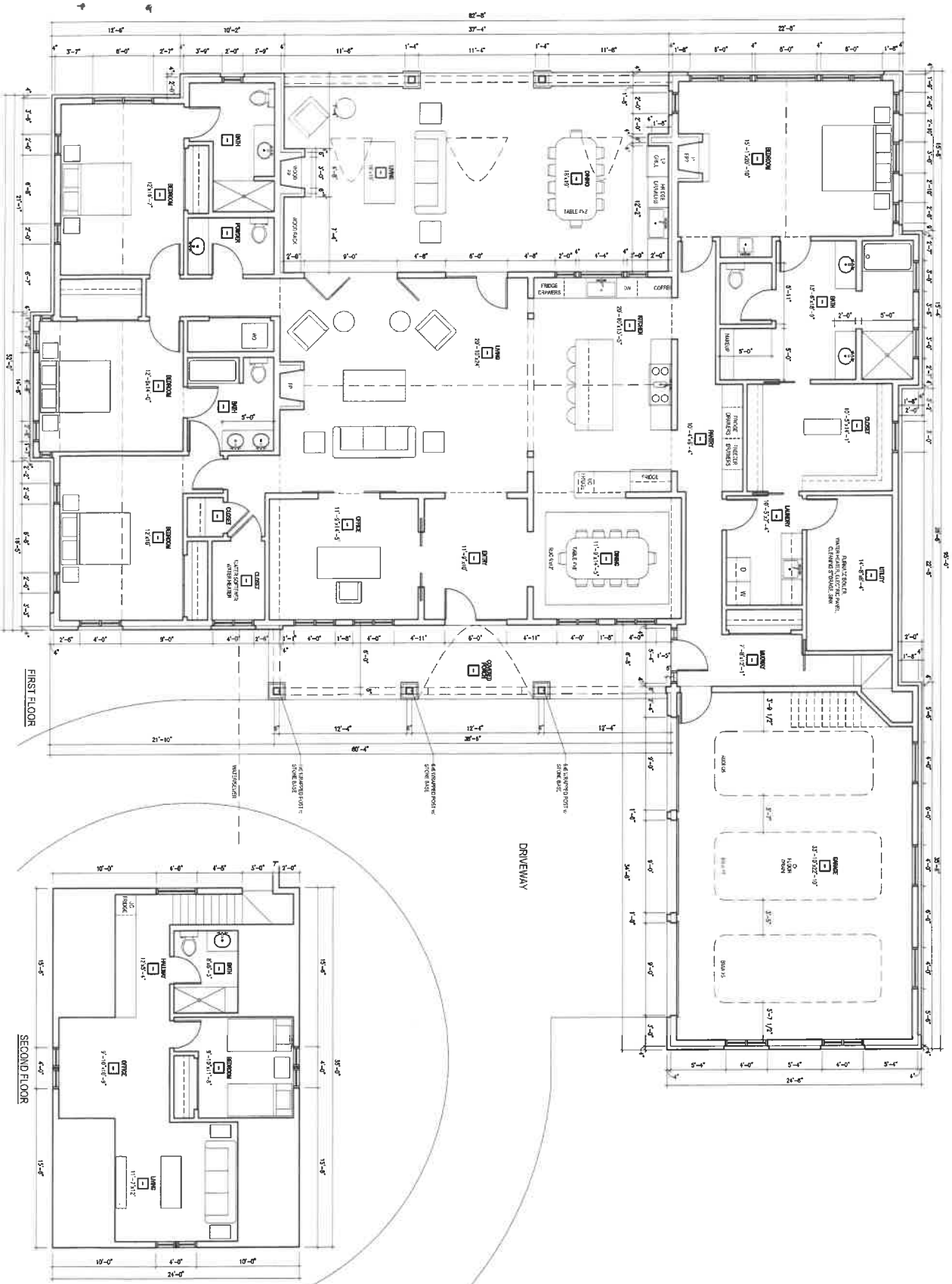
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2. I can't approve the room above the garage. It constitutes a duplex, which is not allowed. The bar sink and plumbing constitute a kitchen area which in turn makes it a second living unit. Please submit revised plans for this area.
3. The propane tank must be buried.
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5. We have received no plans showing a grade change, so the new home and associated backfill cannot alter the grade or result in additional runoff onto adjacent properties.
6. The driveway cannot exceed 24' in width and must be surfaced in asphalt or concrete.
7. **No trees may be removed along the shoreline; if you remove any trees along the lot lines you must plant replacement trees in those locations; you must have a tree (not a shrub) every 40' along the highway right-of-way.**
8. This property cannot be used as a duplex, guest house, or short-term rental.

Julie Schmelzer, Village Administrator

Sister Bay, WI

--

Pass through the Door to Washington Island!



M.G. KICKBUSH
DESIGN & CONSULTING LLC

PO BOX 37
WASHINGTON ISLAND, WI 54986
TEL: 414.305.0884
mickbush@hotmail.com



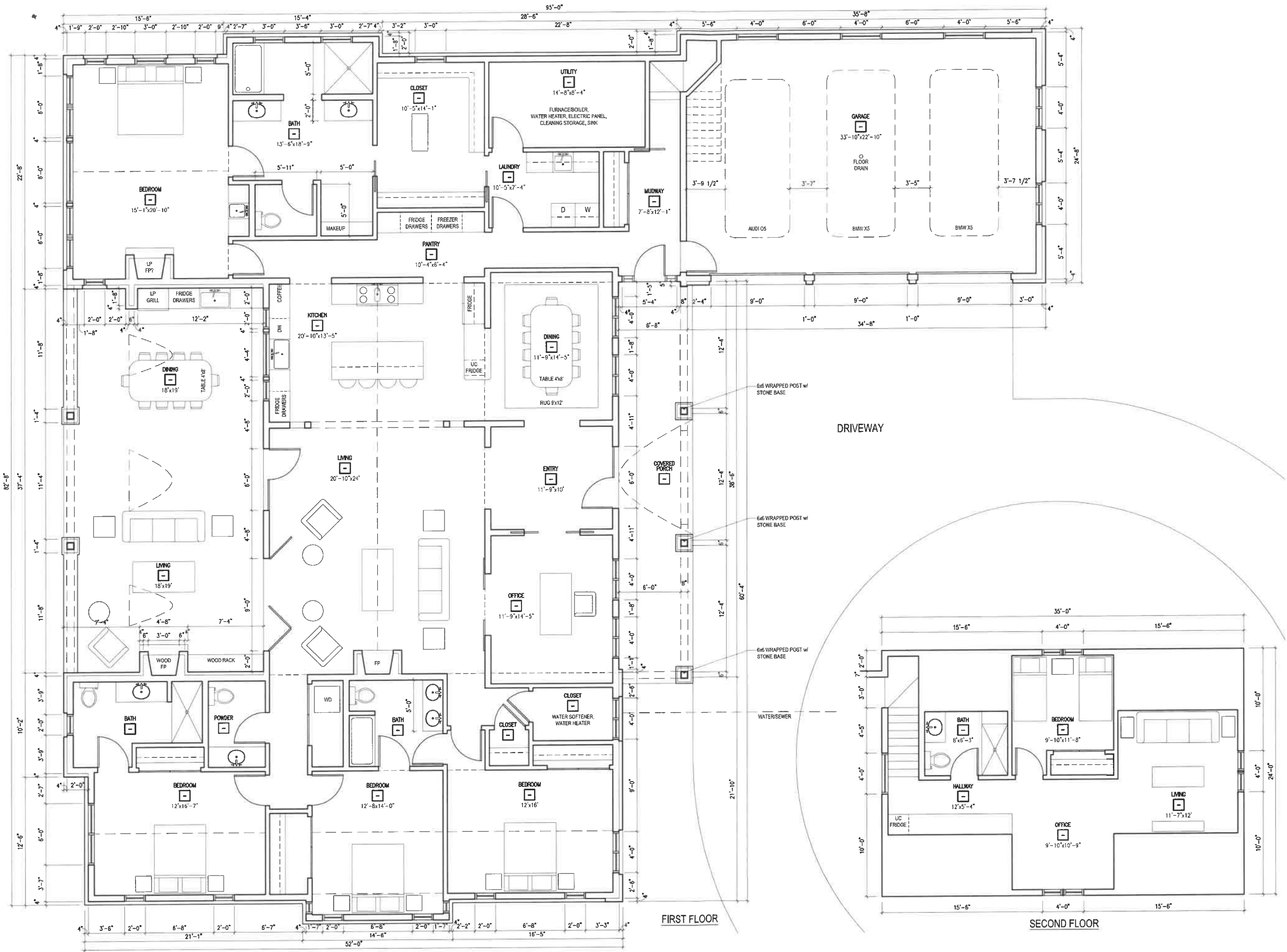
SCALE: 1/4"=1'-0"

ZARCON
RESIDENCE

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234
APRIL 23, 2024

A2.1

FIRST FLOOR
© COPYRIGHT M.G. KICKBUSH & CONSULTING LLC



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

ZARCONE
RESIDENCE

10855 N BAYSHORE DRIVE
SISTER BAY, WI 54234

APRIL 29, 2024

A2.1

FIRST FLOOR

Julie Schmelzer

From: Julie Schmelzer
Sent: Monday, April 29, 2024 4:12 PM
To: Mark LeBotte; Michael Kickbush
Cc: Nick Zarcone; Dominick Zarcone
Subject: RE:

Mark, yes we can meet, or you can submit the application to the Administrative Assistant and she will forward it to me. Our razing permits are pretty self-explanatory so we usually turn them around pretty quickly. (This time of year is crazy busy with short-term rental applications so we have few meeting times available.)

No, the code requires compliance before we issue the permit, not prior to occupancy. Unfortunately for the owner, that means he has to remove everything at the start of construction. What we have found is all too often the owner doesn't call for the certificate of compliance inspection, and the nonconformity goes on into perpetuity in violation, so we require compliance as a condition of giving them the permit. (As you can see we are very concerned about guest houses, duplexes, etc. and take all measures to ensure the property isn't used for any purpose other than a single family residence.)

Julie

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Monday, April 29, 2024 2:10 PM
To: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>; Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Nick Zarcone <dpzarcone@lkqcorp.com>; Dominick Zarcone <dmpzarcone@gmail.com>
Subject: RE:

Good afternoon Julie,

I am working on getting the electrical service disconnected and temp service set up. Next week Lakes gas will be removing the propane tank. When I have the sign offs on these items and we have the water shut off I will be submitting the razing permit. I would like to schedule a time to review this with you at the appropriate time. Is there any day and time that works better for you during a normal week?

As to Mike's question below, Can we have the plumbing and bedroom removal applied to the Zoning Permit as a condition to receiving the Occupancy Permit? The reason for this request is to allow us to perform these tasks when we have a crew on site rather than schedule separate work orders.

Mark

Mark LeBotte, President
 Forestville Builders & Supply, Inc.
 141 Main Street
 P.O. Box 8
 Forestville WI 54213
 (920) 856-6460

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Monday, April 29, 2024 10:54 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>; Nick Zarcone <dpzarcone@lkqcorp.com>; Dominick Zarcone <dmpzarcone@gmail.com>

Subject:

Hi Juile,

I am following up on your e-mail to Mark LeBotte from below. Please see attached revised second floor plan showing the removal of the bar sink from the second floor. Please let us know if that resolves Issue number 2, it prints on 11x17. Please let me know if you need a hard copy and I will bring one down. I believe we have met conditions 3 - 7 on the revised landscape plan and revised site plan that were re-submitted on April 12. In regard to issue number 1, is there an occupancy permit required by the Village before the owner can move in? If so, could we resolve the proof of the accessory conversion at that time? The drawings of the accessory conversion that were reviewed on March 27 show the removal of the plumbing fixtures, kitchen and appliances which was the owner's sworn intent when he signed the zoning permit and certified the application.

Mark LeBotte will be following up with you shortly on submitting the raze permit application.

Thanks,

Mike

From: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Sent: Thursday, April 25, 2024 10:39 AM

To: Mark LeBotte <mlebotte@forestvillebuilders.com>

Cc: dmpzarcone@gmail.com

Subject: 10855 N Bayshore Drive

Mark,

I am writing in regard to our conversation about the Zarcone property. As explained on the phone, we cannot approve a new home on the property until you have secured a razing/demolition permit. The fee was paid on April 15, 2024, but we have not received the application yet. Please remember no activity can occur on the lot until we

have issued the demolition permit. In the event you have not been able to find the application form online, contact Janal in our office and she can forward it to you.

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8. This property cannot be used as a duplex, guest house, or short-term rental.

Julie Schmelzer, Village Administrator

Sister Bay, WI

--

Pass through the Door to Washington Island!

Julie Schmelzer

From: Julie Schmelzer
Sent: Tuesday, April 30, 2024 9:06 AM
To: 'Dominick Zarcone'
Cc: Mark LeBotte; Michael Kickbush; Nick Zarcone
Subject: RE: Re:

Those can be done under the same permit.

Julie

From: Dominick Zarcone <dmpzarcone@gmail.com>
Sent: Monday, April 29, 2024 6:04 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>; Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>; Nick Zarcone <dpzarcone@lkqcorp.com>
Subject: Re:

Julie

This is Dominick Zarcone, the property owner. We have zero intention of using the secondary structure as a rental, but completely understand the logic behind your process. To keep our project on schedule, I have asked Mark to raise both the main house and secondary structure at the same time. Can that be done on one raise permit or does Mark need to submit separate applications for each structure in order for the zoning permit to be issued?

Thanks!

Dominick

On Mon, Apr 29, 2024, 4:12 PM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

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To: Mark LeBotte <mlebotte@forestvillebuilders.com>
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Mark,

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8. This property cannot be used as a duplex, guest house, or short-term rental.

Julie Schmelzer, Village Administrator

Sister Bay, WI

--

Pass through the Door to Washington Island!

Julie Schmelzer

From: Julie Schmelzer
Sent: Thursday, June 27, 2024 5:46 PM
To: Mark LeBotte
Cc: dmpzarcone@gmail.com; Brett Guilette
Subject: Regular Zoning Permit

Hi Mark, I have approved the Regular Zoning Permit for a new single-family home on property to be cleared (actually two buildings razed) at 10855 N Bayshore Drive. The permit has been issued subject to conditions.

1. The new home cannot be built until both the existing home and cottage have been removed from the property.
2. As you know, duplexes are not allowed in the single-family zoning district at this time, so the room above the garage cannot have a kitchen or bar sink.
3. The propane tank must be buried.
4. The site plan received shows no patio or firepit or other improvements within 30' of the shore, so none are allowed. Due to the grade change, no slabs, etc. would be allowed in this area without a stormwater plan to show how runoff would be mitigated.
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7. **No trees may be removed along the shoreline; if you remove any trees along the lot lines you must plant replacement trees in those locations; you must have a tree (not a shrub) every 40' along the highway right-of-way.**

You will need a permit from the Building Inspector. He has been copied so that you have his email address.

Please let us know if you have any questions.

Julie Schmelzer, Village Administrator
 Sister Bay, WI

VILLAGE OF SISTER BAY, WISCONSIN
DEMOLITION PERMIT APPLICATION PACKET
2383 Maple Dr., PO BOX 769
Sister Bay, WI 54234

RECEIVED 106 JUN 24 2024

2000.00
Razing Permit
Fee Paid By
Forestville
Builders On
6-24-24

Demolition permits are required for the demolition of any structure or part of a structure greater than 400 square feet in area (Village of Sister Bay Municipal Code, Sec. 14.15 (a)). No demolition activities may commence prior to the issuance of a permit.

This packet contains 7 sheets. All pages must be submitted for your request to be considered.

- ☐ Razing permit application (only item needed for accessory structures w/out utilities)
- ☐ Utility signoff sheet
- ☐ Certificate of liability insurance naming VILLAGE OF SISTER BAY as additional insured
- ☐ Acknowledgement and signature sheet
- ☐ A copy of the Wisconsin Department of Natural Resources Notification of Demolition and/or Renovation form and application for Permit Exemption, if applicable: <https://dnr.wisconsin.gov/forms/4500/4500.pdf> (you are responsible for determining if your project requires DNR permitting)
- ☐ \$200 Fee enclosed

GENERAL INFORMATION

Property information

Property Address:	10855 N. BAY SHORE DRIVE, SISTER BAY WI
Parcel Number:	181270015
Owner Name:	DOMINICK ZARCONI
Owner Address:	12448 N. CRANE BAY CT MEQUON WI 53092
Owner Email Address:	DMPZARCONI@GMAIL.COM
Phone Number:	414 - 379 - 4272

Contractor information

Name:	FORESTVILLE BUILDERS
Address:	141 MAIN STREET, PO BOX 8, FORESTVILLE WI 54213
Contractor Email Address:	MLEBOTTE@FORESTVILLEBUILDERS.COM
Phone Number:	920 - 856 - 6460

Project commencement date: 8/5/24

Project expected completion date: 8/7/24

HAZARDOUS MATERIALS

107
RECEIVED JUN 24 2024

Village of Sister Bay Municipal code, Sec. 14.15 (b)(5) requires that an application for razing/demolition permit must include a list of all hazardous waste and hazardous and toxic substances (Wis. Admin. Code NR chapter 661 Hazardous Waste Identification and Listing) contained in the building, a statement as to whether the building contains asbestos, and a detailed description of the method to be used in removing, transporting and disposing of any hazardous waste, hazardous and toxic substances and asbestos.

See Wisconsin Department of Natural Resources publication "Waste Determinations & Recordkeeping" at <https://dnr.wisconsin.gov/files/df/pub/wa/wa1152.pdf> to determine if a waste is hazardous.

Hazardous Materials Present (check all that apply)

- ☐ Asbestos (ceilings, electrical systems, flooring, HVAC, insulation, plumbing, roofing, etc.)
- ☐ CFCs (chlorofluorocarbons) and halons
- ☐ Lead
- ☐ Mercury
- ☐ PCBs (polychlorinated biphenyls)
- ☐ Other - _____

REMOVAL, TRANSPORTATION AND DISPOSAL OF HAZARDOUS MATERIALS

Removal, transportation and disposal of all hazardous wastes, hazardous and toxic substances and asbestos shall be conducted in compliance with all applicable state, federal and local statutes, ordinances, and regulations. The permit holder shall give the building inspector 72 hours written notice prior to any removal, transportation, or disposal of hazardous wastes, hazardous and toxic substances and asbestos. [Village of Sister Bay Code of Ordinances Section 14.15 (e)]

Provide a detailed description of the method to be used in removing, transporting, and disposing of hazardous waste, hazardous and toxic substances and asbestos:

DEMOLITION AND DISPOSAL OF NON-HAZARDOUS MATERIALS

Provide a detailed description of how and where the waste materials resulting from the demolition will be transported and disposed of (including the description of the route to be used by trucks in hauling the waste):

Waste will be placed in dumpsters and hauled to landfill in Appleton. Stone and concrete will be taken to JF Excavations pit and recycled. Both operations will exit the Village by using Waters End road. Habitat has been invited to remove anything that they can use either on their projects or to sell at the ReSeal shop.

Describe the method of demolition:

Backhoe will be used to crush home and will place debris in Dumpsters. Backhoe will load stone & concrete in JF dumptrucks

Material Reuse and Recycling Information

Many materials, fixtures and components can be donated or sold for reuse or recycled prior to demolition. As you inventory the project site for harmful materials, take note of materials that can be reused or recycled and remove them from the project site before demolition work begins.

- **Business Materials Exchange of Wisconsin (BMEx)** is a regional material exchange connecting people with reusable items with people who want them. It is part of an effort to reduce the amount of reusable goods being thrown away. The BMEx is open to any resident, business, organization, institution, agricultural operation or other entity located in Wisconsin. www.bmex.org
- **Door County Habitat for Humanity Restore** offers no-cost home deconstruction services for your home renovation or teardown. Habitat will remove reusable materials: cabinets, lighting fixtures, plumbing fixtures, appliances, wood paneling, siding, doors, and trim. Items will be sold in the ReStore to raise money for new home construction and home repairs.
https://www.doornhabitat.org/application/files/4116/3450/3641/Habitat_Deconstruct.pdf
- **Concrete Recycling and Disposal:** <https://dnr.wisconsin.gov/files/nd/pubs/wa/wa609.pdf>
- **Recycling Residential Asphalt Shingles:** <https://dnr.wisconsin.gov/topic/Demo/Shingles.htm>
- **Wisconsin Recycling Markets Directory** provides information about landfill diversion opportunities for various materials in Wisconsin. <https://www.uwgb.edu/solid-hazardous-waste-education-center/>

SITE MANAGEMENT

Provide a detailed description of all methods to be used to prevent water runoff and soil erosion from the site to neighboring properties and to prevent releasing unreasonable amounts of dust from the site. If an erosion control plan or stormwater runoff management plan is required, please attach additional pages and/or drawings.

Install silt socks to prevent runoff. Limit soil disturbance to 15' around home

Control measures apply to all aspects of the proposed land disturbance use or activity and shall be in operation during all stages of the disturbance activity. See Village of Sister Bay Municipal Code of Ordinances, Section 66.1015, Land Disturbance Regulations.

TREE CUTTING**Bluff Protection Overlay District**

The Village of Sister Bay has an established Bluff Protection Overlay District (Village of Sister Bay Zoning Code, Chapter 66.0344) which restricts the clearing of trees, shrubbery, undergrowth, and other ground cover on properties within the district.

- ☒ The project location is NOT within the Bluff Protection Overlay District.
- ☐ The project location IS within the Bluff Protection Overlay District AND I have read, understand, and will abide by the requirements of the Bluff Protection Overlay District, section 66.0344 of the Village of Sister Bay Zoning Code.

Shoreland Areas

The Village of Sister Bay has established tree cutting regulations in the shoreland area, defined as paralleling the shoreline and extending 350 feet inland from all points along the normal high-water mark of the shoreline (Village of Sister Bay Zoning Code, Section 66.1000 (a)(1)).

- ☐ The project location is NOT within the shoreland area as defined in 66.1000(a)(1).
- ☒ The project location IS within the shoreland area as defined 66.1000(a)(1) AND I have read, understand, and will abide by the requirements in the shoreland area as required by 66.1000(a)

All other areas

The Village of Sister Bay has established tree cutting regulations for all other areas of the Village with woody vegetation with a stem of at least 3 inches in diameter measured at a height of 4.5 feet above the ground.

- ☐ The project location is NOT in the bluff protection overlay district nor the shoreland area and therefore tree cutting is regulated by Sec. 66.1000 (b) I have read, understand, and will abide by the requirements of 66.1000(b)

UTILITY SIGNOFF SHEET
RELEASE FROM ALL UTILITIES SERVING THE PROPERTY

Address of property being razed: 10855 N. BAY SHORE DRIVE

☒ Water meter and service removed

Village of Sister Bay Utilities
920-854-4118

Approved: Megan Barnes Date: 6-4-24
Sister Bay Utilities

☐ Water and sewer lines capped at property

Village of Sister Bay Utilities
920-854-4118

Approved: _____ Date: _____
Sister Bay Utilities

☒ Electric meter(s) and service(s) removed

Wisconsin Public Service
800-450-7260 Residential Customer Service
877-444-0888 Business Solutions Center

Approved: [Signature] Date: 6-18-24
Wisconsin Public Service

☐ Gas meter(s) and service(s) removed (identify company below)

____ Door County Cooperative: 800-257-8475

____ Milton Propane: 920-743-8800

____ Ferrellgas: 920-854-2123

X LAKE'S GAS

Approved: [Signature] Date: 5/10/24
Representative

ACKNOWLEDGEMENT AND SIGNATURE SHEET

RECEIVED JUN 24 2024

111

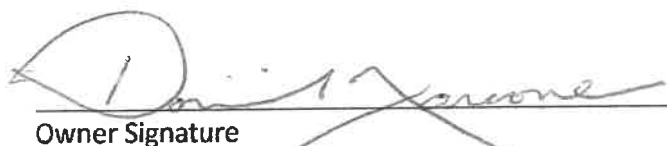
By signing this form, you agree to the following required by Village of Sister Bay Municipal Code, Section 14.15, Razing and Demolition:

- The site shall be properly cleared of debris, rubbish and pavement and shall be properly graded and leveled to conform with the adjoining grade of the neighboring property; when so graded and leveled, the site shall be seeded, sodded or treated in some other manner acceptable to the municipal inspector to prevent blowing dust, dirt or sand.
- Excavations remaining after demolition shall be filled, graded and leveled off not later than 30 consecutive days after demolition is completed.
- Excavations from demolished buildings or structures shall not be filled with any materials subject to deterioration.
- Voids in filled excavations are not permitted.

State regulations may apply depending on project size, scope, materials, etc. Prior to the start of any demolition project, be sure to visit the Wisconsin DNR website (<http://dnr.wisconsin.gov/topic/Demo>) and contact the appropriate departments/individuals to ensure the State of Wisconsin rules and regulations are also adhered to. You are responsible for determining the applicability of state codes and by signing this form, you acknowledge that you have determined the applicability of and commit to the requirements of state regulations.

By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the Village and to conduct the due diligence as necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the Village. The Owner/Applicant acknowledges, agrees and understands that the Village is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The Village and its staff can only provide procedural guidance and reference. The Village and its staff cannot provide guidance on state or federal law applicability or legal advice.

By signing below you further understand a copy of this application will be made available to the local Fire Chief and Emergency Management Personnel. They may contact you with further instructions regarding best management practices for the razing, demolition, and removal of hazardous materials.


Owner Signature

3-31-24
Date


Contractor Signature

6/24/24
Date

APPROVAL

RECEIVED JUN 24 2024

This permit is issued subject to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties.

1. No trees can be removed from the site during the razing & clean-up.
2. No debris shall be left on site.
3. Dumpsters cannot be overfilled to prevent material blowing onto other properties or falling on village roads.

Permit approved by:


Julie A. Schmelzer, Zoning Administrator

Date: 6/27/24

Copy:

- ☒ Fire Chief
☒ Door County Emergency Management

Mail completed applications to:

Village of Sister Bay
ATTN: Janal
PO BOX 769
Sister Bay, WI 54234

Emailed applications can be sent to:

janal.suppanz@sisterbaywi.gov

Call (920) 854-4118 with any questions.

ELECTRIC SERVICE APPLICATION

Inspection Specialist/ Brett Guilette

P.O. Box 22 Brussels, WI 54204

920-495-3232

Project Address 10855 N Bayshore DR Municipality Sister Bay
 Owners Name Dominick Zarcone Phone Number 414-379-4272
 Owners Email dmpzarcone@gmail.com
 Electrical Contractor Jesse Raines Phone Number 920-839-5226
 Electrician's email lakeshore.electric97@gmail.com

ELECTRICAL SERVICE DATA

Residential <u>X</u>	Commercial _____	Agriculture _____
New Service _____	Rewired Service _____	Temp. Service <u>X</u>
Underground _____	Overhead _____	
OH to UG _____	OH to OH <u>X</u>	UG to UG _____
Size <u>100</u> Amps	1 Phase _____	3 Phase _____

Applicant (Print) Mark LeBotte

Signature [Signature]

Date 5-20-24

OFFICE USE ONLY

Fee \$50 CK# 78064 (R) Permit Number SB55-24-6E
 Permit Issued by: Brett Guilette Date 6/4/24

Julie Schmelzer

From: Julie Schmelzer
Sent: Tuesday, April 30, 2024 9:06 AM
To: 'Dominick Zarcone'
Cc: Mark LeBotte; Michael Kickbush; Nick Zarcone
Subject: RE: Re:

Those can be done under the same permit.

Julie

From: Dominick Zarcone <dmpzarcone@gmail.com>
Sent: Monday, April 29, 2024 6:04 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>; Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>; Nick Zarcone <dpzarcone@lkqcorp.com>
Subject: Re:

Julie

This is Dominick Zarcone, the property owner. We have zero intention of using the secondary structure as a rental, but completely understand the logic behind your process. To keep our project on schedule, I have asked Mark to raise both the main house and secondary structure at the same time. Can that be done on one raise permit or does Mark need to submit separate applications for each structure in order for the zoning permit to be issued?

Thanks!

Dominick

On Mon, Apr 29, 2024, 4:12 PM Julie Schmelzer <julie.schmelzer@sisterbaywi.gov> wrote:

Mark, yes we can meet, or you can submit the application to the Administrative Assistant and she will forward it to me. Our razing permits are pretty self-explanatory so we usually turn them around pretty quickly. (This time of year is crazy busy with short-term rental applications so we have few meeting times available.)

No, the code requires compliance before we issue the permit, not prior to occupancy. Unfortunately for the owner, that means he has to remove everything at the start of construction. What we have found is all too often the owner doesn't call for the certificate of compliance inspection, and the nonconformity goes on into perpetuity in violation, so we require compliance as a condition of giving them the permit. (As you can see we are very concerned about guest houses, duplexes, etc. and take all measures to ensure the property isn't used for any purpose other than a single family residence.)

Julie

From: Mark LeBotte <mlebotte@forestvillebuilders.com>
Sent: Monday, April 29, 2024 2:10 PM
To: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>; Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Nick Zarcone <dpzarcone@lkqcorp.com>; Dominick Zarcone <dmpzarcone@gmail.com>
Subject: RE:

Good afternoon Julie,

I am working on getting the electrical service disconnected and temp service set up. Next week Lakes gas will be removing the propane tank. When I have the sign offs on these items and we have the water shut off I will be submitting the razing permit. I would like to schedule a time to review this with you at the appropriate time. Is there any day and time that works better for you during a normal week?

As to Mike's question below, Can we have the plumbing and bedroom removal applied to the Zoning Permit as a condition to receiving the Occupancy Permit? The reason for this request is to allow us to perform these tasks when we have a crew on site rather than schedule separate work orders.

Mark

Mark LeBotte, President
 Forestville Builders & Supply, Inc.
 141 Main Street
 P.O. Box 8
 Forestville WI 54213
 (920) 856-6460

From: Michael Kickbush <michaelkickbush@doorcountyvacationrental.com>
Sent: Monday, April 29, 2024 10:54 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Cc: Mark LeBotte <mlebotte@forestvillebuilders.com>; Nick Zarcone <dpzarcone@lkqcorp.com>; Dominick Zarcone <dmpzarcone@gmail.com>
Subject:

Hi Juile,

Julie Schmelzer

From: Julie Schmelzer
Sent: Thursday, June 27, 2024 5:29 PM
To: Mark LeBotte
Cc: dmpzarcone@gmail.com
Subject: Razing Permit

Mark,

We have issued the Razing Permit authorizing the demolition and removal of the existing home and cottage at 10855 N Bay Shore Drive, Sister Bay. The permit has been issued subject to the conditions no trees be removed; no debris be left on site; and the dumpsters not be overfilled to ensure debris doesn't blow onto neighboring properties or fall on the roads during transport.

Julie Schmelzer, Village Administrator

\$200.00 Paid
4-15-24
Check No. 1623
(R)

Janal Suppanz

From: Janal Suppanz
Sent: Monday, April 15, 2024 9:54 AM
To: Idier@forestvillebuilders.com
Cc: Julie Schmelzer
Subject: Dominick Zarcone Demolition/Razing Permit Application
Attachments: Demolition Permit App.pdf

Hi Loni:

As per our telephone conversation of a few minutes ago I'm forwarding the Village's Demolition/Razing Permit Application. Please see that the application is completed and returned to this office in as timely a fashion as possible. There won't be any need for you to submit the related fee as Mr. Zarcone has already paid it.

Thanks much for your assistance with this.

Take Care!!!!

Janal Suppanz

Administrative Assistant
Village of Sister Bay
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234
Phone 920-854-4118
Fax 920-854-9637
janal.suppanz@sisterbaywi.gov



Waiting
For Razing
Permit App.
(Fee was Already
Paid.)

To Access The Village's Website: www.sisterbaywi.info

To Access Meeting Agendas and Official Documents: <http://www.sisterbaywi.info/Agendas/Forms/AllItems.aspx>

For Sister Bay Tourism Information: www.CometoSisterBay.com

Receipt No: 5.005294

Apr 15, 2024

Dominick Zarcone

Previous Balance:	.00
LICENSES AND PERMITS	
10855 N BSD - Demo permit fee	200.00
LICENSES AND PERMITS	
10855 N BSD - Zoning permit fee	500.00

Total:	700.00
	=====
CHECK - GENERAL FUND	
Check No: 1622	500.00
CHECK - GENERAL FUND	
Check No: 1623	200.00

Total Paid:	700.00
Total Applied:	700.00

Change Tendered:	.00
	=====

Duplicate Copy
04/15/2024 11:05 AM

VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234 920-854-4118

**AGENDA ITEM****Date:** April 20, 2026

To: Plan Commission

Re: 4.d.i 10590 Country Walk Unit 4, Bay Birch Gallery

Author(s): [Sarah Bertges]



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

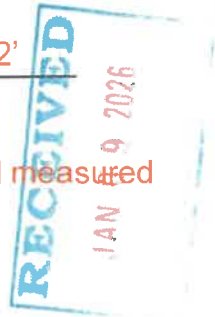
120

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
	02/05/2026
Fee Amount Paid: 100.00 ck # 1001	Receipt #:

Sign Permit Application

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION
Applicant (If different from property owner)		Parcel Identification Number (PIN) 181-
Street Address		Subdivision or CSM (Volume/Page/Lot)
City • State • Zip Code • Phone Number		Address Of Property (DO NOT Include City/State/ZipCode) 10590 Country Walk Unit 4
Property Owner (If different from applicant)	Signature of Owner	
Kevin & Pam Ladosic	<i>[Signature]</i>	
Street Address		Width (in feet) of the front of the building facing the street: 20 Feet
2539 Glen Lane #12		
City • State • ZipCode Sister Bay, WI 54234		
Sign Contractor (Agent)		
Hartmann Signs OR ETSU		
Street Address		
City • State • Zip Code • Phone Number		

PROPOSED SIGN	
Type of Sign Construction (Please check/complete ALL that apply below) ☐ Ground ☐ Wall ☐ Directory ☐ Window ☐ Projecting ☐ Temporary ☐ Other Hanging	Sign Details Sign Size: 36" 2 1/2' by 60" 4 1/2' Total Square Feet 2160 11.25' Number of Sides 4 one-sided Height (Sign Peak) 36" 75% of wall measured Height to bottom of sign 1" Distance from building 6 1/2' Distance from front lot line/ROW Distance from side lot line Illumination: N/A
Size of window (square feet) Total square footage of all signs on property 2160 Building height where sign is to be placed 7'	



Please complete the sign design on the attached sheet.

☒ I agree to mark or stake out the location of the proposed sign on the site.

CERTIFICATE	
I, the undersigned, hereby apply for a Sign 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 zoning code inspections.	
Signature <i>[Signature]</i>	Date 1-8-2026
Daytime Contact Number (847) 528 - 4755	Email address pladesic611@gmail.com

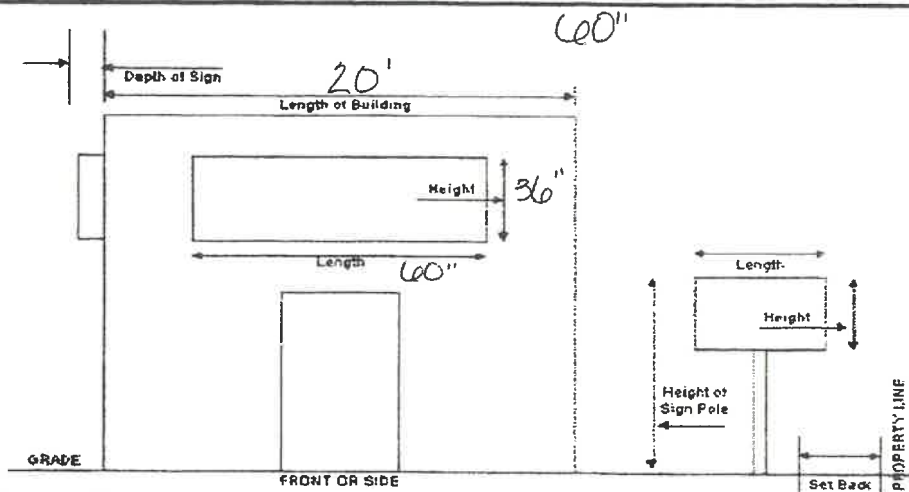
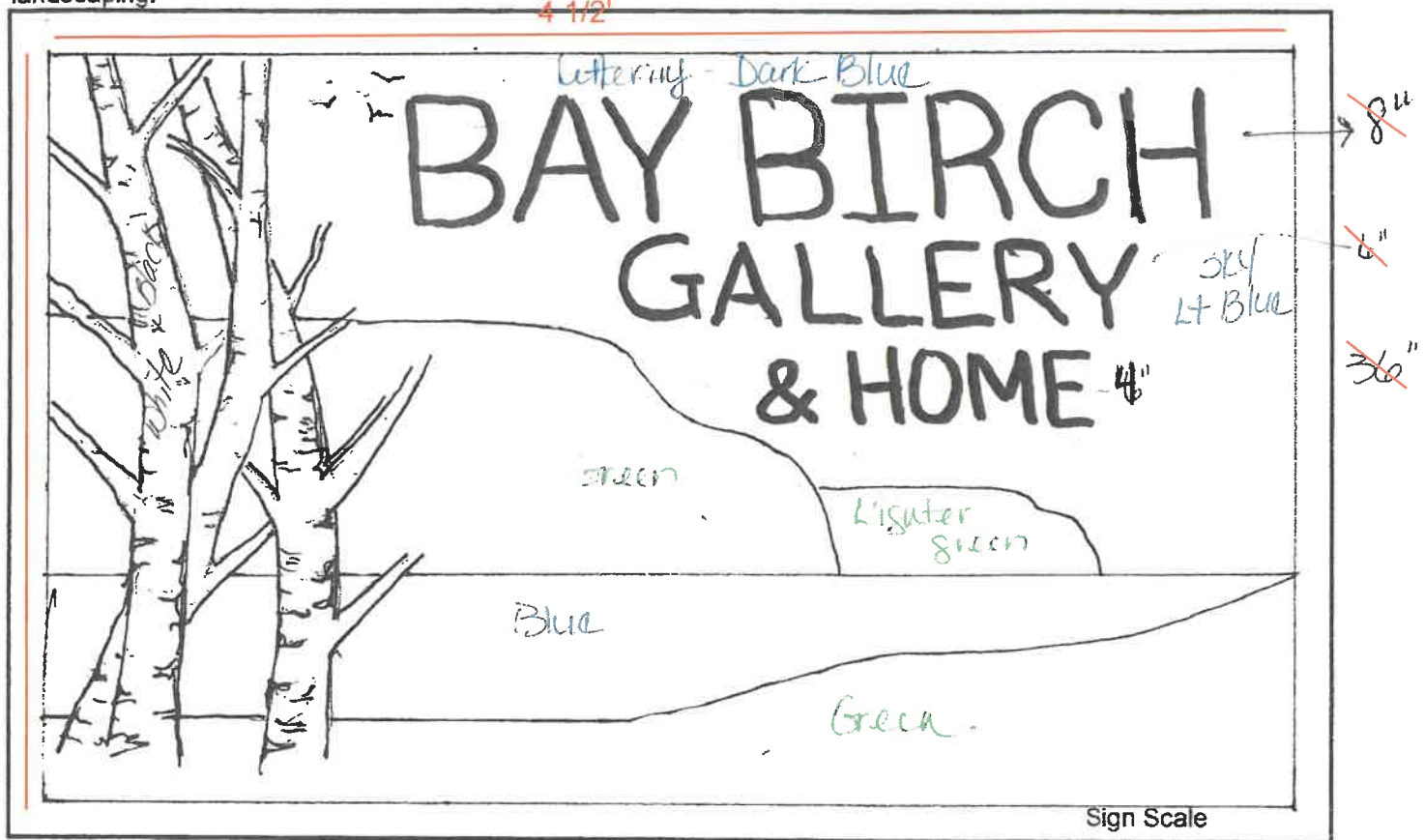


Entered Blue Dot
1/9/26 Sarah ✓

SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the **Pantone color** number of any color used on the sign. Locate and identify any landscaping.



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District	☒ APPROVED ☐ DENIED	Zoning Administrator / Date
B-1		<i>Benjamin Anderson</i> 02/05/2025

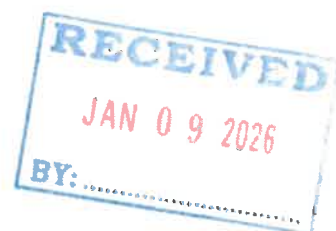
RECEIVED

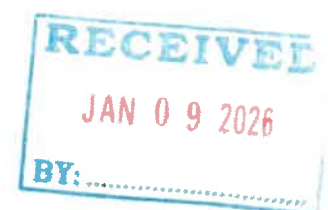
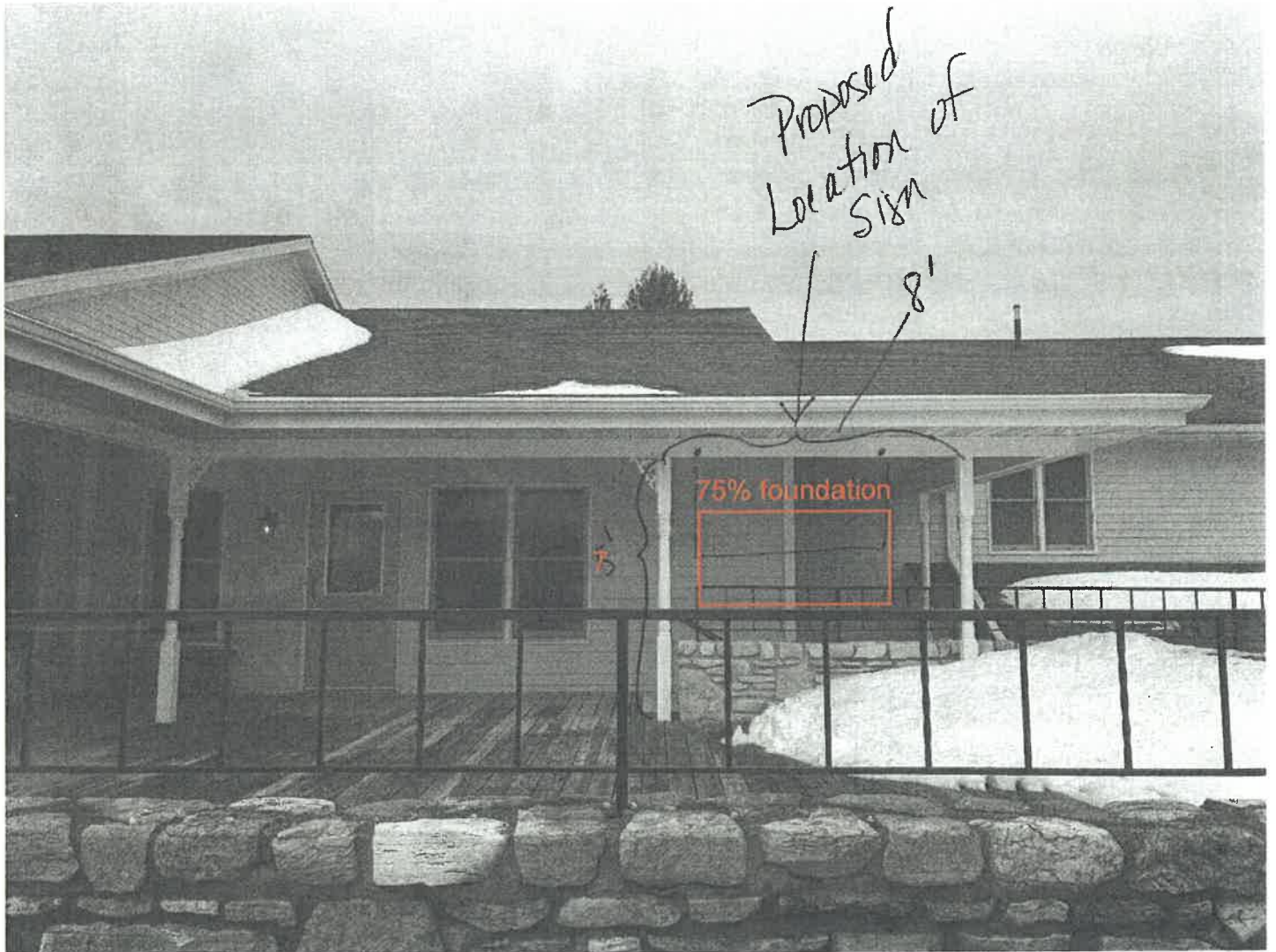
JAN 09 2026

BY:

BAY BIRCH ®
GALLERY
& HOME
(IMPRINT MT SHADOW)

~~*BAY BIRCH* ®
GALLERY
& HOME
(FELIX TITLING)~~





VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000525

Jan 9, 2026

Bay Birch Gallery

Previous Balance:	.00
LICENSES AND PERMITS - 10590 Country Walk #4 Bay Birch-Ladesic	100.00
Total:	100.00
CHECK - GENERAL FUND Check No: 1001	100.00
Total Applied:	100.00
Change Tendered:	.00

01/09/2026 9:27 AM

Hi Ben,

I know you have been busy and apologize for bothering you again. In talking with our friend, Skip Heidler and my daughter, Erin with SBAA if we can move forward with reducing the size to 2 1/2' x 4 1/2' which would result in 11.25 square feet to keep within code. Not changing the design, can we move forward with approval from Denise?

Thank you for your time!

Pam

On Tue, Jan 27, 2026 at 5:16 PM Pam Ladesic <pladesic611@gmail.com> wrote:
We would like to change the size by 6 inches, please let me know how this may affect the timeline.

On Tue, Jan 27, 2026 at 4:20 PM Pam Ladesic <pladesic611@gmail.com> wrote:
It would not change the design, thinking of possibly shortening to 2 1/2 x 4 1/2 feet, instead of 3x5 just 6 inches smaller on each side. I can let you know soon.
Thanks:)

On Tue, Jan 27, 2026 at 3:56 PM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Hello Pam,

Thanks for getting back to me. Going smaller would not require any action, so long as the design did not change, but it would be preferable to get that captured in the application. If you like, I can sit on the application until the dimensions are shorted out dimensions 😊.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Pam Ladesic <pladesic611@gmail.com>
Sent: Tuesday, January 27, 2026 1:21 PM
To: Ben Andrews <administrator@sisterbaywi.gov>
Subject: Re: INQUIRY: Sign Permit Application - 10590 County Walk Unit 4

The sign will be one sided only

Beam to foundation is 7 feet and 5 feet from beam to stone wall

If we decided to go a bit smaller on sign dimensions would that require a new application?

Thank you for your time!

On Tue, Jan 27, 2026 at 11:22 AM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Hello Kevin and Pam,

This is Ben Andrews, Village/Zoning Administrator for the Village of Sister Bay and am reviewing the submitted sign permit; received on January 9th, 2026. Your application would be classified as a Projecting Sign (signs fastened to, suspended from, or supported by structures). The Village ordinances does not permit projecting signs to be 24 sq. ft. in area per side. The maximum size allowed for each side of the sign is 24 square feet. For example, if the sign is double-sided, each side can be up to 24 sq. ft., so the total surface area could be 48 sq. ft. (24 sq. ft. per side). If the sign is single-sided, it cannot exceed 24 sq. ft. in total. Further, the maximum permitted signage is 15 sq. ft. based on the frontage if a one-story building ($20 \times 0.750 = 15$ sq. ft.). The sign could meet the current requirements, so long as it is one-sided. **Could you please confirm if the sign is one-sided or double-sided?**

Lastly, I wanted to bring up the location of the sign. According to the ordinance for projecting signs, "the projecting sign shall not be located at a point higher than seventy-five percent (75%) of the wall measured from the top of the foundation where it is located." In the application, the proposed sign location and the information in proposed sign section of the sign permit application is conflicting. **Could you please confirm this**

measurement? Depending on the answer the location could be no higher than 3.75 ft or 5.25 ft.

Looking forward to hearing from you!

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov



Village of Sister Bay

SIGN PERMIT

Issued to/Landowner: Pam and Kevin Ladesic

Property Location: 10590 County Walk, Unit 4

Project Approved: 2 1/2' x 4 1/2' Projecting Sign (Suspended from Wall)

Conditions:

1. The projecting sign shall not be located at a point higher than seventy-five percent (75%) of the wall measured from the top of the foundation where it is located [refer to Sec. 66.0710(8)(b)];
2. The construction standards for signs (66.0751) are included as conditions of the sign permit application, which includes requirements that... "(s)igns should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood... Manufactured materials that give the appearance of natural materials are also permitted."

Date: 2/5/2026

Issued by: Benjamin Andrews, Village/Zoning Administrator

Copies: Sent via email (pladesic611@gmail.com); and copies printed.

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.

**AGENDA ITEM****Date:** April 20, 2026

To: Plan Commission

Re: 4.d.ii 10663 North Bay Shore Drive, Savor

Author(s): [Sarah Bertges]

Sarah Bertges

From: Ben Andrews
Sent: Monday, February 16, 2026 8:56 AM
To: 'corey brydon'
Subject: PERMIT_26-007_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive
Attachments: APPLICATION_26-007_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Hanging Sign).pdf; REVIEW_6-007_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Hanging Sign).pdf; PERMIT_26-007_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive.pdf

Hello Corey,

Please see attached permit for the projecting sign (hanging sign) at 10663 N Bay Shore Drive. Please review the conditions listed on the permit and let me know if you have any questions or concerns.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov



Village of Sister Bay

SIGN PERMIT

Issued to/Landowner: Corey Brydon

Property Location: 10663 Bayshore Drive

Project Approved: 4' X 4' Projecting Sign (Savor • Barbeque • Grill • Taphouse)

Conditions:

1. The construction standards for signs (66.0751) are included as conditions of the sign permit application, which includes requirements that... "(s)igns should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood... Manufactured materials that give the appearance of natural materials are also permitted."
2. Clearance from the bottom of the sign to the sidewalk shall be a minimum of 92 inches.

Date: 2/11/2026

Issued by: Benjamin Andrews, Village/Zoning Administrator

Copies: Sent via email (savorbbqco@gmail.com); and copies available for print at the Village Administration Offices, upon request.

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.

Attachment(s): Sign Permit Application; Review; and Sign Permit



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

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
Fee Amount Paid: 100 ⁰⁰	Receipt #: 1/21/26
4# 1001	1.000000539

Sign Permit Application

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION	
Applicant (If different from property owner) corey brydon / Savor		Parcel Identification Number (PIN) 181-	
Street Address 10663 bayshore dr		Subdivision or CSM (Volume/Page/Lot)	
City • State • Zip Code • Phone Number sister bay wi 54234		Address Of Property (DO NOT include City/State/ZipCode) 10663 n bayshore dr	
Property Owner (If different from applicant) corey brydon		Signature of Owner <i>Corey Brydon</i>	
Street Address 10663 n bayshore dr		Width (in feet) of the front of the building facing the street: 39 feet	
City • State • Zip Code sister bay wi 54234			
Sign Contractor (Agent) corey brydon		CURRENT PROPERTY USE	
Street Address 10663 n bayshore dr		☐ Non-commercial ☒ Single occupant commercial ☐ Other _____	
City • State • Zip Code • Phone Number sister bay wi 54234		☒ Multi-occupant commercial ☐ Other commercial _____	
PROPOSED SIGN			
Type of Sign Construction (Please check/complete ALL that apply below) ☐ Ground ☐ Wall ☐ Directory ☐ Window ☐ Projecting ☐ Temporary _____ ☒ Other hanging double sided		Sign Details Sign Size: _____ by _____ Total Square Feet ²⁸ _____ Number of Sides ² _____ Height (Sign Peak) ¹³ _____ Height to bottom of sign ¹⁰ _____ Distance from building ⁰ _____ Distance from front lot line/ROW ¹ _____ Distance from side lot line ⁴⁵ _____ Illumination: from existing lights on the roof	
Size of window (square feet) _____ Total square footage of all signs on property ^{28ft} _____ Building height where sign is to be placed ^{12ft} _____			
Please complete the sign design on the attached sheet. ☐ I agree to mark or stake out the location of the proposed sign on the site.			
CERTIFICATE			
I, the undersigned, hereby apply for a Sign 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 zoning code inspections.			
Signature <i>Corey Brydon</i>		Date 1/21/26	
Daytime Contact Number (920) 865-2748		Email address savorbb@gmail.com	

JAN 21 2026

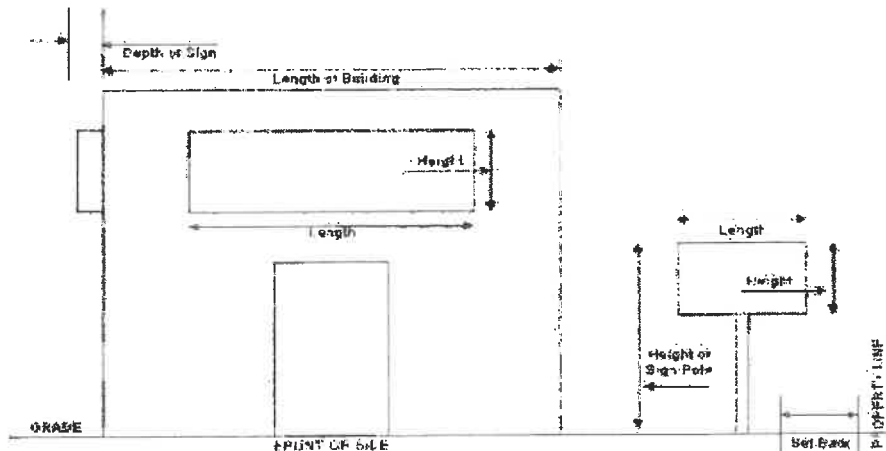
SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the **Pantone** color number of any color used on the sign. Locate and identify any landscaping.



Sign Scale



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District _____	☐ APPROVED ☐ DENIED	Zoning Administrator / Date _____
------------------------------	---	--

JAN 21 2026

BY: _____

VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000539

Jan 21, 2026

Savor BBQ CO

Previous Balance:	.00
LICENSES AND PERMITS - SIGN PERMITS-10663	100.00
NBSD Hang Sign-Savor	
Total:	100.00
CHECK - GENERAL FUND Check No: 1001	100.00
Total Applied:	100.00
Change Tendered:	.00

01/21/2026 2:59 PM

Projecting Sign Permit Review

Applicant Information

- **Business Name:** Savor BBQ
- **Applicant Name:** Corey Brydon
- **Address:** 10635 N Bay Shore Drive
- **Phone:** (920) 365-2748
- **Email:** savorbbqco@gmail.com

Location Details

- **Property Address:** 10663 N Bay Shore Drive
- **Zoning District:** B-3
- **Building Width (Frontage):** 39 ft
- **Number of Stories:** One

Sign Details

Type of Sign: Projecting Sign

Dimensions:

- Width: 4ft
- Height: 4ft
- Total Area: 28 sq. ft
- Projection Distance: 4 ft (Max: 6 ft into front yard; right of way)
- Clearance from Side Lot Lines: 45 ft (Min: 10 ft)
- Clearance from Sidewalk: 108 in (Min: 92 in (7.67 ft) if sidewalk cleared by Village)
13 – 4 = 9 ft (108 inches)
- Mounting Height: N/A ft (Max: 75% of wall height from foundation)

Materials:

- ☒ Natural Materials (cedar, pine or other types of wood) [Indicated as Condition]
- ☐ Manufactured Materials, with the appearance of wood.
- ☐ Includes Stained Glass

Permitted Language: Signs should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood. Stained glass may also be used. Manufactured materials that give the appearance of natural materials are also permitted. Signs with relief are encouraged. Supporting members or braces of all signs shall be constructed of approved materials.

Colors:

1. Black
2. White
3. Orange

Illumination:

- ☒ None
- ☐ Shielded Spotlight

☐ Halo Lit (Reverse Channel Letters)

Compliance Checklist

Size Calculation:

☒ Does not exceed 24 sq. ft per side

Calculated Allowable Area: 28 sq. ft

Proposed Area: 28 sq. ft

$39^1 \times 0.721 = 28.12$

☒ Within allowable limits

Placement:

- ☐ Projection $\leq$ 6 ft into yard area
- ☐ Does not extend into public right-of-way
- ☒ Does not extend over any driveway
- ☒ Clearance from side lot lines $\geq$ 10 ft

Height & Clearance:

- ☐ ~~Mounted no higher than 75% of wall height~~
- ☒ Clearance from sidewalk $\geq$ 92 in (if applicable)

Design Standards:

- ☒ Compatible with building architecture
- ☒ Colors limited (max 3)
- ☒ Lettering clear and legible

Safety & Location:

- ☒ Does not obstruct egress or fire safety
- ☒ Complies with visibility requirements

Required Attachments

- ☒ Scale drawing (1/8" = 1 ft) showing dimensions, colors, materials, illumination
- ☒ Location plan (1" = 50 ft) showing sign placement relative to buildings
- ☒ Owner Consent
- ☒ Other permits (if applicable): N/A

¹ Per information provided from applicant.

Additional Information Received With Application:

Here is our proposal for the signs for the 28 sq ft. The hanging sign is double sided, the flame logo is on both peaks. Building was measured at 39ft long. We plan on stopping by today at 2pm to give you our paper applications and payments.

Thank you

Corey Brydon

Savor BBQ Co.

920-365-2748





SAVOR Barbeque

Flame (2)

Flame - Facing North
3'H x 2'W (6 sq ft.)

Flame - Facing South
3'H x 2'W (6 sq ft.)



VILLAGE OF SISTER BAY

MEMORANDUM

To: Denise Bhirdo, Chairperson – Plan Commission

From: Ben Andrews, Village/Zoning Administrator

Date: 01/19/2026

Subject: Review of Sign Permit Application - 10590 Country Walk, Unit 4

PURPOSE

This memo summarizes the review of a sign permit application for property located in the B-1 General Business District and evaluates compliance with the Village's Signage Ordinance and applicable zoning standards.

PROPERTY AND APPLICATION DETAILS

- **Property Address:** 10590 Country Walk, Unit 4, Sister Bay, WI 54234
- **Parcel Number:** 181050003
- **Business Name:** Bay Birch Gallery & Home
- **Applicant:** Kevin & Pam Ladasic
- **Proposed Sign Description:**
 - **Type:** Projecting Sign
 - **Dimensions:** 36" x 60"
 - **Total Area:** 2160
 - **Number of Signs:** 4
 - **Height (Sign Peak):** 36"
 - **Materials:** Not Specified in Application
 - Called applicant on 01/19/2025 – Approx. 8:15 AM: Applicant indicated that sign would either be natural wood or manufactured materials that give the appearance of natural materials.
 - **Colors:** Dark Blue, Green, Light Green, Blue, Green, Light Sky Blue
 - **Illumination:** None
 - **Location:** Suspended from Structure

APPLICABLE ORDINANCE STANDARDS

Signage Ordinance (Sec. 66.0700 – 66.0791):

- **Allowable Signage Calculation:**
 - **Building frontage:** 20 feet.
 - **Story factor:** One Story
 - **Maximum permitted signage:** $20 \times 0.750 = 15$ sq. ft. of signage.
 - **Proposed signage:** (30" x 60" = 2160") [15 sq. ft]
 - **ROW:** Does Not Extend
 - **Lot Lines:** 10 ft away from all side lot lines.

Compliance Analysis

- **Size and Area:** Compliant
- **Location and Setbacks:** Compliant*
- **Materials and Design:** Compliant
- **Illumination:** Compliant
- **Other Notes:** Coordinate with Plan Commission Chairperson regarding lot lines requirement.

ATTACHMENTS

- Sign permit application



Date: January 13, 2026
From: Benjamin Andrews, Village/Zoning Administrator
To: Corey Brydon
Subject: Considerations for Relocation to 10663 N Bay Shore Dr

Dear Mr. Brydon,

Thank you for reaching out regarding your intention to transition from your business location from 10663 N Bay Shore Drive to 10663 N Bay Shore Drive (former Grasse's Grill). The Village of Sister Bay is here to parter with you for this proposed transition!

Please note, this review is based on assumption(s), which should/could be clarified to ensure the necessary information is provided:

1. The current business - SAVOR Barbeque & Taphouse – is transitioning (not expanding) from 10663 N Bay Shore Drive to 10663 N Bay Shore Drive.
2. The business currently has the necessary Alcohol Licensing for the business and there is no substantial change to the businesses need at this time.
 - a. Savor BBQ Co, Inc. has a Combination Class "B" and "C" license.
3. Proposed location is currently zoned as a B-1 District. There is currently action to adopt a revised Zoning Code and Zoning Map. The revised Zoning Code and Map are anticipated to be adopted on February 17th, 2026.

Below is a summary of key considerations and next steps based on Village ordinances and state requirements:

Alcohol Licensing

The Village adopts Wis. Stats. Chapter 125 for alcohol regulation. Licenses can be transferred from place to place; relevant municipal ordinance is as follows: "Every alcoholic beverage license may be transferred to another place or premises within the Village. Transfers shall be approved by the Village Board upon application on forms furnished by the State Department of Revenue and the payment of the fee prescribed by Wis. Stats., §125.04(12)(a). Proceedings considering such transfer shall be conducted in the same manner and form as the original application. No retail licensee is entitled to more than one transfer during the license year. This paragraph does not apply to Reserve "Class B" licenses" (Sec. 6.33). Assuming you are waiting to maintain the class "C" license, action will need to take to transfer to the new place. Please contact the Village Clerk for more information.

Question: What is the intention for microbrewing? *Additional information can be provided based on additional information.*

Zoning and Land Use

The property is currently zoned B-1 General Business and is anticipated to transition to B-2 Downtown Business Transition with Historic Overlay effective February 17th, 2026. Under Wisconsin law (Wis. Stat. §62.23(7)(d)2) and standard municipal practice a zoning map and/or text amendment becomes effective upon the effective date (following adoption) by the governing body (Village Board) and publication/posting as required by law. Until the effective date, the current zoning applies. Restaurants are permitted in B-1 and B-2. Depending on the intention of the microbrewery component, additional information can be provided. Further, the Historic Overlay introduces additional requirements for architectural review, signage, and site design.

Question: When are the transitions anticipated to occur? (This will impact the zoning that applies).

Refer to 66.0320 – B-1 General Business District (page 30), 66.0322 – B-2 Downtown Business Transition District (page 36), 66.0343 – B-2 Historic Overlay District (page 63), 700 - Signs (page 112).

Building and Remodeling Permits

Any structural changes, plumbing, electrical, HVAC, or installation of brewing equipment will require permits. The Village enforces Wisconsin Commercial Building Code and requires plan review, building permits, and occupancy permits prior to opening. Site Plan and Architectural Review are mandatory for projects in the Historic Overlay district, including exterior changes (paint, siding, windows, signage).

Question: Is there anticipated exterior changes?

Signage

Refer to the information in the Zoning and Land Use section in this communication regarding the adoption and effective date of zoning code, specifically regarding the anticipation of changes to the Village's zoning map and code (text). Based on the assumption that the property will in the B-2 Downtown Business Transition District and B-2 Historic Overlay District, signage must comply with Historic Overlay standards outlined in 66.0343(8) [pages 65-66]. Review the section for more details. A Sign Permit is required for any new or replacement signage and requires the review and approval of the Plan Commission Chair.

Parking and Operations

Downtown districts require off-street parking behind or beside the building; parking in front is prohibited. Adjustments or fees-in-lieu may be considered for shallow lots under Historic Overlay provisions.

Health and Safety

Coordination with Door County Public Health is required for food service approval. Fire safety compliance will be reviewed by the Sister Bay–Liberty Grove Fire Department, especially for brewing equipment, CO₂ storage, and ventilation.

Regards,

Ben Andrews

Village Administrator / Zoning Administrator

Village of Sister Bay

Phone: (920) 854-4118

Email: administrator@sisterbaywi.gov

Sarah Bertges

From: Julie Thyssen
Sent: Tuesday, January 13, 2026 8:50 AM
To: Ben Andrews
Subject: Alcohol Beverage License Transfer

Upon further investigation, the licenses (Both Class B Beer & C Wine) can be transferred using form AB-102.

Licenses All retail alcohol beverage licenses, except reserve "Class B" licenses, can be transferred from place-to-place if the following criteria are met:

- The current and proposed premises are in the same municipality.
- The municipal governing body approves of the transfer.

Licensees may transfer a premises no more than once during the license year. Transferred licenses are valid only until the expiration date of the license (usually June 30 of any year). Place-to-place license transfers cost \$10.

Julie Thyssen | Clerk

Village of Sister Bay

PO Box 769 | Sister Bay, WI 54234

(920) 854-4118

Population 1213 (*per 2025 DOA estimate*)



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. Att'y Gen. 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. Your cooperation in accomplishing this end is most appreciated.

Sarah Bertges

From: Ben Andrews
Sent: Tuesday, January 13, 2026 10:21 AM
To: savorbbqco@gmail.com
Subject: RE: Zoning Administration Meeting - Savor BBQ - Corey Brydon
Attachments: Memo - Considerations for Relocation to 10663 N Bay Shore Dr.pdf; 2026-01-13 - Email - Alcohol Beverage License Transfer.pdf

Hey Corey,

Thanks so much again calling and inquiring about further information for your business. Sorry we weren't able to connect. Feel free to call the office or reschedule the meeting if you need anything further from the Village.

Regards,

Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

Population 1205 (per 2024 DOA estimate)



Book time to meet with me

-----Original Appointment-----

From: Ben Andrews

Sent: Wednesday, January 7, 2026 11:05 AM

To: Ben Andrews; savorbbqco@gmail.com

Subject: Zoning Administration Meeting - Savor BBQ - Corey Brydon

When: Tuesday, January 13, 2026 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Where: Village Administrator's Office - Village of Sister Bay Administration Building

RE: Transition from old space to new space; moving from Grasse's location to new location; additional information to be evaluated as part of the meeting.

Discussion Topics:

- Signage/Remodel/(Business) Permits

Sarah Bertges

From: Corey Brydon <savorbbqco@gmail.com>
Sent: Friday, January 16, 2026 9:17 AM
To: Ben Andrews
Subject: SAVOR BBQ co preliminary signs for both restaurants
Attachments: 2026 SAVOR BBQ & TAPHOUSE SIGN AND HARD CIDER.jpg; SAVOR BURGERS-SignProposal2026.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning,
Here are the signs we spoke about. The new SAVOR BBQ will be double sided and hung at 10663 Bayshore Dr.
The new SAVOR Juicy Burgers sign will be hung single sided at 10635 Bayshore Dr.

both will comply with three dimensional and be made from wood.



Julie Schmelzer

From: Julie Schmelzer
Sent: Saturday, November 22, 2025 1:42 PM
To: 'Corey Brydon'
Subject: RE: Signage size allowance

Corey,

There is only one document to scale in their file, and its pretty old. It was drawn by an architect back in 1976. I don't see any permits after that date enlarging the building, so based on the one drawing in the file, it shows the building is 30' wide (along Bay Shore Dr.), and one story.

Based on the size, the TOTAL signage could not exceed 22.5 sq .ft. , that includes window signs unless the signs change weekly; does not include some awning signs; includes sandwich board signs whose message does not change (sandwich board signs whose messages change would be exempt); and includes wall signs, projecting signs, and ground signs.

Julie

From: Corey Brydon <savorbbqco@gmail.com>
Sent: Thursday, November 20, 2025 4:36 PM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Signage size allowance

Hey Julie, I know rumors are floating around about Savor acquiring Grasses, so you may have heard already. I have a specific question for you about what that building has for a sq ft of allowed signage based on their road frontage. Can you look at their file and help me?

Corey Brydon
 920-365-2748

Sarah Bertges

From: Ben Andrews
Sent: Monday, February 16, 2026 9:08 AM
To: corey brydon
Subject: PERMIT_26-007_26-008_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Sandwich Board)
Attachments: APPLICATION_26-008_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Sandwich Board).pdf; REVIEW_26-008_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Sandwich Board).pdf; PERMIT_26-007_26-008_Savor BBQ-Corey Bryden_10663 N Bay Shore Drive (Sandwich Board).pdf

Corey,

Attached is the permit regarding the Sandwich Board at 10663 N Bay Shore Drive; please review the conditions and let me know if you have any questions!

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov



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

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
Fee Amount Paid: 100	Receipt #: <i>12460V CC</i> 1000000537

1/21/26 SB.

Sign Permit Application

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION	
Applicant (If different from property owner) <i>Corey Brydon</i>		Parcel Identification Number (PIN) 181-	
Street Address <i>10663 bayshore dr</i>		Subdivision or CSM (Volume/Page/Lot)	
City • State • Zip Code • Phone Number <i>sister bay WI 54234 365-2748</i>		Address Of Property (DO NOT include City/State/Zip Code)	
Property Owner (If different from applicant) <i>Corey Brydon</i>		Signature of Owner	
Street Address <i>10663 bayshore dr</i>		Width (in feet) of the front of the building facing the street:	
City • State • Zip Code <i>sister bay wi 54234</i>			
Sign Contractor (Agent) <i>Corey Brydon</i>		CURRENT PROPERTY USE	
Street Address <i>10663 bayshore dr</i>		☐ Non-commercial ☒ Single occupant commercial ☐ Other _____	
City • State • Zip Code • Phone Number <i>sister bay wi 54234 920-365-2748</i>		☐ Multi-occupant commercial ☐ Other commercial _____	
PROPOSED SIGN			
Type of Sign Construction (Please check/complete ALL that apply below) ☐ Ground ☐ Wall ☐ Directory ☐ Window ☐ Projecting ☐ Temporary ☒ Other <i>sandwich board</i>		Sign Details Sign Size: <i>2</i> by <i>3</i> Total Square Feet <i>6</i> Number of Sides <i>2</i> Height (Sign Peak) <i>3'</i> Height to bottom of sign _____ Distance from building _____ Distance from front lot line/ROW _____ Distance from side lot line _____ Illumination: <i>no</i>	
Size of window (square feet) _____ Total square footage of all signs on property _____ Building height where sign is to be placed _____			
Please complete the sign design on the attached sheet. ☐ I agree to mark or stake out the location of the proposed sign on the site.			
CERTIFICATE			
I, the undersigned, hereby apply for a Sign 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 zoning code inspections.			
Signature <i>Corey Brydon</i>		Date <i>1/21/26</i>	
Daytime Contact Number (<i>920</i>) <i>365</i> - <i>2748</i>		Email address <i>savorbba@gmail.com</i>	

RECEIVED
 JAN 21 2026

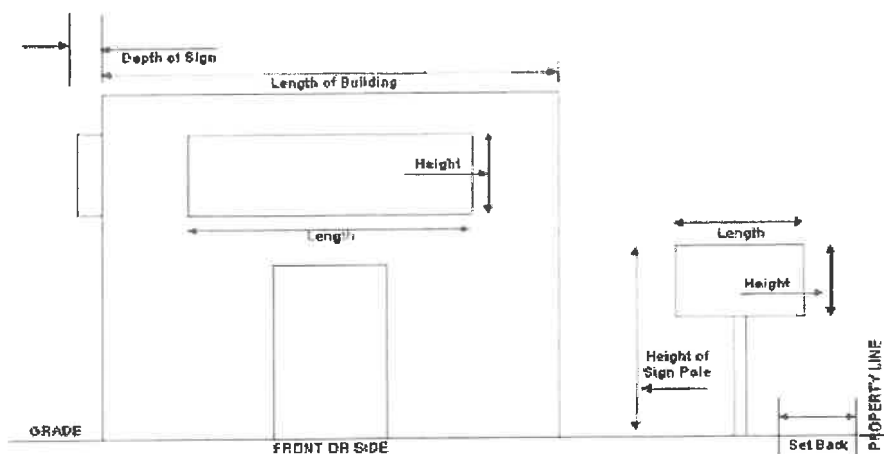
SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the **Pantone color** number of any color used on the sign. Locate and identify any landscaping.

See attachment in email from saworbbqco@gmail.com

Sign Scale



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District

☐ APPROVED

☐ DENIED

Zoning Administrator / Date

JAN 21 2026

Payment receipt

Receipt number: 126204

Payment started on: 1/21/26, 2:35 PM

Paid on: 1/21/26, 2:36 PM

Payment method: Online with VISA **** 0878

Village of Sister Bay

julie.schmelzer@sisterbaywi.gov

Bill to

savorbbqco@gmail.com

Description	Amount
-------------	--------

10663 NBSD Savor Sandwich Board Sign Permit	\$100.00
---	----------

Subtotal: **\$100.00**

Payment fee: **\$3.30**

Total: \$103.30

VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000537

Jan 21, 2026

Savor BBQ CO

Previous Balance:	.00
LICENSES AND PERMITS - SIGN PERMIT 10663 NBSD	100.00
SandBrd-Savor	

Total:	100.00
--------	--------

CREDIT CARD	Check No: HeyGov	100.00
Total Applied:		100.00

Change Tendered:	.00
------------------	-----

01/21/2026 2:54 PM

Sandwich Board Sign Permit Review

Applicant Information

- **Business Name:** Savor BBQ
- **Applicant Name:** Corey Brydon
- **Address:** 10635 N Bay Shore Drive
- **Phone:** (920) 365-2748
- **Email:** savorbbqco@gmail.com

Location Details

- **Property Address:** 10635 N Bay Shore Drive
- **Zoning District:** B-3
- **Building Width (Frontage):** 39 ft
- **Number of Stories:** One

Sign Details

Type of Sign: Sandwich Board

Dimensions:

- Width: 2 ft
- Height: 3 ft
- Total Area: 6 sq. ft x 2 (12 sq. ft total)
- Max Allowed: 6 ft [Max: 6 sq. ft per side (12 sq. ft total)]

Message Type:

- ☒ Changes weekly (does NOT count toward total signage)
- ☐ Static (counts toward total signage)

Materials:

- ☒ Natural Materials (cedar, pine or other types of wood)
- ☐ Manufactured Materials, with the appearance of wood.
- ☐ Includes Stained Glass

Permitted Language: Signs should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood. Stained glass may also be used. Manufactured materials that give the appearance of natural materials are also permitted. Signs with relief are encouraged. Supporting members or braces of all signs shall be constructed of approved materials.

Colors:

1. N/A – Wood Design w/ Changes to Board

Illumination:

- ☒ None
- ☐ Shielded Spotlight
- ☐ Halo Lit (Reverse Channel Letters)

Design Compliance:

- ☒ Matches Plan Commission design guide – *Refer to Figure 9 →*

Compliance Checklist**Size and Area Calculation:**

- ☒ Does not exceed 6 sq. ft per side or 12 sq. ft total

Calculated Allowable Area: 12 sq. ft

Proposed Area: 12sq. ft

- ☒ Within allowable limits

Placement:

- ☒ Located in front of property
☒ Not on sidewalk, bikeway, or public right-of-way
☒ Does not cause traffic hazard

Usage

- ☒ Removed when business is closed

Required Attachments

- ☒ Photo or drawing of proposed sign
☐ ~~Location sketch showing placement~~ – Requirements outlined in Permit Conditions
☒ Owner Consent
☐ ~~Other permits (if applicable):~~ N/A



Received from Applicant:

Here is an image of the sandwich board Grasse's Grill has been using for several years or more and the one we plan to continue using.

Sincerely, Corey Brydon





Village of Sister Bay

SIGN PERMIT

Issued to/Landowner: Corey Brydon

Property Location: 10663 N Bay Shore Drive

Project Approved: 2' x 3' (double-sided) Sandwich Board

Conditions:

1. The construction standards for signs (66.0751) are included as conditions of the sign permit application, which includes requirements that... "(s)igns should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood... Manufactured materials that give the appearance of natural materials are also permitted."
2. Sandwich Board sign must be located in the front of the property; will not be located on a sidewalk, bikeway, or public right-of-way; and will not cause a traffic hazard.
3. Further, the Sandwich Board sign must be removed when the business is not operating (closed).

Date: 2/11/2026

Issued by: Benjamin Andrews, Village/Zoning Administrator

Copies: Sent via email (savorbbqco@gmail.com); and copies available for print at the Village Administration Offices, upon request.

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.

Attachment(s): Sign Permit Application; Review; and Sign Permit

**AGENDA ITEM****Date:** April 20, 2026

To: Plan Commission

Re: 4.d.iii 10635 North Bay Shore Drive, Juicy Burgers

Author(s): [Sarah Bertges]



Village of Sister Bay

SIGN PERMIT

Issued to/Landowner: Corey Brydon

Property Location: 10635 Bayshore Drive

Project Approved: 2.5" x 5" Projecting Sign (Suspended from Wall)

Conditions:

1. The construction standards for signs (66.0751) are included as conditions of the sign permit application, which includes requirements that... "(s)igns should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood... Manufactured materials that give the appearance of natural materials are also permitted."

Date: 2/11/2026

Issued by: Benjamin Andrews, Village/Zoning Administrator

Copies: Sent via email (savorbbqco@gmail.com); and copies available for print at the Village Administration Offices, upon request.

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.

Attachment(s): Sign Permit Application; Review; and Sign Permit



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

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
Fee Amount Paid: 100	Receipt #: Key for CC #1000000538

1/21/26

Sign Permit Application

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION
Applicant (If different from property owner) corey brydon <i>Savior</i>	Parcel Identification Number (PIN) 181-
Street Address 10635 bayshore dr	Subdivision or CSM (Volume/Page/Lot)
City • State • Zip Code • Phone Number sister bay wi 54234	Address Of Property (DO NOT Include City/State/ZipCode) 10635 n bayshore dr
Property Owner (If different from applicant) corey brydon	Signature of Owner <i>Corey Brydon</i>
Street Address 10635 n bayshore dr	Width (in feet) of the front of the building facing the street: 18 feet
City • State • ZipCode sister bay wi 54234	
Sign Contractor (Agent) corey brydon	
Street Address 10635 n bayshore dr	
City • State • Zip Code • Phone Number sister bay wi 54234	

CURRENT PROPERTY USE

- ☐ Non-commercial
 ☒ Single occupant commercial
 ☒ Multi-occupant commercial
 ☐ Other commercial
 ☐ Other _____

PROPOSED SIGN

Type of Sign Construction

(Please check/complete ALL that apply below)

- ☐ Ground
 ☒ Wall
 ☐ Directory
☐ Window
 ☐ Projecting
 ☐ Temporary _____
☐ Other _____

Size of window (square feet) _____
 Total square footage of all signs on property 12.5
 Building height where sign is to be placed 12ft

Sign Details

Sign Size: 5 by 2.5
 Total Square Feet 12.5
 Number of Sides 1
 Height (Sign Peak) 13
 Height to bottom of sign 10
 Distance from building 0
 Distance from front lot line/ROW 25
 Distance from side lot line 15
 Illumination: from existing lights on the building

Please complete the sign design on the attached sheet.

- ☐ I agree to mark or stake out the location of the proposed sign on the site.

CERTIFICATE

I, the undersigned, hereby apply for a Sign 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 zoning code inspections.

Signature *Corey Brydon* Date 1/21/26
 Daytime Contact Number (920) 365 - 2748 Email address Saviorbbqcc@gmail.com

JAN 21 2026

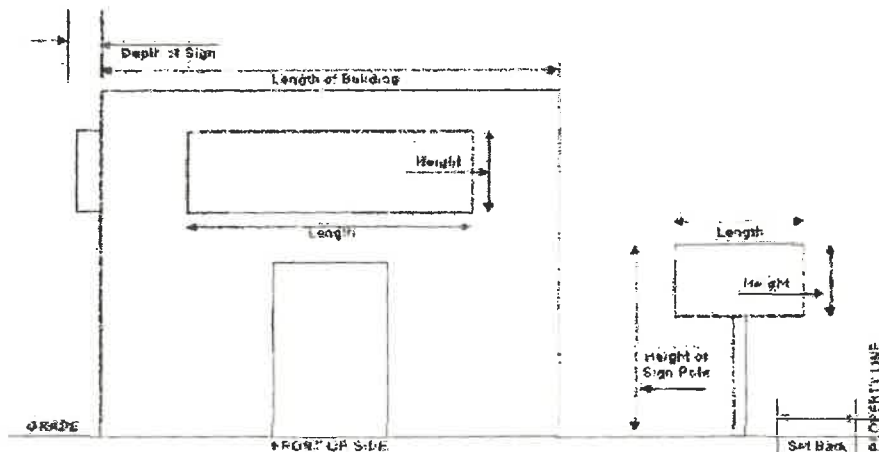
SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the **Pantone color** number of any color used on the sign. Locate and identify any landscaping.

see attachment in email from Savorbbqco@gmail.com

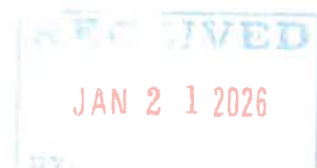
Sign Scale



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District 	☐ APPROVED ☐ DENIED	Zoning Administrator / Date
-------------------------	---	-------------------------------------





2025

Change from SAVOR Barbeque & Taphouse to Savor's Juicy Burgers



2026







FW: Sign change for 10635 n Bayshore

From: Ben Andrews <administrator@sisterbaywi.gov>

Date: Wed 1/21/2026 2:35 PM

To: Sarah Bertges <adminassist@sisterbaywi.gov>

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Corey Brydon <savorbbqco@gmail.com>

Sent: Wednesday, January 21, 2026 2:24 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Subject: Sign change for 10635 n Bayshore



Payment receipt

Receipt number: **126206**
Payment started on: **1/21/26, 2:37 PM**
Paid on: **1/21/26, 2:37 PM**
Payment method: **Online with VISA **** 0878**

Village of Sister Bay
julie.schmelzer@sisterbaywi.gov

Bill to
savorbbqco@gmail.com

Description	Amount
10635 NBSD Wall Sign Permit -Savor	\$100.00
Subtotal: \$100.00	
Payment fee: \$3.30	
Total: \$103.30	

VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000538

Jan 21, 2026

Savor BBQ CO

Previous Balance:	.00
LICENSES AND PERMITS - SIGN PERMITS-10635	100.00
NBSD Wall Sign-Savor	

Total:	100.00
--------	--------

CREDIT CARD	Check No: HeyGov	100.00
Total Applied:		100.00

Change Tendered:	.00
------------------	-----

01/21/2026 2:57 PM

Wall Sign Permit Review

Applicant Information:

- **Business Name:** Savor BBQ
- **Applicant Name:** Corey Brydon
- **Address:** 10635 N Bay Shore Drive
- **Phone:** (920) 365-2748
- **Email:** savorbbqco@gmail.com

Location Details

- **Property Address:** 10635 N Bay Shore Drive
- **Zoning District:** B-3
- **Building Width (Frontage):** 39 ft.
- **Number of Stories:** One

Sign Details

- **Type of Sign:** Wall Sign (flat against exterior wall)
- **Dimensions:**
 - Width: 5ft
 - Height: 2.5ft
 - Total Area: 12.5sq. ft
- **Materials:** Signs should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood. Stained glass may also be used. Manufactured materials that give the appearance of natural materials are also permitted. Signs with relief are encouraged. Supporting members or braces of all signs shall be constructed of approved materials.
- **Colors:**
 1. Black
 2. Teal
 3. Orange
- **Illumination:**
 - ☐ None
 - ☒ Shielded Spotlight
 - ☐ Halo Lit (Reverse Channel Letters)

Compliance Checklist**Size Calculation:**

Allowed signage = Building frontage (ft) × multiplier (based on stories)

Ordinance reference: Sec. 66.0710(b)

Calculated Allowable Area: 39 sq. ft

Proposed Area: 28.12 sq. ft

$39 \times 0.721 = 28.12$

☒ Within allowable limits

Placement:

☒ Mounted flat against exterior wall

☒ Does not extend above roofline

☒ Does not extend beyond wall ends

Design Standards:

☒ Compatible with building architecture

☒ Colors limited (max 3)

☒ Lettering clear and legible

Illumination:

☒ Non-flashing

☒ Max 5 foot-candles

☒ No neon or fluorescent colors

Safety & Location:

☒ Does not obstruct egress or fire safety

☒ Complies with visibility requirements

Required Attachments

☒ Scale drawing (1/8" = 1 ft) showing dimensions, colors, materials, illumination

☒ Location plan (1" = 50 ft) showing sign placement relative to buildings

☒ Owner Consent

☒ Other permits (if applicable)

Sarah Bertges

From: Ben Andrews
Sent: Wednesday, February 11, 2026 1:19 PM
To: Corey Brydon
Subject: RE: INFO NEEDED: 26-006_Savor BBQ-Corey Bryden_10635 N Bay Shore Drive (Wall Sign)
Attachments: PERMIT_26-006_Savor BBQ-Corey Bryden_10635 N Bay Shore Drive (Wall Sign).pdf;
 REVIEW_26-006_Savor BBQ-Corey Bryden_10635 N Bay Shore Drive (Wall Sign).pdf;
 APPLICATION_26-006_Savor BBQ-Corey Bryden_10635 N Bay Shore Drive (Wall Sign).pdf

Corey,

Please see attached Sign Permit for Wall Sign at 10635 N Bay Shore Drive; application and review are also attached.

A physical copy of the sign permit can be made available upon request.

Regards,



Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Corey Brydon <savorbbqco@gmail.com>

Sent: Sunday, February 8, 2026 8:49 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Subject: Re: INFO NEEDED: 26-006_Savor BBQ-Corey Bryden_10635 N Bay Shore Drive (Wall Sign)

Does this work for you?

On Sun, Feb 8, 2026, 8:33 PM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Could you provide a close up rendering with scale with other items mentioned in the previous email. This would be for the records. Give a call to the office, if you need more clarification.

Regards,

Benjamin Andrews

Village Administrator/Zoning Administrator



Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Corey Brydon <savorbbqco@gmail.com>

Sent: Friday, February 6, 2026 6:37 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Subject: Re: INFO NEEDED: 26-006_Savor BBQ-Corey Bryden 10635 N Bay Shore Drive (Wall Sign)

If we were just talking about the 10635 bayshore location, that size stays the same 5ft x 2.5ft. The same signmaker will be doing both locations, all wood.

On Fri, Feb 6, 2026, 6:25 PM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Feel free to resubmit, but the email on file does not include the dimensions and indicate the materials, etc.

Get Outlook for Android

From: Corey Brydon <savorbbqco@gmail.com>

Sent: Friday, February 6, 2026 3:38:22 PM

To: Ben Andrews <administrator@sisterbaywi.gov>

Subject: Re: INFO NEEDED: 26-006_Savor BBQ-Corey Bryden 10635 N Bay Shore Drive (Wall Sign)

We provided all that information including the digital rendering via email, and indicated that it was via email on our paper work. Do you have the email?

On Fri, Feb 6, 2026, 3:29 PM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Corey,

I am reviewing the wall sign permit application; could you please provide a scale rendering/drawing of the proposed signage, which includes "indicating the dimensions, the materials to be used, the colors on the sign, the type of illumination, if any, and the method of construction and attachment. The drawing shall be drawn at a scale no smaller than one-eighth (1/8) inch equals 1 foot"

Regards,

Benjamin Andrews

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov



**AGENDA ITEM****Date:** April 20, 2026

To: Plan Commission

Re: 4.e. 2363 Mill Road, Sweetlana's Gelato Parcel# 181520001

Author(s): [Sarah Bertges]



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

180

THIS AREA FOR OFFICE USE ONLY	
Account No.	Permit Issued Date
26-018	3/27/2026
Fee Amount Paid: \$100.00 3/23/26	Receipt #: May 60V 1.000000 602

Sign Permit Application

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION	
Applicant (if different from property owner) Aima Marketplace LLC		Parcel Identification Number (PIN) 181- 52-0001	
Street Address 2387 Country Walk dr unit 8		Subdivision or CSM (Volume/Page/Lot) Unit 1	
City • State • Zip Code • Phone Number Sister Bay WI 54234 (920) 333-2171		Address Of Property (DO NOT Include City/State/ZipCode) 2363 Mill rd unit 1	
Property Owner (if different from applicant)	Signature of Owner		
Street Address		Width (in feet) of the front of the building facing the street: 15	
City • State • ZipCode			
Sign Contractor (Agent) FASTSIGNS of Northeastern (Joe Socha)		CURRENT PROPERTY USE	
Street Address WI2665 S. Oneida St. Suite C		☐ Non-commercial ☒ Multi-occupant commercial	
City • State • Zip Code • Phone Number Green Bay, WI 54304 920-360-7857		☐ Single occupant commercial ☐ Other commercial	
		☐ Other _____	
PROPOSED SIGN			
Type of Sign Construction (Please check/complete ALL that apply below)		Sign Details	
☐ Ground ☒ Wall ☐ Directory		Sign Size: 20 _____ by 72 _____	
☐ Window ☐ Projecting ☐ Temporary _____		Total Square Feet 10 _____	
☐ Other _____		Number of Sides 4 _____	
Size of window (square feet) _____		Height (Sign Peak) 12 _____	
Total square footage of all signs on property 10 _____		Height to bottom of sign 12 _____	
Building height where sign is to be placed 9 _____		Distance from building _____	
		Distance from front lot line/ROW 15 _____	
		Distance from side lot line 20 _____	
		Illumination: above the sign _____	
Please complete the sign design on the attached sheet.			
☒ I agree to mark or stake out the location of the proposed sign on the site.			
CERTIFICATE			
I, the undersigned, hereby apply for a Sign 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 zoning code inspections.			
Signature _____		Date 03.19.2026	
Daytime Contact Number (920) 333 - 2171		Email address sweetlanasgelato@gmail.com	

MAR 20 2026

BY: _____

SIGN DRAWING

INSTRUCTIONS

In the space below draw to scale your proposed sign. Be sure to indicate the color and size of the letters and the color of any sign background. Describe the materials used in the construction of the sign. Describe the location of any illumination. Identify the Pantone color number of any color used on the sign. Locate and identify any landscaping.



20in

72in

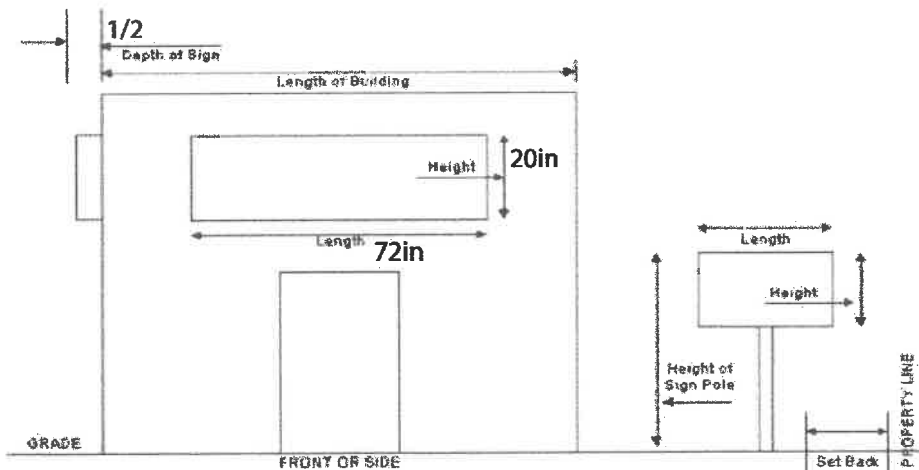
Background color: white/silver.

Colors: Black and white.

Material: wood, polymetal.

Illumination: from above.

Sign Scale



APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY

Zoning District

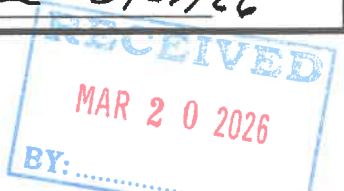
B-2

☒ APPROVED

☐ DENIED

Zoning Administrator / Date

Byron Ann 3/27/26



Payment receipt

Receipt number: 135849

Payment started on: 3/20/26, 1:58 PM

Paid on: 3/22/26, 9:21 PM

Payment method: Online with MASTERCARD **** 5374

Village of Sister Bay

administrator@sisterbaywi.gov

Bill to

sweetlanasgelato@gmail.com

Description

Amount

Sign Permit Application Fee \$100 2363 Mill Rd #1

\$100.00

Subtotal: **\$100.00**

Payment fee: **\$3.30**

Total: **\$103.30**



VILLAGE OF SISTER BAY
2383 MAPLE DR
PO BOX 769
SISTER BAY WI 54234

920-854-4118

Receipt No: 1.000000602

Mar 23, 2026

Sweet Lanas Gelato

Previous Balance:	.00
LICENSES AND PERMITS - SIGN PERMITS 2363 Mill Rd #1 Sweet Lanas Gelato	100.00
Total:	100.00
CREDIT CARD Check No: HeyGov	100.00
Total Applied:	100.00
Change Tendered:	.00

03/23/2026 1:30 PM



Ben Andrews

From: Ben Andrews
Sent: Friday, March 27, 2026 1:56 PM
To: Alex
Subject: RE: 26-018_2363 Mill Rd Unit 1_Sweetlana's Gelato_Sign Permit
Attachments: PERMIT_26-018_2363 Mill Rd Unit 1_Sweetlana's Gelato_Sign Permit.pdf
Categories: Zoning Administration

Hello Alex,

Please see the attached sign permit. Thank you for submitting the applicable materials. If you have any questions. Please let me know.

Regards,

**Benjamin Andrews**

Village Administrator/Zoning Administrator

Village of Sister Bay

PO Box 769

Sister Bay, WI 54234

administrator@sisterbaywi.gov

From: Alex <sweetlanasgelato@gmail.com>
Sent: Friday, March 27, 2026 1:48 PM
To: Ben Andrews <administrator@sisterbaywi.gov>
Subject: Re: 26-018_2363 Mill Rd Unit 1_Sweetlana's Gelato_Sign Permit

Thanks Ben. I got this. Pictures attached

On Fri, Mar 27, 2026, 1:34 PM Ben Andrews <administrator@sisterbaywi.gov> wrote:

Hello Representative from Sweetlana's Gelato,

My name is Benjamin Andrews, and I am the Village/Zoning Administrator for the Village of Sister Bay. I am reviewing the submitted Sign Permit Application for a proposed wall sign at 2363 Mill Road, Unit 1, and have some additional information requests. Could you please provide documentation of where the sign is being proposed on the property? For wall signs, I need to confirm that the placement is flat against the exterior wall of the building and does not extend above the roofline.

If you could send me that via email, 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 of Sister Bay

SIGN PERMIT

Issued to/Landowner: Sweetlana's Gelato; Aima Marketplace LLC

Property Location: 2363 Mill Rd Unit 1

Project Approved: 72 inch x 20 inch Wall Sign (10 sq. feet)

Conditions:

1. The construction standards for signs (66.0751) are included as conditions of the sign permit application, which includes requirements that... "(s)igns should be constructed predominantly of natural materials, such as rough cedar, pine or other types of wood... Manufactured materials that give the appearance of natural materials are also permitted."

Date: 3/27/2026

Issued by: Benjamin Andrews, Village/Zoning Administrator

Copies: Sent via email (sweetlanasgelato@gmail.com); and copies printed.

Acceptance of this permit shall deem acceptance of all conditions contained herein. Any deviation from the plans reviewed and approved requires a new review by the Village of Sister Bay. Please refer to Chapter 66 of the Municipal Code for permit expiration information and renewal regulations.