



PLAN COMMISSION SPECIAL MEETING AGENDA

Thursday, May 14, 2026 -- 4:00 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=yAVpi40M1OlggNufcVUE8XWCUSkKaH.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. Approval of the Agenda
3. Approve Meeting Minutes:
 - a) March 31, 2026; Regular Meeting
 - b) April 20, 2026; Special Meeting
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
 - a) Courtesy Review; Marina Building; 10733 Bay Shore Drive
 - b) Site Plan Review; Coming of Age in Sister Bay, LLC; 10615 & 10619 Sister Bluff Drive
 - c) Standard Zoning Application; Chop Restaurant; 2345 Mill Rd
 - d) Revised Site Plan/Plat Submission; Luna View Development; 2399 Maple Drive
 - e) Setback Review in P-1 Zoning District; Peninsula Kayak Company; Accessory Structure
 - f) Standard Zoning Permit; Door County Housing Partnership, Inc.; 2407 Ava Hope Trail
 - g) Discussion on Zoning Code Revisions and Related Items
6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
7. Next Meeting
 - Regular Monthly Meeting; May 26, 2026, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
9. Adjournment

Public Notice

For questions regarding the above agenda items or to review the related files contact Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov. To submit letters in support or opposition of an agenda item that is *not* part of a public hearing, email adminassist@sisterbaywi.gov by 4:00 pm the day before the meeting; letters regarding a public hearing must be received by 4:00 pm the Thursday before the hearing. It is possible that members of, or quorum of, other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online.

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**VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, MARCH 31, 2026
UNAPPROVED**

1. Call to Order & Roll Call

Nate Bell, sitting in for Chairperson Denise Bhirdo, called the Plan Commission meeting to order on Tuesday, March 31, 2026, at 5:30 P.M., and roll call was taken.

Present: Commission members Nate Bell, Steve Bacs, Skip Heidler, Patrice Champeau and Laurel Harff via Zoom. Chairperson Denise Bhirdo was excused.

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

Others: Steve Musinsky, James Lohmiller, Katelyn Jerard, Erin Peddle, Abby Doobie, Paula Hedeem, Chris Schmeltz. VIA ZOOM: Barbara, Jenn, "JEG", "RGAZL".

2. Approve of Agenda

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

3. Approve Meeting Minutes: February 24, 2026

Heidler noted a grammatical correction needed on page 5, line 15 of the PDF, where the phrase "Andrews advised that he coordinate" should read "Andrews advised that he will coordinate with Bay Lakes."

Motion by Heidler, second by Champeau to approve the meeting minutes as amended. Motion carried- all ayes.

4. Comments, Correspondence, and Concerns from the Public

Musinsky noted a housekeeping correction for future reference on page 3, line 31, indicating that Don Howard's property address should reference "Fieldcrest Road" rather than "Fieldcrest Lane." No other public comments were received either in person or online.

5. Public Hearing/Action Items

5a. Ord. 2026-001; Amending the Village of Sister Bay Future Land Use Map

Andrews provided background on the proposed ordinance, explaining that changes resulted from annotations made during the February 24, 2026 Plan Commission meeting. Bay Lakes Regional Planning was consulted on various items, and a proposed future land use map was prepared on page 20 of the packet, with annotations detailed on page 26.

Bell opened the public hearing at 5:35 PM.

Steve Musinsky questioned an environmental corridor shown on the map running along what he believed should be parallel to the quarry road rather than at an angle through a swamp area. He noted there appeared to be an easement running parallel west of the quarry road.

Jake Gazlay, son of property owner Ron Gazlay at 2698 South Bay Shore Drive, addressed the Commission. He expressed appreciation for the Commission's work and acknowledged understanding the importance of contiguous zoning. Gazlay explained his family's nearly 100-year ownership of the property, which includes a memorial garden for his late sister. While accepting the R2 multifamily designation, he expressed concerns about potential development pressure and traffic

1 impacts on the Pebble Beach corridor. He requested the Commission's support in maintaining the
2 property's historic character and asked about potential variances for items like gravel driveways.
3 The public hearing was closed at 5:43 PM.

4 Discussion ensued regarding the environmental corridor issue raised by Musinsky. Heidler confirmed
5 the existence of an environmental easement on the GIS map, though noted it appeared at a
6 different angle than described. Andrews indicated this could be addressed administratively by
7 coordinating with Bay Lakes Regional Planning to correct the line work.

8 Heidler raised concerns about two properties along Highway 57 that were designated as commercial
9 on the current map but had previously been divided with business frontage and residential in the
10 rear. He noted this created an inconsistency between the future land use map and zoning map
11 discussions.

12 Andrews clarified that the intention from the last meeting was to include the remainder of those
13 parcels as commercial designation, though Heidler recalled the discussion being about maintaining a
14 commercial buffer along the highway while allowing potential subdivision of the larger properties.
15 Motion by Heidler, second by Bacsí to recommend approval of the future land use map ordinance to
16 the Village Board with amendments as discussed. Motion carried- all ayes.

17 18 **5b. Ord. 2026-002; Adopting a New Zoning Map for the Village of Sister Bay**

19 Andrews explained that similar to the future land use map, the proposed zoning map incorporated
20 annotations from the February Planning Commission meeting. Bay Lakes Regional Planning was
21 consulted on items lacking consensus, and the updated map was presented on page 20 with
22 annotations on page 26.

23 Bell opened the public hearing at 5:55 PM.

24 Musinsky identified an inconsistency on the Glen Lane apartment complex property, where the front
25 portion was correctly shown as R2 multifamily matching the future land use map, but the back
26 portion was designated as B1 general business, which did not match the future land use designation.
27 He noted that Phase 2 residential development had been proposed for that rear parcel.

28 Gazlay inquired about several properties that appeared to be spot zoned, including Pheasant Park
29 Resort, Glen Estates, and various condominium developments. He questioned why some R2
30 developments like the Cove condominiums had been changed to R1 zoning, and requested
31 consideration for his family's property to be zoned R1 rather than R2, citing potential financial
32 benefits regarding paving requirements.

33 The public hearing was closed at 6:02 PM.

34 The Commission discussed Gazlay's spot zoning observations. Andrews explained that most parcels
35 in question, such as those around the former Bay Ridge golf course area, were appropriately zoned
36 R2, with only the "countryside" parcel being different due to its larger size meeting different criteria.
37 Regarding Pheasant Park Resort, Heidler noted that due to its conference center business model, the
38 E1 designation was appropriate for the main facility while surrounding condos remained R2.

39 Heidler confirmed the Glen Lane property issue raised by Musinsky, noting that the rear parcel
40 should be R2 multifamily to match both the future land use map and previous Commission
41 discussions.

42 Heidler also identified issues with two Bayshore Drive properties (2629 and 2649) where Bay Lakes
43 Regional Planning appeared to misunderstand the Commission's intent. The discussion was about
44 changing residential zoning classes based on property size, not changing from business to
45 residential. Property 2629 at 1.1 acres should be R1, while property 2649 at 5.2 acres should be R3,
46 as neither meets the countryside zoning criteria.

47 Bell expressed continued concerns about the Woodland overlay district methodology but
48 acknowledged the need to move forward with the process rather than make fundamental changes.

49 *Motion by Heidler, second by Harff to recommend approval of the zoning map ordinance to the*
50 *Village Board with amendments as discussed. Motion carried – all ayes.*

51 **6. Discussion/Action Items**

6a. Standard Zoning Application; Chop Restaurant; 2345 Mill Rd

Andrews presented the application from Chop Restaurant to install an outdoor cooler at the rear of the building. The cooler would replace the current dumpster location and be positioned against but not attached to the building. The application required exterior modification site plan review and architectural review. The B3 zoning district permits the accessory structure, and garbage service would continue to be shared with the Dorr Hotel.

Chris Schmeltz, representing the applicant, was present to answer questions and provided material samples of the cooler.

Bacsi questioned why screening was required when current dumpster screening was poor, but acknowledged the proposed improvement's aesthetic value. He praised the trellising and landscaping design as a significant improvement.

Heidler raised several detailed questions about the current cedar fence, dumpster arrangements, and screening materials. He expressed concern that the proposed metal cooler facade would not meet code requirements, as the village code prohibits exposed metal siding. Heidler advocated for screening the structure with siding materials similar to the building rather than relying solely on landscaping.

The Commission debated whether the proposed trellis and vegetation would constitute adequate screening. Heidler emphasized the importance of adhering strictly to code requirements to avoid setting precedent for other businesses.

Discussion centered on the need to screen the metal facade with materials matching the building's exterior. Schmeltz expressed willingness to work with various solutions but noted practical challenges with different approaches.

The Commission reached consensus that while the cooler structure itself was acceptable, proper screening matching the building's materials was required rather than relying primarily on landscaping.

Schmeltz agreed to return with screening options that would meet code requirements, including an 8-foot fence with materials and design similar to the building's siding.

6b. Courtesy Review; Parking Requirement Review; Spa at the Dorr Hotel; 2335 Mill Road

Andrews presented a courtesy review for a proposed 2,500 square foot spa facility expected to accommodate up to 20 patrons. The facility would be located in the B3 downtown district as a permitted use. The review addressed parking methodology and potential shared parking arrangements with the Dorr Hotel.

Schmeltz provided background on the complex parking arrangements within the Sister Bay marketplace, explaining that 73 total spaces exist with 20 allocated to Chop and 52 to the Dorr Hotel through development agreements.

The Commission discussed whether the spa should be classified under retail/customer service (requiring 8 spaces) or business/recreational use (requiring 5 spaces). There was consensus that business/recreational classification was more appropriate.

Bell noted the significant overlap between spa customers and hotel guests, with most non-hotel customers likely using the facility during different peak hours than hotel parking demand.

Heidler questioned the three-space credit availability, given the shared operations, but the Commission determined that as a separate use on a separate lot, the spa would be eligible for the downtown credit.

The Commission provided guidance that the parking requirement would be based on business recreational use (5 spaces), with 3 spaces credited and 2 additional spaces met through shared parking with the Dorr Hotel, along with identification of required loading space.

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

No items were identified for future agendas.

1 **8. Next Meeting**

2 The next regular monthly meeting is scheduled for April 28, 2026, at 5:30 PM in the Large Meeting
3 Room at the Sister Bay-Liberty Grove Fire Station.

4

5 **9. Adjournment**

6 *Motion to adjourn at 6:56 PM.*

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

8

9 Respectfully submitted by Sarah Bertges, Administrative Assistant

VILLAGE OF SISTER BAY
SPECIAL PLAN COMMISSION MEETING MINUTES
MONDAY, APRIL 20, 2026
UNAPPROVED

1. Call to Order & Roll Call

Chair Denise Bhirdo called the Special Plan Commission meeting to order on Monday, APRIL 20, 2026, at 5:34 P.M., and roll call was taken.

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

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

Others: Kurt Harff, Jolene Brydon, Corey Brydon, Erin Peddle, Pam Ledesic, Kevin Ladesic, Louise Howson. VIA ZOOM: Barbara, Jenn, Jake Forestville Builders, Dominick Zarcone, MKS, Alex Chemerys, Dr. Jennifer Hall, Marjorie Grutzmacher, Ron Kane, Jill Wiebe, Dave, Julie Thyssen

2. Approve the Agenda

Bell requested to move item 4c (discuss the history of the sign permit process) after item 4e to provide better context for the sign-related discussions.

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

3. Comments, Correspondence, and Concerns from the Public

Bhirdo opened the floor for public comments on non-agenda items. No public comments were received either in person or via Zoom.

Before proceeding to action items, Bhirdo read a statement explaining the background of the meeting. She noted that on April 13, 2026, she observed a sign that had not received proper plan commission approval, prompting her to request an open records review of all permits from January 5, 2026 to present. During her review, she discovered permits had been issued without the plan commission chair's approval, contrary to established procedure. She attempted to contact the village president about this issue but received no response.

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

Bhirdo presented the appeal regarding John Sawyer's 4,000 square foot garage permit. She explained that the administrator incorrectly told the applicant that plan commission approval was not required, when all commercial property permits must come to the plan commission. The permit application showed metal siding, which the village does not allow, and the structure's 100-foot length would require architectural features to break up the wall.

Heidler noted additional code compliance issues, suggesting the structure might require conditional use permit approval as a storage facility under section 166.032.03.i, which would necessitate sprinkler systems and other requirements. Bell raised concerns about the village appealing its own decision and the potential complications if the appeal process begins.

After a brief recess to consult with village attorney Randy Nesbitt, the commission agreed to pursue a cooperative approach with the property owner.

Motion by Bhirdo, second by Champeau directing village attorney Randy Nesbitt to contact John Sawyer to request replacement of the proposed metal siding with code-compliant materials. If the property owner agrees to make the change, no appeal will be filed. If the property owner refuses to

1 *cooperate, the plan commission authorizes staff to proceed with the appeal process. Motion carried-*
 2 *all ayes.*

3
 4 **b. Discuss and/or Appeal the Decision of the Zoning Administrator Issuing or Not Issuing a Zoning**
 5 **Permit to 10855 North Bay Shore Drive, Zarcone, 16X20 Boathouse/Storage Shed. Parcel#**
 6 **181270015**

7 Bhirdo outlined the complex history of this property, explaining that the previous owner had
 8 discussions with former administrator Julie Schmelzer about maintaining an accessory structure
 9 while building a new house. The current owner, Dominick Zarcone, ultimately demolished both
 10 structures but later applied for a new accessory structure.

11 The primary issue is that the proposed structure is within 20 feet of the ordinary high watermark,
 12 violating the 50-foot setback requirement. Additionally, no formal zoning permit application was
 13 found in the file—only email communications requesting a \$200 fee payment.

14 Zarcone joined the meeting via Zoom and explained his understanding that boathouses were
 15 allowable within the 20-foot setback. He clarified that the new structure would be 15 feet from the
 16 property line (unlike the original structure which was 18-24 inches from the line) and would match
 17 the architectural style of their new home. The concrete pad has already been poured at an
 18 estimated cost of \$10,000-\$12,000 to remove and relocate.

19 Heidler researched DNR requirements during the meeting, finding that structures must be at least 35
 20 feet from the ordinary high watermark, with most structures requiring 75-foot setbacks. The
 21 commission noted that the structure doesn't meet the village's definition of a boathouse since it
 22 won't be accessible by boats from navigable water.

23 After extensive discussion about moving the structure closer to the house (which would compromise
 24 aesthetics and functionality), the commission reluctantly decided to allow the permit to stand given
 25 the extenuating circumstances, including the village's error in the permit process and the precedent
 26 set by a similar conditional use permit granted to neighboring property.

27 *Motion by Bhirdo, second by Heidler requiring Zarcone to submit a complete zoning permit*
 28 *application for the accessory structure, with the relevant portion of tonight's meeting minutes*
 29 *attached to provide historical context. Motion carried- all ayes.*

30 *By consensus, the commission agreed to take no further action on the appeal, effectively allowing the*
 31 *structure to remain as permitted.*

32
 33 **c. Discuss the History of the Sign Permit Process and Reaffirm or Change**

34 This item was moved to after item 4.e as agreed during agenda approval. Bhirdo explained the
 35 historical evolution of sign permit approval from full plan commission review to delegation to the
 36 plan commission chair and zoning administrator to expedite the process. The current criteria
 37 requires wood materials or wood-look, dimensional features, and prohibits flat metal signs to
 38 maintain the community's aesthetic character.

39
 40 **d. Discuss the Sign Permits Approved by the Zoning Administrator**

41 **d.i. 10590 Country Walk, Unit 4, Bay Birch Gallery**

42 Bhirdo detailed her concerns with this permit, which was approved despite her identifying multiple
 43 code violations including incorrect size calculations, missing dimensional requirements, and material
 44 non-compliance. The administrator approved the sign without addressing her concerns or sharing
 45 them with the applicant.

46 The business owner, Pam Ladesic, joined the discussion and clarified that she had submitted
 47 corrected dimensions and confirmed wood composite materials per the administrator's request. She
 48 confirmed the sign would have dimensional letters and provided the "little rad house" sign photo as
 49 an example of similar style. The commission was satisfied that the final sign met code requirements.

d.ii. 10663 North Bay Shore Drive, Savor (approved February 11, 2026)

Bhirdo noted this permit was never submitted to her for approval. She questioned the application's missing dimensions for the projecting sign and the administrator's incorrect calculation listing it as 4x4 when it was clearly oblong. The linear frontage measurement was confirmed as accurate at 39 feet. After discussion with the business representative, the commission confirmed the sign included proper dimensional features and met code requirements.

d.iii. 10635 North Bayshore Drive, Juicy Burgers

This permit involved changing signage from "Savor" to "Juicy Burgers" using the same sign structure. Bhirdo confirmed the sign was made of 100% oak with routed raised letters, meeting dimensional requirements. The permit was approved without her review, though she had no substantive objections to the compliant sign.

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

Bhirdo identified multiple deficiencies in this permit application, including describing the sign as "wood polymetal" (which doesn't exist—it's actually polymetal with aluminum sheets), missing dimensional aspects, incomplete illumination details, and no administrator's review checklist. The sign lacked required wood texture and dimensional features.

Alex Chemerys, the business owner, joined via Zoom and explained he originally considered polymetal but was willing to use wood with 3D cut letters as requested. He confirmed the sign had not yet been manufactured.

Motion by Bhirdo, second by Heidler that if Sweetlana's Gelato and Coffee surrenders their current sign permit and resubmits a complete application, the commission will not appeal the original permit. The new application will be expedited and reviewed by the village administrator and plan commission chair. If they do not resubmit, staff is authorized to begin the appeal process. Motion carried- all ayes.

c. Discuss the History of the Sign Permit Process and Reaffirm or Change (continued)

Bell noted that the village code only explicitly grants sign approval authority to the plan commission chair in the B2 historic overlay district, despite the long-standing practice of chair approval for all signs. He suggested the code should be amended to formalize this practice if the commission wishes to continue it.

The commission discussed the need to improve sign permit applications to require complete information and include building frontage calculations. Bhirdo emphasized that incomplete applications should be returned rather than processed with missing information.

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

-Bell requested staff provide an estimate of costs and timeline for a complete rewrite of the village zoning code, including the plan commission time commitment required. The commission discussed their experience with previous code revisions and the benefits of doing the work internally versus hiring consultants.

-Heidler requested that the commission receive current copies of the zoning code and that staff default to providing digital copies rather than printed versions unless specifically requested.

-The commission agreed to place sign application review and revision on a future agenda.

6. Next Meeting

The next regular monthly meeting is scheduled for April 28, 2026, at 5:30 P.M. in the Large Meeting Room at the Sister Bay-Liberty Grove Fire Station.

7. Adjournment

Motion to adjourn at 7:48 PM.

1 *Motion by Bhirdo second by Champeau. Motion carried -all ayes.*

2

3 Respectfully submitted by Sarah Bertges, Administrative Assistant

4



COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: May 14, 2026

To: Plan Commission
Re: May 2026
Author: Benjamin Andrews, Village Administrator

Written comments, correspondence, and concerns addressed to the Plan Commission for the include:

1. Savard Mixed Use Project (Email and Letter)

From: [Marc Savard](#)
To: [Ben Andrews](#)
Subject: Savard Mixed Use Project
Date: Friday, May 1, 2026 3:17:54 PM
Attachments: [Plan Commission 06-24-25.pdf](#)

Dear Members of the Plan Commission,

I am ready to begin the process of opening my automobile repair business in Sister Bay. To do so, however, the zoning code needs to be slightly changed to allow me to open my business in the area of the Village that makes the most sense. Last year, my attorney sent a letter to the Plan Commission explaining the changes I need in the code. That letter is attached.

As soon as possible, I am now asking the Plan Commission members to introduce a text amendment that would change the list of allowable uses to allow me to begin the process of opening my automobile repair business in the Village.

I am a life-long 32 year resident of the area, and a graduate of Gibraltar Schools.

I have been operating my business on my family property in Liberty Grove for the last three years, and am ready to improve and expand my business in a more visible and appropriate location.

Respectfully submitted,
Amedee Savard

www.attorneybjornjohnson.com

bjorn@attorneybjornjohnson.com

920-421-1154

10698 North Bay Shore Drive

PO Box 257

Sister Bay, WI 54234



Business and Corporate

Employment and Labor

Real Estate and Land Use

Water and Environmental

Municipal and Administrative

ATTORNEY BJORN JOHNSON

Tuesday, June 24th, 2025

Village of Sister Bay

Attn: Plan Commission Members

Delivered via E-Mail: julie.schmelzer@sisterbaywi.gov

RE: Savards Automobile Repair Garage; Village Zoning District Use Restrictions

Members of the Plan Commission:

Fellow locals Amedee Savard and Marc Savard (d/b/a Garage Savard LLC; hereinafter “the Savards”) have retained me to assist them with the Village’s regulatory process for expanding and establishing their potential business in Sister Bay. Over the last year, the Savards have been in discussions with Village staff regarding the requirements for starting an auto repair business in the General Business (B-1) zoning district. This district is primarily located along the southern parts of Highways 42 or 57 above the hill in Sister Bay (see attached map in dark pink areas).

Under the Village’s zoning code, their business use would be considered an “Automotive Body Repair” and/or a “Automotive Mechanical Repair” (collectively, “automobile repair” to include both uses). The zoning code’s definitions of these uses are highlighted in green in the attachment to this letter.

Recently, however, the Savards have ran into a code-based roadblock which is preventing them from successfully starting their business in Sister Bay. In the B-1 district, only “Auto sales and service” is listed as a permitted use, and “Automotive Sales and Service” has its own separate and distinct definition apart from automobile repair. The zoning code’s usage and definition of this use is highlighted in yellow in the attachment to this letter.

And then to further complicate the matter, the zoning code’s only usage of the phrase, “automobile repair”, is where it is listed as a conditional use in the Downtown Business (B-3) zoning district. This district is primarily located north of the Highway 42/57 intersection to Scandia Road (see attached map in light brown areas).

Unfortunately, the only legal conclusion from this current code structure is that *only* auto sales and service is allowed on the southern highways in B-1, and automobile repair is *only* allowed downtown in B-3—which is effectively preventing the Savards from starting their business in the most logical area to do so in Sister Bay.

From a policy perspective, this makes no sense. It cannot be the case that the Village intended for automobile repair businesses to be located *only* downtown on foot traffic-based, water-view real estate. Everyone has to acknowledge that the proper location for this use should be south of the hill in the highway corridors where auto sales and service is currently allowed. It's really backwards to think otherwise. Also, upon review of the zoning code, automobile repair appears to be one of the only enumerated commercial uses that is not listed as a permitted or conditional use in B-1. So, virtually every other allowed commercial use in Sister Bay can be located on the B-1 southern highways, except for automobile repair, which must only be located downtown in B-3. How can that be? The point here is the zoning code needs to be changed to fix this anomaly.

The Savards ask the Plan Commission, upon its convenience, to introduce an ordinance amendment that would address and fix this zoning code discrepancy.

We think it is very reasonable to ask the Plan Commission to clean up this part of the zoning code. Doing so, will allow a longstanding local family to invest-in and establish a much-needed business for the Sister Bay community. Automobile repair is already an allowed use in an odd area in Sister Bay, but the Savards are simply asking it to be allowed in the most logical area of the Village for this type of business.

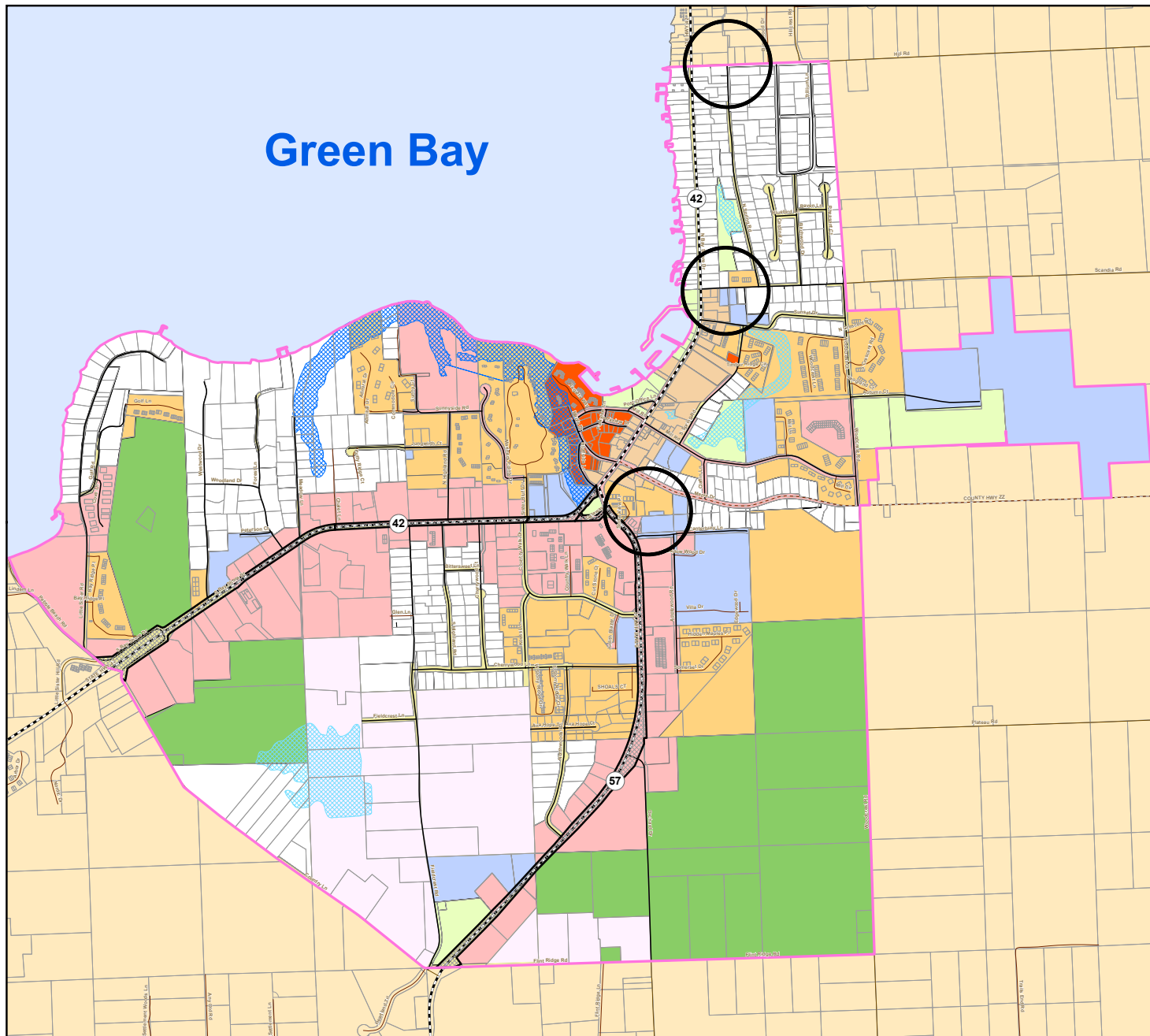
The Savards and I will be in attendance at the Plan Commission meeting. The Savards will be happy to answer and questions about their potential business proposal, and I will be happy to answer any legal-based questions related to their request.

Sincerely,

Electronically signed by Bjorn Johnson

Attorney Bjorn Johnson

Green Bay



Zoning Map

of the
Village of Sister Bay
 Door County, Wisconsin
 Last Updated: 12/06/2023

Zoning Districts

- (B-1) General Business
- (B-2) Downtown Business Transition
- (B-3) Downtown Business
- (CS-1) Countryside
- (I-1) Institutional
- (P-1) Park/Recreation
- (R-1) Single-Family Residence
- (R-2) Multiple-Family Residence
- (R-3) Large Lot Residence
- (R-4) Small Lot Residence

Overlay Districts

- (W-1) Wetland Overlay
- (BP) Bluff Protection Overlay
- (HL) Highway Landscape Overlay
- Road ROW Overlay
- (WHP) Wellhead Protection Overlay

CERTIFICATION:
 I, the undersigned Village President of the Village of Sister Bay, Door County, Wisconsin, do hereby certify that this "Zoning map of the Village of Sister Bay, Door County, Wisconsin" was amended and approved as part of "The Village of Sister Bay Zoning Ordinance, Door County, Wisconsin" effective on November 13th 2004 and is available in the office of the Village Clerk. Amendments to the Zoning Map shall take effect upon adoption by the Village board, and the filing of proof of posting or publication thereof in the office of the Village Clerk.

Attention:
 Rob Zoschke _____ Date _____ Heidi Teich _____ Date _____

This zoning map is based upon parcel and property boundary maps maintained by Door County. The right of way widths for public and private streets vary and the map shows a representation of the easements or rights-of-way. Questions regarding the Zoning Code, the Zoning Code, the Building Code and development regulations should check with the Zoning Administrator, 2383 Maple Drive, PO Box 789, Sister Bay, WI 54234. More information can be found on the Village's web site at www.sisterbaywi.gov. The contact information for the Administrator is admin@sisterbaywi.gov and 920-854-4118.



VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SECTION 66.0320 – B-1 GENERAL BUSINESS DISTRICT

Several Portions of This Section of the Zoning Code, (The B-1 General Business District Regulations), Have Been Amended in Accord With The Provisions of Ordinance No. 288, Which Was Passed and Adopted on November 9, 2021.

Sec. 66.0320 B-1 General Business District

The General Business (B-1) District is intended to provide areas for attractive and accessible groupings of business, commercial, office and other general retail uses in convenient locations outside of the Downtown Business (B-3) District. This section provides standards for the orderly improvement and development within the General Business District based on the following principles:

- Development that is consistent with the natural environment.
- Development that maintains the Village's traditional small town appearance, in which its housing, shops, work places, parks and civic facilities co-exist in relative harmony.
- Development that balances the needs of a resort town and a residential Village.
- Designs that meet the architectural standards and enhance the Village's historic architecture. (See Section 4000 (Architectural Guide))

(1) Permitted Uses:

(a) Auto sales and service

- (b) Banks/financial institutions
- (c) Barber shops, beauty salons and spas
- (d) Bed and breakfasts
- (e) Boat sales and service
- (f) Catering services
- (g) Churches
- (h) Cinemas, theaters or performance halls
- (i) Commercial laundries
- (j) Dance studios
- (k) Funeral homes
- (l) Gasoline service stations
- (m) Group day care centers
- (n) Condominium Hotels/Motels and/or Hotel/Motel Condominiums
- (o) Hotels/motels
- (p) Indoor institutional uses
- (q) Infrastructure essential services
- (r) Information centers
- (s) Lawn and garden centers
- (t) Licensed massage therapy and body work facilities as certified by the State.
- (u) Light industrial food preparation, manufacturing, processing and assembly, packaging, storage and distribution.
- (v) Construction supply centers
- (w) Marinas
- (x) Medical, dental, cosmetic and optical clinics
- (y) Municipal buildings
- (z) Municipal utility facilities
- (aa) Parks
- (bb) Physical fitness centers

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

SEC. 66.0320 – B-1 GENERAL BUSINESS DISTRICT

- 1 (cc) Professional offices
- 2 (dd) Public parking lots
- 3 (ee) Radio and television studios
- 4 (ff) Restaurants
- 5 (gg) Retail general uses
- 6 (hh) Self-service laundries and dry-cleaning facilities
- 7 (ii) Single family housing in existence as of January 1, 2007; said housing can be utilized as a
- 8 short-term rental.
- 9 (jj) Taverns and/or cocktail lounges
- 10 (kk) Trade and contractor suppliers’ offices and supply centers
- 11 (ll) Travel agencies
- 12 (mm) Video productions
- 13 (2) Permitted Accessory Uses:
- 14 (a) (See Accessory Uses and Structures – Sec. 66.0501.)
- 15 (b) Outdoor Displays. (See Sec. 66.0506.)
- 16 (c) Solar collectors attached to the principal structure.
- 17 (d) Accessory Residential Use. One single-family dwelling or a non-transient residential unit,
- 18 located on the same property as the business. The on-site parking required for the
- 19 accessory residential unit must be available on site.
- 20 (3) Conditional Uses:
- 21 (a) Apartments (Subject to the provisions of Sec. 66.0320)
- 22 (b) Assembly Halls
- 23 (c) Commercial recreation facilities, (indoor and outdoor), such as arcades, bowling alleys,
- 24 clubs, dance halls, driving ranges, gymnasiums, health clubs, miniature golf facilities, pool
- 25 and billiard halls and indoor skating rinks.
- 26 (d) Flea Markets (Limited to 12 days outdoors in any calendar year.)
- 27 (e) Solar energy as an accessory structure.
- 28 (f) Non-Village utility facilities.
- 29 (g) Light assembly, light manufacturing and related activities.
- 30 (h) Seasonal employee housing (Subject to Sec. 66.0320(5)(b))
- 31 (i) Storage (Subject to Sec. 66.0320(5)(a))
- 32 (j) Outdoor entertainment facilities.
- 33 (k) Mobile Food Vendor Courts. (Subject to Sec. 66.0320(6))
- 34
- 35 (4) Dimensional Lot Standards:
- 36

<u>B-1 District Dimensional Lot Standards Table</u>		
<u>Lot Served</u>	<u>Minimum Area</u>	20,000 Square Feet
<u>by Public</u>	<u>Minimum Width (Interior Lot)</u>	60 Feet
<u>Sewer [1]</u>	<u>Minimum Width (Corner Lot)</u>	110 Feet
<u>Lot Served</u>	<u>Minimum Green Space</u>	20% of Lot Shall Be Left As Green Space
<u>by Public</u>		
<u>Sewer [1]</u>		
<u>Lot Not</u>	<u>Minimum Area</u>	25,000 Square Feet
<u>Served by</u>	<u>Minimum Width (Interior Lot)</u>	100 Feet
<u>Public</u>		
<u>Sewer [1]</u>	<u>Minimum Width (Corner Lot)</u>	110 Feet

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SECTION 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

Several Portions of This Section of the Zoning Code, (The B-3 Downtown Business District Regulations), Have Been Amended in Accord With The Provisions of Ordinance No. 288, Which Was Passed and Adopted on November 9, 2021.

Sec. 66.0323 B-3 Downtown Business District

The Downtown Business (B-3) District is intended to apply to the Village’s Downtown Business District and Village Center. This area is typified by small lots, and buildings with minimal setbacks. The Downtown Business District is intended to offer greater flexibility in area requirements and setback requirements than other districts in order to promote the reuse of buildings and lots and the construction of new developments in the Downtown Business District consistent with the existing scale of development. The character, appearance and operation of any business in the Downtown District should be compatible with any surrounding areas. The goal of the Village is to strengthen the Downtown District as the “heart” of the community and as the logical place for people to gather and create a business center. The Downtown District is intended to support this goal through elements of design and appropriate development. This section provides standards for the orderly improvement and expansion of the Downtown District based on the following principles:

- Designs that meet the architectural standards and enhance the Village’s historic architecture. (See Sec. (4000 -Architectural Guide))
- Development that is consistent with the natural environment.
- Development that maintains the Village’s traditional small-town appearance, in which its housing, shops, work places, parks and civic facilities co-exist in relative harmony.
- Development that balances the needs of a resort town and a residential village.
- Efficient use of land and urban services.
- A mixture of land uses to encourage walking as an alternative to driving, and provide more employment and housing options, and,
- An opportunity to provide formal and informal community gathering places.
- The Downtown District is also connected to neighborhoods and other employment areas.

(1) Permitted Uses:

- (a) Barber shops, beauty salons and spas
- (b) Dance studios
- (c) Gasoline service stations that were being operated as of September 1, 2010
- (d) Hotels/motels
- (e) Infrastructure essential services
- (f) Information centers
- (g) Licensed massage therapy and body work facilities as certified by the State
- (h) Marinas
- (i) Municipal utility facilities
- (j) Parks
- (k) Public parking lots
- (l) Real estate offices
- (m) Restaurants
- (n) Retail general use

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

SEC. 66.0323 – B-3 DOWNTOWN BUSINESS DISTRICT

- 1 (p) Single family housing in existence as of January 1, 2004; said housing can be utilized as a
- 2 short-term rental.
- 3 (q) Taverns or cocktail lounges
- 4 (2) Conditional Uses:
- 5 (a) Liquor stores
- 6 (b) Solar energy as an accessory structure
- 7 (c) Non-village utility facilities
- 8 (d) Gasoline stations **or automobile repair**
- 9 (e) Permitted Accessory Uses and Structures. (See Sec. 66.0501)
- 10 (f) Outdoor displays. (See Sec. 66.0506)
- 11 (g) Professional offices
- 12 (h) Outdoor entertainment facilities.

13 (3) Dimensional Standards

14 In the Downtown District, buildings are placed closer to the street to create a vibrant

15 pedestrian environment, to slow traffic down, to provide a storefront character to the street and

16 encourage walking. The setback standards are flexible to encourage public spaces between

17 sidewalks and building entrances (e.g., extra-wide sidewalks, plazas, squares, outdoor dining

18 areas and pocket parks). The standards also encourage the formation of solid blocks of

19 commercial buildings for a walkable downtown. Building setbacks are measured from the

20 respective property line. Setbacks for porches are measured from the edge of the deck or porch

21 to the property line. The setback standards, as listed below, apply to primary structures as well

22 as accessory structures.

23

B-3 District Dimensional Lot Standards Table		
<u>Lot</u>	Minimum Area	4,500 Square Feet
	Minimum Width	45 Feet
	Minimum Green Space	10% of Lot Must Be Left as Green Space.
Structure Standards		
<u>Principal Structure, Business</u>	Maximum Height	35 Feet [5]
	Minimum Floor Area	None
<u>Accessory Structures</u>	Maximum Height	35 Feet, [5] But Shall Not Exceed Height of Principal Structure
Minimum Setbacks		
<u>Principal Structure</u>	Front Yard, on Public Streets	[1]
	Side Yard	6 Feet [2] Must Be Left As Green Space.
	Rear Yard (Street Access Lot)	6 Feet [3] Must Be Left As Green Space.
	Rear Yard (Alley Access Lot)	8 Feet [3] Must Be Left As Green Space.

VILLAGE OF SISTER BAY ZONING CODE

SECTION 2000 – GENERAL DEFINITIONS

SECTION 2000 – GENERAL DEFINITIONS

- 1 Art
 2 The conscious use of skill, taste and creative imagination in the production of objects whose primary
 3 or sole value is intended to be aesthetic. Art is distinct from other forms of production by its
 4 application of personal, un-analyzable creative power, not merely expertness in workmanship.
- 5 Arterial Highway
 6 A public street or highway used or intended to be used primarily for fast or heavy through traffic.
 7 Arterial streets and highways include freeways and expressways, state trunk and county trunk
 8 highways, and other heavily traveled streets.
- 9 Assembly Hall
 10 A facility designed and/or operated for the gathering of fifty (50) or more people for private or
 11 commercial functions. For example, an event conducted for the purpose of hosting a party, banquet,
 12 wedding, reception or other social event. (*Amended Ordinance No. 260-082118*)
- 13 Attainable Housing
 14 Attainable housing shall be defined as housing for individuals actively working within the boundaries of
 15 the Gibraltar School District, who meet the incomes levels for individuals and families, which do not
 16 exceed the average median earned income level for Door County.
- 17 Audio/Video Production
 18 An activity, not in conjunction with adult-oriented facilities, involving the production, including
 19 scripting, recording, editing and postproduction of audio and visual taped media for educational,
 20 entertainment or promotional purposes.
- 21 Automotive Body Repair
 22 Activities involving the repair, painting or undercoating of the body or frame of vehicles with a gross
 23 vehicle weight of 10,000 pounds or less. Body and frame repair does not include mechanical engine or
 24 power train repair.
- 25 Automotive Mechanical Repair
 26 Activities involving the maintenance, servicing or repair of automotive engines, power train,
 27 suspension and exhaust system on vehicles with a gross vehicle weight of 10,000 pounds or less.
 28 Mechanical repair does not include body and frame repair, painting or undercoating.
- 29 Automotive Sales and Service
 30 Any building, land area, or other premises for the display and sale of new or used automobiles, pickup
 31 trucks or vans, lawn and garden implements, trailers, boats, or other recreational vehicles and
 32 including any warranty repair work and other repair service conducted as an accessory use.
- 33 Awning
 34 A roof-like structure of a permanent nature, which projects from the wall of a building. An awning may
 35 also be called a canopy or marquee.
- 36 Baby Sitting
 37 The act of providing care and supervision for fewer than four children. This definition does not apply
 38 when the baby sitter is related to the child, or when more than four children in one household are
 39 related.
- 40 Basement
 41 That portion of any structure, which is below grade, or which is partly below and partly above grade
 42 but so located that the vertical distance from the grade to the floor is greater than the vertical distance
 43 from the grade to the ceiling.

44
 45
 46



STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Courtesy Review; Marina Building; 10733 Bay Shore Drive

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

The Village has contracted with MDT for architecture and engineering services for the design of the new Marina Building located at 10733 Bay Shore Drive. The design process is substantially complete. This agenda item is a courtesy review, intended to give the Plan Commission an opportunity to provide early, non-binding architectural and site-related feedback before final construction documents are prepared.

PROJECT DESCRIPTION

The proposed Marina Building is a two-story, 3,655 sq ft (first and second floors combined) structure designed to replace and modernize existing marina facilities.

- First Floor Area: 2,005 sq ft
- Second Floor Area: 1,651 sq ft
- The building includes a variety of public, staff, and boater amenities.

The project appears consistent with the goals of the P-1 Park District, which supports public buildings intended to serve recreation, waterfront access, and community use.

Exterior:

- The building height reaches a maximum of +35'-0", matching the P-1 District height limit.
- Exterior materials include:
 - Hardie shingle staggered edge panels
 - Stonewood thin stone veneer (Manchester Granite)
 - Stone sills
 - Copper standing seam roof (with asphalt shingle alternate)
 - Hardie panel
 - Wood trim

These materials appear to be compatible with the Village's Architectural Guidelines, which emphasize natural materials and traditional detailing.

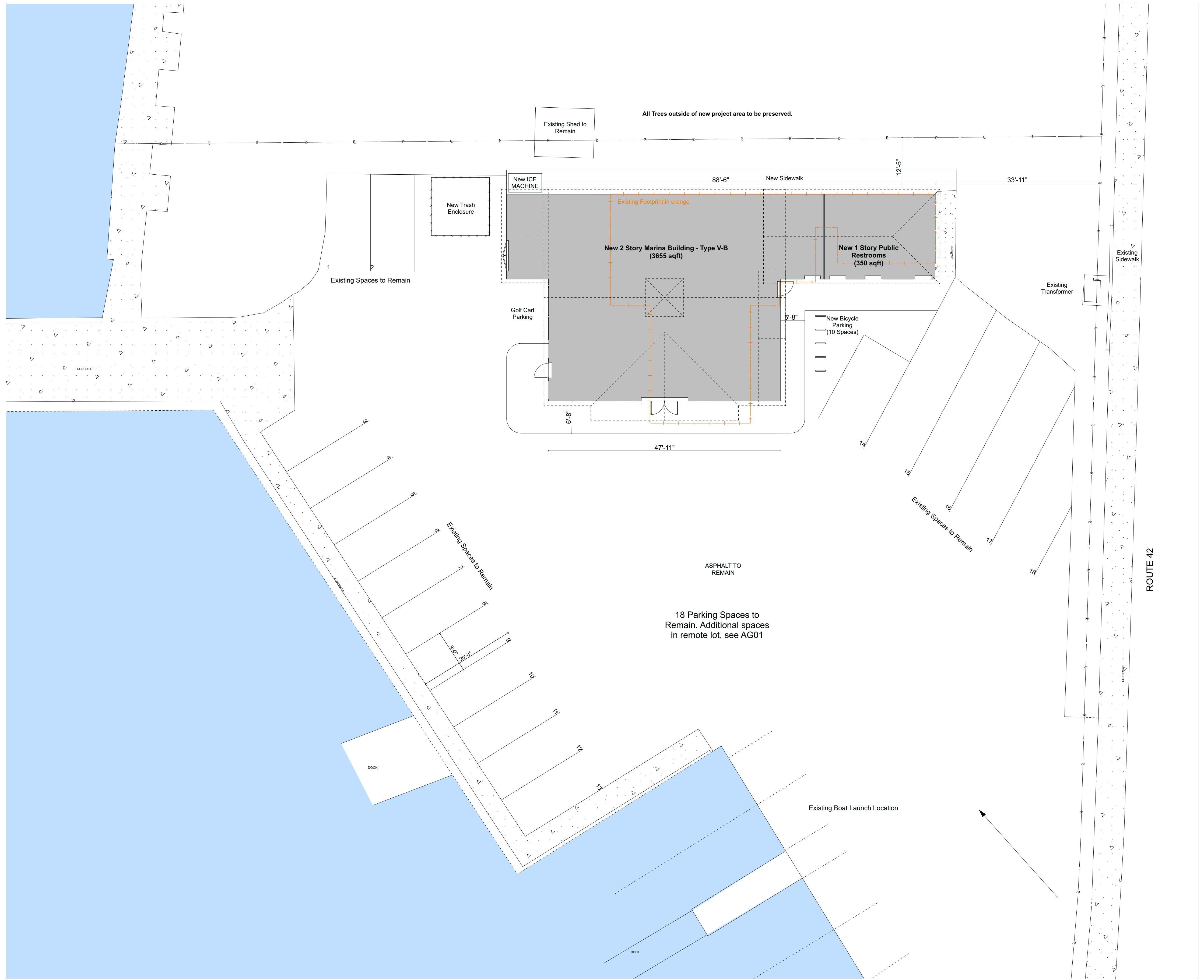
RECOMMENDED ACTION(S)

Village Staff recommend that the Plan Commission conduct a courtesy review to:

- Provide preliminary architectural feedback
- Identify any preferred adjustments before final design development
- Confirm general support for the direction of the building's form, materials, and program

ATTACHMENT(S)

1. Marina Building Plans



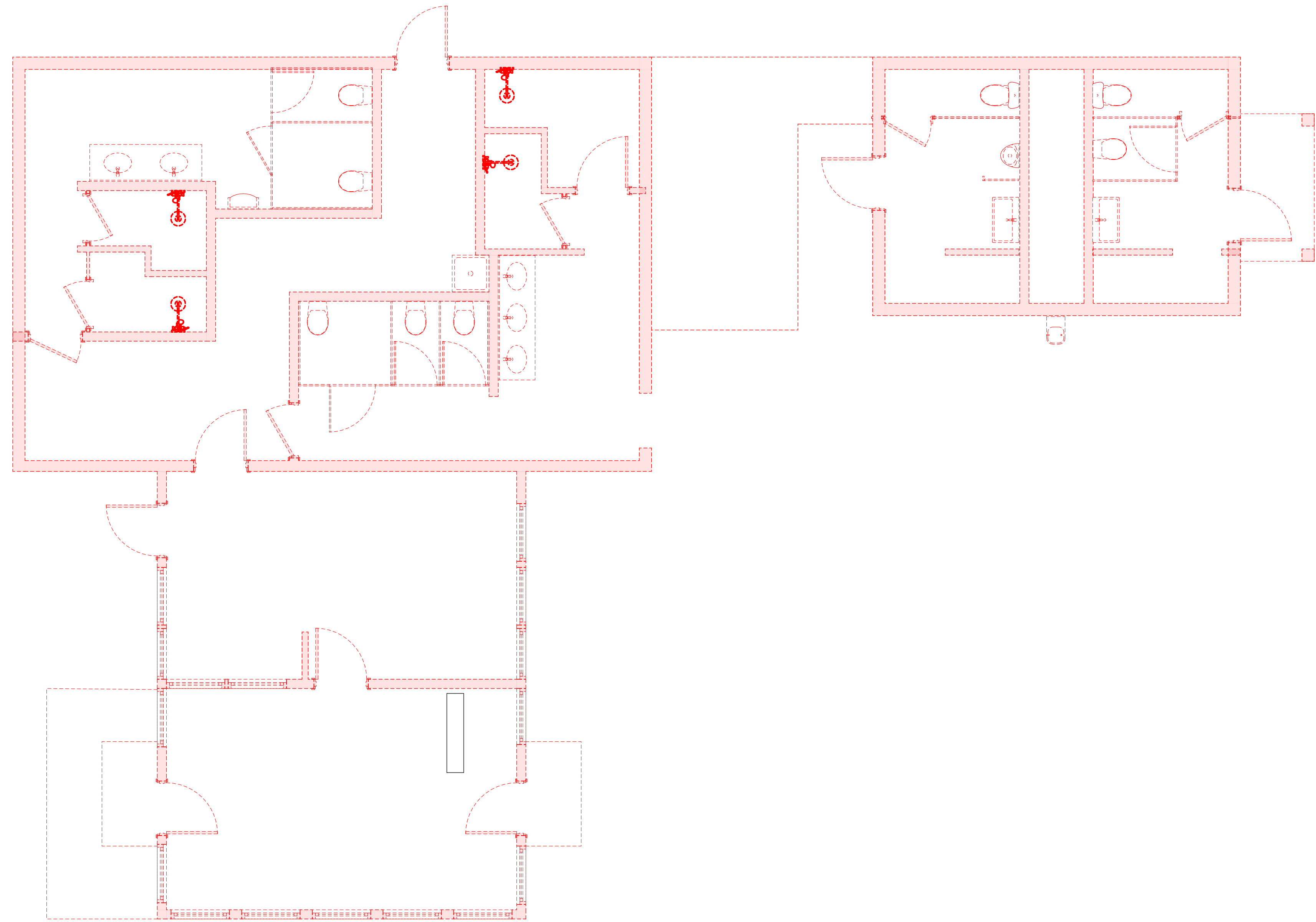
4629 N Broadway
Chicago, IL 60640

773.561.1987
www.mdtarch.com

Date	Issued For	RevID
Work in Progress	Issue for Review	01 - WIP

Proposed Site Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

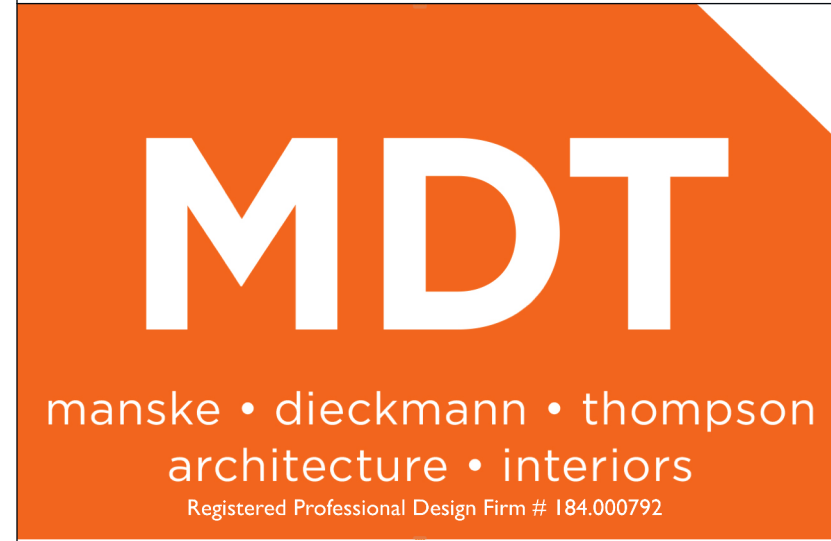
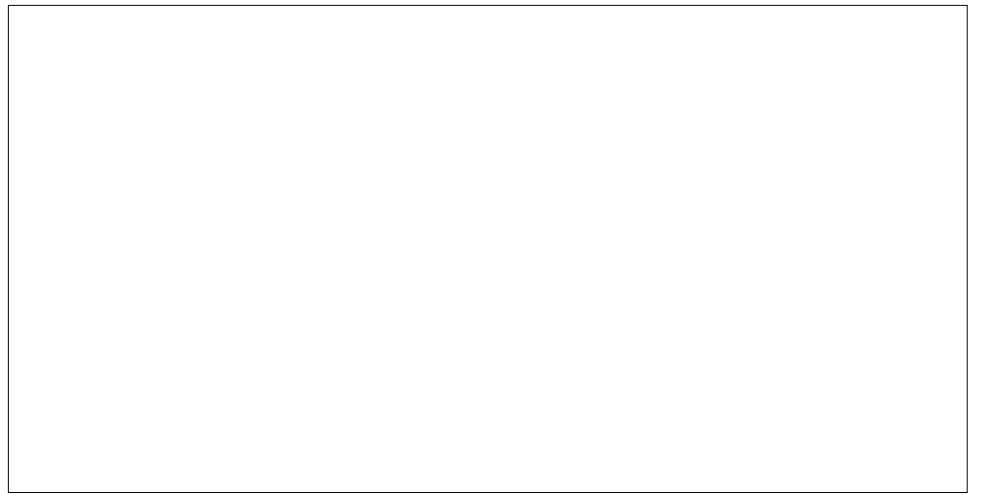


3
AD01 Demolition Floor Plan
SCALE: 1/4" = 1'-0"



Selective Demolition Notes

- A. Owner and Architect assume no responsibility for the actual condition of the structures to be demolished. Details of existing construction where shown are furnished for convenience only. Contractor assumes responsibility for preparation to receive new work.
- B. Structural members are not to be disturbed, except where specifically shown and detailed. The Contractor shall be responsible for any damage to the existing structure. Do not impose excessive loads onto existing construction.
- C. Execute cutting and demolition by methods which will prevent damage to other work. Do not make openings larger than necessary to accept new work. Terminate cutting and demolition at existing construction to remain, leaving clean and straight break lines.
- D. All materials and labor required for shoring shall be provided by this contractor. Prior to any demolition work the contractor shall ascertain the framing system, determine support walls, and plan a sequence of demolition that will assure portions of the building remain intact and in place.
- E. Prior to any demolition work this contractor shall provide the necessary temporary support, shoring, and bracing for walls, floors, roofs, and parts to remain. This shoring shall be installed in such a manner as to adequately support and brace the building and its parts throughout the construction period until such time as the new work shall provide its support.
- F. Remove debris, rubbish and all other materials resulting from the demolition from the site. All demolished and wrecked materials not to be salvaged and remain the property of the Owner shall become the property of this contractor who shall remove it from the job site. Removal and disposal of material shall be in a place and in a manner prescribed by local, state and federal (including the EPA) authorities having jurisdiction.
- G. All Dimensions to existing construction shall be field verified. Report any discrepancies to the Architect. Dimensions are typically to finished surface of wall.



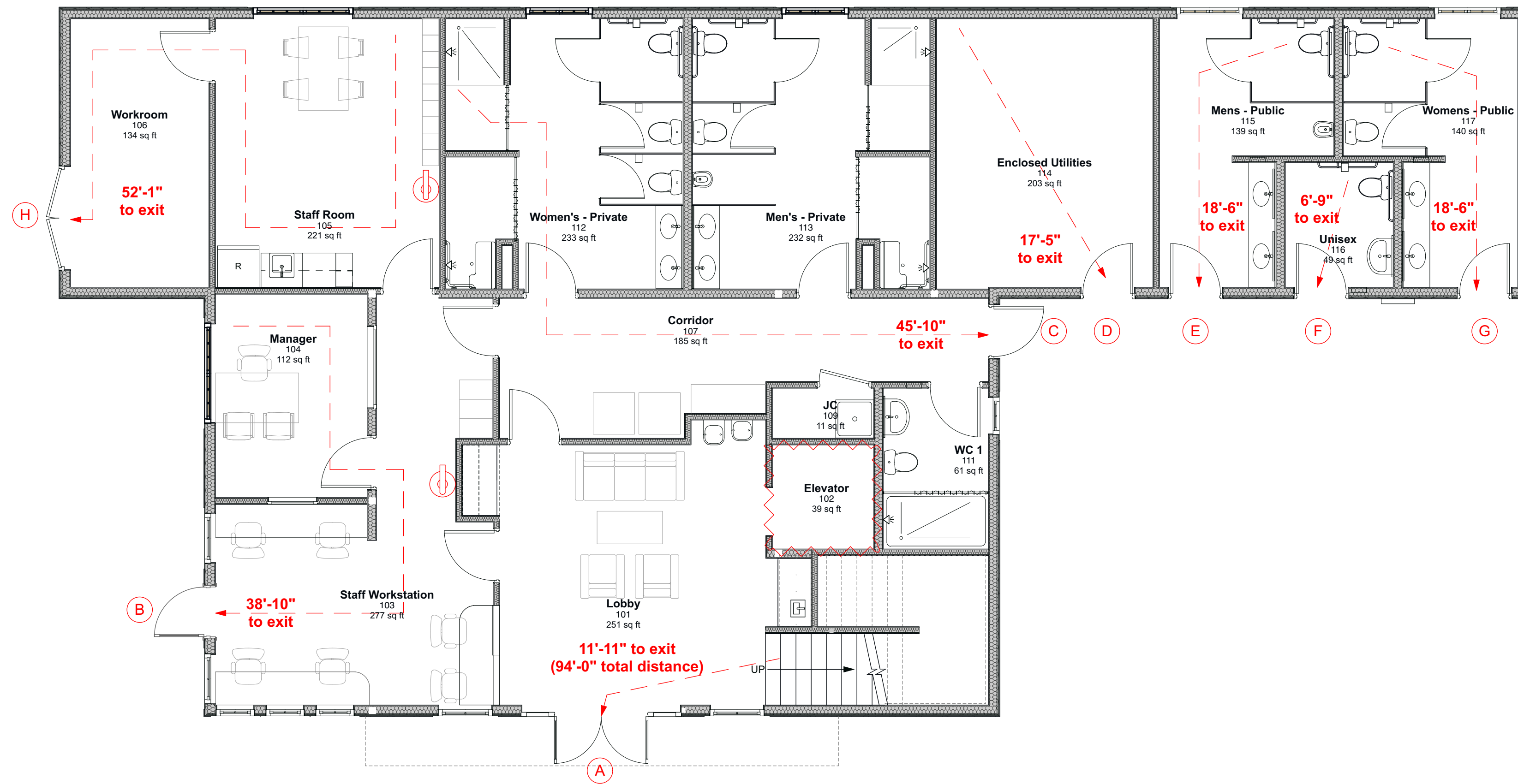
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Date	Issued For	RevID
Work in Progress	Issue for Review	01 - WIP

Demolition Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

AD01

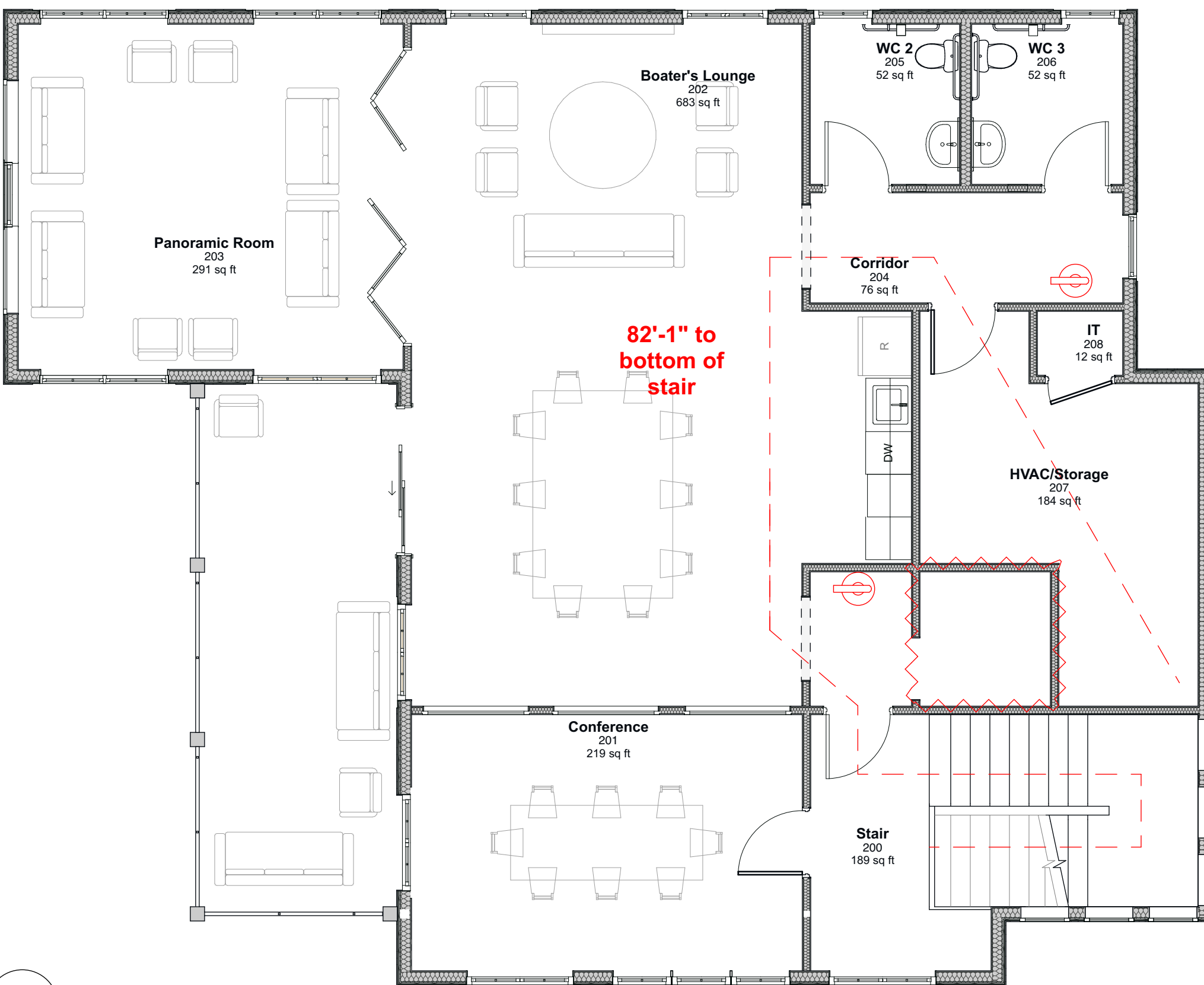


Life Safety Plan Key

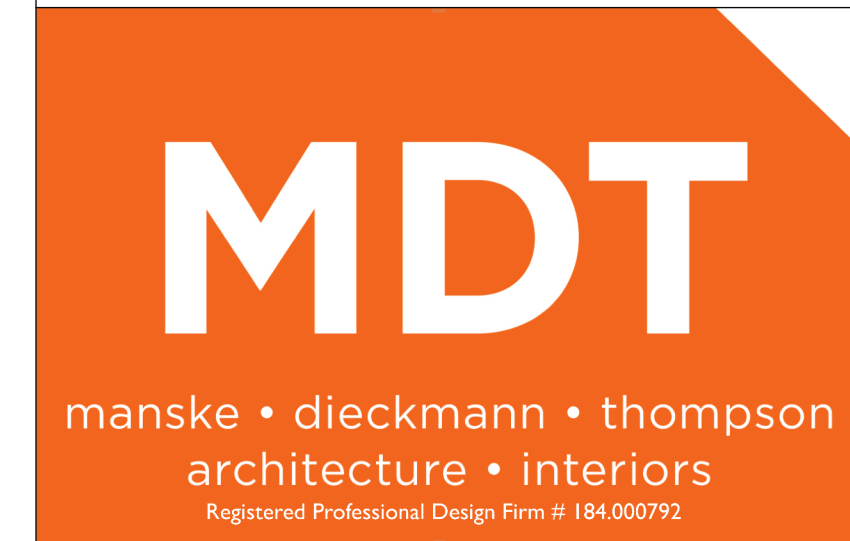
- - - #ft to Exit → Exit Path
- ID Door ID
Corresponding to Egress and Occupancy Tables on AG02
- E Fire Extinguisher
Recessed per D1 below
- ~~~~~ 1 HR Elevator enclosure
Preserve rating and firestop any penetrations

- Life Safety Plan Notes**
1. All fire extinguishers to be provided in accordance with NFPA 10.
 2. All required exits and fire protection devices to be properly maintained at all times during alterations.
 3. No electrically or electromagnetically locked doors are permitted in paths of egress.
 4. Door locking devices shall be readily opened in the direction of egress without the use of a key, special knowledge, or effort.

2 First Floor
AK01 SCALE: 3/16" = 1'-0"



1 Second Floor
AK01 SCALE: 3/16" = 1'-0"



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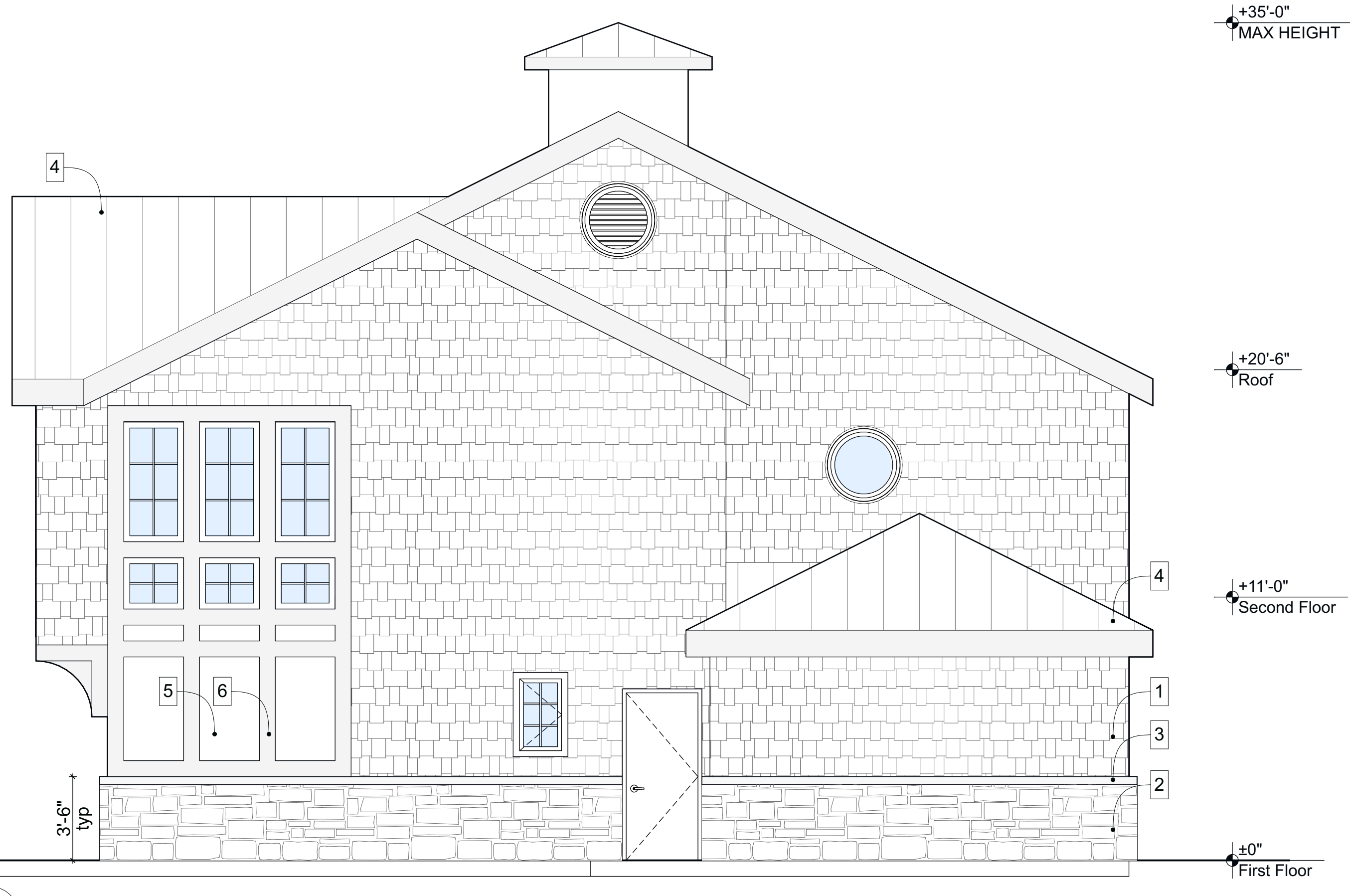
Egress Plan

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

AK01



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



2 East Elevation
SCALE: 1/4" = 1'-0"

- Exterior Elevation Key**
1. Hardie Shingle Staggered Edge Panel or equiv. (COLOR TBD)
 2. Stonewood Thin Stone Veneer (Manchester Granite)
 3. Stone Sill
 4. Copper Standing Seam Roof. Contractor to bid shingles as alternate.
 5. Hardie Paneling
 6. Wood Trim



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Date	Issued For	RevID
Work in Progress	Issue for Review	01 - WIP

Building Elevations

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A201

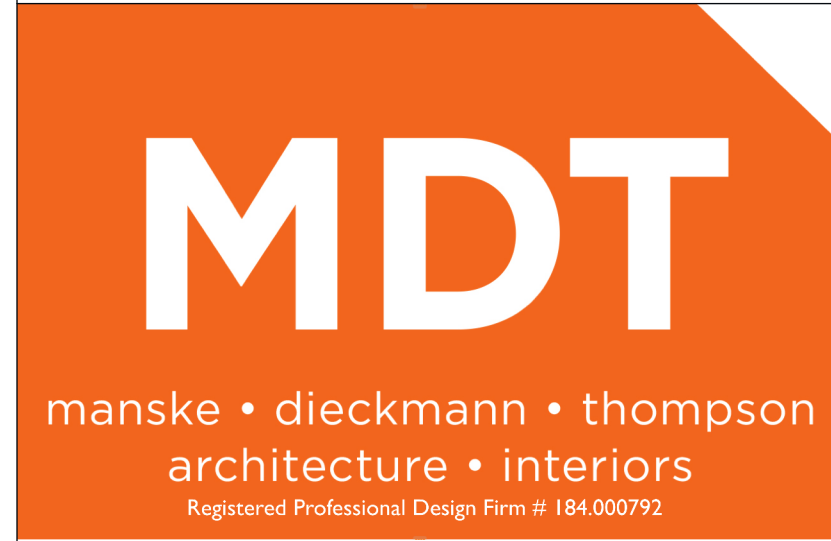


3 North Elevation
SCALE: 1/4" = 1'-0"



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

- Exterior Elevation Key**
1. Hardie Shingle Staggered Edge Panel or equiv. (COLOR TBD)
 2. Stonewood Thin Stone Veneer (Manchester Granite)
 3. Stone Sill
 4. Copper Standing Seam Roof. Contractor to bid shingles as alternate.
 5. Hardie Paneling
 6. Wood Trim



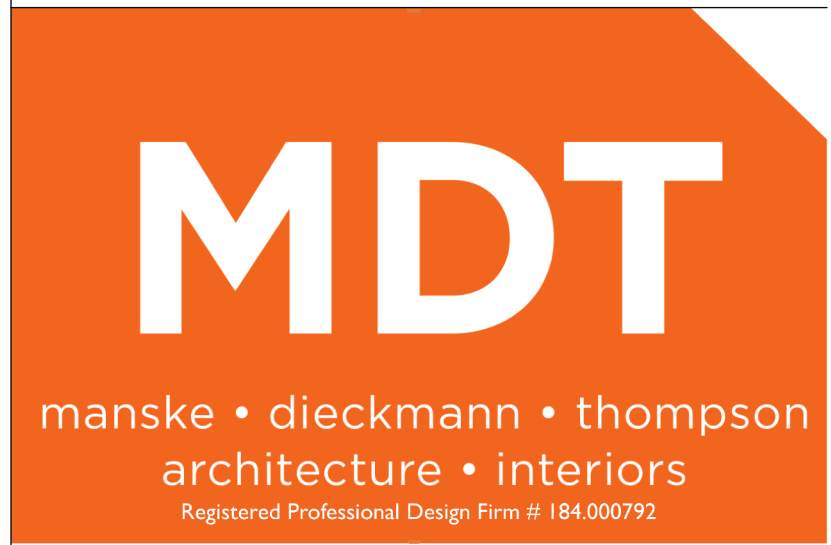
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Date	Issued For	RevID

Building Elevations

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A202



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Render 01

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Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

A605



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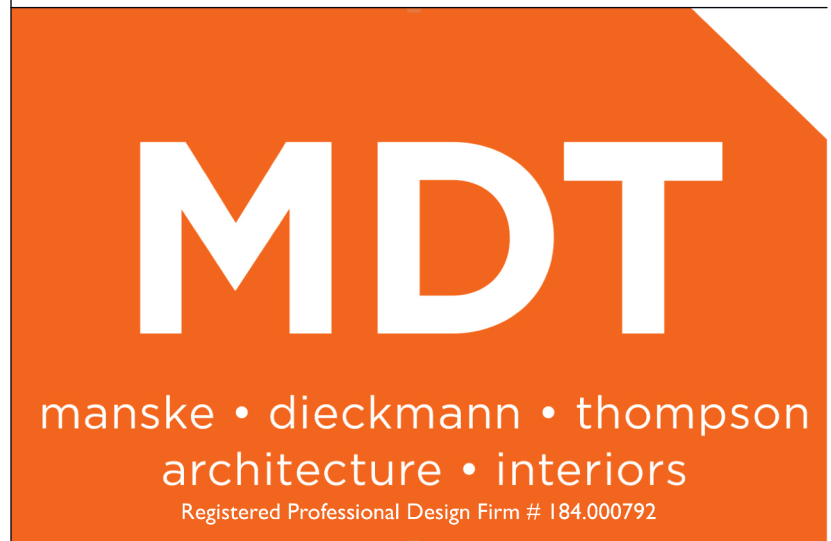
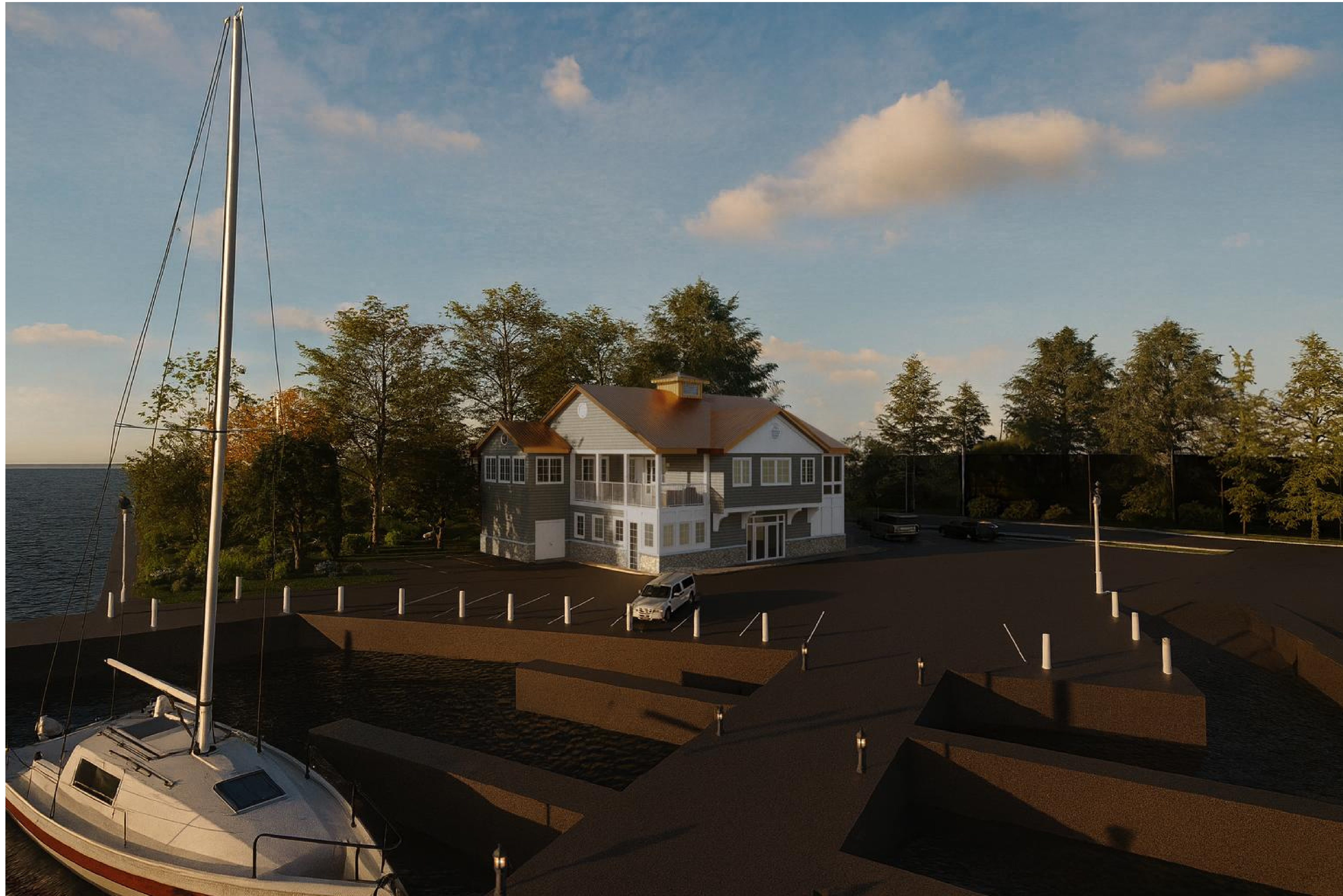
Date	Issued For	RevID

Render 02

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

1 Render 02

A606



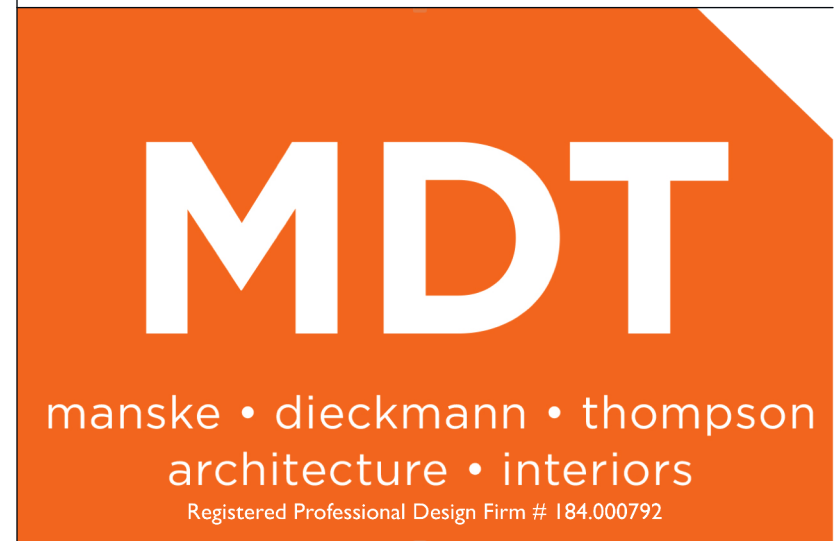
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Render 03

New Marina Building
Sister Bay Marina
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Sister Bay, Wisconsin



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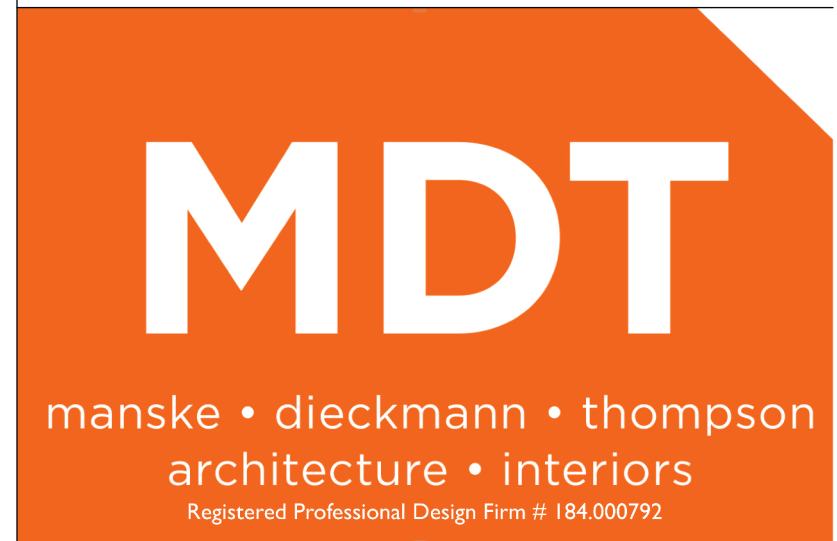
Date	Issued For	RevID

Render 01

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

1 Render 01

A608



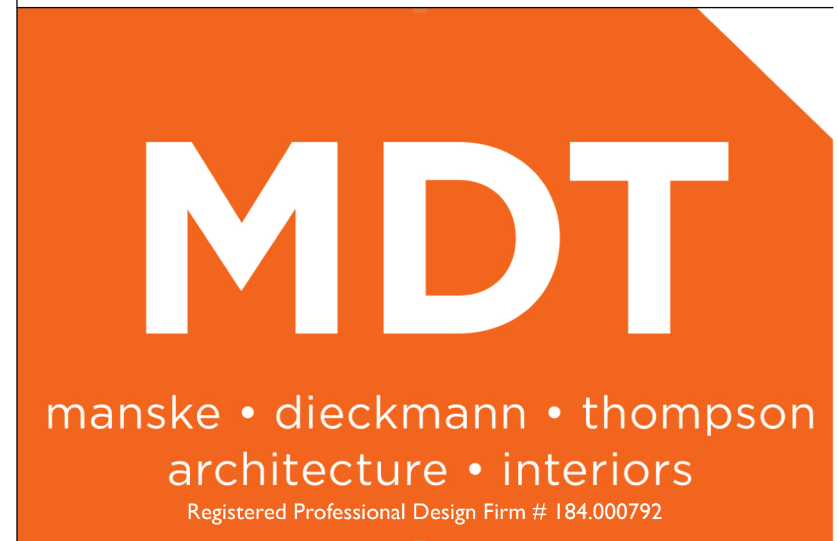
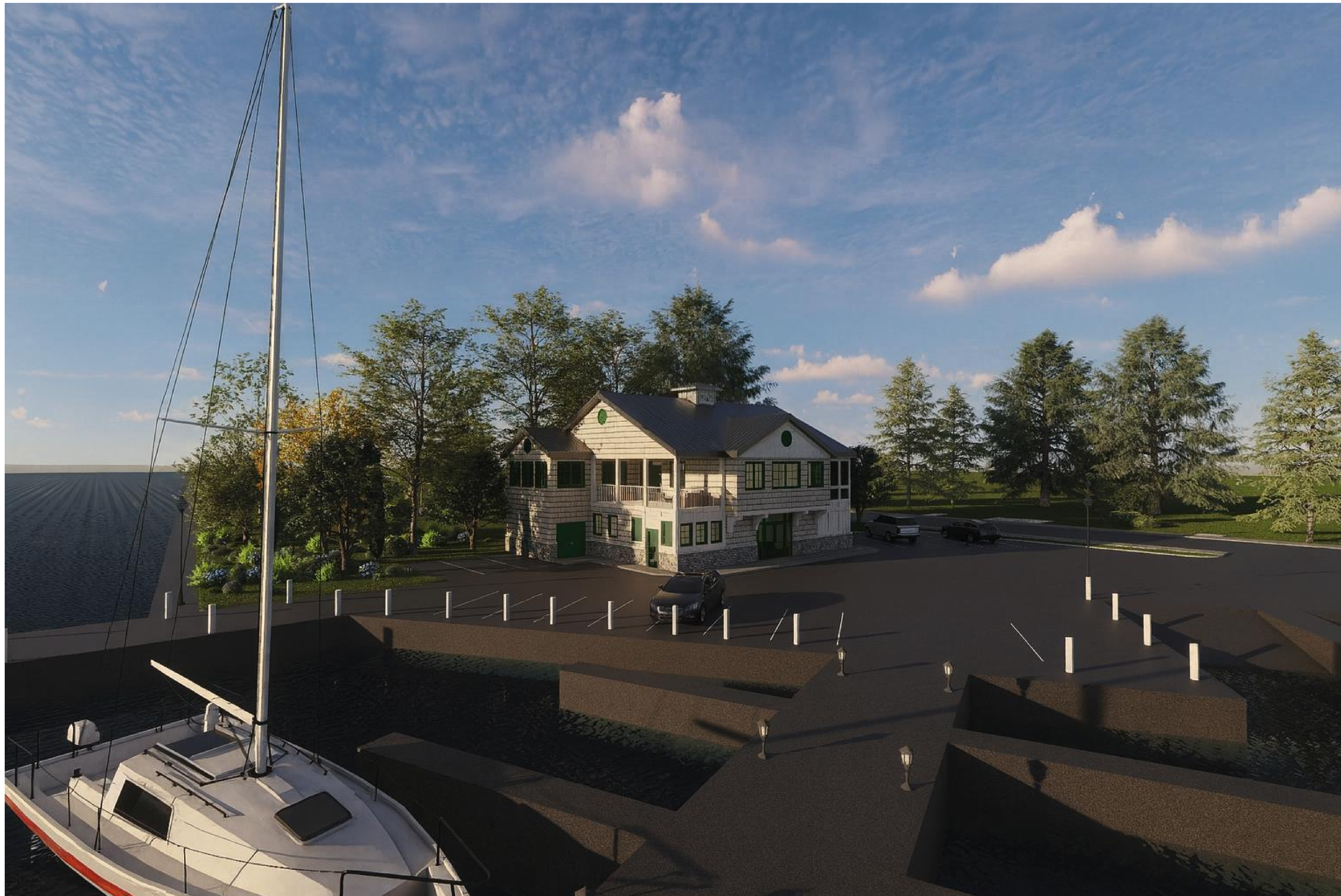
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Render 02

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Sister Bay, Wisconsin



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Date	Issued For	RevID

Render 03

New Marina Building
Sister Bay Marina
10733 Bay Shore Drive,
Sister Bay, Wisconsin

1 Render 03

A610



STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Site Plan Review; Coming of Age in Sister Bay, LLC; 10615 & 10619 Sister Bluff Drive

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

The Village has received a Zoning Permit Application and Site Plan Review package for proposed development activity at 10615 and 10619 Sister Bluff Drive, associated with parcel number 181-00-05312833NI.

This proposal represents the second building in a previously approved multi-building development, with the first building reviewed and approved by the Plan Commission in 2024. The applicant requests review and approval of the architectural design updates and the corresponding site plan modifications for the next building phase.

PROJECT DESCRIPTION

The proposed second building is substantially similar in layout, footprint, and general massing to the first structure already on the site. However, the applicant proposes additional sunrooms on both sides of the structure, resulting in modest exterior design changes.

Further, the applicant seeks to include two driveways. The original development agreement only included the driveway. The proposed driveways are 28 ft in width at the property line; the required width, per the Village's code, is 24 ft. Further, the Village's code limits R-2 developments to one driveway. The request for a second driveway could require Plan Commission approval.

All other aspects of the building, including roof form, height, siding materials, architectural character, and general site layout, are consistent with what was approved in the prior phase.

Here are links to previously approved/executed documents:

- [Fully Executed Development Agreement \(1\).pdf](#)
- [Fully Executed Development Agreement \(2\).pdf](#)

REVIEW CONSIDERATIONS

- The design continues to meet the intent of the R-2 zoning district.
- The building changes are limited in scope and do not alter the development permitted uses.
- The architectural character, materials, and building form remain consistent with the first building approved by the Plan Commission.
- The site plan and elevations appear complete and suitable for review.
- The largest consideration is the driveway width and the request for two driveways.
- Moving forward, if the Plan Commission finds the modified site plan and architectural designs acceptable, the next step would be to formally approve the updated site plan.
- Alternatively, the Plan Commission could have concerns with the site plan and seek additional modifications.
- Because the proposed building includes changes from the original approval, an amendment to the previously approved development agreement will also be required.
- Further, the applicant wanted to consider subdivision of the property in the future.

ATTACHMENT(S)

1. Permit Application
2. Site Plan
3. Building Plans & Elevations



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

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

Standard Zoning Permit Application

NAMES & MAILING ADDRESSES

Applicant's Name: (Property Owner) Coming of Age in Sister Bay, LLC <small>Street Address</small> 300 N. Van Buren Street <small>City • State • Zip Code</small> Green Bay, WI 54301 <small>Home Phone</small> _____ <small>Cell Phone</small> _____ <small>Email</small> _____	Contractor Name: Classic Construction <small>Street Address</small> 3842 Allen Road <small>City • State • Zip Code</small> Green Bay, WI 54311 <small>Business Phone</small> _____ <small>Cell Phone</small> _____ <small>Email</small> _____
<small>Parcel Identification Number (PIN)</small> 181-00-05312833N1 <small>Street Address of Property in Sister Bay</small> 10615 & 10619 Sister Bluff Drive	Is this property connected to public water? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Is this property connected to public sewer? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

PROPOSED PROJECT

Type of Construction	Project Details
(Please check/complete ALL that apply below) <input checked="" type="checkbox"/> Home <input type="checkbox"/> Pool <input type="checkbox"/> Commercial <input type="checkbox"/> Fence <input type="checkbox"/> Single family <input checked="" type="checkbox"/> Attached Garage <input type="checkbox"/> Deck <input checked="" type="checkbox"/> Multi-family <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Boathouse <input type="checkbox"/> Addition (Describe below) <input type="checkbox"/> Other _____	Lot Size(Ft.): <u>199.76</u> by <u>233.25</u> Total Lot Area (Sq. Ft.) <u>1.065 acres (46,396 SF)</u> Building Length <u>77'7"</u> Building Width <u>70'0"</u> Building Footprint (Sq. Ft.) <u>7,318 SI</u> Number of Stories <u>2</u> Height (Roof Peak) <u>23 feet</u> (Primary Roof) Type of Construction <u>wood frame, gabel roof</u> Estimated Cost \$ <u>\$1.5 million</u>
Please Provide a Brief Description of Your Project: <hr/> This is the second building of our development as previously approved in 2024, intended for spring construction in 2026.	

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 November 4, 2025

◆ AREA BELOW THIS LINE FOR OFFICE USE ONLY ◆

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Plan Commission Review Date: _____	Zoning Administrator: _____ Date: _____ CONDITIONS OF APPROVAL: <p style="text-align: center;"><u>Utilities Approval:</u></p> 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 JANAL SUPPANZ, 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.

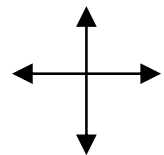
INSTRUCTIONS

- 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

◆ Right-of-Way Line of Road/Highway ◆

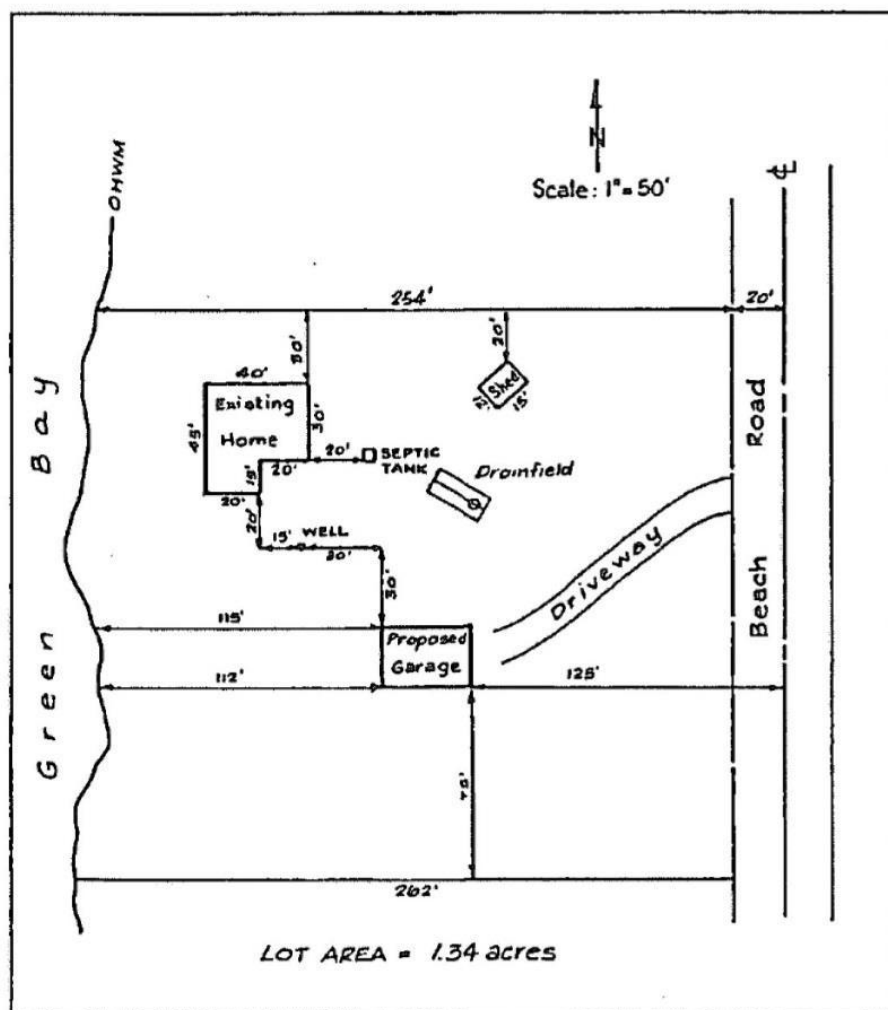
Width _____

◆ Center(line) Of Road/Highway ◆

Name Of Road/Highway _____

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 Garritt R. Bader

Property Owner Signature / Date  November 4, 2025

Property Identification Number 181-00-05312833NI

Address of property / parcel 10615 & 10619 Sister Bluff Drive

Quick Reference Official's Contact List:

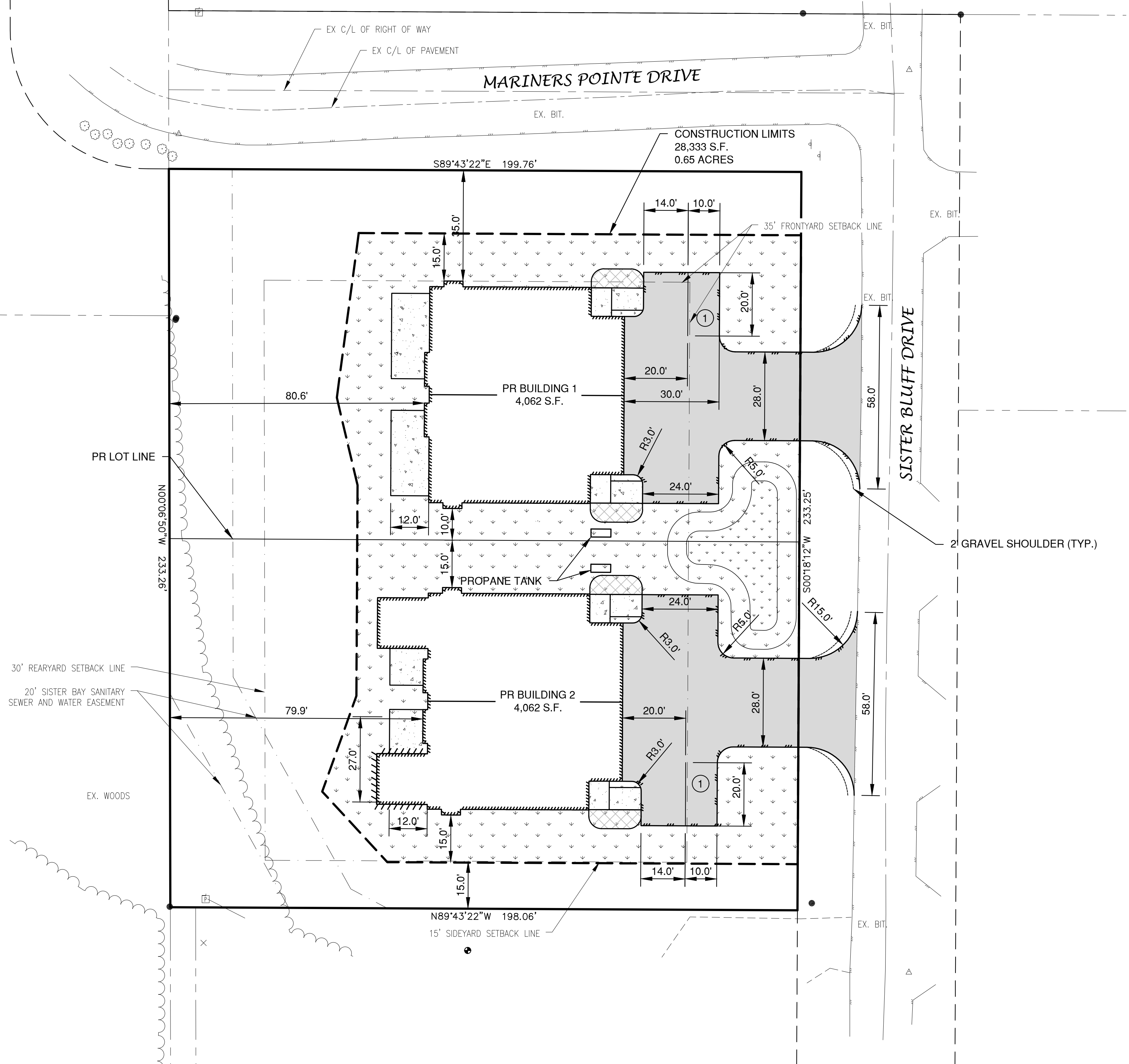
JULIE SCHMELZER – Zoning Administrator - E-Mail: julie.schmelzer@sisterbaywi.gov / Tele: 920-421-4457

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

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

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

DOOR COUNTY SANITARIAN – Telephone: 920-746-2308



- LEGEND**
- CONCRETE PAVEMENT
 - ASPHALT PAVEMENT (5,951 SF)
 - LANDSCAPE AREA
 - GREEN SPACE
 - INDICATES NUMBER OF PARKING STALLS

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

PARKING DATA
 8 COVERED STALLS
 2 SURFACE STALLS
 10 TOTAL STALLS

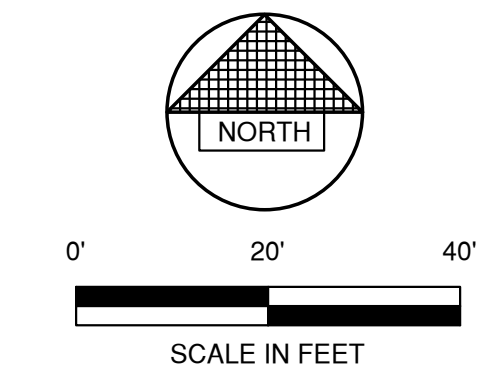
SITE DATA
 TOTAL AREA = 1.06 ACRES, 46,373 S.F.
 BUILDING AREA = 0.19 ACRES, 8,124 S.F. (17.5%)
 SIDEWALK/PARKING LOT AREA = 0.16 ACRES, 7,172 S.F. (15.5%)
 GREEN SPACE = 0.71 ACRES, 31,077 S.F. (67.0%)

ZONING
 R-2 MULTIPLE-FAMILY RESIDENCE DISTRICT

PARCEL NO.
 1810005312833N1

BUILDING SETBACKS
 FRONT YARD = 60' FROM CENTERLINE OF RIGHT OF WAY
 SIDE YARD = 10' ON ONE SIDE, 25' TOTAL
 REAR YARD = 30'

File: P:\3\2023\5642\2023\443\564202300_SPLIT_DRIVE.dwg
 Plot Date: Nov 01, 2023 8:58:00am
 LAYOUT: SITE



NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN
1	3-14-2023	JGS	GRADING PLAN EDITS					CHECKED
2	07/2023	JGS	REVISED BUILDING PLAN					DESIGNED
3	11/10/2023	JGS	4 UNIT SHARED DRIVE					JGS

COMING OF AGE IN SISTER BAY, LLC
 SISTER BLUFF DRIVE
 VILLAGE OF SISTER BAY
 DOOR COUNTY, WISCONSIN

SITE PLAN

DATE	08/2023
FILE	56420230_SPLIT_DRIVES
JOB NO.	5642023

Robert E. Lee & Associates, Inc.
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

SHEET NO. **2**



FRONT ELEVATION

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



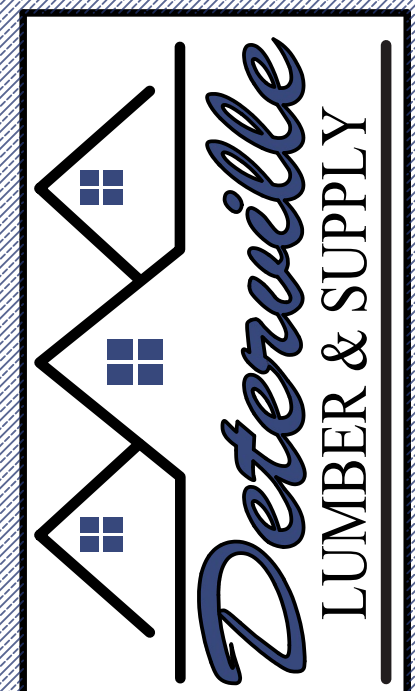
REAR ELEVATION

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

PROJECT: SISTER BAY CONDOS

ADDRESS: --

CONTRACTOR: CLASSIC CONSTRUCTION



ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR SAME. ALL CODE ISSUES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

DRAWN BY: KELLY S.

DATE: 6-18-2024

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

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:

PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID X

FOR CONSTRUCTION

THESE PLANS ARE PROTECTED BY COPYRIGHT LAW AND ARE THE PROPERTY OF DETERVILLE LUMBER & SUPPLY, LLC. ANY USE OF THESE PLANS WITHOUT WRITTEN CONSENT IS PROHIBITED.

ELEVATION

SHEET:

A1



RIGHT ELEVATION

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



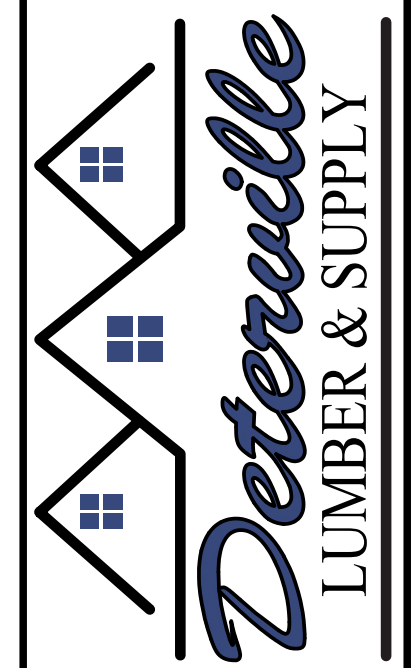
LEFT ELEVATION

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

PROJECT: SISTER BAY CONDOS

ADDRESS: --

CONTRACTOR: CLASSIC CONSTRUCTION



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DRAWN BY: KELLY S.

DATE: 6-18-2024

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

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:	
PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID X

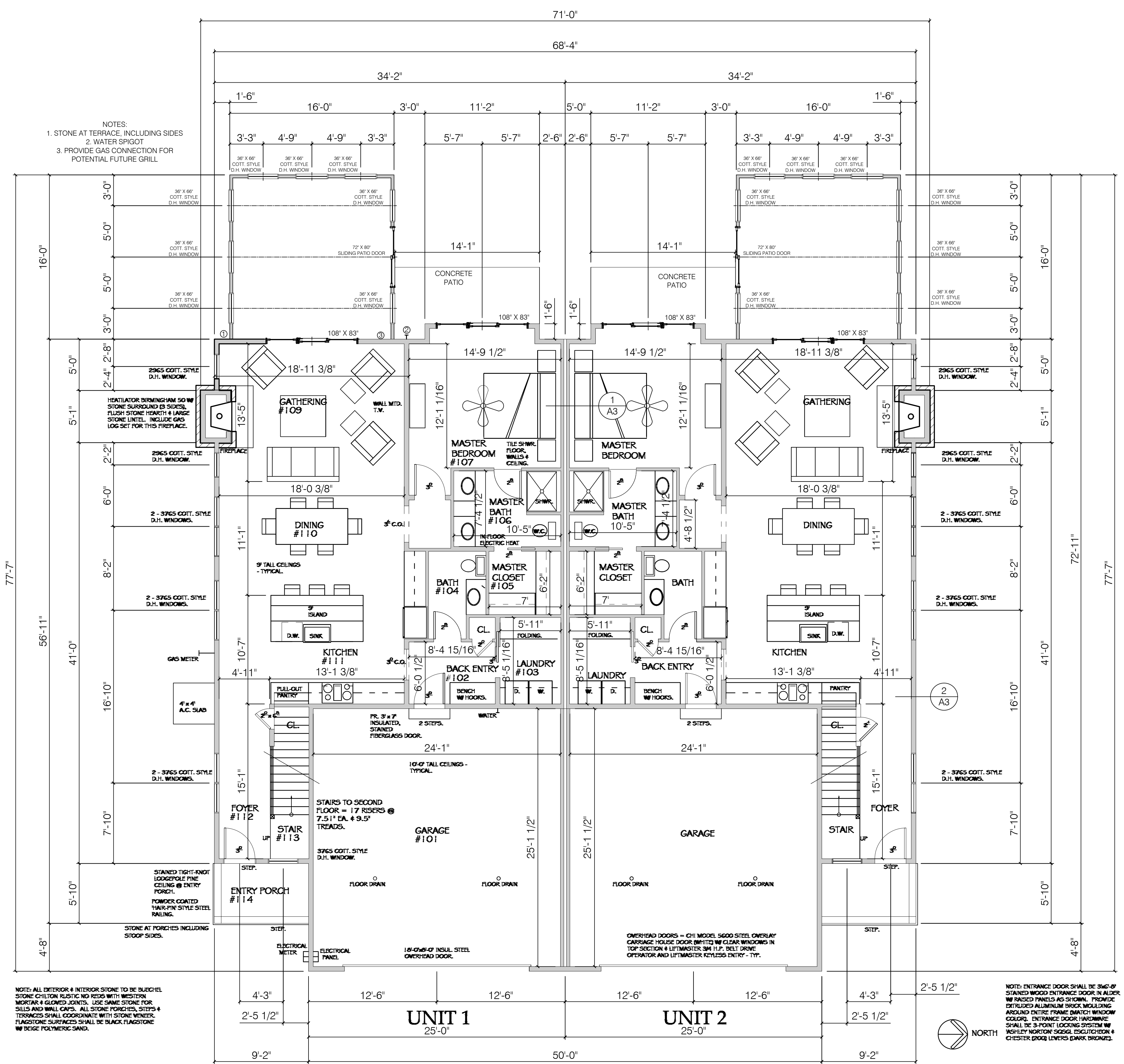
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ELEVATION

SHEET:

A1-1



NOTES:
 1. STONE AT TERRACE, INCLUDING SIDES
 2. WATER SPIGOT
 3. PROVIDE GAS CONNECTION FOR POTENTIAL FUTURE GRILL

NOTES: ALL EXTERIOR & INTERIOR STONE TO BE BIRCHSEL STONE; CHILTON RUSTIC NO REDS WITH WESTERN MORTAR & GLENCOE JOINTS. USE SAME STONE FOR SILLS AND WALL CAPS. ALL STONE PORCHES, STOPS & TERRACES SHALL COORDINATE WITH STONE VENEER. FUNCTIONAL SURFACES SHALL BE BLACK FLANGSTONE W/ BEIGE POLYMERIC SAND.

NOTE: ENTRANCE DOOR SHALL BE 3/4" OF STAINED WOOD ENTRANCE DOOR IN ALDER W/ RAISED PANELS AND SHOWN. PROVIDE EXTRUDED ALUMINUM BRICK MOLDING AROUND ENTIRE FRAME (MATCH WINDOW COLOR). ENTRANCE DOOR HANDLING SHALL BE 3-POINT LOCKING SYSTEM W/ HOSLEY NORTON SERRA, ESCUTCHEON & CHESTER BRASS LEVERS (DARK BRONZE).

BUILDING INFORMATION

PER SIDE:
 1ST FLOOR SQ.FT. : 1387
 2ND FLOOR SQ.FT. : 1307
 BONUS ROOM SQ.FT. : 329
 GARAGE SQ.FT.: 636

1ST. FLR. WALL HEIGHT: 9' 1-1/8"
 2ND FLR. WALL HEIGHT: 8' 1-1/8"

IMPORTANT NOTES:

ALL LARGE HEADERS, BEAMS, COLUMNS & WALL BRACING TO BE SPEC'D. BY OTHERS

ALL EXT. WALL DIMENSIONS TO OUTSIDE OF STUD FACE

ALL FINAL WINDOW AND DOOR R.O. PER CONTRACTOR

IT IS UNDERSTOOD THAT THE UNIFORM DWELLING CODE AND LAYOUT DRAWINGS FOR FLOOR AND ROOF TRUSSES SHALL TAKE FINAL PRECEDENCE OVER THESE PLANS

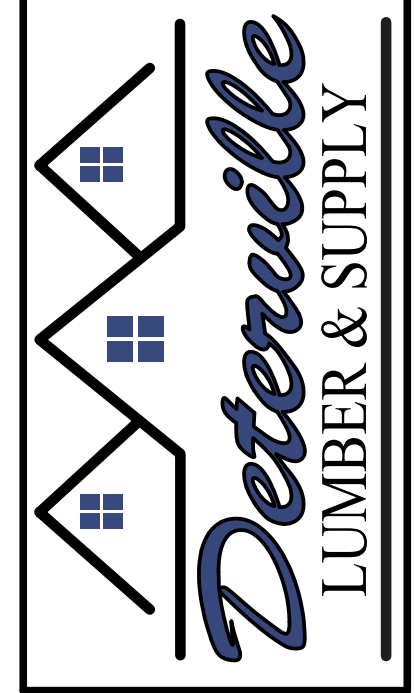
FLOOR PLAN

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

PROJECT: SISTER BAY CONDOS

ADDRESS: --

CONTRACTOR: CLASSIC CONSTRUCTION



ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR SAME. ALL CODE ISSUES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

DRAWN BY:
 KELLY S.

DATE:
 6-18-2024

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

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:

PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID
 X

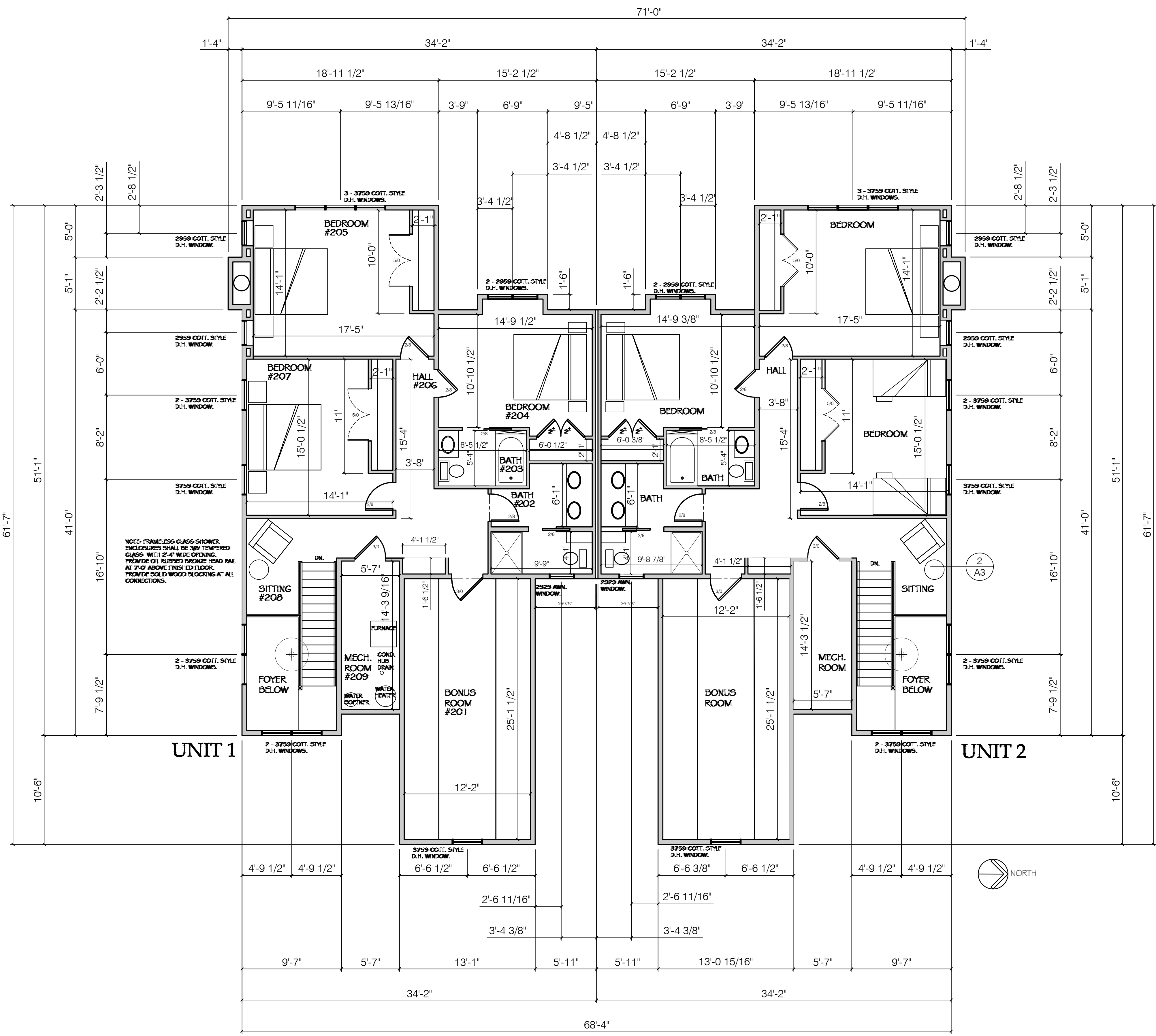
FOR CONSTRUCTION

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FLOOR PLAN

SHEET:

A2



BUILDING INFORMATION

PER SIDE:
 1ST FLOOR SQ.FT. : 1387
 2 ND FLOOR SQFT. : 1307
 BONUS ROOM SQFT. : 329
 GARAGE SQ.FT.: 636

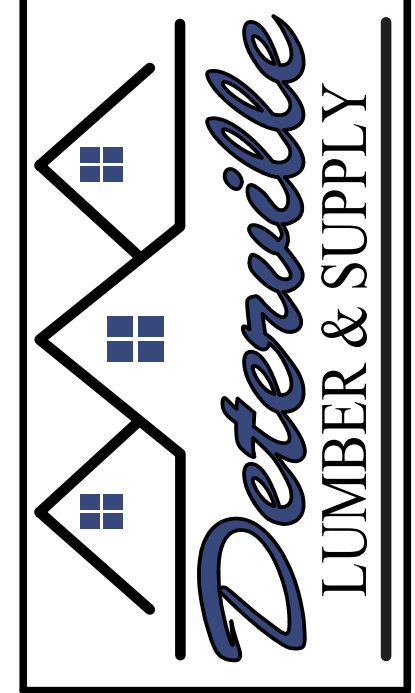
1ST. FLR. WALL HEIGHT: 9' 1-1/8"
 2ND FLR. WALL HEIGHT: 8'-1-1/8"

IMPORTANT NOTES:

- ALL LARGE HEADERS, BEAMS, COLUMNS & WALL BRACING TO BE SPEC'D. BY OTHERS
- ALL EXT. WALL DIMENSIONS TO OUTSIDE OF STUD FACE
- ALL FINAL WINDOW AND DOOR R.O. PER CONTRACTOR
- IT IS UNDERSTOOD THAT THE UNIFORM DWELLING CODE AND LAYOUT DRAWINGS FOR FLOOR AND ROOF TRUSSES SHALL TAKE FINAL PRECEDENCE OVER THESE PLANS

2ND. FLOOR PLAN
 SCALE: 3/16" = 1'-0"

PROJECT: SISTER BAY CONDOS
ADDRESS: --
CONTRACTOR: CLASSIC CONSTRUCTION



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DRAWN BY:
 KELLY S.

DATE:
 6-18-2024

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

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:

PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID
 X

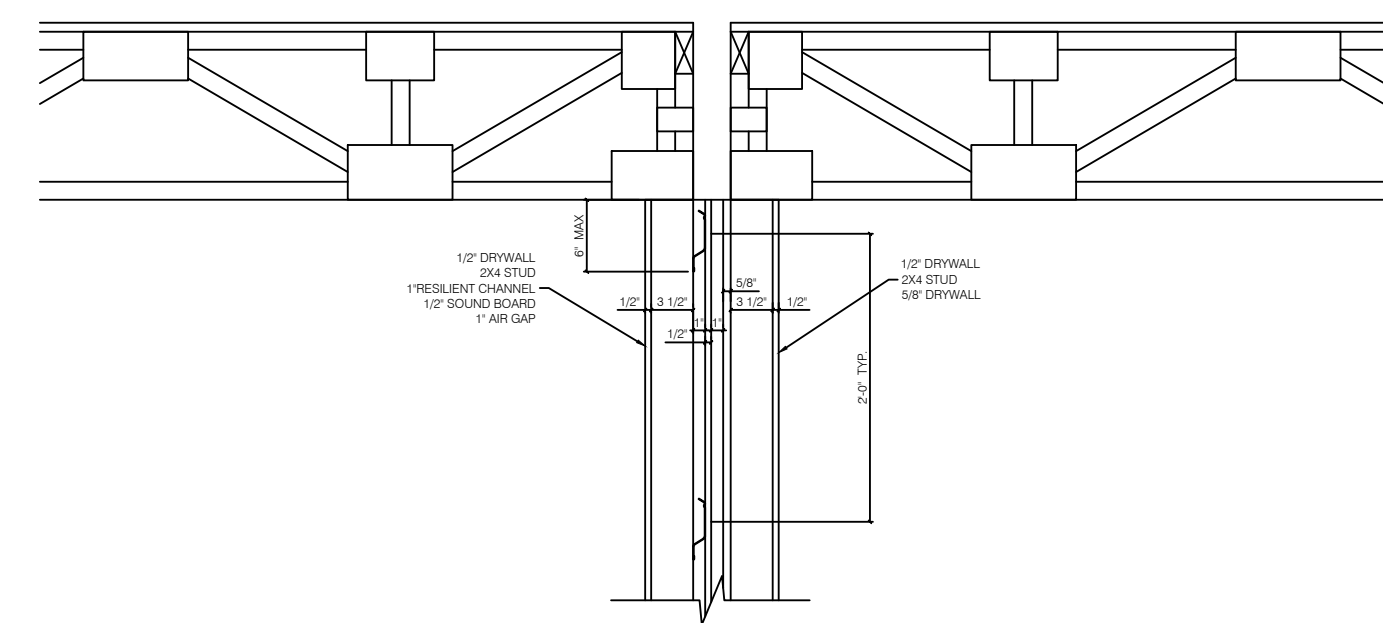
FOR CONSTRUCTION

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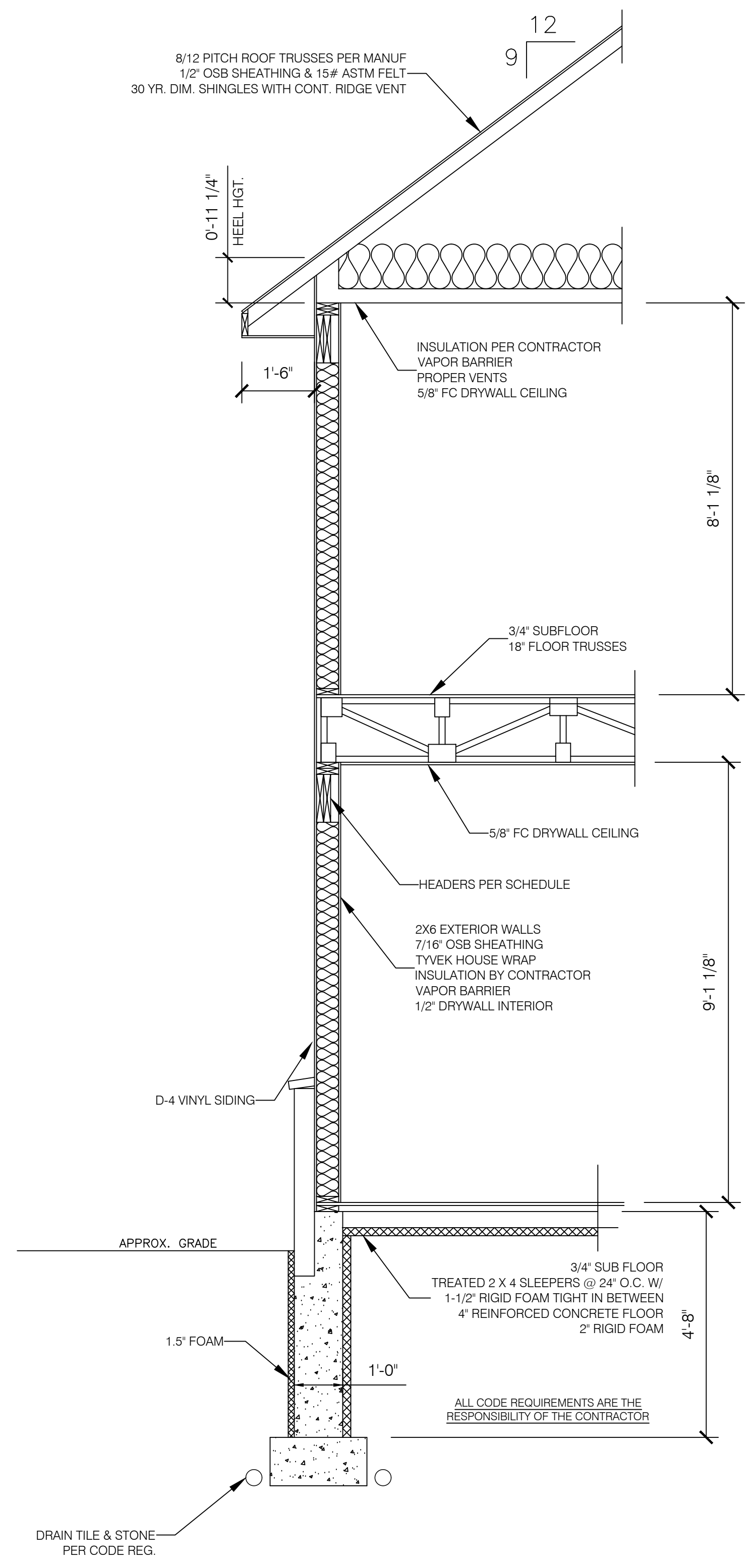
2ND FLOOR

SHEET:

A2-1

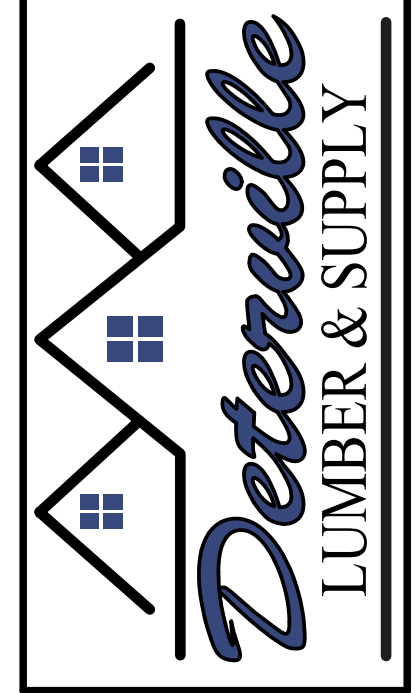


DETAIL: 1/A3
SCALE: 1-1/2"=1'-0"



DETAIL: 2/A3
SCALE: 1-1/2"=1'-0"

PROJECT: SISTER BAY CONDOS
ADDRESS:
CONTRACTOR: CLASSIC CONSTRUCTION



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DRAWN BY:
KELLY S.

DATE:
6-18-2024

SCALE:
1-1/2"=1'-0"

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:

PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID
X

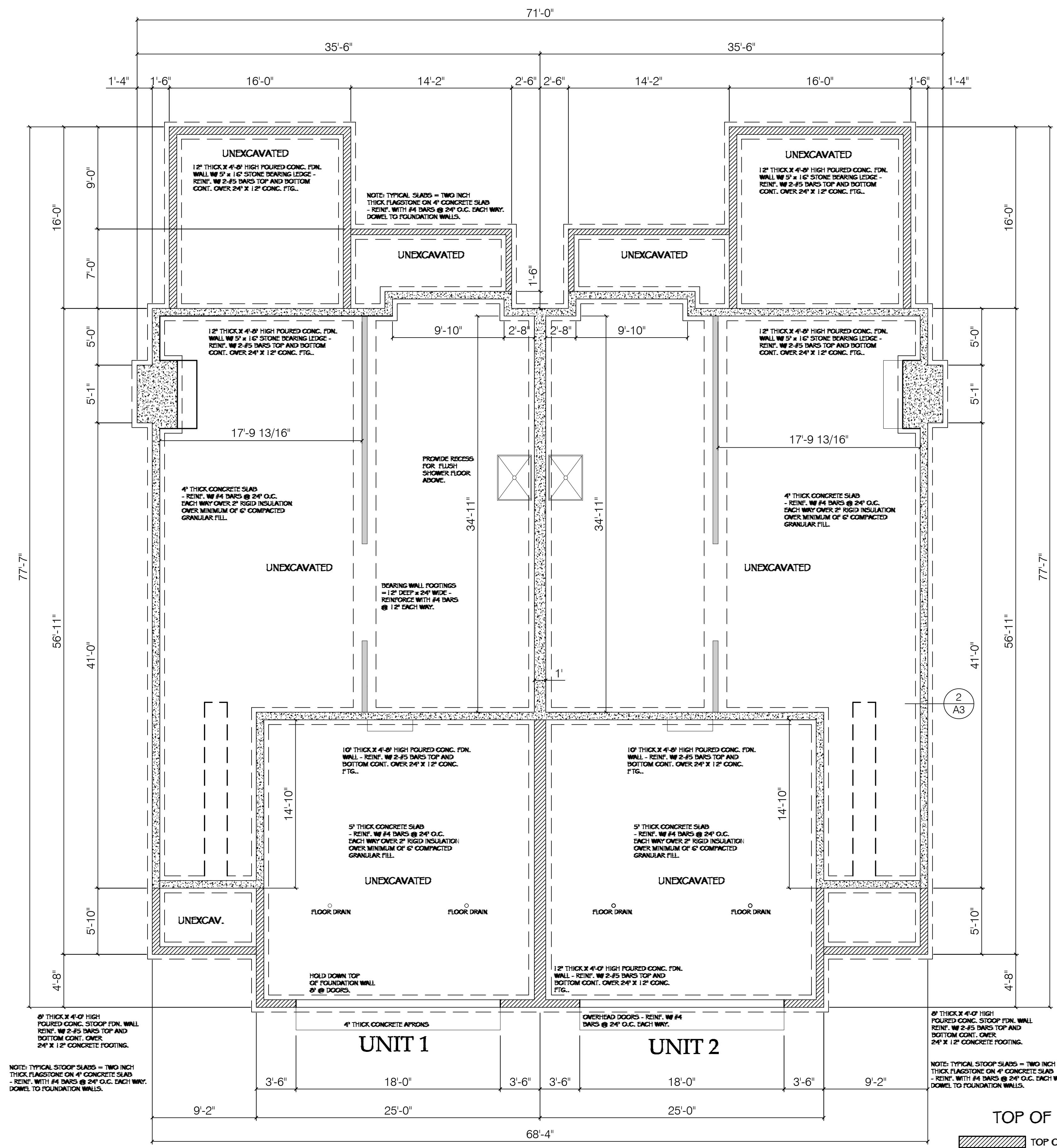
FOR CONSTRUCTION

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SECTIONS & DETAILS

SHEET:

A3



BUILDING INFORMATION

PER SIDE:
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 2 ND FLOOR SQFT. : 1307
 BONUS ROOM SQFT. : 329
 GARAGE SQ.FT.: 636

1ST. FLR. WALL HEIGHT: 9' 1-1/8"
 2ND FLR. WALL HEIGHT: 8' 1-1/8"

IMPORTANT NOTES:

ALL LARGE HEADERS, BEAMS, COLUMNS & WALL BRACING TO BE SPEC'D. BY OTHERS

ALL EXT. WALL DIMENSIONS TO OUTSIDE OF STUD FACE

ALL FINAL WINDOW AND DOOR R.O. PER CONTRACTOR

IT IS UNDERSTOOD THAT THE UNIFORM DWELLING CODE AND LAYOUT DRAWINGS FOR FLOOR AND ROOF TRUSSES SHALL TAKE FINAL PRECEDENCE OVER THESE PLANS

FOUNDATION PLAN

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

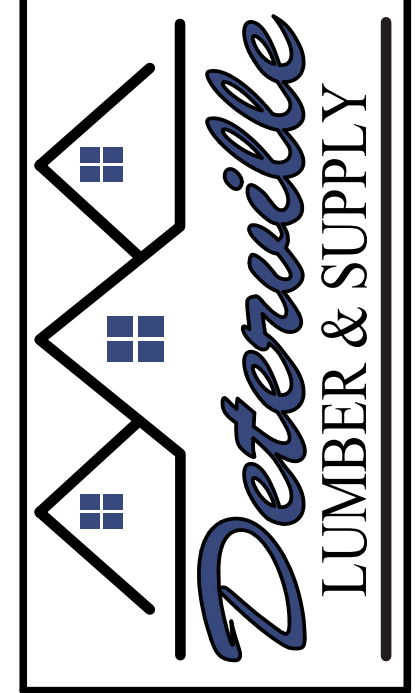
TOP OF FD'N. WALL KEY

 TOP OF FOUNDATION WALL = EL. 99'-4"
 TOP OF FOUNDATION WALL = EL. 100'-0"

PROJECT: SISTER BAY CONDOS

ADDRESS: --

CONTRACTOR: CLASSIC CONSTRUCTION



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DRAWN BY:
 KELLY S.

DATE:
 6-18-2024

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

HOUSE SQ.FT.:

GARAGE SQ.FT.:

REVISIONS:

PRELIM.	6-18-2024
REV. 1	09-09-2025

FOR BID	X
FOR CONSTRUCTION	

THESE PLANS ARE PROTECTED BY COPYRIGHT LAW AND ARE THE PROPERTY OF DETERVILLE LUMBER & SUPPLY LLC. ANY USE OF THESE PLANS WITHOUT WRITTEN CONSENT IS PROHIBITED.

FND. PLAN

SHEET:

S1



STAFF REPORT

Date: May 14th, 2026

To: Plan Commission

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

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

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

PROJECT SUMMARY

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

ZONING DISTRICT & PERMITTED USES

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

PRIOR REVIEW

At the March 31st, 2026, Plan Commission Meeting..”the Commission reached consensus that while the cooler structure itself was acceptable, proper screening matching the building's materials was required rather than relying primarily on landscaping. Schmeltz agreed to return with screening options that would meet code requirements, including an 8-foot fence with materials and design similar to the building's siding.”

KEY ZONING REQUIREMENTS

Accessory Structure Standards (Sec. 66.0501):

Accessory structures must:

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

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

Screening Requirements (Sec. 66.1055; Sec. 66.1060)

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

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

The existing 6' cedar fence currently provides screening. Removing this fence without providing an alternative screening solution would violate the screening requirements under these sections.

The applicant proposes that the structure will be screened using an 8-foot-tall fence, per the consensus of the plan commission.

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

PLAN COMMISSION REVIEW

When evaluating this zoning permit application, the Plan Commission should consider several required factors as outlined in the zoning standards referenced in the packet. The Commission must evaluate whether the proposed cooler satisfies the requirements for accessory structures. Under the Zoning Administrator's interpretation, the cooler qualifies as an accessory structure because it is "customarily incidental and subordinate to the principal use and located on the same lot." The most significant component of the Commission's evaluation concerns screening. The existing 6-foot cedar fence provides the required screening but is proposed for removal. The zoning code language states that "ground-mounted mechanical equipment and trash receptacles shall not be located in front/street yards and must be screened from casual view with compatible screening and landscaping. Screening materials must match the main building/structure," and further requires that "mechanical equipment/service areas must be concealed from entrances, pedestrian areas, and residential areas; 100% screened with materials matching the primary exterior."

The Commission must evaluate whether the applicant's proposed screening meets these mandatory requirements for full visual concealment, appropriate material compatibility, and effective buffering from public and pedestrian areas. Finally, the Commission must consider the broader site plan and architectural review obligations. "Any exterior modification, including installation of an accessory structure and removal of screening, requires site plan and architectural review by the Plan Commission." This includes evaluating the cooler's visibility, its relationship to the building, potential impacts on adjacent properties, and whether the screening method maintains or improves the visual environment of the service area. The Commission must ensure that the proposal is not only technically compliant but also consistent with the design and screening standards expected in the B-3 district.

ATTACHMENT(S)

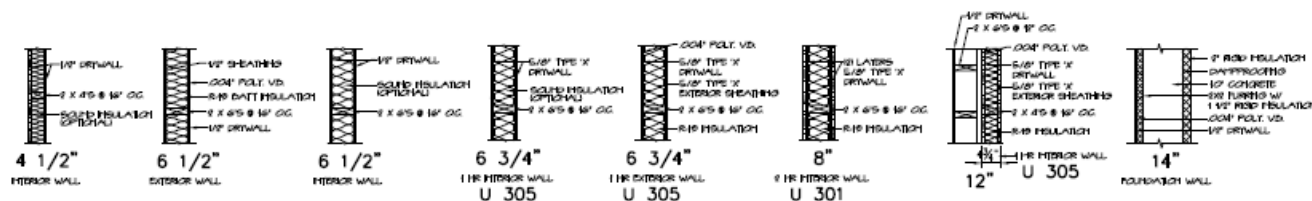
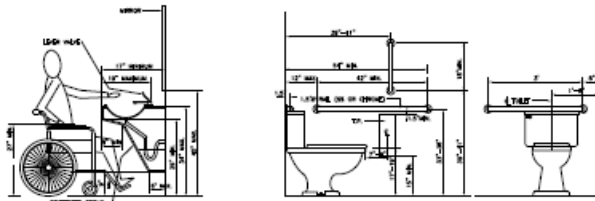
1. 2345 Mill Rd; Chop Restaurant; Revised Proposal

Proposed Cooler and removal of cedar screening

2345 Mill Rd, Sister Bay
CHOP Restaurant



View from Sister Bay Marketplace Parking lot



BATH DETAILS
SCALE 1/4"=1'-0"

IBC SECTION 1203 SURROUNDING MATERIALS

1203.1 FLOORS AND WALL BASE FINISH MATERIALS, IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

1203.2 WALLS AND PARTITIONS, WALLS AND PARTITIONS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE TO A HEIGHT OF 4 FEET ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY PRESSURE.

EXCEPTIONS

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

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

1203.3 SHOWERS: SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN GILET.

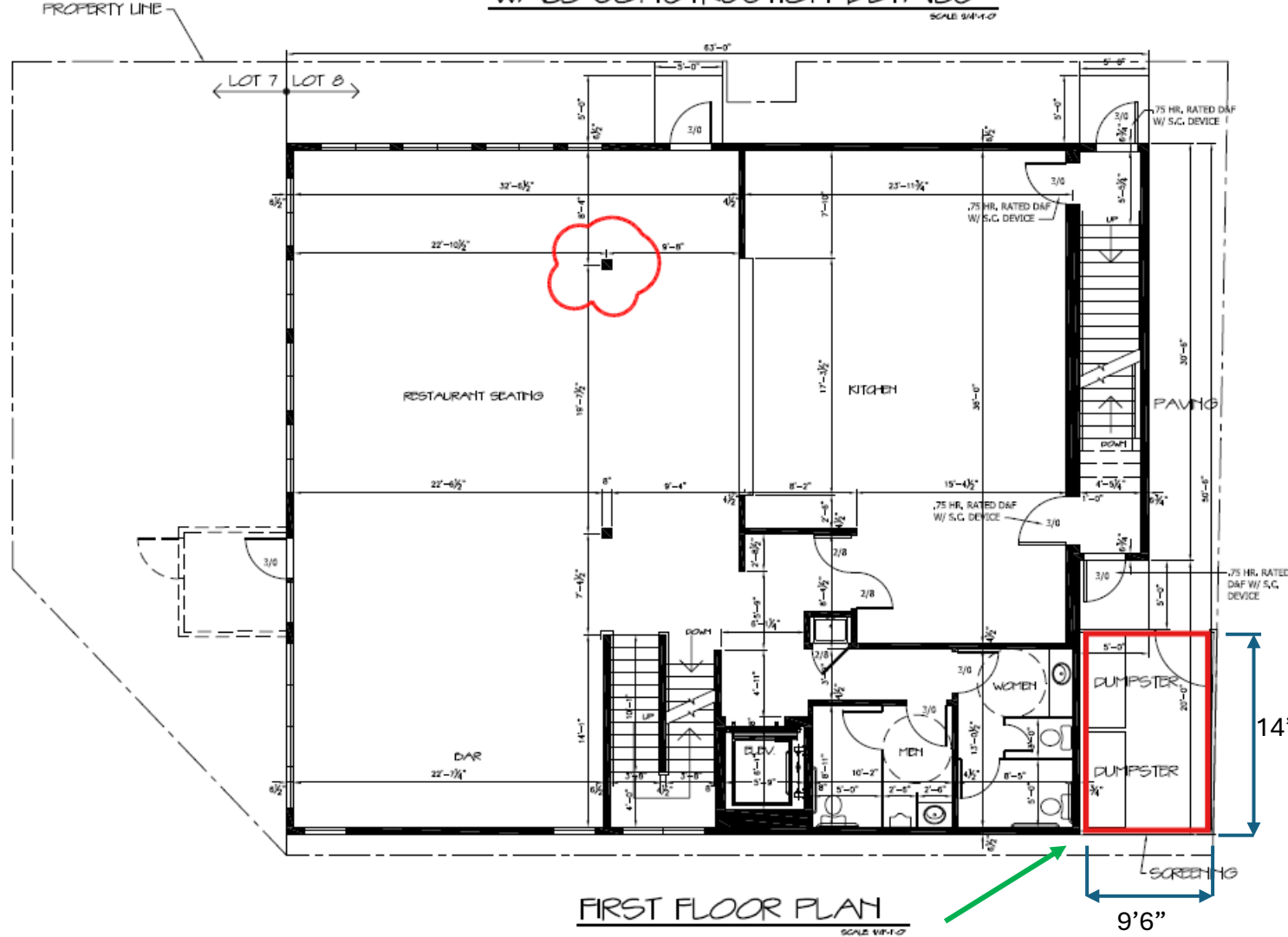
GENERAL NOTES - STAIRS

1. RISERS - 7" (MAX.)
2. TREADS - 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
5. HANDRAIL-GRIPPING SURFACE SHALL BE CONTINUOUS WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.
6. GUARDRAILS @ 42" ABOVE STAIRS W/ VERTICALS SPACED SUCH THAT A 4-INCH DIA. SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 54". FROM A HEIGHT OF 36"-42" A SPHERE 8" IN DIA. SHALL NOT PASS. THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL AT THE OPEN SIDE OF THE STAIRWAY SHALL BE A MAXIMUM SIZE SUCH THAT A SPHERE OF 6 INCHES IN DIAMETER CANNOT PASS THROUGH THE OPENING.

IBC SECTION 1006 MEANS OF EGRESS ILLUMINATION.

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

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



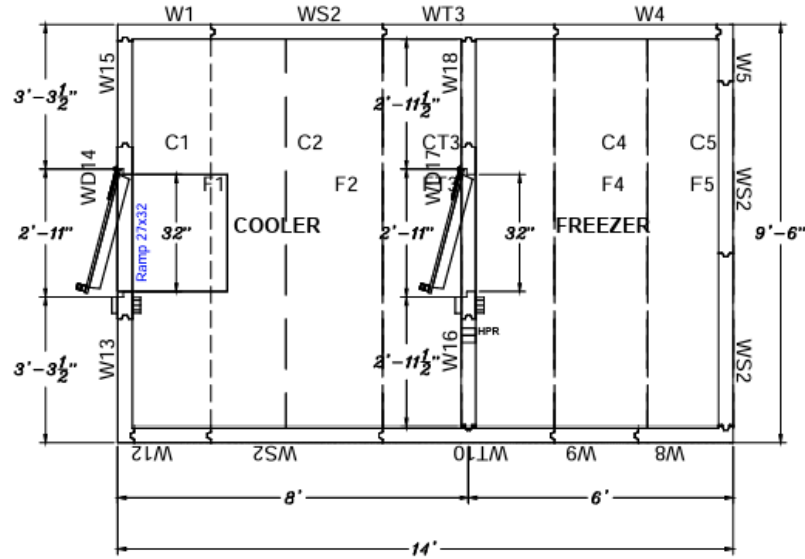
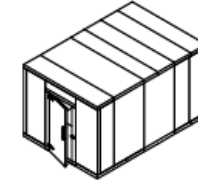
ISAISEN Architects
HENRY M. ISAISEN - ARCHITECT/PLANNER
119 SOUTH WISCONSIN AVENUE
STURGEON BAY, WISCONSIN 54225
PHONE: 920-742-9759 FAX: 920-742-9752
EMAIL: HENRY@ISAISENARCHITECT.COM

SCHMELTZ COMMERCIAL
SOUTHEAST CORNER OF 5TH AND HILL ROAD
SISTER DAT. WISCONSIN

REVISIONS	DATE
	11/14/2016
SHEET	2
OF 11	

BUILD SET

Proposed Cooler



QUOTE DRAWING
Sign below for acceptance
X _____

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

Materials:
ExtMetal:Galvalume
IntMetal:Galvalume
Foam:Extruded 4in.

Legend
Ceiling - - - -
Floor - - - -

COMBO: 14'-0" x 9'-6" x 8'-0"
COOLER: 8'-0" x 9'-6" x 8'-0"
FREEZER: 6'-0" x 9'-6" x 8'-0"

Scale: 1/4" = 1'



U.S. COOLER

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

CUSTOMER

Lautenbach Refrigeration

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

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







STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Revised Site Plan/Plat Submission; Luna View Development; 2399 Maple Drive

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

The Village has received a revised site plan/plat submission from the developer of the Luna View project (Parcel 181-21-0504). The proposed changes modify elements previously approved by the Plan Commission on October 25, 2022, and incorporated into the Village's Development Agreement with the applicant.

The revisions include modifications to the floor plan, specifically involving the Unit 301 rooftop area, as well as adjustments to the parking plan, including additional designation of guest parking spaces.

Because the site plan, floor plans, and parking plan were explicitly approved as part of the development review process, the submitted changes require Plan Commission review and action.

REVIEW

Under the previously approved Development Agreement and the Village Zoning Code:

- The site plan, floor plans, parking plan, and all supporting documents were reviewed and approved by the Plan Commission and Board as part of the original approval package.
- Any modification to these approved documents must be returned to the Plan Commission for review and potential recommendation.
- Material revisions to those same documents may also require a formal amendment to the Development Agreement, which must be approved by the Village Board following Plan Commission recommendation.

ATTACHMENT(S)

1. Revised Site Plan/Plat
2. Current Site Plan/Plat

LUNA VIEW CONDOMINIUM FIRST ADDENDUM

~ A RESIDENTIAL CONDOMINIUM ~

ALL OF LUNA VIEW CONDOMINIUM, HANGER 346, DOCUMENT NUMBER 865182, BEING ALL OF LOT'S 4, 5 AND 6, BLOCK 5, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 1, HANGER A, PAGES 361 & 362, DOCUMENT NUMBER 451848, AND THAT PORTION OF VACATED MAPLE DRIVE, DOCUMENT NUMBER 449850, ADJOINING SAID LOTS 5 AND 6, AND ALSO THAT PORTION DESCRIBED IN DOCUMENT NUMBER 449852, DOOR COUNTY RECORDS, BEING PART OF GOVERNMENT LOT 4, SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

Declarant: Packerland Builders LLC

CONDOMINIUM NOTES

1. All areas within the condominium and outside the units, except those areas designated as limited common elements (LCE) are common elements.
2. Balconies and patios (decks) are limited common elements.
3. Building plans provided by declarant do not represent as-built conditions.
4. Parking spaces may be allocated by declarant. Parking spaces are identified on this plat.

LEGAL DESCRIPTION

Declared Area

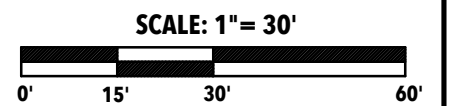
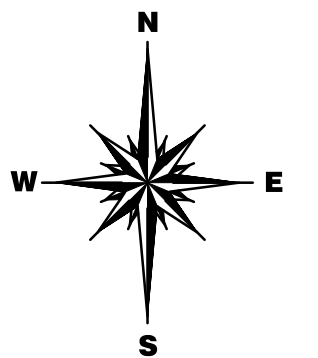
All of Luna View Condominium, Hanger 346, Document Number 865182, being all of Lot's 4, 5 and 6, Block 5, Village of Sister Bay Assessor's Plat No. 1, Hanger A, Pages 361 & 362, Document Number 451848, and that portion of vacated Maple Drive, Document Number 449850, adjoining said Lots 5 and 6, and also that portion described in Document Number 449852, Door County Records, being part of Government Lot 4, Section 5, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin more fully described as follows:

Commencing at the Southwest corner of said Section 5; thence S89°43'22"E, 1386.43 feet on the south line of the Southwest ¼ of said Section 5 to the southwesterly extension of the west line of said Lot 4; thence N16°34'03"E, 1142.09 feet on said southwesterly extension to the southwest corner of said Lot 4, the POINT OF BEGINNING; thence continuing N16°34'03"E, 150.16 feet on said west line; thence N13°14'23"W, 73.01 feet on said west line to the northwest corner thereof; thence N80°49'49"E, 181.38 feet on the north line of said Lot 4 and continuing on the north line of said Lot 5 to the northeast corner thereof; thence N85°41'00"E, 40.79 feet on the north line of lands described in Document Number 843952 to the northeast corner thereof also being the northeast corner of lands described in Document Number 449852; thence S15°39'22"E, 73.62 feet on the east line of said lands described in Document Number 843952; thence S23°37'13"E, 67.44 feet on said east line to the southeast corner of said lands; thence S70°31'40"W, 40.10 feet on the south line of said lands to the southeast corner of said Lot 6; thence S64°45'20"W, 123.48 feet on the south line of said Lot 6; thence S71°22'49"W, 151.14 feet on said south line and continuing on the south line of said Lot 4 to the Point of Beginning.

Said parcel contains 43,420 Square Feet (0.997 Acres) of land more or less.

Parcel subject to easements and restrictions of record.

TOTAL UNITS
Total Units = 15 Units



Bearings are referenced to the Door County Coordinate System. The south line of the Southwest ¼ of Section 5 bears S89°43'22"E.

LEGEND

- Existing 1" Iron Pipe
- ⊙ Existing 2" Iron Pipe
- ⊕ Government PLSS Monument
- ▨ Units 201 -206 & 301-306
- ▩ Units 101-103
- ▧ Unit 301 - Roof

CERTIFICATE OF THE VILLAGE OF SISTER BAY

There are no objections to this condominium plat with respect to Sec. 703.115 Wis. Stats. and is hereby approved for the Village of Sister Bay

Dated this ___ day of _____, 2026.

Heidi Teich, Village Clerk

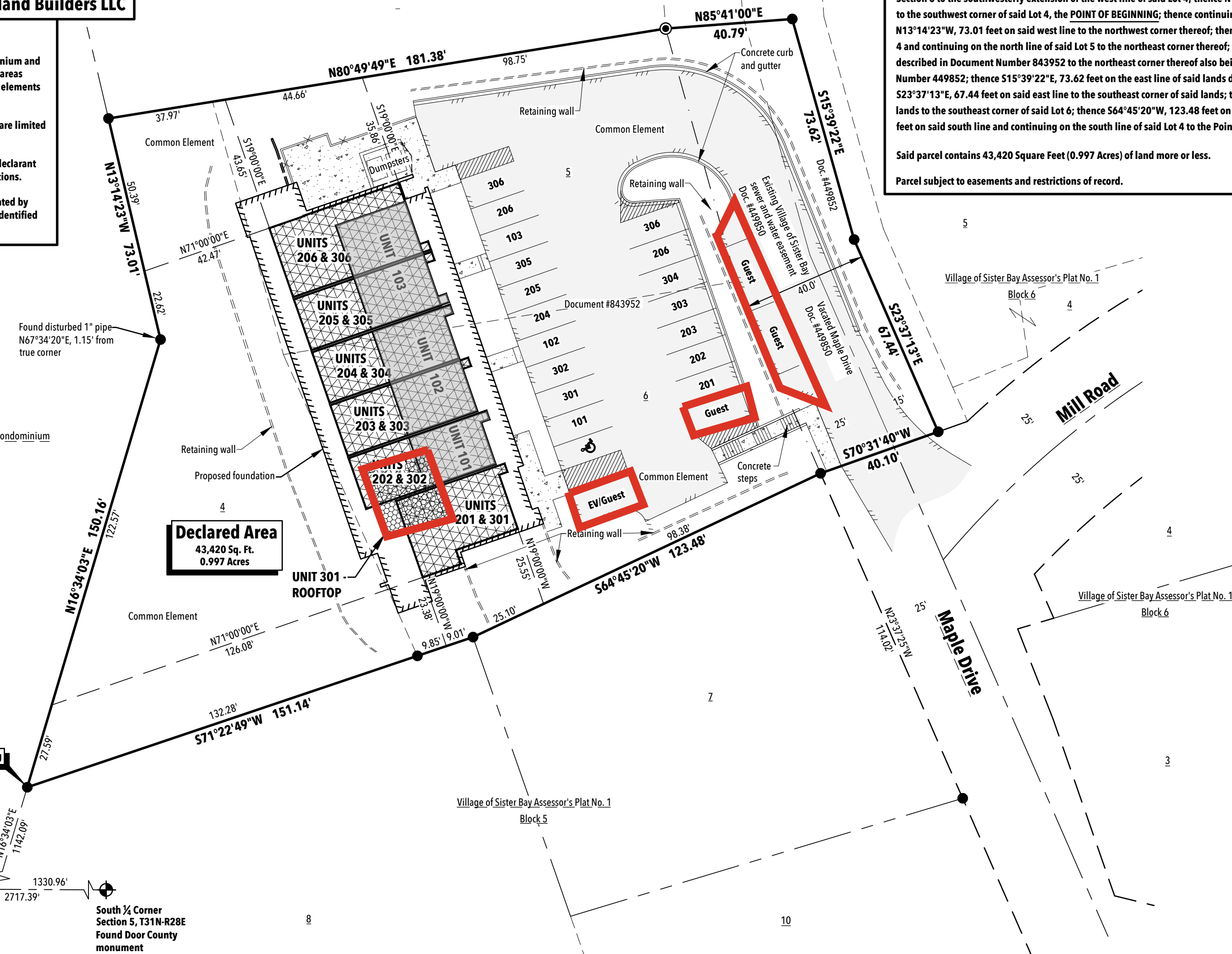
SURVEYOR'S CERTIFICATE:

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that in accordance with State Statute 703 that I have surveyed the within described property and that the survey is an accurate representation of the exterior boundary and units thereof.

This condominium plat is a correct representation of the LUNA VIEW CONDOMINIUM FIRST ADDENDUM, a condominium hotels/motels development at the date hereof, and the identification and location of each unit and the common elements can be determined from the plat.

Dated this April 6, 2026.

Troy E. Hewitt, PLS #2831
Professional Land Surveyor
ROBERT E. LEE & ASSOCIATES, INC.



Southwest Corner Section 5, T31N-R28E Found mag nail at road surface

South ¼ Corner Section 5, T31N-R28E Found Door County monument

LUNA VIEW CONDOMINIUM FIRST ADDENDUM

~ A RESIDENTIAL CONDOMINIUM ~

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Declarant: Packerland Builders LLC

CONDOMINIUM NOTES

1. All areas within the condominium and outside the units, except those areas designated as limited common elements (LCE) are common elements.
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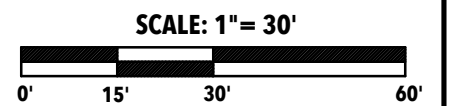
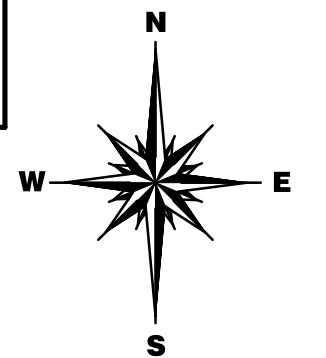
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TOTAL UNITS
Total Units = 15 Units



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LEGEND

- Existing 1" Iron Pipe
- ⊙ Existing 2" Iron Pipe
- ⊕ Government PLSS Monument
- ▨ Units 201 -206 & 301-306
- ▩ Units 101-103
- ▧ Unit 301 - Roof

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Dated this ___ day of _____, 2026.

Heidi Teich, Village Clerk

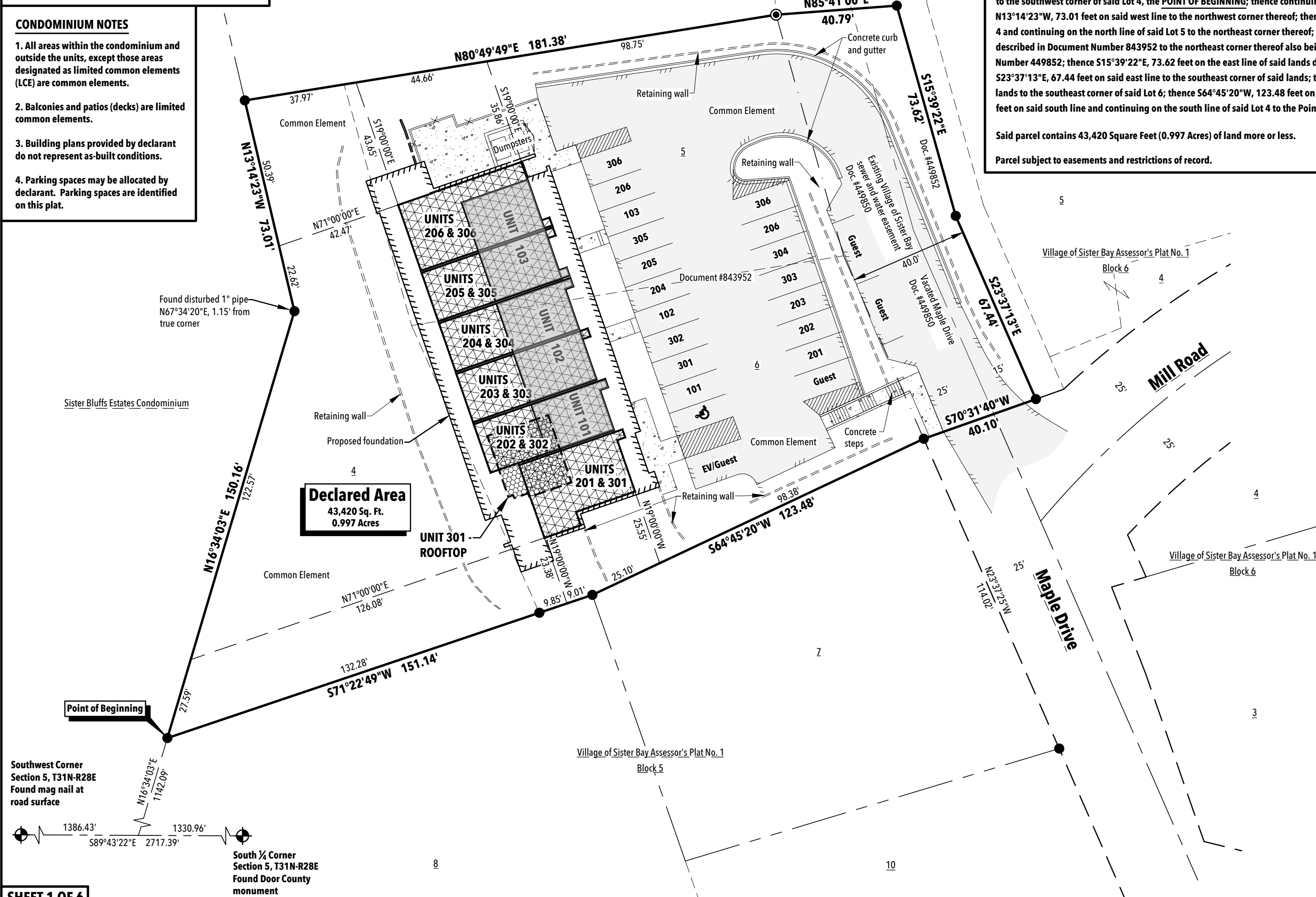
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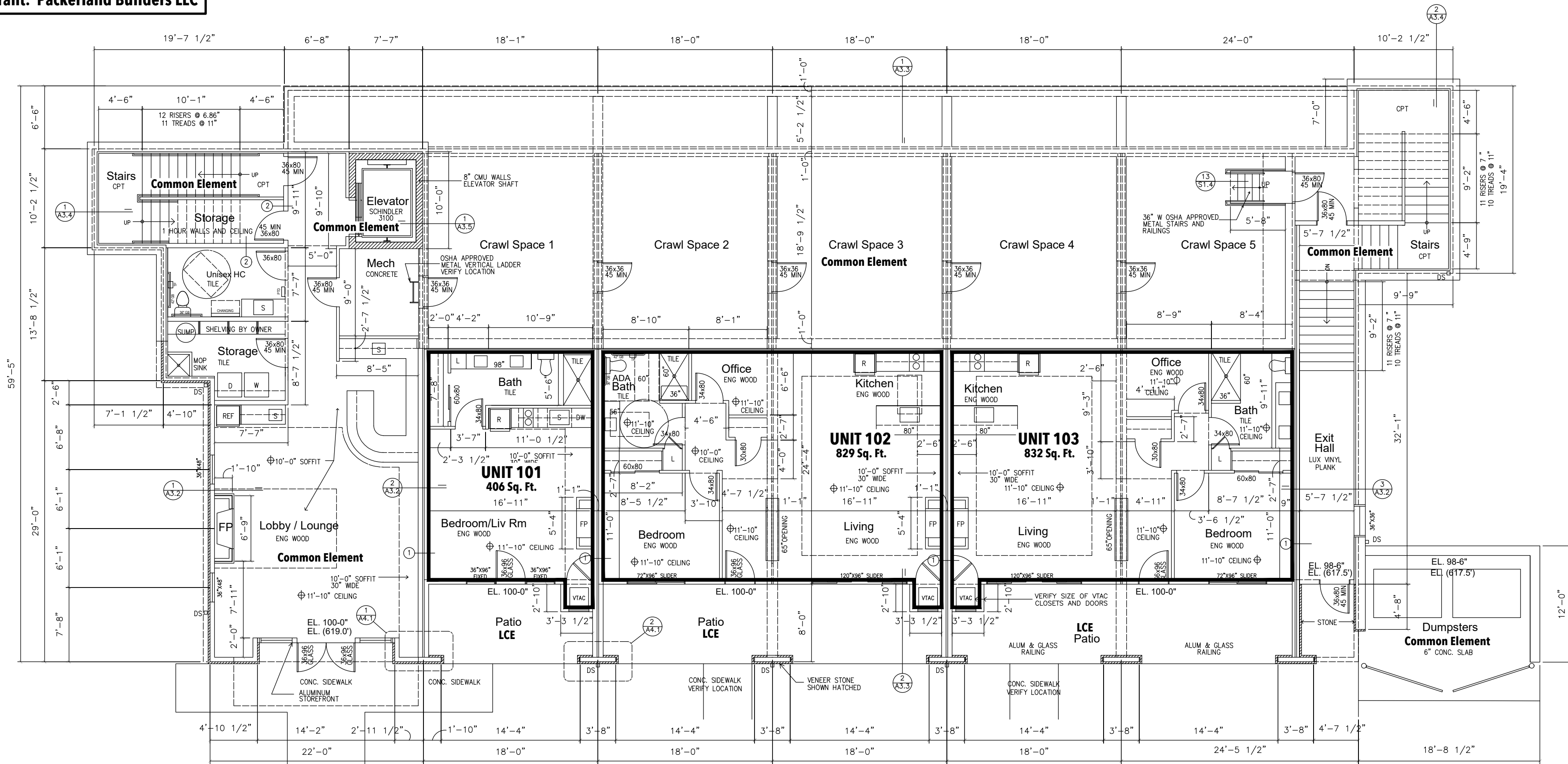


LUNA VIEW CONDOMINIUM FIRST ADDENDUM

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Declarant: Packerland Builders LLC



1st Floor Plan
 Not to Scale

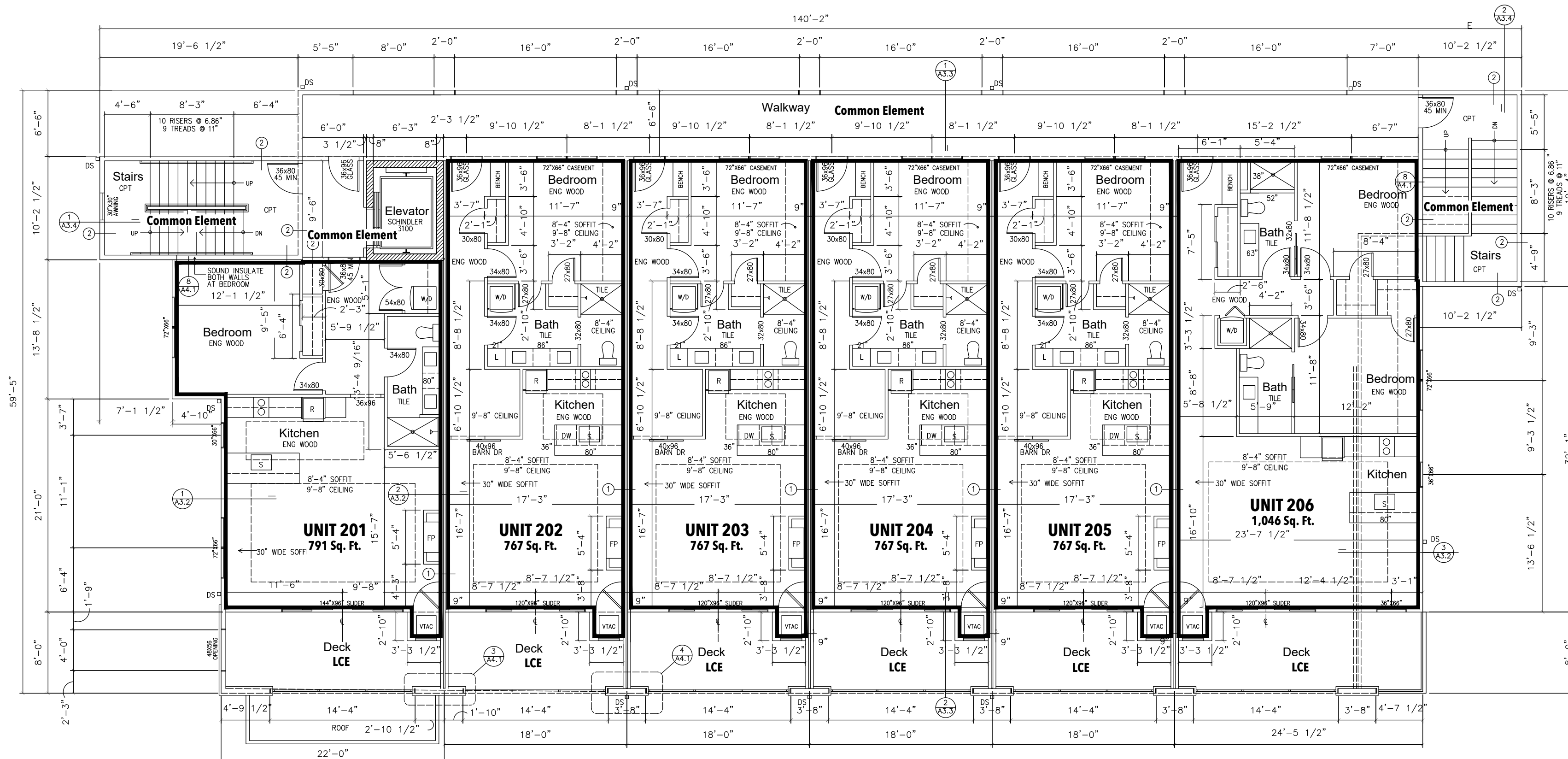
- ① ALL WALLS BETWEEN UNITS
 1 HOUR RATED: UL-U341
 DOUBLE, 2X6 STUD WALLS
 W/ 5/8" TYPE X PLASTER, BD
 ON EXTERIOR SIDE AND 1/2"
 EXTERIOR DRYWALL ON INSIDE
 FILL W/4" FG INSULATION
- ② ALL WALLS ENCLOSING STAIRS.
 1 HOUR RATED: UL-305
 2X6 STUD WALLS
 W/ 5/8" TYPE X PLASTER, BD
 ON INTERIOR SIDE AND 5/8"
 EXTERIOR DRYWALL ON EXTERIOR
 FILL W/6" FG INSULATION

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Declarant: Packerland Builders LLC



1 2nd Floor Plan
 A1.2 Not to Scale

1 ALL WALLS BETWEEN UNITS
 1 HOUR RATED: UL-U341
 DOUBLE 2x4 STUD WALLS
 W/ 5/8" TYPE X PLASTER BD
 ON EXTERIOR SIDE AND 1/2"
 EXTERIOR DRYWALL ON INSIDE
 FILL W/4" FG INSULATION

2 ALL WALLS ENCLOSING STAIRS.
 1 HOUR RATED: UL-305
 2x6 STUD WALLS
 W/ 5/8" TYPE X PLASTER BD
 ON INTERIOR SIDE AND 5/8"
 EXTERIOR DRYWALL ON EXTERIOR
 FILL W/6" FG INSULATION

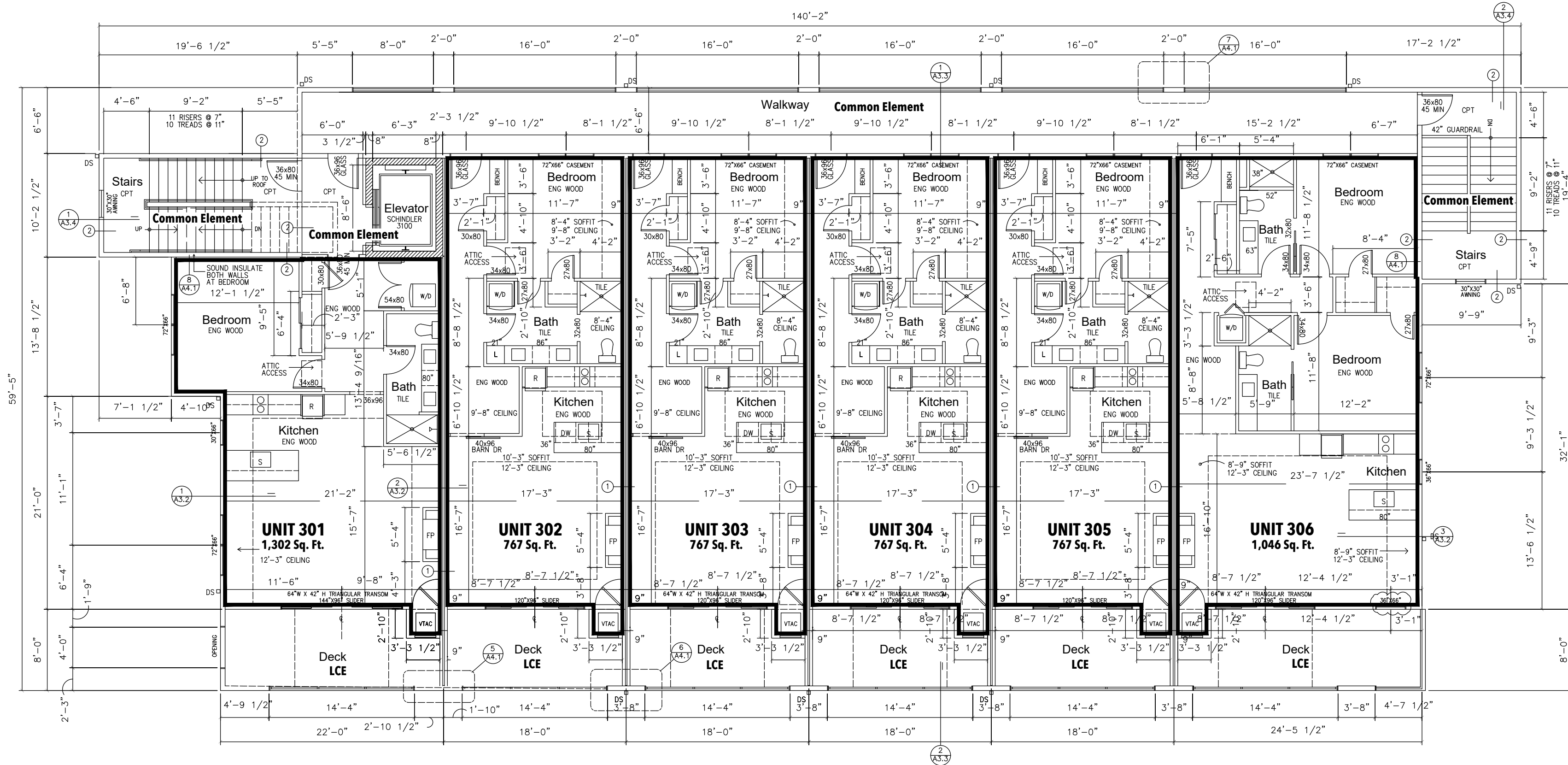
SEE SHEET A1.1 FOR ADDITIONAL NOTES

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Declarant: Packerland Builders LLC



1 3rd Floor Plan
 Not to Scale

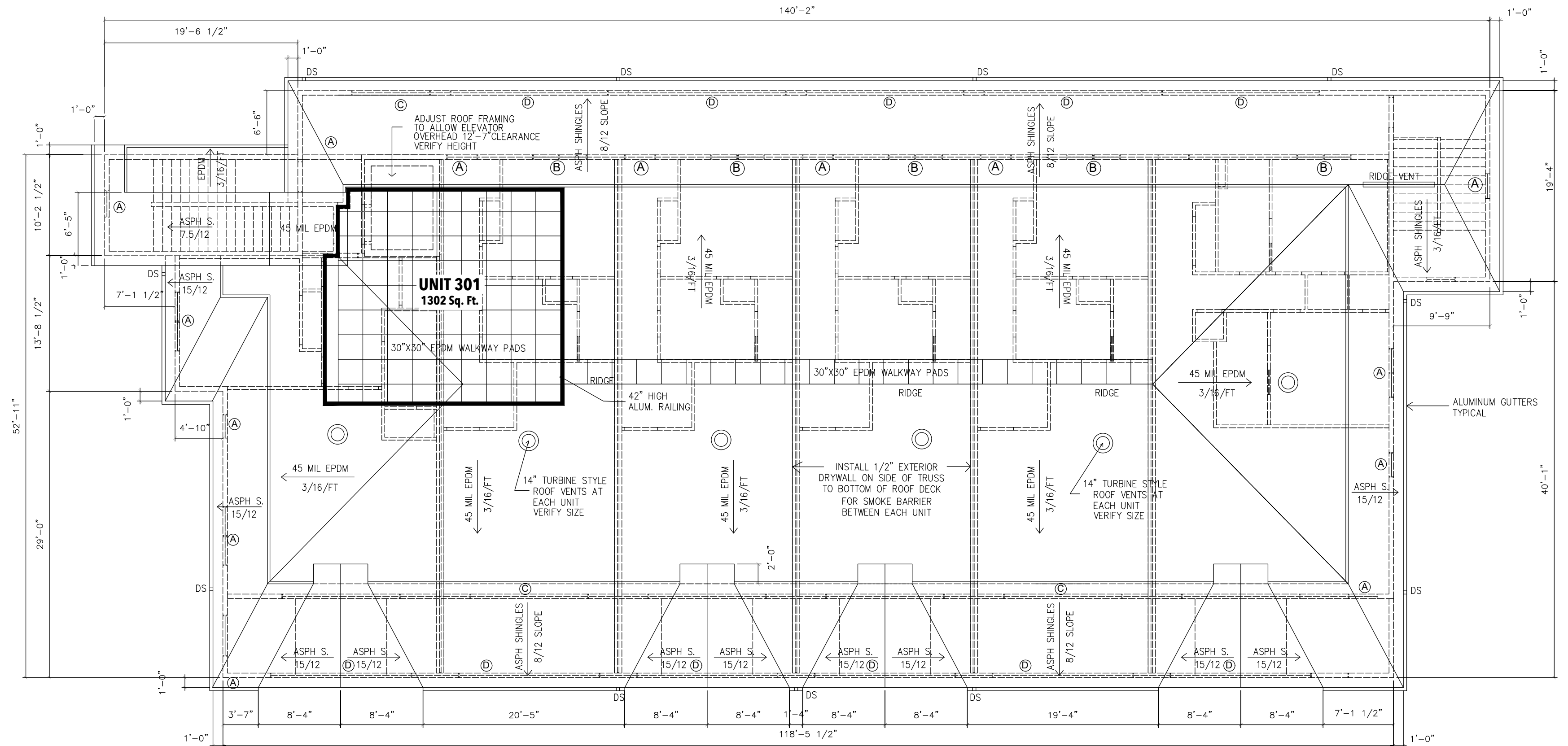
- ① 1 HOUR RATED: UL-U341 DOUBLE 2x4 STUD WALLS W/ 5/8" TYPE X PLASTER, RD ON EXTERIOR SIDE AND 1/2" EXTERIOR DRYWALL ON INSIDE FILL W/4" FG INSULATION
- ② ALL WALLS ENCLOSING STAIRS. 1 HOUR RATED: UL-305 2x6 STUD WALLS W/ 5/8" TYPE X PLASTER, RD ON INTERIOR SIDE AND 5/8" EXTERIOR DRYWALL ON EXTERIOR FILL W/6" FG INSULATION

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Declarant: Packerland Builders LLC



1
A1.4

Roof Plan

Not to Scale



Hangar 346

LUNA VIEW CONDOMINIUM - A RESIDENTIAL CONDOMINIUM -

ALL OF LOTS 4, 5 AND 6, BLOCK 5, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 1, HANGER A, PAGES 361 & 362, DOCUMENT NUMBER 451848, AND THAT PORTION OF VACATED MAPLE DRIVE, DOCUMENT NUMBER 449858, ADJOINING SAID LOTS 5 AND 6, AND ALSO THAT PORTION DESCRIBED IN DOCUMENT NUMBER 449852, DOOR COUNTY RECORDS, BEING PART OF GOVERNMENT LOT 4, SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

Declarant: Packerland Builders LLC

CONDOMINIUM NOTES

1. All areas within the condominium and outside the units, except those areas designated as limited common elements (LCE) are common elements.
2. Balconies and patios (decks) are limited common elements.
3. Building plans provided by declarant do not represent as-built conditions.
4. Parking spaces may be allocated by declarant. Parking spaces are identified on this plat.

LEGAL DESCRIPTION

Declared Area

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Commencing at the Southwest corner of said Section 5; thence S89°43'22"E, 1384.43 feet on the south line of the Southwest 1/4 of said Section 5 to the westerly extension of the west line of said Lot 4; thence N10°34'03"E, 1142.09 feet on said westerly extension to the southwest corner of said Lot 4, the POINT OF BEGINNING; thence continuing N10°34'03"E, 150.16 feet on said west line; thence N13°14'23"W, 72.01 feet on said west line to the northeast corner thereof; thence N89°40'49"E, 181.28 feet on the north line of said Lot 4 and continuing on the north line of said Lot 5 to the northeast corner thereof; thence N83°41'40"E, 48.29 feet on the north line of lands described in Document Number 449852 to the northeast corner thereof also being the northeast corner of lands described in Document Number 449852; thence S13°29'22"E, 73.62 feet on the east line of said lands described in Document Number 449852; thence S23°37'13"E, 67.44 feet on said east line to the southeast corner of said lands; thence S70°21'40"W, 48.10 feet on the south line of said lands to the southeast corner of said Lot 4; thence S64°45'20"W, 123.48 feet on the south line of said Lot 4; thence S71°22'49"W, 181.54 feet on said south line and continuing on the south line of said Lot 4 to the Point of Beginning.

Said parcel contains 63,428 Square Feet (0.997 Acres) of land more or less.

Parcel subject to assessments and restrictions of record.

CERTIFICATE OF THE VILLAGE OF SISTER BAY

There are no objections to this condominium plat with respect to Sec. 763.115 Wis. Stats. and is hereby approved for the Village of Sister Bay

Dated this 20th day of September, 2023.

Heidi Seich
Heidi Seich, Village Clerk

SURVEYOR'S CERTIFICATE:

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that in accordance with State Statute 763.102 that I have surveyed the within described property and that the survey is an accurate representation of the exterior boundary and units thereof.

This condominium plat is a correct representation of the LUNA VIEW CONDOMINIUM, a condominium building/units development at the date hereof, and the identification and location of each unit and the common elements can be determined from this plat.

Dated this September 6, 2023.

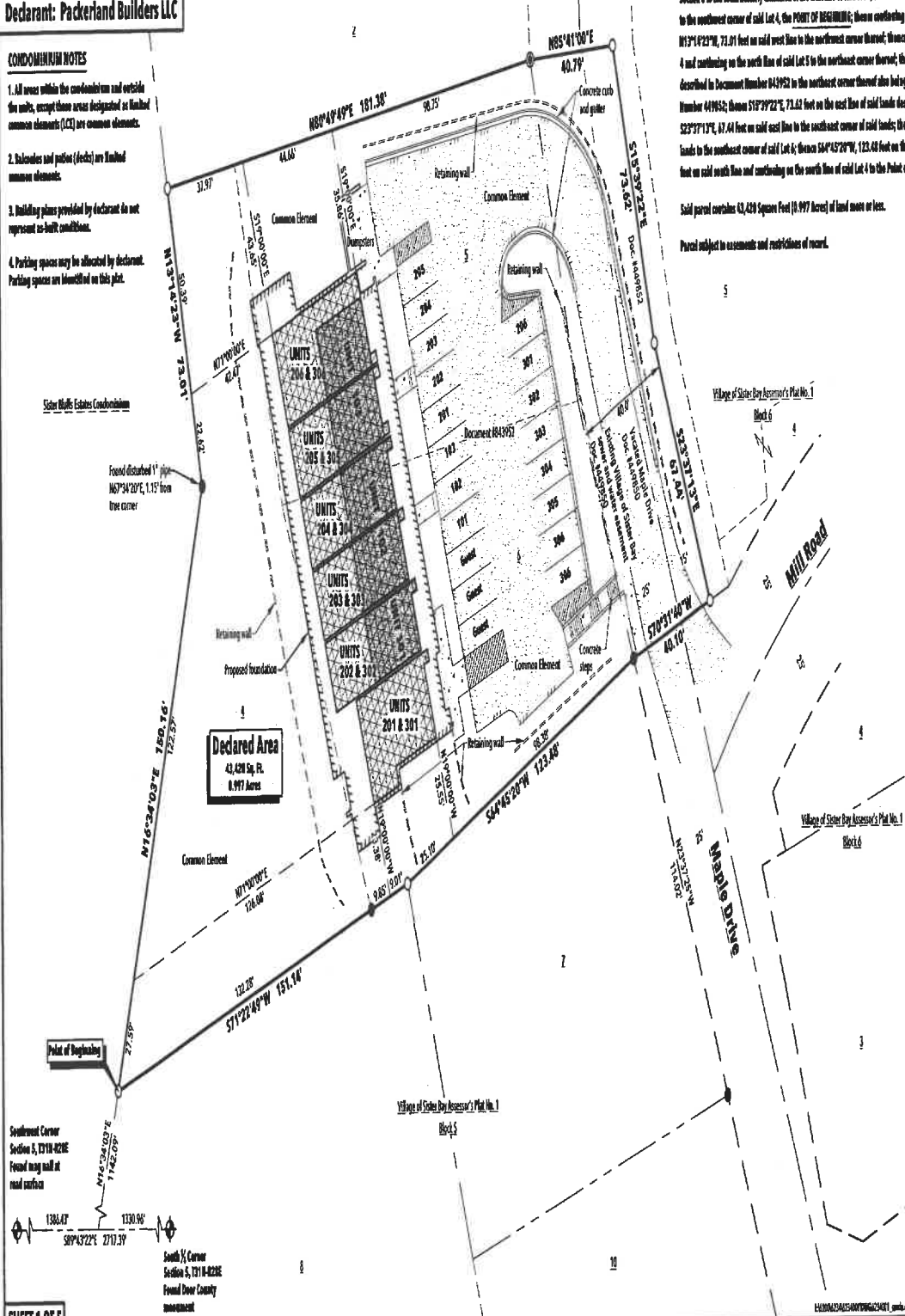
Troy E. Hewitt
Troy E. Hewitt, PLS 23021
Professional Land Surveyor
ROBERT E. LEE & ASSOCIATES, INC.



LEGEND

- 5/8" x 1" x 1/8" Iron Pipe with cap weighing 1.28 lbs./ft. ft.
- Existing 1" Iron Pipe
- ⊙ Existing 2" Iron Pipe
- ⊕ Government P.L.S.S. Monument
- ▨ Units 201-206 & 201-306
- ▩ Units 101-103

TOTAL UNITS
Total Units = 15 Units



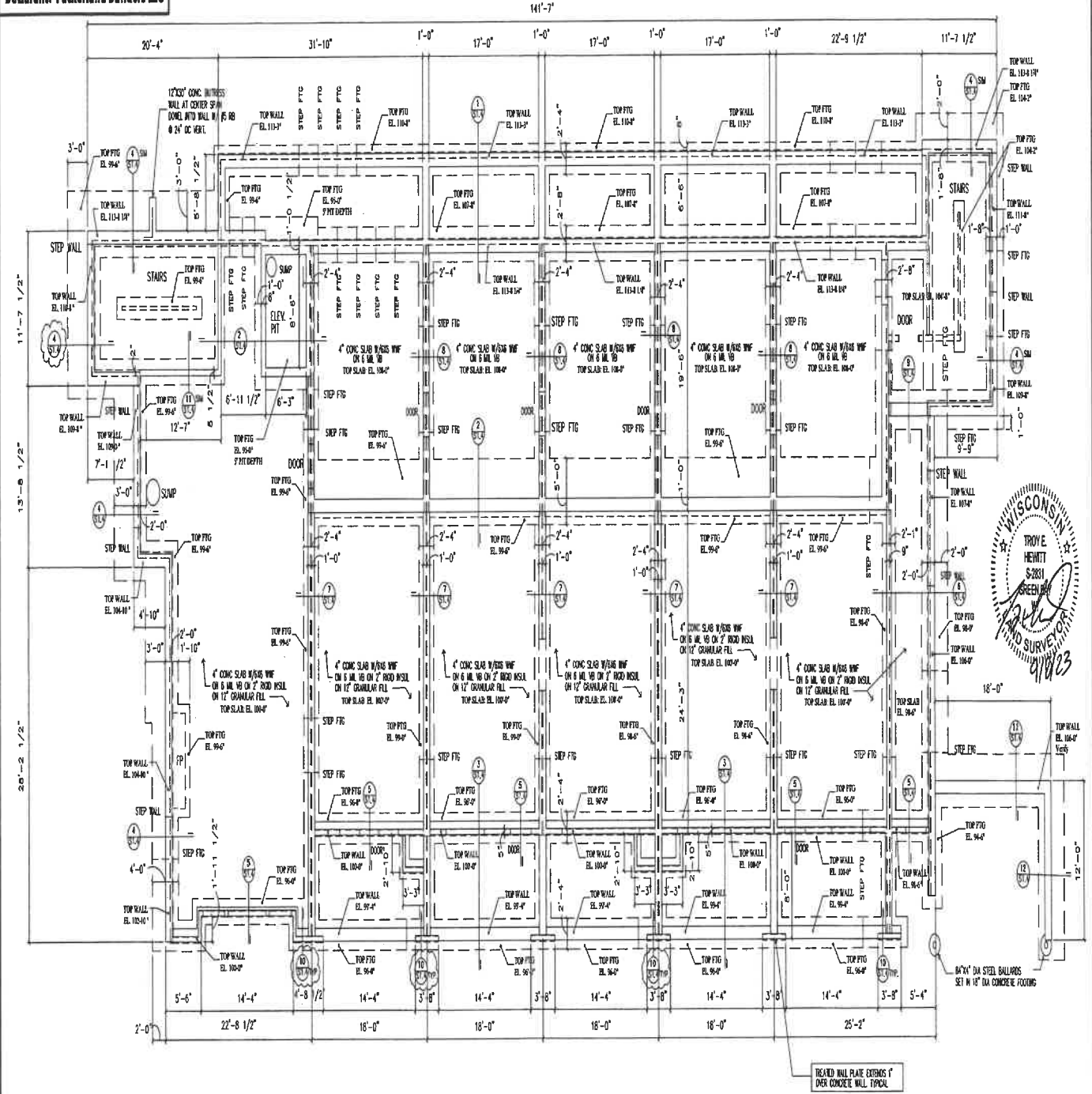
REL Robert E. Lee & Associates, Inc.
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9640 | rel@relc.com

Hanger 346

LUNA VIEW CONDOMINIUM - A RESIDENTIAL CONDOMINIUM -

ALL OF LOTS 4, 5 AND 6, BLOCK 5, VILLAGE OF SISTER BAY ASSessor's PLAT NO. 1, HANGER A, PAGES 361 & 362, DOCUMENT NUMBER 451848, AND THAT PORTION OF VACATED MAPLE DRIVE, DOCUMENT NUMBER 449850, ADJOINING SAID LOTS 5 AND 6, AND ALSO THAT PORTION DESCRIBED IN DOCUMENT NUMBER 449852, DOOR COUNTY RECORDS, BEING PART OF GOVERNMENT LOT 4, SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

Declarant: Packerland Builders LLC



Foundation Plan
 Not to Scale

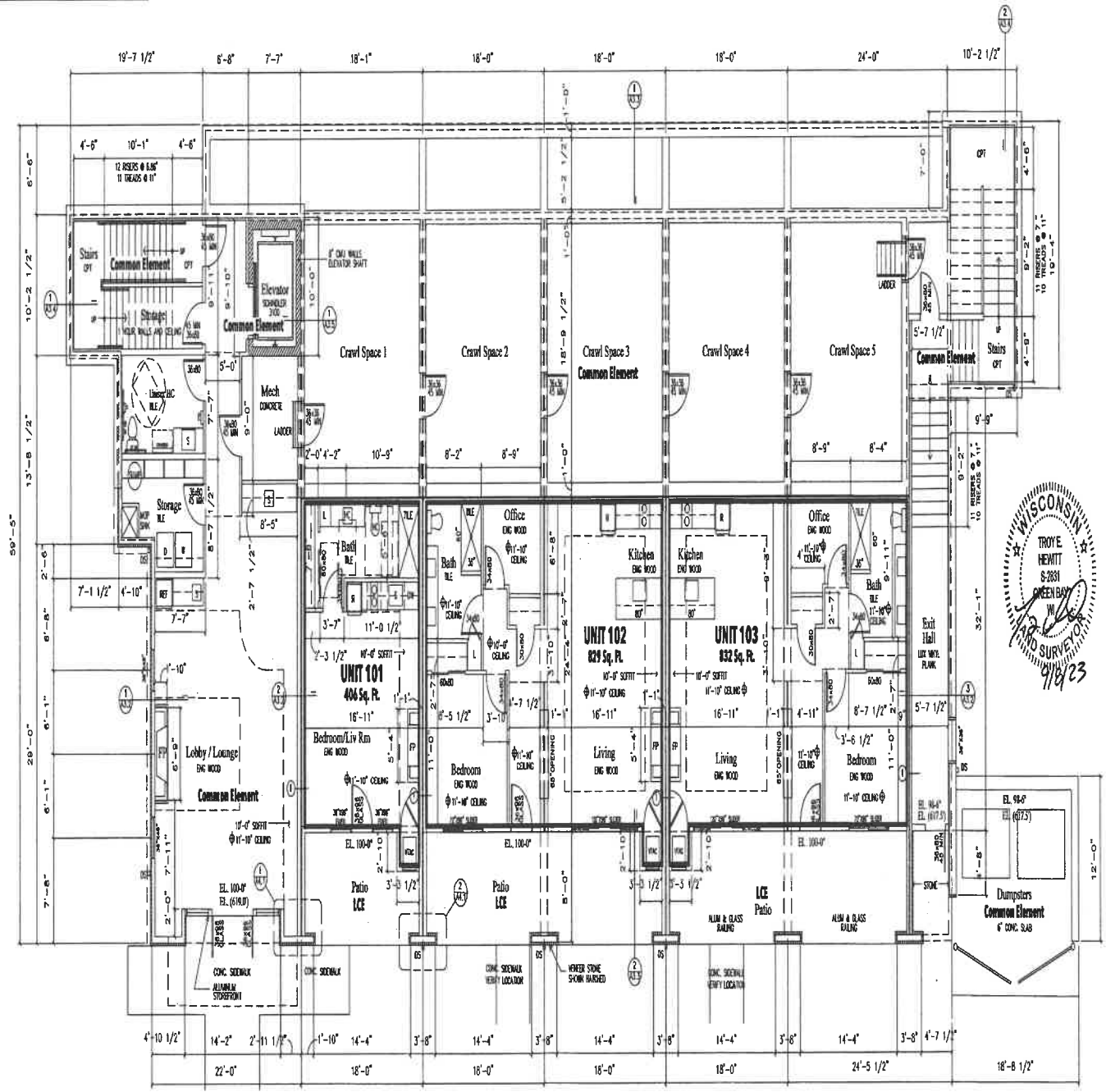
DEPTH OF FROST FOOTINGS MAY BE LESS IF FOOTINGS BEARS ON CLEAN LEVEL BEDROCK

REL Robert E. Lee & Associates, Inc.
 1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

LUNA VIEW CONDOMINIUM
 ~ A RESIDENTIAL CONDOMINIUM ~

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Declarant: Packerland Builders LLC



1st Floor Plan
 Not to Scale

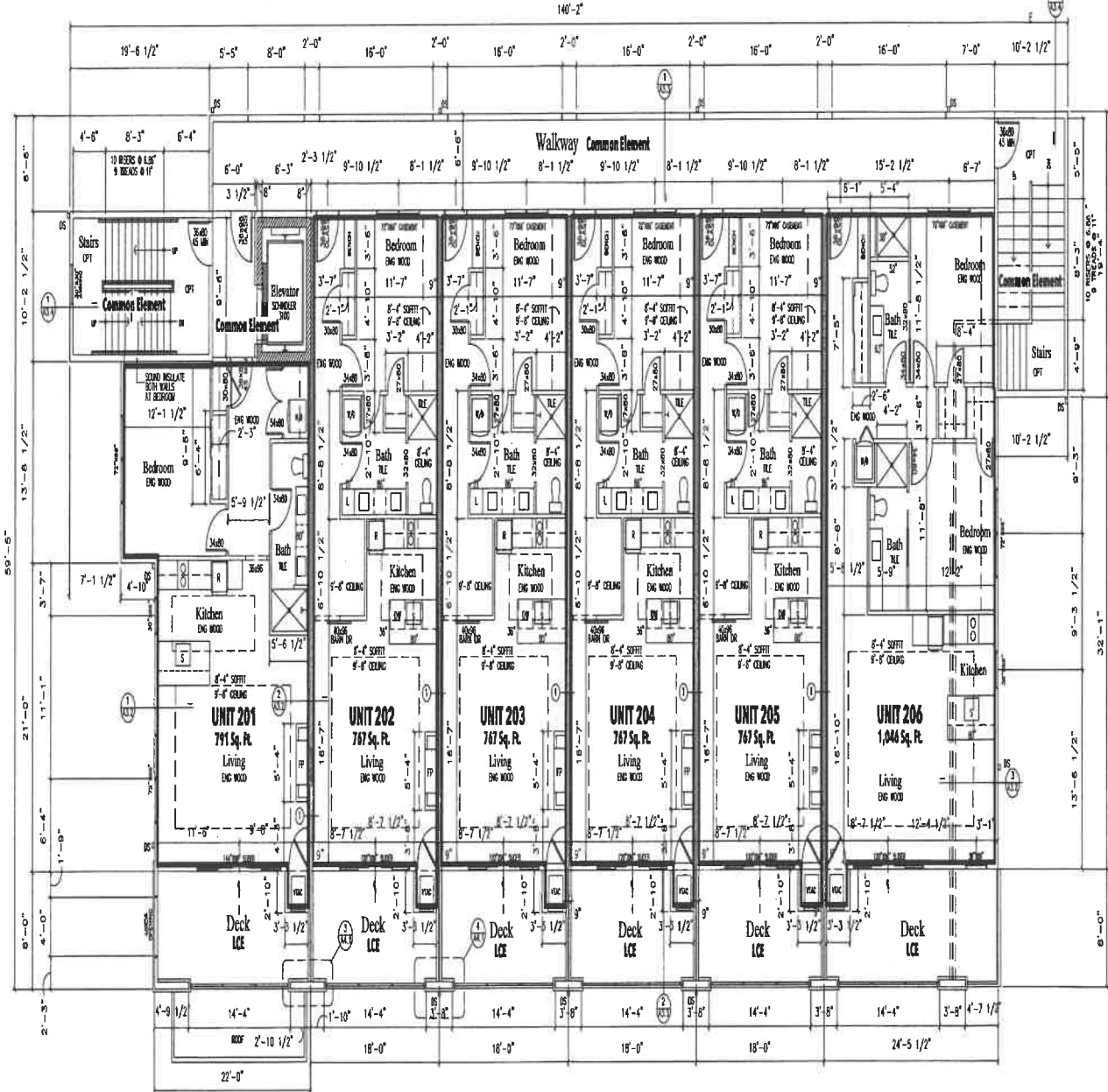
ALL WALLS BETWEEN UNITS 1 HOUR RATED 12-1/2" DOUBLE STUD WALLS W/ 5/8" TYPE X GYPSUM OR ON EXTERIOR SEE HUB 117' EXTERIOR DETAIL ON WALK FULL W/ 4" FC INSULATION

LUNA VIEW CONDOMINIUM

~ A RESIDENTIAL CONDOMINIUM ~

ALL OF LOTS 4, 5 AND 6, BLOCK 5, VILLAGE OF SISTER BAY ASSessor'S PLAT NO. 1, HANGER A, PAGES 361 & 362, DOCUMENT NUMBER 451848, AND THAT PORTION OF VACATED MAPLE DRIVE, DOCUMENT NUMBER 449850, ADJOINING SAID LOTS 5 AND 6, AND ALSO THAT PORTION DESCRIBED IN DOCUMENT NUMBER 449852, DOOR COUNTY RECORDS, BEING PART OF GOVERNMENT LOT 4, SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

Dedaram: Packerland Builders LLC



1 2nd Floor Plan
Not to Scale

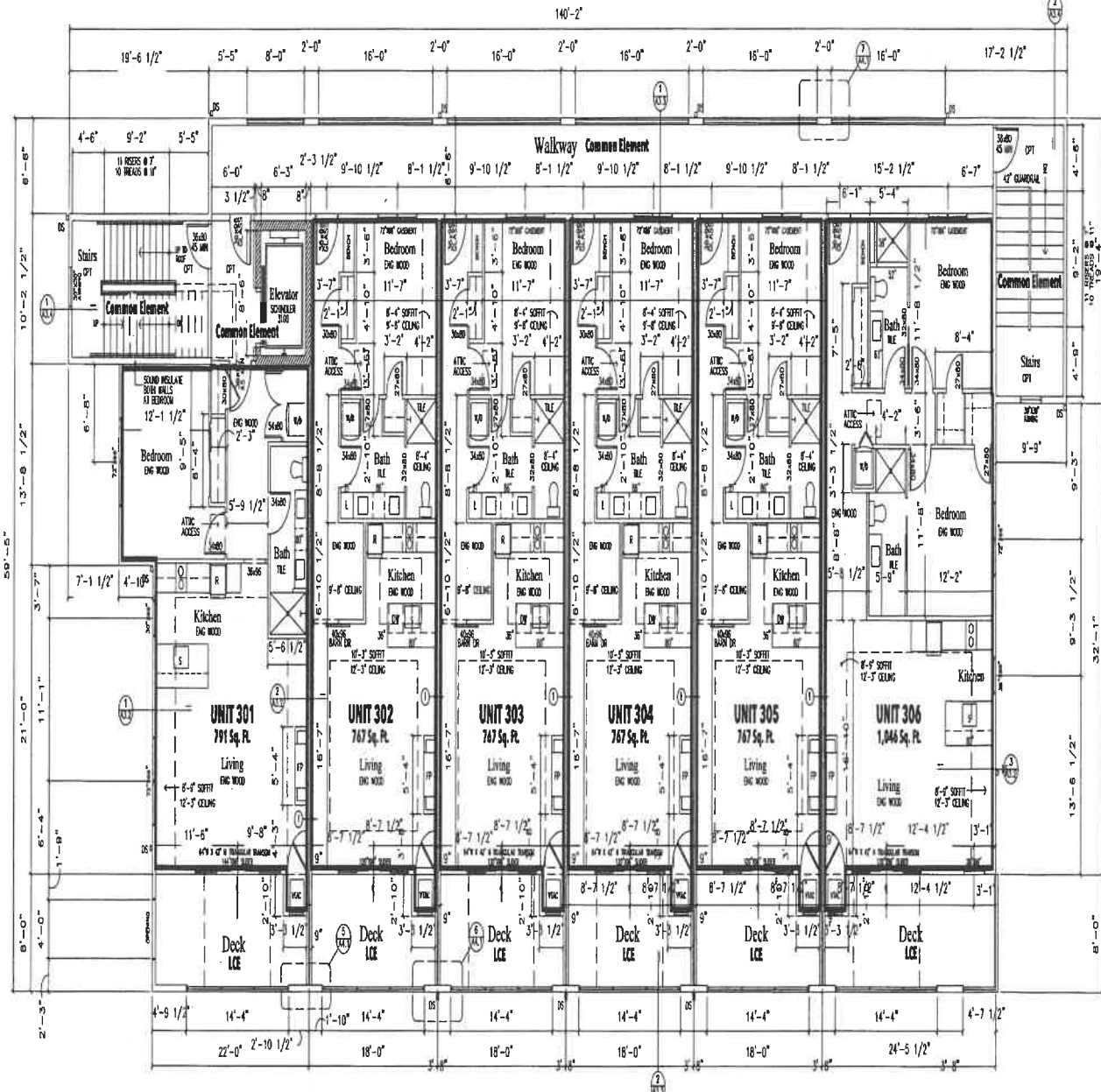
ALL WALLS BETWEEN UNITS
1 HOUR RATED. ALL-GLASS
DOORS, 5/8\"

Hanger 346

LUNA VIEW CONDOMINIUM - A RESIDENTIAL CONDOMINIUM -

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Declarant: Packerland Builders LLC



2 3rd Floor Plan
A1.3 Not to Scale

1 HOUR RATED GL-LIGHT DOUBLE GLAZED BALCONY DOOR SHALL BE 5/8\"

SEE SHEET A1.1 FOR ADDITIONAL NOTES



STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Setback Review in P-1 Zoning District; Peninsula Kayak Company; Accessory Structure

Author(s): Benjamin Andrews, Village Administrator

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

PURPOSE

The purpose of this agenda item is to provide the Plan Commission with zoning information related to the proposed e-bike storage shed to be located within Waterfront Park and to request the Commission's input regarding the appropriate siting of the accessory structure.

BACKGROUND INFORMATION

Peninsula Kayak Company (PKC), an existing park vendor, has proposed the installation of a small wooden storage shed to support e-bike rentals at Sister Bay Beach. The structure is intended to be placed in Waterfront Park, which is zoned P-1 Park District.

The Parks, Property & Streets Committee reviewed the general concept and directed that the shed be forwarded to the Plan Commission for a zoning compliance review, specifically, a setback determination, prior to any final approval.

ZONING REVIEW

- The proposed shed location is within the P-1 Park District.
- Front setbacks are fixed (50 ft from the centerline of a public street right-of-way)
- Rear setbacks are also fixed (minimum 50 ft).
- Side setbacks, however, are not defined and are instead determined by the Plan Commission based on site plan review and the best use of open space within the park.

COMPLIANCE

Based on the preliminary shed location submitted by PKC, staff anticipates that the structure can be placed to comply with the required front and rear setbacks in the P-1 district. However, because side setbacks are discretionary in this district, the proposed placement requires Plan Commission review to determine an appropriate setback and confirm the shed's suitability relative to adjacent park features, pedestrian circulation, public views, and overall open space planning.

LOCATION (FROM PARKS COMMITTEE)

PKC initially placed a prior (metal) box in the RED location but was told to relocate it due to a neighboring property complaint. We assume the revised YELLOW location, closer to the parking lot, is acceptable unless the Committee selects an alternative. The formal proposal places the shed on the berm between the sidewalk and the fence, with electrical access nearby.

RECOMMENDED ACTION(S)

Village Staff respectfully requests that the Plan Commission:

1. Review the proposed shed location, including its proximity to existing park infrastructure and property boundaries;
2. Determine the appropriate side setback for this accessory structure under the discretionary authority provided within the P-1 district; and
3. Provide directions on whether the proposed location is acceptable or if adjustments are required prior to zoning permit issuance.

ATTACHMENT(S)

1. Setback Map (Front and Rear) – Waterfront Park

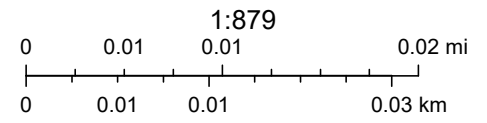


- (5) **Setbacks**
- (a) There shall be a minimum building front setback of at least 50 feet from the centerline of the right-of-way of all streets.
 - (b) There shall be a minimum front setback of at least 40 feet from the edge of the easement or edge of pavement for all buildings not on a public street.
 - (c) Side setbacks shall be determined by the Plan Commission based on site plan review and the best use of open spaces. There shall be a rear setback of at least 50 feet for all principle buildings.
 - (d) Accessory buildings shall meet the same setbacks as principal buildings in the district. Other accessory building requirements are listed in Sec. 66.0501.



5/11/2026

● Address	 Village	 Easements	 Parcel
 Private	 ROW	 Easement	 Parcel Boundaries





STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Standard Zoning Permit; Door County Housing Partnership, Inc.; 2407 Ava Hope Trail

Author(s): Benjamin Andrews, Village Administrator

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

BACKGROUND INFORMATION

A zoning permit application was submitted by Tim Halbrook on behalf of the Door County Housing Partnership for a residential development located in the R-2 Single-Family Residential Zoning District. The application has been reviewed for compliance with the zoning code and has been found to meet all applicable standards.

STREET TREE REQUIREMENT

Per the regulations of the R-2 District, street trees are required along both the existing and newly created public rights-of-way at a minimum rate of one (1) tree per forty (40) feet of street frontage. In accordance with Village practice and the applicable review standards, all tree species must be approved by the Plan Commission before the applicant may proceed with installation. The applicant has indicated that there is no preference to meet this requirement.

RECOMMENDED ACTION(S)

The Plan Commission is asked to:

1. Review and approve the proposed street tree species for this development; or
2. Provide direction to staff and the applicant regarding acceptable species if revisions are necessary.

Following Plan Commission approval, staff will incorporate the approved species list into the final zoning permit documentation.

Zoning Permit Review

Single-Family Residence (R-2 District)

Project Information

- **Applicant Name:** Tim Halbrook Builders
- **Property Address / Parcel Number:** 2407 Ava Hope Trail (181510011)
- **Zoning District:** R-2 (Multiple-Family Residence District)
- **Proposed Use:** Single-Family Dwelling (Permitted use)
- **Date of Review:** 04/30/2026
- **Reviewer:** Benjamin Andrews, Village/Zoning Administrator

Use Classification

Is the proposed use permitted?

Single-family dwellings are a permitted use in R-2.

Yes No (explain):

Are any conditional uses proposed?

Examples: bed-and-breakfast, community living arrangement with 9+ residents, accessory solar collector structure, antennas >35 ft.

No Yes (requires Plan Commission review):

Lot and Dimensional Compliance

(R-2 Dimensional Standards)

Lot Area

- Minimum Required: **20,000 sq ft**
 - Provided: **13,068 sq ft**
- Compliant?** Yes No

Lot Width

- Required (interior): **75 ft**
 - Required (corner): **110 ft**
 - Provided: **110 ft**
- Compliant?** Yes No



Minimum Green Space

- Minimum Required: **40% of lot (5,227.20 Maximum)**
- Provided: %

- 36 x 36 = 1296
- 4 x 14 = 56
- 22 x 22 = 484
- 22 x 35.59 = 778.58
- 14 x 14 = 196

TOTAL: 2,810.58

TOTAL LOT AREA: 13,068.00

REMAINING GREEN SPACE: 10,257.42 (78%)

Compliant? Yes No

Principal Structure Standards

Building Height

- Maximum Required: **35 ft**
 - Proposed: **17' 5/8 ft**
- Compliant? Yes No

Minimum Building Width

- Minimum Required: **24 ft (excludes attached garage)**
 - Proposed: **36 ft**
- Compliant? Yes No

Minimum Floor Area

- ~~1 BR: 900 sq ft~~
 - ~~2 BR: 1,000 sq ft~~
 - **3+ BR: 1,200 sq ft**
 - Proposed total: **2,032 sq ft**
- Compliant? Yes No

Setback Verification

Front Yard (public street)

- Required: **60 ft from centerline**
- Provided: **60 ft**
- Compliant**

~~Front Yard (private road/easement)~~

- ~~• Required: **40 ft from pavement/easement**~~
- ~~• Provided: ft~~

Side Yards

- Required: **10 ft one side / 25 ft total**
- Proposed: **Left 48.98 ft / Right 20 ft (68.98 ft)**
- Compliant**

Rear Yard

- Required: **30 ft**
- Provided: **30 ft**
- Compliant**

~~Accessory Structures (if included)~~

~~Detached garages, pools, antennas, etc.~~

- ~~• Accessory structure present?~~
- ~~**No** **Yes (list):**~~

~~Verify:~~

- ~~• Side yard: **10 ft / 25 ft total**~~
- ~~• Rear yard: **30 ft**~~
- ~~• Height \leq principal structure~~
- ~~• No accessory structure in front yard unless CUP~~
- ~~• Architectural compatibility (if applicable)~~

~~**Compliant?** Yes No (explain):~~

Parking & Driveway Compliance

Parking Requirement

- Single-family: **2 spaces minimum**
- Provided: **2 spaces (Garage Stalls)**
- ☑ **Compliant**

Driveways

- Must be paved to ROW
- Width max: **24 ft**
- Actual: **22 ft**
- Setback: **10 ft** from side lot line
- Note: Greater than 10 feet on either side
- ☑ **Compliant**

Building Design Standards

(R-2 District – exterior materials, foundation, garage orientation, façade articulation)

Verify:

- Approved siding materials: **vinyl**
- Permanently enclosed foundation: **yes**
- Garage does not dominate front façade (~~multi-family development~~)
- Wall articulation if wall >50 ft visible from street
- Street trees: **1 per 40 ft** of ROW frontage

Street trees shall be planted by the property owner along all existing and new public rights-of-way at a rate of at least one tree per 40 feet.

Meets architectural requirements?

☑ Yes ☐ No (explain):

Overlay District Review

Is the parcel within any overlay requiring special review?

☑ None

This Application
is A DRAFT



Village of Sister Bay Standard Zoning Permit Application

Village of Sister Bay

2383 MAPLE DRIVE | SISTER BAY, WI 54234

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

E-MAIL: INFO@SISTERBAYWI.GOV

WEB SITE: WWW.SISTERBAYWI.GOV

Is the applicant the property owner? Yes No

First name

TIMOTHY

Last name

HALBROOK

Applicant Address

Applicant Phone

(920) 336-1413

Property Owner Name

DOOR COUNTY HOUSING PARTNERSHIP INC

Property Owner Address

PO BOX 342, BAILEYS HARBOR, WI 54202

Property Owner Phone



Property Owner Email

[REDACTED]

Contractor Name

TIM HALBROOK BUILDERS INC

Contractor Address

[REDACTED]

Contractor Phone

[REDACTED]

Contractor Email

[REDACTED]

Parcel Identification Number (PIN)

181510011

Street Address of Property in Sister Bay

2407 AVA HOPE TRL

Is this property connected to public water?

Yes No

Is this property connected to public sewer?

Yes No

What are you looking for?

Zoning Permit Conditional use permit Sign permit
 Building permit

Applicant Email

heidi.teich@sisterbaywi.gov

Type of Construction

Single Family Home Commercial Fence Attached Garage
 Multi family Deck Detached Garage Shed
 Addition (Describe below) Other (Describe here)

Select one

Please Provide a Brief Description of Your Project

BUILD 3 BEDROOM RANCH HOME

Lot Size (Ft.)

104.98 X 123.39



Total Lot Area

13068

Sq.
Ft.

Building Length

58

Building Width

36

Building Footprint

2032

Sq.
Ft.

Number of Stories

1

Height (Roof Peak)

19

Primary roof

Estimated costs

\$ 200000

Type of Construction

SITE BUILT



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

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

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

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

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

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

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

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

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

█ **Floor Plans including a foundation plan**

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

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

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

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

Thank you for your anticipated cooperation.

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

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



PLEASE ATTACH THE SITE PLAN IN ATTACHMENTS BELOW.

INSTRUCTIONS

- ▣ INDICATE north and ENTER the dimensions of the property.
- ▣ SKETCH the location of the well, septic system (tank/field) and all other buildings present on the property.
- ▣ SKETCH the location of the proposed project (include dimensions) and SHOW the shortest distance from the project to the:
 - ▣ Well ▣ Adjacent Buildings
 - ▣ Edge Of Lake/Stream/Wetland ▣ Easements
 - ▣ Septic Tank & Drain Field ▣ Rear & Side Property Lines
 - ▣ Center(line) of Road/Highway ▣ Right-of-Way of Road/Highway

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

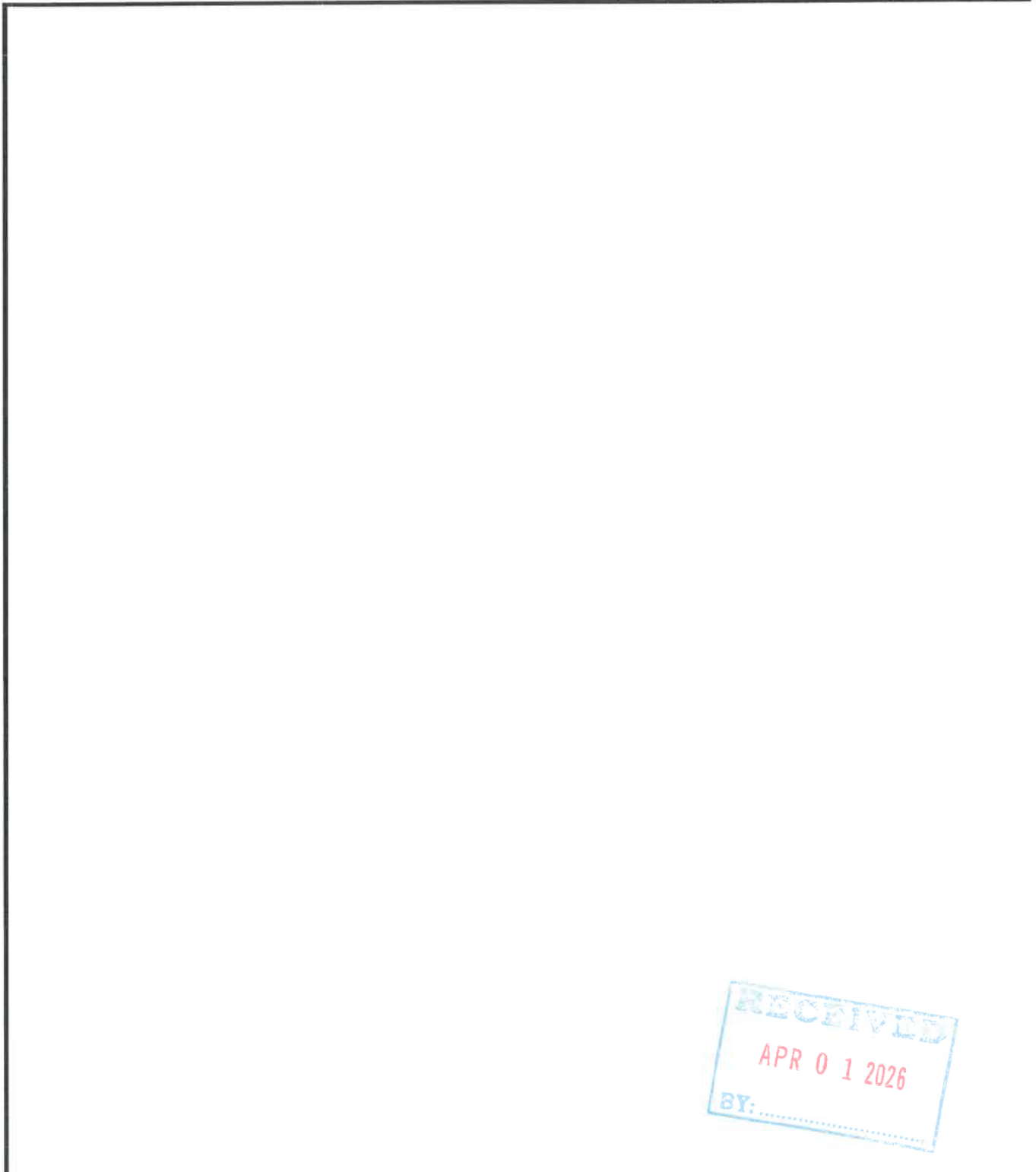
- ▣ LABEL all abutting roads, highways, lakes, streams or wetlands.
- ▣ LABEL the "USE" of all buildings shown.
- ▣ SHOW the outside dimensions of all structures on the property.
- ▣ Mark driveway location and length and width on site plan.



Width _____

Rear property line OR Edge of water

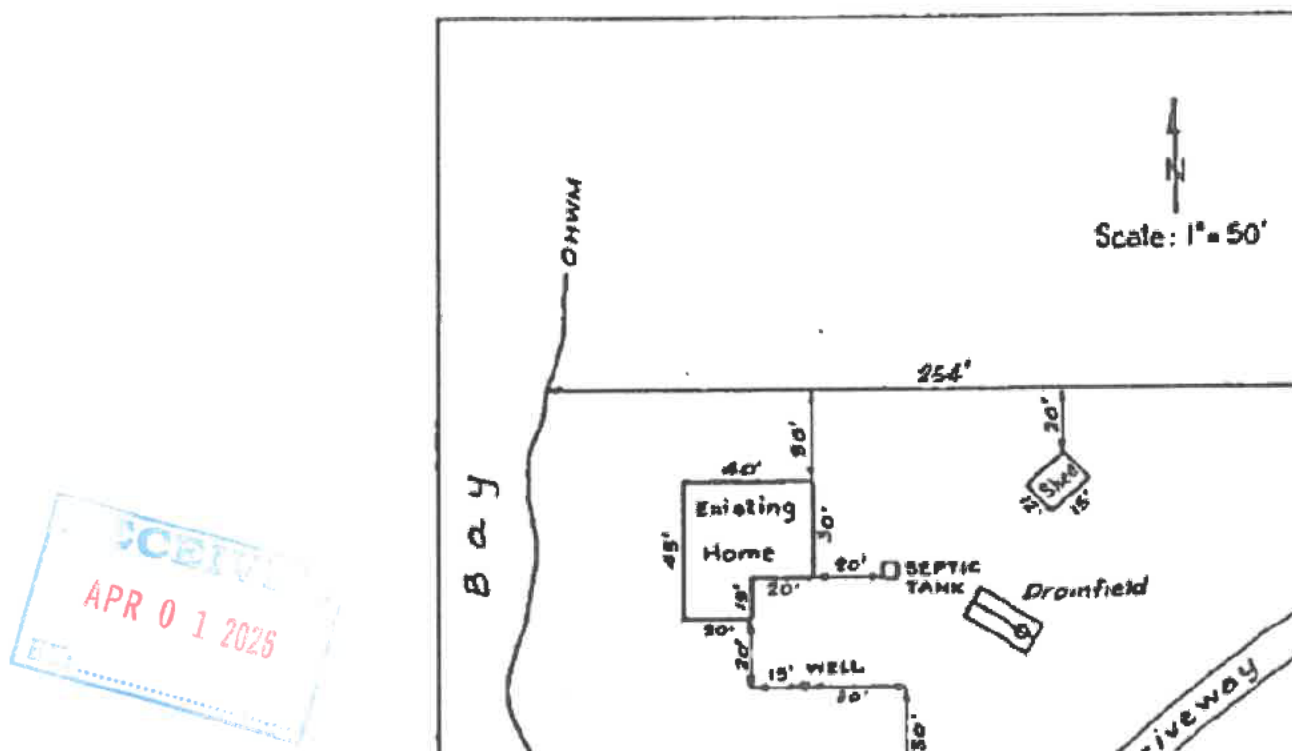
Side Property Line



RECEIVED
APR 01 2026
BY:

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 area:
 - Distances from proposed project to:
 - Abutting public roads and right-of-ways.
 - Private roads.
 - Property lines.
 - Well
 - Waste water disposal system.
 - Ordinary high water mark (OHWM) of navigable waters.
 - Indicate North arrow.



Please upload all needed attachments



docscan116-1775066657351.pdf



25-101-door-cty-elev-gr-1775066698500.pdf



25-101-door-cty-fdn-gr-1775066698825.pdf



25-101-door-cty-fl-pl-gr-1775066699246.pdf

Visit heygov.co/sisterbaywi.gov/fr_01kn4z38eya8axyxge9rcycyr2 to view or download full files.

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

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

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

Signature

Signed electronically on 4/1/26, 1:11 PM



Quick Reference Official's Contact List:

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

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

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

Signature



Signed electronically on 4/1/26, 1:11 PM

Payment

PAID \$500.00

SUBMITTED ON: 4/1/26

For Administration use only.

Plan Commission Review Approve Decline

CONDITIONS OF APPROVAL

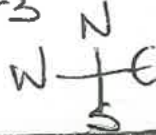
Estimated Impact Fee

Utilities Approval: Approved Declined

Zoning Administrator Review



Tim Halbrook Builders
2407 Ava Hope Trd
Site Plan



104.98'

30'

14'x14'
Patio

36'

48.98'

3 Bedroom
Ranch Home

20'

CRAW SPACE

UNEX. PORCH

14'

UNEXCAVATED GARAGE

18'

6" FPOURED CONC.
FOOT WALLS

16'
Concrete
driveway

60' to Middle
of Road

91.86

Northwoods Dr.

123.39'



2407 Ava Hope Trd

Payment receipt

Receipt number: 137791

Payment started on: 4/1/26, 1:09 PM

Paid on: 4/1/26, 1:11 PM

Payment method: Online with VISA **** 3363

Village of Sister Bay

administrator@sisterbaywi.gov

Bill to

Michael Fordney

lwwilken@gmail.com

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

Form application - Standard Zoning Permit ZON-20	\$500.00
--	----------

Subtotal: \$500.00

Payment fee: \$15.24

Total: \$515.24





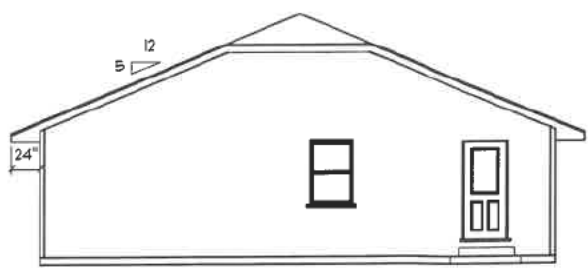
RESIDENTIAL
DESIGN & CONSULTING
715 - 276 - 3249

JEFF
HUEHNERFUSS
ARCHITECTURAL
DESIGNER

TIM HALBROOK BUILDERS

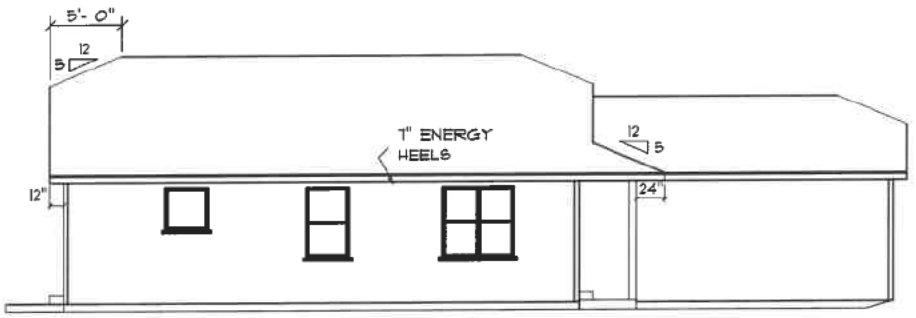
PROPOSED HOME FOR: DOOR COUNTY HOUSING PARTNERSHIP

E-MAIL: residentialdesign@centurytel.net



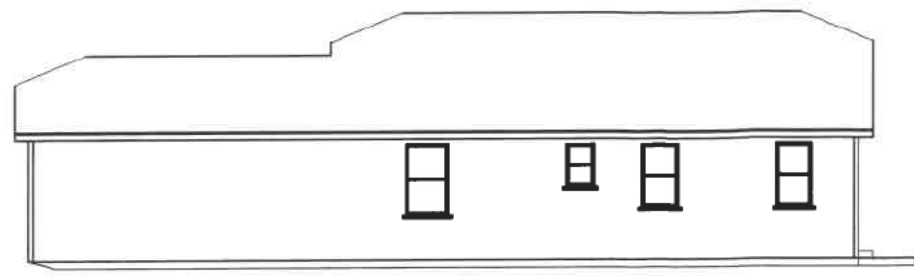
REAR ELEVATION

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



LEFT ELEVATION

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



RIGHT ELEVATION

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



FRONT ELEVATION

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

SHEET

1 OF 3

LAST REVISION DATE:

1 - 6 - 25 1 - 8 - 25 2 - 6 - 25

FILE:
25 - 101 - 7





**RESIDENTIAL
DESIGN & CONSULTING**

715 - 276 - 3249

**JEFF
HUEHNERFUSS**

**ARCHITECTURAL
DESIGNER**

TIM HALBROOK BUILDERS

PROPOSED HOME FOR: DOOR COUNTY HOUSING PARTNERSHIP

E-MAIL: residentialdesign@centurytel.net

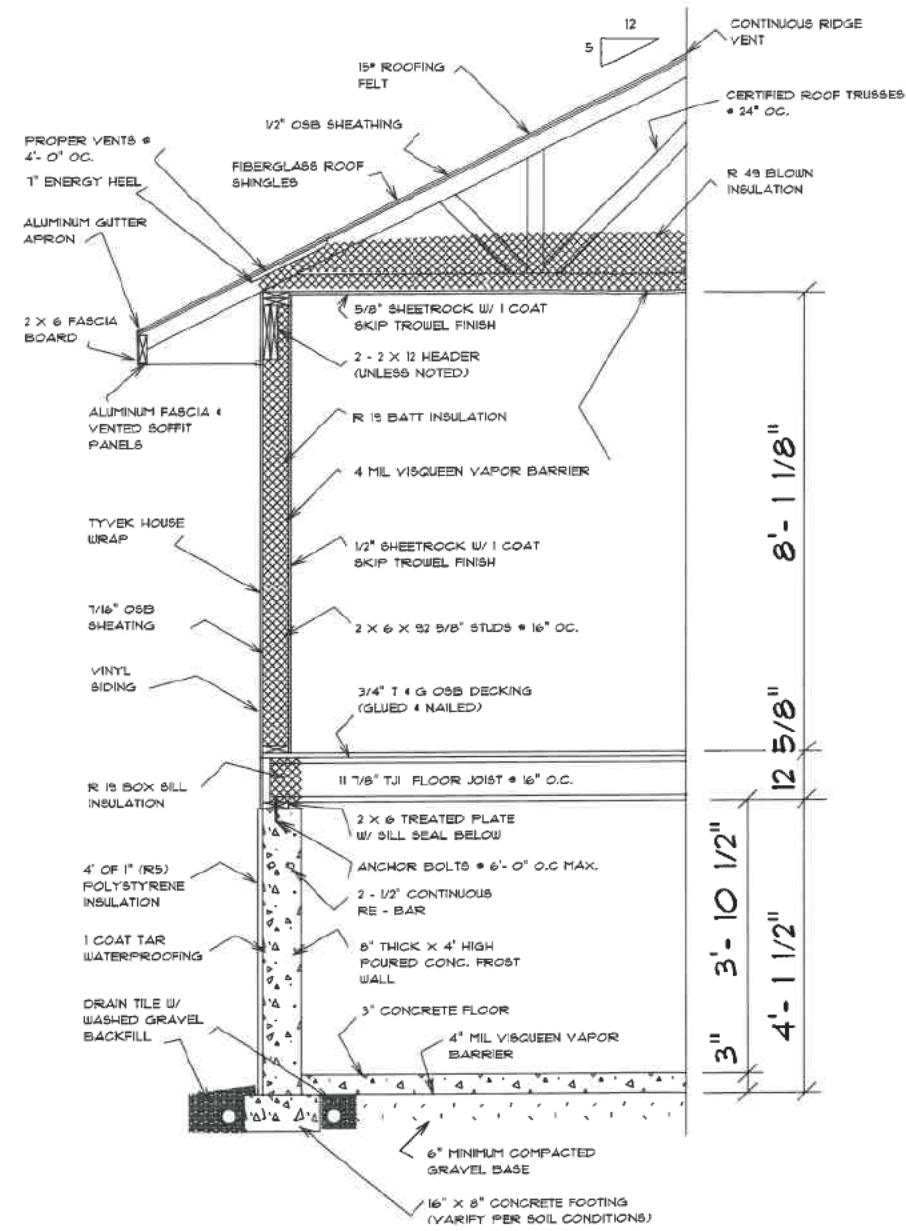
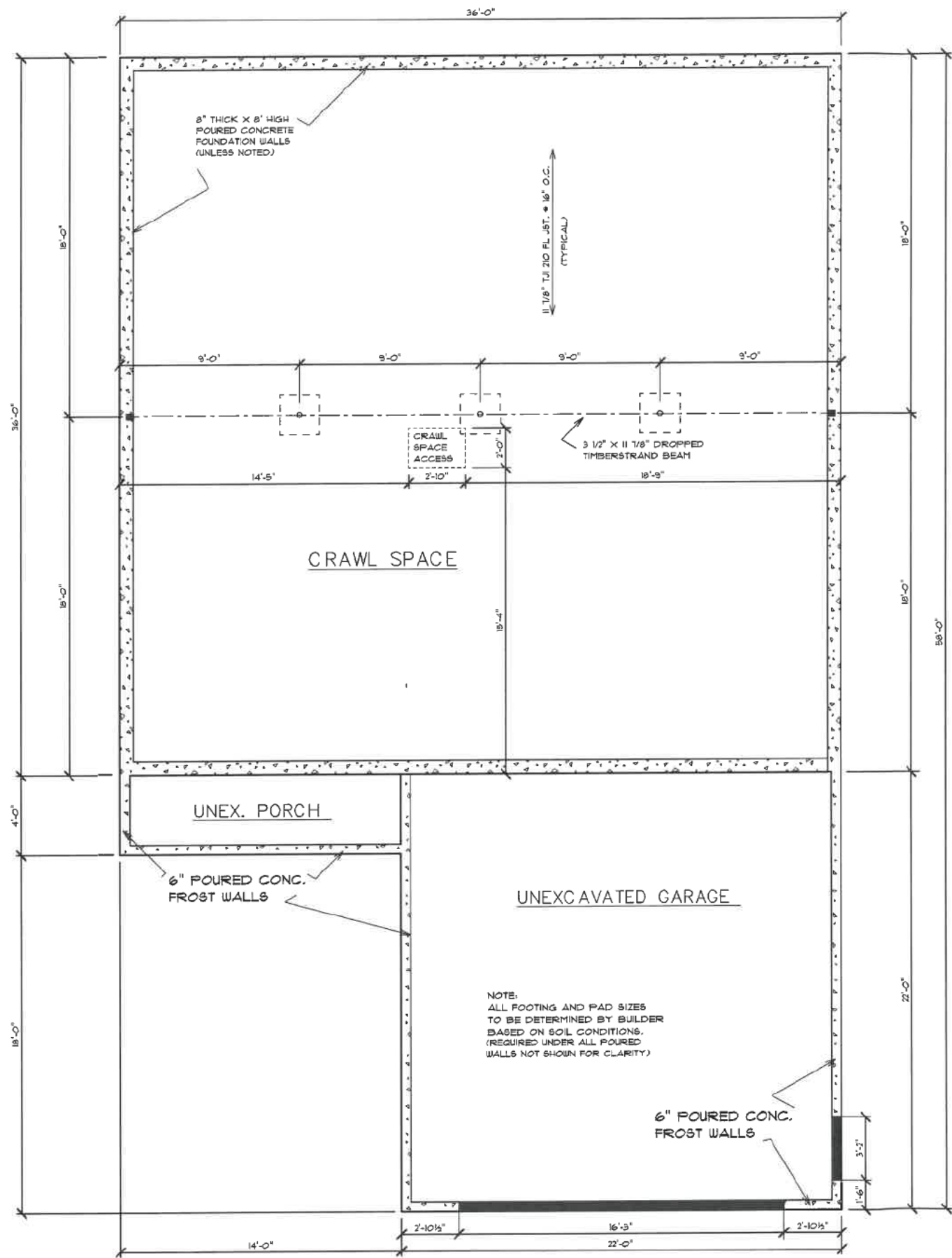
SHEET

3 OF 3

LAST REVISION DATE:

1 - 6 - 25	1 - 8 - 25	2 - 6 - 25
------------	------------	------------

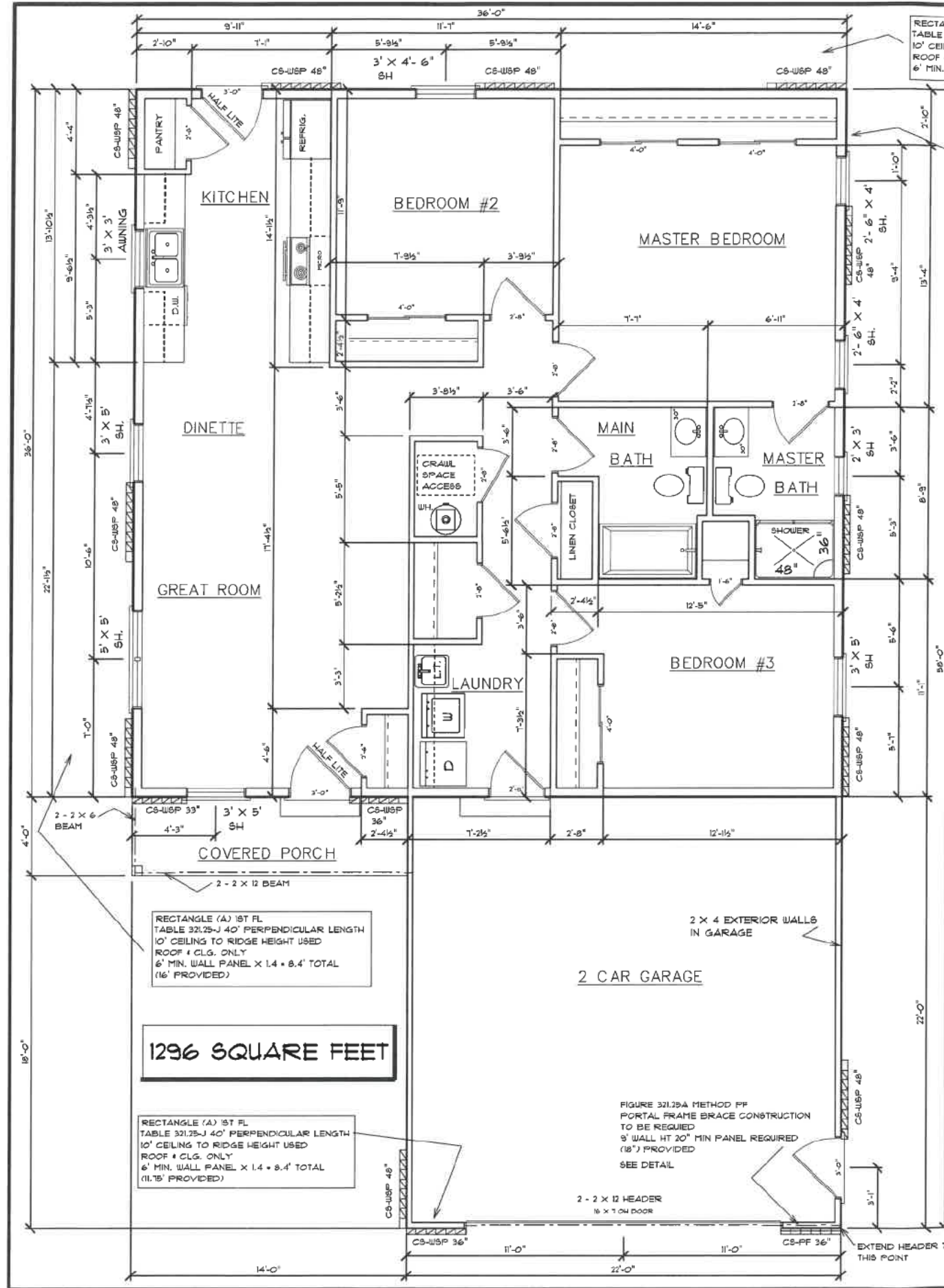
FILE:
25 - 101 - R



TYPICAL CROSS SECTION

FOUNDATION PLAN

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



2 X 6 X 32-5/8" EXTERIOR HOUSE STUDS @ 16" O.C. ALL BEARING SITUATION HEADERS TO BE 2-2 X 12 UNLESS NOTED

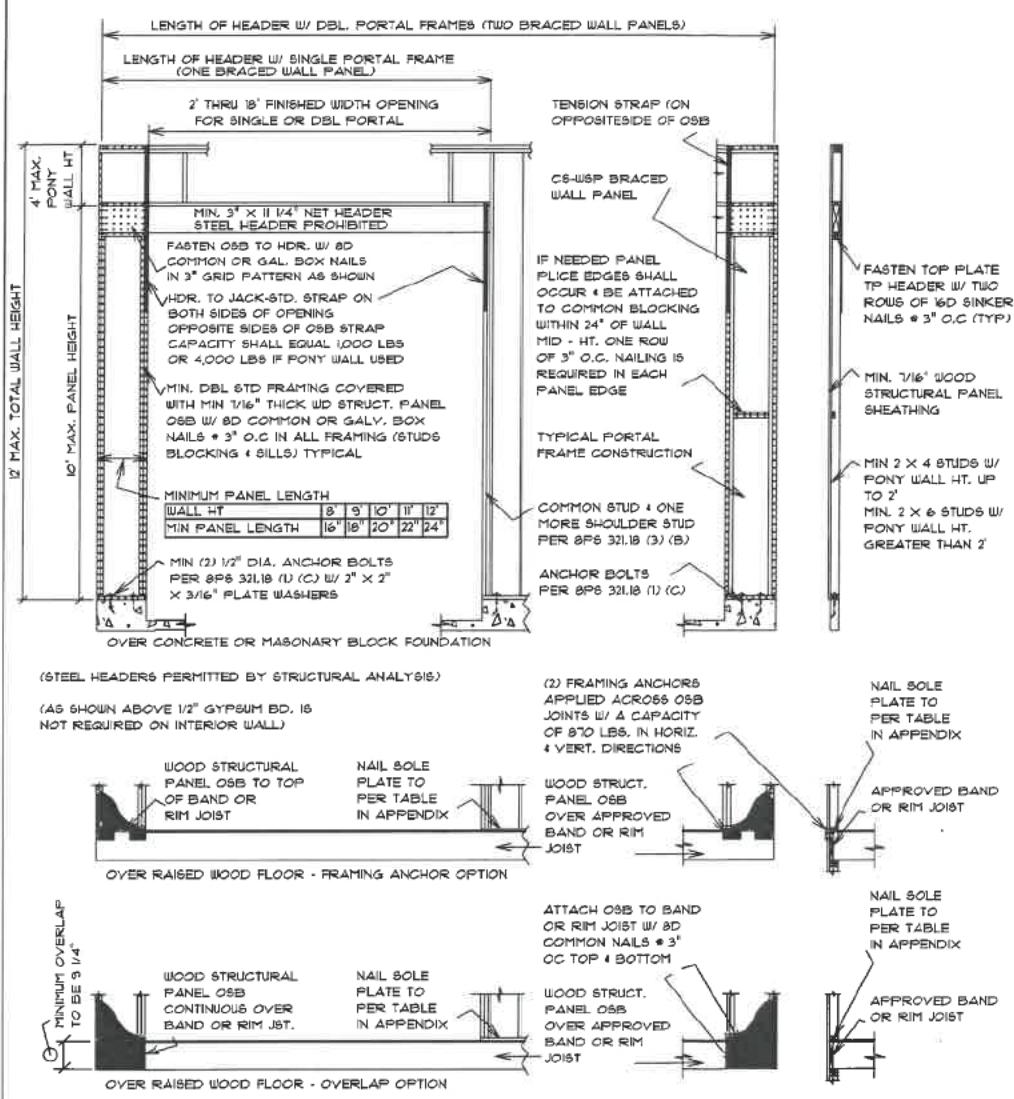
VINYL WINDOWS + PATIO DOOR

DOOR COUNTY / ZONE 2 = 47 P&F @ 1.5%

RECTANGLE (A) 1ST FL TABLE 321.25-J 40' PERPENDICULAR LENGTH 10' CEILING TO RIDGE HEIGHT USED ROOF + CLG. ONLY 6' MIN. WALL PANEL (12' PROVIDED)

RECTANGLE (A) 1ST FL TABLE 321.25-J 40' PERPENDICULAR LENGTH 10' CEILING TO RIDGE HEIGHT USED ROOF + CLG. ONLY 6' MIN. WALL PANEL X 1.4 = 8.4' TOTAL (16' PROVIDED)

FIGURE 32125-A
CS - PF PORTAL FRAME BRACE CONSTRUCTION



FRONT ELEVATION

SECTION

FIRST FLOOR PLAN

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

NOTE: 8'-1 1/8" CEILINGS

RESIDENTIAL DESIGN & CONSULTING

715 - 276 - 3249

JEFF HUEHNERFUSS

ARCHITECTURAL DESIGNER

TIM HALBROOK BUILDERS

PROPOSED HOME FOR: DOOR COUNTY HOUSING PARTNERSHIP

E-MAIL: residentialdesign@centurytel.net

SHEET

2 OF 3

LAST REVISION DATE:

1 - 6 - 25	1 - 7 - 25	1 - 8 - 25
2 - 6 - 25		

FILE: 25 - 101 - R

APR 01 2026

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

920-854-4118

Receipt No: 1.000000614

Apr 3, 2026

DC Housing Partnership

Previous Balance:	.00
LICENSES AND PERMITS - 2407 Ava Hope Tr T Halbrook Single Fam Home-	500.00

Total:	500.00
--------	--------

CREDIT CARD	Check No: HeyGov	500.00
Total Applied:		500.00

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

04/03/2026 9:07 AM

This Application
is A DRAFT



Village of Sister Bay Standard Zoning Permit Application

Village of Sister Bay

2383 MAPLE DRIVE | SISTER BAY, WI 54234

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

E-MAIL: INFO@SISTERBAYWI.GOV

WEB SITE: WWW.SISTERBAYWI.GOV

Is the applicant the property owner? Yes No

First name

TIMOTHY

Last name

HALBROOK

Applicant Address

Applicant Phone

(920) 336-1413

Property Owner Name

DOOR COUNTY HOUSING PARTNERSHIP INC

Property Owner Address

PO BOX 342, BAILEYS HARBOR, WI 54202

Property Owner Phone



Property Owner Email

[REDACTED]

Contractor Name

TIM HALBROOK BUILDERS INC

Contractor Address

[REDACTED]

Contractor Phone

[REDACTED]

Contractor Email

[REDACTED]

Parcel Identification Number (PIN)

181510011

Street Address of Property in Sister Bay

2407 AVA HOPE TRL

Is this property connected to public water?

Yes No

Is this property connected to public sewer?

Yes No

What are you looking for?

Zoning Permit Conditional use permit Sign permit
 Building permit

Applicant Email

heidi.teich@sisterbaywi.gov

Type of

Single Family Home Commercial Fence Attached Garage

Construction

Multi family Deck Detached Garage Shed

Addition (Describe below) Other (Describe here)

Select one

Please Provide a Brief Description of Your Project

BUILD 3 BEDROOM RANCH HOME

Lot Size (Ft.)

104.98 X 123.39



Total Lot Area

13068

Sq.
Ft.

Building Length

58

Building Width

36

Building Footprint

2032

Sq.
Ft.

Number of Stories

1

Height (Roof Peak)

19

Primary roof

Estimated costs

\$ 200000

Type of Construction

SITE BUILT



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

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

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

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

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

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

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

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

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

█ **Floor Plans including a foundation plan**

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

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

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

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

Thank you for your anticipated cooperation.

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

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



PLEASE ATTACH THE SITE PLAN IN ATTACHMENTS BELOW.

INSTRUCTIONS

- ▣ INDICATE north and ENTER the dimensions of the property.
- ▣ SKETCH the location of the well, septic system (tank/field) and all other buildings present on the property.
- ▣ SKETCH the location of the proposed project (include dimensions) and SHOW the shortest distance from the project to the:
 - ▣ Well ▣ Adjacent Buildings
 - ▣ Edge Of Lake/Stream/Wetland ▣ Easements
 - ▣ Septic Tank & Drain Field ▣ Rear & Side Property Lines
 - ▣ Center(line) of Road/Highway ▣ Right-of-Way of Road/Highway

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

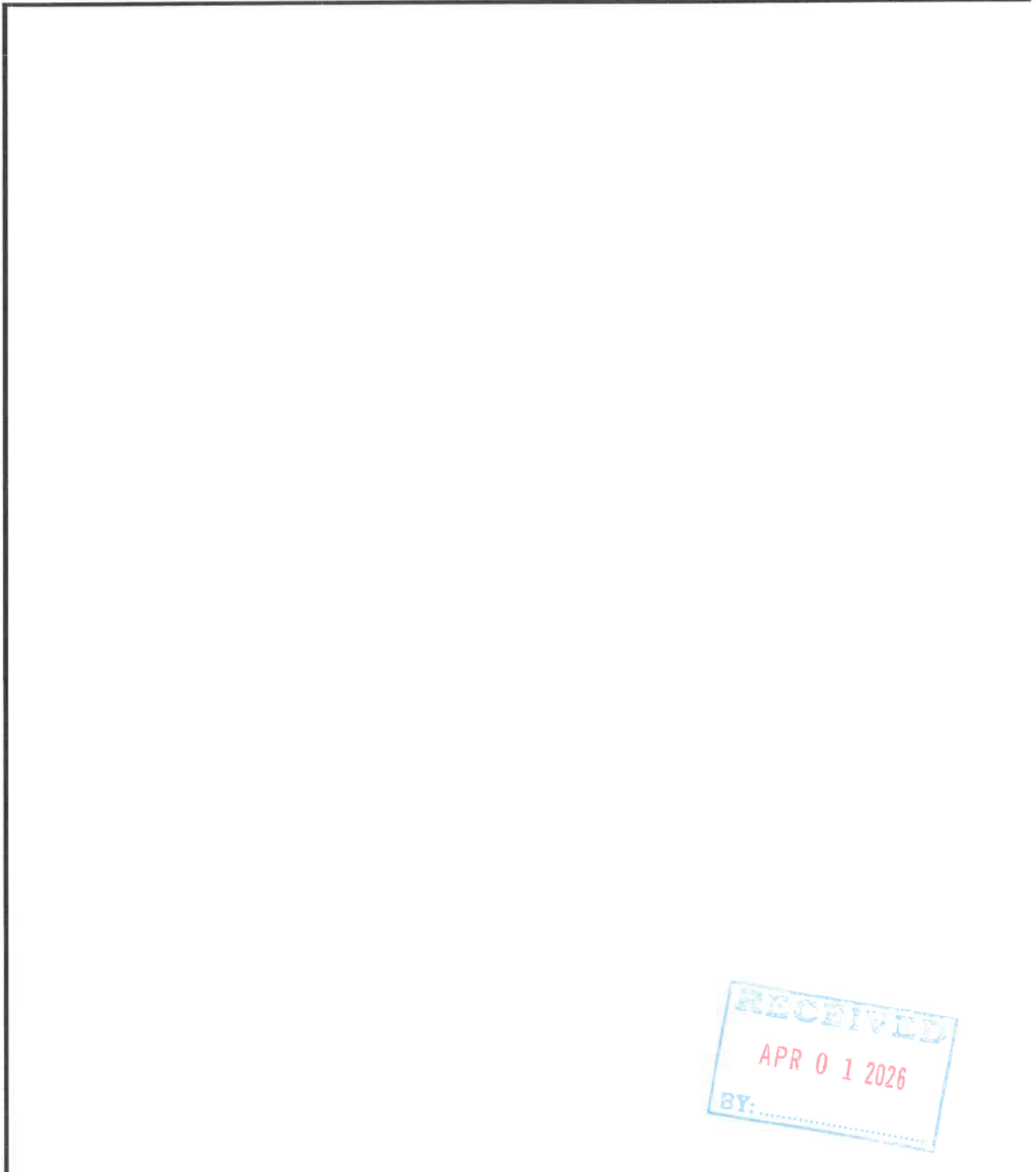
- ▣ LABEL all abutting roads, highways, lakes, streams or wetlands.
- ▣ LABEL the "USE" of all buildings shown.
- ▣ SHOW the outside dimensions of all structures on the property.
- ▣ Mark driveway location and length and width on site plan.



Width _____

Rear property line OR Edge of water

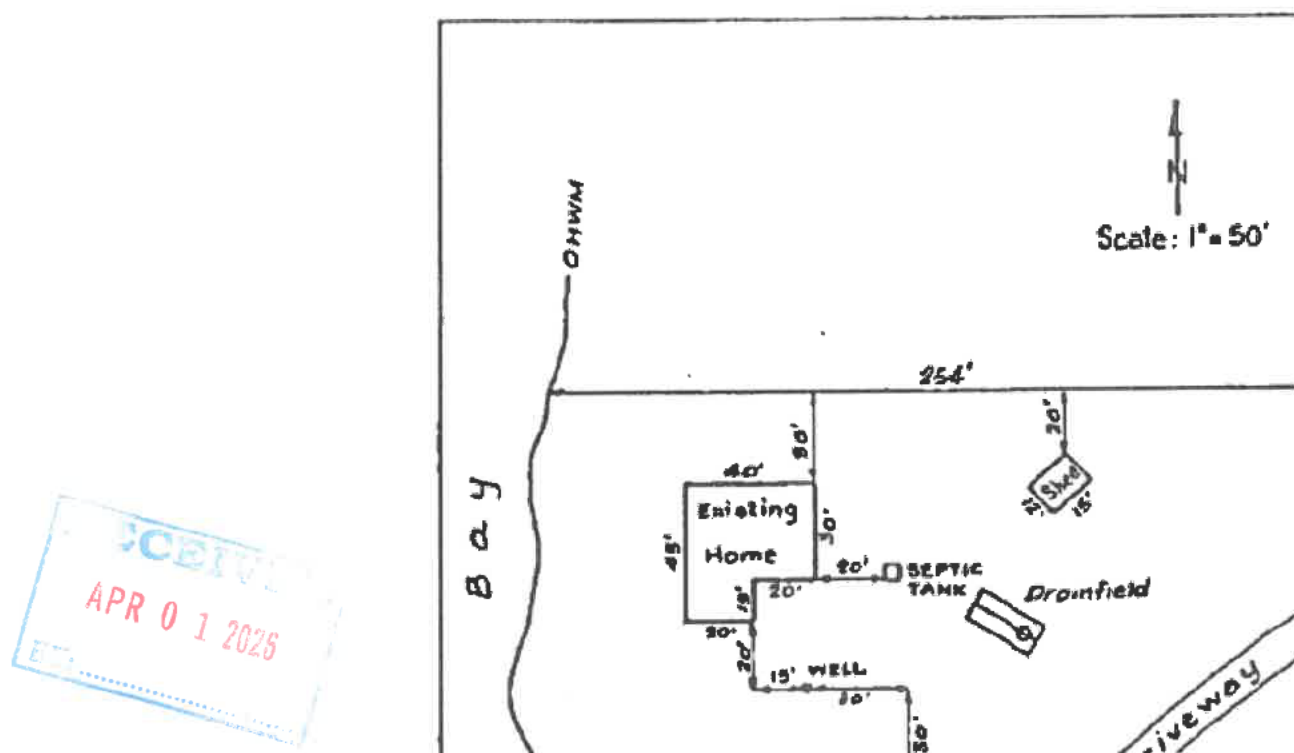
Side Property Line



RECEIVED
APR 01 2026
BY:

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 area:
 - Distances from proposed project to:
 - Abutting public roads and right-of-ways.
 - Private roads.
 - Property lines.
 - Well
 - Waste water disposal system.
 - Ordinary high water mark (OHWM) of navigable waters.
 - Indicate North arrow.



Please upload all needed attachments



docscan116-1775066657351.pdf



25-101-door-cty-elev-gr-1775066698500.pdf



25-101-door-cty-fdn-gr-1775066698825.pdf



25-101-door-cty-fl-pl-gr-1775066699246.pdf

Visit heygov.co/sisterbaywi.gov/fr_01kn4z38eya8axyxge9rcycyr2 to view or download full files.

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

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

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

Signature

F. KASSEL

Signed electronically on 4/1/26, 1:11 PM



Quick Reference Official's Contact List:

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

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

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

Signature



Signed electronically on 4/1/26, 1:11 PM

Payment

PAID \$500.00

SUBMITTED ON: 4/1/26

For Administration use only.

Plan Commission Review Approve Decline

CONDITIONS OF APPROVAL

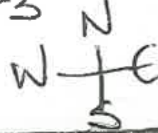
Estimated Impact Fee

Utilities Approval: Approved Declined

Zoning Administrator Review



Tim Halbrook Builders
2407 Ava Hope Trd
Site Plan



104.98'

30'

14'x14'
Patio

36'

48.98'

3 Bedroom
Ranch Home

20'

CRAW SPACE

UNEX. PORCH

14'

UNEXCAVATED GARAGE

18'

6" POWDER CONC.
FOOT WALLS

16'
Concrete
driveway

60' to Middle
of Road

91.86

Northwoods Dr.

123.39'



2407 Ava Hope Trd

Payment receipt

Receipt number: 137791

Payment started on: 4/1/26, 1:09 PM

Paid on: 4/1/26, 1:11 PM

Payment method: Online with VISA **** 3363

Village of Sister Bay

administrator@sisterbaywi.gov

Bill to

Michael Fordney

lwwilken@gmail.com

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

Form application - Standard Zoning Permit ZON-20	\$500.00
--	----------

Subtotal: \$500.00

Payment fee: \$15.24

Total: \$515.24





RESIDENTIAL
DESIGN & CONSULTING

715 - 276 - 3249

JEFF
HUEHNERFUSS
ARCHITECTURAL
DESIGNER

TIM HALBROOK BUILDERS

PROPOSED HOME FOR: DOOR COUNTY HOUSING PARTNERSHIP

E-MAIL: residentialdesign@centurytel.net

SHEET

1 OF 3

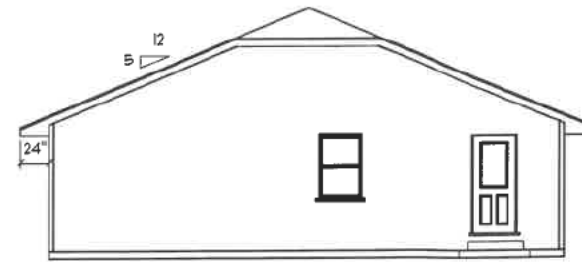
LAST REVISION DATE:

1 - 6 - 25 1 - 8 - 25 2 - 6 - 25

FILE:

25 - 101 - 7

RECEIVED
APR 01 2026
BY:



REAR ELEVATION

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



LEFT ELEVATION

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



RIGHT ELEVATION

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



FRONT ELEVATION

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



**RESIDENTIAL
DESIGN & CONSULTING**

715 - 276 - 3249

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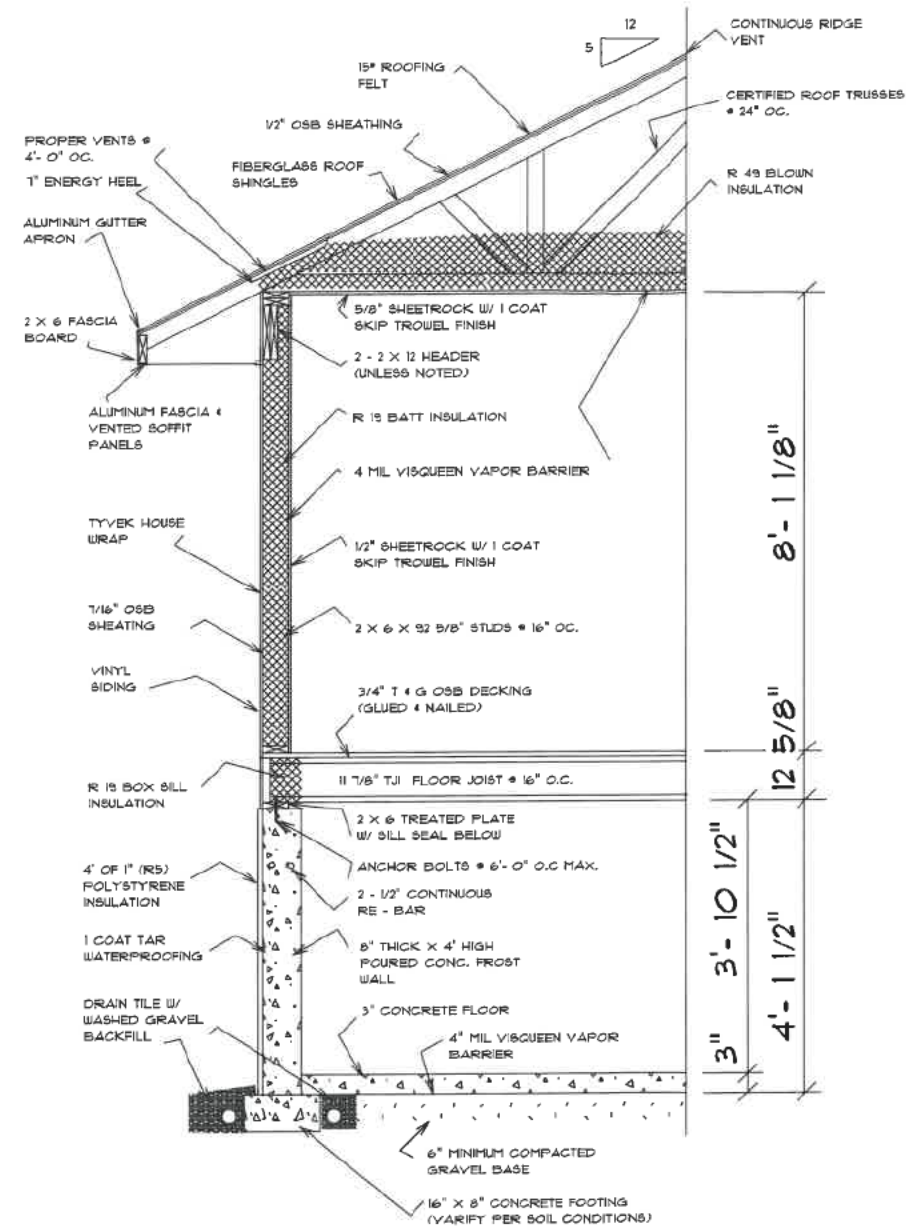
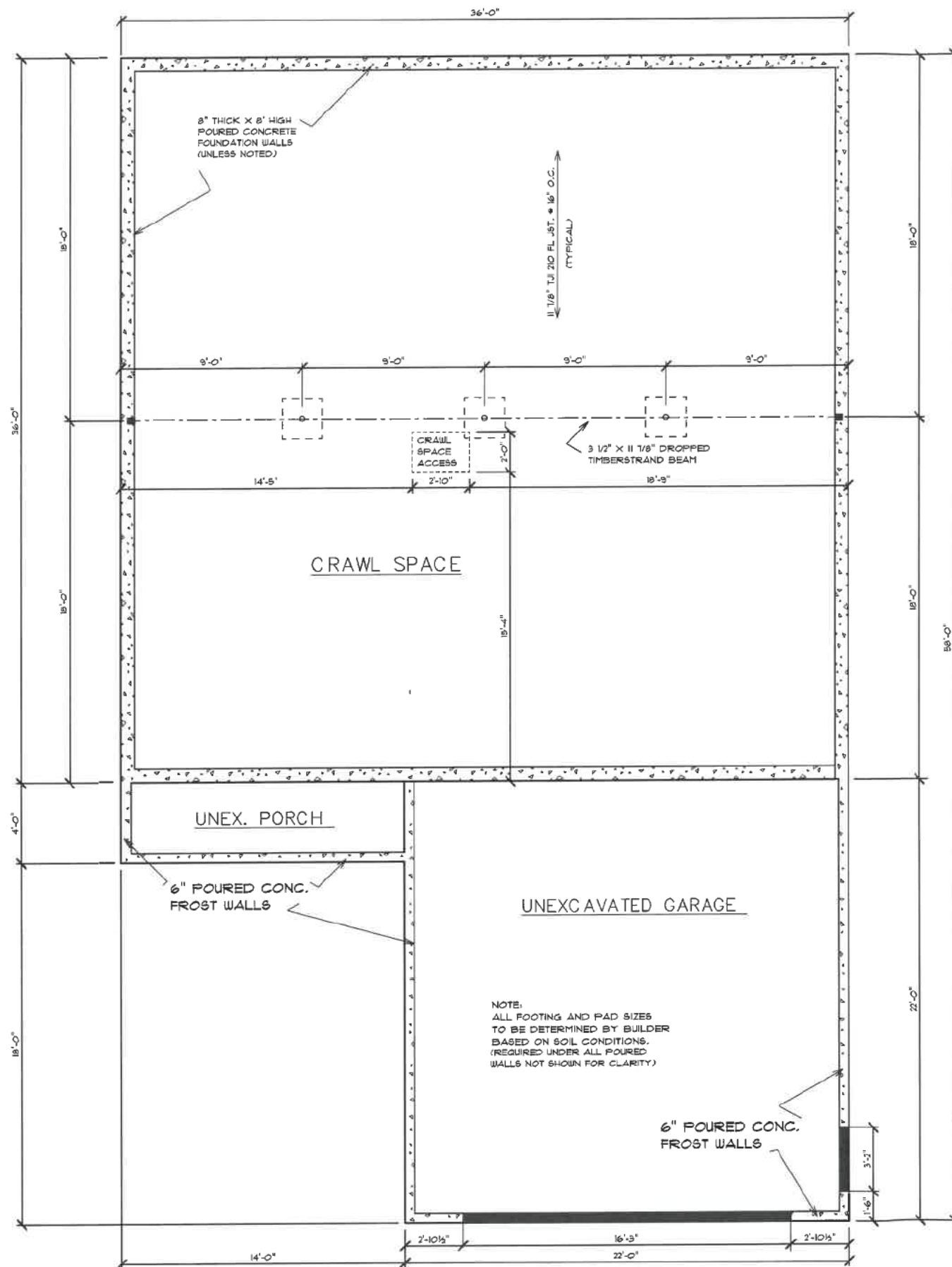
SHEET

3 OF 3

LAST REVISION DATE:

1 - 6 - 25	1 - 8 - 25	2 - 6 - 25
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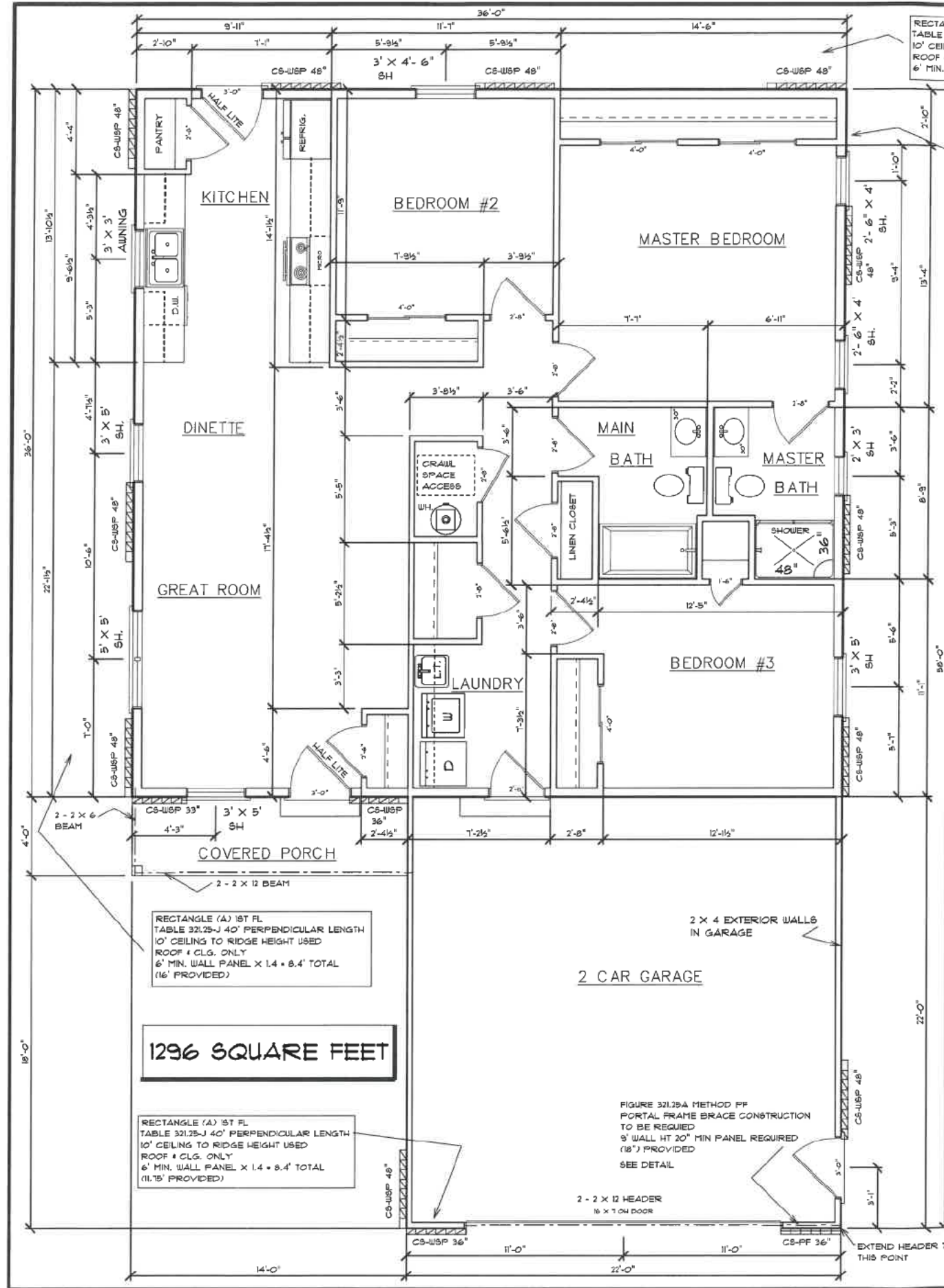
FILE:
25 - 101 - R



TYPICAL CROSS SECTION

FOUNDATION PLAN

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



RECTANGLE (A) 1ST FL. TABLE 321.25-J 40' PERPENDICULAR LENGTH 10' CEILING TO RIDGE HEIGHT USED ROOF + CLG. ONLY 6' MIN. WALL PANEL (12' PROVIDED)

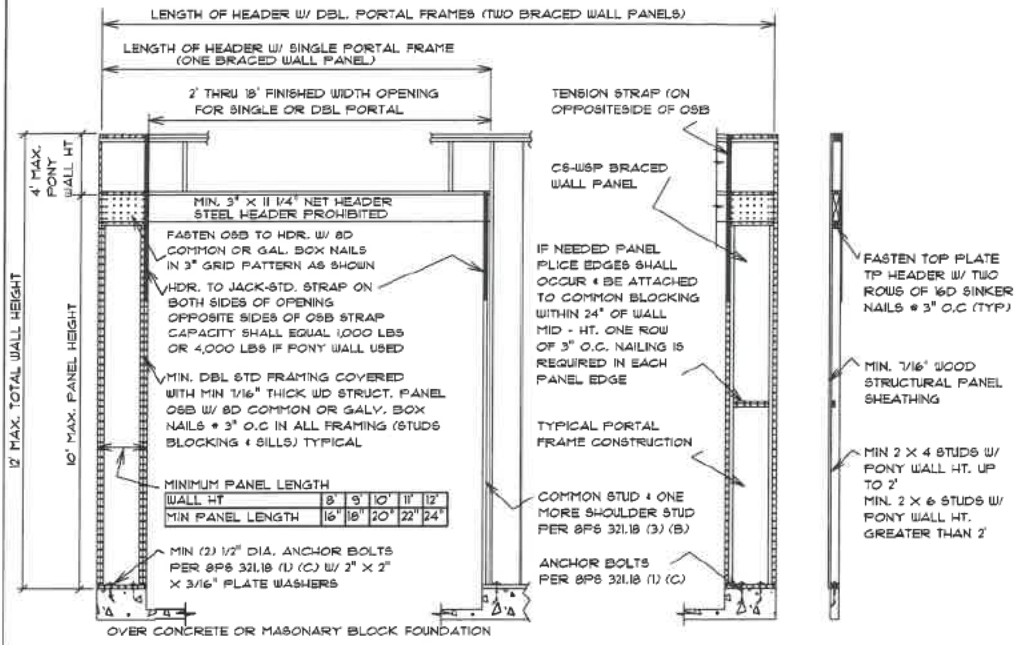
2 X 6 X 92-5/8" EXTERIOR HOUSE STUDS @ 16" O.C. ALL BEARING SITUATION HEADERS TO BE 2-2 X 12 UNLESS NOTED

VINYL WINDOWS + PATIO DOOR

DOOR COUNTY / ZONE 2 + 41 P6F @ 1.5%

RECTANGLE (A) 1ST FL. TABLE 321.25-J 40' PERPENDICULAR LENGTH 10' CEILING TO RIDGE HEIGHT USED ROOF + CLG. ONLY 6' MIN. WALL PANEL X 1.4 + 8.4' TOTAL (16' PROVIDED)

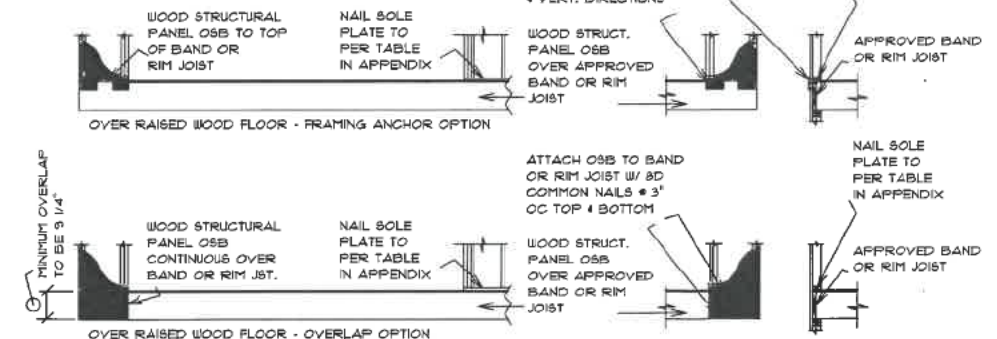
FIGURE 32125-A
CS - PF PORTAL FRAME BRACE CONSTRUCTION



(STEEL HEADERS PERMITTED BY STRUCTURAL ANALYSIS)

(AS SHOWN ABOVE 1/2" GYPSUM BD. IS NOT REQUIRED ON INTERIOR WALL)

(2) FRAMING ANCHORS APPLIED ACROSS OSB JOINTS W/ A CAPACITY OF 870 LBS. IN HORIZ. + VERT. DIRECTIONS



FRONT ELEVATION

SECTION

FIRST FLOOR PLAN

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

NOTE: 8'- 1 1/8" CEILINGS

RESIDENTIAL DESIGN & CONSULTING

715 - 276 - 3249

JEFF HUEHNERFUSS

ARCHITECTURAL DESIGNER

TIM HALBROOK BUILDERS

PROPOSED HOME FOR: DOOR COUNTY HOUSING PARTNERSHIP

E-MAIL: residentialdesign@centurytel.net

SHEET

2 OF 3

LAST REVISION DATE:

1 - 6 - 25	1 - 7 - 25	1 - 8 - 25
2 - 6 - 25		

FILE: 25 - 101 - R

APR 01 2026

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

920-854-4118

Receipt No: 1.000000614

Apr 3, 2026

DC Housing Partnership

Previous Balance:		.00
LICENSES AND PERMITS - 2407 Ava Hope Tr T Halbrook Single Fam Home-		500.00
<hr/>		
Total:		500.00
<hr/>		
CREDIT CARD	Check No: HeyGov	500.00
Total Applied:		500.00
<hr/>		
Change Tendered:		.00
<hr/>		

04/03/2026 9:07 AM

Zoning Permit Review Template

Single-Family Residence (R-2 District)

Project Information

- **Applicant Name:** Tim Halbrook Builders
- **Property Address / Parcel Number:** 2407 Ava Hope Trail (181510011)
- **Zoning District:** R-2 (Multiple-Family Residence District)
- **Proposed Use:** Single-Family Dwelling (Permitted use)
- **Date of Review:** 04/30/2026
- **Reviewer:** Benjamin Andrews, Village/Zoning Administrator

Use Classification

Is the proposed use permitted?

Single-family dwellings are a permitted use in R-2.

Yes No (explain):

Are any conditional uses proposed?

Examples: bed-and-breakfast, community living arrangement with 9+ residents, accessory solar collector structure, antennas >35 ft.

No Yes (requires Plan Commission review):

Lot and Dimensional Compliance

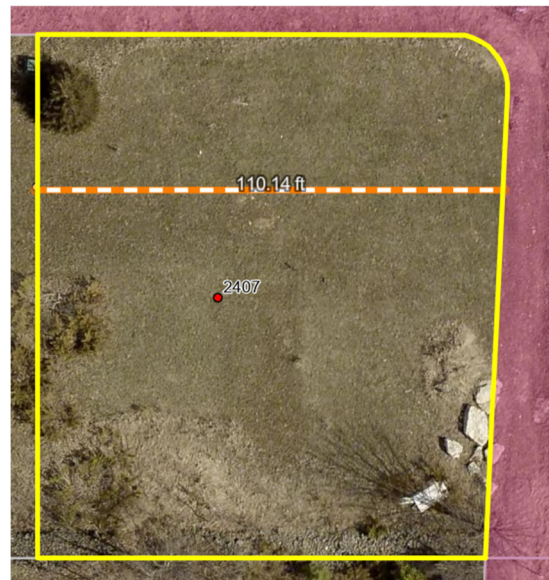
(R-2 Dimensional Standards)

Lot Area

- Minimum Required: **20,000 sq ft**
 - Provided: **13,068 sq ft**
- Compliant?** Yes No

Lot Width

- Required (interior): **75 ft**
 - Required (corner): **110 ft**
 - Provided: **110 ft**
- Compliant?** Yes No



Minimum Green Space

- Minimum Required: **40% of lot (5,227.20 Maximum)**
- Provided: %

- 36 x 36 = 1296
- 4 x 14 = 56
- 22 x 22 = 484
- 22 x 35.59 = 778.58
- 14 x 14 = 196

TOTAL: 2,810.58

TOTAL LOT AREA: 13,068.00

REMAINING GREEN SPACE: 10,257.42 (78%)

Compliant? Yes No

Principal Structure Standards

Building Height

- Maximum Required: **35 ft**
 - Proposed: **17' 5/8 ft**
- Compliant? Yes No

Minimum Building Width

- Minimum Required: **24 ft (excludes attached garage)**
 - Proposed: **36 ft**
- Compliant? Yes No

Minimum Floor Area

- ~~1 BR: 900 sq ft~~
 - ~~2 BR: 1,000 sq ft~~
 - **3+ BR: 1,200 sq ft**
 - Proposed total: **2,032 sq ft**
- Compliant? Yes No

Setback Verification

Front Yard (public street)

- Required: **60 ft from centerline**
- Provided: **60 ft**
- Compliant**

~~Front Yard (private road/easement)~~

- ~~• Required: **40 ft from pavement/easement**~~
- ~~• Provided: ft~~

Side Yards

- Required: **10 ft one side / 25 ft total**
- Proposed: **Left 48.98 ft / Right 20 ft (68.98 ft)**
- Compliant**

Rear Yard

- Required: **30 ft**
- Provided: **30 ft**
- Compliant**

~~Accessory Structures (if included)~~

~~Detached garages, pools, antennas, etc.~~

- ~~• Accessory structure present?~~
- ~~**No** **Yes (list):**~~

~~Verify:~~

- ~~• Side yard: **10 ft / 25 ft total**~~
- ~~• Rear yard: **30 ft**~~
- ~~• Height \leq principal structure~~
- ~~• No accessory structure in front yard unless CUP~~
- ~~• Architectural compatibility (if applicable)~~

~~**Compliant?** Yes No (explain):~~

Parking & Driveway Compliance

Parking Requirement

- Single-family: **2 spaces minimum**
- Provided: **2 spaces (Garage Stalls)**
- Compliant**

Driveways

- Must be paved to ROW
- Width max: **24 ft**
- Actual: **22 ft**
- Setback: **10 ft** from side lot line
- Note: Greater than 10 feet on either side
- Compliant**

Building Design Standards

(R-2 District – exterior materials, foundation, garage orientation, façade articulation)

Verify:

- Approved siding materials: **vinyl**
- Permanently enclosed foundation: **yes**
- Garage does not dominate front façade (~~multi-family development~~)
- Wall articulation if wall >50 ft visible from street
- Street trees: **1 per 40 ft** of ROW frontage

Street trees shall be planted by the property owner along all existing and new public rights-of-way at a rate of at least one tree per 40 feet.

Meets architectural requirements?

Yes No (explain):

Overlay District Review

Is the parcel within any overlay requiring special review?

None



STAFF REPORT

Date: May 14, 2026

To: Plan Commission

Re: Discussion on Zoning Code Revisions and Related Items

Author(s): Benjamin Andrews, Village Administrator

Action(s) Requested: Ordinance Resolution Direction Receive/File

BACKGROUND INFORMATION

In previous meetings, the Plan Commission discussed reviewing the comprehensive rewrite and revisions to the Zoning Code. There was discussion about whether this process is needed and, if needed, whether it should be done in-house or by a contracted firm. The purpose of this agenda item is to provide the Commission with an opportunity to continue its discussion and determine whether further action or direction is necessary at this stage.

OTHER DISCUSSION ITEMS

Sign Permit Process

As part of the broader code review, staff and the Commission have previously discussed potential refinements to the sign permit process. This agenda item allows for further evaluation of application requirements, review procedures, and alignment with best practices.

Accessory Dwelling Unit (ADU) Incentives

There was discussion about exploring options to encourage the development of accessory dwelling units while maintaining short-term-rental restrictions. The Commission may provide directions on whether these concepts should be incorporated into the ongoing code revisions.