



## PLAN COMMISSION MEETING AGENDA

**Tuesday, June 23, 2026 -- 5:30 P.M.**

**Sister Bay-Liberty Grove Fire Station – 2258 Mill Rd., Sister Bay, WI – Large Meeting Room**

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=9706363858>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional meeting information visit: [www.sisterbaywi.gov](http://www.sisterbaywi.gov), click 'Agendas and Minutes' or watch the meeting video online.

### AGENDA

1. Call to Order & Roll Call
2. Approve of Agenda
3. Approve Meeting Minutes:
  - a) May 26, 2026; Regular Meeting
4. Comments, Correspondence, and Concerns from the Public
5. Discussion/Action Items:
  - a) Site Plan Review; Marina Building; 10733 Bay Shore Drive
  - b) Site Plan Review; Pergola Addition; CHOP – 2345 Mill Road
  - c) Text Amendment Revisions Discussions
6. Annual Permit Log
7. Executive Session
  - a. Wisc. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning a strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
    - i. Zoning Permit Application; Accessory Building
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting
  - Regular Monthly Meeting; July 28, 2026, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station
9. Adjournment

### Public Notice

For questions regarding the above agenda items or to review the related files contact Benjamin Andrews, Village Administrator, at [administrator@sisterbaywi.gov](mailto: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](mailto: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.

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

**VILLAGE OF SISTER BAY  
PLAN COMMISSION MEETING MINUTES  
TUESDAY, MAY 26, 2026  
UNAPPROVED**

**1. Call to Order & Roll Call**

Chairperson Nate Bell called the Plan Commission meeting to order on Tuesday, May 26, 2026, at 5:30 P.M., and roll call was taken.

**Present:** Commission members Nate Bell, Jerry Ahrens, Laurel Harff, Skip Heidler, Brigid White.

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

**Others:** Kurt Harff, Bill Harbeck, Lisa Harbeck, Susan Caldwell, Paul H., Eric J., Garritt Bader, Skylar Witalison, S. Gullick, Katelyn Jerard, Kim Erzinger, Myles Dannhusen. VIA ZOOM: Don Peters, Louise Howson, Ellie Soderberg-Guger, MDannhusen, Jill Wiebe-LWV Observer Corp, Mary W., Michael Langer, Eric Slavin, #847-971-xxxx,

**2. Approve of the Agenda**

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

**3. Approve Meeting Minutes**

**a. May 14, 2026; Special Meeting**

*Motion by Bell, second by Heidler to approve the meeting minutes as presented. Motion carried- all ayes.*

**4. Comments, Correspondence, and Concerns from the Public**

Bill Harbeck of Sister Bluff Estates indicated he had comments regarding agenda item 5B and requested to address those concerns when that item was reached. No other public comments were received.

**5. Discussion/Action Items**

**a. Development Agreement Amendment; Coming of Age in Sister Bay, LLC; 10615 & 10619 Sister Bluff Drive**

Andrews provided background, noting this item was a follow-up to the site plan review from the May 14 Special Meeting for the second duplex development by Coming of Age in Sister Bay, LLC. The proposed amendment addressed updated driveway widths (two 18-foot driveways), approval of sunrooms, clarification of screening requirements for propane tanks, and confirmation of the existing landscaping plan.

Heidler raised the point that given the lapse of the original development agreement and the significant changes to the driveway layout and drainage, the Commission should consider executing a new consolidated development agreement rather than a second amendment. He expressed concern that the current drainage plan had not been updated to reflect the change from two retention ponds to one, and that without a revised plan on record, the Commission would be sending an incomplete package to the Village Board.

Bell acknowledged the concern but noted that requiring a fully new agreement at this stage could delay the project to a July board meeting. The applicant's representative, Garrett Bader, indicated

1 that updated drainage and site plans could be submitted within days, and that the project team had  
 2 been engaged for over three years and was prepared to begin construction as soon as possible.  
 3 After deliberation, the Commission reached consensus that a new development agreement—rather  
 4 than a third amendment—would be preferable to consolidate all terms in one document. The  
 5 Commission agreed that the new agreement would incorporate the revised driveway plan, an  
 6 updated drainage plan, and a landscaping plan, with the latter to be reviewed and satisfied as a  
 7 condition prior to issuance of occupancy permits. The Commission further agreed that the updated  
 8 drainage and driveway plans would be submitted and reviewed by Harff and Ahrens prior to the  
 9 June 16 Village Board meeting. If no objections were raised, the item would proceed to the Board  
 10 without requiring an additional Plan Commission meeting.

11 *Motion to recommend to the Village Board approval of a new development agreement for Coming of*  
 12 *Age in Sister Bay, LLC, incorporating the revised driveway plan, updated drainage plan, and*  
 13 *landscaping plan (the latter to be satisfied prior to issuance of occupancy permits), and conditioned*  
 14 *upon review of the drainage and driveway documents by Plan Commission members prior to the*  
 15 *Village Board meeting, was made by Bell and second by Ahrens. Motion carried – all ayes.*

16  
 17 **b. Development Agreement Amendment; Lunaview; 2399 Maple Drive**

18 Andrews presented a proposed amendment to the Lunaview development agreement, incorporating  
 19 terms discussed at the May 14 Special Meeting. The amendment addressed modifications to rooftop  
 20 Unit 301, revised additional parking areas as shown on the reviewed site plan, and an amendment to  
 21 approved building materials and colors requiring that the rooftop color be mitigated from the  
 22 existing white.

23 Bill Harbeck, a condominium owner at Sister Bluff Estates, addressed the Commission regarding the  
 24 visibility of the white roof and surrounding white structures from the bluff. He stated that he had  
 25 reviewed all prior development documents and found no approval for the white flat roof, which had  
 26 been understood to be shingled. He expressed concern that the word "mitigated" in the proposed  
 27 amendment was ambiguous and requested more specific language to ensure compliance, suggesting  
 28 earth tones consistent with neighboring rooftops such as the yacht club.

29 Heidler noted that the amendment should address not only the rooftop membrane color but also  
 30 the stairway enclosure and pergola walls visible from the bluff, which were also white. White  
 31 confirmed that the developer had previously indicated willingness to address these elements either  
 32 through repainting or enclosure.

33 After discussion, the Commission agreed to revise the amendment language to specify that the  
 34 rooftop color, stairway enclosure, and pergola walls are to be changed to a brown, tan, or gray earth  
 35 tone, replacing the more general language regarding "mitigation."

36 Regarding the revised parking layout, Andrews explained that two additional guest parking spaces  
 37 were being identified along the driveway area. Several commissioners questioned whether there  
 38 was adequate clearance between the proposed parking spaces and the retaining wall. It was noted  
 39 that the parking additions were supplemental to the already-approved spaces and did not affect  
 40 minimum code requirements. No changes to parking conditions were incorporated into the motion.

41 *Motion to approve the amended development agreement for Lunaview at 2399 Maple Drive, with*  
 42 *revised language specifying that the rooftop color, stairway enclosure, and pergola walls be changed*  
 43 *to a brown, tan, or gray earth tone, and incorporating the revised parking layout as presented, was*  
 44 *made by Bell and second by White. Motion carried – all ayes.*

45  
 46 **c. Zoning Code Interpretation; Temporary Banner Display Request; Ben Ehlers; Chop; 2345 Mill Rd**

47 Andrews presented a zoning code interpretation request from the management of Chop restaurant,  
 48 which sought to display a temporary banner during daily lunch hours, removing it after service  
 49 concluded each day.

50 The Commission discussed whether this arrangement would qualify as a permitted temporary sign  
 51 under the Village's sign regulations. The consensus was that a temporary sign under the code is

1 intended for short-term, one-time promotional use—such as an upcoming event—and that a sign  
 2 displayed and removed on a daily recurring basis does not meet that definition. The Commission  
 3 further noted that the request, as submitted, did not fit the approved sign materials or permanent  
 4 sign standards either.

5 Andrews confirmed the Commission's interpretation that the banner display as requested is not  
 6 permitted as a temporary sign and does not qualify as any other approved sign category.

7 Katelyn Jerard, General Manager of Chop and Lure, acknowledged the determination and noted that  
 8 she would instead explore use of an open flag (consistent with the Village's flag regulations, which  
 9 allow up to three flags per business) and a sandwich board sign, subject to a standard permit. The  
 10 Commission confirmed both of those options would be allowable if compliant with applicable code  
 11 provisions.

12  
 13 **d. Site Plan Review; Lure; 10627 N Bay Shore Drive**

14 Andrews presented a site plan review for an approximately 448-square-foot patio expansion at Lure  
 15 restaurant, which would include a retaining wall composed of timber. The property is located in the  
 16 B2 Downtown District with a Historic Overlay. The proposed grading and drainage changes were  
 17 noted to be within the two-foot threshold that would ordinarily trigger an engineering plan  
 18 requirement. Andrews also noted that the expansion would intensify outdoor seating use, which  
 19 raised the question of whether additional parking would be required.

20 General Manager Jerard described the project, explaining that the retaining wall was initially  
 21 motivated by water drainage running toward the building, and that the decision was made to  
 22 combine that work with a patio expansion. She anticipated six tables in the new space, potentially  
 23 seating approximately 20 to 24 additional guests.

24 The Commission engaged in extended discussion regarding parking. Heidler noted that under the  
 25 current code—one space per 150 square feet of dining area or one space per four seats, whichever is  
 26 greater—the existing restaurant is already considerably short of required parking, with  
 27 approximately 16 available spaces against a much larger theoretical need. He acknowledged that the  
 28 situation could not be corrected retroactively, but expressed hesitation about approving additional  
 29 seating without addressing the parking shortfall.

30 Bell acknowledged the tension between the code requirements and the practical reality of the  
 31 downtown corridor, noting that the Village's code also directs the Commission to avoid excessive  
 32 impervious surfaces and preserve green space, and that shared parking and pedestrian traffic  
 33 patterns are characteristic of the B2 district. He expressed a preference for utilizing the existing fee-  
 34 in-lieu-of-parking mechanism rather than denying the expansion outright. He noted that the fee  
 35 structure as currently written is rudimentary and would benefit from future refinement as part of  
 36 the ongoing Zoning Code Review, but that it represents the available tool today.

37 After discussion, the Commission agreed to approve the patio expansion conditioned upon payment  
 38 of the fee-in-lieu-of-parking for four parking stalls, under the existing fee structure. The approval of  
 39 the retaining wall and screening work, including dumpster screening previously identified as  
 40 outstanding, was understood to proceed concurrently.

41 *Motion to approve the Lure patio expansion at 10627 N Bay Shore Drive as presented, conditioned*  
 42 *upon payment of the fee-in-lieu-of-parking for four stalls pursuant to the existing fee structure, was*  
 43 *made by Heidler and seconded by Bell. Motion carried – all ayes.*

44  
 45 **e. Courtesy Review; Friends of the Ice Rink; Ice Rink Reconstruction; 2155 Autumn Ct**

46 Miles Dannhausen presented on behalf of Friends of the Ice Rink, seeking courtesy review input on a  
 47 proposed reconstruction of the Sister Bay Sports Complex ice rink.

48 The Commission raised several points for consideration. Commissioners expressed concern about  
 49 the extent of tree removal that would be required to accommodate the proposed driveway access  
 50 and utility runs through the existing cedar windbreak. The Commission encouraged exploration of  
 51 combining the utility corridor and driveway access into a single cleared path to minimize tree loss,

1 and suggested replanting cedars around and behind the new structures to restore the windbreak  
2 over time.

3 Ahrens raised the question of whether the chiller system's noise output had been assessed relative  
4 to the Village's noise standards at the lot line (75 dBA). Dannhausen noted the system was described  
5 as comparably quiet to rooftop HVAC equipment and agreed to follow up with noise documentation.  
6 The Commission discussed the aesthetic character of the proposed garage structure. The consensus  
7 was that the building should be utilitarian and durable, and that it should use a mixture of materials  
8 that blend with the park setting. The Parks Maintenance Facility aesthetic was mentioned as a  
9 possible reference, though commissioners noted it has a more industrial character. Dannhausen  
10 agreed to return with more detailed plans, including a lighting plan if dark-sky-compliant lighting  
11 upgrades are to be included in the current phase.

12 No action was required on this courtesy review item. The Commission's feedback was noted for  
13 incorporation into the detailed plans to be presented at a future meeting.

14

15 **f. Courtesy Review; Adam and Bridgid White; Sister Bay General Store; 10674 North Bay Shore**  
16 **Drive**

17 White recused herself from the dais to present this item as an applicant, noting the coincidental  
18 timing of her Planning Commission membership and the project's development, and that the two  
19 were unrelated.

20 The proposal involves construction of a new general store with an ice cream parlor on an irregularly  
21 shaped parcel in the B3 Downtown District extending to Spring Road. Bridgid White, Adam White's  
22 co-applicant, presented the project with architect Eric Slavin (participating remotely) and engineer  
23 Skyler Witalison of Stantec Engineering.

24 The applicants described a two-story building in a folk Victorian architectural style, designed to  
25 evoke a historic commercial building that could have been constructed in the area 100 years ago.  
26 The building would front North Bay Shore Drive, with parking access from Spring Road at the rear of  
27 the property. The applicants noted that the lot contains numerous mature cedar trees toward the  
28 rear, and expressed a preference for preserving as many as possible.

29 Ahrens raised questions regarding wetland delineation and setback requirements. Witalison  
30 explained that a new wetland delineation had been completed, with the delineated line falling very  
31 close to a prior survey from 2021. Andrews noted that the Village's wetland overlay district is based  
32 on a 1990s conceptual map, and that the current delineation governs the actual building envelope.  
33 The DNR wetland classification and any applicable state setbacks were still being confirmed by the  
34 delineator, though the expectation was that the category would be among the more lenient  
35 classifications.

36 The Commission discussed parking. Bell noted that the code directs the Commission to avoid  
37 unnecessary parking that would sacrifice green space and reduce impervious surface. The  
38 Commission suggested that when formal plans are submitted, the applicants provide two parking  
39 layout options—one maximizing spaces and one preserving trees—so the Commission can weigh the  
40 trade-offs directly.

41 Bell also suggested exploring a pedestrian connection from the street frontage to the rear parking  
42 area and noted that bike parking provisions and transit stop proximity could contribute to parking  
43 reduction considerations under the code.

44 On architectural and design questions, Heidler noted some visual inconsistencies in the window  
45 treatment shown on the preliminary elevation and a sense of busyness on certain elevations. Slavin  
46 acknowledged the comments, noting that some window adjustments had already been identified,  
47 and confirmed that the front exterior staircase shown in the submitted packet had since been  
48 removed from the design in favor of an internal egress stair, which would allow those openings to  
49 become windows.

1 On signage, the Commission confirmed that a construction sign is permitted without a permit during  
 2 the construction period under the code, not to exceed one sign of 18 square feet, and must be  
 3 removed upon issuance of the occupancy permit.

4 On outdoor lighting, the applicants asked about the permissibility of traditional lantern-style wall  
 5 fixtures in keeping with the building's historic character. The Commission discussed the relevant  
 6 code provision, which requires that light sources be shielded to prevent direct upward light and  
 7 minimize spillover onto adjacent properties. Heidler noted the code's purpose is to prevent light  
 8 trespass and sky glow, not to prohibit decorative fixtures. Ahrens noted that the dark sky standard of  
 9 3,000 Kelvin would apply. Slavin indicated that cut sheets for proposed fixtures, including wattage  
 10 and opaque/transparent component identification, would be submitted with the formal application  
 11 for Commission review.

12 No action was required on this courtesy review item. The applicants indicated they anticipated  
 13 returning for formal submission in July.

#### 14 **6. Permit Activity Log**

15 Andrews noted the permit activity log had been distributed the day of the meeting. The Commission  
 16 requested that future permit logs be distributed with the regular meeting packet. No further  
 17 discussion was recorded.  
 18

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

20 -Zoning Code Review

21 -Bell noted that accessory dwelling units (ADUs) and a refined fee-in-lieu-of-parking framework  
 22 remained outstanding items for inclusion in the Zoning Code Review agenda.

23 -Commissioners were invited to submit additional topics to Andrews for scheduling.

24 -Andrews confirmed a zoning administrator report would be added to future agendas.  
 25

#### 26 **8. Next Meeting**

27 The next regular monthly meeting of the Sister Bay Plan Commission is scheduled for Tuesday, June  
 28 23, 2026, at 5:30 PM, in the Large Meeting Room of the Sister Bay-Liberty Grove Fire Station.  
 29

#### 30 **9. Adjournment**

31 *Motion to adjourn at 8:29 PM.*

32 *Motion by Heidler second by Ahrens. Motion carried -all ayes.*  
 33

34  
 35 Respectfully submitted by Sarah Bertges, Administrative Assistant



## STAFF REPORT

Date: June 23, 2026

**To:** Plan Commission

**Re:** Building Plan and Site Plan Review; Marina Building; 10733 Bay Shore Drive

**Author(s):** Benjamin Andrews

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

### **BACKGROUND INFORMATION**

The Village contracted with MDT to design our new Marina Building. The design of the building is substantially complete and the plans are attached. The site plan is available for The Marina Building is located at 10733 Bay Shore Drive and is within a P-1 Park District.

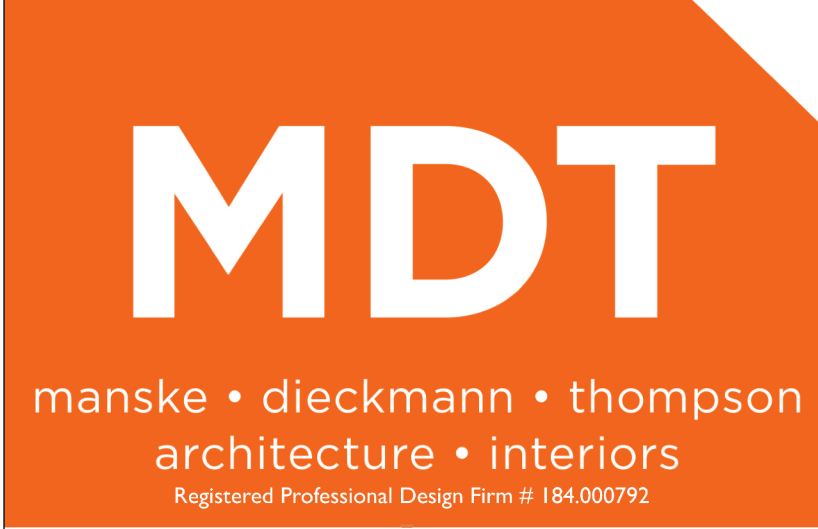
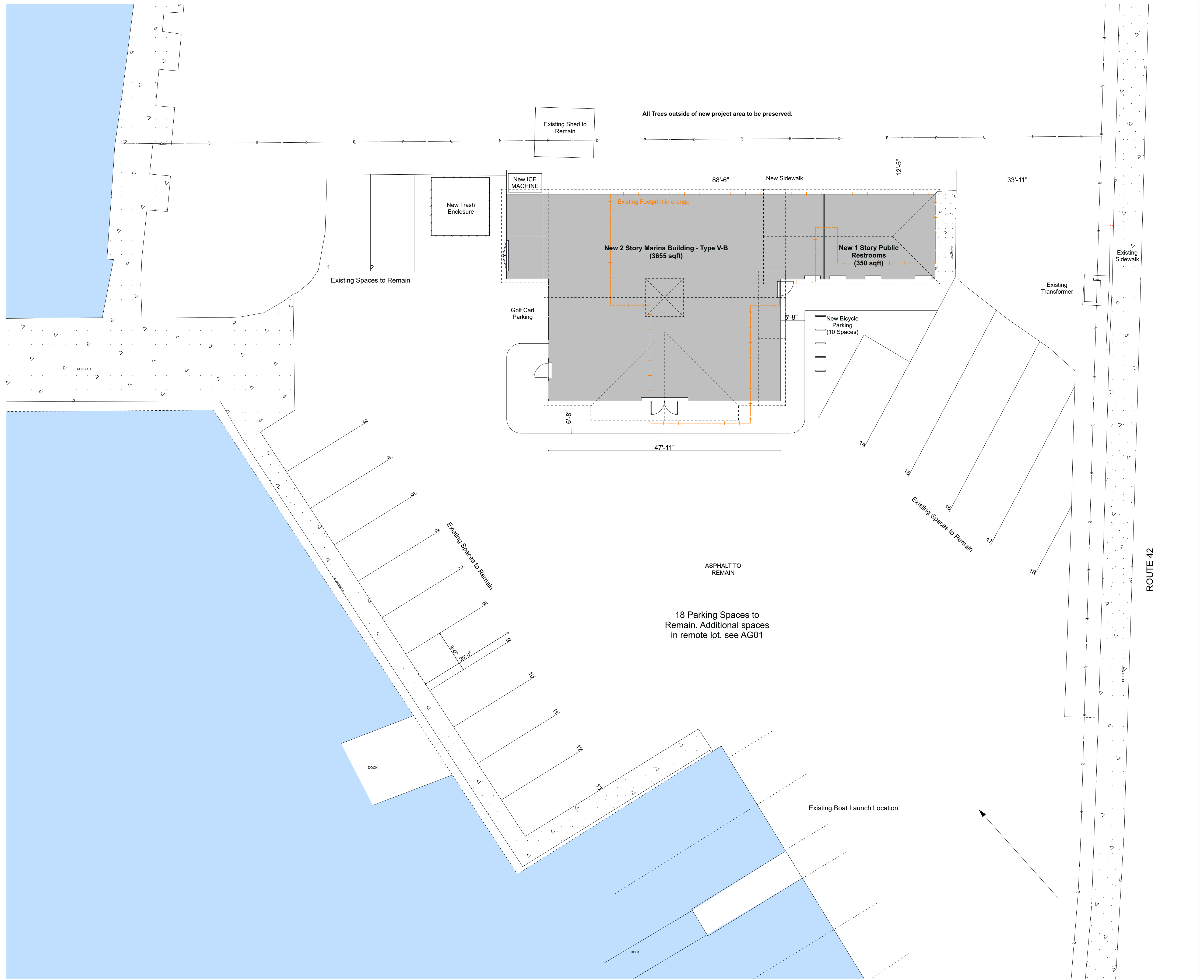
- Public Marinas are permitted in the district, and the proposed height of the building does not exceed 35 feet.
- There are some concerns with the setback requirements based on the existing P-1 setback requirements; the area nearest to the roadway is not further encroaching toward the front setback area.
- The building has been reviewed for architectural compliance and compatibility.
- There is no significant change to the parking at the new Marina Building.

### **PRIOR ACTION/REVIEW**

At its May 14, 2026, special meeting, the Plan Commission conducted a courtesy review of the proposed Marina Building at 10733 N. Bay Shore Drive. The Commission found the building design generally consistent with zoning and architectural standards, and no major issues were identified regarding setbacks or green space.

### **RECOMMENDED ACTION(S)**

Village staff recommend the Plan Commission's review, thoughts, and approval on the project.



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

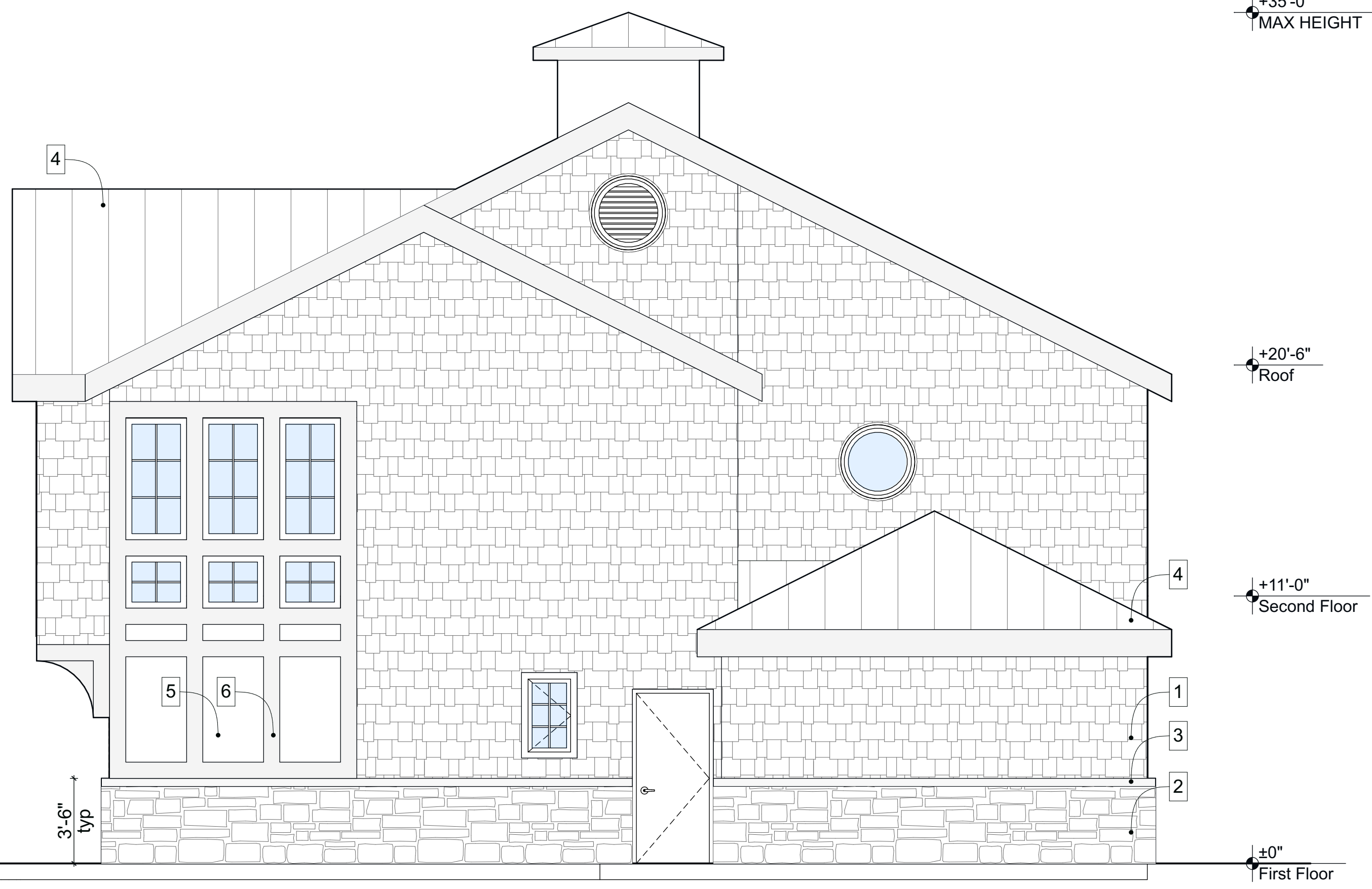
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New Marina Building  
Sister Bay Marina  
10733 Bay Shore Drive,  
Sister Bay, Wisconsin



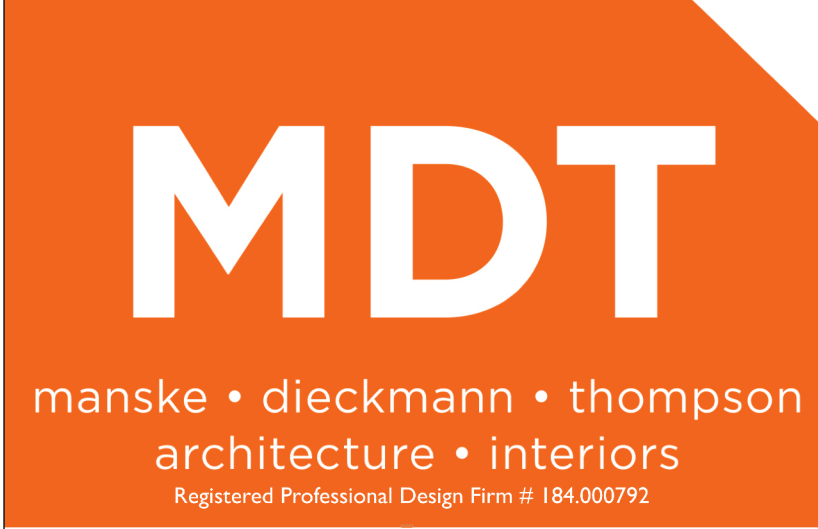


1 South Elevation  
SCALE: 1/4" = 1'-0"



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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Chicago, IL 60640

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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**

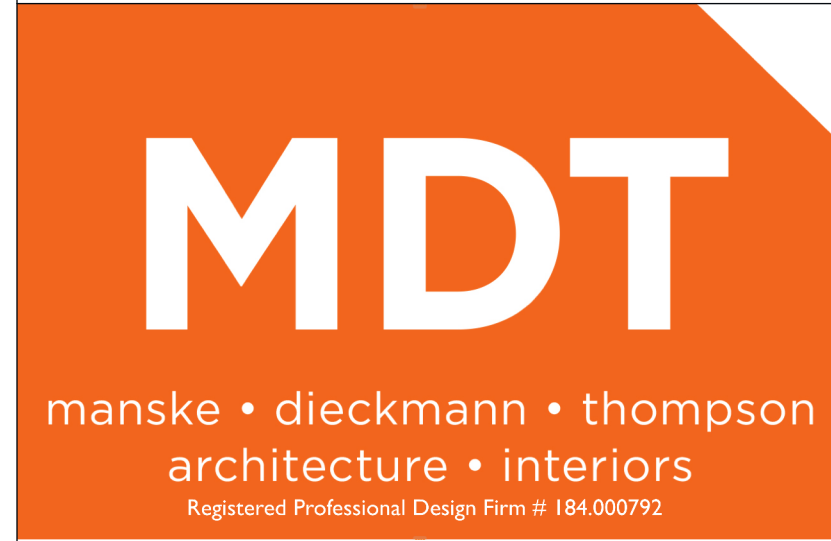


3 North Elevation  
SCALE: 1/4" = 1'-0"



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)
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Date	Issued For	RevID

Building Elevations

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

A202



4629 N Broadway  
Chicago, IL 60640

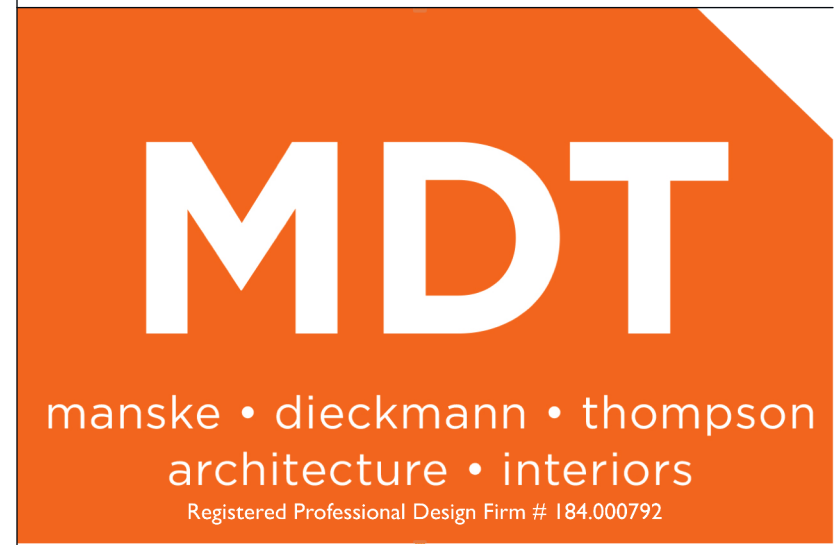
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Date	Issued For	RevID

Render 01

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

A605



4629 N Broadway  
Chicago, IL 60640

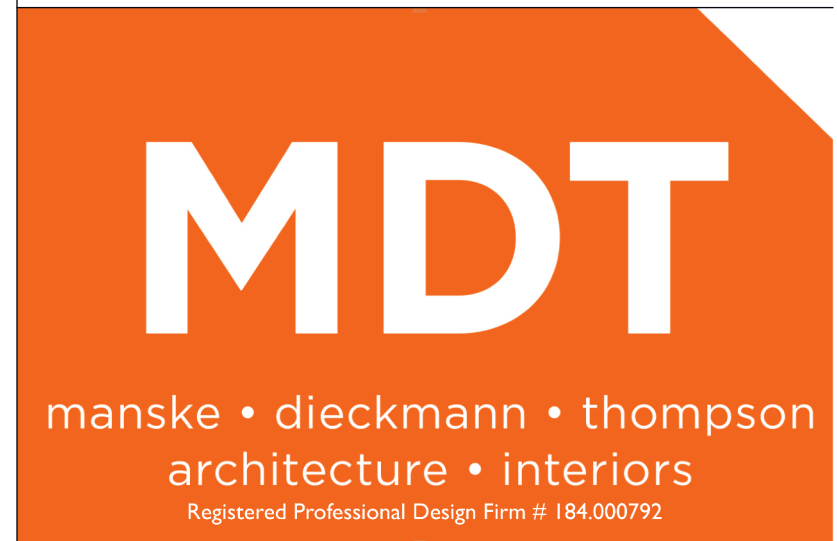
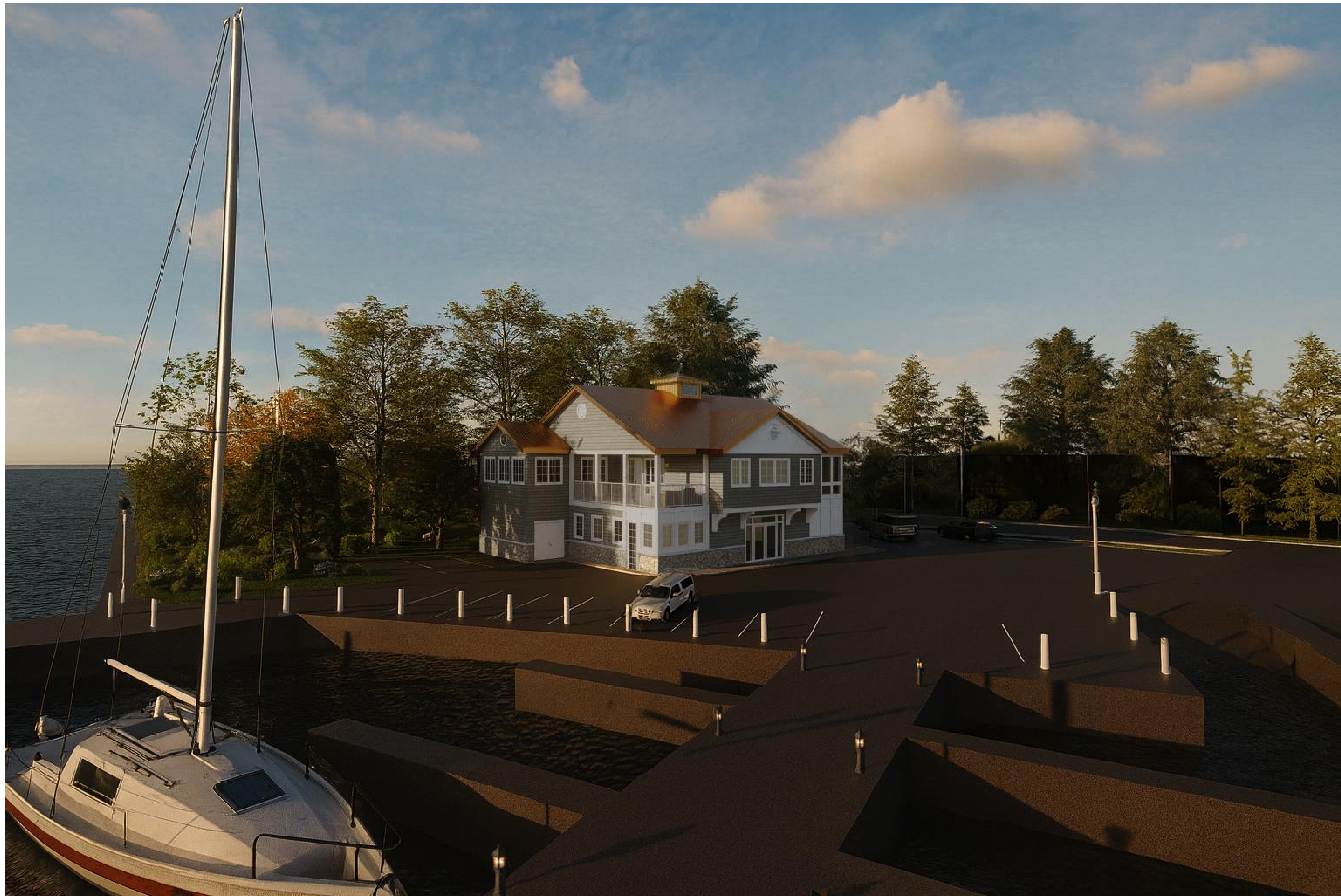
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Date	Issued For	RevID

Render 02

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

A606



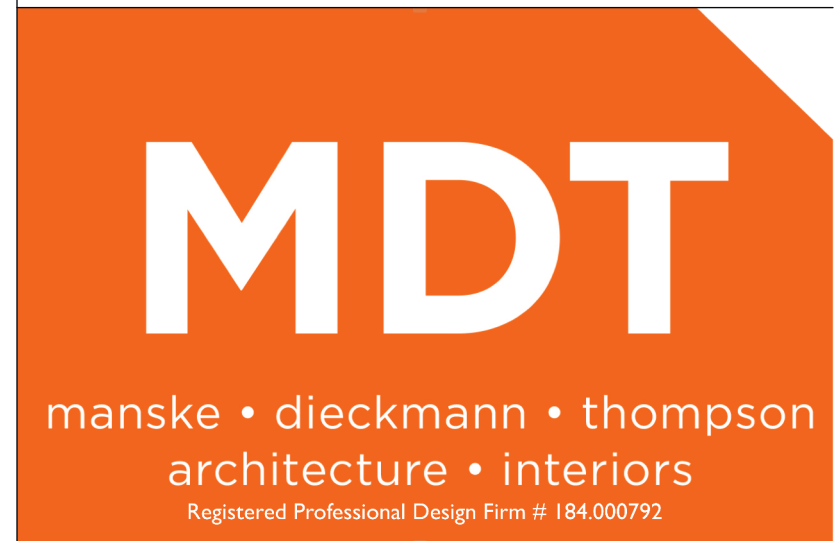
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Date	Issued For	RevID

Render 03

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



4629 N Broadway  
Chicago, IL 60640

773.561.1987  
www.mdtarch.com

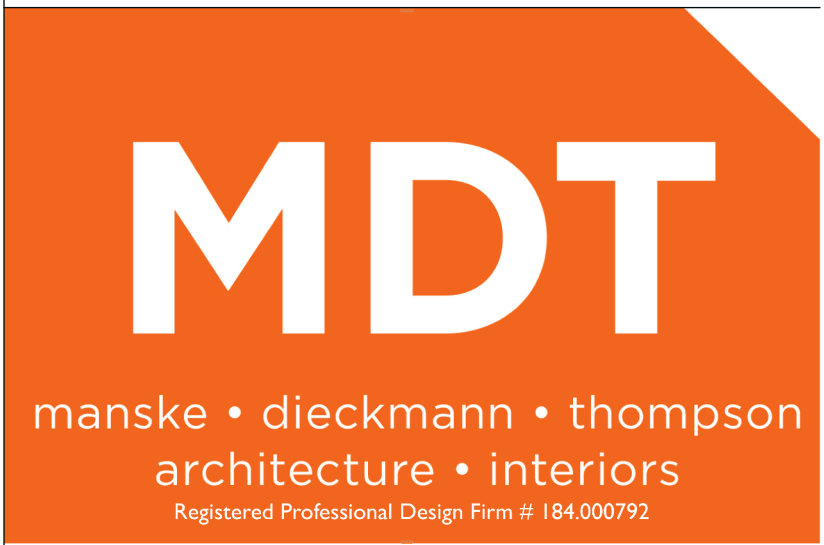
Date	Issued For	RevID

Render 01

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

1 Render 01

A608



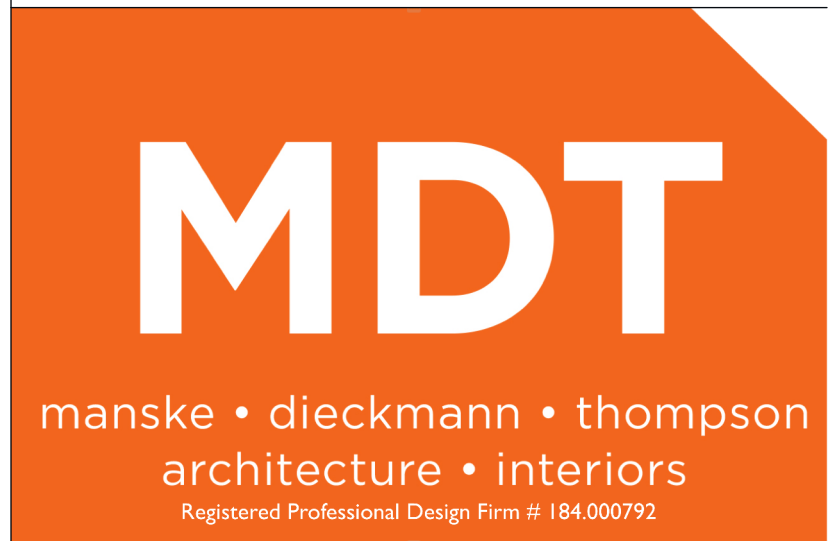
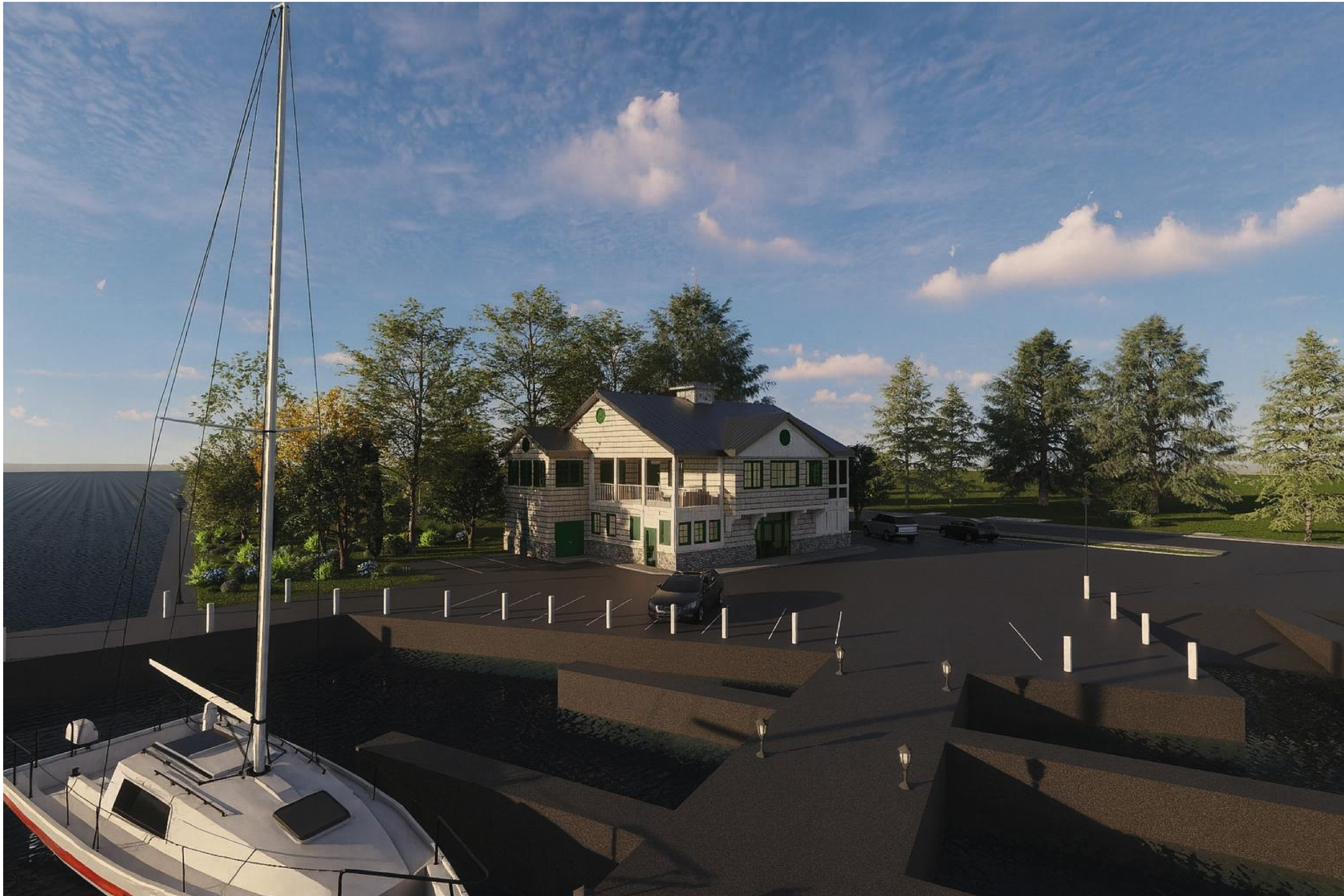
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Date	Issued For	RevID

Render 02

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



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Chicago, IL 60640

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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



**MECHANICAL GENERAL NOTES:**

1. WORK INCLUDED SHALL INCLUDE ALL LABOR, MATERIAL AND EQUIPMENT TO COMPLETE THE HVAC AND RELATED SYSTEMS AS SHOWN AND IMPLIED FROM THESE NOTES AND DRAWINGS. HVAC CONTRACTOR SHALL FURNISH AND INSTALL ALL EQUIPMENT AND APPURTENANCES NECESSARY FOR COMPLETE WORKING HVAC SYSTEMS.
2. THE HVAC/MECHANICAL CONTRACTOR AND ALL SUBCONTRACTORS ARE TO VERIFY THE EXACT SCOPE AND RESPONSIBILITY OF THEIR WORK WITH THE GENERAL CONTRACTOR AND OWNER'S REPRESENTATIVES.
3. ALL SUBCONTRACTORS TO PROVIDE AND INSTALL FIRE STOPPING AROUND ALL PENETRATIONS THRU ALL FIRE-RATED WALLS AND CEILINGS. FIRE-STOPPING SHALL EQUAL IN FIRE-RATING TO WALLS, FLOORS AND CEILINGS WHICH PENETRATIONS PASS THRU. SEE ARCHITECTURAL PLANS FOR FIRE-RATING REQUIREMENTS.
4. ALL MATERIALS, WORKMANSHIP AND INSTALLATION SHALL COMPLY WITH ALL APPLICABLE STATE OF WISCONSIN BUILDING CODES AND ORDINANCES AND OWNER REQUIREMENTS.
5. THE HVAC CONTRACTOR AND ALL SUBCONTRACTORS ARE TO GUARANTEE ALL WORK AND MATERIAL FOR 12 MONTHS FROM DATE OF FINAL COMPLETION OF THE PROJECT AGAINST ALL DEFECTS OF MATERIAL, EQUIPMENT AND WORKMANSHIP. ALL DEFECTS SHALL BE CORRECTED AT NO COST TO THE OWNER DURING THE GUARANTEE PERIOD.
6. THE HVAC CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS AS REQUIRED FOR THIS WORK AND PAY FOR ALL NECESSARY INSPECTIONS AS REQUIRED.
7. VERIFY FLOOR PLANS AND LAYOUTS WITH CURRENT ARCHITECTURAL FLOOR PLANS AND WITH THE GENERAL CONTRACTOR REVISIONS.
8. THE DIAGRAMS ARE SCHEMATIC. ACTUAL ROUTING OF ALL DUCTWORK IS TO BE REVIEWED WITH THE GENERAL CONTRACTOR. THE HVAC CONTRACTOR IS RESPONSIBLE FOR CONFORMITY WITH REQUIREMENTS OF THE PLANS AND NOTES, CORRECT DETAILS AND FIT OF THE PARTS WHEN ASSEMBLED.
9. ALL MECHANICAL EQUIPMENT AND MATERIALS SHALL BE NEW AND OF THE BEST QUALITY.
10. SEE MECHANICAL EQUIPMENT SPECIFIED ON THIS DRAWING. SUBSTITUTIONS FOR SPECIFIED EQUIPMENT ARE ACCEPTABLE IF APPROVED BY THE ARCHITECT/ENGINEER OR LANDLORD IN WRITING. ALL EQUIPMENT SHALL BEAR A UL LABEL.
11. ALL WORK SHALL BE LAID OUT BY HVAC CONTRACTOR AT THE BUILDING IN CONSULTATION WITH THE GENERAL CONTRACTOR AND THOSE INSTALLING WORK UNDER OTHER TRADES.
12. THIS CONTRACTOR SHALL COOPERATE TO ELIMINATE CONFLICTS AND THAT OF OTHERS, AND SHALL BE RESPONSIBLE FOR ALL CONFLICTS BETWEEN THEIR WORK AND THAT OF OTHERS, SPECIFICALLY, BUT NOT LIMITED TO PLUMBING, ELECTRICAL AND CARPENTRY CONTRACTORS.
13. THIS CONTRACTOR IS RESPONSIBLE FOR ALL CUTTING AND PATCHING CAUSED BY THIS WORK. THIS CONTRACTOR IS NOT TO CUT ANY STRUCTURAL MEMBER.
14. LABOR SHALL BE PERFORMED RAPIDLY, CONSISTENT WITH THE PROJECT SCHEDULE AND IN A WORKMANLIKE MANNER TO THE SATISFACTION OF THE GENERAL CONTRACTOR AND LANDLORD.
15. THIS CONTRACTOR SHALL PROVIDE ALL NECESSARY SUPPORTS AND HANGERS FOR HVAC EQUIPMENT, DUCTING AND PIPING AS REQUIRED.
16. THE HVAC CONTRACTOR IS RESPONSIBLE FOR CLEANUP AND REMOVAL OF ANY LEFT OVER MATERIAL OR RUBBISH CAUSED BY THE INSTALLATION OF THIS WORK. ALL SUCH MATERIAL SHALL BE REMOVED FROM THE JOB SITE DAILY OR AS REQUESTED BY THE GENERAL CONTRACTOR, ARCHITECT, OWNER OR LANDLORD.
17. TESTING OF THE ENTIRE HVAC AND RELATED SYSTEMS SHALL BE MADE AND ALL COSTS INVOLVED SHALL BE INCLUDED AS PART OF THE CONTRACT. FURNISH ALL GAUGES, INSTRUMENTS, TEST EQUIPMENT AND PERSONNEL REQUIRED FOR THE TEST. ADJUST ALL EQUIPMENT TO PERFORM WITH THE LEAST POSSIBLE NOISE AND VIBRATION CONSISTENT WITH ITS DUTY. QUIETNESS OF OPERATION OF ALL EQUIPMENT IS A REQUIREMENT. ANY EQUIPMENT PRODUCING OBJECTIONABLE NOISE IN OCCUPIED SPACES SHALL BE REPAIRED OR REMOVED AND REPLACED WITH SATISFACTORY EQUIPMENT.
19. TEMPERATURE CONTROL DESIGN:
  - A. THERMOSTATS SHALL BE 7-DAY PROGRAMMABLE THERMOSTAT

20. AIR DISTRIBUTION:
  - A. HVAC DUCTWORK CONSTRUCTION: DUCTWORK SHALL BE FABRICATED FROM GALVANIZED SHEET METAL IN ACCORDANCE WITH THE STANDARDS OF THE AMERICAN SOCIETY FOR HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS (ASHRAE) AND THE SHEET METAL AND AIR CONDITIONING CONTRACTORS NATIONAL ASSOCIATION (SMACNA). ALL BRANCHES SHALL BE FURNISHED WITH SPLITTER DAMPERS OR SIMILAR BALANCING DEVICES.
  - B. DUCT INSULATION:
    - 1) ALL SUPPLY DUCTWORK SHALL BE INSULATED WITH DUCT WRAP TO R-VALUE = 8.
    - 2) ALL RECTANGULAR RETURN DUCTWORK SHALL BE INSULATED WITH DUCT LINER TO R-VALUE = 6.
    - 3) ALL OUTSIDE AIR DUCT AND EXHAUST DUCT BETWEEN EXTERIOR WALL AND EQUIPMENT SERVED SHALL BE INSULATED WITH DUCT WRAP TO R-VALUE = 12
21. PER IECC 2018, ALL JOINTS AND SEAMS OF AIR DUCTS, AIR HANDLERS, AND FILTER BOXES SHALL BE SEALED.
22. PER IECC 2018, BUILDING CAVITIES SHALL NOT BE USED AS DUCTS OR PLENUMS.
23. PER IECC 2018, DUCT TIGHTNESS TEST SHALL BE <=4 CFM/100 SF ACROSS SYSTEM OR <=3 CFM/100 SF WITHOUT AIR HANDLER @ 25 PA. FOR ROUGH-IN TESTS, VERIFICATION MAY NEED TO OCCUR DURING FRAMING INSPECTION.
24. PER IECC 2018, AIR HANDLER LEAKAGE DESIGNATED BY MANUFACTURER AT <=2% OF DESIGN AIR FLOW.
25. PROVIDE FLEXIBLE CONNECTIONS FOR DUCT CONNECTIONS TO EQUIPMENT (AIR HANDLERS, EXHAUST FANS, ETC.).

- APPLICABLE CODES:
- WISCONSIN ADMIN CODES SPS 361-366
  - WISCONSIN MUNICIPAL CODES
  - BUILDINGS AND REGULATIONS- CHAPTER 14
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  - ZONING CODE- CHAPTER 66
  - INTERNATIONAL BUILDING CODE 2015 EDITION
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  - WISCONSIN COMMERCIAL BUILDING CODE 2021 EDITION
  - INTERNATIONAL ENERGY CONSERVATION CODE 2021 EDITION

**VENTILATING SYMBOL LEGEND**

SYMBOL	DESCRIPTION
	SUPPLY AIR DUCT (TOWARD)
	RETURN OR OUTDOOR AIR DUCT (TOWARD)
	RETURN OR OUTDOOR AIR DUCT (AWAY)
	SUPPLY
	RETURN/EXHAUST
	TURNING VANES
	MANUAL VOLUME DAMPER
	MOTORIZED DAMPER
	FIRE DAMPER
	FLEXIBLE DUCT CONNECTION
	FLEXIBLE DUCT
	ACCESS PANEL
	INCLINED RISE (IN DIRECTION OF AIR FLOW)
	INCLINED DROP (IN DIRECTION OF AIR FLOW)
SA	SUPPLY AIR
RA	RETURN AIR
OA	OUTDOOR AIR
EA	EXHAUST AIR
△ P	PRESSURE DROP
⊕ T	ROOM TEMPERATURE SENSOR
⊕ P	ROOM PRESSURE SENSOR
	NEW DUCT
⊕	THERMOSTAT
⊕ S	THERMOSTAT SENSOR
⊕ C	CARBON DIOXIDE SENSOR
⊕ D	FIRE ALARM DUCT DETECTOR



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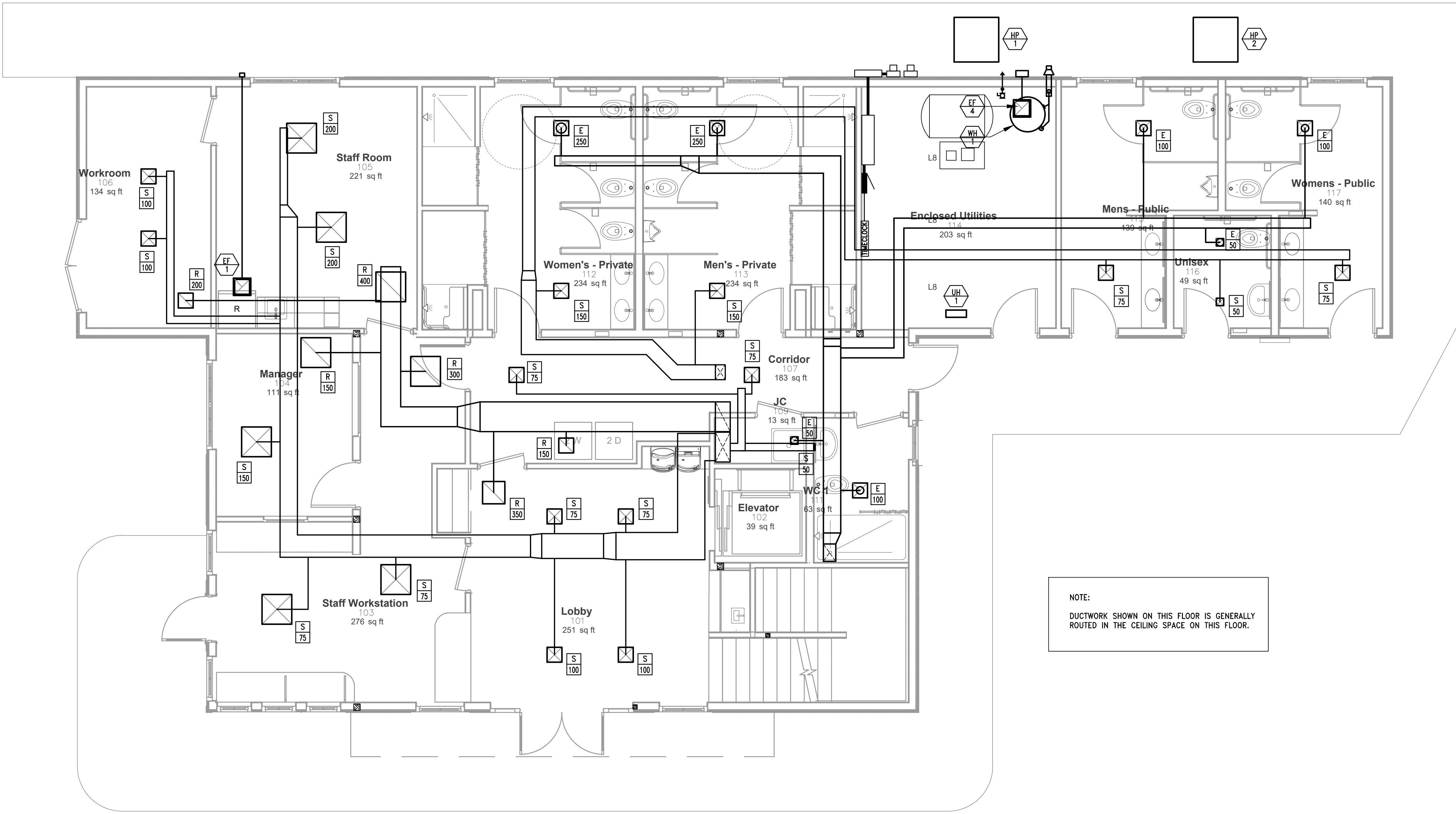
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**Mechanical Notes, Legend & Details**  
 New Marina Building  
 Sister Bay Marina  
 10733 Bay Shore Drive  
 Sister Bay, Wisconsin

**M001**



NOTE:  
DUCTWORK SHOWN ON THIS FLOOR IS GENERALLY  
ROUTED IN THE CEILING SPACE ON THIS FLOOR.

① First Floor Plan - Mechanical  
SCALE - 1/4" = 1'-0"



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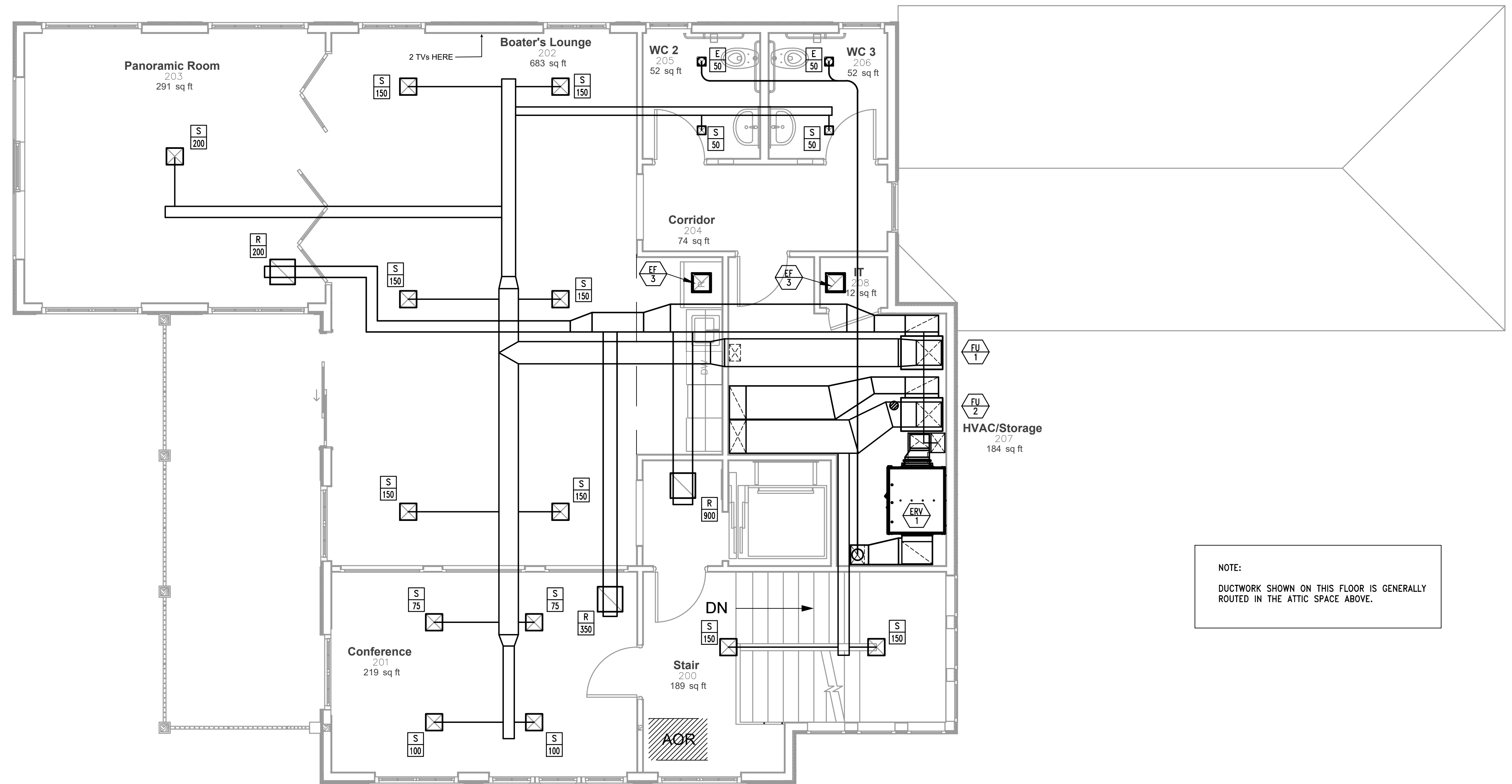
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First Floor Plan - Mechanical

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

M101



NOTE:  
DUCTWORK SHOWN ON THIS FLOOR IS GENERALLY  
ROUTED IN THE ATTIC SPACE ABOVE.

① Second Floor Plan - Mechanical  
SCALE - 1/4" = 1'-0"



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Second Floor Plan - Mechanical

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

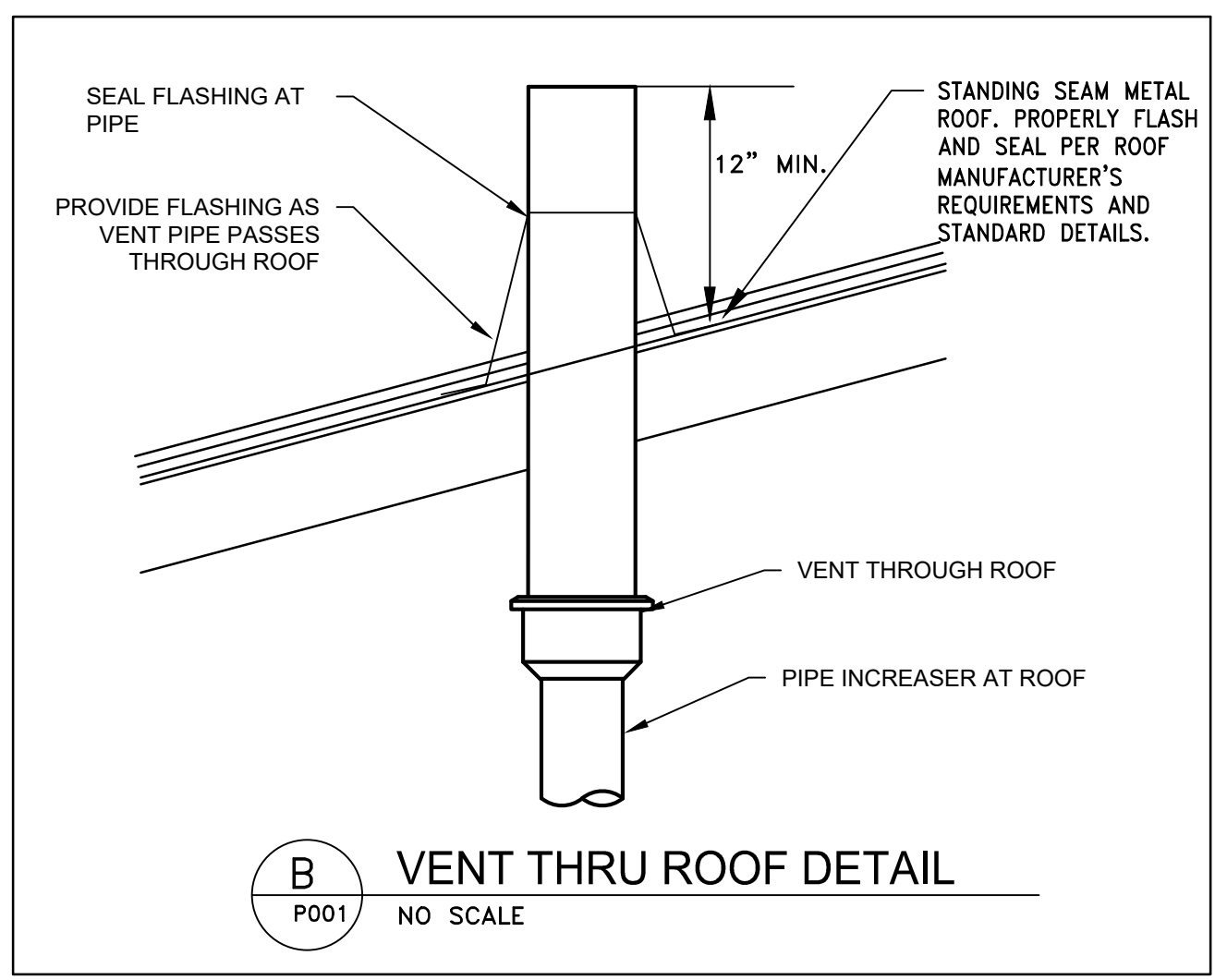
M103



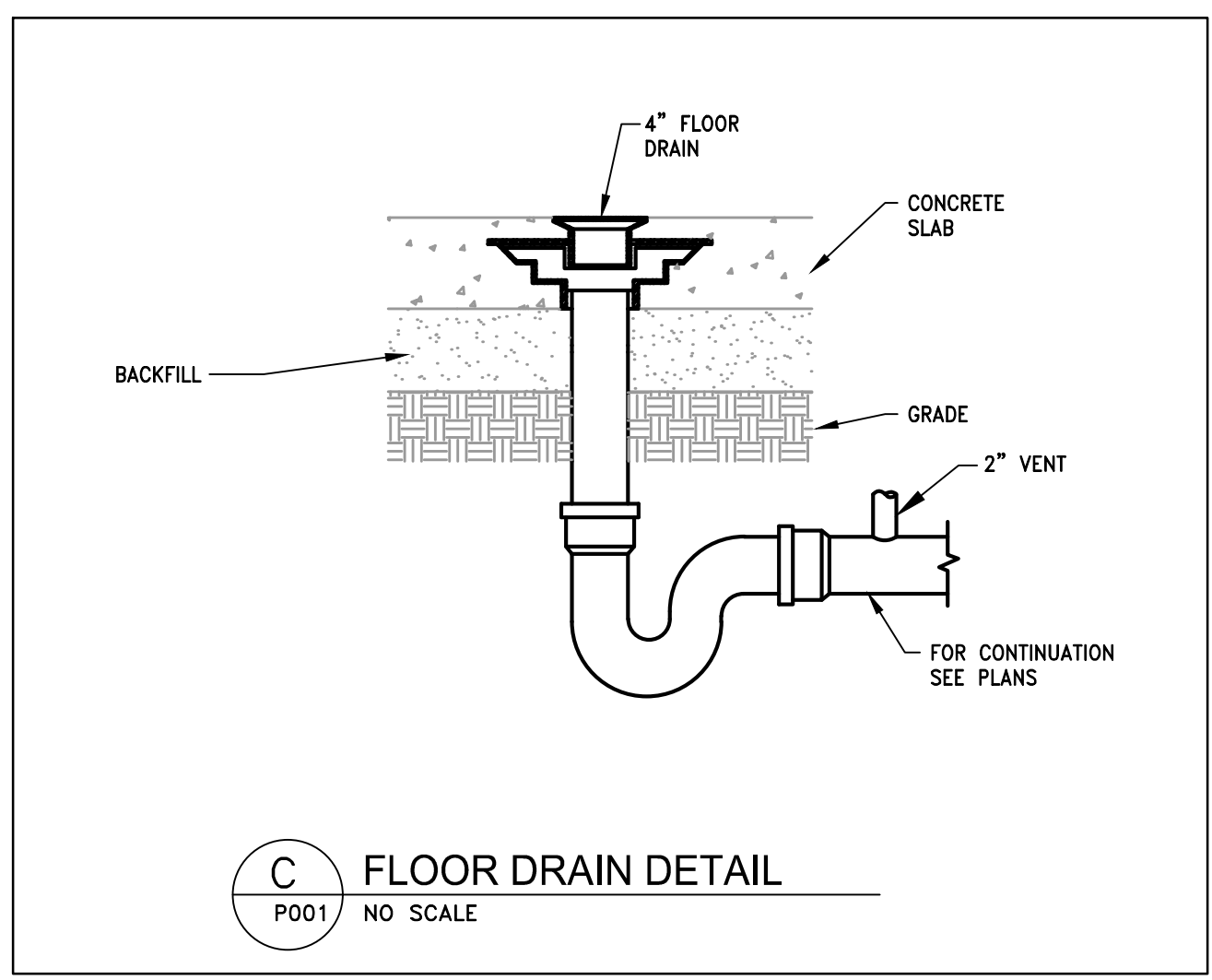
PLUMBING GENERAL NOTES:

- 1. WORK INCLUDED SHALL INCLUDE ALL LABOR, MATERIAL AND EQUIPMENT TO COMPLETE THE PLUMBING AND RELATED SYSTEMS AS SHOWN AND IMPLIED FROM THESE NOTES AND DRAWINGS. PLUMBING CONTRACTOR SHALL FURNISH AND INSTALL ALL APPURTENANCES NECESSARY FOR COMPLETE WORKING PLUMBING SYSTEMS.
2. THE PLUMBING CONTRACTOR AND ALL SUBCONTRACTORS ARE TO VERIFY THE EXACT SCOPE AND RESPONSIBILITY OF THEIR WORK WITH THE GENERAL CONTRACTOR AND OWNER'S REPRESENTATIVE.
3. ALL SUBCONTRACTORS TO PROVIDE AND INSTALL FIRE STOPPING AROUND ALL PENETRATIONS THRU ALL FIRE-RATED WALLS AND CEILINGS. FIRE-STOPPING SHALL BE EQUAL IN FIRE-RATING TO WALLS, FLOORS AND CEILING WHICH PENETRATIONS PASS THRU. SEE ARCHITECTURAL PLANS FOR FIRE-RATING REQUIREMENTS.
4. ALL MATERIALS, WORKMANSHIP AND INSTALLATION SHALL COMPLY WITH ALL APPLICABLE STATE OF WISCONSIN BUILDING CODES AND ORDINANCES AND LANDLORD REQUIREMENTS.
5. THE PLUMBING CONTRACTOR AND ALL SUBCONTRACTORS ARE TO GUARANTEE ALL WORK AND MATERIAL FOR 12 MONTHS FROM DATE OF FINAL COMPLETION OF THE PROJECT AGAINST ALL DEFECTS OF MATERIAL, EQUIPMENT AND WORKMANSHIP. ALL DEFECTS SHALL BE CORRECTED AT NO COST TO THE OWNER DURING THE GUARANTEE PERIOD.
6. THE PLUMBING CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS AS REQUIRED FOR THIS WORK AND PAY FOR ALL NECESSARY INSPECTIONS AS REQUIRED.
7. VERIFY FLOOR PLANS AND LAYOUTS WITH CURRENT ARCHITECTURAL FLOOR PLANS AND WITH THE GENERAL CONTRACTOR REVISIONS.
8. THE DIAGRAMS ARE SCHEMATIC. ACTUAL ROUTING OF ALL PIPING IS TO BE REVIEWED WITH THE GENERAL CONTRACTOR. THE PLUMBING CONTRACTOR IS RESPONSIBLE FOR CONFORMITY WITH REQUIREMENTS OF THE PLANS AND NOTES, CORRECT DETAILS AND FIT OF THE PARTS WHEN ASSEMBLED.
9. ALL PLUMBING EQUIPMENT AND MATERIALS SHALL BE NEW AND OF THE BEST QUALITY.
10. SEE PLUMBING EQUIPMENT SPECIFIED ON THIS DRAWING. SUBSTITUTIONS FOR SPECIFIED EQUIPMENT ARE ACCEPTABLE IF APPROVED BY THE ARCHITECT/ENGINEER IN WRITING.
11. ALL WORK SHALL BE LAID OUT BY THE PLUMBING CONTRACTOR AT THE BUILDING IN CONSULTATION WITH THE GENERAL CONTRACTOR AND THOSE INSTALLING WORK UNDER OTHER TRADES.
12. THIS CONTRACTOR SHALL COOPERATE TO ELIMINATE CONFLICTS AND THAT OF OTHERS, AND SHALL BE RESPONSIBLE FOR ALL CONFLICTS BETWEEN THEIR WORK AND THAT OF OTHERS. SPECIFICALLY, BUT NOT LIMITED TO MECHANICAL, ELECTRICAL AND CARPENTRY CONTRACTORS.
13. THIS CONTRACTOR IS RESPONSIBLE FOR ALL CUTTING AND PATCHING CAUSED BY THIS WORK. THIS CONTRACTOR IS NOT TO CUT ANY STRUCTURAL MEMBERS.
14. LABOR SHALL BE PERFORMED RAPIDLY, CONSISTENT WITH THE PROJECT SCHEDULE AND IN A WORKMANLIKE MANNER TO THE SATISFACTION OF THE GENERAL CONTRACTOR AND LANDLORD.
15. THIS CONTRACTOR SHALL PROVIDE ALL NECESSARY SUPPORT AND HANGERS FOR PIPING AND EQUIPMENT AS REQUIRED.
16. THE PLUMBING CONTRACTOR IS RESPONSIBLE FOR CLEANUP AND REMOVAL OF ANY LEFTOVER MATERIAL OR RUBBISH CAUSED BY THE INSTALLATION OF THIS WORK. ALL SUCH MATERIAL SHALL BE REMOVED FROM THE JOB SITE DAILY OR AS REQUESTED BY THE GENERAL CONTRACTOR, ARCHITECT, OWNER OR LANDLORD.
17. PLUMBING MATERIALS:
A. SERVICE: HOT TEMPERED AND COLD WATER THREE (3) INCHES AND SMALLER. PIPE MATERIAL ABOVE GROUND: TYPE "L" COPPER AND BRONZE SOLDER JOINTS. PIPE MATERIAL BELOW GROUND: TYPE "K" COPPER TUBING FITTING MATERIAL: WROUGHT COPPER AND BRONZE SOLDER JOINTS.
B. SERVICE: SANITARY WASTE AND VENT. PIPE MATERIAL: SCHED. 40 PVC. FITTING MATERIAL: SCHED. 40 PVC.
18. INSULATION:
A. DOMESTIC WATER PIPING: ONE INCH, RATED 450° F MAX., HEAVY DENSITY FIBERGLASS WITH CONTINUOUS VAPOR BARRIER AND ALL-SERVICE JACKET.
B. VALVES AND FITTINGS: INSULATING CEMENT AND CLOTH JACKET (WITH VAPOR BARRIER ON COLD WATER) OR PRE-FORMED "ZESTON" FITTINGS.
19. INSTALLATION:
A. PLUMBING CONTRACTOR SHALL INSTALL AIR CHAMBERS OR SHOCK ABSORBERS AT ALL FIXTURE CONNECTIONS.
B. HORIZONTAL PIPING SHALL BE SUPPORTED FROM STRUCTURE ABOVE AND AS REQUIRED BY CODE. PIPE SUPPORTS SHALL BE SPACED NO MORE THAN TEN (10) FEET APART.
C. BRANCH PIPING SHALL HAVE ACCESSIBLE SERVICE VALVES AND ALL FIXTURES MUST HAVE SHUT-OFFS AT THE FIXTURES.
D. UPON COMPLETION OF WORK BUT PRIOR TO FINAL SYSTEM TESTING, ALL PARTS OF INSTALLATION SHALL BE THOROUGHLY CLEANED. FIXTURES, EQUIPMENT, PIPE, VALVES AND FITTINGS SHALL BE COMPLETELY CLEANED OF GREASE, METAL CUTTINGS, DIRT, ET CETERA. PROTECTIVE COVERS SHALL BE REMOVED AND FIXTURES (INCLUDING LAVATORY AND WATER CLOSET FIXTURES) SHALL BE THOROUGHLY CLEANED AND SANITIZED IN ACCORDANCE WITH CODE.
E. PROVIDE DIELECTRIC ISOLATOR FITTINGS FOR ALL DISSIMILAR PIPING MATERIAL CONNECTIONS.
20. PLUMBING TEST
A. BEFORE COVERING OR CONCEALING ANY PIPING OR WORK WITH INSULATION OR BY BACKFILLING ALL SUCH PIPES AND OTHER PIPE WORK IN THIS SECTION SHALL BE TESTED AS REQUIRED BY THE LOCAL CODES AND THE ILLINOIS STATE PLUMBING CODE. ALL EQUIPMENT AND MATERIALS REQUIRED FOR TESTING AND INSPECTION SHALL BE FURNISHED BY THIS CONTRACTOR. IF INSPECTIONS OR TESTS SHOW DEFECTS, SUCH DEFECTIVE MATERIAL OR WORK SHALL BE REPLACED BY THIS CONTRACTOR, THE COST OF WHICH SHALL BE BORNE BY THEM.
B. CAULKING OF DEFECTIVE SCREWED JOINTS, CRACKS OR HOLES WILL NOT BE PERMITTED. UPON SATISFACTORY COMPLETION AND FINAL TEST OF THE SYSTEM, THE CERTIFICATIONS OF APPROVAL ISSUED BY THE PROPER AUTHORITIES SHALL BE PRESENTED TO THE OWNER BY THE CONTRACTOR.
C. THE CONTRACTOR SHALL NOTIFY THE OWNER WHEN TESTS ARE TO BE CONDUCTED. IN NO CASE SHALL THE TEST CONSIST OF LESS THAN THE REQUIREMENTS AS SET FORTH IN THE NATIONAL PLUMBING CODE, LATEST REVISIONS. ALL FOREIGN MATTER SHALL BE FLUSHED OR BLOWN OUT OF ALL PIPES, FIXTURES, EQUIPMENT, ETC. LEAVING ALL ITEMS CLEAN AND READY TO USE.
21. WATER SYSTEM CHLORINATION
A. THE ENTIRE WATER DISTRIBUTION SYSTEM SHALL BE CHLORINATED AND TESTED, WITH THE RESULTS SENT TO WDPH.

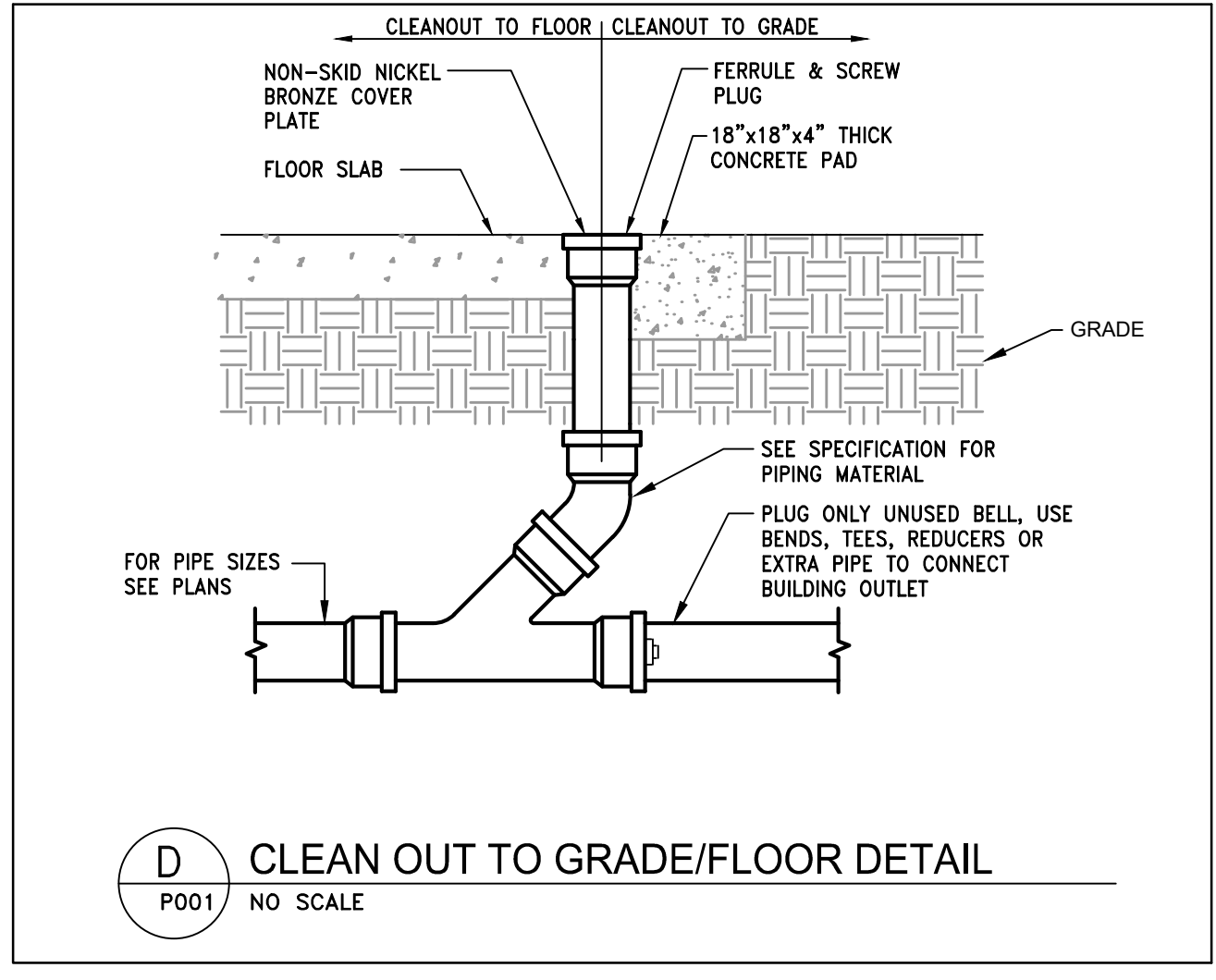
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• INTERNATIONAL ENERGY CONSERVATION CODE 2021 EDITION



B VENT THRU ROOF DETAIL
P001 NO SCALE



C FLOOR DRAIN DETAIL
P001 NO SCALE



D CLEAN OUT TO GRADE/FLOOR DETAIL
P001 NO SCALE

Table with 4 columns: Mark, Manufacturer, Model Number, Remarks. Title: PLUMBING FIXTURE SCHEDULE. Coordinate all final installation locations and requirements with architect/owner prior to rough-in.

Table with 4 columns: Item, Manufacturer, Model, Description. Lists various fixtures like water dispensers, showers, and floor drains with their specifications.

Table with 2 columns: SYMBOL, DESCRIPTION. Lists plumbing symbols for cold water, hot water, sanitary waste, floor drain, clean out, globe valve, ball valve, balance valve, check valve, and freezeproof hose bibb.



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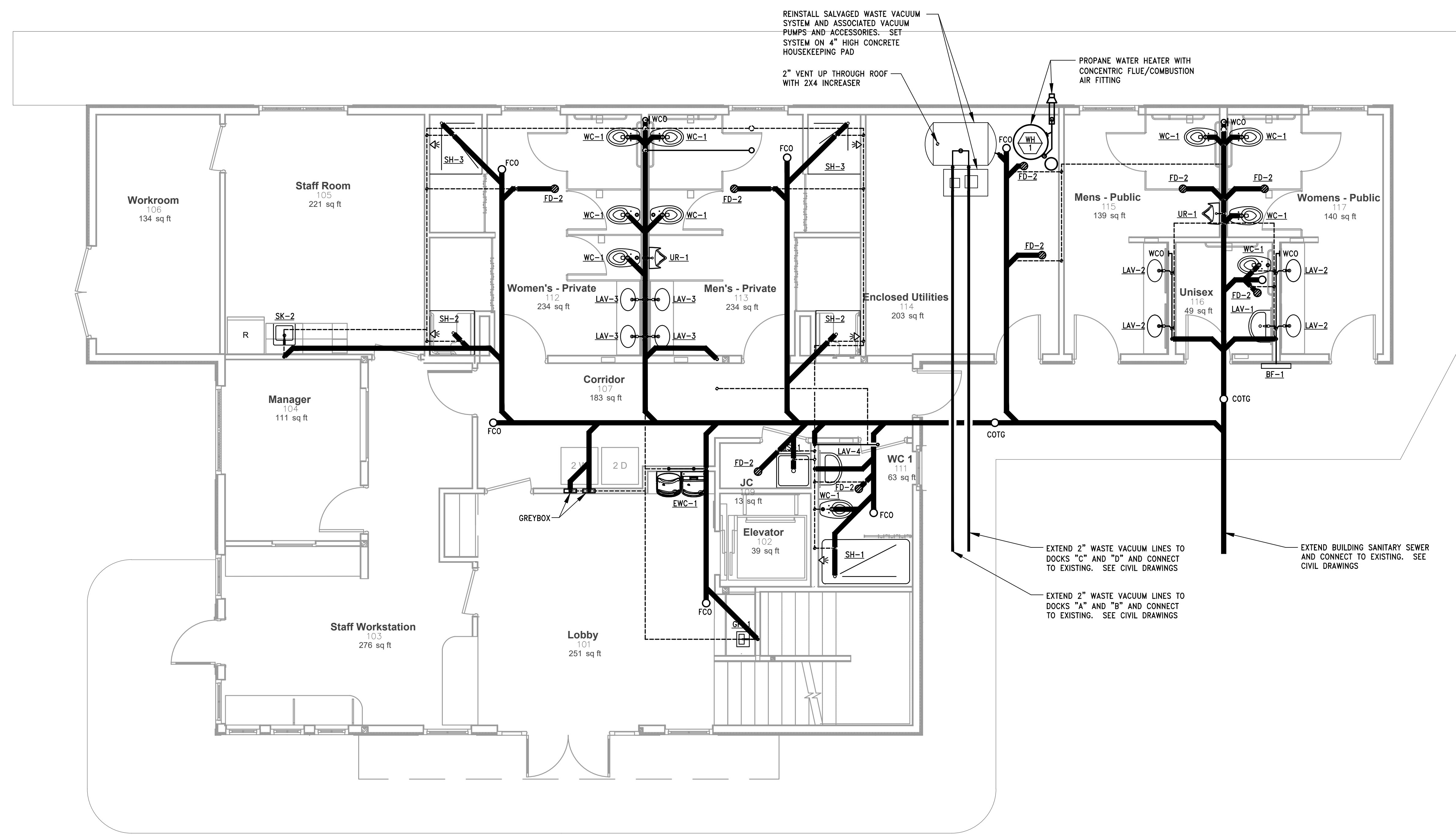
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Table with 3 columns: Date, Issued For, RevID. Shows revision history for the drawing.

Plumbing Notes, Legend & Details

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

P001



① First Floor Plan - Plumbing - Waste & Vent  
SCALE - 1/4" = 1'-0"



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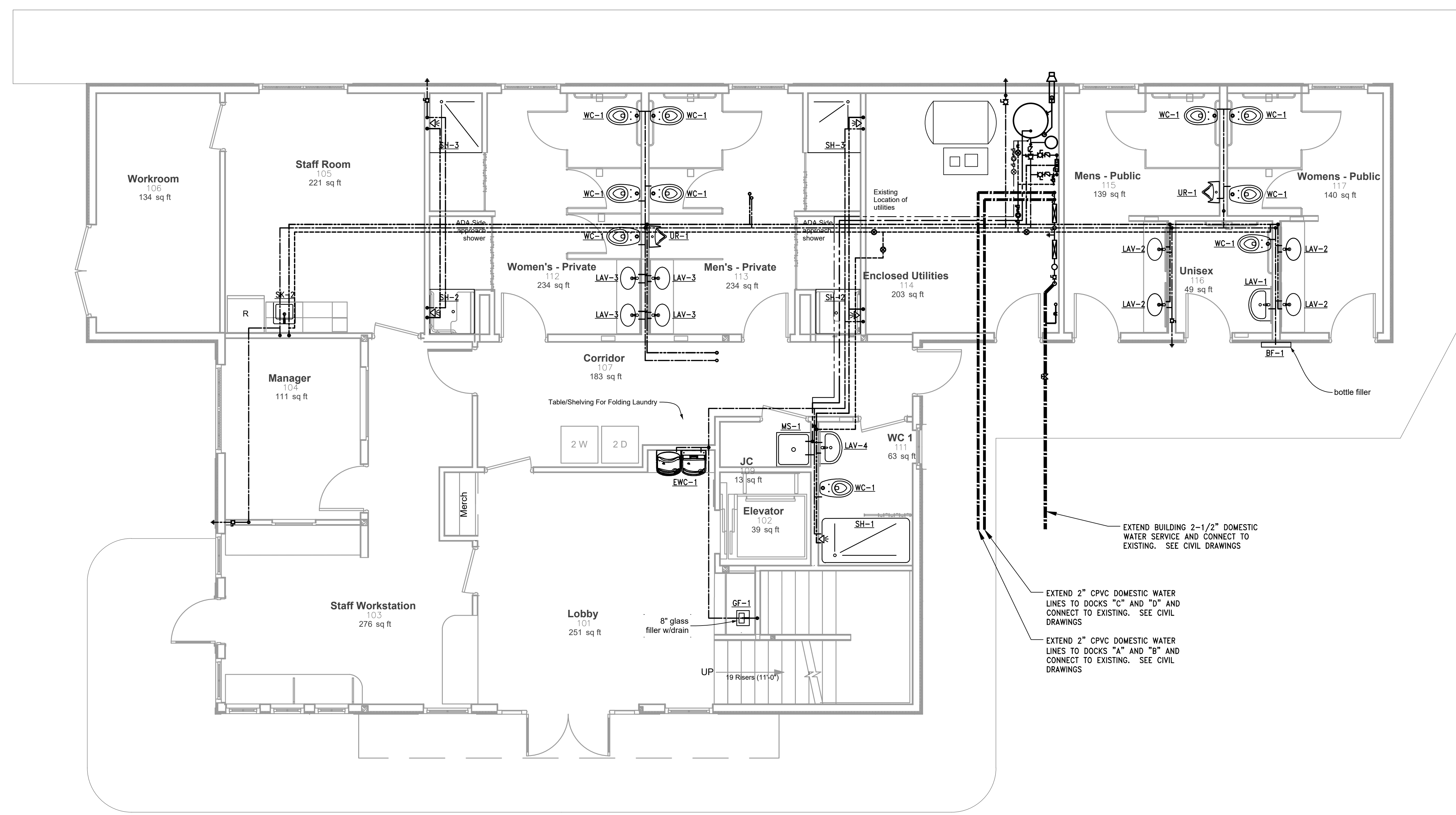
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First Floor Plan - Plumbing Waste & Vent  
New Marina Building  
Sister Bay Marina  
10733 Bay Shore Drive  
Sister Bay, Wisconsin

P101



① First Floor Plan - Plumbing - Domestic Water  
 SCALE - 1/4" = 1'-0"



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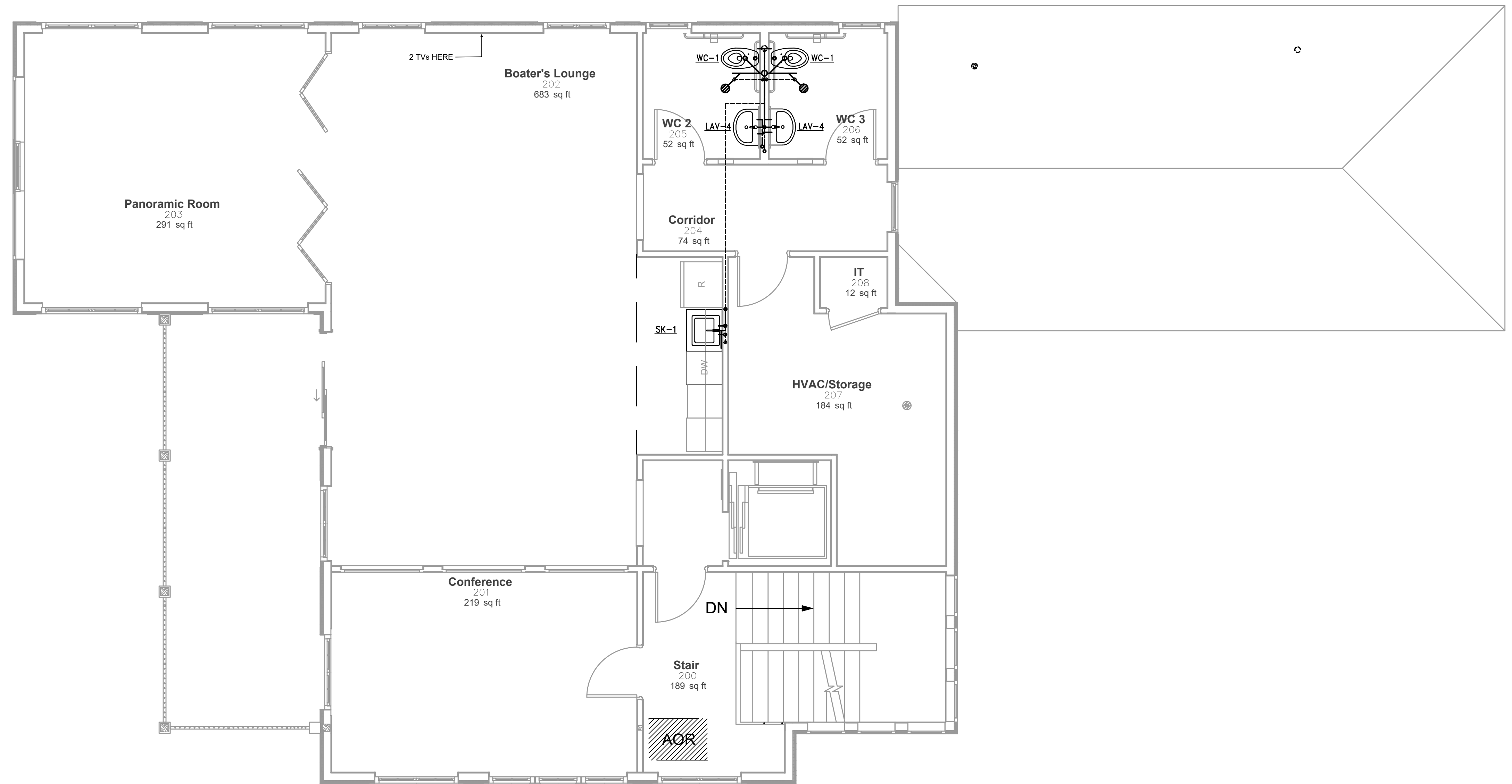
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First Floor Plan - Plumbing Domestic Water  
 New Marina Building  
 Sister Bay Marina  
 10733 Bay Shore Drive  
 Sister Bay, Wisconsin

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① Second Floor Plan - Plumbing  
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Second Floor Plan - Plumbing

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

P103

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**ELECTRICAL GENERAL NOTES:**

1. THIS CONTRACTOR SHALL FURNISH AND INSTALL ALL EQUIPMENT MATERIALS AND LABOR MENTIONED HERE IN OR INDICATED ON DRAWINGS. CONTRACTOR SHALL ALSO FURNISH AND INSTALL ALL MISCELLANEOUS EQUIPMENT, MATERIALS AND LABOR WHICH THOUGH NOT SPECIFICALLY CALLED FOR, BUT IS NECESSARY FOR A COMPLETE AND SATISFACTORY OPERATING INSTALLATION. CONTRACTOR SHALL LEAVE HIS WORK IN OPERATING CONDITION.
2. A. THE GENERAL CONTRACTOR CONDITIONS, SUPPLEMENTARY CONDITIONS AND GENERAL REQUIREMENTS ARE PART OF THIS SPECIFICATION. INSTALLATION SHALL MEET OWNER GUIDELINES.  
B. DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS AND WORK INCLUDED IN THE CONTRACT. DRAWINGS ARE NOT TO BE SCALED. THE ARCHITECTURAL DRAWINGS AND DETAILS SHALL BE EXAMINED FOR EXACT LOCATION OF FIXTURES AND EQUIPMENT. WHERE THEY ARE NOT DEFINITELY LOCATED, THIS INFORMATION SHALL BE OBTAINED FROM THE ENGINEER.  
C. THIS CONTRACTOR SHALL FOLLOW DRAWINGS IN LAYING OUT WORK AND CHECKING DRAWINGS OF OTHER TRADES TO VERIFY SPACES IN WHICH WORK WILL BE INSTALLED. MAINTAIN MAXIMUM HEADROOM AND SPACE CONDITIONS AT ALL POINTS. WHERE HEADROOM OR SPACE CONDITIONS APPEAR INADEQUATE, ENGINEER SHALL BE NOTIFIED BEFORE PROCEEDING WITH INSTALLATION.
3. THIS CONTRACTOR SHALL CONSULT THE ARCHITECTURAL DRAWINGS AND SPECIFICATIONS AS WELL AS MECHANICAL AND PLUMBING DRAWINGS AND SPECIFICATIONS, REGARDING THE WORK OF OTHER TRADES RELATING TO ELECTRICAL WORK AND INSTALLATIONS.
4. A. THIS CONTRACTOR SHALL VISIT THE SITE AND SHALL FAMILIARIZE THEMSELVES WITH EXISTING CONDITIONS WHICH WILL AFFECT THE WORK THEY ARE TO PERFORM. THE SUBMISSION OF A PROPOSAL BY THIS CONTRACTOR SHALL BE CONCLUSIVE EVIDENCE IN THE PREPARATION OF THEIR PROPOSAL. NO ALLOWANCE SHALL SUBSEQUENTLY BE MADE IN THEIR BEHALF FOR EXTRA EXPENSE INCURRED DUE TO FAILURE OR NEGLECT ON THEIR PART TO MAKE THIS VISIT AND EXAMINATION.  
B. VERIFY IN FIELD LOCATIONS OF EXISTING UTILITIES.
5. "RECORD" DRAWINGS SHALL BE MAINTAINED AS THE JOB PROGRESSES, ON RECORD PRINTS OF ALL CONCEALED PIPING AND EQUIPMENT IN THE ENTIRE CONTRACT. DRAWINGS SHALL CONTAIN JOB RECORDED LAYOUTS WITH DIMENSION LOCATIONS OF ALL CONCEALED PIPING. SUBMIT AS BUILT DRAWINGS TO ARCHITECT.
6. ALL MATERIALS AND EQUIPMENT PROVIDED BY THIS CONTRACTOR SHALL BE NEW AND FIRST CLASS. NO REJECTS WILL BE ACCEPTABLE. THE INSTALLATION OF ALL MATERIALS AND EQUIPMENT SHALL BE MADE IN A NEAT AND WORKMANLIKE MANNER. LIGHT FIXTURES SHALL BE BY OWNER.
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE CODES, LAWS AND ORDINANCES STATE OF WISCONSIN. WHERE ANY PART OF THE WORK INDICATED IS NOT IN ACCORDANCE WITH CODE, THIS CONTRACTOR SHALL NOTIFY THE ARCHITECT AND MAKE ALL CHANGES REQUIRED BY THE ENFORCING AUTHORITIES IN A MANNER APPROVED BY THE ARCHITECT AND WITHOUT ADDITIONAL COST TO THE OWNER.
8. THIS CONTRACTOR SHALL GIVE ALL REQUISITE NOTICES AND OBTAIN AND PAY FOR ALL PLAN EXAMINATIONS, LICENSES AND PROJECT INSPECTIONS REQUIRED BY LOCAL OR GOVERNMENTAL AUTHORITIES.
9. THIS CONTRACTOR SHALL ADJUST THEIR WORK TO MEET ACTUAL JOB CONDITIONS AND TO MAINTAIN MAXIMUM HEADROOM UNDER ALL MATERIALS AND EQUIPMENT. COOPERATE WITH ALL OTHER CONTRACTORS.
10. ALL CUTTING AND PATCHING FOR THIS WORK BY THIS CONTRACTOR. REMOVE ALL RUBBISH AS FAST AS IT ACCUMULATES. PROTECT ALL EQUIPMENT, WORK AND MATERIAL FROM DAMAGE DUE TO ANY CAUSE.
11. ALL WIRE SHALL BE COPPER. MINIMUM SIZE OF BRANCH CIRCUIT WIRE SHALL BE #12 AWG. USE TYPE THHN, XHHW FOR BRANCH CIRCUIT. ALL WIRING SHALL BE COLOR CODED AS PER LOCAL CODE. COLOR CODE SHALL IDENTIFY THE SAME PHASE THROUGHOUT THE SYSTEM FROM SERVICE SWITCH THROUGH ALL BRANCH CIRCUITRY.
12. THIS CONTRACTOR SHALL PROVIDE TEMPORARY LIGHTING AND POWER FACILITIES DURING CONSTRUCTION AS DIRECTED BY ARCHITECT.
13. ALL WIRING DEVICES SHALL BE AS SPECIFIED:  
A. ALL RECEPTACLES SHALL BE 120V, 20 AMP TYPE  
1. DUPLEX RECEPTACLE SHALL BE HUBBELL #53621, OR EQUAL.  
2. GFI RECEPTACLE HUBBELL #GF5362, OR EQUAL.  
3. ISOLATED GROUND RECEPTACLE HUBBELL #IG5362, OR EQUAL.  
RECEPTACLES WIRED TO CIRCUIT WITH ISOLATED GROUND SHALL BE ISOLATED GROUND TYPE.  
B. SINGLE POLE SWITCH SHALL BE HUBBELL #1221-I, OR EQUAL. THREE WAY SWITCH HUBBELL #1223-I, OR EQUAL.  
C. SWITCHES AND RECEPTACLES SHALL BE HUBBELL AS SPECIFIED OR EQUAL AS MANUFACTURED BY BRYANT, GE, PASS & SEYMOUR, EAGLE, LEVITON.  
D. COVER PLATES SHALL BE SMOOTH NYLON. FINISH TO BE SELECTED BY ARCHITECT.
14. DISCONNECT SWITCHES AND STARTERS FOR ALL MECHANICAL EQUIPMENT SHALL BE FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR.
15. FURNISH, INSTALL AND WIRE NEW PANELS AS SHOWN. COORDINATE LOCATION WITH ARCHITECT. INSTALL TYPE WRITTEN DIRECTORY FOR ALL CIRCUITS IN PANEL.
16. COORDINATE MOUNTING LOCATIONS OF ALL WIRING DEVICES WITH ARCHITECT. ALSO VERIFY FINISH OF ALL COVER PLATES AND WIRING DEVICES WITH ARCHITECT.
17. LIGHT FIXTURES: LIGHT FIXTURES TO BE FURNISHED, INSTALLED, AND WIRED BY ELECTRICAL CONTRACTOR.
18. ALL WIRING (ABOVE 50 VOLTS) SHALL BE CONCEALED IN CONDUIT. CONDUITS SHALL BE CONCEALED IN WALL, FLOOR OR CEILING. WHERE CONDUITS ARE RUN EXPOSED, THEY SHALL RUN PARALLEL OR AT RIGHT ANGLES TO WALLS. ALSO VERIFY ROUTE OF EXPOSED CONDUIT RUN WITH ARCHITECT.
19. THIS CONTRACTOR SHALL GUARANTEE ALL WORK INSTALLED BY THEIR SUBCONTRACTORS TO BE FREE FROM DEFECT IN MATERIAL AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM DATE OF FINAL ACCEPTANCE (BY THE OWNER) OF THE WORK, UNLESS A LONGER PERIOD IS STIPULATED UNDER SPECIFIC HEADINGS, AND THEY SHALL REPAIR OR REPLACE AT NO ADDITIONAL COST TO THE OWNER, ANY MATERIAL OR EQUIPMENT DEVELOPING DEFECTS OR THE CORRECTION OF DEFECTS. REPAIRS OR REPLACEMENTS SHALL BEAR ADDITIONAL GUARANTEE, AS ORIGINALLY CALLED FOR DATED FROM THE FINAL ACCEPTANCE OF THE REPAIR OR REPLACEMENT. THIS REQUIREMENT SHALL BE BINDING EVEN THOUGH IT WILL EXCEED PROJECT GUARANTEES NORMALLY FURNISHED BY SOME MANUFACTURERS. THIS CONTRACTOR SHALL SUBMIT THEIR OWN AND EACH EQUIPMENT MANUFACTURERS WRITTEN CERTIFICATES WARRANTING THAT EACH ITEM OF EQUIPMENT FURNISHED COMPLIES WITH ALL REQUIREMENTS OF THE DRAWINGS AND SPECIFICATIONS.
20. BRANCH CIRCUIT WIRING SHALL BE AS FOLLOWS, UNLESS NOTED OTHERWISE:  
15A - 20A CIRCUIT BREAKER - #12 AWG  
25A - 30A CIRCUIT BREAKER - #10 AWG  
35A - 50A CIRCUIT BREAKER - # 8 AWG

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  - INTERNATIONAL ENERGY CONSERVATION CODE 2021 EDITION

ELECTRIC POWER/LIGHT/LOW VOLTAGE LEGEND	
	ABBREVIATIONS
⊕	DUPLEX RECEPTACLE
⊕	QUAD RECEPTACLE
⊕	DUPLEX FLOORBOX RECEPTACLE
⊕	TELE/DATA FLOORBOX RECEPTACLE
⊕	JUNCTION BOX
⊕	DUPLEX TELE/DATA DEVICE
⊕	208/230V 2 POLE RECEPTACLE
⊕	ELECTRIC PANEL
⊕	CONTROL SWITCH
⊕	DISCONNECT
⊕	SMOKE DETECTOR
⊕	HEAT DETECTOR
⊕	EMERGENCY LIGHT
⊕	DAYLIGHTING CONTROL
⊕	CEILING OCCUPANCY SENSOR
⊕	MOTOR FOR EXHAUST FAN
	GFI GROUND FAULT PROTECTED
	WP WEATHER PROOF
	U.C. UNDER COUNTER
	O.C. OVER COUNTER
	CLG CEILING MOUNTED
	3 3-WAY SWITCH
	P PILOT SWITCH
	OS OCCUPANCY SENSOR SWITCH WITH MANUAL OVERRIDE
	VS VACANCY SENSOR SWITCH WITH MANUAL OVERRIDE
	T TIMER SWITCH



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26-06-16	Issued For Plan Commission	1

**Electrical Notes, Legend & Riser**

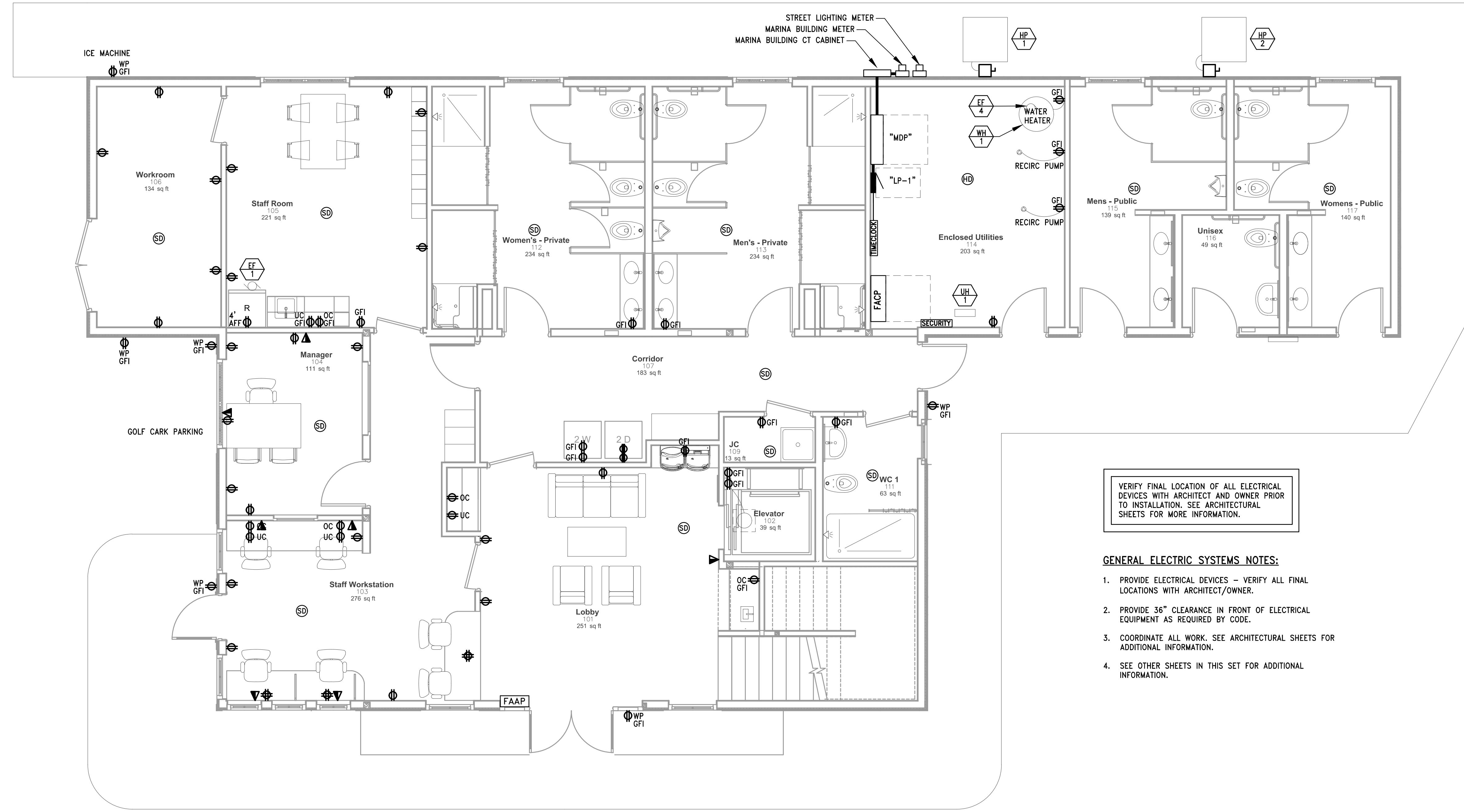
New Marina Building  
Sister Bay Marina  
10733 Bay Shore Drive  
Sister Bay, Wisconsin

**E001**



**ELECTRIC POWER DRAWING NOTES:**

1. THE EXISTING ELECTRIC SERVICE IS TO BE SALVAGED AND RELOCATED INTO NEW BUILDING.
2. PROVIDE NEW "MDP" SWITCHGEAR, 600A, 120/208V, 3#, CT CABINET TO REPLACE EXISTING PANEL. EXTEND CONDUIT AND CONDUCTORS AS REQUIRED. EXTEND EXISTING TO REMAIN CIRCUITS. PROVIDE NEW DISCONNECT SWITCHES AS REQUIRED TO ACCOMMODATE NEW WORK. COORDINATE ANY POWER SHUT-DOWNS OF AREA WITH GENERAL CONTRACTOR AND OWNER.
3. PROVIDE NEW PANEL "LP-1", 42 CKT, 200A, 120/208V, 3#, PANEL FED FROM "MDP" TO REPLACE EXISTING PANEL. EXTEND CONDUIT AND CONDUCTORS AS REQUIRED. EXTEND EXISTING TO REMAIN CIRCUITS. PROVIDE NEW CIRCUIT BREAKERS AS REQUIRED TO ACCOMMODATE NEW WORK. COORDINATE ANY POWER SHUT-DOWNS OF AREA WITH GENERAL CONTRACTOR AND OWNER.
4. PROVIDE 20A, RECESSED, DUPLEX, RECEPTACLES. VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
5. PROVIDE RECESSED, 20A, GFI RECEPTACLES WITHIN 6'-0" OF WATER SOURCE AND WHERE REQUIRED BY STATE OF WISCONSIN CODE. PROVIDE RECESSED CONDUIT AND CONDUCTORS. CIRCUIT AS NOTED.
6. PROVIDE RECESSED 20A, DUPLEX, GFI PROTECTED RECEPTACLE FOR NEW DRINKING FOUNTAIN. PROVIDE RECESSED CONDUIT AND CONDUCTORS. CIRCUIT TO PANEL "LP-1" COORDINATE ALL REQUIREMENTS WITH PLUMBING CONTRACTOR.
7. PROVIDE DISCONNECT, CONDUIT, AND CONDUCTORS FOR TOILET ROOM EXHAUST FANS. COORDINATE REQUIREMENTS WITH MECHANICAL CONTRACTOR. CIRCUIT TO NEW 15A, SINGLE POLE BREAKER IN PANEL "LP-1"
8. PROVIDE WEATHER RESISTANT, GFI PROTECTED RECEPTACLE FOR EXTERIOR RECEPTACLES.
9. PROVIDE 30A, 2 POLE RECEPTACLE FOR ELECTRIC CLOTHES DRYER. (TYP OF 2) CIRCUIT TO PANEL "LP-1".
10. PROVIDE DUPLEX RECEPTACLE FOR WASHER. CIRCUIT TO PANEL "LP-1". (TYP OF 2)
11. PROVIDE POWER FOR APPLIANCES. COORDINATE FINAL LOCATION OF RECEPTACLE AND POWER REQUIREMENTS WITH ARCHITECT/OWNER. CIRCUIT TO PANEL "LP-1".
12. PROVIDE GFI PROTECTED POWER FOR ELEVATOR SUMP PUMP. CIRCUIT TO PANEL "LP-1"
13. PROVIDE FOR TWO-WAY COMMUNICATION AT ELEVATOR LANDING. PROVIDE 3/4" CONDUIT WITH PULLWIRE TO IT ROOM.
14. PROVIDE FOR TWO-WAY COMMUNICATION FOR ELEVATOR. PROVIDE 3/4" CONDUIT WITH PULLWIRE TO IT ROOM.
15. PROVIDE POWER FOR WATER HEATER AND WATER RECIRCULATION PUMPS. COORDINATE POWER REQUIREMENTS WITH PLUMBING CONTRACTOR.
16. PROVIDE 3/4" CONDUIT WITH PULLWIRE FOR TELE/DATA DEVICE. TERMINATE IN IT ROOM. COORDINATE REQUIREMENTS WITH OWNER.
17. PROVIDE POWER AND DISCONNECT FOR NEW MECHANICAL EQUIPMENT. COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
18. PROVIDE CODE COMPLIANT FIRE ALARM SYSTEM, COMPLETE WITH FIRE ALARM CONTROL PANEL, FIRE ALARM ANNUNCIATOR PANEL, ALL DEVICES AND ACCESSORIES. CONTRACTOR IS TO SUBMIT CODE COMPLIANT FIRE ALARM SYSTEM SHOP DRAWINGS AND SUBMITTAL DATA TO AUTHORITY HAVING JURISDICTION.
19. PROVIDE WEATHER RESISTANT DUPLEX GFI PROTECTED RECEPTACLES FOR GOLF CART RECHARGING STATION. COORDINATE FINAL REQUIREMENTS AND LOCATION WITH OWNER.
20. PROVIDE POWER AND CONDUIT WITH PULLWIRE FOR NEW SECURITY SYSTEM. COORDINATE ALL REQUIREMENTS WITH OWNER'S SECURITY CONTRACTOR.
21. PROVIDE POWER FOR OWNER'S CABLE PROVIDER MODEMS. COORDINATE FINAL LOCATION AND REQUIREMENTS WITH OWNER.
22. PROVIDE POWER, WEATHERPROOF DISCONNECT AND CONDUIT FOR EXTERIOR CONDENSING UNITS. CIRCUIT TO NEW PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
23. PROVIDE POWER, DISCONNECT, CONDUIT AND SWITCH FOR EXHAUST FAN IN ENCLOSED UTILITIES AREA. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
24. PROVIDE POWER, DISCONNECT, CONDUIT AND SWITCH FOR 5 KW UNIT HEATER IN ENCLOSED UTILITIES AREA. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.



VERIFY FINAL LOCATION OF ALL ELECTRICAL DEVICES WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION. SEE ARCHITECTURAL SHEETS FOR MORE INFORMATION.

**GENERAL ELECTRIC SYSTEMS NOTES:**

1. PROVIDE ELECTRICAL DEVICES - VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
2. PROVIDE 36" CLEARANCE IN FRONT OF ELECTRICAL EQUIPMENT AS REQUIRED BY CODE.
3. COORDINATE ALL WORK. SEE ARCHITECTURAL SHEETS FOR ADDITIONAL INFORMATION.
4. SEE OTHER SHEETS IN THIS SET FOR ADDITIONAL INFORMATION.



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First Floor Plan - Electrical Power

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

1 First Floor Plan - Electrical Power  
SCALE - 1/4" = 1'-0"

E101



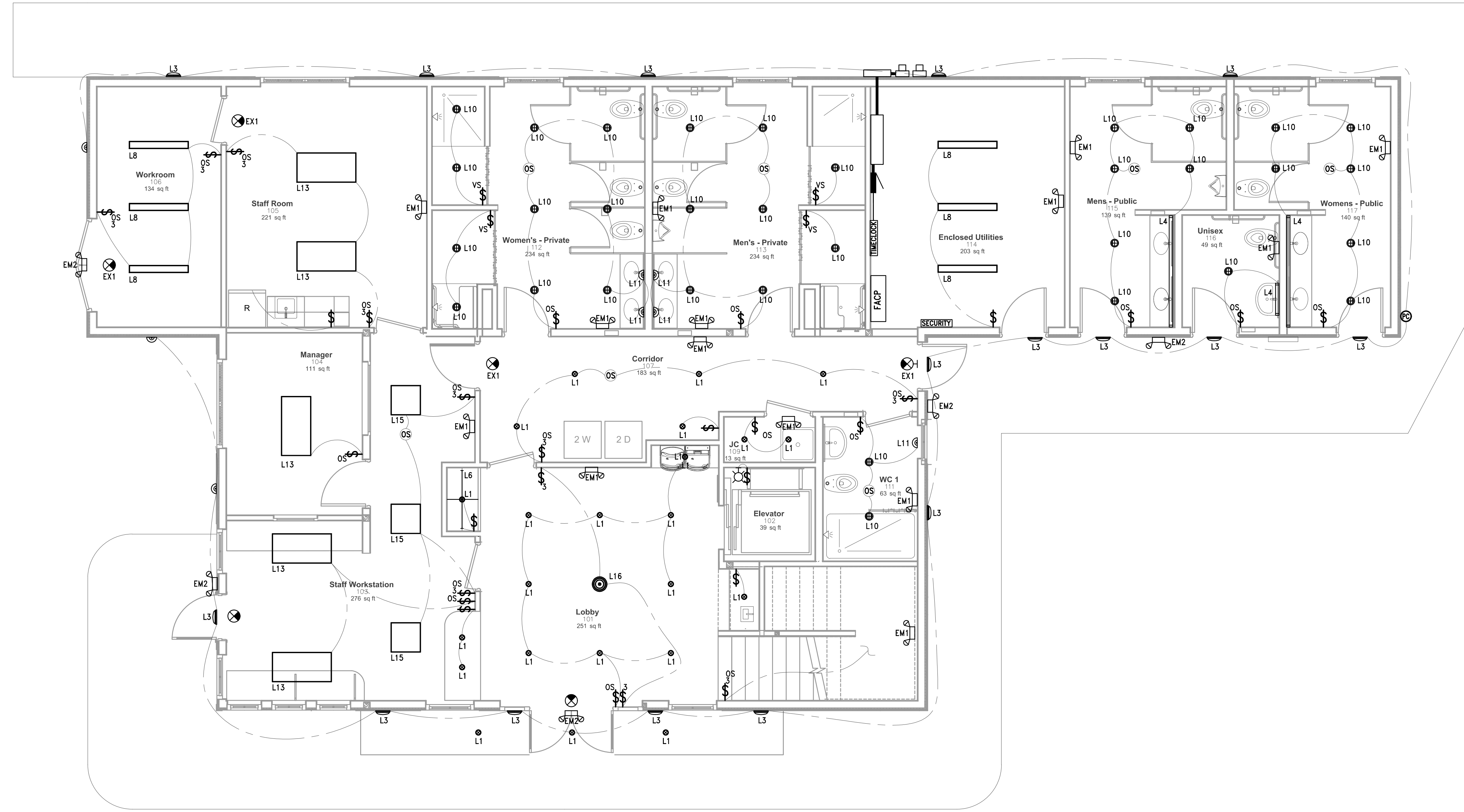
VERIFY FINAL LOCATION OF ALL LIGHT FIXTURES WITH ARCHITECT PRIOR TO INSTALLATION. SEE ARCHITECTURAL AND LIGHTING DESIGN SHEETS FOR MORE INFORMATION.

**GENERAL ELECTRIC SYSTEMS NOTES:**

1. PROVIDE ALL ELECTRICAL DEVICES - VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
2. PROVIDE CODE COMPLIANT LIGHTING AND LIGHTING CONTROL DEVICES. COORDINATE ALL REQUIREMENTS AND FINAL LOCATION OF CONTROLS ARCHITECT AND OWNER.
3. COORDINATE ALL WORK. SEE ARCHITECTURAL SHEETS FOR ADDITIONAL INFORMATION.
4. SEE OTHER SHEETS IN THIS SET FOR ADDITIONAL INFORMATION.

**ELECTRIC LIGHTING DRAWING NOTES:**

1. PROVIDE NEW LIGHT FIXTURES, CONTROLS, SWITCHES, CONDUIT AND CONDUCTORS. CIRCUIT TO EXISTING CIRCUIT ABANDONED IN DEMOLITION PHASE.
2. PROVIDE MANUAL OVERRIDE SWITCHES WHERE OCCUPANCY SENSORS ARE USED FOR LIGHTING CONTROL.
3. PROVIDE EXIT FIXTURE WITH 90 MINUTE BATTERY BACK-UP. CIRCUIT TO UNSWITCHED LEG OF LOCAL LIGHTING CIRCUIT.
4. PROVIDE EMERGENCY LIGHT WITH 90 MINUTE BATTERY BACK-UP. CIRCUIT TO UNSWITCHED LEG OF LOCAL LIGHTING CIRCUIT.
5. PROVIDE OCCUPANCY SENSORS TO COMPLY WITH ALL LOCAL CODES.
6. PROVIDE DAYLIGHT SENSORS TO COMPLY WITH ALL LOCAL CODES.
7. PROVIDE PHOTOCELL/MOTION SENSOR CONNECTED TO 24/7 TIMECLOCK FOR EXTERIOR BUILDING LIGHTING CONTROL.
8. PROVIDE POWER, DISCONNECT, CONDUIT AND TIMER SWITCH FOR EXHAUST FAN IN STAFF LOUNGE. COORDINATE REQUIREMENTS WITH MECHANICAL CONTRACTOR.
9. PROVIDE GENERIC, LENSED LIGHT FIXTURE AND SWITCH FOR ELEVATOR SHAFT LIGHTING.
10. PROVIDE POWER, DISCONNECT, CONDUIT AND TIMER SWITCH FOR EXHAUST FAN IN JANITOR CLOSET. COORDINATE REQUIREMENTS WITH MECHANICAL CONTRACTOR.



1 First Floor Plan - Electrical Lighting  
SCALE - 1/4" = 1'-0"



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First Floor Plan - Electrical Lighting  
New Marina Building  
Sister Bay Marina  
10733 Bay Shore Drive  
Sister Bay, Wisconsin

E102



VERIFY FINAL LOCATION OF ALL ELECTRICAL DEVICES WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION. SEE ARCHITECTURAL SHEETS FOR MORE INFORMATION.

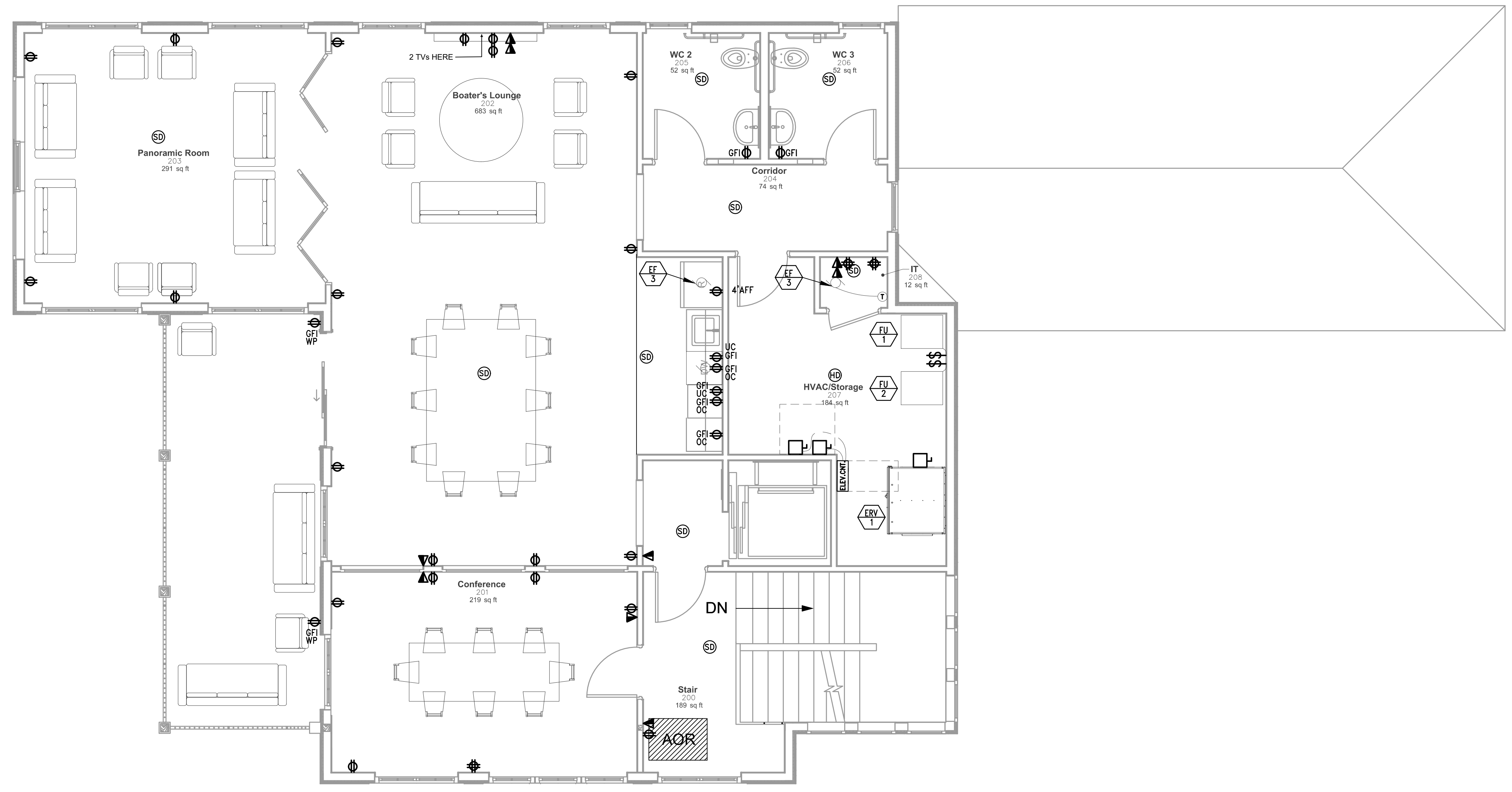
**GENERAL ELECTRIC SYSTEMS NOTES:**

1. PROVIDE ELECTRICAL DEVICES – VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
2. PROVIDE 36" CLEARANCE IN FRONT OF ELECTRICAL EQUIPMENT AS REQUIRED BY CODE.
3. COORDINATE ALL WORK. SEE ARCHITECTURAL SHEETS FOR ADDITIONAL INFORMATION.
4. SEE OTHER SHEETS IN THIS SET FOR ADDITIONAL INFORMATION.

**ELECTRIC POWER DRAWING NOTES:**

1. PROVIDE 20A, RECESSED, DUPLEX, RECEPTACLES. VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
2. PROVIDE RECESSED, 20A, GFI RECEPTACLES WITHIN 6'-0" OF WATER SOURCE AND WHERE REQUIRED BY STATE OF WISCONSIN CODE. PROVIDE RECESSED CONDUIT AND CONDUCTORS. CIRCUIT AS NOTED.
3. PROVIDE DISCONNECT, CONDUIT, CONDUCTORS AND OCCUPANCY SENSOR CONTROL FOR TOILET ROOM EXHAUST FANS. COORDINATE REQUIREMENTS WITH MECHANICAL CONTRACTOR. CIRCUIT TO NEW 15A/1 POLE BREAKER IN PANEL "LP-1".
4. PROVIDE 3/4" CONDUIT WITH PULLWIRE FOR TELE/DATA DEVICE. TERMINATE IN IT ROOM. COORDINATE REQUIREMENTS WITH OWNER.
5. PROVIDE 3/4" CONDUIT WITH PULLWIRE FOR TWO-WAY COMMUNICATION FROM AREA OF REFUGE TO IT ROOM.
6. PROVIDE CODE COMPLIANT FIRE CONTROL SYSTEM COMPLETE WITH FIRE ALARM CONTROL PANEL, FIRE ALARM ANNUNCIATOR PANEL, ALL DEVICES AND ACCESSORIES.
7. PROVIDE THE FOLLOWING FOR THE ELEVATOR POWER: TWO LOCKABLE FUSED DISCONNECTS – ONE 15 AMP FOR LIGHTING AND ONE 60 AMP WITH 30 AMP FUSES, FOR THE DRIVE MOTOR. DISCONNECT SWITCHES SHOULD BE LOCATED ON THE STRIKE (LOCK) SIDE OF THE MACHINE ROOM IN ACCORDANCE TO THE ELECTRICAL CODE. YOU MUST PROVIDE A MINIMUM OF 36" WORKING SPACE IN FRONT OF EACH DISCONNECT SWITCH. THE MAIN DISCONNECT SWITCH FOR THE MACHINE UNIT REQUIRES AN AUXILIARY CONTACT. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH ELEVATOR MANUFACTURER.
8. PROVIDE POWER, DISCONNECT, CONDUIT AND CONDUCTORS FOR KITCHENETTE EXHAUST FAN. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
9. PROVIDE POWER, DISCONNECT, CONDUIT AND CONDUCTORS FOR ERV. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
10. PROVIDE POWER, DISCONNECT, CONDUIT AND CONDUCTORS

11. PROVIDE POWER, DISCONNECT, AND CONDUIT FOR IT ROOM EXHAUST FAN AND THERMOSTATIC CONTROL. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.
12. PROVIDE POWER, DISCONNECT, CONDUIT AND TIMER SWITCH FOR EXHAUST FAN IN KITCHENETTE AREA. CIRCUIT TO PANEL "LP-1". COORDINATE ALL REQUIREMENTS WITH MECHANICAL CONTRACTOR.



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Second Floor Plan - Electrical Power  
 New Marina Building  
 Sister Bay Marina  
 10733 Bay Shore Drive  
 Sister Bay, Wisconsin

① Second Floor Plan – Electrical Power  
 SCALE – 1/4" = 1'-0"

E103



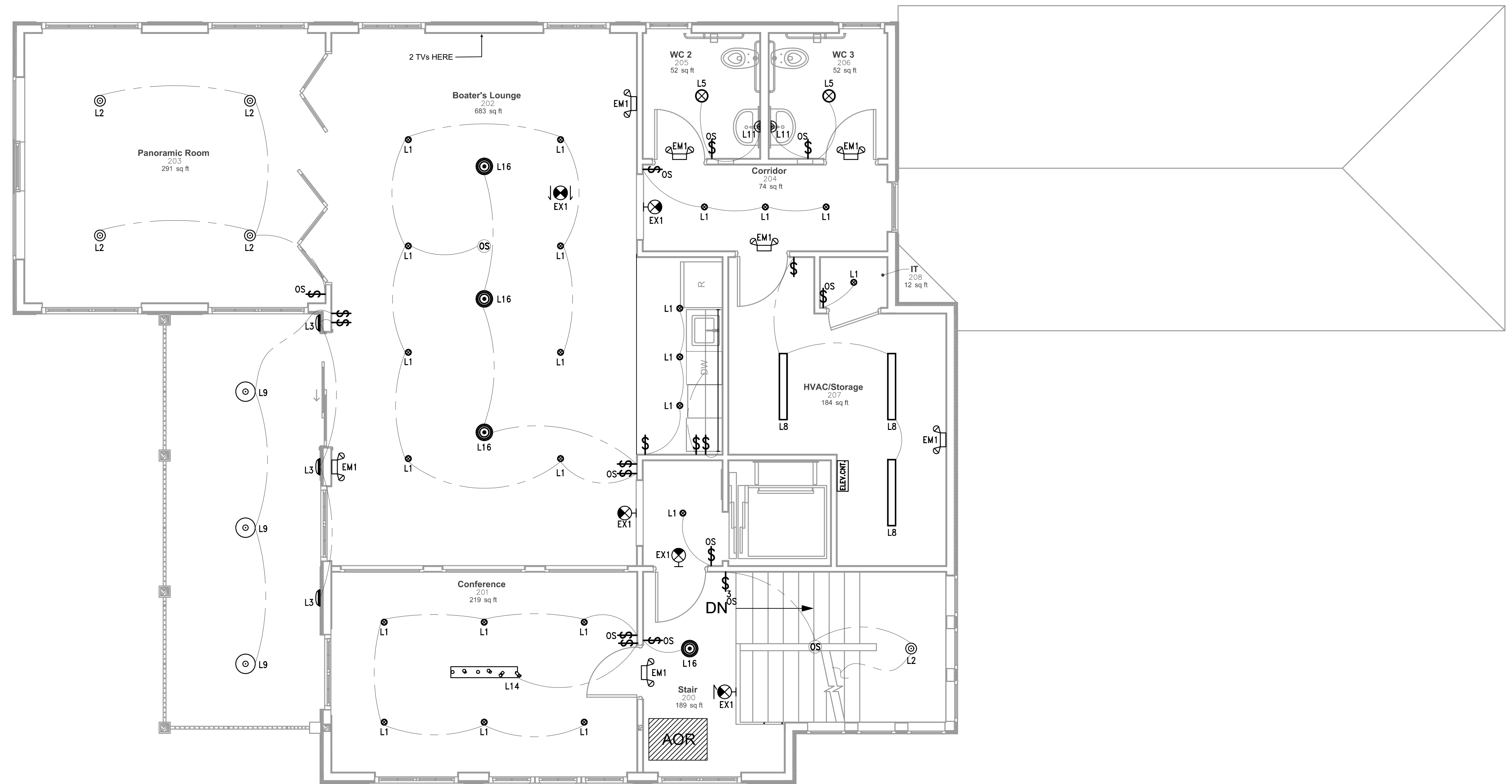
VERIFY FINAL LOCATION OF ALL LIGHT FIXTURES WITH ARCHITECT PRIOR TO INSTALLATION. SEE ARCHITECTURAL AND LIGHTING DESIGN SHEETS FOR MORE INFORMATION.

**GENERAL ELECTRIC SYSTEMS NOTES:**

1. PROVIDE ALL ELECTRICAL DEVICES - VERIFY ALL FINAL LOCATIONS WITH ARCHITECT/OWNER.
2. PROVIDE CODE COMPLIANT LIGHTING AND LIGHTING CONTROL DEVICES. COORDINATE ALL REQUIREMENTS AND FINAL LOCATION OF CONTROLS ARCHITECT AND OWNER.
3. COORDINATE ALL WORK. SEE ARCHITECTURAL SHEETS FOR ADDITIONAL INFORMATION.
4. SEE OTHER SHEETS IN THIS SET FOR ADDITIONAL INFORMATION.

**ELECTRIC LIGHTING DRAWING NOTES:**

1. PROVIDE NEW LIGHT FIXTURES, CONTROLS, SWITCHES, CONDUIT AND CONDUCTORS. CIRCUIT TO EXISTING CIRCUIT ABANDONED IN DEMOLITION PHASE.
2. PROVIDE MANUAL OVERRIDE SWITCHES WHERE OCCUPANCY SENSORS ARE USED FOR LIGHTING CONTROL.
3. PROVIDE EXIT FIXTURE WITH 90 MINUTE BATTERY BACK-UP. CIRCUIT TO UNSWITCHED LEG OF LOCAL LIGHTING CIRCUIT.
4. PROVIDE EMERGENCY LIGHT WITH 90 MINUTE BATTERY BACK-UP. CIRCUIT TO UNSWITCHED LEG OF LOCAL LIGHTING CIRCUIT.
5. PROVIDE OCCUPANCY SENSORS TO COMPLY WITH ALL LOCAL CODES.
6. PROVIDE DAYLIGHT SENSORS TO COMPLY WITH ALL LOCAL CODES.



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1 Second Floor Plan - Electrical Lighting SCALE - 1/4" = 1'-0"

Second Floor Plan - Electrical Lighting  
 New Marina Building  
 Sister Bay Marina  
 10733 Bay Shore Drive  
 Sister Bay, Wisconsin

E104



## STAFF REPORT

Date: June 23, 2026

**To:** Plan Commission

**Re:** Site Plan Review; Pergola Addition; CHOP – 2345 Mill Road

**Author(s):** Benjamin Andrews, Village Administrator

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

### **BACKGROUND INFORMATION**

A zoning application was submitted regarding the installation of a pergola at CHOP Restaurant at 2345 Mill Road. Upon the initial review of the zoning code, I had previously believed that the addition of a pergola constituted conditional use and would therefore require a Conditional Use Permit (CUP). This interpretation was based on the understanding that accessory structures located within the front yard are explicitly identified in the zoning code as requiring conditional use approval.

The Village’s zoning regulations classify accessory structures as “a structure subordinate to the principal building and used for purposes customarily incidental to the principal use.” The code states that the placement of an accessory structure within the front yard setback triggers the need for a conditional use permit.

Given the proposed location and the general intent to ensure consistency with the code’s requirements for visual character, placement, and neighborhood compatibility, I interpreted the pergola as falling under this provision. As such, my initial conclusion was that a CUP would be required.

Following additional review, I evaluated prior Plan Commission actions on this specific site from the November 26<sup>th</sup> meeting; specifically the agenda item regarding the vestibule addition. That review showed precedent indicating that the Plan Commission has previously considered similar structural additions to the property as additions requiring site plan review, rather than as conditional uses.

These earlier actions treated the introduction of new structures—regardless of whether they met the narrow definition of an accessory structure in the front yard—as modifications to the approved site plan that warranted Commission review for consistency with the Village’s design, layout, and development standards.

The addition is proposed to include two 12 ft x 20 ft. pergolas to the top of the property site. There is no change to setback requirements and there is no additional seating that will result of the proposed improvements.

**POLICY ALTERNATIVE(S)**

The Plan could take the following actions:

- Approve
- Approve with conditions.
- Deny
- Postpone

**ATTACHMENT(S)**

1. Pergola Addition Application; CHOP – 2345 Mill Road



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

**CONDITIONAL USE PERMIT APPLICATION**

32

THIS AREA FOR OFFICE USE ONLY

Account No.	Permit Issued Date
Fee Amount Paid: \$1000.00	Receipt #: #145 5/22/26

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION
Applicant (Agent) Chris Schmeltz (Luis & Jody Wollett)	Parcel Identification Number (PIN) 181- 530008
Street Address [REDACTED]	Subdivision or CSM (Volume/Page/Lot)
City - State - Zip/Code [REDACTED]	Address Of Property (DO NOT include City/State/Zip Code) 2345 Mill rd. (Chop)
Property Owner (if different from applicant)	Is this property connected to public sewer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Is this property connected to public water? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City - State - Zip/Code	

**CONTACT PERSON**

Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.

Name Kathryn Jexard Daytime Phone ( [REDACTED] ) [REDACTED] - [REDACTED]

PROPERTY USE	PROPOSED PROJECT
<p><b>Current Use Of Property</b></p> <p><input type="checkbox"/> Vacant Property    <input type="checkbox"/> Single-Family Residential  <input checked="" type="checkbox"/> Business    <input type="checkbox"/> Commercial    <input type="checkbox"/> (Describe below)  <input type="checkbox"/> Active-Working Farm Operation            Other _____</p> <p><b>Proposed Use Of Property</b></p> <p><input type="checkbox"/> Single-Family Residential    <input checked="" type="checkbox"/> Commercial            Other _____</p>	<p>(Please check/complete ALL that apply below)</p> <p><input type="checkbox"/> Pond                      <input type="checkbox"/> Single Family Residence  <input type="checkbox"/> Filling                    <input type="checkbox"/> Commercial  <input type="checkbox"/> Grading                  <input type="checkbox"/> Multi-Family  <input type="checkbox"/> Dredging                <input checked="" type="checkbox"/> Other <u>pergola</u></p> <p>Total Area <u>960 sqft</u>                      Height <u>8'5"</u>            Width (Overall) <u>12' x 4' = 48'</u>                      No. Stories <u>1</u>            Length (Overall) <u>19'8"</u>                      No. Employees _____</p> <p><i>Removing current to have 4 that match side by side upstairs</i></p>

**PLEASE COMPLETE THE SITE PLAN ON THE ATTACHED PAGE.**

I AGREE TO MARK OR STAKE OUT THE LOCATION OF THE PROPOSED PROJECT ON THE SITE.

**CERTIFICATE**

I, the undersigned, hereby apply for a Conditional 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 Sister Bay Zoning Administrator to enter the above-described property for purposes of obtaining information pertinent to my application request and to conduct land use code inspections.

Signature [Signature] Date 5/22

Daytime Contact Number ( [REDACTED] ) [REDACTED] - [REDACTED] Email Address [REDACTED]

BY: [Signature]

MAY 21 2026  
 BY: \_\_\_\_\_

# APPROVALS

33

AREA BELOW THIS LINE FOR OFFICE USE ONLY

## PLAN COMMISSION ACTION

Date Of Decision \_\_\_\_\_ Decision \_\_\_\_\_

Zoning District \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

APPROVED  DENIED

Overlay District \_\_\_\_\_

Date \_\_\_\_\_

AREA BELOW THIS LINE FOR OFFICE USE ONLY

**Road/Highway Designation**

- Village       US/State  
 County       Private

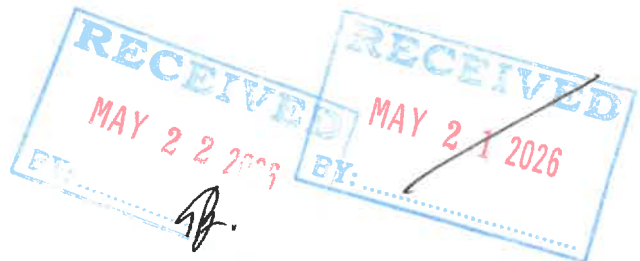
**Existing Right-Of-Way**

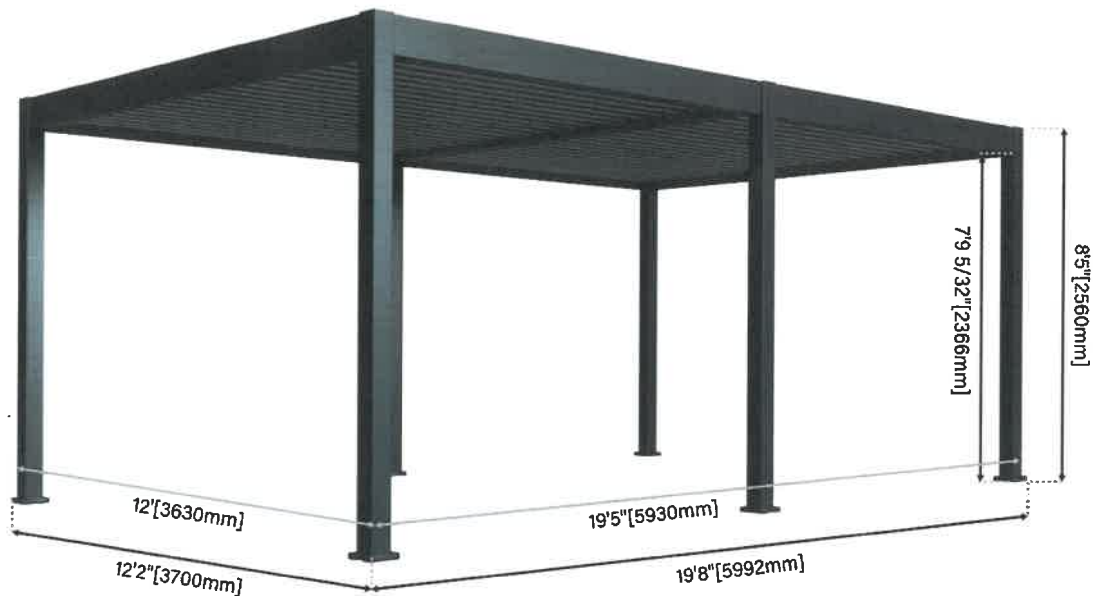
**Required Road/Highway Setback**

From Right-of-Way \_\_\_\_\_  
From Centerline \_\_\_\_\_

**Maximum Lot Coverage Allowed** \_\_\_\_\_

Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
Aggregate \_\_\_\_\_





2/8

Online Only

[Shop Paragon Outdoor](#)

Paragon Lugano Louvered Aluminum Pergola

Item 1837467

★★★★☆ 4.4 (72)

Roof Dimensions: **12 ft. x 20 ft.**

10 ft. x 12 ft.

12 ft. x 14 ft.

Add to Cart

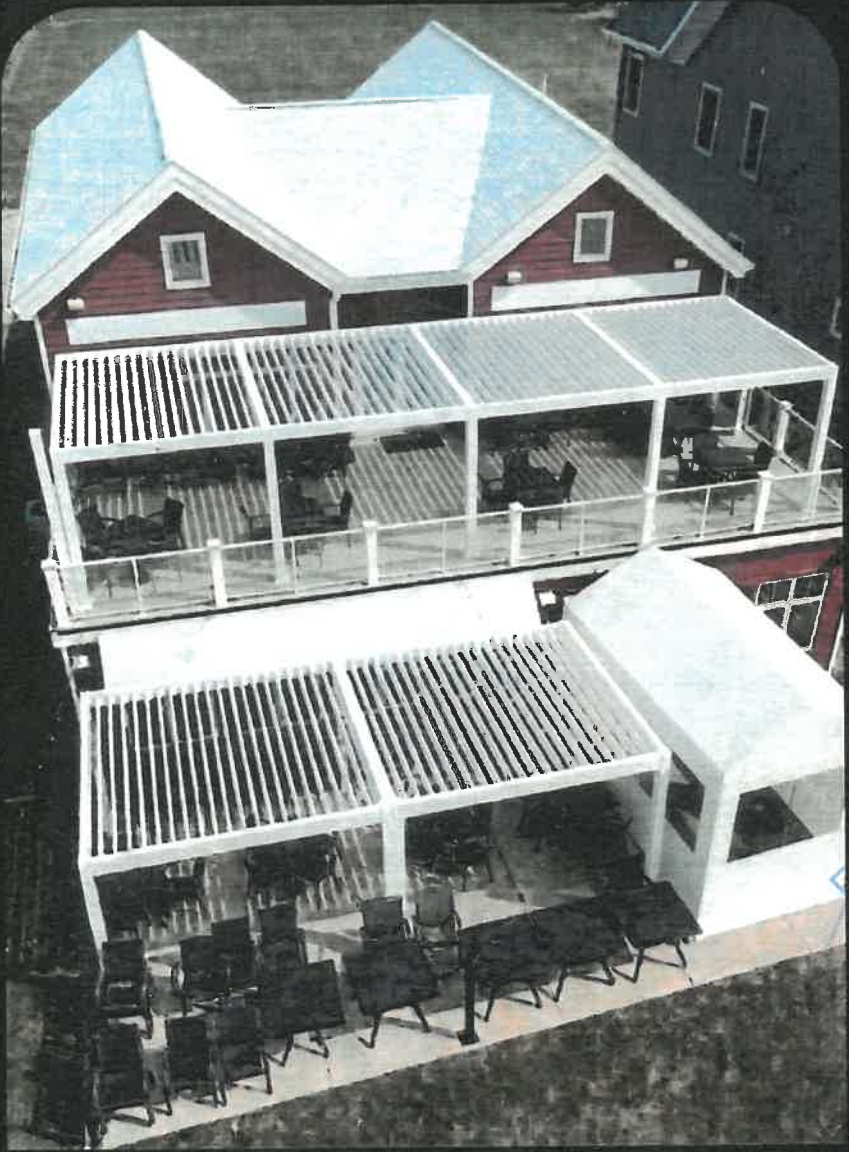
  
Explore

  
Shop

  
Account

  
Warehouse

  
Cart



The one that  
 is currently  
 there will now <sup>new</sup> have down  
 so that the <sup>new</sup> stairs  
 pergolas match.

Ask Gemini



Gemini Flash



the aluminum  
matching  
vestibled  
posts

Ask Gemini





## STAFF REPORT

Date: June 23, 2026

**To:** Plan Commission

**Re:** Potential Zoning Code Text Amendments

**Author(s):** Benjamin Andres, Village Administrator

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

### **BACKGROUND INFORMATION**

At recent Plan Commission meetings, Commissioners expressed interest in revising several components of the zoning code. Discussion centered on potential text amendments affecting permitted uses in the B 1 General Business District, fee in lieu of parking provisions, and regulations pertaining to Accessory Dwelling Units (ADUs). The purpose of this report is to summarize the discussion and outline possible next steps for policy development and code amendment work.

#### **B-1 General Business District Permitted Uses**

- The use category “Automotive Body and Mechanical Repair” was identified and included as a permitted use within the district.
- Confirm that this use aligns with the district’s intent and considering any related performance standards during future discussions.

#### **Fee In Lieu of Parking Evaluation**

- Draft language was presented that would formally codify the annual fee per parking stall and provide for future adjustments based on the Consumer Price Index (CPI)
- An additional policy framework for a Downtown Parking Benefit District could be introduced and discussed. This framework is attached for further Commission review and refinement
- Importance of establishing a clear, predictable process for fee adjustments and benefit district management.

#### **Accessory Dwelling Units (ADUs)**

- As written, the zoning code does not permit dwelling units within accessory structures.
- Commissioners expressed interest in exploring code revisions to allow ADUs.
- Policy language and reference materials from Dane County were reviewed, including:

- Dane County’s countywide ordinance regulating ADUs.
- Informational and educational resources are available on the County’s website.
- It is acknowledged that while the Dane County framework provides useful context, additional local analysis and tailoring will be required to suit the Village’s needs.

### **RECOMMENDED ACTION(S)**

The Plan Commission’s objective is to further consider the policy implications of each of these zoning topics, determine the extent of additional workshopping needed, and identify future policy issues that may warrant code amendments.

Staff will prepare materials, draft language, and additional research as directed by the Commission at upcoming meetings.

### **ATTACHMENT(S)**

1. Excerpts of Zoning Code
  - a. B-1 Permitted Use
    - i. Savard Letter
  - b. Parking In Lieu
    - i. Downtown Benefit District Documentation
  - c. Accessory Dwelling Unit
    - i. ADU Slide Deck

## 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

#### 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) Automotive body and mechanical repair.

~~(b)~~ Auto sales and service.

~~(c)~~ Banks/financial institutions.

~~(d)~~ Barber shops, beauty salons and spas.

~~(e)~~ Bed and breakfasts.

~~(f)~~ Boat sales and service.

~~(g)~~ Catering services.

~~(h)~~ Churches.

~~(i)~~ Cinemas, theaters or performance halls.

~~(j)~~ Commercial laundries.

~~(k)~~ Dance studios.

~~(l)~~ Funeral homes.

~~(m)~~ Gasoline service stations.

~~(n)~~ Group day care centers.

~~(o)~~ Condominium Hotels/Motels and/or Hotel/Motel Condominiums.

~~(p)~~ Hotels/motels.

~~(q)~~ Indoor institutional uses.

~~(r)~~ Infrastructure essential services.

~~(s)~~ Information centers.

~~(t)~~ Lawn and garden centers.

~~(u)~~ Licensed massage therapy and body work facilities as certified by the State.

~~(v)~~ Light industrial food preparation, manufacturing, processing and assembly, packaging, storage and distribution.

~~(w)~~ Construction supply centers.

~~(x)~~ Marinas.

~~(y)~~ Medical, dental, cosmetic and optical clinics.

~~(z)~~ Municipal buildings.

~~(aa)~~ Municipal utility facilities.

~~(ab)~~ Parks.

~~(bc)~~ Physical fitness centers.

~~(cd)~~ Professional offices.

~~(de)~~ Public parking lots.

~~(ef)~~ Radio and television studios.

**Commented [BA1]:** Updated zoning code to include 'automotive body and mechanical repairs' to B-1 District.

**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](#)

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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 24<sup>th</sup>, 2025

Village of Sister Bay

Attn: Plan Commission Members

Delivered via E-Mail: [julie.schmelzer@sisterbaywi.gov](mailto: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

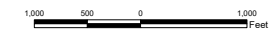
### Overlay Districts

- (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](http://www.sisterbaywi.gov). The contact information for the Administrator is [admin@sisterbaywi.gov](mailto: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**

- 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>B-3 District Dimensional Lot Standards Table</b>		
<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

## VILLAGE OF SISTER BAY ZONING CODE

### SEC. 400 – PARKING REGULATIONS

### SEC. 400 – PARKING REGULATIONS

- 1 shall be clearly posted for the joint use of employees, and/or tenants, or customers of each  
 2 respective use sharing those spaces.
- 3 (c) *Use of Optional Modes of Transportation.* Upon demonstration to the Plan Commission that  
 4 effective alternative transportation to an automobile will occur within twelve (12) months  
 5 following the issuance of the Certificate of Compliance, the Plan Commission may reduce  
 6 parking requirements. Optional modes of transportation may include, but are not limited to,  
 7 bus transit, vanpool operations, car pool/ride sharing, moped, scooters and bicycles.
- 8 (2) Fee In Lieu of Creating Parking Spaces. A developer who cannot or chooses not to construct the  
 9 required parking spaces on the parcel may be allowed to pay to the Village a fee in lieu of parking,  
 10 ~~as established by resolution of the Village Board. The rate shall be \$1,000 per stall per year and~~  
 11 ~~shall be adjusted annually; the adjustment shall be calculated based on the annual percentage~~  
 12 ~~change in the Consumer Price Index. The fee in lieu of parking is~~ -to be paid into a fund established  
 13 by the Village to construct and maintain common transition parking spaces. The payment of the fee  
 14 to the Village in either instance shall absolve the developer from constructing the required number  
 15 of spaces on their property.
- 16 (3) Large Vehicles. All businesses that cater to customers who drive vehicles larger than what can be  
 17 accommodated in a 9' X 20' parking space, shall provide the appropriate number of parking spaces  
 18 and access aisles to accommodate those vehicles.
- 19 (4) Space To Be Set Aside For Reduced Parking. The site plan for a business use in the R-2, B-1, P-1 and  
 20 I-1 Districts shall be designed to provide sufficient green space on the subject site to accommodate  
 21 the additional parking spaces otherwise required by this chapter. Such green space shall be in  
 22 addition to required yards, setbacks, driveways, private streets, loading and service areas. Sufficient  
 23 green space shall be provided which, if converted to parking spaces, would provide off-street parking  
 24 to meet the full requirements of this chapter at the time of application.
- 25 (5) Changes In Occupancy Or Use. When the use of a building, structure, or land is changed to another  
 26 use or occupancy that requires more parking spaces than required for the use existing immediately  
 27 prior to such change, additional parking spaces shall be constructed for the new use or occupancy  
 28 in the amount necessary to conform to this chapter prior to the issuance of a Certificate of  
 29 Occupancy for the new use.
- 30 (6) Changes In Intensity Of Use [See Sec. 66.1532(2)]. When the intensity of use of a building, structure  
 31 or land is increased by the addition of employees, gross floor area, seating capacity, or other unit of  
 32 measurement, additional parking spaces shall be constructed for such additions in the amount  
 33 necessary to conform to this chapter.
- 34 (7) Plan Commission Review and Verification. Where an adjustment to parking requirements has been  
 35 granted, within one (1) year following such parking modification grant and periodically thereafter,  
 36 the Plan Commission shall review the adequacy of parking to determine that the conditions justifying  
 37 the parking adjustment still exist. If the parking is found to be inadequate, the Plan Commission shall  
 38 order that the use of the property must comply with the parking requirements set forth in Sec.  
 39 66.0403.
- 40 (8) B-3 District Exemption. The exemption from certain parking requirements granted by this section  
 41 shall automatically expire forty-eight (48) months from the date of the adoption of the enabling  
 42 ordinance. The parking exemption and related requirements shall only apply to the B-3 District.
- 43 (a) Subject to the requirements of site and zoning approval, all proposed new uses, new buildings,  
 44 expansions of existing buildings, expanded uses, changes in intensity of use or changes in  
 45 occupancy shall be evaluated for the required number of customer and employee parking  
 46 spaces.
- 47 (b) A calculation must have been done to determine the amount of parking required to achieve  
 48 compliance with the green space and related requirements.
- 49 (c) The business shall be given the option of installing the required parking or leaving the  
 50 equivalent area as landscaped green space except that:

**Commented [BA2]:** Update section to include a specific fee with adjustment increment.

## Downtown Parking Benefit District — Fee-in-Lieu Framework Plan Commission Discussion

### Issue Identification

Requiring off-street parking construction in the B-3 district produces the opposite of a walkable downtown. Every new parking lot fragments the pedestrian environment, adds impervious surface, and creates a feedback loop — more cars require more parking, more parking generates more cars. The fee-in-lieu mechanism already exists in the code at Sec. 66.0404(2). What doesn't exist is a real number, a real formula to justify it, and real protection against a future board using the mechanism as a weapon instead of a tool.

This framework provides all three.

### Section 1: The Formula

The fee must be anchored to what a parking space actually costs the Village to provide. Not what someone decided sounds reasonable. Not a number that can be doubled overnight by a board that wants to squeeze a particular business. A formula tied to documented inputs that any board member, any business owner, or any attorney can verify.

#### 1.1 What a Parking Space Actually Costs

A surface parking space in the B-3 downtown corridor has three real cost components:

##### *Land*

A standard space including its share of the drive aisle occupies approximately 350 square feet. In the B-3 district, downtown Door County commercial land carries real value — assessed at roughly \$10–\$20 per square foot depending on location. Even if the Village already owns the land, that land has an opportunity cost: it could be sold, leased, or developed. Using \$15/sq ft as the formula input:

$$350 \text{ sq ft} \times \$15.00/\text{sq ft} = \$5,250 \text{ per space}$$

##### *Construction*

Building a surface parking lot in Wisconsin in 2026 — grading, drainage, asphalt paving, stormwater management, curb and gutter, lighting, striping, signage — runs \$5,000 to \$10,000 per space. The formula uses \$7,500 as the midpoint, consistent with current Wisconsin municipal procurement data.

$$\text{Construction cost} = \$7,500 \text{ per space}$$

$$\text{Total capital per space} = \$12,750$$

**Downtown Parking Benefit District — Fee-in-Lieu Framework  
Plan Commission Discussion**

This is the realistic number. It is consistent with research suggesting approximately \$25,000 per space for structured/premium downtown parking — the \$12,750 figure is for a surface lot on existing Village-owned land; a structured facility would easily reach that range.

### **Maintenance**

Annual upkeep of a surface lot — seal coating cycle, snow removal share, line refresh, lighting maintenance — runs approximately \$250 per space per year. This is the ongoing operational cost the Village bears regardless of who funded construction.

### **1.2 The Formula**

Annual Fee per Space = (Land Value per Space + Construction Cost per Space)

÷ Amortization Period

+ Annual Maintenance Cost per Space

### **The inputs:**

<b>Input</b>	<b>Variable Name</b>	<b>2026 Value</b>	<b>Updated By</b>
Land area per space	L	350 sq ft	Fixed in ordinance
Assessed land value per sq ft	V	\$15.00	Door County assessment, updated at each 5-year review
Construction cost per space	C	\$7,500	Village Board resolution, updated at 5-year review
Amortization period	A	20 years	Fixed in ordinance
Annual maintenance per space	M	\$250	Village Administrator, updated annually

### **The formula expressed:**

Annual Fee =  $((L \times V) + C) \div A + M$

## Downtown Parking Benefit District — Fee-in-Lieu Framework Plan Commission Discussion

### 2026 baseline calculation:

$$((350 \times \$15.00) + \$7,500) \div 20 + \$250 = (\$5,250 + \$7,500) \div 20 + \$250 = \$12,750 \div 20 + \$250 = \$637.50 + \$250 = \$887.50 \rightarrow \text{rounded to } \$900 \text{ per space per year}$$

This is the number. It is not arbitrary. It can be defended in public, in print, in court, and to the next five Village Boards. Any board that wants to change it has to change the inputs — and to change the inputs, they need documented evidence that construction costs or land values have changed. They cannot simply vote to raise the fee because they want to.

### 1.3 Annual CPI Adjustment

Between five-year input reviews, the annual fee adjusts each January 1 by the percentage change in the U.S. Bureau of Labor Statistics CPI-U, Midwest Urban region, for the prior calendar year.

#### Hard caps:

- Maximum annual increase: 3% regardless of actual CPI
- Minimum annual change: 0% — the fee does not decrease in deflationary years

The Village Administrator publishes the adjusted fee by December 1 of each year for the following calendar year.

Year	2% CPI	3% CPI (cap)
2026 (base)	\$900	\$900
2031	\$994	\$1,043
2036	\$1,097	\$1,210
2041	\$1,211	\$1,402
2046	\$1,337	\$1,626

### 1.4 Five-Year Input Review

Every five years, the Village Board shall review and update C (construction cost) and V (assessed land value per sq ft) based on:

- Current Door County property assessment data for B-3 parcels
- At least two independent construction cost estimates for surface lot construction in Door County

## Downtown Parking Benefit District — Fee-in-Lieu Framework Plan Commission Discussion

The updated inputs are adopted by Village Board resolution. The resulting fee change is **not** a CPI adjustment — it is a separate action. If the formula-calculated fee after a 5-year review would increase by more than 15% over the prior fee, the increase shall be phased in over two years at equal increments.

### **Section 2: Protection Against Future Boards**

The mechanisms below do not prevent future boards from governing — they prevent them from retroactively moving the goalposts on businesses that relied on this program to make investment decisions.

#### **2.1 The Formula Is in the Ordinance — Not a Number**

The ordinance does not state a dollar amount. It states the formula and the inputs. To change the fee, a future board must change the ordinance — which requires a public hearing, Plan Commission recommendation, and Village Board vote. A board cannot raise the fee by resolution alone.

This is the most important structural protection. Any board that wants to charge \$25,000 per space to run a business out of the district would have to do it in public, through a formal amendment process, with findings of fact justifying why construction costs quadrupled.

#### **2.2 Supermajority Required to Amend the Formula**

The ordinance shall include a provision that the formula in Sec. 66.0404(2) — specifically the amortization period (A), the land area per space (L), and the definition of eligible inputs — may only be amended by an affirmative vote of four of the five Village Board members (4/5 majority). Changes to V and C at the five-year input review require only a simple majority, since those are factual updates, not structural changes.

Wisconsin municipalities may establish supermajority requirements for specific ordinance amendments. This is a legally available tool.

#### **2.3 Vested Rights for Enrolled Businesses**

Once a business executes a DPBD Participation Agreement and makes its first annual payment, that business's fee rate is vested:

- The fee adjusts annually by CPI (subject to the 3% cap) from the enrollment-year rate
- The fee does not reset at five-year reviews for existing enrollees
- A future board cannot retroactively reprice existing agreements

New enrollees after a five-year review pay the then-current formula rate. Existing enrollees are grandfathered at their enrollment-year rate plus CPI.

## Downtown Parking Benefit District — Fee-in-Lieu Framework Plan Commission Discussion

This means a business that enrolls in 2026 at \$900/year knows with certainty what their fee trajectory looks like. They can model it. They can budget it. They can explain it to a lender.

### 2.4 Findings Required for Any Amendment

Any ordinance amendment affecting the fee-in-lieu formula must include written findings of fact addressing:

1. The documented change in construction costs or land values that justifies the amendment
2. The impact on businesses currently enrolled in the DPBD program
3. Whether the proposed amendment is consistent with the purpose of the program

Findings must be included in the ordinance record. This creates an evidentiary paper trail that makes bad-faith amendments difficult to defend legally and politically.

## Section 3: The Parking Benefit District

### 3.1 Boundary

The Downtown Parking Benefit District (DPBD) covers all parcels within the B-3 Downtown Business District plus all parcels within 500 feet of the B-3 boundary. The boundary is mapped and maintained by the Village Administrator.

### 3.2 What the Money Pays For

All fee-in-lieu revenue is restricted to the DPBD for:

- Construction and maintenance of public parking facilities
- Road and alley maintenance within the district
- Sidewalks, pedestrian lighting, crosswalks
- Public trash receptacles and waste removal infrastructure
- Wayfinding signage and parking direction signage
- Streetscape improvements (benches, bike racks, street trees)

The fund cannot be raided for general operations. Transfers out of the fund require a 4/5 Board vote and written findings.

### 3.3 Annual Accounting

The Village Administrator reports to the Plan Commission and Board by March 1 each year: receipts, expenditures, fund balance, participating businesses, spaces enrolled, and planned expenditures. This is public record.

**Section 4: By-Right Enrollment****4.1 No Plan Commission Approval Required**

Under the current code, fee-in-lieu is a Plan Commission discretionary approval. This framework makes it by-right for qualifying uses. A business that meets the eligibility criteria files a Participation Agreement with the Zoning Administrator. No Plan Commission vote. No public hearing. No uncertainty.

Eligibility:

- Use is within the B-3 district
- Required parking does not include residential units or hotel/motel guest rooms
- Required parking does not exceed 12 spaces total
- Employee parking for more than four employees is still provided on-site

**4.2 Partial Enrollment**

A business may satisfy parking requirements through any combination of on-site construction, shared parking agreement, and fee-in-lieu. No minimum number of fee-in-lieu spaces is required. A business that builds 3 spaces and owes 2 more pays for 2.

**4.3 No Sunset**

Enrollment does not expire. The fee obligation runs with the use — not the owner. Change of ownership does not reset the rate. Change of use or intensity of use triggers a recalculation for the new/additional requirement only; the existing enrolled spaces remain at the grandfathered rate.

**Downtown Parking Benefit District — Fee-in-Lieu Framework  
Plan Commission Discussion**

## **Section 5: Implementation**

### **What's needed**

1. **Ordinance amendment to Sec. 66.0404** — inserts the formula, establishes by-right status, adds supermajority amendment requirement, adds findings requirement, establishes DPBD fund. Requires Plan Commission recommendation and Village Board adoption (public hearing, Class 2 notice).
2. **Village Board resolution** — formally establishes 2026 baseline inputs ( $V = \$15.00/\text{sq ft}$ ,  $C = \$7,500$ ,  $M = \$250$ ,  $A = 20$  years) and the initial fee of  $\$900/\text{space}/\text{year}$ . Adopted by simple majority concurrent with the ordinance.
3. **DPBD boundary map** — prepared by staff or BLRPC using existing B-3 zoning boundary plus 500-foot buffer.
4. **DPBD Participation Agreement template** — drafted by Village Attorney.
5. **Dedicated fund account** — established by Village Treasurer.

Also need to sync the eligibility criteria in Sec. 66.0404(8)(c)(3) — the existing B-3 exemption language caps at 40 spaces for the green space option, but the by-right fee-in-lieu enrollment cap is set at 12. Uses requiring more than 12 fee-in-lieu spaces would still go through Plan Commission under the existing case-by-case adjustment process.

*Draft prepared June 2026. Requires Village Attorney review of supermajority amendment provision under Wisconsin municipal law before adoption. Formula inputs should be verified against current Door County assessment data prior to final ordinance adoption.*

**SECTION 1 — FORMULA INPUTS****Land Component**

Square feet per parking space (stall + aisle share)	360	Standard stall 9×20 ft plus proportionate aisle. Fixed in ordinance.
Assessed land value per sq ft (\$)	\$123.45	Use current Door County assessed value for B-3 parcels. Update at 5-year review.
→ Land cost per space (\$)	\$44,442.00	Calculated: sq ft × land value per sq ft

**Construction Component**

Construction cost per space (\$)	\$7,500	Surface lot: grading, paving, drainage, lighting, striping. Update at 5-year review.
----------------------------------	---------	--

**Capital Recovery**

Total capital cost per space (\$)	\$51,942.00	Land + construction
Amortization period (years)	20	Useful life of surface lot. Fixed in ordinance at 20 years.
Annual capital recovery (\$)	\$2,597.10	Total capital ÷ amortization period

**Maintenance Component**

Annual maintenance cost per space (\$)	\$250	Snow removal, seal coat cycle, lighting, line refresh. Updated annually by Administrator.
--	-------	---

**SECTION 2 — CALCULATED ANNUAL FEE**

Annual fee per space (raw) (\$)	\$2,847.10	
Round to nearest (\$)	100	Rounding unit — enter 50 to round to nearest \$50, 100 for nearest \$100
<b>ANNUAL FEE PER SPACE — ADOPTED RATE</b>	<b>\$2,800</b>	

Formula: Annual Fee = ((Sq Ft × Land Value) + Construction) ÷ Amortization + Maintenance

**SECTION 3 — CPI ESCALATION PROJECTION**

CPI rate to model (%)	2.5%	Enter annual CPI assumption. Hard cap in ordinance is 3.0%.
CPI cap (hard max per year) (%)	3.0%	Ordinance cap. Do not change unless ordinance is amended.

Year	Fee (modeled CPI)	
2026 (base)	\$2,800	
Year 1	\$2,870	
Year 2	\$2,942	
Year 3	\$3,015	
Year 4	\$3,091	
Year 5	\$3,168	
Year 10	\$3,584	
Year 15	\$4,055	
Year 20	\$4,588	
Year 25	\$5,191	

**SECTION 4 — FEE ESTIMATE FOR A SPECIFIC USE**

Total parking spaces required by code	5	
Spaces provided on-site by applicant	0	
Spaces covered by shared parking agreement	0	
Fee-in-lieu spaces required	5	Must not exceed 12 for by-right enrollment
Eligible for by-right enrollment?	<b>YES — by-right</b>	By-right if fee-in-lieu spaces ≤ 12 and no residential/hotel rooms
<b>ANNUAL FEE FOR THIS USE (\$)</b>	<b>\$14,000</b>	Fee-in-lieu spaces × adopted rate
Monthly equivalent (\$)	\$1,166.67	

**SECTION 5 — NOTES**

- Yellow cells are user inputs. All other values are calculated automatically.
- The adopted rate (Section 2) is the only number that appears in the Village Board resolution.
- Formula inputs V (land value) and C (construction cost) are updated every 5 years by Village Board resolution.
- Annual CPI adjustment applies each January 1, capped at 3% per year. Fee does not decrease.
- Once a Participation Agreement is signed, the enrolled rate is vested and adjusts by CPI only — not by future input reviews.
- Uses requiring more than 12 fee-in-lieu spaces require Plan Commission approval under Sec. 66.0404(1).
- Residential units and hotel/motel guest rooms are not eligible for fee-in-lieu under any circumstance.

## VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 – ACCESS. USES & STRUCTURES

SEC. 66.0501 – ACCESS. USES & STRUCTURES

### SECTION 500 - ACCESSORY USES, HOME OCCUPATIONS, FENCES, AND ANTENNAS

#### Sec. 66.0501 Accessory Uses and Structures

Accessory uses and structures are those that are usually and customarily incidental to the principal use that is located on the same property as the accessory use or structure. Accessory uses shall be permitted in any district as may be specified in the appropriate district regulations or herein.

(1) General Regulations. Accessory structures shall be subject to the following regulations:

(a) Permit Required. Accessory structures shall require a regular zoning permit except: minor structures such as birdhouses, yard light poles, birdbaths, doghouses (housing dogs which are licensed as the personal pets of the residents of the property), tree houses, non-commercial fuel storage tanks and pumps, clothesline poles, lawn ornaments, flag poles, mailboxes, garbage containers, ice fishing shanties, school bus waiting shelters, and farm livestock hutches. Accessory buildings greater than 120 square feet in area shall also require the issuance of a building permit.

(b) Accessory Dwelling Units. Accessory dwelling units shall be subject to the following regulations:

1. The principal dwelling or the accessory dwelling unit must be owner-occupied except that a temporary absence of up to six (6) months is allowed.
2. The principal dwelling must be a single-family detached dwelling.
3. No more than one (1) accessory dwelling unit may be located on a lot.
4. The number of occupants of the accessory dwelling unit shall not exceed one (1) family or two (2) unrelated individuals.
5. The accessory dwelling unit shall not be sold separately from the principal dwelling.
6. The maximum height of a detached building containing an accessory dwelling unit, including one built above a garage or similar space, shall be twenty-five (25) feet.
7. The size of an accessory dwelling unit shall be [five to twelve] hundred square feet.
8. An accessory dwelling unit shall contain no more than two (2) bedrooms
9. The minimum setback requirements shall be those for accessory buildings or structures of the underlying zoning district.
10. Accessory dwelling unit entry ways within a rear or side yard shall be connected to a street frontage by a paved walkway or driveway.

~~11.~~ For accessory dwelling units constructed within the principal building, the appearance or character of the principal building shall not be significantly altered so that its appearance is no longer that of a single-family dwelling.

~~(b) Living Quarters Prohibited. Accessory structures shall not contain living quarters.~~

- (c) Location. Accessory structures shall be located on the same lot as the principal use to which it is accessory.
- (d) Principal First. An accessory structure shall not be permitted until its associated principal structure is present or under construction, except that one accessory building may be permitted prior to the erection of a principal structure only in the CS-1, R-1, R-3 and R-4 Districts.
- (e) Block and Metal Buildings. No pole or block buildings with smooth faced block or standing rib metal siding will be permitted in any district.
- (f) Design Guidelines. All accessory structures, except those that are on residential parcels, shall comply with the architectural standards as provided in Sec. 66.1055.
- (g) Services and Use. The installation of sanitary sewer service and water service to an accessory building shall be permitted for a toilet and sink(s), upon the issuance of a zoning permit, subject to the following requirements:

Commented [BA3]: [ADU-slideshow-DCHI-Feb-2023.pdf](#)

Commented [BA3R2]: Owner

Commented [BA4]: This section of the code prohibits accessory dwelling units.

## VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 – ACCESS, USES & STRUCTURES

SEC. 66.0501 – ACCESS, USES & STRUCTURES

- 1           1. The installation shall be subject to building code permitting and inspection under Chapter
- 2           14 of the Village's Building Code.
- 3           2. The installation shall be subject to the standards, policies, fees and charges contained in
- 4           Chapter 62, *Utilities*.

5           ~~3. The accessory building shall not contain living quarters.~~

6           4.3. The violation of the provisions of this subsection shall:

- 7           a. Result in imposition of the fee or forfeiture that is delineated in the most recently
- 8           adopted version of the fee schedule for the Village, retroactive to the date the living
- 9           quarters were found to have been created in the building;
- 10          b. The removal of the water and sanitary sewer service from the building; and
- 11          c. The removal of the living quarters found in the building;
- 12          d. In addition, if they were not paid at the time the installation occurred, all fees and
- 13          penalties associated with impact fees, zoning permits, building permits and other
- 14          applicable fees will also be required.

15          5.4. If the violation of this subsection does not involve living quarters then the

16          following shall apply:

- 17          a. The imposition of the fine that is delineated in the most recently adopted version of
- 18          the fee schedule for the Village, retroactive to the date the improperly installed
- 19          installation was found to have been created in the building, and,
- 20          b. Inspection of the installation under the then current building code.
- 21          c. In addition, if they were not paid at the time the installation occurred, imposition of
- 22          all fees and penalties associated with impact fees, zoning permits, building permits
- 23          and other applicable fees will also be required.

24          (2) Setback Requirements.

- 25          (a) All accessory structures except the minor structures mentioned in subsection (1)(a) shall
- 26          comply with all setback and yard requirements for accessory structures.
- 27          (b) If the Plan Commission establishes a large project setback as specified in Sec. 66.0307(4) that
- 28          setback shall also apply to all accessory buildings.
- 29          (c) All accessory buildings for all zoning districts shall comply with the following setback
- 30          requirements.

31           1. *Setback From Easements.*

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

35           2. *Side Yard Setback.*

- 36           a. See district requirements for primary structures.

37           3. *Rear Yard Setback.*

- 38           a. See district requirement for primary structures.

39           4. *Front Yard Setback.*

- 40           a. No accessory building shall be placed in a front yard setback area, except as part of
- 41           a Conditional Use Permit issued by the Plan Commission
- 42           b. Existing single-family homes as of July 1, 2008, in the R-1 District located within 100
- 43           feet of the ordinary high water mark may be permitted to have one accessory
- 44           building located in the front yard area setback area. The accessory building may not
- 45           be located any closer than 40 feet from the edge of the pavement and 15 feet from
- 46           the side lot line. Any modifications to non-conforming accessory buildings subject
- 47           to this exemption shall comply with Sec. 66.0903. If an existing home is demolished
- 48           and rebuilt then Sec. 66.0501(2)(c)5.a shall apply.

- 49          (3) Structures Not Buildings. The following accessory structures that are not buildings shall be
- 50          constructed on a property as follows:

## VILLAGE OF SISTER BAY ZONING CODE

SECTION 2000 – GENERAL DEFINITIONS

SECTION 2000 – GENERAL DEFINITIONS

### SECTION 2000 – GENERAL DEFINITIONS

1

2 **Sec. 66.2001 General Definitions.** For the purpose of this chapter, certain words or phrases shall have  
 3 meanings that either vary somewhat from their customary dictionary meanings or are intended to be  
 4 interpreted to have a specific meaning. Words used in the present tense in this chapter include the  
 5 future. The word “person” includes a firm, association, partnership, trust, company, or corporation as  
 6 well as an individual. The word “he” includes the word “she.” The word “shall” is mandatory, the word  
 7 “should” is advisory and the word “may” is permissive. Any words not defined in this section shall be  
 8 presumed to have their customary dictionary definitions; in the absence of a definition or the absence  
 9 of a definition that is consistent with land use law, words and phrases shall have the definition found  
 10 in Black’s Law Dictionary or as established by case law. Definitions shall be interpreted in favor of the  
 11 Village.

12 **Sec. 66.2100 Specific Words and Phrases.**

13 Abutting

14 Having common border with, or being separated from such common border by an alley or  
 15 easement other than publicly dedicated and approved rights-of-way.

16 Accessory Dwelling Unit

17 *[See Dwelling, Accessory]*

18 Accessory Structure

19 *[See Structure, Accessory]*

20

21 Accessory Use

22 *[See Use, Accessory]*

23

24 Adult Family Home

25 A private residence to which all of the following apply:

- 26 (1) Care and maintenance above the level of room and board but not including nursing care are  
 27 provided in the private residence by the care provider whose primary domicile is this residence  
 28 for 3 or 4 adults, or more adults if all of the adults are siblings, each of whom has a developmental  
 29 disability, as defined in Wis. Stats. §51.01(5), or, if the residence is licensed as a foster home, care  
 30 and maintenance are provided to children, the combined total of adults and children so served  
 31 being no more than 4, or more adults or children if all of the adults or all of the children are  
 32 siblings; and,  
 33 (2) The private residence was licensed under Wis. Stats. §48.62 as a foster home for the care of the  
 34 adults specified in sub(a) at least 12 months before any of the adults attained 18 years of age.

35 And also includes a place where 3 or 4 adults who are not related to the operator reside and receive  
 36 care, treatment or services that are above the level of room and board and that may include up to  
 37 7hours per week of nursing care per resident.

38 Aggrieved Person

39 One whose application for a permit is denied, one whose permit is revoked, and in some instances,  
 40 taxpayers. An adjacent property owner is not an aggrieved person unless suffering some specific  
 41 ascertainable damage or is specifically injured by the actions of a neighbor.

42 Agricultural Tourism Activity

43 An educational or recreational activity that takes place on a farm or other place where agricultural,  
 44 horticultural, or silvicultural crops are grown or farm animals or farmed fish are raised, and that  
 45 allows visitors to tour, explore, observe, learn about, participate in, or be entertained by an aspect of  
 46 agricultural production, harvesting, or husbandry that occurs on the farm.

## VILLAGE OF SISTER BAY ZONING CODE

SECTION 2000 – GENERAL DEFINITIONS

SECTION 2000 – GENERAL DEFINITIONS

1 Development Regulations

2 The regulations within this chapter that apply to elements including setback, height, lot coverage, and  
3 side yard.

4 Diffuse

5 To spread or scatter widely, or thinly.

6 Direct Illumination

7 Illumination resulting from light emitted directly from a lamp or luminaire, not light diffused through  
8 translucent signs/internally illuminated signage or reflected from other surfaces such as the ground or  
9 building facades.

10 Display Lot or Area

11 To qualify as a display lot, one of the following specific uses must occur: Automobile sales, boat sales,  
12 tractor sales, building supply sales, gardening or nursery sales. Uses not on this list must be approved  
13 as display lot uses by the Plan Commission.

14 District, Basic

15 A part or parts of the Village for which the regulations of this chapter governing the use and location  
16 of land and buildings are uniform (such as the residential and business district classifications).

17 District, Overlay

18 Overlay districts provide for the possibility of superimposing certain additional requirements upon a  
19 basic zoning district.

20 Driveway

21 An access point connecting the area used for vehicular travel on a parcel that leads to a public or  
22 private street right-of-way, and the surface area occupied by that vehicular travel.

23 Dryland Access

24 A vehicular access route which is above the regional flood elevation and which connects land located  
25 in the floodplain to land, which is outside the floodplain, such as a road with its surface above the  
26 regional flood elevation and wide enough to accommodate wheeled vehicles.

27 Dune

28 A mound, hill or ridge of sand piled by wind.

29 Dwelling

30 A building designed or used exclusively as a residence or sleeping place, but does not include boarding  
31 or lodging houses, motels, hotels, tents, cabins, or travel trailers.

32 Dwelling, Accessory

33 A second dwelling unit contained within a single family dwelling or within a detached building located  
34 on the same lot as a single-family dwelling. This definition includes accessory buildings constructed in  
35 connection with a private garage or a private garage converted into a dwelling unit.

36 Dwelling, Bi-Level

37 A two-level dwelling with one level above grade, and the other level partially above grade and partially  
38 below grade. The lowest level may or may not have exterior access. For the purpose of measuring living  
39 area, the Zoning Administrator will determine functional areas as set forth in the definition of “living  
40 area” and the first floor area will be considered the first level that is entirely above grade.

41 Dwelling, Detached

42 A dwelling, which is entirely surrounded by green space on the same lot.

43 Dwelling, Multiple-Family



# Accessory Dwelling Units (ADUs)

## Hints for Homeowners & Considerations for Municipal Officials & Staff

Susan Thering, Ph.D.  
Susan@DesignCoalition.org

# Overview

## Part 1: For Homeowners

- Types of ADUs
- Why add an ADU?
- Next Steps

## Part 2: For Municipal Officials & Staff

- Benefits of ADUs
- Example code language
- Action Steps

# Types of ADUs





# Accessory Dwelling Units

## Also Known as:

- ADUs
- Granny flats
- In-law apartments
- Casitas
- Back yard cottages
- Garage apartments





Some are  
attached



Some are  
detached

Some are traditional



Some are modern



Some are fancy



Some are plain



**Some are rustic**

**Some are fanciful**





**Some are studios**





**Some have one  
bedroom**

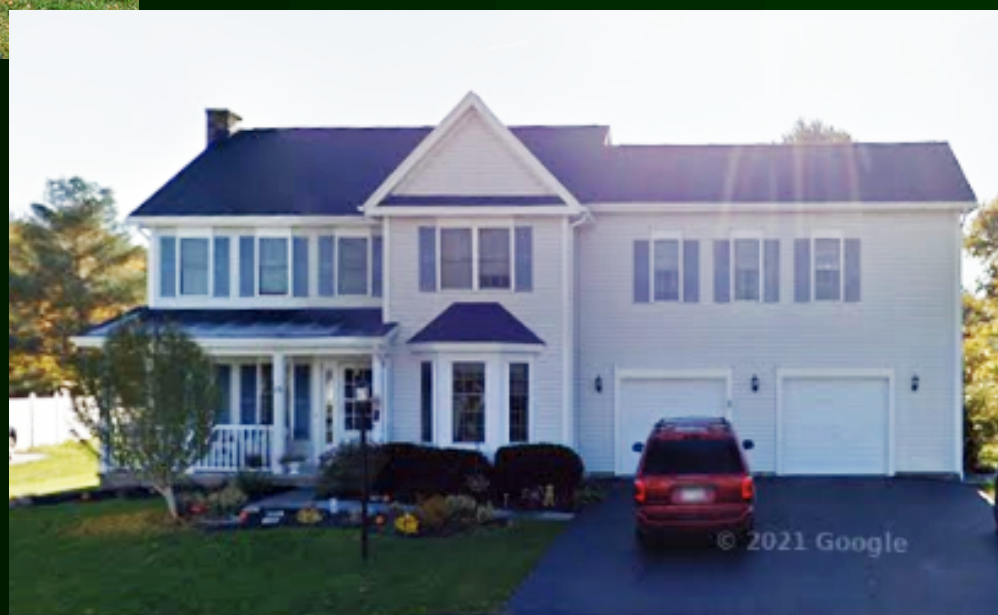
**Some have two  
bedrooms**





**Some are over  
garages...**

**...both attached  
and detached**





**Some are built for aging-in-place**



# Homeowners: Why add an ADU?

Reasons include:

- Age in place/in community
- Income generating investment
- Multi-generational living
- Caring for loved ones at home
- Preparing for future downsizing

# Homeowners: Considerations & Next Steps:

## Check with:

### 1. Your zoning/planning administrator:

Allowed? By Right or Conditional use?

### 2. Local lender:

Loan products & rates?

### 3. Designer, design/build, or contractor:

Availability, rates, similar projects?

# Homeowners: ADU Zoning Codes in Dane County

## By Right

Madison

Verona

Fitchburg

Others?

## Conditional Use

Towns

Others?

## Part 2: For Municipal Officials & Staff

- Benefits of ADUs to your community
- Example code language
- Actions Steps

## Benefits of ADUs to your community

### Example Purpose Statement:

A. The purpose of regulating ADUs is to:

- (1) Create new housing units while respecting the look and scale of single-family residential development;
- (2) Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives;

*continued.....*



- (3) Allow more efficient use of existing housing stock and public infrastructure;
- (4) Provide a broader range of housing opportunities and mix of housing options that respond to changing family needs and smaller households; and
- (5) Offer a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, services, and companionship.



## For Municipal Officials & Staff

Check for consistency:

Regulations  
& Guidelines

Comprehensive  
Plan

## Example code language: #1 Definition

### Accessory Dwelling Unit:

A second dwelling unit contained within a single-family dwelling or within a detached building located on the same lot as a single-family dwelling.

This definition includes accessory buildings constructed in connection with a private garage or a private garage converted into a dwelling unit.



## Example code language #2: Guidelines

- (a) The principal dwelling or the accessory dwelling unit must be owner-occupied except that a temporary absence of up to six (6) months is allowed.
- (b) The principal dwelling must be a single-family detached dwelling.
- (c) No more than one (1) accessory dwelling unit may be located on a lot.



- (d) The number of occupants of the accessory dwelling unit shall not exceed one (1) family or two (2) unrelated individuals.
- (e) The accessory dwelling unit shall not be sold separately from the principal dwelling.
- (f) The maximum height of a detached building containing an accessory dwelling unit, including one built above a garage or similar space, shall be twenty-five (25) feet.

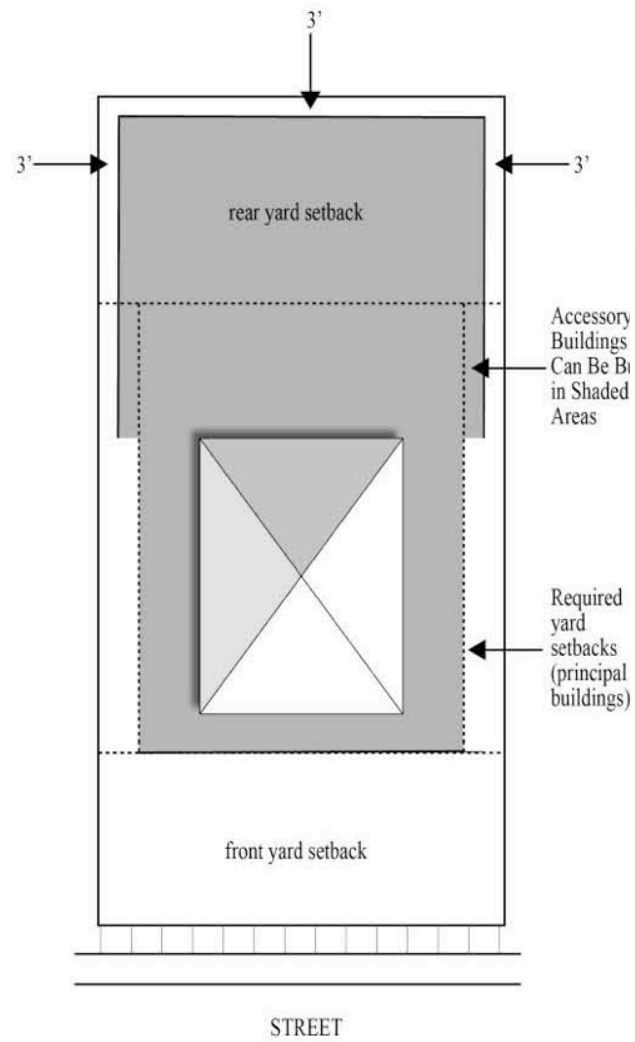


- (g) The size of an accessory dwelling unit shall be [five to twelve] hundred square feet.
- (h) An accessory dwelling unit shall contain no more than two (2) bedrooms.
- (i) The minimum setback requirements shall be those for accessory buildings or structures of the underlying zoning district.



- (j) Accessory dwelling unit entry ways within a rear or side yard shall be connected to a street frontage by a paved walkway or driveway.
  
- (k) For accessory dwelling units constructed within the principal building, the appearance or character of the principal building shall not be significantly altered so that its appearance is no longer that of a single-family dwelling.





# Example setback diagrams for ADUs #1

Figure II: Accessory Building Placement  
Accessory buildings may be located in shaded areas.

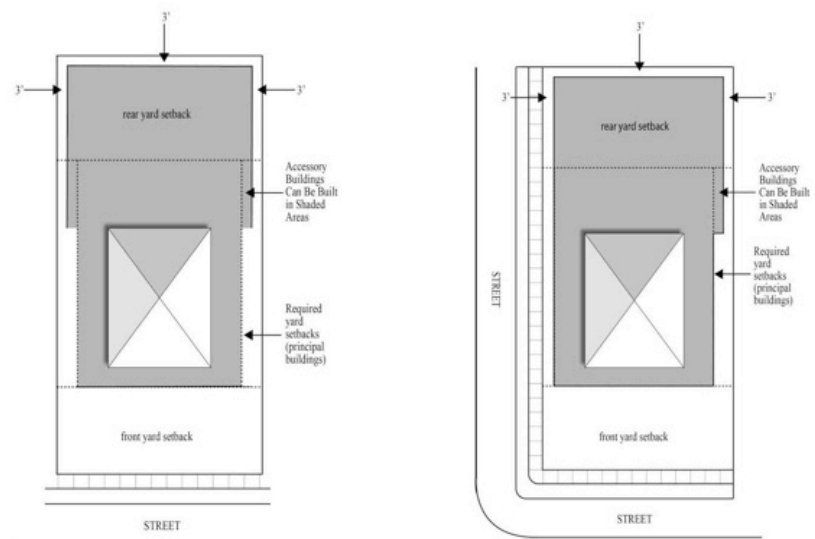


Figure 11: Accessory Building Placement  
 Accessory buildings may be located in shaded areas.

Figure 12: Accessory Building Placement for Corner Lots. Accessory buildings may be located in shaded areas.

# Example setback diagrams for ADUs #2

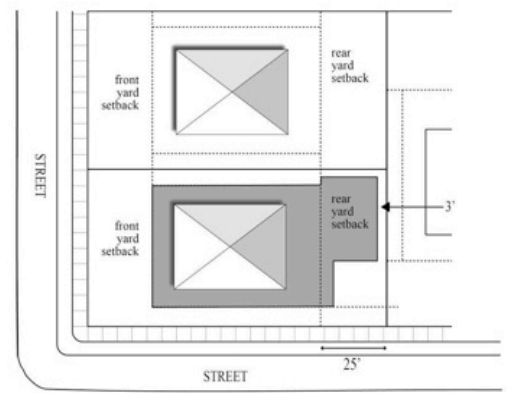


Figure 13: Accessory Building Placement for Reverse Corner Lots. Accessory buildings may be located in shaded areas.

# Contradictions in the existing code?

**Example:**    **P = Permitted By Right**  
                   **C = Conditional Use (see Article XVII)**  
                   **— = Not allowed**

<b>Land Use: RESIDENTIAL</b>	<b>Zoning Districts</b>			
	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>R-4</b>
<b>Single-family dwelling</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>Two-family dwelling</b>	<b>—</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>Multifamily dwelling</b>	<b>—</b>	<b>C</b>	<b>—</b>	<b>C</b>
<b>Manufactured home park</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>C</b>
<b>Nursing home or assisted-living facility</b>	<b>—</b>	<b>C</b>	<b>C</b>	<b>C</b>
<b>Bed-and-breakfast</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
<b>Home occupation</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
<b>Accessory dwelling unit</b>	<b>C</b>	<b>C</b>	<b>—</b>	<b>C</b>

**Is this consistent with the comprehensive plan  
or the stated purpose?**

## ~~Article XVII Conditional Use Permits~~

~~§ 190-150 Purpose and intent.~~

~~§ 190-151 Applicability.~~

~~§ 190-152 Application requirements.~~

~~§ 190-153 Public hearing required.~~

~~§ 190-154 Review criteria.~~

~~§ 190-155 Conditions on permits.~~

~~§ 190-156 Expiration of permit.~~

~~§ 190-157 Amendments to approved~~



# Strengthen the ADU Loop

**Zoning:**  
Conditional Use vs By Right  
Local Government

**Financing:**  
Banks &  
Credit Unions  
Fannie Mae/Freddie Mac

**Homeowners:**  
Education  
& Technical Assistance

# Strengthen the ADU Loop

## Action Step #1:

### Municipalities:

- Update the zoning code to ADUs By Right

### Example:

Same regulations as accessory building or an addition to the primary residence



# Strengthen the ADU Loop

## Action Step #2:

### Lenders:

- Learn new Fannie Mae/Freddie Mac ADU guidelines
- Develop/promote loan products for ADUs
- Share info with Realtors, Builders, Appraisers, etc.



# Strengthen the ADU Loop

## Action Step #3:

## Education & Technical Assistance for Homeowners

### Examples:

- Pre-approved construction documents program
- Landlord 101 course for homeowners
- Preliminary review of site plans at no cost



## Example Technical Assistance:



## Eugene OR

### ADU Pre-Approved Plans Library

Welcome to the City of Eugene's library of pre-approved Accessory Dwelling Unit (ADU) plans. The following plans are available for purchase from the architectural companies that created them, and have been reviewed for compliance with the building code by the City of Eugene.

Source: <https://www.eugene-or.gov/4979/ADU-Pre-Approved-Plans-Library>



# Accessory Dwelling Units (ADUs):

## Hints for Homeowners & Considerations for Municipal Officials & Staff

# Thank you!

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