PLAN COMMISSION MEETING AGENDA

Tuesday, November 10, 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=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=9706363858
Meeting ID: 443 990 1723 Passcode: 304078
To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#
For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes' or watch the meeting video online.

AGENDA

1. Call to Order & Roll Call
2. Approve of Agenda
3. Approve Meeting Minutes:
    a) October 30, 2026; Regular Meeting
4. Comments, Correspondence, and Concerns from the Public
5. Public Hearing, Discussion & Possible Action; Text Amendments; Chapter 66;
    a) Fee in Lieu of Parking
    b) Automotive Repair
    c) Accessory Dwelling Units
    d) Development Agreements
6. Discussion/Action Items:
    a) Plan Commission Review; Spa- Dorr Hotel Holdings, LLC- 2335 Mill Rd
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting
    - Regular Monthly Meeting; December 22, 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 Sarah Bertges, Administrative Assistant, at adminassist@sisterbaywi.gov. To submit letters in support or opposition of an agenda item that is *not* part of a public hearing, email adminassist@sisterbaywi.gov by 4:00 pm the day before the meeting; letters regarding a public hearing must be received by 4:00 pm the Thursday before the hearing. It is possible that members of, or quorum of, other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online and can also be viewed at the Village Administration Office 8 am – 4 pm Monday through Thursday, except holidays.

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

Posted On: 11/06/2026

VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
FRIDAY, OCTOBER 30, 2026
UNAPPROVED

1. Call to Order & Roll Call
Chairperson Nate Bell called the Plan Commission meeting to order on Friday, October 30, 2026, at 9:00 A.M. and roll call was taken.

Present: Commission members Nate Bell, Jerry Ahrens, Skip Heidler, and Brigid White.

Staff Member(s): Administrative Assistant Sarah Bertges.

Others: Warren Zaug, Chris Schmeltz. VIA ZOOM: Louise Howson

2. Approve of Agenda
Motion to approve the agenda as presented was made by Bell and second by Heidler. Motion carried – all ayes.

3. Approve Meeting Minutes
a. September 22, 2026; Regular Meeting
Two corrections were offered.
Motion to approve the September 22, 2026 minutes as amended was made by Heidler and second by Ahrens. Motion carried – all ayes.

4. Comments, Correspondence, and Concerns from the Public
Bell reported receiving one email, and the sender confirmed he wanted it included in the packet. Bell stated that the email was more appropriate for the public hearing on November 10. No members of the public asked to speak.

5. Discussion/Action Items

a. Proposed Land Division/Certified Survey Map (CSM) for Zaug Enterprises LTD to Separate a 3-Acre Parcel from an Existing 16-Acre Parcel, Parcel#181005312832L
Bell informed the Commission that the CSM had already been approved on October 22 because of the 90-day statutory review period. That period began when the CSM was submitted on July 24. Bell stated that the deadline was missed and that the Village attorney confirmed this the previous week. Bell stated a planning and zoning consultant had been engaged and was expected to attend the next meeting. Bell noted that the applicant was not in a rush and that the zoning implications could still be discussed.
Warren Zaug, representing Zaug Enterprises, explained that the 16-acre parcel is the site of the Country House Resort. The 3 acres to be separated are not used by the resort, which uses the remaining 13 acres. Zaug Enterprises is the limited partnership that owns the land, and Country House Inc. is the operating company. The separation is for business planning purposes. There are no immediate plans for the 3 acres, and the owner intends to keep the existing B-1 General Business zoning. The parcel has no structures, about 300 feet of width, and shore frontage on a steep bluff. Access is via an easement across property already owned by the applicant to Sunny Court, a public road. The portion of Sunny Court on the west side of the parcel is private. Sewer, water, and a fire hydrant are located near the nearby resort-used houses.
Commissioners noted that the parcel lies within both bluff and woodland overlay districts, which will require attention in any future development. Commissioners also noted that B-1 development is

expected to abut a public road. Bell stated that the Village could in the future elect to make the access a public road to satisfy that requirement. Bell added that the trigger would likely be development, depending on the intensity of use and emergency services access. Commissioners found nothing in the code requiring a waiting period between land division and rezoning, and agreed the two matters are independent. The minimum acreage requirements of the district were met. Bell noted that the Commission could approve the CSM but could not deny it, and the item was acted on as a formality.

Motion to approve the proposed land division and CSM for Zaug Enterprises LTD was made by Heidler and second by Ahrens. Motion carried – all ayes.

b. Proposed Spa - Dorr Hotel Holdings, LLC - 2335 Mill Rd

Bell noted that the item was a continuation of the March 31 preliminary review, and that the Planned Unit Development (PUD) documents had been sent to the Commission the previous afternoon after a commissioner observed that the project is within a PUD.

Chris Schmeltz, representing the applicant, stated that the original single-story design did not fit the surrounding area. The building was redesigned as a larger two-story structure. The applicant proposed increasing maximum patron capacity from 20 to 40, which would raise the parking requirement from 5 to 10 spaces. The applicant had also requested the 3-space credit for the district and 7 additional shared spaces. He emphasized that the spa would be open to the public and not restricted to hotel guests.

Building description. Schmeltz described the facility as a thermal spa circuit containing a hot mineral pool, a cool pool, and a cold plunge. It would include two saunas, with capacities of about 20 and 8 to 10, and a 2-hour session model. The upper level would house the spa, and the lower level would hold four treatment rooms and mechanical, laundry, boiler, and filter space. The primary entrance would be from the Dorr Hotel parking lot side. The 40-person figure was described as a ceiling to avoid returning later for an increase, and the applicant did not expect to reach it routinely. Commissioners noted that group events, such as bridal parties, could approach capacity and might require a liquor license.

Parking. Commissioners discussed the following points.

- The classification used in March was business recreational at 1 space per 4 patrons. A salon and spa classification would require 1.5 spaces per customer. Commissioners generally agreed to continue the 1-per-4 standard.
- Concerns were raised that the 3-space credit applies per parcel and may not be reusable by an adjoining use on the same property. It was also noted that the Dorr Hotel's allotted spaces should not be counted as available shared spaces, and that nearby public parking cannot be credited, although the Commission may take its existence into consideration.
- It was stated that the 3-space credit applies to the individual lot and not to the PUD as a whole. Other commissioners argued that the PUD must be treated consistently, so that credits and green space are either applied on a PUD basis or on a per-lot basis. The question of the 3-space credit was referred for further review.
- Bike racks could offset 2 to 3 spaces, particularly for employees.
- The applicant estimated 4 to 6 employees, and most of the applicant's staff walk to work from employee housing.
- Commissioners discussed the share of patrons who would be hotel guests. Estimates ranged from one-half to two-thirds, and no figure was adopted.
- Commissioners agreed on a baseline of 15 spaces (10 for patrons and 5 for employees). Potential reductions would be applied afterward: 3 for the B-3 credit, if allowed, and 2 for bike racks, which would yield about 10 spaces.
- A commissioner questioned whether the Commission was being consistent, citing a nearby business that was paying a fee in lieu of parking for a small patio expansion. Bell responded with the history of the downtown parking moratorium that encouraged the original development.

Bell noted that the current code now requires full parking for new projects. Commissioners noted the PUD makes this project different from a stand-alone project.

- Bell stated that fee in lieu of parking at this location would be acceptable, as existing public parking can be maintained. Commissioners noted that a public hearing was forthcoming on stabilizing the fee in lieu amount and designating its purpose, and that the Village supports a shuttle bus. Commissioners expressed interest in reviewing the parking code within the year. Bell stated that the code would likely be revisited but would not commit to a timeline.
- Schmeltz stated the applicant would prefer to avoid an ongoing fee in lieu and proposed using the Claflin Lane lot, about 450 feet away, for employee parking. The lot is owned by Mill Road Holdings LLC and serves the workforce housing. Commissioners indicated they would be open to reviewing a written proposal. The Commission noted that limiting patrons to hotel guests, which Schmeltz described as a fallback, would reduce the requirement but conflicts with the community purpose of the spa.
- Blank walls: Commissioners asked for articulation on the wall facing CHOP, along the Mill Road side, and at the northwest corner. The code requires breaks in long walls through windows, material changes, or wall offsets. Schmeltz indicated the applicant would add details.
- Setbacks: Schmeltz stated that the PUD allows a 0-foot setback but the applicant is not requesting one, and a 6-foot setback is planned from Mill Road. Commissioners stated that the Mill Road frontage is the front yard. The code allows chimneys to project 2 feet into side yards, but not front yards. The front entry canopy and pillars also intrude into the 6-foot setback. Commissioners voiced general support for the chimney as an architectural feature, and agreed to seek an approach that conforms to the code, such as a canopy that does not exceed the setback. A site plan showing setbacks on all sides, including the CHOP side, which must remain navigable for deliveries and snow management, was requested.
- Green space: The PUD calls for central green space to be shared across the PUD and publicly accessible. Lots 13 and 14 were combined by CSM into Lot 1. Commissioners asked for a full green-space calculation for the whole PUD, including how much is already encumbered by CHOP. The 10 percent requirement for green space applies.
- Loading: The shared on-street loading zone serving CHOP was noted as a prior practice that the code does not otherwise allow, and it will continue as grandfathered.
- Color and lighting: Commissioners noted that the code calls for variation between adjacent buildings and does not require matching colors. Schmeltz explained that the dark color was inspired by Scandinavian waterfront architecture. A commissioner noted that the exterior lighting specification of "2700 lumens" should be 2700 K, the color temperature. The lighting plan is to be approved before the occupancy permit.
- Commissioners cautioned that AI-generated renderings may be inaccurate, and that a landscape plan is required to soften the building.

Direction to applicant. The Commission took no formal action. Bell stated that the building design was headed in the right direction and that remaining items were primarily documentation. Bell stated that if documents are submitted the week of November 2, the building details could be placed on the November 10 agenda, but parking would take longer to resolve. Schmeltz was told he could contact Village staff, who would direct him to the consultant.

Action items:

- The applicant to provide a green-space calculation for the entire PUD and a site plan showing setbacks on all sides.
- The applicant to provide a landscape plan, a lighting plan, and drainage plans for review with the Village engineer.
- The applicant to submit articulation details for blank walls.
- The applicant to submit a proposal for employee parking at the Claflin Lane lot.

- The applicant to provide a parking calculation that includes bike rack credits and estimates of hotel guest use.
- The applicant to provide historical PUD documents and subsequent amendments dating from 2017.
- Village staff to determine whether the B-3 3-space credit applies to the individual lot or the PUD, and to compile all PUD amendments.
- The Commission to review the parking code in the coming year.

6. Zoning Permit Log

Bell reported that the permit log had not been fully reviewed and that a backlog of items had been identified. The consultant would work with staff to address the backlog, and the Village Clerk would review the administrator's email for outstanding items. Bell stated that the permit log would be revisited after the backlog was resolved. No commissioners raised items of concern.

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

Commissioners asked whether any notice beyond the required public notices was planned for the November 10 public hearing. Bell directed staff to place a newspaper advertisement. Bell agreed to contact the local press about running a story on the hearing.

8. Next Meeting

The next regular monthly meeting was scheduled for November 10, 2026, at 5:30 P.M. in the Large Meeting Room at the Sister Bay-Liberty Grove Fire Station. The commission also confirmed that the November public hearing will be scheduled in conjunction with a regular Plan meeting on Tuesday, November 10, 2026, at 5:30 P.M.

9. Adjournment

Motion to adjourn at 10:08 AM.
Motion by Heidler second by Ahrens. Motion carried -all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

STAFF REPORT

Date: November 10, 2026

To: Plan Commission

Re: Comments, Correspondence, and Concerns from the Public

Outlook

Fw: Sister Bay ADU_9/22/26_Planning Commission Follow Up

From Nate Bell <nate.bell@sisterbaywi.gov>
Date Wed 10/21/2026 4:54 PM
To Sarah Bertges <adminassist@sisterbaywi.gov>

Please include in correspondence for planning. I asked Jake to verify he wanted this included in the packet.

From: Jake Gazlay <[redacted]com>
Sent: Wednesday, October 14, 2026 5:58 PM
To: Ben Andrews <administrator@sisterbaywi.gov>; Nate Bell <nate.bell@sisterbaywi.gov>
Cc: Ron Gazlay <[redacted].com>
Subject: Sister Bay ADU_9/22/26_Planning Commission Follow Up

Ben & Nate,
Reaching out with regard to the ongoing Plan Commission discussion and text amendments regarding ADUs in Sister Bay.

Unfortunately, I missed the July 28, 2026, Plan Commission Meeting which included text amendments to ADUs. The September 22nd Plan Commission Meeting Agenda, which called out "Text Amendment Revision Discussion" specifically regarding "Accessory Dwelling Units (ADUs)" was helpful in ensuring I attended that meeting regarding a topic important to our family and the larger Sister Bay community. I'll be sure to review the Agenda Packet on the Village Website when receiving the Agenda email moving forward.

We appreciate the Village prioritizing the ADU discussion & text amendments. Brigid White's suggestion to possibly open this item to Public Hearing and ensure the public is well notified was incredibly comforting and encouraging to community members such as our family and local friends. With all the change that the Village has been undergoing, we greatly appreciate the dedication to supporting the larger community and their voices.

We did need to respond to the 9/22/26 Plan Commission discussion regarding ADUs and hope the following feedback would be considered when further exploring ADU text amendments in the Village.

During the September 22nd 2026 ADU discussion, there was noted preference to only allow attached ADU structures and forbidding detached ADU structures citing concern that homeowners would be more likely to use an ADU structure as an STR. We have concerns about this suggestion as noted below. Our family as well as a number of other community members feel strongly that limiting ADUs to being attached to the primary residence would be a detriment to the community, homeowners, users and the intent of this needed tool and opportunity.

1. Allowing detached ADUs provides increased value to the larger community that requires their use.

a. Detached ADUs support increased independent and private accessory living arrangements which are cited as preferable for those seeking multigenerational housing, aging-in-place, as well as employee housing arrangements which is the primary intent of this tool.

b. Detached ADUs would help mitigate potential site and design limitations that may be assumed when approaching this opportunity as an addition to the primary home. Allowing only attached ADUs introduces unnecessary challenges and limitations to developing an effective, functional, safe, ADA compliant, and aesthetically pleasing ADU for many homeowners.

c. Exploring an ADU as an attached addition to the primary home often results in increased design and construction costs due to the necessary modifications and challenges when approaching an addition on an existing structure. Requiring ADUs to be attached to the primary structure often results in unnecessary financial barriers for our community members who need ADUs as a feasible tool to an established and growing housing cost issue.

d. Detached ADUs also provide community members the opportunity of this needed tool without jeopardizing the often, vital grandfathered primary structure status that may exist for certain homeowners.

1. As we have mentioned to the board over the past couple of years, our family is in need of a future ADU for our property in order to support the aging in place of our parents as well as our growing family at a sizable property with limited living space at the existing primary home.

2. Due to our historic Single Family property use and grandfathered Single-Family home being rezoned into an R2 district, it is our understanding that it is vital that we and others in this position do not impact the homes' grandfathered status via additions or an attached ADU.

3. Detached ADUs would allow all single family home community members to receive the value of an ADU without jeopardizing their potential grandfathered status of a generational family home and property. Our home and property in particular have been in our family for 6 generations. There seems to be many other community members who are in a similar position.

The 9/22 concern that detached ADUs *may* result in a small group of homeowners legally using an ADU for SRT use, and that resulting activity being a potential concern to neighboring lots due to activity and noise is worth discussing.

However, I would assume if any SRT or ADU activity and noise concerns arise, the new Code Enforcement Officer that is dedicated to responding to those concerns would be the most effective solution to addressing those potential issues. Otherwise, the requirement that the primary structure owner needs to occupy the property for at least 6 months a year would further seem to address potential concerns revolving around detached ADU use.

Outright banning detached ADUs would seem to unnecessarily neuter the value and intent of this incredibly important tool. Because of this, we ask that detached ADUs which do not impact the grandfathered status of the primary structure be allowed in the upcoming text amendments.

Thank you,

--

Jake Gazlay
[redacted].com
[redacted]

STAFF REPORT

Date: November 10, 2026

To: Plan Commission

Re: Public Hearing

Public Hearing, Discussion & Possible Action; Text Amendments; Chapter 66;

a) Fee in Lieu of Parking
b) Automotive Repair
c) Accessory Dwelling Units
d) Development Agreements

PLAN COMMISSION/VILLAGE BOARD NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Village of Sister Bay Plan Commission will hold a public hearing on **Tuesday, November 10, 2026, at 5:30 p.m.** at the Sister Bay-Liberty Grove Fire Station, 2258 Mill Road, Sister Bay, Wisconsin, to receive public comment regarding proposed amendments to the Village of Sister Bay Zoning Code.

The proposed amendments include:

Automotive Body and Mechanical Repair: Amendments concerning automotive body and mechanical repair uses, including classification as a conditional use in the B-1 District and standards relating to noise, fumes and ventilation, outdoor vehicle storage, and screening.

Fee-in-Lieu of Parking: Amendments to the Village's fee-in-lieu of parking provisions, including applicability within the B-2 and B-3 Districts and revisions to the method used to calculate the fee.

Accessory Dwelling Units (ADUs): Amendments establishing and regulating accessory dwelling units, including where ADUs may be permitted and provisions relating to attached and detached ADUs, size, height, parking, and architectural compatibility.

Development Agreements: Amendment changing the period for execution of a development agreement following Village Board approval from six months to **45 days**.

The Plan Commission may consider the proposed amendments following the public hearing and make a recommendation to the Village Board.

Written comments for the Plan Commission public hearing must be received by 4:00 p.m. on Thursday, November 5, 2026.

The Village Board is anticipated to consider the proposed amendments at its meeting on **Tuesday, November 17, 2026**. Written comments intended for consideration by the Village Board should be submitted to the Village Clerk by **Friday, November 13, 2026**. All correspondence submitted by the deadlines will be entered into the record. Late submissions or anonymous correspondence will be disregarded. Correspondence can be mailed to P.O. Box 769, Sister Bay, WI 54234; faxed to (920) 854-9637; deposited in the drop box at the Administration Office at 2383 Maple Drive, Sister Bay; or e-mailed to clerk@sisterbaywi.gov.

Copies of the proposed amendments are available for review at the Village Administration Office, 2383 Maple Drive, Sister Bay, Wisconsin, during regular business hours and on the Village's website.

All interested persons are invited to attend the public hearing and be heard.

Julie Thyssen, Village Clerk
Village of Sister Bay

Publish: October 23 and October 30, 2026

STAFF REPORT

Date: September 22, 2026

To: Plan Commission

Re: Text Amendment Revision; Fee in Lieu of Parking

Author(s): Benjamin Andrews, Village Administrator

INTRODUCTION

This staff report summarizes the proposed amendments to the Fee-In-Lieu of Parking section of the Village's zoning code (Sec. 400), including:

- Replacing the long-standing flat per-stall fee with a formula-based, evidence-driven calculation
- Establishing 2026 baseline values via Village Board resolution
- Implementing CPI-based annual adjustments and five-year input reviews
- Aligning eligibility, geographic scope, and administrative procedures with Plan Commission direction

BACKGROUND INFORMATION

Existing Fee Structure: Under the current zoning code, developers who choose not to install required off-street parking may instead pay a fee established by Village Board resolution. Historically, this fee has been $1,000 per space per year, unchanged for roughly 19 years. Plan Commission members have noted that this static fee does not reflect actual land or construction costs, nor does it provide predictability for businesses or the Village. At the June 23, 2026 meeting, the Commission expressed strong support for:

- Transitioning to a codified formula tied to land values and construction costs to remove arbitrariness
- Adding a CPI-U Midwest Urban annual escalator for predictability
- Applying the program specifically to the B-2 and B-3 Districts rather than a distance-based buffer
- Maintaining revenue dedication exclusively for parking-related uses
- Reviewing the treatment of existing program participants with Village legal counsel
- Including a projected fee schedule so businesses can anticipate long-term costs

SUMMARY

Formula-Based Annual Fee

The revised code establishes a formula for calculating the annual fee per required parking space: *Annual Fee = ((L × V) + C) ÷ A + M*, where:

- L = 350 sq ft (fixed)
- V = Assessed land value per square foot (B-3 district)
- C = Construction cost per surface parking space
- A = 20-year amortization period (fixed)
- M = Annual maintenance ($250)

Baseline Input Values

The zoning code requires the Village Board to adopt baseline values for land cost (V) and construction cost (C) via resolution every five years.

Staff completed a full assessment analysis of all B-3 parcels and determined:

- Total assessed value: $41,663,000
- Total land area: 900,254.52 sq ft
- Resulting baseline land value per sq ft (V): $46.28

Construction cost for a surface parking space is established at:

- C = $7,500 per space

All other inputs remain fixed per ordinance.

Baseline Fee Calculation

Using 2026 baseline inputs, the annual fee calculates to:

- $1,435 per space per year

This value replaces the former $1,000 rate.

CPI-Based Annual Adjustment

Beginning January 1 of each year, the fee adjusts based on CPI-U Midwest Urban, subject to:

- Maximum annual increase: 3%
- Minimum annual change: 0%

Five-Year Review of Inputs

Every five years, the Village Board must review and update:

- V (land value per sq ft)
- C (construction cost per space)

...via resolution, based on updated assessments and cost estimates.

The draft Board resolution explicitly states that the Board will revisit these values in 2031.

Area

Consistent with Commission direction, the updated program applies only to parcels within the B-2 and B-3 Districts.

Vested Rights

Once a business enrolls and pays the first year's fee:

- The fee is "vested," adjusting only by CPI
- Five-year reviews do not change the rate for existing participants

This protects businesses from abrupt fee increases.

Revenue Restrictions

All fee revenue must be deposited into a dedicated fund for parking construction and maintenance within the designated benefit area.

RESOLUTION ESTABLISHING 2026 BASELINE INPUTS

The proposed Village Board resolution (Resolution No. 2026-011) adopts:

- V = $46.28 per sq ft
- C = $7,500 per space
- Confirms baseline fee = $1,435 per space per year
- Requires formal review every five years

The resolution becomes effective upon adoption and sets the baseline for ongoing CPI adjustments.

RECOMMENDATION

Staff recommended the Plan Commission to consider these proposed changes to the Village's Zoning Code. Instructions on ordinance amendment are incorporated into the main report. Once the ordinance has been adopted, Village Staff recommend approval of Resolution 2026-011, established baseline inputs.

ATTACHMENT(S)

1. Village of Sister Bay Chapter 66, Zoning Code, Fee in Lieu of Creating Parking Spaces Excerpts
2. B-3 Assessment Data
3. 2026 Baseline Input Calculation (Assessed Value per Sq. Ft.)
4. 2026 Baseline Input Calculation Methodology
5. CPI Adjustment Schedule (Example)
6. Draft Resolution Establishing 2026 Baseline Inputs

shall be clearly posted for the joint use of employees, and/or tenants, or customers of each respective use sharing those spaces.

(c) *Use of Optional Modes of Transportation.* Upon demonstration to the Plan Commission that effective alternative transportation to an automobile will occur within twelve (12) months following the issuance of the Certificate of Compliance, the Plan Commission may reduce parking requirements. Optional modes of transportation may include, but are not limited to, bus transit, vanpool operations, car pool/ride sharing, moped, scooters and bicycles.

(2) Fee In Lieu of Creating Parking Spaces. A developer who cannot or chooses not to construct the required parking spaces on the parcel may be allowed to pay to the Village a fee in lieu of parking. ~~, =as established by resolution of the Village Board, the rate shall be per stall per year to be paid into a fund established by the Village to construct and maintain common transition parking spaces. The payment of the fee to the Village in either instance shall absolve the developer from constructing the required number of spaces on their property.'~~

(a) *Purpose.* The purpose of the fee-in-lieu program is to: (1) Provide a predictable, formula-based alternative to constructing required off-street parking where such construction would adversely impact the pedestrian environment and development pattern of the Village's commercial districts; (2) Ensure revenue generated is dedicated to construct and maintain common transition parking spaces; and (3) establish a transparent, evidence-based fee structures.

(b) *Applicability.* The fee-in-lieu program is available to properties located within the B-2 and B-3 zoning districts. The program may be used to satisfy required off-street parking for non-residential uses unless otherwise restricted.

(c) *Authority.* A developer who cannot, or chooses not to, construct the required parking spaces on the parcel may satisfy all or part of the requirement by payment of the fee established under this section. Payment of the fee absolves the developer from constructing the required number of spaces onsite.

(d) *Annual Fee Formula.* The annual fee per required parking space is determined by the following formula: *Annual Fee = ((L × V) + C) ÷ A + M.* Input values are expressed as follows:

L = Land area per space (fixed at 350 sq ft)

V = Annual Assessed land value per square foot for B-3 district (every five years; via resolution)

C = Construction cost per space (every five years; via resolution)

A = Amortization period in years (fixed at 20 years)

M = Annual maintenance cost per space (fixed at $250)

(e) *Baseline Inputs.*

(1) The following inputs are fixed:

L = 350 sq ft

A = 20 years

M = $250

(2) The following inputs are updated every five years via resolution by the Village Board:

V (land cost)

C (construction cost)

(e) *Annual CPI Adjustment.* Each January 1, the annual fee shall adjust by the percentage change in the U.S. Bureau of Labor Statistics CPI-U, Midwest Urban region, for the preceding calendar year, with a maximum annual increase of 3.00% and minimum annual change now smaller than 0.00%.

(f) *Vested Rights and Existing Participants.* Once a business executes a participation agreement and makes its first payment the fee is vested and adjusted only by CPI.

~~(2)~~ (g) *Fee Revenue.* The fee in lieu of parking is to be paid into a fund established by the Village to construct and maintain common transition parking spaces. The payment of the fee to

the Village in either instance shall absolve the developer from constructing the required number of spaces on their property.

(3) Large Vehicles. All businesses that cater to customers who drive vehicles larger than what can be accommodated in a 9' X 20' parking space, shall provide the appropriate number of parking spaces and access aisles to accommodate those vehicles.

(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 I-1 Districts shall be designed to provide sufficient green space on the subject site to accommodate the additional parking spaces otherwise required by this chapter. Such green space shall be in addition to required yards, setbacks, driveways, private streets, loading and service areas. Sufficient green space shall be provided which, if converted to parking spaces, would provide off-street parking to meet the full requirements of this chapter at the time of application.

(5) Changes In Occupancy Or Use. When the use of a building, structure, or land is changed to another use or occupancy that requires more parking spaces than required for the use existing immediately prior to such change, additional parking spaces shall be constructed for the new use or occupancy in the amount necessary to conform to this chapter prior to the issuance of a Certificate of Occupancy for the new use.

(6) Changes In Intensity Of Use *[See Sec. 66.1532(2)]*. When the intensity of use of a building, structure or land is increased by the addition of employees, gross floor area, seating capacity, or other unit of measurement, additional parking spaces shall be constructed for such additions in the amount necessary to conform to this chapter.

(7) Plan Commission Review and Verification. Where an adjustment to parking requirements has been granted, within one (1) year following such parking modification grant and periodically thereafter, the Plan Commission shall review the adequacy of parking to determine that the conditions justifying the parking adjustment still exist. If the parking is found to be inadequate, the Plan Commission shall order that the use of the property must comply with the parking requirements set forth in Sec. 66.0403.

(8) B-3 District Exemption. The exemption from certain parking requirements granted by this section shall automatically expire forty-eight (48) months from the date of the adoption of the enabling ordinance. The parking exemption and related requirements shall only apply to the B-3 District.

(a) Subject to the requirements of site and zoning approval, all proposed new uses, new buildings, expansions of existing buildings, expanded uses, changes in intensity of use or changes in occupancy shall be evaluated for the required number of customer and employee parking spaces.

(b) A calculation must have been done to determine the amount of parking required to achieve compliance with the green space and related requirements.

(c) The business shall be given the option of installing the required parking or leaving the equivalent area as landscaped green space except that:

1. All required parking for residential dwelling units or motel/hotel spaces must be constructed.
2. All required parking spaces for more than four employees must be constructed.
3. All required parking in excess of forty (40) spaces must be constructed.

(d) Other credits and adjustments related to parking spaces provided for in the Code would also apply.

(9) B-2 District Exemption. If a development project includes contiguous parcels zoned both B-3 and B-2 the exemption from certain parking requirements granted by sub. (8) of this Section shall apply to that portion of the project in the B-2 District in the same manner.

Sec. 66.0405 Parking of Vehicles in Residential Districts

(1) General Restrictions. No car, truck, construction equipment or commercial truck shall be parked regularly upon a driveway or front yard in any residential zoning district except as provided herein.

2026 Assessment Parcels, B-3 District, Official Zoning Map of the Village of Sister Bay, Door County Wisconsin, Adopted April 21st, 2026

Parcel Numbers:	Class:	Acres:	Land:	Improvement:	Total:
181210102	G2 - COMMERCIAL	0.200	$342,100	$549,000	$891,100
181210205	G2 - COMMERCIAL	0.210	$261,500	$350,400	$611,900
181210206	G2 - COMMERCIAL	0.250	$278,900	$358,700	$637,600
181210301	G2 - COMMERCIAL	0.180	$235,200	$395,400	$630,600
181210302	G2 - COMMERCIAL	0.230	$270,200	$201,300	$471,500
181210305	G2 - COMMERCIAL	0.420	$353,000	$379,100	$732,100
181530003	G2 - COMMERCIAL	0.070	$91,500	$0	$91,500
181530004	G2 - COMMERCIAL	0.070	$91,500	$0	$91,500
181530005	G2 - COMMERCIAL	0.060	$78,400	$0	$78,400
181530006	X4 - OTHER	0.070	$0	$0	$0
181530007	G2 - COMMERCIAL	0.020	$17,400	$0	$17,400
181530008	G2 - COMMERCIAL	0.090	$156,800	$1,199,900	$1,356,700
181530010	X4 - OTHER	0.070	$0	$0	$0
181530011	X4 - OTHER	0.600	$0	$0	$0
181540000	G1 - RESIDENTIAL	0.260	$0	$0	$0
181540001	G1 - RESIDENTIAL	0.000	$60,000	$313,500	$373,500
181540003	G1 - RESIDENTIAL	0.000	$60,000	$243,300	$303,300
181550000	G1 - RESIDENTIAL	0.710	$0	$0	$0
181550101	G1 - RESIDENTIAL	0.000	$300,000	$835,100	$1,135,100
181550104	G1 - RESIDENTIAL	0.000	$300,000	$839,600	$1,139,600
181550203	G1 - RESIDENTIAL	0.000	$300,000	$867,400	$1,167,400
181550302	G1 - RESIDENTIAL	0.000	$300,000	$818,100	$1,118,100
181580000	G2 - COMMERCIAL	0.460	$0	$0	$0
181580001	G2 - COMMERCIAL	0.000	$180,000	$370,200	$550,200
181580002	G2 - COMMERCIAL	0.000	$135,000	$192,800	$327,800
181580003	G2 - COMMERCIAL	0.000	$30,000	$235,300	$265,300
181580004	G2 - COMMERCIAL	0.000	$30,000	$235,300	$265,300
181580005	G2 - COMMERCIAL	0.000	$30,000	$235,300	$265,300
181580006	G2 - COMMERCIAL	0.000	$30,000	$235,300	$265,300
181580007	G2 - COMMERCIAL	0.000	$30,000	$235,300	$265,300
1814210001	G2 - COMMERCIAL	0.000	$597,500	$696,400	$1,293,900
1814210002	G2 - COMMERCIAL	0.000	$314,000	$620,100	$934,100
1814230002	G2 - COMMERCIAL	0.000	$314,000	$620,100	$934,100
1814230003	G2 - COMMERCIAL	0.374	$325,100	$460,200	$785,300
1814230004	G2 - COMMERCIAL	0.294	$66,600	$43,500	$110,100
181210303A	G2 - COMMERCIAL	0.250	$278,900	$326,500	$605,400
181210303B	G2 - COMMERCIAL	0.230	$135,100	$31,800	$166,900
181530001A	G2 - COMMERCIAL	0.773	$828,700	$6,095,100	$6,923,800
181530009A	G2 - COMMERCIAL	0.102	$177,700	$0	$177,700
181550001G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550002G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550003G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550004G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550005G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550006G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
181550007G	G1 - RESIDENTIAL	0.000	$10,000	$35,600	$45,600
1810005312841H	G1 - RESIDENTIAL	0.090	$24,000	$0	$24,000
1810005312841J	G2 - COMMERCIAL	0.270	$372,600	$216,400	$589,000
1810005312841R	G2 - COMMERCIAL	3.890	$1,949,500	$1,739,800	$3,689,300
1810005312841S	G2 - COMMERCIAL	2.410	$1,043,800	$480,900	$1,524,700
1810005312841T	G2 - COMMERCIAL	0.500	$472,800	$607,200	$1,080,000
1810005312841V	G1 - RESIDENTIAL	1.430	$784,300	$498,900	$1,283,200
1810005312841Z	G2 - COMMERCIAL	0.350	$407,500	$802,100	$1,209,600
1810005312843F	G2 - COMMERCIAL	0.150	$147,000	$234,900	$381,900
1810005312843H	G1 - RESIDENTIAL	1.100	$445,500	$78,100	$523,600
1810005312841A8	G2 - COMMERCIAL	0.670	$546,900	$644,000	$1,190,900
1810005312841A9	G2 - COMMERCIAL	0.420	$219,000	$0	$219,000
1810005312841H1	G2 - COMMERCIAL	0.270	$279,500	$249,400	$528,900
1810005312841H2	G1 - RESIDENTIAL	0.200	$91,500	$0	$91,500
1810005312841J1	G2 - COMMERCIAL	0.420	$438,000	$357,000	$795,000
1810005312843C1	G2 - COMMERCIAL	0.180	$313,600	$243,300	$556,900
1810005312843C2	G2 - COMMERCIAL	0.284	$249,000	$257,600	$506,600
1810005312843F1	G2 - COMMERCIAL	0.620	$374,100	$925,100	$1,299,200
1810005312843G1	G1 - RESIDENTIAL	1.420	$867,400	$0	$867,400
Totals	**64**	**20.667**	**$16,095,100**	**$25,567,900**	**$41,663,000**

2026 Baseline Input, Assessed Land Value per Sq. Ft.

Total Assessed Value for B-3 District (2026):	$41,663,000
Total Acres for B-3 District (2026):	20.667 [1 acre = 43,560 sq. ft.]
Total Sq. Ft. for B-3 District (2026):	900,254.52
Assed Value/Sq. Ft. (2026):	$46.28

Annual Fee = ((L × V) + C) ÷ A + M

L =	$ 350
V =	$46.28
C =	$7,500
A =	20
M =	$250

((L * V) + C) / A + M

Step-by-Step Breakdown

(($ 350 * $46.28) + $7,500) / 20 + $250

Add inside the outer parentheses:

($16,198) + $7,500) / 20 + $250

Divide by 20:

$23,698 / 20 + $250

Add the final $250:

$1,185 + $250

The final result of the mathematical expression:

$1,435

CPI Adjustment Schedule (Example)

Year #	*Year*	*Fee In Lieu (Baseline)*	*CPI %*	*Annual CPI Adjustment*	*Fee in Lieu (w/ CPI Adjustment)*
1	2026	$ 1,435	0	$ -	
2	2027	$ 1,435	2.75%	$ 39	$ 1,474
3	2028	$ 1,435	2.75%	$ 41	$ 1,515
4	2029	$ 1,435	2.75%	$ 42	$ 1,557
5	2030	$ 1,435	2.75%	$ 43	$ 1,599
6	2031	$ 1,435	2.75%	$ 44	$ 1,643
7	2032	$ 1,435	2.75%	$ 45	$ 1,689
8	2033	$ 1,435	2.75%	$ 46	$ 1,735
9	2034	$ 1,435	2.75%	$ 48	$ 1,783
10	2035	$ 1,435	2.75%	$ 49	$ 1,832
11	2036	$ 1,435	2.75%	$ 50	$ 1,882
12	2037	$ 1,435	2.75%	$ 52	$ 1,934
13	2038	$ 1,435	2.75%	$ 53	$ 1,987
14	2039	$ 1,435	2.75%	$ 55	$ 2,042
15	2040	$ 1,435	2.75%	$ 56	$ 2,098
16	2041	$ 1,435	2.75%	$ 58	$ 2,155
17	2042	$ 1,435	2.75%	$ 59	$ 2,215
18	2043	$ 1,435	2.75%	$ 61	$ 2,276
19	2044	$ 1,435	2.75%	$ 63	$ 2,338
20	2045	$ 1,435	2.75%	$ 64	$ 2,403

STAFF REPORT

Date: September 22, 2026

To: Plan Commission

Re: Text Amendment Revision; Automotive Body and Mechanical Repair

Author(s): Benjamin Andrews, Village Administrator

INTRODUCTION

This report summarizes the recent revisions to the Zoning Code regarding Automotive Body and Mechanical Repair in the B-1 General Business District. The updates are based on discussions held at the Plan Commission meetings on June 23, 2026, and July 28, 2026, as well as the updated draft zoning code language now included in Sec. 66.0320(7). The intent behind these revisions is to ensure compatibility with surrounding land uses, establish clear performance standards, and provide a regulatory structure that aligns with the Commission's goals for the district.

BACKGROUND INFORMATION

Summary of June 23, 2026 Plan Commission Discussion: At the June 23 meeting, the Commission reviewed the initial concept of adding automotive body and mechanical repair as a permitted use within the B-1 District. Commissioner Heidler raised concerns about the potential impacts on adjacent residential properties, including noise, vehicle storage, dust, and the use of volatile chemicals, noting that Liberty Grove restricts such uses to parcels of at least 10 acres to mitigate those issues. Other Commissioners highlighted that several existing B-1 uses, such as gas stations and commercial laundries, present similar operational challenges, and that Sister Bay has previously hosted an automotive service business without complaints. A representative from the prospective business emphasized that all work would occur indoors and that the business was committed to meeting all buffering, screening, and performance standards. The Commission ultimately agreed that the use could be appropriate in B-1 but requested the development of detailed performance standards addressing noise, storage, and screening. They further clarified that the use should not be added to B-3, and even questioned whether it should be removed if currently listed.

Summary of July 28, 2026 Plan Commission Discussion: During the July 28 meeting, staff presented draft language outlining performance standards for the use. Commissioner Heidler again raised compatibility concerns, suggesting that automotive repair may be more appropriate as a conditional use rather than a permitted use. He noted that the conditional use process would provide an opportunity for public hearings and notifications to neighboring properties. Commissioners Ahrens and Bell pointed out that similar uses, including boat sales and service—which involve comparable mechanical activities—are currently permitted in B-1, and they expressed concern that singling out automotive repair as conditional without a broader review of permitted uses might create inequity in the district's use table. After further discussion, the Commission reached consensus to classify automotive body and mechanical repair as a conditional use in the B-1 District. The Commission also requested cross-references to existing code sections relating to vehicle storage (Sec. 66.403(5)) and air pollution standards (Sec. 66.080-2) to ensure consistency and avoid duplicative language.

SUMMARY OF UPDATED ZONING CODE LANGUAGE (SEC. 66.0320 – B-1 DISTRICT)

The updated zoning code excerpts reflect the Commission's direction by adding automotive body and mechanical repair as a conditional use under Sec. 66.0320(3). The newly drafted Sec. 66.0320(7) establishes comprehensive performance standards governing the use. These standards require that all repair, mechanical work, painting, sanding, grinding, and similar activities occur fully indoors to prevent noise and dust impacts on surrounding properties. Outdoor vehicle storage is restricted to designated areas shown on an approved site plan and must comply with Sec. 66.403(5). Inoperable vehicles may not remain outdoors longer than 30 days unless properly screened.

Screening requirements mandate a solid wall or fence between six and eight feet, evergreen landscaping capable of forming a year-round screen within two years, or a combination of both. Noise generated by the use must comply with existing performance standards in Sec. 66.0808, and ventilation, paint booths, and air-handling units must be designed to prevent odors and particulates from being detected at any property line, as required by Sec. 66.0802. Finally, businesses must be closed to the public between 9:00 PM and 7:00 AM as an additional measure to ensure compatibility with nearby residential areas.

ANALYSIS

The revisions respond directly to the concerns raised by the Plan Commission while maintaining consistency with similar allowed uses in the district. By classifying the use as conditional, the Village retains the ability to review each application on a case-by-case basis, ensuring that impacts related to noise, odors, screening, and vehicle storage can be effectively mitigated. The performance standards also strengthen enforceability by referencing existing noise, air quality, and parking regulations rather than creating redundant or conflicting requirements. Overall, the updated language provides a balanced regulatory approach that allows the use to operate within the B-1 District while preserving the district's compatibility with surrounding residential areas.

STAFF RECOMMENDATION

Village Staff recommends that the Plan Commission review and affirm the updated automotive repair language in Sec. 66.0320(7). Staff further recommends moving the proposed amendments forward to public hearing and considering a future, broader evaluation of the B-1 District's permitted and conditional use framework to maintain long-term consistency within the district.

ATTACHMENT(S)

1. Village of Sister Bay Chapter 66, Zoning Code, Automotive Body and Mechanical Repair Excerpts

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) 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.
(cc) Professional offices.
(dd) Public parking lots.
(ee) Radio and television studios.
(ff) Restaurants. *[See Sec. 66.0350]*

(gg) Retail general uses.
(hh) Self-service laundries and dry-cleaning facilities.
(ii) Single family housing in existence as of January 1, 2007; said housing can be utilized as a short-term rental.
(jj) Taverns and/or cocktail lounges.
(kk) Trade and contractor suppliers' offices and supply centers.
(ll) Travel agencies.
(mm) Video productions.

(2) Permitted Accessory Uses.

[See Accessory Uses and Structures – Sec. 66.0501]

(a) Outdoor Displays. *[See Sec. 66.0506]*
(b) Solar collectors attached to the principal structure.
(c) One single-family dwelling or a non-transient residential unit, located on the same property as the business. The on-site parking required for the accessory residential unit must be available on site.

(3) Conditional Uses.

(a) Apartments. *[See Sec. 66.0320]*
(b) Assembly Halls.
~~(b)~~(c) Automotive body and mechanical repair. [See Sec. 66.0320(7)]
~~(c)~~(d) Commercial recreation facilities (indoor and outdoor), such as arcades, bowling alleys, clubs, dance halls, driving ranges, gymnasiums, health clubs, miniature golf facilities, pool and billiard halls and indoor skating rinks.
~~(d)~~(e) Flea Markets (limited to 12 days outdoors in any calendar year).
~~(e)~~(f) Solar energy as an accessory structure.
~~(f)~~(g) Non-Village utility facilities.
~~(g)~~(h) Light assembly, light manufacturing and related activities.
~~(h)~~(i) Seasonal employee housing. *[See Sec. 66.0320(5)(b)]*
~~(i)~~(j) Storage. *[See Sec. 66.0320(5)(a)]*
(j) Outdoor entertainment facilities.
(k) Mobile Food Vendor Courts. *[See Sec. 66.0320(6)]*

(4) Dimensional Lot Standards.

B-1 District Dimensional Lot Standards Table		
Lot Served by Public Sewer [1]	Minimum Area	20,000 square feet
	Minimum Width (interior lot)	60 feet
	Minimum Width (corner lot)	110 feet
Lot Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
Lot Not Served by Public Sewer [1]	Minimum Area	25,000 square feet
	Minimum Width (interior lot)	100 feet
	Minimum Width (corner lot)	110 feet
Lot Not Served by Public Sewer [1]	Minimum Green Space	20% of lot shall be left as green space
Structure Standards		
Principal Structure	Maximum Height	35 feet

VILLAGE OF SISTER BAY ZONING CODE

Minimum Setbacks		
Principal Structure	Front Yard (on public streets)	45 feet from centerline of street right-of-way
	Front Yard (not on public street)	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 feet - the setback area must be green space
Accessory Structures	Front Yard (on public street) [3]	45 feet from centerline of street right-of-way
	Front Yard (not on public street) [3]	40 feet from edge of easement or edge of pavement
	Side Yard	10 feet [2] - the setback area must be green space
	Rear Yard	20 Feet - the setback area must be green space

1. Lots shall have sufficient area and width for the principal structure(s) and its accessory structures, off-street parking and loading areas, and required setbacks.
2. May be increased by Village Engineer in order to accommodate required grading between properties.
3. Accessory structures located in front yard require a conditional use permit.

(5) Special Standards. This section supplements the standards contained in Sec. 66.0320(4) and provides standards for the following land uses in order to control the scale and compatibility of those uses within the B-1 District.

(a) *Conditional Use Permits For Storage Buildings.* At a minimum the Plan Commission shall apply the following standards when considering a Conditional Use Permit for storage buildings. The minimum space for a storage unit will be 1500 square feet, and the buildings containing the units must be constructed of non-metal materials other than doors and windows. A storage building shall not contain more than four storage units. Real or false windows must be installed on the exterior facing walls to reduce the long blank wall appearance, and the buildings shall be set back a minimum of 250 feet from the centerline of State Highways 42 and/or 57 and screened from the highway by other buildings. The storage spaces may be for actual storage or to allow the owner or occupant to work within the storage building for the purposes of maintaining their belongings such as autos, boats and other belongings. Prior to the time that an Occupancy Permit will be issued, the buildings must be equipped with fire sprinklers. No overnight storage or parking of materials, vehicles, etc. outside is permitted, and none of the overhead doors shall be visible from an adjacent residential property.

(b) *New Apartment Buildings in Which Seasonal and Year-Round Employee Housing Will Be Provided.* New apartment buildings in which seasonal and year-round employee housing will be provided must comply with the building height and area standards as well as the unit density requirements of the R-2 District and the other requirements for that District, including the fact that the property must be served by public sewer and water. *[See Sec. 66.0312]* The conversion of existing commercial buildings into apartments that will be utilized for seasonal as well as year-round employee housing must also comply with the parking requirements for the R-2 District. As part of the conversion of an existing commercial building to one of the listed uses above, if any building addition(s) are constructed at that time or in the future, the building addition(s) is/are subject to the building height and area standards as well as the unit density requirements of the R-2 District *[See Sec. 66.0312]*, as well as the other applicable requirements as exist.

(6) Mobile Food Vendor Courts. In the B-1 Zoning District mobile food vendor courts shall be allowed, provided the following conditions can be satisfied:

(a) A lot hosting a mobile food vendor court shall be at least 20,000 square feet in area.

(b) To avoid congestion or hazardous intersections and accesses, only approved public road access points shall be used to access a mobile food vendor food court. Private access may be allowed by a three-quarter (3/4) majority vote of the Plan Commission.

(c) The mobile food vendor court parking and driving areas shall be paved and the site designed for proper storm water runoff.

(d) To avoid overcrowding, the maximum density for the mobile food vendor court shall not exceed one vendor per every 4,500 square feet of lot area.

(e) To account for pedestrian safety and customer waiting lines and foot traffic, and to ensure there is no trespass, the mobile food vendor court, and any structures, shall have at least double the required side and rear setback for a principal structure in the B-1 Zoning District, and at least a distance that is equal to or greater than the required road setback for the B-1 District must be maintained. All mobile food vendor units, associated vehicles and equipment, shall be located within the food vendor court itself and shall not protrude into the setbacks.

(f) For safety reasons all mobile food vendor units must maintain a distance of 10 feet from the nearest edge of any building, vehicle and combustible materials.

(g) No less than four (4) parking stalls shall be required for every mobile food vendor unit. Mobile food vendor units on private property may not cause the host parking lot to be in violation of off-street parking requirements per the Zoning Code.

(h) Patron seating shall be provided at a minimum rate of eight (8) chairs per mobile food vendor unit.

(i) Toilet and hand washing facilities shall be provided in compliance with State Codes; however, for sanitary and environmental purposes, portable toilets are not allowed. If the restrooms are more than 100 feet from a mobile food vendor unit, signs shall be posted at each mobile food vendor unit indicating where restrooms are available. An exterior sign stating 'Restrooms', shall be posted on the exterior of the restroom and shall be legible from a distance of 100 feet.

(j) The mobile food vendor court operator shall make provisions for the on-site disposal of the vendor(s) greywater to prevent improper disposal.

(k) One on-site sign is allowed to promote the location of the mobile food vendor court. To protect the night sky and not be a distraction to the motoring public, the sign shall not be illuminated.

(l) Any lighting associated with the mobile food vendor court shall use a hood and lens so light is cast downward and onto the property so as to not disturb the night sky nor adjacent properties.

(m) There shall be no tents except as provided in Sec. 66.0302(4)(g). Gazebos and other shelters may be allowed provided they are shown on the site plan and other code approvals and required permits are obtained.

(n) The mobile food vendor unit owner or operator shall not be allowed to camp on-site unless in an approved campground.

(o) There shall be no amplified live music; noise shall be in compliance with this chapter and the Municipal Code.

(p) Except for a back-up generator, only one generator is allowed onsite; the back-up generator shall not exceed 70 dBA, and other than for emergency purposes, may only generate power for test purposes. All testing shall be during normal business hours.

(q) All mobile food vendors and their employees shall be made aware of where on-site the fire extinguishers and functioning water hoses are located.

(r) An employee of the mobile food vendor court shall be on site during hours of operation.

(s) The mobile food vendor court shall be closed to the public between 9:00 PM and 7:00 AM.

(t) No mobile food vendor unit shall be stored on site when not serving food for thirty-six (36) hours or more.

(u) To control vermin and the risk of pollution, all trash must be in an enclosed receptacle. The landowner or manager shall be responsible for ensuring no garbage protrudes from the trash receptacle unit.

(v) No mobile food vendor operating as a formula business shall be allowed in a mobile food vendor court.

(7) Automotive Body and Mechanical Repair Use Standards. Automotive body and mechanical repair is permitted in the B-1 General Business District, subject to the following performance standards, which are intended to ensure compatibility with neighboring properties, maintain the Village's small-town character, and protect public health and safety.

(a) All repair, maintenance, painting, bodywork, mechanical work, and parts installation shall occur entirely within a fully enclosed building. No sanding, painting, grinding, hammering, or other noise-generating activity may occur outdoors.

(b) Vehicles awaiting repair or pickup may be stored outdoors only in designated areas clearly shown on an approved site plan. Outdoor vehicle storage shall comply with Parking Requirements, see Sec. 66.403(5). No inoperable vehicle may remain outdoors for more than 30 consecutive days unless screened in compliance with See Sec. 66.0320(7)(c).

(c) Outdoor storage areas, work yards, and staging areas shall be screened from view of adjacent residential districts and public rights-of-way using one or more of the following:

1. A solid architectural wall or fence between 6 and 8 feet in height;
2. Evergreen landscaping capable of forming a year-round visual screen within two years;
3. A combination of fencing and landscaping.

(d) Noise generated by the use shall comply with existing performance noise standards at all times, see Sec. 66.0808

(e) Ventilation systems, paint booths, and air-handling units shall be located and designed to prevent odors, fumes, or particulate matter from being detected at any property line, in compliance with Sec. 66.0802.

(f) The automotive body and mechanical repair shop shall be closed to the public between 9:00 PM and 7:00 AM.

STAFF REPORT

Date: September 22, 2026

To: Plan Commission

Re: Text Amendment Revision; Accessory Dwelling Unit (ADU)

Author(s): Benjamin Andrews, Village Administrator

INTRODUCTION

This report summarizes the revisions made to the Accessory Dwelling Unit (ADU) section of the Village's zoning code following Plan Commission direction from the June and July 2026 meetings, subsequent legal research, and inclusion of updated ADU language into the revised code. The action items recommended by the Commission have now been incorporated into the zoning text, and this document explains the resulting changes and their policy basis.

BACKGROUND INFORMATION

The Plan Commission's recent work on ADUs stemmed from a renewed interest in enabling multigenerational housing, long-term rental options, workforce housing, and aging-in-place opportunities. Commissioners recognized that ADUs can serve as an important tool but must be carefully regulated to ensure compatibility with residential neighborhoods and alignment with state law. Meeting discussions also emphasized the need to address concerns about short-term rental use, owner occupancy, accessibility, district eligibility, and overall size and design standards.

SUMMARY OF ZONING CODE REVISIONS

1. Owner-Occupancy Requirement Added

The revised zoning code now requires that either the principal dwelling or the ADU be owner-occupied, with allowance for a temporary absence of up to six months. This change directly implements Commission direction and is supported by staff legal research indicating that Wisconsin municipalities *may* regulate owner occupancy for ADUs. State law also prohibits the Village from restricting temporary absences shorter than six months, and the revised code complies with this limitation.

2. Expanded List of Districts Where ADUs Are Permitted

The revised zoning code has been updated to allow ADUs in R-1, R-2, R-3, R-4, and CS-1. This implements Commission direction to add ADUs to the R-4 District, reversing the prior restriction that prohibited ADUs in R-4 due to density constraints.

3. Maximum Square Footage Updated

The revised code now establishes a maximum ADU size of 1,200 square feet, with no minimum square footage requirement. This reflects Commission discussion supporting removal of the former minimum (800 sq ft), while maintaining a clear maximum and leaving flexibility for accessibility and building-code compliance.

4. Clarification of Eligible Principal Dwelling Types

The revised code maintains the requirement that ADUs may only be accessory to single-family detached principal dwellings. This aligns with Commission consensus and ensures ADUs do not attach to duplexes, multifamily, townhomes, commercial, or mixed-use buildings.

5. Attached and Detached ADUs Remain Permitted

The revised code continues to allow both attached and detached ADUs, consistent with Commission direction and past policy.

6. Updated Parking Requirements

At least one additional off-street parking space must be provided for each ADU, consistent with existing residential parking formulas. This retains existing requirements while allowing the Plan Commission to consider future incentives for owner-occupied ADUs.

7. Height Limitation Maintained

The maximum ADU height remains no taller than the principal structure, ensuring compatibility with neighborhood character.

8. Architectural Compatibility Standards Retained

ADUs must remain consistent with the architectural character, materials, roof pitch, and color palette of the principal dwelling. This reinforces design consistency and neighborhood compatibility.

LEGAL RESEARCH FINDINGS

Based on research conducted following Commission direction:

- Municipalities in Wisconsin have explicit authority to impose owner-occupancy requirements for ADUs so long as such requirements do not conflict with state laws governing residential use.
- State law permits temporary absences of up to six months, and municipalities may not restrict this allowance. The revised zoning code honors this requirement.
- Because legislation that would have allowed municipalities to restrict ADUs from functioning as short-term rentals did not pass, the Village must continue to rely on owner-occupancy provisions and its existing STR regulations for enforcement.

ATTACHMENT(S)

1. Village of Sister Bay Chapter 66, Zoning Code, ADU Excerpts

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. ADUs are permitted only as accessory uses to single-family detached principal dwellings.
3. ADUs shall not be permitted on parcels containing duplexes, multifamily dwellings, townhomes, commercial buildings, or mixed-use structures.
4. ADUs may be allowed in the following districts: R-1, R-2, R-3, R-4 and CS-1.
5. ADUs shall not be allowed in the R-4 Small Lot Residence District due to density limitations.
6. Both attached and detached ADUs are permitted.
7. No more than one (1) accessory dwelling unit may be located on a lot.
8. The accessory dwelling unit shall not be sold separately from the principal structure.
9. The maximum height of ADU shall be no greater than the height of the principal structure.
10. The size of an accessory dwelling unit shall be a maximum of twelve hundred square feet.
11. An accessory dwelling unit shall contain no more than two (2) bedrooms
12. The minimum setback requirements shall be those for accessory buildings or structures of the underlying zoning district.
13. Accessory dwelling unit entryways within a rear or side yard shall be connected to a street frontage by a paved walkway or driveway.
14. 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.
15. ADUs shall be consistent with the architectural character, materials, roof pitch, and color palette of the principal structure.
16. Detached ADUs shall comply with all accessory-structure criteria in Sec. 66.0501 unless superseded by this section.
17. At least one additional off-street parking space shall be provided for each ADU, following the existing residential parking formulas in Sec. 66.0403.

~~(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

Commented [BA1]: ADU-slideshow-DCHI-Feb-2023.pdf

Commented [BA1R2]: Owner

Commented [BA2]: sb473.pdf

Commented [BA3]: This section of the code prohibits accessory dwelling units.

STAFF REPORT

Date: September 22, 2026

To: Plan Commission

Re: Text Amendment Revision; Development Agreement

Author(s): Benjamin Andrews, Village Administrator

INTRODUCTION

The purpose of this report is to summarize and formalize the Plan Commission's recommended changes to the Village Zoning Code regarding the required timeline for execution of Development Agreements. These amendments stem directly from the Commission's discussion on July 28, 2026, and are now incorporated into the draft zoning code for final consideration.

BACKGROUND INFORMATION

Under the existing zoning code (Sec. 66.1520), applicants are required to execute a Development Agreement within six months of Village Board approval. In practice, this long window has created administrative challenges, including lengthy delays, uncertainty for staff and applicants, and instances where projects remained inactive while agreements were left unsigned.

The Plan Commission addressed this issue at its July 28, 2026, meeting, noting that the six-month timeline had been used as a delaying tactic and was out of sync with practical development review needs.

During discussion, the Commission agreed that:

- A significantly shorter and more enforceable signing period is necessary.
- Forty-five (45) days is a reasonable timeline that allows for attorney review and applicant coordination while preventing prolonged inactivity.
- Failure to sign within 45 days should result in automatic forfeiture of the agreement.
- If an applicant wishes to proceed after forfeiture, they must restart the zoning application process.

These recommendations were unanimously supported by the Plan Commission.

PROPOSED ZONING CODE AMENDMENT

The revised draft zoning code (Sec. 66.1520) now incorporates the Commission's recommended changes:

Previous Language:

"Failure to sign a Development Agreement within six (6) months of approval by the Village Board shall be deemed a forfeiture..."

Updated Language:

"Failure to sign a Development Agreement within forty-five (45) days of approval by the Village Board shall be deemed a forfeiture..."

ATTACHMENT(S)

1. Village of Sister Bay Chapter 66, Zoning Code, Development Agreement Excerpts

planned unit development approvals, temporary use approvals, sign permits, site plans, certificates of compliance, variances, appeal interpretations, and applications.

(2) Determine that all zoning permit applications and their constituent plans; certificate of compliance requests, sign permit applications and their constituent plans; and other applications and plans comply with all the provisions of this chapter.

(3) Make interpretations regarding the provisions of this chapter.

(4) If requested or helpful, receive, file and forward (to the appropriate person, committee or agency) all completed applications for any permits or procedures provided for in this chapter.

(5) Inspect all structures, lands and waters as often as necessary, to assure compliance with this chapter.

(6) Issue permits as required by this chapter. Issuance my include conditions, as deemed necessary to ensure compliance with this chapter.

(7) Upon receipt of a survey from a property owner or their agent, record the lowest floor elevations of all structures erected, moved, altered or improved in the flood-land areas.

(8) Investigate all complaints made relating to the location of structures and the use of structures, lands and waters, give notice of all violations of this chapter to the owner, resident, agent, or occupant of the premises.

(9) Is permitted access to premises and structures during reasonable hours to make those inspections as deemed necessary by the Zoning Administrator to ensure compliance with this chapter. If, however, they are refused entry after presentation of their identification, they may procure a special inspection warrant in accordance with Wis. Stats. §66.122.

(10) Prohibit the use or erection of any structure until they have inspected and approved such use or erection.

(11) Institute, in the name of the Village, any appropriate action or proceeding against a chapter violator, as provided by law.

(12) Request assistance and cooperation from the Door County Sheriff's Department and the Village Attorney as deemed necessary.

(13) Attend all meetings of the Plan Commission and the Village Zoning Board of Appeals.

Secs. 66.1511 - 66.1519, Reserved

Sec. 66.1520 Development Agreement Required

(1) The applicant shall be required to enter into a Development Agreement with the Village at the time of approval of an application for a Zoning Permit for all projects and developments listed below:

(a) All new construction other than individual single-family homes, which are not part of an active subdivision or condominium plat.

(b) Commercial projects, including those projects in existing buildings involving a change of use or occupancy, expansion, or where the building is non-conforming for setback, height or parking.

(c) The Plan Commission shall have the authority to exempt an applicant from securing a Development Agreement with a three-fourths (3/4) majority of the Plan Commission. This does not include those uses in the Country Walk Shops commercial center development where a use is changed solely to a retail use, or, existing nonconforming commercial buildings which elect to replace siding and existing windows or install new window openings.

(2) Applicants shall agree to reimburse the Village for all costs incurred by the Village for engineering, inspection, planning, legal and administrative expenses in:

(a) Processing, reviewing, revising, and approving conceptual, preliminary or final development plans, including meeting time, regardless of whether the developer attended or participated in the meeting; and,

(b) Processing, reviewing, revising, drafting and approving any agreements, easements, deed restrictions or other documents associated with the proposed use; and,

(c) Inspection and approval of construction and installation of all improvements provided for in the development, including but not limited to, consultation reasonably required to address issues and problems encountered during the course of design and construction of the development. Such costs shall include the costs of Village consultants, including engineers, attorneys, inspectors, planners, ecologists, agents, sub-contractors and the Village's own employees. Such costs shall also include those for attendance at meetings. The cost for outside services shall be the direct costs incurred by the Village. The cost for Village employees' time shall be based upon the classification of the employee and the rates established by the Village Board, from time to time, for each such classification.

(3) Failure to sign a Development Agreement within ~~six~~ forty-five (~~6~~45) ~~months~~ days of approval by the Village Boaord shall be deemed a forfeiture of the Agreement offered, and any future land disturbance, development, or use of the building or property shall be in compliance with this chapter. After the proposed Development Agreement offer has expired, should a landowner wish to proceed with the project in the future, they shall begin the application process anew.

Secs. 66.1521 - 66.1524, Reserved

Sec. 66.1525 Terms of Development Agreement

The Development Agreement shall, at a minimum, include the following terms and conditions:

(1) The condition that a site plan, a parking plan, trail locations or future trails easements, a grading plan, a lighting plan, a stormwater management plan, a landscaping plan, building architectural plans, a phasing plan must have been approved by the Plan Commission, and such other requirements as are established by the Plan Commission have been satisfied.

(2) Imposition of the condition that any necessary streets and appurtenances thereto, including sidewalks or trails, shall be constructed at the expense of the applicant, as required by the Plan Commission, or, in accordance with the provisions of Chapter 54 of the Municipal Code, *Land Division*, which are in effect at the time of such construction.

(3) Imposition of the condition that sanitary and water mains and laterals, and storm water drainage facilities, and any related off-site improvements shall be paid for, constructed and installed by the applicant as required by the Village, and the provisions of Chapter 62 of the Municipal Code, *Utilities*, at applicant's expense.

(4) Assignment of culvert and landscape maintenance responsibilities to the owner(s) of the property in accordance with the submitted site plan and landscape plan, and the ability of the Village to conduct such work, and charge all costs incurred by the Village as a special charge against the real estate upon the owner's failure to maintain.

(5) The applicant shall agree to indemnify and hold the Village and its agents harmless from and against claims related to the performance of work at or for the site.

(6) The applicant's principals shall be personally responsible for reimbursement of costs to the Village in the event the applicant does not proceed with the actual installation as approved by the Village.

(7) The applicant shall be responsible for payment of the Village's costs, disbursements and attorney's fees to draft and review the Development Agreement, and, in the event the Village brings legal action to enforce compliance with this agreement and a final determination is made in favor of the Village.

(8) Imposition of the condition that the terms and conditions of the agreement shall extend to the heirs, administrators, successors in title and assigns of the applicant, including personal liability. However, the applicant may not assign its rights, duties and responsibilities under this agreement to any other third party without first obtaining the prior written consent of the Village.

(9) If acceptable to the Village, the Applicant shall convey all necessary easements to the Village.

(10) Other terms that the Village and the applicant shall agree to be appropriate.

STAFF REPORT

Date: November 10, 2026

To: Plan Commission

Re: Plan Commission Review- Spa

This Application is A DRAFT

Village of Sister Bay

Standard Zoning Permit Application

Village of Sister Bay

2383 MAPLE DRIVE | SISTER BAY, WI 54234

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

E-MAIL: INFO@SISTERBAYWI.GOV

WEB SITE: WWW.SISTERBAYWI.GOV

Is the applicant the property owner? ☑ Yes ☐ No

First name
Chris

Last name
Schmeltz

Applicant Address
PO Box [redacted]

Applicant Phone
[redacted]

Contractor Name
Jaco Management, LLC

Contractor Address
PO Box [redacted]

Contractor Phone
(7[redacted]

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Contractor Email

[redacted]gmail.com

Parcel Identification Number (PIN)

181530009A

Street Address of Property in Sister Bay

2335 Mill Road

Is this property connected to public water? ☑ Yes ☐ No

Is this property connected to public sewer? ☑ Yes ☐ No

What are you looking for? ☐ Zoning Permit ☐ Conditional use permit ☐ Sign permit ☑ Building permit

Applicant Email

jacomanagement1@gmail.com

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

Type of Construction ☐ Single Family Home ☑ Commercial ☐ Fence ☐ Attached Garage ☐ Multi family ☐ Deck ☐ Detached Garage ☐ Shed ☐ Addition (Describe below) ☐ Other (Describe here)

Select one

Please Provide a Brief Description of Your Project

a two story commercial building that fits into Lot 9 with an entrance from lot 1 onto the upper floor that allows for ADA compliance. The lower level will be used for back of house for the upper level and 910 sqft that could be used for a single entrance commercial.

Lot Size (Ft.)

76×58.01

Total Lot Area

4408 Sq. Ft.

Building Length

52

Building Width

52

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Building Footprint

2700 Sq. Ft.

Number of Stories

2

Height (Roof Peak)

less than 35'

Primary roof

Estimated costs

$ 250000

Type of Construction

wood

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

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

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

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

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

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

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

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

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

▯ **Floor Plans including a foundation plan**

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

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

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

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

Thank you for your anticipated cooperation.

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

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

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PLEASE ATTACH THE SITE PLAN IN ATTACHMENTS BELOW.

INSTRUCTIONS

▯ INDICATE north and ENTER the dimensions of the property.

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

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

▯ **Well** ▯ **Adjacent Buildings**

▯ **Edge Of Lake/Stream/Wetland** ▯ **Easements**

▯ **Septic Tank & Drain Field** ▯ **Rear & Side Property Lines**

▯ **Center(line) of Road/Highway** ▯ **Right-of-Way of Road/Highway**

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

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

▯ LABEL the "USE" of all buildings shown.

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

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

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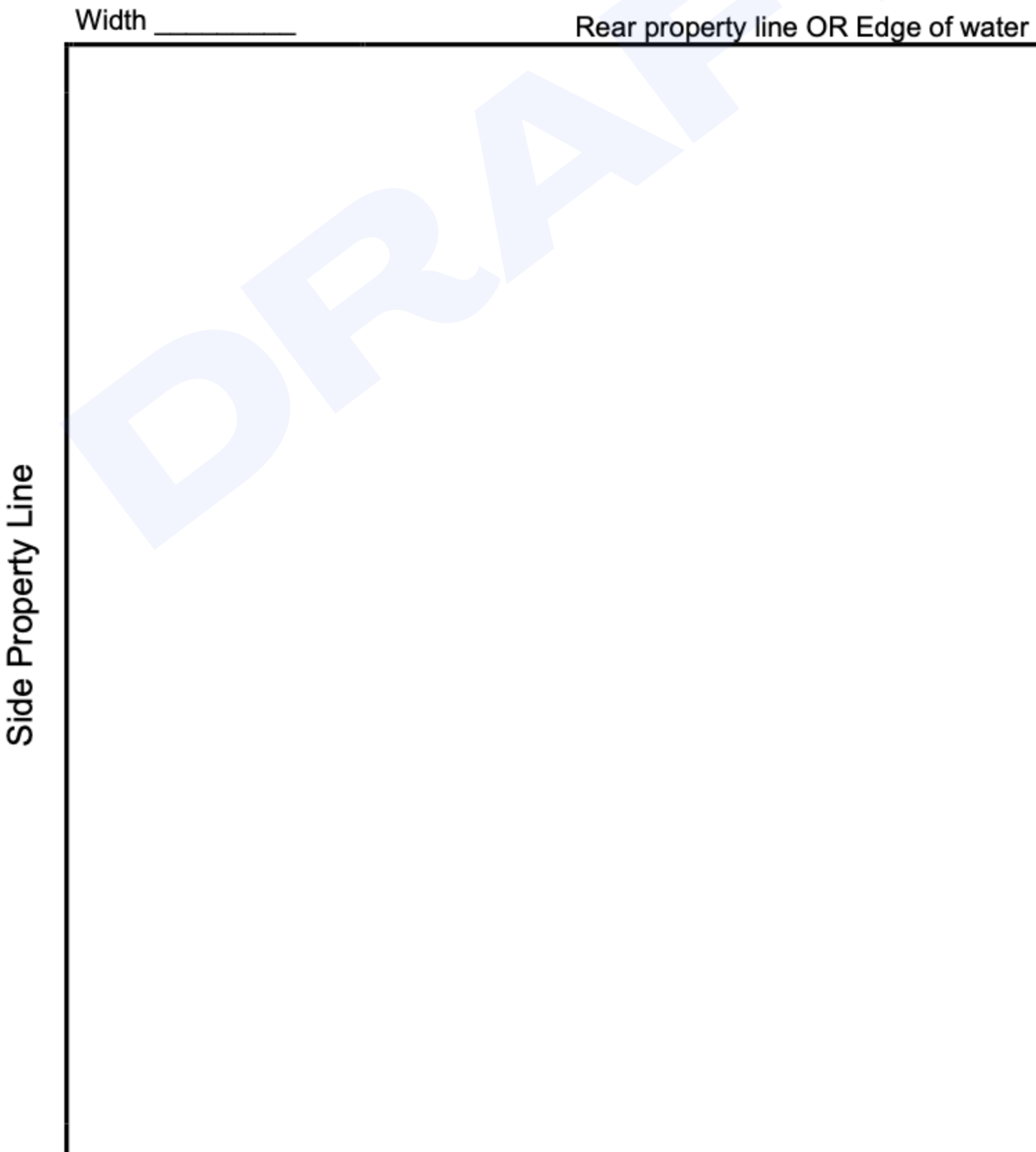
Width _____
Rear property line OR Edge of water
Side Property Line

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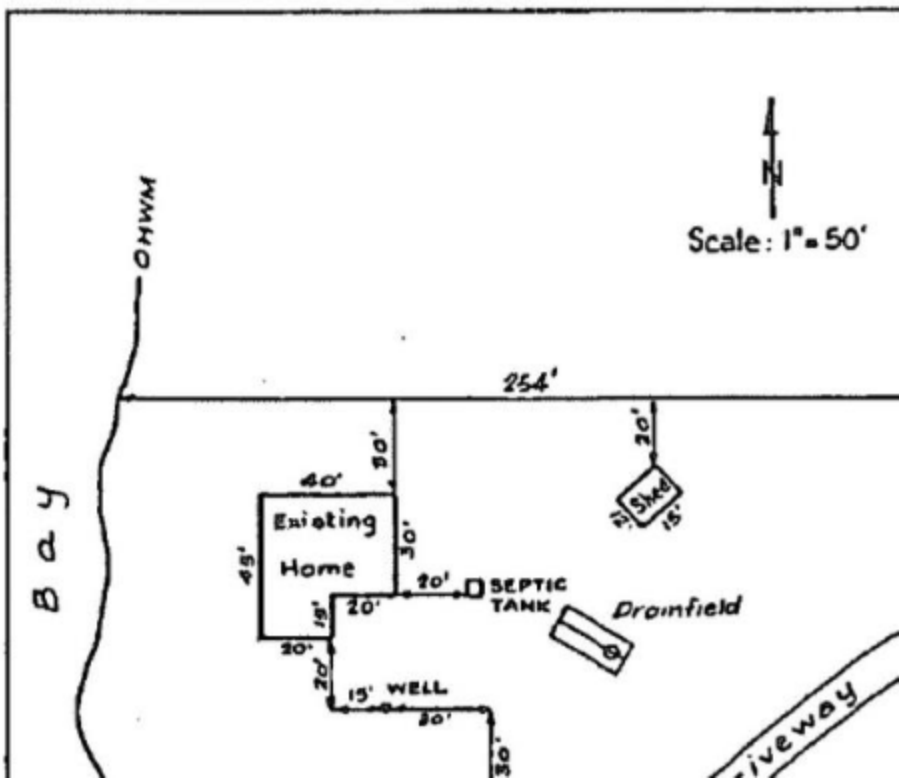
SITE PLAN EXAMPLE

- Boundaries, dimensions, and area of the site.
- Location of public roads and right-of-ways.
- Location of private roads.
- Location of easements.
- Location of navigable waters.
- Location and dimensions of all existing structures.
- Location of existing or proposed well and waste water disposal system.
- Location and dimension of all proposed structures and additions.
- Location of rockholes.

- Location of proposed and existing road access points, parking and loading areas
- Distances from proposed project to:
  - Abutting public roads and right-of-ways.
  - Private roads.
  - Property lines.
  - Well
  - Waste water disposal system.
  - Ordinary high water mark (OHWM) of navigable waters.
- Indicate North arrow.



Please upload all needed attachments

6673001t-existing-1788470962869.pdf

danmeissnerdorrproject-sheet-a101-option-5-plan-1788470...

Visit heygov.co/sisterbaywi.gov/fr_01m1mgegk6t0rb76bg4m710sf0 to view or download full files.

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

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

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

Signature



Signed electronically on 9/3/26, 4:47 PM

Quick Reference Official's Contact List:

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

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

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

DRAFT

Signature



Signed electronically on 9/3/26, 4:47 PM

Payment

PAID **$500.00**

SUBMITED ON: 9/3/26

For Administration use only

Plan Commission Review ☐ Approve ☐ Decline

CONDITIONS OF APPROVAL

Estimated Impact Fee

Utilities Approval: ☐ Approved ☐ Declined

Zoning Administrator Review

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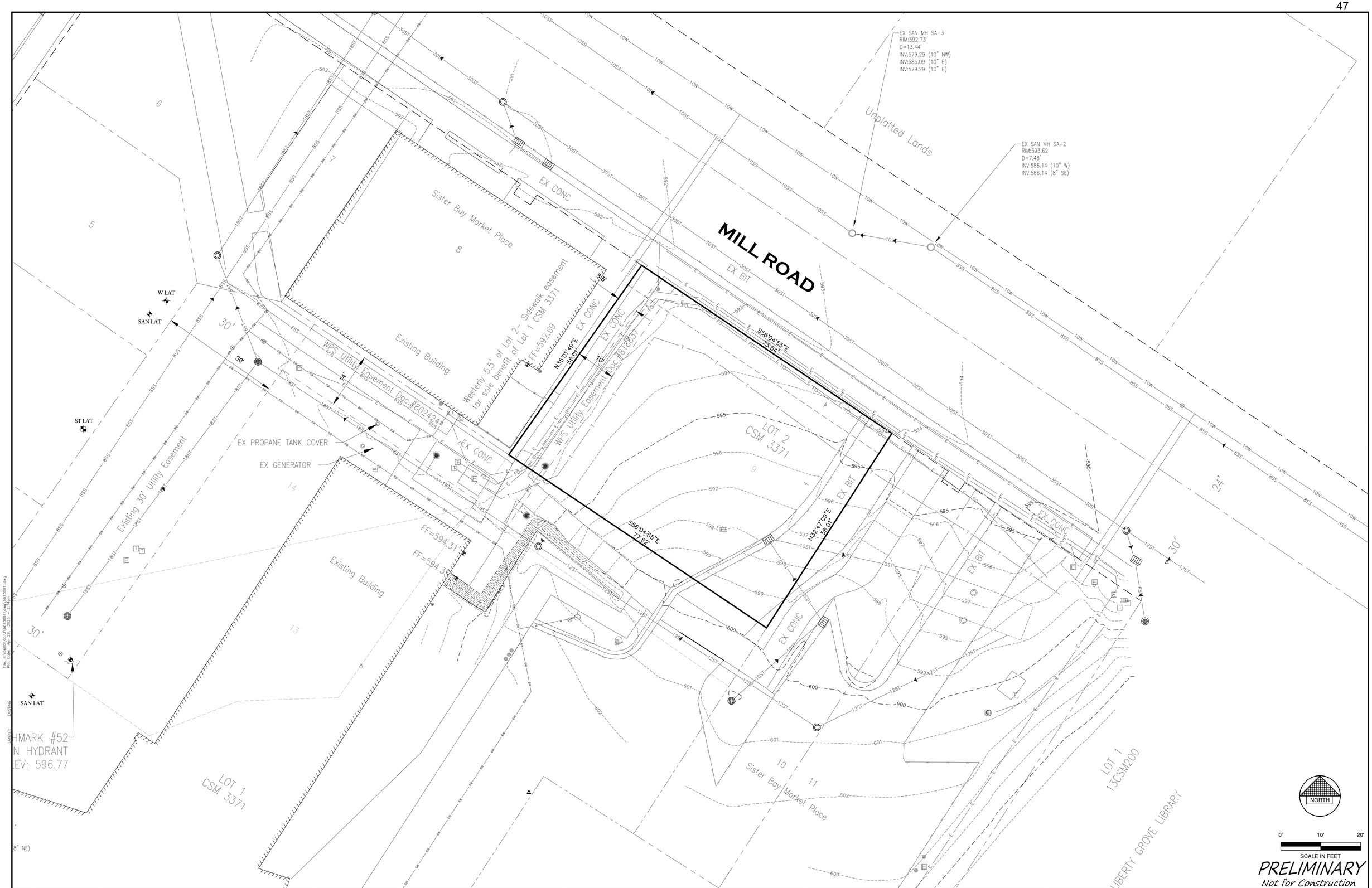


PRELIMINARY
Not for Construction

File: R:\6600\6673\6673001\dwg\6673001.dwg
Plot Date: Apr 28, 2026 - 2:14pm
EXISTING
LAYOUT

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

DRAWN ----
CHECKED ----
DESIGNED ----

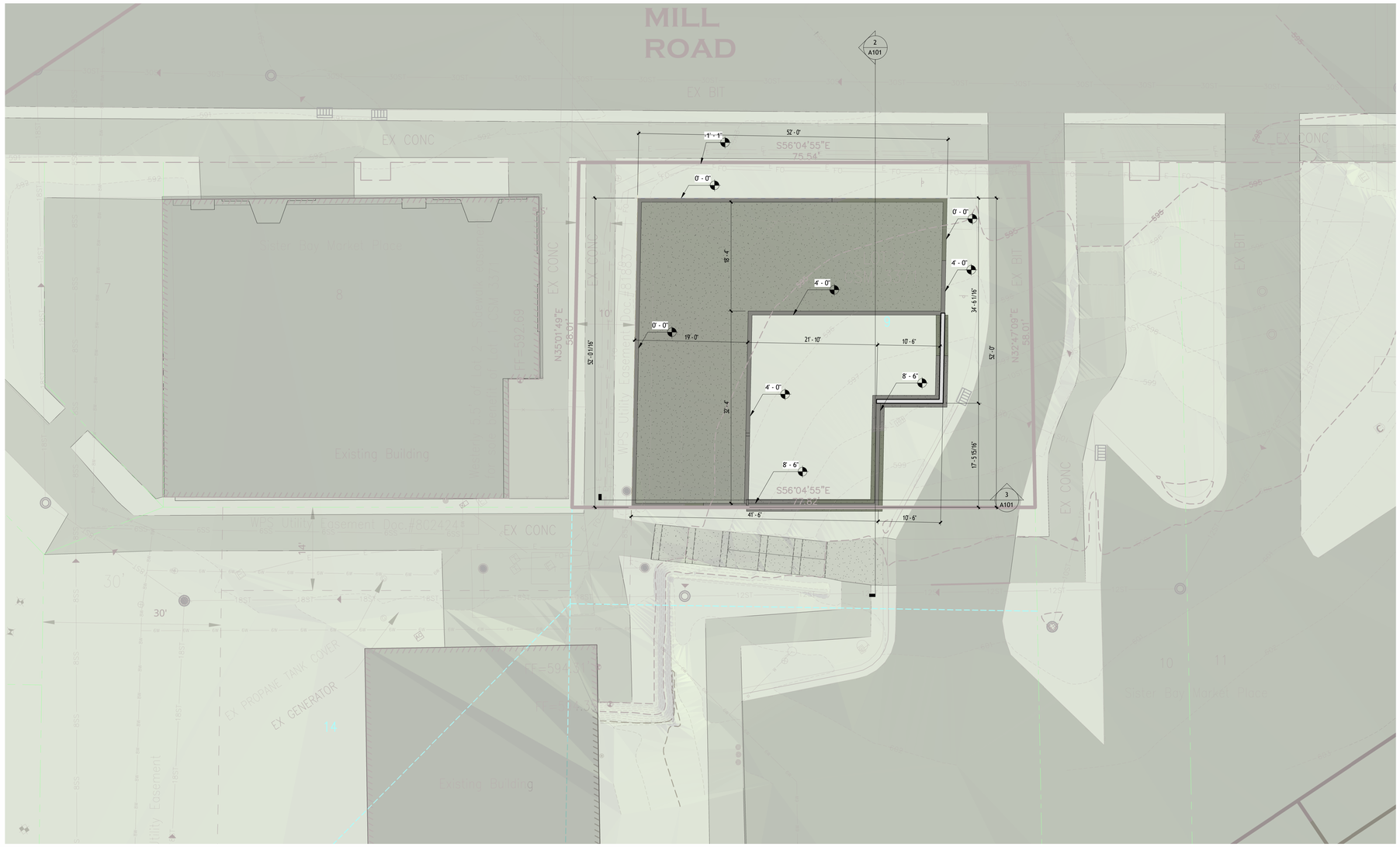
PROPOSED DEVELOPMENT
FOR DORR WELLNESS
VILLAGE OF SISTER BAY
DOOR COUNTY, WISCONSIN

EXISTING CONDTIONS

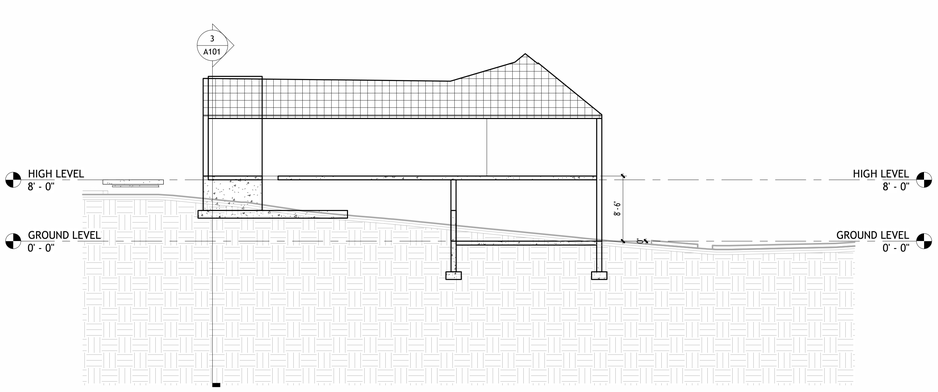
DATE 03/2026
FILE 6673001T
JOB NO. ----

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

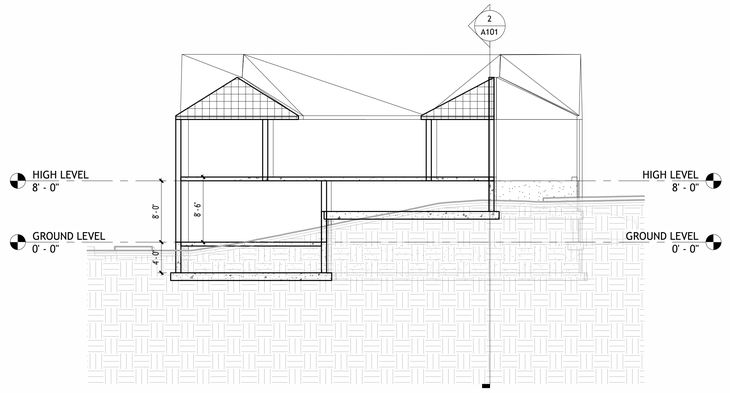
SHEET NO. 1



1 OPTION 3 PLAN
1/8" = 1'-0"



2 OPTION 3 - SECTION 1
1/8" = 1'-0"



3 OPTION 3 - SECTION 2
1/8" = 1'-0"

NOT FOR CONSTRUCTION

KEY PLAN

SHEET TITLE: **OPTION 5 PLAN**

E30 FACADES
513 W.COLLEGE AVE,
SUITE 330
APPLETON, WI 54911
(920) 903-3160

PROJECT INFORMATION

DAN MEISSNER
2329 Mill Rd
Sister Bay, WI 54234

MASSING STUDY FOR:
DAN MEISSNER - DORR PROJECT
2329 Mill Rd, Sister Bay, WI 54234

DRAWN BY
AJ

SPECIALTY ENGINEER

PROFESSIONAL SEAL

SUBMITTAL DATES
PRELIM DATE 08/25/2026

PROJECT NUMBER
260032601

SHEET INFORMATION
SHEET NUMBER:
A101

2026 © E30 FACADES, INC.

TITLE BLOCK VERSION: 260000000
MODEL: C:\Users\Aldin\Documents\Dan_Meissner_Dorr_Project_Aldin_JuaichWUWF.rvt
PRINT DATE: 08/25/2026 5:13:55 PM TEMPLATE VERSION:

Proposed SPA

Proposed Location:

Address: 2335 Mill Rd, Sister Bay, WI

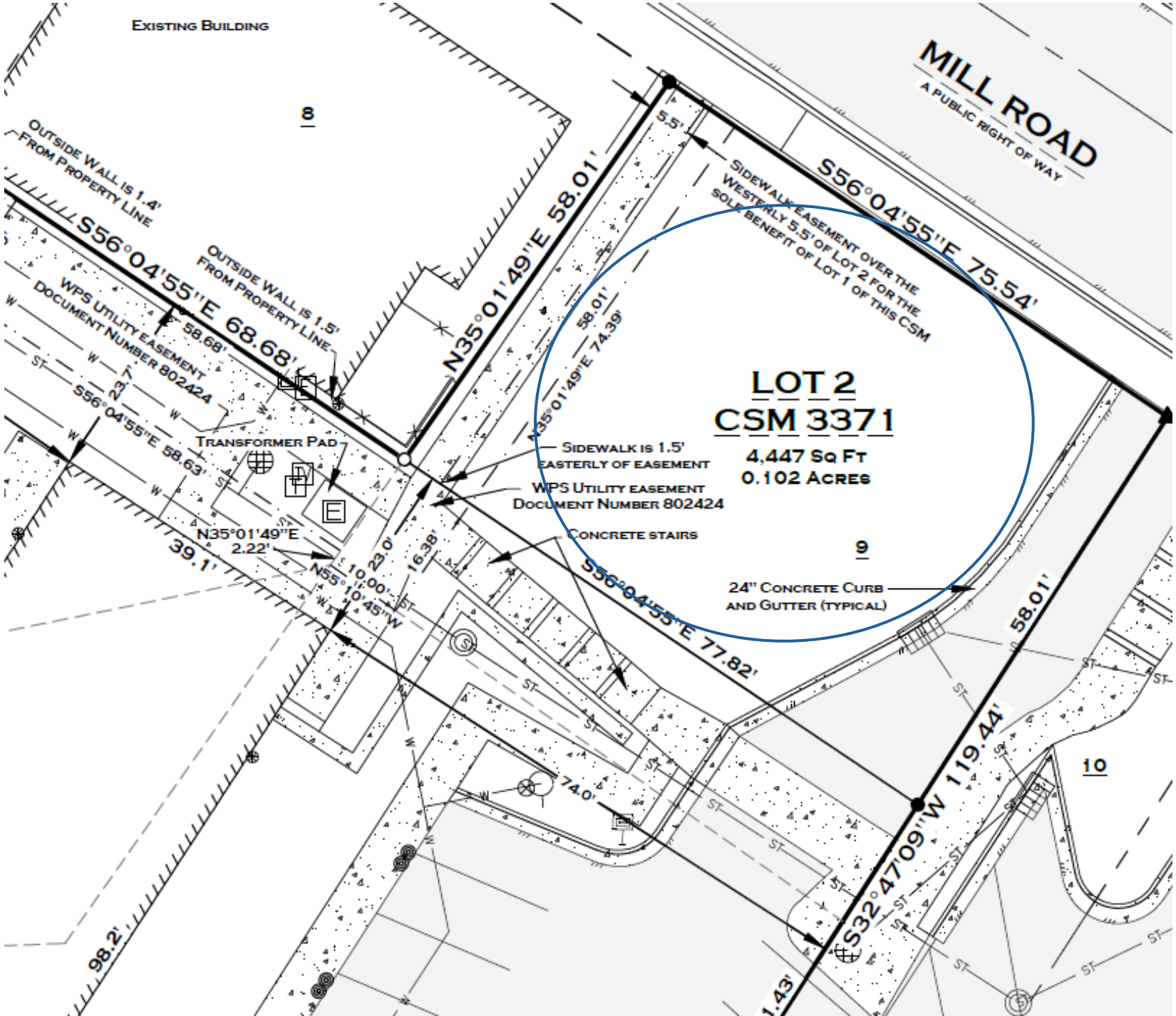
Ownership: The Dorr Hotel Holdings, LLC

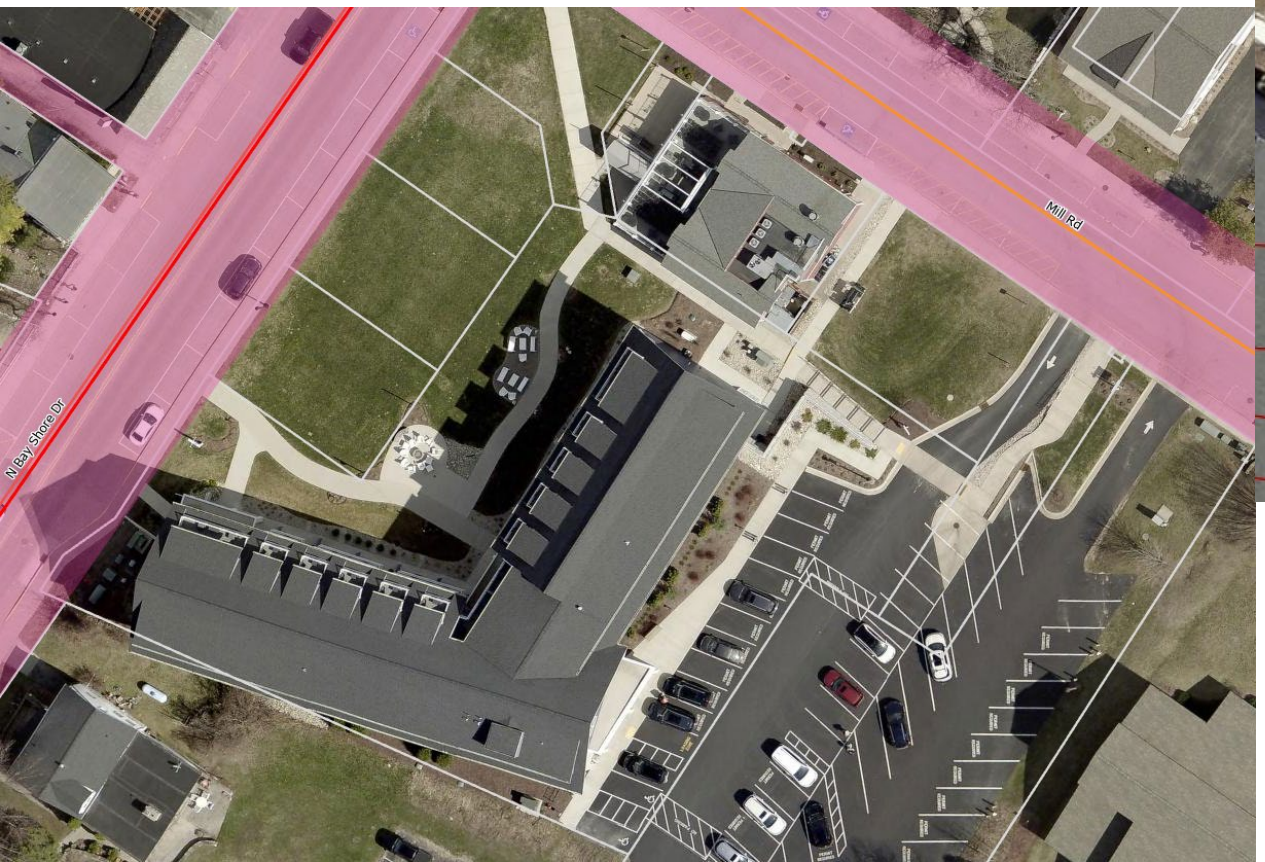
Zoning: B-3 Downtown Business District

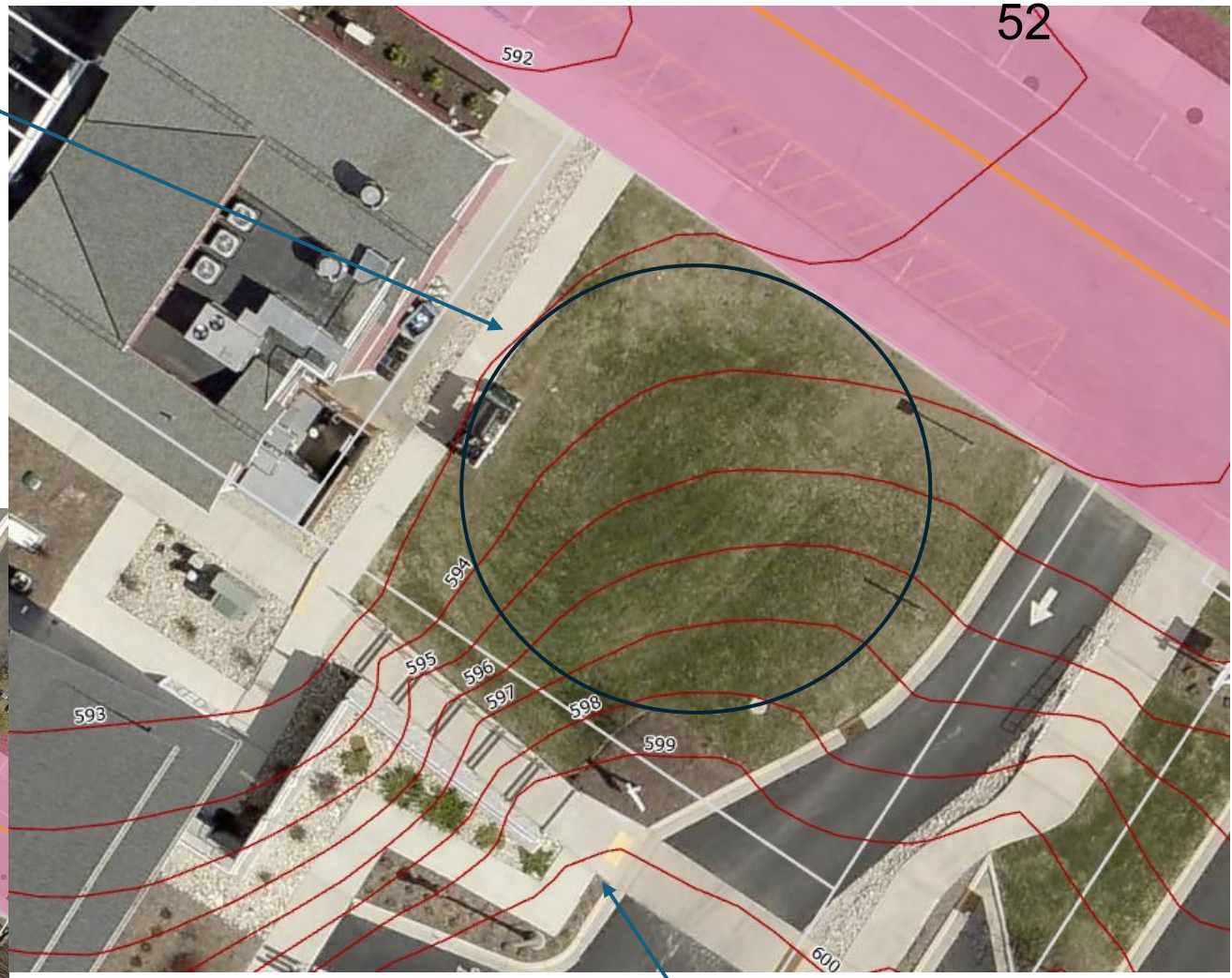
Amended October 29, 2026

Location of proposed spa in Sister Bay, WI




EXISTING BUILDING
8
MILL ROAD
A PUBLIC RIGHT OF WAY
S56°04'55"E 75.54'
5.5'
SIDEWALK EASEMENT OVER THE WESTERLY 5.5' OF LOT 2 FOR THE SOLE BENEFIT OF LOT 1 OF THIS CSM
N35°01'49"E 58.01'
OUTSIDE WALL IS 1.4' FROM PROPERTY LINE
OUTSIDE WALL IS 1.5' FROM PROPERTY LINE
S56°04'55"E 68.68'
58.68'
WPS UTILITY EASEMENT DOCUMENT NUMBER 802424
23.7'
S56°04'55"E 58.63'
TRANSFORMER PAD
LOT 2
CSM 3371
4,447 SQ FT
0.102 ACRES
58.01'
N35°01'49"E 74.39'
SIDEWALK IS 1.5' EASTERLY OF EASEMENT
WPS UTILITY EASEMENT DOCUMENT NUMBER 802424
CONCRETE STAIRS
9
24" CONCRETE CURB AND GUTTER (TYPICAL)
N35°01'49"E 2.22'
39.1'
N55°10'45"W 10.00'
23.0'
16.38'
S56°04'55"E 77.82'
58.01'
S32°47'09"W 119.44'
10
74.0'
98.2'
ST


Mill Rd
N Bay Shore Dr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Sec. 66.0402 Loading Requirements

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

(1) Number of loading and unloading spaces required.

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

(a) For each additional 25,000 square feet (or fraction thereof) of gross floor area, one additional loading and unloading space shall be provided.

(b) Each loading and unloading space shall have access to a public dedicated street or alley.

(c) The minimum area for each loading and unloading space, excluding the area needed to maneuver, shall be 250 square feet.

(d) At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public thoroughfare while the truck or van is being loaded or unloaded.

Sec. 66.0404 Adjustments to Required Parking

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

(a) *Evidence That Actual Parking Demands Will Be Less Than Chapter Requirements.* The petitioner shall submit written documentation and data to the satisfaction of the Plan Commission that the operation will require less parking than the chapter requires.

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

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

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

Code review on parking shows:

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

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

The proposed use is a spa that would accommodate up to 20 patrons. **Change to 40 patrons at max capacity, we do not expect to be at max very often if at all.**

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

Code review on parking shows:

- 1 space loading requirement, available on Mill Rd
- 1 space per 300sqft; 2,500sqft=8 spaces
- 1 space per 4 patrons, max 20 **40** patrons= 5 spaces **10 spaces *(15 spaces with staffing)***
- 3 space B-3 district credit- ***2 space bike rack credit***
- ***6 spaces shared parking, 4 spaces designated parking off site at 10627 Claflin Ln workforce housing parking lot for employees of the spa***

Asking the Plan Committee to review the availability of shared parking with The Dorr hotel in accordance with section 66.0404(1) (b) to meet the parking requirements. Parking is available within approximately 400 feet of the lot to satisfy the parking demand.

Thank you in advance for this preliminary review.

(c) *Building Orientation Standard.* All of the developments mentioned in Sec. 66.0323(5)((a) shall be oriented to a street. The building orientation standard is met when all of the following criteria are met:

1. The minimum and maximum setback standards that are delineated in Sec. 66.0323(3) are satisfied;
2. Buildings have their primary entrance(s) oriented to (facing) the street. (Building entrances may include entrances to individual units, lobby entrances,

entrances oriented to pedestrian plazas, or breezeway courtyard entrances - i.e., to a cluster of units or commercial spaces). Alternatively, a building may have its entrance facing a side yard when a direct pedestrian walkway not exceeding 50 feet in length is provided between the building entrance and the street right-of-way.

accessory residential uses must be provided on site, and no fee in lieu of creating spaces will be allowed.

(c) *Fee In Lieu of Creating Parking Spaces. [See Sec. 66.0404]*

(d) *Common Areas.* All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.) and building exteriors shall be maintained by an association or the owner. Copies of any applicable covenants, restrictions and conditions shall be recorded and provided to the Village prior to Zoning Permit approval.

(8) Exemption. When the application of the off-street parking regulations specified above result in a requirement of not more than three (3) spaces on a single lot in the district, such parking spaces need not be provided. However, where two (2) or more businesses are located on a single lot, only one (1) of these uses shall be eligible for this exemption, and it shall not apply to dwelling units.

[1] 40 feet from the centerline of the street right-of-way or 20 feet from the property line, whichever is greater.

[2] If the buildings on adjoining lots will abut one another and are visually compatible and complementary, the Plan Commission may allow the affected property owners to enter into a written, recordable agreement that establishes a zero foot side setback.

[3] For buildings on through-lots (lots with front and rear frontage onto a street), front yard setbacks shall apply.

[4] Every development shall provide and maintain a public sidewalk with a minimum width of 5 feet across the front of the parcel and side yard abutting a public street, as well as an additional 3 feet of landscaping, and one or more of the "pedestrian amenities" listed in (6)(b) of this section.

[5] Applicable to privately owned properties on the west side of North Bay Shore Drive, adjacent to North Bay Shore Drive, north of Bluffside Lane to Post Office Lane: As of the adoption date of the amendment, the height of a building or structure shall not be increased prior to receiving a conditional use permit from the Plan Commission. The Plan Commission shall only approve the conditional use permit if it has been demonstrated the additional height will not be detrimental to the viewshed of properties on the east side of Bay Shore Drive within 300 feet of the building or structure being modified. It shall be the responsibility of the applicant to prove no detriment to the viewshed of the waters of Green Bay.

(4) PUD Allowed. The Plan Commission and Board of Trustees may vary the building setback requirements for the B-3 District, subject to the provisions of the Planned Unit Development requirements delineated in Sec. 66.0341.

Sec. 66.0602 Setback Modifications

The setback requirements included elsewhere in this chapter may be modified as follows:

(1) Architectural Projections. Architectural projection, such as eaves, chimneys, bay windows, overhangs, cornices, awnings, canopies and similar architectural features may encroach into side yard setbacks by no more than 2 feet, subject to compliance with applicable standards of the Building Code and Fire Code. Eaves, overhangs, cornices, awnings, canopies and similar architectural features may encroach into the right-of-way subject to conditional use approval by the Plan Commission. Walls which are not part of a building and fences may be placed on the property line, subject to the requirements of standards on landscaping and fences and walls.

SEC. 66.1055 – ARCHITECTURAL REVIEW CRITERIA

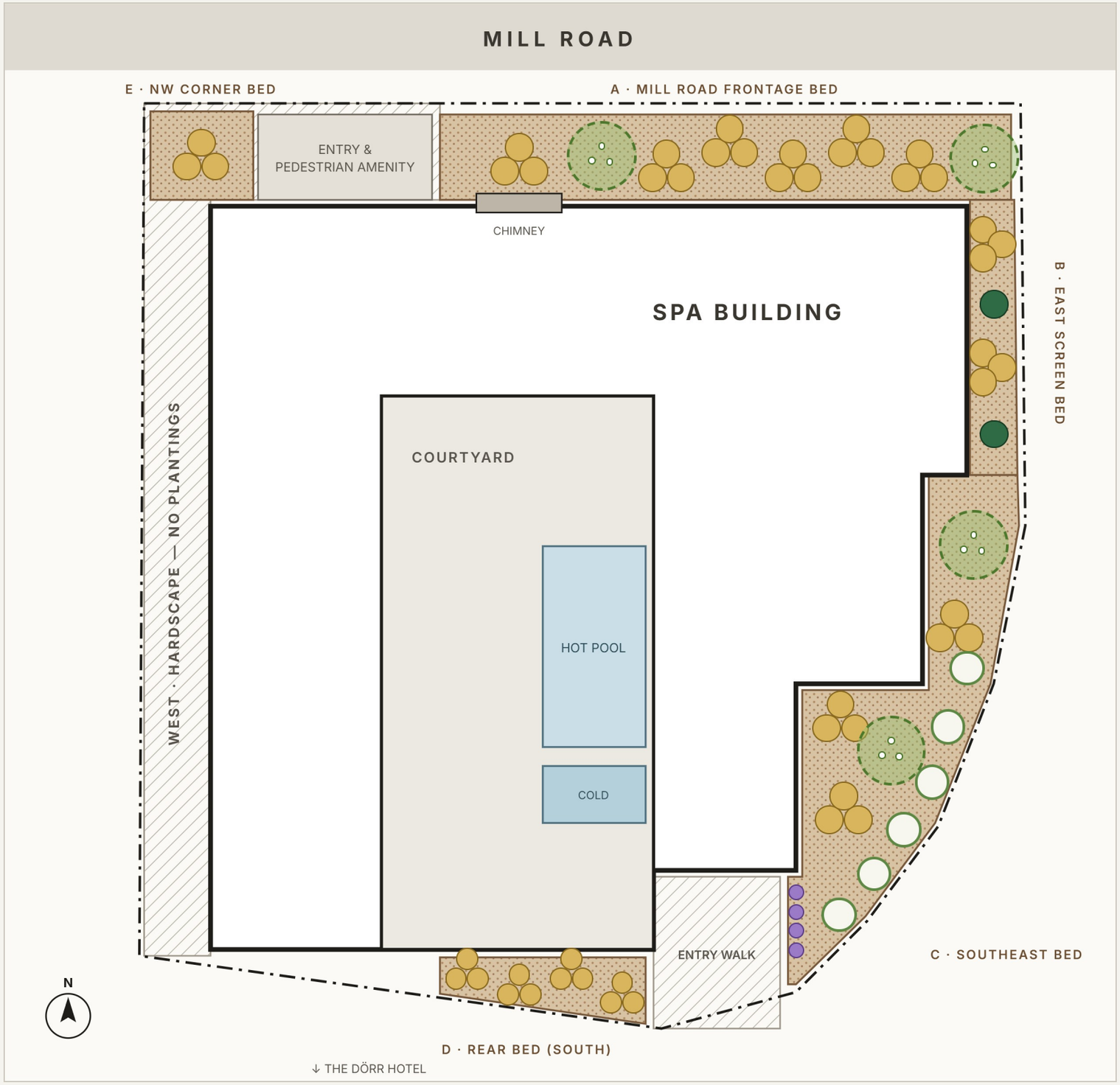
3. *Fenestration/Entrances.* The fenestration of building facades is the orderly arrangement of openings within the elevations of the building.
   a. Design openings must form a unified composition in proportion to the building elevation.
   b. Large blank walls, which are exposed to view, must be avoided by creating horizontal and vertical interest. Utilize fenestration, related detailing, and articulation to provide scale and relief to the building façade. These architectural characteristics shall be easily identified by the viewer.
   c. Oversized fenestration elements, which tend to create a monumental scale, shall be avoided unless specifically required by the type of building or relationship to its surroundings.
   d. Building entrances must be designed to be clearly identifiable and easily recognizable from parking lots and pedestrian circulation routes.

Minutes for the December 12, 2017 Joint Meeting of the Village Board and Plan Commission

A motion was made by Bell, seconded by Grutzmacher that the Plan Commission accepts Jaco Management's parking proposal for the Sister Bay Marketplace Property, and once staff has verified that the math is correct and all required parking is provided, a three space parking credit per retail establishment created will be granted. Therefore, Jaco Management will be allowed to move forward with the next step in the development process. Motion carried – All ayes.

Landscape Planting Plan

SITE: 2335 Mill Road, Sister Bay, WI
DATE: November 6, 2026
STATUS: Design intent only



Planting Key

Clump Birch	Betula, multi-stem white bark · 8–10′ ht. B&B	4
Annabelle Hydrangea	Hydrangea arborescens ‘Annabelle’ · #3 cont. · white blooms, to match Dörr Hotel frontage	6
Arborvitae	Thuja occidentalis ‘Emerald Green’ · 5–6′ ht. · 3′ o.c.	2
Karl Foerster Feather Reed Grass	Calamagrostis × acutiflora ‘Karl Foerster’ · #1 cont. · planted in clumps of three	48
Lavender	Lavandula × intermedia (zone-5 hardy) · #1 cont. · 18″ o.c.	4

Mulched Planting Bed
Shredded hardwood, 3″ depth · steel bed edging

Hardscape — No Plantings
West side and entry walk

0 5′ 10′

Approximate scale, traced from exterior lighting plan

Planting Notes

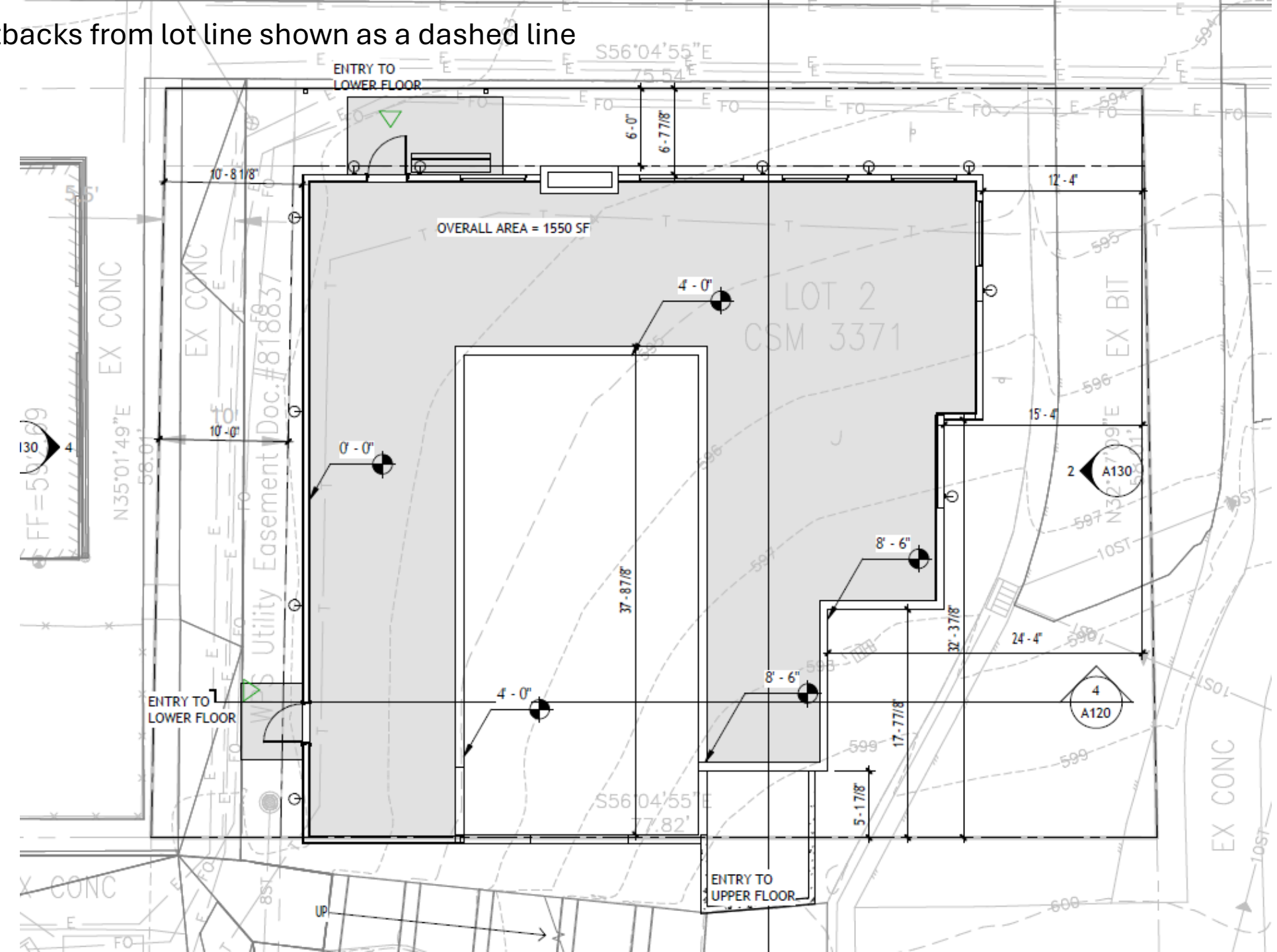
1. Bed A: clump birch just east of the chimney, five staggered clumps of three Karl Foerster, and a second clump birch at the northeast corner.

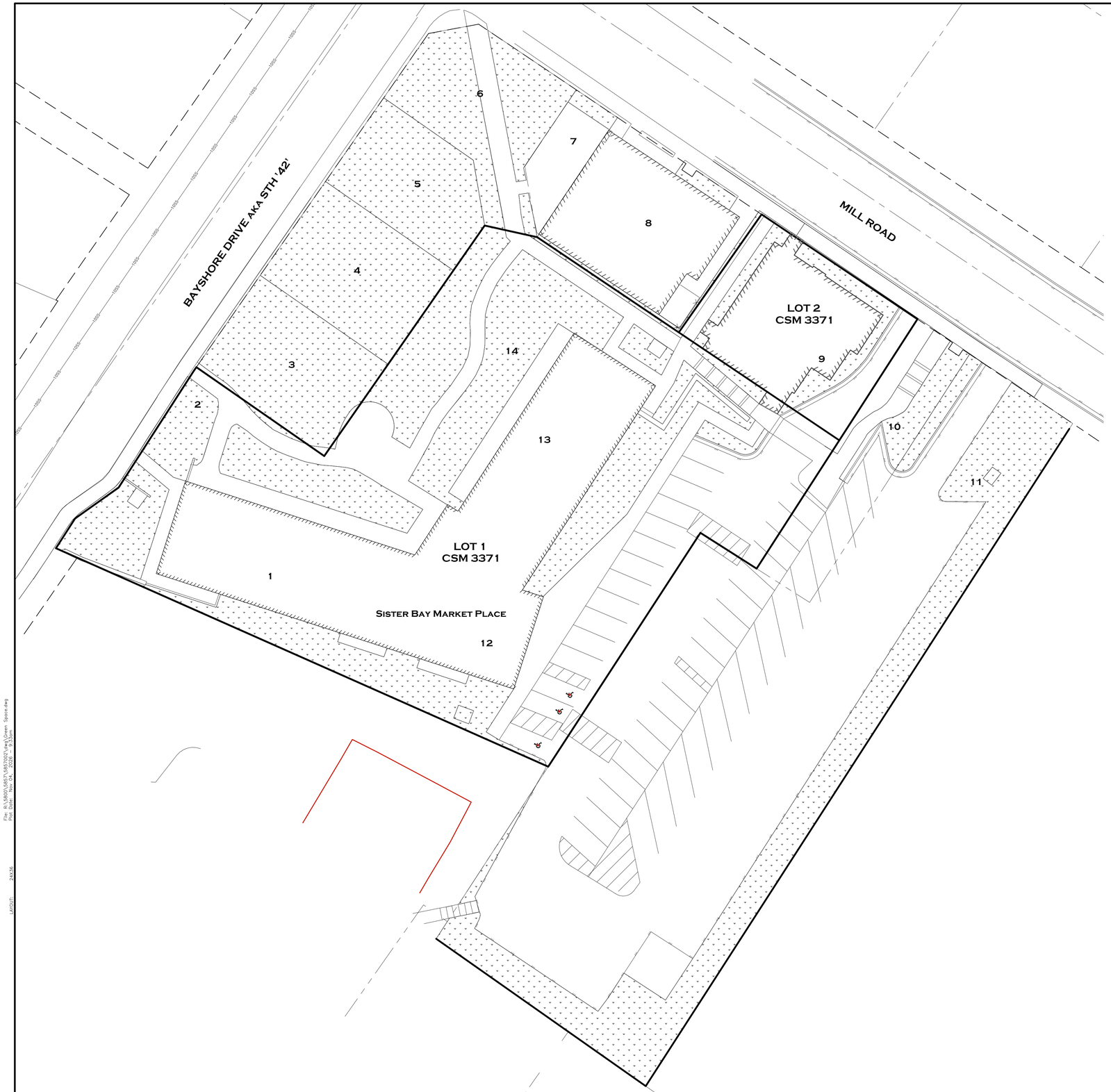
2. Bed B: two Karl Foerster clumps alternating with two arborvitae. Bed C: clump birch at the top and centre, Karl Foerster clumps along the building, and Annabelle hydrangeas along the road edge.

3. Bed D (rear): Karl Foerster clumps of three, alternating between the building face and the lot line. Bed E: one Karl Foerster clump centred in the northwest corner bed beside the stair/service pad; the rest of the west side stays hardscape.

4. Quantities are schematic; landscape contractor to verify against a survey and coordinate with exterior lighting, downspouts and snow storage.

Building setbacks from lot line shown as a dashed line





Sister Bay Market Place PUD w/ Lot 9 future buildout

lot #	SF	ACRES	Green Space	% of lot
CSM Lot 1 (1,2,12,13,14)	33682	0.773	11644	34.6
3	2820	0.065	2755	97.7
4	2882	0.066	2882	100.0
5	2391	0.055	2391	100.0
6	3244	0.074	2546	78.5
7	951	0.022	118	12.4
8	4001	0.092	299	7.5
CSM Lot 2 (9)	4447	0.102	840	18.9
10	2999	0.069	519	17.3
11	26136	0.600	6968	26.7

Total PUD Development	
SF	83553
AC	1.92
Green Space SF	30962
Green Space %	37.06

Sister Bay Market Place PUD Total Buildout

lot #	SF	ACRES	Green Space	% of lot
CSM Lot 1 (1,2,12,13,14)	33682	0.773	11644	34.6
3	2820	0.065	282	10.0
4	2882	0.066	288	10.0
5	2391	0.055	239	10.0
6	3244	0.074	2546	78.5
7	951	0.022	118	12.4
8	4001	0.092	299	7.5
CSM Lot 2 (9)	4447	0.102	840	18.9
10	2999	0.069	519	17.3
11	26136	0.600	6968	26.7

Total PUD Development	
SF	83553
AC	1.92
Green Space SF	23743
Green Space %	28.42

NORTH

0' 20' 40'
SCALE IN FEET

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

DRAWN ----
CHECKED ----
DESIGNED ----

SISTER BAY MARKET PLACE
VILLAGE OF SISTER BAY

GREEN SPACE EXHIBIT

DATE 11/2026
FILE GREEN SPACE
JOB NO. ----

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File: .\REL_Logo 2023.pdf
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SHEET NO. 1