PLAN COMMISSION MEETING AGENDA

Friday, October 30, 2026 -- 9:00 A.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) September 22, 2026; Regular Meeting
4. Comments, Correspondence, and Concerns from the Public
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
    b) Proposed Spa- Dorr Hotel Holdings, LLC- 2335 Mill Rd
6. Zoning Permit Log
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting
    - Regular Monthly Meeting; November 10, 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: 10/28/2026

VILLAGE OF SISTER BAY
PLAN COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2026
UNAPPROVED

1. Call to Order & Roll Call

Chairperson Nate Bell called the Plan Commission meeting to order on Tuesday, September 22, 2026, at 5:30 P.M., and roll call was taken.

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

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

Others: Mary Pat Carlson, Mihir Sinhasan. VIA ZOOM: Jake Gazlay.

2. Approve of Agenda

Prior to approval, Bell moved to amend the agenda with two changes: item 3 (Approve Meeting Minutes) was corrected to reference the July 28, 2026 regular meeting rather than the June 23 meeting, and item 5a (Development Agreement; Sister Bay General Store, LLC) was removed from the agenda on the advice of counsel.

Motion to approve the agenda as amended was made by Heidler and second by Ahrens . The motion carried- all ayes.

3. Approve Meeting Minutes

3a. July 28, 2026; Regular Meeting

Heidler presented several corrections to the draft minutes.

Motion to approve the July 28, 2026 meeting minutes as amended was made by Heidler and second by Ahrens. The motion carried – all ayes

4. Comments, Correspondence, and Concerns from the Public

Bell noted that one email had been received from a member of the public the previous day and that all commissioners had been provided a copy. No other comments or correspondence were received.

5. Discussion/Action Items

5a. Development Agreement; Sister Bay General Store, LLC; 10674 North Bay Shore Drive

This item was removed from the agenda prior to approval on the advice of counsel.

5b. Text Amendment Revisions Discussions

Andrews provided an overview of the procedural requirements for adopting any proposed zoning code amendments. He outlined a two-scenario timeline: under Scenario 1, a public hearing could follow this meeting with adoption in November; under Scenario 2, a public hearing held in conjunction with the October 29 meeting would result in adoption in December. Sample notice documents, a standard ordinance amendment format, and individual staff reports for each amendment topic were included in the commission's packet.

The commission discussed scheduling concerns. Bell noted that the October 29 meeting falls on a Green Bay Packers game day and expressed reluctance to hold a public hearing on that date out of fairness to the public. *The commission reached consensus that the October 29 meeting could proceed as a regular plan commission meeting without a public hearing. The public hearing should be*

scheduled on November 10 in conjunction with a regular plan commission meeting — two weeks ahead of the regular November schedule.
Andrews confirmed that holding a public hearing on November 10 would allow sufficient time for the required Class 2 notice publication, even if some final details of the amendments were still being refined at the October 29 meeting. The commission agreed to proceed on this schedule.

5.b.i. Automotive Body and Mechanical Repair
Andrews summarized the changes made to the draft ordinance language since the previous meeting, including moving automotive body and mechanical repair from a permitted use to a conditional use, incorporating specific code references for noise, fumes and ventilation, and outdoor vehicle storage screening.
Heidler raised several points for discussion and correction:

- A reference to code section 66.0403 was noted to contain a formatting error and should be corrected.
- Lines 21–27 of page 55 were discussed regarding outdoor vehicle storage screening requirements for large trucks, semi-trailers, and large equipment. Heidler recommended adding a sub-bullet referencing the applicable code section (§66.0405(8)), with language indicating that businesses servicing larger vehicles may be required to provide taller or additional screening as determined by the Plan Commission, rather than mandating a specific fence height in all cases. White noted that an 8-foot solid fence would look unusual and that evergreen plantings could supplement screening for taller vehicles. *The commission agreed with language along the lines of: "If large vehicles are serviced, greater screening compliance with §66.0405(8) may be required."*
- A scrivener's error on line 32, where a comma appeared in place of a decimal point in a code reference, was identified for correction.

The commission debated proposed subsection (f), which would have closed the business to the public between certain hours. Heidler, Bell, and White all agreed this provision was unnecessary, as operating noise is governed by existing ordinances applicable to all businesses, and towing drop-offs during off-hours are an inherent characteristic of the trade that cannot realistically be regulated. The commission acknowledged other sections of the code that include operational conditions for specific uses (such as kennels), but agreed that those conditions address distinct circumstances. *Consensus was reached to strike subsection (f) from the draft ordinance entirely.*

5.b.ii. Fee-In-Lieu of Parking
Andrews presented a revised fee-in-lieu of parking formula developed using real assessed value data for the B-3 district. The formula incorporates the following variables: assessed land value per square foot (B), the standard parking space area (L, set at 350 square feet per space), construction cost per space (Z), an amortization period of 20 years (A), and annual maintenance (M). Andrews indicated the formula produces an annual fee of approximately $1,435 per parking space, which he noted was not far off from prior static estimates.
Key discussion points included:
Square footage per space: Heidler questioned the use of 350 square feet, noting that a standard stall is 9 by 20 feet (180 square feet). Andrews explained the 350-square-foot figure accounts for the proportional share of drive aisles and common areas. The commission confirmed this is consistent with industry guidance (300–350 square feet per space is the accepted standard for commercial lots) and agreed the figure is defensible.
Annual maintenance as a variable: Heidler recommended that the annual maintenance value (M) not be fixed in perpetuity but should be included in the five-year formula review, with CPI adjustments applying between reviews. The commission agreed, and Andrews confirmed this would be a straightforward change.

Construction cost per space: White expressed concern that the $7,500 construction cost per space may be inflated relative to surface lot construction, which she estimated is typically between $2,500 and $5,000. Bell indicated $7,500 was selected as a reasonable surface lot estimate inclusive of grading, engineering, and site preparation. Andrews demonstrated that substituting $5,000 for $7,500, all else equal, would reduce the annual fee by approximately $100 per space (to approximately $1,340). The commission requested that a real-world cost figure — ideally from an actual quote for a surface parking lot — be obtained and included in the October packet for further consideration.

Exclusion of zero-value parcels: Heidler noted that several parcels in the B-3 district had acreage recorded but no assessed value (municipally owned or exempt properties), and their acreage should be removed from the assessed-value-per-square-foot calculation to avoid underrepresenting the true market land value. Andrews agreed to remove those parcels and recalculate.

Inclusion of B-2 district: The commission reaffirmed its earlier consensus to extend the fee-in-lieu program to both the B-2 and B-3 districts, rather than B-3 alone. Andrews confirmed the resolution language and assessed value calculations would be revised accordingly.

Terminology — "developer" vs. "business": Heidler identified inconsistent use of "developer" and "business" in the draft ordinance and resolution. The commission agreed to replace all references to "developer" with "business" for consistency and clarity regarding who bears responsibility for the fee.

Compound interest: Andrews noted an assumption of compound interest was built into the 20-year amortization schedule but was not explicitly stated in the draft language. The commission agreed that language should be added to clarify that the CPI adjustment compounds annually.

Resolution language: Additional minor corrections were noted, including updating references from B-3 to B-2 and B-3, removing zero-assessed-value acreage, and replacing the word "breakdown" with "calculation" in the supporting documentation reference.

The commission reached consensus that Andrews would bring a revised formula and resolution to the October 29 meeting, incorporating all agreed-upon adjustments.

5.b.iii. Accessory Dwelling Units (ADUs)

Andrews summarized revisions to the draft ADU ordinance made since the prior meeting, including: alignment of R-4 language with corrected meeting minutes; removal of the 800-square-foot maximum, leaving building code as the effective limit; allowance for both attached and detached ADUs; updated parking requirements; maintained height limitations; and architectural compatibility requirements.

R-4 District: The commission discussed whether ADUs should be addressed at all in the R-4 district. Bell argued that because R-4 is entirely village-owned, the village has absolute control over development in that district as a property owner, and codifying zoning restrictions on it is premature and potentially limiting. He suggested striking R-4 from both the permitting provision (item 4) and the prohibition provision (item 5), and making R-4 zoning a separate future agenda item. White acknowledged the point while noting a preference that the village not hold itself to a different standard than it requires of private property owners. The commission reached consensus to remove R-4 from both items 4 and 5 of the ADU draft and to place a broader R-4 zoning review on a future agenda.

Owner-Occupancy and Short-Term Rental Risk: Heidler raised substantive concerns regarding the interaction between ADUs and the state's short-term rental (STR) preemption law. He noted that under current state law, municipalities cannot restrict an STR to fewer than 180 days per year, cannot mandate when those 180 days occur, and cannot require that the owner be physically present. This means that a property owner could potentially construct an ADU and short-term-rent both the primary dwelling and the ADU for up to 180 days each — simultaneously operating two STR units on a single residential parcel — without any owner-occupancy restriction being enforceable.

White confirmed that state legislative attempts to restrict ADUs from being used as STRs failed, and Andrews noted that the most restrictive owner-occupancy condition legally permissible is the 6-month threshold, without the ability to dictate when that period falls.
Bell acknowledged the concern but argued that doing nothing also has costs — including the ongoing loss of housing options — and that the consequences of allowing ADUs may be less severe than assumed, particularly given that STR numbers have been declining. He advocated for trying the approach and adjusting if needed.
The commission debated the merits of restricting ADUs to attached units only. Heidler expressed a preference for attached ADUs as a way to reduce the likelihood of short-term rental conversion, since property owners are generally less inclined to rent a unit connected to their own living space. White noted, however, that residents have historically been denied the ability to finish space above garages for family use, suggesting there is unmet demand for attached accessory space as well.
Parking: Bell proposed limiting the additional parking allowance to no more than one space, rather than "at least one space" as currently drafted. This would help limit the scale of short-term rental operations on residential lots by constraining the number of vehicles that can be accommodated. White noted that some STR tenants already park on the street regardless of off-street availability.
The commission reached consensus to change the parking provision to "up to one additional off-street parking space," and to bring the full draft to public hearing with that language included.
The commission agreed that public hearing on ADUs is warranted and that genuine weight should be given to public testimony. White emphasized the importance of broadly publicizing the hearing, and the commission discussed using email blasts to all village subscribers, supplemental press releases, and any available media contacts to maximize public awareness beyond the statutory Class 2 notice requirement.

5.b.iv. Development Agreement
Andrews presented a draft ordinance amendment changing the period for execution of development agreements from six months to 45 days. This change was discussed at a prior meeting as a means of preventing developers from using an extended execution window as a negotiation tool. A typographical error ("billboard" misspelled with an extra "o") was identified for correction.
The commission confirmed consensus on the 45-day amendment with no further substantive discussion.

6. Zoning Permit Log
Andrews noted that the Door Hotel is anticipated to submit a complete standard zoning permit application for the October 29 meeting, and that staff is working with the applicant to obtain all required materials.
White raised a concern regarding permit application 26-019 (a sign permit), which was submitted in March but not approved until June — a timeline she characterized as unusually long based on feedback she received from the community. Andrews acknowledged the application involved additional back-and-forth review and some implementation issues following approval, and offered to provide a written summary of the correspondence if requested. Heidler noted the applicant's proposed sign had initially exceeded code requirements for height, which contributed to the extended review period.

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
7a. Site Plan and Architectural Review; Friends of the Ice Rink/Sister Bay Sports Complex; 2155 Autumn Court
Andrews confirmed the ice rink site plan and architectural review is anticipated to come before the commission at a future meeting once a revised site plan is available.
The commission also identified the following additional future agenda items:

- Certified Survey Map (CSM) — Warren's Ogg: Andrews confirmed this is targeted for the October 29 meeting.
- Flagpole Location: Bell noted that discussions at the board level are ongoing and that complications have arisen regarding the proposed location. The item will be brought back when further direction is available.
- R-4 Zoning Review: To be scheduled as a standalone discussion item.
- Short-Term Rental Ordinance Review: Andrews noted a referral from personnel regarding potential process improvements to the STR notification and complaint system. White summarized the concern as involving the efficiency of the current neighbor-notification letter process and the appropriate channel for filing complaints. Bell noted that the licensing and complaint process is primarily a village board matter, not a zoning matter, and recommended the STR review be directed first to the board. Andrews agreed to identify which components appropriately originate at the planning commission level and bring those forward. The commission noted that any changes for the following permit year would need to be addressed no later than early 2027.

8. Next Meeting

8a. Regular Monthly Meeting; Thursday, October 29, 2026, at 5:30 P.M.; Large Meeting Room, Sister Bay-Liberty Grove Fire Station

The commission confirmed the next regular meeting will be held on Thursday, October 29, 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 7:06 PM.

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

Respectfully submitted by Sarah Bertges, Administrative Assistant

COMMENTS, CORRESPONDENCE, AND CONCERNS FROM THE PUBLIC

Date: October 30, 2026

To: Plan Commission

Re: October 2026

Written Correspondence is included in the packet below for the month.

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]il.com
[redacted]

STAFF REPORT

Date: October 30, 2026

To: Plan Commission

Re: Zaug Land Division

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

Sarah Bertges

From: Warren Zaug <warren@countryhouseresort.com>
Sent: Friday, July 24, 2026 6:40 AM
To: Ben Andrews
Subject: Separation of Main Zaug Enterprises parcel into two parts
Attachments: Survey Certificate for Extra Land 70826.pdf; Final Plot Map Notes For Extra Land 70826.pdf; Final Plot Map for Extra Land 70826.pdf

Benjamin,
As a follow-up to our conversation earlier this year, I've attached the certified survey map, notes and certificate for the 3 acre parcel we wish to separate from our original 16 acre parcel in Sister Bay. The zoning on the original parcel is General Business B-1 and we wish to maintain this zoning for the new parcel. Brian Frisque completed the survey map and will be available to answer any technical questions when this matter is reviewed at the Village Plan Commission meeting.

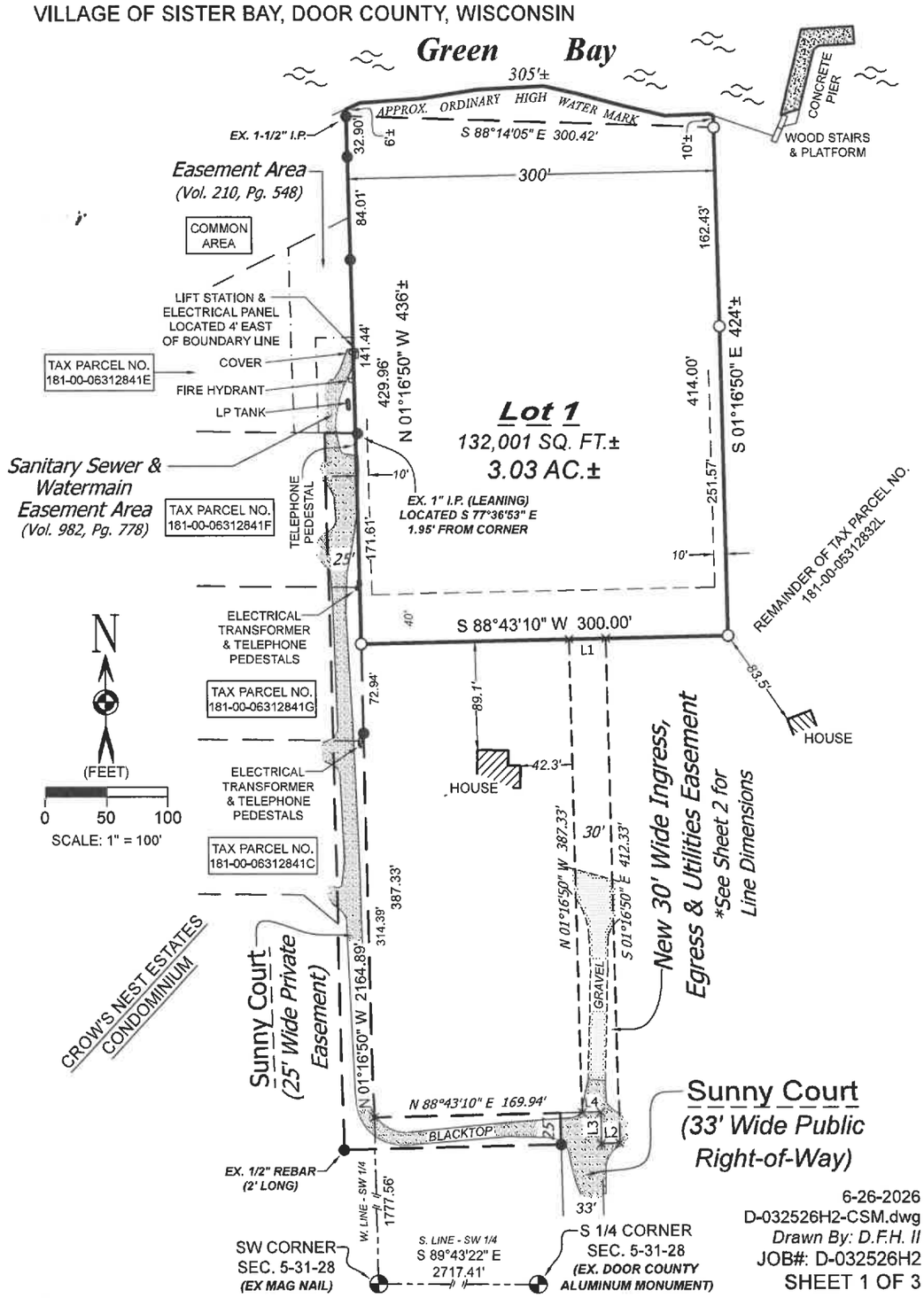
Please advise when this matter will be reviewed at an upcoming Plan Commission meeting. Also, advise if you need any additional information from me.

Thank You,
Warren Zaug
cell: [redacted]

CERTIFIED SURVEY MAP

LOCATED IN:

GOV'T LOT 5, SECTION 5, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



6-26-2026
D-032526H2-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-032526H2
SHEET 1 OF 3

CERTIFIED SURVEY MAP

LOCATED IN:

GOV'T LOT 5, SECTION 5, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

LEGEND

⊕ = U.S. PUBLIC LAND SURVEY CORNER *(AS NOTED)*

● = EXISTING 1" IRON PIPE *(UNLESS NOTED)*

○ = SET 1" IRON PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT

× = NEW EASEMENT DESCRIPTION POINT

SURVEYOR'S NOTES:

BEARINGS REFERENCED TO THE SOUTH LINE OF THE SW 1/4 OF SECTION 5-31-28 BEARING N 89°43'22" W BASED FROM THE WISCONSIN COUNTY COORDINATE SYSTEM: ZONE DOOR.

DIVIDING TAX PARCEL NO. 181-00-05312832L (DOC. #811285).

FIELDWORK WAS COMPLETED ON:
JUNE 25, 2026

BUILDING ZONE = *B-1*

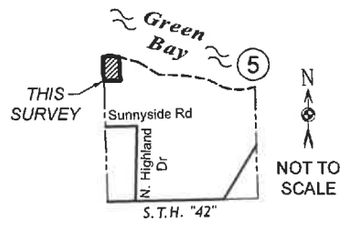
PRINCIPAL STRUCTURES:
40' FRONT-YARD SETBACK
10' SIDE-YARD SETBACK

Caveat:

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

NEW 30' EASEMENT LINE DATA

LINE	BEARING	DISTANCE
L1	N 88°43'10" E	30.00'
L2	S 88°43'10" W	15.00'
L3	N 01°16'50" W	25.00'
L4	S 88°43'10" W	15.00'



LOCATION MAP
SW 1/4 - SEC. 5, T. 31 N., R. 28 E.

6-26-2026
D-032526H2-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-032526H2
SHEET 2 OF 3

CERTIFIED SURVEY MAP

LOCATED IN:

GOV'T LOT 5, SECTION 5, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Brian D. Frisque, Professional Land Surveyor for Brian Frisque Surveys Inc., do hereby certify that under the direction of Zaug Enterprises Limited Partnership, owner, I have surveyed, divided and mapped the following described parcel.

A tract of land located in Government Lot 5 of Section 5, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin and described as follows:

Commencing at the Southwest corner of said Section 5, thence N 01°16'50" W along the west line of the Southwest one-quarter of said Section 5, 2164.89 feet to the point of beginning, thence continue N 01°16'50" W along said west line 429.96 feet to an existing 1-1/2" iron pipe at the intersection with a meander line of Green Bay, thence S 88°14'05" E along said meander line 300.42 feet, thence S 01°16'50" E 414.00 feet, thence S 88°43'10" W 300.00 feet to the point of beginning.

Said tract contains 3.03 acres (132,001 square feet) of land more or less.

Benefited by a 30 foot wide easement for ingress, egress and utilities and described as follows:

Commencing at the Southwest corner of said Section 5, thence N 01°16'50" W along the west line of the Southwest one-quarter of said Section 5, 1777.56 feet, thence N 88°43'10" E 169.94 feet to the point of beginning of said easement being at the intersection with the northerly right-of-way of Sunny Court, thence N 01°16'50" W 387.33 feet to the intersection with the southerly line of Lot 1 as described above, thence N 88°43'10" E along said southerly line 30.00 feet, thence S 01°16'50" E 412.33 feet, thence S 88°43'10" W 15.00 feet to the intersection with the easterly right-of-way of Sunny Court, thence N 01°16'50" W along said easterly right-of-way 25.00 feet, thence S 88°43'10" W along the northerly right-of-way of Sunny Court 15.00 feet to the point of beginning.

I further certify that the adjacent map is a true representation to the best of my knowledge and belief of said property and correctly shows the size and location of the property, its exterior boundaries and correct measurements thereof, the location of all visible structures, boundary fences, apparent easements, roadways and visible encroachments, if any. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

This survey is made for the use of the present owners of the property and also those who purchase, mortgage or guarantee title thereto.

Dated _____ _____

Brian D. Frisque
P.L.S. S-2429

CERTIFICATE OF THE VILLAGE OF SISTER BAY:

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated _____ _____

Benjamin Andrews,
Village and Zoning Administrator

CERTIFICATE OF THE DOOR COUNTY LAND USE SERVICES DEPARTMENT: ZONING:

The Door County Land Use Services Department: Zoning has no jurisdiction within the village and is not required to review or approve this Certified Survey Map.

Dated _____ _____

Zoning Administrator

6-26-2026
D-032526H2-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-032526H2
SHEET 3 OF 3

STAFF REPORT

Date: October 30, 2026

To: Plan Commission

Re: Spa- Dorr Hotel Holdings, LLC

a) Proposed Spa- Dorr Hotel Holdings, LLC- 2335 Mill Rd

Outlook

October Plan Committee Meeting Items

From Chris Schmeltz <[redacted]@gmail.com>
Date Fri 10/9/2026 9:20 AM
To Benjamin Sister Bay Andrews <administrator@sisterbaywi.gov>; Sarah Bertges <adminassist@sisterbaywi.gov>

3 attachments (11 MB)
Sister Bay Plan Committee Review 10-29-2026.pdf; Sister Bay Plan Committee Review -Floor plans -color rendering -lighting 10-29-2026.pdf; Plans for all sides of building 10-29-26.pdf;

Hi Sarah and Benjamin,

Please see the attached items for the October Plan Committee meeting on the 29th.
The permit was applied for back in September.
A pedestrian amenity—a bench in front of the building is added in compliance with code 66.0323 B-3 (6)(b)2-
- Sitting space (i.e., dining area, benches, gazebos or ledges between the building entrance and sidewalk, (minimum of 16 inches in height and 30 inches in width);

LIST OF ITEM TO INCLUDE FOR THE VILLAGE APPROVAL:

- Architectural plan showing all 4 sides of the building
- Color renderings
- Samples of colors and building materials- Will bring to meeting
- Landscaping plan- list of species- photos include suggested landscaping
- Parking plan Approved at last meeting for 20 patrons
    - we will ask to review with committee for 40 patrons
- Lighting plan for exterior lights- dark sky
    - copies of lighting fixtures attached
    - Calculation of lumens 2700 soft light
- Drainage plan- Will provide after REL, Inc has reviewed
- Floor plan including foundation plan
- Building plans showing the interior of the space
    - HVAC, Plumbing, electrical plans- Design build
- Water and drainage fixture units list (can be conditional on final occupancy permit)

Christopher Schmeltz
[redacted]

Proposed SPA

Proposed Location:

Address: 2335 Mill Rd, Sister Bay, WI

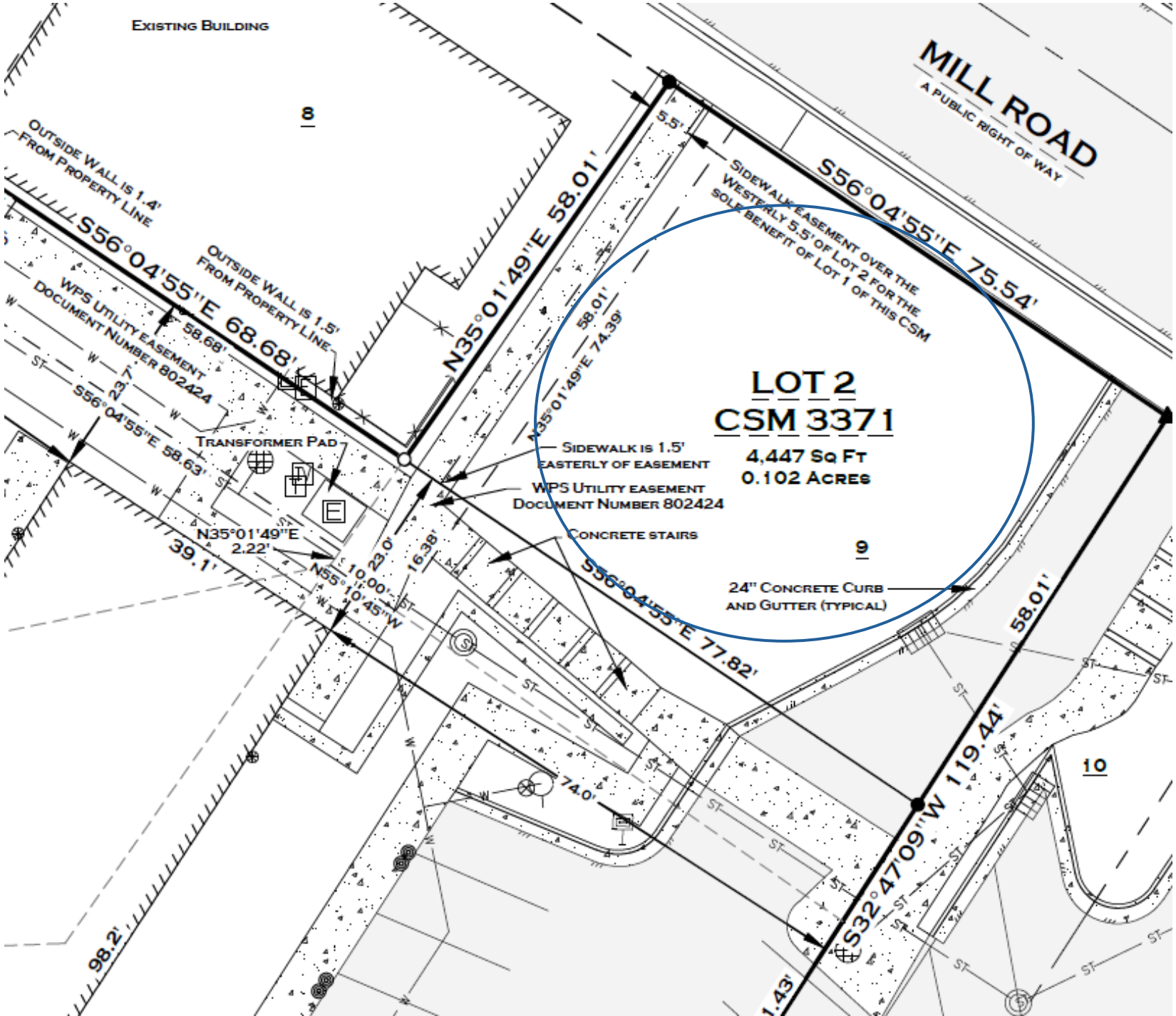
Ownership: The Dorr Hotel Holdings, LLC

Zoning: B-3 Downtown Business District

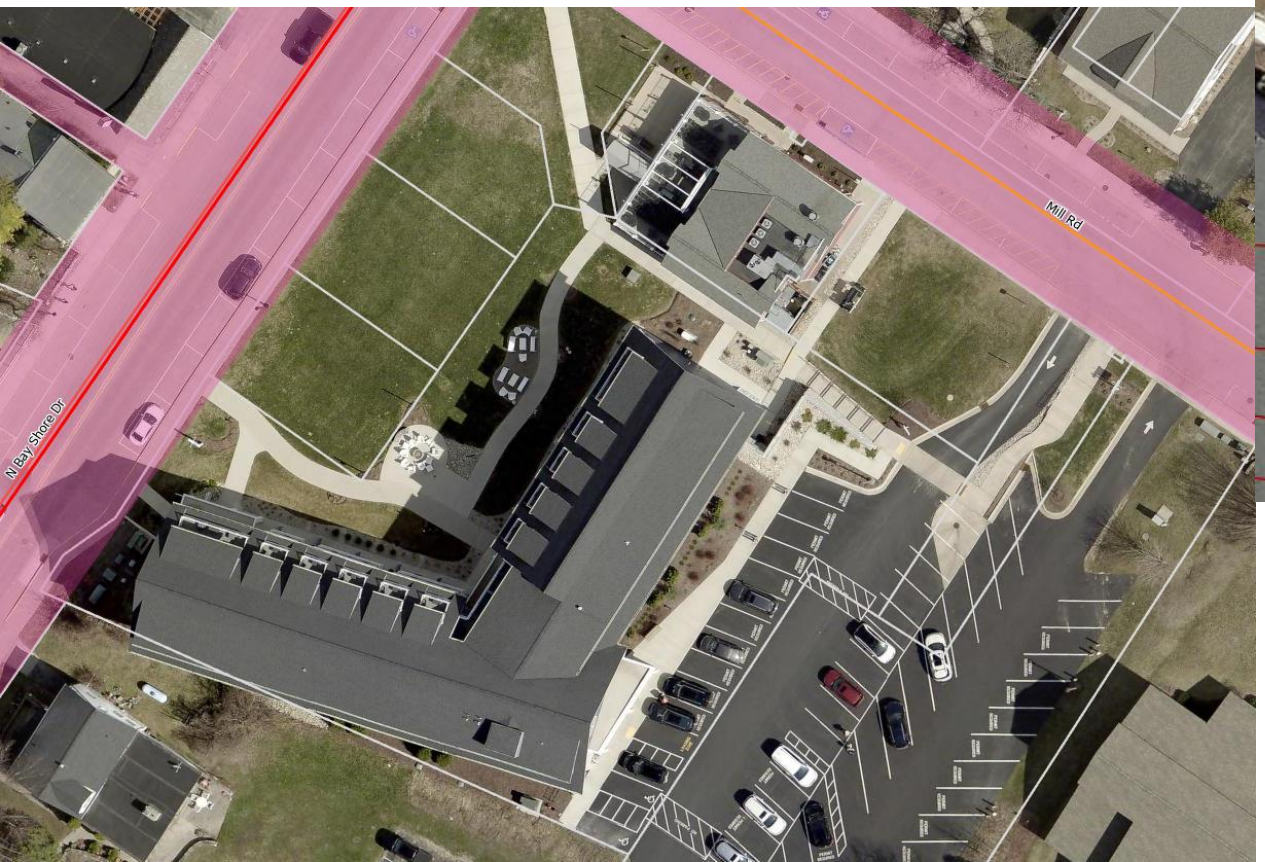
Amended October 29, 2026

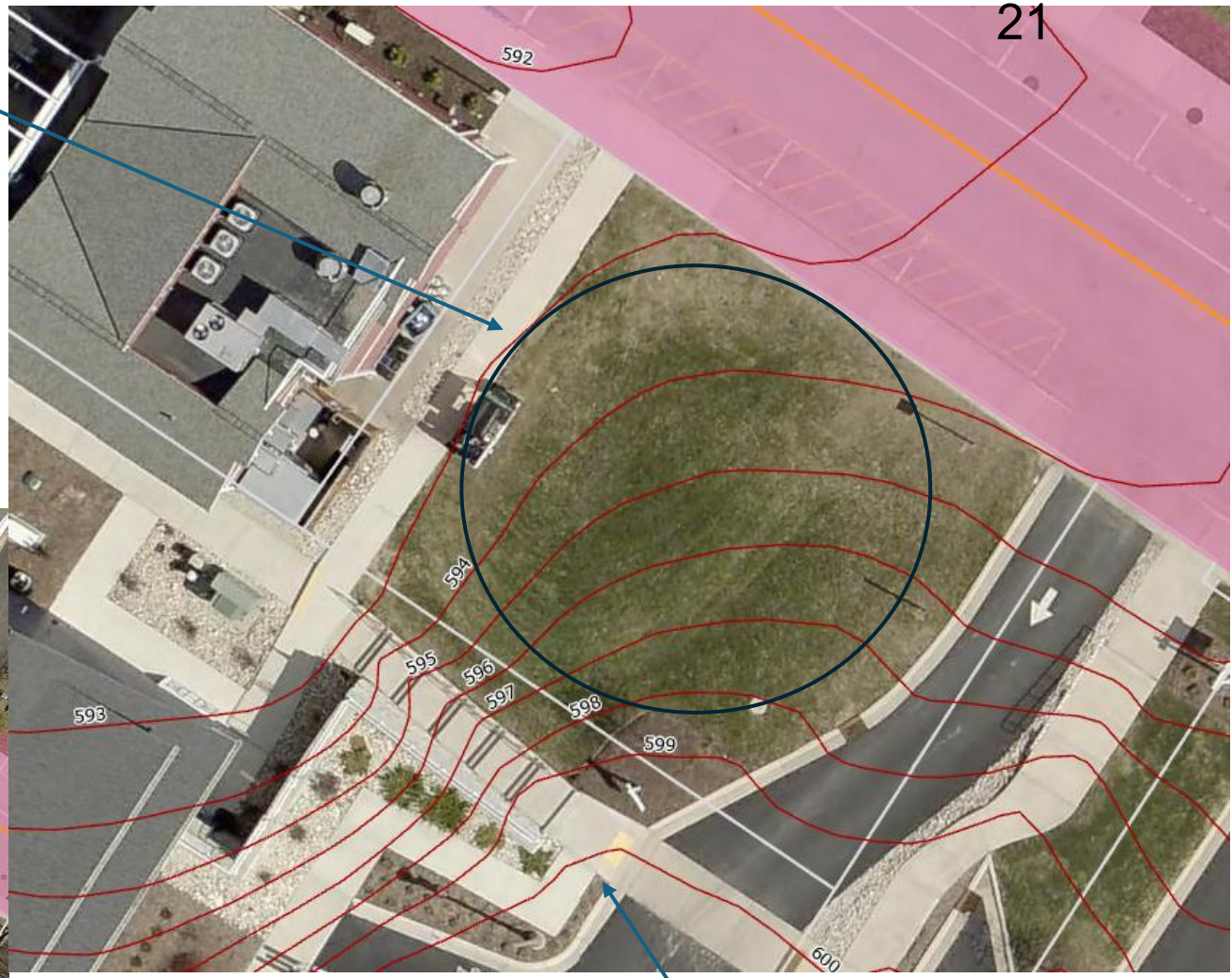
Location of proposed spa in Sister Bay, WI





Existing Building
8
MILL ROAD
A PUBLIC RIGHT OF WAY
Outside Wall is 1.4' From Property Line
S56°04'55"E 68.68'
Outside Wall is 1.5' From Property Line
N35°01'49"E 58.01'
5.5'
Sidewalk Easement over the Westerly 5.5' of Lot 2 for the sole benefit of Lot 1 of this CSM
S56°04'55"E 75.54'
WPS Utility Easement Document Number 802424
58.68'
23.7'
S56°04'55"E 58.63'
58.01'
N35°01'49"E 74.39'
LOT 2
CSM 3371
4,447 Sq Ft
0.102 Acres
Transformer Pad
Sidewalk is 1.5' easterly of easement
WPS Utility easement Document Number 802424
Concrete stairs
N35°01'49"E 2.22'
39.1'
23.0'
16.38'
10.00'
N55°10'45"W
S56°04'55"E 77.82'
9
24" Concrete Curb and Gutter (typical)
58.01'
S32°47'09"W 119.44'
10
74.0'
98.2'


Mill Rd
N Bay Shore Dr


592
593
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600

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

Plan Committee preliminary review- March 31, 2026

2335 Mill Road, Sister Bay **Amended October 29, 2026**

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:

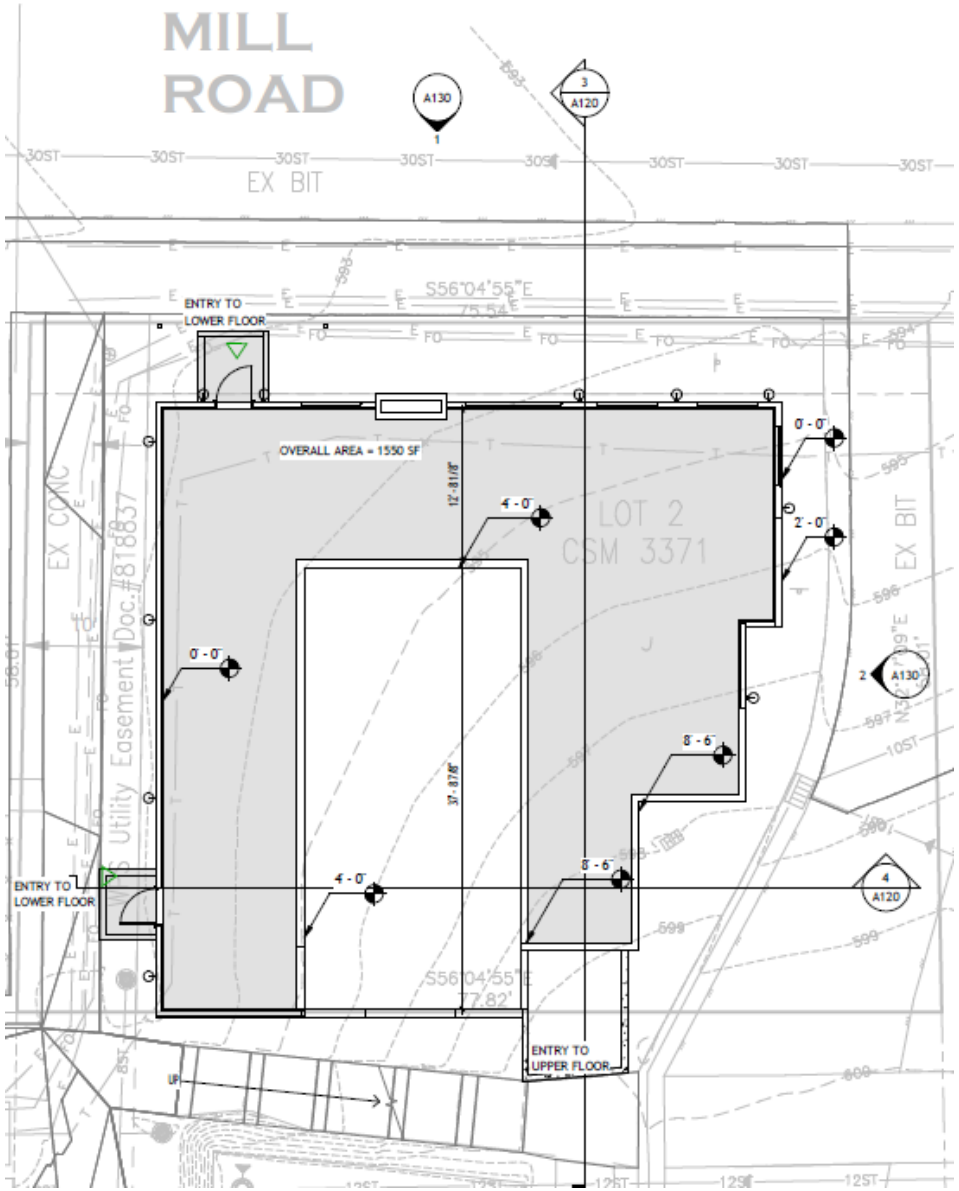
- 1 space loading requirement, available on Mill Rd
- 1 space per 300sqft; 2,500sqft=8 spaces
- 1 space per 4 patrons, max 20 **40** patrons= 5 spaces **10 spaces**
- 3 space B-3 district credit-
- **7 spaces shared parking**

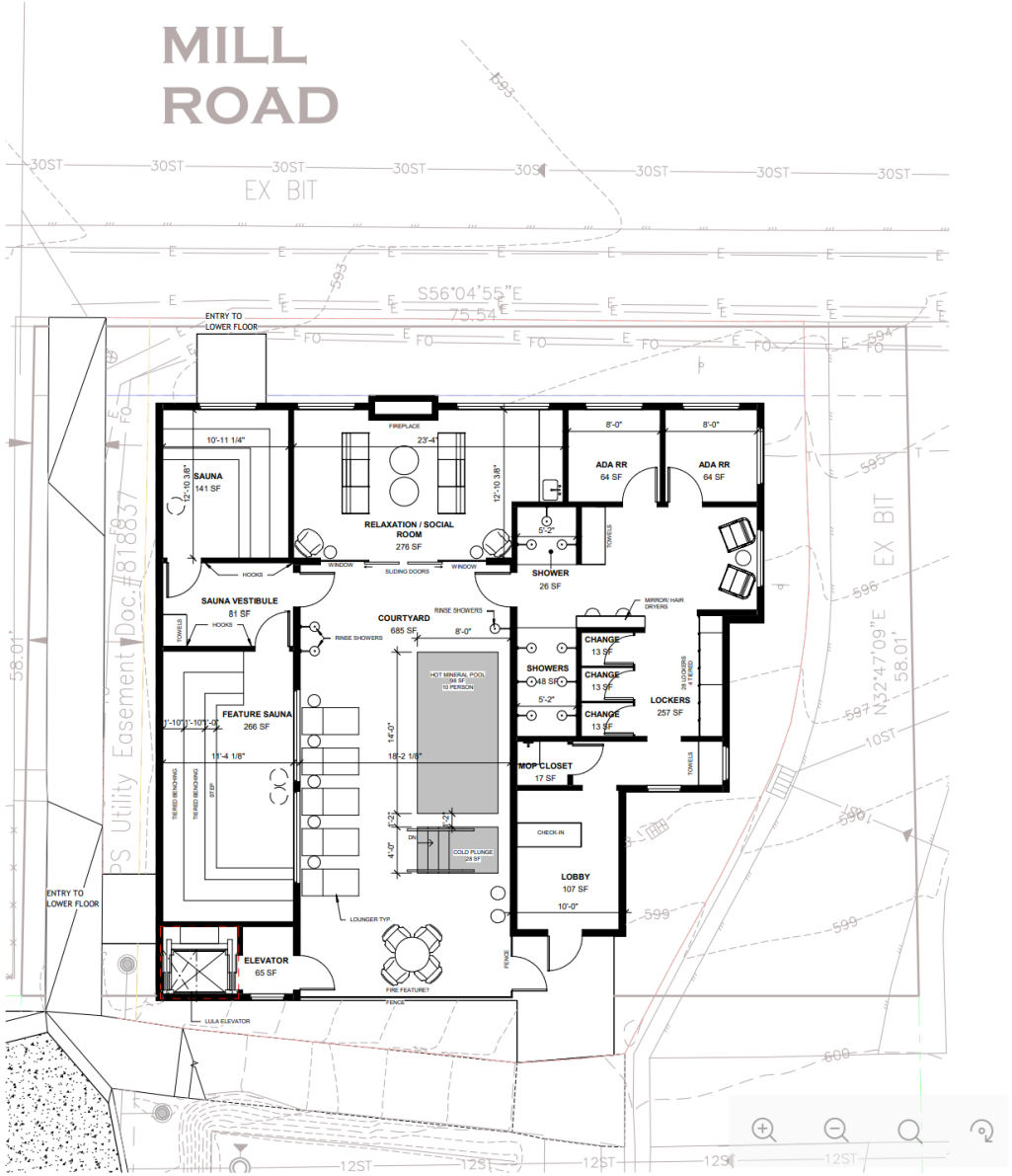
Asking the Plan Committee to review the availability of shared parking with The Dorr hotel in accordance with section 66.0404(1) (b) to meet the parking requirements. Parking is available within 400 feet of the lot to satisfy the parking demand.

Thank you in advance for this preliminary review.


DÖ
RR
25


DÖ
RR





2 SPA TEST FIT UPPER LEVEL
3/16" = 1'-0"

Lighting fixtures for outside of building
2700 Lumens to be used

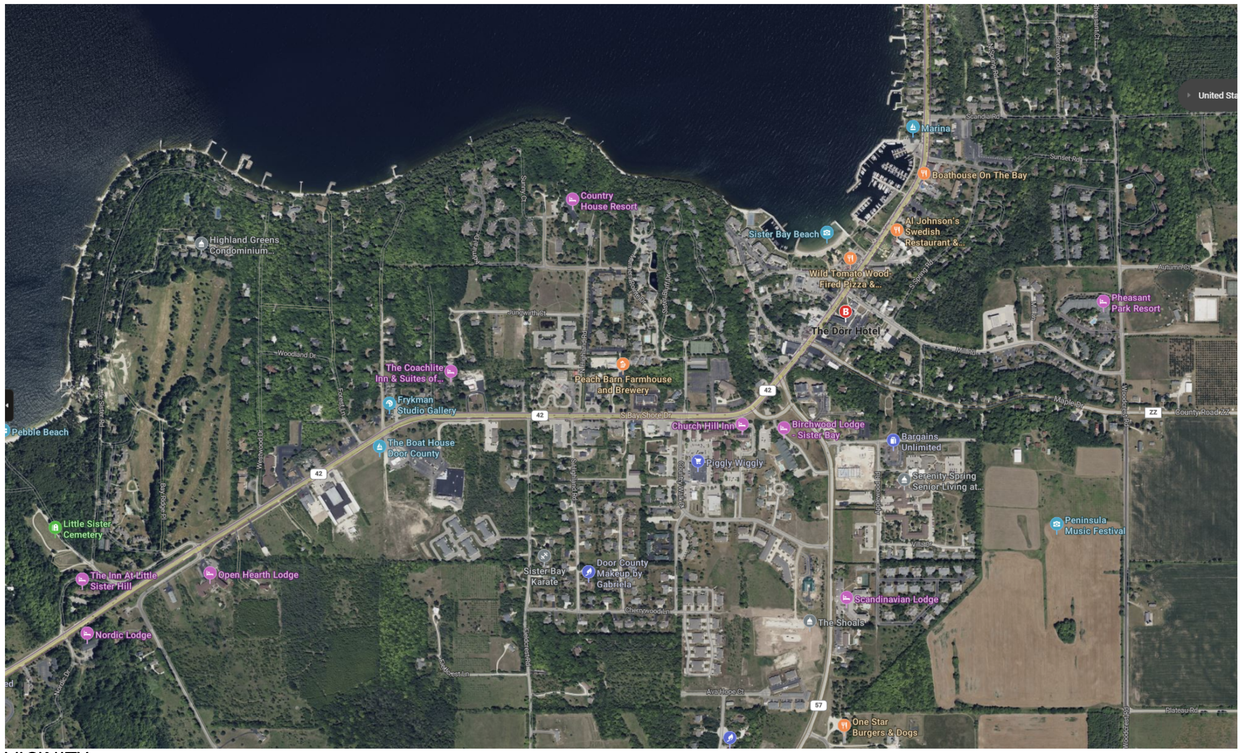


DÖRR SPA PROJECT

2335 MILL RD

SISTER BAY, WISCONSIN

PROJECT LOCATION MAP



VICINITY



SITE LOCATION

SHEET LIST

R - FOR REFERENCE ONLY
• - SHEET INCLUDED FOR SUBMISSION

SHEET #	SHEET NAME	100% SD	100% DD	ISSUE FOR PERMIT	100% CD
G100	COVER SHEET				
A102	LIGHTING PLAN - EXTERIOR				
A110	FOUNDATION PLAN				
A120	FLOOR PLAN				
A130	EXTERIOR ELEVATIONS				

KEY PLAN

SHEET TITLE: **COVER SHEET**

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:
DÖRR SPA PROJECT
2335 Mill Rd, Sister Bay, WI 54234

DRAWN BY
AJ

SPECIALTY ENGINEER

PROFESSIONAL SEAL

SUBMITTAL DATES
PRELIM DATE 10/02/2026

PROJECT NUMBER
260032601

SHEET INFORMATION
SHEET NUMBER:
G100

2026 © E30 FACADES, INC.

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PRINT DATE: 10/07/2026 12:12:21 PM TEMPLATE VERSION:



1 LIGHTING PLAN - EXTERIOR
1/8" = 1'-0"

KEY PLAN

NOT FOR CONSTRUCTION

SHEET TITLE: **LIGHTING PLAN - EXTERIOR**

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 10/05/2026

PROJECT NUMBER
260032601

SHEET INFORMATION
SHEET NUMBER:
A102

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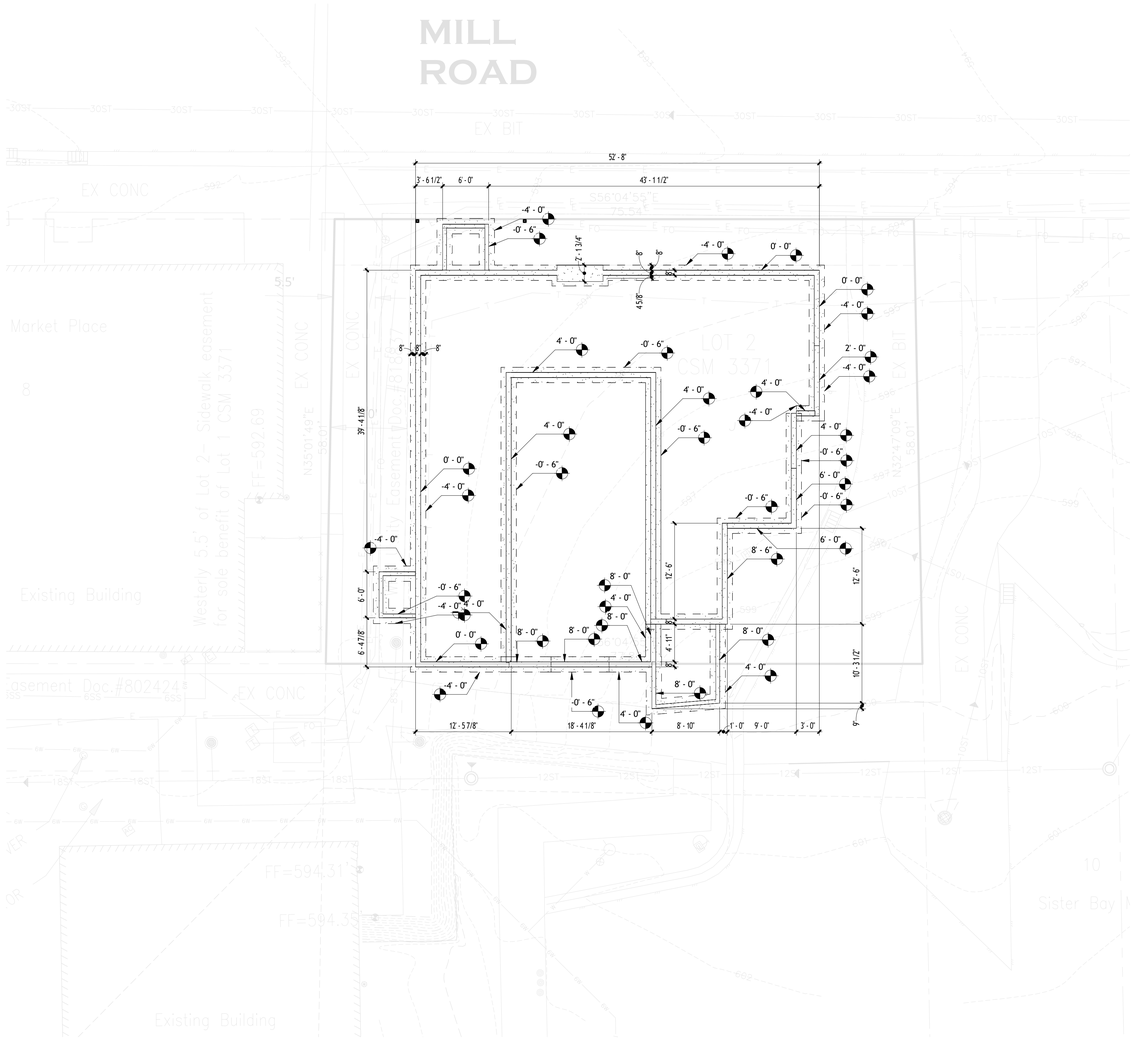

1 FOUNDATION PLAN
1/8" = 1'-0"

KEY PLAN

NOT FOR CONSTRUCTION

SHEET TITLE: **FOUNDATION 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 10/05/2026

PROJECT NUMBER
260032601

SHEET INFORMATION
SHEET NUMBER:
A110

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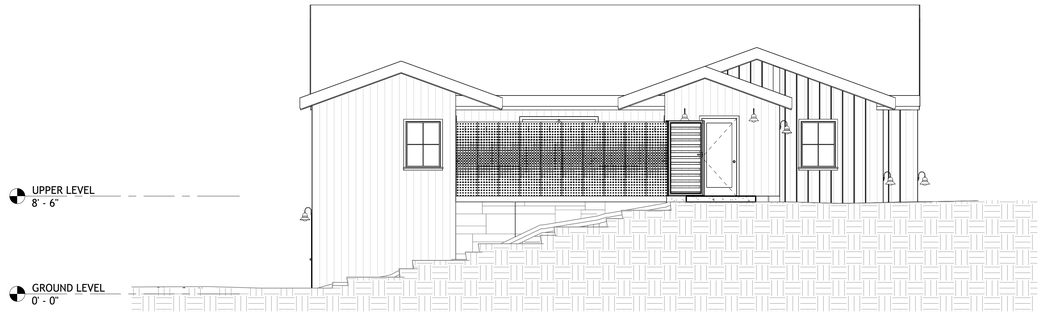
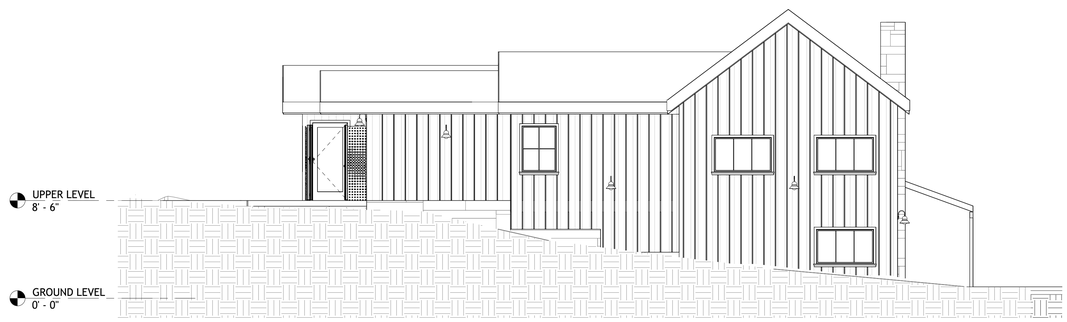
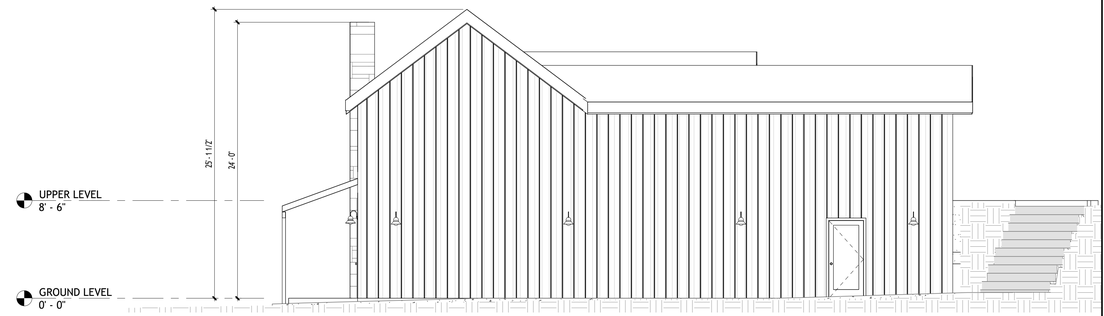
1 NORTH ELEVATION
3/16" = 1'-0"



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



2 EAST ELEVATION
3/16" = 1'-0"



4 WEST ELEVATION
3/16" = 1'-0"

KEY PLAN

NOT FOR CONSTRUCTION

SHEET TITLE: **EXTERIOR ELEVATIONS**

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:

A130

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STAFF REPORT

Date: October 30, 2026

To: Plan Commission

Re: Zoning Permit Log

The most recently updated Zoning Permit Log was submitted to Plan Commission members on 10/29/2026 via email.