



BOARD OF SUPERVISORS' MEETING

Monday, May 19, 2025, at 7:00 p.m.

4528 State Highway 57 (Institute), Sturgeon Bay, WI 54235

(Or immediately following the initial Board of Review)

Call to Order. The meeting was called to order by Chairman, Dan Woelfel, at 7:00 p.m.

Pledge of Allegiance. The Chairman asked all to rise and join in the Pledge of Allegiance.

Roll Call to Establish Quorum. In addition to Woelfel, the following Board members were in attendance and constitute a quorum: Supervisor Jeanne Vogel, Supervisor Mark Haen, Supervisor Linda Wait, and Supervisor Trent Olsen.

Meet n' Greet. Following introductions of the Board and also in attendance: Amy M. Flok-Clerk/Treasurer, Ryan Hoffmann -Sevastopol Program Director, Marie Berberich, Denise Berberich, Robin Zahran, Karen Zahran, Marti Gerber, Kent Ingram, Kris Ingram, Gary Londo, Mike Parent, Cheryl Burka Tom Burka, Hugh Zettel, Michael Hinkel, Jim Parent, Karyn Behling, Gwenn Graboyes, Ken Pabich, Ashley Degrave, Jebb, Chris Ingram, Jeff Loppnow and Jebb Saalen.

Public Participation. None

Agenda/Proper Notice Adopt. Upon verification of proper notice, motion by Vogel and second by Olsen to approve and adopt the agenda, as noticed. Motion carried.

Approval of Minutes – Board of Supervisors' Meeting – April 21, 2025. Motion by Vogel and second by Haen to approve the minutes of the Board of Supervisors' meeting April 21, 2025. Motion carried unanimously.

7:15 p.m.- County Presentation for Communications/Tower Project, Emergency Management Overview and Land Use Services.

Karyn, Land Use Services Director, and Mike Hinkel, Code Administrator, spoke on zoning at the County level. This department deals with zoning reviews application, issues permits and looks at violations. A large goal for the department is to create more efficiency. Jebb Saalen, EMS Director, spoke about the new emergency alerting system, Door County Ready, encouraging residents to sign up to receive notifications for emergencies or weather alerts via text. He also spoke about the hazard mitigation plan, as they are updating it. Ashley DeGrave, Technology Services Manager, introduced Michael Hinkle, Code Administrator who is assigned to the Town of Sevastopol and spoke about the emergency tower upgrade and. The County might cover half of the upgrades of pagers and radios, but they are uncertain as of now. They think this will be done in 2027.

Pending Business

EMR Amendment of 2024 Bylaws/Head Count. Woelfel stated this is a carryover from last month. Olsen sent the Board a revised copy of the bylaws that the EMR would like to see implemented. The Board voiced the changes they would like to see to this document. There is a question on whether the vote for new crew chief is valid, since the 2024 bylaws were in effect, but the EMR's used the 2022 bylaws to vote. The Board suggested a revote. Woelfel asked to have segregation of duties of the Secretary and Assistant Crew Chief, and if no one volunteers, someone should be appointed. Woelfel went over the roster of the current EMR's, which is currently over the cap of 20. Olsen will ask if there is a revised roster. This item will be brought back next month with changes.

Allocation of Funds from Selling Reserve Liquor License. Woelfel stated at last month's meeting the Town sold its reserve liquor license to the Town of Gibraltar for \$117,500. Wait stated that we could bank it for the EMR radio updates and concession stand remodel. Woelfel stated we could put it aside for now. Motion by Wait and second by Haen to temporarily park it in an account earning maximum interest with a portion of the funds going to upgrade the concession stand in the park.

Newsletter Summer 2025 – Input on Articles. Wait stated we will highlight articles on the new restrooms and all the parks we have in the Town. We are hoping to have an article on the new Code Administrator, Michael Hinkle and another article from Jason Miller who works with invasive species. Wait would like draft articles from everyone by the June meeting.

Driveway Permit Application – Steve Parent – Rock Ridge Road Cul De Sac. Woelfel stated this is a carryover from last month. Wait had met with Steve and Jim Parent since the last meeting. Woelfel stated he had spoken with the County Highway that there was no written documentation on the denial of access from County Road P. The neighbors expected that the cul de sac would be the end of the road. Mr. Parent will speak with the County Highway Department and come back next month.

New Business

Robin Zahran and Karen Zahran petition for a variance on sections of the Door County Shoreland Zoning Ordinance which requires structure additions to be at least 75' from the ordinary highwater mark (OHWM). Applicants are proposing to expand the existing footprint of a single-family residence and build a 3-story addition located 35' from the OHWM. The property located at 5457 Bay Shore Drive, PIN 022-02-06282612D3.

Wait stated that the Plan Commission heard this on May13th. The Plan commission was in favor of the rezone (4-yay, 1-nay (Hugh Zettel) submit a recommendation of support to the Town Board. The original foundation is grandfathered within the current 75 feet high water mark. There is a part of the foundation that is an alcove. The small alcove cut out is not grandfathered in to the high-water mark and they wish to make flush with the rest of the foundation. The second story has a deck, but the Zahrans would like to expand it 10 feet.

Reasons for their decision: it is an existing structure, having an alcove would not be a benefit to the home and create problems in the future, the deck extension is not a large difference from what is already there, the 75 feet high water mark ordinance went into effect after the home was built, and it would add value to the home and in turn, the town.

Adheres to the Comprehensive Plan: Yes.

Objection: the height limit on the original plan is greater than the height limits.

Motion by Wait and second by Olsen to recommend support to the Door County Board of Adjustment request for variance as to shoreland zoning specific to the two areas, specific to the packet. Motion carried 5 yay to 0 nay.

Hohlfelder Rentals, LLC petition to rezone 4.452 acres from Estate (ES) to Small Estate (SE) to divide the parcel into buildable residential lots. The property is located at 3892 East Whitefish Bay Road, PIN 022-03-16282721A. Woelfel stated that we anticipated having them here tonight, but we received a request to pull the application. Motion by Wait and second by Olsen to send to the County Plan Commission's recommendation of denial. The Board did not address.

Town of Sevastopol Rummage Sale/Community Day. Flok stated that the Town will be holding a rummage sale on June 21st from 8:00 a.m. to noon. We are also welcoming the community to come to see the new restroom and pickleball courts at the Town Park and enjoy some ice cream.

Door County Coastal Byway Sponsorship of Raibrook Grant Application. Wait stated the Coastal Byway is running copies of Door County coloring books. They have met with Raibrook and are hoping they will get a grant. The Coastal Byways need a sponsor, which is where the Town of Sevastopol comes in. Motion by Wait and second by Vogel the Town of Sevastopol sponsor a grant application and work with Raibrook for another round of printing of the Door County Coastal Byways coloring book.

Ordinance Committee Updates on Repealed Ordinances. Olsen stated that the ordinance committee went through all 103 ordinances the town had on file. Olsen referenced a word document with the ordinances broken down into sections. Section 1 is historical ordinances. Section 2 are the ordinances that are still in effect. Section 3 are ordinances that need to be mass repeal, and Section 4 are ordinances that need to be reviewed. Motion by Olsen and second by Haen to repeal all outdated and ineffective ordinances as presented in Section 3 of the word document.

Sevastopol Program Director Changes. Woelfel stated that our Program Director, Laddie Chapman has stepped down from his position. Laddie has been in this position for the past 23 years. Laddie has indicated that he will continue to act as the outside videographer for different town events. Our new Video Operator is Ryan Hoffmann. Ryan is the owner of FTS Technology, a business located in Algoma. Ryan is passionate about technology, and we welcome him to the Town.

Speaker Ideas for August WTA Meeting at Town of Sevastopol. Wait stated we will be hosting our Door County Wisconsin Town's Association Meeting, on August 21st. We need to decide on a program or presentation. Examples could be: Agritourism, the Experiment Station, how to assess roads, Shoreland Zoning, or Conditional Use follow up (Land Use Services). No decision was made, but we will think about it and bring this back.

Ordinances/Resolutions. None

Financial Reports – April 2025. Motion by Wait and second by Vogel to accept the financial reports for April 2025. Motion carried.

Treasurer's Report. We are doing great in the "interest earned" category, being at 77%. Currently, I am renewing liquor licenses and short term rental licenses. I have received the last bill for the restrooms today.

Approval of Vouchers, Bills, and Claims – April 22, 2025, through May 19, 2025. Motion by Haen and second by Olsen to approve the vouchers, bills, and claims for the period of April 22, 2025, through May 19, 2025. Motion carried

Oral Committee/Commission Reports/Minutes.

Motion by Wait and second by Vogel to approve and place on file the meeting minutes from the Plan Commission Meeting (April 10th, 2025), and Park and Recreation Meeting (January 15th, 2025). Motion carried.

Wait reported the Door County Tourism Zone's Annual Meeting is June 19th. The top three venues for Door County last year were cherry blossoms, Washington Island adventures, and live music festivals.

County Board Report – District 15 Supervisor – Hugh Zettel.

Hugh stated that last month's County meeting dealt with carry-over budget items from last year. The biggest item was the special workshop that took place at the end of April. The initial budget has a \$1.2 million dollar deficit. The finance committee will be reviewing how to handle this.

Licenses & Permits.

Inspection Specialists, LLC – April 2025. Placed on file.

Door County Zoning Permits – April 2025. Placed on file.

Correspondence

City of Sturgeon Bay Fire Report – April 2025

Wisconsin Historical Society – Little Harbor Shipwreck

Municipal Clerk's Week Proclamation

Thank you from League of Women Voters

1 Announcements

2 Board of Supervisors' Meeting – Monday, June 16, 2025, at 7:00 p.m.

3 Open Book – Friday, June 20, 2025 – 10:00 a.m. to 1:00 p.m.

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5 Agenda Items for Next Month

6 Rock Ridge Road

7 EMR Bylaws

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9 Adjourn. Motion by Olsen and second by Haen to adjourn. Motion carried and the meeting
10 adjourned at 9:29 p.m.

11
12 Respectfully Submitted,

13
14 Amy M. Flok, Clerk

15 Draft 5/21/2025