

**FINANCE COMMITTEE MEETING MINUTES**  
**Tuesday, September 10, 2024**  
**(Approval Pending)**

**Agenda Item No. 1.** The September 10, 2024 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 5:01 P.M.

**Agenda Item No. 2. Roll Call**

Present: Chairperson Bhirdo and members Nate Bell and Louise Howson.

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik and Clerk Heidi Teich

Others: "Barb", "Ellen", Vivian Nienow

**Agenda Item No. 3. Approval of the Agenda**

*A motion was made by Howson, seconded by Bell that the Agenda for the September 10, 2024 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of Minutes**

*A motion was made by Bell, seconded by Howson to approve the minutes of the August 6, 2024 meeting of the Finance Committee as presented. Motion carried – all ayes.*

**Agenda Item No. 5. Comments, correspondence, and concerns from the public**

Correspondence received for this meeting included a request from the Door County Coastal Byways for a \$500 donation to their organization in 2025. It was the consensus of the committee that \$500 in the 2025 budget be allocated to Door County Coastal Byways.

Chairperson Bhirdo asked if anyone wished to offer any comments, and no one responded.

**Agenda Item No. 6. Discussion/Action Items:**

**a) Cost-of-Living Adjustment (COLA)**

The Personnel Committee discussed a potential cost-of-living adjustment (COLA) of 2.75% for staff for the 2025 budget year at its August meeting, after reviewing various scenarios in which differing levels of COLA's had been applied. The same staff report was included in the packet for this meeting for the members to review. No further discussion was held.

**b) Budget**

A draft budget for 2025 was prepared and included in the meeting packets, along with a summary document prepared by the Finance Director. Also included in the packet were summaries of employee wage and benefits by department, and a wage projection to the end of 2024 as requested by the committee members.

During the discussion on the budget, the committee made it clear that any minor adjustments that added to the budget needed to be done so as not to change the final mill rate, and subsequently, not increase property taxes. With this in mind, the following items were discussed:

- There is a typo in the budget summary concerning Net New Construction as the value has *decreased* from 2023, rather than increased as indicated in the written report. The graph illustrating the prior year rates reflects the correct data.
- Efforts should be made to decrease the amount of overtime expended in the Administration budget.
- Wage budgets include a projection for the full year of new employees' wages at the appropriate step, however, the full step wage increase will not be implemented until the employee reaches their first anniversary date.
- The village has already paid out more than twice its expected budget in unworked wages for 2024 (Comp Time, PTO, Personal Time, etc.). This was due to both terminations and promotions of multiple employees. A recommendation shall be made to the Personnel Committee to review caps on compensatory time earned and paid time off.
- The budget notice for the newspaper needs to be checked for accuracy and clarity before publication. All budget tabs will be double-checked for accuracy and correct formulas.
- No additional funds will be budgeted for SAIL Door County.
- Funds for Forestry and tree planting can be added at staff's discretion as long as the mill rate is not affected.
- The village will forego any increased principal payments with undesignated funds at this time and firm up a policy regarding the undesignated fund balance for the future.

#### c) Capital Improvement Plan (CIP)

A draft Capital Improvement Plan for the Village of Sister Bay was prepared and included in the meeting packets. The committee members highlighted the following (page numbers reflect the corresponding page of the packet prepared for this meeting):

- A question was raised on the inclusion of funds for Village Hall renovations in 2025. Schmelzer explained that there is a pending grant application for funding, and should the village receive it, the work will need to be completed in 2025.
- Pg. 72 - The committee determined that the existing \$1.79K budgeted for the Ice Rink in 2027 shall remain in the CIP at this time and revisited during the 2026 budget planning process.
- Pg. 56 - Schmelzer updated the committee on planning for a new post office building and shared that she has had several positive and promising discussions with the USPS. She will continue to work with the USPS while awaiting their size specifications for the site. A lease extension will be needed until such time as a new building and relocation of the existing services takes place.
- Pg. 46 - The headers are incorrect on this page and the amount of the Capital Projects Levy should be \$145K. (\$50K for Wayfinding Signage is reflected in this amount).
- Pg. 55 - Delete \$50K for wayfinding signage in its entirety.
- Pg. 57 - The \$350K shown on this page does not appear to include the \$150K allocated to this project in 2023. That amount should be included as the 2023 contribution, with zero contributions for 2024-2025.
- Pg. 59 - A question was raised on whether or not \$3.5 million should remain in 2025 for Wiltse property infrastructure. Schmelzer recommended leaving the funds there in the hopes that a plan will be ready in the next year. Also on this page, Schmelzer pointed out

that an annual sum will be set aside for streets improvements and Parks has a list of roads awaiting repairs.

- Pg. 76 – Change the project name to Warming House/Community Center.
- Pg. 81 – Change the project name to Marina Building Construction. Also, further clarification is needed on that portion of the public restrooms in the new marina building that will be funded by the village.
- Pg. 97 – A sum of \$30K for the trackless was delineated in the prior year which is not reflected here. This will need to be investigated and corrected in the revised document.

**Agenda Item No. 7. Executive Session**

*This agenda item was not addressed.*

**Agenda Item No. 8 Discussion Regarding Matters to be Placed on a Future Agenda, or Referred to a Committee, Official or Employee.**

*It was the consensus of the committee that corrections to the budget and Capital Improvement Plan be made and returned to the committee for review before presenting to the public or the board. Schmelzer will work with Baird & Associates to complete the corrections in as timely a manner as possible and schedule a follow-up meeting.*

**Agenda Item No. 9. Adjournment**

*At 6:48 P.M. a motion was made by Bell, seconded by Howson to adjourn the September 10, 2024 meeting of the Finance Committee. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich,  
Village Clerk

## FINANCE COMMITTEE MEETING MINUTES

**Monday, September 23, 2024**

(Approval Pending)

**Agenda Item No. 1.** The September 23, 2024 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 4:00 P.M.

## Agenda Item No. 2. Roll Call

Present: Chairperson Bhirdo and members Louise Howson and Nate Bell.

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik and Clerk Heidi Teich

Others: Adam Ruechel of R.W. Baird & Associates, "Ellen"

### **Agenda Item No. 3. Approval of the Agenda**

*A motion was made by Bell, seconded by Howson that the Agenda for the September 23, 2024 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.*

### **Agenda Item No. 4. Approval of Minutes**

*A motion was made by Howson, seconded by Bell to approve the minutes of the September 10, 2024 meeting of the Finance Committee as presented. Motion carried – all ayes.*

**Agenda Item No. 5. Comments, correspondence, and concerns from the public**

No correspondence was received for this meeting.

Chairperson Bhirdo asked if anyone wished to offer any comments, and no one responded.

**Agenda Item No. 6. Discussion/Action Items:**

a) Review Draft CIP

A revised draft of the Village of Sister Bay Capital Improvement Planning (CIP) document was included in the meeting packet. Ruechel explained that the document reflected all the changes as discussed at the prior meeting and asked if any additional changes were needed. Schmelzer indicated that if nothing else was required at this time, this draft will be presented at a public hearing next month. No additional discussion was had on the CIP.

### b) Review Draft Budget

A revised draft of the 2025 budget for 2025 was included in the meeting packets. Bhirdo shared that during her review of the packet materials over the weekend she found a number of errors. As a result, she had a conference call with Schmelzer and Ruechel to review and update the data prior to this meeting. Finance Director Gannik also participated in further revising the document which was then shared by Ruechel on the screen during the meeting. During the discussion, the following items were highlighted:

- The public hearing on the budget will take place on October 21, 2024 in order to meet statutorily required publication deadlines.



- 1       ▪ The mid-year actuals were removed from the budget and replaced with overall 2024
- 2       projections for ease in comprehending revenues and expenses. The resulting fund balance,
- 3       as expenses are expected to exceed revenues in 2025, should remain at approximately 36%.
- 4       ▪ The equalized value and net new construction figures were removed from the Budget
- 5       Notice as allowed by statute. Requirements include the assessed valuation, prior year and
- 6       current year mill rate, and the percentage change.
- 7       ▪ On the General Fund Transfer Tab, Transfer to Capital Projects of just over one million
- 8       dollars includes funds for the trackless, which was addressed at the prior meeting.
- 9       Inclusion of those funds will not affect the mill rate.
- 10      ▪ Loan 69 (admin building) principal and interest payments will be added to the budget in
- 11      2026, along with payments for the new marina building (Loan 67). The Pebble Beach Loan
- 12      was paid off this month and no activity will be reflected in the 2025 budget.
- 13      ▪ The Capital Projects tab was updated to reflect specifically what was included in the CIP,
- 14      including funds for facilities, IT upgrades, a new truck in the Public Works department,
- 15      village-wide broadband, the ice rink and streets.
- 16      ▪ A question was raised on Debt Proceeds. Ruechel explained that the sixteen million
- 17      notated includes funds for new municipal facilities, public broadband, infrastructure
- 18      projects, and a new marina building. These are all items in the Capital Improvement Plan.
- 19      ▪ The increase of \$45,000 in the Meters line item of the Water budget is a transfer to the CIP
- 20      specifically for CIP projects. Ruechel advised that a transfer from this fund, as well as the
- 21      Wastewater and Collection funds, to the CIP could become their own line items in the
- 22      future so as not to forget that those funds are for CIP projects.
- 23      ▪ The budget policies to be included in the final document shall be those included in the
- 24      2024 budget as they need only be reviewed and updated every three years, unless the
- 25      board dictates otherwise.

#### 26       c) Discuss Modifications to the Public Hearing Schedule

27       A Class 1 Notice for a public hearing on the budget is required. This means that the notice (budget  
28       summary) must be published at least 15 days prior to the hearing. Due to the timing of this  
29       meeting, a public hearing for the budget is not possible on October 8, 2024, and will be held  
30       instead on October 21, 2024. A special board meeting is still planned for October 8, 2024 which  
31       will focus on the Capital Improvement Plan. Any changes made to the CIP at that meeting will  
32       affect the budget hearing on October 21, 2024.

#### 33       Agenda Item No. 7.

#### 34       Discussion Regarding Matters to be Placed on a Future Agenda, or Referred to a Committee, 35       Official or Employee.


36       *A motion was made by Bell, seconded by Howson to forward the Village of Sister Bay Capital Improvement*  
37       *Plan and 2025 Proposed Budget to public hearing as presented at this meeting. Motion carried – all ayes.*

#### 38       Agenda Item No. 8. Next Meeting

39       *The next meeting of the Finance Committee has yet to be determined.*

#### 40       Agenda Item No. 9 Adjournment

41       *At 4:45 P.M. a motion was made by Bell, seconded by Howson to adjourn the September 23, 2024 meeting*  
42       *of the Finance Committee. Motion carried – all ayes.*

1  
2 Respectfully submitted,  
3   
4 Heidi Teich,  
5 Village Clerk

Sister Bay Historical Society  
Minutes of the Monthly Meeting of the Board of Directors 4:00 PM

Location of Meeting: NWTC Sister Bay

The regular meeting of the Board of Directors of Sister Bay Historical Society was called to order at 4:00 p.m. by: John Lijewski

**Members present:** John Lijewski, Linda Johnson, Dennis Lonstine,

Karen Sunstrom, John Blossom, Bob Jischke, Roberta Kutlik,

Fred Johnson, Paula Anschutz, Cathy Mangan, Roberta Champeau

**Others Present:** Deb Wolf, Terry Wolf, Jill Lhost, Laurie Zelnio

**I. Approval of Agenda** The agenda for the meeting was distributed and approved.

**II. Review of Previous Minutes** Corrections made and approved.

**III. Consideration of Open Issues**

- **Finance Committee Report by Terry Wolf**

Check from Rod Hadeen of \$50,000 received

Multiple signatures are needed on expenditures. Two Signoffs are needed when expenses exceed \$1000. Authorization will be made by the president and a second person.

- **Motion made by Bob Jischke, second by Linda Johnson. All in favor, Motion passed**

- **Children's Program**

A proposal to formally establish the Children's Program was made. The initial program was well received. There are ten people on the Children's program committee led by Marla Horwitz. A follow-up program will be held on Oct 2. Next year we will have a budget. This year the program is funded by donations.

- **Resolution made by Dennis Lonstine, second by Bob Jischke. All in favor. Motion passed**

## Historical District Resolution

- The idea of supporting the Sister Bay Village Historic Overlay district passed Sept 5<sup>th</sup>, 2024 **All in favor Motion passed**

- **Christkindl market Report by John Nelson**

John Nelson passed out the expenses and income budget for the past three years. John encouraged anyone to come to him with questions. Our goal is to step-up the quality of the whole program by expanding our vendors. Door County Medical made a \$2000.00 donation Commitment. Colin Welford may be participating providing music. There is a new area for live music planned. We will not be using the SB Baptist Church for parking. We will use Stella Maris and the Krist parking lots.

John handed out the new ad for the event.

Terry explained that the gem grant is a downward -sliding grant and we need to consider this in our financial planning of this event. Each year is \$8500. less than the year before. Next year we won't be eligible for the grant. As we lose this money, we need to think of other ways to replace this grant money.

- **Pinot for your Thoughts Event Sept 11**

This is the first of 3 events to show awareness of the new Barn to the community. There will be 6-8 Tables for the public to share and document thoughts. The second event is for the community leaders to communicate what we are doing with the Little Sister Barn. The third event is to talk to the community at large at the Village Hall

- **Volunteer Picnic Sept 19, 4;30**

This is a Board thank-you to the volunteers. Joann Penny will get the meat and grill it. The board will bring a dish to pass. This is not a structured program but basically a social thank you. Roberta K will read and present a poem for Eugene Jarvis at the event.

- **Fall Fest**

John Blossom will take on the coordination of the float with Jerry Volker on the float. John Nelson will do the signage. Candy can't be thrown, but can be handed out

- **Motion made to have the Jolly Gents represent the SBHS in the Fall Fest parade. All in favor, motion passed**

- **Legacy Donation Program John Blossom**

John Blossom stressed the need to build an Endowment Fund. He would like to do a presentation and charitable donations.

- **Motion made for us to establish a legacy donation program by John Blossom Second by Bob Jischke. All in favor. Motion passed**

- 

- **Motion made by John Blossom to increase money paid to Donna Fearing for \$395. per month**

- **Second Bob Jischke, all in favor. Motion passed**

- **Motion to adjourn Bob Jischke, Second John Lijewski. All in favor. Motion passed.**

- **Time:5:55**

- 

The next meeting will be held: Thursday Oct.3, NWTC at 4:00 p.m.,

Respectfully submitted by Roberta Champeau

**VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)**  
**MEETING MINUTES**  
**TUESDAY, SEPTEMBER 17, 2024**  
**(DRAFT)**

**Agenda Item No. 1. Call Meeting to Order**

Chair and Trustee, Patrice Champeau, called the meeting to order at 11:02 a.m. and welcomed the members to the committee. Village Administrator, Julie Schmelzer, introduced the members and shared their known experience or qualifications that was shared with the Board at the time of appointment. Kay Smith added she also serves on the Door County Housing Partnership Board and the Door County Economic Development Corporation Attainable Housing Committee. Schmelzer added that the Board designed the committee such that she is not to attend all meetings and rather herself, and Skylar Witalison from Stantec Consulting, who worked on the conceptual subdivision layout for the Wiltse property, would serve as resources to the group.

**Agenda Item No. 2. Roll Call**

**Present:** Chair Patrice Champeau, Razvan Ciobanu, Marissa Downs, Lauren Aurelius, Kay Smith.

**Absent:** Gustavo Gallardo, Lori Allen

**Staff:** Administrator Julie Schmelzer

**Others:** Louise Howson, Paula Anschutz, Karen Berndt, Unknown (1)

**Agenda Item No. 3. Approval of Agenda**

Motion by Smith, second by Aurelius, to approve the agenda as presented. Motion carried unanimously.

**Agenda Item No. 4. Comments, Correspondence and Concerns from the Public**

(No comments)

**Agenda Item No. 5. Discussion/Action Items**

**a) Review Housing Documents**

Members had previously been provided a 'Draft Road Map to Affordability' and a copy of the Village's January 2024 Housing Study. The draft document was compiled by Schmelzer and covered trends in housing to make it more affordable, strategies to reduce lot costs, and other ideas to make home ownership affordable. Also included was a summary of the affordable housing efforts the village has taken to date, recent issues encountered on the village's 56-acres east of the Sports Complex, information about the village's available land, and some staff recommendations.

Aurelius said the Land Acquisition Task Force did have a formal summary of their recommendations they had compiled as a task force and she would forward it to staff. Smith mentioned there are low interest loans, infrastructure loans, rehab and conversion programs, and programs for municipalities that may help with the development needed. Downs said the infrastructure is needed, and thought the village should begin addressing affordability by developing the former Wiltse (56-acre) site. She said it's a place to start, and we could build homes and apartments on that property. Smith agreed

1 and said the village needed a two-prong approach where they could build both homes and apartments.  
 2 Ciobanu noted rent is as high as a mortgage and perhaps we should start with twenty homes and see  
 3 what type of response we get. He questioned why the village would provide housing for J1 Visa  
 4 workers, and Schmelzer explained the Draft Road Map doesn't propose the village build the housing,  
 5 but land be set aside and a model be developed to allow an area on the 56-acre site for J1 Visa worker  
 6 housing. Aurelius commented the Ava Hope/Northwoods lots should be multi-family, and the village  
 7 build as many homes as possible on the 56-acre site. She added the village also needs an area for  
 8 senior housing and the village needs to embrace both types of housing.

9  
 10 No changes were made to the draft document, but it was noted it will be revisited in the future to  
 11 finalize an affordable housing strategy.

#### 12 **b) Northwoods Drive – Vacant Multi-Family Lots**

13 The lots were briefly discussed in the Draft Road Map but Schmelzer added these lots have road, sewer  
 14 and water, and are ready for development. She added these might be the first lots the village can offer  
 15 for development and will need to make a recommendation to the Plan Commission and Board on their  
 16 development.

#### 17 **c) Former Wiltse Site**

18  
 19 This item was also discussed when the Draft Road Map was reviewed. Of note is there is 56 acres, but  
 20 due to the inability to provide sewer and water to the full site without additional equipment, such as  
 21 pumps and boosters, only 38 acres can be served, and, a portion cannot be used for housing without  
 22 mitigation due to the presence of arsenic in some of the soils. Schmelzer indicated the infrastructure  
 23 costs are more than expected, and a grant may be necessary.

#### 24 **d) Grant Opportunities**

25  
 26 Schmelzer explained the Federal government released a grant opportunity in late August that might  
 27 help fund the infrastructure on the village's 56-acre site. The grant opportunity was briefly discussed  
 28 and staff noted the time to write the grant, and make it available for public comment, would require  
 29 a very quick 'turnaround' and she wasn't sure she could write a successful grant, but she would try, if  
 30 the committee thought it was worth pursuing. It was noted the grant application would have to make  
 31 assumptions based on work to date and the Draft Road Map the committee reviewed.

32  
 33 Downs commented that the village doesn't have enough money budgeted since the infrastructure will  
 34 be very costly. Smith said we need to pursue the grant, it's time to start 'now', and people are going  
 35 to leave if they can't find housing. Ciobanu agreed noting people will be moving away. Aurelius and  
 36 Champeau concurred that we had to pursue the grant.

37  
 38 After some discussion it was the consensus of the group that the village had to at least try to get  
 39 additional funding, and committee members were willing to hold additional meetings to get the work  
 40 completed and the grant application submitted.

#### 41 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official or employee.**

42  
 43 The committee agreed to meet again in September to review the plan that would be needed for the  
 44 grant application. They also decided their regular meeting schedule would be the third Tuesday of the  
 45 month at 11:00 AM.

- 1
- 2 **Agenda Item No. 7. Adjournment**
- 3 Motion by Smith, second by Aurelius, to adjourn. The meeting adjourned at 12:28 pm.
- 4
- 5 Respectfully submitted,
- 6 Julie Schmelzer, Acting Recording Secretary



**VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)**  
**MEETING MINUTES**  
**TUESDAY, SEPTEMBER 24, 2024**  
**(DRAFT)**

**Agenda Item No. 1. Call Meeting to Order**

Chair and Trustee, Patrice Champeau, called the meeting to order at 11:04 a.m.

**Agenda Item No. 2. Roll Call**

**Present:** Chair Patrice Champeau, Razvan Ciobanu, Lori Allen, Gustavo Gallardo, Lauren Aurelius.

**Absent:** Marissa Downs, Kay Smith

**Staff:** Administrator Julie Schmelzer

**Others:** Louise Howson

**Agenda Item No. 3. Approval of Agenda**

Motion by Allen, second by Aurelius, to approve the agenda as presented. Motion carried unanimously.

**Agenda Item No. 4. Comments, Correspondence and Concerns from the Public**

(None, but later, at the end of the meeting, Howson commented that she did not feel a home could be built for the prices mentioned, and in her opinion, the monthly payment on a \$225,000 home is not considered affordable.)

**Agenda Item No. 5. Discussion/Action Items**

**a) Review Draft PRO Grant Application**

Members had been emailed a draft copy of the plan that is to be part of the grant application. Schmelzer indicated there is more work to do on the draft plan, but she wanted the committee to see where she was at, and see if it represented the direction they want to go with the grant request.

Aurelius questioned what HAMFI data was and where the information came from; Schmelzer said she'd forward her a link to the data. Allen commented on the possibility of building homes under \$225,000 and said Habitat for Humanity can keep their three-bedroom homes priced at \$180,000 to \$200,000, but only because they use a lot of volunteer labor. She said they also give 0% thirty-year loans if the party has been denied a conventional loan. They work with the Builders Association and trains workers, so their model helps with the workforce concerns as well. Other member comments included a need to provide for young families, the elderly, and locals, and making sure the year-round residents are prioritized over housing for J1 Visa workers. Schmelzer said she would continue to work on the plan and have it available for public comment that Friday since it needed a 15-day public comment period.

**Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official or employee.**

1 It was noted the next meeting would have to be to finalize the plan and the following meeting the  
2 committee could begin working on their list of developer incentives.

3  
4 **Agenda Item No. 7. Set Meeting Schedule & Topic(s); Speaker Invite List.**

5 With the public comment period on the plan in the grant application ending October 12, and staff  
6 having to submit the application the 14th, it was decided members would get Schmelzer any other  
7 comments they have on the plan, and, meet the morning of the 14th at 9 a.m. to go over the comments  
8 on the plan and the final review before it is submitted. Champeau, Allen, Gallardo, and Aurelius said  
9 they should be able to attend, thereby noting the committee should have a quorum and be able to  
10 approve the plan.

11  
12 **Agenda Item No. 8. Adjournment**

13 Motion by Allen, second by Aurelius, to adjourn. The meeting adjourned at 12:07 p.m.

14  
15 Respectfully submitted,  
16 Julie Schmelzer, Acting Recording Secretary  
17

**Sister Bay / Liberty Grove Library Commission Meeting  
August 12, 2024**

**Call to Order:**

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 1:00 P.M.

**Roll Call:**

**Commission Members Present:** Maurice Ash, Kurt Harff, Lynn Herman (via phone), Julie Kingsbury (Chair), Martha Newkirk, and David Watkins.

**Commission Members Absent:** None.

**Library Staff Members Present:** Stacey Bahrke, Sheila Bristol, and Christina Johnson.

**Public Present:** Laurel Harff.

**Agenda Approval:**

Martha Newkirk moved to approve the agenda as presented, seconded by David Watkins. Motion carried.

**Public Input:** None.

**Review and Approve the Minutes of the July 8th, 2024, Meeting:**

Maurice Ash moved, and David Watkins seconded a motion to approve the minutes of the July 8th, 2024, meeting. The motion passed 6-0.

**Review and Approve Bills:**

Ahnapee Hill Cleaning	Tile Cleaning & Sealing	\$748.15
Ahnapee Hill Cleaning	July Cleaning Service	\$1,218.00
Lowney's Landscaping	August Maintenance Contract	\$1,562.50
Nicolet National Bank	Credit Card-Payroll Processing Fee	\$48.00
Nicolet National Bank	Safety Deposit Box	\$45.00
Frontier	July Telephone Service	\$277.32
WPS	July Electric Service	\$321.54
Warner-Wexel LLC	Soap, Towels & Garbage Bags	\$217.65
<b>Total</b>		<b><u>\$4,438.16</u></b>

Maurice Ash moved to approve the bills as presented, seconded by Lynn Herman. The motion passed 6-0.

**Five-Year Capital Improvement Plans 2024 & 2025:**

Ms. Bristol summarized her meeting with Christina Johnson and Stacey Bahrke regarding the 2024 and 2025 Capital Improvement Plans.

Regarding this year's plan, the tree removal project took precedence. An estimate of \$2,000 was received from Stacey Bahrke for the tree removal project. The CIP budgeted amount was much higher at \$3,500, saving the Village and Town fifteen hundred dollars. **Chairwomen Kingsbury moved, and Lynn Herman seconded a motion to approve the tree removal estimate from Bahrke's Handyman for \$2,000. The motion passed 6-0.**

Regarding the two remaining projects for 2024: the electrical system upgrade is not being planned at this time as the Facility Operations Manager felt it was more of a want than a need situation. The cracking of cement steps will continue to be monitored however as it does not currently cause a safety issue it will be bumped until 2026.

The Commission considered two projects for the 2025 Capital Improvement Plan. First, a pond rejuvenation and landscaping clean-up project. Mr. Bahrke stated the original plan for the pond was to be wild but now has significant overgrowth onto the sidewalks and is not presentable. Other landscape areas need clean-up and thinning due to the overgrowth since original plantings. The second project is for baseboard repair of the tiled hallways. Stacey Bahrke commented that after years of mopping the original baseboards have water damage and need repair.

Regarding the pergola repairs, Mr. Bahrke recommends holding off on the project until the sail shade needs replacement however for planning purposes it will be added to the 2026 plan. Interior and exterior painting continue to be listed as future projects in addition to carpet replacement and issues surrounding that challenging task. The need for more information and recommendations regarding future sound reduction panels was discussed. Noisy areas have been identified in the children's area, conference room and other areas due to the high open ceilings. Better recording equipment was also suggested as a measure to aid in quality while doing ZOOM in the conference room. Ms. Johnson stated the Ridges uses a device called "Owl" which moves in the direction of the speaker to gain visual and voice clarity.

**Maurice Ash moved to approve the 2025 Capital Improvement Plan as presented, seconded by Martha Newkirk. The motion passed 6-0.**

#### **2025 Budget Approval:**

Sheila Bristol dispersed and reviewed copies of the proposed 2025 Library Commission Budget request. Regarding cost share income, the Commission Contribution of \$7,000 will be used to offset the landscaping maintenance contract. Capital Improvement Income will be requested in the amount of \$8,000, split between the Village and the Town, to cover the 2025 approved CIP projects. Lastly, operational income, which covers the rest of the budgeted expenses, is projected at \$40,064 per municipality. This results in an increase of \$835 per municipality compared to last year's budget.

Regarding line-item expenses, most are staying within last year's budgeted amounts or have small adjustments. Payroll expenses including staff salaries and Commission meeting reimbursements remain the same. Stacey Bahrke reported that Ahnapee Hill Cleaning is not planning on any increases therefore the same amount as last year is being used. Updates include Mr. Bahrke securing another three-year contract with Lowney's Landscaping, noting a slight increase of \$345/ year. He reported that no other landscaping vendors had gotten back to him. Building repairs remain the same with the addition of \$400 added to cover our facility handyman expense. Regarding utilities, telephone service costs were increased, while propane was reduced due to efficiencies with our new furnaces and the decreased product rate.

**Maurice Ash moved to approve the 2025 Library Commission Budget as presented, seconded by Kurt Harff. The motion passed 6-0.** Approved copies of the budget will be routed to the Village of Sister Bay and Town of Liberty Grove by Ms. Bristol.

#### **Maintenance Report:**

Christina Johnson described replacing batteries for an "Error" panel that was not communicating properly. Mr. Bahrke will contact Synergy for orientation on how the entire system works.

Ms. Johnson was pleased to report that Ahnapee Hill Cleaning has installed the new (large roll) toilet paper dispensers.

#### **Librarians Report:**

Christina Johnson shared that they are still trying to hire a Circulation Assistant for the SIS branch. Challenges in scheduling coverage during the season's busiest time and the difficulties in recruiting were discussed. She reported that almost 6,000 patron visits were noted in July during normal library functions

and unique events. She dispersed and reviewed her monthly statistical reports for July-see attached. A calendar of events was also included, noting activity or event descriptions with participation numbers. A total of fifty-one volunteers assisted in making all these events successful in July.

Upcoming Programing for August:

- *Wednesday mornings in August-Storytime & Craft Themed Workshops.*
- *Wednesday afternoons (August 7<sup>th</sup>, 14<sup>th</sup>, & 21<sup>st</sup>) Magic Tree House Dinosaur Book Club & Activities for elementary aged kids.*
- *Thursdays in August-Read with Therapy Dog Nellie Bly.*
- *August 13<sup>th</sup>-Plant Propagation Workshop with Maury Brancamp.*
- *August 19<sup>th</sup>-Wooly Stitches.*
- *August 24<sup>th</sup>-Art Workshop-led by artist educator & climate change activist-open to all ages.*
- *August 28<sup>th</sup>-Medicare Application Assistance Clinics.*
- *August 28<sup>th</sup>-Northern Door Genealogy Society.*

The Commission was reminded of the upcoming Annual Two-day Used Book Sale at Marina Fest this year occurring August 31-September 1<sup>st</sup>. Proceeds benefit the SIS branch as well as the Gibraltar Middle School trip to Washington D.C. A special request for volunteers was made.

The Chair informed members that Martha Newkirk has requested to step down from serving on the Library Commission by December. Chairwomen Kingsbury noted there maybe two previous members interested and she will reach out to the Town of Liberty Grove regarding Ms. Newkirk's replacement.

**Next Meeting:**

The next meeting will be **Monday, September 16th, 2024, at 1:00 P.M.** All members agree to this change from the usual second week to the third for this month only.

**Adjourn Meeting:**

Julie Kingsbury proceeded to adjourn the meeting at 1:50 P.M.

Submitted by Sheila Bristol.



Community  
Puzzle  
Tally

	Door Count	Patron Visits	Pick-up Service	Notes	Volunteers
Mon. 01-Jul-2024	552	276	2	1	
Tue. 02-Jul-2024	790	395		2	4
Wed. 03-Jul-2024	450	225		1	5
Thu. 04-Jul-2024	Independence Day Holiday -- closed				
Fri. 05-Jul-2024	842	421		Rainy Day & Mourning Dove in the library rescued	
Sat. 06-Jul-2024	328	164			1
Sun. 07-Jul-2024					
Mon. 08-Jul-2024	507	254			
Tue. 09-Jul-2024	345	173		2	1
				Readers Rampant (7A)	
Wed. 10-Jul-2024	481	241		Monarch Storytime w/author Debbie Clement (40 = 21A+8K+11pK)	1
				World's Religions Book Study (9A) & Therapy Dog Nellie Bly (14 = 7A + 2K + 5pK)	3
Thu. 11-Jul-2024	377	189			1
Fri. 12-Jul-2024	375	188			
Sat. 13-Jul-2024	247	124			
Sun. 14-Jul-2024					
Mon. 15-Jul-2024	519	260		Wooly Stitches (3A)	
				Geology Series: Kayaking the Niagara Escarpment w/Justin Pahnturat (28A)	
Tue. 16-Jul-2024	400	200			
Wed. 17-Jul-2024	480	240		Storytime (26=11A+3K+12pK)	4
Thu. 18-Jul-2024	341	171		Nellie Bly (12=6A+6pK)	2
Fri. 19-Jul-2024	363	182		2	2
Sat. 20-Jul-2024	249	125		4-H with Candis (4A)	
Sun. 21-Jul-2024					
Mon. 22-Jul-2024	444	222			2
				Paramount Records History & Listening Event (46=42A+4K)	4
Tue. 23-Jul-2024	640	320		3	
				Storytime (30=15A+6K+9pK) + ADRC Medicare Clinic (3A) + Magic Tree House BC (13=9K+4A) + NorDoor Gen Society (7A)	8
Wed. 24-Jul-2024	585	293	1	2	3
Thu. 25-Jul-2024	340	170		Nellie Bly (6=4A+1K+1pK)	1
Fri. 26-Jul-2024	301	151			
Sat. 27-Jul-2024	269	135			
Sun. 28-Jul-2024					
Mon. 29-Jul-2024	583	292		4	3
				Geology Series: GEO-DC Niagara Escarpment Ancient History w/Gelologist Allison Haus (62=59A+3K)	2
Tue. 30-Jul-2024	496	248		3	
				Storytime (33=16A+3K+14pK) + Magic Tree House BC (5=1A+4K) + Birch Creek Jazz (42=38A+4K)	4
Wed. 31-Jul-2024	589	295		2	4
Total	11893	5947	3	22	51

## Monthly/YTD Circs and Renewals - July 2024

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,878	967	3,845	21,240	5,682	26,922
Appleton	38,550	14,056	52,606	237,752	89,080	326,832
Black Creek	2,230	657	2,887	15,186	5,130	20,316
Clintonville	4,374	1,017	5,391	26,888	6,001	32,889
Door Cty - Baileys Harbor	1,845	255	2,100	8,429	1,756	10,185
Door Cty - Egg Harbor	1,928	410	2,338	8,309	1,773	10,082
Door Cty - Ephraim	439	69	508	2,023	447	2,470
Door Cty - Fish Creek	798	113	911	3,448	594	4,042
Door Cty - Forestville	875	213	1,088	4,514	1,628	6,142
Door Cty - Sister Bay	4,519	938	5,457	21,025	4,941	25,966
Door Cty - Sturgeon Bay	10,177	2,888	13,065	55,471	14,748	70,219
Door Cty - Washington Island	1,154	103	1,257	4,805	854	5,659
Florence	876	211	1,087	6,158	946	7,104
Fremont	1,829	435	2,264	10,569	3,351	13,920
Gillett	513	217	730	3,389	903	4,292
Hortonville	8,054	2,088	10,142	40,365	11,388	51,753
Iola	2,009	411	2,420	12,363	3,168	15,531
Kaukauna	13,235	2,932	16,167	73,470	17,992	91,462
Kewaunee	2,801	759	3,560	19,251	6,138	25,389
Kimberly	14,403	3,496	17,899	80,831	21,708	102,539
Lakewood	3,516	552	4,068	15,661	3,602	19,263
Lena	689	168	857	3,440	870	4,310
Little Chute	10,680	3,194	13,874	67,157	20,579	87,736
Manawa	1,987	498	2,485	12,782	2,926	15,708
Marinette Cty - Coleman	1,551	444	1,995	10,981	3,500	14,481
Marinette Cty - Crivitz	2,313	640	2,953	15,230	4,355	19,585
Marinette Cty - Goodman	136	37	173	1,650	317	1,967
Marinette Cty - Marinette	3,885	990	4,875	26,299	7,286	33,585
Marinette Cty - Niagara	742	325	1,067	4,259	1,597	5,856
Marinette Cty - Peshtigo	1,151	150	1,301	6,286	1,900	8,186
Marinette Cty - Wausaukee	1,145	230	1,375	7,442	1,589	9,031
Marion	2,698	660	3,358	14,821	4,092	18,913
New London	5,891	1,117	7,008	32,424	6,426	38,850
Oconto	2,355	640	2,995	14,988	3,791	18,779
Oconto Falls	3,365	657	4,022	19,660	3,826	23,486
Oneida Tribal - Green Earth	46	15	61	153	51	204
Oneida Tribal - Oneida	477	122	599	2,537	745	3,282
Scandinavia	491	173	664	2,994	1,308	4,302
Seymour	2,844	1,002	3,846	19,036	6,987	26,023
Shawano Cty - Birnamwood	410	80	490	10,289	1,154	11,443
Shawano Cty - Bonduel	869	561	1,430	7,053	2,852	9,905
Shawano Cty - Mattoon	189	14	203	936	181	1,117
Shawano Cty - Shawano	8,296	1,856	10,152	52,285	11,440	63,725
Shawano Cty - Tigerton	481	143	624	4,001	1065	5,066
Shawano Cty - Wittenberg	425	114	539	3,334	698	4,032
Shiocton	731	122	853	5,147	931	6,078
Suring	1,162	317	1,479	8,819	2,096	10,915
Waupaca	11,031	3,211	14,242	70,131	18,744	88,875
Weyauwega	2,006	730	2,736	11,161	4,032	15,193
<b>Total</b>	<b>185,049</b>	<b>50,997</b>	<b>236,046</b>	<b>1,106,442</b>	<b>317,168</b>	<b>1,423,610</b>

Posted 08/01/24



## OWLSnet MyPC Statistics - July 2024

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	3,521	75	47
Black Creek	1,663	53	31
Clintonville	10,209	206	50
Door County - Baileys Harbor	607	20	30
Door County - Egg Harbor	2,197	73	30
Door County - Ephraim	640	16	40
Door County - Fish Creek	697	26	27
Door County - Forestville	233	14	17
Door County - Sister Bay	5,789	141	41
Door County - Sturgeon Bay	22,615	573	39
Door County - Washington Island	1,062	26	41
Florence	1,284	25	51
Fremont	3,109	61	51
Gillett	5,102	117	44
Hortonville	2,402	73	33
Iola	19,729	140	141
Kaukauna	17,711	421	42
Kewaunee	3,123	94	33
Kimberly	8,404	246	34
Little Chute	26,547	393	68
Lakewood	6,324	132	48
Lena	8,101	112	72
Manawa	5,872	147	40
Marinette County - Coleman	527	19	28
Marinette County - Crivitz	2,849	70	41
Marinette County - Marinette	9,100	223	41
Marinette County - Niagara	1,056	26	41
Marinette County - Peshtigo	1,836	42	44
Marinette County - Wausaukee	1,719	52	33
Marion	1,334	39	34
Oconto	4,795	133	36
Oconto Falls	8,363	190	44
Oneida Tribal - Green Earth	783	17	46
Oneida Tribal - Oneida	17,838	363	49
Scandinavia	0	0	0
Seymour	3,973	105	38
Shawano County - Bonduel	1,514	31	49
Shawano County - Mattoon	54	1	0
Shawano County - Shawano	21,312	494	43
Shawano County - Tigerton	6,082	81	75
Shawano County - Wittenberg	1,259	25	50
Shiocton	150	2	75
Suring	1,295	27	48
Waupaca	25,147	513	49
Weyauwega	4,056	96	42
<b>Totals:</b>	<b>271,982</b>	<b>5733</b>	<b>47</b>



# OWLSnet Wireless Statistics - July 2024

\* This report counts individual (unique) devices connected to the library's wireless service.

\* Devices that automatically connect to any wireless network within range may be counted, even though the user is not actively using the wireless service.

+ Unique devices are counted only once within this monthly reporting period.

++ The average number of unique devices connected per day within this monthly reporting period.

Library	Unique Devices <sup>+</sup>	Average Devices Connected Per Day <sup>++</sup>
Algoma	223	19
Appleton	1,175	107
Black Creek	320	29
Clintonville	600	54
Door County - Baileys Harbor	996	57
Door County - Egg Harbor	1,262	80
Door County - Ephraim	459	22
Door County - Fish Creek	433	27
Door County - Forestville	87	10
Door County - Sister Bay	1,127	80
Door County - Sturgeon Bay	1,318	95
Door County - Washington Island	171	12
Florence	64	11
Fremont	155	16
Gillett	279	30
Hortonville	251	23
Iola	250	22
Kaukauna	1,227	108
Kewaunee	186	17
KIM-LIT - Kimberly	591	54
KIM-LIT - Little Chute	972	71
Lakewood	775	51
Lena	225	16
Manawa	348	21
Marinette County - Coleman	155	15
Marinette County - Crivitz	246	15
Marinette County - Marinette	470	37
Marinette County - Niagara	54	5
Marinette County - Peshtigo	218	20
Marinette County - Wausaukee	324	23
Marion	331	30
New London	438	39
Oconto	353	27
Oconto Falls	271	19
Oneida Tribal - Green Earth	37	2
Oneida Tribal - Oneida	81	9
Scandinavia	75	6
Seymour	157	14
Shawano County - Bonduel	401	30
Shawano County - Mattoon	40	6
Shawano County - Shawano	940	86
Shawano County - Tigerton	245	38
Shawano County - Wittenberg	273	29
Shiocton	47	3
Suring	381	37
Waupaca	1,081	102
Weyauwega	168	14
<b>Totals:</b>	<b>20,280</b>	<b>1,638</b>

## OWLSnet Overdrive Usage - July 2024

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	399	388	79
Appleton	6,920	7,598	1,779
Black Creek	195	189	31
Clintonville	324	398	91
Door Cty - Baileys Harbor	265	171	55
Door Cty - Egg Harbor	218	226	90
Door Cty - Ephraim	37	40	24
Door Cty - Fish Creek	126	95	27
Door Cty - Forestville	78	47	4
Door Cty - Sister Bay	412	316	152
Door Cty - Sturgeon Bay	1,258	1,321	248
Door Cty - Washington Island	65	88	22
Florence	131	145	48
Fremont	123	127	9
Gillett	105	220	31
Hortonville	567	700	67
Iola	83	129	8
Kaukauna	1,165	1,183	146
Kewaunee	263	223	29
KIM-LIT - Kimberly	1,048	1,192	98
KIM-LIT - Little Chute	812	737	75
Lakewood	274	286	39
Lena	70	147	33
Manawa	136	147	18
Marinette Cty - Coleman-Pound	75	142	5
Marinette Cty - Crivitz	230	348	60
Marinette Cty - Goodman-Dunbar	14	12	2
Marinette Cty - Marinette	691	623	164
Marinette Cty - Niagara	70	130	7
Marinette Cty - Peshtigo	140	188	7
Marinette Cty - Wausaukee	169	148	13
Marion	69	207	13
New London	530	672	85
Oconto	365	402	67
Oconto Falls	410	507	41
Oneida Tribal - Green Earth	5	25	1
Oneida Tribal - Oneida	23	32	6

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office	1	3	
Scandinavia	31	54	4
Seymour	269	452	62
Shawano Cty - Birnamwood	30	86	2
Shawano Cty - Bonduel	67	94	8
Shawano Cty - Mattoon	13		
Shawano Cty - Shawano	1,052	1,123	143
Shawano Cty - Tigerton	50	39	
Shawano Cty - Wittenberg	36	48	2
Shiocton	53	80	18
Suring	66	141	9
Waupaca	997	1,157	197
Weyauwega	121	235	46
<b>Totals:</b>	<b>20,651</b>	<b>23,061</b>	<b>4,165</b>

## Jul 2024 Interlibrary Lender/Borrower Statistics

YTD

Library	Code	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,223	1,485	(262)	0.82				
Appleton	OOAPL	8,322	11,297	(2,975)	0.74	57,860	9,823	(1,573)	0.84
Baileys Harbor	NDBAI	554	583	(29)	0.95	3,742	3,673	(11,847)	0.83
Biramwood	NSBIR	720	107	613	6.73	3,857	1,308	2,549	1.02
Black Creek	OOBCL	1,881	742	1,139	2.54	13,379	6,242	7,137	2.95
Bonduel	NSBON	401	911	(510)	0.44	2,335	6,002	(3,667)	2.14
Clintonville	OWCPL	2,118	944	1,174	2.24	14,958	7,192	7,766	0.39
Coleman	NMCOL	490	639	(149)	0.77	3,231	6,006	(2,775)	2.08
Crivitz	NMCRI	577	1,002	(425)	0.58	4,290	8,748	(4,458)	0.54
Egg Harbor	NDEGG	565	629	(64)	0.90	3,696	3,511	185	0.49
Ephraim	NDEPH	382	127	255	3.01	2,388	800	1,588	1.05
Fish Creek	NDFIS	470	285	185	1.65	2,278	1,661	617	2.99
Florence	NFFLO	396	417	(21)	0.95	2,786	2,858	(72)	1.37
Forestville	NDFOR	605	227	378	2.67	3,858	1,970	1,888	0.97
Fremont	OWFPL	637	613	24	1.04	4,366	4,669	(303)	1.96
Gillett	NOGIL	549	284	265	1.93	3,785	1,941	1,844	0.94
Goodman	NMGOC	72	161	(89)	0.45	586	1,597	(1,011)	1.95
Green Earth	NBON2	111	5	106	22.20	853	49	804	0.37
Hortonville	OOHPL	1,452	2,707	(1,255)	0.54	9,794	17,355	(7,561)	17.41
Iola	OWIVL	1,065	949	116	1.12	7,530	6,731	799	0.56
Kaukauna	OOKAU	2,981	3,847	(866)	0.77	20,056	24,709	(4,653)	1.12
Kewaunee	NKKEW	1,575	952	623	1.65	11,032	7,856	3,176	0.81
Kimberly	OOKIM	2,982	4,059	(1,077)	0.73	20,106	27,295	(7,189)	1.40
Lakewood	NOLAK	743	894	(151)	0.83	5,171	5,647	(476)	0.74
Lena	NOLEN	483	187	296	2.58	3,427	5,647	(476)	0.92
Little Chute	OOLOT	2,904	3,792	(888)	0.77	18,539	29,108	(10,569)	0.92
Manawa	OWMAH	1,063	726	337	1.46	7,427	5,216	2,211	2.53
Marquette	NMMRT	1,501	1,439	62	1.04	10,690	11,535	(845)	0.64
Marion	OWMAF	1,098	850	248	1.29	7,810	5,600	2,210	1.42
Matton	NSMAT	107	168	(61)	0.64	665	770	(105)	0.93
New London	OWNLFP	2,105	1,562	543	1.35	14,594	10,501	4,093	1.39
NFLS	NFLS	0	6	(6)	0.00	0	80	(80)	0.86
Niagara	NMNIA	370	447	(77)	0.83	2,406	3,088	(682)	1.39
Oconto	NOOCC	964	900	64	1.07	6,958	6,305	653	0.78
Oconto Falls	NOOCF	1,470	661	809	2.22	10,614	4,980	5,634	1.10
Oneida	NBONE	658	144	514	4.57	4,878	1,038	3,840	2.13
OWLS	OWLS	0	1	(1)	0.00	40	16	24	4.70
Peshigo	NMPES	321	406	(85)	0.79	2,365	3,581	(1,216)	2.50
Scandinavia	OWSCA	533	283	250	1.88	3,616	2,462	1,154	0.66
Seymour	OOSEY	1,841	1,334	507	1.38	12,973	9,943	3,030	1.47
Shawano	NSSHA	2,601	2,442	159	1.07	17,522	15,678	1,844	1.30
Shiocton	OOSHI	770	370	400	2.08	4,697	2,641	2,056	1.12
<b>Sister Bay</b>	<b>NDNIS</b>	<b>1,172</b>	<b>1,397</b>	<b>(225)</b>	<b>0.84</b>	<b>8,027</b>	<b>8,069</b>	<b>(42)</b>	<b>1.78</b>
Sturgeon Bay	NDSTR	2,653	3,359	(706)	0.79	18,441	19,975	(1,534)	0.99
Suring	NOSUR	717	497	220	1.44	5,163	4,167	996	0.92
Tigerton	NSTIG	263	285	(22)	0.92	2,000	2,325	(325)	1.24

Washington Island	NDWSH-	330	291	39	1.13
Waupaca	OWWAI	3,141	3,001	140	1.05
Wausaukee	NIMWAC	474	507	(33)	0.93
Weyauwega	OWWE'	1,308	778	530	1.68
Wittenberg	NSWIT	225	244	(19)	0.92

		2,081	1,913	168	1.09
		21,061	21,650	(589)	0.97
		3,298	3,601	(303)	0.92
		8,721	5,032	3,689	1.73
		1,491	1,713	(222)	0.87

TOTAL		59,943	59,943	0	1.00
Loaned by					
NFLS libraries	Borrowed by NFLS libraries		Borrowed by NFLS libraries	Total	
OWLS libraries		12,893	10,849	23,742	
		9,194	27,007	36,201	
Total		22,087	37,856	59,943	

		409,691	409,691	0	1.00
	Borrowed by NFLS libraries	89,291	72,873	162,164	
		64,315	183,212	247,527	
		153,606	256,085	409,691	

Net = Number of items loaned less number of items borrowed  
Ratio = Number of items loaned for every item borrowed



## Number of Titles and Items, by Library - Jul

Agency	Title Count	Percent of total	Item Count	Percent of total
Algoma	32,368	3.93%	35,292	2.55%
Appleton	176,946	21.50%	198,016	14.33%
Baileys Harbor	12,471	1.52%	12,940	0.94%
Birnamwood	17,639	2.14%	18,729	1.36%
Black Creek	30,553	3.71%	31,127	2.25%
Bonduel	9,945	1.21%	10,081	0.73%
Clintonville	40,948	4.98%	42,015	3.04%
Coleman-Pound	8,867	1.08%	9,025	0.65%
Crivitz	15,095	1.83%	15,254	1.10%
Egg Harbor	12,851	1.56%	13,275	0.96%
Ephraim	7,920	0.96%	8,132	0.59%
Fish Creek	9,459	1.15%	10,024	0.73%
Florence	14,415	1.75%	14,853	1.07%
Forestville	8,041	0.98%	8,491	0.61%
Fremont	16,893	2.05%	16,982	1.23%
Gillett	18,378	2.23%	19,259	1.39%
Goodman-Dunbar	2,072	0.25%	2,136	0.15%
Green Earth	8,576	1.04%	9,009	0.65%
Hortonville	28,999	3.52%	30,242	2.19%
Iola	26,890	3.27%	27,634	2.00%
Kaukauna	65,330	7.94%	69,761	5.05%
Kewaunee	39,249	4.77%	40,772	2.95%
Kimberly	44,740	5.44%	46,569	3.37%
Lakewood	21,344	2.59%	21,899	1.58%
Lena	12,958	1.57%	13,224	0.96%
Little Chute	43,025	5.23%	44,983	3.25%
Manawa	22,202	2.70%	23,164	1.68%
Marinette	26,670	3.24%	28,154	2.04%
Marion	19,728	2.40%	20,014	1.45%
Mattoon	3,818	0.46%	3,869	0.28%
New London	42,060	5.11%	44,201	3.20%
Niagara	7,999	0.97%	8,321	0.60%
Oconto	25,697	3.12%	27,146	1.96%
Oconto Falls	27,719	3.37%	28,720	2.08%
Oneida	27,667	3.36%	30,315	2.19%
Peshtigo	7,934	0.96%	8,021	0.58%
Scandinavia	11,317	1.38%	11,529	0.83%
Seymour	32,931	4.00%	33,677	2.44%
Shawano	68,362	8.31%	71,248	5.15%
Shiocton	11,947	1.45%	12,056	0.87%
Sister Bay	29,017	3.53%	31,021	2.24%
Sturgeon Bay	61,055	7.42%	63,963	4.63%
Suring	14,106	1.71%	14,320	1.04%
Tigerton	8,286	1.01%	9,058	0.66%
Wsh Island	11,874	1.44%	12,229	0.88%
Waupaca	81,973	9.96%	85,913	6.22%
Wausaukee	10,553	1.28%	10,869	0.79%
Weyauwega	25,582	3.11%	26,150	1.89%
Wittenberg	8,150	0.99%	8,357	0.60%
OWLS Office	65	0.01%	158	0.01%
NFLS Office	0	0.00%	0	0.00%
TOTAL Items in database		1,382,197		
TOTAL Titles in database		822,938		

\*Does not include "Withdrawn" status or "On Order" location.

**Sister Bay / Liberty Grove Library Commission Meeting  
September 16, 2024**

**Call to Order:**

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 1:00 P.M.

**Roll Call:**

**Commission Members Present:** Kurt Harff, Lynn Herman, Julie Kingsbury (Chair), Martha Newkirk, and David Watkins.

**Commission Members Absent:** Maurice Ash-delayed arrival.

**Library Staff Members Present:** Stacey Bahrke, Sheila Bristol, and Christina Johnson.

**Public Present:** Laurel Harff.

**Agenda Approval:**

David Watkins moved to approve the agenda as presented, seconded by Martha Newkirk. Motion carried.

**Public Input:** None.

**Review and Approve the Minutes of the August 12th, 2024, Meeting:**

Lynn Herman moved, and Kurt Harff seconded a motion to approve the minutes of the August 12th, 2024, meeting. The motion passed 6-0.

**Review and Approve Bills:**

Lowney's Landscaping	September Maintenance Contract	\$1,562.50
Ahnapee Hill Cleaning	August Cleaning Service	\$1,044.00
Nicolet National Bank	Sm. Business Checks	\$189.06
Frontier	Sept. Telephone Service	\$277.32
WPS	August Electric Service	\$333.93
Nicolet National Bank	Marina Fest-Book Sale Cash	\$350.00
SBAA	Marina Fest-Book Sales 15 % Event Management	\$823.05
Gibraltar School	Marina Fest-Student Donation for Trip-Book Sales	\$2,705.57
Village of Sister Bay	2nd Qtr. Grounds Maintenance	\$352.89
Total		<u>\$7,638.32</u>

David Watkins moved to approve the bills as presented, seconded by Lynn Herman. The motion passed 6-0.

Maurice Ash arrived at the meeting.

**Marina Fest Book Sale Results:**

Ms. Bristol shared a detailed worksheet of the results from the Annual Two-day Used Book Sale held at Marina Fest over Labor Day weekend. The fundraising event was successful with earnings being over one thousand dollars more than last year. The Sister Bay Advancement Association (SBAA) has taken over hosting Marina Fest, a check for \$823.05 has been processed for their 15% sales fee for event management. Also, a donation of \$2,705.57 has been made to the Gibraltar School District for their contribution and partnership with this event. These funds support the middle school student trip to Washington D.C. Gibraltar Middle School Librarian, Mike Scoville, several students, and their families, along with library volunteers spent countless hours to make it a success.

Martha Newkirk shared her concern for greater Commission Member participation with this event. Citing it is a wonderful experience and so much fun. Christina Johnson stated past members were more involved and her role has grown as a result. She reminded members that this is the Commission's book sale and the only event fundraiser that is done each year.

#### **Workplace Spill/Clean-up Kits:**

Lynn Herman suggested the need for clean-up supplies like the schools have, for library staff to use when emergency clean-up is needed. A recent incident occurred where vomit needed to be cleaned up from a carpeted area. Christina Johnson stated that the library does have gloves, and some supplies however does not have the kits with the clean-up powder. Mr. Bahrke shared that these products can be hard on the carpet and suggested a Bissell carpet cleaner as well. Ms. Johnson commented that the cleaner would also be beneficial for our upholstered cloth chairs when they get soiled.

**Martha Newkirk moved to purchase the necessary clean-up equipment, seconded by Lynn Herman. The motion passed 6-0.** Stacey Bahrke plans to look into and order the clean-up kits and necessary equipment.

#### **Maintenance Report:**

Mr. Bahrke reported on a couple monthly updates such as needing to replace a garbage receptacle in the men's restroom. Spider webs from the outdoor emergency lights being kept on has been reported and he is obtaining spider deterrent to resolve the issue. The sail shade over the tech patio will be kept up for a while longer weather permitting.

Stacey Bahrke plans to meet with Jeremy, from Lowney's Landscaping, regarding the overgrowth issues within the gardens. Comments were made that it looks neglected and out of control. The original plan was to have a wilder natural look, stated Mr. Bahrke, without it having an overgrown look and so it doesn't look like it's not being maintained.

#### **Librarians Report:**

Christina Johnson distributed statistical handouts for the month of August-see Librarians Reports. She reported on an enriching month with strong circulation and door count numbers of over five thousand patrons. She also included an extensive written report prepared for the County Library Board-also attached. This summary of events included narratives and attendance numbers for each program offered.

Ms. Johnson was pleased with the participation of 327 enrolled in the Summer Reading Program, eighty-three people more than last year. She reported over 2,330 slips were handed in for store prizes or raffles. She noted the largest group signing up was the adults and felt the store's hoodie sweatshirts boosted that number.

Programing Highlights for September:

- *Month of September-National Library Card Sign up Month.*
- *Wednesday mornings-Storytime & Craft Themed Workshops with Miss Jenny.*
- *September 17<sup>th</sup>-Alaska Travelogue: Regent Alaskan Cruise (part 1 of 2) presented by Bill Wegehaupt.*
- *September 18<sup>th</sup>-Coil Basketmaking Workshop with Vicki Ash.*
- *September 25<sup>th</sup>-Medicare Application Assistance Clinics-ADRC.*

Ms. Johnson was excited to share an upcoming Fall Hiking Event on October 17<sup>th</sup>. The naturalist guided one hour hike with Justin Pahnturat will take place at Ellison Bluff County Park at 3 P.M.

Christina Johnson announced that the county had received a generous donation, of more than five thousand dollars each for the Sister Bay/Liberty Grove and Washington Island Branches, bequeathed by Ann Lewis. Ms. Lewis, who unexpectedly passed away was an active library patron and member of our



Northern Door Genealogy Society. A resolution will be presented to the Door County Library Board this evening regarding how she valued our library system. Ms. Johnson requested to keep these funds marked separately as a legacy donation.

**Next Meeting:**

The next meeting will be **Monday, October 14th, 2024, at 1:00 P.M.**

**Adjourn Meeting:**

Julie Kingsbury proceeded to adjourn the meeting at 1:30 P.M.

Submitted by Sheila Bristol.



Thu. 01-Aug-2024

Fri. 02-Aug-2024

Sat. 03-Aug-2024

Sun. 04-Aug-2024

Mon. 05-Aug-2024

Tue. 06-Aug-2024

Wed. 07-Aug-2024

Thu. 08-Aug-2024

Fri. 09-Aug-2024

Sat. 10-Aug-2024

Sun. 11-Aug-2024

Mon. 12-Aug-2024

Tue. 13-Aug-2024

Wed. 14-Aug-2024

Thu. 15-Aug-2024

Fri. 16-Aug-2024

Sat. 17-Aug-2024

Sun. 18-Aug-2024

Mon. 19-Aug-2024

Tue. 20-Aug-2024

Wed. 21-Aug-2024

Thu. 22-Aug-2024

Fri. 23-Aug-2024

Sat. 24-Aug-2024

Sun. 25-Aug-2024

Mon. 26-Aug-2024

Tue. 27-Aug-2024

Wed. 28-Aug-2024

Thu. 29-Aug-2024

Fri. 30-Aug-2024

Sat. 31-Aug-2024

	Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes	Volunteer Tally
	481	241		2	Nellie Bly (25=12A+5K+8pK) & World's Religions Book Study (9A)	3
	340	170	1	4		1
	225	113				
	554	277			Author Event w/Corrin Wendell: Ava Tanner (18=9A+6K+3pK)	
	507	254		3	Jazz History Listening Event (24=22A+1YA+1K)	1
	500	250		1	Storytime w/Author Corrin Wendell (35=20A+15K/pK) + Magic Tree House (5=1A+4K)	3
	464	232			Intro to Embroidery Workshop (17=15A+2K) + Nellie Bly (27=17A+5K+5pK)	3
	310	155				
	304	152				
	382	191		1		
	310	155			Book Club (7A)+ Plant Propagation Workshop (3A)	2
	405	203			Storytime (27=15A+12pK) + Magic Tree House	3
	334	167		7	Nellie Bly (22=15A+5K+2pK)	2
	458	229		5	Pop-up Monarch Education & 6 Chrysalid Transfer Demo (23= 18A+5K)	
	237	119				1
	359	180		1	Wooly Stitches (6A)	1
	401	201				
	448	224			Storytime (35=17A+5K+13pK) & Magic Tree House (6=2A+4K) + Pop-up monarch education pre-release 8/21 (23=17A+5K+1pK)	7
	352	176			Nellie Bly (16=9A+5K+2pK) & Pop-up monarch education pre-release 8/22 (10=9A+1K)	2
	275	138				
	276	138			Climate Change Coalition Art Workshop (9=5A+4K)	2
	394	197		1		
	407	204			(Door count guess, empty cell)	3
	522	261		1	Storytime (32=18A+6K+18pK) + ADRC Medicare + Northern Door Genealogy Society (6A)	5
	295	148			Nellie Bly (11=6A+3K+2pK)	
	324	162				27
	175	88			(Marina Fest in the Village)	25
Total	10039	5020	1	26	coloring pages 100	91

Highlights from August 2024 at the Sister Bay/Liberty Grove Library:

- With over **5,020 patrons** inside the library this month we rocked library services & a variety of programs with great enthusiasm and reception.
- Summer Reading with **Therapy Dog Nellie Bly** on Thursdays wrapped up in August to be the strongest month in our three-month program with **101 people during just August** across those 5 sessions. And 163 people total across the whole summer with 11 sessions (3 in June & 3 in July).
- **Weekly Storytimes** with 129 people participating across the four themed sessions in August, one of which featured a local author.
- **Two days of children's author event storytimes & crafts with Corrin Wendell** for her books "Ava Tanner the City Planner" with 18 people (geared for elementary aged kids), and "Grandma in the Woods: A Door County Story" with 35 people that we did as a guest spot for our usual storytime time slot. Corrin's grandma who inspired the book even attended. Both events were funded by the James P. Jordan Memorial Fund.
- We piloted a 5-week long **book club for elementary-aged kids** in July and August that was themed around reading book number one in the Magic Tree House series, "Dinosaurs Before Dark" and related crafts and activities. On average in August we had four kids regularly participating each week.
- We brought back our **Plant Propagation Workshop** for adults, and even offered an **Introduction to Embroidery Workshop for adults and teens** (of which 17 people participated in the workshop and many are asking for more like this in the winter).
- The **Climate Change Coalition Art Workshop** that was held at multiple branches gathered 9 people at our location.
- **The early jazz history listening event with David Watkins** gathered 24 people, sponsored by the Door County Library Foundation, cookies provided by Al Johnson's, and popcorn & lemonade by general donations. Always a positive, good time for community members gathering at the library.
- **Pop-up Monarch Butterfly Education sessions** happened in segments of three days in August with a spontaneous 56 people participating and learning from our branch manager Christina about Monarchs with several chrysalids we had on hand, including a demonstration of how to transfer chrysalids safely, as well as about their migration, life cycles, and differentiating from mimics (Viceroy and Queen butterflies). Several patrons also got to witness one eclose from chrysalis form into butterfly.

- The recent tally of **reference questions served** that were counted in **1-week in August** at SIS was **95**.
- We continued our **reoccurring monthly programs**:
  - Readers Rampant Book Club
  - World's Religions Book Study
  - Wooly Stitches
  - Northern Door Genealogy Society
  - ADRC Medicare Clinics
  - Community Puzzle tables
  - Craft kits and Coloring pages for kids
- A solid \$6,000 was earned during our **annual 2-day used book sale** at Village Hall during Marina Fest. After the festival participation fees, the remainder will be split between our library commission and our partner Gibraltar School 7<sup>th</sup>/8<sup>th</sup> grade students fundraising for their trip to Washington, DC. We rely heavily on volunteers and are so grateful for all who came together to put on the sale, as well as all who donate, attend and find happy treasures to bring home.
- At least **91 volunteers** were tallied across August. (Several are repeat volunteers in various session opportunities across the month, and a large number were dedicated over the book sale weekend).
- To wrap up, our **total for Summer Reading Program participants who signed up at SIS** was **327 people!** 126 adults, 39 teens, 117 kids, and 45 preschoolers. We are in the process of counting all of the bingo reading slips that were used in the prize store and weekly raffles and will have a count to share next month! Any guesses??

For SIS, our 2024 Summer Reading Program stats with in-person **sign-ups** on page 1 and for total **entered bingo slips** into either the raffle or spending in the library prize store on page 2 and 3 are as follows by month and age categories, as well as summary sub-totals and grand totals:

**SIS SRP '24 Sign-up tally, including age groups (Grand total: 327 people signed-up)**

**June = 185**

0-5: 22  
6-11: 71  
12-18: 24  
19+: 68

**July = 132**

0-5: 20  
6-11: 41  
12-18: 15  
19+: 56

**August = 10**

0-5: 3  
6-11: 5  
12-18: x  
19+: 2

**SIS SRP '24 ALL SUMMER GRAND TOTAL SIGN-UP RECAP:**

0-5yr: **45 cubs/preschoolers**

6-11yr: **117 youths/kids**

12-18yr: **39 teens**

19yr+: **126 adults**

**= 327 people total**

\*\*\*\*\*

SIS '24 Bingo Slips entered by age group and type of spending per month (grand total 2,341 paper slips were turned in, of which 2,073 were spent in the prize store & 268 went into the weekly raffles at SIS):

June Raffle = 75

0-5: x

6-11: 50

12-18: 8

19+: 17

June Spent = 318

0-5: 25

6-11: 242

12-18: 37

19+: 14

**JUNE TOTAL: 393**

---

July Raffle = 102

0-5: 12

6-11: 26

12-18: 6

19+: 58

July Spent = 989

0-5: 66

6-11: 574

12-18: 177

19+: 172

**JULY TOTAL: 1,091**

---

August Raffle = 91

0-5: x

6-11: 45

12-18: x

19+: 46

August Spent = 766

0-5: 88

6-11: 455

12-18: 74

19+: 149

**AUGUST TOTAL: 857**

**GRAND SUMMER '24 TOTAL for SIS:**

**Raffled slips: 268**

0-5: 12

6-11: 133

12-18: 14

19+: 135

**Store spent slips: 2,073**

0-5: 179

6-11: 1,271

12-18: 288

19+: 335

---

**= 2,341 all in all turned in at SIS**

Trends from across 2023 and 2024 for our Sister Bay/Liberty Grove branch:

- We had significantly more for 2024 in both realms of sign ups and reading engagement than we had in 2023.
- 244 people signed up to be part of the summer reading challenge in 2023 (which was a top turnout). And then 327 people dedicated in 2024 to reading with our branch... absolutely phenomenal to see.
- For paper reading slips returned, we saw 1,818 turned-in here specifically in 2023, and now to see 2,341 is remarkable. I can't thank my branch crew enough for being engaged and supportive of this adventure.
- We also have a countywide app for those who want to enter reading digitally through Beanstack. Those get tabulated at headquarters. I don't know those numbers yet, but I do know in comparison it is very small to the engagement we see with the paper slip tracking method / in-person engagement vs digital. I believe about 4-5 families ended up doing the online one from our location to try to win some county gift certificates this summer, but only in tracking some of their reading, the majority of the reading those families/individuals did they do through the paper slips with a much higher participation rate.



## Monthly/YTD Circs and Renewals - Aug 2024

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,897	1,009	3,906	24,137	6,691	30,828
Appleton	35,047	12,547	47,594	272,799	101,627	374,426
Black Creek	1,951	605	2,556	17,137	5,735	22,872
Clintonville	3,698	701	4,399	30,586	6,702	37,288
Door Cty - Baileys Harbor	1,613	299	1,912	10,042	2,055	12,097
Door Cty - Egg Harbor	1,444	269	1,713	9,753	2,042	11,795
Door Cty - Ephraim	705	103	808	2,728	550	3,278
Door Cty - Fish Creek	637	137	774	4,085	731	4,816
Door Cty - Forestville	669	166	835	5,183	1,794	6,977
Door Cty - Sister Bay	3,925	905	4,830	24,950	5,846	30,796
Door Cty - Sturgeon Bay	9,137	2,503	11,640	64,608	17,251	81,859
Door Cty - Washington Island	854	104	958	5,659	958	6,617
Florence	919	129	1,048	7,077	1075	8,152
Fremont	1,562	554	2,116	12,131	3,905	16,036
Gillett	536	92	628	3,925	995	4,920
Hortonville	6,660	1,862	8,522	47,025	13,250	60,275
Iola	1,944	555	2,499	14,307	3,723	18,030
Kaukauna	11,484	2,806	14,290	84,954	20,798	105,752
Kewaunee	2,806	846	3,652	22,057	6,984	29,041
Kimberly	11,506	3,242	14,748	92,337	24,950	117,287
Lakewood	2,970	661	3,631	18,631	4,263	22,894
Lena	563	158	721	4,003	1028	5,031
Little Chute	8,928	3,004	11,932	76,085	23,583	99,668
Manawa	1,739	377	2,116	14,521	3,303	17,824
Marinette Cty - Coleman	1,307	471	1,778	12,288	3,971	16,259
Marinette Cty - Crivitz	2,151	504	2,655	17,381	4,859	22,240
Marinette Cty - Goodman	238	31	269	1,888	348	2,236
Marinette Cty - Marinette	4,002	973	4,975	30,301	8,259	38,560
Marinette Cty - Niagara	564	233	797	4,823	1,830	6,653
Marinette Cty - Peshtigo	80	0	80	6,366	1,900	8,266
Marinette Cty - Wausaukee	1,084	357	1,441	8,526	1,946	10,472
Marion	2,098	512	2,610	16,919	4,604	21,523
New London	5,456	995	6,451	37,880	7,421	45,301
Oconto	1,988	521	2,509	16,976	4,312	21,288
Oconto Falls	3,108	616	3,724	22,768	4,442	27,210
Oneida Tribal - Green Earth	49	14	63	202	65	267
Oneida Tribal - Oneida	349	140	489	2,886	885	3,771
Scandinavia	492	242	734	3,486	1,550	5,036
Seymour	2,689	967	3,656	21,725	7,954	29,679
Shawano Cty - Birnamwood	275	83	358	10,564	1,237	11,801
Shawano Cty - Bonduel	1,036	373	1,409	8,089	3,225	11,314
Shawano Cty - Mattoon	131	22	153	1067	203	1270
Shawano Cty - Shawano	7,386	1,648	9,034	59,671	13,088	72,759
Shawano Cty - Tigerton	509	113	622	4,510	1178	5,688
Shawano Cty - Wittenberg	443	89	532	3,777	787	4,564
Shiocton	771	105	876	5,918	1036	6,954
Suring	1,338	283	1,621	10,157	2,379	12,536
Waupaca	10,591	2,717	13,308	80,722	21,461	102,183
Weyauwega	1,673	688	2,361	12,834	4,720	17,554
<b>Total</b>	<b>164,002</b>	<b>10,485</b>	<b>210,333</b>	<b>1,270,444</b>	<b>363,499</b>	<b>1,633,943</b>

Posted 09/03/24

## OWLSnet Overdrive Usage - August 2024

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	442	354	97
Appleton	6,761	7,878	1,635
Black Creek	163	215	23
Clintonville	297	376	72
Door Cty - Baileys Harbor	254	124	70
Door Cty - Egg Harbor	219	186	132
Door Cty - Ephraim	31	39	34
Door Cty - Fish Creek	158	125	49
Door Cty - Forestville	70	50	1
Door Cty - Sister Bay	475	376	202
Door Cty - Sturgeon Bay	1,243	1,362	271
Door Cty - Washington Island	65	95	20
Florence	148	175	38
Fremont	115	139	5
Gillett	112	212	18
Hortonville	555	682	90
Iola	125	152	8
Kaukauna	1,138	1,220	147
Kewaunee	313	256	20
KIM-LIT - Kimberly	1,026	1,209	112
KIM-LIT - Little Chute	870	722	79
Lakewood	274	247	24
Lena	64	169	25
Manawa	125	134	17
Marinette Cty - Coleman-Pound	101	145	6
Marinette Cty - Crivitz	220	348	47
Marinette Cty - Goodman-Dunbar	20	19	3
Marinette Cty - Marinette	681	597	128
Marinette Cty - Niagara	68	112	4
Marinette Cty - Peshtigo	101	173	6
Marinette Cty - Wausaukee	211	141	9
Marion	65	195	21
New London	550	671	95
Oconto	341	394	77
Oconto Falls	447	496	36
Oneida Tribal - Green Earth	17	45	40
Oneida Tribal - Oneida	20	34	4

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office		5	
Scandinavia	19	60	6
Seymour	313	446	75
Shawano Cty - Birnamwood	19	100	2
Shawano Cty - Bonduel	75	86	1
Shawano Cty - Mattoon	18		1
Shawano Cty - Shawano	1,076	1,120	131
Shawano Cty - Tigerton	55	56	1
Shawano Cty - Wittenberg	25	64	1
Shiocton	45	65	15
Suring	54	83	8
Waupaca	982	1,126	162
Weyauwega	138	215	26
<b>Totals:</b>	<b>20,704</b>	<b>23,293</b>	<b>4,094</b>

## OWLSnet Wireless Statistics - August 2024

\* This report counts individual (unique) devices connected to the library's wireless service.

\* Devices that automatically connect to any wireless network within range may be counted, even though the user is not actively using the wireless service.

+ Unique devices are counted only once within this monthly reporting period.

++ The average number of unique devices connected per day within this monthly reporting period.

Library	Unique Devices <sup>+</sup>	Average Devices Connected Per Day <sup>++</sup>
Algoma	258	22
Appleton	1,138	99
Black Creek	366	28
Clintonville	621	58
Door County - Baileys Harbor	645	40
Door County - Egg Harbor	980	59
Door County - Ephraim	389	18
Door County - Fish Creek	343	24
Door County - Forestville	86	10
Door County - Sister Bay	920	69
Door County - Sturgeon Bay	1,105	89
Door County - Washington Island	148	9
Florence	75	12
Fremont	168	19
Gillett	305	31
Hortonville	272	23
Iola	234	25
Kaukauna	1,277	109
Kewaunee	179	16
KIM-LIT - Kimberly	531	48
KIM-LIT - Little Chute	923	67
Lakewood	651	47
Lena	217	19
Manawa	248	16
Marinette County - Coleman	120	10
Marinette County - Crivitz	271	18
Marinette County - Marinette	470	36
Marinette County - Niagara	34	4
Marinette County - Peshtigo	116	7
Marinette County - Wausaukee	279	22
Marion	321	34
New London	439	35
Oconto	356	31
Oconto Falls	262	18
Oneida Tribal - Green Earth	31	3
Oneida Tribal - Oneida	72	8
Scandinavia	81	7
Seymour	158	15
Shawano County - Bonduel	267	26
Shawano County - Mattoon	40	7
Shawano County - Shawano	939	93
Shawano County - Tigerton	284	43
Shawano County - Wittenberg	298	34
Shiocton	61	4
Suring	389	37
Waupaca	1,073	102
Weyauwega	141	14
<b>Totals:</b>	<b>18,581</b>	<b>1,565</b>



## OWLSnet MyPC Statistics - August 2024

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	2,224	66	34
Black Creek	1,020	33	31
Clintonville	7,607	190	40
Door County - Baileys Harbor	394	17	23
Door County - Egg Harbor	1,851	57	32
Door County - Ephraim	203	10	20
Door County - Fish Creek	797	23	35
Door County - Forestville	166	8	21
Door County - Sister Bay	5,116	129	40
Door County - Sturgeon Bay	22,401	579	39
Door County - Washington Island	840	31	27
Florence	1,369	29	47
Fremont	3,043	52	59
Gillett	6,600	115	57
Hortonville	1,101	51	22
Iola	21,159	161	131
Kaukauna	20,268	438	46
Kewaunee	3,376	95	36
Kimberly	6,997	217	32
Little Chute	29,006	424	68
Lakewood	4,309	89	48
Lena	14,819	127	117
Manawa	7,127	154	46
Marinette County - Coleman	564	25	23
Marinette County - Crivitz	2,730	92	30
Marinette County - Marinette	13,548	312	43
Marinette County - Niagara	1,174	23	51
Marinette County - Peshtigo	174	4	43
Marinette County - Wausaukee	1,770	51	35
Marion	1,665	51	33
Oconto	4,727	118	40
Oconto Falls	11,262	225	50
Oneida Tribal - Green Earth	767	26	29
Oneida Tribal - Oneida	9,457	215	44
Scandinavia	0	0	0
Seymour	4,584	115	40
Shawano County - Bonduel	1,091	30	36
Shawano County - Mattoon	0	0	0
Shawano County - Shawano	25,065	518	48
Shawano County - Tigerton	7,132	101	71
Shawano County - Wittenberg	1,421	28	51
Shiocton	268	6	45
Suring	1,396	30	47
Waupaca	26,363	566	47
Weyauwega	4,444	92	48
<b>Totals:</b>	<b>281,394</b>	<b>5723</b>	<b>49</b>

# Ellison Bluff Guided Hike

## Fall Colors of Door County

**Thursday, October 17**

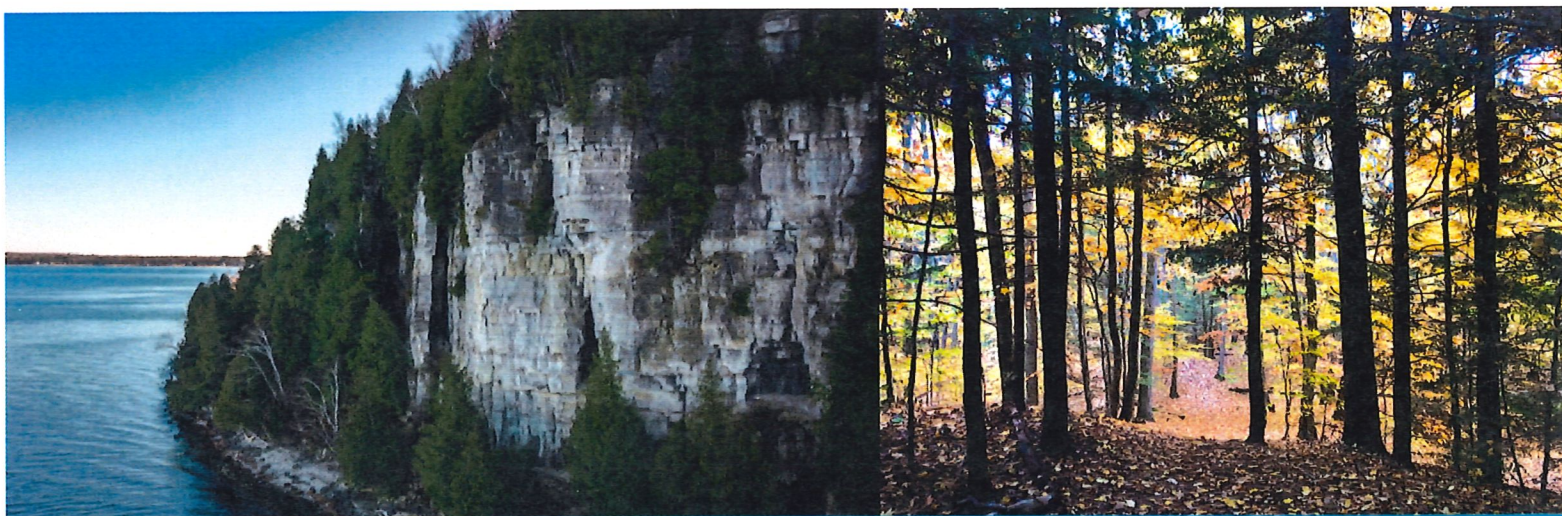
**3:00**

**Ellison Bluff County Park  
(12050 Ellison Bluff Rd, Ellison Bay)**

Join the Sister Bay/Liberty Grove Library for a 1 hour interpretive trail hike with a local guide & Wisconsin naturalist to uniquely experience the fall colors of one of Door County's tallest bluffs.

Meet in the parking lot at Ellison Bluff County Park.

Part of our "Shaped By Water" presentation series exploring Door County's relationship to water with Kayak Guide Justin.



**Sister Bay/Liberty Grove Library**  
**920-854-2721**  
**[doorcountylibrary.org](http://doorcountylibrary.org)**





# Alaska Travelogue<sup>43</sup>

## Sister Bay/Liberty Grove Library

### Regent Alaskan Cruise

**Tuesday, September 17**

**5:00-6:30**

Local worldwide traveler, Bill Wegehaupt will share photos and stories from a recent cruise in Alaska. Multiple stops featured, including Klawock, Juneau, Skagway, and Sitka on a journey from Vancouver to Seward, Alaska.

Whale watching, glaciers, train rides in the Canadian Yukon, and bear and raptor refuges will be highlighted.

### Alaska's Wildlife

**Tuesday, October 15**

**5:00-6:30**

According to international conventions, wildlife is defined as, "all animals, plants and fungi, living in the wild."

Local worldwide traveler, Bill Wegehaupt will share photos and stories of wildlife in Alaska experienced from his recent cruise.



**Sister Bay/Liberty Grove Library**  
**920-854-2721**  
**(2323 Mill Road, Sister Bay)**



**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE  
PARKS, PROPERTY & STREETS COMMITTEE  
MONDAY, SEPTEMBER 9, 2024  
(APPROVAL PENDING)**

**Agenda Item No. 1. Call Meeting to Order:**

*The September 9, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:34 P.M.*

**Agenda Item No. 2. Roll Call:**

**Committee Members Present:** Committee Chair Louise Howson and Committee members Mike Laszkiewicz and Jerry Ahrens. Committee member Lilly Orozco arrived at 2:35 P.M., and Committee member Denise Bhirdo arrived at 3:03 P.M.

**Staff Members Present:** Village Administrator Julie Schmelzer, Parks & Streets Director Erik Linczmaier, and Administrative Assistant Janal Suppanz.

**Others Present:** Kurt and Laurel Harff, Jeff Johnson, Chris Schmeltz, Erin Peddle, “Barb”, and Mike Martin of McMahon & Associates.

**Agenda Item No. 3. Approval of Agenda:**

*Motion by Ahrens, second by Laszkiewicz to approve the agenda as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of Minutes:**

**As to the minutes for the August 5, 2024 regular monthly meeting of the Parks, Property & Streets Committee:**

Schmelzer requested clarification of the decisions that were made during the Walking Tour with respect to the Ava Hope Park proposal, and it was eventually the consensus that the minutes should be revised in such fashion that the sentence that begins on Line 6, Page 7, reads: “They also agreed not to build a community park on the Ava Hope Property in 2025, and it was the consensus that this issue shall be revisited at a later date.”

Howson noted that Chris Schmeltz recently informed her that he believes an error had been made on the portion of the minutes for the August 6, 2024 meeting that pertains to the parking issues on Mill Road East. (Mr. Schmeltz questioned the statement in the minutes that the Committee members had stated that portable signage should be placed in the striped parking stalls on Mill Road.) Schmelzer suggested that approval of the minutes for the August 6, 2024 meeting be postponed until October so that Suppanz has time to listen to the recording of that meeting and determine if an error had indeed been made, and the Committee members agreed that that would be a good idea.

*Motion by Orozco, second by Laszciewicz that approval of the minutes for the August 5, 2024 meeting be postponed until the October 7, 2024 meeting of the Committee. Motion carried – All ayes.*

*[Note: Suppanz did watch the entire portion of the video of the August 6, 2024 meeting of the Committee that pertains to parking on Mill Road East, and based upon that review will be amending the portion of the minutes that begins on Line 34 – Page 4 in such fashion that it reads:*



1       *"Discussion took place regarding this issue, and it was eventually the consensus that as*  
 2       *soon as they have time the Parks & Streets Department employees shall see that yellow*  
 3       *striping is added to the previously mentioned parking stalls on the east portion of Mill*  
 4       *Road alongside CHOP. If Schmelzer and/or Linczmaier determine that the yellow striping*  
 5       *is not actually deterring people from parking their vehicles in the previously mentioned*  
 6       *parking stalls, the Parks & Streets Department employees shall immediately see that three*  
 7       *temporary 'No Parking' signs that are mounted in concrete bases, which bases are*  
 8       *commonly referred to 'Robbie Blocks', are placed directly in the parking stalls, next to the*  
 9       *curb. (The hope is that the striping will work, but, if not, the Committee members believe*  
 10       *the temporary signage will prohibit people from parking their vehicles in the previously*  
 11       *mentioned locations so that there is room for vehicles traveling down Mill Road to pull*  
 12       *over slightly if and when emergency vehicles have to get through.)"]*

13  
 14       **Agenda Item No. 5. Comments, correspondence and concerns from the public:**

15       Howson asked that Myles Dannhausen, who is a member of "The Friends of the Sister Bay Ice Rink", address  
 16       some of the comments that had been made in the correspondence that was included in the packets for  
 17       this meeting, and he clarified that the new ice rink will strictly be an "outdoor" facility. It will be open from  
 18       mid-November through early March, and will be equipped with "chillers" so that ice can be maintained  
 19       over the course of the entire skating season. He then distributed a copy of a document that is entitled  
 20       "Sister Bay Ice Rink Project FAQs" to all the Committee members. Mr. Dannhausen indicated that "The  
 21       Friends of the Sister Bay Ice Rink" have requested that the Village commit \$500,000.00 to the new ice rink  
 22       project, which equates to a 15% match. Based upon the research he has done the ongoing operating costs  
 23       for the new rink will be approximately \$84,000.00 per year, and he and the other members of the "Friends  
 24       Group" are hopeful that the Village will agree to cover those costs, but that is an issue which still has to be  
 25       discussed.

26  
 27       Orozco clarified that the new ice rink is *not* a Village of Sister Bay project; rather it is a community project  
 28       that is being spearheaded by "The Friends of the Sister Bay Ice Rink". She also noted that Village officials  
 29       fully intend to see that the new ice rink is accessible to all Northern Door residents as well as visitors to the  
 30       area.

31  
 32       Linczmaier indicated that he does have concerns about Parks & Streets Department employees being  
 33       expected to maintain the chillers at the new ice rink, as that could be a very complicated and time  
 34       consuming task. He then requested that the Committee members clarify who will be responsible for  
 35       those duties "sooner rather than later".

36  
 37       In conclusion Mr. Dannhausen thanked the Committee members for their time, and indicated that he  
 38       would be happy to answer any questions that they or anyone else has about the ice rink project; either  
 39       in the planning stages, or at any point in the future.

40  
 41       Howson asked if any correspondence had been received that would require the attention of the  
 42       Committee, and Suppanz responded that an e-mail that had been received from John McMurray was  
 43       included in the digital meeting packets. In his e-mail Mr. McMurray mentions concerns he has about the  
 44       new ice rink, and he also suggests that more "No Parking" signage be erected out at Pebble Beach.

45  
 46       *Howson noted that it is her understanding that Laurie Harff had sent an e-mail to Suppanz and requested*  
 47       *that it be included in the digital packets for this meeting, but by the time the e-mail was received the packets*  
 48       *had already been posted and distributed. Discussion ensued regarding acceptance and forwarding of*

1 *correspondence for Parks, Property & Streets Committee meetings, and Schmelzer noted that there is a*  
 2 *policy that any and all correspondence for Public Hearings must be provided to staff members in time for*  
 3 *that information to be included in the related meeting packets, but, to her knowledge no such policy exists*  
 4 *with respect to Committee meeting correspondence. She did, however, note that if Howson would like to*  
 5 *recommend that such a policy be implemented, she could do so. It was eventually the consensus that*  
 6 *discussion shall take place regarding this issue at the next meeting of the Committee.*

7  
 8 **Agenda Item No. 6. Discussion/Action Items:**

9 **a. Administration Building Design:**

10 Mike Martin from McMahon & Associates presented revised drawings for the new Administration  
 11 Building. As a result of the revisions the new building did get a little larger, but Mr. Martin was able to fit  
 12 the mechanical areas within the building footprint; thereby reducing costs.

13  
 14 Howson indicated that she personally believes the new Administration Building is going to be “way too  
 15 huge”, and simply cannot justify spending so much of the taxpayers’ money, and Laszkiewicz concurred.

16  
 17 Bhirdo stated that she believes Village officials must do whatever they can to educate the members of  
 18 the public about the need for a new Administration Building, as well as the need for the additional  
 19 meeting space, and Schmelzer noted that there currently are a number of occasions where the Large  
 20 Meeting Room at the Fire Station is not available because Fire Department/EMS training sessions are  
 21 being conducted. Further, it is her understanding that beginning in 2025 it will no longer be possible for  
 22 election workers to transmit election results to the County Clerk from the Fire Station because the analog  
 23 telephone system will be eliminated, and, therefore, a fax line will no longer be available. She also stated  
 24 that before the Resolution that authorized the borrowing for the new building was passed and adopted,  
 25 a number of Public Hearings were conducted, and at each of those hearings the members of the public  
 26 were encouraged to provide related input.

27  
 28 Schmelzer expressed concerns that if the size of the Administration Building were to be reduced as  
 29 suggested by Howson and Laszkiewicz, the suggestion could be made by some that the cost savings that  
 30 are realized be applied to another project(s). Howson responded that she is not aware of any other  
 31 projects that those funds could be applied to, but Laszkiewicz stated that it is his understanding that if  
 32 significant cost savings are realized as a result of reducing the size of the Administration Building, it might  
 33 be possible for the additional funds to be used for the Ice Rink Project.

34  
 35 Howson suggested that the construction of the Administration Building be “put off for a year”, but Bhirdo  
 36 expressed concerns that if that occurs construction costs will only increase. She and Schmelzer also  
 37 pointed out that the funds for the new building have already been budgeted.

38  
 39 Mr. Martin read the Required Appurtenance Listing that was created with respect to the new  
 40 Administration Building aloud, and then displayed the previously mentioned elevation drawings and floor  
 41 plans as well as a preliminary Site Plan. The Committee members jointly reviewed all the plans and  
 42 drawings, and during the review process Bhirdo, Howson and Orozco indicated that they never  
 43 envisioned the new Administration Building replacing the existing farmhouse on the “Logerquist  
 44 Property”. It was eventually the consensus that for now all the existing buildings on the “Logerquist  
 45 Property” should remain where and as they are, and the Committee members also agreed that the new  
 46 Administration Building should actually be constructed in the field that is south of the barn, off of  
 47 Woodcrest Road. It was also the consensus that the new building’s orientation shall be north/south, and  
 48 that a smaller parking lot that is capable of holding twenty vehicles should be located in the front of the

1 building. Further, a larger, code-compliant parking lot will be located in the back of the building.

2  
3 Bhirdo, Orozco and Ahrens indicated that they prefer the look of the elevation drawing that depicts a  
4 building with railings rather than stone wainscoting on the front of it, and Howson and Laszkiewicz  
5 indicated that they really don't have an opinion about that issue one way or the other.

6  
7 The elevation drawings originally depicted a building with stained glass on the upper level of the front of  
8 it, but the Committee members agreed that rather than that appurtenance, two 'punch windows' that  
9 are close together shall be installed on the upper level. They also indicated that they would like to see  
10 decorative gable brackets utilized wherever appropriate to break up the appearance of the long, tall walls  
11 on the building.

12  
13 *Motion by Bhirdo, second by Ahrens that the floor plans as well as the elevation drawings for the new*  
14 *Administration Building that contain railings which were presented by Mike Martin of McMahon &*  
15 *Associates, be approved as amended at this meeting.*

16  
17 *A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*

18  
19 *Bhirdo – Aye; Ahrens – Aye; Laszkiewicz – Nay; Howson – Nay; Orozco – Aye.*

20  
21 *Motion carried.*

22  
23 *The Committee members requested that Mr. Martin see that a schematic site plan, as well as revised*  
24 *elevation drawings and final versions of the related floor plans for the new Administration Building be*  
25 *provided to Schmelzer prior to their next meeting, at which time it is anticipated that the project will be*  
26 *approved so that an RFP can be issued for creation of related construction drawings.*

27  
28 Howson stressed that she still believes the construction of the new Administration Building should be put  
29 off until 2026, and then suggested that the Committee members consider making the recommendation  
30 that the Village's CIP be amended accordingly. Bhirdo reiterated that it is quite likely that construction  
31 costs will increase if the Administration Building project is put off for a year, and Ahrens agreed. He also  
32 noted that it is quite possible that interest rates will also increase by then. Schmelzer noted that such  
33 actions could negatively impact the entire CIP as well as the proposed schedule for several other large  
34 projects, such as the Post Office, which could be problematic from a management perspective.

35  
36 *Motion by Laszkiewicz, second by Howson that the Parks, Property & Streets Committee recommends*  
37 *that the Village's Capital Improvement Plan be amended in such fashion that it reflects that construction*  
38 *of the new Administration Building will not take place until 2026. Another roll call vote was taken, and*  
39 *the Committee members voted in the following fashion:*

40  
41 *Bhirdo – Nay; Ahrens – Nay; Laszkiewicz – Aye; Howson – Aye; Orozco – Nay.*

42  
43 *Motion failed.*

44  
45 **b. Mill Road East Parking:**

46 In accord with their interpretation of the statements that were made at the last meeting of the  
47 Committee and the content of the original draft of the previously mentioned meeting minutes the Parks  
48 & Streets Department employees did see that the parking stalls in front of CHOP were striped, and

1 subsequently placed three temporary “No Parking” signs in those stalls.

2  
3 *Howson stated that she has discussed this issue with Chris Schmeltz, the owner of the building that houses*  
4 *CHOP, and can understand why he has concerns about the placement of the “No Parking” signs.*  
5 *Therefore, she would like to recommend that the Committee members consider asking Linczmaier to see*  
6 *that the signage is removed on a trial basis. She volunteered to monitor the parking situation on Mill Road*  
7 *East on a regular basis, and also volunteered to provide a report regarding her findings at the next regular*  
8 *monthly meeting of the Committee. Discussion took place regarding Howson’s suggestion, and Linczmaier*  
9 *was eventually asked to see that the temporary signage is removed. The Committee members accepted*  
10 *Howson’s offer, and she was asked to monitor the situation and provide a related report at the next*  
11 *meeting of the Committee, but it was the consensus that in the meantime, if any staff members or*  
12 *Committee members observe that vehicles are parked in the designated “No Parking” zones, Schmelzer*  
13 *should be contacted immediately, so that whatever remedial action she deems to be appropriate can be*  
14 *taken.*

15  
16 **c. Mill Road West Tree Planting:**

17 As per the Committee’s request Schmelzer did reach out to the Engineer who designed Mill Road West  
18 to determine if trees could be planted in the gravel area between the road and the parking lot, and the  
19 corner of that parking lot. The Engineer recommended no trees be planted in the subject areas for fear  
20 of the roots damaging the concrete and the trees ultimately dying; and, instead, recommended that  
21 shrubs be planted.

22  
23 *Bhirdo and Howson stated they would prefer to see Boxwoods or some other form of green shrubbery*  
24 *planted in the previously mentioned areas. Linczmaier cautioned that the area in question is quite dry,*  
25 *and it was eventually the consensus that Kaleigh from Door Landscape shall be asked to submit a related*  
26 *proposal. That proposal will be included in the digital packets for the next meeting of the Committee.*

27  
28 **d. Gateway Park Building Schoolhouse Display:**

29 In August representatives of the Sister Bay Historical Society outfitted the Old Schoolhouse in Gateway  
30 Park with vintage desks and other items to replicate an “old one-room schoolhouse”. Thirteen children  
31 participated in a related program, and that program was very well received. Since the building is not in  
32 use at this time representatives of the Historical Society have asked if they could leave the schoolhouse  
33 display intact until further notice as they hope to offer similar programming in the future.

34  
35 *Motion by Bhirdo, second by Howson that permission shall be granted for representatives of the Sister*  
36 *Bay Historical Society to leave the schoolhouse display that was created in the old schoolhouse in Gateway*  
37 *Park intact until further notice. Motion carried – All ayes.*

38  
39 **e. Grutzmacher Recognition; “Little Library” Proposal:**

40 Marge Grutzmacher will be retiring from the Plan Commission after 25 years of service to the community,  
41 and the recommendation has been made that a “Little Free Library” be erected in Waterfront Park in her  
42 honor. Discussion took place regarding this issue, and it was the consensus that since Marge was an  
43 elementary school teacher for many years and also owned a book store in the Village it would be a great  
44 idea to create such an appurtenance in honor of her service to the community. Staff members were asked  
45 to inform Marge of what is being considered so that she has an opportunity to provide input on what her  
46 “Little Free Library” should look like, but it was the consensus that “no matter what” that “Little Free  
47 Library” must be “bright, cheery and very colorful”.

1 The Committee members noted that there are actually several “Little Free Libraries” located throughout  
2 the Village, and it was the consensus that the Plan Commission shall be asked to designate the preferred  
3 location for Marge’s library. It was also the consensus that the Plan Commission members should be  
4 asked if they believe any related Zoning Code amendments are required.

5  
6 **f. Holiday Decoration Outlet Plan:**

7 *Last year the members of the Parks, Property & Streets Committee were informed that there weren’t a*  
8 *sufficient number of electrical outlets in Waterfront Park and the adjacent public areas to support all the*  
9 *Christmas decorations that are erected. A former staff member had indicated that he would see that the*  
10 *Village’s electrical service was upgraded, but that never happened, and this summer Linczmaier began*  
11 *working with an electrician on the previously mentioned project. The first draft of the related electrical*  
12 *plan, that takes the location of the underground sprinkler lines into consideration, was included in the*  
13 *digital packets for this meeting, and the Committee members jointly reviewed that document. During the*  
14 *review process Howson stated that she believes an additional electrical pedestal should be installed near*  
15 *or inside the gazebo, and Bhirdo stated that she believes a concerted effort must be made to see that a*  
16 *sufficient number of electrical pedestals are installed along the entire waterfront. The other Committee*  
17 *members agreed, and it was the consensus that the electrical plan that was included in the meeting*  
18 *packets shall be amended accordingly. Linczmaier was asked to attempt to get at least three bids for the*  
19 *required electrical work prior to the next meeting of the Committee.*

20  
21 **g. Plastic Baler Proposal:**

22 *Schmelzer noted that the Village Board asked the members of the Ad Hoc Green Tier Legacy Committee*  
23 *to work on a plan that would establish a ban on plastic bags in the Village. She researched this issue and*  
24 *discovered that the State of Wisconsin actually prohibits a municipality from banning plastic bags and*  
25 *styrofoam food containers, and, therefore, as an alternative, the members of the Green Tier Committee*  
26 *are working on a plan to address recycling. In the meantime they have proposed that the Village pursue*  
27 *creation of its own “stretchy plastic” recycling center. Trex offers a program whereby communities can*  
28 *purchase or rent a baler that compresses stretchy plastic into bales and picks them up. If the baler is*  
29 *purchased Trex offers the municipality \$.14 per pound for the baled plastic, but if the per-pound revenue*  
30 *is waived and a related agreement is executed by Village officials, there would be no cost to the*  
31 *municipality. The suggestion has been made that the baler be temporarily placed at the current*  
32 *Maintenance Building once that building has actually been vacated, provided there is adequate power,*  
33 *but since that land has a higher and better use, consideration should be given to whether the baler should*  
34 *be placed elsewhere. The related contract would require the Village to collect 40,000 pounds of stretchy*  
35 *plastic, and it is quite possible that such a goal may not ever be satisfied. Therefore, she reached out to*  
36 *representatives of Going Garbage to see if they’d be interested in hosting a plastic baler that could be*  
37 *utilized by all Northern Door business owners and residents. She intends to meet with Jeff Johnson, the*  
38 *owner of Going Garbage, to discuss this issue at length in the near future, and will report her findings at*  
39 *the next meeting of the Committee.*

40  
41 **Agenda Item No. 7. Staff Reports**

42 *Staff Reports that were prepared by Linczmaier and Schmelzer were included in the digital meeting*  
43 *packets, and the Committee members jointly reviewed all of that documentation. During the review*  
44 *process Bhirdo asked where the storage unit that was mentioned in Linczmaier’s Staff Report is located*  
45 *and what items are actually stored in it, and he responded that the storage unit is located near Going*  
46 *Garbage. He also noted that the items that were placed in that unit are actually too large to fit in the barn*  
47 *on” the Logerquist Property” or had to be plugged in for extended periods of time. The question arose as*  
48 *to whether the Village’s Viking Ship will now be stored inside, and Linczmaier responded that it appears*

1 *that the ship will have to continue to be stored outside for a while, but once the new Parks/Maintenance*  
 2 *Building is constructed it will at least "be under cover". For the time-being the Committee members*  
 3 *requested that staff members see that the Viking Ship is "tarped" ASAP.*

4  
 5 *Ahrens noted that there was mention in Linczmaier's report that an electrical outlet was damaged during*  
 6 *Marina Fest, and Erin Peddle of the SBAA indicated that she does intend to contact the owner of the*  
 7 *company that utilized that outlet during Marina Fest. She will advise Linczmaier of her findings ASAP.*

8  
 9 **Agenda Item Nos. 8, 9 and 10.**

10 **Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:**

11 **Next Meeting:**

12 *In accord with the Committee's directives the following issues will be addressed at the next regular*  
 13 *monthly meeting of the Committee. That meeting will be called to order at 2:30 P.M. on Monday, October*  
 14 *7, 2024:*

15 **Discussion/Action Items:**

- 16 • **Review of Administration Building Schematic Site Plan, Floor Plans and Architectural Renderings;**
- 17 • **Establishment of a policy regarding the deadline for submission of correspondence to be included**
- 18 **in the digital packets for meetings of the Parks, Property & Streets Committee;**
- 19 • **Report from Louise Howson regarding motorist adherence to the "No Parking"**
- 20 **striping/designations that have been added alongside CHOP on Mill Road East;**
- 21 • **Mill Road West shrubbery planting;**
- 22 • **Holiday Decoration Electrical Plan;**
- 23 • **Plastic Baler Proposal**

24  
 25 *It was also the consensus that the following issue shall be addressed at the next regular monthly meeting*  
 26 *of the Plan Commission that is scheduled for Tuesday, September 24, 2024 at 5:30 P.M.:*

27 **Discussion/Action Items:**

- 28 • **Grutzmacher Recognition; "Little Library" Proposal**

29  
 30 **Adjournment**

31 *At 5:35 P.M. a motion was made by Bhirdo, seconded by Ahrens that the September 9, 2024 meeting of*  
 32 *the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

33  
 34 Respectfully submitted,

35 

36 Janal Suppanz,  
 37 Administrative Assistant

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE  
PARKS, PROPERTY & STREETS COMMITTEE  
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD  
MONDAY, OCTOBER 7, 2024  
(APPROVAL PENDING)**

**Agenda Item No. 1. Call Meeting to Order:**

*The October 7, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:33 P.M.*

**Agenda Item No. 2. Roll Call:**

**Committee Members Present:** Committee Chair Louise Howson and Committee members Mike Laszkiewicz and Denise Bhirdo.

**Excused:** Committee members Lilly Orozco and Jerry Ahrens.

**Staff Members Present:** Village Administrator Julie Schmelzer, Parks/Maintenance Department Supervisor Erik Linczmaier and Administrative Assistant Janal Suppanz.

**Others Present:** Kurt and Laurel Harff, Ellie Soderberg-Guger, Ron Kane, Mike Martin From McMahon & Associates, and Tom Brown.

**Agenda Item No. 3. Approval of Agenda:**

*Motion by Bhirdo, second by Howson that the Agenda for the October 7, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of Minutes:**

**As to the minutes for the August 5, 2024 regular monthly meeting of the Parks, Property & Streets Committee:**

*Motion by Bhirdo, second by Lazckiewicz that the minutes for the August 5, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.*

**As to the minutes for the September 9, 2024 regular monthly meeting of the Parks, Property & Streets Committee:**

*Motion by Bhirdo, second by Lazckiewicz that the minutes for the September 9, 2024 meeting of the Parks, Property & Street Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 5. Comments, correspondence and concerns from the public:**

*Howson asked if anyone would like to comment regarding a non-agenda item, and when no one responded she noted that a letter that had been received from Donna Johnson was included in the digital meeting packets. (In her letter Ms. Johnson asks if it would be possible for temporary stop signs to be erected at the intersections of N. Bay Shore Drive with Sunset Drive and Maple Drive during the months of July and August as those intersections are very busy at that time of year, and it is nearly impossible to gain access to the highway in those locations.) Schmelzer was asked to respond to Ms. Johnson's letter and inform her that the Village does not have any authority to place traffic control signage on the State Highway.*

Tom Brown noted that Skogland Condos abuts Village-owned property that is bordered by thick growths of trees. It's his understanding that discussion has taken place on the committee level regarding the possibility of creating an access point for temporary boat parking in that area of the Village, and he and some of the other residents at Skogland are concerned that there is potential for a number of the previously mentioned trees to be removed. Bhirdo responded that the driveway Mr. Brown is referring to will not be anywhere near Skogland, and he responded that he was very happy to hear that.

As was previously stated Jerry Ahrens had another obligation and was unable to attend this meeting, so in light of that fact, he sent an e-mail in which he expresses his thoughts about each of the Agenda items that will be addressed during the course of this meeting. Schmelzer provided a copy of Ahrens e-mail to each of the Committee members who were present, and Howson indicated that she will read Ahrens comments as each of the Agenda items are addressed.

#### **Agenda Item No. 6. Discussion/Action Items:**

##### **a. Final Design; Administration Building:**

*Howson noted that after an article appeared in The Pulse about the new Administration Building a number of negative comments regarding the size and cost of that building and the fact that it will contain a 30' atrium were made on "Facebook". She also stated that she has heard comments from several of her constituents that they believe the Village should "hold off on constructing the new Administration Building, and, instead, concentrate on creating housing", and also noted that people are wondering why Village officials are even considering the possibility of constructing a new Fire Station when they have a relatively modern, very well equipped Fire Station now.*

*Bhirdo stated that she believes "communication is at the crux of everything and can be very challenging". She also stated that she believes it's very easy for people to comment on Facebook as opposed to writing a letter or actually showing up at a meeting to speak up during the "public comment session", and urged anyone who is interested in being fully informed about "what is actually is going on in the Village of Sister Bay" to either attend Village Board and Committee Meetings in person or view those meetings on the "Zoom" platform. She also noted that the Village has established a "Meeting Notification List", and explained that all anyone who is interested in receiving Meeting Agendas has to do is provide their e-mail address to the employees in the Administration Office. Videos of several different Village meetings can also be viewed at any time on the Village's website – [www.sisterbaywi.gov](http://www.sisterbaywi.gov).*

*Lasczwiecz indicated that he was also contacted by several individuals who expressed concerns that the plans for the new Administration Building weren't presented to the public until recently. Those individuals also expressed concerns about the size and cost of the proposed new building and asked why nothing was published in The Pulse about it sooner. Several of them asked if there really is a need for a new Administration Building, and they also informed him that they believe housing and the new ice rink should take priority over a new Administration Building. Another "bone of contention" is the fact that Village officials are even talking about the possibility of constructing a new Fire Station.*

*Bhirdo noted that no one ever said that a new Fire Station will be constructed any time soon. It is possible that that is something that will have to be considered at some point in the future if the community continues to grow "by leaps and bounds", and the decision is made to hire full-time firefighters, but if and when that becomes necessary, the Fire Chief has indicated that he will give the Village more than enough advance notice. Chief Hecht has indicated that he believes "The Logerquist Property" would be an ideal location for a new station, and, therefore, at this time a portion of that property is merely being reserved as a future site for a Fire Station .*



1 *Howson explained that she totally understands that no further discussion can take place on the*  
2 *Committee level regarding the possibility of “putting off construction of the new Administration Building*  
3 *until 2026”, because a related motion failed at the last meeting of the Committee, but she stated that she*  
4 *would like to make it perfectly clear that she still wholeheartedly believes the meeting room should be*  
5 *smaller and also does not believe an atrium is necessary. She also believes the new Administration*  
6 *Building should be designed in such fashion that it can be utilized for many more purposes.*

7  
8 At the last meeting of the Committee the final floor plans and elevation drawings for the new  
9 Administration Building were reviewed and approved by a majority vote of the Committee members,  
10 and, as requested, Mike Martin from McMahon & Associates saw that a full plan set as well as the related  
11 site plan were prepared. All of those documents were included in the digital meeting packets for this  
12 meeting, and the Committee members jointly reviewed all of them.

13  
14 During the review process Howson and Lasczewicz again expressed concerns about the size and cost of  
15 the proposed new Administration Building, but Schmelzer cautioned that since a motion had been made,  
16 seconded and carried at the last meeting of the Committee that the floor plans for the building be  
17 approved as amended, no further discussion should take place regarding that issue. Howson conceded  
18 that Schmelzer was correct, but then pointed out that she still believes it would make sense to make the  
19 patio smaller.

20  
21 Linczmaier expressed concerns that snow removal issues could come into play if a paver walkway is  
22 utilized outside the new Administration Building, and upon hearing that Howson stated that she believes  
23 the paver walkway should be eliminated entirely as concrete would probably be more reasonably priced  
24 and would certainly suffice. Discussion took place regarding the patio and the walkways, and it was  
25 eventually the consensus that further discussion shall take place regarding those facets of the site plan  
26 after actual project cost estimates have been received.

27  
28 *At 3:24 P.M. Bhirdo received a telephone call and indicated that she would have to leave the meeting for*  
29 *a moment, and, therefore, a brief recess was taken. She returned to the table at 3:30 P.M.*

30  
31 *Lasczewicz asked what the “next steps” will actually be with respect to the new Administration Building,*  
32 *and Schmelzer responded that in order for the project to proceed as planned the Village Board must*  
33 *authorize the inclusion of the funding for the new building in the Village’s 2025 – 2029 CIP Plan. A special*  
34 *meeting of the Village Board will be conducted tomorrow evening, and at that meeting the members of*  
35 *the public will be encouraged to provide related input.*

36  
37 *Lengthy discussion took place regarding several facets of the Site Plan for the Administration Building*  
38 *Project, and since the Committee members who were present were simply unable to come to a consensus*  
39 *regarding that plan, it was eventually the consensus that the Site Plan should merely be labeled as*  
40 *“Conceptual” when the project is let for bids.*

#### 41 42 **b. Policy; Surplus Property:**

43 As requested Schmelzer saw that the Village’s Surplus Property Disposal Policy was revised in accord with  
44 the Committee members’ wishes, and a draft of that document was included in the digital meeting  
45 packets.

46  
47 The Committee members jointly reviewed the draft, and Schmelzer and Suppanz took note of all the  
48 suggested revisions.

1 *Motion by Bhirdo, second by Lasczewicz that the Parks, Property & Streets Committee recommends that*  
 2 *the Village Board pass and adopt a Resolution that addresses the disposal of outdated or unused*  
 3 *equipment or vehicles that are owned by the Village, as amended at this meeting. Motion carried – All*  
 4 *ayes.*

5  
 6 **c. Intergovernmental Road Project; Town of Liberty Grove; Flint Ridge Road:**

7 Bud Kalms, the Administrator for the Town of Liberty Grove, has asked if the Village would be interested  
 8 in partnering with the Town on seeing that improvements are made to Flint Ridge Road in 2026 as that  
 9 road runs through both municipalities. Discussion took place regarding this issue, and it was eventually  
 10 the consensus that the Village should partner with the Town on seeing that improvements are made to  
 11 Flint Ridge Road. Schmelzer indicated that she will advise Mr. Kalms of the Committee members' decision  
 12 and keep them advised of the status of this issue.

13  
 14 **d. Consider policy regarding correspondence deadline:**

15 *Discussion took place regarding the preferred deadline for submission of correspondence for Parks,*  
 16 *Property & Streets Committee meetings, and it was eventually the consensus that any written*  
 17 *correspondence that is received after the digital meeting packets for any meetings of the Parks, Property*  
 18 *& Streets Committee have been distributed will no longer be shared individually with Committee members*  
 19 *prior to a meeting, but, instead, will be read into the record on the day of the meeting.*

20  
 21 **e. Mill Road East parking report; Chairperson Howson:**

22 As promised Howson monitored the parking situation on Mill Road East in front of CHOP, and she  
 23 reported that since the last meeting of the Committee she has never observed anyone parked in the  
 24 designated "No Parking" areas. Chris Schmeltz, the owner of the building that houses CHOP, also  
 25 informed her that the striping appears to be working well. A security camera has been installed on CHOP  
 26 to monitor traffic flow, and Mr. Schmeltz is also seeing that a related traffic study is conducted. He intends  
 27 to forward the study data to staff members in the Village Administration Office as soon as it is available.  
 28 Since "Pumpkin Patch Festival" will be conducted in Egg Harbor this weekend and it should be very busy  
 29 in the Village, Howson intends to continue to monitor the parking situation on Mill Road East and will  
 30 provide another report at the next meeting of the Committee.

31  
 32 **f. Mill Road West Landscaping Design:**

33 Schmelzer noted that she did attempt to contact Kaleigh from Door Landscape, but was informed that  
 34 Kaleigh is no longer employed there. She did speak With A.J. Vertz, the individual who will be taking  
 35 Kaleigh's place, and requested that he submit a bid for the creation of a landscaping plan and the planting  
 36 of Boxwoods and other green shrubbery by the entrance to the parking lot on the south side of Mill Road  
 37 West and the area between the curb and sidewalk in that area of the Village, and is hopeful that the  
 38 information that was requested will be available for the next meeting of the Committee.

39  
 40 **g. PRO Housing Grant Application:**

41 Schmelzer noted that the members of the Village's Housing Committee have decided to attempt to  
 42 secure a federal grant for creation of affordable housing in the Village, and, therefore she completed the  
 43 "FY24 Pathways to Removing Obstacles To Housing (PRO Housing) Grant Application", and a rough draft  
 44 of that document was included in the digital meeting packets. One requirement of the grant application  
 45 process is that a 15 day public review period must be established, and that period will end on October  
 46 12, 2024. The Committee members jointly reviewed the previously mentioned draft, and during the  
 47 review process Howson noted that to be perfectly honest, she didn't initially believe there was even a  
 48 need for the Housing Committee to be created. Bhirdo reminded her what the purpose of the Committee

1 actually is and also read the Committee's mission statement to her, and in light of having received that  
2 information she believes the Housing Committee must make a concerted effort to develop the very best  
3 "housing model" possible. Therefore, she believes Village officials "may be putting the cart before the  
4 horse" by submitting the grant application at this time. She has attended both of the Housing Committee  
5 Meetings that have been conducted and has spoken with several of the Committee members, and is  
6 concerned that they may not totally understand what is actually expected of them. Schmelzer responded  
7 that a mission statement was provided to all the Housing Committee members, and she also noted that  
8 because the grant opportunity arose and such a tight timeline had to be adhered to with respect to  
9 submission of the related documentation there was very little time to complete the application, which  
10 was very detailed. It will always be possible for the Committee to "regroup" at some point in the future.

11  
12 Howson and Lasczewicz both expressed concerns that some of the data that is contained in the grant  
13 application or the way the community is represented may not be totally accurate, and in light of that fact  
14 they are concerned that the Village's ability to obtain future grant funds may be negatively impacted.  
15 Lasczewicz stated that he believes it's crucial that staff members confirm the validity of the data that is  
16 contained in the application and clarify what their data sources are, and Howson questioned whether  
17 the homes that are mentioned in the application can actually be constructed for the stated prices.

18  
19 Schmelzer responded that she has verified all the data and statistics that are contained in the grant  
20 application, and has also clarified where all the data came from.

21  
22 Howson stated that she would like to go "on record" as stating that she fully understands that there is a  
23 need for workforce housing that is "affordable" in the Village, but she also stated that she firmly believes  
24 there is a need for more apartment buildings and town homes; not just single family homes.

#### 25 **Agenda Item No. 7. Staff Reports**

26 *Staff Reports that were prepared by Linczmaier and Schmelzer as well as copies of related documentation*  
27 *were included in the digital meeting packets, and the Committee members jointly reviewed all of that*  
28 *documentation. During the review process Schmelzer noted that she did meet with Jeff Johnson from*  
29 *Going Garbage to discuss the possibility of his company making a plastics baler available to residents of*  
30 *the Village, and Mr. Johnson stated that he might be interested in securing the required equipment, but*  
31 *before making any final decisions he would like to view sites that actually utilize that equipment. She*  
32 *indicated that she will keep the Committee members advised of the status of this issue.*

33  
34  
35 *Karen Berndt has asked if the Village would be willing to remove the cul-de-sac on Northwoods Drive.*  
36 *Discussion took place regarding Ms. Berndt's request, and it was eventually the consensus that since the*  
37 *majority of the work on the 2025 budget has already concluded, discussion should take place regarding*  
38 *that issue when work commences on the budget for 2026.*

39  
40 *Discussion took place regarding the fact that more vandalism was done to the restrooms in Gateway Park,*  
41 *and it was eventually the consensus that since it will be freezing soon those restrooms should be closed*  
42 *in as timely a fashion as possible. The suggestion was made that in light of the fact that vandalism has*  
43 *occurred on a few occasions the Gateway Park restrooms not even be opened next spring, and it was the*  
44 *consensus that that issue shall be added to the Agenda for the next meeting of the Committee.*

**Agenda Item Nos. 8, 9 and 10.****Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:****Next Meeting:**

*In accord with the Committee's directives the following issues will be addressed at the next regular monthly meeting of the Committee. That meeting will be called to order at 2:30 P.M. on Monday, November 4, 2024:*

**Discussion/Action Items:**

- **Utilization of QR Codes and/or erection of historical/cultural signage throughout the Village;**
- **Discussion regarding the issues that have arisen with allowing parking on N. Bay Shore Drive during the Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride;**
- **Mill Road East parking report; Chairperson Howson;**
- **Mill Road West Landscaping Design; and,**
- **Discussion regarding the possibility of permanently closing the Gateway Park Restrooms.**

**Adjournment**

*At 5:09 P.M. a motion was made by Bhirdo, seconded by Lasczkiewicz that the October 7, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant

**PERSONNEL COMMITTEE MEETING MINUTES**  
**Wednesday, September 11, 2024**  
**(Approval Pending)**

**Agenda Item No. 1. Call to Order**

The September 11, 2024 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:00 P.M.

**Agenda Item No. 2. Roll Call**

Present: Chairperson Howson and members Nate Bell and Lilly Orozco

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Others: "Bob"

**Agenda Item No. 3. Approval of the Agenda**

*A motion was made by Bell, seconded by Orozco that the Agenda for the September 11, 2024 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of Minutes**

*A motion was made by Bell, seconded by Orozco to approve the minutes of the August 14, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.*

**Agenda Item No. 5. Comments, correspondence, and concerns from the public**

No correspondence was received for this meeting and no additional comments were shared.

**Agenda Item No. 6. Discussion/Action Items**

**a) Final Review; Marina Assistant Manager Job Description**

A final, revised copy of the job description for the Marina Assistant Manager was included in the meeting packet. This version includes language making the position Exempt (salaried), effective January 1, 2025.

*A motion was made by Orozco, seconded by Howson to approve the Assistant Marina Manager job description as presented. Motion carried – all ayes.*

**b) Revisions to the Personnel Handbook**

Schmelzer began by noting that the current employee handbook has a number of deficiencies, and that it has been shared with the village's Human Resources consultant who is currently reviewing it for compliance with state and federal laws.

Howson shared that she has seen multiple versions of employee handbooks from the private sector, as well as other municipalities. Together, she and the committee suggested areas in the Sister Bay Employee Handbook that need revision or creation, including:

- Compliance with state and federal laws, such as FMLA and mental health needs
- Safety concerns and immediate reporting of workplace injuries
- A statement of Legal Compliance
- Harassment – how to file, creation of a claim form, and notification of the proper

1 authority

- 2 • Grievance procedure (which is different from a harassment claim)
- 3 • Greater awareness of rights related to discrimination
- 4 • Drug-Free Workplace or random drug testing
- 5 • Discipline procedures
- 6 • Electronic Usage acknowledgement form
- 7 • Use of Village equipment/resources acknowledge form
- 8 • Conditions of “at-will” employment
- 9 • Availability and types of benefits

10  
11 The committee also brought up issues that relate to how employees’ job descriptions are written  
12 and what they should include. Howson felt that completing the employee handbook made  
13 sense before tackling the task of updating and revising all other job descriptions. Schmelzer  
14 indicated that once the draft handbook is returned from the HR consultant, who will ensure  
15 that it contains language in compliance with state and federal laws, the committee can review it  
16 and include items specific to the Village of Sister Bay.

17  
18 Schmelzer added that employees should also participate in the revision of the employee  
19 handbook so that they understand it and it makes sense to them. Bell inquired what may  
20 happen once the handbook is revised, and an employee does not want to sign an updated  
21 acknowledgement form. This will need to be asked of the HR consultant.

22  
23 The committee expressed a goal of completing the handbook revision process by January 1,  
24 2025. Schmelzer indicated that a meeting will be scheduled as soon as a revision is available  
25 from the consulting firm.

26  
27 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official**  
28 **or employee.**

29  
30 It was the consensus of the committee that the following items be addressed at a future meeting:

- 31 • Continuing discussions on revisions to the personnel handbook
- 32 • Update on the hiring of a Code Compliance Officer
- 33 • Creation of Personnel Committee Bylaws
- 34 • Revisions of all employee job descriptions

35  
36 **Agenda Item No. 8. Next Meeting Date**

37 The next regular meeting of the Personnel Committee will take place on Wednesday, October 9,  
38 2024 at 2:00 P.M. via ZOOM.

39  
40 **Agenda Item No. 9. Adjourn**

41 *A motion was made by Orozco, seconded by Bell to adjourn the September 11, 2024 meeting of the*  
42 *Personnel Committee at 2:54 P.M. Motion carried – all ayes.*

43  
44 Respectfully submitted,

45 

46 Heidi Teich  
47 Village Clerk

**PERSONNEL COMMITTEE MEETING MINUTES**

**Wednesday, October 9, 2024**

**(Approval Pending)**

**Agenda Item No. 1. Call to Order**

The October 10, 2024 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:02 P.M.

**Agenda Item No. 2. Roll Call**

Present: Chairperson Howson and members Nate Bell. Lilly Orozco was absent.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

**Agenda Item No. 3. Approval of the Agenda**

*A motion was made by Bell, seconded by Howson that the Agenda for the October 9, 2024 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of Minutes**

*A motion was made by Howson, seconded by Bell to approve the minutes of the September 11, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.*

**Agenda Item No. 5. Comments, correspondence, and concerns from the public**

No correspondence was received for this meeting and no additional comments were shared.

**Agenda Item No. 6. Discussion/Action Items**

**a) Proposed Personnel Committee Bylaws**

Schmelzer prepared a staff report with proposed language for the Village of Sister Bay Committee/Commission Bylaws as suggested by Chair Howson, which was included in the meeting packet. Further revisions were suggested by Howson based on her research of other community handbooks, and discussion by the members resulted in the following suggestions for consideration:

1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees.*
2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) and above, and participating in all department head exit interviews.*
3. *Recommend compensation schedules to the Finance Committee.*
4. *Develop, approve and annually update personnel policies in the Personnel Handbook.*
5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
6. *Review departmental requests for creation, deletion, reallocation, and changes in position (not an individual).*
7. *Periodically review employment application forms and hiring guidelines.*
8. *Responsible for recruitment and hiring of the Village Administrator.*
9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Village Board.*

The conversation turned to the existing description of the Personnel Committee, as presented in the Village of Sister Bay Committee/ Commission Bylaws and Rules (as amended June 18, 2024), as follows:

*The Personnel Committee shall consist of three trustees. The Personnel Committee shall:*

- (a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;*
- (b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;*
- (c) Review requests for new positions from committees; and,*
- (d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.*

The members felt that the above item (b) be addressed in more depth after the employee Personnel Handbook is revised, and the expectations of the Personnel Committee pertaining to grievances are clarified.

*It was the consensus of the committee to continue this discussion at a future meeting of the Personnel Committee.*

**Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or employee.**

It was the consensus of the committee that the following items be addressed at a future meeting:

- Continuing discussions on revisions to the committee/ commission bylaws
- Update on revisions to the Personnel Handbook
- Update on hiring of a Code Compliance Officer

**Agenda Item No. 8. Next Meeting Date**

The next regular meeting of the Personnel Committee will take place on Wednesday, November 13, 2024 at 2:00 P.M. via ZOOM.

**Agenda Item No. 9. Adjourn**

*A motion was made by Bell, seconded by Howson to adjourn the October 9, 2024 meeting of the Personnel Committee at 2:55 P.M. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich  
Village Clerk



**VILLAGE OF SISTER BAY**  
**HYBRID PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, AUGUST 27, 2024**  
**SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, August 27, 2024 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.*

**Present:** Plan Commission Chair Denise Bhirdo, and Commission members Patrice Champeau, Nate Bell, Ron Kane, Laurel Harff, and Mitch Ohnesorge.

**Staff Members:** Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz

**Others:** Kurt Harff, Bill Anderson, Matthew Fitzgibbons of MasTec Communications Group, Dick Burress, Janet Johnson, “Holli”, Bjorn Johnson, “Britt”, David Matasak, Louise Howson, “Barb”, Steve Sauter, Sydney Swan, and one unidentified individual.

**Agenda Item No. 3: Approval of the Agenda:**

*Motion by Bell, second by Kane that the Agenda for the August 27, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4: Approval of minutes as published:**

*Motion by Bell, second by Harff that the minutes for the July 23, 2024 meeting of the Plan Commission be approved as presented. Motion carried with Bhirdo abstaining.*

**Agenda Item No. 5. Comments, correspondence and concerns from the public:**

Bhirdo asked if any correspondence had been received that would require the attention of the Plan Commission, and Suppanz responded that to her knowledge no such correspondence had been received. Bhirdo then asked if anyone would like to comment regarding a non-agenda item.

Dick Burress asked if he “should start looking for a new house”, as on the Future Land Use Map that had been included in the digital meeting packets for this meeting it appears that the lot that his home is built upon and an adjacent lot have been designated for “Park and Rec. Use”. Bhirdo stated that she actually noticed that several errors had been made on the map that Burress was referring to, and assured him that unless he chooses to do so, he shouldn’t have reason to move any time soon. . .

Sydney Swan of the Baylake Regional Planning Commission was present, and she acknowledged that several errors had been made on the map that Mr. Burress and Bhirdo had referred to. She apologized that that occurred, and noted that she does intend to provide an updated Future Land Use Map to the Commission members during the Comprehensive Plan Work Session that will be conducted during the course of this meeting.

**Agenda Item No. 6. Discussion/Action Items:**

**(a) Plan Review; Telecommunications Tower; 2532 S. Bay Shore Drive:**

Schmelzer noted that there is a provision in the Village’s revised Telecommunications Code which states that

1 if there is any change in the footprint of equipment that is installed at the base of a telecommunications tower  
 2 that is erected in the Village, or if a new antenna exceeds 60" in height, the related project must be reviewed  
 3 and approved by the Plan Commission. Representatives of Mastec Network Solutions have informed her that  
 4 AT&T would like to make minor modifications to some of their equipment that is installed on "the Lundquist  
 5 Tower", and related documentation was included in the digital packets for this meeting. (If their request is  
 6 approved, Mastec intends to replace one of the pieces of equipment that is owned by AT&T that is at the base  
 7 of "the Lundquist Tower", and the footprint of that equipment is slightly larger than the existing equipment  
 8 footprint. In addition, AT&T owns six of the panel antennas that are 96" high and three of the panel antennas  
 9 that are 72" high that are installed on the tower, and the 96" antennas will be replaced with 72" antennas.)

10  
 11 Discussion took place regarding the previously mentioned request, and during that time Bell indicated that he  
 12 believes the request from MasTec should be approved, but the condition imposed that any equipment that is  
 13 on the tower that is no longer being utilized must be removed.

14  
 15 Matthew Fitzgibbons of MasTec suggested that if Village officials are concerned that there is obsolete  
 16 equipment installed on the Lundquist Tower, they should contact Vertical Bridge, the owner of that tower, as  
 17 a number of providers have equipment installed on it, but he did state that he would certainly be willing to  
 18 "pass the word along" to the folks from AT&T that any of their equipment that is no longer being utilized must  
 19 be removed. Bell clarified that that is what he had intended.

20  
 21 *Motion by Bell, second by Kane that the Plan Commission grants permission for representatives of Mastec*  
 22 *Network Solutions to see that the new equipment and new antennas that are described in the materials that*  
 23 *were included in the digital packets for this meeting are installed at the base of and on the tower that is located*  
 24 *at 2532 S. Bay Shore Drive, on the condition that any of AT&T's equipment that is no longer being utilized that*  
 25 *is attached to the tower must be removed. Motion carried – All ayes.*

26  
 27 **(b) Policy Interpretation; Commercial Storage & Private Offices; 2450 Bittersweet Lane:**

28 In 2017 the Village Board approved a Development Agreement that granted permission for the barn at 2450  
 29 Bittersweet Lane to be converted to commercial storage space and private offices, and also authorized the  
 30 construction of two new storage buildings on that property. Staff members were recently informed that the  
 31 barn is being utilized for private events such as birthday parties, graduation parties and the like, and, therefore,  
 32 Schmelzer contacted one of the owners of the property to discuss those allegations. He informed her that all  
 33 the events she had referred to were "private", and also pointed out that the only individuals who were in  
 34 attendance at those events were family members and friends of him and the other owners of the property.  
 35 Schmelzer asked the Commission members if, in light of the previously mentioned information they believe  
 36 the conditions of the Development Agreement that was executed in 2017 are being complied with, or, if they  
 37 believe a new Development Agreement is required since the barn is now being utilized as an "event center".

38  
 39 *Discussion took place regarding this issue, and during that time the Commission members jointly reviewed the*  
 40 *previously mentioned Development Agreement. Some of the Commission members asked Schmelzer if*  
 41 *complaints had been received about the parties that were conducted in the barn, and she responded that no*  
 42 *complaints were received about any of the parties; but someone did ask if such activities were allowed as they*  
 43 *didn't think the barn had formally been designated as an "event venue".*

44  
 45 *Bill Anderson, one of the owners of the previously mentioned property and the individual who had executed the*  
 46 *previously mentioned Development Agreement, was present, and he explained that parties are not regularly*  
 47 *conducted in the barn, but all the parties that have been conducted there thus far were small, private events*  
 48 *that were sponsored by him and/or the other owners of the property for family members and friends. Mr.*

1 *Anderson stated that to be perfectly honest, he nor any of the other owners of the previously mentioned*  
 2 *property have any intention of ever renting the barn out as an “event venue” as they like having their privacy.*

3  
 4 *Motion by Kane, seconded by Bell that since small personal private events are not regularly conducted in the*  
 5 *barn at 2450 Bittersweet Lane, admission fees are not charged, and vehicles are not allowed to park along*  
 6 *Bittersweet Lane, the barn is not considered an “event venue”, and those type of small, personal, private events*  
 7 *will continue to be allowed, but if complaints are ever received about any of them, staff members will take*  
 8 *follow-up action. Motion carried – All ayes.*

9  
 10 **(c) Comprehensive Plan Work Session:**

11 Schmelzer noted that the deadline for completion of the Village’s revised Comprehensive Plan has been  
 12 extended, but the new deadline is fast approaching, and, therefore, she and Sydney Swan of the Baylake  
 13 Regional Planning Commission would like to see that a draft of the revised Comprehensive Plan is prepared  
 14 ASAP.

15  
 16 Ms. Swan distributed a packet of materials that pertains to the Comprehensive Plan to each of the Commission  
 17 members, and they took some time to review those materials. During the review process Ms. Swan noted that  
 18 all the amendments that had been agreed upon at a prior meeting of the Commission have been made and  
 19 were incorporated into the Comprehensive Plan Goals, Objectives and Policies Worksheet. She then asked that  
 20 the Commission members jointly review the revised Worksheet and recommend any additional revisions they  
 21 believe are appropriate, and they complied with that request. Ms. Swan as well as Schmelzer and Suppanz took  
 22 note of all the suggested revisions.

23  
 24 *Bhirdo noted that she would prefer to have some time to review and think about the previously mentioned*  
 25 *revisions before recommending that they be approved, and the other Commission members concurred.*  
 26 *Therefore, they requested that as soon as Ms. Swan has incorporated all the revisions that were formulated at*  
 27 *this meeting into the draft of the Comprehensive Plan Goals and Objectives Worksheet she forward it to*  
 28 *Schmelzer, so that staff members can provide the revised document to each of them.*

29  
 30 *Due to time limitations Ms. Swan requested that each of the Commission members formulate their own*  
 31 *versions of proposed revisions to the Land Use portion of the Worksheet and provide the related documentation*  
 32 *to Schmelzer no later than Friday, September 13, 2024. They all agreed to do that.*

33  
 34 *Ms. Swan reiterated that several errors had been made on the Future Land Use Map that was included in the*  
 35 *digital meeting packets, and she then distributed a revised version of that map as well as a copy of the Official*  
 36 *Map for the Village, a Street Map, an Existing Land Uses Map and several other maps that depict the location*  
 37 *of community facilities, environmental corridors, functional classifications, and the bicycle and pedestrian*  
 38 *network that currently exist in the Village to each of the Commission members. She requested that each of them*  
 39 *review all of the previously mentioned maps and provide a summary of any comments they would like to make*  
 40 *regarding them, including a list of any revisions that they believe are warranted, to Schmelzer in as timely a*  
 41 *fashion as possible. If possible, she will see that all the revisions are made to the maps in time for them to be*  
 42 *included in the digital packets for the next meeting of the Commission.*

43  
 44 *At 7:24 P.M. Bhirdo declared that a brief recess would be taken, and the Commission members reconvened at*  
 45 *7:31 P.M.*

46  
 47 *Upon their return to the meeting room the Commission members did briefly jointly review the Community*  
 48 *Facilities Map and the Environmental Corridors Map, and during that time they pointed out all the revisions*

1 *they believe are warranted. Ms. Swan, Schmelzer and Suppanz also took note of those revisions.*

2  
3 *The Commission members requested that Ms. Swan also see that a Tree Canopy/Unfragmented Property Map*  
4 *is created and included in the digital packets for the next meeting of the Commission, and she indicated that*  
5 *she will verify that all the information contained on that map is accurate before submitting it. Harff, Bhirdo,*  
6 *Kane, Champeau and Ohnesorge requested that they be provided 11" X 17" copies of the 2020 General Plan*  
7 *Design/Future Land Use Map, and Suppanz indicated that she will see that copies of that map are available for*  
8 *pick-up in the Village Administration Office by noon on August 28, 2024.*

9  
10 *Schmelzer noted that the Village does have the ability to do planning for development that could occur around*  
11 *its borders, and also has the ability to object to development that could occur within a mile and a half of its*  
12 *borders, and that is where extra-territorial zoning regulations come into play. It was the consensus that further*  
13 *discussion shall take place regarding this issue at a future meeting of the Commission.*

14  
15 **Agenda Item No. 7. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**  
16 **Employee:**

17 **Agenda Item No. 8. Next Meeting:**

18 **Regular Monthly Meeting – Tuesday, September 24, 2024 at 5:30 P.M. – Large Meeting Room – Sister**  
19 **Bay-Liberty Grove Fire Station:**

20 *The next regular monthly meeting of the Plan Commission has been scheduled for 5:30 P.M. on Tuesday,*  
21 *September 24, 2024. That meeting will be conducted in the Large Meeting Room at the Sister Bay-Liberty*  
22 *Grove Fire Station, and as was previously stated work will continue on revising the Village's Comprehensive*  
23 *Plan.*

24  
25 **Agenda Item No. 9. Adjournment:**

26 *At 8:09 P.M. a motion was made by Kane, seconded by Harff that the August 27, 2024 regular monthly*  
27 *meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

28  
29 Respectfully submitted,

30 

31 Janal Suppanz,  
32 Administrative Assistant  
33  
34

**VILLAGE OF SISTER BAY**  
**HYBRID PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, SEPTEMBER 24, 2024**  
**SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, September 24, 2024 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.*

**Present:** Plan Commission Chair Denise Bhirdo, and Commission members Patrice Champeau, Nate Bell, Ron Kane, Laurel Harff, and Mitch Ohnesorge

**Staff Members:** Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz

**Others:** Kurt Harff, Garritt Bader, Andy Heyrman, Karen Berndt, Bjorn Johnson, Sydney Swan of Bay-Lake Regional Planning, and an unidentified individual who appeared by telephone.

**Agenda Item No. 3: Approval of the Agenda:**

*Motion by Bell, second by Champeau that the Agenda for the September 24, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4: Approval of minutes as published:**

*Motion by Kane, second by Champeau that the minutes for the August 27, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 5. Comments, correspondence and concerns from the public:**

Bhirdo asked if any correspondence had been received that would require the attention of the Plan Commission, and Suppanz noted that a letter that was received from Attorney Bjorn Johnson was included in the digital packets for this meeting. (In his letter Attorney Johnson raises objections to the fact that Schmelzer had informed the owners of The Carroll House Restaurant that their outdoor seating was not allowed.)

**Agenda Item No. 6. Discussion/Action Items:**

**(a) Development Agreement Amendment; Coming of Age; 10275 Sister Bluff Drive:**

Garritt Bader of Coming of Age in Sister Bay has proposed changes to the plans that were included in the Development Agreement for the property that has been assigned an address of 10275 Sister Bluff Drive. (Mr. Bader and his family members now would like to install white LP board, rather than stonework on the chimneys of the homes that will be constructed on their property, and they also want to expand the covered patios.) Minor modifications to plans that are the subject of a Development Agreement can be approved at the staff level, but significant changes such as those that are being requested by Mr. Bader must be approved by the Plan Commission as well as the Village Board, and, therefore, this issue was referred back to the Plan Commission.

Mr. Bader was present and explained that he and his family members have decided that it would look better and be more cost-effective to reallocate some of the stone that would have been utilized on the chimneys on their new homes to the revamped patios.

1 The Commission members jointly reviewed the previously mentioned plans, and no objections were raised to  
 2 the proposed revisions.

3  
 4 *Motion by Bell, second by Champeau that the Plan Commission recommends that the Village Board approve*  
 5 *the amendments to the Development Agreement for the property that is located at 10275 Sister Bluff Drive*  
 6 *that were requested by Garritt Bader on behalf of Coming of Age in Sister Bay, as well as the related elevation*  
 7 *drawings that were reviewed at this meeting, on the condition that no future patios or decks will be allowed on*  
 8 *the property unless and until a related survey is provided to the employees in the Village Administration Office*  
 9 *and “as built” open space calculations have been made, and, if it is deemed to be necessary by the Zoning*  
 10 *Administrator, Plan Commission approval has also been granted. Motion carried – All ayes.*

11  
 12 **(b) Comprehensive Plan Work Session:**

13 *As promised Sydney Swan from Bay-Lake Regional Planning saw that a revised draft of a document that*  
 14 *describes the Village’s Comprehensive Plan goals, objectives and policies as well as drafts of several of the maps*  
 15 *that will be included in the plan were included in the digital packets for this meeting, and the Commission*  
 16 *members jointly reviewed all of that documentation. During the review process the Commission members*  
 17 *pointed out a few revisions that they believe should be made to the Land Use Map, the Bicycle and Pedestrian*  
 18 *Network Map, the Community Facilities Map, the Street Map, and the Official Map, and Ms. Swan and*  
 19 *Schmelzer took note of all those revisions. Ms. Swan noted that further analysis will be done regarding the tree*  
 20 *canopy cover in the Village, and, if necessary, that map will also be revised, but she stressed that the tree cover*  
 21 *in the Village is relatively low when compared to that which exists in other Northern Door municipalities.*  
 22 *Discussion took place regarding the designations that are made on the Environmental Corridors Map, and Ms.*  
 23 *Swan indicated that she will do some research regarding the questions that were raised by the Commission*  
 24 *members and advise Schmelzer of her findings in as timely a fashion as possible. If necessary the legend on that*  
 25 *map will be amended in accord with the Commission members’ directives.*

26  
 27 *At their last meeting the Commission members had requested that they be provided a copy of the 2020 General*  
 28 *Plan Design Map, and Schmelzer had e-mailed a PDF of that document to them, but it was not included in the*  
 29 *digital meeting packets; nor was it copied prior to this meeting. Several of the Commission members indicated*  
 30 *that they would prefer to have 11” X 17” “hard copies” of the 2020 map for review purposes, and in light of that*  
 31 *fact, and because so many of the previously mentioned maps will have to be revised, Schmelzer and Ms. Swan*  
 32 *indicated that they believe there is no alternative but to extend the contract for preparation of the*  
 33 *Comprehensive Plan. In light of that fact, it was the consensus that all the revised maps shall be included in the*  
 34 *digital packets for the next meeting of the Commission, and it also was the consensus that at that meeting*  
 35 *discussion shall take place regarding creation of an “Extraterritorial Planning Buffer Zone”.*

36  
 37 *The Commission members jointly reviewed the draft of the document that delineates the Comprehensive Plan*  
 38 *goals, objectives and policies that was included in the digital meeting packets, and Schmelzer and Ms. Swan*  
 39 *also took note of all the revisions that were proposed. Schmelzer indicated that she will see that the revised*  
 40 *draft is included in the digital packets for the next meeting of the Commission.*

41  
 42 *Champeau stated that she firmly believes a neighborhood park should be created on the south end of the*  
 43 *Village, and it was the consensus that discussion shall take place regarding inclusion of such a park in the*  
 44 *Village’s Outdoor Recreation Plan when revisions to that document are addressed by the Plan Commission*  
 45 *and/or the Parks, Property & Streets Committee.*

46  
 47 **(c) B-2 Historic Overlay:**

48 A revised draft of the proposed Zoning Code text amendment that pertains to creation of an Historic District

Overlay in the B-2 Zoning District was included in the digital meeting packets, and the Commission members jointly reviewed that document. During the review process Bhirdo stated that she honestly doesn't believe an architectural historical overlay is what is needed in the B-2 Zoning District, as there really are only two "old" buildings in that district – "Roots" and "The Roeser House". She still believes there should be some type of an overlay district created in that area of the Village, and, instead, she is suggesting that the requirement be imposed that the exteriors of any new homes that are constructed or existing homes that are remodeled in the B-2 District must contain the same architectural features as and complement nearby residences.

Champeau stated that she firmly believes "it's important that we retain our history", and pointed out that she believes there are actually several historic homes in and around the B-2 District. She then elaborated on that comment, and pointed out that "Roots", the houses in the "Sunstrom Triangle", the "On Deck Building", "Husby's", the residence that's across the street from the Administration Building on Bluffside; "The Roeser House"; the house that's behind Husby's; Phylis Larson's House; the "Kwaterski House"; the "Lindenberg House"; and some of the cottages on Park Lane all have some distinct "historical features" that are quite charming. She also stated that she definitely does not want to see tall, modern buildings constructed in the B-2 District, and believes Village officials should do whatever they can to maintain the "charm" and "character" of that portion of the Village.

Bhirdo reminded the Commission members that at the present time construction of single family homes is prohibited in the B-2 District as a moratorium is in effect. She then suggested that the Plan Commission consider making the recommendation that the Zoning Code be amended in such fashion that it states that it will be possible to construct a home on any undeveloped lots in the B-2 District, or remodel the exteriors of any existing homes in that zoning district, but those homes must contain "similar" architectural features as neighboring properties and be "compatible" with them. (Since architectural review would be required that determination would have to formally be made by the Plan Commission.)

*Discussion took place regarding this issue, and Schmelzer was eventually asked to see that the draft of the proposed Zoning Code text amendment that pertains to creation of an Historic District Overlay in the B-2 Zoning District is revised in such fashion that Champeau and Bhirdo's concerns and/or suggestions are addressed and/or included. She indicated that she will see that the revised draft is included in the digital packets for the next meeting of the Commission.*

#### **(d) B-3 Height Limitations:**

Schmelzer noted that in spite of having done a considerable amount of research she was unable to find any examples of regulations from other municipalities that prohibit "overdevelopment" or the construction of very tall buildings with long expanses of wall "downtown". At one point the Commission members had suggested that the Village's zoning regulations be amended in such fashion that they state that no buildings in the B-3 District may be altered or reconstructed unless the height of those buildings remains the same or is lower than they were originally, and they do not exceed the height of adjacent buildings, and Schmelzer asked if the Commission members still believe this might be a feasible option. Lengthy discussion took place regarding this issue, and it was eventually the consensus that due to time constraints further discussion should take place regarding this agenda item at the next meeting of the Commission.

*Motion by Kane, second by Harff that Agenda Item No. 6(d) Discussion/Action Items – B-3 Height Limitations shall be postponed until the next meeting of the Plan Commission. Motion carried – All ayes.*

*Harff requested that the Commission members be provided maps that clearly define all the properties that are within the B-2 and the B-3 Zoning Districts, and Schmelzer indicated that she will see that such information is*

1 *included in the digital packets for the next meeting of the Commission.*

2  
3 **Agenda Item No. 7. Permit Report:**

4 A report on which all the Zoning and Sign Permits that were issued from June 1, 2024 through September  
5 9, 2024 are listed was included in the digital meeting packets, and the Commission members jointly  
6 reviewed that documentation. During the review process Schmelzer answered all the questions that were  
7 raised by the Commission members about the data the report contains.

8  
9 **Agenda Item No. 8. Administrator's Report:**

10 Schmelzer's Administrator's Report for September, 2024 was also included in the digital meeting packets,  
11 and the Commission members jointly reviewed that document.

12  
13 Schmelzer noted that the Housing Committee has requested that she apply for a PRO (Pathways To  
14 Removing Obstacles To Housing) Grant, and, therefore, a related notice will be published in The Pulse.  
15 That notice will state that the members of the public will be allowed to comment on the grant application  
16 for a period of 15 days. The Village Board will be reviewing the grant application at an upcoming special  
17 meeting, and she intends to see that a copy of the related grant application is provided to each of the  
18 Commission members as soon as it is completed.

19  
20 **Agenda Item No. 9. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**  
21 **Employee:**

22 **Agenda Item No. 10. Next Meeting:**

23 **Regular Monthly Meeting – Tuesday, October 22, 2024 at 5:30 P.M. – Large Meeting Room – Sister Bay-**  
24 **Liberty Grove Fire Station:**

25 *The next regular monthly meeting of the Plan Commission has been scheduled for 5:30 P.M. on Tuesday,*  
26 *October 22, 2024. That meeting will be conducted in the Large Meeting Room at the Sister Bay-Liberty*  
27 *Grove Fire Station, and as was previously stated the following issues will be addressed during the course*  
28 *of that meeting:*

- 29 • **Comprehensive Plan Work Session;**
- 30 • **Discussion regarding the possibility of removing the properties along S. Spring Road from the**
- 31 **B-2 Zoning District;**
- 32 • **Discussion regarding regulation of home occupations;**
- 33 • **Discussion regarding creation of a B-2 Historic Overlay; and,**
- 34 • **Discussion regarding building height limitations in the B-3 Zoning District.**

35  
36 *It was the consensus that discussion should take place regarding creation of a neighborhood park on the south*  
37 *end of the Village when updates to the Village's Outdoor Recreation Plan are addressed by the Commission.*

38  
39 **Agenda Item No. 9. Adjournment:**

40 *At 8:28 P.M. a motion was made by Champeau, seconded by Kane that the September 24, 2024 regular*  
41 *monthly meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

42  
43 Respectfully submitted,

44 

45 Janal Suppanz, Administrative Assistant



**SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES**  
**TUESDAY, SEPTEMBER 10, 2024**  
**VIA VIDEO CONFERENCE**  
**(APPROVAL PENDING)**

The September 10, 2024 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 3:45 P.M.

**Present:** Chairperson Denise Bhirdo and members Kurt Harff and Alison Werner

**Staff Members:** Village Administrator Julie Schmelzer, Utilities Director Megan Barnes, and Utilities Clerk Kara Kroll

**Others:** Skyler Witalison, Laurel Harff

**Approval of the Agenda:**

*A motion was made by Werner, seconded by Harff that the Agenda for the September 10, 2024 meeting of the Sewer and Water Utilities Committee be approved as presented. Motion carried – all ayes.*

**Approval of the minutes:**

*A motion was made by Harff, seconded by Bhirdo to approve the minutes of the August 13, 2024 meeting of the Sewer and Water Utilities Committee as presented. Motion carried – all ayes.*

**Public Comments and Correspondence**

No correspondence was received for this meeting.

**Discussion Items:**

**a) Wastewater Treatment Plant Operations Report**

A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting packet for the members to review. Barnes added one additional item. Barnes said Faith Leak Detection was to paint the hydrants in 2024, but they ran into problems and won't be able to paint the hydrants until 2025. Sister Bay will be the first on the list for painting in 2025. The Committee agreed to wait until 2025, and the money budgeted for 2024 will be moved to the 2025 budget.

Bhirdo congratulated Barnes on finding the aeration ditch problem. Barnes said the ditches have been running the opposite way of the design, since it was installed in 1991.

**b) Sanitary Line on Autumn Court**

Witalison from Stantec attended the meeting and shared a map of the sports complex. The map was included in the meeting packet. Witalison discussed the location of the new sanitary sewer lines and manholes, per the drawing. Bhirdo questioned losing trees on the tree line along the ball field parking lot area. Witalison said if work is completed outside the drip line trees usually aren't damaged. The utility committee members gave the ok for Witalison to proceed and he is to get proposal budget numbers, a survey, DNR permitting, engineering designs, bid documents and find a contractor to perform the work. The Village will need to accept the final bid. The work could be completed in early winter if we get started

1 quickly or early spring. Schmelzer would prefer to pay for the work in 2025 and the money will come from  
2 the Parks Maintenance Fund.

3  
4 *A motion was made by Bhirdo, seconded by Werner to approve the Stantec plan included in the September*  
5 *10, 2024, meeting packet as presented. Motion carried – all ayes.*  
6

7  
8 **c) Preferred Location for The New Blower Building**

9 Barnes included a staff report in the meeting packet. Barnes said she believes the Utilities doesn't need a  
10 new blower building. Barnes mentioned that there is enough storage for now and when a new solids building  
11 is built, she would like to see extra storage added in that building.  
12

13 **Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or**  
14 **Employee.**

- 15 • Land Lease
- 16 • Rate Study
- 17

18 Barnes discussed that Narrow Gate Farms would like to get out of his lease. Barnes mentioned that she is  
19 looking into the Utilities using the land to spread sludge, but the Utilities would need to find someone to  
20 farm the land in order to spread sludge on it. Schmelzer said if the Utilities can find someone to farm the  
21 land the Utilities shouldn't charge them, because they would be saving the Utilities money by not having to  
22 haul the sludge to Green Bay. Werner mentioned an article in the New York Times that talked about PFA's  
23 in sludge. The article will be placed in the October meeting packet. Barnes will have the sludge tested for  
24 PFA's and bring the information to the October meeting.  
25

26 **Adjournment**

27 *At 4:17 P.M. a motion was made by Werner, seconded by Harff to adjourn the September 10, 2024 meeting*  
28 *of the Sewer and Water Utilities Committee. Motion carried – all ayes.*  
29

30 *The next meeting of the Sewer and Water Utilities Committee will be conducted at 3:45 P.M. on Tuesday,*  
31 *October 8, 2024 via Video Conference.*  
32

33  
34 Respectfully submitted,

35 

36 Kara Kroll

37 Utilities Clerk

**VILLAGE OF SISTER BAY  
VIRTUAL TIF JOINT REVIEW BOARD MEETING MINUTES  
RE: THE PROPOSED TERRITORY PROJECT PLAN AMENDMENT  
FOR TAX INCREMENTAL DISTRICT NO. 2  
MONDAY, AUGUST 19, 2024**

**Agenda Item No. 1 - Call To Order:**

*At 3:01 P.M. on Monday, August 19, 2024, Julie Schmelzer, the Village Administrator, called the virtual meeting of the Village of Sister Bay TIF Joint Review Board that pertains to the proposed territory project plan amendment for Village of Sister Bay Tax Incremental District No. 2 to order.*

**Agenda Item No. 2 – Roll Call:**

Those in attendance were:

Jill Champeau representing NWTC, Mark Lindem representing the Gibraltar Area School District, Ken Pabich representing the County of Door, and Tasha Rass, the member at large.

**Excused:** Village Board representative Denise Bhirdo.

**Staff members present:** Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz.

**Others present:** Adam Ruechel of Baird Financial Services.

**Approval of the Agenda:**

*Motion by Pabich, second by Lindem that the Agenda for the August 19, 2024 virtual meeting of the Village of Sister Bay TIF Joint Review Board be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

Schmelzer asked if anyone wished to comment regarding a non-agenda item, and when no one responded she noted that no correspondence had been received that would require the attention of the Board.

**New Business Items**

**Agenda Item No. 3 - Confirmation of Chairperson and Taxing Jurisdiction Representatives:**

*It was the consensus that Bhirdo shall continue to serve as the Chair of the Village of Sister Bay TIF Joint Review Board, but since she was not able to attend this meeting, Schmelzer was asked to serve as Acting Chair, and she consented to do that.*

**Agenda Item No. 4 - Review proposed project plan territory addition amendment for TID**

**No. 2:**

Schmelzer introduced Adam Ruechl of Baird Financial Services, who explained that he and his associates have been working with staff members on a proposal for expansion of the boundaries of TID No. 2 for some time now. Unfortunately, because of some recent developments Mr. Ruechl and his associates believe the plans to expand TID No. 2 should be put “on hold” for a while. (He elaborated on that comment, stating that the new equalized values were recently

released, and the Village's equalized value increased by 19.4%. In accord with State law no changes are allowed to be made to existing tax increment financing district boundaries if a municipality's equalized value increases by more than 12% in one year.) The main reason for the previously mentioned increase is that TID No. 1 saw an increase of approximately 63% in its statement of equalized value. That increase is not necessarily attributed to new growth; it was the result of a "prior year correction" being made by the Village's Assessor in the amount of approximately \$35 million.

Mr. Ruechl presented diagrams that delineate the existing boundaries of TID No. 2, and also presented diagrams that delineate two different phases of the proposed TID expansions that were being considered. Those phases include street and streetscape improvements as well as park and recreational trail improvements. (TID #2 was created to promote orderly development and necessary redevelopment of parcels within the south Highway 57 business corridor between Flintridge Road/Country Lane, Fieldcrest Road and Canterbury Lane adjacent to TID No. 1, and the previously mentioned amendments would have added twenty parcels to TID No. 2 overall.) If the amendments to the TID boundaries ever do come to fruition overall total project costs of \$2,825,000.00 will be included, and there is about \$33 million in possible new construction increment that could be realized. Further, "if the numbers stay true" it is quite likely that the expanded TID will generate \$3,365,250.00.

Schmelzer noted that she and Mr. Ruechl did do some research regarding the possibility of just including some of the previously mentioned parcels in the project plan amendment, but discovered that that will not be an option at this time.

**Agenda Item No. 5 – Set next meeting date: September 19, 2024 – Approval of the TID No. 2 Project Plan Territory Addition Amendment:**

*The next meeting of the Village of Sister Bay Joint Review Board for Tax Incremental District No. 2 had been scheduled for September 19, 2024, but in light of the previously mentioned developments that meeting has been cancelled.*

**Agenda Item No. 6 - Adjournment:**

*At 3:19 P.M. a motion was made by Pabich, seconded by Lindem to adjourn the August 19, 2024 meeting of the Village of Sister Bay TIF #2 Joint Review Board. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant

**ZONING BOARD OF APPEALS MEETING MINUTES**  
**THURSDAY, AUGUST 22, 2024**  
**SISTER BAY VILLAGE HALL - 10693 N. Bay Shore Drive, Sister Bay, WI**  
**APPROVAL PENDING**

**Agenda Item 1. Call Meeting To Order:** The August 22, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals was called to order by Chairperson Tom Sadler at 4:30 P.M.

**Agenda Item 2. Roll Call:** Chairperson Sadler and Board members Pat Wisner and Liz Hecht.

**Excused:** Board members Terry Kelly and Deb Duren. Board member Hristo Blagoev informed staff members that he would need to recuse himself due to a potential conflict of interest, and, therefore, he was also excused.

**Staff Members:** Village Administrator Julie Schmelzer, Administrative Assistant Janal Suppanz, and Village Attorney Randy Nesbitt.

**Others:** The Appellants, Adam and Brigid White, on behalf of Captain's Cottage, LLC, and their attorney, Bjorn Johnson, as well as Luke Berg of the Wisconsin Institute For Law & Liberty, Kurt and Laurel Harff, Lars and Jill Johnson, Chris Hecht, and two unidentified individuals.

**Agenda Item No. 3. Approval of the Agenda:**

*Motion by Hecht, second by Sadler that the Agenda for the August 22, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of minutes for the July 24, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals and the Related Decision Document:**

*Motion by Wisner, second by Hecht that the minutes for the July 24, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals be approved as presented. Motion carried – All ayes.*

*Motion by Wisner, second by Sadler that the document that is entitled Village of Sister Bay Zoning Board of Appeals Petition For Grant of Variance Findings of Fact, Conclusions of Law & Decision – Petitioner: TODD COX on behalf of DOOR COUNTY SQUIRES, LLC, be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 5. Administrative Appeal; Captain's Cottage, LLC; 10775 N. Bay Shore Drive:**

Sadler, who is the Chair of the Village's Zoning Board of Appeals, introduced himself as well as the other Zoning Board of Appeals members, and noted that during the course of this meeting a hearing would be conducted on an administrative appeal that was initiated by Adam and Brigid White on behalf of Captain's Cottage, LLC in accord with Chapter 68 of the Wisconsin Statutes. In accord with the provisions of Chapter 18 of the Village's Municipal Code Mr. and Mrs. White had requested a Short-Term Rental License for the residence that is located at 10775 N. Bay Shore Drive, and following the submission of that application, the Village Administrator issued what was determined to be a "denial". Mr. and Mrs. White requested a review of that determination, and a formal document that is entitled Decision on Review of Determination was issued on July 12, 2024. (A copy of that document was included in the digital packets for this meeting.) Mr. and Mrs. White appealed the Decision, and, therefore, the previously mentioned hearing was scheduled. Sadler explained that during the course of the previously mentioned hearing it is possible that the

1 Whites, as well as a representative(s) of the Village of Sister Bay will present evidence and call  
2 witnesses, and they each may cross-examine witnesses called by the other party and/or ask any  
3 questions that they believe are relevant. The members of the Zoning Board of Appeals must  
4 carefully listen to and consider all sworn witness testimony as well as any evidence presented,  
5 and eventually will be expected to issue a final Decision regarding this issue. That Decision, which  
6 will contain statements that provide clarification for its issuance, may affirm, reverse, or modify  
7 the Decision on Review of Determination. In accord with the provisions of Chapter 68 of the  
8 Wisconsin Statutes it was necessary for a hearing to be scheduled within 15 days from the filing  
9 of Mr. and Mrs. White's Notice of Appeal, and at least 10 days' notice must have been provided  
10 that such a hearing would be conducted.

11  
12 *At 4:38 P.M. Sadler asked if there were any objections by either party as to the timing of this*  
13 *proceeding, and when no objections were raised he proceeded to call the previously mentioned*  
14 *hearing to order.*

15  
16 Schmelzer asked for clarification as to how long question and answer periods will be allowed to  
17 go on, and Sadler responded that each party will be allowed "three minutes".

18  
19 Attorney Nesbitt then proceeded to swear in Attorney Bjorn Johnson, who explained that he is  
20 the local counsel for Adam and Brigid White, and pointed out that the Whites were present. He  
21 then introduced Attorney Luke Berg of the Wisconsin Institute for Law & Liberty, and indicated  
22 that Attorney Berg would be acting as head legal counsel for the Whites for the majority of this  
23 hearing.

24  
25 Attorney Nesbitt swore in Attorney Berg, and he proceeded to read a prepared statement, a copy  
26 of which is hereby attached and incorporated by reference, aloud. In the course of reading the  
27 prepared statement Attorney Berg introduced and referred to several documents that have been  
28 labeled "Appendix 1" through "Appendix 105", and Suppanz formally accepted all of them. (The  
29 prepared statement and the contents of the Appendix have been labeled "Appellant's Exhibit No.  
30 1" and "Appellant's Exhibit No. 2" respectively.) Attorney Berg noted that he would like to point  
31 out that he arrived in Sister Bay a few hours prior to this hearing. Since he had some extra time  
32 he drove around the Village, and while doing so observed that there were 15 to 20 residences  
33 where vehicles were parked within the first 10 to 15 feet of their respective driveways, right next  
34 to the end of the roadway, presumably in the right-of-way, and did not see that any of those  
35 vehicles had been ticketed or were being towed.

36  
37 Sadler asked if Schmelzer had any questions for the Whites or Attorney Berg, and she  
38 subsequently asked if the only legal basis Attorney Berg has for the statement that the White's  
39 driveway was in existence for 50 years is the declaration of a former resident of the property. He  
40 responded that that assertion is correct, but also pointed out that he has made a similar  
41 declaration. Schmelzer then asked if Attorney Berg had any factual justification for either of the  
42 declarations, and he responded that declarations are "considered competent evidence in a court  
43 of law." Finally Schmelzer asked when the Whites had conversations with Village representatives  
44 about the landscaping that was installed near their driveway, and Attorney Berg responded that  
45 he did not know the answer to that question. Schmelzer then asked how Attorney Berg had come  
46 to the conclusion that the White's driveway was compliant with all Village regulations except for  
47 the 10' setback regulations, and he responded that he believes "it's upon the Village to tell the

1 Whites how it doesn't comply." He went on and indicated that throughout this entire process the  
2 Whites have consistently asked why their driveway is considered "non-compliant", and the only  
3 explanations they've gotten are that the 10' setback requirement has not been satisfied and they  
4 don't have two parking spaces, which seems to be premised on the fact that a portion of the  
5 driveway is in the right-of-way, but he believes that assertion is wrong. In conclusion Schmelzer  
6 asked when she actually told the Whites that they could not park at the end of their driveway,  
7 and Attorney Berg responded that she made that statement in an e-mail that was sent to him.  
8

9 Wisner asked when the Whites purchased the property that is the subject of this hearing, and Mr.  
10 White responded that they purchased it in Fall of 2020. Wisner then asked if the property was  
11 utilized as a short-term rental prior to the time that the Whites purchased it, and Mrs. White  
12 responded that it is her understanding that it was rented out on a short-term basis by the previous  
13 owners after their mother passed away, and that activity continued for approximately three years.  
14

15 Schmelzer raised a "point of order", and then asked why the Whites were being allowed to answer  
16 any questions, since it was her understanding that she and Attorney Berg were the only individuals  
17 who would be allowed to testify at this hearing. Sadler responded that he believes the White's  
18 testimony was justified and warranted, and also pointed out that Mr. and Mrs. White were merely  
19 responding to questions raised by a Board member. He then requested that Attorney Nesbitt  
20 swear Mr. and Mrs. White in, just in case anyone else had any questions for them.  
21

22 Attorney Nesbitt indicated that he wanted to clarify "for the record" that a declaration that had  
23 been executed by Kevin Woldt was included in the Appendix that was introduced by Attorney  
24 Berg. In that declaration Mr. Woldt states that the present parking area on the White's property  
25 has been in existence for at least 50 years. Nesbitt noted that it appears that there is a parking  
26 area near the telephone pole that is depicted on the survey map that was included in the  
27 previously mentioned Appendix, and asked if that area was also utilized as a parking area for the  
28 time period mentioned by Mr. Woldt. Attorney Berg responded that as far as he has been able to  
29 determine the area that Nesbitt referred to has also been in existence for at least 50 years.  
30

31 Schmelzer was then sworn in by Attorney Nesbitt, and she also read a prepared statement aloud.  
32 A copy of that document is likewise attached and incorporated by reference. In the course of  
33 reading her prepared statement Schmelzer introduced and referred to several documents that  
34 have been labeled "APPENDIX IA through APPENDIX V-B", and Suppanz formally accepted all of  
35 them. (The prepared statement and the contents of the Appendix have been labeled  
36 "Respondent's Exhibit No. 1" and "Respondent's Exhibit No. 2" respectively.)  
37

38 Sadler asked if Attorney Berg had any questions for Schmelzer, and he subsequently asked if  
39 Schmelzer believes the turn-around portion of the White's driveway is "on-street" or "off-street".  
40 She responded that because the turn-around is not on the White's platted lot she believes it is  
41 considered "on-street" parking. Attorney Berg then asked if Schmelzer interprets the Code to  
42 state that people cannot park at the end of their own driveways. She immediately responded that  
43 that is *not* her position, and stressed that she never said that. Attorney Berg then asked if the  
44 Whites and their guests would be allowed to park in their turn-around, and she clarified that  
45 because the end of their driveway is in the public right-of-way, such activity would not be allowed.  
46 Attorney Berg then stated, "So, your position is that people cannot park at the end of their  
47 driveway if the end of their driveway happens to be in the unused portion of the right-of-way?"

1 Schmelzer responded that if someone wants to rent their home out on a short-term basis they  
2 cannot consider the public right-of-way to be a portion of their code-complaint parking. She also  
3 noted that property owners who wish to rent their homes out on a short-term basis must have  
4 adequate room on their lots to accommodate any and all required code-compliant parking stalls.  
5

6 Attorney Berg stressed that no evidence was actually presented that the White's driveway was  
7 ever "a problem". He went on and indicated that the driveway in question has been in its current  
8 location for at least 50 years, and also noted that he believes Schmelzer could not find a permit  
9 for the White's driveway because it is on a State Trunk Highway, and, therefore, was actually  
10 permitted by the Wisconsin Department of Transportation; not the Village, many years ago. He  
11 went on and explained that D.O.T. officials have informed him that there have been some  
12 instances where driveways that are off of State Trunk Highways are so old that the permits that  
13 were issued for them can no longer be located. In those situations Department officials have  
14 determined that unless a safety issue(s) arise, such driveways should be considered "non-  
15 conforming uses". Based upon all this information he is contending that the White's driveway is  
16 "legal", and also is contending that in light of that fact the previously mentioned conditions are  
17 unwarranted.  
18

19 Hecht asked why the White's driveway "suddenly became an issue this year", but "was O.K.  
20 before", and Schmelzer responded that prior to the time that the Whites submitted their Short-  
21 Term Rental License Application for this year the Village Board passed and adopted an Ordinance  
22 which states that short-term rental operators must include a series of addendums with their  
23 Short-Term Rental License Applications. (One of those addendums is a site plan indicating where  
24 parking is available on-site; where the driveway is located; what the driveway width is; and the  
25 maximum number of parking stalls available to guests.) Hecht responded that she can understand  
26 why the additional information is required, but in light of the circumstances she still believes the  
27 Village should attempt to work with the Whites on this issue.  
28

29 Schmelzer clarified that there is enough depth, but the White's driveway is only wide enough for  
30 one vehicle. If the driveway had been made 10' wider two vehicles would fit, but then it would  
31 have been too close to the property line to satisfy the setback requirements that are delineated  
32 in the Code. It would have been possible for the Whites to apply for a variance, but they never did  
33 that.  
34

35 Attorney Berg stated that he does not believe a variance is required in the case at hand as the  
36 White's driveway is considered a "legal non-conforming use". He did, however, acknowledge that  
37 if the Whites are required to create a new driveway they have very few options, and, therefore,  
38 the granting of a variance may be a workable solution to the issues at hand.  
39

40 Attorney Nesbitt responded that while the granting of a variance may be a direct and appropriate  
41 fashion within which to resolve this issue the Board of Appeals does not have the authority to  
42 take such action at this time because this meeting was not noticed as a "request for variance".  
43

44 Schmelzer urged the Board members not to just rely on hearsay, but, instead, rely on "the  
45 documentation that has been presented as well as the facts". She also noted that there is clearly  
46 room on the entire south side of the White's lot to construct a garage and put in a new driveway  
47 as a number of trees were clearly "obliterated" from that area recently. She is contending that if



the Whites would have obtained a variance in the first place and just widened the driveway by 10' they could have created the code-compliant parking stalls that are required and this hearing would never have been necessary.

*For several minutes Schmelzer and Attorney Berg debated the legality of allowing parking in the right-of-way, and finally, at 6:17 P.M. Sadler interrupted them and declared that "time was up". He then asked if any of the Board members had any further questions.*

Wisner asked if this matter could simply be resolved if the Whites were to apply for and be granted a variance, and Schmelzer responded that if the White's intention is to widen the existing driveway that is on their north property line by 10', they could request a variance and see that two legal parking stalls are created, which would bring the property into compliance with the provisions of the Code, but they cannot apply for a variance in the right-of-way.

Wisner then asked why the Whites didn't apply for a variance in the first place, and Attorney Berg responded that they consider their driveway to be a "legal non-conforming use", and, therefore, under State law and the provisions of the U.S. Constitution a variance is not required. To be honest, Mr. and Mrs. White are looking for "the simplest way to go ahead with their lives and keep using their property", and, therefore, if the members of the Board feel it's appropriate for them to apply for a variance they will do that, but they also don't want to "waste everyone's time".

*At 6:27 P.M. Sadler asked if Wisner or Hecht had any further questions, and when they stated that they did not, he declared that the Public Hearing was officially closed.*

#### **Agenda Item No. 6. Administrative Appeal Discussion and Action:**

*Sadler stated that based upon all the testimony that was presented at this hearing he does not believe it would be appropriate for the Board of Appeals to find that the Zoning Administrator erred when making the decisions she did with respect to Adam and Brigid White's driveway, but also does not believe the Decision on Review of Determination should be affirmed as presented or reversed, as compelling information was presented by both sides. He does, however, believe it would be appropriate to modify the existing order that pertains to the White's property to allow for creation of the required parking if a variance is granted, and Hecht and Wisner concurred.*

Nesbitt provided a rough draft of a document that is entitled *Final Determination – Wisconsin Statutes Chapter 68 Appeal* to each of the Board members and requested that they jointly review that document and come to an agreement as to the verbiage it should contain. They complied with that request, and Nesbitt and Suppanz took note of all the revisions that were suggested.

*Motion by Sadler, second by Wisner, that the Conclusions of Law with respect to the Administrative Appeal that was filed by Adam and Brigid White on behalf of Captain's Cottage, LLC shall state that based upon the Findings of Fact that were formulated at this meeting the Decision on Review of Determination shall be modified in such fashion that it indicates that if a variance is requested by the Appellant, the Zoning Board of Appeals will see that a related Public Hearing is scheduled in as timely a fashion as possible, and will also consider removing the condition which states that parking modifications are required at 10775 N. Bay Shore Drive.*

*A roll call vote was taken on that motion, and the Board members voted in the following fashion:*

*Sadler – Aye; Hecht – Aye; Wisner – Aye*

*Motion carried.*

*Motion by Sadler, second by Wisner, that the Conclusions of Law shall also state that prior to making the decision that the Decision on Review of Determination should be modified, the Board members made the following determinations:*

- A. The exhibits that were introduced by the Appellant's attorney and the Village Administrator do contain a large amount of pertinent, thoroughly researched historical data that pertains to the driveway at 10775 N. Bay Shore Drive, but in spite of that fact there really is no balance, and, therefore, they are undecided as to what the outcome of the Administrative Appeal should actually be.*
- B. They believe a potential successful conclusion to this matter for both sides would be for a hearing to be conducted on a request for a variance with respect to the stated parking requirements for the property located at 10775 N. Bay Shore Drive.*
- C. The decision was made not to affirm the Decision on Review of Determination because the exhibits and data that the Appellant's attorney and the Village Administrator presented cover a lot of subject matter that extends over a long period of time, and that subject matter could neither be confirmed or rejected during the limited time that was allotted for this meeting.*
- D. The decision was made not to reverse the Decision on Review of Determination because the exhibits and data that the Appellant's attorney and the Village Administrator presented cover a lot of subject matter that extends over a long period of time, and that subject matter could neither be confirmed or rejected during the limited time that was allotted for this meeting.*

*A roll call vote was taken on that motion, and the Board members voted in the following fashion:*

*Sadler – Aye; Hecht – Aye; Wisner – Aye*

*Motion carried.*

*Motion by Sadler, second by Wisner that if Adam and Brigid White do file a request for a variance on behalf of Captain's Cottage, LLC, the members of the Zoning Board of Appeals are recommending that the fee that normally would be collected upon submission of the related application be waived as the related Public Hearing would technically be considered a continuation of these proceedings. Motion carried.*

*Mrs. White asked that the Board members provide some clarification as to the type of variance she and her husband will actually be requesting if they do decide to proceed in that fashion, and Sadler responded that the Board members are suggesting that the Whites request a variance from the standards that must be satisfied in order for them to create the required on-site parking at 10775 N. Bay Shore Drive.*

**Adjournment:**

*At 7:09 P.M. a motion was made by Wisner, second by Hecht that the August 22, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals be adjourned. Motion carried – All ayes.*

*Sadler thanked everyone who was present for taking the time to attend this meeting, and indicated that he will see that the final draft of the Findings of Fact, Conclusions of Law and Order and Determination that was drafted at this meeting is executed in as timely a fashion as possible.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant



WISCONSIN INSTITUTE FOR LAW & LIBERTY, INC.  
330 E. Kilbourn Avenue, Suite 725, Milwaukee, WI 53202-3141  
414-727-WILL (9455) | Fax 414-727-6385 | [www.will-law.org](http://www.will-law.org)  
[Luke@will-law.org](mailto:Luke@will-law.org) | Direct: 414-727-7361

## **Testimony on August 22, 2024, to the Sister Bay Zoning Board of Appeals**

### **Introduction**

Good afternoon, members of the Zoning Board of Appeals. Adam and Brigid White live in Sister Bay full-time and own a short-term-rental property across the street from their home, on the bay-side of North Bay Shore Drive, at 10775. We are here about the driveway at their short-term rental property. That driveway has been in place, as it is now, for at least 50 years. It has never been an issue until recently. Since this spring, however, the Zoning Administrator has taken the position that, to get a short-term-rental license, the Whites have to rip up their driveway, widen it, and move it over ten feet.

Before I go further, I'd first like to get everyone up to speed on how we got here today. When the Whites applied for their short-term-rental license last spring, they were denied their license on the grounds that their driveway doesn't meet the current zoning code (we disagree, but I'll get to that later). The Whites attempted to work through the issue with the Administrator, explaining that their driveway is grandfathered, but were unsuccessful. The Whites then tried to appeal to the Village Board, but they were denied an appeal for failing to pay an appeal fee that, it turns out, didn't actually exist. At that point they had no other option but to file a lawsuit, and that case remains pending at the Door County Circuit Court. The Court granted the Whites a temporary injunction to allow them to continue to rent their property and ordered the Village to follow the administrative review process and let them appeal, so now that's what we're doing. We first asked for a review by Nate Bell and Randy Nesbitt. They reversed the Zoning Administrator's denial and granted the Whites their license, but it's still conditioned on them ripping up and replacing their driveway. We have appealed that condition to you, which brings us to today.

What we are asking for here is that you remove the condition and confirm that the Whites can keep and use their driveway that has been there for 50 years. If you do that, the dispute and the case will be over and the Whites will be able to go on with their lives and continue their short term rentals on North Shore Bay Drive.

### **The Whites' Driveway Has Never Caused Any Problems**

Before I get to the legal issues, I want to begin by appealing to, I hope, your reasonableness and common sense. The concern here seems to be adequate parking at short-term rentals. Per the current code, that means at least two parking spots at a short-term rental. The Whites' driveway has more than that—it has room for three, possibly up to four, cars on it.

Let me pause here to note that I have sent you all a copy of these remarks and an appendix of materials that I'll be referencing throughout.

At the beginning of the appendix, on pages 1–5, you can see pictures of the Whites' driveway. On page 6, you can see a survey of their property. As you can see, their driveway has two portions to it, one that is perpendicular to the road and a turn-around that is parallel to the road. The pictures show that the turn-around comfortably fits a minivan in just the front half. And the vehicle is well outside the shoulder of the road. The turn-around curves around a utility pole and is farther from the shoulder than the fences on the neighboring properties, so cars parked there in no way interfere with the flow of traffic along the road. If any car were to veer off the shoulder of the road, it would hit the utility pole or the neighbors' fences before any cars parked in the Whites' driveway.

A few years ago, the Whites put in landscaping next to their driveway, including trees and bushes, both to beautify the property and in response to discussions with the Village about the landscaping requirements in the zoning code. To replace their driveway, they would now have to tear all of that out and would end up paving more of the front of their property, reducing the natural beauty along the shoreline-side of the road. That would not be in the best interests of the neighbors or the Village as a whole.

In short, forcing them to rip up and replace their driveway and landscaping makes no sense, even from the Village's perspective.

### **The Whites' Driveway is Grandfathered**

Moving on to the legal issues, a well-established principle of property law is that properties in existence before a change to the zoning code are grandfathered and do not have to update their property to meet the new zoning code. That is reflected in the Village's own ordinances and in state law, and it's a constitutional requirement, as the Wisconsin Supreme Court has explained. We have already written about this extensively in our briefing to the Circuit Court in the pending case, which is in the appendix at pages 7–28. That briefing covers the legal issues more thoroughly than I plan to here.

Briefly, however, Village Ordinance § 66.0901 provides that “[t]he lawful non-conforming use of land ... which existed at the time of the adoption or amendment of this chapter may be continued, although the use does not conform with the provisions of this chapter.” Likewise, Village Ordinance § 66.0911 provides that “[t]he use of a structure existing at the time of the adoption or amendment of this chapter may be continued although the structure's size or location does not conform to the established building setback, height, parking, loading and/or access provisions of this chapter.”

Renting a single-family home on a short-term basis is a permitted use under the Village's zoning code for the Whites' property. Village Ordinance § 66.0311(1)(a). And

nothing in the Village's ordinances related to short-term-rentals in chapter 18 provides that merely applying for a short-term-rental license invalidates any grandfathered, non-conforming aspect of a property. So, under the Village's own ordinances, the driveway is grandfathered, and the condition on their license is invalid.

But that's not all. State law also establishes that the driveway is grandfathered. Wisconsin Statute § 62.23(7)(h) provides that "[t]he continued lawful use of a building, premises, structure, or fixture existing at the time of the adoption or amendment of a zoning ordinance *may not be prohibited* although the use does not conform with the provisions of the ordinance." There are only two exceptions to this, neither of which apply—if the use is discontinued for 12 months or repairs and alterations exceed 50 percent of assessed value. As you know, state law trumps Village ordinances, so even if the Village's ordinance did not provide grandfathering protection, state law clearly does.

Finally, the Wisconsin Supreme Court has held that grandfathering is required by the Wisconsin Constitution. We cite a bunch of cases in our brief at appendix pages 19–21. To quote just one of them, "zoning regulations cannot be made retroactive and neither can prior nonconforming uses be removed nor existing conditions be affected thereby." *Des Jardin v. Town of Greenfield*, 262 Wis. 43, 48, 53 N.W.2d 784 (1952).

The basic point of all of this is that the Whites' driveway is grandfathered. They can keep it and continue to use it. The Village cannot use the annual, short-term-rental licensing process to do indirectly what it cannot do directly—eliminate the grandfathered aspects of a property.

Evidence that the driveway has been in place for at least 50 years is found in the appendix at pages 29–30, in a declaration from Kevin Woldt, one of the prior owners of the property. As he explains, he lived there in the 1970's when he was in high school, the driveway was the same then as it is today, and it hasn't changed since, to his knowledge.

Furthermore, as I explain in a declaration at pages 31, I attempted to obtain the permit for the original driveway from the Wisconsin Department of Transportation. They were unable to find it in their records, but explained to me that their electronic records only go back to the 1980's, so it's very possible the permit is in a physical logbook somewhere that is apparently much harder to search—or the driveway might have even pre-dated the permitting process.

All of the Village's zoning requirements related to driveways were put in place well after the Whites' driveway, as we discuss at length in our brief in the appendix at page 11.

So, for that reason alone, the condition on the Whites' license is unlawful and should be removed. Our hope is resolve this here and now, but if the Village persists in

requiring them to replace their driveway, we are fully prepared to litigate this, all the way up to the Wisconsin Supreme Court if necessary.

### **The Whites' Driveway *Meets* Current Zoning Code—Other Than A Setback**

Even putting aside the grandfathering issue, the Whites' driveway *does* conform to the current zoning requirements, with one minor exception. The only current requirement that the Whites' driveway does not meet is the ten-foot setback from the neighboring lot line. But there is no evidence that the neighbor has complained about this; as the pictures show, there is a thick line of trees and bushes at the edge of the driveway to separate the lots.

Setback requirements are the paradigm example of why the grandfathering rule exists. It makes no sense, and, frankly, would be unjust, to require property owners to tear out and reconstruct their driveways just to move them over a few feet when a setback rule changes. Even if the Whites are not grandfathered from the setback requirement, this Board is uniquely in the position to grant a variance from the setback requirement as another potential way to resolve the dispute.

Other than the setback requirement, the Whites' driveway *does* comply with all of the other requirements in the current zoning code, which makes this an especially silly fight for the Village to dig in its heels on.

### **The Zoning Administrator's Interpretation of the Right of Way Provision is Wrong for Many Reasons**

There is one other potential issue related to the right of way that the Zoning Administrator has raised, so I'm going to spend the rest of my remarks on that. It takes some explaining, though, so bear with me.

The phrase "right of way" is not always used consistently, but for purposes of our discussion now it refers to a 66-foot-wide strip of land that follows the road. This is not the actual width of the road. The actual width of the road, including the shoulder on both sides, is roughly 37 feet. Instead, this is land that the state can potentially use if it ever wants to expand the road, widen the shoulder, etc. That potential, 66' strip extends 10-15 feet beyond the actual paved shoulder of the road into the lots along Bay Shore Drive. The position that the Zoning Administrator has been taking is that cars cannot be parked anywhere in that potential 66' strip—even on one's own driveway that is outside of the actual shoulder of the road.

Applying this to the Whites' property, the turnaround portion of their driveway is largely within that unused portion of the 66-foot potential right-of-way. So, the Zoning Administrator's argument is that they can't park any cars there, even though it's their own driveway, and therefore they only have one spot, and that's not enough parking.

There are multiple problems with this interpretation. The first, and simplest, however, is that it's inconsistent with the text of the Village's own ordinances. In the Village's parking ordinance, section 66.0405, the very first subsection, (1)(a), says, "Vehicles that do not exceed 12,000 lb[s] ... may be parked on a driveway." That's straightforward and resolves the issue. It's a clear authorization to park on a driveway.

The section the Zoning Administrator is invoking is two subsections later, subsection (1)(c). It says that vehicles must be located "outside of all ultimate right-of-ways." But a basic rule of legal interpretation that courts regularly apply is that the specific trumps the general. So the specific authorization in (1)(a), that you can park on driveways, would trump any interpretation of (1)(c) that you can't park on the portion of your own driveway that happens to be within this potential, but unused, portion of the 66-foot strip.

Second, if this really is how the Village's parking ordinance works, the Village would have to apply this prohibition equally, to all properties within residential districts, not just short-term-rentals. On Bay Shore Drive, that would mean no one could park their cars in the first 10–15 feet of their own driveway. That would also mean each of you, if you live in the Village, cannot park any cars at the end of your own driveway. How far up your driveway depends on some hypothetical right-of-way that is hard to find and determine. The Village clearly is not actually applying the ordinance in this way. In one of the pictures I took of the Whites' turnaround, you can see that the neighbor has a car parked at the end of their driveway. And, as I pointed out earlier, and you can see in the pictures, both adjacent properties have fences within this potential, but unused, portion of the right of way.

Third, and perhaps most fundamentally, it is not clear at all that the Village even has jurisdiction over the Whites' driveway and where they can/cannot park on it.

As you well know, North Bay Shore Drive is a *state* trunk highway (highway 42) and has been for at least 100 years.<sup>1</sup> See App. 33 (order from 1928). It is owned and maintained by the state, not the Village. More importantly, driveway permitting is controlled by the *state* department of transportation, rather than the Village, pursuant to Wisconsin Statute § 86.07(2) and Wisconsin Administrative Code Transportation chapter 233. That means that the permit—and permission for the driveway—came from the State, and it is the State's responsibility to police and maintain the safety and traffic flow of the road.

DOT has a manual for how it deals with old driveways, like the Whites', which have long been in place and where the permit cannot be found. This manual is in the appendix at pages 33–45. According to the manual, such driveways are treated as a *legal*, nonconforming use. You can see that in the table at page 35 in the appendix.

---

<sup>1</sup> It was previously state trunk highway 17 and was redesignated highway 42 in 1932.



Moreover, the manual says, specifically, “Do not compel an owner to bring a nonconforming connection into compliance or remove it unless a safety or operational problem warrants the action.” That’s on page 37 of the appendix. And, again, because it’s a state trunk highway, it’s for DOT, not the Village, to determine whether a “safety or operational problem” requires removal of an old driveway. There is no evidence that parking in the turnaround is a safety issue—again, there are utility poles, and the neighbors’ fences, closer to the road than cars parked in the turnaround.

There is also a separate, well-established rule of property law in Wisconsin called the “center-of-street” rule. The basic idea is that property owners abutting a road own the land under the road all the way to the center of the street. This rule applies “even where the conveyance names the highway as the boundary of the parcel conveyed.” *Spence v. Frantz*, 195 Wis. 69, 217 N.W. 700, 701 (1928) (citing *Gove v. White*, 20 Wis. 425, 426 (1866)). That ownership interest is subject to the public right of way, of course, but it’s a joint ownership interest. Wisconsin courts have repeatedly articulated this principle.<sup>2</sup>

One of the corollary rights to the center-of-street rule is that the “owners of the land underlying [a highway] and the right-of-way, have the right to use this land in any way that does not interfere with the rights of the public.” *Geyso*, 2005 WI App 18, ¶ 9; *Spence*, 195 Wis. 69 (1928). And, remember, the part of the potential “right-of-way” the we’re talking about is the *unused* portion.

So, to put this all together. The *state*, not the Village, controls the 66-foot right of way, including any unused portion; the Whites have permission from the State for their driveway—either by a permit or as legal nonconforming driveway; and, as abutting owners, they have a right to use the unused portion in any way that doesn’t interfere with the road. Parking on the turnaround clearly does not. If it does at any point, it’s for the State to address it, not the Village.

For all these reasons, we’d urge the Board to remove the condition on their license.

I’d be happy to answer any questions that members of the Board have.

---

<sup>2</sup> *Williams v. Larson*, 261 Wis. 629, 631 (1952) (“It has long been the established law in Wisconsin that the abutting owner has title to the center of the highway or street adjacent to his property, subject to the public easement.”); *Spence v. Frantz*, 195 Wis. 69, 217 N.W. 700, 701 (1928); *Miller v. City of Wauwatosa*, 87 Wis. 2d 676, 680 (1979); *Geyso v. Daly*, 2005 WI App 18, ¶ 9; *see also* Wis. Stat. § 80.32(3) (providing a reversionary interest to the abutting property owners if the road is ever discontinued).

*Olson v. Swanson*, 85 Wis. 2d 834 (Ct. App. 1978) (“It has long been the rule in Wisconsin that a person owning land which abuts on a street, highway, or alley, has title to the center of the roadway, subject to the public easement.”)



**-WHITE APPEAL -**

**SCHMELZER REBUTTAL**

I will address the specific reason for appeal which we are here to discuss, which the Appellant identified as the condition on the Whites' short-term rental license requiring their parking be brought into compliance with the Municipal Code.

Before I begin however I'd like to remind the Board of Appeals, that contrary to Mr. Berg's written request to your "reasonableness and common sense" (WILL, pg. 1), you are tasked with a factual analysis; your review is to be based on the facts, and you should not be replacing your determination on whether something in your judgment is reasonable, or personally makes sense, but on the facts presented before you.

Also, I have not included the short-term rental code as an Appendix in that it is my understanding it was provided to you with the Agenda and Mr. Berg's written appeal.

**I. CODE HISTORY (TO HELP US UNDERSTAND HOW WE GOT HERE)**

Wis. Stats. §61.35 gives villages the right to plan for the development of their communities. Wis. Stats. §62.23 lays out the process for municipal planning. As you may recall, the controversial Smart Growth law enacted in 1999 required municipalities to develop 20-year plans to guide their land use decisions. The law then required the plans to be consistent with local zoning ordinances or risk losing state funding. (The Village of Sister Bay is in the process of updating their comprehensive plan, but still operates under the 2003 plan and subsequent zoning.)

Our 'Smart Growth' Plan, adopted in 2003, Chapter 3, had to address housing, and sadly, back then we faced some of the same issues we face today on affordability and quantity of workforce housing. Chapter 8 addressed land use, indicating a need for residential development that should be buffered "from traffic, noise, and incompatible uses" (*Land Use Strategy, General Plan Design, Residential, Policy 1*). At the time the plan was adopted, transient use was considered a commercial activity, and Policy 2 of the 'Commercial' objective in the Land Use Strategy, was, "Points of vehicle ingress and egress should be properly located and controlled to prevent safety problems and traffic congestion on adjacent arterial streets". (It seems that even in 2003 the village understood commercial type activity would require managed access onto the highway system, and, development in residential areas would need to address traffic, noise, and incompatible uses.) (Plan excerpts in Appendix I-A)

Subsequently, and required by the Smart Growth legislation, we had to adopt a zoning code. Fortunate for Sister Bay, we had adopted our first zoning ordinance in 1964 (an interim code), followed by a comprehensive zoning code and official zoning map dated November 13, 1973.

We have been very responsive to the public's concerns and interests, and since that adoption date, we have reviewed and updated our zoning code several times a year. The zoning code, up until recently (which I'll address later), did not allow homes to be rented on a "commercial transient basis", and even in 2004, the year after the Smart Growth plan was adopted, did not allow homes in a residential district to be rented on a commercial transient basis (this was not allowed until 2022). Through sound planning and zoning, the village was able to control growth and development,

minimize land use conflicts, and preserve the character of their residential zoning districts and neighborhoods.

However, it appears that in 2017 the very state that mandated municipalities to plan, and follow those plans, took away the right of municipalities to implement those plans consistent with state law and the municipality's intent. We were denied implementing our mandated plans -- Via Act 59, effective 2018, a municipality could no longer enact or enforce an ordinance that prohibited the rental of a residential dwelling for 7 consecutive days or more, and if there was an ordinance in effect that was inconsistent, as of September 23, 2017, it didn't apply and could not be enforced. (Statutes, Appendix I-B) We could however adopt ordinances regulating the rental of a residential dwelling in a manner that was not inconsistent with the regulations just mentioned. And, the accompanying statutes (Wis. Stats. §66.1014(2)(d)2.b., *required* the operator of a short-term rental to get a license, if the local ordinance required it. To be clear though, as of that date, in a residential district, the village **did not** allow people to rent their homes on a transient basis, so any rental before that date, was **not** a grandfathered use, but a flat-out **violation** of the zoning code. (Any argument a rental on this property was 'grandfathered' simply is untrue.)

With Act 59 the village saw an increase in rentals. As of 2017, when the state prohibited us from regulating short-term rentals (except as written in the Act), the Door County Tourism Zone Commission, which monitors the room tax reports, showed we had 40 single family homes that were (likely in violation) being rented.

As the village saw an increase in rentals, and associated complaints, they decided to require a short-term rental license. Their first ordinance became effective for the July 1, 2022 – June 30, 2023 licensing period, and attracted more rental operators. There were approximately 106 applications. It became a processing nightmare in that 88 of the applications were deemed incomplete; it appeared applicants didn't invest the time to complete the forms or submit the addendums. It also resulted in an influx of transients in residential neighborhoods, and a variety, and multitude, of complaints. Of the 106 mentioned, 42 of the applicants had at least one violation, and 27 were missing parking information and/or had parking violations. Cars parking on grass, or on the street, were common complaints that year. It appeared many single-family dwellings were not being rented as single family homes, but as lodges, of sorts, with a large number of guests and sometimes a need for commercial sized parking lots.

In 2022, when we started licensing the short-term rentals, Sister Bay had the highest increase in room tax collections – we were booming! By 2023, what we saw in all of 2022, we saw in just the first half of 2023. Although grateful for the dollars, it meant an *explosion* of rentals, and it showed by the volumes of complaints we were receiving. We also were noticing inconsistencies on applications and what we were seeing in the field – it seemed some applicants were either intentionally, or unintentionally, submitting false information with their application.

After adoption though, the village also realized the short-term rental code conflicted with their zoning code (Ch. 66 of the Municipal Code), which did not allow short-term rentals in all districts. So, in 2023, the Plan Commission and the Village Board held numerous meetings and public hearings in 2023 trying to resolve the land use conflicts and issues being raised – they proposed several solutions, and some were greatly opposed, but what they came up with in the spring of 2023 was something the trustees felt was a good compromise and something everyone could live with. And, it

seemed to work, complaints dropped drastically. One item they required to address parking concerns was that the applicant had to show the actual dimensions and location of the parking, which became very telling as to whether there truly was adequate, and code complying, parking onsite.

## II. THE WHITES' APPLICATIONS

**License No. 22-010** – White applied for the short-term rental license on May 9, 2022. Chapter 18, as of the application date, required (per Sec. 18.55.2.d), “Sufficient off-street parking shall be available to accommodate all vehicles on the Short-term Rental premises. Off-street parking shall comply with the Sister Bay Zoning Code, Section 400. *On-street parking for renters of the Residential Dwelling is Prohibited*” [emphasis added]. Also, in regard to parking, the applicant’s property rules and web listings (Sec. 18.55.2.m.) had to include information about the “maximum number of off-street parking spaces”. Those rules also needed to include a diagram of the location of the off-street parking.

In 2022 Mr. White didn’t challenge, question, or appeal the requirement his parking had to meet the requirements of the zoning code. White signed his short-term rental license application on May 3, 2022 certifying the information was true, accurate and complete, and, that a failure to comply with Chapter 18 (which required compliance with zoning) could result in license suspension, revocation, non-renewal and penalties. The Village Clerk reviewed the application, saw he provided a plan, and his rules identified there were 3 stalls, and approximately where parking was located (he did not supply dimensions), and she therefore issued the license on May 12, 2022. (White 2022 Application, relevant sections, Appendix II-A)

**License No. 23-048** – White submits an application on May 17, 2023.

At that time Chapter 18 basically read the same in regard to the licensing of short-term rentals. White again signs the form verifying accuracy and truth, and where the form requests information about the minimum number of off-street parking stalls, he lists three. He submits a copy of an old survey, but no parking plan, but he did certify he had a minimum of three off-street parking stalls that he certified complied with the zoning code, so the license was issued.

White is advised however, in an email dated May 19, 2023 (2023 Application, relevant sections and email correspondence, Appendix II-B), that staff was quickly trying to issue his license before the May 20 deadline, and advised him the rules could change the next year, and that his property was not inspected for violations, and he is told, “*The issuance of the license does not void the need for you to continue to comply with municipal codes*” [emphasis added]. He is also reminded *there is no parking on the grass, street, or in the right-of-way*. White accepts the license, and does not appeal the code, decision or information in the email.

**NOTE:** After numerous complaints about the proliferation of cars parking on the streets, grass and driveways in the residential zoning districts; challenges with people not accurately depicting how much and where their parking was located; and people certifying compliance with Section 400 in the zoning code, where the property was in fact not in compliance, Chapter 18 was revised in 2023. It added more regulation, but spelled out the application requirements in detail to try to minimize the

number of incomplete applications being received. The zoning code was also revised, in part to make it explicitly clear that a home -- whether rented as a short-term rental or not -- needed a minimum of two code compliant stalls (but not more than four for the property). Requiring two stalls for a dwelling was not a new requirement, nor were the parking design standards.

**License No. 24-110** – White submits an application on March 18, 2024 (White 2024 Application, relevant sections and email correspondence, Appendix II-C). He is missing data, and staff has concerns with some of the information he provided. He was missing information on the application form, had the wrong address on the application, his inspection report was outdated, his DATCP license was expired, we questioned if the deck was new, house rules needed to clarify some information about his garbage, and the rules were incomplete.

In addition, he was told (in an email dated April 23, 2024),

*“The most significant issue is your parking situation. You must be able to provide at least 2, but not more than 4, legal parking stalls. Legal means each stall is 10’ x 20’, asphalt, out of the right-of-way, and at least ten feet from the neighboring lot line. The driveway must be at least 10’ wide but not more than 24’. Your plan shows one stall north of the home, adjacent to the road, but an inspection revealed no true parking stall/asphalt area, and if it did exist, it doesn’t meet setbacks. You also show ‘pullover’ parking in the public right-of-way, which is not allowed, and the asphalt must be removed from the public right-of-way.”* (White 2024 Application, relevant sections and email correspondence, Appendix II-C, pg. 16)

He was not denied a license, rather he was told what he must do to get the license.

Adam White responds that same day,

*“We have many parking spots we can share with renters on the new driveway across the street from the cottage. It will be poured concrete and completed in a couple of weeks. I noticed in the regulations you need a signed agreement with the one providing the shared space. Will you need me to sign for myself or should I just document on the new site plan? I’ve made a note of your other items on here and will take care of them as well.”*

I respond on April 25,

*Adam, we don’t allow you to use parking off site. The code says the parking has to be on the same lot.*

*We do allow shared driveways, but your situation wouldn’t be considered a ‘shared driveway’.*

*Hope that helps – Julie*

Adam also responded April 25 addressing the other issues/concerns (some required information is later submitted via his attorney, Bjorn Johnson), and we subsequently set up a meeting date and time to discuss his parking.

Whites’ attorney Bjorn Johnson then contacts me, copies White, and Johnson is informed the Whites have appeal rights, should they wish to exercise them. In the email I let Mr. White know that since he employed an attorney I would not be able to meet with him. (White 2024 Application, relevant sections and email correspondence, Appendix II-C, pg. 22)

On May 8th Mr. White submits a plan for a new driveway. He indicates the existing asphalt would be removed and replaced with grass and flower beds, and the new driveway would be poured concrete. (White 2024 Application, relevant sections and email correspondence, Appendix II-C, pgs. 29, 30) On May 22<sup>nd</sup> I write White explaining if I understand his plan correctly, it will meet code, but I ask him to verify my understanding of his plan is correct. White doesn't respond, but his attorney does, and instructs me to not contact the Whites without his presence. There was no further contact with the Whites after that date. (White 2024 Application, relevant sections and email correspondence, Appendix II-C, pg. 32)

Johnson submits an appeal, and did not follow the process outlined in the code. The village attorney, Randy Nesbitt, writes Johnson explaining he did not appeal following the process outlined in Chapter 18, and the appeal was not made within the thirty-day timeframe. Johnson later argues he didn't appeal via Chapter 18 because the village failed to create a fee for the appeal, yet no Village Staff have recollection or evidence of Johnson inquiring about the fee. The matter, as you know, was then appealed to Circuit Court and remanded.

### **III. BERG ARGUMENT THE EXISTING DRIVEWAY IS GRANDFATHERED**

First, the zoning code doesn't 'grandfather' driveways for short-term rentals. However, if it did, the driveway is *not grandfathered* (legal nonconforming). Secondly, if Atty. Berg believes the driveway(s) are legally nonconforming, he must prove it. Simply saying something is grandfathered doesn't make it grandfathered. Ch. 66 requires the burden of proof as to a use's nonconformity to be on the applicant. Specifically, Sec. 66.0901(3) reads, "The owners of property claiming to have a legal nonconforming use or a lawful conditional use, have the burden to prove that such use was in fact a non-conforming use or lawful conditional use in accordance with Section 66.0922 of this Chapter." (Appendix III-A)

As mentioned earlier, the village ordinance was adopted on November 13, 1973. The ordinance required any home erected or placed on a lot to have one parking stall (Sec. 10.05(3)(a)2.) (Appendix III-E) Clearly, any home before that time, absent a driveway, would be grandfathered. This home was built in 1946 and therefore predated the adoption of zoning in 1973, and on the face, would not have to have a driveway. The lack of a driveway is therefore a 'nonconformity' on the lot. As Atty. Berg stated, the driveway is (allegedly) 'nonconforming' and can continue into perpetuity, until it is altered.

In 1974 public water was installed in the village, and that year water was installed along North Bay Shore Drive. (As Built Public Utility Documentation, Appendix III-B) The village installed the curb stops in the years that followed, which is the 'connection' from the lateral to the home (as shown on Appendix III-C, the aerial photo has our GIS layer on it showing the location of the curb stop). Per Utility staff, we NEVER installed the curb stop under a driveway – it would have been cost prohibitive. So we know that as of 1974, there was no driveway.

Per a survey by Lee Telfer, dated November 11, 1977, this property had no driveway as of that date (Appendix III-D). The survey is quite detailed, so if there was a driveway, or the stone border surrounding the driveway that exists on a later survey, it would have been on that survey.

Evidence indicates the property had no driveway prior to *November 11, 1977*. The driveway, or lack thereof, was, as Atty. Berg told us, nonconforming. The code in effect (Appendix III-E), when the driveway, or lack thereof, became nonconforming (1973, Sec. 10.07), read,

*“The lawful nonconforming use of a structure, land or water existing at the time of the adoption or amendment of this Ordinance may be continued although the uses do not conform to this Ordinance. However:*

*(a) Structural Alterations. Only that portion of the land or water in actual use may be so continued...except when required to so by law or order or so as to comply with the provisions of this Ordinance.”*

And, Sec. 10.02(11),

*“There shall be no more than one access and one exit driveway to streets and highways...the maximum width...twenty-four (24) feet for all residential land uses”.*

Around 1978 the previous owner remodeled his home, per a letter he wrote opposing his neighbor’s petition for a variance in 1979. (Appendix III-F) We thought the driveway *may* have been installed at that time, although his permit file doesn’t show a driveway, nor do his assessment records.

In 1983 the zoning code was rewritten. Sec. 10.05(3)(a)2 was amended to require a dwelling to have two parking stalls. (Appendix III-G)

In 1997 the adjacent neighbor to the north had a survey done. The survey appears to show all encroachments. It shows no encroachment on the south property line, which is White’s property, leading us to believe the abutting driveway (the stone border in particular) was not there in 1997. (Appendix III-H)

The assessment record from August 21, 1998, shows an asphalt driveway of 1098 sq. ft., which appears to be the asphalt area in the public road right-of-way since the current one stall driveway adjacent to the north lot line is only about 200 sq. ft. This is also when we see a significant jump in the assessment record (reflecting the previous year’s remodel and addition). (Appendix III-I)

The first air photo we have access to is from April 2007. That air photo does show what appears to be an asphalt driveway(s), as currently exists. (Various aerial photos, labelled, Appendix III-J, pg. 1) It is clear the parking and driveway situation lost its legal nonconformity, and was not brought into compliance. *It is therefore a violation.* Furthermore, aside from the 1973 code requirement of one parking space, that code also required (Sec. 10.05(3)(c)) that “no vehicle shall be parked within (10) feet of the street line”.

Since there was no driveway, or parking spaces whatsoever when the village adopted zoning, when the parking and driveway were to be installed, they would have had to meet code.

Furthermore, since the parking and driveway are *not* legal nonconforming, and since the Municipal Code, Chapter 2, *Administration*, Sec. 2.2 (Appendix III-K) says we cannot issue a license if “there are alleged violations in dispute or proven to be a Municipal Code violation”, staff argues White *should not even have received his current license.*

As indicated earlier, the village was forced to issue White a license and it was conditioned on him complying with the code. First, it is important to realize the short-term license is a *license*, not a

permit, which means every applicant must comply with the rules in effect *at the time of application*. Again being an annual license, the applicant must comply with the rules *in effect* at time of completed application. On March 18, 2024, when the Whites applied for their annual short-term rental license, even though not a complete application, the codes required a short-term rental to have a minimum of two, but not more than four, code complying parking stalls.

What is code complying? Simply, code complying stalls must be 10' wide, 19' deep, on site and outside a public right-of-way, and 10' from a property line. Dwellings in a single-family residential zoning district are allowed one such driveway, not to exceed 24' in width. (Appendix III-L) White's 'driveway' consists of one stall (approximately 10' wide), abutting the property line, and a wide access that expands into a 'smear' of asphalt *in the public right-of-way*, almost entirely off his platted lot. (Appendix III-M).

And lest we not forget, the nonconforming use section of the code also requires (Sec. 66.0911(6)), "Existing benign non-conforming structures, which are remodeled or reconstructed shall conform to the established building setbacks, height, parking, loading, and access provisions of this chapter." (Appendix III-A) The home on the lot is a nonconforming structure because it doesn't meet the required road setback; both a previous owner and Mr. White have remodeled the home.

And, the part Atty. Berg doesn't like is the nonconforming rules (Sec. 660.923) also say a nonconformity in a public right-of-way cannot continue when the use is intensified, and the village does consider a short-term rental an intensification of the use of the single-family residence. Even if Berg disputes this code section, the remainder of the nonconforming use regulations are sufficiently valid to factually show the driveway(s) is not grandfathered and should have been brought into compliance with the code.

#### IV. DOES THE VILLAGE HAVE ANY JURISDICTION OVER HIGHWAY 42?

The Wisconsin Department of Administration Manual, as Atty. Berg interprets as superseding village authority, is not applicable to this case. Wis. Stats. §349.13 gives the village authority to enact ordinances respect to highways under its jurisdiction, including state highways. (Appendix IV-A)

Atty. Berg indicated the village had no jurisdiction over Highway 42. However, the village entered into a State/Municipal Maintenance Agreement on October 17, 2018 for that portion of Highway 42 where the subject property is located. (Appendix IV-B) Page 3 of that agreement states the municipality agrees to "Regulate parking along the highway". We know a property owner installed the asphalt parking area off their lot and in the public right-of-way, between 1977 and 2007. The parking area is used by guests staying *overnight* at the short-term rental. As allowed by the Department of Transportation's Agreement, the version of Chapter 58 of the Municipal Code, *Traffic and Vehicles*, Sec. 58.66 (Appendix IV-C), in effect when White applied for a license, prohibits parking a vehicle in excess of 22' along Highway 42, and, *prohibits overnight parking on that same road*.

**NOTE:** The agreement further states we shall keep the highway free of encroachments, meaning we have the ability to remove hazardous parking areas encroaching on the highway, as allowed in Wis. Stats. §86.04, *Highway encroachments*. (Appendix IV-D) (Per the Wisconsin Department of Transportation's website, *Encroachments*, the "highway right-of-way is the area needed for traffic



lanes, shoulders, ditches and errant vehicle recovery”). As of yet, we have not opted to remove the Whites’ asphalt.

## V. FINAL THOUGHTS

Whether the parking area parallel to Highway 42 is on site, off site, nonconforming, or somehow permitted (which it was not), it constitutes a ‘nuisance’ under Chapter 30 of the Municipal Code, *Nuisances*. (Appendix V-A) Section 30.2 defines a public nuisance as, “A public nuisance means a thing, act, occupation, condition or use of the property which shall continue for such length of time as to...Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property”. In the *Town of Delafield v. Sharpley*, 212 Wis. 2d 332, the courts decided “when a nonconforming use constitutes a public nuisance, a community may prohibit the use, regardless of its duration or legal status as a nonconformity” (*Zoning Nonconformities, Center for Land Use Education, 2005*).

You’ve seen the GIS aerial photography of a truck extending past the Whites’ property line and into the public road right-of-way, and we received a recent photo of guests parking along the road, blocking the ability to allegedly safely pullover for emergency vehicles. (Recent Photo, Highway 42 Parking, Appendix V-B) I’d also like to add that the Wisconsin Department of Transportation conducts traffic counts along the highways. There is not data available for this specific area, but we know just north of Sister Bay, along Highway 42, the most recent count was done in 2022 and showed an average daily count of 4100 vehicles. Downtown Sister Bay has a higher count, but the data is not close enough to this property to utilize (data was taken at the intersection of the two state highways in 2018 and showed 9100 vehicles). A state highway is designed to carry traffic efficiently, so any encroachments or possible obstructions can greatly impact passing traffic. According to Wisconsin’s crash data, from April 2007, which is the first aerial photo found of the driveways, until now, there have been 7 accidents between Scandia Road and Hill Road, just on Highway 42.

Other thoughts: As the aerial photos reveal, in the past a substantial amount of trees were removed on this property, which is a violation of Ch. 66, furthering the violations on this property.

The Whites could have applied for a variance for that portion of the parking located on their property; they did not.

Atty. Berg claims requiring the parking to meet code would result in White having to remove costly landscaping he just completed, but keep in mind, when White emailed staff in 2023 explaining he was going to install landscaping, he was told his property had not been inspected for violations yet, and, there could be code changes that impact his property. He selected to proceed with the landscaping.

## CONCLUSION

You are to determine if the Zoning Administrator erred in her determination that White’s parking did not meet code and had to be brought into compliance before a short-term rental license could be issued.

The parking does not meet the requirements of the code in effect at the time the Whites applied for their license. As explained, the parking situation is *not* a legal nonconforming use, as Atty. Berg alleges, rather it is a violation. The Municipal Code states a license cannot be issued to someone if there are violations on their property. Furthermore, specific to the parking parallel to the Highway, the Village of Sister Bay has the authority to regulate Highway 42, and prohibit encroachments.

I respectfully urge you to deny the Appeal submitted by Atty. Berg on behalf of the Whites.

Julie Schmelzer  
Village Administrator/Zoning Administrator

# HYBRID ZONING BOARD OF APPEALS MEETING MINUTES

MONDAY, SEPTEMBER 30, 2024

SISTER BAY/LIBERTY GROVE FIRE STATION – 2258 Mill Road, Sister Bay, WI

(THE MEETING WAS ALSO ACCESSIBLE VIA “ZOOM”

VIDEO CONFERENCING SOFTWARE)

**APPROVAL PENDING**

**Agenda Item 1. Call Meeting To Order:** The September 30, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals was called to order by Chairperson Tom Sadler at 4:33 P.M.

**Agenda Item 2. Roll Call:** Chairperson Sadler and Board members Pat Wisner, Deb Duren and Liz Hecht.

**Excused:** Board member Terry Kelly

Board member Hristo Blagoev informed staff members that he would be recusing himself due to a potential conflict of interest, and, therefore, he was also excused.

**Staff Members:** Village Administrator Julie Schmelzer, Administrative Assistant Janal Suppanz, and Village Attorney Randy Nesbitt.

**Others:** One of the Appellants, Brigid White, on behalf of Captain’s Cottage, LLC, and the Appellants’ attorney, Bjorn Johnson, as well as Luke Berg of the Wisconsin Institute For Law & Liberty, Louise Howson, Denise Bhirdo, Lars and Jill Johnson, Kurt and Laurel Harff, Karen Berndt, Ken Church, Kim Erzinger, and two unidentified individuals.

**Agenda Item No. 3. Approval of the Agenda:**

*Motion by Hecht second by Duren that the Agenda for the September 30, 2024 meeting of the Village of Sister Bay Zoning Board of Appeals be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approval of minutes for the August 22, 2024 meeting of the Zoning Board of Appeals and the Related Decision Document:**

*Motion by Sadler, second by Wisner that the minutes for the August 22, 2024 meeting of the Zoning Board of Appeals be approved as presented. Motion carried – All ayes.*

*Motion by Sadler, second by Wisner that the document that is entitled, “Village of Sister Bay Zoning Board of Appeals Final Determination – Wisconsin Statutes Chapter 68 Appeal (Administrative Appeal – Captain’s Cottage, LLC)”, be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 5. Public Hearing On Petition For Grant of Variance; Adam and Brigid White; 10775 N. Bay Shore Drive, Which Is Zoned R-1 (Single Family Residence):**

*Sadler, who is the Chair of the Village’s Zoning Board of Appeals, introduced himself as well as the other Zoning Board of Appeals members, and noted that the Zoning Board of Appeals is a quasi-judicial appeals board that is comprised entirely of Village residents. The members of that Board, who are bound by the provisions of the Wisconsin Statutes, are formally appointed by the Village Board, and they have been charged with hearing appeals of decisions that are made by the Village Administrator and/or the Village’s Plan Commission as well as requests for variances. Sadler then explained the facts*

1 *and circumstances surrounding Mr. and Mrs. White's variance request and explained the procedures*  
2 *that would be adhered to during the course of this proceeding. At 4:39 P.M. he called the Public*  
3 *Hearing on the Petition for grant of variance that was filed by Adam and Brigid White on behalf of*  
4 *Captain's Cottage, LLC to order.*

5  
6 A Staff Report that was prepared by Schmelzer was included in the digital meeting packets, and she  
7 summarized the contents of that document. During that time she stressed that she was only present  
8 to answer questions that the Board members may have regarding Mr. and Mrs. White's variance  
9 request, and also noted that the Board members can only grant the White's request for a variance if  
10 they find that the variance will not be contrary to the public interest, and, where, owing to conditions,  
11 a literal enforcement of the provisions of the ordinance would result in practical difficulty or  
12 unnecessary hardship. Schmelzer also noted that Mr. and Mrs. White must prove that strict  
13 compliance with the Zoning Code would unreasonably prevent them from using their property for the  
14 permitted use, would render conformance with the Code to be unnecessarily burdensome, and would  
15 leave them with no other reasonable use of their property. Finally, she stated that if the Zoning Board  
16 of Appeals members find that there will be unnecessary hardship, it must be based on conditions  
17 unique to the property, rather than personal to Mr. and Mrs. White. She also stressed that variances  
18 "run with the land", so any decisions that the Board makes this evening will affect the property at  
19 10775 N. Bay Shore Drive "forever". In conclusion Schmelzer introduced a copy of a Driveway Plan  
20 that had been submitted to her by Mr. White on May 8, 2024, and pointed out that adherence to that  
21 Driveway Plan would have satisfied the provisions of the Zoning Code, but Mr. and Mrs. White never  
22 took the required follow-up actions, so the proposed driveway alterations never came to fruition. (The  
23 previously mentioned Staff Report has been labeled Respondent's Exhibit No. 1, and the Driveway  
24 Plan has been labeled "Respondent's Exhibit No. 2". Both of those documents are hereby attached  
25 and incorporated by reference.)

26  
27 Duren asked if it would be possible to extend the driveway that's on the north end of Mr. and Mrs.  
28 White's property any further, and Schmelzer responded that such actions would not be feasible.

29  
30 Hecht asked if the regulations that Schmelzer referred to were in place when the White's initially  
31 applied for their short-term rental license, and Schmelzer responded that short-term rental licenses  
32 are never "grandfathered"; short-term rental operators are required to submit the related  
33 applications on an annual basis, and must abide by the regulations that are in effect when they submit  
34 their applications. Upon hearing this, Hecht expressed concerns that the Village's short-term rental  
35 regulations could technically be amended at any time, and pointed out that amendments to the  
36 related parking regulations could definitely negatively impact Mr. and Mrs. White as well as a number  
37 of other short-term rental operators "down the road". Schmelzer acknowledged that amendments  
38 were recently made to some of the Village's short-term rental parking regulations, but she also noted  
39 that all of the other short-term rental operators opted to comply with the new regulations and were  
40 ultimately issued their licenses.

41  
42 Duren agreed with Hecht, and stated that it is her understanding that there literally is no room to  
43 expand the existing driveway. She also noted that the driveway that is the subject of this hearing has  
44 been there "forever". Schmelzer responded that there is plenty of room to create a new driveway  
45 elsewhere on the property, but as of this time the White's have opted not to do that.

1 Duren then asked if the White's could propose that a driveway be constructed elsewhere on their  
2 property, and Schmelzer responded that that would be an option.

3  
4 Duren asked how long the White's have actually held a short-term rental license, and Schmelzer  
5 responded that she believes they have been issued three STR licenses thus far. The Code was last  
6 amended in June of 2023, and that is when the decision was made that driveways for short-term  
7 rentals would no longer be allowed to be "grandfathered", but since Mr. and Mrs. White had already  
8 been issued a short-term rental license for their property, this will be the first year that they were  
9 actually informed that in order to obtain a Short-Term Rental License they must bring their driveway  
10 into compliance.

11  
12 Sadler requested that Schmelzer describe the components of the Parking Plan that she provided to  
13 the Board members, and she did that. He then asked if two vehicles would fit in the area that is  
14 designated on the plan, and Schmelzer responded that they would. She also noted that if the plan had  
15 come to fruition the previously mentioned right-of-way issues would have been eliminated.

16  
17 Nesbitt swore in Attorney Berg, and he subsequently read a portion of a prepared statement aloud.  
18 In conclusion Attorney Berg indicated that the White's simply want to continue to utilize their existing  
19 driveway, which has been in existence for many years, and for all of the reasons he mentioned in the  
20 statement, he and the White's definitely believe a variance is warranted. (The prepared statement  
21 and all the documents that are referred to in that statement have been labeled "Appellant's Exhibit  
22 No. 1", and have been made part of "the official record", but due to file size limitations only Attorney  
23 Berg's statement is actually attached and incorporated by reference.)

24  
25 Duren indicated that she believes the Whites should only be allowed to have two parking stalls on  
26 their property; one on the north side of the lot, and one by the power pole, and as long as the  
27 neighboring property owners don't object, she doesn't believe there should be any issues with such  
28 a finding. Schmelzer responded that the Zoning Board of Appeals cannot grant a variance for property  
29 that is not owned by the applicants, but Attorney Berg responded that their position is that the  
30 driveway is on their property as it is in the right-of-way. Schmelzer responded that the right-of-way  
31 issue was debated at length at the last Zoning Board of Appeals Hearing and, therefore, she does not  
32 believe it would be appropriate to allow further debate of that issue at this time, and Attorney Nesbitt  
33 agreed. Attorney Berg then read the verbiage that he was proposing for a variance aloud.

34  
35 Nesbitt stated that if the Board decides to grant the previously mentioned variance he would not  
36 recommend that the verbiage that is being proposed by Attorney Berg be utilized as it is quite vague  
37 and allows "long-term change", and basically would infer that "what is there now will be allowed to  
38 remain forever.". Further, someone looking at the variance years from now would have no idea what  
39 the existing driveway even looks like. He also stated that in order to avoid any problems in the future,  
40 he is suggesting that a very detailed description of any conditions that are imposed be clearly defined  
41 and "sited on the record".

42 Attorney Berg responded that if the Board members share Nesbitt's concerns, they could order that  
43 the Site Plan that has been included in Appellant's Exhibit 1 be attached to the Findings of Fact,  
44 Conclusions of Law and Decision.

45  
46 Sadler asked if anyone in the audience would like to speak in favor of granting the variance, and Brigid  
47 White was subsequently sworn in by Attorney Nesbitt. Mrs. White stressed that she and her husband

1 are not trying to be difficult; they honestly believe that the home that is located at 10775 N. Bay Shore  
2 Drive resembles an historical, quaint cottage, and they love it. Quite honestly they have no desire to  
3 tear the house down and construct a “McMansion” on the previously mentioned property, and  
4 because they believe the property is quite charming “just like it is” they also have no desire to tear up  
5 a driveway that has existed for many, many years. Because they wanted to improve the appearance  
6 of the property they saw that the LP tank was buried and have also put a lot of effort into seeing that  
7 very nice landscaping was added.

8  
9 Sadler asked if anyone else would like to speak in favor of granting the variance, and when no one  
10 responded he asked if anyone would like to speak in opposition to Mr. and Mrs. White’s request.

11  
12 Denise Bhirdo was sworn in by Attorney Nesbitt, and she subsequently read a prepared statement  
13 aloud. In that statement Ms. Bhirdo indicates that she is a Trustee for the Village and is also the Chair  
14 of the Plan Commission, but at this hearing will be speaking as an individual resident of the Village  
15 and a citizen. She is very concerned that if Mr. and Mrs. White’s request for a variance is granted, that  
16 variance will affect the land at 10775 N. Bay Shore Drive “forever”, which could prove to be very  
17 “problematic” from a number of different perspectives. When Act 59 was adopted by the State  
18 Legislature the Village lost the ability to regulate transient rentals in residentially zoned districts, but  
19 after a number of complaints were received from residents about the issues associated with short-  
20 term rentals the Village did enact regulations that establish guidelines for the issuance of Short-Term  
21 Rental Licenses. One of those complaints was received from Ingert Johnson, and in her letter Mrs.  
22 Johnson adamantly objects to the fact that people who were utilizing STR’s on the north end of the  
23 Village were allowed to park their vehicles along the highway as there was potential for a number of  
24 safety issues to arise. In conclusion Bhirdo stated that she would like to clarify that none of the  
25 “parking regulations” that are contained in the Village’s Zoning Code have actually been amended  
26 recently; the only recent changes that were made to parking regulations are those that are contained  
27 in the portions of the Code that actually address licensing requirements for short-term rentals.

28  
29 Sadler asked if anyone else would like to testify in opposition to Mr. and Mrs. White’s request for a  
30 variance, and when no one responded he asked if anyone wished to present rebuttal testimony.  
31 Attorney Berg responded that he would like to point out that all of the regulations that Mr. and Mrs.  
32 White have requested variances for do pertain to parking, and they are all contained in the Zoning  
33 Code.

34  
35 *At 5:31 P.M. Sadler asked if anyone else would like to present rebuttal testimony, and when no one*  
36 *responded he declared that the Public Hearing was officially closed.*

37  
38 **Agenda Item No. 6. Administrative Appeal Discussion and Action:**

39 Sadler asked that each of the Board members voice their opinions with respect to what should happen  
40 with the White’s variance request, and Duren responded that “at first glance” she believes a variance  
41 should be granted on the condition that no more than two on-site parking stalls will be allowed. She  
42 suggested that the condition be imposed that one of those stalls must be on the north end of Mr. and  
43 Mrs. White’s property, and the other must be created in the turn-around area, and Wisner and Hecht  
44 concurred.

Sadler stated that it is his understanding that parking issues have existed on the previously mentioned property for years. Quite honestly, he believes Mr. and Mrs. White “had way more than adequate time” to address the issues that Schmelzer referred to during this meeting, and, therefore, he is not in favor of granting the variance.

Upon hearing that comment Duren stated, “Well, technically, if the Code is strictly adhered to none of the previously mentioned variance requests should actually be granted.”, and Wisner stated, “It’s one thing to talk about something, but enforcement is another”. She also stated that she is very concerned that “precedent will be set” if the White’s variance request is granted. Wisner asked what the impacts of granting the variance actually would be, and Nesbitt responded that if the variance is granted any conditions that are imposed by the Zoning Board of Appeals will apply to the property “in perpetuity”.

*Motion by Wisner, second by Sadler that the request from Adam and Brigid White on behalf of Captain's Cottage, LLC for a variance from the following sections of the Zoning Code be and hereby is denied:*

- *Section 66.0403(2), which states that a parking stall must be 9'X 20' in size;*
- *Section 66.0403(5 ), which states that parking spaces must be on the same lot as the principal use they serve, and states that residential parking must be in a garage or carport or on a driveway that does not exceed 24' in width unless there is a spur that is a maximum size of 10' X 20', or the flare to access a parking area is in the side or rear yard;*
- *Section 66.0403(10)(d)(1), which states that a single family dwelling must have two parking spaces per dwelling unit, and also states that a short-term rental must have a minimum of two parking stalls but not more than four conforming parking spaces on the property;*
- *Section 66.0405(1)(c), which states that vehicles must be located outside of all ultimate rights-of-way, vision clearance triangles and drainage and utility easement areas;*
- *Section 66.0406(5)(a), which states that driveways and vehicles that are parking in an R-1 zoning district shall be 10' from a side lot line; and,*
- *Section 66.0406(6), which states that lots in the R-1 Zoning District are limited to one driveway, and short-term rentals with a non-conforming number of driveways shall be brought into compliance with the provisions of the Code.*

*A roll call vote was taken on that motion, and the Board members voted in the following fashion:*

*Sadler – Aye; Hecht - Nay Wisner – Aye, Duren – Aye*

*Motion carried.*

*Nesbitt distributed a template for the Findings of Fact, Conclusions of Law & Decision that pertains to the White’s variance request to each of the Board members, and they jointly reviewed that document and eventually came to a consensus as to the verbiage that document should contain. Suppanz took note of all the suggested revisions, and indicated that she will see that a final draft of the Findings of Fact, Conclusions of Law & Decision is provided to Sadler ASAP.*

1 **Adjournment:**

2 *At 5:56 P.M. a motion was made by Hecht, second by Duren that the September 30, 2024 meeting of*  
3 *the Village of Sister Bay Zoning Board of Appeals be adjourned. Motion carried – All ayes.*

4  
5 *Sadler thanked everyone who was present for taking the time to attend this meeting, and indicated*  
6 *that he will see that the Findings of Fact, Conclusions of Law and Decision is executed in as timely a*  
7 *fashion as possible.*

8  
9 Respectfully submitted,

10 

11 Janal Suppanz,

12 Administrative Assistant





WISCONSIN INSTITUTE FOR LAW & LIBERTY, INC.  
 330 E. Kilbourn Avenue, Suite 725, Milwaukee, WI 53202-3141  
 414-727-WILL (9455) | Fax 414-727-6385 | www.will-law.org  
 Luke@will-law.org | Direct: 414-727-7361



## Testimony on September 30, 2024, to the Sister Bay Zoning Board of Appeals

### INTRODUCTION

Good afternoon, members of the Zoning Board of Appeals. I am here on behalf of Adam and Brigid White and Captain's Cottage, LLC, to seek a variance with respect to their driveway at their short-term-rental property. The Whites live in Sister Bay full-time and own a short-term-rental property across the street, at 10775 North Bay Shore Drive. They have owned that property since 2020 and have been renting it on a short-term basis that entire time (and using the driveway). The prior owners also rented it on a short-term basis since 2018.

The driveway at that property has been in place, as it is now, for at least 50 years. It has never been an issue until recently. Since this spring, however, the Zoning Administrator has taken the position that, to get a short-term-rental license, the Whites have to rip up their driveway, widen it, and move it over ten feet. We are here to seek a variance from those provisions of the zoning code that the Zoning Administrator believes their current driveway does not meet.

Before I go further, I'd first like to summarize how we got here today to get everyone up to speed. When the Whites applied for their short-term-rental license last spring, they were denied their license on the grounds that their driveway doesn't meet the current zoning code. The Whites attempted to work through the issue with the Administrator, explaining that their driveway is grandfathered, but were unsuccessful. The Whites then tried to appeal to the Village Board, but they were denied an appeal for failing to pay an appeal fee that, it turns out, didn't actually exist. At that point they had no other option but to file a lawsuit, and that case remains pending at the Door County Circuit Court. The Court granted the Whites a temporary injunction to allow them to continue to rent their property and ordered the Village to follow the administrative review process. The first step of that process was a review by Nate Bell and Randy Nesbitt. They reversed the Zoning Administrator's denial and granted the Whites their license, but it was still conditioned on them replacing their driveway. We appealed that condition to this board and had a hearing on that appeal on August 22.

During that hearing this board indicated that it believed a variance would be the simplest way to resolve this issue. It modified the condition on their license to allow the Whites to continue to rent their property without changing their driveway, so long as they seek and are granted a variance. So, following this board's lead, we applied for a variance, and that's why we're here today.

Now, just to be clear for the record here, our position continues to be that the Whites technically don't need a variance, because their driveway already is a legal, nonconforming use—i.e., grandfathered. But we're looking for the simplest way to resolve this dispute, and this board felt that the variance was the best way to do that. So, if this board grants a variance, the Whites will be able to go on with their lives and continue their short-term rental as they already have for years.

### THE RELEVANT ORDINANCES

The Whites' variance application seeks a variance from six different provisions of the zoning code, as follows:

- 66.0403(2)
- 66.0403(5)
- 66.0403(10)(d)(1)
- 66.0405(1)(c)
- 66.0406(5)(a)
- 66.0406(6)

Now, at the outset, I want to note that, in our view, the Whites' existing driveway already meets all but one of those provisions. But the Zoning Administrator has taken the position that it violates each of these, which is why we are seeking a variance from all of them. I will discuss each in more detail, but I want to emphasize that our variance request, at bottom, is very simple: just to be able to keep and continue to use their existing driveway, and not have to replace it just to renew and keep their short-term-rental license.

Before I get into more detail, it will be helpful for everyone to see what the driveway looks like. Along with a copy of these remarks, I've submitted an appendix of materials that I'll be referencing. I apologize for the length. Most of it you don't need to read; it's just all the documents from the whole history of this dispute, including the litigation and the prior administrative appeal. I included all of that in case you want to see it or think it's relevant.

The most important stuff for this hearing is at the beginning. On pages 1–5, you can see pictures of the Whites' driveway. On page 6, you can see a survey of their property. As you can see, their driveway has two portions to it, one that is perpendicular to the road and a turn-around that is parallel to the road. The pictures show that the turn-around comfortably fits a minivan in just the front half. And the vehicle is well outside the shoulder of the road. The turn-around curves around a utility pole and is farther from the shoulder than the fences on the neighboring properties, so cars parked there in no way interfere with the flow of traffic along the road. If any car were to veer off the shoulder of the road, it would hit the utility pole or the neighbors' fences before any cars parked in the Whites' driveway.

A few years ago, the Whites put in landscaping next to their driveway, including trees and bushes. To replace their driveway, they would now have to tear all of that out and would end up paving more of the front of their property, reducing the natural beauty along the shoreline-side of the road.

With that overview, I'll explain each of the provisions we're seeking a variance from. And the order I've chosen is, I hope, to make it as easy to understand as possible.

**66.0406(5)(a)**

This is the easiest one to understand. It's the requirement that a driveway must be at least 10 feet away from the neighboring lot line. Everyone agrees, and the survey shows, that the Whites' driveway is not. But, again, the driveway has been that way for 50 years. There is no evidence that the neighbor has ever complained about this; as the pictures show, there is a thick line of trees and bushes at the edge of the driveway to separate the lots.

As a brief aside, the evidence that the driveway has been in place for at least 50 years is found in the appendix at pages 29–30, in a declaration from Kevin Woldt, one of the prior owners of the property. As he explains, he lived there in the 1970s when he was in high school, the driveway was the same then as it is today, and it hasn't changed since, to his knowledge.

Furthermore, as I explain in a declaration at pages 31, I attempted to obtain the permit for the original driveway from the Wisconsin Department of Transportation. They were unable to find it in their records but explained to me that their electronic records only go back to the 1980s, so it's very possible the permit is in a physical logbook somewhere that is apparently much harder to search—or the driveway might have even pre-dated the permitting process.

**66.0406(6)**

The second ordinance we're seeking a variance from is 66.0406(6), which limits properties in R-1 zones to one driveway and requires short-term-rental properties with more than one driveway to remove all but one. Now, to be clear, I would characterize the Whites' driveway as one driveway. It has a wide front, but it's all connected. Some of the Zoning Administrator's emails with me (these are in the appendix at pages 97–105) suggest that she believes the turnaround portion and the perpendicular portion are two separate driveways. So that's why we're seeking a variance from this one.

**66.0405(1)(c)**

The next is 66.0405(1)(c), which says that “vehicles shall be located outside of all ultimate right-of-ways.” This one takes a little explaining, but it's important to understand the rest of what I'm going to talk about, so bear with me a moment.

The phrase “right of way” is not always used consistently. One way it’s used is to refer to a sort-of virtual, 66-foot-wide strip of land that follows the road. This is not the actual width of the road. The actual width of the road, including the shoulder on both sides, is roughly 37 feet. Instead, this is land that the state has a right to use if it ever wants to expand the road, widen the shoulder, etc. Along Bay Shore Drive, that potential, 66’ strip extends 10–15 feet beyond the actual paved shoulder of the road into the lots.

With respect to the Whites’ property specifically, the turnaround portion of their driveway is mostly within that unused portion of the potential right-of-way. That’s not unique though. It should be obvious, but every single driveway is partially in the potential “right-of-way.”

The way I would interpret 66.0405(1)(c) is that it means simply that you can’t park cars in the *actual* right of way, i.e. on the shoulder of the road. The ordinance, after all, refers to the “*ultimate* right of way.” But even if “right of way” refers to that potential, 66’ strip, rather than the actual, paved road, the same ordinance, just two subsections above, says explicitly that vehicles under 12 tons “may be parked on a driveway.” That’s a pretty clear authorization to park on a driveway, to my mind. The way these would work together then, is that you can park on a driveway, but you can’t otherwise park in the potential right of way—like in the grass right next to the shoulder of the road.

The Zoning Administrator’s position, however, is that the part of the driveway that is in the potential right of way either can’t be used for parking, or, perhaps, can’t count as parking for purposes of the other requirements that I’ll get to. I’m hedging here a bit because I’m not sure I understand the Zoning Administrator’s position.

In any event, we are seeking a variance from this section just to be absolutely clear that the Whites can park on their own driveway—all of it—and can count that space as available parking for purposes of the other requirements.

#### **66.0403(10)(d)(1)**

The next section we’re seeking a variance from is 66.0403(10)(d)(1). That section says that short-term rentals must have at least two, but not more than four, parking spaces. If you count their whole driveway, the Whites’ property has 3–4 spaces. As the pictures show, you can fit 2–3 cars in the turnaround portion of the driveway, and one in the perpendicular portion. The Zoning Administrator’s position is that the Whites cannot count the turnaround because it’s in the potential, but unused, right-of-way strip. Again, I think that’s a bad interpretation, but just in case, we’re seeking a variance from the requirement to have a minimum of two parking spaces. Everyone agrees, I think, that they have at least one parking space in the perpendicular portion of their driveway.

**66.0403(5)**

The next section, 66.0403(5), says that parking spaces must be on the same lot as the principal use. The Zoning Administrator's position is that 2–3 of the parking spots on the driveway are *not* on the same lot because they are in the unused portion of the right of way.

That is incorrect, in our view, under what's called the "center-of-street" rule, which is a well-established rule of property law in Wisconsin. The basic idea is that property owners abutting a road own the land under the road all the way to the center of the street. Our Supreme Court has said that this rule applies "even where the conveyance names the highway as the boundary of the parcel conveyed." *Spence v. Frantz*, 195 Wis. 69, 217 N.W. 700, 701 (1928) (citing *Gove v. White*, 20 Wis. 425, 426 (1866)).<sup>1</sup> So the Whites' lot technically runs to the center of street, and thus their driveway and parking spaces on that driveway *are* on the same lot, even though they are within the potential, but unused, right of way.

But again, in case we're wrong about that, and just to be absolutely clear, we are seeking a variance from the requirement that their parking be on the same lot—so that their whole driveway can count.

**66.0403(2)**

Finally, the last section, 66.0403(2), is just the minimum dimensions of a parking spot. It says that parking spots have to be at least 9' wide and 20' long. As the pictures show, the perpendicular portion of the Whites' driveway is much wider and longer than that—it's 12 feet wide and 36 feet long. And the turnaround portion is about 12' wide and well over 20' long—so they clearly have at least two spots that meet those dimensions. But the Zoning Administrator's position is, again, that any portions of the driveway that are within the potential right of way do not count.

So, again, just to be absolutely clear, we are seeking a variance from this section to the extent that any of the parking spaces in the existing driveway do not meet the dimensions, for whatever reason.

**Summary**

I know that was a lot of detail, and I apologize for that; I'm just trying to be as clear and precise as possible. At bottom, the request here is really simple: the Whites just

---

<sup>1</sup> *Williams v. Larson*, 261 Wis. 629, 631 (1952) ("It has long been the established law in Wisconsin that the abutting owner has title to the center of the highway or street adjacent to his property, subject to the public easement."); *Miller v. City of Wauwatosa*, 87 Wis. 2d 676, 680 (1979); *Olson v. Swanson*, 85 Wis. 2d 834 (Ct. App. 1978); *Geyso v. Daly*, 2005 WI App 18, ¶ 9; *see also* Wis. Stat. § 80.32(3) (providing a reversionary interest to the abutting property owners if the road is ever discontinued).

want to keep and be able to use their existing driveway, and not have to modify it just to renew and keep their short-term-rental license. So, I would propose wording the variance like this: “A variance from Village Ordinances §§ 66.0403(2), 66.0403(5), 66.0403(10)(d)(1), 66.0405(1)(c), 66.0406(5)(a), and 66.0406(6), as they may apply, and to the extent that the existing driveway and parking at 10774 N. Bay Shore Drive do not meet any of these requirements. This variance only applies to the existing driveway.”

## **VARIANCE REQUIREMENTS**

The Whites meet all of the applicable requirements for a variance here. I’ll go through each in turn.

### **Preservation of Intent**

A variance would be consistent with the intent of the Village’s zoning regulations. The Village’s main concern with respect to short-term rentals is clearly ensuring that they have adequate parking. Per the current code, that means at least two parking spots at a short-term rental. As I’ve already explained, the Whites’ current driveway has more than that—it has room for three, possibly up to four, cars on it.

There is no safety concern with parking in the turnaround portion of their driveway. As already noted, it curves behind the utility pole; so traffic would hit that first.

And finally, the Village has an interest in the beauty of the Village and the landscaping along the roads, especially along the shoreline. You can see that in the landscaping requirements in the zoning code, for example, 66.1060. To replace their driveway, the Whites would have to rip out all of their landscaping and pave more of the front of their property. This makes no sense, even from the Village’s perspective.

### **Exceptional Circumstances**

This is a unique situation. The Whites’ property has been there for a very long time, and their driveway has been there, as it is now, for at least 50 years. No other property along Bay Shore Drive has a driveway quite like theirs, so granting a variance for them will not require a variance for lots of other properties—if any at all. Although unique, their driveway has never caused any problems.

The placement of the home on the lot and the placement of a utility pole in the front of the lot also make this an exceptional situation and would make replacing the driveway a logistical challenge. As you can see from the pictures and the survey, the front step into their home is relatively close to the front of their lot, such that the driveway would not be long enough if it came directly towards the front of the house (especially if they cannot use or count any portion of the driveway in the “potential” right of way). And, on the left side of the property, there is a utility pole that they

would have to work around. So, replacing the driveway would require significantly more pavement and less green space in the front of their lot.

### **Hardship**

Forcing the Whites to tear out and replace their driveway would also be unnecessarily burdensome for them. As already noted, it would require them to remove all of the landscaping they recently added. It would also require them to tear out all the pavement that is currently there. And, as just mentioned, given the placement of the home and utility pole, any new driveway would have to wind around the left side of the house, adding even more pavement and reducing the green space along the shoreline.

### **Preservation of Property Rights**

Granting a variance will fully preserve the property rights of all nearby properties. Again, all the Whites are asking for is to keep and continuing using their existing driveway as they have already been doing for the entire time they've owned the home.

It would also preserve *their* property rights. As I mentioned, our position is that they have a vested property right to continuing using their existing driveway without replacing it. A variance will simply confirm that property right.

### **Absence of Detriment**

Finally, granting the variance will not cause any detriment to any nearby properties. Again, the driveway has been in place, as it is now, for at least 50 years. The Whites aren't asking to change anything. They just want to keep and to use their existing driveway and to be able to get a short-term-rental license without having to tear it out and replace it.

I'm happy to answer any questions.



## STAFF REPORT



**Date:** September 30, 2024

**To:** Zoning Board of Appeals

**From:** Julie Schmelzer, Village/Zoning Administrator

**Re:** White Petition for Grant of Variance

As you know, Attorney Berg has submitted a Petition for Grant of Variance on behalf of his clients, Adam and Brigid White. In my position I am to provide you facts and code information to help you determine whether the request meets state statute and municipal code, and if it does, whether a variance should be granted. It is not my position in a variance case to make recommendations.

In this particular case, I'm troubled on how to advise you since the Attorney didn't explain *what* they want, rather just said they want a variance(s). Although we have never had a petition where someone didn't know what they wanted, the application doesn't require them to specify their request and we therefore had to deem the application complete and schedule the hearing (we did request more detail but did not receive it). You, however, will have the extra work of extracting from the petitioner *what* they want, *how much* of a variance, etc. As such, I'll do my best to guide you in the below.

Wisconsin Stats. 62.23(7)(e)7 explains you can approve a variance only if:

1. The variance from the code will not be contrary to the public interest, where, owing to conditions, a literal enforcement of the provisions of the ordinance will result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.
2. The statutes further read a property owner bears the burden of proving 'unnecessary hardship' by demonstrating the strict compliance with the zoning code would unreasonably prevent the property owner from using the property for the permitted use or would render conformance with the code to be unnecessarily burdensome. The owner must therefore demonstrate strict conformance means we would leave the owner with no other reasonable use of the property (except of course unless they got a variance).
3. Lastly, stats require: The owner bears the burden of proof to prove the unnecessary hardship is based on conditions unique to the property, rather than personal to the property owner, and, that the hardship was not created by the property owner (meaning, 'a property owner' since variances shouldn't be used to correct violations, unless they meet the tests above).
4. Lastly, remember variances run with the land, so any decision will mean the variance(s) are warranted forever.

This is what we know:

1. Single-family residences need at least two code complying parking stalls – each must be 9' x 20', not in a right-of-way, and 10' off a property line.



2. This property is licensed as a short-term rental. Short-term rentals need at least two stalls, but not more than four.
3. Parking cannot be in a public right-of-way or off-site (they can't be on someone else's property).
4. Driveway cannot exceed 24' in width and only one driveway (access point) allowed.

The Property:

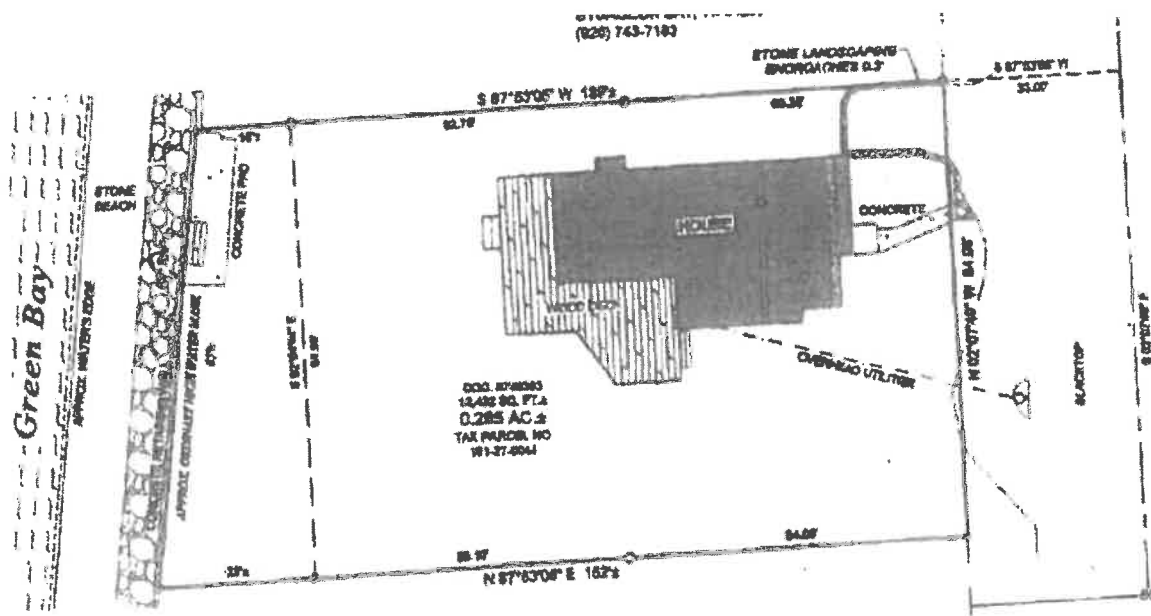
1. Flat, open.
2. A power pole approximately 34' from south lot line.

Overview: (Pink area the public highway right-of-way)



Lot Lines:





**Areas Not In Compliance:**

1. One parking area on White property – Abuts north lot line (encroaches on neighbor's property 0.3”).
2. Parking area 0' from lot line.
3. Parking area is 14' wide (per Mr. White) and approximately 17' deep (the survey was reduced in scale so exact depth is unknown so staff had determined depth was 'close enough').
4. Parking area along road in right-of-way.

Adam & Bridget White  
10775 N. Bay Shore Dr.

# Plat of Survey

LOCATED IN:

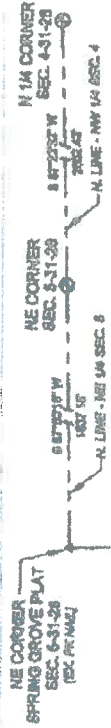
SPRING GROVE PLAT, GOV'T LOT 2,  
SECTION 8, T. 31 N., R. 28 E., VILLAGE OF  
SISTER BAY, DOOR COUNTY, WISCONSIN

PREPARED FOR:

RICHARD A. WOLDT & NEVIN R. WOLDT  
10775 NORTH BAY SHORE DRIVE  
SISTER BAY, WI 54234

PREPARED BY:

BRIAN D. FRISQUE  
REGISTERED LAND SURVEYOR  
3121 WAYNE ROAD  
STURGEON BAY, WI 54236  
(920) 743-7183



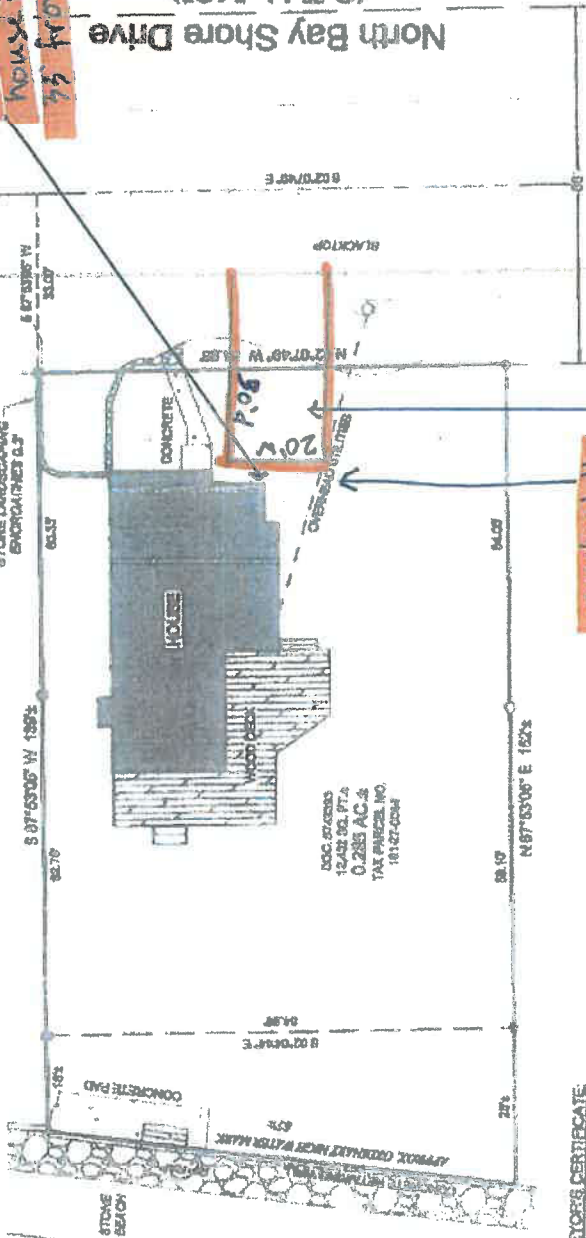
## LEGEND

- = EXISTING DOOR COUNTY MONUMENT
- = EXISTING 1/2" IRON PIPE
- △ = EXISTING MAG NAIL
- = RESET 1/2" IRON PIPE FOUND BENT
- = SET 1" IRON PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT
- = UTILITY POLE

corner of house is 33' from right of way



North Bay Shore Drive (S.T.H. "42")



DOC. 07-0003  
12/01/00, P.T. 2  
0.235 AC. ±  
TAX PARCEL NO.  
18147-0044

## SURVEYOR'S CERTIFICATE

I, Brian D. Frisque, Registered Land Surveyor, do hereby certify that I have surveyed this property described herein, and that the attached map is a true representation in the best of my knowledge and belief, and of the true location of the property, its exterior boundaries, the location of all visible monuments, boundary lines, adjacent streets, roads, and visible encroachments, if any.

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

Dated 5-13-2011

Brian D. Frisque  
R.L.S. 9-2428

DESCRIPTION: TAX PARCEL NO. 18147-0044

Lot Forty-Four (44) and Forty-Five (45) comprising the South Fifteen (15) and Lot Forty-Five (45) of Spring Grove Plat located in Government Lot One (1) of Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin and containing 0.235 acres of land more or less, including all riparian rights appurtenant thereto.

Reviewed 5-13-11  
10-25-10  
D-002810 dmf  
Drawn By: D.F.A. //  
JOB#: D-082810

016408

New driveway/parking  
Spaces 20' wide x 30' deep

RESPONDENT'S  
EXHIBIT  
No. 2  
(2 Pages)



SCALE: 1" = 20'

## SURVEYOR'S NOTES

BEARINGS REFERENCED TO THE NORTH LINE OF THE NE 1/4 OF SECTION 8-31-28 BEARING S 87°07'16" W BASED FROM THE CONTROL SURVEY SUBMARTY DIAGRAM FOR THE TOWN OF LIBERTY GROVE-SOUTH

RECEIVED MAY 08 2024

**Julie Schmelzer**

---

**From:** Julie Schmelzer  
**Sent:** Wednesday, May 22, 2024 6:12 PM  
**To:** Adam White  
**Subject:** Driveway Proposal

Hi Adam,

I looked over your driveway plan. For two parking spaces, a driveway has to be 18' wide and 20' deep outside of the right-of-way. It also cannot exceed 24' in width. The driveway you propose would work for two stalls if it is indeed at least 20' from the 'waterside'/west of the driveway to the right-of-way line, and asphalt or concrete (or pavers). Due to the reduced scale on the survey I can't verify it would fit, so I'm relying on your measurements. Can you confirm the above is what you propose? Also, you will need a driveway permit to do what you propose. The link to the application is here: <https://app.heygov.com/sisterbaywi.gov/forms/driveway-permit/send>

Thank you for working with us; we're just trying to be fair to everyone.

Julie