

# FINANCE COMMITTEE MEETING MINUTES

Monday, March 10, 2025

(Approval Pending)

**Agenda Item No. 1.** The March 10, 2025 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 2:30 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: Myles Dannhausen, Jr.

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

*A motion was made by Bell, seconded by Howson that the Agenda for the March 10, 2025 meeting of the Finance Committee be approved. 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 January 7, 2025 meeting of the Finance Committee as amended to correct a typo in the date. Motion carried – all ayes.*

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

Bhirdo noted that Myles Dannhausen had contacted her to participate in this meeting, and therefore she will be moving discussion item 6d to the top of the discussion.

No other public was in attendance to comment. Howson asked Teich why the confidentiality statement in her email address was different from other administrative staff, and whether the language was appropriate. She would like to explore this further at another time.

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

### **d) Discussion on Delinquent Tax Notices**

An advertisement was slated to be published in the local newspaper two weeks ago listing delinquent taxpayer names. The ad never appeared, and Bell explained that he had taken steps to remove the ad after being contacted by staff at the newspaper that the content of the ad did not match with minutes of the Finance Committee meeting at which it was originally discussed. The discrepancies noted involved the inclusion of delinquent real property taxpayer names and the omission of taxpayer addresses. Bell felt this warranted another review by the committee before being published. Howson also felt that this issue needed further discussion as real property tax is collected by the county, so it is their responsibility to act on it.

Bhirdo asked what authority Bell had to act outside of the committee decision, as that is not his sole authority. She also questioned the actions of the newspaper staff to screen paid submissions

1 to the paper and personally contact the individuals named in the submission to provide them  
 2 notice. As a result of this action, village staff and the county treasurer began receiving calls from  
 3 taxpayers before the ad was placed.

4  
 5 Teich shared that she contacted the county treasurer's office after January 31, 2025, as instructed  
 6 by the committee, and requested a list of delinquent taxpayers. She prepared a list of delinquent  
 7 taxpayers, of both real and personal property, which was formatted for publication. The ad  
 8 included directions that real property taxes were to be paid to the county treasurer and personal  
 9 property taxes paid to the village. Schmelzer added that addresses were removed from the ad in  
 10 contrast to the committee's direction as the IRS does not include addresses in their notifications.  
 11 This was done to protect the property owners.

12  
 13 Dannhausen spoke, and stated that his actions were not taken nefariously, as he simply had a  
 14 conversation with two individuals he was acquainted with, as he felt it was unusual for their  
 15 names to appear on such a list. He noted that the action he should have taken was to first contact  
 16 the village and ask them to reach out to the property owners and suggest that an advertisement  
 17 be only a measure of last resort.

18  
 19 Bhirdo asked the committee how they would like to proceed.

20  
 21 *A motion was made by Bell, seconded by Howson to publish an updated list of delinquent personal property*  
 22 *taxpayers in the local paper, removing all references to delinquent real property taxes. Motion carried – all*  
 23 *ayes.*

#### 24 25 **a) Review Financial Policies and Procedures**

26 Gannik shared that Sister Bay has some financial policies, but they were never kept together in  
 27 one place. He prepared a draft document containing all existing policies, as well as newly  
 28 proposed policies which were included in the meeting packet for the members to review. Input  
 29 on the policies presented was offered by administrative staff, the village's financial advisor, Baird  
 30 & Associates, and CliftonLarsonAllen, the village's auditor.

31  
 32 Bell inquired if there should be a more specific timeline included in the document for gathering  
 33 budget data from the various departments, which references the month of July. Gannik  
 34 responded that labor and benefits are difficult to calculate earlier than July, as that is when  
 35 premiums are recalculated, and rates change. He stated that he would have better estimates of  
 36 those costs in August. Howson briefly reviewed the budget timeline used last year, and felt that  
 37 it was reasonable. She did ask if two public hearings should be scheduled just for the budget, as  
 38 in 2024 only one public meeting was held for the budget and one for the CIP.

39  
 40 Bhirdo raised a number of points on the policies, including the following:

41  
 42 **-Budget Development and Management Policy, Development Procedures #9 and #11** discuss  
 43 two different methods of determining board majority votes concerning the budget. Bell would  
 44 prefer that a 2/3 votes be applied in both situations, and Bhirdo agreed.

45  
 46 **-Budget Development and Management Policy, Management Procedure #5** which states that the  
 47 board shall be notified when capital purchases made with budgeted funds are more than \$15,000.

Gannik indicated that this notice is provided on the monthly appropriations reports shared with the board. Bell suggested adjusting the dollar amount to \$50,000 before notice is required, and the members agreed.

**-Budget Development and Management Policy, Management Procedure #10** which states that funds are committed and released via resolution. Bhirdo asked if this could be done by a means other than resolution, and Gannik will inquire with the village's consultants.

**-Budget Development and Management Policy, Management Procedure #13** which concerns budgeting for employee wage increases utilizing a step system. Bhirdo asked if the step system has been discussed any further by the Personnel Committee and if it is going to continue. Bell stated that it is continuing for the time being and Howson added that it is not necessarily a procedure that will continue forever. The committee requested changing the text to read *"The Village Board will budget for ~~annual step~~ proposed increases for employees per the approved compensation schedule..."*

Schmelzer added that the use of the wage schedule currently matches the language of the Personnel (Employee) Handbook. She felt that the Cost-of-Living (COLA) increase is the factor that is not guaranteed and could be revised by adding language to this same procedure step along the lines of *"...Cost of Living Adjustment wage increases for its employees as per the Employee Handbook."* Bell stated that ultimately the Personnel Committee should be making wage decisions, particularly about the grant of a COLA. Those annual discussions, along with annual review of financial policies by this committee, will need to be coordinated should adjustments be made.

Schmelzer felt that this policy, which states that a wage increase and COLA will be budgeted annually, does not guarantee an increase but instead ensures that the budget is not underfunded should a COLA be granted.

**-Purchasing Policy.** Bhirdo inquired about the monthly payment report provided to the Board, and whether the purpose of each payment will be made clearer to avoid the need to call the office for further clarification. Gannik indicated that he is working on a new report format.

**-Local Preference Purchasing Policy #2** shall be revised to read *"...if the local vendor has the lowest bid/price, it will receive the contract subject to the Department Head's approval; if over \$25,000, the Board's approval is required upon referral from the oversight committee."*

**-Debt Management Policy #2** shall remove the bracketed text.

**-Debt Management Policy #5** discusses the limits of general obligation debt. Bhirdo asked who determines what is an emergency, as the village may have surpassed the 75% threshold in the past. Bell suggested revising the last sentence to read *"...in the case of emergencies and extenuating circumstances as determined by the Village Board."* Bhirdo stated she would also be fine with the word "necessities" in that sentence.

**-Debt Management Policy – Refunding.** Bhirdo suggested leaving the refunding amount at 2% as 3% seems high.

1 **-Capital Asset Policy: Inventory** shall read *"The Finance Director shall maintain an inventory of all*  
 2 *long-term assets and it should be reviewed and updated annually."*

4 **-Investment Policy: Internal Controls** shall reference "their" in place of "his/her"

6 **-Investment Policy: Pooling of Cash** shall reference "their" in place of "his/her"

8 Schmelzer noted that this document is intended to replace any and all prior policies which may  
 9 exist.

11 *A motion was made by Howson, seconded by Bell to recommend to the Village Board approval of the*  
 12 *Financial Policies as presented and amended at this meeting. Motion carried – all ayes.*

14 Procedurally, after adoption this document will be posted on the Village's website and linked to  
 15 the Finance Director/Treasurer's page for future use.

#### 17 **b) Review Draft CIP**

18 A link to a revised draft of the Capital Improvement Plan (CIP) was included in the meeting  
 19 packet. During review of the draft, the following changes were highlighted and comments  
 20 shared:

- 21 • \$350,000 was removed from 2027 under the heading "General Government &  
 22 Administration".
- 23 • Bell proposed selling the administration building and using the proceeds to fund  
 24 renovations at the village hall, if those funds could be committed through the CIP. Bhirdo  
 25 recalled that sales of property in the past were used to offset debt, but they can certainly  
 26 choose to act differently. However, she felt that they could create a placeholder page in  
 27 the CIP that explores the sale of the administration building and includes a note that  
 28 potential revenues may be used for the village hall.
- 29 • The "Capital Projects Levy" for 2027 is roughly \$250,000 - \$300,000 more than what it  
 30 should be due to the \$500,000 scheduled for village hall renovations that year.
- 31 • The Mill Road project has yet to be engineered by Robert E. Lee. That engineering could  
 32 reveal that the road needs to go through the admin building property or proceeds from  
 33 the sale of the building may be needed to pay for any shortfalls on the road project. Only  
 34 \$2 million has been planned to complete the road.
- 35 • The total Capital Projects Levy for 2025 is approximately \$1.1 million. Bhirdo believes  
 36 that the total levies in 2026 and 2027 should not exceed that amount and asked if  
 37 additional cuts could be made.
- 38 • The \$500,000 for village hall renovations is in the CIP as proof of available funds in order  
 39 to apply for a Community Development Block Grant (CDBG) for that facility. Bhirdo  
 40 suggested that if the grant funding does not come through, that money could be used  
 41 elsewhere or reallocated to a future time after Loan 58 is paid off as the village hall project  
 42 does not need to be done immediately.
- 43 • The \$150,000 earmarked for the village hall in 2026 is needed to create the engineering  
 44 drawings to accompany the CDBG application. More will be learned about that  
 45 application in the fall.
- 46 • Bell suggested that any donations made as sponsorships for village projects should be in  
 47 the form of matching funds.



- Bhirdo asked the others how to proceed with the plans to order a new dump truck for 2026 as the money has already been levied and will not affect next year's tax rate. With the possibility of price increases due to tariffs, it may be best to order the truck now. Howson and Bell agreed, and staff was directed to inform Linczmaier that the truck should be ordered. However, the chipping box and snowplow attachment are not approved at this time.

#### c) Review 2024 Tax Bill Notification

Howson prepared a draft letter to taxpayers regarding the decision to not refund the 2024 tax bill overage, which was included in the meeting packets. With the decision to move forward with the purchase of a new dump truck, the total amount shown in the letter in deferred 2025 projects as \$330,341 will need to be reduced.

Howson offered to make the necessary changes to the notification letter and will forward it to staff when completed. Office staff will email the letter to all individuals on the meeting notice distribution list and sent as a press release to the newspaper.

#### Agenda Item No. 7.

**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 the following recommendations be made:**

- Revised Financial Policies will be forwarded to the Village Board for approval
- The 2024 Audit presentation by CliftonLarsonAllen will be made to the Village Board

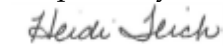
#### Agenda Item No. 8. Next Meeting

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

#### Agenda Item No. 9 Adjournment

*At 4:15 P.M. a motion was made by Howson, seconded by Bell to adjourn the March 10, 2025 meeting of the Finance Committee. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich,  
Village Clerk

**AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES**  
**Wednesday, February 19 2025**  
**(Approval Pending)**

**Agenda Item No. 1.** The February 19, 2025 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Kurt Harff at 10:30 A.M.

**Present:** Kurt Harff, Lisa O'Hearn, Paula Anschutz and Lilly Orozco. Sarah White was absent. Mary Smythe was excused.

**Staff:** Village Clerk Heidi Teich

**Others:** Laurel Harff

**Agenda Item No. 2. Approval of the Agenda**

*A motion was made by Orozco, seconded by O'Hearn that the Agenda for the February 19, 2025 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.*

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

*A motion was made by O'Hearn, seconded by Orozco that the minutes of the January 16, 2025 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Comments, correspondence, and concerns from the public**

At the start of the meeting, Teich forwarded an email from the state GTLC which contained a sample scoresheet report submitted by the Village of Ephraim. In the email, the state GTLC representative noted that this sample is complete and correct according to what they are looking for when applying for grants. No other correspondence was received. Harff asked if anyone would like to share a comment, and none were offered.

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

**a) Discussion on Annual GTLC Report due March 31, 2025**

Green Tier requires that communities report annually on their progress towards sustainability issues identified as areas of interest and concern within the municipality. Included in the meeting packet was the report submitted by the Sister Bay GTLC in 2023 for reference. Also included were descriptions of the various metrics to be used when evaluating actions and reporting progress.

Teich noted that the first few pages of the report will be unchanged, except for changing the date, and asked the committee to identify those activities they would like to see included in the report of 2024 achievements. In addition, she asked that the committee identify areas of success, areas they found challenging, and a target goal for the future.

O'Hearn asked if Schmelzer would be available to review the report before submission this year as there are many areas that the committee has little knowledge or experience with, such as zoning and development. In her review of the prior year's report, O'Hearn noted that there were several items that needed updating and offered to email Teich a copy of her notes to use in the report preparation.

The committee identified a challenge in trying to maintain awareness of all the metrics included on the sustainability strategies scoresheet, as they are not using the scoresheet to guide their committee discussions. Instead, they are working independently of the scoresheet and pursuing other interest areas. Teich stated that in the limited time they have to create a report by the March 31<sup>st</sup> deadline, that she will focus on those three areas – challenges, successes, and future goals – to report on the DNR website and see what transpires from there.

Orozco identified a challenge in trying to pass a ban on plastic bags in the community and learning that there is a state prohibition on such an ordinance. Sister Bay will instead need to focus their efforts on plastic reduction if they cannot have an all-out ban.

Orozco asked if the accomplishments they have seen the past year needed to be unique to the Green Tier Committee or the village as a whole, specifically the work being done in the community on trails connecting to neighboring communities. It was agreed that the committee should report on all community activities as well.

The committee identified some areas of achievement in purchasing a new shuttle bus (more energy-efficient) and installing bike racks, and bike repair stations near the beach. The village will also have its street lights converted to LED's in the coming year, which should also be mentioned in the annual report. A question arose on whether wheelchair accessible picnic tables were installed, and Teich said she would inquire. She will also follow up on the use of recycled rubber at the playground versus mulch, which can smell bad and be toxic.

Orozco felt that it would be worth noting the on-going conservation efforts the village has undertaken with the acquisition of the Pebble Beach property and recent improvements clear walking trails and improve a small parking lot on the site. The addition of restrooms had been discussed but no action has taken place yet.

Harff shared the work of the Utilities Department to explore a sludge-drying facility in the village that would result in the creation of milorganite which can then be used for fertilizer.

The committee agreed that one of their primary goals for 2025 and beyond is plastic reduction, and ways in which to educate the community to reduce their plastic usage in all areas.

## **b) Discussion on Budget Allocations**

At the previous meeting, the committee discussed ways in which to expend the money budgeted for this committee to further their sustainability initiatives. Having already determined that a portion of the budget will go towards the purchase of reusable shopping bags for distribution, the only other expenditure noted at this time will be for trees to distribute

1 during the Big Plant 2025. An estimate of that cost has not yet been provided.

2  
3 **c) Scheduling of Joint Meeting with Parks, Property & Streets Committee**

4  
5 The Sister Bay Parks, Property & Streets Committee is interested in hosting a Volunteer Day in  
6 Sister Bay. As this could be related to the work of the Green Tier Legacy Community  
7 Committee, it was suggested that the two groups meet jointly to discuss options after GTLC  
8 develops a list of potential projects for which to volunteer. The committee members suggested  
9 that they appear at the meeting of the Parks Committee on April 7, 2025.

10  
11 Orozco also suggested that the GTLC Committee meet with the Sister Bay Advancement  
12 Association (SBAA) to see if there are ways the SBAA can support their efforts to spread the  
13 word in Sister Bay about their sustainability efforts. Anschutz added that she has asked to be  
14 added to the SBAA meeting agendas on a regular basis to provide GTLC updates.

15  
16 **d) Earth Day Events Update**

17  
18 Earth Day is April 22, 2025. O'Hearn began the design of a poster to encourage earth-friendly  
19 events, which was distributed to the members prior to this meeting. What remains is to  
20 determine the locations of the bag distribution site and tree pick-up. Firm dates on when those  
21 activities will take place have yet to be determined. The bags will not be ready for distribution  
22 by Earth Day but can instead be scheduled for later in the summer, possibly September.

23  
24 Anschutz reported that she has received a commitment from a local artist for the design of the  
25 bag the committee would like to have printed and available for distribution. The bags will be  
26 offered for sale at a small fee, or sponsors will be sought to help offset the production costs. The  
27 approximate cost of each bag, including set-up fees, is \$1.30. The material is recycled water  
28 bottles, not paper, which will be durable and easy to wipe clean. The shape closely resembles  
29 that of a paper bag with a flat bottom.

30  
31 The committee discussed sizes and agreed that a size roughly 13" x 15" x 7" is preferred. The  
32 bag will be printed with the GTLC logo and other sponsor logos as space permits. O'Hearn  
33 offered to share a letter that she had created for another organization that can be revised and  
34 used to seek sponsorships for the bag project. The Piggly Wiggly will be given free sponsorship  
35 in exchange for use of their store lobby when the bags are ready to be distributed.

36  
37 The committee will continue to work on creating educational materials to distribute to the  
38 public.

39  
40 Anschutz will check in with Jeff Lutsey about picking up trees so that they can be distributed,  
41 with a desired distribution date of April 26, 2025.

42  
43 *A motion was made by Anschutz, seconded by O'Hearn to purchase 3000 reusable shopping bags as*  
44 *discussed, at a cost not to exceed \$3.00/bag, including all costs of materials, production, and*  
45 *shipping/handling charges. Motion carried – all ayes.*

**Agenda Item No. 6. 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 topics be discussed at a future meeting:

- Review of the 2024 annual report
- Update on reusable bag project
- Update on tree availability

*The next meeting of the Sister Bay GTLC Committee will take place Wednesday, March 26, 2025 at 10:30 A.M. via ZOOM.*

**Adjournment:** *A motion was made by Orozco, seconded by O'Hearn to adjourn the February 19, 2025 meeting of the Green Tier Legacy Community Committee at 11:53 A.M. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich,  
Village Clerk

Sister Bay Historical Society  
Minutes of the Monthly Meeting of the Board of Directors

Date: 3/6/2025, 4:00 PM

To support this meeting, John Lijewski emailed the following documents to Board members on 3/4/2025.

Treasurer's Report from Cathy Mangan  
Minutes of the February Meeting 2025, by Roberta Champeau  
History Center Board Report by John Lijewski  
Exec. Dir. Search Committee Board Report by John Lijewski  
Resolution to Establish a Building and Grounds Committee by John Lijewski  
Bill Zelnio's resume sent by Bill Zelnio  
Fall Harvest Dinner by Laurie Zelnio  
30th Anniversary Dinner by Dennis Lonstine  
Strawberry Festival by Laurie Zelnio  
Resolution to establish the Waterfront Museum and Marina Club by John Blossom

**Board Members Present:** John Lijewski, Dennis Lonstine, Fred Johnson, Bob Jischke, Cathy Mangan, Linda Johnson, Roberta Kutlik, Roberta Champeau

**Board Members via Zoom:** John Blossom, Karen Sunstrom

**Board Members absent:** Paula Anschutz,

**Nonmembers present via Zoom:** Lisa O'Hern, Patrice Champeau, Kristin Sanders, Laurie Zelnio

**Nonmembers present:** John Nelson, Debby Wolf, Terry Wolf, (filmmakers John Simson and Mark ).

Two-part meeting: 1) Go over agreement with filmmakers. 2) Board Meeting

The filmmakers were introduced, and they discussed their independent film company and how they became aware of Door County. Cherry Pie Christmas is the name of the production which will be filmed in part at the Corner of the Past. Christkindl Market will be reimaged in this Door County film. The whole community is invited to be a part of the Christkindlmarkt scenes. Some local people will be hired as well. John Lijewski brought up a few concerns including adequate parking, the type of equipment they will bring to the property, mud, insurance and restoration of the property. John asked what their expectations are of the SBHS.

The filmmakers haven't worked out the logistics yet. The weather can be an issue. They said the footprint they leave will be small. They will bring a snowmaker. They do all the clean-ups. They will make it a safe and effective environment. John Nelson has agreed to be the representative for the SBHS. They will use some of our props in addition to their own. There will be a press-release. There will be a Legal Agreement Document. Prep work will be on 3/24-3/25. Shooting on 3/26-3/27, wrapping on 3/28<sup>th</sup>. The second week will be in a house.

**The regular meeting of the Board of Directors of Sister Bay Historical Society was called to order at 4:40 p.m. by John Lijewski**

To support this meeting, John Lijewski emailed the following documents to Board members on 3/4/2025.

Approval of the Minutes – (Roberta Champeau – secretary)

Approved by Dennis Lonstine Second by Bob Jischke  
 All in Favor  
 Motion carried

1. **Financial Report** – Cathy Mangan. – treasurer  
 Report sent to Board Members by John Lijewski on 3/4/2025  
 Cathy went over all accounts

Fred Johnson made a motion to approve Financials, Second by Bob Jischke.

- All in favor. Motion made

### **Committee Reports:**

#### **1. History Center**

John Lijewski will assume the leadership role until someone is found for this position.

Stephanie Burke and Paula Anschutz will develop a marketing brochure.

Jill Lhost will identify major donors and possible donors to pursue.

Bill Zelnio would like to become a member of the History Center with a background in engineering and accounting and strategic planning.

1)Resolution was made to add Bill Zelnio, remove Bob and Trudy Jischke and Donna Fearing from the History Center Committee. John Lijewski will be the chairman.

- Motion made by Bob Jischke, second Dennis Lonstine.  
 All in favor, Motion carried

#### **2. Waterfront Museum and Marina Club**

Many people in the community are confused about why we are taking on the Barn project, the Waterfront Museum project and hiring a director all at the same time. We discussed how to communicate our position to the public.

We will attempt to let people know that we are prudent with what we will do. John Nelson says people think we have raised all the money for the barn project. No one knows we need money. Remind people that the Barn is still in need of money. The grants have been great starts, but grants are not our principle source of money. We need benefactors. John Lijewski says the Barn fundraising needs a capitol campaign. Waterfront museum is at no additional cost to the historical society. The Committee proposed a change in the resolution to say:

“In recognition of the contributions that have been made by a number of these individuals, the Board expects to rely heavily on the work of the Committee and establishes the following responsibilities for the Committee.” John Blossom stated that “Every step of the way must be on sound financial ground.”

A change in resolution was made to say “In recognition of the contributions that have been made by a number of these individuals, the Board expects to rely heavily on the work of the Committee, and establishes the following responsibilities for the Committee.

**A solution proposal was establishment for the waterfront committee**

- **Motion made by Bob Jischke, Second by Cathy Mangan**  
**All in favor, Motion carried.**

#### **3. Membership**

Kristin Sanders is taking on the full role. Debby and Terry Wolf are assisting her for now.

**4. 2025 Rack Card**

The rack cards and forms ready are to go. The letter is different from other years. A sample was shown to the Board members.

**5. SBHS non-cash donation Policy**

The policy presented to the Board was a policy suggested by the Finance Committee to have a process to handle any NON-CASH donations like company stock/appreciated Securities. This policy was established in collaboration with Nicolet Bank-who holds our SBHHS accounts. This allows Donors who want to contribute appreciated company stock, instead of cash or check to the Historical Society. The Nicolet Bank Trust Department will help SBHS and the Finance committee to accept and process these kinds of donations and deposit them into our SBHS account with our SBHS Treasurer. Laurie Zelnio has offered to be the lead contact at Finance Bank, Trust Department.

**6. Exec Dir. Recruiting - Dennis Lonstine. Kristin Sanders**

The search committee will evaluate the candidates and recommend a list of applicants to be interviewed and presented to the Board.

- Motion was made to proceed with posting position at this time.  
Motion made by: Fred Johnson Second by: Cathy Mangan  
All in favor. Motion carried

**7. Building and Grounds,**

A report was sent to the Board via email on 3/4/2025 listing the responsibilities of the SBHS Building and Grounds Committee.

- Be it resolved, that the SBHS establish a Building and Grounds Committee with responsibilities listed in the report.

Members include: Bob Jischke, John Lijewski, Tom Sadler, Jim Springer, and Bill Zelnio.  
Chairman TBD.

**8. Fall Harvest Dinner, Laurie Zelnio**

Plans are underway for the Fall Harvest dinner at Thyme Hoop House including a 5-course meal and wine pairing. The target donation/ticket cost will be \$100.00/pp. Discussion is underway to find a sponsor. Date of event is 9/30/2025.  
More information to come.

**9. 30<sup>th</sup> Anniversary Dinner, Dennis Lonstine**

Dennis went over the plans for the event to be held at Al Johnson's Restaurant in June. We will revisit this topic at our April Board meeting to coordinate mailings and receipt of reservations in May.

**10. Strawberry Fest., Laurie Zelni**

The new date is June 28<sup>th</sup> and the new time is 11:00 a.m. to 3:00 p.m.  
Vendors from Christkindl have been contacted to participate in this festival.

**11. Marketing Lisa O'Hearn**

Report was emailed to Board members on 3/4/1925 and there was no discussion



**12. Building and Grounds**

Refer to the report sent via email on 3/4/2025 for the committee responsibilities.

A resolution to change the Building and Grounds committee members and committee responsibilities was

- made by Bob Jischke, Second by Cathy Mangan

All in favor, Motion carried

**13. History Stories**

Postcards, June

Baseball in Sister Bay, July

Beach Road, August

Jerry's Flowers, Sept.

**14. New news**

We are searching for people to fill the vacancies on the Board.

We need someone to type up the newsletter. Lisa would like both paper and digital articles. Lisa has agreed to do the editing

**15. Other upcoming events**

1. Valentines Day event – Feb.13<sup>th</sup> Marla Horwitz
2. Mothers' Day Brunch - May 11<sup>th</sup> John Lijewski
3. Annual Meeting, June 26<sup>th</sup>
4. SB Stories – Various dates TBD Terry Wolf
5. Strawberry Festival – June 28<sup>th</sup> L. O'Hearn, D. Wolf, L. Zelnio
6. SBHS Annual meeting – June 26<sup>th</sup> John Lijewski
7. Fish Boil – Aug. 7<sup>th</sup> Karen Sunstrom
8. Harvest Dinner -September 30<sup>th</sup> J. Lijewski, L. Zelnio, Dennis Lonstine
9. Volunteer Appreciation picnic – Sept 18<sup>th</sup> or 25 Linda Johnson
10. Christkindlemarkt 2025 - First three weekends after Thanksgiving 11/28 – 11/30.- 12/5 – 12/7.- 12/12 – 12/1

Motion to adjourn at 6:15 by Bob Jischke, Second by Dennis Lonstine

- All in favor, Motion passed

Time of Next Meeting 4:00 on 4/3/2025 at NWTC, Sister Bay

The meeting was adjourned at by John Lijewski.

Respectfully submitted by Roberta Champeau

**Sister Bay / Liberty Grove Library Commission Meeting  
February 10, 2025**

**Call to Order:**

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 1:02 P.M.

**Roll Call:**

**Commission Members Present:** Maurice Ash (via phone-call delayed), Kurt Harff, Lynn Herman (via phone), Julie Kingsbury (Chair-via phone), Glenna Peters, and David Watkins.

**Commission Members Absent:** none.

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

**Library Staff Members Absent:** Stacey Bahrke.

**Public Present:** Laurel Harff.

**Agenda Approval:**

David Watkins moved to approve the agenda as presented, seconded by Glenna Peters. Motion carried.

**Public Input:** None.

Mr. Ash joined the meeting via phone.

**Review and Approve the Minutes of January 13th, 2025, Meeting:**

Kurt Harff moved, and Lynn Herman seconded a motion to approve the minutes of the January 13th, 2025, meeting. The motion passed 6-0.

**Review and Approve Bills:**

Nicolet National Bank	QuickBooks Payroll Fee	\$56.00
Ahnapee Hill Cleaning	January Cleaning Service	\$870.00
Society Insurance	Workers Comp Policy	\$252.00
Village of Sister Bay	Annual Insurance Premiums	\$2,226.79
Frontier	February Telephone Service	\$307.71
Ahnapee Hill Cleaning	January Revised Invoice-additional days	\$696.00
WPS	January Electric Service	\$819.78
Total		<u>\$5,228.28</u>

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

**Update CIP Carryover Request:**

A letter requesting the carryover of the 2024 CIP Funding to 2025, to complete the Tree Cutting Project was submitted to both the Village and Town by Ms. Bristol. The Chair informed the Commission that there is no problem with the Town of Liberty Grove. Ms. Bristol plans to follow up with the Village and if approved will adjust our 2025 CIP Budget accordingly, and request Commission approval at our next meeting.

**Maintenance Report:**

The Chair informed members that our Facility Operational Manager was unable to attend today's meeting and shared an email from him regarding updates on several pressing items.

### **1. Landscaping Contract:**

Mr. Bahrke emailed that he has two meetings scheduled with local companies, however both are busy and holding back until the snow is gone, and they are able to see the facility grounds. He shared another option in which he could perform the grounds management himself as an employee. This would enable him to fertilize and treat the grounds without needing the necessary licenses. He suggested that a part-time maintenance person for this facility could save contract dollars but would need to be approved by the Commission.

After much discussion, members agreed to continue the search to secure a qualified landscaping company due to the complexity and knowledge required to care for the unique plants, gardens, and pond. The Chair plans to follow up with Mr. Bahrke and contact those vendors previously mentioned.

### **2. Update Maintenance Items Ordered:**

An update on the maintenance items needing attention was given by Christina Johnson and Sheila Bristol, as noted below:

- Broken baby changing table in men's restroom-replacement obtained and installed by Mr. Bahrke.
- Wall-mounted child safety seats-ordered, received and needs to be installed by Mr. Bahrke.
- Broken garbage can-new replacement obtained for men's restroom.
- Spill kit products-ordered, received, and available for use by staff.
- Issues with paper towels, toilet paper, garbage bags and soap dispensers-Christina Johnson clarified and coordinated correct types of products to be ordered between Ahnapee and Warner Wexel/vendor.
- StepNPull-foot door openers for restrooms-ordered, received and installed by Mr. Bahrke.

Other Maintenance items:

- Sliders/casters for conference table-Mr. Bahrke plans to purchase.
- Electrical issues: Loose electrical outlet near the entrance door & removal of old door counter-Mr. Bahrke did not comment on these issues in his email.

Spring maintenance items-all pending:

- Book shed trim board replacement or painting.
- A.C wallboard replacement or painting.
- A.C. door in need of repair-does not stay closed.
- Carpet, window cleaning (inside & outside) and upholstery-Mr. Bahrke to coordinate service with Ahnapee Hill Cleaning.

### **Librarians Report:**

Christina Johnson shared a recap of January events along with her monthly statistical handouts. See Librarians Report documents for detail. Over 2,553 patron visits were noted, as well as strong circulation and renewals numbers.

Ms. Johnson gave kudos to the Library Commission for their recent support of ordering maintenance items aiding in space improvements and functionality. She updated the Commission on attending the Wild Wisconsin Winter Web Conference, January 22-23, gaining several translatable ideas from these sessions to be used in our branch.

In addition to their usual weekly and monthly programs, Ms. Johnson reported on the well-attended Door County Reads events held on and off site in addition to the highlights listed below:

- *Storytime with Miss Jenny-Wednesdays-very well attended throughout the month.*
- *Jan. 23-Door County Reads (off-site event at Scandia Chapel) Pioneers of Rock and Roll, hosted by David Watkins, past patrons were in attendance.*

- *Jan. 28-Door County Reads (on-site event) New Zealand and Australia Travelogue hosted Bill Wegehaupt-27 participants.*
- *Feb. 4-Door County Reads (on-site event) Close-Up Magic Show with professional magician David Watkins well received and attended.*

Upcoming Programing:

- *Storytime with Miss Jenny-Wednesdays-topics include:  
Feb. 5-Valentine's.  
Feb. 12-Canceled.  
Feb. 19-Canceled.  
Feb. 26-Pets.*
- *Feb.11-Door County Reads (on-site event) Readers Rampant Book Club- "The House in the Cerulean Sea" by TJ Klune.*
- *Feb. 11-Tanzania Travelogue presented by world traveler Bill Wegehaupt.*
- *Feb. 12-Baby & Me Storytime with Miss Willa.*
- *See "Door County Reads 2025-List of Events" flyer for February dates and a detailed summary of unique programming.*

**Next Meeting:**

The Commission agreed to cancel the March meeting as too many members will be absent. The next meeting of the Library Commission will be on **Monday, April 14th, 2025, at 1:00 P.M.**

**Adjourn Meeting:**

Julie Kingsbury proceeded to adjourn the meeting at 1:21 P.M.

Submitted by Sheila Bristol.

January 2025 recap for February Library Commission Meeting:

Across January, we provided our usual weekly and monthly programs, as well as several well attended Door County Reads events on and off-site already. We have also been working on weeding across our collection and solving and improving additional building space fixes.

Among the many space improvements included acquiring well supported funding and ordering approvals from our Library Commission for replacements of several things in the men's bathroom, including the baby changing table and the tall garbage bin, both of which had been breaking from long-term use. We also received approvals for including toddler/child safety seats, 1 in each bathroom, as well as "step-n-pull" foot door openers brackets for the inside of the main bathroom doors. All of these items have been ordered and have now arrived with recent installation in place as well. Numerous other small improvements are also bundled in making the space easier to use, including sliders under table legs for helping when moving and configuring our heavy tables in the community room for different set-ups as needed for programs.

Branch Manager Christina Johnson also attended the Wild Wisconsin Winter Web Conference (WWWWC) January 22-23, 2025 and gained several translatable ideas from the various sessions for our branch and has started utilizing and trying them out in the library.



DOOR COUNTY LIBRARY

SISTER P&L-LIBRARY GIVERE

Door Count		Patron Visits		Pick-up Service		Community Puzzle Tally		Notes
New Years Holiday								
Wed. 01-Jan-2025	304	152				7	(4 chess)	
Thu. 02-Jan-2025	284	142				3		
Fri. 03-Jan-2025	279	140						
Sat. 04-Jan-2025								
Sun. 05-Jan-2025								
Mon. 06-Jan-2025	217	109						
Tue. 07-Jan-2025	239	120						Volunteers Holiday Decor take down gathering
Wed. 08-Jan-2025	217	109				1	Storytime (25=13pk+12A)	
Thu. 09-Jan-2025	193	97						World's Religions Book Study (last in the series set) (6A)
Fri. 10-Jan-2025	151	76						
Sat. 11-Jan-2025	144	72						
Sun. 12-Jan-2025								
Mon. 13-Jan-2025	195	98				1	Library Commission Meeting	
Tue. 14-Jan-2025	205	103					Book Club (10A)	
Wed. 15-Jan-2025	207	104				1	Storytime (20=9pk+1K+10A)	
Thu. 16-Jan-2025	155	78						
Fri. 17-Jan-2025	170	85				2		
Sat. 18-Jan-2025	199	100						
Sun. 19-Jan-2025								
Mon. 20-Jan-2025	159	80				3	Wooly Stitches (5A)	
Tue. 21-Jan-2025	182	91						
Wed. 22-Jan-2025	203	102				1	Storytime (19=9pk+2K+8A) + Northern Door Genealogy Society (6A)	
Thu. 23-Jan-2025	199	100				3	DCR off-site 1pm@ Scand chapel: Pioneers of RnR (22A)	
Fri. 24-Jan-2025	191	96				1		
Sat. 25-Jan-2025	134	67				1		
Sun. 26-Jan-2025								
Mon. 27-Jan-2025	158	79				1		
Tue. 28-Jan-2025	200	100					DCR SIS: New Zealand/Australia Travelogue w/ Bill Wegehaupt (26A)	
Wed. 29-Jan-2025	189	95				2	Storytime (12=5pk+7A)	
Thu. 30-Jan-2025	152	76				1		
Fri. 31-Jan-2025	180	90				1		

\* 125 (120 SIS + 5 from EPH) Screen Free Craft Kits -17 left to use in Feb  
 \* 25 Warmth for Winter + 6

## Monthly/YTD Circs and Renewals - January 2025

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,868	692	3,560	2,868	692	3,560
Appleton	32	2,575	2,607	32	2,575	2,607
Black Creek	2,175	623	2,798	2,175	623	2,798
Clintonville	3,688	740	4,428	3,688	740	4,428
Door Cty - Baileys Harbor	1,153	259	1,412	1,153	259	1,412
Door Cty - Egg Harbor	931	197	1,128	931	197	1,128
Door Cty - Ephraim	321	51	372	321	51	372
Door Cty - Fish Creek	472	101	573	472	101	573
Door Cty - Forestville	571	140	711	571	140	711
Door Cty - Sister Bay	2,671	668	3,339	2,671	668	3,339
Door Cty - Sturgeon Bay	7,688	1,967	9,655	7,688	1,967	9,655
Door Cty - Washington Island	624	94	718	624	94	718
Florence	793	100	893	793	100	893
Fremont	1,283	397	1,680	1,283	397	1,680
Gillett	492	136	628	492	136	628
Hortonville	5,949	1,592	7,541	5,949	1,592	7,541
Iola	1,771	399	2,170	1,771	399	2,170
Kaukauna	11,455	3,052	14,507	11,455	3,052	14,507
Kewaunee	3,709	966	4,675	3,709	966	4,675
Kimberly	16,580	4,223	20,803	16,580	4,223	20,803
Lakewood	2,021	509	2,530	2,021	509	2,530
Lena	744	222	966	744	222	966
Little Chute	12,894	3,921	16,815	12,894	3,921	16,815
Manawa	1,642	386	2,028	1,642	386	2,028
Marinette Cty - Coleman	1,350	364	1,714	1,350	364	1,714
Marinette Cty - Crivitz	2,342	495	2,837	2,342	495	2,837
Marinette Cty - Goodman	310	61	371	310	61	371
Marinette Cty - Marinette	3,635	914	4,549	3,635	914	4,549
Marinette Cty - Niagara	476	155	631	476	155	631
Marinette Cty - Peshtigo	848	230	1,078	848	230	1,078
Marinette Cty - Wausaukee	860	139	999	860	139	999
Marion	2,087	512	2,599	2,087	512	2,599
New London	4,557	790	5,347	4,557	790	5,347
Oconto	1,781	500	2,281	1,781	500	2,281
Oconto Falls	2,958	562	3,520	2,958	562	3,520
Oneida Tribal - Green Earth	5	6	11	5	6	11
Oneida Tribal - Oneida	355	142	497	355	142	497
Scandinavia	485	169	654	485	169	654
Seymour	2,657	826	3,483	2,657	826	3,483
Shawano Cty - Birnamwood	2,423	406	2,829	2,423	406	2,829
Shawano Cty - Bonduel	852	375	1,227	852	375	1,227
Shawano Cty - Mattoon	125	23	148	125	23	148
Shawano Cty - Shawano	7,510	1,442	8,952	7,510	1,442	8,952
Shawano Cty - Tigerton	604	194	798	604	194	798
Shawano Cty - Wittenberg	496	102	598	496	102	598
Shiocton	695	190	885	695	190	885
Suring	1,093	330	1,423	1,093	330	1,423
Waupaca	10,601	2,408	13,009	10,601	2,408	13,009
Weyauwega	1,432	343	1,775	1,432	343	1,775
<b>Total</b>	<b>133,064</b>	<b>35,688</b>	<b>168,752</b>	<b>133,064</b>	<b>35,688</b>	<b>168,752</b>



## OWLSnet MyPC Statistics - January 2025

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	4,993	108	46
Black Creek	703	30	23
Clintonville	16,481	271	61
Door County - Baileys Harbor	2,345	23	102
Door County - Egg Harbor	2,365	42	56
Door County - Ephraim	60	1	60
Door County - Fish Creek	88	2	44
Door County - Forestville	152	12	13
Door County - Sister Bay	2,491	78	32
Door County - Sturgeon Bay	20,725	470	44
Door County - Washington Island	178	8	22
Florence	413	10	41
Fremont	4,320	93	46
Gillett	6,249	104	60
Hortonville	3,140	93	34
Iola	6,884	98	70
Kaukauna	19,720	412	48
Kewaunee	3,509	85	41
Kimberly	19,482	443	44
Little Chute	28,609	428	67
Lakewood	5,382	86	63
Lena	2,990	41	73
Manawa	1,992	55	36
Marinette County - Coleman	529	15	35
Marinette County - Crivitz	1,978	67	30
Marinette County - Marinette	13,124	294	45
Marinette County - Niagara	624	12	52
Marinette County - Peshtigo	1,403	27	52
Marinette County - Wausaukee	1,492	41	36
Marion	723	36	20
Oconto	4,921	101	49
Oconto Falls	7,900	175	45
Oneida Tribal - Green Earth	183	5	37
Oneida Tribal - Oneida	3,612	90	40
Scandinavia	0	0	0
Seymour	3,749	118	32
Shawano County - Bonduel	337	9	37
Shawano County - Mattoon	37	3	0
Shawano County - Shawano	19,996	424	47
Shawano County - Tigerton	2,305	27	85
Shawano County - Wittenberg	624	14	45
Shiocton	379	7	54
Suring	1,454	40	36
Waupaca	21,544	458	47
Weyauwega	3,786	84	45
<b>Totals:</b>	<b>243,967</b>	<b>5040</b>	<b>48</b>



# OWLSnet Wireless Statistics - January 2025

\* 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	215	21
Appleton	246	22
Black Creek	238	21
Clintonville	557	53
Door County - Baileys Harbor	173	14
Door County - Egg Harbor	381	31
Door County - Ephraim	54	3
Door County - Fish Creek	134	11
Door County - Forestville	65	7
Door County - Sister Bay	263	20
Door County - Sturgeon Bay	841	64
Door County - Washington Island	67	6
Florence	76	13
Fremont	187	22
Gillett	261	27
Hortonville	253	24
Iola	214	21
Kaukauna	1,271	124
Kewaunee	164	13
Kimberly	636	57
Lakewood	225	19
Lena	236	22
Little Chute	809	58
Manawa	175	14
Marinette County - Coleman	131	11
Marinette County - Crivitz	174	11
Marinette County - Marinette	387	31
Marinette County - Niagara	50	4
Marinette County - Peshtigo	280	22
Marinette County - Wausaukee	218	17
Marion	243	23
New London	440	35
Oconto	295	20
Oconto Falls	254	17
Oneida Tribal - Green Earth	28	2
Oneida Tribal - Oneida	85	10
Scandinavia	54	5
Seymour	128	12
Shawano County - Bonduel	334	35
Shawano County - Mattoon	38	4
Shawano County - Shawano	819	76
Shawano County - Tigerton	260	35
Shawano County - Wittenberg	255	26
Shiocton	39	4
Suring	348	36
Waupaca	737	82
Weyauwega	108	10
<b>Totals:</b>	<b>13,446</b>	<b>1,215</b>

## OWLSnet Overdrive Usage - January 2025

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	400	393	162
Appleton	7,093	8,616	2,821
Black Creek	180	187	47
Clintonville	320	520	170
Door Cty - Baileys Harbor	246	169	148
Door Cty - Egg Harbor	201	169	166
Door Cty - Ephraim	34	50	28
Door Cty - Fish Creek	168	128	62
Door Cty - Forestville	63	56	2
<b>Door Cty - Sister Bay</b>	<b>465</b>	<b>466</b>	<b>255</b>
Door Cty - Sturgeon Bay	1,282	1,576	430
Door Cty - Washington Island	67	91	36
Florence	136	191	67
Fremont	122	131	22
Gillett	119	219	45
Hortonville	689	787	157
Iola	155	207	14
Kaukauna	1,231	1,409	250
Kewaunee	275	292	41
KIM-LIT - Kimberly	1,046	1,522	186
KIM-LIT - Little Chute	841	930	205
Lakewood	277	258	42
Lena	51	204	42
Manawa	141	173	19
Marinette Cty - Coleman-Pound	115	195	5
Marinette Cty - Crivitz	280	352	73
Marinette Cty - Goodman-Dunbar	13	11	8
Marinette Cty - Marinette	660	841	242
Marinette Cty - Niagara	74	128	7
Marinette Cty - Peshtigo	250	192	16
Marinette Cty - Wausaukee	207	161	98
Marion	132	195	23
New London	542	650	102
Oconto	366	414	85
Oconto Falls	413	582	98
Oneida Tribal - Green Earth	24	15	41
Oneida Tribal - Oneida	25	29	11

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office	8	5	3
Scandinavia	24	41	14
Seymour	293	488	54
Shawano Cty - Birnamwood	30	143	5
Shawano Cty - Bonduel	94	97	14
Shawano Cty - Mattoon		5	4
Shawano Cty - Shawano	1,195	1,372	227
Shawano Cty - Tigerton	62	60	5
Shawano Cty - Wittenberg	54	72	2
Shiocton	48	55	20
Suring	62	95	11
Waupaca	1,087	1,294	376
Weyauwega	83	260	26
<b>Totals:</b>	<b>21,743</b>	<b>26,496</b>	<b>6,987</b>

# MARINA COMMITTEE MEETING MINUTES

Wednesday February 19<sup>th</sup>, 2025

(Approval Pending)

**Agenda Item No. 1.** The February 19<sup>th</sup>, 2025 meeting of the Marina Committee was called to order by Chairperson Alison Werner at 4:00 P.M.

**Present:** Alison Werner, Louise Howson, Patrice Champeau, Pat Duffy, and Kevin Grant

**Staff:** Marina Manager Dave Lienau, Assistant Manager Sam Jordan, Village Administrator Julie Schmelzer

**Others:** Nicholas Dokolas, John Lijewski, John Blossom, Thor Johnson

## **Agenda Item No. 2. Approval of the Agenda**

*A motion was made by Grant, seconded by Champeau that the Agenda for the February 19<sup>th</sup>, 2025 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

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

*A motion was made by Duffy seconded by Champeau that the minutes of the January 8<sup>th</sup>, 2025 meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.*

## **Agenda Item No. 4. Comments, correspondence, and concerns from the public**

No correspondence was received for this meeting. Werner asked if anyone would like to make a public comment, and Dokolas responded. Speaking on behalf of the commercial slip holder, Sister Bay Boat Tours, Dokolas requested that the committee give him permission to continue conducting nighttime astronomy tours.

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

### **a) Marina Annual Report**

Lienau summarized the report and highlighted the results shown in the marina's economic impact study.

### **b) Boathouse Project**

Schmelzer explained the necessary steps before the any development on the boathouse can begin. The plan commission needs to see a development plan to then approve. The marina committee needs to determine what to do with the second floor and what the design of the building should look like before anything can be brought to the plan commission. Blossom explained the Shadow Group's current plan for the boathouse. Phase one of their plan is to build the boathouse museum on the first floor. Phase two is the development of the second floor. The Shadow Group intends to be responsible for the financing and maintenance of the entire building in this plan, rather than having to share responsibilities and utilities with the

1 village. The second floor would likely be classified as private use, given the large number of  
2 safety and ADA requirements the second floor would need to meet if it were to be public use.  
3 Blossom added that once plans are finalized with the village, the group will launch a public  
4 fundraising campaign. Part of this campaign will include the "Sister Bay Marina Club". Grant  
5 inquired what the latest plan for the upstairs looks like and voiced concern about there being  
6 exclusive access only given to affluent members of the community. Blossom responded that  
7 once phase one of the project is complete, the second story could be used as a meeting space  
8 related to the museum and the historical society. Grant then asked how Blossom and the  
9 Shadow Group plan to replace the revenue that the marina loses from not being able to use the  
10 second story as a short-term rental operation. Blossom responded that the group hopes that  
11 their \$350,000 investment into repairing the boathouse and developing the waterfront museum  
12 for the public would allow the village to forgo charging the Shadow Group for any lost rental  
13 revenue. Blossom added that the group is open to compromise if the village decides that they  
14 want compensation. Werner noted that the marina wouldn't be able to generate revenue from  
15 the second story without investing a large amount of its own money into rehabilitating the  
16 space. Duffy rebutted that the second story is currently habitable and rentable without any  
17 rehabilitation other than cleaning. Duffy added that the money invested by the Shadow Group  
18 should be considered by the committee when deciding what compensation is required from the  
19 Shadow Group if they take over the second floor. Lienau added that the marina has funds  
20 budgeted for a variety of repairs and furnishings for the second story. Grant voiced concern  
21 over the rapid shift in the project's plans before having a clear development plan in place, and  
22 that the marina was likely charging a well below market rate for the second story rent. Blossom  
23 added that any renovations completed by the Shadow Group project will inevitably impact the  
24 entirety of the boathouse, both the first and second floor. Howson asked if museum  
25 construction would occur while members rent the second story. Blossom replied that the  
26 complexity of that issue is why he thinks it makes sense for the second story to be taken over by  
27 the Shadow Group even if they must compensate the village for their use of it. Howson  
28 summarized the next steps needed to proceed with this project based upon the email  
29 correspondence from Schmelzer shown in the packet. The steps include approval from marina  
30 committee, approval from plan commission, a written contract between village administrator  
31 and Shadow Group, and then approval by the village board. The marina committee's  
32 responsibility now is to approve the use of the building and the proposed plans, specifically  
33 regarding the second story. Duffy noted that the committee needs to see how the development  
34 of the first story would impact access to the second story, specifically regarding the current  
35 doorways and staircase. Duffy noted that it is important to have separate and secure entry  
36 points for the museum and upstairs rental space. Blossom noted that the Shadow Group hopes  
37 to allow public entrance into the museum building during the same hours of the local park.  
38 Grant requested a clear and updated plan, with emphasis on the intended use of the second  
39 story. Blossom and Grant agreed that open use for marina users would be ideal for the second  
40 story's use, but the main concern is the second story's limited capacity. Champeau noted that it  
41 seems difficult to continue the rental operation in the second story with the public museum  
42 operating below. Champeau voiced assent to the idea of a marina lounge and to passing the  
43 responsibility of the second story from the village to the Shadow Group. Champeau added that  
44 the investment from the Shadow Group into a village asset feels worth forgoing the loss of  
45 yearly rental revenue. Lienau and Werner discussed the need for two marina lounges, to which  
46 Lienau responded that it seems unnecessary to have both a marina office lounge and a lounge  
47 in the boathouse. Howson recommended a motion to Werner that the committee review



1 updated plans for the ground floor and second floor and see an updated market projection of  
2 what revenue the second story rental operation could realistically generate. Werner questioned  
3 how the committee would determine the next upstairs tenant and for how long the lease would  
4 last. Lienau provided context on how the marina had rented the upstairs in previous years and  
5 added that the marina advertised the rental listing to rental management companies, to which  
6 none of them responded with any interest. From the marina management's perspective, the  
7 resources and time spent running a weekly rental operation out of the boathouse are not worth  
8 it, therefore Lienau would recommend a seasonal lease. Blossom promised the committee that if  
9 they want yearly revenue from the second story and require the Shadow Group to pay \$15,000 a  
10 year, for example, that the Shadow Group could raise and provide that amount of money. Grant  
11 restated that the committee needs to decide on the second story's use, given that previous  
12 discussion has only focused on the Shadow Group's use of the first floor. He cautioned against  
13 relinquishing the second story to the Shadow Group as private space, given the negative optics  
14 of exclusivity and the potential to permanently lose an asset. Schmelzer requested that the  
15 Shadow Group return to the committee with plans for the second floor and conceptual  
16 drawings for the committee to consider and vote on. Schmelzer noted that the committee needs  
17 to decide if the second story is public or private so that plans can be drawn up accordingly.  
18 Grant thanked Blossom for proposing alternative ideas regarding the best use for this village  
19 asset.

#### 20 21 **c) Utilities Update**

22  
23 Schmelzer provided context and justification for the marina's need to pay for a second sewer  
24 connection. Schmelzer explained that based upon her conversations with the village's legal  
25 counsel and utility department, there are no exceptions that can legally be made to avoid  
26 paying the monthly fees. Lienau outlined plans to use the boardwalk construction project as an  
27 opportunity to connect the main water line from the marina office to the entirety of the marina  
28 so that the marina will only have to pay fixed sewer charges on a single water meter rather than  
29 two.

#### 30 31 **d) Seasonal & Transient Revenue**

32  
33 Lienau summarized the updated seasonal and transient revenue amounts shown in the meeting  
34 packet and noted that the marina is tracking well in comparison to last year's revenue. Duffy  
35 inquired if management has found a cancellation policy to handle delinquent customers who  
36 book several transient reservations and then cancel at the last minute. Lienau detailed how  
37 management evaluates customer reservation history at the marina and takes this into account  
38 when processing new reservations. Typically, management will limit a frequently cancelling  
39 customer to three reservations until the boating season begins. Lienau added that he continues  
40 to speak with other local marina managers regarding this issue. Werner noted the marina  
41 should consider establishing a formal policy to show any customers who are frustrated and  
42 doubtful over this reservation limitation.

#### 43 44 **e) Dock Repair & Rehab**

45  
46 Lienau updated the committee on the status of dock construction projects currently in progress.  
47 Lienau noted that Summerset Marine Construction requires a twenty percent down deposit to

1 purchase material for their projects, which the marina has now paid.

2  
3 **f) Boardwalk Quotes**

4  
5 Lienau updated the committee with a quote to rebuild the boardwalk with wood which ranged  
6 from \$87,000 to \$99,000 dependent upon the spacing of the stringers. Duffy and Lienau  
7 discussed the importance of having higher quality and longer lasting wood with a warranty  
8 included. Werner inquired about the cost of a concrete boardwalk to which Lienau responded  
9 \$229,000. Duffy inquired about using polymer/composite material. Lienau explained that using  
10 this material would require nine inches on center frames and monthly chemical applications to  
11 eliminate static electricity buildup. Lienau noted that following his conversations with the  
12 finance director, both wood and concrete options are feasible based upon the marina's current  
13 fund balance. Grant noted that based upon the longevity of the wood and a yearly average  
14 inflation rate of 3% across the next 20 years, the increased cost to replace the wood boardwalk in  
15 the future should be considered. Werner assented to the wood option but questioned the  
16 longevity of the wood compared to the concrete. Werner concluded that the concrete seems like  
17 the better option, despite the better appearance of the wood. Grant added that in his experience,  
18 many newer marinas are opting for the concrete option. Lienau seconded that fact based upon  
19 the marina tours he and assistant manager, Jordan, attended in Fort Lauderdale, FL. Howson  
20 joined the assent for the concrete option given its sturdiness and longevity. Duffy and  
21 Champeau agreed with the other members in this sentiment. Lienau added that the concrete  
22 will save the marina time and money in forgoing the weekly maintenance that a wood  
23 boardwalk requires.

24  
25 *Grant motioned to allocate funds for the replacement of the wooden boardwalk with a concrete dock,*  
26 *seconded by Champeau. Motion carried – All ayes.*  
27

28 **g) Dredging**

29  
30 Lienau highlighted that the Army Corps of Engineers reported that the highest water level in  
31 2025 will be 12 to 16 inches lower than last year. Lienau noted that three different areas in the  
32 marina will need at least two feet of lakebed dredged off the top layer to accommodate this  
33 lowering water level. The operation would be conducted under a maintenance dredging permit  
34 that is currently in process with the DNR. The total cost to dredge the three locations would be  
35 about \$15,000, which is not currently in the budget. Lienau added that to do additional  
36 dredging, the cost is \$48,07 per cubic yard of material. Lienau shared concern about other  
37 locations in the marina where lowering water levels may lead to decreased slip length and  
38 advised that the committee consider budgeting more than \$15,000.

39  
40 *Duffy motioned to allocate \$20,000 for a non-budgeted item of "Maintenance Dredging", seconded by*  
41 *Howson. Motion carried – 4 Ayes, Grant abstained.*  
42

43 **h) Review of Financials**

44  
45 Lienau noted that the revenue numbers from Item D on the agenda are more up to date than is  
46 shown in the packet's financial report.  
47

1 *Howson motioned to approve the marina financials as shown, seconded by Grant. Motion carried – All*  
2 *ayes.*

3  
4 **i) AMI National Conference Review**

5  
6 Lienau and Jordan noted highlights from their recent attendance to the AMI National  
7 Conference & Expo in Fort Lauderdale, FL.

8  
9 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee,**  
10 **official, or employee**

11  
12 *The next meeting of the Marina Committee is scheduled for March 20<sup>th</sup>, 2025 at 4:00 P.M. via virtual*  
13 *Zoom meeting.*

14  
15 *The committee found consensus that the comments from Dokolas requesting the committee's permission*  
16 *to continue the nighttime astronomy tours be added to next meeting's agenda.*

17  
18 **Adjournment:** *A motion was made by Grant, seconded by Champeau to adjourn the February 19<sup>th</sup>,*  
19 *2025 meeting of the Marina Committee at 4:30P.M. Motion carried – All ayes.*

20  
21 Respectfully submitted,

22 

23 Samuel Jordan

24 Assistant Marina Manager



**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE  
PARKS, PROPERTY & STREETS COMMITTEE  
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD,  
MONDAY, MARCH 3, 2025  
(APPROVAL PENDING)**

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

*The March 3, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:30 P.M.*

**Committee Members Present:** Committee Chair Louise Howson and Committee members Denise Bhirdo, Lilly Orozco, Mike Laszkiewicz and Jerry Ahrens. Village President Nate Bell also sat at the table with the Committee members.

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

**Others Present:** Myles Dannhausen, Ken Church, Chris Schmeltz, Ellie Soderberg-Guger, Tim Kazmierczak, Ron Kane, Kurt Harff, Robert Geitner, Erin Peddle, Dane Spitzer, Michelle Schneider, and Sam Gullick.

**Agenda Item No. 2. Approval of Agenda:**

*Motion by Orozco, second by Ahrens that the Agenda for the March 3, 2025 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.*

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

**As to the minutes for the February 3, 2025 regular monthly meeting of the Parks, Property & Streets Committee:**

*Motion by Orozco, second by Ahrens that the minutes for the February 3, 2025 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Comments, correspondence and concerns from the public:**

*Howson asked if anyone would like to comment regarding a non-agenda item, but no one responded. Suppanz also noted that no correspondence had been received that would require the attention of the Committee.*

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

**a. “Friends of the Sister Bay Ice Rink” Proposed Operating Agreement for the new Sister Bay Ice Rink:**

A rough draft of the proposed Operating Agreement for the new Sister Bay Ice Rink between the Village of Sister Bay and “The Friends of the Sister Bay Ice Rink”, which group is in the process of being formally designated as a “501(c)(3) non-profit organization and is hereafter referred to as “the Friends Group”, was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process some grammatical revisions as well as formatting changes were suggested, and Schmelzer and Suppanz took note of all those revisions. Bhirdo expressed concerns about the liability issues that could arise if volunteers are allowed to work at the new ice rink or are allowed to operate Village-owned equipment, and it was the consensus that the condition shall be included in the Operating Agreement that Waiver of Liability Forms must be executed by any and all ice rink volunteers. It was also

1 the consensus that prior to the time that any volunteers utilize Village owned equipment the Parks &  
2 Streets Director must confirm that each of those individuals have received the proper training.

3  
4 Myles Dannhausen, who is a very active member of “The Friends Group”, stated that he wanted to publicly  
5 thank Andrew Iding, the Ice Rink Manager, and the ice rink crew members for all the time and effort they  
6 put in to keeping the existing ice rink open this winter. He also noted that a “Family Fun Day” was recently  
7 conducted at the ice rink, and 300 to 400 people attended that event. A good time was definitely had by  
8 all, and the majority of the attendees were “locals”.  
9

10 Howson asked Mr. Dannhausen if he or any of the other members of “The Friends Group” had any  
11 questions for the Committee members, and he responded that it would be helpful if at some point soon  
12 Village officials could let them know how much money the Village is actually willing to commit to cover  
13 operating expenses at the new ice rink on an annual basis. (It’s his understanding that at the present time  
14 the Village expends approximately \$60,000.00 on ice rink operating expenses per year.) The Committee  
15 members indicated that they will need some time to give this issue more thought, but will be prepared to  
16 discuss it further at their next regularly scheduled meeting.  
17

18 Ellie Soderberg-Guger, who is also a member of “The Friends Group”, pointed out that the members of  
19 that organization are willing to take over the ice rink operations, but if the Village is not willing to allow  
20 that they will understand, and they are certainly willing to help out in any other ways that they can.  
21

22 Mr. Dannhausen indicated that it is his understanding that there is a lot of demand for pickleball courts  
23 at the Sports Complex, and, therefore, he has been discussing the possibility of allowing the new ice rink  
24 surface to be converted to pickleball courts during the off-season with some of the members of the local  
25 pickleball group. Those individuals have informed him that they would be very happy with such an  
26 arrangement. He also noted that he and the other members of “The Friends Group” would like to be  
27 allowed to provide input when plans are prepared for the new warming house. The Committee members  
28 indicated that they would welcome such input.  
29

30 Discussion took place regarding the capital campaign that is being conducted for the new ice rink, and the  
31 fact that the Village has committed \$500,000.00 to that campaign on the condition that “The Friends of  
32 the Sister Bay Ice Rink” must raise a specified amount of money, and Mr. Dannhausen explained that they  
33 are fully aware of that fact. To that end they have enlisted the assistance of the employees from the Door  
34 County Community Foundation. Bell also stated, “I think we sent a pretty good message to you guys when  
35 you came in – I think that was in November, when we said, “You know guys, if you really want to do this  
36 you gotta start doing. . .”  
37

38 Bell also stated, “There’s something that I’ve heard, and I just want to have clarity on this. . . That  
39 \$60,000.00 is merely a placeholder, and we’re just saying that whatever the Village had been contributing  
40 or doing to operate the existing ice rink, that is what we’d put in as a starting point.”  
41

42 *Schmelzer was asked to see that a revised Operating Agreement is included in the digital packets for the*  
43 *next regular monthly meeting of the Committee, and she was also asked to see that a copy of that*  
44 *document is provided to Mr. Dannhausen in as timely a fashion as possible so that he and the other*  
45 *members of “The Friends Group” have ample time to review it and recommend any further revisions.*  
46  
47  
48

**b. Beach Water Quality Sign Revision:**

Last year Village officials granted permission for employees from the Door County Parks Department to see that a 22' wide by 44" tall beach water quality sign is erected on the corner of the Performance Pavilion, and Linczmaier was asked to see that the required electrical components are installed in that location. In February Door County officials contacted Schmelzer and informed her that it would not be possible for them to order the smaller sign that had been approved. County officials did explain that they understand the Village's desire to keep signage to a minimum in Waterfront Park, and they also stated that although they want to keep the members of the public informed of beach water quality, they will understand if the members of the Committee decide that larger signage simply will not work.

*Mr. Kazmierczak was present, and he indicated that he was sorry, but apparently there had been a misunderstanding, and he just discovered that it will actually be possible for him to order the sign that had originally been approved by the Committee. The Committee members requested that that occur.*

Linczmaier explained that the power source for the beach water quality signage has not actually been installed yet. He did meet with the employees from Action Electric to discuss this issue, and at that time the decision was made that since connection issues could come into play none of the required electrical work would be performed until the sign actually arrives. In light of today's developments he does intend to contact Mr. Kazmierczak to coordinate a delivery/installation date in as timely a fashion as possible.

**c. Park Vendor Proposals:**

In accord with the Committee's directives an RFP was issued for commercial vendors to serve users of the Village's park system, and three proposals were actually received. Those proposals were received from: Glide N.E.W., LLC, which offers guided Segway tours, Current Vending Co., a company that provides vending machines that are stocked with gifts, souvenirs and convenience items, and Peninsula Kayak, a company that provides kayak rentals. (The owners of Peninsula Kayak worked in conjunction with a previously approved vendor, Bayshore Outfitters.)

The Committee members jointly reviewed the previously mentioned proposals, and during that time they noted that they do not believe proceeds of 5% of sales that was proposed by Glide is sufficient. They also indicated that they believe the requirement that was imposed in the past that all vendors must provide proceeds of 10% of their sales should continue.

Discussion took place regarding the proposal that was received from the owners of Current Vending Co., who would like to install a vending machine in Waterfront Park, and several of the Committee members indicated that they do not believe such an option should be allowed as it "is not a good fit", and also do not believe the proposed location is appropriate.

*Robert Geitner of Peninsula Kayak indicated that he and his associates would be willing to comply with whatever conditions the Committee members wish to impose, and he also indicated that if Village officials are interested, they would also be willing to offer brand new e-bike rentals. Discussion took place regarding that issue, and the Committee members requested that Mr. Geitner see that a related proposal that addresses electrical requirements and e-bike storage as well as display area requirements is submitted to Schmelzer by the end of the month.*

*Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee recommends that the Village Board accept the proposals that were submitted by Glide N.E.W., LLC and Peninsula Kayak that were reviewed at this meeting as presented but amended in such fashion that they reflect that at the end*

1 *of the season proceeds of 10% of gross sales must be provided to the employees in the Village*  
 2 *Administration Office, and, to that end staff members shall see that applicable contracts are drafted and*  
 3 *included in the digital meeting packets for the next regular meeting of the Village Board. Motion carried*  
 4 *– All ayes.*

5  
 6 **d. Discuss RFP for Highway 57 Trail:**

7 As requested Schmelzer saw that an RFP was issued for engineering services for the Highway 57 Trail, but  
 8 unfortunately no proposals were received for that project. In light of that fact the Village could conduct  
 9 a Quality Based Selection (QBS) which is a much more complicated and restrictive process, but the  
 10 employees from the D.O.T. are willing to guide staff members through that process. Basically, after the  
 11 QBS is advertised the Village would have to select an engineering firm from a list of engineering firms  
 12 that have been approved by the D.O.T., and if the selected firm is approved by the D.O.T., that firm would  
 13 complete the required engineering as well as construction management.

14  
 15 Schmelzer stressed that the Village is not in a position to be able to obtain any easements for the Highway  
 16 57 Trail yet, as all the required environmental impact documentation and paperwork cannot be  
 17 completed unless and until an engineering firm has actually been agreed upon.

18  
 19 *Discussion took place regarding this issue, and it was eventually the consensus that the QBS option should*  
 20 *be utilized in as timely a fashion as possible.*

21  
 22 **e. Re-Use of Current Parks/Maintenance Facility & Property - 2313 Mill Road:**

23 Schmelzer noted that the members of the Finance Committee have requested that the Parks, Property  
 24 & Streets Committee make a formal recommendation regarding what should be done with the  
 25 Parks/Maintenance Facility and the property that it is located upon once the building has actually been  
 26 vacated in June.

27  
 28 *Discussion took place regarding this issue, and during that time Bhirdo pointed out that \$350,000.00 has*  
 29 *been included in the Village's CIP for the creation of a parking lot at 2313 Mill Road. Orozco indicated that*  
 30 *she would definitely be opposed to the previously mentioned funds being utilized for creation of a parking*  
 31 *lot, and she also stated that she believes the property at 2313 Mill Road should be considered as a*  
 32 *potential location for the new Administration Building. It was eventually the consensus that the members*  
 33 *of the Parks, Property & Streets Committee do not believe it will be appropriate to spend \$350,000.00 on*  
 34 *creation of a parking lot on the property that is located at 2313 Mill Road, and, therefore, the*  
 35 *recommendation is made that the Village's CIP be amended accordingly.*

36  
 37 Howson asked Bell when he anticipates that the Committee that will be charged with determining which  
 38 Village owned properties could be considered as potential locations for a new Administration Building  
 39 will be formed, and he responded that a number of individuals have expressed interest in serving on that  
 40 Committee, but he anticipates that the required appointments will all be made at the March 25, 2025  
 41 Village Board Meeting. He also noted that he has viewed all fourteen of the Village owned properties  
 42 that have been suggested as potential locations for the Village Administration Building, and believes it's  
 43 important that Village officials remain open to whatever suggestions are made by the Committee. He is  
 44 hopeful that a formal recommendation will have been made by the Committee no later than June 1,  
 45 2025. Bhirdo asked if Bell could identify the fourteen sites that he visited, and he responded that he  
 46 didn't have the list with him. He and Howson then suggested that she get that information from Dick  
 47 Burress.

**f. Public Space Audits; Prioritized List & Comments:**

*Public space audits for the Sister Bay Sports Complex and Waterfront Park that were prepared by representatives of Do Good Door County were included in the digital meeting packets, and at the last meeting of the Committee the decision was made that each of the Committee members should carefully review the data that the public space audits contain and send Schmelzer their own prioritized listings of the suggestions that were made no later than February 21, 2025. To date only Howson and Orozco have actually provided their prioritized listings to Schmelzer.*

*Discussion took place regarding this issue, and it was the consensus that since expansion of the existing playgrounds at the Sports Complex and Waterfront Park and installation of hydration stations are a priority, discussion regarding creation of those amenities should be addressed sooner rather than later so that the necessary funds can be budgeted. It was also the consensus that potential locations for additional trees to be planted and determination of the species of trees that are preferred shall be addressed during the Committee's spring walking tour of the Village.*

**g. Village "Volunteer Day" Update:**

As requested the members of the Ad Hoc Green Tier Legacy Community Committee were informed that the members of the Parks, Property & Streets Committee would like to schedule a joint meeting with them to discuss potential "Volunteer Day" activities, but Orozco, who is also a member of the Green Tier Legacy Community Committee, indicated that she is sorry but it does not appear that it will be possible to schedule a mutually agreeable joint meeting date before April 22, 2025, which is Earth Day. The Green Tier Legacy Community Committee will once again be distributing free seedlings, but a specific date for that event has not been scheduled yet.

The Committee members asked if Linczmaier was aware of any projects that the members of the public who wish to volunteer could help with in the spring, and he responded that to be honest the type of assistance that would be needed in spring actually involves "heavy lifting", but weeding, picking up trash in the parks and along the roadways, and watering of flower beds could be done in April or May.

*It was eventually the consensus that Linczmaier shall create a list of Village roads that "spring clean-up" could be done along to Schmelzer in as timely a fashion as possible, and after that list has been received a specific date for the Village's "2025 Volunteer Day" shall be established.*

**Agenda Item No. 6. Staff Reports**

*Linczmaier and Schmelzer's Staff Reports as well as a Revenues With Comparison to Budget Report for the two month period ending February 28, 2025 were included in the digital packets for this meeting, and the Committee members jointly reviewed both of those documents. During the review process the Committee members requested that Linczmaier's Staff Report be filed in Suppanz's "tickler file" for reference purposes.*

*Linczmaier noted that a "Do Not Enter" sign as well as a "Stop Sign" were recently damaged behind the Post Office, but in the process of boring for the replacement sign posts the underground power lines for the Post Office were struck and damaged, and a temporary power source had to be installed. In light of the fact that this incident occurred Schmelzer suggested that Village officials consider asking if college students would be willing to work on a project where all underground lines throughout the Village are identified. It was the consensus that further discussion shall take place regarding this issue at the next regular meeting of the Committee.*

**Agenda Item Nos. 7 and 8****Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:****Next Meeting:**

*The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, April 7, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:*

**Discussion/Action Items:**

- ***Review of the Revised Draft of the Ice Rink Operating Agreement***
- ***Review of the E-Bike Rental Proposal That Was Received From Robert Geitner***
- ***Meeting With Jeff Lutsey from the Climate Change Coalition***
- ***Potential Identification of all the Underground Lines In The Village***
- ***Scheduling of the Village's "2025 Volunteer Day"***
- ***Scheduling of a Joint Meeting of the Parks, Property & Streets Committee and the Ad Hoc Green Tier Legacy Community Committee***
- ***Scheduling of a date for the Spring Walking Tour of the Village***

**Agenda Item No. 9****Adjournment**

*At 4:29 P.M. a motion was made by Orozco, seconded by Ahrens that the March 3, 2025 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant

SISTER BAY PERSONNEL COMMITTEE  
 11:00AM  
 Wednesday, February 12, 2025  
 Sister Bay Liberty Grove Fire Station  
 Small Conference Room – 2258 Mill Road

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.  
 Also present: Randy Nesbitt

At 11:05 AM Howson called the Personnel Committee meeting to order  
 Roll Call – All members of the committee present  
 Approve Agenda – Bell motion to approve Lilly second  
 Comments, Correspondence and Concerns from the Public - None

At 11:09 AM Howson made a motion and Bell seconded to convene into  
 Executive Session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion,  
 compensation, or performance evaluation data of any public employee over which the  
 governmental body has jurisdiction or exercises responsibility; more specifically, discussion of  
 the performance evaluation of the Village Administrator.

Bell – Aye    Orozco – Aye    Howson – Aye  
 Motion Carried

Motion for Action, if Appropriate . No action taken

A motion was made by Orozco, seconded by Bell to adjourn the February 12, 2025 meeting of  
 the Personnel Committee at 12:02P.M. Motion carried – all ayes

Submitted by,  
 Louise Howson

**PERSONNEL COMMITTEE MEETING MINUTES**  
**Wednesday, February 19, 2025**  
**(Approval Pending)**

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

The February 19, 2025 special meeting of the Personnel Committee was called to order by Chair Louise Howson at 8:03 A.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

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

*A motion was made by Bell, seconded by Orozco that the Agenda for the February 19, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Comments, correspondence, and concerns from the public**

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

**Agenda Item No. 5. Executive Session**

**a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. Affected employee: Village of Sister Bay Administrator.**

**b) Motion to reconvene into Open Session.**


**c) Motion for action, if appropriate.**

*At 8:04 A.M., a motion was made by Bell, seconded by Orozco to convene into Executive Session pursuant to Wis. Stats. 19.85(1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. Affected employee: Village of Sister Bay Administrator. A roll call vote was taken on the motion and the members voted in the following fashion:*

*Bell – aye; Orozco – aye; Howson – aye*  
*Motion carried.*

*A motion was made by Bell, seconded by Orozco to adjourn from Executive Session at 8:20 A.M.*

Respectfully submitted,

  
 Heidi Teich  
 Village Clerk



PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 3, 2025

(Approval Pending)

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

The March 3, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 10:00 A.M.

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

Present: Chairperson Howson and member Nate Bell. Lilly Orozco was excused.

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 March 3, 2025 meeting of the Personnel Committee be approved as amended to move item C to the front. 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 February 5, 2025 and February 19, 2025 meetings of the Personnel Committee as presented. Motion carried – all ayes.*

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

Bell shared correspondence received from Nick Deviley, 10438 Orchard Dr, in which he requested that Personnel meetings be recorded. No additional comments were shared.

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

**c) Discuss Contracts for Employees**

Howson stated the purpose of this discussion is to arrive at a consensus that the committee would like to move forward with the development of employment contracts for staff. In doing so, they need to make it clear to the Village Board why employee contracts are necessary and which employee positions, besides the village administrator, should be offered a contract.

Bell articulated that a contract offers employees certainty in their positions and lessens the pressure they may feel to act for fear of losing their position. It also provides continuity of government. He added that the contracts should spell out the terms that would cause someone to lose their position and provide for a severance package.

Howson read from a statement that an employment contract cannot replace the “at-will” condition of employment for a municipality. The committee will pursue a legal interpretation of this statement.

The committee discussed various terms that could be included in a contract, such as commitment of time in the position if the employee received specialized training, varying timelines for providing notice when someone leaves a position, and the possibility of a departing employee to provide training for their replacement.

Bell suggested that each contract contain general language outlining the terms of a severance

1 package and suggested that it be a multiplier of the time notice is provided. For example, a 90-  
 2 day notice would result in a 6-month severance, a 60-day notice would result in a 4-month  
 3 severance, or a 30-day notice would result in a 2-month severance.

4  
 5 Schmelzer suggested that the contracts contain language that prevents a departing employee  
 6 from speaking disparagingly of the village after leaving. It was noted the Employee Handbook  
 7 contains many expectations of employee behavior so that should be clearly referenced in the  
 8 contract.

9  
 10 The length of a contract was debated, with options to offer a set number of years or leave it  
 11 without an end date entirely. The contract could auto-renew or simply continue if no action is  
 12 taken by either the village or the employee. Either party can give notice of non-renewal of the  
 13 contract by providing a minimum of 90- or 120-days' notice.

14  
 15 The committee will seek examples of employee contracts from neighboring municipalities and  
 16 use those to draft a contract for their use. They will also seek assistance from the municipal  
 17 attorney's office to ensure that a contract is legal and enforceable. In the meantime, the  
 18 committee recommended a general discussion with the village board at its meeting in March.  
 19 In addition to explaining to the board how a contract would provide security for staff and  
 20 continuity for the village government, the committee would like to explore if there are  
 21 employee incentives to offer along with it. The contracts would be offered to staff in  
 22 supervisory or managerial positions, or holding a state-mandated position. The committee will  
 23 consult with the village's counsel to see if contracts can be offered retroactively to current staff.

#### 24 25 **a) Review Personnel Handbook Updates**

26 A proposed draft of the Sister Bay Employee Handbook was included in the meeting packet.  
 27 Howson asked if this discussion could be delayed until Orozco is able to participate and Bell  
 28 agreed. Schmelzer did request that staff revise the document in such a manner to replace  
 29 personal pronouns with more general references such as "the village" and "employee" as  
 30 applicable before it is formally addressed by the committee. Howson and Bell concurred. It  
 31 was noted that going forward this document will be referred to as the Employee Handbook.

#### 32 33 **b) Review Personnel Committee Bylaws**

34 The committee has been working over the past couple months to revise the description of the  
 35 Personal Committee as appears in the Rules of Order & Organization for Sister Bay  
 36 Committee/Commissions. A final draft was included in the meeting packet. After a brief  
 37 discussion, it was the consensus of the committee that the following changes be made to the  
 38 description presented:

#### 39 40 **Personnel Committee\*** (A Standing Committee)

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

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

1 *Committee.*

2 *The committee shall also:*

- 3 1. *Approve, implement, and maintain a mechanism for the performance evaluation of*  
4 *employees as outlined in the Employee Handbook.*
- 5 2. *Review and establish employee recruiting, hiring and retention procedures, including*  
6 *review of resumes, observation of interviews of department heads by a member of the*  
7 *committee (typically the Chair) or their designee, and participating in all Department*  
8 *Head Exit Interviews.*
- 9 3. *Recommend compensation schedules to the Finance Committee.*
- 10 4. *Develop, approve and annually update personnel policies in the ~~Personnel~~ Employee*  
11 *Handbook as needed.*
- 12 5. *Consider recommendations from the Village Administrator for the organizational*  
13 *structure and staffing levels of Village departments.*
- 14 6. *Review departmental requests for creation, deletion, reallocation, and changes in*  
15 *position (not an individual).*
- 16 7. *Periodically review employment application forms and hiring guidelines.*
- 17 8. *Responsible for recruitment and hiring of the Village Administrator.*
- 18 9. *Conduct an annual performance evaluation of the Administrator and make*  
19 *recommendations to the Board as outlined in the Employee Handbook.*

20 During the discussion, it was noted that additional details of the role of the Personnel  
21 Committee beyond this description should be included in the Employee Handbook to prevent  
22 the possibility of future discrepancies between the two documents.

23  
24 This description will be forwarded to the village board for final approval.

25  
26 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official**  
27 **or employee.**

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

- 29 • Continued discussion on employee contracts
- 30 • Review of the revised Employee Handbook
- 31 • Review drafts of revised staff evaluation templates

32  
33 **Agenda Item No. 8. Next Meeting Date**

34 The next regular meeting of the Personnel Committee has yet to be determined.

35  
36 **Agenda Item No. 9. Adjourn**

37 *A motion was made by Bell, seconded by Howson to adjourn the March 3, 2025 meeting of the Personnel*  
38 *Committee at 10:54 A.M. Motion carried – all ayes.*

39  
40 Respectfully submitted,

41 

42 Heidi Teich

43 Village Clerk

**VILLAGE OF SISTER BAY**  
**HYBRID PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, FEBRUARY 25, 2025**  
***SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD***  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, February 25, 2025 Nate Bell, the Village President, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order and announced that he would be serving as Acting Chair of the Plan Commission, as Denise Bhirdo, the Chair of the Commission, had another obligation and was unable to attend this meeting.*

**Present:** Acting Plan Commission Chair Nate Bell, and Commission members Patrice Champeau, Ron Kane and Laurel Harff.

**Excused:** Plan Commission Chair Denise Bhirdo and Commission member Mitch Ohnesorge.

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

**Others:** Kurt Harff, Kim Erzinger, Steve Musinsky, Don Howard, Chris and Liz Hecht, Walter Nawrot, Paula Anschutz, Ellie Soderberg-Guger, Brian Kovach, M. Schwartz, Holly Tennison, Jill Gohdes-Wiebe, Dave Schwartz, Cynthia Nelson, Colin Doherty, and three unidentified individuals.

**Agenda Item No. 2: Approval of the Agenda:**

*Motion by Champeau, second by Harff that the Agenda for the February 25, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 3: Approval of minutes as published:**

*Motion by Kane, second by Champeau that the minutes for the January 28, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Comments, correspondence and concerns from the public:**

Bell asked if anyone would like to comment regarding a non-agenda item.

Steve Musinsky of 10519 Fieldcrest Road stated that he would like to make Village officials aware of the fact that he has been having e-mail conversations with representatives of Bertram Communications regarding potential issues that could arise when they make the “drop” for broadband service at his residence. He got the impression that no one at Bertram really cares about his concerns, and finds their attitudes to be “quite troubling”.

Suppanz indicated that a copy of an e-mail that was received from Scott Burtness had been included in the digital meeting packets. In his e-mail Mr. Burtness expresses concerns about the fact that pet owners in Northern Door have virtually no resources for regular pet services and care, much less emergency 24/7 pet care, and requests that Village officials keep this fact in mind as they plan for potential growth.

Prior to this meeting each of the Plan Commission members had been provided copies of an e-mail that was sent by Skip Heidler as well as a letter that was received from Tom Sadler, the Chair of the Zoning

Board of Appeals. Bell noted that since the comments that were made in both of those documents pertain to some of the proposed Municipal Code amendments that will be addressed during the course of this meeting they will not be addressed until such time as the related Public Hearings are actually conducted.

**Agenda Item No. 5. Pubic Hearings/Action as Appropriate:**

• **Ordinance No. 2025-003 – Recreate Floodplain Zoning Ordinance:**

*At 5:36 P.M. Bell called the Public Hearing on Ordinance No. 2025-003, which recreates the Village's Floodplain Zoning Ordinance, to order, and requested that Schmelzer provide related background information. She subsequently read the Public Hearing Notice that had been published, posted and mailed to all property owners in the Village aloud, and then explained that last spring the Federal Emergency Management Agency updated the Flood Insurance Rate Maps and Flood Insurance Study data for Door County. That documentation revealed that there are floodplains within the Village's boundaries, and, therefore, in accord with State and Federal regulations the Village Board passed and adopted a Floodplain Zoning Ordinance that was modelled after a template that had been provided to her by employees from the Wisconsin Department of Natural Resources. Recently DNR officials requested that the Village's Floodplain Zoning Ordinance be re-adopted, as the wrong template had apparently been provided and/or utilized, and, therefore, she saw that a revised ordinance as well as a related Public Hearing Notice were drafted and processed. Copies of both of those documents were included in the digital packets for this meeting. Schmelzer also indicated that floodplain maps that had been provided to her by DNR officials were on display at the front of the room.*

*Bell asked if anyone in the audience would like to comment regarding the proposed Floodplain Regulations, and Don Howard of 2536 Fieldcrest Lane stated that it is his understanding that a small portion of his property is now in the designated floodplain. Mr. Howard asked if, in light of the fact that some of his property is in the floodplain he will have to see that a related deed restriction is recorded in the Office of the Register of Deeds for Door County, and Schmelzer acknowledged that the Village's floodplain boundaries have changed slightly and do include some of Mr. Howard's property. She also indicated that there should not be a need for him to see that any type of related documentation is recorded in the Office of the Register of Deeds.*

*Mr. Musinsky reminded the Commission members that Sec. 62.23(7)(hb) of the Wisconsin Statutes expressly states that "an ordinance may not prohibit or limit, based on cost, the repair, maintenance, renovation or remodeling of a non-conforming structure". He also pointed out that the term "open space" is utilized throughout Chapter 65, but in Chapter 66 "green space" is primarily used. He suggested that the Commission decide which term is preferred and then recommend that one of the drafts be amended accordingly. (It was the consensus that "green space" is preferred.)*

*Schmelzer noted that In the previously mentioned e-mail Mr. Heidler suggests that for "clarity sake" Sections 65.0703 and 65.0704 of Ordinance No. 2025-003 be amended in such fashion that the term, "the Board" is deleted and replaced with the term, "the Board of Appeals".*

*At 5:38 P.M. Bell asked if anyone else would like to comment regarding the provisions of the revised Floodplain Zoning Ordinance or had any more questions regarding its provisions, and when no one responded he declared that the Public Hearing on Ordinance 2025-003 was officially closed.*

*Motion by Champeau, second by Harff, that the Plan Commission recommends that the Village Board pass and adopt Ordinance No. 2025-003, which recreates Chapter 65 of the Municipal Code and adopts a revised Floodplain Zoning Ordinance for the Village of Sister Bay, as presented, or, if representatives from the DNR inform Schmelzer that they don't have any objections to the revisions being made that were suggested during*

1 the Public Hearing, as amended. Motion carried – All ayes.

2  
3 • **Ordinance No. 2025-004 – Proposed Text Amendments; Chapter 66 – B-2 Overlay, B-3 Height Restrictions**  
4 **& Miscellaneous Amendments**

5 At 5:42 P.M. Bell called the Public Hearing on Ordinance No. 2025-004, which contains a number of proposed  
6 text amendments to the Zoning Code to order, and requested that Schmelzer summarize all of those text  
7 amendments as well as the contents of Mr. Sadler's letter and the comments that Mr. Heidler made regarding  
8 Ordinance No. 2025-004. She subsequently explained that Ordinance No. 2025-004 not only contains a number  
9 of miscellaneous text amendments, but in an attempt to maintain the historic character of the portion of the  
10 Village that is west of N. Bay Shore Drive, the recommendation is being made that a B-2 Historic Overlay District  
11 be created. Further, in an attempt to retain the view of the water, the recommendation is being made that the  
12 height of buildings on private property on the west or water side of N. Bay Shore Drive not be allowed to exceed  
13 35' in height. Amendments are also being proposed to the Village's tree cutting regulations, and since the Plan  
14 Commission has determined that it will be much easier for owners of property and contractors to understand  
15 the required setbacks from the water if one consistent setback from the ordinary highwater mark is established,  
16 applicable verbiage has been added to the Code. (At the present time the required setbacks from the water are  
17 based upon whether or not a property is "developed" or "undeveloped", but there are no definitions provided  
18 for either of those terms, which has led to a lot of confusion.)

19  
20 In his letter Mr. Sadler, who is the Chair of the Village's Zoning Board of Appeals, refers to some issues with the  
21 provisions of the Zoning Code that came to light at recent Zoning Board of Appeals Meetings, and recommends  
22 that the Zoning Code be revised in such fashion that it states that the front and rear walls of all buildings must  
23 be taken into consideration when building height determinations are made. He also suggests that verbiage be  
24 added to the Zoning Code which states that "averaging" is allowed, and indicates that it is his understanding  
25 that the illustrations that are included in the current version of the Zoning Code are obsolete, and, therefore,  
26 they should all be deleted.

27  
28 In his e-mail Mr. Heidler recommends that different terminology be used for describing how the diameter of a  
29 tree is measured, and suggests that Sec. 66.1050(3) be revised in such fashion that either the term "open space"  
30 or "green space" is used; not both.)

31  
32 Bell asked if anyone would like to comment regarding the proposed Zoning Code amendments that are  
33 contained in Ordinance No. 2025-004, and Mr. Musinsky recommended that Sec. 66.0343 – the proposed B-2  
34 Historic Overlay District regulations, be amended in such fashion that whenever references are made to tree  
35 size the terms "diameter" or "diameter at breast height" be utilized rather than "caliper". He also stated that  
36 he doubts that it is realistic to require that trees that are 6" in diameter be planted. He also expressed concerns  
37 that the tree canopy in the Village is being depleted significantly, and suggested that a comprehensive forestry  
38 policy that addresses tree trimming along with re-forestation be created. He also questioned why the minimum  
39 green space requirements for the R-1 Zoning District have been changed to 50%, and asked if the Commission  
40 members have considered requiring a 75' setback from the ordinary high water mark for new buildings, but  
41 require that "setback averaging" be done in instances where there are already existing buildings. Finally, he  
42 suggested that Sec. 66.1530(18) – Grading Plan Review, be amended in such fashion that it reads, "Under no  
43 circumstances shall water be displaced onto adjacent properties or roadways that do not have a storm sewer,  
44 ditch, or **natural waterway** capable of transporting the increase in water."

45  
46 Chris Hecht of 10347 Orchard Drive stated that he believes continuing to impose "an absolute building height"  
47 of 35' will be very problematic. He suggested that the Commission members consider recommending that

1 *“height averaging” or requiring that “the mean average roof height of any new structures” be clearly delineated*  
2 *He also noted that there are a number of existing structures in the Village, including his own home, which is a*  
3 *simple, two-story residence with a walk-out basement, that actually exceed that height limitation.*

4  
5 *Walter Nawrot of 2373 Parkview Drive asked if the proposed parking regulations for the B-2 Historic Overlay*  
6 *District will apply to commercial properties as well as residential properties, and Schmelzer responded that the*  
7 *proposed parking regulations would only apply if any property owners in the B-2 Historic Overlay District wish*  
8 *to “totally redo” their driveways or parking areas.*

9  
10 *Kim Erzinger of 2370 Parkview Drive expressed concerns about the fact that it could get quite costly for property*  
11 *owners in the B-2 Historic Overlay District if architectural review and a Landscaping Plan is required any time*  
12 *they want to do remodeling or make improvements to their property.*

13  
14 *At 6:05 P.M. Bell asked if anyone else would like to comment regarding any of the provisions of Ordinance*  
15 *No. 2025-004 or had any questions regarding its provisions, and when no one responded he declared that the*  
16 *Public Hearing on that ordinance was also closed.*

17  
18 *At 6:11 P.M. the Commission members were informed that Colin Doherty, who was appearing virtually,*  
19 *also wished to speak. Suppanz and Bell apologized for the oversight, and Bell then declared that the Public*  
20 *Hearing on Ordinance No. 2025-004 would be re-opened.*

21  
22 *Mr. Doherty stated that he owns Roots Inn & Kitchen, a bed & breakfast/restaurant which is located at*  
23 *2378 Maple Drive. Roots is situated within the boundaries of the proposed Historic Overlay District, and*  
24 *in light of that fact Mr. Doherty believes Sec. 66.0343(1)(a) should be amended in such fashion that it*  
25 *reflects that restaurants are not an “excepted use”. He also believes applicable “grandfathering” language*  
26 *should be added to the proposed B-2 Historic Overlay regulations. In conclusion Mr. Doherty stated that*  
27 *he does not believe it’s fair to require that the owners of businesses or short-term rentals that are located*  
28 *in the B-2 Historic Overlay District must pay an architectural review fee any time they wish to make*  
29 *exterior renovations to their buildings, but the owners of residences in that same district are not required*  
30 *to pay any fees for that same type of review.*

31  
32 *At 6:17 P.M. Bell asked if anyone else who was appearing virtually would like to comment regarding the*  
33 *provisions of Ordinance No. 2025-03, and when no one responded he again declared that the Public*  
34 *Hearing was officially closed.*

35  
36 *Schmelzer provided responses to all the comments, questions and concerns that had been raised by all of*  
37 *the previously mentioned individuals, and Champeau explained that the proposed building height*  
38 *limitations are being suggested because she and some of the other Plan Commission members have heard*  
39 *a number of negative comments about how tall some of the buildings in the downtown area actually are.*  
40 *Complaints were also lodged that in some instances, views of the waterfront have been totally blocked*  
41 *by tall buildings.*

42  
43 *Bell stated that he understands the concerns that were raised by Champeau, but “feels a little differently”*  
44 *about the building height issue. He actually believes there may be a better mechanism to address the fact*  
45 *that waterfront views are being blocked, but since he “was in the minority” when that issue was debated*  
46 *at length at the last Plan Commission Meeting he won’t be making any further comments regarding his*  
47 *position at this point.*

Discussion took place regarding all the testimony that had been presented during the Public Hearing on Ordinance No. 2025-004 and the content of that ordinance, and it was eventually the consensus that:

- The possibility of enacting “building height averaging” regulations will be addressed at a future meeting of the Plan Commission.
- The Village’s standard “pre-existing, non-conforming use” or “grandfathering” language shall be included in the proposed B-2 Historic Overlay regulations.
- Sec. 66.1530(18) – Grading Plan Review, shall be amended in such fashion that it reads:  
“Under no circumstances shall water be displaced onto adjacent properties or roadways that do not have a storm sewer, ditch, or **natural waterway** capable of transporting the increase in water.”
- Schmelzer was also asked to see that a clear and concise definition for the term “caliper” is included in the previously mentioned draft.

Motion by Champeau, second by Harff, that the Plan Commission recommends that the Village Board pass and adopt Ordinance No. 2025-004, which contains a number of proposed text amendments to the Zoning Code for Village of Sister Bay, as amended at this meeting. Motion carried with Bell opposed.

**Agenda Item No. 6. Administrator’s Report:**

Schmelzer’s Administrator’s Report was included in the digital meeting packets, and the Commission members jointly reviewed that document.

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

**Agenda Item No. 8. Next Meetings:**

Due to scheduling conflicts the Public Hearing on the draft of the proposed 20 Year Comprehensive Plan for the Village has been rescheduled for 5:30 P.M. on Tuesday, March 11, 2025, and the next regular monthly meeting of the Plan Commission has also been rescheduled for 5:30 P.M. on Tuesday, March 18, 2025. At the March 18, 2025 meeting the following issues will be addressed:

- Discussion regarding the Village’s R-4 Zoning District regulations
- Discussion regarding the Village’s Dark Sky regulations
- Discussion regarding “building height averaging”

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

At 6:54 P.M. a motion was made by Champeau, seconded by Kane that the February 25, 2025 regular monthly meeting of the Plan Commission be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant



**VILLAGE OF SISTER BAY**  
**HYBRID SPECIAL PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, MARCH 11, 2025**  
**SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, March 11, 2025 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid special meeting of the Village of Sister Bay Plan Commission to order.*

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

**Excused:** Mitch Ohnesorge and Laurel Harff

**Staff Members:** Village Administrator Julie Schmelzer, Utilities Manager Megan Barnes, and Administrative Assistant Janal Suppanz

**Others:** Sydney Swan of the Bay-Lake Regional Planning Commission, Michelle Lawrie of the DCEDC, Nick and Mary Deviley and two of their daughters, Louise Howson, Bjorn Johnson, Don Howard, Steve Musinsky, Skip Heidler, Ellie Soderberg-Guger, Aaron Bernstein, Dave Matasek, Peggy Cuniff, Jill Gohdes-Wiebe, Terry Wolf, "Barb", "John R.", Lisa O'Hearn, Tyler Duvall, John Wettstein, John McMurray, two unidentified individuals who appeared in person, and one unidentified individual who appeared via telephone.

**Agenda Item No. 2: Approval of the Agenda:**

*Motion by Bell, second by Champeau that the Agenda for the March 11, 2025 special meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 3: Comments, correspondence and concerns from the public:**

Bhirdo asked if anyone would like to comment regarding a non-agenda item. No one responded.

**Agenda Item No. 4. Pubic Hearing/Action as Appropriate:**

• **Updated 20-Year Comprehensive Plan:**

*At 5:31 P.M. Bhirdo called the Public Hearing on the updated 20 Year Comprehensive Plan for the Village of Sister Bay to order.*

*Schmelzer explained that a draft of the updated 20 Year Comprehensive Plan for the Village of Sister Bay had been included in the digital packets for this meeting, and she also noted that a related Public Hearing Notice had been published, posted and mailed to all property owners in the Village. She then read the Public Hearing Notice aloud, and also noted that letters that were received from Paul Grossmann of 10870 N. Bay Shore Drive, Attorney Timothy McCoy of Godfrey-Kahn, S.C., and Mary Deviley were included in the digital packets for this meeting.*

- *In his letter Mr. Grossmann states that he believes there are too many rules of governance that impede the growth of Sister Bay as a community.*
- *In his letter Attorney McCoy indicates that he represents Barbara Hull, who collectively owns and controls approximately seven parcels of land that comprise approximately*

76 acres of developable land within the Village limits. Ms. Hull's property is the single largest tract of land that is capable of being developed within the Village, and according to Attorney McCoy she is very disappointed that Village officials have never met with her or communicated with her in any other fashion regarding the potential development of any of her property. She is currently contemplating selling her property, and believes the Village's persistent failure to meaningfully engage with her, coupled with the fact that public discussions will be taking place regarding what should actually be done with her property is "counterproductive". Therefore, she is inviting Village officials to consider having a candid discussion(s) with her regarding this issue soon.

- Ms. Deviley indicates that she and her family reside at 10438 Orchard Drive on the old Vacationland Farm/Carole's Corral that was owned by Willard Kramer for many years. Collectively they own 40 acres of property that is zoned CS-1, approximately 6 acres of property that is zoned B-1 – Commercial, and 10 acres of land that is zoned R-2 – Multiple Family Residence. Over the last ten years she and her husband have made a number of renovations to the farmhouse, the barn, the garage, and other outbuildings on their property, and they have also planted trees, they have a large garden, and raise chickens, and in light of that fact they are requesting that the zoning for their farm remain CS-1. They also are requesting that the B-1 designation for a portion of their property remain, and that Village officials work with them as they attempt to develop their land that is zoned R-2 into single family and multi-family dwellings. They also are hopeful that Village officials will work with them to find and agree upon the best route for any new walking/bike paths that could impact their property in the future.

Bhirdo asked if anyone would like to comment regarding the proposed Comprehensive Plan, and Bjorn Johnson indicated that he was appearing on behalf of Al Johnson's Restaurant and Butik and the Johnson Family. He subsequently presented a copy of Map 7.2 – Future Land Use, that had been included in the draft of the Comprehensive Plan to the Commission members, and then specifically referred to the property that the Johnson Family owns in the downtown area which he described as "the Johnson Mall". It is his understanding that in October, when the Plan Commission was reviewing a draft of the Future Land Use Map, the decision had been made that all of "the Johnson Mall" should be depicted as "Commercial", but in the draft of the plan that is being reviewed this evening land use designations of "Woodland", "Residential" and "Natural Area" are depicted for portions of that land. Mr. Johnson and his family would prefer that the Future Land Use Map once again depict that all their property has been designated "Commercial".

**It was the consensus that the majority of the designated future use of all the property that Mr. Johnson referred to shall revert to "Commercial", but that the "Natural Area" designation shall remain.**

Nick Deviley reiterated the comments that had been made by his wife, Mary, in the previously mentioned letter, and asked what "the plan" actually is for increasing residential uses in the Village. Bhirdo responded that to her knowledge there really have not been any conversations regarding projected population growth in the Village yet. In conclusion Mr. Deviley stressed that if at all possible he and Mary would like their farm "to be left alone" as they want their children and grandchildren to be able to enjoy it for years to come.

**Discussion took place regarding Mr. and Mrs. Deviley's concerns, and it was eventually the consensus that their wishes for the future use designations for their property shall be honored. Therefore, the requested amendments to the Future Land Use Map shall be made.**

1 Louise Howson indicated that there is a notation in the plan that in order to accommodate future growth some  
2 of the designations for the woodlands in the area where the Little Sister Resort used to be located as well as the  
3 natural areas within Bay Ridge Golf Course have been changed to "Residential". She expressed concerns that  
4 there is potential for a large amount of open land and/or natural areas to be disturbed if housing is created in  
5 the stated areas, and also pointed out that the golf course property is currently not being maintained and is  
6 gradually "growing in". Before Village officials formally re-zone any of the previously mentioned property, she  
7 believes the owners of the affected parcels must be asked what they actually want to do with their property.

8  
9 **Schmelzer responded that before any property is re-zoned a public hearing is required. She also noted that**  
10 **Village officials must see that a related Public Hearing Notice is sent to any and all affected property owners**  
11 **as well as adjoining property owners.**

12  
13 Don Howard of 2536 Fieldcrest Lane indicated that he has had conversations with Diane Trenchard and her  
14 son, who is now the owner of Bay Ridge Golf Course, and it is his understanding that they both want to leave  
15 the property in its current state for as long as they own it.

16  
17 **Discussion took place regarding Howson's concerns, and it was eventually the consensus that the property**  
18 **that she referred to shall be designated as "Natural Areas" on the Future Land Use Map.**

19  
20 Steve Musinsky of 10519 Fieldcrest Road noted that when he and his wife bought their property a former Village  
21 Administrator informed him that the Village had anticipated that at some point in time a portion of their  
22 property would be heavily wooded. He and his wife did not want to see a lot of evergreens or hardwood trees  
23 on their property, and, instead, they decided to plant a few fruit trees and left the remainder of their property  
24 as open space. In conclusion Mr. Musinsky indicated that the Future Land Use Map that was included in the  
25 Comprehensive Plan now actually depicts "Woodlands" on a portion of his property. To be perfectly honest  
26 neither he nor his wife have any desire to remove any of their fruit trees or plant any more trees on their property  
27 as they like having open space.

28  
29 **Schmelzer responded that the "Woodlands" designation on the Future Land Use Map merely means that the**  
30 **Village's goal is to have the property become heavily wooded "at some point in time". She also indicated**  
31 **that unless and until Mr. and Mrs. Musinsky decide to do something different with their property the fruit**  
32 **trees should be allowed to remain and it won't be necessary for them to plant any more trees.**

33  
34 Don Howard stated that in spite of the fact that all the property around his residence is shown as "Woodlands"  
35 on the Future Land Use Map, his property has been designated "Residential", and asked if there is potential for  
36 Village officials to require that his property must revert to woodlands at some point in time. He then explained  
37 that he is asking this question because he and his wife plan to leave their home and the adjoining property to  
38 their children and grandchildren.

39  
40 **Schmelzer reiterated that the "Woodlands" designation on the Future Land Use Map merely means that the**  
41 **Village's goal is to have the property become heavily wooded at some point in time. If Mr. and Mrs. Howard's**  
42 **children continue to maintain their property as well as the home and other outbuildings that are constructed**  
43 **upon it there shouldn't be any issues.**

44  
45 John Wettstein indicated that he owns a unit in Hidden Maples Condos. It is his understanding that a portion of  
46 Applewood Road is actually owned by the Condo Association, and, therefore, he asked if there are any plans for  
47 construction of a trail in that area of the Village. He then referred to the Bicycle and Pedestrian Network Map

1 that appears in the draft of the Comprehensive Plan, and expressed concerns that a future trail could negatively  
2 impact some of the tree plantings that the Condo Association did in the right-of-way along Applewood Road.

3  
4 **Schmelzer responded that if, at any point in time, Village officials decide that a trail should actually be**  
5 **created on any of the property that is owned by the Condo Association, before any of the related work**  
6 **commences notice would be mailed to all the unit owners, representatives of the Hidden Maples Condo**  
7 **Association, and the adjoining property owners. Any or all of those individuals, as well as representatives of**  
8 **the Condo Association will be encouraged to contact the Village Administrator or send a related letter to the**  
9 **Plan Commission if they have any questions or concerns about the proposed trail.**

10  
11 Mr. Musinsky started to read a portion of a prepared statement that addresses potential grammatical revisions  
12 he believes should be made to the draft of the Comprehensive Plan aloud, and he also voiced several concerns  
13 about some of the provisions of the draft Comprehensive Plan. Because the statement was quite lengthy Bhirdo  
14 requested that he provide a copy of that document to Schmelzer and Suppanz so that it can be included in "the  
15 official record", and he complied with that request. A copy of Mr. Musinsky's statement is hereby attached and  
16 incorporated by reference, and Schmelzer indicated that she will see that a copy of it is provided to the  
17 Commission members in as timely a fashion as possible.

18  
19 John Mc Murray of 10638 Forest Lane asked if a traffic study has ever been conducted in the Village, and the  
20 Commission members responded that to their knowledge, because of cost considerations, such a study has  
21 never actually been conducted. (Bell and Bhirdo noted that at one point staff members did see that a "traffic  
22 counter" was installed at the base of "the Sister Bay Hill" during "the season", and they also noted that the data  
23 that was collected was reviewed by the members of the Parks, Property & Streets Committee. Bhirdo stressed  
24 that the "traffic counter" data is far less complex than the data that would be included in an actual "traffic  
25 study".) Mr. Mc Murray responded that in spite of cost considerations he believes the Plan Commission has a  
26 duty to "look forward", and should recommend that an actual "traffic study" be conducted "sooner rather than  
27 later".

28  
29 Michelle Lawrie of the DCEDC indicated that she realizes there are some things that are unique to Sister Bay,  
30 but she also pointed out that work is progressing on Door County's Strategic Plan, and she and the other  
31 employees from the DCEDC would happy to provide any data that is requested by the Plan Commission or Ms.  
32 Swan and her associates. The Commission members thanked Ms. Lawrie for taking the time to attend this  
33 meeting, and they also indicated that they appreciate her offer.

34  
35 Howson referred to the section of the Comprehensive Plan that pertains to short-term rentals, and suggested  
36 that the term "rentable nights" rather than "rentable units" be used. She also acknowledged that the Tourism  
37 Zone statistics can be quite confusing, and suggested that if Ms. Swan and her associates have any questions  
38 regarding the room tax statistics for the Village they contact the employees in the Door County Tourism Zone  
39 Commission Office.

40  
41 At 7:05 P.M. Bhirdo asked if anyone else would like to comment regarding the draft of the Village's 20 Year  
42 Comprehensive Plan, and when no one responded she declared that the Public Hearing was officially closed.

43  
44 The Commission members jointly reviewed the previously mentioned draft, and during that time Bhirdo pointed  
45 out several typographical and/or grammatical errors. Schmelzer and Suppanz took note of all the suggested  
46 revisions.

1 *Since timing is of the essence, Schmelzer indicated that she will see that the revised version of the draft of the*  
2 *Comprehensive Plan as well as a draft Resolution are included in the digital packets for the next meeting of the*  
3 *Commission so that a related referral can be made to the Village Board at their next regular monthly meeting*  
4 *that has been scheduled for 6:00 P.M. on Tuesday, March 25, 2025.*

5  
6 **Agenda Item No. 5. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**  
7 **Employee:**

8 **Agenda Item No. 6. Next Meeting:**

9 *Due to scheduling conflicts the next regular monthly meeting of the Plan Commission has been rescheduled*  
10 *for 5:30 P.M. on Tuesday, March 18, 2025.*

11 *At that meeting the following issues will be addressed:*

- 12 • **Discussion regarding the Village's R-4 Zoning District regulations**
- 13 • **Discussion regarding the Village's Dark Sky regulations**
- 14 • **Discussion regarding "building height averaging" regulations**
- 15 • **Review of the draft Resolution that approves the Village's 20 Year Comprehensive Plan**

16  
17 **Agenda Item No. 9. Adjournment:**

18 *At 7:35 P.M. a motion was made by Kane, seconded by Champeau that the March 11, 2025 special meeting*  
19 *of the Plan Commission be adjourned. Motion carried – All ayes.*

20  
21 Respectfully submitted,

22 

23 Janal Suppanz,  
24 Administrative Assistant  
25

POPULATION PROJECTIONS – PAGE 6

The projections indicate that the Village will experience an overall growth of 23%, or 261 people, between 2020 and 2050. The Village must plan for this growth and ensure that infrastructure is adequate to service the population.

*I am always skeptical of population projections since they always seem to assume nothing from the past will change going forward. For example, with so many village residents over the age of 65 and nothing in place to accommodate aging, it would seem realistic to assume the increase in the younger population will be offset by more and more of the older population leaving.*

*The bigger question for younger people moving into the area is most likely can they afford to move or stay here?*

HOUSING UNITS – Page 7

Of the 528 occupied housing units, 45% are owner-occupied units, while 55% are renter-occupied.

*If only 238 out of 528 houses are owner occupied, this would seem to leave few residents willing to support long term investment in the future of the Village since a renters interest is month to month, not 40 years. Years ago, the City of Denver had this issue and could not even get a referendum passed to fix a failing sewer system because so many residents did not see themselves staying there long term.*

AGE OF HOUSING- Page 8

According to 2022 ACS estimates, 150 homes have been added to the housing stock since the year 2000.

23% of the owner occupied housing was built between 2010-2019.

*How many of these “new” homes were the result of tearing down an existing home to build a new larger home? This not only eliminates affordable housing and raises the median home price, but consumes building materials without an increase in housing units. Contractors I have spoke to say this is becoming common place.*

Sister Bay Comprehensive Plan

## HOUSING AFFORDABILITY – Page 10

Affordable housing is generally defined as housing in which the occupant is paying no more than 30% of gross income for housing costs, including rent, mortgage, and utilities.

*Mortgage companies I have dealt with also include insurance as a housing cost and a condition of the mortgage.*

## REGIONAL EMPLOYMENT PROJECTIONS – Page 18

*The statistics don't seem to consider the present shortage of employees in occupations such as truck drivers, construction trades, mechanics, and healthcare. Are the projected numbers how many people are needed or how many are expected in the occupation?*

*Also, I'm not sure how relevant regional statistics are to Sister Bay.*

## SWOT ANALYSIS, STRENGTHS – Page 22

Active government and abundance of planned projects –

*I would agree an active government can be a good thing, but because of planned projects? The bigger question is does the community support these projects?*

Night sky friendly community with minimal light intrusion –

*Considering Newport State park may lose its dark sky rating, is this a strength? Sister Bay does not seem to limit or seek to promote limiting night lighting. A night sky friendly community does not require lighting up streets in residential neighborhoods. This not only lights up the night sky, it also adds to the monthly Village electric bill.*

## WEAKNESSES – Page 22

Congested downtown during summer

*This would seem to be good for business and a strength since an uncongested downtown Sister Bay is called winter.*

## OPPORTUNITIES – Page 22

*NETC vocational training facility*

## B ICYCLE AND PEDESTRIAN NETWORK – Page 28

To make this vision a reality, the Village should continue to plan for bicycle and pedestrian infrastructure, or widened shoulders at a minimum, during all future roadway construction or reconstruction projects.

*Widening or adding shoulders does not result in pedestrians walking or biking on the shoulder but does result in higher traffic speeds, especially during tourist season.*

*Not enough shoulders are not the problem. The problem is:*

*Speeding drivers who don't slow down or stop when overtaking bicycles and pedestrians, or people walking their dog.*

*Pedestrians walking with traffic and wearing dark clothing at night.*

*Cyclists riding 2 or 3 abreast, sometimes against traffic, and at night with dark clothing and no lights, ignoring "stop" and other traffic signs.*

*A family of 4 pushing a stroller with a young child in hand, are not going to push a stroller or walk on a gravel shoulder. Bicyclists have told me driving on gravel shoulders is dangerous. Some sections of the new shoulders on Country Lane have steep unstable slopes which will only erode over time or collapse under weight. In my experience, these shoulders are a complete waste of material and money.*

## B ICYCLE AND PEDESTRIAN NETWORK – Page 28

To find out more about crashes that have occurred in the Village, visit the Community Maps Application.

*This application doesn't work without a login userID and password. Considering this data is the basis for many of the safety assumptions and spending, this must be available to anyone reading the plan.*



## MAP 4.3 BICYCLE AND PEDESTRIAN NETWORK – Page 29

*Widening Fieldcrest Road is not going to do anything for safety, but will turn a residential access road into a high speed shortcut between STH 57 and STH 42. There already is a high speed minor arterial to STH 42. It's called STH 57. If you build it, they will come.*

*If there are concerns about pedestrians from the Glen Lane apartment complex walking on the road, then complete or at least mark a walking trail from the back of the complex to STH 42. The Plan Commission has discussed this several times. This would connect residents to the established STH 42 walking / biking trails.*

*Widening streets or adding shoulders in residential areas should only be done with the consent of the fronting homeowners. This is called respect for residents.*

## ELECTRICAL AND NATURAL GAS – Page 48

According to the Door County Hazard Mitigation Plan 2022-2026, the Village is to encourage utility companies and development firms to bury power lines in new developments or when upgrades are made to existing lines or rapidly growing trees near power lines.

*Encourage, perhaps, but if the utility eats the extra cost of burying lines, the effect is to pass on the required extra cost to other communities who are trying to keep service costs low and do not require burying lines. In the past, utilities have taken the position, "These customers elected the people who made this a requirement, so they can pick up the required extra costs." Years ago, a Public Service Commission chairman posed the question " Why should inner city residents have to subsidize burying power lines in wealthy suburbs?"*

## UTILITIES AND COMMUNITY FACILITIES – Page 50

Goal: To balance growth with the cost of providing quality public and private utilities and community facilities;.....

Objectives: - Page 50

Promote alternative energy sources compatible with the character of the Village.

*There is nothing saying what this means, or how this will be done.*

Objectives: - Page 50

Require power distribution lines and telecommunication conduits to be buried to preserve the beauty of the Village, while also minimizing service disruptions.

*While this may improve appearances, it also increases the costs to provide service to homes and businesses. Trenching in power lines through bedrock is an additional cost to customers and does not necessarily reduce service outages or do anything to lower housing costs. And if an underground service fails, the customer could be out for days.*

Support emergency service telecommunications that result in enhanced safety and emergency service.

*Emergency service telecommunications during severe weather events only work if standby emergency power is available. Cell phones only work during a major severe weather event if the cell towers all have standby generation. Reference FCC report on communication and cell phone failures during super storm sandy.*

## COMMENTS -

Sister Bay has no respect for its residents. Everything is done for the tourist, and we get the bill. Money is no object, they just raise our taxes.

*Despite having heard this for years from year round residents, even in other communities, and a number of attached comments about no respect for year round residents, I don't see anything in the plan addressing either the spending, or respect for residents.*

Comments regarding summertime crowds and congestion in the Village.

*I have always expected crowds or congestion when being at a popular area during the peak tourist season whether in summer or winter. It's part of the vacation experience.*

Comments regarding traffic and parking.

*Years ago, our Village administrator stated Sister Bay does not have a parking or traffic problem, it has a public transportation problem. If a business pays a yearly fee for their lack of enough parking, why not have that fee go to public transportation rather than building more parking lots?*

Comments about the Village being overbuilt, over developed, and oversold.

*So what's the plan to address these issues? There's a labor shortage, a housing shortage and residents are complaining about too many tourists. Why would the Village want to develop and promote even more tourism?*

**HYBRID ZONING BOARD OF APPEALS MEETING MINUTES**  
**WEDNESDAY, FEBRUARY 19, 2025**  
**LARGE MEETING ROOM – SISTER BAY-LIBERTY GROVE FIRE STATION**  
**2258 Mill Road, Sister Bay, WI**  
**& VIA “ZOOM” VIDEO CONFERENCING SOFTWARE**  
**APPROVAL PENDING**

**Agenda Item 1. Call Meeting To Order:** The February 19, 2025 hybrid meeting of the Sister Bay Zoning Board of Appeals was called to order by Chairperson Tom Sadler at 6:15 P.M.

**Agenda Item 2. Roll Call:** Chairperson Sadler and Board members Pat Wisner, Deb Duren, Hristo Blagoev, and Liz Hecht. Alternate Board Member Terry Kelly was also present.

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

**Excused:** Village Administrator/Zoning Administrator Julie Schmelzer

**Others:** The Appellants, Douglas and Ellen Roberts and their Attorney Dan Gawronski, Mark Waeghe, Mike Mercurio, Paula Anschutz, Chris Hecht, John Stollenwerk, and one unidentified individual.

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

*Motion by Sadler, second by Wisner that the Agenda for the February 19, 2025 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 December 19, 2024 meeting of the Zoning Board of Appeals and the related document that is entitled, Findings of Fact, Conclusions of Law & Formal Determination That “No Decision” Could Be Reached:**

*Motion by Hecht, second by Kelly that the minutes for the December 19, 2024 virtual meeting of the Zoning Board of Appeals as well as the related document that is entitled, Findings of Fact, Conclusions of Law & Formal Determination That “No Decision” Could Be Reached be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 5. Public Hearing on the Petition For Grant of Variance for the property located at 10631 Little Sister Road that was filed by Attorney Daniel Gawronski on behalf of Douglas B. Roberts and Ellen B. Roberts:**

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 the Village Attorney, Randy Nesbitt, and briefly explained the procedures that would be adhered to during this meeting. He also noted that the members of the Zoning Board of Appeals, who are bound by the provisions of the Wisconsin Statutes, are appointed by the Village Board, and they have been charged with hearing appeals of decisions that are made by the Village Administrator/Zoning Administrator and/or the Village’s Plan Commission as well as requests for variances.

On January 16, 2025 Attorney Dan Gawronski of the Michael, Best & Friedrich Law Firm filed a request for a variance from Section 66.0311(4) of the Municipal Code for the Village of Sister Bay, which limits the height of a principal building to 35’. (That section of the Code is commonly

1 referred to as “the Zoning Code”). In their application/petition for a variance Mr. and Mrs. Roberts  
2 allege that the literal enforcement of the definition of the term “Building Height” as set forth in  
3 Section 66.2001 of the Zoning Code, combined with the unique sloped incline of their lot, which  
4 has been assigned an address of 10631 Little Sister Road, presents a practical difficulty and  
5 unnecessary hardship to their ability to construct a new home with an overall maximum height of  
6 37’11” which will preserve their enjoyment of substantial property rights possessed by other  
7 residents in the R-1 Zoning District. All the required documentation was filed in a timely fashion  
8 and was included in the digital packets for this meeting.  
9

10 *At 6:28 P.M. Sadler called the Public Hearing on Mr. and Mrs. Roberts’ request for a variance to*  
11 *order, and requested that Suppanz read the related Public Hearing Notice that was published and*  
12 *posted aloud. Suppanz complied with that request, and Sadler then explained that since Julie*  
13 *Schmelzer, the Village Administrator/Zoning Administrator, had another obligation and would not*  
14 *be able to attend this meeting he would be reading the Staff Report that she had prepared aloud.*  
15 *(A complete and accurate copy of that document is hereby attached and incorporated by*  
16 *reference, and Sadler requested that it be made part of the official record.)*  
17

18 *Attorney Gawronski was subsequently sworn in by Attorney Nesbitt, and he indicated that he*  
19 *would be joined at this hearing by Mr. and Mrs. Roberts as well as Mark Waeghe, who is the*  
20 *builder who has been working on the plans for the Roberts’ new home. He also read a prepared*  
21 *statement aloud, and displayed a related Power Point presentation, and a copy of that Power Point*  
22 *presentation, that was included in the digital meeting packets, is likewise attached and*  
23 *incorporated by reference. It, too, will be made part of the official record. Attorney Gawronski*  
24 *indicated that despite the comments that were made by Schmelzer in the previously mentioned*  
25 *report, he believes Mr. and Mrs. Roberts’ request for an area variance should be granted. He also*  
26 *stated that he believes Schmelzer’s Staff Report contains a number of false and misleading*  
27 *statements as well as incorrect interpretations of State law, and stressed that he finds the*  
28 *“discriminatory comments that were made by Ms. Schmelzer regarding Mr. Roberts’ disability to*  
29 *be disgusting”. Attorney Gawronski pointed out that only one portion of Mr. and Mrs. Roberts’*  
30 *home is over the Village’s maximum height requirements, and also noted that those height*  
31 *requirements have only been exceeded by 2’11”. Mr. and Mrs. Roberts are respectfully requesting*  
32 *that an “area variance” be granted for their proposed new home because they believe the design*  
33 *of that home is essential for the safe, functional and accessible use of it on their property and don’t*  
34 *want to disrupt the “natural God-given topography”. Attorney Gawronski acknowledged that*  
35 *there are alternative design options available for Mr. and Mrs. Roberts’ home, such as lowering*  
36 *the roofline or backfilling the exposed foundation, but pointed out that lowering the roofline below*  
37 *35’ would result in a substandard building design as there would have to be a significant reduction*  
38 *to the pitch of the roof. Further, if backfilling were to be done it could lead to, among other things,*  
39 *drainage and erosion control issues as well as disjointed elevations with neighboring properties.*  
40 *The change in topography could also create safety issues for those wishing to navigate the rear*  
41 *terrain on the property, especially young children, the elderly and those with disabilities. In*  
42 *conclusion Attorney Gawronski requested that during their deliberations on this matter the Board*  
43 *members pay particular attention to the factors that are clearly delineated on the slide that has*  
44 *been labeled “Conclusions of Law”. He also stressed that Mr. and Mrs. Roberts are requesting an*  
45 *“area variance” because the unique topography of their lot creates a hardship and makes*  
46 *compliance with the Code practically difficult and unnecessarily burdensome.*  
47

1 *Ellen Roberts was sworn in by Attorney Nesbitt, and she indicated that she feels it's important to*  
 2 *explain how she and her husband "got to this point". She then elaborated on that comment, and*  
 3 *stated that she and her husband bought the property at 10631 Little Sister Road in October of*  
 4 *2020. That purchase was honestly "a dream come true" for them. Originally they worked with the*  
 5 *employees from Great Northern Construction on designing their new home, but some very*  
 6 *unfortunate family issues arose, and they had no option but to delay the start of construction.*  
 7 *They eventually determined that the folks from Great Northern "were not a good fit" for them, so*  
 8 *after speaking with several different builders they decided to hire Mark Waeghe. Every single*  
 9 *builder that they spoke with informed them that the 14' to 15' steep slope on the back of their*  
 10 *property would require construction of a home with an exposed foundation and a "walk-out", so*  
 11 *those features were added to their building plans. In conclusion Ms. Roberts stated that she and*  
 12 *her husband "did their homework", and never expected to be subjected to all the turmoil they've*  
 13 *had to deal with on the Village level. They are merely asking for some "understanding" and a fair*  
 14 *and reasonable solution to the previously mentioned issues associated with their property, and*  
 15 *hope that the Board members will find that "hardship" does exist because of the nature of the*  
 16 *"God given topography" of that property. They have no intention of ever renting their new home*  
 17 *out on a transient basis, as they intend to move up here as soon as possible, and fully intend for*  
 18 *their new home to be a place for their family members to gather for years to come.*

19  
 20 *Douglas Roberts was sworn in by Attorney Nesbitt and he reiterated that he and his wife are*  
 21 *requesting a variance because there are unique topographical features associated with their lot.*  
 22 *He did lose his leg as the result of a car accident that nearly ended his life, and, quite honestly,*  
 23 *finds the comments that were made by Schmelzer in her Staff Report concerning his disability to*  
 24 *be very offensive. In conclusion Mr. Roberts stated that he believes it's "ridiculous" that this matter*  
 25 *has "gotten to this point". He also stated that he believes the concept of "height averaging", which*  
 26 *is utilized in several other municipalities throughout the State of Wisconsin, should be utilized in*  
 27 *the Village.*

28  
 29 *Mark Waeghe was sworn in by Attorney Nesbitt, and he explained that he is the builder who was*  
 30 *retained by Mr. and Mrs. Roberts. He went on and indicated that he has been working in Door*  
 31 *County for the better part of two decades, and is aware that it's not uncommon at all for the height*  
 32 *of homes throughout the County to be "averaged". He believes the proposed pitch of the roof of*  
 33 *Mr. and Mrs. Roberts' new home is necessary because there will actually be five "valleys" on it. If*  
 34 *the pitch of the roof were to be reduced there would definitely be more potential for debris to*  
 35 *accumulate in the "valleys", and if that occurred, from a property maintenance standpoint, it*  
 36 *would definitely be necessary for someone to actually climb on the roof to remove it, which*  
 37 *obviously is a safety concern.*

38  
 39 *Sadler asked if Attorney Gawronski wished to call any further witnesses, and when he responded*  
 40 *that he did not, Sadler noted that copies of letters which were sent by Michael and Sarah Mercurio,*  
 41 *David and Randall Johnson, T.A. and R.M. Downey, John and JoEllen Stollenwerk, Lance and*  
 42 *Bridget Crane, Paul and Cathy Luber, Nicholas and Katherine Gerrits, and Dave and Carole*  
 43 *Frykman were all included in the digital meeting packets. He then proceeded to read those letters*  
 44 *aloud. (In their letters all of the previously mentioned individuals indicate that they own property*  
 45 *on Little Sister Road and support the Roberts and their variance request. They also indicate that*  
 46 *they not only believe Mr. and Mrs. Roberts' home is "consistent" with the existing neighboring*  
 47 *homes, but also believe it will be "a wonderful addition to their neighborhood". Mr. and Mrs.*

1 Frykman also sent an e-mail, and in that document they indicate that their home, like Mr. and Mrs.  
2 Roberts' proposed home, is situated on a slope, thus necessitating the need for a walk-out lower  
3 floor, but a single level of it is only visible from the road. In conclusion Mr. and Mrs. Frykman  
4 indicate that they believe permission should be granted for Mr. and Mrs. Roberts to construct their  
5 new home as they believe that home will "fit nicely on Little Sister Road".

6  
7 Sadler then asked if anyone in the audience would like to comment in favor of granting Mr. and  
8 Mrs. Roberts' request for a variance.

9  
10 Paula Anschutz was sworn in by Attorney Nesbitt, and she indicated that she met Mr. and Mrs.  
11 Roberts last summer. At that time Mr. and Mrs. Roberts stated that they were aware of her efforts  
12 to "recycle" or "convert" existing older homes and cottages into "affordable workforce housing"  
13 and expressed interest in donating the cottage that was on their property to her, but unfortunately  
14 that donation never came to fruition. (Ms. Anschutz stated that it's her understanding that  
15 Schmelzer informed Mr. and Mrs. Roberts that she could not issue a permit for the cottage to be  
16 moved because Little Sister Road was not wide enough. To be perfectly honest, she was quite  
17 confused by that comment because she personally had made arrangements to have other cottages  
18 that were either on or adjacent to Little Sister Road moved, and didn't encounter any road width  
19 issues.) Mr. and Mrs. Roberts informed her that they fully intend to retain as many trees as possible  
20 on their lot, and she firmly believes the related maintenance and safety issues are definitely  
21 another factor that must be taken into consideration by the Zoning Board of Appeals members. In  
22 conclusion Ms. Anschutz implored the Board members to consider all the testimony that was  
23 presented at this hearing, and also indicated that she firmly believes Mr. and Mrs. Roberts' request  
24 is reasonable and satisfies all of the previously mentioned criteria. She also stated that she believes  
25 the "issues" that Mr. and Mrs. Roberts and Mr. Waeghe have had to deal with on the Village level  
26 are not only "burdensome" but are also quite "embarrassing".

27  
28 Sadler asked if anyone else would like to testify in favor of Mr. and Mrs. Roberts' request, and Chris  
29 Hecht was sworn in by Attorney Nesbitt. He indicated that he sat on the Plan Commission for many  
30 years, and it is his understanding that previous Administrators did utilize the theory of "height  
31 averaging", especially on sloped lots. He is the Chief of the Sister Bay-Liberty Grove Fire  
32 Department, and quite frankly does not believe there is anything wrong with what Mr. and Mr.  
33 Roberts are requesting, as if fill were to be added and a retaining wall created on the lot at 10631  
34 Little Sister Road it would be very difficult, if not impossible, for fire trucks to gain access to the  
35 property should the need arise. In conclusion Hecht stated that to be perfectly honest, if the  
36 benchmark that was described during the course of this meeting had been strictly adhered to in  
37 the past, he does not believe it would have been possible for many of the existing homes in the  
38 community, including his own home, which he considers to be a very simple, two story single family  
39 residence with a walk-out basement, to ever satisfy the Village's height requirements. He then  
40 implored the Zoning Board of Appeals members to grant Mr. and Mrs. Roberts' request for a  
41 variance.

42  
43 John Stollenwerk was sworn in by Attorney Nesbitt, and he confirmed that he does own a home  
44 on Little Sister Road. He and a number of his neighbors are definitely in favor of granting the  
45 variance, and believe Mr. and Mrs. Roberts' new home will not only be a great enhancement to  
46 their neighborhood, but the Village as a whole.

1 *Sadler asked if anyone else would like to comment in favor of Mr. and Mrs. Roberts request, and*  
 2 *when no one responded he asked if anyone who was opposed to the request would like to speak.*  
 3 *Again no one responded, and, therefore, he noted that Attorney Gawronski would be granted one*  
 4 *final opportunity to make very brief closing statements.*

5  
 6 *Attorney Gawronski thanked the Zoning Board of Appeals members for taking the time to attend*  
 7 *this hearing, and stressed that he firmly believes Mr. and Mrs. Roberts have proven that all the*  
 8 *requirements for the granting of a variance have been satisfied. He also stated that he believes*  
 9 *the proposed home is consistent with the “intent” of all the Village’s zoning regulations, and does*  
 10 *not believe there will be any health, safety or aesthetic concerns if the proposed plans are*  
 11 *approved as presented. Further, property owners have the right to build within prescribed*  
 12 *setbacks, and quite frankly he firmly believes that for the Village to suggest otherwise is*  
 13 *“inappropriate”. Attorney Gawronski stated that he believes evidence has been presented which*  
 14 *clearly proves that “hardship” exists because compliance with the Zoning Code would be*  
 15 *“burdensome”, and he also indicated that Mr. and Mrs. Roberts are asserting that because of its*  
 16 *“God given topography” the property at 10631 Little Sister Road is quite “unique”. They also are*  
 17 *alleging that the granting of the previously mentioned variance is necessary to preserve property*  
 18 *rights. In conclusion Attorney Gawronski indicated that as can be evidenced by the fact that no*  
 19 *one spoke in opposition to Mr. and Mrs. Roberts’ request there is no detriment to the granting of*  
 20 *the variance, and he and they hope the Board members concur.*

21  
 22 *Sadler asked if any of the Board members had any questions for Mr. and Mrs. Roberts or Attorney*  
 23 *Gawronski, and none of them responded. Kelly did, however, state that he believes Hecht’s*  
 24 *comments were “key”; in that what is being proposed would actually enhance safety from the Fire*  
 25 *Department’s perspective.*

26  
 27 *At 8:05 P.M. Sadler declared that the Public Hearing was officially closed.*  
 28

29 **Agenda Item No. 6: Discussion regarding the Petition for Grant of Variance for the property**  
 30 **located at 10631 Little Sister Road that was filed by Attorney Daniel Gawronski on behalf of**  
 31 **Douglas B. Roberts and Ellen B. Roberts; Consider a motion for action if appropriate:**

32 Discussion took place regarding Mr. and Mrs. Roberts request for a variance, and during that time  
 33 Wisner pointed out that unfortunately, because of actions that were taken by previous Village  
 34 Administrators Schmelzer basically has found herself in a “no win” situation. She also stated that  
 35 she is certainly not opposed to the granting of the variance that has been requested by Mr. and  
 36 Mrs. Roberts, but is concerned “that precedence will be set”.

37  
 38 Hecht and Duren as well as Blagoev and Sadler indicated that they also would not be opposed to  
 39 the granting of the variance, but Duren and Hecht did stress that in light of the information that  
 40 was presented at this meeting they believe related Zoning Code amendments are warranted.

41  
 42 The Board members referred to a template for a document that was entitled “Findings of Fact,  
 43 Conclusions of Law & Decision” that had been presented to them by Attorney Nesbitt, and they  
 44 subsequently found that the requested variance satisfies all of the following tests:  
 45  
 46  
 47



1 Preservation of intent,  
 2 Exceptional circumstances,  
 3 Hardship,  
 4 Preservation of property rights, and,  
 5 Absence of detriment.

6  
 7 They also agreed upon the verbiage that the variable portions of the previously mentioned  
 8 document should contain, and Suppanz took note of all the recommended revisions.  
 9

10 *Motion by Hecht, second by Duren that the variance from Section 66.0311(4) of the Municipal*  
 11 *Code for the Village of Sister Bay, which limits the height of a principal building to a maximum*  
 12 *height of 35' that was requested by Attorney Daniel Gawronski of Michael Best & Friedrich, LLP on*  
 13 *behalf of Douglas B. Roberts and Ellen B. Roberts, and will allow Mr. and Mrs. Roberts to build a*  
 14 *home with an overall maximum height of 37'11" at 10631 Little Sister Road, which property is*  
 15 *located in the R-1 Zoning District, be and hereby is granted.*  
 16

17 *A roll call vote was taken on that motion, and the Board members voted in the following fashion:*  
 18

19 *Sadler – Aye; Blagoev – Aye; Hecht – Aye; Duren – Aye; Wisner – Aye.*  
 20

21 *Motion carried.*  
 22

23 *Attorney Gawronski thanked the Zoning Board of Appeals members for their consideration, and*  
 24 *indicated that since the previously mentioned variance was granted he is assuming that a Zoning*  
 25 *Permit will be issued to Mr. and Mrs. Roberts for their new home. Nesbitt indicated that he will*  
 26 *inform Schmelzer of the outcome of this hearing "first thing in the morning" and will ask her to*  
 27 *see that a Zoning Permit is issued to Mr. and Mrs. Roberts in as timely a fashion as possible.*  
 28

29 **Adjournment:**

30 *At 8:16 P.M. a motion was made by Wisner, seconded by Duren that the February 19, 2025*  
 31 *meeting of the Village of Sister Bay Zoning Board of Appeals be adjourned. Motion carried – All*  
 32 *ayes.*  
 33

34 Respectfully submitted,

35 

36 Janal Suppanz,  
 37 Administrative Assistant  
 38

## ROBERTS PETITION FOR GRANT OF VARIANCE

### STAFF REPORT

Hearing Date: February 19, 2025

Author: Julie Schmelzer, Village Zoning Administrator

#### Introduction

Per State Statutes and the Municipal Code, a variance can only be issued if the following apply. I have presented the below in a format so you can 'check the boxes' to determine if the variance meets statutes and the requirements of the code.

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.  
☐ *(Check if the request meets this requirement.)*
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).  
☐ *(Check if the request meets this requirement.)*
3. Lastly, statutes 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.  
☐ *(Check if the request meets this requirement.)*
4. Lastly, remember variances run with the land, so any decision will mean the variance(s) are warranted forever.  
☐ *(Check if the request meets this requirement.)*

The code requires:

#### Sec. 66.1607 Findings

No area variance to the provisions of this chapter shall be granted by the Board unless it finds by a preponderance of the evidence that **all** [emphasis added] the following facts and conditions exist and so indicates such in the minutes of its proceedings.

1. Preservation of intent. No area variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located. ☐ *(Check if the request meets this requirement.)*

2. Exceptional circumstances. There must be unique circumstances or conditions applying to the lot or parcel or structure that do not apply generally to other properties or uses in the same zoning classification within 1,000 feet of the subject property, and the granting of the area variance should not be of so general or recurrent a nature as to suggest that the zoning chapter should be changed.  
☐ *(Check if the request meets this requirement.)*
3. Hardship. **Economic hardship and self-imposed hardship are not grounds for an area variance.** [Staff did not add this emphasis, rather that is how the code is written.] No area variance shall be granted solely based on economic gain or loss. The hardship must be based upon conditions unique to the property rather than considerations personal to the owner.  
☐ *(Check if the request meets this requirement.)*
4. Preservation of property rights. The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and same vicinity.  
☐ *(Check if the request meets this requirement.)*
5. Absence of detriment. No area variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest.  
☐ *(Check if the request meets this requirement.)*

### **Petition**

The petition for variance submitted explained the request is made based on the following:

1. The petitioner argues topography and the steep slope create an unnecessary hardship preventing the Roberts from complying with the 35' height limit.
2. They also argue complying with the height limit on this particular lot would require a significant reduction to the pitch of the roof, resulting a substandard building design and compromises the safety of the home.
3. The petitioner has a prosthetic leg and altering the natural topography of the terrain to raise the rear elevation may pose a risk to Mr. Roberts' safe navigation of the property by foot.
4. The variance is necessary for their preservation and enjoyment of substantial property rights possessed by other residents in the same zoning district.
5. The proposed height does not create a substantial detriment to any adjacent property, nor is it contrary to the spirit of the code or the public interest. Eight neighbors support the request.

### **Staff Information**

In response to Petitioner's statement that the topography creates an unnecessary hardship preventing the owner from complying with the height limit:

While topography can be a unique property feature preventing someone from complying with the code, regulations state that a unique property feature warrants a variance if:

- a) State Statutes: *The 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**.* [Bold font emphasis added]

So, the question then is, is the topography so severe it would prevent the property from being developed with a permitted use [home], or would conformance to the height limit leave them no reasonable use of the property?

Below is the topography on the Roberts' lot, per Door County's GIS site and contour maps. It may be difficult to read, but by the road the lot is between 618'-620' in elevation, and at the building setback line, it is about 612'-613'. By the water, it is about 592' at the building setback line. So, there is a grade change of about 20' in elevation. But....



On October 10, 2024 staff received plans from the owner's own engineering firm (Verbeicher) which actually showed the home laid out on the lot (a site plan) and a grade change of just 14' where the home would be built. And, the plan (Exhibit B) submitted by the Roberts, with the Petition for Grant of Variance, showed a grade change of 612.6 at the corner of the garage and 602 at the westernmost side of the home/lake room, showing a grade change of even less – *just 10.6'*.

So now we have to look at the above and determine if this 10.6' elevation change is unique *to this property*, and does it prevent them from having a *reasonable use of the property* (a home). Well the first obvious fact is, if they didn't build to the maximum allowable setbacks, and instead build in line with the adjacent neighbor, the home could be 87' deep – which is quite a spacious

home – and, the grade change – if we use the GIS data -- would be just 14'. (For purposes of comparing 'apples to apples' I'll use the GIS data herein.)

Let's look at the adjacent neighbor to the north: Their grade change is 13' (this doesn't include the deck).



Based on this, a home can be built on the lot, so the topography isn't unique to the Roberts, and because a reasonable use of the property exists, the variance is not justified. (I argue a 'more than reasonable' size single family residence can be built on the lot, that being a home 75' wide and 87' deep, which is a 6500 square foot home).

Even two lots north, the grade change at the home is about 14'. So it's not the topography that creates a hardship, rather it's the owner's personal preference to build to the maximum limits of the lot, where the lot starts getting steeper. As shown below, the closer you get to the water, the steeper the lots get, and, neighboring lots to the north are actually steeper by the water than the petitioner's lot. Simply, if the owner's preference wasn't to be as close as possible to the water, or build such a large home, their topography wouldn't be an issue (and arguably above, it isn't a unique characteristic). (Note, on the below contour map the closer the lines, the steeper the lot.)





Let's assume for a second the topography does create a unique situation. Did it result in the neighboring homes also having to exceed 35' in height? The following is from the Village files:

Fire No. 10611 – New home – Similar rooflines as 10637 with a mix of pitches and flat roofs. Road max height is 18', rear max height is 27'6".

10627 – Grandfathered home, no heights in file.

10637 – New home – Application says 16', but plans show three 'heights' (two pitches and a flat roof). Road is 16' and highest point in rear is 29'. Plans show a sloped/stepped lot, much like the appellant.

10643 – New home – 25'6" road, 26'6" highest point on rear.

10647 – Grandfathered, no applications indicating height.

10652 – Grandfathered home but rebuilt. New home is 23'6" both sides.

10661 – Grandfathered. 1 remodel with no elevation drawings (looks like all work was within existing walls/roof).

10670 – Grandfathered home. One addition – plans show both sides 15'.

10673 (2 units) – Guesthouse 33'8" at highest point. Home – 33' both sides.

10674 – 2 additions – each 15'.

10683 – Addition, application says 28'. Plans show a sloped/stepped lot, much like the appellant. Home height is 23' road, 32' rear.

10691 – New home – 18'.

10709 – Replace burned home – 24'.

10717 – New Home- No elevation views – application says 2 story, 31'. Tax photos show a 'standard' home with steep pitch roof, front appears to be about the same as the back.

10721 – New home, no plans, file says 22'. Addition – 24' front and back plus 5' crawlspace. 2 remodels.

10723 – Grandfathered home. One addition – 12'.

10725 – Grandfathered home. One addition – 16'.

10727 – New home – 17'9". Attached garage addition – 18'. Addition – 18' plus a 3' crawl space.

10729 – Grandfathered home. Porch addition – 10'6".

10733 – New Home – Road 27'/Water 28.5".

Based on what others with similar lots have now, or have built after zoning, it's very plausible to build a home on the lot/these lots and not exceed 35' in height. Simply, if the neighbors can all build on their property - which is sloped - and not exceed 35' in height, the topography is NOT a unique property feature or hardship warranting a variance, it also doesn't require a home to exceed 35'.

This data also counters the petitioner's argument (no. 2 above) that "complying with the height limit on this particular lot would require a significant reduction to the pitch of the roof, resulting in a substandard building design and compromises the safety of the home". Interestingly though,

the adjacent neighbor's new home – which was built per the Wisconsin Uniform Dwelling Code – which is a code to ensure homes are built to specific health and safety standards - has a maximum roof pitch of 3:12 (meaning the roof rises 10 inches for every 10 inches of horizontal run). The petitioner proposes roof pitches of 10:10, and 12:10. (I understand the Roberts' may not like the adjacent neighbor's design, but my point is, the new homes in the area all have been able to design their homes to meet Wisconsin's health and safety approval, and remain under 35' in height, so the argument any other design would compromise safety is simply not true.)

35' high buildings are not necessary for a 'reasonable use' of the property, nor are they required due to unique property features, but appear instead to solely be a matter of personal preference. Undoubtedly plans show a gala, beautiful home, but the design is not the *only* design that can be built on this lot, and is not necessary for safety, as alleged.

I think we are all aware, and neighboring homes prove, homes can be built on sloped lots, and can meet the state's safety standards (Uniform Dwelling Code), without being limited solely to the design proposed by the Roberts. The design appears to be one's personal preference, and not caused by the topography of the lot.

Thirdly, the petitioner says they need a variance because the owner has a prosthetic leg and "altering the natural topography of the terrain to raise the rear elevation may pose a risk to Mr. Roberts' safe navigation of the property by foot". As much as we empathize with the owner, the Board has been trained and understands variances cannot be granted based on personal or economic hardship. Additionally, the village isn't requiring them to alter the topography. If elevation changes are a mobility concern, the owner may want to consider a one level home, instead of a home with stairs, or forego the sliding doors on the lowest level which open to the steep slope by the water.

Fourth, they state the variance is necessary "for their preservation and enjoyment of substantial property rights possessed by other residents in the same zoning district". What are the property rights possessed by others in the same district? It is the ability to use their lot for the same permitted uses, which in this case is a single-family home. What it is not: building whatever someone wants without regard for codes. Again, this is a buildable lot, and can accommodate a very large home, and no one is denying them the right to develop their property.

Lastly, they argue, "the proposed height does not create a substantial detriment to any adjacent property, nor is it contrary to the spirit of the code or the public interest" and support their point by providing letters of support from eight neighbors. Unfortunately, 'public interest' isn't determined by how many letters one submits, or the number of people that speak in support of a variance. Afterall, the *public* includes those traversing roads or water who may not be supportive of a taller building.

According to the League of Wisconsin Municipalities, all variance applicants must show that the requested variance will not be contrary to the 'public interest', and requires the Zoning Board to consider the purposes of the ordinance at issue and determine "whether the relief requested is consistent with the public interest such that the variance should be granted, or whether a variance would subvert the purpose of the zoning restriction to such an extent that it must be denied". So, let's look at the zoning ordinance and the purpose of the zoning restriction:

Purpose (Ch. 66, Sec. 66.0102): *The purpose of this chapter is to promote the health, safety, aesthetics and general welfare of this community.*



Height Purpose (height is discussed in the Architectural Standards section of Ch. 66, Sec. 66.1050(6): *The purpose of these standards is to assist the Village Plan Commission, the Architectural Review Board, and the public with a standard to achieve quality in architectural design and to create a sense of place through appropriate use and composition of materials, architectural styles, and land use planning and design.*

Based on the League's explanation that when considering whether a variance should be granted the Board must consider public interest and whether it would meet the purpose of the zoning restriction, the Board needs to determine if a variance from the height limitation still meets those purposes outlined above.

### **Conclusion**

Based on the above, staff argues the petition for grant of variance submitted by the Roberts does not satisfy **all** of the required findings in Wisconsin Stats. 62.23(7)(e)7 and Ch. 66, Sec. 66.1607, and the variance should therefore be denied.



# **REQUEST FOR VARIANCE**

## **Supporting Materials**

On behalf of Doug and Ellen Roberts

February 19, 2025

# Contents



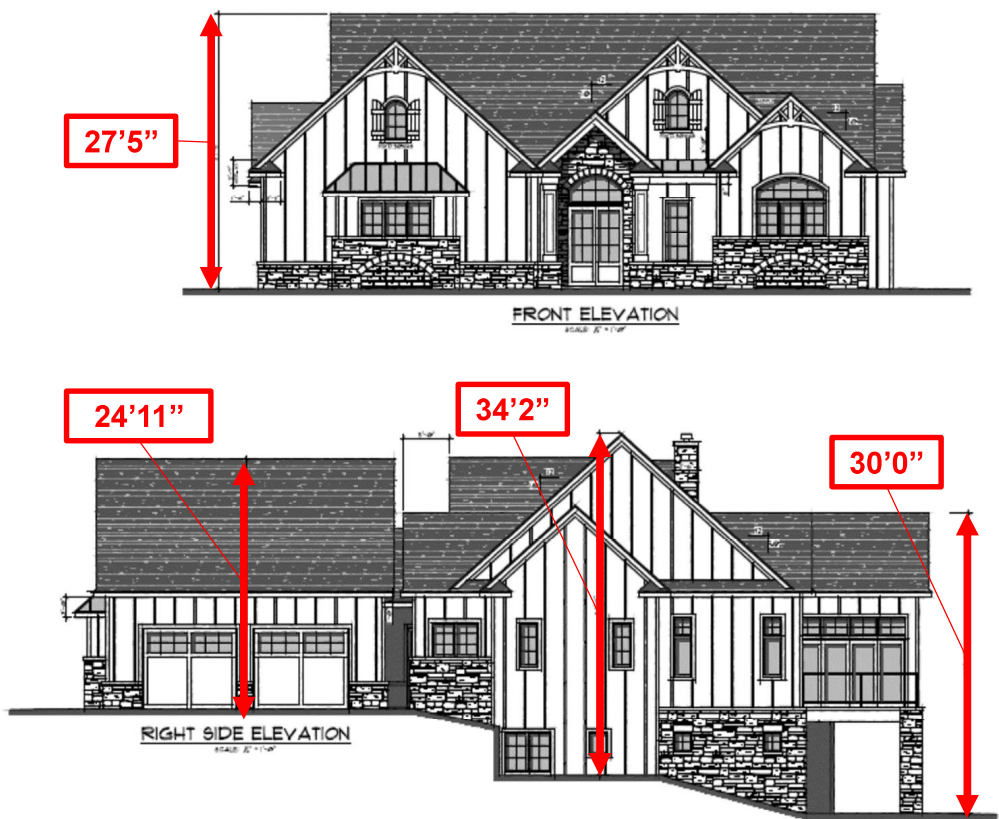
- **Variance Request**
- **Summary of Reason for Variance Request**
- **Background**
- **Variances**
  - Background
  - Elements
- **Detailed Reasoning**
  - Unnecessary Hardship and Burden
  - Public Interest
  - Preservation of Intent
  - Preservation of Property Rights
- **Conclusions of Law**
- **Remarks from Doug and Ellen Roberts**



## Our Variance Request

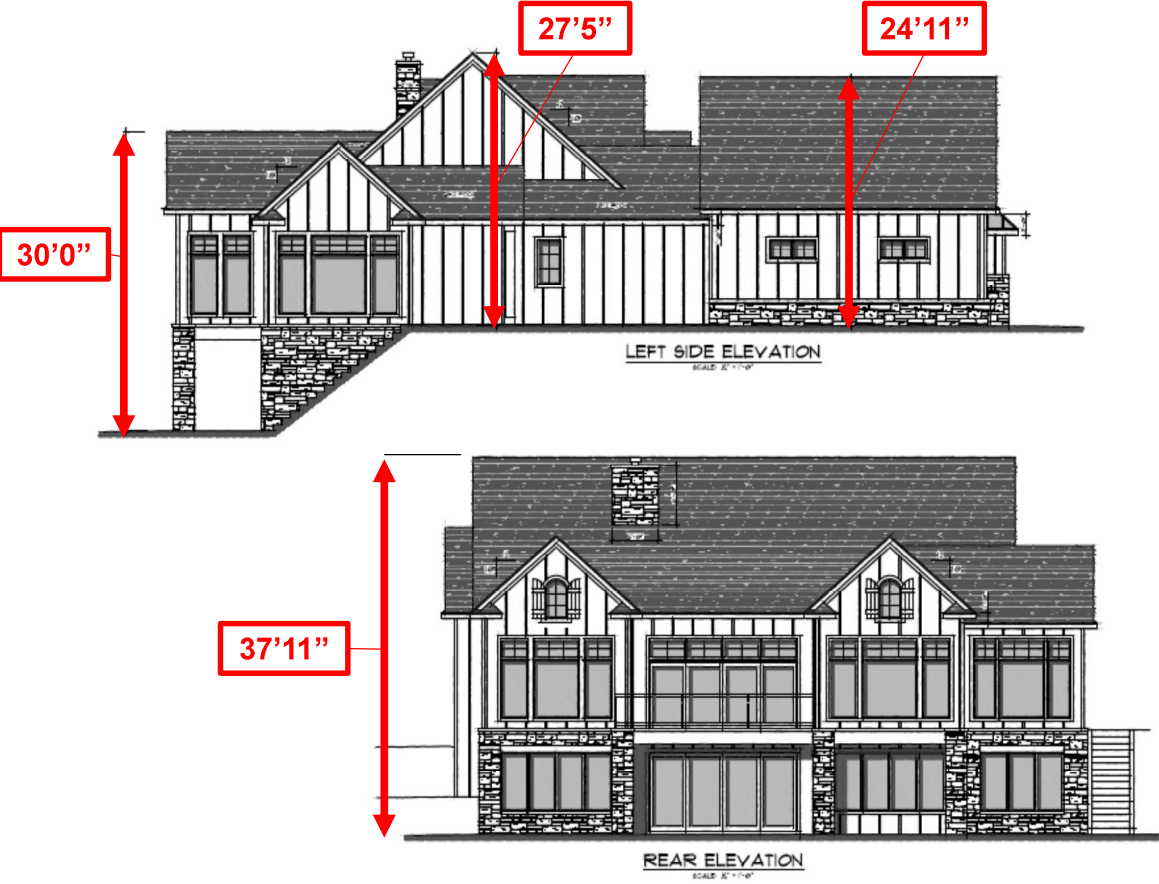
**Doug and Ellen Roberts (the “Roberts”) are appealing for the following variance:**

That, despite the Village’s literal interpretation of “Building Height” as set forth in the Village of Sister Bay Zoning Code (the “Code), the following construction plans be approved with an overall permitted maximum height of 37 feet 11 inches.



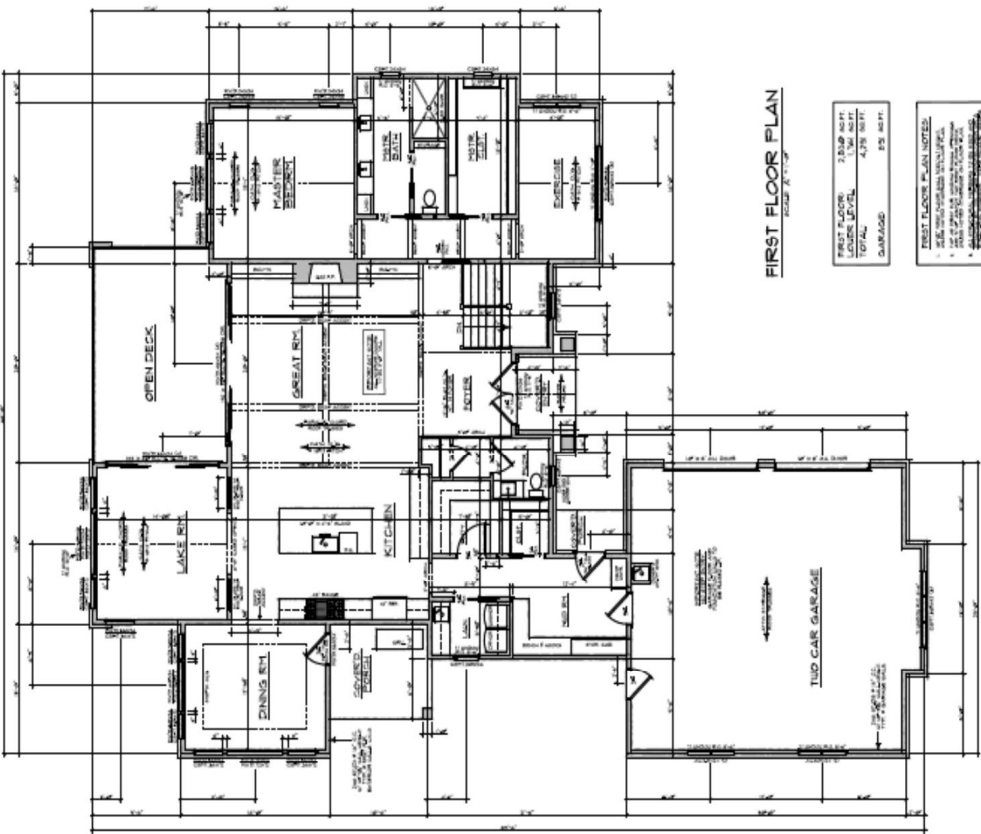
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ROBERTS - SISTER BAY COTTAGE	
MARK WAUGH BUILDERS	
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FIRST FLOOR PLAN

FIRST FLOOR	23'0" x 41'0"
SECOND FLOOR	23'0" x 41'0"
TOTAL	46'0" x 82'0"
GARAGE	23'0" x 41'0"

FIRST FLOOR PLAN NOTES:  
1. SEE ARCHITECT'S SPECIFICATIONS FOR MATERIALS AND FINISHES.  
2. SEE ARCHITECT'S SPECIFICATIONS FOR LIGHTING FIXTURES.  
3. SEE ARCHITECT'S SPECIFICATIONS FOR FLOORING MATERIALS.  
4. SEE ARCHITECT'S SPECIFICATIONS FOR PAINTS AND WALL COVERINGS.

GENERAL NOTES:  
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC) AND THE 2018 INTERNATIONAL ENERGY CODE FOR RESIDENTIAL BUILDINGS (IECC).  
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL MECHANICAL CODE (IMC) AND THE 2018 INTERNATIONAL PLUMBING CODE (IPC).  
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL ELECTRICAL CODE (IEC) AND THE 2018 INTERNATIONAL FIRE CODE (IFC).  
4. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL SWEET'S BUILDING CODE (SBC).

ARCHITECT'S SEAL  
DATE: 10/1/2018  
BY: [Signature]

34

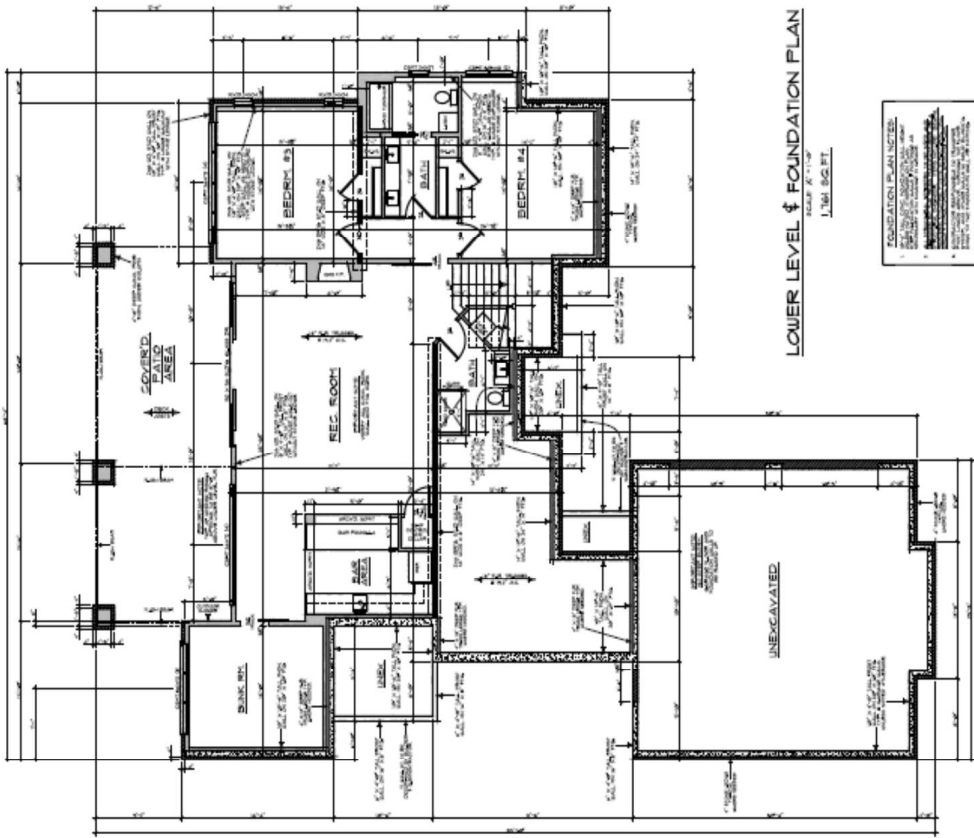
23x41

ROBERTS - SISTER BAY COTTAGE

MARK WAGGHE BUILDERS

WS&D DESIGNS





LOWER LEVEL & FOUNDATION PLAN

SCALE: 1/8" = 1'-0"

FOUNDATION PLAN NOTES:  
1. SEE FOUNDATION PLAN FOR ALL FOUNDATION DETAILS.  
2. ALL FOUNDATION WALLS TO BE CONCRETE.  
3. ALL FOUNDATION WALLS TO BE 12" THICK.  
4. ALL FOUNDATION WALLS TO BE REINFORCED WITH #4 BARS @ 16" O.C.  
5. ALL FOUNDATION WALLS TO BE FINISHED WITH 1/2" GYPSUM BOARD.

DECKING NOTES:  
1. SEE DECKING PLAN FOR ALL DECKING DETAILS.  
2. ALL DECKING TO BE 2x6 JOISTS @ 16" O.C.  
3. ALL DECKING TO BE 1x6 BOARDS @ 16" O.C.  
4. ALL DECKING TO BE FINISHED WITH 1/2" GYPSUM BOARD.

WSJ & D  
ARCHITECTS

ROBERTS - SISTER BAY COTTAGE  
MARK WAUGHAN ARCHITECTS

DATE: 11-11-11  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]

4 of 4  
DATE: 11-11-11  
BY: [Signature]  
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APPROVED: [Signature]





## Summary of Reason for Variance Request

The literal enforcement of the definition of “Building Height” as set forth in Section 66.2001 of the Village of Sister Bay Zoning Code (the “Code”), combined with the unique sloped incline of the Roberts’ lot, presents a practical difficulty and unnecessary hardship to the Roberts’ ability to construct a new home that preserves their enjoyment of substantial property rights possessed by other residents in the same zoning district.

## Background

- The existing structure located on the property is 100 years old, 616 sq. ft., and is not suitable for year-round occupancy and use.
- Therefore, a newly constructed single-family home is required to permit the Roberts' occupancy and year-round use of the property for its permitted purpose.



View from  
Front Yard



View from  
Back Yard/  
Lake Bluff

## Background Continued...

- The construction plan previously submitted to Ms. Schmelzer for review and approval was rejected due to Ms. Schmelzer's decision that the overall height of the home exceeded the maximum building height allowed by the Code when measuring from the rear basement walkout grade to the highest point of the home.
- The Roberts appealed Ms. Schmelzer's interpretation of the Code before the Village Board of Appeals (the "Board") on December 19, 2024 (the "Appeal Hearing").
- The Roberts' appeal was unsuccessful as the result of a 3-3 split vote by the Board.
- No "formal decision" was issued on the matter, leaving the Roberts with no legal recourse pursuant to the Wisconsin Statutes.

**TO BE CLEAR, WE ARE NOT ARGUING TODAY THAT THE VILLAGE'S INTERPRETATION OF THE TERM "BUILDING HEIGHT" IS INCORRECT, BUT RATHER APPEALING FOR A VARIANCE**

## Variance Background

A variance authorizes the board of appeals to grant the construction of a building or structure in a manner that deviates from the dimensional standards of the Village of Sister Bay Zoning Code (the “Code”). See *Section 66.2100, Definition of “Variance”*.

Pursuant to Wisconsin Stat. 63.23(7)(e)7.a., there are two types of variances:

- (1) **Area Variance.** A modification to a dimensional, physical, or locational requirement such as a setback, frontage, height, bulk, or density restriction for a structure that is granted by the board of appeals.
- (2) **Use Variance.** An authorization by the board of appeals for the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance.

**FOR CLARITY, THIS IS AN APPEAL FOR AN “AREA VARIANCE” AS THE PROPERTY IS ALREADY ZONED AS R1 - SINGLE-FAMILY RESIDENCE DISTRICT**

## Variance Elements

Pursuant to Wisconsin Stat. Section 63.23(7)(e), an “area variance” can be granted 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) For an “area variance”, there is a “unnecessary hardship” as demonstrated that **strict compliance with the Code would:**
  - (a) unreasonably prevent the property owner from using the property for a permitted purpose, or
  - (b) **render conformity with the Code unnecessarily burdensome.**
- (3) The unnecessary hardship is **based on conditions unique to the property**, rather than considerations personal to the property owner.

Variances run with the land (such that the variance permission stays with the property, not the owners).

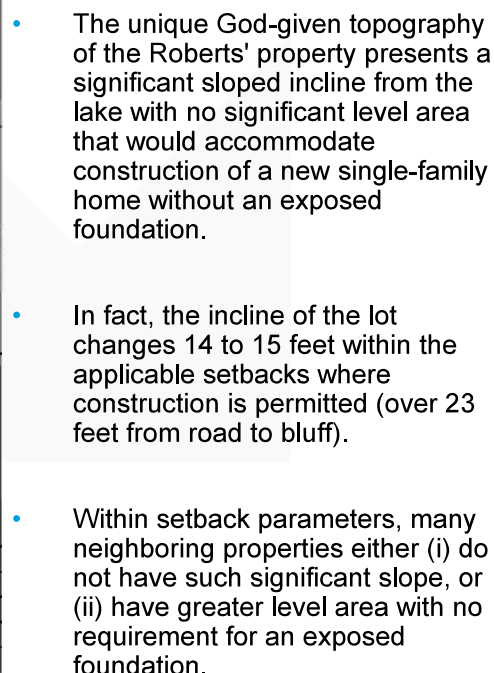


# Detailed Reasoning



## Unnecessary Hardship and Burden

- **The literal enforcement of the Village's interpretation of the 35' maximum height requirement results in a practical and unnecessary hardship and burden to the Roberts' ability to construct a single-family home that meets such height requirements.**
- **The Roberts have the legal right to build within the permitted setbacks on the property.**





Continued...



**A new construction on this property without an exposed foundation is impossible without severely disrupting the natural God-given topography.**

## Continued...

- **If the property was level, or presented a less significant incline, the existing building plans would be fully compliant with the 35' maximum height requirement.**
- **Pursuant to the Village's literal interpretation of the maximum height requirements, the height of the home is already approximately 14 ft. high before a single brick is laid at the front foundation.**
  - This leaves only approximately 21 feet to build a single-story home.
  - It is common for today's ranch homes to average height from 22 to 25 feet from front foundation.

Assuming Completely Level Property

27'5"



FRONT ELEVATION  
SCALE 1/2" = 1'-0"

24'11"

34'2"



RIGHT SIDE ELEVATION  
SCALE 1/2" = 1'-0"

34'2"

In all cases,  
under the 35'  
height maximum



REAR ELEVATION  
SCALE 1/2" = 1'-0"

Assuming Less Elevation of Property

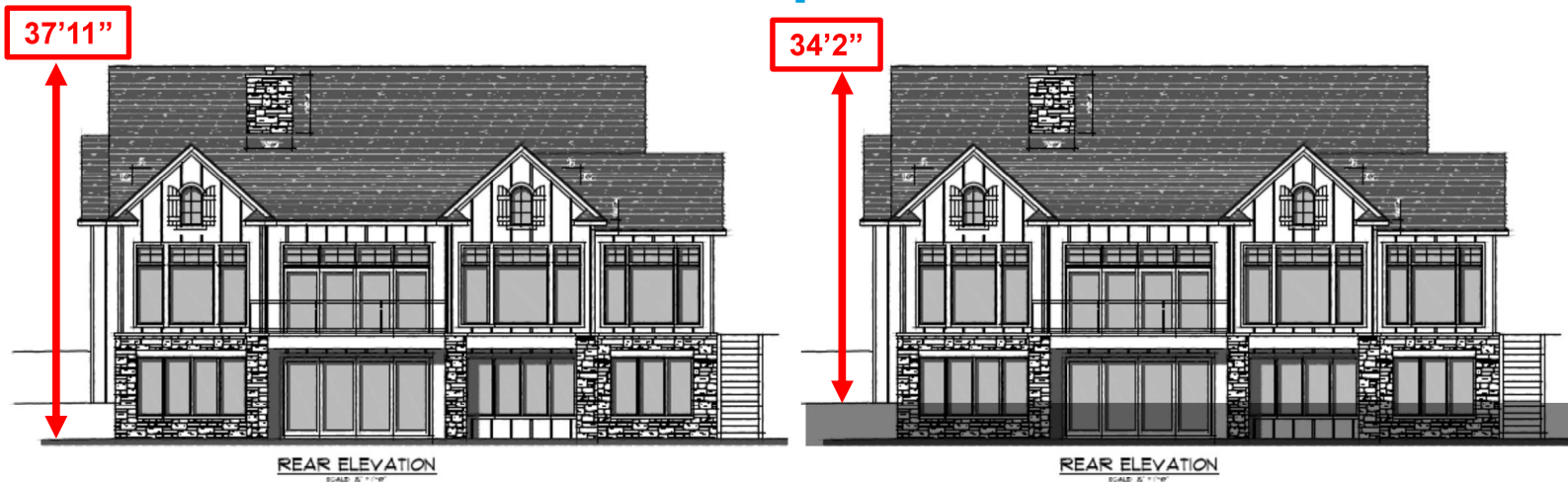
## Continued...



- While the building plans exceed the Village's interpretation of the maximum building height of 35' by only 2'11", such design is essential for the safe, functional and accessible use of the home on such property without disrupting the natural God-given topography of the terrain.
- Alternatives are unnecessarily burdensome:
  - (1) Lowering the highest roofline below 35' would require a significant reduction to the pitch of the roof, thus resulting in a substandard building design that presents practical difficulties and compromises the safety of the new home. For example, a roof pitch below 10/12 reduces space for insulation, leads to snow load concerns, can cause slow snow/water runoff that can lead to ice dam formation and/or water damage, and creates maintenance challenges.
  - (2) Backfilling the exposed foundation to create a higher foundation level changes the natural God-given topography and slope of the property, thus leading to, among other things, drainage and erosion control issues and disjointed elevations with neighboring properties. Such change in topography could also pose safety issues in navigating the rear terrain of the property – especially for children, elderly and those with disabilities (including Mr. Roberts).

**THESE ALTERNATIVES ARE UNNECESSARITLY BURDENSOME TO  
THE PROPERTY OWNERS**

## Reasonableness Comparison



### Proposed Construction Plan

- Uses standard building design, 10/12 roof pitch.
- Maintains natural pitch / topography of property.
- This is not unreasonably different from what would otherwise be deemed compliant.

### Construction Plan Showing Burdensome Alteration

- This would comply with the Code, but as previously noted would require either substandard roof pitch and/or backfill that would change natural pitch/topography of property and negatively affect neighboring properties and lead to safety issues.

**All other height measurements of the home would be identical**

## Public Interest

- **This variance is neither contrary to the public interest nor creates any detriment to neighboring properties.**
- Little Sister Road is not a through street, but instead a relatively private and unfrequented dead-end with access to only private residences and condominiums.
- From the public street view, the Roberts' proposed home will be well below 35 feet (27 feet 5 inches to be exact). Thus, such home is not of such an offensive height or design that detracts from the beauty, appeal or quaintness of the Village of Sister Bay.
- The Roberts' building plans are supported by the eight families who own the directly-neighboring 13 properties. These neighbors previously voiced their support for the Roberts' building plans via letters in connection with the Appeal Hearing. Those letters are attached to the Roberts' filed variance appeal. All such neighbors have confirmed their continued support in connection with this variance hearing.

## Preservation of Intent

- **This variance preserves the intent of the height requirements of the Code.**
  - Pursuant to Section 66.0103 of the Code, its intent is to, among other things: regulate size to prevent overcrowding and to provide adequate sunlight, air, sanitation and drainage; stabilize and protect existing property values; and preserve and promote the beauty of the community.
  - The design of the Roberts' proposed home is consistent with those values. Again, such home is not of such an offensive height or design that it impairs or is contrary to the purpose and spirit of the Code.

## Preservation of Property Rights

- **This variance is necessary for the preservation and enjoyment of the Roberts' substantial property rights possessed by other properties in the same zoning district and same vicinity.**
- The existing structure on the Roberts' lot is the last of the homestead cottages located on Little Sister Road, where all other lots contain modern or updated structures.
- The existing structure is 100 years old and not suitable for year-round use and enjoyment.
- The Roberts have every right to construct a new home within the permitted setback area to preserve the enjoyment of their property.
- At the Appeal Hearing, a Board member mentioned that her lower-level walk-out home is likely over 35 feet when applying the Village's interpretation of "Building Height" as set forth in the Code.



## Conclusions of Law



1. **The requested variance is consistent with the purpose and intent of the regulations for the R-1 Zoning District.** It is permissible to build a single-family home on such property.
2. **Exceptional Circumstances apply to the property that don't generally apply to other properties.** Further, the granting of the variance is not of so general or recurrent a nature as to suggest that the Zoning Code should be amended.
3. **Unnecessary hardship exists because compliance with the Village's literal interpretation of the 35' height requirement would render conformity with such restrictions unnecessarily burdensome.** Further, the variance will not harm the public interest.
4. **The variance is necessary for the preservation and enjoyment of the substantial property rights that are possessed by others in the area.** The construction plans will not negatively impact the enjoyment of the surrounding properties and/or lots.
5. **The area variance will not create substantial detriment to any adjacent property and will not impair or be contrary to the purposes and spirit of the Code.** Eight adjacent property owners are in support of the Roberts' construction plans.



## Remarks from Doug and Ellen Roberts



## Email Exhibit 1

**From:** Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>  
**Sent:** Wednesday, October 30, 2024 8:11 PM  
**To:** Daniel Gawronski <djgawronski@michaelbest.com>  
**Subject:** 10631 Little Sister Road

Hi Daniel,

I wanted to get back to you regarding the required water setback and height limitation for the property at 10631 Little Sister Road. I started a new email string in the event you opt to appeal my decision.

I think we both can agree the zoning code is not clear on what is a 'development pattern', and admittedly it would be difficult to defend if challenged absent a clear definition. As such, the way the code is currently written, the setback recently proposed on the site plan provided to me can be approved at this time.

However, I cannot approve the height of the building. The building is limited to 35', minus anything above the roof, such as a chimney.

Julie Schmelzer, Village Administrator  
Sister Bay, WI



## Email Exhibit 2

**From:** Rankin, Kristin <[krankin@co.door.wi.us](mailto:krankin@co.door.wi.us)>  
**Sent:** Tuesday, September 17, 2024 12:28:22 PM  
**To:** 'Mark Waeghe' <[mpw1138@gmail.com](mailto:mpw1138@gmail.com)>  
**Subject:** RE: shoreland zoning building heights

Hi Mark,

The county utilized the 35' height restriction in the same way as the comprehensive – it is an average. The only difference is that within 75', all portions of the house need to be shown (ie chimneys, antennas). Outside of 75' from the OHWM, just the peak of the roof needs to be used to determine averaging for heights.

(Please keep in mind that all voicemails/emails/applications are processed in the order they are received, thank you for your patience!)

Thanks,

*Kristin Rankin* | Code Administrator | [Door County Land Use Services](#)

421 Nebraska Street | Sturgeon Bay, WI | Direct line: (920) 746-2266

Office Hours: M-W: 7am-4:30 pm, TH: Inspection Day, F: 7am-11am

[Click Here to Apply for a Permit](#)



## Door County Coastal Byway

### DCCB Council Meeting Minutes



**Date / Time:** Monday, February 10, 2025 – 9:00 a.m.

**Location:** Gibraltar Administrative Offices  
4097 STH 42, Fish Creek WI 54212

1. Call to Order / Quorum. Chair Ann Miller called the meeting to order at 9:03 a.m. The following DCCB Council members were present and constitute a quorum:

Al Birnschein – Town of Jacksonport  
Laura Reetz – Town of Gibraltar  
Linda Wait – Town of Sevastopol  
Ann Miller – Town of Liberty Grove  
Madison Dietzen – Village of Egg Harbor

2. Approval of Agenda. Motion by Birnschein and second by Reetz to approve the agenda; motion carried.

3. Approve meeting minutes. Motion by Miller and second by Reetz to approve the previous meeting minutes of December 12, 2024; motion carried.

4. Treasurer report / Update on 2025 funding. Wait reported the following:

12/10/2024	Balance Chkg		Debits	Credits	\$3,405.01
12/12/2024	National Scenic Byway Assoc #1019	Renewaal membership 2025	\$200.00		
1/30/2025	Village of Sister Bay	Funding contribution 2025		\$500.00	
	Village of Ephraim	Funding contribution 2025		\$500.00	
	Town of Jacksonport	Funding contribution 2025		\$500.00	
2/10/2025	Paper Boy #1020	Rack card service 2025-balance due	\$670.00		
2/10/2025	Balance Chkg				\$4,035.01

Moneymarket/savings account balance is \$5,001.60. Motion by Birnschein and second by Miller to approve the financial report; motion carried.

5. Newport Wilderness Society – Dark Sky Amphitheater project presentation – Request for letter of support from DCCBC. Larry Gales, on behalf of the Newport Wilderness Society, provided a powerpoint on their project for enhancements to their Dark Sky viewing area. The Dark Sky program has been active in Newport State Park since 2014, is the only certified dark sky in Wisconsin, certified in 2017 as a wilderness park, and has estimated visitors in the range of 160,000. The 2015 Perseid meteor shower event was very popular.

The concept would provide a dedicated viewing area with a semi-circular stone structure, improving and adding trails (either gravel or woodchip), improved accessibility from the parking lot to the shore with the addition of track-chair capabilities, telescope pads and other minimally intrusive equipment. The proposal also includes barriers to reduce headlight interference, improved location/direction signage, downward lighting, portable sound, solar and power sources.

So far, funds have been garnered from Destination Door County and other donors. The entire project is in the neighborhood of \$200,000. The Council discussed how this project fits into our Corridor Management Plan, long-range plans, goals and enhancing the byway traveler experience. Ranking criteria worksheets were completed and the project received 75 out of a possible 120 points. We will send a letter of support to the Newport Wilderness Society, 11683 Mink River Road, Ellison Bay WI 54210 (Lawrence.gales@uc.edu)

6. Coloring book project - Updates on sponsorships, CIF grant application. Miller did not have a chance to reach out to additional sponsors. We will aim to submit a Community Investment Fund (CIF) grant application for the June 2025 cycle. Miller will check with Innovative Printing on the cost to run another 5,000 coloring books for now, and 5,000 later on. Our run for 10,000 books in 2024 was \$9,350 and we do not need to order more crayons.

7. Correspondence. See Dark Sky matter, above. There was also a suggestion to include Wisconsin Byways on the cover of the State's Rustic Road brochure, in addition to inside pages. Miller mentioned that National Scenic Byway meetings are held online on Fridays and the videos include discussions on marketing, preservation, billboards, etc.

8. Agenda items for next meeting: coloring books, dilapidated/rundown properties.  
Next meeting: **Monday, March 24<sup>th</sup> 2025 – 9:00 a.m. – Gibraltar admin office.**

9. Payment of bills. Check issued to Paper Boy in the amount of \$670 for balance due on 2025 rack card service (previously approved).

10. Adjourn. Motion by Reetz and second by Birnschein to adjourn; motion carried and meeting adjourned at 10:12 a.m.

Respectfully submitted,

Linda Wait, Secretary/Treasurer

DOOR COUNTY COASTAL BYWAY  
2604 GROVE ROAD, BAILEYS HARBOR WI 54202  
TELEPHONE: CHAIR ANN MILLER (920) 839-2288