



PARKS, PROPERTY AND STREETS COMMITTEE

MEETING AGENDA

Wednesday, April 9, 2014 at 2:00 p.m.
Sister Bay-Fire Station, 2258 Mill Road

For additional information check: www.sisterbaywi.gov

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

1	Chair – Dave Lienau	2	John Clove
3	Sharon Doersching	4	Scott Baker
	<i>Village Administrator – Zeke Jackson</i>		<i>Parks Manager – Steve Mann</i>

Comments, correspondence and concerns from the public

Approval of minutes as published

Approval of Agenda

Business Items

1. Discussion Pavilion Project: Update on Timeline and Selection of material colors; groundbreaking ceremony date.
2. Discussion on Resurfacing of Scandia and Woodcrest Roads, Recommendation of Finance Committee.
3. Discussion on Open Air Market.
4. Update on 6f Parcel Conversion.
5. Discussion on Village Event supported by SBAA on Sunday of Memorial Day: Field and Street Rally.
6. Discussion on "Family Fireworks Day": Village Event Supported by SBAA on July 6 at the Sports Complex.
7. Discussion on Amendment to Sister Bay Code 30.11(d); Exemptions
8. Discussion on Yoga Instruction at Beach/Dock Site-Schedule Included.
9. Report from Steve Mann on activities.
10. Update-YMCA Rack Cards.
11. Discussion on Trackless Maintenance.
12. Discussion on other parks and streets activities.
13. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		_____
Name		Date

From: Janal Suppanz
Sent: Monday, March 24, 2014 1:17 PM
To: 'tlibertygrove@dcwis.com'
Cc: Zeke Jackson
Subject: FW: Collaborated Shredding/Appliance-Electronics Recycling Days

Hi Jan:

I'm forwarding an e-mail I received from Doug.

Since the Town of Baileys Harbor has decided not to participate in the Shredding/ Appliance-Electronics Recycling Days I'm assuming that the Town of Liberty Grove and the Village will just split the related expenses like we've done in the past. Otherwise, "who's doing what" will remain the same.

Thanks much!!!!

Janal Suppanz

Administrative Assistant

Village of Sister Bay

2383 Maple Drive

P.O. Box 769

Sister Bay, WI 54234

Phone 920-854-4118

Fax 920-854-9637

janal.suppanz@sisterbaywi.gov



The Village has changed its email server, web site and intranet sites. Please note the new locations and my new email address.

For further information: www.sisterbaywi.gov

For meeting and official documents: www.sisterbaywi.info

Sister Bay tourism information: <http://www.CometoSisterBay.com>

From: Town of Baileys Harbor [<mailto:tbaileysharbor@dcwis.com>]
Sent: Thursday, March 06, 2014 2:12 PM
To: Janal Suppanz
Subject: RE: Collaborated Shredding/Appliance-Electronics Recycling Days

Hi Janal –

Unfortunately, our Board decided not to go with it.

Thanks,
Doug

From: Janal Suppanz [<mailto:Janal.Suppanz@sisterbaywi.gov>]
Sent: Thursday, March 06, 2014 2:08 PM
To: tlibertygrove@dcwis.com; tbaileysharbor@dcwis.com
Cc: Zeke Jackson
Subject: Collaborated Shredding/Appliance-Electronics Recycling Days

Hi Jan and Doug:

This e-mail will confirm our telephone conversations concerning the collaborated Shredding/Appliance-Electronics Recycling Days. I'm very happy that we'll all be working together on this project. A re-cap of the agreed upon procedure follows:

1. The Town of Liberty Grove will enter into a contract with A.R.M.S. for Shredding Days to be conducted in the parking lot at the Liberty Grove Town Hall from 9:00 A.M. to 1:00 P.M. on Saturday, June 21, 2014 and Saturday, September 20, 2014 and will pay all applicable fees. Jan will bill the Village and the Town of Baileys Harbor for 1/3 of the contract costs.
2. The Town of Liberty Grove will also enter into a contract with NORSEC RECYCLERS for Appliance-Electronics Recycling Days to be conducted in the parking lot at the Liberty Grove Town Hall from 9:00 A.M. to 1:00 P.M. on Saturday, June 21, 2014 and Saturday, September 20, 2014. (Some items will be accepted free of charge, but it is possible that persons wishing to recycle larger items or things with compressors or screens may have to pay minimal charges before items are placed on the truck. Because of overwhelming response in the past NORSEC will not charge any of the municipalities for its services.) ☺
3. I will see that inexpensive box ads are published in The Pulse two times prior to each of the Shredding/Appliance Recycling Days and will ask the Village Clerk-Treasurer to bill the Town of Liberty Grove and the Town of Baileys Harbor for 1/3 of those costs. Prior to providing the box ads to The Pulse I will forward each of you a proof.
4. I will see that a Press Release is prepared and forwarded to all the local media outlets well in advance of each of the Shredding/Appliance Recycling Days. I will also forward each of you proofs of the Press Releases.
5. We will all create our own posters regarding the collaborated Shredding/Appliance Recycling Days and see that they are put up around our respective Towns and the Village in a timely fashion.
6. I will see that the dates are changed on the re-useable Shredding Day banners we utilized last year and see that they are displayed on the banner posts in the Village at least a month prior to each of the previously mentioned events.
7. Doug and I will see that one more sandwich boards which bear a message regarding the opportunity to shred documents and recycle appliances and electronics at the Liberty Grove Town Hall is/are placed in a visible location(s) in Baileys Harbor and Sister Bay early on the mornings of June 21, 2014 and September 20, 2014.

I think that's everything, but if I forgot something just let me know.

Thanks much!!!!

Janal Suppanz

Administrative Assistant
Village of Sister Bay
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234
Phone 920-854-4118
Fax 920-854-9637

janal.suppanz@sisterbaywi.gov

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
 2 **WEDNESDAY, FEBRUARY 5, 2014**
 3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
 4 **(APPROVAL PENDING)**

5
 6 *The February 5, 2014 meeting of the Parks, Properties and Streets Committee was called to*
 7 *order by Committee Chair Dave Lienau at 3:03 P.M.*

8
 9 **Present:** Committee Chair Dave Lienau and members John Clove, and Scott Baker. Sharon
 10 Doersching appeared by phone.

11
 12 **Staff Members:** Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, and
 13 Janal Suppanz, Administrative Assistant.

14
 15 **Others:** Leslie Boden, Steve Jacobson and Joe Baldarotta.

16
 17 **Comments, correspondence and concerns from the public:**

18 Lienau asked if anyone wished to address a non-agenda item. No one responded.

19
 20 **Approval of minutes as published:**

21 *A motion was made by Baker, seconded by Clove that the minutes for the January 8, 2014*
 22 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

23
 24 **Business Items:**

25 **Item No. 1. Discussion regarding installation of a sledding hill at the Sports Complex:**

26 Photos of Kewaunee Winter Park were included in the meeting packets and the Committee
 27 members jointly reviewed those documents. Jackson went to that park, which is very busy,
 28 and thinks it is an “awesome” facility. He believes something of this nature would be a
 29 great addition to the Village and is proposing that the area behind the Marina Long Term
 30 Parking Lot be turned into a sledding hill. He and Mann have discussed this issue with Pat
 31 Hockers and D.O.T. representatives and it may be possible to utilize excess fill when work
 32 is done on the highway reconstruction project to create the hill. Lienau agreed that
 33 Kewaunee Winter Park is very nice but also realizes there are a number of logistical issues
 34 as well as budgetary constraints which will come into play with such a large operation. He
 35 is proposing that at least initially a reasonably priced small sledding hill be created out at
 36 the Sports Complex. He went to such a facility in another community and believes it
 37 would be very well received here. It was the consensus that this is an excellent idea. To
 38 that end Jackson and Mann shall see that excess fill from Village projects is brought out to
 39 the Sports Complex and graded as soon as it becomes available. Any needed funds for the
 40 small sledding hill shall be taken out of the “Various Parks Projects” portion of the Village’s
 41 Capital Improvement Fund. Jackson will do research on creation of a larger facility and
 42 provide that information as well as cost estimates to the Committee members at a later
 43 date.

44
 45 The Utility Manager, Steve Jacobson, noted that at some point in the future land may be
 46 needed for spreading of sludge and asked that Village officials keep that fact in mind when
 47 planning how vacant Village land will be utilized.

48

1 **Item No. 2. Discussion regarding the Sister Bay E-Waste Event Proposal which was**
 2 **submitted by Leslie Boden, the Manager of the Sturgeon Bay Habitat For Humanity**
 3 **ReStore:**

4 A proposal for a Habitat For Humanity E-Waste Event was included in the meeting packets
 5 and the Committee members jointly reviewed that document. Leslie Boden of Habitat For
 6 Humanity is proposing that such an event be conducted in Sister Bay from 9:00 A.M. to
 7 1:00 P.M. on August 30th. The preferred location would have an entrance as well as an
 8 exit. The suggestion was made that the top portion of the Shopko parking lot be utilized,
 9 and Jackson indicated that he will contact representatives of the Krist family to see if they
 10 would allow that. Typically banners are displayed and small flyers distributed throughout
 11 the communities where Habitat For Humanity E-Waste events are conducted. Persons
 12 bringing items to be recycled do not pay any recycling fees.

13
 14 *A motion was made by Clove, seconded by Baker that permission is granted for Habitat*
 15 *For Humanity to conduct an E-Waste Event in Sister Bay from 9:00 A.M. to 1:00 P.M. on*
 16 *August 30, 2014. Jackson, Mann and Suppanz shall collaborate with Leslie Boden on*
 17 *organizing that event and see that all logistical issues associated with it are addressed.*
 18 *Motion carried – All ayes.*

19
 20 **Item No. 3. Discussion regarding the Facilities Use Permit and potential revisions to that**
 21 **document:**

22 It was the consensus that this agenda item shall be tabled until spring.

23
 24 **Item No. 4. Discussion regarding Parks Building improvements; consider a**
 25 **recommendation to the Village Board regarding those improvements:**

26 Proposals for installation of spray foam insulation in the 60' X 60' square foot area at the
 27 Parks Maintenance Building were included in the meeting packets and the Committee
 28 jointly reviewed those documents.

29
 30 *A motion was made by Lienau, seconded by Clove that Kenny's Poly Urethane Foam Co.*
 31 *shall be retained to install foam insulation and fire coating in the 60' X 60' portion of the*
 32 *Parks Maintenance Building for \$25,892.90. Motion carried – All ayes.*

33
 34 **Item No. 5. Discussion on potential locations for private storm sewer laterals for the**
 35 **D.O.T. Bay Shore Drive Reconstruction Project and payment thereof:**

36 A set of draft storm sewer lateral drawings was included in the meeting packets and the
 37 Committee members jointly reviewed those documents. This matter will be referred to the
 38 Bay Shore Drive Reconstruction Oversight Committee.

39
 40 **Item No. 6. Report from Steve Mann on fall and winter activities:**

41 Mann gave an oral report regarding the following issues:

- 42 • A couple of the floating piers at the marina have sustained ice damage.
- 43 • Because of the large amount of snow we have received the street sign poles will
 44 quite likely have to be replaced in spring.
- 45 • There are a number of potholes on Village streets. The County Highway
 46 Department will be addressing this problem once the weather warms up.
- 47 • The Parks Department crew members are working on taking down Christmas
 48 decorations and they are also creating new ones.

49

Item No. 7. Discussion regarding the operation of the TKH Ice Rink:

The Ice Rink Manager, Joe Baldarotta, indicated that ice making is now being done during the day. Tuesdays and Thursdays are generally slow but the weekends have been very busy. On Valentine's Day a "Sweetheart Skate" will be conducted. To date the highest profits in the history of the ice rink have been realized. Mann indicated that it has been a pleasure working with Joe, Jake and Robbie out at the ice rink. Bladarotta thanked the Committee members for allowing him to work at the rink and indicated that it has been a pleasure.

Item No. 8. Discussion regarding the KAB Bin Grant (March 1st Award Date):

Jackson indicated that he has submitted an application for a Keep America Beautiful Recycling Bin Grant. The award date is March 1, 2014. He will keep the Committee members advised of the status of this issue.

Item No. 9. Discussion on other parks and streets activities:

The Parks Department is working on creation of directional signage for the detour routes and business location informational signage. "Open" flags have been ordered and Mann was able to fabricate poles for them so considerable cost savings have been realized.

A detour/business identification map was created by the SBAA and distributed to local businesses. That map will be revised in such fashion that "uptown" is also depicted on the map.

Item No. 10. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:

At 4:02 P.M. a motion was made by Clove, seconded by Baker to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons required a closed session. A roll call vote was taken on the motion and the Committee members voted in the following fashion:

Lienau – Aye;

Clove – Aye;

Baker – Aye;

Doerschling – Aye.

Motion carried.

Item No. 11. Consider a motion to reconvene into open session:

At 4:24 P.M. a motion was made by Baker, seconded by Clove to reconvene into open session. Another roll call vote was taken and the Committee members voted in the following fashion:

Lienau – Aye;

Clove – Aye;

Baker – Aye;

Doerschling – Aye.

Motion carried.

1 **Item No. 12. Consider a motion to take action, if required:**

2 No formal action was taken.

3

4 **Item No. 13. Discussion regarding matters to be placed on a future agenda or referred to**
5 **a committee, official or employee:**

6 No suggestions were made for items to be placed on a future agenda or referred to a
7 committee, official or employee.

8

9 **Adjournment:**

10 *At 4:26 P.M. a motion was made by Baker, seconded by Clove to adjourn the meeting of*
11 *the Parks Committee. Motion carried – All ayes.*

12

13 Respectfully submitted,

14 

15 Janal Suppanz,

16 Administrative Assistant

DIMENSION IV[®]

SUPPLEMENTAL INSTRUCTIONS

PROJECT: Performance Pavilion <small>(Name and Address)</small> Village of Sister Bay 2383 Maple Drive Sister Bay, WI 54234	Instruction #: G213-562-SI-02	Color Selections <hr/> DATE: March 21, 2014																														
TO: (Contractor) Zeise Construction Co., Inc. 901 Vanderbraak Street P.O. Box 1835 Green Bay, WI 54305-1835	Copies to:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">CONTRACTOR:</td> <td style="width: 40%; text-align: center;">✓</td> <td style="width: 100%;">Zeise</td> </tr> <tr> <td>ARCHITECT:</td> <td style="text-align: center;">✓</td> <td>Dimension IV</td> </tr> <tr> <td>FIELD:</td> <td style="text-align: center;">✓</td> <td>Dan</td> </tr> <tr> <td>OWNER:</td> <td style="text-align: center;">✓</td> <td>Sister Bay</td> </tr> <tr> <td>STRUCTURAL:</td> <td></td> <td>Rice Engineering</td> </tr> <tr> <td>PLUMBING:</td> <td></td> <td></td> </tr> <tr> <td>HVAC:</td> <td></td> <td></td> </tr> <tr> <td>ELECTRICAL:</td> <td></td> <td>Muermann Eng.</td> </tr> <tr> <td>INTERIORS:</td> <td></td> <td></td> </tr> <tr> <td>OTHER:</td> <td></td> <td></td> </tr> </table>	CONTRACTOR:	✓	Zeise	ARCHITECT:	✓	Dimension IV	FIELD:	✓	Dan	OWNER:	✓	Sister Bay	STRUCTURAL:		Rice Engineering	PLUMBING:			HVAC:			ELECTRICAL:		Muermann Eng.	INTERIORS:			OTHER:		
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ELECTRICAL:		Muermann Eng.																														
INTERIORS:																																
OTHER:																																
OWNER: Village of Sister Bay 2383 Maple Drive Sister Bay, WI 54234																																
WRITTEN BY: Dan Roarty																																

The following supplemental instructions are clarifications, minor corrections or minor changes that are in accordance with the Contract Documents. Two copies of these instructions are sent to the contractor for review. If the contractor agrees that the instructions here do not change the Contract Sum or Contract Time, a signed copy should be returned to the Architect before proceeding in accordance with these instructions. If these instructions cause a change in the Contract Sum or Contract Time, the contractor must provide a detailed proposal for the work that can then be evaluated for possible acceptance. Performance of these instructions with or without a signature authorization by the contractor signifies acceptance of these instructions without change in Contract Sum or Contract Time.

Description: (Written description of the Work)

The following colors have been selected:

- | | | |
|---------------------------|-----------------------|--|
| • Burnished Block CMU: | Premier Ultra 63-219C | "Solstice" |
| • Stone Veneer: | The Quarry Mill | Sister Bay Rustic with
10% Buttercream Beachstone |
| • Shingles: | GAF Timberline HD | "Barkwood" |
| • Metal (Fascia): | Pac-Clad | "Mansard Brown" |
| • Metal (Trim)s: | ACM | "Royal Brown" |
| • Wood Ceiling Deck: | Sentinel Structures | "Sunbeam Yellow" |
| • Paint (Interior Walls): | Sherwin Williams | "Pearly White" SW 7009 |
| • Cap Stone: | Rockridge Cast Stone | RCS Color #2296 |
| • Hardware Finish: | | Oil rubbed bronze, 613 |

Attachments: (List attached documents that support description)

None.

ACCEPTED:

Contractor	Date
------------	------



March 4, 2014

Zeke Jackson
Village of Sister Bay
2383 Maple Dr.
Sister Bay, WI 54234

901 VANDERBRAAK STREET

P.O. Box 1835

GREEN BAY, WI 54305-1835

920.437.5426 tel

920.437.6662 fax

www.zeiseconstruction.com

Re: Sister Bay Pavilion – Construction Schedule

Gentlemen:

As discussed at the 2 pre-bid walk-thru's the completion date of this project is scheduled for May 31, 2014.

In our email correspondence last week you had requested a construction schedule. I indicated in my response that we cannot provide a construction schedule until we have an updated Electrical plan, stone selection and masonry block color.

The current delivery date of the block is 6 to 8 weeks from the date we receive the color selection. The stone delivery date cannot be provided until we have your selection. We also do not know the lead time on the electrical fixtures until we receive the updated plan from Dan and confirm the quantity and type of fixtures.

We will gladly provide a construction schedule as soon as we receive the above mentioned data. However, as of today, we have a major concern that the project will not be completed by May 31, 2014.

If you should have any questions, please contact me.

Respectfully Submitted,

FRANK O. ZEISE CONSTRUCTION CO., INC.



Thomas J. Zeise

TJZ/ba

Cc: Bob Kufirin @ Village of Sister Bay
Dan Roarty @ Dimension IV
Sandy Smits @ Dimension IV
Dick Schroeder @ Zeise Construction

FRANK O. ZEISE CONSTRUCTION CO., INC.

TRUSTED FOR EXPERIENCE-VALUED FOR SERVICE



Door County Highway Department

John P. Kolodziej PE, Commissioner
1001 South Duluth Avenue
Sturgeon Bay WI 54235

Telephone 920/746-2500 • Fax: 920/743-7060

Mr. Zeke Jackson
Village Administrator
2383 Maple Drive
Sister Bay, WI 54234

March 18, 2014

Re: 2014 Road Construction Estimates

Dear Mr. Jackson,

After meeting with your staff to inspect the road conditions on Scandia Road and Woodcrest Road I have prepared the following cost estimates and recommendations for your consideration.

Scandia Road – STH 42 to Woodcrest Road, 1680 feet, 20 feet wide:

The pavement on this roadway has failed with the increased road traffic from the detour. There are some areas that will require repairs to the gravel base course. The recommended action is to pulverize the existing roadway, grade, compact and resurface with 2.5 inches of hot mix asphalt. This work would increase the road elevations approximately 3 inches requiring adjustments of the private driveways to match the new road elevation. The following estimates includes all work, except the full depth gravel base repair.

Total estimated cost \$46,710

- Option to add 2 inches of gravel to entire roadway to improve strength of base. ..\$7,000
- Option for full depth excavation for base repair 7" breaker run, 7" gravel ... \$ 26/Square Yard

Woodcrest Road – Scandia Road to Autumn Court, 1415 feet, 20 feet wide:

Recommend same scope of work as Scandia Road.

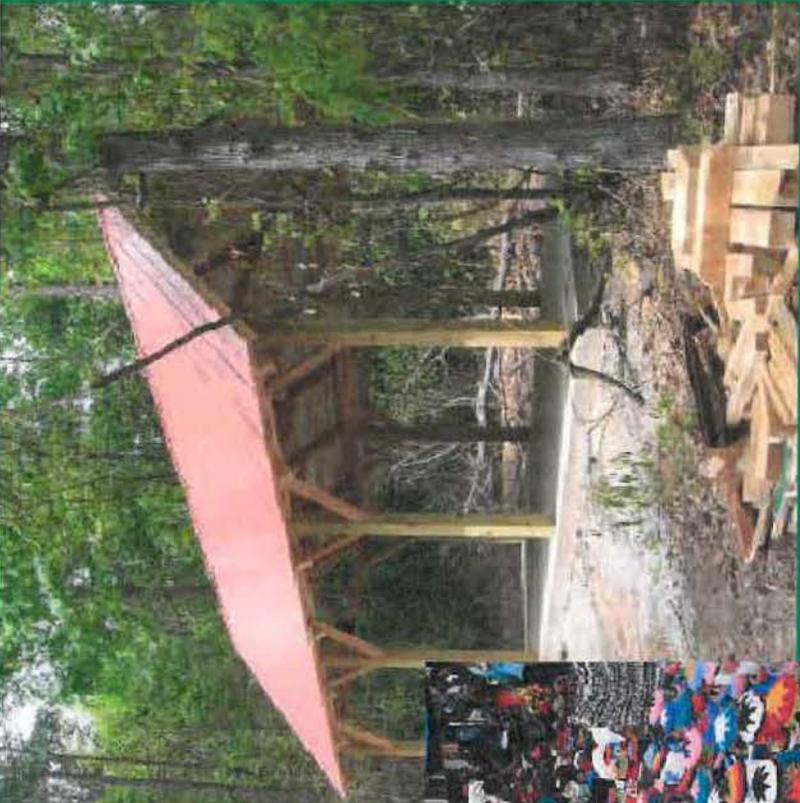
Total estimated cost \$35,300

- Option to add 2 inches of gravel to entire roadway to improve strength of base. ..\$5,950.
- Option for full depth base repair 7" breaker run, 7" gravel \$ 26/Square Yard

Sincerely,

John P. Kolodziej
John P. Kolodziej, PE
Commissioner

*HOW WILL THIS HOLD FOR 2 YEARS
OF CONSTRUCTION*



PROJECT DESCRIPTION

The Village of Sister Bay, in partnership with the Sister Bay Advancement Association (SBAA), is developing a new seasonal event called "Sven's Melodious Farm Market". Sister Bay is well known for the goats which are on the roof at a local business, and "Sven", a fictional goat, is the Village's mascot. His likeness is used on nearly all our promotional materials. This new event will bring farmers and other vendors from communities around the state together to promote the sale of Wisconsin grown and made products. The event will also help to promote Sister Bay tourism by holding the event in the heart of the scenic downtown area. The event will be conducted on a recurring weekly basis from June through the last week of October, and will take place on Wednesday evenings from 3:00 P.M. to 8:00 P.M., and Thursday mornings from 8:00 A.M. to noon. The Wednesday evening time schedule corresponds with the Village's highly successful "Concerts In The Park" series. "Sven's Melodious Farm Market" will be held on Village owned property directly across from a newly constructed performance pavilion (the site of the Concerts In The Park series), and a \$1.4 million dollar beach expansion project, planned for the Fall of 2014. Sister Bay is the only "full service" community in Northern Door County, but lacks significant retail opportunities to complement our expansive lodging, dining, and entertainment options.

The Village, along with its affiliate SBAA, are already working to recruit a variety of vendors to participate in "Sven's Melodious Farm Market" through public service announcements and personal contacts. This event will be a spring board for entrepreneurs, and will aid in fulfilling the enclosed Downtown Redevelopment Plan. We anticipate that residents as well as visitors to the area will want to visit "Sven's Melodious Farm Market", and, therefore, will include a trip to Sister Bay in their weekly shopping trips or vacation plans.

The Village Board of Sister Bay is made up of the Village President and six Trustees, and various committees oversee government operations and activities within the Village. The Sister Bay Advancement Association is a tourism and business promotion organization that seeks to develop a "year round community" for local businesses, visitors, and residents. The Village will oversee the market's organization, planning, and follow through, partnering with the SBAA to coordinate marketing and publicity of the event each week.

Originally settled in 1857, the Village of Sister Bay rests upon the awe-inspiring shores of Green Bay. From bluffs to beaches, it features spectacular sunsets, picturesque landscapes, and an enchanting community of small residences and businesses that make any visitor feel right at home. With 876 heart-warming, year round residents, and tens of thousands of visitors annually, the people of Sister Bay provide amiable small town hospitality with a touch of Midwestern allure. Our Village features award winning dining. There are also ample opportunities for residents as well as visitors to the area to participate in a number of outdoor recreational activities, and there are approximately 2,000 rooms available for overnight lodging. The beautiful beach front areas should entice visitors to stop by "Sven's Melodious Farm Market" on a recurring basis.

The Mill Road Mixed Use Site, identified in the Village's Downtown Redevelopment Plan, offers the best site for success in the Village. The location is adjacent to Waterfront Park, which affords residents as well as visitors to the area free access to one of the largest expanses of waterfront property in the State. Our visitors will enjoy the taste of farm fresh meats and produce, locally crafted beer and wine, and hand-made artisanal goods, while experiencing the sight of the sun glistening off of the bay and listening to relaxing music coming from our "Concerts In The Park". No Door County outdoor event would be complete without tantalizing summer aromas, and the feel of a refreshing lake breeze on one's face. We want people to bring their families and friends to "Sven's Melodious Farm Market", fostering a sense of "community" between the smiling locals and curious travelers. In our advertising we will not only bring attention to the open air farmer's market, but also the "Sister Bay experience", which is unique in and of itself.

"Sven's Melodious Farm Market" will be promoted in the Village's earned media campaign. That campaign currently consists of a monthly newspaper article written by the Village Administrator which is published in the Peninsula Pulse; a weekly newspaper column written about what's going on in Sister Bay which is published in the Door County Advocate; and the Village Administrator's weekly radio chats (PSA) on WSBW during a program entitled, "The Sister Bay Buzz". The Village and the SBAA's existing marketing campaign also includes publication of a general calendar of events in various forms of print media. This grant will allow the Village to focus on event specific advertising via newspaper and radio during "the season", and will provide "locals" as well as vacationers all the information they need to include "Sven's Melodious Farm Market" in their plans.

Sister Bay's Joint Effort Marketing Grant Application -- March, 2014

Goals

Sister Bay's lodging rate for the period June through October is at an average of approximately 60%. We hope to increase our occupancy numbers by at least 5% at the local hotels/motel for the entire span of the market's operational season. This would equate to approximately 740 more rooms being occupied per month.

We also aim to:

- Have 800 people attend the market (700 during day trips/100 overnight)
- Increase attendance at Waterfront Park and Marina Park by 500 people on each day the market is in operation.
- Establish "Sven's Melodious Farm Market" as an event that will help market and promote Waterfront Park and Marina Park while fostering an increased awareness of Sister Bay as a "destination" for travelers.
- Generate an economic impact of over \$91,500.00 in the Sister Bay area.

Target Markets

Sister Bay is located along the western shores of northern Door County in Wisconsin. It's in close proximity to the Brown and Kewaunee County markets as well as the Fox Valley market. There are a large number of farmers and fresh produce enthusiasts in the area; with prepared food and food preparation being key attractions. Market studies conducted by the Door County Visitor's Bureau, (DCVB), indicate that "buying local" is a major reason for shopping in Door County. Our target market area will extend from the northern tip of Door County to the southern edge of Brown and Kewaunee Counties. This area also includes the larger Green Bay area and its farming communities/affluent suburbs.

Based on market studies, we anticipate that our demographic will primarily be women over the age of 40, with the average visitor to Door County having a household income of \$108,000 per year. With this and other factors from market studies of the DCVB in mind, we plan to market largely to the "Baby Boomer" generation and the LGBT community. We expect the majority of our travelers to only be staying for the day, since the southern edge of Brown County is about two hours away and the northern tip of Door County is only thirty to forty-five minutes away. Day trips to Door County are very common for many travelers.

Estimated Economic Impact

Our goal is to bring 800 farmer's market shoppers to Sister Bay per week. We predict that 100 visitors will plan to stay overnight and 700 will be here before, during and after market operational hours. With approximately 2,000 lodging rooms available in Sister Bay operating at an average 60%, we would expect most, if not all of the overnight travelers would opt to stay in the Village. Bringing in the additional 100 overnight parties would increase the overnight occupancy rate by 5% with a total of 100 lodging rooms sold. The hotels/motels will be surveyed by the Door County Tourism Zone Commission as part of their normal operational procedures.

There are other factors associated with "Sven's Melodious Farm Market" that will contribute to Sister Bay's overall economic growth. When travelers visit they will venture to restaurants, retail stores, fun parks, gas stations, galleries and other area attractions.

	Avg. Cost per Party	# of Parties	Total Cost
Lodging	\$150.00	100	\$15,000.00
Retail, Food, & Beverages (Overnighters)	\$60.00	200	\$12,000.00
Retail, Food, & Beverages (Day-Trippers)	\$40.00	1400	\$56,000.00
Concert Tickets	\$5.00	500	\$2,500.00
Admissions Area Attractions	\$20.00	300	\$6,000.00
TOTAL COST:			\$91,500.00

Marketing Plan

We intend to use a mix of radio, newspaper and website promotion to advertise "Sven's Melodious Farm Market". As was previously stated the event will be held from June through the last week of October on a recurring weekly

Sister Bay's Joint Effort Marketing Grant Application – March, 2014

basis, and will be held each Wednesday evening from 3:00 P.M. to 8:00 P.M. It will also be held on Thursday mornings from 8:00 A.M. to noon. The Wednesday evening time schedule corresponds with the Village's highly successful "Concerts In The Park" series, and the advertising/promotional campaign will begin in mid-May and run through October, 2014.

We will run ads in the Door County Advocate, which reaches approximately 17,600 households per week, and The Peninsula Pulse, (commonly referred to as "The Pulse"), which reaches approximately 17,500 households per week. Both of those publications are local newspapers which are distributed to Door County residents as well as visitors to the area. Regular subscribers receive the Advocate via the U.S. mail and copies are also available for purchase on newsstands and at several Door County businesses. The Pulse is distributed free of charge to residents as well as visitors to the area in Door and Kewaunee Counties, and is also available to paid subscribers in Kewaunee County. It, too, is available on newsstands and at several Door County businesses. Earned media opportunities will be taken advantage of in both publications whenever possible.

Radio advertising will cover Door, Kewaunee and Brown Counties. WBDK and WLGE will primarily be the stations utilized, and paid ads as well as earned media will be broadcast. Both WBDK and WLGE are Northern Door radio stations, and they are very popular with residents as well as visitors to the area. We will also take advantage of earned media opportunities on WDOR, a well-known Door County radio station located in Sturgeon Bay.

"Sven's Melodious Farm Market" will be promoted in prominent locations on the Village of Sister Bay's website and the SBAA's website. The SBAA's website contains information about shops, lodging, restaurants, local businesses, and upcoming events, and there is a hyperlink to all of that information on the Village's website. The market will also be included on the Village and the SBAA's on-line calendars of upcoming events.

Press releases concerning "Sven's Melodious Farm Market" will be sent to all of the previously mentioned radio stations and newspapers, as well as WAUN, WQDC, WSRG and WAUN, radio stations which are located in Sturgeon Bay, on a monthly basis.

Tracking the Marketing Plan

Village employees and SBAA representatives who volunteer at the "Concerts In The Park" and "Sven's Melodious Farm Market" will track weekly attendance rates at both of those events. Participating merchants will also be asked to provide weekly customer counts to the SBAA Coordinator. That data will be reviewed by the SBAA Coordinator and the Village Administrator on a monthly basis. The SBAA Coordinator and the Village's Administrative Assistant will also track e-mail inquiries and phone calls received concerning "Sven's Melodious Farm Market" and ask the following questions:

- How did you hear about "Sven's Melodious Farm Market"?
- Have you visited Sister Bay before?
- Do you plan to stay overnight in the Sister Bay area?
- What type of product offerings would you like to see at our farmer's market?

JEM REQUEST: \$4,500.00

Promotional Budget

Print Media

<u>JEM Dollars</u>	<u>Recipient Dollars In-Kind</u>	<u>Total Amount To Be Spent</u>
THE PULSE – 1/4 Page Ad		
7/5/14 & 7/19/14 Editions		
\$300.00	\$100.00	\$400.00
DOOR COUNTY ADVOCATE		
1/4 Page Ad		
7/5/14 Edition		
\$150.00	\$ 50.00	\$200.00

Sister Bay's Joint Effort Marketing Grant Application – March, 2014

Print Media Continued. . .

JEM Dollars	Recipient Dollars In-Kind	Total Amount To Be Spent
THE PULSE – 1/4 Page Ad 8/2/14, 8/16/14 & 8/30/14 Editions \$450.00	\$150.00	\$600.00
DOOR COUNTY ADVOCATE 1/4 Page Ad 8/30/14 Edition \$150.00	\$ 50.00	\$200.00
THE PULSE – 1/4 Page Ad 9/6/14 & 9/20/14 Editions \$300.00	\$100.00	\$400.00
DOOR COUNTY ADVOCATE 1/4 Page Ad 9/13/14 Edition \$150.00	\$ 50.00	\$200.00
THE PULSE – 1/4 Page Ad 10/4/14 & 10/18 Editions \$300.00	\$100.00	\$400.00
DOOR COUNTY ADVOCATE 1/4 Page Ad 10/11/14 Edition \$150.00	\$ 50.00	\$200.00
<u>Total Print Media:</u> <u>\$1,950.00</u>	<u>\$650.00</u>	<u>\$2,600.00</u>

Radio Ads

JEM Dollars	Recipient Dollars In-Kind	Total Amount To Be Spent
WSBW – Weeks of 7/7/14, 7/14/14, 7/21/14 & 7/28/14 8 Thirty Second Ads Per Day (\$190.00 Per Week) \$570.00	\$190.00	\$760.00
WLGE – Weeks of 7/7/14, 7/14/14, 7/21/14 & 7/28/14 10 Thirty Second Ads Per Day (\$250.00 Per Week) \$750.00	\$250.00	\$1,000.00
WSBW – Weeks of 8/4/14, 8/18/14 & 8/25/14 8 Thirty Second Ads Per Day (\$190.00 Per Week) \$427.50	\$142.50	\$570.00

Sister Bay's Joint Effort Marketing Grant Application – March, 2014

Radio Ads Continued...

JEM Dollars	Recipient Dollars In-Kind	Total Amount To Be Spent
WLGE – Week of 8/25/14		
10 Thirty Second Ads Per Day		
(\$250.00 Per Week)		
\$187.50	\$ 62.50	\$250.00
WSBW - Weeks of 9/15/14 & 9/29/14		
8 Thirty Second Ads Per Day		
(\$190.00 Per Week)		
\$285.00	\$ 95.00	\$380.00
WLGE – Week of 10/6/14		
10 Thirty Second Ads Per Day		
(\$250.00 Per Week)		
\$187.50	\$ 62.50	\$250.00
WSBW – Week of 10/13/14		
8 Thirty Second Ads Per Day		
(\$190.00 Per Week)		
\$142.50	\$ 47.50	\$190.00
Total Radio Ads: \$2,550.00	\$850.00	\$3,400.00

TOTAL JEM PROMOTIONAL BUDGET

JEM Dollars: \$4,500.00

Recipient Dollars In-Kind: \$1,500.00

Operational Budget

	Recipient \$ In-Kind
Graphic Design Services – Banner, Posters & Brochures:	\$ 375.00
Postage Costs – Mailing of Entry Forms & Informational Materials:	98.00
Cost of Banners & Printing & Delivery of Posters & Brochures:	250.00
Newspaper Ads – May through June, 2014:	1,800.00
Radio Ads – May through June, 2014	1,560.00
Set Up/Clean Up Crew Wages (June through October)	1,420.00
Total Operational Budget:	\$5,503.00

Budget Account Title	JEM Grant Request	Recipient In-Kind \$	Total
Promotional Costs	\$4,500.00	\$1,500.00	\$6,000.00
Operational Costs	-0-	5,503.00	5,503.00
TOTALS:	\$4,500.00	\$7,003.00	\$11,503.00

Anticipated Income/Revenues

Sponsorships From Members of the Business Community:	\$2,500.00
Vendor Entry Fees:	8,575.00
Total Anticipated Income/Revenues:	\$11,075.00



1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
 2 **THURSDAY, MARCH 13, 2014**
 3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
 4 **10668 N. BAY SHORE DRIVE**
 5 **(APPROVAL PENDING)**

6
 7 *The March 13, 2014 meeting of the Sister Bay Advancement Association Board of*
 8 *Directors was called to order by President Steve Gomoll at 8:10 A.M.*
 9

10 **Present:** Steve Gomoll, Heidi Hitzeman, Drew Bickford, John Ostran, Windy Bittorf,
 11 James Larsen, and Tonya Crowell.

12
 13 **Excused:** Jeanne Hoffman and Larry Gajda

14
 15 **Absent:** Jessica Grasse, Nora Zacek and Shane Solomon.

16
 17 **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

18
 19 **Others:** Marlies Moesta, Jack Moneypenny of the Door County Visitor Bureau, and Village
 20 Administrator Zeke Jackson.

21
 22 **Business Items:**

23 **Item No. 1. Approval of the Agenda:**

24 *A motion was made by Larsen, seconded by Hitzeman, that the Agenda for the March 13,*
 25 *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
 26 *All ayes.*
 27

28 **Item No. 2. Approval of the minutes for the February 6, 2014 SBAA meeting:**

29 Funkhouser pointed out that the correct spelling of the last name of the United Way
 30 representative who attended the February 6, 2014 SBAA meeting is "M-c-K-I-L-L-O-P".

31
 32 *A motion was made by Crowley, seconded by Ostran that the minutes for the February 6,*
 33 *2014 meeting of the SBAA Board of Directors be approved as amended. Motion carried –*
 34 *All ayes.*
 35

36 **Item No. 3. Financial Report:**

37 Bittorf distributed financial reports, and the Board members jointly reviewed those
 38 documents.

39
 40 *A motion was made by Hitzeman seconded by Larsen that the financial reports which were*
 41 *reviewed at this meeting be accepted as presented. Motion carried – All ayes.*
 42

43 **Item No. 5. Discussion regarding the SBAA's spring social:**

44 A Buy Local mixer will be conducted at The Creamery at 5:30 P.M. on Wednesday, June 4,
 45 2014, and the suggestion has been made that the SBAA's Spring Social be held in
 46 conjunction with that event. Other possibilities would be to conduct the social on
 47 Tuesday, June 3, 2014 or hold it sometime during the following week. Discussion took
 48 place regarding this issue, and it was eventually the consensus that too many logistical

1 issues would arise if the social were held in conjunction with the mixer. The preferred date
 2 is Tuesday, June 3, 2014. The social will start at 6:00 P.M. with mini golf at Pirate's Cove,
 3 and drinks, appetizers and social time will follow at Northern Grill. Funkhouser will
 4 contact the owners of Pirate's Cove and Northern Grill to reserve their facilities and mail
 5 out invitations ASAP.

6
 7 **Item No. 6. Discussion regarding festivals and special events:**

8 • **Ice Out Contest**

9 The Ice Out Contest boxes should all be distributed by the end of the week.

10
 11 • **Green Bay Boat Show**

12 Funkhouser did attend the Green Bay Boat Show, which was held at
 13 Shopko Hall in Green Bay from February 13th through February 16th, but
 14 unfortunately there were very few attendees.

15
 16 • **Film Fest**

17 Attendance at this year's Film Fest was quite good and a number of
 18 favorable comments were heard. On Friday night four films were displayed
 19 and there were approximately fifty attendees. On Saturday fourteen films
 20 were displayed and there were approximately one hundred fifteen
 21 attendees. A few people did go to the after-parties at The Bowl and
 22 Husby's. The winner of the coveted "Coffee Mug of Glory" was Shimmy
 23 Marcus from Ireland. Chris Opper is pleased to report that slight profits
 24 were realized this year. He would like to conduct film making workshops
 25 and hold a few film showings at local businesses throughout the year. It was
 26 the consensus that this would be a good idea.

27
 28 Zeke Jackson pointed out that grant funding is available for events such as
 29 Film Fest, but there is a requirement that speakers with PhD's make
 30 presentations. Opper will discuss this issue with Jackson.

31
 32 • **Easter Egg Hunt**

33 The SBAA's Easter Egg Hunt will be conducted on Saturday, April 19, 2014.
 34 Each of the age groups of children who participate will be assigned specific
 35 colors of eggs to look for.

36
 37 • **Uptown Event**

38 The suggestion has been made that some type of special event or festival be
 39 conducted "uptown", and after doing some brainstorming, Jackson,
 40 Funkhouser and Suppanz are suggesting that a car, tractor and emergency
 41 vehicle show be conducted on May 25th, which is the Sunday of Memorial
 42 Day weekend. Local "car guys" have indicated that there aren't any car
 43 shows conducted on that weekend, and the determination has been made
 44 that the Shopko parking lot, which is "uptown", is perfectly suited for such
 45 an event. There are a number of "locals" who own very nice cars as well as
 46 tractors, and they are all being encouraged to participate in the show. Due
 47 to time constraints preliminary plans have already been made, and
 48 informational packets were distributed to all the Board members. During
 49 the review process Jackson and Suppanz pointed out that they have enlisted

1 the help of two local “car show experts”, Paul Kelnhofer and Steve
 2 Daubner, so nearly all the logistical aspects of the car show have already
 3 been addressed. In addition to the car, tractor and emergency vehicle
 4 displays there will be a Memorial Day tribute, car and tractor poker runs,
 5 timed plow runs, 50/50 raffles, opportunities for people to “beat on a
 6 junker”, and a goat petting zoo. The Sister Bay Lions will be operating a
 7 food and beer stand, Sister Bay Mobil/Sub Express will be selling
 8 sandwiches and pizza, and Lamperts will bring their large outdoor grill.
 9 Soda and water will also be sold, “The Old Dogs That Care”, (Marines who
 10 regularly send care packages to active duty servicemen and women), will
 11 man an informational booth and accept donations for their cause, and Sister
 12 Bay business owners will be given an opportunity to set up displays or sale
 13 booths showcasing their product offerings. If any of the SBAA members
 14 would like to volunteer to help out at the car, tractor and emergency
 15 vehicle show they are more than welcome and should contact Suppanz. It
 16 was the consensus that the “official” name of the show shall be “Sister Bay’s
 17 Field & Street Rally”.

18
 19 *A motion was made by Larsen, seconded by Bickford that the SBAA shall sponsor “Sister
 20 Bay’s Field & Street Rally”. Motion carried – All ayes.*

21
 22 *At 9:08 A.M. Ostran indicated that he had another obligation and left the meeting.*

23
 24 **Item No. 4. Presentation by Jack Money penny of the Door County Visitor Bureau
 25 regarding placement of an electric vehicle charging station in the Village:**

26 Jack Money penny, the Executive Director of the Door County Visitor Bureau, explained
 27 that the Visitor Bureau has re-written its mission statement, and protection of the
 28 environment will now be one of its priorities. To that end a double pedestal electric
 29 vehicle charging station will be installed at the Door County Visitor Bureau offices in
 30 Sturgeon Bay. The charging stations only use about as much electricity as a refrigerator, so
 31 the Visitor Bureau will not be charging any fees for the use of its charger. To fully charge a
 32 vehicle it will take approximately four hours. Money penny is wondering if any Northern
 33 Door municipalities, businesses or organizations would be interested in installing such an
 34 appurtenance. He has already received three “definite maybes” from business owners in
 35 Sturgeon Bay and Southern Door and will be making a presentation to the Village’s Parks
 36 Committee in the near future. The cost of each of the charging stations themselves is
 37 \$2,990, but installation costs will vary depending on the amount of electrical work,
 38 excavation and landscaping which has to be done. The ribbon cutting ceremony for the
 39 Visitor Bureau’s charging stations will take place at 11:00 A.M. on the Wednesday before
 40 Memorial Day, May 21, 2014. At that ceremony flyers describing where charging stations
 41 will be located in Door County will be available. Everyone is encouraged to attend that
 42 event. The Board members thanked Money penny for attending this meeting and indicated
 43 that they believe the concept of installing an electric vehicle charging station somewhere
 44 in the Village does have merit.

45
 46 Before he left Money penny pointed out that the National Tourism Breakfast will be
 47 conducted at Stone Harbor Resort in Sturgeon Bay on May 6, 2014. He also noted that the
 48 Visitor Bureau will be initiating “Partnership Fridays.” (Visitor Bureau members will be
 49 asked to participate in a drawing for an opportunity to make presentations and showcase

1 their product offerings in the lobby at the Visitor Bureau Offices in Sturgeon Bay on Fridays
2 throughout “the season”.)
3

4 • **Possible New Event – Family Fireworks Day (The Sunday After The 4th of
5 July)**

6 The Village President, Funkhouser and Jackson have been discussing the
7 possibility of conducting a “Family Fireworks Day” out the Sports Complex
8 on Sunday, July 6th. The Fire Chief has already been contacted and has
9 agreed to have trained personnel on site. No alcoholic beverages will be
10 allowed on the grounds. Jackson and Funkhouser are proposing that the
11 permit fees be \$5 each and that the proceeds from “Family Fireworks Day”
12 be split between the Fire Department and the SBAA.
13

14 To Jackson’s knowledge there are no fireworks distributors in Northern
15 Door, and he hopes to offer retailers in Sister Bay an opportunity to sell
16 them in their stores. Anyone wishing to purchase fireworks in Sister Bay
17 would have to obtain a permit. This issue should be addressed by the
18 Village Board and Plan Commission in the next few months.
19

20 *A motion was made by Larsen, seconded by Bickford that the SBAA supports the concept
21 of conducting and sponsoring a Family Fireworks Day at the Sports Complex on Sunday,
22 July 6, 2014. Motion carried – All ayes.*
23

24 • **Downtown Farmer’s Markets**

25 As requested Funkhouser has been investigating the possibility of
26 conducting downtown farmer’s markets where primarily handmade and
27 home grown products are offered for sale. After speaking with several local
28 vendors Funkhouser is proposing that the farmer’s markets be conducted on
29 Wednesdays from 3:00 P.M. to 7:00 P.M. as the Concerts In The Park are
30 already going on in the downtown area. Arthur Braun has been contacted
31 regarding the possibility of utilizing the Walkway Shops property for such
32 an event. Another possibility would be to hold the farmer’s markets in the
33 brick parking lot on the former Helm’s property. During discussion the
34 Board members stressed that they believe the farmer’s markets will be a
35 good thing for the entire community but do not want it to turn into a “flea
36 market”. They also noted that they believe the farmer’s markets should run
37 from June through October.
38

39 *A motion was made by Bickford, seconded by Larsen that the SBAA Board of Directors
40 supports the creation of weekly downtown farmer’s markets in Sister Bay and is willing to
41 promote them, but only wishes to see consumables offered for sale. The preferred time
42 period, day of the week and duration of the markets is 3:00 P.M. to 7:00 P.M. on
43 Wednesdays from June through October, and the SBAA will encourage local business
44 owners to participate by holding sales or offering incentives to their customers. Motion
45 carried – All ayes.*
46

47 • **Fall Fest and the Wristband Identification Program**

48 • **Concerts In The Park**

49 **Item No. 7. Economic Development Update:**

1 **Item No. 8. Bay Shore Drive Reconstruction Update:**

2 **Item No. 9. Discussion regarding event insurance:**

3 **Item No. 10. Discussion regarding membership renewals:**

4 Due to time constraints none of these agenda items were addressed.

5

6 *A motion was made by Hitzeman, seconded by Larsen that discussion regarding Fall Fest*
7 *and the wristband identification program and Concerts In The Park as well as Agenda Item*
8 *Nos. 7, 8, 9 and 10 shall be tabled until the April 3, 2014 meeting of the SBAA Board of*
9 *Directors. Motion carried – All ayes.*

10

11 **Item No. 11. Coordinator's Report:**

12 The Coordinator's Report was included in the meeting packets and the Board members
13 jointly reviewed that document. Funkhouser thanked the Board members for sending her to
14 the Governor's Conference on Tourism and indicated that it was very worthwhile. She also
15 noted that artists are being solicited to paint goats. If anyone is interested in participating in
16 the goat project they should contact her ASAP.

17

18 **Adjournment:**

19 *A motion was made by Hitzeman, seconded by Larsen to adjourn the meeting of the SBAA*
20 *Board of Directors at 10:33 A.M. Motion carried – All ayes.*

21

22 Respectfully submitted,



23

24 Janal Suppanz, Secretary



SISTER BAY & LIBERTY GROVE FIRE DEPARTMENT

2258 Mill Rd. • P.O. Box 287 • Sister Bay, WI 54234
920-854-4021 • www.sblgfd.com

Mr. Dave Lienau - President
Sister Bay Village Board - President
Village of Sister Bay, Wi.
54234

Mr. Lienau,

This letter is in regards to the Village of Sister Bays proposed changes to Chapter 22 of the code of ordinances, specifically how those changes relate to the use and sale of Fire Works within the Village.

The Fire Department supports the proposed changes and the positive financial impact it will have on the business in and around the Village.

The Fire Department to the best of our ability will participate and support the events currently being discussed for the 4th of July weekend at the Sports complex. Our intent is to provide Fire Suppression if and as needed, first aid if needed and more importantly we intend to use this event as a community outreach opportunity for the Fire and EMS divisions of the Department.

We also appreciate the opportunity to use this event as a possible fundraiser thru sales of food and non-alcoholic beverages. As discussed with Mr. Jackson we intend to approach the Northern Door Lions club in regards to a possible sharing of the food vending responsibilities and profits.

In closing I would like to again offer my support for the proposed changes in the code and the opportunities these changes will offer the Village, local business and the Fire Department.

Sincerely,

Chris Hecht - Fire Chief

Sister Bay Advancement Association ♦P.O. Box 351♦Sister Bay, WI 54234♦920-854-32



To: Trustees for the Village of Sister Bay
From: Sister Bay Advancement Association
Re: Firework event in the Village

April 3, 2014

Dear Village of Sister Bay Trustees,

The Sister Bay Advancement Association is in full support of an additional event that will help support and promote the business community of Sister Bay. SBAA will assist the event by providing staff time to assist the Village in promoting and advertising the event.

The SBAA Board of Directors strongly encourages the Village to educate and inform the residents of the Village of Sister Bay about the event, the potential economic impacts of such an event, and the emergency, medical, and law enforcement response the Village will provide to curtail any issues, should they arise. Additional education about the involvement of the Sister Bay/Liberty Grove Fire Department and the Sister Bay Lions Club using the event as a fundraiser and educational opportunity is also encouraged.

Sincerely,

Sister Bay Advancement Association Board of Directors
Steve Gomoll, President

Chapter 30

Nuisances

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8	NUISANCES	1
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12	Sec. 30.5 -30.9 Reserved.	4
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21	Sec. 30.31 Cost of abatement.	13
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24 Please note that the entire chapter was renumbered by Ordinance No. 147-031709.

Village of Sister Bay Code of Ordinances

Sec. 30.1 Public Nuisances Prohibited

Sec. 30.2 Public Nuisances Defined.

1 **NUISANCES** 54

2 **Sec. 30.1 Public Nuisances Prohibited** 55

3 No person shall erect, contrive, cause, continue, 56

4 maintain or permit to exist any public nuisance 57

5 within the Village. 58

6 **Sec. 30.2 Public Nuisances Defined.** 59

7 (a) Generally. A public nuisance means a 60

8 thing, act, occupation, condition or use of 61

9 property which shall continue for such 62

10 length of time as to: 63

11 (1) Substantially annoy, injure or en- 64

12 danger the comfort, health, repose 65

13 or safety of the public; 66

14 (2) In any way render the public inse- 67

15 cure in life or in the use of property; 68

16 (3) Greatly offend the public morals or 69

17 decency; 70

18 (4) Unlawfully and substantially inter- 71

19 fere with, obstruct or tend to ob- 72

20 struct or render dangerous for pas- 73

21 sage any street, alley, highway, navi- 74

22 gable body of water or other public 75

23 way or the use of public property. 76

24 (b) Public Nuisances Affecting Health. The fol- 77

25 lowing acts, omissions, places, conditions 78

26 and things are hereby specifically declared 79

27 to be public health nuisances, but shall not 80

28 be construed to exclude other health nu- 81

29 sances coming within the definition of 82

30 subsection (a) of this section. 83

31 (1) All decayed, harmfully adulterated 84

32 or unwholesome food or drink sold 85

33 or offered for sale to the public. 86

34 (2) Carcasses of animals, birds or fowl 87

35 not intended for human consump- 88

36 tion or food, which are not buried 89

37 or otherwise disposed of in a sani- 90

38 tary manner within 24 hours after 91

39 death. 92

40 (3) Accumulations of decayed animal 93

41 or vegetable matter, trash, rubbish, 94

42 rotting lumber, bedding, packing 95

43 material, scrap metal or any material 96

44 whatsoever in which flies, mosqui- 97

45 toes, disease-carrying insects, rats or 98

46 other vermin may breed. 99

47 (4) All stagnant water in which mosqui- 100

48 toes, flies or other insects can mul- 101

49 tiply. 102

50 (5) Garbage cans, which are, not fly 103

51 tight. 104

52 (6) All noxious weeds and other rank 105

53 growth of vegetation.

(7) All domestic animals running at large. 54

(8) The pollution of any public well or cis- 55

tern, stream, lake, canal or other body 56

of water by sewage, creamery or in- 57

dustrial wastes or other substances. 58

(9) Any use of property, substances or 59

things within the Village emitting or 60

causing any foul, offensive, noisome, 61

nauseous, noxious or disagreeable 62

odors, gases, effluvia or stenches ex- 63

tremely repulsive to the physical 64

senses of ordinary persons, which an- 65

noy, discomfort, injure or inconven- 66

ience the health of any appreciable 67

number of persons within the Village. 68

(10) All abandoned wells not securely 69

covered or secured from public use. 70

(11) Any use of property, which shall cause 71

any nauseous or unwholesome liquid 72

or substance to flow into or upon any 73

street, gutter, alley, sidewalk or public 74

place within the Village. 75

(c) Public Nuisances Offending Morals and De- 76

centy. The following acts, omissions, places, 77

conditions and things are hereby specifically 78

declared to be public nuisances offending 79

public morals and decency, but such enu- 80

meration shall not be construed to exclude 81

other nuisances offending public morals and 82

decency coming within the definition of 83

subsection (a) of this section: 84

(1) All disorderly houses, bawdy houses, 85

houses of ill fame, gambling houses 86

and buildings or structures kept or re- 87

sorted to for the purpose of prostitu- 88

tion, promiscuous sexual intercourse 89

or gambling. 90

(2) All places where intoxicating liquor or 91

fermented malt beverages are sold, 92

possessed, stored, brewed, bottled, 93

manufactured or rectified without a 94

permit or license as provided for by 95

ordinance. 96

(3) Any place or premises within the Vil- 97

lage where ordinances or laws relating 98

to public health, safety, peace, morals 99

or welfare are openly, continuously, 100

repeatedly and intentionally violated. 101

(4) Any place or premises resorted to for 102

the purpose of drinking intoxicating 103

liquor or fermented malt beverages in 104

violation of law or ordinance. 105

Village of Sister Bay Code of Ordinances

Sec. 30.2 Public Nuisances Defined.

Sec. 30.4 Graffiti Vandalism Prohibited/ Abatement.

<p>1 (d) <u>Public Nuisances Affecting Peace and Safe-</u> 2 <u>ty.</u> The following acts, omissions, places, 3 conditions and things are hereby declared 4 to be public nuisances affecting peace and 5 safety, but such enumeration shall not be 6 construed to exclude other nuisances af- 7 fecting public peace or safety coming with- 8 in the provisions of subsection (a) of this 9 section: 10 (1) All signs and billboards, awnings 11 and other similar structures over or 12 near streets, sidewalks, public 13 grounds or places frequented by the 14 public, so situated or constructed as 15 to endanger public safety. 16 (2) All buildings erected, repaired or al- 17 tered within the Village in violation 18 of ordinances relating to materials 19 and manner of construction of 20 buildings and structures within such 21 district. 22 (3) All unauthorized signs, signals, 23 markings or devices placed or main- 24 tained upon or in view of any public 25 highway which purport to be or may 26 be mistaken as an official traffic con- 27 trol device or which because of its 28 color, location, brilliance or manner 29 of operation interferes with the ef- 30 fectiveness of any such device, sign 31 or signal. 32 (4) All trees, hedges, billboards or other 33 obstructions, which prevent persons 34 driving vehicles on public streets, al- 35 leys or highways from obtaining a 36 clear view of traffic when approach- 37 ing an intersection or pedestrian 38 crosswalk. 39 (5) All limbs of trees, which project 40 over and are less than seven feet 41 above any public sidewalk, street or 42 other public place. 43 (6) All trees which are a menace to 44 public safety or are the cause of 45 substantial annoyance to the gen- 46 eral public. 47 (7) All use or display of fireworks ex- 48 cept as provided by law and ordi- 49 nance. 50 (8) All buildings or structures so old di- 51 lapidated or out of repair as to be 52 dangerous, unsafe, unsanitary or 53 otherwise unfit for human use.</p>	<p>54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101</p>	<p>(9) All wires over streets, alleys or public grounds, which are, strung less than 15 feet above the surface thereof. (10) The keeping or harboring of any ani- mal or fowl which by frequent or ha- bitual howling, yelping, barking, crowing or making of other noises shall greatly annoy or disturb a neigh- borhood or any considerable number of persons within the Village. (11) All obstructions of streets, alleys, sidewalks or crosswalks and all exca- vations in or under the streets, alleys, sidewalks or crosswalks, except as permitted by ordinances or which, although made in accordance with ordinances, are kept or maintained for an unreasonable or illegal length of time after the purpose thereof has been accomplished or do not con- form to the permit. (12) All open and unguarded pits, wells, excavations or unused basements freely accessible from any public street, alley or sidewalk. (13) All abandoned refrigerators or ice- boxes from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside. (14) Any unauthorized or unlawful use of property abutting on a public street, alley or sidewalk or of a public street, alley or sidewalk which causes large crowds of people to gather, obstruct- ing traffic and free use of the streets or sidewalks. (15) Repeated or continuous violations of ordinance or law relating to the stor- age of flammable liquids. (16) All snow and ice on the sidewalk not removed or sprinkled with a material, which accelerates melting or prevents slipping. (17) All property use that involves the out- side storage, dismantling, sorting or baling of junk within the Village.</p>
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Village of Sister Bay Code of Ordinances

Sec. 30.4 Graffiti Vandalism Prohibited / Abatement.

Sec. 30.4 Graffiti Vandalism Prohibited / Abatement.

1 **Sec. 30.4 Graffiti Vandalism Prohibited /**
 2 **Abatement.**
 3 *(Amended Ordinance 149-031709)*
 4 (a) Purpose and Intent. The purpose and intent of this section is to prohibit graffiti vandalism, and to provide a procedure requiring the removal of graffiti from property within the Village. Graffiti contributes to blight and deterioration of surrounding properties, reduces the physical attractiveness to the neighborhoods, and is detrimental to the Village. Graffiti constitutes a public nuisance and must be abated promptly in order to alleviate the detrimental impact it has on the neighborhoods, businesses, surrounding properties, and citizens and the Village, in general.
 18 (b) Graffiti Vandalism Defined. "Graffiti" means any inscription, word, figure or design, marked, scratched, etches, drawn or painted with spray paint, liquid paint, ink, chalk, dye, markers or other similar substances, on buildings, fences, structures, signs and other similar places.
 25 (c) Graffiti Vandalism Prohibited. No person may write, paint or draw any inscription, figure or mark of any type on any public or private building or other real or personal property owned, operated or maintained by any private person or public entity, agency, firm or corporation. This shall not be construed to prohibit the placement of temporary and easily removable chalk or other water soluble markings on public or private streets, sidewalks or other paved surfaces incident to youth activities such as hopscotch and various types of ball games or any lawful business activity.
 40 (d) Penalty.
 41 (1) Any person who violates subsection 30.4(c) shall be subject to a forfeiture of not less than \$500 per violation, in addition to any applicable fees, assessments and costs of prosecution. In addition, any person who shall cause physical damage to or destroy any public property shall be liable for the costs of replacing or repairing such damaged or destroyed property.
 52 (2) Parental Liability. Pursuant to Section §895.035, Wisconsin Statutes, the parent(s) of an unemancipated

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minor may be liable for the damage of property caused by the willful, malicious or wanton act of such child; the liability shall not exceed the amount specified in §799.01(1)(d).
 (e) Graffiti Abatement.
 (1) Graffiti Prohibited. No private person or public entity, agency, firm or corporation who is the owner of any real or personal property where graffiti exists as defined in 30.4(b) of this chapter, may maintain or allow any graffiti to remain upon the property for a period of more than ten (10) days.
 (2) Abatement Notification. Upon notification, the Zoning Administrator shall, within five (5) days of receiving said notification, serve any property owner whose property has been affected by the application of graffiti, a written Notice to Abate requiring the property owner to remove, restore, clean up or repair the property within ten (10) days of the date of the Notice.
 (3) Content of Notice to Abate. The Notice shall identify the property affected, shall generally describe the location of the graffiti and direct that the graffiti be removed within ten (10) days of receipt of the Notice to Abate. The Notice shall also include that if the owner fails to remove graffiti within the time specified in the Notice, the owner may be subject to a forfeiture as provided in subsection (f).
 (4) The Notice may be served personally by the Zoning Administrator his/her authorized representative, or by registered, certified or regular mail, and service upon any one of joint or uncommon owners shall constitute valid service upon all property owners.
 (f) Penalty.
 (1) Any person, entity, agency, firm or corporation who violates this subsection (e) shall be subject to a forfeiture of not less than \$100, nor more than \$500, together with the cost of prosecution.
 (2) A violation of this section exists on the date that the citation is issued and continues to exist until remedied. Each day in which a violation continues shall be determined a separate and distinct offense.

Village of Sister Bay Code of Ordinances

Sec. 30.5 -30.9 Reserved.

Sec 30.11 Loud Noises Prohibited.

- 1 (3) Payment of a monetary forfeiture
 2 does not relieve the owner or oper-
 3 ator of the property of the duty to
 4 abate the graffiti nuisance.
 5 (4) If, after thirty (30) days upon receipt
 6 of Notice to Abate, the property
 7 owner or operator fails to comply
 8 with the terms of the Notice, in ad-
 9 dition to the penalties set forth
 10 under this subsection, the Village
 11 may cause the removal, restoration,
 12 clean up or repair of such property
 13 affected by the graffiti. Pursuant to
 14 Wisconsin Statutes Section
 15 66.60(16), the Village may impose a
 16 special charge for services reflecting
 17 the actual costs of graffiti removal
 18 against the property.

19 **Sec. 30.5 -30.9 Reserved.**

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37 **Sec. 30.10 Air Pollution.**

38 No person shall cause, permit, or allow the es-
 39 cape from any smokestack, chimney or open fire
 40 within the Village or within one mile there from
 41 into the open air of such quantities of smoke, ash,
 42 dust, soot, cinders, acid or other fumes, dirt or
 43 other material or noxious gases in such place or

44 manner as to cause injury, detriment or nuisance to
 45 any person or to the public, or to endanger the
 46 health or safety of any such person or the public, or
 47 in such manner as to cause injury or damage to
 48 business or property, and such is declared to be a
 49 public nuisance and prohibited.

50 **Sec 30.11 Loud Noises Prohibited.**

51 *(Amended Ordinance 153-060909)*

52 (a) It shall be unlawful for any person in the Vil-
 53 lage to engage in unreasonably loud and
 54 raucous yelling, screaming, shouting, whis-
 55 tling or singing between the hours of 10:00
 56 p.m. and 7:00 a.m. A noise shall be pre-
 57 sumed to be unreasonably loud and raucous
 58 if:

- 59 (1) it is plainly audible within a single-
 60 family or two-family residence,
 61 which is not the building, structure
 62 or property from which the sound
 63 originates,
 64 (2) or from a distance of fifty (50) feet
 65 in the case of noise originating on
 66 public property or a public right-
 67 of-way,
 68 (3) or from a distance of fifty (50) feet
 69 in the case of noise originating in-
 70 side multifamily residential build-
 71 ings of three (3) units or more.

72 (b) It shall be unlawful for any person to
 73 make any of the below-listed noises that
 74 are unreasonably loud and raucous:

- 75 (1) The sounding of any horn or noise
 76 emitting device on any automo-
 77 bile, motorcycle, bus or other ve-
 78 hicle for more than fifteen (15) se-
 79 conds or at continuous and fre-
 80 quent intervals.
 81 (2) The playing of any radio, stereo,
 82 musical instrument or other device
 83 used for producing or reproducing
 84 sound with such volume as to be
 85 unreasonable between the hours of
 86 10:00 p.m. and 7:00 a.m.
 87 (3) Allowing any animal, bird or fowl
 88 to bark, howl or make other noises
 89 for more than thirty (30) seconds
 90 or at continuous and frequent in-
 91 tervals.
 92 (4) The use of an automobile, motor-
 93 cycle or other vehicle, machinery
 94 or equipment so out of repair, or in

Village of Sister Bay Code of Ordinances

Sec 30.11 Loud Noises Prohibited.

Sec 30.11 Loud Noises Prohibited.

1 such manner as to create loud, 52
 2 grating, grinding, rattling or other 53
 3 noises, including unreasonable 54
 4 acceleration, deceleration or rac- 55
 5 ing of motors whether in motion 56
 6 or at rest. 57
 7 (5) The discharge into the open air 58
 8 of the exhaust of any steam en- 59
 9 gine, stationary internal 60
 10 combustion engine, motor 61
 11 vehicle, motorboat engine or 62
 12 other power device in constant 63
 13 operation, except through a 64
 14 muffler or other device, which 65
 15 will effectively prevent loud or 66
 16 ~~Explosions~~ ~~or~~ ~~is~~ any unreasonably 67
 17 loud and raucous noise on any 68
 18 street adjacent to any school, re- 69
 19 tirement facility or church while 70
 20 it is in session, which unreason- 71
 21 ably interferes with the workings 72
 22 or sessions. 73
 23 (7) The creation of unreasonably 74
 24 loud and raucous noise in con- 75
 25 nection with the loading of gar- 76
 26 bage or trash on a compactor 77
 27 truck or with the loading or un- 78
 28 loading of any vehicle or the 79
 29 opening or destruction of bales, 80
 30 boxes, crates or other containers 81
 31 between the hours of 8:00 p.m. 82
 32 and 7:00 a.m. 83
 33 (8) The operation on private proper- 84
 34 ty or on a public way in any resi- 85
 35 dential or business district of any 86
 36 power equipment generating un- 87
 37 reasonable noise that is used for 88
 38 home or building repair or 89
 39 grounds maintenance, between 90
 40 the hours of 10:00 p.m. and 7:00 91
 41 a.m. Such power equipment 92
 42 shall include, but not be limited 93
 43 to, lawn mowers, garden tools, 94
 44 electric or chain saws or any 95
 45 power tools or other equipment 96
 46 used for home or building repair 97
 47 or grounds maintenance. 98
 48 (c) It shall be unlawful for any person 99
 49 to make any of the below-listed noises 100
 50 that are unreasonably loud and rau- 101
 51 cous: 102

(1) The construction, demolition, al-
 teration or repair of any building
 other than between the hours of
 7:00 a.m. and 8:00 p.m., during
 weekdays and Saturdays, and 9:00
 a.m. and 7:00 p.m. on Sundays
 and national holidays.
 (2) Grading, excavation, blasting,
 demolition, roadway construction
 or underground utility construction
 other than between the hours of
 8:00 a.m. and 8:00 p.m., during
 weekdays and Saturdays except in
 cases of urgent necessity in the in-
 terest of public health and safety. If
 the Village Administrator deter-
 mines that, the public health and
 safety will not be impaired by the-
 se activities he/she may grant per-
 mission for such work to be done
 during other hours on application
 being made at the time the permit
 for the work is awarded or during
 the progress of the work.
 (d) Exemptions. The following activities shall
 be exempt from the terms of this Section:
 (1) Any ambulance, any officer of the
 law while engaged in necessary
 public business or any vehicle in
 the Village while engaged in nec-
 essary public business.
 (2) Excavations or repairs on streets,
 highways, waterlines or sewer lines
 by or on behalf of the Village, the
 county or the state, during the
 nighttime when the public welfare
 and convenience renders it im-
 practicable to perform such work
 during the day.
 (3) The reasonable use of amplifiers in
 the course of public address which
 are noncommercial in nature and
 when such use is outside the
 downtown business district of the
 Village.
 (4) Any use of noise-emitting devices
 or the creation of any noise where
 permit has been obtained from the
 Village Administrator, but only to
 the extent as provided in the per-
 mit.

Village of Sister Bay Code of Ordinances

Sec 30.12 Compression Brakes Prohibited

Sec. 30.20 Exterior Property Maintenance Code.

- 1 (5) Any organized sporting events or 51
- 2 fairs, carnivals or like activities. 52
- 3 (6) "Safe and Sane", non-permitted 53
- 4 fireworks as defined in Wiscon- 54
- 5 sin Statutes Section §167.10, dis- 55
- 6 charged in connection with the 56
- 7 celebration of Independence 57
- 8 Day, July 4, within the limits of 58
- 9 the Village of each year before 59
- 10 11:00 PM, or other fireworks as 60
- 11 defined in Wisconsin Statutes 61
- 12 Section §167.10, except fire- 62
- 13 crackers, and/or displays as per- 63
- 14 mitted by the Village President or 64
- 15 Administrator in conjunction 65
- 16 with a festival or event. 66
- 17 (e) Penalties. Penalties for violations of this 67
- 18 Section shall be as follows: 68
- 19 (1) This Section shall be subject to 69
- 20 the enforcement provisions of 70
- 21 Section 30.32. Violations of this 71
- 22 Section shall be subject to forfei- 72
- 23 tures in an amount within a 73
- 24 range as shown in Chapter 1 of 74
- 25 the Municipal Code for each day 75
- 26 that a violation exists. 76
- 27 (2) In any proceedings for the viola- 77
- 28 tion of this Section, the tenants, 78
- 29 owners and/or occupants, after 79
- 30 proper notice of the violations, 80
- 31 shall be considered equally re- 81
- 32 sponsible for committing or al- 82
- 33 lowing to commit a violation 83
- 34 from the location or occupancy 84
- 35 under their control. 85

of the Municipal Code of the Village of Sister Bay, with a minimum forfeiture of \$125 and a maximum forfeiture of \$250 for each offense.

(c) The Parks Superintendent is authorized and directed to post appropriate signs consistent with the provision of this ordinance.

Sec. 30.13-19 Reserved.

36 Sec 30.12 Compression Brakes Prohibited
 37 *(Amended Ordinance 153-060909)*

- 38 (a) No person shall operate motor vehicle
- 39 brakes within the Village limits of the
- 40 Village of Sister Bay to cause unrea-
- 41 sonable and excessive noise levels or
- 42 that are in any way activated or operat-
- 43 ed by the compression of the engine of
- 44 any such motor vehicle or any unit or
- 45 part thereof, except under emergency
- 46 conditions.
- 47 (b) Any person violating the provisions of
- 48 the ordinance shall have committed a
- 49 traffic offense and a penalty shall be
- 50 imposed as provided in Section 30.32

Village of Sister Bay Code of Ordinances

Sec. 30.20 Exterior Property Maintenance Code.

Sec. 30.20 Exterior Property Maintenance Code.

1 **Sec. 30.20 Exterior Property Maintenance**
 2 **Code.**

3 *(Amended Ordinance 148-031709)*

4 This Section shall be known as the Village of Sis-
 5 ter Bay Exterior Property Maintenance Code.

6 (a) Applicability. The provisions of this section
 7 shall apply uniformly to the maintenance
 8 of all buildings or structures and surround-
 9 ing areas, irrespective of when or under
 10 what condition or conditions such build-
 11 ing were originally constructed.

12 (b) Definitions.
 13 The following words, terms and phrases,
 14 when used in this article, shall have the
 15 meanings ascribed to them in this section,
 16 except where the context clearly indicates
 17 a different meaning.

18 Accessory Building means any building ex-
 19 cept the principal building on a lot,
 20 and located on the same lot as the
 21 principal building. In the case of a
 22 house and detached garage on a lot,
 23 the accessory building is the garage.

24 Approved means approved by the local au-
 25 thority having such administrative
 26 authority.

27 Basement means a portion of the building
 28 partly underground but having less
 29 than half its clear height below the
 30 average grade of the adjoining
 31 ground.

32 Blight means an impaired condition lead-
 33 ing to deterioration.

34 Blighting influence means a condition hav-
 35 ing an adverse effect on surrounding
 36 properties.

37 Blighted property means any property
 38 within the Village, whether residen-
 39 tial or non-residential, which by rea-
 40 son of dilapidation, deterioration,
 41 age or obsolescence, inadequate
 42 provisions for ventilation, light, air or
 43 sanitation, high density of popula-
 44 tion and overcrowding, or the exist-
 45 ence of conditions which endanger
 46 life or property by fire and other
 47 causes, or any combination of such
 48 factors, is conducive to ill health,
 49 transmission of disease, infant mor-
 50 tality, juvenile delinquency or crime,
 51 and is detrimental to the public
 52 health, safety, morals or welfare.

53 Building means any structure having a roof
 54 supported by columns or walls used or in-
 55 tended to be used for the shelter or enclo-

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sure of persons, animals, equipment, ma-
 chinery, vehicles or materials.

Commercial building means a structure en-
 closed within exterior walls or fire
 walls, built, erected and framed of
 component-structured parts designed
 for non-residential purposes and for
 the generation of income, including
 multi-family buildings as defined here-
 in.

Debris means broken concrete, bricks,
 blocks or other mineral matter; bottles,
 porcelain and other glass or crockery;
 boxes; lumber (new or used), posts,
 sticks or other wood; tree branches,
 brush, yard trimmings, grass clippings,
 and other residues; paper, rags, card-
 board, excelsior, rubber, plastic, wire,
 tin and metal items; discarded goods
 or appliances, tar paper, residues from
 burning, or any similar materials which
 constitute health, fire or safety hazards
 or a serious blighting influence upon
 the neighborhood or the Village in
 general.

Deterioration means the condition or ap-
 pearance of a building or structure,
 characterized by breaks, holes, rot,
 crumbling, cracking, peeling, rusting,
 inadequate paint or other evidence of
 decay or neglect.

Dilapidated means a condition of decay or
 partial ruin by neglect or misuse.

Junk means any old scrap metal, metal alloy,
 synthetic or organic material or waste,
 or any junked, ruined, dismantled or
 wrecked motor vehicle or machinery,
 or any part thereof, whether salvageable
 or not. An unlicensed motor vehicle
 shall be construed to be a junked
 motor vehicle. An unlicensed motor
 boat shall be construed to be a junked
 boat.

Multi-family building for purposes of this or-
 dinance means multi-family residential
 buildings with three or more dwelling
 units.

Noxious weeds means as defined in Section
 66.0407, Wis. Stats.

A premise means lot, plot or parcel of land,
 including the buildings or structures or
 any part of the land.

Reasonably tight means that the item so de-
 scribed shall fit so as to exclude wind,
 rain or moisture or vermin, pests, bugs,
 insects, rodents or other similar items.

Village of Sister Bay Code of Ordinances

Sec. 30.20 Exterior Property Maintenance Code.

Sec. 30.20 Exterior Property Maintenance Code.

1	<u>Refuse</u> means the same as debris.	56	
2	<u>Rubbish</u> means combustible and noncom-	57	
3	bustible waste materials, except gar-	58	
4	bage; and the term shall include the	59	
5	residue from the burning of wood,	60	
6	coal, coke and other combustible	61	
7	materials, paper, rags, cartons, box-	62	
8	es, wood, excelsior, rubber, leather,	63	
9	tree branches, yard clippings, tin	64	
10	cans, metals, mineral matter, glass,	65	
11	crocery and dust, and other similar	66	
12	materials.	67	
13	<u>Workmanlike</u> means accomplished in a	68	
14	reasonably skillful manner.	69	
15	<u>Yard</u> means an open space at grade on the	70	
16	same lot as the building or structure	71	
17	located between such building or	72	
18	structure and the adjoining lot line,	73	
19	and/or the street line.	74	
20 (c)	<u>Intent and Purpose.</u>	75	
21	<u>Purpose.</u> The purpose of this Section is to	76	
22	recognize the private and public benefits	77	
23	resulting from the safe, sanitary, and attrac-	78	
24	tive maintenance of commercial, multi-	79	
25	family buildings and residential buildings,	80	
26	structures, yards, or vacant areas. Attractive	81	
27	and well- maintained property will en-	82	
28	hance the neighborhood and Village and	83	
29	provide a suitable environment for increas-	84	
30	ing physical and monetary values.	85	
31 (d)	<u>Unsafe and Dangerous Conditions.</u> It is	86	
32	recognized that there may now be or may,	87	
33	in the future, be commercial buildings,	88	
34	multi-family buildings and residential	89	
35	buildings, structures, yards, or vacant areas	90	
36	and combinations thereof which are so di-	91	
37	lapidated, unsafe, dangerous, unhygienic,	92	
38	or inadequately maintained so as to consti-	93	
39	tute a menace to the health, safety, and	94	
40	general welfare of the people. The estab-	95	
41	lishment and enforcement of minimum ex-	96	
42	terior property maintenance standards is	97	
43	necessary to preserve and promote the	98	
44	private and public interest.	99	
45 (e)	<u>Safe, Sanitary, and Attractive Maintenance</u>	100	
46	<u>of Property.</u> Every owner or operator shall	101	
47	improve and maintain all property under	102	
48	their control to comply with the following	103	
49	minimum requirements:	104	
50 (1)	<u>Drainage.</u> All courts, yards, or other	105	
51	areas on the premises shall be	106	
52	properly graded to divert water	107	
53	away from any building or structure	108	
54	so as to prevent the accumulation of	109	
55	stagnant water on any such surface.	110	
		111	
			Driveways shall be maintained in
			good condition and repair.
		(2)	<u>Weeds.</u> All exterior property areas
			shall be kept free from noxious weeds
			as required by this Code of Ordinanc-
			es. Where weed cutting is required,
			the Weed Commissioner shall
			perform the weed cutting or arrange
			for the weed cutting and process the
			charge therefore as a special assess-
			ment against the benefitted property.
		(3)	<u>Debris.</u> Every building or structure and
			shall have adequate refuse, garbage or
			rubbish storage facilities. Garbage
			containers shall all have tight covers
			and shall be kept in place at all times.
			No occupant shall accumulate rub-
			bish, boxes, lumber, metal, animal fec-
			es, junk or other materials, which
			may provide harborage for rodents or
			vermin. All domestic animal feces
			shall be removed within twenty-four
			(24) hours.
		(4)	<u>Fence and Retaining Wall Require-</u>
			<u>ments.</u> No person shall allow or per-
			mit any fence or retaining wall to de-
			teriorate to a condition that is not in
			accord with the following provisions:
		a.	All fences shall be properly
			maintained and kept in good
			repair or shall be removed. If
			paint or other preservatives
			have been applied to the exte-
			rior surface, it shall be repaint-
			ed, resurfaced or other-wise
			treated in a workmanlike man-
			ner when its conditions is a se-
			rious blighting influence on sur-
			rounding property.
		b.	Retaining walls shall be struc-
			turally sound. No retaining wall
			shall be constructed or main-
			tained in such a manner as to
			cause the repeated spillage of
			mud, gravel or debris upon any
			public sidewalk, street, alley or
			adjoining property.
		(5)	<u>Exterior Surfaces.</u>
		a.	<u>Exterior Walls and Foundation.</u>
			Every exterior wall shall be free
			of holes, breaks, loose or rot-
			ting boards or timbers, and any
			other conditions, which might
			admit rain or dampness to the
			interior portions of the walls or
			to the occupied spaces of the

Village of Sister Bay Code of Ordinances

Sec. 30.20 Exterior Property Maintenance Code.

Sec. 30.20 Exterior Property Maintenance Code.

1	building and shall be capable	57	
2	of affording privacy. Every	58	
3	foundation and exterior wall	59	
4	shall be reasonably weather	60	
5	tight, rodent proof and insect	61	
6	proof. The foundation ele-	62	
7	ments shall adequately sup-	63	
8	port the building at all points.	64	
9	Any hazardous sagging or	65	
10	bulging shall be properly re-	66	
11	paired to a level or plumb	67	
12	position. All chimneys and	68	
13	breaching shall be construct-	69	
14	ed and maintained so as to	70	
15	insure that it safely and	71	
16	properly removes the prod-	72	
17	ucts of combustion from the	73	
18	building.	74	
19	b. Paint Exterior surfaces of	75	
20	buildings and structures not	76	
21	inherently resistant to deteri-	77	
22	oration shall be treated with a	78	
23	protective coating of paint or	79	
24	other suitable preservative,	80	
25	which will provide adequate	81	
26	resistance to weathering and	82	
27	maintain an attractive ap-		
28	pearance. Any exterior sur-		
29	face treated with paint or		
30	other preservative shall be		
31	maintained so as to prevent		
32	chipping, cracking or other		
33	deterioration of the exterior		
34	surface or the surface treat-		
35	ment and to present an at-		
36	tractive appearance. All paint		
37	or other preservative shall be		
38	applied in a workmanlike		
39	fashion when its condition is		
40	a serious blighting influence		
41	on surrounding property.		
42	c. <u>Roofs.</u> All roofs shall be main-		
43	tained so as not to leak, and		
44	all water shall be drained and		
45	conveyed from the roof so as		
46	not to cause damage to the		
47	exterior walls, eaves, soffits or		
48	foundation. Gutters and		
49	downspouts, when provided,		
50	shall be adequately secured,		
51	kept free of obstruction, and		
52	in a reasonably good state of		
53	repair.		
54	d. <u>Yard Areas.</u> Yard areas of real		
55	estate shall not be permitted		
56	to deteriorate or remain in a		

condition that is not in accord with the following: yard areas shall be kept in a clean and sanitary condition, free from any accumulation of combustible or non-combustible materials (which are not used as an integral part of the authorized business carried out on the premises), junk, debris, or refuse. Unless in a properly zoned district and screened by a visual barrier at least five (5) feet high, yards shall not be used to store appliances, furnaces, hot water heaters, water softeners, or building material not used within five (5) days, or any unsightly bulk items, unless these items are raw materials used in the business carried out on the premises. Exterior areas in a natural state shall be kept free of dead, diseased or fallen trees, branches, brush, debris and noxious weeds.

Village of Sister Bay Code of Ordinances

Sec. 30.20 Exterior Property Maintenance Code.

Sec. 30.20 Exterior Property Maintenance Code.

1	(6)	<u>Sidewalks, Walks and Drives.</u>	57
2	a.	<u>Sound Condition and Good</u>	58
3		<u>Repair.</u> Sidewalks, walks,	59
4		drives, parking areas and	60
5		other concrete, asphalt,	61
6		bricked, graveled, stoned or	62
7		similarly treated areas shall	63
8		be kept in sound condition	64
9		and good repair. Conditions	65
10		resulting in dust, dirt, loose	66
11		stones or other aggregate be-	67
12		ing repeatedly deposited up-	68
13		on the adjacent public or pri-	69
14		vate property shall be cor-	70
15		rected. Approved walks shall	71
16		provide all-weather access to	72
17		buildings or structures.	73
18	b.	<u>Snow and Ice Removal.</u> The	74
19		owner, occupant or person in	75
20		charge of a building in the	76
21		Village, fronting upon or ad-	77
22		joining any street, and the	78
23		owner or person in charge of	79
24		any unoccupied building or	80
25		lot, fronting or adjoining any	81
26		street, shall remove and clear	82
27		away or cause to remove and	83
28		clear away, all snow and ice	84
29		from the public sidewalk and	85
30		any curb ramps for the hand-	86
31		icapped, in front of or	87
32		adjoining the building or	88
33		unoccupied lot, as the case	89
34		may be, within 24 hours after	90
35		the snow or ice has ceased	91
36		falling; provided that when	92
37		ice has formed on any	93
38		sidewalk that it cannot be	94
39		removed, then hazard shall	95
40		be minimized by the use	96
41		sand, abrasive material or any	97
42		product designed to prevent	98
43		ice from forming or hasten	99
44		melting so as not to be	100
45		injurious to the health and	101
46		safety of the public, until	102
47		removal can be completed.	103
48	c.	<u>Dumping Snow.</u> No person	104
49		shall plow or dump snow on	105
50		any public street, alley or	106
51		public property or upon the	107
52		property of another, without	108
53		the express permission of the	109
54		owner of the property.	110
55	(7)	<u>Extermination of Pests.</u> Whenever	111
56		insect or rodent infestation occurs	112

in a single dwelling unit, the occupant of such dwelling unit shall be responsible for the extermination. Whenever insect or rodent infestation occurs in more than one dwelling unit in a building or in any commercial unit of a building, the owner of the building shall be responsible for the extermination.

(8) Erosion. Whenever erosion of the soil repeatedly causes the soil to spill over into the sidewalk, street, alley or adjoining property, the condition shall be corrected as necessary through: erection a retaining wall; grading; installation of sod; and the planting of grass or other suitable ground cover.

(9) Windows and Doors. Every window, storm-window or door combination, screen, exterior door, and basement hatchway shall be weather tight, watertight and rodent proof and kept in sound condition and in proper repair. All door and window hardware shall be installed and maintained in proper working condition. Exterior doors, when closed, shall fit reasonably well within their frames. Every window sash shall be fully supplied with glass windowpanes, glazing or an approved substitute, which is without open cracks or holes. Windows, other than fixed windows, shall be easily opened and shall be held in position by window hardware. Every basement hatchway shall prevent the entrance of rodents, rain and surface drainage water into the building or structure.

(10) Outside Stairs and Porches. Every outside stair, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in proper condition and repair and shall present an attractive appearance. All exterior stairs and steps and every appurtenance thereto shall comply with the requirements specified in the Wisconsin Administrative Code and shall have rail and balustrade firmly fastened and maintained.

(11) Accessory Structures. Every accessory structure shall be kept in good condition and repair, shall not obstruct ac-

Village of Sister Bay Code of Ordinances

Sec. 30.20 Exterior Property Maintenance Code.

Sec. 30.20 Exterior Property Maintenance Code.

1	cess of light or air to doors or win-	57	time established by the Zoning
2	dows, shall not obstruct a safe	58	Administrator of the original
3	means of access to any building or	59	damage or vacation.
4	structure, shall not create fire or	60	c. <u>Windows.</u> Boarded-up win-
5	safety hazards and shall not provide	61	dows will not be allowed ex-
6	rat or vermin harborage. All acces-	62	cept in the case of fire, natural
7	sory structures, which are in, deteri-	63	disaster or an emergency. In
8	orated condition and which are not	64	the case of an emergency, the
9	repairable shall be removed.	65	boarded-up windows will only
10	(12) <u>Removal of Debris.</u>	66	be allowed for a three-month
11	a. No person shall dispose of	67	period.
12	rocks, trees, stumps, waste	68	(14) <u>Chimneys and Towers.</u> All chimneys,
13	building material, or other	69	towers, cooling towers, smoke stacks
14	debris from land develop-	70	and similar appurtenances shall be
15	ment, building construction,	71	maintained in a structurally safe con-
16	street grading, or installation	72	dition and in good repair.
17	of underground utilities upon	73	(15) <u>Overhead Extensions.</u> All canopies,
18	the surface of any land in the	74	marquees, signs, metal awnings, fire
19	Village, except at approved	75	escapes, stand pipes, exhaust ducts
20	disposal sites.	76	and similar overhead extensions shall
21	b. No landowner shall allow an	77	be maintained in good repair and be
22	accumulation of dirt, rocks,	78	properly anchored so as to be kept in
23	trees, stumps, waste building	79	a safe condition.
24	material or other debris from	80	(f) <u>Fixing Responsibility Owners, Operators and</u>
25	land development, building	81	<u>Occupants.</u> Every owner, operator, or occu-
26	construction, street grading,	82	pant of a property, or part thereof shall main-
27	or installation of under-	83	tain that portion of the exterior of the prop-
28	ground utilities upon the sur-	84	erty controlled by him/her.
29	face of his/her land for a pe-	85	(g) <u>Enforcement, Service of Notices and Orders</u>
30	riod of more than ten (10)	86	<u>and Hearings.</u>
31	days.	87	(1) <u>Enforcement.</u> The Zoning Administra-
32	c. All land filling operations	88	tor shall enforce the provisions of this
33	shall be leveled off to permit	89	article and is authorized and directed
34	the mowing of the weeds be-	90	to make inspections in response to a
35	tween June 1 and November	91	complaint or when he/she has good
36	1. This includes the removal	92	reason to believe a violation is being
37	of stones, bottles, wire, and	93	committed. Whenever the Zoning
38	other debris that will interfere	94	Administrator determines that there
39	with mowing operations.	95	are reasonable grounds to believe that
40	(13) <u>Vandalism and/or Dilapidation.</u>	96	there has been a violation of any pro-
41	a. <u>Danger of vandalism and/or</u>	97	vision of this Chapter or of any rule or
42	<u>dilapidation.</u> If it is found up-	98	regulation adopted pursuant thereto,
43	on inspection of any vacated	99	he/she shall give notice of such al-
44	building within the Village	100	leged violation to the person or per-
45	that the building is in danger	101	sons responsible therefore and com-
46	of vandalism and/or dilapi-	102	mence an enforcement action as set
47	dation by the weather or el-	103	forth in this subsection or through
48	ements, the Village shall or-	104	Chapter 30 of this Code.
49	der the owner to make the	105	(2) <u>Entrance onto and into Property.</u> For
50	building secure against van-	106	the purpose of making inspections,
51	dalism and/or dilapidation in	107	the Zoning Administrator is author-
52	a workmanlike manner.	108	ized to enter onto property to exam-
53	b. <u>Restoration.</u> Damaged or va-	109	ine and survey at all reasonable times
54	cant buildings need to be re-	110	the exterior portions of all buildings,
55	stored to comply with this	111	structures or premises. If the Zoning
56	Code within the period of	112	Administrator is denied access to a

Village of Sister Bay Code of Ordinances

Sec. 30.21 Inspection Fee.

1 premise, he/she may apply to the
 2 circuit court for a special inspection
 3 warrant.
 4 (3) Notice of Violation. Whenever the
 5 Zoning Administrator determines
 6 that any building or structure
 7 and/or other exterior area fails to
 8 meet the requirements as set forth
 9 in this article, he/she shall issue a
 10 notice in writing setting forth the al-
 11 leged failures or violations and ad-
 12 vising the owner, occupant or agent
 13 that such failures or violations must
 14 be corrected, and specifying a spe-
 15 cific date for their correction. Notice
 16 shall be sent by certified mail.
 17 (4) Enforcement. The Zoning Adminis-
 18 trator shall enforce the provisions of
 19 this article by forfeiture action
 20 and/or injunction.
 21 (5) Appeals. Any person aggrieved by
 22 an order of the Zoning Administra-
 23 tor in the enforcement of this article
 24 may, within twenty (20) days from
 25 the date of receipt of such order,
 26 appeal to the Board of Zoning Ap-
 27 peals of the Village. Jurisdiction over
 28 such appeals is granted to the Board
 29 of Zoning Appeals. The appeal shall
 30 be made and shall be governed by
 31 the provisions of law relating to ap-
 32 peals to the Board of Zoning Ap-
 33 peals under the Zoning Code.

55 **Sec. 30.22-29 Reserved.**

56

34 **Sec. 30.21 Inspection Fee.**

35 To compensate for inspection and administrative
 36 costs, a fee may be charged for any re-inspection
 37 to determine compliance with an order to correct
 38 conditions to conform with the provisions of the
 39 Section 31.20 under the jurisdiction of the Village
 40 Zoning Administrator or assigned to the Village
 41 Building Inspector, except no fee shall be
 42 charged for the re-inspection when compliance is
 43 recorded. An increased fee may be charged for a
 44 second re-inspection, and a further increased fee
 45 may be charged for each subsequent re-
 46 inspection. Re-inspection fees shall be charged
 47 against the real estate upon which the re-
 48 inspections were made, shall be a lien upon the
 49 real estate, and shall be assessed and collected as
 50 a special charge. All re-inspection fees pertaining
 51 to this chapter are adopted by separate resolu-
 52 tion and are hereby adopted by reference as if
 53 fully set forth herein and may be amended from
 54 time to time by the Village Board.

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Sec. 30.30 Abatement of Public Nuisances.

(a) Enforcement. It shall be the duty of the Village Fire Chief and Village Administrator to enforce those provisions of this Chapter that come within the jurisdiction of their offices and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does in fact exist. *(Amended Ordinance 107-020805)*

(b) Summary Abatement.

(1) Notice to Owner. If the inspecting officer shall determine that a public nuisance exists within the Village and that there is danger to the public health, safety, peace, morals or decency, the Village President or Village Administrator may direct the service of notice on the person causing, permitting or maintaining such nuisance or upon the owner or occupant of the premises where such nuisance is caused, permitted or maintained and to post a copy of such notice on the premises. The notice shall direct the person causing, permitting or maintaining such nuisance or the owner or occupant of the premises to abate or remove such nuisance within 24 hours or the time period established by the Village Administrator and shall state that unless the nuisance is so abated, the Village will cause the nuisance to be abated and will charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be. *(Amended Ordinance 107-020805)*

(2) Abatement by Village. If the nuisance is not abated within the time provided, or if the owner, occupant or person causing the nuisance cannot be found, the officer having the duty of enforcement shall cause the abatement or removal of such pub-

54 lic nuisance. *(Amended Ordinance 107-020805)*

55
56 (c) Abatement by Court Action. If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, he/she shall file a written report of findings with the Village President and the Village Administrator. The Village President, Village Administrator or Village Board may cause an action to abate such nuisance to be commenced in the name of the Village in the Circuit Court in accordance with the provisions of Wis. Stats., Chapter 823. *(Amended Ordinance 107-020805)*

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71 (d) Other Methods Not Excluded. Nothing in this Chapter shall be construed as prohibiting the abatement of public nuisances by the Village or its officials in accordance with law.

75 **Sec. 30.31 Cost of abatement.**

76 In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the Village shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance. If notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

85 **Sec. 30.32 Penalty.**

86 (a) Any person who shall violate any provision of this chapter shall be subject to a penalty provided as follows:

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89 (b) First offense. Any person who shall violate any provision of this chapter shall, upon conviction thereof, forfeit not less than \$100 nor more than \$500 together with the costs of prosecution and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail until such forfeiture and costs are paid, but not exceeding 90 days. *(Amended Ordinance 147-031709)*

Village of Sister Bay Code of Ordinances

Sec. 30.32 Penalty.

Sec. 30.32 Penalty.

- 1 (c) Second offense. Any person found guilty of
 2 violating this chapter or part of this chapter
 3 who shall previously have been convicted
 4 of a violation of this chapter shall, upon
 5 conviction thereof, forfeit not less than
 6 \$500 nor more than \$1,000 for each such
 7 offense, together with the costs of prose-
 8 cution and in default of payment of such
 9 forfeiture and costs shall be imprisoned in
 10 the county jail until such forfeiture and
 11 costs of prosecution are paid, but not to
 12 exceed six months. (*Amended Ordinance*
 13 *147-031709*)
- 14 (d) Each violation a separate offense. Each vio-
 15 lation and each day a violation continues
 16 or occurs shall constitute a separate of-
 17 fense. Nothing in this chapter shall pre-
 18 clude the Village from maintaining any ap-
 19 propriate action to prevent or remove a vi-
 20 olation of this chapter.
- 21 (e) Execution against defendant's property.
 22 Whenever any person fails to pay any for-
 23 feiture and costs of prosecution upon the
 24 order of the court for violation, the court
 25 may, in lieu of ordering imprisonment of
 26 the defendant, or after the defendant has
 27 been released from custody, issue an exe-
 28 cution against the property of the defend-
 29 ant for such forfeiture and costs.

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34 File Name:

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 36 ence\Municipal Code Sister Bay\30-Chapter 30
 37 Nuisances 060909.doc

38 Printed: 4/8/2014 8:53 AM

**Proposal To Village of Sister Bay Parks Department
By Alissa Jacobson - Certified Yoga Teacher, 10 Years Experience**

**To instruct Yoga at the public beach/dock
During the months of June, July & August**

On the following schedule:

Monday & Wednesday Mornings

6-7am – Awaken Hatha Yoga

7-8am – Awaken Hatha Yoga

8-9am – Vinyasa Flow Yoga

9-10am – Vinyasa Flow Yoga

Monday & Wednesday Evenings

Sunset Yoga

Time Varies, with time changes through the summer as follows;

June 1-17 7:30-8:30

June 18-Jul 14 7:45-8:45

Jul 15-31 7:30-8:30

Aug 1-10 7:15-8:15

Aug 11-20 7-8

Aug 21-28 6:45-7:45

Drop-In Fee \$10, 5/\$40

Use of Village Hall in inclement weather

Village receives 10% of Income

Or (Suggestion by Village)

MEMO

To: Parks Committee Members

From: Steve Mann, Facilities Manager

At the present time the only mower the Village owns which has a bagger attachment is the 1997 Grasshopper. That mower is used approximately 100 hours per year. Because of its age and the fact that it frequently breaks down we no longer use it for mowing; only for bagging. (The bagger attachment is something which is extremely important for parks clean-up. In the spring it is used to dethatch lawns and pick up leaves and yard debris, and during the summer it is used to pick up clumps of grass. Finally, in the fall it is used for picking up leaves.)

Last summer a wheel bearing was replaced on the Grasshopper and that repair cost \$824. Now the wheel bearing on the other side of the Grasshopper is leaking and is in need of repair. I'm not sure that putting another \$824 into a 17 year old machine makes any sense. We do have two Toro mowers, and either of them will accommodate a bagger attachment. To put a bagger on the newer of the Toros, (which is a 2011 model), it would cost \$2,635. I and some of the other Parks Department crew members are willing to install the bagger and eliminate installation charges of \$180, which would bring the price down to \$2,455. Documentation regarding the preferred piece of equipment, an "Easy Vac Collection System", as well as verification of the previously mentioned repair costs is attached.

Since it doesn't make any sense to stick a lot of money into a seventeen year old piece of equipment which has several "issues" I am recommending that the 1997 Grasshopper be offered for sale "as is" on Craig's List. I believe it's worth approximately \$750, so we might be better off asking that potential purchasers "make an offer". Any monies derived from that sale could be used to offset the costs of the previously mentioned "Easy Vac Collection System".

ACCESSORIES

CUSTOMIZE AND ACCESSORIZE

Give your productivity an extra boost with genuine Toro attachments and accessories for your Toro® GrandStand®, Z Master® or mid-size walk-behind.

Some accessories are not available for all models, ask your local dealer for details. For a complete list of accessories and part numbers, please see our parts/accessory brochure for landscape contractor equipment (part #690-644).

BUILD THE ULTIMATE MOWING MACHINE

DFS
8.3 cu. ft.
ON 52"



E-Z VAC TWIN AND TRIPLE BAGGER SYSTEMS
Quick-release design makes it easy to switch between bagging and side-discharge without using tools.

E-Z VAC DFS COLLECTION SYSTEM
Spindle-driven design quickly converts between bagging and side discharge without tools and saves time with the Dump-From-the-Seat (DFS) feature.

Z MASTER COLLECTION SYSTEMS

E-Z VAC TWIN BAGGER

Deck-mounted, spindle-driven fan, 2 commercial-grade mesh bags with reinforced front and bottom, 10 cu. ft. capacity (8 bushels).

- 48" deck—102.3" (259.8 cm) W 48" deck—63.8" (162.1 cm)
- 52" deck—102.3" (259.8 cm) W 52" deck—67.7" (172.0 cm)

E-Z VAC TRIPLE BAGGER

Deck-mounted, spindle-driven fan, 3 commercial-grade mesh bags with reinforced front and bottom, 16.7 cu. ft. capacity (13.4 bushels).

- 60" deck—106.1" (270.9 cm) W 60" deck—75.2" (191.1 cm)
- 72" deck—109.3" (279.1 cm) W 72" deck—87.2" (221.1 cm)

E-Z VAC DFS (DUMP-FROM-THE-SEAT)

Deck-mounted, spindle-driven fan, Dump-From-the-Seat, commercial-grade steel and polyethylene hopper, 8.3 cu. ft. capacity (6.7 bushels).

- 48" deck—103.2" (262.0 cm) W 48" deck—63.9" (162.3 cm)
- 52" deck—103.2" (262.0 cm) W 52" deck—67.8" (172.1 cm)

Deck-mounted, spindle-driven fan, Dump-From-the-Seat, commercial-grade steel and polyethylene hopper, 13.7 cu. ft. capacity (11 bushels).

- 60" deck—107.1" (271.9 cm) W 60" deck—75.2" (191.1 cm)
- 72" deck—110.2" (281.3 cm) W 72" deck—87.2" (221.1 cm)

Z MASTER COMMERCIAL Z500 COLLECTION SYSTEMS

E-Z VAC TWIN BAGGER

Deck-mounted, spindle-driven fan, 2 commercial-grade mesh bags with reinforced front and bottom, 10 cu. ft. capacity (8 bushels).

- 52" deck—107.2" (272.3 cm) W 52" deck—66.5" (168.9 cm)

E-Z VAC TRIPLE BAGGER

Deck-mounted, spindle-driven fan, 3 commercial-grade mesh bags with reinforced front and bottom, 16.7 cu. ft. capacity (13.4 bushels).

- 60" deck—110.0" (279.4 cm) W 60" deck—78.9" (199.2 cm)
- 72" deck—113.2" (287.5 cm) W 72" deck—87.8" (222.0 cm)

E-Z VAC DFS (DUMP-FROM-THE-SEAT)

Deck-mounted, spindle-driven fan, Dump-From-the-Seat, commercial-grade steel and polyethylene hopper, 13.7 cu. ft. capacity (11 bushels).

- 60" deck—112.8" (286.5 cm) W 60" deck—74.9" (190.2 cm)
- 72" deck—116.0" (294.6 cm) W 72" deck—87.1" (221.0 cm)

NOTE: Length & width measurements are as installed.

Search Mail

Search Web

Steve

← ← → | Delete Move Spam More Collapse All

Toro DFS bagging system

PAT OR JEFF OR TRACY MAY'S SPORT CENTER

To Me

Steve,

Dump from seat bagging system pricing.

Model 74923 G3	\$2780.00
shipping	100.00
install	180.00
total	\$3060.00

Model 74272 Z568	\$2355.00
shipping	100.00
install	180.00
total	\$2635.00

If you were to install at your shop take off install charge. Thanks,

Jeff May
Pat Harkins
May's Sport Center

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

- Compose
- Inbox (34)
- Drafts (5)
- Sent
- Spam (13)
- Trash
- Folders
- Recent
- Messenger
- Contacts
- Calendar
- Notepad
- Yahoo Mail for Mobile





ADULT FITNESS IN SISTER BAY

**What Better Way to Start Your
Summer Day in Door County?**

YOGA/PILATES

at Waterfront Park
Tues. & Thurs.
9:15 am - 10:15 am
July 1 - August 21

ZUMBA

at Village Hall
Mon. & Wed.
9:00 am - 10:00 am
June 30 - August 20



Please bring your own mat for yoga/pilates.

ADULT FITNESS & YOUTH TENNIS FEE PER SESSION

Village of Sister Bay Resident/Lodging Guest & a YMCA Member **FREE**
Village of Sister Bay Resident/Lodging Guest or a YMCA Member **\$5**

Other visitors **\$10**

Door County YMCA www.doorcountyyymca.org
Fish Creek (920) 868-3660 Sturgeon Bay (920) 743-4949

Sister Bay Village Hall www.sisterbay.com
10693 N. Bay Shore Drive (920) 854-4118

Sponsored by the Sister Bay Parks Committee



YOUTH FUN IN SISTER BAY

Summer Fun Right in Your Own Backyard

FUN IN THE SUN CAMP at Village Hall

10693 N. Bay Shore Drive

Mondays & Wednesdays 8:00 am - 5:00 pm

June 16 - August 20

Play a variety of sports while building basic skills, create craft projects and engage in team building challenges and games along with a healthy snack. Ages 6 - 12.

Village of Sister Bay Resident/Lodging Guest & a YMCA Member	FREE
Village of Sister Bay Resident/Lodging Guest & not a YMCA Member	\$21
Not a Sister Bay Resident/Lodging Guest & a YMCA Member	\$37
Other visitors	\$46

TENNIS TUESDAYS at Sports Complex

2155 Autumn Court

Tuesdays 10:00 am - 12:00 pm

July 1 - August 19

Tennis for ages 6-10 (Beginner)	10:00 am - 11:00 am
Tennis for ages 11-18 (Intermediate)	11:00 am - 12:00 pm

Includes warm-up, skill building and game play. Racket required.

*Tennis fees on reverse side.

IT'S A GREAT DAY
FOR KIDS TO GET A



ON SUMMER ☀️ 🏖️ 🏡

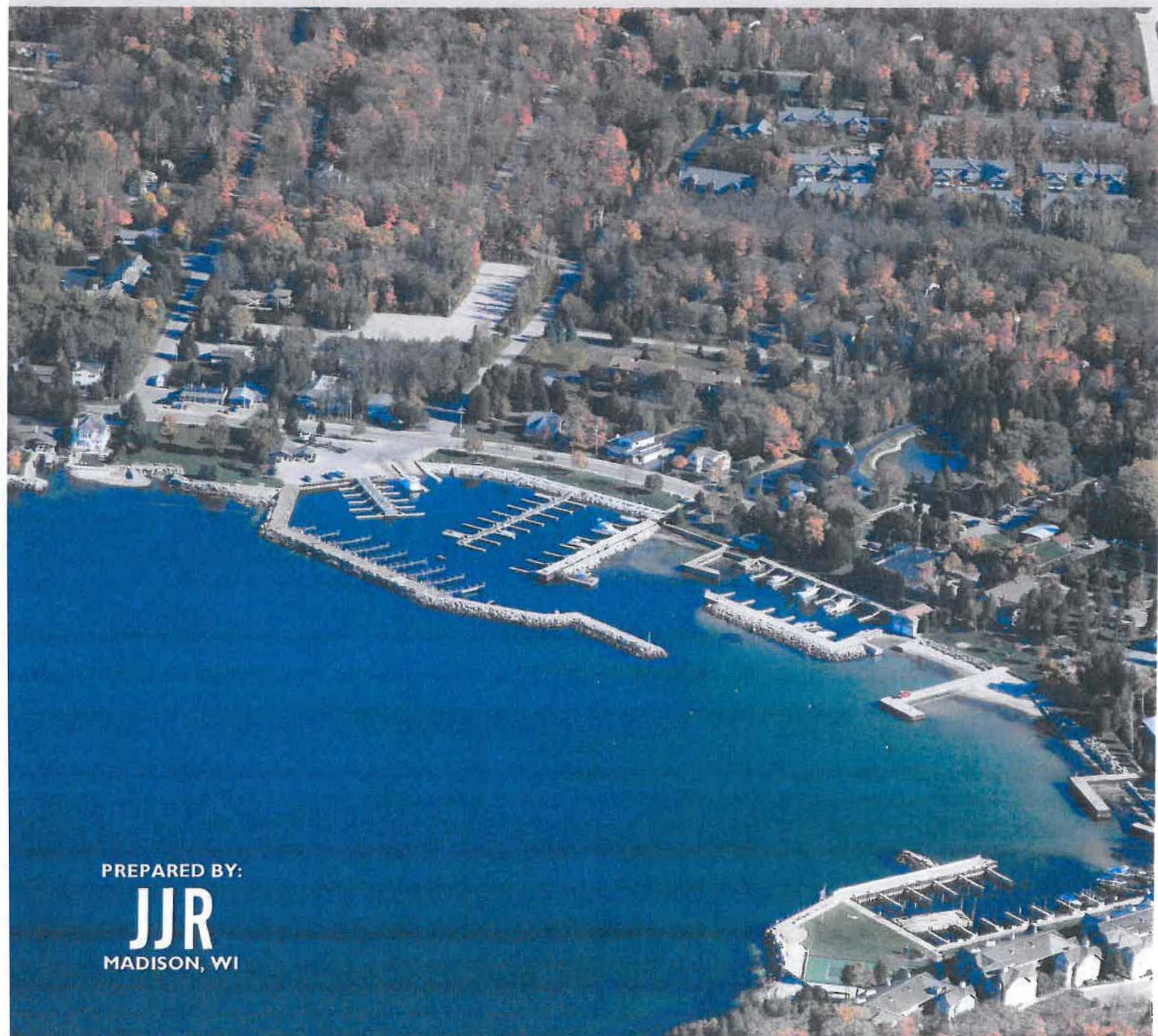
Sponsored by the Sister Bay Parks Committee

APRIL 2008

VILLAGE OF SISTER BAY

COMPREHENSIVE OUTDOOR RECREATION PLAN

2008 - 2012



PREPARED BY:

JJR

MADISON, WI

ORDINANCE NO. 140-040808

AN ORDINANCE TO ADOPT A COMPREHENSIVE OUTDOOR RECREATION PLAN PURSUANT TO CHAPTER NR 50, WISCONSIN ADMINISTRATIVE CODE.

WHEREAS, the Wisconsin Administrative Code Chapter NR 50 requires the Village to adopt a Comprehensive Outdoor Recreation Plan (CORP) approved by the Wisconsin Department of Natural Resources in order to participate in outdoor recreation grant programs; and,

WHEREAS, on February 12, 2008 the Village Board for the Village of Sister Bay approved a contract with JJR, LLC, of Madison, Wisconsin, to prepare a Comprehensive Outdoor Recreation Plan for the Village of Sister Bay under the Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans published by the Wisconsin Department of Natural Resources; and,

WHEREAS, on March 27, 2008 the Village of Sister Bay Parks, Properties, and Streets Committee recommended to the Village Board in a public meeting that the Board adopt the Comprehensive Outdoor Recreation Plan by motion which passed by a majority vote of the entire membership of the Committee, which vote is recorded in the official minutes; and,

WHEREAS, the Village Board of the Village of Sister Bay, has carefully reviewed the recommendation of the Village Parks, Properties, and Streets Committee, has given the matter due consideration, including Plan components relating to existing park and recreation facilities, outdoor recreation facility needs assessment, and recommended facilities and improvements, and has determined that the Comprehensive Outdoor Recreation Plan will serve the general purposes of guiding acquisition and development of public outdoor park and recreation facilities within the Village of Sister Bay for the period 2008 to 2012.

NOW THEREFORE the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

Section 1. The Comprehensive Outdoor Recreation Plan recommended by the Village of Sister Bay Parks, Properties, and Streets Committee to the Village of Sister Bay Village Board, attached hereto as Exhibit A, is hereby adopted.

Section 2. The Village Clerk is directed to file a copy of the attached Comprehensive Outdoor Recreation Plan for the Village of Sister Bay with the following entities:

- A. Wisconsin Department of Natural Resources.
- B. Bay Lake Regional Plan Commission
- C. Door County Planning Department
- D. Town of Liberty Grove

Section 3 – Ordinances in Conflict

All other ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

This ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 5 – Severability

If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this chapter shall not be affected thereby.

Village of Sister Bay

By: Denise L. Bhirdo
Denise L. Bhirdo, President

Attest:

Christine M. Sully
Christine M. Sully, Clerk WCPC MMC

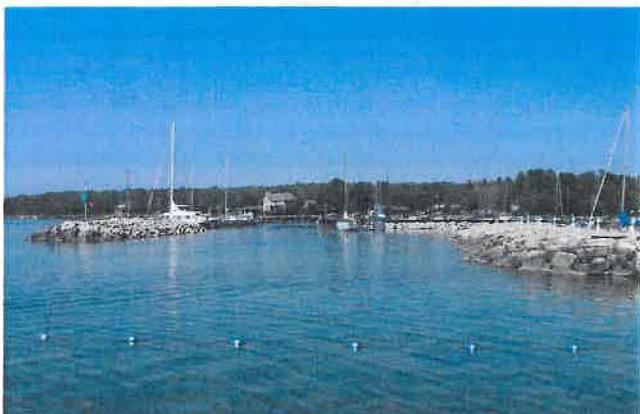
Date Introduced: April 8, 2008

Date Adopted: 4/8/08

Publication Date: _____



Entrance signage directs visitors to Beach Park



The public is welcome at the Sister Bay Marina



Swimmers relax on a hot summer day

ACKNOWLEDGEMENTS

This planning project would not have been successful without the help of many Village officials, staff, and committee members. JJR would like to thank the following community leaders for their input and commitment to the future of Sister Bay's park and recreation facilities.

VILLAGE BOARD

Denise Bhirdo, President
 Ken Church
 Sharon Doersching
 Frank Hough
 Dave Lienau
 Andrew Nocker
 Peter Trenchard

PARKS, PROPERTIES, AND STREETS COMMITTEE

Frank Hough, Chairperson
 Sharon Doersching
 Peter Trenchard

VILLAGE STAFF

Bob Kufrin, Village Administrator
 Steve Mann, Facilities Manager
 Steve Jacobson, Utility Manager
 Janal Suppanz, Administrative Assistant

Where terms referred to in this plan are not defined, the Village adopts the terms, definitions, and standards that appear in the "Recreation, Park and Open Space Standards and Guidelines" published by the National Recreation and Park Association.

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Sister Bay is located on the western side of the Door County peninsula, on Green Bay of Lake Michigan

1.0 INTRODUCTION

The Village of Sister Bay Comprehensive Outdoor Recreation Plan is intended to serve as a guide for planning the acquisition and improvement of park, open space, and outdoor recreation facilities for the five-year period of 2008 through 2012. Periodic master planning of the park system enables the Village to respond to the changing recreational needs of citizens and to opportunities that arise for park expansion or development.

This plan provides guidance for the maintenance and development of Sister Bay parks by:

- Inventorying current facilities,
- Summarizing previous park master planning efforts and community input,
- Offering recommendations for facility and programming improvements, and
- Exploring funding options to achieve these recommendations.

The State of Wisconsin requires communities to prepare and adopt a five-year park and outdoor recreation plan in order to maintain eligibility for State and Federal grants and loans. This plan follows the "Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans" published by the Wisconsin Department of Natural Resources and is intended to meet WDNR criteria for a local park and outdoor recreation plan.

2.0 PARK AND OUTDOOR RECREATION PLANNING GOALS

Park and recreation facilities and programs are often some of the most visible of community services. They can be an indicator to residents and visitors alike of the overall quality of life within the community.

A cohesive, visible, and high-quality parks system offers opportunities for activities that bring neighbors together and form strong community pride. Parks encourage residents to lead a healthy lifestyle by providing places to bike, walk, run, swim, and play. Economic benefits can also be realized as parks and recreation facilities are often used for festivals, gatherings, and other events that bring tourists to shops, restaurants, and hotels.

Recognizing these important community services provided by the parks system, this Comprehensive Outdoor Recreation Plan establishes the following goals:

- To provide permanent open space throughout the Village for outdoor recreation and environmental protection.
- To provide sufficient, well-maintained park facilities for active and passive recreational use, serving all ages and interest groups.
- To serve residents of all abilities by encouraging the design of park facilities whenever practical to meet the requirements of the Americans with Disabilities Act (ADA).
- To provide safe and efficient pedestrian and bicycle access between residential neighborhoods, shops, parks, recreational sites, and other adjoining communities.
- To preserve the small-town character of the Village and encourage tourism in the community.

3.0 THE PLANNING PROCESS AND PAST PLANNING EFFORTS

This plan represents the first Comprehensive Outdoor Recreation Plan undertaken by the Village. However, it is based on several recent efforts to establish a vision and to solicit public input for planning the community's parks.

3.1 CORP PLANNING AND AMENDMENT PROCESS

The CORP planning process is part of ongoing efforts by the Parks, Properties, and Streets Committee and the Village Board to meet the park and recreational needs of the community. It included the following timeline of events:

- February 2008: Parks Committee meeting with consultant to kick off planning process
- March 2008: Draft document available for Committee and public review
- March 2008: Committee approval of document
- April 2008: Village Board review and approval of final document

(Note: All meetings listed were posted and open to the public.)

Plan amendments are part of the planning process. Future updates and amendments to this plan will be undertaken as necessary, and will be subject to public review.

3.2 SISTER BAY COMPREHENSIVE PLAN

Village residents and leaders participated in extensive master planning efforts with multiple public meetings and comment periods in 2001-2003 for the community's Comprehensive Plan. The following excerpt from the Comprehensive Plan describes policy recommendations for the Village's parks and recreational lands and recreational facilities.

Parks and Recreational Lands

Goal:

To ensure residents have safe recreational sites within the Village that provide a variety of activities to serve various age and interest groups in the community.

Objectives:

- Increase the number of good, well maintained recreational sites and trails within the Village, to include access to the waters of Green Bay.
- Acquire, develop and maintain future Village recreational sites to include a sports complex.
- Utilize identified environmental corridors for public parks and recreational use.

Policies:

- The Village should actively pursue the development of future recreational lands within the Village.
- Connect recreational areas with a trail system wherever possible.
- Use the Village's official mapping powers to preserve areas designated for future park and recreational uses.
- Consider access for the disabled, elderly and very young when planning, designing, and constructing all new projects, including parking, trails, etc.
- Expand and enhance the public waterfront from Mill Road to the marina.

Suggested Programs:

- Establish a sub-committee to identify future recreational areas.
- Work with adjoining communities to design interconnecting trailways.
- Explore available resources to further enhance the quality of the Village's recreational systems.
- Recognize the potential of public and private donations for funding park system improvements.

Recreational Facilities

Goal:

To supply and maintain a park, recreational and open space system that provides a variety of safe, passive and active opportunities for residents and visitors.

Objectives:

- Purchase properties adjacent to parks, water access points, and scenic vistas when they become available as long as these expansions fit the long-term growth plan and can be properly maintained.
- Professionally evaluate all parks, water access points, and scenic vistas to determine the best safe and proper use and development.
- Preserve, protect and enhance all of Sister Bay's waterfront areas.

3.3 RECENT FACILITIES PLANNING

Building on the recommendations of the Comprehensive Plan, the Village has further refined the vision for recreational opportunities through the acquisition of open space and the planning and design of two facilities.

Beginning in 2003, Village residents and leadership planned and implemented the first phase of the Sports Complex. The intent of this facility was to consolidate the Village's competitive athletic fields in order to focus maintenance efforts and share elements such as parking.

Similarly, the Village has re-evaluated public access along the waterfront in conjunction with the purchase of the former Helms Four Season Resort and the redevelopment of this property as a public park.

Existing facilities of the Sports Complex and waterfront parks are described within the inventory portion of this CORP, and public participation during these planning efforts is described in Section 6.1.

4.0 DESCRIPTION OF THE PLANNING AREA

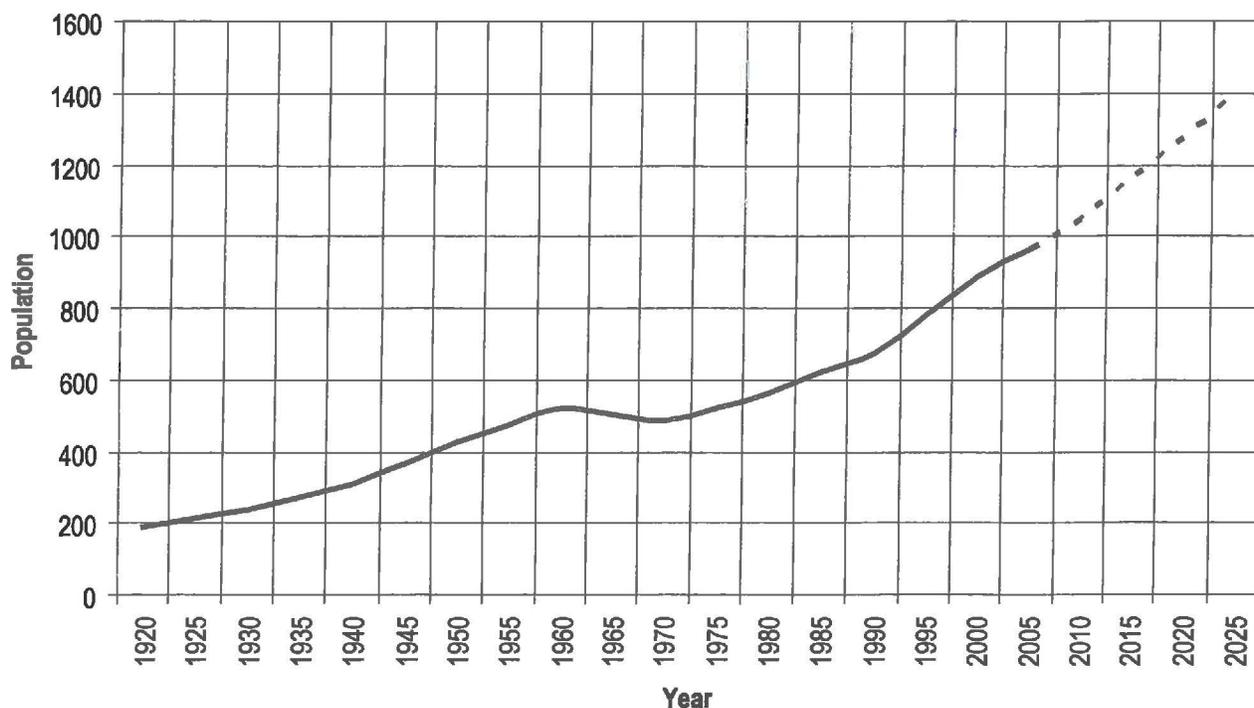
The Village of Sister Bay is located in northern Door County at the intersection of State Highways 42 and 57, approximately 30 miles northeast of Sturgeon Bay and 75 miles northeast of Green Bay. The Village occupies 2.6 square miles, and is bordered by the Town of Liberty Grove and the Village of Ephraim.

4.1 DEMOGRAPHICS AND SOCIAL FACTORS

Population

The population of Sister Bay has historically increased at a slow but steady pace. Other than the years between 1960 and 1970, the Village population has increased by 10 percent each decade, on average. The population estimate for 2005 is 956 residents. Population projections through 2025 show a continued increase in population, with the increase remaining steady at approximately 10 percent each decade.

Population Projections



Population trends for the Village of Sister Bay. Sources: Years 1920-2000: US Census Data. Year 2005: Estimate based on data from Wisconsin Department of Administration. Year 2010-2020: Projections based on forecasts from 2003 Village Comprehensive Plan. Year 2025: Projection based on extrapolation of Comprehensive Plan forecasts, as performed by 2007 Comprehensive Utilities Plan.

Residents are moving into the Village, many from out of state. In 2000, only 39 percent of Village residents were living in the same house they had lived in 5 years earlier. This compares to 57 percent of Wisconsinites who lived in the same home in both 1995 and 2000. Almost 40 percent of Sister Bay's residents moved into the Village from outside Door County between 1995 and 2000.

The Village's population is racially homogenous. In 2000, 98 percent of residents were white, and 99 percent were non-Hispanic. The most-reported ancestries were German (42%), Swedish (18%), Norwegian (11%), Other (11%), and Irish (11%).

Sister Bay has a decidedly female face. In 2000, 58 percent of residents were female. In the subset of residents over 65 years old, 70 percent of residents were female.

The Village has a relatively high number of residents who rent their homes. In 2000, 39 percent of Sister Bay residents rented their homes, compared to 21 percent of Door County residents and 32 percent of Wisconsin residents.

Age

The 2000 United States Census showed that many Sister Bay residents are elderly. In 2000, 46 percent of Sister Bay residents were over 65 years old, and the median age was 61.4 years old. Sister Bay residents are significantly older than average Wisconsin municipalities, even among other

Door County communities. The percentage of residents older than 65 years old in 2000 increases as one focuses on Sister Bay:

- United States: 12.4 percent
- Wisconsin: 13.1 percent
- Door County: 18.7 percent
- Sister Bay: 46 percent

By looking at two snapshots in time – the 1990 and the 2000 censuses – two population shifts are apparent. The number of residents under 45 years old decreased by 16 percent while the number of residents over 45 years old increased by 60 percent. While the Village's population slowly increased, the number of younger residents decreased and the number of older residents increased. Similar to many small Wisconsin communities, Sister Bay's younger residents are moving out, while at the same time the Village has attracted new older, retired residents.

These population shifts suggest future needs for the Sister Bay park system. If the residents that are under 15 years old are added to the senior group, over half (54%) of the population of Sister Bay is either elderly (over 65 years old) or very young (under 15 years old). These groups often do not have access to personal vehicles and rely on non-vehicular paths. Sister Bay has a greater need for multi-use paths than other communities.

Should the population continue to age and shift according to recent trends, the need for new child-oriented park and community facilities will decline and the need for new senior-oriented facilities will increase.

	1990		2000	
	Number	Percent	Number	Percent
Under 5 years	31	5%	18	2%
5 to 9 years	33	5%	20	2%
10 to 14 years	26	4%	29	3%
15 to 19 years	37	5%	39	4%
20 to 24 years	14	2%	24	3%
25 to 34 years	80	12%	51	6%
35 to 44 years	75	11%	68	8%
45 to 54 years	61	9%	110	12%
55 to 59 years	29	4%	72	8%
60 to 64 years	42	6%	46	5%
65 to 74 years	92	14%	142	16%
75 to 84 years	88	13%	151	17%
85 years and over	67	10%	116	13%

Age Group	Population Number Increase or Decrease, 1990-2000	Population % Increase or Decrease, 1990-2000
Under 9 years	-26	-41%
10 to 19 years	5	8%
20 to 44 years	-26	-15%
45 to 64 years	96	73%
65 years and over	162	66%

Changes in Sister Bay's population by age group. Source: U.S. Census Bureau 1990, 2000.

With an aging population, more park and community facilities should be designed to accommodate disabilities. In 2000, 50 percent of Sister Bay residents over 65 years old were disabled, compared to only 6 percent of those between 21 and 64 years old, and only 2 percent of those between 5 and 20 years old.

Employment

Sister Bay has a significant number of retirees. In 2000, 59 percent of Sister Bay residents over 16 years old were not in the labor force. The other 41 percent were in the labor force, either employed or unemployed. Comparatively, only 35 percent of Door County residents were not in the labor force.

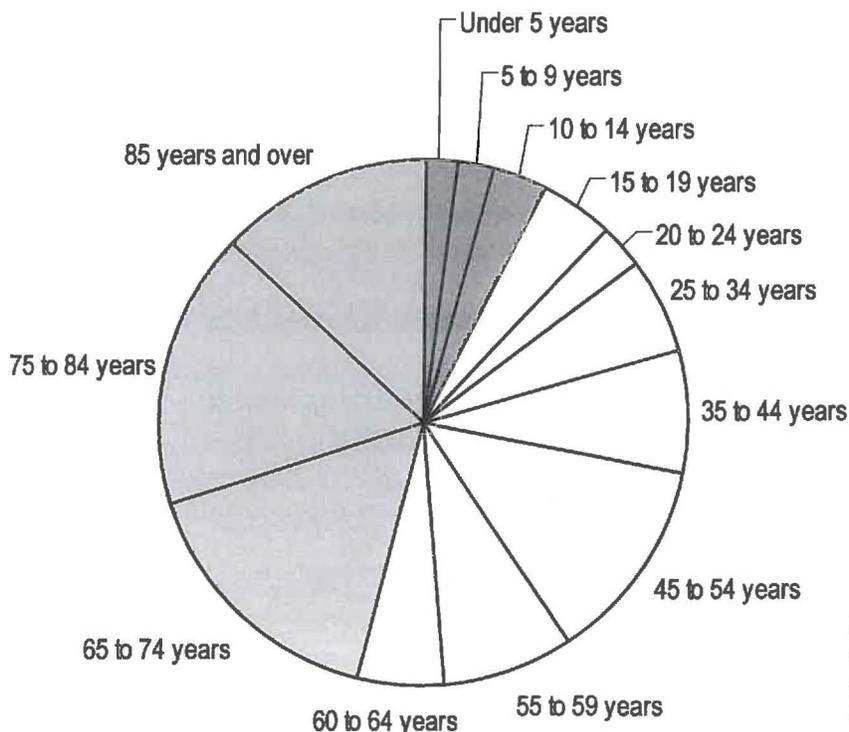
Many of those that are employed work in the tourism industry. In 2000, 36 percent of employed Sister Bay residents worked in the arts/entertainment/recreation/accommodations/food service category, and 23 percent worked in retail.

Given the significant role of tourism in the local economy, the open space system should provide parks and facilities that encourage and support tourism as well as local residents.



Most employed residents have jobs related to tourism

Age Distribution



54 percent of Sister Bay residents likely do not have independent access to personal vehicles.
Source: U.S. Census Bureau, 2000

4.2 PHYSICAL CHARACTERISTICS AND NATURAL RESOURCES

The physiography and topography of the Village is characteristic of the rocky terrain of the Door County coastline. Sister Bay is located on the western side of the peninsula, on Green Bay of Lake Michigan.

The area's climate is controlled by the close proximity to Lake Michigan, which moderates daily extremes in temperature. Spring warming trends are delayed by the cool water of the lake, summers are generally mild, and the lake's residual warmth hinders early frost in fall. Ice typically covers the bay by mid-January and breaks up in early April. The annual average precipitation is 28.92 inches, with 3.60 falling in June, the wettest month.

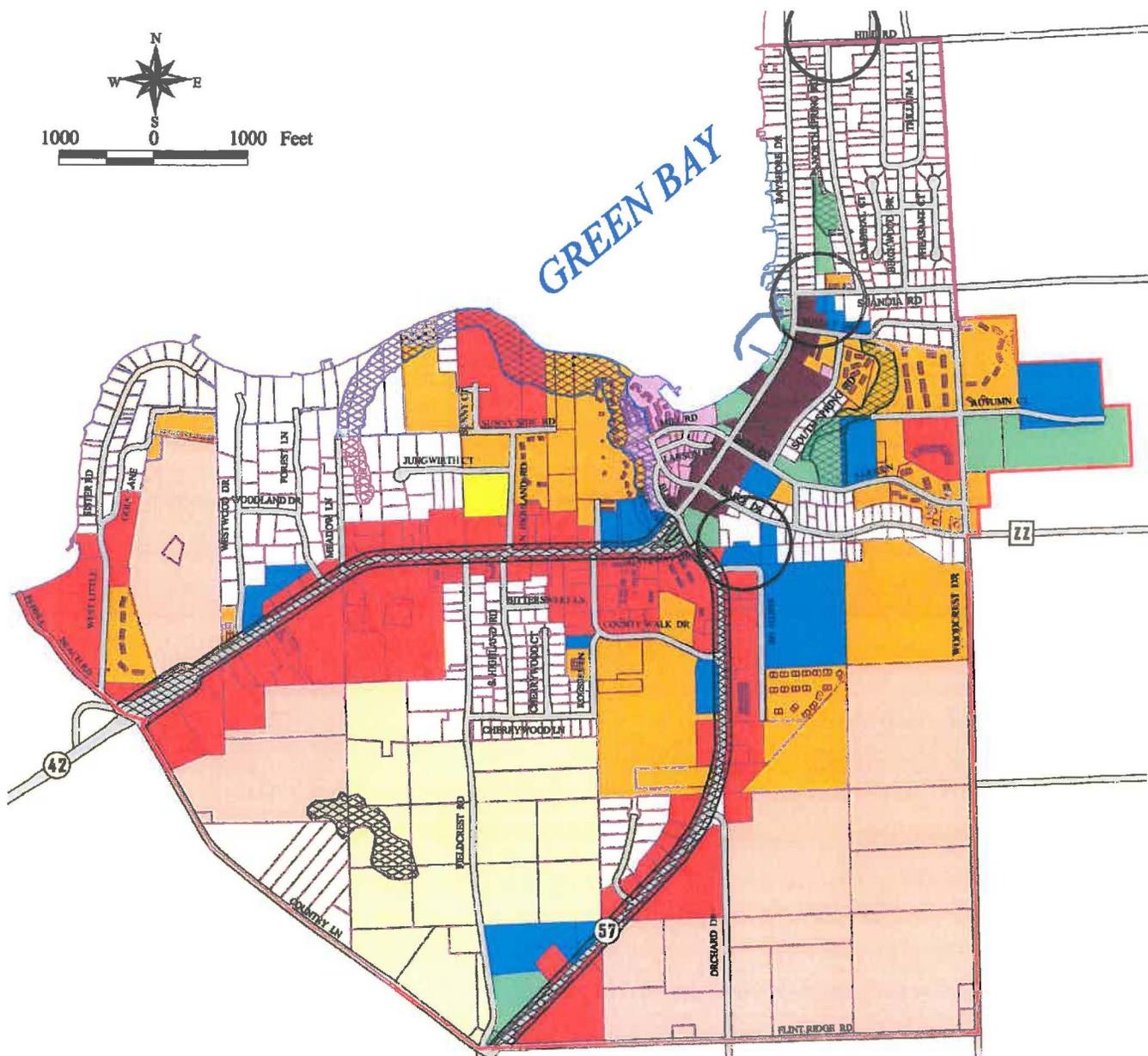
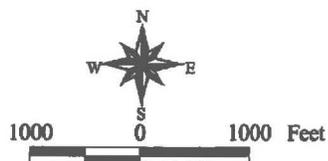
Topographical relief ranges from 580 feet to 720 feet (NGVD29). Silurian dolomite forms the upper layer of bedrock within the region, and is close to the surface or exposed in outcroppings throughout the Village. This rock formation also provides the primary groundwater aquifer.

Precipitation runoff for the majority of the Village drains into Green Bay. Several wetland areas are identified in the Village's Comprehensive Plan, and provide natural filtration of pollutants from runoff before it reaches the lake. These wetlands also recharge groundwater, store flood water, and provide valuable habitat for many plants and animals.

Door County is classified as a non-attainment zone for ozone air quality by the U.S. EPA. Because the county is a rural transport area, the source of pollutants contributing to these air quality issues is likely to originate from Southeast Wisconsin. Multi-use trails that encourage non-motorized transport may help alleviate any local contributing factors to this designation.

4.3 VILLAGE ZONING

The Village's current zoning is shown on the facing page. The Village's downtown business district is located along North Bay Shore Drive (STH 42) adjacent to Green Bay. Newer commercial development has occurred along the primary arterials entering the Village. In addition to single family development, the residential housing mix for the Village includes a high percentage of condominiums, many of which serve summer residents and tourists. Village zoning also provides protection for several natural resources, including bluff protection, wellhead protection, and wetland overlay districts.



ZONING DISTRICTS

- (CS-1) Countryside
- (R-1) Single-Family Residence
- (R-2) Multiple-Family Residence
- (R-3) Large Lot Residence
- (R-4) Small Lot Residence
- (B-1) General Business
- (B-2) Downtown Business Transition
- (B-3) Downtown Business
- (I-1) Institutional
- (P-1) Park/Recreation

OVERLAY DISTRICTS

- (W-1) Wetland Overlay
- (PUD) Planned Unit Development Overlay
- (HL) Highway 42 and Highway 57 Landscape Setback Overlay
- (BP) Bluff Protection Overlay
- (WHP) Wellhead Protection Overlay
- (RS-1) Ridges and Swales Overlay

Village of Sister Bay Zoning Map, approved November 2004

5.0 INVENTORY OF EXISTING PARK AND RECREATION FACILITIES

Sister Bay's park and recreation system currently provides ten publicly-owned parks and natural areas, totaling approximately 70 acres. Other facilities include multiuse bike/pedestrian paths, snowmobile trails, and privately-owned recreational land. The figure below illustrates the locations of existing facilities.

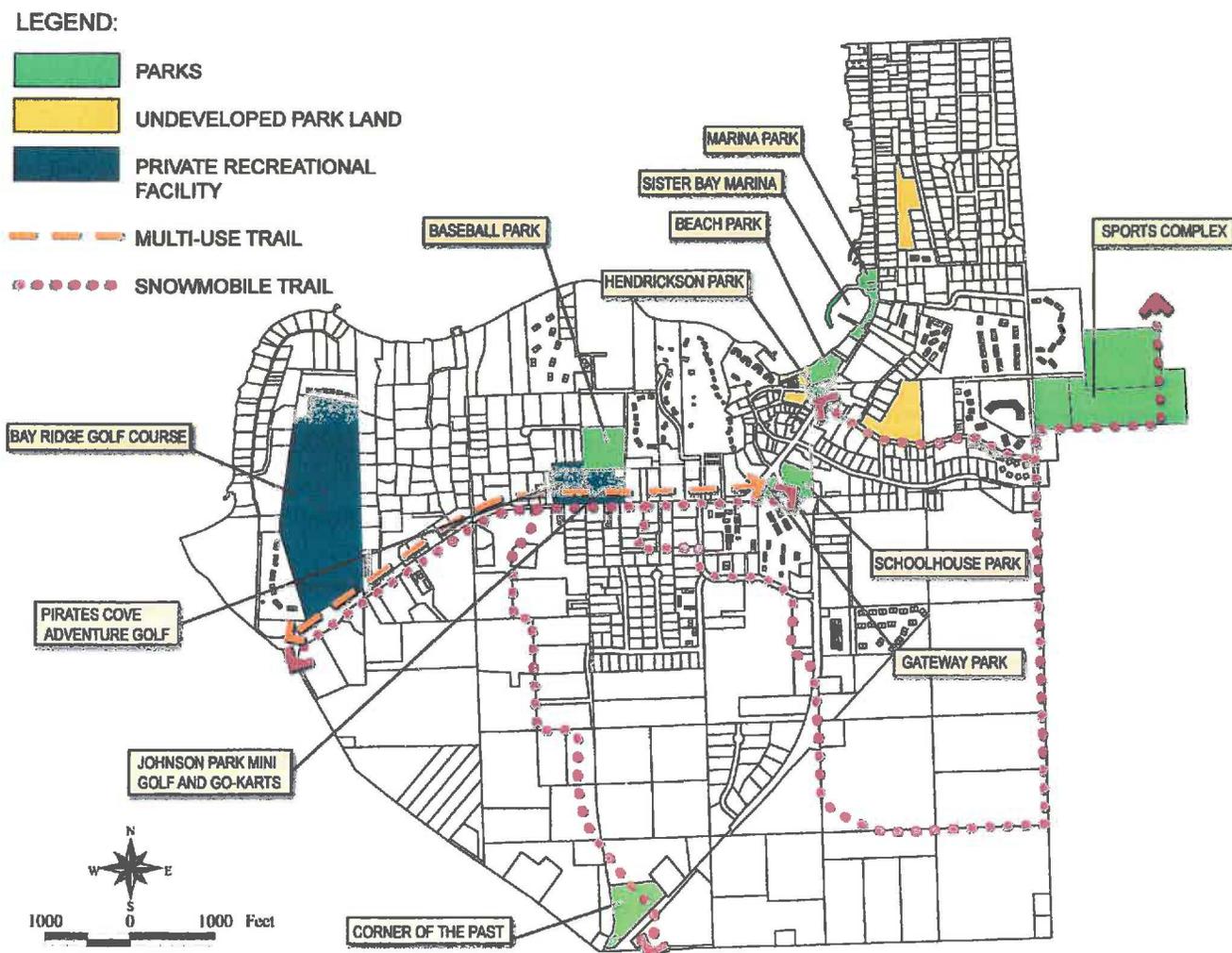
Sister Bay has a variety of park sizes and functions. This section provides an inventory of existing parks, using the classification system of the National Recreation and Park Association.

5.1 NEIGHBORHOOD PARKS

A neighborhood park is a facility serving a residential neighborhood. Typically, a neighborhood park includes playground equipment, open or structured playfields, and picnic facilities. Larger neighborhood parks may include tennis courts, volleyball courts, basketball courts, or restroom facilities.

- Service area: 1/4 to 3/4-mile radius
- Desirable size: greater than 5 acres

Sister Bay has two neighborhood parks, described as follows.



Locations of existing park and recreation facilities



Aerial view of Schoolhouse and Gateway Parks



Aerial view of Baseball Park



Schoolhouse Park



Concession building at Baseball Park

Schoolhouse Park - 3.5 acres

Schoolhouse Park is the site of a 1940s school building at the intersection of STH 57 and STH 42 that is no longer used by the local school district. The property functions as a neighborhood park, but has not been improved since the school was closed. Access is not provided to the interior of the structure due to safety concerns. The bluff area of the park is heavily wooded, and provides views of the waterfront and downtown. The small playground area provided on the site does not meet current guidelines for safe play facilities.

Facilities:

- 1940s school structure
- Portable toilet
- Gravel parking area
- Small playground
- Short walking trails, wood chip surface
- Picnic areas

Accessibility Assessment: The old school building and playground areas are not universally accessible.

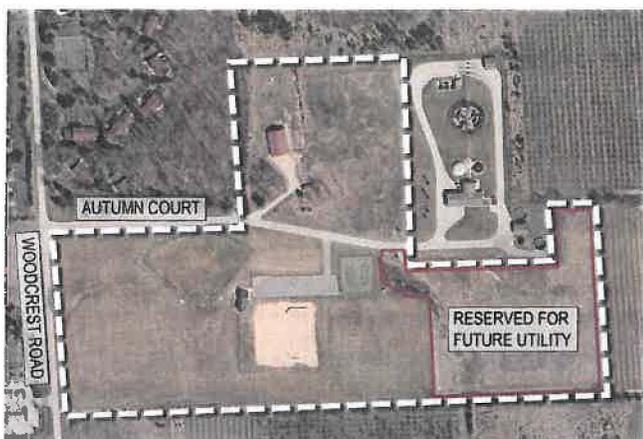
Baseball Park - 5.3 acres

This neighborhood park contains the current field used by the Sister Bay 'Bays', the Village's adult baseball team. Access to the site is provided along Highland Road. The field and other facilities are in generally poor condition, and are slated for replacement with a new facility at the Sports Complex. Bleachers and other salvageable items will be relocated to the new field.

Facilities:

- Baseball diamond (adult)
- Concession stand with restrooms
- Gravel parking area
- Water tower

Accessibility Assessment: Although unpaved, the gravel parking area provides access directly to a level bleacher and fan seating area.



Aerial view of the Sister Bay Sports Complex



Sports Complex building, ice rink and Little League diamond



Ice rink provides both competitive and free skate areas

5.2 COMMUNITY PARKS

A community park is a large recreation facility. Typically, community parks include all of the improvements found in a neighborhood park plus athletic fields designed for competitive athletics. Generally, community parks have lighted playfields, spectator areas, restroom facilities, and picnic shelters or pavilions.

- Service area: 1 to 2-mile radius
- Desirable size: 10 to 20 acres (community parks with adjacent natural areas may be significantly larger)

Sister Bay's community park is the Sports Complex.

Sister Bay Sports Complex - 30.9 acres

The Sports Complex is a relatively new community park. Although the current park is 30.9 acres, 6.2 acres adjacent to the wastewater treatment plant is reserved for future utility needs. The park is home to the Little League baseball and T-ball programs, the DC United Soccer program, and the TKH hockey, broomball, and ice skating events. Due to their recent construction, all facilities at this complex are in excellent condition. Access to the site is provided off of Autumn Court and Woodcrest Road.

Although owned and operated by the Village, the Sports Complex also draws from a wider area including adjacent towns. The NRPA defines a regional park as a facility owned and operated by a county, state, or regional park district to serve several local government jurisdictions; however, because athletic events at the Sports Complex draw from throughout northern Door County, the site also serves as a regional park for this area.

Facilities:

- Louis Michael Hanson Memorial Little League baseball diamond
- Teresa K. Hilander ice skating rink
- Park building, with restrooms, concession, storage, and indoor warming area
- Grass volleyball court
- Two tennis courts
- One full-sized soccer field and three micro-fields
- Dog park
- 52-stall asphalt parking lot
- Parks maintenance building
- Long-term marina trailer storage area

Accessibility Assessment: The park is fully accessible, including four designated accessible parking stalls.

5.3 SPECIAL PURPOSE PARKS

Special purpose parks are publicly-owned recreation and open space facilities that are designed to serve a specific purpose, which may include a public plaza, memorial, swimming area, or other discreet recreational use. The special purpose designation also includes cultural parks, which feature historic structures or serve as interpretive facilities for tourists and residents.

Sister Bay's special purpose parks are described below.

Beach Park - 2.0 acres

Several special purpose parks are located adjacent to the waterfront in downtown Sister Bay, including Beach Park, Sister Bay Marina and Marina Park, and Hendrickson Park. The Village has also recently purchased land adjacent to Beach and Hendrickson Parks in an effort to create a larger, contiguous public shoreline. The figure on this page shows the spatial relationships of the front parks.

Beach Park is a special purpose park located on the waterfront that provides a popular destination for residents and visitors in all seasons. The park is accessed off Bay Shore Drive, and is used for many events such as Concerts in the Park. No dogs are allowed at Beach Park in order to maintain water quality.

Facilities:

- Swim beach and pier
- Gazebo
- Fire ring
- Lawn/picnic area
- Playground
- Village Hall Community Center, which provides restrooms, large indoor gathering space, kitchen, and Teen Center
- Post Office
- Parking lot
- Paved walking paths

Accessibility Assessment: The facilities at Beach Park are moderately accessible for persons with disabilities. Reserved parking is provided, and hard surface walks allow for access into the park. However, prominent park features such as the playground, gazebo, and swim pier are not connected to the path system. The playground is not universally accessible, and also does not include appropriate equipment for young children (ages 2 to 5). Although Village Hall provides a lift to accommodate the disabled, updated changing and restroom facilities should be considered to comply with ADA specifications.



Aerial view of the waterfront park facilities



Beach Park as viewed from the water



Sister Bay Marina and Harbor Master's Building



Commercial sight-seeing cruises sail from 'D' Dock



Veterans Memorial in Hendrickson Park

Sister Bay Marina and Marina Park - 2.6 acres (Land-based Facilities)

The Sister Bay Marina and Marina Park are a public boating facility and adjacent special purpose park located just north of Beach Park along Bay Shore Drive. The marina was completely rebuilt in 1993 to add new breakwalls, additional slips, and the current harbor master's building. Two commercial sight-seeing cruises operate out of the marina, including both sail and powerboat options.

The boundary of Marina Park also includes a private residence on the south side of the marina that the Village recently acquired. Provisions within the purchase include the right for the current owners to reside on the property as long as they wish. Public access is restricted on this parcel until such time.

Facilities:

- Harbor master's Building, which provides restrooms, showers, laundry, and office space
- Public marina, with 65 seasonal rental slips, 35 transient slips, and two commercial slips. Slip facilities include electricity, water, and wireless internet access. Fuel is available 3/4-mile north of the marina at Yacht Works, a private business.
- Boat launch
- Sanitary pump-out station
- Bicycle rentals
- Lawn/picnic area
- Paved walking paths
- Dog walking area
- Marina parking is provided at a nearby public lot on Scandia Road, with long-term trailer storage adjacent to the Sister Bay Sports Complex on Autumn Court.
- Private residence, including house, garage, and asphalt driveway

Accessibility Assessment: The marina does not meet recent changes to code requirements for the number and design of accessible slips. Any increases in boat capacity or updates to existing facilities will require the construction of four boat slips that can be universally accessed at low water conditions with a gangway that does not exceed a 1:12 slope or 80-feet in length. The launch ramp and land-based facilities meet accessibility requirements.

Hendrickson Park - 0.5 acres

Hendrickson Park is a small, special purpose park located on the corner of North Bay Shore Drive and Mill Road. Hendrickson Park provides public restrooms for pedestrians downtown, and is the site of the Veterans Memorial monument.

Facilities:

- Restroom facility
- Veteran's monument
- Walking path

Accessibility Assessment: The park's walking paths and restrooms are fully accessible.

Corner of the Past - 6.8 acres

The Corner of the Past is a historical farm site where the Old Anderson House Museum and other historic architectural remnants of the Village of Sister Bay have been collected, renovated, and preserved. Located at the southern edge of the Village on STH 57 and Fieldcrest Road, this special purpose park is home to many artifacts including a post and beam barn, two log cabins, and a 100-year old saw mill. The Old Anderson House dates back to 1875, and now serves as a local history museum.

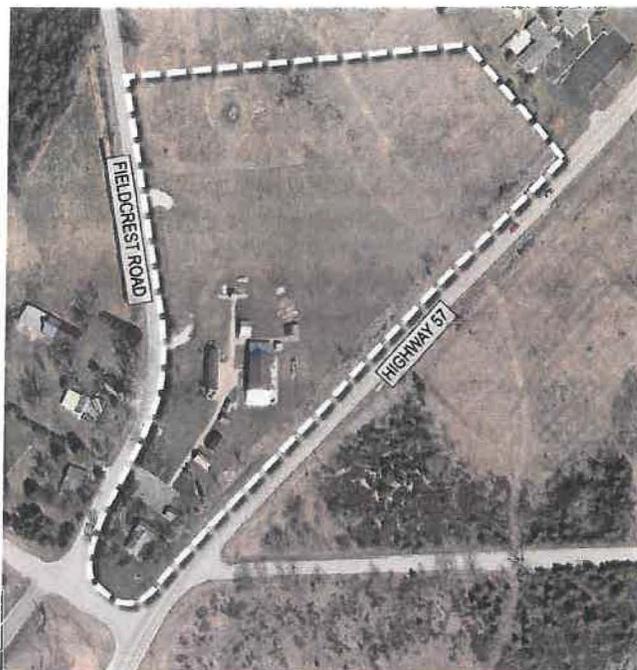
The Corner of the Past is a cooperative venture between the Village and the Sister Bay Historical Society. The Historical Society seeks out structures of historical significance to relocate to the property. Once moved to the site, the Village owns the structures while the Historical Society runs all programs and owns the historical displays.

In 2003, the Corner of the Past was named the third most popular tourist attraction in Door County. Heritage programs and demonstrations held in the summer continue to attract tourists. The Corner of the Past also remains a popular destination for community members for the weekly farmers market from July to October.

Facilities:

- Old Anderson House Museum
- Various barn and outbuilding structures
- Historical Society displays
- Sawmill
- Paved drop-off area
- Restroom facility
- Gravel parking area

Accessibility Assessment: The historical displays and Anderson House are fully accessible, including a paved drop-off area and three designated accessible parking stalls. The restroom facility is relatively new and code compliant.



Aerial view of the Corner of the Past



Old Anderson House Museum



Historic barn and outbuilding structures at Corner of the Past



Tourist information center in Gateway Park

Gateway Park - 1.2 acres

Gateway Park is a special purpose park located at the intersection of STH 42 and STH 57 that features the Village's Visitor Center. The building used as the tourist information center is a historic log schoolhouse that was moved to the site. A small kiosk provides information when the center is closed.

Facilities:

- Tourist information center
- Small restroom facility
- Asphalt parking lot
- Outdoor tourist kiosk

Accessibility Assessment: Although the outdoor tourist kiosk is fully accessible, the tourist information center includes a step to get into the front door and the restroom is not designed to meet current ADA codes.



Mill Road Parcel

5.4 UNDEVELOPED OPEN SPACE

The Village owns three sites of undeveloped open space, as described below.

Newly Acquired Waterfront Land - 2.4 acres (Former Helms Four Seasons Resort)

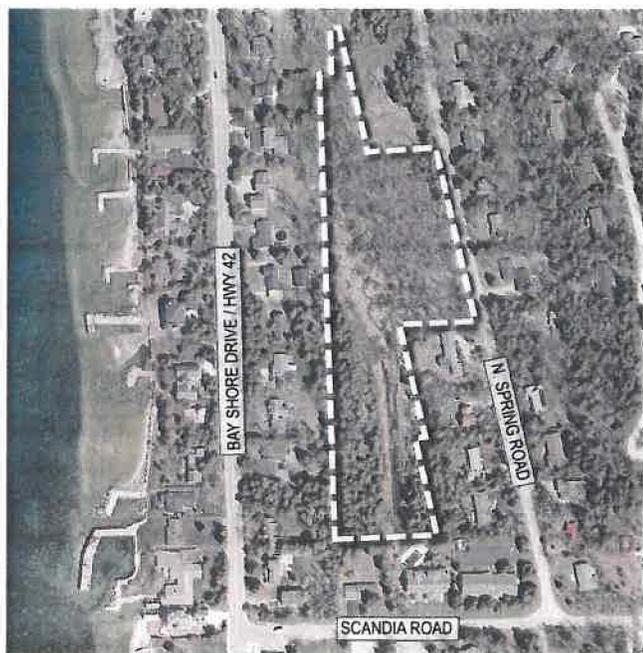
In November 2007, the Village acquired the former Helms Four Season Resort adjacent to Beach and Hendrickson Parks. The purchase of this property doubled the Village's publicly accessible shoreline for the beach. Existing resort structures are scheduled for demolition in Winter/Spring 2008, and the parcel will be landscaped as open space. A master plan that integrates this parcel with the other lakefront parks was approved by the Village Board in February 2008, and is discussed in Section 7.0 of this document.

Mill Road Parcel - 7.3 acres

This heavily-wooded greenway is accessed directly off Mill Road. The site is known to contain wetland areas, and provides value for stormwater filtration and storage. No trails are provided through the site.

North Spring Road Parcel - 4.9 acres

This greenway parcel was donated to the Village by the developer of adjacent lots, and contains wetlands that serve a vital stormwater role for the community. The site can be accessed by the frontage along North Spring Road, but no trails are currently provided within the property.



North Spring Road Parcel

5.5 TRAILS

The Village currently has a limited trail system, shown in the figure on page 8. A one-mile, off-street multi-use trail parallels STH 42 on its south side between Country Lane and Gateway Park.

A segment of the Door County snowmobile trail system passes through the Village along public streets, the multi-use trail, and off-street access points. Within the Village, the snowmobile trail is approximately 4.25 miles in length and connects the Corner of the Past to the Sports Complex. A spur along Mill Road provides access to downtown.

Accessibility Assessment: The multi-use trail along STH 42 is ADA compliant.

5.6 PRIVATELY-OWNED RECREATIONAL FACILITIES

Bay Ridge Golf Course

Bay Ridge Golf Course is a privately-owned and operated 9-hole golf course established in 1966. The course is open to the public and is accessed off STH 42. A golf shop on site serves lunch, snacks, and beverages.

Pirate's Cove Mini Golf

This commercial facility offers putting practice among a pirate-theme landscape. It is located on the north side of STH 42 and adjacent to Johnson Park Mini Golf and Go-Karts.

Johnson Park Mini Golf and Go-Karts

This commercial facility offers 18 holes of putting practice, go-karts, batting cages, and an arcade. It is located on the north side of STH 42 at Highland Road.



Multi-use trail along Highway 42

6.0 OUTDOOR RECREATION FACILITY NEEDS ASSESSMENT

By using different and complementary methods, recreational planners make recommendations for the quantity and types of parks that are needed for a community. Sister Bay's open space needs are influenced by the voiced needs of residents, the number and sizes of parks, and location of those parks.

6.1 PUBLIC INPUT

To be effective, a CORP must be grounded on the direct input of Village residents, staff, elected officials, and other stakeholders. This CORP is the result of recent and significant public outreach conducted during three related planning projects.

Sister Bay Comprehensive Plan

In the preparation of the 2003 Sister Bay Comprehensive Plan, the Bay-Lake Regional Planning Commission conducted a survey and a nominal group process.

The August/September 2001 Village survey had a response rate of 39 percent. Three questions dealt with recreational facilities.

- Respondents felt strongly that the existing recreational facilities were adequate (74 percent), while 19 percent felt they were not and 7 percent had No Opinion.
- Most respondents commented that bike paths, more beach and waterfront areas, and swimming

pools are needed within the Village.

- The Waterfront was identified as the best area for additional recreational development.

Forty-five residents and members of the Village Plan Commission and Village Board participated in the June 2001 nominal group process. The following recreational desires were voiced and voted as top group concerns:

- Keep use of the waterfront public and limit the size of buildings on waterfront.
- Plan for continued development of the waterfront.
- Maintain/enhance the Village's natural beauty.

Sports Complex Master Plan

In 2005, the Village hired a consultant to create a master plan for the Sports Complex. Kickoff meetings for the project were held in September, which included a public listening session attended by approximately 20 citizens. The public expressed interest in a new adult baseball diamond, full-size and micro soccer fields, paved ice rink, dog park, expanded playground, and skate park with a bowl and street course plaza. The master plan was developed to include these elements, presented in a public meeting in July 2006 for comment, and approved in August 2006. As part of engineering design of Sports Complex improvements to be constructed in summer 2008, public meetings were again held in August 2007 and February 2008 to update the master plan.

Waterfront District Master Plan

In 2007, the Village was presented with the opportunity to purchase the Helms Four Season Resort next to Beach and Hendrickson Parks. This acquisition met many of the community's stated goals to expand and improve public access to the waterfront. In an open public meeting, the Village Board approved an offer to purchase the property in May 2007, and hired a consultant to assist with a master planning effort that comprehensively studied the waterfront area and links to downtown. This community-based process gathered opinions from residents, business owners, tourists, and Village staff, and generated the Waterfront District Master Plan that will guide the evolution of downtown Sister Bay for years to come.

The Citizens Waterfront District Advisory Committee oversaw the planning process. All meetings throughout the process were open for public comment, and presentations and graphics were posted online for review. Citizens were encouraged to submit additional comments by e-mail, phone, and mail.



Participants tour the Village during the Waterfront Master Plan

Neighborhood Parks		Community Parks		Special Purpose Parks		Undeveloped Open Space	
	Acres		Acres		Acres		Acres
Schoolhouse Park	3.5	Sports Complex	30.9	Beach Park	2.0	Former Helms Four Season Resort	2.4
Baseball Park	5.3			Marina Park	2.6	Mill Road Parcel	7.3
				Hendrickson Park	0.5	North Spring Road Parcel	4.9
				Corner of the Past	6.8		
				Gateway Park	1.2		
TOTALS	8.8		30.9		13.1		14.6

Current Village-owned park acreages by category

Kickoff meetings were held in August 2007, during which over 140 citizens and Village committee members shared goals and ideas for the master plan. Based on these ideas and an analysis of the natural and cultural characteristics of the study area, the consultant presented two alternative concept plans at a public meeting in September. Desired components of the alternatives were combined in a single draft consensus plan, which was presented for public review prior to the Helms property closing date in November. The draft consensus plan was forwarded to the Parks Committee by the Advisory Committee in December 2007, and was unanimously approved with minor revisions by the Village Board in February 2008.

The overwhelming majority of the comments received during the planning process supported the Village's initiative to acquire the Helms property and expand the beach. Concern was expressed that the Village owned more park land than necessary to meet citizens' needs; however, participants agreed that the Village should purchase the waterfront land and explore options to sell other underutilized parcels. Properties that were proposed for sale included Baseball and Schoolhouse Parks.

6.2 NUMBER AND SIZE STANDARDS

The National Recreation and Park Association (NRPA) has established standards that serve as a general guide for the amount of recreational land based on population. The NRPA recommends the following acreages of parkland per 1,000 community residents:

- Mini-Parks 0.5 acres
- Neighborhood Parks 2.0 acres
- Community Parks 8.0 acres
- Total 10.5 acres / 1,000 residents

Sister Bay currently does not have any mini-parks within its system. These parks are typically small urban open spaces or playgrounds that serve a concentrated or limited population, or a specific group such as tots or senior citizens. Since these parks are intended to serve their immediate surroundings, they can be replaced by service areas of neighborhood and community parks.

In a 2005 estimate, Sister Bay had a population of 956 residents. Considering only those parks that focus on the needs of village residents (as opposed to tourists):

- Neighborhood Parks 8.8 acres
- Community Parks 30.9 acres
- Total 39.7 acres / 956 residents
- Standardized Total 41.5 acres/1,000 residents

Sister Bay has nearly four times as many resident-serving parks as recommended by NRPA standards. When considering the 13.1 acres of special purpose parks which serve both residents and visitors, the 14.6 acres of undeveloped open space, and the slowly increasing population projections, Sister Bay will continue to provide a sufficient amount and variety of park areas, and could consider selling surplus land as suggested in the public listening sessions for the Waterfront District Master Plan.

6.3 SPATIAL DISTRIBUTION STANDARDS

A large amount of park acreage is not effective unless it is distributed throughout a community and accessible to residents. Neighborhood parks should be within walking and biking distance, and community parks within easy driving distance.

A park's service area is its zone of influence, and is determined by the average distance users are willing to travel to reach the facility. Although expressed in terms of service mile radius, features such as arterial roads, rivers, or other disruptions to normal travel may influence the extent of the service area. NRPA standards recommend that neighborhood parks serve residents within 1/2-mile of the park and that community parks serve residents within a 1 to 2-mile radius. As community parks also serve as the neighborhood park to their immediate surroundings, they also receive a 1/2-mile radius service area under this designation. Sister Bay's current neighborhood, community, and special purpose parks are illustrated in the accompanying figure.

The figure on the facing page shows neighborhood and community park service areas for Sister Bay's existing parks. For the analysis, Beach Park and the Sports Complex have been assigned the smaller 1-mile radius possible for community park service areas because of the large percentage of senior citizens and young residents in the Village. Neighborhood service areas have been assigned to Baseball Park, Schoolhouse Park, Beach Park, and the Sports Complex.

As the figure illustrates, the majority of the Village is adequately served by the community parks. The area not covered by the 1-mile service areas is generally large lot residential or rural in nature. These areas do fall within a 2-mile service radius, which is considered sufficient given the land use pattern. Therefore, the locations of community parks are acceptable to serve the Village.

Neighborhood park service areas also cover the majority of the Village. However, if Baseball Park is transferred to private ownership, the western half of the Village will not have a nearby neighborhood park. The Village may consider requiring a play area to be incorporated into residential development plans for this parcel to replace the existing facility. Also, future development of trails in the North Spring Road Parcel would provide a park within walking distance of the residential neighborhood at the Village's northern boundary.

6.4 STATE COMPREHENSIVE OUTDOOR RECREATIONAL PLAN

Wisconsin prepares a statewide Comprehensive Outdoor Recreation Plan, which assesses recreational facilities and demand throughout the state. By comparing regional demand, regional supply, local park and recreation plans, and public comment data with recreational and population forecasts, the State CORP suggests both rural and urban recreational facilities that are in relative short supply in eight separate state divisions.

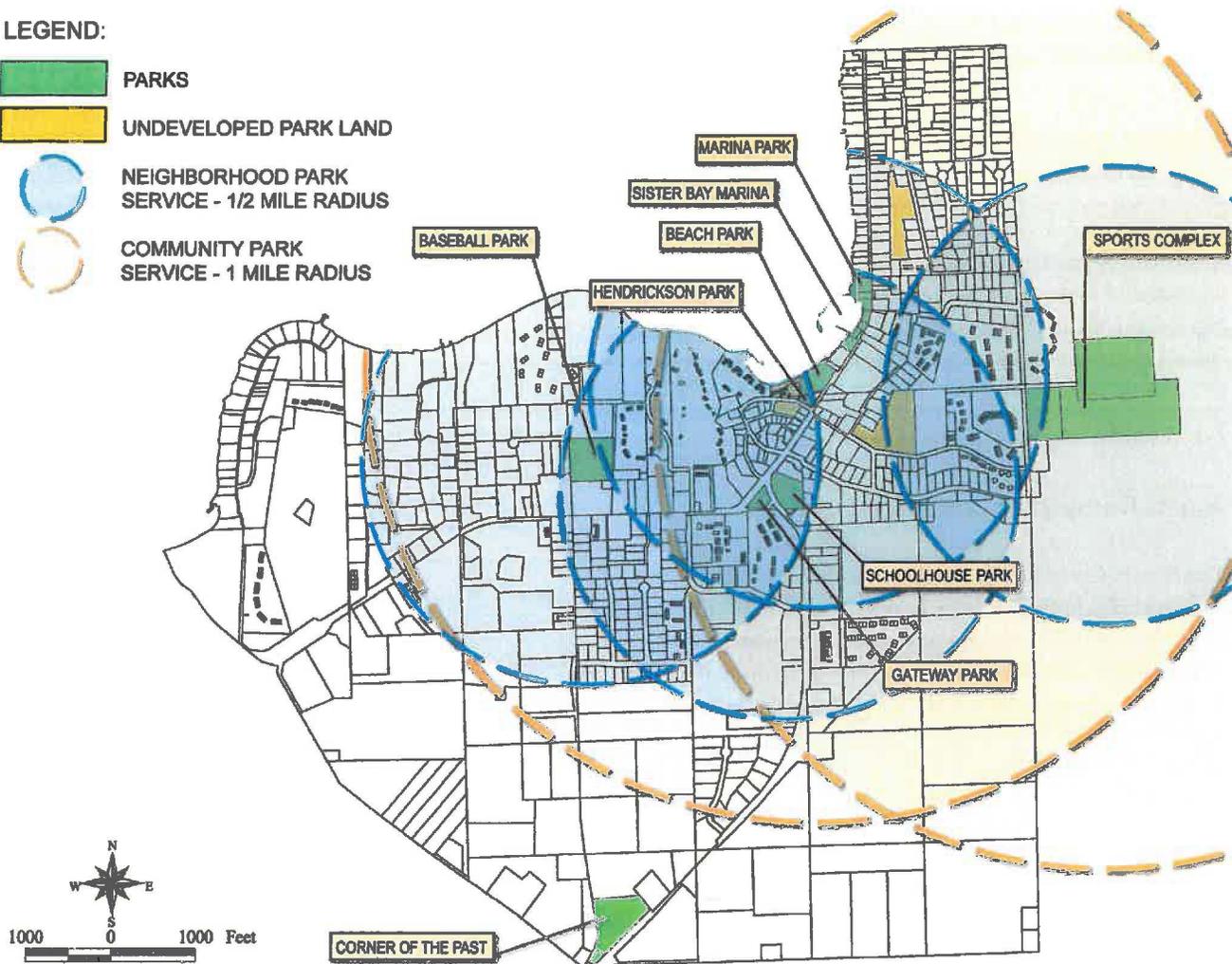
Sister Bay is located within the Upper Lake Michigan Coastal division, which consists of Brown, Door, Kewaunee, Manitowoc, Marinette, and Oconto Counties. Within these six counties, the following urban recreational facilities are in relatively short supply:

- Basketball courts
- Boat equipment providers
- Dog parks
- Playground facilities
- Horseback riding clubs
- Shooting ranges
- Soccer fields
- Tennis courts
- Volleyball courts
- Water parks

As discussed in the next section, the master plans for the Waterfront District and the Sports Complex include many of the above uses, including basketball courts, dog parks, playground facilities, soccer fields, tennis courts, and volleyball courts.

LEGEND:

-  PARKS
-  UNDEVELOPED PARK LAND
-  NEIGHBORHOOD PARK SERVICE - 1/2 MILE RADIUS
-  COMMUNITY PARK SERVICE - 1 MILE RADIUS



Service areas of existing Village neighborhood and community parks

7.0 RECOMMENDED FACILITIES AND IMPROVEMENTS

During the next five years, the Village plans to focus on completing the next phase of the Sports Complex and on development of the waterfront parks. Trail improvements are also planned to connect the downtown area to the Sports Complex. Capital improvement projects are summarized in the table on page 27. To implement these improvements, the Village will pursue various state and federal grants and other sources of funding.

7.1 CAPITAL IMPROVEMENTS

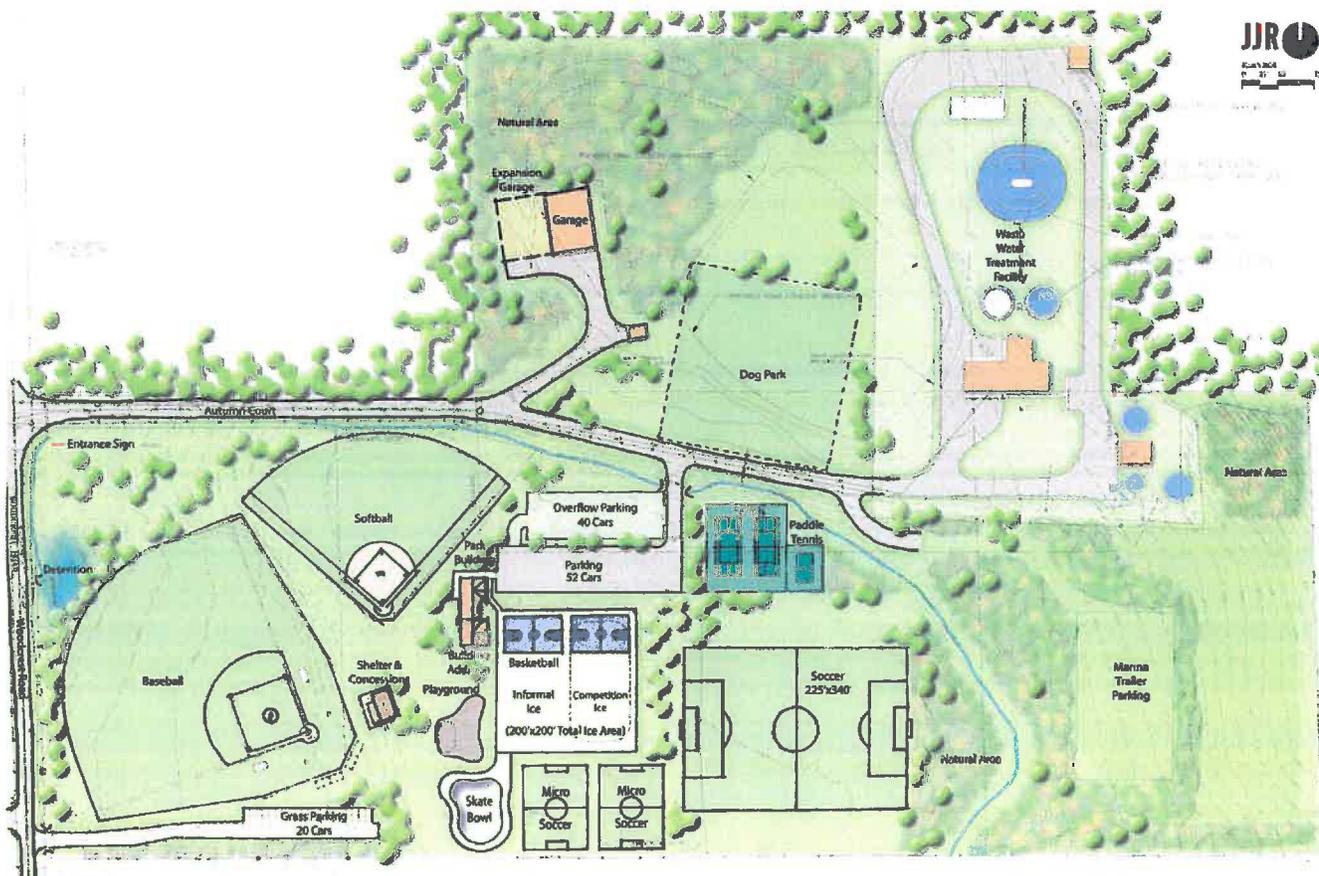
Sports Complex Master Plan

The Sports Complex Master Plan was approved in 2006 and amended in Spring 2008 to reflect modifications to facility layout during recent construction plan development. Proposed facility improvements include a dual-use concrete pad for the ice rink and basketball courts, a new adult baseball diamond, a concession stand, playground improvements, expansion of the parking lot, and a skate park.

The ice rink, basketball courts, baseball diamond, and concession stand are scheduled for construction in summer 2008. Cost of these improvements is budgeted at \$960,000, including design and construction administration fees. Other improvements are not scheduled or budgeted within the next five years, unless alternate funding sources become available.

Waterfront District Master Plan

Approved in February 2008, the Waterfront District Master Plan is a long range vision for Sister Bay's waterfront and downtown over the next 20 years. Driven by the purchase of the Helms Four Season Resort, the master planning process included both primary and secondary study zones. The primary study area targeted public improvements to the immediate lakeshore, much of which is presently under Village ownership. Potential private sector improvements were proposed within the secondary study zone, encompassing downtown Sister Bay from Bluffside Lane north to Scandia Road.



Sports Complex Master Plan, March 2008



Waterfront District Planning Zones



Aerial Perspective of Waterfront District Master Plan, February 2008

Implementation of the master plan will create a continuous Waterfront Park along the lakefront for walking, swimming, kayaking, canoeing, sailing, shore fishing, day-use picnicking, wildlife observation, outdoor concerts, cross-country skiing, and biking.

Master Plan Public Improvements

Major elements of the Waterfront Master Plan within the primary study area include:

- Demolition of the existing Helms Resort, including the existing timber crib and steel sheetpile pier structures along the shoreline.
- Expansion of the beach by extending coastal structures, with areas for swimming, sand volleyball, a kayak launch, and a sailing school. This includes construction of a groin between the park and the Sister Bay Yacht Club to discourage sand migration. The final configuration of coastal structures to create the beach are contingent upon WDNR regulatory approval of engineering analysis and permit applications showing no negative impact to water quality, sediment transport, wave conditions, and wildlife habitat.
- Relocation of storm sewer outfalls away from the swim area.
- Realignment of Mill Road to create a larger, continuous park area and to move surface parking away from the beach.
- A new beach house/changing facility that is ADA compliant.

- A lawn for day-use picnic areas.
- An expanded concert lawn and playground.
- Increased open space with areas of naturalized meadow vegetation.
- Expanded transient dockage within the existing outer breakwater of the Sister Bay public marina.
- Reconstructed Bay Shore Drive corridor with a multi-use path along the park, to be coordinated with a WisDOT project scheduled for 2011-12.

Recommendations for Downtown

The Sister Bay lakefront parks and open space are central to the identity and economy of the Village. Therefore, the master plan also recommends how best to incorporate and connect existing lakefront parks into the community.

The master plan recommends future land acquisition to create a public waterfront west of Bay Shore Drive, stretching from the property line with the Sister Bay Yacht Club to Marina Park. Parking is removed along the west side of the street to open up views of the water. The plan explores potential relocation of the Village Hall Community Center to another site within downtown, in order to resolve structural issues with basement flooding, to provide continuous open space along the waterfront, and to promote better access to the facility. Also, a new Village Administration building is proposed on the lot of the old fire station in order to cluster community facilities. Finally, the plan explores potential private redevelopment of the downtown business area that may follow the initial



Waterfront District Master Plan, February 2008

public investment in waterfront improvements. Mixed use redevelopment zones are planned north of Sunset Drive and south of Mill Road, and a residential/hotel development zone is planned west of the existing building frontage on Bay Shore Drive south of Mill Road. The area between Mill Road and Sunset Drive along Bay Shore Drive is shown in a greater level of detail to provide an idea of scale for this area. The plan includes a 'turn-of-the-century' architectural theme with infill of closely spaced retail, dining, lodging, service, and entertainment venues along Bay Shore Drive. Tiered structures keep façades along the street at two stories in order to maintain the small town character, while additional stories are allowed set back from the street to take advantage of water views. Shared parking is provided behind the businesses.

Waterfront Capital Improvement Phasing Plan

A draft phasing plan was created for the public park components of the master plan based on public opinion, the timeline for related projects such as the Bay Shore Drive reconstruction, and interviews with owners of the properties slated for future acquisition. The Village is actively seeking funds to implement specific project components, which will greatly influence the actual park development timeline.

As shown in the diagram on the facing page, the following phases and conceptual level project costs are planned for the implementation of the master plan. All costs are in 2008 dollars. A 25% contingency is provided, which includes engineering design fees. The costs are for public park capital improvements only, and do not include costs associated with property acquisition, building demolition and/or relocation, or potential redevelopment of private property. Road construction costs are limited to the realignment of Mill Road, and do not include WisDOT improvements planned for Bay Shore Drive. The planned Phase 1, Phase 1A, and Phase 2 improvements are located entirely on property the Village currently owns and the Helms Resort parcel.

Phase 1: Beach Expansion \$2,200,000

- Removal of Helms Resort pier structures
- Breakwater extension, walk, and plazas
- Groin at property line with Yacht Club
- Beach fill
- Storm sewer relocation
- Swim platform
- Concert lawn and pavilion
- Sand volleyball
- Playground expansion, Phase 1
- Village Hall continues to function as beach house

Phase 1A: Transient Docks \$780,000

- Dredging and removal of outdated pier structures
- Dock along breakwater
- Transient slips

Phase 2: Mill Road \$1,600,000

- Mill Road realignment
- Relocate sanitary and water utilities
- Remove existing restroom and monument
- New storm sewer construction
- Beach house facility
- Plaza at corner of Mill Road and Bay Shore Drive
- Playground expansion, Phase 2
- Temporary drive from Post Office lot to Mill Rd.

Phase 3: Bay Shore Drive Reconstruction \$ TBD

- WisDOT reconstruction of Bay Shore Drive
- Construction of multi-use path along street frontage

Phase 4: Village Hall and Post Office Area \$285,000

- Potential relocation or removal of Village Hall
- Purchase or easement on Johnson property and removal of buildings
- Purchase and removal of Sister Bay Café
- Removal of Post Office and parking lot



Waterfront District Master Plan phasing diagram, February 2008

Bicycle Trail System Expansion

The Waterfront District Master Plan included recommendations on connecting the waterfront to other destinations in the Village through existing and proposed trails. The figure on this page shows proposed on-street and off-street connections between the existing multi-use trail at Gateway Park, the lakefront, and the Sports Complex.

By using shared neighborhood streets and off-street connections, trail users avoid the steep topography and heavy traffic of Bay Shore Drive between STH 57 and Mill Road.

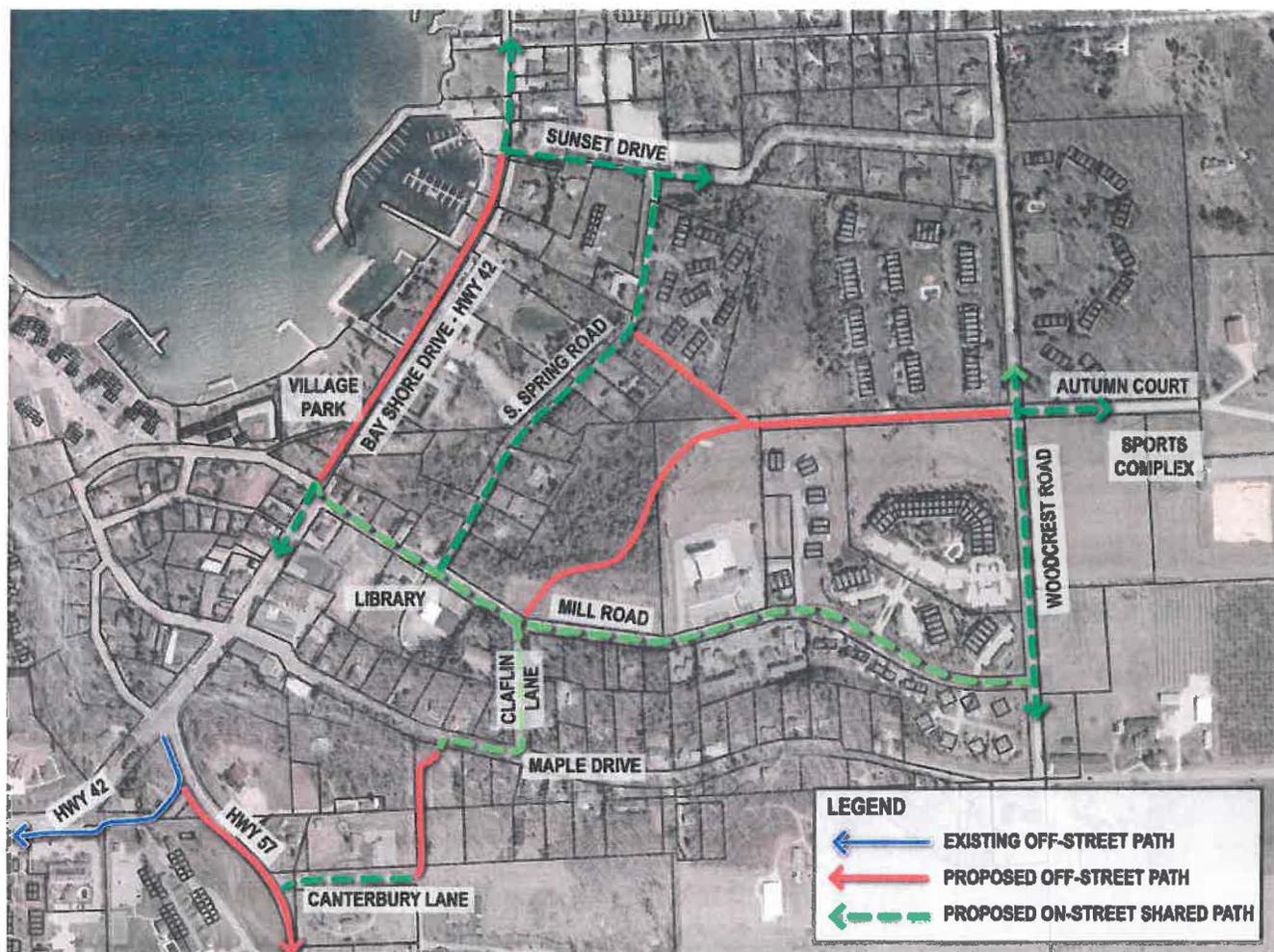
The multi-use path along the waterfront park is planned for construction under the WisDOT Bay Shore Drive reconstruction project scheduled for 2011-12. Other trail connections and on-street signage will be provided as funding permits.

Recommendations for Other Facilities

In order to provide for quality park improvements to the Sports Complex and waterfront, the Village is exploring options to sell or transfer ownership of other underutilized parcels. Properties that were proposed for sale during public meetings for the Waterfront District Master Plan included Baseball and Schoolhouse Parks.

To meet community goals for affordable housing, the Village Board is currently considering an agreement with Habitat for Humanity of Door County for residential workforce housing at Baseball Park. This land is currently zoned small lot residential, which supports the proposed use. The Village is in the process of obtaining an appraisal for Schoolhouse Park. Once complete, the Village Board will hold public meetings to determine if the community supports selling the parcel to finance waterfront projects.

Long-term goals for other facilities in the park system include trails within the undeveloped Mill and Spring Road parcels, and accessibility upgrades for Gateway Park.



Proposed multi-use trail system expansion, November 2007

Summary of Capital Improvement Projects, 2008 - 2012

PARK	PROJECT	2008	2009	2010	2011	2012
Baseball Park	Property may be sold, no improvements planned					
Corner of the Past	No Village-funded improvements planned. Private acquisition of additional historic structures is an ongoing activity of the Historical Society.					
Gateway Park	No improvements planned					
Schoolhouse Park	Property may be sold, no improvements planned					
Sports Complex	Engineering services	\$ 92,500				
	Adult baseball diamond, concession stand, ice rink and basketball courts	\$ 867,500				
Waterfront Park *	Demolition of Helms Resort hotel and cottages	\$77,367				
	Engineering services, phase 1		\$ 175,000			
	Phase 1 improvements: beach, utility relocations, concert lawn and pavilion, sand volleyball, playground expansion		\$ 825,000	\$1,200,000		
	Engineering services, phase 1A		\$ 80,000			
	Phase 1A improvements: transient docks		\$ 700,000			
	Engineering services, phase 2				\$ 125,000	
	Phase 2 improvements: Mill Road realignment, utility relocations, beach house, playground expansion II					\$1,475,000
Mill Road Parcel	No improvements planned					
North Spring Road Parcel	No improvements planned					

* Includes Beach Park, Hendrickson Park, Sister Bay Marina and Marina Park, and the former Helms Resort. WisDOT work not included.

7.2 RECREATIONAL PROGRAMS

Village recreational programs are currently run on a volunteer basis by organizations associated with various athletic programs. In order to better serve residents' recreational needs and become the premier waterfront tourist destination in Door County, the Village is seeking to hire a summer intern in 2008 to prepare a Recreation Program Feasibility Report. The goal of the report is to prepare recommendations for staffing and services to be provided to residents and tourists. Report preparation will consist of the following tasks:

1. Conduct an inventory of existing recreation programs in the Village.
2. Conduct an assessment of existing and proposed utilization by residents and tourists of facilities and programs.
3. Identify linkages with organizations outside the Village to utilize Village facilities.
4. Identify existing costs and revenues associated with existing recreation facilities and programs.
5. Develop programs and services to expand the usage of the existing and proposed facilities.
6. Identify potential costs and revenues associated with proposed facilities and programs.

7. Develop job descriptions for existing and proposed recreation staff, including a recreation director to accomplish the programs.

7.3 OPERATION AND MAINTENANCE

The public park system is maintained by the Village's three-man parks crew. The maintenance and operations budget for 2008 includes the following direct costs:

▪ Utilities:	
Parks	\$2,750
Sports Complex	\$8,500
Maintenance Buildings	\$9,000
Telephone, Sports Complex	\$400
<u>Bike Trail Lighting</u>	<u>\$2,200</u>
Subtotal	\$22,850
▪ Maintenance:	
Parks	\$20,000
Sports Complex	\$10,000
Maintenance Buildings	\$9,000
Seasonal Decorations	\$3,000
Weed Control Services	\$3,500
<u>Bike Trail</u>	<u>\$500</u>
Subtotal	\$46,000

While providing more facilities at the Sports Complex and adding new park land for waterfront access meets the demands of the public, the Village needs to balance the increased maintenance demands of these improvements with their commitment to existing facilities.

Considerations to reduce budgetary impacts of facility improvements on parks maintenance include construction of a permanent irrigation system at the Sports Complex to reduce staff hours associated with field watering (scheduled for summer 2008), and sale of surplus park land currently requiring maintenance.

7.4 FUNDING

There are a number of potential funding sources available to help finance land acquisition and capital improvements of recreation facilities. Funding sources specific to the improvements planned for the Sports Complex, waterfront, and trail system are shown in the table beginning on page 30. The matrix provides basic information on grant programs, matching requirements, application cycles, and agency contacts. Specifics for the grant opportunities that have the highest likelihood to achieve funding for proposed projects are discussed below.

It should also be noted that in addition to the grant programs listed, the Village could pursue a direct federal appropriation for implementing large projects. To be effective with this method of funding, the Village would need to make a concerted effort to actively lobby Senators and Congressmen to earmark funds in a federal appropriations bill. Senator Kohl's office would provide the best resource for starting this process.

Knowles-Nelson Stewardship Program

Through the Stewardship program, the WDNR provides up to 50% funding assistance for local land acquisition or facility development for nature-based outdoor recreation purposes. Under grant restrictions, the land must be kept in outdoor recreation permanently. Competition for acquisition and park development funds are by WDNR region, meaning that the Village will only compete against other projects in the Northeast Region for funding. Because the Village received a letter of retroactivity from the WDNR prior to purchasing the Helms property, the Village may apply for both a land acquisition grant and a park facility development grant for this property as well as for other future acquisitions for the Waterfront Park.

New regulations in the reauthorization of the Stewardship program added language that grants must specifically

provide for "hunting, trapping, fishing, hiking, cross country skiing, and other activities where the primary focus or purpose in the appreciation or enjoyment of nature." Because of this clause, projects must allow hunting and trapping activities unless specifically prohibited by local ordinance. If the Village wishes to exclude these activities from their urban parks, they must provide a copy of the ordinance restricting these activities within the Village limits with Stewardship grant applications.

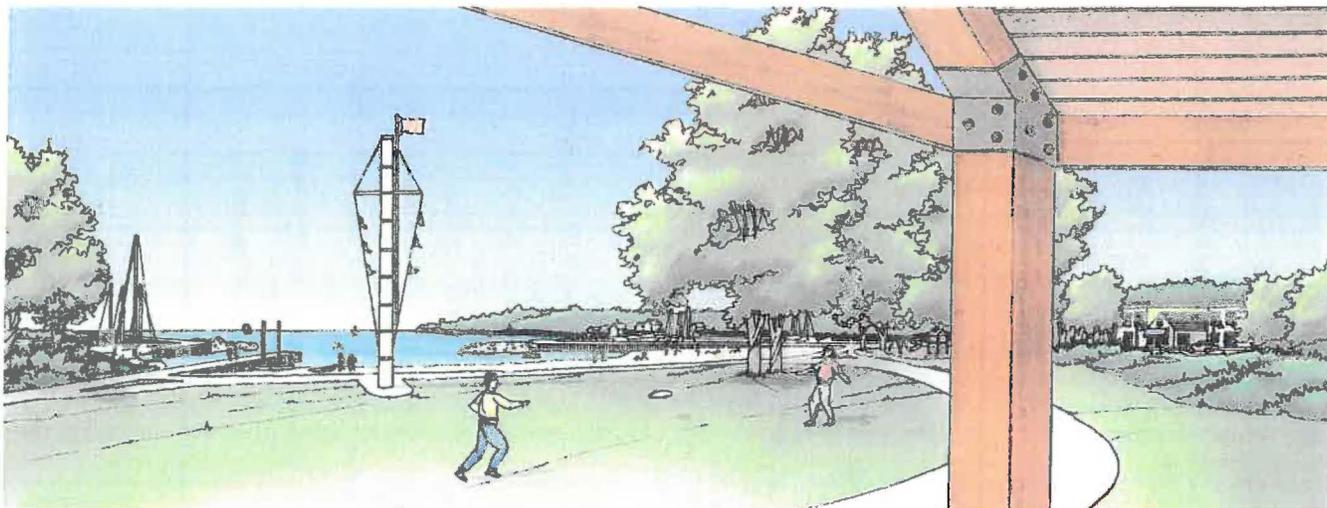
For facility development, the following components of the Waterfront District Master Plan would be available to receive funding:

- Construction of the beach, including extension of the pier/breakwater for beach expansion.
- Beach changing facility, so long as the building is kept to a small-scale structure with limited indoor gathering areas (i.e. includes restrooms and changing areas, but not a community center). An attached covered outdoor picnic facility would be acceptable.
- Walks and picnic areas.
- Utilities and lighting.
- Interpretive signs.
- Landscaping.
- Land surveys, pre-engineering and project design activities. (Cost may be incurred prior to award.)

Active sports recreation facilities are excluded from funding, which includes sand volleyball nets and playground equipment. Marina projects are also not eligible. Funding would be difficult to achieve for the parking and Mill Road realignment, given that any improvements to the potential redevelopment zone would be excluded from the application.

Coastal Management Grant Program

The Wisconsin Coastal Management Program sponsors several different grants targeted at the management, protection, and restoration of Wisconsin's Great Lakes. The most applicable funding categories within this program for the Sister Bay waterfront are Coastal Land Acquisition and Public Access/Historic Preservation. Land acquisition grants may be explored in the future to help purchase the Johnson or Sister Bay Café properties. Public Access/Historic Preservation grants fund low-cost construction projects such as parks, walkways, trails, piers, viewing decks, removal of pilings or outdated structures, historic building restorations, and public access facilities. Projects must include an educational or resource protection component. Funds cannot be used for dredging, marinas, or breakwater construction.



Planned beach improvements, Waterfront District Master Plan

Coastal Management Grants in 2007 for construction projects ranged in size from \$7,000 to \$150,000. Informational workshops are typically held in September to discuss potential projects, the application process, and funding priorities. For grant applications submitted in November 2008, construction projects would need to be completed by June 30, 2010.

C.D. Besadny Conservation Grant

The C.D. Besadny Conservation Grants fund small-scale conservation projects, with a typical grant size of \$100 to \$1,500. Grants must be fully matched with local funds or volunteer labor and/or material donations. Potential projects that could apply for these funds are:

- Installation of natural vegetation features.
- Construction of interpretive signs which discuss natural history, stormwater treatment, or local flora/fauna.
- Construction of trails on the utility easements linking the waterfront to the Sports Complex.

Boating Infrastructure Grant Program (BIG)

The BIG is a U.S. Fish and Wildlife Service program that provides up to a 75% match for transient recreational boating facilities, including slips, breakwaters, restrooms, utilities, and fueling stations. State agencies must apply to the USFWS for funding, which is given in both nationally competitive and non-competitive formats. Each state can apply for up to \$100,000 in non-competitive (Tier 1) funds per year for eligible projects. After awarding the non-competitive funds, approximately \$9 million remains to be distributed in a nationally competitive (Tier 2) application program. Grants under the Tier 2 program typically range from \$30,000 to \$1.5 million. There are no maximum

or minimum limits set on project construction costs; however, all applications must go through the WDNR. The transient dockage at Sister Bay is ideally suited to pursue funds through this program.

Statewide Multi-modal Improvement Program

The Transportation Enhancement Program (TE) and Bicycle and Pedestrian Facilities Program (BFPF) are federal reimbursement programs administered through the Wisconsin Department of Transportation (WisDOT). These monies could be used to fund streetscape enhancements of Bay Shore Drive and other shared-use trails throughout the Village. Grants can also be used to fund design for future construction projects. Competition is high for these funds, and up to 80% of the cost of the project is covered. Construction budgets must exceed \$200,000 and design projects must exceed \$31,250 in fees to be considered for funding. If awarded a grant, the Village would have to finance the entire project and then submit forms for reimbursement.

Applications are due on a biannual basis. As TE streetscaping projects on state highways need to be coordinated with Regional offices, the Village should contact the WisDOT Green Bay office to discuss potential design and/or construction projects related to the reconstruction of Bay Shore Drive. It should be noted that WisDOT's "Community Sensitive Design" policy requires state highway projects to incorporate aesthetic features such as streetscape enhancements even without receiving a TE grant. Typical funding for CSD aesthetic elements is approximately 4% of overall project costs; however, communities can request increases up to 10-20% funding.

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Boating Infrastructure Grant Program (BIG)	U.S. Fish and Wildlife Service and Wisconsin Department of Natural Resources	Development of facilities for transient recreational boaters (26' length or greater), including slips, breakwaters, restrooms, utilities, fueling stations, and pumpout stations.	Up to 75% Federal Match	Yearly Next Application October 2008	Diane Conklin WI Department of Natural Resources Box 397 Cumberland, WI 54829 (715) 822-8583 diane.conklin@wisconsin.gov
C.D. Besadny Conservation Grant	Natural Resources Foundation of Wisconsin	Local conservation projects including kiosks and interpretive signs, installation of natural vegetation, trail construction, and other projects that benefit the public.	50% State 50% Local (cash or volunteer effort), Grants of \$100 to \$1,500	Yearly Next Application January 15, 2009	Natural Resources Foundation of Wisconsin PO Box 2317 Madison, WI 53701-2317 (866) 264-4096 http://www.wisconservation.org/
Coastal Management Grant Program	Wisconsin Department of Administration, WI Coastal Management Program (WCMP)	Coastal land acquisition, wetland protection, habitat restoration, nonpoint source pollution control, coastal resource and community planning, education, public access and historic preservation.	50-60% match, depending on project size Grants in 2007 ranged from \$7,000 to \$150,000	Yearly Next Application for 2009-2010 Grants November 2008, pre-submittal workshops September 2008	Wisconsin Coastal Management Program PO Box 8944 Madison, WI 53708-8944 coastal@wisconsin.gov
Knowles-Nelson Stewardship Program	Wisconsin Department of Natural Resources	Acquiring land for conservation and recreation purposes and developing and improving outdoor recreational facilities. Includes engineering design services, which may be incurred prior to grant award.	Up to 50% State Match	Yearly Next Application May 1, 2008	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Land and Water Conservation Fund (LWCF)	Wisconsin Department of Natural Resources	Federal appropriation program that applies to the planning, acquiring, and developing of State and local recreation areas.	50% State 50% Local	Yearly Next Application May 1, 2008 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Recreational Boating Facilities Program	Wisconsin Department of Natural Resources, WI Waterways Commission	Construction of water and land-based facilities for recreational power boat users (boat ramps, breakwaters, etc.). Will also fund engineering costs for construction documents. Maintenance dredging and finger pier construction are not eligible.	Up to 50% State Match	Quarterly Rolling application process	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Recreational Trails Act	Wisconsin Department of Natural Resources	Funded by Federal gas excise taxes to develop and maintain recreational trails and trail-related facilities.	20%-50% Local Match	Yearly Next Application May 1, 2008 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Statewide Multi-modal Improvement Program (SMIP), including Local Transportation Enhancements Program (TE) and Bicycle and Pedestrian Facilities Program (BPPF)	Wisconsin Department of Transportation	Providing facilities for pedestrians and bicycles and streetscaping / landscaping.	80% State 20% Local	Biannual Next Application April 2008	Wisconsin Department of Transportation NE Region Pam Deneys 944 Vanderperren Way Green Bay, WI 54324 pamela.deneys@dot.state.wi.us
Urban Forestry Assistance Grants	Wisconsin Department of Natural Resources	Urban forestry plans, inventories, public awareness programs or materials, and tree planting, maintenance or removal.	50% Local Match	Yearly Next Intent to Apply July 1, 2008	Tracy Salisbury 2984 Shawano Ave., P.O. Box 10448 Green Bay, WI 54307 (920) 662-5450 salist@dnr.state.wi.us
Urban Nonpoint Source Grant Program	Wisconsin Department of Natural Resources	Construction projects designed to control storm water discharge quality such as detention ponds, filtration and infiltration practices.	Up to 50% State Match	Yearly Next Application April 15, 2008	Kathy Thompson 101 S. Webster St., P.O. Box 7921 Madison, WI 53715 (608) 267-7568 kathleen.thompson@dnr.state.wi.us