



PLAN COMMISSION MEETING AGENDA

Monday, December 29, 2014 at 5:30 P.M.

Sister Bay-Liberty Grove Fire Station – 2258 Mill Road, Sister Bay, WI

For additional information check: [Http://www.sisterbaywi.gov](http://www.sisterbaywi.gov)

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

Call Meeting to Order / Roll Call **Deviations from the agenda order shown may occur.**
Comments, correspondence and concerns from the public

Approval of the agenda

Approval of minutes as published

Business Items

1. Public Hearing on amending and recreating sections 66.0808 Noise Levels in various Zoning Districts; consider a motion to discuss and recommend to the Village Board for Action.
2. Consider a motion to approve a Certified Survey Map for the Good Samaritan Society.
3. Consider a motion to approve a Certified Survey Map for The Village of Sister Bay, old Helm's lot.
4. Consider a motion to discuss and recommend to proceed to public hearing, section 66.1055(1)(e) Permitted Façade Materials.
5. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
6. 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	

III



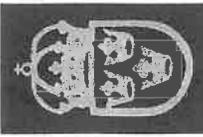
Established 1949

Al Johnson's
Swedish Restaurant,
and Butiks, Inc.

So therefore we have
to have good LIGHTNING
TAKE A LOOK AT NIGHT,
where there are LANTERN
THEY ARE ONLY FOR
LOOKS!
NOT EFFICIENCY!
We are NOT A "NEW"
ENGLAND" Village.
IF TRAIL, Colorado can ha
the LIGHTS I prescribed. I
don't see why we can hav
it. Especially on our pro-
perty! August 1949

702 BAY SHORE DRIVE • P.O. BOX 257 • SISTER BAY, WISCONSIN 54234
Phone 920/854-2626 • 800/241-9914 • Fax 920/854-9650

I



Established 1949

Al Johnson's
Swedish Restaurant,
and Butiks, Inc.

Nov. 19-2014

Sister Bay
Zoning BOARD.
I am writing in regards
of LIGHTS on our
properties in Sister Bay.
There only will be
 DARK collared
BOXES like we have in
all our PARKING LOTS,
NO LANTERNS!!!
We pay a LOT for
LIABILITY-insurance and
also cater to older people
as customers.

702 BAY SHORE DRIVE • P.O. BOX 257 • SISTER BAY, WISCONSIN 54234
Phone 920/854-2626 • 800/241-9914 • Fax 920/854-9650

Business Items:**Item No. 1. Public Hearing on amending and recreating §66.0711 - Shopping Center Signage; Consider a motion to discuss and make a recommendation to the Village Board for action:**

The signage which is currently displayed on the Country Walk Shops property does not make it clear that the Country Walk Shops complex consists of a number of individual shops as well as a grocery store. Oftentimes visitors to the area do not even know that there is a grocery store or a shopping center in Sister Bay, or, if they do, they cannot locate the businesses they are looking for. For quite some time the members of the Plan Commission have indicated that they realize there are issues with the Country Walk Shops signage and would be willing to work with the members of the Country Walk Owner's Association on workable solutions to the problems which have been identified. At the last meeting the members of the Plan Commission reviewed a signage proposal which had been submitted by the Country Walk Owner's Association as well as a copy of §66.0711 – the existing shopping center signage regulations, and formulated potential amendments to that section. A draft of the proposed amendments was included in the meeting packets, and the Commission members jointly reviewed that document.

At 5:54 P.M. Lienau called the public hearing on amending and recreating §66.0711 of the Zoning Code – Shopping Center Signage to order. He then asked if anyone wished to comment regarding the proposed amendments.

Karen McCarthy of 10556 Country Walk Drive stated that it is her understanding that if the previously mentioned amendments are approved the multi-tenant buildings within the Country Walk Shops will be allowed 12 square feet of signage per side and single tenant buildings will be allowed 16 square feet of signage per side. Jackson confirmed that she was correct.

At 5:56 P.M. Lienau asked if anyone else wished to comment regarding the proposed amendments, and when no one responded he declared that the hearing was officially closed.

A motion was made by Solomon, seconded by Howard that the recommendation is made to the Village Board that the proposed amendments to §66.0711 of the Zoning Code – Shopping Center Signage, which were reviewed at this meeting be approved as presented. Motion carried – All ayes.

Item No. 5. Consider a motion to approve preliminary architectural plans from Premier Real Estate:

The management of Premier Real Estate, which company is headquartered in the Brookfield area, presented an Offer To Purchase the "Old Ballfield Property", and that offer was recently accepted by the Village Board. Mary Kay Shumway, a local Realtor, introduced Christopher Slater of Premier Real Estate and explained that Premier Real Estate is a renowned rental company. She firmly believes there is a need for the type of housing Premier Real Estate will provide and knows their project will be a "wonderful addition" to the Village.

Slater indicated that he and his associates would like to construct two twelve unit upscale apartment buildings on the Old Ballfield Property, and presented artist renderings of buildings they have already constructed in other communities. The apartments which will be available here will be "market rate" units, and the project will be phased in as quickly as the units are rented. It is quite likely that rents will range from \$900 to \$1,500 per unit per month and there will be an on-site manager as well as an on-site maintenance person. Slater noted that he and his associates want to work with the Commission members on this matter, and requested input

1 as to the type of architectural features they would like to see. The Commission members
 2 suggested that the buildings have a “countrified”, “Crow’s Nest” look, and that Door County
 3 stone and wooden siding be utilized. Slater indicated that it was his understanding that there
 4 had been a suggestion that a Swedish-themed building be constructed, but the Commission
 5 members noted that they do not believe a log façade with a grass roof would be appropriate in
 6 the area in question.

7
 8 *The Commission members indicated that they like the concept presented by Slater and look*
 9 *forward to seeing formal plans for Premier Real Estate’s development.*

10
 11 **Item No. 6. Consider a motion to discuss the provisions of §66.1005(1)(e) - Permitted Façade**
 12 **Materials, and make a recommendation to proceed to public hearing regarding potential**
 13 **amendments to that section:**

14 Bob and Sandra Sitte, who own property at 10346 Country Lane, have requested that the Plan
 15 Commission consider amending the provisions of the Zoning Code which prohibit the use of
 16 metal exterior walls on accessory buildings. A copy of §66.1055(1)(e) was included in the
 17 meeting packets and the Commission members jointly reviewed that documentation.

18
 19 Davis Sitte, Bob Sitte’s father, indicated that Bob was not able to attend this meeting as he had
 20 to work. Bob owns 24 acres of secluded property on Country Lane and would like to construct
 21 an accessory structure which has metal siding back in the woods. (Wooden siding rots and
 22 mildews and requires a lot of maintenance, and Sitte believes today’s metal siding is much
 23 more aesthetically pleasing. It’s also reasonably priced and requires very little maintenance.)

24
 25 *The Commission members noted that there are a number of different grades and styles of metal*
 26 *siding, and, therefore, they would like to see actual samples of the different grades and styles*
 27 *which are now available before deciding whether a public hearing should be conducted. Sitte*
 28 *was also asked to present a sample of the siding he would like to utilize on his accessory*
 29 *building. Jackson will obtain several metal siding samples from a local lumber yard, and all*
 30 *those samples as well as the type of siding Sitte would like to utilize will be reviewed at the*
 31 *December Plan Commission Meeting.*

32
 33 *A motion was made by Lienau, seconded by Grutzmacher that Agenda Item No. 6 – Consider a*
 34 *motion to discuss the provisions of §66.1005(1)(e) – Permitted Façade Materials, and make a*
 35 *recommendation to proceed to public hearing regarding potential amendments to that section,*
 36 *shall be tabled until the December meeting of the Plan Commission. Motion carried – All ayes.*

37
 38 **Item No. 2. Discussion regarding the provisions of §66.0808 of the Zoning Code – Noise**
 39 **Levels in various Zoning Districts, and make a recommendation to proceed to public hearing**
 40 **regarding potential amendments to that section:**

41 Section 66.0808 of the Zoning Code states that any activity or operation of any use producing
 42 noise, other than ordinary vehicular noise, shall be conducted so that no noise from the activity
 43 or operation exceeds the following limits at any point off the lot on which the use is located:
 44 residential districts – 65 decibels and business districts – 70 decibels. This issue was referred to
 45 the SBAA and the Parks Committee with a request that recommendations for proposed
 46 amendments be formulated, and copies of the minutes for the meetings at which this issue was
 47 addressed were included in the meeting packets. The Parks Committee has recommended that
 48 the Village’s noise regulations be amended in such fashion that they state that variable noise
 49 levels of 85 decibels which last longer than 30 seconds when measured at the lot line will not
 50 be allowed. The SBAA has recommended that a 10:30 P.M. time limit be established for

1 playing of outdoor music, and the Parks Committee concurred.

2
3 Solomon noted that he believes any regulations which are imposed must be realistic and must
4 be enforced. Jackson also noted that the problem isn't the outdoor music but the amplification
5 of that music.

6
7 It was the consensus that the Parks Committee's recommendations shall be accepted, and that
8 §66.0808 should be amended accordingly.

9
10 *A motion was made by Baker, seconded by Grutzmacher that a public hearing shall be*
11 *conducted regarding the previously mentioned amendments to §66.0808 of the Zoning Code –*
12 *Noise Levels in various Zoning Districts, at the December Plan Commission Meeting. Motion*
13 *carried – All ayes.*

14
15 **Item No. 3. Consider a motion to discuss and approve a preliminary plan for the Stony Ridge**
16 **Development:**

17 A preliminary site plan which depicts expansion of the Stony Ridge Development was included
18 in the meeting packets and the Commission members jointly reviewed that document. Phase I
19 of the development will consist of three apartment buildings, one storage unit, two 2 unit
20 condos, and thirteen single family homes.

21
22 *A motion was made by Lienau, seconded by Solomon that the Plan Commission approves the*
23 *preliminary plan for the Stony Ridge Development which was reviewed at this meeting as*
24 *presented. Motion carried – All ayes.*

25
26 **Item No. 4. Consider a motion to approve a Certified Survey Map for the Good Samaritan**
27 **Society:**

28 A draft of a Certified Survey Map which depicts dedication of the right-of-way for the Scandia
29 Village Expansion Project was included in the meeting packets and the Commission members
30 jointly reviewed that document.

31
32 Lienau noted he has received several complaints that the intersection of Canterbury Lane and
33 Applewood Road does not seem to be sized appropriately for large trucks, and it was the
34 consensus that the complaints shall be investigated. Jackson will ask the Fire Chief to bring a
35 fire truck to the intersection to see if there is sufficient turning radius, and if the complaints are
36 found to be justified the Certified Survey Map will be revised accordingly.

37
38 *A motion was made by Lienau, seconded by Howard that Agenda Item No. 4 – Consider a*
39 *motion to approve a Certified Survey Map for the Good Samaritan Society, shall be tabled until*
40 *the next meeting of the Commission.*

41
42 **Item No. 7. Report by the Zoning Administrator regarding development activities, various**
43 **enforcement actions, and issuance of Sign and Zoning Permits:**

44 Jackson gave the following oral report:

45
46 • **Permits/Enforcement Actions:**

47 A letter was sent to Scott Dell regarding a nuisance complaint and he will be taking
48 follow-up action.

49
50

1 • **Letter Sent to Church Hill Inn regarding noxious weeds:**

2 The Parks Committee requested that Jackson contact the management of the Church Hill
3 Inn regarding the fact that there were overgrown noxious weeds on that property. The
4 Manager contended that the removal of the weeds was the Village's responsibility as he
5 had entered into an agreement with the former Administrator regarding maintenance of
6 the property in question, and, therefore, the Parks Department employees mowed the
7 weeds.

8
9 • **Approval Given To Ironwood Yoga for a sign:**

10 The Manager of Ironwood Yoga did submit a Sign Permit Application and paid the
11 applicable fee. He apologized for his oversight.

12
13 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred**
14 **to a committee, Village official or employee:**

15 *It was the consensus that:*

- 16
17 1. *A Public Hearing shall be conducted regarding the provisions of §66.0808 of*
18 *the Zoning Code – Noise Levels in various Zoning Districts, at the December*
19 *Plan Commission Meeting.*
20 2. *A number of metal siding samples will be reviewed at the December Plan*
21 *Commission Meeting.*
22 3. *Jackson shall ask the Fire Chief to bring a truck up to the intersection of*
23 *Applewood Road and Canterbury Lane to see if there is sufficient turning radius*
24 *on that roadway, and report his findings at the December Plan Commission*
25 *Meeting.*

26
27 **Adjournment:**

28 *A motion was made by Baker, seconded by Solomon to adjourn the meeting of the Plan*
29 *Commission at 7:24 P.M. Motion carried – All ayes.*

30
31 Respectfully submitted,

32 

33 Janal Suppanz,
34 Administrative Assistant



Plan Commission Public Notice

The Sister Bay Plan Commission will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Rd, Door County, Wisconsin on **Monday, December 29, 2014 at 5:30 P.M.** or shortly thereafter, for the purpose of considering proposed text amendments to the Zoning Code. Sections of the Zoning Code to be considered include §66.0808 – Noise Levels in Various Zoning Districts.

The purpose of this public hearing is to obtain comments and input from the public on the proposed text amendments.

A copy of the proposed amendments and the current Zoning Code are available for inspection. The Zoning Code and Zoning Map for the Village are also on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00p.m. The drafts are available on the Village web site at www.sisterbaywi.info.

Written testimony, including email, will be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 P.M. on the day of the meeting. Letters will be available for public inspection during normal business hours, until the close of business on the day of the hearing. Letters will be entered into the record; and a summary of all letters will be presented at the meeting, but individual letters may not be read. Anonymous correspondence will not be accepted.

All application materials for Regular Zoning Permits, Conditional Use Permits and zoning amendment petitions may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI during normal business hours, 8:00am. -4:00p.m.

By order of the Plan Commission of the Village of Sister Bay.

Zeke Jackson
Zoning Administrator
zeke.jackson@sisterbaywi.gov

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**

2 **WEDNESDAY, OCTOBER 1, 2014**

3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4
5 *The October 1, 2014 meeting of the Parks, Properties and Streets Committee was called to*
6 *order by Committee Chair Dave Lienau at 2:12 P.M.*

7
8 **Present:** Committee Chair Dave Lienau and members John Clove, Sharon Doersching and
9 Scott Baker.

10
11 **Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and
12 Village Clerk-Treasurer Christy Sully.

13
14 **Others:** Paige Funkhouser

15
16 **Comments, correspondence and concerns from the public:**

17 Lienau asked if anyone wished to comment regarding a non-agenda item. No one
18 responded. He also noted that e-mails which had been received from Julie Duffy and Lloyd
19 Michalsen had been included in the meeting packets. In her letter Duffy addresses
20 concerns she has about the use and promotion of the performance pavilion and the role of
21 the SBAA with respect to the use of that facility. She also expresses concerns about
22 scheduling and promotion of upcoming festivals and special events and the SBAA's
23 responsibilities with respect to such events. Lienau noted that he has suggested that an Ad
24 Hoc Marketing Committee comprised of two Trustees, an SBAA representative and a
25 member of the public be created. That Committee will be charged with planning for the
26 use of the beach and the performance pavilion and marketing of promotion of those
27 appurtenances.

28
29 In his e-mail Michalsen provides an update on the status of creation of an "Acoustic Music
30 on the Bay Group" and states that he is convinced that this event can be a success.

31
32 Doersching noted that the annual Flower Pot Angels' luncheon will be conducted at the
33 Sister Bay Bowl at 12:30 P.M. tomorrow and invited all the Committee members as well as
34 Jackson to attend that event.

35
36 Jackson indicated that he is happy to report that he recently received notification that the
37 Federal Government has tentatively decided to award the Village a \$22,000 grant in
38 addition to the \$489,000 grant he mentioned at the last Village Board Meeting, bringing
39 the total grant award for the Beach Project to \$511,000.

40
41 Paige Funkhouser reported that preparations for the 69th annual Fall Fest are coming along
42 well. There will be helicopter rides this year. The pick-up and drop-off point will be behind
43 the Fire Station. Weather permitting she's hoping to bring a "long standing Fall Fest
44 tradition" back this year.

45
46
47
48

1 **Approval of minutes as published:**

2 **As to the minutes for the September 3, 2014 meeting of the Parks, Properties & Streets**
 3 **Committee:**

4 *A motion was made by Clove seconded by Baker that the minutes for the September 3,*
 5 *2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

7 **As to the minutes for the September 16, 2014 special meeting of the Parks, Properties &**
 8 **Streets Committee:**

9 *A motion was made by Clove seconded by Doersching that the minutes for the September*
 10 *16, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All*
 11 *ayes.*

13 **Approval of Agenda:**

14 *A motion was made by Clove seconded by Baker that the Agenda for the October 1, 2014*
 15 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

17 **Business Items:**

18 **Item No. 1. Discussion on Ordinances impacting noise in Village parks; Consider a**
 19 **motion to make a recommendation to the Plan Commission for action:**

20 Jackson noted that the Plan Commission has asked for input from the SBAA Board of
 21 Directors as well as the Parks Committee regarding amendment of the Village's noise
 22 regulations. The SBAA Board members have already discussed this issue, and they are
 23 recommending that a 10:30 P.M. time limit be established for outdoor music. No
 24 recommendations were made regarding acceptable decibel levels.

26 A report which describes decibel readings Jackson was able to obtain outside several
 27 Village establishments from August 13th through August 15th was included in the meeting
 28 packets and the Committee members jointly reviewed that document. It was the consensus
 29 that the existing regulations are simply not realistic.

31 The Committee members indicated that they don't want to unfairly restrict business
 32 activities in the Village but also feel the concerns of motel owners and people living in the
 33 downtown area should be taken into consideration. Acoustic music does not seem to
 34 create noise issues but amplified music does. They also agreed that the 10:30 P.M. time
 35 limit on playing of outdoor music appears to be reasonable.

37 *A motion was made by Clove, seconded by Lienau that the Parks Committee recommends*
 38 *that the Village's noise regulations be amended in such fashion that they state that*
 39 *sustained noise levels of 85 decibels will not be allowed. If the Parks Committee's*
 40 *recommendation is accepted the Committee members are requesting that all the business*
 41 *owners in the Village be given formal written notice of the amendment.*

43 During discussion several of the Committee members indicated that they feel the term
 44 "sustained" could be interpreted in a number of different fashions, and Lienau and Clove
 45 then amended their motion in the following fashion:

47 *A motion was made by Clove, seconded by Lienau that the Parks Committee recommends*
 48 *that the Village's noise regulations be amended in such fashion that they state that variable*
 49 *noise levels of 85 decibels which last longer than 30 seconds when measured at the lot line*

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
 2 **THURSDAY, AUGUST 7, 2014**
 3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
 4 **10668 N. BAY SHORE DRIVE**

5
 6 *The August 7, 2014 meeting of the Sister Bay Advancement Association Board of Directors*
 7 *was called to order by President Steve Gomoll at 8:05 A.M.*

8
 9 **Present:** Steve Gomoll, Windy Bittorf, Heidi Hitzeman, Jeannie Hoffman, Drew Bickford,
 10 Larry Gajda, James Larsen, and Nora Zacek

11
 12 **Excused:** Jessica Grasse and Tonya Crowell

13
 14 **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

15
 16 **Others:** Carol Clikeman, Ron Kane and Chad Kodanko

17
 18 **Business Items:**

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

20 Funkhouser suggested that "Discussion Regarding the Fall Dinner" be added to the Agenda
 21 for this meeting.

22
 23 *A motion was made by Gajda, seconded by Zacek, that the Agenda for the August 7, 2014*
 24 *meeting of the SBAA Board of Directors be approved as amended. Motion carried – All*
 25 *eyes.*

26
 27 **Item No. 2. Approval of the minutes for the June 5, 2014 meeting of the SBAA Board of**
 28 **Directors:**

29 *A motion was made by Gajda, seconded by Larsen that the minutes for the June 5, 2014*
 30 *meeting of the SBAA Board of Directors be approved as presented. Motion carried – All*
 31 *eyes.*

32
 33 **Item No. 3. Financial Report:**

34 Bittorf distributed financial reports and the Board members jointly reviewed those
 35 documents.

36
 37 *A motion was made by Hitzeman, seconded by Zacek that the financial reports for June,*
 38 *2014 are approved as presented. Motion carried – All eyes.*

39
 40 **Item No. 4. Discussion regarding evening entertainment and the Village's Noise**
 41 **Ordinance:**

42 Larsen and Chad Kodanko noted that complaints have been received about noise coming
 43 from some taverns in the Village during the evening hours. Last year a condition was
 44 imposed on the liquor licenses that businesses could have outdoor entertainment until
 45 11:00 P.M., but at that time all outdoor seating had to be vacated. This year when the
 46 liquor licenses were approved by the Village Board that condition was changed. Now
 47 outdoor music has to cease by 10:30 P.M. and outdoor seating must be vacated by 11:00
 48 P.M. Larsen and Kodanko acknowledged that they were aware that renewal of liquor

1 licenses was being considered by the Village Board as they saw that the annual liquor
 2 license application was submitted to the Village Clerk in June, but they do not believe it's
 3 fair for Village officials to impose any new liquor license conditions without giving the
 4 affected business owners notice that that could occur. They also noted that generally
 5 speaking outdoor music is only played at Husby's until 11:00 P.M. two nights a week for
 6 two months out of the year. Whenever bands play outdoors business at that establishment
 7 increases considerably. Larsen stated that it is his understanding that Village officials are
 8 considering amendment of the noise regulations. These type of regulation amendments
 9 could have a negative impact on a number of Village business owners.

10
 11 *The Board members indicated that it is their belief that having outdoor music during "the*
 12 *season" is an important entertainment draw to the Village. They also noted that they do not*
 13 *believe it's fair that Village officials would impose new liquor license conditions which*
 14 *would affect business owners without giving some type of prior notice to them.*

15
 16 *At 8:45 Larsen indicated that he had another obligation and left the meeting.*

17
 18 **Item No. 5. Discussion regarding the Beach Grand Opening Celebration in 2015:**

19 **Item No. 9. Waterfront Park Development Update:.**

20 Denise Bhirdo informed Funkhouser that she would be willing to help organize a Beach
 21 Grand Opening Celebration, but will not have time to begin working on that project until
 22 "the season" has concluded. Funkhouser will provide more information regarding the
 23 celebration as soon as it becomes available.

24
 25 **Item No. 6. Discussion regarding the Fall Dinner:**

26 *It was the consensus that this year's Fall Dinner shall be conducted at the Mission Grille on*
 27 *Tuesday, September 30, 2014. Social time will commence at 5:30 P.M. and dinner will be*
 28 *served at 6:00 P.M. A business meeting will follow.*

29
 30 **Item No. 7. Discussion regarding festivals and special events:**

31
 32 • **Concerts In The Park**

33 The Concerts In the Park have been well attended and attendance has
 34 increased considerably since the new Performance Pavilion has opened. To
 35 date concession sale proceeds have amounted to \$2,061.50.

36
 37 • **DCFA**

38 This will be the 12th annual Door County Festival of the Arts. All the plans
 39 have been finalized for that event and everything should be "ready to go".
 40 Volunteers are still needed to man artist's booths from time to time, and
 41 help is also needed with clean-up. Two of the goats on poles were stolen
 42 but they have been returned.

43
 44 • **Peninsula Century Bike Ride**

45 Funkhouser will be meeting with Brian Fitzgerald to discuss the Peninsula
 46 Century Bike Ride sometime next week. She will provide more information
 47 regarding the ride at the next meeting.

1 **Item No. 4. Discussion regarding the Village's Noise Ordinance:**

2 The Plan Commission will be discussing amendments to the Village's noise regulations and
 3 has asked for input from the SBAA regarding this issue. Zeke Jackson, the Village
 4 Administrator, noted that complaints have been received about noise coming from Husby's
 5 and the Sister Bay Bowl. He did contact the management of both establishments and
 6 eventually found it necessary to issue a warning citation to Husby's for violation of the
 7 Village's Noise Ordinance. For a number of years there have been provisions on the liquor
 8 licenses that outdoor music must cease by a specific time.

9
 10 *A motion was made by Gajda, seconded by Bittorf that the SBAA Board of directors*
 11 *believes the existing liquor license conditions as well as the existing penalties for violation*
 12 *of the Village's noise regulations are acceptable, but is recommending that the noise*
 13 *regulations be amended in the following fashion:*

- 14
 15 • *All outdoor music must cease by 10:30 P.M. and outdoor assembly must cease by*
 16 *midnight.*

17
 18 *Motion carried – All ayes.*

19
 20 **Item No. 5. Discussion regarding a potential new event for 2015:**

21 Funkhouser spoke with the lead singer of Unity and he would be interested in bringing a
 22 reggae/multi-cultural ticketed event, *Midwest Sun Splash*, to Sister Bay in 2015. It would
 23 make the most sense to hold that event in conjunction with the Festival of the Arts. She will
 24 be investigating grant opportunities which are available. It was the consensus that after Fall
 25 Fest Funkhouser shall do research regarding this issue and provide updates on a monthly
 26 basis.

27
 28 *At 9:30 A.M. Crowley indicated that she had another engagement and left the meeting.*

29
 30 **Item No. 6. Discussion regarding a Joint Effort Marketing Committee:**

31 A group of Sister Bay and Liberty Grove business owners have been invited to serve on a
 32 Joint Effort Marketing Committee. The members of that committee will be charged with
 33 making suggestions for marketing efforts which can be taken and activities which can be
 34 conducted in the Village when work is done on the highway reconstruction project.
 35 Further information will be provided regarding this issue at the November meeting.

36
 37 **Item No. 7. Discussion regarding festivals and special events:**

- 38
 39 • **SBAA Fall Dinner**
 40 The Fall Dinner will be conducted on Tuesday, September 30, 2014. Social
 41 time will commence at 6:00 P.M. and dinner will be served at 6:30 P.M.
 42
 43 • **Peninsula Century Bike**
 44 Funkhouser will be meeting with Brian Fitzgerald later this morning
 45 regarding the Peninsula Century Bike Ride, which will be conducted on
 46 Saturday, September 13, 2014.
 47
 48 • **Fall Fest – Merchandising and Possible Fee**
 49 *Funkhouser presented drafts of Fall Fest T-Shirt designs and the Board members*

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0807 VIBRATION

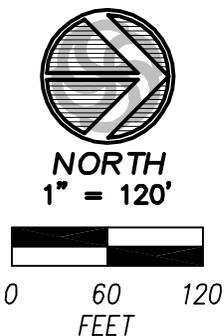
SEC. 66.0809 OUTDOOR LIGHTING

- 1 **Sec. 66.0807 Vibration** 56
- 2 No activity in any district shall emit vibrations, 57
- 3 which are discernible by the Zoning Administrator 58
- 4 without instruments outside its premises. Any 59
- 5 construction or utility installation activity that re- 60
- 6 quires blasting of rock shall require a notification 61
- 7 plan for neighboring properties and the issuance 62
- 8 of a permit by the Zoning Administrator. 63
- 9 **Sec. 66.0808 Noise** 64
- 10 **Any activity or operation of any use producing** 65
- 11 **noise, other than ordinary vehicular noise, shall** 66
- 12 **be conducted so that no noise from the activity or** 67
- 13 **operation shall exceed the following limits at the** 68
- 14 **lot line on which the noise is emanating for a du-** 69
- 15 **ration of thirty (30) seconds or longer: All districts** 70
- 16 **except Parks (P-1), variable noises at or above 85** 71
- 17 **decibels.** 72
- 18 **Sec. 66.0809 Outdoor Lighting** 73
- 19 (a) Purpose. Purpose and intent: 74
- 20 This section regulates all outdoor lighting 75
- 21 installed on residential, business and insti- 76
- 22 tutional sites, both publicly and privately 77
- 23 owned within the Village, with the excep- 78
- 24 tion of outdoor lighting on public streets, 79
- 25 public bikeways and public walkways. The 80
- 26 purpose of this section is to create stand- 81
- 27 ards for outdoor lighting that do not inter- 82
- 28 fere with the reasonable use of residential, 83
- 29 business and institutional sites, that prevent 84
- 30 light trespass and conserve energy yet 85
- 31 maintain night time safety. If outdoor light- 86
- 32 ing is installed, it shall be in conformance 87
- 33 with the provisions of this section of the 88
- 34 Municipal Code, the building code and all 89
- 35 other codes and regulations as applicable 90
- 36 and under appropriate permit and inspec- 91
- 37 tion. 92
- 38 (b) General requirements: 93
- 39 (1) All outdoor lighting fixtures installed 94
- 40 November 13, 2004 and thereafter 95
- 41 maintained upon private or public 96
- 42 residential, business, and institu- 97
- 43 tional property shall comply with 98
- 44 the following: 99
- 45 a. The maximum allowable 100
- 46 light trespass shall be 0.5 101
- 47 horizontal foot-candles four 102
- 48 feet above ground. The point 103
- 49 of measurement of this of- 104
- 50 fending light shall be at the 105
- 51 property line for residential, 106
- 52 commercial, institutional or 107
- 53 public use. The measurement 108
- 54 shall not include any ambi- 109
- 55 ent natural light. 110
- 111
- b. Light sources shall be shield- 112
- ed or installed so that there is 113
- not a direct line of sight be- 114
- tween the light source and its 115
- reflection and at a point five 116
- feet or higher above the 117
- ground of adjacent property 118
- and public streets. The light 119
- source shall not be of such 120
- intensity to cause discomfort 121
- or annoyance. 122
- c. Any outdoor lighting fixture 123
- installed on a parking lot 124
- shall use metal halide lamps. 125
- d. The lighting system shall be 126
- extinguished or reduced to 127
- fifty percent no later than 128
- thirty minutes after the close 129
- of business for the day. The 130
- fifty percent reduction shall 131
- be applied to the entire lot or 132
- structure. 133
- e. All lamp types utilized for 134
- search lighting shall not be 135
- allowed. Outdoor lighting 136
- fixtures used to illuminate 137
- sports fields and tennis courts 138
- shall be reduced by 50% 139
- past 10:00 PM. 140
- f. Flashing, flickering, and oth- 141
- er distracting lighting, which 142
- may distract motorists is pro- 143
- hibited. 144
- g. Light fixtures shall not be 145
- permitted within required 146
- buffer yards. 147
- (2) All outdoor fixtures installed prior to 148
- November 13, 2004 shall be ex- 149
- empt from this section except as fol- 150
- lows: 151
- a. If any modifications, con- 152
- struction or changes to an 153
- existing outdoor lighting fix- 154
- ture system is proposed to af- 155
- fect fifty percent or more of 156
- the total number of fixtures, 157
- then all fixtures shall comply 158
- with the provisions of this 159
- section. 160
- b. All outdoor lighting fixtures 161
- installed on R-2 residential 162
- projects or sites shall con- 163
- form to subsection (c)(3) 164
- herein. 165
- (3) All outdoor lighting fixtures shall be 166
- maintained according to materials 167

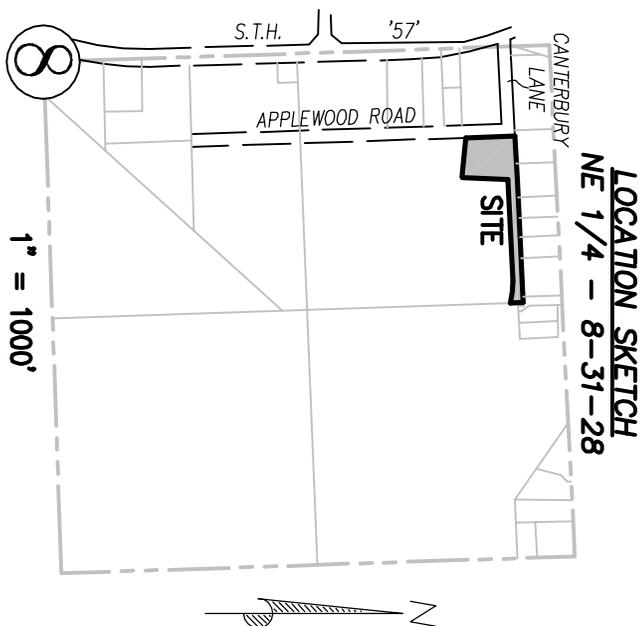
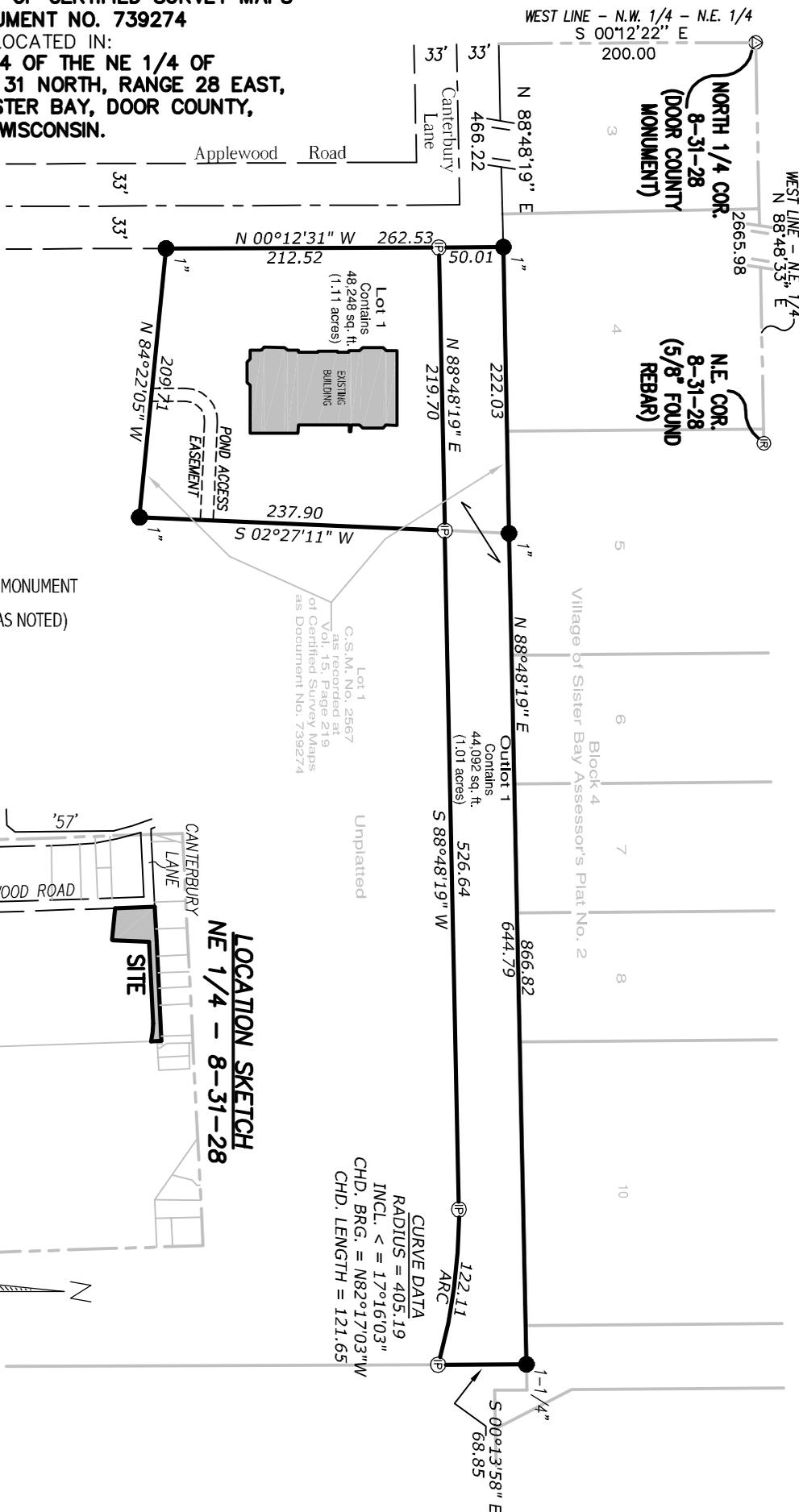
CERTIFIED SURVEY MAP

BEING A REVISION OF:
**LOT 1 OF C.S.M. NO. 2567, AS RECORDED AT
 VOL. 15, PAGE 219 OF CERTIFIED SURVEY MAPS
 AS DOCUMENT NO. 739274**

LOCATED IN:
**THE NW 1/4 OF THE NE 1/4 OF
 SECTION 8, TOWN 31 NORTH, RANGE 28 EAST,
 VILLAGE OF SISTER BAY, DOOR COUNTY,
 WISCONSIN.**



- ⊙ - DOOR COUNTY ALUMINUM MONUMENT
- - FOUND IRON PIPE (SIZED AS NOTED)
- Ⓟ - 1" SET IRON PIPE
- Ⓡ - 5/8" FOUND REBAR



CERTIFIED SURVEY MAP

BEING A REVISION OF:
**LOT 1 OF C.S.M. NO. 2567, AS RECORDED AT
 VOL. 15, PAGE 219 OF CERTIFIED SURVEY MAPS
 AS DOCUMENT NO. 739274**

LOCATED IN:
**THE NW 1/4 OF THE NE 1/4 OF
 SECTION 8, TOWN 31 NORTH, RANGE 28 EAST,
 VILLAGE OF SISTER BAY, DOOR COUNTY,
 WISCONSIN.**

SURVEYOR'S CERTIFICATE:

I, Michael G. McCarty, Registered Land Surveyor for Baudhuin Incorporated, do hereby certify that we have surveyed the following described parcel:

A parcel of land being a revision of C.S.M. No. 2567, as recorded at Vol. 15, Page 219 of Certified Survey Maps as Document No. 739274, located in the NW 1/4 of the NE 1/4 of Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin, more particularly described as follows:

Commencing at the North 1/4 Corner of said Section 8-31-28; thence S.00°12'22" E., 200.00 feet along the west line of the NW 1/4 of the NE 1/4 of said Section 8-31-28 to the northerly right of way line of Canterbury Lane; thence N. 88°48'19" E., 466.22 feet along said northerly right of way line to the intersection of said northerly right of way line and the easterly right of way line of Applewood Road, said point also being the point of beginning of lands to be described; thence N. 88°48'19" E., 866.82 feet; thence S. 00°13'58" E., 68.85 feet; thence Westerly, 122.11 feet along the arc of a 405.19 foot radius curve to the left whose chord bears N. 82°17'03" W., 121.65 feet (incl. < = 17°16'03"); thence S. 88°48'19" W., 526.64 feet; thence S. 02°27'11" W., 237.90 feet; thence N. 84°22'05" W., 209.71 feet to the aforementioned easterly right of way line of Applewood Road; thence N. 00°12'31" W., 262.53 feet along said easterly right of way line to the point of beginning.

Said parcel contains 92,340 square feet (2.12 acres) and is subject to and benefited by a Pond Access Easement as mapped and described at the aforementioned C.S.M. No. 2567.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof, and also shows structures thereon, and visible encroachments, if any. Also, I have fully complied with Chapter 236.34 of the Wisconsin State Statutes.

Dated: _____

 Michael G. McCarty S-2298

CERTIFIED SURVEY MAP

LOCATED IN:
THE NW 1/4 OF THE NE 1/4 OF
SECTION 8, TOWN 31 NORTH, RANGE 28 EAST,
VILLAGE OF SISTER BAY, DOOR COUNTY,
WISCONSIN.

OWNER'S CERTIFICATE:

As Executive Vice President / Chief Operating Officer for The Evangelical Lutheran Good Samaritan Society, I, David J. Horazdovsky do hereby certify that I have caused the land depicted on this certified survey map to be surveyed, divided and mapped as represented on this certified survey map. I also certify that this certified survey map is required by S.236.34 to be submitted to the Village of Sister Bay for approval or objection in accordance with current land division ordinances.

Dated: _____

David J. Horazdovsky, Executive Vice President / Chief Operating Officer
The Evangelical Lutheran Good Samaritan Society

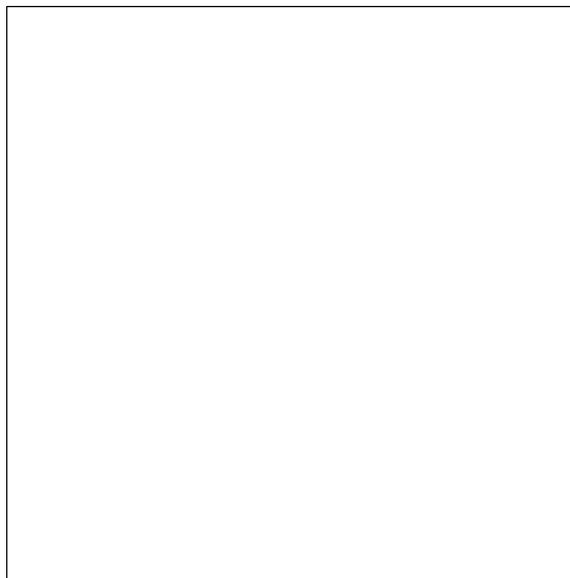
VILLAGE OF SISTER BAY CERTIFICATE:

I hereby certify that this certified survey map was submitted to and approved by
The Village of Sister Bay.

Dated: _____

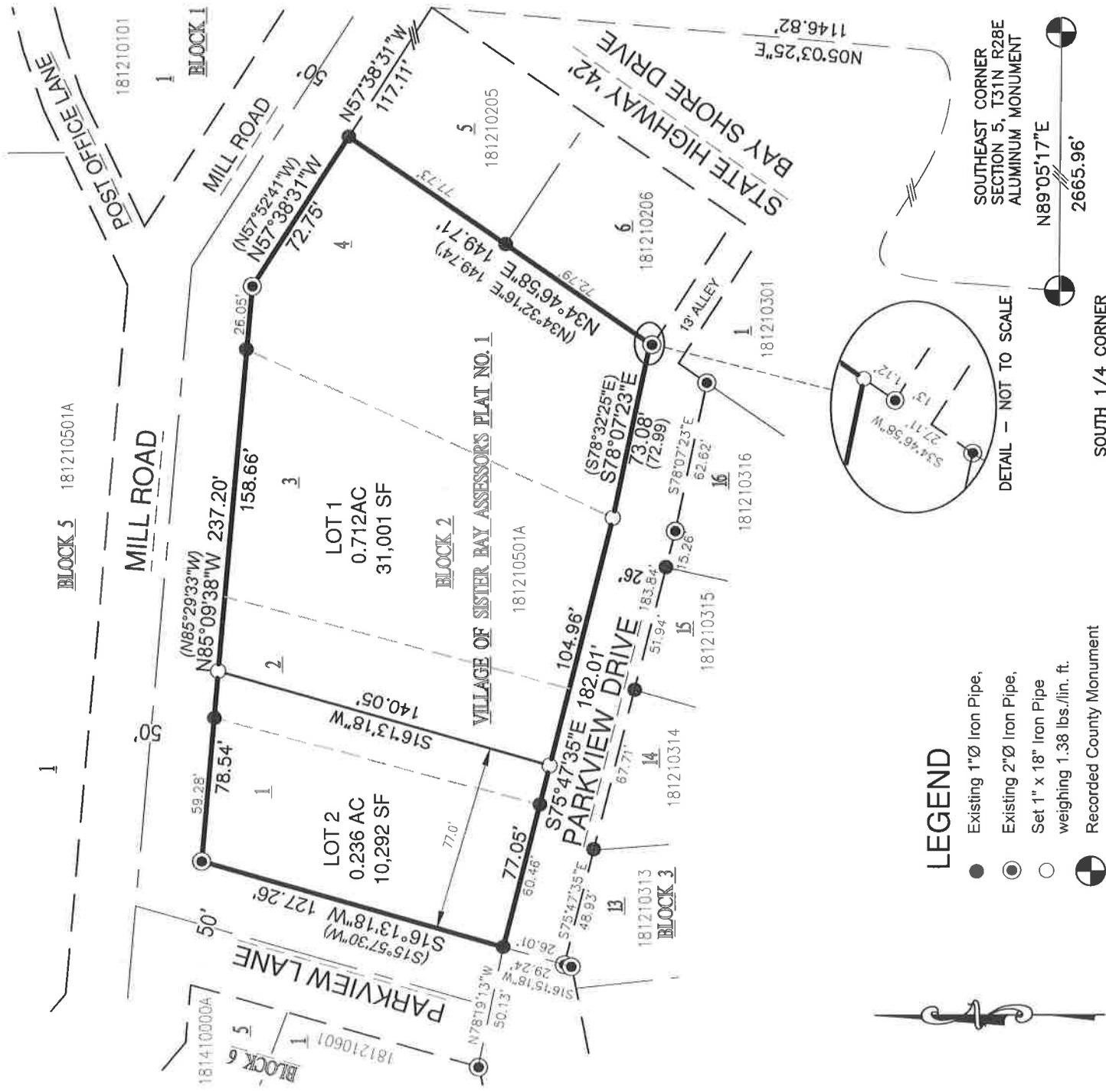
Zeke Jackson
Village Administrator

Door County Register of Deeds



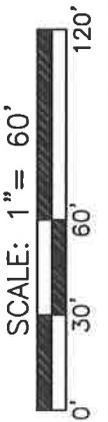
CERTIFIED SURVEY MAP

ALL OF LOTS 1, 2, 3 AND 4 OF BLOCK 2, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 1, RECORDED IN DOCUMENT NUMBER 712343, DOOR COUNTY RECORDS, LOCATED IN SECTION 5, TOWN 31 NORTH - RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



LEGEND

- Existing 1"Ø Iron Pipe,
- ⊙ Existing 2"Ø Iron Pipe,
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- ⊕ Recorded County Monument



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, T31N R28E MEASURED AS N89°05'17"E



Robert E. Lee & Associates, Inc.
 ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
 1250 CENTENNIAL CENTRE BOULEVARD
 HOBART, WI 54155
 INTERNET: www.releeinc.com PHONE:(920) 662-9641
 FAX:(920) 662-9141

SURVEYOR'S CERTIFICATE

I, Scott M. DeBaker, Professional Land Surveyor, do here certify that by the order and under the direction of the owners listed hereon, that I have surveyed, divided and mapped all of Lots 1, 2, 3 and 4, of Block 2, Village of Sister Bay Assessor's Plat No. 1, being part of Section 5, T31N, R28E, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the South One-Quarter Corner of said Section 5;
thence N05°03'25"E, 1146.82 feet to the northeast corner of Lot 5, said Block 2, Village of Sister Bay Assessor's Plat No. 1;
thence N57°38'31"W, 117.11 feet to the northeast corner said Lot 4, the POINT OF BEGINNING;
thence continuing N57°38'31"W, 72.75 feet on the north line of said Lot 4; also the southerly right of way line of Mill Road;
thence N85°09'38"W, 237.20 feet on the north line of said Lot 1, Lot 2, Lot 3 and Lot 4, also the southerly right of way line of Mill Road to the northwest Corner of said Lot 1;
thence S16°13'18"W, 127.26 feet on the west line said Lot 1, also the easterly right of way of Parkview Lane to the southwest corner said Lot 1;
thence S75°47'35"E, 182.01 feet on the south line of said Lot 1, Lot 2 and Lot 3, also the northerly right of way line of Parkview Drive;
thence S78°07'23"E, 73.08 feet on the south line of said Lot 4, also said northerly right of way line to the southeast corner of said Lot 4;
thence N34°46'58"E, 149.71 feet on the east line said Lot 4, to the Point of Beginning...
said parcel contains 0.948 acres (41,293 Square Feet) of land, more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have complied with the Provisions of Chapter 236.34 of the Wisconsin Statutes and Platting Regulations of the Village of Sister Bay in the surveying, mapping and dedicating of the same.

Dated this 15th day of December, 2014.



Scott M. DeBaker, RLS #2483



VILLAGE OF SISTER BAY OWNER'S CERTIFICATE

The Village of Sister Bay, a municipality duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said municipality caused the land on this plat to be surveyed, mapped and divided as represented hereon. the Village of Sister Bay does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to for approval or objection:

Village of Sister Bay

VILLAGE PRESIDENT

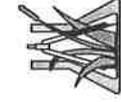
VILLAGE CLERK

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Resolved that this plat which has been duly filed for approval of the Village Board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village board of Sister Bay on the _____ day of _____, 2014.

VILLAGE PRESIDENT

VILLAGE CLERK



Robert E. Lee & Associates, Inc.

ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
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FAX: (920) 662-9141

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW

SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW

- | | | |
|---|--|--|
| <p>1 Sec. 66.1050 Site Plan and Architectural Re-
 2 view</p> <p>3 For the purpose of promoting compatible devel-
 4 opment, stability of property values, and to pre-
 5 vent impairment or depreciation of property val-
 6 ues, no person shall commence any use or erect
 7 any structure without first obtaining the approval
 8 of detailed site and architectural plans, as set forth
 9 in this section and Section 66.1050, prior to the
 10 issuance of a zoning permit. The Plan Commis-
 11 sion shall review architectural plans and site plans
 12 showing existing and proposed structures, neigh-
 13 boring uses, parking areas, driveway locations,
 14 loading and unloading areas, highway access,
 15 traffic generation and circulation, drainage, the
 16 utilization of landscaping, existing natural re-
 17 sources and the proposed operation in all districts.
 18 However, this process shall not be required in the
 19 CS-1 district, unless the development site contains
 20 wetlands as shown on either the July 1, 1992, Fi-
 21 nal Wetlands Inventory Map issued by the Wis-
 22 consin Department of Natural Resources or wet
 23 areas as shown on the Village's latest topographic
 24 maps or woodlands as shown on the most recent
 25 aerial photos of the Village. Single-family and
 26 two-family dwellings shall not be subject to site
 27 plan and architectural review by the Plan Com-
 28 mission, however, if in the opinion of the Zoning
 29 Administrator, such residential plans exhibit de-
 30 sign or appearance characteristics to require ar-
 31 chitectural review, the Zoning Administrator shall
 32 refer the application and such written opinion to
 33 the Plan Commission for review. (Amended Ordi-
 34 nance 162-011210)</p> <p>35 (a) <u>Principles.</u></p> <p>36 To implement and define criteria for the
 37 purposes set forth above, the following
 38 principles are established to apply to all
 39 new structures and uses and to changes or
 40 additions to existing structures and uses.</p> <p>41 (1) (9) Reserved for future use.</p> <p>42 (10) No building or use shall be permit-
 43 ted that would have a negative im-
 44 pact on the maintenance of safe and
 45 healthful conditions for the Village.</p> <p>46 (11) Buildings and uses shall maintain
 47 existing topography, drainage pat-
 48 terns and vegetative cover insofar as
 49 is practical. The Plan Commission
 50 may require that drainage ease-
 51 ments be executed.</p> <p>52 (12) Appropriate buffers shall be provid-
 53 ed between dissimilar uses as set
 54 forth in section 66.0303(d) [See
 55 page 6] of the Municipal Code.</p> | <p>56
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104
105
106
107
108
109
110
111</p> | <p>(13) Buildings and uses shall provide for
 safe and efficient traffic circulation
 and driveway locations as set forth
 in section 66.0406 (Highway Ac-
 cess) [See page 89] of the Municipal
 Code.</p> <p>(14) Fire protection and hydrants. The
 intent of this section is to insure ad-
 equate water supply for fire-fighting
 purposes to structures and build-
 ings. The Village Engineer and Fire
 Chief shall certify in writing that
 sufficient water flow and pressure
 exists to serve the project for fire
 protection. For the purpose of plac-
 ing hydrants, normal access routes
 are defined as pavement, sidewalks,
 streets, driveways and paths leading
 to the building that are clear and
 maintained year round. The normal
 access route does not include grass,
 parking stalls, ditches, hills, shrub
 beds, fences, walls or any other area
 not typically used for ingress or re-
 gress to a building. (Amended Ordi-
 nance 134-121107)</p> <p>a. Buildings Where Required.
 Any building, except single-
 and two-family dwellings,
 hereafter erected, shall pro-
 vide, at the owner's expense,
 approved water hydrants.
 Hydrants shall be located so
 that no part of a building is
 more than 300 feet from an
 approved hydrant by normal
 access routes. This require-
 ment may be modified upon
 written request by the owner
 to both the Fire Chief and
 Utility Manager who must
 both concur in writing why
 the modification should be
 permitted. The request may
 be approved only if the fire
 protection provided to the
 building is not reduced by
 the modification. Required
 hydrants shall be free stand-
 ing and shall be installed not
 more than 50 feet or less
 than 25 feet from the build-
 ing exterior wall. No hydrant
 shall be placed closer than
 50 feet to any other hydrant.
 The Fire Department Fire In-</p> |
|---|--|--|

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW

1 spector and Utility Manager 57
 2 will approve the actual loca- 58
 3 tion of all fire hydrants. Two 59
 4 copies of the building plans 60
 5 including site plan, shall be 61
 6 provided to the Zoning Ad- 62
 7 ministrator for Fire Depart- 63
 8 ment use, in addition to any 64
 9 copies of building plans re- 65
 10 quired by the Zoning Admin- 66
 11 istrator. (Amended Ordi- 67
 12 nance 134-121107) 68
 13 b. Accessibility. 69
 14 All developments in districts 70
 15 other than R-1, R-3, R-4 and 71
 16 CS-1, the buildings, grading 72
 17 and landscaping shall be 73
 18 constructed, installed and 74
 19 maintained in such a fashion 75
 20 that the Fire Department can 76
 21 have access around the en- 77
 22 tire building(s) during the en- 78
 23 tire year. The Fire Chief shall 79
 24 provide written confirmation 80
 25 of such access to the Plan 81
 26 Commission prior to site plan 82
 27 approval. (Amended Ordi- 83
 28 nance 120-061306) 84
 29 (15) Buildings and uses shall be provid- 85
 30 ed with adequate access to the Vil- 86
 31 lage's street and highway system as 87
 32 set forth in the Municipal Code. Ade- 88
 33 quate street cross-sections appro- 89
 34 priate to the permitted use shall be 90
 35 provided by the developer. 91
 36 a. Access onto major streets 92
 37 should be held to the mini- 93
 38 mum necessary to provide 94
 39 safe and efficient traffic flow 95
 40 as determined by the Plan 96
 41 Commission. 97
 42 b. Provisions shall be made for 98
 43 cross access between com- 99
 44 patible business develop- 100
 45 ments. 101
 46 c. Primary access to business 102
 47 developments shall not be 103
 48 through residentially zoned 104
 49 areas. 105
 50 d. The Plan Commission may 106
 51 require that dedications of 107
 52 right-of-way be executed for 108
 53 the public streets serving the 109
 54 property. 110
 55 (16) Buildings and uses shall provide ad- 111
 56 equate parking and loading areas. 112

a. No loading dock or overhead 113
 doors shall face upon a street 114
 right-of-way in business dis- 115
 tricts unless no practical al- 116
 ternative exists. 117
 b. Uninterrupted parking lots 118
 along the full street frontage 119
 of business developments 120
 abutting a public right-of- 121
 way are inappropriate, and 122
 will not be permitted, except 123
 where the physical orienta- 124
 tion of the lot makes it nec- 125
 essary. Parking should be di- 126
 rected to the side or rear of 127
 the lot, where it is less visu- 128
 ally intrusive. In the B-2 and B- 129
 3 districts, none of the off- 130
 street parking for business 131
 developments directly abut- 132
 ting a public right-of-way 133
 shall be located between the 134
 front of the building and the 135
 primary abutting street. 136
 (Amended Ordinance 128- 137
 061207). 138
 (17) Each retail or service building in ex- 139
 cess of 15,000 square feet gross 140
 floor area must contribute to the es- 141
 tablishment or enhancement of 142
 community and public spaces by 143
 providing a community amenity on 144
 the premises such as a patio/seating 145
 area, water feature, clock tower, or 146
 pedestrian plaza with benches. Re- 147
 tail buildings in excess of 30,000 148
 square feet gross floor area must 149
 provide at least two of these ameni- 150
 ties. 151
 (18) Sidewalks shall be provided along 152
 all sides of the lot that abut a public 153
 street, and a continuous internal 154
 pedestrian walkway must be pro- 155
 vided from the perimeter public 156
 sidewalk to the principal customer 157
 entrance. The internal pedestrian 158
 walkways must be distinguished 159
 from driving surfaces with con- 160
 trasting materials to enhance pedes- 161
 trian safety. Examples of acceptable 162
 materials include, but are not lim- 163
 ited to special pavers, bricks, or 164
 scored concrete. A bikeway shall be 165
 provided along the side of a lot des- 166
 ignated as a bikeway route by the 167
 Village or Door County. The Plan 168

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW

SEC. 66.1050 SITE PLAN AND ARCHITECTURAL REVIEW

1 Commission may require that ease- 57
 2 ments be executed for the public 58
 3 sidewalk and bikeway on the prop- 59
 4 erty. 60
 5 (19) All signs must be designed and con- 61
 6 structed in accordance with section 62
 7 66.0700 [See page 107] of the Mu- 63
 8 nicipal Code. 64
 9 (20) Buildings and uses shall be provid- 65
 10 ed with adequate public sanitary 66
 11 sewer and water services as ap- 67
 12 proved by the appropriate utility. 68
 13 Storm water drainage facilities may 69
 14 be required. The Plan Commission 70
 15 may require that easements be exe- 71
 16 cuted for water and sanitary lines on 72
 17 the property. 73
 18 (21) Buildings and uses shall be provid- 74
 19 ed with adequate lighting installed 75
 20 in a manner that does not interfere 76
 21 with users of adjacent properties. 77
 22 (22) Buildings and uses shall be provid- 78
 23 ed with dumpsters and trash recep- 79
 24 tacles in a number and location ap- 80
 25 propriate for the use as determined 81
 26 by the Plan Commission. All dump- 82
 27 sters shall be fenced and/or 83
 28 screened from view from street 84
 29 rights-of-way and adjacent residen- 85
 30 tial uses. 86
 31 (23) The required open space shall be 87
 32 designed as an integral part of the 88
 33 site, and may not include those are- 89
 34 as required for parking, loading or 90
 35 other impervious surfaces. This re- 91
 36 quirement does not apply to the re- 92
 37 development of sites, including, but 93
 38 not limited to, the construction of a 94
 39 new building, additional building, 95
 40 building addition or expanded park- 96
 41 ing lot, which do not meet this min- 97
 42 imum requirement at the time of the 98
 43 adoption of this ordinance. In those 99
 44 cases, the minimum amount of 100
 45 open space may not be reduced be- 101
 46 yond that which exists on the prop- 102
 47 erty at the time of the adoption of 103
 48 this ordinance. (Amended Ordinance 104
 49 159-120809) 105
 50 (24) Wetlands shall not be cleared, filled 106
 51 or drained if the development will 107
 52 result in significant adverse impacts 108
 53 to the functional values of the af- 109
 54 fected wetlands, significant adverse 110
 55 impacts to water quality or other 111
 56 environmental consequences. They 112

shall be protected within an overall development plan for the property. In order to make this determination, the owner or developer of any property or properties that are involved with any of the following shall have any wetland on the property, as outlined on the 1992 Final Wetland Inventory Map or as subsequently identified, staked and legally described:

- a. Rezoning
- b. Subdivision Plat
- c. Conditional Use
- d. Official Map Amendment
- e. Certified Survey Map
- f. Building Permit

(25) Woodlands shall, to the greatest practical extent possible, be protected within an overall development plan for the property. In order to make this determination, the owner or developer of any property or properties that are involved with any of the following shall have any woodland on the property, as shown on the most recent aerial photo of the Village, staked, inventoried and legally described:

- a. Rezoning
- b. Subdivision Plat
- c. Conditional Use
- d. Official Map Amendment
- e. Certified Survey Map
- f. Building Permit

(26) From a practical standpoint, development may occur on a cleared or restored site, with appropriate governmental permits, of up to 20,000 square feet in area; if the wetland and woodland property is at least five acres in area and is at least 150 feet in width.

(27) Wetlands may be used in the density calculation of a development, but in no case shall they constitute more than 25 percent of the minimum lot area required.

(b) Sureties.

The Plan Commission shall impose time schedules for the completion of buildings, parking areas, open space utilization, and landscaping. The Plan Commission may require appropriate sureties to guarantee that improvements will be completed on schedule; as well as the approved protec-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

- 1 tion of the identified wetlands and wood- 55 (c) Architectural review process.
 2 lands on the approved plan. 56 The Village Plan Commission shall be re-
 3 (c) Appeals. 57 sponsible and have authority to hear, re-
 4 Any person or persons aggrieved by any 58 view and act upon proposed commercial,
 5 decisions of the Plan Commission related 59 multi-family residential and mixed-use ar-
 6 to plan review may appeal the decision to 60 chitectural plans for new construction,
 7 the Zoning Board of Appeals. Such appeal 61 renovation, remodeling and restoration
 8 shall be filed with the Village Clerk within 62 work, based on the provided recommenda-
 9 30 days after filing of the decision with the 63 tion of the Architectural Review Board.
 10 Zoning Administrator. 64 (1) Plans for architectural review shall
 11 (d) Modification of Standards. 65 be submitted in accordance with
 12 The Plan Commission may modify any of 66 this section and administered by the
 13 the above standards by a ¾-majority vote 67 Zoning Administrator.
 14 of the Commissioners, but only if supple- 68 (2) The Village Plan Commission shall
 15 mental design elements or improvements 69 not permit the design or exterior
 16 are incorporated into the project, which 70 appearance, which is of such unorthodox
 17 compensate for the modifications of the 71 or abnormal character in relation to the
 18 particular standard. 72 surroundings as to be
 73 unsightly or offensive to generally
 74 accepted taste. Additionally, the Vil-
 75 lage Plan Commission shall not
 76 permit the design or exterior ap-
 77 pearance, which is so identical with
 78 those adjoining to create excessive
 79 monotony and drabness.
- 19 **Sec. 66.1055 Architectural Review Criteria.**
 20 (Amended Ordinance 162-011210)
- 21 (a) Purpose and intent.
 22 Section 66.1050 was adopted by the Vil-
 23 lage, for all zoning districts, to promote the
 24 health, safety, aesthetics, and general wel-
 25 fare in and of the Village, by:
 26 (1) Protecting the general appearance
 27 of buildings, structures, and open
 28 areas; and
 29 (2) Ensuring adequate light, air and pri-
 30 vacy for property; and
 31 (3) Encouraging architectural standards
 32 that promote high quality design
 33 and use of quality materials, and
 34 composition of materials, that are
 35 attractive and compatible with exist-
 36 ing buildings, and to maintain prop-
 37 erty values.
- 38 (b) Architectural Review Board
 39 (1) The Village shall appoint an Archi-
 40 tectural Review Board to assist and
 41 provide recommendation to the Vil-
 42 lage plan commission based on the
 43 conditions of the Village Architec-
 44 tural Standards.
 45 (2) The Village Plan Commission mem-
 46 bers shall serve as the Architectural
 47 Review Board unless the Board of
 48 Trustees appoints five residents with
 49 one-year terms to serve as the Ar-
 50 chitectural Review Board. Unless
 51 the Board of Trustees appoints an
 52 Architectural Review Board all refer-
 53 ences in this section shall be to
 54 the Village Plan Commission.
- 80 (d) Design criteria.
 81 In making its findings and determination
 82 concerning each proposed project, the Ar-
 83 chitectural Review Board shall review each
 84 plan based on the conditions of the Village
 85 Architectural Standards, including but not
 86 limited to the following to create:
 87 (1) A high-quality design, composi-
 88 tion/usage of materials, colors, and
 89 construction; and
 90 (2) A diversity of architectural styles,
 91 building scale and massing, build-
 92 ing roof lines and shape; and
 93 (3) A compatibility with surrounding
 94 land uses and geographic location.
- 95 (e) Manual of Design.
 96 The Architectural Review Board shall es-
 97 tablish a Manual of Design that includes
 98 photographs, drawings and color samples
 99 that represent preferred designs. The Man-
 100 ual of Design shall be updated periodical-
 101 ly.
- 102 (f) Architectural Standards.
 103 The purpose of these standards is to assist
 104 the Village Plan Commission, Architectural
 105 Review Board, and the public with a
 106 standard to achieve quality in architectural
 107 design and to create a sense of place
 108 through appropriate use and composition
 109 of materials, architectural styles, and land
 110 use planning and design.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

1	(1) Exterior Architectural Treatment.	56	
2	The image of the Village is influ-	57	
3	enced to a large degree by the de-	58	
4	sign, character and architectural	59	
5	aesthetics of its buildings. Architec-	60	
6	tural treatment must be addressed	61	
7	by the following standards:	62	
8	a. Massing/Scale. The massing	63	
9	of a building refers to the	64	
10	overall size, bulk or volume	65	
11	of space, which a building	66	
12	encloses. Scale is conveyed	67	
13	by elements or parts of the	68	
14	building facade where door-	69	
15	ways, windows, and details	70	
16	enable people to gauge its	71	
17	relative size and character in	72	
18	relationship to the size of the	73	
19	human form.	74	
20	1. The scale of the build-	75	
21	ings must be compat-	76	
22	ible with the overall	77	
23	massing and the indi-	78	
24	vidual parts of adja-	79	
25	cent buildings, espe-	80	
26	cially adjacent to res-	81	
27	idential areas.	82	
28	2. Building heights of	83	
29	new construction	84	
30	must not exceed the	85	
31	maximum building	86	
32	height of each zoning	87	
33	district.	88	
34	a. A gradual tran-	89	
35	sition to the	90	
36	maximum	91	
37	building height	92	
38	is permitted.	93	
39	b. The relation-	94	
40	ship between	95	
41	façade height	96	
42	and width must	97	
43	be maintained.	98	
44	3. Transitions between	99	
45	adjacent residential	100	
46	structures and new	101	
47	non-residential struc-	102	
48	tures to be construct-	103	
49	ed must also be	104	
50	achieved by the in-	105	
51	corporation of hori-	106	
52	zontal human-scale	107	
53	features in rooflines	108	
54	and building eleva-	109	
55	tions.	110	
		111	
		143	
			4. Avoid vast blank
			building walls in areas
			visible from the street
			or adjacent residential
			areas. Design facades
			must convey human-
			scale through fenestra-
			tion, building articula-
			tion, or detailing.
		b.	Form/Proportion. The form
			and proportion of a build-
			ing's elevation and roof are
			basic form-giving character-
			istics that are important in re-
			lating a new building to oth-
			er buildings and to its setting.
			1. Elements of a building
			must be emphasized
			to clearly show the
			division of roof and
			walls. Color, materials
			and/or details must be
			utilized to express this
			division.
			2. Building components
			and appurtenances,
			including doors, win-
			dows, canopies and
			trim, must maintain
			this proportion to
			each other and to the
			building as a whole.
		c.	Fenestration/Entrances. The
			fenestration of building fa-
			çades is the orderly arrange-
			ment of openings within the
			elevations of the building.
			1. Design openings must
			form a unified com-
			position in proportion
			to the building eleva-
			tion.
			2. Large blank walls,
			which are exposed to
			view, must be avoid-
			ed by creating hori-
			zontal and vertical in-
			terest. Utilize fenestra-
			tion, related detailing,
			and articulation to
			provide scale and re-
			lief to the building fa-
			çade. These architec-
			tural characteristics
			shall be easily identi-
			fied by the viewer.

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SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

SEC. 66.1055 ARCHITECTURAL REVIEW CRITERIA.

1			
2		3. Oversized fenestration elements, which tend to create a monumental scale, shall be avoided unless specifically required by the type of building or relationship to its surroundings.	57
3			58
4			59
5			60
6			61
7			62
8			63
9			64
10		4. Building entrances must be designed to be clearly identifiable and easily recognizable from parking lots and pedestrian circulation routes.	65
11			66
12			67
13			68
14			69
15			70
16			71
17			72
18		5. Design, quality of material, scale and character of a building, especially the location of the entryway, must help identify its importance and be compatible with entrances of adjacent buildings.	73
19			74
20			75
21			76
22			77
23			78
24			79
25			80
26			81
27			82
28		6. Hierarchy of entrances through scale, detailing, and design features must be clearly expressed.	83
29			84
30			85
31			86
32			87
33		7. Entrances of freestanding buildings must be located and be clearly identifiable from the adjacent street or service drive.	88
34			89
35			90
36			91
37			92
38			93
39	d.	Material/Details. Achieve a cohesive and consistent architectural character in new construction through the use of exterior building materials and details that are similar to or compatible with adjacent buildings.	94
40			95
41			96
42			97
43			98
44			99
45			100
46		1. Materials must be selected to adequately suit the type of building and style in which it is intended to serve.	101
47			102
48			103
49			104
50			105
51			106
52		2. Buildings must have the same materials, or those, which are architecturally harmonious, used for all building elevations	107
53			108
54			109
55			110
56			111
			and other exterior building components such as dumpster facilities or other accessory structures, such as signage.
		3. In any building in which the structural frame is exposed to public view, the structural materials must also meet these standards.	3.
		4. A primary facade material must be used consistently on all building elevations to limit the number of compatible secondary facade materials.	4.
		5. The sides and rear of buildings shall be as visually attractive as the front through the design of roof lines, use of similar architectural detailing, and building materials.	5.
	e.	Permitted Primary Façade Materials. Exterior building materials and features for new buildings or additions:	e.
		1. Examples of appropriate façade materials:	1.
		a. Brick	a.
		b. Non-reflective glass	b.
		c. Wood	c.
		d. Stucco	d.
		e. Decorative architectural tile	e.
		f. Integrally colored textured concrete	f.
		g. Natural or Cultured Stone	g.
		h. Architectural Block	h.
		2. Examples of prohibited primary façade materials:	2.
		a. Particleboard	a.
		b. Shingle siding (roof applications only), ex-	b.

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1		cept for cedar	57		based on examination
2		shake siding	58		of the following criteria:
3	c.	Wood siding,	59		a.
4		i.e., plywood	60		The prevailing
5		paneling and	61		material(s) used
6		T-111	62		on buildings in
7	d.	Highly reflective	63		the same area.
8		or glare-producing	64	b.	Visibility. The
9		glass with a 0.25 or	65		building should
10		greater reflective	66		be well
11		factor	67		screened. The
12			68		Architectural
13	e.	Industrial metal	69		Review Board
14		panels with or	70		may require
15		without exposed	71		the façade of
16		fasteners	72		the highly visible
17	f.	Concrete masonry	73		areas be
18		units	74		improved or
19	g.	Exposed aggregate	75		screened with
20		pre-cast concrete	76		landscaping or
21			77		other means.
22	h.	Soft Coat Exterior	78	(2)	An exemption to the
23		insulation finish	79		prohibited materials
24		systems	80		may be obtained from
25	i.	Metal	81		the Architectural Review
26	f.	Exemptions.	82	(3)	Board for exceptional
27	1.	Additions to existing	83		designs.
28		buildings that are	84		Architectural Requirements.
29		presently made of the	85		Building materials are
30		prohibited building	86		critical in establishing
31		materials must comply	87		the character and
32		with the provisions of	88		aesthetic for the area.
33		this section for the	89		Buildings require
34		addition. The applicant	90		appropriate and
35		may request an	91		respectful attention
36		exemption to allow	92		in the materials
37		the addition to consist	93		selected for facades.
38		of the same material	94		The following uses
39		as the existing building.	95		shall be consistent
40		The exemption must	96		with the following
41		be approved by a 3/4	97		standards for all
42		majority vote of the	98		buildings and
43		Architectural Review	99		building complexes:
44		Board and the Plan	100	a.	Building designs
45		Commission present	101		shall minimize the
46		at the respective	102		effects of size and
47		meeting and would	103		scale by highlighting
48		be subject to the	104		individual dwelling
49		Architectural Review	105		units using separate
50		Board requiring	106		entrances and
51		enhancements to	107		integrating garages
52		the façade, additional	108		(for multi-family
53		landscaping, or other	109		buildings), use of
54		means to improve	110		variable roof lines,
55		the aesthetics of the	111		door and window
56		building. The exemption	112		openings, façade

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1	mentary finished materials,	57	e.	Variation in architectural de-
2	and to promote longevity	58		tail, mass and proportion of
3	and durability. Materials that	59		individual buildings may be
4	are appropriate or prohibited	60		used to provide visual inter-
5	are stated in Section (e)(1)f.	61		est where more than one
6	d. Colors shall be compatible,	62		building is located on a sin-
7	coherent and harmonious	63		gle parcel or multiple build-
8	with existing materials in the	64		ings, which are part of a de-
9	immediate area. Color	65		velopment.
10	schemes shall be used con-	66	f.	Roofs are elements of build-
11	sistently throughout the	67		ings, which significantly af-
12	property, including on both	68		fect the architectural charac-
13	the upper and lower portions	69		ter. The roof is vital to the
14	of the buildings, and on all	70		overall design theme of a
15	facades of a building or	71		building since it is related to
16	structure. The following pro-	72		its mass, scale, form, and
17	visions must be adhered to	73		proportion.
18	unless the review of the Plan	74		1. For all visible roofs,
19	Commission states otherwise:	75		roofing materials and
20	1. Primary building fa-	76		construction must be
21	cade colors on all four	77		high quality, such as
22	sides, including build-	78		but not limited to,
23	ing accents, fixtures	79		standing-seam metal,
24	and signage, must be	80		slate, cedar, or archi-
25	non-reflective and	81		tectural shingles.
26	subtle.	82		Roofing materials and
27	2. Fluorescent, day-glow	83		shape must be com-
28	and/or neon colors	84		patible with the archi-
29	shall not be permitted.	85		tectural style of the
30	3. Colors must be select-	86		building and with sur-
31	ed relative to the cho-	87		rounding buildings
32	sen exterior building	88		and roofs.
33	materials since it is a	89	g.	Corner Lot Buildings. Build-
34	critical design element	90		ing on large corner lots have
35	relating to adjacent	91		a tendency to create the ap-
36	buildings and to cre-	92		pearance of a single massive
37	ate a compatible visu-	93		building in conflict with the
38	al environment within	94		goals of (f)(1)(a)
39	an area. In general,	95		Massing/Scale. The building
40	colors must be inte-	96		shall:
41	gral to a selected ma-	97		1. Incorporate design
42	terial rather than ap-	98		factors in the building
43	plied on (painted) ex-	99		footprint to step back
44	terior building materi-	100		or change the angle of
45	als.	101		the building to reduce
46	4. Colors for secondary	102		the appearance of a
47	facade materials shall	103		long wall and
48	be compatible with	104		2. Incorporate architec-
49	the predominant col-	105		tural features in that
50	ors, including accent	106		portion of the building
51	colors. When such	107		to create the appear-
52	contrasting colors are	108		ance of a different
53	utilized, the colors	109		building.
54	must not dominate the	110	h.	Service and Utility Areas.
55	visual character of the	111		Buildings require mechanical
56	setting.	112		equipment and service areas,

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1	which are normally unsightly	57	
2	and noisy. These areas in-	58	
3	clude, but are not limited to,	59	
4	loading docks, exterior stor-	60	
5	age areas, dumpsters and	61	
6	mechanical equipment such	62	
7	as plumbing vent stacks,	63	
8	transformers, fans and cool-	64	
9	ing towers. The following	65	
10	standards address the treat-	66	
11	ment of service and utility	67	
12	areas in order to reduce the	68	
13	negative visual impact of	69	
14	such areas:	70	
15	1. All service and utility	71	
16	areas shall be located	72	
17	away from the street	73	
18	and concealed from	74	
19	building entrances,	75	
20	pedestrian areas, and	76	
21	adjacent residential	77	
22	buildings.	78	
23	2. Service areas and re-	79	
24	lated mechanical	80	
25	equipment shall be	81	
26	screened (100%) with	82	
27	materials to match the	83	
28	primary exterior mate-	84	
29	rials. Trash com-	85	
30	packers and dumpsters	86	
31	shall be located adja-	87	
32	cent to truck loading	88	
33	areas and screened	89	
34	hundred percent	90	
35	(100%) with the pri-	91	
36	mary exterior materi-	92	
37	als.	93	
38	3. Where dumpsters are	94	
39	not fully screened by	95	
40	the overall building	96	
41	envelope, the follow-	97	
42	ing standards must be	98	
43	applied:	99	
44	a. Dumpsters	100	
45	must be	101	
46	screened on all	102	
47	sides.	103	
48	b. Dumpster en-	104	
49	losures must	105	
50	be compatible	106	
51	in design with	107	
52	the architectur-	108	
53	al style of the	109	
54	primary build-	110	
55	ing in terms of	111	
56	its scale, exte-	112	
	rior materials		
	used and color.		
	c. Dumpster en-		
	losures must		
	not violate the		
	building set-		
	back and park-		
	ing require-		
	ments of the		
	zoning district		
	in which the		
	enclosure is lo-		
	cated.		
	4. All above grade utility		
	connections, vents,		
	and other projections		
	must be located along		
	exterior walls away		
	from high visibility ar-		
	reas, such as front fa-		
	çades or pedestrian		
	areas. These vents al-		
	so include, but are not		
	limited to, air condi-		
	tioning units, air ex-		
	changers and under-		
	ground utility vaults.		
	5. Rooftop mechanical		
	equipment shall not		
	be mounted on build-		
	ings unless the roof		
	parapet (cornice)		
	screens such equip-		
	ment 100% from pub-		
	lic view, as measured		
	from grade elevation,		
	from a minimum dis-		
	tance of 500 feet from		
	the building.		
	a. The roof para-		
	pet shall be in-		
	tegrated as part		
	of the build-		
	ing's overall		
	design.		
	b. Each plan (in-		
	cluding re-		
	modeling exist-		
	ing buildings)		
	must be re-		
	viewed indi-		
	vidually based		
	on location,		
	finished grade		
	elevation and		
	the surround-		

