



PLAN COMMISSION MEETING AGENDA

Tuesday, October 27, 2015 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 a text amendment to 66.0501(b)(3)(e), Accessory buildings in Front Yard Setback Area and 66.0311(c)(1) Conditional uses in the R-1 Zoning District; Discussion on proposed amendment and consider a motion for action if necessary.
2. Discussion on a request for a zoning permit from Baylake Bank; consider a motion for action if necessary.
3. Discussion on a request from Wild Tomato for a plan amendment; consider a motion for action if necessary.
4. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
5. 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	

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, SEPTEMBER 22, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4 UNAPPROVED VERSION
5

6 The September 22, 2015 meeting of the Plan Commission was called to order by Chairperson
7 Dave Lienau at 5:32 P.M.

8
9 **Present:** Chairperson Lienau, and members Don Howard, Marge Grutzmacher, and Nate Bell.
10 Scott Baker arrived at 5:51 P.M.

11
12 **Excused:** Shane Solomon and Eric Lundquist

13
14 **Others:** Ron Kane, Denise Bhirdo, Kim Erzinger, Steve Musinsky and Mary Kay Shumway.

15
16 **Staff Members:** Village Administrator Zeke Jackson, Marketing Director Jason Polecheck and
17 Assistant Administrator Janal Suppanz

18
19 **Comments, correspondence and concerns from the public:**

20 Lienau noted that no new correspondence had been received, and then asked if anyone wished
21 to comment regarding a non-agenda item.

22
23 Denise Bhirdo noted that at a previous Plan Commission Meeting there was discussion
24 regarding creation of a Mural Code. She reviewed the Zoning Code and discovered that
25 §66.0770(j) of that Code prohibits murals. She also indicated that she would like to attend a
26 Finance Committee Meeting, but those meetings are generally scheduled for afternoons. Bhirdo
27 asked if it would be possible for at least one Finance Committee Meeting to be scheduled for
28 6:00 P.M. or later, so people who work would have an opportunity to attend.

29
30 Kim Erzinger stated that he resides on Mill Road and received a parking citation which he does
31 not believe was justified. He does intend to contest that citation. When he went to the Justice
32 Center for his initial appearance the Clerk of Court informed him that she hadn't received the
33 citation yet, and, therefore, his initial appearance has been rescheduled. Erzinger does have
34 photos of where his vehicle was parked, and he believes those photos confirm his position.
35 Jackson requested that Erzinger schedule an appointment to discuss this matter with him ASAP.

36
37 Mary Kay Shumway asked if the members of the public would be allowed to ask questions
38 during this meeting. Lienau responded that generally speaking public comment is limited, and
39 asked what questions Shumway would like to ask. She stated that her husband is a Deputy, and
40 his squad car is parked in their yard on a regular basis. She is concerned that this could be
41 deemed to be a violation of the Village's parking regulations.

42
43 **Approval of the agenda:**

44 *A motion was made by Howard, seconded by Grutzmacher that the Agenda for the September*
45 *22, 2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

46
47 **Approval of minutes as published:**

48 **As to the minutes for the August 26, 2015 meeting of the Plan Commission:**

49 *A motion was made by Grutzmacher, seconded by Howard that the minutes for the August 26,*
50 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

Business Items:**Item No. 1. Discussion regarding "Reed v. Gilbert", and review of possible amendments to the Sister Bay Zoning Code; Consider a motion to proceed to public hearing:**

The Supreme Court case which is entitled "Reed v. Gilbert", which was reviewed at the July Plan Commission Meeting, is having an impact on a number of other Court cases, and Jackson and the Village Attorney believe the Village's Sign Code will also be impacted by that case. The Town of Gilbert, AZ has a comprehensive Sign Code which prohibits the display of outdoor signs without a permit, but exempts some categories of signs. "Ideological Signs", defined as signs "communicating a message or ideas" that do not fit in any other Sign Code category may be up to twenty square feet in size and have no placement or time restrictions. "Political Signs", which are defined as signs "designed to influence the outcome of an election" may be up to 32 square feet in size and may only be displayed during an election season. "Temporary Directional Signs, defined as signs directing the public to a church or other "qualifying event", have even greater restrictions: No more than four of the signs, limited to six square feet in size, may be on a single property at any time, and signs may be displayed no more than twelve hours before the "qualifying event" and one hour after. Good News Community Church and its pastor, Clyde Reed, whose Sunday church services are held at various temporary locations in and near the Town of Gilbert posted signs early each Saturday which bore the Church's name and the time and location of the next service, but did not remove the signs until around midday Sunday. The Church was eventually cited for exceeding the time limits for displaying temporary directional signs and for failing to include an event date on their signs. Church leaders were unable to reach an accommodation with the Town, and, therefore, they filed suit, claiming that the Town's Sign Code abridged their freedom of speech. The matter was ultimately referred to the U.S. Supreme Court, which held that the provisions of the Town's "qualifying event" sign regulations are more stringent than the regulations which pertain to signs conveying other messages. The Court also held that such content-based regulations of speech cannot survive strict scrutiny, and, therefore, local government has no compelling interest to regulate them.

A copy of the Village's current Sign Code as well as research materials which were prepared by Christa Johnson, the Village's Legal Intern, were included in the meeting packets, and the Commission members jointly reviewed all of it. Based upon the provisions of "Reed v. Gilbert" the Village will no longer be allowed to regulate sign content, but the Village will be allowed to regulate "where" signs will be allowed. Basically the entire Sign Code will have to be rewritten. In some instances businesses in the Village will be allowed to retain non-conforming pre-existing signage, but it will not be possible for those signs to be replaced with like signage.

Lienau noted that since this is a very complex issue, it is quite possible that a public hearing will not be scheduled this evening, and the other Commission members concurred. Further discussion will take place regarding possible Sign Code amendments at the next Plan Commission Meeting.

Item No. 2. Discussion regarding §66.045 of the Zoning Code, Parking of Vehicles in Residential Districts; Consider a motion for action if necessary:

A number of photos which were taken at residences and buildings throughout the Village, as well as a copy of §66.045 of the Zoning Code were included in the meeting packets, and the Commission members jointly reviewed those documents. Jackson noted that the photos depict possible violations of the provisions of §66.045 of the Zoning Code, but also pointed out that no complaints have been received about any of the items shown in the photos. It was eventually the consensus that the existing regulations shall stand.

1 **Item No. 3. Report by the Zoning Administrator regarding development activities, various**
 2 **enforcement actions, and issuance of Sign and Zoning Permit:**

3 Jackson gave the following oral report:

- 4 • There are ongoing civil legal issues associated with storm water management on
 5 The Creamery property. The owner of the property has indicated that he is still
 6 waiting for a contractor to do the required work.
- 7 • The Garot project has been re-bid.
- 8 • Work is continuing on the development being constructed on the Old Ballfield
 9 Property.
- 10 • Work is progressing quite rapidly on the Bay Shore Drive Reconstruction Project.
 11 D.O.T. officials have control over all the detour signage which is posted.
- 12 • The consultants working on the Wayfinding Signage Plan have put together a
 13 preliminary plan and will be developing an on-line survey. After the survey data
 14 has been compiled the consultants will fly back up here and make another
 15 presentation. Eventually a final draft of the plan will be submitted to Village
 16 officials for consideration.

17
 18 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**
 19 **Committee, Official or Employee:**

20 It was the consensus that the following issues shall be addressed at a future meeting(s) of the
 21 Plan Commission:

- 22 • Beacon Marine's request to allow parking of boats on a vacant lot in a residential
 23 district.
- 24 • Discussion regarding "Reed v. Gilbert", and review of possible
 25 amendments to the Sister Bay Zoning Code.

26
 27 **Adjournment:**

28 *A motion was made by Grutzmacher, seconded by Howard to adjourn the meeting of the Plan*
 29 *Commission at 7:05 P.M. Motion carried – All ayes.*

30
 31
 32 Respectfully submitted,



33 Janal Suppanz,
 34 Assistant Administrator
 35



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 **Tuesday, October 27, 2015 at 5:30 P.M.** or shortly thereafter, for the purpose of considering a text amendment to 66.0501(b)(3)(e), Accessory buildings in Front Yard Setback Area and 66.0311(c)(1) Conditional uses in the R-1 Zoning District; Accessory uses and structures.

The purpose of this public hearing is to obtain comments and input from the public on the request for a text amendment to the Village's Zoning Code.

A copy of the proposed text amendment is available for inspection. The Zoning Code and Zoning Map for the Village is on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 10:00 a.m. and 4:00 p.m. A copy of the Zoning Code and Zoning map are also available on the Village web site at www.sisterbaywi.info.

Written testimony including email will also 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; a summary of all letters will be presented at the meeting, but individual letters will 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, Wisconsin during normal business hours, 10:00 am. - 4:00 p.m.

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

Zeke Jackson

Zoning Administrator

zeke.jackson@sisterbaywi.gov

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0311 R-1 SINGLE-FAMILY RESIDENCE DISTRICT SEC. 66.0311 R-1 SINGLE-FAMILY RESIDENCE DISTRICT

<p>1 Sec. 66.0311 R-1 Single-Family Residence 56</p> <p>2 District 57</p> <p>3 The Single-Family Residence district (R-1) is intended to provide a pleasant, safe and quiet residential environment of moderate density (minimum 20,000 square foot lots), free from traffic hazards or public annoyances. The district is only allowed in areas where public sewer and water services are available. 58-64</p> <p>10 (a) <u>Permitted Uses:</u> 65</p> <p>11 (1) Single-family dwellings. 66</p> <p>12 (2) Licensed community and other living arrangements, which have a capacity for eight or fewer persons, subject to the limitations set forth in section 62.23(7)(i) of the Wisconsin Statutes. 67-73</p> <p>18 (3) Licensed foster family homes subject to the regulations set forth in section 48.62 of the Wisconsin Statutes. 74-75</p> <p>22 (4) Public parks. 76</p> <p>23 (5) Essential services, municipal buildings and facilities. 77-80</p> <p>25 (b) <u>Permitted Accessory Uses:</u> 81</p> <p>26 (1) Accessory Uses and Structures. Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property. See section 66.0501 [See page 92] 82-87</p> <p>32 (2) Ground-mounted and building-mounted earth station dish and terrestrial antennas. 88-90</p> <p>35 (3) Home occupations and professional home offices. [See section 66.0501(d) page 92] 91-93</p> <p>38 (4) Private swimming pools. 94</p> <p>39 (5) Private tennis courts. 95</p> <p>40 (6) Solar collectors attached to the principal structure. 96-97</p> <p>42 (7) Any other usual and customary uses accessory to the above permitted uses as determined by the Zoning Administrator or his/her designee. 98-100</p> <p>46 (c) <u>Conditional Uses:</u> 101</p> <p>47 (1) Bed and breakfast establishments as provided for in Section 50.51(b) of the Wisconsin Statutes and Chapter HSS 197 of the Wisconsin Administrative Code. 102-106</p> <p>52 (2) Licensed community and other living arrangements, which have a capacity of at least nine, but no more than 20 persons. 107-110</p>	<p>(3) Licensed family day care homes subject to the regulations set forth in section 48.65 of the Wisconsin Statutes. 111</p> <p>(4) Private parks and playgrounds. 112</p> <p>(5) Utility substations, municipal wells, pumping stations and towers shall be a minimum of 50 feet from any side or rear lot line. 113</p> <p>(6) Solar energy collectors erected as an accessory structure. 114</p> <p>(7) Utilities requiring a building. 115</p> <p>(8) Parking of a semi-tractor or other large trucks in accordance with Subsection 66.0405(b) [See page 88] of this chapter. 116</p> <p>(9) Antennas over 35 feet tall. 117</p> <p>(10) Churches. 118</p> <p>(11) Garages/Barns in Front Yard Setback Area 119</p> <p>(d) <u>Lot Area and Width:</u> 120 Lots shall be a minimum of 20,000 square feet in area and shall have a lot width of not less than 75 feet. Corner lots shall have a lot width of at least 110 feet. 121</p> <p>(e) <u>Building Height, Area and Standards:</u> 122</p> <p>(1) No principal residential building or part of a principal residential building shall exceed 35 feet in height. No accessory building shall exceed the height specified in section 66.0501 [See page 92]. 123</p> <p>(2) The total minimum floor area of a principal residential building shall be 900 square feet for a one-bedroom dwelling, 1,000 square feet for a two-bedroom dwelling and 1,200 square feet for a three or more bedroom dwelling. 124</p> <p>(3) All principal residential buildings, excluding attached garages, shall have a minimum width of 24 feet for the main body of the house. 125</p> <p>(4) The exterior walls of all principal residential buildings shall be covered by either stucco, cement siding, wood, wood clapboards, wood shakes, vinyl, steel or aluminum beveled siding, brick, stone or other masonry-type veneer materials or other similar materials. 126</p> <p>(5) All principal residential buildings shall be placed on, and be attached to, a permanently enclosed foundation in accordance with the standards set forth in section 70.043(1) 127</p>
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VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SECTION 500 - ACCESSORY USES, HOME OCCUPATIONS, FENCES, AND ANTENNAS

1 **Sec. 66.0501 Accessory Uses and Structures** 50
2 Accessory uses and structures are those that are 51
3 usually and customarily incidental to the principal 52
4 use that is located on the same property as the ac- 53
5 cessory use or structure. Accessory uses shall be 54
6 permitted in any district as may be specified in the 55
7 appropriate district regulations or herein. 56
8 (a) General regulations. 57
9 Accessory structures shall be subject to the 58
10 following regulations: 59
11 (1) Permit required. Accessory struc- 60
12 tures shall require a regular zoning 61
13 permit except: minor structures such 62
14 as birdhouses, yard light poles, 63
15 birdbaths, doghouses (housing dogs 64
16 which are licensed as the personal 65
17 pets of the residents of the property), 66
18 tree houses, noncommercial fuel 67
19 storage tanks and pumps, clothes- 68
20 line poles, lawn ornaments, flag 69
21 poles, mailboxes, garbage contain- 70
22 ers, ice fishing shanties, school bus 71
23 waiting shelters, and farm livestock 72
24 hutches. Accessory buildings greater 73
25 than 120 square feet in area shall 74
26 also require the issuance of a build- 75
27 ing permit. 76
28 (2) Living quarters prohibited. Accessory 77
29 structures shall not contain living 78
30 quarters. 79
31 (3) Accessory structures shall be locat- 80
32 ed on the same lot as the principal 81
33 use to which it is accessory. 82
34 (4) Accessory structures shall not be 83
35 permitted until its associated princi- 84
36 pal structure is present or under 85
37 construction, except that one acces- 86
38 sory building may be permitted pri- 87
39 or to the erection of a principal 88
40 structure only in the CS-1, R-1, R-3 89
41 and R-4 districts. (Amended Ordinance 90
42 117-041806). 91
43 (5) No pole or block buildings with 92
44 smooth faced block or standing rib 93
45 metal siding will be permitted in 94
46 any district. 95
47 (6) Design guidelines. All accessory 96
48 structures except on residential par- 97
49 cels shall comply with the architec- 98

- 7) The installation of sanitary sewer service and water service to an accessory building shall be permitted for a toilet and sink(s), upon the issuance of a zoning permit, subject to the following requirements: (Amended Ordinance 144-081208)
- a. The installation shall be subject to building code permitting and inspection under Chapter 14 Building Code.
 - b. The installation shall be subject to standards, policies, fees and charges in Chapter 62 Utilities.
 - c. The accessory building shall not contain living quarters.
 - d. The violation of the provisions of this subsection shall:
 - 1. Result in a fine of \$5,000 per month retroactive to date the living quarters were found to have been created in the building; and
 - 2. The removal of the water and sanitary sewer service from the building; and
 - 3. The removal of the living quarters found in the building; and
 - 4. In addition, the payment of all fees and penalties associated with impact fees, zoning permits, building permits and other applicable fees if not paid at the time the installation occurred.
 - e. If the violation of this subsection does not involve living quarters (7)(c) then the following shall apply:
 - 1. Result in a fine of \$500 per month retroactive to date the improperly installed installation was found to have been created in the building; and

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

1		2.	The inspection of the	57			
2			installation under the	58			
3			then current building	59			
4			code; and	60			
5		3.	In addition, the pay-	61			
6			ment of all fees and	62			
7			penalties associated	63			
8			with impact fees, zon-	64			
9			ing permits, building	65			
10			permits and other ap-	66			
11			licable fees if not	67			
12			paid at the time the	68			
13			installation occurred.	69			
14	(b)		<u>Setback requirements.</u>	70			
15		(1)	All accessory structures except the	71			
16			minor structures in subsection (a)(1)	72			
17			shall comply with all setback and	73			
18			yard requirements for accessory	74			
19			structures. (<i>Amended Ordinance</i>	75			
20			<i>207-100912</i>)	76			
21		(2)	If the Plan Commission establishes a	77			
22			large project setback as specified in	78			
23			Section 66.0307(d) that setback	79			
24			shall also apply to all accessory	80			
25			buildings. (<i>Amended Ordinance</i>	81			
26			<i>207-100912</i>)	82			
27		(3)	All accessory buildings for all zon-	83			
28			ing districts, shall comply with the	84			
29			following setback requirements.	85			
30			(<i>Amended Ordinance 207-100912</i>)	86			
31			(Entire subsection amended Ord-	87			
32			nance 146-110408)	88			
33		a.	Setback from easements.	89			
34		1.	No accessory building	90			
35			shall be placed over	91			
36			an easement that pro-	92			
37			hibits such placement.	93			
38			No accessory building	94			
39			shall encroach into	95			
40			the public right-of-	96			
41			way. No accessory	97			
42			building shall en-	98			
43			croach upon the street	99			
44			yard of a corner lot.	100			
45		b.	Setback from principal build-	101			
46			ings.	102			
47		1.	An accessory building	103			
48			of 120 square feet or	104			
49			less may be erected,	105			
50			altered or moved to a	106			
51			location that is not	107			
52			less than five (5) feet	108			
53			from the nearest wall	109			
54			of a principal build-	110			
55			ing; if it is constructed	111			
56			with a one-hour fire	112			

Zeke Jackson

From: Annika Schuller-Rach <ASchuller-Rach@hoffman.net>
Sent: Thursday, October 01, 2015 12:29 PM
To: Zeke Jackson
Cc: Tom Jesse; Mark Boehlke
Subject: Baylake Bank Remodel
Attachments: CP-101.pdf; Customer area calc.pdf

Hi Zeke,

After reviewing the zoning documents we came up with the following and I wanted to get some feedback from you. We looked at it from two different perspectives.

1. Comparing the existing building service area and parking conditions to the new proposed service area and parking conditions:

PARKING CALCULATIONS

Notes: -The remodeling of the existing building will reduce the customer area by 36%.
 (Existing customer area = 7,958 gsf. Proposed customer area = 5,087 gsf)
 -It is presumed that the existing parking count as provided has been reviewed and approved by the local plan commission.

Summary of **existing** parking provided:

- 48 Customer spaces
- 4 Employee spaces
- 52 Total provided

An existing accessible parking space(s) was not observed.

Summary of **proposed** parking:

- 31 Customer spaces (based on the 36% reduction in customer area)
 - 24 Bank customer
 - 7 Tenant customer
- 12 Employee spaces
 - 10 Bank employees
 - 2 Tenant employees
- 43 Total required, 43 Total provided (39 perpendicular spots and 2 parallel)

The new plan will provide 2 accessible parking spaces as part of the total count.

2. Parking requirements based on reviewing the new proposed service area only:

The new combined service area (tenant and bank) is 5,087SF
 $5,087SF/150 = 33.9$ so 34 parking spots
 10 bank employees
 2 tenant employees

Total parking required: 46 spots

Total parking provided: 43 spots

We would be 3 short, but how does the multiple tenant shared parking credit come into place? If I understand it right there is a credit of 3 parking spots, if parking is shared between multiple tenants. That would take our requirement down to 43 spots, which is what we would be providing.

shared tenant credit: (3)= Total required: 43 spots

Let me know if either approach would satisfy the parking requirements for our project. I copied the project architect and our land planner, since they have been part of this internal discussion.

Thanks,
Annika

Annika Schuller-Rach LEED AP BD+C
Project Manager

Hoffman Planning, Design & Construction, Inc.
920.380.2177 phone | 920.380.9177 fax | 920.475.0023 mobile
aschuller-rach@hoffman.net | www.hoffman.net



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Proposed Parking Summary

Perpendicular Parking Spots (including 2 added Handicap)	41
Parallel Parking Spots	2
Total Proposed Parking Spots	43

Required Parking Calculations:

Independent from Former Building Usage

Customer Service Area for the Bank and Tenant	5,087 GSF
150 parking spots per GSF	34 spots
Bank Employee Parking	10
Tenant Employee Parking	2
Total Required Parking	46 spots
Multiple Tenant parking credit	-3 spots
Adjusted Required Parking	43 spots

Based of Former Building Usage

Current provided parking at Sister Bay Trading Co (There is currently no handicap parking)	52 spots
Designated Parking for Customers	48 spots
Current Customer service area at Sister Bay Trading Co	7,958 GSF
New Customer service area for Bank and Tenant	5,087 GSF
Customer Service area reduction of	36 %
Required Customer Parking based on Service area reduction (existing customer parking (48 spots) reduced by 36%)	31 spots
Required Bank Employee Parking	10 spots
Required Tenant Employee Parking	2 spots
Total Required Parking	43 spots
Multiple Tenant parking credit	-3 spots
Adjusted Required Parking	40 spots

Baylake Bank Sister Bay Customer Parking Count

Date Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monday	Tuesday	Wednesday
	5-Oct-15	6-Oct-15	7-Oct-15	8-Oct-15	9-Oct-15	10-Oct-15	12-Oct-15	13-Oct-15	14-Oct-15
9:00am		1	3	2	1	3	2	3	0
10:00am		4	2	2	3	1	5	3	2
11:00am		5	1	1	3	4	1	3	4
12:00pm	Begin of Count	0	3	4	1	2	2	3	1
1:00pm	2	1	3	4	3		3	4	End of Count
2:00pm	4	5	4	2	4		2	5	
3:00pm	1	5	5	3	2		2	10	
4:00pm	3	3	1	1	3		3	2	

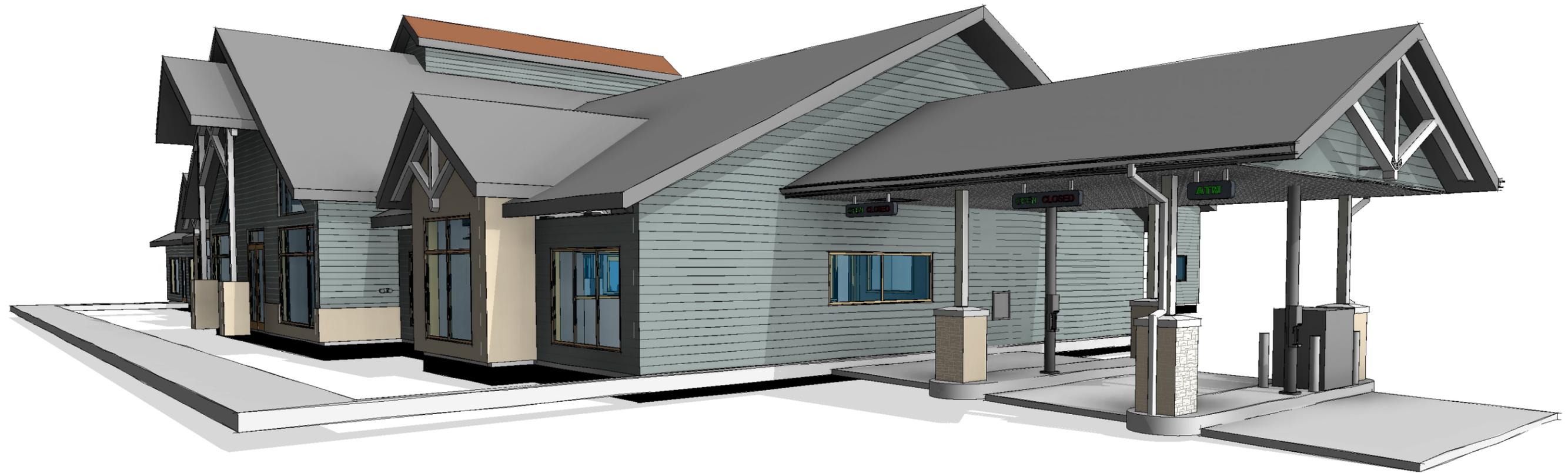
Average Vehicle Count: 2.75

Max Vehicle Count: 10

* Customer parking area was observed and vehicles were counted on hourly basis



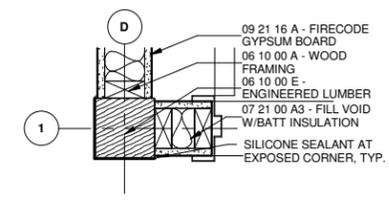
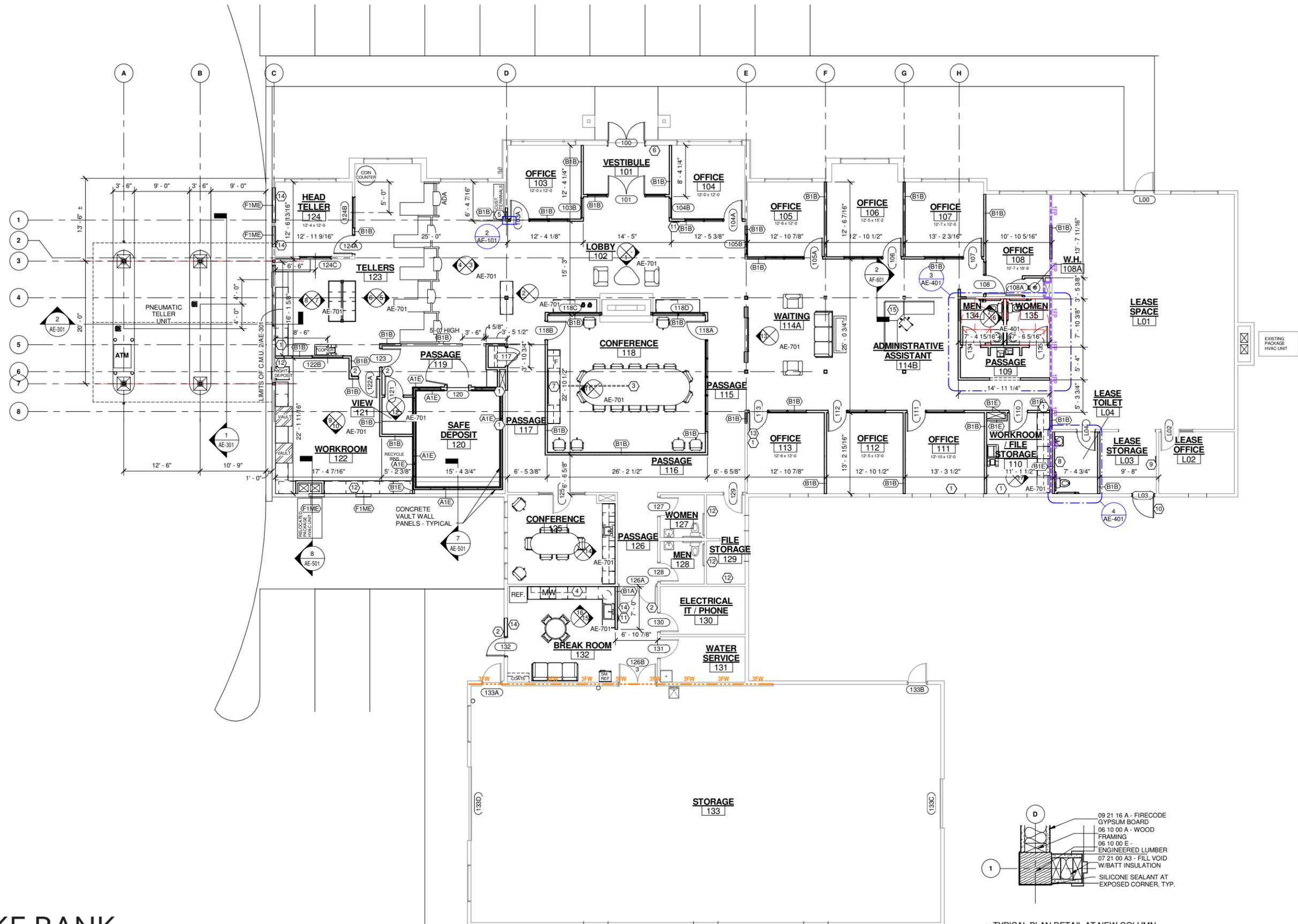
BAYLAKE BANK
EXTERIOR PERSPECTIVE | one



BAYLAKE BANK
EXTERIOR PERSPECTIVE | two

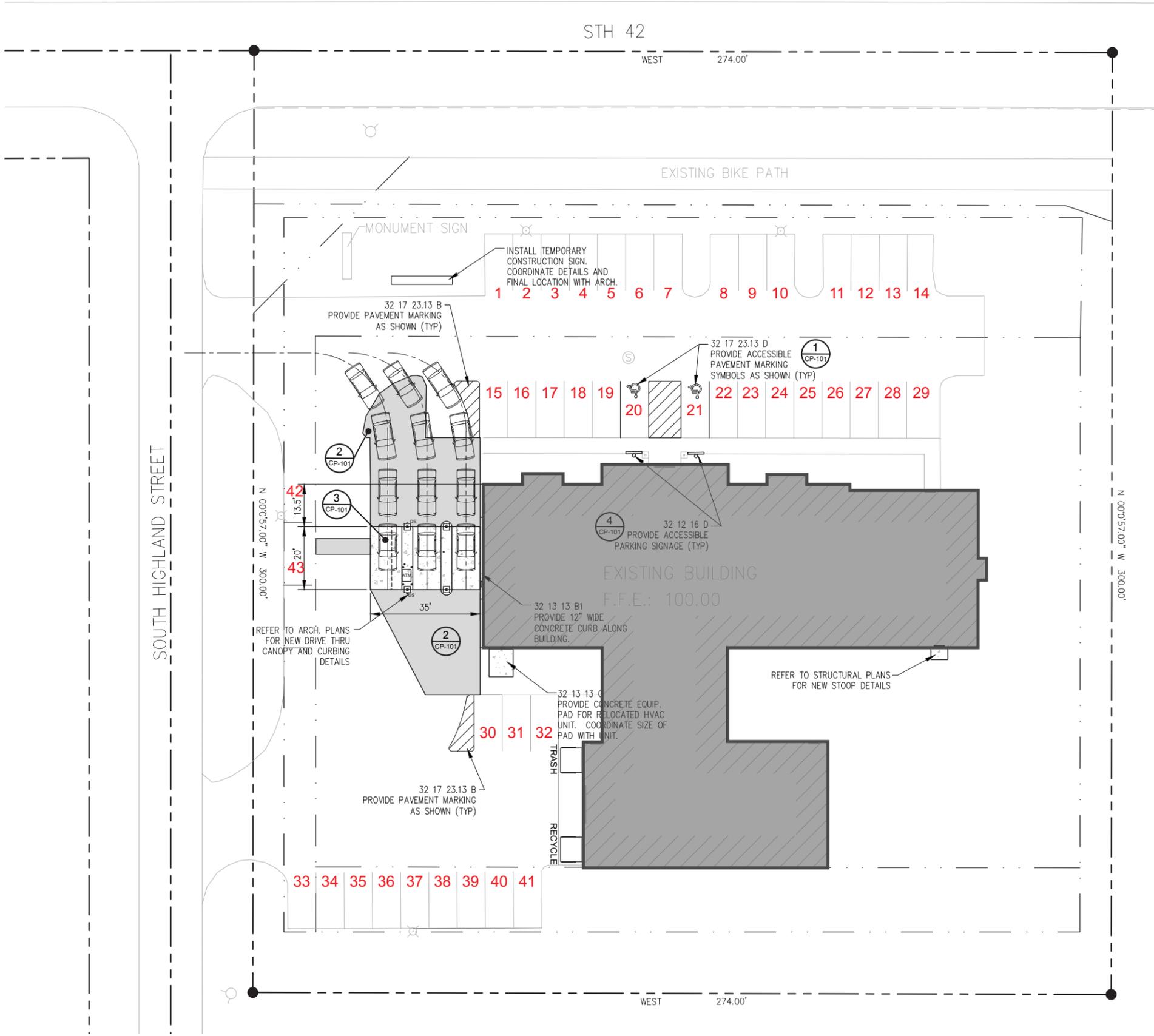


BAYLAKE BANK
EXTERIOR PERSPECTIVE | three



2 TYPICAL PLAN DETAIL AT NEW COLUMN
SCALE: 1/16" = 1'-0"

BAYLAKE BANK FLOOR PLAN



BAYLAKE BANK
CIVIL PLAN

MARK	DATE
ISSUED:	10/16/2015
PROJECT NO:	15124
CAD DWG FILE:	
DRAWN BY:	SLM
CHECKED BY:	SEK
COPYRIGHT 2015, HOFFMAN PLANNING, DESIGN, & CONSTRUCTION, INC.	
SHEET TITLE:	
PAVING & DIMENSION PLAN	
SHEET NUMBER:	
CP-101	

PARKING NOTES:

LAND USES: COMMERCIAL-BANK (ZONED B1)

Notes:

- The remodeling of the existing building will reduce the customer area by 36%. (Existing customer area = 7,958 gsf. Proposed customer area = 5,087 gsf)
- It is presumed that the existing parking count as provided has been reviewed and approved by the local plan commission.

Summary of existing parking provided:
 48 Customer spaces
 4 Employee spaces
 52 Total provided
 An existing accessible parking space(s) was not observed.

Summary of proposed parking:
 31 Customer spaces (based on the 36% reduction in customer area)
 24 Bank customer
 7 Tenant customer
 12 Employee spaces
 10 Bank employees
 2 Tenant employees
 43 Total required, 43 Total provided
 The new plan will provide 2 accessible parking spaces.

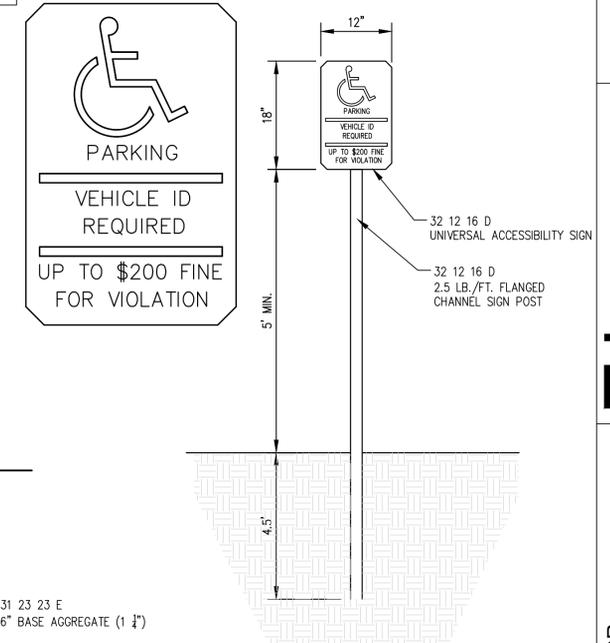
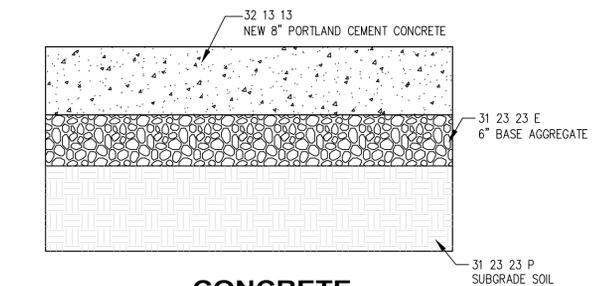
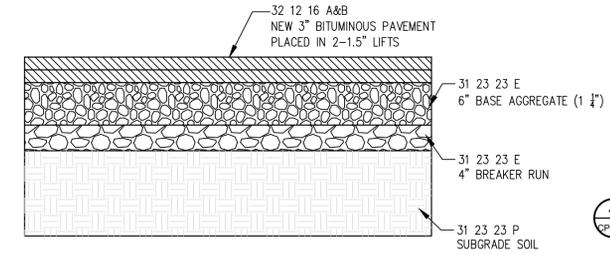
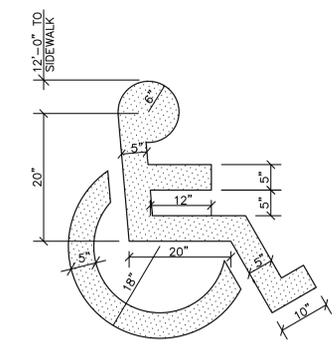
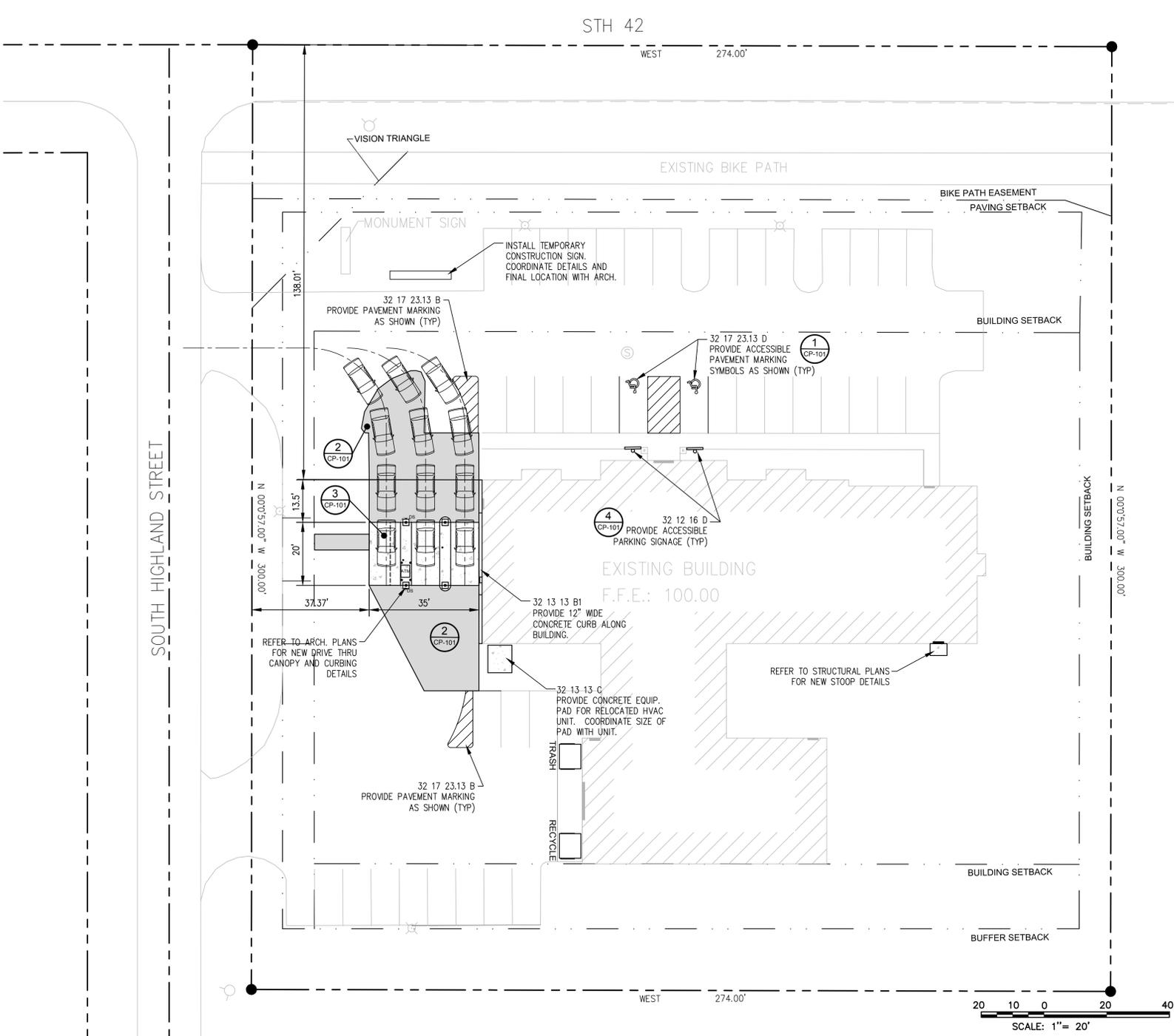
SYMBOL LEGEND

32 12 16 A
 NEW STANDARD DUTY ASPHALT (3/CP-101)

32 13 13
 NEW CONCRETE PAVEMENT (4/CP-101)

NOTES:

- TOTAL EXISTING IMPERVIOUS: 37,751 SF (45 % OF SITE)
 TOTAL IMPERVIOUS FOLLOWING RE-DEVELOPMENT: 38,746 SF (47% OF SITE)
 % CHANGE: 3% INCREASE



1 SITE DEVELOPMENT PLAN
 SCALE: 1" = 20'-0"
 NORTH





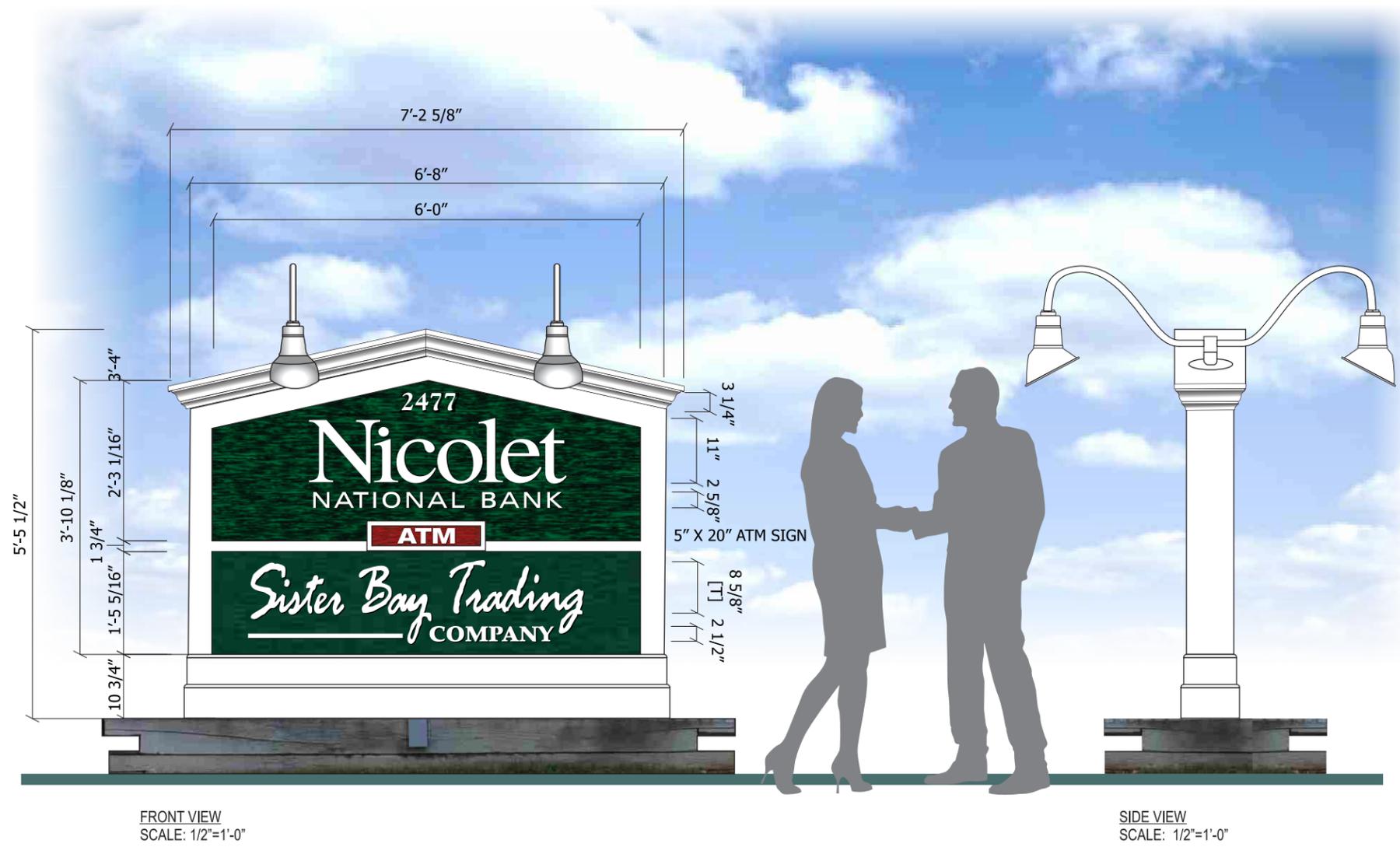
BAYLAKE BANK

EXISTING BUILDING

M.1 D/F EXTERNALLY LIT MONUMENT CONCEPT Qty: (1)

SQUARE FOOTAGE: 36.38 SQ. FT.

- FIELD SURVEY REQUIRED
- SURVEY CABINET DEPTH
- VECTOR ARTWORK REQUIRED



EXISTING
NOT TO SCALE



PROPOSED
NOT TO SCALE

- SPECIFICATIONS**
1. WOOD CONSTRUCTED STRUCTURE
 2. SANDBLASTED WOOD SIGN FACES PAINTED P-1, P-2, P-3
 3. GOOSENECK EXTERNAL DOWN-LIGHTING
 4. MAINTAIN EXISTING SQUARE FOOTAGE
 5. ALUMINUM SHEETING TOP CAP (TO SHED WATER)

COLORS/FINISHES

	P-1	MP TO PMS 350
	P-2	MP WHITE
	P-3	MP RED

FONTS:
Goudy Extra Bold
Palantino Black

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www.jonessign.com

JOB #: 212067
DATE: 10/14/15
DESIGNER: Jim Pogo
SALES REP: Scott Bertrand
PROJ MGR: ---

REV.	DATE	BY	DESCRIPTION
1	00-00-00	XX	XXXX
2	00.00.00	XX	XXXX
3	00.00.00	XX	XXXX
4	00.00.00	XX	XXXX
5	00.00.00	XX	XXXX
6	00.00.00	XX	XXXX
7	00.00.00	XX	XXXX
8	00.00.00	XX	XXXX
9	00.00.00	XX	XXXX
10	00.00.00	XX	XXXX

CLIENT APPROVAL	DATE
LANDLORD APPROVAL	DATE
QC	QC APPROVED <small>By Rhoda Schley at 10:47 am, Oct 15, 2015</small>

Nicolet
NATIONAL BANK

Nicolet National Bank
2477 Hwy 42
Sister Bay, WI 54234
DESIGN PHASE: CONCEPTUAL

SHEET NUMBER
1.0

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D.1 D/F NON-LIT DIRECTIONALS CONCEPT Qty:(2)

SQUARE FOOTAGE: 5 SQ. FT.



- SPECIFICATIONS**
1. WOOD CONSTRUCTED STRUCTURE
 2. SANDBLASTED WOOD SIGN FACES PAINTED P-1, P-2, P-3
 3. ALUMINUM SHEETING TOP CAP (TO SHED WATER)
 4. DIRECT EMBED INTERNAL POLE
 5. ARROWS AND DIRECTIONS TBD

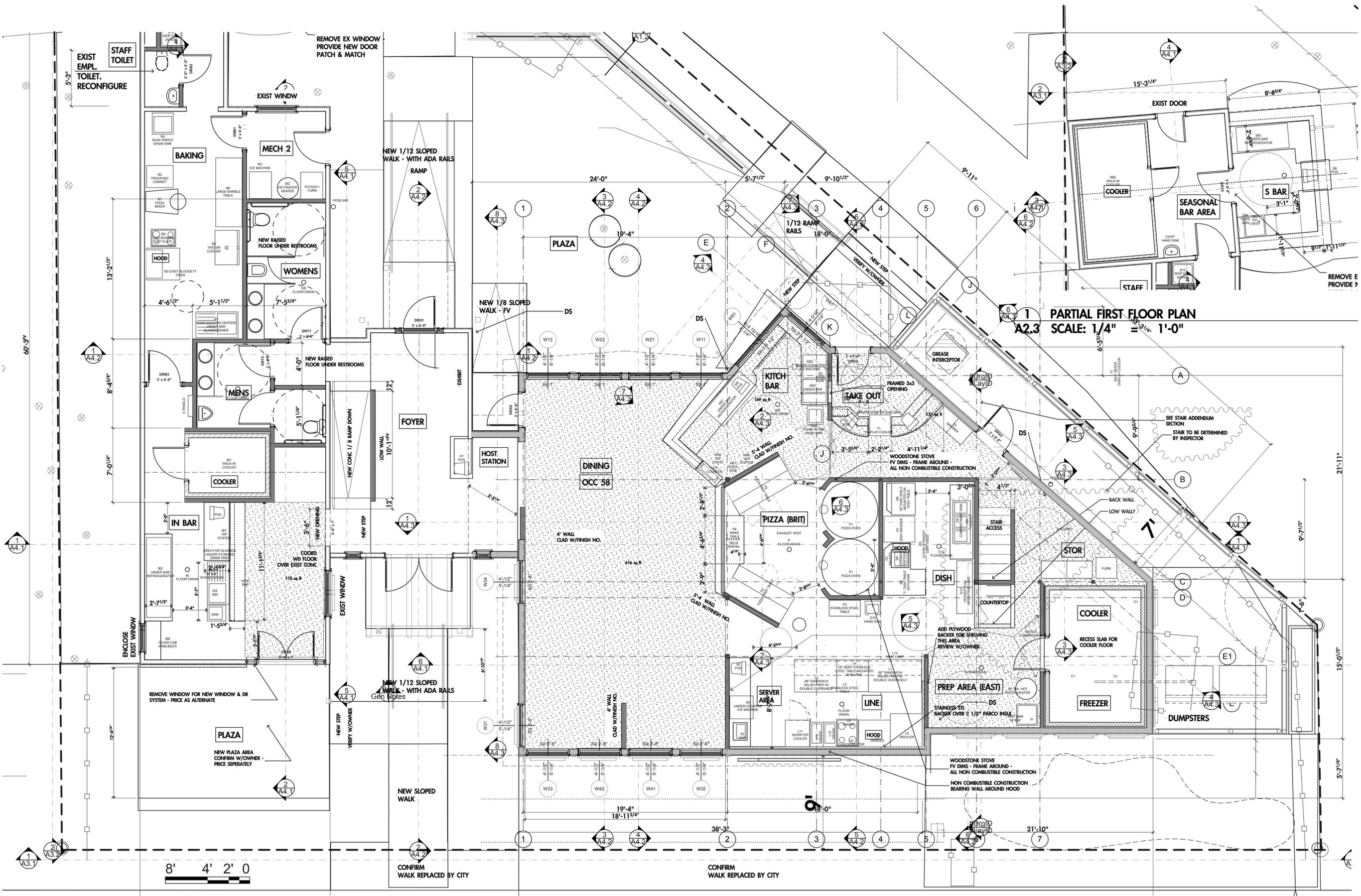
COLORS/FINISHES

	P-1	MP TO PMS 350
	P-2	MP WHITE
	P-3	MP RED

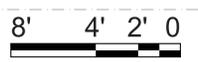
FONTS:
Swiss Black Condensed

<p>JONES SIGN Your Vision Accomplished GREEN BAY • PHILADELPHIA SAN DIEGO • LAS VEGAS www.jonessign.com</p>	<p>JOB #: 212067 DATE: 10/14/15 DESIGNER: Jim Pogo SALES REP: Scott Bertrand PROJ MGR: ---</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td>1</td><td>00-00-00</td><td>XX</td><td>XXXX</td></tr> <tr><td>2</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>3</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>4</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>5</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>6</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>7</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>8</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>9</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> <tr><td>10</td><td>00.00.00</td><td>XX</td><td>XXXX</td></tr> </tbody> </table>	REV.	DATE	BY	DESCRIPTION	1	00-00-00	XX	XXXX	2	00.00.00	XX	XXXX	3	00.00.00	XX	XXXX	4	00.00.00	XX	XXXX	5	00.00.00	XX	XXXX	6	00.00.00	XX	XXXX	7	00.00.00	XX	XXXX	8	00.00.00	XX	XXXX	9	00.00.00	XX	XXXX	10	00.00.00	XX	XXXX	<p>CLIENT APPROVAL _____ DATE _____</p> <p>LANDLORD APPROVAL _____ DATE _____</p> <p>QC QC APPROVED <small>By Rhoda Schley at 10:47 am, Oct 15, 2015</small></p>	<p>Nicolet NATIONAL BANK</p>	<p>Nicolet National Bank 2477 Hwy 42 Sister Bay, WI 54234</p> <p>DESIGN PHASE: CONCEPTUAL</p>	<p>SHEET NUMBER</p> <p>2.0</p>
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PARTIAL FIRST FLOOR PLAN
A2.3
SCALE: 1/4" = 1'-0"



2
A2.3
PARTIAL FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



Village of Sister Bay BOARD REPORT

Meeting Date 10/27/15
Item No.:

Activities:

Line Burial-This project is completed with the exception of some conflicts with the DOT project. Total project costs are approximately \$1,233,000. This project was paid for through the TIF, and, with hopeful development, will be repaid to the general fund.

Sledding Hill- Topsoil has been placed; Hockers is working to get the project form complete before the snow flies so that the hill is usable this winter.

Beach- the beach is substantially completed, and work has recommenced on the project. Sidewalks have been completed connecting one end of Waterfront Park to the other.....a substantial achievement. Landscaping work is ongoing, and sprinklers will need to be installed before the project is completed.

Niagara Ridge- Construction is underway, with buildings up in the air.....and we look forward to 36 new apartments soon.

Harbor View-Preliminary plans have been reviewed by Plan Commission and approved. The Developer, engineers and DOT are working to prepare for the next phase of approval.

Stony Ridge- Mr. Garot received new bids for infrastructure on his project, and is working to finalize paperwork to be able to commence. He will need to amend his development agreement and submit architecture plans before proceeding.

Personnel- The search for a new finance director will resume; Janal is working to place advertising as of this writing. Duties of the Finance Director have been split between existing staff.

Marina- The Marina had the best financial season on record. We look forward to an excellent 2016!

Staff has sent out the Fall newsletter, and has tabulated results from the first citizen survey. Staff will work to get those results out to the Board soon.

Wayfinding Signage- The Village completed its initial work with consultants, Living Labs, on Wayfinding Signage work. The final meeting is scheduled for November 24 as another joint meeting with Plan, Parks, Board and Econ. Dev.

Code Violations:

- None as of this writing

Fiscal Impact: unknown for the future.

Respectfully submitted,

Zeke Jackson