

VILLAGE OF SISTER BAY ZONING CODE

SECTION 1000 – OTHER PERMITS AND REGULATIONS

1 Sec. 66.1000 Tree Cutting Regulations

2 (a) Tree cutting regulations: 58
3 Outside of the area delineated as the Bluff Over- 59
4 lay district, the purpose of tree cutting regula- 60
5 tions applicable to the shorelands area are to 61
6 protect scenic beauty, control erosion and re- 62
7 duce effluent and nutrient flow from the shore 63
8 land. 64
9 (1) Tree cutting. Tree cutting in a strip paral- 65
10 leling the shoreline and extending 350 66
11 feet inland from all points along the nor- 67
12 mal high-water mark of the shoreline 68
13 shall be limited in accordance with the 69
14 following: 70
15 a. No more than 30 percent of the 71
16 length of this strip (as measured 72
17 along the ordinary high-water 73
18 mark) shall be clear-cut to the 74
19 depth of the strip. 75
20 b. Provided, further, that cutting of 76
21 this 30 percent shall not create a 77
22 clear-cut opening in this strip 78
23 greater than 30 feet wide for every 79
24 100 feet of shoreline measured 80
25 along the ordinary high-water 81
26 mark. 82
27 c. In the remaining 70 percent length 83
28 of this strip (distance measured 84
29 along the ordinary high-water 85
30 mark), cutting shall leave sufficient 86
31 cover to screen cars, dwellings, 87
32 accessory structures, except boat- 88
33 houses, as seen from the water 89
34 and to control erosion. 90
35 (2) Special cutting plan. A special cutting 91
36 plan allowing greater cutting may be 92
37 permitted by the Plan Commission by is- 93
38 suance of a conditional use permit. In 94
39 applying for such a permit, the commis- 95
40 sion may require the lot owner to submit 96
41 a drawing of his/her lot including the fol- 97
42 lowing information: location of all struc- 98
43 tures, location of parking, and gradient of 99
44 the land, existing vegetation, proposed 100
45 cutting and proposed replanting. The 101
46 commission may grant such a permit on- 102
47 ly if it finds that such special cutting 103
48 plans: 104
49 a. Will not cause undue erosion or 105
50 destruction of scenic beauty. 106
51 b. Will provide substantial shielding 107
52 from the water of dwellings, ac-

cessory structures and parking ar-
ea. The commission may condi-
tion such a permit upon a guaran-
tee of tree planting by the lot
owner. Such an agreement shall
be enforceable in court.
c. Is consistent with accepted forest
management practices.
(3) Tree topping. Tree topping which is de-
fined as tree cutting or sculpturing where
only a portion of the tree is removed to
improve the view is prohibited within the
shoreland area of the Village.
(b) Tree cutting regulations beyond the shore land
area.
(1) Purpose. The purpose of these regulations
is to provide for the protection and
preservation of the trees and woodlands
of the Village beyond the shoreland area.
The Village recognizes in the Village
Comprehensive Plan that woodlands,
wetlands and open space areas serve as
wildlife habitat, flood storage areas and
provide natural settings for the Village
and that they should be protected. In ad-
dition, woodlands are an integral and
important part of the Village's attractiv-
ness as a residential, recreational and re-
sort community and as such provide an
important economic asset to the Village.
(2) Applicability. These tree-cutting regula-
tions shall apply to that area of the Vil-
lage in all zoning districts outside of the
shore land area and Bluff Overlay district.
These regulations shall apply to trees or
similar woody vegetation having at least
one well-defined stem at least three inch-
es in diameter measured at a height of 4
1/2 feet above the ground. These regula-
tions shall not apply to the removal of
dead, diseased or dying trees when re-
moved using accepted forest manage-
ment practices and sound soil conserva-
tion practices or the management of an
orchard.
(3) Tree cutting provisions. Trees or similar
woody vegetation shall only be removed
if one or more of the following conditions
are present:
a. Necessity to remove trees, which
pose a safety hazard to pedestrian
or vehicular traffic or threaten to
cause disruption of public ser-
vices.
b. Necessity to remove trees which
pose a safety hazard to buildings.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1015 LAND DISTURBANCE REGULATIONS.

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- 1 c. Necessity to remove diseased trees 57
2 or trees weakened by age, storm, 58
3 fire or other injury. 59
4 d. Necessity to observe good forestry 60
5 practices, i.e., the number of 61
6 healthy trees that a given parcel of 62
7 land will support. 63
8 e. Necessity to remove trees in order 64
9 to construct permitted structures 65
10 and because of the need for: ac- 66
11 cess around the proposed struc- 67
12 ture for construction equipment; 68
13 access to the building site for con- 69
14 struction equipment; essential 70
15 grade changes, surface water 71
16 drainage and utility installations. 72
17 Only those areas approved for the 73
18 placement of a physical improve- 74
19 ment may be cleared of trees. 75
20 f. Necessity for compliance with 76
21 other ordinances. 77
22 g. Necessity to provide access to 78
23 sunlight for solar collectors. 79
24 (4) Cutting plan. As an alternative to subsec- 80
25 tion (b) of this section, a special cutting 81
26 plan allowing greater cutting may be 82
27 permitted by the Plan Commission by is- 83
28 suance of a conditional use permit. In 84
29 applying for such a permit, the commis- 85
30 sion shall require the lot owner to submit 86
31 a drawing of his/her lot, including the fol- 87
32 lowing information: location of parking, 88
33 location of improvements, gradient of the 89
34 land, existing vegetation, proposed cut- 90
35 ting and proposed replanting. The com- 91
36 mission may grant such a permit only if it 92
37 finds that such special cutting plans: 93
38 (5) Will not cause undue erosion or destruc- 94
39 tion of scenic beauty; and 95
40 (6) Shall be accomplished using accepted 96
41 forest management practices and sound 97
42 soil conservation practices. 98
43 (c) Compliance with land use disturbance provi- 99
44 sions. 100
45 Tree cutting shall comply with section 66.1015 101
46 of this section, land disturbance use or activity. 102
47 **Sec. 66.1015 Land Disturbance Regulations.** 103
48 (a) General design principles. 104
49 Control measures shall apply to all aspects of 105
50 the proposed land disturbance use or activity 106
51 and shall be in operation during all stages of the 107
52 disturbance activity. The following principles 108
53 shall apply to soil erosion and sediment control: 109
54 (1) Stripping of vegetation, grading or other 110
55 soil disturbance shall be done in a man- 111
56 ner, which will minimize soil erosion. 112

- (2) No site shall be cleared of top soil, trees 113
and other natural features before the zon- 114
ing and building permits are issued. 115
Whenever feasible, natural vegetation 116
shall be retained and protected. Only 117
those areas approved for the placement 118
of physical improvements may be 119
cleared. The extent of the disturbed area 120
and the duration of its exposure shall be 121
kept within practical limits.
(3) Temporary seeding, mulching or other 122
suitable stabilization measures shall be 123
used to protect exposed critical areas 124
during construction or other land disturb- 125
ance.
(4) Drainage provisions shall accommodate 126
increased runoff resulting from modified 127
soil and surface conditions during and af- 128
ter development or disturbance. Water 129
from the land disturbing activity shall not 130
create a hazard by exceeding the safe 131
capacity of the receiving water body in 132
the area; shall not cause undue channel 133
erosion or an undue increase in water 134
pollution by increased scour and 135
transport of particles; shall not otherwise 136
endanger the downstream property own- 137
ers or their property; and shall not cause 138
property damage, nuisance or erosion on 139
adjacent properties. Safe capacity is de- 140
fined as the rate of flow that can be han- 141
dled without flooding. Such provisions 142
shall be in addition to all existing re- 143
quirements. The Village Engineer shall 144
review and approve all storm water and 145
drainage plans for the project.
(5) Water runoff shall be minimized and re- 146
tained on the site whenever possible to 147
facilitate groundwater recharge.
(6) Sediment shall be retained on the site.
(7) Diversions, sediment basins and similar 148
required structures shall be installed prior 149
to any on-site grading or disturbance.
(b) Maintenance. 150
All necessary soil erosion and sediment control 151
measures installed under this chapter shall be 152
adequately maintained until such measures are 153
permanently stabilized, as determined by the 154
Zoning Administrator. The Zoning Administrator 155
shall give the applicant, upon request, a certifi- 156
cate indicating the date on which the measures 157
called for in the approved plans were complet- 158
ed.
(c) Filling and dumping regulations. 159
In order to promote the health and safety of the 160
Village, to protect life and property from flood-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1020 PIER PERMITS

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1 ing, to preserve stormwater retention areas, and
2 to ensure consistency with the comprehensive
3 plan, filling and dumping activity shall require a
4 conditional zoning permit in the case where a
5 building permit is not required, when the filling
6 and dumping increases the original base eleva-
7 tion more than six inches.
8 (d) Exemptions.
9 Agricultural activities are specifically exempt
10 from this section.

11 Sec. 66.1020 Pier Permits

12 (a) Definitions. The definitions contained within
13 Wisconsin Statutes Section 30.01 are incorpo-
14 rated in and adopted as part of this section
15 (Amended Ordinance 112-102505).

16 (1) Pier. Means any structure extending into
17 navigable waters from the shore with wa-
18 ter on both sides, built or maintained for
19 the purpose of providing a berth for wa-
20 tercraft or for loading or unloading cargo
21 or passengers onto or from watercraft.
22 Such a structure may include a boat shel-
23 ter, which is removed seasonally. Such a
24 structure may include a boat hoist or
25 boatlift, and the hoist or lift may be per-
26 manent or may be removed seasonally.
27 The term "dock" shall also mean pier.

28 (2) Pre-existing Pier. A pier that has been
29 placed in the riparian zone in the same
30 general location and with the same gen-
31 eral size and configuration during any of
32 the three years prior to the enactment of
33 this section is considered a pre-existing
34 pier if it is not extended or expanded af-
35 ter the adoption of this section dated Oc-
36 tober 25, 2005. The seasonal removal of
37 a pier does not affect its status as a per-
38 missible pre-existing pier if it is re-
39 established in substantially the same form
40 and same general location.

41 (3) Riparian Zone. The area of water adja-
42 cent to a parcel of riparian land within
43 which the riparian owner may place
44 structures. The riparian zone is bounded
45 by the land and the line of navigation.
46 The side boundaries of the riparian zone
47 are to be determined consistent with
48 Wisconsin Administrative Code Section
49 NR 326.07.

50 (b) Permit Required.

51 (1) No riparian shall construct any pier in the
52 Village without first having secured a
53 permit therefore from the Village. A per-
54 mit is valid for the life of the pier, wheth-
55 er a permanent or portable pier, as long
56 as its location and construction remain

57 substantially unchanged and the pier and
58 its use comply with the provisions of this
59 section.

(2) Any required U.S. Army Corps of Engi-
neers or Department of Natural Re-
sources permit required for the proposed
pier shall be obtained prior to issuance of
a pier permit from the Village of Sister
Bay.

(3) The applicant for any pier used for com-
mercial purposes, to generate revenue, or
in riparian zones abutting multiple-family
residential housing shall make applica-
tion to the Plan Commission of the Vil-
lage of Sister Bay for a pier permit and
must meet all standards of this section.

(4) A pre-existing pier, which fails to con-
form to the requirements of this section,
is permissible as a non-conforming struc-
ture. Owners of nonconforming struc-
tures may perform repairs and mainte-
nance upon the nonconforming structure
without expanding the structure. A permit
shall be required for any modification of
a pre-existing pier.

(c) Application for Permit.

All applications for a permit shall be in writing
on forms provided by the Village Administrator.
The application shall include a copy of any
permit required by the U.S. Army Corps of Engi-
neers and/or Department of Natural Resources.
The application shall include the fee as estab-
lished by resolution of the Board of Trustees to
be the same as a standard zoning permit.

(d) Determination of Applicability.

The Village may determine that the opinion of a
consultant is necessary to determine whether
the pier proposed by the applicant meets the
standards of this ordinance or may have an en-
vironmental impact. In such event, the applicant
shall be required to reimburse the Village for all
consulting fees and expenses incurred in such
review.

(e) Standards for Pier Construction

(1) No solid pier or pier that uses rock-filled
cribs as a foundation shall be allowed
unless a permit for such pier has been is-
sued by the Department of Natural Re-
sources.

(2) No pier shall totally enclose any portion
of navigable waters.

(3) No pier shall be placed less than 25 feet
from the side boundaries of the owner's
riparian zone.

(4) No pier may include attached lighting in
excess of that required in aid to naviga-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1020 PIER PERMITS

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- tion, or signs unless they are specifically authorized in permits issued by the Department of Natural Resources, Wisconsin Department of Transportation or U.S. Army Corps of Engineers. Low-level pedestrian lighting shall be permitted consistent with the requirements of Section 66.0809 [See page 112].
- (5) All pier materials shall be of neutral colors so that they blend in with surroundings.
- (6) No roofs, canopies, decks, water slides or other construction not essential for mooring watercraft shall be permitted.
- (7) No pier shall unreasonably obstruct navigation or otherwise interfere with public rights in navigable waters.
- (8) No pier shall unreasonably interfere with the rights of other riparian's.
- (9) No pier shall be constructed or maintained with a screen or in any other manner, which would trap or accumulate aquatic plants.
- (10) Unless they are pre-existing, the total number of piers shall not exceed one (1) for riparian zones abutting parcels with single-family dwellings and shall not exceed two (2) for riparian zones abutting parcels with two-family dwellings. The total number of piers for riparian zones abutting multiple-family residential developments, or common areas for condominiums or residential subdivisions, shall be determined by the Plan Commission, but shall not exceed the total number of dwelling units.
- (11) No parcel of land shall have more than one pier. The pier shall be sized so as to accommodate no more than a total of three boats or watercraft.
- (f) Removal of Unlawful Construction.
Any pier that is not in compliance with the requirements of this section shall constitute an unlawful obstruction to navigable waters, and the procedures for removal of such unlawful structures shall be as provided in Wisconsin Statutes Section 30.13. Any pier that is not in compliance with the provisions of this section shall constitute a public nuisance and may be subject to abatement procedures as provided by law.
- (g) Enforcement; Forfeiture.
Any person or entity in violation of this section may be subject to a forfeiture of up to \$100, plus costs, for each violation, with each day that the unlawful structure remains in place constituting a separate offense. In addition, the Village
- may seek an order to abate the public nuisance, seek removal of the unlawful structure under applicable law and may be awarded the costs of prosecution, including reasonable attorney fees, for any proceeding filed hereunder.
- (h) Conditional Use Permit.
- (1) An applicant for a pier permit may request a conditional use permit to vary from the terms of this section as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this section will result in practical difficulty or unnecessary hardship, so that the spirit shall be observed, public safety and welfare secured, and substantial justice done. The request shall be handled in the same manner as a conditional use permit as specified in Section 66.1535 [See page 144].
- (2) A request for a conditional use permit from the terms of this section shall be submitted in writing to the Zoning Administrator with payment to the Village of Sister Bay of the conditional use fee.
- (3) A request of a conditional use permit shall be forwarded to the Village Marina Committee who shall submit a recommendation to the Plan Commission within 30 days. Upon receipt of the recommendation of the Marina Committee, the conditional use permit shall be considered by the Plan Commission with a conditional use permit to be granted only upon the vote of a majority of the Plan Commission members present. In considering the request for variance the Plan Commission shall consider the factors set forth in Section (h)(1) hereof, as well as other relevant information.
- (4) The Plan Commission shall conduct a public hearing on the conditional use permit as required under Section 66. 66. 1801 [See page 152] including notice to adjoining riparian property owners within 300 hundred feet of the subject property. The recommendation of the Plan Commission shall be forwarded to the Board of Trustees as required in Section 66.1535 [See page 144].
- (i) Appeals.
- (1) The applicant or any party aggrieved by a decision of the Village Administrator upon a pier permit application may appeal such decision by filing a written request for appeal within 30 days after the de-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1025 IMPACT ON HOUSING STOCK

SEC. 66.1036 CRITERIA FOR ADDRESS NUMBER ASSIGNMENT.

1 termination to issue or deny the applica- 53 (b) Applicability.
2 tion to the Plan Commission of the Vil- 54 The following standards apply to new develop-
3 lage of Sister Bay, with the appeal request 55 ments in the R-2 district.
4 to be filed with the Village Clerk. 56 (c) Requirements.
5 (2) The applicant or any party aggrieved by a 57 As a condition of site plan and zoning approval,
6 decision of the Plan Commission upon a 58 the Plan Commission shall review the number of
7 pier permit application may appeal such 59 housing units being created for the project. If the
8 decision by filing a written request for 60 Plan Commission determines that the need for
9 appeal within 30 days after the determi- 61 workforce housing remains as outlined in Chap-
10 nation to issue or deny the application to 62 ter 3 and 4 of the 2003 Comprehensive Plan
11 the Board of Appeals of the Village of Sis- 63 and as defined in Section 66.0314, then the
12 ter Bay, with the appeal request to be 64 Plan commission may make certain adjustments
13 filed with the Village Clerk. 65 to the density requirements in Section 66.0312
66 of the code. The Plan Commission may increase
67 the overall project unit density by 0.2 units for
68 each dwelling unit that meets the requirements
69 of workforce housing. (Amended Ordinance
70 163-030910)

14 Sec. 66.1025 Impact on Housing Stock

15 (a) Purpose.
16 The purpose of these regulations is to insure that
17 commercial projects that create employment
18 opportunities for area residents also address the
19 shortage of employee housing and create hous-
20 ing opportunities given the seasonal nature of
21 employment in the Sister Bay area.
22 (b) Definition.
23 For the purposes of this section:
24 (1) The term "housing" shall include dwell-
25 ing units or rooms in hotels, motels, inns,
26 single-family housing and apartments that
27 are in compliance with the zoning code
28 and if applicable, properly licensed by
29 the State of Wisconsin.
30 (c) Applicability.
31 The following standards apply to:
32 (1) All new developments in the B-1, B-2
33 and B-3 districts.
34 (2) Projects in the B-1, B-2 or B-3 district that
35 require a Certificate of Compliance.
36 (d) Requirement.
37 As a condition of site plan and zoning approval,
38 the Plan Commission shall review the employ-
39 ment being created by the project. The Plan
40 Commission may give consideration to offsetting
41 some of the required employee parking if em-
42 ployee housing dwelling units are created on
43 site. The Plan Commission may give considera-
44 tion to offsetting some of the required open
45 space to a maximum credit of 5% if employee
46 housing dwelling units are created on site.
47 (Amended Ordinance 163-030910)

48 Sec. 66.1030 Impact on Workforce Housing

49 (a) Purpose.
50 The purpose of these regulations is to insure that
51 residential projects address the need for work-
52 force housing.

53 (b) Applicability.
54 The following standards apply to new develop-
55 ments in the R-2 district.
56 (c) Requirements.
57 As a condition of site plan and zoning approval,
58 the Plan Commission shall review the number of
59 housing units being created for the project. If the
60 Plan Commission determines that the need for
61 workforce housing remains as outlined in Chap-
62 ter 3 and 4 of the 2003 Comprehensive Plan
63 and as defined in Section 66.0314, then the
64 Plan commission may make certain adjustments
65 to the density requirements in Section 66.0312
66 of the code. The Plan Commission may increase
67 the overall project unit density by 0.2 units for
68 each dwelling unit that meets the requirements
69 of workforce housing. (Amended Ordinance
70 163-030910)

71 Sec. 66.1035 Property Addressing

72 (a) Purpose.
73 The purpose is to establish the procedures used
74 to implement and administer a uniform address-
75 ing system in Village of Sister Bay that utilizes
76 address numbers determined by the Door Coun-
77 ty Planning Department. The basis for the as-
78 signment of property address numbers shall be
79 the Door County baseline system. (Sections
80 66.1035-1025) (Amended Ordinance 126-
81 051407)
82 (b) Responsibilities.
83 The Door County Planning Department shall be
84 responsible for assigning all property addresses
85 upon submission of the necessary information
86 from the Village Administrator.
87 (c) Fees and Charges.
88 The Village Board shall establish such fees for
89 the issuance of property addresses.
90 (d) Progression and Spacing of Number Lines.
91 The property addressing in the Village shall
92 comply with a system that assigns numbers
93 based upon the following formula:
94 (1) 150 even numbers per mile (~35.2-foot
95 intervals) on the east and north sides of
96 roads.
97 (2) 150 odd numbers per mile (~35.2-foot
98 intervals) on the west and south sides of
99 roads.
100 (e) Measurement of Number Line.
101 Number lines indicating grid location with re-
102 gard to the appropriate baseline shall be meas-
103 ured to the point where the principal driveway
104 intersects with the road. Possible exceptions
105 may be made for corner lots and double front-
106 age lots. Adjustments may be made at time of

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1036 CRITERIA FOR ADDRESS NUMBER ASSIGNMENT.

SEC. 66.1037 ADDRESS SIGN CRITERIA AND PLACEMENT

1 number assignment so as to maintain consistent
2 sequencing of address numbers.
3 (f) Property Address Application.
4 All requests for property addresses shall be
5 completed on Building Address Permit form
6 provided by the Village Administrator.

7 **Sec. 66.1036 Criteria for Address Number As-**
8 **signment.**

9 (a) New Development.
10 Addresses are assigned prior to the issuance of a
11 zoning permit for a principal use. Address num-
12 bers shall be assigned when the principal use of
13 a property or a driveway location has been de-
14 termined. Issuance of an address number may
15 also be triggered by:
16 (1) Driveway permit.
17 (2) Requests from builders or public utilities.
18 (3) Field inspection.
19 (4) Requests from property owners.

20 (b) Accessory Building Addressing.
21 New numbers will generally not be assigned to
22 new buildings accessory to the principal use
23 (i.e., a new house will be assigned a number,
24 but a detached garage or storage building will
25 not be assigned a number). Accessory buildings
26 may be assigned a separate address if accessed
27 by a separate driveway or if accessed by the
28 principal driveway, but housing a separate use.

29 (c) Accessory Uses.
30 An accessory use with no other accompanying
31 principal use may also require an address.

32 (d) Driveways.
33 (1) Address numbers are generally required
34 when there is a driveway (existing or
35 proposed) that serves or will serve a prin-
36 cipal use or accessory use, as described
37 above in 66.1036(a). Address numbers
38 shall not be assigned until a driveway loca-
39 tion has been determined.
40 (2) Driveways that do not serve a principal
41 use may not require address numbers.
42 Door County will maintain discretion in
43 this matter.
44 (3) Each development or lot on a shared
45 driveway shall be assigned an address. A
46 summary sign displaying the road name
47 and each address shall be placed at the
48 intersection of the driveway and the road.
49 The cost of such sign shall be paid for by
50 the affected property owners.

51 (e) Condominiums and Apartments.
52 (1) Each building shall be assigned one ad-
53 dress number with each unit further iden-
54 tified by additional numbers or letters.

55 (2) Townhouse and duplex units with indi-
56 vidual driveways and entrances may be
57 assigned unique address numbers.

58 (f) Meandering Roads.
59 (1) Assignment of numbers shall be based on
60 predominate road direction with the
61 numbers per mile spacing maintained
62 (see Section 66.1035(d). Number assign-
63 ment may be adjusted to accommodate
64 additional road length.
65 (2) Where the road makes a 90° directional
66 change for more than one-half mile, that
67 road segment may be numbered con-
68 sistent with the directional change.

69 (g) Looping Roads.
70 (1) For roads that begin and end on a single
71 road, resulting in two parallel sides, the
72 loop road shall be split in half and ap-
73 propriate side designations shall be given
74 to the name of the road. For example, a
75 loop road named Circle Road might be
76 split into North Circle Road and South
77 Circle Road. Therefore, two develop-
78 ments on Circle Road might have the
79 same address number, but different road
80 names.
81 (2) The number range on the two sides shall
82 be similar. An even and odd number
83 shall abut at the change of direction.
84 (3) Short loop roads may be addressed based
85 on primary direction if number density
86 allows.

87 (h) Cul-de-Sacs.
88 An even and an odd number will abut at some
89 point on the turning circle of a cul-de-sac.

90 Sec. 66.1037 Address Sign Criteria and Placement

91 (a) Residential Buildings.
92 All single family and two family residential
93 buildings and all institutional buildings shall
94 have street numbers at least three inches high,
95 placed on the exterior wall of the principal
96 building, or immediate proximity to the prin-
97 cipal building that faces the street providing ac-
98 cess to the building. All such residential units
99 shall also have street numbers, not less than two
100 inches high, placed on their respective mailbox
101 if one exists.

102 (b) Multifamily Buildings.
103 All multifamily buildings shall have street num-
104 bers at least three inches high, placed on the ex-
105 terior wall of the principal building that faces
106 the street and located adjacent to the individual
107 unit entrances to the buildings.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1038 STREET AND ROAD NAMING

SEC. 66.1038 STREET AND ROAD NAMING

- 1 (c) Business Buildings.
2 All business buildings shall have street numbers
3 at least six inches high, placed on the exterior
4 wall of the principal building facing the street,
5 service drive or parking lot providing access to
6 that building and located adjacent to any primary
7 entrance door.
- 8 (d) Other Buildings.
9 All business structures, which have a rear service
10 door, shall identify the occupant and the
11 street address conspicuously on the rear door in
12 contrasting and reflective letters and numbers at
13 least six inches in height, and shall be continually
14 maintained.
- 15 (e) Address Sign Placement for Buildings with Ex-
16 cessive Setback from the Street.
17 Buildings that are setback more than eighty (80)
18 feet from the centerline of the street shall be re-
19 quired to place an address sign as required be-
20 low, unless a mailbox is placed where the ad-
21 dress sign would be placed. The criteria for ad-
22 dress signs is a follows:
- 23 (1) Address signs shall be securely fastened.
24 No metal fence posts are to be used for
25 posting address numbers. Alternate
26 methods may be used where ground
27 conditions prohibit placement of a post.
28 The Door County standard green number
29 sign is prohibited.
- 30 (2) Signs shall be placed to the right side of
31 driveways, when viewed from the road, if
32 practical. Signs may be placed to the left
33 side of the driveway if number visibility is
34 better accomplished or if right side instal-
35 lation is not practical. Exceptions may be
36 possible for corner lots or double front-
37 age lots. The sign face shall be toward
38 the road.
- 39 (3) Signs shall be located not greater than
40 twenty feet from the edge of the drive-
41 way. Variation may be allowed at the Vil-
42 lage's discretion, such as for, but not lim-
43 ited to, corner lots and double frontage
44 lots.
- 45 (4) Signs shall not be set back further than
46 ten feet from the road right-of-way. The
47 sign shall be in a horizontal position at
48 approximately 4.5 to 5 feet above the
49 road level.
- 50 (5) The address sign numbers shall be at
51 least three inches high.
- 52 (f) Sign Standardization.
53 Property owners are permitted to use any color,
54 material, size (meeting or exceeding the mini-
55 mums), shape, or style of sign for the addressing

56 as required in (a) – (e) above as long as no pro-
57 hibited types are used.

58 Sec. 66.1038 Street and Road Naming

59 (a) Administration.

60 The Plan Commission shall approve all public
61 and private street and road names. The Plan
62 Commission may name and or rename roads
63 when deemed appropriate. Requests for new
64 road names may come from the Village Board,
65 land developers, or private citizens.

66 (b) Official Street Map.

67 There is hereby established an Official Street
68 Map of the Village of Sister Bay. The Plan
69 Commission shall designate all public and pri-
70 vate streets on an Official Street Map. [Note Re-
71 fer to Section 54.050 for the requirements of the
72 Official Map, which is a different type of map-
73 ping.]

74 (c) Street Naming Criteria.

75 All public and private roads serving four or
76 more principal uses or intended principal uses
77 shall be named and addressed using the follow-
78 ing criteria:

- 79 (1) New road names shall be easy to pro-
80 nounce and easily recognizable in emer-
81 gency situations. Each road name shall
82 be unique in spelling and sound. The
83 Plan Commission shall base acceptance
84 of a proposed road name on whether or
85 not the proposed name is already in use
86 within the Village and seek to avoid du-
87 plicate names already in existence in the
88 County, including incorporated areas.
- 89 (2) Road names shall not contain hyphens.
- 90 (3) 1st, 2nd, etc. shall not be used.
- 91 (4) Alphabetical characters shall not be al-
92 lowed as road names.
- 93 (5) New road names shall not include com-
94 pass directions or abbreviated directions.
- 95 (6) New road names shall not exceed 18
96 characters in length including the road
97 type.
- 98 (7) New roads that are an extension of exist-
99 ing roads shall maintain the same road
100 name.

101 (d) Road Types.

102 Road type designations (Road, Lane, Circle, etc.)
103 shall adhere to the Urban and Regional Infor-
104 mation Systems Association's (URISA) policies
105 and procedures.

106 (e) Street Name Sign Standards.

107 The Plan Commission shall establish a standard
108 type of sign for street names. The standard shall
109 include the sign location and type of post. No
110 other signage shall be allowed on street name
111 signposts. All material and labor costs associat-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1039 COUNTY ADMINISTRATION OF VILLAGE NUMBERING

SEC. 66.1040 PROPERTY ADDRESS REASSIGNMENT IMPLEMENTATION

1 ed with the purchase and installation of street
2 name signs for private developments and private
3 streets shall be borne by the property owner or
4 developer.

5 **Sec. 66.1039 County Administration of Village** 6 **Numbering**

7 The Door County Planning Department shall maintain
8 a record of all assigned addresses and of all road
9 names and their locations. The Door County Planning
10 Department may adopt policies and practices as neces-
11 sary to manage the County addressing system and to
12 insure fulfillment of the purpose of the Uniform Ad-
13 dressing System Ordinance.

14 **Sec. 66.1040 Property Address Reassignment Im-** 15 **plementation**

- 16 (a) Any new building addresses assigned after the
17 effective date of this ordinance shall be based
18 upon the County numbering system.
- 19 (b) Existing properties with addresses assigned to
20 buildings shall be converted to the County
21 numbering system no later than April 1, 2008.
22 Door County shall provide the Village with elec-
23 tronic data file incorporating the existing proper-
24 ty address, proposed property address and mail-
25 ing address for each property in the Village with
26 an existing property address no later than Au-
27 gust 1, 2007. Door County will be responsible
28 for all notifications to businesses and agencies
29 affected by the wholesale conversion of Village
30 Addresses.
31