AGENDA
1.0 Open business meeting.
2.0 Verification of proper notice and posting procedures; quorum present; adoption of the agenda.
3.0 Public comment.
   a) Information may be received from members of the public, except information related to a pending hearing (e.g., zoning amendment or conditional use permit).
   b) Extensive discussion and all action must be deferred until and unless specific notice of the subject matter is included on the agenda.
4.0 Correspondence.
5.0 Review and act on minutes of January 14, 2021 meeting.
6.0 Zoning matter: Discuss housing-related topics to potentially address via future zoning ordinance text amendments, including but not limited to:
   a. Floor area minimum requirements
   b. Areas Single Family-10,000 (SF10) zoning district is allowed
   c. Road setbacks in Core Areas and SF10
   d. Accessory structures – size/design on vacant and developed lots
   e. Secondary Dwelling Units – where allowed, who can reside within
   f. Accessory Residences tenant requirements
   g. Tourist Rooming Houses (short term rentals)
   h. Manufactured home definitions, design, and square footage requirements
   i. Zero lot line duplexes
   j. Multiple occupancy developments: density allowances, permit processes
   k. Workforce housing zoning district
7.0 Personnel matter: Request to refill GIS/Land Information Coordinator position.
8.0 Future meeting schedule
   • February 4, 2021: Likely no meeting.
   • February 11, 2021: Potential hearing; 1:00 p.m. start.
   • February 18, 2021: ?
9.0 Meeting per diem code.
10.0 Adjourn.

Deviation from order shown may occur.

David Enigl, Resource Planning Committee Chair
Door County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

MKGlr 01/15/21

Notice in compliance with the Americans with Disabilities Act: 1) Any person needing assistance to participate in this meeting should contact the Office of the County Clerk at (920) 746-2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. 2) Door County is committed to making its electronic and information technology (e.g., website and contents) accessible for all persons. If you encounter difficulty accessing the posted materials for this meeting, located on-line at https://www.co.door.wi.gov/AgendaCenter under the committee name, please call (920) 746-2323, or send a FAX to (920) 746-2387, or send an e-mail Lriemer@co.door.wi.us so that we may determine how to best assist you.

In response to the public health emergency in connection with the COVID-19 pandemic, the meeting will be virtual only. Applicants and members of the public may monitor and participate remotely only.

To join the hearings and meeting via computer, go to: https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e9ba6a119d3101c339541a51f56eff534 , enter your name and e-mail address when prompted (the password is entered for you), and then click “join.”

OR, using the free smartphone app “Cisco WebEx Meetings,” click “join” a meeting and then enter the meeting number/ access code (146 968 0309) and password (Jan21rpc2021).

OR, connect via phone by calling: 1-408-418-9388, and then enter the meeting number/access code.

Those who cannot attend remotely should call (920) 746-2323 or e-mail Lriemer@co.door.wi.us. We will endeavor to facilitate reasonable access for people who cannot attend remotely. Likewise, if on the day of the hearing/meeting itself you have issues with meeting “entry” methods, please call (920) 746-2323 or e-mail Lriemer@co.door.wi.us so we may assist you in entering the virtual meeting.

AGENDA Posted ______________ 2021 by ________
MINUTES OF MEETING
DOOR COUNTY RESOURCE PLANNING COMMITTEE

January 14, 2021

1.0 Open business meeting (after conclusion of hearing starting at 2:00 p.m.).

Chair Enigl called a regular business meeting of the Resource Planning Committee to order at 2:30 p.m. in the Door County Aging and Disability Resource Center Dining Room, 916 N. 14th Avenue, Sturgeon Bay, Wisconsin.

Present:  
RPC Members  |  Staff  |  Others, via WebEx
David Enigl  |  Mariah Goode  |  Linda Johansen
Ken Fisher  |  Richard Virlee  |  Roy Englebert
Vinni Chomeau (via WebEx)

2.0 Verification of proper notice and posting procedures; quorum present; adoption of the agenda.

After verification of proper notice and posting procedures, there was a motion by Fisher, seconded by Englebert, to adopt the agenda as presented. Motion carried unanimously.

3.0 Public comment.

a) Information may be received from members of the public, except information related to a pending hearing (e.g., zoning amendment or conditional use permit).

b) Extensive discussion and all action must be deferred until and unless specific notice of the subject matter is included on the agenda.

None.

4.0 Correspondence.

None.

5.0 Review and act on minutes of December 17, 2020 meeting.

Motion by Fisher, seconded by Virlee, to approve the minutes as presented. Motion carried unanimously.

6.0 Zoning map amendment petition: Ellen G. Rundle & Linda A. Johansen; rezone portions of two vacant parcels from High Density Residential to Single Family Residential-30,000 (SF30) so both will be entirely SF30; Bay Lane & STH 42; Liberty Grove.

Motion by Fisher, seconded by Englebert, to recommend to the county board a modified zoning amendment petition, which would rezone both parcels entirely to High Density Residential (HD) rather than to Single Family Residential-30,000, based on the request of the Liberty Grove Town Board and the concurrence of the applicant, and the modified amendment’s fit with the county comprehensive plan. Motion carried unanimously.
MINUTES OF MEETING
RESOURCE PLANNING COMMITTEE
January 14, 2020

7.0 Future meeting schedule
- January 21, 2021: Discussion items only; no hearings.
- February 4, 2021: ?
- February 18, 2021: ?

Goode noted there are discussion items for January 21st, as well as one position refill request. RPC members agreed to meet, and to start at 2:00 p.m.

There will likely not need to be a February 4th meeting. RPC members agreed to instead meet at 1:00 p.m. on February 11th if there is a rezoning petition that needs to go to February county board.

Staff do not know yet if there will be hearings ready for February 18th.

Meeting schedule as discussed, noted.

8.0 Meeting per diem code.

Chair Enigl assigned code 241.

9.0 Adjourn.

Motion by Englebert, seconded by Enigl, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 2:42 p.m.

Reported by,

Mariah Goode
Land Use Services Director

MKG/Ir
Door County Comprehensive Zoning Ordinance  
Housing Text Amendment Concepts/Considerations  
Resource Planning Committee  
January 21, 2021

The United States is currently facing an enormous housing shortage, at all price points, although the shortage of affordable workforce housing units is particularly acute. Zoning regulations can sometimes be a hindrance in providing more housing, so staff have been reviewing county regulations to see if amendments might be warranted. Before Door County Land Use Services staff begin working on actual text amendment language for the committee to consider for potential public hearing sponsorship, we want to get preliminary tentative buy-in on the concepts we are considering pursuing.

**Housing Allowances in Existing Zoning**

- Single-family homes
  - Allowed in all zoning districts, except Industrial (accessory residences allowed, though).
  - Relatively small minimum size requirements.

- Accessory residences allowed in industrial and commercial districts.


- Secondary dwelling units allowed in conjunction with single-family residences.

- Multiple occupancy developments
  - Allowed in all three commercial districts and one residential (MC, CC, RC, and HD).
  - No minimum floor area for individual units within a multiple occupancy development.

- “Tiny homes” allowed as camping units, or, if on foundation and building code-compliant, as secondary dwelling units, accessory residences, or multiple occupancy development units.

- Manufactured homes
  - Considered single-family residences and allowed in all zoning districts if certain design standards met (width, length-to-width ratio, roof pitch).
  - Single-wide manufactured homes (manufactured homes not meeting design standards) allowed in a handful of districts.
  - Manufactured home parks allowed in limited zoning districts (CS, HL, RR).
  - “Temporary” (could be decades) manufactured homes allowed, in addition to a home, for farmers (as a home for employee, parent, or child) and anyone as a home for a disabled dependent.

- Small-lot residential zoning district exists (Single-Family 10,000, ~1/4 acre new lot size, requires sewer).

- Agricultural district allowances
  - Single-family residences separated from farm parcels. Older farmhouses can be split off from agricultural parcels if remaining lot is conforming.
  - Small lots, to be used for homes for family or employees, can be split off from agricultural parcels if remaining lot is conforming.
  - Seasonal dwellings allowed for agricultural production or processing workers.
• Campgrounds allowed in six districts (NA, GA, CS, HL3.5, HL5, and HL10). (Considered to be a potential seasonal housing option.)

• Conservation subdivisions allowed in nearly all districts (can create more, and smaller, lots for permanent open space creation).

• Other considerations:
  o No limit on impervious surface allowances, with a storm water runoff plan.
  o General allowances related to affordability and sustainability:
    ▪ Home offices and home occupations allowed in nearly every zoning district.
    ▪ Home businesses allowed in many.

Zoning Amendment Topics to Potentially Pursue

• Floor area minimum requirements

• Areas Single Family-10,000 (SF10) zoning district is allowed

• Road setbacks in Core Areas and SF10

• Accessory structures – size/design requirements on vacant and developed lots

• Secondary Dwelling Units – zoning districts where allowed, lots on which allowed, who can reside within

• Accessory Residences tenant requirements

• Tourist Rooming Houses (short term rentals)

• Manufactured home definitions, design, and square footage requirements

• Zero lot line duplexes

• Multiple occupancy developments: definitions, where allowed, density allowances, permit processes

• Workforce housing zoning district

MKG & RYK
January 15, 2021
CHAPTER 66
GENERAL MUNICIPALITY LAW
SUBCHAPTER X
PLANNING, HOUSING AND TRANSPORTATION

66.1014 Limits on residential dwelling rental prohibited.

(1) In this section:

(a) "Political subdivision" means any city, village, town, or county.

(b) "Residential dwelling" means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

(2)

(a) Subject par. (d), a political subdivision may not enact or enforce an ordinance that prohibits the rental of a residential dwelling for 7 consecutive days or longer.

(b) If a political subdivision has in effect on September 23, 2017, an ordinance that is inconsistent with par. (a) or (d), the ordinance does not apply and may not be enforced.

(c) Nothing in this subsection limits the authority of a political subdivision to enact an ordinance regulating the rental of a residential dwelling in a manner that is not inconsistent with the provisions of pars. (a) and (d).

(d)

1. If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days, a political subdivision may limit the total number of days within any consecutive 365-day period that the dwelling may be rented to no fewer than 180 days. The political subdivision may not specify the period of time during which the residential dwelling may be rented, but the political subdivision may require that the maximum number of allowable rental days within a 365-day period must run consecutively. A person who rents the person's residential dwelling shall notify the clerk of the political subdivision in writing when the first rental within a 365-day period begins.

2. Any person who maintains, manages, or operates a short-term rental, as defined in s. 66.0615 (1) (dk), for more than 10 nights each year, shall do all of the following:

   a. Obtain from the department of agriculture, trade and consumer protection a license as a tourist rooming house, as defined in s. 97.01 (15k).

   b. Obtain from a political subdivision a license for conducting such activities, if a political subdivision enacts an ordinance requiring such a person to obtain a license.

History: 2017 a. 59.
CHAPTER 66
GENERAL MUNICIPALITY LAW
SUBCHAPTER X
PLANNING, HOUSING AND TRANSPORTATION

66.0615 Room tax; forfeitures.
   (1) In this section:
      (e) "Short-term rental" means a residential dwelling that is offered for rent for a fee and for fewer
          than 29 consecutive days.

CHAPTER 97
FOOD, LODGING, AND RECREATION
SUBCHAPTER I
DEFINITIONS

97.01 Definitions. In this chapter, unless inconsistent with context:
   (1g) "Bed and breakfast establishment" means any place of lodging that satisfies all of the
        following:
        (a) Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.
        (b) Provides no meals other than breakfast and provides the breakfast only to renters of the place.
        (c) Is the owner's personal residence.
        (d) Is occupied by the owner at the time of rental.
        (e) Was originally built and occupied as a single-family residence, or, prior to use as a place of
            lodging, was converted to use and occupied as a single-family residence.
   (4) "Department" means the department of agriculture, trade and consumer protection.
   (7) "Hotel" means all places wherein sleeping accommodations are offered for pay to transients, in
        5 or more rooms, and all places used in connection therewith. "Hotelkeeper", "motelkeeper" and
        "innkeeper" are synonymous and "inn", "motel" and "hotel" are synonymous.
   (13r) "Public health and safety" means the highest degree of protection against infection,
        contagion or disease and freedom from the danger of fire or accident that can be reasonably
        maintained in the operation of a hotel, tourist rooming house, bed and breakfast establishment,
        vending machine or vending machine commissary.
   (15f) "Tourist or transient" means a person who travels from place to place away from his or her
        permanent residence for vacation, pleasure, recreation, culture, business or employment.
   (15k) "Tourist rooming house" means any lodging place or tourist cabin or cottage where sleeping
        accommodations are offered for pay to tourists or transients. "Tourist rooming house" does not include:
        (a) A private boarding or rooming house, ordinarily conducted as such, not accommodating tourists
            or transients.
        (b) A hotel.
        (c) Bed and breakfast establishments.

History: 1975 c. 94 s. 91 (10); 1975 c. 308; 1977 c. 29 s. 1650m (4); 1977 c. 106 s. 15; 1983 a. 189,
         261; 1987 a. 276; 1995 a. 225; 2013 a. 374; 2015 a. 55 ss. 2643, 4065, 4067 to 4077; 2015 a. 242;
         2017 a. 225.
Hi, Kelly—

As you are aware, GIS-Land Information Coordinator Tom Haight has provided notice of his retirement, effective May 3, 2021. (His e-mail to that effect is below.)

Attached please find my request to refill this important position. (Note that the job analysis questionnaire has not been updated to reflect the December 2020 addition of the address program responsibilities. We don’t yet know what percentage of the position’s time those duties will take.)

Since there is no one else who does the same work Tom does, I believe it would be in the best interests of the county to have his replacement start at least 4-6 weeks prior to his retirement date to ensure proper training and knowledge transfer. The incoming hire would presumably be starting at a much lower pay rate, so having that overlap shouldn’t negatively affect the department’s budget.

Please let me know if you have any questions or need additional information.

Thank you!

Mariah Goode, Director
Door County Land Use Services Department
Door County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235
Direct line: (920) 746-2224
Main office line: (920) 746-2323
FAX: (920) 746-2387
E-mail: mgoode@co.door.wi.us
Website: https://www.co.door.wi.gov/164/Land-Use-Services

From: Haight, Tom
Sent: Wednesday, January 6, 2021 7:32 AM
To: GOODE, MARIO <mgoode@co.door.wi.us>
Cc: HENDEE, KELLY <khendee@co.door.wi.us>
Subject: resignation

Mariah Goode,
This is notice of my intent to retire from employment with Door County in my current position of GIS/LIO Coordinator. I am planning that my last day of work at Door County will be Monday May 3rd, 2021. I am providing almost four-months-notice so that Door County may plan for a replacement prior to my departure, if so desired.

Sincerely,

Tom Haight  
Door County GIS/LIO Coordinator  
Door County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI  54235  
E-mail:  thaight@co.door.wi.us  
Phone:  920-746-2391  
https://www.co.door.wi.gov/636/GISLIO  
and  
https://www.co.door.wi.gov/245/Maps-and-Land-Records
Door County Human Resources
Form #: 2015-04

Title: Request to Refill Position

Date Created 11/19/2014  Date Revised 01/23/2019

Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department: Land Use Services  Position Title: GIS/Land Information Coordinator

Position Status:  ☒ Will be vacant  Date Vacant: May 3, 2021

☒ Full Time  ☐ Part Time  ☐ New position  Hours per week: 40+

Reason for Vacancy:  ☒ Retirement  ☐ Resignation

Transfer: why is the new position more attractive to employee than current one?

Name of Current / Most Recent Incumbent: Thomas Haight

Reviewed, updated, and submitted to Human Resources:

☐ Job Analysis Questionnaire (not to be included in the agenda packet)
☒ Job Description

Completed by: Mariah Goode  Date: January 7, 2021

Financial Information:

Salary Range: $53,810-$61,506  Is the Position Budgeted: ☒ Yes  ☐ No

Funding Source: ☒ Levy % 100  ☐ Grant Funded %    ☐ Other %

☐ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

☐ Human Resources has performed a position review?  (HR initial) Date

☐ The Job Description has been updated and signed?  (HR initial) Date

Approvals:

County Administrator  Date

Administrative Committee Chair  Date
County of Door
GIS/Land Information Coordinator

<table>
<thead>
<tr>
<th>Job Title</th>
<th>GIS/Land Information Coordinator</th>
<th>Last Revision</th>
<th>09/14/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Land Use Services Dept.</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>GIS Mapping</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Land Use Services Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>I</td>
<td>EEO Code</td>
<td>05 – Para/Pros</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for administration of the County’s addressing ordinance and program and is responsible for developing, integrating, maintaining and training end users in use of the Geographic Information System(s) (GIS) for Door County. Directly and indirectly involved with various types of mapping data systems and data sets for the County. Coordinates with Land Information departments. Position is under the general supervision of the Land Use Services Director.

Duties and Responsibilities

*Essential Job Functions*

1. Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records.
2. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.
3. Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.
4. Utilizing various types of software on a personal computer, assists land record departments, and non-land records departments with the creation and maintenance of all GIS data sets. Examples include data sets/maps which depict roads, land parcels, zoning, voting districts, etc.
5. Provides GIS technical support to the various County Departments in regard to effective and efficient use of the GIS to complete their daily, weekly and annual mission.
6. Researches technical information and gathers mapping data and system information from various sources within and outside the County.
7. Provides technical assistance, advice and reports status of on-going GIS projects to the Resource Planning Committee (RPC), and the Land Information Counsel (advisory committee to RPC).
8. Coordinates and manages GIS based vendor and consultant contacts as needed to enhance the county GIS. Reports vendor progress to RPC.
9. Provides general and specific information to the public regarding inquiries on a variety of mapping resources and issues.
10. Provides specialized or electronic data sets to the public or departmental requestors.
11. Makes recommendations to LUS Director and/or RPC regarding the GIS and purchases of equipment and supplies associated with supporting it.
12. Trains end-users in efficient and effective use of the GIS.
13. Maintaining and updating the GIS Web Map Presence for the County.
14. Provide truthful and accurate written and verbal communications.
County of Door
GIS/Land Information Coordinator

General Job Functions

1. Administration of the addressing program.
2. Contacts vendors to make purchases and/or to explain problems associated with their products or services.
3. Project manages contractors implementing Land Record systems or major GIS components.
4. Perform clerical duties, if necessary.

Requirements

Training and Experience

1. Bachelor’s degree in related field such as geography, cartography, land use planning.
2. A minimum of one year of experience working with cartography and land use planning.
3. One (1) to at least three (3) years’ experience required.

Knowledge, Skills, and Abilities Required

1. Knowledge of statutes, ordinances, and regulations as they apply to addressing, and of different methods for acquiring geodetic data of varied accuracies and the ability to correctly represent the information in digital map form.
2. Ability to establish and maintain effective working relations with various vendors, consultants and GIS professionals in an effort to gain knowledge on the current and future use of GIS products that would improve the County GIS.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, contractors, vendors, and general public.
5. Knowledge and skill in working with Intrado, AutoCAD, ESRI and GIS Web Publishing techniques.
6. General understanding of, or experience with PC server and PC Client computer software and hardware.
7. Ability to work independently to creatively solve problems.
8. Ability to work with private information in a professional and confidential manner.
9. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Nearly 100% of work is performed in standing or seated position at an adjustable height workstation, using a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mariah Goode</td>
<td>Land Use Services Director</td>
<td></td>
</tr>
<tr>
<td>Kelly A. Hendee</td>
<td>Human Resources Director</td>
<td></td>
</tr>
</tbody>
</table>
# REQUEST FOR FISCAL IMPACT INFORMATION

**RECLASSIFICATION**

FTE/Hours

Job Class

Step

Rate

Position Title

Effective Date

Department

**CHANGE FTE/Hours**

From ___________ TO ___________

CHANGE JOB CLASS/STEP

From ___________ TO ___________

---

**GSI/Land Information Coordinator**

6 Mo

Land Use Services

Sub Dept

---

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSI/Land Information Coordinator-Grade I-Step 1</td>
<td>1.00</td>
<td>$25.87</td>
<td>53,954</td>
<td>33,665</td>
</tr>
<tr>
<td>Budget GSI/Land Information Coordinator-Grade I-Budget</td>
<td>1.00</td>
<td>$34.01</td>
<td>70,931</td>
<td>36,142</td>
</tr>
<tr>
<td>GSI/Land Information Coordinator-Grade I-Control Point</td>
<td>1.00</td>
<td>$29.57</td>
<td>61,671</td>
<td>34,791</td>
</tr>
<tr>
<td>Budget GSI/Land Information Coordinator-Grade I-Budget</td>
<td>1.00</td>
<td>$34.01</td>
<td>70,931</td>
<td>36,142</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease

(19,454)

(10,611)

---

**Dept Head Signature**

[Signature]

**Finance Director**

[Signature]

*Date* 1/8/2021

---

**Disclaimer:** This Fiscal Impact does not include Step 2 $26.61, Step 3 $27.35, Step 4 $28.09, and Step 5 $28.83.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.