

**Town Information  
& Community Resources**



Town Office: (920) 746-1230

December 2015

**Town Officers:**

Leo Zipperer, Town Board Chairman  
3850 Bay Shore Drive, Sturgeon Bay WI 54235  
(920) 743-6355 / 493-6355

Dan Woelfel, Supervisor/Vice Chairman  
4774 Bark Road, Sturgeon Bay WI 54235  
(920) 743-8686

John Staveness, Supervisor  
3811 Whitefish Bay Road, Sturgeon Bay WI 54235  
(920) 743-9738

Chuck Tice, Supervisor  
4771 Bay Shore Drive, Sturgeon Bay WI 54235  
(920) 743-4790

Tony Haen, Supervisor  
4675 Mathey Road, Sturgeon Bay WI 54235  
(920) 333-0135

Linda Wait, Clerk/Treasurer  
Mail: 4528 State Highway 57, Sturgeon Bay WI 54235  
Office: (920) 746-1230 Home: 743-6884

**Sevastopol Town Hall & Community Center** is located at:

4528 State Highway 57, Sturgeon Bay WI  
(approx. 5 miles north of Sturgeon Bay, in Institute)

Office Telephone: (920) 746-1230  
Fax: (920) 746-1245  
Email: [office@townofsevastopol.com](mailto:office@townofsevastopol.com)  
Regular office hours Monday-Friday 8 am - 4:30 pm  
(Tues a.m. appointment only) or as noticed

Website: [www.townofsevastopol.com](http://www.townofsevastopol.com)

***The Town website posts current information such as meeting agenda, minutes, budgets, upcoming events, forms and links to other useful resources.***

**EMERGENCY – CALL 911 for  
Fire/Rescue/Ambulance/Sheriff**

**Non-emergency Door County Sheriff  
Department - 746-2400**  
**Non-emergency Sturgeon Bay Fire  
Department - 746-2916**

**Property Tax Payments**

Send all real estate property tax payments to:

Door County Treasurer  
421 Nebraska Street  
Sturgeon Bay WI 54235

Telephone: (920) 746-2286  
Website: <https://pubinfo.co.door.wi>

First installment due January 31<sup>st</sup>  
Second installment due July 31<sup>st</sup>

If you have a change of address for your tax bill, please contact the town clerk at 746-1230 or email to [office@townofsevastopol.com](mailto:office@townofsevastopol.com)

**Building & Zoning Permits - Signs**

Building permits are required for new construction, remodeling, additions, electrical, plumbing, HVAC and demolition. Contact the building inspector at SAFEBuilt (formerly Independent Inspections, Ltd.), 800-422-5220, or primary inspector Brett Temme at (920) 421-0963, email [bTemme@Safebuilt.com](mailto:bTemme@Safebuilt.com), or call the town office.

The Door County Zoning Ordinance is applicable in Sevastopol as to zoning, uses, footprint, signs, setbacks, wetlands and shoreland. Be sure to contact the County Zoning Department at (920) 746-2323 to obtain a zoning permit before starting your project.

Driveway permits are also required. Call the town office for information and application. **There are minimum setbacks for road right-of-ways (state, county & town roads) to allow for maintenance and plowing.** Check with County zoning or the Town office before planting, erecting signage, etc., within the road right-of-way.

Most business and advertising signs require a permit. Contact Door County Zoning at 746-2323.

## 2016 Elections

*Spring Primary – Tues., February 16*

*Spring Election/ Presidential Preference – Tues., April 5*

*Partisan Primary – Tues., August 9*

*General/Presidential – Tues., November 8*

Polling hours are 7 am to 8 pm at the town hall. Please contact the town office for information on voting in person, absentee voting and registration. Wisconsin voters can find their polling place, check voting history and view sample ballots at My Vote Wisconsin <https://myvote.wi.gov>. Don't forget to bring your Photo ID when you come to vote.

### Assessments, Board of Review

Properties are assessed as of January 1<sup>st</sup> each year. Assessment services are provided by Associated Appraisal Consultants, Inc. (telephone 800-721-4157).

**Open Book** is scheduled for Friday, June 3, 2016, beginning at 10 am at the town hall. Property owners can meet with the assessor to review the assessment roll and ask questions. **Board of Review** is scheduled for Monday, June 27, 2016 at 1:00 pm at the town hall. This is a formal procedure and a written objection form must be completed.

Information and publications on understanding the assessment process are available at the Wisconsin Department of Revenue website, [www.dor.state.wi.us](http://www.dor.state.wi.us).

**Annual Town Meeting** The annual town meeting and presentation of prior year financial reports is currently scheduled for Tuesday evening, April 19, 2016. All residents are invited. Other meetings and events are posted to the town website.

### "Video Voice of Door County"

Sevastopol's public/government/education cable TV station is located at the town hall in Institute. Laddie Chapman is our program director and videographer. For broadcast questions or comments, call Laddie at 743-8400 or email [tv@doorbell.net](mailto:tv@doorbell.net). Charter subscribers can find Sevastopol TV on channel 986.

**Operator's License** Bartenders are required to have an operator's license issued by the municipality in which they are working. Applications are available from the town clerk or download from the website. The license fee is \$10.

**Pets & Animals** All dogs are required to be licensed and should be under the owner's control at all times. You can obtain a dog license from the town office in person or by mail. You will need to provide proof of vaccination (it will be returned with your license and payment). The license application is also available on the town website.

For stray dogs and cats, contact our Animal Control Officer Mark Richard (920-421-0828). Animal complaints (nuisance, barking) should be reported to the Door County Sheriff's Department at 746-2400. Interested in adopting a pet? Call the Door County Humane Society at 746-1111.

### Rental of Town Facilities

The town hall community room (accommodates 120) is available for rent. There is also a small conference room that can be used for meetings. The town park pavilion and ball fields in Institute are seasonably available. Contact the town clerk or download reservation forms. You can check availability on the town website calendar page.

**Burning Permits & Compost** Burning permits are required for open burning of brush, leaves and vegetative debris and can be obtained at the town office and from Town Board officers. Permits are not required for properly contained campfires. Residents can use the City of Sturgeon Bay's compost site on Division Road for depositing brush, grass and garden waste. The annual fee is \$25. Compost is also available for purchase. Contact City Municipal Services at 746-2912.

**Room Tax** Sevastopol is a member of the Door County Tourism Zone Commission. If you offer transient rentals (less than 30 days' stay), you must obtain a permit and collect room tax. Contact the Tourism Zone Commission office at (920) 854-6200 or email: [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com).

**Road Conditions** For winter road concerns, missing/downed traffic signs, tree hazards and other unsafe conditions, call the town office at 746-1230 or Town Chairman at 743-6355.

### Committee Appointments

The Town has established sub-units to assist in guidance and governance. Interested in serving on a committee? Contact the Town Chairman at 743-6355 or 493-6355.

- Parks & Recreation Board
- Plan Commission
- PEG-Cable Channel
- Fire/Rescue Services
- Property Management (Nuisance)

**Sevastopol Historical Society** The group is dedicated to collecting and preserving the history of the Sevastopol community. Programs throughout the year tell the stories of local families, pioneer settlers and business entrepreneurs. Call the town office for more information on membership and presentations.

