

1 PLAN COMMISSION MEETING MINUTES
2 THURSDAY, NOVEMBER 7, 2013
3 Sister Bay Village Hall – 10693 N. Bay Shore Drive
4

5 The November 7, 2013 meeting of the Plan Commission was called to order by Chairperson
6 Dave Lienau at 5:35 P.M.

7
8 **Present:** Chairperson Dave Lienau and members Pat Duffy, Don Howard, Scott Baker, Marge
9 Grutzmacher, Nate Bell and Hugh Mulliken.

10
11 **Excused:** Eric Lundquist

12
13 **Others:** Britt and Sarah Unkefer

14
15 **Staff Members:** Zeke Jackson, Village Administrator and Janal Suppanz, Administrative Assis-
16 tant.

17
18 **Comments, correspondence and concerns from the public:**

19 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
20

21 **Approval of the agenda:**

22 *A motion was made by Duffy, seconded by Grutzmacher that the Agenda for the November 7,*
23 *2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
24

25 **Approval of minutes as published:**

26 **As to the minutes for the September 18, 2013 meeting of the Plan Commission:**

27 Baker noted that the September 18, 2013 meeting of the Plan Commission was conducted at
28 the Village Hall, not at the Fire Station.

29
30 *A motion was made by Baker, seconded by Grutzmacher that the minutes for the September*
31 *18, 2013 meeting of the Plan Commission be approved as revised. Motion carried – All ayes.*
32

33 **Business Items:**

34 **Item No. 1. Architectural review and review and approval of the site plan, drainage plan and**
35 **landscaping plan for the Wild Tomato Restaurant located at 10677 N. Bay Shore Drive:**

36 While Britt and Sarah Unkefer were in the process of addressing some of the concerns which
37 had been expressed by the Plan Commission with respect to their building at 10677 N. Bay
38 Shore Drive, they found that there were significant structural, foundation and roof deficits.
39 Eventually they decided it made the most sense to demolish a substantial portion of the build-
40 ing and would like to reconstruct it. The new portion of the building will include a place to
41 house coolers, and cantilevered panels will be included on the visible portions of the building
42 to accommodate air flow. Because it will mainly be a new structure the building will need to
43 have 6' front and rear setbacks, and, if the adjacent property owner agrees, a 0' setback on the
44 south side would be allowed. Revised site plans, building elevations, floor plans, a roof plan, a
45 landscaping plan, a drainage plan, and a list of proposed landscaping materials and plants were
46 included in the meeting packets, and the Commission members jointly reviewed all of those
47 documents. In accord with the provisions of the Zoning Code the Plan Commission must con-
48 duct an architectural review, and, to that end, Britt Unkefer presented samples of all the materi-
49 als he would like to use on the building. During that presentation the suggestion was made that
50 snow breaks be utilized on the corrugated roofing.

1 Jackson pointed out that there will be a take-out window where ice cream will be sold on the
2 rear of the building at 10677 N. Bay Shore Drive, and asked if the Commission members con-
3 sider the food offerings which will be provided at the window to be “fast food”. They respond-
4 ed that they do not, and also pointed out that the take-out window was used for a number of
5 years by the previous owners, so it would be “grandfathered”.

6
7 The Commission members indicated that they believe The Wild Tomato will be a “wonderful
8 addition” to the Village and look forward to opening day.

9
10 *A motion was made by Lienau, seconded by Duffy that the Plan Commission approves of the*
11 *proposed architectural appearance of the Wild Tomato Restaurant which will be located at*
12 *10677 N. Bay Shore Drive, and approves the site plan, the drainage plan, the landscaping plan*
13 *and the plant listings which were reviewed at this meeting as presented. Motion carried – All*
14 *ayes.*

15
16 **Item No. 2. Review and consider approval of the Wild Tomato Development Agreement:**

17 A draft Development Agreement for the Wild Tomato Restaurant was included in the meeting
18 packets and the Commission members jointly reviewed that document. During the review pro-
19 cess some grammatical revisions were suggested and Jackson took note of them.

20
21 *A motion was made by Duffy, seconded by Howard that the Plan Commission recommends*
22 *that the Development Agreement for the Wild Tomato project be approved as amended. Mo-*
23 *tion carried – All ayes.*

24
25 The Unkefers indicated that they hope to have their new restaurant open by mid-June, and
26 thanked the Plan Commission members and Jackson for conducting this meeting on such short
27 notice.

28
29 **Item No. 2. Report by the Zoning Administrator regarding development activities, various en-**
30 **forcement actions, and issuance of Sign and Zoning Permits:**

31 Jackson gave the following oral report:

- 32
33 1. Since he started working for the Village he has issued five Zoning Permits as
34 well as one temporary sign permit.
35 2. He was recently made aware of a potential violation of the Sign Code as a busi-
36 ness owner was displaying an “Open” flag which greatly exceeded the stated
37 size limitations. He had a conversation with the business owner, who did re-
38 move the large flag and replaced it with a compliant flag.
39 3. He intends to strictly interpret the Zoning Code, but also realizes that zoning
40 matters are handled differently in every community. Therefore, he wants the
41 Commission members to contact him if they have any questions or concerns
42 about the enforcement actions he takes.

43
44 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a**
45 **committee, Village official or employee:**

46 There were no suggestions for future agenda items or referrals to a committee, Village official or
47 employee.

1 **Adjournment:**

2 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
3 *Commission at 6:42 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant