

1 PLAN COMMISSION MEETING MINUTES  
2 THURSDAY, DECEMBER 3, 2013  
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road  
4

5 The December 3, 2013 meeting of the Plan Commission was called to order by Acting Chair-  
6 person Pat Duffy at 5:33 P.M.

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8 **Present:** Acting Chairperson Pat Duffy and members Don Howard, Scott Baker, Nate Bell and  
9 Hugh Mulliken.

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11 **Excused:** Chairperson Dave Lienau, Marge Grutzmacher and Eric Lundquist

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13 **Others:** Jim Springer, Mary Kay Shumway, John Clove and Greg Casperson

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

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

19 Duffy 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 Mulliken, seconded by Baker that the Agenda for the December 3,*  
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 November 7, 2013 meeting of the Plan Commission:**

27 *A motion was made by Baker, seconded by Mulliken that the minutes for the November 7,*  
28 *2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*  
29

30 **Business Items:**

31 **Item No. 1. Review and consider a preliminary plat for a division of land on Orchard Drive:**

32 Jim Springer, Willard Kramer's son-in-law, recently approached the Village with a request to  
33 divide Parcel No. 181-00-08312842, consisting of approximately 38.70 acres of land. That  
34 land has been owned by Willard, who is now 93 years of age and is residing in a nursing  
35 home, for approximately 85 years. The property has historically been used for farming purpos-  
36 es, and is still maintained as such. Unfortunately the Kramer family has found that it will be  
37 necessary to sell the previously mentioned property to cover Willard's expenses. Springer be-  
38 lieves that division of Parcel No. 181-00-08312842 into smaller parcels would be prudent and  
39 would facilitate the sale of the property.  
40

41 In May of 2013 the Village adopted new routes for officially mapped streets. Those new street  
42 rights-of-way were intended to "straddle" property lines so as not to adversely impact property  
43 owners disproportionately. Current policy would mandate that in the process of dividing the  
44 previously mentioned land the Kramer family be required to record dedicated rights-of-way for  
45 roads and utilities in accord with the Official Map. The Zoning Code contains specific regula-  
46 tions regarding lengths of driveways and modification of the Official Map, and if any changes  
47 are made a public hearing will be required. A number of people have expressed interested in  
48 purchasing the Kramer property, but Springer claims all of them had issues with the costs asso-  
49 ciated with creation and dedication of the officially mapped streets. Springer asked if the Com-  
50 mission would consider eliminating the officially mapped streets on the Kramer property or has

1 suggestions for alternate measures which could be taken so as to eliminate a burden on his  
2 family.

3  
4 Mary Kay Shumway is the Realtor who is working with the Kramer family. It is her understand-  
5 ing that the Kramer family has no desire to create a subdivision. They also do not intend to re-  
6 quest that the zoning for the previously mentioned property be changed. Shumway firmly be-  
7 lieves that requiring that the officially mapped streets remain creates a hardship for the Kramer  
8 family and could be considered a “material adverse fact”.

9  
10 John Clove pointed out that it is his understanding that the Official Map is “a planning tool”  
11 which is “a work in progress” and is intended to be reviewed on an “as needed” basis. He does  
12 not believe it’s fair to “de-value” anyone’s property.

13  
14 Discussion took place regarding Springer’s request, and some of the Commission members  
15 pointed out that other developers were required to comply with the Official Map regardless of  
16 the associated costs. An alternate measure which was suggested, as a condition of develop-  
17 ment, was that if someone does decide to purchase or develop the Kramer property they be re-  
18 quired to pay any and all costs associated with creation of new streets, but, in return be given  
19 the opportunity to decide where those streets should actually be located. Of course, any new  
20 street alignments would have to be approved by Village officials and connectivity would have  
21 to be maintained. Potential Official Map amendments were pointed out and Jackson took note  
22 of all of them.

23  
24 **Item No. 2. Report by the Zoning Administrator regarding development activities, various en-**  
25 **forcement actions, and issuance of Sign and Zoning Permits:**

26 Jackson gave the following oral report:

- 27 1. During the past month no new Zoning Permits were issued and no enforcement  
28 actions were taken.
- 29 2. Work is ongoing on the Scandia Village expansion project.
- 30 3. He has been having conversations with Barbara Hull regarding acquisition of  
31 property which would ensure connectivity with the Canterbury Lane extension.

32  
33 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to a**  
34 **committee, Village official or employee:**

35 *A motion was made by Duffy, seconded by Howard that a public hearing shall be conducted*  
36 *regarding Jim Springer’s request to amend the Official Map for the Village of Sister Bay on Tues-*  
37 *day, January 7, 2014 at 5:30 P.M. Motion carried with Bell abstaining.*

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39 *Village staff members were asked to see that a map depicting the potential map amendments*  
40 *which were discussed this evening be included in the packets for the January meeting of the*  
41 *Plan Commission. It was also the consensus that prior to the public hearing Steve Jacobson, the*  
42 *Utilities Manager, shall be asked to provide an opinion as to the impacts which will be realized*  
43 *if the previously mentioned Official Map amendments are made.*

44  
45 **Adjournment:**

46 *A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan Com-*  
47 *mission at 7:02 P.M. Motion carried – All ayes.*

1 Respectfully submitted,



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3 Janal Suppanz,  
4 Administrative Assistant