

1 PLAN COMMISSION MEETING MINUTES  
2 TUESDAY, FEBRUARY 4, 2014  
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road  
4

5 The February 4, 2014 meeting of the Plan Commission was called to order by Chairperson  
6 Dave Lienau at 5:55 P.M.  
7

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

10  
11 **Excused:** Nate Bell and Eric Lundquist  
12

13 **Others:** John Clove, Mary Kay Shumway, Collin Dahl, Dave Smith, Vanessa Wylie, John  
14 D'Amico, and Mary Jo Weisser.  
15

16 **Staff Members:** Village Administrator Zeke Jackson, and Administrative Assistant Janal  
17 Suppanz.  
18

19 **Comments, correspondence and concerns from the public:**

20 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.  
21 He then pointed out that an e-mail from John D'Amico had been included in the meeting  
22 packets. In that e-mail D'Amico proposes that he be allowed to place a gourmet hot dog cart  
23 on the concrete pad between Drink Coffee and Spot. Jackson noted that Village regulations  
24 currently prohibit the type of use D'Amico is proposing. D'Amico presented a written proposal  
25 to the Commission members and indicated that the cart he intends to utilize will be stationary.  
26 He also requested that his request be placed on a future Plan Commission agenda. It was the  
27 consensus that this shall occur.  
28

29 Mary Jo Weisser indicated that she manages the property D'Amico would like to utilize. She  
30 believes what D'Amico wants to do would be in good taste and would be a good thing for  
31 Sister Bay. The area D'Amico would like to utilize has been vacant for quite some time, but  
32 was intended to be utilized for outdoor food service.  
33

34 Jackson read a letter which had been received from Brad and Jane Walters of 10360 Orchard  
35 Drive aloud. In that letter the Walters indicate that they are not opposed to the proposed  
36 Official Map amendments which will be addressed during tonight's public hearing, but would  
37 like to have some of some of the officially mapped streets which run through their adjacent  
38 property removed. Jackson pointed out the Walters' requested map amendments, and during  
39 the review process Lienau noted that the Commission members had already decided that no  
40 further Official Map amendments were warranted in that area.  
41

42 **Approval of the agenda:**

43 *A motion was made by Duffy, seconded by Howard that the Agenda for the February 4, 2014*  
44 *meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*  
45

46 **Approval of minutes as published:**

47 **As to the minutes for the December 3, 2013 meeting of the Plan Commission:**

48 **As to the minutes for the December 13, 2013 special meeting of the Plan Commission:**

49 Jackson pointed out that a revised version of the unapproved minutes for the December 3, 2013  
50 meeting of the Plan Commission had been provided to the Commission members prior to this

1 meeting. In those minutes the sentence which begins on Page 2 – Line 17 has been amended to  
2 read, “An alternate measure which was suggested, as a condition of development, was that if  
3 someone does decide to purchase or develop the Kramer property they be required to pay any  
4 and all costs associated with creation of new streets, but, in return be given the opportunity to  
5 decide where those streets should actually be located.”  
6

7 Duffy indicated that prior to this meeting he received a telephone call from Jim Springer, who is  
8 out of the state. Springer informed Duffy that he does not believe the minutes or the draft  
9 Interpretive Guideline which will be addressed during this meeting are detailed enough.  
10 Discussion took place regarding this issue and it was the consensus that the minutes should not  
11 be revised further, but that Springer’s concerns will be considered when discussion takes place  
12 regarding Agenda Item No. 2 - Review and Discuss the Interpretive Guideline on Officially  
13 Mapped Streets.  
14

15 *A motion was made by Baker, seconded by Duffy that the minutes for the December 3, 2013*  
16 *meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*  
17

18 *A motion was made by Duffy, seconded by Baker that the minutes for the December 13, 2013*  
19 *special meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*  
20

21 **Business Items:**

22 **Item No. 1. Public hearing and discussion on a request to change the Official Map as it relates**  
23 **to the Hull and Kramer properties in the area west of Woodcrest Road by deleting a segment**  
24 **of the officially mapped streets located thereon:**

25 *At 6:06 P.M. Lienau called the Public Hearing on a request to change the Official Map as it*  
26 *relates to the Hull and Kramer properties in the area west of Woodcrest Road by deleting a*  
27 *segment of the officially mapped streets located thereon to order.*  
28

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

38 In May of 2013 the Village adopted new routes for officially mapped streets. Those new street  
39 rights-of-way were intended to “straddle” property lines so as not to adversely impact property  
40 owners disproportionately. Current policy would mandate that in the process of dividing the  
41 previously mentioned land the Kramer family be required to record dedicated rights-of-way for  
42 roads and utilities in accord with the Official Map. The Zoning Code contains specific  
43 regulations regarding lengths of driveways and modification of the Official Map. There have  
44 been a number of people interested in purchasing the Kramer property, but all of them had  
45 issues with the costs associated with creation and dedication of the officially mapped streets.  
46 Springer asked if the Commission would consider eliminating the officially mapped streets on  
47 the Kramer property or has suggestions for alternate measures which could be taken so as to  
48 eliminate a perceived burden on his family. The suggestion was made that the north/south  
49 officially mapped streets be eliminated from the “low density” property in question, and the

1 Commission members also suggested that an Interpretive Guideline be prepared which states  
2 that improvements to dedicated rights-of-way may only be required if and when there is a  
3 change in use or if development is proposed. A map on which the requested official map  
4 amendments were depicted was included in the meeting packets.  
5

6 John Clove indicated that he was appearing on behalf of Jim Springer. Springer informed Clove  
7 that he does not have any objections to the proposed Official Map amendments but does  
8 believe some amendments should be made to the Interpretive Guideline as it could be  
9 misconstrued.  
10

11 Attorney Collin Dahl indicated that he represents Barbara Hull, the owner of property which  
12 will be affected by the proposed Official Map amendments. Ms. Hull is not opposed to those  
13 amendments.  
14

15 *At 6:11 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*  
16 *declared that the public hearing was officially closed.*  
17

18 *A motion was made by Grutzmacher, seconded by Howard that the Official Map for the Village*  
19 *of Sister Bay shall be amended in such fashion that the street highlighted in yellow on the map*  
20 *which is hereby attached and incorporated by reference is deleted. Motion carried - All ayes.*  
21

22 **Item No. 2. Review and Discuss the Interpretive Guideline on Officially Mapped Streets:**

23 The previously mentioned Interpretive Guideline was included in the meeting packets and the  
24 Commission members jointly reviewed that document. Jackson pointed out that the guideline is  
25 merely intended to provide guidance to potential developers and is not binding, but in all  
26 instances a "common sense" approach will be taken with regard to dedication of public rights-  
27 of-way and future development. *It was the consensus that the guideline shall be amended in*  
28 *such fashion that it applies to all Zoning Districts, not just the CS-1 Zoning District.*  
29

30 Mary Kay Shumway stated that she is the Realtor who is working with the Kramer family. She  
31 does intend to inform potential buyers that it will be possible to split the Kramer lot, but even if  
32 the proposed Interpretive Guideline is approved, she is concerned that the requirement that  
33 rights-of-way be dedicated could be considered a "material adverse fact" and disclosure issues  
34 could arise. The Commission members responded that if there is a lot split, the provisions of the  
35 Interpretive Guideline would be taken into consideration. Shumway responded that she is  
36 fearful that the phrase "common sense" which is used in the guideline is too broad and can be  
37 interpreted in many different fashions.  
38

39 John Clove agreed that the phrase "common sense" can be interpreted in many different  
40 fashions and also stated that he believes the guidelines are too vague. He suggested that much  
41 more descriptive terms be used.  
42

43 Discussion took place regarding potential amendments which could be made to the Interpretive  
44 Guideline, and it was eventually the consensus that Lienau, Baker, Shumway and Jackson shall  
45 collaborate on making revisions to it which are more clear and concise. Jackson will see that a  
46 revised draft is included in the packets for the next Plan Commission Meeting.  
47  
48  
49

1 **Item No. 3. Review and consider approval of a preliminary plat for Phase I of the Stony Ridge**  
2 **Subdivision:**

3 The engineers working on Phase I of the Stony Ridge Subdivision were not able to complete the  
4 necessary documentation prior to this meeting, and, therefore this agenda item will not be fully  
5 addressed until the documentation has been provided to Jackson. There are issues associated  
6 with the proposed location of Ava Hope Trail as it would negatively impact property which is  
7 owned by the Marston Anderson Estate.  
8

9 **Item No. 4. Report by the Zoning Administrator regarding development activities, various**  
10 **enforcement actions, and issuance of Sign and Zoning Permits:**

11 Jackson indicated that he didn't have anything further to report.  
12

13 Today Lienau attended a Door County Meeting where data pertaining to property sales was  
14 reviewed. There was only one more property sale in Door County this year than last year.  
15

16 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**  
17 **committee, Village official or employee:**

18 Howard presented a document he had drafted pertaining to the Village's special assessment  
19 regulations. It was the consensus that Howard's recommendations shall be taken into  
20 consideration when revisions are made to the Interpretive Guideline.  
21

22 The following issues will be addressed at the next meeting of the Plan Commission:

- 23 1. Discussion regarding a request from John D'Amico to place a gourmet hot dog cart on  
24 the concrete pad between Drink Coffee and Spot.
- 25 2. Discuss and review the Interpretive Guideline on officially mapped streets.  
26

27 **Adjournment:**

28 *A motion was made by Duffy, seconded by Mulliken to adjourn the meeting of the Plan*  
29 *Commission at 7:16 P.M. Motion carried – All ayes.*  
30

31 Respectfully submitted,

32 

33 Janal Suppanz,  
34 Administrative Assistant

# GREEN BAY



**Official Map**  
of the  
**Village of Sister Bay**  
Door County, Wisconsin  
Last Updated: May 14, 2013

- STATE HIGHWAY
- COUNTY ROAD
- TOWN ROAD
- VILLAGE STREET
- PRIVATE ROAD
- PROPOSED RIGHT-OF-WAY
- Village Boundary
- Parcel Boundaries



Map created for the Village of Sister Bay  
by Door County Planning Department  
421 Nehalem Street  
Sister Bay WI 54235  
920-746-2323