

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, MAY 27, 2014
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4

5 The May 27, 2014 meeting of the Plan Commission was called to order by Chairperson Dave
6 Lienau at 5:32 P.M.

7
8 **Present:** Chairperson Lienau, and members Pat Duffy, Marge Grutzmacher, Scott Baker, Eric
9 Lundquist and Nate Bell.

10
11 **Excused:** Hugh Mulliken and Don Howard

12
13 **Others:** Jarod Schmidt of Robert E. Lee & Associates.

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

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 Jackson noted that a copy of a letter from Inger Johnson had been included in the meeting
22 packets. In that letter Ms. Johnson voices displeasure with some of the signs which are dis-
23 played in the Village, the appearance of the boat rental kiosk, run-off issues, and winter snow
24 plowing procedures and practices.

25
26 **Approval of the agenda:**

27 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the May 27,*
28 *2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

29
30 **Approval of minutes as published:**

31 **As to the minutes for the April 8, 2014 meeting of the Plan Commission:**

32 *A motion was made by Baker, seconded by Duffy that the minutes for the April 8, 2014 meet-*
33 *ing of the Plan Commission be approved as presented. Motion carried – All ayes.*

34
35 **Business Items:**

36 **Item No. 1. Discussion regarding amendment of the official map for the Village of Sister Bay;**
37 **deleting some sections and recreating others throughout the Village:**

38 Jackson presented the current version of the Official Map for the Village and explained the pro-
39 posed amendments which are depicted on the draft Official Map which was included in the
40 meeting packets.

41
42 *It was the consensus that a public hearing shall be conducted regarding amendment of the Of-*
43 *ficial Map for the Village of Sister Bay at the June Plan Commission Meeting. Motion carried –*
44 *All ayes.*

45
46 **Item No. 2. Discussion regarding the recommendation from the Zoning Board of Appeals that**
47 **§66.0501(b)(e)(1), which states that garages are prohibited in front yards, be amended:**

48 On February 12, 2014 the Zoning Board of Appeals recommended that the Plan Commission
49 consider repeal and/or amendment of §66.0501(b)(e)(1) of the Zoning Code, which prohibits
50 accessory structures in front yards. Discussion took place regarding this issue and Grutzmacher

1 noted that the Plan Commission already addressed this issue several years ago and decided that
2 the regulation was appropriate as written.

3
4 *It was the consensus that before further action is taken on the Zoning Board of Appeals' rec-*
5 *ommendation the Zoning Administrator shall research the history of this issue and provide a*
6 *written report to the Commission.*

7
8 **Item No. 3. Review of a preliminary plat for Stony Ridge Subdivision, Phase I and Phase IA:**

9 Jarod Schmidt of Robert E. Lee & Associates explained that Keith Garot, who was not able to
10 attend this meeting, would like to proceed with Phase I and Phase IA of the Stony Ridge Subdi-
11 vision, which will consist of single family homes, ASAP. Jackson presented a preliminary plat
12 for that development and pointed out the various aspects of it. As proposed Lots 5, 6 and 7
13 won't satisfy the Village's rear yard setback regulations, and, therefore, they will have to be
14 shifted a bit. Further, a temporary cul-de-sac will be utilized, a gravity sewage system will be
15 installed, and smaller lots are being proposed. In order for the density within the development
16 to be reduced a $\frac{3}{4}$ majority vote of the Commissioners will be required, but that may only oc-
17 cur if the Commission members determine that supplemental design elements or improvements
18 are incorporated into the project which compensate for the modification of the particular
19 standard. Garot is contending that the proposed development will satisfy the needs of individu-
20 als who want to live and work in the Village. Duffy indicated that he is appreciative of the fact
21 that Garot wants to expand his development and provide much needed affordable housing, but
22 voiced concerns about the smaller lot sizes and uncertainty about road completion dates.

23
24 *A motion was made by Lienau, seconded by Grutzmacher, that the preliminary plat for Stony*
25 *Ridge Subdivision, Phase I and Phase IA be approved as presented. Lienau, Grutzmacher, Baker*
26 *and Bell voted in favor of the motion, but Duffy and Lundquist were opposed. Motion failed.*

27
28 Lienau noted that the area in question was addressed in the CUPAC Study and was sited as be-
29 ing an area suited for the type of development being proposed by Garot. Schmidt also noted
30 that it was his understanding that the Plan Commission had previously approved of Garot's de-
31 velopment concept for the area in question, which was very similar to the development depict-
32 ed on the previously mentioned preliminary plat.

33
34 *A motion to reconsider was subsequently made by Duffy, seconded by Lundquist, and that mo-*
35 *tion carried – All ayes.*

36
37 *A second motion was then made by Lienau, seconded by Grutzmacher, that the preliminary*
38 *plat for Stony Ridge Subdivision, Phase I and Phase IA be approved as presented. Motion car-*
39 *ried – All ayes.*

40
41 *It was the consensus that within twenty-four months of substantial completion and dedication*
42 *to the Village of Phase I infrastructure Northwoods Drive shall be connected to Cherrywood.*

43
44 **Item No. 4. Review and consider a motion to approve a Sign Permit for Jill Johnson:**

45 Jill Johnson would like to replace the sign for Island View Cottages, and photos of the existing
46 sign as well as the proposed sign were included in the meeting packets.

47
48 *A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission ap-*
49 *proves of the issuance of a sign permit to Jill Johnson for the new sign for Island View Cottages*
50 *which was reviewed at this meeting. The issuance of the permit shall be conditioned upon*

1 *submission of a Sign Permit Application and payment of the applicable fee. Motion carried – All*
2 *ayes.*

3
4 **Item No. 5. Review and consider a motion to approve a Sign Permit for the Wild Tomato:**

5 A Sign Permit Application for signage for the Wild Tomato was included in the meeting packets
6 and the Commission members jointly reviewed that documentation.

7
8 *A motion was made by Duffy, seconded by Bell that the Plan Commission approves of the issu-*
9 *ance of a sign permit to Britt Unkefer for the Bier Zot sign for the Wild Tomato Restaurant, as*
10 *presented. Motion carried – All ayes.*

11
12 *At 6:55 P.M. a brief recess was taken and the Commission reconvened at 6:58 P.M.*

13
14 **Item No. 6. Report by the Zoning Administrator regarding development activities, various en-**
15 **forcement actions, and issuance of Sign and Zoning Permits:**

16 **A. Issuance of a sandwich board permit to Pipka's:**

17 A sandwich board permit was recently issued to Pipka's.

18
19 **B. Issuance of a long duration special event permit for Ironwood Yoga Studio:**

20 Brad Massey, the owner of Ironwood Yoga Studio, has scheduled a grand open-
21 ing for his new business, which will be operated in the building which formerly
22 housed The Casual Living Gallery, and a photo of a banner which was recently
23 erected without a permit was included in the meeting packets. Jackson contact-
24 ed Massey and informed him that the banner had to come down as a permit had
25 not been issued for it, and made a referral to the Plan Commission.

26
27 *It was the consensus that the previously mentioned Ironwood Yoga banner shall*
28 *be allowed, but that the owners of Ironwood Yoga Studio shall be informed that*
29 *if they intend to erect any additional signage, prior approval from the Village*
30 *Administrator and/or Plan Commission will be required.*

31
32 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred**
33 **to a committee, Village official or employee:**

34 It was the consensus that the following issues shall be addressed at a future meeting of
35 the Plan Commission:

- 36
37
- Review of the Village's Zoning Fee Schedule.
 - Discussion regarding the possibility of allowing the Village President and Village Admin-
38 istrator to approve signage displayed in the Village without the approval of the Plan
39 Commission unless there is a considerable change in the design and appearance of that
40 signage.
 - Discussion regarding the recommendation from the Zoning Board of Appeals that
41 §66.0501(b)(e)(1), which states that garages are prohibited in front yards, be amended.
42
43
44

45 *Lienau noted that at today's County Board Meeting a letter from J.B. Van Hollen was read into*
46 *the record. In that letter VanHollen stresses that no discussion should take place regarding an*
47 *action item before a Board, Committee or Commission unless and until a motion has been*
48 *made and seconded with respect to that item. It was the consensus that all future agendas*
49 *should be drafted and meetings conducted with this rule in mind.*

1 *Lienau also stressed that all Village officials should be extremely cognizant of the provisions of*
2 *the Open Meetings Law.*

3

4 **Adjournment:**

5 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
6 *Commission at 7:24 P.M. Motion carried – All ayes.*

7

8 Respectfully submitted,

9 

10

10 Janal Suppanz,

11 Administrative Assistant