

1 PLAN COMMISSION MEETING MINUTES  
2 WEDNESDAY, JUNE 25, 2014  
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road  
4

5 The June 25, 2014 meeting of the Plan Commission was called to order by Chairperson Dave  
6 Lienau at 5:35 P.M.

7  
8 **Present:** Chairperson Lienau, and members Scott Baker, Shane Solomon, Marge Grutzmacher,  
9 Eric Lundquist, Don Howard and Nate Bell.

10  
11 **Others:** Jarod Schmidt of the Robert E. Lee & Associates, Keith Garot, Lee and Ruth Telfer,  
12 Greg Casperson, Mark Matson, Doug Schwartz, Gary Dooley, Sarah Unkefer, and Roxie Wiltse.

13  
14 **Staff Members:** Village Administrator Zeke Jackson, and Administrative Assistant Janal  
15 Suppanz.

16  
17 **Comments, correspondence and concerns from the public:**

18 Jackson noted that there was no correspondence, and Lienau then asked if anyone wished to  
19 comment regarding a non-agenda item. No one responded.

20  
21 **Approval of the agenda:**

22 *A motion was made by Grutzmacher, seconded by Howard that the Agenda for the June 25,*  
23 *2014 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 May 27, 2014 meeting of the Plan Commission:**

27 Lienau indicated that the sentence which begins on Line 46 – Page 3 of the May 27, 2014  
28 minutes should read, "At today's County Board Meeting a letter from J.B. VanHollen was read  
29 into the record. In that letter VanHollen stresses . . .".

30  
31 *A motion was made by Baker, seconded by Grutzmacher that the minutes for the May 27,*  
32 *2014 meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*

33  
34 **Business Items:**

35 **Item No. 1. Consider a motion to approve a final plat for Stony Ridge Subdivision, Phase I and**  
36 **Phase IA; recommendation to the Village Board regarding that plat:**

37 Keith Garot would like to proceed with Phase I and Phase IA of the Stony Ridge Subdivision,  
38 which will be an R-2 development, ASAP, and a final plat for that development was included in  
39 the meeting packets. A temporary cul-de-sac will be utilized on Ava Hope Trail, and  
40 Northwoods Drive will eventually become a through street. A gravity sewage system may also  
41 be installed, and smaller lots are being proposed. In order for the density within the develop-  
42 ment to be reduced a ¾ majority vote of the Commissioners will be required, but that may only  
43 occur if the Plan Commission finds that supplemental design elements or improvements are in-  
44 corporated into the project which compensate for the modification. Garot is contending that  
45 the proposed development will satisfy the needs of individuals who want to live and work in  
46 the Village.

47  
48 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves*  
49 *the final plat for Phase I and Phase IA of Stony Ridge Subdivision which was reviewed at this*  
50 *meeting, and also finds that supplemental design elements or improvements are incorporated*

1 *into the project which compensate for the reduced lot sizes within the development. Therefore,*  
2 *the Commission is recommending that the Village Board approve the plat as presented. Motion*  
3 *carried – All ayes.*  
4

5 **Item No. 2. Consider a motion to approve architectural plans for buildings in Stony Ridge**  
6 **Subdivision – Phase I and Phase IA:**

7 Jackson noted that architectural plans for buildings in Phase I and Phase IA of the Stony Ridge  
8 Subdivision are not available yet. Therefore, this Agenda item was not addressed.  
9

10 **Item No. 3. Hear and discuss the concerns of Doug Schwartz of The Cook Book regarding**  
11 **shopping center signage:**

12 Doug Schwartz indicated that he owns The Cook Book, which business is located within the  
13 Country Walk Shops. At the present time the signage for the Country Walk Shops does not alert  
14 people to the fact that individual businesses exist within the Country Walk development, and  
15 Schwartz is wondering if the Plan Commission would consider Sign Code amendments which  
16 would help to alleviate this problem. Since his business is a separate entity he feels it would  
17 only be fair to allow him to have the same amount of signage on S. Bay Shore Drive as other  
18 business owners in that area are allowed to have. At this time he would like to place signage on  
19 the back of his building. Several of the Commission members noted that since The Cook Book  
20 is located within the Country Walk development it is quite possible that Condo Association re-  
21 strictive covenants and rules will come into play.  
22

23 Gary Dooley indicated that he also owns one of the units at the Country Walk Shops. A while  
24 ago the Country Walk Owner's Association Board of Directors was working on a new sign plan  
25 for the shopping center, but because of the fact that major work would be done on the Bay  
26 Shore Drive Reconstruction Project, work on that plan basically came to a halt. The Plan  
27 Commission members stressed that for quite some time they have been asking for suggestions  
28 for alternate signage regulations for shopping centers, and asked Schwartz to discuss this issue  
29 with the members of the Country Walk Owner's Association Board of Directors ASAP. If he and  
30 the members of the Board of Directors can come up with a recommendation for workable regu-  
31 lation amendments they should present that information to Jackson.  
32

33 **Item No. 4. Discussion on Act 112 and changes in lot sizes with respect to the Bay Shore**  
34 **Drive Reconstruction Project:**

35 A policy which was recently enacted by the D.O.T. will have negative impacts on property  
36 owners in the downtown area. Basically that policy states that any property which will be lo-  
37 cated within the right-of-way after the work is done on the Bay Shore Drive Reconstruction Pro-  
38 ject must be formally "taken". At one point the D.O.T. would accept right-of-way easements  
39 from affected property owners, but that is no longer the case. As a result of the "takings", sever-  
40 al non-conforming lots will be created.  
41

42 *The Commission members agreed that something must be done to alleviate the hardship which*  
43 *will be created for property owners who will be negatively impacted by the Bay Shore Drive*  
44 *Reconstruction Project, and, to that end a map of a potential overlay district and related Code*  
45 *amendments will be created and presented at the next Plan Commission Meeting.*  
46

47 *At 6:40 P.M. a brief recess was taken and the Commission reconvened at 6:45 P.M.*  
48  
49  
50

1 **Item No. 6. Review and consider a motion to approve a Sign Permit for the Wild Tomato:**

2 A Sign Permit Application for the Wild Tomato was included in the meeting packets. At this  
3 time Jackson is only asking that the type face and graphics on the sign be approved by the Plan  
4 Commission.

5  
6 *A motion was made by Grutzmacher, seconded by Howard that the Plan Commission approves*  
7 *of the type face and graphics for the Macho Taco sign which was presented at this meeting.*  
8 *Motion carried – All ayes.*

9  
10 Sarah Unkefer was present and indicated that when the painters started working on the building  
11 which will house the Wild Tomato she and Britt realized that the yellow paint they had origi-  
12 nally chosen was a much different hue then they had anticipated. Unkefer presented a sample  
13 of the new hue of yellow they would like to use on the building and Jackson asked if the Com-  
14 mission members would consider amending the Development Agreement accordingly.

15  
16 *A motion was made by Howard, seconded by Baker that the Development Agreement for the*  
17 *Wild Tomato project shall be amended in such fashion that it states that the building shall be*  
18 *painted the hue of yellow which was presented at this meeting by Sarah Unkefer. Motion car-*  
19 *ried – All ayes.*

20  
21 **Item No. 7. Review and consider a motion to approve a Sign Permit for Beacon Marine:**

22 A Sign Permit Application for Beacon Marine was included in the meeting packets. Mark Mat-  
23 son was present and presented a revised graphic of the sign. Basically it has been revised in  
24 such fashion that the lighthouse is actually included in the body of the sign and does not pro-  
25 ject over the top.

26  
27 *At 6:50 P.M. Bell recused himself due to a potential conflict of interest and had a seat in the*  
28 *audience.*

29  
30 *A motion was made by Baker, seconded by Solomon that the Plan Commission approves of the*  
31 *issuance of a Sign Permit for the Beacon Marine signage depicted on the Sign Permit Applica-*  
32 *tion which was presented at this meeting by Mark Matson. Motion carried – All ayes.*

33  
34 *Bell returned to the table at 6:54 P.M.*

35  
36 **Item No. 5. Review and consider a motion to approve a Sign Permit for Drink Coffee:**

37 Rachel Lohman submitted a Sign Permit Application for a sandwich board for Drink Coffee,  
38 and that document was included in the meeting packets. The Commission members indicated  
39 that they like Lohman's sandwich board very much and are pleased to see that she took such a  
40 creative approach when designing her sign.

41  
42 *A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission ap-*  
43 *proves of the issuance of a Sign Permit for the Drink Coffee sandwich board which was re-*  
44 *viewed at this meeting. Motion carried – All ayes.*

45  
46 **Item No. 8. Review and consider a motion to approve a Sign Permit for Vilius Vaiclhaushe for**  
47 **the property located at 10873 N. Spring Road:**

48 A Sign Permit Application for rental property located at 10873 N. Spring Road which was sub-  
49 mitted by Vilius Vaiclhaushe was included in the meeting packets.

1 *A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission ap-*  
2 *proves of the issuance of a Sign Permit to Vilius Vaiclhaushe for the rental property signage to*  
3 *be displayed at 10873 N. Spring Road which was reviewed at this meeting. Motion carried – All*  
4 *eyes.*

5  
6 **Item No. 9. Review and consider a motion to act on the Village’s Zoning, Utility and Devel-**  
7 **opment Schedule:**

8 A copy of the Village’s Zoning, Utility and Development Fee Schedule for 2013 was included  
9 in the meeting packets. It was the consensus that the following amendments shall be made to  
10 the schedule:

11  
12       Number 7 shall be amended to read, “New Sign Permit”, and,  
13       (5) in the Note Section shall be amended to read: “Non-profits and charitable  
14       events – No Fee.”

15  
16 *A motion was made by Solomon, seconded by Grutzmacher that the Plan Commission recom-*  
17 *mends that the Village’s Zoning, Utility and Development Fee Schedule be amended in the*  
18 *fashion agreed upon at this meeting. Motion carried – All eyes.*

19  
20 **Item No. 10. Consider a motion to act on §66.0791 – [Sign] Compliance; and authorize the**  
21 **Village President and Zoning Administrator to jointly act as “Designated Representatives” for**  
22 **the Village of Sister Bay with respect to signage displayed in the Village:**

23 A copy of §66.0791 – [Sign] Compliance was included in the meeting packets. That section  
24 states that no sign which is visible from a State or County road, from any Village street, from a  
25 private street, from a public parking lot, from a private parking lot, from the water, or from any  
26 adjacent property shall be located, erected, moved, repainted with different colors, reconstruct-  
27 ed, extended, enlarged or structurally altered until a permit has been reviewed and approved by  
28 the Plan Commission or designated representative and a permit has been issued to the property  
29 owner or building occupant by the Zoning Administrator. At the last meeting the Commission  
30 members indicated that unless there is a considerable change in the design and appearance of  
31 existing signage, they believe the Village President and the Zoning Administrator should be au-  
32 thorized to jointly act as “Designated Representatives” for the Village with respect to signage.

33  
34 *A motion was made by Howard, seconded by Baker that unless there is a considerable change*  
35 *in the design and appearance of existing signage the Village President and the Zoning Adminis-*  
36 *trator are authorized to jointly act as “Designated Representatives” for the Village of Sister Bay*  
37 *with respect to approval or denial of applications for signage to be displayed in the Village. Mo-*  
38 *tion carried – All eyes.*

39  
40 **Item No. 11. Report by the Zoning Administrator regarding development activities, various**  
41 **enforcement actions, and issuance of Sign and Zoning Permits:**

42 **A. Compliance:**

43 **Beacon Marine:**

44 A Long Duration Special Event Sign Permit has been issued to Beacon Marine for  
45 a sign cover. A large sail flag which did not satisfy the Village’s flag regulations  
46 was also being displayed at that business, and the owners were informed that it  
47 must come down.

48  
49 *The Commission members noted that a number of businesses in the Village are*  
50 *now displaying sail flags which exceed 15 square feet in size, and it was the con-*

1           *sensus that because of their size such flags may only be displayed on a limited*  
2           *term basis, but shall be eligible for a Long Duration Special Event Sign Permit.*

3  
4           **10873 N. Spring Road:**

5           This issue was addressed earlier in the meeting.

6  
7           **Husby's:**

8           One noise complaint was received about Husby's. Jackson discussed the com-  
9           plaint with the management of that establishment, and so far there haven't been  
10           any more noise issues there. He does intend to purchase a decibel meter.

11  
12           **Gage property on N. Bay Shore Drive:**

13           There was some overgrown grass on the Gage property and Jackson has ad-  
14           dressed that issue.

15  
16           **B. Issuance of Long Duration Special Event Sign Permits for:**

17           **Beacon Marine:**

18           This issue was already addressed.

19  
20           **CHOP:**

21           A Long Duration Special Event Sign Permit was issued to the owners of CHOP.  
22           That sign will be displayed on the Country Walk sign off of South Bay Shore  
23           Drive.

24  
25           **C. Review of an accessory structure patio project at the Sister Bay Bowl – Permit**  
26           **Not Required:**

27           The owners of the Sister Bay Bowl will be expanding their patio. No permit is  
28           required.

29  
30           **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred**  
31           **to a committee, Village official or employee:**

32           It was the consensus that the following issue shall be addressed at the next Plan Com-  
33           mission Meeting:

- 34           1. *Review and consider a motion to amend the provisions of the Zoning Code with*  
35           *respect to the Bay Shore Drive Reconstruction Project.*

36  
37           There were no referrals to a committee, Village official or employee.

38  
39           **Adjournment:**

40           *A motion was made by Grutzmacher, seconded by Lundquist to adjourn the meeting of the*  
41           *Plan Commission at 7:56 P.M. Motion carried – All ayes.*

42  
43           Respectfully submitted,

44           

45           Janal Suppanz,  
46           Administrative Assistant