

1 PLAN COMMISSION MEETING MINUTES  
2 TUESDAY, OCTOBER 28, 2014  
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road  
4

5 The October 28, 2014 meeting of the Plan Commission was called to order by Chairperson  
6 Dave Lienau at 5:31 P.M.

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8 **Present:** Chairperson Lienau, and members Scott Baker, Shane Solomon and Don Howard.

9  
10 **Excused:** Eric Lundquist, Marge Grutzmacher and Nate Bell

11  
12 **Others:** Lee and Ruth Telfer, Karen McCarthy, Kathy Enquist, Gary Dooley, Curt and Roxie  
13 Wiltse, Jay Kita, Greg Casperson, John Ostran, Lynn Church, Jill Wettstein and two other  
14 individuals.

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

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

20 Jackson read a letter which had been received from Bob Sitte aloud. In that letter Sitte requests  
21 that the Village consider a Zoning Code amendment which allows metal siding in the R-3  
22 District. Lienau then asked if anyone wished to comment regarding a non-agenda item. No one  
23 responded.

24  
25 **Approval of the agenda:**

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

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29 **Approval of minutes as published:**

30 **As to the minutes for the September 23, 2014 meeting of the Plan Commission:**

31 *A motion was made by Baker, seconded by Howard that the minutes for the September 23,*  
32 *2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

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34 **Business Items:**

35 **Item No. 1. Public Hearing regarding amendment and recreation of §66.0323,**  
36 **Grandfathering in the B-3 Zoning District; Consider a motion to discuss and make a**  
37 **recommendation to the Village Board for action:**

38 The D.O.T. Hwy. 42 Reconstruction Project will substantially change the centerline of  
39 Highway 42 and require the acquisition of rights-of-way throughout the project area, which  
40 will change existing lot sizes and setbacks, and, in effect, create non-conforming structures.  
41 Over the course of the past several months the Plan Commission has been discussing this issue,  
42 and a draft of proposed amendments to §66.0323 of the Zoning Code – Grandfathering in the  
43 B-3 Zoning District, was included in the meeting packets. Basically if the proposed amendment  
44 is approved, §66.0323 will read, “lots shall count rights-of-way to the center line for purposes  
45 of calculating area, setbacks and open space”.

46  
47 *At 5:35 P.M. Lienau called the public hearing regarding amendment and recreation of*  
48 *§66.0323 – Grandfathering in the B-3 Zoning District, to order and asked if anyone wished to*  
49 *comment regarding the proposed amendment.*

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1 Lee Telfer indicated that his wife and her brother own property which will be adversely affected  
2 by the right-of-way acquisition, and noted that he and his family members are definitely in  
3 favor of the proposed Zoning Code amendment.  
4

5 At 5:40 P.M. Lienau asked for a show of hands as to who was opposed to the amendment, and  
6 no one in the audience responded affirmatively. He then asked if anyone else wished to  
7 comment, and when no one responded he declared that the hearing was officially closed.  
8

9 *A motion was made by Baker, seconded by Howard that the recommendation is made to the*  
10 *Village Board that the proposed amendment to §66.0323 of the Zoning Code – Grandfathering*  
11 *in the B-3 Zoning District, be approved as presented. Motion carried – All ayes.*  
12

13 **Item No. 2. Discussion on a proposal from the Country Walk Shops Association on signage**  
14 **changes:**

15 **Item No. 3. Review of §66.0711 - Shopping Center Signage; Consider potential draft**  
16 **amendments and a motion to proceed to public hearing:**

17 The signage which is currently displayed on the Country Walk Shops property does not make it  
18 clear that the Country Walk Shops complex consists of a number of individual shops as well as  
19 the Piggly Wiggly Grocery Store. Oftentimes visitors to the area do not even know that there are  
20 any shops or a grocery store located within that complex, or, if they do, they cannot find them.  
21 For quite some time the members of the Plan Commission have indicated that they realize there  
22 are issues with the Country Walks Shops signage and would be willing to work with the  
23 members of the Country Walk Owner’s Association on workable solutions to the problems  
24 which have been identified. A signage proposal which was submitted by the Country Walk  
25 Owner’s Association as well as a copy of §66.0711 – the existing shopping center signage  
26 regulations, was included in the meeting packets and the Commission members jointly  
27 reviewed those documents. Jackson is recommending that the Commission formulate Zoning  
28 Code amendments which permit a specific number of square feet of signage based upon  
29 frontage as soon as possible as detours will be in effect which will direct traffic past the Country  
30 Walk Shops when work is done on the highway reconstruction project.  
31

32 Karen McCarthy indicated that she is the owner of Tea Thyme, one of the shops in the Country  
33 Walk complex. When the Country Walk Shops were originally constructed in the 1980’s it was  
34 a thriving shopping center with attractive walkways and was a “shopping destination” for many  
35 people. She and the other unit owners in the Country Walk Shops would like to revitalize that  
36 facility, and, to that end they presented the previously mentioned signage proposal. On a  
37 number of occasions visitors to the area have told McCarthy that they didn’t even know any of  
38 the shops even existed. She and her associates believe the signage proposal they are presenting  
39 would solve some, but not all of the identified issues, and they are working on solutions to all  
40 of them. They also believe there is a disparity between the signage regulations for downtown  
41 businesses and shopping centers and are hoping that the Plan Commission will consider their  
42 proposal. For the past few months individual businesses have been able to display temporary  
43 business identification signage on the main shopping center sign which is displayed on S. Bay  
44 Shore Drive, and that has been very helpful.  
45

46 *It was the consensus that §66.0711 of the Zoning Code shall be amended in such fashion that it*  
47 *states that:*  
48  
49

- 1       • *The fronts of any buildings which allow access to individual shops within a shopping*  
2       *center shall be considered when the allowable amount of square footage for signage is*  
3       *calculated, and a multiplier of .75 X the width of all store frontage shall be used when*  
4       *those calculations are made.*

5       *Further:*

- 6       • *No more than two marquee signs which may be up to 12 feet tall and 72 square feet in*  
7       *size will be allowed for shopping centers;*  
8       • *No more than one ground sign will be allowed for shopping centers;*  
9       • *Stand alone businesses within shopping centers which are currently allowed 8 square*  
10      *feet of signage shall be allowed 12 square feet of signage;*  
11      • *Stand alone businesses within shopping centers which are currently allowed 12 square*  
12      *feet of signage shall be allowed 16 square feet of signage; and,*  
13      • *None of the previously mentioned amendments will apply to shopping centers located*  
14      *within the B-2 or B-3 Districts.*

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16      *A motion was made by Howard, seconded by Baker that a public hearing shall be conducted*  
17      *regarding the previously mentioned amendments to §66.0711 of the Zoning Code – Shopping*  
18      *Center Signage, at the November Plan Commission Meeting. Motion carried – All ayes.*  
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20      **Item No. 4. Report by the Zoning Administrator regarding development activities, various**  
21      **enforcement actions, and issuance of Sign and Zoning Permits:**

22      In accord with the Commission's directives Jackson contacted the employees in the County's  
23      Zoning Office regarding the new wetland delineations which appear on proposed mapping for  
24      the Village. The DNR makes those delineations, and it appears that a mistake may have been  
25      made on the new mapping. The map on which wetlands are identified is a "planning tool" and  
26      it will not be necessary for Village officials to adopt it if they do not believe it's accurate. It was  
27      the consensus that DNR officials shall be asked to review the map and correct it if they deem  
28      that action is necessary.  
29

30      Some time ago a Long Duration Event Sign Permit was issued to Brad Massey for his temporary  
31      yoga business signage. Massey has now erected permanent signage for his business without  
32      applying for a regular Sign Permit. Massey was contacted regarding this issue and subsequently  
33      did submit a Sign Permit Application. It was the consensus that Massey shall be informed that  
34      the Plan Commission does not condone his actions, but if the Village Administrator determines  
35      that his new sign is compliant a Sign Permit will be issued for his new sign.  
36

37      **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred**  
38      **to a committee, Village official or employee:**

39      *It was the consensus that:*

- 40      1. *At the November Plan Commission Meeting a public hearing shall be*  
41      *conducted regarding the previously mentioned amendments to §66.0711 of the*  
42      *Zoning Code.*  
43      2. *The wetland delineation issue shall be referred to the DNR for review and*  
44      *possible revision.*  
45      3. *At the November Plan Commission Meeting the provisions of the Village's*  
46      *Architectural Guidelines shall be reviewed, and discussion shall take place*  
47      *regarding the possibility of amending them in such fashion that a metal side*  
48      *building is allowed.*  
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1 **Adjournment:**

2 *A motion was made by Howard, seconded by Solomon to adjourn the meeting of the Plan*  
3 *Commission at 7:34 P.M. Motion carried – All ayes.*

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5 Respectfully submitted,



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7 Janal Suppanz,  
8 Administrative Assistant