

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

5 The November 25, 2014 meeting of the Plan Commission was called to order by Chairperson  
6 Dave Lienau at 5:39 P.M.

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

10  
11 **Excused:** Eric Lundquist

12  
13 **Others:** Karen McCarthy, Greg Casperson, Mary Kay Shumway and one other individual.

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 He then noted that he had received a letter from Barbara Hull. In that letter Ms. Hull states that  
21 she believes there are light trespass issues associated with the Scandia Village expansion  
22 project and is also concerned that headlights from vehicles coming to and leaving that facility  
23 are shining into adjoining residences.

24  
25 Jackson noted that he was contacted by Denise Bhirdo regarding the Scandia Village expansion  
26 project. Bhirdo also believes there are light trespass issues associated with the Scandia Village  
27 expansion project and is concerned that a buffer zone was not created between the SCAND  
28 property and adjoining residences. He does not believe the issues Bhirdo mentioned apply to  
29 the Institutional District, but requested that she provide him with a written complaint. Jackson  
30 did discuss the light trespass complaints and the buffer zone request with Michelle Notz, the  
31 Administrator at SCAND, and will keep the Commission members advised of the status of this  
32 issue.

33  
34 **Approval of the agenda:**

35 *A motion was made by Grutzmacher, seconded by Solomon that the Agenda for the November*  
36 *25, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

37  
38 **Approval of minutes as published:**

39 **As to the minutes for the October 28, 2014 meeting of the Plan Commission:**

40 Bell and Grutzmacher indicated that they called the Village Office and left a message that they  
41 would not be able to attend the October 28, 2014 meeting. Therefore, the minutes should  
42 reflect that they were both excused.

43  
44 *A motion was made by Solomon, seconded by Baker that the minutes for the October 28, 2014*  
45 *meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*

46  
47 **Business Items:**

48 **Item No. 1. Public Hearing on amending and recreating \$66.0711 - Shopping Center Signage;**  
49 **Consider a motion to discuss and make a recommendation to the Village Board for action:**

50 The signage which is currently displayed on the Country Walk Shops property does not make it

1 clear that the Country Walk Shops complex consists of a number of individual shops as well as  
2 a grocery store. Oftentimes visitors to the area do not even know that there is a grocery store or  
3 a shopping center in Sister Bay, or, if they do, they cannot locate the businesses they are  
4 looking for. For quite some time the members of the Plan Commission have indicated that they  
5 realize there are issues with the Country Walk Shops signage and would be willing to work  
6 with the members of the Country Walk Owner's Association on workable solutions to the  
7 problems which have been identified. At the last meeting the members of the Plan Commission  
8 reviewed a signage proposal which had been submitted by the Country Walk Owner's  
9 Association as well as a copy of §66.0711 – the existing shopping center signage regulations,  
10 and formulated potential amendments to that section. A draft of the proposed amendments was  
11 included in the meeting packets, and the Commission members jointly reviewed that  
12 document.

13  
14 *At 5:54 P.M. Lienau called the public hearing on amending and recreating §66.0711 of the*  
15 *Zoning Code – Shopping Center Signage to order. He then asked if anyone wished to comment*  
16 *regarding the proposed amendments.*

17  
18 *Karen McCarthy of 10556 Country Walk Drive stated that it is her understanding that if the*  
19 *previously mentioned amendments are approved the multi-tenant buildings within the Country*  
20 *Walk Shops will be allowed 12 square feet of signage per side and single tenant buildings will*  
21 *be allowed 16 square feet of signage per side. Jackson confirmed that she was correct.*

22  
23 *At 5:56 P.M. Lienau asked if anyone else wished to comment regarding the proposed*  
24 *amendments, and when no one responded he declared that the hearing was officially closed.*

25  
26 *A motion was made by Solomon, seconded by Howard that the recommendation is made to*  
27 *the Village Board that the proposed amendments to §66.0711 of the Zoning Code – Shopping*  
28 *Center Signage, which were reviewed at this meeting be approved as presented. Motion carried*  
29 *– All ayes.*

30  
31 **Item No. 5. Consider a motion to approve preliminary architectural plans from Premier Real**  
32 **Estate:**

33 The management of Premier Real Estate, which company is headquartered in the Brookfield  
34 area, presented an Offer To Purchase the "Old Ballfield Property", and that offer was recently  
35 accepted by the Village Board. Mary Kay Shumway, a local Realtor, introduced Christopher  
36 Slater of Premier Real Estate and explained that Premier Real Estate is a renowned rental  
37 company. She firmly believes there is a need for the type of housing Premier Real Estate will  
38 provide and knows their project will be a "wonderful addition" to the Village.

39  
40 Slater indicated that he and his associates would like to construct two twelve unit upscale  
41 apartment buildings on the Old Ballfield Property, and presented artist renderings of buildings  
42 they have already constructed in other communities. The apartments which will be available  
43 here will be "market rate" units, and the project will be phased in as quickly as the units are  
44 rented. It is quite likely that rents will range from \$900 to \$1,500 per unit per month and there  
45 will be an on-site manager as well as an on-site maintenance person. Slater noted that he and  
46 his associates want to work with the Commission members on this matter, and requested input  
47 as to the type of architectural features they would like to see. The Commission members  
48 suggested that the buildings have a "countrified", "Crow's Nest" look, and that Door County  
49 stone and wooden siding be utilized. Slater indicated that it was his understanding that there  
50 had been a suggestion that a Swedish-themed building be constructed, but the Commission

1 members noted that they do not believe a log façade with a grass roof would be appropriate in  
2 the area in question.

3  
4 *The Commission members indicated that they like the concept presented by Slater and look*  
5 *forward to seeing formal plans for Premier Real Estate's development.*

6  
7 **Item No. 6. Consider a motion to discuss the provisions of §66.1005(1)(e) - Permitted Façade**  
8 **Materials, and make a recommendation to proceed to public hearing regarding potential**  
9 **amendments to that section:**

10 Bob and Sandra Sitte, who own property at 10346 Country Lane, have requested that the Plan  
11 Commission consider amending the provisions of the Zoning Code which prohibit the use of  
12 metal exterior walls on accessory buildings. A copy of §66.1055(1)(e) was included in the  
13 meeting packets and the Commission members jointly reviewed that documentation.

14  
15 Davis Sitte, Bob Sitte's father, indicated that Bob was not able to attend this meeting as he had  
16 to work. Bob owns 24 acres of secluded property on Country Lane and would like to construct  
17 an accessory structure which has metal siding back in the woods. (Wooden siding rots and  
18 mildews and requires a lot of maintenance, and Sitte believes today's metal siding is much  
19 more aesthetically pleasing. It's also reasonably priced and requires very little maintenance.)

20  
21 *The Commission members noted that there are a number of different grades and styles of metal*  
22 *siding, and, therefore, they would like to see actual samples of the different grades and styles*  
23 *which are now available before deciding whether a public hearing should be conducted. Sitte*  
24 *was also asked to present a sample of the siding he would like to utilize on his accessory*  
25 *building. Jackson will obtain several metal siding samples from a local lumber yard, and all*  
26 *those samples as well as the type of siding Sitte would like to utilize will be reviewed at the*  
27 *December Plan Commission Meeting.*

28  
29 *A motion was made by Lienau, seconded by Grutzmacher that Agenda Item No. 6 – Consider a*  
30 *motion to discuss the provisions of §66.1005(1)(e) – Permitted Façade Materials, and make a*  
31 *recommendation to proceed to public hearing regarding potential amendments to that section,*  
32 *shall be tabled until the December meeting of the Plan Commission. Motion carried – All ayes.*

33  
34 **Item No. 2. Discussion regarding the provisions of §66.0808 of the Zoning Code – Noise**  
35 **Levels in various Zoning Districts, and make a recommendation to proceed to public hearing**  
36 **regarding potential amendments to that section:**

37 Section 66.0808 of the Zoning Code states that any activity or operation of any use producing  
38 noise, other than ordinary vehicular noise, shall be conducted so that no noise from the activity  
39 or operation exceeds the following limits at any point off the lot on which the use is located:  
40 residential districts – 65 decibels and business districts – 70 decibels. This issue was referred to  
41 the SBAA and the Parks Committee with a request that recommendations for proposed  
42 amendments be formulated, and copies of the minutes for the meetings at which this issue was  
43 addressed were included in the meeting packets. The Parks Committee has recommended that  
44 the Village's noise regulations be amended in such fashion that they state that variable noise  
45 levels of 85 decibels which last longer than 30 seconds when measured at the lot line will not  
46 be allowed. The SBAA has recommended that a 10:30 P.M. time limit be established for  
47 playing of outdoor music, and the Parks Committee concurred.

48  
49 Solomon noted that he believes any regulations which are imposed must be realistic and must  
50 be enforced. Jackson also noted that the problem isn't the outdoor music but the amplification

1 of that music.

2  
3 It was the consensus that the Parks Committee's recommendations shall be accepted, and that  
4 §66.0808 should be amended accordingly.

5  
6 *A motion was made by Baker, seconded by Grutzmacher that a public hearing shall be*  
7 *conducted regarding the previously mentioned amendments to §66.0808 of the Zoning Code –*  
8 *Noise Levels in various Zoning Districts, at the December Plan Commission Meeting. Motion*  
9 *carried – All ayes.*

10  
11 **Item No. 3. Consider a motion to discuss and approve a preliminary plan for the Stony Ridge**  
12 **Development:**

13 A preliminary site plan which depicts expansion of the Stony Ridge Development was included  
14 in the meeting packets and the Commission members jointly reviewed that document. Phase I  
15 of the development will consist of three apartment buildings, one storage unit, two 2 unit  
16 condos, and thirteen single family homes.

17  
18 *A motion was made by Lienau, seconded by Solomon that the Plan Commission approves the*  
19 *preliminary plan for the Stony Ridge Development which was reviewed at this meeting as*  
20 *presented. Motion carried – All ayes.*

21  
22 **Item No. 4. Consider a motion to approve a Certified Survey Map for the Good Samaritan**  
23 **Society:**

24 A draft of a Certified Survey Map which depicts dedication of the right-of-way for the Scandia  
25 Village Expansion Project was included in the meeting packets and the Commission members  
26 jointly reviewed that document.

27  
28 Lienau noted he has received several complaints that the intersection of Canterbury Lane and  
29 Applewood Road does not seem to be sized appropriately for large trucks, and it was the  
30 consensus that the complaints shall be investigated. Jackson will ask the Fire Chief to bring a  
31 fire truck to the intersection to see if there is sufficient turning radius, and if the complaints are  
32 found to be justified the Certified Survey Map will be revised accordingly.

33  
34 *A motion was made by Lienau, seconded by Howard that Agenda Item No. 4 – Consider a*  
35 *motion to approve a Certified Survey Map for the Good Samaritan Society, shall be tabled until*  
36 *the next meeting of the Commission.*

37  
38 **Item No. 7. Report by the Zoning Administrator regarding development activities, various**  
39 **enforcement actions, and issuance of Sign and Zoning Permits:**

40 Jackson gave the following oral report:

41  
42 **• Permits/Enforcement Actions:**

43 A letter was sent to Scott Dell regarding a nuisance complaint and he will be taking  
44 follow-up action.

45  
46 **• Letter Sent to Church Hill Inn regarding noxious weeds:**

47 The Parks Committee requested that Jackson contact the management of the Church Hill  
48 Inn regarding the fact that there were overgrown noxious weeds on that property. The  
49 Manager contended that the removal of the weeds was the Village's responsibility as he  
50 had entered into an agreement with the former Administrator regarding maintenance of

1 the property in question, and, therefore, the Parks Department employees mowed the  
2 weeds.

3  
4 • **Approval Given To Ironwood Yoga for a sign:**

5 The Manager of Ironwood Yoga did submit a Sign Permit Application and paid the  
6 applicable fee. He apologized for his oversight.

7  
8 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred**  
9 **to a committee, Village official or employee:**

10 *It was the consensus that:*

- 11  
12 1. *A Public Hearing shall be conducted regarding the provisions of §66.0808 of*  
13 *the Zoning Code – Noise Levels in various Zoning Districts, at the December*  
14 *Plan Commission Meeting.*  
15 2. *A number of metal siding samples will be reviewed at the December Plan*  
16 *Commission Meeting.*  
17 3. *Jackson shall ask the Fire Chief to bring a truck up to the intersection of*  
18 *Applewood Road and Canterbury Lane to see if there is sufficient turning radius*  
19 *on that roadway, and report his findings at the December Plan Commission*  
20 *Meeting.*

21  
22 **Adjournment:**

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

25  
26 Respectfully submitted,

27 

28 Janal Suppanz,  
29 Administrative Assistant