

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, FEBRUARY 24, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4

5 The February 24, 2015 meeting of the Village of Sister Bay Plan Commission was called to
6 order by Acting Chair Shane Solomon at 5:32 P.M. (Dave Lienau, the Chair of the Plan
7 Commission, was unable to attend this meeting, and asked Solomon to assume his duties.)
8

9 **Present:** Acting Chair Solomon, and members Scott Baker, Nate Bell, and Don Howard.

10
11 **Excused:** Dave Lienau, Marge Grutzmacher and Eric Lundquist
12

13 **Others:** Tom Wood, Joe Goldberg, Tim Halbrook, John Clove, and two other individuals.
14

15 **Staff Members:** Village Administrator Zeke Jackson
16

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

18 Solomon asked if anyone wished to comment regarding a non-agenda item. No one responded.
19

20 Jackson read an e-mail which had been received from Jerry Zaug, the owner of the Country
21 House Resort aloud. In his e-mail Zaug indicates that he has heard that a developer intends to
22 build up to 36 luxury apartments on "The Old Ball Field Property". He owns all the land
23 between the proposed development and the bay, and is concerned that residents at the
24 apartment complex will walk down N. Highland Road, continue through the parking lot at The
25 Country House Resort and travel down the paved path which leads to the water. This is private
26 property and is only intended for use by guests at the Country House Resort. Jackson discussed
27 this issue with Calvin Aiken of Premier Real Estate, and Mr. Aiken assured him that he has no
28 intention of marketing his development as being a "waterfront destination".
29

30 **Approval of the agenda:**

31 *A motion was made by Solomon, seconded by Baker that the Agenda for the February 24,*
32 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
33

34 **Approval of minutes as published:**

35 **As to the minutes for the December 29, 2014 meeting of the Plan Commission:**

36 *A motion was made by Solomon, seconded by Baker that the minutes for the December 29,*
37 *2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
38

39 **Business Items:**

40 **Item No. 1. Public Hearing regarding amendment of the Zoning Map for the Village of Sister**
41 **Bay as it relates to Parcel No. 181-00-05312833D, consisting of approximately 1.78 acres of**
42 **land on N. Highland Road, by rezoning that parcel from R-4 to R-2; and consider a motion for**
43 **action:**

44 *At 5:39 P.M Solomon called the public hearing regarding amendment of the Zoning Map for*
45 *the Village of Sister Bay as it relates to Parcel No. 181-00-05312833D, consisting of*
46 *approximately 1.78 acres of land on N. Highland Road, by rezoning that parcel from R-4 to R-2*
47 *to order and asked if anyone wished to comment regarding the proposed amendment. No one*
48 *responded, and, therefore, Solomon declared that the hearing was officially closed at 5:42 P.M.*
49
50

1 The Village had previously committed to swap a portion of the property which is commonly
2 referred to as "The Old Ball Field Property", which is currently zoned R-4, with Mike Johnson.
3 Over the course of approximately one and a half years three attempts were made to work with
4 Mr. Johnson to facilitate the swap, but he still has not completed the required actions.
5 Therefore, the Finance Committee decided to consider a second offer on the parcel which was
6 submitted by Premier Real Estate. The land immediately to the north is already zoned R-2, and
7 Premier Real Estate does plan to develop both lots. Given the fact that the land to the south is
8 zoned B-1 - General Business, it would be appropriate to change the zoning for Parcel No.
9 181-00-05312833D to R-2.

10
11 *A motion was made by Baker, seconded by Bell that the Plan Commission recommends that*
12 *the Zoning Map for the Village of Sister Bay be amended in such fashion that the zoning for*
13 *Parcel No. 181-00-05312833D, consisting of approximately 1.78 acres of land on N. Highland*
14 *Road, is changed from R-4 to R-2. Motion carried – All ayes.*
15

16 **Item No. 2. Consider a motion to approve a Certified Survey Map for the land which is**
17 **commonly referred to as "The Old Ball Field Property":**

18 The Village has sought to dispose of properties which were not identified as being "core" to the
19 recreation, leisure, and tourism promotion facets of Village public policy in the Comprehensive
20 Outdoor Recreation Plan. An Offer to Purchase the property which is commonly referred to as
21 "The Old Ballfield Property" was submitted by Premier Real Estate, and that offer has been
22 accepted. The owners of Premier Real Estate would like to construct thirty-six luxury multi-
23 family units on the land. A CSM which combines Parcel No. 181-00-05312833D and 181-00-
24 05312833D2 was included in the meeting packets and the Commission members jointly
25 reviewed that document. The CSM does provide for a utility maintenance easement for the
26 water tower and an easement for a 30' sanitary sewer and water main which will be dedicated
27 to the Village, as well as a utility easement which was granted to the Johnson family a number
28 of years ago.
29

30 *A motion was made by Baker, seconded by Bell that the Plan Commission recommends that*
31 *the Certified Survey Map for the land which is commonly referred to as "The Old Ball Field*
32 *Property" which was reviewed at this meeting be approved as presented. Motion carried – All*
33 *ayes.*
34

35 **Item No. 3. Consider a motion to approve the Architectural Plans, Site Plan, Storm Water**
36 **Management Plan, Traffic Control Plan, Landscaping Plan, Signage Plan and Lighting Plan for**
37 **the development Premier Real Estate would like to construct on the property which is**
38 **commonly referred to as "The Old Ball Field Property":**

39 Representatives of Premier Real Estate presented Architectural Plans, a Site Plan, a Storm Water
40 Management Plan, a Traffic Control Plan, a Landscaping Plan, a Signage Plan, and a Lighting
41 Plan for the development they would like to construct on the property which is commonly
42 referred to as "The Old Ball Field Property". All 36 units within the development, which will
43 consist of three buildings with 12 units each, will contain two bedrooms and two baths, and a
44 Manager will be on site. There will be a minimum of two parking stalls per unit and all the
45 buildings will contain sprinkler systems. A combination of shake siding and vinyl siding as well
46 as Door County stone will be utilized on the exterior of the buildings, and earth tones will be
47 utilized. Samples of the preferred type of siding and stone were presented, and the Commission
48 members indicated that they like all of those materials. There is bedrock on the site, and a
49 detention area which complies with DNR regulations which is aesthetically pleasing will be
50 created on the north end of the property. The Utilities Manager, Steve Jacobson, has already

1 reviewed the Sewer and Water Plans, and the Fire Chief, Chris Hecht, has also been consulted
2 regarding placement of fire hydrants and preferred turning radiuses. All the suggestions which
3 were made by Jacobson and Hecht have been incorporated into the plans. No phasing will be
4 done, and all the propane tanks will be buried. There is a separate Landscaping Plan for each of
5 the buildings, and nearly all the existing trees will remain. A few new shade trees will also be
6 planted. Wall pack lighting will be utilized on the buildings and no pole lights will be installed,
7 so there shouldn't be any light pollution issues. The proposed sign is a poly material which
8 looks like wood grain and will match the color scheme of the buildings. Jackson noted that the
9 height of the sign for the development cannot exceed 6'. He also noted that the square footage
10 of the sign itself cannot exceed 24 square feet. Further, the Village's engineers must confirm
11 that they approve of the Site Plan and the Storm Water Management Plan, and must also
12 confirm that wall pack lighting will provide a sufficient amount of light.

13
14 *A motion was made by Solomon, seconded by Howard that the Architectural Plans and siding*
15 *materials for the development Premier Real Estate would like to construct on the property*
16 *which is commonly referred to as "The Old Ball Field Property" which were reviewed at this*
17 *meeting are approved as presented. Motion carried – All ayes.*

18
19 *A motion was made by Solomon, seconded by Baker that the Site Plan, Storm Water*
20 *Management Plan, Traffic Control Plan, Landscaping Plan, and Lighting Plan for the*
21 *development representatives of Premier Real Estate would like to construct on the property*
22 *which is commonly referred to as "The Old Ball Field Property" are approved as presented on*
23 *the condition that the Village's engineers must confirm that they don't have any issues with any*
24 *of those plans. Further, the Village Administrator must confirm that the signage which will be*
25 *erected on "The Old Ball Field Property" is compliant with the provisions of the Village's Sign*
26 *Code. Motion carried – All ayes.*

27
28 *At 6:09 P.M. a brief recess was taken and the Plan Commission reconvened at 6:11 P.M.*

29
30 **Item No. 4. Consider a motion to approve a Development Agreement for the property which**
31 **is commonly referred to as "The Old Ball Field Property":**

32 A draft of a Development Agreement between the Village of Sister Bay and Premier Real Estate
33 was included in the meeting packets and the Commission members jointly reviewed that
34 document. (The legal name of Premier Real Estate is "Premier Niagara Ridge, LLC", and it is a
35 Wisconsin limited liability company.) The Village Attorney, Randy Nesbitt, has reviewed the
36 agreement and didn't identify any issues with it. There are a few blanks which must be filled in,
37 and the previously mentioned conditions must be satisfied prior to the time that the agreement
38 is actually executed. Joe Goldberg, one of the Premier Real Estate representatives who was in
39 attendance, indicated that he and his associates don't have any issues with conditional
40 approval of the Development Agreement.

41
42 *A motion was made by Baker, seconded by Howard, that the Plan Commission recommends*
43 *that the Development Agreement between the Village of Sister Bay and Premier Real Estate,*
44 *d/b/a "Premier Niagara Ridge, LLC", be approved on the condition that the Village's engineers*
45 *must confirm that they don't have any issues with the Site Plan, the Storm Water Management*
46 *Plan, the Traffic Control Plan, the Landscaping Plan and the Lighting Plan which were reviewed*
47 *at this meeting. Motion carried – All ayes.*

1 **Item No. 5. Consider a motion to approve the Development Agreement which was submitted**
2 **by Stony Ridge Development:**

3 **Item No. 6. Consider a motion to approve Signage Design and Site Plans for the Country Walk**
4 **Shops:**

5 *A motion was made by Solomon, seconded by Baker that Agenda Item No. 5 - Consider a*
6 *motion to approve the Development Agreement which was submitted by Stony Ridge*
7 *Development; and Agenda Item No. 6. Consider a motion to approve Signage Design and Site*
8 *Plans for the Country Walk Shops, shall be tabled until the March meeting of the Plan*
9 *Commission. Motion carried – All ayes.*

10
11 **Item No. 7. Report by the Zoning Administrator regarding development activities, various**
12 **enforcement actions, and issuance of Sign and Zoning Permits:**

13 Jackson gave the following oral report:

- 14
- 15 • Relaxed signage regulations will be in effect when work is done on the Line Burial and
- 16 Bay Shore Drive Reconstruction Projects. Therefore, businesses will be allowed to put
- 17 out a wide array of signage to let people know that they are open for business.
- 18 • Hopefully all the issues with the Stony Ridge Development will be resolved soon.
- 19 • There is potential for a new development to occur on the Braun property. Plans should
- 20 be submitted soon.

21
22 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred**
23 **to a committee, Village official or employee:**

24 *It was the consensus that the following agenda items shall be addressed at the March meeting of*
25 *the Plan Commission:*

26
27 **A. Consider a motion to approve the Development Agreement which was submitted by**
28 **Stony Ridge Development:**

29 **B. Consider a motion to approve Signage Design and Site Plans for the Country Walk**
30 **Shops:**

31
32 **Adjournment:**

33 *A motion was made by Howard, seconded by Solomon to adjourn the meeting of the Plan*
34 *Commission at 6:25 P.M. Motion carried – All ayes.*

35
36 Respectfully submitted,

37 

38 Janal Suppanz,
39 Administrative Assistant