

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, FEBRUARY 23, 2016
3 Sister Bay Village Hall – 10693 N. Bay Shore Drive
4

5 The February 23, 2016 meeting of the Plan Commission was called to order by Chairperson
6 Dave Lienau at 5:33 P.M.

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

10
11 **Excused:** Eric Lundquist

12
13 **Others:** Rob Zoschke, Jimmy Grasse, Denise Bhirdo, Steve Thomas, Michelle Notz, Greg
14 Caspersen, Al Gokey, and Dave Kaster

15
16 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

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

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

21
22 **Approval of the agenda:**

23 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the February 23,*
24 *2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

25
26 **Approval of minutes as published:**

27 **As to the minutes for the January 26, 2016 joint meeting of the Plan Commission and the**
28 **Economic Development Committee:**

29 *A motion was made by Baker, seconded by Bell that the minutes for the January 26, 2016 joint*
30 *meeting of the Plan Commission and the Economic Development Committee be approved as*
31 *presented. Motion carried – All ayes.*

32
33 **Business Items:**

34 **Item No. 3. Review of a recommendation from the Village Board to re-examine an**
35 **amendment to the Good Samaritan Society (SCAND) Development Agreement:**

36 As part of their recent expansion project the management of the Good Samaritan Society
37 (SCAND) was compelled to make a number of public and private improvements to their
38 property. One of those improvements was installation of parking lot lights, but a number of
39 complaints were received about the lights from adjoining property owners. The decision was
40 eventually made that SCAND officials would not be required to install the street lights which
41 have been labeled #1 through #6 on Exhibit A – E0.1. One light which has been installed
42 continues to offend an adjoining property owner, and at their last meeting the Plan Commission
43 recommended that the SCAND Development Agreement be amended in such fashion that it
44 states that shrouds and control switches will be required on the street lights which have been
45 labeled #7 and #10 on Exhibit E0.1, but the Village will reimburse the developer up to \$2,500
46 for the costs of installing the shroud and control switch on Light #10. A draft of the previously
47 mentioned Development Agreement was included in the meeting packets for the February 16,
48 2016 Village Board Meeting, and during discussion Trustees John Clove and Pat Duffy
49 expressed concerns about paying for a shroud and a dimmer for one individual. They also
50 noted that other Village property owners could complain about light trespass and ask for the

1 same treatment. They suggested that the previously mentioned property owner be asked if she
2 would be willing to split the cost with the Village. It was eventually the consensus that this
3 matter should be referred back to the Plan Commission.

4
5 Jackson noted that he believes the best way to resolve this issue would be to purchase and
6 utilize a light intensity meter to determine how much light pollution is actually coming from the
7 light in question. Therefore, he suggested that this Agenda item be tabled for now.

8
9 *A motion was made by Howard, seconded by Grutzmacher that Agenda Item No. 3 – Review*
10 *of a recommendation from the Village Board to re-examine an amendment to the Good*
11 *Samaritan Society (SCAND) Development Agreement, shall be tabled until light intensity meter*
12 *readings have been obtained at the affected property(s). Motion carried – All ayes.*

13
14 **Item No. 2. Review of a proposal for signage and outdoor seating for Grasse’s Grille; Consider**
15 **a motion for action if appropriate:**

16 Jimmy Grasse would like to create an outdoor seating area at Grasse’s Grille, and a hand drawn
17 site plan was included in the meeting packets. The Commission members jointly reviewed that
18 plan, and during the review process Grasse indicated that creation of the plan was an attempt
19 to replace the outdoor seating which was lost after the work was done on the Bay Shore Drive
20 Reconstruction Project. If the plan is approved two parking spaces will be lost. In accord with
21 the Zoning Code the Plan Commission does have the authority to reduce the required number
22 of parking stalls.

23
24 *A motion was made by Howard, seconded by Baker that the Plan Commission approves the*
25 *site plan for outdoor seating at Grasse’s Grille which was reviewed at this meeting on the*
26 *condition that Jimmy Grasse shall see that one way traffic signs are erected at locations to be*
27 *determined by the Village Administrator. Motion carried – All ayes.*

28
29 **Item No. 1. Review of a Development Plan and associated documents which were submitted**
30 **by Allen Gokey for Parcel No. 181-21-0201A, (a/k/a “The Old Helm’s Cottage Lot on Mill**
31 **Road”); Consider a motion to make a recommendation that the Village Board approve those**
32 **documents:**

33 Al Gokey would like to construct a commercial/residential building on the property which is
34 commonly referred to as “The Old Helm’s Cottage Lot”. A proposed Development Agreement,
35 the architectural drawings which were reviewed at the last meeting and related documents
36 were included in the meeting packets, and the Commission members jointly reviewed all of
37 them. There will be a contingency that the Village will convey the property to Gokey subject
38 to secured construction of restrooms to be dedicated to the public with a value of \$125,000, or
39 a cash settlement.

40
41 During the review process the Commission members noted that they don’t like the “lighthouse
42 tower” and rooflines which were depicted on the original plans and believe that:

- 43 • The preferred architectural style calls for shutters be utilized on the windows;
- 44 • The long walls should be broken up with stone which matches the chimney;
- 45 • Turn-of-the-century railings should be utilized; and,
- 46 • Stone trim should be added to the front of the building.

47
48 Steve Thomas presented revised elevation drawings which were labeled SD5A and SD5B.
49 Those drawings do contain some of the previously mentioned features, including a “hip roof”
50 and a “lantern”. During the review process the Commission members disagreed on which

1 drawing and the architectural features depicted on them were preferred, and eventually a roll
2 call vote was taken on that issue. The Commission members voted in the following fashion:

3
4 *Howard – Sheet SD5B; Grutzmacher – Sheet SD5B; Baker – Sheet SD5B;*
5 *Bell – Sheet SD5A; Lienau – Sheet SD5A*

6
7 *Gokey pointed out that he actually prefers the architectural features depicted on Sheet SD5A.*
8 *He also noted that he showed the drawings to some Sister Bay residents, and the majority of*
9 *them informed him that they also prefer the architectural features depicted on Sheet SD5A.*

10
11 *A motion was made by Howard, seconded by Baker that the previously mentioned vote be*
12 *reconsidered. Motion carried – All ayes.*

13
14 *Another roll call vote was taken, and the Commission members then voted in the following*
15 *fashion:*

16
17 *Howard – Sheet SD5A; Grutzmacher – Sheet SD5B; Baker – Sheet SD5B;*
18 *Bell – Sheet SD5A; Lienau – Sheet SD5A.*

19
20 *Lienau then declared that as the result of a roll call vote the Plan Commission had determined*
21 *that the elevation drawing which is labeled Sheet SD5A is preferred.*

22
23 *A motion was made by Bell, seconded by Howard that the Plan Commission grants preliminary*
24 *approval of the architectural drawings which were reviewed at this meeting on the condition*
25 *that the original plan set shall be revised in such fashion that the north elevation depicted on*
26 *Sheet SD5A replaces the north elevation depicted on the original set of plans. Motion carried*
27 *with Grutzmacher and Baker opposed.*

28
29 When the draft Development Agreement and other plans were reviewed some revisions and
30 grammatical revisions were suggested and Jackson took note of all of them.

31
32 *A motion was made by Lienau, seconded by Howard that the Development Agreement and*
33 *other plans which were reviewed at this meeting are preliminarily approved on the condition*
34 *that all the amendments which were suggested at this meeting must be made. Motion carried –*
35 *All ayes.*

36
37 *It was the consensus that final plans for the building Al Gokey would like to construct on the*
38 *Helm’s Cottage Lot shall be reviewed at a future meeting of the Plan Commission. All updated*
39 *plans, the draft Development Agreement, site engineering work, condo association documents*
40 *and any other pertinent information and paperwork shall be submitted to staff in time for it to*
41 *be adequately reviewed prior to inclusion in the packets for that meeting.*

42
43 **Item No. 4. Report by the Zoning Administrator regarding development activities, various**
44 **enforcement actions, and issuance of Sign and Zoning Permit:**

45 Jackson gave the following oral report:

- 46
- 47 • Work on the Bay Shore Drive Reconstruction Project has halted for the winter. When
48 work resumes a curb cut will be added to the Braun property. D.O.T. officials will be
49 asked if it would be possible to install another storm water outlet on the Braun property.
 - 50 • Street lights were installed during the week of February 8th, and he is currently awaiting
the arrival of employees from WPS to complete the installation of the meter base so the

1 system can be charged.

- 2 • The sledding hill is getting a lot of use, but because the weather has been so
- 3 unpredictable the ice rink has been closed for the season. For safety reasons the sledding
- 4 hill does need to be re-shaped. That will be done before next winter.
- 5 • Work on the Beach Project is substantially complete!!! Outstanding items still have to be
- 6 settled with the DNR.
- 7 • Construction is underway on the Niagara Ridge Project. That project is not and never
- 8 was intended to be “workforce/attainable housing”.
- 9 • Final plans for the Harbor View Development have been approved by the Village Board,
- 10 but amendments were made to the minimum assessed value for unimproved lots.
- 11 • The Stony Ridge Expansion Project Development Agreement was approved by the
- 12 Village Board, but the amount of the Village’s loan will be increased to \$590,000.
- 13 Jackson is awaiting an amended bank commitment and final paperwork.
- 14 • The Village Board approved the Phase II design work for the Wayfinding Signage Project.
- 15 • Bill Anderson has met with Lienau and Jackson and would like to propose a project for
- 16 the Shaffer property.

17
18 Anderson was present and explained that he would like to restore the barn on the Shaffer
19 property and convert that building into office space for himself and others. He would also like
20 to construct storage units on the property, but if that occurred screening would be done.
21 Because of setback issues the barn is considered a non-conforming structure. There also are
22 potential ingress and egress issues associated with the property, and Fire Code compliance
23 issues could arise. If a PUD were to be created the setbacks could be greatly reduced. It might
24 also be possible for the road behind the Carroll House and Bittersweet Lane to be utilized for
25 ingress and egress. Anderson has contacted the Fire Chief and is attempting to arrive at
26 solutions to any Fire Code compliance issues.

27
28 *Discussion took place regarding this issue and the Commission members indicated that they*
29 *would like to review a formal proposal from Anderson. To that end he was asked to see that the*
30 *appropriate paperwork is provided to Jackson ASAP.*

31
32 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**
33 **Committee, Official or Employee:**

34 There were no matters to be placed on a future agenda or referred to a committee, official or
35 employee.

36
37 **Adjournment:**

38 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
39 *Commission at 7:11 P.M. Motion carried – All ayes.*

40
41 Respectfully submitted,

42 

43 Janal Suppanz,
44 Assistant Administrator