



PLAN COMMISSION MEETING AGENDA

Tuesday, December 3, 2013 at 5:30 P.M.

Village Hall, Bay Shore Rd. Sister Bay, WI

For additional information check: [Http://www.sisterbaywi.info](http://www.sisterbaywi.info)

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order / Roll Call Deviations from the agenda order shown may occur.

Comments, correspondence and concerns from the public

Approval of the agenda

Approval of minutes as published

Business Items

1. Review and consider a preliminary plat for a subdivision of land on Orchard Dr.
2. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
3. Matters to be placed on a future agenda or referred to a Committee, Official or Employee

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____/_____ Name Date		

1 snow breaks be utilized on the corrugated roofing.

2
3 Jackson pointed out that there will be a take-out window where ice cream will be sold on the
4 rear of the building at 10677 N. Bay Shore Drive, and asked if the Commission members con-
5 sider the food offerings which will be provided at the window to be “fast food”. They respond-
6 ed that they do not, and also pointed out that the take-out window was used for a number of
7 years by the previous owners, so it would be “grandfathered”.

8
9 The Commission members indicated that they believe The Wild Tomato will be a “wonderful
10 addition” to the Village and look forward to opening day.

11
12 *A motion was made by Lienau, seconded by Duffy that the Plan Commission approves of the*
13 *proposed architectural appearance of the Wild Tomato Restaurant which will be located at*
14 *10677 N. Bay Shore Drive, and approves the site plan, the drainage plan, the landscaping plan*
15 *and the plant listings which were reviewed at this meeting as presented. Motion carried – All*
16 *eyes.*

17
18 **Item No. 2. Review and consider approval of the Wild Tomato Development Agreement:**

19 A draft Development Agreement for the Wild Tomato Restaurant was included in the meeting
20 packets and the Commission members jointly reviewed that document. During the review pro-
21 cess some grammatical revisions were suggested and Jackson took note of them.

22
23 *A motion was made by Duffy, seconded by Howard that the Plan Commission recommends*
24 *that the Development Agreement for the Wild Tomato project be approved as amended. Mo-*
25 *tion carried – All eyes.*

26
27 The Unkefers indicated that they hope to have their new restaurant open by mid-June, and
28 thanked the Plan Commission members and Jackson for conducting this meeting on such short
29 notice.

30
31 **Item No. 2. Report by the Zoning Administrator regarding development activities, various en-**
32 **forcement actions, and issuance of Sign and Zoning Permits:**

33 Jackson gave the following oral report:

- 34
35 1. Since he started working for the Village he has issued five Zoning Permits as
36 well as one temporary sign permit.
37 2. He was recently made aware of a potential violation of the Sign Code as a busi-
38 ness owner was displaying an “Open” flag which greatly exceeded the stated
39 size limitations. He had a conversation with the business owner, who did re-
40 move the large flag and replaced it with a compliant flag.
41 3. He intends to strictly interpret the Zoning Code, but also realizes that zoning
42 matters are handled differently in every community. Therefore, he wants the
43 Commission members to contact him if they have any questions or concerns
44 about the enforcement actions he takes.

45
46 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a**
47 **committee, Village official or employee:**

48 There were no suggestions for future agenda items or referrals to a committee, Village official or
49 employee.

1 **Adjournment:**

2 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
3 *Commission at 6:42 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant



Village of Sister Bay Plan Commission Report

1
2
3
4
5 **For additional information check:** <http://www.sisterbaywi.info>

6
7 **Recommendation:**

8
9 **Item 1 Kramer property; preliminary plat review.**

10
11 Jim Springer, spokesman for the Kramer family, approached the Village with a request to divide
12 approximately 28.70 acres located along Orchard Ln. The Kramer family also owns an adjoining
13 parcel which fronts on Woodcrest Rd.

14
15 Mr. Kramer would like to subdivide parcel 1810008312842, which fronts on Orchard Ln. This
16 property has historically been used for farming purposes, and is still maintained as such. In order
17 to facilitate the sale of this property, Mr. Springer believes that subdivision into smaller parcels
18 would be prudent.

19
20 **Issues to consider:**

21 The Village adopted routes for Officially Mapped Streets in May of 2013. These new street
22 rights of way were established to "straddle" property lines, so as not to adversely impact one
23 owner disproportionately. Current policy would mandate that Mr. Kramer record dedicated
24 rights of way for roads and utilities in accordance with the Official Map in the process of dividing
25 the land.

26
27 ***Recommendation: None at this time.***

28
29 Respectfully submitted,

30
31 Zeke Jackson
32 Village Administrator
33
34

To see all the details that are visible on the screen, use the "Print" link next to the map.

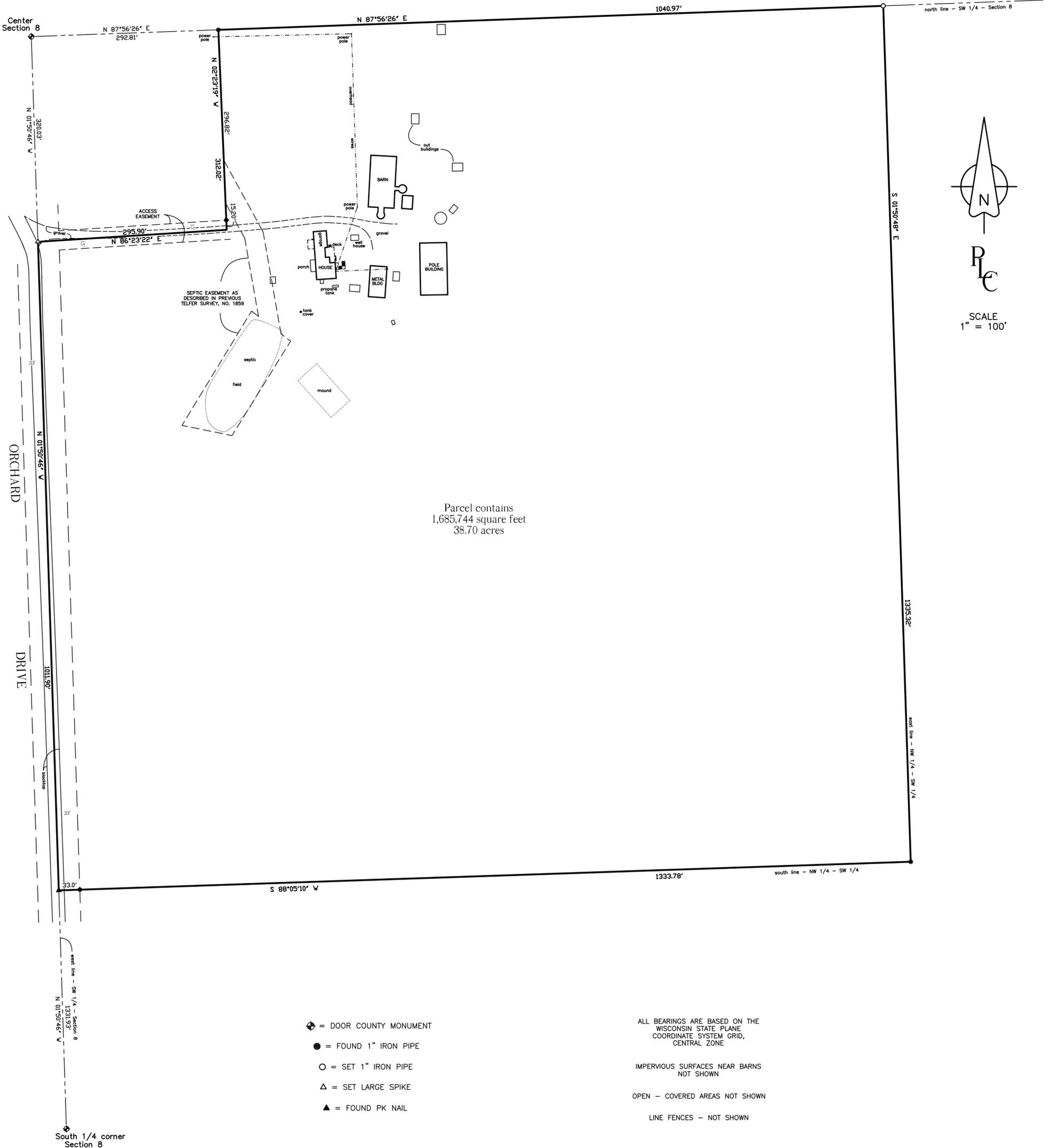


SITE PLAN

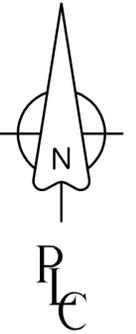
LOCATED IN;
THE NW 1/4 OF THE SE 1/4, SECTION 8, TOWNSHIP 31 NORTH,
RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

prepared for
WILLARD KRAMER
2311 MEADOWWOOD DRIVE APT. 107
SISTER BAY, WI 54234

prepared by
PENINSULA LAND CONSULTANTS, L.L.C.
185 E. WALNUT STREET #115
STURGEON BAY, WI 54235



Parcel contains
1,685,744 square feet
38.70 acres



SCALE
1" = 100'

- ⊕ = DOOR COUNTY MONUMENT
- = FOUND 1" IRON PIPE
- = SET 1" IRON PIPE
- △ = SET LARGE SPIKE
- ▲ = FOUND PK NAIL

ALL BEARINGS ARE BASED ON THE
WISCONSIN STATE PLANE
COORDINATE SYSTEM GRID,
CENTRAL ZONE

IMPERVIOUS SURFACES NEAR BARN
NOT SHOWN

OPEN - COVERED AREAS NOT SHOWN

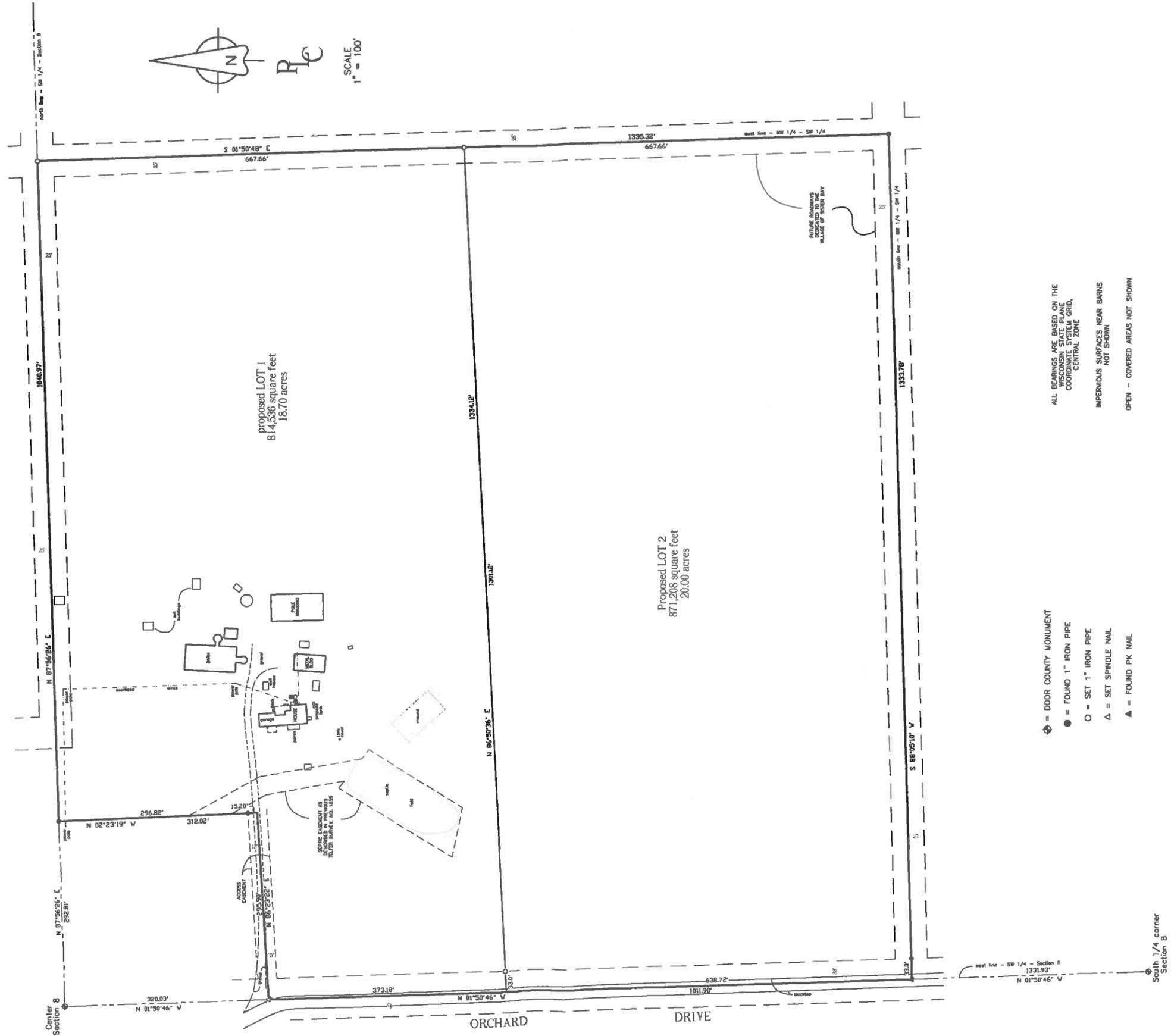
LINE FENCES - NOT SHOWN

SITE PLAN

LOCATED IN:
 THE NW 1/4 OF THE SE 1/4, SECTION 8, TOWNSHIP 31 NORTH,
 RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

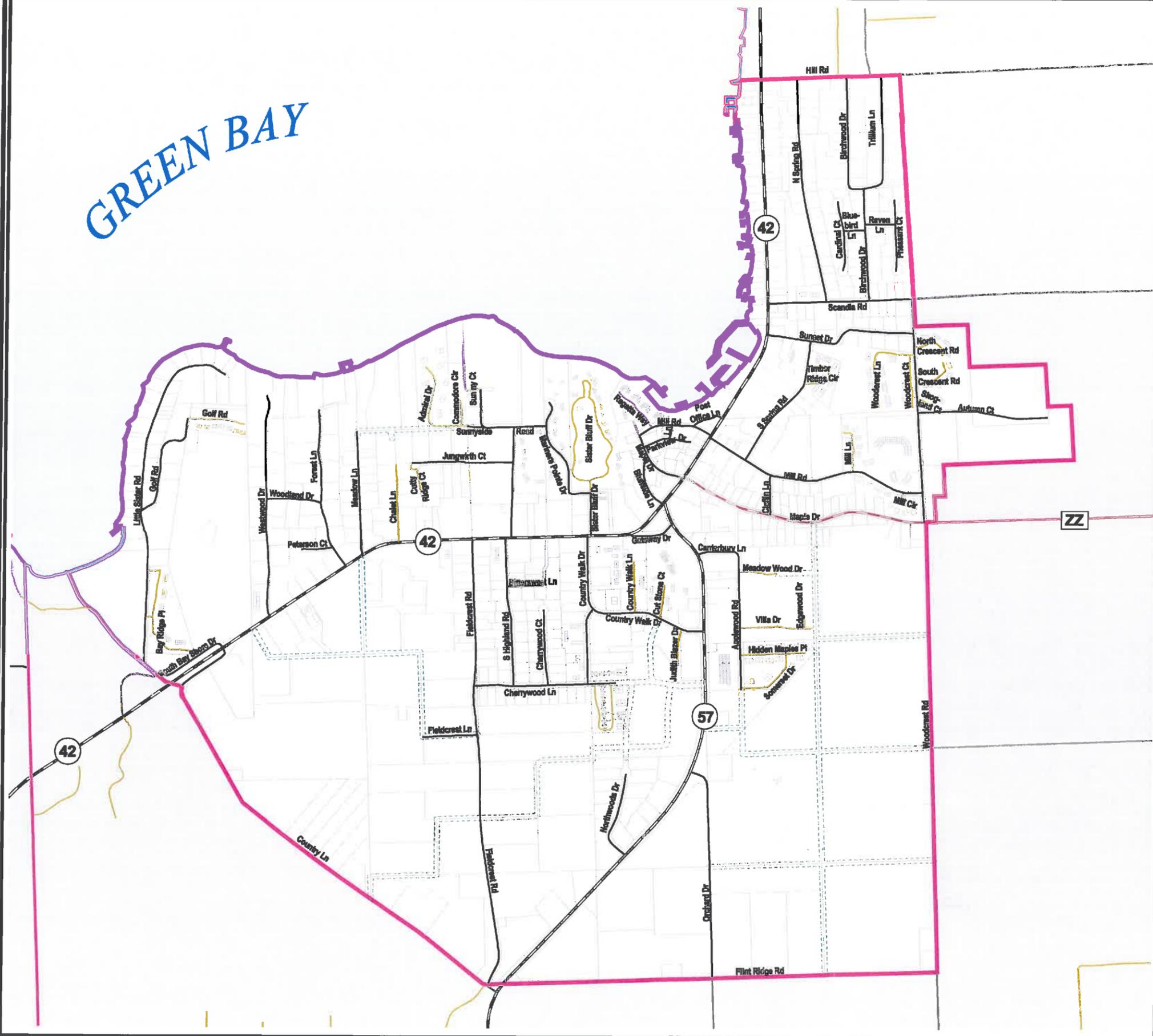
Prepared for
WILLARD KRAMER
 2311 MEADOWWOOD DRIVE APT. 107
 SISTER BAY, WI 54234

Prepared by
PENINSULA LAND CONSULTANTS, L.L.C.
 185 E WALNUT STREET #115
 STURGEON BAY, WI 54235

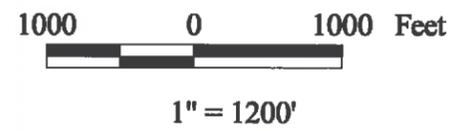


GREEN BAY

Official Map
of the
Village of Sister Bay
Door County, Wisconsin
Last Updated: May 14, 2013



- STATE HIGHWAY
- COUNTY ROAD
- TOWN ROAD
- VILLAGE STREET
- PRIVATE ROAD
- PROPOSED RIGHT-OF-WAY
- Village Boundary
- Parcel Boundaries



Map created for the Village of Sister Bay
by Door County Planning Department:

421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2323