



PLAN COMMISSION MEETING AGENDA

Tuesday, February 4, 2014 at 5:30 P.M.

Sister Bay-Liberty Grove Fire Station – 2258 Mill Road, 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. Public Hearing and discussion on a request to change the official map on the Hull and Kramer properties, west of Woodcrest Road; deletion of a segment of the officially mapped streets located thereon.
2. Review and discuss Interpretive Guide on officially mapped streets.
3. Review and consider approval for a preliminary plat for Stony Ridge subdivision, Phase 1.
4. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
5. 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	

From: [John D Amico](#)
To: [Zeke Jackson](#)
Subject: Fwd: Sister Bay letter
Date: Friday, January 24, 2014 7:43:59 PM

----- Forwarded message -----

From: "peteandronda" <peteandronda@hotmail.com>
Date: Jan 21, 2014 6:32 PM
Subject: Sister Bay letter
To: <Johndamico2241@gmail.com>
Cc:

I am proposing opening a gourmet hot dog cart to be positioned on the concrete pad situated between Drink Coffee and the Spot clothing store. This operation would be similar to Husbys taco cart that is already in operation at the Garage property. The cart would be a State approved self contained unit and would be up to all Wisconsin health codes. The unit would be positioned on a leased piece of vacant commercial zoned property owned by Mike Johnson. This would be a self service operation without waitstaff. The hours of operation would be primarily in the afternoon and evening. The menu would consist of unique hot dog creations. We feel this is a concept of dining that the Village of Sister Bay is short on and should help to further enhance the Beachfront commercial district expand on the variety of eateries for the visiting guests. As my Father was part of the initial construction of this commercial space many years ago and ran it as D'Amicos Grotto I feel my opportunity to operate a new business on this property to be very personal. I also feel that updating this property and cleaning it up would be overall beneficial to the Village in general. I look forward to working with you to help make this business a successful new addition to the Village of Sister Bay. Please feel free to contact me with any questions.
Sincerely, John D'Amico -[262-343-2241](tel:262-343-2241).

Sent from Samsung Mobile

1 alternate measures which could be taken so as to eliminate a burden on his family.

2
3 Mary Kay Shumway is the Realtor who is working with the Kramer family. It is her understand-
4 ing that the Kramer family has no desire to create a subdivision. They also do not intend to re-
5 quest that the zoning for the previously mentioned property be changed. Shumway firmly be-
6 lieves that requiring that the officially mapped streets remain creates a hardship for the Kramer
7 family and could be considered a “material adverse fact”.

8
9 John Clove pointed out that it is his understanding that the Official Map is “a planning tool”
10 which is “a work in progress” and is intended to be reviewed on an “as needed” basis. He does
11 not believe it’s fair to “de-value” anyone’s property.

12
13 Discussion took place regarding Springer’s request, and some of the Commission members
14 pointed out that other developers were required to comply with the Official Map regardless of
15 the associated costs. An alternate measure which was suggested was that if someone does de-
16 cide to purchase or develop the Kramer property they be required to pay any and all costs asso-
17 ciated with creation of new streets, but, in return be given the opportunity to decide where
18 those streets should actually be located. Of course, any new street alignments would have to be
19 approved by Village officials and connectivity would have to be maintained. Potential Official
20 Map amendments were pointed out and Jackson took note of all of them.

21
22 **Item No. 2. Report by the Zoning Administrator regarding development activities, various en-**
23 **forcement actions, and issuance of Sign and Zoning Permits:**

24 Jackson gave the following oral report:

- 25 1. During the past month no new Zoning Permits were issued and no enforcement
- 26 actions were taken.
- 27 2. Work is ongoing on the Scandia Village expansion project.
- 28 3. He has been having conversations with Barbara Hull regarding acquisition of
- 29 property which would ensure connectivity with the Canterbury Lane extension.

30
31 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to a**
32 **committee, Village official or employee:**

33 *A motion was made by Duffy, seconded by Howard that a public hearing shall be conducted*
34 *regarding Jim Springer’s request to amend the Official Map for the Village of Sister Bay on Tues-*
35 *day, January 7, 2014 at 5:30 P.M. Motion carried with Bell abstaining.*

36
37 *Village staff members were asked to see that a map depicting the potential map amendments*
38 *which were discussed this evening be included in the packets for the January meeting of the*
39 *Plan Commission. It was also the consensus that prior to the public hearing Steve Jacobson, the*
40 *Utilities Manager, shall be asked to provide an opinion as to the impacts which will be realized*
41 *if the previously mentioned Official Map amendments are made.*

42
43 **Adjournment:**

44 *A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan Com-*
45 *mission at 7:02 P.M. Motion carried – All ayes.*

1 Respectfully submitted,

2 

3 Janal Suppanz,
4 Administrative Assistant

1 **Item No. 3. Discussion regarding potential changes to the officially mapped streets depicted**
 2 **on the Official Map for the Village of Sister Bay:**

3 Lienau indicated that it is his understanding that Village regulations require that anyone re-
 4 questing Official Map amendments must propose new road configurations which will comply
 5 with the requirements of the CUPAC Plan, the Comprehensive Utilities Plan and the Fire Code.
 6 They must also provide rationale for the requested amendments. In accord with the provisions
 7 of the Land Division and Platting Code, if a land division does occur the rights-of-way for offi-
 8 cially mapped streets must be dedicated.

9
 10 Jim Springer and John Clove pointed out that because potential buyers must be informed of the
 11 fact that the officially mapped streets exist and dedication of rights-of-way for those streets must
 12 occur, several people have decided not to buy the property as they fear that a large amount of
 13 additional expense will be incurred. This requirement has created a perceived hardship for the
 14 Kramer family as they are in a position where it has become necessary to sell Willard's property
 15 to cover his nursing home expenses.

16
 17 The question arose as to how this problem could be alleviated, and the suggestion was made
 18 that the north/south officially mapped streets be eliminated from the "low density" property in
 19 question. The Commission members also suggested that an interpretive guideline be prepared
 20 which states that improvements to dedicated rights-of-way may only be required if and when
 21 there is a change in use or if development is proposed.

22
 23 *A motion was made by Grutzmacher, seconded by Bell that a public hearing shall be conduct-*
 24 *ed regarding Jim Springer's request for an Official Map Amendment at 5:30 P.M. on February 4,*
 25 *2014. Springer, who is representing the family of Willard Kramer, the owner of Parcel No. 181-*
 26 *00-08312842, has requested that the street highlighted in yellow on the map which is hereby*
 27 *attached and incorporated by reference be deleted. Motion carried – All ayes.*

28
 29 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**
 30 **committee, official or employee:**

31 Jackson indicated that he will draft the previously mentioned interpretive guideline and present
 32 it to the Commission for review and consideration at a future meeting. He will also draft an
 33 amendment to the existing driveway regulations and likewise present that document to the
 34 Commission members for review and consideration at a future meeting.

35
 36 **Adjournment:**

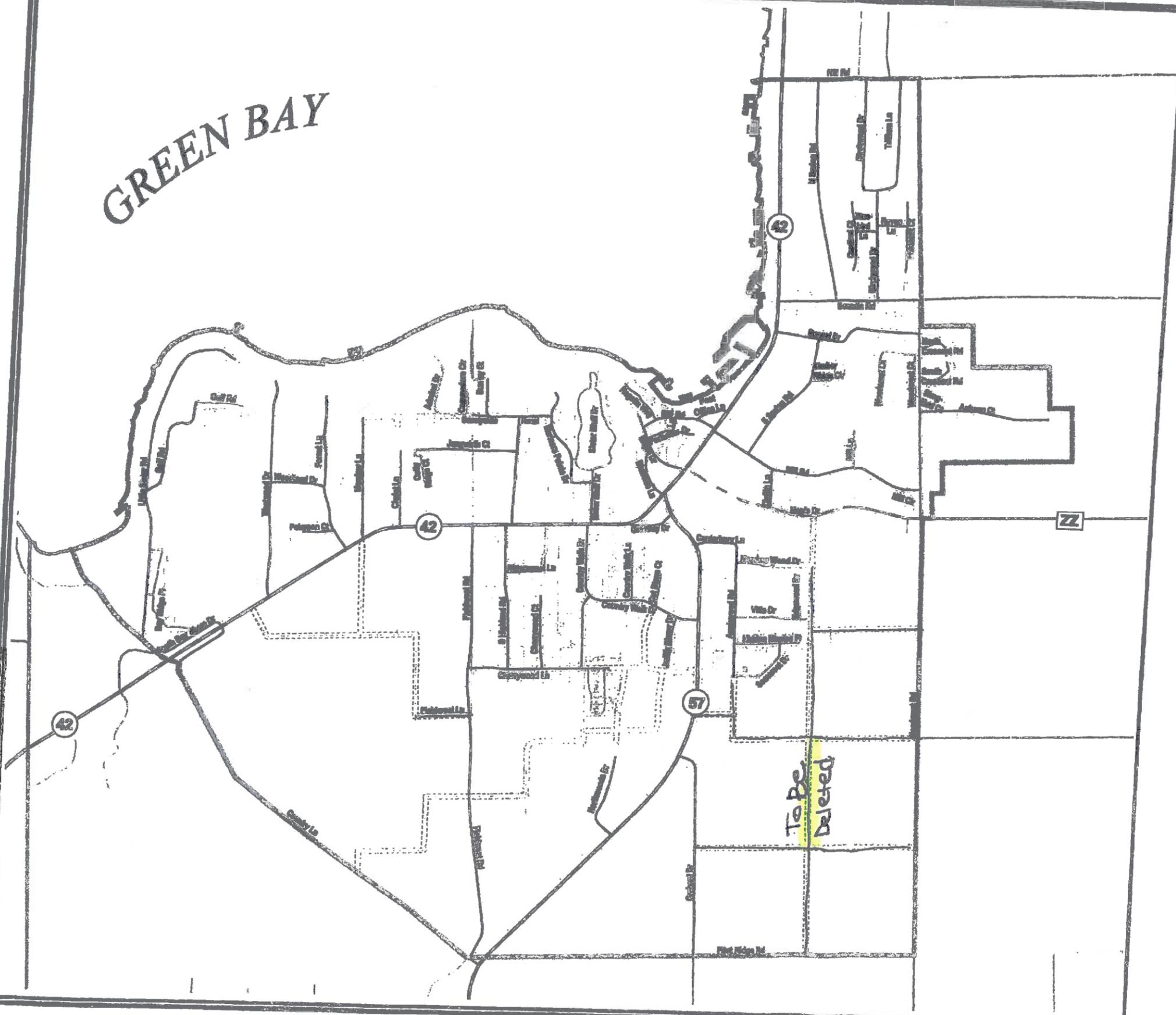
37 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
 38 *Commission at 7:15 P.M. Motion carried – All ayes.*

39
 40 Respectfully submitted,

41 

42 Janal Suppanz,
 43 Administrative Assistant

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



Plan Commission Public Notice

The Sister Bay Plan Commission will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Rd, Door County, Wisconsin on **Tuesday, February 4, 2014 at 5:30 P.M.** or shortly thereafter, for the purpose of considering a request by Willard Kramer to remove the officially mapped street in the area East of Orchard Drive in the vicinity of his parcels.

The purpose of this public hearing is to obtain comments and input from the public on the request to remove a public street as shown on the Village's Official Map.

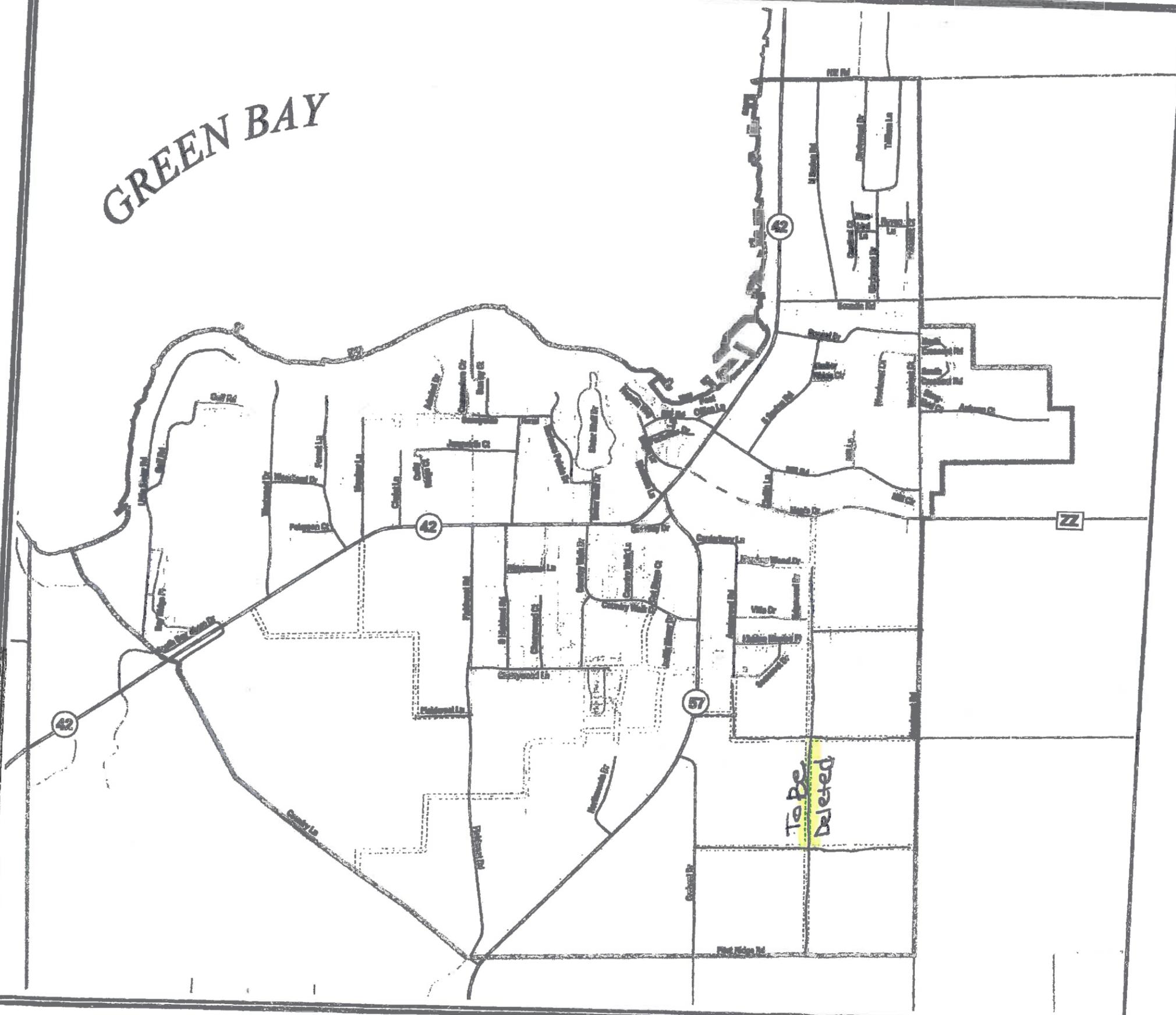
A copy of the proposed map and Official Map are available for inspection. The Zoning Code and Zoning Map for the Village is on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00 p.m. Those drafts are also available on the Village web site at www.sisterbaywi.info.

Written testimony including email will also be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 p.m. on the day of the meeting. Letters will be available for public inspection during normal business hours until the close of business on the day of the hearing. Letters will be entered into the record; a summary of all letters will be presented at the meeting, but individual letters will not be read. Anonymous correspondence will not be accepted.

All application materials for Regular Zoning Permits, Conditional Use Permits and zoning amendment petitions may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, Wisconsin during normal business hours, 8:00 am. - 4:00 p.m.

By order of the Plan Commission of the Village of Sister Bay.
Zeke Jackson
Zoning Administrator
zeke.jackson@sisterbaywi.gov

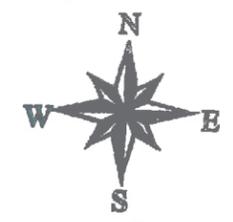
GREEN BAY



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

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



February 4, 2014

Interpretive Guide to Zoning Code Regarding Officially Mapped Streets

The consensus of the Plan Commission at its December 13, 2013 meeting was to clarify how development would take place in the future along lands dedicated to the Village following the Official Map for Officially Mapped Streets.

While not ceding any of its powers to ensure the health, safety and welfare of the public, the consensus opinion on how Chapter 54 should be interpreted concerning 54.65, "Concerning the Adequacy of Public Facilities and Services" would be to apply a "common sense" approach to dedication of public rights of way and future development; that if a project of such magnitude were not forthcoming before the Commission, that there would be no need to require that land dedicated to the Village of the CS-1 Zoning designation be immediately assessed for development purposes. If such a project were forthcoming, the responsibility of the assessments on existing dedicated rights of way would most likely be born by the developer.

It is not the intent of this guide to repeal, abrogate, annul, impair or interfere with any existing ordinance, easement, covenant, deed restriction, agreement, rule, regulation or permits previously adopted. Nor is this interpretive guide intended to be binding, or otherwise interfere with orderly future development. This is a guide only as to the interpretation of Sister Bay Code Section 54.65, and shall be construed liberally in favor of the Village at all times. It shall not be deemed a limitation or repeal of any power granted by the Wisconsin Statutes.

SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Registered Land Surveyor, S-2275, hereby certify: That in full compliance with the provisions of Chapter 236, Wisconsin Statutes, and the subdivision regulations of the Village of Sister Bay and the Door County Planning Commission...

Commencing at the West 1/4 corner of Section 8, T31N-R28E; thence N89°37'04"E, 1345.79 feet along the South line of the Northwest 1/4 of said Section 8 to the Southwest corner of the Southeast 1/4 of said Northwest 1/4 and the point of beginning; thence N00°29'53"W, 307.39 feet along the West line of said quarter-quarter; thence N89°37'04"E, 403.82 feet; thence 202.83 feet along the arc of a 1030.00 foot curve to the left whose long chord bears N05°20'30"E, 202.51 feet; thence N00°17'59"W, 338.58 feet; thence N89°51'39"E, 50.00 feet along the South line of Volume 16, Certified Survey Maps, page 13, Door County Records; thence 19.05 feet along the arc of a 12.00 foot radius curve to the right whose long chord bears N45°10'32"E, 17.11 feet; thence 35.92 feet along said South line, being the Southerly right of way of Cherrywood Lane, and being the arc of a 1030.00 foot radius curve to the right whose long chord bears S88°21'00"E, 35.92 feet; thence N02°38'57"E, 60.00 feet to the Northerly right of way of said Cherrywood Lane; thence 39.40 feet along said Northerly right of way being the arc of a 1090.00 foot radius curve to the left whose long chord bears N88°23'10"W, 39.39 feet; thence 18.67 feet along the arc of a 12.00 foot radius curve to the right whose long chord bears N44°51'38"W, 16.84 feet; thence S89°50'55"W, 50.00 feet; thence N00°17'59"W, 190.92 feet along the East line of Lot 1, said Certified Survey Map to the Northeast corner thereof; thence N89°48'03"E, 71.44 feet; thence N01°34'00"W, 134.04 feet; thence N46°48'43"E, 95.33 feet along a South line of Lot 1, Volume 16, Certified Survey Maps, page 220, Door County Records; thence N89°48'03"E, 239.77 feet along said South line; thence S36°08'39"E, 294.50 feet along a South line of said Certified Survey Map; thence N89°46'53"E, 90.96 feet along said South line, being the Southerly right of way of Judith Blazer Drive to the Southeast corner thereof; thence S00°13'07"E, 188.40 feet; thence N90°00'00"E, 238.24 feet to the Westerly right of way of State Trunk Highway 57; thence S00°04'24"E, 177.82 feet along said right of way; thence 728.55 feet along said right of way being the arc of a 2086.61 foot radius curve to the right whose long chord bears S09°55'45"W, 724.85 feet; thence S89°37'04"W, 1172.73 feet along the South line of the Southeast 1/4 of the Northwest 1/4 of said Section 8 to the point of beginning.

Parcel contains 1,093,936 square feet / 25.11 acres, more or less. Road dedication contains 110,405 square feet / 2.53 acres, more or less.

Steven M. Bieda S-2275 January 29, 2014

RESTRICTIVE COVENANTS

The land on all side and rear lot lines of all lots shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

Each lot owner shall grade the property to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.

No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street line, a disturbance of a survey stake by anyone is a violation of section 236.32 of the Wisconsin Statutes.

LIMITED LIABILITY COMPANY OWNER'S CERTIFICATE

Stony Ridge Development LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that we caused the land described in this Plat to be surveyed, divided, mapped and dedicated as represented herein. Stony Ridge Development LLC also certifies that this Plat is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

VILLAGE OF SISTER BAY WISCONSIN DEPARTMENT OF TRANSPORTATION WISCONSIN DEPARTMENT OF ADMINISTRATION

In Witness Whereof, the said Stony Ridge Development LLC has caused these presents to be signed by Keith E. Garot, its Member, on this ___ day of ___, 20__.

Keith E. Garot Member

Personally came before me this ___ day of ___, 20__, the above named Member of said Limited Liability Company and acknowledged that he executed the foregoing instrument as Member as the deed of said Limited Liability Company, by its authority.

Notary Public My Commission Expires ___ Brown County, Wisconsin

STATE OF WISCONSIN } SS COUNTY OF DOOR }

CERTIFICATE OF CORPORATE MORTGAGEE

___ a corporation duly organized and existing under and by virtue of the laws of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map and does hereby consent to the above certificate of Owner(s).

IN WITNESS WHEREOF, its ___ has caused these presents to be signed by ___ at ___ this ___ day of ___.

Personally came before me this ___ day of ___, the above named officers of said corporation to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public My Commission Expires ___ Brown County, Wisconsin

STATE OF WISCONSIN } SS COUNTY OF BROWN }

CERTIFICATE OF CORPORATE MORTGAGEE

___ a corporation duly organized and existing under and by virtue of the laws of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map and does hereby consent to the above certificate of Owner(s).

IN WITNESS WHEREOF, its ___ has caused these presents to be signed by ___ at ___ this ___ day of ___.

Personally came before me this ___ day of ___, the above named officers of said corporation to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

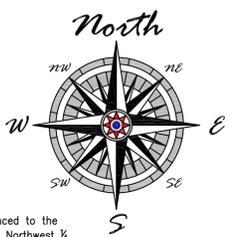
Notary Public My Commission Expires ___ Brown County, Wisconsin

STATE OF WISCONSIN } SS COUNTY OF BROWN }

Stony Ridge

Parts of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Northwest 1/4 of Section 8, T31N-R28E, in the Village of Sister Bay, Door County, Wisconsin.

Graphic Scale



There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats. Certified ___, 20__ Department of Administration

Legend

- 2.38" (o.d.) x 18" iron pipe weighing 3.65 lbs/lin. foot set
1" iron pipe found
Door County monument - type noted
all other lot and outlet corners marked with a 1.32" (o.d.) x 18" iron pipe weighing 1.68 lbs/lin. foot.
all linear measurements have been made to the nearest hundredth of a foot.
all distances on curves are arc lengths.
() recorded as bearing / distance
30' building setback (unless otherwise noted)
12' utility easement (unless otherwise noted)
no vehicular access
DTPP dedicated to the public

Bearings referenced to the South line of the Northwest 1/4 of Section 8, T31N-R28E, assumed to be N89°37'04"E.

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Approved for the Village of Sister Bay this ___ day of ___, 20__.

Christy M. Sully Village Clerk

CERTIFICATE OF THE DOOR COUNTY TREASURER

As duly elected Door County Treasurer and Village of Sister Bay Treasurer, we hereby certify that the records in our offices show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in this Plat as of the dates listed below.

Door County Treasurer Date Village of Sister Bay Treasurer Date

Christy M. Sully Village Clerk

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Approved for the Village of Sister Bay this ___ day of ___, 20__.

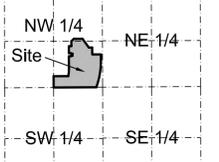
Christy M. Sully Village Clerk

Door County Treasurer Date Village of Sister Bay Treasurer Date

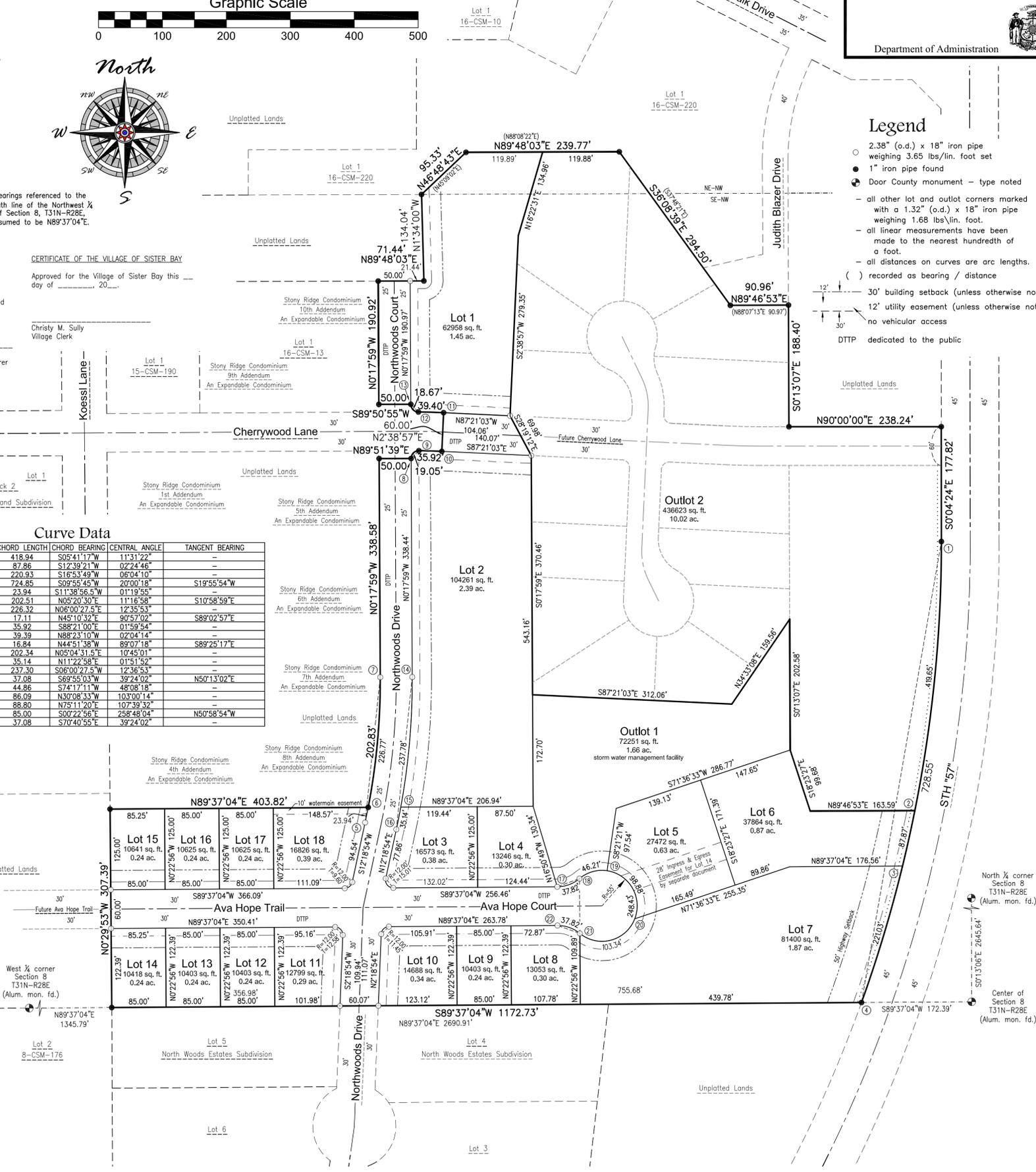
Curve Data

Table with columns: CURVE, ARC LENGTH, RADIUS, CHORD LENGTH, CHORD BEARINGS, CENTRAL ANGLE, TANGENT BEARING. Contains 22 rows of curve data.

Location Map



Section 8, T31N-R28E Village of Sister Bay Door County, Wisconsin



SCALE 1"=100'

DRAWN BY BAR

TAX PARCEL NO. - Stony Ridge

Mau & Associates LAND SURVEYING & PLANNING CIVIL & WATER RESOURCE ENGINEERING Phone: 920-434-9670 Fax: 920-434-9672

Stony Ridge Development LLC

PROJECT NO. L-18907

SHEET NO. 1 of 1

DRAWING NO. P-2190

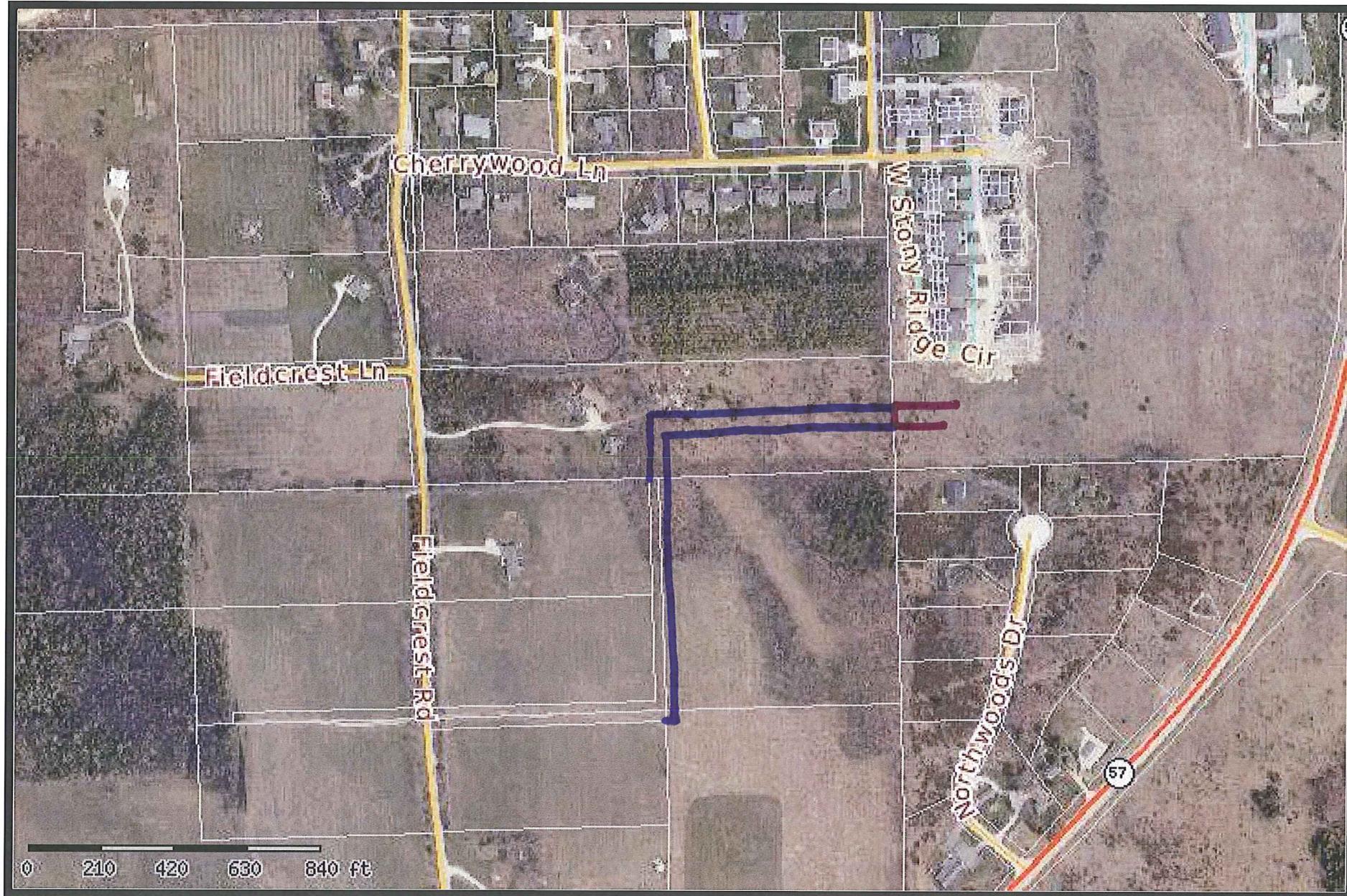
Map

Printed 01/27/2014 courtesy of Door County Land Information Office

... from the Web Map of ...
(//www.co.door.wi.gov)



Door County, Wisconsin
... for all seasons!



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.