



PLAN COMMISSION MEETING AGENDA

Tuesday, April 28, 2015 at 5:30 P.M.

Sister Bay-Liberty Grove Fire Station – 2258 Mill Road, Sister Bay, WI

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

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. Consider a motion to approve a Certified Survey Map for the Village of Sister Bay; Restrictions required by DNR for grant receipt.
2. Consider a motion to grant conditional approval for a Certified Survey Map for a future transaction by the Village of Sister Bay to acquire the Braun Property at Mill and Bay Shore Dr.
3. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
4. 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 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, MARCH 24, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4 (APPROVAL PENDING)
5

6 The March 24, 2015 meeting of the Plan Commission was called to order by Chairperson Dave
7 Lienau at 5:36 P.M.

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

11
12 **Excused:** Eric Lundquist and Shane Solomon

13
14 **Others:** Stan Wilson, Keith Garot, Mark Kunstman, John Ostran and Gary Dooley.

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

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

19 Jackson noted that the property the Old School was located on has been sold to a developer,
20 and a number of people have called the Village Office to complain that the school was being
21 demolished. The developer did offer the building to the Sister Bay Historical Society, and also
22 offered to pay for a portion of the moving costs, but unfortunately those costs were just one part
23 of the equation. The building was in such a sad state that it probably could have been
24 condemned; it contained asbestos, the roof leaked, and it would have cost hundreds of
25 thousands of dollars to renovate it. There was talk about selling the Old School property for ten
26 years, but no one from the public actually stepped forward to offer to save the building. A
27 number of the building materials will be repurposed.

28
29 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
30 He also noted that no new correspondence had been received.

31
32 **Approval of the agenda:**

33 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the March 24,*
34 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

35
36 **Approval of minutes as published:**

37 **As to the minutes for the February 24, 2015 meeting of the Plan Commission:**

38 *Grutzmacher indicated that she was not in attendance at the February 24, 2015 meeting and*
39 *was excused.*

40
41 *Lienau noted that the minutes should be amended in such fashion that the sentence which*
42 *begins on Page 1 – Line 20 reads, “Solomon” asked if anyone wished to comment regarding a*
43 *non-agenda item.*

44
45 *A motion was made by Baker, seconded by Howard that the minutes for the February 24, 2015*
46 *meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*
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Business Items:**Item No. 1. Discussion regarding the Development Agreement with Stony Ridge Development, LLC; and consider a motion to approve that document and forward it to the Village Board:**

A site plan for the Stony Ridge Expansion Project was presented by Stan Wilson and Keith Garot, and they explained the various components of that plan. The Stony Ridge Expansion Project will consist of multi-family and single family housing units, condominiums, and storage units, and the proposed improvements will have a total assessed value of approximately \$5,075.00. Construction will occur in phases. In order for the expansion project to come to fruition certain infrastructure improvements will be required, and Garot has asked the Village to loan him \$530,000 to cover those expenses. The infrastructure improvements will be dedicated to the Village. Garot has also arranged financing through the Bank of Luxemburg.

Jackson noted that a draft of a proposed Development Agreement for the Stony Ridge Expansion Project was included in the meeting packets, and the Commission members jointly reviewed that document.

A motion was made by Lienau, seconded by Baker that the Plan Commission recommends that the Village Board approve the Development Agreement with Stony Ridge Development, LLC which was reviewed at this meeting, on the condition that dates and applicable text must be inserted in all the highlighted areas on that document. Motion carried – All ayes.

Item No. 2. Discussion regarding signage design and site plans for the Country Walk Shops; and consider a motion to approve those plans and forward appropriate elements to the Parks Committee for further action:

Jackson presented signage design plans for the Country Walk Shops as well as a diagram depicting the proposed locations for those signs. There are no issues with locating the proposed signage on Site 1, Site 2 and Site 3, but Site 4 is actually Village owned property. Therefore, Plan Commission and Parks, Properties and Streets Committee approval will be required.

A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves the signage design plans for the Country Walk Shops as well as the diagram depicting the location of those signs which were reviewed at this meeting, on the condition that the Village's Parks, Properties and Streets Committee must grant approval for Site 4 to be utilized. Motion carried – All ayes.

Item No. 3. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:

Jackson gave the following oral report:

- *Several years ago the Plan Commission authorized Bob Kufirin, who was the Village Administrator, and Denise Bhirdo, who was the Chair of the Plan Commission, to approve all Sign Permit Applications on the condition that any signs which could be deemed to be non-compliant or of a questionable nature must still be presented to the Commission for review. It was the consensus that Jackson and Lienau shall continue to follow this practice.*
- The management of Premier Real Estate is moving forward with their development plans.
- It appears that the Birchwood Lodge Pool House will be constructed in the near future.
- Work is steadily progressing on the Line Burial Project as well as the Beach Reconstruction Project.

- Hopefully the grant funds for the Beach Reconstruction Project will be released in the near future. Several citizens have sent letters of support to the Joint Finance Committee.

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

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

Adjournment:

A motion was made by Howard, seconded by Grutzmacher to adjourn the meeting of the Plan Commission at 6:35 P.M. Motion carried – All ayes.

Respectfully submitted,

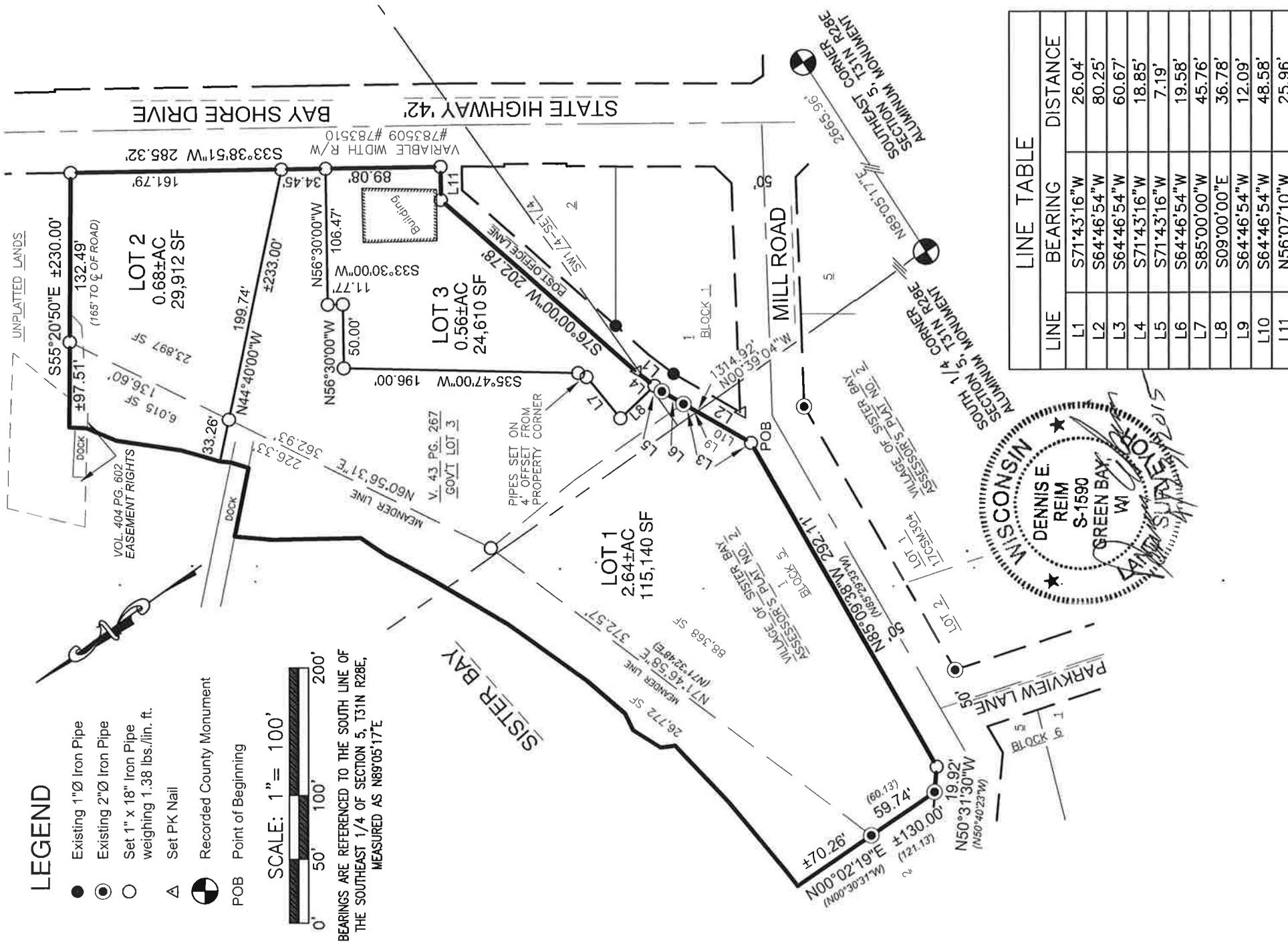


Janal Suppanz,
Assistant Administrator

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CERTIFIED SURVEY MAP

ALL OF LOT 1, BLOCK 5, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, BEING PART OF GOVERNMENT LOT 3 & 4, PART OF THE SW1/4 OF SECTION 5, T31N, R28E, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



LEGEND

- Existing 1"Ø Iron Pipe
- ⊙ Existing 2"Ø Iron Pipe
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- △ Set PK Nail
- ⊙ Recorded County Monument
- POB Point of Beginning



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, T31N R28E, MEASURED AS N89°05'17"E

LINE	BEARING	DISTANCE
L1	S71°43'16"W	26.04'
L2	S64°46'54"W	80.25'
L3	S64°46'54"W	60.67'
L4	S71°43'16"W	18.85'
L5	S71°43'16"W	7.19'
L6	S64°46'54"W	19.58'
L7	S85°00'00"W	45.76'
L8	S09°00'00"E	36.78'
L9	S64°46'54"W	12.09'
L10	S64°46'54"W	48.58'
L11	N56°07'10"W	25.96'



Robert E. Lee & Associates, Inc.
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 1250 CENTENNIAL CENTRE BOULEVARD
 HOBART, WI 54155
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 PHONE: (920) 662-9641
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SURVEYOR'S CERTIFICATE

I, Dennis E. Reim, Professional Land Surveyor, do here certify that by the order and under the direction of the owners listed hereon, that I have surveyed, divided and mapped all of Lot 1, Block 5, Village of Sister Bay Assessor's Plat No. 2, being part of Government Lot 3 and 4, part of the Southwest 1/4 of the Southeast 1/4, all being a part of Section 5, T31N, R28E, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the South One-Quarter Corner of said Section 5;
thence N00°39'04"W, 1314.92 feet to the northerly right of way of Post Office Lane;
thence S64°46'54"W, 80.25 feet along said right of way to the intersection of the northerly right of way of Mill Road, the POINT OF BEGINNING;
thence N85°09'38"W, 292.11 feet along said northerly right of way of Mill Road;
thence N50°31'30"W, 19.92 feet along said northerly right of way of Mill Road;
thence N00°02'19"E, 59.74 feet along the west line of said Lot 1 to a meander corner being S00°02'19"W, 70.26 feet more or less from the shore of Sister Bay;
thence N71°46'58"E, 372.57 feet along said meander line;
thence N60°56'31"E, 362.93 feet along said meander line to meander corner on the north line of lands described in Volume 43 of Records, Page 267, said meander corner being S55°20'50"E, 97.51 feet more or less from the shore of Sister Bay;
thence S55°20'50"E, 132.49 feet along said north line to the westerly right of way of S.T.H. "42", Bay Shore Drive;
thence S33°38'51"W, 285.32 feet along said right of way to the northerly right of way of Post Office Lane;
thence N56°07'10"W, 25.96 feet along said right of way;
thence S76°00'00"W, 202.78 feet along said right of way;
thence S71°43'16"W, 26.04 feet along said right of way;
thence S64°46'54"W, 80.25 feet along said right of way to the POINT OF BEGINNING.

Including all lands laying between the described meander line and the shore of Sister Bay.

Said parcel contains 3.89± acres (169,662 Square Feet) of land, more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have complied with the Provisions of Chapter 236.34 of the Wisconsin Statutes and Platting Regulations of the Village of Sister Bay in the surveying, mapping and dividing of the same.



Dated this 23 day of April, 2015.


Dennis E. Reim, PLS #1590

VILLAGE OF SISTER BAY OWNER'S CERTIFICATE

The Village of Sister Bay, a municipality duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said municipality caused the land on this plat to be surveyed, mapped and divided as represented hereon. the Village of Sister Bay does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to for approval or objection:

Village of Sister Bay

David W. Lienau
VILLAGE PRESIDENT

Christy Sully
VILLAGE CLERK

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Resolved that this plat which has been duly filed for approval of the Village Board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village board of

Sister Bay on the _____ day of _____, 2015.

David W. Lienau
VILLAGE PRESIDENT

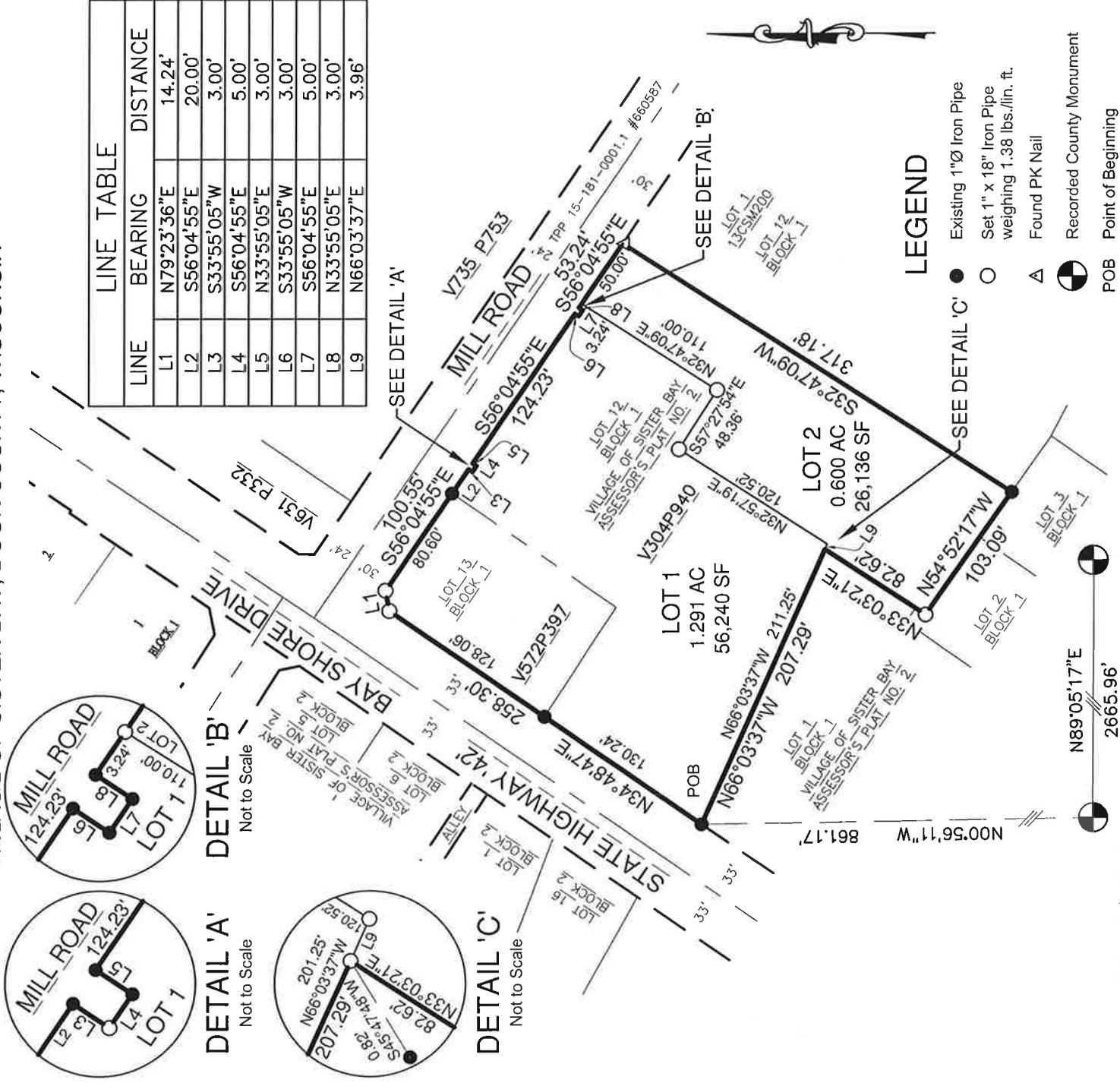
Christy Sully
VILLAGE CLERK



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CERTIFIED SURVEY MAP

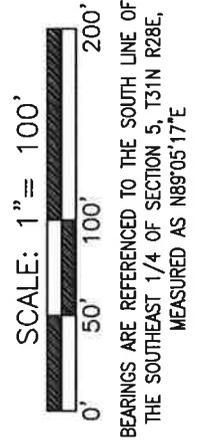
PART OF LOT 12 AND LOT 13, BLOCK 1, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, LOCATED IN SECTION 5, TOWN 31 NORTH - RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N79°23'36"E	14.24'
L2	S56°04'55"E	20.00'
L3	S33°55'05"W	3.00'
L4	S56°04'55"E	5.00'
L5	N33°55'05"E	3.00'
L6	S33°55'05"W	3.00'
L7	S56°04'55"E	5.00'
L8	N33°55'05"E	3.00'
L9	N66°03'37"E	3.96'

LEGEND

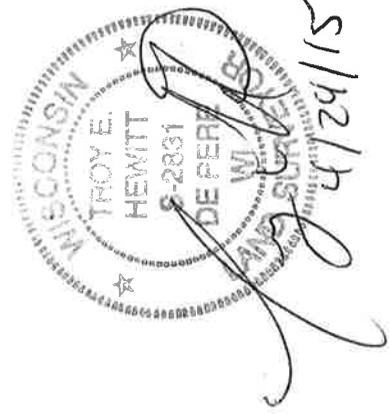
- Existing 1"Ø Iron Pipe
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- ▲ Found PK Nail
- ⊙ Recorded County Monument
- POB Point of Beginning



SOUTH 1/4 CORNER SECTION 5, T31N R28E ALUMINUM MONUMENT

N89°05'17"E 2665.96'

SOUTHEAST CORNER SECTION 5, T31N R28E ALUMINUM MONUMENT



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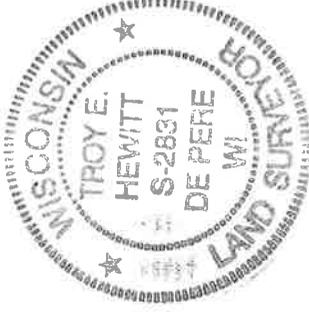
SURVEYOR'S CERTIFICATE

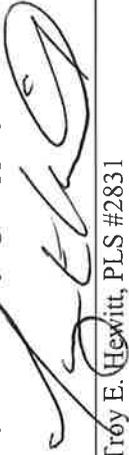
I, Troy E. Hewitt, Professional Land Surveyor, do here certify that by the order and under the direction of the owners listed hereon, that I have surveyed, divided and mapped part of Lot 12 and Lot 13, of Block 1, Village of Sister Bay Assessor's Plat No. 2, being part of Section 5, T31N, R28E, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the Southeast Corner of said Section 5;
thence S89°05'17"W, 2665.96 feet on the south line of the Southeast 1/4 of said Section 5 to the South 1/4 Corner of said Section 5;
Thence N00°56'11"W, 861.17 feet to the southwest corner of said Lot 12, the POINT OF BEGINNING;
Thence N34°48'47"E, 258.30 feet on the easterly right of way of State Trunk Highway '42';
Thence N79°23'36"E, 14.24 feet on said easterly right of way to the southerly right of way of Mill Road;
thence on said southerly right of way of Mill Road in the next nine courses:
Thence S56°04'55"E, 100.55 feet;
Thence S33°55'05"W, 3.00 feet;
Thence S56°04'55"E, 5.00 feet;
Thence N33°55'05"E, 3.00 feet;
Thence S56°04'55"E, 124.23 feet;
Thence S33°55'05"W, 3.00 feet;
Thence S56°04'55"E, 5.00 feet;
Thence N33°55'05"E, 3.00 feet;
Thence S56°04'55"E, 53.24 feet to the west line of Lot 1, Volume 13 of Certified Survey Maps, Page 200, Map Number 2223;
Thence S32°47'09"W, 317.18 feet on said west line to the southwest corner of said Lot 1;
Thence N54°52'17"W, 103.09 feet on a south line of said Lot 12;
thence N33°03'21"E, 82.62 feet on a west line of said Lot 12;
Thence N66°03'37"W, 207.29 feet on a south line of said Lot 12 to the POINT OF BEGINNING;

said parcel contains 1.891 acres (82,376 Square Feet) of land, more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have complied with the Provisions of Chapter 236.34 of the Wisconsin Statutes and Platting Regulations of the Village of Sister Bay in the surveying, mapping and dividing of the same.




Troy E. Hewitt, PLS #2831 _____ Date 4/24/15

VILLAGE OF SISTER BAY OWNER'S CERTIFICATE

The Village of Sister Bay, a municipality duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said municipality caused the land on this plat to be surveyed, mapped and divided as represented hereon. the Village of Sister Bay does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to for approval or objection:

Village of Sister Bay _____
Christy Sully
VILLAGE CLERK

David W. Lienau _____
VILLAGE PRESIDENT

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Resolved that this plat which has been duly filed for approval of the Village Board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village board of Sister Bay on the ____ day of _____, 2015.

David W. Lienau _____
VILLAGE PRESIDENT

Christy Sully
VILLAGE CLERK



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