



JOINT PLAN COMMISSION, & ECONOMIC DEVELOPMENT COMMITTEE MEETING AGENDA

Tuesday, December 15, 2015 at 5:00 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 convene into closed session pursuant to Wis. Stat. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Consider a motion to reconvene into Open Session.
3. Consider a motion to take action, if required.
- 4. Adjourn Economic Development Committee**
5. Public Hearing on a CSM for parcels 181-0006312844p and 181-0006312844f located on Chalet Ln. Discussion on the proposed CSM; consider a motion to refer on to the Village Board for approval.
6. Discussion on Review Process for commercial projects; consider a motion for action if necessary.
7. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits.
8. 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 **MINUTES FOR THE JOINT MEETING OF THE VILLAGE BOARD, PLAN COMMISSION,**
2 **PARKS COMMITTEE & THE ECONOMIC DEVELOPMENT COMMITTEE**
3 **TUESDAY, NOVEMBER 24, 2015**
4 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
5 **UNAPPROVED VERSION**

6
7 The November 24, 2015 joint meeting of the Village Board, the Plan Commission, the Parks
8 Committee and the Economic Development Committee was called to order by Village
9 President, Plan Commission Chair, Parks Committee Chair and Economic Development
10 Committee member Dave Lienau at 5:31 P.M.

11
12 **Present:** President Lienau, Trustees Pat Duffy and Kathy Enquist, Trustee, Plan Commission
13 member and Parks Committee member Scott Baker, Plan Commission members Don Howard
14 and Nate Bell, Parks Committee member Sharon Doersching, Economic Development
15 Committee Chair Larry Gajda, and Economic Development Committee members Dan Mortier
16 and Denise Bhirdo.

17
18 **Excused:** Trustee and Parks Committee member John Clove, Trustee Nora Zacek, Plan
19 Commission member Marge Grutzmacher, Economic Development Committee member
20 Jennifer Dahl, and Plan Commission member Eric Lundquist.

21
22 **Absent:** Economic Development Committee members Jimmy Grasse, Mike Flood and Bill
23 Chaudoir.

24
25 **Others:** Jamie Brown of Living Labs, Tom Brown, Paige Funkhouser, Drew Bickford, Mary Kay
26 Shumway and Charlie Henriksen.

27
28 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

29
30 **Comments, correspondence and concerns from the public:**

31 Lienau noted that no new correspondence had been received, and then asked if anyone wished
32 to comment regarding a non-agenda item. No one responded.

33
34 **Approval of the agenda:**

35 *A motion was made by Duffy, seconded by Baker that the Agenda for the November 24, 2015*
36 *joint meeting of the Village Board, the Plan Commission, the Parks Committee and the*
37 *Economic Development Committee be approved as presented. Motion carried – All ayes.*

38
39 **Approval of minutes as published:**

40 **As to the minutes for the October 27, 2015 meeting of the Plan Commission:**

41 *A motion was made by Baker, seconded by Howard that the minutes for the October 27, 2015*
42 *meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

43
44 **Business Items:**

45 **Item No. 1. Presentation regarding the Wayfinding Signage Master Plan, and Review of Survey**
46 **Data and Consensus Designs Prepared by Living Labs; Consider a motion for action if**
47 **necessary:**

48 Jamie Brown of Living Labs recapped the entire wayfinding study process, and presented the
49 wayfinding signage survey data as well as a proposed Wayfinding Plan. That plan includes

1 artists renderings of the different types, styles and colors of signage which are being proposed
2 for the Village. Between twenty and thirty people responded to the previously mentioned
3 survey. Brown stressed that wayfinding signage is not intended to be used by “locals”, but,
4 rather, first time visitors to a community. The next step in the whole wayfinding signage
5 implementation process would be for Village officials to adopt an official Wayfinding Plan.
6 After that plan is approved D.O.T. and County Sign Permits must be obtained. When the artist’s
7 rendering of the Waterfront Park sign was presented Doersching indicated that she did not like
8 the amenity icons which are displayed on that sign and does not believe they are necessary.
9 Brown responded that the icon system is “universal” and is intended to make it easier for
10 visitors from foreign countries to locate amenities. It also adds a layer of logic for people who
11 are not familiar with the area or don’t speak English. Bhirdo indicated that she believes the
12 Village facility identification signage should be bigger, and several individuals expressed
13 concern that the Village logo placard at the top of the bicycle signage will be stolen.
14

15 *It was eventually the consensus that the blade signs on the pedestrian/informational signage*
16 *should be blue rather than green. Several individuals also indicated that they don’t like the*
17 *design and size of the goat at the top of the pedestrian/informational signage, and it was the*
18 *consensus that the goat should remain but be redesigned in such fashion that he is smaller and*
19 *is “softened” somewhat. Paige Funkhouser, the SBAA Coordinator, volunteered to provide the*
20 *artist’s rendering of “Sven” to Brown. Brown stressed that considerable cost savings will be*
21 *realized if the Village’s Maintenance Department workers install all of the wayfinding signage.*
22

23 *Charlie Henriksen noted that he owns a business at the Country Walk Shops and is hopeful that*
24 *Village officials will consider creating a sufficient amount of signage which will direct people*
25 *from “downtown” to “uptown”. He also would like to see some sort of safe sidewalk or*
26 *walkway created in the vicinity of the Country Walk Shops. It was the consensus that*
27 *Henriksen’s sidewalk request shall be referred to the Parks Committee.*
28

29 *A motion was made by Duffy, seconded by Howard that the Village Board, Plan Commission,*
30 *Parks Committee and the members of the Economic Development Committee hereby adopt the*
31 *Wayfinding Signage Plan which was presented at this meeting on the condition that the blade*
32 *signs on the pedestrian/informational signage shall be changed from green to blue, and the goat*
33 *atop the pedestrian/informational signage shall be redesigned in such fashion that he is smaller*
34 *and is “softened” somewhat. Motion carried – All ayes.*
35

36 **Item No. 2. Adjournment of the portion of the meeting at which the presence of the Economic**
37 **Development Committee was required:**

38 *Bhirdo and Doersching voiced displeasure with the fact that multi-colored lights are now being*
39 *displayed on the small Christmas trees which have been erected throughout the Village. (A*
40 *number of years ago Village officials decided that white lights would be displayed on the*
41 *Village’s trees, and several business owners have kept that theme in mind when purchasing*
42 *their holiday decorations.) It was the consensus that this issue shall be referred to the Parks*
43 *Committee.*
44

45 *At 6:59 P.M. a motion was made by Bhirdo, seconded by Gajda that the portion of the meeting*
46 *at which the presence of the Economic Development Committee was required be adjourned.*
47 *Motion carried – All ayes.*
48

49 *A brief recess was taken, and the Village Board, Plan Commission members and the members of*
50 *the Parks Committee reconvened at 7:11 P.M.*

1 **Item No. 3. Discussion regarding the old Texaco site in Hendrickson Park and review of a**
2 **Phase II Limited Geoprobe Assessment study proposal from Robert E. Lee & Associates;**
3 **Consider a motion for action if necessary:**

4 Some time ago the Village was notified by the DNR that there is some degree of contamination
5 in the area of what is commonly referred to as “the Hendrickson Park restrooms”. (At one time
6 there was a gas station in that location.) Because the contamination was discovered a Phase II
7 Limited Geoprobe Assessment Study is required, and a proposal was requested from the
8 Village’s engineering firm, Robert E. Lee & Associates. That document was included in the
9 meeting packets, and the Board, Commission and Committee members jointly reviewed it. The
10 cost of the previously mentioned study will be approximately \$3,000.00.

11
12 *A motion was made by Doersching, seconded by Baker that Robert E. Lee & Associates shall be*
13 *retained to perform a Phase II Limited Geoprobe Assessment at 10671 N. Bay Shore Drive in*
14 *accord with the proposal which was reviewed at this meeting. Motion carried – All ayes.*

15
16 **Item No. 4. Adjournment of the portion of the meeting at which the presence of the Parks**
17 **Committee was required and recess of the portion of the meeting at which the presence of the**
18 **Village Board was required:**

19 *At 7:19 P.M. a motion was made by Lienau, seconded by Baker that the meeting of the Village*
20 *Board be recessed and the portion of the meeting at which the presence of the Parks*
21 *Committee was required be adjourned. Motion carried – All ayes.*

22
23 **Item No. 7. Review of a proposal from Tom Brown concerning the pharmacy building at the**
24 **Country Walk Shops (Informational in nature; since this is an “Over-the-Counter” Permit**
25 **item):**

26 Tom Brown represents the individuals who have purchased the “drug store” at the Country
27 Walk Shops. They would like to replace some windows, remove the existing front door and
28 replace it with French doors, and add a standing seam metal roof as well as a glass cupola to
29 the building. Remodeling plans were included in the meeting packets, and the Commission
30 members jointly reviewed all of that documentation.

31
32 Generally speaking an “Over-the-Counter” Permit could have been issued for the work Brown
33 would like to do, but such a permit has not been issued yet. (At a previous meeting some of the
34 Commission members had stressed that before any permits were actually issued for remodeling
35 of existing commercial buildings, they wanted to review the plans to ensure that the Village’s
36 architectural standards would be met.)

37
38 Enquist indicated that she owns a unit at the Country Walk Shops, and it is her understanding
39 that the members of the Country Walk Owner’s Association are not opposed to the proposed
40 remodeling.

41
42 Suppanz pointed out that she has found that business owners become quite frustrated in
43 circumstances such as this because construction delays are realized, which, in some instances
44 can create hardships.

45
46 *Discussion took place regarding this issue, and several of the Commission members indicated*
47 *that they do not believe any of the Plan Commission members wanted to inconvenience*
48 *business owners or create hardships for them. It was the consensus that architectural review*
49 *standards for commercial properties and applicable policies and procedures shall be addressed*
50 *at the next meeting of the Plan Commission.*

1 **Item No. 5. Review of Section 900 of the Sister Bay Zoning Code; Consider motions to refer**
2 **for further action if appropriate:**

3 A number of questions have arisen regarding the application of §66.0911 of the Zoning Code
4 when property owners want to change or modify an existing structure which has been deemed
5 to a “non-conforming use” because of setback issues. The words “modified” and “remodeled”
6 which appear in that section are especially problematic.

7
8 *It was the consensus that revisions to §66.0911 shall be considered at the next meeting of the*
9 *Plan Commission.*

10
11 **Item No. 6. Review of a proposal for a change in occupancy for The Inn on Maple property,**
12 **and an expansion of use; Consider a motion for action if necessary:**

13 Collin and Sara Doherty submitted an Offer To Purchase for The Inn on Maple, which is
14 located at 2378 Maple Drive, and that offer has been accepted. The Dohertys would like to
15 open a restaurant in the previously mentioned building, but also want to continue operating the
16 existing bed & breakfast, so technically that is considered a “change of use”. The question has
17 arisen as to whether the Plan Commission will require a Conditional Use Permit for the
18 restaurant, so a Zoning Permit Application as well as a Conditional Use Permit Application and
19 accompanying documentation were included in the meeting packets. There are still some
20 parking issues which have to be addressed, and Jackson is working with the Dohertys on
21 resolving those issues. It was the consensus that a Conditional Use Permit will not be required.

22
23 *A motion was made by Howard, seconded by Bell that Collin and Sara Doherty’s request to*
24 *operate a restaurant as well as a bed and breakfast in The Inn on Maple, which establishment is*
25 *located at 2378 Maple Drive, is approved as presented, and the Zoning Administrator shall see*
26 *that an applicable Zoning Permit is issued. Motion carried – All ayes.*

27
28 **Item No. 8. Report by the Zoning Administrator regarding development activities, various**
29 **enforcement actions, and issuance of Sign and Zoning Permit:**

30 Jackson gave the following oral report:

- 31 • Vinton Construction, REI, and the D.O.T. have made incredibly impressive
32 headway on the Bay Shore Drive Reconstruction Project. Hopefully the
33 sidewalks on both sides of the street and the new street lights will be installed
34 before Christmas. Two-way traffic is again allowed downtown!!!!
- 35
36 • The employees from Hockers Construction are working on the Sledding Hill
37 Project. A “crown berm” and straw bales will be added to direct sleds toward
38 the bottom of the hill. Pat Hockers has assured Jackson that the hill will be
39 functional and safe.
- 40
41 • Significant progress is being made on the Beach Project. The rainwater gardens
42 have been graded and plantings are being made in accord with the landscaping
43 plan. Sod will also be installed in the high traffic areas.
- 44
45 • Construction is underway on the Niagara Ridge Project.
- 46
47 • Preliminary plans have been reviewed and approved by the Plan Commission
48 for the Harbor View Project.
- 49

- 1 • Keith Garot received new bids for the infrastructure for his expansion project
2 and is currently working on the necessary paperwork.
3
- 4 • He will be working on Code enforcement in the near future.
5

6 **Item No. 9. Adjournment of the Plan Commission Meeting and reconvening of the portion of**
7 **the meeting at which the presence of the Village Board was required:**

8 *At 7:51 P.M. a motion was made by Howard, seconded by Baker that the October 27, 2015*
9 *meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

10
11 *Another brief recess was taken and the Village Board reconvened at 7:55 P.M.*

12
13 **Item No. 10. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
14 **§19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or**
15 **negotiate the purchase of public properties, the investment of public funds, or conduct other**
16 **specified public business, whenever competitive or bargaining reasons require a closed**
17 **session.**

18 *At 7:56 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
19 *into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*
20 *benefits, and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the*
21 *investment of public funds, or conduct other specified public business, whenever competitive*
22 *or bargaining reasons require a closed session.*

23
24 *A roll call vote was taken on that motion, and the Board members voted in the following*
25 *fashion:*

26
27 *Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.*

28 *Motion carried.*

29
30 **Item No. 11. Consider a motion to reconvene into open session:**

31 *At 8:50 P.M. a motion was made by Lienau, seconded by Duffy that the Village Board*
32 *reconvene into Open Session.*

33
34 *Another roll call vote was taken on that motion, and the Board members again voted in*
35 *the following fashion:*

36
37 *Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.*

38
39 *Motion carried.*

40
41
42 **Item No. 12. Consider a motion for action, if required:**

43 *A motion was made by Duffy, seconded by Lienau that the Village Administrator shall*
44 *carry out the actions which were discussed in closed session. Motion carried – All ayes.*

45
46 **Item No. 13. Matters to be placed on a future agenda or referred to committee,**
47 **official or employee:**

48 *It was the consensus that:*
49

- 1 • *Charlie Henriksen's request for a sidewalk or walking path in the vicinity of the*
2 *Country Walk Shops will be referred to the Parks Committee.*
3
4 • *The Plan Commission will be asked to clarify the procedures they would*
5 *like to see followed in instances where an "Over-The-Counter" permit*
6 *could be issued to a business owner wishing to remodel an existing*
7 *building.*
8
9 • *At the next meeting of the Parks Committee Steve Mann will be asked to*
10 *explain why multi-colored rather than white lights are being displayed on*
11 *the Village's small Christmas trees.*
12

13 **Adjournment:**

14 *A motion was made by Duffy, seconded by Baker to adjourn the meeting of the Village Board*
15 *at 9:32 P.M. Motion carried – All ayes.*
16

17 Respectfully submitted,

18 

19 Janal Suppanz,
20 Assistant Administrator



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, December 15, 2015 at 5:00 P.M.** or shortly thereafter, for the purpose of considering proposed map amendments to the Zoning Map. Sections of the Zoning Map to be considered include adoption of a CSM for parcels 1810006312844p and 1810006312844f on Chalet Ln.

The purpose of this public hearing is to obtain comments and input from the public on the proposed Map amendments.

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

Written testimony, including email, will 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; and a summary of all letters will be presented at the meeting, but individual letters may 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, WI during normal business hours, 8:00am. -4:00p.m.

By order of the Plan Commission of the Village of Sister Bay.

Zeke Jackson
Zoning Administrator
zeke.jackson@sisterbaywi.gov

CERTIFIED SURVEY MAP

9

LOCATED:

PARTLY IN THE SE 1/4 OF THE SE 1/4 OF SECTION 6 AND PARTLY IN
THE NE 1/4 OF THE NE 1/4 OF SECTION 7, ALL IN T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

BUILDING ZONE =

- ' RIGHT-OF-WAY SETBACK
- ' FRONT-YARD SETBACK
- ' REAR-YARD SETBACK
- ' SIDE-YARD SETBACK

Caveat:

Building zones depicted are based on zoning setbacks in effect at the time this map was produced and should not be relied upon without first obtaining written verification thereof from the Village of Sister Bay and any other local zoning authorities.

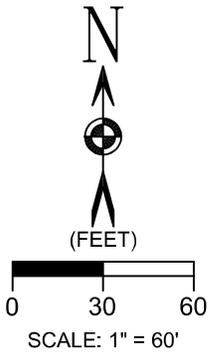
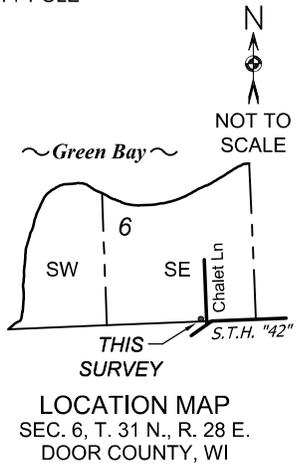
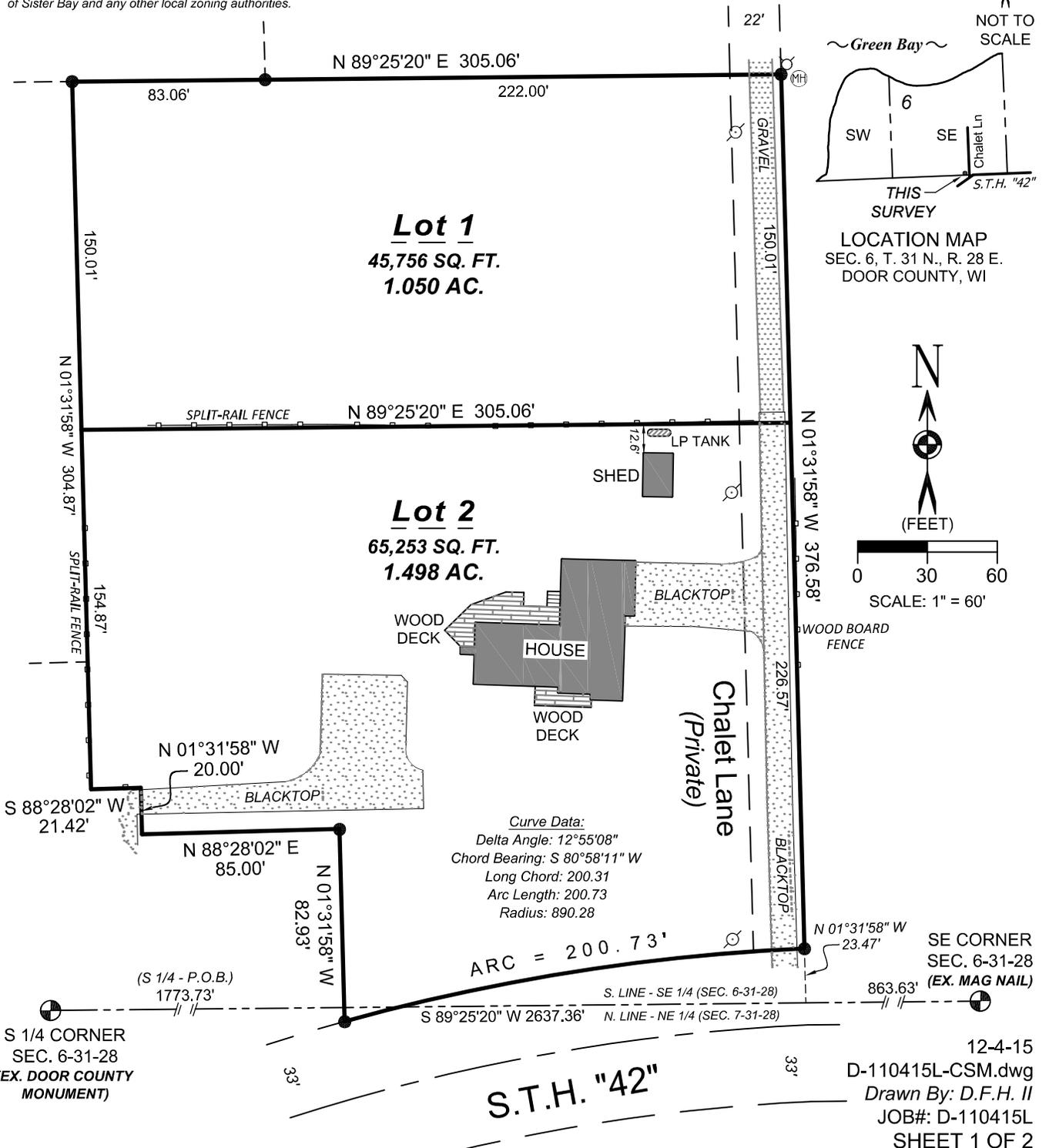
SURVEYOR'S NOTES:

BEARINGS REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 6-31-28 BEARING S 89°25'20" W BASED FROM PREVIOUS SURVEYS.

RECONFIGURING TAX PARCEL #181-00-06312844P & 44F LOCATED AT 10611 CHALET LANE.

LEGEND

- = U.S. PUBLIC LAND SURVEY CORNER (AS NOTED)
- = EXISTING 1" IRON PIPE
- = UTILITY POLE



12-4-15
D-110415L-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-110415L
SHEET 1 OF 2