

1
2 *Kim Erzinger of 2370 Parkview Lane asked if the existing use for the property at 10478 STH 57*
3 *will still be considered “conforming” if the lot size is reduced, and Jackson responded that in*
4 *accord with State law it will be.*

5
6 *At 5:40 P.M. Lienau asked if anyone else wished to comment or ask questions, and when no*
7 *one responded he declared that the Public Hearing was officially closed.*

8
9 *A motion was made by Howard, seconded by Baker that the Plan Commission approves of the*
10 *proposed amendments to the Official Map for the Village of Sister Bay which were reviewed at*
11 *this meeting, and recommends that the Certified Survey Map for Parcel No. 181-00-*
12 *08312813G1, which has been assigned an address of 10478 STH 57 and is commonly referred*
13 *to as the “Voyager Inn” be approved as presented. Motion carried – All ayes.*

14
15 **Item No. 2. Public Hearing on a PUD proposal for Parcel No. 181-00-08312822W, which**
16 **property has been assigned an address of 2450 Bittersweet Lane and is commonly referred to**
17 **as the “Schaffer property”; Discussion regarding the PUD proposal and associated plans;**
18 **Consider motion for action if appropriate:**

19 *At 5:44 P.M. Lienau called the public hearing on a PUD proposal for Parcel No. 181-00-*
20 *08312822W, which property has been assigned an address of 2450 Bittersweet Lane and is*
21 *commonly referred to as the “Schaffer property” to order.*

22
23 In February the Plan Commission members indicated that they would be willing to look at
24 documents related to a Planned Use Development (PUD) for the Schaffer property which is
25 located at 2450 Bittersweet Lane. William Anderson would like to restore the barn on the
26 Shaffer property and convert that building into office space for himself and others. He would
27 also like to construct storage units on that property, but if that occurred screening would be
28 done. If a PUD were to be created for the Schaffer property the setbacks could be greatly
29 reduced. Applicable plans and elevation drawings as well as a proposed Development
30 Agreement were included in the meeting packets, and the Commission members jointly
31 reviewed all of that documentation. During the review process some revisions were suggested
32 and Jackson noted all of them.

33
34 *Mike Walker asked the following questions:*

- 35 • *How many garage units are depicted on the plans? Jackson responded that there will be*
36 *ten garage units, and they all will be accessed off Bittersweet Lane.*
- 37 • *Will the proposed use be considered a “change in use”? Jackson responded that it was*
38 *not.*
- 39 • *Will the proposed use be considered a “change in intensity of use”? Jackson responded*
40 *that it quite likely would be.*
- 41 • *Will the parking areas on the Schaffer property be lit? Jackson responded that the*
42 *parking areas will be lit, and then explained the Village’s lighting regulations.*

43
44 *Mary Kay Shumway asked if the neighbors on Bittersweet Lane were given notice that this*
45 *Public Hearing would be conducted, and Jackson responded that all owners of properties*
46 *within 300’ of the property line were mailed Public Hearing Notices.*

47
48 *At 5:59 P.M. Lienau asked if anyone else wished to comment regarding the previously*
49 *mentioned PUD proposal, and when no one else responded he declared that the public hearing*
50 *was closed.*

1 *A motion was made by Grutzmacher, seconded by Bell that the Plan Commission*
 2 *recommends that the Planned Use Development (PUD) Agreement and related*
 3 *documents for Parcel No. 181-00-08312822W, which has been assigned an address of*
 4 *2450 Bittersweet Lane and is commonly referred to as the "Schaffer property", be*
 5 *approved as amended. Motion carried – All ayes.*

6
 7 Discussion then turned to the architectural features of the buildings in the PUD on the Schaffer
 8 property, and the Commission members jointly reviewed the plans which were included in the
 9 meeting packets. Bill Anderson indicated that he intends to side the buildings with vinyl siding,
 10 and presented samples of the colors he was considering. (Green base, taupe top, and light gray
 11 doors and trim.) Jackson noted that the Zoning Code requires that there be "breaks" on long
 12 buildings, but the Commission could waive that requirement. It was the consensus that as long
 13 as the buildings are screened no "breaks" will be required. The Commission members pointed
 14 out that cupolas are depicted on the plans which were included in the meeting packets, and
 15 indicated that they don't really believe that architectural feature is necessary. Anderson was
 16 asked to present actual color renderings at the next meeting of the Plan Commission.

17
 18 *A motion was made by Grutzmacher, seconded by Howard that the site plans and architectural*
 19 *designs for the proposed buildings on the "Schaffer" property which is located at 2450*
 20 *Bittersweet Lane are approved as amended at this meeting, on the condition that actual color*
 21 *renderings must be presented at the next meeting of the Commission, and Drainage and*
 22 *Lighting Plans for the property must be approved by the Village's Engineer. Motion carried – All*
 23 *eyes.*

24
 25 **Item No. 3. Discussion on an outdoor seating and bar addition area for Al Johnson's**
 26 **Restaurant and Butik, and review of associated plans and documents; Consider appropriate**
 27 **motions for action if necessary:**

28 Lars Johnson has presented a preliminary proposal for an outdoor seating area and bar addition
 29 area at Al Johnson's Swedish Restaurant and Butik, and the Commission members jointly
 30 reviewed preliminary site plans and elevation drawings as well as a draft of an applicable
 31 Development Agreement. Construction will start as soon as possible, but Johnson is certain that
 32 fish boils will be conducted and an outdoor seating area created soon.

33
 34 *A motion was made by Bell seconded by Howard that the Plan Commission recommends that*
 35 *the Development Agreement which pertains to the addition of an outdoor seating and bar*
 36 *addition area at Al Johnson's Swedish Restaurant and Butik, as well as related documents be*
 37 *approved as presented. Motion carried – All ayes.*

38
 39 **Item No. 4. Discussion on an outdoor seating plan and bar addition/area for the Inn at**
 40 **Kristopher's, which is located at 10716 N. Bay Shore Drive; Consider appropriate motions for**
 41 **action if necessary:**

42 Michael Daubner has extended an offer on the Inn at Kristopher's, which is located at 10716 N.
 43 Bay Shore Drive. Daubner is seeking all requisite municipal approvals as a precursor to
 44 purchasing the property, and would like to create an outdoor seating and bar addition area on
 45 it. Proposed site plans were included in the meeting packets, and the Commission members
 46 jointly reviewed all of that documentation. The Plan Commission approved of the creation of
 47 the outdoor seating area and bar addition, and also waived the parking requirements for the
 48 property at 10716 N. Bay Shore Drive, contingent upon Daubner securing the property.

49

1 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves*
 2 *the plans which were submitted by Michael Daubner for creation of an outdoor seating and bar*
 3 *addition area at the Inn at Kristopher's, located at 10716 N. Bay Shore Drive, and waives the*
 4 *parking requirements for that property Motion carried – All ayes.*

5
 6 **Item No. 5. Discussion on the Gokey condo proposal for the unaddressed parcel of Village**
 7 **owned land on the corner of Mill Road and Parkview Lane; Consider appropriate motions for**
 8 **action if necessary:**

9 A draft of a Development Agreement which will be entered into with Al Gokey and pertains to
 10 the unaddressed parcel of Village owned land on the corner of Mill Road and Parkview Lane as
 11 well as condo documents, site plans, schematic elevation drawings, and floor plans were
 12 included in the meeting packets, and the Commission members jointly reviewed all of that
 13 documentation. The previously mentioned property is commonly referred to as “the Old Helm’s
 14 Cottage Lot”. Jackson pointed out that the plans call for the propane tank on the property to be
 15 buried.

16
 17 Steve Thomas was present and presented samples of the siding Al Gokey would like to utilize
 18 on his building. The upper portion of it will be *Diamond Kote Light Gray*, the lower portion of it
 19 will be *Diamond Kote Pelican Gray*, the gables and tower will be *Diamond Kote Maple*, and
 20 the shingles will be a more neutral gray color.

21
 22 *A motion was made by Grutzmacher, seconded by Howard that the plans and Development*
 23 *Agreement which will be entered into with Al Gokey for the unaddressed parcel of Village*
 24 *owned land on the corner of Mill Road and Parkview Lane which were reviewed at this meeting*
 25 *are all approved as presented. Motion carried – All ayes.*

26
 27 **Item No. 6. Report by the Zoning Administrator regarding development activities, various**
 28 **enforcement actions, and issuance of Sign and Zoning Permit:**

29 Jackson indicated that he intends to give his monthly report at the regular monthly meeting of
 30 the Plan Commission which has been scheduled for 5:30 P.M. on April 19, 2016.

31
 32 **Item No. 7. 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 April 12, 2016 special*
 39 *meeting of the Plan Commission at 7:01 P.M. Motion carried – All ayes.*

40
 41 Respectfully submitted,

42 

43 Janal Suppanz,
 44 Assistant Administrator

- 1 (m) Modification of standards.
- 2 The Plan Commission may modify any of
- 3 the above standards by a 3/4-majority vote
- 4 of the Commissioners, but only if supple-
- 5 mental design elements or improvements
- 6 are incorporated into the project, which
- 7 compensate for the modification of the par-
- 8 ticular standard.
- 9 (n) Compliance.
- 10 Landscaping shall be completed within 12
- 11 months of a certificate of occupancy in ac-
- 12 cordance with the approved landscaping
- 13 and site plan. All landscaped and open
- 14 space areas shall be continually main-
- 15 tained in accordance with the approved
- 16 landscaping and site plan. It is the respon-
- 17 sibility of the owner to ensure that the
- 18 premises are properly maintained. Mature
- 19 vegetative screens shall be maintained by
- 20 the property owner to retain the required
- 21 spacing and height characteristics. Howev-
- 22 er, trees may be thinned provided an
- 23 opaque screening is still maintained.
- 24

25 **Sec. 66.1065 Utilities in Rights of Way**

26 The Village finds compelling public interest in
 27 protecting the public health, safety and welfare of
 28 its residents and properties in ensuring that all
 29 utilities are buried or located so as to mitigate
 30 damage to nearby buildings, structures, vehicles,
 31 as well as to reduce risks posed by storms which
 32 threaten service interruption, traffic disruption,
 33 and unsafe street conditions by being located in
 34 the Village Right of Way, regardless of any utility
 35 easement located thereon.

36 No Public or Private Utility or other person may
 37 locate any pole, tower, or other equipment on the
 38 Village Right of Way without first seeking a permit
 39 from the Village of Sister Bay Zoning Administra-
 40 tor. Location of Public Utilities shall be restricted
 41 under the police powers reserved by the Village.

42 (a) Poles placed after April 1, 2016:

43 All Utility Poles located in the Village Right of
 44 Way require a permit, for which a fee of \$50 shall
 45 apply for each pole. Poles must not exceed a
 46 height of 35 feet.

47 Poles exceeding 35 feet may be allowed by con-
 48 ditional use permit. Plan Commission must hold
 49 a public hearing for each proposed pole, with a
 50 Class II notice being inserted into the paper of
 51 record. All property owners within 1000 feet
 52 shall also be mailed notice of the proposed condi-

53 tional use. The conditional use must be approved
 54 with a 3/4 vote of the Plan Commission.

55 To be considered for a conditional use permit,
 56 Poles exceeding 35 feet in height must have a set-
 57 back of twice their height from any driveway, fire
 58 hydrant, building or structure, mailbox, flower-
 59 bed, flagpole, public or private parking space,
 60 public or private public parking lot, drainage cul-
 61 vert, or catch basin.

62 The requester of the conditional use permit must
 63 submit plans and specifications indicating to the
 64 satisfaction of the Village's engineers that the pro-
 65 posed pole can manage the load of wires, equip-
 66 ment, or attachments proposed. No pole shall be
 67 granted approval until after a review and approval
 68 by the Village's engineers. No review of a permit
 69 will begin until the requester has submitted all re-
 70 quired documentation, and paid a plan review fee
 71 of \$250.00, a Conditional Use Application fee of
 72 \$400.00 plus a deposit of \$5000.00 to cover the
 73 cost of engineering review.

74 No poles are permitted in the area depicted on
 75 TID No. 1's boundary area. No poles are allowed
 76 on any public or private streets created and initial-
 77 ly improved after April 1, 2016.

78 The Village shall charge an inventory and safety
 79 inspection fee of \$5.00 on every pole within its
 80 incorporated boundaries in order to ensure their
 81 safety, and to ensure that no non-permitted poles
 82 are located in the Village Right of Way. This in-
 83 spection will occur in even numbered years, and
 84 companies shall be invoiced for the inspection at
 85 their office of record. Poles will be marked with a
 86 nailed metal placard with the Village's markings
 87 to ensure that no new poles are installed without
 88 a permit.

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