

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, JANUARY 28, 2025
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVED VERSION

At 5:30 P.M. on Tuesday, January 28, 2025 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Patrice Champeau, Nate Bell, Ron Kane, Laurel Harff, and Mitch Ohnesorge.

Staff Members: Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz

Others: Kurt Harff, James Lohmiller, Chad Kodanko, “Heather”, Dave Matasek, James Lohmiller, Chris Schmeltz, Jamie Sanger, Mary Kay Shumway and Ben Kornowski.

Agenda Item No. 2: Approval of the Agenda:

Motion by Bell, second by Harff that the Agenda for the January 28, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 3: Approval of minutes as published:

Motion by Harff, second by Kane that the minutes for the November 26, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence and concerns from the public:

Bhirdo asked if anyone would like to comment regarding a non-agenda item, but no one responded. She then noted that an e-mail that was received from Steve Musinsky had been included in the digital meeting packets. (In his e-mail Mr. Musinsky explains a number of different street lighting requirements, and also describes several of the Dark Sky initiatives that he is aware of.)

Agenda Item No. 5. Discussion/Action Items:

(a) Temporary Use; Portable Sauna; Dorr Hotel – 2329 Mill Road:

James Lohmiller, the Manager of The Dorr Hotel, which business is located at 2329 Mill Road, has asked if it would be possible for he and his associates to see that a sauna which is displayed on a trailer is parked on the hotel grounds on February 8 and 9, 2025, as they will be hosting a health & wellness event. In accord with the provisions of §66.0302 of the Zoning Code the Zoning Administrator, the Plan Commission Chair, or the Village President may allow such a use, but in some instances a referral must be made to the Plan Commission. Due to the fact that the sauna will be on a trailer and will be displayed downtown Schmelzer determined that a referral should be made to the Plan Commission, and, therefore, a related site plan and photos of the sauna and trailer that will be utilized if the required permissions are granted were included in the digital meeting packets. Mr. Lohmiller was present and answered all the questions the Commission members had concerning the health and wellness event and the display of the sauna.

Motion by Bell, second by Harff that the Plan Commission grants permission for representatives of The Dorr Hotel to see that a sauna which is displayed on a trailer and will be utilized during a health and wellness event

1 *to be conducted on February 8, 2025 and February 9, 2025, is parked on the hotel grounds from February 7,*
2 *2025 through February 10, 2025, on the condition that if any damage is done to the adjacent Village owned*
3 *property when the trailer is driven across it, that property must be restored to the satisfaction of Village officials.*
4 *Motion carried – All ayes.*
5

6 **(b) Development Agreement Amendment; Exterior Revisions; Eagle Mechanical; Highway 57:**

7 On November 19, 2024 the Village Board approved a Development Agreement that allowed the owners of
8 Eagle Mechanical to see that an HVAC/Plumbing contractor workshop and sales facility is constructed off of
9 Highway 57. The owners of Eagle Mechanical have now decided that they would actually like to utilize a
10 different type and color of siding and trim on their new building, and, therefore, this matter was referred back
11 to the Plan Commission. If the owners' request is granted the new building will be brown with black gables,
12 trim, windows and doors, rather than midnight blue with clay and white accents. The brand name and color of
13 the preferred siding is "Nichiha Vintagewood Cedar" fiber cement board, and color renderings of the new
14 building that depict what it will look like with the proposed changes were included in the digital meeting
15 packets.
16

17 *Motion by Bell, second by Harff that the Plan Commission recommends that the Village Board approve the*
18 *Amended Development Agreement for the contractor workshop and sales facility that the owners of Eagle*
19 *Mechanical will be constructing off of Highway 57. That Development Agreement shall be amended in such*
20 *fashion that it states that the exterior of the new building will be brown with black gables, trim, windows and*
21 *doors, and the specific brand and color of the siding that will now be utilized on the new building will be "Nichiha*
22 *Vintagewood Cedar" fiber cement board. Motion carried – All ayes.*
23

24 **(c) Architectural Review/Site Plan Review; Façade and Entrance Improvements; Husby's; 10641 N Bay Shore**
25 **Drive:**

26 The owners of Husby's, which establishment is located at 10641 N. Bay Shore Drive, would like to remodel the
27 front façade of their building in such fashion that it appears more historic in nature. If their request is granted
28 new windows and siding will be installed on the building, and the parapet will no longer be just one height.
29 Since the Plan Commission serves as the Architectural Review Board for the Village, this issue was added to the
30 Agenda for this meeting. Related building plans and elevation drawings were included in the meeting packets,
31 and the Commission members jointly reviewed all of that documentation. During the review process
32 Schmelzer noted that if the plans are approved the railing on the entry-way to Husby's that is located at the
33 corner of N. Bay Shore Drive and Maple Drive will be replaced. Due to its close proximity to the right-of-way
34 the entry is "non-conforming", but since the Plan Commission has proposed a text amendment that will allow
35 non-conforming building exits and landings, she did not require that a variance be requested. Chad Kodanko,
36 one of the owners of Husby's, was present and answered all the questions that the Commission members had
37 concerning the proposed remodeling project. He also explained that cedar shake siding that matches the siding
38 that was utilized on "The Garage" at Husby's as well as new "barn style" light fixtures that are black in color
39 will be installed. The Commission members asked if the existing sign will continue to be utilized, and Mr.
40 Kodanko stated that it is his understanding that it will be, but it may have to be moved.
41

42 Bhirdo stated that she believes all the proposed renovations will look very nice, and the other Commission
43 members wholeheartedly agreed.
44

45 *Motion by Kane, second by Harff that the Plan Commission grants permission for the owners of Husby's to see*
46 *that the building that is located at 10641 N. Bay Shore Drive is remodeled in the fashion that is depicted on the*
47 *elevation drawings and building plans that were reviewed at this meeting, on the condition that if the existing*
48 *sign for Husby's is going to be moved a Sign Permit will be required, and before any new light fixtures are*

1 *installed the Village Administrator and the Plan Commission Chair must be provided related spec. sheets and*
2 *grant written approval for those fixtures to be utilized. Motion carried – All ayes.*
3

4 **(d) Site Plan Review; Retail Area Expansion and Alpaca Displays; “Alpaca to Apparel”; 2340 Mill Road:**

5 Ben Kornowski from “Alpaca To Apparel”, has submitted an Offer To Purchase for the property that is located
6 at 2340 Mill Road and would like to convert most of the first floor area of the building that formerly housed
7 Pipka’s and “Glo” to retail space. He would also like to retain the rental on the second floor of the building, and
8 would like to display his Alpacas on the lawn from time to time. In total eight parking stalls will be required for
9 the proposed use, and in an attempt to satisfy the Village’s parking regulations Mr. Kornowski has proposed
10 that he be allowed to utilize the existing dumpster stall for parking. (If that occurs the dumpster that is currently
11 on-site will be removed and replaced with standard trash bins.)
12

13 The Alpacas will never be stabled in the Village, and instead, two or three of them (typically a mother and her
14 baby as well as another adult female) will periodically be trailered from the area where they are stabled to the
15 property at 2340 Mill Road, and will temporarily be on display inside a picket fence that is approximately four
16 feet high. (Mr. Kornowski stated that he operates a similar business in Fish Creek, WI and has found that the
17 Alpacas are a very popular attraction. He also noted that he has heard “nothing but good comments” about
18 the fact that they are on display.) Because there is not sufficient parking for the truck and trailer that will be
19 used to transport the Alpacas at 2340 Mill Road, the Plan Commission would either have to grant a one-time
20 parking credit of three stalls or impose the condition that the truck and trailer may never remain on-site
21 overnight.
22

23 Harff expressed concerns that there is potential for Mr. Kornowski’s Alpacas to become quite stressed as they
24 will be on display in a very small, rather congested and busy area, three days a week from May through
25 November, and Champeau agreed. Champeau also expressed concerns that there is potential for precedence
26 to be set. She is very concerned that other business owners in the Village will decide that they also want to
27 display different breeds of animals, which could lead to “all kinds of problems”.
28

29 Mr. Kornowski responded that he truly cares about all of his Alpacas, and has no intention of ever doing or
30 allowing anything to happen that would harm any of them or cause them to become stressed.
31

32 Schmelzer noted that if Mr. Kornowski is granted the required permissions, she is recommending that the Plan
33 Commission formulate specific conditions related to the Alpaca displays, and is also recommending that the
34 following additional conditions be imposed:

- 35 • The on-site landscaping is to be maintained;
- 36 • Any dead or dying vegetation must be replanted in as timely a fashion as possible; and,
- 37 • The trash and recycling bins must be kept under the stairs and screened from view by a fence.
38

39 *Motion by Bell, second by Kane that the Plan Commission grants permission for Ben Kornowski from “Alpaca*
40 *To Apparel” to convert most of the first floor area of the building that formerly housed Pipka’s and “Glo”, that*
41 *is located at 2340 Mill Road, to retail space. Permission is also granted for Mr. Kornowski to retain the rental*
42 *on the second floor of the previously mentioned building, and display his Alpacas in both of the areas on the*
43 *lawn at 2340 Mill Road that are designated on the site plan that was included in the digital meeting packets,*
44 *but the Alpacas will only be allowed to be on display on Saturdays and Sundays from May through November,*
45 *as well as on the Friday of Fall Fest Weekend. All of the previously mentioned permissions are granted subject*
46 *to the following conditions:*

- 47 • *All on-site landscaping must be maintained, and any dead or dying vegetation must be replanted in as*
48 *timely a fashion as possible;*

- 1 • *The trash and recycling bins for the property must be kept under the stairs and screened from view by*
- 2 *a fence;*
- 3 • *The trailer that is used to haul the Alpacas may never be parked in the parking lot on the property;*
- 4 *and,*
- 5 • *A permit will be required for any fencing that is installed on the property.*

6
7 *Motion failed as there was a tie vote –*

8 *Ayes - Bhirdo, Kane and Bell;*

9 *Nays - Ohnesorge, Champeau and Harff.*

10
11 *A motion was then made by Harff, seconded by Bhirdo that the Plan Commission grants permission for Ben*
12 *Kornowski from “Alpaca To Apparel” to convert most of the first floor area of the building that formerly housed*
13 *Pipka’s and “Glo”, that is located at 2340 Mill Road, to retail space. Permission is also granted for Mr. Kornowski*
14 *to retain the rental on the second floor of the previously mentioned building, and display his Alpacas in the area*
15 *on the lawn at 2340 Mill Road that has been designated “Area 1” on the site plan that was included in the*
16 *digital meeting packets, on the condition that that area must be expanded in such fashion that the Alpacas*
17 *have as much room to roam about as possible. Before “Area 1” is actually expanded a related site plan must*
18 *be presented to and approved in writing by the Village Administrator and the Chair of the Plan Commission,*
19 *and the Alpacas will only be allowed to be on display on Saturdays and Sundays from May through November,*
20 *as well as on the Friday of Fall Fest Weekend. All of the previously mentioned permissions are granted subject*
21 *to the following conditions:*

- 22 • *All on-site landscaping must be maintained, and any dead or dying vegetation must be replanted in as*
- 23 *timely a fashion as possible;*
- 24 • *The trash and recycling bins for the property must be kept under the stairs and screened from view by*
- 25 *a fence;*
- 26 • *The trailer that is used to haul the Alpacas may never be parked in the parking lot on the property;*
- 27 *and,*
- 28 • *A permit will be required for any fencing that is installed on the property.*

29
30 *A roll call vote was taken on that motion, and the Plan Commission members voted in the following fashion:*

31
32 *Bhirdo – Aye; Harff – Aye; Bell – Aye; Kane – Aye; Ohnesorge – Nay; Champeau – Nay.*

33
34 *Motion carried.*

35
36 **(e) Proposed Text Amendments; Chapter 66 – B-2 Overlay:**

37 **(f) Proposed Text Amendments; Chapter 66 – B-3 Building Height Limitations:**

38 **(g) Proposed Text Amendments; Chapter 50 & Chapter 66 – Miscellaneous Provisions**

39 Drafts of documents that contain all the revisions that the Plan Commission members formulated at their last
40 meeting concerning the proposed B-2 Historic Overlay District regulations, the proposed B-3 Building Height
41 Limitations, and several miscellaneous provisions that are contained in Chapters 50 and 66 of the Municipal
42 Code were included in the digital meeting packets, and the Commission members jointly reviewed all of that
43 documentation. During the review process Schmelzer and Suppanz took note of all the suggested revisions.

44
45 *It was the consensus that a Public Hearing shall be conducted regarding all of the previously mentioned*
46 *Municipal Code revisions at the next regularly scheduled monthly meeting of the Plan Commission that will take*
47 *place at 5:30 P.M. on Tuesday, March 25, 2025. Schmelzer indicated that she will see that all the agreed upon*

1 *revisions are made to the drafts, and will also see that related Public Hearing Notices are prepared and*
2 *processed in as timely a fashion as possible.*

3
4 **(h) Proposed Re-Draft of Floodplain Ordinance:**

5 Last spring a Floodplain Zoning Ordinance was adopted by the Village, and that ordinance was modelled after
6 the template that had been provided to Schmelzer by employees from the Wisconsin Department of Natural
7 Resources. Recently DNR officials asked that the Village's Floodplain Ordinance be re-adopted as the wrong
8 template had apparently been provided and/or utilized, and, therefore, another Public Hearing will be
9 required. Staff members intend to see that a re-draft of a Floodplain Ordinance that is modelled after the
10 correct template as well as a related Public Hearing Notice are prepared and processed ASAP.

11
12 *It was the consensus that a Public Hearing shall also be conducted regarding the Re-Draft of the Floodplain*
13 *Ordinance at the March 25, 2025 meeting of the Plan Commission.*

14
15 **(i) Identify Location for Marge Grutzmacher's "Little Library"**

16 The decision has been made that a "Little Library" should be erected somewhere in the Village in honor
17 of Marge Grutzmacher's service to the community; but, in particular, the number of years she served as
18 a member of the Plan Commission. Schmelzer noted that she has not had an opportunity to reach out to
19 Marge to determine what the "Little Library" should actually look like yet, but the members of the Parks,
20 Property & Streets Committee have requested that the Plan Commission decide where it should be
21 located.

22
23 *Discussion took place regarding this issue, and it was the consensus that Marge's "Little Library" should*
24 *be placed along the path that is adjacent to the existing bench that bears her name in Waterfront Park. It*
25 *was also the consensus that Bhirdo and Schmelzer shall decide upon the actual design of Marge's "Little*
26 *Library", and Linczmaier was asked to see that it is created and installed in as timely a fashion as possible.*

27
28 **(j) Review Draft Comprehensive Plan; Schedule Informational Session/Public Hearing:**

29 A draft of the proposed Comprehensive Plan for the Village was included in the digital meeting packets,
30 and the Commission members jointly reviewed that document. During the review process Schmelzer took
31 note of all the suggested revisions, and indicated that she will see that the document is revised in as timely
32 a fashion as possible.

33
34 *It was the consensus that a Public Hearing shall be conducted on the Draft Comprehensive Plan on Tuesday,*
35 *March 4, 2025 at 5:30 P.M. Motion carried – All ayes.*

36
37 **Agenda Item No. 6. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**
38 **Employee:**

39 **Agenda Item No. 7. Next Meetings:**

40 *The next regular monthly meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday,*
41 *February 25, 2025.*

42 *At that meeting the following issues will be addressed:*

- 43 • **Public Hearings and discussion regarding all of the previously mentioned Municipal Code revisions.**
- 44 • **Discussion regarding the Village's R-4 District regulations**
- 45 • **Discussion regarding the Village's Dark Sky regulations**

1 *A Special Meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday, March 4, 2025, and*
2 *at that meeting a Public Hearing will be conducted regarding the draft of the Villages Twenty Year*
3 *Comprehensive Plan.*

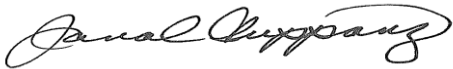
4
5 *It was also the consensus that the following issue shall be addressed at a future meeting of the Plan*
6 *Commission.*

- 7 • **Discussion regarding the Village's Bluff Protection regulations**

8
9 **Agenda Item No. 9. Adjournment:**

10 *At 8:40 P.M. a motion was made by Kane, seconded by Harff that the January 28, 2025 regular monthly*
11 *meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

12
13 Respectfully submitted,

14 

15 Janal Suppanz,
16 Administrative Assistant
17
18