

**VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, JUNE 24, 2025
APPROVED**

1. Call to Order & Roll Call

Chair Bhirdo called the meeting to order at 5:30 p.m. and took roll call.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Steve Bacsi, Nate Bell, Patrice Champeau, Laurel Harff, Skip Heidler, Ron Kane

Staff Member(s): Village Administrator Julie Schmelzer

Others: Only four people signed the attendance sheet - Kurt Harff; Kim Erzinger; Ken Church; Rick Dahlstrom. Also present, however, were Karl Fauerbach (virtually), Bjorn Johnson and his client, Marc Savard.

2. Approval of Agenda

Motion by Kane, second by Harff, to approve the agenda as presented. Motion carried unanimously.

3. Approval of May 27, 2025, Meeting Minutes

Heidler noted a typo on page 4, line 17. Motion by Heidler, second by Champeau, to approve the minutes as amended. Motion carried unanimously.

4. Comments, Correspondence and concerns from the Public

In addition to the correspondence in the meeting packet, Attorney Bjorn Johnson spoke to the letter he sent on behalf of his clients, Amedee and Marc Savard, which was in the meeting packet, and indicated he was available if there were questions. Bhirdo indicated since the letter was not an agenda item, the Commission could not discuss the matter.

5. Public Hearing, Discussion, Action:

a) Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.

Bhirdo opened the hearing at 5:34 p.m. Schmelzer read the notice and shared a brief summary of the conditional use permit request and distributed a survey from the file showing building locations. Fauerbach was available via Zoom to answer questions. Discussion focused on the distance the addition would be from the shed located in the area of the common element. Since the shed had no fire wall, and was not ten feet from the addition, the Plan Commission had concerns about its location; discussion followed. The hearing closed at 5:52 p.m.

Motion by Harff, second by Champeau, to recommend to the Village Board approval of the conditional use permit subject to the condition that if the shed is rebuilt, or relocated, or the vegetation thinned or removed so as to result in the shed being visible from the road, a permit be obtained; the condominium is to understand sheds are not allowed in front yards and cannot be rebuilt in the same location. Motion carried unanimously.

6. Discussion/Action Items

a) Development Agreement Amendment; Time Extension; 2399 Maple Dr; Luna View; Al Gokey

Schmelzer explained the Development Agreement Amendment the Plan Commission previously recommended to the Village Board was remanded back to the Plan Commission to revise the completion deadline. During the meeting it was noted the original Development Agreement allowed Mr. Gokey until June 30 to work on his project and by consensus they therefore authorized him to continue to work on the development until that date. Discussion followed regarding a deadline for completion.

Motion by Harff, second by Kane, to send property owners within 300 feet of the development a letter explaining the Village Board is to review the timeline extension request at their July 15 meeting. The letter is to seek input as to whether Mr. Gokey should be allowed to work until July 15; or, resume work only after Labor Day; or, wait until after Fall Fest to complete the work. Motion carried: Aye-6; Nay-1 (Bell voted no explaining he did not support Mr. Gokey being allowed to work until June 30)

b) Setback and Building Material; Temporary Vendor Shed; Waterfront Park

Schmelzer shared information about a temporary shed for a park vendor operating at Waterfront Park that the Parks, Property & Streets Committee had approved, subject to Plan Commission approval. She distributed an aerial photo showing the approximate location the Parks Committee had recommended. The shed was erected and houses eBikes and does not meet the required side yard setback, and, is made of metal, which is not allowed in Sister Bay. On June 16 the Parks, Property & Streets Committee noted the shed close to the water and near the west property line, in view of the Yacht Club. They elected to have the shed relocated further from the water to protect the view from the Yacht Club, and allow it to be less than five feet from the property line. The Plan Commission didn't object to the shed being closer to the lot line than allowed, but felt allowing a metal shed would set a precedent.

Motion by Bhirdo, second by Champeau, to deny the request and order the shed removed. Motion carried unanimously.

7. Permit Report

Schmelzer explained she forgot to include the report in the meeting packet and would include it in next month's packet.

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

Bhirdo requested a text amendment be presented when the Commission presents its next set of text amendments: Setbacks for commercial vendors' accessory structures on public parklands.

9. Next Meeting

It was confirmed the next regular meeting would be July 22, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station.

10. Adjournment

Motion by Harff, second by Kane, to adjourn. Motion carried unanimously. The meeting adjourned at 6:49 p.m.

Respectfully recorded by Sue Clarke, Village Clerk, and submitted by Julie Schmelzer, Village Administrator