

# VILLAGE OF EGG HARBOR PLAN COMMISSION

TUESDAY JANUARY 26, 2021 – 12:00 P.M.

Members of the public can join the meeting by video conference:

<https://villageofegg Harbor.zoom.us/j/94130060330>

Members of the public with limited internet are encouraged to join by phone:

Call in Number: 312 626 6799 Meeting ID: 941 3006 0330

Joe Smith, Chair - Present

Kathy Navis, Commissioner - Present

Emily Pitchford, Commissioner - Present

Jon Kolb, Commissioner - Present

Paula Cashin, Commissioner - Present

Lou Nyberg, Commissioner - Present

Cambria Mueller, Commissioner - Present

## Agenda:

1. Call Meeting to Order
  - a. Joe Smith called the meeting to order at 12:00pm
  - b. Audience Attendance: Mike Simon, Alyssa Rasmusson, Andrew Wagener, Bill Aubrey, Bill White, Bob Wolter, Caleb Despina, Erin Anschutz, Chris Roedel, Michael Schwantes, Mike Declene, Rob Pollman, Sophie Parr, Connor Christopherson, David Pollman, Lisa VanLaanen, Matt Frydach, Michael Higgins, Skyler Witalison, John Heller
  - c. Staff Present: Lydia Semo, Tom Strong
2. Approve Agenda
  - a. **Cambria Mueller moved to approve the agenda.**
  - b. **Seconded by Lou Nyberg.**
  - c. **Motion unanimously carried.**
3. Pledge of Allegiance
4. Approval of January 12, 2021 Meeting Minutes
  - a. **Joe Smith moved to approve the January 12, 2021 Minutes.**
  - b. **Seconded by Paula Cashin.**
  - c. Paula Cashin: Correction on page 5, item number 7, second bullet, correct to “farther.” Page 6 bullet number 5, third sentence, should say “if there is an increase”.
  - d. **Motion unanimously carried.**
5. Open Session
  - a. Lisa VanLaanen: I would like to thank Joe and the Pollmans for sending me the specs on the Shipwrecked project. It is a positive initiative for Egg Harbor, I especially like the stonework and hardscaping details, it should be a great addition to downtown. I would like to discuss parking, the Trustees voted 4-1 in January to remove on-street parking for public development. Then when it came time to encode this, the Trustees were persuaded to hold off. I am asking the Commissioners to include this project in any new parking regulations the Trustees will enact in the coming months. Another issue I would like to address is a 50-foot shared driveway with Signature Pieces that could potentially become a Village issue. I see that a curb and gutter is planned on the property line, I wonder if the 5-foot setback for curb and gutter works for both properties. If that curb and gutter goes on the property line, it would present a very narrow ingress and egress area for the driveways.
  - b. Cambria Mueller: Has there been any correspondence about the Shipwrecked property?
  - c. Tom Strong: It is included in the packet.
  - d. Mike Schwantes: As a property owner in downtown Egg Harbor, we would like to go on

record endorsing the expansion of the Shipwrecked property. We know the Pollmans do things first class and will do this right.

6. Church Street Project Plat Approval

- a. *Mike Simon went through the presentation on the project. Please, see video recording for more detailed information.*
- b. Kathy Navis: On the street plan there is the center line of the road and two lanes of traffic, above that is parking?
- c. Mike Simon: On a right of way plat, the standard is to just show the existing area. The rest of it would be on the plan.
- d. Kathy Navis: I am not clear what our role is in this.
- e. Tom Strong: With the CTH G project, there was a step that needed a stamp of approval from the Plan Commission to make sure you do not see any red flags. If there are any issues, that would be forwarded to the PPW Committee.
- f. Joe Smith: It is also done to make sure it is in line with the Comprehensive Master Plan.
- g. *Mike Simon showed aspects of the plan relevant to this project.*
- h. Cambria Mueller: I know when the overflow marina parking lot was blacktopped, that created a lot of water issues with surrounding properties. Is there any way to prepare the properties downhill from this with the added parking spaces, sidewalks, etc.? I am concerned with adding more blacktop and sidewalks. I like the idea, I would just like us to be prepared.
- i. Lisa VanLaanen: Those properties down below already had issues, but it was exacerbated. The Village spent a lot of money putting in sewer drains along Harbor School Road to help mitigate that.
- j. Mike Simon: There will be curb and gutter and storm sewer placed all the way through.
- k. Cambria Mueller: I just want to make sure that the Village will take care of any problems that may arise.
- l. Joe Smith: Is there any storm sewer on Church Street currently?
- m. Mike Simon: There is some in front of Newport.
- n. Joe Smith: Where does the new storm sewer discharge to?
- o. Mike Simon: The corner of Church Street and Harbor School Road.
- p. Joe Smith: That is a horrible idea, that needs to be addressed. That is the area that cannot keep up, and the infrastructure beyond that cannot handle it.
- q. *The Commissioners discussed storm sewer issues in the area. Please refer to video recording for detailed information.*
- r. *Mike Simon continued reviewing the plat and plan.*
- s. Kathy Navis: For what it is worth, to the Parks and Public Works I think it is a great idea to put sidewalks on the south side of CTH E and the north side of Market Street.
- t. Cambria Mueller: In regard to the Comprehensive Master Plan, to make the Village more circular, the sidewalks should be installed at the same time as the project or at least within 5 years of project completion.
- u. Jon Kolb: It should be included for pedestrian safety and parking; we need them to give pedestrians a safe way to get back and forth from where they park to HWY 42.
- v. **Cambria Mueller moved to approve the plat with the recommendations of the storm water management plans, with the consideration to look at sidewalk extensions on CTH E and Harbor School Road.**
- w. **Seconded by Lou Nyberg.**
- x. **Motion unanimously carried.**

7. Nevins Family Trust Certified Survey Map Application (Parcel # 118-0134302611C1)

- a. Connor Christopherson: We are essentially taking the 4 existing parcels listed as 1, 2, and 3 and reconfiguring the existing lots and how it is displayed on this map.

- b. Tom Strong: Sophie Parr and I are satisfied that the CSM documentation for all 4 of these parcels is in place. There was a concern for flood zone and wetlands, but that was discussed, and we are satisfied with the information presented. We recommend approval of the application.
  - c. Paula Cashin: I have a concern about someone building a house on the wetlands.
  - d. Connor Christopherson: I noted that there will be no filler or building on those parts of the property. What is and what is not buildable has been identified.
  - e. Tom Strong: Right now, there are no immediate plans to build, but if they would they need to go through all the approvals required and take the delineation of the wetlands into account.
  - f. Connor Christopherson: Right now, there is no intention, as far as I know, to build.
  - g. **Joe Smith moved to recommend the Certified Survey Maps to the Village Board for final approval.**
  - h. **Seconded by Emily Pitchford.**
  - i. **Motion unanimously carried.**
8. Location move for the approved SDD application filed by Erin Anschutz for 7667 Hwy 42 (Parcel # 118-0125302641J).
- a. Erin Anschutz: I met with the excavator and he can do it the way it is, but he is concerned about digging so close to the well and having to put the slab for the garage within a 5 feet area. As we stood on the property, it made sense to move the house forward 5 feet which is still not as close to the road as other neighboring properties.
  - b. Kathy Navis: So, you are talking about moving the proposed primary dwelling 5 feet to the east, and the garage would stay where it is?
  - c. Erin Anschutz: Yes.
  - d. Tom Strong: Setback requirement is 30 feet from the right of way line. It would be in line with the other existing houses in the area. When reviewing this, I saw no real concerns with granting this.
  - e. Cambria Mueller: How far will it be from the highway once moved?
  - f. Erin Anschutz: 44-feet. I will get an updated site plan from my draftsman.
  - g. **Paula Cashin moved to approve the location move of 5-feet to the East for the SDD application filed by Erin Anschutz for 7667 HWY 42.**
  - h. **Second by Cambria Mueller.**
  - i. **Motion unanimously carried.**
9. Deliberation and possible action on the updated site plan submitted as required by the Conditional use permit application issued to Michael J. Schwantes (Village View Condominiums) for 7784 STH 42 (Parcel # 1180125302612D)
- a. *Mike Schwantes went over the updated site plan and minor changes.*
  - b. Tom Strong: Sophie and I did not see any concerns with the re-design. In the packet, there was a preliminary list of changes as well as a second list submitted with the follow-up email.
  - c. Sophie Parr: No issues to be shown for this.
  - d. Cambria Mueller: Is there an updated site plan that shows the extra balconies?
  - e. Tom Strong: It is found in the packet as a link to the site plans, there are also 11x17 printed copies in the office.
  - f. Joe Smith: The areas in red have been reconfigured and are explained in the list in the packet.
  - g. Kathy Navis: To the west of existing building there is a red circle around something with a number.
  - h. Bill Aubrey: That is the paving and landscaping, the reconfiguration in front of the existing building required 2 more parking spaces to meet the needs of the ordinance. We also now have 2 entry points to retail.

- i. *The commissioners discussed parking on the plans.*
- j. Emily Pitchford: When are you going to get started?
- k. Mike Schwantes: We hope to break ground in spring. We changed our marketing materials at a major expense to reflect what it is going to be so there will not ever be a misunderstanding.
- l. Bill Aubrey: Our true schedule will be put together after we sign contracts.
- m. Mike Schwantes: Many of the people who are looking into buying condos and moving into the retail would prefer to do that when the weather is nice. It will be a 12-month construction, we will be finalizing the schedule within the next 30 days.
- n. Kathy Navis: I recall that the demolition and blasting had to be done before our busy season.
- o. Mike Schwantes: The original plan has been substantially changed. It is from my understanding that will be done in the span of a few days. We put a tenant in on the north side of the northern building, they moved from Sister Bay. They got incredible traffic over the weekend.
- p. Kathy Navis: What is happening with the residential space in the existing building?
- q. Mike Schwantes: It will be rented out as an apartment Airbnb; the condo owners will have primary for renting for their guests at a reduced price. We will just be cleaning it up and decorating, no major renovations in the structure.
- r. Kathy Navis: I am sorry you lost the roof deck; I was excited about it.
- s. Kathy Navis: Have you sold any of the condo units?
- t. Mike Schwantes: We just got our condo documents completed and were waiting for this meeting for final approval of our changes. There have been about 6 people so far.
- u. **Joe Smith moved to approve the updated plans submitted by the Village View Condominiums as a condition of their conditional use permit that we issued to Michael Schwantes for 7784 STH 42 proposed dated January 19, 2021.**
- v. **Seconded by Kathy Navis.**
- w. Tom Strong: Condition number 7 was on the timeline but any changes to it will have to come back to this committee.
- x. **Motion unanimously carried.**

10. Sojenhomer LLC Certified Survey Map Application (Parcel # 118-1180125302612N and 118-0125302612P)

- a. Joe Smith recused himself for Agenda items 10 and 11. He will be presenting on behalf of Sojenhomer LLC as the General Manager of Shipwrecked. Cambria Mueller will chair.
- b. Joe Smith: Sojenhomer LLC purchased Christine's old property. In the new area, we have put together plans to expand the kitchen, putting in a beer garden, and reconfiguring the existing parking lot to add more parking. This CSM seeks to combine the two lots to build across the lot pending Plan Commission's approval.
- c. Tom Strong: There are no lot size concerns, from a first glance it looks like a very nice project and there are no issues from a Village perspective.
- d. Sophie Parr: It will be a smooth combination.
- e. **Kathy Navis moved to approve the Certified Survey Map as presented for Parcel # 118-1180125302612N and 118-0125302612P.**
- f. **Seconded by Paula Cashin.**
- g. Jon Kolb: Does this then get one property ID?
- h. Tom Strong: Yes, I imagine the combined property would be one of the two as the new parcel number moving forward.
- i. **Motion unanimously carried. Joe Smith abstained.**

11. Staff's first review of Conditional Use and Special Development District Permit applications filed by Sojenhomer, LLC for an addition at 7791 STH 42 (Parcel # 118- 0125302612N and 118- 0125302612P)

and scheduling of public hearing if necessary.

- a. Joe Smith: Michael Higgins did the landscape design plan, Matt Frydach is the head architect who designed the original Shipwrecked building.
- b. Emily Pitchford: What is the total square footage?
- c. Joe Smith: 18,000 sq. ft, up to the exact amount allowed by code. First, second, and basement floors are counted in that. About 1,800 sq. ft. for the addition.
- d. *The Commissioners went over the plans as presented. Please refer to video recording for detailed information.*
- e. Cambria Mueller: How many seats?
- f. Joe Smith: In the new space, adding 92 maximum. Before COVID, we were around 300 maximum seating. There will be about 60 seats in the Beer Garden, probably closer to 48 or 50 – it will not be a serviced area, just a space for people to sit. David Pollman decided we should err on the side of caution and ask high to be realistic.
- g. Matt Frydach: There will be 6 spaces in the new parking lot and the existing lot was reconfigured to add more spaces. The two lots are not connected since there is a difference in elevation.
- h. Cambria Mueller: Will there be a fence to stop people from falling off that?
- i. Matt Frydach: There will be a little bit of grading transition in the landscaping areas.
- j. Jon Kolb: Where will the entrance be?
- k. Matt Frydach: Existing entrance will be the same, there will be a new door in the existing Shipwrecked building to access the Beer Garden.
- l. Joe Smith: There is an entrance off the new parking area.
- m. Jon Kolb: Will there be covered seating?
- n. Matt Frydach: We are planning on having rolled up, glass paneled garage doors. There will be a polycarbonate cover to let light through but still serve as a shelter.
- o. Jon Kolb: Would the Beer Garden be open year-round?
- p. Joe Smith: Depends on the weather and other events in Egg Harbor.
- q. Michael Higgins: We are being very intentional with how people enter the site, use the site, and then leave the site afterward.
- r. Cambria Mueller: How does this new parking lot configuration interface with the CTH G project?
- s. Tom Strong: The plans are to move forward but there are still some discussions need to be had by the PPW Committee.
- t. Cambria Mueller: What is the impervious surface?
- u. Joe Smith: 80 point something percent. There is significant water drainage engineering, too.
- v. Skyler Witalison:  $\frac{3}{4}$  of the existing Shipwrecked building, along with the proposed addition and the patio, is clean roof water to be captured in underground chambers below the patio as stormwater treatment. The existing parking lot will flow west onto CTH G as it is right now. The proposed parking lot will be collected into a catch basin with a 2-foot sump, which will be pumped to the storm sewer along HWY 42. The green space will be graded so that the bulk of all rain will naturally infiltrate into that area, but if there is excess water it will flow into the storm sewer along HWY 42.
- w. Kathy Navis: What happens with the catch basins under the patio?
- x. Skyler Witalison: It soaks away, it will infiltrate into the ground.
- y. Joe Smith: Water drains really well there. There was 4 feet of standing water in the basement when Shipwrecked burned down, the water was drained naturally through the limestone base by the next morning.
- z. Emily Pitchford: I know with the condominium project we were sticklers with the impervious surface, but they did fit the ordinance.
- aa. Cambria Mueller: Maybe we could discuss putting this on a future agenda to consider updating our ordinance.

- bb. Tom Strong: We do not happen to have any storm water experts on our staff, we work with McMahon Engineering. Skyler reached out to McMahon very early on. They are paid by the Village for that specific purpose.
- cc. *Joe Smith discussed parking at Shipwrecked.*
- dd. Cambria Mueller: How will Shipwrecked customers know to park in the excess parking at Fat Louie's?
- ee. Joe Smith: People park once and walk to many different businesses.
- ff. Kathy Navis: We have it in the ordinance that people can share lots, but I still see a huge lack of parking. Will Shipwrecked take advantage of the fee in lieu of parking?
- gg. Joe Smith: Counting the spaces within the 500 feet still applies to us, the Village Board has not yet approved anything for parking.
- hh. Jon Kolb: So far, I like the plan, but I am extremely disappointed on parking. Where you have the 6 new spots, if you got rid of the grassy spot between that lot and the building there would be room for additional spaces.
- ii. Joe Smith: We can consider that.
- jj. Emily Pitchford: We all know that the 500 feet rule does not work so we will have to come up with something else to solve this issue.
- kk. Jon Kolb: I agree, we have to look closer at parking near site.
- ll. Kathy Navis: I do not know where we stand, legally, but I do not think that this project should be able to use the 500-foot parking rule. There is none left.
- mm. Cambria Mueller: How many parking spots could be counted based on what the plan commission recommended to the Village Board?
- nn. Tom Strong: Zero, the Village Board shot down counting adjacent spots. They wanted to change it to no on street parking at all. It will be discussed at the February 8<sup>th</sup> Village Board meeting.
- oo. Joe Smith: Based on what Plan Commission sent to the board, it would be 8 spots. After the HWY 42 road project, it will be down to 2 or 3 spots.
- pp. Cambria Mueller: I am concerned about the water fountain landscaping visuals, will there be a line-of-sight issues?
- qq. Michael Higgins: It is outside of the line-of-sight, the structure is U shaped and 17 feet tall. There will not be issues with the wind blowing water out.
- rr. *Sophie Parr went through her notes, questions, clarifications, and recommendations on the Conditional Use and Special Development District Permit. Please, see video recording for detailed information.*
- ss. Kathy Navis: There is an issue with the height of the gate even if it is that far from the street?
- tt. Sophie Parr: The code does not clarify distance from street for gates.
- uu. Joe Smith: Could we amend our SDD application to include that fence height?
- vv. Sophie Parr: I do not see why not; you would just have to submit a new application.
- ww. Michael Higgins: The holding tank for the water feature will be in a concrete tank underground.
- xx. Emily Pitchford: Could we get larger copies to view?
- yy. Tom Strong: One set of the full-sized plan is available in the office right now; Joe will be providing 11x17 plans in the coming week. I would be happy to be the collection point for additional questions and comments prior to the public hearing.
- zz. *The Commissioners discussed final comments on the project.*
- aaa. Tom Strong: I think we can have a public hearing at the February 23<sup>rd</sup> meeting, and then after that it would be up to the commission to approve during deliberation or if the additional changes are necessary. Deliberation and second public hearing could be had in March.

- bbb. **Emily Pitchford moved to schedule two public hearings for this project on February 23<sup>rd</sup>.**
- ccc. **Seconded by Paula Cashin.**
- ddd. **Motion unanimously carried. Joe Smith abstained.**

12. Zoning Report

- a. *Tom Strong summarized the most recent report from the building inspector.*

13. Correspondence

- a. *Plan Commission read correspondence letters in the packet.*

14. Open Session

- a. Lisa VanLaanen: We do have plans for HWY 42, and I would like to overlap our plans with Shipwrecked's project and Village View's project to make sure there are no issues.
- b. Cambria Mueller: Is it possible to put an impervious surface discussion on a future agenda?
- c. Joe Smith: I think that is what the Special Development District accomplishes, but there could be areas where engineering solves the older thoughts. We could discuss it in March or April.
- d. Cambria Mueller: I just worry if we work with other engineering companies in the future, it would be nice to have a set ordinance to include water management.
- e. Emily Pitchford: Sophie did research a little bit on impervious surface ratios in Door County and northeast Wisconsin, we need to look at that and figure out if they are realistic. If there are questions, who do we go to?
- f. Tom Strong: McMahon would be the one to go to.
- g. Jon Kolb: It was mentioned that bike lanes on HWY 42 could be a cause for losing parking spaces, I really hope we have time to look into diverting those bike lanes over to Church Street and eliminate them from HWY 42 to get more parking on 42.
- h. Lydia Semo: The question of diverting the bike lanes from HWY 42 to Church Street was brought up at a PPW Committee Meeting, but from my understanding having the bike lanes in place was a major reason why we secured the grant for that project. So, removing the bike lanes could put us at risk for losing that grant.

15. Next Meeting

- a. Tuesday, February 23<sup>rd</sup> at 12pm.

16. Adjourn

- a. **Joe Smith moved to adjourn.**
- b. **Seconded by Cambria Mueller.**
- c. **Motion unanimously carried.**
- d. Meeting adjourned at 2:44pm.

Minutes completed by Lydia Semo on February 1, 2021 to be submitted for approval on February 8<sup>th</sup>, 2021.