

# VILLAGE OF EPHRAIM

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## Planning Committee Meeting Minutes

Tuesday, April 25, 2017 – 7:00 P.M.

Village of Ephraim Administration Office, 10005 Norway

**Present:** Walt Fisher, Matt Meacham, Grace Held, Ken Nelson & Jim Stollenwerk via phone

**Absent:** Chair-Mike McCutcheon, Susie Samson

**Staff:** Brent Bristol-Administrator, Andrea Collak-Clerk/Treasurer

**Guests:** Dawn Volpe, Bruce Nelson, Hugh Mulliken, Diane Taillon, Maggie & Jim Peterman, Bonnie Ulrich, Richard Marciano, Michael McCarthy, William Nelson, Dick Volkmann, Paul & Marianne Roppuld, Patty Fess, Todd Bennett, John Held

1. Call to Order

Meeting called to order by Andrea Collak-clerk/treasurer at 7:03 P.M. Collak requested that a temporary chair be appointed for this meeting.

**Motion per Meacham to appoint Walt Fisher as temporary chair for this meeting, seconded by Grace Held, and motion carried.**

2. Quorum

Fisher stated that a quorum is present for this meeting. Ken Nelson and Jim Stollenwerk are present via phone, added Fisher.

3. Changes in Agenda

None

4. Visitors' Comments

None

5. Approve 3/28/2017 Plan Committee Minutes

**Motion per Grace Held to approve 3/28/2017 Plan Committee Minutes as submitted, seconded by Meacham, and motion carried.**

6. Bonnie Ulrich (DC Sled Dogs) – 10355 Water Street – Mural

**Motion per Meacham to take Bonnie Ulrich (DC Sled Dogs) Mural at 10355 Water Street off the table, seconded by Grace Held, and motion carried.**

Door County Sled Dogs would like to alter existing wooden sign, size 16' x 5' on building located 150' from HWY 42. The proposed preliminary sketch of sled dog team mural is attached in the Planning Committee packets. Fisher added that there used to be art work in existing wooden sign in the past.

Bonnie Ulrich brought the original photographs of the building showing that there always was a place for either a sign or a picture. Ulrich believes that removing the wooden structure would be serious detriment to the integrity of the building as well as costly.

Grace Held inquired about the color of the mural. Ulrich explained that sketch presented in the packets is preliminary and it will go through approval steps to get a final version. Ulrich assured the committee that they will have it done tastefully to complement overall look of the Village. Ulrich went on saying that they are asking the committee to approve the general idea so they can move forward with the art project.

Meacham has no issue with the general idea of the mural but would like to see the actual colors before approval. The actual art is going to be in blue, grey and subtle purple colors with wintery effect. In order to get the final colors they would like to have an approval of the

general concept so they can hire the artist.

Fisher has no issue with approval of the general content of the mural without signage and/or logo and allowing the Sled Dogs owners to go forward as long as they come with the actual sketch before putting it up to get final approval.

**Motion per Meacham to approve the general concept for the application for Sled Dog Team Mural at 10355 Water Street without any signage and/or logo and the actual sketch has to be brought to the committee for final approval, seconded by Grace Held, and motion carried.**

7. Matt Myre (Water Street Inn) – 9944 Water Street – Land Disturbance (Retaining Wall)  
Bristol introduced this item. Matt Myre owner of Water Street Inn former Evergreen Beach applied for replacement of failing wood retaining wall with stone retaining wall and extending the wall by 20' to the south to create 2 extra parking spots. The stone being used for the wall is the same kind that was used to build the wall at Knutson house, added Bristol. Bristol has no issues with this project from dimensional standpoint but went on saying that setbacks currently in place should be maintained. HPC recommended approval, stated Bristol.  
Grace Held mentioned that she walked the area and believes that new wall will be an improvement for the property.

**Motion per Grace Held to approve replacement of the Retaining Wall for 9944 Water Street and extend by 20 feet, being complaint with the property lines including proper setbacks, seconded by Matt Meacham, and motion carried.**

8. Ephraim Moravian Church (Parsonage) – 9970 Moravia – Deck/Porch Repair/Addition  
Bristol introduced this item. Ephraim Moravian Church is proposing to remove existing concrete stoop to ground level, add new 16 x 12 green treated deck, railing and step, and new concrete piers for deck. HPC recommended approval of the project.  
Pastor Volpe explained that it is going to be open deck and existing porch roof will be retained.

**Motion per Meacham to accept the application for Ephraim Moravian Church at 9970 Moravia, Deck/Porch Repair/Addition as presented in front of us, seconded by Grace Held, and motion carried.**

9. Ephraim Historical Foundation – 3060 & 3081 Anderson Lane, 9966 & 9988 Moravia - Signs  
Bristol introduced this item. Ephraim Historical Foundation would like to alter 4 existing signs with printed adhesive vinyl attached to existing signs. Three of them will be permanent and one will be temporary. Bristol added that HPC tabled the item until final color was provided due to being concerned about the blue background color of the project.  
Volkman explained that they wanted to make sure that the logo was seen consistently in all the signs so that the stranger will understand that there is a connection between them and that is Ephraim Historical Foundation. The blue color was picked up from the blue of the water in the logo, added Volkman. Volkman has no problem to bring it back to the designer to change the background to darker blue and more complimentary to street sign as recommended by HPC, so the blue in the logo pops to the casual viewer. Volkman also commented on number of businesses that have all different color blues signs with white lettering.  
Jim Stollenwerk thinks that samples looked good and has no issue with the color. Ken Nelson has no problem with the color and understands the concept of tying the signs together. Ken Nelson was not sure if it would be a great idea to match the color to street sign.  
Peterman suggested having pre-approved paint brands and colors for each color tone in order

to make the Village uniformed and eliminate the confusion between applicants and committees.

Fisher was more concern about the durability of the sign and asked if the actual material being used will be thicker than one presented. Fisher suggested having one sign made up for their own protection as well as for the committee to see. Volkmann did not want to speak to the cost for the sample and whether they could provide it but added that they definitely would like to provide high quality signs.

McCarthy believes that standardized colors would be fine for street signs Village pays and maintains but the same concept would not work for the business owners.

Meacham does not see any reason to deny this application. Grace Held would like to see actual sample of the color. Stollenwerk and Ken Nelson have no problem with the color.

**Motion per Meacham to approve the application from Ephraim Historical Foundation at 3060 & 3081 Anderson Lane and 9966 & 9988 Moravia for the Signs as proposed, seconded by Grace Held, and motion carried.**

10. Bethany Lutheran Church – 3028 Church – Banner

Bristol introduced this item. Bethany Lutheran Church would like to install 2 temporary banners on the east side of the church near the south end. They are professionally printed vinyl banners with grommets for installation with navy blue background, lighter blue images and white lettering. Proofs of banners were attached to the application. HPC approved this application giving applicant the option to place the banners either on the east side or south side of the building, added Bristol.

Patty Fess brought actual colors and material being used for this project.

Fisher questioned the significance about the banner celebrating 135 years and is little uncomfortable the concept of having these banners put up with relation to particular church and the history of the Village of Ephraim. Fess explained that it is also 500<sup>th</sup> anniversary of reformation and having those two happening at the same time they thought it would be appropriate to announce it.

Meacham pointed out that Unitarian Universalist were approved for 60<sup>th</sup> anniversary temporary sign for the season last year. Meacham believes this is the same concept. Grace Held was comfortable with the banners.

**Motion per Grace Held to accept the Banners as presented for Bethany Lutheran Church at 3028 Church to be hung up for 2017 season, seconded by Meacham, and motion carried.**

11. Pinegrove Resort – 10080 Water Street – Faceprint Change

Bristol introduced this item. Pinegrove Resort with their limited options due to location would like to add removable screens and screened door with wooden frame work stained to match existing gazebo. HPC recommended approval of this project.

Committee members had no issues with the application.

**Motion per Meacham to approve the application for the Pinegrove Resort and the Faceprint Change at 10080 Water Street as presented, seconded by Grace Held, and motion carried.**

12. Diane Taillon (Hillside) – 9980 Water – Sign – Location Change

Bristol introduced this item. Diane Taillon request to change the location of the sign approved at the last meeting to south side of the walk with more length to accommodate set back compliance. There were no issues from HPC and they recommended approval, added Bristol. No issues from Planning Committee members with the application.

**Motion per Grace Held to accept location change to south side of the walk for the Sign application of the plans dated 4/19/17 for 9980 Water Street and the face of the post closest to the road must be at least 33' from the center of the street and the rest of the sign must be beyond 33' from the center of the road and the colors must be the same as presented in the application. The sign has to be top lit and shielded and not ground lit, seconded by Meacham, and motion carried.**

13. Pfeifer – 10167 Water – Faceprint Change – Siding

Bristol introduced this item. The plan submitted is for re-siding of the house with Smart Board Siding. Engineered type of material, cedar finish and horizontal lap siding in white color. There are no issues with this application, added Bristol. HPC recommended approval of this project. Bristol presented the committee with the material and color samples.

**Motion per Meacham to approve the application for the Faceprint Change at 10167 Water Street with the material as presented, seconded by Stollenwerk, and motion carried.**

14. Unitarian Universalist – 10341 Water – Lighting Plan

Bristol introduced this item. Unitarian Universalist would like to move existing sign lighting by the Water Street from the ground to be on the top of the sign to be pointed down and shielded. They would also like to add 2 parking lot LED Dark Sky Compliant lights on 20' poles.

Unitarian Universalist came to the committee twice for conceptual discussions regarding lighting plan at which point everyone was in favor of dark sky compliant lighting, added Bristol. By ordinance commercial lighting plans require committee involvement, stated Bristol. Fisher added that the parking lot lights will be located fairly close to the sign and the other will be towards the corner of the building, in the corner of the parking lot. Ken Nelson complemented the applicant for reducing the height of the poles from 30 feet to 20 feet and considering dark sky lighting. It would be nice improvement, added Ken Nelson.

**Motion per Meacham to approve the application for the Unitarian Universalist Lighting Plan at 10341 Water Street as presented, seconded by Grace Held, and motion carried.**

15. Ephraim Historical Foundation – 3060 Anderson Lane – Event Parking – Summer Social

Bristol stated that Planning Committee has an oversight on those aspects of the private events that are occurring on the public property, in this case Ephraim Historical Foundation needs to utilize the Village street parking for their Annual Summer Social Cocktail Party for EHF Members and invited guests. The parking plan for this event meets the Village parking regulations and Bristol has no issues with this event application.

**Motion per Grace Held to approve the application for Ephraim Historical Foundation, Event Parking for Summer Social at 3060 Anderson Lane, parking on the Village streets as presented, seconded by Meacham, and motion carried.**

16. Bill Nelson – Norwegian Wood Dr. – Design Review – New SFR

Bristol introduced Bill Nelson and mentioned that Bill Nelson built two other homes on Norwegian Wood Development. Bristol presented couple sets of prints available for the committee. Detailed plans for one story, wood frame single family 4 bedroom home with bonus room above the garage, multiple gables, hips, ridges and valleys were included in the packets.

Bill Nelson added that trim is going to be white, shingles are going to be grey and black roof. Fisher pointed out that 12:12 is generally the maximum pitch of the roof but steeper than that can be approved. Bill Nelson explained that there are couple areas with combination of 12:12 and 14:12 gables but when he saw the renderings he really liked the house without noticing the gables.

**Motion per Meacham to approve the application for Bill Nelson at 3060 Norwegian Wood Dr., New Single Family Residence, Design Review as presented, seconded by Grace Held, and motion carried.**

17. EBC – Event – 2017 FyrBal

Bristol introduced this item and pointed out that Highway 42 is going to be closed on Saturday from 8:00am to 10:00pm and two business, EBC and Ephraim Fire-Rescue Association are going to be selling beer, added Bristol.

Marciano explained that the road is going to be closed from Moravia Street to Cedar Street with trolley service from alternate parking.

John Held was concerned about detour and parking information at Cedar and Church Street. McCarthy is willing to put this concern into consideration and put either sheriff at major barricades or make the signage for more clarity.

Marciano answered the question concerning the new location of the stage and explained that Ephraim Fire-Rescue Association will be moving in front of the Village Hall and stage will be moved out onto Hwy 42 in front of the Olson Park that would give visitors more space with picnic area but also view of the sunset as the day goes on. The stage equipment will be run by silent generators, added Marciano.

Meacham inquired about the Planning Committee having concerns in regard to this item due to him being a member of Planning Committee as well as an EBC member. There were no concerns.

**Motion per Grace Held to approve event the application for Ephraim Business Center, Event 2017 FyrBal on June 17th, 2017 as proposed, seconded by Ken Nelson, and motion carried.**

18. EBC – Event – Evenings in Ephraim

Fisher stated that this is weekly event that occurs from June 19<sup>th</sup> until August 28<sup>th</sup>. Bristol continued that there is a venue change request for this event from Harborside Park to Olson Park in front of Chef's Hat.

Bristol inquired about the plan for weekly set up and take down of the stage. Marciano explained that EBC will take care of setting up and taking down.

Marciano went on saying that green space is bigger at Olson Park and visitors would be able to enjoy the music little bit more without noises coming from the playground area influencing the music. McCarthy believes that this is nice opportunity to switch a little bit and keep the kids in one central focus and accommodate the music in different venue which is all in walking distance. This is worth a shot, said McCarthy but added that if Olson Park would not work out, EBC would like to keep the Harborside Park as an alternative location.

John Held inquired about direction of the sound and Marciano replied that the sound will be

headed towards the Village Hall.

Bristol suggested having roping system so visitors do not spill out too close to the road.

**Motion per Grace Held to accept the application for Ephraim Business Council, Event, Evenings in Ephraim to be set up and taken down by EBC, taken down by 10 pm after the concerts weather permitting on the dates indicated on the application and roping to be provided by the street signs, seconded by Meacham, and motion carried.**

19. K&M Investments – 3055 Church – Change of Use – Office to Retail

Bristol introduced this item. Based on the drawings and conversation with Hugh Mulliken, 450 square feet of public retail space is required to have 4 parking spots. From the parking standpoint they come up two to the positive with six existing parking spots, added Bristol. Mulliken added that there is currently a commercial establishment from Milwaukee that would like to move there.

**Motion per Meacham to approve the application for K&M Investments Change of Use, from Office to Retail at 3055 Church as presented, seconded by Grace Held, and motion carried.**

20. New Business for next meeting

None

21. Adjournment

**Motion per Meacham to adjourn the Planning Committee Meeting at 8:30P.M., seconded by Grace Held, and motion carried.**

Recorded by,  
Andrea Collak-Clerk/Treasurer