

# VILLAGE OF EPHRAIM

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## **Planning Committee Meeting Minutes**

Tuesday, December 4, 2018 – 7:00 P.M.

Village of Ephraim Administration Office, 10005 Norway

**Present:** Michael McCutcheon-Chair, Ken Nelson, Jim Stollenwerk, Matt Meacham

**Absent:** Susie Samson, Grace Held

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

**Guests:** Tom Toerpe, Kathleen Toerpe, Doug Schwartz, Jim Peterman, Maggie Peterman, Janil Hanreddy, Cindy Nelson, Matt Myre

### **1. Call to Order**

Meeting called to order by Michael McCutcheon-Chair at 7:00 P.M.

### **2. Quorum**

Quorum is present for this meeting.

### **3. Changes in Agenda**

Bristol suggested moving Item #7 before Item #6

### **4. Visitors' Comments**

None

### **5. Approve 9/25/2018 Plan Committee Minutes**

**Motion per Meacham to approve 9/25/2018 Plan Committee Minutes as presented, seconded by Ken Nelson, and motion carried.**

### **6. Matt Myre – Enclave of Ephraim Foundation – 9883 Harbor Row – New Single Family Residence**

Bristol introduced this item. Based on Matt Myre's testimony gutters, downspouts, and sumps have been directed into a rain gardens. There is also professional seal from Baudhuin Surveying and Engineering that six rain gardens were installed and graded to function as designed. The rain garden construction is consistent with DNR standards. The total area set aside for rain gardens to date is approximately 3,614 square feet. The installed rain gardens equal 61% of the total project requirement. The total rain garden surface area required when project is completely built-out is 5,921 square feet. Thus, an additional 2,307 square feet of rain garden will need to be constructed upon completion of the final two homes.

Matt Myre assured the committee that he is 100% committed to put all the rain gardens in as approved by the Village. He went on saying that he was ok with the Village making an occupancy permit conditional on verification of completion. When Unit 4 is completed he will have 80% of the homes built and will commit to completing 80% of the rain garden sq. footage. When Unit 5, 100% rain gardens will be finished.

Matt Myre added that Condo Association has it stated in their bylaws that the rain gardens has to be maintained and cannot be changed in the future.

**Motion per Nelson, to approve the new SFR at 9883 Harbor Row with the stipulations that gutters, downspouts and sump pump discharge will be directed toward the rain gardens and that the remaining 80% of the total rain gardens are constructed as part of this home number 4 and certified by Baudhuin engineering. The certificate of occupancy will be withheld until all of the above is met, seconded by Meacham, and motion carried.**

**7. UU Fellowship – 10341 Water Street – Definition Determination of Sign for Proposed Banner Message on Light Poles**

Kathleen Toerpe, member of the UUFDC Social Justice Committee, explained that The Unitarian Universalist Fellowship of Door County (UUFDC) is considering erecting two lamp post banners; each 2' x 6' and the lamp post owned by UUFDC and is located on UUFDC property. They would like to keep it on the lamp post for the life of the banner, 1 to 2 years, depending on the weather. They understand it is unclear if the proposed banners-bearing the words, WE WELCOME ALL, fall under the regulations outlined in the sign ordinance. They are hoping Planning Committee could provide further clarification on the ordinance, thus allowing UUFDC to make an informed decision on whether and how to proceed in making a formal application to the Village of Ephraim to erect the banners.

Bristol explained that typically a vinyl sign would be considered a banner, temporary signage for significant event. Bristol addressed ordinance definition of the sign and asked the committee to make determination and suggestions.

Ken Nelson agreed that banners are temporary and only designed for a special occasion. Ken Nelson thinks the signage has to be permanent to be considered a sign. Ken Nelson has a hard time calling banner, made out of vinyl, that will get beat up a sign. Stollenwerk has no issues with it and suggested making it a special exception.

Meacham does not believe that the way it is presented can be approved as a sign.

**Motion per Meacham to not accept proposed Banner Message on Light Poles at Unitarian Universalist Fellowship of Door County application as presented, seconded by Stollenwerk, and motion carried.**

**8. Discussion/Appointment of a member to serve on the Green Tier AD HOC Committee**

Michael McCutcheon offered his services.

**Motion per Meacham to approve and recommend to the Board that McCutcheon be appointed to the Green Tier AD HOC Committee as a representative of Planning Committee, seconded by Ken Nelson, and motion carried.**

**9. Discussion and consideration regarding implementation of new sign lighting ordinance and non-compliance determinations**

Meacham and Ken Nelson drove the Village to review the lit signs relative to the pending new sign ordinance 17.15(18)(d). They shared their findings with rest of the committee members. It was decided that all committee members drive the Village and bring their findings to the next meeting to determine next course of action.

**10. New Business for next meeting**

Discussion and consideration regarding implementation of new sign lighting ordinance and non-compliance determinations

**11. Adjournment**

**Motion per Meacham to adjourn the Planning Committee Meeting at 8:08P.M., seconded by Ken Nelson, and motion carried.**