



**Plan Commission
Meeting Agenda
Tuesday February 23, 2016
6:30 p.m. Village Hall Court Room
3930 N. Murray Ave Village of Shorewood, WI 53211**

1. Call to order.
2. Roll call.
3. Approval of January 26, 2016 meeting minutes.
4. Statement of Public Notice.
5. Consideration of conditional use application for massage services within commercial property 4601 N. Oakland Ave. Applicant Mei Chen.
6. Schedule next meeting.
7. Future agenda items.
8. Adjournment.

Dated at Shorewood, Wisconsin, this 18th day of February, 2016

Village of Shorewood

Tanya O'Malley, Village Clerk WCMC

**PLEASE BE ADVISED THAT A REPRESENTATIVE OF THE APPLICANT FOR THE
AGENDA ITEM MUST BE PRESENT AT THIS MEETING.**

Should you have any questions or comments regarding any item on this agenda, please contact Ericka Lang, Planning Director, Planning & Development Department, at (414) 847-2640.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.



**Plan Commission
Meeting Minutes
January 26, 2016**

3930 N. Murray Ave Village of Shorewood, WI 53211
DRAFT

1. Call to order.

The meeting was called to order at 6:35 p.m.

2. Roll call.

Chair Guy Johnson	present
Tim Hansmann	present
Susan Buchanan	not present
Leah Blankenship	present
Nate Piotrowski	present
Barbara Kiely Miller	present
Michael Maher	present
Chris Gallagher	not present

Chair Johnson announced the commissioner Tom Hagedorn resigned from the commission effective immediately.

3. Approval of November 24, 2015 meeting minutes.

Maher moved to approve the minutes seconded by Kiely Miller with two changes. Vote 6-0 to approve with changes.

4. Statement of Public Notice.

Meeting was posted but no item required public hearing notices.

5. Discussion and possible recommendation of staff request to create outdoor lighting ordinance within the zoning chapter.

Planning Director Ericka Lang introduced the item. This is the third plan commission meeting to discuss creating a lighting ordinance for commercial districts. The packet included a staff memo, draft ordinance, various pictures, a Kelvin scale and information on LED light strips. Revisions were reviewed and discussions were focused on glare and light intensity and determining average footcandles. Staff requested the definition of lumens is added to the draft ordinance.

Piotrowski moved to approve the ordinance as discussed, subject to staff amendment to average footcandles, seconded by Maher. Vote 6-0.

6. Discuss and possible recommendation to amend zoning code on solar panels.

Village Attorney Bill Dineen reviewed the current zoning code for solar panels and wind energy systems and the impact of Wis. Stats. 66.0401 and 66.0403.

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At the last Plan Commission meeting November 18, 2015, staff asked the commission to further review the approval process for solar panels. Commissioners requested staff to provide examples of other municipal approval processes for communities in Wisconsin.

January 2015 Shorewood's zoning code was amended to reflect the state's decision to limit local municipalities' ability to restrict solar panel and wind energy systems. Shorewood's zoning code requires approval of solar panels by conditional use per Sec. 535-30D. It states that the plan commission may only restrict solar panels if one of the following conditions is satisfied:

- [1] Serves to preserve or protect the public health or safety.
- [2] Does not significantly increase the cost of the system or significantly decrease its efficiency.
- [3] Allows for an alternative system of comparable cost and efficiency.

Staff reviewed 12 Wisconsin communities' codes on solar panels. Most of those codes adopted language directly from §66.0403 that is about permits for solar and windy energy.

Wis. Stat. 66.0401 allows municipalities to require a conditional use for solar panels. Wis. Stat. 66.0403 is about granting permits for solar panels. These two sections are independent of each other. Stat. 66.0403 is for the benefit of the permit holder, granting them the right to full solar access to their panels, denying adjacent property owners the ability to obstruct that access, whether by structure or tall vegetation.

In a memo by Village Attorney Nathan Bayer dated December 9, 2014 to the Village and provided to the Plan Commission at the January 27, 2015 meeting, it is explained why it was not recommended to adopt this section of the Wis. Stats. Planning Director Lang recommends keeping solar panels as a conditional use.

Shorewood Conservation Committee Chair Josh Liberatore was present, requesting a simpler process knowing that the City of Milwaukee is coordinating another solar group buy that includes homes in Shorewood. Milwaukee has an expedited system with one day approval and one application if solar panels meet certain requirements. Staff provided commissioners information on how Milwaukee reviews and issues permits for solar panels.

Commissioners agreed that if multiple applications, items could be put under a consent agenda and fees for solar panels lowered. The plan commission could meet outside of their regular scheduled meetings as well. Attorney Dineen will verify if Wis. Stats requires conditional use applications as a class 1 public notice which requires meeting publication 10 days prior to the meeting date.

Piotrowski stated that the conditional use process is unnecessarily burdensome.

Maher moved to recommend to the Village Board the conditional use application fee lowered to seventy-five dollars from its current fee of one-hundred-and-twenty five dollars for solar panels and wind energy systems, seconded by Kiely Miller. Vote to approve 5-1. Piotrowski voted against.

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Materials provided to commissioners include: staff memorandum, code comparison table of 12 communities; Wis. Stat 66.0104-0403; Village Attorney memo from December 2014; various materials from City of Milwaukee.

7. Consider recommendation to amend vision triangle language within the village code.

Lang introduced and said that Shorewood's sign chapter and zoning code chapters differ in the definition of a vision triangle. Staff proposed changes for street corners, driveways and alleys; however, negated consideration of commercial build-to lines for zoning front yard setbacks.

Some commissioners do not want to see regulations for driveways and/or alleys.

Staff will further review the proposed code and bring it back to the commission at a future date.

Materials provided to commissioners: staff memorandum, memo from Building Inspector Justin Burris and draft ordinance.

8. Schedule next meeting.

The next meeting is Tuesday February 23, 2016.

9. Future agenda items.

Staff will bring back discussion of amending the zoning code for front yard porches. There's also a conditional use application for a massage business.

10. Adjournment.

Maier moved to adjourn the meeting at 8:04 p.m., seconded by Piotrowski. Vote 6-0.

Recorded by,



Ericka Lang
Planning Director



MEMORANDUM

February 17, 2016

To: Plan Commission

From: Ericka Lang, planning director

RE: **February 23 Plan Commission Meeting**

Agenda #3: Conditional Use application 4601 Oakland

A *Conditional Use* application was received by Mei Chen for business Yi Spa at 4601 N. Oakland Avenue, to offer massage services and other related services.

Shorewood's zoning code does not list massage establishments as permitted, prohibited or by condition, and therefore are considered by conditional use. Previous massage establishments in the Village have also required conditional use approval.

Massage services are regulated within Shorewood's code chapter 362 requiring a local license where the Police Chief and Health Director verify key information.

The property is a two-story office building with parking in the side and back.



25544

Village of Shorewood
Date 01/21/2016 11:55:39 AM
Ref 00025544
Receipt 109951
Amount \$125.00

APPLICATION FOR CONDITIONAL USE PERMIT

Village of Shorewood
Planning & Development Department
3930 N. Murray Avenue
Shorewood, WI 53211
Phone (414) 847-2640
Facsimile (414) 847-2648
www.villageofshorewood.org
PAD@villageofshorewood.org

Office Use Only	
Fee \$125	Tax ID
Permit No.	16-0074
Zoning District	B-2
CUP Reason	
Code Reference	
Plan Comm. Meeting	Feb 23, 2016
Outcome	

need application by Feb 3rd

CONDITIONAL USE APPLICATIONS ARE CONSIDERED BY THE PLAN COMMISSION. MEETINGS ARE THE 4TH TUESDAY EACH MONTH, AS NEEDED. APPLICATIONS ARE DUE 4 WEEKS BEFORE SCHEDULED MEETINGS AND ADDITIONAL MATERIALS AS IDENTIFIED BY THE PLANNING & DEVELOPMENT DEPARTMENT.

PROPERTY ADDRESS: 4601 OAKLAND AVE, SHOREWOOD, WI 53211

PROPERTY OWNER

Owner Name: Dr. XIPING ZHOU

Owner Address: 4601 OAKLAND,

Phone Number: 414-962-5249

SHOREWOOD, WI 53211

Email: drzhou@gmail.com

APPLICANT/BUSINESS

Name: Mei Z Chen

Address: NT8W15333 Rosewood.

Phone Number: 414-399-3761

Dr. Menomonee Falls,

Email: maychen1980@hotmail.com

WI 53051

Check if prefer to receive Meeting Agenda by EMAIL: PROPERTY OWNER APPLICANT

BUSINESS INFORMATION

Name of Business Yi Spa

Max # Employees On-site NA

Is a survey attached? (if required) NA

Is a parking plan attached? (if required) NA

*Provide copy of business plan

What do you wish to do that will require a Conditional Use Permit?

Mei Chen #19116
SIGNATURE

1/19/16
DATE

Yi Spa's services descriptions

Yi Spa provides many different type massage therapies such as sport massage, prenatal massage, foot reflexology, chair massage, Chinese Cupping, Tuina.

Sport massage Therapy- Using specific techniques to focus on areas of the body that are overused and stressed from repetitive and often aggressive movement.

Prenatal massage Therapy- using correct regular massage techniques to help pregnancies to relax, tense muscle, ease sort spots, and make she feels good.

Foot Reflexology Therapy- Using ancient Chinese healing method to pressure particular area on sloes of feet. A reflex action in another part of the body is stimulated by the manipulation of each specific area. Foot reflexology massage that uses hand and fingers with cream and oil.

Chinese Cupping Therapy- Using ancient Chinese healing method, uses glasses cups are placed on the skin to create suction and to mobilizes blood flow to promote the healing of a broad range of medical ailments.

Tuina Therapy-Is component of traditional Chinese recovery therapy. It works on massage groups, joints, sites of pains and poor circulations.

Chair Massage- A type of massage that is performed while the client sits fully clothed in a special chair. Use combination of deep tissue and Swedish massage techniques work on muscle groups on shoulders, neck, back, arms and hands.



APPLICATION FOR COMMERCIAL OCCUPANCY

Village of Shorewood
 Planning & Development Department
 3930 N. Murray Avenue, Shorewood, WI 53211
 Phone (414) 847-2640 Facsimile (414) 847-2648
 www.villageofshorewood.org

25543

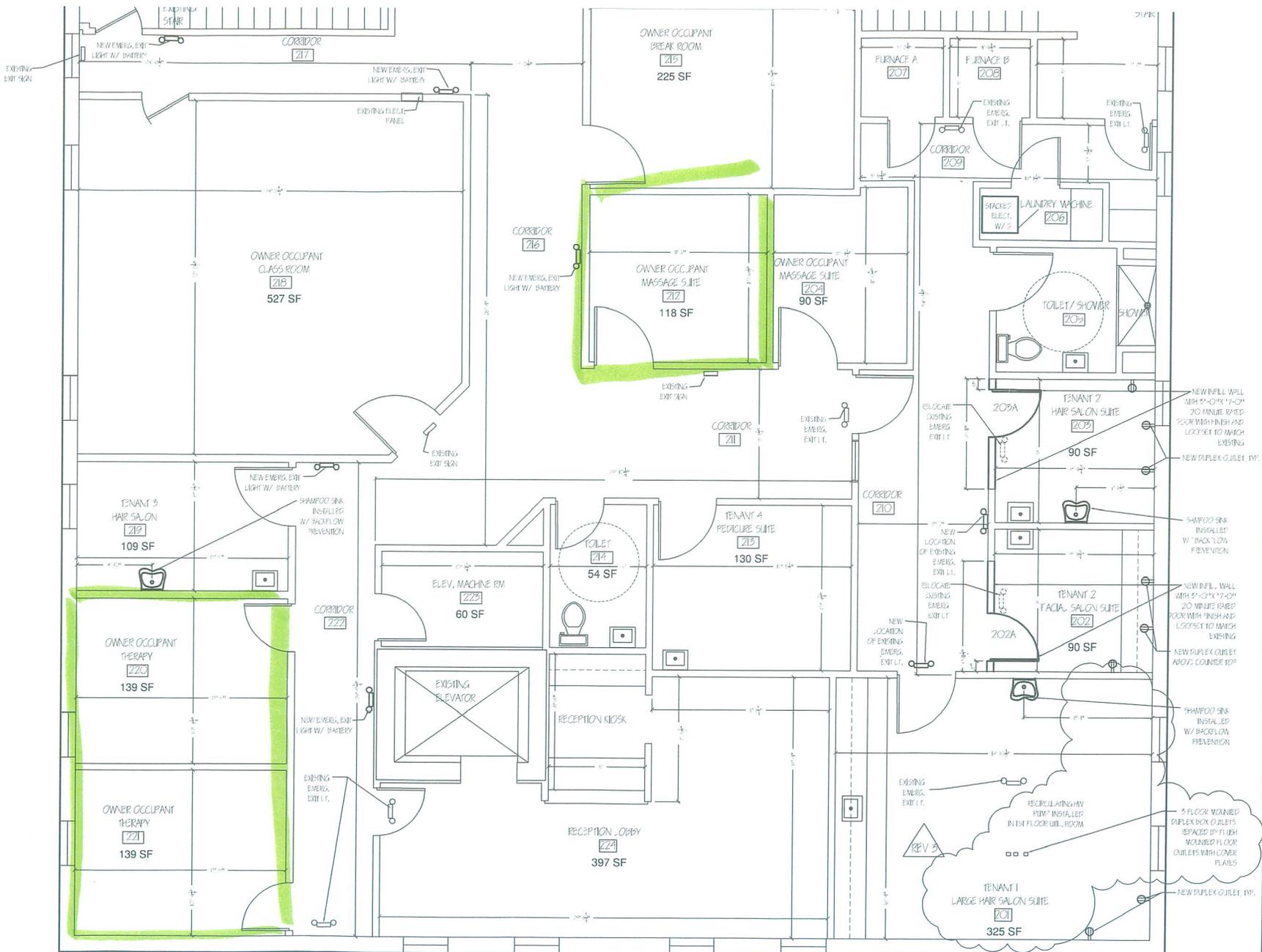
OFFICE USE ONLY	
PERMIT # 16-0003	TRIPLE FEE <input checked="" type="radio"/> No
FEE \$125 + \$500 DEPOSIT	COND. USE PERMIT REQUIRED <input checked="" type="radio"/> Yes
ZONING B-21	PRE-APPROVAL
Current BLDG code:	Proposed BLDG code:
Former business/use	VACANT

Business Address 4601 N. OAKLAND #220 RMS, 221 + 118			
BUSINESS OWNER INFORMATION		PROPERTY OWNER INFORMATION	
Name(s) MEI Z. CHEN	Name DR. XIPING ZHOU		
Address N78W15333 ROSEWOOD DR.	Address 4601 OAKLAND AVE.		
City/State/Zip MENOMONEE FALLS, WI 53051	City/State/Zip SHOREWOOD, WI 53211		
Phone 414-399-3761	Phone 414-962-5249		
Alt Phone N/A	Alt Phone		
Email maychen19800@hotmail.com	Email drxzhou@gmail.com		
BUSINESS INFORMATION			
Materials Required <input checked="" type="checkbox"/> sets floor plans to scale	<input type="checkbox"/> menu if applicable	N/A	
Name of Business YI SPA	# dedicated parking spaces	N/A - some in back	
Type of business PASSAGE	Sq. ft. of occupied space	2nd FLOOR	
Open Date MARCH 1, 2016	Max number employees on site	TBD	
Describe business and hours of operation. HOURS: 10:00 AM - 9:00 PM PROVIDE DIFFERENT TYPE OF PASSAGE THERAPY SUCH AS SPORTS PASSAGE, PRE-NATAL PASSAGE, FOOT REFLEXOLOGY, CHINESE CUPPING, TUINA			
Will there be outside storage of any materials or equipment (if yes, please explain)? NO			
SIGNAGE			
What type of sign will be installed? EXTERIOR SIGNS (POSSIBLY LIGHTED SIGN, BUT DETAILS ARE TBD)			
If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.			
All exterior signs require approval by the Design Review Board, which also requires a permit.			
INSPECTIONS REQUIRED			
<p>Businesses must be inspected and approved by each listed inspector before they may open to the public. Business owners are responsible for scheduling all inspection appointments. Where checked, please call the following numbers to have the appropriate inspectors come out. Additional fees may apply. No occupancy is allowed before the occupancy inspections have been approved. Please allow adequate time for inspections before your opening day.</p>		<p>COMPLETED BY SHOREWOOD OFFICE. CHECKED BOXES INDICATE REQUIRED INSPECTIONS</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Building Inspection (414) 847-2640 <input type="radio"/> Electrical Inspection (414) 847-2640 <input type="radio"/> Plumbing Inspection (414) 847-2640 <input type="radio"/> Food and Beverage Inspection (414) 371-2986 <input type="radio"/> Health inspection (Massage ONLY) (414) 371-2980 <input type="radio"/> Fire Inspection (414) 228-1388 	

Building or spaces within building are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

Meichen
 Applicant's Signature
 1/19/16
 Date

OFFICE USE ONLY-INSPECTIONS					
Electrical	NA	<input type="checkbox"/>	Denied	Date	Approved Date
Plumbing	NA	<input type="checkbox"/>	Denied	Date	Approved Date
Building	NA	<input type="checkbox"/>	Denied	Date	Approved Date
Health	NA	<input type="checkbox"/>	Denied	Date	Approved Date
Fire	NA	<input type="checkbox"/>	Denied	Date	Approved Date
Certificate of Occupancy Issued on					



1 SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



1 TYPICAL F
SCALE: 1/2" = 1'-0"

2 NEW INFIL
NO SCALE

3 RM. 201 W/1
SCALE: 1/2" = 1'-0"

IN WALL 2X2 STRUCTURAL BRACING FOR SINK ANCHOR BRACKET TYPICAL

CONNECT SINK TRAP TO EXIST. FLOOR DRAIN SYSTEM TYPICAL

FINISH FLOOR

EXISTING FEWER WALL

NEW INFIL. WALL WITH 2" X 4" X 1/2" 20 MINUTE RATED DOOR WITH FINISH AND LOCKSET TO MATCH EXISTING

NEW DUPLEX OUTLET TYP.

SHAMPOO SINK INSTALLED W/ BACKFLOW PREVENTION

NEW INFIL. WALL WITH 2" X 4" X 1/2" 20 MINUTE RATED DOOR WITH FINISH AND LOCKSET TO MATCH EXISTING

NEW DUPLEX OUTLET ABOVE COUNTER TOP

SHAMPOO SINK INSTALLED W/ BACKFLOW PREVENTION

5 FLOOR MOUNTED DUPLEX SOCK OUTLETS REPAIRED BY FLOOR MOUNTED FLOOR OUTLETS WITH COVER PLATES

NEW DUPLEX OUTLET TYP.

RECYCLATING HW PUM* INSTALLED IN 1ST FLOOR UTIL. ROOM

REV 3