



Plan Commission Meeting Minutes July 26, 2016

3930 N. Murray Ave Village of Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 6:33 p.m.

2. Roll call.

Members present: Chairman/Village President Guy Johnson
Tr. Mike Maher
Leah Blankenship
Eric Couto
Chris Gallagher
Barbara Kiely Miller
Kari Smith
Tim Hansmann
Nate Piotrowski

3. Approval of June 28, 2016 meeting minutes.

Mr. Maher moved to approve the minutes, seconded by Mr. Gallagher. Mr. Maher added that Barbara Kiely Miller's name needed to be added to the roll call list on the minutes. Vote to approve with correction 8-0.

4. Statement of Public Notice.

Planning Director Ericka Lang noted that the meeting was published and posted according to state statutes and local regulations.

5. Consideration of conditional use application for installation of solar panels at residential property 3827 N. Prospect Avenue.

Ms. Lang introduced the item. A conditional use permit was received on July 6, 2016 for the installation of solar panels at 3827 N. Prospect Avenue. The panels are to be installed on the rear of the house. In the packet there was an aerial photo indicating the location of the installation and other photos of the property. The roof area is 160 square feet in space. The panels installed are 70 inches by 40 inches by 2.5 inches each (depth/height) and several inches elevated off the roof which is standard on past applications. The property owners are Michael and Beth Giacobassi.

Attorney Nathan Bayer explained that solar energy is allowed under Village Code 535-30 as a conditional use. Because of state law and how the state regulates it, the same criteria applied to other conditional uses is not the same for solar energy. In section 535-30D the proposed system may only be restricted 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.

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Mr. Hansmann asked if the panels were going to follow the slope of the roof.

Mr. Mike Cornell, Arch Electric, stated that the panels would be flat mounted with a 12 to 15-inch rear angle facing the south.

Ms. Smith asked the location of the panels. Mr. Cornell stated the panel were on the rear of the house on the driveway side (west end of house).

Mr. Gallagher asked if the proposed panels will fit on the designated location. Mr. Cornell stated that six panels would be installed and all would fit in the location.

Mr. Gallagher moved to approve the conditional use application for solar panels on the dwelling at residential property 3827 N. Prospect Avenue after the plan commission reviewed the application against zoning section 535-30D, seconded by Mr. Piotrowski.

Mr. Johnson opened the item up to public comments.

Mr. Paul Zovic, 2504 E. Newton Avenue, addressed the commission and stated that he was before the commission recently for solar panels at his house. He encouraged the commission to continue to be swift in approving these applications. He stated solar energy was good for Shorewood, the village's image, the community, the environment and the earth.

Mr. Johnson closed the item for public comment.

Ms. Kiely Miller asked if the neighbors would see any of the panels because of the angle. Mr. Cornell stated that the neighbors would see very little when stepping out their back door and that when he was on site recently the neighbors were in support of the installation.

Vote to approve 9-0.

6. Consideration of conditional use application for installation of solar panels at residential property 3813 N. Cramer Street.

Ms. Lang stated that on July 6, 2016 a conditional use application was received for the installation of solar panels at 3813 N. Cramer Street; owner Linda Beck. Six modules/panels are to be installed on the detached single car garage facing south. An aerial was given to the commission showing the location. These panels will not be visible to any residents based on where they are installed. Ms. Lang stated that code section 535-30D as explained during the previous item applies to this item as well.

Mr. Johnson opened the item for public comments. With no public comments, the item was closed for public comments.

Mr. Gallagher moved to approve the conditional use application for solar panels on the dwelling at residential property 3827 N. Prospect Avenue after the plan commission reviewed the application against zoning section 535-30D, seconded by Mr. Couto. Vote to approve 9-0.

7. Discussion of proposed site plan for redevelopment at 4060 N. Oakland Avenue for two-story bank by North Shore Bank.

Ms. Lang introduced the item. Ms. Lang explained the materials that were given to the commissioners in the packets. Those materials were a site plan, a rough conceptual elevation plan,

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a survey, an aerial, photographs of existing building, code sections, traffic study and the applicant's project description. New additional materials given included comments from Shorewood residents, comments from the current property owner Noah Christenson and additional information from North Shore Bank regarding the data on their drive through numbers for both existing locations in Shorewood.

On July 7, 2016 a conditional use application and special privilege application was received. Ms. Lang commented that typically a discussion of the site plan as a separate agenda item has not been done. The discussion was added as a separate item on tonight's agenda because often site plan comments would come into the discussion anyway. Ms. Lang felt that it was best served as a separate agenda item for discussion.

Ms. Lang stated that initially a preliminary site plan review is performed by the planner upon receiving the basic idea of a proposed commercial project. A second site plan review is performed before the Plan Commission, a third site plan review is performed before the Design Review Board and a final site plan review is performed upon receiving the building plans and building permit. Zoning for projects is determined during the second plan review. Under this item, Ms. Lang asked for questions regarding the drive-through and parking be reserved for the next two agenda items which address them directly. Mr. Maher asked if this item was added as an optional discussion for more information. Ms. Lang confirmed this was added as a discussion only because the details regarding the site plan always occur. Ms. Lang added that she intends to incorporate commissioner's comments into her next site plan review of the project.

Ms. Lang stated that the proposed building meets all setback and height requirements. The zoning code states that a commercial building must be a minimum of 2 stories. The building is in a B-1 Zoning District which allows 100% commercial or mixed use. The building meets the build-to-frontline and side yard setback. The memorandum given to the commissioners has a table explaining the code requirements and whether the code requirement was met or not. Mr. Johnson asked if there was any zoning change for the project. Ms. Lang stated that there is no zoning change.

Mike Peine, project architect, who is representing the property buyers began to describe the project. He introduced Sue Doyle (North Shore Bank Senior Vice President – Retail Banking), David Kane (North Shore Bank Vice President of Real Estate), Daryl Eisenhardt (North Shore Bank Vice President of Facilities Planning), Becky Reinhardt (North Shore Bank Program Services and BID member), and John Bieberitz (Traffic Engineer).

The project is located at the southeast corner of Kenmore Place and Oakland Avenue. The B-1 zoned two-story facility will feature 2,734 square feet of space for seven maximum employees at a time. The lot size is 75 ft. x 113 ft. (8400 square foot). The front yard setback is 15 feet, the side yard setback is 20 feet, the interior side setback is 0 feet and the rear setback is 5 feet all of which are conformed with.

The site will have 2 bike parking spaces, one van accessible handicapped parking space and 8 standard parking spaces. Based on the building area and the number of staff on-site, the zoning code requires 14 parking spaces. On site will be one canopy covering two Interactive Teller Machines (ITMs). The ITMs will take money and give money. The ITMs also have access to a remote teller by a video link. All banking needs will be able to be handled just like at a regular drive through but because of the remote teller there is no need for the tube system.

Arrangements are being made for waste removal/recycling to be handled by the nighttime cleaning services so there will not be a dumpster enclosure on site.

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Snow removal will have a temporary stockpile area in the rear of the lot on two parking spaces. Snow will be removed from the spaces in a timely manner to free the spaces for use.

There will be pole lighting along the rear residential lot line aimed/pointed at the site to take advantage of light cutoffs and not have the light spilling onto the residential property. There will also be wall packs on the building itself providing lighting and security for customers using the bank or the parking facility after hours. The bank is willing to allow use of the parking lot for overnight parking as well.

The bank will have two internally illuminated aluminum wall signs about 32 square feet along west and north elevations.

Per the traffic study, Mr. Peine stated the site had a favorable conclusion based on the existing traffic count on site on Oakland and entering and exiting on Kenmore. Banks are favored that are designed having the entrance/exit on a secondary street at controlled intersections. Traffic tends to be slower in these situations. Kenmore Place is also a wider street for the first 120 feet to the east of Oakland which suits having the entrance there. There will be opaque screening between the residential area to the east and the drive through along with some landscaping to minimize the view of cars parked along the east.

Mr. Maher asked for clarification on what opaque screening entailed. Mr. Peine stated a fence that would not allow light to penetrate and be seen on the residential side.

Ms. Kiely Miller asked if the lights on the building would be turned off after hours. Mr. Peine stated arrangements to do that could be made but thought that conversations with the police to discuss what they consider a safe time to be turned off may occur. The canopy lights and wall lights will likely be set to a timer.

Mr. Maher asked about ATM services on site. There will be a walk up ATM machine in the interior vestibule of the building and ATM services will have limited hours during the day by the drive through. [to confirm 24/7 ATM services in drive-through]

Ms. Smith asked for verification on the number of spaces required whether it was 12 or 14. Mr. Peine stated that 12 spaces were required with 9 being provided on site and 3 being provided/leased off site in the parking structure for employees.

Mr. Gallagher asked if the snow pile space is being counted at 2 spaces. Mr. Peine said snow typically would be removed within 48 hours.

Mr. Couto asked what the distance was from Oakland Avenue along Kenmore to the driveway. Mr. Peine stated about 113 feet the length of the site and that with the addition of the drive it was anticipated that 1-2 parking spaces would be lost.

Mr. Hansmann commented that often canopies are attached to the building. He asked why the canopy would not be connected to the building which, if it would have been, the site layout most likely would have been flipped. Mr. Peine stated it would not be required to be attached as there is no vacuum tube system in place. Mr. Hansmann asked if there was an advantage to this layout. Mr. Peine said that lighting can be controlled and directed downward more directly at the ATM. This would limit glare and spillage.

Mr. Gallagher asked about the difference in traffic between a typical drive through versus an ITM. Will the number of transactions at the ITM be more or more often during peak hours? Mr. Peine stated that without having a physical teller on site the hours can be expanded by a few hours in the evening and on weekends which helps dissipate some of the traffic. Mr. Gallagher asked about the type of transactions at an ITM. The ITM is very similar to going to a teller in the lobby with very similar transactions. Mr. Gallagher commented that the site is small and there does not appear to be the typical queuing space that is normal for a drive up teller. He questioned the activity of the ITM versus a standard drive up teller. He added that the turning radius off of Kenmore seemed tight as well. Mr. Peine stated the driveway on Kenmore and turning radius was reviewed using turning templates.

Mr. Couto asked what the distance was from the fence line to the adjacent property to the east. Mr. Peine commented that there will be some voice noise between the customers and the virtual tellers but with confidential material being handled the volume should not be too loud and some limited white noise could be added to muffle the sound. Mr. Peine added that a bank is an approved use for this B-1 site. Banks typically are very good neighbors because the sites are maintained, there is limited garbage, they close early and have limited activity on weekends. This is a smaller construction and could help transition quietly from the more commercial Oakland Avenue to the residential with their quieter activity. North Shore Bank has been in the community for the past 93 years and would like to stay in the village and consolidate their two locations to this proposed site. In the last five years the drive up activity at the two locations has decreased by 25% (on Oakland) and 30% (on Capitol) due to online banking. A physical location is still needed for customers to handle their needs. This location was chosen for its walkability too.

Mr. Piotrowski asked about the dimensions from the east property line to the sidewalk along Oakland. Mr. Peine stated that going from the east to the west there is 4 feet for the screening and fence and 8.6 feet for the ITM lane. The island is 48 inches and the ITM is 42 inches and is protected with bollards on all four corners. The island also contains the supports for the canopy and provide the weather protection over the ITMs. The next ITM lane is 8.5 feet and the following lane is 4 feet. The driveway to the back of the parking is a standard 24-foot drive and the parking spaces are 9 feet by 18 feet. The disembarkation area next to the handicapped space is also 9 feet by 18 feet. There is 6 feet to the building and lastly the building is 37 feet from the front property line. Mr. Piotrowski asked what the vision is for the public right of way along Oakland and Kenmore. Mr. Peine stated that along Kenmore they would like to propose some enhancements to the landscaping which would provide more screening for the parking lot. Along Oakland there are brick pavers that could include planters and landscaping.

Mr. Johnson asked what the hours of business would be. Sue Doyle, North Shore Bank, stated the main building would be open Monday through Thursday 9 a.m. to 5 p.m., Friday 9 a.m. to 6 p.m. and Saturday 9 a.m. to 1 p.m. The ITM's hours would be Monday through Friday 8 a.m. to 7 p.m., Saturday 8 a.m. to 4 p.m. and Sunday 10 a.m. to 4 p.m. The extended ITM hours do not require a staff person on site because the remote teller would be handling the transactions. There will be no 24-hour service aside from the ITM machines which can be used as an ATM. Ms. Doyle stated that there is no demand for 24-hour service.

Mr. Piotrowski asked if the new commercial lighting ordinance would apply to the canopy lighting. Ms. Lang stated yes. He asked if there was any ordinance on decibel levels for the ITMs. Ms. Lang stated in other sections of the Village Code that references decibels and noise. The inspectors have devices to measure noise levels. The village would request the noise levels ahead of time from the developer.

Ms. Kiely Miller asked about the distance when approaching the ITM between the end of the boulevard (along Kenmore) and the island. Mr. Peine stated that the parking stalls opposite the island are 9 feet wide making the area in questions approximately 18-22 feet wide.

Mr. Maher asked about the rear of the property where dumpsters currently sit and what appears to be a retaining wall. He asked if there was any slope coming off towards the adjoining property. Mr. Peine stated this will be addressed when submitted to the Design Review Board. He also stated that there is currently a standing ten-foot easement along the rear of the lot to accommodate exit discharge for the neighboring south property. This easement will be reviewed and potentially re-recording the easement moving forward.

Ms. Kiely Miller asked about the replacement of the existing 6-foot fence along the east side of the property with a four-foot fence and whether that would provide proper screening. Mr. Peine stated the fence could be higher if needed after working with the Design Review Board.

Ms. Kiely Miller stated that nearly the entire lot will be covered in hard surfaces and asked if any consideration was given to installing permeable surfaces. Mr. Peine stated that with the small size of the lot permeable surfaces wouldn't contribute that greatly to storm water management.

Ms. Kiely Miller asked if the building would have a sprinkler system. Mr. Peine stated that the building falls below the threshold where a sprinkler system would be required. The building will include a heat/smoke detection system and fire extinguishers.

Ms. Kiely Miller asked for more detail on how the bank will function as a new age bank. Mr. Peine stated that the north entrance off of Kenmore and Oakland would be the main entrance with the vestibule and walk up ATM. The main lobby will have a lot of visibility off of Oakland and the parking area. The new banking activity will include interactive kiosks/computers and banking education areas. The offices will line Oakland Avenue and some offices along the parking lot. Break rooms, cash rooms and additional storage areas will be to the rear of the building. The second floor will have mechanical storage and other functions.

Ms. Kiely Miller stated that typically you enter a bank with teller counter/windows but asked if banking will be handled at the kiosks now. There will be a teller on site and a manager as well. Loan officers will be on site too. The customers will be greeted and then triaged to a kiosks/appropriate staff based on needs.

Mr. Gallagher asked if an alternative site plan was at all considered with the building rotated 90 degrees and a curb cut along Oakland instead of Kenmore. Mr. Peine stated that they anticipate a low traffic volume that negotiating a site like this wouldn't be a problem. Having access along Oakland most likely would have required a right turn only and pedestrian navigation. If customers park along Kenmore they would not have to navigate drive through traffic to enter the lobby either. The controlled intersection is ideal as well to meter traffic on and off the site into heavier traffic along Oakland Avenue.

8. Consideration of conditional use application for a bank drive-through at commercial property 4060 N. Oakland Avenue.

Village Attorney Nathan Bayer introduced the item. He explained that the existing building at 4060 N. Oakland Avenue is zoned B-1. Under zoning district B-1 a bank is an approved/permitted retail use. The commission is considering a conditional use permit for the drive through. If the bank had no drive through there would be no need for the application/consideration. Article V of Chapter 535 of the village code states the zoning regulations for the Village. The chapter (535-23)

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states the Plan Commission may authorize the Planning and Development Department to issue a conditional use permit provided that 1). the uses and structures are in accordance with the purpose and intent of the zoning regulations 2). that the development is in compliance with the performance standards of Article 8 of the zoning code and 3). that the development cannot adversely affect the values of the surrounding properties. Under subsection 535-25(C) it states that no conditional use may be authorized by the plan commission unless such commission considers seven criteria. Under Code Section 535-27 it states which commercial uses may be granted by issuance of a conditional use; including drive-in or drive-through businesses other than restaurants in the B-1 through B-3 districts.

The commission should apply the seven criteria under Subsection C when considering the item and the impact the drive-through itself.

Ms. Doyle explained charts given to commissioners detailing traffic patterns at both current bank locations during the month of December which is typically the heaviest transaction month. The number of cars was monitored by day of the week and hour of the day. On average 150 cars used the drive-through over a 10-hour period; with the heaviest volume between 2 p.m. and 5 p.m. Monday through Friday. When the video teller machine is put into place with the expanded hours (7 days a week, 70 hours) the transactions can be dispersed over a longer period of the day and the weekend. This normalizes and takes out some of the peak transaction periods that currently exist. The same thing happens by hour as well. The heaviest volume is between 3 p.m. to 5 p.m. but when video teller machines are added the volume decreases from 40% to 30%.

Mr. Maher asked if the ITMs will operate 24 hours a day for ATM activity. Ms. Doyle said that yes the ITMs can be used at all hours as an ATM. He asked what the ATM activity was at other locations currently. Ms. Doyle did not have the data on ATM usage. There will be three machines at the new location that provide ATM services.

Ms. Kiely Miller asked if there was daily data on customers who used the inside of the bank. Ms. Doyle stated that 45% of customers used the lobby services and 55% used the drive-through. Ms. Doyle also commented that since 2010, 40% of transactions decreased at the Lake Bluff location and 25% of transactions decreased at the Capitol location. This was not due to a decrease in customers but more so the way customers are choosing to do their banking.

Ms. Kiely Miller asked if it was necessary to have drive-through lanes at the Shorewood location and the other new facility being built in Whitefish Bay on Silver Spring Drive. Ms. Doyle stated yes it is necessary as customers want convenience and a 7-day-a-week banking option.

Mr. Piotrowski asked how the stacking of cars with those waiting to use the drive-through would be handled during peak hours. He commented that two cars may be able to wait at a time before cars are in the drive lane. Ms. Doyle stated that about 4-5 transactions are performed in 15 minutes and transactions at the ITM takes typically 2 minutes and 35 seconds by average. Ms. Doyle felt they would have more than enough time to get customers in and out without causing stacking problems.

Ms. Smith asked if the location at Lake Bluff had been considered for redevelopment. Ms. Doyle said that yes the location was evaluated but the location at 4060 Oakland Avenue was a more central location for all customers. The site was based on preference of customers.

Mr. Maher asked if business customers use the ITM and what the percentage would be. Ms. Doyle stated business customers can use the ITM as well but that they are more heavily on the consumer side of customers than business customers.

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John Bieberitz, with Traffic Analysis & Design (TADI), presented the traffic study. The purpose of the study was to determine the impact of the proposed bank on the surrounding street system. Traffic counts were performed in the area but soon after the Metro Market opened to the public so numbers were higher than usual. The bank's peak hours are typically 5-6 p.m. during weekdays and 11:30-12:30 p.m. on weekends. Traffic generation for the bank during these peak times would be about 30 cars added to the system. Based on the study, the location works at acceptable levels with the help of the controlled intersection and improved pedestrian crossings.

Mr. Maher asked about the impact on Kenmore Place. Mr. Bieberitz stated that because the intersection is signalized the area can accommodate the additional cars and it is assumed most customers will use the controlled intersection when arriving and leaving.

Mr. Hansmann asked whether one of the two ITM lanes will be a turn only lane to alleviate any traffic concerns. Mr. Bieberitz stated that typically it is rare that both drive-through lanes exit at the same time so there was no need for a turn only lane and that customers will just alternate on exit.

Ms. Kiely Miller referenced the recommendation made at the end of the traffic study/report and asked if the grades given to the intersection were dependent on the recommendations being implemented. Mr. Bieberitz explained that the recommendations were pedestrian and safety based. The new (no parking) signage and flashing walk signals at the intersection of Jarvis have improved the safety of that intersection. Mr. Bieberitz also noted that now that traffic has calmed since the opening of the Metro Market, customers are using the parking structure across from Wood Place to turn left more frequently than the exit across from Jarvis Street.

Ms. Kiely Miller added that one of the recommendations in the study called for the removal of parking along the east side of Oakland Avenue and striped for a turn lane. She commented that eliminating these spaces would not work as a new business will be opening along this area where parking will be needed and to account for the bus stop being relocated also. Ms. Kiely Miller wanted to ensure that not doing this would not impact traffic negatively. Mr. Bieberitz stated the recommendation was based strictly on traffic facts and how traffic was cued up when the study was performed. Mr. Bieberitz added that the study was looking at the worst case hour of the day.

Mr. Maher asked about the traffic volumes generated by the current use and if those numbers were incorporated. Mr. Bieberitz stated no numbers from the current businesses were subtracted from the study. Ms. Kiely Miller commented that with the salon you may have fewer customers than a bank but they would be staying for longer periods of time.

Mr. Couto asked about charts regarding level of service in the traffic study and whether adding an additional 100 cars potentially to the area would raise the grade level of the area from D to E and not C to D? Mr. Bieberitz stated that the levels are determined from general flow of the street. The grades do not necessarily get worse based on this. The only area where the level of service would get worse would be at Oakland Avenue at the north parking structure drive possibly because of the mixed use being developed. Oakland and Jarvis will not change conditions either, based on study. The level would not increase higher than a level D.

Mr. Johnson opened the meeting for public comments at 7:55 p.m.

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Anne LePlae, Executive Director of Alliance Française de Milwaukee, stated she has been a customer of both North Shore Bank and Shorewood Press for years and would like to encourage them to remain and thrive in the village.

Brooke Luteyn, resident and former PTO President at Lake Bluff School, has gotten to know Noah Christenson over the years because of his involvement and support with the schools and is a customer of North Shore Bank, supports the businesses, and encourages the consideration of the development.

Sue Kelley, resident 2216 E. Stratford Court, is the facilitator as a consultant of the Shorewood Connects Project which is a Village-sponsored initiative that looks at elder friendliness in the Village. The project looks at businesses within the village in terms of their senior friendliness. North Shore Bank is certified a senior friendly business. Ms. Kelley commented that banking is important to seniors and when looking at location this location being more central and the walkability is important. Ms. Kelley also commented that hair salons are very important to seniors and that when evaluating Robert Laurence Hair Salon, the project did not certify the business as senior friendly because of the building and the steps required to enter the salon. Ms. Kelley wanted to point this fact out in considering suitable businesses for the site.

Jean Gurney, resident 2214 E. Edgewood Avenue, wanted to urge the commission to approve the project because she has been a customer of both businesses for many years. And as a fundraising consultant, she is familiar with these businesses support of the community.

Sue Kohlenberg, resident 4418 N. Maryland Avenue, has been a resident since 1990 and has known Noah Christenson (Shorewood Press) for over 30 years. Ms. Kohlenberg added that Mr. Christenson wants to keep his business in the village, relocating to another building and redeveloping that building so that his business is accessible to all his clients including seniors. She added that by her work with the Shorewood Seed Foundation she has worked closely with North Shore Bank as well. Both of these businesses are very good community citizens. Ms. Kohlenberg urged the commission to approve the project and possibly help Robert Laurence Salon relocate within the Village.

Michele Boehm, resident 2401 E. Newton Avenue, is a customer of Shorewood Press, Robert Laurence Salon and North Shore Bank. She supports the redevelopment of that site as long as these businesses remain in the Village. A new building could be safer and more business friendly as well.

Becky Reinhardt, a North Shore Bank employee and Shorewood BID Board member for 10 years, started the Shorewood Branch in 2000 and managed both offices. She has watched Shorewood grow and evolve and this is the next step for North Shore Bank and the bank's future.

Sue Evans, resident 4523 N. Oakland Avenue #305, got to know Noah Christenson and North Shore Bank after working on the library campaign (North Shore Bank made contribution and Shorewood Press did all the printing of materials). She worked with Noah on the Shorewood Garden Tour as well. She stated they are wonderful contributors to the village and urged support of the project.

Pat Algiers, resident 2518 E. Olive Street and business owner at 1712 E. Capitol Drive, urged the commission to consider approving the project. She is a client of Shorewood Press, North Shore Bank and Robert Laurence Salon. The development plans use the site well and will add value to

the village. The current building has outlived its usefulness and she understands why Mr. Christianson is doing this.

Mr. Johnson closed the public comments at 8:05 p.m.

Mr. Maher asked about the sight line at the east drive-through and the height of the landscaping. Mr. Peine stated they would work with the village on a vision triangle and could step down the fence as it gets closer to the street and have shorter landscaping.

Ms. Kiely Miller added that the project seems like a win-win for the businesses involved but wanted to ensure that the project was good for the neighbors as well. In the Central District Master Plan two drive-through bank sites were listed as not using the space well and should be redeveloped. She understands people's concerns over the current building because of its charm, character and history and how the new development looks like a bank in any other community. Ms. Kiely Miller hoped that as the architectural drawings advances before the Design Review Board that the building may be something a little more unique. Ms. Kiely Miller visited the existing building recently and understands why the building is difficult for any retail business.

Mr. Gallagher added that it is refreshing to see the support of local businesses.

Ms. Kiely Miller asked about the status of the business where Shorewood Press will be relocating to. Mr. Christenson stated that Crivello's Camera Store will be closing this year.

Mr. Maher moved to approve the conditional use application by North Shore Bank for the proposed bank and drive through at 4060 N. Oakland Avenue after the Plan Commission reviewed and made the findings required by 535-25C per items 1-7. Seconded by Ms. Kiely Miller. Vote 9-0.

9. Consideration of special exception for on-site parking for proposed bank redevelopment at commercial property 4060 N. Oakland Avenue.

Ms. Lang explained that per the Village Code a bank is required to have one parking space per 300 square feet of the building area. Storage is usually not included in this calculation. The estimated entire square footage of the building is being used in this calculation because the layout of the building is not yet known. The code also states that an additional parking space is required for every two employees on site. Based on the building square footage and the number of staff on-site, the zoning code requires 14 parking spaces. Nine spaces are planned on-site meeting 64 % of requirement.

Attorney Bayer explained that Article 9 of Zoning Section 535 details the parking requirement for commercial spaces. The criteria to consider when granting the special exception for parking is found in Chapter 535-51B. Under this section there are 13 criteria to consider: the effect the granting will have on the appearance and character of the property and adjacent properties and other criteria related to serving the public and a desirable use/purpose and the availability of shared parking.

Mr. Gallagher asked how many parking spots have been designated off site. Ms. Lang stated that no spaces have been designated off site formally at this time. Mr. Gallagher commented that there is public parking in the Metro Market structure. Mr. Maher commented that in the structure near the Lighthouse/Walgreens has 27 surface spaces that have a 2-hour limit and on the top floor of that ramp there are 26 spaces that could be permitted for use.

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Mr. Gallagher stated that he wanted to ensure the commission was meeting the code and that a precedent was not being set for businesses coming before the commission without required parking.

Ms. Smith asked about Zoning Code 535-51B (11) that stated “availability of shared parking, including satisfactory documentation of shared parking to satisfy the parking demand” and whether it is required to have some form of documentation for the off-site spaces. Mr. Maher added that to include the off-site spaces in the parking count a written document would be required to say you are meeting the code requirement. Ms. Lang stated that it was not required for this consideration. Ms. Lang stated that in 2007 the code was changed to state that if you do not meet the parking requirement it is considered by special exception, not a variance.

Ms. Smith commented that she wanted to ensure the commission was following the specific code guidelines properly when considering the item. Mr. Bayer added that he would not interpret “satisfactory documentation” to include a signed document. He said having that document would be something you wouldn’t have until the exception was granted. The commission should engage with the applicant on demonstrating through some reasonable means that they have explored the ability to satisfy their parking through shared agreements with other property owners.

Ms. Lang clarified there are 9 parking spaces on site and 5 additional are required.

Mr. Maher stated that part of the idea when building the ramps was to have additional parking to support surrounding businesses.

Mr. Bayer stated a signed agreement for off-site parking is not a requirement. He explained that there are 13 criteria under 535-51B as tools the commission can look at to guide their decisions. Every single criterion does not have to be met in order to grant exception.

Mr. Couto asked Mr. Peine if any efforts have been made to secure off-site parking. Mr. David Kane, North Shore Bank, stated that no efforts have been made yet because it is too early in the process before having that discussion. It is their next step in the process. Mr. Johnson asked how the applicant’s felt about the 9 spaces on site whether it was sufficient or not. Ms. Doyle stated that they were very comfortable with the 9 spaces on site based on their transaction numbers and lobby traffic and that employees are used to parking in non-convenient places to accommodate customers. There is a maximum of 7 employees at this site and at any time there will be a minimum of 3 employees working but most likely will be 5 on site at a time.

Ms. Kiely Miller asked about the time a transaction takes with a customer inside the bank. Ms. Doyle stated that a typical transaction is about a 5-minute visit and if engaging for a new account the time is about 30 minutes.

Mr. Gallagher commented he wanted to find a way to approve the exception without setting a precedent and not jeopardizing something in the future and asked if there was a way to review the square footage further. He stated the application was very light on the details as well. With 2700 square feet and 900 additional square feet on the second floor which at 3600 square feet requires 12 spaces and 2 additional for employees per code. He asked if there was any portion of the building that is storage or bathrooms that could be excluded from the total square footage where so by doing that the parking requirement could be satisfied. He added that typically with commercial spaces 70% of the total square footage was for usability and 30% was not. Mr. Gallagher did not want to see businesses coming before the commission who were light on the parking requirements getting into the habit of stating they would just use the parking structures.

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Mr. Peine added that banking locations are strategically placed as destination spaces near grocery stores, pharmacies or parking malls where customers may park at another location walk across do their banking and then go back across the street to do their shopping.

Mr. Maher commented that the current building provides no parking and that the addition of the 9 spaces proposed could provide some relief on the side street particularly in the evening when the bank would be closed.

Ms. Lang commented that a parking study was done in 2014 to support the Central District Master Plan and it concluded this zone had no parking problem even with taking into account the new Metro Market parking deck. The current parking requirements are a higher than standard and will be reviewed in the future. The current uses for the existing building have no parking and their uses are larger. By recalculating the total square footage incorporating the 70% usability of a commercial space it comes to 11 parking spaces required which lowers the requirement by 3 making the business only short by 2 spaces. Lastly, to clarify the parking code, if a proposed business provided a written agreement for off-site parking to meet code requirements, there would be no need for a special exception.

Mr. Maher moved to approve the special exception application for North Shore Bank under Section 535-51 of the code for parking requirement after the board having considered all criteria under 535-51B (1-13). Seconded by Mr. Hansmann. Vote 9-0.

10. Schedule next meeting.

The next meeting is August 23, 2016.

11. Adjournment.

Mr. Hansmann moved to adjourn the meeting at 8:35 p.m., seconded by Mr. Couto. Vote 9-0.

Recorded by,



Crystal Kopydlowski
Planning & Development Administrative Clerk