



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Committee of the Whole Meeting**  
**July 1, 2019**

1. Call to Order

Tr. Carpenter called the Committee of the Whole meeting of the Village Board to order at 6:04 p.m. in the Committee Room.

2. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

3. Roll Call

Tr. Carpenter called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst (6:12 p.m.), Michael Maher, Ann McKaig, President Rozek (6:38 p.m.). Trustee Warren was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Finance Director/Treasurer Mark Emanuelson, Planning and Development Director Bart Griepentrog, Library Director Rachel Collins

4. Review responses to questions on committee, staff and trustee initiatives.

The Village Board reviewed the Trustee questions on the 2020 Committee and staff initiatives.

**Ghost Train:** Some Village Board members expressed concern the Village would have financial responsibility for the Ghost Train maintenance based on the June 17, 2019 Public Art Committee minutes.

Ms. Ewald explained she asked the Public Art Committee to develop a maintenance plan; at that time, they were informed the Village would not be able to fund the maintenance. The Public Art Committee shared with Ms. Ewald they had some funding with the Shorewood Foundation to cover maintenance. There was an extensive plan put together for maintenance with five separate vendors; some vendors were doing work pro-bono and some were not. Ms. Ewald explained some of the parts are under warranty.

Tr. McKaig, as the Public Art Committee Trustee Liaison, echoed that it was very clear with the Public Art Committee that the Ghost Train was owned by the Public Art Committee, not the Village. They were going to work with the Shorewood Foundation to find the money to help maintain this particular piece of art.

Ms. Ewald explained the priority is to review the maintenance, so this would be the next step. They are in agreement that the Village would not be funding through tax dollars.

Some Village Board members expressed the Public Art Committee's focus should be ways to fundraise and get the Ghost Train up and running again.

**Oak Leaf Trail:** Mr. Burkart explained residents from the southwestern quadrant of the Village have reached out to the Pedestrian and Bike Safety Committee requesting another access point to the Oak Leaf Trail. Mr. Griepentrog and Mr. Burkart have been in contact with WE Energies, Culvers, and Milwaukee County to talk about formalizing that access point that would be recognized on the trail map.

**Pump Track:** Mr. Burkart explained a pump track is a track you can go through without even pedaling; there would be a series of bumps and curves to carry the bike through the track. Working with the

county to identify green space, grant funding and county.

5. Consider prioritization of 2020 initiatives

The Village Board members shared their top five initiatives.

Tr. Amenta:

Living Wage (moving towards living wage within 3-5 years)  
Strategic Planning and TID Policy Development  
Agenda/Document Management  
Historic Preservation  
Develop a Capital Facilities Plan

Tr. Carpenter:

Historic Preservation  
Agenda/Document management  
Strategic Planning and TID Policy Development  
Diverse and Inclusive Village Workforce  
Review Open Records procedures and cost to residents

Tr. McKaig:

Strategic planning and TID Policy Development  
Education on Unlearning Racism  
Implement Resource Management Plan Hubbard Park  
Agenda/Document Management  
Develop Public Information on the Village Budget  
Historic Preservation (research aspect)  
Bocce Courts as a bonus

Tr. Bockhorst:

Liquor Licenses (look at how to obtain more)  
Agenda/Document Management  
Review Open Records Request and cost to Residents  
Education on Unlearning Racism  
Decriminalization of Marijuana (has not formally moved forward)  
Strategic Planning and TID Policy Development

Tr. Maher:

Historic Preservation  
Education on Unlearning Racism  
Implement the Hubbard Park Land Management  
Canoe/Kayak Rail at Hubbard Park  
Park Ordinance Updates

President Rozek:

Agenda/Document Management  
Historic Preservation  
Develop a Capital Facilities Plan  
Strategic Planning and TID Policy Development  
Welcoming Ordinance

Ms. Ewald reviewed the top initiatives among the Village Board:

- Strategic Planning and TID Policies (Becky/Bart)
- Document/Agenda Management (Sara)

- Historic Preservation (education process) (Becky)
- Education on Unlearning Racism (Becky/Rachel)
- \*Transportation and Parking (Implementation of Transportation and Parking analysis implementation items will be delegated to various departments based upon the item)

Some Village Board members questioned if staff has the availability to implement all these? Ms. Ewald explained Yes on top four listed above but can't answer on parking and transportation until the study is complete. Ms. Ewald explained the full plan could not be implemented in one year and there should be something worked into the budget for possible next steps.

Ms. Ewald reviewed the initiatives that made at least two Village Board members lists

- Implement the Hubbard Park Land Management
- Review Open Records procedures and cost to residents
- Develop a Capital Facilities Plan

Tr. McKaig reviewed potential scope for year one on Education on Unlearning Racism initiative Task 1 Form an Internal Equity Diversity and Inclusion (EDI) Committee

- Committee leader: Martha Berry, YWCA, est. \$2,500
- Committee participants: participation of an individual(s) from each department, trustee representative, HRC representative if available
- Goal #1 Adopt a guide or framework with resources for language and scope around racial justice as it applies to municipal service.
- Goal #2 make recommendations for village wide (staff/boards/commission) training and resources.
- Goal #3 to develop a village mission statement for diversity and inclusion.
- Develop training and resources for the village that will be accessible to village staff, boards and commissions.

Task 2 Offer the Unlearning Racism Class in 2020

- Enlist Martha Berry to provide onsite training introduction training with Department Heads and HRC members - \$1,000
- Budget \$2,000 (4 people) or \$5,000 (10 people) staff and trustees voluntarily desire to attend the class in 2020

Some Village Board members inquired if this would be a topic for the Human Relations Commission. Mr. Burkart explained the Human Relations Commission is focused on community while this initiative focuses on staff and committees.

Some Village Board members questioned if some items such as the kayak launch could be done through the budget process since it was not a top initiative? Ms. Ewald explained she would like to review the top five with list with staff.

Some Village Board members expressed the importance of moving the Welcoming Ordinance forward. Some Village Board members suggested it go to Community and Business Relations Committee; Ms. Ewald suggested it stay with the initiative process. It was noted that the Welcoming Ordinance should come after the initiative Education on Unlearning Racism is started and in progress for a period of time.

Ms. Ewald and Mr. Griepentrog discussed the Comprehensive Plan. Ms. Ewald explained housing has been brought forward in the CDA. The next CDA meeting there will be an RFP review for a housing analysis study. Mr. Griepentrog explained the Plan Commission met last week and provided a recommendation on

moving forward with updating chapters of the Comprehensive Plan. In light of current transportation plan, they will do one of the chapters, the CDA will be covering housing; economic development could be covered in the strategic planning initiative.

Remaining chapters, we can incorporate the park plans for natural resources, utilities and infrastructure with long range planning. The Village has most of the information, the decision would be to hire a consultant or utilize staff to bring all of them together into one plan. Mr. Griepentrog expressed public engagement is important to reconfirm the larger goals.

Mr. Griepentrog explained the recommendation from the Plan Commission is to have an updated comprehensive plan incorporating all those items instead of rewriting the Comprehensive Plan. Mr. Griepentrog explained the housing, transportation and economic development chapters were the biggest and are getting a current review with the proposed initiatives.

Mr. Griepentrog explained the budgetary scope recommended is around \$30,000 for an update. Mr. Griepentrog believes the chapters can be assigned to existing plans or existing committee work and bring them back with public engagement.

Mr. Griepentrog explained the penalty of not updating your comprehensive plan is you can't update your ordinances because they need to match.

The Village Board reviewed the initiatives that did not make the top list, but would like to see for future potential initiatives.

- Lead service replacement program fund private side
- Administrative Review
- Sidewalk program
- Communication Management Plan
- Age Friendly Plan (designed and executed by the Public)
- Triangle Park
- Wilson Spreadsheet

6. Tr. Amenta moved, seconded by Tr. McKaig to adjourn the meeting at 7:35 p.m. Motion passed 6 - 0.



**Draft**

**MINUTES - SHOREWOOD BOARD OF TRUSTEES  
Village Board Meeting  
July 1, 2019**

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:40 p.m. in the Court Room.

2. Roll Call

President Rozek called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Michael Maher, and Ann McKaig. Trustee Warren was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Finance Director/Treasurer Mark Emanuelson, Planning and Development Director Bart Griepentrog, Library Director Rachel Collins

3. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

#### 4. Special Order of Business

##### a. Update on Shorewood Fire Station cost estimates, plans and façade easement

Chief Whitaker explained the following from his memo:

The Department and Kueny Architects have submitted a proposal to the Shorewood Plan Commission and Design Review Board for review in July. As was discussed at a previous Board Meeting, the submitted design leaves the exterior of the building generally intact, with the exception of moving the public entrance from the west side of the building to the south side of the building near the current hose tower door. The submission to the Commission and Board is enclosed. At this time, the Village Board is not asked to take any action on this issue, this is informational only.

An initial cost estimate is also included with this packet. This project has not been bid, this is a cost estimate from the architect who will also be in attendance at the Village Board Meeting. Also included in the packet is the current projected project timeline.

Moving forward, if approval of the Plan Commission and Design Review Board is received, the Village Board will be presented a CSM of the property and a façade easement to consider at its August 5 Meeting. It is planned that bids will be let on August 14, with bid opening on September 4. The Fire Department Board will consider those bids on September 10.

Focus on Energy and solar power studies are currently being performed for this project. Once those reports are received, the Project Team will consider implementing options from those reports.

Timeline moving forward, Plan Commission and Design Review Board will be looking at this project in July.

John Wallacamp, Kueny Architects; Went through the plans included in the July 1, 2019 Village Board packet.

The following items were discussed:

- The upper level and lower level will be unoccupied and used for storage; main air handler units will be on the second floor.
- There is not final decision on the solar panel system; the building is currently being analyzed.
- The brick color will be matched as close as possible; the majority is a cream city brick.
- The front garage doors will be glass and bi-fold which is traditional when the fire station was originally built
- It will not be LED certified, but will be designed towards those standards.
- Currently working with Focus on Energy now for most efficient system in there; solar will be supplement of electrical system

Chief Whitaker explained the next steps will be Design Review and Plan Commission in July, Certified Survey Map in August. The bidding will be out in August with opening bids in September.

Some Village Board members requested to have the eastern sidewalk portion by Village Hall bid separately. Chief Whitaker explained the sidewalk portion will be an alternate bid.

Some Village Board members inquired if the pedestrian walkway will all be the Fire Station's property on the CSM and the Village will have an access easement in order to do maintenance on the Village Hall building. Ms. Ewald explained yes.

Ms. Ewald explained when the CSM comes forward for approval, it will contain an electrical easement as well as pedestrian access. From a Façade Easement standpoint, the Village and North Shore Fire are recommending to work with our regular legal counsel for each of our organizations to work off the template of the National Trust for Historical Preservation. NSFD will be providing an initial draft of those items that are related to the west and south façade.

The draft would be reviewed by the Village and Attorney Bayer and provided to the Village Board at the August 5<sup>th</sup> meeting. Ms. Ewald explained the easement focuses on the plan which establishes what's existing in the building and functional parameters if there were modifications what the framework would be.

Some Village Board members inquired about the characteristics that had been provided from a group of residents to the Fire Department to incorporate into the façade easement.

Ms. Ewald explained the façade easement will not specify unless we chose to add the level of specific detail, but the plans themselves reflect that detail.

Some Village Board members expressed concern if the details aren't listed in the façade easement, it's not guaranteed. Ms. Ewald explained the list is not incorporated into the scope of the façade easement. The template document from the National Trust for Historic Preservations recommends it to have baseline documents that specify what the current conditions are.

Ms. Ewald explained the façade easement is not a requirement of the plan development district, it is a requirement of the Village Board through the MOU and is subject Village Board approval. The other easements are located through the certified survey map.

Rosie Bredeck, 4248 N. Ardmore, Shorewood, 53211; questioned what would it hurt to include the detailed list in the easement so we know what we are preserving?

Chief Whitaker explained the draft has not been started yet.

b. Presentation of 2019 Community Service Results

Mr. Burkhart summarized the results included in July 1, 2019 Village Board packet.

Human Relations Commission data subcommittee group will be getting the data to do additional analysis; once it's complete, it will be provided to the Village Board.

Some Village Board members requested to see what the census numbers are for the Village and the variance between the census and the survey results.

Some Village Board members inquired what Mr. Burkart's thoughts for getting higher responses for the next survey.

Mr. Burkart explained next time a reminder will be sent and timing of sending the survey out will be reviewed.

Barbara Kiely Miller 4051 N. Downer, Shorewood, 53211; responses are most likely from Shorewood households, not the population in general.

5. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings. - None

6. Consent Agenda Items

a. Accept presentation of Accounts – July 1, 2019

b. Consider Village Board Minutes – June 3, 2019

c. Consider Village Board Minutes – June 17, 2019

d. Consider Village Board Minutes – June 24, 2019

e. Consider application for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave.

f. Consider transportation and Parking Analysis Technical Advisory Group nomination from the BID.

g. Consider appointing Matt Weiss to the Human Relations Commission.

h. Consider Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

- i. Consider award of contract for 2019 PPII reduction lateral rehabilitation program (meeting #2)

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Tr. Amenta requested removing items 6b, 6d, and 6h and President Rozek requested removing item 6e off the consent agenda. Motion carried 6 – 0 with items 6b, 6d, 6e, and 6h removed.

## 7. Items Removed from the Consent Agenda

6b, Consider Village Board Minutes – June 3, 2019.

Item 4 Special Order of Business line 5 s/b OPEB. Same item, fourth paragraph contract s/b fund.

Third page s/b item 6b not 9b.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the Village Board Minutes from June 3, 2019 with the noted changes. Motion carried 6 – 0.

6d, Consider Village Board Minutes – June 24, 2019.

Page 3, under Ad Hoc Budget Committee, second paragraph change there to that.

Page 2, under Historic Preservation, change preservice to preserve.

Page 4, under Neighborhood Association, change others felt it would start provide a more conducive environment to other felt it would not.

Page 5, under Living Wage include agreement this would take place over a period of several year period.

Page 3, line 5, transportation of parking s/b transportation and parking

Tr. Amenta moved, seconded by Tr. Maher to approve the Village Board Minutes from June 24, 2019 with the noted changes. Motion carried 5 – 1 with Trustee Bockhorst abstaining.

6e, Consider application for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave.

President Rozek confirmed the fee amount for the Loading Zone with Director Griepentrog.

Tr. Maher moved, seconded by Tr. Amenta for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave. Motion carried 6 – 0

6h, Consider Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

Some Village Board members expressed concern with the road being closed on Saturday, September 14 for the Feast hosted by the BID and this is a longer standing event. Some Village Board members expressed the BID Director should have been aware of the event.

Paul Hackbarth, 3901 N. Lake Dr., Shorewood, 53211; explained he is aware there is concern, but this year Camp Bar has partnered with the SEED Run and will be sharing half the profits with the SEED Foundation.

Some Village Board members shared the idea of meeting with the BID Board and mapping out all the event dates at the beginning of the year.

It was noted Ms. Ewald will follow-up with the Chief Nimmer if police presence will be required at the event.

Tr. McKaig moved, seconded by Tr. Maher to approve the Special Event Permit, Short Term Cabaret

License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

Tr. Bockhorst moved to call to question. Call to question carried 6 – 0.

Vote on Motion: to approve the Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019. Motion carried 6 – 0.

8. Public Hearing(s) –

- a. Ordinance #3002 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards.

The Public Hearing was opened at 9:06 p.m.

The Public Hearing was closed at 9:06 p.m.

9. New Business

- a. Consider Ordinance 3002 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards.

Mr. Griepentrog explained the following from his memo:

The Plan Commission has discussed the possibility of amending the Village Zoning Code in relation to porches within the front and side yards over the course of seven meetings starting back in September 2015. These discussions also included review of decks and patios, which subsequently were amended by the Village Board via [Ordinance 2080](#) in August 2017. Those changes are located within the Zoning Code's Site Restrictions section [535-9F](#), which remains silent in regards to porches. That ordinance amended/clarified the definition of a porch in 535-6, but did not change regulations relating to them.

Porches are defined as “An elevated structure attached to the entrance of a building without side walls, forming a covered approach or vestibule to a doorway.” Because of their covered nature, porches are considered part of the primary structure, and thus are not allowed to encroach into the front setback of a property, unlike “uncovered stairs or landings,” which may encroach up to six feet. ([535-32](#))

Based on a staff draft, the Plan Commission discussed the most recent proposal at their [April 30, 2019 meeting](#), and requested several items be revised for clarity. A second discussion took place at their [May 28, 2019 meeting](#), upon which they recommended the Ordinance Amendment be brought to the Village Board for consideration.

The proposed Ordinance would:

- Add a definition for a covered entryway: “A covered entrance over a doorway without support structures extending to the ground or floor.”
- Allow porches to encroach into the front yard 8 ft. from the main façade of the house, but in no case closer than 10 ft. to the lot line.
- Allow covered entryways to encroach into the front yard 4 ft. from the main façade of the house, but in no case closer than 10 ft. to the lot line.
- Disallow porches or covered entryways in the side setback.
- Allow covered entryways to project 4 ft. into the street side yard, but in no case closer than 6 ft. to the lot line.

- Detail design requirements, including; a maximum depth of 10 ft.; floor height to be within 8 inches of the front entry; a one story maximum, with allowable second deck subject to design review; prohibit enclosure of more than 50%, including mesh screening, glazing and guardrails; and a maximum of 3 ft. extension on either side of a doorway for covered entryways.
- Prohibitions include unfinished pressure-treated materials and a disallowance of living purposes,
- Additional non-substantive format and wording changes are included for administrative clarity.

Some Village Board members questioned if the neighbors are contacted when a resident is putting an addition onto their home? Mr. Griepentrog explained if there is 200 sq. ft. or more being added onto an existing structure then they are notified.

Some Village Board members expressed disagreement with the need to provide notice to make an improvement. Other Village Board members expressed if it's an allowed use and there isn't an appeal process for a resident to potentially stop construction of the porch, there shouldn't be a notice sent. Providing the notice gives the false hope the porch could be denied from being constructed. Mr. Griepentrog explained, the Design Review Board could hear the objection but they could not deny the porch from being constructed if it meets the guidelines.

Tr. McKaig moved, seconded by President Rozek to approve Ordinance 3001 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards and strike “or construction of a new front porch” in section 225-12f. No vote was taken.

Barbara Kiely Miller, 4051 N. Downer Ave., Shorewood, 53211; verified the Plan Commission approved the maximum porch depth could be ten feet but eight feet from the house. Mr. Griepentrog explained that is correct.

Some Village Board members expressed contacting the neighbors was an important step.

Some Village Board members shared having a front porch allows more community engagement.

Tr. Amenta moved to amend, seconded by Tr. Maher to include “or construction of a new front porch” in section 225-12f.

Some Village Board members requested to take a roll call vote on the amendment. There was not unanimous consent to take a roll call vote. Attorney Bayer clarified there would need to be a 3/4 vote to suspend the rules to take a roll call vote on the amendment.

Vote was 3 – 3 to suspend the rules to take a roll call vote on the amendment to the underlining motion with Tr. Bockhorst, Maher, and McKaig voting aye. Motion fails to suspend the rules.

Vote on the amendment: Amendment fails 2 – 4 with Tr. Amenta and Maher voting aye.

Vote on motion: to approve Ordinance 3001 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards and strike “or construction of a new front porch” in section 225-12f. Motion carried 6 – 0 by a roll call vote.

The Village Board recessed at 9:23 p.m.  
The Village Board reconvened at 9:34 p.m.

- b. Consider next steps for intergovernmental collaboration with legislative partners. Some Village Board members suggest to include Milwaukee County Supervisors and Representatives.

Tr. Bockhorst suggested a letter be sent on half of the Village Board to the League of Municipalities instead of her bringing it forth to the Legislative Council meeting; it would make a bigger statement.

Tr. McKaig moved, seconded by Tr. Maher to recommend the following; send letters of support to state and county legislative officials proposing AB111; send letter to our local, county, and state legislative officials requesting they support AB111; recommend President Rozek request this item be placed on the Intergovernmental Cooperation County; recommend Tr. Bockhorst, President of the League of Wisconsin Municipalities, request this item be placed in the League Board agenda to discuss potential lobbying efforts to support the prohibition of conversion therapy. No vote was taken.

Tr. McKaig moved to amend the original motion, seconded by Tr. Maher to recommend the following; to send letter that the Village of Shorewood supports AB111 to state, county and local legislative officials requesting their support for AB111. To send letters to the League of Wisconsin Municipalities and Intergovernmental Cooperation County requesting this item be placed on their agendas for consideration in support of AB111 to support the prohibition of conversion therapy. Motion carried 6 – 0.

#### 10. Reports of Village Officials

- a. Village President

President Rozek reminded everyone about the 4<sup>th</sup> of July Parade.

- b. Village Trustees –

Tr. Carpenter reminded the Village Board whoever is walking in the parade, she will have the wagon of candy.

Tr. Amenta attended the Transportation and Parking Town Hall Meetings, the meetings had good turnout and participation.

- c. Village Manager – None

#### 11. Items for future consideration

It was requested the BID Board and staff organize a meeting in February or March with previous Special Event License holders to review anticipated event dates for the upcoming year.

#### 12. Adjournment.

Tr. Bockhorst moved and Tr. Maher seconded to adjourn at 9:58 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC  
Village Clerk