

**Village of Shorewood  
Community and Business Relations Committee  
April 17, 2023**

**Call to Order:** Chairperson Tr. Couto called the meeting to order at 7:15 p.m. in the Village Hall Court Room.

**Members Present:** Tr. Couto, Tr. Arndorfer, and Tr. Stokebrand

**Members Excused:** None

**Others present:** Planning & Development Director Griepentrog

**1. Discussion and recommendation of updates to the Village Fee Schedule relative to commercial design review.**

Discussion Points

- Director Griepentrog provided an overview of his memo, noting that three areas were requested to be addressed.
  - He noted that Planning and Design Adjustments were new to the commercial design review process and required a fee to be created. He stated that his recommendation would be to make that fee \$200, which would be in line with Variance and Special Exception requests from the Board of Appeals.
  - He requested that two levels of Commercial Design Review be created to account for the different amount of work associated with the new form-based regulations for new construction or bigger projects whose costs are over \$25,000. He suggested that \$500 be charged for those reviews (Level 2), while the current \$100 fee would remain for projects under that cost threshold (Level 1).
  - Lastly, he suggested that the current fees for Parking and Signage Special Exceptions be raised to match the fee of Special Exceptions sought from the Board of Appeals due to the level of work and notice associated with them. He also noted that applicants should be expected to meet the code and if they sought exception from it that they should expect to go through a more thorough and thus costly review.
- Within the memo and discussion, Director Griepentrog provided cost comparisons to other communities and suggested that the Committee could reference those if they wanted to adjust any of the recommended amounts.
- Tr. Stokebrand questioned if the fee for Parking and Signage Special Exceptions included the cost of signage. Director Griepentrog clarified that Signage Special Exceptions related to requests for commercial signage that exceeded defined regulations, such as being of a larger size, as opposed to signage related to parking. He also included that the Village receives a fair number of requests for Signage Special Exceptions that he hoped an update to the Sign Code would lessen.
- Tr. Arndorfer and Tr. Couto had no questions.

Action

- Tr. Stokebrand moved to recommend that the Village Fee Schedule be amended relative to commercial design review, as presented; seconded by Tr. Arndorfer. Vote 3-0.

Follow Up-Items

- A resolution to update the Village Fee Schedule, as recommended, will be placed onto a future Village Board agenda.

**Motion to adjourn.** Tr. Stokebrand moved to adjourn; seconded by Tr. Arndorfer. Motion carried at 7:21 p.m.

Respectfully submitted,

Bart Griepentrog, AICP  
Planning & Development Director