



Agenda
Human Relations Commission
August 12, 2021, 6:30 P.M.
via teleconference
3930 North Murray Avenue, Shorewood, WI

Call: 312-626-6799
Meeting ID: 842 8033 0976
Passcode: 087103

Join the Video Call:

<https://us02web.zoom.us/j/84280330976?pwd=OU1mQkFXV05RMXFXZ0V0Wkd6OWp0UT09>

1. Call to order
2. Consider Approval of July 13, 2021 minutes
3. Public Comments
4. Discuss Observations in the Community
5. Staff and Village Board Liaison Updates
6. Discuss Parking Policy Changes being considered by the Village
7. Subcommittee Updates on Implementing Plans to Address Racial Inequities
8. Update from EDI Committee HRC Representatives
9. Other Subcommittee Updates
10. Future Agenda Items and Speakers
11. Adjournment

DATED at Shorewood, Wisconsin, this 5th day of August, 2021,

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC
Village Clerk

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. Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



Human Relations Commission

Minutes

June 17, 2021 6:30 P.M.

via Teleconference

1. Call to order.

The meeting was called to order at 6:31 p.m.

Members present: McKenzie Edmonds, Molly Fox-Kincaid, Charlie DeSando, Sharveta Parker, Matt Weiss, Ana Belen Duran Lopez (arrived at 6:41 p.m.)

Others present: School Board Member Emily Berry, President Ann McKaig, Tr. Kathy Stokebrand, Planning & Development Director Bart Griepentrog, Chuck Carlson, Kristin Sziarto, Sarah Wang

Members not present: Maria Van Hoorn, Shavonda Sisson, Alicia Obiakor

2. Consider Approval of April 8, 2021 minutes

Ms. Edmonds moved to approve the April 8, 2021 minutes. Motion seconded by Mr. DeSando. Motion approved by a 5-0 vote.

3. Public Comments

Ms. Parker thanked the students for their help through the pandemic.

4. Discuss Observations in the Community

No observations expressed.

5. Staff Liaison Updates

President McKaig was in attendance to provide an update on upcoming collaborative efforts between the Community Development Authority and the Human Relations Commission. President McKaig shared other partners who will be working with the Village on affordable housing efforts as well as providing other EDI resources to the Shorewood community. The Commission has an open invite to provide updates at the Village Board meetings as there is now a standing agenda item to discuss EDI topics. Mr. Burkart will send out future meeting agendas for the CDA to inquire if a member of the HRC can attend and collaborate.

6. Discuss Equity Initiatives being completed by each community partner

Community partners went around sharing their updates on initiatives being actively worked on.

School Board member Emily Berry provided a summary on behalf of the School District. She shared the three pillars of the strategic framework. There are a number of foundational strategies to address the strategic framework, which includes professional

development for all staff, creating an inclusive environment for staff of color, build capacity for staff to understand the inequities that exist, recruit and retain staff of color, and mentor new staff of color to create sustainable changes.

Kristin Sziarto was present on behalf of the Police Accountability Task Force. They are a community organization who have an interest in addressing police accountability and policies. The group consists of members of a variety of groups including Shorewood Solidarity Network and Shorewood Moving Forward. Ms. Sziarto summarized previous actions such as the Justice and Dignity resolution. The group met with a member of the ACLU to access helpful resources. They have met with Chief Nimmer and Lt. Liebenthal to discuss their complaint process and access to data and policies. After reviewing the police organization study, the task force made some recommendations to the complaints process. They also want the Police Commission to meet more often and use their statutory authority to address some of these issues. Lastly, the task force wants to review traffic stop reports.

Tr. Stokebrand summarized the work of the EDI Committee being done at the Village. The contract with Sam Coleman will be concluding due to the School District's vacancies and transition of the School Superintendent. Mr. Coleman will be working with the Village to provide a recommendation on how to transition the EDI Committee work as the Village explores another consultant to utilize.

Mr. Carlson inquired with the Police Commission on how they can be involved in the complaint process. He expressed the desire for the Commission to use its statutory authority to be more involved in the review and implementation of police organization study implementation such as the complaint process. Ms. Edmonds clarified that Mr. O'Brien (chair of the Police Commission) mentioned this was going to be brought to the Police Commission to weigh in on their role but has yet to meet. Ms. Wang also provided Mr. O'Brien the recommendations from the Police Accountability Task Force on the complaint process.

7. Discuss and Consider Recommendation for Proclamation Recognizing Juneteenth

Mr. Burkart mentioned there was a draft proclamation included in the agenda packet. The Commission has the option to recommend the proclamation tonight if comfortable with the message. If the Commission is not comfortable or wants more time, they can defer the proclamation to next year. There was discussion about if the proclamation is needed as it becomes a federal holiday. Multiple opinions were shared expressing support for such a proclamation. There was discussion about having the proclamation presented during public comment at the June 21 meeting. Ms. Parker volunteered to present and Ms. Edmonds mentioned elementary students who have been working on a similar initiative could also present. Ms. Berry will connect with the students to see if they could present at the Board meeting and will get back to Mr. Burkart. Ms. Parker moves to recommend the Village President to sign the proclamation recognizing Juneteenth. Mr. Weiss seconded the motion. Motion approved 6-0.

8. Subcommittee Updates on Implementing Plans to Address Racial Inequities

Policy – Ms. Belen Duran Lopez mentioned the sub-committee will be evaluating the HR procedures and policies when it comes to hiring, recruitment, and selection for vacant positions.

Education – Mr. DeSando mentioned the Education sub-committee will meet next Tuesday to discuss next initiatives for them to work on. President McKaig shared the idea of coordinating an educational session on affordable housing and coordinating that session with the CDA and other partners.

Data – Ms. Edmonds asked for the notes from the HRC meeting back in early 2020 responding to the CDA strategic plan survey to be in tonight’s meeting minutes. The subcommittee will be talking with dispatch center about the training they receive and how they procedurally handle certain calls.

9. Update from EDI Committee HRC Representatives

This update was given earlier (agenda item #6).

10. Other Subcommittee Updates

No other subcommittee updates.

11. Future Agenda Items and Speakers

Tr. Stokebrand asked if there could be a future Shorewood Speaks on traffic enforcement. Mr. Burkart mentioned this could be considered by the Education sub-committee as a future topic along with affordable housing. Ms. Edmonds mentioned if traffic enforcement was a topic, that the Commission needs to be careful about it being intentional by bringing in non-profit and traffic engineer experts to share a wide variety of perspectives.

Ms. Edmonds requested for Police Commission Chair Mr. O’Brien to attend a future meeting and respond to some of the concerns raised in the meeting.

Mr. Burkart asked for feedback on the Commission’s meeting schedule. Based on feedback, Mr. Burkart will circle back via email with the Commission in two weeks to hear feedback about potentially meeting July 15. If not, then subcommittees will meet on their own in July and reconvene in August.

12. Adjournment

Mr. DeSando moved to adjourn the meeting. Motion seconded by Ms. Fox-Kincaid. Motion approved by 6-0 vote. Meeting adjourned at 7:51 p.m.

Respectfully submitted by,

Tyler Burkart
Assistant Village Manager



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider next steps for parking improvements.

Date: August 2, 2021

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.

1. [January 31, 2020](#) – the Village Board received the final Parking and Transportation Analysis. Recommendations from the report were prioritized with night parking permit being the first to be reviewed.
2. [October 19, 2020](#) – after discussion on [September 8](#), [October 5](#) and 19, the Village Board concluded with the following actions related to night parking:
 - a. Ordinance 3013 On-Street Overnight Parking Permit (01/01/21)
 - Replace the practice of providing hardship permits or special “bumper” permits to multi-family properties on a qualifying basis by implementing a village wide on-street parking permit.
 - Enforced Alternate-side Night Parking 3:00 am – 5:00 am, except on street sections with insufficient width or regulations. It should be noted that this has always been a Village regulation, but in past years has not been enforced.
 - b. [Policy 39 Overnight Parking Permissions](#)
 - Off-street overnight parking permits to park in municipal or private lots are made available through the Customer Service Department, as quantities are available.
 - Shorewood residents and guests are allowed 20 on-street overnight temporary parking permissions per license plate for each calendar year without cost.
 - On-street overnight monthly parking permits - Proof of residency to obtain an on-street overnight parking permit shall not be required. Permits shall be limited to no more than two per household unit. Permits for commercial occupants shall not be limited.
 - c. Resolution 2020-30
 - \$40 for on-street monthly permit (01/01/21); previously \$50 bumper permits
 - \$30 for off-street monthly permit (01/01/21); previously \$50
3. [December 21, 2020](#) – the Village adopted Ordinance 3019 - An Ordinance repealing Section 500-13 Authority to designate parking zones for handicapped and amending Section 500-24 to be Loading and accessible parking zones, [see pg. 76 of the packet](#).
4. [March 15, 2021](#) – the Village approved the selection of the EDC Corporation's proposed AIMS Parking Management System as the Village's citation and parking permit management services provider. Transition of the software from DUNCAN will occur this year, [see page 287 of packet](#).
5. This summer staff noticed a significant decrease in private off street parking permits. Private lots have routinely taken additional time and administration. Given the low usage, staff discontinued selling parking permits on behalf of private lot owners effective August 1, 2021. Customers may obtain parking directly from private lot owners.

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Attached is a six-month review of parking permits and citation activity for your review. Staff also reviewed comments and complaints received for the last six months following implementation of new parking requirements and the following were our observations and recommendations for next steps.

On-Street Overnight Parking Permit – This permit has provided a simplified approach to providing overnight parking permits. Staff recommends increasing the time of enforcement from 3 a.m. – 5 a.m. to 2 a.m. – 5 a.m. in order to have additional time for consistent enforcement throughout the village. This would require an update to [500-16A\(3\)](#).

Alternate-Side Parking – This regulation received the most complaints and caused more frustration for customers than any other parking modification change made this past year. Alternate-side parking requirements only impact streets that have sufficient seasonal width to accommodate parking on both sides of the street, which is less than ¼ of Village roadways. Staff is recommending that alternate-side parking regulations be modified to only apply to E. Capitol Drive (east of N. Oakland Ave.) and N. Oakland Ave. year-round (seven days a week, including holidays). On these roadways, alternate-side parking has proven beneficial for public works and police operations. On Sunday and holidays, police officers would be responsible for conducting parking enforcement in these limited roadways from 2 a.m. – 5 a.m.

Should the Village Board agree to proceed with this modification, an ordinance amendment will be prepared to update [500-16C](#) of the code, including a fiscal impact statement related to signage on E. Capitol Dr. and N. Oakland Ave. Funds (\$50,000) were budgeted in 2021 and available to purchase new signage. Staff would also prepare an implementation and communication plan for this change.

Winter Parking Regulations – Winter parking regulations are currently in effect on various village streets from December 1 – March 1. After review, staff is recommending to keep the existing timeframe. In order to verify the need for currently posted regulations, the Department of Public Works will inventory the streets with existing winter parking regulations to confirm necessity; however, Public Works does not expect the vast majority of streets will have any changes. There may be a few outliers that they will review on an individual basis, such as where particular blocks of residential streets that may be in excess of 34 feet.

Unnecessary winter parking regulations will be requested to be removed via an ordinance amendment to update [500-26](#).

For reference, average snowfall over the last decade per month is as follows:

December	7.3"
January	12"
February	16.1"
March	5.4"
April	2.3"

Daytime Parking Regulations – The Transportation and Parking Analysis recommended that the Village streamline all daytime regulations and corresponding parking signage with consistent parking timeframe requirements for both 2-hour and 15-minute zones. No complaints have been submitted with respect to this item, and it does not impact enforcement. The position responsible for signage within the Department of Public Works has been vacated since May of 2021, and the department has been short three crew members to accomplish routine tasks. The Planning & Development Director will review the existing sign inventory and estimate the number of signs this change would involve with a goal of ordering the replacement signs with money that was allocated in this year's budget for implementation of the study (\$50,000). Implementation would require an update to [500-19](#), [500-20](#) and [500-21](#). Installation of the signage would take place at a future date.

Two items are recommended for referral to the TAG or Community and Business Relations Committee:

Request not to move vehicles every 24 hours – Parking Limits and Regulations within the Village code require that vehicles parked on the street move at least every 24 hours. [[500-16A\(1\)](#)] This is a routine requirement in communities to ensure vehicles are moved for snow and leaf removal, deters abandoned vehicles and individuals living in or occupying parking spaces that are available to the public. For reference, out of the other North Shore communities, Glendale and Whitefish Bay have the same requirements that Shorewood has; vehicles parked on the street need to be moved every

24 hours. Brown Deer’s requirement is that vehicles need to be moved every 72 hours. River Hills, Fox Point, and Bayside do not allow parking on the street. Two complaints came in during the transition of the parking requirements:

- a. Disabled parkers were ticketed when their vehicle was not moved every day for alternate side parking. The Village received requests to not move their vehicle daily.
- b. A resident requested on street vacation parking that would allow him to leave his vehicle on the street for an extended period of time in the same location.

Alternate-side parking requirements are proposed to be eliminated with the exception of N. Oakland Ave. and E. Capitol Dr. east of Oakland Avenue; however, the requirement to move vehicles every 24 hours would remain. After reviewing these two requests, Customer Service advised that the Village put “vacation permits” into practice decades ago as an option for those residents who are unable to move their vehicle on a short-term basis.

- 1) Vacation parking is \$5 up to a 2-week period
- 2) Vacation parking is only available to customers with a current monthly permit
- 3) There is currently no limit to the number of times a person can purchase
- 4) There is the possibility that vacation parkers can displace a monthly paid parker if the current vacation parking lot—River Park Lot C—is full.

Vacation permit issued must park in Lot C of River Park. Over the last few years on average 24 vacation permits have been issued for Lot C. The customer is requested to leave their keys with an individual that may be contacted if the vehicle must move in the winter time for purposes of snow storage, etc. The same permits could be provided to disabled parkers on a short term basis. Should this practice continue, staff recommends including the parameters within an updated [Policy 39](#).

Long term, ADA requests could submit for an ADA stall through the recently adopted Ordinance 3019 - An Ordinance repealing Section 500-13 Authority to designate parking zones for handicapped and amending Section 500-24 to be Loading and accessible parking zones, [see pg. 76 of the packet](#). ADA loading and accessible parking stalls require an annual permit, but are free of charge; however, this does not eliminate the requirement to move a vehicle every 24 hours. Staff recommends to continue the requirement that vehicles move every 24 hours.

Private business designation of on street parking – Under the Public Emergency Declaration for COVID that is still in effect, private businesses have been allowed to request on street parking be designated as carryout zones for customer pick-ups. The public emergency declaration is still in effect and will be requested to be rescinded upon conclusion of updating our audio/visual equipment for Village Board, Plan Commission and CDA meetings later this fall. Businesses are now requesting that on street parking stalls in front of their business be permanently marked for their business’s use for customer pick-ups. The Parking and Transportation Analysis recommend streamlining, simplifying and being consistent in all areas of parking. Individually designated stalls allocated to specific businesses within an on street public space is contrary to this approach. However, in the future, the Village may desire to further review this topic as part of a curbside management strategy, in addition to the allocation of on street ADA stalls in all business district areas.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Possible motion: "I move to:

- a. *Maintain on street overnight parking permits and update the enforcement time frame to 2:00 am to 5:00 am.*
- b. *Discontinue alternate side parking on all Village streets except for N. Oakland Ave. and E. Capital Dr. (east of N. Oakland Ave). Enforcement of alternate side parking on these two streets would be performed seven days a week and holidays.*
- c. *Maintain winter parking regulations (December 1 – March 1), perform a sign audit for all areas currently posted and eliminate signage where road does not necessitate the regulation.*
- d. *Conduct a review of 2-hour and 15-minute parking signage for future implementation, purchase signage in 2021 and install based upon staff capacity.*
- e. *Refer the practice of vacation permits and private business requests for on street public parking to the TAG or Community and Business Relations Committee for further review."*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Parking permit fees and citations, six-month review



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO HUMAN RELATIONS COMMISSION

Agenda Item: Update on Parking Policy Changes being considered at the Village

Date: August 12, 2021

Presenter: Tyler Burkart, Assistant Village Manager **Department:** Village Manager's Office

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The Village Board discussed a number of parking policy adjustments during their August 2, 2021 Board meeting. The Board made some initial changes to the policy at the end of 2020 and the beginning of 2021, which are highlighted in the attached memo that was included in the Village Board packet for August 2, 2021. Below are bullet points that outlines some of the recommendations and direction articulated from the Village Board, which will be discussed again at the September 8, 2021 meeting.

- Maintain on-street overnight parking permit and increase enforcement from 2:00 – 5:00 a.m. (currently 3:00 – 5:00 a.m.)
- Discontinue alternate-side parking except for E. Capital Drive and N. Oakland Ave., enforced Sundays and holidays by Police Department
- Audit winter parking regulations and remove unnecessary signs
- Conduct review of 2-hour and 15-minute parking signage, purchase signs in 2021 and install based upon staff availability
- Refer vacation permits, private business requests, day-time permits to Community & Business Relations Committee or the Transportation Advisory Group (TAG)
- Review parking fees during parking utility budget

Please note the Plan Commission reviewed and recommended changes to the Village's current [Off-Street Parking Requirements](#) on July 27, 2021. The proposed changes clarified that the requirements be triggered for new construction, substantial enlargements, and changes in use classification. The recommendation also included a proposed decrease in the number of required parking stalls associated with new multi-family developments to a ratio of one off-street parking stall per unit. This ratio aligns with the same requirements for one- and two-family properties. Additional changes to general requirements were also included. Details on the recommendation, which will require future Village Board consideration, were provided within the [meeting packet](#).

The Village is requesting the Human Relations Commission to provide their feedback on any of these items from an equity, diversity and inclusion perspective.