



**Conservation Committee  
Agenda  
Thursday, December 5, 2019  
7:00 P.M.  
Village Hall**

1. Call to order
2. Approve November 7, 2019 Meeting Minutes
3. Staff Liaison Update
  - a. Sustainability 3<sup>rd</sup> Quarter Scorecard
  - b. CDA/Village Board Strategic Planning Survey
  - c. Update on Transportation and Parking Study Results
  - d. Update on School District's Recycling Procedures
  - e. 2020 Citizens Academy
  - f. Potential Village Board Candidacy Gathering
4. Discuss Citizen Concerns
5. Discuss 2020 Film Festival Planning
6. Plastic/Waste Reduction Initiatives with Schools and Other Organizations
7. Subcommittee Reports
8. Upcoming Events, Member Topics & Suggestions
9. Adjournment

DATED at Shorewood, Wisconsin this 27th day of November, 2019.

VILLAGE OF SHOREWOOD  
Sara Bruckman, CMC/WCMC  
Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Manager's Office at 847-2705.

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.

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



# Conservation Committee Minutes

**November 7, 2019 7:00 P.M.**

Village Hall Committee Room  
3930 N. Murray Avenue, Shorewood, WI 53211

## **1. Call to order**

The meeting was called to order at 7:01 p.m.

Members present: Joshua Liberatore, Chase Kelm, Henry Tomasiewicz, Meenal Atre, Pat Wilson, Donna Pollock, Maggie Pipek, Travis Blomberg (left at 7:32 p.m.), Elisabeth Witt, and Caroline Kuebler

Others Present: Assistant Village Manager Tyler Burkart, Trustee Wesley Warren, Bella Peaslee, Lane Kissler (Whitefish Bay Sustainability Group)

Not present: Linda Frank, Matt McGovern

## **2. Approve October 3, 2019 Meeting Minutes**

Mr. Tomasiewicz moved to approve the October 3, 2019 minutes. The motion was seconded by Ms. Pollock. Vote 10-0 approve the minutes.

## **3. Staff Liaison Update**

Those in attendance introduced themselves. Mr. Kissler provided a summary of Whitefish Bay efforts. Compost Crusader is planning on adding another 40 residents onto the route. These people are currently on the wait list. Due to the amount on the current route, Compost Crusader will divide the route in half and do half the route every Thursday. Compost Crusader will continue discussions with staff to determine what they'll do for the route once it switches back to weekly. The 3<sup>rd</sup> quarter scorecard won't be ready until December's meeting. Solar was approved to be incorporated into the fire station renovation project. Mr. Liberatore put together a thank you letter to NS Fire Board, Village Manager, and Village President on behalf of the Conservation Committee. A high school student named Bella Peaslee expressed interest in participating on the Committee. A few pages on the Conservation Committee website have been added and included in previous manager's memos. Finally, Mr. Burkart mentioned the cleanup for Queensway Cleaners is underway.

## **4. Discuss Citizen Concerns**

There was some discussion about the collection of leaves compared to Milwaukee and Whitefish Bay. Additional concerns about sidewalk grinding was voiced (i.e. oil changes that dumped oil in people's yards). Residents and committee members are encouraged to take these concerns to DPW.

## **5. Plastic/Waste Reduction Initiatives with Schools and other Organizations**

Ms. Atre summarized the letter to send to the PTOs and schools about plastic waste reduction strategies. Ms. Atre moves to approve the letter to be sent out to schools and PTOs on behalf of the Committee. Mr. Blomberg seconded the motion. Motion approved by a 10-0 vote. Ms. Atre will meet with Ms. Frank and eventually Ms.

Butschlick to determine what number of recyclables are being recycled as stated in the Village contract. SIS started an Eco Club which will work on education for proper recycling and begin composting. There will be efforts to begin a plastic audit at each of the schools. Lastly, Ms. Atre will be attending a future BID meeting to inform them on what it takes to be a Lakefront friendly business through the Plastic Free MKE. Mr. Liberatore moves for the Village of Shorewood to be an affiliated group with Plastic Free MKE and Ms. Atre to be the Committee's representative. The motion is seconded by Ms. Kuebler. Motion approved by a 9-0 vote.

**6. Discuss 2020 Film Festival Planning**

The Committee discussed potential days for the 2020 film festival. The Committee recommended the following days for films: February 7, March 13, and April 3. Mr. Burkart will reserve the Village Center meeting room for these dates. Mr. Burkart provided a summary of the Committee's annual budget. Themes this year are pesticide and fertilizers, waste reduction, environmental justice, and watershed health. Ms. Kuebler highlighted some of the potential movies for each film. Any ideas of films or feedback should be sent to Ms. Kuebler and the subcommittee.

**7. Discuss Further Opportunities for Solar Energy**

Mr. Liberatore provided a brief update on solar efforts. Mr. Burkart informed the Committee LED lighting replacement in the Village Center is still included in the 2020 Village budget. Ms. Witt did present to the School Board in August about incorporating solar on the school facility improvements. There is no new update yet on these requests. Mr. Liberatore is asking for assistance for Committee members to contact North Shore communities and learn about the permitting and approval process for solar residential installments through MREA group buy program. Mr. Kelm and Ms. Pipek offered to help. Mr. Kelm mentioned the Housing Study was being conducted earlier in the day which did talk about energy efficiency opportunities as well as the neighborhood loan program.

**8. Subcommittee Reports**

No subcommittee reports.

**9. Upcoming Events, Member Topics & Suggestions**

There was an inquiry about the smoking ban timeline, which is currently for early 2020.

**10. Adjournment**

Ms. Pollock moved to adjourn, seconded by Mr. Tomaszewicz. Vote 9-0 to adjourn. The meeting was adjourned at 8:25 p.m.

Respectfully submitted by,

Tyler Burkart  
Assistant Village Manager



# UPDATED DRAFT FOR REVIEW – NOVEMBER 2019

## VILLAGE OF SHOREWOOD, WI STRATEGIC PLANNING & GOAL SETTING INITIATIVE PRELIMINARY TIMELINE

The following timeline represents a preliminary schedule for the Village’s strategic planning/goal setting process for future economic development and housing initiatives.

Project Milestone	Target Date
<p>Initial Consultant meeting to review and refine a possible scope of services and next steps to conduct a strategic planning and goal setting process with both the Village of Shorewood and the Shorewood Community Development Authority. The meeting will be held with the following individuals:</p> <ul style="list-style-type: none"> <li>• Village Board President</li> <li>• Village Board Member and Liaison to the CDA</li> <li>• Chair of the Community Development Authority</li> <li>• Village Manager, Finance Director and Planning &amp; Development Director</li> <li>• Representatives of Baker Tilly</li> </ul>	<p><b>Tuesday, August 20, 2019</b></p>
Survey sent to Village staff for review	<b>Wednesday, October 16</b>
Updated survey provided to Village staff with suggested staff edits	<b>Friday, October 25</b>
Survey as presented approved by CDA	<b>Friday, November 1</b>
Survey as presented approved by Village Board	<b>Monday, November 4</b>
<p>Survey is distributed to stakeholder groups that include:</p> <ol style="list-style-type: none"> <li>1. Board of Appeals</li> <li>2. Board of Review</li> <li>3. Business Improvement District (BID)</li> <li>4. Community Development Authority (CDA)</li> <li>5. Conservation Committee</li> <li>6. Department Heads and Key Staff</li> <li>7. Design Review Board</li> <li>8. Elder Services Advisory Board</li> <li>9. Human Relations Commission</li> <li>10. Library Board</li> <li>11. Parks Commission</li> <li>12. Pedestrian &amp; Bicycle Safety Committee</li> <li>13. Plan Commission</li> <li>14. Police Commission</li> <li>15. Public Art Committee</li> </ol>	<p><b>Monday, November 25, 2019</b></p>



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# UPDATED DRAFT FOR REVIEW – NOVEMBER 2019

16. Shorewood Foundation 17. Shorewood Historical Society 18. Shorewood Recreational Advisory Committee 19. Shorewood School Board 20. Village Board	
Deadline for submission of survey	<b>Deadline for Submission of Comments: January 30, 2020</b>
Village Housing Study Completed	<b>February 7, 2020</b>
Consultant compiles survey responses; prepares summaries & PowerPoint for joint Work Session of the Village Board and CDA	<b>February 2020</b>
<b>1<sup>st</sup> joint meeting of the Village Board and CDA (Date TBD)</b> Review and develop possible strategies and priorities	<b>Late March 2020</b>
<b>2<sup>nd</sup> joint meeting of the Village Board and CDA (Date TBD)</b> Review and refine priorities, and establish action steps necessary to achieve success	<b>Late March 2020</b>
<ul style="list-style-type: none"> <li>• Consultant submits final report for review and possible adoption by Village Board and CDA</li> </ul>	<b>April 2020</b>
<ul style="list-style-type: none"> <li>• Economic Development and Housing Policy draft for review</li> </ul>	<b>TBD</b>



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*UPDATED FOR DISTRIBUTION AS ONLINE SURVEY*  
*NOVEMBER 8, 2019*  
**VILLAGE OF SHOREWOOD, WISCONSIN**  
**Online Survey Questions**  
**Economic Development and Housing Strategic Goals & Priorities**  
**Planning Process**

**Purpose of Survey**

*The Village of Shorewood has supported economic development through the redevelopment and enhancement of commercial properties and housing as outlined in the [Central Business District Master Plan](#) over the last 10-15 years. The CDA and Village Board are reflecting on their progress and looking forward to prioritizing their next steps for economic development and housing.*

*To reflect on the Village's progress, the CDA and Village Board hired Baker Tilly Municipal Advisors to facilitate a strategic planning session focused on economic development and housing with the CDA and Village Board in early 2020. As a first step of the facilitation, on behalf of the CDA and Village Board, Baker Tilly staff is seeking feedback from key stakeholders through the economic development and housing strategic goals and priorities survey.*

*The purpose of the economic development and housing strategic goals and priorities planning process is to provide an inclusive forum of which to build on the input received from the already-completed 2019 community survey. This will establish more specific and defined guidelines and policies that will meet the community's desires regarding future processes and objectives.*

*Economic development is generally defined as the process by which the economic well-being and quality of life within a community are measured and improved upon. Measurements may include jobs – quality, wages and types – and tax base – growth and diversification. Housing is generally defined in terms of meeting your community's needs as provided through periodic housing studies and balancing with market demands. Focus may include providing a variety of housing options (rental and ownership), life cycle (all ages) and affordability to persons and families that are within varying income levels.*

*All answers will be listed anonymously when submitted individually online and presented anonymously but grouped by the respective stakeholder group. All groups (with the exception of the CDA and Village Board) will be provided with their respective group's feedback to discuss. If after review of the feedback a group votes to provide specific group recommendations, those will be attributed to the group and provided to the CDA and Village Board for consideration. The CDA and Village Board will review their grouped comments with all other survey responses during the strategic planning process in early 2020.*

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

***There are no right or wrong answers to these questions, simply your perspective as a volunteer in our community that desires Shorewood to be a wonderful place to live, work and play.***

## **Stakeholder Groups**

Please check the stakeholder group of which you are a member. If you reside on multiple groups, please select your primary stakeholder group of interest or involvement.

1. Board of Appeals
2. Business Improvement District (BID)
3. Community Development Authority (CDA)
4. Conservation Committee
5. Department Heads and Key Staff
6. Design Review Board
7. Elder Services Advisory Board
8. Human Relations Commission
9. Library Board
10. Parks Commission
11. Pedestrian & Bicycle Safety Committee
12. Plan Commission
13. Police Commission
14. Public Art Committee
15. Shorewood Foundation
16. Shorewood Historical Society
17. Shorewood Recreational Advisory Committee
18. Shorewood School Board
19. Village Board



# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

## **Questions:**

### **Focus of Interest**

*The Community Development Authority is looking for input about its plans and programs for both economic development and housing in the Village. You will have the option of giving your input about economic development programs, housing programs, or both.*

### **Economic Development Programs**

1. Would you like to give feedback on the Village's economic development activities and priorities?

1. Yes

2. No

2. Economic Development – Strengths

What do you think are the Village's greatest strengths when it comes to economic development? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Strength #1

2. Strength #2

3. Strength #3

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NOVEMBER 8, 2019*

3. Economic Development – Issues and Challenges

What do you think are the biggest issues or challenges facing the Village when it comes to economic development? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Issue/Challenge #1

2. Issue/Challenge #2

3. Issue/Challenge #3

4. Economic Development – Actions

1. What is the most important thing the Village should start doing as relates to economic development?

2. What is one thing the Village does related to economic development which it needs to do better?

3. What is one thing the Village does related to economic development which it should stop doing?

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5. Economic Development – Outcomes

1. What is the most important economic development outcome that you would like to see the Village achieve in the next 1-3 years??
  
2. What is the most important economic development outcome that you would like to see the Village achieve in the next 4-10 years?

**Housing Programs**

6. Would you like to give feedback on the Village's housing activities and priorities?

1. Yes
2. No

7. Housing – Strengths

What do you think are the Village's greatest strengths when it comes to housing? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Strength #1
  
2. Strength #2
  
3. Strength #3

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NOVEMBER 8, 2019*

8. Housing – Issues and Challenges

What do you think are the biggest issues or challenges facing the Village when it comes to housing? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Issue/Challenge #1

2. Issue/Challenge #2

3. Issue/Challenge #3

9. Housing – Actions

1. What is the most important thing the Village should start doing as relates to housing?

2. What is one thing the Village does related to housing which it needs to do better?

3. What is one thing the Village does related to housing which it should stop doing?

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10. Housing – Outcomes

1. What is the most important housing outcome that you would like to see the Village achieve in the next 1-3 years??
2. What is the most important housing outcome that you would like to see the Village achieve in the next 4-10 years?

11. Communications

1. How can the CDA communicate most effectively with you and your stakeholder group?
2. How would you prefer to provide comments and feedback to the CDA going forward?

*Thanks for your time. Your suggestions and ideas will help improve the Village of Shorewood's future direction for economic development and housing initiatives.*

*Baker Tilly Municipal Advisors, LLC*

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

## **Background**

### **General Powers and Duties of the CDA**

The CDA shall exercise all powers conferred and perform all duties imposed, by state and local ordinance of the Village of Shorewood and shall perform such further and other duties as may properly from time to time be required by the Village Board. Specific duties of the CDA include, but are not limited to:

- a. Provision of recommendations on the Village of Shorewood Central Business District Master Plan and periodic updates.
- b. Provision of recommendations on redevelopment.
- c. Preparation and implementation of Tax Increment District (TID) financial management guidelines.
- d. Evaluation and preparation of TID project plans and financial projections. Prepare annual report of projections of Tax Incremental District expenditures, revenues and other CDA programs or initiatives.
- e. Preparation and implementation of redevelopment assistance criteria, including recommendation of developer agreements for specific projects.
- f. Preparation and administration of business and developer recruitment and retention-assistance activities, as well as CDA-approved programs.
- g. Actions as Village's Housing Authority, per State Statute.

### **CDA Programs**

1. Business Incentive Loan Program - assists businesses and property owners in financing business expansion and startups, consistent with the economic development goals of the Village.
2. Façade Improvement Program - the purpose of the program is to stimulate exterior building improvements to existing commercial buildings which are sufficient in scope to produce visible changes to the building facades.
3. Neighborhood Improvement Loan Program - The loans include:
  - Attic improvements for currently uninhabitable space
  - Down payment assistance
  - Duplex conversion to single-family home
4. Tax Incremental Financing (TIF) - traditionally, municipalities have used TIF to provide financial assistance to developers at the beginning of a development project. The municipality recovers those costs in later years from the increased property tax revenues generated by the project.

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

*Since 2003, the Village of Shorewood has performed periodic community surveys (2003, 2008, 2013, 2016, and most recently in 2019). The survey is completed once every three years to coincide with the same time span as a Village Trustee or majority of the committee appointment terms to allow all Village officials to assess new data once during their elected or appointed term.*

*The purpose of the community survey is to gather information and allow the community to provide input on certain municipal issues and benchmark service delivery. This data is used to frame the discussion for future decision-making processes related to policies, budget and other civic matters. Click [here](#) for the 2019 Community Survey Results. Of the 28 questions asked in the 2019 survey, the following may be considered more relevant to the upcoming survey and planning process that will occur to provide the foundation for which this next phase will be built on:*

- *Reputation*
- *Affordability*
- *Variety of Housing Options*
- *Quality of Businesses*
- *Opportunities to Participate in Community Matters*
- *Ease of Walking and Biking*
- *Traffic Flow on Major Streets*
- *Schools*
- *Senior-Friendly*
- *Availability of Parking*
- *Housing Maintenance*
- *Traffic Issues*
- *Road Conditions*
- *Business Façade Improvements*
- *Business District Redevelopment*