



**Plan Commission  
Meeting Minutes  
February 28, 2023**

3930 N. Murray Avenue, Village of Shorewood, WI 53211

**1. Call to order.**

The meeting was called to order at 6:39 p.m.

Present: President Ann McKaig – Chair, Commissioners Barbara Kiely Miller, Therese Klein, Dan Wycklendt, Josh Pollack, Trustee Couto (virtual)

Excused: Kate Flynn Post

Others present: Planning Director Bart Griepentrog, Planning Administrative Clerk Crystal Kopydlowski

**2. Approval of January 24, 2023 meeting minutes.**

Ms. Kiely Miller moved to approve the minutes, seconded by Ms. Klein. Vote to approve 5-0.

**3. Consider classification of a proposed arcade at 4007 N. Oakland Ave. in conjunction with permitted uses and existing conditional uses within the B-1 Commercial Use District or consistency with the Central District Master Plan.**

Director Griepentrog informed the Commissioners that the applicant requested the item to be deferred for future consideration.

**4. A). Consider classification of a proposed event space with screen printing and drinks at commercial property 4166 N. Oakland Ave. in conjunction with permitted uses and existing conditional uses within the B-1 Commercial Use District or consistency with the Central District Master Plan.**

Director Griepentrog provided an overview of the item per information provided in the meeting materials. This is an unclassified use with screen printing and drinks. The business is currently operated as a real estate business and is seeking a modification of their use. The business, Sip and Screen Print Lounge, was zoned B-1 Commercial Use District. The application was received prior to the adoption of the new commercial zoning update and is being reviewed under the previous code. Printing shops are a permitted use. What is unclassified is the drinking/drinks portion of the business. The code allows drinking/drinks along with restaurants but not this type of business. The operations will be a screen-printing lounge to create shirts and other accessories while also offering drinks (beer and wine). The drinks will be required to be licensed through the Village Board. The space is 1,000 square feet and expected to be open up to seven days a week from 10 a.m. to 10 p.m. The business is mostly for events but will accept walk-ins. The events themselves will be up to 20 customers at one time with one employee on site. The business layout was provided also.

When there is a question regarding the classification of a use the question is submitted to the Plan Commission for determination. Any use not specifically listed as either a permitted or a prohibited use shall be considered to be a conditional use if the Plan Commission determines that the use is substantially similar to a permitted use or a conditional use in the B-1 District. The lists of permitted and conditional uses in the B-1 District were provided. Mr. Griepentrog said a restaurant would be a similar use that offers drinks.

If the use is determined not to be substantially similar to a permitted use or existing conditional use the use may be considered as a conditional use if the Plan Commission determines the use is consistent with the Central District Master Plan as approved by the Village Board as well as any other applicable laws or ordinances.

The questions being asked are as follows:

Is the use “substantially similar to a permitted use allowed in this district?”

Is the use “substantially similar to an existing conditional use allowed in this district?”

Is this use “consistent with the Central District Master Plan as approved by the Village Board as well as any other applicable laws or ordinances”?

If yes can be answered to any of the above, then the use is considered a conditional use under agenda item 4B. If the answer is no to the above questions, then the use is prohibited.

Ms. Kiely Miller asked if a reservation is made ahead of time or are people walking in and making purchases. Mr. Griepentrog asked for clarification of this. Events are the primary expectation of the business but walk-ins are also welcomed. The drinking component would be around the couches/lounge area and people would hang out there after making their shirt or while they wait to make their shirt. President McKaig stated that is further discussion on this item was needed to identify what condition it would pertain to. Ms. Kiely Miller was trying to determine where it would fit in the use categories.

Mr. Wycklendt moved to determine that the operation of an event space with screen printing and drinks is substantially similar to a permitted use allowed in the B-1 District and shall therefore be considered as a conditional use. Seconded by Mr. Pollack. President McKaig asked if the liquor license they would need requires 20% of their sales from food. Mr. Griepentrog stated that was a question for the Clerk’s office. The applicant has applied for a liquor license but was getting approval at the Plan Commission first. Vote to approve 6-0.

**B). Consideration of Conditional Use Permit application for a proposed event space with screen printing and drinks at commercial property 4166 N. Oakland Avenue.**

President McKaig opened public hearing at 6:52 p.m. With no comments received the public hearing was closed at 6:52 p.m.

Ms. Kiely Miller asked about flammability, ventilation requirements and the inks used in the printing process. Mr. Griepentrog said those questions were asked of the Health Department and it was determined there was no special needs required. Mr. Griepentrog said that a sink would be added to the basement per the building code and that the storage was fine with the materials they will have. Ms. Kiely Miller asked about the walk-in customers as part of the business. Mr. Griepentrog said the applicant may have walk-in hours but events are what will primarily drive the business.

Ms. Klein asked if the realty business will be operated out of the same space. Mr. Griepentrog said his understanding is that the applicant is transitioning away from the realty business to this new business being proposed. Mr. Griepentrog added that they could operate both businesses (realty office being permitted) out of the space without the Plan Commission’s approval.

Mr. Wycklendt moved to approve the Conditional Use Permit application for a proposed event space with screen printing and drinks at commercial property 4166 N. Oakland Avenue, based on meeting the conditions stipulated in 535-25C. Seconded by Mr. Pollack. Vote to approve 6-0.

**5. Consideration of Conditional Use Permit application for a proposed drive-thru lane at commercial property 4231 N. Oakland Avenue.**

Director Griepentrog provided an overview of the item per information provided in the meeting materials. He explained banks are a permitted use under the previous zoning code. Chase Bank is looking to occupy the former PNC Bank building at 4231 N. Oakland Avenue. The property was zoned B-2 Mixed Use Residential District under the previous zoning code and allowed financial institutions as a permitted use. The drive-thru use is explicitly a conditional use in this district (535-27C). The previous tenant did have conditional use approval for the drive-thru but the approval lapsed after being vacant for more than a year (535-25G).

The proposed operations will be a bank with a drive-thru lane and ATM and will be open 9 a.m. to 6 p.m. on Monday through Friday and 9 a.m. to 2 p.m. on Saturday. Approximately four cars can queue into the drive-thru lane. Eight employees would be on site at a time. Ten to fifteen customers are expected per hour. The traffic comes in off of Marion and exits onto Oakland Avenue.

Ms. Kiely Miller asked if the ten to fifteen customers per hour were for the drive-thru alone or the bank as a whole. Ms. Amy Ferguson with The Architects Partnership, Ltd. was present representing the applicant. She stated that the ten to fifteen customers per hour was for the drive-thru and the main branch together.

Ms. Kiely Miller moved to approve the Conditional Use Permit application for a proposed drive-thru lane at commercial property 4231 N. Oakland Avenue, based on meeting the conditions stipulated in 535-25C. Seconded by Ms. Klein.

President McKaig opened the public hearing at 7:01 p.m.

Mitchell Offing, 4512 N. Larkin Street, was confused because the new zoning code seems to state that the car orientated traffic is being shifted to Capitol Drive and the more pedestrian orientated traffic onto Oakland. This seems against that idea and questioned why a drive-thru on Oakland is being considered. He is questioning how this fits into the overall vision for the neighborhood. Mr. Griepentrog explained that this application was received on February 1<sup>st</sup> under the previous code. This is reviewed under the previous code and at the time the B-2 District allowed this use and required a conditional use for the drive-thru. The new zoning code would've required a retail component to the front of this business. A bank and drive-thru would've been allowed but not up to the street level. Under the previous code they are allowed to occupy the full space as a bank.

With no further comments the public hearing was closed at 7:03 p.m.

Vote to approve 6-0.

**6. Discussion and possible consideration of 2022 Plan Commission Annual Report.**

President McKaig explained the report is within their materials and straightforward. She asked if there were any questions relating to the report. She said it was a great year for the Plan Commission. Ms. Kiely Miller added it was a busy year for the Commission.

Mr. Pollack moved to approve the 2022 Plan Commission Annual Report as drafted. Seconded by Mr. Wycklendt. Vote to approve 6-0.

**7. Discussion and possible consideration of Plan Commission Future Initiatives.**

President McKaig explained these are summarized in the materials and stated that home occupations would be considered by the Commission next. Mr. Griepentrog added that as a level of expectation he does serve the Design Review Board (DRB) and Community

Development Authority (CDA) also and that the reality is only so many things can fit into his work plan. The sign code is projected to be updated with the DRB and special privileges regulations with the Village Board. He is happy to work on all initiatives as time allows.

Mr. Pollack stated these were great topics and he is excited to work on them. Ms. Klein said home occupation and accessory dwellings are very pertinent topics.

Ms. Kiely Miller asked if adding the one year review of the impact of dental, medical and veterinary uses would be good so it is on their radar. Mr. Griepentrog said he would add this to his work plan and not the initiatives. She asked about updating the zoning code with "green" standards. Mr. Griepentrog said this was discussed within the Commercial Zoning Update. The Conservation Committee did develop this list and his impression is it was incorporated into the zoning code the best it could be. He said if there were more specific things that should be pulled from the list and included that could be reviewed. She asked if there was any review of business uses to identify what holes existed and what types of businesses could be recruited. President McKaig said this was not in the purview of the Plan Commission. She said this has been a joint initiative with the BID and the CDA in the past.

Mr. Wycklendt moved to approve the Plan Commission's Future Initiatives, as drafted. Seconded by Ms. Kiely Miller. Vote to approve 6-0.

**8. Future agenda items.**

Mr. Griepentrog stated that there were no applications for a March meeting. The applicant of the deferred item for 4007 N. Oakland Avenue was informed that the applications will expire in four months. That item may come back before the Commission if the applicant decides to do so.

**9. Adjournment.**

Ms. Kiely Miller moved to adjourn the meeting at 7:12 p.m. Seconded by Mr. Pollack. Vote to adjourn 6-0.

Recorded by,



Crystal Kopydlowski  
Planning Department Administrative Clerk