



**Plan Commission
Meeting Minutes
July 25, 2023**

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

1. Call to order.

The meeting was called to order at 6:45 p.m.

Present: Trustee Eric Couto – Acting Chair, Commissioners Barbara Kiely Miller, Therese Klein, Kate Flynn Post

Excused: President Ann McKaig, Commissioners Josh Pollack, Dan Wycklendt

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

2. Approval of February 28, 2023 meeting minutes.

Ms. Kiely Miller moved to approve the minutes, seconded by Ms. Klein. Vote to approve 4-0.

3. Conditional Use Permit application for the installation of a new 4.5m Satellite Earth Station at commercial property 1100 E. Capitol Drive.

a). Overview

Director Griepentrog provided an overview of the item per information provided in the meeting materials and a slide presentation. The site, 1100 E. Capitol Drive, currently has three existing satellite earth stations that had previous approval. A fourth satellite station is being proposed to the north of the existing equipment. The parcel is zoned P-3 Park Preservation District in which Utilities and Services, Minor are permitted uses per the zoning code. Satellite Earth Stations also require antenna permits which require a conditional use permit per Village Code 225-10C(1)(a). The general requirements under Village Code 225-10H require the Plan Commission's "express approval" for antennas beyond one per lot. The existing second and third satellite earth stations were approved by the Plan Commission on May 23, 2017. A survey and aerial was displayed showing the location of the satellite dish along with its concrete foundation and ice bridge.

b). Public Comment

Trustee Couto opened public hearing at 6:51 p.m. With no comments received the public hearing was closed at 6:51 p.m.

c). Deliberation

Ethan Miller and Lanier Korsmeyer were present representing the item. Mr. Miller asked if there were any questions about the ice bridge being installed. This will be the only satellite on this site with one because of its closeness to the tower and the fear of falling ice damaging the expensive equipment. He explained that the main focus for this installation is for the new satellite to be the main satellite because of its ability to be steered in different directions. The other existing satellite would become the backup. The plan is also to move the station's main broadcasting rack from their current studio location in Glendale to this location.

Ms. Kiely Miller asked if there is any fencing around the site currently. Mr. Miller stated there is not. Ms. Kiely Miller asked if there is any plan to install fencing. Mr. Miller said the existing satellites have been there since 2017 and there has been no vandalism. He was happy to discuss fencing but said in the past it has been okay without the fencing.

Ms. Kiely Miller asked about the mount being installed below the frost line and if the building inspector will ensure that installation won't interfere with any current buried power lines and if the satellite will have adequate power from the closest transformer and will not create any issues for surrounding properties. Mr. Miller stated the satellite will require a 40-amp three-phase circuit supplied from the building's current 200-amp service panel which is ready to go. Staff Electric is the contractor who will run conduit from the building to the satellite. Mr. Griepentrog stated the village building inspector will review the concrete foundation footings and the village's contracted commercial electrical inspector will be reviewing the electrical work.

Ms. Klein asked if there was any hazard to anyone walking up to the satellite. Mr. Miller said there is no hazard at all as this is a receive only satellite.

Ms. Klein moved to permit an additional Satellite Earth Station at commercial property 1100 E. Capitol Drive and approve the Conditional Use Permit application required for its installation, based on meeting the findings stipulated in 535-311(5)(e). Seconded by Ms. Flynn Post. Vote to approve 4-0.

4. Discuss possible joint Plan Commission and CDA meeting regarding the Village's Public Works facility.

Director Griepentrog provided an overview of the item per information provided in the meeting materials. He explained that this was at the request of the Village Manager to convene both groups to get you on the same page as to where the process is at. A finalized report was received from the consultant giving an overview of potential sites for the village to consider for the Public Works facility. One question would be if the site is relocated outside of the village what would be done with the existing location. The current location is zoned for public use and if it is no longer needed for that what would be a good use of the space. The Plan Commission would be looked to for recommendations on the land use per the Comprehensive Plan. This presentation would be at the regularly scheduled September meeting.

Ms. Kiely Miller asked if the Public Works would be relocated outside of the village would that include the transfer station. Trustee Couto said this is still a discussion and there are no final plans yet. He explained this is a great opportunity to get the Plan Commission and CDA up to speed.

Ms. Kiely Miller asked if there were any further public input sessions being planned other than the ones that the public had been invited to held on site at the Public Works facility. Mr. Griepentrog said there were, in addition to the onsite meetings, village manager memo surveys and other online efforts to gather opinions and that when there is more concrete ideas of what is possible there will be more public engagement.

Ms. Flynn Post said she appreciates the opportunity to have a briefing on this and wants to hear the bigger picture. She asked if this would be purely informational. Mr. Griepentrog said yes.

Ms. Klien agrees and is glad to participate.

5. Future agenda items.

Mr. Griepentrog stated there are no applications on file at this time. He said future agenda items he is working on include the sign code with Design Review Board, backyard chickens , special privileges and home occupations/accessory dwellings.

6. Adjournment.

Ms. Kiely Miller moved to adjourn the meeting at 7:12 p.m. Seconded by Ms. Flynn Post.
Vote to adjourn 4-0.

Recorded by,



Crystal Kopydlowski
Planning Department Administrative Clerk