



**Plan Commission  
Meeting Minutes  
August 24, 2021**

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

**1. Call to order.**

The meeting was called to order at 6:32 p.m.

President Ann McKaig - Chair	Aye
Trustee Tammy Bockhorst	Aye
Eric Couto	Aye (arrived at 6:35 p.m.)
Therese Klein	Aye (arrived at 6:33 p.m.)
Barbara Kiely Miller	Aye
Josh Pollack	Aye
Daniel Wycklendt	Aye

Others present were Planning Director Bart Griepentrog, Village Attorney Nathan Bayer and Planning Administrative Clerk Crystal Kopydlowski.

**2. Approval of July 27, 2021 meeting minutes.**

Trustee Bockhorst moved to approve the minutes, seconded by Ms. Kiely Miller.

Vote to approve 6-0.

**3. Reconsideration of June 22, 2021 meeting minutes.**

President McKaig explained these minutes were discussed and amended at the July 2021 meeting. Attorney Bayer explained that how the minutes were amended was okay because it did not change the minutes substantively.

No motion was made.

**4. Discussion and possible recommendation of a Request for Proposals for consulting services related to a Form-based Code Update of the Village's Commercial and Mixed-Use Zoning Districts.**

**a. Overview**

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. Mr. Griepentrog explained the project background, the project timeline and the project scope (project tasks).

**b. Public Hearing**

President McKaig opened public comment at 6:47 p.m.

Dan Walsh, 4024 N. Stowell Avenue, suggested that the design charrettes should be videotaped so that there is some record of what the actual community response was and that we find a way to make sure there is more community activity and community response in these meetings.

President McKaig said she agreed. She said there was an email in the materials with a similar suggestion also. In the last year there were more village-wide mailings in the hope that those would elicit more participation and that didn't actually happen. She said if there are any further ideas she suggested emailing them.

Mr. Walsh suggested asking the consultant for ideas on how to elicit public comment and how to get people to be interested.

President McKaig closed the public comments at 6:51 p.m.

**c. Plan Commission deliberation**

Ms. Kiely Miller suggested checking the deadlines are for Shorewood Today to have a series of articles explaining the process and provide meeting dates/deadlines. She said the most important thing to do is to work to ensure there is enough public input. She said in regards to stakeholders, the emphasis in this process should be on residents and small business owners especially those on or adjacent to Oakland and Capitol. She questioned including developers as stakeholders. She didn't think that two workshops was sufficient and said that times of the workshops should be varied to allow more to attend. She suggested that at the kickoff meeting there should be an introductory talk and some displays showing examples to better help residents understand and give feedback.

Ms. Kiely Miller asked what "vital urbanism" referred to under Task 3 of the RFP. Mr. Griepentrog said his interpretation is that this refers to the village's vitality which is a part of the Shorewood 2025 Plan wanting the village to be a vibrant community. She asked if "urbanism" referred to one specific look or model. President McKaig asked if it was a land use reference. Mr. Griepentrog said in general it would refer to a human scaled built environment as opposed to a suburban one that is more auto orientated.

Ms. Kiely Miller said stakeholders should incorporate the Village's efforts on historical preservation, bike and pedestrian safety and conservation. She said that parking should be considered and how it will work with the form-based code also.

Mr. Wycklendt said that the inclusion of developers in this process is important because they are our customer as well and that we want development here but this is the way we want it and where the village is headed. He said it is important to have developers let us know what is realistic and what is not. He said it is important to include the other side of this and involve all parties otherwise we are making a mistake.

Mr. Wycklendt moved to recommend Village Board consideration of the Request for Proposals for consulting services related to a Form-Based Code Update of the Village's Commercial and Mixed-Use Zoning Districts. Seconded by Ms. Klein.

President McKaig referenced the email they received suggesting education as a part of this and said she was intrigued by what that would look like and whether that would be a part of the consultant's job. She said adding this to the process would be positive.

A roll call vote was taken: Mr. Wycklendt – Aye, Mr. Pollack – Aye, Ms. Klein – Aye, Ms. Kiely Miller – Aye, Mr. Couto – Aye, Trustee Bockhorst – Aye and President McKaig – Aye. Vote to approve 7-0

**5. Discussion and possible recommendation of modifications to front and street side yard patio requirements, as detailed in 535-9F (2).**

**a. Overview**

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation.

**b. Public Hearing**

President McKaig opened public comment at 7:12 p.m. Hearing no public comments  
President McKaig closed the public comments at 7:13 p.m.

**c. Plan Commission deliberation**

Mr. Wycklendt moved to recommend Village Board consideration of modifications to front and street side yard patio requirements detailed in 535-9F(2), as suggested by the Design Review Board and contained within the staff report. Seconded by Mr. Couto.

Ms. Kiely Miller suggested the following:

- Replace “unenclosed” and replace with “uncovered” in (2)(a) because the difference between a porch and patio is that a porch has a roof over it. She said this would be clearer.
- Removed “at-grade” in (2)(a) because some people have a patio at stoop level.
- Leave in “directly” in (2)(a)[2] because this was what was being worked towards having the patio as an extension of the house.
- Suggested removing “through the winter months” because it is repetitive, changing 18 inches in height to 12 inches for the sake of affordability in (2)(a)[4]
- Suggested removing [5] because some patios are at door level and this could throw current patios out of compliance.
- Suggested adding “no higher than 3 ft. from the patio surface” to (2)(a)[4]

Mr. Griepentrog said he is happy to make this as clear as possible. He has no problem changing unenclosed to uncovered. He is ok removing “at grade” in (a) but suggested keeping [5] acknowledging that there is the limit of 6 inches above grade. He said this was intentional and that patios not be elevated but allowing existing to remain. He said in reference to the removal of “directly”, that the example showing a window well and landscaping between the house and patio was a plan the Design Review Board has liked and allowed. He said having it say “adjacent” gives the Design Review Board the leeway to approve plans like the one shown that still had sufficient screening also. He said he had no issues with the 18 inches down to 12 inches but the 18 inches was suggested by the landscape architect on the Design Review Board. He could revisit this with the landscape architect if need be to get her opinion. He was ok with the inclusion of “from the patio surface” and the removal of “through the winter months”.

President McKaig said she is ok leaving the screening at 18 inches and agreed with the other changes.

Ms. Klein said she agrees with the removal of “directly” and keeping the 18 inches of screening. She agreed with the other grammatical changes.

Mr. Couto was good with the changes.

Trustee Bockhorst is fine with what Mr. Griepentrog explained. She would keep the 18 inches of screening.

Mr. Pollack was ok with or without the changes.

Mr. Wycklendt asked about “unenclosed” and if covered patios exist. Mr. Griepentrog said he believed “unenclosed” referred to the sides of a patio more so. He will ensure the proper wording is included.

Mr. Wycklendt suggested keeping “through the winter months” as a way to hit it home with residents. Ms. Kiely Miller agreed.

President McKaig said the motion on the floor is to present it as is to the Village Board. She said if the changes are being made those need to be clear via an amendment to the motion. Mr. Griepentrog said his understanding is to remove “at grade” in (2)(a) and add “from the patio surface” to (2)(a)[4].

Ms. Kiely Miller moved to amend that they approve the changes including the removal of “at grade” in (2)(a) and the insertion in 92)(a)[4] of “from the patio surface” which will read no higher than 3 ft. from the patio surface. Seconded by Trustee Bockhorst.

A roll call vote on the amendment to the original motion was taken: Trustee Bockhorst – Aye, Ms. Kiely Miller – Aye, Mr. Pollack – Aye, President McKaig – Aye, Mr. Couto – Aye, Ms. Klein – Aye and Mr. Wycklendt – Aye. Vote to approve as amended 7-0.

Mr. Griepentrog clarified this was a vote for the amendment to the original motion.

President McKaig asked if there was any discussion on the amended motion.

A roll call vote on the amended motion was taken: Mr. Pollack – Aye, Ms. Kiely Miller – Aye, Mr. Wycklendt – Aye, President McKaig – Aye, Mr. Couto – Aye, Ms. Klein – Aye and Trustee Bockhorst – Aye. Vote to approve as amended 7-0.

**6. Future agenda items.**

**7. Adjournment.**

Trustee Bockhorst moved to adjourn the meeting at 7:34 p.m., seconded by Mr. Wycklendt.

Vote to adjourn 7-0.

Recorded by,



Crystal Kopydlowski  
Planning Department Administrative Clerk