



**Plan Commission
Meeting Minutes
August 25, 2020**

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 Allison Rozek	Aye
Trustee Kathy Stokebrand (Acting Chair)	Aye
Leah Blankenship	No
Eric Couto	Aye
Tim Hansmann	Aye
Therese Klein	Aye
Barbara Kiely Miller	Aye
Sangeeta Patel	No
Daniel Wycklendt (arrived after item 3)	Aye

Others present were Planning Director Bart Griepentrog and Planning Administrative Clerk Crystal Kopydlowski.

2. Approval of June 23, 2020 meeting minutes.

Ms. Kiely Miller asked for a word change to page six of the minutes.

Mr. Wycklendt moved to approve the minutes with the change, seconded by Mr. Couto. Vote 7-0 to approve.

3. Discussion and recommendation of application to discontinue a portion of unimproved right-of-way on the west side of N. Cramer St. and E. Menlo Blvd.

Planning Director Bart Griepentrog introduced the item and shared diagrams regarding the item. The applicant was not present for the meeting. The side yard of this property is quite large and the owner would like to utilize the area as their property and install a fence and retaining wall. A special privilege application was submitted last year to install a fence in the public right of way and at that time the Village Board directed the homeowner to apply for a discontinuance so that they would own the portion of right of way in which the fence would be installed on. Mr. Griepentrog stated that originally Cramer Street did not extend to Menlo Blvd. and that when two lots were discontinued to allow for Cramer to come through the lots (on east and west) were never adjusted properly in regards to the right of way. The Department of Public Works has no objection. The formal process by state statutes includes an application with a petition from one-third of the properties on the street, the item introduced to the Village Board (July 2020), a public hearing (scheduled for September 8, 2020), a third class notice published in the paper, Lis Pendens filed with Register of Deeds, Plan Commission recommendation, a discontinuance resolution considered and record the resolution with Register of Deeds. Staff has no issues and recommending approval.

Mr. Hansmann asked if the portion of land is purchased or if it is given and taxed accordingly. Mr. Griepentrog said the land is public right of way and not Village owned.

He said after the Village determines there is no use for the area it reverts to the property owner and is taxed accordingly.

Mr. Couto asked if the neighbor to the south has contacted the village with a similar request. Mr. Griepentrog said no.

Ms. Kiely Miller asked if this approval/recommendation is only applicable to the applicant. Mr. Griepentrog stated yes. She stated she had no problem with making the change.

Mr. Wycklendt moved to recommend approval to the Village Board the application to discontinue a portion of unimproved right-of-way on the west side of N. Cramer St. at the southwest intersection of N. Cramer St. and E. Menlo Blvd., seconded by Mr. Couto. Vote 7-0 to approve.

4. Review of draft Housing Chapter for the Comprehensive Plan Update.

Mr. Griepentrog introduced the chapter and gave an overview of the sections. He also gave a brief update/overview of the process so far.

Commissioners discussed the Housing Chapter.

President Rozek asked if the vision statement was the same as the mission statement. Bart said he did not know and would inquire with the Village Manager about it.

Trustee Stokebrand asked if comments from the stakeholder groups were included. He stated those are not included yet and comments included are from the CDA Housing Study. She asked if future drafts will be received with changes in red etc. Mr. Griepentrog stated yes that further drafts will note changes.

Ms. Kiely Miller noted changes to paragraph three under Section 2.2.1 Stakeholder Input. President Rozek agreed and stated that during the Housing Study it was clarified by the consultant that there was no statement regarding fear of density but actually a fear of building height. Both stated using the word "fear" was not recommended. Bart added that indented portions were word for word from the Housing Study. Trustee Stokebrand said leaving the language as is if it was from another study was best and to add a comment behind clarifying.

Trustee Stokebrand asked for clarification on the third bullet point under Housing Issues/Concerns (page 3) and suggested changing single-family to "single-family owner" needs.

Ms. Kiely Miller and Mr. Wycklendt questioned the statement regarding difficulty getting a loan to purchase a duplex and both agreed it was not accurate. Mr. Griepentrog said he would clarify because the statement came from a CDA member.

President Rozek said the section on redlining (Section 2.3.1) was very prominent and out of place with not a lot of explanation. She said the section does not talk about if this has been reversed or if anything has been done since the redlining. Mr. Griepentrog said to the best of his knowledge the Village has not done anything to reverse housing segregation. President Rozek said the village did approve a version of the federal housing act to stop redlining. She said this information should be added.

President Rozek suggested including the Human Relations Committee to the list of different agencies that affect housing (Section 2.3). Mr. Griepentrog said if there is nothing specific to housing in their mission statement he would have a hard time including them. She also suggested including the Village Board and Board of Review. He says he does refer to the Village Board as the overall policy maker and agreed that Board of Review should be added. Ms. Kiely Miller did not agree with including the

Human Relations Committee and said the ones listed are the only ones needed. Mr. Couto and Trustee Stokebrand agreed with Ms. Kiely Miller.

Mr. Wycklendt suggested to dig more into data on owner occupied duplexes because over time there could be more owner occupied duplexes for younger buyers (Section 2.4.1). Mr. Wycklendt said investors typically will not buy the duplexes within the village because they are too expensive with high taxes.

President Rozek said that during budget talks the median housing value was \$400,000 and in this report it lists the value at \$334,700 (Section 2.4.4). She asked for that to be verified with the finance director. She also was surprised that the cost burden was going down for all categories except renters/owners without a mortgage and asked for more information to explain the numbers better. Mr. Griepentrog said to remember that there are margins of error with these numbers and that they are estimates. Mr. Couto said that people without mortgages are paying a higher percentage of their income towards housing and that even if Shorewood is a desirable community he doesn't want it at the expense of seniors who cannot afford to live here anymore. Mr. Griepentrog said affordability is a main theme and will review the chart further with the consultants.

Ms. Kiely Miller asked what was meant by one unit attached. Mr. Griepentrog said that is a census term and he will try to confirm its meaning.

Mr. Couto expressed interests in knowing the cost of the new 389 housing units (Section 2.5). Ms. Klein asked if any of the new units were ADA compliant also. Mr. Griepentrog said the cost data is available and he can add that as a column. He also added if the ADA data is available that can be added. Mr. Couto asked to detail what "affordable rate" is and add that to the chart also. Mr. Griepentrog said the struggle with defining affordable is that it is based on individual's income. He will provide the HUD definition. President Rozek noted it should be added that all new housing units have been built on lots where a building had been knocked down first.

While discussing Section 2.6, President Rozek asked for Mr. Griepentrog to clarify whether the block grant money can go to the Senior Center or how the village can use those funds. Mr. Griepentrog said communication with the County is not easy but he would reach out. He said in terms of the comprehensive plan he added it because it is a program that is available.

Trustee Stokebrand questioned the wording in paragraph one under Section 2.6.2 and said she would send suggested changes to staff. Ms. Kiely Miller said it may have meant to say "aging housing stock" and not "gaining housing stock".

Mr. Griepentrog discussed the housing chapter goals and bullet pointed possible concepts. President Rozek said this chapter didn't capture the ultimate conclusions from the recent Housing Study/Consultants. These conclusions were no subsidized market rate housing, with little supply housing costs will continue to rise and affordable housing for seniors. She felt these didn't come through in this chapter. Mr. Griepentrog said subsidized housing will be addressed in the economic development chapter. He said that in respect with no supply and housing cost increase he felt the chapter made the case that Shorewood is a built out community and our costs are increasing but said this could be addressed with a specific objective. He said senior affordability was addressed in the cost chart within the chapter. He stated he would make sure these three goals are incorporated into the plan.

Ms. Kiely Miller asked if commissioners send their comments by email how many bullet points they should be prioritizing under each goal. Mr. Griepentrog said if they maintain three goals then each should be able to accept 2 or 3 bullet points under each goal. He

also considered making a poll in which the Plan Commission, Village Board and public could respond to and select what each group felt were the best concepts/objectives. President Rozek liked this idea but her concern was without discussions on the chapters it would be hard for groups/people to prioritize objectives and suggested sending it to the Plan Commission first. Mr. Griepentrog shared that hesitation and agreed to start by emailing it to the Plan Commissioners first.

Trustee Stokebrand stated she believed the village was paying the consultants to provide the feedback/data from the focus groups and without seeing that it would be hard to provide her input. Mr. Griepentrog stated he had received the summary of that data and would provide those comments soon. Mr. Griepentrog said they will review the village led chapters and give feedback but they were not hired to work on village led chapters.

Mr. Wycklendt asked about including information regarding the mill rates over the years in relation to property values. President Rozek said to include the school districts tax rate information also.

5. Review of draft Transportation Chapter for the Comprehensive Plan Update.

Mr. Griepentrog introduced the chapter and gave an overview of the sections.

Commissioners discussed the Transportation Chapter.

President Rozek mentioned adding the Public Works Subcommittee of the Village Board and she said transportation issues go to that subcommittee.

President Rozek asked if a map of the roadways will be include. Mr. Griepentrog said yes and he has outlined maps he wants included and will evaluate what is necessary based on costs moving forward.

President Rozek suggested adding alley program to the list of maintenance programs.

President Rozek suggested adding the Milwaukee County and Estabrook Parkway to Section 3.6.

Mr. Griepentrog suggested rewording both of the goals under Section 3.7 as they were not written well and suggested referencing the recent Transportation Plan in regards to the overarching goals established in that plan.

Mr. Hansmann asked if there was anything on parking in the goals section. Mr. Griepentrog said he covered parking in the chapter itself. Trustee Stokebrand added that the recent Transportation and Parking study mentioned a surplus of parking in the village. Mr. Griepentrog said he will list a parking goal and concept.

Trustee Stokebrand suggested adding a note that the village is a mix of public and private parking lots.

President Rozek said the main thing she took from the Transportation Study was to have consistency with all aspects to improve safety. Mr. Griepentrog said the four goals of the study were communication, consistency in terms of administration, accessibility and enforcement. He will work these goals into this section.

Ms. Kiely Miller suggested including a statement about the bike sharing program and the reason for its removal. She also suggested including the upcoming Lake Drive reconstruction project and the recent restriping of Lake Drive.

President Rozek added including information on green infrastructure. Mr. Griepentrog said it would be covered in the sustainability chapter but he can cross reference it in this

chapter too. She also referred to a state pacer report and the village's previous involvement in following the report. Mr. Griepentrog stated he would reach out to the director of public works about that and for language to include about it.

6. Review of draft Economic Development Chapter for the Comprehensive Plan Update.

Mr. Griepentrog introduced the chapter and gave an overview of the sections.

Commissioners discussed the Economic Development Chapter.

President Rozek suggested adding who the top employers within the village are. Mr. Griepentrog said he did not have that list specifically and asked where the information came from. She felt it came from the census data. Mr. Griepentrog said the census doesn't document public administration (school and village). He would research the statistic.

Ms. Kiely Miller said she had a problem with the Central District Master Plan and how it identified underutilized properties. She said it was a very subjective evaluation especially because these are private properties that are being discussed. She suggested discussing these using different language perhaps as she felt it was an insult to the property owners to say that it is not the best use of the property. Mr. Griepentrog said that during the open house a map designating properties susceptible to change was discussed and perhaps merging the concepts of opportunities and susceptible. President Rozek agreed and suggested making it clear that the market is what may eventually push these sites changes.

Trustee Stokebrand asked if there was a method to deal with lengthy vacancies. Mr. Griepentrog said the CDA had discussed a vacancy registration program but it was not adopted. President Rozek suggested adding vacancy and renewal boundary language to the plan. Trustee Stokebrand asked if this chapter should have policy regarding vacancies and letting buildings be vacant for lengthy periods of time. Mr. Griepentrog said this is the chapter that an objective regarding vacancy would be added.

Mr. Couto asked about the intergovernmental participation in this process and what level of participation the school district has in the comprehensive plan. President Rozek said they would be a part of the intergovernmental chapter but are still separate governmental bodies. Mr. Couto said there are long discussions about affordability and seniors not being able to stay without including the school district. President Rozek said it is about educating your residents because without that knowledge they will continue to look to the Village. Mr. Wycklendt said adding information about mill rates and the contrasts between the village and the school district. President Rozek agreed that adding that clarity to either the economic development chapter or the intergovernmental chapter. Mr. Griepentrog said Section 6.8 will have more information on this.

Ms. Kiely Miller asked if other criteria could be put into place regarding TIF. President Rozek stated that a TIF policy is being worked on and should be adopted in the near future. Ms. Kiely Miller suggested adding these policies to the plan when adopted.

Ms. Kiely Miller asked if the façade grant program would be replenished after using those funds for the COVID Relief Grants. Mr. Griepentrog said he was directed not to close the program so it is still available without funding at the moment. He said reallocating existing funds will be more likely than getting new funds.

Ms. Kiely Miller asked if there is a way to look at income by age and/or renter versus homeowner on the Medium Household Income Chart. Mr. Griepentrog said this is typically household income by tenure and he would look into it.

Ms. Klein asked if there is a way to know how many people work out of their homes. Mr. Griepentrog said there is and that the census does estimate it. He will look into and include the data. President Rozek said often people won't report working from home because then they would have to pay personal property taxes.

Mr. Griepentrog said he felt the one goal for the chapter was incomplete and looked forward to feedback. He will be emailing a poll to plan commissioners with the concepts to determine the priorities.

Ms. Kiely Miller asked to define better the one concept that stated "*blight removal, including non-conforming uses and structures*" especially what is non-conforming. Mr. Griepentrog said those concepts could be separated or reworded to better define. She said one thing that is not listed was preservation for historic properties and said it should be added as a concept.

Trustee Stokebrand asked what chapter building height would be addressed. Mr. Griepentrog said building height would be addressed in the land use chapter. President Rozek said the land use map and land use chapter is the most important of the plan.

7. Future agenda items.

Ms. Kiely Miller asked if there was anything that they should be doing for the census. Mr. Griepentrog said there was nothing specific to be done and that the census is in the final stages.

8. Discuss next meeting(s).

There are no applications on file for any conditional uses at the time. The next meeting will review more comprehensive plan chapters.

The next meetings will be September 22 and September 29 with Mr. Griepentrog presenting two more chapters on the 22nd and Vandewalle presenting three chapters on the 29th.

9. Adjournment.

Trustee Stokebrand moved to adjourn the meeting at 9:24 p.m., seconded by Mr. Couto. Vote to adjourn 7-0.

Recorded by,



Crystal Kopydlowski
Planning Department Administrative Clerk