



**Plan Commission
Meeting Minutes
October 26, 2021**

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

1. Call to order.

The meeting was called to order at 6:31 p.m.

Present via teleconference: President Ann McKaig – Chair, Therese Klein, Barbara Kiely Miller, Josh Pollack and Daniel Wycklendt.

Excused: Trustee Tammy Bockhorst, Eric Couto

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

2. Approval of September 28, 2021 meeting minutes.

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

3. Consideration of Conditional Use Permit application for a proposed consignment/resale shop at commercial property 2520 E. Capitol Drive in the Village of Shorewood, Milwaukee County, Wisconsin. TAX ID 239-0220-000.

a. Overview

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He stated staff had no objections to the consideration of the conditional use.

b. Public Hearing

President McKaig opened the public hearing at 6:39 p.m. With no comments submitted the public hearing was closed at 6:40 p.m.

c. Plan Commission deliberation

Mr. Wycklendt moved to approve the Conditional Use Permit application for a proposed consignment/resale shop at commercial property 2520 E. Capitol Drive, based on meeting the conditions stipulated in 535-25C. Seconded by Mr. Pollack.

A roll call vote was taken: Mr. Wycklendt – Yes, Mr. Pollack - Yes, Ms. Klein - Yes, Ms. Kiely Miller - Yes, President McKaig – Yes. Vote to approve 5-0.

4. Consideration of Conditional Use Permit application to operate a seasonal tree lot at commercial property 2418 E. Capitol Drive in the Village of Shorewood, Milwaukee County, Wisconsin. TAX ID 239-0114-000.

a. Overview

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He stated staff had no objections to the consideration of the conditional use.

b. Public Hearing

President McKaig opened the public hearing at 6:47 p.m. With no comments submitted the public hearing was closed at 6:48 p.m.

c. Plan Commission deliberation

Mr. Wycklendt moved to approve the Conditional Use Permit application to operate a seasonal tree lot at commercial property 2418 E. Capitol Drive, based on meeting the conditions stipulated in 535-25C. Seconded by Mr. Pollack.

Ms. Kiely Miller asked if parking for Sunseekers will be affected. Mr. Griepentrog said the tree lot will occupy the west parking lot and Sunseekers customers park in the east parking lot and will not be affected. She asked if customers parking on the street and loading holiday trees will impede traffic. Mr. Griepentrog said he did not believe this would be the case but would defer that to the applicant. The applicant was not present. President McKaig asked if this application was circulated to staff department heads. Mr. Griepentrog stated it was not but was referenced during staff meetings. He stated the tree lot was located next to the police department on Wilson Drive previously and that the police department was very familiar with the operations and had no issues.

A roll call vote was taken: President McKaig – Yes, Ms. Kiely Miller – Yes, Ms. Therese Klein – Yes, Mr. Pollack – Yes, Mr. Wycklendt – Yes. Vote to approve 5-0.

5. Consideration of Conditional Use Permit application for a proposed COVID testing clinic at commercial property 2223 E. Capitol Drive in the Village of Shorewood, Milwaukee County, Wisconsin. TAX ID 276-0605-000.

a. Overview

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He stated staff had no objections to the consideration of the conditional use.

b. Public Hearing

President McKaig opened the public hearing at 6:57 p.m. With no comments submitted the public hearing was closed at 6:58 p.m.

c. Plan Commission deliberation

Mr. Pollack asked if they approve the conditional use if it is an approval for a clinic that could change from a COVID clinic to another type of clinic in the future or if the approval is specific to the COVID clinic. Mr. Griepentrog stated the approval would relate to any clinic and approval could transfer to a new business as long as their proposed plan of operations and details met the conditions of this site. He said the approval is specific to the use as a clinic. President McKaig asked if the occupancy would have to be the same owners/managers. Mr. Griepentrog said the conditional use approval could transfer to a different business as long as the new business operates in a similar manner. Attorney Bayer added that any condition placed on the approval would carry over to a new business too.

Mr. Wycklendt asked if they were already operating. Mr. Griepentrog stated they were granted a temporary occupancy because they passed their building inspection and building code requirements. This does happen where a temporary occupancy is granted subject to additional approvals (conditional use approval).

Mr. Griepentrog said staff worked with the Health Department to ensure they had no issues with the application and when the Health Department said they were ok with it he

had no further reservations. Ms. Kiely Miller said that the Health Department being ok with the operations eased her mind and any questions she had regarding the medical backgrounds of those doing the testing.

Mr. Wycklendt moved to approve the Conditional Use Permit application for a proposed COVID testing clinic at commercial property 2223 E. Capitol Drive, based on meeting the conditions stipulated in 535-25C. Seconded by Ms. Klein.

A roll call vote was taken: Ms. Kiely Miller – Yes, Mr. Wycklendt – Yes, President McKaig – Yes, Mr. Pollack – Yes, Ms. Klein – Yes. Vote to approve 5-0.

6. Consideration of Conditional Use Permit application to operate a dental clinic at commercial property 1409 E. Capitol Drive in the Village of Shorewood, Milwaukee County, Wisconsin. TAX ID 275-1086-001.

a. Overview

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He stated staff had no objections to the consideration of the conditional use.

b. Public Hearing

President McKaig opened the public hearing at 7:08 p.m. With no comments submitted the public hearing was closed at 7:08 p.m. Mr. Michael Welman was present representing the applicant.

d. Plan Commission deliberation

Ms. Kiely Miller noted that the building owner and business owner are the same and asked why they were considering the conditional use eight months after the Design Review Board already signed off on it. Mr. Griepentrog stated that this was when the conditional use application was submitted and it was processed as soon as it was received. He did state that in those months it was communicated to the property owner that the approval was a requirement. Mr. Welman added that with the building having previously been a dialysis clinic the new business fell under the same general guidelines so they just proceeded because of the extensive work that had to happen to the building itself before the tenant buildout could move forward.

Mr. Wycklendt moved to approve the Conditional Use Permit application to operate a dental clinic at commercial property 1409 E. Capitol Drive, based on meeting the conditions stipulated in 535-25C. Seconded by Ms. Kiely Miller.

A roll call vote was taken: Mr. Pollack – Yes, Ms. Klein – Yes, Mr. Wycklendt – Yes, Ms. Kiely Miller – Yes, President McKaig – Yes. Vote to approve 5-0.

7. Future agenda items.

Mr. Griepentrog stated there is currently one conditional use applications for the November meeting. He stated that three responses have been received for the RFP regarding form-based code. Those will be reviewed by himself, President McKaig and Design Review Board Chair Scott Kraehnke and presented at the November meeting as well.

8. Adjournment.

Ms. Kiely Miller moved to adjourn the meeting at 7:14 p.m., seconded by Mr. Wycklendt.

Vote to adjourn 5-0.

Recorded by,

A handwritten signature in blue ink that reads "Crystal Kopydlowski". The signature is written in a cursive, flowing style.

Crystal Kopydlowski
Planning Department Administrative Clerk