



**Plan Commission  
Meeting Minutes  
November 23, 2021**

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

**1. Call to order.**

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

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

Excused: Trustee Tammy Bockhorst

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

**2. Approval of October 26, 2021 meeting minutes.**

Ms. Kiely Miller moved to approve the minutes, seconded by Mr. Pollack. Vote to approve 6-0.

**3. Consideration of Conditional Use Permit application for a proposed temporary fitness facility (club rowing training center) at commercial property 3970 N. Oakland Avenue in the Village of Shorewood, Milwaukee County, Wisconsin. TAX ID 276-0749-006.**

**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. Applicant John Creighton explained the space will be temporary from December to March with limited hours. He said most athletes using the space will be middle and high school students.

**b. Public Hearing**

President McKaig opened the public hearing at 6:40 p.m. With no comments submitted the public hearing was closed at 6:41 p.m.

**c. Plan Commission deliberation**

Mr. Wycklendt moved to approve the Conditional Use Permit application for a proposed temporary fitness facility (club rowing training center) at commercial property 3970 N. Oakland Avenue, based on meeting the conditions stipulated in 535-25C. Seconded by Mr. Couto.

A roll call vote was taken: President McKaig – Yes, Mr. Couto - Yes, Ms. Kiely Miller - Yes, Ms. Klein - Yes, Mr. Pollack – Yes, Mr. Wycklendt - Yes. Vote to approve 6-0.

**4. Consideration of an Application for a Zoning Review to confirm the side setback at 4414 N. Oakland Avenue, as required per 535-21B(6)(c)[2].**

**a. Overview**

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He clarified that the site plan in the materials was the original plan submitted in March but had since been modified when submitted for Design Review Board indicating a 5' setback from the property line not 4.9'. Mr. Griepentrog researched

other corner developments in the Village and the Cornerstone (19.38 ft. public right of way line and is 1.5 ft. behind the property line), Lighthorse (12 ft. public right of way line and is 3 ft. behind the property line) and Mosaic (7.43 ft. public right of way line and was originally 12.09 ft. behind the property line but with the expansion of the restaurant atrium it is bumped out 11 ft. 8.5 inches) were all approved by planned development districts and were not required to come before the Commission. The only time this has been considered recently was with the expansion of the Shorewood Animal Hospital.

He stated staff had no objections to the proposed structure location, and noted that the new building will be constructed closer to the property line than the current building, and thus closer to the “desired” build-to line, as detailed in the code.

Applicant Nick Wimmer was present and thanked the Commission for their consideration and was present to answer any questions.

**b. Public Comment**

President McKaig opened the public hearing at 6:52 p.m. With no comments submitted the public hearing was closed at 6:53 p.m.

**c. Plan Commission deliberation**

Ms. Kiely Miller stated she could not think of anything negative and that having the building further than 20 feet back will aid drivers at the intersection.

Mr. Wycklendt moved to approve the approximate 22 ft. side setback from the curblineline (5 ft. behind the property line) of the proposed redevelopment to be located at 4414 N. Oakland Avenue, as submitted. Seconded by Ms. Klein.

A roll call vote was taken: Ms. Kiely Miller – Yes, President McKaig – Yes, Ms. Klein – Yes, Mr. Couto – Yes, Mr. Pollack – Yes, Mr. Wycklendt - Yes. Vote to approve 6-0.

**5. Recommendation of consultant selection for hybrid form-based code zoning update.**

**a. Overview**

Mr. Griepentrog introduced the item explaining they had three responses to the request for proposals (one being Vandewalle who was the consultant for the Comprehensive Plan update). He said the other two submittals came from firms that are highly specialized in hybrid form-based code.

The review panel consisted of himself, President McKaig and Design Review Board Chair Scott Kraehnke. The Design Review Board will be in charge of reviewing applications in the future and Mr. Griepentrog would like to keep them on board with the process.

The two other consultants (Codametrics and Duncan Associates and ZoneCo and Yard & Company) were both highly qualified and experienced in doing the projects. Codametrics did meet the budget in their initial submittal and provided a direct proposal. He appreciated their level of expertise and specificity on the proposal. Interviews were done with both firms and he had the same review comments about Codametrics. After the interview the team from ZoneCo did provide a revised budget because in the interview it was indicated that additional money most likely would not be available. Mr. Griepentrog was not fully comfortable with the level of service that would be provided with the revision.

Codametrics would be doing the form-based code section and Duncan Associates would be doing the hybrid land use categories. The review panel is recommending a contract with Codametrics and Duncan Associates.

President McKaig stated she was not comfortable with ZoneCo and was very pleased with Codametrics.

**b. Public Comment**

Trustee Stokebrand asked if the consultant was present. Mr. Griepentrog stated they were not. She stated there was no chance for other Commissioners to ask questions of the consultant on a \$50,000 contract. Mr. Griepentrog said consultants have never been invited to a selection review with the Plan Commission. This is the same process as when they selected the consultant for the Comprehensive Plan update. She said her big concern is the number of hybrid versus virtual. She said many in the community are ready to go back to in person and asked where the Village is on that. She said it was critical to have in person and hybrid and asked if the consultant was comfortable with that. Mr. Griepentrog said he'd be happy to follow up with the consultant prior to the Village Board considering this at the December 5<sup>th</sup> meeting. He stated the consultant was comfortable with traveling and coming to in person events.

Trustee Stokebrand said she had concerns about the consultant's ability to pivot to the Village's size and situation. Mr. Griepentrog said that when they asked for comparable projects, they provided the Allouez (Green Bay area) description which is small and they have worked in Wauwatosa also. They have worked in smaller places and have a comfort level in working with a smaller geographic scope.

**c. Plan Commission deliberation**

President McKaig said they did do interviews with the two candidates and they are bringing a recommendation of one over the other and can have discussion but cannot redo the interviews.

Ms. Kiely Miller said her main concern was having public input only virtual. She suggested having a morning and evening in-person session to accommodate residents and make it the most convenient. She said it is critical to have at least one public input session in-person.

Ms. Kiely Miller said the consultants will review recent approved and denied projects and proposals. She asked if the consultants will just be given a list or if they will have access to all information available, including dissenting public input on these projects. Mr. Griepentrog said he had not thought of that but said he will share meeting minutes and provide as much as he can.

Mr. Griepentrog said that on page three of their proposal under Task 2: Public Design Process it is stated that "*ideally, at least one of the sessions would be in-person, providing opportunities for both online engagement and in-person discussions*". He said this consultant group is committed to that and expressed a desire for in-person.

Ms. Kiely Miller asked if the consultant would be present at the December 5<sup>th</sup> Village Board meeting. Mr. Griepentrog said that was not his intent but he could ask if they could attend if they were available.

President McKaig reminded Commissioners that they are being asked to approve a recommendation to work with a contractor. She said if any questions are a deal breaker for supporting the recommendation that is one thing but that questions regarding the best-case scenario implementation could be asked later. She also said the board meeting is not a time to tweak a contract. Mr. Griepentrog stated that the Village Board did approve the RFP and they did see the scope that was in there. He said Codametrics will work with us to get the best product for all parties involved.

Ms. Kiely Miller asked if the two companies would be working as a team for the village and if they have worked together in the past. Mr. Griepentrog stated they work together all the time and Codametrics would be working on the form-based code and Duncan would be working on the land use portion. He said he was impressed with how synergistic they were in the interview.

Ms. Klein moved to recommend that the Village Board enter into a contract with Codametrics and Duncan Associates for consulting services related to a Hybrid Form-Based Code Update of the Village's Commercial and Mixed-Use Zoning Districts. Seconded by Mr. Pollack.

A roll call vote was taken: Mr. Couto – No, Mr. Wycklendt – Abstained, Ms. Klein – Yes, Mr. Pollack – Yes, President McKaig – Yes, Ms. Kiely Miller - Yes. Vote to approve 4-1-1.

**6. Future agenda items.**

Mr. Griepentrog stated there is currently one conditional use applications for the December meeting. He said he would be bringing the Committee Annual Report to them for review as well. Based on previous responses the December meeting will remain December 28<sup>th</sup>.

**7. Adjournment.**

Mr. Wycklendt moved to adjourn the meeting at 7:19 p.m. Seconded by President McKaig.

Vote to adjourn 6-0.

Recorded by,



Crystal Kopydlowski  
Planning Department Administrative Clerk