



**Plan Commission
Meeting Minutes
December 28, 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, Trustee Tammy Bockhorst, Commissioners Therese Klein, Barbara Kiely Miller, Eric Couto and Daniel Wycklendt.
Excused: Josh Pollack

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

2. Approval of November 28, 2021 meeting minutes.

Trustee Bockhorst moved to approve the minutes, seconded by Mr. Couto.

Ms. Kiely Miller suggested including the language “including dissenting public input on these projects” on page three, third paragraph, second sentence.

Trustee Bockhorst moved to approve the minutes as amended, seconded by Mr. Couto.
Vote to approve 6-0.

3. Consideration of Conditional Use Permit application for the expansion of an existing orthopaedic clinic 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. The applicant was not present.

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 the expansion of an existing orthopedic clinic at commercial property 3970 N. Oakland Avenue, based on meeting the conditions stipulated in 535-25C. Seconded by Mr. Couto.

Ms. Kiely Miller noted that factors four and five were the most germane relating to access roads and being able to provide ingress and egress to minimize congestion. She said pulling in and out of this parking lot has always been problematic and this would likely be true regardless of the tenant and cannot be held against the applicant. She asked about ADA parking near the entrance. Mr. Griepentrog stated the location is required to have three ADA stalls per regulations which they do have close to the building.

President McKaig asked for clarification that the only reason this existing business, which already has a conditional use, is before them is because the space is expanding. Mr. Griepentrog said yes because if an existing conditional use is altered or expanded it is required to be re-reviewed.

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

4. Update on Hybrid Form-Based Code Zoning Update.

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. He explained the expansion of the “kickoff” meeting to include commission/committee and BID members. He stated the kickoff meeting would be on January 12th and noticed publicly. He discussed the formation of a working group that would include volunteers from commission/committees and the BID. He informed the Commission on the upcoming tentative dates for the public workshops, the project website and the project name (the name would not be solely focused on form-based code and it would be clear that this relates to the commercial district).

President McKaig liked the idea of a working group, project website and project name. Ms. Kiely Miller asked about the Task 3.1 Initial Draft and specifically how the organization of a new system of uses would work. Mr. Griepentrog explained the project was approved as a hybrid form-based code relating to both use and form. He said the existing use classifications (permitted, conditional, prohibited, unclassified) wouldn't be thrown out but reviewed. They will review items that keep going to Plan Commission. He hopes they will firm up the unclassified category. He said this draft will be part of the review process and if there are specific thoughts on uses there will be opportunity to shares those.

President McKaig said all recommendations are non-binding they are simply recommendations. Bart said yes that the Village Board will formally adopt an ordinance based on Plan Commission recommendation.

5. Consider 2021 Plan Commission Annual Report and Future Initiatives.

Mr. Griepentrog introduced the item per the memo that was provided and a slide presentation. Recapped was the Plan Commission's activities from 2021, future initiatives that the Commission submitted in 2021, and suggested initiatives for 2022.

Mr. Couto asked for clarification on home occupation regulations and what that means. Mr. Griepentrog said this was raised previously in regards to allowing more home occupations with respect to music lessons or dance classes. Currently, this is only allowed on a one-on-one basis. He said there are currently roughly ten regulations that dictate home occupancies. This would be a great opportunity to review the list of occupations and what the regulations are. Ms. Kiely Miller asked if this included the previous discussions of a gallery night type event. Mr. Griepentrog did not recall but that is something that would relate and could be reviewed to see if it was relevant.

Ms. Kiely Miller moved to approve the 2021 Plan Commission Annual Report and Future Initiatives. Seconded by Trustee Bockhorst. Vote to approve 6-0.

6. Future agenda items.

Mr. Griepentrog stated there will be a meeting in January to discuss the form-based hybrid code update. He added that consideration of the side corner setback for the multi-family redevelopment at Stowell and Capitol may be on the agenda as well.

7. Adjournment.

Trustee Bockhorst moved to adjourn the meeting at 7:05 p.m. Seconded by Mr. Wycklendt.

Vote to adjourn 6-0.

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