



**MINUTES - SHOREWOOD BOARD OF TRUSTEES  
Joint Meeting of the Plan Commission and Village Board  
April 19, 2021**

1. Call to Order

Tr. Stokebrand called the meeting of the Village Board to order at 6:01 p.m.

2. Roll Call

Clerk Bruckman called the roll. Village Board Present via teleconference: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Arthur Ircink, Kathy Stokebrand and Wesley Warren (6:05 p.m.). President Rozek was excused. Plan Commissioners Present via teleconference Kathy Stokebrand, Eric Couto, Barbara Kiely Miller, Sangeeta Patel and Dan Wycklendt (6:28 p.m.). President Rozek and Therese Klein were excused.

Others Present: Village Manager Rebecca Ewald, Planning and Development Director Bart Griepentrog, Senior Resource Director Elizabeth Price, Deputy Clerk/Customer Service Director Diane DeWindt-Hall, Jackie Mich, Vandewalle & Associates.

3. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

4. Discussion on the Village of Shorewood Comprehensive Plan 2040

Director Griepentrog outlined the process for tonight's presentation. (This presentation can be found in the April 19, 2021 JVBPC meeting packet on the Village's website). First an overview of the Comp Plan 2040 updates, cover the three (3) requested discussion points—form-based code, transition zone, height-bulk language—Trustee Stokebrand will then lead the discussion, questions will be answered along the way, discussion limited to Plan Commission and Trustee members.

Comp Plan required by State Statute to be updated every 10 years; expired January 2011. There are nine required as nine required elements/chapters—Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agricultural, Natural and Cultural Resources; Economic Development; Intergovernmental Cooperation; Land Use and Implementation. He provided a timeline of the process leading up to this meeting. The nine (9) chapters goals and recommendations were reviewed.

- a. Tr. Stokebrand had question regarding Chapter 6, transparency in the redevelopment process. In light of current concerns with proposed redevelopment, does this recommendation need to be more specific, are we including everything in this plan that we need to address these issues. Current code does not require public notice, but with the adoption of the plan it would be within the PC purview to review that code and recommend update if desired.

Tr. Amenta questioned if we adopt the comp plan and the zoning code is currently not consistent with the comp plan what does that mean? The comp plan is reviewed for amendments to the zoning map/ordinance; it doesn't relate to existing. The intention of adopting the plan is that it is reviewed for future amendments, not existing.

Tr. Stokebrand asked if we adopt a comp plan that doesn't agree with our zoning code and development comes along that meets our zoning code but doesn't align with the new goals in

the comp plan what happens? The consistency requirement only applies to the zoning map and zoning ordinances. Ex. Mixed used commercial development on Lake Dr., Lake Drive is land use residential, currently commercial is not allowed, so the developer would have to seek an amendment to the comp plan. Who approves those amendments? It's the same process—identify public participation plan, notice appropriately, Plan Commission, public hearing and public meeting at the Village Board.

Commissioner Couto noted, for the record, that Tr. Bockhorst was not present during the Comp Plan process aside from ½ of the last meeting discussion about Sunseekers. Tr. Stokebrand noted, for the record, that she believes a potential conflict of interest existed that was not expressed. That conflict of interest being, that the discussion was about a property that involved two parcels and both are owned by someone in the village who owns property and is an investor and donated to Tr. Bockhorst's campaign and that wasn't disclosed. Tr. Bockhorst noted that if she had known that ahead of speaking that would have been understandable. The ethics board that the Board will be working on will be discussed.

- b. Tr. Warren had a question related to Chapter 8, land use. Does the recommendation regarding buffering existing neighborhoods from new development still include that midway down the blocks coming off Oakland and Capitol there is still non-residential zoning? The bulleted point confirms that the Plan Commission does not want to not have commercial zoning creep any further into the residential neighborhood. It looks to maintain the single family/duplex developments directly adjacent to Capitol and Oakland. Transition zoning was just a discussion as does not appear in the comp plan.

Trustee Carpenter commented on the statement “discourage or prohibit redevelopment” and how would the Village do that? Prohibit would be through the zoning code. Discourage goes hand in hand with historic building stock. We can't stop them from tearing down and building new or from converting a duplex and building something else; however, we would discourage if other parts of the plan, i.e. historic or affordable housing came into play. Within the single family/duplex all the Village can do is discourage. Prohibiting refers to someone tearing down a single family/duplex and building a four-unit, multi-family building. The recommendation doesn't need to be specific to type because current zoning already restricts building a four-unit structure.

Tr. Carpenter had a question related to Chapter 5, natural and cultural resources, review and consider updating regulatory barriers. This was addressing the ability for residents or small scale commercial businesses to hold events such as, art crawls, gallery nights, block parties and allowing wine at certain times at retail businesses.

- c. Form-based code – provides a clear cut outline of what is and isn't allowed so that residents and a potential developer are aware in advance, which allows the Village to take a proactive approach rather than a reactive approach.
  - 1. Tr. Stokebrand asked if this type of code would require a block by block, parcel by parcel review? Yes, it would. What is hybrid, form-based zoning? Still includes the prohibited and permitted uses, but includes the traditional use zoning within a form-based content. Tr. Amenta asked to hear from the plan commissioners are in favor of this form-based zoning? PC Stokebrand noted that other communities are moving to this form and what we have isn't working for our community. PC Kiely Miller noted that the majority of the PC wanted to limit height to four stories. PC Patel noted that form-based code would put teeth in the design review process. Tr. Stokebrand asked if the Village is taking the steps to give the Village, the PC or DRB, the teeth we need to get th development that we want? The current zoning code contains very broad language and the form-based code recommendation would better define what is

desired and provide more teeth to get the desired results. Tr. Amenta asked that the time and funds required for the form-based code could be five or more years, is there an opportunity for the PC to update the height issues in the current zoning code? The issue of 4-5 story buildings in the commercial district wasn't meant to say that a 4-story building can now become a 5-story building; it was merely to accommodate what was already existing in the district. Trustee Amenta asked if the Village Board wanted to include clarifying language about 4-story limit in areas other than those identified blocks north of Capitol Dr. and pass that tonight, could they? Yes, they could. Tr. Amenta asked the PC members do we need to accommodate housing and if yes, then the only place would be at Capitol and Oakland. So how do we accommodate that without increasing density? All PC did not agree on the need for additional housing/higher density in Shorewood. Did agree that the stretch along Oakland would stay a height of 4 story and the street on Capitol, east to the Lake. It was noted that the PC priorities includes looking at the current zone—including building heights, occupancy, etc. It was noted that if we want more housing, the only way to accomplish that here is through height, because we don't have the land. Noted no guarantee if you approve the increased height that it would insure more affordable housing. This plan seeks to add co-housing and accessory dwelling units. Removing single family zoning is not included in this plan. Estimated cost to move to the form-based code, start around \$50,000 depending on level of public involvement, graphics, area of focus, etc.; timeline about one (1) year.

2. Elizabeth Beeghly, 2413 E Shorewood Blvd. likes the form-based design code and feels it shouldn't be cost prohibitive if we focus on the areas already in the 2040 Comp Plan as prime for redevelopment.

5. Adjournment.

Tr. Warren moved and Tr. Ircink seconded to adjourn at 7:27 p.m. Motion carried 9 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC  
Village Clerk



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**April 19, 2021**

1. Call to Order

Tr. Stokebrand called the meeting of the Village Board to order at 7:32 p.m.

2. Roll Call

Ms. Bruckman called the roll. Present via teleconference: President Rozek, Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Arthur Ircink, Kathy Stokebrand and Wesley Warren.

Others Present: Village Attorney Nathan Bayer, Public Works Director Leeann Butschlick, Planning and Development Director Bart Griepentrog, Assistant Village Manager Tyler Burkart

3. Statement of Public Notice

Ms. Bruckman stated that the meeting had been posted and noticed according to law.

4. Special Order of Business

- a. Proclamations for Trustees Amenta, Carpenter and President Rozek. (7:34 p.m.)

Ms. Ewald read the proclamation for President Rozek

Tr. Stokebrand read the proclamations for Trustees Amenta and Carpenter

5. Consent Agenda Items (7:41 p.m.)

- a. Accept Presentation of Accounts – April 19, 2021

- b. Consider regular Village Board Minutes – April 5, 2021

- c. Consider Applications for Special Privilege Approval for outdoor seating in the sidewalk public right of way at:

1. Riley's Sandwich Company, 4473 N. Oakland Ave.

- d. Consider Applications for Special Privilege Approval for loading zones at the following locations:

1. Senior Resource Center, 3920 N. Murray Ave.

2. The Atrium, 2107 E. Capitol Dr.

3. Shorewood Manor, 4001 N. Prospect Ave.

- e. Consider Authorization to hire Senior Resource Center Program Assistant

- f. Consider Special Event Permit, Short Term Cabaret License for the Shorewood BID and Temporary Extension of Premise for Draft and Vessel, 4417 N Oakland Ave and a Short Term Cabaret License and Extension of Premise for Three Lions Pub, 4515 N Oakland Ave, for the Shorewood Criterium and the Special Event request for a block party in the 4500 block of N Oakland Ave on Friday, June 25, 2021

Tr. Bockhorst moved, seconded by Tr. Ircink to approve the consent agenda. Tr. Carpenter requested item 5f to be removed. Motion carried with items removed 6 – 0 by a roll call vote.

6. Items Removed from the Consent Agenda (8:15 p.m.) –

5f. Consider Special Event Permit, Short Term Cabaret License for the Shorewood BID and Temporary Extension of Premise for Draft and Vessel, 4417 N Oakland Ave and a Short Term Cabaret License and Extension of Premise for Three Lions Pub, 4515 N Oakland Ave, for the Shorewood Criterium and the Special Event request for a block party in the 4500 block of N

Oakland Ave on Friday, June 25, 2021

Tr. Carpenter questioned the safety protocols, the kids bike race and if this would be beneficial for the businesses. She noted concerns for gathering the kids particularly because they are not able to be vaccinated. BID Director Steph Salvia explained she has been discussing the kids race with the health department and they did not express concern. She noted they will be spacing out the age groups more. Tr. Carpenter questioned how will the social distancing be handled in the business district. Ms. Salvia explained there will be heavy constant reminders about masking; the loud speaker will be extended further into the business district. The block party area will be making pods out of tables and encouraging people to hang out with their pod. The health department suggested this area to be the main place where individuals are eating and drinking. Tr. Carpenter questioned if there is a number of people they are expecting to make it successful. Ms. Salvia explained many businesses are doing grab and go party packs.

Tr. Stokebrand questioned the different times submitted and questioned if staff is prepared to staff this on a Saturday morning. Ms. Butschlick explained when the race was on Thursday, their staff cleaned up Thursday night and Friday morning. Most of that work was done by seasonal staff and they do not utilize seasonal staff on overtime. She further explained there are certain tasks that will need to be done on Saturday and that would require all overtime staff.

Tr. Stokebrand clarified the Village will not be supplying picnic tables but tables will be provided by the BID.

Tr. Bockhorst explained she supports the event. Other sporting events are occurring around the city with fans attending. She noted this is a tradition in Shorewood; the Village has moved from being a c level race and are now a gold level cycling community. This is a healthy outdoor activity for families to engage in.

Tr. Amenta shares Tr. Carpenter's concerns but people need to decide if they feel it's safe to gather.

Tr. Ircink expressed this is a very important event for the businesses.

Tr. Warren moved, seconded by Tr. Ircink to approve the Special Event Permit, Short Term Cabaret License from the Shorewood BID; Temporary Extensions of Premises for Draft and Vessel, 4417 N Oakland Ave., Three Lions Pub, 4515 N. Oakland Ave., short term cabaret license for Three Lions Pub for the Shorewood Criterium and the Special Event Permit for a block party in the 4500 block of N. Oakland Ave. on Friday, June 25, 2021 and to direct the Village Clerk to issue the appropriate permits. Motion carried 6 – 0 by a roll call vote.

7. Public Hearing(s) (8:15 p.m.) –
  - a. Ordinance 3022: An ordinance to adopt the Village of Shorewood Comprehensive Plan 2040.  
The Public Hearing open at 8:15 p.m.  
The Public Hearing closed at: 8:15 p.m.
8. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings. (8:16 p.m.) –

Barbara Kiely Miller, 4051 N Downer Ave, Shorewood 53211; thanked Tr. Amenta, Tr. Carpenter and President Rozek and noted the following: Tr. Amenta proposed recording Village Board meetings, initiated recreation of the Human Relations Commission, provided wise stewardship of tax dollars. President Rozek pursued the historic renovation of the fire station, introduced the COW, revised façade grant program, transparency of all village contracts and added the future agenda procedure. Both pushed regular reconstruction of alleys. Tr. Amenta, Carpenter and President Rozek worked on crucial municipal services while keeping tax increases to a minimum, revised the TIF program and approved

affordable housing.

## 9. New Business

- a. Consider Ordinance 3022: An Ordinance to adopt the Village of Shorewood Comprehensive Plan 2040. (8:19 p.m.)

Tr. Amenta noted the 4 to 5 stories in the main street mixed use district should be clarified. Mr. Griepentrog noted to add the language in the motion to the technical corrections that need to be made.

Tr. Amenta moved, seconded by Tr. Carpenter to approve Ordinance 3022: An Ordinance to adopt the Village of Shorewood Comprehensive Plan 2040 subject to the addition of the phrase as the current zoning code permits in the land use chapter definition in the main street and mixed used district and corrections provided by the consultant. Motion carried 6 – 0 by a roll call vote.

- b. Consider award of contract for 2021 Street Resurfacing Program. (8:32 p.m.)

Director Butschlick noted there is a street resurfacing program budgeted for this year, the streets are primarily in the southeast area. The Village received two bids, the lowest bid was submitted by Payne & Dolan. Staff has worked with them and recommends them as the lowest responsible bidder.

Tr. Amenta noted there is a surplus in street resurfacing funds for next year's budget.

Tr. Ircink moved, seconded by Tr. Warren to award a contract for the 2021 Street Resurfacing (mill and overlay) Project to Payne & Dolan, Inc. in the amount of \$389,772.50 Motion carried 6 – 0 by a roll call vote.

- c. Consider Reimbursement Resolution 2021-10 declaring official intent to reimburse expenditures from proceeds of borrowing. (8:38 p.m.)

Tr. Amenta moved, seconded by Tr. Ircink to approve Reimbursement Resolution 2021-10 declaring official intent to reimburse expenditures from proceeds of borrowing. Motion carried 6 – 0 by a roll call vote.

- d. Consider award of contract for 2021 Frederick Watermain Relay Project. (8:39 p.m.)

Director Butschlick explained this project includes the 3800 and 3900 blocks of N. Frederick Avenue. The watermain is the base bid and the private service main as an alternate. The Village received three bids, the lowest and most responsive is UPI.

There was Village Board discussion on base bid and cost per unit. Some Village Board members inquired if it would be cheaper for residents to complete the project themselves. Ms. Butschlick explained it may be, but it's more turnkey and there's a five-year repayment plan with 0% interest if the village handles it. There was Village Board discussion on how to encourage the program to residents and it may be a mandatory replacement in the future. Some members questioned if the price would go down if more of the residents wanted to replace their lead mains. Ms. Butschlick explained most water mains are not in the condition to handle a new service being connected.

Tr. Amenta noted it's important to run your cold water until it's very cold so the water is coming from the main and not from sitting in the pipes. Ms. Butschlick agreed.

Tr. Carpenter moved, seconded by Tr. Bockhorst award of a unit price contract for the 2021 Frederick Watermain Relay base bid in the amount of \$317,808.40 and alternate bid in the amount of \$168,000

to UPI, LLC for a total of \$485,808.40. Motion carried 6 – 0 by a roll call vote

- e. Consider AMI Alternate Water Meter Transmission Unit Placement Policy – Village Policy #41 (8:58 p.m.)

Ms. Butschlick explained AMI was approved to be the standard water meter setup for the village. Some residents for personal reasons choose not to have that setup in their homes and ask for an alternate configuration. Staff identified two alternative options and proposed them to the Public Works Committee; one installation of meter translation unit on the exterior or install a manual read meter. Both options have an additional cost to the user. Ms. Butschlick noted there are efficiencies with wireless meter reading. The Public Works Committee is recommending the exterior installation as the alternate option.

Some Village Board members questioned if the unit would hold up in extreme weather. Ms. Butschlick explained yes.

Ms. Butschlick explained the disconnection process.

Tr. Warren moved, seconded by Tr. Bockhorst to approval of the Village of Shorewood Policy #41 Alternate Water Meter Transmission Unit Placement (Opt-Out) Policy which provides for an option to install the Meter Transmission Unit (MTU) on the exterior of a residence at a cost to be borne by the requesting property owner. Motion carried 6 – 0 by a roll call vote

- f. Consider Resolution 2021-12 Related to the Replacement of Sidewalks and Carriage Walks in 2021. (9:17 p.m.)

Tr. Amenta moved, seconded by Tr. Warren to approve Resolution 2021-12 Related to the Replacement of Sidewalks and Carriage Walks in 2021. Motion carried 6 – 0 by a roll call vote

- g. Consider Ordinance 3023: An Ordinance amending the parking regulations on N. Larkin Street, N. Newhall Street and N. Bartlett Avenue between E. Glendale Avenue and the north Village border. (9:18 p.m.)

Ms. Butschlick explained there are no parking restrictions on these narrow streets. The Village of Whitefish Bay recently implemented no parking zones along the east sides of those blocks and requested the Village of Shorewood do the same. There have been similar requests from the North Shore Fire Department as well as Public Works staff.

Tr. Amenta noted this should have been handled in June with the other parking items.

Doreen Larson, 4610 N Newhall St., Shorewood, 53211; explained she is in favor of this change. Her car has been hit by a plow in the past and this would be a positive change.

Tr. Warren moved, seconded by Tr. Ircink to approve Ordinance 3023: An Ordinance amending the parking regulations on N. Larkin Street, N. Newhall Street and N. Bartlett Avenue between E. Glendale Avenue and the north Village border. Motion carried 5 – 1 by a roll call vote with Tr. Amenta voting nay.

- h. Consider Fourth of July Parade and Fireworks. (9:30 p.m.)

Mr. Burkart explained the Village is looking to start preparations for 4<sup>th</sup> of July. The Village of Whitefish is moving forward with festivities. Milwaukee county parks is accepting applications to utilize parks for the 4<sup>th</sup> of July festivities. He explained Atwater Park would be difficult to adhere to CDC guidelines and would be looking for alternative locations.

There was Village Board discussion on cleanup of the fireworks in the park. There was Village Board discussion if Mr. Burkart should return with alternative locations if Estabrook Park does

not work out. Some board members expressed support for River Park. Mr. Burkart explained he is seeking direction if the Board would like to rule out Atwater Park. There was consensus to not consider Atwater Park. There was a suggestion for the empty parking lot across the river.

Tr. Ircink moved, seconded by Tr. Warren to authorize staff to move forward with planning efforts for a July 4 parade celebration and to explore relocating the fireworks to Estabrook Park. Motion carried 6 – 0 by a roll call vote.

10. Reports of Village Officials (9:44 p.m.)

a. Village President – None

b. Village Trustees – Tr. Amenta thanked Tr. Carpenter and President Rozek and other members of the current Village Board and noted the TIF Policy adoption, Human Relations Commission was reinstated, the minutes now have substance, Police Study, extended TID 1 for affordable housing, capital plan, alley program, appointment process, budget approval with lower increases. She noted Tr. Carpenter has worked on reasonable tax levy and a leader in the mask policy and approach to COVID-19 and a real advocate for affordable housing. President Rozek worked on opening parking and the procurement policy. She noted she is proud of the changes the Village Board has made. She noted the CDA has made big changes. She is participating in a citizen journalism site and a podcast called Exceptionally Shorewood and wished everyone the best of luck.

Tr. Ircink thanked the three outgoing members and shared his appreciation for their work.

Tr. Warren echoed Tr. Ircink's remark and thanked President Rozek, Tr. Amenta and Tr. Carpenter

Tr. Carpenter thanked everyone on the Village Board, and noted it's been very gratifying and has helped her grow personally and professionally. She will miss serving on the Board and the community and is proud of what they have accomplished.

Tr. Stokebrand echoed Tr. Warren and Tr. Ircink's comments.

c. Village Manager – None

11. Items for future consideration (9:53 p.m.) - None

12. Closed session - the Village Board upon motion duly made, may convene into closed session to confer with legal counsel for the governmental body pursuant to Wis. Stat. 19.85(1)(c) to discuss the annual performance evaluation of the Village Manager. (9:54 p.m.)

Tr. Stokebrand moved, seconded by Tr. Warren to adjourn into closed session to confer with legal counsel for the governmental body pursuant to Wis. Stat. 19.85(1)(g) to discuss the annual performance evaluation of the Village Manager at p.m. Motion carried 6 – 0 by a roll call vote.

Tr. Stokebrand moved, seconded by Tr. Carpenter to give the Village Manager a 1.5% salary increase (COLA for non-represented employees for 2021) for the coming year and to provide an equivalent amount in the furniture budget item to make office updates. Motion carried 5 – 0.

13. Adjournment.

Tr. Amenta moved and Tr. Warren seconded to adjourn at 10:23 p.m. Motion carried 5 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC  
Village Clerk