



**Plan Commission
Meeting Minutes
June 28, 2022**

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

1. Call to order.

The meeting was called to order at 6:30 p.m.

Present: President McKaig – Chair, Commissioners Klein, Kiely Miller, Pollack, Wycklendt, Flynn Post
Others present: Planning Director Griepentrog, Leslie Oberholtzer (Codametrics consultant)

2. Approval of April 26, 2021 meeting minutes.

Ms. Kiely Miller moved to approve the minutes, seconded by Ms. Klein. Ms. Kiely Miller proposed a word insertion/grammatical correction. Vote to approve 5-0-1 with Commissioner Flynn Post abstaining.

3. Update on Commercial Zoning Update – Presentation of Task 2 (Public Design Process).

Ms. Oberholtzer presented the commercial zoning update and stated the public meetings have been going really well for this project. She gave an overview of who the working group members are, the project scope, the project goals, and the project process and schedule. She explained that Phase 1 was to review the current code to get a better understanding of what the components of it were. She has been reviewing PDDs within the village and explained it has been helpful to see what was in place before the current code to get a sense of what the B zones were to what the B zones are now and what will be proposed in the new code. She has been reviewing the comprehensive plan and using it as a road map to develop the code. She gave an overview of the listening sessions and comments received from those sessions. She encouraged the commissioners to read the comments from the listening sessions.

Phase 2 included three public workshops. The first workshop was an introduction and overview of the process. The second workshop was organized around an image preference survey. Four categories of images (storefront buildings, general buildings, streetscape and façade renovations) were reviewed. Ms. Oberholtzer showed the top and bottom selections in each category of images. The third workshop was focused on providing the structure for the code. The first step in drafting code is to look at what are the sub-areas of the corridors and how to define new zones that will be very specific to the different segments of the corridors and the basic elements of those zones. A zoning map was provided. She noted that each zone is made up of two components; building types and uses. This workshop was a good overview of broad use categories. The workshop also walked through all the zones. The participants separated into three groups and then rotated. The first step was getting to know the zoning map and the colors on the map. The second step asked participants if they agreed with the mapped zones. The third step asked if participants agreed with the key characteristics of the zones. She received a lot of good input from these workshops.

The next working group meeting (Phase 3) will work to regulate the zones by building types and use information. She said a set of categories of uses will be presented. Participants will have a table of uses combined with a table of allowed building types along with building

type regulations and use definitions to help with understanding of the proposed structure of the code. The second module of information that will be added for consideration will be building and site designs. The next working group meeting is scheduled for July 20th.

Ms. Oberholtzer reviewed the next steps in the overall process.

President McKaig asked about comments and when comments should be submitted on the draft being written in July. Ms. Oberholtzer said the rough draft won't be before the Plan Commission until the working group has reviewed and worked it and put their best foot forward. Meeting seven will be when it is before the Plan Commission. Ms. Oberholtzer said when the draft is completed that will be posted for the public to review and comment on. She said there will be three drafts of the code. An initial internal draft, a public review draft (phase 4) with a public open house and public review and then a public hearing draft.

Ms. Kiely Miller asked if there would be a public hearing at the Plan Commission stage and the Village Board stage. Mr. Griepentrog stated code does not require a public hearing at Plan Commission. The Plan Commission will recommend the code update and the public hearing will be at the Village Board. This could be discussed at the working group as to how to best receive public comments at the Plan Commission level.

Ms. Flynn Post asked if any comments were received at the third working group meeting regarding green infrastructure technologies. Ms. Oberholtzer said there were not, but that zoning is complex and at the first public workshops they were trying to get a broad sense of the building design and focusing the code on establishing good building design. The last working group meeting also focused on the structure of the code and discussion on details did not occur. The more specific details will be addressed in the drafting of the code.

Ms. Flynn Post asked if Shorewood will come up with a public amenities plan connected to the code update or if that stays within the comprehensive plan. Mr. Griepentrog asked for an example of a public amenity. Ms. Flynn Post said pocket parks/mini plazas/public art/affordable housing and in general the whole urban design. Mr. Griepentrog said many of these examples would be incorporated into streetscapes elements of the code. Ms. Oberholtzer said if it has to do with the building envelope and the space of the street then it needs to be defined in the code. She said there needs to be a conversation about generalized community benefits and how that gets folded into the approval process. The structure of the code would be first and then the process/ procedure would be worked on after. Mr. Griepentrog said a lot of these topics tie together just not specifically with this project.

Ms. Flynn Post asked in what places will specific details about architecture be articulated and in what places the form be more about the scale of a corridor/building/block. Ms. Oberholtzer said this will be a fine line of balancing designing the buildings and providing guidance for the minimum requirements for the buildings to meet the scale/pedestrian orientation and quality of the buildings.

President McKaig said in her mind when she hears limiting the number of stories and no ground floor parking this impacts discussions on affordability and making it accessible to create affordable housing. She asked if this is where Ms. Oberholtzer would comment. Mr. Griepentrog said that as a staff person he does not want to design a code that no one can meet. He said early on in the listening sessions there was a group specific of developers, architects and designers who are willing to come back and review the draft code to say what makes sense.

4. Future agenda items.

Mr. Griepentrog stated there will be two conditional use applications at the July meeting.

5. Adjournment.

Mr. Wycklendt moved to adjourn the meeting at 7:30 p.m. Seconded by Mr. Pollack. 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