

**APPROVED MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS
PLAN COMMISSION**

The Tuesday, January 10, 2023 meeting of the Plan Commission via Zoom was called to order at 7:00 pm by Chair Dave Benforado. Members present were: Mr. Benforado, John Imes, Tessa Martin, Karl Wellensiek, Deb Remington, and Earl Munson. Jim Etmanczyk was excused. Also present was Tim Carey of T5 Real Estate, Fred Wade, Marilyn Townsend, John Clancy, Administrator Sharon Eveland and Administrative Services Coordinator David Sykes.

Ms. Eveland confirmed the meeting had been properly posted and noticed.

Approval of Minutes – December 13, 2022

Mr. Imes moved and Mr. Wellensiek second a motion to approve the December 13 as presented.
Vote: 6-0 (approved).

Discussion/possible action regarding developer’s extension request for obtaining building permits for 2725 Marshall Court apartments

Mr. Benforado reviewed the discussion from the last Commission meeting. Mr. Carey is asking for an extension until April 30 to secure building permits for the proposed development at 2725 Marshall Court. Mr. Carey indicated his objective is to get the project built but he needs some more time to work out the economics of the project.

Ms. Eveland suggested, if the Commission chooses to approve the extension, that it add a couple of months to the extension, just in case something unanticipated happens in the next 45 days.

Mr. Imes moved and Ms. Martin seconded a motion to extend the period for the developer to obtain building permits until July 1, 2023.

Vote: 6-0 (approved).

Discussion/possible action regarding recommendation to the Board for awarding contract on University Avenue Development and Design Plan project

Mr. Benforado provided a history for the development of a University Avenue Commercial Corridor Plan and the Request for Proposals (RFP) for consultants to assist with the development of such a plan.

MSA and Vandewalle & Associates responded to the RFP. Administrator Eveland, Mr. Imes and Mr. Benforado reviewed the proposals and interviewed the firms.

Ms. Eveland reported both proposals were good. Both companies are familiar with the Village and have done work for the Village in the past. It was a difficult decision, but the interview subcommittee is recommending Vandewalle be awarded the contract to develop the plan.

Mr. Imes moved and Ms. Martin seconded a motion to recommend Vandewalle to the Board for awarding the contract on University Avenue Development and Design Plan project not to exceed \$50K.

Vote: 6-0 (approved).

Public Hearing on Ordinance L-2023-01 pertaining to Short-Term Rentals (STR)

Mr. Benforado opened the public hearing at 7:35 pm.

Ms. Eveland reviewed the long process initiated by the former Village Administrator to create a STR ordinance so that the Village has some recourse to address potential bad actors. Development

of the current version of the draft ordinance has taken several Commission meetings. Community stakeholders provided some welcome knowledge on short-term rental operations.

Some highlights of the ordinance are the requirement of a Village permit with a designated operator for a fee set by the Board. Documentation requirements are the same as those required by the State of Wisconsin and Public Health Madison Dane County. There are some limits on the number of guests allowed on a given night and the ordinance only applies to STRs of stays less than 30 days.

Fred Wade, 1121 Wellesley Road, provided a number of suggestions for additional recitals and language changes to protect the Village from someone contesting the validity of the ordinance.

Mr. Benforado closed the public hearing at 8:07 pm.

Discussion/possible action regarding recommendation of Ordinance L-2023-01 pertaining to Short-Term Rentals to the Village Board

The Commission already voted to recommend the draft ordinance to the Board at its December meeting. It was decided that Mr. Wade would formalize his suggestions in writing and they could be considered by the Board during the approval process.

Mr. Wellensiek moved and Mr. Imes seconded a motion to recommend to the Board approval of ordinance L-2023-01 Short-Term Rentals with direction to the Village Administrator to discuss potential non-substantive changes from the public hearing with the Village Attorney and to provide a recommendation to the Board on those suggestions.

Vote: 6-0 (approved).

Possible discussion regarding Fence Ordinance

Ms. Eveland reviewed the history of Zoning Board of Appeals activity regarding fences over the past year. The language in the ordinance is cumbersome and difficult to interpret. The Commission will discuss and possibly make a recommendation to the Board to clarify the ordinance at its next meeting.

Next Meeting Dates

The Plan Commission next regularly scheduled meeting is set for February 14, 2023 at 7:00 pm. The Commission is considering changing the meeting date pending the availability of Vandewalle.

Adjourn

The meeting was adjourned at 8:41 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator