

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

The Tuesday, April 25, 2023 meeting of the Plan Commission via Zoom was called to order at 4:01 pm by Chair John Imes. Members present were: Mr. Imes, Tessa Martin, Karl Wellensiek, and Jim Etmanczyk. Earl Munson was excused. Also present was Matt Dregne and Derek Panches of Stafford Rosenbaum, Administrator Sharon Eveland, Administrative Services Coordinator David Sykes. CUP applicants Erik West and Ana Alexander were present with their architect Andrew Wanek.

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

Approval of Minutes – February 21, 2023

Ms. Martin moved and Mr. Etmanczyk second a motion to approve the minutes as presented.

Vote: 4-0 (approved).

Conditional Use Permit (CUP) request for a detached second garage for 3520 Topping Rd

Mr. Panches provided an overview of recent changes to the public hearing process. CUPs can be used as a tool to manage land use in certain ways if they meet certain criteria. 2017 Wisconsin Act 67 essentially says if an applicant meets the standards laid out in the Village ordinances, then the municipality must approve the application. Standards must be knowable and are to be practicably measurable. Decisions require substantial evidence, facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a CUP. The Village can impose terms or conditions based on substantial evidence and must be related to the ordinance requiring the CUP.

Mr. Panches reviewed the conditional uses in the Code and the Commissions responsibilities.

Open Public Hearing

Mr. Imes opened the public hearing at 4:22 pm.

Mr. West and Ms. Alexander reviewed their application for a detached second garage that will match the main house in style and construction. It is a garage for additional storage space for their growing family.

Mr. Wanek, their architect, explained that no trees will be removed and the garage will be located in an open space next to the existing parking area.

Mr. Imes noted a letter from Dan Bromley, 3535 Topping Road that will be included in the record. He also asked the applicants if they had talked to their neighbors about the project. They confirmed they had talked to all of the adjacent property owners that will be directly impacted by the proposed garage and no one expressed any complaints.

Mr. Imes also noted that no one was in attendance to speak at the public hearing.

Close Public Hearing

The public hearing was closed at 4:28 pm.

Discussion/possible action by Plan Commission regarding CUP request for a detached second garage for 3520 Topping Rd

The commission reviewed and recorded a findings document prepared by the Village attorney.

Mr. Wellensiek moved and Ms. Martin seconded a motion to approve the written recommendation related to the CUP for 3520 Topping Rd.

Vote: 4-0 (approved).

Future Agenda Items (includes items that will be considered at a future meeting):

Fence Ordinance

Electric Vehicles Ordinance

Next Meeting Dates

The Plan Commission next regularly scheduled meeting is set for May 9, 2023 at 7:00 pm.

A Public Workshops on the University Ave Corridor Plan is scheduled for May 11 (with another one in August). Commission members are encouraged to participate.

Adjourn

Mr. Etmanczyk moved and Ms. Martin second a motion to adjourned at 5:28 pm.

Respectfully submitted,

David Sykes

Administrative Services Coordinator