



## REGULAR VILLAGE BOARD MEETING

### MEETING NOTICE AND AGENDA

**WHITEFISH BAY VILLAGE HALL  
5300 North Marlborough Drive**

**Monday, February 3, 2020, 6:00 PM**

- I. Call to Order and Roll Call
- II. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. **Approved**
  1. Minutes of the regular meeting held on January 6, 2020.
  2. Investment Report for December, 2019.
  3. Resolution No. 3069 regarding World Migratory Bird Day.
  4. Class B Combination License for Sendik's – 500 E. Silver Spring Dr.
  5. Temporary Class B Beer License for Holy Family Fish Fry dinners on 2/28, 3/6, 3/13, 3/20, 3/27, 4/3 and 4/10.
  6. Appointment of Nathan Christenson as the WFB School District Representative to the Library Board for a term to expire on April 30, 2020.
- III. Report of Village Officers
  1. Village Attorney
  2. Village Manager
  3. Village President
  4. Miscellaneous Trustee
- IV. Petitions and Communications – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. While the Board encourages input from residents of the Village, it may not discuss or act on any issue that is not duly noticed on the agenda.
- V. General Business
  1. Discussion/action on request from John Pandl, Jr. and Laura Pandl to alter a "Special Use" zoned single-family home by constructing an addition at 1305 E. Henry Clay St. **Approved**

- Approved motion  
for Staff to  
prepare a revised  
ordinance
2. Discussion/action regarding garage requirements.
  3. Discussion/action on Emergency Water Supply MOU with the Village of Shorewood. **Approved**

VI. Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Board of Appeals may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website ([www.wfbvillage.org](http://www.wfbvillage.org))

## REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in the Board Room of Whitefish Bay Village Hall, 5300 North Marlborough Drive, January 6, 2020

Pursuant to law, written notice of this meeting was given to the press and posted on the public bulletin boards.

### **I. Call to Order and Roll Call**

President Siegel called the meeting to order at 6:01 pm.

Present: Trustees Serebin, Buckley, Demet, Fuda, Davis and President Siegel

Excused: Trustee Saunders

Also Present: Village Manager Paul Boening  
Village Attorney Chris Jaekels  
Police Chief Michael Young  
Finance Director Jen Amerell  
Assistant Village Manager Tim Blakeslee  
Director of Public Works John Edlebeck  
Director of Building Services Joel Oestreich  
Deputy Clerk Caren Brustmann

### **II. Consent Agenda**

It was moved by Trustee Demet, seconded by Trustee Serebin, and unanimously carried by the Village Board to approve the consent agenda as presented.

1. Minutes of the regular meeting held on December 16, 2019.
2. Claims for December, 2019.
3. Ordinance No. 1861 to repeal and recreate Chapter 12 (Electrical Code) to incorporate updated language from the State Electrical Code.
4. Certified Survey Map to combine the existing lots at 105 W. Silver Spring Dr. and 115 W. Silver Spring Dr.

### **III. Report of Village Officers**

1. **Village Attorney** – No report
2. **Village Manager** – No report
3. **Village President** – No report
4. **Miscellaneous Trustees** – No reports

### **IV. Petitions and Communications** – None

### **V. General Business**

1. **Discussion/action on Resolution No. 3067 – Awarding the Sale of \$3,430,000 General Obligation Fire Department Project Bonds, Series 2020A.**

Village Manager Paul Boening introduced the Resolution pertaining to construction of an engine house and acquisition of fire equipment for the North Shore Fire Department. Dawn Gunderson from Ehler's was present to address any questions or concerns from the Board.

It was moved by Trustee Buckley, seconded by Trustee Demet, and unanimously carried by the Village Board by a roll call vote to adopt Resolution No. 3067 – Awarding the Sale of \$3,325,000 General Obligation Fire Department Project Bonds, Series 2020A. Motion carried 6-0.

**2. Discussion/action on Resolution No. 3068 – Adopting a Comprehensive Emergency Management Plan.**

Village Manager Paul Boening introduced the Resolution approving the adoption of a comprehensive plan for the seven municipalities to assist in ensuring a coordinated response to emergencies. Fire Chief Whitaker was present.

It was moved by Trustee Demet, seconded by Trustee Serebin, and unanimously carried by the Village Board by a roll call vote to approve the final design concept for the redevelopment of Consaul Commons and direct staff to prepare the project for bidding and construction. Motion carried 6-0.

**3. Discussion/Action on Memorandum of Agreement and Privilege between Lake Park Synagogue and East Side Eruv for installation of an Eruv structure on six Village light poles on N. Wilson Dr.**

Village Manager Paul Boening noted Village staff was contacted by Rabbi Joel Dinin of Lake Park Synagogue about an addition to an Eruv structure to Village street lights on Wilson Drive. Assistant Village Manager Tim Blakeslee provided details of the structure comprising of a 80 lb., nylon coated, nearly invisible fishing line atop several street lights on the west side of Wilson Drive.

It was moved by Trustee Serebin, seconded by Trustee Buckley, and unanimously carried by the Village Board to approve the Memorandum of Agreement and Privilege between Lake Park Synagogue and East Side Eruv LLC for installation of an Eruv structure on six Village light poles on N. Wilson Dr.

**VI. Adjourn**

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Serebin, and unanimously carried by the Village Board to adjourn the meeting at 6:23pm.

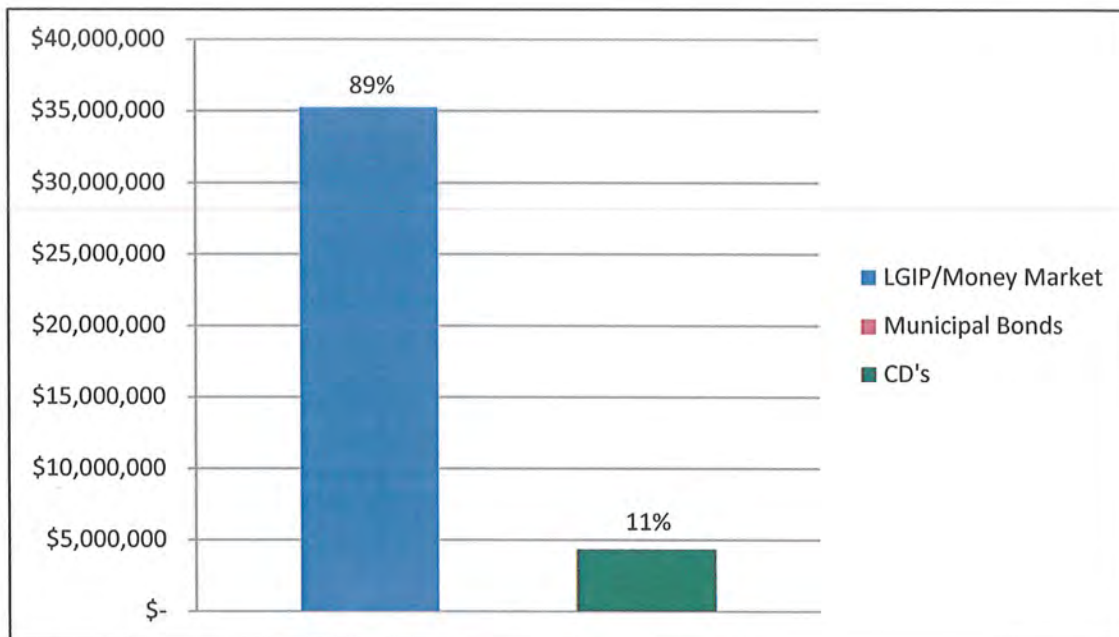
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Caren Brustmann  
Deputy Clerk

# Monthly Investment Summary

December 2019

	General Investments	Post Retirement Investments	Total
LGIP/Money Market	\$ 35,232,253	\$ -	\$ 35,232,253
Municipal Bonds	-	-	-
CD's:			
Less than 1 Year	1,399,657	349,068	1,748,725
1 to 3 Years	1,869,276	707,471	2,576,747
3 to 5 Years	-	-	-
Total CD's	3,268,933	1,056,539	4,325,472
Total Investments	<u>\$ 38,501,186</u>	<u>\$ 1,056,539</u>	<u>\$ 39,557,725</u>
Accrued Interest	<u>\$ 6,510</u>	<u>\$ 5,387</u>	<u>\$ 11,897</u>







## **VILLAGE BOARD MEETING STAFF REPORT**

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**REPORT TO:** President Julie Siegel & Village Board of Trustees

**REPORT FROM:** Tim Blakeslee, Assistant Village Manager

**DATE:** January 14, 2020

**AGENDA ITEM:** Discussion/action on Resolution No. 3069 regarding International Migratory Bird Day

**ACTION REQUESTED:** \_\_\_\_ Ordinance ☒ Resolution (Consent) \_\_\_\_ Motion

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### **BACKGROUND:**

The Village of Whitefish Bay has been designated as a "Bird City Wisconsin" community since 2012. Village Staff worked with Nancy Sturino of the Whitefish Bay Garden Club to complete the 2020 "Bird City" renewal application on behalf of the Village.

The Bird City program provides direction, technical assistance, public attention and national recognition for municipalities striving to invest in the health of local bird species. Patterned after the Tree City USA program, the Bird City designation is a public demonstration of a community's commitment to environmental, economic, and aesthetic sustainability.

Bird City Wisconsin has developed a series of criteria to assess the degree to which communities invest in the health and well-being of bird species. In order to attain Bird City designation, a community must meet at least 8 of the 22 criteria outlined on the renewal application. As part of the application process, the Village of Whitefish Bay is required to submit an official resolution recognizing World Migratory Bird Day (WMBD). This year, the Village will observe WMDB during the month of May in conjunction with the Civic Foundation's Bay Day event on May 2, 2020.

### **RECOMMENDED ACTION BY VILLAGE BOARD:**

Staff recommends approval of Resolution No. 3069 regarding International Migratory Bird Day.

C: Village Manager Boening  
Department Heads  
Attorney Jaekels

STATE OF WISCONSIN: MILWAUKEE COUNTY: VILLAGE OF WHITEFISH BAY

RESOLUTION NO: 3069

RESOLUTION RELATING TO WORLD MIGRATORY BIRD DAY

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, and

WHEREAS, since 1993 World Migratory Bird Day (WMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, while IMBD officially is held each year on a Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW THEREFORE I, Julie Siegel, as President of the Village of Whitefish Bay Village Board, County of Milwaukee, Wisconsin, do hereby proclaim May 9<sup>th</sup>, 2020 as World Migratory Bird Day in the Village of Whitefish Bay, and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Dated this 3<sup>rd</sup> day of February in the year 2020.

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Julie Siegel, Village President

ATTESTATION:

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Jennifer R. Amerell, Village Clerk

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 07/01 3/1 20 20 ;  
ending 06/30 20 20

TO THE GOVERNING BODY of the: ☐ Town of }  
☒ Village of } Whitefish Bay  
☐ City of }

County of Milwaukee Aldermanic Dist. No. \_\_\_\_\_ (If required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY  
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (Individual/partners give last name, first, middle; corporations/limited liability companies give registered name): SENDIK'S WFB LLC 500 E SILVERSPRING DRIVE WHITEFISH BAY, WI 53217

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	PRESIDENT	THEODORE BALISTRERI	5568 N DIVERSEY BLVD, WFB WI 53217
Vice President/Member	PATRICK BALISTRERI	382 LAKESHORE ROAD GRAFTON, WI 53026	
Secretary/Member	NICHOLAS BALISTRERI	9990 N RANGELINE ROAD MEQUON, WI 53092	
Treasurer/Member			
Agent	THEODORE BALISTRERI	5568 N DIVERSEY BLVD WHITEFISH BAY, WI 53217	
Directors/Managers			

3. Trade Name SENDIK'S FOOD MARKETS Business Phone Number 414-716-5500
4. Address of Premises 500 EAST SILVER SPRING DR Post Office & Zip Code WFB 53217
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1998 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SOLO ON SALES FLOOR, STORED IN SECURED AREA.
10. Legal description (omit if street address is given above): \_\_\_\_\_
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No  
(b) If yes, under what name was license issued? SENDIK'S FOOD MARKETS
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 12th day of December, 20 19

Steven Sathen  
(Clerk/Notary Public)

My commission expires 12/26/2001

Ted Balistreri  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
[Signature]  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	<u>11/23/20</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk/Deputy Clerk
Date license granted		Date license issued	License number issued	





Your trusted, local grocer.

Village of Whitefish Bay  
Caren Brustmann  
5300 N Marlborough Drive  
Whitefish Bay, WI 53217

Sendik's Whitefish Bay LLC would like to apply for a Class B Liquor License.

We will be offering canned cocktails, beer and wine while the customer shops as well as hold formal product tastings.

If you have any questions please contact our office at 414-719-5500

Kind regards,

A handwritten signature in black ink that reads "Heather Kelley".

Heather Kelley  
Lead Administrative Assistant  
Sendik's Food Markets

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10 pd

Application Date: 1/2/20

☐ Town ☒ Village ☐ City of Whitefish Bay

County of Milwaukee

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Chamber of Commerce or similar Civic or Trade Organization  
☐ Veteran's Organization ☐ Fair Association

(a) Name Holy Family Congregation

(b) Address 4825 N. Wildwood Ave  
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 1949

(d) If corporation, give date of incorporation 1949

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Rev. Raymond Guthrie 4825 N. Wildwood Ave WFB

Vice President \_\_\_\_\_

Secretary Robert Roenitz 1810 E. Hampton Rd WFB

Treasurer Robert Kowalsky 7020 N. Fairchild Circle, Fox Pt.

(g) Name and address of manager or person in charge of affair: Therese Ciofani

5064 N. Berkeley Blvd, WFB

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4819 N. Wildwood Ave

(b) Lot 1 Block 3

(c) Do premises occupy all or part of building? part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

McCormick Hall, lower level of the church

### 3. Name of Event

(a) List name of the event Holy Family Fish Fry

(b) Dates of event 2/28/20, 3/6/20, 3/13/20, 3/20/20, 3/27/20, 4/3/20

and 4/10/20

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer

Rev. Raymond Guthrie  
(Signature/date)

Officer

Robert Kowalsky  
(Signature/date)

Date Filed with Clerk

1/2/20

Date Granted by Council

Officer

Holy Family Congregation  
(Name of Organization)

Officer

Robert Kowalsky  
(Signature/date)

Officer

\_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board

License No. \_\_\_\_\_

## Boening, Paul

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 8, 2020 11:22 AM  
**To:** Boening, Paul  
**Subject:** Online Form Submittal: Application

**Categories:** Village Board

### Application

Board or Commission Applying For	Library Board of Trustees
Name	Nathan Christenson
Email Address	nathanchristenson@nuguk.net
Address	1013 E. Circle Dr
City	Whitefish Bay
State	WI
Zip Code	53217
Phone Number	
Fax Number	<i>Field not completed.</i>
Are you a registered voter of Whitefish Bay?	Yes
How long?	10.5 years
Have you attended a meeting of this Board/Commission?	No
Present Employer	Retired
Job Title	<i>Field not completed.</i>
Previous Governmental Bodies/Elective Offices Applicant Has Served	Just selected WFB School Board
Position/Office Held	Member

Dates	11/2019 - present
Civic or Charitable Organizations Organization to Which Applicant Has Belonged	Rotary, Cub Scout Pack 398, Boy Scout Troop 398
Position Held	Member / Treasurer (scouts)
Dates	2010 - 2011 (rotary), 2018 - present (scouts)
Special Interests/Hobbies/Talents	Triathlon, computer programming, travel
College, Professional, Vocational Schools Attended	Anderson School at UCLA
Major Subject	Finance, Strategy
Dates	7/15/1998 - 5/31/2000
Degree/Date	MBA, 2000
College, Professional, Vocational Schools Attended	Tulane University
Major Subject	Political Economy
Dates	1/1/1990 - 6/1/1993
Degree/Date	BA, 1993
College, Professional, Vocational Schools Attended	<i>Field not completed.</i>
Major Subject	<i>Field not completed.</i>
Dates	<i>Field not completed.</i>
Degree/Date	<i>Field not completed.</i>
Please state reasons why you want to become a member of this Board or Commission, including what specific objectives you would be working toward as a member of	I am applying to serve as the Whitefish Bay School Board member of the Library Board of Trustees. The reason I specifically asked to be the School Board's representative is because my family members are relatively heavy users of the Library, and we feel that it is a valuable asset to the community; also, I am interested to understand how the Library

this advisory board: (Attach second page if necessary)	operates in more detail, and how it functions with the school district.
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Any other information which you feel would be useful to the Board of Trustees in reviewing your application: (Attach 2nd page if necessary)	<i>Field not completed.</i>
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Are you or a member of your family associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?	No
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If yes, please state name of Organization/Employment	<i>Field not completed.</i>
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Do you have any relatives working or serving for the Village of Whitefish Bay?	No
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If yes, please indicate the name and relationship of the person	<i>Field not completed.</i>
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Would you be willing to abstain from voting on matters where a potential conflict of interest exists?	Yes
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Have you been convicted of a felony or misdemeanor?	No
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If yes, explain convictions	<i>Field not completed.</i>
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How did you hear about the opening on this Commission?	During School Board orientation
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Signature of Applicant	Nathan Christenson
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Date	1/8/2020
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Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690  
Fax: 414-962-5651

## Memorandum

To: Paul Boening, Village Manager  
From: Joel Oestreich, Director of Building Services  
Date: January 28, 2020  
Re: 1305 E Henry Clay (request to alter a structure located in District 8)

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John and Laura Pandl are requesting to enlarge a house located at 1305 E Henry Clay. This property is located in District 8 (Special Use District). Chapter 16-18 E. allows for improvements on land zoned District 8, however, the owners must first obtain Village Board approval. The requested change will alter a single family home and a vacant lot. The owner desires to combine 1305 E Henry Clay and 1313 E Henry Clay. The owner also request to be held to the standards set forth in Chapter 16-10 (District 2 Single family Residence District). The homes in the surrounding area and the Design Area all are zoned District 2. Should the Village Board grant the request to alter these properties the applicant would still be required to obtain architectural approval through WFB's ARC.

January 23, 2020

Dear Members of the Village Board of Whitefish Bay,

We are requesting the Village Board to grant approval to alter a single family home located in the Special Use District (1305/1313 E Henry Clay St). The alteration will comply with the District 2 requirements.

Respectfully,

*John R Pandl Jr*

*Laura Pandl*

John R. Pandl, Jr & Laura Pandl



## **VILLAGE BOARD MEETING STAFF REPORT**

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**REPORT TO:** President Julie Siegel & Village Board of Trustees

**REPORT FROM:** Paul Boening – Village Manager

**AGENDA ITEM:** Discussion/action regarding garage requirements.

**ACTION REQUESTED:** ☐ Ordinance ☐ Resolution ☒ Motion ☐ Information Only

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### **BACKGROUND**

At the December 16, 2019 Village Board meeting, Ms. Maureen Stalle spoke during “Petitions and Communications” and suggested that the Village review its garage requirements, specifically the provision(s) that mandate 2-car garages.

Subsequent to that meeting, multiple Village Board members requested that the topic be placed on a future meeting agenda.

Building Services Director Joel Oestreich drafted the attached memo, which summarizes Whitefish Bay's current garage code requirements. Joel will be in attendance at the February 3<sup>rd</sup> meeting to explain the requirements in greater detail and to answer questions from the Board. Joel will also present findings that he gathered from five comparable communities. A spreadsheet containing that information is also attached.

### **RECOMMENDED ACTION BY VILLAGE BOARD**

The Village Board has not previously reviewed this specific topic. Therefore, staff is requesting Board direction regarding how to proceed.

Potential Village Board options include the following:

- Proceed under the existing requirements (No action necessary).
- Direct staff to provide additional information for review at a future Board meeting. If so, what information would the Board like staff to assemble?
- Direct staff to prepare an ordinance amendment to modify the Village's garage requirements. If that is the preferred option, the Board will need to determine what changes to include.

Again, since this is a new topic, staff is seeking direction from the Board regarding whether the subject warrants additional review. If so, how would the Board like to proceed? As a reminder, a zoning code amendment would require Plan Commission review and recommendation prior to final action by the Village Board.

Attachments (2)

C: Department Heads  
Attorney Jaekels



Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690  
Fax: 414-962-5651

## Memorandum

To: Paul Boening, Village Manager  
From: Joel Oestreich, Director of Building Services  
Date: January 29, 2020  
Re: Summary of current garage code

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As of January 2020, the requirement for Single and Two-Family Districts require a garage with the minimum dimensions of 20' wide and 22' deep or 10' wide by 40' deep in the case of a tandem garage, when one of the following conditions occur:

1. The completion of each new dwelling...(construction of new dwelling)
2. The completion of the conversion of existing garage facilities to other than garage use
3. After the razing or removal of existing garage facilities

WFB code also allows for up to 220 square feet of improved space on the ground floor of any garage, provided that at least 440 square feet of garage space in the garage is maintained for vehicle parking.

WFB code does not have a code that mandates every single or two family property have a garage.

WFB does not require that every new garage be a two car 20' wide by 22' deep or 10' wide by 40' deep. An example of this would be if a dwelling never had a garage. The owner of that property could build any size garage as long as they didn't exceed the lot coverage requirements. Another example would be if someone was adding on to an existing garage.

WFB code limits the footprint to 10% of the lot.

WFB code states that a garage cannot be designed for more than one motor vehicle for every 2400 square feet of lot area.

In the past 5 years we have had 9 cases go before the BOA requesting Special Exceptions for garages not meeting the minimum size requirements. The results were that 6 passed and 3 tabled.



	<b>Shorewood</b>	<b>Glendale</b>	<b>Elm Grove</b>	<b>Wauwatosa</b>	<b>Cedarburg</b>	<b>Whitefish Bay</b>
<b>Detached garages allowed</b>	Yes	Yes	No	Yes	Yes	Yes
<b>Minimum size for garage</b>	None - car must be able to fit	None	440 sq. ft.	None	None	20' W x 22' D 10'W x 40'D
<b>Minimum garage dimensions</b>	None	None	None	None	None	20' W x 22' D 10'W x 40'D
<b>Maximum size of garage</b>	10% of lot area	50% of rear yard lot area	lot coverage requirements	12% and 37% combined for interior/ 42% for corner	720 sq ft and/or lot coverage requirements	10% of area of lot

# VILLAGE OF SHOREWOOD

## MEMORANDUM

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**Date:** January 22, 2020  
**To:** John Edlebeck, Whitefish Bay Director of Public Works  
Charlie Imig, Glendale Director of Public Works  
Scott Brandmeier, Fox Point Director of Public Works  
**From:** Leeann Butschlick, Shorewood Director of Public Works

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The Village of Shorewood/Shorewood Water Utility is scheduled to replace the vault housing its master meters in early 2020. This is the location of the primary water feed from Milwaukee Water Works. The Village has a secondary metered connection to MWW with a much smaller capacity. As such, it desires an emergency water source to meet fire flow or high demand during the time period which the primary connection is off-line, anticipated to be a total of 48 hours over two or three occurrences.

An existing connection between the Shorewood and Whitefish Bay distribution system exists near the intersections of N. Morris Avenue and E. Glendale Boulevard. The Village of Shorewood is requesting the ability to utilize this interconnect to access water, as needed, during the time which our primary feed is off-line.

A contract for the project is scheduled to be awarded on February 17, 2020. Construction is anticipated in March and April. A more detailed schedule, including the likely off-line dates, will be shared when it is finalized.

The proposed Memorandum of Understanding (attached) will provide emergency water flow to the Village of Shorewood during the referenced master meter vault replacement.

I very much appreciate your assistance with this request. If you should have any questions regarding this matter, please do not hesitate to contact me at (414) 847-2650.

## **MEMORANDUM OF UNDERSTANDING**

This memorandum of Understanding is entered into on this 3rd day of February, 2020, by and between the Village of Shorewood, Wisconsin ("Shorewood") and the North Shore Water Commission communities of the Village of Whitefish Bay, Wisconsin ("Whitefish Bay"), the Village of Fox Point, Wisconsin ("Fox Point") and the City of Glendale, Wisconsin ("Glendale"), collectively the "Commission Communities". The purpose of this MOU is to outline procedures for provision of emergency water supply to Shorewood during a planned water system improvement project when its primary source of water supply may be unable to meet demand.

### **RECITALS**

WHEREAS, drinking water is supplied to Shorewood by Milwaukee Water Works via two metered connections along Edgewood Avenue; and

WHEREAS, Whitefish Bay, currently a member of the North Shore Water Commission, previously received drinking water from Milwaukee Water Works via connections to the Shorewood system; and

WHEREAS, one of the aforementioned connections between the Whitefish Bay and Shorewood systems, while not currently active, allows for bi-directional flow and still exists within the Whitefish Bay system near the intersection of N. Morris Boulevard; and

WHEREAS the respective water utilities, engineers and public works staff have determined that re-establishing and maintaining the connection between the systems that exists at N. Morris Boulevard and E. Glendale Avenue will provide an emergency water supply source to either community when its primary source of water supply is unable to meet emergency demand; and

WHEREAS Shorewood will, in early 2020, undertake a system improvement project which temporarily remove its primary water connection from service, potentially leaving Shorewood without adequate water in the event of a fire or other emergency; and

WHEREAS the re-establishment of connection through this agreement will provide for adequate fire flow during the construction of Shorewood's master meter vault.

### **AGREEMENTS**

NOW THEREFORE, the Parties agree as follows:

1. Commission Communities agree to provide emergency water supply to Shorewood based on the normal operating conditions of their distribution system without significantly compromising water service to their existing customers.
2. Commission Communities agree that Shorewood Water Utility's main line valve location at the municipal boundary on N. Morris Boulevard is the service valve between the systems. The service valve shall remain closed during normal operating conditions preventing flow between communities. During an emergency condition, the Shorewood service valve shall

be opened to provide emergency water supply between the Shorewood system and the Whitefish Bay system.

3. All Parties agree that the amount of water provided to Shorewood during the emergency provision shall be estimated. The estimate will be based upon the increase in the amount of water purchased by Whitefish Bay during the duration of the emergency.
4. All Parties agree that Whitefish Bay shall bill Shorewood for the water sold at Whitefish Bay's existing retail rate on file with the Wisconsin Public Service Commission.

#### SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Memorandum of Understanding by authority of their respective governing bodies effective as of the date first above written once the parties hereto have affixed their respective signatures.

#### VILLAGE OF SHOREWOOD

By \_\_\_\_\_ Date \_\_\_\_\_  
Allison Rozek, Village President

By \_\_\_\_\_ Date \_\_\_\_\_  
Sara Bruckman, CMC/WCMC, Village Clerk

#### VILLAGE OF WHITEFISH BAY

By \_\_\_\_\_ Date \_\_\_\_\_  
Julie Siegel, Village President

By \_\_\_\_\_ Date \_\_\_\_\_  
Jennifer Amerell, Village Clerk

VILLAGE OF FOX POINT

By \_\_\_\_\_

Douglas H. Frazer, Village President

Date \_\_\_\_\_

By \_\_\_\_\_

Kelly A. Meyer, CMC/WCMC, Village Clerk

Date \_\_\_\_\_

CITY OF GLENDALE

By \_\_\_\_\_

Bryan Kennedy, Mayor

Date \_\_\_\_\_

By \_\_\_\_\_

Megan Humiitz, City Clerk

Date \_\_\_\_\_