

**MINUTES OF THE  
OAK CREEK SPECIAL PLAN COMMISSION MEETING  
TUESDAY, DECEMBER 8, 2020**

Alderman Loreck called the meeting to order at 4:29 p.m. The following Commissioners were present at roll call: Commissioner Hanna, Commissioner Sullivan, Commissioner Carrillo, Alderman Loreck, Commissioner Oldani, Commissioner Siefert, and Commissioner Chandler. Mayor Bukiewicz and Alderman Guzikowski joined the meeting after roll call was taken. Also present: Kari Papelbon, Planner; Doug Seymour, Director of Community Development; and Mike Havey, Assistant Fire Chief. Kevin Koenig, IT Manager, facilitated the video conference.

Planner Papelbon read the following into the record:

The City of Oak Creek is authorized to hold this public meeting remotely during the COVID-19 public health emergency under the March 16 and March 20 advisories from the Office of Open Government in the Wisconsin Department of Justice and subsequent Common Council approvals. Per the advisories and approvals, this meeting being conducted via Zoom video conference with telephone conferencing capabilities was duly noticed per the City of Oak Creek Municipal Code and Statutory notice requirements more than 24 hours in advance of the meeting. Members of the public have been advised of the options for participation via direct mailing to property owners within 300 feet of a proposal, via the COVID-19 information page on the City's website, via social media, and via the information contained on the meeting agenda. This meeting may also be viewed at the City's YouTube page, the link for which was contained in all aforementioned notice methods. The meeting recording will also be accessible on the City's YouTube page within 48 hours.

Plan Commissioners and participants are initially muted upon joining the meeting. Plan Commissioners and staff have the ability to mute and unmute their microphones throughout the meeting. Please mute at all times except for roll call, motions, voting, and when recognized by the Chair. Roll call and voting will occur per the usual and customary procedure, starting from Plan Commissioner seating positions south to north in the Common Council Chambers (e.g., Hanna, Sullivan, Carrillo, Loreck, Bukiewicz, Guzikowski, Oldani, Siefert, Chandler). The Chair will facilitate questions and comments by calling on each Plan Commissioner, or by requesting the use of the "raise hand" function in the Zoom webinar control panel. Only speak once you have been recognized by the Chair or moderator.

Applicants, their representatives, and all other participants who wish to speak will be unmuted

- When there is a direct request for information from the Plan Commission or staff;
- When the participant utilizes the "raise hand" function within the Zoom webinar control panel, and the moderator verbally indicates that they are unmuted;
- When a phone participant dials \*9 to indicate they wish to speak, and the moderator verbally indicates that their line is open.

When unmuted, all participants must state their name and address for the record, then proceed with comments or questions.

Questions and comments may also be entered into the Q&A function within the Zoom webinar control panel. Staff and/or the moderator will monitor this function during the meeting, and provide the information requested. There shall be no private messages or side conversations during the meeting utilizing the chat or Q&A functions. Chat and Q&A messages are part of the public record.

## ZONING CODE UPDATE DISCUSSION CITY OF OAK CREEK

Jackie Wells, Houseal Lavigne Associates, gave an update of the progress on the Zoning Code and provided the following information:

- Provided an overview of the process for updating the Zoning Code
- Gave a step by step history of the steps taken so far to update the Zoning Code.
- The following draft articles were scheduled to be discussed:
  - Article 5 General Development
  - Article 6 Sign Standards
  - Article 7 Planned Unit Development Standards
  - Article 8 Administration and Enforcement Standards
  - Article 9 Non-conforming Uses, Structures, and Lots
- Article 5 General Development
  - Off street parking
    - New standards proposed for vehicular cross access
    - Goal is to reduce curb cuts, increase safety in commercial corridors, when feasible developers and property owners will have driveways connecting parking lots across different properties
    - Bicycle parking
      - Establish bicycle parking when applicable.
    - Minimum parking requirement
      - Updated to reflect industry standards
    - Maximum parking requirement
      - 20% above minimum requirement
      - Additional parking can be allowed if proof is provided to the Director of Community Development
  - Off Street loading
    - Eliminate the minimum number of loading spaces
  - Driveways
    - Proposing new standards for ribbon driveways, single-family parking pads, and multi-family and non-residential driveway locations
  - Landscape
    - New regulations that integrate requirements of the new Milwaukee County Stormwater Management Ordinance
    - Parking lot perimeter
      - Buffer between sidewalk, public right of way, and the parking lot
    - Parking lot interior
      - Parking medians and parking lot islands
    - Building foundation
      - Landscaping at the base of a building
    - Four types of transition areas
      - Increase in intensity based on adjacent land use

Discussion ensued regarding the proposed general development updates. Below is a summary of the comments made:

- Driveways
  - There would be a limit on how much paving could be on a single-family yard under the proposed plan.

- It was clarified that residents can only park on the paved part of their yard.
- The driveway will have a set width from the road up to 20 feet before the garage door. Up to 20 feet from the garage door would be allowed to be the same width as the garage.
- Variances would be handled on a case by case basis per the Engineering Department.
- Existing properties with a legally conforming driveway would be grandfathered in with a caveat to allow for the ability to do retro fit standards.
- A single-family residential property would be limited to one driveway and one curb cut to improve traffic flow, pedestrian safety, and stormwater management
- Parking lot interior requirements
  - Would require a median for every third bay of parking
  - The interior median can be moved around by the developer to better serve the development, but would not be able to lower the required number of medians.
  - The medians are required to have one canopy tree and 15 shrubs or native grasses for each 50 linear feet of parking lot median space.
  - 75% of the surface area of a parking lot median must be planted in ground cover.
  - There is an encouragement in parking standard section to co-locate pedestrian walkways along the landscaped medians, but are still required to meet the minimum landscape requirement.
- Transition areas
  - A chart will be provided to determine the required buffer for developments. Buffers are determined by the subject lot and the adjacent land use.
- Landscape
  - There will be some guidance for where certain landscape types are appropriate.

Ms. Wells continued presenting proposed items of the Zoning Code update:

- Article 5 General Development (continued)
  - Landscape (continued)
    - Species diversity
      - Percentage of different landscape elements based on their genus and ability to have correct species mix
    - Tree preservation
      - New developments would need to inventory the existing viable trees and any of those trees that are proposed to be taken down would need to be included in the removal plan.
      - A table will be included to provide the tree replacement rate
      - If the trees are taken down before a review is preformed, then there would be a greater number of trees that would need to be replaced.
    - Installation and maintenance
      - Total estimate cost of the landscape would need to be provided and the developers would need to put money down to ensure that the landscaping is installed and maintained going forward.
  - Fences
    - Proposal to prohibit chain link and similar fence materials in single-family district
    - Proposed fence height restrictions in street facing side yards
      - 4 feet if located on property line
      - 6 feet if located 10 feet from the property line with improved landscape

The following points were discussed by the Plan Commission:

- Local information regarding the prohibition of chain link material was not available, however many of the communities that Houseal Lavigne Associates has worked with are moving towards prohibiting chain line material in residential neighborhoods.
- Current legally conforming chain link fences will be grandfathered in, but new fences would need to follow this new regulation. The replacement of up to 50% of a current fence would not be required to follow the new regulations.
- It was suggested to prohibit chain link materials on any fence that is visible from the right of way.
- Fences around pools would be covered by the Building Code and not the Zoning Code.
- It was suggested to require tapering between fence sections with different heights.
- This discussion was for Residential Districts.
- Commercial properties would be allowed a fence in the rear and side yards, up to eight feet in height.
- Industrial properties are allowed a fence up to 10 feet in height.

Ms. Wells continued presenting proposed items of the Zoning Code update:

- Article 6 Sign Standards
  - Updated to comply with Supreme Court decision in Reed v town of Gilbert, AZ
  - Permitted Sign types
    - A chart will be provided to display the permitted sign types by district.
  - Standards for Permanent Signs Requiring a Permit
    - Wall Signs
      - Proposed maximum area of wall sign will be based on the percentage of façade the sign will be placed on.
      - There is a proposed absolute sign minimum and maximum
      - Secondary wall signs
        - Used to break up sign allowance, establishes separation requirements, and requires secondary sign to be subordinate in size to the primary sign.
      - Prohibition of box/cabinet signs

The following points were discussed by the Plan Commission:

- Wall signs can be illuminated internally or externally.
- The City currently does not allow box or cabinet signs in multi-tenant commercial buildings as part of the requirements of the Master Sign Plan.
- Current legally conforming signs will not need to be replaced, however new signs will be required to follow this regulation.
- In the size measurement section, the sign area would be measured differently based on whether the sign has a backing or not. If there is a sign backing that would be included in the sign measurement. Signs with individually affixed letters, the measurement shape would be drawn around the individual letters.

Ms. Wells continued presenting proposed items of the Zoning Code update:

- Article 6 Sign Standards (continued)
  - Standards for Permanent Signs Requiring a Permit
    - Single-Tenant and Multi-Tenant Monument Signs
      - Sign area and height will be based on the intensity of district
      - Proportional sign base requirements proposed

- Landscape requirement proposed

The following points were discussed by the Plan Commission:

- The current monument sign requirement states signs have a maximum height of eight feet for commercial and manufacturing and do not currently specify a base height.
- Monument height in residential districts is shorter and Planner Papelbon believes it is six feet.
- In the proposed plan, signs in the more intense Commercial/Manufacturing Districts would have a maximum height of 16 feet.
- Signs in the less intense Districts would have a maximum height of 10 feet.

Ms. Wells continued presenting proposed items of the Zoning Code update:

- Article 6 Sign Standards (continued)
  - Awning or Canopy Signs
    - Proposed sign area maximum of 30%
    - Proposed to be permitted on ground floors only
  - Projecting Signs
    - Ensure pedestrian scaled signs with sign area and projection maximums

The following points were discussed by the Plan Commission:

- There currently are no restrictions on location of a business that can have a projecting sign within a district. This would be regulated by district, as shown on the chart.
- Any of the businesses on the ground floor in Drexel Town Square would be permitted to have a projecting sign.

Commissioner Carrillo moved to adjourn the meeting. Commissioner Siepert seconded. On roll call: all voted aye. Motion carried. The meeting was adjourned at 5:55 pm.

ATTEST:

  
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Douglas Seymour, Plan Commission Secretary

1-12-21  
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Date