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Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, June 14, 2022

5:30 PM

Lower Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. May Meeting Minutes
- 3) Discussion Items
Action requested: discuss and take action as needed
 - a. Accessory Structures
 - b. Composting
 1. Composting Plan
- 4) Work Calendar
 - a. Work Calendar
- 5) Next Meeting Date
 - a. July 12, 2022
- 6) Adjourn

Dated: June 14, 2022

/s/ Dale Mayr, Chair

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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PUBLIC WELFARE COMMITTEE

Tuesday, May 10, 2022

5:45 PM

Lower Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Alderman Mark Gierl
Alderman Kathleen Schneider
Chair Dale Mayr -- **Absent**

Also Present: Assistant City Administrator Schoenemann, City Clerk Fochs, Building Inspections Supervisor Hadley, City Attorney Sajdak, and Executive Assistant Enea.

2) Election of Chair

Alderman Mayr was not present but sent an email saying he was interested in being the Chair. Alderman Gierl nominated Alderman Mayr to be the Chair and it was approved by Voice Acclamation.

3) Approval of Meeting Minutes

a. April Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Schneider

SECONDED BY: Alderman Gierl

AYES: Gierl, Schneider

ABSENT: Mayr

4) Ordinances

Action requested: review and recommend approval

- a. **ORDINANCE 2022-1622** An Ordinance Revising the Wards in Mequon Aldermanic Districts 1 & 4, Due to Assembly Redistricting

City Clerk Fochs explained the need to revise Mequon's wards due to assembly redistricting. It is not allowed to bisect a ward, so wards 2 and 11 need to be split into two. The deadline was originally April 10. Because of a delay in the Supreme Courts, the Wisconsin Election

Attachment: PW Minutes 051022 (7431 : May Meeting Minutes)

Commission asked for a new deadline of May 25. This will require a motion to suspend the rules tonight at Common Council for it to pass during a first reading.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Schneider

SECONDED BY: Alderman Gierl

AYES: Gierl, Schneider

ABSENT: Mayr

5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3948** A Resolution Approving Revisions to the Mequon Aldermanic Ward Listing, Aldermanic Ward Map and Polling Site Designations, Due to Assembly Redistricting

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Gierl

SECONDED BY: Alderman Schneider

AYES: Gierl, Schneider

ABSENT: Mayr

6) Discussion Items

- a. Architectural Review Board Guidelines

Building Inspections Supervisor Hadley presented the Committee with examples of issues from the previous night's Architectural Board Meeting, i.e. detached garages and shed projects that require a window based on current guidelines. It is being proposed for the Development Team to be able to approve minor structures to streamline the process and for residents to get permits faster. It was decided that the Development Team would chunk out sections of the guidelines and present the proposed changes at the next meeting.

7) Work Calendar

- a. Work Calendar

The Committee looked at the Work Calendar and decided they should wrap up topics that they had already started, like Administrator's Duties in Chapter 2 and Composting. Composting will be on the next meeting agenda as a discussion item. The Composting topic may need to go to Committee of the Whole first to see if there is Council support.

8) Adjourn

Alderwoman Schneider moved to adjourn at 6:09 P.M. and Alderman Gierl seconded.

Respectfully Submitted,

Carrie Enea



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Office of Public Welfare Committee

TO: Public Welfare Committee
FROM: Karen Heil, Administrative Assistant
DATE: June 14, 2022
SUBJECT: Accessory Structures

Staff is presenting possible changes to process, design standards and technical standards related to accessory structures. The attached chart identifies the subject issue, current policy and practice, staff's recommendation and the necessary changes from a code or guideline standpoint. The Committee's input is needed prior to drafting new technical language.

Attachments:

Copy of Public Welfare Accessory Structures (XLSX)

Accessory Structures

Subject Issue	Current Policy / Practice	Proposed Policy / Practice	Ordinance Change	Notes
Definition's Section 58-8	Accessory use or structure means a subordinate use or structure customarily incidental to and located upon the same lot occupied by the principal use or structure. The single exception is accessory off-street parking facilities which are permitted to locate off-site of the principal building or use served. Structure means a combination of materials other than natural terrain or plant growth erected or constructed to form among other things, a building, shelter, sign enclosure, retainer, container, support, base, or decoration. Structure is also defined as anchored to the ground, permanent as 9 months or longer and 6 inches in height.	Current practice of definition includes garages, storage structures, gazebos, and indoor recreation structures. The following structres are exempted from Architectural Review Board review but expected to meet required setbacks/offsets: decks, plazas, tree house and open air features do not require Architectural Review Board review	Staff recommends a separate defintion in the Zoning Code for use vs structure, clarification of structure which should include structures other than buildings, and an exemption under Architectural Review Board procedures for certain types of strucutures	These administrative interpretations are not expressly documented in the Zoning Code
Required Authority for Approval	Any residential structure over 150 square feet requires Architectural Board review and approval. Only via practice, not expressed in the regulations. DCD is authorized to approve and waive technical standards for structures less than 150 square feet.	Staff recommends administrative approval of accessory structures 300 square feet or less with no dimension greater than 16 feet (it is therefore not a garage)	Architectural Review Board procedures in Zoning Code requires an amendment to detail authority and the Design Guidelines must be updated.	Staff approvals for smaller projects provide a streamlined process provided all zoning requirements are also met. Staff recommends design parameters be established to ensure construction meets city expectations and ensures consistency in applicability.
Location	Technical requirements are found in Table 58-249 for all residential zoning districts	Locational technical standards have not been waived by staff. There have been variances granted by Board of Appeals	Staff recommends developing a technical standard for corner lots wihtin the Zoning Code	The only code guidance for location is setback/offset. Staff recommends reviewing Board of Appeals approvals related to reduced setbacks/offsets and consider if additional text amendments should be considered.
Size	Current 150 square feet or less is approved at staff level. Over 150 square feet requires Arch Board review and approval. Only thru practice and past trainings, not actually clarified in any municipal code. Accessory structures are limited to 15 feet in height.	300 square feet or less approved at staff level with no one side to exceed 16 feet. Over 300 requires Arch Board review and approval	Staff recommends a text amendment and a change to Design Guidelines to specify authority under certain size limitations.	Limiting at least one dimension to 16 feet max eliminates the confusion of whether or not it's a garage, for which there are other zoning guidelines to follow.

Attachment: Copy of Public Welfare Accessory Structures (7418 : Accessory Structures)

Design: Materials	It is clearly outlined in the design guidelines that materials should be natural and when on accessory structures must be compatible with those of the residence and that the design shall reflect residential usage, not a commercial application. The Board generally prohibits metal. The Board has allowed fibercement, LP and vinyl and has inconsistently requied stone if the residence has stone. There are no specific materials listed for accessory structures. Those less than 150 square feet have not been reviewed for design by staff.	Similar, compatible materials and matching colors should be rquired but should not require an exact match.	Staff recommends the Design Guildines provide specific standards related to materials and extent and thresholds of use.	Most metal sheds are less than 150 square feet so the only metal structures to come before Arch Board have been carports. Staff approvals for smaller projects provide a streamlined process; provided all zoning requirements are also met. Staff recommends design parameters be established to ensure construction meets city expectations and ensures consistency in applicability.
Design: Windows	The Design Guidelines states that if a specific window style is presented on one elevation, it should be repeated on all eelvations, including the garage. It also states that the fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure. The Board consistently requires windows on blank facades of garages and storage structure; however there is no definition or threshold of a blank wall.	Windows on accessory structures should only be required on street facing side(s). This should apply to detached garages as well. If street side location is attractively landscaped and screen or 300 feet or greater from the street, an exemption for a window should be granted.	Staff recommends a change to the Design Guidelines.	Homeowners want an accessory storage structure for storage. Windows in the facade are obstructions in maximizing the functionality of the structure and storage capacity.
Roof Materials/Style/Pitch	The Design Guidelines list specific acceptable roof materials including cedar shake, slate, fiberglass shinges, concrete shingles, tile, ashpalt shingles.	Staff recommends inclusive of metal as an acceptable roof material so long as the color is consistent with principle structure. Staff recommends that the roof style and pitch match the principal structure, with an exemption for a larger hip roof, or scaling the pitch of the accessory structure to be consistent and no less than 5:12 pitch	Staff recommends a change to the Design Guidelines.	Arch Board has been consistent with these intrepetations and offering submittal canditates agreeable solutions to problems or concerns from the Board. Most accessory structures have not been required to install expensive cedar shakes or metal roofing to match the residence. Most submissions involve asphalt shingles so it's easy to match color.



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Office of Administration

TO: Public Welfare Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: June 6, 2022
SUBJECT: Composting Plan

Background

Alderman Gierl is interested in exploring the idea of establishing a composting initiative or plan for the community. Alderman Geirl previously shared *Kiss the Ground*, a documentary that explores the core ideas of regenerative agriculture and land management, which includes reducing landfill through composting. Options for viewing the video were shared in advance of the June meeting with Committee Members.

Community composting is on the agenda tonight for discussion to see if there is interest from the Public Welfare Committee in exploring the idea further. If there is interest, it is anticipated that the next step is to take the new policy initiative before the Committee of the Whole to determine if the Council is in favor advancing the policy forward.



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Office of Administration

TO: Public Welfare Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: May 4, 2022
SUBJECT: Work Calendar

Meeting Topics

May:

- Aldermanic Wards Modifications
- Architectural Board Review

June

- Architectural Board Review
- Composting Plan

July

- Architectural Board Review

Future Agenda Topics

- Chapter II, Article IV Review (Continued)
- Adopt-A-Median Program
- Community Outreach Initiatives
- Nuisance Ordinance Review
- Logo Redesign/Branding
- Home Irrigation Systems (Fall 22)

2021-2022 Completed Items

- Bee City Designation
- Architectural Board Membership
- Electronic Meetings Ordinance
- Polling Sites
- Home Irrigation Systems
- Redistricting
- Tree Trimming & Wood Retention
- Chapter II Article II
- Subdivision Ordinance Amendments
- Political Signs Ordinance
- Chickens Ordinance