

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

Meeting Announcement & Agenda immediately following the Caucus at 7:00 p.m. January 18, 2022

To participate in the Village Caucus, you must be on a computer, laptop, or Smartphone and connect using the information below. If you simply want to watch the Caucus and/or Board Meeting, it will be livestreamed on the Village's Facebook page. The chairperson will recognize those wanting to make a nomination and provide instructions. After all nominations are made, the candidates will be invited to provide a brief statement about their candidacy.

Written comments can be sent to info@shorewood-hills.org before 8:00 am on January 18, 2022. Comments received after this time may not reach the Board before the meeting starts. To participate in the meeting, send an email to info@shorewood-hills.org before 8:00 am on January 18, 2022 indicating which agenda item(s) in which you are interested. The Village cannot guarantee access if requested after this time. Your comments may be limited to three minutes. The Board meeting will be livestreamed on the Village's Facebook page [[@VillageOfShorewoodHills](https://www.facebook.com/VillageOfShorewoodHills)] for passive viewing only. Alternatively, you can listen to the meeting live by dialing 1-312-626-6799 US (Chicago) and entering Meeting ID 856 5593 1607 & Passcode: 422140 & Participant ID: # (simply hit pound key).

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communications
6. Board Matters
 - A. Ordinances
 - i) First and Second Reading of Ordinance L-2022-01 Possession of Drug Paraphernalia
 - ii) Second and Third reading/Possible Approval of an ordinance L-2021-6 changing the zoning classification of property located at 2725 Marshall court from C-3 Medical office to a planned unit development (PUD) district
 - B. Specific Development Plan for 2725 Marshall Ct
 - C. Closed Session
 - i) Please take notice that the Board may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin state statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises jurisdiction (Pool Manager Hiring) and Section 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Tax Increment Grant Agreement for proposed redevelopment of 2725 Marshall Court).
 - D. Reconvene into Open Session for Possible Action
 - i) Pool Manager Hiring
 - ii) Tax Increment Grant Agreement for proposed redevelopment of 2725 Marshall Court
 - E. Payment of Bills

- F. Consent Agenda
 - i) Regular Board Meeting Minutes – November 15, 2021
 - ii) Regular Board Meeting Minutes – December 20, 2021
 - iii) Assignment of Services of Miesbauer and Associates to MSA Professional Services
 - iv) Contract Increase for Destree for services related to Heiden Haus project
 - v) Approval of Relocation Order and Plat of Right of Way for Lake Mendota Drive for the Lake Mendota Bridge Project
- G. New Business, Resolutions and Motions
 - i) Civic Software Module Purchase
 - ii) Administration Organizational Evaluation Report
 - iii) Blackhawk Country Club Ski Trails Maintenance Program
 - iv) Bus Rapid Transit Update and Agreement with City of Madison
 - v) Police Chief Wages
- H. Appointments
 - i) Recreation Committee – Kat Hurley
- 7. Reports of Officials and Committees
 - A. Village President
 - B. Village Administrator
 - i) Administrator Memo
 - a) Comprehensive Outdoor Recreation Plan
 - b) UW Bus Issue on Marshall Ct
 - C. Police Chief
 - i) Monthly Report
 - D. Personnel Committee
 - E. Finance Committee – did not meet
 - F. Plan Commission
 - G. Public Works Committee – did not meet
 - H. Services Committee – did not meet
 - I. Public Health & Safety Committee – did not meet
 - J. Parks Committee – did not meet
 - K. Recreation Committee
 - L. Ad hoc Social Justice Committee – did not meet
 - M. Ad hoc Stormwater Committee – did not meet
 - N. Ad hoc Recognition Committee – did not meet
 - O. Blackhawk Liaison Committee – did not meet
 - P. Pool Committee
 - Q. Waterfront Committee – did not meet
 - R. Joint Campus Committee – did not meet
- 8. Adjourn

Next regular meeting date: Monday, February 21, 2022


PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.



MEMORANDUM

TO: Shorewood Hills Public Health and Safety Committee

FROM: Jeffrey Pharo, Chief of Police 

SUBJECT: Village Ordinance 8.01 – Adopting Possession of Drug Paraphernalia

DATE: January 5, 2022

In July 2021, I received a telephone call from Village Prosecuting Attorney Rachel Snyder from Stafford and Rosenbaum, who informed me of a problem with Village Ordinance 8.01. That ordinance adopts certain State Statutes by reference, and allows SHPD officers to charge those crimes as Village Ordinances. It is important for us to have that option, as many lower-level crimes will not be charged out by the Dane County District Attorney's Office, do not rise to the need for criminal charges, and they allow the matter to remain within the control of the Village.

Atty. Snyder pointed out to me that with regards to Possession of Drug Paraphernalia, Ord. 8.01 adopts WI State Statute 961.573(2). That section of the statute states, "Any person who violates sub. (1) who is under the 17 years of age is subject to a disposition under s. 938.344(2e). Ord. 8.01 does not adopt section (1) of the statute, therefore can only be used for those under 17.

Atty. Snyder stated that although adults have been charged with this Ordinance violation, in court, it would have to be dismissed (and recently, that has been happening.) Atty. Snyder stated that it is likely that the Statute was changed at some point after the Village adopted the Statute, but the Ordinance was not updated. Atty. Snyder suggested that the Village consider adopting the entire statute so that the violation can be charged to adults as well, and I ask the same.

On November 11, 2021, the Shorewood Hills Public Health and Safety Committee met and approved this change to the ordinance. Attached is a document amending Section 8.01 of the Village of Shorewood Hills Code of Ordinances, adopting the entire WI State Statute for Possession of Drug Paraphernalia.

Thank you for your consideration.

961.573 Possession of drug paraphernalia.

- (1) No person may use, or possess with the primary intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance or controlled substance analog in violation of this chapter. Any person who violates this subsection may be fined not more than \$500 or imprisoned for not more than 30 days or both.
- (2) Any person who violates sub. (1) who is under 17 years of age is subject to a disposition under s. [938.344\(2e\)](#).
- (3)
- (a) No person may use, or possess with the primary intent to use, drug paraphernalia to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, or store methamphetamine or a controlled substance analog of methamphetamine in violation of this chapter.
- (b)
1. Except as provided in subd. 2., any person who violates par. (a) is guilty of a Class H felony.
 2. Any person who is 18 years of age or older and who violates par. (a) while in the presence of a child who is 14 years of age or younger is guilty of a Class G felony.

History: [1989 a. 121](#); [1991 a. 39, 140](#); [1995 a. 27, 77](#); [1995 a. 448 ss. 312 to 314, 492](#); Stats. 1995 s. 961.573; [1999 a. 129](#); [2001 a. 109](#); [2005 a. 263](#).

ORDINANCE NO. L-2022-1

AN ORDINANCE AMENDING SECTION 9.01 OF THE CODE OF ORDINANCES TO CHARGE
PERSONS FOR POSSESSION OF DRUG PARAPHERNALIA

*The Village Board of the Village of Shorewood Hills, Dane County, Wisconsin,
ordains as follows:*

1. Section 8.01 of the Village of Shorewood Hills Code of Ordinances is amended to read as provided in **Exhibit A**.
2. This ordinance shall be effective upon passage and posting as provided by law.

*Adopted by the Village Board of the Village of Shorewood Hills, Dane County,
Wisconsin, at a regular meeting held on _____, 2022.*

APPROVED:

David J. Benforado, Village President

ATTEST:

Village Clerk

ADOPTED: _____

POSTED: _____

Exhibit A

8.01 Provisions of State Law Adopted by Reference.

The provisions of the following Wisconsin Statutes are hereby adopted as ordinances and are incorporated herein as if fully set forth. Any act required to be performed or prohibited by any provision incorporated herein is required or prohibited by this section. Any future amendment of any statutory provision incorporated herein that the Village may adopt as an ordinance is hereby adopted as an ordinance and is incorporated herein as if fully set forth as of the effective date of that future amendment. Any offense that would be a felony if charged as a violation of a Wisconsin Statute is not adopted.

29.29 Noxious Substance in Water
134.66 Restrictions on sale and gift of cigarettes or tobacco products
167.10 Fireworks Violation
175.25 Illegal Storage of Junked Vehicle
254.92 Purchase or possession of tobacco products by person under 18 prohibited
940.19(1) Battery
941.10 Negligent Handling of Burning Material
941.12(2) Interfering With Fire Fighting-Equipment
941.12(3) Interfering With Fire Fighting-Hydrant
941.13 False Alarm
941.20(1) Reckless Use of Weapon
941.23 Carrying a Concealed Weapon
941.235 Carrying a Firearm in a Public Building
941.24 Possession of Switchblade Knife
941.2965 Illegal Use of a Facsimile Firearm
941.297 Sale of Imitation Firearm
941.35 Illegal Conduct Relating to Emergency Telephone Call
941.36 Fraudulent Tapping of Electric Wire or Gas or Water Meter or Pipe
941.37(2) Obstructing Emergency or Rescue Personnel
Public Peace and Good Order 8-2
Village of Shorewood Hills Revised February 22, 2016
942.05 Illegal Opening of Letter
942.10 Use of a Drone
943.01(1) Damage to Property
943.017 Illegal Graffiti
943.11 Illegal Entry Into Locked Vehicle
943.125 Illegal Entry Into Locked Coin Box
943.13 Trespass to Land
943.14 Trespass to Dwelling
943.145 Trespass to a Medical Facility
943.15 Illegal Entry Into Locked Site
943.20 Theft

943.21 Fraud on Innkeeper or Taxicab Operator
943.22 Use of Cheating Token
943.225 Refusal to Pay for Motor Bus Ride
943.24 Issue of Worthless Check
943.37 Alteration of Property Identification Mark
943.38(3) Forgery
943.392 Fraudulent Data Alteration
943.41 Credit Card Crime
943.455 Theft of Cellular Telephone Service
943.46 Theft of Cable Television Service
943.47 Theft of Satellite Cable Programming
943.50 Retail Theft
943.55 Removal of a Shopping Cart
943.61 Theft of Library Material
943.70 Computer Crime
944.20 Lewd and Lascivious Behavior
944.23 Making Lewd, Obscene or Indecent Drawing
944.36 Solicitation of Drinks
945.02 Gambling
945.04 Permitting Premises to be Used for Commercial Gambling
946.40 Refusing to Aid Officer
946.41 Resisting or Obstructing Officer
946.42 Escape
946.46 Encouraging Violation of Probation or Parole
946.69 Falsely Assuming to Act as Public Officer or Employee
946.70 Impersonating Peace Officer
946.72 Tampering with Public Record or Notice
947.01 Disorderly Conduct
947.012 Unlawful Use of Telephone
947.0125 Unlawful Use of Computerized Communication System
947.013 Harassment
947.06 Unlawful Assembly
948.51 Hazing
951.02 Mistreating Animal
951.03 Dog napping or Cat napping
Public Peace and Good Order 8-3
Village of Shorewood Hills Revised February 22, 2016
951.04 Leading Animal from Motor Vehicle
951.05 Cruel Transportation of Animal
951.06 Expose Animal to Poisonous or Controlled Substance
951.07 Illegal Use of Certain Animal Device
951.08 Instigating Fight Between Animals
951.09 Shooting at Caged or Staked Animal

951.095 Harassment of Police Animal
951.10 Illegal Sale of Baby Rabbit, Chick or Other Fowl
951.11 Illegal Artificially Colored Animal
951.13 Failure to Provide Proper Food and Drink to Confined Animal
951.14 Failure to Provide Proper Shelter to Animal
951.15 Illegal Neglect or Abandonment of Animal
961.41(3g) Possession of a Controlled Substance
961.573(1)-(2) Possession of Drug Paraphernalia
961.574(2) Manufacture or Delivery of Drug Paraphernalia
961.575(2) Delivery of Drug Paraphernalia to a Minor

ORDINANCE NO. L 2022-6

VILLAGE OF SHOREWOOD HILLS
DANE COUNTY, WISCONSIN

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF PROPERTY
LOCATED AT 2725 MARSHALL COURT
FROM C-3 MEDICAL OFFICE - COMMERCIAL DISTRICT
TO A PLANNED UNIT DEVELOPMENT (PUD) DISTRICT

RECITALS

- A. T5 Real Estate Solutions and Stone House Development Co. (collectively the “Applicant”), has requested that the zoning classification of the property located at 2725 Marshall Court (the “Property”) be changed to a Planned Unit Development (“PUD”).
- B. The Planned Unit Development District is intended to provide a voluntary regulatory framework designed to encourage and promote improved environmental and aesthetic design in the Village by allowing for greater design freedom, imagination and flexibility in the development of land while insuring substantial compliance with the basic intent of the Village’s Zoning Ordinance and Comprehensive Plan. Pursuant to Wis. Stat. § 62.23(7)(b), the Village may not zone property Planned Unit Development District without the consent of the owners.
- C. The Applicant has submitted the General Development Plan (the “GDP”) attached as Exhibit A.
- D. On December 14, 2021 the Village Plan Commission conducted a public hearing on the GDP, recommended changing the zoning classification of the Property to PUD, and recommended approving the GDP.
- E. On January 18, 2022, the Village Board considered changing the zoning classification of the Property to PUD, and considered approving the GDP.
- F. The Village Board finds, based upon the criteria set forth in section 10-1-33 of the Village Code of Ordinances, that changing the zoning classification of the Property to PUD, and approving the GDP, is consistent with the spirit and intent of the Village’s Zoning Code, is consistent with the Village’s Comprehensive Plan, has the potential for producing significant community benefits in terms of housing (including affordable housing), will substantially increase the Village’s tax base, and promotes the public health, safety and general welfare of the Village.

ORDINANCE

NOW THEREFORE the Village Board of the Village of Shorewood Hills, Dane County, Wisconsin adopts the following ordinance:

Section 1. The recitals set forth above are material to and are incorporated in this ordinance as if set forth in full.

Section 2. The zoning classification the Property is changed to Planned Unit Development District, and the GDP is approved, pursuant to section 10-1-33 of the Village Code and Wis. Stat. § 62.23(7)(d).

Section 3. The Property shall be developed and used in full compliance with the General Development Plan and a Specific Development Plan. The General Development Plan and Specific Development Plan shall constitute the zoning regulations for the Property, and may be enforced as any other zoning regulation in the Village of Shorewood Hills. A copy of the General Development Plan and the Specific Development Plan shall be maintained and kept on file by the Village Clerk.

Section 4. This Ordinance shall be effective upon passage and posting or publication pursuant to law.

The above and foregoing ordinance was duly adopted by the Village Board of the Village of Shorewood Hills at its meeting held on January ____, by a vote of _____ in favor, _____ opposed, and _____ not voting.

APPROVED:

By _____
David Benforado, Village President

ATTEST:

By _____
Karla Endres, Village Clerk



November 23, 2021

Mr. Dave Benforado
Plan Commission Chair
Village of Shorewood Hills
810 Shorewood Boulevard

Re: Planned Unit Development-GDP Application
2725 Marshall Ct
Village of Shorewood Hills, 53705

Mr Benforado,

The following information is submitted with required site plans and the PUD-GDP application on behalf T5 Real Estate Solutions and Stonehouse Development Co.

Organizational Structure:

Co-Owner: T5 Real Estate Solutions
7475 Hubbard Ave. Ste. 202
Middleton, WI 53562
Phone: 608-826-4552
Contact: Tim Carey
Email: tim@T5RE.com

Architect: Knothe & Bruce Architects, LLC
7601 University Ave. Ste. 201
Middleton, WI 56562
Phone: 608-836-3690
Contact: Duane Johnson
Email: djohnson@knothebruce.com

Co-Owner: Stone House Development Co.
1010 E Washington Ave. Ste. 101
Madison, WI 53703
Phone: 608-251-6000
Contact: Rich Arnesen
Email:
rarnesen@stonehousedevlopment.com

Introduction

The property located at 2725 Marshall Court is the site of a vacant two-story commercial building with surface parking. The current zoning is C-3-Medical Office-Commercial District. The project proposes rezoning the site to allow for the redevelopment and construction of a multi-family housing development. The site has proven to be viable for residential use, which will benefit the surrounding neighborhood. The site is one block to the nearest public transit stops, allowing for easy access to many areas of the city. In addition, the project is directly adjacent to the newly implemented bike path.

This rezoning application requests rezoning from C-3 to Planned Unit Development; this is the first step of the PUD zoning which establishes the General Development Plan for the site. Future submittals for the Specific Implementation Plan will describe the specific development details.

Project Description

The existing vacant building will be razed and replaced with a four-story multi-family building consisting of 43 units and two levels of underground parking totaling 53 parking stalls. Each unit will include its own approximately 9'x6' private balcony space and there will be a large shared outdoor space located on the south side of the building. The building design will be similar in height and density of the neighboring multi-family developments, balancing the neighborhood aesthetic. The proposed development is generally consistent with the Shorewood Hills 2021 Comprehensive Plan and the Doctor's Park Neighborhood Plan to redevelop the University Avenue corridor and Marshall Court area. The median height along Marshall Court will be 50 feet; as the comprehensive plan for this site calls for a maximum height of 46 feet, a height variance is being requested. The proposed height is consistent with newer projects along Marshall Court and the previously approved GDP on this and the neighboring sites (Ordinance No L-2016-5).

Sustainable design features will be incorporated throughout the construction process, including building materials, energy-efficient appliances, a solar array, and electric car charging stations.

The architecture will be transitional with urban detailing that reinforces the rhythm and scale of the building. High-quality and durable materials will be used throughout the project with a lasting architectural aesthetic.

Compliance with Village and Neighborhood Planning Goals

The proposed development meets several of the objectives and goals outlined in the 2021 Shorewood Hills Comprehensive Plan and Doctor's Park Neighborhood Plan regarding future land use development and the redevelopment needs of the University Ave. corridor and Marshall Ct. area. It also identifies these areas as "Potentially Acceptable Zoning Districts."

- ***Encourage development that uses land efficiently, including increased density and mixed-use infill. Infill projects are expected to be two or more stories in height with a preference towards multi-story buildings. Developers are encouraged to construct residential units along Marshall Ct.***
 - The project would raze the two-story vacant building and reinvigorate the lot with a newly constructed four-story multi-family unit building. Multi-level building structures allow for the most efficient use of space and creates additional housing options suitable for individuals and families.
- ***Developers will be expected to integrate aspects of the Village's Sustainability Plan into new developments whenever feasible. Maintain high quality buildings that serve residents and actively build community.***
 - The interior and exterior of the building will be constructed of high-quality materials and sustainable features, including a PV solar array, electric car charging stations, and energy-efficient appliances within each unit. The space will feature indoor/outdoor community areas for residences to gather, socialize and build connections. Stormwater infrastructure will be brought up to modern-day requirements.

- ***Encourages affordable or workforce housing units. Encourage live-work situations***
 - The 43 units will include efficiencies, 1-, 2-, & 3-bedroom apartments, providing housing options accessible to residents of various ages, income levels, and family size while contributing to relieving existing and forecasted housing needs. Additional housing allows those working in the area to also live in the community where they work, shortening commute times, providing access to public transportations, walking paths, and bike routes. The project will include one (1) three bedroom unit that will be leased to residents making not more than 60% of Dane County Median Income. Additionally, the Village of Shorewood Hills will have the option to 'purchase' additional affordable units.

- ***Private off-street parking should be located primarily underground. Redevelopment shall utilize structured parking.***
 - Underground parking will be on two levels, accommodating 53 parking stalls; this allows for efficient land use, less likelihood of stormwater runoff from autos, and adds to the aesthetics of the building design. The added parking will also relieve pressure on the Marshall Court street parking spaces.

- ***Ensure that new development is a net increase to Village tax revenue. Parcels within the planning area shall remain taxable.***
 - The new development will remain taxable and increase the Village tax revenue, and is estimated to generate approximately \$6 million incremental tax base.

Site Development and Summary

TIF assistance will be requested to accommodate the additional level of underground parking, alleviating further congestion on Marshall Court, and provide affordable units(s) in the development. The project will be a joint development between Stone House Development and T5 Real Estate. Stone House Development will manage the property in conjunction with the management of Arbor Crossing immediately to the east. Stone House Development and T5 Real Estate have previously worked together partnering on Arbor Crossing and Logic Everyday Community, and plan on continuing the pattern of success.

The multi-family development project will consist of 43 units with a mixture of efficiency, 1,2-, and 3-bedroom apartments. A four-story building with structured parking will be constructed on a 0.369 lot with a height of 50'. The maximum building height is set at 46', and a variance is being requested to create a well-balanced and consistent design. The development will create an approximate \$6 million incremental tax base.

Summary Statistics**Densities:**

Lot Area	16,080 S.F. / 0.369 acres
Dwelling Units	43 D.U.
Lot Area / D.U.	374 S.F./D.U. 16,080/43
Density	116 units/acre 43/0.369
Lot Coverage	11,004 S.F. / 69 %
Usable Open Space	52,13 S.F.

Building Height:

Height	Height/50'
Stories	Stories/4

Dwelling Unit Mix:

Efficiency	12
One Bedroom	25
Two Bedroom	4
Three Bedroom	2
Total	43 D.U.

Vehicle Parking:

Underground	53
Surface parking lot	0
Total	53 vehicle stalls

Bicycle Parking:

Garage Wall-Mount	Quantity TBD
Garage Floor-Mount	Quantity TBD
Commercial Surface	0
Guest Surface	4
Total	TBD bike stalls

Thank you for your time reviewing our application and proposed PUD/GDP documents.

Very truly yours,



Duane Johnson, AIA
Knothe & Bruce Architects, LLC

Village of Shorewood Hills PUD Rezoning Request

◆ 810 Shorewood Blvd. ◆ Madison, WI 53705 ◆ Phone (608) 267-2680 ◆ Fax (608) 266-5929 ◆

The Village of Shorewood Hills Plan Commission generally meets on the second Tuesday of the month at 7:00 p.m. at Village Hall. This form must be submitted with 10 sets of plans at 11x17 and 1 set of plans at full-size (22x34 or 24x36) of the items listed in the requirements below. General Development Plan (GDP) materials must be submitted at least 30 days prior to the Plan Commission meeting to accommodate public hearing notification, staff review and agenda placement. Specific Development Plan (SDP) materials must be submitted at least 20 days prior to the Plan Commission meeting. An incomplete application form and submittal package may result in a delay of your request. In addition to the requirements of this application, please be prepared to attend the Plan Commission meeting to present your project and answer questions. If you have any questions about the requirements please contact Karl Frantz, Village Administrator, at (608) 267-2680.

Property Address: 2725 Marshall Court, Shorewood Hills, WI 53705

Current Zoning Designation: C-3 Current Property Use: vacant 2-story commercial building

	Owner	Applicant
Name	T5 Real Estate Solutions Contact: Tim Carey	Knothe & Bruce Architects, LLC
Address	7475 Hubbard Ave Suite 202 Middleton, WI 53562	7601 University Ave, Ste 201 Middleton, WI 53534
Phone Number	(608) 826-4552	608-836-3690
E-Mail Address	tim@T5RE.com	djohnson@knothebruce.com
Fax	N/A	N/A

The fee for a Planned Unit Development-General Development Plan (PUD-GDP) rezoning request is \$350. The fee for a Specific Development Plan (PUD-SDP) is also \$350. The Village may also charge the applicant with costs associated with technical review of materials by outside engineering, planning, and legal consultants.

PUDs are separated into two phases, the General Development Plan (GDP) and Specific Development Plan (SDP). Applicants who wish to move forward with both the GDP and SDP simultaneously may discuss concurrent submittal with Village staff. The necessary components of both the GDP and SDP are listed below. The Plan Commission and/or Village Board may require other studies or plans that would aid in consideration of the proposed development. Please see Section 10-1-33 of Village ordinances for criteria for approval of a PUD and the process for GDP and SDP approval. Amendments to an approved GDP or SDP do not have to resubmit an entire application, but should address all components being altered.

Planned Unit Development – General Development Plan Requirements

PUD-GDP applications must include the following materials in adequate detail to allow Village staff, committees, and the Village Board to judge the application against PUD-GDP criteria for approval:

- A map of the project area showing topography, site features, and the property's relationship to surrounding properties and structures.
- A statement as to why PUD zoning is proposed, including why the development must utilize PUD-GDP zoning instead of existing Village zoning districts (is the PUD to accommodate exceptions to land use, height, setbacks, parking, or any other relevant Village zoning requirements?)
- A statement describing how the project complies with the Village's Comprehensive Plan and the neighborhood plan for the area (if the site is in a neighborhood plan boundary).

- A statement describing the project and summarizing relevant project statistics (land uses to be permitted, anticipated number of residential units, square feet of commercial space, parking stalls, etc.)
- If the project is to progress in phases, a phasing map or a statement discussing project phasing.
- Scaled plans of the site (not less than 1" = 100') showing:
 - Land uses and development densities.
 - The size, arrangement, and location of lots.
 - The proposed general location of buildings or groups of buildings.
 - Public and private roads.
 - The location and square footages of public and private open space.
 - A general grading plan, including drainage and stormwater management, sufficient to illustrate that the development will generally meet the Village's stormwater management ordinance.

Planned Unit Development – Specific Development Plan Requirements

PUD-SDP applications must include the following materials (per Section 10-1-108 of Village ordinances) in adequate detail to allow Village staff, committees, and the Village Board to judge the application against PUD-SDP criteria for approval:

- Statement of how the SDP is consistent with the previously approved GDP.
- Anticipated construction schedule.
- Legal description, plus existing conditions, proposed easements, and a property boundary survey at a scale of at least 1" = 40', prepared by a registered land surveyor.
- Page and volume number of recorded easements or covenants and a note describing their effect of the use of the site, if any.
- Proposed covenants.
- Location, height, dimensions, exterior materials and colors of proposed building(s).
- Distances of proposed building(s) from lot lines.
- Location, size and type of all existing and proposed utility lines and structures.
- Location, size and dimensions of proposed common areas, easements, and other specially designated areas.
- Location and dimensions of proposed walkways, sidewalks, and trails.
- Location, width, and surfacing of proposed public or private streets and parking areas (see Section 10-1-70(b) for parking and circulation design requirements).
- Location, size, dimensions, and type of proposed site lighting (must comply with Chapter 22).
- Location, size, dimensions, type, material, and color of proposed signs (signage may be submitted separately at a later date, if desired).
- Grading, drainage, erosion control, and stormwater plans.
- Landscaping plan (using Section 10-1-70(b)(11) as a guide).

Certification

I (we) certify that above plans and materials submitted herewith are true to the best of my (our) knowledge and belief. I (we) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Shorewood Hills for the purpose of securing information, and posting, maintaining and removing such notices as may be required by law.

Applicant Signature: _____ **Date:** 11/16/21

Owner Signature: _____ **Date:** _____

For Staff Use Only				
Date Received:		Public Hearing Date:	PC:	VB:
Fee Amount:	Paid?	PH Publication Dates:	PC:	VB:
Date Public Hearing Notices Mailed to Adjoining Property Owners:				
Board Hearing Outcome:		Subject to:		

ISSUED
 Issued for GDP Submittal - Nov, 30, 2021

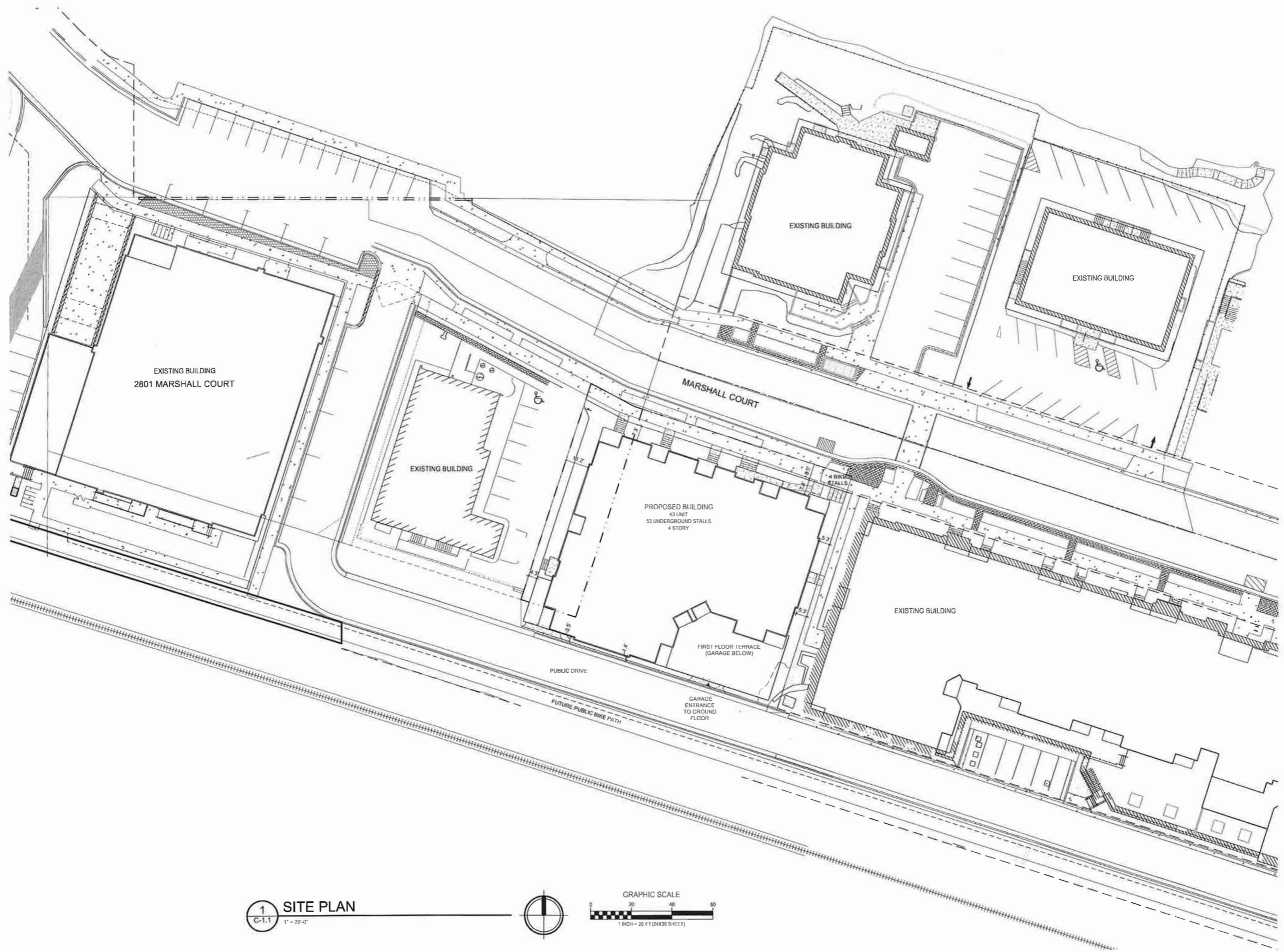
PROJECT TITLE
2725 Marshall Court Apartments

2725 Marshall Court,
 Village of
 Shorewood Hills, WI
 SHEET TITLE
Site Plan

SHEET NUMBER

C-1.1

PROJECT NO. **2044**
 © Knothe & Bruce Architects, LLC





knothe & bruce
ARCHITECTS

Phone: 7601 University Ave., Ste 201
408.836.3690 Middleton, WI 53562

ISSUED
Issued for GDP Submittal - Nov. 30, 2021

PROJECT TITLE
**2725 Marshall
Court Apartments**

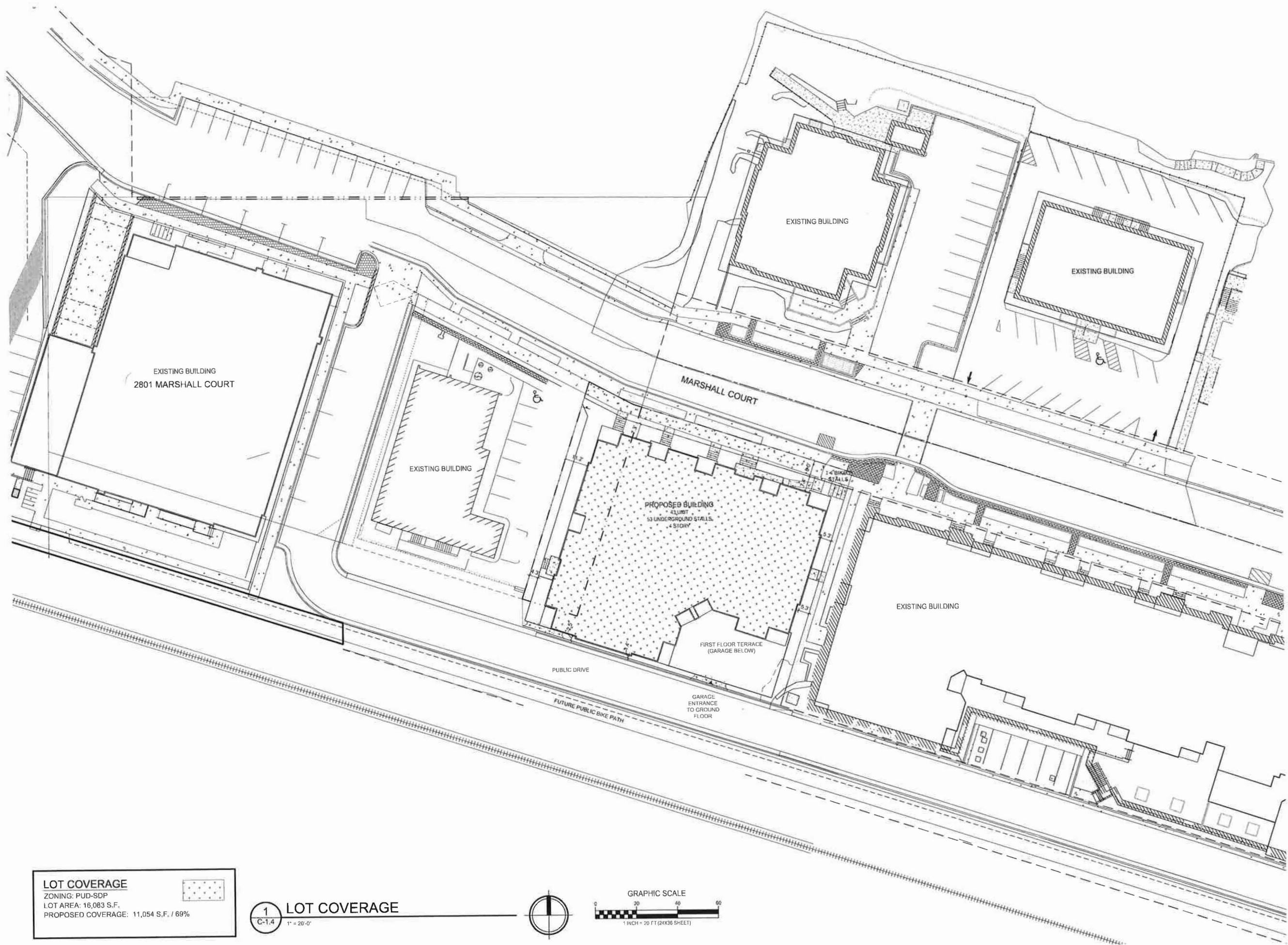
2725 Marshall Court,
Village of
Shorewood Hills, WI
SHEET TITLE
Lot Coverage

SHEET NUMBER

C-1.4

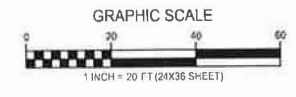
PROJECT NO. **2044**

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LOT COVERAGE
ZONING: PUD-SDP
LOT AREA: 16,083 S.F.
PROPOSED COVERAGE: 11,054 S.F. / 69%

1
C-1.4
LOT COVERAGE
1" = 20'-0"

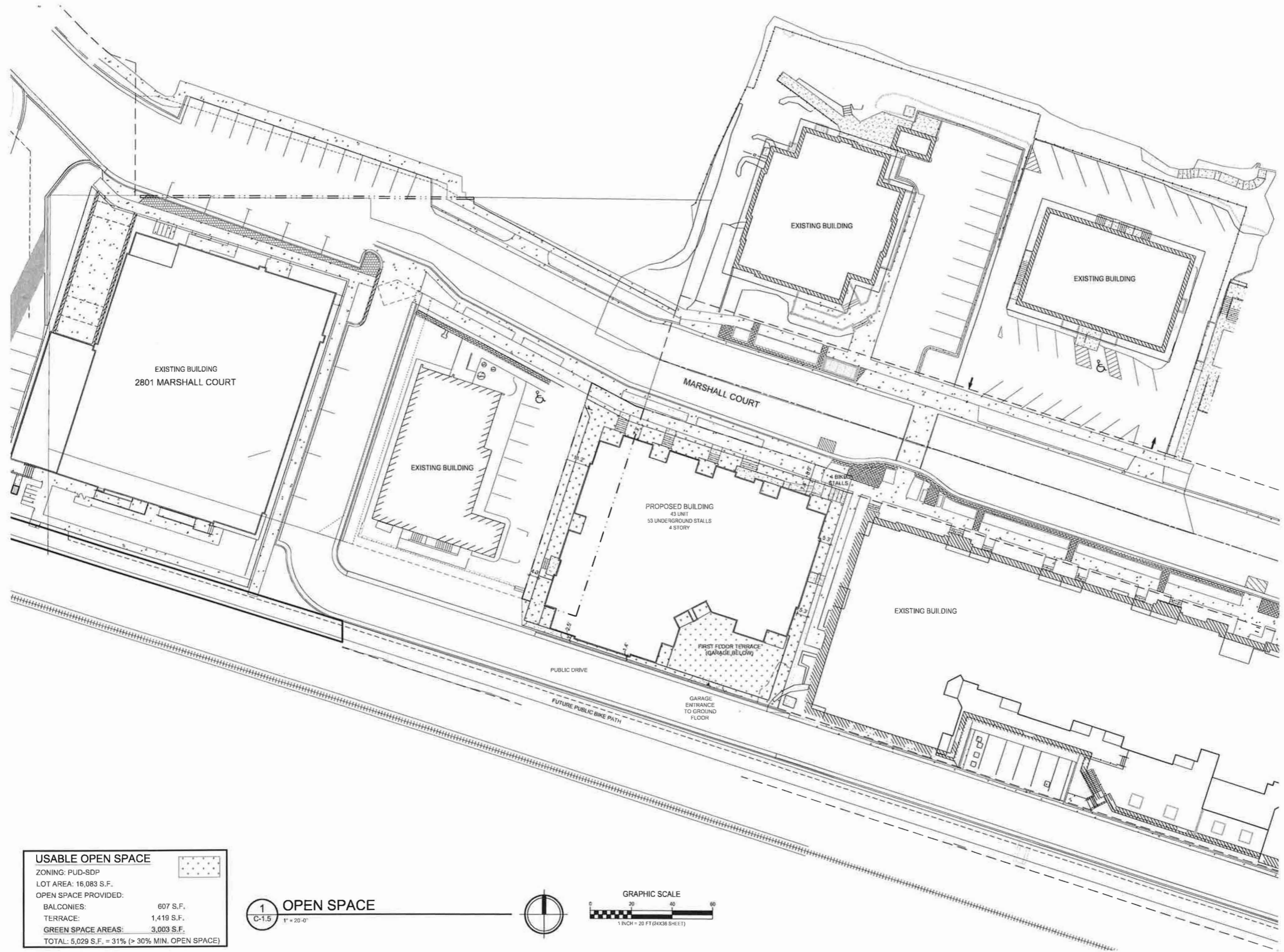


ISSUED
 Issued for GOP Submittal - Nov. 30, 2021

PROJECT TITLE
2725 Marshall Court Apartments

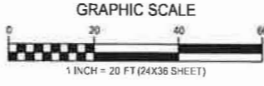
2725 Marshall Court,
 Village of
 Shorewood Hills, WI
 SHEET TITLE
Open Space

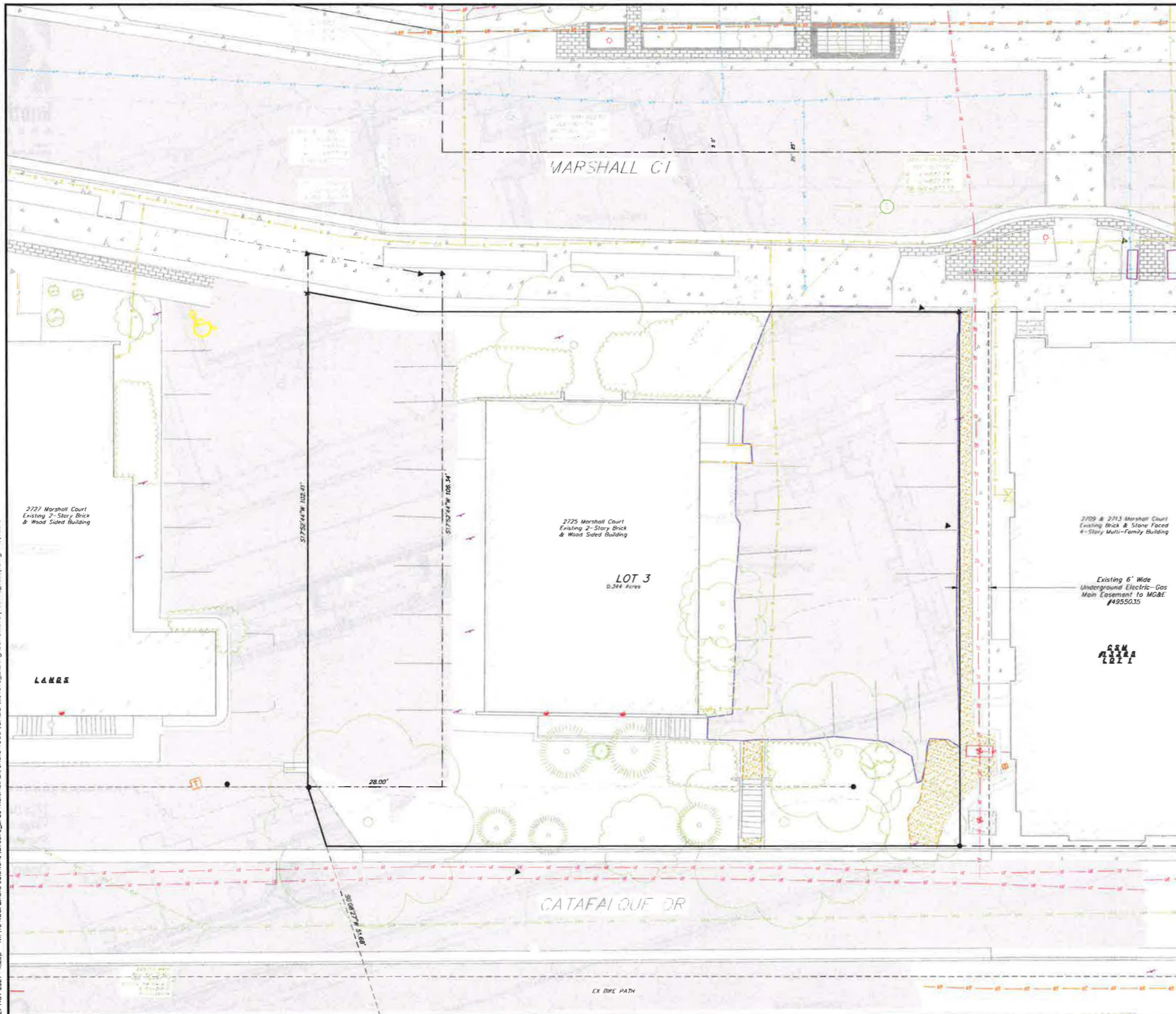
SHEET NUMBER
C-1.5
 PROJECT NO. **2044**
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USABLE OPEN SPACE	
ZONING:	PUD-SDP
LOT AREA:	16,083 S.F.
OPEN SPACE PROVIDED:	
BALCONIES:	607 S.F.
TERRACE:	1,419 S.F.
GREEN SPACE AREAS:	3,003 S.F.
TOTAL:	5,029 S.F. = 31% (> 30% MIN. OPEN SPACE)

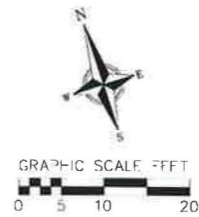
1 OPEN SPACE
 C-1.5 1" = 20'-0"





TOPOGRAPHIC SYMBOL LEGEND

- EXISTING BOLLARD
- EXISTING POST
- EXISTING SIGN
- EXISTING CURB INLET
- EXISTING FIELD INLET
- EXISTING STORM MANHOLE
- EXISTING SANITARY CLEANOUT
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- EXISTING FIRE DEPT. CONNECTION
- EXISTING WATER MAIN VALVE
- EXISTING WELL
- EXISTING GAS METER
- EXISTING AIR CONDITIONING PEDESTAL
- EXISTING ELECTRIC PEDESTAL
- EXISTING ELECTRIC METER
- EXISTING TRANSFORMER
- EXISTING LIGHT POLE
- EXISTING GENERIC LIGHT
- EXISTING TV PEDESTAL
- EXISTING TELEPHONE PEDESTAL
- EXISTING HANDICAP PARKING
- EXISTING TRAFFIC SIGNAL
- EXISTING DECIDUOUS TREE
- EXISTING CONIFEROUS TREE



HATCHING LEGEND

- ▨ EXISTING CONCRETE
- ▨ EXISTING ASPHALT

TOPOGRAPHIC LINE WORK LEGEND

- EXISTING SANITARY SEWER LINE
- EXISTING STORM SEWER LINE
- EXISTING WATER MAIN
- EXISTING GAS LINE
- EXISTING UNDERGROUND CABLE TV
- EXISTING UNDERGROUND ELECTRIC LINE
- EXISTING FIBER OPTIC LINE
- EXISTING UNDERGROUND TELEPHONE
- EXISTING RETAINING WALL
- EXISTING FENCE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR

DIGGERS HOTLINE
 Dial 811 or (800) 242-8511
 www.DiggersHotline.com

THE LOCATION OF EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD ARE APPROXIMATE ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES WHETHER SHOWN ON THESE PLANS OR NOT, BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES.

CALL DIGGER'S HOTLINE
 1-800-242-8511



Existing Conditions
 2725 Marshall Ct
 Village of Shorewood Hills
 Dane County, Wisconsin

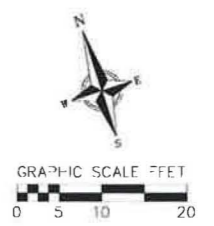
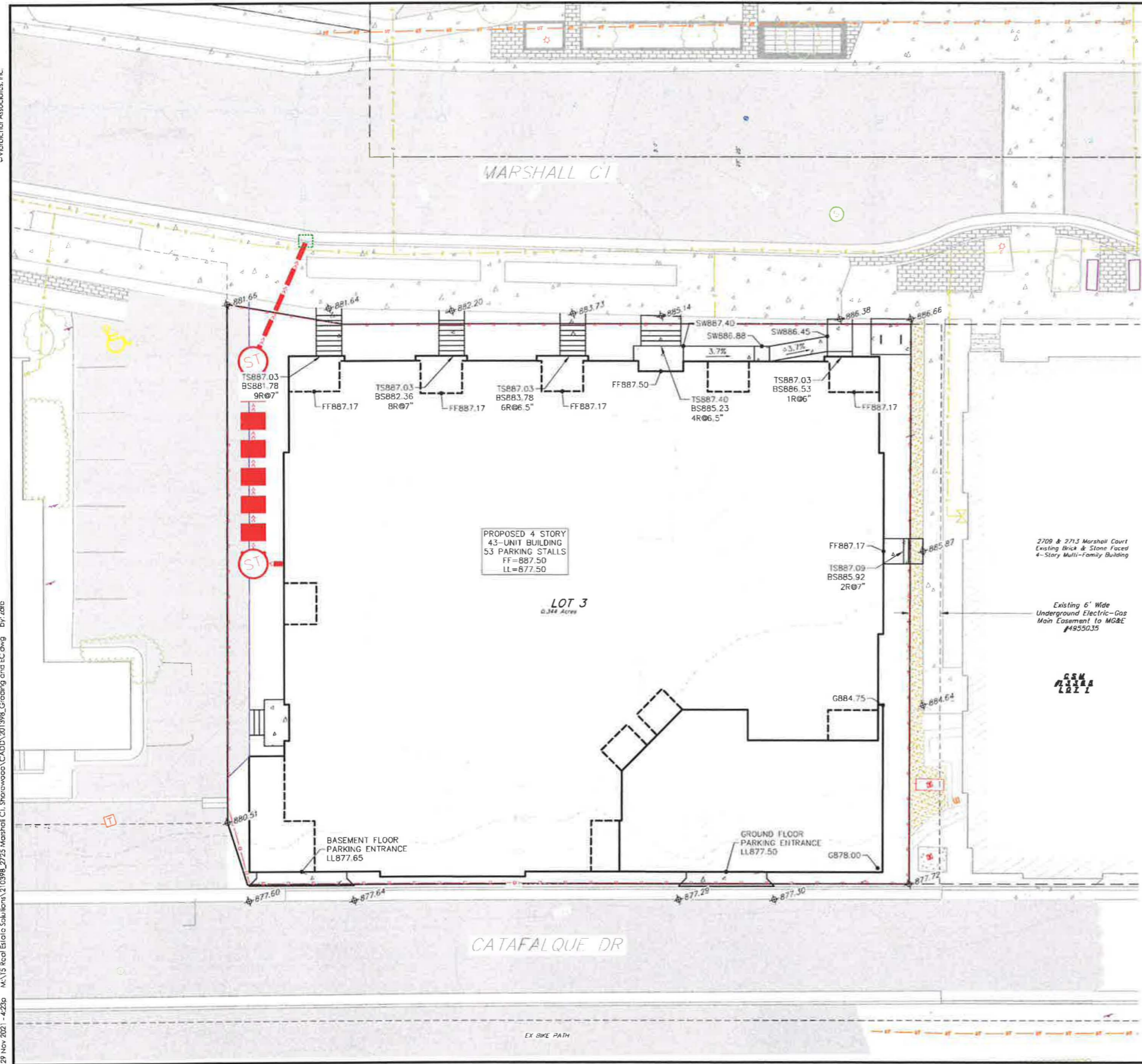
REVISIONS	NO.	DATE	REMARKS

DATE	11/23/2021
DRAWN BY	ZDRE
CHECKED BY	JZAM
PROJECT NO.	210398

C1.0

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29 Nov 2021 - 4:22pm M:\15 Real Estate Solutions\210398_2725 Marshall Ct. Shorewood, WI\CADD\210398_Grading and EC.dwg by: cdt



- GRADING LEGEND**
- - - - - EXISTING MAJOR CONTOURS
 - - - - - EXISTING MINOR CONTOURS
 - (B20)— PROPOSED MAJOR CONTOURS
 - (B10)— PROPOSED MINOR CONTOURS
 - - - - - DITCH CENTERLINE
 - - - - - SILT FENCE
 - - - - - DISTURBED LIMITS
 - BERM
 - DRAINAGE DIRECTION
 - 2.92% PROPOSED SLOPE ARROWS
 - 1048.61 EXISTING SPOT ELEVATIONS
 - 1048.61 PROPOSED SPOT ELEVATIONS
 - STONE WEEPER
 - VELOCITY CHECK
 - INLET PROTECTION
 - EROSION MAT CLASS I TYPE A URBAN
 - TRACKING PAD
 - RIP RAP

- GRADING NOTES:**
- CONTOURS ARE SHOWN FOR PURPOSES OF INDICATING ROUGH GRADING. FINAL GRADE SHALL BE ESTABLISHED ON PAVED SURFACES BY USING SPOT GRADES ONLY.
 - ALL GRADES SHOWN REFERENCE FINISHED ELEVATIONS.
 - CROSS SLOPE OF SIDEWALKS SHALL BE 2.0% UNLESS OTHERWISE NOTED.
 - LONGITUDINAL GRADE OF SIDEWALK RAMPS SHALL NOT EXCEED 8.33% (1:12) AND SHALL BE IN ACCORDANCE WITH ADA REQUIREMENTS.
 - LONGITUDINAL GRADE OF SIDEWALK SHALL NOT EXCEED 5.0% OR THE ADJACENT STREET GRADE WHICHEVER IS GREATER.
 - ACCESSIBLE ROUTES SHALL BE 5.0% MAX LONGITUDINAL SLOPE AND 1.5% MAX CROSS SLOPE. ACCESSIBLE LOADING AREAS OR LANDINGS SHALL BE 2.0% MAX SLOPE IN ANY DIRECTION. RAMPS SHALL BE 8.33% MAX SLOPE.
 - NO LAND DISTURBANCE ACTIVITIES SHALL BEGIN UNTIL ALL EROSION CONTROL BMP'S ARE INSTALLED.
 - SEE DETAIL SHEETS FOR EROSION CONTROL NOTES AND CONSTRUCTION SEQUENCE.

- GENERAL NOTES:**
- THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED DURING CONSTRUCTION TO PUBLIC PROPERTY, PRIVATE PROPERTY OR UTILITIES.
 - THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR REVIEW BY THE ENGINEER, PRIOR TO PLACING AN ORDER OF ANY SUCH ITEM.
 - EXISTING TOPOGRAPHIC INFORMATION IS BASED ON FIELD OBSERVATIONS AND/OR PLAN OF RECORD DRAWINGS. CONTRACTOR SHALL VERIFY TOPOGRAPHIC INFORMATION PRIOR TO STARTING CONSTRUCTION.
 - RIGHT OF WAY (ROW) AND PROPERTY LINES ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING PROPERTY CORNER MONUMENTATION. ANY MONUMENTS DISTURBED BY CONTRACTOR SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
 - CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.

NOT FOR CONSTRUCTION



Grading and Erosion Control Plan
 2725 Marshall Ct
 Village of Shorewood Hills
 Dane County, Wisconsin

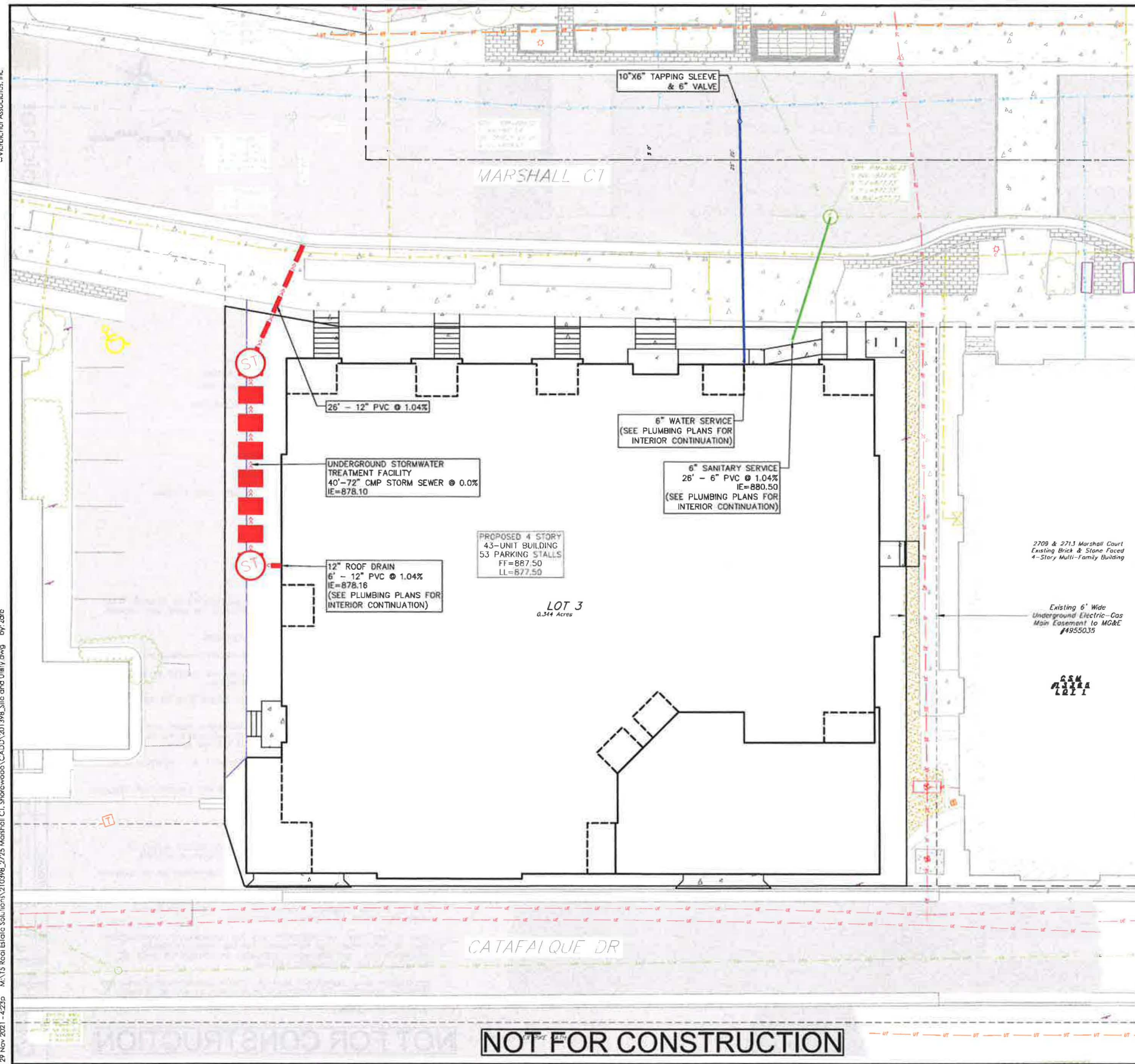
NO.	REVISIONS	DATE	REMARKS

DATE: 11/23/2021
 DRAWN BY: ZORE
 CHECKED BY: JZAM

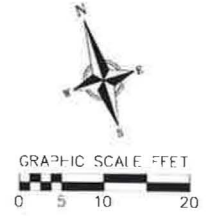
PROJECT NO.: 210398
C4.0

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M:\15 Real Estate Solutions\10398_2725 Marshall Ct, Shorewood\CADD\201398_Site and Utility.dwg by: cdc 29 Nov 2021 - 4:23P



- PROPOSED UTILITY LEGEND**
- STORM SEWER PIPE
 - STORM SEWER MANHOLE
 - STORM SEWER ENDWALL
 - STORM SEWER CURB INLET
 - STORM SEWER CURB INLET W/MANHOLE
 - STORM SEWER FIELD INLET
 - ROOF DRAIN CLEANOUT
 - SANITARY SEWER PIPE (GRAVITY)
 - SANITARY SEWER LATERAL PIPE
 - SANITARY SEWER MANHOLE
 - SANITARY SEWER CLEANOUT
 - WATER MAIN
 - WATER SERVICE LATERAL PIPE
 - FIRE HYDRANT
 - WATER VALVE
 - PROPOSED PIPE INSULATION
 - GAS MAIN
 - ELECTRIC SERVICE



ABBREVIATIONS

SMH	-	STORM MANHOLE
FI	-	FIELD INLET
C	-	CURB INLET
CB	-	CATCH BASIN
EW	-	ENDWALL
SMH	-	SANITARY MANHOLE

UTILITY NOTES:

1. CONTRACTOR SHALL OBTAIN ANY NECESSARY WORK IN RIGHT OF WAY, EXCAVATION, UTILITY CONNECTION, PLUGGING AND ABANDONMENT PERMITS PRIOR TO CONSTRUCTION.
2. CONTRACTOR TO VERIFY EXISTING UTILITY LOCATIONS AND ELEVATIONS PRIOR TO STARTING WORK.
3. SANITARY & STORM SEWER LENGTHS SHOWN ARE FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE. STORM SEWER END SECTIONS ARE INCLUDED IN THE LENGTH AND SLOPE OF THE PIPE.
4. CONTRACTOR SHALL INVESTIGATE ALL UTILITY CROSSINGS PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY CONFLICTS.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING ALL UTILITY STRUCTURES TO FINISHED GRADE (MANHOLE RIMS, WATER VALVES, AND CURB STOPS), IF NECESSARY.
6. A COPY OF THE APPROVED UTILITY PLANS, SPECIFICATIONS AND PLUMBING PERMIT APPROVAL LETTER SHALL BE ON-SITE DURING CONSTRUCTION AND OPEN TO INSPECTION BY AUTHORIZED REPRESENTATIVES OF THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES AND OTHER LOCAL INSPECTORS.
7. PROPOSED UTILITY SERVICE LINES SHOWN ARE APPROXIMATE. COORDINATE THE EXACT LOCATIONS WITH THE PLUMBING DRAWINGS. COORDINATE THE LOCATION WITH THE PLUMBING CONTRACTOR AND/OR OWNER'S CONSTRUCTION REPRESENTATIVE PRIOR TO INSTALLATION OF ANY NEW UTILITIES.
8. STORM BUILDING SEWER PIPE SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-6 OF SPS 384.30(3)(c).
9. UNDERGROUND DRAIN AND VENT PIPE/TUBING SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-2 OF SPS 384.30(2).
10. PRIVATE WATER SERVICES AND PRIVATE WATER MAINS SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-7 OF SPS 384.30(4)(d).
11. PRIVATE SANITARY SEWER AND LATERALS SHALL BE POLYVINYL CHLORIDE (PVC) ASTM D3034 - SDR 35 OR APPROVED EQUAL MATERIAL THAT CONFORMS TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-3 OF SPS 384.30(2)(c).
12. A MEANS TO LOCATE BURIED UNDERGROUND EXTERIOR NON METALLIC SEWERS/MAINS AND WATER SERVICES/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED PER SPS 382.10(11)(h) AND SPS 382.40(8)(k).
13. EXTERIOR WATER SUPPLY PIPING SETBACKS AND CROSSINGS SHALL BE IN ACCORDANCE WITH SPS 382.40(8)(b).
14. NO PERSON MAY ENGAGE IN PLUMBING WORK IN THE STATE UNLESS LICENSED TO DO SO BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES PER S.145.06.
15. SITE CONTRACTOR SHALL LEAVE SANITARY AND WATER LATERALS FIVE (5) FEET SHORT (HORIZONTALLY) FROM THE BUILDING. BUILDING PLUMBER SHALL VERIFY SIZE, LOCATION, AND INVERT ELEVATION OF PROPOSED SANITARY AND WATER LATERALS.
16. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THE EXISTING VALVES WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. THE CITY IS NOT RESPONSIBLE FOR ANY COSTS INCURRED DUE TO THE CONTRACTOR NOT VERIFYING THAT THE EXISTING VALVE WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. IF A NEW VALVE IS REQUIRED, THE APPLICANT WILL BE REQUIRED TO INSTALL ONE AT THEIR EXPENSE, AT THE POINT OF CONNECTION.
17. CONTRACTOR TO CHLORINATE AND BACTERIA TEST BEFORE DOMESTIC SUPPLY PURPOSES
18. CLEAN OUT ALL EXISTING AND PROPOSED STORM INLETS AND CATCH BASINS AT THE COMPLETION OF CONSTRUCTION.
19. CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.
20. ALL WATER MAIN AND SERVICES SHALL BE INSTALLED AT A MINIMUM DEPTH OF 6.5' FROM TOP OF FINISHED GRADE ELEVATION TO TOP OF MAIN. PROVIDE 1.5' CLEAR SEPARATION IF WATER CROSSES BELOW SEWER AND MINIMUM 0.5' IF WATER CROSSES ABOVE.
21. SANITARY MANHOLES WITH SEWER MAIN CONNECTIONS GREATER THAN 2' ABOVE THE LOWEST INVERT SHALL BE CONSTRUCTED WITH AN EXTERNAL DROP. MANHOLES WITH SEWER LATERAL CONNECTIONS GREATER THAN 2' ABOVE THE LOWEST INVERT SHALL BE CONSTRUCTED WITH AN INTERNAL DROP.
22. INSTALL 1 SHEET OF 4'x8'x4" HIGH DENSITY STYROFOAM INSULATION AT ALL LOCATIONS WHERE STORM SEWER CROSSES WATER MAIN OR WATER LATERALS.

NOT FOR CONSTRUCTION

vierbicher
planners | engineers | advisors
Phone: (800) 261-3888

Utility Plan
2725 Marshall Ct
Village of Shorewood Hills
Dane County, Wisconsin

REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

DATE: 11/23/2021
DRAWN BY: JZAM
CHECKED BY: JZAM
PROJECT NO: 210398

C5.0



knothe + bruce
ARCHITECTS

Phone: 762.246.8888, Fax: 762.246.8889
1111 East Hill, Naperville, IL 60563

TRUE NORTH



KEY PLAN

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PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

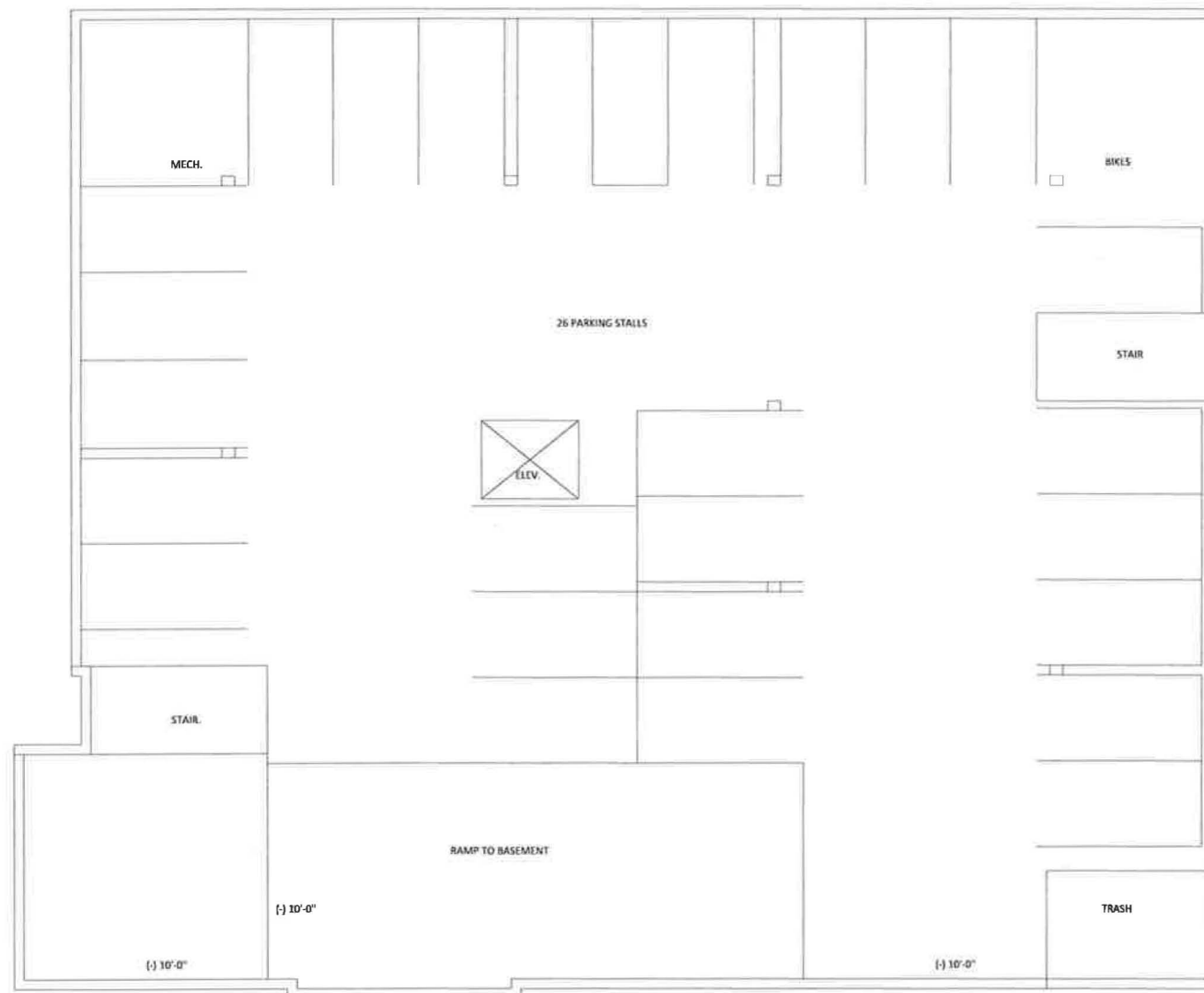
2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**BASEMENT LEVEL
01 PLAN**

SHEET NUMBER

A-0.1

PROJECT NUMBER **2044**

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1 BASEMENT LEVEL 01
A-0.1 1/8" = 1'-0"

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Phone: 414.333.3333
Fax: 414.333.3333
Address: 1111 Wisconsin Ave. #1111
Milwaukee, WI 53233

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PROJECT TITLE
2725 MARSHALL
COURT
APARTMENTS

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
BASEMENT LEVEL
02 PLAN

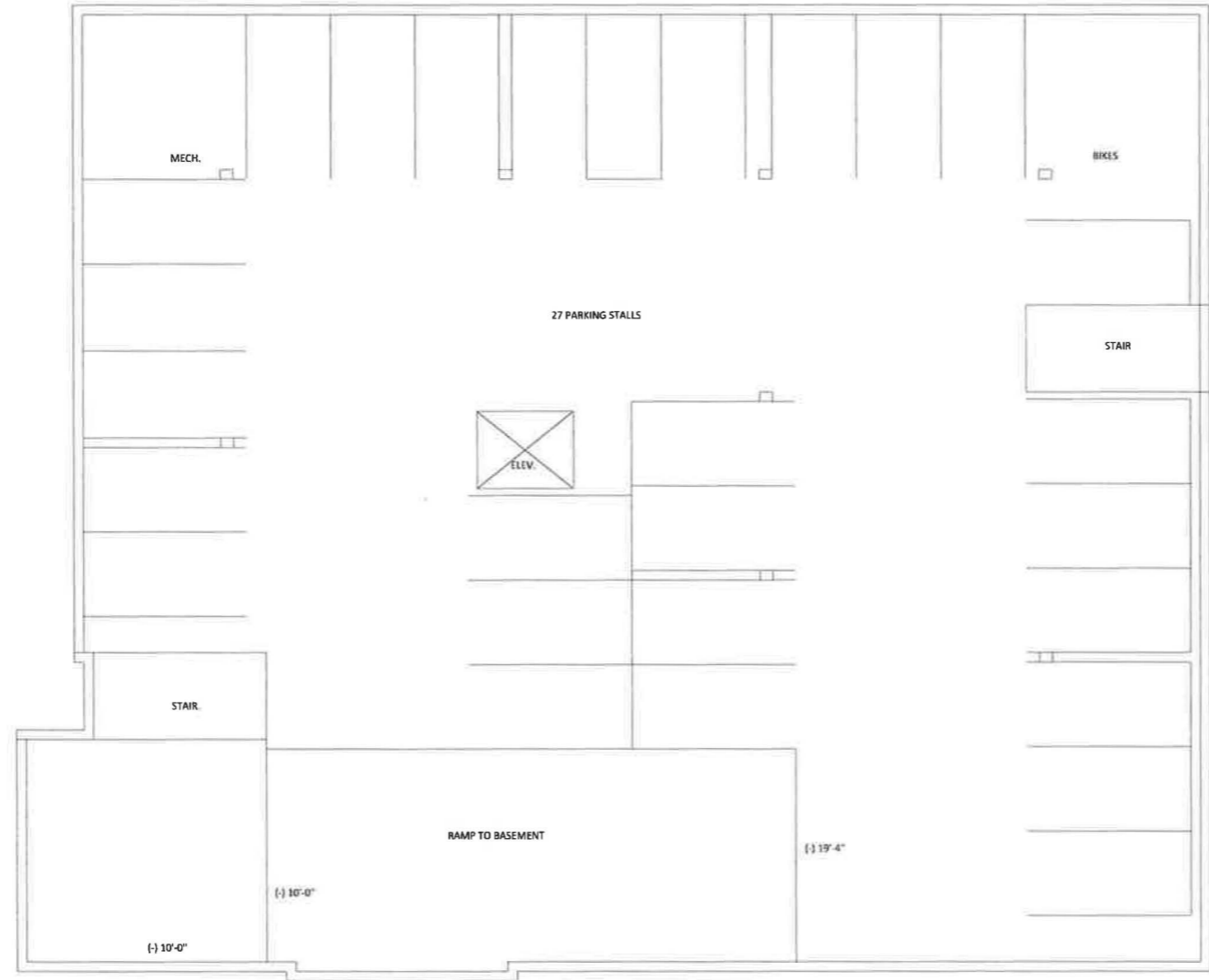
SHEET NUMBER

A-0.2

PROJECT NUMBER 2044

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1 BASEMENT LEVEL 02
A-0.2 1/8" = 1'-0"



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1000 UNIVERSITY AVENUE, SUITE 100
MILWAUKEE, WI 53233-1000

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PROJECT TITLE
2725 MARSHALL
COURT
APARTMENTS

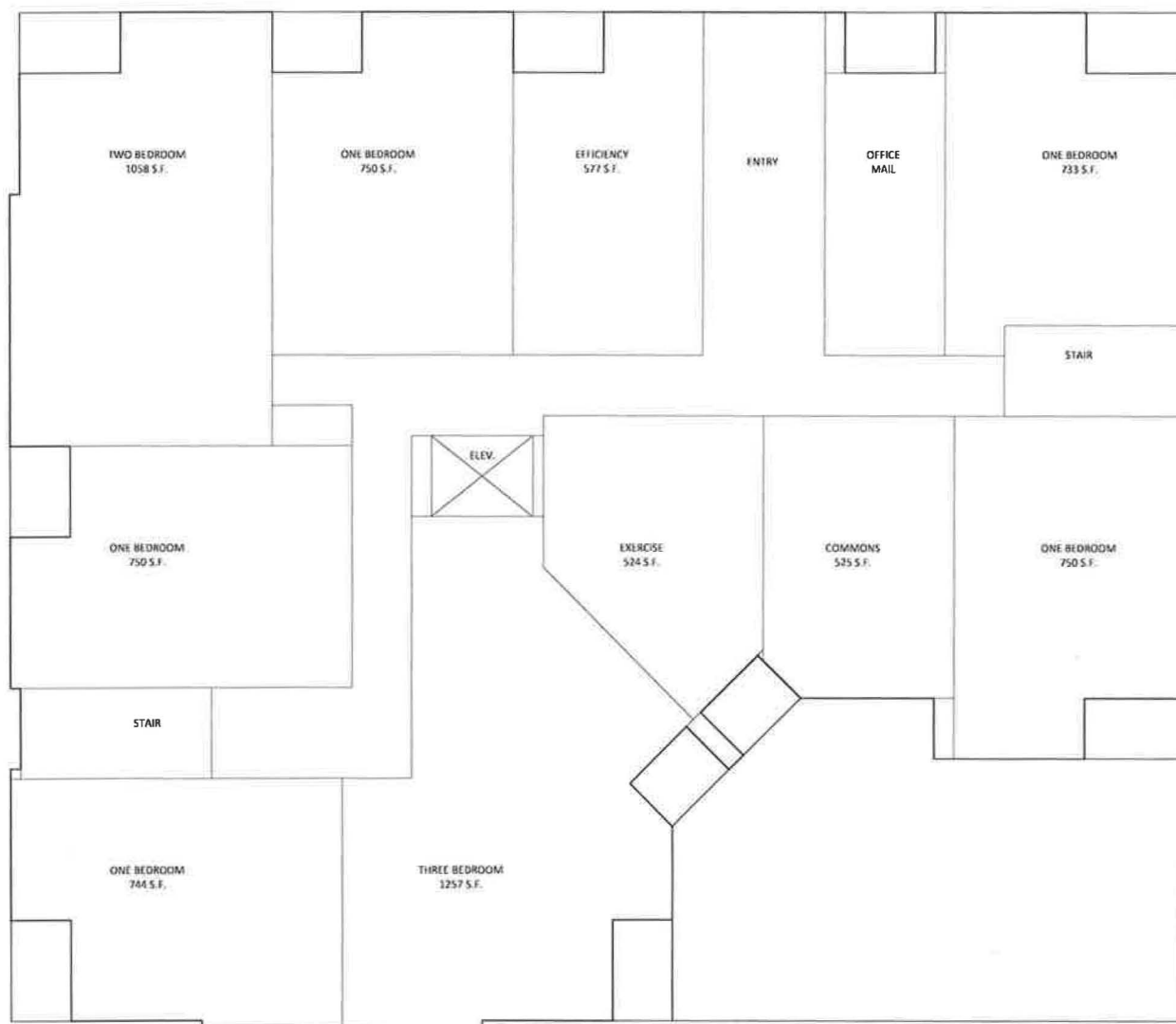
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VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
FIRST FLOOR
PLAN

SHEET NUMBER

A-1.1

PROJECT NUMBER 2044

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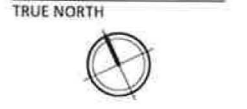
1 FIRST FLOOR PLAN
A-1.1 1/8" = 1'-0"

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1111 N. ...
...



KEY PLAN

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PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**SECOND FLOOR
PLAN**

SHEET NUMBER

A-1.2

PROJECT NUMBER **2044**

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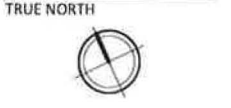


1 SECOND FLOOR PLAN
A-1.2 1/8" = 1'-0"



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ARCHITECTS

Phone: 763.486.6100
100 University Ave. NE
Atlanta, GA 30303



KEY PLAN

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ISSUED FOR GDP SUBMITTAL - NOV. 22, 2021

PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**THIRD FLOOR
PLAN**

SHEET NUMBER

A-1.3
PROJECT NUMBER 2044

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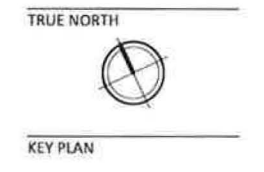
1 THIRD FLOOR PLAN
A-1.3 1/8" = 1'-0"

NOT FOR CONSTRUCTION



1 FOURTH FLOOR PLAN
A-1.4 1/8" = 1'-0"

NOT FOR CONSTRUCTION



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ISSUED FOR GDP SUBMITTAL - NOV. 22, 2021

PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**FOURTH FLOOR
PLAN**

SHEET NUMBER
A-1.4
PROJECT NUMBER **2044**

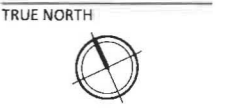


1 ELEVATION - NORTH
A-2.1 1/8" = 1'-0"



2 ELEVATION - SOUTH
A-2.1 1/8" = 1'-0"

NOT FOR CONSTRUCTION



KEY PLAN

ISSUED
ISSUED FOR GDP SUBMITTAL - NOV. 28, 2021

PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**EXTERIOR
ELEVATIONS**

SHEET NUMBER

A-2.1
PROJECT NUMBER **2044**

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1 ELEVATION - EAST
A-2.2 1/8" = 1'-0"



2 ELEVATION - WEST
A-2.2 1/8" = 1'-0"

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1000 N. WISCONSIN ST., SUITE 200
MILWAUKEE, WI 53233

TRUE NORTH



KEY PLAN

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ISSUED FOR GDP SUBMITTAL - NOV. 28, 2021

PROJECT TITLE
2725 MARSHALL
COURT
APARTMENTS

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
EXTERIOR
ELEVATIONS

SHEET NUMBER

A-2.2
PROJECT NUMBER 2044

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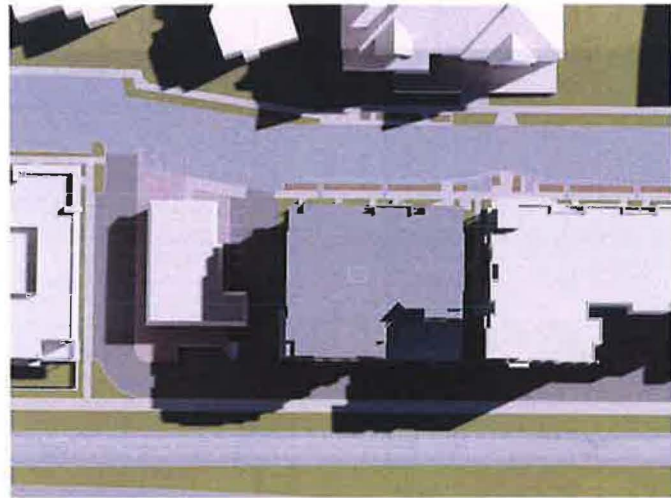
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SUMMER

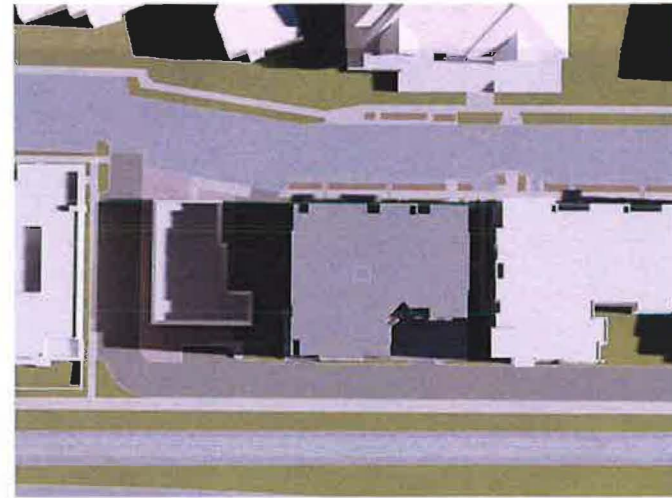
FALL

WINTER

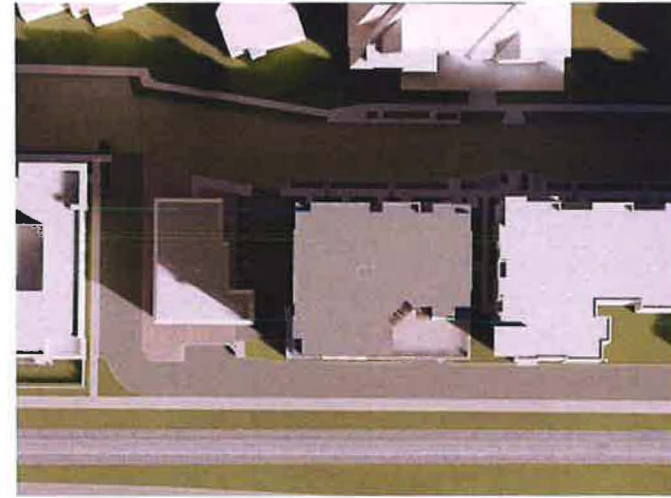
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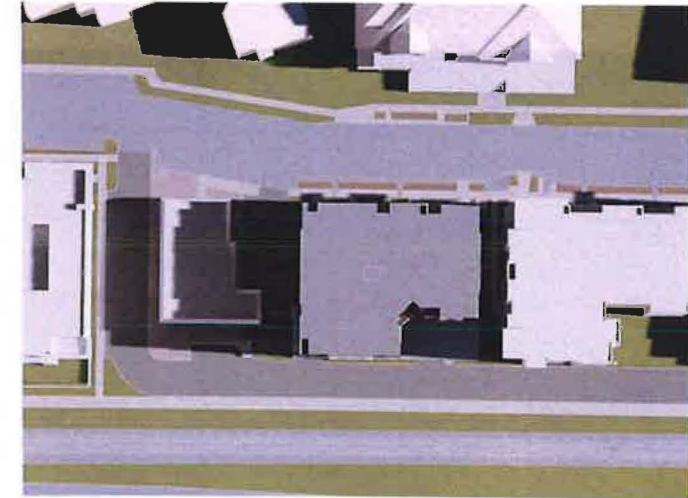
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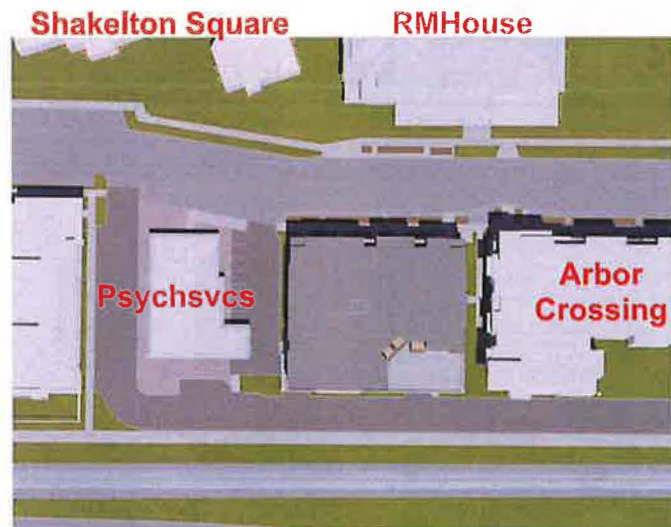
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9AM



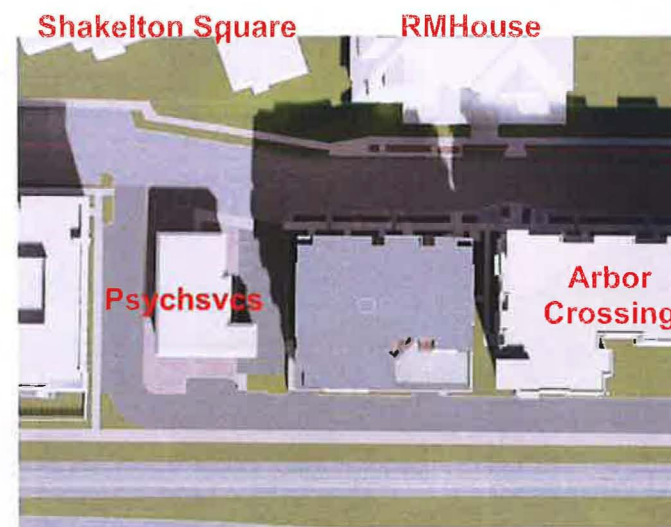
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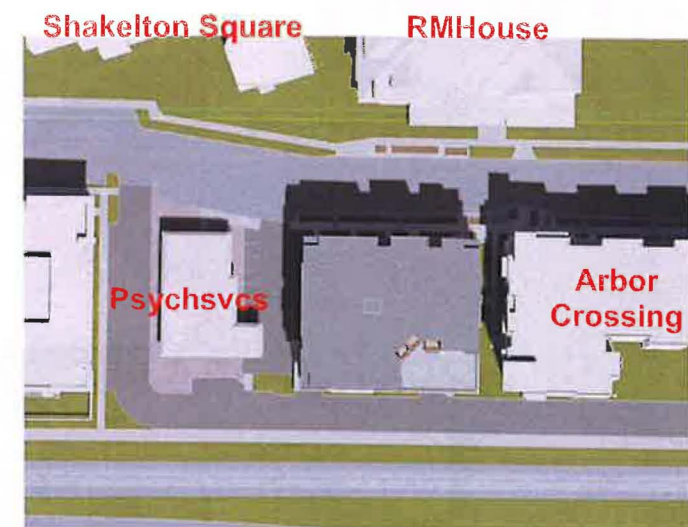
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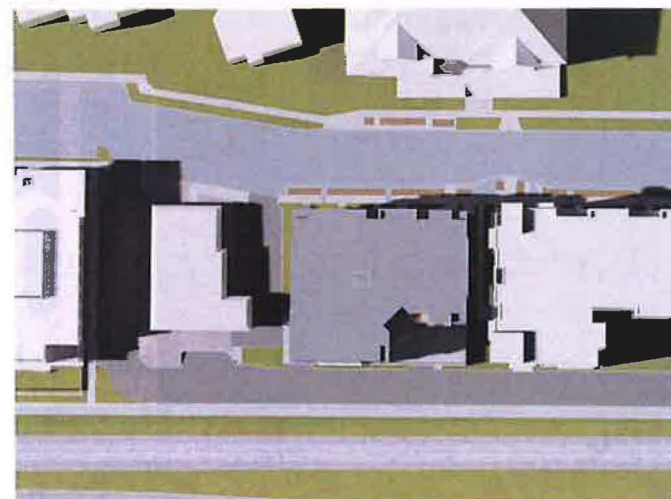
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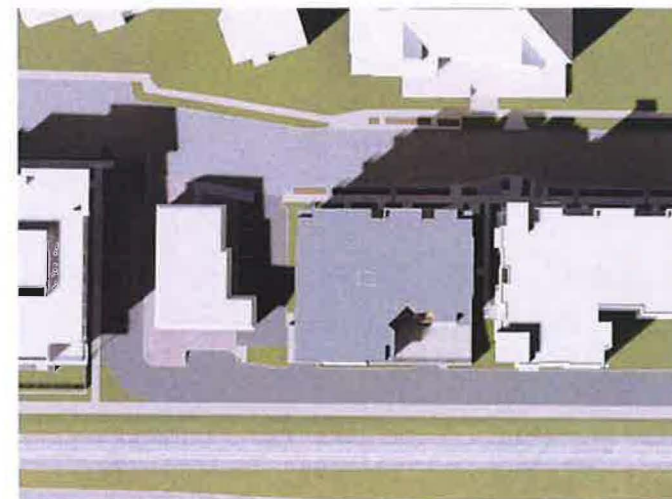
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12PM



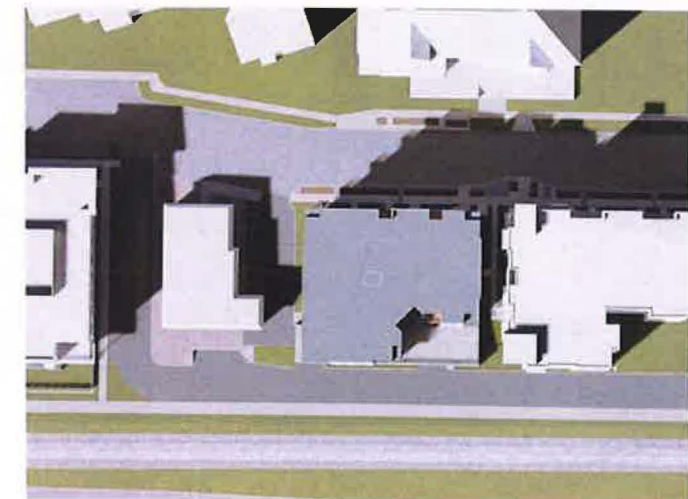
5PM



4PM



3PM



4PM



VANDEWALLE & ASSOCIATES INC.

December 9, 2021

Village of Shorewood Hills Plan Commission
c/o Sharon Eveland, Village Administrator
810 Shorewood Blvd.
Madison, WI 53705

Re: Review of the proposed rezoning of 2725 Marshall Court
From: Medical Office-Commercial (C-3)
To: Planned Unit Development (PUD): General Development Plan (GDP)

At the December 14 Plan Commission meeting, the applicant will present the GDP project to the Plan Commission. The following general outline would be typical:

- *Applicant presents the project, including describing the findings of the Shadow Study and the financial need for a four story building*
- *Applicant directly addresses the need for Planned Unit Development Zoning*
- *Village Staff presents the findings of the Financial Analysis and the Traffic Study*
- *Plan Commission asks questions about the project*
- *Open the public hearing to hear public questions and comments*
- *Close the public hearing*
- *Plan Commission directs the Applicant to address public questions and comments*
- *Plan Commission asks the Applicant additional questions related to the project*
- *Plan Commission directs Village Staff to address public questions and comments related to review standards and procedures, the Financial Study, and the Traffic Study*
- *Plan Commission discusses the project and discusses whether changes should be made. Changes acceptable to the Applicant will require an amended GDP submittal. Changes not acceptable to the Applicant may result in a Plan Commission motion to recommend denial by the Village Board.*
- *Plan Commission considers a motion or motions to:*
 - *Table the matter to the next Plan Commission meeting to address recommended project changes or other issues, or*
 - *Recommend approval of the project by the Village Board as submitted, or*
 - *Recommend denial of the project by the Village Board*

My report, based on the submittal of November 23, 2021, continues on the following pages:

Introduction

The Village of Shorewood Hills has retained Vandewalle & Associates to assist with the review of a proposed Planned Unit Development (PUD) -- comprised of a General Development Plan (GDP) and (later) a Specific Development Plan (SDP) -- to enable the redevelopment of the 16,080 square foot (0.37 acre) parcel located on the south side of Marshall Court and across the street from the Ronald McDonald House. This parcel is currently zoned Medical Office-Commercial (C-3) and contains a two-story brick and wood-sided office building of about 5,600 square feet with 25 on-site surface parking spaces on the east and west sides of the building.

T5 Real Estate Solutions and Stonehouse Development Corporation propose to replace this building with a four-story multifamily residential building containing 43 dwelling units within a total floor area of about 27,000 gross square feet, located directly over two floors of structured parking, containing 53 parking spaces. This results in a residential density of 116 dwelling units per acre, and a floor area ratio of 1.68 habitable square feet per square foot of lot area. The development will have a lot coverage of 69%, with just over 5,200 square feet of usable open space. The proposed building has a maximum exposed foundation-to-parapet rim height of just under 51 feet as measured at the northwest corner of the building along Marshall Court, and just under 56 feet as measured at the southeast corner of the building facing Catafalque Drive and University Avenue. The development team has worked together on the nearby Arbor Crossing and Logic Everyday Community projects.

The specific mix of dwelling units will be oriented to singles and couples, with 12 efficiencies, 25 one-bedroom, 4 two-bedroom, and 2 3-bedroom units. One of the three-bedroom units will be leased to residents making not more than 60% of the Dane County medium income. The developers have also committed to allowing the Village to fund additional affordable units.

Zoning Process and Planned Unit Developments

The procedure for reviewing a rezoning is detailed in Section 10-1-125 of the Zoning Code, and requires a public hearing at the Plan Commission, followed by the Commission's recommendation to the Village Board. After consideration of the Plan Commission's recommendation, the Village Board votes on the rezoning request. The 2725 Marshall Court project is proposed for Planned Unit Development zoning, as described below.

Planned Unit Developments

The PUD zoning district is enabled by Section 10-1-33 of the Zoning Ordinance. The purpose statement in subsection (a) states that the PUD zoning designation was established:

“ . . . to encourage and promote improved environmental and aesthetic design in the Village by allowing for greater design freedom, imagination and flexibility in the development of land while insuring substantial compliance with the basic intent of [the Zoning Code] and the Village Comprehensive Plan. To further these goals, the [PUD] district allows diversification and variation in the bulk and relationship of uses and structures and spaces in developments conceived as comprehensive and cohesive unified plans and projects.”

The referenced design freedom, above, is enumerated in subsection (b), which states that “within the PUD district there shall be no predetermined specific lot area, lot width, height, floor area ratio (FAR), yard, usable open space, land use, sign and off-street parking requirements”, but rather, they are established through each PUD’s review and approval by the Village. Therefore, each PUD is a unique zoning district with zoning requirements that match the approved development. The General Development Plan (GDP) phase of a PUD establishes the PUD zoning district, and the general right to develop a range of land uses and development intensities, as approved. The following Specific Development Plan (SDP) phase of the PUD is akin to a design review process -- and focuses on the aesthetics and site plan details of the project.

PUDs are common in the Village and throughout Dane County. They are frequently used for redevelopment projects where their ability to mix land uses and secure flexible zoning standards is often essential. They are also used for multi-phase projects, where the general layout and development format is known for all phases, but the aesthetics and site design details are not. In the instance of the 2725 Marshall Court project, the PUD zoning approach is providing the ability to address the need for small household dwelling units in the Village and attainment of urban levels of residential density without the need for inefficient and environmentally-damaging surface parking.

Section 10-1-33 of the Zoning Ordinance also provides specific review criteria for evaluating proposed PUDs. This report compares the proposed redevelopment project with the criteria applicable to the General Development Plan (GDP).

Project Benefits Cited by the Applicant

The applicant has provided an evaluation of the proposed project in relation to Village planning goals for the community and the neighborhood as identified by the 2021 Village Comprehensive Plan and the Doctor’s Park Neighborhood Plan. Specifically, the proposed 2725 Marshall Court project accomplishes several notable public purposes:

1. The project continues the redevelopment of the University Avenue corridor with increased density.
2. The project integrates elements of the Village’s Sustainability Plan, including high-quality exterior materials, energy-efficient appliances, a photovoltaic array, electric car charging stations. The redevelopment will also allow the site to be served by contemporary stormwater quantity and quality infrastructure design.
3. The applicants note that a two-story building with surface parking would be replaced by a four-story building with double the number of under-building structured parking spaces.
4. The project is estimated to generate approximately \$6 million dollars of tax base over current assessed values.

Proposed Project Timing

The Applicant proposes to construct the project in 2022.

PLANNERS' PROJECT REVIEW

Michael Slavney, FAICP; of Vandewalle & Associates, has provided the following review of the requested PUD GDP and SDP proposed T5 Real Estate Solutions and Stonehouse Development Co.

Review of the General Development Plan (GDP) Submittal

Subsection 10-1-33(d) of the Planned Development regulations requires a complete submittal for the GDP, as follows in the list in bold font. The planners' review comments are in regular font.

a. A statement describing the general character of the intended development.

The four-page Letter of Intent, dated November 23, 2021, responds well to this requirement. Aspects of the project related to the Organization Structure, Project Description, Compliance with Village and Neighborhood Planning Goals, and a Site Development Summary are provided as part of the GDP submittal.

b. An accurate map of the project area including its relationship to surrounding properties and existing topography and site details.

AND

c. A plan of the proposed project showing sufficient detail to make possible the evaluation of the criteria for approval set forth in Section 10-1-33(e).

The GDP submittal provides 24 large format sheets. Together, these submittals respond thoroughly to this requirement, including:

GDP Submittal – dated November 22 and 23, 2021:

- Site Plan Sheet C-1.1: Showing the proposed site layout for the building, with the Ronald McDonald House across Marshall Court, Arbor Crossing to the east, and Psychiatric Associates and the Logic project to the west. Catafalque Drive is located just south of the subject property and the adjacent development, with the bike path and railroad tracks depicted farther to the south.
- Lot Coverage Diagram Sheet C-1.4 (dated Nov 30, 2021): providing the lot coverage measurement for the proposed building at 11,054 square feet on the 16,083 square foot parcel, resulting in a lot coverage of 69% for the building.
- Open Space Diagram Sheet C-1.5: depicting areas of usable open space on the 1,419 square foot terrace, a total of 1,419 square feet of balcony area, and 3,003 square feet of perimeter green space for the subject property, resulting in a total of 5,029 square feet of usable open space, totaling 31% of the full site area.
- Existing Conditions Diagram Sheet C1.0: showing the current locations of existing utility lines, utility equipment, fencing, and trees on the subject property. Please note the six foot wide gas and underground electric easement along the east property line, and the existing vegetation on the north, east, and south sides of the existing building.

- Erosion Control Plan Sheet C4.0: depicting silt fencing around the property, and the connection of storm water facilities on the west side of the building, through a stormwater lateral to an inlet on the south side of Marshall Court. The details of this system are provided on the Utility Plan on the next page. Note that the proposed silt fencing location is proposed to not block the public sidewalk on Marshall Court.
- Utility Plan Sheet C5.0: depicting the details of the stormwater management system (red) for the roof drains and the underground stormwater treatment facilities linked by 12-inch pipes. A six-inch potable water lateral (blue) and six-inch sanitary sewer lateral (green) are proposed to extend from the northeast corner of the building to the mains in Marshall Court.
- Basement Level Plans Sheets A-0.1 and A-0.2: depicting the layout of underground parking facilities, elevator, two stairwells, bike parking, trash storage areas, and mechanical areas. The access to the underground parking area will be from Catafalque Drive on the south side of the building. The basement level plans show the access ramp centered along the south wall.
- Generalized Floor Plans for Floors One through Four Sheets A-1.1 through A-1.4: depicting the first floor terrace area and access at the southeast corner of the building, the hallway network linking the elevator and stairwells to each unit, the area and number of bedrooms for each unit, and the balconies for each unit. The first floor will also provide an exercise room and a commons room for residents, overlooking the terrace area. The upper floors share the same room layout as the first floor, with an efficiency apartment placed over the exercise room and the commons room on each floor. This approach provides building stability, reduces vertical noise transmission, and ensures that windows and balconies align vertically through the full height of the building.
- Building Exterior Elevations for all Four Facades Sheets A-2.1 and A-2.2: depicting the heights of each floor as well as the total exposed height of each façade. The pattern of exterior materials is also depicted, although not specified in the GDP phase of planned development review. On the north elevation, note the main entry doors to the hallway system in the center of the façade, emphasized by the building canopy extension. Note that each north-facing dwelling unit will also have an individual entry door that is raised above sidewalk grade by one or more steps. On the south elevation, note the first floor terrace, as well as the underground parking overhead doors and windows. Note also that the northwest corner of the building has a total exposed height of just under 51 feet, while the height of the south façade is just under 55 feet, due to Catafalque having a lower elevation than Marshall Court, and the need to access the underground parking. The east and west elevations depict the side entry doors leading to the hallway system, and down into the parking levels. Note the placement of balconies on the east and west facades at the building corners, with only the central balconies on each floor directly facing the buildings to the east and west.

- Perspective Drawings (Not numbered): Depicting a general exterior color scheme and the relation of the proposed building to surrounding buildings and streets, including Marshall Court, Catafalque Drive, the Bike Path, and University Avenue.
 - Shading Study (Not numbered): Depicting equinox and solstice shading patterns during early morning, noon, and late afternoon. Note the expected shading to the east and west, as well as limited shading of the Bike Path at 7 am in the summer, and limited shading of part of the Ronald McDonald House during most of the day during the winter.
- d. A statement addressing relevant items under Section 10-1-33(c)**
 Provided in the Project Benefits section discussed above, with my analysis provided below.
- e. A general outline of intended organizational structure related to property owner's association, deed restrictions, and private provision of common services.**
 T5 Real Estate Solutions and Stonehouse Development Corporation will be the developers. As a residential apartment project, there will be no property owners or an association to serve them. No deed restrictions are anticipated, and all services to residents will be provided through typical apartment building management structure.
- f. An economic feasibility study of the proposed use and proof of financial capability.**
 This information has been provided to the Village in a separate submittal, related to the Tax Increment Finance District request.
- g. When requested, any other information necessary to evaluate the proposal.**
 All village staff requests for additional information have been fulfilled in the November submittal. The Plan Commission and Village Board may request additional information.

Comparison to Base Zoning District Standards

The GDP proposes several variations from the zoning requirements for the current C-3 Medical Office – Commercial District. The following table compares the current C-3 requirements with the proposed GDP. The requirements of the standard R-4 Multifamily Residential District which focuses on multifamily development of all types are also provided for comparison.

This report continues on the following page.

**Comparison of the Proposed GDP
with Existing C-3 & Standard R-4 Zoning Requirements**

Item	Zoning Districts			Village Planner's Observations
	R-4 Multifamily	C-3 Medical Office - Commercial	Proposed PUD at 2725 Marshall Ct.	
Land Use	Multiple-Family dwellings of all types	Professional Office and Medical Uses	Apartments	R-4 District provides the baseline planned development comparison for the most comparable zoning district, the existing zoning is C-3.
Maximum Density	17.4 dwelling units/acre	Not Applicable	Not Applicable	17.4 dwelling units per acre is typical for suburban settings. The proposed density of 116 dwellings per acre is typical for urban sites.
Maximum Building Height	50 feet	35' for flat-roof & 45' for gable-roof buildings	55'	Proposed building height adds 9 feet for under-building parking and is comparable to other recent developments on Marshall Court.
Minimum Building Setback to Streets	25' to north 42' to south	15' to north 42' to south	7.3' to north 1.4' to south	Proposed setbacks consistent with recent Marshall Court projects.
Minimum Building Setback to Side	10 feet on each side	10 feet on each side	5.3' to east; 11.2' to west	Proposed setbacks consistent with recent Marshall Court projects.
Minimum Lot Size	One Acre (43,560 sf)	No minimum in C-3	16,080 sq ft	Lot size is existing and comparable to recent Marshall Court projects.
Minimum Lot Width	150 feet at front setback	No minimum in C-3	136 feet at front setback	Width is existing and comparable to recent Marshall Court projects.
Maximum Lot Coverage by Building	50%	40%	69%	Lot coverage is comparable to recent Marshall Court projects.
Minimum Parking Ratios	1.25 spaces for efficiency & 1 bdrm; plus 2.00 spaces for 2/3 bdrm = 58 spaces		53 spaces	Contemporary urban requirement would reduce requirements near employment centers, on well-serviced bus route and bike path

My analysis of the project in relation to the PUD Ordinance's Review Requirement is presented on the following pages.

Results of 2021 Village Traffic and Parking Review

The Village Traffic Engineering consultant, Jeff Held, P.E., PTOE, of Strand Associates, has provided an analysis that combines a study of current traffic conditions, 2018 traffic conditions, and the traffic and parking impacts associated with the 2725 Marshall Court project, and the post-2018 completed Logic project to the west. The report notes that the actual traffic counts on Marshall Court have been consistently less than predicted by analyses conducted both before and after the adoption of the Doctors Park Neighborhood Plan. The reduced number of trips is most likely attributable to the combined effects of trips provided by the current transit system, strong bike connections, and the proximity of major employment that facilitates pedestrian trip making.

Mr. Held notes that the 2018 traffic analysis found a weekday average of 1,888 trips on the west end of Marshall Court, and a weekday average of 2,187 trips on the east end of the street. (Note that a “trip” consists of arriving at a location, and that the departure from that location is a second trip.) Prior to the redevelopment activities, traffic projections at build out and based on typical national averages were projecting approximately 3,000 average daily trips. In November of 2021, Strand counted a total 601 weekday trips at Logic, compared to the prediction of 836 trips associated with national averages (but much in-line with the 25% reduction below national averages observed for Marshall Court in 2018).

Mr. Held further reports that national averages predict 244 total trips attributed to the 2725 project, with an AM peak hour prediction of 16 trips, and a PM peak hour prediction of 21 trips. However, these predictions would be reduced to 11 AM peak hour, 16 PM peak hour, and a total of 171 vehicle trips if the Marshall Court pattern of 30 percent total trips by walking and biking applies to the 2725 Marshall Court project. Mr. Held’s report considers project impacts to be “modest”.

Mr. Held also notes that national averages would predict a demand for between 52 and 59 on-site parking stalls for the 2725 project, and further notes that given established walking and biking patterns for Marshall Court, the demand for on-site parking could be less than national patterns predict. As a reminder, the 2725 project provides for 53 on-site parking spaces.

Results of 2021 Village Financial Analysis of the Requested 4-Story Height Exception

Mr. Scott Harrington, AICP, of Vandewalle & Associates, has provided a financial analysis of the need for four floors of development. The Doctor’s Park Neighborhood Plan calls for development with structured parking in the central area of Marshall Court, with a maximum height of three stories and 46 feet. However, the Neighborhood Plan creates the ability to seek an exception from these height limits, as reviewed by the Plan Commission, *“to the extent that it is determined by substantial proof that a desirable structure can only be economically constructed at four stories/ 60 feet in height.”*

Mr. Harrington’s financial analysis concludes *“that the financial performance is significantly different between the three- and four-story options. The four-story option is likely to achieve marginally market-feasible rates of return, while the returns on the three-story option would not be sufficient for the project to proceed.”*

Analysis of the Proposed Planned Unit Development in Relation to the PUD Review Standards

The PUD provisions in Section 10-1-33(c) require this project to be reviewed by the following specific criteria:

- (1) **Character and Intensity of Land Use.** A PUD district's [land] uses and their intensity, appearance and arrangement shall be of a visual and operational character which:

- a. **Are compatible with the physical nature of the site or area.**

I believe the proposed multifamily land use and dwelling unit mix are fully compatible with the redeveloping nature of the area.

The proposed development intensity is consistent with the commonly used 4-story nature of newer buildings on the south side of Marshall Court, and is clearly consistent with buildings on the north side, which are somewhat smaller and more variable. The proposed maximum building height results from the sloped site condition resulting from minimizing stairway height along Marshall Court combined with allowing vehicle access from Catafalque Drive.

The proposed appearance and architectural design of the building is generally consistent with the nature of other buildings recently developed on Marshall Court, and very consistent with other new buildings on the south side of Marshall Court in terms of setbacks and an "urban" architectural character related to exterior building materials, balconies, and roof, door, and window forms. The buildings' under-building parking area takes advantage of the north to south down-slope of the site.

In total, I believe the proposed building strongly meets this criterion in that it is a strong match for the buildings to the east and west, and similar buildings in the Village across from University Avenue. I believe the proposed building will provide a good transition between the busy University Avenue corridor and the Ronald McDonald House to the north. The proposed lot coverage and Floor Area Ratio (FAR) is generally consistent with sites to the east and west, and appropriate for development facing University Avenue.

- b. **Will produce an attractive environment of sustained aesthetic desirability, economic stability, and functional compatibility with the Village Comprehensive Plan.**

The building's exterior uses materials that are attractive, high-quality, and durable on all four elevations. The building's appearance is very compatible with the new buildings to the east and west on Marshall Court. The project follows the aesthetic guidelines of the Doctors Park Neighborhood Plan for building height, composition, scale, windows, materials, and colors – with the exception of having a maximum height of 55 feet, rather than the 46 feet identified in the Neighborhood Plan. However, this requested flexibility from the Plan recommendation results from the need to access the under-building parking area from Catafalque Drive – which adds the typical 9 feet of floor height.

The building provides articulations which are appropriate for its size, and detailed changes in materials and textures. A useable outdoor terrace is provided on the southeast corner side of the building.

Building Code requirements for dwelling units located over under-building parking result in stronger and safer construction. Such buildings are considered to have a long lifespan. The focus on efficiency and one-bedrooms dwellings address a strong demand for small units that is expected to continue for decades to come.

I believe the project strongly meets this criterion.

c. Will not adversely affect the anticipated provision for school or other municipal services unless jointly resolved.

Village Population. The proposed 46 dwelling units will add approximately 70 residents to the Village population but is designed to serve existing residents, and provides small sized dwellings that will be increasingly needed in the community based on long-term demographic trends for small households resulting from increased age of active lifestyles, higher proportion of single people, and the increasing delay of the age of marriage and child-bearing.

School Services. School impacts will be beneficial in terms of increased state funding resulting from additional children.

Emergency Services. Any increase in emergency service calls to the site is expected to be nominal based on past experience. The City of Madison, through its service agreement with the Village, is well-equipped to provide fire and EMS services to the project.

The Village's fee payment for fire and EMS service to the City of Madison depends on the change in Village population and equalized value relative to Madison's. If population and equalized value grow at a faster rate in the Village, the Village's payment will increase. This modest project will likely have a minimal impact on the fee payment given its modest size compared to the City of Madison continuing to expand at its edges and through redevelopment. Specifically, the City's growth in population and tax base is expected to grow at a significantly faster rate than the Village's – thus leading to stable or even reduced fees for fire and EMS.

Other Services. The Village will not see any increase in demand for snow plowing or garbage collection, as no additional length of public street will result from the project.

I believe the project meets this criterion.

d. Will not create a utility, traffic, or parking demand incompatible with the existing or proposed facilities to serve it unless jointly resolved.

Utilities. The Village Engineer is reviewing utilities and stormwater issues and will provide a separate review letter covering those items.

Traffic. Based on Mr. Held's review of traffic and parking for this project (see above on page 8 of this report), and based on my forty years of planning experience, and discussions with several experts in urban Dane County mixed-use developments at Vandewalle & Associates, I concur with Mr. Held's findings that the traffic impacts for this project will be modest and mitigated by the higher percentage of trip-making by foot and bike in the Marshall Court area, and that the proposed 53 parking spaces will be sufficient to meet the demand for the project.

I believe the project meets this criterion.

e. Economic impact. A planned unit development district shall not adversely affect the economic prosperity of the Village or of surrounding properties.

Due to the general compatibility with the heights and bulks of other redevelopment sites on Marshall Court, and the provision of significant tax base increase, I suspect that impact analysis will demonstrate that the 2725 Marshall Court project will be of economic benefit to the Village and surrounding properties. Mr. Scott Harrington of Vandewalle & Associates is providing a more detailed economic impact evaluation of the this project in a separate report.

In total, I believe all of the sub-criteria of e. above, are met.

(2) Preservation and maintenance of open space. A PUD district shall make adequate provision for the improvement and continuing preservation and maintenance of attractive open space.

The 2725 project is proposed as an urban-character project to replace suburban character development. Currently, open space in the form of small lawn and landscaped areas surrounds the existing building. Although contributing significantly to the sites' suburban character, these areas do not provide usable open space. Similarly, although the existing development provides sidewalks linking the building entrances to parking areas and Marshall Court, usable pavement areas for open space enjoyment are lacking. The proposed project offers a significant upgrade in terms of both public and private open space. Most notable are the private terrace and balcony or patio for each dwelling.

I believe this criterion is met.

(3) Implementation schedule. A PUD district shall include suitable assurances that the project could be completed in a manner which would not result in an adverse effect upon the community as a result of termination at that point.

The proposed project development period is during 2022. The PUD ordinance requires a Specific Development Plan (SDP) to be submitted to the Village within 12 months of the Board's approval of the General Development Plan (GDP). As discussed, the SDP has been submitted along with the GDP. The ordinance allows the Village to consider annual extension requests from the developer, if needed.

I believe this criterion is met.

(4) **Adherence to Comprehensive Plan.** A PUD district shall further the Village Comprehensive Plan.

The applicants have provided a good summary of the 2021 Comprehensive Plan's recommendations for the Marshall Court and University Avenue redevelopment areas. The new Comprehensive Plan's recommendations include:

- *Encourage development that uses land efficiently, including increased density and mixed use infill. Infill projects are expected to be two or more stories in height with a preference towards multi-story buildings. Developers are encouraged to construct residential units along Marshall Ct.*
- *Developers will be expected to integrate aspects of the Village's Sustainability Plan into new developments whenever feasible. Maintain high quality buildings that serve residents and actively build community.*
- *Encourages affordable or workforce housing units. Encourage live-work situations*
- *Private off-street parking should be located primarily underground. Redevelopment shall utilize structured parking.*
- *Ensure that new development is a net increase to Village tax revenue. Parcels within the planning area shall remain taxable.*

I believe this criterion is met.

Analysis of the Proposed Project in Relation to the Doctor's Park Neighborhood Plan

Although, not required by the Zoning Ordinance or the new Comprehensive Plan, the Village has historically reviewed developments on Marshall Court in relation to the recommendation of the Doctor's Park Neighborhood Plan (DPNP).

LAND USE:

Page 10. Land Use Goal No. 1: Diversify land use along Marshall Court.

- *Page 10: Objective No. 1: Develop mixed-use zoning districts to enable desired development.*
The proposed GDP is not a mixed-use project. However, within the context of an entirely residential project, it does provide for a wide range of dwelling unit sizes.
- *Page 10: Objective No. 2: Work with developers and land owners to implement desired land use outcomes.*
The proposed GDP requires Village zoning approval, as does the request for Tax Increment Financing. The proposed project accomplishes key objectives of the developer, which is the current property owner.

Page 10. Land Use Goal No. 2: Establish a land use pattern that mitigates the effect of redevelopment on traffic volume and circulation.

- *Page 10: Objective No. 1: Encourage opportunities for live-work situations, reducing the need for employees to drive to work.*

I believe this has been accomplished along the entirety of Marshall Court, which per Mr. Held, is benefitting from 30 percent of all trips are made by walking, biking, and transit. If the Regional Bus Rapid Transit project is implemented, this modal share will likely increase.

- *Page 11: Objective No. 2: Balance high traffic-generating uses with lower ones.*
I would characterize the proposed residential nature of this project to be low in traffic generation potential. For example, Mr. Held is projecting less than one peak hour trip per dwelling unit. This is substantially less than the trip generating potential of office or retail uses.

Page 11. Land Use Goal No. 3: Establish a land use pattern that complements the existing uses within and around the perimeter of the neighborhood.

- *Page 11: Objective No. 1: Encourage first floor uses that support pedestrian activity such as neighborhood retail or service-oriented business.*
This objective is not being accomplished with the project being 100% residential. However, Mr. Held notes that approximately 30% of all trips for the project will be transit, walking, or biking.
- *Page 12: Objective No. 3: Redevelopment shall utilize structured parking (as opposed to surface parking).*
Two-level structured parking (unusual for four-story buildings) is proposed for the project. However, this Objective further states that the goal of structured parking should be accomplished without TIF assistance, unless the Village receives additional benefits – such as a certain number of spaces set aside for public use. TIF assistance is being requested. The potential public benefit is the provision of a diverse dwelling unit mix, with the potential for one or more affordable units.
- *Page 12: Objective No. 4: Parcels within the planning area shall remain taxable.*
The proposed project will be fully taxable
- *Page 13: Marshall Court Future Land Use & Building Heights Map.*
This map explicitly identifies the following bullet points for the subject property:
 - *Mixed use office / commercial / residential* – Only residential.
 - *2-3 story building heights (maximum of 46 feet)* – No. 4 stories and 55 feet are proposed.
 - *Shared structured parking facilities* – No. Not open to public.
 - *Enhanced pedestrian connections to the street* – Yes, both the public entry and private doors.

URBAN DESIGN:

Page 23. Urban Design Goal No. 1: Promote a pedestrian-scale environment in the neighborhood.

- *Page 23: Objective No. 1: Promote pedestrian safety.*
The project will result in preserving the new cross-section for Marshall Court
- *Page 23: Objective No. 2: Implement design guidelines for redevelopment to support a pleasant pedestrian experience.*
I believe this is generally accomplished. The Urban Design chapter of the DPNP identifies the following Overall Design Objectives:
 - *Building Height – Possibly. Building heights above three stories and 46 feet are potentially enabled by demonstrating financial necessity. (See Mr. Harrington’s report.)*
 - *Floor Height – Yes. First floor heights are about 12 feet – well under the 18 foot maximum. Upper floor heights are about 11 feet – well under the 14 foot maximum.*
 - *Building Composition – Yes. The building has a well-composed exterior with a definite top, middle, and bottom portion.*

- *Building Articulation – Yes. The building has components that emphasize verticality and rhythm – particularly accomplished by wall plane recesses and extensions with stacked windows and balconies.*
- *Building Scale – Yes. The building has a façade design that varies through the use of different materials, colors, and/or divisions to reduce their mass.*
- *Windows – Partially. The majority of ground floor windows are not larger in scale. Larger windows would not be compatible with ground floor residential. However, I believe this is mitigated by the presence of individual ground floor entry doors for each unit facing Marshall Court.*
- *Color – Yes. Color choices complement the building’s materials and style, and harmonize with adjacent buildings. Sufficient variation in color is present.*
- *Green Design – Yes. Green design components are present, particularly with the approach to stormwater management, passive building design components, and EV charging.*

The Urban Design chapter of the DPNP identifies the following Building Placement Objective:

- *Maintain a Pedestrian Scale*

Yes. The building is placed close to the Marshall Court right-of-way, approximately the same distance compared to the recommended three feet. Building elements including the ground level entry door for each unit facing Marshall Courts, the first floor terrace, and a balcony for each unit, also emphasizes pedestrian scale.

The Urban Design chapter of the DPNP identifies a plethora of other objectives for the design of the public right-of-way area, including sidewalks, landscaping, pedestrian furniture, and on-street parking. With the prior dedication of rights-of-way along Marshall Court, these objectives can be more readily attained.

URBAN DESIGN (continued):

Page 24. Urban Design Goal No. 2: Preserve the existing quality of life for users and residents of the neighborhood.

- *Page 24: Objective No. 1: Preserve and maintain “landmark” buildings.*

The DPNP does not identify the existing building on the site as a “landmark” building.

- *Page 24: Objective No. 2: Ensure that redevelopment provides an appropriate transition between new and existing structures.*

I believe this is generally accomplished. This portion of the DPNP text identifies the Unitarian Meeting House, Shakleton Square, and the Ronald McDonald House as “landmark structures”. The text further states: “The existing iconic buildings discussed above do tend to suggest that the area could sustain redevelopment at a 3-4 story density. Shakleton Square and the Ronald McDonald House could be considered “three and a half story” buildings – Shakleton has dormer windows above the third floor, and the first floor of the Ronald McDonald House is above the street level of Marshall Court.”

- *Page 24: Objective No. 3: Require a shadow study of proposed redevelopment projects.*

The provided shadow study indicates that winter shadows will approach and cover portions of the ground floor of the south facades of the Ronald McDonald House building.

Page 24. Urban Design Goal No. 3: Encourage sustainable development.

- *Page 24: Objective No. 1: Encourage development to occur in a sustainable manner.*

Significant sustainable components are proposed by this project.

TRANSPORTATION:

Page 35. Transportation Goal No. 1: Provide enhanced safety and connectivity for pedestrian and bicycle traffic.

- *Page 35: Objective No. 1: Implement the desired Marshall Court street section, with a consistent right-of-way width and sidewalk location.*

The desired street section is now in place.

- *Page 35: Objective No. 2: Provide additional pedestrian connections from residential areas to destinations within the neighborhood area.*

The proposed GDP does not provide for a pedestrian connection. A full sidewalk from Marshall Court leads along most of the east side of the building. Is it possible to extend it all the way to Catafalque Drive? If this is a potential, it could be evaluated as part of the SDP.

- *Page 35: Objective No. 3: Provide a designated bicycle route through the neighborhood area.*

This has been accomplished by the Village through the redevelopment projects.

- *Page 36: Recommended Marshall Court Layout Map.*

This map explicitly identifies the following bullet points for the subject property:

- *Marshall Court Realignment* – Yes. Accomplished through prior redevelopment projects.
- *New Bicycle Connection* – Yes. Accomplished through prior redevelopment projects.
- *Alley Access to Structured Parking* – The Village has already accomplished the limited two connections between Catafalque Drive and Marshall Court through prior redevelopment projects.

Page 41. Transportation Goal No. 2: Promote strategies and improvements aimed at mitigating existing and future traffic congestion.

- *Page 41: Objective No. 2: Require redevelopment proposals to reimburse the village for a traffic impact analysis (TIA) that identifies potential impacts of development on traffic circulation patterns. Development should not create traffic that cannot be handled by existing or anticipated transportation systems.*

The TIA has been conducted by Strand Associates, and indicates that the proposed GDP does not create such traffic. The project's emphasis on residential development is a key part of mitigating adverse traffic impacts.

- *Page 43: Objective No. 3: Encourage the use of mass transit and other non-vehicle oriented transportation methods.*

The project provides covered bike parking.

- *Page 43: Objective No. 4: Limit the amount of parking provided with new buildings; provided parking should be to serve Marshall Court businesses only.*

The top of the right-hand column on page 43 of DCNP suggests that the Village should allow parking for redevelopment along Marshall Court to be less than the Village's current standard of one space per 300 square feet of office/retail space, one space per 100 square feet of restaurant space, two spaces per two (or more) bedroom unit, and 1.25 spaces per one bedroom or efficiency. I believe the reduced parking ratios proposed by the project reflect this objective in a responsible manner.

- *Page 43: Objective No. 5: Limit the number of curb cuts onto Marshall Court.*
No curb cuts are proposed by this project.
- *Page 44: Objective No. 6: Redevelopment projects should provide off-street loading areas.*
This objective should be discussed by the developer.

Page 44. Transportation Goal No. 3: Encourage cooperation on parking issues between property owners and between the Village and developers.

- *Page 44: Objective No. 1: Encourage cooperation and shared parking between uses and businesses.*
The predominantly residential nature of the project is generally not conducive to shared parking.

SUMMARY OF THE VILLAGE PLANNER’S COMMENTS AND RECOMMENDATIONS

The proposed site layout accomplishes important public objectives for the site, as identified in the Comprehensive Plan and the Doctors Park Neighborhood Plan, including:

- The diversification of housing choices in the Village;
- The elimination of surface parking spaces in favor of under-building parking;
- Improved stormwater management quantity and quality management in the central portion of Marshall Court;
- Urban design and building architecture largely compliant with the Doctors Park Neighborhood Plan.

I believe the Village’s traffic objectives are also met by the proposal. However, several aspects of the project merit consideration and discussion by the Plan Commission and Village Board. These include:

For the General Development Plan (GDP) Phase:

1. The resulting minor shadowing on the Ronald McDonald House and depicted in the shadowing study for buildings on the north side of Marshall Court.
2. The need for off-street loading to serve residents moving into and out of the building.

For the Specific Development Plan (SDP) Phase:

1. The proposed color scheme of the building, with the dark contrasting color on the top of the structure.

I will be virtually attending the Village Plan Commission meeting on December 14th to participate in the review of this project, and to answer any questions regarding this letter. If you have any questions of comments prior to the Plan Commission meeting, please contact me by email at m Slavney@vandewalle.com.

Sincerely,



Village Planner, Michael A. Slavney, FAICP



VANDEWALLE & ASSOCIATES INC.

To: Shorewood Hills Plan Commission Members
CC: Sharon Eveland, Village Administrator
Mike Slavney, Vandewalle & Associates
From: Scott Harrington, AICP
Date: December 8, 2021
Re: 2725 Marshall Court Height Exception Analysis

Introduction and Summary of Findings

The proposed residential project at 2725 Marshall Court consists of a four-story building with 43 units (including at least one affordable unit) and 53 structured parking spaces on two levels. The project replaces a two-story, vacant office building.

The adopted Doctor's Park Neighborhood Plan calls for mixed-use development with structured parking for this area of Marshall Court, with a maximum height limit of three stories and 46 feet. The proposed project has four stories along Marshall Court and a maximum height of approximately 51 along Marshall Court and 56 feet along Catafalque Drive resulting from the nine-foot high parking level that generally is at the same elevation as Catafalque Drive. A provision in the Neighborhood Plan states that, *"To the extent that it is determined by substantial proof that a desirable structure can only be economically constructed at four stories/60 feet in height, the Plan Commission will consider such an exception."*

The applicant has submitted construction cost and revenue projections for both four-story and three-story options and is seeking an exception to the Neighborhood Plan height limits to construct a four-story building. Using information provided by the applicant, an initial return on equity of 3.4% (including the use of requested tax increment financing [TIF] assistance) has been calculated for the four-story building, and a return of 1.8% (also with TIF assistance) has been calculated for the three-story building. The extremely low rate of return renders the three-story option to be economically unfeasible for the applicant.

At the request of the Village, Vandewalle & Associates has analyzed the applicant's construction costs and revenue projections for the proposed four-story and three-story options. Although our analysis includes the level of TIF assistance as requested by the applicant, **this analysis is limited strictly to the difference in financial performance between the three- and four-story options and is not intended to be an analysis of the appropriateness of the use of TIF assistance for the project nor the amount of TIF assistance requested.**

As described in more detail in this report, our analysis concludes that the financial performance is significantly different between the three- and four-story options. The four-story option is likely to achieve marginally market-feasible rates of return, while the returns on three-story option would not be sufficient for the project to proceed.

Project Overview

Table 1 provides a summary of the key project data used in this analysis as provided by the applicant.

Table 1

Project Component	4-Story Building	3-Story Building
	Total	Total
Site Area (sf)	16,080 SF	16,080 SF
Total Gross Habitable Area (sf)	38,900	29,175
Number of Floors	4	3
Maximum Bldg. Height (ft)	51	40
Market Rate Units	42	30
Affordable Units*	1	1
Total Units	43	31
Parking Levels	2	2
Structured Parking Spaces	53	53
Surface Parking Spaces	-	-
Total Parking Spaces	53	53
Approx. Completion Date	Summer 2023	Summer 2023
Total Construction Cost	\$ 10,377,000	\$ 9,344,115
TIF Request	\$ 962,500	\$ 687,500
Current Assessed Value	\$ 829,500	\$ 829,500
Completed Assessed Value	\$ 6,450,000	\$ 4,650,000
Value Increment	\$ 5,620,500	\$ 3,820,500
Total Property Taxes	\$ 133,592	\$ 96,311
Tax Increment	\$ 116,412	\$ 79,130
1st Year Stabilized NOI	\$ 467,190	\$ 336,361

* Project proposed to include at least one affordable unit with the Village having the option after construction to provide assistance for the inclusion of additional affordable units.

Analysis

The adopted Doctor’s Park Neighborhood Plan permits the Plan Commission to consider an exception to the three-story/46 foot height limits in this area of Marshall Court as follows: *“To the extent that it is determined by substantial proof that a desirable structure can only be economically constructed at four stories/60 feet in height, the Plan Commission will consider such an exception.”* The following is an analysis of the three primary components of this provision: (1) Desirable Structure, (2) Substantial Proof, and (3) Economically Constructed.

1. Desirable Structure

As described in the Plan Commission report prepared by Mike Slavney of Vandewalle & Associates, the proposed project meets a number of goals, objectives, and recommendations contained in the adopted Doctor’s Park Neighborhood Plan and Village Comprehensive Plan. With the exception of the number of stories and height, the proposed project is highly consistent with these planning documents as well as the adopted Tax Increment District #3 project plan. Accordingly, Mr. Slavney finds the project to be a “desirable structure” with desirable uses.

While there may be other project types and configurations that could meet the requirements of the applicable plans and codes, projects of any type will need to address the following unique factors and challenges that impact development on this site, which significantly limit the options for constructing a desirable and economically feasible structure:

- **Constrained Site:** At only 16,000 square feet, the site is the smallest, stand-alone redevelopment project on Marshall Court. The next smallest site is the recently constructed Lodgic Everyday Community at 2801 Marshall Court, which is 25% larger. The applicant has stated that they tried on multiple occasions

to include the adjoining property at 2727 Marshall Court (Psychiatric Services, S.C.) as part of a larger project, but the neighboring property owners were not interested. In addition, the neighboring property has a shared access easement over the western edge of the subject parcel that further lessens the potential building area. To construct a project with any significant value (as encouraged in the Doctor's Park Neighborhood Plan), the small size of the site requires buildings to be multiple stories with structured parking, both of which increase development costs.

- Limited Remaining TID Life: The project site is in Tax Increment District #3 (TID #3), which has a remaining spending period of only two years and a remaining collection period of 11 years. Although the total life of TID #3 was recently extended by three years, any project constructed in 2022 will generate only nine years of full tax increment to be available for assistance with extraordinary costs and affordable units. Although the Village currently has the ability to create a new TID, the Village's past practice has been to create districts with multiple parcels in need of redevelopment. If a new district were created for this site, it likely would include only this property as those around it already have been redeveloped or the owners have indicated that they are not interested in redevelopment. As a result, the Village Board has indicated a preference that a redevelopment project on this site be accomplished with assistance only with increment generated within the remaining life of TID #3.

2. Substantial Proof

The Doctor's Park Neighborhood Plan requires that developers seeking an exception to the maximum story and height requirements submit substantial proof that their projects are not economically feasible without the height exception. The developer provided detailed construction and operating pro formas for both three-story and four-story configurations of essentially the same building.

Development costs and revenues can vary from project to project and over time. However, our analysis of the costs and revenues provided by the applicant finds them to be in line with similar projects recently constructed or approved within the Village and Madison area. Although the estimated costs were not determined by actual construction bids, they were prepared by a general contractor and are sufficient for purposes of conducting an analysis to determine the general economic feasibility of a three- versus four-story project.

For purposes of this analysis, the developer and we assumed the three-story structure would be the same in all other respects to the four-story structure minus the fourth floor. This results in a 25% reduction in leasable floor area and a corresponding reduction in units from 43 to 31. Likewise, the level of assumed TIF assistance was reduced from \$962,500 to \$687,500 based on the reduced assessed value and related tax increment available to assist the project.

Although there are many different ways a project could be designed and developed on this site, this analysis is based only on the two proposed project options and not a potential project of some other type or configuration. Such a hypothetical analysis would be nearly impossible to conduct since there would need to be an actual developer willing to construct such a project and the fact that our interpretation of the height exception provision in the Neighborhood Plan does not require such a hypothetical comparison. Further, the proposed building, as designed, already occupies nearly all of the developable area of the site, so there is very little room to expand/reconfigure the size of the floor plates for the first three floors in order to gain significantly more revenue-producing square footage.

Our analysis includes the levels of TIF assistance as proposed by the developer for the three- and four-story options. The levels of assistance are consistent with what the Village has provided to similar projects and the increment that would be generated by the respective options; however, the Village Board will evaluate and determine the amount of assistance, if any, to provide to the project separate from this analysis. Nevertheless, it appears some level of TIF assistance will be required to support the project, and the Village already has

begun preparing a development agreement for future action by the Village Board to provide assistance. Because the use of TIF is likely, we believe the financial performance of both scenarios should, likewise, assume some level of TIF support and we used the levels proposed by the developer as the basis for our analysis.

Note that the development agreement currently being drafted for the project includes an option for the Village to elect to contribute additional TID funds to create additional affordable units. The amount the Village contributes would offset the lost revenue from restricting the rents, so the net impact to the overall financial performance of the project would be minimal for either the three- or four-story configuration. As a result, these additional contributions were not included in our analysis of either configuration.

3. Economically Constructed

The Doctor’s Park Neighborhood Plan requires an applicant to demonstrate that a desirable project cannot be economically constructed in a three-story configuration within a maximum height of 46 feet in order for the Plan Commission to consider a building of up to four stories and 60 feet. As proposed, the four-story structure has a maximum height of 51 feet along Marshall Court and 56 feet at the rear corner on Catafalque.

In evaluating and approving recent requests for TIF assistance, including Flad Development’s The Boulevard and Lodge Phase II (Pyare Square), the Village Board has been using the following three measures of project financial feasibility/performance to establish an actual need for assistance and the level of support to be provided. For each of these, the Village Board also has used performance benchmarks that are consistent with prevailing rates of return for projects of a similar nature within the Madison and greater Upper Midwest markets. Although our analysis is not for the purposes of determining the need for/level of TIF assistance, these economic performance/feasibility measures and benchmarks are appropriate for use in determining the difference in the financial returns between the two building height options and for determining the general economic feasibility of each option.

- Initial Stabilized Year Return on Equity: This is the ratio/percentage of net operating income in the first year in which the project is fully occupied and taxed to the amount of developer equity used for project construction. Given the two-year time gap between construction and payment of taxes on the full value of the property, the first stabilized year is projected to be 2024, or Year 2 of the project.
- Average Annual Return on Equity: This is the net present value of the ratio/percentage of the average annual net operating income over the first ten stabilized years of the project to the amount of developer equity used for project construction.
- Internal Rate of Return: This is the effective interest rate received on the developer’s equity over the first ten stabilized years of the project based on the discounted annual net operating income over this period of time and a projected net sales value of the project at the end of ten years.

Table 2 provides the projected returns for the three- and four-story options.

Table 2

Project Performance/Feasibility Measure	4 Stories	3 Stories	Benchmark
Initial Stabilized Year Return on Equity (ROE)	3.4%	1.8%	7%
NPV Average Annual Return on Equity (ROE)	4.1%	2.3%	13-16%
Internal Rate of Return (IRR)	-11.3%	-17.9%	10-13%

As indicated on Table 2, the rates of return for both options are below standard benchmarks, and the returns for the three-story option are only about half of those for the four-story option. Different developers use different measures of adequate financial performance. Some are more focused on the upfront earnings from the initial construction of the project and ability to sell it for a profit shortly after completion. Others are focused on the long-term rental income, management fees, and/or the long-term asset value of the property. Typically, those interested in longer term earnings are willing to accept lower rates of returns by the measurements used above versus those that are interested only in short-term earnings. This is not unlike investors in stocks and bonds – some are looking for a steady annual income stream, while others are looking for more immediate returns prior to cashing out.

With this project, the developers are in it for the long term and are willing to undertake the four-story option even though its returns are below the benchmarks. However, the returns for the three-story option are not adequate to induce this developer, or likely any others, to move forward with that option.

Conclusion

In analyzing the information provided by the applicant against the requirements of the Doctor's Park Neighborhood Plan as required for the Plan Commission to consider an exception to the number of stories and height of the proposed structures, we find that:

1. The proposed project with structured parking is a “desirable structure” in that it meets most of the goals and objectives of the adopted Doctor's Park Neighborhood Plan, Village Comprehensive Plan, and TID #3 project plan.
2. The developer has submitted “substantial proof” of project costs and revenues for both three- and four-story options that are in line with similar projects recently constructed and approved within the Village.
3. Both options, with TIF assistance, fall below all three benchmarks for rates of return used by the Village, but those for the three-story option are only about half of those for the four-story option and are not sufficient for this or any other developer to undertake such a project.
4. Based on the above, the applicant has shown that the project can only be economically constructed at four stories and, therefore, the Plan Commission may consider granting an exception to the project to permit four stories and a height of up to 51 feet along Marshall Court and 56 feet along Catafalque.



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843

December 8, 2021

Ms. Sharon Eveland, Village Administrator
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705-2115

Re: 2725 Marshall Court Development Traffic and Parking Review
Village of Shorewood Hills, Wisconsin (Village)

Dear Mr. Eveland:

Thank you for the opportunity to complete the following 2725 Marshall Court Development Traffic and Parking Review. Based on scoping discussions, Strand Associates, Inc.® (Strand) completed the following tasks:

- Daily traffic volume counts on Marshall Court at two locations.
- Observation of trips in and out of the Lodgic site at 2801 Marshall Court for local context.
- Trip generation for the proposed 2725 Marshall Court development.
- Parking generation for the proposed 2725 Marshall Court development.

1. Site Description

In accordance with the letter provided by Knothe & Bruce Architects, LLC, the site is located at 2725 Marshall Court and is currently the site of a vacant, two-story commercial building with surface parking. The proposed development includes the demolition of the existing building and the construction of a new four-story multifamily building with 45 units and 53 parking stalls in two levels of underground parking.

2. Summary of Field Data Collection Results

a. Daily traffic on Marshall Court

Strand used microwave radar detectors to collect traffic volumes and speeds on Marshall Court at two locations. The west location was between the two driveways serving the University of Wisconsin (UW) Department of Ophthalmology and Visual Sciences building (2870 and 2828 Marshall Court). The east location was just east of the parking garage entrance to the 800 University Bay Drive building. Figure 1 shows the results from similar counts in 2018 and the latest 2021 data.

Ms. Sharon Eveland, Village Administrator
 Village of Shorewood Hills
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Location	Year	Average Daily Traffic (vpd)	Average Weekday Traffic (vpd)	Speeds	
				85th	>30 mph
West	2018	1,544	1,888	23	0.9%
	2021	1,198	1,465	24	0.8%
East	2018	1,831	2,187	22	1.2%
	2021	1,417	1,693	24	1.5%

Notes:
 vpd = Vehicles per day
 85th = 85th percentile speed in miles per hour (mph)
 >30 mph = Percent of traffic traveling more than 30 mph

Figure 1 Marshall Court Traffic Volumes and Speeds

Traffic volumes are lower in 2021 than in 2018, while speeds are slightly higher. Both of these results are likely primarily because of the impacts of the COVID-19 pandemic. Similar patterns have been found on other streets in the City of Madison area and throughout the country. The volumes are lower despite the fact that the 2018 counts were taken before the construction and opening of the Lodgic site at 2801 Marshall Court.

b. Trips In and Out of the Lodgic site at 2801 Marshall Court

Strand counted the number of trips in and out of the Lodgic site on Wednesday, November 17 (PM peak period) and Thursday, November 18, 2021 (AM peak period). The results are shown in Figure 2.

Period	ITE Raw Trips	Observed			
		Trips (all)	Trips (driveway)	Trips (ped)	Total Cars
AM Peak	93	54	14	40	36
PM Peak	89	86	32	54	62
Daily	836	601	198	404	420

Notes:
 ITE Raw Trips = Number of car trips predicted by Institute of Transportation Engineers (ITE) rates
 driveway = Number of cars in and out of the Lodgic parking garage
 ped = Number of people walking in and out of the Lodgic building doors, some of whom drove cars and parked before walking in

Figure 2 Lodgic Site Trips

The total trips in and out of the Lodgic site was 54 during the AM peak hour, 86 during the PM peak hour, and estimated to be 601 for an entire day. The driveway trips count the number of cars in and out of the on-site parking garage. The pedestrian trips are the number of people that walked in and out of the doors of the building. The total cars is the number of driveway trips plus an estimate of the number of pedestrian trips that were made by people driving to the area, parking, and then walking in and out of the building.

Ms. Sharon Eveland, Village Administrator
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The numbers in Figure 2 can be used to estimate local trip reduction factors from the ITE trip generation estimates. Averaged across all three time periods (AM peak, PM peak, and estimated daily) the Lodgic site produced 25 percent fewer total trips than the ITE trip generation rates would predict. It also experienced an average mode split of approximately 70 percent cars and 30 percent pedestrians and bicycles.

3. Trip and Parking Generation for the 2725 Marshall Court Development

a. Trip Generation

Based on the trip generation rates included in the *ITE Trip Generation Manual, 10th Edition*, the proposed 2725 Marshall Court development would produce the following number of trips:

The ITE raw total trips are:

AM Peak Hour:	Total of 16; 4 in and 12 out
PM Peak Hour:	Total of 21; 13 in and 8 out
Daily Trips:	Total of 244

Observation of the Lodgic site indicates it is producing, on average, approximately 25 percent less traffic than the ITE trip generation rates would predict. It is worth noting, however, that the Lodgic site may not be operating at full capacity given the timing of its launch during the COVID-19 pandemic. For this reason, and because of the low number of site trips, no reduction in total trips is assumed for the 2725 Marshall Court development.

It is reasonable to assume that the observed mode split of approximately 70 percent cars and 30 percent pedestrians and bicycles would apply to the 2725 Marshall Court development.

The estimated total car trips are then:

AM Peak Hour:	Total of 11; 3 in and 8 out
PM Peak Hour:	Total of 15; 9 in and 6 out
Daily Trips:	Total of 171

b. Parking Generation

Based on the parking generation rates included in the *ITE Parking Generation Manual, 5th Edition*, the proposed 2725 Marshall Court development would demand between 52 and 59 total parking stalls. This assumes a general urban or suburban setting without nearby transit. The Marshall Court area is on the proposed Bus Rapid Transit (BRT) line and is served by an off-street shared-use path, suggesting demand for parking may be less than the ITE estimate. Currently, 53 parking stalls are proposed.

Ms. Sharon Eveland, Village Administrator
Village of Shorewood Hills
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4. Discussion

The proposed 2725 Marshall Court development adds to the mixed-use nature of the Marshall Court corridor by adding additional residential use to the existing mix of office, commercial, medical, and residential buildings. The traffic impacts from the redevelopment should be modest. Assuming 60 percent of the vehicles come or go from or to the west based on prevailing traffic patterns, car traffic is anticipated to increase by approximately 5 percent in the AM peak hour, approximately 5 percent in the PM peak hour, and approximately 9 percent over the course of a day.

The proposed 53 parking stalls should more than accommodate the site's parking demand. It is in within the unadjusted range from ITE parking generation rates (52 to 59 stalls) and is more than one stall per unit.

Thank you again for the opportunity to provide this traffic review. Attachment A includes an updated summary of previous studies for additional context. Please contact me at 608-251-4843 if you have questions or would like additional information.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in blue ink, appearing to read "Jeffrey S. Held".

Jeffrey S. Held, P.E., PTOE

Attachment A: Summary of Previous Studies and Plans

1. Marshall Court Traffic Study (2008)

The *Marshall Court Traffic Study (2008)* was completed by Strand Associates, Inc.[®] (Strand) at the time the 800 U-Bay redevelopment was in the Village of Shorewood Hills (Village) approval process. The study included assumptions about the redevelopment potential of the Doctor’s Park area and estimated the net increase in traffic that would result based on two redevelopment scenarios. Scenario 1 assumed a higher amount of residential redevelopment. Scenario 2 assumed a higher amount of office redevelopment. Figure 2 shows the trip generation results from the study. To date, redevelopment has been more similar to Scenario 1.

	Daily Trips	AM Peak Hour			PM Peak Hour		
		AM In	AM Out	Total	PM In	PM Out	Total
Scenario 1 (residential-based)	3,078	167	94	261	125	205	330
Scenario 2 (office-based)	3,680	317	75	392	116	325	441

Figure 2 Marshall Court Traffic Study (2008) Estimated Net New Motor Vehicle Trips

The study proposed consideration of the following:

- a. Construct a partial signal at University Avenue and Marshall Court and Ridge Street (completed).
- b. Construct a full median on University Bay Drive at Marshall Court to prohibit left turns in or out. Provide the opportunity for U-turns at University Bay Drive and Highland Avenue to replace the northbound left turn in from University Bay Drive to Marshall Court with a northbound U-turn followed by a southbound right turn (a traffic signal is now proposed at this intersection as part of the reconstruction project at University Avenue and University Bay Drive and Farley Avenue).
- c. Provide sidewalk on both sides, parallel parking, and on-street bike lanes as the Marshall Court street section is reconstructed (completed).
- d. Provide an off-street multiuse path along the north side of the railroad tracks parallel to University Avenue (completed).

Traffic operations modeling indicated some increase in traffic congestion and delays after full redevelopment even if all the proposed improvements were implemented.

2. Doctor’s Park Neighborhood Plan

This plan was completed by Vierbicher Associates, Inc. (Vierbicher) in 2008 and 2009. It includes goals for land use, urban design, transportation, utilities, and facilities. Generally speaking, the plan calls for more diverse land uses, projects that minimize traffic impacts to the extent possible, improved conditions for bicycles and pedestrians, and cooperation on parking issues.

The plan calls for the following:

- a. Mixed land uses including office, commercial, and residential with two to four stories and shared, structured parking provided on-site (similar to completed projects to date).
- b. Provide sidewalk on both sides and parallel parking as the Marshall Court street section is reconstructed (completed).
- c. Provide an off-street, multiuse path along the north side of the railroad tracks parallel to University Avenue (completed).
- d. Provide pedestrian connections between Marshall Court and the multiuse path along the railroad tracks (partially completed).

3. Marshall Court Improvements Study (2010)

The *Marshall Court Improvements Study (2010)* was completed by Strand to further evaluate the proposed partial signal at University Avenue, and Marshall Court and Ridge Street. It also investigated improvements at University Avenue, and University Bay Drive and Farley Avenue. The estimated net increase in motor vehicle trips in the area resulting from redevelopment from the 2008 study was used for the analysis.

The report includes additional traffic operations evaluation of the partial signal at University Avenue, and Marshall Court and Ridge Street and a list of outstanding issues to be resolved in its design (completed). It also includes additional traffic operations evaluation of the University Avenue, and University Bay Drive and Farley Avenue intersection and a list of outstanding issues to be resolved when future improvements are made (some have been included in the reconstruction project that will be constructed beginning in 2022).

4. Stone House Development Traffic Review (2011)

This letter was completed by Strand at the time Arbor Crossing I (ACI) was in the Village approval process. It compared the trip potential of the three parcels being redeveloped versus the proposed four-story, mixed-use ACI site. Trip generation indicated that ACI would generate a similar amount of motor vehicle trips to the three parcels being redeveloped if each were simultaneously fully occupied as they once had been. It also included some recommendations for the site plan regarding bicycle and pedestrian accommodations.

5. Near Westside Neighborhoods and University Avenue Corridor Transportation Study (2014)

Strand completed the *Near Westside Neighborhoods and University Avenue Corridor Transportation Study (2014)* for the Village, the City of Madison, and the University of Wisconsin-Madison. The project developed approximately 50 recommendations along University Avenue and in the neighborhoods to the north and south seeking to advance the study's guiding theme of seeking options to reduce demand for peak-hour single occupant motor vehicle travel and/or improving conditions for alternate modes without a severe detriment to car and bus travel.

Recommendations most applicable to the Marshall Court area and the site include:

- a. Near-Term Recommendations
 - N2 Stagger start and stop times of major employers (Marshall Court sites generally comply with this).

N24 Complete the missing portions of the east to west bike path between Shorewood Boulevard and University Bay Drive (completed).

b. Long-Term Recommendations

L7 Full reconstruction of the University Avenue and University Bay Drive intersection including additional turn lanes, two northbound lanes on University Bay Drive departing the intersection, new sidewalk on the east side, and a generous center refuge at the multiuse path crossing (will be constructed beginning in 2022).

L8 Construct an east to west, grade-separated bicycle and pedestrian crossing of University Bay Drive (will be constructed beginning in 2022).

6. University Bay Drive Conceptual Layout (2015)

Strand completed a conceptual layout of improvements to University Bay Drive at University Avenue. The primary features of the improvements include the addition of sidewalk along the east side, potential locations for a bus pullout, and an improved refuge area at the location of the multi-use path crossing north of the railroad tracks.

7. Marshall Court 2016 Traffic Review (2016)

Strand completed a review of traffic conditions on Marshall Court from University Avenue to University Bay Drive. The report includes a summary of previous studies (similar to that stated previously) and plans for the area at the time and discusses data related to traffic volumes, parking occupancy, crashes, and speeds on Marshall Court. The study found that the increase in traffic volumes after approximately 50 percent of the anticipated redevelopment on Marshall Court was complete was between 20 and 50 percent of the forecasted traffic increase from in the original 2008 Marshall Court Traffic Study. Findings indicated traffic was proceeding as expected and the predicted moderate increase in traffic congestion following full redevelopment could be expected to remain reasonably accurate.

Following is a portion of the Summary section of this report:

“Redevelopment of properties along Marshall Court is approximately half complete as of early 2016. From a traffic volumes standpoint, the total increase in traffic to date is in line with (for the most part lower than) what was forecasted in the 2008 Marshall Court Traffic Study. Based on field data collection of how many trips AC I is currently generating, total trips in and out of the area are expected to increase by 20 to 30 percent after the 700 U-Bay and AC II projects are complete. It is likely that 20 percent or more of these new trips will not be made by car.

On weekdays, parking can be challenging to find during the lunch hour but it is generally available at other times. Several ongoing and planned projects should help offset or reduce some of the parking demand in the area. The general approach the Village has followed is to require that sites provide adequate parking to serve their own needs as they are redeveloped.”

7. University Avenue Reconstruction (2018 to 2023)

The reconstruction of University Avenue from Shorewood Boulevard through the University Bay Drive and Farley Avenue intersection will begin in 2022. Figure 3 shows the proposed improvements along University Bay Drive at Marshall Court.

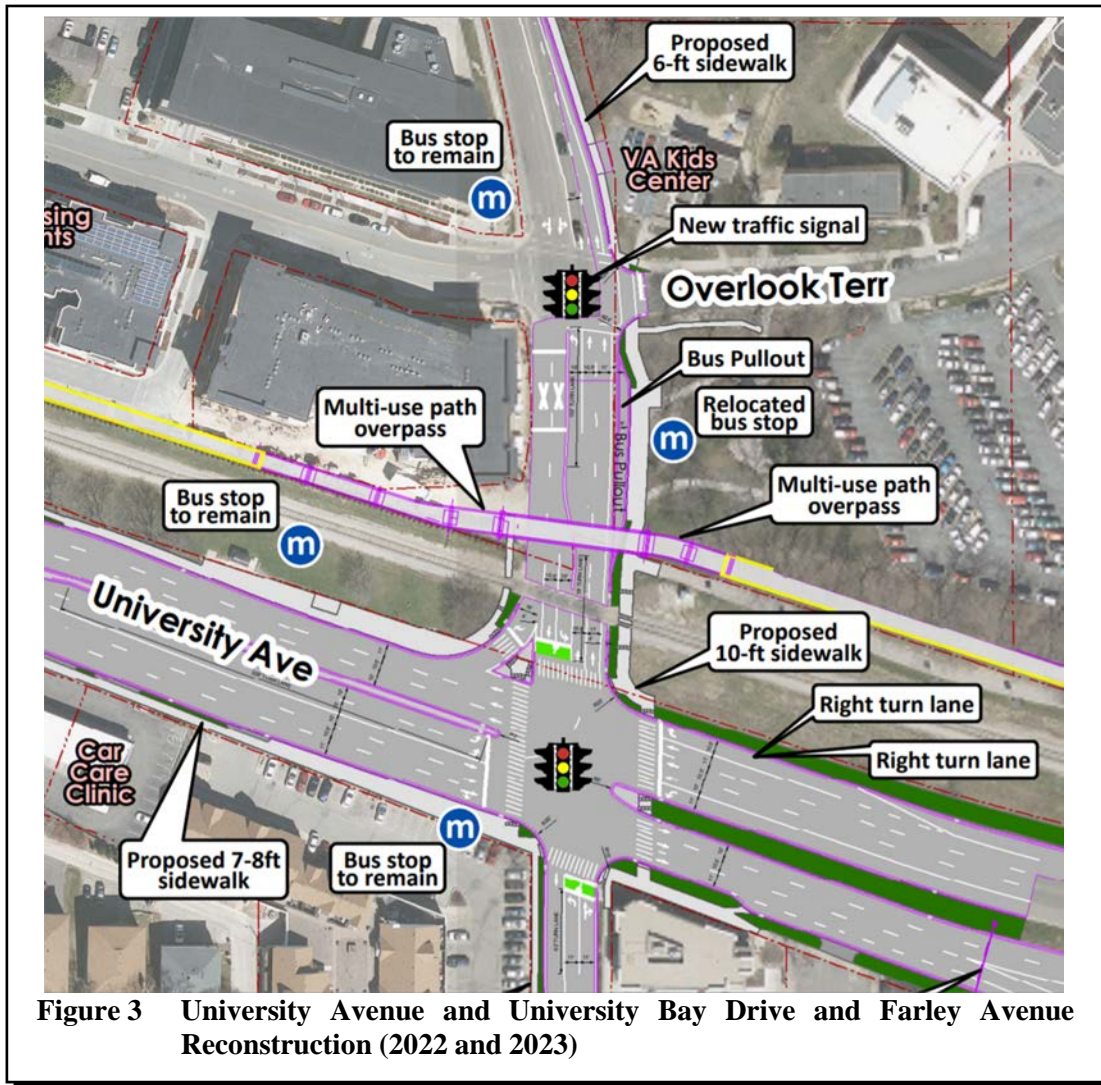


Figure 3 University Avenue and University Bay Drive and Farley Avenue Reconstruction (2022 and 2023)

8. Lodgic Development Traffic and Parking Review

At the Village’s request, Strand completed an independent estimate of the Lodgic site trip generation and parking demand completed and reviewed the *2801 Marshall Court (Lodgic) Traffic and Parking Study* by KL dated June 28, 2018 (KL Study).

a. Strand Trip Generation

The Strand estimated raw total trips are:

AM Peak Hour:	Total of 93; 56 in and 38 out
PM Peak Hour:	Total of 89; 44 in and 46 out
Daily Trips:	Total of 836

The above trip totals are representative of conditions if each land use were stand alone in its own building. The mixed-use nature of the site along with some of its operational characteristics will

lead to a much smaller number of motor vehicle trips being generated. Accordingly, Strand applied several reduction factors to the raw trips to estimate the number of new motor vehicle trips into and out of the site.

The Strand estimated total new Site car trips are:

AM Peak Hour:	Total of 52; 31 in and 21 out
PM Peak Hour:	Total of 50; 24 in and 26 out
Daily Cars:	Total of 468

b. Strand Parking Demand

Strand used the Institute of Transportation Engineers *Parking Generation Handbook, 3rd Edition* to estimate the parking demand for each portion of the site.

The Strand estimated raw parking demand is:

Average Demand:	120 stalls
85th Percentile Demand:	157 stalls

Similar to the trip generation calculations, the above parking demand is representative of conditions if each land use were stand alone in its own building and all trips were made by motor vehicle. The mixed-use nature of the site along with some of its operational characteristics will lead to a much smaller demand for parking.

The Strand adjusted parking demand is:

Average Demand:	67 stalls
85th Percentile Demand:	88 stalls

c. KL Trip Generation

The KL Study estimated total new development car trips are:

AM Peak Hour:	Total of 100; 60 in and 40 out (Strand estimate is 52 total)
PM Peak Hour:	Total of 100; 50 in and 50 out (Strand estimate is 50 total)
Daily Cars:	Total of 740

d. KL Parking Demand

The KL adjusted parking demand is:

Average Demand:	56 stalls
85th Percentile Demand:	69 stalls

December 13, 2021

Ms. Sharon Eveland, Village Administrator
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705

Subject: 2725 Marshall Court Redevelopment - GDP Submittal Review

Dear Sharon:

We have received the General Development Plan submittal for a proposed redevelopment of the property at 2725 Marshall Court from a 2-story commercial use to a 4-story residential building with 2 stories of underground parking. Other Village staff and consultants have provided review comments based on the traffic impact, financial constraints, and relevant sections of the Comprehensive Plan, Neighborhood Plan, and other documents. We will focus our review on the public works infrastructure aspects. Our comments are shown below, organized by drawing sheet:

1. Sheet C1.0 – The 2013 reconstruction of Marshall Court anticipated redevelopments like this, so larger water and sewer connections were constructed at that time. The existing water valve slightly east of the sanitary sewer manhole is the 6-inch water line intended for this site. We will provide the as-built drawing to the project engineer for their use in future plan revisions.
2. Sheet C4.0 – The perimeter sediment fence is shown on the property line, which is typical. Along the west edge, this is in a shared driveway with the property at 2727 Marshall Court (Psychiatric Services SC). There is also a schematic drawing of stormwater management in the same area. Both items will significantly impact the usefulness of the existing parking stalls at Psychiatric Services. The applicant should ensure that all parties are aware of the temporary and permanent impacts.
3. Sheet C5.0 – To avoid the disruption and cost of the proposed street cut for a new water service, the site should utilize the water service previously mentioned.

The storm sewer connection for the storm water management device near the northwest corner of the property will need to cut and restore the sidewalk. The same streetscape materials and style should be used for the repair.

A doorway/staircase is shown near the southwest corner of the building, exiting out on to the Psychiatric Services SC parking lot. Given the possibility of future redevelopment there, the applicant should consider a dedicated walkway running north to connect at Marshall Court.

4. General – the Village’s stormwater management ordinance is separate from and parallel to Dane County regulations. As on past projects, the applicant will need to obtain permit coverage from both the Village and County.

Please feel free to contact us with any questions or comments regarding this review.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

cc: Mr. Mike Meier, Public Works Crew Chief, Village of Shorewood Hills (*via email*)

BRB:brb

J:\JOB#S\Shorewood Hills\SH next 2725 Marshall Court Redevelopment\Review Letter.docx

PROPOSED REVISION TO C-1.1



knothe • bruce
ARCHITECTS

Phone: 7601 University Ave, Ste 201
608.836.3690 Middleton, WI 53562

ISSUED
Issued for GDP Submittal - Nov. 30, 2021

PROJECT TITLE
2725 Marshall Court Apartments

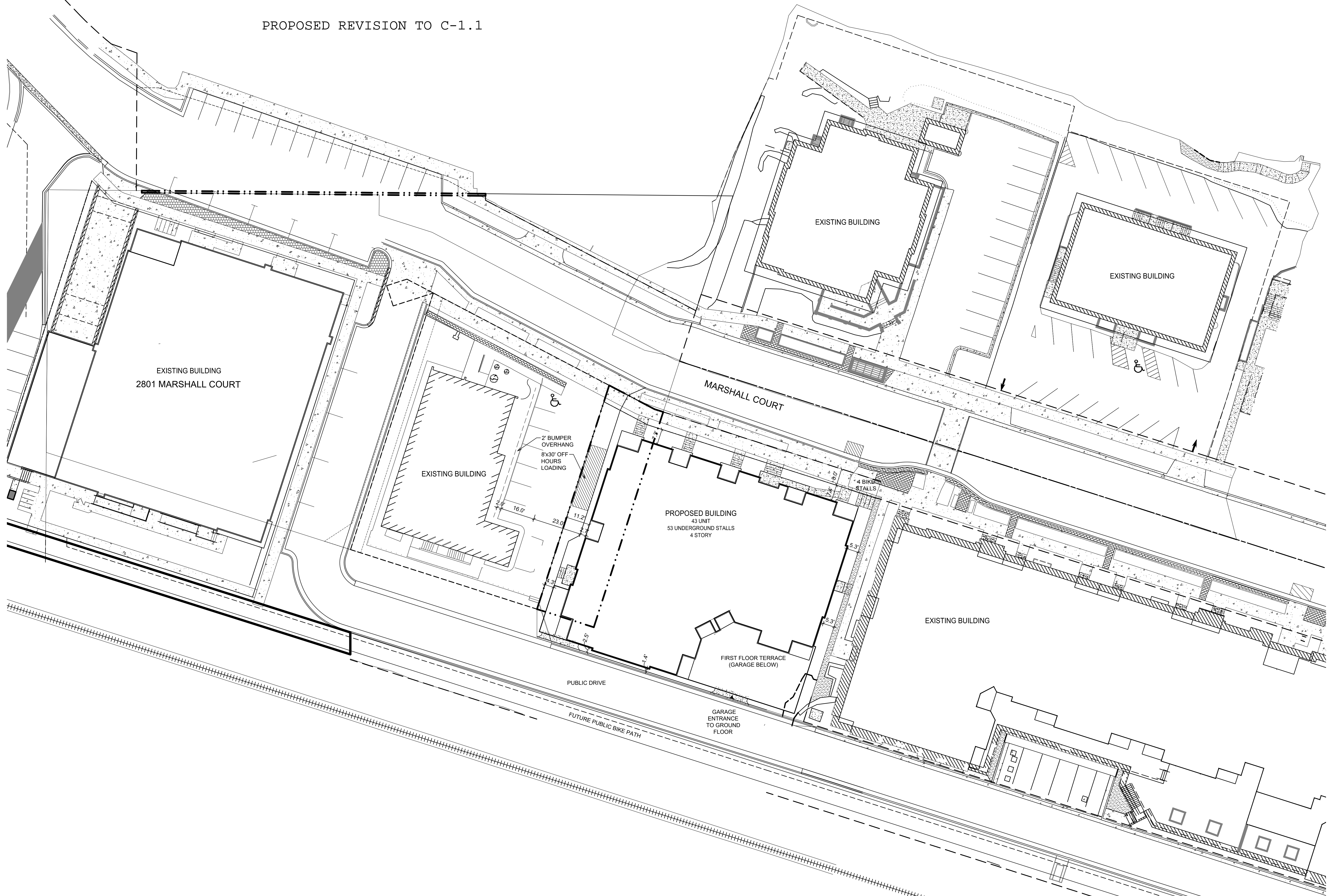
2725 Marshall Court,
Village of
Shorewood Hills, WI
SHEET TITLE
Site Plan

SHEET NUMBER

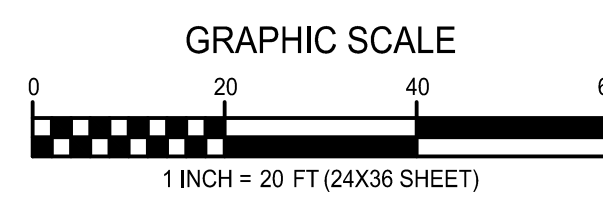
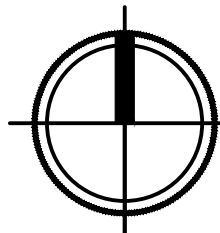
C-1.1

PROJECT NO. **2044**

© Knothe & Bruce Architects, LLC



1 SITE PLAN
C-1.1 1" = 20'-0"



Memo

To: Plan Commission

From: Sharon Eveland, Village Administrator

Date: 01/07/22

Re: Plan Commission Agenda Items

1. Crestwood Overlay – After further internal discussion, combined with the general lack of feedback (positive or negative) regarding the overlay, we are delaying a vote on the ordinance to adopt the overlay. At the meeting, we will close the public hearing that was started at the December meeting and will take no action on the ordinance at that time. We will schedule another public hearing for the February meeting and will send out all required notices to the public and those property owners within the specified boundary area. The Plan Commission, due to a lack of significant support voiced for the ordinance, could consider dropping this ordinance at the February meeting. To be clear, a lack of voiced support does not mean that people are against. However, there are other ways the property owners could achieve the same desired results without creating an ordinance and it would involve all the affected property owners agreeing that the change is needed rather than the Village forcing it on them.
Recommended Motion (after closing the public hearing) – To table the Crestwood Overlay matter until the next Plan Commission meeting in February and to hold a second public hearing for it.
2. 2725 Marshall Ct – This item is to evaluate and consider the Specific Development Plan for the project. I want to take a moment to clarify that this discussion should revolve around the specifics of the exterior of the design, including items such as building finishes and landscaping. This is not intended to be a discussion on whether the building should be built, how tall it should be, or how close to a property line it should be. That process was handled during the General Development Plan (GDP) review last month, which the Plan Commission recommended to the Board, and which it is set to take up at the Board meeting on January 18th. The developer and the Village’s consultant will attend the Plan Commission meeting and there will be a similar, but not quite as long, process that we will follow for the discussion, which will include a presentation by the developer, question and answers sessions for the Commission, the staff/consultants, and the public. As I previously informed the Commission, the materials board is available for review at Village Hall during normal business hours. If after hours access is needed, please let me know as soon as possible and I will do my best to accommodate.

Respectfully,
Sharon Eveland
Village Administrator

TO: Shorewood Hills Village Board
FROM: Dave Benforado, Village President
DATE: Dec. 20, 2021
RE: Thoughts on 2725 Marshall Ct Proposal.

In the case of big decisions, I think we as Trustees owe Village residents an explanation of our thought process, how we have balanced various competing interests, whose opinions or what documents we have relied on, why we voted for or against a proposal.

1. **Important History of Marshall Court Redevelopment:**

- a. **TID #3 Plan** (adopted Sept. 2008, amended 2010, 2016 and 2021):
 - i. Created to promote the orderly development by promoting mixed use development and causing infrastructure improvements to be made.
 - ii. “The Village intends to promote orderly development by encouraging higher density development on a site that is currently underutilized, increase the availability of employment and services to Village residents, and broaden the tax base ...”. (p.1).
 - iii. TID #3 must be closed by 2032, with 2023 being the final year for expenditures.
 - iv. Very successful TID; value of TID #3 has more than tripled from \$21M in 2010 to more than \$70M today. Village is planning to sue the increment from TID #3 to pay for a substantial portion of the Village share of the 2022/2023 Univ Ave reconstruction project (Village TID 2020 Annual Report at p.2).
- b. **Doctor’s Park Neighborhood Plan** (adopted Jan 2009):
 - i. “Doctor’s Park property owners are seeing renewed interest and an opportunity for reinvestment in the area. This Neighborhood Plan creates a set of standards for the redevelopment. ... Future land use applications for the Doctor’s Park area should be evaluated based on the components of this Plan, as it was developed with input from Village staff, Village officials and stakeholders, and provides a comprehensive and coordinated vision for the future.” (p.2).
 - ii. The Plan recommends medium-density mixed-use development, structured parking, a dedicated bike path along the rail corridor, and pedestrian-friendly reconstruction of Marshall Ct.
- c. **Village 2009 Comprehensive Plan**, incorporating Doctor’s Park Neighborhood Plan (adopted 12/2009), and the **Village 2021 Comprehensive Plan** (adopted 11/2021).
 - i. Work on the Village Comprehensive Plan began in 2002 to comply with new Smart Growth state law, and paused in 2003.
 - ii. After the completion of the two Neighborhood Plans (Doctor’s Park NP in Jan. 2009 and Pyare NP in April 2009), work resumed on the Comprehensive Plan, concluding in late 2009 with the Plan including a 20 year planning horizon.
 - iii. **2009 Comp Plan applicable provisions:** “Doctor’s Park is a key redevelopment area due to its low density and desirable location close to bus service, ... the UW campus, and the VA and UW Hospitals. ... Developers should consult the Neighborhood Plan when creating redevelopment proposals, and the Plan

Commission and Village Board should refer to the Plan when reviewing redevelopment proposals.” (p.26).

iv. **2021 Comp Plan applicable provisions** (from Mike Slavney’s summary in his 12/9/21 letter at p.12)

- “Encourage development that uses land efficiently, including increased density and mixed use infill. Infill projects are expected to be two or more stories in height with a preference towards multi-story buildings. Developers are encouraged to construct residential units along Marshall Ct.”
- “Developers will be expected to integrate aspects of the Village’s Sustainability Plan into new developments whenever feasible. Maintain high quality buildings that serve residents and actively build community.”
- “Encourages affordable or workforce housing units. Encourage live-work situations.”
- “Private off-street parking should be located primarily underground. Redevelopment shall utilize structured parking.”
- “Ensure that new development is a net increase to Village tax revenue. Parcels within the planning area shall remain taxable.”

2. **Balancing various variables and competing interests:**

- a. **Known Developers:** It is being proposed by developers the Village knows and have dealt with before; they are long time developers in the area and have a proven track record right here in the Village. That’s important because the Village is taking on some risk if it approves this project; I prefer TIF dance partners that we know and trust.
- b. **Previous Proposal Approved:** the Village has already previously approved a proposal for this property, one that included a combination of three contiguous properties (Ordinance L-2016-5 involving 2725, 2727 and 2801 Marshall Ct.); in that case, Plan Commission and Village Board approved a slight height exception similar to what is proposed with this project; that three parcel project never moved forward because a key tenant pulled out.
 - i. The height exception process is provided in the Doctors Park Neighborhood Plan at p.26 – without “substantial proof” that 4 stories/60 ft max is required to make the project economics work, the height limit for this parcel is 3 stories/46 ft. max (see Vandewalle’s Scott Harrington 12/8/21 letter analysis). Proposed height is 48-52 ft depending on the grade of Marshall Ct. I rely on Harrington’s analysis and opinion that after reviewing and analyzing the developer’s costs, that the project would be uneconomic at 3 stories and barely economic at 4 stories. I also believe the amount the proposed building is over the 46 ft height is also important – along Marshall Ct it would be roughly 51 ft (4 ft over on average) and along lower Catafalque Dr facing south it would be roughly 55 ft (9 ft over on average); while not a de minimis amount over 46 ft by any means, the proposed heights are less than the 60 ft max which would be allowed.
- c. **Developers Attempted a Larger/More Diverse Project:** the developers, at our request, engaged with the owners of the parcel immediately to the west at 2727 Marshall Ct to explore whether this infill project could encompass both properties. On a split vote, the

owners of 2727 Marshall Ct declined that offer. The developers also tried to find commercial uses for the 1st floor to no avail.

- d. **Small Parcel:** the parcel at issue, 2725 Marshall Ct, is therefore the last TID #3 parcel for redevelopment as we approach the end of TID #3's life. It is a relatively small parcel (1/3 acre). As part of the Village's review and approval of the Lodgic project at 2801 Marshall Ct in 2018, the owner of that property contributed the southern ¼ of both parcels (2801 parcel and the 2725 parcel) to the Village so that we could complete the bike path and the extension of the Village's Catafalque Dr., very important open space and transportation objectives for the Village.
- e. **Affordable Units:** the developers have agreed to provide one 3 BR affordable unit for 30 years (tenant would need to verify an annual income at or below 60% of median Dane County income, the threshold we have for all other affordable units in the Village), splitting the overall \$125K cost of that 50/50 with the Village (that \$62.5K being a Village TIF cost), and has provided Village with a \$500K option of 1-3 additional affordable units to be elected in 2023 at the Board's discretion if TID #3 has such funds available (that \$500K option would be a Village TIF cost if exercised).
 - i. **Optionality:** Since we are nearing the end of TID #3's life, and given that we do not know yet exactly what the Village's contribution for the Univ Ave project will be, that option provides the Village with valuable optionality.
- f. **Underground Structured Parking:** this proposal will have two floors of underground parking to accommodate 53 vehicles (some with EV charging capability), a very important objective if the Doctors Park Neighborhood Plan and the Village Comprehensive Plans. The developers are asking that the Village issue a \$900K municipal revenue bond plus interest for the construction of the second level of underground parking (that \$900K plus interest would be a Village TIF cost).
- g. **Developer Agreement (DA) Terms:** the Board talked about provisions in the DA on November 15, providing direction to our Village Attorney on these terms such that we could review a final DA at our January 18 meeting. While not up for decision tonight, the DA will include many important items that are valuable for the Village:
 - i. **TIF agreement** -- will be a Pay-As-You-Go TIF agreement, which means the developers will receive payments that we have agreed to over the life of the TID, as long as the TID can pay them.
 - ii. **Affordable Units** -- terms will be the same as WHEDA affordable unit terms -- for 30 years, developers will annually file certification reports with Village as to the tenants in those units being at or below 60% of median Dane County income.
 - iii. **Tax Roll** -- property will remain on the property tax roll for 30 years.
 - iv. **Tax Base** -- Developers agree that once completed, the project will have a minimum assessment of \$6.3M and will not contest an assessment that is less than or equal to \$8M.
 - v. **Fire/EMS Fee to City of Madison** -- developers agree to keep the Village whole in terms of the Village annual payment to the City of Madison for Fire/EMS service (i.e., the developers will pay the portion of any increase in the fee caused by this project).

- h. **Density:** the proposal has a density (116 units/acre) that is similar to 700 University Bay Dr and Arbor Crossing buildings; which will pair nicely with Metro Transit's planned BRT and other routes that are planned to run east/west along Univ Ave in 2024.
- i. **Traffic Impact:**
 - i. **Off-Street Loading Area:** Hearing the objection from Marshall Ct residents and Plan Commission members at the 10/12/21 Plan Commission meeting that the proposal did not have an off-street loading area, the plans reviewed at the 12/14/21 Plan Commission Public Hearing included an off-hours off-street loading area on the west side of the proposed building.
 - ii. **Shadow Study/Village Snow Removal:** It was noted during 12/14/21 Plan Commission discussion that the developer's shadow study shows there will be areas of Marshall Ct that will not see any direct sun during the dark winter months. This was followed by a discussion that the Village Crew will need to keep that in mind, knowing that Marshall Ct may need to be salted or deiced more frequently than other Village streets, and that the Village Crew will need to do their best to plow curb to curb along Marshall Ct during the winter to retain it as a two-way Village road (and that may require some special snow removal efforts after significant snow events).
 - iii. **UW Shuttle Bus:** It was also noted during 12/14/21 Plan Commission discussion that the Village needs to communicate with UW-Madison Transportation Department that the UW Shuttle Bus that regularly uses Marshall Ct may not simply stop in the Marshall Ct drive lane if it is ahead of schedule; that we expect those buses to safely pull off the road (e.g., into the UW Clinics parking lot) if they are ahead of schedule.
 - iv. **Traffic Impacts Modest and Manageable:** After reviewing the Village's traffic consultant (Strand Traffic Engineer Jeff Held) 12/8/21 letter analysis of how this project would impact Marshall Ct, I am persuaded that the traffic impacts of this proposal will be modest and manageable (about a 5% increase during AM and PM peak), at daily volumes similar to other heavily travelled roads in the Village (e.g., Lake Mendota Dr, Shorewood Blvd, Oxford) and that the project as proposed will have sufficient parking for its tenants and guests (guests able to use the PARKX parking app to gain temporary access to the parking garage).
- j. **Building Face on Marshall Ct:** will be articulated to lessen any canyon effect, and will include four 1st floor units with individual direct access to Marshall Ct., providing it with more of a neighborly feel.
- k. **Sustainable Aspects of Proposal** -- the proposal will promote many goals and objectives in the Village Sustainability Plan (2020-2025) that the Board adopted in 2019:
 - i. **Energy-Efficient Appliances:** each unit will have energy-efficient appliances.
 - ii. **Solar, Bicycle Parking and EV Charging Stations:** the building will have solar panels on the roof, bicycle parking and EV charging stations in parking garage (with empty conduit for additional charging stations when demand increases).
 - iii. **Alternative Transportation Options:** Village Traffic consultant Jeff Held estimates that roughly 1/3 of the trips generated by tenants will be either on

foot, by bus (BRT or other bus routes along University Ave) or by bicycle (using the Blackhawk bike path immediately to the south), see his 12/8/21 letter p.3).

- iv. **Stormwater:** this proposal will bring stormwater run-off for this parcel up to contemporary standards.

3. **12/14/21 Plan Commission Meeting and Public Hearing:**

- a. **Developer and Consultant Testimony:** Commission heard presentations from the developers and then Village consultants (Vandewalle's Mike Slavney summarizing his 12/9/21 letter analyzing the proposed PUD GDP; Vandewalle's Scott Harrington summarizing his 12/8/21 letter analyzing the 4 story exception, and Strand's Jeff Held summarizing his 12/8/21 letter analyzing the traffic impacts).
- b. **Village Resident Input:** Commission received written comments from four Village residents and heard testimony from two, all in opposition to the proposal. While I hesitate to summarize comments from others, the comments of those opposed to this project boil down to concerns/objections to the proposal's:
 - i. **Density/Height:** that the building should not be allowed to be built since it is 4 stories, over the 3 story/46 ft height limit for that area of Marshall Court under the Doctors Park Neighborhood Plan, and the Village consultant's analysis failed the "substantial proof" test outlined in the Doctors Park Neighborhood Plan.
 - ii. **Traffic Impacts and Off-Street Loading:** that the building should not be allowed because the traffic impacts will be unmanageable and because it lacks sufficient off-street loading for its residents.
 - iii. **Mixed-Use:** that the building should not be allowed because it is not mixed use, that it doesn't offer any first floor retail or commercial business space.
- c. **North/South Pedestrian Accessway:** Based on Plan Commission input at the meeting, developers agreed to look at creating a north/south pedestrian accessway on either the east or west side of the building (i.e., between Marshall Ct and Catafalque Dr).
- d. **Approved 6-1:** Commission approved the project on a 6-1 vote (Earl Munson voting no).

4. **My Conclusions:**

- a. At the outset, I value the input we have received from Village residents who oppose this project. Thank you for participating in the process to date; your participation has made this a better project; my conclusion that will follow will probably not be what you would like to hear; but I want them to know that I heard and considered their concerns.
- b. Based on my careful review of the developers GDP plans, the opinions and analysis of those plans by Village consultants (particularly Vandewalle's Mike Slavney 12/9/21 letter, Vandewalle's Scott Harrington 12/8/21 letter, and Strand's Jeff Held 12/8/21 letter), resident input and testimony, and four Village planning documents:
 - i. TID #3 Plan;
 - ii. 2009 Doctors Park Neighborhood Plan;
 - iii. 2021 Comprehensive Plan; and
 - iv. 2019 Sustainability Plan.
- c. I therefore conclude that this proposal achieves many of the Village's goals and objectives expressed in those above planning documents, and I support the proposal.



VANDEWALLE & ASSOCIATES INC.

January 5, 2022

Village of Shorewood Hills Plan Commission
c/o Sharon Eveland, Village Administrator
810 Shorewood Blvd.
Madison, WI 53705

Re: 2725 Marshall Court – Proposed Planned Unit Development (PUD)
Review of the proposed PUD: Specific Development Plan (SDP)

The Plan Commission recommended approval of the General Development Plan and rezoning for the 2725 project, at its December 7, 2021, meeting, and the Village Board reviewed the same at its December 14, 2021, meeting.

This report reviews the Applicant's Specific Development Plan submittal, dated December 22, 2021, and updated on January 4, 2022, and continues on the following pages.

At the January 11, 2022, Plan Commission meeting, the applicant will present the SDP project to the Plan Commission. The following general outline would be typical:

- *Applicant presents the project, including describing the response to Plan Commission and Village Board concerns identified in reviewing the GDP, and a description of new information provided, including:*
 - *Building Exterior modifications and specific Exterior Materials, Colors, and Textures*
 - *Exterior Railings, Light Fixtures, Signage, and Landscaping*
 - *Applicant's Proposal for Pedestrian Connections between Marshall Ct. and Catafalque Dr.*
- *Plan Commission asks questions about the proposed SDP and Applicant responds*
- *Open the floor to hear public questions and comments*
- *Close the public session of the meeting*
- *Plan Commission directs the Applicant to address public questions and comments*
- *Plan Commission asks the Applicant any additional questions related to the project*
- *Plan Commission discusses the SDP and discusses whether changes should be made. Changes acceptable to the Applicant will require an amended SDP submittal. Changes not acceptable to the Applicant may result in a Plan Commission motion to recommend tabling or denial of the SDP, or in tabling or the denial of the SDP by the Village Board.*
- *Plan Commission considers a motion or motions to:*
 - *Table the SDP to the next Plan Commission meeting to address recommended project changes, or*
 - *Recommend approval of the project by the Village Board as submitted, or*
 - *Recommend denial of the project by the Village Board*

Introduction

The Village of Shorewood Hills has retained Vandewalle & Associates to assist with the review of a proposed Planned Unit Development (PUD) -- comprised of a General Development Plan (GDP) and (later) a Specific Development Plan (SDP) -- to enable the redevelopment of the 16,080 square foot (0.37 acre) parcel located on the south side of Marshall Court and across the street from the Ronald McDonald House. This parcel is currently zoned Medical Office-Commercial (C-3) and contains a two-story brick and wood-sided office building of about 5,600 square feet with 25 on-site surface parking spaces on the east and west sides of the building.

T5 Real Estate Solutions and Stonehouse Development Corporation propose to replace this building with a four-story multifamily residential building containing 43 dwelling units within a total floor area of about 27,000 gross square feet, located directly over two floors of structured parking, containing 53 parking spaces and 47 bicycle spaces in the parking area. This results in a residential density of 116 dwelling units per acre, and a floor area ratio of 1.68 habitable square feet per square foot of lot area. The development will have a lot coverage of 69%, with just over 5,200 square feet of usable open space. The proposed building has a maximum exposed foundation-to-parapet rim height of just under 51 feet as measured at the northwest corner of the building along Marshall Court, and just under 56 feet as measured at the southeast corner of the building facing Catafalque Drive and University Avenue. The development team has worked together on the nearby Arbor Crossing and Logic Everyday Community projects.

The specific mix of dwelling units will be oriented to singles and couples, with 12 efficiencies, 25 one-bedroom, 4 two-bedroom, and 2 3-bedroom units. One of the three-bedroom units will be leased to residents making not more than 60% of the Dane County medium income. The developers have also committed to allowing the Village to fund additional affordable units.

Planned Unit Development General Development Plan (GDP) Review and Recommendation

Following the presentation of the GDP, the public hearing, and Plan Commission discussion at its December 7, 2021 meeting, the Commission recommended approval of the proposed GDP, noting the proposed GDP submittal's fulfillment of all submittal requirements, the GDP's consistency with the Village Comprehensive Plan and the Doctor's Park Neighborhood Plan (including the demonstrated need for a four-story building), and the acceptability of projected parking and traffic impacts to nearby roads and intersections.

Planned Unit Development SDPs and Development Plan Review

The Specific Development Plan procedure is oriented to ensuring conformity with the General Development Plan and performing detailed design review focused on the proposed exterior of the building and other exterior improvements including lighting, landscaping, and signage. Site operations may also be reviewed and considered for modification. The SDP requires a public meeting at the Plan Commission, followed by the Commission's recommendation to the Village Board to approve as submitted, to approve with modifications, or to deny. After consideration of the Plan Commission's recommendation, the Village Board may approve the project as submitted, may approve the project with modifications, or may deny the project.

VILLAGE PLANNER'S SDP PROJECT REVIEW

Michael Slavney, FAICP; of Vandewalle & Associates, has provided the following review of the requested PUD-SDP proposed by T5 Real Estate Solutions and Stonehouse Development.

Review of the Specific Development Plan (SDP) Submittal

Subsection 10-1-33(d)3 of the Planned Development regulations requires a complete submittal for the SDP, which cross-references the requirements in Section 10-1-108 for Development Plans. The following text describes the Development Plan submittal, and my review comments.

I believe the SDP / Development Plan submittal to be complete, with the Applicant noting that all exterior lighting will be comprised of recessed low-wattage LED can fixtures in overhead canopies and balconies that provide light for building entries, walk-out unit entries, and balconies. Thus, a detailed exterior Photometric Plan is not provided, nor are exterior light fixture details. The written submittal notes that no permanent project identification signage is planned to be provided, other than the building address. Note that if this intent changes, and permanent building identification signage is desired, detailed sign plans depicting proposed sign design, dimensions, and location, will require Plan Commission review and approval.

Finally, as requested by the Plan Commission and Village Board, the written submittal discusses the evaluation of providing an on-site north-south pedestrian link between Marshall Court and Catafalque Drive. This evaluation has committed to maintaining the current western connection, including the replacement of the stairs at the south end of the walkway, on-site, should the current stairs be removed, and rejects the eastern connection based on the high number of stair risers needed (13-14).

The SDP submittal also includes the final details for the building exterior design, materials, and colors. The updated Building Elevations and Color Renderings on Sheets A-2.1, A-2.2, A-2.3, and A-2.4 provide labels that indicate the use of the following materials and colors:

- Brick Veneer, in a *light cream* color, in a horizontal orientation with vertical soldier course horizontal banding on the ground floor and as the predominant exterior materials on the second and third floors;
- Composite Siding, in a *medium gray* color, in a horizontal orientation, as the predominant exterior material on the top floor, and stacked to provide several vertical color sections on the second and third floors;
- Composite Panels, in a *medium gray* color, stacked to provide several vertical color sections on the second, third, and fourth floors;
- Stone Block Veneer, in a *light cream* color, concealing the building foundation;
- Composite Trim, in a *dark gray* color, highlighting the facias of the parapet and balconies; and,
- Cast Stone, in a *light gray* color, under windows and capping the brick veneer areas.

The SDP submittal provides 38 pages in a combination of text and large format sheets. Together, these submittals respond thoroughly to this requirement, including:

SDP Submittal – dated December 22, 2021, and updated on January 4, 2022:

- Existing Conditions Diagram Sheet C1.0 (dated Dec. 21, 2021): showing the current locations of existing utility lines, utility equipment, fencing, and trees on the subject property. Please note the six foot wide gas and underground electric easement along the east property line, and the existing vegetation on the north, east, and south sides of the existing building.
- Site Plan Sheet C-1.1 (dated Nov. 30, and Dec. 22, 2021): Showing the proposed site layout for the building, with the Ronald McDonald House across Marshall Court, Arbor Crossing to the east, and Psychiatric Associates and the Logic project to the west. Catafalque Drive is located just south of the subject property and the adjacent development, with the bike path and railroad tracks depicted farther to the south.
- Lot Coverage Diagram Sheet C-1.4 (dated Nov. 30, and Dec. 22, 2021): providing the lot coverage measurement for the proposed building at 11,054 square feet on the 16,083 square foot parcel, resulting in a lot coverage of 69% for the building.
- Open Space Diagram Sheet C-1.5 (dated Nov. 30, and Dec. 22, 2021): depicting areas of usable open space on the 1,419 square foot terrace, a total of 1,419 square feet of balcony area, and 3,003 square feet of perimeter green space for the subject property, resulting in a total of 5,029 square feet of usable open space, totaling 31% of the full site area.
- Demolition Plan Sheet C-2.0 (dated Dec. 21, 2021): depicting existing site and development conditions, and areas of building, pavement, landscaping, and fixtures to be removed. Note that the wooden stairs at the south end of the site, which in combination with the eastern parking lot, provide a complete on-site north-south pedestrian link through the property.
- Grading and Erosion Control Plan Sheet C3.0 (dated Dec. 21, 2021): depicting silt fencing around the property, and the connection of storm water facilities on the west side of the building, through a stormwater lateral to an inlet on the south side of Marshall Court. The details of this system are provided on the Utility Plan on the next page. Note that the proposed silt fencing location is proposed to not block the public sidewalk on Marshall Court.
- Utility Plan Sheet C4.0 (dated Dec. 21, 2021): depicting the details of the stormwater management system (red) for the roof drains and the underground stormwater treatment facilities linked by 12-inch pipes. A six-inch potable water lateral (blue) and six-inch sanitary sewer lateral (green) are proposed to extend from the northeast corner of the building to the mains in Marshall Court.
- Erosion Control Measures Details Plan Sheet C5.0 (dated Dec. 21, 2021): listing 20 erosion control measures and providing detail diagrams for installations installed prior to any other site work.
- Construction Details Plan Sheet 5.1 (dated Dec. 21, 2021): providing detail diagrams for concrete work and the underground stormwater facility.
- Landscaping Plan Sheet L1.0 dated Dec. 21, 2021: providing the quantity, location, size, and root condition of the 15 landscaping species proposed for installation with the project.

- Basement Level Plans Sheets A-0.1 and A-0.2 (dated Nov. 22 and Dec. 22, 2021): depicting the layout of underground parking facilities, elevator, two stairwells, bike parking, trash storage areas, and mechanical areas. The access to the underground parking area will be from Catafalque Drive on the south side of the building. The basement level plans show the access ramp centered along the south wall.
- Floor Plans for Floors One through Four Sheets A-1.1 through A-1.4 (dated Nov. 22 and Dec. 22, 2021): depicting the first floor terrace area and access at the southeast corner of the building, the hallway network linking the elevator and stairwells to each unit, the area and number of bedrooms for each unit, and the balconies for each unit. The first floor will also provide an exercise room and a commons room for residents, overlooking the terrace area. The upper floors share the same room layout as the first floor, with an efficiency apartment placed over the exercise room and the commons room on each floor. This approach provides building stability, reduces vertical noise transmission, and ensures that windows and balconies align vertically through the full height of the building.
- Building Exterior Elevations for all Four Facades Sheets A-2.1 and A-2.2 (dated Nov. 28, 2021): depicting the heights of each floor as well as the total exposed height of each façade. The type and pattern of exterior materials are also depicted in detail, as required for SDPs. On the north elevation, the main entry doors to the hallway system in the center of the façade are emphasized by the building canopy extension. Each north-facing dwelling unit will also have an individual entry door that is raised above sidewalk grade by one or more steps. The northwest corner of the building has a total exposed height of just under 51 feet, while the height of the south façade is just under 55 feet, due to Catafalque having a lower elevation than Marshall Court and the need to access the underground parking. The east and west elevations depict the side entry doors leading to the hallway system, and down into the parking levels.
- Colored Building Exterior Elevations for all Four Facades Sheets A-2.3 and A-2.4 dated Nov. 28, 2021: Depicting the use of cream colored brick veneer on floors 1-3 and rock faced decorative block covering the exposed foundation, and the use of light gray composite horizontal siding and composite panels on the upper three floors. Dark gray composite panel facias will cover the exposed edges of building canopies and balconies, as well as the parapet.
- Perspective Drawings (Not numbered or dated): Depicting a general exterior color scheme and the relation of the proposed building to surrounding buildings and streets, including Marshall Court, Catafalque Drive, the Bike Path, and University Avenue.
- Shading Study (Not numbered or dated): Depicting equinox and solstice shading patterns during early morning, noon, and late afternoon. Note the expected shading to the east and west, as well as limited shading of the Bike Path at 7 am in the summer, and limited shading of part of the Ronald McDonald House during most of the day during the winter.

This report and recommendations continue on the following page.

Plan Commission Review and Recommendation

Per the requirements of Section 10-1-33(d)(4)a, following its consideration of the SDP, the Plan Commission shall recommend to the Village Board that the SDP be approved as submitted, be approved with modifications, or be denied.

Planner's Review and Recommendation

I believe the Specific Development Plan submittal originally dated December 22, 2021, and as updated on January 4, 2022, to provide updated text and building elevation details, fully complies with the submittal requirements of the Zoning Ordinance. I further believe this submittal is fully consistent with the submitted General Development Plan, inclusive of the issues identified for additional consideration by the Plan Commission and Village Board at their December 7 and December 14 reviews of the GDP.

As such, I recommend approval of the Specific Development Plan as submitted on December 22, 2021, and January 4, 2022, per any and all modifications recommended by the Plan Commission, as retained or modified by the Village Board. In regard to the north-south pedestrian connections between Marshall Court and Catafalque Drive, the Plan Commission may wish to include the following requirements in its recommending motion to the Village Board:

1. To require the provision of the north-south pedestrian walkway on the west side of the building be completed entirely on-site, in the event and within six months of the discontinuation of the portions of the complete route on the property to the west.

and/or:

2. To require the continuation of the on-site sidewalk along the east side of the building from Marshall Court, to reach Catafalque Drive by means of a ramp and/or stairs, and for this route to be fully improved and available at the time of initial building occupancy.

I will be virtually attending the Village Plan Commission meeting on January 11, 2022. If you have any questions or comments, please contact me by email at m Slavney@vandewalle.com.

Sincerely,



Michael A. Slavney, FAICP



December 22, 2021
(revised January 4, 2022)

Mr. Dave Benforado
Plan Commission Chair
Village of Shorewood Hills
810 Shorewood Boulevard

Re: Planned Unit Development-SDP Application
2725 Marshall Ct
Village of Shorewood Hills, 53705

Mr Benforado,

The following information is submitted with required site plans and the PUD-GDP application on behalf of T5 Real Estate Solutions and Stonehouse Development Co.

Organizational Structure:

Co- Owner:	T5 Real Estate Solutions 7475 Hubbard Ave. Ste. 202 Middleton, WI 53562 Phone: 608-826-4552 Contact: Tim Carey Email: tim@T5RE.com	Architect:	Knothe & Bruce Architects, LLC 7601 University Ave. Ste. 201 Middleton, WI 56562 Phone: 608-836-3690 Contact: Duane Johnson Email: djohnson@knothebruce.com
Co- Owner:	Stone House Development Co. 1010 E Washington Ave. Ste. 101 Madison, WI 53703 Phone: 608-251-6000 Contact: Rich Arnesen Email: rarnesen@stonehousedevlopment.com	Civil/Landscape:	Vierbicher 999 Fourier Drive, Suite 201 Madison, WI 53717 Phone: 608-821-3970 Contact: Justin Zampardi Email: jzam@vierbicher.com

Introduction

The property located at 2725 Marshall Court is the site of a vacant two-story commercial building with surface parking. The current zoning is C-3-Medical Office-Commercial District. The project proposes rezoning the site to allow for the redevelopment and construction of a multi-family housing development. The site has proven to be viable for residential use, which will benefit the surrounding neighborhood. The site is one block to the nearest public transit stops, allowing for easy access to many areas of the city. In addition, the project is directly adjacent to the newly implemented bike path.

This rezoning application requests rezoning from C-3 to Planned Unit Development; the GDP approval process is currently underway. The information required for the Specific Development Plan is provided below and in the plan sets attached. The Specific Development Plan has been developed along with the General Development Plan and is consistent with the General Development Plan.

Project Description

The existing vacant building will be razed and replaced with a four-story multi-family building consisting of 43 units and two levels of underground parking totaling 53 parking stalls. Each unit will include its own approximately 9'x6' private balcony space and there will be a large shared outdoor space located on the south side of the building. The building design will be similar in height and density of the neighboring multi-family developments, balancing the neighborhood aesthetic. The proposed development is generally consistent with the Shorewood Hills 2021 Comprehensive Plan and the Doctor's Park Neighborhood Plan to redevelop the University Avenue corridor and Marshall Court area. The median height along Marshall Court will be 50 feet; as the comprehensive plan for this site calls for a maximum height of 46 feet, a height variance is being requested. The proposed height is consistent with newer projects along Marshall Court and the previously approved GDP on this and the neighboring sites (Ordinance No L-2016-5).

Sustainable design features will be incorporated throughout the construction process, including building materials, energy-efficient appliances, a solar array, and electric car charging stations.

The architecture will be transitional with urban detailing that reinforces the rhythm and scale of the building. High-quality and durable materials will be used throughout the project with a lasting architectural aesthetic.

Compliance with Village and Neighborhood Planning Goals

The proposed development meets several of the objectives and goals outlined in the 2021 Shorewood Hills Comprehensive Plan and Doctor's Park Neighborhood Plan regarding future land use development and the redevelopment needs of the University Ave. corridor and Marshall Ct. area. It also identifies these areas as "Potentially Acceptable Zoning Districts."

- ***Encourage development that uses land efficiently, including increased density and mixed-use infill. Infill projects are expected to be two or more stories in height with a preference towards multi-story buildings. Developers are encouraged to construct residential units along Marshall Ct.***
 - The project would raze the two-story vacant building and reinvigorate the lot with a newly constructed four-story multi-family unit building. Multi-level building structures allow for the most efficient use of space and creates additional housing options suitable for individuals and families.
- ***Developers will be expected to integrate aspects of the Village's Sustainability Plan into new developments whenever feasible. Maintain high quality buildings that serve residents and actively build community.***
 - The interior and exterior of the building will be constructed of high-quality materials and sustainable features, including a PV solar array, electric car charging stations, and energy-efficient appliances within each unit. The space will feature indoor/outdoor community areas for residences to gather, socialize and build connections. Stormwater infrastructure will be brought up to modern-day requirements.

- ***Encourages affordable or workforce housing units. Encourage live-work situations***
 - The 43 units will include efficiencies, 1-, 2-, & 3-bedroom apartments, providing housing options accessible to residents of various ages, income levels, and family size while contributing to relieving existing and forecasted housing needs. Additional housing allows those working in the area to also live in the community where they work, shortening commute times, providing access to public transportations, walking paths, and bike routes. The project will include one (1) three-bedroom unit that will be leased to residents making not more than 60% of Dane County Median Income. Additionally, the Village of Shorewood Hills will have the option to ‘purchase’ additional affordable units.
- ***Private off-street parking should be located primarily underground. Redevelopment shall utilize structured parking.***
 - Underground parking will be on two levels, accommodating 53 parking stalls; this allows for efficient land use, less likelihood of stormwater runoff from autos, and adds to the aesthetics of the building design. The added parking will also relieve pressure on the Marshall Court Street parking spaces.
- ***Ensure that new development is a net increase to Village tax revenue. Parcels within the planning area shall remain taxable.***
 - The new development will remain taxable and increase the Village tax revenue and is estimated to generate approximately \$6 million incremental tax base.

Site Development and Summary

TIF assistance has been requested to accommodate the additional level of underground parking, alleviating further congestion on Marshall Court, and provide affordable units(s) in the development. The project will be a joint development between Stone House Development and T5 Real Estate. Stone House Development will manage the property in conjunction with the management of Arbor Crossing immediately to the east. Stone House Development and T5 Real Estate have previously worked together partnering on Arbor Crossing and Logic Everyday Community, and plan on continuing the pattern of success.

The multi-family development project will consist of 43 units with a mixture of efficiency, 1,2-, and 3-bedroom apartments. A four-story building with structured parking will be constructed on a 0.369 lot with a height of 50’. The maximum building height is set at 46’, and a variance is being requested to create a well-balanced and consistent design. The development will create an approximate \$6 million incremental tax base.

Summary Statistics

Densities:

Lot Area	16,080 S.F. / 0.369 acres
Dwelling Units	43 D.U.
Lot Area / D.U.	374 S.F./D.U. 16,080/43
Density	116 units/acre 43/0.369
Lot Coverage	9,788 S.F. / 61 %
Usable Open Space	6,295 S.F. / 39%

Building Height:

Height	Height/51'
Stories	Stories/4

Dwelling Unit Mix:

Efficiency	12
One Bedroom	25
Two Bedroom	4
<u>Three Bedroom</u>	<u>2</u>
Total	43 D.U.

Vehicle Parking:

Underground	53
<u>Surface parking lot</u>	<u>0</u>
Total	53 vehicle stalls

Bicycle Parking:

Garage Wall-Mount	15
Garage Floor-Mount	28
<u>Guest Surface</u>	<u>4</u>
Total	47 bike stalls

Project Signage:

Building signage, if any, is not included in this submittal. A detailed signage plan will be submitted for separate approval.

Site and Building lighting:

New site lighting for parking areas is not being proposed. Architectural lighting on the building is also not being incorporated. Building entries and exits as well as private walk-up type units will be lit by recessed LED type fixtures with minimal footcandles.

Tenant Move-in Move-out:

A striped and paved area will be provided to the west of the building. This area will serve as the back-up area for the western projects drive and access isle for their existing parking as well as the area for vehicles to park and load and unload tenant furniture. The space will be utilized for move-in move-out during weekend and evening hours only, leaving it available for parking access during normal business hours.

Pedestrian access:

North/South pedestrian access from Marshall Court to the bike path was discussed at the Plan Commission and Village Board GDP review. A newer connection immediately east of the proposed building already exists and will be maintained, in the event a future project at the current Psych Services building can not maintain this connection one could be added to the 2725 site at that time. A connection to the west of the building was investigated and proved to be more complex and less than desirable. Our civil engineer reviewed the grades and utilities within the area to the west of the building and determined the connection would need to include at least (12) stair risers, there are also existing utilities near the property line which adds to the complexity. Ownership is concerned about the winter maintenance and liability of caring for these steps in a way that would be safe to the public at all times.

Project Schedule:

Construction is planned to start in late spring 2022 with completion scheduled for summer 2023.

Thank you for your time reviewing our application and proposed PUD documents.

Very truly yours,

A handwritten signature in black ink, appearing to read "D. Johnson". The signature is fluid and cursive, with a large initial "D" and a long, sweeping tail.

Duane Johnson, AIA
Knothe & Bruce Architects, LLC

Village of Shorewood Hills PUD Rezoning Request

◆ 810 Shorewood Blvd. ◆ Madison, WI 53705 ◆ Phone (608) 267-2680 ◆ Fax (608) 266-5929 ◆

The Village of Shorewood Hills Plan Commission generally meets on the second Tuesday of the month at 7:00 p.m. at Village Hall. This form must be submitted with 10 sets of plans at 11x17 and 1 set of plans at full-size (22x34 or 24x36) of the items listed in the requirements below. General Development Plan (GDP) materials must be submitted at least 30 days prior to the Plan Commission meeting to accommodate public hearing notification, staff review and agenda placement. Specific Development Plan (SDP) materials must be submitted at least 20 days prior to the Plan Commission meeting. An incomplete application form and submittal package may result in a delay of your request. In addition to the requirements of this application, please be prepared to attend the Plan Commission meeting to present your project and answer questions. If you have any questions about the requirements please contact Karl Frantz, Village Administrator, at (608) 267-2680.

Property Address: 2725 Marshall Ct, Shorewood Hills, WI 53705

Current Zoning Designation: C-3 Current Property Use: Vacant 2-story commercial building

	Owner	Applicant
Name	T5 Real Estate Solutions Contact: Tim Carey	Knothe & Bruce Architects, LLC
Address	7475 Hubbard Ave., Suite 202 Middleton, WI 53562	7601 University Ave., Suite 201 Middleton, WI 53534
Phone Number	608-826-4552	608-836-3690
E-Mail Address	tim@T5RE.com	djohnson@knothebruce.com
Fax	N/A	N/A

The fee for a Planned Unit Development-General Development Plan (PUD-GDP) rezoning request is \$350. The fee for a Specific Development Plan (PUD-SDP) is also \$350. The Village may also charge the applicant with costs associated with technical review of materials by outside engineering, planning, and legal consultants.

PUDs are separated into two phases, the General Development Plan (GDP) and Specific Development Plan (SDP). Applicants who wish to move forward with both the GDP and SDP simultaneously may discuss concurrent submittal with Village staff. The necessary components of both the GDP and SDP are listed below. The Plan Commission and/or Village Board may require other studies or plans that would aid in consideration of the proposed development. Please see Section 10-1-33 of Village ordinances for criteria for approval of a PUD and the process for GDP and SDP approval. Amendments to an approved GDP or SDP do not have to resubmit an entire application, but should address all components being altered.

Planned Unit Development – General Development Plan Requirements

PUD-GDP applications must include the following materials in adequate detail to allow Village staff, committees, and the Village Board to judge the application against PUD-GDP criteria for approval:

- A map of the project area showing topography, site features, and the property's relationship to surrounding properties and structures.
- A statement as to why PUD zoning is proposed, including why the development must utilize PUD-GDP zoning instead of existing Village zoning districts (is the PUD to accommodate exceptions to land use, height, setbacks, parking, or any other relevant Village zoning requirements?)
- A statement describing how the project complies with the Village's Comprehensive Plan and the neighborhood plan for the area (if the site is in a neighborhood plan boundary).
- A statement describing the project and summarizing relevant project statistics (land uses to be permitted, anticipated number of residential units, square feet of commercial space, parking stalls, etc.)

- If the project is to progress in phases, a phasing map or a statement discussing project phasing.
- Scaled plans of the site (not less than 1" = 100') showing:
 - Land uses and development densities.
 - The size, arrangement, and location of lots.
 - The proposed general location of buildings or groups of buildings.
 - Public and private roads.
 - The location and square footages of public and private open space.
 - A general grading plan, including drainage and stormwater management, sufficient to illustrate that the development will generally meet the Village's stormwater management ordinance.

Planned Unit Development – Specific Development Plan Requirements

PUD-SDP applications must include the following materials (per Section 10-1-108 of Village ordinances) in adequate detail to allow Village staff, committees, and the Village Board to judge the application against PUD-SDP criteria for approval:

- Statement of how the SDP is consistent with the previously approved GDP.
- Anticipated construction schedule.
- Legal description, plus existing conditions, proposed easements, and a property boundary survey at a scale of at least 1" = 40', prepared by a registered land surveyor.
- Page and volume number of recorded easements or covenants and a note describing their effect of the use of the site, if any.
- Proposed covenants.
- Location, height, dimensions, exterior materials and colors of proposed building(s).
- Distances of proposed building(s) from lot lines.
- Location, size and type of all existing and proposed utility lines and structures.
- Location, size and dimensions of proposed common areas, easements, and other specially designated areas.
- Location and dimensions of proposed walkways, sidewalks, and trails.
- Location, width, and surfacing of proposed public or private streets and parking areas (see Section 10-1-70(b) for parking and circulation design requirements).
- Location, size, dimensions, and type of proposed site lighting (must comply with Chapter 22).
- Location, size, dimensions, type, material, and color of proposed signs (signage may be submitted separately at a later date, if desired).
- Grading, drainage, erosion control, and stormwater plans.
- Landscaping plan (using Section 10-1-70(b)(11) as a guide).

Certification

I (we) certify that above plans and materials submitted herewith are true to the best of my (our) knowledge and belief. I (we) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Shorewood Hills for the purpose of securing information, and posting, maintaining and removing such notices as may be required by law.

Applicant Signature: _____ **Date:** 12-14-21

Owner Signature: _____ **Date:** _____

<i>For Staff Use Only</i>				
Date Received:		Public Hearing Date:	PC:	VB:
Fee Amount:	Paid?	PH Publication Dates:	PC:	VB:
Date Public Hearing Notices Mailed to Adjoining Property Owners:				
Board Hearing Outcome:		Subject to:		



knothe • bruce
ARCHITECTS

Phone: 7601 University Ave., Ste 201
608.836.3690 Middleton, WI 53562

ISSUED
Issued for GDP Submittal - Nov. 30, 2021
Issued for PUD-SDP Submittal - Dec. 22, 2021

PROJECT TITLE
2725 Marshall Court Apartments

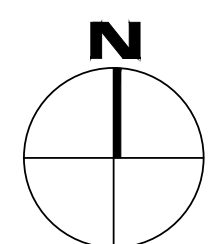
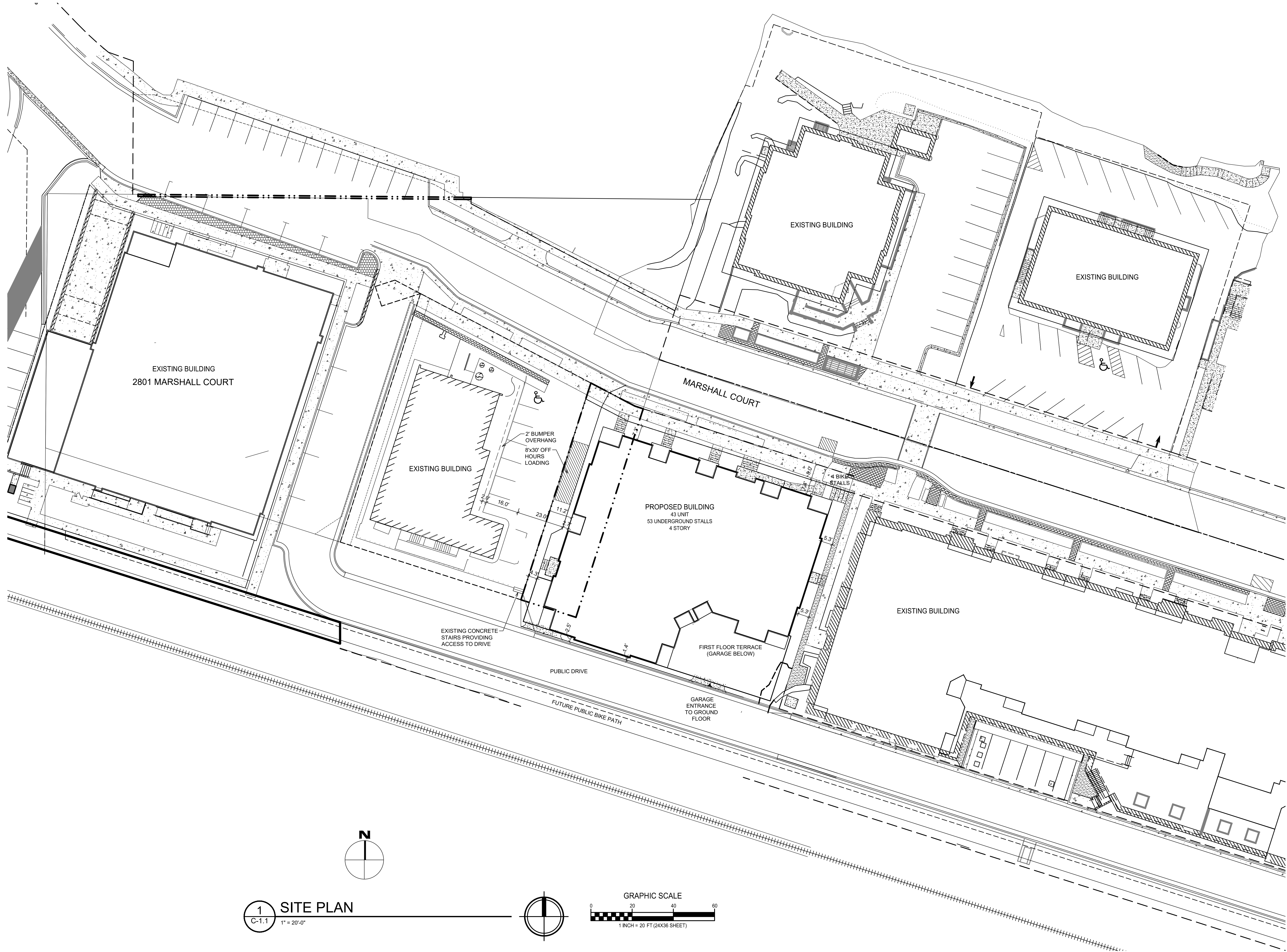
2725 Marshall Court,
Village of
Shorewood Hills, WI
SHEET TITLE
Site Plan

SHEET NUMBER

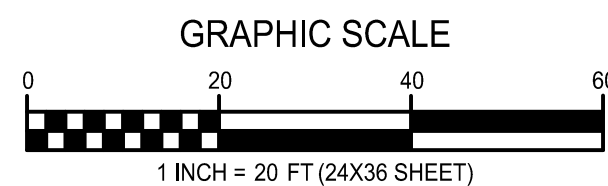
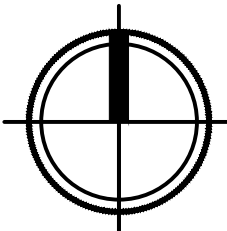
C-1.1

PROJECT NO. **2044**

© Knothe & Bruce Architects, LLC



1 SITE PLAN
C-1.1
1" = 20'-0"





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ARCHITECTS

Phone: 7601 University Ave., Ste 201
608.836.3690 Middleton, WI 53562

ISSUED
Issued for GDP Submittal - Nov. 30, 2021
Issued for PUD-SDP Submittal - Dec. 22, 2021

PROJECT TITLE
2725 Marshall Court Apartments

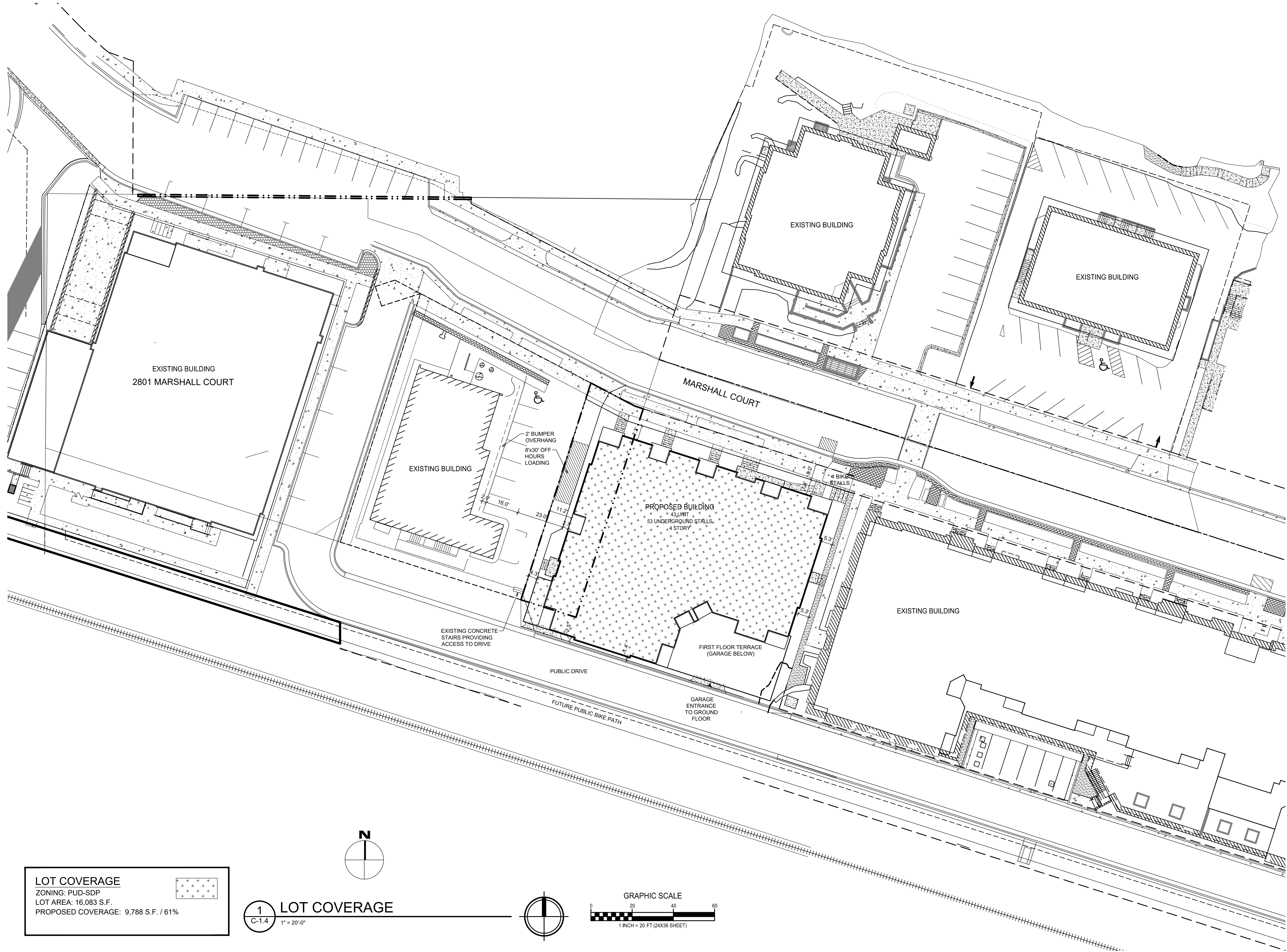
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Village of
Shorewood Hills, WI
SHEET TITLE
Lot Coverage

SHEET NUMBER

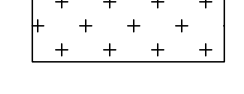
C-1.4

PROJECT NO. **2044**

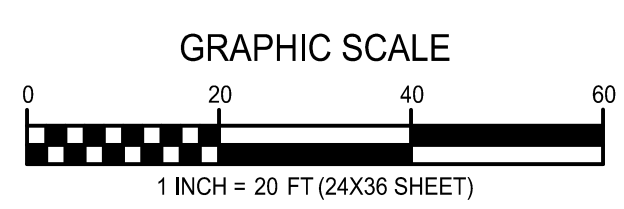
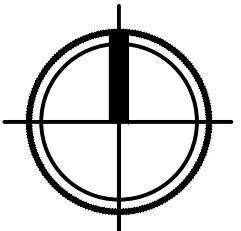
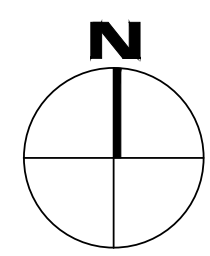
© Knothe & Bruce Architects, LLC



LOT COVERAGE
ZONING: PUD-SDP
LOT AREA: 16,083 S.F.
PROPOSED COVERAGE: 9,788 S.F. / 61%



1
C-1.4
LOT COVERAGE
1" = 20'-0"





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ARCHITECTS

Phone: 7601 University Ave, Ste 201
608.836.3690 Middleton, WI 53562

ISSUED
Issued for GDP Submittal - Nov. 30, 2021
Issued for PUD-SDP Submittal - Dec. 22, 2021

PROJECT TITLE
2725 Marshall Court Apartments

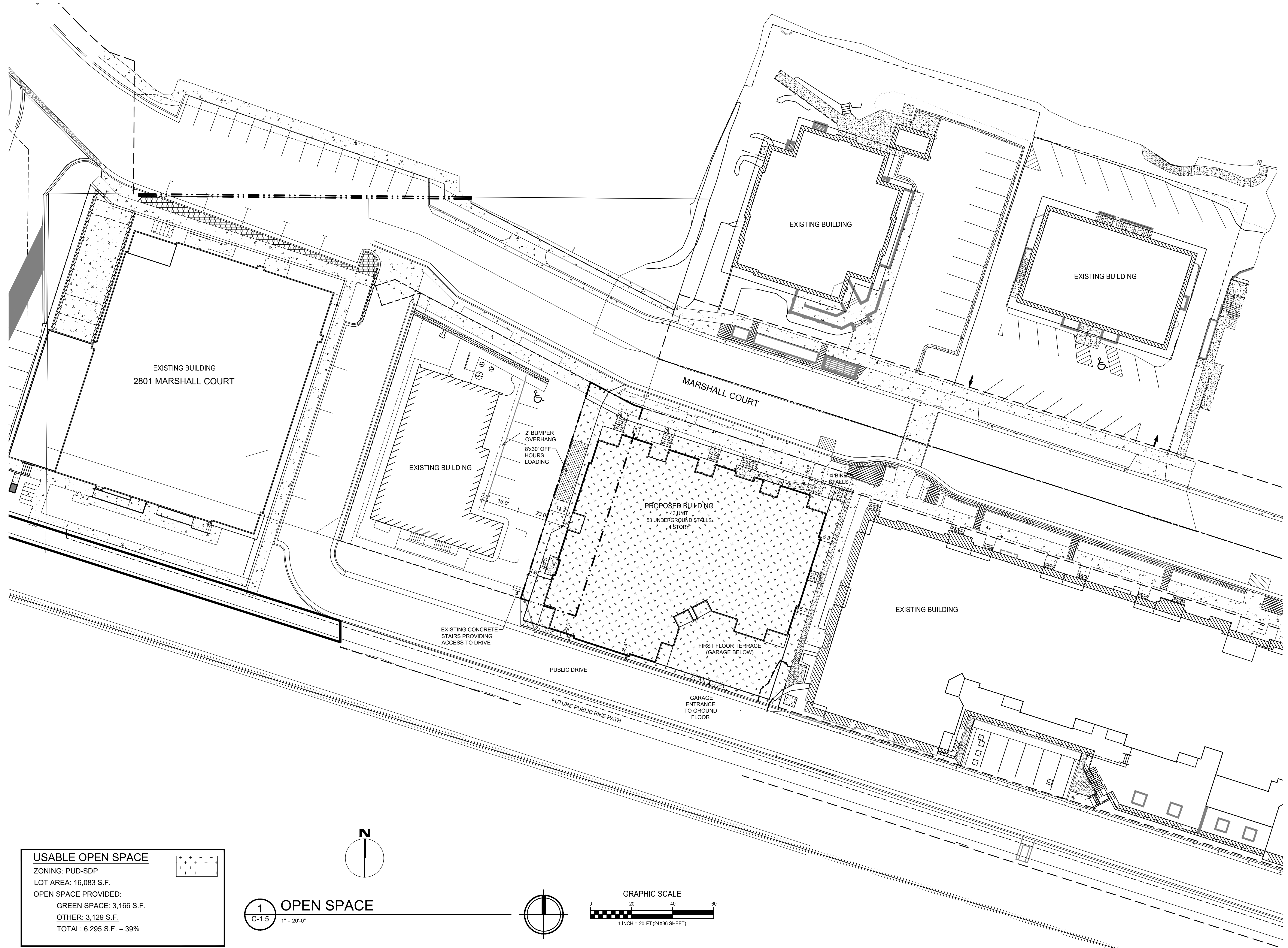
2725 Marshall Court,
Village of
Shorewood Hills, WI
SHEET TITLE
Open Space

SHEET NUMBER

C-1.5

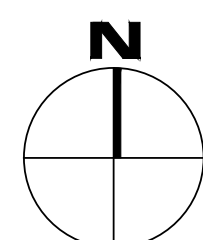
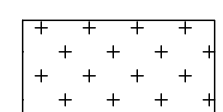
PROJECT NO. **2044**

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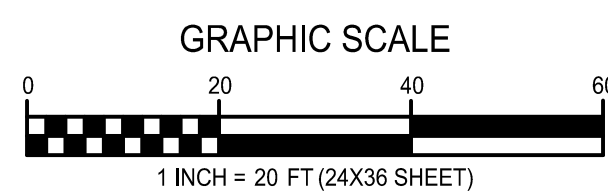
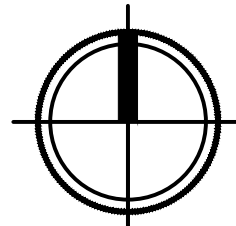


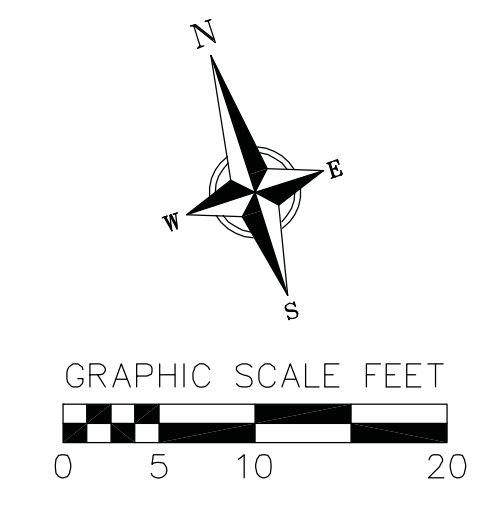
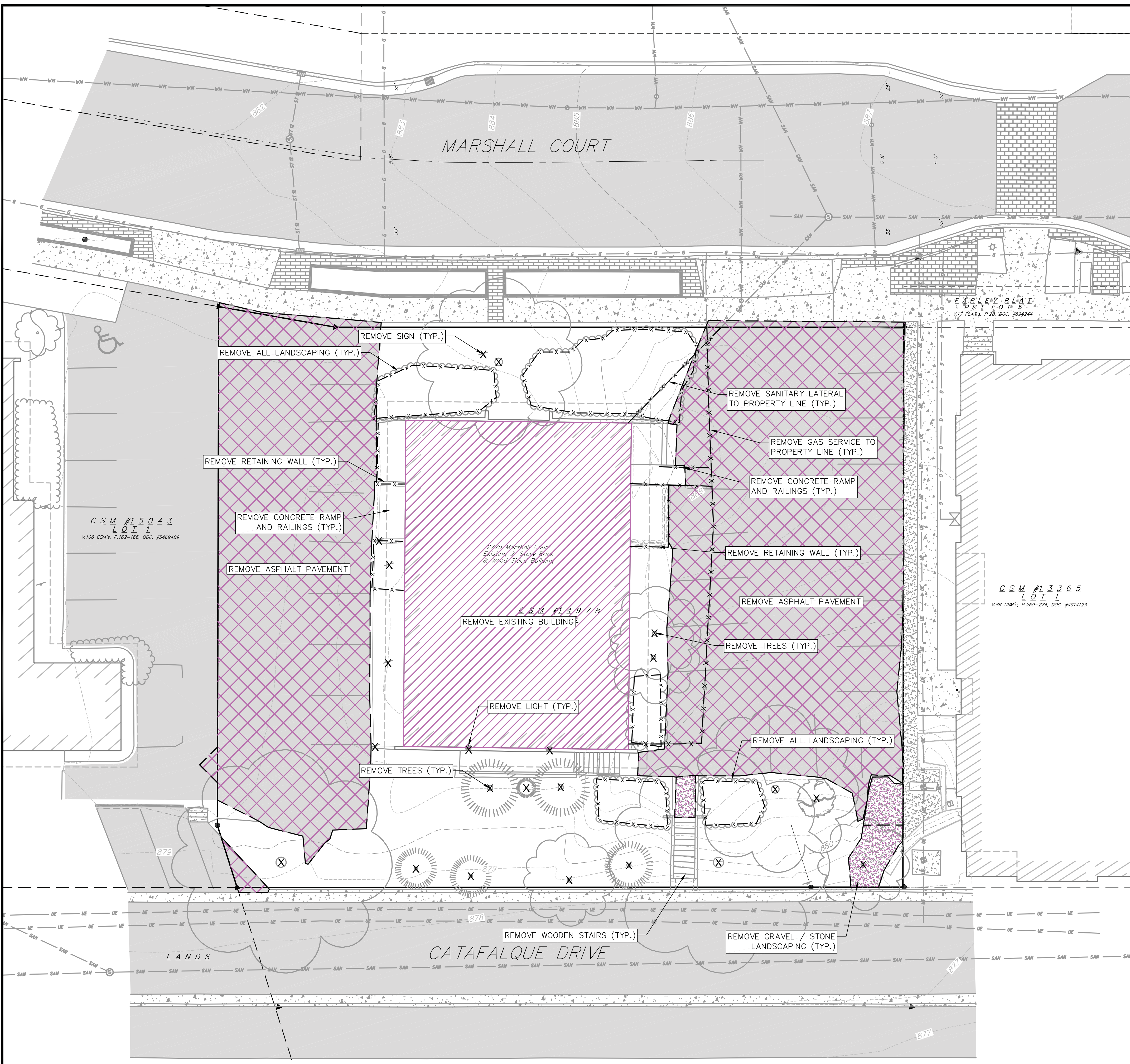
USABLE OPEN SPACE

ZONING: PUD-SDP
LOT AREA: 16,083 S.F.
OPEN SPACE PROVIDED:
GREEN SPACE: 3,166 S.F.
OTHER: 3,129 S.F.
TOTAL: 6,295 S.F. = 39%



1
C-1.5
OPEN SPACE
1" = 20'-0"





- DEMOLITION PLAN LEGEND**
- CURB AND GUTTER REMOVAL
 - ASPHALT REMOVAL
 - GRAVEL REMOVAL
 - BUILDING REMOVAL
 - TREE REMOVAL
 - SAWCUT
 - UTILITY STRUCTURE REMOVAL
 - UTILITY LINE REMOVAL

- DEMOLITION NOTES:**
- CONTRACTOR SHALL KEEP ALL CITY STREETS FREE AND CLEAR OF CONSTRUCTION RELATED DIRT/DUST/DEBRIS.
 - COORDINATE EXISTING UTILITY REMOVAL/ABANDONMENT WITH LOCAL AUTHORITIES AND UTILITY COMPANIES HAVING JURISDICTION.
 - ALL SAWCUTTING SHALL BE FULL DEPTH TO PROVIDE A CLEAN EDGE TO MATCH NEW CONSTRUCTION. MATCH EXISTING ELEVATIONS AT POINTS OF CONNECTION FOR NEW AND EXISTING PAVEMENT, CURB, SIDEWALKS, ETC. ALL SAWCUT LOCATIONS SHOWN ARE APPROXIMATE AND MAY BE FIELD ADJUSTED TO ACCOMMODATE CONDITIONS, JOINTS, MATERIAL TYPE, ETC. REMOVE MINIMUM AMOUNT NECESSARY FOR INSTALLATION OF PROPOSED IMPROVEMENTS.
 - CONTRACTOR SHALL PROVIDE AND SHALL BE RESPONSIBLE FOR ANY NECESSARY TRAFFIC CONTROL SIGNAGE AND SAFETY MEASURES DURING DEMOLITION AND CONSTRUCTION OPERATIONS WITHIN OR NEAR THE PUBLIC ROADWAY.
 - COORDINATE TREE REMOVAL WITH LANDSCAPE ARCHITECT. ALL TREES TO BE REMOVED SHALL BE REMOVED IN THEIR ENTIRETY AND STUMPS SHALL BE GROUND TO 12" BELOW PROPOSED SUBGRADE.
 - IF APPLICABLE, PROVIDE TREE PROTECTION FENCING PRIOR TO CONSTRUCTION OPERATIONS. MAINTAIN THROUGHOUT CONSTRUCTION.
 - ALL LIGHT POLES TO BE REMOVED FROM PRIVATE PROPERTY SHALL BE REMOVED IN THEIR ENTIRETY, INCLUDING BASE AND ALL APPURTENANCES. COORDINATE ABANDONMENT OF ELECTRICAL LINES WITH ELECTRICAL ENGINEER AND OWNER PRIOR TO DEMOLITION.
 - CONTRACTOR SHALL CLOSE ALL ABANDONED DRIVEWAYS BY REPLACING THE CURB IN FRONT OF THE DRIVEWAYS AND RESTORING THE TERRACE WITH GRASS.
 - CONTRACTOR SHALL OBTAIN ANY NECESSARY DEMOLITION AND UTILITY PLUGGING PERMITS.
 - ANY DAMAGE TO THE VILLAGE PAVEMENT, INCLUDING DAMAGE RESULTING FROM CURB REPLACEMENT, WILL REQUIRE RESTORATION IN ACCORDANCE WITH THE VILLAGE ENGINEERING PATCHING CRITERIA.

Demolition Plan
2725 Marshall Ct
Village of Shorewood Hills
Dane County, Wisconsin

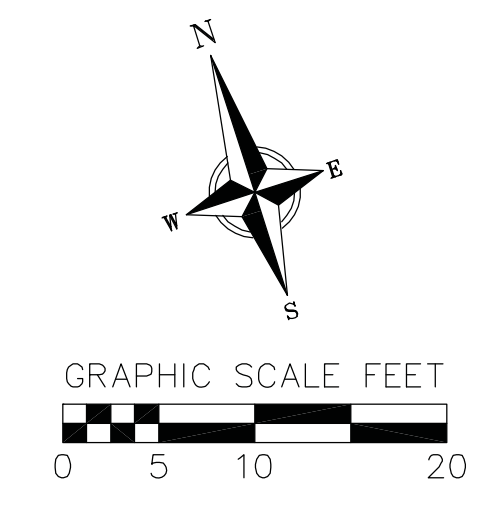
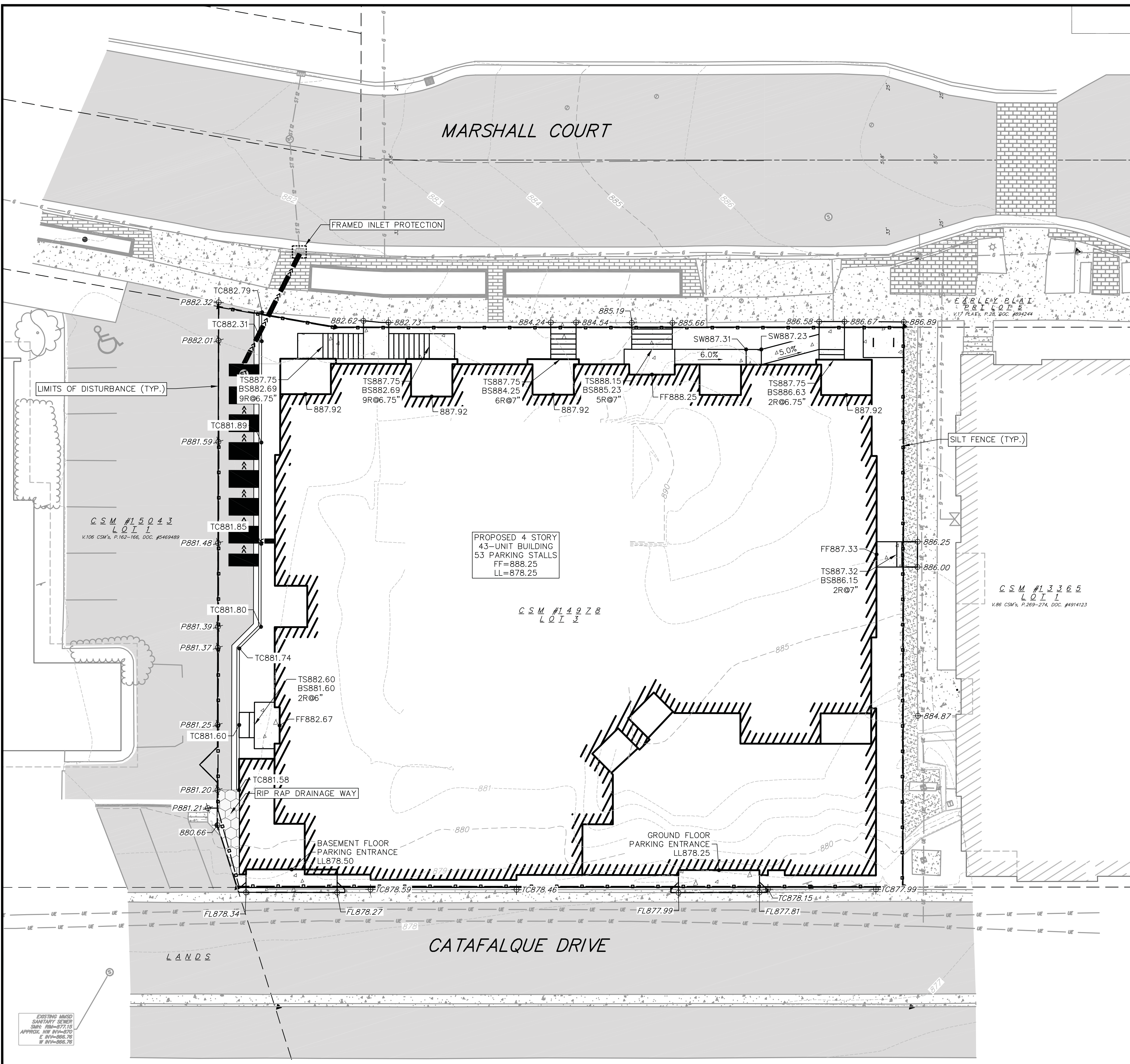
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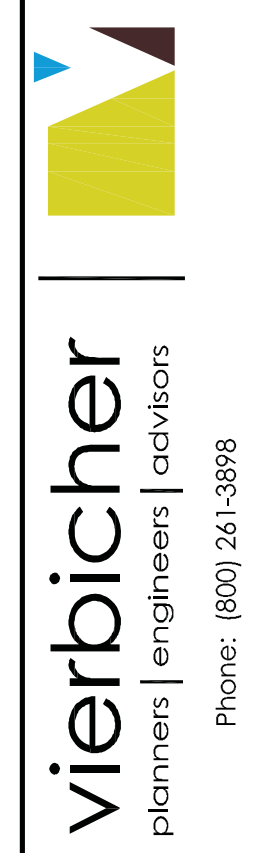
22 Dec 2021 - 9:35a M:\15 Real Estate Solutions\210398_2725 Marshall Ct, Shorewood\CADD\2019\8_Grading and EC.dwg by: zdf



- GRADING LEGEND**
- 820 - EXISTING MAJOR CONTOURS
 - 818 - EXISTING MINOR CONTOURS
 - 820 - PROPOSED MAJOR CONTOURS
 - 818 - PROPOSED MINOR CONTOURS
 - - - - DITCH CENTERLINE
 - - - - SILT FENCE
 - - - - DISTURBED LIMITS
 - - - - BERM
 - - - - DRAINAGE DIRECTION
 - - - - PROPOSED SLOPE ARROWS
 - ⊕ 1048.61 - EXISTING SPOT ELEVATIONS
 - ⊕ 1048.61 - PROPOSED SPOT ELEVATIONS
 - ⌒ - STONE WEEPER
 - ▨ - VELOCITY CHECK
 - ⊙ - INLET PROTECTION
 - ▧ - EROSION MAT CLASS I TYPE A URBAN
 - ▩ - TRACKING PAD
 - ▩ - RIP RAP

- GRADING NOTES:**
- CONTOURS ARE SHOWN FOR PURPOSES OF INDICATING ROUGH GRADING. FINAL GRADE SHALL BE ESTABLISHED ON PAVED SURFACES BY USING SPOT GRADES ONLY.
 - ALL GRADES SHOWN REFERENCE FINISHED ELEVATIONS.
 - CROSS SLOPE OF SIDEWALKS SHALL BE 1.5% UNLESS OTHERWISE NOTED.
 - LONGITUDINAL GRADE OF SIDEWALK RAMP SHALL NOT EXCEED 8.33% (1:12) AND SHALL BE IN ACCORDANCE WITH ADA REQUIREMENTS.
 - LONGITUDINAL GRADE OF SIDEWALK SHALL NOT EXCEED 5.0% OR THE ADJACENT STREET GRADE WHICHEVER IS GREATER.
 - ACCESSIBLE ROUTES SHALL BE 5.0% MAX LONGITUDINAL SLOPE AND 1.5% MAX CROSS SLOPE. ACCESSIBLE LOADING AREAS OR LANDINGS SHALL BE 2.0% MAX SLOPE IN ANY DIRECTION. RAMP SHALL BE 8.33% MAX SLOPE.
 - NO LAND DISTURBANCE ACTIVITIES SHALL BEGIN UNTIL ALL EROSION CONTROL BMP'S ARE INSTALLED.
 - SEE DETAIL SHEETS FOR EROSION CONTROL NOTES AND CONSTRUCTION SEQUENCE.

- GENERAL NOTES:**
- THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED DURING CONSTRUCTION TO PUBLIC PROPERTY, PRIVATE PROPERTY OR UTILITIES.
 - THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR REVIEW BY THE ENGINEER, PRIOR TO PLACING AN ORDER OF ANY SUCH ITEM.
 - RIGHT OF WAY (ROW) AND PROPERTY LINES ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING PROPERTY CORNER MONUMENTATION. ANY MONUMENTS DISTURBED BY CONTRACTOR SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
 - CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.



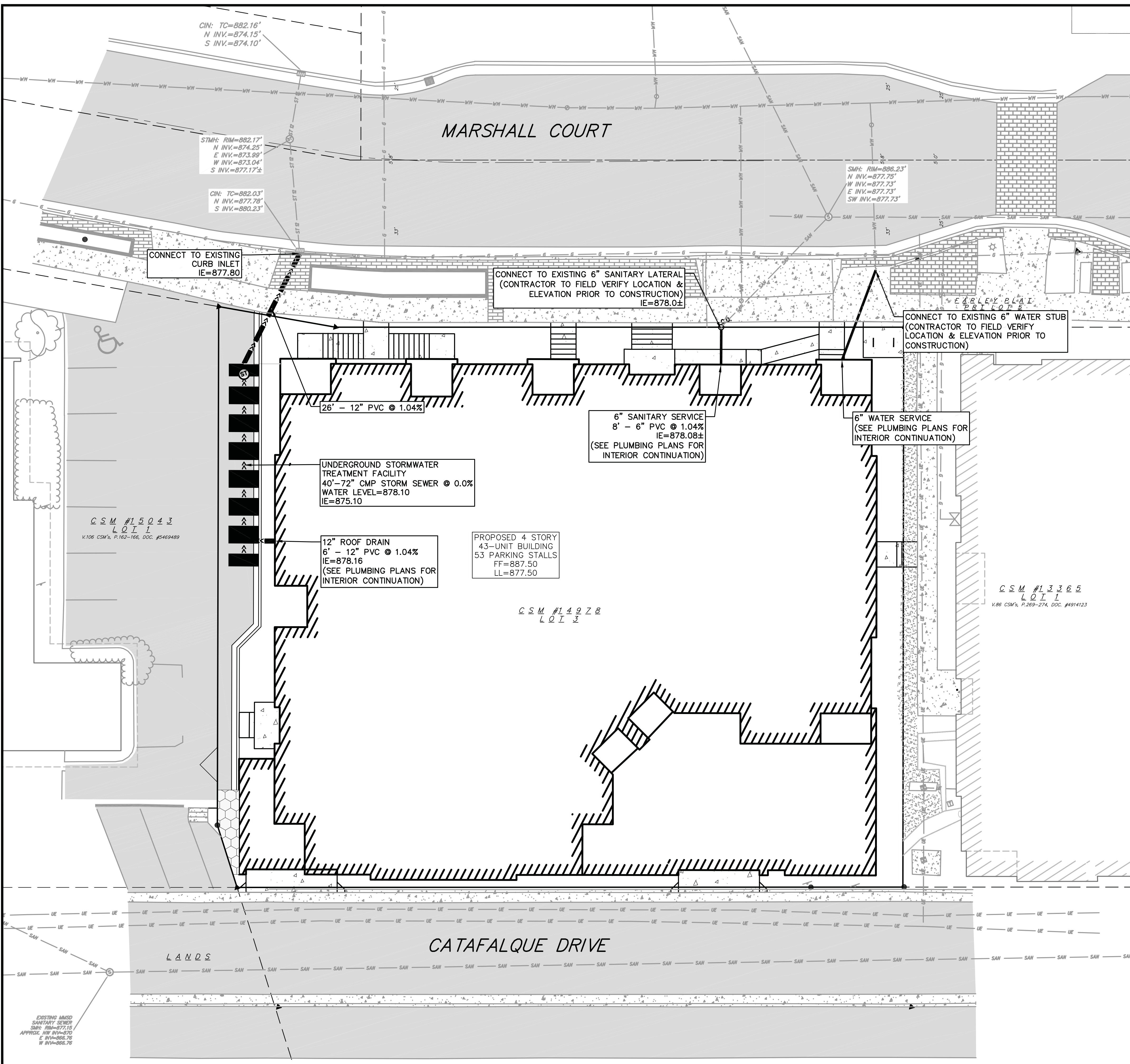
Grading and Erosion Control Plan
 2725 Marshall Ct
 Village of Shorewood Hills
 Dane County, Wisconsin

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NOT FOR CONSTRUCTION

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PROPOSED UTILITY LEGEND

- STORM SEWER PIPE
- STORM SEWER MANHOLE
- STORM SEWER ENDWALL
- STORM SEWER CURB INLET
- STORM SEWER CURB INLET W/MANHOLE
- STORM SEWER FIELD INLET
- ROOF DRAIN CLEANOUT
- SANITARY SEWER PIPE (GRAVITY)
- SANITARY SEWER LATERAL PIPE
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEANOUT
- WATER MAIN
- WATER SERVICE LATERAL PIPE
- FIRE HYDRANT
- WATER VALVE
- PROPOSED PIPE INSULATION
- GAS MAIN
- ELECTRIC SERVICE

ABBREVIATIONS

- STMH - STORM MANHOLE
- FI - FIELD INLET
- CI - CURB INLET
- CB - CATCH BASIN
- EW - ENDWALL
- SMH - SANITARY MANHOLE

UTILITY NOTES:

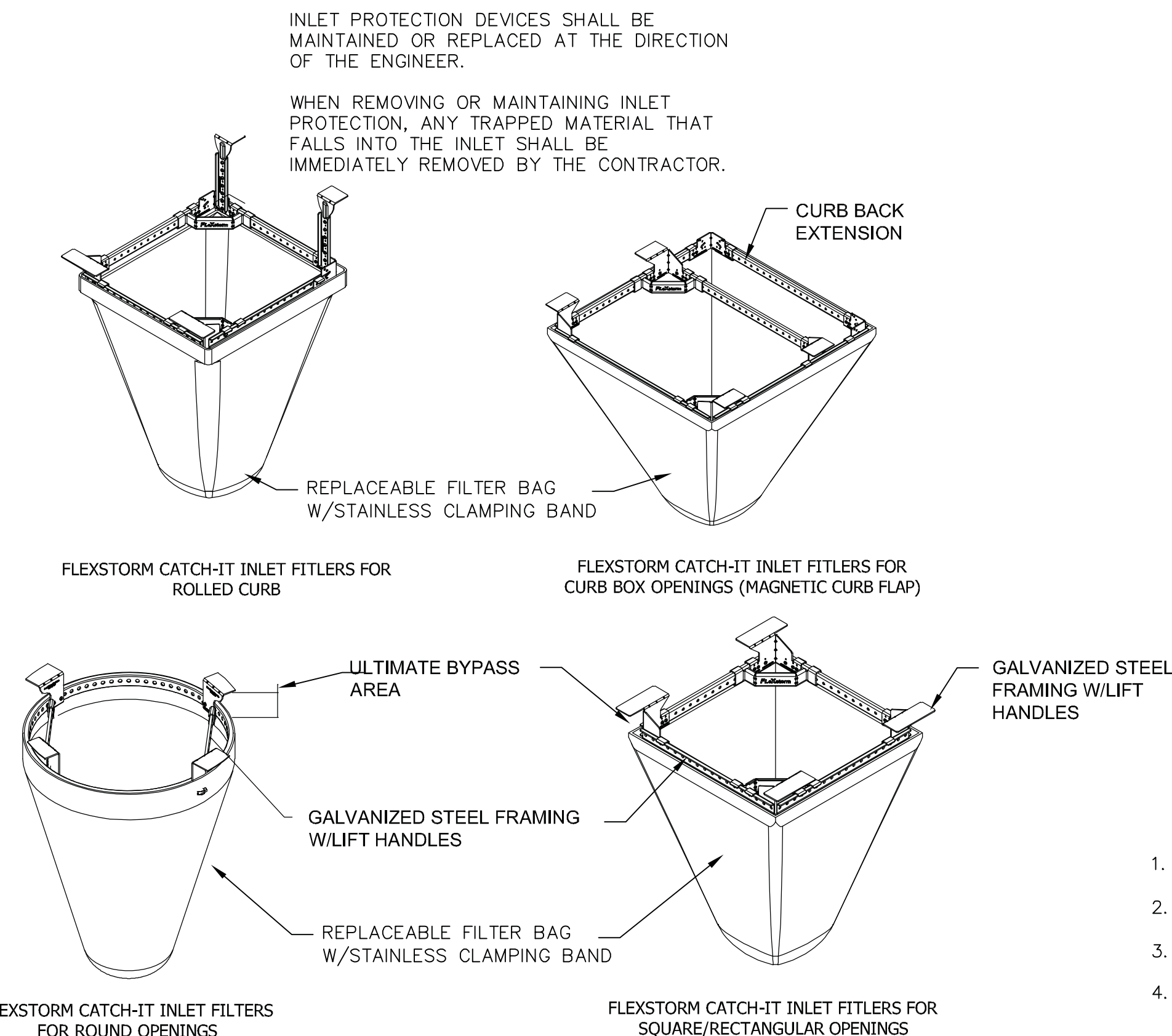
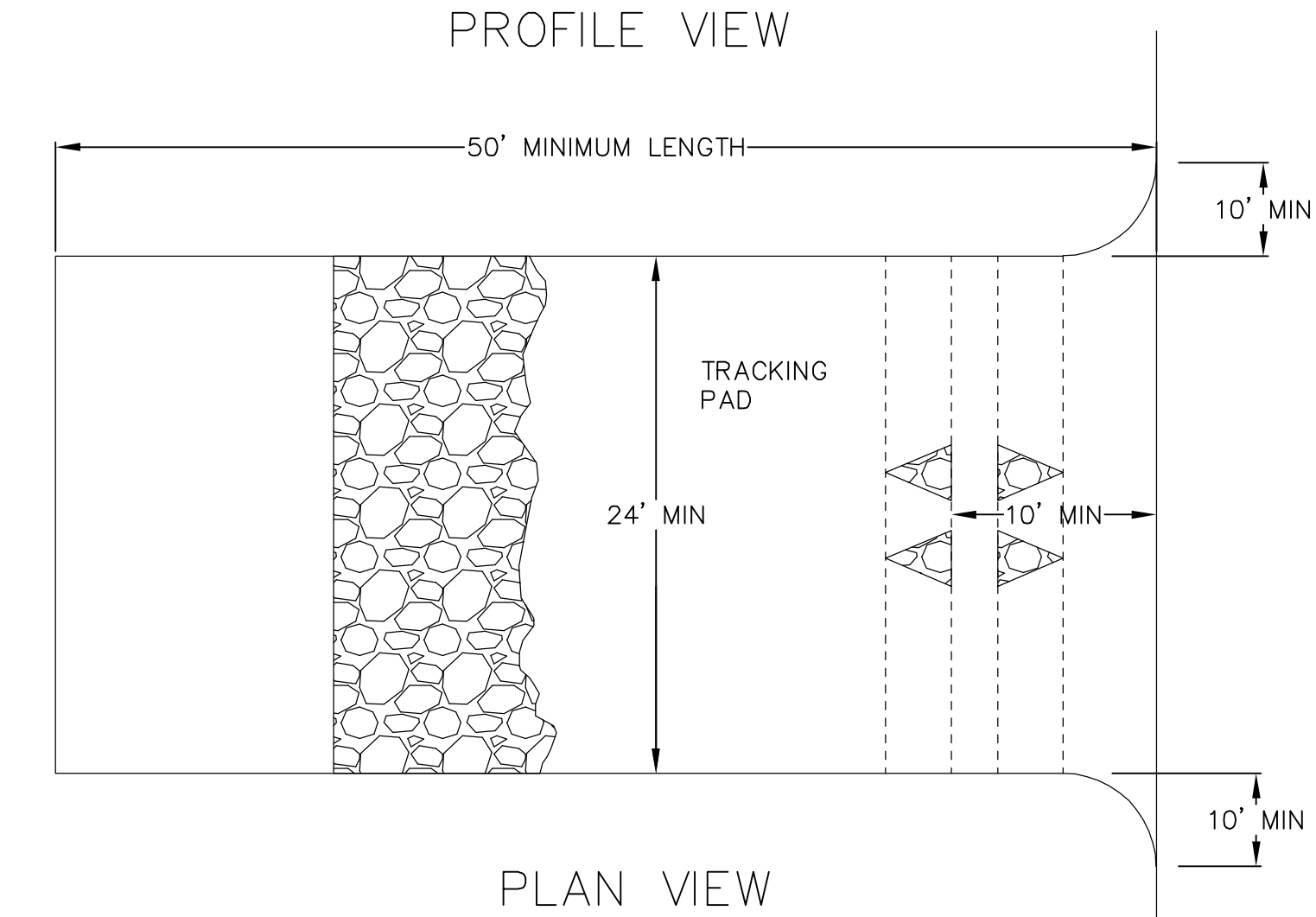
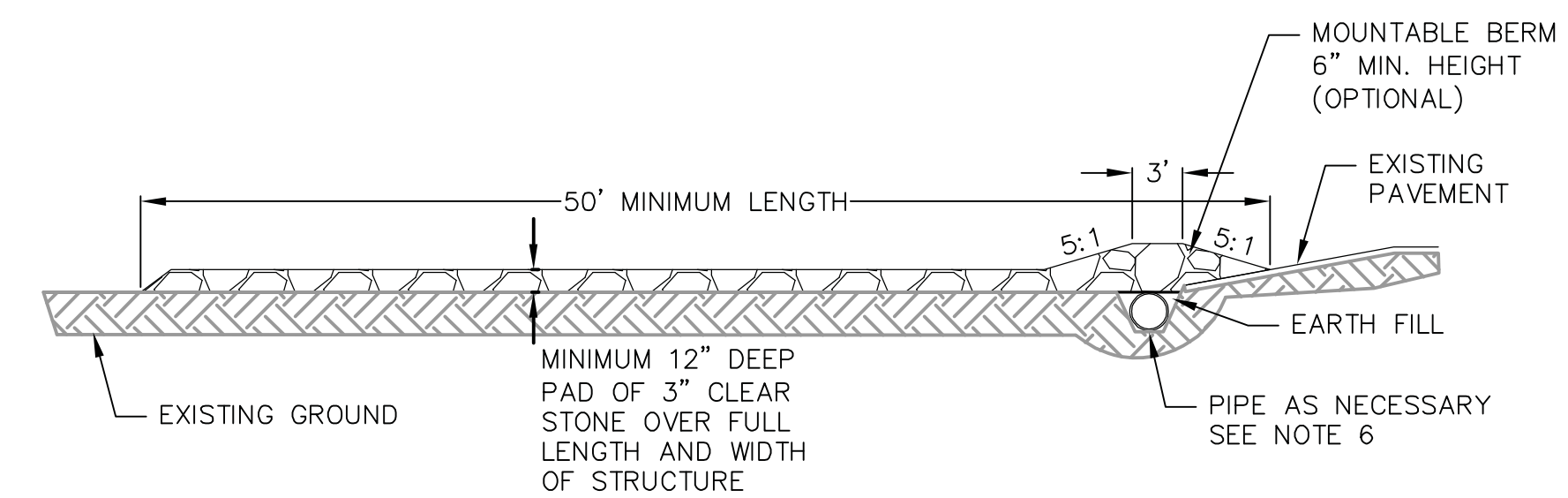
- CONTRACTOR SHALL OBTAIN ANY NECESSARY WORK IN RIGHT OF WAY, EXCAVATION, UTILITY CONNECTION, PLUGGING AND ABANDONMENT PERMITS PRIOR TO CONSTRUCTION.
- CONTRACTOR TO VERIFY EXISTING UTILITY LOCATIONS AND ELEVATIONS PRIOR TO STARTING WORK.
- SANITARY & STORM SEWER LENGTHS SHOWN ARE FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE. STORM SEWER END SECTIONS ARE INCLUDED IN THE LENGTH AND SLOPE OF THE PIPE.
- CONTRACTOR SHALL INVESTIGATE ALL UTILITY CROSSINGS PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY CONFLICTS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING ALL UTILITY STRUCTURES TO FINISHED GRADE (MANHOLE RIMS, WATER VALVES, AND CURB STOPS), IF NECESSARY.
- A COPY OF THE APPROVED UTILITY PLANS, SPECIFICATIONS AND PLUMBING PERMIT APPROVAL LETTER SHALL BE ON-SITE DURING CONSTRUCTION AND OPEN TO INSPECTION BY AUTHORIZED REPRESENTATIVES OF THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES AND OTHER LOCAL INSPECTORS.
- PROPOSED UTILITY SERVICE LINES SHOWN ARE APPROXIMATE. COORDINATE THE EXACT LOCATIONS WITH THE PLUMBING DRAWINGS. COORDINATE THE LOCATION WITH THE PLUMBING CONTRACTOR AND/OR OWNER'S CONSTRUCTION REPRESENTATIVE PRIOR TO INSTALLATION OF ANY NEW UTILITIES.
- STORM BUILDING SEWER PIPE SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-6 OF SPS 384.30(3)(c).
- UNDERGROUND DRAIN AND VENT PIPE/TUBING SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-2 OF SPS 384.30(2).
- PRIVATE WATER SERVICES AND PRIVATE WATER MAINS SHALL CONFORM TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-7 OF SPS 384.30(4)(d).
- PRIVATE SANITARY SEWER AND LATERALS SHALL BE POLYVINYL CHLORIDE (PVC) ASTM D3034 - SDR 35 OR APPROVED EQUAL MATERIAL THAT CONFORMS TO ONE OF THE STANDARDS LISTED IN TABLE 384.30-3 OF SPS 384.30(2)(c).
- A MEANS TO LOCATE BURIED UNDERGROUND EXTERIOR NON METALLIC SEWERS/MAINS AND WATER SERVICES/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED PER SPS 382.10(11)(h) AND SPS 382.40(8)(k).
- EXTERIOR WATER SUPPLY PIPING SETBACKS AND CROSSINGS SHALL BE IN ACCORDANCE WITH SPS 382.40(8)(b.).
- NO PERSON MAY ENGAGE IN PLUMBING WORK IN THE STATE UNLESS LICENSED TO DO SO BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES PER S.145.06.
- SITE CONTRACTOR SHALL LEAVE SANITARY AND WATER LATERALS FIVE (5) FEET SHORT (HORIZONTALLY) FROM THE BUILDING. BUILDING PLUMBER SHALL VERIFY SIZE, LOCATION, AND INVERT ELEVATION OF PROPOSED SANITARY AND WATER LATERALS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THAT THE EXISTING VALVES WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. THE VILLAGE IS NOT RESPONSIBLE FOR ANY COSTS INCURRED DUE TO THE CONTRACTOR NOT VERIFYING THAT THE EXISTING VALVE WILL HOLD THE PRESSURE TEST PRIOR TO CONNECTION. IF A NEW VALVE IS REQUIRED, THE APPLICANT WILL BE REQUIRED TO INSTALL ONE AT THEIR EXPENSE, AT THE POINT OF CONNECTION.
- CONTRACTOR TO CHLORINATE AND BACTERIA TEST BEFORE DOMESTIC SUPPLY PURPOSES
- CLEAN OUT ALL EXISTING AND PROPOSED STORM INLETS AND CATCH BASINS AT THE COMPLETION OF CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE WITH DRY UTILITY COMPANY'S REGARDING ANY POTENTIAL CONFLICTS AND COORDINATE RELOCATIONS AS MAY BE REQUIRED. CONTRACTOR SHALL ALSO COORDINATE THE PROPOSED INSTALLATION OF NEW FACILITIES AS REQUIRED.
- ALL WATER MAIN AND SERVICES SHALL BE INSTALLED AT A MINIMUM DEPTH OF 6.5' FROM TOP OF FINISHED GRADE ELEVATION TO TOP OF MAIN. PROVIDE 1.5' CLEAR SEPARATION IF WATER CROSSES BELOW SEWER AND MINIMUM 0.5' IF WATER CROSSES ABOVE.

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EROSION CONTROL MEASURES

- EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE **VILLAGE OF SHOREWOOD HILLS** EROSION CONTROL ORDINANCE AND CHAPTER NR 216 OF THE WISCONSIN ADMINISTRATIVE CODE.
- CONSTRUCT AND MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH WISCONSIN DNR TECHNICAL STANDARDS (<http://dnr.wi.gov/runoff/stormwater/techstds.htm>) AND WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK.
- INSTALL SEDIMENT CONTROL PRACTICES (TRACKING PAD, PERIMETER SILT FENCE, SEDIMENT BASINS, ETC.) PRIOR TO INITIATING OTHER LAND DISTURBING CONSTRUCTION ACTIVITIES.
- THE CONTRACTOR IS REQUIRED TO MAKE EROSION CONTROL INSPECTIONS AT THE END OF EACH WEEK AND WHEN 0.5 INCHES OF RAIN FALLS WITHIN 24 HOURS. INSPECTION REPORTS SHALL BE PREPARED AND FILED AS REQUIRED BY THE DNR AND/OR **VILLAGE**. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
- EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
- A 3" CLEAR STONE TRACKING PAD SHALL BE INSTALLED AT THE END OF ROAD CONSTRUCTION LIMITS TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE ADJACENT PAVED PUBLIC ROADWAY. SEDIMENT TRACKING PAD SHALL CONFORM TO WISDNR TECHNICAL STANDARD 1057. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORK DAY.
- CHANNELIZED RUNOFF:** FROM ADJACENT AREAS PASSING THROUGH THE SITE SHALL BE DIVERTED AROUND DISTURBED AREAS.
- STABILIZED DISTURBED GROUND:** ANY SOIL OR DIRT PILES WHICH WILL REMAIN IN EXISTENCE FOR MORE THAN 7-CONSECUTIVE DAYS, WHETHER TO BE WORKED DURING THAT PERIOD OR NOT, SHALL NOT BE LOCATED WITHIN 25- FEET OF ANY ROADWAY, PARKING LOT, PAVED AREA, OR DRAINAGE STRUCTURE OR CHANNEL (UNLESS INTENDED TO BE USED AS PART OF THE EROSION CONTROL MEASURES). TEMPORARY STABILIZATION AND CONTROL MEASURES (SEEDING, MULCHING, TARPING, EROSION MATTING, BARRIER FENCING, ETC) ARE REQUIRED FOR THE PROTECTION OF DISTURBED AREAS AND SOIL PILES, WHICH WILL REMAIN UN-WORKED FOR A PERIOD OF MORE THAN 7-CONSECUTIVE CALENDAR DAYS. THESE MEASURES SHALL REMAIN IN PLACE UNTIL SITE HAS STABILIZED.
- SITE DE-WATERING:** WATER PUMPED FROM THE SITE SHALL BE TREATED BY TEMPORARY SEDIMENTATION BASINS OR OTHER APPROPRIATE CONTROL MEASURES. SEDIMENTATION BASINS SHALL HAVE A DEPTH OF AT LEAST 3 FEET, BE SURROUNDED BY SNOWFENCE OR EQUIVALENT BARRIER AND HAVE SUFFICIENT SURFACE AREA TO PROVIDE A SURFACE SETTLING RATE OF NO MORE THAN 750 GALLONS PER SQUARE FOOT PER DAY AT THE HIGHEST DEWATERING PUMPING RATE. WATER MAY NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE, A NEIGHBORING SITE, OR THE BED OR BANKS OF THE RECEIVING WATER. POLYMERS MAY BE USED AS DIRECTED BY DNR TECHNICAL STANDARD 1061 (DE-WATERING).
- RESTORATION (SEED, FERTILIZE AND MULCH) SHALL BE PER SPECIFICATIONS ON THIS SHEET UNLESS SPECIAL RESTORATION IS CALLED FOR ON THE LANDSCAPE PLAN.
- TERRACES SHALL BE RESTORED WITH 6" TOPSOIL, PERMANENT SEED, FERTILIZER AND MULCH. LOTS SHALL BE RESTORED WITH 6" TOPSOIL, TEMPORARY SEED, FERTILIZER AND MULCH.
- SEED, FERTILIZER AND MULCH SHALL BE APPLIED WITHIN 7 DAYS AFTER FINAL GRADE HAS BEEN ESTABLISHED. IF DISTURBED AREAS WILL NOT BE RESTORED IMMEDIATELY AFTER ROUGH GRADING, TEMPORARY SEED SHALL BE PLACED.
- FOR THE FIRST SIX WEEKS AFTER RESTORATION (E.G. SEED & MULCH, EROSION MAT, SOD) OF A DISTURBED AREA, INCLUDE SUMMER WATERING PROVISIONS OF ALL NEWLY SEEDED AND MULCHED AREAS WHENEVER 7 DAYS ELAPSE WITHOUT A RAIN EVENT.
- SOIL STABILIZERS SHALL BE APPLIED TO DISTURBED AREAS WITH SLOPES BETWEEN 10% AND 3:1 (DO NOT USE IN CHANNELS). SOIL STABILIZERS SHALL BE TYPE B, PER WISCONSIN D.O.T. P.A.L. (PRODUCT ACCEPTABILITY LIST), OR EQUAL. APPLY AT RATES AND METHODS SPECIFIED PER **MANUFACTURER/THIS SHEET**. SOIL STABILIZERS SHALL BE RE-APPLIED WHENEVER VEHICLES OR OTHER EQUIPMENT TRACK ON THE AREA.
- SILT FENCE TO BE USED ACROSS AREAS OF THE LOT THAT SLOPE TOWARDS A PUBLIC STREET OR WATERWAY. SEE DETAILS.
- SEDIMENT SHALL BE CLEANED FROM CURB AND GUTTER AFTER EACH RAINFALL AND PRIOR TO PROJECT ACCEPTANCE.
- ACCUMULATED CONSTRUCTION SEDIMENT SHALL BE REMOVED FROM ALL PERMANENT BASINS TO THE ELEVATION SHOWN ON THE GRADING PLAN FOLLOWING THE STABILIZATION OF DRAINAGE AREAS.
- ALL CONSTRUCTION ENTRANCES SHALL HAVE TEMPORARY ROAD CLOSED SIGNS THAT WILL BE IN PLACE WHEN THE ENTRANCE IS NOT IN USE AND AT THE END OF EACH DAY.
- ANY PROPOSED CHANGES TO THE EROSION CONTROL PLAN MUST BE SUBMITTED AND APPROVED BY DANE COUNTY LAND CONSERVATION OR PERMITTING MUNICIPALITY.
- THE **VILLAGE**, OWNER AND/OR ENGINEER MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES AT ANY TIME DURING CONSTRUCTION.



NEENAH CASTING	INLET TYPE	GRATE SIZE	OPENING SIZE	ADS P/N
1040/1642/1733	ROUND	26	24	62MRDFX
3067 W/FLAP	CURB BOX	35.25 X 17.75	33.0 X 15.0	62LCBEXTFX
3067 EXTENDED BACK	CURB BOX	35.25 X 17.75	33.0 X 15.0	62LCBEXTFX
3246A	CURB BOX	35.75 X 23.875	33.5 X 21.0	62LCBFX
3030	SQUARE/RECT	23 X 16	20.5 X 13.5	62MCBFX
3067-C	SQUARE/RECT	35.25 X 17.75	33 X 15	62LSQFX

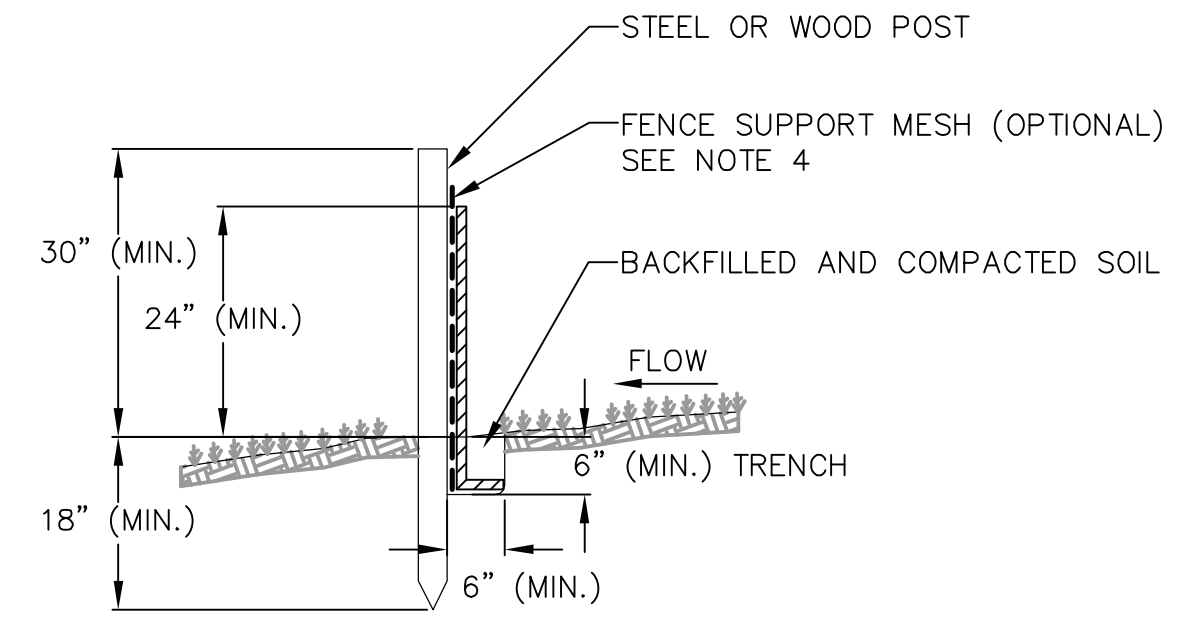
- FOLLOW WISCONSIN DNR TECHNICAL STANDARD 1057 FOR FURTHER DETAILS AND INSTALLATION.
- LENGTH - MINIMUM OF 50'
- WIDTH - 24' MINIMUM, SHOULD BE FLARED AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
- ON SITES WITH A HIGH GROUND WATER TABLE OR WHERE SATURATED CONDITIONS EXIST, GEOTEXTILE FABRIC SHALL BE PLACED OVER EXISTING GROUND PRIOR TO PLACING STONE. FABRIC SHALL BE WSDOT TYPE-HR GEOTEXTILE FABRIC.
- STONE - CRUSHED 3" CLEAR STONE SHALL BE PLACED AT LEAST 12" DEEP OVER THE ENTIRE LENGTH AND WIDTH OF ENTRANCE.
- SURFACE WATER - ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARDS CONSTRUCTION ENTRANCES SHALL BE PIPED THROUGH THE ENTRANCE. MAINTAINING POSITIVE DRAINAGE. PIPE INSTALLED THROUGH THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROTECTED WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND MINIMUM OF 6" STONE OVER THE PIPE. PIPE SHALL BE SIZED ACCORDING TO THE DRAINAGE REQUIREMENTS. WHEN THE ENTRANCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY A PIPE SHALL NOT BE NECESSARY. THE MINIMUM PIPE DIAMETER SHALL BE 6". CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF SAID PIPE.
- LOCATION - A STABILIZED CONSTRUCTION ENTRANCE SHALL BE LOCATED WHERE CONSTRUCTION TRAFFIC ENTERS AND/OR LEAVES THE CONSTRUCTION SITE. VEHICLES LEAVING THE SITE MUST TRAVEL OVER THE ENTIRE LENGTH OF THE TRACKING PAD.

1 FRAMED INLET PROTECTION

NOT TO SCALE

2 TRACKING PAD

NOT TO SCALE



- NOTES:
- INSTALL SILT FENCE TO FOLLOW THE GROUND CONTOURS AS CLOSELY AS POSSIBLE.
 - CURVE THE SILT FENCE UP THE SLOPE TO PREVENT WATER FROM RUNNING AROUND THE ENDS.
 - POST SPACING WITH FENCE SUPPORT MESH = 10 FT. (MAX.)
POST SPACING WITHOUT FENCE SUPPORT MESH = 6 FT. (MAX.)
 - SILT FENCE SUPPORT MESH CONSISTS OF 14-GAUGE STEEL WIRE WITH A MESH SPACING OF 6 IN. X 6 IN. OR PREFABRICATED POLYMERIC MESH OF EQUIVALENT STRENGTH

3 SILT FENCE

NOT TO SCALE

SEEDING RATES:

TEMPORARY:

- USE ANNUAL OATS AT 3.0 LB./1,000 S.F. FOR SPRING AND SUMMER PLANTINGS.
- USE WINTER WHEAT OR RYE AT 3.0 LB./1,000 SF FOR FALL PLANTINGS STARTED
AFTER SEPTEMBER 15.

PERMANENT:

- USE WISCONSIN D.O.T. SEED MIX #40 AT 2 LB./1,000 S.F.

FERTILIZING RATES:

TEMPORARY AND PERMANENT:
USE WISCONSIN D.O.T. TYPE A OR B AT 7 LB./1,000 S.F.

MULCHING RATES:

TEMPORARY AND PERMANENT:
USE 1/2" TO 1-1/2" STRAW OR HAY MULCH, CRIMPED PER SECTION 607.3.2.3, OR OTHER RATE AND METHOD PER SECTION 627, WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION

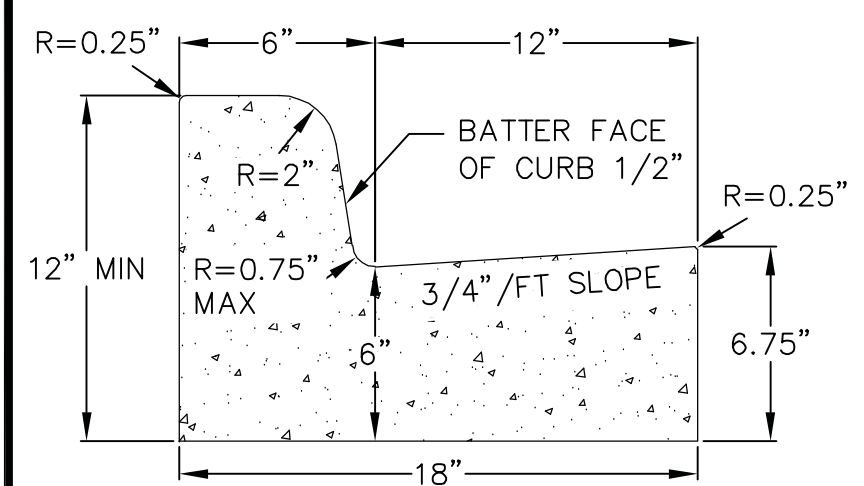
- CONSTRUCTION SEQUENCE:**
- INSTALL SILT FENCE, TRACKING PAD, INLET PROTECTION
 - STRIP AND STOCKPILE TOPSOIL. ROUGH GRADE LOT
 - CONSTRUCT UNDERGROUND UTILITIES
 - CONSTRUCT BUILDING
 - CONSTRUCT SIDEWALK AND CONCRETE DRIVES (STONE BASE)
 - FINAL STABILIZATION - TOPSOIL, SEED, FERTILIZER, MULCH
 - REMOVE TRACKING PAD, SILT FENCE AND INLET PROTECTION AFTER DISTURBED AREAS ARE RESTORED

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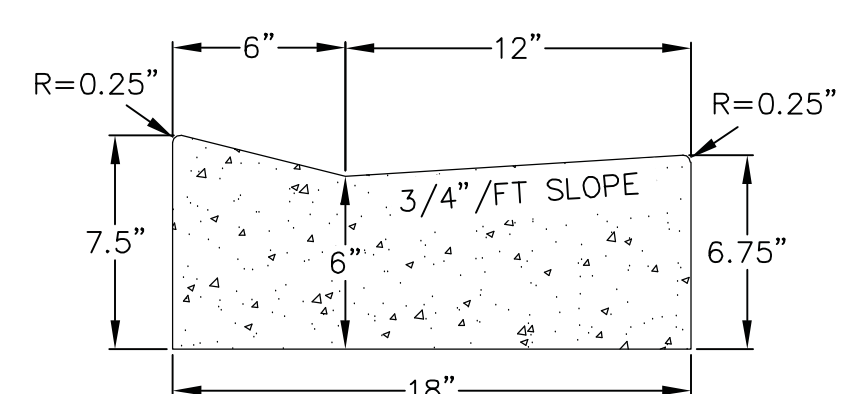
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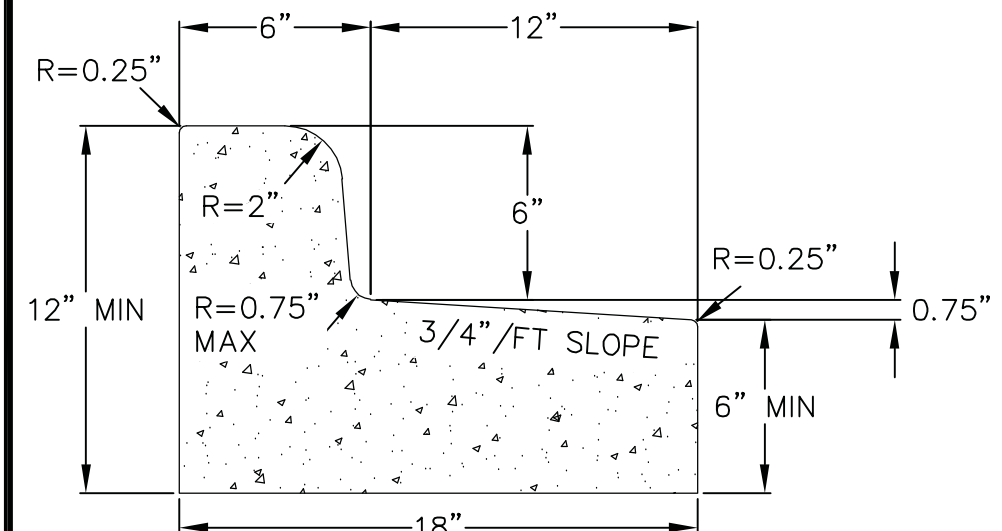
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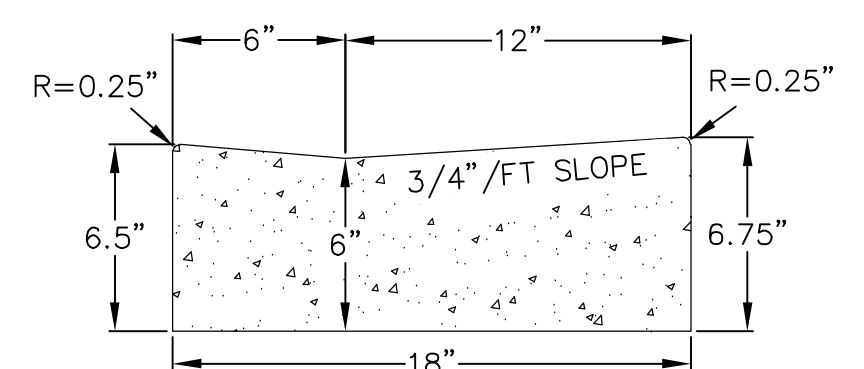
CURB AND GUTTER CROSS SECTION



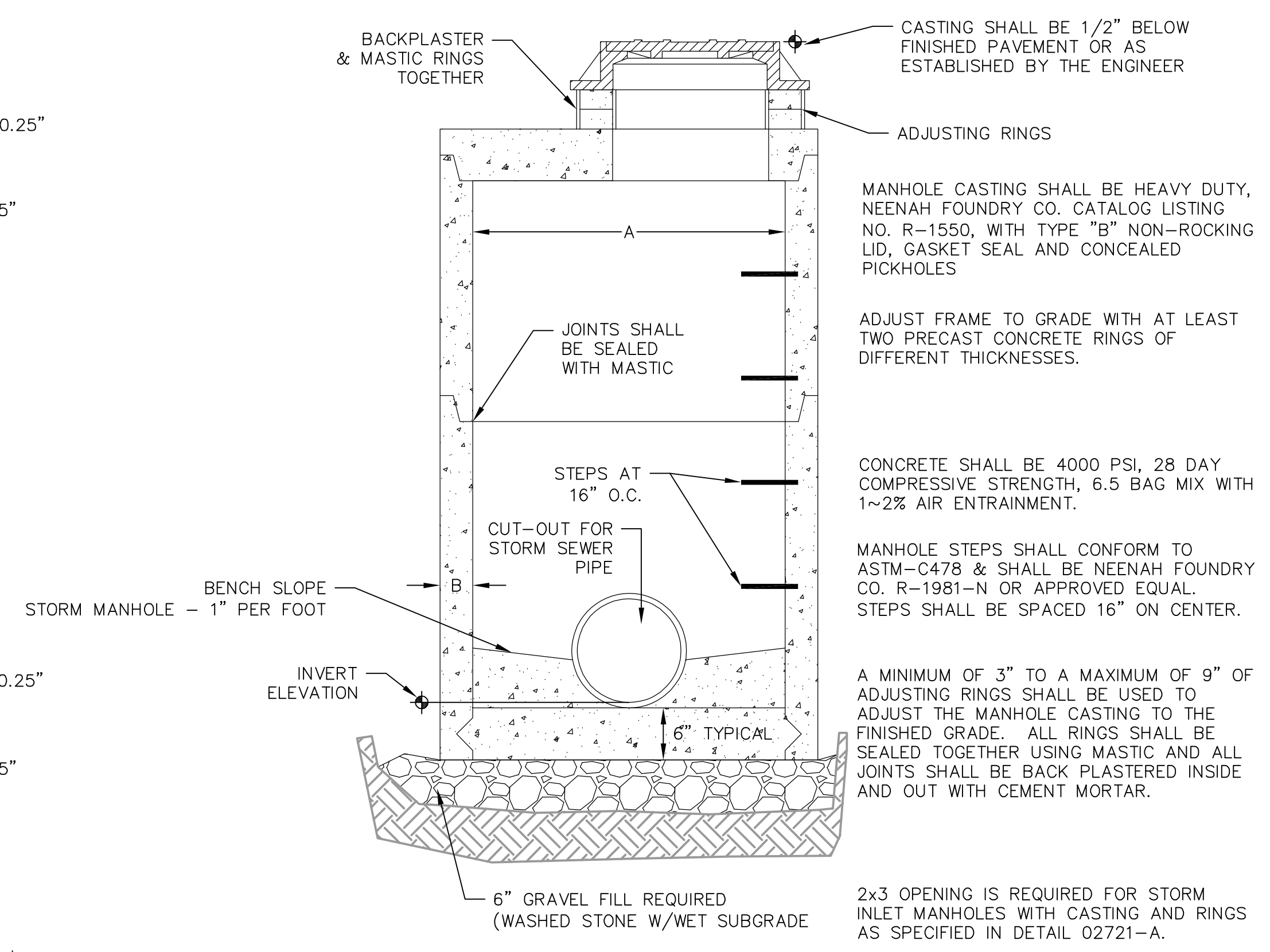
DRIVEWAY GUTTER CROSS SECTION



CURB AND GUTTER REJECT SECTION



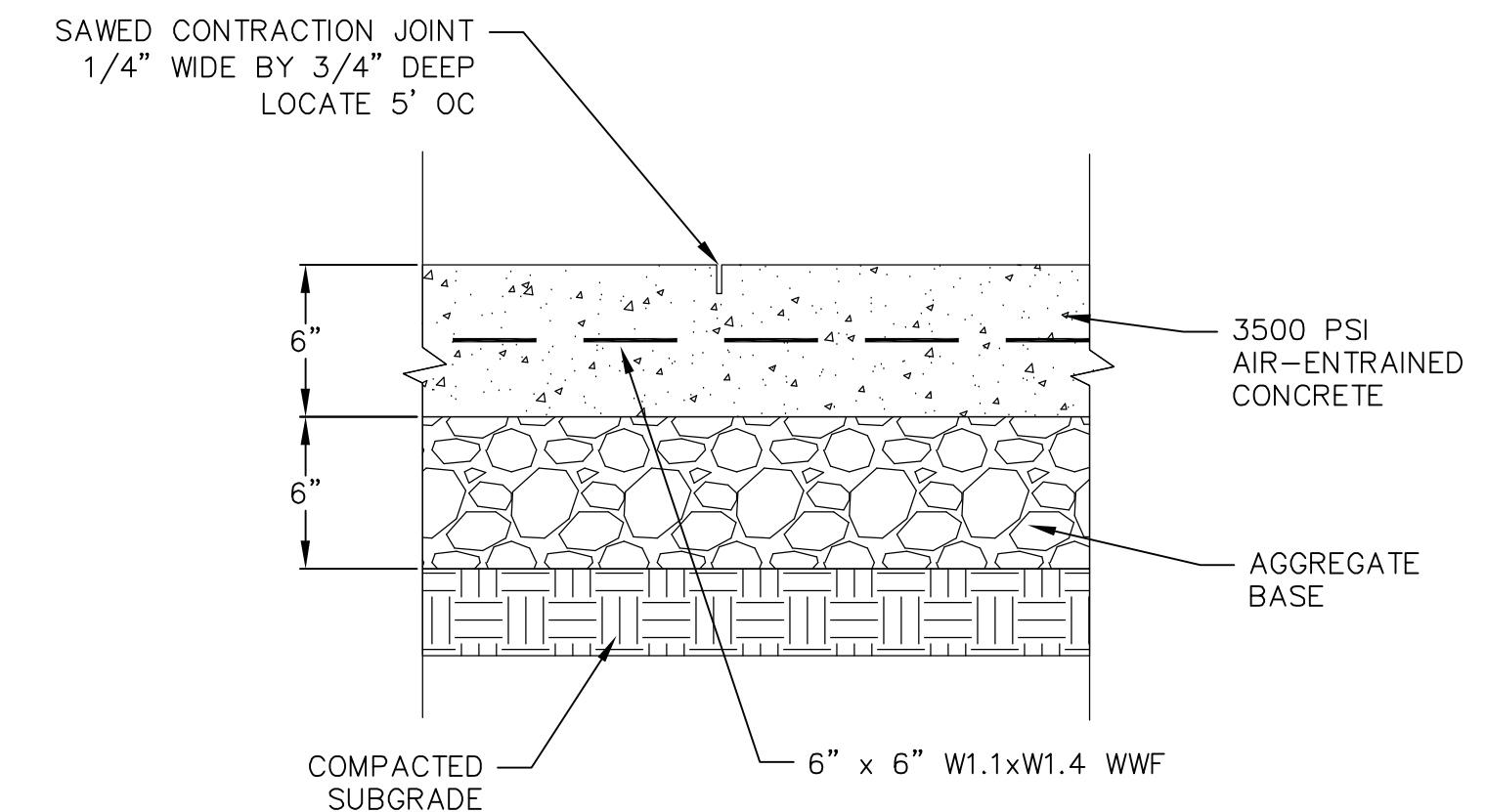
HANDICAP RAMP GUTTER CROSS SECTION



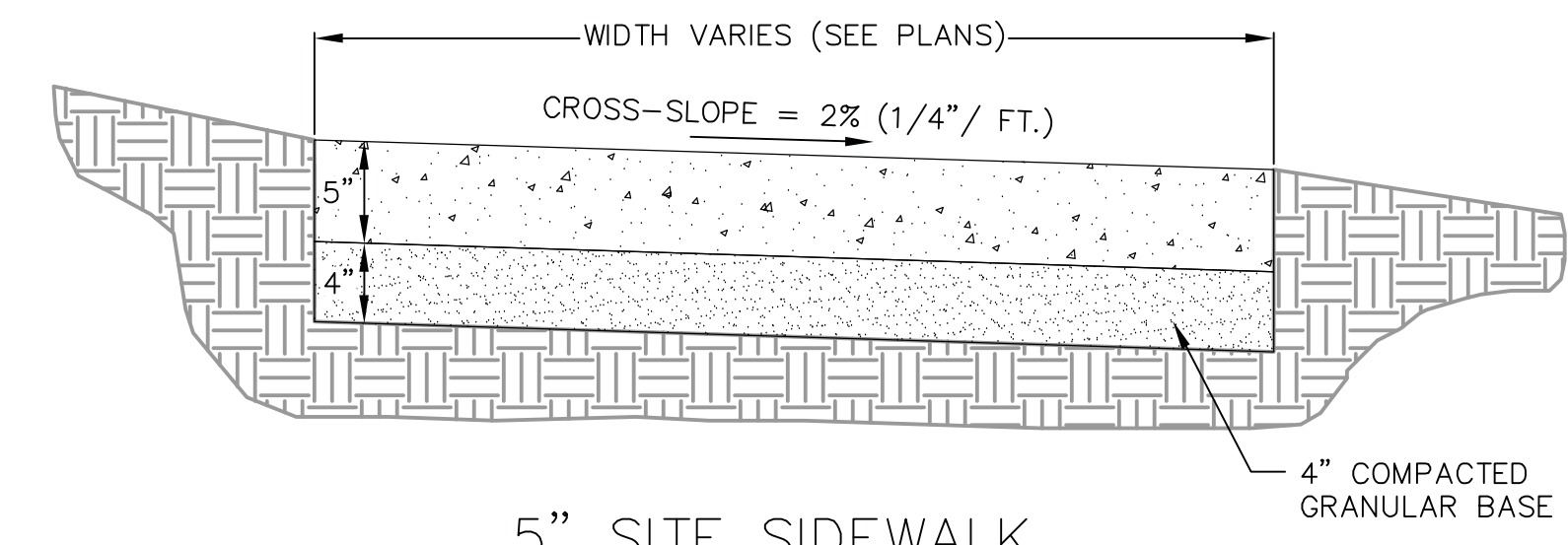
STORM MANHOLE DIMENSIONS

MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

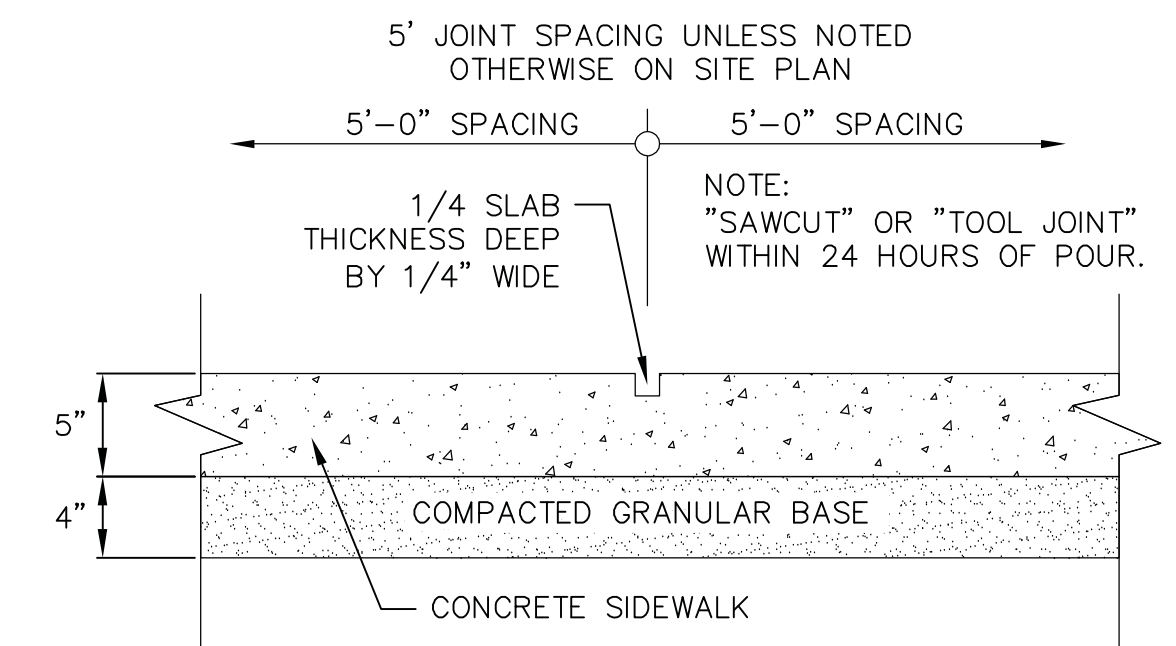
2 STORM SEWER MANHOLE NOT TO SCALE



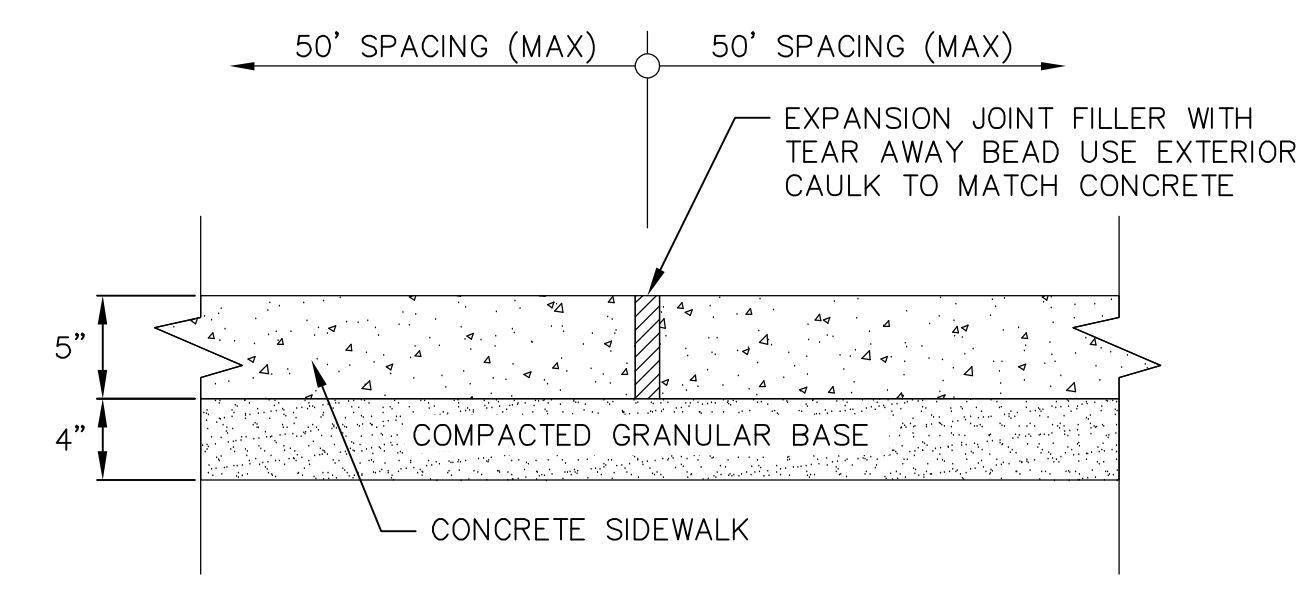
4 CONCRETE PAD NOT TO SCALE



5 inch SITE SIDEWALK



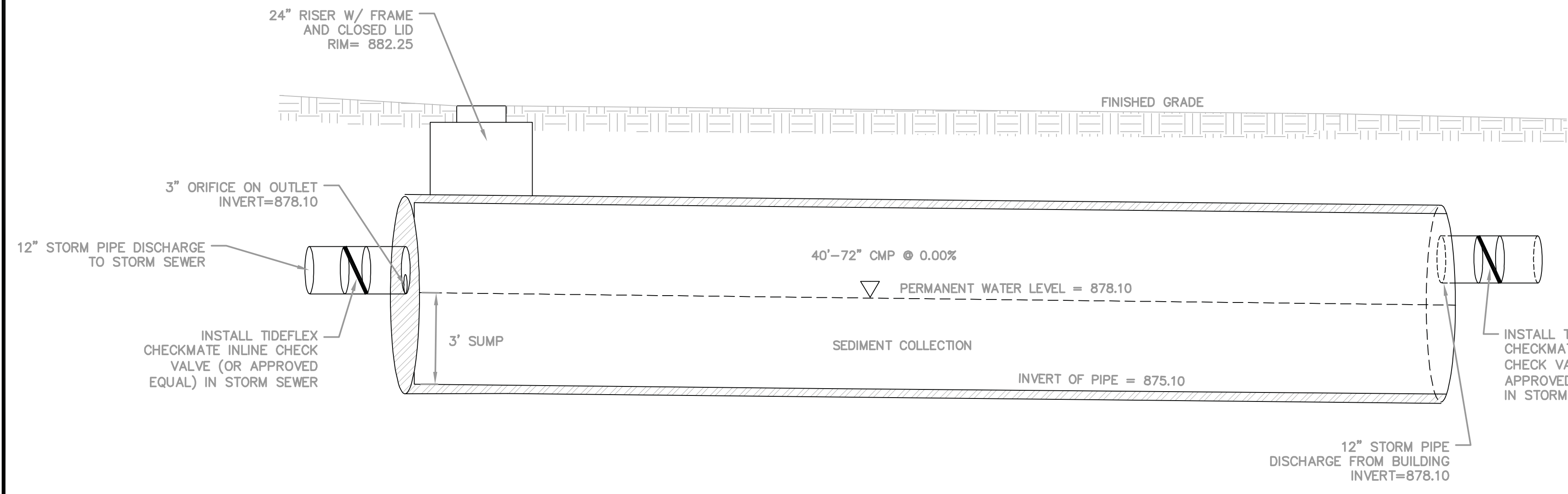
SIDEWALK CONTROL JOINT



SIDEWALK EXPANSION JOINT

5 5 inch SIDEWALK NOT TO SCALE

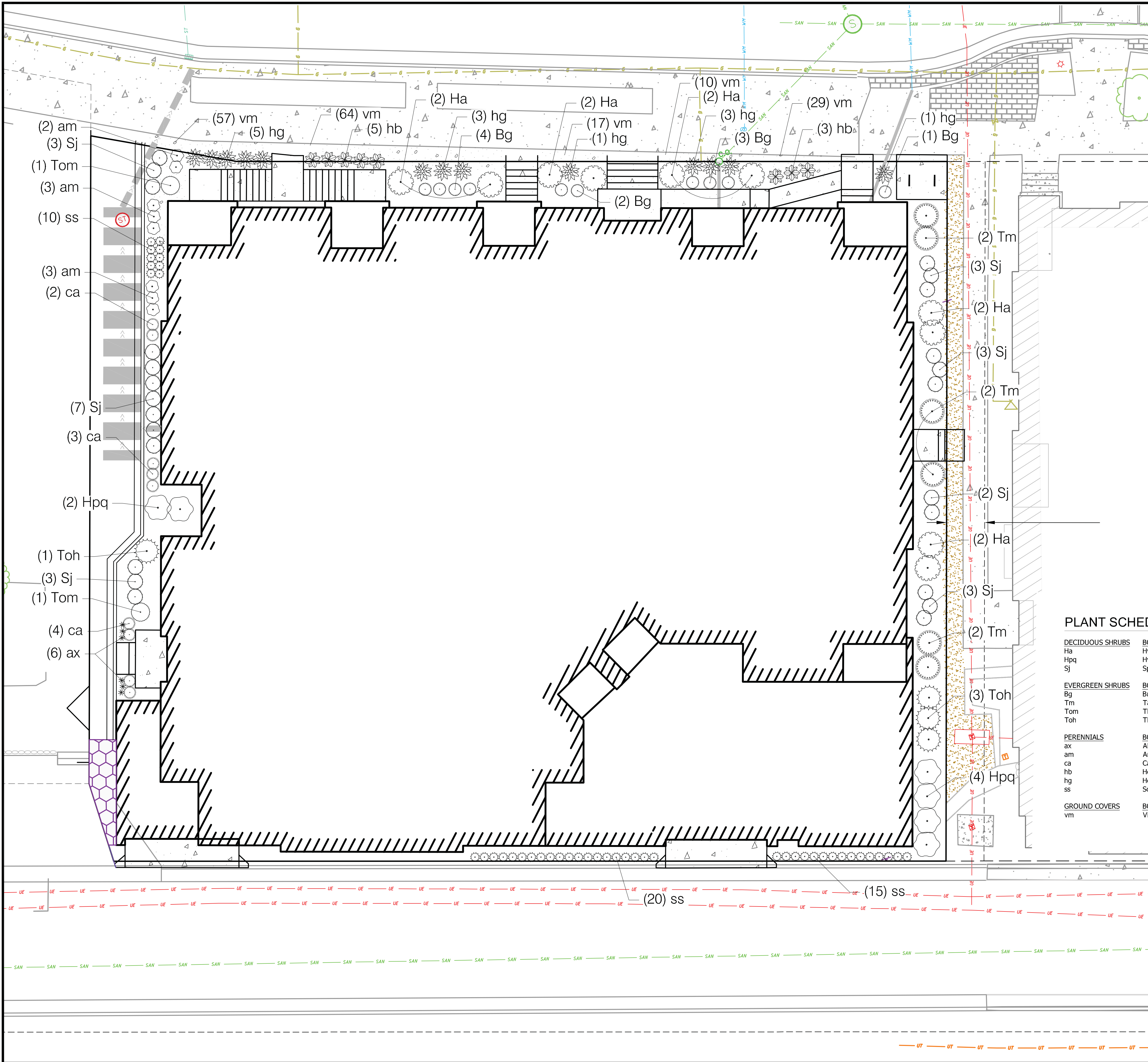
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3 UNDERGROUND STORMWATER FACILITY NOT TO SCALE

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PLANT MATERIAL NOTES:

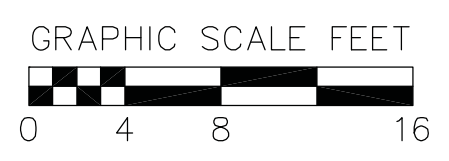
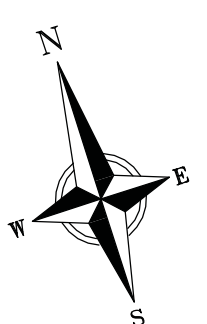
1. ALL PLANTINGS SHALL CONFORM TO QUALITY REQUIREMENTS AS PER ANSI Z60.1.
2. ALL PLANT MATERIAL SHALL BE TRUE TO SPECIES, VARIETY AND SIZE SPECIFIED, NURSERY GROWN IN ACCORDANCE WITH GOOD HORTICULTURAL PRACTICES, AND UNDER CLIMATIC CONDITIONS SIMILAR TO THOSE OF THE PROJECT SITE.
3. CONTACT LANDSCAPE ARCHITECT, IN WRITING, TO REQUEST ANY PLANT MATERIAL SUBSTITUTIONS DUE TO AVAILABILITY ISSUES.
4. ALL PLANTS SHALL BE GUARANTEED TO BE IN HEALTHY AND FLOURISHING CONDITION DURING THE GROWING SEASON FOLLOWING INSTALLATION. ALL PLANT MATERIAL SHALL BE GUARANTEED FOR ONE YEAR FROM THE TIME OF INSTALLATION.

LANDSCAPE MATERIAL NOTES:

1. CONTRACTOR SHALL PROVIDE A SUITABLE AMENDED TOPSOIL BLEND FOR ALL PLANTING AREAS WHERE SOIL CONDITIONS ARE UNSUITABLE FOR PLANT GROWTH. TOPSOIL SHALL CONFORM TO QUALITY REQUIREMENTS AS PER SECTION 625.2(1) OF THE "STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION." PROVIDE A MINIMUM OF 18" OF TOPSOIL IN ALL PLANTING AREAS AND 6" OF TOPSOIL IN AREAS TO BE SEEDED/SODDED.
2. LANDSCAPE BEDS TO BE MULCHED WITH UNDYED SHREDDED HARDWOOD BARK MULCH TO 3" DEPTH MIN.

PLANT SCHEDULE

DECIDUOUS SHRUBS	BOTANICAL / COMMON NAME	ROOT COND.	SIZE	QTY	
Ha	Hydrangea arborescens 'Incrediball' / Incrediball White Hydrangea	Cont.	5 Gal.	10	
Hpq	Hydrangea paniculata 'Little Quick Fire' / Little Quick Fire Hydrangea	Cont.	5 Gal.	6	
Sj	Spiraea japonica 'Magic Carpet' / Magic Carpet Spirea	Cont.	3 Gal.	24	
EVERGREEN SHRUBS	BOTANICAL / COMMON NAME	ROOT COND.	SIZE	QTY	
Bg	Buxus x 'Green Gem' / Green Gem Boxwood	Cont.	5 Gal.	10	
Tm	Taxus x media 'Everlow' / Everlow Yew	Cont.	5 Gal.	6	
Tom	Thuja occidentalis 'Hetz Midget' / Hetz Midget Arborvitae	Cont.	5 Gal.	2	
Toh	Thuja occidentalis 'Holmstrup' / Holmstrup Cedar	B & B	5' ht.	4	
PERENNIALS	BOTANICAL / COMMON NAME	ROOT COND.	SIZE	QTY	
ax	Allium x 'Summer Beauty' / Summer Beauty Allium	Cont.	4 In	6	
am	Amsonia x 'Blue Ice' / Blue Ice Bluestar	Cont.	1 Gal.	8	
ca	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	Cont.	1 Gal.	9	
hb	Hosta x 'Blue Cadet' / Blue Cadet Hosta	Cont.	1 Gal.	8	
hg	Hosta x 'Guacamole' / Guacamole Hosta	Cont.	1 Gal.	13	
ss	Schizachyrium scoparium / Little Bluestem Grass	Cont.	1 Gal.	45	
GROUND COVERS	BOTANICAL / COMMON NAME	ROOT COND.	SIZE	SPACING	QTY
vm	Vinca minor 'Bowles' / Bowles Periwinkle	flat	2" x 2" x 4" plug	15" o.c.	177



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REVISIONS	NO.	DATE	REMARKS

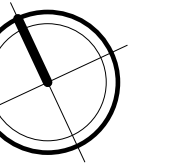
DATE: 12/21/2021
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 CHECKED: JZAM
 PROJECT NO.: 210398
L1.0



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Middleton, WI 53562

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KEY PLAN

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Issued for PUD-SDP Submittal - Dec. 22, 2021

PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**BASEMENT LEVEL
01 PLAN**

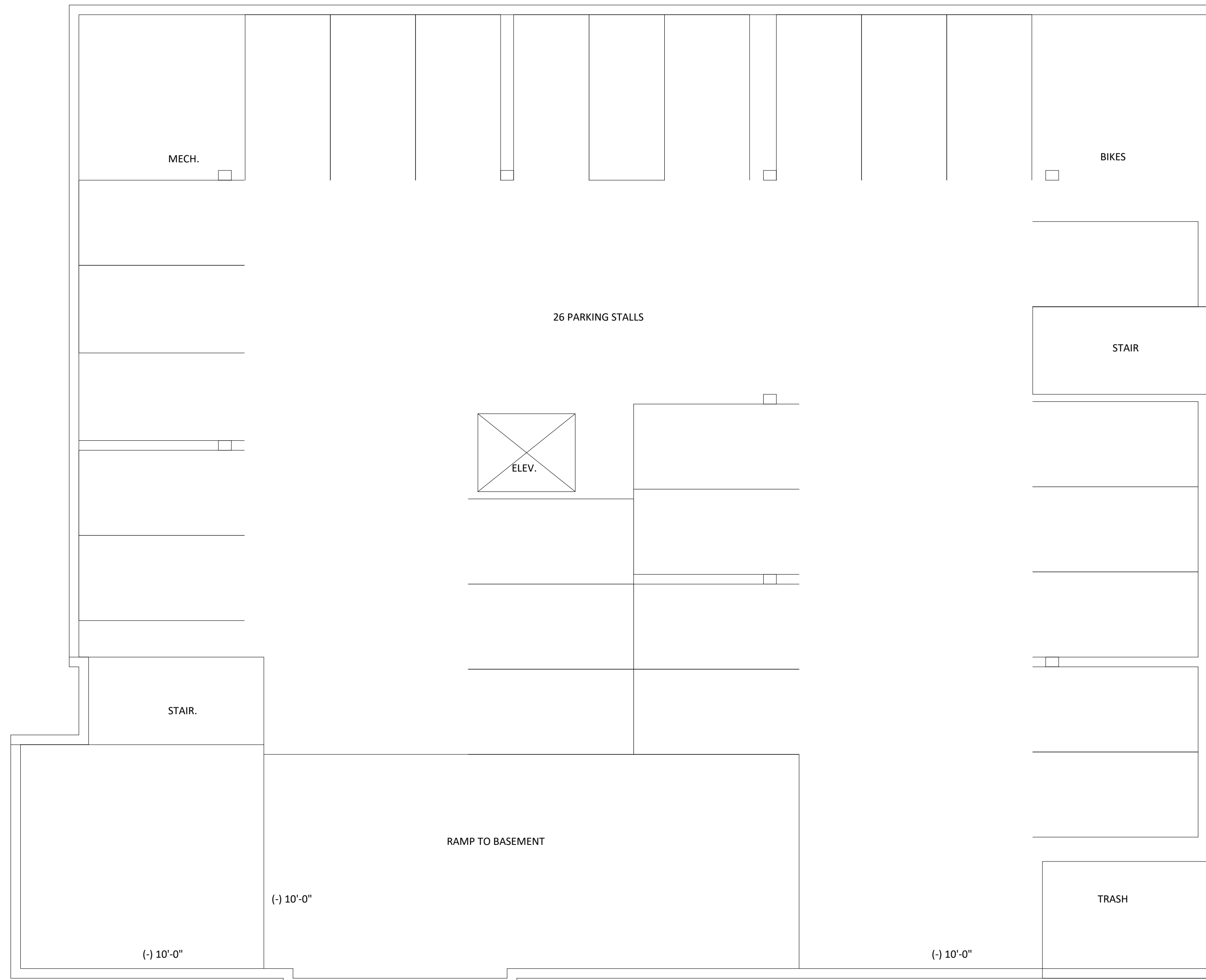
SHEET NUMBER

A-0.1

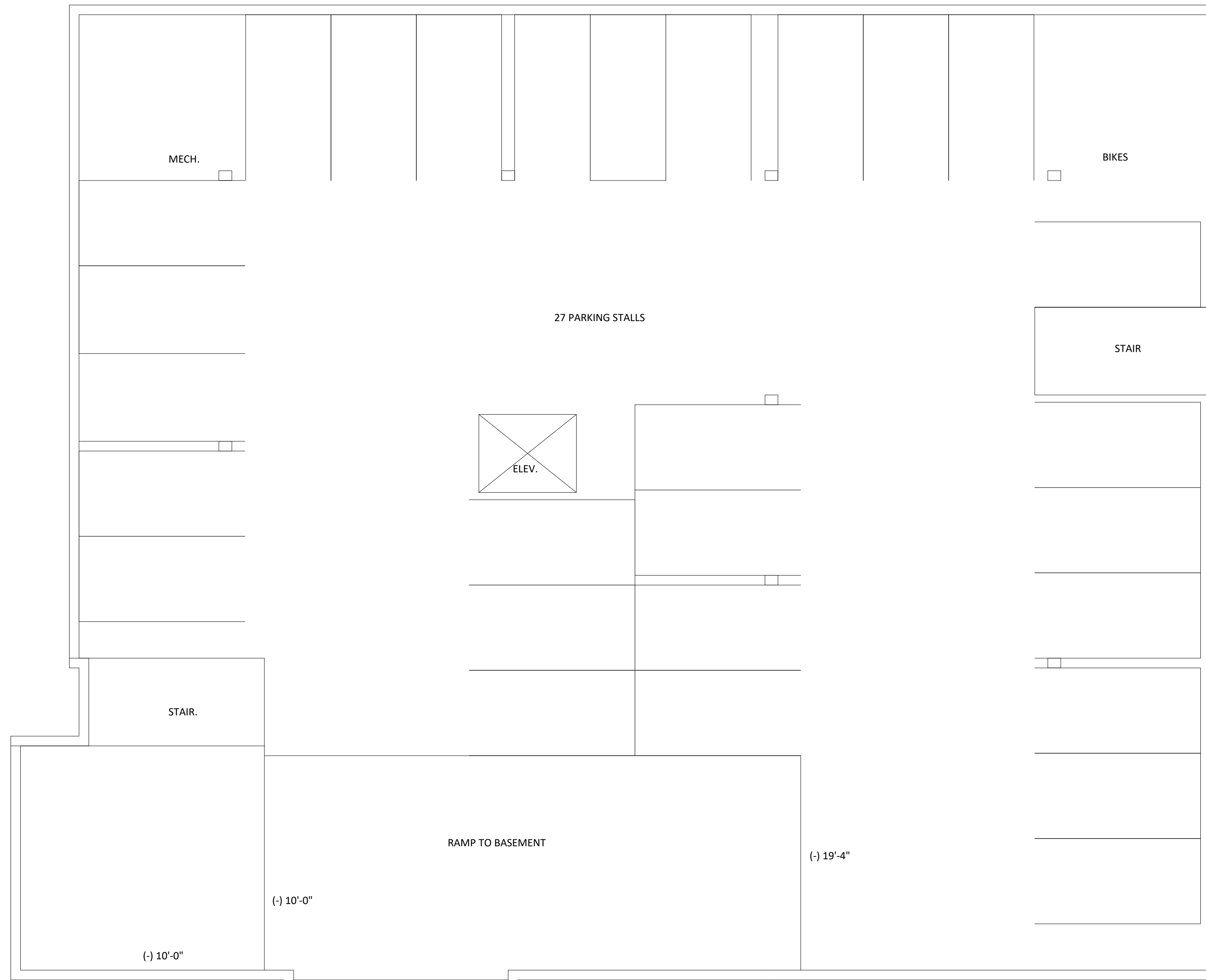
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1 BASEMENT LEVEL 01
A-0.1 1/8" = 1'-0"



1 BASEMENT LEVEL O2
A-0.2 1/8" = 1'-0"

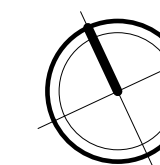
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PROJECT TITLE
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2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**BASEMENT LEVEL
O2 PLAN**

SHEET NUMBER

A-0.2

PROJECT NUMBER **2044**

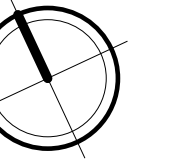
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PROJECT TITLE
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COURT
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SHOREWOOD HILLS, WI
SHEET TITLE

**FIRST FLOOR
PLAN**

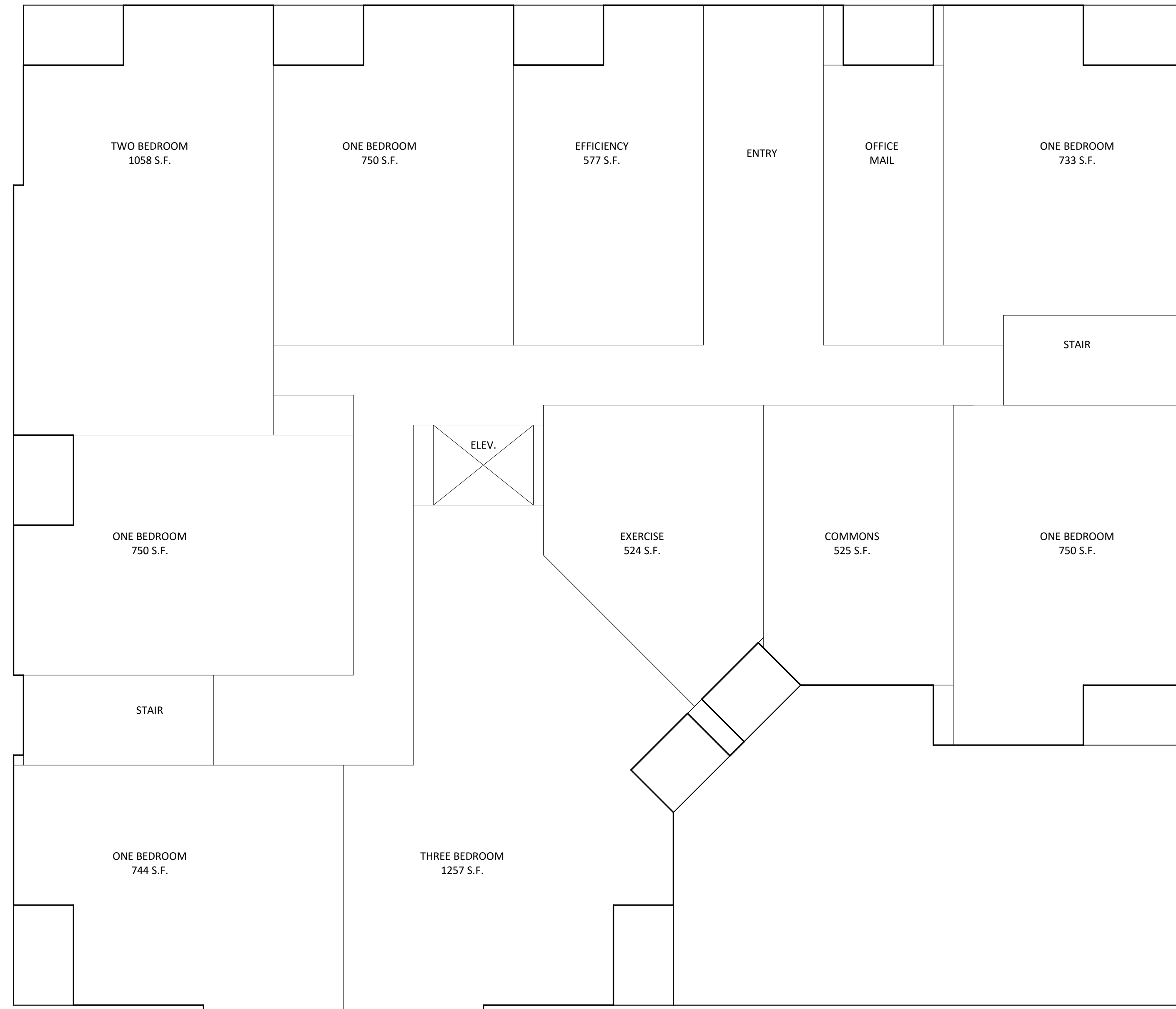
SHEET NUMBER

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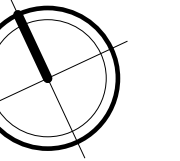
1 FIRST FLOOR PLAN
A-1.1 1/8" = 1'-0"



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PROJECT TITLE

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2725 MARSHALL CT,
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SHEET TITLE
SECOND FLOOR
PLAN

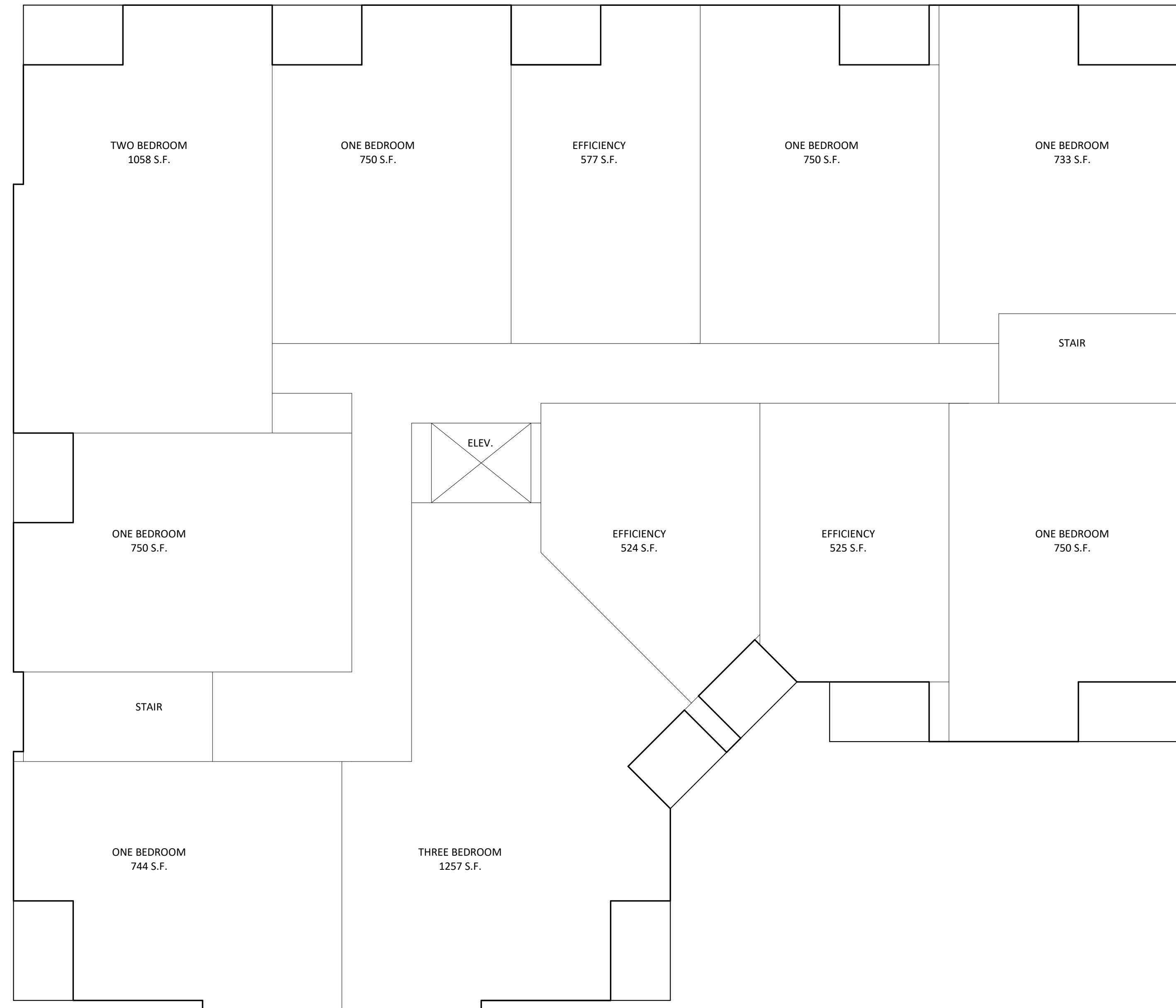
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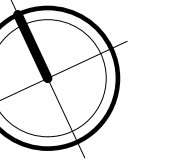
1 SECOND FLOOR PLAN
A-1.2 1/8" = 1'-0"



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SHEET TITLE
THIRD FLOOR
PLAN

SHEET NUMBER

A-1.3

PROJECT NUMBER 2044

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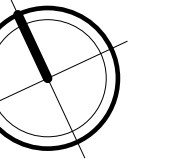
1 THIRD FLOOR PLAN
A-1.3 1/8" = 1'-0"



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2725 MARSHALL CT,
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SHEET TITLE
FOURTH FLOOR
PLAN

SHEET NUMBER

A-1.4

PROJECT NUMBER 2044

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1 FOURTH FLOOR PLAN
A-1.4 1/8" = 1'-0"



1 ELEVATION - NORTH
A-2.1 1/8" = 1'-0"



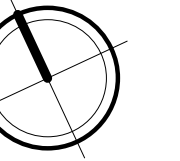
2 ELEVATION - SOUTH
A-2.1 1/8" = 1'-0"

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PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE
**EXTERIOR
ELEVATIONS**

SHEET NUMBER

A-2.1

PROJECT NUMBER **2044**

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1 ELEVATION - EAST
A-2.2 1/8" = 1'-0"



2 ELEVATION - WEST
A-2.2 1/8" = 1'-0"

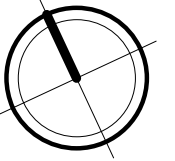
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PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
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SHEET TITLE
**EXTERIOR
ELEVATIONS**

SHEET NUMBER

A-2.2

PROJECT NUMBER **2044**

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1 COLORED ELEVATION - NORTH
A-2.3 1/8" = 1'-0"



2 COLORED ELEVATION - SOUTH
A-2.3 1/8" = 1'-0"

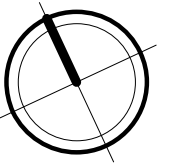
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PROJECT TITLE
**2725 MARSHALL
COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
SHOREWOOD HILLS, WI
SHEET TITLE

**COLORED
EXTERIOR
ELEVATIONS**

SHEET NUMBER

A-2.3

PROJECT NUMBER **2044**

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1 COLORED ELEVATION - EAST
A-2.4 1/8" = 1'-0"



2 COLORED ELEVATION - WEST
A-2.4 1/8" = 1'-0"

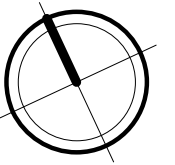
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COURT
APARTMENTS**

2725 MARSHALL CT,
VILLAGE OF
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SHEET TITLE
**COLORED
EXTERIOR
ELEVATIONS**

SHEET NUMBER

A-2.4

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WORKPLACE - RESTAURANT - CAFE - CHILD CARE
CDG10



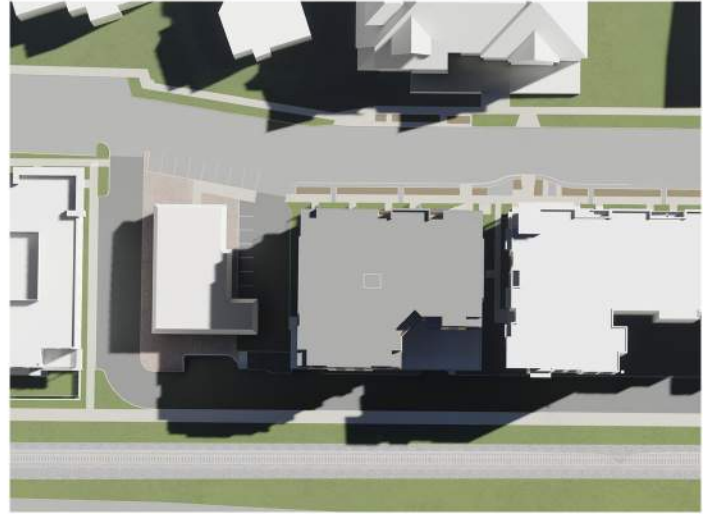








SUMMER



7AM



12PM



5PM

FALL



8AM



12PM



4PM

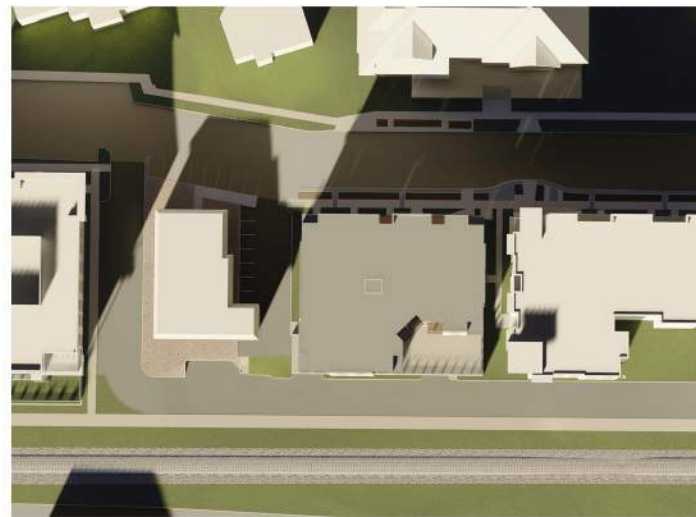
WINTER



9AM



12PM



3PM

SPRING



8AM



12PM



4PM

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
600-53-0630-340 SUPPLIES AND EXPENSE							
1045	ABT MAILCOM INC	BILL PROCESSING -NOV	40866	12/01/2021	422.45	.00	
1045	ABT MAILCOM INC	BILL PROCESSING-DECEMBER	41199	12/30/2021	421.74	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					844.19	.00	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
3220	CENTURY LINK	CENTREX LINES- FEBRUARY	276352797	01/01/2022	7.55	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					7.55	.00	
400-53-5330-819 BRIDGE REPLACEMENT							
23399	WI DEPT OF TRANSPORTATION	BRIDGE REPLACEMENT	395-0000-2472	01/04/2022	1,704.13	.00	
Total 400-53-5330-819 BRIDGE REPLACEMENT:					1,704.13	.00	
100-51-5111-310 VILLAGE BOARD: SUP & EXPENSE							
217500	US BANK	ZONING NOTICES.CAP NEWPA	123121	12/31/2021	.00	.00	
217500	US BANK	ZONING NOTICES/CAP NEWSP	123121	12/31/2021	55.87	55.87	12/31/2021
Total 100-51-5111-310 VILLAGE BOARD: SUP & EXPENSE:					55.87	55.87	
100-51-5112-310 COMMITTEES: SUP & EXPENSE							
217500	US BANK	BORD NOTICES/CAP NEWPAPR	123121	12/31/2021	46.90	46.90	12/31/2021
Total 100-51-5112-310 COMMITTEES: SUP & EXPENSE:					46.90	46.90	
100-51-5141-380 ADMIN: STAFF SUNSHINE FUND							
217500	US BANK	GLASS NICKLE/RETIRMNT K FR	123121	12/31/2021	147.00	147.00	12/31/2021
Total 100-51-5141-380 ADMIN: STAFF SUNSHINE FUND:					147.00	147.00	
100-51-5142-310 CLERK: SUP & EXPENSES							
217500	US BANK	US CELL/ADMIN	123121	12/31/2021	406.00	406.00	12/31/2021
217500	US BANK	STAPLS/WHIL U WERE OUT	123121	12/31/2021	6.44	6.44	12/31/2021
217500	US BANK	SPECTRUM/TIME WARNR CABL	123121	12/31/2021	798.00	798.00	12/31/2021
217500	US BANK	GORDN FLSCH/ADMIN COPIES	123121	12/31/2021	60.28	60.28	12/31/2021
217500	US BANK	AMZN/PHONE ACCESSORIES I	123121	12/31/2021	95.75	95.75	12/31/2021
217500	US BANK	AMZN/OFFICE SUPPLIES SEVE	123121	12/31/2021	29.40	29.40	12/31/2021
217500	US BANK	PARKING/TO TAKE DOG LICEN	123121	12/31/2021	.85	.85	12/31/2021
217500	US BANK	AMZN/IPHONE ACCESSORIES/	123121	12/31/2021	141.36	141.36	12/31/2021
217500	US BANK	AMZN/DISH BRUSH VIL HAL	123121	12/31/2021	6.99	6.99	12/31/2021
217500	US BANK	PROTECTOR/OUTTERBOX	123121	12/31/2021	40.60	40.60	12/31/2021
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					1,585.67	1,585.67	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
217500	US BANK	GOOGLE SUITE	123121	12/31/2021	270.00	270.00	12/31/2021
217500	US BANK	ZOOM ANUAL FEE	123121	12/31/2021	44.35	44.35	12/31/2021
217500	US BANK	EVRBRIDG/NIXLE CONTRACT	123121	12/31/2021	2,600.00	2,600.00	12/31/2021
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					2,914.35	2,914.35	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-51-5145-340 D.P.: OPERATIONS EXPENSE							
217500	US BANK	SPECTRUM/VILAG INTERNET	123121	12/31/2021	108.28	108.28	12/31/2021
217500	US BANK	GOOGLE/XTRA SORAGE	123121	12/31/2021	1.99	1.99	12/31/2021
217500	US BANK	SPECTRM/INTERNET VILLAGE	123121	12/31/2021	374.00	374.00	12/31/2021
217500	US BANK	SPECTRUM/4 CORNERS INTRN	123121	12/31/2021	114.98	114.98	12/31/2021
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					599.25	599.25	
100-51-5160-240 BLDGS & PLANT: CONTRACTUAL							
217500	US BANK	BAY TOWLS/RUGS/MOPS/TOW	123121	12/31/2021	89.94	89.94	12/31/2021
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					89.94	89.94	
100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP							
217500	US BANK	COPY PAPR/LABEL TAPE/STAP	123121	12/31/2021	97.95	97.95	12/31/2021
217500	US BANK	STAPLS/OFF CHAIR	123121	12/31/2021	219.98	219.98	12/31/2021
217500	US BANK	STAPLS/COMPUTR SPEAKERS	123121	12/31/2021	22.49	22.49	12/31/2021
217500	US BANK	STAPLS/FOLDRS/HIGHLIGHTRS	123121	12/31/2021	68.43	68.43	12/31/2021
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					408.85	408.85	
100-52-5210-322 POLICE: TRAINING EXPENSES							
217500	US BANK	DOJ QULIFICATION TARGETS	123121	12/31/2021	33.64	33.64	12/31/2021
217500	US BANK	DOJ 1ST LINE SUPR TRAINING/	123121	12/31/2021	150.00	150.00	12/31/2021
217500	US BANK	DOJ SERV FEE/DODSWORTH	123121	12/31/2021	3.00	3.00	12/31/2021
217500	US BANK	WI ASSOC OF WOMEN POLICE	123121	12/31/2021	175.00	175.00	12/31/2021
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					361.64	361.64	
100-52-5210-340 POLICE: OPERATING EXPENSE							
217500	US BANK	PRE-HIRE DRUG TEST HGUREL	123121	12/31/2021	55.00	55.00	12/31/2021
217500	US BANK	US CELLULR/275.02 PD	123121	12/31/2021	275.02	275.02	12/31/2021
217500	US BANK	GORDN FLSH/PD COPIES	123121	12/31/2021	79.92	79.92	12/31/2021
217500	US BANK	EVIDENT/EVIDENCE BAGS	123121	12/31/2021	30.00	30.00	12/31/2021
217500	US BANK	TOTAL H2O/PD WATER	123121	12/31/2021	20.40	20.40	12/31/2021
217500	US BANK	EVIDENT/PROP ROOM SUP	123121	12/31/2021	161.89	161.89	12/31/2021
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					622.23	622.23	
100-52-5210-341 POLICE: UNIFORM EXPENSE							
217500	US BANK	BODY ARMOR/UNIFORMS/TOP P	123121	12/31/2021	4,913.83	4,913.83	12/31/2021
Total 100-52-5210-341 POLICE: UNIFORM EXPENSE:					4,913.83	4,913.83	
100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT							
217500	US BANK	BELCO/RADIO SPKR/DOCK/INS	123121	12/31/2021	474.40	474.40	12/31/2021
217500	US BANK	KAYSR/DOOR MOULDING/2018	123121	12/31/2021	120.58	120.58	12/31/2021
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					594.98	594.98	
100-52-5210-370 POLICE: FUEL & OIL							
217500	US BANK	KWIK TRIP/GAS4 SQUAD	123121	12/31/2021	35.92	35.92	12/31/2021
217500	US BANK	KWIK TRIP/GAS 4 SQUAD	123121	12/31/2021	28.64	28.64	12/31/2021
217500	US BANK	KWIK TRIP/GAS 4 SQUAD	123121	12/31/2021	24.81	24.81	12/31/2021
217500	US BANK	KWIK TRIP/GAS 4 SQUAD	123121	12/31/2021	27.00	27.00	12/31/2021
217500	US BANK	KWIK TRIP/GAS 4 SQUAD	123121	12/31/2021	31.26	31.26	12/31/2021

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-52-5210-370 POLICE: FUEL & OIL:					147.63	147.63	
100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT							
217500	US BANK	CARLFSTATS/HYDRALIC HOSE	123121	12/31/2021	91.26	91.26	12/31/2021
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					91.26	91.26	
100-53-5320-370 GARAGE: FUEL & OIL							
217500	US BANK	KWIK TRIP/FUEL/DPW	123121	12/31/2021	76.45	76.45	12/31/2021
217500	US BANK	KWIK TRIP/FUEL/DPW	123121	12/31/2021	104.99	104.99	12/31/2021
217500	US BANK	KWIK TRIP/FUEL/DPW	123121	12/31/2021	337.13	337.13	12/31/2021
217500	US BANK	KWIK TRIP/FUEL/DPW	123121	12/31/2021	125.03	125.03	12/31/2021
Total 100-53-5320-370 GARAGE: FUEL & OIL:					643.60	643.60	
100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC							
217500	US BANK	PELLITTERI/NOV TRASH PICKU	123121	12/31/2021	9,105.34	9,105.34	12/31/2021
Total 100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC:					9,105.34	9,105.34	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
217500	US BANK	FARM&FLEET/T. SPARBY	123121	12/31/2021	120.96	120.96	12/31/2021
217500	US BANK	SALTCO/SALT FOR VH	123121	12/31/2021	65.00	65.00	12/31/2021
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					185.96	185.96	
100-55-5520-340 PARKS:OPERATING EXPENSE							
217500	US BANK	US CELL/FORESTRY	123121	12/31/2021	44.48	44.48	12/31/2021
217500	US BANK	ARBORWEAR/SWEATSHIRT/CO	123121	12/31/2021	80.00	80.00	12/31/2021
217500	US BANK	ACE HRDWR/EAR PLGS/SAFT	123121	12/31/2021	37.96	37.96	12/31/2021
217500	US BANK	SHOEBOX/BOOTS COREY (3 PA	123121	12/31/2021	334.80	334.80	12/31/2021
217500	US BANK	MID POWR CENTR/BRUSH HOG	123121	12/31/2021	702.08	702.08	12/31/2021
217500	US BANK	ACE/WK GLOVES FORESTER	123121	12/31/2021	23.99	23.99	12/31/2021
217500	US BANK	ISA/MEMBRSHIP RENEWALS	123121	12/31/2021	310.00	310.00	12/31/2021
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					1,533.31	1,533.31	
200-53-5361-210 REPAIR & MAINT: CONTRACTUAL							
217500	US BANK	MONONA PLMB/SEWR BACKUP	123121	12/31/2021	1,930.53	1,930.53	12/31/2021
Total 200-53-5361-210 REPAIR & MAINT: CONTRACTUAL:					1,930.53	1,930.53	
200-53-5361-340 OPERATING SUPPLIES EXPENSE							
217500	US BANK	US CELL/DPW SEWR	123121	12/31/2021	91.62	91.62	12/31/2021
217500	US BANK	ATT/VILLAGE PHONES	123121	12/31/2021	689.76	689.76	12/31/2021
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					781.38	781.38	
210-51-5160-222 BLDG/PLANT: TELEPHONE							
217500	US BANK	ATT/POOL INTERNET	123121	12/31/2021	73.83	73.83	12/31/2021
217500	US BANK	MAIL CHIMP/EMAIL	123121	12/31/2021	62.99	62.99	12/31/2021
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					136.82	136.82	
210-55-5542-340 POOL: OPERATING SUPPLY & EXP.							
217500	US BANK	WHENIWORK/STAFF SCHED	123121	12/31/2021	99.00	99.00	12/31/2021

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					99.00	99.00	
400-53-5330-818 HEIDEN HAUS RENOVATIONS							
217500	US BANK	MENARDS/HOCKY STICK RACK	123121	12/31/2021	91.61	91.61	12/31/2021
217500	US BANK	KALAHARI/WI ECOM CONF	123121	12/31/2021	109.00	109.00	12/31/2021
217500	US BANK	AMZN/TERMOSTAT/CAGE	123121	12/31/2021	29.99	29.99	12/31/2021
217500	US BANK	BEST BUY/MINI FRIDGE/HEIDN	123121	12/31/2021	139.99	139.99	12/31/2021
217500	US BANK	FARMFLEET/SKATE MATS/HEID	123121	12/31/2021	419.93	419.93	12/31/2021
Total 400-53-5330-818 HEIDEN HAUS RENOVATIONS:					790.52	790.52	
400-57-5714-810 VILLAGE HALL							
217500	US BANK	AFFRDABLE OFFIC INTER/DESI	123121	12/31/2021	585.00	585.00	12/31/2021
Total 400-57-5714-810 VILLAGE HALL:					585.00	585.00	
600-53-0600-121 WATER: LABOR							
217500	US BANK	WI WASTWART/WATER CREDIT	123121	12/31/2021	65.00	65.00	12/31/2021
Total 600-53-0600-121 WATER: LABOR:					65.00	65.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
217500	US BANK	UPS STOR/METROTECH	123121	12/31/2021	36.34	36.34	12/31/2021
217500	US BANK	FARM&FLEET/MIKE MEIER	123121	12/31/2021	79.99	79.99	12/31/2021
217500	US BANK	US CELLULAR/DPW H2O	123121	12/31/2021	91.62	91.62	12/31/2021
217500	US BANK	STYL&STICHS/M MEIER	123121	12/31/2021	185.00	185.00	12/31/2021
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					392.95	392.95	
700-53-5340-810 GARDEN CLUB EXPENSES							
217500	US BANK	ACE/HOLIDAY LIGHTS	123121	12/31/2021	48.37	48.37	12/31/2021
Total 700-53-5340-810 GARDEN CLUB EXPENSES:					48.37	48.37	
100-51-5143-190 PERSONNEL: PROVIDED FOR EVALS							
1000130	CARLSON DETTMANN CONSULTIN	MRKT PRICING-PD	239813A	12/27/2021	550.00	550.00	12/31/2021
1000130	CARLSON DETTMANN CONSULTIN	DATA ANALYSIS	239816A	12/27/2021	675.00	675.00	12/31/2021
Total 100-51-5143-190 PERSONNEL: PROVIDED FOR EVALS:					1,225.00	1,225.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
2300138	MIDAMERICAN TECHNOLOGY, INC.	REPAIR LOCATOR	15599	12/14/2021	512.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					512.00	.00	
Grand Totals:					33,170.05	30,102.18	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
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Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
-

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE							
1730	ASSOCIATED APPRAISAL CONSULT	INTERNET POSTINGS	160204	01/01/2022	11.93	.00	
1730	ASSOCIATED APPRAISAL CONSULT	PROFESSIONAL ASSESSMENT	160204	01/01/2022	685.42	.00	
1730	ASSOCIATED APPRAISAL CONSULT	REVALUATION FINANCE PAYME	160204	01/01/2022	1,965.00	.00	
1730	ASSOCIATED APPRAISAL CONSULT	2022 REVALUATION PROGRAM	160204	01/01/2022	796.81	.00	
Total 100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE:					3,459.16	.00	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
3356	CIVIC SYSTEMS LLC	SEMI ANNUAL SUPPORT FEE	21277	12/16/2021	4,634.00	.00	
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					4,634.00	.00	
600-53-0682-210 OUTSIDE SERVICES							
3356	CIVIC SYSTEMS LLC	SEMI ANNUAL SUPPORT:UTILI	21277	12/16/2021	1,076.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					1,076.00	.00	
100-45-4511-000 COURT FINES							
4038	DANE CO TREASURER	SHARED COURT FINES	122021	12/21/2021	103.00	.00	
Total 100-45-4511-000 COURT FINES:					103.00	.00	
600-53-0682-210 OUTSIDE SERVICES							
8950	HYDROCORP	CROSS CONNECTION CONTRO	0065197	12/31/2021	122.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					122.00	.00	
100-51-5111-310 VILLAGE BOARD: SUP & EXPENSE							
12215	LEAGUE OF WI MUNICIPALITIES	LEAGUE DUES FOR 2022	10475	08/16/2021	2,267.09	.00	
Total 100-51-5111-310 VILLAGE BOARD: SUP & EXPENSE:					2,267.09	.00	
100-52-5210-210 POLICE: CONTRACTUAL SERVICES							
13082	MADISON CITY TREASURER	RMS PROJECT	RMS PROJEC	12/16/2021	2,939.16	.00	
Total 100-52-5210-210 POLICE: CONTRACTUAL SERVICES:					2,939.16	.00	
100-122100 PROPERTY TAXES RECEIVABLE							
13083	MADISON TREASURER, CITY OF	ELEVATOR INSPECTION	122021	12/21/2021	1,400.00	.00	
Total 100-122100 PROPERTY TAXES RECEIVABLE:					1,400.00	.00	
100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT							
13085	MADISON TREASURER, CITY OF	STORM H2O	122821	12/28/2021	23.46	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					23.46	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13085	MADISON TREASURER, CITY OF	FIRE PROTECTION H2O	122821	12/28/2021	27.52	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					27.52	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
600-53-0610-601 PURCHASED WATER							
13085	MADISON TREASURER, CITY OF	FLAT RATE H2O	122821	12/28/2021	10,120.17	.00	
13085	MADISON TREASURER, CITY OF	FLAT RATE H2O	122821	12/28/2021	1,373.19	.00	
13085	MADISON TREASURER, CITY OF	PIT SW BLVD @ RR TRACKS	122821	12/28/2021	54.13	.00	
13085	MADISON TREASURER, CITY OF	PIT UBD & TRACKS	122821	12/28/2021	4,384.65	.00	
Total 600-53-0610-601 PURCHASED WATER:					15,932.14	.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
13385	MIDWEST METER INC	NEW METERS	0139146-IN	12/29/2021	7,359.22	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					7,359.22	.00	
100-51-5154-512 PROPERTY INS (LGPIF)							
13830	MUNICIPAL PROPERTY INSURANC	2022 ANNUAL PROPERTY INS	10422	01/04/2022	19,917.00	.00	
Total 100-51-5154-512 PROPERTY INS (LGPIF):					19,917.00	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
14632	1901 INC	TROUBLE SHOOTING NEW DIS	21-4261	12/09/2021	326.25	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					326.25	.00	
100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL							
16425	PKK LIGHTING INC	RECYCLING PROGRAM	R091821-IN	12/28/2021	270.80	.00	
Total 100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL:					270.80	.00	
100-51-5160-221 BLDGS & PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	1058000 W/S 1008 SHOREWOOD	123121	12/31/2021	102.26	.00	
19337	SHOREWOOD HILLS WATER & SE	910100 W/S 810 SHOREWOOD	123121	12/31/2021	26.41	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 W/S GARDENS	123121	12/31/2021	17.71	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 POOL FIXED	123121	12/31/2021	301.23	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 W/S HEIDEN	123121	12/31/2021	95.14	.00	
19337	SHOREWOOD HILLS WATER & SE	1058300 W/S RINK	123121	12/31/2021	145.94	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					688.69	.00	
100-51-5160-223 BLDGS & PLANT:STORMWATER CHRG							
19337	SHOREWOOD HILLS WATER & SE	1058500/SW/1008 SHOREWOOD	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 SW GARDENS	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403100/SW POST FARMSW PO	123121	12/31/2021	430.30	.00	
19337	SHOREWOOD HILLS WATER & SE	910200 SW 810 SHOREWOOD B	123121	12/31/2021	109.20	.00	
19337	SHOREWOOD HILLS WATER & SE	910300 SW 810 SHOREWOOD B	123121	12/31/2021	19.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1030500/SW/ TALLY HO BOOST	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1056500/SW/ENTRYWAY PARKS	123121	12/31/2021	26.00	.00	
19337	SHOREWOOD HILLS WATER & SE	908700/SW/3264 UNIV AVE LOT	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1128500 SW OAK WAY LOT	123121	12/31/2021	39.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3378500 SW BRADLEY PARK	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2285500 SW KOVAL WOODS	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2303000 SW BIG FOOT PARK	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1058500 SW 1008 SHOREWOOD	123121	12/31/2021	72.80	.00	
19337	SHOREWOOD HILLS WATER & SE	2237500 SW 4 CORNERS	123121	12/31/2021	26.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 SW ADMIN	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2331400 SW MCKENNA	123121	12/31/2021	52.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1112500 SW 1001 EDGEHILL	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3477500 SW 2700 OXFORD LOT	123121	12/31/2021	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1126300 SW QUARRY	123121	12/31/2021	78.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
19337	SHOREWOOD HILLS WATER & SE	3589000 SW HEIDEN	123121	12/31/2021	13.00	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHRГ:					995.80	.00	
210-51-5160-221 BLDG/PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	3402900 W/S CONCESSIONS	123121	12/31/2021	34.83	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 W/S POOL	123121	12/31/2021	1,978.83	.00	
Total 210-51-5160-221 BLDG/PLANT: WATER:					2,013.66	.00	
210-51-5160-223 BLDGS & PLANT:STORMWATER CHRГ							
19337	SHOREWOOD HILLS WATER & SE	3402900 SW CONCESSIONS	123121	12/31/2021	13.00	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHRГ:					13.00	.00	
450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN							
19846	STRAND ASSOCIATES INC	2021 MARSHALL CT	1258018	12/13/2021	3,760.00	.00	
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					3,760.00	.00	
100-56-5640-210 PROF CONSULTANT:PLAN REVIEW							
20670	TOWN & COUNTRY ENGINEERING I	2019 MISC SUPP	23454	12/09/2021	217.50	.00	
20670	TOWN & COUNTRY ENGINEERING I	2020 MISC SUPPORT	23455	12/09/2021	145.00	.00	
20670	TOWN & COUNTRY ENGINEERING I	MISC 2021 SUPPORT	23456	12/09/2021	253.75	.00	
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					616.25	.00	
200-53-5361-350 OUTSIDE SERVICES							
20670	TOWN & COUNTRY ENGINEERING I	MMSD WEST SIDE INTERCEPT	23549	01/06/2022	201.25	.00	
Total 200-53-5361-350 OUTSIDE SERVICES:					201.25	.00	
400-53-5330-819 BRIDGE REPLACEMENT							
20670	TOWN & COUNTRY ENGINEERING I	RUSTIC BRIDGE	23453	12/09/2021	145.00	.00	
Total 400-53-5330-819 BRIDGE REPLACEMENT:					145.00	.00	
450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN							
20670	TOWN & COUNTRY ENGINEERING I	2725 MARSHALL CT	23550	01/06/2022	231.25	.00	
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					231.25	.00	
450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS							
20670	TOWN & COUNTRY ENGINEERING I	UNIV AVE RECONSTRUCTION	23452	12/09/2021	217.50	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					217.50	.00	
500-56-5620-210 CONTRACTUAL SERVICES							
20670	TOWN & COUNTRY ENGINEERING I	2021 STORMWATER	23457	12/09/2021	607.40	.00	
Total 500-56-5620-210 CONTRACTUAL SERVICES:					607.40	.00	
100-55-5523-650 TREE REMOVALS							
21720	URBAN TREE MANAGEMENT	TREE REMOVALS-	122121	12/21/2021	8,130.00	.00	
Total 100-55-5523-650 TREE REMOVALS:					8,130.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-211534 UNION DUES							
23342	WI PROFESSIONAL POLICE ASSOC	UNION DUES-JANUARY	123121	12/31/2021	170.00	.00	
Total 100-211534 UNION DUES:					170.00	.00	
100-45-4511-000 COURT FINES							
23350	WI DEPT ADMINISTRATION: COURT	SHARED FINES DECEMBER	122021	12/21/2021	308.84	.00	
Total 100-45-4511-000 COURT FINES:					308.84	.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
23425	WI STATE LABORATORY OF HYGIE	WATER TESTING FEES	701525	12/31/2021	760.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					760.00	.00	
100-51-5141-320 ADMIN: DUES & SEMINARS							
23508	WIS CITY/COUNTY MNGT ASSOC	MEMBERSHIP DUES 2022-VILL	01062022	01/06/2022	172.50	.00	
Total 100-51-5141-320 ADMIN: DUES & SEMINARS:					172.50	.00	
100-52-5210-370 POLICE: FUEL & OIL							
232040	WEX BANK	PD FUEL	77325090	01/05/2022	534.71	534.71	01/19/2021
Total 100-52-5210-370 POLICE: FUEL & OIL:					534.71	534.71	
100-53-5320-370 GARAGE: FUEL & OIL							
232040	WEX BANK	DPW FUEL	77325090	01/05/2022	1,219.66	1,219.66	01/19/2021
Total 100-53-5320-370 GARAGE: FUEL & OIL:					1,219.66	1,219.66	
100-51-5142-310 CLERK: SUP & EXPENSES							
999511	POSTAL SOURCE INC.	INK CARTRIDGE-MAIL MACHIN	56827	12/17/2021	204.95	.00	
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					204.95	.00	
100-51-5151-300 BOND ISSUE EXPENSES							
999610	ASSOCIATED TRUST COMPANY	STANDARD FEE	21753	12/10/2021	475.00	.00	
Total 100-51-5151-300 BOND ISSUE EXPENSES:					475.00	.00	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
1000688	COMPUTER MAGIC INC	BACKUP SERVICE W CLOUD R	6293	12/31/2021	331.00	.00	
1000688	COMPUTER MAGIC INC	MANAGED LIGHT USER	6293	12/31/2021	98.00	.00	
1000688	COMPUTER MAGIC INC	MANAGED USER	6293	12/31/2021	4,324.50	.00	
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					4,753.50	.00	
100-51-5143-200 PERSONNEL: RECRUITMENT							
2300135	EVELAND, SHARON	REIMBURSEMENTS-WALMART	111821	11/18/2021	39.33	.00	
2300135	EVELAND, SHARON	REIMBURSEMENT HOTEL	111821	11/18/2021	76.25	.00	
2300135	EVELAND, SHARON	REIMBURSEMENTS - MILEAGE	111821	11/18/2021	168.48	.00	
Total 100-51-5143-200 PERSONNEL: RECRUITMENT:					284.06	.00	
Grand Totals:					86,359.82	1,754.37	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
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Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
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Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
REVENUES								
TAXES								
100-41-4111-000	GENERAL PROPERTY TAXES	0	3,017,776	(3,017,776)	0.00%	0	2,977,507	0.00%
100-41-4131-000	PAYMENTS IN LIEU OF TAX	0	62,000	(62,000)	0.00%	0	62,000	0.00%
100-41-4181-000	INTEREST & PENALTIES ON TAXES	60	0	60	0.00%	7	50	14.40%
INTERGOVERNMENTAL REVENUE								
100-43-4330-000	FED/STATE DISASTER RELIEF	0	0	0	0.00%	41,709	38,042	109.64%
100-43-4341-000	STATE SHARED REVENUE	0	30,370	(30,370)	0.00%	30,370	30,370	100.00%
100-43-4342-000	FIRE INSURANCE PREMIUM-2% DUES	21,701	22,500	(799)	96.45%	21,109	22,500	93.82%
100-43-4351-000	STATE AID: EXEMPT COMPUTERS	30,317	18,055	12,262	167.92%	21,430	18,055	118.69%
100-43-4352-100	LAW ENFORCEMENT TRAINING AIDS	846	1,600	(754)	52.88%	1,760	1,600	110.00%
100-43-4352-105	PUBLIC SAFETY EQUIPMENT AIDS	0	0	0	0.00%	0	0	0.00%
100-43-4352-110	GRANTS TO POLICE DEPARTMENT	4,273	0	4,273	0.00%	12,000	0	0.00%
100-43-4353-000	STATE AID: HIGHWAY	229,961	307,017	(77,056)	74.90%	293,527	293,925	99.86%
100-43-4353-100	LOCAL ROADS GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4353-300	STATE FEMA GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4358-000	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-43-4360-000	DANE CTY GRANT: LAND CONS DEPT	0	0	0	0.00%	0	0	0.00%
LICENSES & PERMITS								
100-44-4411-000	LICENSES: LIQUOR/MALT BEVERAGE	5,450	5,215	235	104.51%	15,437	5,450	283.24%
100-44-4412-000	LICENSES: OTHER BUS/OCCUPATION	2,070	1,900	170	108.95%	1,870	2,600	71.92%
100-44-4421-000	LICENSES: BICYCLE	0	0	0	0.00%	0	0	0.00%
100-44-4422-000	LICENSES: DOG & CAT	2,787	4,500	(1,713)	61.93%	2,436	4,500	54.14%
100-44-4423-000	LICENSES: MISC	90	1,000	(910)	9.00%	20	1,300	1.54%
100-44-4431-000	PERMIT/INSPCTN FEES: BUILDINGS	32,568	16,000	16,568	203.55%	16,352	17,000	96.19%
100-44-4432-000	PERMIT/INSPCTN FEES: HVAC	6,522	6,300	222	103.53%	6,479	6,300	102.85%
100-44-4433-000	PERMIT/INSPCTN FEES: ELECTRICAL	7,974	6,500	1,474	122.68%	7,233	6,500	111.27%
100-44-4434-000	PERMIT/INSPCTN FEES: PLUMBING	7,375	6,000	1,375	122.92%	6,817	6,000	113.62%
100-44-4435-000	PERMIT/INSPCTN FEES: SIGNS	1,598	500	1,098	319.61%	79	800	9.82%
100-44-4436-000	PERMIT/INSPCTN FEES: SPRNK/FIRE	0	0	0	0.00%	0	0	0.00%
100-44-4439-000	PERMIT/INSPCTN FEES: MISC.	1,625	1,000	625	162.50%	1,335	1,000	133.50%
100-44-4441-000	ZONING FEES	1,550	3,100	(1,550)	50.00%	3,275	3,100	105.65%
100-44-4491-000	CABLE TV FRANCHISE FEES	21,895	27,045	(5,150)	80.96%	28,283	26,000	108.78%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-44-4492-000	% SURCHARGE FOR RECREATION	11,883	4,000	7,883	297.07%	2,926	9,000	32.51%
FINES, FOREITS & PENALTIES								
100-45-4511-000	COURT FINES	19,592	26,800	(7,208)	73.11%	19,098	32,000	59.68%
100-45-4513-000	PARKING VIOLATIONS	16,120	30,000	(13,880)	53.73%	15,723	50,000	31.45%
100-45-4514-000	POLICE DONATIONS/MISC REVENUES	2,373	1,000	1,373	237.25%	3,924	1,000	392.42%
PUBLIC CHARGES FOR SERVICE								
100-46-4611-000	CLERK: MATERIAL & SUPPLY SALES	33	30	3	109.93%	33	30	108.80%
100-46-4612-000	CLERK: EMPLOYEE SUNSHINE FUND	281	500	(220)	56.10%	287	500	57.31%
100-46-4613-000	CLERK: PARKING PERMITS	635	600	35	105.83%	260	600	43.33%
100-46-4621-000	LAW ENFORCEMENT FEES	847	500	347	169.40%	390	500	77.95%
100-46-4642-000	WIS MUNICIPAL RECYCLING GRANT	14,964	14,912	52	100.35%	14,910	14,912	99.99%
100-46-4642-100	RECYCLING PROCEEDS	0	0	0	0.00%	0	0	0.00%
100-46-4645-000	DISPOSAL REPAIR FEES	0	0	0	0.00%	0	0	0.00%
100-46-4670-000	BOOK PUBLISHING REVENUES	123	0	123	0.00%	209	32	654.28%
100-46-4670-100	RESALE BOOK PUBLISHING REVENUE	158	0	158	0.00%	0	0	0.00%
100-46-4671-000	BOOK SHIPPING INCOME	0	0	0	0.00%	0	0	0.00%
100-46-4672-000	CONTRIBUTIONS: PARKS & FORESTRY	2,166	10,000	(7,834)	21.66%	2,603	2,500	-
100-46-4672-100	GARDEN PLOT REVENUES	2,550	3,325	(775)	76.69%	3,305	3,000	110.17%
100-46-4672-110	CONTRIBUTIONS: GARDEN CLUB	66	4,000	(3,934)	1.66%	5,500	3,000	183.33%
100-46-4672-130	CONTRIBUTIONS: HORT CONSULTANT	0	0	0	0.00%	0	0	0.00%
100-46-4673-100	RECREATION: FOUR CORNERS	18,375	22,100	(3,725)	83.14%	0	22,100	0.00%
100-46-4673-200	RECREATION: LAND REC	26,225	25,000	1,225	104.90%	0	25,000	0.00%
100-46-4673-210	RECREATION: LAND REC GRANT	0	0	0	0.00%	0	0	0.00%
100-46-4673-300	RECREATION: TENNIS	54,990	28,500	26,490	192.95%	28,035	28,500	98.37%
100-46-4673-500	RECREATION: BASKETBALL	1,960	2,010	(50)	97.51%	0	2,010	0.00%
100-46-4673-600	RECREATION: GOLF	4,489	5,000	(511)	89.78%	0	5,066	0.00%
100-46-4673-700	RECREATION: KAYAK/CANOE	945	560	385	168.75%	595	525	113.33%
100-46-4673-900	RECREATION: OUTDOOR SOCCER	12,040	5,000	7,040	240.80%	633	10,346	6.12%
100-46-4673-970	RECREATION: DODGEBALL	1,900	0	1,900	0.00%	0	0	0.00%
100-46-4674-100	COMMUNITY CENTER RENTALS	439	0	439	0.00%	1,250	500	250.00%
100-46-4674-210	JULY 4th FAMILY PICNIC	0	0	0	0.00%	0	1,000	0.00%
100-46-4674-220	JULY 4th FIREWORKS	0	9,500	(9,500)	0.00%	0	9,500	0.00%
INTERGOVERNMENTAL SERVICE CHARGES								

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-47-4741-000	WATER DEPT: REIMB FOR SERVICES	0	14,321	(14,321)	0.00%	0	14,040	0.00%
100-47-4742-000	SEWER DIV: REIMB FOR SERVICES	0	11,592	(11,592)	0.00%	0	11,365	0.00%
100-47-4743-000	WATERFRONT: REIMB FOR SERVICES	0	18,077	(18,077)	0.00%	0	17,723	0.00%
100-47-4744-000	STORMWATER:REIMB FOR SERVICES	0	9,743	(9,743)	0.00%	0	9,552	0.00%
MISCELLANEOUS REVENUE								
100-48-4810-000	INTEREST ON INVESTMENTS	3,721	30,000	(26,279)	12.40%	32,642	80,000	40.80%
100-48-4810-100	BUILD AMERICA BOND SUBSIDY	0	0	0	0.00%	808	0	0.00%
100-48-4812-000	CAPITAL PROJECT BOND INTEREST	0	0	0	0.00%	0	0	0.00%
100-48-4815-000	REPAYMENT: WATER UTILTY ADVANC	0	0	0	0.00%	0	0	0.00%
100-48-4821-000	RENT: DUE FROM POOL	0	35,000	(35,000)	0.00%	0	39,500	0.00%
100-48-4822-000	RENT: BLACKHAWK C.C.	99,996	100,000	(4)	100.00%	108,329	100,000	108.33%
100-48-4823-000	BCC INSURANCE REIMBURSEMENT	0	0	0	0.00%	0	0	0.00%
100-48-4825-000	RENT: PARKING SPACES	0	0	0	0.00%	0	0	0.00%
100-48-4827-000	DEVELPR SHARE MAD FIRE EXPENSE	53,139	63,000	(9,861)	84.35%	77,350	55,771	138.69%
100-48-4830-000	MISCELLANEOUS SALES	235	0	235	0.00%	107,812	0	0.00%
100-48-4831-000	POLICE/ FIRE SALES	7,443	5,000	2,443	148.86%	4,772	0	0.00%
100-48-4833-000	VILLAGE TREE SALES	0	2,500	(2,500)	0.00%	2,914	5,000	58.28%
100-48-4836-000	DPW VEHICLE SALES	0	0	0	0.00%	0	0	0.00%
100-48-4838-000	DANE CTY CALENDARS	0	0	0	0.00%	0	0	0.00%
100-48-4840-000	INSURANCE DIVIDENDS	8,993	0	8,993	0.00%	5,218	0	0.00%
100-48-4845-000	INSURANCE PREMIUM REFUNDS	0	0	0	0.00%	0	0	0.00%
100-48-4850-000	INSURANCE CLAIMS	0	0	0	0.00%	0	0	0.00%
100-48-4851-000	2018 FLOOD INSURANCE REIMB	0	0	0	0.00%	0	0	0.00%
100-48-4855-000	SHWD LEAGUE/FOUNDATN RECEIPTS	0	0	0	0.00%	0	0	0.00%
100-48-4895-000	REPAYMENT: TIF ADVANCE	0	0	0	0.00%	0	0	0.00%
OTHER FINANCING SOURCES								
100-49-4941-000	MISCELLANEOUS REVENUES	14,746	117,000	(102,254)	12.60%	12,182	17,000	71.66%
100-49-4944-000	FUND BALANCE APPLIED	0	0	0	0.00%	0	0	0.00%
EXPENSES								
VILLAGE BOARD								
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	4,377	2,800	1,577	156.33%	2,954	1,500	196.96%
100-51-5111-720	VILLAGE BOARD: DONATIONS	0	0	0	0.00%	0	0	0.00%
100-51-5112-310	COMMITTEES: SUP & EXPENSE	525	1,200	(675)	43.77%	2,179	500	435.84%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	3,282	3,672	(390)	89.38%	3,634	3,600	100.94%
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	24,345	25,031	(685)	97.26%	23,473	24,539	95.65%
100-51-5120-150	JUDICIAL: BENEFITS	3,339	7,183	(3,844)	46.48%	6,816	6,880	99.07%
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	3,278	5,000	(1,722)	65.57%	1,903	1,700	111.95%
100-51-5120-321	JUDICIAL: DUES	120	145	(25)	82.76%	190	190	100.00%
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	1,098	1,745	(647)	62.90%	700	1,800	38.89%
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	24,851	13,500	11,351	184.08%	9,927	15,000	66.18%
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	27,148	25,000	2,148	108.59%	33,939	25,000	135.75%
100-51-5141-120	ADMIN: WAGES	111,555	95,261	16,294	117.10%	97,017	92,172	105.26%
100-51-5141-150	ADMIN: BENEFITS	33,609	27,678	5,932	121.43%	30,182	26,281	114.85%
100-51-5141-320	ADMIN: DUES & SEMINARS	1,174	1,800	(626)	65.22%	1,150	1,800	63.86%
100-51-5141-340	ADMIN: MONTHLY BULLETIN	0	0	0	0.00%	0	0	0.00%
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	301	1,000	(699)	30.12%	874	750	116.51%
100-51-5142-120	CLERK: WAGES	67,941	80,617	(12,676)	84.28%	62,005	77,387	80.12%
100-51-5142-130	EXTRA OFFICE HELP	0	19,781	(19,781)	0.00%	3,858	19,386	19.90%
100-51-5142-150	CLERK: BENEFITS	17,666	28,725	(11,059)	61.50%	16,716	27,440	60.92%
100-51-5142-310	CLERK: SUP & EXPENSES	5,043	2,800	2,243	180.12%	6,372	2,800	227.57%
100-51-5142-322	CLERK: TRAINING/SEMINARS	1,773	2,300	(527)	77.09%	243	2,300	10.57%
100-51-5142-340	CLERK: POSTAL EXPENSES	2,610	2,100	510	124.30%	6,014	2,100	286.39%
100-51-5142-500	CLERK: DANE CTY CALENDARS	0	0	0	0.00%	0	0	0.00%
100-51-5142-700	CLERK: LICENSE COSTS	0	0	0	0.00%	10,000	0	0.00%
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COMP	(3,569)	0	(3,569)	0.00%	3,943	0	0.00%
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	42,646	62,000	(19,354)	68.78%	58,596	71,738	81.68%
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	1,900	250	1,650	760.00%	250	0	0.00%
100-51-5143-200	PERSONNEL: RECRUITMENT	18,055	0	18,055	0.00%	353	0	0.00%
100-51-5143-210	PERSONNEL: MEDICAL EVALUATIONS	0	300	(300)	0.00%	0	300	0.00%
100-51-5143-300	PERSONNEL: RETIREES INS PREM	19,085	10,800	8,285	176.72%	8,314	10,381	80.09%
100-51-5144-140	ELECTIONS: PER DIEM WAGES	2,775	3,000	(225)	92.50%	5,406	5,760	93.85%
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	1,636	2,000	(364)	81.81%	6,075	1,600	379.70%
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	58,578	53,000	5,578	110.52%	51,810	53,000	97.75%
100-51-5145-340	D.P.: OPERATIONS EXPENSE	11,651	6,000	5,651	194.18%	8,253	8,400	98.25%
100-51-5145-350	WEBSITE COSTS	801	672	129	119.22%	801	670	119.58%
100-51-5151-210	FINANCE: AUDIT SERVICES	45,926	35,000	10,926	131.22%	64,037	31,000	206.57%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	0	0	0	0.00%	0	0	0.00%
100-51-5151-300	BOND ISSUE EXPENSES	2,850	3,425	(575)	83.21%	3,804	3,425	111.07%
100-51-5152-340	TREASURY: OPERATIONS	0	0	0	0.00%	0	0	0.00%
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	0	0	0	0.00%	0	0	0.00%
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENSE	10,333	10,190	143	101.40%	10,333	10,190	101.40%
100-51-5154-511	LIABILITY INS (LEAGUE)	49,178	47,000	2,178	104.63%	49,162	47,000	104.60%
100-51-5154-512	PROPERTY INS (LGPIF)	19,204	22,500	(3,296)	85.35%	20,479	20,094	101.92%
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	47,151	40,000	7,151	117.88%	53,817	53,647	100.32%
100-51-5160-221	BLDGS & PLANT: WATER	8,435	6,500	1,935	129.77%	9,927	6,000	165.46%
100-51-5160-222	BLDGS & PLANT: TELEPHONE	9,564	13,500	(3,936)	70.84%	12,099	9,000	134.43%
100-51-5160-223	BLDGS & PLANT:STORMWATER CHRG	10,620	7,500	3,120	141.60%	9,598	7,500	127.97%
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	4,900	5,500	(600)	89.08%	30,522	5,000	610.44%
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	0	0	0	0.00%	0	0	0.00%
PUBLIC SERVICES								
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	96,719	102,936	(6,217)	93.96%	98,078	100,811	97.29%
100-52-5210-120	POLICE: CLERICAL WAGES	60,604	80,253	(19,649)	75.52%	72,595	76,021	95.49%
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	345,769	369,360	(23,591)	93.61%	331,992	376,208	88.25%
100-52-5210-122	POLICE: OVERTIME WAGES	21,737	9,000	12,737	241.53%	15,286	9,000	169.85%
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	27,264	25,000	2,264	109.06%	43,863	25,000	175.45%
100-52-5210-125	POLICE: DIFFERENTIAL	2,938	2,000	938	146.88%	2,361	2,000	118.06%
100-52-5210-128	POLICE: COM SERVICE OFFICERS	0	4,400	(4,400)	0.00%	0	4,400	0.00%
100-52-5210-129	POLICE: CROSSING GUARD WAG	4,312	6,000	(1,688)	71.87%	2,210	6,000	36.83%
100-52-5210-130	POLICE: EMPLOYMENT BONUS	0	0	0	0.00%	0	0	0.00%
100-52-5210-150	POLICE: BENEFITS	207,446	215,934	(8,488)	96.07%	196,613	208,842	94.14%
100-52-5210-170	POLICE: EDUCATION REIMB	0	0	0	0.00%	0	0	0.00%
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	13,512	16,000	(2,488)	84.45%	18,345	15,000	122.30%
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	1,869	3,000	(1,131)	62.30%	1,845	3,000	61.49%
100-52-5210-321	POLICE: DUES & SEMINARS	694	3,000	(2,306)	23.13%	695	3,000	23.16%
100-52-5210-322	POLICE: TRAINING EXPENSES	7,040	10,000	(2,960)	70.40%	3,514	10,000	35.14%
100-52-5210-340	POLICE: OPERATING EXPENSE	14,368	17,000	(2,632)	84.52%	27,742	16,000	173.39%
100-52-5210-341	POLICE: UNIFORM EXPENSE	7,535	7,500	35	100.47%	6,147	7,500	81.95%
100-52-5210-345	POLICE: PROMOTION	0	0	0	0.00%	0	0	0.00%
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	3,417	4,000	(583)	85.42%	6,981	7,000	99.72%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-52-5210-370	POLICE: FUEL & OIL	5,520	7,000	(1,480)	78.85%	5,412	8,000	67.65%
100-52-5210-380	POLICE: DRUG PREVENTION	1,000	1,000	0	100.00%	0	1,000	0.00%
100-52-5210-390	POLICE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	583,985	583,985	0	100.00%	553,322	553,322	100.00%
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	21,701	22,500	(799)	96.45%	21,109	22,500	93.82%
100-52-5220-590	FIRE: HYDRANT RENTAL	0	0	0	0.00%	0	0	0.00%
100-52-5240-150	INSPECTIONS: BENEFITS	2,155	2,012	143	107.10%	2,021	2,012	100.46%
100-52-5240-211	INSPECTIONS: BUILDINGS	14,508	13,000	1,508	111.60%	12,735	13,000	97.96%
100-52-5240-212	INSPECTIONS: HVAC	4,962	5,000	(38)	99.25%	5,075	5,000	101.49%
100-52-5240-213	INSPECTIONS: ELECTRICAL	5,216	6,000	(784)	86.94%	5,174	6,000	86.24%
100-52-5240-214	INSPECTIONS: PLUMBING	3,480	2,300	1,180	151.32%	2,781	2,300	120.93%
100-52-5240-340	INSPECTIONS: OPERATIONS	404	340	64	118.75%	309	340	90.75%
100-52-5260-290	DANE COUNTY RADIO CONTRACT	7,624	8,002	(378)	95.28%	6,860	7,928	86.53%
PUBLIC WORKS								
100-53-5300-121	AIDABLE WORK: LABOR	59,755	81,196	(21,441)	73.59%	50,890	73,385	69.35%
100-53-5300-150	AIDABLE WORK: BENEFITS	10,271	17,238	(6,968)	59.58%	8,638	14,391	60.03%
100-53-5300-340	AIDABLE WORK: OPERATING EXP.	23,934	20,000	3,934	119.67%	29,896	18,000	166.09%
100-53-5300-450	SCHOOL SAFE ZONE	0	0	0	0.00%	0	0	0.00%
100-53-5300-600	AIDABLE: INSURANCE REPAIRS	0	0	0	0.00%	0	0	0.00%
100-53-5320-350	GARAGE: VEHICLE REPAIR & MAINT	14,692	15,000	(308)	97.95%	15,452	15,000	103.01%
100-53-5320-370	GARAGE: FUEL & OIL	14,581	13,000	1,581	112.16%	14,919	13,000	114.76%
100-53-5330-210	STR MAINT/REPAIR: ENGINEERING	0	0	0	0.00%	0	0	0.00%
100-53-5330-230	STR MAINT/REPAIR: ANNUAL CNTCT	0	0	0	0.00%	0	0	0.00%
100-53-5342-220	STREET LIGHTING: POWER	17,460	20,000	(2,540)	87.30%	19,024	18,000	105.69%
100-53-5342-340	STREET LIGHTING: CONTRACTUAL	2,246	2,200	46	102.07%	6,892	5,000	137.84%
100-53-5344-350	STORM SEWERS: DISCHARGE PERMIT	257	235	22	109.44%	253	235	107.80%
100-53-5352-300	BUS SERVICE	30,000	30,000	0	100.00%	30,000	30,000	100.00%
100-53-5362-290	REFUSE COLL: CONTRACTUAL SERVC	95,344	100,154	(4,810)	95.20%	99,182	99,000	100.18%
100-53-5363-290	METRO LANDFILL EXPENSE	10,290	10,290	0	100.00%	9,960	9,960	100.00%
100-53-5365-121	RECYCLING/YARDWASTE:LABOR	30,228	40,518	(10,291)	74.60%	44,130	41,117	107.33%
100-53-5365-150	RECYCLING/YARDWASTE:BENEFITS	6,585	8,602	(2,018)	76.55%	6,771	8,098	83.62%
100-53-5365-340	RECYCLING/YARDWASTE: SUP EXP	862	4,100	(3,238)	21.02%	2,468	4,100	60.20%
100-53-5365-370	RECYCLING/YARDWASTE:FUEL & OIL	2,044	2,500	(456)	81.75%	1,156	3,000	38.52%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
VILLAGE HALL								
100-54-5400-130	VILLAGE HALL: CLEANING	7,756	4,724	3,032	164.19%	5,060	4,782	105.82%
100-54-5400-150	VILLAGE HALL: BENEFITS	2,432	1,003	1,430	242.54%	853	1,490	57.27%
NON-AIDABLE SERVICES								
100-55-5500-121	NON-AIDABLE WORK: LABOR	99,866	118,107	(18,242)	84.55%	92,913	118,163	78.63%
100-55-5500-150	NON-AIDABLE WORK: BENEFITS	19,445	25,075	(5,630)	77.55%	14,863	23,172	64.14%
100-55-5500-340	NON-AIDABLE: OPERATING EXPENSE	18,717	25,000	(6,283)	74.87%	28,143	25,000	112.57%
100-55-5500-600	NON-AIDABLE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-55-5500-700	COMMUNITY GARDENS	450	605	(155)	74.38%	605	500	120.99%
100-55-5510-340	2018 FLOOD EXPENSES	0	0	0	0.00%	0	0	0.00%
100-55-5514-121	COMMUNITY CTR: WAGES	190	264	(74)	72.08%	198	1,403	14.10%
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	58	56	2	103.60%	55	275	19.87%
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	9,672	5,000	4,672	193.43%	9,847	5,000	196.94%
100-55-5520-121	FORESTER: WAGES	62,638	66,322	(3,685)	94.44%	62,011	64,988	95.42%
100-55-5520-122	GRANT FUNDED HORT WAGES	0	0	0	0.00%	0	0	0.00%
100-55-5520-125	HORT ASSISTANT WAGES	15,339	15,000	339	102.26%	15,259	16,000	95.37%
100-55-5520-150	FORESTER: WAGE BENEFITS	17,948	18,689	(740)	96.04%	17,402	18,008	96.63%
100-55-5520-320	PARKS:PROJECTS	9,168	10,000	(832)	91.68%	4,210	12,500	33.68%
100-55-5520-340	PARKS:OPERATING EXPENSE	3,328	4,500	(1,172)	73.95%	4,137	4,800	86.20%
100-55-5520-342	VILLAGE TREE SALES COSTS	0	2,500	(2,500)	0.00%	3,448	5,000	68.96%
100-55-5520-350	McKENNA PARK	0	0	0	0.00%	0	0	0.00%
100-55-5520-370	FORESTER: FUEL & OIL	0	0	0	0.00%	0	0	0.00%
100-55-5523-341	HORTICULTURE: CONSULTANT	0	0	0	0.00%	349	500	69.74%
100-55-5523-343	HORTICULTURE: REFORESTATION	150	0	150	0.00%	1,368	0	0.00%
100-55-5523-350	HORTICULTURE:PLANTINGS	334	1,000	(666)	33.37%	490	2,500	19.62%
100-55-5523-550	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-55-5523-600	TREE MAINTENANCE	39,786	40,000	(214)	99.47%	35,515	35,000	101.47%
100-55-5523-650	TREE REMOVALS	29,045	35,000	(5,955)	82.99%	29,476	35,000	84.22%
100-55-5531-121	FOUR CORNERS: WAGES	14,287	11,000	3,287	129.88%	0	11,000	0.00%
100-55-5531-150	FOUR-CORNERS: BENEFITS	1,093	900	193	121.44%	0	900	0.00%
100-55-5531-340	FOUR CORNERS: OPERATING EXPNSE	3,698	1,000	2,698	369.78%	327	1,000	32.67%
100-55-5532-121	LAND RECREATION: WAGES	14,287	11,000	3,287	129.88%	0	11,000	0.00%
100-55-5532-150	LAND RECREATION: BENEFITS	1,093	1,000	93	109.29%	0	1,000	0.00%

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-55-5532-340	LAND RECREATION: OPERATING EXP	4,408	1,200	3,208	367.33%	0	1,200	0.00%
100-55-5533-121	TENNIS: WAGES	28,702	18,000	10,702	159.46%	17,765	16,000	111.03%
100-55-5533-150	TENNIS: BENEFITS	2,196	1,400	796	156.84%	1,359	1,300	104.54%
100-55-5533-340	TENNIS: OPERATING EXPENSES	8,995	4,000	4,995	224.88%	8,791	4,000	219.77%
100-55-5535-121	BASKETBALL: WAGES	1,185	1,200	(15)	98.75%	0	1,200	0.00%
100-55-5535-150	BASKETBALL: BENEFITS	91	125	(34)	72.53%	0	125	0.00%
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	220	750	(530)	29.29%	0	750	0.00%
100-55-5537-340	SPEC EVENTS: JULY 4th EXPENSE	0	1,600	(1,600)	0.00%	0	1,400	0.00%
100-55-5537-341	SPEC EVENTS: FIREWORKS EXPENSE	0	9,500	(9,500)	0.00%	0	9,500	0.00%
100-55-5537-342	SPEC EVENTS: RECOGNITION NIGHT	0	6,500	(6,500)	0.00%	6,501	5,000	130.01%
100-55-5538-340	OUTDOOR SOCCER: OPERATNG EXPEN	6,820	4,000	2,820	170.49%	4,351	7,000	62.15%
100-55-5540-340	GOLF: OPERATING EXPENSES	4,499	4,500	(1)	99.99%	0	4,500	0.00%
100-55-5541-121	DODGEBALL: WAGES	1,930	0	1,930	0.00%	0	0	0.00%
100-55-5541-150	DODGEBALL: BENEFITS	148	0	148	0.00%	0	0	0.00%
100-55-5541-340	DODGEBALL: OPERATING EXPENSES	260	0	260	0.00%	0	0	0.00%
100-55-5550-390	KAYAK/CANOE RENTAL EXPENSES	949	500	449	189.79%	595	550	108.18%
CONSERVATION & DEVELOPMENT								
100-56-5630-150	PLANNER	1,071	1,000	71	107.10%	12,457	11,000	113.25%
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	6,418	3,500	2,918	183.37%	5,016	1,000	501.63%
CAPITAL OUTLAY: GENERAL								
100-57-5735-775	CAP OUTLAY: CREW MOWER UNIT	0	0	0	0.00%	0	0	0.00%
100-57-5751-800	CAP OUTLAY: COMPUTERS	2,474	5,000	(2,527)	49.47%	11,912	5,000	238.23%
100-57-5751-810	CAP OUTLAY: GEN ADM EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5751-825	CAP OUTLAY: ADMIN DP SOFTWARE	0	0	0	0.00%	0	0	0.00%
100-57-5751-850	CAP OUTLAY:DPW CAPITAL EQUIPMT	0	0	0	0.00%	0	0	0.00%
100-57-5752-811	CAP OUTLAY: PD COMMNCTNS EQPT	0	0	0	0.00%	850	0	0.00%
100-57-5752-813	CAP OUTLAY: PD VEHICLE REPL	0	0	0	0.00%	36,480	0	0.00%
100-57-5752-815	CAP OUTLAY: PD SAFETY EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-817	CAP OUTLAY: PD EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5752-821	CAP OUTLAY: FD COMMNCTNS EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-825	CAP OUTLAY: FD SAFETY EQPT	0	0	0	0.00%	0	0	0.00%
*** DELETED A FEW EXTINCT CAPITAL OUTLAY ACCOUNTS								
OTHER FINANCING USES								

Percent of year elapsed = 100.00%		December 31, 2021				December 31, 2020		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-59-5910-900	CONTINGENT ACCOUNT	0	0	0	0.00%	0	0	0.00%
100-59-5920-900	DUE TO DEBT SERVICE	886,784	1,006,736	(119,952)	88.09%	935,168	1,015,814	92.06%
	TOTAL REVENUES	760,090	4,137,948	(3,377,858)	18.37%	963,236	4,096,171	23.52%
	TOTAL EXPENSES	3,808,014	4,035,286	(227,272)	94.37%	3,878,193	4,005,619	96.82%
	LGIP General Acct. Interest Rate	Dec-21	0.06%					
	LGIP Tax Acct. Interest Rate	Dec-21	0.06%					
	Park Bank Tax Acct. Interest Rate	Dec-21	0.12%					

Interest on Investments (2021) Rates/Amounts

Account	Month	Interest Rate	Amount
LGIP General	January	0.09%	125.52
	February	0.08%	93.49
	March	0.06%	76.87
	April	0.05%	64.10
	May	0.05%	69.22
	June	0.04%	61.60
	July	0.05%	73.62
	August	0.05%	81.76
	September	0.05%	90.29
	October	0.05%	94.50
	November	0.08%	90.24
	December	0.06%	28.05
	TOTAL		949.26

LGIP Tax	January	0.09%	41.80
	February	0.08%	30.99
	March	0.06%	25.48
	April	0.05%	20.40
	May	0.05%	21.75
	June	0.04%	19.11
	July	0.05%	20.54
	August	0.05%	21.12
	September	0.05%	23.32
	October	0.05%	23.62
	November	0.08%	33.08
	December	0.06%	27.05
	TOTAL		308.26

Park Bank Tax	January	0.17%	690.52
	February	0.15%	573.62
	March	0.12%	290.55
	April	0.12%	179.21
	May	0.11%	129.56
	June	0.09%	123.01
	July	0.10%	117.49
	August	0.09%	149.65
	September	0.10%	164.80
	October	0.11%	90.92
	November	0.08%	74.58
	December	0.12%	258.18
	TOTAL		2,842.09

GRAND TOTAL			4,099.61
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**Village of Shorewood Hills
Board of Trustees Minutes
Monday, November 15, 2021**

1. Called to Order for Village Board Village President David Benforado called the meeting to order at 7:00 pm via Zoom.

2. Roll Call for Village Board Members of the Board present were Mr. Benforado and Trustees Mark Lederer, Cokie Albrecht, John Imes, Dietmar Bassuner and Village Treasurer Sean Cote. Trustee Shabnam Lotfi arrived later. Trustee Scott Friedman is excused. Also in attendance were Matt Dregne, Village Attorney, Melissa Destree and Lindsey Shotwell with Destree Architects, Santhia Brandt, Village Administrator Karl Frantz, Administrative Services Manager/Deputy Clerk David Sykes, Police Chief Jeff Pharo and Village Clerk Karla Endres.

3. Statement of Public Notice Karl Frantz stated the meeting has been properly noticed.

4. Procedure Orientation-

i. Discuss Village caucus and procedures- discussed that it would be virtual in 2022 and would be held on January 18th.

5. Appearances and Communications-

Bill Thomas, 3230 Tally Ho Lane, decided he did not want to speak at this meeting.

6. Board Matters

A. Payment of Bills

Mr. Cote stated he reviewed the bills and recommended their approval.

Mr. Lederer moved and Mr. Bassuner seconded a motion to approve payment of the October prepaids in the amount of \$533,574.24 and the November Board bills in the amount of \$445,670.01 for a total of \$979,244.25.

Motion passed: 5-0.

B. Consent Agenda

i. Regular Board meeting minutes of October 18

ii. Closed session Board meeting minutes of October 18

iii. Special Board meeting minutes of November 1

iv. Set compensation for Police Sergeant

v. Set compensation for Police Lieutenant

vi. Class B/Class C (Beer/Wine License) – First Unitarian Society

Remove items i. and iii.

Mr. Lederer moved and Ms. Albrecht seconded a motion to approve the consent agenda with items i. and iii. removed.

Motion passed 5-0.

Mr. Lederer moved and Mr. Imes seconded a motion to approve the regular board minutes from October 18 and November 1 with the minor suggested edits.

Motion passed 5-0.

C. Ordinances

i. Second and possible third reading of an ordinance L-2021-3 Adopting 2021 Village Comprehensive Plan

Mr. Imes moved Mr. Benforado seconded a motion to adopt the second and third reading of ordinance L-2021-2 Adopting 2021 Village Comprehensive Plan.

Motion passed 5-0.

D. Public Hearings

i. Public Hearing on Village 2022 Budgets

a. Open Public Hearing

Opened the public hearing at 7:40 pm.

b. Public invited to speak

No one from the public spoke.

c. Close Public Hearing

Closed the public hearing at 7:41 pm.

E. New Business, Resolutions and Motions

i. Resolution R-2021-9 Approving 2022 Village budgets and setting property tax levy

Mr. Lederer moved and Ms. Albrecht seconded a motion approving resolution R-2021-9 approving the 2022 village budgets with modest change in paragraph 3 at the end where “funds as presented” add “in the budget worksheets”.

Motion passed 5-0.

ii. Resolution R-2021-10 Approving Village ward boundaries

Mr. Imes moved and Mr. Bassuner seconded a motion to approve resolution R-2021-10 approving Village ward boundaries.

Motion passed 5-0.

iii. Consider five-year capital plan

Mr. Frantz explained that the items in the capital plan will not change but the ARPA funds will impact the way in which the Village will determine what they borrow for the capital fund projects. Mr. Frantz noted that no decision has been made as to the source of funds to close the anticipated deficit in the general fund.

Ms. Lotfi joined the meeting at 8:00 pm.

Mr. Lederer moved and Mr. Imes seconded the Board to approve the five-year capital plan.

Ms. Albrecht asked that the motion be revised to include the caveats expressed by Mr. Lederer.

Mr. Lederer revised his motion to stated he would like to see the Board refer this plan to the Village Finance Committee instead of taking a motion.

Mr. Benforado suggested a revision to adopt the five-year capital plan as proposed, refer it to the Finance Committee for planning purposes in anticipation of a debt offering in 2022 to fund various capital expenses.

Motion: to adopt the five-year capital plan as proposed as a planning document, referring it to the finance committee for planning purposes in anticipation of a debt offering in 2022 to fund various capital expenses.

Motion passed 6-0.

iv. Consider contract extension request for Heiden Haus Project

Melissa Destree and Lindsey Shotwell updated the Board on the delay with the project completion due to product delays and weather restrictions.

Mr. Bassuner moved and Mr. Imes seconded a motion to approve the contract extension dated to close of business on May 16, 2022.

Motion passed 5-0.

F. Appointments –

- i. Dietmar Bassuner- Chair, Recreation Committee
- ii. Dana Hellgren – Pool Committee
- iii. Sharon Eveland – Joint Campus Committee

Mr. Lederer moved and Ms. Lotfi seconded a motion to approve the appointments.

Motion passed 6-0. (Mr. Bassuner abstained from his appointment as chair of the recreation committee. 5-0-1)

7. Reports of Officials and Committees

A. Village President:

i. Discussion of return to in person meetings in early 2022- Mr. Benforado asked the Board for their input on returning to in person meetings or a form of hybrid meetings. Mr. Frantz updated the Board on the technology needs and research. Mr. Benforado asked staff to come back in December with a memo on options and cost and time to implement the options. Will discuss further in December.

B. Village Administrator- Nothing to report.

C. Police Chief –

i. Monthly report – Chief Pharo stated the Public Health and Safety Committee approved a new drug paraphernalia policy that needs to be approved by the Board.

D. Personnel Committee – met and action taken in the consent agenda

E. Finance Committee – met and worked on the 2022 budget.

F. Plan Commission – met and discussed proposed Crestwood Drive overlay district. A potential EV charging ordinance was discussed and will be in the future. A potential ordinance regarding short-term Airbnb rentals was discussed.

G. Public Works Committee – met and discussed pool and school drop off areas. Town and Country Engineering put together a drop off zone for the pool committee to discuss and possibly implement in 2022.

H. Services Committee – did not meet.

I. Public Health & Safety Committee – did not meet.

J. Parks Committee – did not meet.

K. Recreation Committee – Santhia Brandt recapped the discussion on the Madison College architecture project as well as updates on food carts, Blackhawk Country Club cross country ski trails project and Shorewood PTO programs at the Community Center.

L. Ad hoc Social Justice Committee – did not meet.

M. Ad hoc Stormwater Committee – did not meet.

N. Recognition Committee –

i. Review and possible approval of employee recognition program-

Mr. Benforado moved and Ms. Lotfi seconded a motion to adopt the employee recognition program.

Motion passed 6-0.

Committee met and discussed the nominees for the awards and will report in December.

O. Blackhawk Liaison Committee – did not meet.

P. Pool Committee – Met and recommended a budget to the Board. Defined a job description for the Pool Manager position with a deadline in mid-December.

Q. Waterfront Committee – did not meet.

R. Joint Campus Committee – did not meet.

Discussion and possible action regarding the negotiation of a development and tax agreement relating to the proposed construction of an apartment building at 2725 Marshall Court.to develop

the Village's bargaining position in negotiating an agreement.

Mr. Bassuner asked to recuse himself from this subject matter and left the Board meeting at 9:18 pm. Tim Carey, Scott Harrington and Matt Dregne were present for the discussion.

Mr. Frantz briefly explained the history of the Tax Increment District and the possibility of the "but for" development incentives for a project to occur, it would not occur if it did not have TIF 3 assistance to close the gap in financing.

Tim Carey, T5 Real Estate Solutions, explained he teamed up with Stone House Development to proceed with 2725 Marshall Court. A Four-story multifamily building with 45 units and 53 parking stalls in two levels of underground parking, including a three-bedroom unit affordable unit.

Scott Harrington, Vandewalle Associates, explained the implications of TIF with the project and that the Village would have flexibility to determine what size unit potentially could be affordable after the portion of University Avenue reconstruction is decided with TIF to see what is left to be utilized with the project. The developer has offered to split the difference of the upfront cost of the affordable unit based on the TIF assistance available. The affordable units would be based on 60% of the median income in Dane County as the maximum. All other apartment units in Shorewood Hills are at 60% and therefore the Village would like to stay at the 60% median income instead of the 80% suggested by Tim Carey.

Mr. Dregne stated it would not be appropriate for Tim Carey to join the Trustees in closed session.

Mr. Frantz stated an important part would be for Mr. Carey to discuss the closure in the gap with financing.

Santhia Brandt asked if there would be the same tenant applications that WHEDA would have used if not using WHEDA? She also asked if parking would be included with the cost of the apartment and if not, what would the cost of parking be per month and will there be a loading zone solution for this property.

Tim Carey stated the loading zone is still in the process of finding a solution. The parking will be a separate charge monthly to accommodate those who do not want a parking space due to the location and the thought that those who would like a parking space can pay for that additional feature. The yield on this project is about 3.75% on investment including the TIF.

Closed Session:

Mr. Benforado read the closed session statement to convene in open session pursuant to Section 19.85(1)(e) of the Wisconsin state statutes Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any may take action on any business that may be the result of the deliberations made in closed session. (Discussion and possible action regarding the negotiation of a development and tax agreement relating to the proposed construction of an apartment building at 2725 Marshall Court.to develop the Village's bargaining position in negotiating an agreement).

Roll Call Vote: Mr. Benforado; aye, Mr. Imes; aye, Ms. Lotfi; aye, Ms. Albrecht; aye, Mr. Lederer; aye. Entered closed session at 9:57 pm.

Scott Harrington, David Sykes, Karl Frantz, Karla Endres and Matt Dregne were invited to stay in closed session.

8. Adjourn

Meeting was adjourned at 11:16 pm.

Respectfully submitted,
Karla Endres
Village Clerk

**Village of Shorewood Hills
Board of Trustees Minutes
Monday, December 20, 2021**

1. Called to Order for Village Board Village President David Benforado called the meeting to order at 6:00 pm via Zoom.

2. Roll Call for Village Board Members of the Board present were Mr. Benforado and Trustees Mark Lederer, Cokie Albrecht, John Imes, Dietmar Bassuner and Scott Friedman. Trustee Shabnam Lotfi and Treasurer Sean Cote were excused. Also in attendance were Michael Stiennon, Duane Johnson, Jeff Held, Tim Carey, Matt Dregne, Mike Slavney, Scott Harrington, Rich Arnesen, Village Administrator Sharon Eveland and Village Clerk Karla Endres.

3. Statement of Public Notice Ms. Eveland stated the meeting has been properly noticed.

4. Procedure Orientation-

i. Discuss Village caucus and procedures- Ms. Albrecht will chair the caucus and Mr. Imes will chair the January Board Meeting.

5. Appearances and Communications-Michael Stiennon was in attendance for the 2725 Marshall Court at 7:00 pm.

6. Board Matters

A. Payment of Bills

Mr. Lederer moved and Mr. Bassuner seconded a motion to approve payment of the November prepaids in the amount of \$52,643.36 and the December Board bills in the amount of \$188,461.02 for a total of \$241,104.38.

Motion passed: 6-0.

B. Consent Agenda

i. Regular Board meeting minutes of November 15

ii. Closed session Board meeting minutes of November 15

iii. Special closed session Board meeting minutes of November 29

iv. Set 2022 compensation for non-bargaining unit personnel

v. Resolution R-2021-11 International Migratory Bird Day (Bird City)

vi. Arbor Day Proclamation

Ms. Eveland requested the removal of the regular Board meeting minutes of November 15 for staff to review the recommended changes by Board members and bring them back at the January Board meeting for approval.

Mr. Friedman moved and Ms. Albrecht seconded a motion to approve the consent agenda with the regular Board meeting minutes of November 15 removed.

Motion passed 6-0.

C. Update on Administration Organizational Evaluation

i. Possible Reclassification of Clerk-Deputy Treasurer as Clerk-Treasurer

Ms. Eveland briefly explained the reason for the reclassification of the Clerk position to Clerk-Treasurer. Mr. Imes moved and Ms. Albrecht seconded a motion to reclassify the Clerk-Deputy Treasurer as Clerk Treasurer. reclassify the Clerk-Deputy Treasurer as the Clerk-Treasurer effective January 5th, 2022, with placement on Grade 18 and to authorize the Village Administrator to begin an external recruitment

process and to report to the Personnel Committee as soon as practical for additional guidance on recruitment efforts.

Ms. Albrecht asked that the ordinances indicate the Treasurer is appointed and clarified that the intent would be to keep Mr. Sean Cote involved with the volunteer portion of the .

Mr. Lederer would like to ensure that Mr. Cote would keep his position. He also expressed concern about approving this position prior to seeing a complete job description.

Ms. Albrecht is in support of the restructuring of the Clerk position. She inquired to see if to keep Mr. Cote with his Treasurer title that it might work to have the restructured position be titled Clerk- Finance Director.

Motion passed 6-0.

D. New Business, Resolutions and Motions

None.

E. Appointments

i. Poll Workers

Mr. Imes moved and Mr. Friedman seconded a motion to approve the 2022-2023 list of Election Officials. Motion passed 6-0.

F. Ordinances

i. First reading of an ordinance L-2021-6 changing the zoning classification of property located at 2725 Marshall Court from C-3 Medical office to a planned unit development (PUD) district

Matt Dregne joined at 7:18 pm.

Mr. Bassuner recused himself at 7:19 pm.

Mr. Stiennon stated that the west end of Marshall Court in the Neighborhood plan has planned for projects were to be less dense. He stated he believes the evidence does not show that the project has met the feasibility study requirements and he requested the financials of the proposed project. He asked that the Board be respectful of the Neighborhood plan and what they are intended for.

Mike Slavney, from Vandewalle and Associates, gave a brief overview of the application and submittal for the proposed project and that they are consistent with the new and previous neighborhood plan as well as the financial study. He also summarized the traffic study prepared by Jeff Held from Strand and Associates. The general development plan is the current process that is being reviewed. It still needs to go through the specific development plan portion of the process.

Scott Harrington explained his portion of the project that he is evaluating the feasibility study of a three story or four-story development for substantial proof of economic structure. It is his findings that a three-story version of the project would not be economically viable.

Jeff Held summarized the traffic study results from the most recent count in November. Volumes have been down due to COVID compared to the last three years of traffic counts and they are starting to increase as time passes.

Mr. Lederer asked if the two levels of parking are adequate for the development.

Mike Slavney stated the parking allowed per dwelling unit is adequate and if you were to go below one parking stall per dwelling unit with the current transit in Dane County, it would make it difficult for residents to find adequate parking. There is still a demand for parking whether it be from residential use or commercial use.

Tim Carey, briefly summarized the project history. He explained that the developers gave up 30% of the site to accommodate the finalization of Catafalk drive and the bike path.

Duane Johnson introduced the proposed project at 2725 Marshall Court.

There was an extensive conversation about pedestrian access from north to south on Marshall Court to Catafalk Drive.

Mr. Friedman moved and Mr. Imes seconded a motion to waive the first reading of Ordinance L-2022-6 An Ordinance Changing the Zoning Classification of Property Located at 2725 Marshall Court from C-3 Medical Office – Commercial District to a Planned Unit Development District.

Mr. Benforado shared his memo to the Board about the proposed project. He supports the project after careful consideration of the analysis of the consultants, the Doctor's Park Plan, the TID plan and the Comprehensive plan, along with comments from residents. He asked that his memo be included with the official minutes.

Motion passed 5-0-1 (Dietmar recused).

Dietmar rejoined at 9:07 pm

7. Reports of Officials and Committees

A. Village President:

i. 2022 Board meeting schedule- Mr. Benforado presented the proposed schedule. Haunika meeting will be rescheduled.

B. Village Administrator

i. Administrator Memo-

ii. Status of hybrid/virtual meetings- Ms. Eveland stated that hybrid meetings are disruptive and difficult to manage, and she would recommend doing one or the other, virtual or in person but not hybrid. She suggested that if they are virtual, that we continue to push all meetings through the Facebook platform to give transparency to residents.

Mr. Benforado liked the idea of asking the residents their preference.

Mr. Benforado stated the staff could continue to look at hybrid options but does not need to make this a priority due to the consensus of the Board that they will be either virtual or in person.

iii. Amendment to the Engineering Agreement with the City of Madison

Mr. Imes moved and Mr. Lederer seconded a motion to approve the Village Administrator to sign the agreement with the City of Madison for the University Ave design agreement.

Motion passed 6-0.

iv. Agreement with GJ Misbauer and Associates for Acquisition Services related to the Lake Mendota Bridge Project-

Mr. Bassuner moved and Mr. Friedman seconded a motion to authorize the Village Administrator to sign the fourth amendment to the cost sharing agreement with the City of Madison for the University Avenue reconstruction project.

Motion passed 6-0.

v. January Board Meeting Date- The meeting will stay on January 18th with Mr. Benforado excused.

C. Police Chief

i. Monthly report- No further discussion.

D. Personnel Committee – Did not meet.

E. Finance Committee – Met and discussed the anticipated financing for University Avenue.

F. Plan Commission – Met and discussed the proposed Crestwood Drive overlay district and the public hearing on the proposed project and 2725 Marshall Court.

G. Public Works Committee – Met and highlighted Mike Meier's project summary.

H. Services Committee – Met and discussed the repairs for the Boathouse. The project will be expensive, and the Services Committee would like to further discuss with the Finance Committee and possible fundraising opportunities as well as DNR grants available.

I. Public Health & Safety Committee – Met in November and discussed Dane County Emergency Mitigation plan as well as drug paraphernalia.

J. Parks Committee – Discussed future needs for forestry and parks. The committee would like additional money to be spent on planting Village trees and canopy of the Village. Committee recommended the bird city

K. Recreation Committee – Met and discussed the Blackhawk Country Club cross country ski trails opportunity. This will come before the Board in January. Forming a volunteer group to help maintain the ice rink once the initial ice has been set up.

L. Ad hoc Social Justice Committee -Andi Funk updated the Board regarding a situation that happened in the Village about a resident being pursued on a bike. They will meet every other month over the winter. They would also like to become a regular committee and not an ad hoc.

Moved to Item F of the agenda at 7:18 pm.

M. Ad hoc Stormwater Committee – Did not meet.

N. Ad hoc Recognition Committee – Did not meet since the last meeting in November but there were 8 village residents to be recognized with 2022 awards and pushed the awards ceremony out to Friday, April 1, 2022 at the Village Recognition dinner.

O. Blackhawk Liaison Committee – Did not meet.

P. Pool Committee – Met and discussed the hiring of a new Pool Manager.

Q. Waterfront Committee – Did not meet.

R. Joint Campus Committee – Met and summarized the ongoing projects and introduce new committee members to existing members.

8. Adjourn

Meeting was adjourned at 9:19 pm.

Next regular meeting date: Tuesday, January 18, 2022

Respectfully submitted,

Karla Endres
Village Clerk

CONSENT TO ASSIGNMENT

1. This confirms that Village of Shorewood Hills (“Client”) consents to the assignment to MSA Professional Services, Inc., a Wisconsin Corporation (“MSA”), by G.J. Miesbauer and Associates, Inc., a Wisconsin Corporation (“GJMA”) of the contract executed by and between Client and GJMA dated January 4, 2022 for the Lake Mendota Drive Trail Crossing.

2. Client represents and warrants to MSA that as of the date hereof: (a) the contract has not been assigned, modified, supplemented or amended by Client or GJMA in any way, (c) the contract is in full force and effect, (d) the contract represents the entire agreement between Client and GJMA as to the subject of the contract, (e) neither Client or GJMA is in default under any of the terms, covenants or provisions of the contract, and Client, to the best of its knowledge, knows of no event which, but for the passage of time or the giving of notice, or both would constitute an event of default by Client or GJMA under the contract, (f) neither Client or GJMA has commenced any action or given or received any notice for the purpose of terminating the contract, (g) all payments and other sums due and payable under the contract have been paid in full and no prepayments have been made to GJMA, (h) there are no offsets, defenses, counterclaims or rights of recoupment to the payment of any sum payable under the contract, (i) to the best of Client’s knowledge, none of the work performed by GJMA under the contract has been deficient or defective in any way, and (j) Client has full authority to assign the contract to MSA.

3. A condition of this assignment is that Peter Miesbauer maintain oversight of the work performed under the contract.

4. This assignment shall be effective as of date and time that GJMA and MSA complete their transaction (“Effective Time”). MSA will provide notice to Client when that occurs. If GJMA and MSA fail to complete their transaction, this Consent to Assignment will be null and void.

5. MSA shall be subject to all of the terms and conditions of the contract after the Effective Time, except that MSA shall not be liable for any defective work by GJMA prior to the Effective Time. GJMA shall remain responsible for its obligations under the contract until the Effective Time.

6. Client agrees that, after the Effective Time, notice under the contract shall be provided to MSA Professional Services, Inc., 1230 South Boulevard, Baraboo, WI 53913, attention Gilbert A. Hantzsch, CEO and President.

7. Client consents to the assignment to MSA of GJMA’s right to receive \$3,400.00 under the contract.

IN WITNESS WHEREOF, Client, GJMA, and MSA have caused this instrument to be executed, sealed, and delivered, by their respective officers, duly authorized to do so, as of the date of the final signature below.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

Village of Shorewood Hills

By: Sharon Eveland

Its: Village Administrator

Date: _____

G.J. Miesbauer and Associates, Inc.:



By Peter Miesbauer

President of G.J. Miesbauer and Associates, Inc.

MSA PROFESSIONAL SERVICES, INC:

By: Gilbert A. Hantzsch

CEO & President of MSA Professional Services, Inc.



DESTREE
architecture & design

January 4, 2022

Village of Shorewood Hills
Sharon Eveland, Administrator
Shorewood Hills Village Hall
810 Shorewood Blvd
Madison, WI 53705

Re: **Heiden Haus - Extended Schedule - Construction Administration**

Dear Sharon,

This letter is intended to serve as a proposal to provide Construction Administration Services for the extended schedule to complete the Heiden Haus Renovation.

Construction Administration Services & Project Management: **Hourly Estimate \$1,500+/-**

Phase 3 – Construction Administration (10-15 hours) **\$1,500+/-**

- Additional Construction administration and meetings to address extended schedule
- Work required for temporary occupancy and turn-over to Shorewood Hills
- Shop Drawing review for transom windows
- Final Punchlist in April 2022
- Project Closeout (included in original contract)

Preliminary Schedule/Project Milestones

Dec 17th – Temporary Occupancy
April 2022 – Completion of work

Reimbursables:

- Reimbursables are not anticipated

2021 Hourly Rates:

Core Team

\$160.00/hr Architect, Interior Designer, Project Manager – Melissa Destree, AIA, IIDA
\$100.00/hr Architect – Lindsey Shotwell, AIA

If you find these additional services to be acceptable, please sign or send a contract to Destree Design Architects, Inc. Contact me if you have questions or are requesting a revision to the proposal. Destree will forward current insurance information. We look forward to working with you.

Regards,

Melissa Destree, AIA, IIDA
Destree Design Architects, Inc.

Village of Shorewood Hills

Date

RELOCATION ORDER

lpa1708 08/2011 (Replaces LPA3006)

Project 5992-10-03	Road name V Shorewood Hills, Lake Mendota Dr (Multi-Use Trail, B-13-0692)	Highway Local Street	County Dane
Right of way plat date 12/01/2021	Plat sheet number(s) 4.01	Previously approved Relocation Order date N/A	

Description of termini of project:

A point located 3140.9 feet north and 918.7 feet east of the South 1/4 corner of Section 17, Township 7 North, Range 9 East, said point being at the BEGINNING OF THIS RELOCATION ORDER; thence northeasterly 261.72 feet to a point located 3292.9 feet north and 1127.9 feet east of said South 1/4 Corner of Section 17, said point being the END OF THIS RELOCATION ORDER.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 61.34(3), (3m) and 61.36, Wisconsin Statutes, the Village of Shorewood Hills orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: Village of Shorewood Hills
3. This order supersedes and amends any previous order issued by the: Village of Shorewood Hills

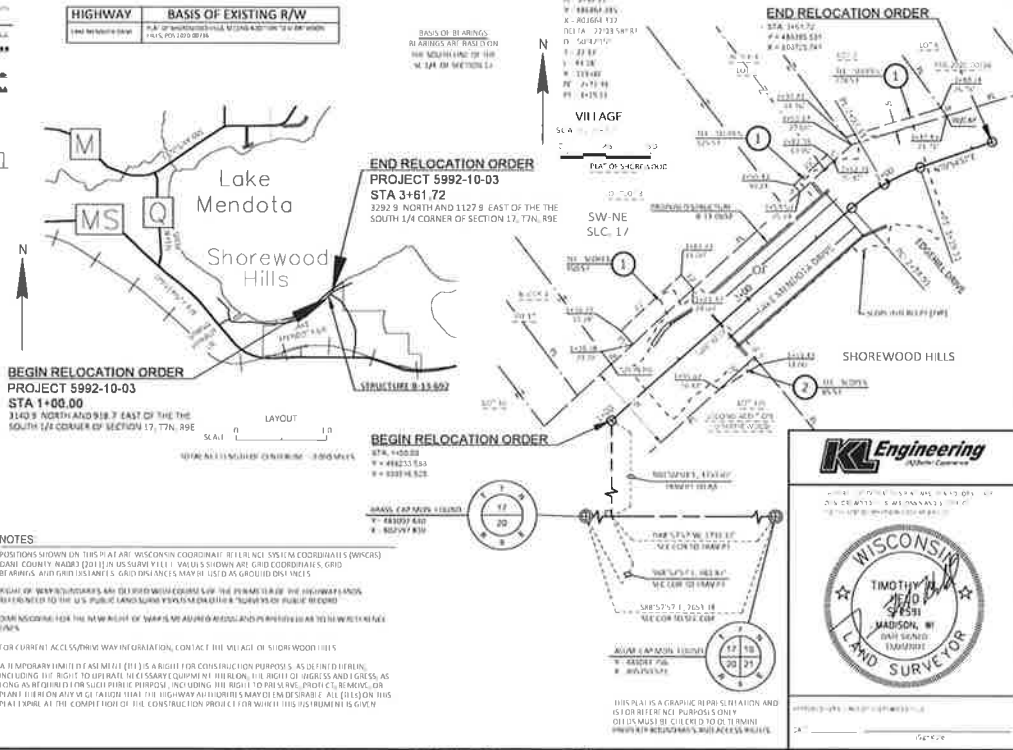
Name and Title

Date

CONVENTIONAL SYMBOLS	
SECTION LINE	PARCEL BOUNDARY
SECTION CORNER	SECTION CORNER
EXISTING ROW LINE	NOTATION FOR COMBUSTIBLE RISKS
PROPERTY LINE	NOTATION FOR NIGHT VISION TRANSMISSION RISKS
LOI, LI, AND OTHER MINOR LINES	ACCESS CONTROLLED BY ALLOCATION
UNDERGROUND FACILITY	NO ACCESS (STATUTORY AUTHORITY)
THE ACCESS FROM AREA	ACCESS RESTRICTED (BY PRIVATE PROTECTIVE OR CONTROL)
ROAD	NATIONAL GEOGRAPHIC SURVEY MONUMENT
BUILDING	PARCEL INTERESTS
CONVENTIONAL UTILITY SYMBOLS	CURVE DATA ABBREVIATIONS
CONVENTIONAL ABBREVIATIONS	

NO.	SECTION	TOWNSHIP	RANGE	ACRES	OWNER
1	17	17N	10E	32.4	STATE OF WISCONSIN
2	17	17N	10E	32.4	STATE OF WISCONSIN

R/W PROJECT NUMBER 5992-10-03	SHEET NUMBER 4.01	TOTAL SHEETS 1
PLAT OF RIGHT OF WAY REQUIRED FOR V SHOREWOOD HILLS, LAKE MENDOTA DR (MULTI-USE TRAIL, B-13-0692)		
LOCAL STREET	DANE COUNTY	



BEGIN RELOCATION ORDER
PROJECT 5992-10-03
STA 1+00.00
 314.9' NORTH AND 918.7' EAST OF THE SOUTH 1/4 CORNER OF SECTION 17, T7N, R9E

END RELOCATION ORDER
PROJECT 5992-10-03
STA 3+61.72
 2392.9' NORTH AND 1127.9' EAST OF THE SOUTH 1/4 CORNER OF SECTION 17, T7N, R9E

NOTES:
 POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WPCS) DANE COUNTY MGRS (2011) 18U 5992 1000. VALUES SHOWN ARE GRID COORDINATES. GRID BEARINGS AND GRID DISTANCES MAY BE USED AS GRID DISTANCES.
 RIGHTS OF WAY INTERESTS ARE DERIVED FROM PUBLIC RECORDS. THE PLAT IS SUBJECT TO THE HIGHWAY RIGHTS OF WAY ACT AND THE PUBLIC LANDS SURVEY ACT AND IS SUBJECT TO PUBLIC RECORD.
 OWNER'S RECORD FOR THE RIGHT OF WAY IS V-13-0692 AND IS SUBJECT TO THE PUBLIC RECORD.
 FOR CURRENT ACCESS/RIGHT OF WAY INFORMATION, CONTACT THE TOWNSHIP OF SHOREWOOD HILLS.
 A TEMPORARY RIGHT OF WAY MAY BE REQUIRED FOR CONSTRUCTION PURPOSES, AS DESCRIBED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT TO EGRESS AND ACCESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRELIMINARY, PROTECTIVE, OR TEMPORARY EGRESS AND ACCESS, IN ORDER THAT THE HIGHWAY AUTHORITY'S MARKET BE SERVICE. ALL [] ON THIS PLAT ARE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

KL Engineering
 A Division of
WISCONSIN LAND SURVEYOR
TIMOTHY LEAD
 185391
 MADISON, WI
 DATE SEALED
 10/20/2018

Investment Summary

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

Village of Shorewood Hills
810 Shorewood Blvd
Madison, WI 53705

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.** The information provided in this proposal is valid for 90 days after the date of issue.

INVESTMENT SUMMARY

License Fees (miAP WF, miPay and miTime)	\$ 9,000
Setup/Training	4,500
Less: Discount	<u>(900)</u>
TOTAL INVESTMENT	<u>\$ 12,600</u>
ANNUAL SUPPORT	<u>\$ 2,250</u>

Above amounts do not include travel costs.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

VILLAGE OF SHOREWOOD HILLS, WI

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____



A SUBSIDIARY OF BAKER TILLY US, LLP

License Fees, Training, Setup and Support Detail

Selected Product Descriptions	License Fee Purchase Price	Training/ Setup	Year one Total w/o Support	Annual Fees*
miAP Workflow	\$ 4,500	\$ 1,800	\$ 6,300	\$ 1,125
miPay Online	--	900	900	600
miTime	4,500	1,800	6,300	1,125
Hosted miViewPoint and AP WF	--	--	--	600
Less: Discount	(900)	--	(900)	(1,200)
TOTALS COSTS	<u>8,100</u>	<u>4,500</u>	<u>12,600</u>	<u>2,250</u>



A SUBSIDIARY OF BAKER TILLY US, LLP



Public Administration Associates, LLC

115 W. South Street
Whitewater, WI 53190
920-740-8804
dtebo.wi2@gmail.com

TO: Village of Shorewood Hills Board of Trustees
FROM: Dave Tebo and Kevin Brunner of Public Administration Associates, LLC.
RE: Recommendations for Village Administrative Operations
DATE: January 12, 2022

Public Administration Associates, LLC (PAA) has been given the task of analyzing the current organizational structure of your Village administrative positions and making recommendations for possible changes to administrative duties that would result in better future efficiency and effectiveness. The current positions reviewed for this study included: Village Administrator, Clerk/Deputy Treasurer, Administrative Services Manager/Deputy Clerk, Accounting Clerk/Administrative Assistant, Part-Time Administrative Assistant position currently vacant.

For description purposes we will divide this study into the following categories:

A. Review of Documents and Interviews

PAA reviewed all available job descriptions and job description questionnaires for the current administrative office positions. On December 16th we visited the Shorewood Hills Village Hall and interviewed the full-time employees filling these current positions being studied.

B. Preliminary Recommendations

Because time was of the essence with the early January departure of your Clerk/Deputy Treasurer (C/DT), we felt certain urgent action was necessary and the following recommendations were made to the Village on December 18th:

- 1. It is clear to us from our conversations with Village Staff and review of available Job Description Questionnaires that your current Clerk/Deputy Treasurer has been carrying a heavy workload going well beyond just the statutory requirements for a typical Clerk-Treasurer;**

2. **Losing your current Clerk/Deputy Treasurer makes it difficult for the Village organization to meet its legal requirements to perform elections, deal with tax settlements, finances, payroll and utility billing;**
3. **While current employees have been cross-trained to perform some of the job duties done by the C/DT the short-term transition will not be easy;**
4. **It is imperative that the Village seek a replacement quickly for the current C/DT with extensive municipal experience, hopefully with Clerk and/or Treasurer certifications, who can step in, and help move the organization forward;**
5. **The Board should re-consider its position of a volunteer Treasurer in order to grant full statutory responsibility and power to a new Clerk-Treasurer. The idea of a third-party transparent review and sign-off for expenditures, however, is a good one and should be maintained if necessary internal checks and balances can be performed cost effectively.**

Based on these early impressions and observations, it does make sense to us for the Village to start the hiring process immediately by posting the Clerk-Treasurer position beginning the week after Christmas. The job posting should list a few general job requirements, emphasize the attractive setting of Shorewood Hills, and contain a salary range that reflects the higher end of the market in order to attract a talented person.

C. Initial Actions

On December 28th Village Administrator Sharon Eveland posted the following ad on many job sites:

The Village of Shorewood Hills (population 2376) is accepting applications for the position of Village Clerk-Treasurer. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, Wisconsin's capital city. Shorewood Hills is a welcoming and inclusive full-service community that prides itself on being a wonderful place to live, work, play, learn, and visit. The Clerk-Treasurer performs the duties as defined by Wisconsin State Law, local ordinance, and the Village Board. Responsibilities includes oversight of the municipal election process, public records management, property tax collections, municipal licensing, and day-to-day Village management activities, including utility funds, as well as serving as the recording secretary for the Village Board and other committees as assigned. This position reports to the Village Administrator and manages the Staff Accountant/Administrative Assistant and the part-time Administrative Assistant. Requirements include a Bachelor's Degree in Accounting or Finance or related field and five years of increasingly responsible accounting experience, preferably in governmental accounting, as well as the ability to obtain a notary public certification. An additional three years of related experience with an Associate's Degree in Accounting or Finance may substitute for the Bachelor's Degree requirement. Certification

from the WMCA or the MTAW is highly desirable and will be noted favorably during the hiring process; certification from both is expected within six years of hire. Experience with Civic Systems and certification in WisVote is a plus. Annual starting salary will be \$65,769 - \$73,278 DOQ. To apply, please send a cover letter, resume, and at least five professional references to Village Administrator Sharon Eveland at seveland@shorewood-hills.org. Submissions must be received by January 18th at 430pm to be considered.

D. Historical Perspective Before Moving Forward

Before moving on to the next section, **Short-Term Recommendations**, we would like to cite several direct quotes from past Job Description Questionnaires done in 2020 and recent interviews, that we think lay a good foundation for understanding the past and how to better move into the future:

“When the previous Village Clerk retired in 2018, we restructured the staff in the Administrative Office. We took the duties of the Village Clerk (Cokie), Deputy Clerk (Karla) and Emergency Services Coordinator(me) and split them between the two remaining staff members. Karla became the Village Clerk/Deputy Treasurer and I became the Administrative Services Manager/Deputy Clerk. I focus on the budget and financial analysis. Karla focuses on Elections and employees. Each of us crosses over into one another’s focus area (i.e., I manage worker’s comp claims and annual reporting, while Karla makes the semi-annual debt payments). We try to cross train on as many aspects of the administrative procedures as possible and often work on things together. The demands of my job continue to grow as I learn more about different aspects of the Village Administrator’s job. I regularly put in more than 40 hours a week to get done what needs to get done.” -----David Sykes, Administrative Services Manager/Deputy Clerk.

“This position (Administrative Services Manager) works very closely with the Village Administrator and the Clerk and the consequences of error in performing the work can be large. Much of the work is deadline driven and competes for time. The duties are diverse with needed math, accounting, social media and technology skills as well as governmental operations and legal requirements. The position must be able to assume many of the duties of the Clerk Treasurer. It is a very demanding job requiring a large skill set. It exercises broad discretion in decision-making and is heavily relied upon by the Administrator. The job also performs special projects for the Administrator at times.” -----Village Administrator Karl Frantz, Supervising David Sykes

*“Over the years, the duties of this position have not changed except for the expectations, and the time commitment that it takes to complete those additional expectations of each duty. The elections have changed immensely over the last 10 years and in the sense of details to the management, security and administration of those duties. As the clerk, with all our responsibilities and the increase in expectations, the number of hours per week has increased and averages more around 50 hours per week. Also, it is not uncommon to be called after hours or on weekends for questions from the Police Department regarding compensation and benefits with the various different shifts they are scheduled. There have been two recounts I have been involved with and various election audits. These are a couple of events that can not be planned and require additional preparation by the Clerk as well.” -----Former Clerk/Deputy Treasurer
Karla Endres*

*“This job (Clerk/Dep. Treasurer) carries very significant responsibilities and the resulting negative consequence of error whether it be related to accounting, elections or human resources management can be very damaging. That being said the position also exercises broad latitude and independence in decision-making and in meeting day to day work requirements. The Village of Shorewood Hills is a small community, but its finances and organization are complex. The Clerk has primary responsibility for Village accounting involving 13 funds, payroll, human resources and utility billing in addition to the statutory duties of the Clerk-Treasurer. I believe the Clerk’s duties may be in some ways more difficult than one finds in a larger community where duties and departments are segregated pertaining to finance, utilities and human resources. It is a very demanding job subject to a high degree of stress and little room for error. The location of the Village contributes to the complexity of its operations. For example, Village finances are sophisticated with three active redevelopment tax increment districts and various debt and financing instruments that require deadline driven actions.” -----Village
Administrator Karl Frantz, Supervising Karla Endres*

We have had a lot of problems with the part-time position which is currently vacant. It has not provided the stability, competence and reliability we’ve needed. -----Consistent response in interviews with current staff concerning part-time administrative assistant position now vacant.

E. Short-term Recommendations

Based especially on input from current staff related to **heavy and stressful workloads** on the Clerk/Deputy Treasurer and Administrative Services Manager/Deputy Clerk and **the failure of part-time administrative staff to provide consistent support in the office**, we make the following recommendation:

- **Replace the part-time office position with the hiring of a full-time Deputy Clerk-Treasurer in order to give the consistent, reliable and competent support needed by your new Clerk-Treasurer and other office staff.**
- **Shift some of the financial duties of the Accounting Clerk-Administrative Assistant to the new Deputy Clerk-Treasurer position and change the name of that position to Administrative Assistant. Some basic financial duties such as AP invoicing and cash receipting can stay with the AA position as this is often done in many smaller communities.**
- **If funds for this expansion of staffing cannot be immediately found we recommend, at least, the hiring of a part-time Deputy Clerk-Treasurer who can begin to learn the job and provide the committed support necessary in the front office and to the heavy financial and election requirements of the Clerk-Treasurer position.**
- **When your auditors come to gather information for the 2021 audit, we recommend that your current staff spend some time with them looking at ways to improve the existing procedures in place to ensure segregation of financial duties dealing with review of vouchers and expenditures, receipting of cash, writing and signing of checks, cash deposits, etc. It is very common that smaller communities are cited by auditors for inadequate segregation of duties due to limited staffing, and they will work with your existing staff to find a best-case scenario within the personnel limitations.**
- **To improve efficiencies in the hiring process we recommend that the Administrator be given major responsibility for hiring and setting starting wages for all non-department heads. The Board would still need to grant final approval of all hiring and wage recommendations made by the Administrator before they go into effect.**

F. Draft Position Descriptions and Role of the New Village Administrator

Attached to this report are 5 draft position descriptions including:

1. **Village Administrator-** This amends and updates the current position description maintaining the same essential duties and responsibilities delineated;

2. **Clerk-Treasurer**-This position description is a summary of essential duties, responsibilities and other information listed in your previous Clerk/Deputy Treasurer's Job Description Questionnaire completed in 2020;
3. **Assistant to the Administrator/Deputy Clerk**-This position description is a summary of essential duties, responsibilities and other information listed in your current Administrative Services Manager/Deputy Clerk Job Description Questionnaire completed in 2020, but changes the title to **Assistant to the Administrator/Deputy Clerk** to better reflect actual job responsibilities;
4. **Deputy Clerk-Treasurer**- This position description lists essential duties, responsibilities and experience based on what a typical Deputy Clerk-Treasurer position might look like in another similar community.
5. **Administrative Assistant**-Removes some financial duties which are added to Deputy Clerk-Treasurer and renames position to reflect actual duties.

It is our opinion that these 5 position descriptions, in their draft state, can provide a foundational office personnel structure for Shorewood Hills to move ahead and meet its future challenges.

Beyond the statutory requirements of the proposed positions, **it now becomes the responsibility of your new Village Administrator to complete and amend these draft position descriptions by matching the existing strengths of personnel with actual tasks.**

Our hope would be that an individual hired for a position can assume all the job tasks listed in their position description but that is often not the case. Also, some new hires could come with much experience dealing with utility billing and software, social media, have a high IT literacy, strong financial or accounting background etc., so office tasks might need to be adjusted to take advantage of these individual skills and abilities.

A small community like Shorewood Hills has many moving parts, with shared responsibilities between a small staff, and it is often a juggling act in the front office space to make sure that not only primary functions are completed but also there is sufficient staff back-up, cross-training and a secondary support system available for reception, answering phones and front-line customer service.

Just as was done in 2018 following the loss of your Clerk, your Village Administrator now plays a key role. We believe through the hiring process of new employees proposed in this study and the prudent assessment and observation of individual employee strengths, she will be able to organize a strategy to further improve your organization's work efficiency and effectiveness.



Position Description

POSITION TITLE Administrator

GENERAL NATURE OF POSITION

The Village Administrator is the chief administrative officer of the Village. This position is responsible for the administration of the ordinances, services and policies set forth by the Village Board and for the administration of all day-to-day business affairs of the Village. Shorewood Hills operates under the President /Board of Trustees form of government. Corporate authority to operate the Village is vested in the Village Board. The Administrator is responsible for and works under the direction of the Village Board and President. This is a full-time, non-represented, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establish administrative procedures to increase effectiveness and efficiency of Village government according to current local government practices.
- Work cooperatively with Village Boards, Commissions, and Committees and attend their meetings if requested by the Chairperson, Village President, or a Village Board member. Serves as staff to and attends the meetings of the Plan Commission, Zoning Board of Appeals, Finance, Public Works, Services and Personnel Committees. Also frequently attends other committee meetings.
- Keep informed about federal, state, and county legislation and administrative rules affecting the Village. Submit reports and recommendations to Board.
- Keep Village Board and President informed of state and federal law changes impacting the Village and that concern federal, state, and county funds available for local programs. Assist Department Heads and Board in obtaining funds.

**Village Administrator
Position Description-2**

- Represent the Village in matters involving legislative and intergovernmental affairs particularly with the City of Madison, University of Wisconsin, University of Wisconsin and Veterans Administration Hospitals.
- Act as the Village's chief public information officer.
- Establish and maintain procedures to facilitate communications between citizens and Village government to resolve complaints, grievances, and other matters.
- Promote the public and private sectors.
- Provide leadership in the development of short/long range community plans; responsible for the planning and program analysis in the preparation of needed studies, reports, and recommendations.
- Develop procedures, methods, and techniques that meet the Village's present and future needs and improve efficiency, effectiveness, and quality of Village services and programs.
- Implement the administration of day-to-day business affairs of the Village.
- Meet frequently with the public to resolve problems and answer questions.
- Serve as Zoning Administrator.
- Oversee and administer the Village Tax Increment Finance (TIF) Districts.
- Attend Board meetings and assist the Village President and Village Board in the performance of their duties.
- Ensure that agendas and materials are prepared for Board, Committee, and other meetings.
- Assist in preparing ordinances and resolutions as needed.
- Keep President and Board informed of Administrator's activities by issuing oral or written reports as may be required.
- Recommend appointment, promotion, and suspension/termination of Village Department Heads. Serve as chief Village personnel officer and delegate personnel tasks as appropriate. Ensure complete and current personnel records, including specific job descriptions for all Village employees, are maintained and updated as necessary. Given major responsibility for hiring and setting starting wages for all non-department head staff.
- Coordinate and administer Village's compensation plan, develop classification and salary schedules, job evaluations, and performance evaluation procedures. Make recommendations to the Personnel Committee and Village Board.
- Develop and coordinate implementation of high standards of performance for employees. Ensure that Village employees have proper working conditions and remain up-to-date on best practices for employee safety. Ensure compliance with local, state, and federal laws applicable to employment practices.
- Conduct labor negotiations and collective bargaining discussions and bring agreements to the prepared for Village Board for ratification; monitor and ensure compliance with the Village 's collective bargaining agreements.
- Organize and conduct status meetings with Department Heads to coordinate programs to keep everyone current on Village programs and practices.

**Village Administrator
Position Description-3**

- Evaluate, at least annually, the job performance of Department Heads, and assist the Board and Committees in appointment, promotion, and suspension/termination of a Department Head. Ensure Village policies (Employee Handbook, Financial Policies etc.) are up-to-date and are communicated to Village employees.
- Assist Department Heads with regard to specific personnel matters and problem resolution.
- In conjunction with and under the direction of the Village Board and Finance Committee coordinate, assist, and be responsible for the preparation, review, and approval of the annual Village Budgets.
- Administer the adopted Village budgets and report current financial condition and Village's future needs to the Village President and Village Board as may be requested; research availability of alternate funding for local projects; advise the Board of how to procure funds; analyze and prepare reports on the fiscal impact of proposals.
- Administer and supervise the Village's accounting system and ensure that the system employs methods in accordance with current generally accepted accounting practices in conjunction with the Clerk-Treasurer.
- Monitor revenues and expenditures and maintain debt schedules.
- Coordinate financial advisors, bond counsel, and rating agencies on debt issues.
- Serve as Village's purchasing agent. Supervise purchasing and contracting for supplies and services. Coordinate, assist, and approve requests for proposals; assist Department Heads in the preparation of specifications and scheduling of authorized purchases to coincide with budgetary authorization and cash flow considerations; analyze bids with Department Heads and assist in the compilation of bid recommendations for Board approval. Execute contracts on the Village's behalf when authorized by Board directive, policy or resolution.
- Perform all duties as may be assigned by the Village Board, Village President or Committees, Commissions, or Boards.
- Implement ordinances, resolutions, and directives of the Village Board, and its committees. Report difficulties encountered and progress/completion to the Village President and Village Board.
- Represent the Village on ad hoc bodies or at meetings or projects directly affecting the Village.
- Ensure any and all delegated tasks are performed to the highest caliber.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Village Administrator
Position Description-4**

EDUCATION AND/OR EXPERIENCE:

- Must have a degree from an accredited four-year college or university, preferably in the field of public administration, political science or urban planning and 5 years of municipal management experience. A Master's Degree in the field of public or business administration, political science or urban planning is preferred.
- Experience in municipal planning and urban design.
- Governmental accounting and budgeting experience.
- Experience working with citizens, contractors, attorneys, engineers, design firms, government officials, etc., including with a diverse (economically, socially and culturally) population and have a proven ability to foster positive and productive working relationships with others.
- Comfortable delegating work, accepting responsibility and working independently.
- Extensive public speaking and presentation experience.
- Experience with Emergency Management principles and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have working knowledge of governmental fund accounting; information technology and its various applications including social media, including Microsoft Office Suite; legal descriptions and documents.
- Must have knowledge of WI State Statutes, particularly Chapter 62 relating to Village; State Open Meetings and Records Act; generally accepted government accounting principles; Budget administration and monitoring.
- Must have excellent command of the English language, and reading, spelling, arithmetic, vocabulary, and modern business practices and procedures skills; ability to effectively meet and assist with the public; able to communicate effectively verbally and in writing, follow oral and written instructions, and meet deadlines; attendance at night meetings when assigned; comfort working under pressure and with frequent interruptions, and able to handle stressful situations. Ability to multitask and modify priorities.

**Village Administrator
Position Description-5**

TOOLS AND EQUIPMENT USED:

Telephone, personal computer (using Microsoft Office Suite), copy machine, fax machine, laser printer, and other related general office equipment. Proficiency with other Microsoft Office Suite applications such as Word, Excel (spreadsheet), PowerPoint and other software. Familiarity with technologically innovative equipment and programs can be beneficial because this position needs to be available to address Village emergencies including when out of town or after hours.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk; use hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop. Therefore, required essential physical abilities would include clarity of speech and hearing which permits the employee to communicate well with others and to make effective presentations to small and large gatherings.
- Needs sufficient personal mobility as to permit the employee to visit other village, city, county, state, and private-sector offices and work locations. Many meetings are off-site and require travel by automobile to locations outside the Village in all manner of weather conditions.
- Ability to manage a demanding schedule of early morning and late-night meetings.
- Ability to pass employment physicals including periodic drug testing.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Village Administrator
Position Description-6**

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Some evening and weekend work is required. Working hours may modified with written agreement from Village Board.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Position Description

POSITION TITLE Clerk-Treasurer

GENERAL NATURE OF POSITION

The Village Clerk-Treasurer is a statutory position and is responsible for performing those duties required by Sections 60.33 and 60.34 of the Wisconsin Statutes. The Village Clerk-Treasurer is appointed by the Village Board and organizationally reports to the Village Administrator. The Clerk-Treasurer performs administrative duties in maintaining the official records, issuing licenses, and conducting and overseeing all Village, State, and Federal Elections. The Clerk-Treasurer is required to attend the meetings of the Village Board, Board of Review, and other meetings as assigned. The Clerk-Treasurer assists with the management of the Village finances by helping with the preparation of the annual Village and Municipal Utilities budgets, managing the investment of Village funds, overseeing all aspects of the Village's accounting software, preparing mill rate and TID worksheets and verifying tax roll balances. The Clerk-Treasurer position requires continuing education to stay current with the changes in state statutes, regulations, and the administrative code affecting the Village. Other primary duties include, but are not limited to (see list below): Managing the human resources for the Village. This is a full-time, non-represented, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains files on all Village records, ordinances, resolutions, and fiscal information.
- Publishes all legal notices, maintains Village files, preserves all contracts and bonds.
- Administers oaths of office and affirmations.
- Attends meetings, takes minutes, and maintains files for the Village Board and such other official boards and commissions as may be directed. Prepares and oversees proper posting of and distribution of agendas for meetings.
- Issues all licenses required by ordinance or statute.
- Coordinates, supervises, and conducts elections. Submits election records to State Election Commission and ensures that all voting machines and other property are in working order. Serves as staff to the Village Caucus for the local election process.

**Clerk-Treasurer
Position Description-2**

- Assists Village Assessor in maintaining property assessment and building records. Schedules Board of Review meetings to comply with state statutes, verifies assessment roll. Board of Review adjustments, prepares and files statements of assessment, and statements of taxes, prepares mill rate and TID worksheets, and verifies tax roll balances.
- Makes property tax settlements with the Dane County Treasurer and distributes to the school district and other taxing units their proportionate share of property tax collections.
- Is responsible for the collection of taxes for the Village.
- Receives, reviews, and distributes to the proper authority any claims charged against the Village. Files insurance on behalf of the Village.
- Advertises for bids, receives them, and summarizes the results.
- Acts in a supervisory capacity in regards to daily management of Front Office Personnel as a liaison between Elected Officials and Paid Represented and Non-Paid Represented Employees and oversees daily business functions.
- Signs all documents requiring Clerk-Treasurer's certification.
- Handles bidding and selection of Insurance vendors. Files necessary claims and reporting for liability and workers comp.
- Manages Liquor and miscellaneous licensing administration and reporting.
- Manages investments of Village funds in accordance with investment policies and goals of the Village Board and local, state, and federal regulations. Reviews bank statements.
- Oversees all aspects of the Village's accounting software, including cash receipting, accounts payable, accounts receivable, payroll and utility billing.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers for payment of approved bills.
- Assists Village Administrator with the preparation and compilation of the annual Village Budget.
- Files financial and other reports with various state agencies.
- Reconciles various accounts, including but not limited to: lottery credit, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, etc.
- Responsible for maintaining all employment paperwork and data entry in the Village's payroll system. Prepares all Village employee W-2 information and benefit programs including WI retirement; life, health and dental insurance; income continuation and WI Deferred Compensation Program.
- Oversee staff with recreation program duties. Perform data entry duties for the pool system, payroll processing for all recreation programs, maintain registration documents

**Clerk-Treasurer
Position Description-3**

for participation, reimbursement of expenses for programs and facility needs during the operation of the individual program.

- Stays current on information technology advancements and makes recommendations relative to software and hardware.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.
- Valid Wisconsin Driver's License with good driving record.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Accounting, Finance or related field.
- Associates Degree in Accounting, Finance or related field may substitute for Bachelor's Degree with added experience.
- 5 years of increasingly responsible accounting experience desired, preferably in municipal accounting. 8 years of responsible accounting experience required if only Associates Degree.
- Certified Clerk or Treasurer with WCMA or MTAW is highly desirable with certification expected within six (6) years of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful situations; maintain and promote harmony in the workplace; stay concentrated for extended periods of time while maintaining flexibility. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.)

**Clerk-Treasurer
Position Description-4**

- Knowledge of applicable state and federal laws concerning elections, and municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Knowledge of variety of software applications and hardware use including utilization of internet and file management. Software programs where proficiency will be required to successfully perform duties include: WisVote, Civic-Connect, MyVote, Employee Trust Funds Program, Department of Revenue, Department of Natural Resources, MS Word, MS Excel, Google Suite, Access Dane, Zoom, Access IQ, Access It, Itron, Schedule Anywhere, GCS Tax Software.
- Proficiency required with use of certain office equipment, including: Copier, Fax Machine, Mail Meter, FC-300 Handheld, DS-200, Express Vote, Badger Book.
- Ability to effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Ability to read and understand maps, including zoning and plat maps.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 25+ pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving. All percentages could vary depending upon duties performed that day.

**Clerk-Treasurer
Position Description-5**

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Some evening and weekend work is required.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Position Description

POSITION TITLE Deputy Clerk-Treasurer

GENERAL NATURE OF POSITION

The Village Deputy Clerk-Treasurer reports to the Clerk-Treasurer and is responsible for assisting with the general duties of the Clerk-Treasurer, as well as those associated with the Village Hall Administrative Office. The Deputy Clerk-Treasurer job performance is evaluated by the Clerk-Treasurer. This is a full-time hourly, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collects and receives monies from the public, financial institutions and various Village departments. Assists with annual property tax collection.
- Assists with accounts payable by confirming all bills with departments and pays such bills on a timely basis. Helps to prepare Accounts Payable Reports and submits to Clerk-Treasurer for review before submittal to Village Board for approval.
- Assists with collection of special assessments, special charges, delinquent utility payments and delinquent personal property taxes when payment is received from the County or individuals.
- Assists with utility billings. Accurately maintains Village utility services.
- Serves as primary backup to Clerk-Treasurer in performing Village payroll duties.
- Assists with preparation of required financial reports such as IRS, SSA and State of Wisconsin State Retirement.
- Prepares and compiles necessary information for annual Village audit.
- Assists with all general municipal and special elections in accordance with Federal, State and City elections laws and regulations.
- Prepares and mails invoices to the appropriate entity for services performed by the Village.
- Serves as liaison between customers and Village's refuse contractor.

**Deputy Clerk-Treasurer
Position Description-2**

- Provides primary support for the Village Water Utility operations. Assists with maintaining accounts for all customers, assists with preparation of monthly bills and processes payments.
- Takes minutes at Board and Committee meetings when necessary.
- Assists Clerk-Treasurer with maintenance of all office records in an organized manner.
- Assists with Shorewood Hills Pool system registration, invoicing and data input.
- Assists with issuance of Village permits and licenses and Village Park/Facility reservations as may be necessary.
- Helps Assistant to the Administrator with the Village's web site and social media with updates and notices, uploading agendas, notices, meeting minutes, etc.
- Assists with answering phones, citizen requests for service and other general responsibilities of the Village Hall Administrative Office.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the Clerk-Treasurer.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Associate's degree in accounting or business-related field; and/or public accounting work experience; minimum of two (2) years of municipal accounting or five (5) years general accounting experience is preferred.
- Must be bondable according to State Statutes.
- Additional continuing education and training may be required.

**Deputy Clerk-Treasurer
Position Description-3**

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use computer-based applications for word processing, financial management (accounting, payroll and spreadsheets) and database management. Must be proficient in the use of Microsoft Windows, Word, Publisher, Excel, Access, Mail Merge, Photo Editor, Internet, e-mail and PowerPoint.
- Knowledge of accounts payable and general accounting principles and practices, preferably in a municipal setting including fund accounting and utility accounting consistent with policies and rules set by state agencies and generally accepted accounting practices (GAAP).
- Ability to effectively administer routine and non-routine activities of the Village, analyze and implement policy, manage financial resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Ability to share information readily between village administration, public works, police, building inspector/assessor, and other village staff.
- Requires strong interpersonal skills and the ability to work closely and courteously with the village staff, general public, and Village Board. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires ability to initiate and receive correspondence using the Village's telephone and electronic mail systems. Requires the use of other office equipment and tools, such as; copiers, fax machines, computers and calculators. Requires knowledge of modern office practices.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated
- This position requires the ability to multi-task and manage interactions appropriately with the public, Village Board and co-workers.

**Deputy Clerk-Treasurer
Position Description-4**

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
 - Reach above and below shoulder heights.
 - Ability to lift 25+ pounds occasionally.
 - Ability to move and relocate office/election equipment.
 - Ability to sit at keyboard for extended periods.
-
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
 - While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
 - Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving. All percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Some evening work may be required.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Position Description

POSITION TITLE Assistant to the Administrator/Deputy Clerk

GENERAL NATURE OF POSITION

The Assistant to the Administrator/Deputy Clerk position supports the Village Administrator and Village Clerk-Treasurer in accomplishing the many administrative tasks facing a small administrative staff in an active community. This support position needs cross-training with its main responsibilities to include: performing financial analysis for budget preparation; managing the IT consultant; managing the building department records and inspectors; developing and maintaining the Village's website, coordinating committee meetings and minute taking (in-person or zoom); special projects for the Village Administrator, and processing tax payments. This position, when necessary, may also assist the Village Clerk-Treasurer with payroll, elections, required state and federal filings and calculating the tax levy. This is a full-time, non-represented, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs financial analysis to assist the Administrator in preparing the annual budget and creates necessary budget worksheets.
- Supports Administrator with management of the capital projects fund and debt service borrowing. Performs special projects for Administrator when needed.
- Oversees the contracted building, heating, electrical and plumbing contractors. Oversees permit paperwork, questions from contractors and payment of permit fees.
- Develops and maintains majority of Village website.

**Asst. to Administrator/DC
Position Description-2**

- Supports Clerk-Treasurer, when necessary, with reconciling of general checking account, tax checking account, flex benefits account and online payment accounts for the Administration (PSN) and the Shorewood Hills Pool (WorldPay). Helps to identify credits and debits that are missing from or in error in the Village's accounting software and ensure the bank statements balance with the financial software records.
- Supports Clerk-Treasurer with processing of property tax payments. Enters payments into the GCS tax software. Assists the C/T with calculating tax levy, preparing tax bills and reconciling tax payment settlements.
- Coordinates scheduling of committee meetings as directed. Ensures agendas are posted properly and minutes are taken and filed.
- Supports the Clerk-Treasurer with processing of employee time sheets, enters data into financial software and reconciles those entries against time sheets. Provides backup to the C/T for payroll process when needed.
- Serves as primary liaison to Village IT consultants. Makes recommendations to Administrator and Village Board regarding technology purchases and deployments. In-house troubleshooter for minor technology problems and manages VOIP phone system.
- Assists Accounting Clerk with Recreation Program registration, forms and fees. Assists Clerk-Treasurer with onboarding of new seasonal employees.
- Assists Clerk-Treasurer with election process. Helps with testing and setting up of voting equipment and serves as election official at all elections.
- Assists Clerk-Treasurer with submission and management of Worker's Comp Claims and property liability insurance damage claims. Performs annual injury reporting to state agencies and completes annual insurance renewal applications. Serves as liaison to insurance carriers loss control officer.
- Assists Clerk-Treasurer with preparation for annual audit. Manages Village fixed assets reporting.
- Determines content and information that needs to be included in the monthly newsletter. Creates layout, writes articles and edits those submitted by others.

**Asst. to Administrator/DC
Position Description-3**

- Assists with general activities of the front office like answering phones, responding to e-mail requests for information, in-person customer service, filing and managing of records, etc.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Graduation from a college or university with a bachelor's degree in Public Administration or a closely related field required, with Master's degree in Public Administration or closely related field preferred.
- 2 years of municipal government experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform office functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.)
- Knowledge of applicable state and federal laws concerning elections, and municipal borrowing and investments.

**Asst. to Administrator/DC
Position Description-4**

- Ability to analyze accounting/financial data, make reports, and keep records.
- Knowledge of variety of software applications and hardware use including utilization of internet and file management. Software programs where proficiency will be required to successfully perform duties include: MS Word, Excel, Publisher, PowerPoint, Outlook, Google Docs, Adobe Acrobat, Caselle Connect (accounting), GCS (tax collection), GovOffice (website), Nixle (emergency alerting system), MyVote, Access It, Schedule Anywhere, Zoom.
- Ability to effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Ability to read and understand maps, including zoning and plat maps.

TOOLS AND EQUIPMENT USED:

- Proficiency required with use of certain office equipment, including: Copier, multi-line phone system, label printer, mailing equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 25+ pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.

**Asst. to Administrator/DC
Position Description-5**

- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. She/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving. All percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Some evening and weekend work is required.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Position Description

POSITION TITLE Administrative Assistant

GENERAL NATURE OF POSITION

The Administrative Assistant assists the Clerk-Treasurer and Deputy Clerk-Treasurer in the completion of his/her duties including the responsibilities set forth in the Wisconsin State Statutes and the maintenance of the Village's financial records. Immediate supervisor is the Clerk-Treasurer. This is a full-time, hourly, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as office receptionist.
- Assists accounts receivable by setting up customer accounts, preparing invoices and bills for amounts owed. Tracks payments received and enters in the Village cash-receipting program.
- Assists cash receipting by entering data in the accounting program regarding all checks and cash received.
- Assists with monthly reconciliation of bank statements.
- Answers the Village phones and provides customer service to the public at the Village Hall on a daily basis.
- Provides clerical and secretarial service to the Village Administrator.
- Provides primary operations support to the Building Department. Assists with receiving permit applications and payments for the inspectors. Records permit data.
- Assists with bi-weekly payroll processing when necessary.

**Administrative Assistant
Position Description-2**

- Provide primary operations support to the Shorewood Hills Pool. Updates the pool system software, sends out invoices, enters data in pool management system and processes payments. Deposits pool receipts and pays pool bills.
- Provides primary operations support to the summer recreation programs. Assist seasonal employees with employment paperwork, key checkout, timesheets, requesting reimbursement for supplies and other various necessary tasks.
- Assists with tax bill collection: receives and processes tax payments, assists with entering information in GCS software program when necessary.
- Prepares the annual Wisconsin Department of Natural Resources' Recycling Grant application and final report.
- Assists with maintaining the annual Village dog, cat and chicken licenses. Reconciles necessary reports to Dane County.
- Provides primary backup support for the Municipal Clerk of Courts.
- This position is responsible for other duties, special projects and other responsibilities that may be assigned by the Clerk-Treasurer.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate general office equipment including phone system, mailing equipment, and copier.

**Administrative Assistant
Position Description-3**

- Ability to operate a personal computer and accompanying software; possess good word processing skills; ability to create spreadsheets; ability to accurately type 50 words per minute.

- Be able to deal effectively with people in difficult situations; be an active listener, and a problem solver.

- Ability to work well with the general public and maintain excellent interpersonal communication.

- Ability to establish and maintain professional relationships with co-workers and work independently as a self-starter.

- Ability to prioritize and manage multiple work tasks with competing demands, work accurately and efficiently in a fast-paced environment, and meet a variety of conflicting deadlines.

EDUCATION AND/OR EXPERIENCE:

- Associate's degree in business or public administration, accounting or related field.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 25+ pounds occasionally.
- Ability to move and relocate office/election equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- Ability to sit at a keyboard for extended periods of time.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.

**Administrative Assistant
Position Description-4**

- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving. All percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position is located at Village Hall in Shorewood Hills with office hours generally 8:00 AM-4:30PM Mon.-Thurs., 8:00 AM-12:00 PM on Fridays. Limited evening work is required.

The Village of Shorewood Hills is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____

David Sykes

From: David Benforado
Sent: Wednesday, January 05, 2022 12:05 PM
To: Anne Readel
Cc: Sharon Eveland; Dietmar Bassuner; David Sykes
Subject: Re: Board Meeting Packet Submission - Ski Course Grooming

Hi Ann,

You bet.

By copy of this email to Village Administrator Sharon Eveland and Village Rec Committee Chair Dietmar Bassuner, I ask that they include your email below in the meeting packets for the Jan 10 Village Rec Committee meeting and the Jan 18 Village Board meeting.

Many thanks.

Dave

Dave Benforado, President
Village of Shorewood Hills
dbenforado@shorewood-hills.org

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From: Anne Readel <annereadel@gmail.com>
Sent: Wednesday, January 5, 2022 11:46:30 AM
To: David Benforado <dbenforado@shorewood-hills.org>
Subject: Board Meeting Packet Submission - Ski Course Grooming

Hi Dave,

Could you please share my below email to the Board for the Jan. 10 meeting? Thank you!

Dear Board of Trustees,

On January 10th, the Recreation Committee will be proposing that the Village hire grooming services for a classic cross-country ski trail on Blackhawk Country Club Golf Course. My husband Tony Goldberg and I live at 3610 Sunset Dr. next to the golf course and country club. I am writing to ask that you not approve this request.

The Blackhawk Country Club Golf Course provides a more natural, non-groomed option for cross country skiing, which is rare for the area. The untouched aspect of the course makes it a local gem for skiing and snowshoeing. The un-groomed winter landscape attracted us to our house and is one thing we've loved over the last 10+ years here. There are many other groomed course options at golf courses and parks throughout the area already; the Village does not need to follow what others are doing.

Grooming would also be inconsistent with the Village's Sustainability Plan, which states that "the Village must take strong and immediate action to lessen the Village's dependence on fossil fuels, [and] reduce carbon emissions...." It also states that the Village should reduce noise and air pollution. Classic cross country skiing does not require groomed trails; bringing in equipment to create a groomed course is unnecessary, contributes to climate change, and degrades the experience for those of us that are trying to seek out "wilder" experiences (as much as you can get that in a city).

How we manage skiing at the golf course reflects if we are a Village that values quiet, more natural areas, and sustainability. I respectfully ask that the Village leave the course ungroomed.

Thank you,

Anne Readel
3610 Sunset Dr.

Anne M. Readel, Ph.D., J.D.
Pronouns: She/Her/Hers
3610 Sunset Dr.
Madison, WI 53705
PH: 608-320-6744
EMAIL: annereadel@gmail.com

**COOPERATIVE AGREEMENT
FOR THE EAST-WEST BUS RAPID TRANSIT PROJECT BETWEEN
THE CITY OF MADISON AND [OTHER ENTITY]**

THIS AGREEMENT is made and entered into by and between Madison of Madison, a Wisconsin municipal corporation (“Madison”) and Village of Shorewood Hills, a Wisconsin municipal corporation (“Shorewood Hills”).

WITNESSETH:

WHEREAS, Madison and Shorewood Hills (the “Parties”) rank improvement of public transportation as a high priority; and,

WHEREAS, Metro Transit, Madison’s transit provider (“Metro”), already provides local bus service throughout the Madison Urban Area; and,

WHEREAS, Madison and Entity have a common interest in the development of a system of Bus Rapid Transit (“BRT”) lines to serve the Madison Urban Area; and,

WHEREAS, Madison has initiated the East-West Bus Rapid Transit project, Madison’s planned 15-mile rapid transit service, to be operated by Metro, connecting major employment, education, and recreation destinations through the Madison Urban Area (the “Project”); and,

WHEREAS, the Project will provide improved transit access within an area of high ridership, numerous activity center activity centers, and increasing reinvestment in business centers and neighborhoods; and,

WHEREAS, the Project is located partly on University Ave. which is partially located within Shorewood Hills; and,

WHEREAS, Madison, and other State and municipal partners, intend to cooperate to assure maximum effectiveness of this joint effort; and,

WHEREAS, Madison has developed a Locally Preferred Alternative Report dated January 2021 (“LPA”), which report is incorporated herein by reference; and,

WHEREAS, an updated BRT alignment map with probable stations is attached hereto as Attachment 1 and incorporated herein by reference; and,

WHEREAS, a BRT Responsibility Matrix (“Matrix”) is attached hereto as Attachment 2 and incorporated herein by reference; and,

WHEREAS, the Project has been accepted into the Project Development phase of the FTA’s Small Starts funding program and received a “Medium-High” rating in the May 2021 President’s Annual Report on Funding Recommendations for Fiscal Year 2022 Capital Investment Grants Program budget awaiting congressional appropriation; and,

WHEREAS, funding for the Project has been approved in Madison's 2022 adopted budget.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

1. Scope of Agreement. The purpose of this Agreement is to provide a coordinated and unified approach to the design, funding, construction, implementation, operation and maintenance of the Project, including that portion that goes through Entity. As the Project is completed and the Region's BRT system is built out, the Parties understand that this Agreement will provide a framework for future amendments to further clarify and expand roles and responsibilities of the Parties regarding the BRT system, including future improvements or expansions of the BRT system in the Madison Urban Area as additional funding becomes available. Under this Agreement, Entity will be authorizing Madison, at Madison's cost unless otherwise provided, to install and operate BRT facilities within Shorewood Hills right-of-way, including providing necessary utility infrastructure for this purpose.
2. Application of Federal Transit Administration Requirements. This Agreement and activities pursuant to this Agreement are subject to the requirements of the Federal Transit Administration (FTA) regulations and related agreements authorized by 49 USC 5301 et seq, or other applicable Federal legislation. This Agreement and any amendments or modifications may be subject to the review by the FTA. Contracts for all goods and services under this Agreement related to BRT implementation must meet FTA contracting requirements including any contracts expending funds proposed to match federal funds. The use of any federal funds through the Wisconsin Department of Transportation (WisDOT) or FTA will require compliance with the Master Agreement between the City and the FTA to the lowest applicable tier of subcontractors. The FTA Master Agreement between the City and the FTA is on file in the administrative offices of the City and is incorporated herein by reference ("FTA Master Agreement"). Future modification to the FTA Master Agreement will be appended to and replace the current FTA Master Agreement. In the event of a conflict between the FTA Master Agreement and this Agreement, the applicable term of FTA Master Agreement shall control. The current federal FTA contract provisions attached hereto as Attachment 3 ("FTA Contract Provisions") and incorporated herein by reference, shall be attached as a rider to every third party architecture engineering or construction contract entered into pursuant to this Agreement by either party that requires reimbursement from FTA funds or that will be used as local share to match FTA funds.
3. Obligations of Shorewood Hills. Shorewood Hills agrees to take the certain actions identified hereafter.
 - a. Work cooperatively with Madison to implement the Project.
 - b. Grant permission, to the extent necessary, for Madison to use University Ave right-of-way for the purposes of the Project.

- c. Make infrastructure within Shorewood Hills that is covered by this Agreement and that will be owned by Madison available for transit purposes for not less than the Useful Life of the improvements. The “Useful Life and Maintenance Responsibilities” are set out in Attachment 4, attached hereto and incorporated herein by reference. Entity understands that these components carry a federal interest for their life or until the FTA approves the disposition of the assets, and repayment to the FTA by Madison may be necessary if any asset is disposed prior to the end of its Useful Life.
- d. Cooperate with Madison on the design and construction for all Project stations/stops, shelters, signals, pavement and streetscape improvements and related improvements located within Entity’s jurisdiction.
- e. If Shorewood Hills performs any construction under this agreement for the Project to be reimbursed by Madison or to be identified as local matching funds, Entity’s contractors shall provide required documentation; documentation shall include but not be limited to certified payment applications identifying BRT work, subcontractor utilization reports, lien waivers, payroll records and certifications.
- f. If Entity performs any construction under this agreement, assure that FTA procurement, project management and contract requirements are met in Entity contracts for the design, construction or implementation of Project related efforts where such work includes the use of FTA funds or Madison funds proposed to match the Federal funds. All projects shall include FTA Contract Provisions including but not limited to Buy America, DBE Participation, and Prevailing Wage, and assure all necessary FTA required environmental analyses and clearances are completed.
- g. If Entity performs any construction under this agreement, submit all BRT-related bid documents and contracts to Madison’s BRT Project Manager prior to publication and/or execution to assure consistency with the BRT Plan and compliance with the FTA’s approved requirement.
- h. If Entity performs any construction under this agreement, submit all invoices and other documentation (including but not limited to submittals identified in FTA Contract Provisions and Davis-Bacon oversight requirements) to Madison’s BRT Project Manager for review and approval on all Entity procurements and services on BRT project items for which reimbursement will be requested from Madison.
- i. Cooperate with Madison in the securing of all necessary resolutions, permits, authorizations, adoption of ordinances and Entity approvals as may be required by the State of Wisconsin or the FTA.
- j. If all appropriate regulatory issues have been addressed, issue authorizations as required to accomplish the goals of this Agreement.
- k. Madison shall provide day-to-day inspection of the Project improvements, including those located in Shorewood Hills. Any improvements to be owned by

Shorewood Hills, including but not limited to traffic signals, pavement improvements, sidewalk, and streetscape shall also be periodically inspected by Madison for general compliance with the Project's approved plans, regulations and requirements. Upon request, Entity agrees to assist Madison with resolving any on site issues with Project Improvements located within Entity to assure general compliance with Entity's regulations and requirements.

- l. If necessary and allowed for under the electrical service rules, Entity shall allow Madison access to electrical power for BRT stations through Shorewood Hills' traffic signal controllers and/or lighting owned and maintained by Shorewood Hills at locations identified as the Stations and at future locations as added by Metro for improved transit service, provided that Madison reimburses Shorewood Hills for the actual cost of the electrical power consumed by Metro.
- m. Coordinate with and allow Madison to deploy Traffic Signal Priority ("TSP") on University Ave. for use by the BRT system.
- n. Coordinate with and allow Madison to install, operate and maintain a fiber and communication network for traffic signal networking within Entity's right-of-way.
- o. Coordinate with and allow Madison to install electronic Ticket Vending Machines (TVMs) at BRT stations within Shorewood Hills at no cost to Shorewood Hills. These TVMs will dispense bus passes and provide a convenient way for transit riders to purchase tickets prior to bus arrival. Entity authorizes Madison to install TVMs at these locations on Entity's public right-of-way. Madison shall retain all TVM proceeds. Revenues generated from FTA funded TVMs shall be utilized solely for transit purposed in accordance with FTA regulations.
- p. Coordinate with Madison to share open data with the intent to better define transportation needs in the Madison Urban Area and work to continue to develop new and better-informed transportation solutions.
- q. Pending funding availability, Entity may coordinate with Madison to install conductive concrete in and around BRT stations. Conductive concrete (heat transferring concrete) may be installed at transit boarding locations to improve pedestrian safety by quickly melting snow and ice. Some concrete pavement locations may also be placed with conductive concrete to reduce snow and ice removal long term maintenance.
- r. Entity shall assist and work with Madison and FTA as necessary to assure compliance with FTA project requirements including but not limited to cooperating with FTA's designated Project Management Oversight Consultant (PMOC);
- s. To the extent allowed by the FTA, Madison intends to include Disadvantaged Business Enterprise (DBE) goals for the Project. If requested, Entity shall provide technical assistance to Madison for the development and implementation of the DBE goals and provide assistance to Madison and Madison project contractors in meeting the goals.

4. Obligations of Madison. Madison agrees to take the certain actions identified hereafter:
- a. Take all reasonable and appropriate measures to authorize the use of Madison Adopted Budget approved funds as the required local match to FTA grant funds.
 - b. As project sponsor, Madison shall manage, procure, award and construct improvements in accordance with the responsibility matrix (Attachment 2).
 - c. Design and construct traffic signal upgrades along the Project corridor as required in accordance with the final design; extent of improvements shall be limited to the amount stated in the Project Budget.
 - d. Coordinate with Shorewood Hills on establishing East-West BRT Traffic Signal Priority (TSP) on University Ave. within Shorewood Hills' jurisdiction, the cost of installing, maintaining and upgrading any TSP equipment to be borne by Madison, unless otherwise agreed to by the Parties.
 - e. Unless separate meters and electrical service are required, reimburse Shorewood Hills annually for actual cost of any electrical power consumed by BRT stations from Shorewood Hills' traffic signal controllers or lighting owned and maintained by Shorewood Hills at locations identified as the Stations and at future locations as added by Madison for improved transit service.
 - f. If applicable, review Entity-prepared BRT project funded bid packages and professional service and construction contracts for compliance with FTA requirements and consistency with BRT plan to ensure BRT scope schedule and budget is maintained and provide written comments in a timely fashion.
 - g. If applicable, review and pay design and construction invoices within thirty (30) days after submitted by Entity for Madison provided design and construction of Project improvements included in the Matrix and within the stated Project Budget.
 - h. Operate and maintain, at no cost to Shorewood Hills, unless otherwise expressly agreed upon, Metro's BRT vehicles, transit centers, mobility hubs, stations/stops, shelters, TVMs, charging equipment, and other passenger amenities provided specifically for BRT operations and funded under this or other agreements. Maintenance includes snow clearing, trash pickup and cleaning as applied to the above facilities created or utilized for this project.
 - i. Assure that current FTA requirements are provided to Shorewood Hills for all related expenditures to be reimbursed by FTA funding.
 - j. Provide final design and construction for all BRT stations, stops, park and rides, terminals, shelters, streetscape, and related BRT improvements as identified in the Matrix.

- k. Coordinate development of sidewalk and streetscape concepts and plans including submission of the plans for review and approval prior to installation for those Project improvements to be made within Entity.
 - l. Construct street improvements within Shorewood Hills in accordance with the Project's final design plans; improvements shall include but not be limited to those necessary to improve the overall ride of BRT buses and provide a sound staging area at bus stops; extent of improvements shall be limited to the amount stated in the Matrix and the Project Budget.
 - m. Madison may adjust planned BRT and public improvements for BRT as necessary to meet transit operation needs, maintain the projects within available funding, or other considerations, including, but not limited to, developing agreements with third parties for purposes of completing transit oriented economic development projects.
5. BRT Development and Special Provisions. Madison and Shorewood Hills further agree to cooperate as follows:
- a. Madison and Entity will exercise best efforts to complete the development of the BRT improvements for which each party is responsible under Sections 3, 4 and 5 of this Agreement. Madison and Entity may, in their discretion, initiate actions to complete the improvements within the time requirements of the Schedule of BRT Development as attached hereto as Attachment 5 and incorporated herein by reference.
 - b. With respect to portions of the East-West BRT project that are within the jurisdiction of other regional municipalities or governmental entities, Madison shall secure separate intergovernmental agreements in accordance with its standard practice and custom for final acceptance by the impacted party.
 - c. Madison and Shorewood Hills shall comply with the special provisions outlined in Exhibit A.
6. Financing for BRT Improvements. The Project is to be funded substantially with Federal grant funds and is subject to the Federal Transit Administration requirements. This Agreement is contingent upon the receipt of such Federal funds.
- a. At the time of execution of this Agreement the BRT Budget is estimated at \$166,000,000.00, based on estimates set forth in Attachment 6 ("East-West BRT Budget") and incorporated herein by reference. Madison anticipates securing FTA Section 5309 Small Starts funding totaling \$83,000,000 (50.0%), \$21,182,545 (X.X%) from FTA Section 5307 Urbanized Formula funds, \$4,630,560 from FTA Section 5339b Bus Facilities Funding, and local matching funds, and \$37,474,400 (X.X%) in local funds and contributions from Madison.
 - b. As final design is completed on the various Project improvements, the East-West BRT Budget may be adjusted. Madison may, at its discretion, determine scope and

budget adjustments for Project improvements to maintain costs within available funding. Madison shall provide updates to Entity as adjustments to the Project Budget may occur.

- c. In the event that Entity determines that additional non-BRT Improvements should be designed and constructed concurrent with the Project, these costs will be recorded separately and be borne entirely by Entity with no obligation to Madison or the Project; a separate agreement between the parties will be prepared as required to complete non-BRT Improvements.
 - d. Madison reserves the right to adjust implementation of any work authorized under this Agreement to match available FTA funding.
7. Payment. Funding under this Agreement, as noted in Section 6 above, is contingent on appropriation of such federal and local funds and the availability of such funds to Madison. Madison shall provide Entity notice of federal grant approvals or of any communication from FTA or any other source which advises that such funding is not forthcoming. To the extent funds are available, Madison shall reimburse Shorewood Hills but only for those items specifically identified in the Project Budget and for which Entity has provided documentation that FTA requirements, including bidding and contracting requirements have been satisfied. It shall be the decision of Madison as to whether the documentation is sufficient to support reimbursement. Madison shall notify Shorewood Hills in writing of the basis for rejection of any requested reimbursement. If any reimbursement later becomes ineligible by virtue of Shorewood Hills' failure to maintain infrastructure or supporting records as required in this Agreement, Entity shall forfeit such sum within sixty (60) days after Madison sends notice to Shorewood Hills that repayment is required.
8. Term. This Agreement shall become effective upon execution and shall remain in full force and effect until the earlier of (i) termination pursuant to Section 19, "Defaults and Remedies; Termination", or (ii) one year after the Useful Life of any improvement constructed under the provisions of this Agreement. It is acknowledged by the Parties that the terms and conditions of any FTA funding requires that any work undertaken with the use of FTA funds must be maintained in a fashion to preserve the life of the improvement.
9. Maintenance of Improvements. Any improvements funded by FTA shall be maintained and made available to transit use during the Useful Life of such improvements as set forth in Attachment 4. Changes to improvements necessary to the success of the execution of BRT operations, shall not be modified without appropriate communication and agreement with Madison. The Useful Life defines the maintenance responsibilities of each improvement and the duration each improvement must be maintained in good, safe and useful condition. Any improvements not addressed in the Useful Life will be the subject of subsequent amendments to this Agreement.
10. No Gratuities and Kickbacks.
 - a. Gratuities. No party to this Agreement has or will offer or give any Madison or Shorewood Hills employee or officer a gratuity or an offer of employment in

connection with any decision, approval, disapproval, recommendation or preparation of any part of a contract requirement or purchase request, influencing the content of any specification or procurement standard rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract, or to any solicitation or proposal therefor;

- b. Kickbacks. Madison and Shorewood Hills certify that no payment, gratuity, offer of employment or benefit has been or will be made by or on behalf of or solicited from any third party contractor under a contract to Madison or Shorewood hills as an inducement for the award of a subcontract or order in connection with the subject matter of this Agreement.
11. Conflicts of Interest. Madison and Shorewood Hills each certify that no officer or employee of Madison or Entity has, or will have, a direct or indirect financial interest in this Agreement which is incompatible with the officer's or employee's discharge of official duties in the public interest, and that no officer or employee of Madison or Shorewood Hills, or member of such officer's or employee's immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of Madison or Shorewood Hills in this Agreement.
 12. Prohibition Against Contingent Fees. No party to this Agreement will employ or retain any person to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies. For breach or violation of this warranty, Madison and Shorewood Hills shall each have the right to annul this Agreement without liability or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
 13. Assignment. No party to this Agreement shall assign or transfer any part or all of their respective obligations or interests without the other parties' prior written approval. If any party shall assign or transfer any part of its interests or obligations under this Agreement without such prior approval, it shall constitute a material breach of this Agreement. No party shall be obligated to pay or be liable for payment of any monies which may be due to any subcontractor of the other parties. Madison and Shorewood Hills shall include in any subcontract a requirement that the subcontractor shall comply with all requirements of this Agreement in performing the services hereunder.
 14. Independent Contractor. Each party of this Agreement is an independent contractor with respect to all services performed under this Agreement. Nothing contained in this Agreement nor shall any act of Madison or Shorewood Hills be deemed or construed to create any third-party beneficiary or principal and agent association or relationship involving the other party. Neither party is agent of the other party and neither party has authority to take any action or execute any documents on behalf of the other party.

15. Insurance. The parties to this Agreement shall follow their own respective policies and regulations regarding insurance requirements.
16. Liability. Each party shall be responsible for its own acts, errors or omissions and for the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense, arising out of this Agreement. In situations involving joint liability, each party shall only be responsible for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions. It is not the intent of either party to waive, limit or otherwise modify the protections and limitations of liability found in Wis. Stat. 893.80 or any other protections available to the parties by law. This paragraph shall survive the termination or expiration of this agreement
17. Governing Law. This Agreement shall be construed and governed in accordance with the law of the State of Wisconsin. The Parties agree, for any claim or suit or other dispute relating to this Agreement that cannot be mutually resolved, the venue shall be a court of competent jurisdiction within Dane County, State of Wisconsin and the Parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.
18. Compliance With Laws. Madison and Shorewood Hills and each of their Contractors shall comply with all federal, state and local laws, ordinances and regulations applicable to this Agreement in addition to those laws, ordinances and regulations specifically identified in this Agreement. Madison, at its own expense, shall secure all occupational and professional licenses and permits for the BRT implementation from public or private sources necessary for the fulfillment of the obligations under this Agreement.
19. Defaults and Remedies; Termination.
 - a. A party to this Agreement shall be in default of this Agreement upon the happening of any of the following events:
 - i. Upon the levy of any attachment or execution of any process of a court of competent jurisdiction which does or will interfere with the performance of Madison or Entity under this Agreement, and which attachment, execution or other process of such court is not enjoined, vacated, dismissed, or set aside within a period of thirty (30) days after entered;
 - ii. Upon the suspension or revocation of any act, power, license, permit, or authority that has the effect of preventing and stopping Madison or Entity from performing under this Agreement.
 - b. Upon the happening of any one or more of the events as set forth in this section or upon any other default or breach of this Agreement, written notice shall be provided to the defaulting party specifying the default. Following receipt of such notification, counsel for each party, along with at least one principal officer/employee of each

party having the authority to bind their respective party, shall promptly meet and confer in an effort to resolve any dispute. If despite their good faith effort to resolve the dispute, the parties fail to resolve the dispute within fifteen (15) calendar day of the original notice of asserted default, then the alleged defaulting party shall have a period of thirty (30) days to cure such default.

- c. No party shall be deemed to be in default in its performance under this Agreement where nonperformance is due to an unavoidable delay. Unavoidable delay means any circumstance beyond the reasonable control of the party which causes a delay in performance under this Agreement including, without limitation, war, strikes, lock-outs, riots, floods, earthquakes, fires, acts of terrorism, casualties, labor disputes, embargoes, tornadoes, acts of God or any other causes beyond the reasonable control of the parties.
- d. No party shall be deemed to be in default in its performance under this Agreement where nonperformance is due to delays from regular transportation management activities including construction, maintenance, emergency routing, changes to travel patterns or any other regularly occurring or anticipated activity.
- e. This Agreement may be terminated by either party with notice to the other party in the event that the federal funds identified herein are no longer available.

20. Waiver. No consent or waiver, express or implied, by any party to this Agreement or of any breach or default by any other party in the performance by such other party of its obligations under this Agreement shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such other party of the same or any other obligations of such party hereunder. Failure on the part of any party to complain of any act or failure to act of any of the other parties or to declare any of the other parties in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights under this Agreement. Each party reserves unto itself the right to waive any term, covenant, or condition of this Agreement; provided, however, such waiver shall be in writing and shall be deemed to constitute a waiver only as to the matter waived and the parties reserve the right to exercise any and all of its rights and remedies under this Agreement irrespective of any waiver granted.

21. Rights and Remedies Cumulative and Not Exclusive. All rights and remedies granted to the parties herein and any other rights and remedies which any party may have at law and in equity are hereby declared to be cumulative and not exclusive and the fact that such party may have exercised any remedy without terminating this Agreement shall not impair that party's rights thereafter to terminate or to exercise any other remedy herein granted or to which such party may be otherwise entitled.

22. Anti-Discrimination.

- a. The Parties agree to abide by their own respective non-discrimination policies and procedures during the term of this agreement. Further, the parties agree that this

agreement does not subject either party to the other's jurisdiction for the administration of such matters.

- b. For work described in this Agreement and funded through the FTA, a Disadvantaged Business Enterprise (“DBE”) will be afforded every opportunity to participate. If certain components of the BRT project are assigned DBE goals, Madison and Entity will make good faith efforts to utilize certified DBE firms in carrying out their respective duties and obligations under this Agreement.

23. Audit.

- a. Madison and Entity auditors, along with WisDOT and FTA, shall have the right to audit this Agreement and all books, documents and records relating to thereto;
- b. Madison and Entity shall maintain all books, documents and records relating to this Agreement during the term of the Agreement;
- c. The books, documents and records of Madison and Entity, in connection with this Agreement shall be made available to Madison and Entity auditors, WisDOT and FTA for inspection and audit within ten (10) days after written request shall be made to Madison or Entity.

24. Third Party Rights. This Agreement is intended to be solely between the Parties hereto. No part of this Agreement shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the Parties.

25. Severability of Provisions. Except as specifically provided herein, all of the provisions of this Agreement shall be severable. In the event that any provision of this Agreement is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Agreement shall be valid unless the court finds the valid provisions of this Agreement are so essentially and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this Agreement could have included the valid provisions without the invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the Parties.

26. Binding Effect. This Agreement shall be binding upon the Parties hereto and upon their assigns, transferees and successors in interest, provided no party may assign this Agreement or the rights or obligations hereunder without the express written consent of the other parties.

27. Representations and Warranties. Madison and Entity each certify that they have the power and authority to execute and deliver this Agreement, to use the funds as contemplated hereby and to perform this Agreement in accordance with its terms.

28. Notices. Any notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed given when delivered personally or deposited in

the United States Mail, either certified or registered mail, postage prepaid, overnight delivery service, return receipt requested, or by facsimile, addressed as follows:

City: Director of Transportation
City of Madison, Dept. of Transportation
215 Martin Luther King, Jr. Blvd., Suite 109
Madison, WI 53703

With a copy to:
Transit General Manager
Metro Transit System
1145 E Washington Avenue
Madison, WI 53703

Shorewood Hills:

29. Amendment. This Agreement shall not be amended, modified or canceled without the written consent of the parties to this Agreement and any such action shall be subject to the provisions related to the FTA as set forth above.
30. Miscellaneous. Each party to this Agreement agrees to perform any further acts and deliver any additional documents which may be reasonably requested to carry out the provisions of this Agreement. In the event any part, term or provisions of this Agreement shall be declared illegal or in conflict with any law, rule or regulation, the validity of the remaining portion, terms or provisions shall not be affected thereby. The terms and conditions contained herein constitute the entire agreement of the parties and supersede all prior written and oral agreements and understandings relating to the subject matter hereof. The captions at the beginning of each Section are used for convenience only and are not be used in attempting to construe any part of this Agreement. Unless the context indicated otherwise, words importing the singular number shall include the plural and words of masculine gender shall be deemed and construed to include the feminine and neuter genders and vice versa.
31. Counterparts; Electronic Delivery. This Agreement and any document executed in connection herewith may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute the same document. Signatures on this Agreement may be exchanged between the Parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Agreement may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Agreement may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the Parties hereto, whether or not a hard copy is also delivered. Copies of this Agreement, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the parties hereto have duly executed this instrument the day and year first above written.

FOR THE CITY OF MADISON

Satya Rhodes-Conway, Mayor

Date

Maribeth Witzel-Behl, City Clerk

Date

Countersigned:

David P. Schmiedicke, Finance Director

Date

Approved as to form:

Michael R. Haas, City Attorney

Date

Execution of this Agreement by City is authorized by Resolution Enactment No. RES-_____,
ID No. _____, adopted by the Common Council of the City of Madison on _____, 202__.

FOR SHOREWOOD HILLS

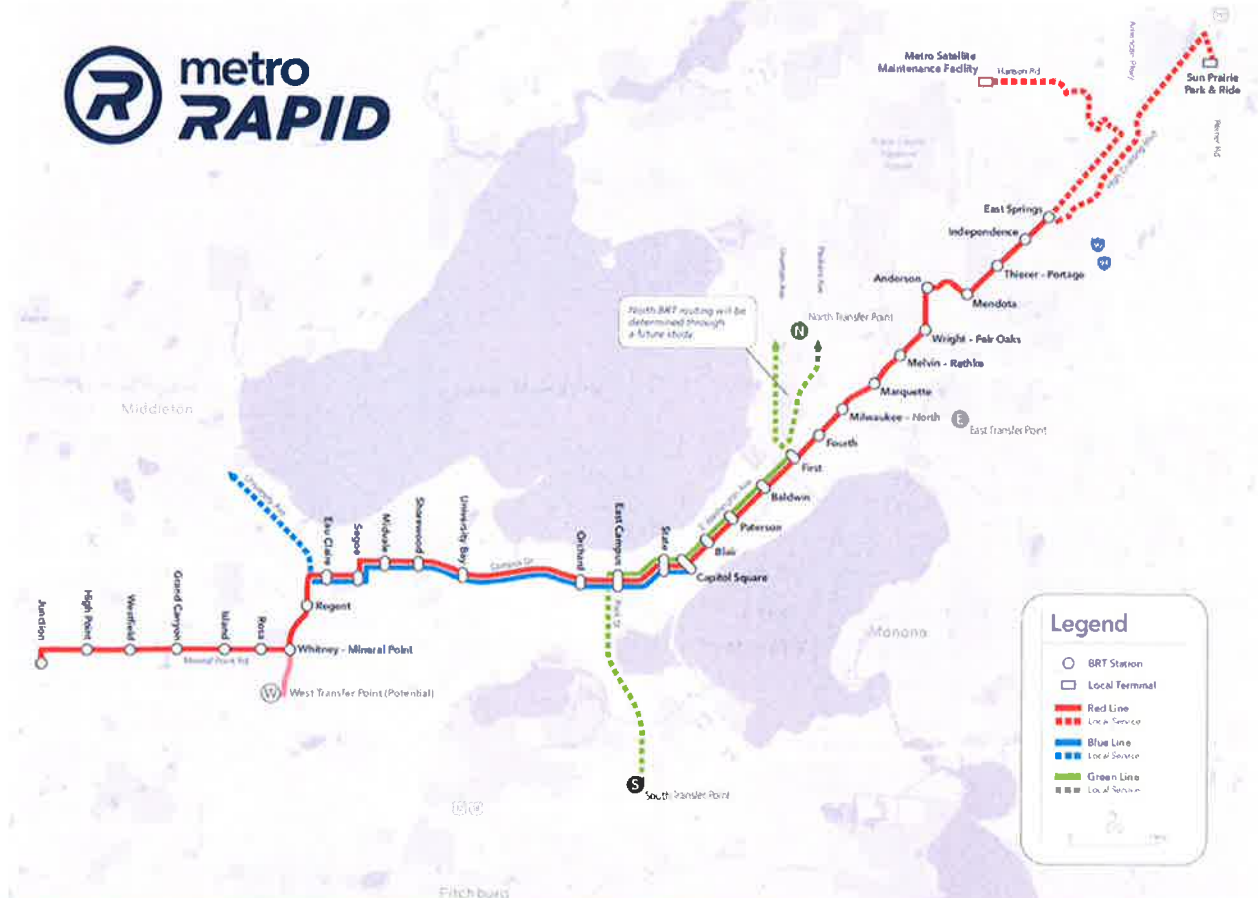
_____, Title

Date

_____, Title

Date

ATTACHMENT 1 BRT Alignment Map



ATTACHMENT 2
BRT Responsibility Matrix

	Maintenance Responsibility	Local Match Capital Funding Responsibility	Initial Construction/ Procurement Responsibility	Future Reconstruction Responsibility*
Station Platform	Madison	Madison	Madison	Madison
Bicycle Racks	Madison	Madison	Madison	Shorewood Hills
Ticketing Equipment	Madison	Madison	Madison	Madison
All-weather Display (real-time boarding info)	Madison	Madison	Madison	Madison
Fiber Internet Connection	Madison	Madison	Madison	Madison
Electric Utility Service	Madison	Madison	Madison	Madison
Snow Removal – Platform	Madison	NA	NA	NA
Landscaping	Shorewood Hills	Madison	Madison	Shorewood Hills
Signage	Madison	Madison	Madison	Madison

ATTACHMENT 3
FTA Contract Provisions

To be determined if necessary

ATTACHMENT 4
Useful Life and Maintenance Responsibilities

Useful Life Projections and Maintenance Responsibilities

Improvement	Projected Useful Life (for FTA Purposes)	Maintenance &/or Replacement Responsibility (for duration of Useful Life)
Ticket Vending Machine	12	Madison
Station		Madison
Station Electrical, Communications Lines, and Related Equipment	30	Madison
Bicycle Racks	20	Shorewood Hills
Sidewalks	20	Shorewood Hills

ATTACHMENT 5
Anticipated Schedule of BRT Development

Fall of 2021	Appropriation of Funds for BRT in City Budgets
Spring 2022	Completion of Environmental Document
Spring/Summer 2022	Procurement of Buses
Summer 2022	FTA Small Starts Agreement
Fall 2022	BRT Contract 1
Winter/Spring 2023	BRT Contract 2
Summer 2023	BRT Contract 3
Winter 2024	Substantial Completion
Spring 2024	Training and Testing
Summer 2024	Begin Revenue Operations

ATTACHMENT 6
Anticipated East-West BRT Budget

<u>Cost</u>	
Roadway	48,995,499
Stations and Right of Way	55,795,323
Vehicles	61,209,179
<u>Total</u>	<u>166,000,000</u>
<u>Funding</u>	
Prior State & Fed Grant	7,012,544
Madison	28,019,965
Madison Land	13,000,000
Other Local Contributions	700,000
Federal Sources	115,813,105
Debt Service*	1,454,386
<u>Total</u>	<u>166,000,000</u>
<i>*Prior to Revenue Service funded from operating budget</i>	

EXHIBIT A
Special Conditions of Coordination Agreement

In addition to those conditions set forth in the Coordination Agreement as it relates to the Project and the development of Madison's BRT system, Madison and Shorewood Hills further agree to the following special conditions:

1. Shorewood Hills authorizes Madison to use Shorewood Hills' right-of-way for the purposes of the BRT system.
2. Shorewood Hills authorizes Madison to install, within Shorewood Hills' right-of-way, the infrastructure needed to provide BRT service through Shorewood Hills and to the Madison Urban Area, as set forth the Project plans.
3. Shorewood Hills authorizes Madison to install and provide any utility or communication infrastructure within Shorewood Hills right-of-way needed to serve the BRT system. Madison shall be responsible for any Digger's Hotline compliance and for relocating any existing utilities as necessary.
4. Madison, or its contractor(s), agrees to obtain any necessary right-of-way permit or approval from Shorewood Hills that would otherwise be needed to perform the work associated with the Project.

ATTACHMENT 3
FTA Contract Provisions

Memo

To: Board of Trustees
From: Sharon Eveland, Village Administrator
Date: 01/14/2022
Re: Board Meeting Report

Below is a summary of the items on which I have been working on the last month and updates on various projects/activities, as well as information and recommended motions on action items.

Blackhawk Country Club – I met with Dr. Nakada who is the Chair of the BCC Board to introduce myself to him. He provided the Village with a copy of the census, which is included at the back of the packet. I look forward to building this relationship with BCC.

UW Bus Shuttle – I have worked with UW to address the concerns raised about the shuttle stopping on Marshall Court. I believe this was a very fruitful conversation and UW was very understanding of our concerns. UW decided to have the route altered so that the shuttle stops will now be at University Bay/Marshall Court and on University Avenue. This will mean the shuttle will no longer travel on Marshall Court and will eliminate any potential for traffic issues caused by the shuttle needing to stop.

IMU Revaluation - I talked with Dean at Associated Appraisal regarding the upcoming work on the market revaluation. He and I will stay in touch on this as it progresses and I will update the Board as needed. We should expect the Board of Review to be held about a month later than normal due to the revaluation process (this is not uncommon).

CIP/Financial Planning - I have begun work on evaluating our CIP with a specific focus on 2022-2023 projects. I expect to hold a Finance meeting in the next month to start the conversation on current projects, funding, and how to prioritize the projects within the expected funding levels. I am reformatting the CIP document in an effort to more easily identify projects by department and identify funding sources as well as identifying projects that are needed but are being delayed due to funding constraints. More to come on this next month.

ARPA - Good news from the Federal Treasury on ARPA. The final rule has simplified the process and the use of funds. Now, up to \$10 million can be used on government activities irrespective of revenue loss. They have also simplified reporting for the non-entitlement communities (of which we are one).

Ordinance L-2022-01 Possession of Drug Paraphernalia – This is being done at the request of our municipal prosecutor. Please see Chief Pharo’s memo for details.

Recommended Motion - To waive the first and second readings of Ordinance L 2022-01 Drug Paraphernalia

Ordinance L-2021-06 for 2725 Marshall Court – This matter is before you as a 2nd and 3rd reading. There has been no change to the ordinance from last month. The Board could vote to waive the 2nd and 3rd reading and approve the ordinance or it could only vote to waive the 2nd reading. If that occurs, both the SDP and the Tax Increment Agreement would be tabled until next month as those need to be considered after the Ordinance is approved. Please refer to my summary provided in the Board packet last month for an in-depth summary on this ordinance and the process.

Recommended Motion - To waive the waive the second and third readings and to approve Ordinance L 2021-6 An Ordinance Changing the Zoning Classification of Property Located at 2725 Marshall Court from C-3 Medical Office – Commercial District to a Planned Unit Development District.

Specific Development Plan – This item has been reviewed by the Plan Commission, which recommended it for approval by the Board. The Specific Development Plan focuses on the exterior pieces of the plan and should not be a discussion on whether the development should occur. The developers did make some changes based on feedback during the GDP discussion, including color scheme (the materials board was available in Village Hall for the last week), window design, and extensions of the balconies. The developers will be available to provide a summary of the SDP.

Recommended Motion (if Ordinance approved): To Approve the Specific Development Plan for 2725 Marshall Court as presented.

Consent Agenda –

- **Assignment of services of Miesbauer and Associates to MSA Professional Services** – Peter Miesbauer has taken a position with MSA and has requested that we assign the contract for the property acquisition (easements) for the Lake Mendota Bridge project to MSA.
- **Contract increase for Destree for services related to Heiden Haus project** – Destree is requesting additional funding as it relates to costs incurred with this project being delayed and needing additional work on their part due to the temporary opening over winter. We were able to negotiate their initial request down.
- **Approval of relocation order and plat right of way for Lake Mendota Drive for the Lake Mendota Bridge Project** – This is necessary for the acquisition/easement process for the Lake Mendota Bridge project. KLS, the engineer on the project, put this documentation together.

Civic Software Module Purchase – I am requesting authorization to purchase three Civic modules (AP workflow, Mipay, and MiTime). The AP workflow was included in the CIP last year but was not done. The total cost of these modules for, including set-up and training, is \$12,600 (with an on-going annual support cost of \$2,250). The AP workflow allows invoices to be processed online, from entry through the approvals process and all the way to check printing. The MiPay module allows employees to view/print pay stubs and W-2s. This will mean no longer printing them, thus reducing paper waste and cost of printing. The MiTime module will allow for the online time entry and vacation/sick time requests submissions, negating the need for paper time sheets. In my previous community, we made the switch to these modules during my tenure and it greatly increased efficiency and accuracy.

Recommended Motion: To authorize the Village Administrator to sign a contract for services with Civic for the AP workflow, MiPay, and MiTime modules at a cost not to exceed \$12,600.

Administration Organizational Evaluation – The results of the study by PAA are included in the packet. They produced job descriptions for all the positions, made a few adjustments to how the positions should operate, and encouraged us to work with the auditors to find additional efficiencies that do not weaken our internal controls, which is a call the auditors need to make. However, I think one of the important things to underscore is that PAA is recommending that the part-time administrative assistant position be converted to a full-time Deputy Clerk-Treasurer position due to the overburden of the workload on current staff. PAA is working to arrange their schedule to have someone at the Board meeting. I do think that this needs to be strongly considered. I know there are a lot of needs and financial constraints, but the Admin office is stretched very thin and simply getting burned out by the workload. I would recommend implementing PAA's recommendation. If the Board chooses to do that at this time, the necessary motion would be to **reclassify the part-time Administrative Assistant as a full-time Deputy Clerk-Treasurer with placement at Grade (to be filled in at the meeting) and to authorize the Village Administrator to conduct a recruitment for the position.** I would still need to finalize the job description and bring that back for approval along with placement on the salary scale. In preparation for the possibility this change may happen, I have requested PAA's recommendation on grade placement and hope to have that by the meeting.

Blackhawk Country Club Ski Trails Maintenance Program – The recreation committee has considered and is recommending that the Village implement a cross-country ski trail maintenance program at Blackhawk Country Club. They have defined a route and received BCC's blessing. They have obtained \$1,300 in donation pledges from the community and anticipate the project will cost roughly \$500 per grooming session with four sessions each season at a total cost of \$2,000. The Recreation Committee's vote was to recommend to the Board the implementation of a cross-country ski trail grooming program to be funded by donations. There was some opposition by one resident near BCC that dealt with concerns about noise, not liking the appearance of groomed trails, and pollution caused by the equipment used to groom. The committee made the decision to change the route so that it is at least a few hundred yards from this resident's home to minimize some of the concerns but still ultimately decided to recommend implementation. The only issue that remains is that the individual that will be doing the work is

out of town and has not provided a formalized proposal as of yet and there are questions about insurance. With these delays, at best, it would likely only leave time for two grooming sessions so there is currently enough pledged donations to cover that cost. If the Board were to approve this, it could do so just for this season or it could do so as a permanent program so long as the donations are sufficient to cover the costs.

Recommended Motions (two options if you want to approve the program):

- 1. To approve the Blackhawk Country Club cross-country skill trail maintenance program for this season as a pilot program to the extent that donations are sufficient to cover the cost of the program.**
- 2. To approve the Blackhawk Country Club cross-country skill trail maintenance program as an on-going program to the extent that donations are sufficient to cover the cost of the program.**

BRT Update and Agreement with City of Madison - I met with City staff last month about the BRT project and some changes they had made to the plan. Specifically, the City is wanting to go with a center-line bus stop rather than stops on each side of the road. This will eliminate the bus shelters on the Village's sidewalk. The City will be attending the meeting and will be able to do a brief presentation on this change. In addition to this change, before you is a cooperative agreement with the City regarding the BRT. This was worked out prior to me coming on board but has not gone through the approvals process yet. **Recommended Motion: To approve the cooperative agreement with the City of Madison for the East-West Bus Rapid Transit project.**


Police Chief Wages – I need clarification regarding the Board's intent with the Police Chief's wages. When Chief Pharo was appointed, his wage for 2022 was preset. A couple months later, the Board approved the COLA increase to the grid. The Chief is not on the grid but we need clarification as to whether there was an intent for COLA to apply to the Chief's 2022 wage.

Respectfully,

Sharon Eveland



MONTHLY REPORT

TO: Shorewood Hills Village Board
FROM: Jeffrey Pharo, Chief of Police 
SUBJECT: SHPD Monthly Report – December 2021
DATE: January 5, 2022

CALLS FOR SERVICE

Officers responded to or generated a total of 341 calls. Below is a summary of call-types and numbers for December 2021 (the whole report is attached):

Alarm Response:	7	Motor Vehicle Crash:	4
Animal Complaint:	1	Retail Theft:	0
Assist Citizen:	26	Suspicious Vehicle:	4
Assist EMS/Fire:	8	Theft:	2
Assist Other Police:	13	Theft from Auto:	0
Check Person:	7	Traffic Complaint:	12
Check Property:	83	Traffic Stop:	75

Other than notable calls listed below, the remainder of calls were routine, non-emergent calls such as foot patrol, follow-up, or informational reports.

Notable Calls:

12/3/21, 6:47pm: SHPD officers responded to a hit and run crash on Columbia Rd. The suspect was located at a nearby residence and was arrested for Operating While Intoxicated (OWI).

12/5/21, 7:12pm: A delivery driver from Sa Bai Thong, 2840 University Av., left the delivery car running outside of the restaurant. The car was stolen while he was away from it. While the suspect was fleeing the lot, he struck a sign, then abandoned the car on Harvard Dr. where it was recovered.

12/11/21, 3:14am: SHPD officer saw a car stopped at a green light on University Av. and found the driver passed out behind the wheel with his foot on the brake. Madison Fire responded and chocked the wheels of the car to keep it from moving. The driver woke up and was able to drive off with the wheel chocks under his car. Our officers followed, and he stopped a bit down the road. He was arrested for OWI.

12/15/21, 2:03am: SHPD officer saw two vehicles racing on University Av. and stopped the most aggressive. Driver was arrested for OWI.

12/19/21, 9:40am: During the prior night, a SHPD officer responded to an alarm at a residence in the 900 block of Swarthmore Ct. At that time, the resident was unaware that her car had been stolen from the garage. She called SHPD back when she found her car was gone. There was no evidence of forced entry to the house. The car was recovered on the east side of Madison.

12/21/21, 12:10am: SHPD responded to that same house in the 900 block of Swarthmore Ct. for another theft of that same car. Officers determined that entry to the house was made through an unlocked window, and the suspect(s) stole the victim's car again. Officers were able to track the car through GPS apps., and twice it fled from police in Madison then Sun Prairie. Eventually, the car was recovered in an area close to where it was recovered on 12/19/21.

12/21/21, 3:12pm: SHPD, Madison Police and Madison Fire responded to a man down that was pulse-less and non-breathing on University Av. in the intersection with Midvale Bl./Rose Pl. Bystanders started CPR, and when transported, the patient had regained a pulse.

12/23/21, 3:47am: SHPD officers responded to a burglary in the 1200 block of Dartmouth Rd. A resident woke up to two males in her bedroom who ran from the house when she woke up. It is unclear how they gained entry to the house.

12/26/21, 12:38am: SHPD officers responded to an attempted burglary in the 900 block of Swarthmore Ct. (different house than earlier noted calls.) Suspects tried a rear door and window, but they were locked, and the suspects were unable to enter.

12/29/21, 9:05am: SHPD officer responded to a medical alarm at a residence. Officer forced entry and assisted a woman that had fallen.

INVESTIGATIONS

Officer/Investigator Dostalek remained busy throughout the month with investigations and follow-up related to:

- Internet Crimes Against Children (ICAC) investigations as a part of the ICAC task force.
- Found property postings and dispositions.
- Investigation into ongoing thefts/burglaries/stolen autos.
- Follow-up as requested by the District Attorney's Office related to several open cases.

DISASTER PLAN / HAZARD MITIGATION PLAN

Our final Hazard Mitigation Strategies for Flooding, Tornado, Windstorm, and Winter Storm have been submitted to Dane County Emergency Management (DCEM). After their review, they will submit all the plans they receive to WI Emergency Management for review. Suggested edits may come in February, and once any adjustments are made, DCEM will send our final plans back to us. FEMA requires that the municipal plans be adopted by resolution. When all municipalities have completed adoption of their municipal plans and DCEM has adopted the overall county plan by resolution, they will submit it back to WI Emergency Management for official submission to FEMA. Now that our work related to natural disaster and hazard is nearing completion, we will expand our efforts to planning for other incidents and disasters unrelated to nature.

TRAINING

Officers completed fourth quarter in-service training with UW-Madison Police. This training included sections on defensive tactics, de-escalation, handgun, rifle, and virtual reality scenarios.

Officers completed OWI Chemical Test permit recertification.

EMPLOYEE RECOGNITION

SHPD/PO Dostalek: I received a letter and certificate of appreciation from the WI Department of Justice thanking our agency for 5 years of partnership in the WI Internet Crimes Against Children (ICAC) Task Force. PO Dostalek is currently the SHPD member of the ICAC Task Force. Her participation and training for that position is crucial to our success as a partnering agency.

SHPD: The department received a thank you card from a citizen related to the 12/29/21 call listed in the notable calls section of this report. The patient's family thanked SHPD for their efforts to aid their mother.

COMPLAINTS

SHPD received no complaints about officers.

End of report.



Incident Analysis Report

Summary By Incident Type

Shorewood Hills Police Department
Official Case Report
Do Not Release.

Print Date/Time: 01/05/2022 08:02
Login ID: shjtp
Incident Type: All
Call Source: All

From Date: 12/01/2021 00:00
To Date: 12/31/2021 23:59

Shorewood Hills Police Department
ORI Number: WI0137500

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	3
911 Call Playing w/Telephone	1
911 Call Silent	2
911 Call Unintentional	4
911 Disconnect	1
911 Misdial Call	1
Accident Private Property	1
Accident Property Damage	3
Alarm	7
Animal Found	1
Assist Citizen	26
Assist EMS/Fire	8
Assist Police	13
Burglary Residential	2
Check Person	7
Check Property	83
Damage to Property	3
Disturbance	2
Disturbance Unwanted Person	1
Information	17
Missing Juvenile/Runaway	1
OMVWI Arrest/Intoxicated Driver	5
Parking Complaint On Street	39
Phone	3
Safety Hazard	6
Serving Legal Papers	1
Special Event	1
Stolen Auto	4
Suspicious Person	2
Suspicious Vehicle	4
Theft	2
Traffic Complaint/Investigation	12
Traffic Stop	75
Total:	341



Incident Breakdown By Month Report

Shorewood Hills Police Department
Official Case Report.
Do Not Release.

Print Date/Time: 01/05/2022 08:04
Login ID: shjtp
Year: 2021

Shorewood Hills Police Department
ORI Number: WI0137500
Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
911 Abandoned	5	20.0	1	4.0	2	8.0	0	0.0	3	12.0	4	16.0	2	8.0	0	0.0	2	8.0	1	4.0	2	8.0	3	12.0	25
911 Call Playing	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	2
911 Call Question	1	20.0	0	0.0	1	20.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	5
911 Call Silent	2	4.3	2	4.3	5	10.9	9	19.6	3	6.5	0	0.0	9	19.6	4	8.7	5	10.9	3	6.5	2	4.3	2	4.3	46
911 Call	9	8.7	7	6.8	4	3.9	7	6.8	6	5.8	15	14.6	14	13.6	7	6.8	15	14.6	8	7.8	7	6.8	4	3.9	103
911 Disconnect	1	5.3	1	5.3	1	5.3	2	10.5	1	5.3	4	21.1	1	5.3	1	5.3	2	10.5	1	5.3	3	15.8	1	5.3	19
911 Misdialed Call	0	0.0	1	12.5	1	12.5	1	12.5	0	0.0	2	25.0	2	25.0	0	0.0	0	0.0	0	0.0	0	0.0	1	12.5	8
Accident Citizen	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Accident Hit and	2	10.0	4	20.0	1	5.0	1	5.0	0	0.0	2	10.0	4	20.0	0	0.0	1	5.0	1	5.0	4	20.0	0	0.0	20
Accident Private	3	33.3	1	11.1	0	0.0	0	0.0	2	22.2	0	0.0	0	0.0	0	0.0	1	11.1	1	11.1	0	0.0	1	11.1	9
Accident Property	3	6.7	3	6.7	2	4.4	2	4.4	0	0.0	4	8.9	5	11.1	5	11.1	8	17.8	5	11.1	5	11.1	3	6.7	45
Accident Unknown	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	3
Accident w/Injuries	1	8.3	1	8.3	0	0.0	1	8.3	0	0.0	3	25.0	0	0.0	1	8.3	2	16.7	2	16.7	1	8.3	0	0.0	12
Adult Arrested	3	60.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Alarm	3	4.5	8	11.9	9	13.4	6	9.0	9	13.4	8	11.9	4	6.0	4	6.0	4	6.0	3	4.5	2	3.0	7	10.4	67
Alarm	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Animal	0	0.0	2	11.8	0	0.0	2	11.8	1	5.9	0	0.0	3	17.6	2	11.8	4	23.5	1	5.9	2	11.8	0	0.0	17
Animal Found	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	1	50.0	2
Animal Lost	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	3
Animal Stray	1	10.0	0	0.0	2	20.0	5	50.0	0	0.0	1	10.0	0	0.0	0	0.0	1	10.0	0	0.0	0	0.0	0	0.0	10
Annoying/Obscene	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Assist Citizen	1	0.6	8	5.1	13	8.3	9	5.8	16	10.3	14	9.0	18	11.5	14	9.0	16	10.3	12	7.7	9	5.8	26	16.7	156
Assist Citizen Lake	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Assist Court	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	1
Assist EMS/Fire	17	14.9	6	5.3	7	6.1	7	6.1	9	7.9	10	8.8	16	14.0	9	7.9	6	5.3	11	9.6	8	7.0	8	7.0	114
Assist Police	6	3.3	18	10.0	14	7.8	10	5.6	14	7.8	18	10.0	17	9.4	13	7.2	18	10.0	20	11.1	19	10.6	13	7.2	180



Incident Breakdown By Month Report

Shorewood Hills Police Department
Official Case Report
Do Not Release

Print Date/Time: 01/05/2022 08:04
Login ID: shjtp
Year: 2021

Shorewood Hills Police Department
ORI Number: WI0137500
Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%			
ATL Person	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Burglary Non-	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Burglary	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	9.1	1	9.1	4	36.4	0	0.0	0	0.0	3	27.3	2	18.2	11		
Check Person	8	7.6	3	2.9	7	6.7	6	5.7	9	8.6	10	9.5	20	19.0	11	10.5	7	6.7	6	5.7	11	10.5	7	6.7	105		
Check Property	85	5.7	108	7.2	120	8.0	118	7.9	164	11.0	158	10.6	196	13.1	174	11.6	95	6.4	80	5.4	113	7.6	83	5.6	1494		
Conveyance	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Conveyance	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Damage to	1	7.1	0	0.0	1	7.1	0	0.0	1	7.1	2	14.3	0	0.0	3	21.4	1	7.1	0	0.0	2	14.3	3	21.4	14		
Damage to	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Death	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Disturbance	0	0.0	2	16.7	0	0.0	1	8.3	1	8.3	1	8.3	1	8.3	0	0.0	2	16.7	0	0.0	2	16.7	2	16.7	12		
Disturbance	0	0.0	0	0.0	3	50.0	0	0.0	0	0.0	1	16.7	0	0.0	0	0.0	0	0.0	1	16.7	0	0.0	1	16.7	6		
Domestic	0	0.0	0	0.0	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	1	12.5	1	12.5	1	12.5	2	25.0	0	0.0	8		
Drug	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	3	60.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Fight Call	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Follow-Up	3	27.3	2	18.2	2	18.2	0	0.0	0	0.0	1	9.1	0	0.0	1	9.1	0	0.0	1	9.1	1	9.1	0	0.0	0	0.0	11
Foot Patrol	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	2
Fraud	1	7.7	1	7.7	4	30.8	0	0.0	1	7.7	0	0.0	1	7.7	1	7.7	0	0.0	2	15.4	2	15.4	0	0.0	0	0.0	13
Information	9	5.1	13	7.3	13	7.3	18	10.1	19	10.7	21	11.8	17	9.6	11	6.2	10	5.6	11	6.2	19	10.7	17	9.6	178		
Intoxicated Person	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
Juvenile Complaint	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Missing Adult	2	33.3	1	16.7	0	0.0	0	0.0	1	16.7	2	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
Missing	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	2
Noise Complaint	0	0.0	0	0.0	1	20.0	1	20.0	1	20.0	0	0.0	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	5
NOTE	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
OMVWI	0	0.0	1	11.1	0	0.0	0	0.0	2	22.2	0	0.0	1	11.1	0	0.0	0	0.0	0	0.0	0	0.0	5	55.6	9		



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Shorewood Hills Police Department
ORI Number: WI0137500
Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Panhandling	0	0.0	0	0.0	0	0.0	0	0.0	3	60.0	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Parking Complaint	0	0.0	3	1.3	1	0.4	3	1.3	0	0.0	11	4.9	5	2.2	8	3.5	54	23.9	47	20.8	55	24.3	39	17.3	226
Phone	5	12.8	0	0.0	3	7.7	0	0.0	2	5.1	5	12.8	4	10.3	6	15.4	4	10.3	5	12.8	2	5.1	3	7.7	39
PNB/AED	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	3
Preserve the	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Property Found	1	4.2	2	8.3	1	4.2	4	16.7	1	4.2	1	4.2	4	16.7	1	4.2	3	12.5	2	8.3	4	16.7	0	0.0	24
Property Lost	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
Recovered/Stolen	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Repo	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Road Rage	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Safety Hazard	3	6.4	4	8.5	2	4.3	5	10.6	2	4.3	9	19.1	3	6.4	3	6.4	4	8.5	3	6.4	3	6.4	6	12.8	47
Serving Legal	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	1	20.0	1	20.0	1	20.0	5
Sex Offense	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Solicitors	1	25.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Special Event	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	2
Stalking Complaint	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	1
Stolen Auto	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4	80.0	5
Suspicious Person	2	15.4	0	0.0	1	7.7	0	0.0	1	7.7	2	15.4	0	0.0	1	7.7	0	0.0	1	7.7	3	23.1	2	15.4	13
Suspicious Vehicle	8	14.3	4	7.1	5	8.9	3	5.4	7	12.5	5	8.9	5	8.9	3	5.4	7	12.5	2	3.6	3	5.4	4	7.1	56
Test 911 Call	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	3
Theft	2	8.7	1	4.3	3	13.0	4	17.4	2	8.7	1	4.3	0	0.0	4	17.4	2	8.7	1	4.3	1	4.3	2	8.7	23
Theft from Auto	0	0.0	2	22.2	0	0.0	3	33.3	1	11.1	0	0.0	0	0.0	2	22.2	0	0.0	0	0.0	1	11.1	0	0.0	9
Theft Retail	3	15.0	5	25.0	2	10.0	1	5.0	4	20.0	1	5.0	2	10.0	0	0.0	0	0.0	1	5.0	1	5.0	0	0.0	20
Threats Complaint	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	4
Traffic	9	6.8	3	2.3	15	11.3	20	15.0	7	5.3	10	7.5	6	4.5	7	5.3	3	2.3	16	12.0	25	18.8	12	9.0	133
Traffic Incident	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	4



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	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Traffic Stop	37	6.3	29	5.0	74	12.7	57	9.8	34	5.8	55	9.4	44	7.5	38	6.5	35	6.0	46	7.9	60	10.3	75	12.8	584
Trespass	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Unknown	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Weapons Offense	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Weapons Offense	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
Total:	240	6.0	251	6.3	330	8.3	312	7.9	332	8.4	385	9.7	421	10.6	349	8.8	326	8.2	303	7.6	381	9.6	341	8.6	3971



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	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
911 Abandoned	2	6.7	4	13.3	1	3.3	1	3.3	2	6.7	2	6.7	4	13.3	2	6.7	4	13.3	5	16.7	2	6.7	1	3.3	30
911 Call Playing	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	1	25.0	0	0.0	1	25.0	0	0.0	4
911 Call Question	1	16.7	0	0.0	1	16.7	0	0.0	1	16.7	0	0.0	0	0.0	2	33.3	0	0.0	0	0.0	1	16.7	0	0.0	6
911 Call Silent	0	0.0	3	8.1	2	5.4	1	2.7	4	10.8	4	10.8	8	21.6	5	13.5	4	10.8	3	8.1	2	5.4	1	2.7	37
911 Call	3	3.3	6	6.6	5	5.5	5	5.5	8	8.8	12	13.2	14	15.4	7	7.7	8	8.8	6	6.6	9	9.9	8	8.8	91
911 Disconnect	3	10.3	2	6.9	4	13.8	1	3.4	2	6.9	3	10.3	3	10.3	3	10.3	2	6.9	2	6.9	3	10.3	1	3.4	29
911 Misdial Call	1	12.5	2	25.0	0	0.0	0	0.0	1	12.5	2	25.0	0	0.0	0	0.0	2	25.0	0	0.0	0	0.0	0	0.0	8
Accident Hit and	2	16.7	3	25.0	0	0.0	0	0.0	1	8.3	1	8.3	2	16.7	1	8.3	0	0.0	2	16.7	0	0.0	0	0.0	12
Accident Private	0	0.0	3	42.9	1	14.3	0	0.0	0	0.0	0	0.0	1	14.3	2	28.6	0	0.0	0	0.0	0	0.0	0	0.0	7
Accident Property	5	16.1	9	29.0	1	3.2	3	9.7	1	3.2	3	9.7	0	0.0	4	12.9	1	3.2	1	3.2	0	0.0	3	9.7	31
Accident Unknown	0	0.0	1	16.7	0	0.0	0	0.0	0	0.0	1	16.7	0	0.0	1	16.7	3	50.0	0	0.0	0	0.0	0	0.0	6
Accident w/Injuries	1	16.7	0	0.0	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	2	33.3	1	16.7	0	0.0	1	16.7	0	0.0	6
Adult Arrested	1	11.1	1	11.1	2	22.2	1	11.1	1	11.1	0	0.0	0	0.0	0	0.0	0	0.0	1	11.1	0	0.0	2	22.2	9
Alarm	6	6.4	5	5.3	7	7.4	6	6.4	11	11.7	6	6.4	16	17.0	10	10.6	10	10.6	7	7.4	6	6.4	4	4.3	94
Alarm	1	33.3	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	3
Animal	1	10.0	0	0.0	1	10.0	1	10.0	1	10.0	1	10.0	0	0.0	2	20.0	3	30.0	0	0.0	0	0.0	0	0.0	10
Animal Found	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Animal Lost	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Animal Stray	1	5.0	2	10.0	3	15.0	2	10.0	2	10.0	3	15.0	1	5.0	0	0.0	2	10.0	1	5.0	1	5.0	2	10.0	20
Annoying/Obscene	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Assist Citizen	16	13.6	13	11.0	9	7.6	13	11.0	11	9.3	8	6.8	5	4.2	7	5.9	8	6.8	8	6.8	11	9.3	9	7.6	118
Assist Citizen Lake	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	2
Assist EMS/Fire	6	4.5	13	9.8	14	10.6	7	5.3	8	6.1	11	8.3	12	9.1	8	6.1	9	6.8	14	10.6	15	11.4	15	11.4	132
Assist Police	20	10.3	15	7.7	21	10.8	5	2.6	21	10.8	18	9.3	20	10.3	15	7.7	17	8.8	15	7.7	13	6.7	14	7.2	194
ATL Person	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	1
Battery	0	0.0	0	0.0	1	33.3	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3



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Burglary Non-	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Burglary	1	20.0	0	0.0	0	0.0	1	20.0	0	0.0	1	20.0	1	20.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	5
Check Person	10	9.3	7	6.5	5	4.7	7	6.5	9	8.4	15	14.0	13	12.1	12	11.2	16	15.0	3	2.8	6	5.6	4	3.7	107
Check Property	75	9.9	94	12.4	61	8.1	46	6.1	28	3.7	66	8.7	77	10.2	81	10.7	46	6.1	68	9.0	47	6.2	67	8.9	756
Civil Dispute	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	1	33.3	3
Damage to	3	13.6	2	9.1	2	9.1	6	27.3	2	9.1	0	0.0	0	0.0	1	4.5	1	4.5	3	13.6	2	9.1	0	0.0	22
Damage to	0	0.0	0	0.0	3	30.0	2	20.0	3	30.0	2	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	10
Death	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	3
Disturbance	1	6.3	2	12.5	0	0.0	4	25.0	1	6.3	3	18.8	1	6.3	0	0.0	1	6.3	2	12.5	0	0.0	1	6.3	16
Disturbance	4	33.3	3	25.0	0	0.0	1	8.3	0	0.0	3	25.0	1	8.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
Domestic	0	0.0	1	20.0	2	40.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	5
Drug	0	0.0	0	0.0	0	0.0	1	10.0	1	10.0	3	30.0	1	10.0	3	30.0	0	0.0	1	10.0	0	0.0	0	0.0	10
Enticement/Kidnap	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Fight Call	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Follow-Up	1	12.5	0	0.0	4	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	25.0	1	12.5	0	0.0	8
Foot Patrol	0	0.0	0	0.0	1	11.1	3	33.3	2	22.2	1	11.1	0	0.0	1	11.1	0	0.0	0	0.0	1	11.1	0	0.0	9
Found Person	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Fraud	3	18.8	0	0.0	1	6.3	1	6.3	2	12.5	2	12.5	0	0.0	3	18.8	1	6.3	1	6.3	1	6.3	1	6.3	16
Fraud/Identity	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Information	19	10.9	17	9.8	20	11.5	8	4.6	12	6.9	19	10.9	16	9.2	19	10.9	14	8.0	15	8.6	5	2.9	10	5.7	174
Intoxicated Person	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Juvenile Complaint	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	2	40.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	5
Landlord Tenant	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Missing Adult	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	4
Missing	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	2
Neighbor Trouble	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	2	50.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	4



Incident Breakdown By Month Report

Shorewood Hills Police Department
Official Case Report.
Do Not Release.

Print Date/Time: 01/05/2022 08:04
Login ID: shjtp
Year: 2020

Shorewood Hills Police Department
ORI Number: WI0137500
Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Noise Complaint	0	0.0	2	18.2	1	9.1	1	9.1	4	36.4	1	9.1	0	0.0	0	0.0	1	9.1	1	9.1	0	0.0	0	0.0	11
OMVWI	0	0.0	1	14.3	1	14.3	0	0.0	1	14.3	2	28.6	1	14.3	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	7
On Duty Training	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Parking Complaint	47	34.6	29	21.3	2	1.5	0	0.0	3	2.2	9	6.6	3	2.2	13	9.6	22	16.2	5	3.7	2	1.5	1	0.7	136
Phone	2	6.5	3	9.7	3	9.7	1	3.2	2	6.5	3	9.7	4	12.9	5	16.1	3	9.7	5	16.1	0	0.0	0	0.0	31
PNB/AED	2	40.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	1	20.0	5
Preserve the	1	3.6	3	10.7	3	10.7	4	14.3	4	14.3	4	14.3	4	14.3	2	7.1	0	0.0	2	7.1	1	3.6	0	0.0	28
Problem Solving	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Problem Solving	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Property Found	3	8.8	2	5.9	2	5.9	0	0.0	2	5.9	7	20.6	5	14.7	4	11.8	4	11.8	3	8.8	0	0.0	2	5.9	34
Property Lost	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	2
Prowler	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	1
Repo	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Road Rage	0	0.0	3	75.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Safety Hazard	8	16.3	8	16.3	2	4.1	2	4.1	2	4.1	4	8.2	5	10.2	5	10.2	8	16.3	0	0.0	3	6.1	2	4.1	49
Serving Legal	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Sexual Assault	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Stolen Auto	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	2
Suspicious Person	1	5.0	1	5.0	1	5.0	2	10.0	5	25.0	3	15.0	2	10.0	2	10.0	1	5.0	1	5.0	1	5.0	0	0.0	20
Suspicious Vehicle	5	9.3	8	14.8	5	9.3	4	7.4	1	1.9	3	5.6	4	7.4	6	11.1	3	5.6	7	13.0	5	9.3	3	5.6	54
Test 911 Call	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	2
Theft	1	7.7	1	7.7	2	15.4	1	7.7	2	15.4	3	23.1	0	0.0	0	0.0	3	23.1	0	0.0	0	0.0	0	0.0	13
Theft from Auto	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	12.5	2	25.0	0	0.0	2	25.0	0	0.0	3	37.5	0	0.0	8
Theft Retail	0	0.0	0	0.0	3	18.8	1	6.3	0	0.0	0	0.0	3	18.8	2	12.5	3	18.8	0	0.0	2	12.5	2	12.5	16
Threats Complaint	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	2	50.0	1	25.0	0	0.0	0	0.0	4
Traffic	6	6.7	13	14.4	7	7.8	10	11.1	11	12.2	8	8.9	8	8.9	6	6.7	6	6.7	5	5.6	3	3.3	7	7.8	90



Incident Breakdown By Month Report

Shorewood Hills Police Department
 Official Case Report.
 Do Not Release.

Print Date/Time: 01/05/2022 08:04
 Login ID: shjtp
 Year: 2020

Shorewood Hills Police Department
 ORI Number: WI0137500
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Traffic Stop	58	15.2	46	12.0	27	7.1	8	2.1	15	3.9	21	5.5	15	3.9	57	14.9	40	10.5	25	6.5	19	5.0	51	13.4	382
Trespass	3	42.9	0	0.0	0	0.0	1	14.3	3	42.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Violation of Court	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Weapons Offense	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Total:	329	11.1	332	11.2	236	8.0	166	5.6	195	6.6	268	9.1	262	8.9	300	10.2	260	8.8	217	7.3	170	5.8	218	7.4	2953

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

The Tuesday, December 14, 2021 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, Deb Remington, Jim Etmanczyk, Brauna Hartzell, Karl Wellensiek and Earl Munson. Also present was Sharon Eveland, Village Administrator, Karl Frantz Administrator Emeritus, Scott Harrington (Vandewalle), Mike Slavney (Vandewalle), Jeff Held (Strand), Tim Carey (T5RE), Rich Arnesen (Stone House Development), Duane Johnson (Knothe & Bruce), Justin Zampardi (Vierbicher) and David Sykes, Administrative Services Manager/Deputy Clerk. There were two guests in attendance.

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

Public hearing on an amendment to the map and text of zoning code creating Section 10-1-35 Crestwood Drive Overlay Zoning District and modifying sections 10-1-24 and 10-1-25(e)(4)a. related to 25' front yard setback

Mr. Benforado reviewed the history of the ordinance development and the process for the Board to consider it. Mr. Harrington explained the problems with the existing code related to setbacks on the south side of Crestwood Drive where some houses are positioned towards the back of deep lots. He suggested simplified code language that averaged the setback of neighboring houses as a minimum. He reviewed the ordinance in detail.

Mr. Benforado opened the public hearing at 7:16 pm.

Michael Stiennon, 2814 Marshall Ct, suggested Crestwood homeowners should draft a covenant because a future Board could change the proposed ordinance.

Mr. Benforado noted some correspondence on this issue that were provided to Commissioners (see December 14, 2021 Plan Commission packet).

The public hearing was closed at 7:22 pm.

Consider recommendation to Village Board a proposed ordinance on an amendment to the map and text of zoning code creating Section 10-1-35 Crestwood Drive Overlay Zoning District and modifying sections 10-1-24 and 10-1-25(e)(4)a. related to 25' front yard setback

The proposed ordinance includes a maximum front yard setback of 45 feet. The Commission discussed whether this maximum was appropriate, should be a different number or needed at all.

Mr. Benforado was concerned that representation from the Crestwood present at this meeting and that the Commission shouldn't rush to recommend the ordinance.

Eric Adelman, 3441 Crestwood Dr, joined the meeting late and asked to speak. Mr. Benforado allowed him time for a statement.

Mr. Benforado reopened the public hearing at 7:37 pm.

Mr. Adelman supports the ordinance that would regulate future development on the street

Mr. Imes moved and Ms. Hartzell seconded a motion to keep the public hearing open until the Commission's next meeting on Tuesday, January 11, 2022 at 7:00 pm

Vote: 7-0 (approved).

Public hearing on a rezoning from C-3(P) to Planned Unit Development (PUD) General Development Plan (GDP) for a multifamily housing project located at 2725 Marshall Court

Mr. Carey, Mr. Arnesen and Mr. Johnson presented the development plan for the multifamily project located at 2725 Marshall Court.

Mr. Johnson provided the details: 4-story, 43 units, 2 levels of underground parking, 1st floor walkup units, and garage access off of Catafalque Drive to reduce traffic on that portion of Marshall Court.

There will be a mix of studio, one-, and two-bedroom apartments and one three-bedroom affordable unit. They redesigned the building architecture after comments from the last Commission meeting. It will be similar to other Marshall Court building, but they feel it will stand out from them.

Mr. Carey addressed the financial need for a 4-story building. Due to the small size of the lot, to keep it below 46' tall, it would need to be 3-stories reducing the units from 43 to 31 which makes it not economical.

It was suggested there is a need for commercial rather than residential. Mr. Carey indicated that over the past four years there has been no desire for commercial or office space. Residential will have the least impact on traffic and parking.

Mr. Carey said they are cooperating with Psychiatric Services to allow them to adequately use their parking stalls. They included an off-hour loading zone for tenants to use on nights and weekends for move in/move out which is not a perfect solution to concerns brought up at a previous meeting but is a step in the right direction. Guest parking will use a Parking App to allow residents to reserve spots in the underground lots. The same app is being used successfully at Arbor Crossing.

Mr. Slavney reported on the comparison of the current vs. PUD zoning. In his opinion, the PUD zoning provides similar leeway as other past projects along Marshall Court.

Mr. Harrington discussed the financial analysis. TIF assistance has been requested. A preliminary term sheet was considered by the Board in November. A full Specific Development Plan (SDP) may be considered in January. The Board, not the Plan Commission, typically considers TIF assistance when evaluating a project. He performed a complete financial analysis for the Village and agreed with the developer's determination that a 3-story building would not be viable. The developer provided more than the required financial information and the expected return on investment (ROI) for a 4-story building will be below industry benchmarks and a 3-story building would be ½ of the 4-story building's ROI. Due to the limited remaining life of TID #3, there would not be increment available to support a 3-story vs. 4-story building. He also pointed out the neighborhood plan allows for an exception to the 46' height limit if the project is desirable. He suggests that this project on a small lot and meets most of the neighborhood plan requirements.

Mr. Held discussed the traffic analysis. Strand did traffic counts recently and compared them to counts done in 2018 when Lodgic was being built. The counts now are down to 1500-1700 on weekdays compared to 1900-2200 pre-Lodgic. The numbers are obviously down due to the pandemic, but there is no guarantee traffic patterns will return to previous conditions after the pandemic. Trips in and out of Lodgic were counted and are lower than what industry manuals would project. This is most likely due to access to the bike path, mass transit (future BRT). Mr. Held's projection for the 2725 Marshall Court are a 5-7% increase at peak times and a 9% increase overall for an entire day.

Plan Commission members asked specific questions of the developer. They discussed the height compared to other buildings, sustainability features like a solar array, construction styles that save energy, EV charging infrastructure and bike stalls. State code requires units to be accessible ready (i.e. door widths, ability to install grab bars, etc.) with a small percentage of units being fully accessible features.

Mr. Munson expressed his concern about pressure to develop more apartment buildings on Marshall Court and along University Avenue and what he describes as the "urbanization" of the Village. A shift towards more multifamily housing vs. single-family homes. He questions how many more apartments the Village should approve.

The Commission also discussed a north-south pedestrian connection between Marshall Court and Catafalque Drive. It is desirable by everyone, but the topography near Arbor Crossing is challenging. Mr. Slavney concluded that all required standards for GDP have been addressed.

At 9:29 pm, the Commission took a five minute break.

Mr. Benforado took this opportunity to thank Mr. Frantz for his years of service to the Plan Commission.

At 9:36 pm, he opened the public hearing and noted written correspondence provided to the Commissioners from Dr. Michael Stiennon, Bob Steffen and Mattia Sulis (see December 14, 2021 Plan Commission packet).

Ms. Remington read an email she received from John Voegeli, 1004 Yale Rd, expressing his concerns about developers being able to get exceptions to the neighborhood plans.

Michael Stiennon, 2814 Marshall Ct, feels the developer bought the property when the Doctor's Park Neighborhood Plan was in effect and should not deserve an exception to the 46' height limit. He also feels that it does not meet the financial burden for TIF assistance. He is concerned about traffic on the street and shadow on sidewalks in the winter.

Melody Liu, 2808 Marshall Ct, expressed similar concerns about the financial analysis being inadequate. She questions the traffic analysis as it relates to the pandemic and has similar concerns as Dr. Stiennon related to the shadow study and differences between the GDP and the Village Comprehensive Plan.

Mr. Benforado closed the public hearing at 10:01 pm,

Consider recommendation on a proposed ordinance rezoning property to PUD located at 2725 Marshall Court

The Commission had a long discussion including specific questions of the developers and the Village's consultants.

Mr. Harrington mentioned the preliminary term sheet includes one 3-bedroom affordable unit and the possibility to add additional affordable unit(s) after construction, if TID #3 has the capacity and the Village chooses to do so.

Mr. Benforado moved and Mr. Imes seconded a motion to recommend approval of the GDP by the Board as presented with the developer providing additional information on the north-south connection between Marshall Court and Catafalque Drive.

Vote: 6-1 (approved, Mr. Munson voting no).

Minutes: November 9, 2021

Ms. Remington moved and Ms. Hartzell seconded a motion to approve the November 9, 2021 minutes with minor changes.

Vote: 7-0 (approved).

Next Meeting Dates

The Plan Commission's next regular meeting date is January 11, 2022 at 7:00 pm.

Adjourn

The meeting was adjourned at 11:16 pm.

Respectfully submitted,

David Sykes
Administrative Services Manager/Deputy Clerk

Sharon Eveland

From: David Benforado
Sent: Wednesday, December 22, 2021 10:10 AM
To: Steve Nakada; Sharon Eveland
Cc: Shabnam Lotfi; Steve Sosnowski; jennifer@blackhawkcc.com
Subject: Thank you for the 2021 Blackhawk CC Census
Attachments: November 2021 BHCC Member Census.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Steve,

Thank you for sending the 2021 BHCC member census to the Village.

I see that you sent it to Village Administrator Emeritus Karl Frantz (he is retired, his last day at the end of this month). Via this e-mail, I would like to introduce you to our new Shorewood Hills Village Administrator Sharon Eveland (seveland@shorewood-hills.org), she assumed her duties on November 29. Please address all future correspondence regarding BHCC/Village matters directly to Sharon.

May 2022 bring a return to normalcy for us all!

Best regards,

Dave

Hi Sharon,

Please include Steve's e-mail and 2021 BHCC Census in the Jan. 18 Village Board meeting materials packet

Many thanks.

Dave

cc: Village Trustee Shabnam Lotfi, Chair, Village BCC Liaison Committee

Dave Benforado, Village President
Village of Shorewood Hills
dbenforado@shorewood-hills.org

**** Sign up for Village e-blasts at: www.shorewood-hills.org/notifications ****

From: STEPHEN Y NAKADA <nakada@urology.wisc.edu>

Sent: Monday, December 20, 2021 7:38 AM

To: Karl Frantz <kfrantz@shorewood-hills.org>

Cc: slosnowski@gmail.com; jennifer@blackhawkcc.com

Subject: Blackhawk Census

Dear Mr. Frantz,

I am the new Blackhawk President as of October 2021, and a Shorewood resident (3427 Sunset) as well. I will continue to work closely with Steve Sosnowski, now Past-President, who remains on the Executive Committee. Please find attached the 2021 BHCC member census. The document is prepared consistent with past years, and as outlined in the Lease. As you will see, our "net new members" of 13 for the purpose of lease calculation, or \$3900 increase, making our new rental amount of \$103,900 by our calculation.

I am happy with the financial position of the Club, and we continue to look for opportunities to improve the club, including some exterior and interior maintenance. We also completed the renovation of the bunkers on 6, 8, 12,13 in the fall.

I look forward to the 2022 season and opportunities for Blackhawk and Shorewood Hills to continue building on our solid relationship.

If you have any questions, please let me know.

Warm regards,

Steve

Stephen Y, Nakada, MD, FACS, FRCS(Glasg)

he/him/his

President, Blackhawk Country Club

2021 BHCC Member Census

Member #	Member Type		
0133	Golf Pro		
0195	Golf Pro		
0770	Golf Pro		
0853	Golf Pro		
0927	Golf Pro		
		Member Type Total	5
0125	Honorary Life		
0138	Honorary Life		
0281	Honorary Life		
0303	Honorary Life		
0370	Honorary Life		
0373	Honorary Life		
0521	Honorary Life		
0546	Honorary Life		
0600	Honorary Life		
0704	Honorary Life		
0719	Honorary Life		
0738	Honorary Life		
0739	Honorary Life		
0816	Honorary Life		
0832	Honorary Life		
1003	Honorary Life		
1014	Honorary Life		
4100	Honorary Life		
4101	Honorary Life		
4102	Honorary Life		
		Member Type Total	20
0111	Honorary Regular		
0123	Honorary Regular		
0171	Honorary Regular		
0254	Honorary Regular		
0371	Honorary Regular		
0376	Honorary Regular		
0390	Honorary Regular		
0534	Honorary Regular		
0575	Honorary Regular		
0682	Honorary Regular		
3154	Honorary Regular		
		Member Type Total	11

0100	Honorary Social
0148	Honorary Social
0157	Honorary Social
0198	Honorary Social
0223	Honorary Social
0239	Honorary Social
0245	Honorary Social
0248	Honorary Social
0258	Honorary Social
0266	Honorary Social
0283	Honorary Social
0353	Honorary Social
0367	Honorary Social
0389	Honorary Social
0391	Honorary Social
0420	Honorary Social
0467	Honorary Social
0468	Honorary Social
0509	Honorary Social
0522	Honorary Social
0569	Honorary Social
0615	Honorary Social
0625	Honorary Social
0643	Honorary Social
0729	Honorary Social
0761	Honorary Social
0788	Honorary Social

Member Type Total 27

0127	Individual Golf
0132	Individual Golf
0134	Individual Golf
0139	Individual Golf
0161	Individual Golf
0169	Individual Golf
0180	Individual Golf
0184	Individual Golf
0201	Individual Golf
0202	Individual Golf
0209	Individual Golf
0219	Individual Golf
0221	Individual Golf
0222	Individual Golf

0228	Individual Golf
0230	Individual Golf
0240	Individual Golf
0241	Individual Golf
0249	Individual Golf
0256	Individual Golf
0257	Individual Golf
0263	Individual Golf
0299	Individual Golf
0314	Individual Golf
0328	Individual Golf
0345	Individual Golf
0346	Individual Golf
0350	Individual Golf
0354	Individual Golf
0368	Individual Golf
0369	Individual Golf
0381	Individual Golf
0382	Individual Golf
0394	Individual Golf
0399	Individual Golf
0408	Individual Golf
0417	Individual Golf
0419	Individual Golf
0423	Individual Golf
0449	Individual Golf
0461	Individual Golf
0470	Individual Golf
0486	Individual Golf
0494	Individual Golf
0525	Individual Golf
0538	Individual Golf
0551	Individual Golf
0573	Individual Golf
0587	Individual Golf
0612	Individual Golf
0637	Individual Golf
0639	Individual Golf
0659	Individual Golf
0662	Individual Golf
0664	Individual Golf
0708	Individual Golf

0742	Individual Golf
0771	Individual Golf
0807	Individual Golf
0808	Individual Golf
0809	Individual Golf
0811	Individual Golf
0866	Individual Golf
0875	Individual Golf
0887	Individual Golf
0899	Individual Golf
0900	Individual Golf
0902	Individual Golf
0925	Individual Golf
0943	Individual Golf
0950	Individual Golf
0959	Individual Golf
0970	Individual Golf
0983	Individual Golf
1022	Individual Golf
1033	Individual Golf
1041	Individual Golf
1045	Individual Golf
1051	Individual Golf
1054	Individual Golf

	Member Type Total	80
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0566	Intermediate 1 Family
0698	Intermediate 1 Family
0732	Intermediate 1 Family
0766	Intermediate 1 Family
0882	Intermediate 1 Family
0930	Intermediate 1 Family
0948	Intermediate 1 Family
0954	Intermediate 1 Family
0961	Intermediate 1 Family
1039	Intermediate 1 Family
1049	Intermediate 1 Family

	Member Type Total	11
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0362	Intermediate 1 Individual
0527	Intermediate 1 Individual
0651	Intermediate 1 Individual
0684	Intermediate 1 Individual
0686	Intermediate 1 Individual

0850	Intermediate 1 Individual
0858	Intermediate 1 Individual
0870	Intermediate 1 Individual
0891	Intermediate 1 Individual
0916	Intermediate 1 Individual
0917	Intermediate 1 Individual
0918	Intermediate 1 Individual
0976	Intermediate 1 Individual
0982	Intermediate 1 Individual
1008	Intermediate 1 Individual
1009	Intermediate 1 Individual
1023	Intermediate 1 Individual
1030	Intermediate 1 Individual

Member Type Total	18
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0252	Intermediate 2 Family
0272	Intermediate 2 Family
0340	Intermediate 2 Family
0445	Intermediate 2 Family
0518	Intermediate 2 Family
0601	Intermediate 2 Family
0711	Intermediate 2 Family
0911	Intermediate 2 Family
0913	Intermediate 2 Family
0955	Intermediate 2 Family
1031	Intermediate 2 Family

Member Type Total	11
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0374	Intermediate 2 Individual
0699	Intermediate 2 Individual
0731	Intermediate 2 Individual
0744	Intermediate 2 Individual
0798	Intermediate 2 Individual
0851	Intermediate 2 Individual
0864	Intermediate 2 Individual
0872	Intermediate 2 Individual
0876	Intermediate 2 Individual
0945	Intermediate 2 Individual
0947	Intermediate 2 Individual
0969	Intermediate 2 Individual
1012	Intermediate 2 Individual

Member Type Total	13
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0385	Student Golf
0421	Student Golf

0702	Student Golf		
0734	Student Golf		
0812	Student Golf		
0819	Student Golf		
0859	Student Golf		
0878	Student Golf		
0907	Student Golf		
0934	Student Golf		
0988	Student Golf		
0993	Student Golf		
1007	Student Golf		
1032	Student Golf		
1035	Student Golf		
1040	Student Golf		
0151	Student Golf		
0687	Student Golf		
0743	Student Golf		
0861	Student Golf		
0880	Student Golf		
0935	Student Golf		
0936	Student Golf		
0958	Student Golf		
0979	Student Golf		
0984	Student Golf		
1044	Student Golf		
1046	Student Golf		
		Member Type Total	28
0962	Madison Membership		
		Member Type Total	1
0118	Professional Family		
0298	Professional Family		
0301	Professional Family		
0360	Professional Family		
0430	Professional Family		
0462	Professional Family		
0709	Professional Family		
0893	Professional Family		
0924	Professional Family		
1026	Professional Family		
1028	Professional Family		
1050	Professional Family		
		Member Type Total	12

0690	Professional Individual
0862	Professional Individual
0910	Professional Individual
0951	Professional Individual
0957	Professional Individual
1011	Professional Individual
1018	Professional Individual
1034	Professional Individual
1042	Professional Individual

Member Type Total	9
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0131	Regular Golf
0135	Regular Golf
0158	Regular Golf
0162	Regular Golf
0168	Regular Golf
0172	Regular Golf
0196	Regular Golf
0197	Regular Golf
0200	Regular Golf
0235	Regular Golf
0238	Regular Golf
0243	Regular Golf
0246	Regular Golf
0255	Regular Golf
0269	Regular Golf
0277	Regular Golf
0282	Regular Golf
0289	Regular Golf
0295	Regular Golf
0302	Regular Golf
0309	Regular Golf
0313	Regular Golf
0325	Regular Golf
0336	Regular Golf
0349	Regular Golf
0359	Regular Golf
0361	Regular Golf
0375	Regular Golf
0384	Regular Golf
0393	Regular Golf
0398	Regular Golf
0400	Regular Golf

0478	Regular Golf
0485	Regular Golf
0505	Regular Golf
0517	Regular Golf
0524	Regular Golf
0552	Regular Golf
0565	Regular Golf
0578	Regular Golf
0580	Regular Golf
0581	Regular Golf
0582	Regular Golf
0593	Regular Golf
0609	Regular Golf
0628	Regular Golf
0629	Regular Golf
0631	Regular Golf
0641	Regular Golf
0644	Regular Golf
0645	Regular Golf
0656	Regular Golf
0657	Regular Golf
0663	Regular Golf
0668	Regular Golf
0669	Regular Golf
0670	Regular Golf
0676	Regular Golf
0683	Regular Golf
0692	Regular Golf
0697	Regular Golf
0701	Regular Golf
0705	Regular Golf
0707	Regular Golf
0717	Regular Golf
0754	Regular Golf
0759	Regular Golf
0779	Regular Golf
0810	Regular Golf
0818	Regular Golf
0820	Regular Golf
0821	Regular Golf
0824	Regular Golf
0829	Regular Golf

0854	Regular Golf
0871	Regular Golf
0888	Regular Golf
0890	Regular Golf
0896	Regular Golf
0912	Regular Golf
0914	Regular Golf
0919	Regular Golf
0920	Regular Golf
0921	Regular Golf
0923	Regular Golf
0931	Regular Golf
0932	Regular Golf
0933	Regular Golf
0938	Regular Golf
0941	Regular Golf
0956	Regular Golf
0960	Regular Golf
0963	Regular Golf
0985	Regular Golf
0989	Regular Golf
0990	Regular Golf
0998	Regular Golf
0999	Regular Golf
1013	Regular Golf
1015	Regular Golf
1021	Regular Golf
1025	Regular Golf
1027	Regular Golf
1029	Regular Golf
1037	Regular Golf
1038	Regular Golf
1048	Regular Golf

Member Type Total 107

0237	Senior Life
0268	Senior Life
0276	Senior Life
0288	Senior Life
0292	Senior Life
0322	Senior Life
0339	Senior Life
0380	Senior Life

0407	Senior Life
0439	Senior Life
0590	Senior Life
0758	Senior Life
0769	Senior Life
0797	Senior Life
0828	Senior Life

Member Type Total	15
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0122	Senior Social
0159	Senior Social
0183	Senior Social
0199	Senior Social
0273	Senior Social
0321	Senior Social
0323	Senior Social
0335	Senior Social
0338	Senior Social
0341	Senior Social
0364	Senior Social
0378	Senior Social
0383	Senior Social
0386	Senior Social
0414	Senior Social
0426	Senior Social
0429	Senior Social
0488	Senior Social
0506	Senior Social
0513	Senior Social
0537	Senior Social
0540	Senior Social
0617	Senior Social
0680	Senior Social
0740	Senior Social
0843	Senior Social
0922	Senior Social
0937	Senior Social
0942	Senior Social
0946	Senior Social
0953	Senior Social
0967	Senior Social
0977	Senior Social
0987	Senior Social

0995 Senior Social			
		Member Type Total	35
0165	Social		
0182	Social		
0212	Social		
0286	Social		
0293	Social		
0319	Social		
0334	Social		
0356	Social		
0397	Social		
0405	Social		
0435	Social		
0510	Social		
0544	Social		
0570	Social		
0588	Social		
0650	Social		
0652	Social		
0693	Social		
0712	Social		
0755	Social		
0762	Social		
0777	Social		
0795	Social		
0877	Social		
0901	Social		
0915	Social		
0964	Social		
0965	Social		
0973	Social		
0974	Social		
1004	Social		
1005	Social		
1047	Social		
1053	Social		
		Member Type Total	34
0502	Social Plus		
0825	Social Plus		
		Member Type Total	2
		Total	439

Golf Pro	5
Honorary Life	20
Honorary Regular	11
Honorary Social	27
Individual Golf	80
Inter 1 Family	11
Inter 1 Individual	18
Inter 2 Family	11
Inter 2 Individual	13
Madison Membership	1
Professional Family	12
Professional Individual	9
Regular Golf	107
Senior Life	15
Senior Social	35
Social	34
Social Plus	2
Student Annual	28
Grand Total	439

Less categories to be removed per the lease, highlighted in yellow above.

Honorary Life	20
Honorary Social	27
Student Annual	28
Total Deduction	75
Member Total for Rent Calculation	364