

VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)
MEETING MINUTES
TUESDAY, JANUARY 28, 2025
(APPROVED)

1. Call Meeting to Order & Roll Call

Chair Patrice Champeau called the meeting to order at 11:00 a.m.

Present: Chair and Trustee Patrice Champeau, Lauren Aurelius, Razvan Ciobanu, Gustavo Gallardo, Kay Smith

Absent: Lori Allen, Marissa Downs

Staff: Administrator Julie Schmelzer

Others: Louise Howson, susan Miller

2. Approval of Agenda

Motion by Gallardo, second by Smith, to approve the agenda as presented. Motion carried unanimously.

3 & 4. Approve Minutes & Notes

Motion by Smith, second by Aurelias, to approve the minutes from the January 7, 2025, meeting and recognize the notes from the December 3, 2025, meeting. Motion carried unanimously.

5. Comments, Correspondence and Concerns from the Public

Downs was unable to attend the meeting but did provide written comments about matters being discussed. She indicated she agreed with much of what was provided in the housing model questionnaire (in the meeting packet), but did not feel the committee was ready to provide all the answers in that some decisions cannot be made until more is known about the budget and costs involved. The written comments were read and made part of the record.

A letter from Meg Ziegelman, who attended the previous Housing Committee meeting, submitted a letter commending the committee on the work being done.

6. Discussion/Action Items

a. Draft Preliminary Housing Model

The committee was given a summary of the comments and recommendations made to date by the committee and asked members to discuss them and try to narrow down what they believed should be included in a draft housing model. (The questions asked, and committee's responses, are attached to these minutes.)

b. Review Housing Plan and Recommended Code Changes

Schmelzer shared information about the one-, two-, and three-bedroom affordable home plans Portside Builders had drawn for the committee. Based on the drawings, it was evident the current R-4 zoning regulations would not accommodate a small home of even 700 sq. ft., even if the garage were located behind the home. In the R-4 district, in order to fit a small home with a garage behind it, the R-4 standards will need to be revised. An overview of the regulations and recommended changes were

1 discussed and it was the consensus of the committee that the Plan Commission needed to propose
2 amendments addressing home size, lot width, area and setbacks for the R-4 district.

3 **7. Discussion Regarding Matters to be Placed on a Future Agenda, Referred to a Committee, Official**
4 **or Employee**

5 The committee anticipates the Housing Partnership will have more information about the revisions
6 they are making to their model's formula and that information will be shared with the committee.
7

8 **7. Set Meeting Schedule & Topic(s); Speaker Invite List.**

9 Schmelzer will try to arrange for a speaker that can present on new or alternative housing ideas the
10 committee has not yet considered.
11

12 **8. Adjournment**

13 Motion by Smith, second by Gallardo, to adjourn. Motion carried unanimously. The meeting was
14 adjourned at 12:43 p.m.
15

16 Respectfully submitted,
17 Julie Schmelzer, Acting Recording Secretary
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