

**Minutes of the Plan Commission Meeting**  
**Jan. 17, 2022 at 5:30 p.m.**  
**Village Hall Board Room**

1. **Call to order:** B. McIntyre called the meeting to order at 5:30 p.m.
2. **Roll call**  
Present: Plan Commission members Burt R. McIntyre, Mark Semrau, Ellery Gulbrand, Daniel Kussow, Natasha Gwidt, Mike Soletski, Randy Smith, Jamila Seaton (alternate)  
  
Staff: Dave Wiese, Geoff Farr, Leigh Ann Wagner Kroening
3. **Pledge of Allegiance:** The pledge was recited by all in attendance.
4. **Approval of the agenda**  
M. Soletski moved to approve the agenda. M. Semrau seconded. **The motion carried unanimously.**
5. **Approval of the Dec. 20, 2021 meeting minutes**  
E. Gulbrand moved to approve the minutes of the Dec. 20, 2021 Plan Commission meeting. R. Smith seconded. **The motion carried unanimously.**
6. **5:30 P.M. PUBLIC HEARING to consider a request from Lexington Homes, Inc. to rezone 3802 Shawano Ave., VH-228-2, to Final Planned Development District for the construction of five 14-unit apartment buildings**  
D. Wiese explained the decision to request rezoning to Planned Development District to best fit the proposed project and the village's plan for a regional trail connection on the property. Michelle Stimpson, the applicant, came forward to review the project, including the demand for multi-family units, the type and style of the townhomes, and the on-site management.  
  
B. McIntyre opened the public hearing. Tom Tesch, 3818 Shawano Ave., said he would like a berm added to screen the neighboring properties to the north. He said he would allow additional landscaping on his own property if necessary.  
  
Michelle Stimpson explained that the north side of the property has low lying and wetland challenges. That portion of the property also is being donated back to the village. G. Farr said that part of the property has a natural waterway barrier that the village eventually will use for a new stormwater pond, and Mr. Tesch's home is also a large distance from where the proposed buildings will be constructed.  
  
B. McIntyre closed the public hearing. The commission discussed.
7. **Action on the request to rezone 3802 Shawano Ave., VH-228-2, to Planned Development District**  
M. Soletski moved to approve the request to rezone 3802 Shawano Ave., VH-228-2, to Final Planned Development District for the construction of five 14-unit apartment buildings with the condition that the garbage and recycling enclosures match the building materials. D. Kussow seconded. **The motion carried unanimously.**

- 8. Review and take action on the site plan for the Howard-Suamico School District for an addition to Forest Glen Elementary School, 1935 Cardinal Lane, VH-511-1**  
D. Wiese invited the applicants to come forward to explain the two projects. Bob Vajgrt of Eppstein Uhen Architects reviewed the plans for a building addition to replace the old gym, which will be repurposed into a student commons and academic spaces. He also discussed revisions to the parking lot layouts, parent pick-up and drop-off areas, and site lighting. The commission discussed. N. Gwidt moved to approve the site plan for an addition to Forest Glen Elementary School, 1935 Cardinal Lane, VH-511-1. E. Gulbrand seconded. **The motion carried unanimously.**
- 9. Review and take action on the site plan for the Howard-Suamico School District for an addition to Bay View Middle School, 1217 Cardinal Lane, VH-277-2**  
Bob Vajgrt of Eppstein Uhen Architects reviewed the plans for a building addition to replace the old gym, which will be repurposed into a student commons and academic spaces. He also discussed revisions to the parking lot layouts and the relocation of the tennis and pickleball courts. R. Smith moved to approve the site plan for an addition to Bay View Middle School, 1217 Cardinal Lane, VH-277-2. D. Kussow seconded. **The motion carried unanimously.**
- 10. Review and take action on the Final Plat of Parins Estates**  
D. Wiese reviewed the Final Plat of Parins Estates, which divides existing Lot 348 of Glen Kent Estates Third Addition into 11 new lots and three outlots. Steve Bieda of Mau and Associates explained that Lots 7 and 8 will be combined so the building setbacks will not be an issue.  
  
E. Gulbrand moved to approve the Final Plat of Parins Estates with the conditions that Lots 7 and 8 are combined and that the existing barn on the property conform to the setback requirements. M. Semrau seconded. **The motion carried unanimously.**
- 11. Review and take action on the revised plat for The Cottages at Hidden Creek 1<sup>st</sup> Addition**  
G. Farr reviewed the revisions that are necessary to the plat of the Cottages at Hidden Creek to accommodate the wetland and trail delineations and allow for the installation of the central mailbox units. The commission discussed. N. Gwidt moved to approve the revised plat for The Cottages at Hidden Creek 1<sup>st</sup> Addition contingent on the proper turning radius approved by the Howard Engineering Department. M. Soletski seconded. **The motion carried unanimously.**
- 12. Review and take action on the site plan for a new building at Bergstrom Mazda, 301 N. Taylor St., VH-616-4**  
D. Wiese reviewed the site plan for Bergstrom Mazda. Kelly French of Gries Architectural Group described the materials and location of the new building and its intended uses. G. Farr explained that an easement will be needed from Mazda for the GM building for a separate water and sewer lateral connection, or the properties will need to be combined. R. Smith moved to approve the site plan for a new building at Bergstrom Mazda, 301 N. Taylor St., VH-616-4, with the conditions a stormwater management plan is approved by the Village of Howard Engineering Department and the water service issues are resolved. E. Gulbrand seconded. **The motion carried unanimously.**

**13. Review and discuss the Comprehensive Plan update process**

Jason Valerius and Lauren Dietz of MSA Professional Services provided a presentation to help kick off the Comprehensive Plan update. They discussed the Community Survey results and the stated needs and priorities of Howard residents, including housing, diversity, and transportation and traffic. Lauren explained that people sometimes perceive there is more multi-family housing because it tends to be in highly visible areas, while new single-family developments are in more rural areas. Jason said the survey supported affordable single-family housing, which naturally will attract more racially and economically diverse residents. The group discussed the desired ratio of multi-family vs. single-family housing and what that really means. Jason said rather than focusing on a specific ratio, the things to keep in mind are building design, development density, and location with the goal to have desirable neighborhoods. The timeline for the update process includes stakeholder interviews in January and February, draft plans in February and March, Plan Commission review in April, a public Open House in May, and a public hearing and adoption in June.

**14. FUTURE AGENDA ITEMS** - M. Soletski suggested exploring a real railroad crossing on Lakeview Drive near Rivers Bend as part of the Duck Creek Quarry development plan.

**15. ADJOURN THE MEETING:** M. Soletski moved to adjourn. R. Smith seconded. **The motion carried unanimously, and the meeting adjourned at 7:08 p.m.**

**Leigh Ann Wagner Kroening  
Administrative Assistant**