

**Minutes of the Plan Commission Meeting**  
**July 17, 2023 at 5:30 p.m.**  
**Village Hall Board Room**

1. **Call to order:** Deputy Clerk Leigh Ann Wagner Kroening called the meeting to order at 5:30 p.m.
2. **Roll call**  
Present in person: Plan Commission members Ellery Gulbrand, Randy Smith, Mark Semrau, Dan Kussow, Natasha Gwidt, Jamila Seaton  
  
Excused: President Burt R. McIntyre, Michael Soletski  
  
Staff: Dave Wiese, Geoff Farr, Leigh Ann Wagner Kroening  
  
Due to President McIntyre's excused absence, L.A. Wagner Kroening asked for nominations for a meeting chair. R. Smith moved to nominate Natasha Gwidt as the meeting chair. M. Semrau seconded. **The motion carried unanimously.**
3. **Pledge of Allegiance:** The pledge was recited by all in attendance.
4. **Approval of the agenda**  
E. Gulbrand moved to approve the agenda. J. Seaton seconded. **The motion carried unanimously.**
5. **Approval of the June 19, 2023 meeting minutes**  
D. Kussow moved to approve the minutes of the June 19, 2023 Plan Commission meeting. E. Gulbrand seconded. **The motion carried unanimously.**
6. **Review and take action on the amended site plan for JSCP properties for a 5,300-square-foot building at 645 Cardinal Lane, VH-447-2 and part of VH-447-B**  
D. Wiese reviewed the revised site plan and elevations for a new medical building at 645 Cardinal Lane. Joel Ehrfurth of Mach IV Engineering, representing the applicant, explained the changes to the original site plan, including a reduction in the building size from 5,300 square feet to just over 3,000 square feet.  
  
R. Smith moved to approve the site plan for JSCP properties for an approximately 3,000-square-foot building with the following conditions:
  1. A stormwater management plan and grading plan are approved by the Village of Howard Engineering Department.
  2. All lighting is 90-degree cutoff or box style.
  3. Any new garbage or recycling areas are constructed per the B-1 requirements.
  4. The building materials meet the requirements of the B-1 district.M. Semrau seconded. **The motion carried unanimously.**
7. **Review and take action on a Preliminary PDD for Steve Bieda for nine single-family homes on 2.46 acres of Parcel VH-727-101**  
D. Wiese reviewed the request for a 10-lot subdivision consisting of nine single-family homes and a storm water management facility. Steve Bieda, a representative for the project, said the development will contain lots ranging in size from 46' to 80'. One will be 46' wide, two at 60' wide, one at 65' wide, five at 80' or larger and the tenth lot will be dedicated to the village for storm water purposes and a trail. He said the site is sloping from southwest to the northeast approximately 18'. This will allow for a mix of walkout and exposed lower

levels. The site backs up to Lancaster Creek to the west, and there is floodplain associated with the creek; however, he said the site is approximately 15' above the floodplain level. The commission discussed. D. Kussow moved to recommend approval of the Preliminary PDD for nine single-family homes on 2.46 acres of Parcel VH-727-101. M. Semrau seconded. **The motion carried unanimously.**

- 8. FUTURE AGENDA ITEMS** – D. Wiese said the United Health property development will be on the August agenda for preliminary review and action. He also discussed trends in the size of homes and construction costs. N. Gwidt requested an agenda item to review Brown County's Comprehensive Outdoor Recreation Plan and asked about a ribbon cutting event for the Howard Commons Activity Complex.
- 9. ADJOURN THE MEETING:** E. Gulbrand moved to adjourn. R. Smith seconded. **The motion carried unanimously, and the meeting adjourned at 6:09 p.m.**

**Leigh Ann Wagner Kroening  
Administrative Assistant**