

**Minutes of the Plan Commission Meeting  
July 18, 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, Natasha Gwidt, Randy Smith, Dan Kussow, Jamila Seaton, Ellery Gulbrand  
  
Virtual: Mike Soletski  
  
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. E. Gulbrand seconded. **The motion carried unanimously.**
5. **Approval of the June 20, 2022 meeting minutes**  
R. Smith moved to approve the minutes of the June 20, 2022 Plan Commission meeting. N. Gwidt seconded. **The motion carried unanimously.**
6. **5:30 p.m. Public Hearing to consider a request from Steve Bieda to rezone 3120 Glendale Ave., VH-254-2, from R-5 Rural Estate Residential to R-1 Residential Single Family**  
D. Wiese reviewed the proposal to rezone 3120 Glendale Ave., as well as the certified survey map that shows the three lots that will be created. B. McIntyre opened the public hearing. Nobody spoke. B. McIntyre closed the public hearing.
7. **Action on the request to rezone 3120 Glendale Ave., VH-254-2, to R-1**  
E. Gulbrand moved to approve the rezoning of 3120 Glendale Ave., Parcel VH-254-2, from R-5 Rural Estate to R-1 Residential Single Family. D. Kussow seconded. **The motion carried unanimously.**
8. **Review and take action on the site plan for Bank First, located in the 130 block of South Taylor Street, Parcels VH-622, VH-622-1, VH-622-2, VH-622-3, VH-622-4**  
D. Wiese reviewed the site plan for a proposed Bank First at the southeast corner of Shawano Avenue and Meijer Drive. The two additional lots are being held for future commercial development.

Robert Koehler of Groth Design Group came forward to explain the building layout, design, and aesthetics. Chris Hitch of RA Smith Engineering reviewed the landscaping and traffic plans. He also requested flexibility with the conditions listed in the report that require removal of the driveway aprons on Taylor Street and prohibiting mountable curb. He said the future commercial projects may need driveways to Taylor Street, and mountable curbs are preferred for snowplowing ease.

R. Smith moved to approve the site plan for Bank First, located in the 130 block of South Taylor Street, Parcels VH-622, VH-622-1, VH-622-2, VH-622-3, VH-622-4, with the conditions:

- Add 12' utility easements on the CSM.
- Dedicate ROW in areas of encroaching sidewalk a minimum of 6" behind all sidewalks on the CSM.
- Add easements for existing municipal sanitary sewer and watermain on private property on the CSM.
- Work with the Engineering Department regarding unused driveway aprons and close existing curb cuts on Taylor Street if appropriate.
- Utilize the existing driveway aprons on Meijer Drive
- Driveway, storm water and water servicing permits are required.
- The Village of Howard Engineering Department shall approve a stormwater management plan.

E. Gulbrand seconded. **The motion carried unanimously.**

**9. Review and take action on amending Sec. 50-860(2) of the Howard Municipal Code regarding the size of accessory buildings allowed in the R-5 Rural Estate Zoning District**

D. Wiese explained that a few residents in the rural areas around U.S. 41 spoke during Public Appearances at a recent Village Board meeting requesting an increase in the allowable size of accessory buildings in the R-5 Zoning District. He said they would like to be able to safely secure their lawn supplies and recreational equipment, and he reviewed the existing ordinance that limits the size of accessory buildings to 1,600 square feet for properties of 1.5 acres and larger. The commission discussed at length, and the consensus was to allow larger buildings as a conditional use in R-5. The item will be reviewed again so the commission can establish conditional use standards for accessory buildings before forwarding a recommendation to the Village Board.

**10. FUTURE AGENDA ITEMS - None**

**11. ADJOURN THE MEETING:** M. Soletski moved to adjourn. E. Gulbrand seconded. **The motion carried unanimously, and the meeting adjourned at 6:18 p.m.**

**Leigh Ann Wagner Kroening  
Administrative Assistant**