

**Minutes of the Plan Commission Meeting
July 19, 2021 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, Daniel Kussow, Natasha Gwidt, Randy Smith, Ellery Gulbrand, Jamila Seaton (alternate)

Attending remotely: 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**

E. Gulbrand moved to approve the agenda. D. Kussow seconded. **The motion carried unanimously.**
5. **Approval of the June 21, 2021 meeting minutes**

R. Smith moved to approve the minutes of the June 21, 2021 Plan Commission meeting. M. Semrau seconded. **The motion carried unanimously.**
6. **5:40 P.M. PUBLIC HEARING to consider a request from Bayland Buildings for Conditional Use Approval for a convenience store/gas station with rental units, fuel island and car wash on Parcel VH-228, located at Shawano Avenue and Woodland Road**

D. Wiese reviewed the project, including the location, proposed uses, and changes to the plan since the last meeting. Jared Schmidt of Robert E. Lee Associates, representing the applicant, reviewed the traffic analysis and likely traffic patterns, proposed uses for the site, and changes to the layout, including moving the driveway on Woodland Road east a bit more to line up better with the outbuilding on the residential lot to the south. He also said the site was shifted north to allow for a larger landscape berm between Woodland and the development.

B. McIntyre opened the public hearing. The following people spoke:

 - Kim Martens, 880 Sherwood St., said she has concerns about the project's impact to safety and traffic with a busy gas station at an already overwhelmed intersection. She said she would like to see the proposed driveway on Woodland Road removed from the plan.
 - Debbie Devillers, 3757 Woodland Road, said she also has concerns with traffic and safety at the Woodland Road intersection.

Nobody else spoke. B. McIntyre closed the public hearing. The Plan Commission discussed.

Mr. Schmidt came forward to address the concerns that were mentioned during the public hearing, including the locations of the driveways, as well as plans for stormwater, the design of the car wash, and options for the commercial tenant space.

7. Action on the request for Conditional Use Approval for a convenience store/gas station with rental units, fuel island and car wash on Parcel VH-228

B. McIntyre moved to approve the request for conditional use approval for a convenience store/gas station with rental units, a fuel island and car wash on VH-228 with the following conditions:

1. All walls of the building that exceed 50 feet in length must be broken or staggered. The building elevations need to provide a break to be consistent with Building Architecture and Style regulations. The car wash elevations shall be similar to the principal structure, and all walls over 50 feet shall have the same considerations as the main convenience store building, including more windows, architectural features, and different materials and colors, and staggered building points.
2. A detailed lighting plan needs to be submitted. All light must remain on site.
3. All mechanical equipment shall be screened from public view.
4. All landscaping shall be completed according to the landscape plan submitted with recommendations from the Village Forester.
5. A stormwater management plan shall be submitted to and approved by the Village Engineer prior to issuance of building permits.
6. Outside storage shall be limited to an ice machine and propane exchange sales.
7. The convenience store shall be allowed to be open 24 hours. The hours of operation for the car wash shall be 7 a.m. to 9 p.m.
8. The proposed driveway on Woodland Road shall be removed.

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

8. 6:00 P.M. PUBLIC HEARING to consider a request from Mau & Associates to rezone 3750 Glendale Ave., VH-196-1, from R-5 Rural Estate Residential to R-1 Residential Single Family

D. Wiese reviewed the request to rezone VH-196-1 to create the Jewel Meadow single-family subdivision that would consist of 18 lots and one outlot, which is consistent with the land use indicated in the Comprehensive Plan. G. Farr discussed the need to extend the utilities and then the roadway once the development gets underway. B. McIntyre opened the public hearing. Nobody spoke. B. McIntyre closed the public hearing.

9. Action on the request to rezone 3750 Glendale Ave., VH-196-1, from R-5 to R-1

E. Gulbrand moved to approve the request to rezone 3750 Glendale Ave., VH-196-1, from R-5 Rural Estate Residential to R-1 Residential Single Family. R. Smith seconded. **The motion carried unanimously.**

10. Review and take action on the Preliminary Plat of Jewel Meadow

D. Wiese reviewed the Preliminary Plat of Jewel Meadow, which includes 18 single-family lots and one outlot. D. Kussow moved to approve the Preliminary Plat of Jewel Meadow. E. Gulbrand seconded. **The motion carried unanimously.**

11. 6:10 P.M. PUBLIC HEARING to consider a conditional use request from Mark Neta for motor vehicle sales and/or repair at 4018 Velp Ave., VH-158-1

D. Wiese reviewed the request for conditional use approval for a motor vehicle sales and/or repair business at 4018 Velp Ave., as well as the three staff-recommended conditions for approval.

The commission discussed. The applicant was not present to answer any questions.

12. ACTION on the request for conditional use at 4018 Velp Ave., VH-158-1

R. Smith moved to table the public hearing and action on the conditional use request from Mark Neta for motor vehicle sales and/or repair at 4018 Velp Ave., VH-158-1. E. Gulbrand seconded. **The motion to table carried unanimously.**

13. 6:20 P.M. PUBLIC HEARING to consider a request from Mike Coppens for a Preliminary Planned Development District for one 34-unit three-story apartment building with 1,800 feet of commercial/flex space and an additional five 17-unit multi-family residential buildings at 2450 Duck Creek Parkway, VH-664

D. Wiese reviewed the plans for a mixed-use development that would include retail space as well as rental units on the 10 acres known as the Sturzl property. He explained the four-step approval process, as well as the Comprehensive Plan that calls for this property to serve as a commercial area.

Steve Bieda of Mau & Associates, representing the applicant, came forward to explain the project in detail. He said the plan represents a show piece for the property that is an entrance to the village. He reviewed the design features of the commercial space, including the outdoor area, as well as the characteristics of the different rental properties. He also discussed the proposed sidewalk and trail connections, as well as plans for stormwater and parking.

The commission discussed. B. McIntyre opened the public hearing. The following people spoke:

- Kyle Kowalczyk, 2430 Memorial Drive, requested privacy barriers between the development and the neighboring residential properties.
- John Emery, 2448 Robin Lane, said he has concerns about traffic around the development, including the entrances to and exits from the property and the capacity of the roads and intersections to handle the additional traffic.

Nobody else spoke. B. McIntyre closed the public hearing.

Mr. Bieda addressed some of the landscaping plans, a recent traffic analysis, the location of the driveway aprons, rental building aesthetics, target rental rates and occupancy.

14. ACTION on the request for a Preliminary Planned Development District for 2450 Duck Creek Parkway, VH-664

N. Gwidt moved to approve the Preliminary Planned Development District for 2450 Duck Creek Parkway, VH-664 with the following conditions:

1. The public trail is dedicated along Duck Creek Parkway.
2. A space for a community entrance sign is dedicated on the corner.
3. The Village Center lighting fixture is incorporated into the design.

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

15. Review and take action on the Final Plat of Stordeur Estates 2nd Addition

D. Wiese reviewed the Final Plat of Stordeur Estates 2nd Addition, which would divide the existing parcel into 11 lots but leaves the existing homestead in place on a larger piece of the property. G. Farr discussed the potential need for cluster mailbox units to meet new postal service requirements, the need to verify service laterals on each of the lots, and a request for downspouts as well as a swail on the property. Steve Bieda, representing the applicant, came forward to speak about those conditions. R. Smith moved to approve the Final Plat of Stordeur Estates 2nd Addition with the following conditions:

- The need for cluster box units will be verified with the postal service.
 - The developer will pay the cost for any necessary utility service laterals required for each of the lots.
 - There shall be a downspout restrictive covenant, requiring the downspouts to be discharged at a grade to allow as much stormwater infiltration as possible.
 - Necessary drain swail construction on the south side to direct water along the south plat line over the sidewalk into the right of way.
 - Approval of the stormwater plan by the Village of Howard Engineering Department.
- M. Semrau seconded. **The motion carried unanimously.**

16. Review and take action on the Final Plat of The Cottages at Hidden Creek, First Addition

D. Wiese reviewed the Final Plat of The Cottages at Hidden Creek, First Addition, which would create 30 lots and one outlot from Outlot 3 of Hidden Creek. G. Farr reviewed a list of contingencies he would like added to the approval, including preservation of the natural conservancy areas, location and number of the central mailbox units, the addition of a T intersection, and various drainage, utility, and trail easements.

B. McIntyre also discussed a written concern received from a resident regarding drainage issues in the area. G. Farr reviewed the ditch that was installed to handle the water runoff coming down the hill in the development. Additional options are being explored with the developer to address other drainage issues that have occurred with additional development and the moving of the topsoil.

The Plan Commission discussed at length. D. Kussow moved to approve the Final Plat of The Cottages at Hidden Creek, First Addition, with the following conditions:

- Stormwater approval from the Village of Howard Engineering Department
- Completion of Rainbow Court
- The list of other contingencies submitted by the Public Works Department

M. Semrau seconded. **The motion carried unanimously.**

17. FUTURE AGENDA ITEMS

- R. Smith requested an update on stormwater drainage issues in the Hidden Creek Subdivision.

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

Respectfully submitted,

**Leigh Ann Wagner Kroening
Administrative Assistant**