

Minutes of the Plan Commission Meeting
Sept. 19, 2022 at 6:30 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, Ellery Gulbrand, Mike Soletski, 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. E. Gulbrand seconded. **The motion carried unanimously.**
5. **Approval of the Aug. 15, 2022 meeting minutes**
E. Gulbrand moved to approve the minutes of the Aug. 15, 2022 Plan Commission meeting. R. Smith seconded. **The motion carried unanimously.**
6. **5:30 P.M. PUBLIC HEARING regarding an ordinance adopting the update of the Village of Howard's Comprehensive Land Use Plan**
D. Wiese reviewed the history and legal requirements for the Comprehensive Plan process and the timeline and steps for the newest update. B. McIntyre opened the public hearing. The following people spoke:
 - Frank Ingram, 1460 Maple Hills Drive, reviewed the email he sent to Plan Commission members. He shared concerns about stakeholder input into the plan, the potential annexation of parts of Pittsfield, what he described as conflicts between the supporting policies and the plan as well as past planning failures, lack of walkable amenities, and no option to provide online comments about the plan.
 - Warren Wesley of Beeline LLC, which owns VH-470-3 on the corner of Riverview Drive and Shawano Avenue, said the Comprehensive Plan shows his property as a continuing residential area, but it should remain commercial/retail as he is working with developers on a business proposal. D. Wiese said he will change the map color to indicate the parcel as commercial.
 - Melissa Wesley said she and her brothers own the neighboring parcel at 2948 Shawano Ave., and they too plan to develop it as commercial/retail. She also said she would like to see additional planned parking to meet the future business development in that area.
 - Monica Hoff, 3701 Evergreen Ave., said she would like the plan to show more green space preserved, including designated conservancy spaces along natural areas and dedicated green space in each future development, as well as natural corridors to connect those areas.
 - Lonnie Alton, 2839 Riveridge Lane, said she would like to see more trails, walkways, and green spaces between developments. She said her neighborhood is rectangular-shaped with rows of homes but no welcoming or practical natural pedestrian features.Nobody else spoke. B. McIntyre closed the public hearing.

D. Wiese said a letter was also entered into the record from Deb Jorgensen, as well as emails from Monica Hoff and Frank Ingram.

Lauren Dietz, the consultant with MSA Professional Services, explained more about the process and responded to some of the concerns and questions that were expressed. She clarified the 1.5-mile extraterritorial process with Pittsfield and the input that went into the draft plan, including the Community Survey that was open for all Howard residents and business owners to provide comments.

7. Action on the proposal to update the Village of Howard's Comprehensive Land Use Plan

R. Smith moved to adopt the 2042 Comprehensive Land Use Plan. E. Gulbrand seconded. **The motion carried unanimously.**

8. 5:35 P.M. PUBLIC HEARING to consider a request from Daybreak Development to rezone VH-3786 to R-4 Residential Multi-family

D. Wiese briefly reviewed the four agenda items for Daybreak Development for the area in the Hidden Creek neighborhood. Ryan Radue, the developer, came forward to explain the first request to rezone a parcel that is challenging due to the surrounding wetlands and environmentally sensitive corridor.

B. McIntyre opened the public hearing. Trustee Craig McAllister asked for confirmation that there are no plans for multi-family housing. Mr. Radue said there are no plans for apartments at this time. Nobody else spoke. B. McIntyre closed the public hearing.

9. Action on the request to rezone VH-3786 to R-4 Residential Multi-family

M. Soletski moved to approve the rezoning of VH-3786 to R-4 Residential Multi-family. B. McIntyre seconded. **The motion carried unanimously.**

10. 5:35 P.M. PUBLIC HEARING to consider a request from Daybreak Development to rezone a portion of VH-3785 from R-2 Residential Duplex by Subdivision to R-1 Residential Single Family

Ryan Radue, the developer, said this rezoning would allow a buffer or transition from the higher-density housing in the development to the single-family portion of it.

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

11. Action on the request to rezone VH-3785 to R-1 Residential Single Family

E. Gulbrand moved to approve rezoning VH-3785 to R-1 Residential Single Family. M. Soletski seconded. **The motion carried unanimously.**

12. 5:35 P.M. PUBLIC HEARING to consider a request from Daybreak Development for a PDD amendment for VH-3781

D. Wiese reviewed the request for the PDD amendment. B. McIntyre opened the public hearing. Nobody spoke. B. McIntyre closed the public hearing.

13. Action on the request for a PDD amendment for VH-3781

N. Gwidt moved to approve the PDD amendment for VH-3781. R. Smith seconded. **The motion carried unanimously.**

14. Review and take action on the Preliminary Plat for the Cottages at Hidden Creek Second Addition

D. Wiese recommended the preliminary plat be tabled to allow time for staff to work with the developer to finalize the necessary easements, address drainage issues, and resolve other items. N. Gwidt moved to table the Preliminary Plat for the Cottages at Hidden Creek Second Addition. E. Gulbrand seconded. **The motion to table carried unanimously.**

15. 5:45 P.M. PUBLIC HEARING to consider a request from Birdseye Dairy to rezone 2321 Memorial Drive, VH-658-4, from R-2 Residential Single Family Duplex by Subdivision to B-1 Business

D. Wiese reviewed the request to rezone so the owner can convert the property from a single-family home to cold storage for the business directly to the west of the subject property.

B. McIntyre opened the public hearing. John Forrest, 2312 Memorial Drive, said he lives next to Birdseye Dairy, supports the project, and has no concerns. Steve Williams, a representative of Birdseye, came forward to explain plans to build a cold storage facility to replace the refrigerated trucks. B. McIntyre closed the public hearing.

16. Action on the request to rezone 2321 Memorial Drive to B-1 Business

M. Soletski moved to approve the request from Birdseye Dairy to rezone 2321 Memorial Drive, VH-658-4, from R-2 Residential Single Family Duplex by Subdivision to B-1 Business. D. Kussow seconded. **The motion carried unanimously.**

17. Review and take action on a Preliminary Planned Development District (PDD) for a 33-unit single-family condominium development on Lot 13 of Rouse Pointe

D. Wiese reviewed the proposed project for a condominium development consisting of 33 single-family homes. Steve Bieda of Mau & Associates came forward to explain the project in detail, including the size of the homes, the setbacks, stormwater management, and the private road. He also discussed the sanitary, sewer, and trail easement and the environmentally sensitive wetland areas.

B. McIntyre moved to approve the Preliminary PDD for the Rouse Pointe Condominium Project with the following considerations:

1. Privately owned and maintained roadways/streets
2. Curb and gutter (no ditches), minimum 24' back of curb to back of curb, minimum 100' CL radii; otherwise widen roads or prohibit all parking within 50' of horizontal curves areas having smaller radii.
3. Intersection curb radii minimum 50'
4. Restrict parking to one side of roadway and no parking in cul-de-sacs
5. 44' back of curb cul-de-sac radii
6. Road section minimum 12" basecourse (15" recommended) placed 2' behind curb and 3" asphalt pavement
7. Show trail connections
8. Storm water approval by the Village of Howard Engineering Department
9. Utilities (water, sanitary and storm) will be private

10. Private trash collection
11. No village special pickup or brush collection
12. Specify development signage fronting public streets
13. Fire Department approval for emergency vehicle access and hydrant locations

M. Semrau seconded. **The motion carried 6-1 (No: N. Gwidt).**

18. Review and take action on a site plan for a new storage building at 1470 Gruber Road, VH-747-A-247-1

D. Wiese reviewed the request from Print Team USA to build a 36' x 56' storage building that will be used to store apparel waiting for decoration. Joe Milanowski of Print Team came forward to describe the proposed building use, location, and design. E. Gulbrand moved to approve the request from Print Team USA for a new storage building at 1470 Gruber Road, VH-747-A-247-1. M. Soletski seconded. **The motion carried unanimously.**

19. Review and take action on a site plan for a new building at 1705 W. Deerfield Ave., VH-119-2-1 and VH-119-2-2

D. Wiese reviewed the plan for a new training facility for Velocity Baseball. Mike Collins the applicant, came forward to explain the building design, the well and septic facilities, and stormwater drainage. He said the building will have two regular doors as well as an overhead door and restroom facilities.

E. Gulbrand moved to approve the site plan for 1705 W. Deerfield Ave. with the following conditions:

- A CSM needs to be done. The building cannot be across lot lines.
- A sanitary permit and well operation permit must be obtained.
- All parking lots shall be paved with asphalt.

M. Soletski seconded. **The motion carried 6-1 (No: R. Smith).**

20. FUTURE AGENDA ITEMS - None

21. ADJOURN THE MEETING: N. Gwidt moved to adjourn. R. Smith seconded. **The motion carried unanimously, and the meeting adjourned at 7:27 p.m.**

**Leigh Ann Wagner Kroening
Administrative Assistant**