

PLAN COMMISSION
MEETING MINUTES – November 27 2018

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Jim Lincoln, Buddy Lisowe, Jim Salm, Kevin Hietpas, Pat Hennessey (excused at 6:35pm) and Dennis Reed.

Staff Present: Travis Parish, Village Manager; Carie Krause, Deputy Clerk-Treasurer

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Lisowe) to approve the minutes of October 30, 2018. Motion carried 7-0.
- 6) Items for Discussion and Possible Action
 - a. Certified Survey Map – Kent Gross – W6387 Manitowoc Rd.: Village Manager Travis Parish introduced the item stating that it was postponed from the October 30th meeting in order for options to be presented to the landowner. Village staff discussed the right-of-way issue with the applicant and land owner. The Village Board met on November 13th to discuss the issue as well. The Village Board passed a motion that the developer will work with Village staff to draft an agreement for acquisition of the additional 7-feet in the future with payment to be escrowed by the developer.
The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located at W6387 Manitowoc Road. Lot 1 is proposed to be 3.7-ac and will include the existing house and accessory buildings. Lot 2 is proposed to be 6.0-ac and will be further subdivided in the future as the Hidden Pines subdivision (previously reviewed by the Plan Commission).
One issue with the CSM as proposed, Manitowoc Road should be dedicated as a 40-foot right-of-way (ROW) from the section line, 80-feet ROW total. The additional ROW will allow for future urbanization and pedestrian facilities along Manitowoc Road.
Motion (Lisowe/Lincoln) to approve the Certified Survey Map with the following conditions: All notes, documents, and/or agreements related to the additional right-of-way acquisition shall be approved, recorded, and/or listed on the CSM and the amount of \$1500 is to be held for future use on Manitowoc Rd.
Motion carried 7-0.

- b. Subdivision Concept Plan – Kasten Property – Woodland Rd.: Village Manager, Travis Parish introduced the item stating that this item was postponed from the October 30th meeting due to lack of time.

The developer purchased approx. 40-acres of land at W5961 Woodland Road in order to develop a new subdivision. The property is currently zoned General Agricultural [AG]. There is an existing house and accessory building on the property that will be removed as part of the subdivision. The property is partially wooded and there are two streams that run through the property, navigability determinations should be sought if not done already. A wetland delineation was completed and wetlands are indicated on the concept plan. Public sewer and water would be available to this property from the south. This property is located in the Sanitary Lift Station #6 service area. Public sewer and water is proposed to run through private property in order to service this subdivision. Right-of-way dedication or easements will have to be obtained for the sewer and water to extend through the private property.

Access to the subject property is from the north via a new road from Woodland Road. Future road connections are planned to the south and to the east. Because of the streams, two cul-de-sacs are proposed to limit wetland disturbance. Also, direct access to Woodland Road is proposed for Lots 1-7 due to the stream. Woodland Road is currently an access controlled roadway, a variance will have to be approved by the Village Board for driveway access.

The Plan Commission is asked to provide comments and feedback on a proposed land division and its feasibility.

Staff has concerns with the following issues:

- 1.Sewer & Water – extending sewer and water from the Kambura Acres subdivision (south of the proposed subdivision) to the proposed subdivision will need to be completed.
- 2.Navigability Determination – stream navigability should be determined and an environmental easement for the required setbacks should be considered.
- 3.Access – access to Woodland Road for Lots 1-7 must be approved by the Village.
- 4.Stormwater Management – three areas are indicated because of the topography of the site.
- 5.Parkland Dedication – a suitable area for parkland should be identified.
- 6.Rezoning – the property must be rezoned to RS-1 zoning district.
- 7.Street Pavements – the Village policy for new subdivisions is concrete street pavement. Pavement to occur within 2-3 years of subdivision development.

8. Street Lights – street lights may be required at intersections or curves.

9. Sidewalks – the Village requires sidewalks on both sides of the street for new subdivisions.

Water, sewer and parkland dedication issues were discussed by the Plan Commission, the Kasten Property developers and Mike Seward of Martenson & Eisele. Village Manager, Travis Parish stated the current property owner is not interested in a road going through their back property but may be open sewer/water. Mike Seward stated that the utility work could be done very discreetly, not obstructing the current view.

No action was taken.

- c. Certified Survey Map – Nels & Trisha Rose – W5645 Firelane 12: Village Manager Travis Parish introduced the item stating the applicant is proposing a 1-lot Certified Survey Map (CSM) in order to combine two properties into one. The properties are located at W5645 Firelane 12, tax id 41426 & 41424. The reason for the combination is to remove the property line, and setback requirements, in order to construct a new home on the property.

Motion (Lisowe/Fochs) to approve the certified survey map for the properties at W5645 Firelane 12.

Motion carried 6-0.

- d. Special Exception to Design Standards – Care Partners – Amy Avenue: Village Manager Travis Parish introduced the item stating that the applicant of an assisted living development is requesting a waiver from the design standards found in the Community Commercial (CC) zoning district, specifically, a waiver from the Materials requirement. However, looking at the proposed building rendering, it appears that a waiver from the Walls and Roof section may be sought as well. The applicant is proposing to use prefinished cement board siding or LP Smartside on top of a 4-foot block veneer for building fronts and 100% prefinished cement board siding or LP Smartside for rear elevations. The zoning district requires 100% of all exterior walls facing a public or private street and at least 75% of all other exterior walls shall be glass, brick, block, fieldstone or other architectural masonry material.

Community Commercial (CC) Zoning District

Design standards. Requirements for new buildings and structures, or additions, built after the effective date of this chapter. Special exceptions to this section shall be granted by the plan commission.

(1) Front door placement. All principal buildings or structures shall have a primary entrance facing a public street. Corner lots are only required to have one primary entrance, the choice of street may be chosen by the lot owner.

- (2) Building orientation. All principal buildings shall have a well-defined front façade and entrance with the primary entrance facing a public street. The buildings shall be aligned so the dominant lines of their facades parallel the line of the street.
- (3) Materials. One hundred percent of all exterior walls facing a public or private street and at least 75 percent of all other exterior walls shall be glass, brick, block, fieldstone, architectural cement board siding or other architectural masonry material. Roofs which exceed a pitch of more than three inches in 12 inches shall either be shingled or have an architectural metal roofing system.
- (4) Walls. No flat walls exceeding 50 feet in length shall be permitted for any structure; wall offsets, recesses or projections, change in height, change in materials or other architectural details shall be used to meet this requirement.
- (5) Roofs. No flat roof plane exceeding 100 feet in length shall be permitted for any structure; pitched roof, parapet wall of varying heights, dormers, overhangs, arches, gables, or other architectural details shall be used to meet this requirement.
- (6) Exterior lighting. All exterior lighting shall be in accordance with the following:
- a. All wall-mounted exterior lighting shall be direct cut-off fixtures.
 - b. All areas containing exterior lighting (except public street lighting) shall limit light trespass onto adjacent property. Compliance shall be achieved by utilizing fixture shielding, directional control, location, and/or height.
 - c. Accent light may be used to highlight architectural and landscape design elements.
 - d. Pedestrian walkways and parking areas shall be illuminated to a sufficient level so as to provide for safety and security.
 - e. Freestanding light fixtures shall have a maximum height of 25 feet.
 - f. Wood light poles shall be prohibited.
- (7) Dumpster/refuse enclosures.
- a. Materials. Dumpster/refuse enclosures shall be 100 percent wood, vinyl, or architectural masonry that compliments the principal building. Landscape planting surrounding the enclosure is encouraged.
 - b. Location. Dumpster/refuse enclosures are not permitted in the front yard.
- (8) Mechanical equipment. All mechanical equipment whether on the ground or roof mounted, including electrical, HVAC, mechanical, or similar, shall be enclosed or screened. Roof mounted equipment shall be integrated into the design of the structure, enclosed or screened to the extent possible.

Ganther Construction presented material boards/samples to the Plan Commission.

Motion (Lisowe/Lincoln) to grant a special exception for the design to allow exceeding 50ft in length for the wall and roof as well as allow the exterior building materials presented tonight.

Motion carried 6-0.

7) Items for Discussion

a. Report: Zoning Permits: No report was given.

8) Next Meeting Date: Tentatively December 11, 2018 at 6:00pm.

9) Adjourn: Motion (Lisowe/Lincoln) to adjourn the meeting at 6:46pm

Motion carried 6-0.

Prepared by: Carie Krause Deputy Clerk - Treasurer

Dated: November 28, 2018