

PLAN COMMISSION
MEETING MINUTES – NOVEMBER 29 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 5:31pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Lincoln, Kevin Hietpas, Jerry Bartlein, Dennis Reed, Darlene Bartlein, Jim Fochs (5:56pm).

Staff Present: Planner Mark Mommaerts, AICP; Deputy Clerk-Treasurer Carie Krause

- 3) Public Participation: None
- 4) Approve Minutes: Motion (J. Bartlein/Reed) to approve the minutes of Oct 18 2016. Motion carried 5-0.
- 5) Convene Meeting and Enter Public Hearing 5:35pm
 - a. Conditional Use Permit – Milis Enterprise – County KK east of Bies Road: Planner Mommaerts introduced the item stating that the applicant, Milis Enterprise, is requesting a Conditional Use Permit (CUP) in order to operate a contractor business on the property located on County KK, east of Bies Road (parcel ID 40348). The applicant is proposing to purchase approximately 13.5-acres in order to construct a shop for a construction business. The property is currently zoned General Agricultural [AG] and is identified as commercial in the Comprehensive Plan. The building is proposed to be 80' x 240' with 17' walls. It would contain an office and 6 overhead doors on the east side and 1 overhead door on the north side. Restrooms are not indicated on the plans. There are 5-11 employees, most of which are only at the building a short time. There is a part-time secretary. The applicant is proposing some outdoor storage for a pickup truck, trailer, snow removal equipment, and some excess materials. Staff has some concerns regarding the outside storage. Dylan Milis, 414 S. Birch St. Kimberly WI of Milis Enterprise spoke in favor of this permit, stating that they are a small concrete contractor looking to build a steel building for equipment storage as well as an office for their secretary. They are planning a 70x240 building. Commissioner Hietpas asked if the zoning would stay agriculture or if it would need to change to commercial. Planner Mommaerts stated that the zoning would not change because this type of business is allowed within the current zoning. Mr. Milis also stated that there are no plans to develop the rest of the property at this time and the secretary's current hours are 7am-5pm. Staff recommends approval of the Conditional Use Permit request with the following conditions:
 1. All equipment, materials, and other items related to the business shall be stored inside. No outside storage of business related items shall be allowed. Vehicles stored outside of the building shall be screened from view from the roadway and adjacent properties by a fence, plantings, or a combination thereof.

2. Zoning permits, which meet the requirements of the zoning ordinance, shall be obtained for all building construction.
 3. An erosion control permit shall be obtained.
 4. The Building Inspector shall be consulted regarding building permits, including state permits if needed.
 5. The Calumet County Planning Department shall be consulted regarding sanitary permits.
 6. All signage shall require a separate permit and shall meet the requirements of the zoning ordinance.
 7. Screening of all parking and loading areas from adjacent properties shall be provided either through a solid fence (wood, vinyl or other similar aesthetic material) or plantings.
 8. A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.
 9. Failure to comply with these conditions may cause for the Conditional Use Permit to be revoked.
- b. Zoning Map Amendment – Drake Homes, LLC – County N north of Jochmann Drive: Planner Mommaerts introduced the item stating that the applicant, Drake Homes, LLC, is proposing a zoning map amendment (rezoning) for the property located at N9493 County N (part of the Parker Farms 3 subdivision). The rezoning was a conditional of approval of the Parker Farms 3 subdivision plat. The existing duplex on this property will be removed and the property will be redeveloped as part of the subdivision plat. The request from Two-Family Residential [RT] to Single-Family Residential (Suburban) [RS-1] is consistent with the Comprehensive Plan and the surrounding lands as part of the subdivision.

6) Close Public Hearing and Reconvene Regular Meeting 5:41pm

7) Items for Discussion and Possible Action

- a. Conditional Use Permit – Milis Enterprise – County KK east of Bies Road: Planner Mommaerts stated that staff would like to add that in addition to the erosion control (item #3) there would also need to be a stormwater (drainage and stormwater run off) permit as well. This permit is a requirement for any new building. Mr. Milis asked a question regarding item #7, he asked if a dirt berm would be an acceptable form of screening to which Planner Mommaerts answered yes. Commissioner Hietpas spoke regarding the curb appeal of this building asking if the zoning becomes commercial in the future would the look of this building be grandfathered in. Planner Mommaerts stated that if the Commission is concerned about the materials being used, we could have the applicant come back with samples or details of the building materials for approval.

Motion (Hietpas/ D. Bartlein) to approve the conditional use permit with staff recommendations including adding the stormwater permit and with the applicant to bring back samples or information on the building material that is going to be used on the side facing the road. Motion carried 5-0.

- b. Zoning Map Amendment – Drake Homes, LLC – County N north of Jochmann Drive:

Motion (Lincoln/Hietpas) to approve the zoning map amendment request from RT to RS1. Motion carried 5-0.

- c. Certified Survey Map – Donald Mielke – Mielke Road: This item was postponed at the request of the applicant. No action was taken. Item may appear on a future agenda.
- d. Final Plat of Kambura Acres II – Rusch Development Properties – S. Coop Road: Planner Mommaerts introduced the item stating that the developer, Rusch Development Properties, has submitted a final plat, called Kambura Acres II, for phase two of the subdivision. This subdivision is located along S. Coop Road, south of Ryford Street. Kambura Acres II is a twenty (20) lot subdivision that matches phase 1 to the north. The property is currently zoned Single-Family Residential (Traditional) [RS-2]. The final plat calls for a new road called Zach Street to intersect S. Coop Road. As a temporary measure, a cul-de-sac will be constructed on the end of Zach Street. As phase 3 is platted, the two temporary cul-de-sacs will be removed and the roads will be connected with a loop road.

Motion (Hietpas/J. Bartlein) to approve the final plat map for Kambura Acres 2 with staff recommendations. Motion carried 5-0.

- e. Certified Survey Map – Natasha Mader – N9524 Noe Road: The applicant, Natasha Mader, is proposing a 1-lot Certified Survey Map (CSM) for property located at N9524 & N9518 Noe Road. The properties are currently zoned Single-Family Residential (Suburban) [RS-1]. The purpose of the CSM is to combine two properties into one lot. Both properties are being used by the same owner, in fact there was a detached garage built on the property line. The CSM would combine both properties into one and eliminate the property line and bring the existing detached garage into compliance with the zoning ordinance.

Motion (J. Bartlein/Hietpas) to approve the certified survey map. Motion carried 5-0

- f. Amendments to Subdivision Ordinance: Planner Mommaerts stated that Staff is considering the following amendments to the subdivision ordinance and is seeking feedback on the amendments:
 1. Provision to add a six foot utility easement along the street property line. This easement will allow the Village or sanitary districts access to the water valves and sewer connections on the property. The easement will be within the front yard building setback area so it should not affect any buildings or structures on the property. This will be for newly created lots only.
 2. Provision to add Street Trees. This would allow a developer an option to install street trees (trees planted in the terrace area), unless the Plan Commission recommends that this be a mandatory provision. As part of the requirements, standards for spacing, tree species, etc. would be created.
 3. Parkland dedication. The Outdoor Recreation Plan has a standard of 10-acres of parkland per 1,000 residents. Currently, the Village has a shortage of parkland by approximately 50-acres. This deficit is expected to increase as the Village continues to grow. In order to reduce the continuing deficit, new development must contribute parkland. The Park Committee is

recommending that all new subdivisions contain at least 1/2-acre of parkland per 50 lots. Staff has considered other standards or ratios, including a ratio based on the number of developing acres.

8) Items for Discussion

- a. Report: Zoning Permits: Planner Mommaerts reported that new home permits are ahead of last year. We plan to be in the upper 70's/low 80's for new homes. Residential growth is coming, hopefully commercial growth will follow.

9) Next Meeting Date: December 20 2016 at 6pm

10) Adjourn: Motion (Reed/J. Bartlein) to adjourn the meeting at 6:09pm

- a. Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk – Treasurer

Dated: December 1, 2016