

PLAN COMMISSION
MEETING MINUTES – July 30 2019

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

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

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Lisowe) to approve the minutes of June 25 2019. Motion carried 7-0.
- 6) Convene Meeting and Enter Public Hearing at 6:01pm
 - a) Zoning Map Amendment – Driscoll Properties, LLC – N. Coop Rd: Planner Mommaerts introduced the item stating that the applicant is proposing to rezone from General Agricultural [AG] to Office & Retail Commercial [COR] & Multiple Family Residential [MF] property located west of N. Coop Road between Manitowoc Road and Midway Road, Location IDs 44056 & 44454. The purpose of the rezone is for a future multiple-family residential development. Final approval of the multiple family development will be part of the Conditional Use Permit process. This item only rezones the land for the development. Final approval of the development layout, buffering, and buildings will be part of the Conditional Use Permit process. Andy Esler (Esler Commercial Ltd.), John Davel (Davel Engineering), Dan Uitenbroek (W6102 Manitowoc Rd) and Henry Chou (Developer) spoke in favor of the Zoning Map Amendment stating that the concept map reflects proposed zoning, over 50% green space, 80% luxury apartments with an estimated monthly rent of \$1200 and 20% 2-story townhomes with an estimated monthly rent of \$1600. Brian Rosin (W6082 Sweet William Dr) Jerry Peterson (N9191 Jonsh Dr.) Dan Laurent (W6075 Sweet William Dr) and Mike Miller (W6087 Cornflower Dr.) spoke against the Zoning Map Amendment stating the primary concerns as traffic and lower property values.
- 7) Close Public Hearing and Reconvene Regular Meeting 6:33pm
- 8) Items for Discussion and Possible Action

- a) Zoning Map Amendment – Driscoll Properties, LLC – N. Coop Road
Motion (Fochs/Lisowe) to approve the Zoning Map Amendment to rezone from General Agricultural (AG) to Office & Retail Commercial (COR) & Multiple Family Residential (MF) as indicated on the future use map.
Motion carried 7-0.
- b) Certified Survey Map – Zero Lot Line – Jungen – N9031 & N9029 Spring Valley Rd.: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property at N9031 & N9029 Spring Valley Road. The purpose of the CSM is to create a zero lot line unit. The property is zoned Two-Family Residential (RT) which is appropriate for zero lot line developments. Setback and lot area requirements have been met.
Motion (Lisowe/Bartlein) to approve the Certified Survey Map for Jungen at N9031 & N9029 Spring Valley Road.
Motion carried 7-0.
- c) Certified Survey Map – Stevens – N6805 Harrison Rd: Planner Mommaerts introduced the item stating that the applicant is proposing to combine two-lots into one via Certified Survey Map (CSM) for the property at N6805 Harrison Road. The applicant currently owns 2 parcels, Tax ID 41326 & 41328. The purpose of the CSM is to remove the lot line between the properties in order to rebuild a home.
Motion (Fochs/Lisowe) to approve the consolidation Certified Survey Map for N6805 Harrison Rd.
Motion carried 7-0.
- d) Design Standards Waiver – Reflections Truck Services – W6992 Hwy 10 & 114: Planner Mommaerts introduced the items stating that the applicant of a commercial truck repair & service business is requesting a waiver from the design standards found in the Community Commercial (CC) zoning district, specifically, a waiver from the Materials requirement. The applicant is proposing to use metal wall panels above an 8-foot split-face block for a second building front and metal panels for side and rear elevations. This will be a second building as part of the business. The existing building is entirely metal wall panels.
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.

- (o) *Sec. 117-88. Community Commercial 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.*

Motion (Hennessey/Fochs) to approve the waiver from the design standards found in the Community Commercial zoning district with the requirement of 8ft

of brick on the front of both buildings at the same elevation as referenced in the July 23 2019 letter from Tim Smith owner of Reflections Truck Service.

Motion carried 7-0.

- e) Certified Survey Map – Village of Harrison – W5904 Frontage Rd: Planner Mommaerts introduced the items stating that the Village is in discussions with the property owners regarding the possible purchase of a portion of the property at W5904 Frontage Road, Tax ID 33584. The Village is proposing to purchase the northern portion of the property (proposed Lot 1) in order to extend sewer and water utilities to the north as part of the Lift Station #6 service area. The proposed Certified Survey Map (CSM) splits the property into 2-lots. The Village proposes to purchase Lot 1. The existing owners will retain Lot 2. There is a stream that separates Lots 1 & 2. Sewer and water utilities would be extended through Lot 1.

Motion (Lisowe/Lincoln) to approve the Certified Survey Map for W5904 Frontage Road.

Motion carried 7-0.

- 9) Items for Discussion: Due to lack of time, discussion regarding items 9a, 9b & 9c will be postponed until the August 27, 2019 meeting.
 - a) Zoning Ordinance – Fence in Drainage Easement Requirements
 - b) Zoning Ordinance – Driveway Opening Requirements
 - c) Report: Zoning Permits

10) Next Meeting Date: Tentatively August 27 2019 at 6:00pm.

11) Adjourn: Motion (Lisowe/Lincoln) to adjourn the meeting at 6:52pm.
Motion carried 7-0.

Prepared by: Carie Krause, Deputy Clerk - Treasurer

Dated: July 31, 2019