

**VILLAGE OF HARRISON**  
**PLAN COMMISSION MEETING MINUTES**  
**February 18, 2021**

1. The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 5:29pm.
2. The Pledge of Allegiance was recited.
3. Roll Call: Members present: Dennis Reed, Jim Lincoln, Pat Hennessey, Kevin Hietpas, Darlene Bartlein, Mark Van Hefty and Kent Gross.

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

4. Public Participation: None.
5. Motion (Bartlein/Reed) to approve the minutes of January 19, 2021.  
Motion carried 7-0.
6. Enter Public Hearing at 5:30pm
  - a. Zoning Map Amendment – ECHOE Enterprises – County Road KK, east of State Park Rd.  
Planner Mommaerts introduced the item stating that previously, the Plan Commission heard a proposal regarding an indoor, climate-controlled storage facility to be located along County Road KK on property that is currently zoned Office & Retail Commercial [COR]. The zoning code at the time classified all storage facilities as mini-warehousing, which is only allowed as a conditional use in the General Agricultural [AG] and Industrial & Manufacturing [IM] zoning districts. As part of the discussion, the Plan Commission thought a distinction could be made between indoor access, climate-controlled storage and typical exterior access, non-controlled storage facilities. The Plan Commission recommended a zoning text amendment to allow for indoor access, climate-controlled storage facilities as a conditional use in the Community Commercial [CC] zoning district, which the Village Board approved on January 12th.  
The applicant is proposing a Zoning Map Amendment (Rezoning) to rezone from Office & Retail Commercial [COR] to Community Commercial [CC] property located along County Road KK, Tax ID 33114. The purpose of the rezoning is to develop an indoor, climate-controlled storage facility.
  - b. Conditional Use Permit – ECHOE Enterprises – County Road KK, East of State Park Rd.  
Planner Mommaerts introduced the item stating that the applicant is requesting a Conditional Use Permit (CUP) for a proposed 123,200-square foot indoor access, climate-controlled self-storage facility located on property along County Road KK, Tax ID 33114. The proposed facility will be operated by Extra Space Storage, which provides on-site management, security systems, and adequate lighting. Extra Space Storage has standard hours of operation which are access hours from 6:00am-10:00pm every day of the week and office hours from 9:30am-6:00pm Monday thru Friday and 9:00am-5:30pm Saturdays. Extra Space Storage expects 25-45 visits per day with minimal exterior parking. No outside storage is proposed.

The site plan includes driveway access to County Road KK with two overhead door access points on each side of the building, entry and exit. The interior includes two vehicle isles, several walkway isles, and an office. Developer Eric Wellhouse spoke in favor of the development explaining the details of the business as well as the hours of operation. Planner Mommaerts shared an email from Fred Sprangers who had no specific objections, just reservations about how the facility would be accessed.

6. Close Public Hearing at 5:38pm.

7. Items for Discussion and Possible Action

a. Zoning Map Amendment – ECHOE Enterprises – County Road KK, east of State Park Rd.

Motion (Hennessey/Gross) to approve Zoning Map Amendment for ECHOE Enterprises.  
Motion carried 7-0.

b. Conditional Use Permit – ECHOE Enterprises – County Road KK, east of State Park Rd.

Motion (Van Hefty/Lincoln) to approve the conditional use permit for ECHOE Enterprises with the following conditions:

1. Hours of operation, or access to the building interior, shall be limited to 6:00am-10:00pm daily.
2. Berms and landscape areas be provided along the south side of the development. The berm should be approximately 5-feet in height with trees, evergreens, and other plantings that are 4-5-feet in height at the time of planting. Care should be taken to design the berm and plantings to provide approximately 50% opacity within 5-years.
3. The stormwater management plan approval shall be in accordance with the Harrison requirements or buy-in to the regional pond.
4. All exterior building materials shall adhere to the Village Zoning requirements unless a special exception is granted by the Plan Commission.
5. All exterior lighting shall be direct cut-off fixtures to reduce/eliminate any glare.
6. All provisions of the zoning ordinance and all other Village ordinances shall be met.
7. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
8. All necessary permits shall be obtained prior to construction.

Motion carried 7-0.

c. Special Exception to Design Standards - ECHOE Enterprises – County Road KK, east of State Park Rd. Planner Mommaerts introduced the item stating that the Developer of a climate-controlled storage facility on County Road KK is requesting a waiver from the design standards found in the Community Commercial [CC] zoning district. The applicant is proposing to deviate from the required amount of materials facing a public street. The applicant is also proposing to deviate from the flat roof plane exceeding 300-foot requirement.

The applicant is proposing to use metal panels and masonry veneer for building materials. The north (main) elevation will have metal panel and masonry veneer on the lower portion of the building. The metal panel will incorporate an inset/outset girt condition with a panel color

change. Masonry veneer will also be used on vertical piers at each column line (approx. 50-feet). There will be a defined main building entrance with storefront windows, masonry veneer, fiber cement panels. The east, west, and south (sides and rear) elevations will consist of metal panels with a color change to match the inset/outset girt condition. The side elevations will each include 2- 14'x12' glass overhead doors for the drive-thru isles. The only roof plane change is on the main entrance which has the fiber cement panels extending past the ridge of the roof.

Motion (Hennessey/Van Hefty) to approve the special exception to design standards – ECHOE Enterprises with the following conditions:

- 1) The vertical piers on the main elevation shall be carried around the side.
- 2) That a berm be constructed along the south side and that such berm be at least 5-feet in height and trees/plants be at least 4-5 feet at planting.

Motion carried 7-0.

d. Final Plat for Stargazer Estates – Lexington Homes – Midway Road.

Planner Mommaerts introduced the item stating that the applicant is proposing a 48-lot final plat for a new subdivision called Stargazer Estates. The subdivision is located along Midway Road, west of Lake Park Road. The property is currently zoned Single Family Residential (Traditional) [RS-2]. The subdivision is proposed to have roadway access to Midway Road, with connections to Ethan Drive, Mckayla Drive, and Woodendale Way. All roadways are proposed to be dedicated to the public. Lots are generally 10,500-12,000 square feet in area, the corner lots are generally 13,000 square feet. Sewer and water will be extended through the subdivision. Stormwater management will be accommodated in a stormwater pond north of proposed lots 26-30. The pond will be located on Outlot 1 of CSM #3890, which will be deeded to the Village for park and stormwater purposes.

Motion (Van Hefty/Lincoln) to approve the final plat for Stargazer Estates with the following conditions:

1. The Final Plat shall include the statement, “No improvements are allowed within the areas reserved for public utility and drainage easements. Improvements include, but are not limited to, building structures, driveways, parking areas, sheds, landscaping or fences. Any improvement shall be allowed only by special exception of the Village of Harrison Zoning Administrator.”
2. The Utility Easement shall name the Village of Harrison and Harrison Utilities as a grantee for water, sanitary, and storm sewer utility purposes. All water, sanitary, and storm sewer laterals are to be stubbed into all lots a minimum of 6-feet.
3. All notes stated in Section 34.08.030 Section D.1.f shall be included on the final plat.
4. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
5. All lots shall have a storm sewer lateral provided for sump pump discharge.
6. Outlot 1 to be deeded to the Village.
7. All improvements, including but not limited to, utilities, curb & gutter, street paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.

8. All comments from the Village engineer and staff shall be included in the Plan Commission discussion and decision.
9. A note shall be added to the plat indicating no access to County AP/Midway Road for lots 1 and 48.
10. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
11. Final utility and street plans shall be reviewed and approved by the Village Engineer and Village staff prior to approval of the Final Plat and prior to utility and street construction.
12. Grading/Drainage Plan shall identify elevations of ground at the foundation.
13. Sidewalks and laterals shall be indicated on the infrastructure plans.
14. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.
15. Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).
16. A street light shall be installed at the intersection of Constellation Drive & County AP/Midway Road. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.

Motion carried 7-0.

- e. Zero Lot Line Certified Survey Map – Uecker – N9047 & N9049 Spring Valley Road. Planner Mommaerts introduced the item stating that the applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create a zero lot line unit. The property is located at N9047 & N9049 Spring Valley Road. 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 (Gross/Van Hefty) to approve the Certified Survey Map for N9047 & N9049 Spring Valley Rd with conditions 1 & 2, condition 3 having already been met.

1. A note on the face of the Certified Survey Map shall read, "When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same."
2. Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.
3. The Harrison Building Inspector shall inspect and approve the common wall in accordance with all applicable building codes prior to the Village signing the Certified Survey Map.

Motion carried 7-0.

8. Items for Discussion
  - a. Roles and Responsibilities of the Plan Commission.

Planner Mommaerts stated that at the last Plan Commission meeting, it was asked what role and responsibilities the Plan Commission has. In general, the Plan Commission is largely advisory to the Village Board. Essentially, the Plan Commission's role is related to community planning and land use development. Community planning refers to the Comprehensive Plan, which includes plan implementation (often ordinance development or review) and public participation and education (often public meetings or public hearings). Development review (rezonings, conditional use permits, subdivision plat) is another main component.

The Plan Commission should be a committee to listen to the public, hear evidence, and make recommendations to the Village Board. This role is intended to allow public participation in the development review, while not burdening the Village Board with the time necessary to conduct their own hearings. The Village Board should rely on the Plan Commission recommendation; however, most state statutes are created giving the governing body (Village Board) ultimate authority to approve, deny, or conditional approve an item.

For the Village of Harrison, the Plan Commission has sole authority to approve special exceptions to the design standards in the zoning ordinance. This authority is granted within the zoning ordinance. All other decisions are advisory or recommendations to the Village Board. Case law and state statutes, and Harrison ordinances, often dictate timeline reviews and decision making authority.

Under State Statute, the following ordinances, either newly adopted or revised, must be consistent with the Comprehensive Plan: official mapping, subdivision/land division, zoning, shoreland zoning. This is why there are Comprehensive Plan Amendments prior to rezonings in some cases, to ensure compliance and consistency. Generally, when making a decision on a rezoning, the Comprehensive Plan should be the guiding information used to make a decision/recommendation.

My experience in the Village over the last 12 years is that the Village Board relies on the Plan Commission recommendation when making decisions. There have been cases, mostly within the past couple of years, when the Village Board acted against or without the recommendation of the Plan Commission. These cases can mostly be explained by the Village Board finding the recommendation in disagreement with a state statute or needed to make a decision within the review time constraints. I cannot speak for the Village Board, but I think the Plan Commission's time, energy, and thoughtfulness into the decision making recommendation is appreciated.

- b. Report: Zoning Permits - Planner Mommaerts stated the village has had 2 Single Family permits for January.

9. Next Meeting Date: Tentatively March 23, 2021 at 5:30pm.

10. Adjourn:

Motion (Reed/Bartlein) to adjourn at 6:35pm.

Motion carried 7-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: February 18, 2021