

**VILLAGE OF HARRISON
PLAN COMMISSION MEETING MINUTES
NOVEMBER 22, 2022**

1) The meeting was called to order in the Harrison Municipal Building by Allison Blackmer at 6:02pm.

2) The Pledge of Allegiance was recited.

3) Roll Call: Members present: Allison Blackmer, Pat Hennessey, Jim Lincoln, Darlene Bartlein (6:12pm), Mark Van Hefty, Kent Gross, and Dennis Reed

Members excused: None

Staff Present: Mark Mommaerts, Assistant Village Manager/Planner

Public Present: 3 applicants

4) Public Participation: None

5) Motion (Hennessey/Van Hefty) to approve the minutes of October 18, 2022 as printed and circulated. Motion carried 5-0-1 (Bartlein excused, Lincoln abstain)

6) Motion (Gross/Van Hefty) at 6:04 PM to convene Meeting and open Public Hearing.

Motion carried 6-0 (Bartlein excused)

Assistant Manager Mommaerts stated this application is an expansion of the current Conditional Use Permit approved in 2019. All the same conditions will apply to the expansion as it did to the original. There were no other comments.

7) Motion (Hennessey/Van Hefty) at 6:06 pm to close the Public Hearing and Reconvene Regular Meeting. Motion carried 6-0 (Bartlein excused)

8) Items for Discussion and Possible Action

a. Conditional Use Permit – Electric City Crossing, LLC – Amy Ave.

In January 2019, the Village approved a Conditional Use Permit (CUP) for a six-building commercial development along Amy Avenue between Prosperity Drive and Highline Road. The applicant is seeking to expand that commercial development by two more buildings. The proposal is for the buildings to be used for retail, trade and contractors, and light industrial uses. The property is currently zoned Business Park [BP]. The applicant is proposing shared parking areas for the buildings. All business materials will be stored inside. Each building will have a sanitary sewer & water line shared between the units with each unit having a restroom facility and office area. Business signs will be wall-mounted. The applicant is seeking a CUP in order to allow trade and contractor businesses and light manufacturing uses to operate within a unit. Essentially, this is an expansion of the current CUP.

According to Section 117-319 of the Harrison Zoning Ordinance, no Conditional Use Permit shall be recommended by the Plan Commission, or approved by the Village Board, unless it shall

find all of the following criteria have been met. The applicant's failure to satisfy the criteria, or any other applicable requirement, shall be deemed grounds to deny the Conditional Use Permit.

1. Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of the zoning ordinance. *Staff finds that the proposal conforms to the BP zoning district.*
2. Plans. The proposed use conforms to the Harrison Comprehensive Plan and any other officially adopted town plan. *Staff finds that the proposed development of retail and trade and contractor offices comply with the commercial designation of the Comprehensive Plan's future land use map.*
3. Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Staff finds that all road access is from Amy Avenue and the number of driveways is minimized.*
4. Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in Article VI, Access, Parking, and Loading and Article IX, Landscaping and Screening Standards of the zoning ordinance. *Staff finds that the plans illustrate a landscape buffer and appropriate green space.*
5. Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust. *Staff finds that the proposed development complies with the commercial designation of the Comprehensive Plan's future land use map. The proposed development is consistent with the remainder of the development and is similar in nature to the development on the south side of Amy Avenue.*
6. Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. *Staff finds that sanitary sewer & water facilities, stormwater management facilities, and roadway access are provided.*

Motion (Van Hefty/ Lincoln) to approve the Conditional Use Permit with the 11 conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of a zoning permit.
2. Building materials and design shall be as approved by the Plan Commission at the October 2018 meeting. Deviations from the approved elevations shall require review and approval by the Plan Commission.
3. No outside storage, including but not limited to materials, equipment, or products, shall be allowed for any business within the development.
4. All mechanical equipment (ground or roof-mounted) shall be screened from view from a public road.
5. Access to the development shall be from Amy Avenue.
6. The hours of operation for any business within the development shall be limited to 7:00am to 6:00pm Monday through Friday and 7:00am and 3:00pm on Saturdays. The Plan Commission may approve alternate hours upon request from the business.
7. Only those uses permitted in the applicable zoning district and trade or contractor uses shall be allowed within the development.
8. A Zoning Certificate of Occupancy shall be required for initial occupancy of a unit or a change of occupancy for each unit to ensure compliance with the zoning ordinance.
9. All exterior lighting shall be direct cut-off fixtures

10. One freestanding sign, that meets the requirements of the zoning ordinance, shall be allowed. All other business signage shall be wall-mounted and shall meet the requirements of the zoning ordinance.

11. All applicable local, County, and State rules, regulations, and ordinances shall be met.
Motion carried 6-0 (Bartlein excused).

9) Items for Discussion

a. Concept Plan for Subdivision – Jim Hooyman – N. Coop Rd & Manitowoc Rd.

The applicant is proposing a new 66-lot subdivision at the southeast corner of Manitowoc Road and N. Coop Road (east of Woodland School). The property was zoned to Single-Family Residential (Suburban) [RS-1] and Planned Development Overlay [PDO] in

November 2020. The reason the PDO zoning was approved was due to the concept plan at the time was for a condominium type of development. The current proposal is for a typical subdivision proposal. The PDO zoning will have no affect on a typical subdivision.

The proposal is for 66-lots with an average lot size of 19,100-square feet. Access is proposed by extending N. Coop Road into the area and Hedgerow Drive on the eastern portion of the property. A cul-de-sac is proposed on the western portion of the property due to the wetland areas running through the property and probable wetland areas on the adjacent wooded property to the south. Sanitary sewer and water will be provided by Harrison Utilities.

Sanitary and water are currently a ¼-mile away on Woodland Road to the south.

Commissioner Bartlein arrived at 6:12pm.

Plan Commission discussion included:

1. There is concern about school traffic and subdivision traffic utilizing the N. Coop Road segment.
2. Work with staff and Harrison Utilities on sanitary sewer and water extensions.
3. Create a street connection to the east between lots 64/65.
4. Create a safe pedestrian access from the subdivision to the school.
5. Construct a pedestrian trail along the south side of Manitowoc Road, potentially on the south side of the road ditch and utility poles, along the length of the subdivision. This may satisfy the parkland dedication requirement.

Staff will schedule a meeting with Kimberly Area School District to discuss the access. The hope is to have more information for the December 20th Plan Commission meeting (6:00pm). No action was taken.

b. Report: Zoning Permits

The reports and permits are on file at Village Hall

10) Set Next Meeting Date

- a. December 20, 2022, at 6:00pm

11) Adjourn

Motion (Linclon/Bartlein) to adjourn at 6:30pm.

Motion carried 7-0.

Prepared by: Mark J. Mommaerts, Assistant Village Manager

Dated: 11/23/2022