

VILLAGE OF HARRISON
Plan Commission Meeting Minutes
October 22, 2024

A meeting of the Plan Commission was called to order at 6:00pm at the W5298 State Hwy 114 Menasha, WI 54952 on Tuesday, October 22, 2024. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Allison Blackmer, Darlene Bartlein, Mark Van Hefty, Scott Chicoine, Michael Linzmeier, Lindsey Cushman and Drew Van Asten.

Staff: Assistant Planner Josh Sherman, and Deputy Clerk/Deputy Treasurer/HR Officer Meghan Winkler

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call of Plan Commission**
- 4. Public Comments**

Please be advised per State Statute Section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments.

- No speakers

- 5. Corrections and Approvals of the Previous Meeting Minutes**

MOTION: Van Hefty/Bartlein to approve the minutes from September 17, 2024 as printed and circulated.

Motion passed 5-0 (Cushman and Van Asten abstained they were not in attendance)

- 6. Convene Meeting and Enter Public Hearing**

MOTION: Linzmeier/Bartlein to convene meeting and enter Public Hearing at 6:01 pm.

Motion passed 7-0.

- 7. Close Public Hearing and Reconvene Regular Meeting**

MOTION: Chicoine/VanHefty to reconvene Regular Meeting at 6:02 pm.

Motion passed 7-0.

- 8. New Business for Discussion, Consideration, and/or Action**

- a) Zoning Map Amendment – Mel Baeten – Highline Rd – Parcels 39012, 39018, 39010

MOTION: Bartlein/Linzmeier to approve the Zoning Map Amendment for Mel Baeten - Highline Road -Parcels 39012, 39018, 39010 request as submitted.

Motion passed 6-1

- b) Certified Survey Map (CSM) – Dale and Cynthia Marx –Town of Woodville – Parcels 12383 & 12380

MOTION: Chicoine/VanHefty to approve the Certified Survey Map (CSM) request as submitted.

Motion passed 7-0.

- c) Final Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418

MOTION: Chicoine/VanHefty to approve the Final Plat for Cedar View Subdivision with the following conditions:

1. Lot 1 Wetland: Sale of lot shall not occur until wetland impacts are remediated by the WI Department of Natural Resources.
2. Lots 11 and 12 Wetlands: Future sale of these lots should follow the “MADI Foundation Plans” as provided by McInnis Land Surveying for the placement of the new home as to not impact the wetland.
3. 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.
4. All lots shall have a storm sewer lateral provided for sump pump discharge.
5. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
6. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
7. The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.
8. All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails 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.
9. If applicable, wetland determinations and/or studies shall be provided to the Village.
10. Benchmarks shall be established on all hydrant tag bolts.
11. Grading/Drainage Plan shall identify elevations of ground at the foundation.

Motion passed 7-0

- d) August 2024 Zoning Permits

The report and permits are on file at Village Hall.

9. Set Next Meeting Date

- December 10, 2024 at 6:00 pm

10. Adjournment

MOTION: Van Hefty/Cushman to adjourn meeting at 6:19 pm.

Motion passed 7-0

Minutes submitted by:

Meghan Winkler, Deputy Clerk/Deputy Treasurer/HR Officer
November 8, 2024