

VILLAGE OF HARRISON
Plan Commission Meeting Minutes
May 21, 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, May 21, 2024. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Allison Blackmer, Darlene Bartlein, Mark Van Hefty, Scott Chicoine, and Chad Weyenberg.

Absent: Bob Mayfield (excused), Dennis Reed (excused)

Staff: Assistant Village Manager Chad Pelishek, 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: Bartlein/Chicoine to approve the Minutes from April 23, 2024 as printed and circulated. Motion passed 5-0.

6. Convene Meeting and Enter Public Hearing

MOTION: Chicoine/Van Hefty to convene Meeting and Enter Public Hearing at 6:01 pm. Motion passed 5-0.

- a. Proposed Territory Amendment for Tax Incremental District No. 2 – Village of Harrison

No speakers

- b. Conditional Use Permit – Dwayne Nushardt – State Road 114 – Parcel 39948

No speakers

7. Close Public Hearing and Reconvene Regular Meeting

MOTION: Bartlein/Van Hefty to reconvene Regular meeting at 6:03 pm. Motion passed 5-0.

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

- a) Proposed Territory Amendment for Tax Incremental District No. 2 – Village of Harrison

MOTION: Van Hefty/Chicoine to approve recommendation of the Territory Amendment No.1 of Tax Incremental District No.2 to the Village Board.

Motion passed 5-0.

- b) Conditional Use Permit –Dwayne Nushardt– parcel 39948 – Hwy 55

Christine Lehrer – W5446 State Road 114 - spoke in opposition, has concerns regarding traffic on State Road 114.

MOTION: Van Hefty/Bartlein to approve the Conditional Use Permit (CUP) request with the following conditions:

- 1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.*
- 2. A detailed Drainage and Stormwater plan shall be completed prior to issuance of zoning and building permits.*
- 3. Access to the property shall be approved by the Wisconsin Department of Transportation.*
- 4. Only those permitted in the applicable zoning districts shall be allowed within the development.*
- 5. The building(s) shall meeting all the design standards of the zoning ordinance.*
- 6. A sign permit must be obtained for all new or changed signage.*
- 7. A zoning permit must be obtained for the additions and accessory buildings.*
- 8. A building permit must be obtained for the additions, interior remodel, and accessory buildings.*
- 9. Any Outdoor Christmas Tree Sales Lot shall obtain an annual Temporary Use Permit Application.*
- 10. All applicable local, County, and State rules, regulations, and ordinances shall be met.*
- 11. The developer shall acknowledge the conditions of approval and agree to abide by all conditions.*

Motion passed 5-0.

- c) Certified Survey Map (CSM) – Mark & Pam Scherer – N9554 Highline Rd – Parcels 39028 & 39038

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

Motion passed 5-0.

9. Set Next Meeting Date

- June 18, 2024 at 6:00 pm

10. Adjournment

MOTION: Bartlein/ Van Hefty to adjourn meeting at 6:26 pm.

Motion passed 5-0.

Minutes submitted by:

Meghan Winkler, Deputy Clerk/Deputy Treasurer/HR Officer

May 22, 2024