

VILLAGE OF HARRISON
Plan Commission Meeting Minutes
June 18, 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, June 18, 2024. After the Pledge of Allegiance was recited, roll call was taken.

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

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.

5. Corrections and Approvals of the Previous Meeting Minutes

MOTION: Van Hefty/Bartlein to approve to approve the Minutes from May 21, 2024 as printed and circulated.

Motion passed 7-0

6. Convene Meeting and Enter Public Hearing

MOTION: Chicoine/Bartlein to convene Meeting and enter Public Hearing at 6:01 pm. Motion passed 7-0

- a. Proposed Amendment to Tax Incremental District No. 5 - Village of Harrison

No speakers

- b. Zoning Map Amendment - LouMar Proeprties, LLC - Kimberly Trl - Parcels 33408 & 33418

No speakers

7. Close Public Hearing and Reconvene Regular Meeting

MOTION: Bartlein/Chicoine to reconvene Regular meeting at 6:03 pm.

Motion passed 7-0

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

- a) Proposed Amendment to Tax Incremental District No. 5- Village of Harrison

*MOTION: Van Hefty/Weyenberg to approve the proposed Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5 PC 2024-01 as printed and circulated.
Motion passed 6-0*

- b) Zoning Map Amendment (Rezoning) –LouMar Properties, LLC – Kimberly Trl – Parcels 33408 & 33418

*MOTION: Van Hefty/Bartlein to approve the Zoning Map Amendments from General Agriculture [AG] to Single-Family Residential (Suburban [RS-1] as submitted.
Motion passed 7-0*

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

*MOTION: Chicoine/Bartlein to approve the Preliminary Plat for Cedar View Subdivision with the following conditions:
approval of the Preliminary Plat for Cedar View Subdivision with the following conditions:*

- 1. The final plat, plan sets, and record drawings are subject to the review and recommendations of the Village of Harrison's engineer(s) of record.*
- 2. Wetland permits shall be obtained from the WI Department of Natural Resources and submitted to the Village.*
- 3. To provide a fee in lieu of parkland dedication for an amount determined as part of the developers agreement.*
- 4. The developers agreement will be finalized before or in conjunction with the final plat.*
- 5. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 6. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.*
- 7. 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.*
- 8. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.*
- 9. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.*
- 10. Grading/Drainage Plan shall identify elevations of ground at the foundation.*
- 11. All road names shall be approved by Calumet County E911.*
- 12. Sidewalks, trails, street lighting, and laterals shall be indicated on the infrastructure plans.*
- 13. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).*
- 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. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.
Motion passed 7-0

d) Certified Survey Map (CSM) – Katy Johnson – N8801 Coop Road – Parcel

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

Motion passed 7-0

e) Report: May Zoning Report

The reports and permits are on file at Village Hall.

9. Set Next Meeting Date

- July 23, 2024 at 6:00 pm

10. Adjournment

MOTION: Bartlein/VanHefty to adjourn meeting at 6:19 pm.

Motion passed 7-0

Minutes submitted by:

Meghan Winkler, Deputy Clerk/Deputy Treasurer/HR Officer

June 19, 2024