

PLAN COMMISSION
MEETING MINUTES – FEBRUARY 27 2017

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Jim Lincoln, Kevin Hietpas, Darlene Bartlein, Jerry Bartlein, Dennis Reed. One seat is vacant.

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

- 4) Public Participation: None
- 5) Approve Minutes: Motion (Hietpas/Fochs) to approve the minutes of January 24 2017. Motion carried 6-0.
- 6) Convene Meeting and Enter Public Hearing 6:02pm
 - a. Comprehensive Plan and Village Center Master Plan: Planner Mommaerts introduced the item stating that the consultant for the Comprehensive Plan update and Village Center Plan has completed the final draft and will give a short presentation with a question and answer session after.
 - i. Public Questions: Patrick Klein stated that he knew the Fire Department went through their own planning stages already, how was that information taken into consideration for this plan? Planner Mommaerts stated that it was not because he had not seen the plan that was created. Patrick Klein also stated that going off of this plan, he has concerns with the parking for guys coming in and needing to park quickly before heading out. Village Manager Travis Parish answered that this layout is more of a concept at this point.
- 7) Close Public Hearing and Reconvene Regular Meeting 6:15pm
- 8) Items for Discussion and Possible Action
 - a. Resolution PC17-01 – Comprehensive Plan and Village Center Master Plan: Planner Mommaerts introduced the item again stating that the consultant for the Comprehensive Plan update and Village Center Plan had completed the final draft and that the final draft plans are very similar to the drafts the Plan Commission received previously. A copy of the plans can be downloaded at:

<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Full-Draft-Review-12052016-Reduced.aspx>

<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Draft-Village-Center-Concept-Plan-12082016-Reduced.aspx>

Attached to the memo was a draft of a Plan Commission Resolution recommending approval of the updated Comprehensive Plan to the Village Board. The Plan Commission Resolution is a statutory requirement under the Comprehensive Plan law. The exhibit listed in the Resolution is the final draft of the Plan.

Motion (Fochs/Lincoln) to approve the Resolution PC17-01 Comprehensive Plan and Village Center Master Plan. Motion carried 6-0.

- b. Concept Plan – Kimberly Heights Subdivision – Derck/DeWitt LLC: Planner Mommaerts introduced the item stating that in July 2016 the Plan Commission reviewed a concept plan for a new subdivision along Schmidt Road east of County N. The following were a list of comments from the July 2016 meeting:
1. Landscaping/Berm along County N and Schmidt Road.
 2. Stormwater management facilities (peak flow standards).
 3. Central neighborhood park site.
 4. Multiple access points for phase 1, roadway connection to Schmidt Road.
 5. Reduce number of cul-de-sacs.
 6. Allow for extension of Cumberland Drive to the south.
 7. Allow for an east/west road near Lot 157 & 158 to access and cross Parcels 33262 & 33266. (See notes on CSM No. 3314 attached)
 8. Trails along County N and Schmidt Road may be required.
 9. Consider how the property owner's existing house will be serviced in the future with sewer & water and access for potential future splits.
 10. Check centerline radii of the curves near Lot 35 & Lot 202 (appears too small).
 11. Ensure that the extension of Cumberland Drive and Hunter Street can be made over the 30-foot (+/-) strip of land on the northeast portion of the concept plan.
 12. Schmidt Road will have a 80-foot ROW (40-foot from section line), roadway dedication will be required.

(8 b. Continued) The revised concept plan for the subdivision (Kimberly Heights) addresses many of the comments from above. It appears an easement along County N and Schmidt Road is identified for landscaping. Stormwater management is proposed to be accommodated through the regional stormwater pond and through the existing drainageways which will be converted into dry ponds. A park site is identified. Multiple access points are created for phase 1, which will consist of the east/west roadway from County N and the north/south roadway between the 2 drainageways. Cumberland Drive was extended. The east/west roadway for Parcels 33262 & 33266 needs to be accommodated (staff identified this on the concept plan). Trails will be discussed by the Village Board. There have been discussions with the Darboy Sanitary District regarding service to the existing house along Schmidt Road. Centerline curves appear to be adequate based on previous developments. Extension of Cumberland Drive and Hunter Street will be addressed in the future by the developer of that phase of the subdivision. Additional dedication of ROW will be addressed during the platting process.

The Plan Commission is asked to provide any additional comments before the preliminary platting process begins. The largest remaining issue for the layout is the cul-de-sac nearest to County N. The Land Division Ordinance states that cul-de-sacs shall not be permitted except where topography or other exceptional circumstances exist.

Scott Dewitt of Dercks/DeWitt LLC stated that they are working on a 2nd and 3rd layout to get rid of the cul-de-sac. It was their preference to keep it but they are looking at other options. Commissioner Fochs stated that he has some concern about stormwater and the drainage ways and wanted to know why we are getting away from ponds. Scott Dewitt responded that he will bring John Davel, Engineer to the next meeting. Commissioner Hietpas questioned what looked like a culdesac by lots 170/171. Planner Mommaerts answered that our Public Works Director did not see a problem with that area. Commissioner Fochs asked about a future roadway between lots 149/150 to which Planner Mommaerts responded that there is a CSM with a future reservation for future development and that it would connect to Cumberland Drive.

- c. Certified Survey Map – Ralph Hopfensberger – Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing a REVISED 4-lot Certified Survey Map (CSM) for the property located along Schmidt Road between State Park Road and Hwy 55 (Tax ID 39196). The property is currently zoned General Agricultural [AG]. There is an officially mapped roadway along the western portion of the property. The purpose of the CSM is to create two lots for new home development. The Plan Commission reviewed a concept last summer and commented that the future roadway could be relocated on the property. The Plan Commission reviewed a CSM at the January meeting and recommended approval to the Village Board with several conditions. Before the Village Board was able to review the recommendation, the applicants pulled the CSM for revision. The Applicant, Brandon Smith spoke regarding the revision, asking to strike any wording regarding roads. Staff recommended denial of the revised (February 9, 2017) Certified Survey Map due to lack of future roadway considerations.

Motion (Fochs/Hietpas) to deny the February 9th CSM for the Hopfensberger property.
Motion carried 6-0.

- 9) Report: Zoning Permits: Planner Mommaerts reported that January had 3 single family permits and February had 4 single family permits for a total of 7. Weight limits went on February 16th so that will slow things down for a while.

10) Next Meeting Date: March 21st at 6pm

- 11) Adjourn: Motion (Fochs/Hietpas) to adjourn the meeting at 6:44pm
 - a. Motion carried 5-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: March 3, 2017