

PLAN COMMISSION
MEETING MINUTES – February 27, 2018

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Lincoln, Kevin Hietpas, Jim Salm, Buddy Lisowe, Pat Hennessey, and Dennis Reed. Jim Fochs was excused

Staff Present: Planner Mark Mommaerts, AICP;
- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Lisowe/Hietpas) to approve the minutes of January 23, 2018. Motion carried 6-0.
- 6) Items for Discussion and Possible Action
 - a. Certified Survey Map – Greg & Anna Wallace – Schmidt Road: Planner Mommaerts introduced the item stating the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property along Schmidt Road, west of N. Harwood Road. The property is currently zoned General Agricultural [AG]. The applicant wishes to sell Lot 2 to a family member as a home site. The applicant is also planning to construct a house on Lot 1 in the future. There is a 66-foot wide ingress/egress easement proposed for a driveway into Lot 2. The driveway may be shared in the future with the future home on Lot 1. Lot 2 is a flag lot and the configuration of the lot is due to a low area in the northwest corner of the property. Motion (Lincoln/Hennessey) to approve the certified survey map with the following conditions:
 1. The face of the CSM shall clearly state that the right-of-way for Schmidt Road shall be dedicated to the public. All owner and surveyor certificates shall be worded to state the same.
 2. The Driveway Easement should include provisions for maintenance responsibilities of the driveway and culvert and for snow removal.Motion carried 6-0.
 - b. Accessory Building on Back Lot – Ken Pearson – Firelane 6: Planner Mommaerts introduced the item stating the applicant (Ken Pearson) owns property at W6637 Firelane 6 (Location ID 41740). The applicant wishes

purchase a lot across the street from his (owned by Robert Berkholtz, Location ID 41704) in order to construct an accessory building on a Back Lot (defined as a lot held in common ownership across the road from the lot fronting on Lake Winnebago). The properties are zoned Single-Family Residential (Suburban) [RS-1] and Shorelane Overlay [SHO]. The applicant is looking to purchase the property (Location ID 41704) but would like to know if an accessory building could be constructed on the properties prior to purchasing. Given the zoning ordinance requirements, the property (Location ID 41704) could be considered a buildable lot as it meets the zoning requirements for lot area and frontage (80-feet wide with at least 33-feet of road frontage). Under the zoning ordinance, the Plan Commission may authorize the issuance of a zoning permit on a Back Lot. The zoning permit would have to meet the current zoning regulations. Motion (Lisowe/Hietpas) to approve the authorization of a zoning permit with the following conditions:

1. The accessory building shall meet all the current Harrison Zoning Ordinance requirements for accessory buildings in the RS-1 & SHO zoning districts.
2. The zoning permit shall be granted to the owner of the property, which shall also own property on the lake side of Firelane 6 in accordance with the Back Lot definition.
3. The property owner agrees to combine the parcels in some manner (to be determined by state statutes) or agrees via recorded document to not sell the Back Lot separate from the Lake Lot unless the accessory building is first removed. Such recording document shall be reviewed and approved by Harrison staff prior to recording at the Register of Deeds. Such recording document shall be recorded prior to granting of the zoning permit.

Motion carried 6-0.

7) Items for Discussion

- a. Report: Zoning Permits: Planner Mommaerts stated that there were 4 new single family permits in January and 4 in February as well.

8) Next Meeting Date: March 27th, 2018 at 6:00pm.

9) Adjourn: Motion (Lisowe/Lincoln) to adjourn the meeting at 6:14pm

Motion carried 6-0.

Prepared by: Mark Mommaerts, AICP, Planner

Dated: February 28, 2018