

PLAN COMMISSION

MEETING MINUTES – APRIL 21, 2015

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 5:30 p.m.
- 2) Pledge of Allegiance: The pledge was recited.
- 3) Roll Call: Members present were: Kevin Hietpas, Don Kasten, Jerry Bartlein, Jim Salm, Joe Sprangers, and Jim Fochs. Dennis Reed was excused.
Staff present: Planner Mark Mommaerts, AICP
- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Kasten) to approve the minutes of March 24, 2015. Motion carried unanimously.
- 6) Convene Meeting and Enter Public Hearing: 5:32pm.
 - a. Comprehensive Plan Amendment – E of Coop Rd btwn Hwy 10/114 and Woodland Road: Planner Mommaerts gave a brief overview of proposed amendment stating that the change was a condition of approval from East Central Wisconsin Regional Planning Commission lifting the sewer service hold status in the area. Ken Mader, S. Coop Rd., wanted to know what the area of the proposed change was. Planner Mommaerts stated that it involved property along Woodland Road including the Kasten, Dietz, and portions of the Mader and Schwalbach properties. There were no other comments.
- 7) Close Public Hearing and Reconvene Regular Meeting: 5:35pm.
- 8) Items for Discussion and Possible Action:
 - a. Res PC2015-01 – Comprehensive Plan Amendment – E of Coop Rd btwn Hwy 10/114 and Woodland Road: Motion (Fochs/Bartlein) to approve Resolution PC2015-01. Motion carried unanimously.
 - b. Final Plat – Parker Farms Subdivision – County N: Planner Mommaerts introduced the item by stating that this is phase 1 of the subdivision and that it substantially compares to the preliminary plat. Commissioner Sprangers asked about the grade difference of Lot 43. Planner Mommaerts explained that a 15-foot easement was added to shift the house away from the lot line for better grading. Commissioner Fochs reiterated that it was in phase 2. Motion (Sprangers/Fochs) to approve the final plat of Parker Farms with the following conditions:
 - i) A development agreement shall be executed prior to affixing signatures on the final plat.
 - ii) A final grading/drainage plan, including benchmarks on hydrant tag bolts within the subdivision, be submitted.
 - iii) As-built records be submitted upon completion of construction activities.Motion carried unanimously.

- c. Certified Survey Map – Dale Marx – W4535 Manitowoc Road: Planner Mommaerts introduced the item and stated that the purpose of the 3-lot CSM was to split the buildings out from the remaining agricultural lands. Commissioner Fochs asked if all the lots had road frontage. Planner Mommaerts responded that all lots do have road frontage. Motion (Fochs/Hietpas) to approve the CSM for Dale Marx. Motion carried unanimously.
- d. Certified Survey Map – Eleonora Heolzel Trust – Manitowoc Road, W of County N: Planner Mommaerts introduced the item and stated that the property owners are under a court order to split the property into 3-lots. Staff has concerns about maintaining a developable area as sewer and water seem to be less than 5-years out, compared to previously where sewer and water was planned for 15-20 years out. Staff also has concerns about creating a lot with no road frontage. Staff passed out the concept plan for a future development prepared by the surveyor, Andy Shie of Fox Valley Surveying. Penny Hoelzel stated that Lot 1 will be connected to their house with has road frontage on Manitowoc Road. Commissioner Sprangers stated that he would like to see a road reservation to ensure development of the property. Commission Fochs agreed and also stated that a non-buildable area distance from Manitowoc Road should be considered to preserve the area for future development. Motion (Sprangers/Fochs) to postpone action until May meeting and send back to surveyor to develop a better plan for future development and include a road reservation from Manitowoc to the south. Motion carried unanimously.

9) Items for Discussion

- a. Lot Split – Weborg – W6906 Hwy 10/114: Planner Mommaerts stated that the owners would like to split Tax ID 6221 into two lots to create a buildable lot on the north side. It was proposed that a flag lot for the northern portion to have access to Kernan Avenue and to share an access easement with the southern lot over the existing driveway. The consensus of the Plan Commission was there was no issue with the proposal.
- b. Report: Zoning Permits: Planner Mommaerts stated that there were 6 single family zoning permits issued in March and 8 total for 2015. At this time last year there were 8 single family permits issued.

10) Set Next Meeting Date: May 21, 2015 at 6:00 p.m.

11) Adjourn: Motion (Kasten/Sprangers) to adjourn the meeting at 6:15p.m. Motion carried unanimously.

Prepared by: Mark Mommaerts, Planner

Dated: April 24, 2015