

PLAN COMMISSION

MEETING MINUTES – SEPTEMBER 22, 2015

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:01 p.m.
- 2) Pledge of Allegiance: The pledge was recited.
- 3) Roll Call: Members present were: Dennis Reed, Karmen Jones, Don Kasten, Jim Salm, Kevin Hietpas, and Jim Lincoln. Jim Fochs was excused.
Staff present: Planner Mark Mommaerts, AICP
- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Kasten/Reed) to approve the minutes of August 18, 2015. Motion carried unanimously.
- 6) Items for Discussion and Possible Action:
 - a. Zero Lot Line – Richard Raab – N9079 & N9081 Spring Valley Road: Chairman Salm introduced the item. Planner Mommaerts presented the staff recommendation. Planner Mommaerts also stated that the building inspector inspected and approved the common wall for a zero lot line and that the additional language of condition #3 was added to the face of the Certified Survey Map. Motion (Hietpas/Jones) to approve the Certified Survey Map and Zero Lot Line with the following conditions:
 1. The building inspector shall inspect and approve the common wall in accordance with all applicable building codes.
 2. Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.
 3. A note on the face of the Certified Survey Map shall read, “When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same.”Motion carried unanimously.
- 7) Items for Discussion
 - a. Draft Comprehensive Plan Update Request for Proposals: Planner Mommaerts discussed the draft RFP.
 - b. Report: Zoning Permits: Planner Mommaerts stated that there were more single family zoning permits issued in August 2015 than August 2014, however the total number of permits to date is less than in 2014.
- 8) Set Next Meeting Date: October 20, 2015 at 6:00 p.m.
- 9) Adjourn: Motion (Kasten/Reed) to adjourn the meeting at 6:13p.m. Motion carried unanimously.

Prepared by: Mark Mommaerts, Planner

Dated: September 23, 2015