

PLAN COMMISSION
MEETING MINUTES – APRIL 18, 2017

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 5:30pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Kevin Hietpas, Jim Salm, Jerry Bartlein. Members excused were: Jim Lincoln, Dennis Reed. One seat is vacant.

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

- 4) Public Participation: Ed Bogard N9237 County Rd N, spoke in favor of the Preliminary Plat – Kimberly Heights subdivision but expressed concern over the name “Kimberly” because he feels it will be confusing, Mr. Bogard suggested “Harrison Heights” instead.
- 5) Approve Minutes: Motion (Fochs/Bartlein) to approve the minutes of March 21, 2017. Motion carried 4-0.
- 6) Items for Discussion and Possible Action
 - a. Preliminary Plat – Kimberly Heights – Derck DeWitt, LLC: Planner Mommaerts introduced the item and stated that the developers, Dercks DeWitt LLC, have submitted a preliminary plat called Kimberly Heights for a new 96-lot subdivision. This subdivision is located along County N north of Schmidt Road. The subdivision is planned for two phases. Phase 1 will consist of lots along Hoelzel Way and Touchdown Drive. Phase 2 will consist of lots 41-96. Stormwater management is expected to be accomplished through a combination of using the Van’s Road regional stormwater pond (off-site) and several detention ponds within the subdivision.

Additional Review Comments – April 18, 2017

General

1. The size of the pipe associated with existing MH M is different on the draft Preliminary Plat than on the Topographic Survey (Sheet 1.5).
2. The number should be updated for the recently completed CSM associated with Lot 2 to the east.
3. Temporary cul-de-sac easements may be desirable for emergency vehicles and snow plowing, etc.
4. Vision corner easement(s) are recommended.
5. Restricting direct vehicular access to Schmidt Road and CTH N.
6. A drainage easement along Lots 15-17 outside of the proposed plat shall be obtained in order to complete the drainage improvements.

7. Streetlights at County N/Hoelzel Way and Schmidt Road/Touchdown Drive shall be installed.
8. A fee in lieu of parkland dedication and fee in lieu of trail construction shall be negotiated and made part of the Development Agreement.
9. The Appleton Post Office has concerns with the Victory Lane street name.
10. A note shall be added to the plat that no buildings, structures, landscaping, or grading activities shall occur within the drainage easement along Lots 15-35 & 58-66.

Preliminary Drainage Plan

11. The plan should verify that the terms of the existing drainage and utility easements in the Sunrise Meadows II and Memory Meadows plats accommodate construction of the storm sewer connection north of proposed Lot 12.
12. Easements should be incorporated to address construction and drainage through the adjacent property to the east (Lot 2 of recent CSM).
13. The plan should indicate information on the wetlands shown, including who performed the delineation, when completed, width of protective areas, and when/if concurrence was received, if applicable.
14. Grading is proposed in the wetlands shown along the north property boundary and will require application for a permit or exemption.
15. A 100-year overflow is proposed between Lots 12 and 13. An overflow section detail is provided that is essentially a 1 ft. deep, 10 ft. wide bottom ditch. No preliminary calculations are provided for the ditch, and it is unclear what the proposed ditch grades are or if proposed flows will be contained in the easement. The easement likely should at least meet the 30 ft. minimum.
16. Preliminary calculations should also be submitted for the drainage easements behind Lots 15-24, 25-35, and 58-66 to verify that the proposed widths will contain the anticipated flows and that localized flooding along the north property line is addressed.
17. A 100-year storm high water elevation of 779.1' is shown north of proposed Lots 12 and 13. We recommend that the proposed garage floors and adjacent grades are a minimum 2 ft. above all proposed high water elevations, along the north boundary, detention areas, and drainage swales/overflows.

Preliminary Sewer & Water Feasibility Plan

18. Several storm sewer manholes along Hoelzel Way and the easement between Lots 11 and 12 are recommended to be larger based on the proposed pipe sizes.
19. The storm sewer manhole detail does not reflect the tracer wire placement per Village standards. The detail also does not reflect that some of the storm sewer manholes require larger structures.
20. The storm manholes, catch basins and yard drains do not reflect a minimum 12 in. sump per Village standards.

6a) Continued

- i. Mike Kamuda N9409 Sara Ct spoke regarding drainage concerns. John Davel, Davel Engineering explained the drainage plans. Cheryl Russell, Handel Drive shared concerns about not being able to use her back yard and asked about a time frame/start date. Planner Mommaerts answered that Hoelzel/Touchdown will begin in June/July and be finished this year. Doug Kroll, N9409 Olde Oak Tree Ct. spoke regarding drainage issues and asked if there will be any other work done to correct the current issues. Planner Mommaerts responded that we expect to see a reduction with all of the new flow. Commissioner Fochs questioned Davel Engineering about the drainage plan stating that he believes this is the first plat that he has seen come through that doesn't have a pond. John Davel explained that with a hundred year storm there will be some overflow but this plan is definitely improving the flow. Planner Mommaerts stated that this is a preliminary plan and that a final plan will be developed reviewed and approved by our engineer.

Motion (Hietpas/Fochs) to approve the Preliminary Plat with staff recommendations and to include the additional review comments. Motion carried 4-0.

7) Items for Discussion

- a. Lot Split – Jason Jahnke – Zirbel Drive: Planner Mommaerts introduced the items stating that a property owner at N8744 Zirbel Drive is seeking input on a proposed lot split of the property. The property is currently 2.87-acres and is irregular in shape. The property has access to Zirbel Drive, which is a public roadway. The property owner wishes to divide the property into 2-lots. One lot would contain the existing home. The other lot would be for a new home. The Zirbel Drive neighborhood could be serviced with public sewer and water in a couple of years, currently these properties utilize private wells and septic systems.

The zoning ordinance requires a minimum of 80-feet of road frontage for all lots in the RS-1 zoning district. There is an exception to allow only 33-feet for flag lots. Staff does not feel that this lot qualifies as a flag lot. Additionally, creating 2 lots with 80-feet of road frontage may create awkward angled lots. Staff does not recommend splitting this property.

The Plan Commission is being asked to provide feedback/comments on the proposed lot split.

- i. Jason Jahnke, Zirbel Drive stated that he is looking to split his property into 2 lots. Planner Mommaerts stated that the staff would recommend not splitting the property. Mr. Jahnke asked about possibly dedicating the cul-de-sac to which Planner Mommaerts responded that could be possible but he would need to get the opinion of our Public Works Director. It was recommended that Mr. Jahnke draw up a proposal for

dedicating the cul-de-sac making sure to get the correct distances (132 feet in diameter).

- b. Report: Zoning permits: Planner Mommaerts reported that March had 4 single family permits for a year to date total of 11.
- 8) Next Meeting Date: May 23, 2017 at 6:00pm
- 9) Adjourn: Motion (Fochs/Hietpas) to adjourn the meeting at 6:17pm
Motion carried 4-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: April 24, 2017