

**VILLAGE OF HARRISON
BOARD MEETING MINUTES
11/29/2016**

A regular meeting of the Village of Harrison was called to order on Tuesday, November 29, 2016 at 7:00pm in the Harrison Municipal Building with President Jim Salm presiding. After the Pledge of Allegiance was recited, the Clerk called the roll.

Board present: President Jim Salm, Trustees Joe Sprangers, Buddy Lisowe, Tyler Moore, Kevin Hietpas, Dave La Shay, and Tamra Nelson.

Staff present: Planner Mark Mommaerts, Public Works Director Bob Kesler, Treasurer JoAnn Ashauer, Clerk Jennifer Weyenberg, Manager Travis Parish

Correspondence or Communications from Board and Staff

None

Public Comments

None

Consent Agenda

a) Summary of Bills and Claims

b) Application for License to Serve- Jordyn Roe (Waverly Beach)

Motion: Trustee La Shay and second by Trustee Nelson to approve the consent agenda.

Discussion: None

Vote: Motion carried 7-0.

Items removed from Consent Agenda (if any)

None

Appointments

None

Unfinished Business from Previous Meetings for Consideration or Action

a) Ordinance V16-12- Building Certificate of Occupancy

Motion: Trustee Nelson and second by Trustee Lisowe to approve Ord. V16-12 Building Occupancy Ordinance.

Discussion: Occupancy will be granted based on meeting all of the required inspections for foundation height, grading height, and driveway heights. The ordinance provides for a grading permit in order to obtain occupancy before final grading is complete.

Vote: Motion carried 7-0.

New Business for Consideration or Action

a) Conditional Use Permit- Milis Enterprises- County KK east of Bies Rd

Motion: Trustee La Shay and second by Trustee Hietpas to approve the Conditional Use Permit for Milis Enterprises on County KK dependent on staff recommendations.

Recommendations are as follows:

1. *All equipment, materials, and other items related to the business shall be stored inside. No outside storage of business related items shall be allowed. Vehicles stored outside of the building shall be screened from view from the roadway and adjacent properties by a fence, plantings, or a combination thereof.*
2. *Zoning permits, which meet the requirements of the zoning ordinance, shall be obtained for all building construction.*
3. *An erosion control permit shall be obtained.*
4. *The Building Inspector shall be consulted regarding building permits, including state permits if needed.*
5. *The Calumet County Planning Department shall be consulted regarding sanitary permits.*
6. *All signage shall require a separate permit and shall meet the requirements of the zoning ordinance.*
7. *Screening of all parking and loading areas from adjacent properties shall be provided either through a solid fence (wood, vinyl or other similar aesthetic material) or plantings.*
8. *A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.*
9. *Failure to comply with these conditions may cause for the Conditional Use Permit to be revoked.*
10. *Exterior building materials be brought back to the Plan Commission for approval.*

Discussion: The CUP allows the petitioner to operate a contractor business in a building proposed to be 80' x 240' with 17' walls. Questions were asked about access to the property and why the exterior building materials needed to be reviewed by the PC. It was explained that the Comprehensive Plan has the area marked for commercial use which requires a review of the building materials whereas Gen Ag does not.

Vote: Motion carried 7-0.

b) Ordinance V16-11- Zoning Map Amendment- Drake Homes, LLC- County N north of Jochmann Dr

Motion: Trustee Nelson and second by Trustee La Shay to approve Ordinance V16-11 Amending the Village of Harrison Official Zoning Map from Two-Family Residential to Single-Family Residential (Suburban).

Discussion: The existing duplex will be redeveloped as part of the subdivision plat.

Vote: Motion carried 7-0.

c) Certified Survey Map- Don Mielke- Mielke Rd

No action taken at the request of the petitioner. This might be brought back to a future meeting.

d) Final Plat of Kambura Acres II- Rusch Development Properties- S Coop Rd

Motion: Trustee La Shay and second by Trustee Moore to approve the Final Plat for Kambura Acres II with Plan Commission recommendations. Recommendations are as follows:

1. *The “6’ Utility Easement” shall be added from the right-of-way line inward to include the Waverly Sanitary District as a Grantee for the purposes of maintenance, repair, and/or replacement of sanitary or water infrastructure and access thereto.*
2. *Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of Zach Street prior to issuance of building permits and zoning permits.*
3. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
4. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.*
5. *All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.*
6. *The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.*
7. *All other improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*

Discussion: This is a 20 lot subdivision that matches Phase I to the north. A new road named Zach Street will intersect with S Coop Rd. Trustee Nelson asked why the requirement of open space and trails were not included in the final plat. It was explained that the requirement was not in effect at the time that the preliminary plat was approved by the board and therefore is not required for this phase.

Vote: Motion carried 7-0.

e) Certified Survey Map- Natasha Mader- N9524 Noe Rd

Motion: Trustee Moore and second by Trustee Lisowe to accept the Certified Survey Map for Natasha Mader, N9524 Noe Rd, with any recommendations made by staff.

Discussion: The CSM will combine two properties into one and bring the existing detached garage into compliance with the zoning ordinance.

Vote: Motion carried 7-0.

f) Update Fee & Penalty Schedule

Motion: Trustee Nelson and second by Trustee La Shay to approve the updated fee and penalty schedule.

Discussion: Staff clarified that any future changes to the fee schedule would require board approval. The fees collected will be used to pay for the contracted services for inspection of the lot grades.

Vote: Motion carried 7-0.

g) Resolution V2016-12 Authorizing Village to Remove Snow on Future Sidewalk on CTH LP

Motion: Trustee Nelson and second by Trustee Moore to approve Resolution V2016-12 authorizing the Village of Harrison to remove the snow on the future sidewalk to be located on the east side of CTH LP.

Discussion: The sidewalk will abut large tracts of land that are undeveloped and may be overly burdensome to some property owners. Because the Village will be required to remove snow from the west side of CTH LP, staff recommended that the Village

also remove snow from the east side until the area becomes more developed. Trustees La Shay and Sprangers questioned the vague language used to define “more developed”.

Vote: Motion carried 5-2 with Trustees Sprangers and La Shay opposed.

h) Fire Chief Status Update

Motion: Trustee Nelson and second by Trustee La Shay to proceed with hiring a part-time fire chief.

Discussion: Village Manager T. Parish shared the job description for the 20 hour a week, salaried position.

Vote: Motion carried 6-0 with Trustee Moore abstaining.

Reports of Ad Hoc Committees and Departments

a) Calumet Co. Sheriff Department

b) Village Manager’s Report- T. Parish reported that he will meet with Village of Sherwood Administrator Randy Friday on 11/30 at 1:00pm.

No action taken.

Future Agenda Items

None

Closed Session

Motion: Trustee La Shay and second by Trustee Sprangers to meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session in regards to properties on County N, Manitowoc Rd, and Dogwood Lane.

Discussion: None

Vote: Roll Call vote carried with Sprangers, Lisowe, Moore, Salm, Hietpas, La Shay, and Nelson voting “aye”.

The board adjourned in closed session.

Jennifer Weyenberg, Village Clerk

Dated November 30, 2016

Approved December 13, 2016