

PLAN COMMISSION  
MEETING MINUTES – JANUARY 24 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Kevin Hietpas, Dennis Reed, Darlene Bartlein, Jim Fochs, Jerry Bartlein. Members excused were: Jim Lincoln. One seat is vacant.

Staff Present: Planner Mark Mommaerts, AICP;

- 4) Public Participation: None
- 5) Approve Minutes: Motion (Fochs/J. Bartlein) to approve the minutes of December 20 2016. Motion carried 5-0.

6) Items for Discussion and Possible Action

- a. Certified Survey Map – Donald Mielke – Mielke Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 1-lot Certified Survey Map (CSM) for the property located along the north side of Mielke Road (Tax ID 40024). The property is currently zoned General Agricultural [AG]. The proposed lot will be 8.587-acres and will contain the applicant's future home which is currently under construction. This item was discussed at the last meeting where the applicant was proposing to split the property into this 8+ acre parcel plus create several 1-acre parcels. The consensus from the December meeting was to create the 8+ acre parcel and then to come back with individual lot splits once perc tests have been completed.

Motion (Fochs/Hietpas) to approve the CSM. Motion carried 5-0.

- b. Certified Survey Map – Irvin Zahringer – N7247 Hwy 55: Planner Mommaerts introduced the item stating that the applicant is proposing a 3-lot Certified Survey Map (CSM) for the property located at N7247 Hwy 55 (Tax IDs 38794, 38804 & part of 38780). The properties are currently zoned General Agricultural [AG].

Motion (Hietpas/Fochs) to approve the CSM. Motion carried 5-0.

- c. Certified Survey Map – Joseph Zahringer – N7332 Hwy 55: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located at N7247 Hwy 55 (Tax IDs 38788 & part of 38780). The properties are currently zoned General Agricultural [AG].

Motion (Fochs/J. Bartlein) to approve the CSM. Motion carried 5-0.

- d. Certified Survey Map – Ralph Hopfensperger – Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 4-lot Certified Survey Map (CSM) for the property located along Schmidt Road between State Park Road and Hwy 55 (Tax ID 39196). The property is currently zoned General Agricultural [AG]. There is an officially mapped roadway along the western portion of the property. The purpose of the CSM is to create two lots for new home development. The Plan Commission reviewed a concept last summer and commented that the future roadway could be relocated on the property.

Staff Recommendation:

Staff recommends approval of the Certified Survey Map request with the following conditions:

1. A note on the face of the CSM shall read, “Only Lot 2 & Lot 3 will receive building permits or zoning permits until a public road is constructed from Schmidt Road to the south line of Lot 3.”
2. Schmidt Road shall be dedicated with 40-feet of width.
3. A note on the face of the CSM shall read, “All lots will have future assessments for sanitary sewer and water when available. There may be future assessments for storm sewer and roads.”
4. A note on the face of the CSM shall read, “The Village of Harrison may officially map a future roadway on Lot 2 & Lot 3.”

Motion (Fochs/Hietpas) to approve the CSM with the addition of an access easement on the revised CSM. Motion carried 5-0.

- e. Certified Survey Map – David Weiland – Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) in order to create parcels for future development. Lot 1 is proposed to be sold to a developer for the first phase of a subdivision development. Lot 2 will be for future development. The property is currently zoned General Agricultural [AG]. The CSM does note right-of-way dedication.

Motion (Fochs/J. Bartlein) to approve the CSM. Motion carried 5-0.

- f. Certified Survey Map – Richard Davis – W4115 Manitowoc Road: Planner Mommaerts introduced the item stating that the applicant is proposing to create a 1-lot Certified Survey Map (CSM) for the property located at W4115 Manitowoc Road (Tax ID 40562). The property is currently zoned General Agricultural [AG]. There is an existing house and group of outbuildings on the proposed lot. The remnant parcel will include the other house with driveway onto Harwood Road and the remaining farmland.

Staff Recommendation:

Staff recommends approval of the Certified Survey Map request with the following conditions:

The Right-of-Way for Manitowoc Road and N. Harwood Road shall be dedicated to the public and shall be noted on the face of the Certified Survey Map.

The Certified Survey Map shall identify the fifty-foot (50’) setback from the Ordinary High Water Mark.

All fees and applications for review shall be submitted.

Motion (Hietpas/Fochs) to approve the CSM with Staff Recommendations #1 & #3. Motion carried 5-0.

7) Items for Discussion

- a. Comprehensive Plan Update and Village Center Plan Update: Planner Mommaerts stated that the consultant for the Comprehensive Plan update and Village Center Plan has completed the final draft. If there are any further questions or comments there can still be changes made before the plans are presented at the public hearing. A copy of the plans can be downloaded at:  
Comprehensive Plan  
<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Full-Draft-Review-12052016-Reduced.aspx>  
Village Center Plan  
<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Draft-Village-Center-Concept-Plan-12082016-Reduced.aspx> stated that the documents are available on the website

8) Report: Zoning Permits: Planner Mommaerts reported that 2016 ended with 72 single family homes, up from 2015. Estimated value was up from 2015 as well.

9) Next Meeting Date: February 27<sup>th</sup> at 6pm

10) Adjourn: Motion (Fochs/J. Bartlein) to adjourn the meeting at 6:27pm

- a. Motion carried 5-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: January 25 2017