

PLAN COMMISSION
MEETING MINUTES – November 21, 2017

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Jim Lincoln, Kevin Hietpas, Jim Salm, Buddy Lisowe, and Dennis Reed. Jerry Bartlein was excused.

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

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Lisowe) to approve the minutes of October 24, 2017 Motion carried 6-0.
- 6) Convene Meeting and Enter Public Hearing: Regular Meeting was convened and Public Hearing began at 6:02pm (Salm/Hietpas). Motion carried 6-0.
 - a. Zoning Map Amendment – Kimberly Heights 2 – Dercks DeWitt, LLC: No questions or comments.
- 7) Close Public Hearing and Reconvene Regular Meeting: Public Hearing was closed and Regular Meeting was reconvened at 6:03pm.
- 8) Items for Discussion and Possible Action
 - a. Zoning Map Amendment – Kimberly Heights 2 – Dercks DeWitt, LLC: Planner Mommaerts introduced the item stating the developer of the Kimberly Heights 2 subdivision and the current property owner, are requesting a zoning map amendment (rezoning) to rezone a portion of property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] for the Kimberly Heights 2 subdivision. The proposed rezoning complies with the Comprehensive Plan and the future land use map designation of single-family residential (sewered). Motion (Lisowe/Fochs) to approve the Zoning Map Amendment from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] for the property listed in the public hearing notice for Kimberly Heights 2. Motion carried 6-0.

- b. Certified Survey Map – Kimberly Heights 2 – Dercks DeWitt, LLC:
Planner Mommaerts introduced the item stating that the property owner is proposing a 3-lot Certified Survey Map (CSM) for the two properties along Schmidt Road east of County N. The purpose of the CSM is to create a parcel to sell to the developer of the Kimberly Heights 2 subdivision. Lot 1 is the parcel proposed to be developed as Kimberly Heights 2. Lot 2 and Lot 3 are the remaining portions of property. It is assumed that ownership will remain the same for each lot.
Motion (Fochs/Lisowe) to approve the Certified Survey Map. Motion carried 6-0.
- c. Certified Survey Map – N8787 N. Harwood Road – Nancy Wenzel:
Planner Mommaerts introduced the item stating that the property owner is proposing a 2-lot Certified Survey Map (CSM) for the property at N8787 N. Harwood Road. The purpose of the CSM is to combine approx. 5.747-acres of land on the western side of the property with the lands to the south. The property owner would retain Lot 1, which is 4.253-acres, and includes the house, shed, and pond. Lot 2 would be 32.707-acres and consists of agricultural lands. Essentially the CSM just adjusts the lot line between the two parcels.
Motion (Hietpas/Fochs) to approve the Certified Survey Map. Motion carried 6-0.
- d. Preliminary Plat – Cobble Creek II – Gene Frederickson: Planner Mommaerts introduced the item stating that the developer is proposing a 36-lot subdivision called Cobble Creek II. The subdivision is located south of County KK east of Bies Road. The subdivision will have lot sizes over 1-acre. Street connections to Creekview Road, Dallas Drive, and County KK are proposed. Dallas Drive is proposed to extend south of the creek to Schmidt Road in the future. Stormwater management is proposed in two locations. Outlot 8 is proposed to accept stormwater runoff from the commercial lots (Lots 15 & 21). Outlot 7 is the other pond location. The subdivision will be serviced is private septic and wells. Soil borings have been completed. A 10-foot trail is proposed along one side of Dallas Drive. All other streets will have a 5-foot sidewalk on both sides.
Preliminary Plat – Cobble Creek II – Gene Frederickson. Staff recommends conditional approval of the Preliminary Plat for Cobble Creek II with the following conditions:

1. Phase lines are to be added to the Preliminary Plat if the subdivision is planned to be platted in phases.
2. Results of all soil boring tests shall be submitted to the Village prior to approval of the preliminary plat by the Village Board.
3. Results of all percolation tests shall be submitted to the Village prior to approval of the preliminary plat by the Village Board.
4. Access Easement Document No. 471668 shall be abandoned prior to final plat approval.
5. Creekview Road "eyebrow" shall be removed, curblines to follow centerline for roadway.
6. All landscaping/plantings behind handrails on bridge crossing are to be maintenance free.
7. Storm sewer structures need to have sump in them in accordance with the current Standard Specifications Manual.
8. All lots shall have a storm sewer lateral provided for sump pump discharge.
9. Final utility, street plans, and stormwater management plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.
10. A Development Agreement shall be executed prior to approval of the final plat.
11. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
12. An assessment waiver shall be signed prior to the approval of the final plat.
13. A trail along Dallas Drive from the Cobble Creek II plat to the Kaukauna Youth Baseball site shall be included in the final plan set.
14. A street light at County KK and Milis Drive shall be installed. Installation and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
15. A note shall be added to the final plat indicating that the Village of Harrison will assess all lots for street improvements, including but not limited to, curb & gutter, concrete pavement, and sidewalks.
16. A note shall be added to the final plat indicating the following language, or other such similar language, that the lot owners waive their right to future special assessment hearings and agree to special assessments for public sanitary sewer & water. Lot owners agree to connect to public sanitary sewer & water when it becomes available or

- when it is determined by the Village that public sanitary sewer & water is in the public interest to be installed in the subdivision.
17. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
 18. All utilities, including but not limited to, water (if public system is available), storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
 19. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
 20. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
 21. 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.
 22. All comments from the Village engineer shall be included in the Plan Commission discussion and decision.
 23. Curb cuts for sidewalks to be located on the south side of Dallas Drive opposite Milis Drive. Location of all sidewalk curb ramps shall be approved by Harrison staff.
 24. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
 25. Multiple benchmark locations shall be established for use during building construction.
 26. All environmental corridors shall be clearly identified and setback lines to be indicated.
 27. Temporary turn-around to be provided on dead-end streets longer than 150-feet.
 28. Grading/Drainage Plan shall identify elevations of ground at the foundation.
 29. High-back, integral concrete curb shall be utilized rather than the mountable curb.
 30. Wetland determinations and/or studies shall be provided to the Village.
 31. Consider utilizing a public water system instead of private wells.

Planner Mommaerts stated that a new plan set was received and addresses many of the conditions. Items #2 & #3 will still need to be submitted prior to plat approval. Commissioner Fochs asked if all the other items have been resolved to his satisfaction to which Planner Mommaerts replied yes, everything else can be addressed at the final plat time. Commissioner Lisowe asked if Item 21 should be asphalt instead of concrete to which Planner Mommaerts answered yes, as well as the note in the upper right hand corner of Page 1 of the Plan Sheet. Motion (Lisowe/Hietpas) to conditionally approve the preliminary plat with all of the conditions noted along with changes just noted for the asphalt streets. Motion carried 6-0.

9) Items for Discussion

- a. Report: Zoning Permits: Planner Mommaerts stated that single family permits are slowing down, we most likely won't hit what we did last year. At this point we are around 50-55 for the year.

10) Next Meeting Date: December 19, 2017 at 6:00pm

11) Adjourn: Motion (Lisowe/Lincoln) to adjourn the meeting at 6:33pm
Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: November 22, 2017