

PLAN COMMISSION  
MEETING MINUTES – March 26, 2019

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Buddy Lisowe, Jim Salm, Kevin Hietpas, and Pat Hennessey. Dennis Reed and Jim Lincoln were excused.

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

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Lisowe) to approve the minutes of February 26<sup>th</sup> 2019. Motion carried 5-0.
- 6) Items for Discussion and Possible Action
  - a) Preliminary Plat – Hidden Pines Subdivision – Harrisville Lane: Planner Mommaerts introduced the item stating that the developer is proposing a 10-lot subdivision called Hidden Pines. The subdivision is located south of Manitowoc Road along Harrisville Lane. The subdivision will have lot sizes between 13,000 and 34,000 square feet. A street connection to Harrisville Lane is proposed. Stormwater management is proposed on Lot 10 as dry detention pond, sediment removal will be obtained via the Lakeview Regional Pond. The subdivision will be serviced by public sewer and water. All streets will have a 5-foot sidewalk on both sides. Staff recommends conditional approval of the Preliminary Plat for Hidden Pines with the following conditions:
    - 1.A temporary turnaround shall be constructed until the east/west road is extended.
    - 2.All lots shall have a storm sewer lateral provided for sump pump discharge.
    - 3.Final utility, street plans, and stormwater management/erosion control 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.
    - 4.A Development Agreement shall be executed prior to approval of the final plat.
    - 5.A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.

6. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
7. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
8. 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.
9. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
10. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
11. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
12. 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.
13. All other improvements, including but not limited to, curb & gutter, concrete 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.
14. All comments from the Village engineer shall be included in the Plan Commission discussion and decision.
15. Location of all sidewalk curb ramps shall be approved by Harrison staff.
16. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
17. Multiple benchmark locations shall be established for use during building construction.
18. All environmental corridors shall be clearly identified and setback lines to be indicated.
19. Grading/Drainage Plan shall identify elevations of ground at the foundation.
20. High-back, integral concrete curb shall be utilized rather than the mountable curb.
21. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots.
22. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet.

23. A 30-foot Storm Sewer Easement shall be provided along the east side of the subdivision. The easement is to be centered along the property line or can be entirely within the subdivision boundary.

Motion (Fochs/Hietpas) to approve the Hidden Pines Preliminary Plat dated March 25, 2019 with the conditions listed in the staff memo.

Motion carried 5-0.

b) Final Plat – Kambura Acres III Subdivision – Ryford Street & Zach Street: Planner Mommaerts introduced the item stating that the developer, Rusch Development Properties, has submitted a final plat, called Kambura Acres III, for phase three of the subdivision. This subdivision is located along S. Coop Road, and includes the extensions of Ryford Street and Zach Street. Kambura Acres III is a twenty (20) lot subdivision. The property is currently zoned Single-Family Residential (Traditional) [RS-2]. The final plat calls for a new road called Conor Circle to create a loop between Ryford Street and Zach Street. The Final Plat for Kambura Acres III substantially conforms to the Preliminary Plat. Staff recommends approval of the Final Plat of Kambura Acres III with the following conditions:

1. 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.
2. All lots shall have a storm sewer lateral provided for sump pump discharge.
3. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
4. 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.
5. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
6. 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.

Motion (Hennessey/Hietpas) to approve the final plat for Kambura Acres III with staff recommendations.

Motion carried 5-0.

7) Items for Discussion

a. Report: Zoning Permits: Planner Mommaerts stated that the month of February had 4 single family permits bringing the total for the year to 8.

8) Next Meeting Date: Tentatively April 30, 2019 at 6:00pm.

9) Adjourn: Motion (Lisowe/Fochs) to adjourn the meeting at 6:10pm  
Motion carried 5-0.

Prepared by: Carie Krause, Deputy Clerk - Treasurer

Dated: March 27, 2019