

**VILLAGE OF HARRISON
BOARD OF REVIEW MINUTES
05/12/2020**

The Board of Review was called to order at 7:00pm in the Harrison Municipal Building and roll call was taken.

Board of Review Members Present: Kevin Hietpas, Mark Van Hefty, Darlene Bartlein, Pete Stier, Scott Handschke, and Jennifer Weyenberg

Board of Review Members logged

in via Webex: Lou Miller and Tyler Moore

Board of Review Members Absent: None

Due to the fact the assessment roll is not completed at this time, the Board of Review will be adjourned until August 5, 2020 from 10:00am to noon. Pursuant to §70.45, Wis. Stats, the 2020 assessment roll will be available for examination at an Open Book session to be held from 4:00pm-6:00pm on July 20, 2020 at the Harrison Municipal Building, W5298 Hwy 114, Harrison.

Motion by Darlene Bartlein with second by Pete Stier to adjourn. Motion carried unanimously at 7:05pm.

**VILLAGE OF HARRISON
REGULAR BOARD MEETING MINUTES
05/12/2020**

Following the adjournment of the Board of Review, a regular meeting of the Village Board was called to order. Following the Pledge of Allegiance, roll call was taken.

Board present: President Kevin Hietpas, Trustees Mark Van Hefty, Darlene Bartlein, Pete Stier and Scott Handschke

Board logged in via Webex: Trustees Lou Miller and Tyler Moore

Staff present: Village Manager Travis Parish, Clerk-Treasurer Jennifer Weyenberg, Planner Mark Mommaerts, and Director of Public Works Laura Jungwirth

Approve “Rules and Procedures for Village Board Meetings”

Discussion: Village Manager Travis Parish presented an updated copy of the “Rules and Procedures for Village Board Meetings”. Old references to the former Town were taken out, the reading of proposed ordinances a total of 3 times was removed, and the preparation of the agenda was amended to read that any board member may request an item be placed on the agenda.

Motion: Trustee Stier moved to postpone this item. Second by Trustee Handschke.

Vote: Motion to postpone carried 7-0.

Correspondence or Communications from Board and Staff

President Hietpas thanked the former Village Board members and welcomed the new ones. The following letters and emails were shared:

(1) An anonymous letter received regarding urbanization, assessments, and staff recommendations; (2) an email from D. Wynn regarding a bike path from intersection at Oneida/114 to High Cliff State Park; (3) a letter from Jim Hermann regarding the pond on KK and Amy Ave.; (4) an email from D. Wynn regarding a “No Mow in May” for Harrison

No action was taken on these items.

Public Comments

Tom Uitenbroek of the Darboy Kiwanis Club asked if the Summer Fun in the Park events should be pushed back. President Hietpas suggested we follow the state’s lead on the Covid-19 response and Village Manager Parish will let Tom know when the parks are opened back up.

Consent Agenda

(a) Minutes from 03/10/20; (b) Certified Survey Map for Lexington Homes on Lake Park Road; (c) Certified Survey Map for Mueller at N7049 Hwy 55; (d) Certified Survey Map for Butler at W4216 Horn Rd; (e) Discharge of Firearms for Ott at N8222 State Park Road; (f) Six Month Class “B” License for Harrison Athletic Association; (g) Annual \$1500.00 donation to Eastshore Humane Association

Discussion: President Hietpas asked that Items (b), (c), (d), (e) and (g) be removed from the consent agenda for discussion. Trustee Stier asked to remove Item (a) so that corrections could be made to the minutes. The board collectively agreed to just remove all items from the consent agenda.

Motion: No motion was made to approve the consent agenda.

Vote: None.

Items Removed from the Consent Agenda

Minutes from 03/10/20

Discussion: None. There were no corrections.

Motion: Trustee Stier moved to approve the minutes. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Certified Survey Map- Lexington Homes, Lake Park Road

Discussion: None.

Motion: Trustee Handschke moved to approve the CSM with staff recommendation that Woodland Road ROW be dedicated as a 40-ft. ROW. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Certified Survey Map- Mueller, N7049 Hwy 55

Discussion: None.

Motion: Trustee Stier moved to approve the CSM with condition that there is clarification and verification that High Cliff Road was deeded to the public for roadway purposes. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Certified Survey Map- Butler, W4216 Horn Road

Discussion: None.

Motion: Trustee Stier moved to approve the CSM with condition that a turnaround be dedicated at the terminus of Horn Road. Second by Trustee Handschke.

Vote: Motion carried 7-0.

Discharge of Firearms Application- Ott, N8222 State Park Rd

Discussion: Village Clerk confirmed that there have not been any issues in the past with this applicant and the property owner has more than the 40-acre minimum.

Motion: Trustee Moore moved to approve the application. Second by Trustee Miller.

Vote: Motion carried 7-0.

6-month Class "B" License for Harrison Athletic Association

Discussion: None

Motion: Trustee Stier moved to approve the license. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Annual \$1500 donation to Eastshore Humane Association

Discussion: Village Manager Parish explained our current working relationship with Eastshore and how stray dogs are handled. The Village does not sign an agreement with Eastshore but offers the \$1500 as a donation.

Motion: Trustee Moore moved to approve the \$1500 donation. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Appointments

Plan Commission- Pat Hennessey

Plan Commission- Village Board Member

Plan Commission- Citizen Member

ZBA- Tom Capper

Discussion: Pat Hennessey and Tom Capper are renewals. Kent Gross applied for the citizen member spot on Plan Commission. No one from the Village Board offered to serve on the Plan Commission.

Motion: Trustee Handschke moved to approve the appointments for P. Hennessey, T. Capper and K. Gross and hold over the board appointment to Plan Commission. Second by Trustee Van Hefty.

Vote: Motion carried 7-0.

Unfinished Business from Previous Meetings for Consideration or Action

None

New Business for Consideration or Action

Bids for Golden Way and Courts Road Construction Project

Discussion: Speaking in favor of the project and asking the board to approve it were:

Wayne Beyer, W6040 Pearl Drive

Phil Robert, W6032 Pearl Drive

Dick McFaul, N9592 Emerald Lane

Speaking against the project were:

Matt Lancaster, W5828 Sweet William Dr

Tom Uitenbroek, owns property at N9685 Golden Way

Dan School, W6016 Coral Court

Jim Beck, N9649 Golden Way said no one is in a position to say yes or no. There are a lot of unknowns.

Motion: Trustee Handschke moved to reject the bid of Golden Way and the Courts. Second by Trustee Stier.

Vote: Motion carried 7-0.

Sewer Extension to Chad Reinke- Old Hwy Road

Discussion: The former owner of the property had been approved to extend the sewer. The approval was good for 3 years and was never completed. The new owner is asking the extension to be reapproved.

Motion: Trustee Bartlein moved to approve the extension. Second by Trustee Stier.

Vote: Motion carried 7-0.

Schmidt Road Driveway Access for Agricultural Use

Discussion: The property owner does not want their residential driveway used for equipment access. Staff has no concerns with adding a second driveway access.

Motion: Trustee Bartlein moved to approve the second driveway access. Second by Trustee Stier.

Vote: Motion carried 7-0.

Ordinance V20-02 Comprehensive Plan Amendment- Lexington Homes, Lake Park Road

Discussion: The applicant proposes an amendment to allow for multiple-family residential. This can be used a buffer between commercial and residential uses.

Motion: Trustee Moore moved to approve Ord. V20-02. Second by Trustee Miller.

Vote: Motion carried 7-0.

Ordinance V20-03 Zoning Map Amendment- Lexington Homes, Lake Park Road

Discussion: The applicant proposes to rezone the property from General Agricultural [AG] to Multiple-Family Residential [RM].

Motion: Trustee Stier moved to approve Ord. V20-03. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Conditional Use Permit- Lexington Homes, Lake Park Road

Discussion: The zoning code required a CUP for any multiple-family development greater than 3-buildings or greater than 24-units. The developer is proposing a 23-building development with 278-units.

Motion: Trustee Moore moved to approve the CUP with conditions. Second by Trustee Miller.

The conditions are:

1. The applicant works with Harrison Utilities and the Village of Harrison on sanitary and water main connections.
2. A 17-ft strip of land along Woodland Road be dedicated for roadway and trail purposes.
3. Berms and landscape areas be provided along the north side of the development. The berm should be approximately 5-ft in height with evergreen and other plantings. Care should be taken to design the berm and plantings to shield vehicle headlights shining into adjacent properties.
4. All exterior building materials shall adhere to the Village Zoning requirements unless a special exception is grant by the Plan Commission.
5. All exterior parking area lighting shall be direct cut-off fixtures to reduce/eliminate any glare.
6. All provisions of the zoning ordinance and all other Village ordinances shall be met.
7. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
8. All necessary permits shall be obtained prior to construction.

Vote: Motion carried 7-0.

Ordinance V20-04 Zoning Text Amendment

Discussion: None. Planner Mark Mommaerts said the Planning Commission asked to postpone this item.

Motion: None

Vote: None

Development Agreement for Kimberly Heights 4

Discussion: The agreement is mostly the same as the agreement approved for Phases 1-3; upfront costs of curb & gutter, concrete paving, and sidewalks will be paid by the Village and reimbursed through special assessments as lots sell.

Motion: Trustee Bartlein moved to that the Village will not assess- the developer will have to pay. Second by Trustee Stier.

Vote: Motion carried 7-0.

Final Plat- Kimberly Heights 4

Discussion: The 37-lot subdivision is located along Schmidt Rd, east of County N.

Motion: Trustee Handschke moved to approve the final plat with the following conditions and seconded by Trustee Van Hefty:

1. Please provide a proposed Drainage and Grading Plan and a Utility Plan for verification of the appropriate sizing and location for all easements.
2. The existing property on Schmidt Road appears to drain into the proposed subdivision near Lots 145-148. Please ensure that the Drainage and Grading Plan accounts for drainage from neighboring properties. A private drainage easement will be required for any offsite drainage that is routed through the subdivision from private properties.
3. Please provide storm sewer sizing calculations to ensure that storm water can be conveyed to the regional detention facility for treatment.
4. The Final Plat shall include the statement, "No improvements are allowed within the areas reserved for public utility and drainage easements. Improvements include, but are not limited to, building structures, driveways, parking areas, sheds, landscaping or fences. Any improvement shall be allowed only by special exception of the Village of Harrison Zoning Administrator."
5. 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.
6. All lots shall have a storm sewer lateral provided for sump pump discharge.
7. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
8. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
9. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
10. 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.
11. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.
12. Typical Street Section to be in accordance with the Village of Harrison Standard Specifications Manual for Concrete Streets.
13. High-back, integral concrete curb shall be utilized rather than the mountable curb.
14. If applicable, wetland determinations and/or studies shall be provided to the Village.
15. Location of all sidewalk curb ramps shall be approved by Harrison staff.
16. Final utility and street plans shall be reviewed and approved by the Village prior to approval of the Final Plat and prior to utility and street construction.
17. Benchmarks shall be established on all hydrant tag bolts.

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. There is a dry detention area in the rear of Lots 123-125 and 134-136, but this area has been labeled as "drainage easement". Please update this area to be a "Drainage and Detention Area Easement."
21. The detention area easement limits differ between the approved Drainage and Grading Plan and the Final Plat. While the limits as shown on the Plat are preferred to those shown on the Drainage and Grading Plan with the jog (on Lots 125 and 135), any associated drawings shall be updated and submitted to the Village for our files to ensure that the Plat and the Approved Plans correlate.
22. Village Notes 5 "Maintenance of all drainageways and associated structures within the plat or serving the plat is the sole responsibility of the Owner/Subdivider until acceptance by or dedication to the Village of Harrison." shall be edited to state that "...sole responsibility of the Owner/Subdivider until properties are sold. Continued maintenance of the drainageways will then be the sole responsibility of the new purchaser/owner." The Village will not accept responsibility of maintenance of any drainage or detention areas in the subdivision as this statement eludes to.
23. Village Notes 8 states, "A drainage plan has been filed with the Village of Harrison which states the required levels of maintenance for all the identified storm water management systems/facilities." This shall be revised to state that "Pursuant to the Village of Harrison Subdivision Improvements Policy, the developer and/or owner shall comply with the approved Drainage and Grading Plan as submitted to the Village of Harrison."
24. Village Notes 9 (1) states, "All lands within areas labeled "Drainage Easement" are reserved for stormwater collection, conveyance, treatment, or infiltration. No buildings, fences, or other structures are allowed in these areas. No grading or filling is allowed in these areas that may interrupt stormwater flows in any way." This statement shall be updated to include parking areas and landscaping in the list of items not allowed in the easement areas. The statement "Any improvement shall be allowed only by special exemption of the Village of Harrison Planner" shall be added. Additionally, the Plat language shall include that similar improvements as those listed above are also not allowed in any areas reserved for public utility.
25. Due to discussions being held at the Board level, Village Notes 10 may be subject to change depending upon the outcome of the final Developers Agreement.
26. Village Notes 12 states, "Lot 115 and Lot 151 are access restrict to Schreiber Lane..." This shall be revised to state, "Lot 115 and Lot 151 are access restricted from Schreiber Lane..."

Vote: Motion carried 7-0.

Preliminary Plat- Southtowne Place

Discussion: This is a 31-lot single family development between Lake Park Road and Woodland School.

Motion: Trustee Stier moved to approve the plat with the following conditions and seconded by Trustee Moore:

1. Note #11 should be deleted. The Village will not assess for improvements.
2. The drainage swale widens out towards the southern end of Lot 18, but the Plat shows only a 20' drainage easement to extend through the entirety of this lot. Easements shall include the entirety of the drainage swales (top of bank to top of bank). Please make appropriate changes to ensure the drainage swale is fully contained with an easement.
3. The easement boundary makes a jog between Lots 15 and 16, but the boundary of the artificial wetland ends midway through Lot 15. All wetlands determined not to be artificial and not being disturbed shall be contained within the "Drainage/Conservation Easement." Please make appropriate changes to the easement limits.
4. There is a proposed 12' utility easement along the southern property line of Lot 17 and an 8' utility easement along the western property line of Lot 16. Utilities will not be allowed to be installed within a crossing a "Drainage/Conservation Easement". Please make appropriate changes.
5. All staff review comments shall be included as conditions of approval.

Vote: Motion carried 7-0.

Ordinance V20-05 Amend Issuance of Alcohol Beverage operator's License

Discussion: This ordinance will allow the Village Clerk to issue Operator Licenses rather than requiring full board approval.

Motion: Trustee Stier moved to approve Ord. V20-05. Second by Trustee Bartlein.

Vote: Motion carried 7-0.

Contract with Surburban Wildlife Solutions, LLC for Muskrat Removal

Discussion: The consensus was that the pricing seemed higher than what others might offer. Village Manager Parish was asked to get pricing from other companies.

Motion: None

Vote: None

Reports

Report from Department of Public Works was shared.

Future Agenda Items

President Hietpas requested to have the 2017-18 Audit on a future agenda. The board will also schedule a "Road Workshop."

Closed Session

Motion: Trustee Stier moved to enter closed session. Second by Trustee Bartlein.

Roll Call Vote:

Van Hefty- aye

Hietpas- aye

Bartlein- aye

Stier- aye

Handschke- aye

Miller- aye

Moore- aye

Pursuant to Wis. Stats. §19.85(1)(e), the Board met in closed session to deliberate or negotiate the purchase of public property, the investment of public funds or conduct other business when competitive or bargaining reasons require a closed session.

a) Development Agreement with Lexington Homes

b) Development Agreement with Driscoll Properties

At 10:52pm, Trustee Handschke moved to enter open session. Second by Trustee Stier. Motion carried 7-0 and the Board reconvened in open session pursuant to Wis. Stats. §19.85(2).

In open session, President Hietpas moved to approve the Development Agreement with Lexington Homes contingent upon review by the Village Attorney. Second by Trustee Miller. Motion carried 7-0.

There being no other business, Trustee Moore moved to adjourn. Second by Trustee Handschke. Motion carried 7-0 at 10:54pm.

Jennifer Weyenberg, Clerk-Treasurer

Dated May 12, 2020

Approved May 26, 2020