

PLAN COMMISSION
MEETING MINUTES – June 30, 2020

- 1) The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 6pm. The Pledge of Allegiance was recited.
- 2) Roll Call: Members present: Jim Lincoln, Kevin Hietpas, Darlene Bartlein, Pat Hennessey, Dennis Reed, Kent Gross and Mark Van Hefty.

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

- 3) Public Participation: None
- 4) Motion (Gross, Lincoln) to approve the minutes of May 26 2020.
Motion carried 7-0.
- 5) Enter Public Hearing at 6:02pm. Planner Mommaerts introduced the Tax Incremental Financing District #3 (TID #3) and spoke regarding the location, Joint Board Review meeting and timeline. No public comments were made.
- 6) Close Public Hearing at 6:10pm.
- 7) Items for Discussion and Possible Action
 - a. Certified Survey Map – Atlas Developments & Construction – Lot 15 Creekside Estates: Planner Mommaerts introduced the item stating that the applicant is proposing to split Lot 15 of the Creekside Estates subdivision into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create an additional building site for a new home. The property is currently zoned Single-Family Residential [Suburban] (RS-1). Each proposed lot will be over 1-acre in area. There are some wetland areas on each proposed lot, but there will be sufficient land to get a driveway around the wetlands.
Motion (Gross/Lincoln) to approve the CSM for Atlas Development & Construction.
Motion carried 7-0.
 - b. Certified Survey Map – Hannemann – N6465 & N6473 Harrison Road: Planner Mommaerts introduced the item stating that the applicant is proposing to combine 2-lots into 1-lot by Certified Survey Map (CSM). The purpose of the CSM is to combine the properties for a single building site for a new home. The property is currently zoned Single-Family Residential [Suburban] (RS-1). The proposed lot will combine Tax IDs 41060 & 41174. The proposed lot will be 26,375-square feet in area. There are currently homes/cottages on each lot. The applicant intends to remove the existing homes/cottages and rebuild a new home.
Motion (Lincoln/Bartlein) to approve the CSM for the Hannemann property.
Motion carried 7-0.
 - c. Certified Survey Map – Hopfensperger – N8057 Stommel Road: Planner Mommaerts introduced the item stating that the applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create an additional building site for a new home.

The property is currently zoned General Agricultural (AG). Each proposed lot will be approximately 2-acres in area and have over 200-feet of road frontage. The right-of-way (ROW) for Stommel Road should be dedicated to the public for roadway purposes. Staff recommends approval of the Certified Survey Map request with the following conditions: The right-of-way (ROW) for Stommel Road shall be dedicated to the public for roadway purposes.

Motion (Hennessey/Gross) to accept the CSM for Hopfensperger with the understanding that the road will be dedicated as noted by the Village Planner.

Motion carried 7-0.

- d. Certified Survey Map – Wallace – W4814 Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create an additional building site for a new home. The property is currently zoned General Agricultural (AG). Lot 1 is proposed to be approximately 3-acres and approximately 156-feet in width. Lot 2 is proposed to be approximately 5.8-acres and 287-feet in width and will contain the existing house and garage. The right-of-way (ROW) for Schmidt Road should be dedicated to the public for roadway purposes.

Motion (Lincoln/Van Hefty) to approve the CSM for the Wallace property with roadway dedication.

Motion carried 7-0.

- e. Zero Lot Line Certified Survey Map – Uecker – N8957 & N8959 Spring Valley Rd: Planner Mommaerts introduced the items stating that the applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create a zero lot line unit. The property is located at N8957 & N8959 Spring Valley Road. The property is zoned Two-Family Residential (RT) which is appropriate for zero lot line developments. Setback and lot area requirements have been met.

Motion (Lincoln/Gross) to approve the CSM for N8957 & N8959 Spring Valley Road with the following conditions:

1. A note on the face of the Certified Survey Map shall read, “When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same.”
2. Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.

Motion carried 7-0.

- f. Zero Lot Line Certified Survey Map – Uecker – N9088 & 9090 Spring Valley Rd: Planner Mommaerts introduced the item stating that the applicant is proposing to split a parcel into 2-lots by Certified Survey Map (CSM). The purpose of the CSM is to create a zero lot line unit. The property is located at N9088 & N9090 Spring Valley Road. The property is zoned Two-Family Residential (RT) which is appropriate for zero lot line developments. Setback and lot area requirements have been met.

Motion (Hennessey/Van Hefty) to approve the CSM for N9088 & N9090 Spring Valley Road with the following conditions:

1. A note on the face of the Certified Survey Map shall read, "When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same."
 2. Private/restrictive covenants shall be recorded at the Calumet County Register of Deeds in accordance with the zero lot line provisions in the zoning ordinance. A copy of such recorded document shall be provided to the Village Planner.
- g. PC Resolution 2020-02 – Recommendation Designating Tax Incremental Financing District #3 Boundary and Adopting Project Plan: Planner Mommaerts introduced the item stating that the Village of Harrison intends to create Tax Incremental Financing District #3 (TID #3) for the properties between Midway Road on the north, N. Coop Road on the east, Manitowoc Road on the south, and future Eisenhower Drive on the west. State Statutes Section 66.1105 requires that the Plan Commission hold public hearing at which interested parties are afforded a reasonable opportunity to express their views on the proposed creation of a TID and the proposed boundaries. Also under statutes, the Plan Commission must designate boundaries of the TID and make a recommendation of the boundaries to the Village Board. The final step needed from the Plan Commission relates to the Project Plan, which must be approved and sent on to the Village Board.
- Motion (Lincoln/Bartlein) to approve PC Resolution 2020-02.
Motion carried 7-0.

8) Items for Discussion

- a. Zoning Text Amendment: Planner Mommaerts introduced the items stating that staff wishes to have a brief discussion regarding the proposed Zoning Ordinance text amendments to ensure staff is on the right track.
- b. Report: Zoning Permits: Planner Mommaerts stated that May had 5 single family permits bringing the YTD to 27 which is 5 ahead of last year. June was a very busy month.

9) Next Meeting Date: Tentatively July 28, 2020 at 6:00pm

10) Adjourn: Motion (Bartlein/Reed) to adjourn at 6:45pm.
Motion carried 7-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer
Dated: July 10, 2020