**VILLAGE OF HARRISON**

**PLAN COMMISSION MEETING MINUTES**

**November 23, 2021**

1. The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 5:30pm.
2. The Pledge of Allegiance was recited.
3. Roll Call: Members present: Dennis Reed, Pat Hennessey, Kevin Hietpas, Darlene Bartlein, Mark Van Hefty, Kent Gross, Jim Lincoln.

Staff Present: Mark Mommaerts, Planner, Kristy Van Hefty, Deputy Clerk-Treasurer.

1. Public Participation: None.
2. Motion (Lincoln/Van Hefty) to approve the minutes of October 19, 2021.

Motion carried 7-0.

1. Enter Public Hearing at 5:30pm.
   1. Zoning Map Amendment – Luniak Meadows Dercks DeWitt, LLC Schmidt Road.

Planner Mommaerts introduced the item stating that the applicant is proposing a Zoning Map Amendment (Rezoning) request by Dercks DeWitt, LLC to rezone property from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] for a new subdivision called Luniak Meadows. The property is located along Schmidt Road east of County Road N, location ID 39136. The applicant is proposing to rezone from General Agricultural [AG] to Single-Family Residential (Suburban) [RS-1] a parcel for a new subdivision called Luniak Meadows. The RS-1 zoning district is the most widely used residential district. It generally allows for single-family lots to greater than 12,000 square feet in area and 80-feet in roadway width for frontage. The district also allows for 25-foot front yards, 25-foot rear yards, and 7.5-foot side yard setbacks. The area is identified as Single Family Residential (transitional) in the Comprehensive Plan. The transitional area is intended to limit the amount of non-sewered development in order to preserve the area for planned growth utilizing public sewer & water. The proposed subdivision will be developed with public sewer & water; thus, it meets the goals and objectives of the transitional area.

Public comments on this item

Jim Sehloff from Davel Engineering is present on behalf of the developer.

Patrick Stumpf has property next to Luniak Meadows that is being developed he is wondering where the road would go from Schmidt Road to Manitowoc Road.

Planner Mommaerts said that is a question that can be answered when we are reviewing the Preliminary Plat, but it is offset from the fence line on the Village of Harrison property.

No one spoke in opposition.

1. Close Public Hearing at 5:36pm.

With no further comments, Chairman Hietpas closed the Public Hearing and reconvened into Regular Meeting.

1. Items for Discussion and Possible Action
   1. Certified Survey Map – John Moder – N6813 Harrison Road

Planner Mommaerts introduced the item stating that the applicant is proposing a 1-lot Certified Survey Map (CSM). The purpose of the CSM is to combine two parcels (Parcel Nos. 41322 & 41324) into one in order to eliminate the property line through the property. The property is currently zoned Rural Residential [RR] and Shoreland Overlay [SHO]. The applicant wishes to construct an accessory building on the north side of the house (Parcel 41322), but the zoning ordinance requires a principal building on the lot prior to an accessory building. Since the house is located on Parcel 41324, an accessory building is not permitted on the northern Parcel 41322. This lot combination will remove the parcel line in the middle of the property and will allow the construction of the accessory building, provided all other zoning requirements are met. The question was asked regarding where the driveway would be Planner Mommaerts indicated that it would have to come off the existing driveway. Staff recommends approval of the Certified Survey Map request as submitted.

Motion (Van Hefty/Bartlein) to approve Certified Survey Map John Moder – N6813 Harrison Road as printed and circulated.

Motion carried 7-0.

b. Certified Survey Map – Novella – Lexington Homes – Lake Park Road

Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM). The purpose of the CSM is to create building sites for each phase of the Novella residential development. The property is currently zoned Multiple-Family Residential (RM). The CSM includes an ingress/egress easement for Lot 1 & Lot 2 to share access to Lake Park Road. Staff recommends approval of the Certified Survey Map request as submitted.

Motion (Hennessey/Lincoln) to approve Certified Survey Map – Novella – Lexington Homes – Lake Park Road as printed and circulated.

Motion carried 7-0.

c. Zoning Map Amendment – Luniak Meadows – Dercks DeWitt, LLC – Schmidt Road

Planner Mommaerts not much to add other than the staff finds that the rezoning request complies with the future Land Use Map as part of the Comprehensive Plan. Property owners were notified, and Staff is recommending approval of the Zoning Map Amendment from General Agriculture to Single Family Residential Suburban.

Motion (Van Hefty/Gross) to approve Zoning Map Amendment – Luniak Meadows – Dercks DeWitt, LLC – Schmidt Road as printed and circulated.

Motion carried 7-0.

d. Preliminary Plat – Luniak Meadows – Dercks DeWitt, LLC – Schmidt Road

Planner Mommaerts introduced the item stating that the applicant is proposing a 67-lot and 3-Outlot Preliminary Plat for a new subdivision called Luniak Meadows. The subdivision is located south of Schmidt Road, east of County Road N. The property is currently zoned General Agricultural [AG], but the applicant has submitted for a rezoning to Single-Family Residential (Suburban) [RS-1]. The subdivision is proposed to have roadway access to Schmidt Road via extension of Touchdown Drive from the north. All roadways are proposed to be dedicated to the public at a width of 66-feet for the right-of-way. Lots are generally 15,000 square feet in area, the corner lots are generally 17,000 square feet. A few proposed lots, along the curves and adjacent to the wooded area in the southeast part of the property, are larger. Sewer and water will be extended through the subdivision. Stormwater management will be accommodated in a stormwater pond located on Outlot 1. Outlot 2 & 3 are reserved for future development. It is anticipated that future ownership of the pond (Outlot 1) will be public, but this should be confirmed. If the pond is to be deeded to the Village, then a deeded access must be provided, staff has concern about trailer parking on Schmidt Road. Staff has concerns with the Preliminary Plat in that it does not provide access to the east. Staff would like to see a street connection to the east, or at a minimum a trail connection for pedestrian access. Previously when the Plan Commission reviewed a concept plan for the development, this topic was discussed. Staff would recommend that roadway access be provided to the east to provide interconnection of neighborhoods in the future. Alternatively, staff would recommend that a pedestrian trail be required if a street is not feasible. Potentially, a trail could be provided from Grey Drive to the east property line along the south property line of Outlot 1. Staff would recommend that parkland be dedicated in the southeast portion of the plat. This location is desirable so that the parkland can be expanded as adjacent property develops. Due to traffic on County N and increasing traffic on Schmidt Road, it will be difficult for residents to cross these roadways safely. Recreation opportunities should be provided for all residential areas. Staff has concerns about access to Lots 1 & 2 on Touchdown Drive given the proximity to Schmidt Road. As platted, Lot 1 will only have driveway access to Touchdown Drive. Staff recommends that Tony’s Way be extended to the west and that Lot 1 & 2 be restricted in that no driveways will be allowed on Touchdown Drive.

Staff recommends approval of the Preliminary Plat for Luniak Meadows with the following conditions:

1. Wetland permits shall be obtained from the WI Dept of Natural Resources and submitted to the Village.
2. 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.
3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. All storm sewer easements shall be 30-feet in width.
5. All comments from the Village engineer and staff shall be included in the Plan Commission discussion and decision.
6. A street connection shall be provided to the east property line. Alternately, a less desirable option is to provide a pedestrian trail connection from Grey Drive to the east property line, potentially along the south property line of Outlot 1. Such connection to include a minimum 20-foot wide Outlot dedication to the Village.
7. The development agreement shall include provision for dedication of lands for park purposes, ideally located in the southeast portion of the plat so that the parkland can be enlarged as adjacent properties develop.
8. Deeded access from Grey Drive to Outlot 1 shall be provided for access to the future stormwater management pond. Such access to be a minimum of 30-feet in width.
9. A note shall be added to the plat indicating access control/no access to Schmidt Road for Lots 1-8.
10. Lots 1 & 2 shall be restricted in that no driveway openings will be allowed on Touchdown Drive. Street construction for Tony’s Way shall be extended west of Touchdown Drive to accommodate roadway access.
11. A sanitary sewer and/or watermain easement may be required between Lots 5/6. Such easement may also be required from utilities in Grey Drive right-of-way to the east. Please consult with the Darboy Sanitary District for sanitary and watermain location and service.
12. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
13. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.
14. All conservation easements/environmental corridors shall be clearly identified. Provisions and regulations of the conservation easements shall be noted on the face of the plat.
15. Grading/Drainage Plan shall identify elevations of ground at the foundation.
16. Sidewalks and laterals shall be indicated on the infrastructure plans.
17. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).
18. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.
19. Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).
20. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.

Staff did receive information from Darboy Sanitary District their Engineer reviewed the Plat and they would like to see the watermain on the north side of Schmidt Road at Dusty Drive be extended south across Schmidt Road and extended between lots 5 and 6 to Tony’s Way that will help create the water loop in that area they are also recommending that the watermain be extended to the east to the Weiland property they are suggesting that this could occur along the north side of lot 11.

Plan Commission Member Van Hefty stated that in the May 18, 2021, minutes Planner Mommaerts commented in talking about Luniak Meadows property specifically the woods. When asked if Park Plans are needed his thoughts are they do not want to many parks to close together and if the Village is doing something on Village Property, then it should not be needed. So with that in mind the developer paid big money to develop this as a residential development and now in the 9th inning and 2 outs it would hurt our credibility from the Planning Commission and Village Staff at Harrison if we ask him to put a park in the premium part of the development were the developer and his daughter were going to build homes for he and his daughter when it was previously discussed that a park should not be needed and to keep as much of the woods as possible.

Items 1 through 5 are okay. Item 6 changed to remove a street connection shall be provided and added a pedestrian trail connection from Grey Drive to the east property line shall be provided. Item 7 changed to add a fee in lieu of Parkland dedication as part of the development agreement. Item 10 changed to add that Tony’s Way shall be extended to the west end of lot 1 west of Touchdown Drive. Item 18 changed benchmarks are not needed on the Final Plat it has changed to now add the benchmarks on the Final Grading Plan.

Motion (Van Hefty/Gross) to approve Preliminary Plat – Luniak Meadows – Dercks DeWitt, LLC – Schmidt Road with the conditions 1 thru 5 as okay. Item 6 changed to remove a street connection shall be provided and it will be replaced with a pedestrian trail connection will be provided from Grey Drive to the east property line. Item 7 there will be a fee in lieu of Parkland dedication. Item 8 is okay. Item 9 thru 17 as printed and circulated but change made to add that item 10 Tony’s Way shall be extended to the west end of lot 1 west of Touchdown Drive. Items 19 and 20 as printed and circulated but to change item 18 and add that the Final Grading Plan shall include the benchmarks.

Motion carried 7-0.

1. Items for Discussion
   1. Report: Zoning Permits

Planner Mommaerts stated he has nothing to add other than what you see.

1. Next Meeting Date: Tentatively January 18, 2022, at 5:30pm.
2. Adjourn: Motion (Hennessey/Bartlein) to adjourn at 6:38pm.

Prepared by: Kristy Van Hefty, Deputy Clerk-Treasurer

Dated: December 3, 2021