

**VILLAGE OF HARRISON  
PLAN COMMISSION MEETING MINUTES  
May 24, 2022**

- 1) The meeting was called to order in the Harrison Municipal Building by Allison Blackmer at 6:00pm.
- 2) The Pledge of Allegiance was recited.
- 3) Roll Call: Members present: Allison Blackmer, Jim Lincoln, Pat Hennessey, Darlene Bartlein, Mark Van Hefty, Kent Gross  
Members excused: Dennis Reed  
Staff Present: Mark Mommaerts, Assistant Village Manager/Planner, Trish Nau, Assistant Planner, and Meghan Winkler, Deputy Clerk  
Public Present: 31 residents
- 4) Public Participation:  
  
None
- 5) Motion (Hennessey/Van Hefty) to approve the minutes of April 19, 2022.  
Motion carried 5-0-1 (Jim Lincoln was excused from April 19, 2022 Meeting).
- 6) Motion (Van Hefty/ Bartlein) at 6:03 PM to convene Meeting and open Public Hearing.  
Motion carried 6-0.

a. Variance for Private Road Development – Tom Klister – Old Highway Rd & North Shore Rd

Allison Blackmer informed the public that there was a typo in the application that Firelane 9 is not included.

Trish Nau informed the public that the printed information should be Firelane 10-11.

Steve Johnston, N8555 Firelane 10, asked for clarification on the private drive vs public road

Kelly Wenzel, N8645 Firelane 10, spoke in opposition.

Jame Mitchell, N8585 Firelane 9, spoke in opposition.

A gentleman that wishes to remain anonymous asked whether the Village of Harrison has an easement on Firelane 11? Mark Mommaerts responded that we do not have an easement that he is aware of.

Allison Blackmer read on the record two letters that were received in the office on May 23, 2022.

Steve and Melissa Bridges, W6244 Firelane 9, wrote in opposition

Paul and Kelly Wenzel, N8645 Firelane 10, wrote in opposition

- 7) Motion (Hennessey/Van Hefty) at 6:18 pm to close the Public Hearing and Reconvene Regular Meeting.  
Motion carried 6-0.

8) Items for Discussion and Possible Action

a. Variance for Private Road Development – Tom Klister – Old Highway Rd & North Shore Rd

The applicant is considering purchasing a portion of the Kimberly Clark Corp. property along Firelane 10 and south of the railroad tracks. The area is adjacent to Northshore Golf Club and sits east of Firelane 10. The applicant wishes to develop the property as a private single-family residential subdivision with approximately 10-16-lots on the portion south of the railroad tracks. The area north of the railroad tracks will be developed as a public residential subdivision.

The intent is to create a private residential development on the south side of the railroad. Private development, as in private streets. Utilities (sanitary sewer & water) would be public and serviced by Harrison Utilities. The subdivision ordinance states that the design of a subdivision, “new private streets shall not be permitted”. The process for a variance from the subdivision ordinance includes review by the Plan Commission and approval by the Village Board. The applicant has submitted a formal variance request.

The applicant is proposing private streets due to a provision in the railroad crossing of the existing private driveway that the private driveway remain private north of the railroad and crossing to enter the subdivision. The applicant is proposing secondary access for emergency vehicles along Firelane 10.

There is public right-of-way (ROW) from Firelane 10 south of the railroad tracks to this property where a new public road could be built. The ROW is less than the standard 60-foot width so additional ROW may have to be acquired or the public road constructed within a substandard ROW width. If there were private roads within the subdivision, easements will be required for utility access and stormwater access.

Tom Klister, N855 Winding Trail, Menasha spoke that there is currently no plans for north of the railroad tracks but they will work with both the residents and the Planning Commission.

Motion (Hennessey/Bartlein) to approve the Variance for Private Road development as presented. Motion carried 6-0

b. Certified Survey Map – Green Meadows on Lake Park – Lake Park Rd & Midway Rd

The Developer of a potential new subdivision is proposing to divide the property located on the southwest corner of Lake Park Road and Midway Road. The property currently consists of two lots, parcels 43840 & 43838. The proposed CSM entails all of Lot 1.

Parcel 43840 is currently zoned Multi-Family Residential [RM]. Parcel 43838 is currently zoned Neighborhood Commercial [CN]. The Developer wishes to rezone both parcels to Single-Family Residential (Traditional) [RS-2] to match that of the zoning to the west as part of the Lexington Homes subdivision approved a couple of years ago. Sewer service is available at Dylan Drive to the south.

Access to Lake Park Road may be granted by the Village. Access to Midway Road is limited as it is a County Highway. In order to avoid creating cul-de-sacs, the Developer has provided a second means of access to properties, and planned sewer & water services in the right-of-way.

Motion (Gross/Lincoln) to approve the Certified Survey Map as printed and circulated Motion carried 6-0.

c. Preliminary Plat – Green Meadows on Lake Park - Lake Park Rd & Midway Rd

The applicant is proposing a 34-lot and 1-outlot plat for a new subdivision called Green Meadows. The subdivision is located on the southwest corner of Lake Park Road and Midway Road. The property is currently zoned Multi-Family Residential [RM]. The subdivision is proposed to have roadway access to Lake Park Road (CTH LP) and Dylan Drive from the south. All roadways are proposed to be dedicated to the public at a width of 66-feet for the right-of-way. Lots are generally 11,000 square feet in area, the corner lots are generally 15,000 square feet. The largest of the proposed lots, along Lake Park Road near the roundabout is approximately 20,000 square feet. Sewer and water will be extended through the subdivision. Stormwater management will be accommodated in a stormwater pond located on Outlot 1.

Staff is still reviewing the plat and plan set. The Plan Commission is asked to please provide any comments or issues at the meeting in order for the developer to make changes to the plat and plans for anticipated approval at the June meeting.

No action taken further discussion will be had at the June meeting.

d. Certified Survey Map – Parcel 40160 - N8222 State Park Road

The owner of the parcel is proposing to divide the property located east of State Park Road and south of the CN Railroad tracks. The property currently consists of a 29.48-acre lot, parcel 40160.

The owner is proposing to divide the parcel into four lots of varying sizes. Lot 1, 8.2451 acres, Lot 2, 9.1484 acres (existing barn/out building), Lot 3, 1.4682 (existing house), and Lot 4, 9.6930 acres. Parcel 40160 is currently zoned Agricultural [AG]. The property owner wishes to rezone Lots 2 and 3 to Rural Residential [R-R]. Sewer and water service would be a private system and well.

Access to the property is provided by public right-of-way from State Park Road.

Motion (Van Hefty/Bartlein) to approve the Certified Survey Map as printed and circulated.  
Motion carried 6-0.

e. Certified Survey Map – Woodland Road Subdivision - 8842 Kasten Road

The owner of the parcel is proposing to divide the property located south of Woodland Road and east of Edgewood and Delta Drive. The property currently consists of a 36.5-acre lot, parcel 33544 with Kasten Road providing access from Woodland Road.

The owner is proposing to divide the parcel into 3 residential RS-1 lots. Lot 2 is 34,375 square feet, Lot 3 is 48,165 square feet with easement access, and Lot 4 is 101,668 square feet. The parcel is currently zoned Agricultural [AG]. The property owner wishes to rezone Lots 2 and 3 to Rural Residential [R-R]. Sewer and water service would be private but could be extended in the future. The site is located within the Neenah-Menasha Sewer Service Planning Area boundary.

Motion (Lincoln/Hennessey) to approve the Certified Survey Map for Woodland Road Subdivision as printed and circulated.  
Motion Carried 6-0.

9) Items for Discussion

a. Concept Plan – CTH N and Vans Road Condominiums

The Developer of a potential new condominium development is seeking input from the Plan Commission to develop the property. The property is located on the southwest corner of CTH N and Vans Road. The property currently consists of a 2.9-acre parcel, 33226. All parcels are currently zoned Neighborhood Commercial [CN]. The Developer is proposing a 9-unit condo development on a private driveway. Units are proposed to be detached from other units with their own driveways and utilities.

If the Plan Commission is agreeable to the development, staff will work with the developer on the possible rezonings needed. One option is to rezone the property to Multi-Family [RM] with a condo plat. Another option might be to rezone to Single Family Residential (suburban) [RS-1] with a Planned Development Overlay [PDO] zoning. Gardner's Creek Utility basin is just to the south of the property.

The concept plan for CTH N and Vans Road Condominiums was withdrawn from tonight's meeting, no action was taken.

b. Comprehensive Plan Amendment – Village Center

Staff would like to have a brief discussion on the process for amending the Comprehensive Plan, which includes the Village Center plan, as well as what options there are when amending. Based on the direction from the Village Board, staff will be preparing a Comprehensive Plan Amendment to change the future land use map to remove the Village Center Designation and replace it with commercial and single-family.

*At the February Village Board meeting, the Board made several motions related to the Comprehensive Plan and the Village Center Plan that is part of it. Below are the Village Board motions:*

1. *Motion: To refer the comprehensive plan back to the Plan Commission to update the plan and address eliminating the multifamily units. Motion Passed 7-0*
2. *Motion: To direct the Plan Commission to modify the Village Center conception plan by removing multifamily units. Motion Passed 7-0*
3. *Motion: To direct staff and the Plan Commission to work with the fire chief to determine a site plan for a future public safety building within the comprehensive plan. Passed 7-0*

No action taken at this time.

c. Report: Zoning Permits  
No comments

10) Set Next Meeting Date

June 21, 2022, at 6:00pm

11) Adjourn

Motion (Bartlein/Van Hefty) to adjourn at 6:53 pm.

Motion carried 6-0.

Prepared by: Meghan Winkler, Deputy Clerk-Treasurer  
Dated: May 25, 2022