

VILLAGE OF HARRISON
PLAN COMMISSION MEETING MINUTES
JUNE 21, 2022

1. The meeting was called to order in the Harrison Municipal Building by Allison Blackmer at 6:00 pm.
2. The Pledge of Allegiance was recited.
3. Roll Call: Members present: Dennis Reed, Jim Lincoln, Allison Blackmer, Darlene Bartlein, Kent Gross, and Mark Van Hefty.
Members Excused: Pat Hennessey

Staff Present: Mark Mommaerts, Assistant Village Manager, Trish Nau, Assistant Village Planner and Meghan Winkler Deputy Clerk-Treasurer.

23 Residents

4. Public Participation:
 - a. Don Mielke, W5484 Mielke Rd, spoke regarding the proposed trail map. Concerns of EMS being able to access the trail if needed if the trail runs through properties.
 - b. Kelly Wenzel, N8645 Firelane 10, spoke regarding concerns on the amount of developing that is happening within the Village of Harrison.
5. Motion (Lincoln/Van Hefty) approve the minutes from May 24, 2022.
Motion Carried 6-0
6. Motion (Bartlein/Lincoln) at 6:12 pm to Convene Meeting and Enter Public Hearing
Motion carried 6-0
 - a. Comprehensive Plan Amendment – Tom Klister – Old Highway Rd & North Shore Rd – North Shore Ridge

No public comment
 - b. Zoning Map Amendment – Tom Klister – Old Highway Rd & North Shore Rd

No public comment
 - c. Comprehensive Plan Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

No public comment
 - d. Zoning Map Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

No public comment
 - e. Comprehensive Plan Amendment – Village Center

No public comment

7. Motion (Van Hefty/Bartlein) at 6:22 PM to close the Public Hearing and Reconvene Regular Meeting. Motion carried 6-0.

8. Items for Discussion and Possible Action

a. PC Resolution #2022-02 - Comprehensive Plan Amendment - Tom Klister – Old Highway Rd & North Shore Ridge

The applicant is proposing a new single-family subdivision located east of Firelane 10 and south Canadian National Railroad. The property is identified as Commercial in the Comprehensive Plan and is currently zoned Business Park [BP]. The applicant wishes to rezone the parcel to Single-Family Residential (Suburban) [RS-1] to match that of the zoning to the west along the lakeshore. Sewer service is available through the Neenah-Menasha sewer service area within the planning area boundary. Development is contingent upon completion of the contract of sale from Kimberly Clark Corporation.

A Comprehensive Plan Amendment and Zoning Map Amendment (Rezoning) are proposed in order to develop Single-Family lots. The proposed zoning will be Single Family Residential [RS-1].

Comprehensive Plan Amendment:

The applicant is proposing to amend the future land use map in the Comprehensive Plan to change the land use designation from Commercial to Single-Family Residential (sewered).

Motion (Van Hefty/Bartlein) to approve as printed and circulated.

Motion carried 6-0

b. Zoning Map Amendment – Tom Klister – Old Highway Rd / North Shore Ridge

The applicant is proposing a new single-family subdivision located east of Firelane 10 and south Canadian National Railroad. The property is identified as Commercial in the Comprehensive Plan and is currently zoned Business Park [BP]. The applicant wishes to rezone the parcel to Single-Family Residential (Suburban) [RS-1] to match that of the zoning to the west along the lakeshore. Sewer service is available through the Neenah-Menasha sewer service area within the planning area boundary. Development is contingent upon completion of the contract of sale from Kimberly Clark Corporation.

A Comprehensive Plan Amendment and Zoning Map Amendment (Rezoning) are proposed in order to develop Single-Family lots. The proposed zoning will be Single Family Residential [RS-1].

Zoning Map Amendment:

The applicant is proposing to rezone from Business Park [BP] to Single Family Residential Suburban [RS-1].

Motion (Gross/Lincoln) to approve Zoning Map Amendment.

Motion carried 6-0

- c. PC Resolution #2022-03 - Comprehensive Plan Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

The applicant is proposing a new single-family subdivision located on the southwest corner of Lake Park Road and Midway Road. The property is identified as Multi-Family in the Comprehensive Plan and is currently zoned Multi-Family Residential [RM]. The developer wishes to rezone the parcel to Single-Family Residential (Traditional) [RS-2] lots 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.

A Comprehensive Plan Amendment and Zoning Map Amendment (Rezoning) are proposed in order to develop Single-Family lots. The proposed zoning will be Single Family Residential (Traditional) [RS-2].

Comprehensive Plan Amendment:

The applicant is proposing to amend the future land use map in the Comprehensive Plan to change the land use designation from Multi-Family Residential to Single-Family Residential (sewered).

Motion (Lincoln/Van Hefty) to approve PC Resolution #2022-03 as printed and circulated
Motion carried 6-0

- d. Zoning Map Amendment - Green Meadows on Lake Park – Lake Park Rd & Midway Rd

The applicant is proposing a new single-family subdivision located on the southwest corner of Lake Park Road and Midway Road. The property is identified as Multi-Family in the Comprehensive Plan and is currently zoned Multi-Family Residential [RM]. The developer wishes to rezone the parcel to Single-Family Residential (Traditional) [RS-2] lots 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.

A Comprehensive Plan Amendment and Zoning Map Amendment (Rezoning) are proposed in order to develop Single-Family lots. The proposed zoning will be Single Family Residential (Traditional) [RS-2].

Zoning Map Amendment:

The applicant is proposing to rezone from Multi-Family Residential [MF] to Single Family Residential (Traditional) [RS-2].

Motion (Van Hefty/Gross) to approve Zoning Map Amendment
Motion carried 6-0

- e. 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

Motion (Van Hefty/Gross) to approve Preliminary Plat
Motion carried 6-0

f. Conditional Use Permit - Minor Change – US Highway 10 and County Road N Storage Units

In May 2021, the applicant was granted a Conditional Use Permit to operate a mini-outdoor storage development on lands located on the northeast corner of Highway 10 and County Highway N, Parcel #45834. The development was approved with 14 conditions, listed below. The applicant is seeking a change to the Conditional Use Permit, specifically Conditions #3 & #7 regarding design standards, Section 117-90(o). Condition #3 states wood or vinyl material for a gated fence. The applicant is requesting the Plan Commission approve a black metal chain link system with keypad that would better fit the use of the parcel. The applicant is also stating that the height of the berm and distance from County Road N satisfy the intent of Condition #7 without the use of masonry materials on the buildings. The intent of the berms and plantings is to create a buffer/screen to obstruct or soften the view of the development from the surrounding properties and from the road which would be satisfied with the 5-foot berms.

The approval of use was conditioned on the following:

1. Berms and landscape areas be provided along all sides of the development of proposed Lot 2 (mini-warehousing development). The berm should be 5-feet in height with trees, evergreens, and other plantings that are 5-feet in height at the time of planting (not including root ball). Care should be taken to design the berm and plantings to provide approximately 75% opacity within 5-years.
2. Security lighting and video surveillance shall be provided. Any lighting shall be direct cutoff fixtures.
3. The entrance shall be gated with a visually pleasing material, either wood or vinyl material. The Plan Commission may approve an alternate material.
4. A new road shall be permitted by the Calumet County Highway Department for access to the development. A streetlight shall be installed at the developer's expense at the intersection of County Road N and the new road, Atlas Court. Such streetlight shall be approved by the Village.
5. No outside storage of any vehicles, equipment, materials, or items shall be permitted.
6. The stormwater management plan approval shall be in accordance with the Harrison rules.
7. All exterior building materials shall adhere to the Village Zoning requirements.
8. All provisions of the zoning ordinance and all other Village ordinances shall be met.
9. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
10. All necessary permits shall be obtained prior to construction.
11. Proposed Lot 1 & Lot 3 shall be held for future business/commercial development other than mini warehousing.
12. All WDNR permits shall be granted, a copy of which submitted to the Village, for wetland impacts.
13. The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.
14. A sanitary sewer & waterman easement shall be listed on the Certified Survey Map for recording.

Since this is considered a minor change to the Conditional Use Permit, the Plan Commission has authority to review and approve such change. The Plan Commission may recommend the Village Board be required to approve such change.

Motion (Lincoln/Van Hefty) to approve Conditional Use Permit – Minor Change.
Motion carried 6-0

g. Certified Survey Map – Parcel 40462 - Hopfensperger CSM

The applicant is proposing a Certified Survey Map (CSM) for the property located along State Highway 55, Location ID 40462. The purpose of the CSM is to reconfigure the property to officially mark the property line between Ralph Hopfensperger and Dave Wittmann in a land exchange through the Certificate of Survey (COS) process.

Lot 1 is proposed to be 3.0-acres. An access easement for the driveway would be needed.

Motion (Lincoln/Reed) to approve Certified Survey Map
Motion carried 6-0

h. Certified Survey Map – Parcel 40040 – Macrander CSM

The applicant is proposing a 4-lot Certified Survey Map (CSM) for the property located at the corner of Firelanes 12 & 13, Tax ID 40040. The purpose of the CSM is to reconfigure the property to split the property into four lots separating the barn and out-buildings from the agricultural land for future development.

Lots 1 & 2 are proposed to be 1.218-acres. Lot 3 is proposed to be 5.643-acres and exists of the primary residence and accessory structure on the corner of Firelanes 12 & 13. Lot 4 is 3.176 acres. It is anticipated that in splitting the parcel into four lots land, that they could be sold for future development purposes.

Motion (Van Hefty/Bartlein) to approve Certified Survey Map
Motion carried 6-0

i. Certified Survey Map – Parcel 38826 – Propson CSM

The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located along Ertl Road, Tax ID 38826. The purpose of the CSM is to reconfigure the property to split the property into two lots separating the barn and out-buildings from the agricultural land for future development. The house was split from the barn and out-buildings previously.

Lot 1 is proposed to be 3.271-acres. Lot 2 is proposed to be 1.335-acres and exists of the primary residence and accessory structure along Ertl Road.. It is anticipated that in splitting off Lot 2 from the agricultural land, that it could be sold for future development purposes.

Motion (Gross/Lincoln) to approve Certified Survey Map
Motion carried 6-0

j. PC Resolution #2022-04 – Comprehensive Plan Amendment - Village Center

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

Staff has been working with the Attorney to write an offer to purchase for land for a potential public safety building. The easiest way to accomplish the direction from the Village Board is to remove the Village Center Plan from the Comprehensive Plan and to amend the future land use map to designate specific land uses within the Village Center area. As the area develops, certain elements of the concept plans in the Village Center Plan can still be utilized as desired.

Staff is proposing the following amendments to the Comprehensive Plan:

- Amending the Comprehensive Plan to remove Appendix C, Village Center Plan, from the Comprehensive Plan.

Change the land use designation on the future land use map from Village Center to Commercial and Single-Family Residential (transitional).

Motion (Lincoln/Bartlein) to approve PC Resolution #2022-04 as printed and circulated
Motion carried 6-0

9. Items for Discussion

- a. Report: Zoning Permits
Report is on file in the clerk's office.

10. Set Next Meeting Date

Tentatively July 19, 2022, at 6:00 pm

11. Adjourn: Motion (Bartlein/Van Hefty) to Adjourn (7:00 pm)

Motion Carried 6-0

Prepared by: Meghan Winkler, Deputy Clerk-Treasurer