

VILLAGE OF HARRISON
PLAN COMMISSION MEETING MINUTES
August 23, 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 Vicki Tessen, Clerk
Public Present: 17 residents

4) Public Participation:

Mike Pusnik had questions regarding a cell tower being erected and not receiving a notification.

Dori Railling questioned where the entrances would be for the new subdivision going in by Kasten and Woodland Roads and also inquired about the plans for the former Darboy Club.

Tom Kilsdonk spoke of concerns regarding the rezoning on Van's Road.

Jim Zwiers is concerned about the drainage plan for the proposed subdivision on Van's Road. He also suggested that the developers be required to submit an environmental impact study.

Joe Stumpf informed the commission that Skipper's Lane still needs the grass repaired and clean up work from the recent ditch and road project.

Chris Somers agreed with prior comments regarding drainage in the Vans Road and County Highway N area as water flows into his property at W5890 Frontage Road as well.

- 5) Motion (Lincoln/Van Hefty) to approve the minutes of June 21, 2022, with two corrections.
Motion carried 6-0.
- 6) Motion (Gross/ Bartlein) at 6:24 PM to convene Meeting and open Public Hearing.
Motion carried 6-0.
 - a. Comprehensive Plan Amendment – Atlas Construction, Jerry Frazee – Vans Road and County Highway N, Lot 3, CSM2281

It was noted that the application paperwork stated Precision Cut Construction, however Atlas Construction is the correct company that should have been listed by the applicant.

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).

Staff finds the amendment to the future land use map in the Comprehensive Plan would complement the surrounding land uses.

David Hoida, W5673 Rustic Lane, sent a letter detailing his concerns with the setback requirement, the grading issue, ditch drainage, and the proposed lot size. The full letter is included in the packet.

b. Zoning Map Amendment – Atlas Construction, Jerry Frazee – Vans Road & County Highway N

The applicant is proposing to rezone from Neighborhood Commercial [CN] to Single Family Residential (Suburban) [RS-1].

There was concern from residents regarding the drainage of stormwater for the proposed four new lots located on Van’s Road.

Staff finds that the rezoning request complies with single family development as part of the recommendations in the Comprehensive Plan of the Village of Harrison.

c. Zoning Map Amendment – DeWitt Development, LLC – Harrison Heights, Woodland Road and Kasten Road

The applicant is proposing to rezone from Neighborhood Commercial [CN] to Single Family Residential (Suburban) [RS-1] for a new subdivision.

Residents expressed concern about the increase of traffic that 100+ lots would cause especially near the County N round a bout.

7) Motion (Hennessey/Bartlein) at 6:44 pm to close the Public Hearing and Reconvene Regular Meeting. Motion carried 6-0.

8) Items for Discussion and Possible Action

The first project discussed was a Comprehensive Plan Amendment, a Zoning Map Amendment, and a revised Certified Survey Map regarding Parcel 33226 (*agenda items 8 a, b, and c*). Considering the actions were intertwined, one discussion occurred followed by three separate motions.

- a. PC Resolution #2022-005 - Comprehensive Plan Amendment - Precision Cut Construction, Jerry Frazee – Vans Road and County Highway N, Lot 3, CSM2281
- b. Zoning Map Amendment – Precision Cut Construction, Jerry Frazee – Vans Road and County Highway N, Lot 3, CSM2281
- c. Certified Survey Map - Precision Cut Construction, Jerry Frazee - Vans Road and County Highway N, Lot 3, CSM2281

The applicant Jerry Frazee, along with Atlas Construction, is proposing to divide the 2.927 acres into 4 new single-family lots. The property is located on the southeast corner of Vans Road and County Highway N. The parcel is identified as Commercial in the Comprehensive Plan and currently zoned Neighborhood Commercial [CN]. The land has been for sale as a commercial site for a long time with no buyers. The applicant wishes to amend the Comprehensive Plan to Single Family Residential (sewered) and rezone the parcel to Single-Family Residential (Suburban) [RS-1] to match that of the zoning in the surrounding area. The location is within the Heart of the Valley Sewer Service Planning Area.

Staff finds the amendment to the future land use map in the Comprehensive Plan would complement the surrounding land uses.

Staff also finds that the rezoning request complies with single family development as part of the recommendations in the Comprehensive Plan of the Village of Harrison.

All property owners within 300-feet of the subject property have been notified via first-class mail.

Comments were made by residents regarding potential drainage issues and water flow to a stream. A drainage plan was recommended by staff to be completed before the development would take place.

Motion (8a) (Van Hefty/Bartlein) to approve PC Resolution #2022-005; recommending the Village Board amend the Comprehensive Plan for Atlas Construction, Jerry Frazee for Parcel 33226 located at Vans Road and County Highway N, Lot 3, CSM2281.

Motion carried 6-0.

Motion (8b) (Van Hefty/Lincoln) to approve a Zoning Map Amendment from Neighborhood Commercial [CN] to Single Family Residential (Suburban) [RS-1] for Parcel 33226 located at Vans Road and County Highway N, Lot 3, CSM2281 as proposed by Atlas Construction, Jerry Frazee.

Motion carried 6-0.

Motion (8c) (Hennessey/Van Hefty) to approve Certified Survey Map 2281 from Atlas Construction, Jerry Frazee for Vans Road and County Highway N, Lot 3, with the addition of a drainage plan for the entire property.

Motion carried 6-0.

The second project up for discussion was the Harrison Heights Project which includes parcels 33544, 33536, and 33558 (*agenda items 8 d & e*).

- d. Zoning Map Amendment - DeWitt Development, LLC – Harrison Heights, Woodland Road and Kasten Road
- e. Preliminary Plat - DeWitt Development, LLC - Harrison Heights, Woodland Road and Kasten Road

The project proposed would develop 3 parcels at the southeast corner of Woodland Road & Kasten Road, 61.178 Acres, into a 110-lot subdivision called Harrison Heights. The parcels are currently zoned Agricultural [AG], with one residence off Kasten Road. Harrison Utilities currently serves parcels south and east of the location and is within the Neenah-Menasha Sewer Service Planning Area boundary.

Staff finds that the Rezoning request complies with the Future Land Use Map as part of the Comprehensive Plan of the Village of Harrison. [Single Family Residential]

It was noted that lots 14-17 on the preliminary map are inaccessible off Woodland Road and need to be adjusted accordingly. Discussion also pursued for addition of a possible green space as the developer is adding over 100 lots.

Staff further recommended the following conditions be indicated in the approval of the zoning amendment:

1. Install a berm with plantings along Woodland Road and Hwy 10.
2. Consider adding the cell tower site as a separate outlot or to OL 2. Review WisDOT requirements for access to cell tower site.
3. Removal of Lots 14-17 as they do not match the concept plan reviewed by the Plan Commission in January. Woodland Road is an access restricted roadway.
4. To provide a fee in lieu of parkland dedication, an amount should be determined as part of the development agreement.
5. A note shall be added to the plat indicating access control/no access to Woodland Road.

6. Wetland permits shall be obtained from the WI Dept of Natural Resources and submitted to the Village.
7. 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.
8. All lots shall have a storm sewer lateral provided for sump pump discharge.
9. All storm sewer easements shall be 30-feet in width.
10. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
11. 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.
12. Grading/Drainage Plan shall identify elevations of ground at the foundation.
13. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).
14. The final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.
15. Plans shall be sent to the appropriate utility entities for review (i.e. phone, cable, gas/electric, sewer/water).
16. 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.

Motion (8d) (Van Hefty/Gross) to approve a Zoning Map Amendment request from DeWitt Development, LLC for the property located south of Woodland Road known as Harrison Heights, amending the zoning from General Agricultural to Single Family Residential.

Motion Carried 6-0

Motion (8e) (Van Hefty/Lincoln) to approve the Preliminary Plat for Harrison Heights located on Woodland Road and Kasten Road as presented by DeWitt Development, LLC along with the sixteen staff recommended conditions as stated.

Motion Carried 5-1 (Gross opposed)

- f. Minor Change to CUP – Highline Business Park – W4954 Highline Road, Brad Uecker
In September of 2019, the applicant was granted a Conditional Use Permit (CUP) for an 8-building, multi-tenant development for the property at W4954 Highline Road. The applicant is seeking a change to Condition #3 of his Conditional Use Permit. The CUP currently states that no outside storage of equipment, products, or materials is allowed within the development. The applicant is requesting the Plan Commission approve outside parking for clients to park licensed vehicles and trailers next to their unit(s).

Motion (Hennessey/Van Hefty) to approve a minor change to Condition #3 of the Conditional Use Permit granted to Brad Uecker and allow for outside parking of licensed vehicles and trailers by clients for business purposes.

Motion Carried 6-0

The third project to be discussed was North Shore Ridge. This includes parcels 39566, 39652 and 39654 (*agenda items 8g & h*).

- g. Certified Survey Map – Parcels 39566 & 39652 – KC 2-Lot - W6149 Old Highway Road CSM

The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located along Old Highway Road and north of the railroad tracks. The proposed site, Lot 2, is 27.152 acres in area with 485-feet of road frontage between Firelanes 10 & 11.

The property owner owns three commercial parcels (Tax ID's 39566, 39652, & 39654) and is adjusting the lot line for the property south of Old Highway Road and north of the railroad tracks. There is an office building to the east that sits on parcel 39566.

h. Preliminary Plat – Northshore Ridge Subdivision - W6149 Old Highway Road

A preliminary plat for North Shore Ridge Subdivision has been created for the site that includes five 1-2 acre lots and an Outlot north of the railroad tracks and an additional 19 lots that vary in size from 0.5 acres to 2.5 acres south of the tracks. The plat shows steep slopes and wetlands south of the railroad tracks towards Lake Winnebago.

Staff recommends approval of the Preliminary Plat with the following conditions:

1. Brick Lane deemed as a private road with 60' width should be built to public right of way standards or emergency access.
2. Copies of wetland permits including approvals shall be given to the Village.
3. A submitted plan of how the proposed Firelane 10 will connect to the existing Firelane 10.
4. All provisions/agreements of the private road variance.

Motion (8g) (Van Hefty/Bartlein) to approve the KC 2-Lot Certified Survey Map as presented and circulated.

Motion Carried 6-0

Motion (8h) (Van Hefty/Gross) to approve the Preliminary Plat for the North Shore Ridge Subdivision with the staff's four recommended conditions.

Motion Carried 6-0

i. Certified Survey Map – Parcels 33522 & 33516 – Van Roy CSM

The property owner is proposing a 2-lot Certified Survey Map (CSM) for the property located at W5840 Manitowoc Road. The property is zoned Rural Residential [RR]. The purpose of the CSM is to create a larger parcel for the residence and outbuildings. Lot 1 is proposed to be 5.477-acres and will contain the existing home and farm buildings. Lot 2 is proposed to be 1.526-acres and is currently zoned rural residential for a possible future build.

The RR zoning district requires a minimum of 1-acre and a primary single-family residence on the lot. In the intent to develop the land for a single-family home, the zoning should remain RR with a house being built. This conforms to the Comprehensive Plan for a Transitional Residential future use.

Motion (Van Hefty/Lincoln) to approve the Certified Survey Map for parcels 33522 and 33516 as presented and circulated.

Motion Carried 6-0

j. Certified Survey Map – Parcels 33286, 34080, & 34078 – Old Darboy Club Site – CSM

The property owner is proposing a 1-lot Certified Survey Map (CSM) for the property located at N9695 County Road N, formerly known as the "Old Darboy Club Site." The purpose of this CSM is to combine the three parcels into one Lot of 4.097 acres, in the intent to develop a new restaurant and tavern replacing the old Darboy Club. The zoning will remain Community Commercial [CC] with the parcel conforming to the Comprehensive Plan for Commercial use.

Motion (Lincoln/Bartlein) to approve the Certified Survey Map for Wisconsin Wealth Management as presented and circulated.

Motion Carried 6-0

9) Items for Discussion

a. Report: Zoning Permits

The reports and permits are on file at Village Hall.

10) Set Next Meeting Date

a. September 20, 2022, at 6:00pm

b. Commissioner Van Hefty requested solar panels and solar farms be on a future agenda for discussion and possible recommendation to the Village Board to create an ordinance regulating their use in the Village.

11) Adjourn

Motion (Bartlein/Van Hefty) to adjourn at 7:29 pm.

Motion carried 6-0.

Prepared by: Vicki L. Tessen, Clerk-Treasurer

Dated: September 13, 2022