

VILLAGE OF HARRISON
PLAN COMMISSION MEETING MINUTES
September 20, 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, and Dennis Reed

Members excused: None

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

Public Present: 5

4) Public Participation:

None

5) Motion (VanHefty/Lincoln) to approve the minutes of August 23, 2022 with one minor correction.

Motion carried 7-0

6) Motion (Lincoln/Bartlein) at 6:02 PM to convene Meeting and open Public Hearing.

Motion carried 7-0

a. Comprehensive Plan Amendment – JJMRS Commercial LLC – N7099 Horn Road

Jim Schmidt – spoke regarding wanting the property turned to commercial property so he may have employees down the road. He also discussed that no RVs are stored outside and that the plan is to have a total of eight (8) RVs at the above location.

Brandon Butler 31 Brentwood Ln, Appleton– spoke about concerns of the size of the road and drop in property values.

b. Zoning Map Amendment – JJMRS Commercial LLC – N7099 Horn Road

7) Motion (Lincoln/Hennessey) at 6:09 pm to close the Public Hearing and Reconvene Regular Meeting.

Motion carried 7-0

8) Items for Discussion and Possible Action

a. PC Resolution #2022-06 Comprehensive Plan Amendment – JJMRS Commercial LLC – N7099 Horn Road

The applicant is requesting that his property located at N7099 Horn Road, Tax ID 38768, be changed on the Future Land Use Map from a Farmstead Home to Commercial. The landowner would like to grow his RV Rental and Storage Business on this site. The parcel is located off S. Harwood Road and a half mile north of State Highway 114 in the southeastern corner of the Village. It is also approximately 2 ½ miles from High Cliff State Park offering an RV Rental and Storage opportunity. The only other Commercial property in the vicinity is located 4.5 miles to the southwest on the corner of State Highway 55 and Faro Springs Road, (Bobbers LLC).

Staff recommends that the parcel be split to separate out the residence from the business areas of the property and remain as Farmstead Homes. The rest of the property and outbuildings should be classified as Ag on the Future Land Use Map to complement the surrounding land uses with a Conditional Use Permit issued for the rental and storage business.

Motion (Lincoln/Bartlein) to amend PC Resolution #2022-06 and bring back to October 18, 2022 Plan Commission Meeting
Motion carried 7-0

b. Zoning Map Amendment – JJMRS Commercial LLC – N7099 Horn Road

The applicant is requesting that his property located at N7099 Horn Road, Tax ID 38768, be rezoned from Rural Residential [RR] to Community Commercial [CC]. The purpose of the rezoning is to create a business site for RV rentals and storage. The Comprehensive Plan and Future Land Use Map identifies this property as “Farmstead Homes.” The proposed rezoning would offer the applicant the ability to increase his employee base as well as develop his RV business in being approximately 2 ½ miles to High Cliff State Park.

Motion (Lincoln/Hennessey) to amend the application.
Motion carried 7-0

c. Preliminary Plat (revised) Harrison Heights – DeWitt Development, LLC – Woodland Road and Kasten Road

The applicant is proposing to develop 3 parcels at the southeast corner of Woodland Road & Kasten Road, 61.178 Acres into a subdivision called Harrison Heights. Generally, the lot sizes are 14,000-16,000-square feet with a typical lot dimension of 95’ x 150’. The plat identifies 2-new roadway connections to Woodland Road. The revised plat eliminated 4 lots with access along Woodland Road, reducing the number of lots from 110 to 106.

There are 2 roadway connections to the subdivision to the west, Creekside Estates. The developer intends to vacate Kasten Road, which is a substandard Village roadway. There is an existing home on Kasten Road that will have access to a new road as part of the subdivision. There are 2-outlots for stormwater management. The property is within the Harrison Utilities sanitary sewer service area. Sewer and water services can be extended from the Creekside Estates subdivision.

There is an existing residence off Kasten Road that is under separate ownership from the subdivision until such time as the existing owner moves from the residence, then the subdivision developer can plat and rezone that property.

The first draft of the plat was brought before the Plan Commission at its August 23, 2022, meeting. The Plan Commission recommended approval of the Preliminary Plat for Harrison Heights with the following conditions:

1. Consider installing 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 from the preliminary plat, 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.

On August 30, 2022, the Village Board discussed the Preliminary Plat with the conditions proposed and approved a motion to refer the pre plat be brought back to the Plan Commission for more discussion. After examination, the Board determined that a possible trail on the south side of Woodland Road should be constructed for the number of residents that would reside in the subdivision. Construction of a trail along Woodland Road adheres to Goals 1&2, Objectives 1.2, 2.2, & 2.3, Implementation Strategy 2 (2.2, & 2.3) and Map #2 of the Comprehensive Outdoor Recreation Plan.

Harrison does not have a policy for placement of a trail within the Right-of-way. Staff feels that a trail on the north side of Woodland Road would be best. There are fewer utility conflicts to the north and given the proximity of Farmers Field Park to the new subdivision it would be better to construct a northside trail than to commit money to parkland dedication.

*Motion to approve revised preliminary plat using the 1st draft of the conditions including #1-2 and #4-16 specifically excluding #3 which has already been taken care of.
Motion carried 6-1 (Gross opposed)*

9) Items for Discussion

- a. Solar Farms on Agricultural Lands

- b. Report: Zoning Permits
The reports and permits are on file at Village Hall.

10) Set Next Meeting Date

- a. October 18, 2022, at 6:30pm

11) Adjourn

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

Motion carried 7-0

Prepared by: Meghan Winkler, Deputy Clerk-Treasurer

Dated: 9/22/2022