

VILLAGE OF HARRISON
Plan Commission Meeting Minutes
January 23, 2024

A meeting of the Plan Commission was called to order at 6:00pm at the W5298 State Hwy 114 Menasha, WI 54952 on Tuesday, January 23, 2024. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Blackmer, Darlene Bartlein, Mark Van Hefty, Dennis Reed, Scott Chicoine, Bob Mayfield, and Chad Weyenberg.

Staff Present: Chad Pelishek (Assistant Village Manager), Josh Sherman (Assistant Planner), Meghan Winkler (Deputy Clerk/Deputy Treasurer/HR Officer)

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call of Plan Commission**
- 4. Public Comments**

Please be advised per State Statute Section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments.

No speakers

- 5. Corrections and Approvals of the Previous Meeting Minutes**

MOTION: (Chicoine/Van Hefty) to approve the Minutes from December 12, 2023, as printed and circulated.

Motion passed 6-0 (Weyenberg abstained as he was not in attendance for that meeting)

- 6. Convene Meeting and Enter Public Hearing**

MOTION: (Bartlein/Mayfield) to convene Meeting and Enter Public Hearing at 6:01pm.

Motion passed 7-0

- a. Comprehensive Plan Amendment (Future Land Use Map) - Mel Baeten – Highline Rd - Parcels 39012 & 39018

Ray Smith N9536 Highline Road

- b. Zoning Map Amendment – Mel Baeten – Highline Rd - Parcels 39012 & 39018

No speakers

- c. Zoning Map Amendment – Village of Harrison – Ryford St – Parcel 44944

No speakers

7. Close Public Hearing and Reconvene Regular Meeting

MOTION: (Van Hefty/Bartlein) to reconvene Regular meeting at 6:10 pm.

Motion passed 7-0

8. New Business for Discussion, Consideration, and/or Action

- a. Certified Survey Map (CSM) - Don Mielke – Mielke Rd – Parcel 43796

MOTION: (Van Hefty/Chicoine) to approve the Certified Survey Map (CSM) request as submitted.

Motion passed 7-0

- b. Comprehensive Plan Amendment (Future Land Use Map) - Mel Baeten – Highline Rd - Parcels 39012 & 39018

MOTION: (Bartlein/Van Hefty) to approve the Certified Survey Map (CSM) request as submitted.

Motion passed 7-0

- c. Zoning Map Amendment – Mel Baeten – Highline Rd - Parcels 39012 & 39018

MOTION: (Chicoine/Mayfield) to approve the Zoning Map Amendment from General Agriculture [AG] to Business Park [BP] in the north and northeast portion of the parcel 39012, Two-Family Residential [RT] throughout the middle and bottom portion of the parcel 39012 and the very upper portion of parcel 39018, and Single-Family Residential [Suburban] along the upper quarter of the parcel 39018 request as submitted.

Motion passed 7-0

- d. Preliminary Plat – Sprangers Estates – Mel Baeten – Parcels 39012 & 39018

MOTION: (Van Hefty/Bartlein) to approve the Preliminary Plat with the following conditions:

1. Wetland permits shall be obtained from the WI Department of Natural Resources and submitted o the Village.
2. To provide a fee in lieu of parkland dedication for an amount determined as part of the development agreement.
3. Lots 1, 9, 10, 19, 20, 38, 39, 49, and 60 shall be noted on the plat to have restricted access off of Highline Road and/or Prosperity Drive.
4. All lots shall have a storm sewer lateral provided for sump pump discharge.
5. All review comments from the Village staff shall be included in the Plan Commission discussion and decision.
6. 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.
7. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
8. 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.
9. Grading/Drainage Plan shall identify elevations of ground at the foundation.
10. All road names shall be approved by the Appleton Post Office, the Village of Harrison, and Calumet County E911.
11. Sidewalks, trails, street lighting, and laterals shall be indicated on the infrastructure plans.
12. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).

13. *The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
14. *Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).*
15. *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 passed 7-0

- e. Certified Survey Map – Village of Harrison – Ryford St – Parcel 44944

MOTION: (Van Hefty/Bartlein) to table recommendations by staff until the next scheduled Plan Commission meeting.

Motion passed 7-0

- f. Zoning Map Amendment – Village of Harrison – Ryford St – Parcel 44944

MOTION: (Chicoine/Mayfield) to approve the Zoning Map Amendment from General Agriculture [AG] to Single-Family Resident (Suburban0[RS-1] as submitted.

Motion passed 7-0

- g. Report: Zoning Permits

The reports and permits are on file at Village Hall.

9. Set Next Meeting Date

February 20, 2024 at 6:00pm

10. Adjournment

MOTION: (Bartlein/Weyenberg) to adjourn meeting at 6:20 pm.

Motion passed 7-0

Prepared by: Meghan Winkler, Deputy Clerk/Deputy Treasurer/HR Officer

Dated: 1/24/2024