

## NOTICE OF VILLAGE OF HARRISON BOARD MEETING

**DATE:** Tuesday, May 7, 2024  
**TIME:** 6:00pm  
**PLACE:** Harrison Municipal Building, W5298 State Road 114,  
Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, May 7, 2024, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

### Call to Order

### Pledge of Allegiance

#### 1. Roll Call

#### 2. Correspondence or Communications from Board and Staff

#### 3. Corrections and Approval of the Previous Meeting Minutes

a) April 30, 2024

#### 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. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

#### 5. Appointments

a) Board of Review Members

#### 6. New Business for Discussion, Consideration, and/or Action

a) Comprehensive Plan Update- Project Kickoff Meeting and Issues and Opportunities Discussion.

#### 7. Future Agenda Items

RFQs for Station 60 and DPW (JB/DB) (before budget meetings start)

Public info meetings & website posts on facilities updates (JB/DB)

Hiring Policy (MVH/AB)

Review of RS-2 Zoning (ML/AB) (after Comp Plan)

Zoning Map Amendment and Ordinance V24-02 –Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)

CCSD proposal for mobile speed reader boards (ML/AB)(April/May 2024)

Road Impact Fee for new construction (ML/AB) (May 2024)

Trails and benches around retention ponds (SH/DB) (budget meeting)

Request for Village to add electrical service to Darboy Park from Festival of Lights (tabled/referred back to staff 1/30/2024)

Project plan to bring interceptors 4 & 6 into the HU system (ML) (May/June 2024)

Ways to regulate utility companies to reconstruct right of way land after doing their work (ML) (May/June 2024)

Review Board Rules and Policies (ML)

## 8. **Adjournment**

Agenda posted and published: May 2, 2024 at Harrison Village Hall and [www.VillageofHarrison-WI.org](http://www.VillageofHarrison-WI.org) *Vicki L. Tessen, Clerk*

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

**From:**  
Vicki Tessen, Clerk

**Meeting Date:**  
May 7, 2024

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**Title:**  
April 30, 2024

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**Issue:**  
Are there any corrections to the minutes of the last meeting?

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**Background and Additional Information:**

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**Budget Impacts:**

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**Recommended Action:**  
Approve the minutes of the April 30, 2024 meeting as printed.

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

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**From:**

Vicki Tessen, Clerk

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**Meeting Date:**

May 7, 2024

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**Title:**

Board of Review Members

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**Issue:**

The Board needs to appoint the BOR members

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**Background and Additional Information:**

The dates for the Board of Review meetings are as follows:

**May 28, 2024 at 6:00pm** Initial meeting - the clerk will call the BOR (president plus 2 trustees) meeting to order, take roll call, state the assessment roll has not been received yet, it is expected to be delivered to the clerk by July 18, 2024, and entertain a motion to adjourn to Wednesday, August 7, 2024 at 10:30am.

**August 7, 2024 10:30am - 12:30pm** this is the minimum 2-hour BOR meeting with the assessment roll review and any hearings.

Trustees should review their calendars for availability on the above dates and be prepared to volunteer or recommend two trustees to be BOR members and 2 trustees to be BOR alternate members that can fill in if a member becomes unavailable.

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**Budget Impacts:**

none

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**Recommended Action:**

Confirm which two trustees will be appointed to the BOR and which two will be alternates

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**VILLAGE BOARD MEETING**

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**VILLAGE OF HARRISON**

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**From:**

Chad Pelishek, Assistant Village Manager

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**Meeting Date:**

May 7, 2024

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**Title:**

Comprehensive Plan Update- Project Kickoff Meeting and Issues and Opportunities Discussion.

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**Issue:**

None

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**Background and Additional Information:**

Discussion Only.

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**Budget Impacts:**

N/A

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**Recommended Action:**

None

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**Attachments:**

- [Village of Harrison\\_Village Board\\_Kick-Off\\_05072024.pdf](#)



# VILLAGE OF HARRISON COMPREHENSIVE PLAN UPDATE

Project Kick Off and Issues and  
Opportunities Discussion

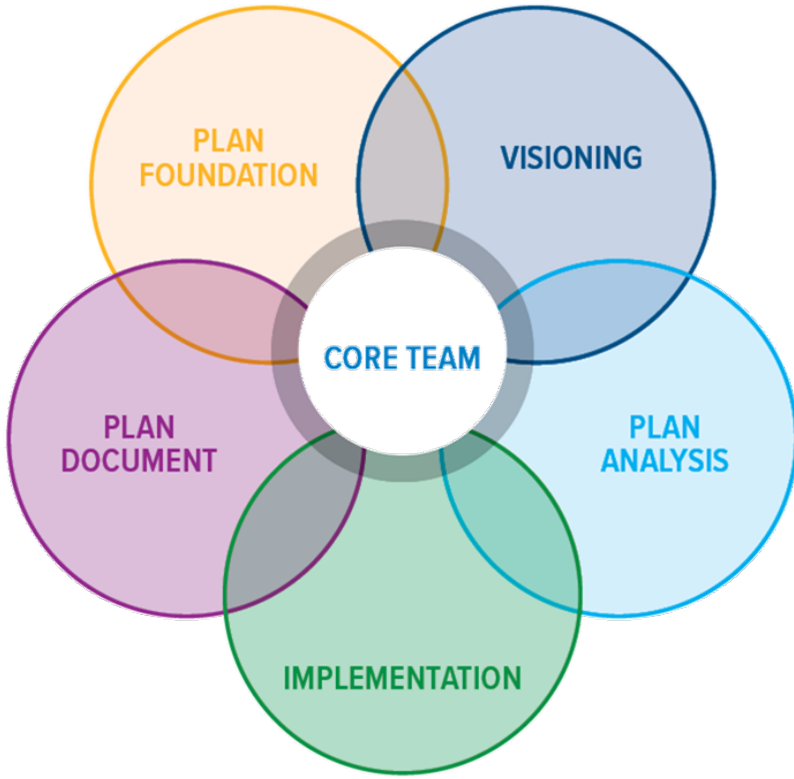
Village of Harrison Board

Tuesday, May 7, 2024

# TODAY'S AGENDA

- 1** Introductions
- 2** Introduction to the Comprehensive Plan
- 3** Planning Process
- 4** Existing Conditions Update
- 5** Issues and Opportunities

# INTRODUCTIONS



**Mitchell Brouse, AICP**  
Project Manager



**Stephanie Falkers, AICP**  
Deputy Project Manager



**Scott Pouder**  
Planner, AICP



**Will Fenner**  
Planner



# WHAT IS A COMPREHENSIVE PLAN?

State Law requires that comprehensive plan includes AT LEAST the following elements:

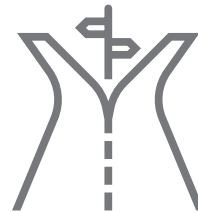
Issues and  
Opportunities



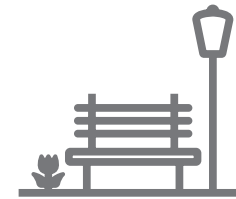
Housing



Transportation



Utilities and  
Community  
Facilities



Agricultural,  
Natural, and  
Cultural Resources



Economic  
Development



Intergovernmental  
Cooperation



Land Use



Implementation



# WHAT IS A COMPREHENSIVE PLAN?

**Intended for  
Elected Officials,  
Staff and Residents**

**Residents' Plan**

*Plan for Future Growth*

**Future Vision**

Guide for City Decision Making

**Protect and Enhance Village Amenities**

**Built from Community  
Engagement**

Influence Future Land Use  
Regulations

Plan for Implementation

**living Document**

# WHAT DOES IT DO?

The Comprehensive Plan sets a long-term vision for the Village of Harrison, which includes:

- Overall goals for the community
- An evaluation of preservation opportunities, anticipated growth, and associated impacts
- An analysis of existing conditions
- Implementation actions that the County can take over the next twenty years
- A compilation of community feedback



# PLANNING PROCESS



# PROJECT SCHEDULE

Village of Harrison - Comprehensive Plan Update Schedule  
3/28/2024

Meeting Phase Task

Task	Date (if applicable)	2024											
		February	March	April	May	June	July	August	September	October	November	December	
Internal Project Management Team Kick Off Meeting	2/8/2024	Meeting											
<b>Phase 1: Plan Foundation and Opportunities</b>			Phase	Phase	Phase								
Task 1.1 Update Village Profile and Issues and Opportunities			Task	Task	Task								
Task 1.2: Existing Plan Assessment				Task	Task								
Task 1.3: Planning Projectons and Assumptions				Task	Task								
Village Board Workshop 1				Meeting	Meeting								
Open House				Meeting	Meeting								
<b>Phase 2: Plan Analysis</b>				Phase	Phase	Phase	Phase	Phase	Phase				
Task 2.1: Update Vision, Goals, and Objectives				Task	Task	Task	Task	Task	Task				
Task 2.2: Plan Element Analysis				Task	Task	Task	Task	Task	Task				
Housing				Task	Task	Task	Task	Task	Task				
Transportation Network				Task	Task	Task	Task	Task	Task				
Utilities and Community Facilities, and Cultural Resources				Task	Task	Task	Task	Task	Task				
Economic Development				Task	Task	Task	Task	Task	Task				
Intergovernmental Coordination				Task	Task	Task	Task	Task	Task				
Task 2.3: Land Use				Task	Task	Task	Task	Task	Task				
Village Board Workshop 2						Meeting	Meeting						
Task 2.4: Implementation Plan						Task	Task	Task	Task				
<b>Phase 3: Plan Document</b>									Phase	Phase	Phase		
Task 3.1: Draft and Final Plan Development									Task	Task	Task		
Village Board Workshop 3										Meeting			
Task 3.2: Plan Adoption											Task		

# Update Approach

## Update Vision, Goals, and Objectives

- Updated community perspectives
- Updated demographics
- New community outlook

## Plan Element Analysis

- Housing
- Transportation Network
- Utilities and Community Facilities, and Cultural Recourses
- Agricultural and Natural Resources
- Economic Development,
- Intergovernmental Coordination

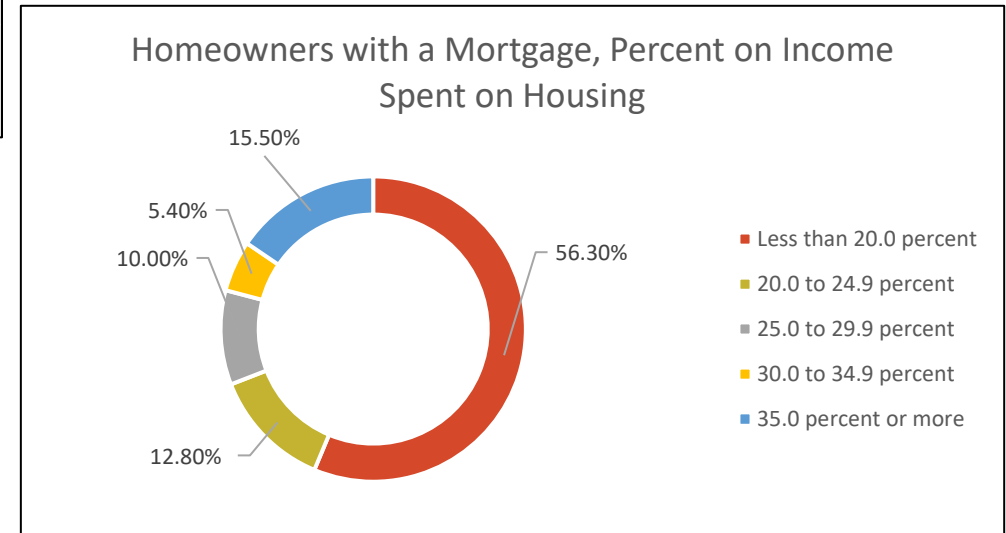
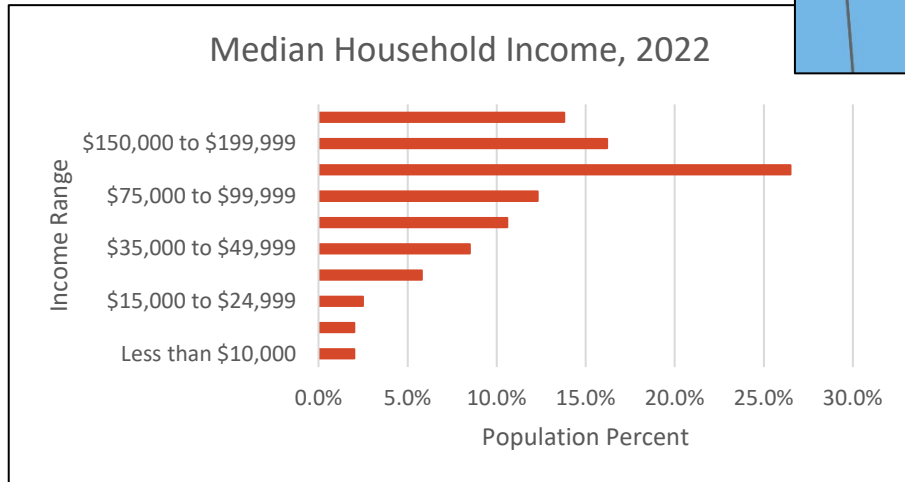
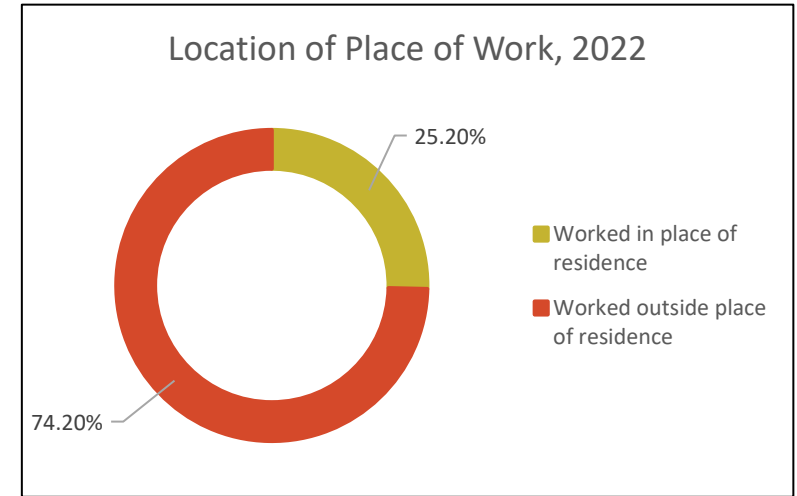
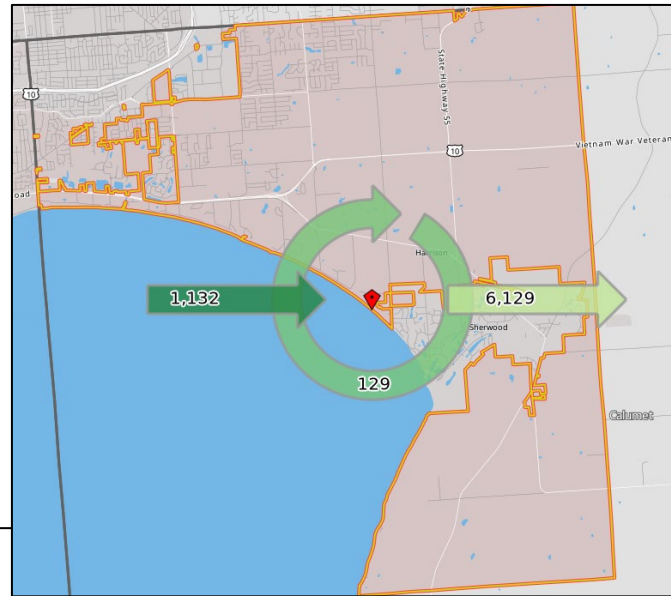
## Land Use Planning

- Future Land Use Map
- Development Constraints Evaluation
- Land Use Scenario Analysis
- Development Phasing

# Draft Demographic Report



14.6% Population Growth 2010-2020



# Issues and Opportunities Discussion

**What existing issues and obstacles faced by the Village?**

**What opportunities do you see over the next 20 years?**

**What land use and growth priorities should the Village be considering?**

**What topics should be a main focus of discussion throughout the planning process?**



# WHAT HAPPENS NEXT?

Stay tuned for engagement opportunities, plan materials, and meeting invitations

For any questions or comments, please contact:  
Mitch Brouse at [mbrouse@srfconsulting.com](mailto:mbrouse@srfconsulting.com)