

**VILLAGE OF HARRISON**  
**Plan Commission Meeting Minutes**  
**November 21, 2023**

A meeting of the Plan Commission was called to order at 6:00pm at the W5298 State Hwy 114 Menasha, WI 54952 on Tuesday, November 21, 2023. After the Pledge of Allegiance was recited, roll call was taken.

**Present:** President Blackmer, Dennis Reed, Mark Van Hefty, Bob Mayfield, and Jim Lincoln.

**Excused:** Darlene Bartlein; Scott Chicoine,

**Staff Present:** Chad Pelishek (Assistant Village Manager), Josh Sherman (Assistant Planner),

**Public Present:** 11

**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 public comments

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

*MOTION: Van Hefty/Lincoln to approve the October 17, 2023 minutes.*

*Motion passed 5-0*

**6. Convene Meeting and Enter Public Hearing**

*MOTION: Mayfield/Van Hefty to convene and Enter Public Hearing.*

*Motion passed 5-0*

- a. Zoning Map Amendment – Pitsch – Ertl Rd – Parcel 38568

President Blackmer introduced 12 letters in support of the rezoning from the applicant's neighbors.

**7. Close Public Hearing and Reconvene Regular Meeting**

*MOTION: Lincoln/Reed to reconvene Regular Meeting.*

*Motion passed 5-0*

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

- a. Zoning Map Amendment – Pitsch – Ertl Rd – Parcel 38568

*MOTION: Lincoln/Van Hefty to approve the Zoning Map Amendments request as submitted.*

*Motion passed 5-0*

- b. Final Plat – Harrison Height 2 – DeWitt Development, LLC – Parcels 46190 & 33558

*MOTION: Van Hefty/Mayfield to approve the final plat request with the following conditions:*

- 1. A Subdivision Development Agreement for phase two be finalized and signed before the Village signs the final plat.*
- 2. Harrison Utilities be listed as a grantee under the Utility Easement Provisions (page 2 of the plat) rather than the Darboy Sanitary District.*
- 3. A flooding easement be added to Lot 69.*
- 4. 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.*
- 5. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 6. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
- 7. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
- 8. The Village Board shall accept the roadway in a “graveled state”, with a temporary asphalt binder, prior to issuance of building permits and zoning permits.*
- 9. All final improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, and trails shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.*
- 10. If applicable, wetland determinations and/or studies shall be provided to the Village.*
- 11. Benchmarks shall be established on all hydrant tag bolts.*
- 12. Grading/Drainage Plan shall identify elevations of ground at the foundation.*

*MOTION passed 5-0*

- c. Preliminary Plat – Crossroads – Gene Frederickson – Parcels 40390 & 40384

Troy Frederickson -- N9586 Bees Rd.

*MOTION: Van Hefty/Lincoln to approve the final plat request with the following conditions:*

- 1. A Development Agreement be finalized and signed before or in conjunction with the Final Plat.*
- 2. 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.*
- 3. All lots shall have a storm sewer lateral provided for sump pump discharge.*
- 4. All storm sewer easements shall be 30-feet in width.*
- 5. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.*

6. *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.*
7. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*
8. *There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).*
9. *The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.*
10. *Plans shall be sent to the appropriate utility entities for review (i.e. phone, cable, gas/electric, sewer/water).*
11. *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 5-0*

- e) Report: Zoning Permits

The reports and permits are on file at Village Hall.

**9. Set Next Meeting Date**

- December 12, 2023 at 6:00 pm

**10. Adjournment**

*MOTION: Lincoln/Van Hefty to adjourn.*

*Motion passed 5-0*

Prepared by: Josh Sherman, Assistant Planner

Dated: 11/22/2023