

**VILLAGE OF HARRISON  
PLAN COMMISSION MEETING MINUTES  
FEBRUARY 21, 2023**

- 1) The meeting was called to order in the Harrison Utilities Building by Allison Blackmer at 6:00 pm.
- 2) The Pledge of Allegiance was recited.
- 3) Roll Call: Members present: Allison Blackmer, Pat Hennessey, Jim Lincoln, Darlene Bartlein, Kent Gross, and Dennis Reed  
Members excused: Mark Van Hefty  
Staff Present: Mark Mommaerts, Assistant Village Manager/Planner, Josh Sherman Assistant Planner  
Public Present: 5
- 4) Public Participation: None
- 5) Minutes of January 24, 2023:  
*Motion (Bartlein/Lincoln) to approve the minutes of January 24, 2023 as printed and circulated. Motion carried 6-0*
- 6) Convene Meeting and Enter Public Hearing:  
*Motion (Lincoln/Gross) to convene meeting and enter public hearing at 6:01pm. Motion carried 6-0.*
  - a. Tax Incremental Financing District #6 (TID#6): No one spoke regarding TID #6.
- 7) Close Public Hearing and Reconvene Regular Meeting:  
*Motion (Lincoln/Gross) to close public hearing and reconvene regular meeting at 6:02pm. Motion carried 6-0.*
- 8) Items for Discussion and Possible Action
  - a. Variance to Access Control on Woodland Road – Harrison Heights – DeWitt Development, LLC:  
The final plat of Harrison Heights, located south of Woodland Road and east of Noe Road contains two parcels with road frontage only on Woodland Road. Woodland Road is an access-controlled roadway. The purpose is to limit the number of streets and driveways intersecting it in order to provide a consistent flow of traffic. The Village has an access control ordinance that limits the number of access points to no more than 8 within a given mile. Currently there are approximately 11 access points on the south side of Woodland Road (including the future access points for lots in the Creekside Estates subdivision). The Developer is requesting a variance to the access control ordinance.  
  
Due to the wetlands and stream adjacent to Woodland Road, there is a large area that would be undevelopable without driveway access to Woodland Road. The Harrison Heights plat identifies an Outlot that will be utilized as a stormwater pond. This will have limited trips and will typically only be accessed by Village staff to maintain the pond. The Developer is proposing to create additional lots, Lots 1 & 2, in order to

maximize development of the property. However, the only way to access Lots 1 & 2 is with a driveway to Woodland Road.

The access control ordinance allows the Village Board to grant a variance. The Plan Commission is asked to provide a recommendation on whether or not a variance to allow 2 lots with driveways to access Woodland Road.

*Motion (Lincoln/Bartlein) to approve access for Lots 1 & 2. Motion carried 6-0.*

- b. Vacation of Right-of-Way for Kasten Road – Harrison Heights – DeWitt Development, LLC:

The final plat of Harrison Heights proposes to vacate the right-of-way/easement for Kasten Road. Kasten Road intersects Woodland Road and is located between County Road N and Noe Road. Kasten Road is identified on the Harrison Heights plat on the west side of proposed Lots 2, 3, 29.

Currently, Kasten Road is used as a driveway for an existing home. When vacated, the existing home will have access to a new road in the Harrison Heights subdivision. Kasten Road is currently a substandard road due to its width and construction.

Per WI state statute 66.1003, the Village must hold a public hearing to vacate a roadway. The resolution to vacate must be introduced at a Village Board meeting at least 40 days prior to the public hearing. After the public hearing, the Village Board may adopt a resolution vacating the roadway.

*Motion (Hennessey/Bartlein) to support vacation of roadway. Motion carried 6-0.*

- c. Final Plat – Harrison Heights – DeWitt Development, LLC – SE Corner of Woodland Rd:

The applicant is proposing a 29-lot and 1-outlot final plat for a new subdivision called Harrison Heights. The subdivision is located south of Woodland Road, east of Noe Road. The property is currently zoned Single-Family Residential (Suburban) [RS-1]. The subdivision is proposed to have roadway access to Woodland Road via Dublin Pass from the south. All roadways are proposed to be dedicated to the public at a width of 66-feet for the right-of-way. Lots are generally 15,000 square feet in area. A few proposed lots, along the west end, range from 46,000 square feet in area to 22,000 square feet in area, with substantial drainage easements. Sewer and water will be extended through the subdivision. Stormwater management will be accommodated in a stormwater pond located on Outlot 1. An access control variance for lots 2 and 1, allowing direct driveway access to Woodland Road, has been put before the commission. A Board resolution will be introduced to vacate Kasten Road, located east of Noe Road. Per state statute 66.1003, the Board resolution must be introduced at least 40 days prior to the hearing.

*Motion (Hennessey/Bartlein) to approve the final plat of Harrison Heights with the following conditions:*

1. *An access control variance be approved for Lots 1 & 2.*
2. *That the Final Plat not be signed by the Village until the right-of-way of Kasten Road be vacated.*

3. *A streetlight be added to the intersection of Woodland Rd and Dublin Pass.*
  4. *Under the Utility Easement Provisions on page 2 of the plat, it should be Harrison Utilities rather than Darboy Sanitary District.*
  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. *All lots shall have a storm sewer lateral provided for sump pump discharge.*
  8. *All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.*
  9. *All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.*
  10. *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.*
  11. *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.*
  12. *If applicable, wetland determinations and/or studies shall be provided to the Village.*
  13. *Benchmarks shall be established on all hydrant tag bolts.*
  14. *Grading/Drainage Plan shall identify elevations of ground at the foundation.*
- Motion carried 6-0.*

- d. PC Resolution #2023-01 – Recommendation Designating Tax Incremental Financing District #6 and Adopting Project Plan – County Road N/County Road KK:  
 The Village of Harrison intends to create Tax Incremental Financing District #6 (TID #6) for the property in the southwest corner of County N and County KK (former Darboy Club site). State Statutes Section 66.1105 requires that the Plan Commission hold public hearing at which interested parties are afforded a reasonable opportunity to express their views on the proposed creation of a TID and the proposed boundaries. Also under statutes, the Plan Commission must designate boundaries of the TID and make a recommendation of the boundaries to the Village Board. The final step needed from the Plan Commission relates to the Project Plan, which must be approved and sent on to the Village Board. Assistant Manager Mommaerts stated that it is a single parcel TID and is a mixed-use retail and commercial TID. The Project Plan identifies potential project costs and expenditures and the TID is expected to close around year 12 based on project costs and development assumptions.

*Motion (Gross/Lincoln) to approve PC Resolution 2023-01, Recommending the Designation of the Boundaries of Tax Increment District Number 6 and Adopting a Project Plan. Motion carried 6-0.*

9) Items for Discussion

- a. Comprehensive Plan Amendment – Future Land Use Map  
 Staff would like to have a preliminary discussion about future land uses along the County N corridor. At the January 31st Village Board meeting, the Board wanted the Plan Commission to review the corridor and provide recommendations on commercial development along the corridor and identify areas for future commercial development.

The process to amend the Comprehensive Plan is to hold a public hearing, then the Plan Commission must adopt a resolution approving the changes, and the Village Board must adopt an ordinance approving the changes. There are other notices that must be published and mailed out prior to the public hearing. Due to state statute requirements, staff could not get the public hearing notice published in time for this meeting. It is expected that there will be a public hearing at the March 21st meeting.

*No action was taken.*

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

10) Set Next Meeting Date

- a. March 21, 2023 at 6:00pm.

11) Adjourn

*Motion (Hennessey/Bartlein) to adjourn at 6:32pm. Motion carried 6-0*

Prepared by: Mark Mommaerts, Assistant Village Manager

Dated: 02/24/2023