

VILLAGE OF HARRISON
Plan Commission Meeting Minutes
October 17, 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, October 17, 2023. After the Pledge of Allegiance was recited, roll call was taken.

Present: President Blackmer, Dennis Reed, Scott Chicoine, Bob Mayfield, and Jim Lincoln.

Excused: Darlene Bartlein; and Mark Van Hefty

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

Public Present: 4

- 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: Lincoln/Mayfield to approve approve the September 19, 2023 minutes.
Motion passed 5-0*

- 6. Convene Meeting and Enter Public Hearing**

*MOTION: Mayfield/Chicoine to convene and Enter Public Hearing.
Motion passed 5-0*

- a. Conditional Use Permit – Hartwood Homes – Cty Rd KK – Parcel 35802

James Herrmann – W5414 Amy Ave – spoke regarding concerns
Josh Sherman – read email from resident with concerns

- b. Zoning Map Amendment – Paul & Lori Manderfield – Harrison Rd – Parcel 38862

No speakers

7. Close Public Hearing and Reconvene Regular Meeting

MOTION: Lincoln/Mayfield to reconvene Regular Meeting.

Motion passed 5-0

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

- a) Certified Survey Map (CSM) – Hartzheim – Cty Rd KK – Parcel 35802

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

Motion passed 5-0

- b) Conditional Use Permit – Hartwood Homes – Cty Rd KK – Parcel 35802

MOTION: Chicoine/Mayfield to approve the Conditional Use Permit (CUP) request with the following conditions:

- 1. A Site Plan Review Application, along with a detailed site plan—pursuant to Article XIII of the zoning ordinance—is required prior to the issuance of zoning and building permits.*
- 2. A Stormwater Management & Erosion Control application is required prior to the issuance of zoning and building permits.*
- 3. Hours of operation shall be Monday-Friday 7:00am – 6:00pm, and Saturdays 8:00am – 1:00pm. The Plan Commission may approve different hours of operation upon request and review.*
- 4. All wall-mounted exterior lighting shall be direct cut-off fixtures.*
- 5. Freestanding light fixtures shall have a maximum height of 25 feet.*
- 6. There shall be no spillover light onto the residential properties to the south.*
- 7. Outdoor storage of materials or products shall be prohibited.*
- 8. A row of arborvitae shall be planted along the rear (south) lot line, acting as a landscaping buffer to the residential properties.*
- 9. A dumpster enclosure shall be provided that meets, or exceeds, the requirements of the zoning ordinance.*
- 10. The building shall meet all the design standards of the zoning ordinance.*
- 11. All provisions of the Harrison Zoning Ordinance shall be met.*
- 12. A sign permit must be obtained for all new or changed signage.*
- 13. A zoning permit must be obtained for the additions and accessory buildings.*
- 14. A building permit must be obtained for the additions, interior remodel, and accessory buildings.*
- 15. The project shall comply with all other local, state, and federal requirements.*
- 16. The developer shall acknowledge the conditions of approval and agree to abide by all conditions.*

Motion passed 5-0

- c) Zoning Map Amendment (Rezoning) –Paul & Lori Manderfield – Harrison Rd – Parcel 38862

MOTION: Lincoln/Chicoine to approve the Zoning Map Amendments from General Agriculture [AG] to Rural Residential [RR] as submitted.

Motion passed 5-0

- d) Certified Survey Map (CSM) – Ricardo Leon – N8496 Hwy 55 – Parcel 40720

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

Motion passed 5-0

- e) Report: Zoning Permits

The reports and permits are on file at Village Hall.

9. Set Next Meeting Date

- November 21, 2023 at 6:00 pm

10. Adjournment

MOTION: Lincoln/Mayfield to adjourn.

Motion passed 5-0

Prepared by: Meghan Winkler, Deputy Clerk/Deputy Treasurer

Dated: 10/18/2023