

PLAN COMMISSION  
MEETING MINUTES – October 30 2018

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Jim Lincoln, Buddy Lisowe, Jim Salm, Kevin Hietpas, Pat Hennessey and Dennis Reed.

Staff Present: Planner Mark Mommaerts, AICP; Carie Krause Deputy Clerk-Treasurer

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Lisowe/Lincoln) to approve the minutes of September 25, 2018. Motion carried 7-0.
- 6) Items for Discussion and Possible Action
  - a. Certified Survey Map – Lamers Realty Inc. – Harrisville Court: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property that is currently a stormwater pond serving the Harrisville Place subdivision. When Harrisville Place was being platted and developed, the Village was in the process of constructing the Lake View Regional Stormwater Pond, located behind Harrison Utilities. The Lake View Pond was designed to treat stormwater from the Harrisville Place property. At the time, a storm sewer pipe up to Woodland Road was not planned for the initial construction of the regional pond. In order to construct Harrisville Place, a temporary pond was constructed. Harrison and the developer agreed that after storm sewer becomes available in Woodland Road, the developer could connect the subdivision to the storm sewer pipe, eliminate the stormwater pond for the subdivision, and further divide the property into 2 lots. The storm sewer pipe in Woodland Road was installed this fall and the subdivision was connected to the Lake View Pond.  
Motion (Lisowe/Fochs) to approve the Certified Survey Map with the addition of the electric utility easement in the back of the two lots.  
Motion carried 7-0.
  - b. Certified Survey Map – Rick Zierler – W4436 Manitowoc Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 1-lot Certified Survey Map (CSM) in order to combine two properties into one. The

properties are located at W4436 Manitowoc Road, tax id 40540 & 40542. The reason for the combination is to remove the property line, and setback requirements, in order to construct a garage in that area.

Motion (Fochs/Hietpas) to approve the Rick Zierler Certified Survey Map.

Motion carried 7-0.

- c. Certified Survey Map – Kent Gross – W6387 Manitowoc Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located at W6387 Manitowoc Road. Lot 1 is proposed to be 3.7-ac and will include the existing house and accessory buildings. Lot 2 is proposed to be 6.0-ac and will be further subdivided in the future as the Hidden Pines subdivision (previously reviewed by the Plan Commission). One issue with the CSM as proposed, Manitowoc Road should be dedicated as a 40-foot right-of-way (ROW) from the section line, 80-foot ROW total. The additional ROW will allow for future urbanization and pedestrian facilities along Manitowoc Road. A letter from Mr & Mrs. Fredericks was given to the Commission the night of the meeting stating “We propose to the Village of Harrison that in the future when the roadway is reconstructed and/or widened that we will allow the Right-of-Way to go to 40ft. When a definitive plan is in place we will expect just compensation for the additional land, based on the eminent domain law standards established under Wisconsin Statute Chapter 32. The per square foot land value (fair market value) would be determined at the time of the project when applying these standards. The additional frontage will be a total of 2310 square feet (330’ x 7’). Note – The drain field for our conventional septic system lies within the immediate vicinity of the additional Right-of-Way area.”
- Motion (Lisowe/Hennessey) to postpone a decision until the next meeting.
- Motion carried 7-0.

- d. Special Exception to Design Standards – Mel Baeten – Amy Avenue: Planner Mommaerts introduced the item stating that the applicant of a multi-building commercial development is requesting a waiver from the design standards found in the Office & Retail Commercial (COR) zoning district, specifically, a waiver from the Materials requirement. However, looking at the proposed building rendering, it appears that a waiver from the Walls and Roof section is sought as well. The applicant is proposing to use EFIS on top of a 4-foot block veneer for building fronts and metal panels for rear elevations. The zoning district requires 100% of all exterior walls facing a public or private street and at least 75% of all other exterior walls shall be glass, brick, block, fieldstone or other architectural masonry material.

*Sec. 117-87. Office & Retail Commercial District*

*(o) Design standards. Requirements for new buildings and structures, or additions, built after the effective date of this chapter. Special exceptions to this section shall be granted by the plan commission.*

- 1. Front door placement. All principal buildings or structures shall have a primary entrance facing a public street. Corner lots are only required to have one primary entrance, the choice of street may be chosen by the lot owner.*
- 2. Building orientation. All principal buildings shall have a well-defined front façade and entrance with the primary entrance facing a public street. The buildings shall be aligned so the dominant lines of their facades parallel the line of the street.*
- 3. Materials. One hundred percent of all exterior walls facing a public or private street and at least 75 percent of all other exterior walls shall be glass, brick, block, fieldstone or other architectural masonry material. Roofs which exceed a pitch of more than three inches in 12 inches shall either be shingled or have an architectural metal roofing system.*
- 4. Walls. No flat walls exceeding 50 feet in length shall be permitted for any structure; wall offsets, recesses or projections, change in height, change in materials or other architectural details shall be used to meet this requirement.*
- 5. Roofs. No roof plane exceeding 50 feet in length shall be permitted for any structure; pitched roof, parapet wall of varying heights, dormers, overhangs, arches, gables, or other architectural details shall be used to meet this requirement.*
- 6. Exterior lighting. All exterior lighting shall be in accordance with the following:*
  - a. All wall-mounted exterior lighting shall be direct cut-off fixtures.*
  - b. All areas containing exterior lighting (except public street lighting) shall limit light trespass onto adjacent property. Compliance shall be achieved by utilizing fixture shielding, directional control, location, and/or height.*
  - c. Accent light may be used to highlight architectural and landscape design elements.*
  - d. Pedestrian walkways and parking areas shall be illuminated to a sufficient level so as to provide for safety and security.*
  - e. Freestanding light fixtures shall have a maximum height of 25 feet.*
  - f. Wood light poles shall be prohibited.*
- 7. Dumpster/refuse enclosures.*
  - a. Materials. Dumpster/refuse enclosures shall be 100 percent wood, vinyl, or architectural masonry that compliments the principal building. Landscape planting surrounding the enclosure is encouraged.*
  - b. Location. Dumpster/refuse enclosures are not permitted in the front yard.*
- 8. Mechanical equipment. All mechanical equipment whether on the ground or roof mounted, including electrical, HVAC, mechanical, or similar, shall be enclosed or*

*screened. Roof mounted equipment shall be integrated into the design of the structure, enclosed or screened to the extent possible.*

Motion (Lisowe/Hennessey) to approve the design based on no more than 50% EFIS below the top portion (signage area) be used.

Motion carried 6-1 with Commissioner Fochs opposed.

7) Items for Discussion

- a. Subdivision Concept Plan – Kasten Property – Woodland Road: Planner Mommaerts stated that due to the time constraint, this item will be moved to the next Plan Commission Meeting.
- b. Report: Zoning Permits: No report was given.

8) Next Meeting Date: November 27, 2018 at 6:00pm.

9) Adjourn: Motion (Lisowe/Lincoln) to adjourn the meeting at 7:11pm  
Motion carried 7-0.

Prepared by: Carie Krause Deputy Clerk - Treasurer

Dated: October 31, 2018