

PLAN COMMISSION MEETING MINUTES

Tuesday, March 18, 2025 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

PRESENT: Allison Blackmer, Mark Van Hefty, Scott Chicoine, Michael Linzmeier, Lindsey Cushman, Drew Van Asten.

UNEXCUSED: Darlene Bartlein

STAFF: Village Manager Chad Pelishek, Assistant Planner Josh Sherman, and Deputy Clerk/Treasurer/ HR Officer Meghan Winkler,

4. Public Comments (Non-Agenda Harrison Related Items)

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.

Ray Smith – N9536 Highline Road – Non- Agenda Item, wants single family across the road from him.

Lindsey Cushman, Michael Linzmeier, Drew Van Asten, Allison Blacker and Mark Van Hefty all spoke regarding concerns from the Village Board.

5. Corrections and Approval of the Previous Meeting Minutes

a. Approve Minutes - February 18, 2025

Motion made by Chicoine, Seconded by Van Hefty to approve the February 18, 2025 meeting minutes as printed and circulated.

Voting Yea: Blackmer, Van Hefty, Linzmeier, Cushman, Chicoine, Van Asten

Motion carried.

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

- a. Conditional Approval of an Outdoor Heating Device – Todd Wittmann – N8606 State Park Rd – Parcel 39304

Motion made by Van Hefty, Seconded by Chicoine to conditionally approve the proposed location of the fuel-fired outdoor heating device that is less than 150 feet to the exterior property line with the following conditions:

- 1. The applicant shall obtain a zoning permit and HVAC (building) permit before installing the fuel-fired outdoor heating device.*
- 2. The applicant shall adhere to all regulations of Section 117-129.*
- 3. The conditional approval is subject to Section 117-129 (e) Nuisance. Should any solid fuel-fired outdoor heating device permitted under this chapter become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or a hazard to the public roadway as determined by the building inspector and/or fire chief, then the owner shall correct, improve or abate the nuisance using whatever means are necessary in accordance with this section. If the nuisance cannot be abated then operation of the device shall be discontinued until a solution to the nuisance can be found.*

Voting Yea: Blackmer, Van Hefty, Linzmeier, Cushman, Chicoine, Van Asten

Motion carried.

- b. Site Plan Review – New Harrison Fire Rescue Station – W5662 Manitowoc Rd – Parcel 39142

Motion made by Chicoine, Seconded by Linzmeier to approve the site plan with the following conditions. The conditions below must be met before the site plan permit is issued:

- 1. The Village Board consents to egress access points on Manitowoc Road, which is an access controlled road between Carpenter Street and State Park Road.*
- 2. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.*
- 3. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.*
- 4. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village Staff.*
- 5. Only those uses permitted in the applicable zoning district shall be allowed within the development.*
- 6. All applicable local, County, and State rules, regulations, and ordinance shall be met.*

Voting Yea: Blackmer, Van Hefty, Linzmeier, Cushman, Chicoine, Van Asten

Motion carried.

- c. Harrison Future Land Use Map – Village of Harrison

No action taken.

- d. Report: February Zoning Permits

The report and permits are on file at Village Hall.

7. Set Next Meeting Date

- a. April 22 at 6:00 pm

8. Adjournment

Motion made by Chicoine, Seconded by Van Asten to approve the site plan with the following conditions. The conditions below must be met before the site plan permit is issued:

Voting Yea: Blackmer, Van Hefty, Linzmeier, Cushman, Chicoine, Van Asten

Motion carried.

Agenda posted and published:

March 19, 2025 at Harrison Village Hall and to www.VillageofHarrison-WI.org

/s/ Meghan Winkler Deputy Clerk/Deputy Treasurer/HR Officer

Accessibility:

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.