PLAN COMMISSION MEETING MINUTES

Tuesday, July 21, 2026 at 6:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

DRAFT

1. **Call to Order**

   Motion by Babbitts, Seconded by Perschbacher, to appoint Mark Van Hefty as temporary presiding office for the duration of this meeting due to the absence of the chair.

   Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschabcher, Schumacher, Babbitts.

   Motion carried 6-0.

2. **Pledge of Allegiance**

3. **Roll Call**

   Present: Mark Van Hefty, Dennis Perschbacher, Tom Uitenbroek, Jim Apitz, Michael Babbitts, and Tony Schumacher

   Excused: Tammy Frassetto

4. **Identify Potential Conflicts of Interest**

   None

5. **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.

6. **Corrections and Approval of the Previous Meeting Minutes**

   a. June 23, 2026 Meeting Minutes

      Motion made by Apitz, Seconded by Uitenbroek, to approve June 23, 2026 Meeting Minutes as presented.

      Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

      Motion carried 6-0.

7. Convene Meeting and Enter Public Hearing

a. Comprehensive Plan Amendment – Milis Enterprise, LLC – East of Dallas Dr – Part of Parcel 40340

Speakers:

Kelsey Martin - 727 Joshua St, Kaukauna

Chris Botteron - N9609 Biese Road

Evan Frederickson - N9648 Biese Road

b. Zoning Map Amendment (Rezoning) – Milis Enterprise, LLC – East of Dallas Dr – Part of Parcel 40340

c. Zoning Map Amendment (Rezoning) – L&F Developments, LLC – State Park Rd – Parcel 33272

8. Close Public Hearing and Reconvene Regular Meeting

Motion made by Apitz, Seconed by Babbitts to close public hearing.

Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

Motion carried 6-0.

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

a. Comprehensive Plan Amendment – Milis Enterprise, LLC – East of Dallas Dr – Part of Parcel 40340

Motion by Uitenbroek to approve the Comprehensive Plan Amendment from Agriculture to Rural Residential. Motion failed due to lack of a second.

b. Zoning Map Amendment (Rezoning) – Milis Enterprise, LLC – East of Dallas Dr – Part of Parcel 40340

No action taken.

c. Zoning Map Amendment (Rezoning) – L&F Developments, LLC – State Park Rd – Parcel 33272

Motion made by Uitenbroek, Seconded by Perschbacher, to approve the Zoning Map Amendments from General Agriculture [AG] to Single Family Residential (Suburban) [RS-1] as submitted.

Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

Motion carried 6-0.

d. Preliminary Plat – Oak Haven – L&F Development, LLC – State Park Rd – Parcels 33260, 37598, 33252 and part of parcel 33272.

Motion made by Babbitts, Seconded by Perschbacher, to approve the Preliminary Plat for the Oak Haven Subdivision, subject to the following conditions:

1. Sanitary sewer and water utilities serving Lots 1–4 shall be extended east toward State Park Rd., between the south back of curb and the right-of-way.
2. The final plat shall include a 75-foot building setback from the ordinary high water mark of the intermittent stream running through Lots 5-9.
3. Drainage and storm sewer easements between lots within the proposed subdivision shall have minimum easement widths of 30 feet. Drainage and storm sewer easements abutting undeveloped land may be narrower, provided the remaining width necessary to achieve the 30-foot minimum is dedicated when the adjacent undeveloped land is developed.
4. The final plat, plansets, and record drawings shall be subject to review and recommendations by the Village of Harrison's engineer(s) of record.
5. Wetlands shall be shown on the final plat.
6. The developers agreement shall be finalized prior to or concurrent with final plat approval.
7. All lots shall be provided with a storm sewer lateral for sump pump discharge.
8. All review comments from Village staff shall be included in the Plan Commission's discussion and decision.
9. Erosion Control Silt Fencing shall be installed along the right-of-way lines of all streets, in accordance with state specifications, prior to temporary roadway acceptance.
10. 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.
11. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to final plat approval and prior to construction.
12. Grading/Drainage Plan shall identify elevations of ground at the foundation.
13. All road names shall be approved by Calumet County E911.
14. Street lighting and laterals shall be indicated on the infrastructure plans.
15. Notes required under Section 115-12(d)(1)(f) shall be added to the face of the final plat.
16. The final plat and grading/drainage plans shall include benchmarks for all fire hydrants, referencing hydrant tag bolts.

17. Plans shall be submitted to all applicable utility entities for review (i.e. phone, cable, gas/electric, sewer/water).
18. All easements shall be labeled with ownership and shall grant the necessary rights to the easement holder, including access and maintenance.

Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

Motion carried 6-0.

e. Certified Survey Map (CSM) – Bishop Brother Trust – W4292 County B – Parcel 40854

Motion made by Apitz, Seconded by Schumacher, to approve the Certified Survey Map (CSM) request as submitted.

Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

Motion carried 6-0.

f. Report: June 2026 Zoning Report

The report and permits are on file at Village Hall.

10. Set Next Meeting Date

a. August 18, 2026 at 6:00 pm

11. Adjournment

Motion made by Uitenbroek, Seconded by Perschbacher, to adjourn meeting at 6:47 pm.

Voting Yea: Van Hefty, Apitz, Uitenbroek, Perschbacher, Schumacher, Babbitts

Motion carried 6-0.

Minutes submitted by:

Meghan Winkler, Clerk