

PLAN COMMISSION MEETING MINUTES

Tuesday, March 24, 2026 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: Dennis Perschbacher, Tammy Frassetto, Jim Apitz, Michael Linzmeier, Tony Schumacher, and Tom Uitenbroek

Excused: Mark Van Hefty

4. Identify Potential Conflicts of Interest

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. February 17, 2026 Meeting Minutes

Motion made by Linzmeier, Seconded by Perschbacher, to approve February 17, 2026, meeting minutes as printed and circulated.

Voting Yea: Linzmeier, Perschbacher, Frassetto, Apitz, Schumacher, and Uitenbroek.

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

a. Certified Survey Map (CSM) – John & Susan Drewieske – N6465 Harrison Rd – Parcels 41062, 41068, 41070

Motion made by Apitz, seconded by Uitenbroek to recommend approval for applicant proposal to combine Parcels 41062, 41068, and 41070 into a single lot through a Certified Survey Map (CSM). The subject property is located at N6465 Harrison Road, just north of Faro Springs Road. With the following conditions.

1. A seconded driveway access point is permitted, contingent upon removal of the existing garage, as well as approval of a zoning permit for a new structure and issuance of a right-of-way permit.

Voting Yea: Linzmeier, Perschbacher, Apitz, Schumacher, and Uitenbroek

Voting Nea: Frassetto

b. Site Plan Review – Queen of Cleaning – W5006 Amy Avenue – Parcel 45302

Motion made by Linzmeier, seconded by Apitz to recommend approval of new Site Plan submitted by Queen of Cleaning with the following conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of zoning and building permits.11 *Section 7, Item b.*
2. The site plan is subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
3. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
4. Village staff recommends an exception to the 25-foot rear setback, allowing the building to encroach 3-feet into the rear yard setback due to site constraints, including parking stall depth and the corner lot configuration.
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 ordinances shall be met.

Voting Yea: Linzmeier, Apitz, Schumacher, and Uitenbroek

Voting Nea: Frassetto, Perschbacher

c. Report: February 2026 Zoning Report

8. Set Next Meeting Date

- a. April 21, 2026 at 6:00 pm

9. Adjournment

Motion made by Perschbacher, seconded by Schumacher, to adjourn at 6:33 pm.

Voting Yea: Schumacher, Uitenbroek, Perschbacher, Apitz, Frassetto, Linzmeier

Motion carried 6-0

Minutes Submitted by:

Jennifer Tenor, Deputy Clerk

March 25, 2026