



## PLAN COMMISSION AGENDA

TOWN OF HARRISON & VILLAGE OF HARRISON  
COUNTIES OF CALUMET & OUTAGAMIE, WI  
W5298 HWY 114  
MENASHA, WI 54952  
[www.harrison-wi.org](http://www.harrison-wi.org) (920) 989-1062

**Tuesday, July 19, 2016  
6:00 PM**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Participation (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.*
- 5) Approve Minutes
  - June 21, 2016
- 6) Items for Discussion and Possible Action
  - a. None
- 7) Items for Discussion
  - a. Concept Plan for New Subdivision – Schmidt Road
  - b. Update on Comprehensive Plan Update & Village Center Plan
  - c. Report: Zoning Permits
- 8) Set Next Meeting Date
  - Tentatively August 23, 2016 at 6:00pm
- 9) Adjourn

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. As such, a quorum of the Town Board, Village Board, Zoning Board of Appeals, or Committee of the Whole may be in attendance. However, the only business to be conducted is for the Plan Commission.

## PLAN COMMISSION

### MEETING MINUTES – JUNE 21 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 6:02pm
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Kevin Hietpas, Jim Lincoln, Jerry Bartlein, Dennis Reed, Darlene Bartlein. Karmen Jones was excused.

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

- 4) Public Participation: None
- 5) Approve Minutes: Motion (Fochs/Hietpas) to approve the minutes of May 24, 2016. Motion carried 5-0. Lincoln abstained due to excused absence.
- 6) Items for Discussion and Possible Action
  - a. Certified Survey Map – Don Mielke – N8127 State Park Road: Planner Mommaerts introduced the item and stated that the property owner at N8127 State Park Road is proposing a 1-lot Certified Survey Map (CSM) in order to split an existing house from the agricultural buildings and land. The property is currently zoned General Agriculture [AG] which allows single-family residences as a permitted use. The proposed lot is 1-acre which meets the zoning requirement. The property currently has two driveways onto State Park Road. Planner Mommaerts spoke with the surveyor on June 21<sup>st</sup> who clarified that the northern driveway would be used for agriculture and the southern driveway would be used for the home. Staff recommends approval of the CSM. Motion (Hietpas/Fochs) to approve the CSM with Staff recommendations. Motion carried unanimously.
  - b. Certified Survey Map – Don Mielke – Pigeon Road: Planner Mommaerts introduced the item and stated that the property owner is proposing a 1-lot Certified Survey Map (CSM) in order to create a parcel to sell to a third party. This is the property that was discussed in May for the Conditional Use Permit (CUP). The property is currently zoned General Agriculture [AG] which allows single-family residences and agricultural buildings as permitted uses and trade/contractor buildings as conditional uses. The proposed lot is 9-acres, including the right-of-way for Pigeon Road. Access to the property would be from Pigeon Road. Access to the remnant parcel, approximately 4-acres on the east end, is through a 33-foot strip of land south of Lot 1, between Lot 1 and the Railroad tracks. Staff recommends approval of the CSM with the following conditions: The right-of-way for Pigeon Road be dedicated to the public. Motion (Fochs/Lincoln) to approve CSM with Staff recommendations. Motion carried unanimously.

7) Items for Discussion

- a. Lot Split – Nicole Smith – Schmidt Road East of State Park Road: Planner Mommaerts introduced the item and stated that the applicant is proposing to purchase approximately 9 of the existing 18 acres on the south side of Schmidt Road, between State Park Road and Hwy 55, Tax ID 39196. The applicant wishes to build 2 homes on the property with a shared driveway. The property is currently zoned General Agricultural [AG]. There is an officially mapped road on the western portion of the property. This roadway runs through the middle of the property adjacent to the subject property so a relocation of the officially mapped road could be an option. The property is within the Darboy Sanitary District sewer service area; however, sewer service is currently not available. Staff has concerns about approving lot splits in areas that will receive sewer & water in the future due to the increased costs for serving larger lots in the future. Additionally, when sewer & water become available, the property can be developed at a higher density. The applicant is seeking comments from the Plan Commission prior to committing to a surveyor to split the property. Commissioner Fochs asked what the projected dates on road development in this area would be. Planner Mommaerts responded that these are mostly Developer driven. Typically subdivisions work their way out one section at a time. Commissioner Lincoln stated that it appears the road splits the parcel in half. Planner Mommaerts stated that yes it does, it appears that the woods most likely have some sort of wetlands in them and getting a road through them could be difficult so it is possible that the roadway wouldn't follow the officially mapped line. Commissioner Lincoln asked for more detail on the Darboy Sanitary service area, Planner Mommaerts stated that the owners would need to put in a well and septic but when sewer and water are brought out to them they would need to take it. Commissioner Fochs wanted to make sure that they applicants understood they would be responsible for x amount per foot. Applicant Brandon Smith spoke regarding their plan to build in the next year or two and what a tax benefit it would be for the Village. Smith asked if there would be an assessment on the road cost to which Planner Mommaerts stated that that is unknown, the village may pick up the cost like they did with Sonny drive. Smith also questioned the linear cost for sanitary. Planner Mommaerts gave a rough estimate of \$40/ft for sanitary and \$35/ft for water. Smith then asked if the Darboy Sanitary hookup would be optional to which Chair Bartlein stated no, she believes you would have to pick it up within a year. Planner Mommaerts stated he will work with the applicants on the ordinance amendment to adjust the roadway.
- b. Update on Comprehensive Plan Update & Village Center Plan: Planner Mommaerts stated that the Consultant (Project Manager) from Vierbicher has resigned from the company and they are working on a replacement for him.
- c. Report: Zoning Permits: Planner Mommaerts stated that the single family home permits were ahead of last year. The Developer for Parker Farms and Parker Farms 2 sent an email to Planner Mommaerts with interest to start Parker Farms 3.

8) Next Meeting Date: July 19<sup>th</sup> at 6pm.

9) Adjourn: Motion (Bartlein/Reed) to adjourn the meeting at 6:45pm. Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk – Treasurer

Dated: June 23 2016

# Memo

Date: July 8, 2016

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 7a: Concept Plan for Schmidt Road Property

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## **Overview:**

A developer submitted a concept plan for a new subdivision located along Schmidt Road, between County N and State Park Road. The subdivision would be platted in phases over several years. The initial phase is intended to start along County N and would include Lots 1-68. The Plan Commission is asked to provide input and feedback on the proposed concept plan for a future subdivision. The following are items to consider when reviewing the concept plan:

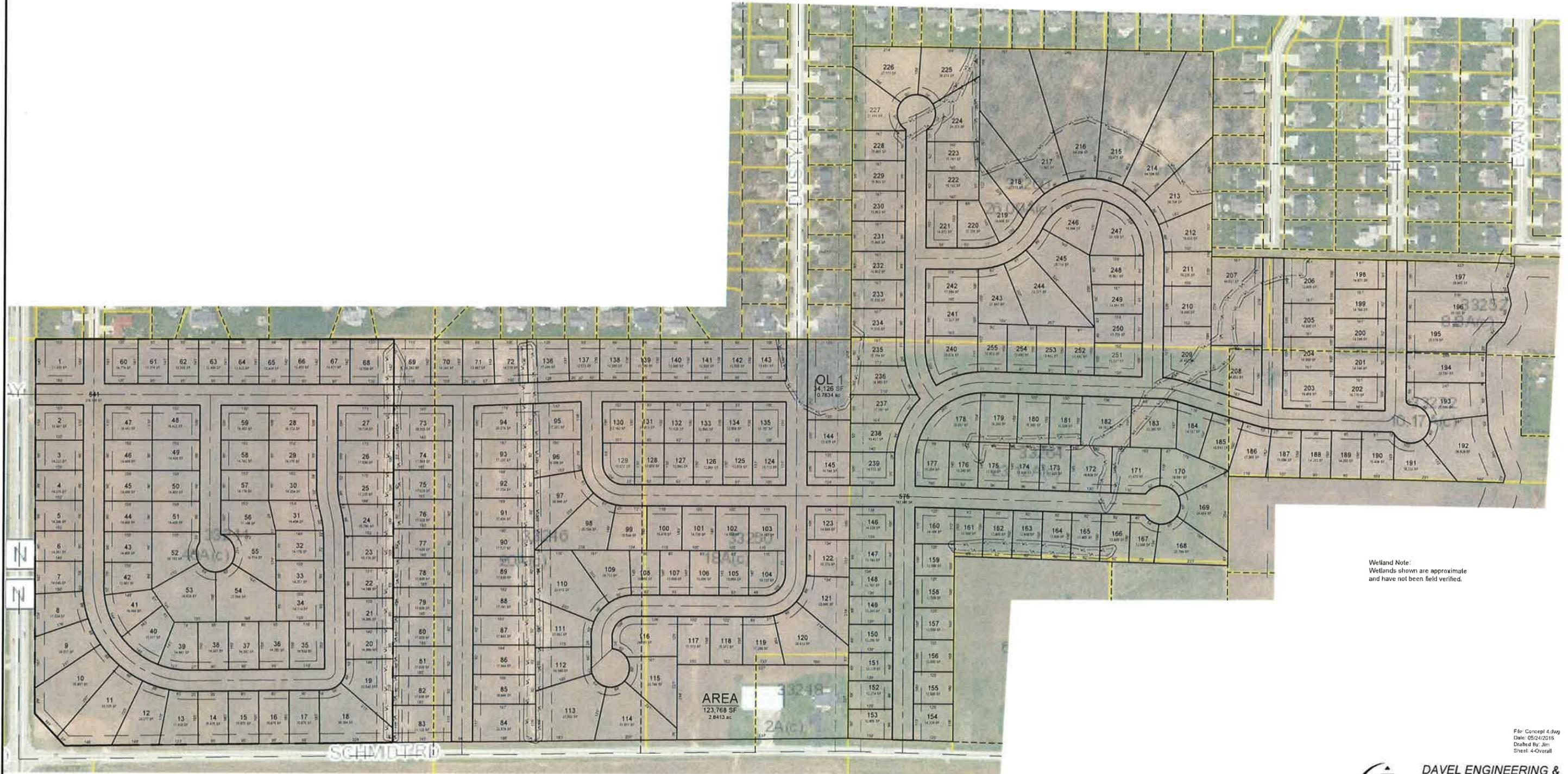
- Landscape berm along County N & Schmidt Road
- Future street connections & multiple access points into the subdivision
- Stormwater facility locations
- Park site
- Trail/sidewalk connections

## **Attachments:**

- Concept for Schmidt Road Property

# Concept for Schmidt Road Property

Section 2, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin



Wetland Note:  
Wetlands shown are approximate  
and have not been field verified.

File: Concept 4.dwg  
Date: 05/24/2016  
Drafted By: Jim  
Sheet: 4-Overall

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