

**NOTICE OF PUBLIC MEETING**

TOWN OF HARRISON, CALUMET COUNTY, WI

NOTICE IS HEREBY GIVEN that a Town of Harrison Board Meeting will be held at the Harrison Municipal Building, W5298 Hwy 114, Menasha on Tuesday, June 28, 2016 at 6:30pm. The agenda is printed below.

1. Call to Order the Town Board Meeting for June 28, 2016
2. Pledge of Allegiance
3. Roll Call of Town Board
4. Correspondence or Communications from Board and Staff
5. Public Comments
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 Town that there is a three minute time limit per person. Time extensions may be granted by the Town Chair. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda
 - a) Town board minutes from 05/31/16 (BOR), 05/31/16 (TB)
7. Items removed from Consent Agenda
8. Appointments
 - a) none
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) none
10. New Business for Consideration or Action
 - a) Ordinance 16-185 Zoning Text Amendments
11. Future Agenda Items
12. Adjournment

Agenda posted at Harrison Municipal Building and www.harrison-wi.org. 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 Village Board, Plan Commission, Zoning Board of Appeals, or Committee of the Whole may be in attendance. However, the only business to be conducted is for the Town Board.

Jennifer Weyenberg, WCMC
Town Clerk
Posted June 24, 2016

**TOWN OF HARRISON
BOARD OF REVIEW MEETING MINUTES
05/31/16**

A meeting of the Board of Review for the Village of Harrison was called into session by Clerk Jennifer Weyenberg at 6:30pm on Tuesday, May 31st 2016. Roll call was taken.

Members present: Karmen Jones, Duaine Stillman and Jennifer Weyenberg. Darlene Bartlein was excused.

Due to the fact the assessment roll is not completed at this time, Duaine Stillman made a motion with a second by Karmen Jones to adjourn the Board of Review until the 13th day of July, 2016 from 10:00am to noon. Motion carried.

**TOWN OF HARRISON
BOARD MEETING MINUTES
05/31/16**

A regular meeting of the Town of Harrison board was convened on Tuesday, May 31, 2016 at 6:35pm in the Harrison Municipal Building with Karmen Jones (filling in for Chair Bartlein) presiding. After the Pledge was recited, roll was called.

Members present: Supervisor Karmen Jones, Supervisor Duaine Stillman.

Members excused: Chair Darlene Bartlein.

Staff present: Planner Mark Mommaerts, Clerk Jennifer Weyenberg, Manager Travis Parish.

Correspondence or Communications from Board and Staff: T. Parish announced the resignation of Fire Chief Kevin Kloehn who has accepted the Fire Chief position at Neenah-Menasha. He also gave an update on the Village's request to have "Harrison" painted on the Darboy Sanitary District water tower. Darboy Sanitary District has let us know that they intend to keep Darboy U.S.A. on the tower.

Public Comments: None

Consent Agenda: Municipal payments in the amount of \$1719.81 and minutes from 04/26/16- Motion by Duaine Stillman and second by Karmen Jones to approve the items on the consent agenda. Motion carried.

Appointments: Jerry Bartlein, Plan Commission- Motion by Karmen Jones and second by Duaine Stillman to approve the appointment of J. Bartlein. Motion carried.

2016-17 application for license to deal in intoxicating liquor and fermented malt beverages (Cimarron Bar Inc.)- Motion by Duaine Stillman and second by Karmen Jones to approve. Motion carried.



TOWN BOARD MEETING

TOWN OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Date:

June 28, 2016

Title:

Zoning Text Amendments

Issue:

Should the Town Board adopt amendments to the Zoning Ordinance?

Background and Additional Information:

Staff and the Plan Commission regularly review the zoning ordinance and propose amendments in order to maintain an ordinance that complies with building trends and current state statutes.

The proposed amendments do the following:

- Amend where mini-warehousing developments can be built.
- Amend the definitions section for parks.
- Amend the fences section to prohibit chain link fence slats from being used in areas adjacent to residential zoning districts.
- Amend the sign section and the approval process for message signs by eliminating Plan Commission approval. This does not remove the conditions placed on message signs.
- Amend parking requirements for bicycles to be suggested rather than required and allows landscape islands in parking lots without barrier curbing so that they could be used for stormwater purposes as well.

As with previous amendments to the zoning ordinance, state statutes require that the County Board approve any amendment prior to it taking effect.

Budget/Financial Impact:

None

Recommended Action:

The Plan Commission and staff recommend approval of the proposed amendments.

Attachments:

- Draft Ordinance 16-185

(d) Conditional uses and structures. (See article XI, Conditional Use Permits, for the conditional use review requirements.)

(21) Mini-warehousing.

[Topic: Private Parks & Boathouse]

[Amend]

Sec. 117-428. – Words and terms defined.

Park or playground. The use of any land or open space for passive or active recreation purposes. Private parks or playgrounds are those owned or controlled by a private or for profit entity while public parks or playgrounds are those owned or controlled by a governmental entity.

Private parks or private playgrounds as defined in this chapter are not intended to be single lots, or grouping of lots, located in a platted subdivision.

[Topic: Fences]

[Amend]

ARTICLE VIII. - FENCES AND WALLS

Sec. 117-219. - Materials.

(a) Barbed wire fences, electrical fences, and single, double and triple strand fences are prohibited, except in the Agricultural (AG) and industrial and manufacturing (IM) districts.

(b) For all zoning districts other than AG, fence material must be either naturally resistant or treated wood board, vinyl, galvanized and/or vinyl coated chain link material, wrought iron, brick, natural stone, masonry, or other material as approved by the zoning administrator. Chain link fence slats are subject to provisions of this chapter for solid-type fences. Chain link fence slats shall not be allowed in areas adjacent to residential zoning districts.

(c) Fences and walls located in the front yard must be made of materials such as wood, brick, vinyl or stone.

(d) The finished side of the fence shall be erected to face the adjoining property. The side with protruding studs or posts shall face the building of the lot responsible for the erection of the fence.

(e) No fence or wall shall be constructed of used or discarded materials in disrepair, including, but not limited to, pallets, tree trunks, trash, tires, junk, railroad ties, utility poles or other similar items.

[Topic: Signs]

[Amend]

Sec. 117-182. - Prohibited signs.

The following signs are expressly prohibited, unless otherwise stated in these regulations.

(4) *Message and flashing signs.* Any signs that include lights or messages which change, flash, blink, or turn on and off intermittently except those approved by the ~~plan commission~~ zoning administrator or planner. The ~~plan commission~~ zoning administrator or planner may approve message signs with the following conditions:

- a. Such signs may be used only to advertise activities conducted on the premises or to present public services such as time, date, temperature or weather.

located outside all vision clearance triangles. Signs shall also be located at least ten feet from the edge of a driveway. Such distance shall be measured to the nearest portion of the sign whether it is the sign face, sign edge, or sign base.

3. Height regulations. No portion of any freestanding sign or display shall be more than 20 feet above the natural grade immediately adjacent to the sign.

[Topic: Parking]

[Amend]

Sec. 117-158. - Off-street parking.

h. *Bicycle parking.* The ~~required~~ suggested bicycle parking may be provided through spaces or bicycle storage racks. Bicycle spaces shall be at least 2.5 feet in width and six feet in length. Racks and other fixtures used to provide parking shall be securely affixed to the ground and allow for the bicycle to be locked and chained. The design of the bicycle racks and fixtures shall be included in final site plans.

(9) *Required spaces for specific uses.* All vehicles connected with the following uses shall be accommodated for on the property in addition to the requirements stated below. Additional parking as determined by the zoning administrator may be required to meet these standards. Table 16, Parking Ratios, on the following pages identifies the minimum ~~and maximum~~ number of spaces to be provided.

- a. GFA = gross floor area
- b. UFA = usable floor area
- c. Employee = employee per shift for the largest shift
- d. DU = dwelling unit

[Amend to remove all maximum vehicle spaces requirement and amend bicycle requirement to a suggested provision]

Table 16. Parking Ratios

Use/Activity	Minimum Vehicle Spaces	Maximum Vehicle Spaces	Minimum <u>Suggested</u> Bicycle Spaces

ARTICLE IX. – LANDSCAPING AND SCREENING

Sec. 117-258. – Standards.

(7) *Parking lot landscaping.* Landscaping shall be provided within all parking lots. Parking lot plantings shall provide screening and shade, and are intended to reduce glare and heat from pavement surfaces, by meeting the following standards:

- a. Each parking row, regardless of its length, shall begin and end with a landscape island ~~with barrier type curbs.~~
- b. Parking lot landscape areas shall have a minimum width of eight feet, ~~measured from back of curb to back of curb~~ and a depth equal to the depth of the parking stall.