



## 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, May 23, 2017  
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
  - April 18, 2017
- 6) Convene Meeting and Enter Public Hearing
  - a. Comprehensive Plan Amendment – BelGioioso Cheese, Inc. – Schaefer Road
  - b. Zoning Map Amendment – BelGioioso Cheese, Inc. – Schaefer Road
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
  - a. Resolution PC2017-02- Comprehensive Plan Amendment – BelGioioso Cheese, Inc. – Schaefer Road
  - b. Zoning Map Amendment – BelGioioso Cheese, Inc. – Schaefer Road
- 9) Items for Discussion
  - a. Report: Zoning Permits
- 10) Set Next Meeting Date
  - Tentatively June 20, 2017 at 6:00pm
- 11) 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 – APRIL 18, 2017

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 5:30pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Kevin Hietpas, Jim Salm, Jerry Bartlein. Members excused were: Jim Lincoln, Dennis Reed. One seat is vacant.

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

- 4) Public Participation: Ed Bogard N9237 County Rd N, spoke in favor of the Preliminary Plat – Kimberly Heights subdivision but expressed concern over the name “Kimberly” because he feels it will be confusing, Mr. Bogard suggested “Harrison Heights” instead.
- 5) Approve Minutes: Motion (Fochs/Bartlein) to approve the minutes of March 21, 2017. Motion carried 4-0.
- 6) Items for Discussion and Possible Action
  - a. Preliminary Plat – Kimberly Heights – Derck DeWitt, LLC: Planner Mommaerts introduced the item and stated that the developers, Dercks DeWitt LLC, have submitted a preliminary plat called Kimberly Heights for a new 96-lot subdivision. This subdivision is located along County N north of Schmidt Road. The subdivision is planned for two phases. Phase 1 will consist of lots along Hoelzel Way and Touchdown Drive. Phase 2 will consist of lots 41-96. Stormwater management is expected to be accomplished through a combination of using the Van’s Road regional stormwater pond (off-site) and several detention ponds within the subdivision.

Additional Review Comments – April 18, 2017

General

1. The size of the pipe associated with existing MH M is different on the draft Preliminary Plat than on the Topographic Survey (Sheet 1.5).
2. The number should be updated for the recently completed CSM associated with Lot 2 to the east.
3. Temporary cul-de-sac easements may be desirable for emergency vehicles and snow plowing, etc.
4. Vision corner easement(s) are recommended.
5. Restricting direct vehicular access to Schmidt Road and CTH N.
6. A drainage easement along Lots 15-17 outside of the proposed plat shall be obtained in order to complete the drainage improvements.

7. Streetlights at County N/Hoelzel Way and Schmidt Road/Touchdown Drive shall be installed.
8. A fee in lieu of parkland dedication and fee in lieu of trail construction shall be negotiated and made part of the Development Agreement.
9. The Appleton Post Office has concerns with the Victory Lane street name.
10. A note shall be added to the plat that no buildings, structures, landscaping, or grading activities shall occur within the drainage easement along Lots 15-35 & 58-66.

#### Preliminary Drainage Plan

11. The plan should verify that the terms of the existing drainage and utility easements in the Sunrise Meadows II and Memory Meadows plats accommodate construction of the storm sewer connection north of proposed Lot 12.
12. Easements should be incorporated to address construction and drainage through the adjacent property to the east (Lot 2 of recent CSM).
13. The plan should indicate information on the wetlands shown, including who performed the delineation, when completed, width of protective areas, and when/if concurrence was received, if applicable.
14. Grading is proposed in the wetlands shown along the north property boundary and will require application for a permit or exemption.
15. A 100-year overflow is proposed between Lots 12 and 13. An overflow section detail is provided that is essentially a 1 ft. deep, 10 ft. wide bottom ditch. No preliminary calculations are provided for the ditch, and it is unclear what the proposed ditch grades are or if proposed flows will be contained in the easement. The easement likely should at least meet the 30 ft. minimum.
16. Preliminary calculations should also be submitted for the drainage easements behind Lots 15-24, 25-35, and 58-66 to verify that the proposed widths will contain the anticipated flows and that localized flooding along the north property line is addressed.
17. A 100-year storm high water elevation of 779.1' is shown north of proposed Lots 12 and 13. We recommend that the proposed garage floors and adjacent grades are a minimum 2 ft. above all proposed high water elevations, along the north boundary, detention areas, and drainage swales/overflows.

#### Preliminary Sewer & Water Feasibility Plan

18. Several storm sewer manholes along Hoelzel Way and the easement between Lots 11 and 12 are recommended to be larger based on the proposed pipe sizes.
19. The storm sewer manhole detail does not reflect the tracer wire placement per Village standards. The detail also does not reflect that some of the storm sewer manholes require larger structures.
20. The storm manholes, catch basins and yard drains do not reflect a minimum 12 in. sump per Village standards.

6a) Continued

- i. Mike Kamuda N9409 Sara Ct spoke regarding drainage concerns. John Davel, Davel Engineering explained the drainage plans. Cheryl Russell, Handel Drive shared concerns about not being able to use her back yard and asked about a time frame/start date. Planner Mommaerts answered that Hoelzel/Touchdown will begin in June/July and be finished this year. Doug Kroll, N9409 Olde Oak Tree Ct. spoke regarding drainage issues and asked if there will be any other work done to correct the current issues. Planner Mommaerts responded that we expect to see a reduction with all of the new flow. Commissioner Fochs questioned Davel Engineering about the drainage plan stating that he believes this is the first plat that he has seen come through that doesn't have a pond. John Davel explained that with a hundred year storm there will be some overflow but this plan is definitely improving the flow. Planner Mommaerts stated that this is a preliminary plan and that a final plan will be developed reviewed and approved by our engineer.

Motion (Hietpas/Fochs) to approve the Preliminary Plat with staff recommendations and to include the additional review comments. Motion carried 4-0.

7) Items for Discussion

- a. Lot Split – Jason Jahnke – Zirbel Drive: Planner Mommaerts introduced the items stating that a property owner at N8744 Zirbel Drive is seeking input on a proposed lot split of the property. The property is currently 2.87-acres and is irregular in shape. The property has access to Zirbel Drive, which is a public roadway. The property owner wishes to divide the property into 2-lots. One lot would contain the existing home. The other lot would be for a new home. The Zirbel Drive neighborhood could be serviced with public sewer and water in a couple of years, currently these properties utilize private wells and septic systems.

The zoning ordinance requires a minimum of 80-feet of road frontage for all lots in the RS-1 zoning district. There is an exception to allow only 33-feet for flag lots. Staff does not feel that this lot qualifies as a flag lot. Additionally, creating 2 lots with 80-feet of road frontage may create awkward angled lots. Staff does not recommend splitting this property.

The Plan Commission is being asked to provide feedback/comments on the proposed lot split.

- i. Jason Jahnke, Zirbel Drive stated that he is looking to split his property into 2 lots. Planner Mommaerts stated that the staff would recommend not splitting the property. Mr. Jahnke asked about possibly dedicating the cul-de-sac to which Planner Mommaerts responded that could be possible but he would need to get the opinion of our Public Works Director. It was recommended that Mr. Jahnke draw up a proposal for

dedicating the cul-de-sac making sure to get the correct distances (132 feet in diameter).

- b. Report: Zoning permits: Planner Mommaerts reported that March had 4 single family permits for a year to date total of 11.

8) Next Meeting Date: May 23, 2017 at 6:00pm

9) Adjourn: Motion ( Fochs/Hietpas) to adjourn the meeting at 6:17pm  
Motion carried 4-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: April 24, 2017



VILLAGE OF HARRISON

TOWN OF HARRISON

**PLAN COMMISSION MEETING**

**VILLAGE/TOWN OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Date:**

May 23, 2017

**Title:**

Comprehensive Plan Amendment – BelGioioso Cheese, Inc.

**Issue:**

Should the Plan Commission approve Resolution PC2017-02, amending the Comprehensive Plan Future Land Use Map?

**Background and Additional Information:**

The applicant, BelGioioso Cheese, Inc., is looking to purchase approximately 9.8-acres of property adjacent to their current whey production facility at N8495 Hwy 55. The purpose is to expand the facility in the future. Ultimately, the applicant wishes to rezone the subject property to industrial and manufacturing, which is the same as the land where the facility is located. However, any rezoning must be in compliance with the Comprehensive Plan, which is the reason for the request.

The applicant, with permission from the current property owner, is requesting an amendment to the Comprehensive Plan Future Land Use Map in order to change the Ag, Vacant, Undeveloped designation to an Industrial designation.

**Findings of Fact:**

- Property owners within 300-feet of the subject property have been notified via first-class mail.

**Recommended Action:**

Staff recommends approval Resolution PC2017-02, Amendment to Comprehensive Plan Future Land Use Map amendment from Ag, Vacant, Undeveloped to Industrial.

**Attachments:**

- Aerial Map
- Future Land Use Map
- Resolution PC2017-02

**PLAN COMMISSION RESOLUTION 2017-02**

**TO RECOMMEND TO THE VILLAGE BOARD AN AMENDMENT TO THE  
HARRISON COMPREHENSIVE PLAN**

WHEREAS, the Harrison Plan Commission received an application from BelGioioso Cheese, Inc. to amend the Comprehensive Plan Future Land Use Map for the following area from Ag, Vacant, Undeveloped to Industrial:

Lot 1 of CSM #3200, being part of the NE1/4 of the NE1/4 of Sec. 24, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin; and

WHEREAS, the proposed amendment is attached to the Resolution as “Exhibit A”; and

WHEREAS, Harrison has invited comments and suggestions from surrounding communities, East Central Wisconsin Regional Plan Commission, and Darboy and Waverly Sanitary Districts; and

WHEREAS, the amendments have resulted in a Plan that is compliant with the requirements of Section 66.1001(2) Wis. Stats; and

WHEREAS, the Plan Commission has held a least one public hearing on these amendments, in compliance with the requirements of Section 66.1001(4)(d) Wis. Stats.

NOW, THEREFORE BE IT RESOLVED, the Harrison Plan Commission recommends to the Village Board the adoption of the amendment from Ag, Vacant, Undeveloped to Industrial for the property described as Lot 1 of CSM #3200, being part of the NE1/4 of the NE1/4 of Sec. 24, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

to the Harrison Comprehensive Plan as illustrated in Exhibit A.

Approved this 23<sup>rd</sup> day of May, 2017

Motion for adoption by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote Aye: \_\_\_\_ Nay: \_\_\_\_

\_\_\_\_\_  
James Salm, Plan Commission Chair

\_\_\_\_\_  
Attest: Mark J. Mommaerts, AICP, Harrison Planner



# Calumet County, WI

## Legend

- Address Point
- County Boundary
- Wisconsin Water
- Other Counties
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad

- Color 2014
- Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

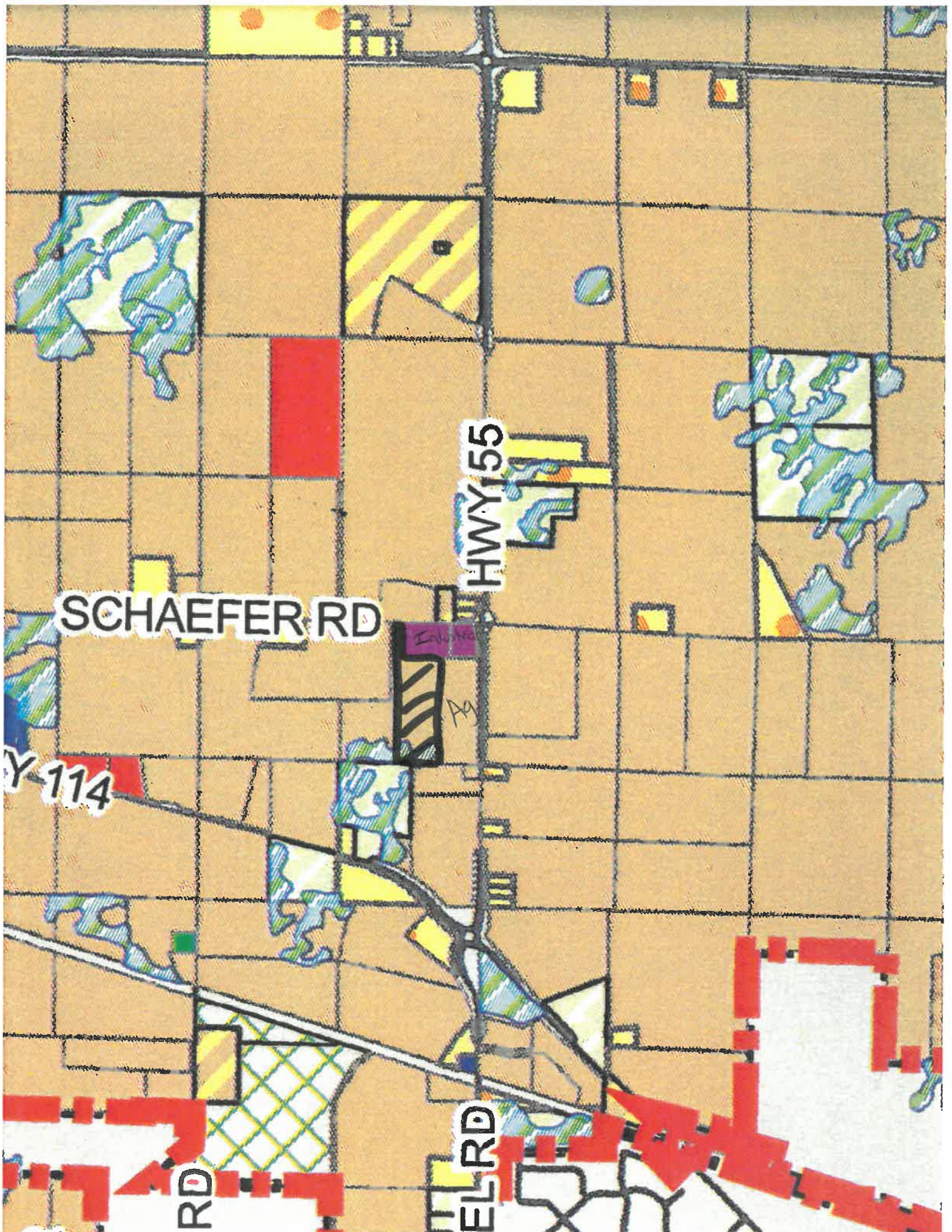


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Date Printed:	06/21/17 12:11 PM
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SCHAEFER RD

HWY 55

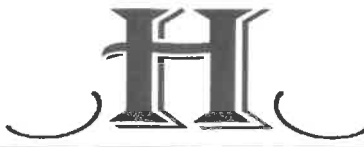
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**PLAN COMMISSION MEETING**

**VILLAGE/TOWN OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Date:**

May 23, 2017

**Title:**

Zoning Map Amendment – BelGioioso Cheese, Inc.

**Issue:**

Should the Plan Commission approve the Zoning Map Amendment?

**Background and Additional Information:**

The applicant, BelGioioso Cheese, Inc., is looking to purchase approximately 9.8-acres of property adjacent to their current whey production facility at N8495 Hwy 55. The purpose is to expand the facility in the future.

The applicant, with permission from the current property owner, is requesting an amendment to the Zoning Map in order to rezone from General Agricultural [AG] to Industrial & Manufacturing [IM].

**Findings of Fact:**

- Staff finds that the Rezoning request complies with the Future Land Use Map, if the Plan Commission adopts Resolution PC2017-02 and Village Board adopts the amendment ordinance.
- Property owners within 300-feet of the subject property have been notified via first-class mail.

**Recommended Action:**

Staff recommends approval of the zoning text amendment from General Agricultural [AG] to Industrial & Manufacturing [IM] if the Comprehensive Plan Amendment is approved.

**Attachments:**

- Aerial Map
- Zoning Map



# Calumet County, WI

## Legend

- Address Point
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- Color 2014
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  - Green: Band\_2
  - Blue: Band\_3



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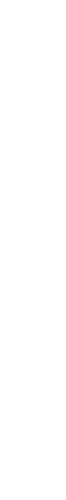
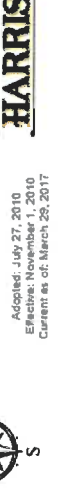
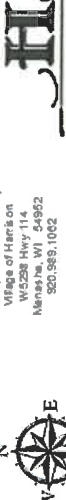


Author:  
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 Sources:



# Zoning Map

Village of Harrison  
Town of Harrison  
Calumet County  
Wisconsin



\* Please note that the SHO & SWO boundaries are subject to change based on determinations of navigable waterways.

This map was created by:  
Village of Harrison  
W5228 Hwy 114  
Marsh, WI 54952  
820.989.1062

Adopted: July 27, 2010  
Effective: November 1, 2010  
Current as of: March 29, 2017



0 200 400 800 1,200 1,600 Feet

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This map is neither a legal nor a title survey and is not intended to be used as such. The Town of Harrison does not warrant the accuracy of the information on this map. The information on this map is for informational purposes only. The Town of Harrison is not responsible for any reliance on the information on this map. The use of this map is at the user's risk. The user of this map is advised to verify the information on this map with the appropriate authorities. Original recorded sector documents located in the county courthouse should be used to verify lot area.

