

PLAN COMMISSION  
MEETING MINUTES – May 26, 2020

- 1) The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 6pm. The Pledge of Allegiance was recited.
- 2) Roll Call: Members present: Jim Lincoln, Kevin Hietpas, Darlene Bartlein, Pat Hennessey and Dennis Reed, Kent Gross  
Vacant: 1 seat  
Staff Present: Mark Mommaerts, Planner
- 3) Public Participation: None
- 4) Motion (Lincoln/Reed) to approve the minutes of May 12 2020.  
Motion carried 6-0.
- 5) Items for Discussion and Possible Action
  - a. Certified Survey Map – Scholl – Hwy 55: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for a parcel at N6515 Hwy 55, Tax ID 38622. The purpose of the CSM is to split the property to create a parcel on each side of Hwy 55, currently the property encompasses both sides. Lot 1 is proposed to be approximately 26.1-acres and includes all lands west of Hwy 55, including the existing house and outbuilding. Lot 2 is proposed to be approximately 9.38-acres and includes all lands east of Hwy 55, mostly consisting of woodland. The portion of Hwy 55 ROW running through the property will be dedicated to the public. Motion (Gross/Bartlein) to approve CSM.  
Motion carried 6-0.
  - b. Final Plat – Kambura Acres IV – Connor Circle: Planner Mommaerts introduced the item stating that the developer, Rusch Development Properties, has submitted a final plat, called Kambura Acres IV, for phase four of the subdivision. This subdivision is located along S. Coop Road, and includes the extensions of Ryford Street and Connor Circle. Kambura Acres IV is a twenty-three (23) lot subdivision. The property is currently zoned Single-Family Residential (Traditional) [RS-2]. The final plat calls for a new road called Conor Circle to create a loop between Ryford Street and Zach Street. The Final Plat for Kambura Acres IV substantially conforms to the Preliminary Plat. Staff recommends approval of the Final Plat with the following conditions:
    1. All staff review comments shall be incorporated as conditions of approval.
    2. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to issuance of building permits and zoning permits.

3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
5. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.
6. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
7. All other improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.

Motion (Lincoln/Hennessey) to approve final plat for Kambura Acres IV with conditions listed.

Motion carried 6-0.

- c. Final Plat – Southtowne Place – Manitowoc Road: Planner Mommaerts introduced the item stating that the developer, Lamer Realty, Inc., has submitted a preliminary plat for Southtowne Place, a 31-lot single-family detached and single-family attached, subdivision. The subdivision is located at W6359 Manitowoc Road, between Lake Park Road and Woodland School. The property is currently zoned Single-Family Residential (Suburban) [RS-1] and Two-Family Residential [RT], which was approved previously. Lots 1, 10-21 will be single-family detached, typical subdivision lots. Lots 2-9 and 22-31 will be single-family attached, zero lot line duplex construction. Stormwater management will be accomplished through a combination of using the Lakeview Regional stormwater pond (off-site) and enlargement of the Hidden Pines stormwater pond on Outlot 1 of this subdivision.

Staff recommends approval of the Final Plat with the following conditions:

1. All staff review comments shall be incorporated as conditions of approval.
2. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to issuance of building permits and zoning permits.
3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to issuance of building permits and zoning permits.
5. All utilities, including but not limited to, sanitary sewer, water, storm sewer, gas, electric, cable, phone, shall be installed prior to issuance of building permits and zoning permits.

6. The Village Board shall accept the roadway in a graveled state prior to issuance of building permits and zoning permits.
7. All other improvements, including but not limited to, curb & gutter, asphalt paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.

Motion (Hennessey/Bartlein) to approve final plat for Southtowne Place with conditions listed.

Motion carried 6-0.

- d. Design Standards Waiver – Lexington Homes – Lake Park Road: Planner Mommaerts introduced the item stating that the Developer of Asterion Apartments development on Lake Park Road is requesting a waiver from the design standards found in the Multiple-Family Residential (RM) zoning district. The applicant is proposing to deviate from the required amount of materials facing a public street. The reason for the request is that the site will be surrounded by berms and plantings and the buildings will have reduced visual impact from the street. The applicant is proposing to use premium shake siding on the upper portions of the buildings.

The request also is for garage door placement on one of the buildings. Most buildings are stacked with a driveway between them and garage doors facing the interior of the site. There is one building that is not stacked so the garage doors face a public street. This building is approx. 150-feet from the roadway. There will be berms and plantings to minimize the visual impact.

The request also is for wall and window composition. Some of the buildings do not meet the 50-foot wall composition break, but there are several deviations to break up the blank wall appearance, which is the intent of the ordinance. The intent of the ordinance to have windows on sides facing a roadway is to break up flat, blank walls. The applicant provided an alternate side elevation of buildings that have sides facing a public street.

The proposed design is consistent with other exterior building waivers granted in the past and is similar to building construction of the North Shore Apartments on the south side of Sonny Drive. Condition that the berms along the roadways be 5-feet in height and trees/plants be at least 4-5 feet at planting.

Motion (Lincoln/Gross) to approve design standards waiver for buildings as submitted with alternate side elevations as submitted with the condition that the berm be at least 5-feet in height and the landscape plants on the berm be at least 4-feet in height at the time of planting.

Motion carried 6-0.

6) Items for Discussion

- a. Zoning Text Amendment: Planner Mommaerts introduced the item stating, since the Village incorporated from the Town of Harrison, the zoning ordinance has not been updated with references to Wis. Stats. for Villages. The ordinance also has provisions that reference the Calumet County zoning ordinance which no longer applies to the Village. Many of the amendments are updates to these changes. However, there are some other amendments that staff is proposing.

The major changes include the following:

1. Page 15 – only allowing flag lots in AG & RR zoning districts.
2. Page 21 – allow for accessory buildings to be used as accessory dwellings?
3. Page 22/23 – Filling and Grading requirements.
4. Page 24 – Methods of Construction.
5. Page 37 – AG Zoning District - dwellings in AG district only as part of an operating farm, removing additional non-agricultural uses. The purpose is to create a rural residential zoning district and to limit AG zoning district to more agricultural uses and some commercial uses.
6. Page 43 – Creation of Rural Residential District [RR] – the purpose is to allow for rural residential dwellings on non-public sewer and water. Creation of this district will allow the Village to better control where new housing is built near the developed portions of the Village while allowing spot housing in areas not immediately adjacent to subdivisions. This district has larger accessory building sizes as demanded by the rural property owners.
7. Page 48 – allowing accessory buildings on lots across the street from homes on Lake Winnebago.
8. Page 109 – providing provisions for stairways/walkways for access to shoreline areas.
9. Page 118 – *Still a work in progress* – provide provisions for development of the Village Center site to ensure development meets the visions of the Village.
10. Page 130- Accessory dwelling units – as they are becoming more popular among residential home owners, does the Village wish to remove requirement that it be only for family member in order to home owner to rent out the unit for income?
11. Page 178 – remove political campaign signs as they are governed by the state (confirm with Village Clerk).
12. Page 183 – Discussion amongst the Plan Commission regarding sign size allowed. There was a request from a business owner along County KK to increase size from 100-square feet to 200-square feet.

13. Page 211 – add language from Wis. Stats. that conditions as part of a Conditional Use Permit must be reasonable, practicable and measurable. Also include language that the CUP applicant must sign off on the CUP conditions so that they are aware of the requirements.

General discussion on Zoning Text Amendments. Staff to provide additional information on Accessory Dwelling Units to the Commission for further discussion at the next meeting.

b. Report: Zoning Permits

- 7) Next Meeting Date: Tentatively June 30, 2020 at 6:00pm
- 8) Adjourn: Motion (Bartlein/Hennessey) to adjourn at 6:53pm.  
Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer  
Dated: June 1, 2020