



## 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

**Monday, February 27, 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
  - January 24, 2017
- 6) Convene Meeting and Enter Public Hearing
  - a. Comprehensive Plan and Village Center Master Plan
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
  - a. Resolution PC17-01 – Comprehensive Plan and Village Center Master Plan
  - b. Concept Plan – Kimberly Heights Subdivision – Derck/DeWitt LLC
  - c. Certified Survey Map – Ralph Hopfensberger – Schmidt Road
- 9) Items for Discussion
  - a. Report: Zoning Permits
- 10) Set Next Meeting Date
  - Tentatively March 21, 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 – JANUARY 24 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 6:00pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Kevin Hietpas, Dennis Reed, Darlene Bartlein, Jim Fochs, Jerry Bartlein. Members excused were: Jim Lincoln. One seat is vacant.

Staff Present: Planner Mark Mommaerts, AICP;

- 4) Public Participation: None
- 5) Approve Minutes: Motion (Fochs/J. Bartlein) to approve the minutes of December 20 2016. Motion carried 5-0.

6) Items for Discussion and Possible Action

- a. Certified Survey Map – Donald Mielke – Mielke Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 1-lot Certified Survey Map (CSM) for the property located along the north side of Mielke Road (Tax ID 40024). The property is currently zoned General Agricultural [AG]. The proposed lot will be 8.587-acres and will contain the applicant's future home which is currently under construction. This item was discussed at the last meeting where the applicant was proposing to split the property into this 8+ acre parcel plus create several 1-acre parcels. The consensus from the December meeting was to create the 8+ acre parcel and then to come back with individual lot splits once perc tests have been completed.

Motion (Fochs/Hietpas) to approve the CSM. Motion carried 5-0.

- b. Certified Survey Map – Irvin Zahringer – N7247 Hwy 55: Planner Mommaerts introduced the item stating that the applicant is proposing a 3-lot Certified Survey Map (CSM) for the property located at N7247 Hwy 55 (Tax IDs 38794, 38804 & part of 38780). The properties are currently zoned General Agricultural [AG].

Motion (Hietpas/Fochs) to approve the CSM. Motion carried 5-0.

- c. Certified Survey Map – Joseph Zahringer – N7332 Hwy 55: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property located at N7247 Hwy 55 (Tax IDs 38788 & part of 38780). The properties are currently zoned General Agricultural [AG].

Motion (Fochs/J. Bartlein) to approve the CSM. Motion carried 5-0.

- d. Certified Survey Map – Ralph Hopfensperger – Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 4-lot Certified Survey Map (CSM) for the property located along Schmidt Road between State Park Road and Hwy 55 (Tax ID 39196). The property is currently zoned General Agricultural [AG]. There is an officially mapped roadway along the western portion of the property. The purpose of the CSM is to create two lots for new home development. The Plan Commission reviewed a concept last summer and commented that the future roadway could be relocated on the property.

Staff Recommendation:

Staff recommends approval of the Certified Survey Map request with the following conditions:

1. A note on the face of the CSM shall read, “Only Lot 2 & Lot 3 will receive building permits or zoning permits until a public road is constructed from Schmidt Road to the south line of Lot 3.”
2. Schmidt Road shall be dedicated with 40-feet of width.
3. A note on the face of the CSM shall read, “All lots will have future assessments for sanitary sewer and water when available. There may be future assessments for storm sewer and roads.”
4. A note on the face of the CSM shall read, “The Village of Harrison may officially map a future roadway on Lot 2 & Lot 3.”

Motion (Fochs/Hietpas) to approve the CSM with the addition of an access easement on the revised CSM. Motion carried 5-0.

- e. Certified Survey Map – David Weiland – Schmidt Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) in order to create parcels for future development. Lot 1 is proposed to be sold to a developer for the first phase of a subdivision development. Lot 2 will be for future development. The property is currently zoned General Agricultural [AG]. The CSM does note right-of-way dedication.

Motion (Fochs/J. Bartlein) to approve the CSM. Motion carried 5-0.

- f. Certified Survey Map – Richard Davis – W4115 Manitowoc Road: Planner Mommaerts introduced the item stating that the applicant is proposing to create a 1-lot Certified Survey Map (CSM) for the property located at W4115 Manitowoc Road (Tax ID 40562). The property is currently zoned General Agricultural [AG]. There is an existing house and group of outbuildings on the proposed lot. The remnant parcel will include the other house with driveway onto Harwood Road and the remaining farmland.

Staff Recommendation:

Staff recommends approval of the Certified Survey Map request with the following conditions:

The Right-of-Way for Manitowoc Road and N. Harwood Road shall be dedicated to the public and shall be noted on the face of the Certified Survey Map.

The Certified Survey Map shall identify the fifty-foot (50') setback from the Ordinary High Water Mark.

All fees and applications for review shall be submitted.

Motion (Hietpas/Fochs) to approve the CSM with Staff Recommendations #1 & #3. Motion carried 5-0.

7) Items for Discussion

- a. Comprehensive Plan Update and Village Center Plan Update: Planner Mommaerts stated that the consultant for the Comprehensive Plan update and Village Center Plan has completed the final draft. If there are any further questions or comments there can still be changes made before the plans are presented at the public hearing. A copy of the plans can be downloaded at:  
Comprehensive Plan  
<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Full-Draft-Review-12052016-Reduced.aspx>  
Village Center Plan  
<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Draft-Village-Center-Concept-Plan-12082016-Reduced.aspx> stated that the documents are available on the website

8) Report: Zoning Permits: Planner Mommaerts reported that 2016 ended with 72 single family homes, up from 2015. Estimated value was up from 2015 as well.

9) Next Meeting Date: February 27<sup>th</sup> at 6pm

10) Adjourn: Motion (Fochs/J. Bartlein) to adjourn the meeting at 6:27pm  
a. Motion carried 5-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: January 25 2017

# Memo

Date: February 20, 2017

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 8a: Comp. Plan & Village Center Plan

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**Overview:**

The consultant for the Comprehensive Plan update and Village Center Plan has completed the final draft. The final draft plans are very similar to the drafts you received previously. If there are any further questions or comments there can still be changes made at the public hearing. A copy of the plans can be downloaded at:

Comprehensive Plan

<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Full-Draft-Review-12052016-Reduced.aspx>

Village Center Plan

<http://www.harrison-wi.org/PDF-Documents/Comp-Plan/Draft-Village-Center-Concept-Plan-12082016-Reduced.aspx>

If you would like a paper copy, please let me know and we'll mail one out to you.

Attached to this memo is a draft of a Plan Commission Resolution recommending approval of the updated Comprehensive Plan to the Village Board. The Plan Commission Resolution is a statutory requirement under the Comprehensive Plan law. The exhibit listed in the Resolution is the final draft of the Plan.

**PLAN COMMISSION RESOLUTION PC17-01**

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

WHEREAS, the Village of Harrison has held a series of meetings to make amendments to the Harrison Comprehensive Plan adopted in 2004 and updated in 2010 as part of the five-year update process; and

WHEREAS, the proposed amendments are attached to the Resolution as “Exhibit A”; and

WHEREAS, Harrison has invited comments and suggestions from the public; 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 amendments to the Harrison Comprehensive Plan as illustrated in Exhibit A.

Approved this 27<sup>th</sup> day of February, 2017

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

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

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

\_\_\_\_\_  
Darlene Bartlein, Plan Commission Chair

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

Exhibit A  
Harrison Comprehensive Plan

# Memo

Date: February 17, 2017

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 8b: Concept Plan for Kimberly Heights

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## **Overview:**

In July 2016 the Plan Commission reviewed a concept plan for a new subdivision along Schmidt Road east of County N. The following were a list of comments from the July 2016 meeting:

1. Landscaping/Berm along County N and Schmidt Road.
2. Stormwater management facilities (peak flow standards).
3. Central neighborhood park site.
4. Multiple access points for phase 1, roadway connection to Schmidt Road.
5. Reduce number of cul-de-sacs.
6. Allow for extension of Cumberland Drive to the south.
7. Allow for an east/west road near Lot 157 & 158 to access and cross Parcels 33262 & 33266. (See notes on CSM No. 3314 attached)
8. Trails along County N and Schmidt Road may be required.
9. Consider how the property owner's existing house will be serviced in the future with sewer & water and access for potential future splits.
10. Check centerline radii of the curves near Lot 35 & Lot 202 (appears too small).
11. Ensure that the extension of Cumberland Drive and Hunter Street can be made over the 30-foot (+/-) strip of land on the northeast portion of the concept plan.
12. Schmidt Road will have a 80-foot ROW (40-foot from section line), roadway dedication will be required.

The revised concept plan for the subdivision (Kimberly Heights) addresses many of the comments from above. It appears an easement along County N and Schmidt Road is identified for landscaping. Stormwater management is proposed to be accommodated through the regional stormwater pond and through the existing drainageways which will be converted into dry ponds. A park site is identified. Multiple access points are created for phase 1, which will consist of the east/west roadway from County N and the north/south roadway between the 2 drainageways. Cumberland Drive was extended. The east/west roadway for Parcels 33262 & 33266 needs to be accommodated (staff identified this on the concept plan). Trails will be discussed by the Village Board. There have been discussions with the Darboy Sanitary District regarding service to the existing house along Schmidt Road. Centerline curves appear to be adequate based on previous developments. Extension of Cumberland Drive and Hunter Street will be addressed in the future by the developer of that phase of the subdivision. Additional dedication of ROW will be addressed during the platting process.



**Attachments:**

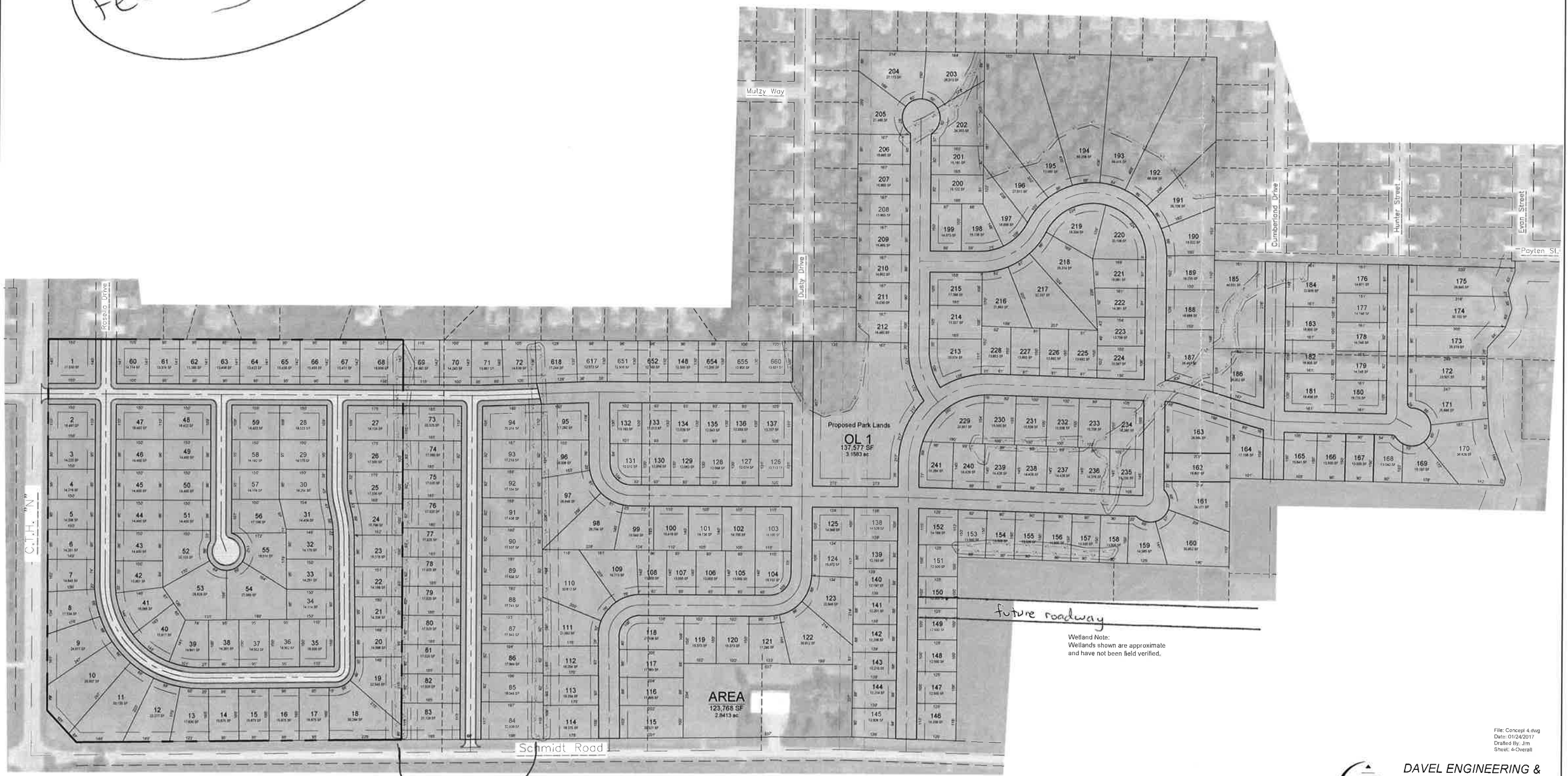
- Revised Concept Plan for Kimberly Heights (February 2017)
- Original Concept Plan (July 2016)

The Plan Commission is asked to provide any additional comments before the preliminary platting process begins. The Public Works Committee will be reviewing the concept plan prior to the Plan Commission meeting. Staff will provide those comments at the meeting. The largest remaining issue for the layout is the cul-de-sac nearest to County N. The Land Division Ordinance states that cul-de-sacs shall not be permitted except where topography or other exceptional circumstances exist.

February 2017

# Concept for Kimberly Heights

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



Welland Note:  
Wellands shown are approximate  
and have not been field verified.

drainageways

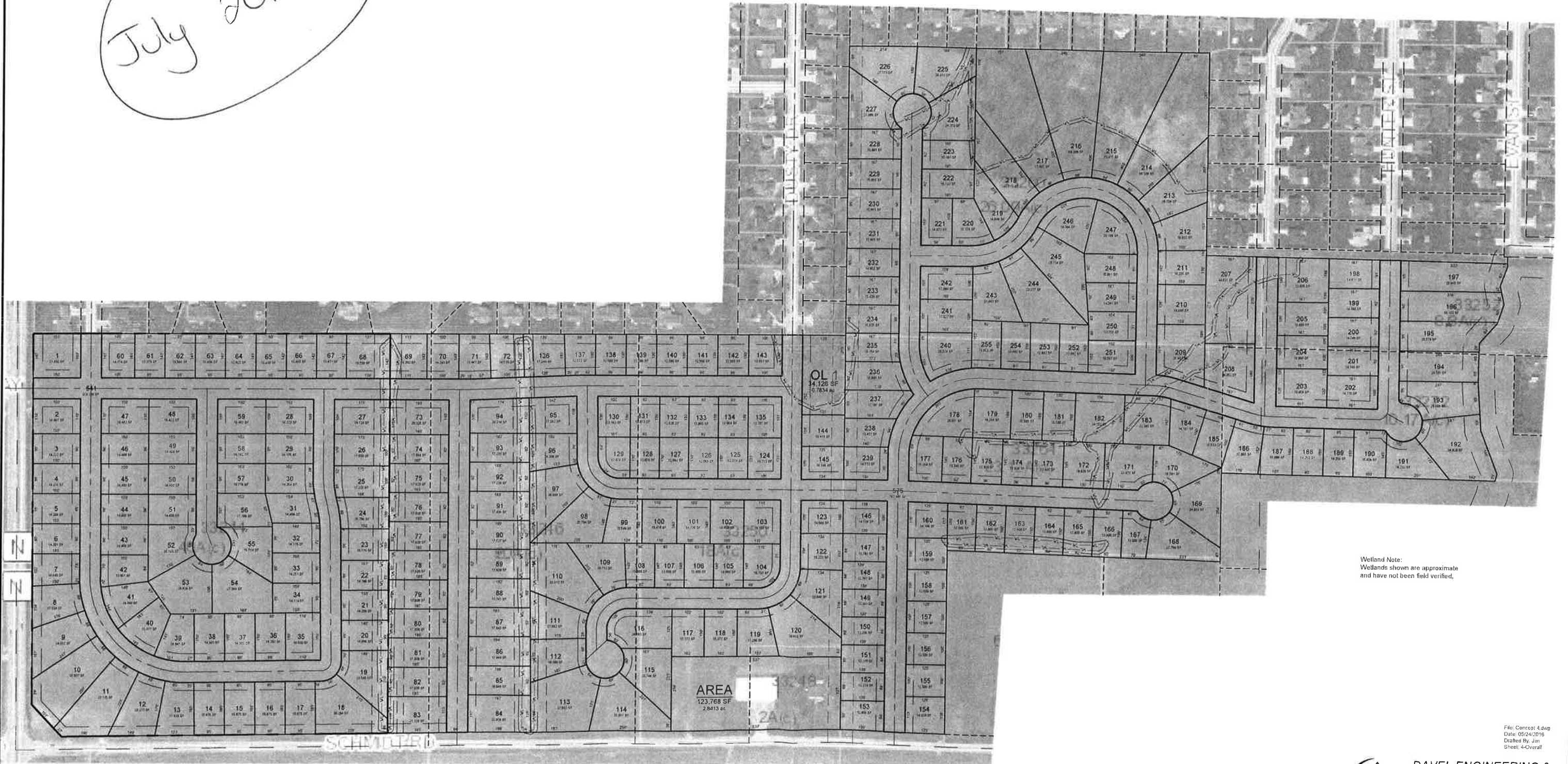
File: Concept 4.dwg  
Date: 01/24/2017  
Drafted By: Jim  
Sheet: 4-Overall

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 CIVIL ENGINEERING CONSULTANTS  
 1811 Racine Street Menasha, WI 54952  
 Ph: 920-991-1866 Fax: 920-830-9595  
 www.davel.pro

Concept for  
**Schmidt Road Property**

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

July 2016



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

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
CIVIL ENGINEERING CONSULTANTS  
1811 Racine Street Menasha, WI 54952  
Ph 920-991-1866 Fax 920-630-9595  
www.davel.pro

# Memo

Date: February 17, 2017

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 8c: CSM – Hopfensperger

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## **Overview:**

The applicant is proposing a REVISED 4-lot Certified Survey Map (CSM) for the property located along Schmidt Road between State Park Road and Hwy 55 (Tax ID 39196). The property is currently zoned General Agricultural [AG]. There is an officially mapped roadway along the western portion of the property. The purpose of the CSM is to create two lots for new home development. The Plan Commission reviewed a concept last summer and commented that the future roadway could be relocated on the property. The Plan Commission reviewed a CSM at the January meeting and recommended approval to the Village Board with several conditions:

1. A note on the face of the CSM shall read, “Only Lot 2 & Lot 3 will receive building permits or zoning permits until a public road is constructed from Schmidt Road to the south line of Lot 3.”
2. Schmidt Road shall be dedicated with 40-feet of width.
3. A note on the face of the CSM shall read, “All lots will have future assessments for sanitary sewer and water when available. There may be future assessments for storm sewer and roads.”
4. A note on the face of the CSM shall read, “The Village of Harrison may officially map a future roadway on Lot 2 & Lot 3.”

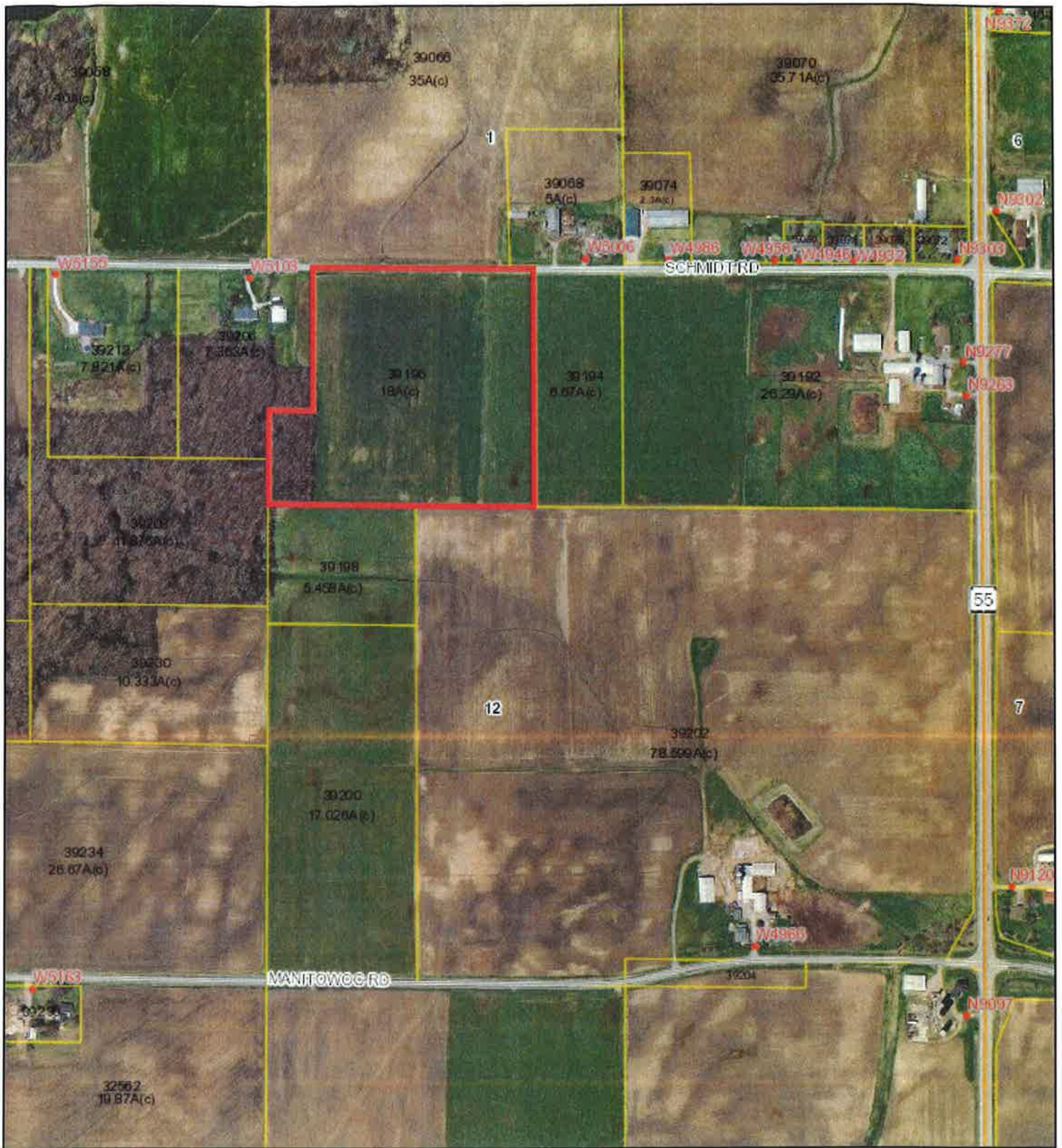
The differences between the two CSMs are indicated.

## **Attachments:**

- Aerial Map
- Certified Survey Map – Revised dated February 9<sup>th</sup>
- Certified Survey Map – Previous approval dated January 23<sup>rd</sup>

## **Staff Recommendation:**

Staff recommends denial of the revised (February 9, 2017) Certified Survey Map due to lack of future roadway considerations.



**Legend**

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section



**Calumet County, WI**



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Author	
Date of Issue	
01/17/17 10:17 AM	
Sources	

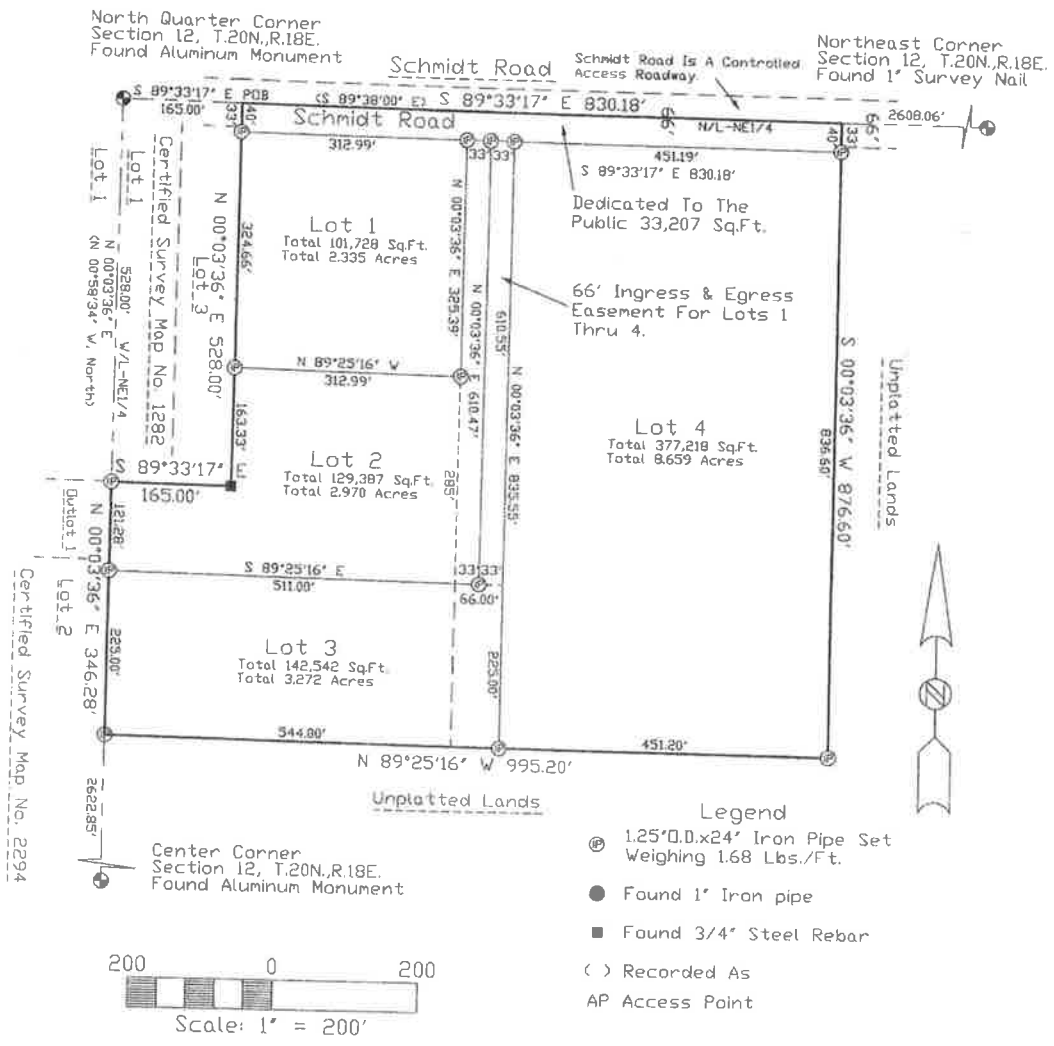
**RECEIVED**  
**FEB 09 2017**  
**HARRISON PLANNING**

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Sheet 1 of 3

PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12,  
 TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, (FORMERLY TOWN OF  
 HARRISON), CALUMET COUNTY, WISCONSIN.

Notes: Lots 2 and 3 will receive building permits or zoning permits. There is an access easement for Lots 1 and 4 as shown the Certified Survey Map.



MAYER LAND SURVEYING  
 N 5698 LAKE SHORE DRIVE  
 HILBERT, WI. 920-439-1761

SURVEYED FOR  
 RALPH M. HOPFENSBERGER  
 N9277 STH 55  
 KAUKAUNA, WI

C:\Projcets\HopfensbergerRalph16\csm.dwg  
 BEARINGS REFERENCED TO COUNTY  
 DATUM WEST LINE OF THE NORTHEAST  
 QUARTER BEARS NORTH 00°03'36" EAST.  
 THIS INSTRUMENT DRAFTED BY J.G. MAYER"  
 NOTEBOOK NO.44 PAGE 48.

**SURVEYOR'S CERTIFICATE**

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of Ralph M. Hopfensperger, part of Northwest Quarter of the Northeast Quarter of Section 12, Township 20 North, Range 18 East, Village of Harrison, (Formerly Town of Harrison), Calumet County, Wisconsin containing 784,082 square feet or 18.0 acres of land and described as follows.

Commencing at the North Quarter Corner of Section 12, thence South 89°33'17" East a distance of 165.00 feet along the north line of the northeast quarter to the point of beginning; thence continuing South 89°33'17" East a distance of 830.18 feet along the north line to the east line of the west 20 acres of the north one-third of the northeast quarter; thence South 00°03'36" East a distance of 876.60 feet along the east line to the south line of the north one-third of the northeast quarter; thence North 89°25'16" West a distance of 995.20 feet along the south line to the west line of the northeast quarter; thence North 00°03'36" East a distance of 346.28 feet along the west line; thence South 89°33'17" East a distance of 165.00 feet; thence continuing North 00°03'36" East a distance of 528.00 feet to the point of beginning. Subject to all easements and restrictions of record. Liability hereunder is expressly limited to the cost of this survey.

That such map is a correct representation of all exterior boundaries of the land surveyed and the land division made thereof. That I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the Village of Harrison in surveying, dividing and mapping such lands.

Dated this 4th day of January, 2017.

James G. Mayer  
James G. Mayer, S-1273  
Wis. Professional Land Surveyor



**OWNER'S CERTIFICATE**

As owner(s), I (we) hereby certify that I (we) caused the land described on this plat to be surveyed, divided mapped and dedicated as represented on the plat. I (we) also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection: Village of Harrison.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Ralph M. Hopfensperger, Owner

\_\_\_\_\_  
Suzanne Hopfensperger, Owner

State of Wisconsin)  
Calumet County )ss

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Calumet County, Wisconsin

**VILLAGE BOARD CERTIFICATE**

Resolved that the above certified survey map in the Village of Harrison was approved by the Village Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk

**VILLAGE TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting village treasurer of the Village of Harrison, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of \_\_\_\_\_, 2017 on any of the lands included in this Certified Survey Map.

\_\_\_\_\_  
Village Treasurer

\_\_\_\_\_  
Date

**COUNTY TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify the records in my office show unredeemed tax sales and no unpaid taxes or special assessments as of \_\_\_\_\_, 2017 affecting the lands included in this Certified Survey Map.

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Date

Notes:

This CSM is part of tax parcel no. 39196. This CSM is contained wholly within the property described in the following recorded instrument: Doc. No. 410948. The property owner of record is Ralph M. Hopfensperger, N9277 STH 55, Kaukauna WI 54130.



*James E. Ripper*  
4.20.17



## Mark Mommaerts

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**From:** Nicole Smith <nicole.r.smith@gmail.com>  
**Sent:** Thursday, February 09, 2017 3:23 PM  
**To:** Mark Mommaerts  
**Cc:** Brandon  
**Subject:** Planning Meeting  
**Attachments:** SchmidtCSM.pdf

Mark,

Please see attached revised CSM for the next planning meeting we would like to attend. Please let me know if you need anything else from me.

Thanks!

Nicole

**Silvertree Homes LLC**

[nicole.r.smith@gmail.com](mailto:nicole.r.smith@gmail.com) | 920.470.6022

**RECEIVED**  
**JAN 23 2017**  
**HARRISON PLANNING**

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

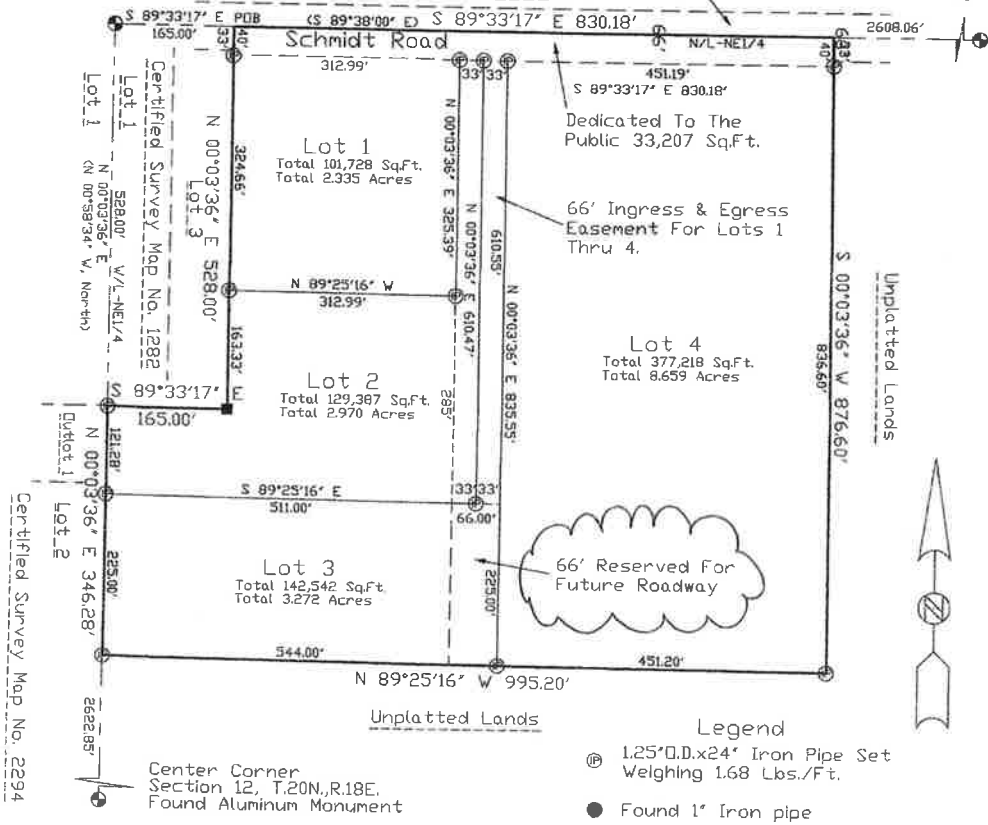
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 available. There may be future assessments for storm sewer and roads. The Village of Harrison may officially  
 map a future roadway on Lots 2 and 3



North Quarter Corner Section 12, T.20N.,R.18E. Found Aluminum Monument  
 Schmidt Road Schmidt Road Is A Controlled Access Roadway.  
 Northeast Corner Section 12, T.20N.,R.18E. Found 1" Survey Nail



MAYER LAND SURVEYING  
 N 5698 LAKE SHORE DRIVE  
 HILBERT, WI. 920-439-1761

SURVEYED FOR  
 RALPH M. HOPFENSPERGER  
 N9277 5TH 55  
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