

PLAN COMMISSION AGENDA

Tuesday, July 30, 2019 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 25, 2019
- 6) Convene Meeting and Enter Public Hearing
 - a. Zoning Map Amendment Driscoll Properties, LLC N. Coop Road
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
 - a. Zoning Map Amendment Driscoll Properties, LLC N. Coop Road
 - b. Certified Survey Map Zero Lot Line Jungen N9031 & N9029 Spring Valley Road
 - c. Certified Survey Map Stevens N6805 Harrison Road
 - d. Design Standards Waiver Reflections Truck Services W6992 Hwy 10 & 114
- 9) Items for Discussion
 - a. Zoning Ordinance Fence in Drainage Easement Requirements
 - b. Zoning Ordinance Driveway Opening Requirements
 - c. Report: Zoning Permits
- 10) Set Next Meeting Date
 - Tentatively August 27, 2019 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 Village Board, Zoning Board of Appeals, or Committees may be in attendance. However, the only business to be conducted is for the Plan Commission.

Posted: July 23, 2019

PLAN COMMISSION MEETING MINUTES – June 25 2019

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 6pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Lincoln, Jim Fochs, Kevin Hietpas, Darlene Bartlein, Pat Hennessey, and Dennis Reed. Buddy Lisowe was excused.
 - Staff Present: Mark Mommaerts, Planner; Carie Krause, Deputy Clerk Treasurer
- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Reed) to approve the minutes of May 28 2019. Motion carried 6-0.
- 6) Items for Discussion and Possible Action
 - a) Certified Survey Map Dercks DeWitt LLC Dusty Drive: Planner Mommaerts introduced the item stating that the developer of the Kimberly Heights subdivision is proposing a 2-lot Certified Survey Map (CSM). The CSM will combine portions of 3 lots into 2 lots. The lots include Lot 83 & Lot 84 of Kimberly Heights 2 and Lot 20 of Memory Meadows. Lot 83 will be split in half with the northern portion being attached to Lot 20 of Memory Meadows as Lot 1 of this CSM and the southern portion being attached to Lot 84 of Kimberly Heights 2 as Lot 2 of this CSM. The purpose of the CSM is to eliminate Lot 83 which is mostly covered in wetlands.
 - Motion (Fochs/Bartlein) to approve the Certified Survey Map for Dercks DeWitt LLC.
 - Motion carried 6-0.
 - b) Certified Survey Map Village of Harrison W5904 Frontage Road: Postponed until next meeting.
 - c) Revised Preliminary Plat Hidden Pines Harrisville Lane: The developer is proposing a revised preliminary plat for the Hidden Pines subdivision. The revised plat will have 11-lots, not 10-lots, and will have a smaller stormwater pond to cover stormwater needs for just the subdivision rather than a larger pond to cover adjacent areas. These revisions are based on discussions with the Village Board during the development agreement process. No changes to the roadway layout are being proposed.

Staff recommends conditional approval of the 11-lot revised Preliminary Plat for Hidden Pines with the following conditions:

- 1. A temporary turnaround shall be constructed until the east/west road is extended.
- 2. All lots shall have a storm sewer lateral provided for sump pump discharge.
- 3. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.
- 4. A Development Agreement shall be executed prior to approval of the final plat.
- 5. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
- 6. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
- 7. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
- 8. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
- 9. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
- 10. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
- 11. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
- 12. All other improvements, including but not limited to, curb & gutter, concrete 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.
- 13. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
- 14. Multiple benchmark locations shall be established for use during building construction.
- 15. All environmental corridors shall be clearly identified and setback lines to be indicated.

- 16. High-back, integral concrete curb shall be utilized rather than the mountable curb.
- 17. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots.
- 18. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet.
- 19. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width.

Motion (Lincoln/Fochs) to approve the Revised Preliminary Plat for Hidden Pines.

Motion carried 6-0.

- d) Final Plat Hidden Pines Harrisville Lane: Planner Mommaerts introduced the item stating that the developer submitted a final plat for the Hidden Pines subdivision. The plat will have 11-lots, will have a stormwater pond to cover stormwater needs for the subdivision. The subdivision extends Harrisville Lane to the north. A development agreement has been approved by the Village Board. Staff recommends conditional approval of the 11-lot Final Plat for Hidden Pines with the following conditions:
 - 1. Note #10 under Village Notes shall be removed.
 - 2. Wetland disturbance permits granted by the appropriate entity(ies) shall be obtained for all wetlands within the areas dedicated to the public and a copy of such permit given to the Village.
 - 3. A temporary turnaround shall be constructed until the east/west road is extended. (indicated on plans)
 - 4. All lots shall have a storm sewer lateral provided for sump pump discharge. (indicated on plans)
 - 5. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction. (completed)
 - 6. A Development Agreement shall be executed prior to approval of the final plat.
 - 7. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement. (completed)
 - 8. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
 - 9. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
 - 10. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.

- 11. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
- 12. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
- 13. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
- 14. All other improvements, including but not limited to, curb & gutter, concrete 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.
- 15. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff. (completed)
- 16. Benchmarks shall be set on all hydrant tag bolts.
- 17. All environmental corridors shall be clearly identified and setback lines to be indicated. (completed)
- 18. High-back, integral concrete curb shall be utilized rather than the mountable curb. (indicated on plans)
- 19. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots. (indicated on plans)
- 20. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet. (indicated on plans)
- 21. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width. (indicated on plans)

Motion (Hennessey/Reed) to approve the Final Plat for Hidden Pines with the exemption of Preliminary Plat note #10.

Motion carried 6-0.

7) Items for Discussion

- a) Concept Plan Mixed Use Development Amy Avenue: Planner Mommaerts stated that he received a phone call from the developer, they are no longer looking at this, no discussion is needed.
- b) Report: Zoning Permits: 7 single family permits for the month, bringing the year to date to 22.
- 8) Next Meeting Date: Tentatively July 30 2019 at 6:00pm.
- 9) Adjourn: Motion (Fochs/Lincoln) to adjourn the meeting at 6:12pm

Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk - Treasurer

Dated: June 26, 2019



PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Meeting Date: July 30, 2019

Mark J. Mommaerts, AICP, Planner

Title:

Zoning Map Amendment – Driscoll Properties

Issue:

Should the Plan Commission recommend approval of a rezoning from General Agricultural [AG] to Office & Retail Commercial [COR] & Multiple Family Residential [MF]?

Background and Additional Information:

The applicant is proposing to rezone from General Agricultural [AG] to Office & Retail Commercial [COR] & Multiple Family Residential [MF] property located west of N. Coop Road between Manitowoc Road and Midway Road, Location IDs 44056 & 44454. The purpose of the rezone is for a future multiple-family residential development. Final approval of the multiple family development will be part of the Conditional Use Permit process. This item only rezones the land for the development. Final approval of the development layout, buffering, and buildings will be part of the Conditional Use Permit process.

The Comprehensive Plan identifies this area as a mix of future commercial and future multiple family residential. The proposed rezone complies with the Comprehensive Plan

Findings of Fact:

• Staff finds that the Rezoning request complies with the Future Land Use Map of the Village of Harrison.

Recommended Action:

Staff recommends approval of the Zoning Map Amendment to rezone from General Agricultural [AG] to Office & Retail Commercial [COR] & Multiple Family Residential [MF] lands identified in the public hearing notice.

Attachments:

- Zoning Map
- Future Land Use Map
- Public Hearing Notice

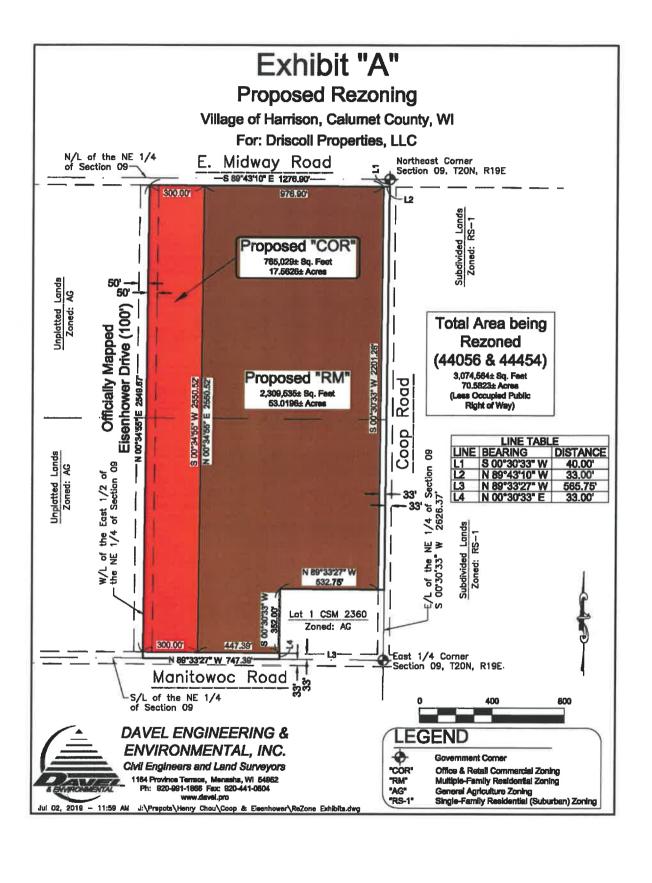
NOTICE OF PUBLIC HEARING Village of Harrison Calumet County, Wisconsin

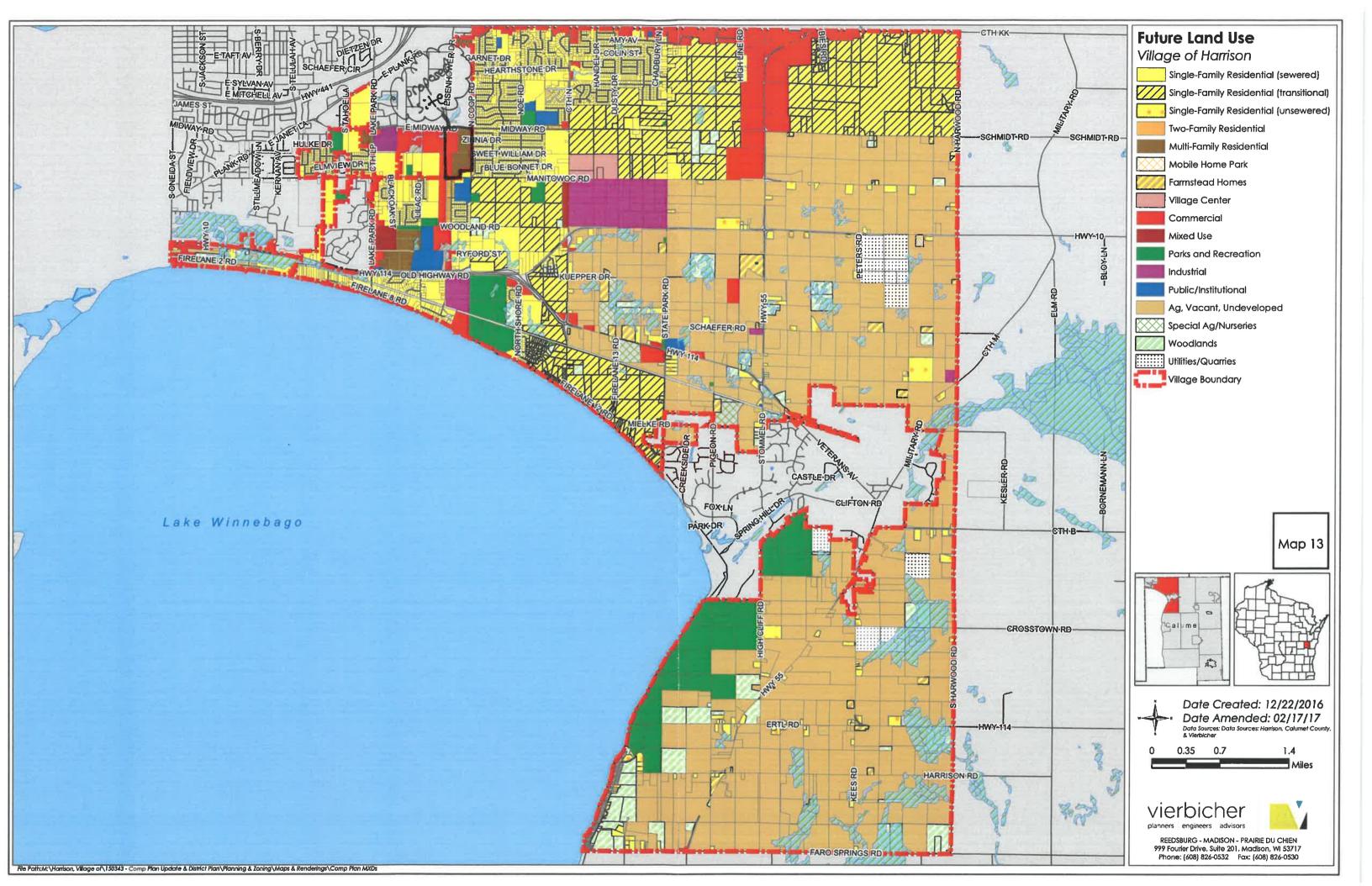
NOTICE IS HEREBY GIVEN that a public hearing will be held at the Plan Commission meeting of the Village of Harrison, Calumet County, Wisconsin on Tuesday, July 30, 2019 at 6:00pm at the Harrison Municipal Building, W5298 Hwy 114, Menasha, WI 54952. The public hearing will be held in regard to a proposed zoning map amendment (rezoning) by Driscoll Properties, LLC to rezone from General Agricultural [AG] to Multiple Family Residential [RM] the property described as land being part of the East 1/2 of the Northeast 1/4 of Section 09, Township 20 North, Range 19 East, Village of Harrison, Calumet County, Wisconsin, containing 2,309,535 Square Feet (53.0196 Acres) more or less of land described as follows: Commencing at the East 1/4 Corner of Section 09, T20N, R19E; thence N89°33'27"W along the South Line of the Northeast 1/4 of said Section 09, 565.75 feet; thence N00°30'33"E along the extension of the west line of Certified Survey Map No. 2360, 33.00 feet to the North Right of Way line (R/W) of Manitowoc Road and to the Point of Beginning of the Proposed Zoning District, "RM"; thence N89°33'27"W along said north R/W, 447.39 feet; thence N00°34'55"E, 2550.52 feet to the South Right of Way line (R/W) of E. Midway Road; thence S89°43'10"E along said R/W, 976.90 feet to the West Right of Way line (R/W) of Coop Road; thence S00°30'33"W along said West R/W, 2201.28 feet to the North line of CSM No. 2360; thence N89°33'27"W along said North line, 532.75 feet to the West line of said CSM No. 2360; thence S00°30'33"W along said West line, 352.00 feet to the Point of Beginning. The application also proposes to rezone from General Agricultural [AG] to Office and Retail Commercial [COR] the property described as land being part of the East 1/2 of the Northeast 1/4 of Section 09, Township 20 North, Range 19 East, Village of Harrison, Calumet County, Wisconsin, containing 765,029 Square Feet (17.5626 Acres) more or less of land described as follows: Commencing at the East 1/4 Corner of Section 09, T20N, R19E; thence N89°33'27"W along the South Line of the Northeast 1/4 of said Section 09, 565.75 feet; thence N00°30'33"E along the extension of the west line of Certified Survey Map No. 2360, 33.00 feet to the North Right of Way line (R/W) of Manitowoc Road; thence N89°33'27"W along said north R/W, 447.39 feet to the Point of Beginning of the Proposed Zoning District "COR"; thence continuing N89°33'27"W along said R/W line, 300.00 feet to the West line of the East 1/2 of the Northeast 1/4 of said Section 09; thence N00°34'55"E along said West line, 2549.67 feet to the South Right of Way line (R/W) of E. Midway Road; thence S89°43'10"E along said R/W, 300.00 feet; thence S00°34'55"W, 2550.52 feet to the Point of Beginning.

A map of the property may be obtained from the Village of Harrison. All interested persons objecting to or supporting this rezoning may offer comment at the hearing or send written comment to: Village Clerk, W5298 Hwy 114, Harrison, WI 54952. The Plan Commission will make their decision during the regular meeting.

Dated this 10th day of July, 2019.	
Mark Mommaerts, Planner	
Clerk's Note	

Publish July 16th & 23rd







PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date: July 30, 2019

Title:

Certified Survey Map - Spring Valley Road

Issue:

Should the Plan Commission recommend approval of a 2-lot Certified Survey Map for a zero lot line to the Village Board?

Background and Additional Information:

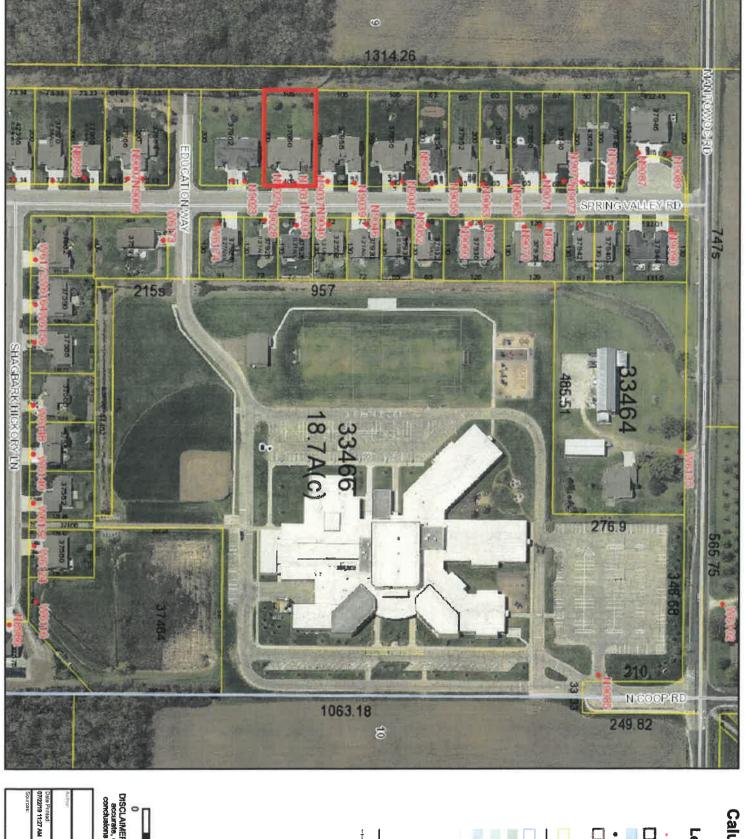
The applicant is proposing a 2-lot Certified Survey Map (CSM) for the property at N9031 & N9029 Spring Valley Road. The purpose of the CSM is to create a zero lot line unit. The property is zoned Two-Family Residential (RT) which is appropriate for zero lot line developments. Setback and lot area requirements have been met.

Recommended Action:

Staff recommends approval of the Certified Survey Map with the condition that all provisions of Section 117-135 of the zoning ordinance shall be met, including but not limited to easements, common wall construction, and covenants.

Attachments:

- Location Map
- Certified Survey Map



Traff Refroad

Color 2018

Red: Band_1 Green: Band_2 Blue: Band_3

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

Legend

County Boundary Wisconsin Water

Town Boundary Unincorporated Community

Lake

River and Stream

Local Roads Major Roads

Local Roads Municipal Streets

County Parks State Parks Property Hook

PLSS Section

Parcel Boundary

Point of Interest

Address Point

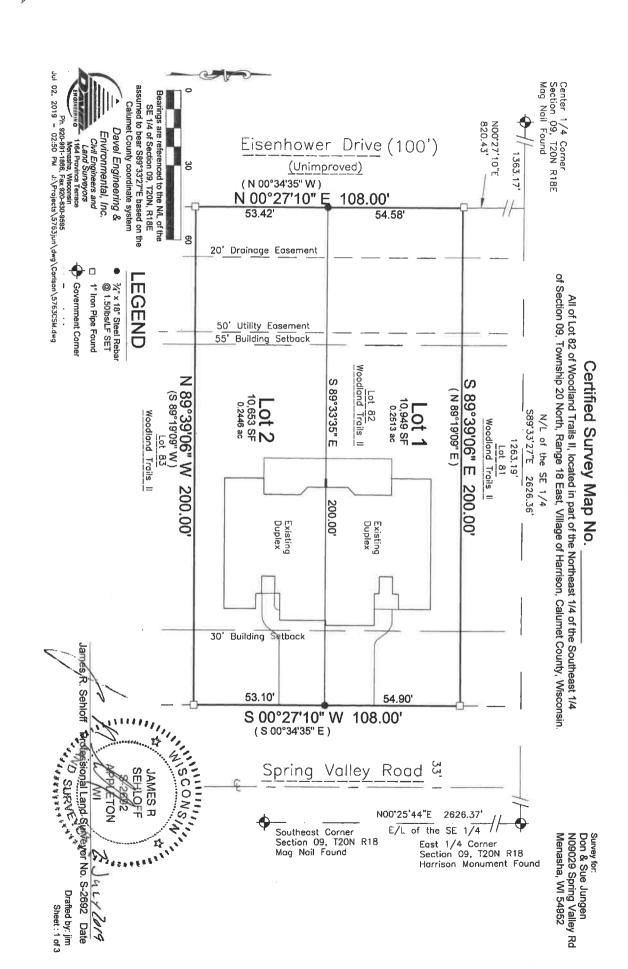
Calumet County, WI

Secs. 117-135. – Zero Lot Line.

- (a) Intent. The intent of allowing for Zero Lot Line development is to accommodate quality single-family housing on an economic scale that facilitates and encourages efficient use of public infrastructure and provide for a diversity of housing options.
- (b) Zoning District. Single-family attached zero lot line developments may be suitable in the Two-Family Residential (RT) and Multiple-Family Residential (RM) zoning districts.
- (c) Zoning District Requirements. The zoning district requirements shall be in effect, except that the following shall be substituted:
 - (1) Lot Area: Minimum requirement per dwelling unit shall apply. If there is not a minimum requirement per dwelling unit, then fifty percent (50%) of the district minimum requirement.
 - (2) Lot Width: Minimum requirement per dwelling unit shall apply. If there is not a minimum requirement per dwelling unit, then fifty percent (50%) of the district minimum requirement.
 - (3) Side Yard Setback: The side yard setback shall be zero on one side, provided that the adjoining side yard setback of the lot adjacent to the zero side yard is also zero and the opposite side yard meets the side yard requirement of the zoning district.
- (d) Utilities. Each single-family lot shall be provided separate sanitary sewer lateral, storm sewer lateral (if applicable), water lateral, gas meter, electric meter, and other utilities without such infrastructure passing through an adjoining unit. Foundation drains shall have a separate sump pump located in each dwelling unit.
- (e) Easements. Easements shall be provided across zero lot lines when necessary for provision of water, sewer, and utility services.
- (f) Lot Split. All lots shall be divided by Certified Survey Map (CSM) or subdivision plat in compliance with Chapter 115 of the Municipal Code (Land Divisions). A restrictive endorsement shall be placed on the face of the CSM or plat that reads, "When attached single-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same."
- (g) Common Wall. Wherever improvement abut on the common boundary line between adjoining units, there shall be a fire wall running from the lowest floor level, including the basement if it is the common wall, to the underside of the roof sheathing. Such basement wall, if any, shall be waterproofed masonry.
- (h) Occupancy. All units for a zero lot line development shall receive occupancy permits prior to any one unit being occupied.
- (i) Covenants. Private/Restrictive covenants shall be recorded with the appropriate County Register of Deeds providing declaration and/or bylaws similar to those typically recorded on a declaration of condominium. Evidence of said recordation

shall be submitted to the Planning Department. Said covenants shall provide for the following:

- (1) Description of the Land, Building, Units, and Common Elements.
- (2) Include a note that reads, "Harrison and all approving authorities shall not be held responsible for enforcing the private/restrictive covenants, and that said covenants shall inure to all heirs and assigns."
- (3) Provide for mediation of any and all disputes between owners of each unit and any third party with regard to construction, catastrophe, use, and maintenance of the real property.
- (4) Include a provision that reads, "In the event of the total destruction of the building, it shall be determined by agreement of both unit owners whether to rebuild, restore, or sell the property. If damage is only to the unit on one lot, and such damage does not affect the other unit, the damaged units shall be repaired by the owner of that damaged unit."
- (5) Include a note that reads, "The parties hereto agree that the aesthetics of the units are important to the value of the building. Therefore, the exterior color of each unit shall be compatible with each other. Each party may agree in writing to change the original color of the building so long as the color change applies to each unit. No party may change the color of the building so that it is different than the other unit."
- (6) Provision for alterations, maintenance, insurance, amendments, and conveyances.



Certified Survey Map No
All of Lot 82 of Woodland Trails II, located in part of the Northeast 1/4 of the Southeast 1/4 of Section 09, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.
Surveyor's Certificate
I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Harrison and Calumet County, and under the direction of Don Jungen, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is all of Lot 82 of Woodland Trails II, located in part of the Northeast 1/4 of the Southeast 1/4 of Section 09, Township 17 North, Range 16 East, Village of Harrison, Calumet County, Wisconsin, containing 21,600 Square Feet (0.4958 dortes) of land subject to all easements, and restrictions of record.
Given under my hand this Z dar bloff July Zol 9
AC APPLETON
James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692
Owners' Certificate
As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided and mapped all as shown and represented on this map.
We do further certify 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 20
Don Jungen, Owner Sue Jungen, Owner
State of Wisconsin))SSCounty)
Personally came before me on the day of, 20, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_ My Commission Expires _

Notary Public, Wisconsin

All of Lot 82 of Woodland Trails	Survey Map No. II, located in part of the Northeast 1/4 cange 18 East, Village of Harrison, Calu	
Village Board Approval Certificate		,
Resolved, that this certified survey map in the property owners, is hereby approved by the	e Village of Harrison, Calumet County, Village Board of the Village of Harrison	Don and Sue Jungen, the .
President	Date	
I hereby certify that the foregoing is a copy of	f a resolution adopted by the Village Bo	oard of the Village of Harrison.
Village Clerk	Date	
Treasurers' Certificate		
We, being the duly elected, qualified and act hereby certify that in accordance with the rec taxes, or special assessments on and of the	cords in our office, there are no unrede	emed tax sales and unpaid
Village Treasurer	Date	
County Treasurer	Date	
This Certified Survey Map is contained whol	ly within the property described in the f	ollowing recorded instruments:
the property owners of record: Don & Sue Jungen	Recording Information: Doc. No 526783	Parcel Number(s): 37960

JAMES R
SEHLOFF
S.2692
APPLETON

James R. Selfloff Publissional Land Surveyor No. S-2692
Date



PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date: July 30, 2019

Title:

Certified Survey Map - Harrison Road

Tssue:

Should the Plan Commission recommend approval of a Certified Survey Map to the Village Board?

Background and Additional Information:

The applicant is proposing to combine two-lots into one via Certified Survey Map (CSM) for the property at N6805 Harrison Road. The applicant currently owns 2 parcels, Tax ID 41326 & 41328. The purpose of the CSM is to remove the lot line between the properties in order to rebuild a home.

Recommended Action:

Staff recommends approval of the Certified Survey Map.

Attachments:

- Location Map
- Certified Survey Map



Calumet County, WI

County Boundary Address Point Wisconsin Water

Town Boundary Unincorporated Community

Parcel Boundary Point of Interest

PLSS Section Property Hook

County Parks

River and Stream

Local Roads Local Roads

Municipal Streets

Color 2018 Ract Band_1
Green: Bend_2
Blue: Bend_3

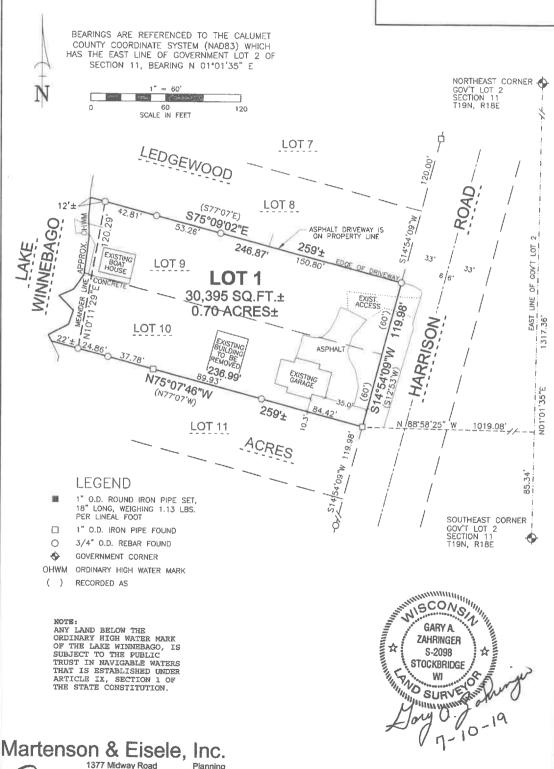


0 50 100 150ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



CERTIFIED SURVEY MAP NO.

ALL OF LOTS 9 AND 10 OF LEDGEWOOD ACRES; BEING PART OF GOVERNMENT LOT 2, SECTION 11, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



GM.E.

13/7 Midway Road Menasha, WI 54952 www.martenson-eisele.com info@martenson-eisele.com 920.731.0381 1.800.236.0381 Planning Environmental Surveying Engineering Architecture

SURVEY FOR: JAMES STEVENS 1701 N. HALL AVE. APPLETON, WI 54911

PROJECT NO. 1–1284–001

FILE 1–1284–001csm.dwg SHEET 1 0F 3

THIS INSTRUMENT WAS DRAFTED BY: A.Sedlor

CERTIFIED SURVEY MAP NO.

ALL OF LOTS 9 AND 10 OF LEDGEWOOD ACRES; BEING PART OF GOVERNMENT LOT 2, SECTION 11, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, GARY A. ZAHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND COMBINED AT THE DIRECTION OF JAMES STEVENS, ALL OF LOTS 9 AND 10 OF LEDGEWOOD ACRES; BEING PART OF GOVERNMENT LOT 2, SECTION 11, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF GOVERNMENT LOT 2 OF SAID SECTION 11; THENCE NORTH 01 DEGREES 01 MINUTES 35 SECONDS EAST, ALONG THE EAST LINE OF SAID GOVERNMENT LOT 2, A DISTANCE DEGREES 01 MINUTES 35 SECONDS EAST, ALONG THE EAST LINE OF SAID GOVERNMENT LOT 2, A DISTANCE OF 85.34 FEET; THENCE NORTH 88 DEGREES 58 MINUTES 25 SECONDS WEST, 1019.08 FEET TO THE POINT OF BEGINNING; THENCE NORTH 75 DEGREES 07 MINUTES 46 SECONDS WEST, ALONG THE SOUTH LINE OF LOT 10 OF LEDGEWOOD ACRES, A DISTANCE OF 236.99 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 75 DEGREES 07 MINUTES 46 SECONDS EAST, 22 FEET MORE OR LESS FROM THE ORDINARY HIGH WATER MARK OF LAKE WINNEBAGO; THENCE NORTH 10 DEGREES 11 MINUTES 29 SECONDS EAST, ALONG A MEANDER LINE, A DISTANCE OF 120.29 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 75 DEGREES 09 MINUTES A DISTANCE OF 120.29 FEET TO A MEANDER CORNER, SAID CORNER BEING SOUTH 75 DEGREES 09 MINUTES 02 SECONDS EAST, 12 FEET MORE OR LESS FROM THE ORDINARY HIGH WATER MARK OF LAKE WINNEBAGO; THENCE SOUTH 75 DEGREES 09 MINUTES 02 SECONDS EAST, ALONG THE NORTH LINE OF LOT 9 OF LEDGEWOOD ACRES, A DISTANCE OF 246.87 FEET; THENCE SOUTH 14 DEGREES 54 MINUTES 09 SECONDS WEST, ALONG THE WEST RIGHT-OF-WAY LINE OF HARRISON ROAD, A DISTANCE OF 119.98 FEET TO THE POINT OF BEGINNING, INCLUDING ALL LANDS LYING BETWEEN THE MEANDER LINE AND THE ORDINARY HIGH WATER MARK OF LAKE WINNEBAGO. CONTAINING 30,395 SQUARE FEET MORE OR LESS [0.70 ACRES±]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE VILLAGE OF HARRISON SUBDIVISION ORDINANCE IN SURVEYING, COMBINING AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE COMBINATION THEREOF.

ZITATINGER, PROFESSIONAL AND SURVEYOR S-2098

GIVEN UNDER MY HAND THIS 10TH DAY OF JULY, 2019.

SCONO MANAGER A SINGER ZAHRIN.
S-2098
STOCKBRIDGE
WI
SURVENIMENTALISM
WINDSURVENIMENT

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNER OF RECORD: JAMES T. & DEBORAH M. STEVENS RECORDING INFORMATION: DOCUMENT NO. 386776

PARCEL NUMBERS:

010-0174-000090A-000-0-191811-05-0200 AND

010-0174-000100A-000-0-191811-05-0200

CERTIFICATE OF THE VILLAGE OF HARRISON:

BE IT RESOLVED THAT THIS CERTIFIED SURVEY MAP, IN THE VILLAGE OF HARRISON HAS BEEN APPROVED AND ACCEPTED AS SURVEYED, MAPPED AND COMBINED BY THE OWNERS SHOWN HEREON,

DAY OF 2019.

VILLAGE PRESIDENT

VILLAGE CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

VILLAGE TREASURER

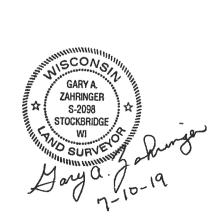
DATE

PROJECT NO. 1-1284-001 SHEET 2 OF 3

CERTIFIED SURVEY MAP NO.

ALL OF LOTS 9 AND 10 OF LEDGEWOOD ACRES; BEING PART OF GOVERNMENT LOT 2, SECTION 11, TOWNSHIP 19 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

OWNERS CERTIFICATE: AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE I COMBINED AND MAPPED AS SHOWN AND REPRESENTED ON T	AND ABOVE DESCRIBED TO BE SURVEYED, HIS MAP.
WE ALSO FURTHER CERTIFY THAT THIS CERTIFIED SURVE TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR	EY MAP IS REQUIRED BY S.236.10 OR S. OBJECTION: VILLAGE OF HARRISON
DAY OF	, 2019
JAMES T. STEVENS	DEBORAH M. STEVENS
STATE OF WISCONSIN) OSS COUNTY)	
PERSONALLY CAME BEFORE ME ON THE DAY OF , 2019, THE ABOVE OWNERS TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.	
NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION (IS PERMANENT) (EXPIRES:	



OR S.236,12



PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date: July 30 2019

Title:

Special Exception to Design Standards

Issue:

Should the Plan Commission grant a special exception to the zoning design standards for the development?

Background and Additional Information:

The applicant of a commercial truck repair & service business is requesting a waiver from the design standards found in the Community Commercial (CC) zoning district, specifically, a waiver from the Materials requirement. The applicant is proposing to use metal wall panels above an 8-foot split-face block for a second building front and metal panels for side and rear elevations. This will be a second building as part of the business. The existing building is entirely metal wall panels.

The zoning district requires 100% of all exterior walls facing a public or private street and at least 75% of all other exterior walls shall be glass, brick, block, fieldstone or other architectural masonry material.

Sec. 117-88. Community Commercial District

- (o) Design standards. Requirements for new buildings and structures, or additions, built after the effective date of this chapter. Special exceptions to this section shall be granted by the plan commission.
 - (1) Front door placement. All principal buildings or structures shall have a primary entrance facing a public street. Corner lots are only required to have one primary entrance, the choice of street may be chosen by the lot owner.
 - (2) Building orientation. All principal buildings shall have a well-defined front façade and entrance with the primary entrance facing a public street. The buildings shall be aligned so the dominant lines of their facades parallel the line of the street.
 - (3) Materials. One hundred percent of all exterior walls facing a public or private street and at least 75 percent of all other exterior walls shall be glass, brick, block, fieldstone, architectural cement board siding or other architectural masonry material. Roofs which exceed a pitch of more than

- three inches in 12 inches shall either be shingled or have an architectural metal roofing system.
- (4) Walls. No flat walls exceeding 50 feet in length shall be permitted for any structure; wall offsets, recesses or projections, change in height, change in materials or other architectural details shall be used to meet this requirement.
- (5) Roofs. No flat roof plane exceeding 100 feet in length shall be permitted for any structure; pitched roof, parapet wall of varying heights, dormers, overhangs, arches, gables, or other architectural details shall be used to meet this requirement.
- (6) Exterior lighting. All exterior lighting shall be in accordance with the following:
 - a. All wall-mounted exterior lighting shall be direct cut-off fixtures.
 - b. All areas containing exterior lighting (except public street lighting) shall limit light trespass onto adjacent property. Compliance shall be achieved by utilizing fixture shielding, directional control, location, and/or height.
 - c. Accent light may be used to highlight architectural and landscape design elements.
 - d. Pedestrian walkways and parking areas shall be illuminated to a sufficient level so as to provide for safety and security.
 - e. Freestanding light fixtures shall have a maximum height of 25 feet.
 - f. Wood light poles shall be prohibited.
- (7) Dumpster/refuse enclosures.
 - a. Materials. Dumpster/refuse enclosures shall be 100 percent wood, vinyl, or architectural masonry that compliments the principal building. Landscape planting surrounding the enclosure is encouraged.
 - b. Location. Dumpster/refuse enclosures are not permitted in the front yard.
- (8) Mechanical equipment. All mechanical equipment whether on the ground or roof mounted, including electrical, HVAC, mechanical, or similar, shall be enclosed or screened. Roof mounted equipment shall be integrated into the design of the structure, enclosed or screened to the extent possible.

Recommended Action:

The proposed design is consistent with other exterior building waivers granted in the past. The location of the proposed building has limited views of the sides and rear elevations. Some consideration to matching the front of the existing building should be considered. Staff wonders if the front of the existing building can be modified to include some block similar to the proposed building?

Attachments:

- Plan Set (page 2 is based on code requirements)
- Google Street View Image

existing building

new proposed location



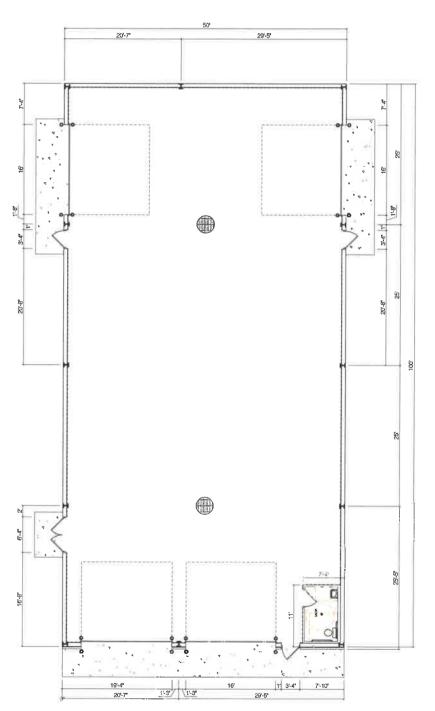
Image capture: Aug 2018 © 2019 Google

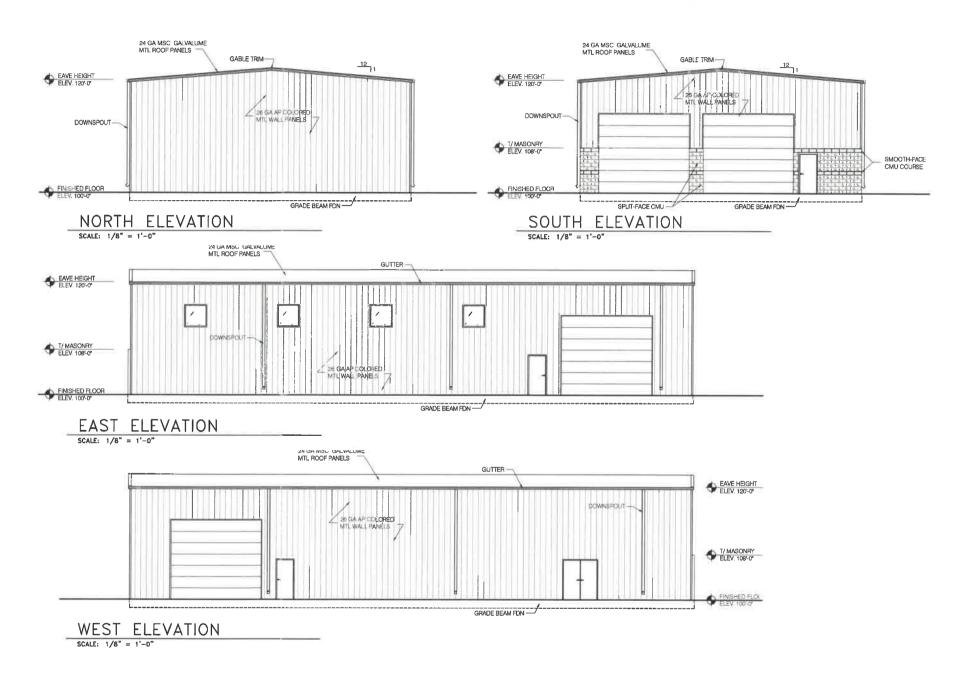
Menasha, Wisconsin



Street View - Aug 2018









Pagel

FLECTIONS RRISON, WISCONSIN

PROJECT NO.

06-23-19L1

PLAN DATE:

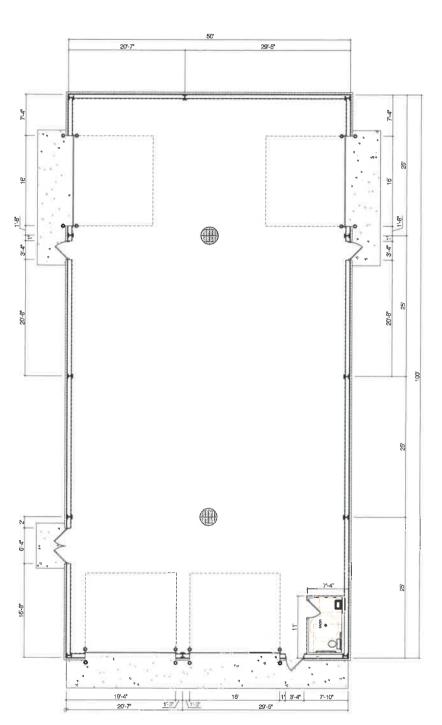
JULY 8, 2019

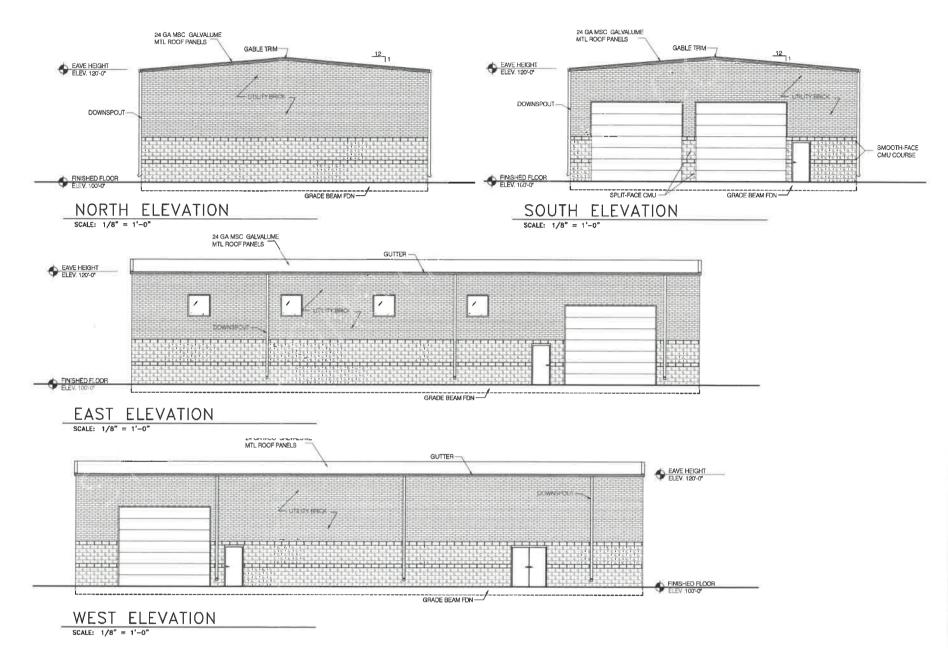
DRAWN BY:

SHEET TITLE:

SHEET: A

Alt. B





FLOOR PLAN

SCALE: 1/8" = 1'-0"

Page 2

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RANGE GENERAL CONSTRUCTIONS
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TO THE SECTION OF SECTION

LECTIONS ISON, WISCONSIN

PROJECT NO.

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06-23-19L1

PLAN DATE:

JULY 8, 2019

SHEET TITLE:

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VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date: July 30, 2019

Title:

Drainage Easements

Issue:

Should the Plan Commission make a recommendation regarding the approval process for structures within a drainage easement?

Background and Additional Information:

Background: Currently an applicant wishing to construct a fence within a drainage easement must get written permission from the easement holder prior to issuance of a permit. If it is a utility easement then an "encroachment letter" from We Energies is typically all that is required. If it is a larger utility easement then approval from ATC is required. These approvals are relatively quick, We Energies can respond within a few days.

Drainage easements require approval from the Village. Currently, a request is made to the Village Board and is placed on the agenda for the Board to review. The Board has developed a "Permission to Occupy Drainage Easement" form that states that the fence may be removed if drainage issues occur. This form is recorded as part of the deed for future property owners. This issue with this process is time. Many times the applicant must wait 2-3 weeks for approval, or more depending on Board meeting schedule.

A few Board members have suggested a change to allow staff to approve fences within the drainage easement, provided the permission form is signed. The Plan Commission is asked to look at amending the ordinance to streamline the process.

The zoning ordinance language is as follows:

Sec. 117-54. - Accessory uses, buildings and structures.

- (a) General regulations for accessory uses, buildings and structures. All accessory uses, buildings and/or structures shall abide by the following general regulations:
 - (1) No accessory use, building and/or structure shall be constructed or established on a lot prior to the principal use or building being present or under construction, except temporary construction trailers.
 - (2) When attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to the principal building,

- unless otherwise stated, including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.
- (3) When not attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to the accessory buildings and/or structures in the zoning district including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.
- (4) Accessory buildings or structures in the RS-1, RS-2, and RT zoning districts shall not be located closer to the front lot line than is the principal structure, except those properties located adjacent to the shoreline of Lake Winnebago.
- (5) Accessory buildings or structures shall not be located within any recorded easement (utility, drainage, or other) without written consent of the entity controlling the easement.
- (6) The following, including but not limited to, truck, truck tractor, truck trailer, canopy or bus, or portion thereof, shall not be used for, storage purposes, as a principal use and/or structure or an accessory use and/or structure in any zoning district, unless otherwise stated in this chapter.
- (7) Any detached accessory use, building and/or structure with a water closet (toilet facility) shall require a conditional use permit, pursuant to article XI, Conditional Use Permits.
- (8) Accessory uses, buildings and/or structures shall be located on the same lot as the principal use, structure or building.
- (9) Detached accessory buildings shall not be used as a secondary dwelling.

Bud	lget	Im	pac	ts:

None

Recommended Action:

The Commission has several options in regard to the ordinance:

- 1) Keep the existing ordinance language requiring the Village Board to authorize structures in drainage easements on a case by case basis.
- 2) Amend the ordinance to allow a fence to be placed in a drainage easement subject to agreement to sign the permission form.
- 3) Amend the ordinance to remove restrictions and allow buildings or structures in easements.

4)	Other:	

Any changes to the ordinance affect the whole.

Staff recommends option #2 for fences only, all other buildings or structures require approval on a case by case basis. The intent for option #2 is to make it only apply to drainage easements. Storm sewer easements should still receive Board approval. Utility easement should still require approval from We Energies.

Attachments:

Permission to Occupy Drainage Easement form example

VILLAGE OF HARRISON CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

Permission to Occupy Drainage Easement Agreement

This agreement is entered into by and between the Village of Harrison, Calumet & Outagamie Counties, hereinafter referred to as "Village" and Owner's Name(s), hereinafter referred to as "Owner", owners of property described as Legal Description, located at Address.

This agreement authorizes the Owner to place a fence, hereinafter referred to as "Improvement", within the recorded drainage easement on their property subject to the following provisions and/or conditions:

1. The Owner agrees that if the Village determines that stormwater runoff is impeded or obstructed at any time because of the Improvement, then the Village may order the Owner to remove such Improvement and return the property grades/elevations to that of the approved grading/drainage plan. If the Owner fails to comply, the Village may cause removal of the Improvement and shall place the cost on the property tax bill as a special assessment.

Return to: Village of Harrison W5298 Hwy 114 Menasha, WI 54952

Parcel No.(s):

- 2. The Owner agrees to remove the Improvement upon reasonable notice from the Village that work needs to be completed within the easement area or that access needs to be obtained through the easement area.
- 3. In case of emergency, the Village may remove the Improvement without giving notice to the Owner.
- 4. The Village is not responsible for any damage done during removal.
- 5. The Village will not replace the Improvement for any reason or reimburse Owner for removal of Improvement.
- 6. The Owner agrees to maintain the drainage easement, including but not limited to mowing and removal of debris, on both sides of the Improvement.

This Agreement shall be binding upon the owner, its successors, assigns, and heirs, until such time as the Improvement is removed and the easement is restored to its original state.

The rest of this page left blank intentionally.

Signatures:				
Property Owner(s)				
Signature	Date		Print Name	
Signature	Date		Print Name	
STATE OF WISCONSIN COUNTY OF CALUMET)) SS)			
Personally came before me this who executed the foregoing ins		day of		, to me known to be the persons
			Notary Public, State My Comm. Exp	
Village of Harrison				
Approved by the Village Boar	d on this _	d	ay of, 2	20
Village President	t		Print Name	
Attest: Clerk	7		Print Name	

Instrument drafted by the Village of Harrison.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date: July 30, 2019

Title:

Driveway Openings

Issue:

The Village Board asked the Plan Commission to develop a recommendation regarding the number of driveways allowed on a parcel.

Background and Additional Information:

Background: A property owner on Sumac Lane spoke to the Board about a driveway to their shed. The property owner constructed a shed with permit approval. The permit applicant did not include any information for a driveway. Staff was notified that a driveway out to Handle Drive was in the process of being constructed. Staff contacted the property owner to inform them that a second driveway was in violation of the zoning ordinance. The property owner decided to stop the paving at the property line. The property is on the southeast corner of Sumac Lane and Handle Drive. The house has an existing driveway out to Sumac Lane.

The Village Board has interest in amending the ordinance to allow for a second driveway. The Board is asking the Plan Commission to review the ordinance and make a recommendation to the Board for proposed changes, if any.

The zoning ordinance language is as follows:

Sec. 117-157. - Access.

All driveways installed, altered, changed, replaced or extended after the effective date of this chapter shall meet the following requirements.

- (1) Openings. Openings for vehicular ingress and egress shall not exceed 36 feet for single-family and two-family developments and 42 feet for agricultural, multiple-family, commercial, and industrial developments as measured at the street right-of-way line unless a greater distance is approved by the plan commission.
- (2) Location. Vehicular entrance or exit shall not be less than 50 feet from a street intersection. Commercial and industrial vehicular entrances and exits shall not be less than 150 feet from any adjoining residential district.
- (3) Number. Only one vehicular opening is permitted per lot for single-family lots. Two vehicular openings may be permitted per lot for two-family lots. Multiple-family, commercial, and industrial developments are permitted one vehicular opening per lot frontage unless a greater number is approved by the plan commission.

(4) When roadways exit to adjacent property rather than directly to a public street, permanent cross easement agreements shall be recorded which adequately guarantee that such exit may not be closed and that such roadways will not become a future liability for the town.

(Ord. No. 10-147, § 6.0(2), 7-27-2010; Ord. No. 11-162, 11-29-2011)

Budget Impacts:		
None		

Recommended Action:

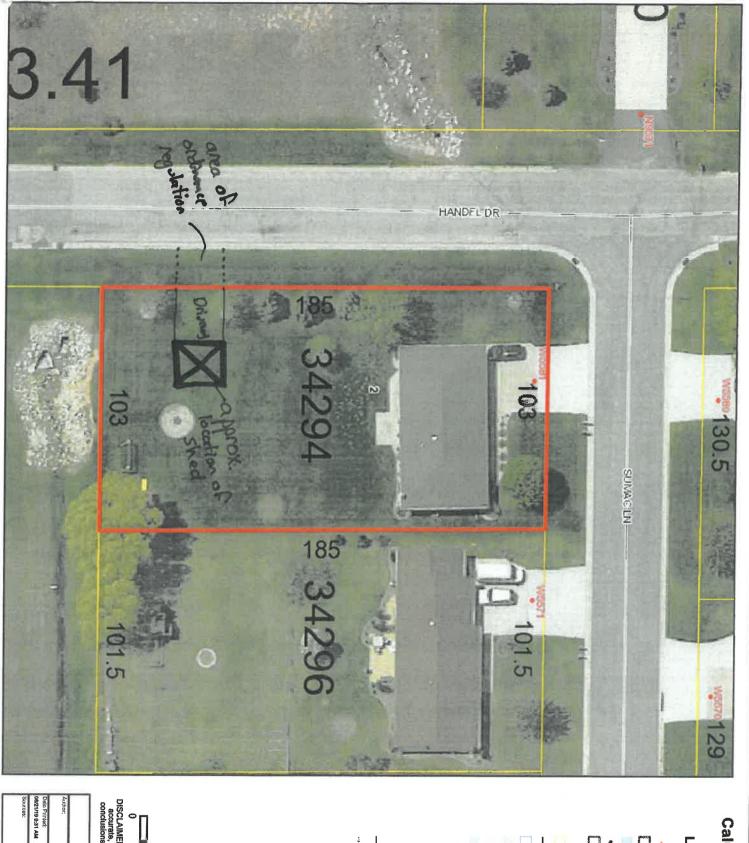
The Board has several options in regard to the ordinance:

- 1) Keep the existing ordinance language allowing on 1 driveway per lot
- 2) Amend the ordinance to allow a driveway per street frontage
- 3) Amend the ordinance to allow 2 driveways per lot
- 4) Amend the ordinance to remove restrictions.
- 5) Other:_____

Any changes to the ordinance affect the whole Village and not just the property described in the example above.

Attachments:

Aerial Map



Calumet County, WI

Legend



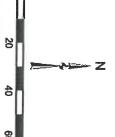








Trail





Costone

Village of Harrison

June-19 Zoning Permit Report

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