



PLAN COMMISSION AGENDA

TOWN OF HARRISON & VILLAGE OF HARRISON
COUNTIES OF CALUMET & OUTAGAMIE, WI

W5298 HWY 114

MENASHA, WI 54952

www.harrison-wi.org (920) 989-1062

**Tuesday, June 21, 2016
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
 - May 24, 2016
- 6) Items for Discussion and Possible Action
 - a. Certified Survey Map – Don Mielke – N8127 State Park Road
 - b. Certified Survey Map – Don Mielke – Pigeon Road
- 7) Items for Discussion
 - a. Lot Split – Nicole Smith – Schmidt Road East of State Park Road
 - b. Update on Comprehensive Plan Update & Village Center Plan
 - c. Report: Zoning Permits
- 8) Set Next Meeting Date
 - Tentatively July 19, 2016 at 6:00pm
- 9) 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.

Posted: June 14, 2016

PLAN COMMISSION
MEETING MINUTES – MAY 24, 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chair Darlene Bartlein at 7:01pm
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Kevin Hietpas, Karmen Jones, Dennis Reed, Darlene Bartlein. Jim Lincoln was excused. One vacant spot.
Staff Present: Planner Mark Mommaerts, AICP; Deputy Clerk-Treasurer Carrie Krause
- 4) Public Participation: None
- 5) Approve Minutes: Motion (Fochs/Jones) to approve the minutes of April 19, 2016. Motion carried 5-0.
- 6) Convene Meeting and Enter Public Hearing
 - a. Conditional Use Permit – Troy & Molly Mueller – Pigeon Road: Molly Mueller of N8331 State Park Rd spoke regarding the request for a conditional use permit. She stated that the small detached structure would be used to house equipment (skid steer, larger tools, compressors, trailers) and other items used in their remodel business. She also stated that their current office space is in their home and they plan to include an office space in the new building. Don Mielke of N8127 State Park, owner of property in discussion, would like to recommend the Commission allow the permit and that the Muellers be allowed to do what they want to do. Dave Dhan of N8102 Pigeon Rd requested that the permit list a size limit so the Mueller's stick to the size they stated and so it doesn't turn into a mini warehouse or 2 acre building. Planner Mommaerts stated that there is a limit of 10% of the land area. Kevin Deno of N8290 Pigeon Rd owns the property directly to the north of this property and asked if that parcel of land would be rezoned from AG to something else. Planner Mommaerts answered no.
 - b. Zoning text amendments: The amendments were discussed at the last meeting. There is a slight change to the boathouse section due to a bill that was signed into law several weeks ago.
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
 - a. Conditional Use Permit – Troy & Molly Mueller – Pigeon Rd: Planner Mommaerts introduced the item and stated that the applicants are requesting a Conditional Use Permit (CUP) in order to operate a contractor business on the property located on the east side of Pigeon Rd north of the railroad tracks (parcel ID 40180). The applicant is proposing to purchase approximately 9-acres of the parcel in order to construct a home, riding arena, and shop for their construction business. The shop building is proposed to be 30' x 45' with 15' walls. It would contain an office and restroom for the owners and 4 employees. The other portion of the building would contain storage for equipment, tools, and materials for the construction business. The applicant is proposing some outdoor storage for a dumpster, job trailer, and flatbed trailer. Access to the property

- would be from Pigeon Road. Access to the remnant parcel, approximately 4-acres on the east end, is unknown at this time. There could be an easement through the 9-acre parcel the applicant is looking to purchase, or there could be a flag lot created. Motion (Jones /Fochs) to approve the Conditional Use Permit with Staff Recommendations. Motion carried unanimously.
- b. Zoning Text Amendments: Planner Mommaerts introduced the item and stated that the Staff is proposing several text amendments to the zoning ordinance to address changes to state statutes and other issues that come up during the administration of the code. The draft amendments are the same as what was discussed at the April meeting. There is a slight modification to the boathouse section due to a bill that was signed into law several weeks ago. Motion (Hietpas/Jones) to approve the Zoning Text Amendments with Staff recommendations. Motion carried unanimously.

9) Items for Discussion

- a. Update on Comprehensive Plan Update & Village Center Plan: Planner Mommaerts stated that prior to this meeting there was an Open House for the Comprehensive Plan & Village Center with minimal turnout, about 10-12 people. Only 200 surveys were completed online out of about 11,000 residents. Commissioner Fochs asked if it would make sense to do something at Chickenfest? Planner Mommaerts stated that idea was brought up at the Open House but due to the chaotic nature of Chickenfest and the fact that you're not always getting just Harrison residents it may not be worthwhile. Commissioner Hietpas stated that Planner Mommaerts did a great job and it's too bad more people didn't attend. He also suggested putting posters at Chickenfest to direct residents to the website. Planner Mommaerts stated that there will be another Open House sometime this fall, the Consultant will take all of the input from the surveys and put together 3 options. Those will be presented at the following meeting and from there one plan recommendation will be created.
- b. Planner's Report: Zoning Permits: Planner Mommaerts stated that the single family home permits were above normal. Through the end of April there were 19 with 6 or 7 issued in May. This is a handful above were we were last year at this time.

10) Next Meeting Date: June 21st at 6pm

- a. The Town is looking to appoint a vacant seat. Hopefully by June we will have 7 members.

11) Adjourn: Motion (Jones/Fochs) to adjourn the meeting at 7:37pm. Motion carried 5-0.

Prepared by: Carie Krause, Deputy Clerk-Treasurer

Dated: June 3, 2016

Memo

Date: June 8, 2016
To: Plan Commission Members
From: Mark J. Mommaerts, AICP, Planner
Re: Agenda Item 6a: CSM – Mielke – N8127 State Park Road

Overview:

The property owner at N8127 State Park Road is proposing a 1-lot Certified Survey Map (CSM) in order to split an existing house from the agricultural buildings and land. The property is currently zoned General Agriculture [AG] which allows single-family residences as a permitted use. The proposed lot is 1-acre which meets the zoning requirement.

The property currently has two driveways onto State Park Road, it is unknown if the driveways will be shared or if they will be separated (south driveway for home and north driveway for agriculture).

Attachments:

- Certified Survey Map
- Aerial Map

Findings of Fact:

- Staff finds that the CSM complies with the requirements of the Harrison Land Division Ordinance.
- Staff finds that the CSM complies with the lot size, lot width, etc. requirements of the Harrison Zoning Ordinance.

Staff Recommendation:

Staff recommends approval of the Certified Survey Map if the access/driveway issue can be cleared up.

Calumet County, WI

Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad
- Color 2014
 - 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.

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	08/16 12:56 PM



RECEIVED

JUN 05 2016

HARRISON PLANNING

CERTIFIED SURVEY MAP NO. _____

Sheet 1 of 3

PART OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, (FORMERLY TOWN OF HARRISON), CALUMET COUNTY, WISCONSIN.

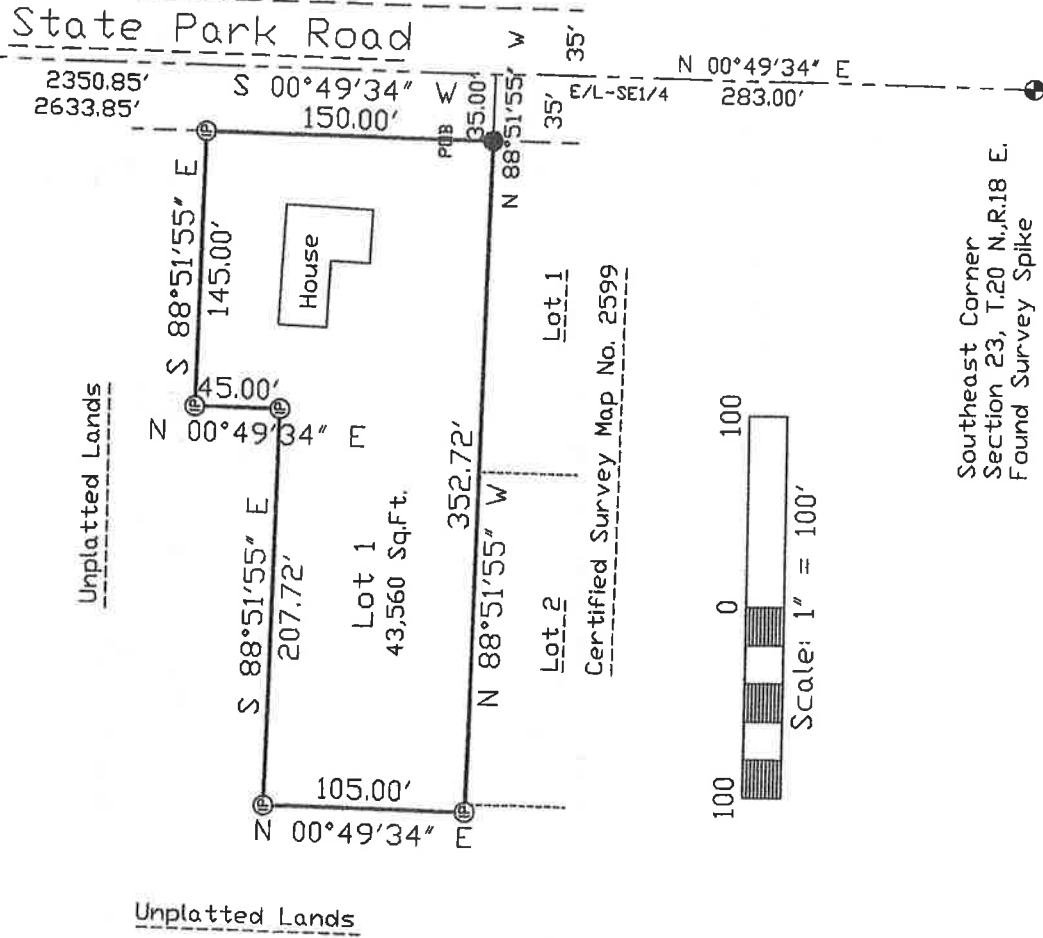


James G. Mayer
June 12, 2016

Legend

- ⊕ 1.25"OD x 24" Iron Pipe
Set Weighing 1.68 Lbs./Ft.
- Existing 1" Iron Pipe

East Quarter Corner
Section 23, T.20 N.,R.18 E.
Found Spike Spike



Southeast Corner
Section 23, T.20 N.,R.18 E.
Found Survey Spike

C:\Projects\MielkeDon16\farmcsm.dwg
BEARINGS REFERENCED TO COUNTY
DATUM EAST LINE OF THE SOUTHEAST
QUARTER BEARS NORTH 00°49'34"EAST.
THIS INSTRUMENT DRAFTED BY J.G. MAYER"
NOTEBOOK NO. PAGE.

SURVEYED FOR
DONALD MIELKE
N8127 STATE PARK ROAD
MENASHA, WI

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

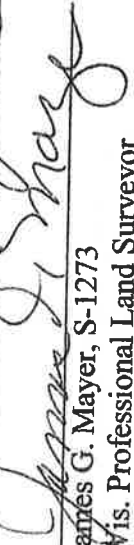
SURVEYOR'S CERTIFICATE

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of Donald R. Mielke, part of Southeast Quarter of the Southeast Quarter of Section 25, Township 20 North, Range 18 East, Village of Harrison, (Formerly Town of Harrison), Calumet County, Wisconsin containing 43,560 square feet or 1.0 acres of land and described as follows.

Commencing at the South Quarter Corner of Section 25, thence North 00°49'34" East a distance of 283.00 feet along the east line of the southeast quarter; thence North 88°51'55" West a distance of 35.00 feet to the west right-of-way line of State Park Road and the point of beginning; thence continuing North 88°51'55" West a distance of 352.72 feet; thence North 00°49'34" East a distance of 105.00 feet; thence South 88°51'55" East a distance of 207.72 feet; thence North 00°49'34" East a distance of 45.00 feet; thence South 88°51'55" East a distance of 145.00 feet to the west right-of-way line of State Park Road; thence South 00°49'34" West a distance of 150.00 feet along the west right-of-way line 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 28th day of June, 2016.


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 and mapped 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 _____, 2016

Donald R. Mielke, Owner

State of Wisconsin)
Calumet County)ss

Personally came before me on the _____ day of _____, 2016, 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

CERTIFIED SURVEY MAP No. _____

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 _____, 2016.

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 _____, 2016 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 _____, 2016 affecting the lands included in this Certified Survey Map.

County Treasurer _____ Date _____

Notes:

This CSM is part of tax id no. 40032. This CSM is contained wholly within the property described in the following recorded instrument: Doc. No. 356786. The property owner of record is Donald R. Mielke, N8127 State Park Road, Menasha WI 54952.



James G. Mayer
June 10, 2016

Memo

Date: June 8, 2016
To: Plan Commission Members
From: Mark J. Mommaerts, AICP, Planner
Re: Agenda Item 6b: CSM – Mielke – Pigeon Road

Overview:

The property owner is proposing a 1-lot Certified Survey Map (CSM) in order to create a parcel to sell to a third party. This is the property that was discussed in May for the Conditional Use Permit (CUP). The property is currently zoned General Agriculture [AG] which allows single-family residences and agricultural buildings as a permitted uses and trade/contractor buildings as conditional uses. The proposed lot is 9-acres, including the right-of-way for Pigeon road.

Access to the property would be from Pigeon Road. Access to the remnant parcel, approximately 4-acres on the east end, is thought to be through a 33-foot strip of land south of Lot 1, between Lot 1 and the Railroad tracks. This should be verified.

Attachments:

- Certified Survey Map
- Aerial Map

Findings of Fact:

- Staff finds that the CSM complies with the requirements of the Harrison Land Division Ordinance.
- Staff finds that the CSM complies with the lot size, lot width, etc. requirements of the Harrison Zoning Ordinance.

Staff Recommendation:

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

1. The Right-of-Way for Pigeon Road be dedicated to the public.

Calumet County, WI

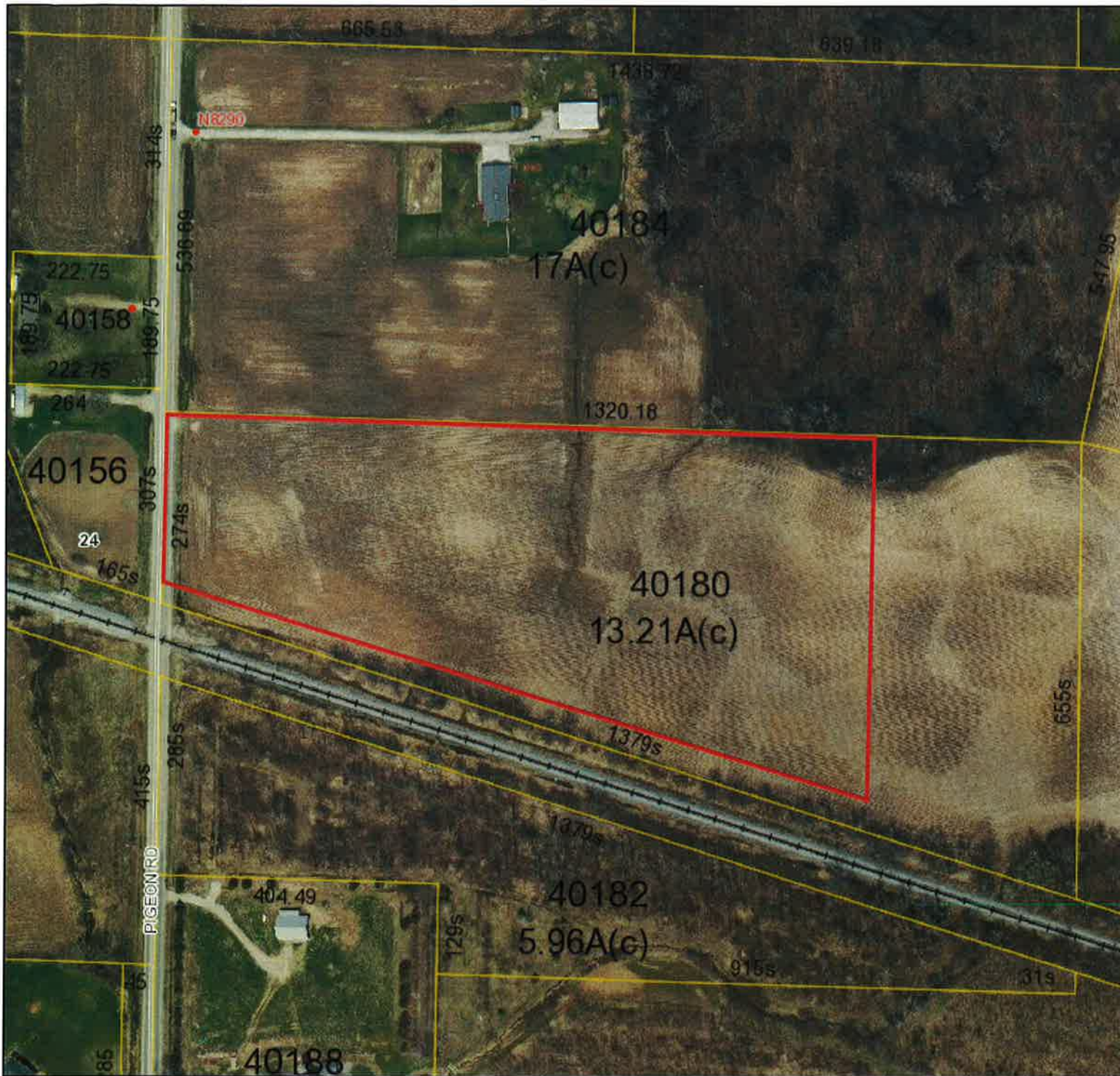
Legend

- Address Point
- County Boundary
- Wisconsin Water
- 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



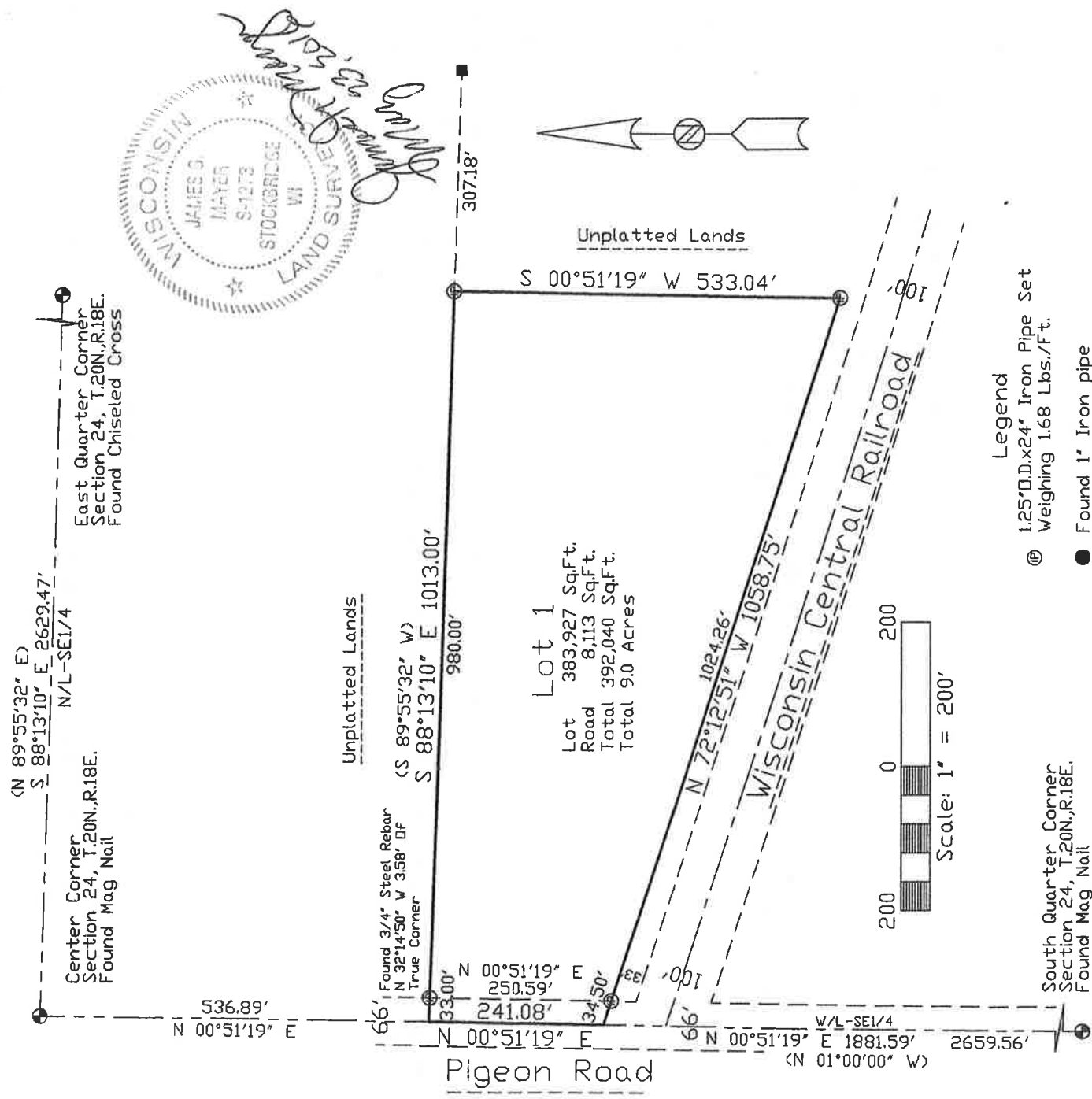
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Address: Date Plotted: 06/08/16 1:13 PM Station:	
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CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, (FORMERLY TOWN OF HARRISON), CALUMET COUNTY, WISCONSIN.

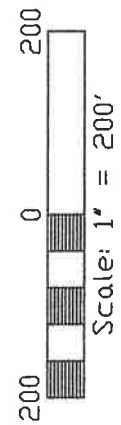


C:\Projects\MielkeDon16\csm.dwg
 BEARINGS REFERENCED TO COUNTY
 DATUM WEST LINE OF THE SOUTHEAST
 QUARTER BEARS NORTH 00°51'19" WEST.
 THIS INSTRUMENT DRAFTED BY J.G. MAYER
 NOTEBOOK NO.44 PAGE 13.

SURVEYED FOR
 DONALD MIELKE
 N8127 STATE PARK ROAD
 MENASHA, WI

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

- Legend
- ⊕ 1.25" O.D. x 24" Iron Pipe Set Weighing 1.68 Lbs./Ft.
 - Found 1" Iron pipe
 - Found 3/4" Steel Rebar
 - () Recorded As



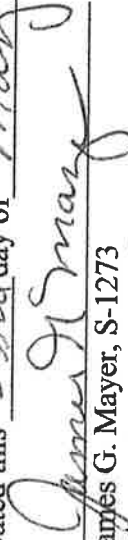
SURVEYOR'S CERTIFICATE

I, James G. Mayer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped under the direction of Donald R. Mielke, part of Northwest Quarter of the Southeast Quarter of Section 24, Township 20 North, Range 18 East, Village of Harrison, (Formerly Town of Harrison), Calumet County, Wisconsin containing 392,040 square feet or 9.0 acres of land and described as follows.

Commencing at the South Quarter Corner of Section 24, thence North 00°51'19" East a distance of 1,881.59 feet along the west line of the southeast quarter to the north right-of-way line of the Wisconsin Central Railroad and the point of beginning; thence continuing North 00°51'19" East a distance of 241.08 feet along the west line; thence South 88°13'10" East a distance of 1,013.00 feet; thence South 00°51'19" West a distance of 533.04 feet to the north right-of-way line of the Wisconsin Central Railroad; thence North 72°12'51" West a distance of 1,058.75 feet along the north right-of-way line to the point of beginning. Reserving the West 33.00 feet for road right-of-way purposes. 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 23rd day of May 2016.


 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 and mapped 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 _____, 2016

 Donald R. Mielke, Owner

State of Wisconsin)
 Calumet County)ss

Personally came before me on the _____ day of _____, 2016, 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 _____, 2016.

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 _____, 2016 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 _____, 2016 affecting the lands included in this Certified Survey Map.

County Treasurer _____

Date _____

Notes:

This CSM is part of tax parcel no. 40180. This CSM is contained wholly within the property described in the following recorded instrument: Doc. No. 356788. The property owner of record is Donald R. Mielke, N8127 State Park Road, Menasha WI 54952.



James G. Mayer
January 23, 2016

Memo

Date: June 8, 2016
To: Plan Commission Members
From: Mark J. Mommaerts, AICP, Planner
Re: Agenda Item 7a: Lot Split – Smith

Overview:

The applicant is proposing to purchase approximately 18-acres of a property on the south side of Schmidt Road, between State Park Road and Hwy 55, Tax ID 39196. The applicant wishes to build 2 homes on the property with a shared driveway. The property is currently zoned General Agricultural [AG].

There is an officially mapped road on the western portion of the property. This roadway runs through the middle of the property adjacent to the subject property so a relocation of the officially mapped road could be an option.

The property is within the Darboy Sanitary District sewer service area; however, sewer service is currently not available. Staff has concerns about approving lot splits in areas that will receive sewer & water in the future due to the increased costs for serving larger lots in the future. Additionally, when sewer & water become available, the property can be developed at a higher density.

The applicant is seeking comments from the Plan Commission prior to committing to a surveyor to split the property.

Attachments:

- Proposed site plan
- Aerial Map
- Aerial Map with officially mapped roads

Appx 18 acres total (881' wide on Schmidt Rd; 876' deep from Schmidt Rd to Back Property line; 979' at widest point including woods; 528' Back on left side from Schmidt; 165' Left to Right into Woods; 346' Back from woods to back property line)



Calumet County, WI

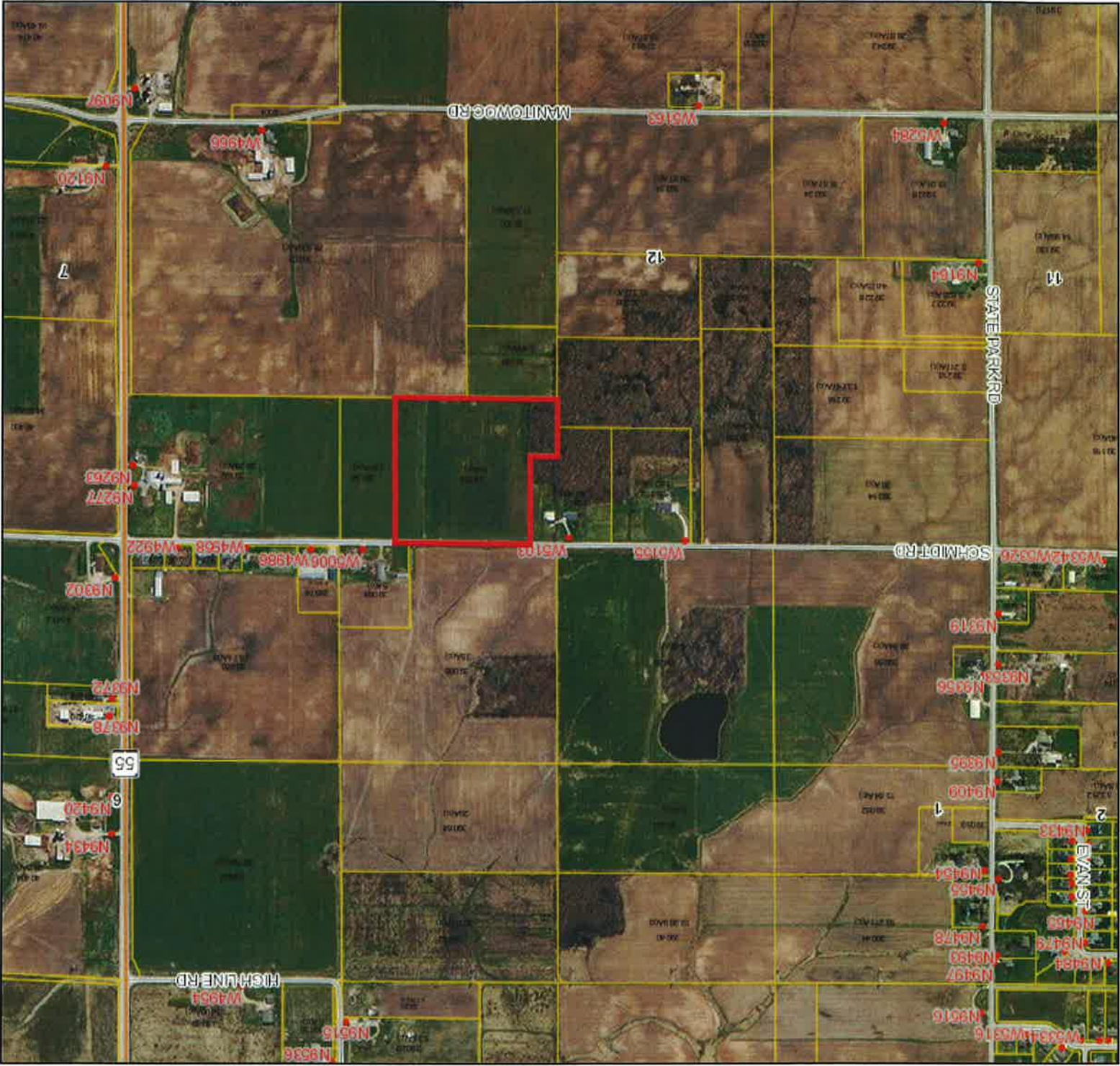
Legend

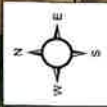
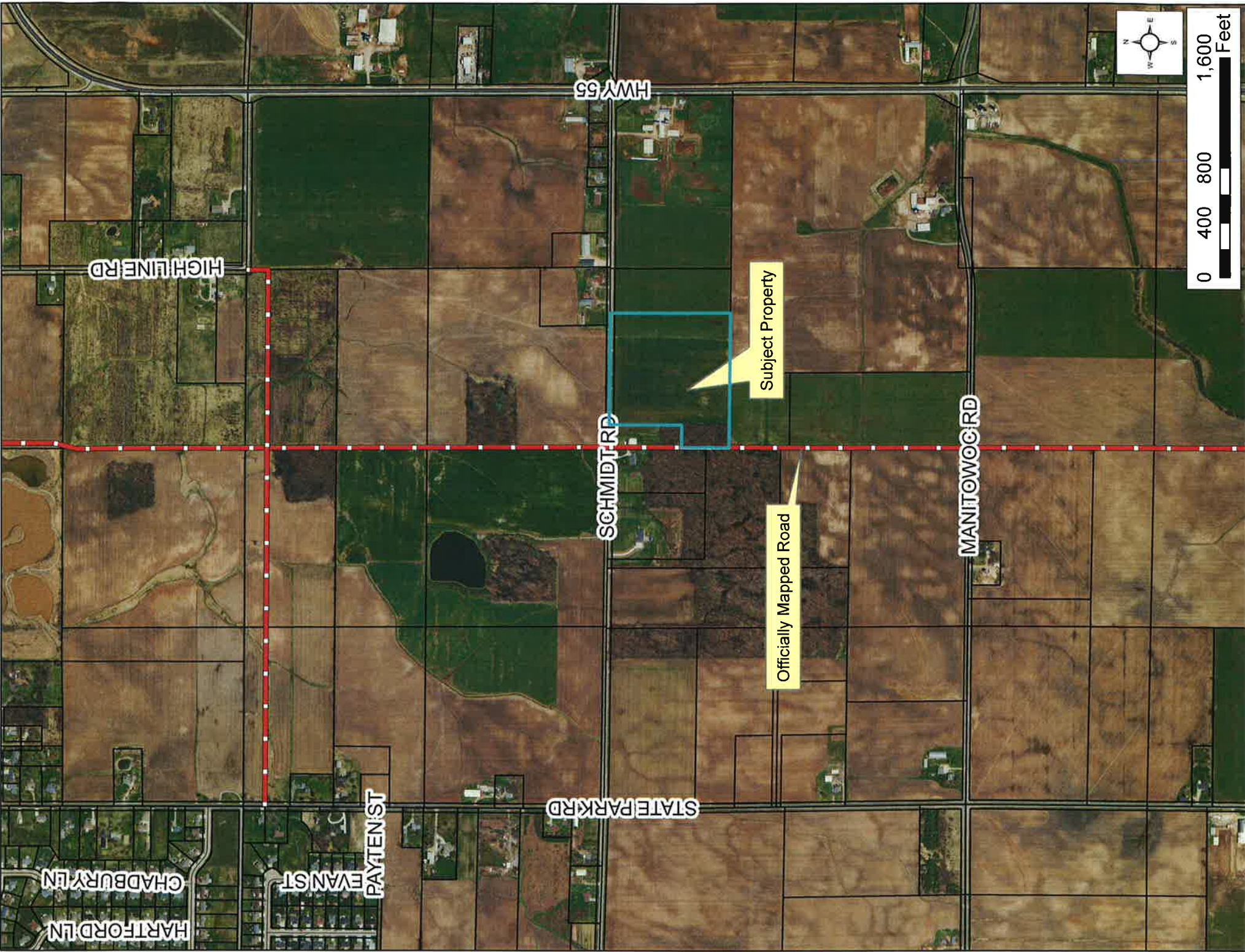
- Address Point
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- Municipal Streets
- Trail
- Railroad
- Color 2014
 - Red-Band, 1
 - Green-Band, 2
 - Blue-Band, 3



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

	Map Date	06/16 1:16 PM
	Map Version	





HIGHLINE RD

HWY 55

SCHMIDT RD

MANITOWOC RD

STATE PARK RD

PAYTEN ST

EVAN ST

CHADBURY LN

HARTFORD LN

Subject Property

Officially Mapped Road