



## 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

### Amended

**Tuesday, March 22, 2016  
7:00 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
  - February 16, 2016
- 6) Items for Discussion and Possible Action
  - a. Certified Survey Map – Patricia Meyers – N8897 S. Coop Road
- 7) Items for Discussion
  - a. Non-Sewered Subdivision Ordinance Requirements
  - b. Amendment to Official Map
  - c. Comprehensive Plan & Village Center Plan Update
  - d. Report: Zoning Permits
- 8) Set Next Meeting Date
  - Tentatively April 19, 2016 at 5:30pm (time change due to Annual Town Meeting at 6:30pm)
- 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: March 15, 0216



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Posted: March 15, 0216

PLAN COMMISSION  
MEETING MINUTES - February 23, 2016

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 5:30pm
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Dennis Reed, Jim Salm, Kevin Hietpas, Jim Lincoln, Karmen Jones and Jim Fochs. One vacant spot.  
Staff Present: Planner Mark Mommaerts, AICP; Deputy Clerk – Treasurer Carrie Krause
- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Reed) to approve the minutes of January 19, 2016. Motion Carried 6-0.
- 6) Items for Discussion and Possible Action
  - a. Parker Farms 2 – Dercks DeWitt, LLC – County N: Planner Mommaerts introduced the item and stated that the developer, Dercks DeWitt LLC has submitted the final plat for phase 2 of the Parker Farms subdivision called Parker Farms 2. This is a 28-lot subdivision proposed on the west side of the original subdivision. This plan will have a roadway, Emily Lane, connecting Jochmann Drive on the north to Hoelzel Way on the south. The existing roadway of Parker Way will continue and intersect with Emily Lane. There are several wetlands on this plat. There is a concern that if the wetlands remain it will be difficult to place a home on Lot 60. Planner Mommaerts referenced emails from Robert Rosenberger; DNR regarding permit issuance for wetland filling. Scott DeWitt spoke of working with the DNR to create buildable options for lots 54 & 55, lots 57 & 58 and 61. Mr. DeWitt stated that Lot 60 is currently unbuildable and could possibly be sold to neighboring properties. Commissioner Fochs asked what if the neighbors won't purchase lot 60. Mr. DeWitt stated that the property would then belong to Dercks DeWitt LLC. Motion (Lincoln/Fochs) to approve the Parker Farms 2 final plat with the following conditions: 5 conditions from Staff Recommendations are met and conditions from Robert Rosenberger; DNR email dated February 17<sup>th</sup> are met.  
Motion carried unanimously.
- 7) Items for Discussion
  - a. Harrisville Place – Phase II alternative design: Planner Mommaerts introduced the item and stated Harrisville Place, located along Woodland Road between Willow Land and Blackoak Street planned to plat the subdivision in two phases. Phase 1 was platted in 2014, has 15 lots and 1 outlet for a stormwater pond. The northern portion of the property was to be platted in phase 2. Phase 2 was intended to have an east/west road to connect the two segments of Dogwood Lane in the adjacent subdivision. Phase 2 was also intended to have a north/south road to have a future connection to the property to the north. As originally designed, Phase 2 would include 4 lots. The Developer is seeking an alternative layout for Phase 2 including an extension of Dogwood Lane from the west into this area with the road then curving north into the adjacent property. The connection of both segments of Dogwood Lane would not occur.

As proposed, Phase 2 would include 5 lots. Staff would like to see the connection of Dogwood Lane remain. It was clearly intended when the existing subdivisions were built to ultimately connect the two streets. Developer Al Lamers stated two reasons the original plan won't work.

1) Economical – the extensive amount of wetland has reduced the number of lots from 5 to 4.  
2) Stormwater – Stormwater issue on the northeast 2.6 acres created in the last 10 years.

Commissioner Fochs stated concern that if the road doesn't go through, bikers, walkers & drivers wouldn't have connecting access. Commissioner Lincoln agreed with staff on keeping the Dogwood Lane connection. Commissioner Jones likes the original plan for connectivity. Commissioner Hietpas agreed that connecting would be a benefit. Mr. Lamers asked for a straw vote to see if he should start spending money on development. Planner Mommaerts asked for a show of hands from the Commission on having the connection from Dogwood to Dogwood remain the same. All were in favor.

b. Presentation by Midwest Properties for area along Hwy 55 and Friendship Road: Midwest Properties, a development group presented a concept plan for property that they own along Hwy 55 near County KK and Friendship Road. Midwest Properties, Paul Gauthier stated the property was purchased in 2004 and we now know that the area will be serviced by Darboy Sanitary and remain in Harrison. Mr. Gauthier recently met with the Planner Mommaerts and Administrator Parish on January 25<sup>th</sup> 2016. Several projects are in the works, one rather large one on the east side of 55 and several small ones on the "triangle piece". Mr. Gauthier is hopeful to get things rolling. Planner Mommaerts stated that he asked Mr. Gauthier to come and refresh the commission on this project since it is new to most commission members. Commissioner Fochs asked if there had been a traffic study in this area. Mr. Gauthier stated the DOT has looked at it many times over the past 12 years and has given their blessing. Commissioner Hietpas stated that we are looking forward to working with Midwest Properties.

c. Planner's Report: Zoning Permits: Planner Mommaerts stated that there was one single family permit this month and February is looking much stronger.

8) Next Meeting Date: March 22, 2016 at 7:00pm (Public Open House for Comprehensive Plan Update and Community Center Plan is March 22<sup>nd</sup> from 5:30-7:00pm)

9) Adjourn: Motion (Jones/Fochs) to adjourn the meeting at 6:25p.m. Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk – Treasurer  
Dated: February 24, 2016

# Memo

Date: March 15, 2016

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 6a: CSM – Meyers

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## Overview:

The property owner is proposing a 2-lot Certified Survey Map for the property located at N8897 S. Coop Road (Tax ID 33592). The property is currently zoned Single-Family Residential (Suburban) [RS-1] and is approximately 2-acres in size. There is a house and shed located on the property.

The owner is proposing to split the property into 2-lots in order to create a buildable lot. Lot 1 is proposed to be 1.331-acres and will contain the existing house and shed. Lot 2 is proposed to be 0.669-acres and is expected to be sold as a single-family lot. Both lots meet the lot width and lot size requirements in the zoning ordinance.

## Attachments:

- CSM
- Aerial Map

## Staff Recommendation:

Staff recommends approval of the Certified Survey Map request as submitted.

# Calumet County, WI



## Legend

- Address Point
- County Boundary
- Wisconsin Water
- Other Counties
- ★ Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Floodplain 2009
- 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.

<p>03/15/16 8:59 AM</p>	
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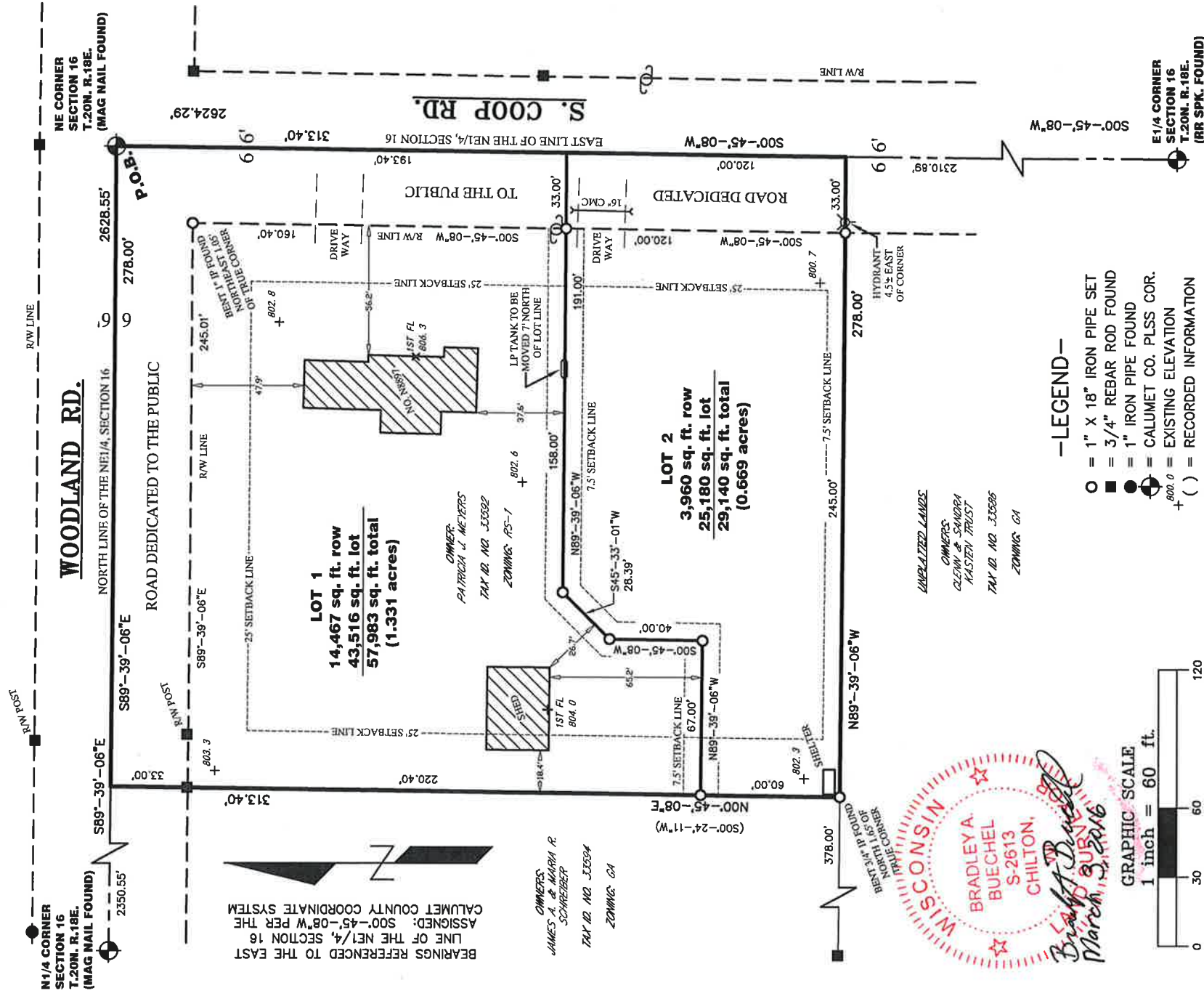
RECEIVED

MAR 04 2016

HARRISON PLANNING

# CERTIFIED SURVEY MAP NO.

BEING A PART OF THE NE1/4 OF THE NE1/4, SECTION 16, T.20N., R.18E.,  
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



**MERIDIAN SURVEYING, LLC**  
 18774 Firelane 1  
 Menasha, WI 54952  
 Office: 920-993-0881  
 Fax: 920-273-6037

<b>DRAWN BY:</b> BUB	<b>FIELD WORK DATE:</b> 02-29-16
<b>CHECKED BY:</b> BB	<b>FIELD BOOK:</b> M-35 PG. 59
<b>JOB NO.:</b> 8788	<b>SHEET 1 OF 3</b>

**SURVEYED FOR:**  
 PATRICIA MEYERS  
 NB897 S. COOP RD.  
 MENASHA, WI 54952  
 920-470-1493

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

Sheet 2 of 3

**SURVEYOR'S CERTIFICATE**

I, Bradley A. Buechel, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, divided and mapped under the direction of Patricia J. Meyers, part of the Northeast Quarter (NE1/4) of the Northeast Quarter (NE1/4) of Section Sixteen (16), Township Twenty (20) North, Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin containing 87,123 square feet (2.000 acres) of land and being described by:

Beginning at the Northeast Corner of said Section 16; thence S00°-45'-08"W along the East line of the NE1/4 of said Section 16, a distance of 313.40 feet; thence N89°-39'-06"W 278.00 feet; thence N00°-45'-08"E 313.40 feet to a point on the North line of the NE1/4 of said Section 16; thence S89°-39'-06"E along said North line, 278.00 feet the point of beginning; being subject to any all easements and restrictions of record.

That such is a correct representation of all exterior boundaries of the land surveyed.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of Calumet County and Land Division Ordinance of the Village of Harrison in surveying, dividing, mapping, and dedicating the same.

This Certified Survey Map is all of tax parcel number 33592.

The property owner of record is Patricia J. Meyers.

This Certified Survey Map is contained wholly within the property described in the following recorded instrument: Document No. 403631.

Dated this 3<sup>rd</sup> day of March

  
Wisconsin Professional Land Surveyor  
Bradley A. Buechel, S-2613



**OWNER'S CERTIFICATE**

As owner(s), I (we) hereby certify that I (we) caused the land described on this map to be surveyed, divided and mapped as represented on this map. I (we) also certify that this map is required by S. 236.34 to be submitted to the following for approval or objection: Village of Harrison.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Patricia J. Meyers

**STATE OF WISCONSIN**  
**CALUMET COUNTY ) SS**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the above named Patricia J. Meyers, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

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

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



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

Sheet 3 of 3

**COUNTY TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting treasurer of the County of Calumet, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016 on any lands included in this Certified Survey Map.

\_\_\_\_\_  
Dated \_\_\_\_\_ County Treasurer: \_\_\_\_\_

**VILLAGE TREASURER'S CERTIFICATE:**

I hereby certify that there are no unpaid taxes or unpaid assessments on any of the lands included in this minor subdivision as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Dated \_\_\_\_\_ Village Treasurer: Village of Harrison

**VILLAGE BOARD CERTIFICATE:**

This Certified Survey Map has been reviewed and approved by the Village Board of the Village of Harrison.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
\_\_\_\_\_  
Village Chairman:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
\_\_\_\_\_  
Village Clerk:

Dated this 3<sup>rd</sup> day of March

Bradley A. Buechel  
Wisconsin Professional Land Surveyor  
Bradley A. Buechel, S-2613



# Memo

Date: March 15, 2016  
To: Plan Commission Members  
From: Mark J. Mommaerts, AICP, Planner  
Re: Agenda Item 7a: Non-Sewered Subdivision Requirements

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## Overview:

As development starts to pick up and land prices in the sewered areas increasing, Harrison may start to see more developments/subdivisions in the unsewered areas. Staff would like to have a discussion about whether this type of development is appropriate and whether additional requirements may be necessary in order to protect the health, safety, and general welfare of the development and adjacent properties.

Currently, Harrison does not have any requirements differentiating subdivisions in sewered or unsewered areas other than adequate facilities must be provided for private sewer & water systems. If sewer & water may become available shortly after platting, Harrison may require that the infrastructure be put in place within the subdivision. Other communities require conservation or cluster subdivisions where community water supplies and cluster wastewater systems serve multiple lots.

How does Harrison want to address non-sewered subdivisions?

## Attachments:

- Harrison Municipal Ordinance for water & sewerage systems.
- Town of Buchanan Ordinance for community systems.
- Town of Greenville Conservation Subdivision Ordinance.

Sec. 115-67. - Sewerage disposal systems.

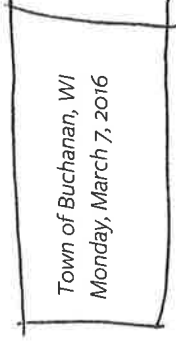
- (a) The subdivider shall construct sanitary sewers in such a manner as to make adequate sanitary sewerage service available to each lot within the subdivision. The subdivider shall install or cause to be installed sewer laterals at the center of each lot to the street lot line. If public sewer facilities are not available, the subdivider shall make provisions for adequate private sewage disposal systems as specified by the town, county and state.
- (b) If, at the time of final platting, sanitary sewer facilities are not available to the plat, but will become available within a period of five years from the date of plat recording, the subdivider shall install or cause to be installed sanitary sewers and sewer laterals to the street lot line in accordance with this section and shall cap all laterals as may be specified by the town and by the sanitary district serving the development. The size, type and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and standard specifications approved by the town and sanitary district serving the development.

*(Ord. No. 10-150, 12-29-2010)*

Sec. 115-68. - Water supply facilities.

- (a) The subdivider shall construct water mains in such a manner as to make adequate water service available to each lot within the subdivision. The subdivider shall install or cause to be installed water laterals at the center of each lot to the street lot line. If municipal water service is not available, the subdivider shall make provisions for adequate private water systems as specified by the town, county and state. The size, type, and installation of all public water mains proposed to be constructed shall be in accordance with plans and standard specifications approved by the town and sanitary district serving the development.
- (b) If, at the time of final platting, public water supply facilities are not available to the plat, but will become available within a period of five years from the date of plat recording, the subdivider shall install or cause to be installed water mains and water laterals to the street lot line in accordance with this section and shall cap all laterals as may be specified by the town and by the sanitary district serving the development. The size, type and installation of all water mains proposed to be constructed shall be in accordance with plans and standard specifications approved by the town and sanitary district serving the development.

*(Ord. No. 10-150, 12-29-2010)*



## Chapter 460. Subdivision of Land

### Article VIII. General Design Standards

#### § 460-57. Community water supply.

A community water supply shall be required for all residential subdivisions of 20 lots or more. Residential subdivisions of 40 lots or more shall include two wells to serve the development.

#### § 460-58. Clustered wastewater treatment.

Clustered wastewater treatment systems shall be required for all residential subdivisions of 10 or more lots.

Town of Greenville, WI  
Tuesday, March 15, 2016

## Chapter 270. SUBDIVISION CONTROL

### Article VI. Conservation Subdivisions

[Amended 12-13-2004; 2-4-2008]

#### § 270-16. Purpose.

This article is adopted for the following purposes:

- A. To group residences in order to permit individual minimum lot sizes as zoned to be reduced.
- B. To group residences in order to facilitate common water and sewage disposal systems and encourage the improved use of the land respecting the preservation of natural resources.
- C. To guide the future growth and development of the community consistent with the Town of Greenville's adopted comprehensive and GreenPrint plans.
- D. To guide the detailed analysis of the development parcel so as to locate and coordinate appropriate areas for development and conservation.
- E. To preserve the rural character through the permanent preservation of meaningful open space and sensitive natural resources.
- F. To preserve scenic views by minimizing views of new development from existing roads.
- G. To provide buffering between residential development and nonresidential uses.
- H. To protect and restore environmentally sensitive areas and biological diversity, minimize disturbance to existing vegetation, and maintain environmental corridors.
- I. To preserve significant archaeological sites, historic buildings and their settings.
- J. To preserve prime agricultural land by concentrating housing on the portion of the parcel that has the lower agricultural potential.
- K. To provide for the possibility of farming on the set aside land within the parcel.
- L. To provide open space areas for passive and/or active recreational use by residents of the development and, where specified, the larger community.
- M. To promote construction of convenient landscaped walking trails and bike paths both within the subdivision and connected to neighboring communities, businesses, and facilities to reduce reliance on automobiles.
- N. To promote interconnected greenways and corridors throughout the community.
- O. To preserve in perpetuity unique or sensitive natural resources such as groundwater, aquifer recharge

areas, floodplains, wetlands, streams, steep slopes, woodland and wildlife habitat.

## § 270-17. Nature and location of open space.

- A. Existing natural features. The location of open space shall, to the maximum extent practical, incorporate and preserve the existing natural features listed in § 270-18 below.
- B. Stormwater detention ponds and drainage easements. Stormwater detention ponds and drainage easements may be included as part of the minimum required open space. All stormwater detention ponds must include a buffer area of not less than 30 feet planted with appropriate natural vegetation. The drainage easement shall be likewise planted in appropriate native natural vegetation consistent with drainage functions.
- C. Enhancement of open space. In the event that the tract or parcel contains a minimal amount or none of the natural features listed in § 270-18A below, the Town Planning Commission shall require the enhancement of open space through the planting of native natural vegetation, including but not limited to wildflowers, native grasses, shrubs, trees and the like, such that the open space functions and appears as a natural open space with minimal future maintenance. A landscape plan prepared by a professional landscaper shall be submitted for approval with the final plat. Enhancements shall be installed under contract with a professional landscaper.
- D. Design and layout of open space. Open space shall be laid out to maximize direct access and views to the lots in the subdivision. To the maximum extent possible, open space shall be contiguous.
- E. Maintenance of common facilities and open space. To insure adequate management, operation and/or maintenance of common facilities and open space, a management plan shall be prepared and approved. A draft management plan shall be submitted at the time of preliminary plat review and a final management plan at final plat approval. It shall define ownership, define use, establish necessary regular and periodic operation and maintenance activities which may need to include mowing schedules, weed control program, planting schedules, clearing and cleanup program, prescribed burns, and facilities maintenance. A stormwater management plan shall also be provided.

## § 270-18. Evaluation criteria.

The Town Planning Commission and Town Board shall evaluate conservation subdivisions to determine whether the proposed conceptual plan:

- A. Protects wetlands, navigable waterways, and steep slopes from clearing, grading, filling, or construction (except as may be approved by the Town for essential infrastructure or active or passive recreation amenities).
- B. Preserves and maintains mature woodlands, meadows, orchards, and prime agricultural soils.
- C. Creates sufficient buffer areas to minimize conflicts between residential and agricultural uses.
- D. Maintains buffers from the ordinary high water mark (OHWM) of wetlands and surface waters, including creeks, streams, springs, lakes and ponds as per Wisconsin DNR and local regulations.
- E. Designs around existing hedgerows and tree lines between fields or meadows, and minimizes impacts on large woodlands (greater than five acres), especially those containing mature trees or a significant wildlife habitat. Also, woodlands of any size on highly erodible soils with slopes greater than 12% should be avoided. However, woodlands in poor condition with limited management potential can be used as suitable locations for residential development. When any woodland is developed, great care shall be taken to design all disturbed areas (for buildings, roads, yards, septic disposal fields, etc.) in locations

- where there are no large trees or obvious wildlife areas, to the fullest extent practicable.
- F. Leaves scenic views and vistas unblocked or uninterrupted, particularly as seen from public thoroughfares. In wooded areas, where the sense of enclosure is a feature that should be maintained, a deep “no-build, no-cut” buffer should be respected, except as means of woodland management, to preserve existing vegetation.
  - G. Protects wildlife habitat areas of species listed as endangered, threatened, or of special concern by the U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, and the Wisconsin DNR.
  - H. Designs around and preserves sites of historic, archaeological, or cultural significance, and their environs, insofar as needed to safeguard the character of the feature, including stone walls, barn foundations, cellar holes, earthworks, and burial grounds.
  - I. Improves public safety and roadway carrying capacity by avoiding development fronting directly onto existing public roads.
  - J. Encourages a visual buffer from existing public roads through the use of native plantings such as trees, shrubs, and wildflowers. The use of the above plantings will allow for building closer to public roads, thus maximizing open space.
  - K. Includes a pedestrian circulation system designed to ensure pedestrian safety, and that provides a connection to adjoining properties or public trail systems. Roadside pedestrian trails (if any) may connect with internal trails. Dedication of public trails may be required.
  - L. Provides an open space that is in a reasonably contiguous configuration. Fragmentation of open space should be minimized and not divided into numerous small parcels located in various parts of the development. To the greatest extent possible, open space shall be designed as a single block with logical, straightforward boundaries. Long, thin strips of conservation features should be avoided unless such configuration is necessary to connect with other streams or trails. The open space should generally abut existing or potential open space land on adjacent parcels (such as in other subdivisions, public parks, or properties owned by or leased to private land conservation organizations). Such subdivision open space shall be designed as part of larger contiguous integrated greenway systems, as per the policies in the Parks and Open Space Strategy in the Town’s Comprehensive Plan.

## § 270-19. Minimum open space.

The minimum amount of land that shall be designated as permanent open space, lots allowed, and lot sizes and frontages, shall be determined according to the following methodology:

1. Gross acreage of site:
  1. \_\_\_\_\_ acres
  2. \_\_\_\_\_ acres
2. Total unbuildable lands:
 

Unbuildable lands include lands with a slope greater than 12%, land having a depth to bedrock less than 5 feet and lands located: within existing street, utility or railroad rights-of-way; within 75 of the ordinary high water mark (OHWM) of navigable watercourses; within one-hundred-year floodplains; within wetlands and 50 feet of the perimeter of wetlands; within natural (greater than 10 years of age) surface waters and 75 feet of the (OHWM) of these waters.
3. Net acreage deemed buildable before set aside:
 

*Subtract line 2 from line 1*
4. Minimum open space to be set aside on site:
 

*Multiply line 3 by 40% and add line 2*
5. Maximum buildable acreage after set aside:
  3. \_\_\_\_\_ acres
  4. \_\_\_\_\_ acres
  5. \_\_\_\_\_ acres

Subtract line 4 from line 3

6. To calculate the total number of lots allowed:

*Divide line 3 by the appropriate utility density factor and then round up.*

No provision	Density factor 2.0
Shared well (ave. >3)	Density factor 1.6
Community water	Density factor 1.3
Community water/sewer	Density factor 0.8

6. \_\_\_\_\_ lots

	<b>Minimum Lot Frontage (feet)</b>	<b>Minimum Lot Size (square feet)</b>
No provision	100	24,000
Shared well (ave. >3)	100	24,000
Community water	90	16,000
Community water/sewer	85	13,500

## § 270-20. Restrictions on lot size and land use.

- A. Buildable land may include:
- (1) Lots.
  - (2) Detention, retention, and drainage ponds.
  - (3) Common facilities. Common facilities are encouraged as ways of sharing resources and conserving land. Example uses: playground, baseball field, septic field, pump house, stables, riding area, gardens, community well and septic, etc.
- B. Set aside land may include:
- (1) Land deeded as public trails.
  - (2) Detention, retention, and drainage ponds.
  - (3) Common facilities. (No greater than 25% of total open space set aside.)
- C. Lot size restrictions.
- (1) Minimum lot size: 24,000 square feet, one lot per two acres before set aside, 100 feet minimum frontage. Maximum lot size is based on the minimum lot size platted within the subdivision at a factor of four times. Example: If the minimum lot size within the subdivision is 24,000 square feet, the maximum lot size within the subdivision would be 96,000 square feet.
  - (2) Lot size and density incentives for using shared wells or installing community well/septic system:
    - (a) Shared wells. One lot per 1.6 acres before set aside. 24,000 square feet, 100 feet minimum frontage.
    - (b) Community water. One lot per 1.3 acres before set aside. Sixteen thousand square feet minimum lot size, 90 feet minimum frontage.
    - (c) Community water/septic. Provide 1 lot per 0.8 acres before set aside, 13,500 square feet minimum lot size, 85 feet minimum frontage.



- D. Other incentives. The design standards and fees outlined within the Subdivision Ordinance may, at the discretion of the Town Board when recommended by the Planning Commission, be relaxed as an incentive for developing conservation subdivisions. Standards and fees may be modified to permit more creative land division design and improved aesthetics.

## § 270-21. Elements of the concept planning process.

- A. Review. Conservation subdivisions shall be submitted for review according to the procedures and requirements established in Article IV of this chapter and will be reviewed like any other plat except where noted elsewhere in this chapter.
- B. Existing features (site analysis) map.
- (1) A map analyzing each site's special features is required for all proposed subdivisions, as they form the basis of the design process for open space, house locations, street alignments, and lot lines. The applicant or representative shall bring a copy of the Existing Features Map and GreenPrint Plan to an on-site walkabout with the Town Planning Commission.
  - (2) The existing features map shall form the basis for the conceptual plan, which shall show the tentative locations of houses, streets, lot lines and open space areas.
    - (a) A topographical map, based on Outagamie County two-foot interval maps;
    - (b) The location of environmentally sensitive elements such as: lands with a slope greater than 12%, land having a depth to bedrock less than five feet and lands located within existing street, utility or railroad rights-of-way; within 75 feet of the ordinary high water mark (OHWM) of navigable watercourses; within one-hundred-year floodplains; within wetlands and 50 feet of the perimeter of wetlands; within natural (greater than 10 years of age) surface waters and 75 feet of the (OHWM) of these waters.
    - (c) Soil boundaries as shown on the Outagamie County Soil Survey maps published by the Natural Resources Conservation Service; and
    - (d) The location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainageways, fences or stone walls, rock outcrops, existing structures, roads, tracks and trails.
- C. On-site walkabout. After the existing site features map has been prepared, the Town Planning Commission will meet to walk the property with the applicant or representative. The purpose of this visit is to familiarize Town officials with the property's special features, and to provide them an informal opportunity to offer guidance to the applicant regarding the tentative locations of the conservation areas, potential house locations and street alignments.
- D. Presubmittal conference. Prior to the submittal of the Conceptual Plan, the applicant shall meet with the Town Planning Commission to discuss how Randall Arendt's four-step process for designing subdivisions could be applied to the subject property. This conference may be combined with the on-site walkabout.
- E. Preliminary concept plan. After the presubmittal conference, a preliminary concept plan shall be submitted by the applicant to the Town for Planning Commission review for the purpose of securing early agreement on the overall pattern of streets, house lots, conservation areas, and potential trails.
- F. Final concept plan. Based on general agreement from the Planning Commission, the applicant should develop a final concept plan utilizing feedback and information from an official citizen participation meeting as per Town ordinances. The applicant must then return to the Planning Commission for final concept approval and review of citizen concerns.

## **§ 270-22. Open space protection and ownership.**

Open space areas shall ordinarily be contained in outlots and designated on the face of the plat as "open space."

- A. Protection. Open space shall be protected as follows:
- (1) Restricted in use be a recorded Declaration of Restriction approved by the Town and enforceable by the Town with fee title conveyed to a homeowner's association.
  - (2) Restricted in use by a recorded Conservation Easement approved by the Town, granted to the Town Of Greenville, Outagamie County, or a recognized 501(c)(3) land trust or conservancy with title conveyed to a homeowner's association.
  - (3) Dedicated in fee simple to the Town.
  - (4) Other appropriate means of protection and ownership approved by the Town.
- B. Homeowner's association. Any homeowner association that will own or maintain open space shall be created by a recorded instrument approved by the Town. The association shall be formed and operated with the following minimum requirements:
- (1) The association shall be created and organized as a nonprofit and non-stock corporation under Wisconsin laws.
  - (2) The association shall have only one class of membership with every beneficial lot owner (fee simple) a mandatory member.
  - (3) The association shall levy an annual fee in an amount necessary to defray the cost of ownership and/or maintenance of the open space.
  - (4) The association may levy special assessments on all lots for improvements, repairs or equipment in connection with the maintenance of open space.
  - (5) All association fees and assessments which are not paid when due shall become and remain a lien on the lot in favor of the association until paid with interest thereon.

## **§ 270-23. Sewer and water service.**

To fully realize the advantages and opportunities of a conservation subdivision, the Town may require that the subdivider provide for common water and sewer systems for all lots or clusters of lots. This may include a common or shared water supply and distribution system and a common or shared wastewater treatment system and collection system approvable by the Wisconsin Department of Safety and Professional Services and/or Wisconsin Department of Natural Resources.

## **§ 270-24. Trails.**

Public trails shall connect to existing/planned trails. Private trails may connect to existing/planned trails. Set aside will be required for public trails with frontage on all section roads defined as but not limited to JJ, Hillview, Spring, School, Wisconsin Spencer, Winnegamie, Municipal, Julius, North, Manley, Greendale, Mayflower, Everglade. Private trails should connect to various parts of the neighborhood, making it easier for residents to enjoy walking through the green space and meeting neighbors in the other end of the subdivision. Private trails built within buildable areas may be constructed of impervious surfaces, while private trails built in other parts of the land are limited to permeable surfaces.

# Memo

Date: March 15, 2016

To: Plan Commission Members

From: Mark J. Mommaerts, AICP, Planner

Re: Agenda Item 7b: Official Map Amendments

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## **Overview:**

As development continues, Harrison needs to ensure that future streets are reserved and protected. Attached to this memo is the future road map with several road segments proposed to be added so that as subdivisions are created Harrison can ensure that road connections are made. This is intended to be minor adjustment to the future road map. After the Comprehensive Plan is updated, a full amendment to the Official Map is proposed.

## **Attachments:**

- Future Road Map, with amendments

