

PLAN COMMISSION AGENDA

Tuesday, May 18, 2021
5:30PM

- 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
 - April 20, 2021
- 6) Convene Meeting and Enter Public Hearing
 - a. Conditional Use Permit – Atlas Development – N8972 County N
 - b. Zoning Text Amendments – Village of Harrison
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
 - a. Conditional Use Permit – Atlas Development – N8972 County N
 - b. Affidavit of Correction – Kent Gross – Hidden Pines
 - c. Preliminary Plat – Jewel Box Estates – North of Midway Road, West of Lake Park Road
 - d. Zoning Text Amendments – Village of Harrison
- 9) Items for Discussion
 - a. Discussion Item – Luniak Meadows Subdivision – South of Schmidt Road, East of Cty N
 - b. Discussion Item – Senior Housing Development – North of Manitowoc Road, East of Cty N
 - c. Report: Zoning Permits
- 10) Set Next Meeting Date
 - Tentatively June 22, 2021 at 5:30pm
- 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: May 12, 2021

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

May 18, 2021

Title:

Conditional Use Permit – County N Storage

Issue:

Should the Plan Commission recommend approval of a Conditional Use Permit for a proposed mini warehousing development?

Background and Additional Information:

The applicant is requesting a Conditional Use Permit (CUP) in order to operate a mini-warehousing storage facility at N8972 County N, location ID 39160. The property is on the north side of Hwy 10 and east side of County road N. This specific location is currently zoned Industrial and Manufacturing [IM], which was approved at the April 27th Village Board meeting. Mini warehousing is a conditional use in the IM zoning district. The applicant is proposing the mini-warehousing on Lot 2 of the Certified Survey Map, which was also approved at the April 27th Village Board meeting.

The applicant believes there will be several community benefits from these storage units. The Village is seeing exponential growth with several new subdivisions and new multi-family developments approaching 1,000-units, all coming available over the next few years. There is a growing need for additional storage for current households and the added home growth over the next few years will only increase this. Current covenants within many of these subdivisions are in place to protect aesthetics of the neighborhoods, but with the growth in our community there are no available options left within the Village for storage.

The applicant is proposing the mini-warehousing development to include the following:

1. A perimeter landscaping berm to include evergreens along the south and west side of proposed Lot 2.
2. Security lighting and video surveillance.
3. Two-tone all metal exteriors.
4. 24 hour self-storage availability with key code gate access.
5. Outside storage will not be permitted.
6. Sizes range from 11'x20', 11'x40', 11'x25', 11'x30', 11'x50' all with 10' wide and 8' tall overhead garage doors. We will also offer 14'x30' and 14'x60' with 12' wide and 14' tall doors to accommodate RV's and travel trailers.
7. Phase 1 will consist of the north half of Lot 2. Future buildings will be located on the south half of Lot 2 and based on the need to accommodate growth.

Mini-warehousing is a conditional use in the Industrial & Manufacturing [IM] zoning district. Recent statutory changes have made it clear that if an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the zoning ordinance or conditions imposed by the municipality, the municipality shall grant the conditional use permit. Such conditions must be reasonable and measurable and not based on personal preferences.

Basis for Approval: (from the Zoning Ordinance Section 117-319) Each item must be met in order to grant approval.

1. *Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and village board. Mini-warehousing storage facilities are a conditional use in the IM zoning district.*
2. *Plans. The proposed use conforms to the comprehensive plan and any other officially adopted plan. The proposed use of the property as an industrial use conforms to the Comprehensive Plan.*
3. *Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. The main entrance is to be a new road, called Atlas Court, off of County Road N. It is anticipated that there will be minimal traffic entering/exiting the development on a daily basis.*
4. *Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards. Landscaping may be required to meet buffering requirements. Landscape buffer berms around the property may be warranted. The applicant has stated that perimeter landscaping on the south and west sides will be utilized.*
5. *Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust. The surrounding land uses are for future industrial or business development according to the Comprehensive Plan.*
6. *Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. Sanitary sewer and water can be provided to the site in the future, although the mini-warehousing does not need these facilities. Stormwater management will be needed to service the development. A new road access permit will be needed from the Calumet County Highway Department.*

Findings of Fact:

- Property owners within 300-feet of the subject property have been notified via first-class mail.

Recommended Action:

Staff recommends any approval be conditioned with the following:

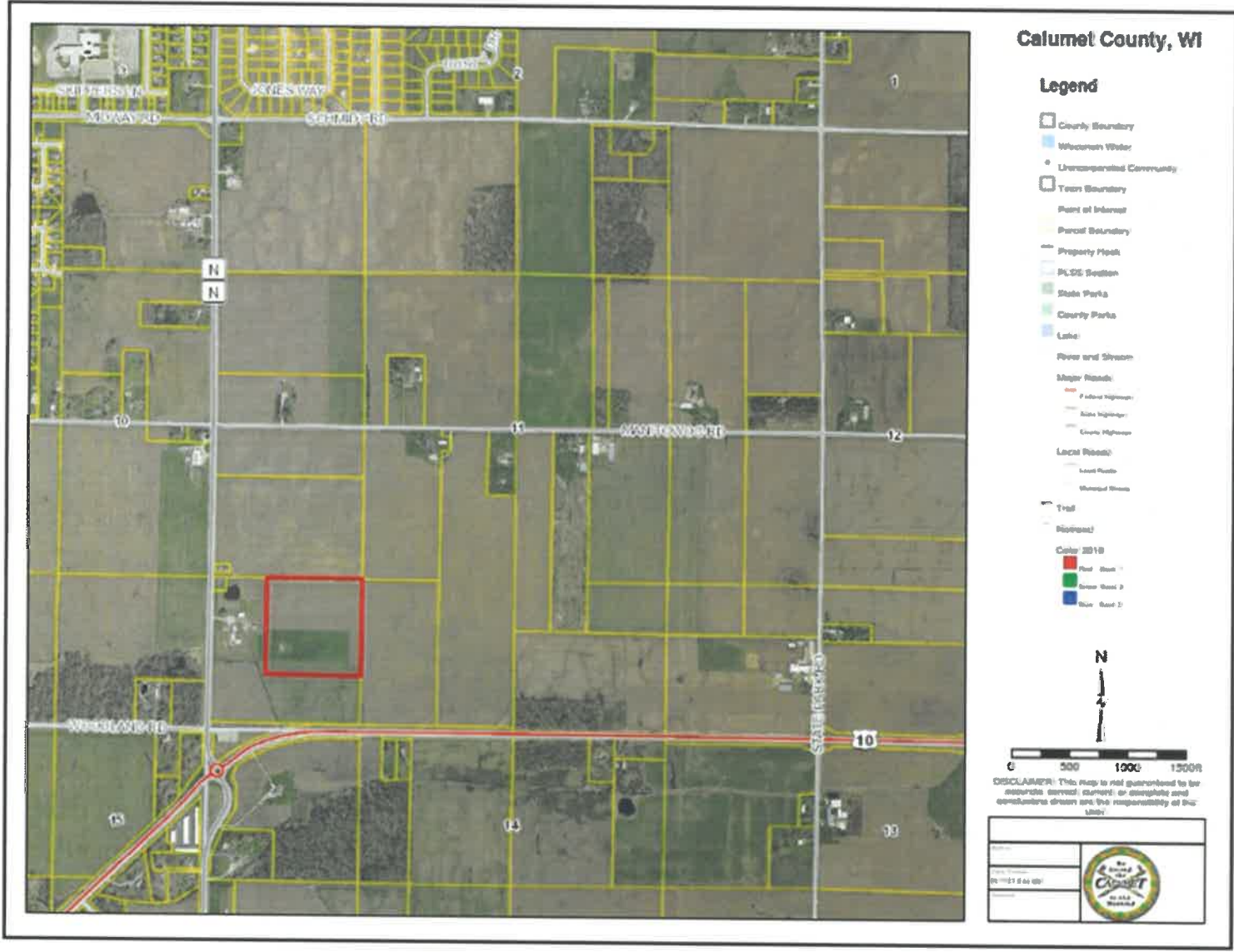
1. Berms and landscape areas be provided along all sides of the development of proposed Lot 2 (mini-warehousing development). The berm should be 5-feet in height with trees,

- evergreens, and other plantings that are 5-feet in height at the time of planting (not including root ball). Care should be taken to design the berm and plantings to provide approximately 75% opacity within 5-years.
2. Security lighting and video surveillance shall be provided. Any lighting shall be direct cutoff fixtures.
 3. The entrance shall be gated with a visually pleasing material, either wood or vinyl material. The Plan Commission may approve an alternate material.
 4. A new road shall be permitted by the Calumet County Highway Department for access to the development. A streetlight shall be installed at the developers expense at the intersection of County Road N and the new road, Atlas Court. Such streetlight shall be approved by the Village.
 5. No outside storage of any vehicles, equipment, materials, or items shall be permitted.
 6. The stormwater management plan approval shall be in accordance with the Harrison rules.
 7. All exterior building materials shall adhere to the Village Zoning requirements.
 8. All provisions of the zoning ordinance and all other Village ordinances shall be met.
 9. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
 10. All necessary permits shall be obtained prior to construction.
 11. Proposed Lot 1 & Lot 3 shall be held for future business/commercial development other than mini warehousing.
 12. All WDNR permits shall be granted, a copy of which submitted to the Village, for wetland impacts.
 13. The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.

The applicant has agreed to meet the following conditions at a previous meeting, in addition, the letter from Dempsey Law states that the applicant agrees to the conditions.

Attachments:

- Aerial Map
- CSM Map
- Site Plan
- Narrative & Plans from Atlas Development
- Narrative from Dempsey Law



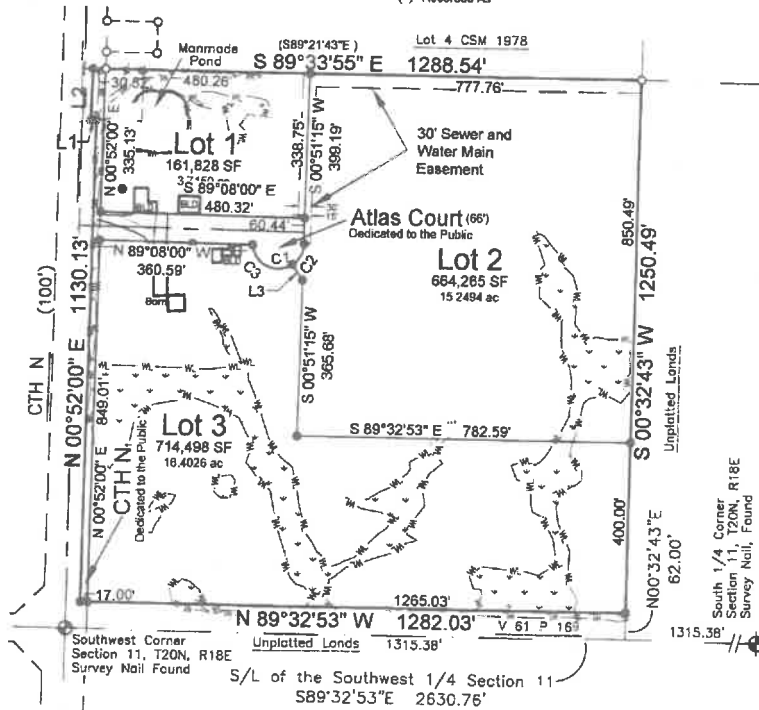
CSM Map

Certified Survey Map No. _____
 Part of the Southwest 1/4 of the Southwest 1/4 of
 Section 11, Township 20 North, Range 18 East,
 Village of Harrison, Calumet County, Wisconsin.

- Notes**
- Existing Buildings will be removed within 1 year of recording of this map.
 - Wetland shown per a wetland delineation prepared by Travis Stuck, Assured Delineator.
 - Wetland setback will be per Village Code.

LEGEND

- 1/2" x 18" Steel Rebar
- ⊙ 1.50lbs/LF SET
- Rebar Found
- ⊕ Government Corner
- () Recorded As



Bearings are referenced to the South line of the Southwest 1/4, Section 11, T20N, R18E, assumed to bear S89°32'53"E, base on the Calumet County Coordinate System.

James R. Sehoff PLS 2692 Date



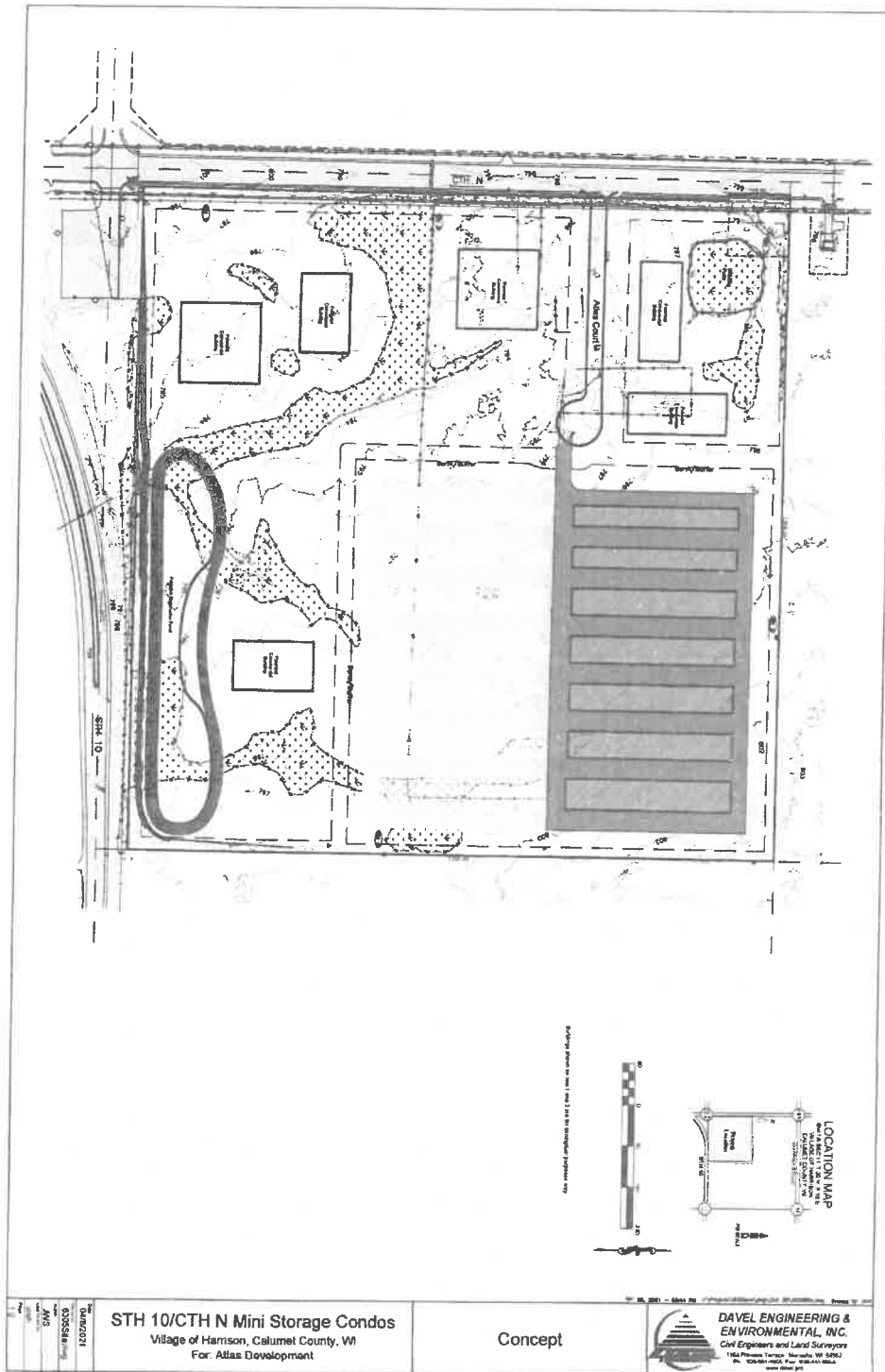
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors

1184 Province Terrace, Menasha, WI 54952
 Ph: 920-891-1888 Fax: 920-441-0804
 www.davel.pls

Survey for:
 Atlas Developments & Construction, LLC
 N8641 Winding Trail Drive
 MENASHA, WI 54952-9780

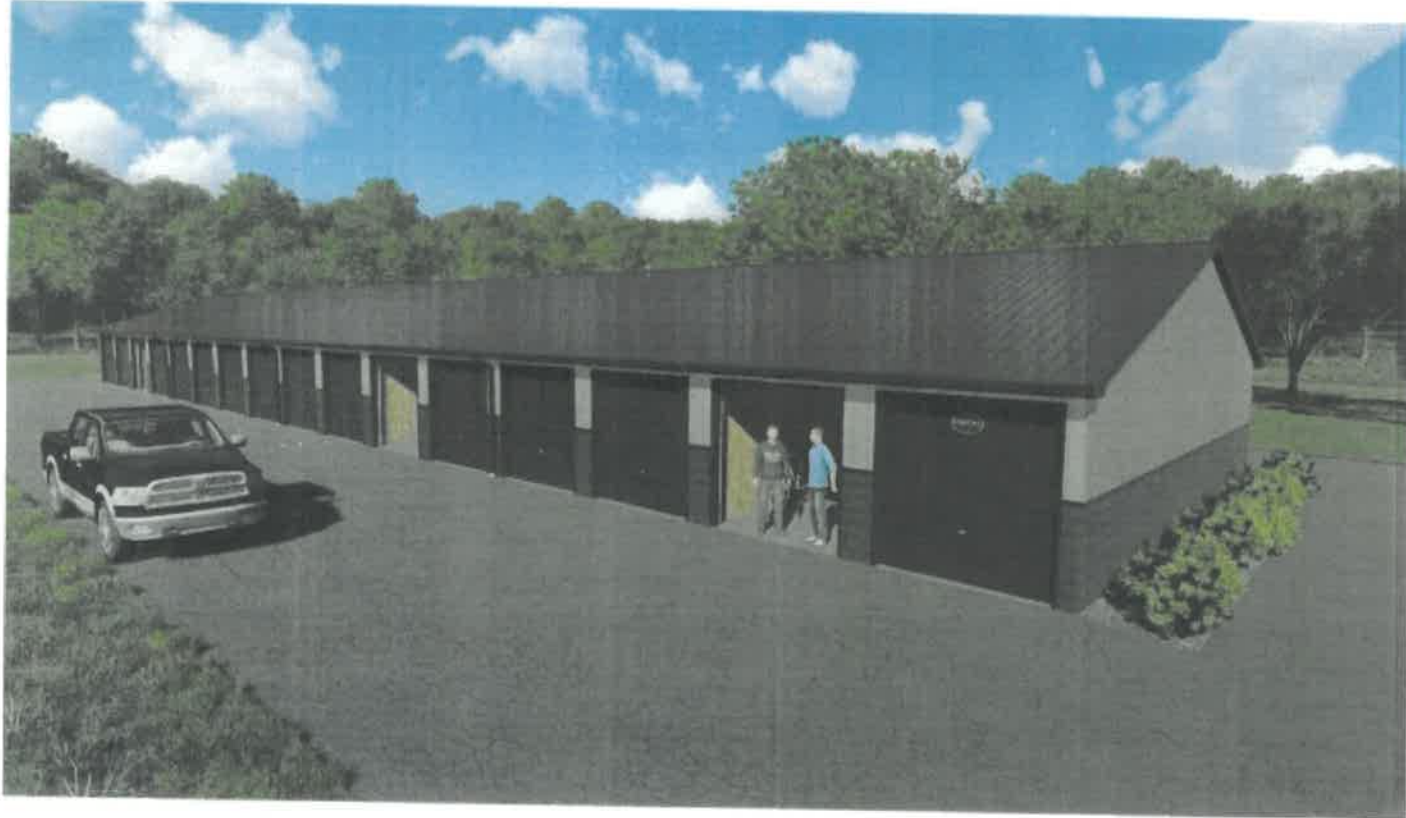
File: 6305CSM.dwg
 Date: 04/19/2021
 Drafted By: jim
 Sheet: 1 of 3

Site Plan



3/2/2021

3.jpg



<https://mail.google.com/mail/u/0/#inbox/FMfcgwLsdLwZMvKFalGWSbopJvLSBzI?projector=1&messagePartId=0,1>

ATLAS DEVELOPMENT

Atlas Development
N8641 Winding Trail Drive
920-212-0106
Atlasdevelops@gmail.com

Village of Harrison Planning Commission

Board Members,

The following is a proposal for storage units to be built at N8972 County Rd N. The property is just North of Hwy 10 and on the East side of County road N. This specific location is currently zoned agricultural with a future plan to zone industrial. Along with this we are proposing to reserve all of Lots 1&3 for future development of commercial/retail space.

We believe there will be several community benefits from these storage units. The Village is seeing exponential growth with several new subdivisions and new apartment approaching 1000 units all coming available over the next few years. There is a growing need for additional storage for current households and the added home growth over the next year will only increase this. Current covenants within many of these subdivisions are in place to protect aesthetics of the neighborhoods, but with the growth in our community there are no available options left within the Village for storage.

Our plan to build these will include the following:

1. Perimeter landscaping berm to include evergreens along the south and west side of Lot 2 location
2. Security lighting and video surveillance
3. Two-tone all metal exterior
4. 24 hour self storage availability with key code gate access
5. Outside storage will not be permitted
6. Sizes range from 11'x20', 11'x40', 11'x25', 11'x30' 11'x50' all with 10' wide and 8' tall overhead garage doors. We will also offer 14'x30' and 14'x60' with 12' wide and 14' tall doors to accommodate RV's and travel trailers
7. Phase 1 will consist of the North half of Lot 2. Future buildings will be located on the South half of Lot 2 and based on the need to accommodate residence



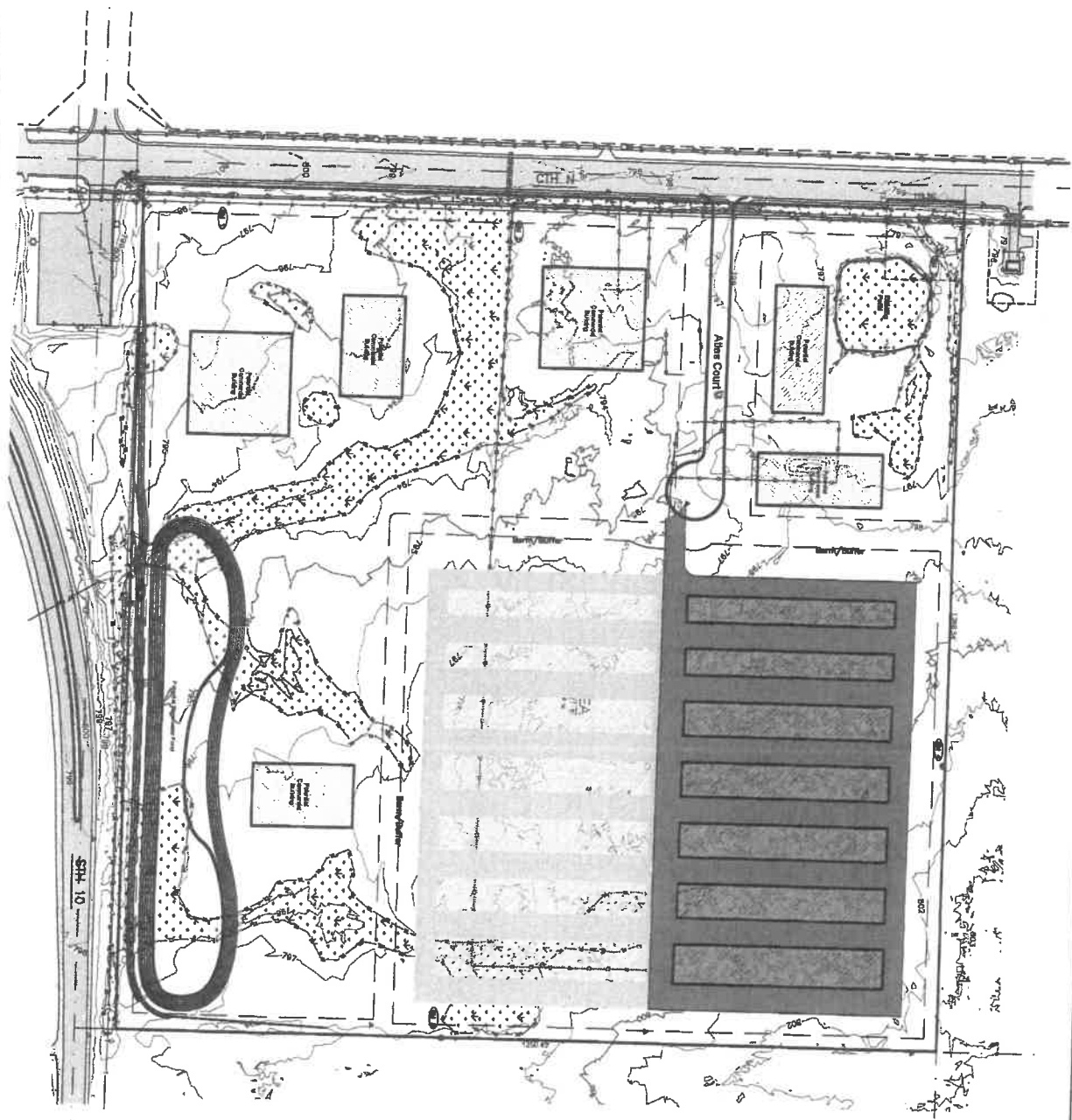
ATLAS DEVELOPMENT

Atlas Development
N8641 Winding Trail Drive
920-212-0106
Atlasdevelops@gmail.com

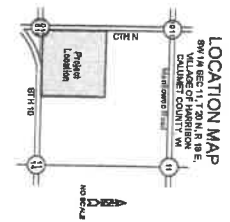
We are open to discussion around any of the building specifics. We look forward for the opportunity to partner on this community development project.

Sincerely,

Jerry Frazee and Jeff Rooyakkers



Buildings shown on M11, 1 and 2 are for conceptual purposes only.



Date: 04/02/2021
 Project: 6300Site.dwg
 Drawn by: JMS
 Last Revised by: [blank]
 Page: 1/1

STH 10/CTH N Mini Storage Condos
 Village of Harrison, Calumet County, WI
 For: Atlas Development

Concept

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-961-6600 Fax: 920-961-6664
 www.davel-inc.com

Certified Survey Map No. _____

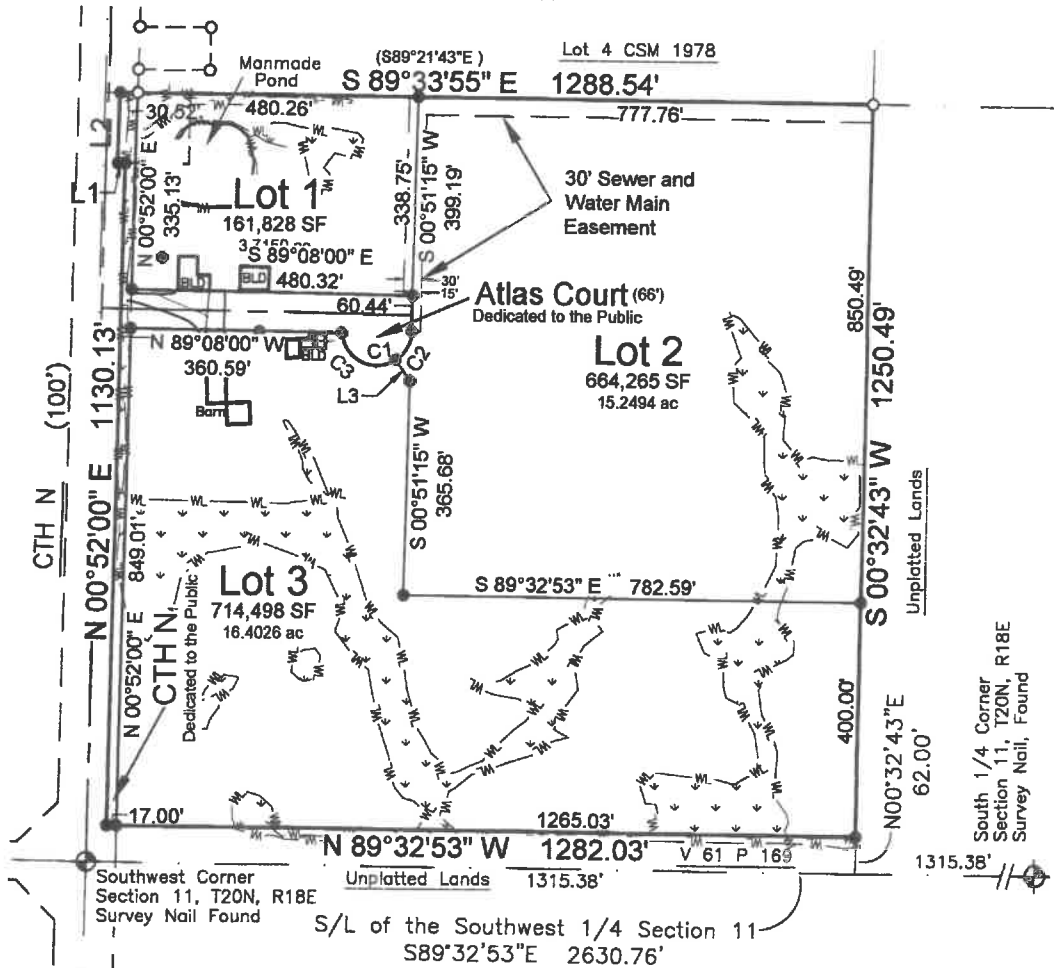
Part of the Southwest 1/4 of the Southwest 1/4 of
Section 11, Township 20 North, Range 18 East,
Village of Harrison, Calumet County, Wisconsin.

Notes

- Existing Buildings will be removed within 1 year of recording of this map.
- Wetland shown per a wetland delineation prepared by Travis Stuck, Assured Delineator.
- Wetland setback will be per Village Code.

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- ⊕ Government Corner
- () Recorded As



Bearings are referenced to the South line of the Southwest 1/4, Section 11, T20N, R18E, assumed to bear S89°32'53"E, base on the Calumet County Coordinate System.

James R. Sehloff PLS

2692 Date



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1184 Province Terrace, Menasha, WI 54952
Ph: 820-891-1888 Fax: 820-441-0804
www.davel.pro

Survey for:
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MENASHA, WI 54952-9780

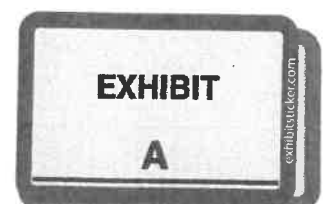
File: 6305CSM.dwg
Date: 04/19/2021
Drafted By: jim
Sheet: 1 of 3

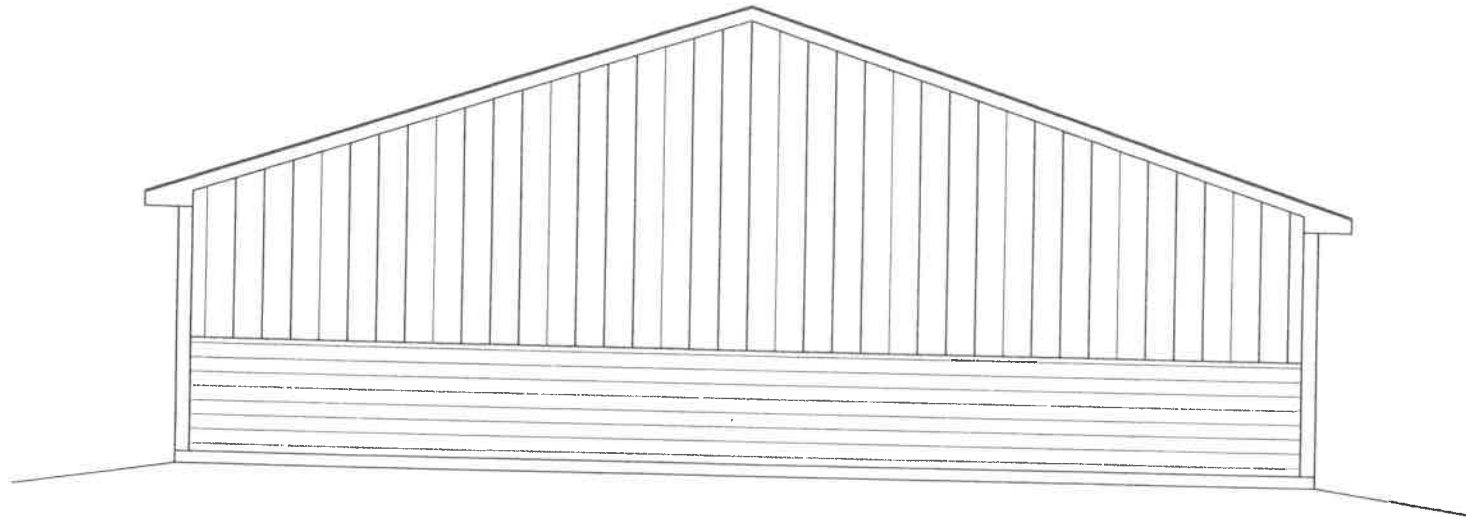
Lot 2 Rezoning Description

Part of the Southwest 1/4 of the Southwest 1/4 of Section 11 , Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 664,265 Square Feet (15.2494 Acres) of land described as follows:

Commencing at the Southwest corner of Section 11; thence along the South line of the Southwest 1/4 of said Section 11, S89°32'53"E, 1315.38 feet; thence N00°32'43"E, 462.00 to the point of beginning; thence, N89°32'53"W, 782.59 feet; thence N00°51'15"E, 365.68 feet; thence N34°07'21"W, 44.23 feet; thence 57.62 feet along the arc of a curve to the left with a radius of 60.00 feet and a chord of 55.43 feet which bears N28°21'57"E; thence N00°51'15"E, 399.19 feet to the North line of the Southwest 1/4 of the Southwest 1/4 of said Section 11; thence along said North line, S89°33'55"E, 777.76 feet to the East line of said Southwest 1/4 of the Southwest 1/4; thence along said East line, S00°32'43"W, 850.49 feet to the point of beginning, subject to all easements, and restrictions of record.

This description is intended to be Lot 2 of a proposed Certified Survey Map.





END ELEVATION



ROBERT ACORD - ARCHITECT
1210 MAPLE STREET
NEENAH, WI 54956
920-729-9632 acordrj@aol.com

PROPOSED STORAGE BUILDINGS FOR:
PRECISION CUT CONSTRUCTION
VILLAGE OF HARRISON CALUMET COUNTY, WI

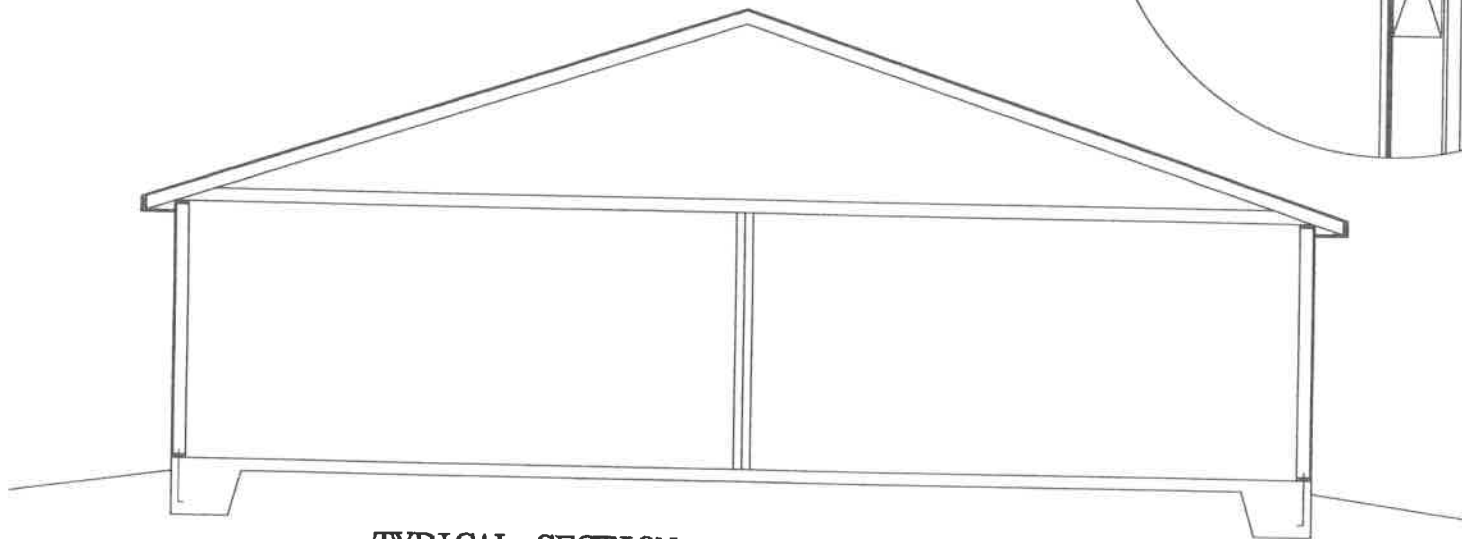
DATE
24 FEB 21

PROJECT NUMBER
21-006

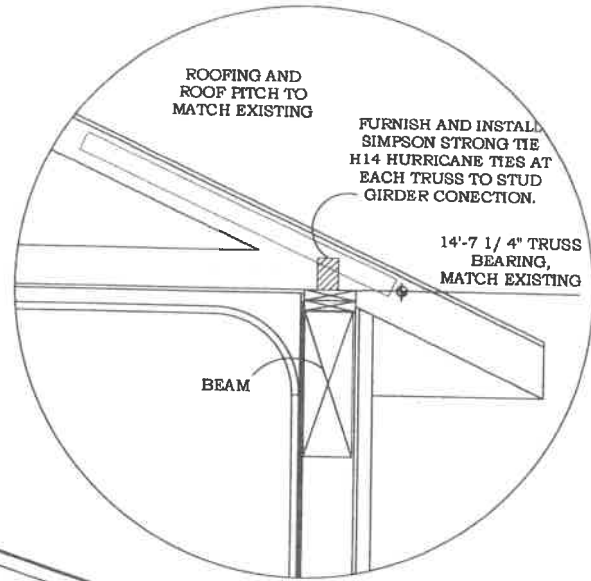
SHEET
A-3

24" X 36" FORMAT

© 2021 ROBERT ACORD - ARCHITECT



TYPICAL SECTION



ROBERT ACORD - ARCHITECT
1210 MAPLE STREET
NEENAH, WI 54956
920-729-9632 acordr@aol.com

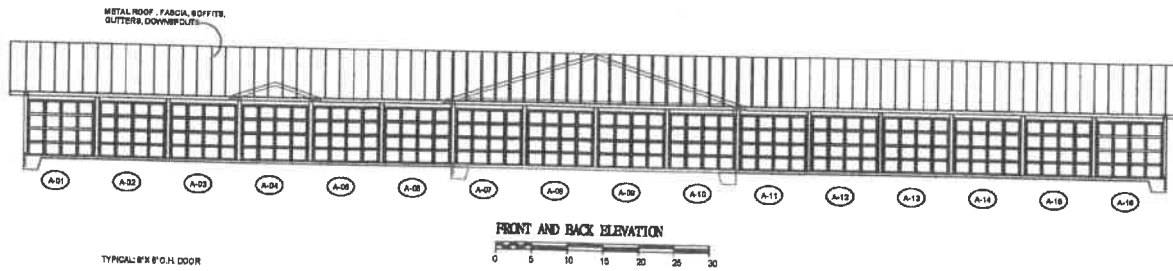
PROPOSED STORAGE BUILDINGS FOR:
PRECISION CUT CONSTRUCTION
VILLAGE OF HARRISON CALUMET COUNTY, WI

DATE
24 FEB 21

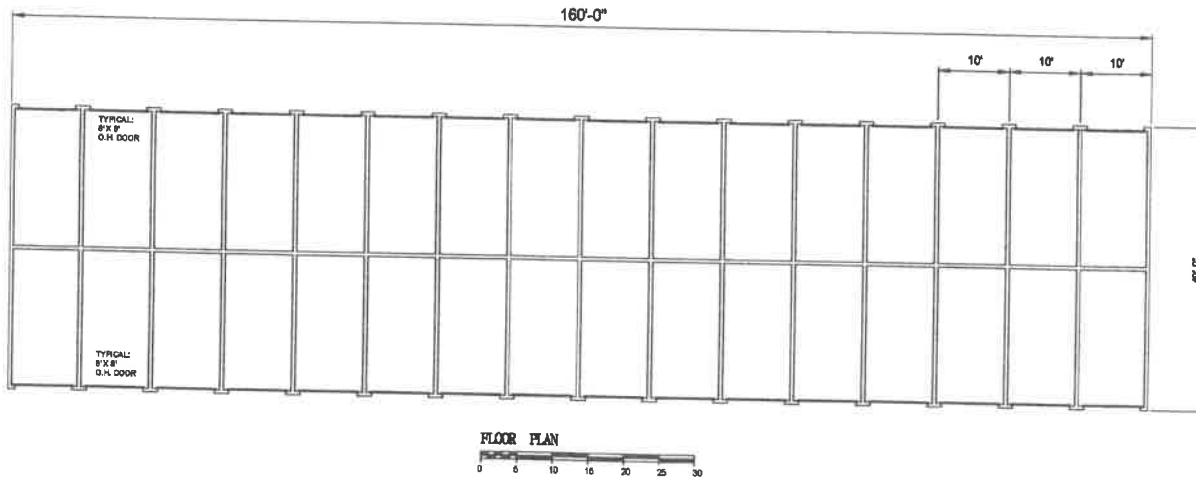
PROJECT NUMBER
21-006

SHEET
A-2

24" X 36" FORMAT



TYPICAL: 8' X 8' O.N. DOOR



24" X 36" FORMAT



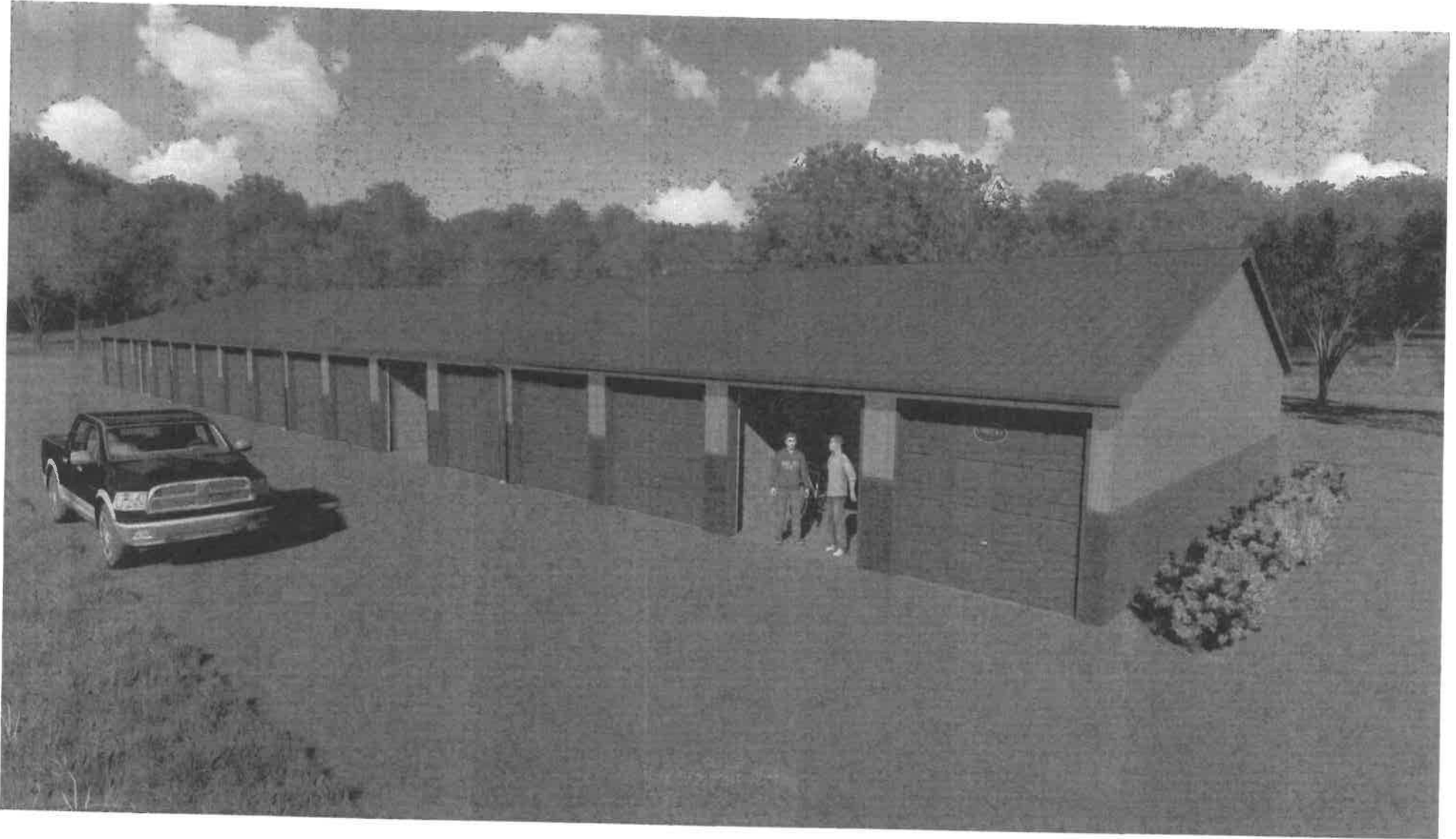
ROBERT ACORD - ARCHITECT
 1210 MAPLE STREET
 NEENAH, WI 54956
 920-729-9632 acordrj@aol.com

PROPOSED STORAGE BUILDINGS FOR:
PRECISION CUT CONSTRUCTION
 VILLAGE OF HARRISON CALUMET COUNTY, WI

DATE
 24 FEB 21

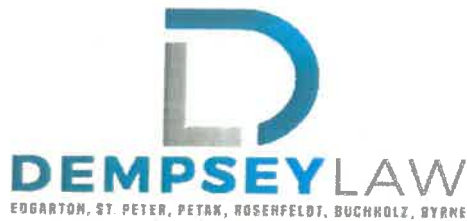
PROJECT NUMBER
 21-006

SHEET
A-1



PARTNERS:
TIMOTHY M. DEMPSEY
CHARLES J. HERTEL
JOHN A. ST. PETER
PAUL W. ROSENFELDT
BRIAN D. HAMILL
MATTHEW PARMENTIER
HEATH G. MYNSBERGE

OF COUNSEL:
WILLIAM E. BUCHHOLZ
RYAN M. PLISCH
DEJAN ADZIC



ASSOCIATES:
ELIZABETH A. HARTMAN
ALANA BUSCH-ELL
ALEX R. ACKERMAN
JOSHUA R. COOK
LEE D. TURONIE

RETIRED:
A.D.(DAN) EDGARTON
ROBERT V. EDGARTON
RONALD L. PETAK
TERRENCE J. BYRNE

MEMORANDUM

TO: Village of Harrison Plan Commission
FROM: Heath Mynsberge
DATE: April 29, 2021
RE: Atlas Development Conditional Use Permit Application

Background

On April 27, 2021, the Village Board approved Atlas Development's CSM and application to rezone Lot 2 of the CSM from Agriculture to Industrial & Manufacturing ("IM"). As a result of the rezone, Atlas Development has now submitted a conditional use application. The conditional use permit would be to accommodate a mini-warehousing project on Lot 2 of the approved CSM.

The IM District allows for mini-warehouses as a conditional use. As outlined below, Atlas Development requests the Plan Commission to recommend approval of the conditional use permit because Atlas Development's application for a conditional use permit satisfies the criteria for conditional uses outlined in the Village's Zoning Ordinance.

Discussion

I. Atlas Development's CUP application meets all CUP requirements and conditions and the Plan Commission should recommend approval.

Atlas Development requests the Plan Commission recommend approval of the conditional use permit and allow Atlas Development to build mini-warehouses on Lot 2 of the approved CSM because the conditional use permit application consistent with state law and the Village's Zoning Ordinance.

To begin, the Village's IM District the following are the Village's conditional uses in the IM District:

Conditional uses and structures. (See article XI, Conditional Use Permits, for the conditional use review requirements.)

(1) Asphalt and concrete plants.

(2) Automobile and commercial truck salvage yards.

(3) Car washes.

{07671567.DOCX.1}
Fond du Lac
10 Forest Avenue, Ste 200
Fond du Lac, WI 54935
(p)920-922-0470
(f)920-922-9091

De Pere
2079 Lawrence Drive
De Pere, WI 54115
(p)920-235-7300
(f)920-235-2011

Dempsey & Buchholz
95 S Harris Avenue
Waupun, WI 53963
(p)920-324-9736
(f)920-235-2011

Byrne & Dempsey
115 Forest St
Wausau, WI 54403
(p)715-848-2966
(f)715-842-5189

Oshkosh
210 North Main St
Oshkosh, WI 53903
(p)920-235-7300
(f)920-235-2011

- (4) Day care, center.
- (5) Drive-thru facilities, in conjunction with any permitted principal use listed in subsection (b).
- (6) Financial institutions; banks and credit unions.
- (7) Gasoline/fueling stations.
- (8) Hazardous material bulk storage or distribution facility.
- (9) Manufacturing, heavy.
- (10) Mini-warehousing.**
- (11) Municipal wastewater and/or sewage treatment facilities.
- (12) Offices, business and professional.
- (13) Outdoor storage yards; including building materials, garden centers and lumberyards.
- (14) Planned developments; pursuant to section 117-93
- (15) Radio, satellite, and television antennas.
- (16) Resource extraction; pursuant to section 117-131
- (17) Salvage yard and junk yard.
- (18) Solar energy systems.
- (19) Solid waste disposal facilities, landfills and municipal compost sites.
- (20) Towed vehicle storage.
- (21) Wireless communication towers; pursuant to section 117-132

As highlighted above, Atlas' request for a conditional use permit for mini-warehousing is consistent with the Village's Zoning Ordinance and IM District because mini-warehousing is a recognized conditional use for that district. The Plan Commission is aware that conditional use permit decisions are governed by the standards in Wis. Stat. § 62.23(7)(de). Under that statute, the following rules apply to conditional use permit determinations:

If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the zoning ordinance or conditions imposed by the Village, the Village shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

According to the above statute, the Plan Commission must base its recommendation on the conditions of the Village's Zoning Ordinance and facts and information available to it; personal preferences or speculation are not permitted. Further, the Plan Commission must recommend approval if Atlas Development meets or agrees to meet all requirements and conditions imposed by the Village. Specifically, the Zoning Ordinance outlines the following criteria for the basis of approving conditional use permits:

- (1) Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and Village Board.

- (2) Plans. The proposed use conforms to the Village comprehensive plan and any other officially adopted Village plan.
- (3) Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (4) Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards.
- (5) Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.
- (6) Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.

(Sec. 117-319 of the Zoning Ordinance). Attached as **Exhibit A** is the Village's conditional use criteria from its Zoning Ordinance.

For this particular project, Atlas Development meets or has agreed to meet each of the ordinance conditions:

1. Zoning. The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. This condition is satisfied because Lot 2 is now zoned IM and mini-warehousing storage facilities are a conditional use in the IM zoning district.
2. Plans. The proposed use conforms to the comprehensive plan and any other officially adopted plan. The proposed use of the property as an industrial use conforms to the Comprehensive Plan. Atlas Development conditional use permit request is consistent with the Village's Comprehensive Plan. The Comprehensive Plan outlines the future use of the property to be industrial and mini-warehouses are recognized conditional uses in the IM District. Accordingly, the IM zoning and the mini-warehouse land use are consistent with the Village's Comprehensive Plan's objectives, goals, and policies.
3. Traffic. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. The main entrance is to be a new road off of County Road N. It is anticipated that there will be minimal traffic entering/exiting the development on a daily basis.
4. Landscaping and screening. Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual

impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards. Previously, the Plan Commission imposed the following conditions on the property:

- A. The proposed Lot 2 property is to be rezoned to the Industrial and Manufacturing [IM] zoning district.
- B. Berms and landscape areas be provided along all sides of the development of proposed Lot 2 (mini-warehousing development). The berm should be 5-feet in height with trees, evergreens, and other plantings that are 5-feet in height at the time of planting (not including root ball). Care should be taken to design the berm and plantings to provide approximately 75% opacity within 5-years.
- C. Security lighting and video surveillance shall be provided. Any lighting shall be direct cutoff fixtures.
- D. The entrance shall be gated with a visually pleasing material, wood or vinyl material. The Plan Commission may approve an alternate material.
- E. A new road shall be permitted by the Calumet County Highway Department for access to the development. A street light shall be installed at the developers expense at the intersection of County Road N and the new road. Such street light shall be approved by the Village.
- F. No outside storage of any vehicles, equipment, materials, or items shall be permitted.
- G. The storm water management plan approval shall be in accordance with the Harrison rules.
- H. All exterior building materials shall adhere to the Village Zoning requirements.
- I. All provisions of the zoning ordinance and all other Village ordinances shall be met.
- J. Any comments or revisions from Village staff during the site plan review process shall be incorporated as conditions of approval.
- K. All necessary permits shall be obtained prior to construction.
- L. Proposed Lot 1 & Lot 3 shall be held for future business/commercial development other than mini warehousing.

- M. All WDNR permits shall be granted, a copy of which submitted to the Village, for wetland impacts.
- N. The developer shall consult with the Darboy Sanitary District to determine a layout for future sanitary and water access to Lot 1 and Lot 3. Such plan shall be submitted to the Village prior to any building or zoning permit being issued.
- O. The developer shall acknowledge the conditions of approval and agree to abide by all conditions. Failure to abide by conditions may be cause for revocation of Conditional Use Permit.

Atlas previously agreed to satisfy these conditions and maintains it will satisfy all of these conditions. In fact, a number of these conditions were already satisfied during the re-zone process. Specifically, the first condition – rezone the land the IM – has been satisfied. Moreover, Atlas has obtained information from Darboy Sanitary District and has already incorporated an easement for utilities on the property. These other recommendations from the Village will be satisfied as well

- 5. Neighborhood compatibility. The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust. The surrounding land uses are for industrial or business development according to the Comprehensive Plan. Additionally, the mini-warehouses will be the beginning phase of Atlas developing Lots 1, 2, and 3 of the CSM. The mini-warehouses are an urgent need for the Village, and therefore, are the first phase of development for Atlas. Atlas plans to develop the entire area to flourish as a commercial location for the Village. **Attached as Exhibit B** is a rendering of the Applicant's potential development of the property. Specifically, the Applicant is reserving Lot 1 and Lot 3 for commercial purposes that could include: offices, Kwik Trip and/or Casey's General Store, and a retail strip mall. These future land uses are consistent with the Applicant's plans to develop Lot 2 as a mini-warehouse facility. For example, offices and gas stations, like Kwik-Trip, are conditional uses in the Industrial and Manufacturing Zoning District.
- 6. Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. As previously mentioned, sanitary sewer and water can be provided to the site in the future, although the mini-warehousing does not need these facilities.

As outlined above, Atlas' CUP application is for a recognized conditional use in the IM District and meets the Village's Zoning Ordinance criteria. Accordingly, Wis. Stat. § 62.23(7)(de) states "[i]f an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the zoning ordinance or conditions imposed by the Village, the Village shall grant the conditional use permit." Thus, Atlas respectfully requests the Plan Commission to recommend approval of the conditional use permit application for mini-warehouses on Lot 2 of the newly approved CSM. Thank you for your consideration. Atlas looks forward to being a development partner with the Village!

Article XI CONDITIONAL USE PERMITS.

Sec. 117-316. - General.

A conditional use is a use or structure that may not be appropriate as a general permit or unrestricted throughout a district but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, comfort, convenience or the general welfare. A conditional use permit shall be required for the establishment of each use or structure listed as a conditional use in that zoning district, and for any modifications pursuant to section 117-323. A conditional use shall not be issued for any other use or structure except as provided by section 117-48(5), uses not listed.

(Ord. No. 10-147, § 11.0(1), 7-27-2010)

Sec. 117-317. - Procedure.

- (a) *Application.* All written applications for a conditional use permit shall be submitted to the zoning administrator on forms supplied by the Village, accompanied by a nonrefundable application fee as set forth in the zoning fee schedule, reference this code section, and nine copies of a development plan pursuant to section 117-318. The application may also be accompanied by any other material or information necessary to demonstrate that the grant of a condition use will be in harmony with the general intent and purpose of these zoning regulations and will not be injurious to the neighborhood or otherwise detrimental to the public interest. The administrator shall refer all applications and accompanying materials to the plan commission.
- (b) *Public hearing.* Any public hearing required under this section shall be conducted by the plan commission after a Class 2 notice pursuant to Wis. Stats. ch. 985.

Every effort will be made to notify property owners within 300 feet of the subject property by regular mail of the conditional use permit application. Failure to send such notice will not invalidate the public hearing.

- (c) *Action by the plan commission.* The plan commission shall, within 45 days upon filing of an application for a conditional use permit, hold a public hearing on the application. The plan commission shall review and make a recommendation to approve or deny the conditional use permit with any conditions it may deem appropriate to the Village Board within this time period, unless such time is extended by agreement with the petitioner. In making its decision, the plan commission shall consider the standards listed in section 117-319. The plan



or more plan documents. The zoning administrator may waive one or more of the requirements when it is deemed unnecessary for the review of a particular type of development.

- (1) *Operation plan.* A narrative detailing the hours of operation, anticipated number of occupants and/or employees, whether there will be any outside storage of materials, equipment or vehicles, and plans for removal and control of waste and trash.
- (2) *Building plan.* The building plan shall show the layout of building(s), size and layout of rooms, design of building(s) façade, and any other materials or notes to properly depict the building(s).
- (3) *Site plan.* The site plan shall include a legal description of the property, the location of all existing and proposed streets, easements, building(s), parking areas, pedestrian and vehicular access points, and pedestrian walkways. A graphic outline of any development phasing and the land use and zoning classifications of adjacent properties shall also be indicated on the site plan.
- (4) *Drainage plan.* A drainage plan shall show existing topography at two-foot intervals, spot elevations of existing and proposed buildings, and the approximate location of any proposed stormwater management facilities needed in order to meet the post-construction stormwater management requirements.
- (5) *Landscape plan.* The landscape plan shall identify the location of existing trees and land forms. The landscape plan shall also indicate the location, extent and type of all proposed plantings and shall also show the location, height, opaque characteristics, extent and type of any required screening.
- (6) *Utility plan.* The utility plan shall show the location of all utilities (storm, sanitary, water mains, electrical, natural gas and communication lines), exterior lighting, outdoor signs, and waste and trash collection areas. Areas for snow removal storage shall also be shown.

(Ord. No. 10-147, § 11.0(3), 7-27-2010)

Sec. 117-319. - Basis for approval.

No conditional use permit shall be recommended by the plan commission, or approved by the Village Board, unless it shall find all of the following criteria have been met. The applicant's failure to satisfy the criteria, or any other applicable requirement in this chapter, shall be deemed grounds to deny the conditional use permit.

- (1) *Zoning.* The proposed use conforms to the underlying zoning district intent and design standards and is in harmony with the general purpose and intent of this chapter. Where there is an existing nonconforming structure, the design standards of the underlying zoning district may be waived by the plan commission and Village Board.
- (2) *Plans.* The proposed use conforms to the Village comprehensive plan and any other officially adopted Village plan.
- (3) *Traffic.* Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- (4) *Landscaping and screening.* Appropriate landscaping and screening has been or will be provided to protect adjacent uses or properties from light, noise and other visual impacts that are associated with the proposed use as established in article VI, Access, Parking, and Loading and article IX, Landscaping and Screening Standards.
- (5) *Neighborhood compatibility.* The proposed use is compatible with the predominant or prevailing land use of the neighborhood surrounding the proposed development and whether the proposed use creates a nuisance due to noise, odor, or dust.
- (6) *Services.* Adequate facilities, access roads, drainage and/or necessary services have been or will be provided.

(Ord. No. 10-147, § 11.0(4), 7-27-2010)

Sec. 117-320. - Conditions, restrictions, and validity period.

- (a) Prior to the granting of any conditional use permit, the plan commission may recommend and the Village Board may place such conditions and restrictions upon the establishment, location, construction, maintenance and method or hours of operation of the conditional use as is deemed necessary for the protection of the public interest and to secure compliance with the standards specified herein. In all cases in which conditional uses are subject to conditions, the plan commission may recommend and the Village Board may require evidence and guarantees as it may deem necessary (as proof that the stipulated conditions are being and will be complied with).
 1. The requirements and conditions must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the Village

relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The Village's decision to approve or deny the permit must be supported by substantial evidence as defined in Wis. Stats §66.23(7)(de)2.b.

2. Prior to granting any other permit, approval, certificate, or other such document by the Village, the applicant must sign the conditional use permit letter stating the conditions of approval and that the applicant/developer agrees to abide by all conditions and that if the applicant/developer cannot meet the stated conditions then the conditional use permit may be revoked by the Village.
- (b) Conditional use permits shall be issued permanently or for a specified period of time as may be specified by the Village Board upon recommendation of the plan commission and shall be an obligation of any party to whom a property may be transferred or assigned.
 - (c) A conditional use permit shall expire if the use is discontinued for a period of 12 consecutive months. If a building permit has not been obtained or the conditional use has not been established within 12 months of the issuance of the conditional use permit, the conditional use permit expires.
 - (d) Any party who has been issued a conditional use permit shall notify the zoning administrator, in writing, that they are seeking a continuance or extension of any conditional use permit that has an expiration date as established by the Village Board. Such notification shall be submitted 30 days prior to the conditional use permit expiration.
 - (e) A conditional use permit shall become effective upon approval by the Village Board. A record of the conditional use permit shall be kept in the Village clerk and zoning administrator's files.
 - (f) A conditional use permit may be revoked by the Village Board for failure to comply with all provisions of such permit provided that 30 days notice has been given by first class mail to the operator or owner of such use of the intent to revoke.

(Ord. No. 10-147, § 11.0(5), 7-27-2010)

Sec. 117-322. - Existing conditional uses.

Any use or structure existing on the effective date of adoption or amendment of this chapter which is classified as a conditional use in the zoning district in which it is located shall be deemed to have been granted approval, subject to maintaining the character and extent of such use or structure existing on that date. Any extension, enlargement or

change in such use or structure shall require approval according to the terms of this section 117-323.

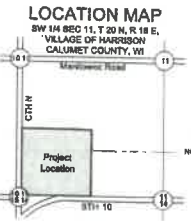
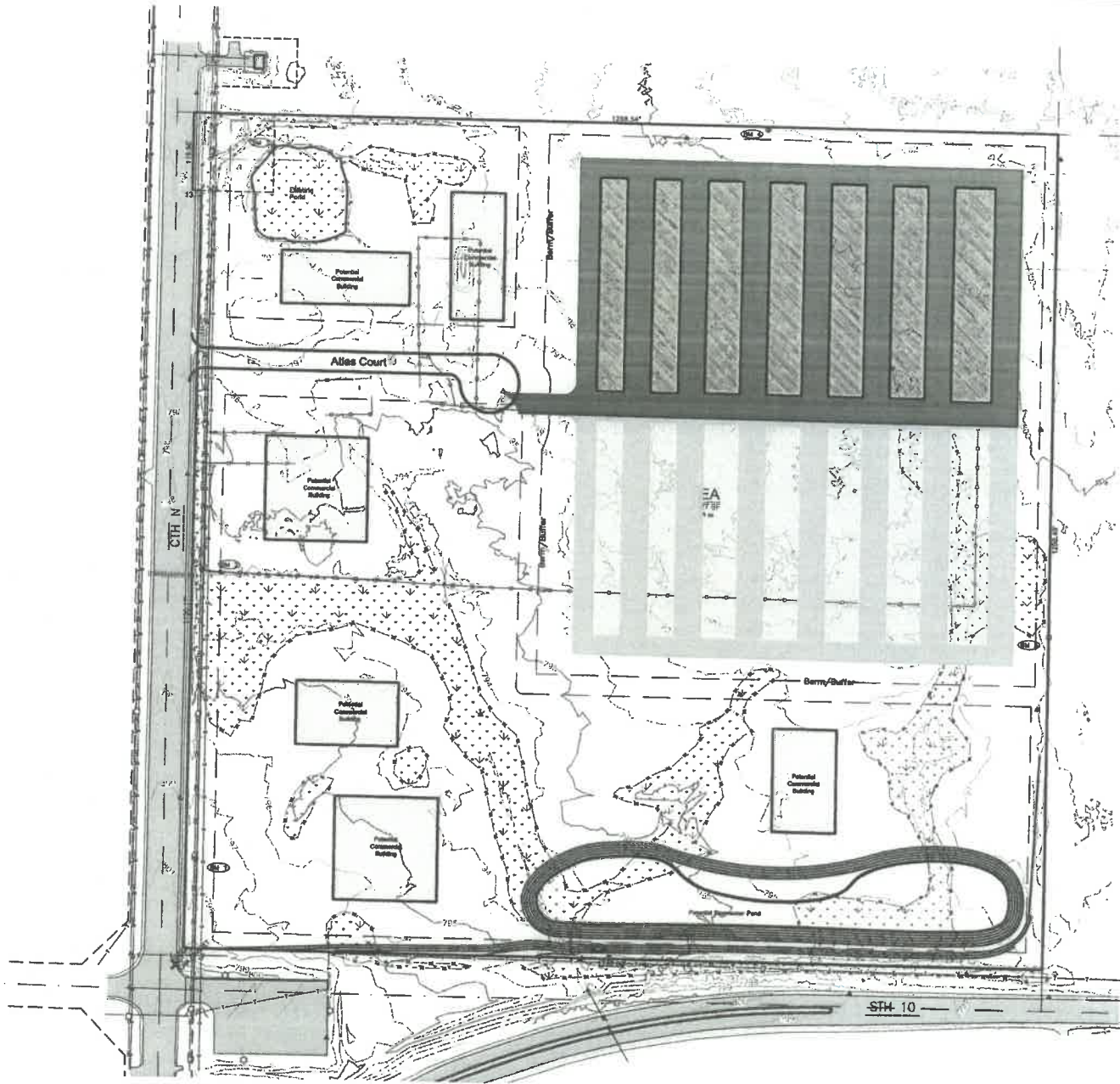
(Ord. No. 10-147, § 11.0(7), 7-27-2010)

Sec. 117-323. - Modifications.

When an applicant requests a change in special use, the Village shall review such change or modification to assure compatibility and compliance with the purpose of this article.

- (1) *Minor change.* Minor changes shall be submitted to and reviewed by the plan commission. Minor changes include:
 - a. Expansions of conditional uses and structures of less than ten percent.
 - b. Other changes which keep with the general intent and character of the conditional use permit previously issued.
- (2) *Major change.* All other changes not identified as a "minor change" shall be deemed a major change in a conditional use and shall be submitted to the Village Board for review per article XI, Conditional Use Permits.

(Ord. No. 10-147, § 11.0(8), 7-27-2010)



Buildings shown on lots 1 and 3 are for conceptual purposes only.

Exhibit
B

APR 08, 2021 - 03:44 PM A:\Projects\30305\Site.dwg 30305Site.dwg Plotted by: JWS
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1143 Providence Terrace, Amoskwo, WI 53402
 PH: 920-391-1855 Fax: 920-411-0833
 www.davel.com

Concept

STH 10/CTH N Mini Storage Condos
 Village of Harrison, Calumet County, WI
 For: Atlas Development

Date: 04/8/2021
 Plotfile: 8305Site.dwg
 Author: JWS
 Last Saved by: josh
 Page: 1.0

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

May 18, 2021

Title:

Affidavit of Correction

Issue:

Should the Plan Commission recommend approval of an Affidavit of Correction for storm sewer easement partial release and wetland exemption purposes to the Village Board?

Background and Additional Information:

As part of the Hidden Pines subdivision plat, there is a 30-foot storm sewer easement on Lot 11. When the adjacent subdivision, Southtowne Place, was created the two subdivisions worked together to accommodate stormwater drainage. The easement width can be shared between the two subdivisions. This Affidavit of Correction will partially release the storm sewer easement on Lot 11 and partially release the drainage easements on lots 8-10 so that lots 8-11 have a 10-foot drainage easement. The Public Works Department does not have an issue with the easement reduction. The Affidavit of Correction will also note that wetlands on lots 3,4 & 11 are exempt per WDNR.

An Affidavit of Correction is proposed in order to eliminate a portion of the drainage and storm sewer easement and to identify wetland exemptions. Since the easement and wetland was part of the subdivision plat, any changes must be approved by the Village.

Recommended Action:

Staff recommends approval of the Affidavit of Correction as submitted.

Attachments:

- Affidavit of Correction

State of Wisconsin)
)SS
County of Calumet)

AFFIDAVIT OF CORRECTION

Return to:
Carow Land Surveying Co., Inc.
P.O. Box 1297
Appleton, WI 54912-1297
C1808.10FP-21

I, Robert F. Reider, Professional Land Surveyor No. 1251, of the State of Wisconsin, do hereby depose and say:

That I had surveyed, divided and mapped Hidden Pines as recorded in Cabinet D of Plats in File Number 121 as Document No. 541575.

That on Sheet 1 of 2 Sheets of said plat, I show a 20 foot Storm Sewer Easement along the rear lot line of Lots 8-10 and a 30 foot Storm Sewer Easement along the rear lot line of Lot 11, when in fact the Storm Sewer Easement should now be shown as a 10 foot Storm Sewer Easement along the rear lot line of Lots 8-11 as shown on the attached Exhibit "A" because the drainage has been revised with the recording of Southtowne Place. I also certify that the wetlands shown on Lots 3, 4 and 11 of Hidden Pines have been determined to be exempt based on a letter from Ryan Pappas of the Wisconsin Department of Natural Resources dated July 24, 2019 as shown on the attached Exhibit "A".

That this affidavit is made pursuant to S.236.295 of the Wisconsin statutes.

That this affidavit is given for the purpose of correcting said plat and for no other purpose.

Dated this 23rd day of April, 2021.

Robert F. Reider
Robert F. Reider

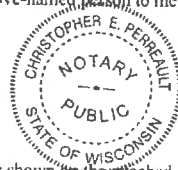


State of Wisconsin)
)SS
County of Outagamie)

Personally, came before me this 23rd day of April, 2021. The above-named person to me known to be the person who executed the foregoing and acknowledged the same.

Notary Public Christopher E. Ferreault

My commission expires: 12/10/23



Village of Harrison Approval:

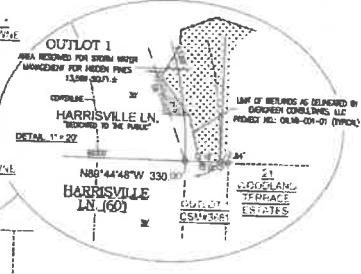
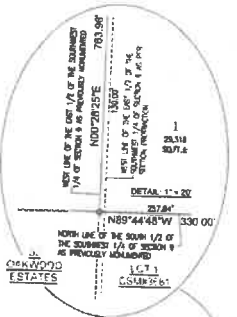
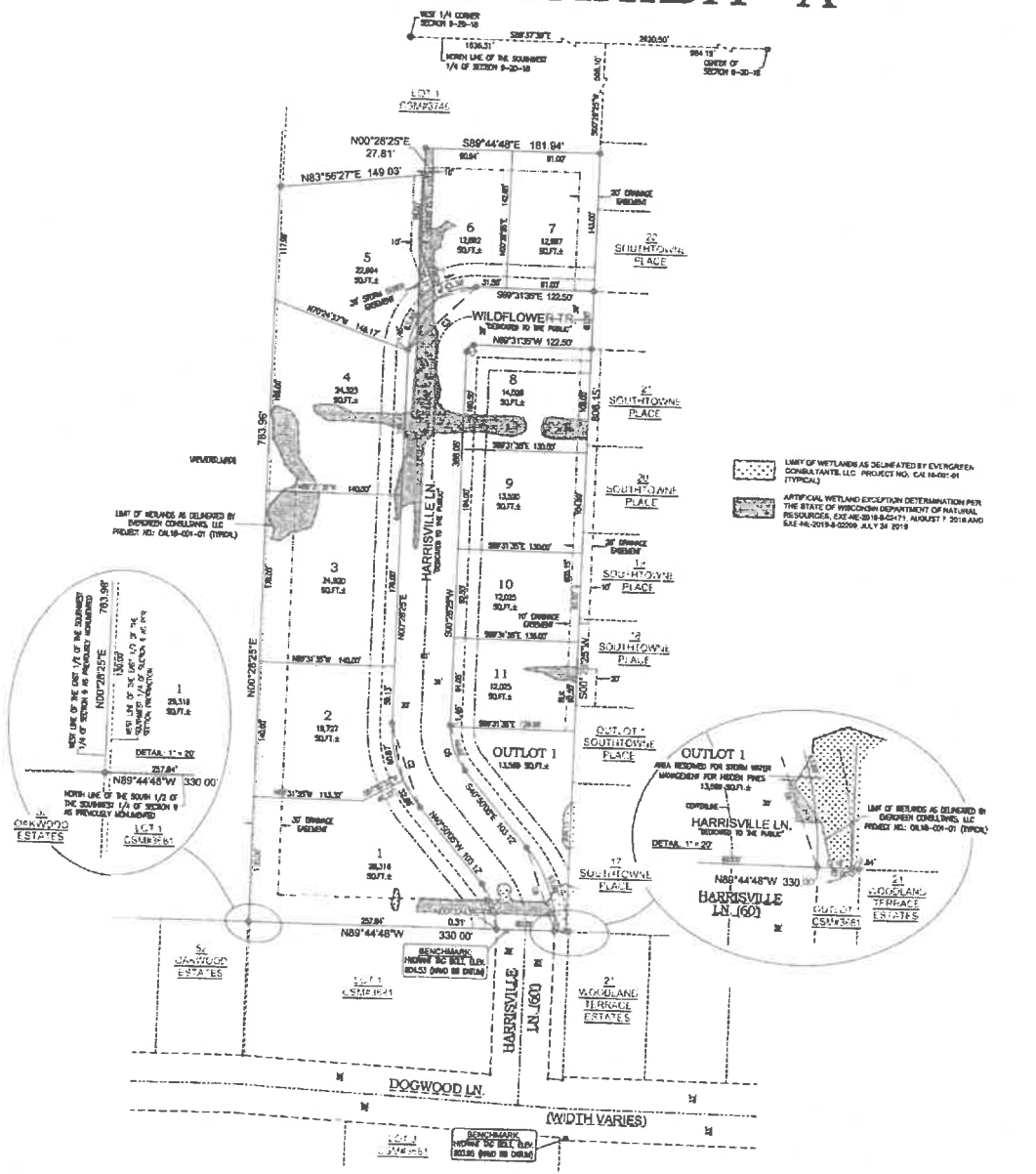
The revision of the Storm Sewer Easement and designation of the wetland as shown on the attached Exhibit "A" is approved on the _____ day of _____, 20____.

Kevin M. Hietpas, Village President

. Village Clerk

This instrument drafted by Robert F. Reider

AFFIDAVIT EXHIBIT "A"



LIMITS OF WETLANDS AS DELINEATED BY EVERGREEN CONSULTANTS, LLC. PROJECT NO. CA 18-07-01 (TYPICAL)
 ARTIFICIAL WETLAND EXCEPTION DETERMINATION PER THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES. EX-18-018-0471, AUGUST 7 2018 AND EX-18-018-0209, JULY 24 2018

SHEET 2 OF 2 SHEETS



CAROW LAND SURVEYING CO., INC.

615 N. LYNNDALE DRIVE, P.O. BOX 1297
 APPLETON, WISCONSIN 54912-1297
 PHONE: (920)731-4168 FAX: (920)731-5673

SCALE	NOT TO SCALE
DRAWN BY	RDD
PROJECT NO.	A1808.10-21

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

May 18, 2021

Title:

Preliminary Plat – Jewel Box Estates

Issue:

Should the Plan Commission recommend approval of the Preliminary Plat of the Jewel Box Estates subdivision to the Village Board?

Background and Additional Information:

The applicant is proposing a 63-lot preliminary plat for a new subdivision called Jewel Box Estates. The subdivision is located north of Midway Road, west of Lake Park Road. The property is currently zoned Single Family Residential (Traditional) [RS-2] for lots 2-64. Lot 1 is currently zoned Multiple Family Residential [RM] and will be developed with townhomes. The subdivision is proposed to have roadway access to Lake Park Road via extension of Steamboat Lane from the City of Appleton on the west. A cul de sac road called Gemstone Court is proposed, along with 2 street connections to the north for future development. All roadways are proposed to be dedicated to the public. Lots are generally 8,775-9,500 square feet in area, the corner lots are generally 13,000 square feet. A few proposed lots at the end of the cul de sac are larger. Sewer and water will be extended through the subdivision and will be serviced by the City of Appleton via an intergovernmental agreement that was approved between Appleton and Harrison. Stormwater management will be accommodated in a stormwater pond located on Lot 1. It is unknown if the stormwater pond will be private or publicly maintained.

Staff would like to see a trail connection from the end of Gemstone Court to Midway Road for pedestrian access. The City of Appleton will require a watermain easement through this area as well. Future ownership of the pond should be determined. If the pond is to be deeded to the Village, then a deeded access must be provided.

Recommended Action:

Staff recommends approval of the Preliminary Plat for Jewel Box Estates with the following conditions:

1. All road right-of-way to be 66-feet in width.
2. 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.
3. All lots shall have a storm sewer lateral provided for sump pump discharge.
4. Provide an 20-30 foot wide outlot for pedestrian access from Gemstone Court to Midway Road. This could be in combination with the watermain easement required by the City of Appleton.

5. All comments from the Village engineer and staff shall be included in the Plan Commission discussion and decision.
6. A note shall be added to the plat indicating access control to County AP/Midway Road and Lake Park Road.
7. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
8. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.
9. All environmental corridors shall be clearly identified and setback lines to be indicated.
10. Grading/Drainage Plan shall identify elevations of ground at the foundation.
11. All road names shall be approved by the Appleton Post Office, the Village of Harrison, and Calumet County E911.
12. Sidewalks and laterals shall be indicated on the infrastructure plans.
13. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).
14. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.
15. Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).
16. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.

Attachments:

- Aerial Map
- Preliminary Plat

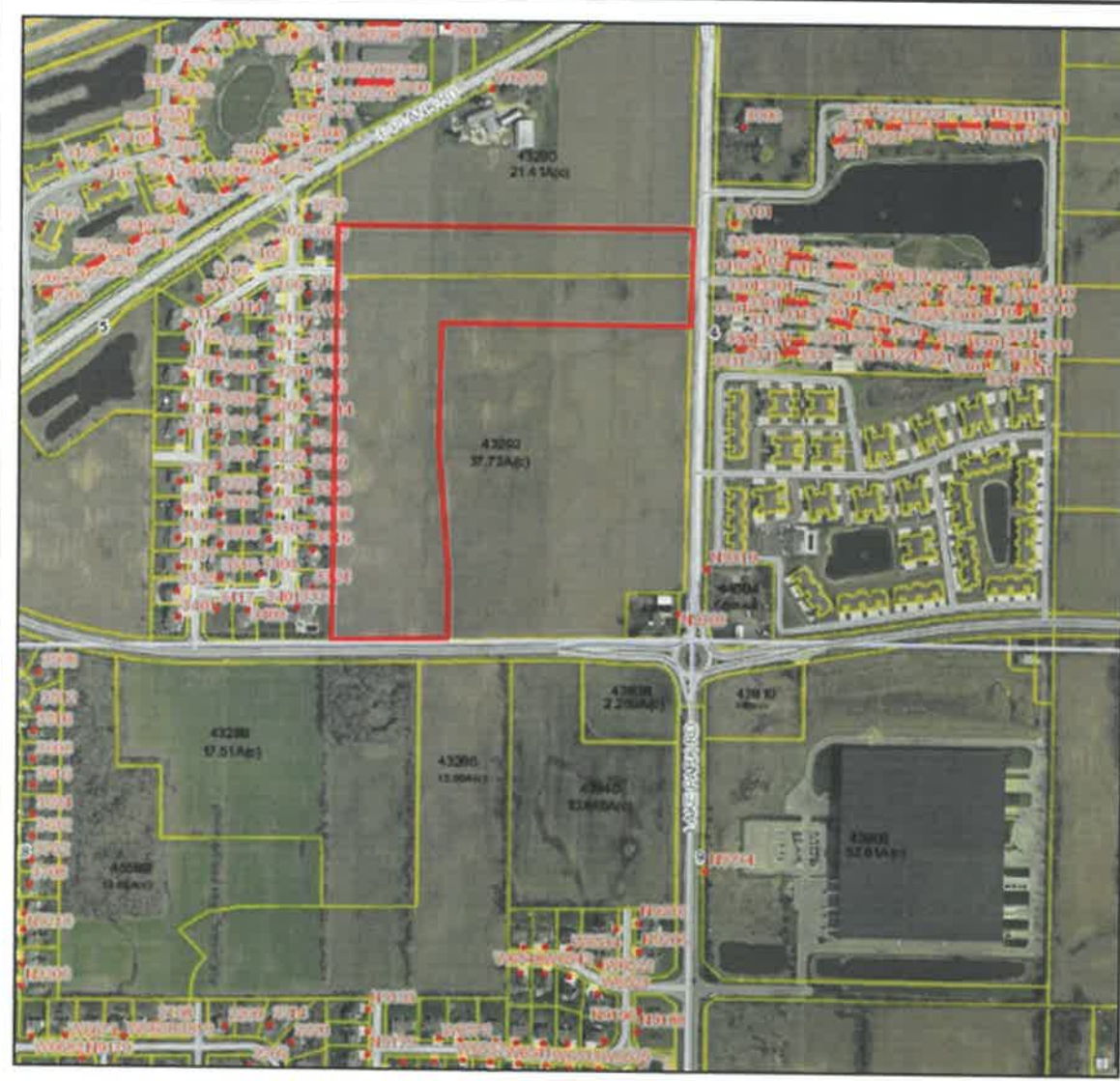
Calumet County, WI

Legend

- Address Point
- County Boundary
- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Parcel of Interest
- Parcel Boundary
- Property Mark
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Road
- Local Road:
 - Cold Paved
 - Unpaved Gravel
- Trail
- Railroad
- Color Zoning
 - Red: Zone 1
 - Green: Zone 2
 - Blue: Zone 3



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



JEWEL BOX ESTATES

PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 5, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN

Curve #	Delta	Radius	Length	Chord	Chord Direction	Tangent	Second Tangent Bearing
C1	90°00'00"	12.00'	18.85'	16.47'	N44°22'01"W	16.97'	N89°32'01"E
C2	0°52'24"	2533.80'	38.63'	500°01'46"W	38.63'	S00°27'59"W	N89°32'01"E
C3	1°28'17"	2533.80'	65.06'	S01°06'34"E	65.06'	S00°24'24"E	S01°02'42"E
C4	1°05'27"	2533.80'	48.22'	S02°25'24.5"E	48.22'	S01°52'43"E	S02°08'10"E
C5	3°28'10"	2533.80'	151.96'	S01°15'04"E	151.88'	S00°27'59"W	S02°08'10"E
C6	4°33'17"	65.00'	5.17'	N00°41'31.5"W	5.17'	N01°35'07"E	N02°58'10"W
C7	36°31'14"	65.00'	41.43'	R19°50'44"E	40.73'	N38°04'21"E	N01°35'07"E
C8	41°04'31"	65.00'	44.60'	R17°34'05.5"E	45.61'	N38°04'21"E	N02°58'10"W
C9	27°39'07"	65.00'	31.20'	S34°21'16.3"W	30.99'	S38°04'21"W	S10°34'13"W
C10	48°23'41"	65.00'	73.29'	S23°25'36.5"E	73.07'	S10°34'13"W	S37°43'27"E
C11	71°07'37"	65.00'	96.69'	R04°28'43.5"E	75.41'	S57°47'27"E	N51°04'58"E
C12	68°23'05"	65.00'	77.58'	R14°53'22.5"E	73.04'	N51°04'58"E	N17°18'09"W
C13	24°44'32"	65.00'	36.34'	N30°40'24"W	30.04'	N17°18'09"W	N44°02'42"W
C14	24°09'53"	65.00'	297.40'	R07°01'49.5"E	98.00'	S38°04'21"W	N44°02'42"W
C15	37°15'35"	65.00'	42.37'	S25°24'53.5"E	41.53'	S04°47'04"E	S44°02'42"E
C16	3°48'56"	65.00'	4.33'	S04°52'38"E	4.33'	S02°58'10"E	S04°47'04"E
C17	41°04'31"	65.00'	44.60'	S23°25'24.5"E	45.61'	S02°58'10"E	S44°02'42"E
C18	1°14'35"	2667.00'	53.53'	S02°20'52.5"E	53.53'	S01°43'35"E	S02°58'10"E
C19	1°36'52"	2667.00'	69.82'	S00°55'09"E	69.82'	S00°04'43"E	S01°43'35"E
C20	0°24'42"	2667.00'	24.90'	S00°10'20"W	24.90'	S00°27'59"W	S00°04'43"E
C21	3°28'10"	2667.00'	147.84'	S01°15'04"E	147.92'	S00°27'59"W	S00°58'10"E
C22	9°26'08"	12.00'	18.84'	S45°41'03"W	17.02'	R00°00'53"W	S00°27'59"W
C23	9°04'04"	12.00'	18.84'	S44°07'54"E	16.98'	S00°54'57"W	S00°09'59"E
C24	9°04'04"	12.00'	18.85'	R45°54'07"E	16.97'	S00°54'57"W	N00°54'07"E
C25	8°23'52"	12.00'	18.76'	S44°18'57"E	16.91'	S00°27'59"W	S00°54'07"E
C26	9°04'00"	12.00'	18.85'	R45°27'59"E	16.97'	S00°27'59"W	N00°27'59"E

Line #	Length	Direction
L1	28.28'	S44°18'01"E
L2	28.28'	S45°49'59"W



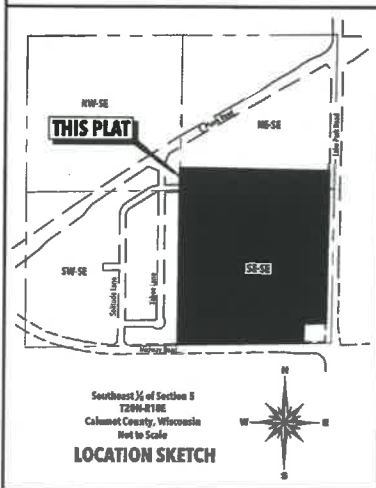
LEGEND

- County PLSS Monument
- Set 2.37" Outside Dia. x 30" Iron Pipe min. wt. 3.60 lb./lin. ft.
- "D.T.P." Dedicated to the Public
- All other lot corners marked with a 1.125" outside dia. x 1" iron pipe weighing 1.30 lb./lin. ft.

Bearings are based on the Calumet County Coordinate System. The north line of the Northeast 1/4 of Section 5 bears S89°32'01"W.

All linear measurements have been made to the nearest hundredth of a foot and computed to the nearest hundredth of a foot.

All angular measurements have been made to the nearest three seconds and computed to the nearest half second.



OWNER
Ludington Homes, Inc.
1300 IL Klamath Ct.
Green Bay, WI 54913

SURVEYOR
Troy E. Hewitt
Professional Land Surveyor #2821
Robert E. Lee & Associates, Inc.
1250 Commercial Centre Boulevard
Hobart, WI 54125

PARCEL ID
43290 & 43292

ZONING
R5-2 Single Family Residential (Traditional)
RM Multiple-Family Residential

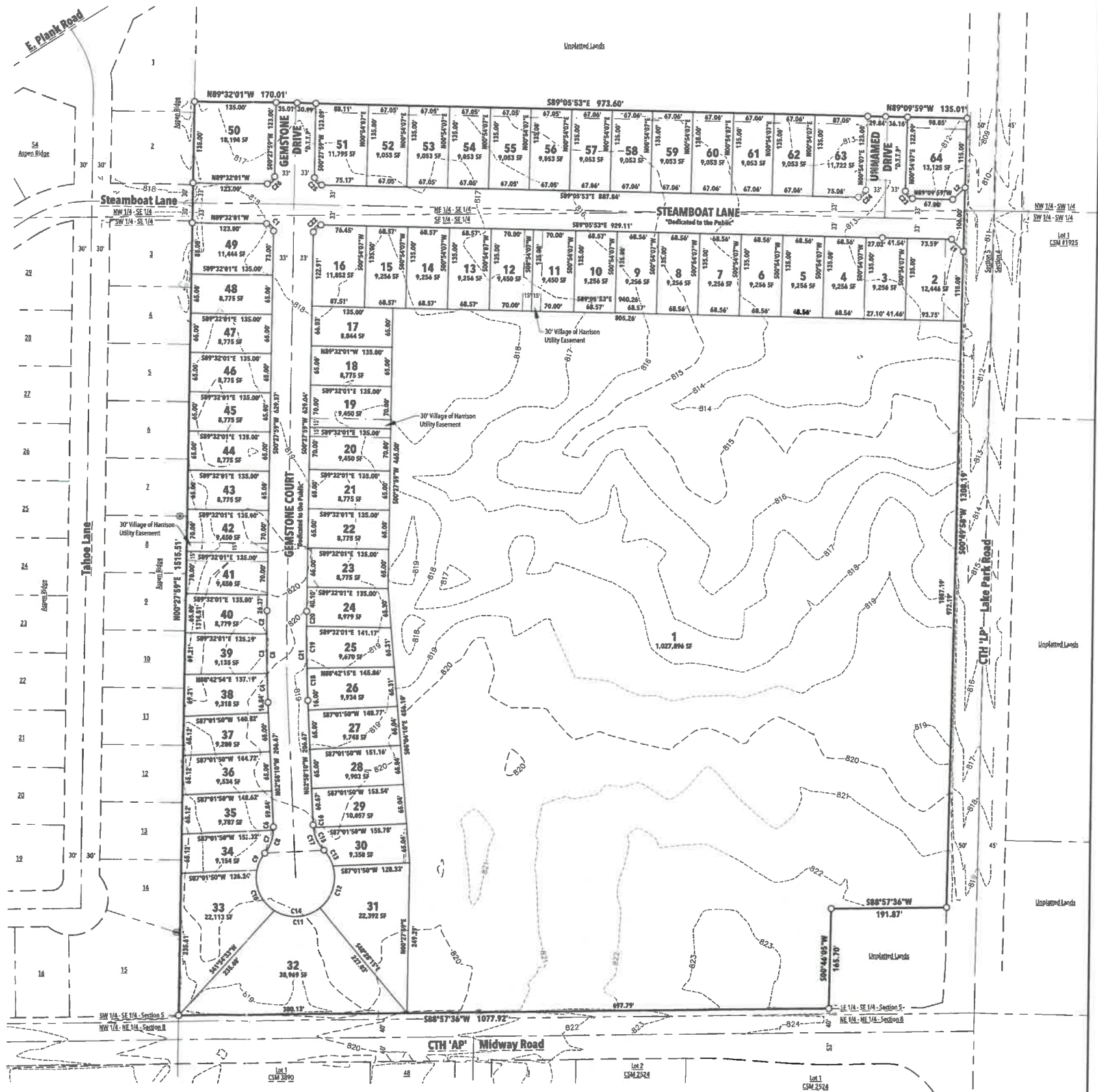
MINIMUM LOT AREA AS PLATTED
8,775 Sq. Ft.

NUMBER OF LOTS
64 Lots

PLATTED AREA DEDICATED TO THE PUBLIC
183,594 Square Feet
4.215 Acres

PLATTED AREA
1,872,887 Square Feet
42.995 Acres

APPROVING & OBJECTING AUTHORITIES
Village of Harrison
Calumet County
Department of Administration



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 COMMERCIAL CENTRE BOULEVARD PHONE: (920) 462-9441
HOBART, WI 54125 FAX: (920) 462-9141
INTERNET: www.roblee.com RLS005422942123.dwg/12/12/2019/roblee.rls

PLAN COMMISSION MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

May 18, 2021

Title:

Zoning Text Amendments

Issue:

Should the Plan Commission recommend zoning text amendments to the Village Board?

Background and Additional Information:

In September 2020, the Village adopted an ordinance for regulating short term rentals. At the time, there were resident complaints about homes being rented and issues with the renters. After administering the ordinance for the past 6 months, staff wishes to repeal the existing ordinance and recreate with a new ordinance that better aligns with the provisions of State Statute 66.1014, Limits on residential dwelling rental prohibited. Staff worked with the Village Attorney on the new ordinance. The major change between the existing ordinance and the new ordinance is that it has different provisions depending on if the dwelling is rented from 1-6 days or 6-29 days, which is specified in the State Statute.

Recommended Action:

Staff recommends the Plan Commission approve text amendments to the zoning ordinance as submitted.

Attachments:

- Zoning Text Amendments

32.24.100 of the Harrison Village Code is created

REGULATION OF TOURIST ROOMING HOUSES.

- (1) It shall be unlawful for any person to operate a Tourist Rooming House (TRH) in the Village of Harrison without a permit issued by the Zoning Administrator.
- (2) Definitions. For the purposes of this section:
 - (a) A "tourist rooming house" is a dwelling unit, other than a Hotel, Motel, Bed and Breakfast Establishment or Hostel, in which sleeping accommodations are offered for pay to tourists or transients for stays between one (1) and twenty-nine (29) days. The definition does not include private boarding, lodging or rooming houses not accommodating tourists or transients.
 - (b) An "operator" is a person who is the owner or lessee of property being used as a Tourist Rooming House (TRH) and who is conducting the TRH business by, among other things, interacting digitally and in person with guests and is identified in TRH listings and advertisements as the TRH "host." An operator may not be a LLC, Trust, Nonprofit, or other corporate entity.
 - (c) A "primary residence" is a dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.
 - (d) A "Bedroom" is any habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code Chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code Ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.
 - (e) "Multiple Unassociated Parties" is two (2) or more individuals who separately book accommodations at the same TRH on any shared date.
- (3) Application. Any person wishing to operate a TRH shall submit an application in writing to the Zoning Administrator along with a non-refundable application fee as outlined in the Fee & Penalty Schedule, reference this code section. Any submitted application that is not completed and still pending within one (1) year of the date the application is filed and the application fee is paid shall be administratively closed and the applicant must begin the licensing process anew.
 - (a) All applications shall state each of the following:
 1. The name and address of the TRH operator.
 2. The address of the proposed TRH.
 3. Whether the TRH operator is the owner or lessee of the property.
 4. Whether the proposed TRH is the primary residence of the operator.
 5. Whether the TRH operator proposes to use the TRH solely for stays of more than six (6) but fewer than twenty-nine (29) consecutive days.

6. Whether the proposed TRH is contained in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association.
 7. Any other information the Zoning Administrator may reasonably require.
- (b) All applications shall be accompanied by documented proof that:
1. The applicant has registered to pay room tax as required;
 2. In the case of a renter/applicant, a signed lease explicitly allowing the renter to operate a TRH at the property, a copy of the form used to notify property owner of the TRH operation, acknowledgement from property owner that they have been notified of the TRH operation;
 3. In the case of an owner who proposes to operate a TRH in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association, a letter of permission from the condominium association which states that the operation of a TRH in the dwelling unit is allowed by the condominium association's rules, regulations, or bylaws; and
 4. Any other information the Zoning Administrator may reasonably require.
- (c) All applications shall be accompanied by the following documentation:
1. Floor plans of the dwelling unit intended for use as tourist rooming house.
 2. Contact phone numbers and email addresses of both the property owner and TRH operator.
 3. A listing of all websites and places where the TRH operator has advertised and intends to advertise the TRH.
 4. A signed and notarized affidavit stipulating that the TRH is the operator's primary residence or that the TRH will be used solely for stays of more than six (6) but fewer than twenty-nine (29) days.
 5. Any other information the Zoning Administrator may reasonably require.
- (4) Regulations. Prior to receiving a TRH permit, the operator shall provide the following:
- (a) Notice to the property owner (unless the property owner is also the operator) and all properties within 200-feet of the property providing a brief description of the proposed TRH and how often the operator intends to rent the property. A copy of such notice as well as a list of addresses the notice was sent shall accompany the application.
 - (b) The owner or operator of the Tourist Rooming House shall register with the appropriate entities and shall pay room tax as required under law.
 - (c) Only the owner of the property may operate a Tourist Rooming House, except that a renter may operate if explicitly allowed in the lease. A property owner proposing to operate a TRH in a dwelling unit that is subject to rules, regulations, or bylaws of a condominium association may only operate the dwelling unit as TRH if explicitly allowed by the condominium association.
 - (d) If the tourist rooming house is operated for stays of more than six (6) but fewer than twenty-nine (29) consecutive days, the tourist rooming house may be operated for no more than 180 days in any consecutive 365-day period as provided in Wis. Stat. §66.1014(2)(d). The 180 allowable days in any 365-day period must run consecutively and the TRH operator must give the Zoning Administrator notice of the first rental of any 365-day period.
 - (e) If the tourist rooming house is operated for stays of one (1) to six (6) consecutive days, the tourist rooming house shall be the operator's primary residence.

- (f) If an operator who is operating a TRH pursuant to sub. (e) above occupies the residence at the time of rental, there is no limit to the number of days the Tourist Rooming House may operate.
 - (g) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of rental, the tourist rooming house may operate no more than thirty (30) days per permitting year; July 1 to June 30th.
 - (h) If an operator who is operating a TRH pursuant to sub. (e) above does not occupy the residence at the time of the rental, the TRH may not be rented to Multiple Unassociated Parties at the same time.
 - (i) Maximum tourist occupancy shall not exceed the lesser of two times the number of legal bedrooms in the dwelling unit or ten (10). Children under the age of 12 shall not count toward the maximum tourist occupancy.
 - (j) There shall be at least two designated off-street parking spots on the short-term rental property for guests.
 - (k) All short-term rental property owners or guests must abide by the noise regulations.
 - (l) No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or the owner of the property.
 - (m) Providing meals to guests is prohibited.
 - (n) Owner to present proof of insurance at time of application.
 - (o) A TRH shall be available for inspection by Village staff with at least forty-eight (48) hours prior written notice. However, in the event the Village has probable cause to believe that a violation of this ordinance has occurred or is occurring, an inspection may occur at other times.
 - (p) All advertisements of the tourist rooming house, including advertisements on the website of a Lodging Marketplace, must contain a clearly displayed valid TRH permit number issued under this ordinance.
- (5) Inspection. Prior to issuing a permit to operate a TRH or approving the renewal of an existing permit, the Zoning Administrator or designee shall inspect the premises to ensure compliance with this ordinance. At all other times, a TRH shall be available for inspection by Village staff with at least forty-eight (48) hours prior written notice. However, if the Village has probable cause to believe that a violation of this ordinance has occurred or is occurring, an inspection may occur at other times.
- (6) Permit Issuance. The Zoning Administrator shall grant a TRH permit upon verification of a complete TRH application and compliance with this ordinance, including specifically the regulations contained in Section (4) above related to the operation of a TRH.
- (7) Transferability. Permits issued under this Section shall not be transferrable.
- (8) Permit Fees. The fee for a TRH operator permit shall be as stated in the Fee & Penalty Schedule for new and renewals. Annual permits shall expire on the thirtieth (30) day of June after the granting thereof. Renewal permits shall be obtained on or before June 30 of each year as provided in sub. (9) below or be subject to a late filing fee equal to twice the renewal fee. Payment of the late filing fee shall not relieve any person from any other penalties prescribed in this chapter for failure to possess or obtain a permit.
- (9) Renewal. TRH operator permits shall be renewed by the thirtieth (30) day of June of each year. Prior to receiving a renewal permit, the TRH operator shall provide the Zoning Administrator with any updates or changes to any of the documentation required in sub. (3)

- & (4) above or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the Zoning Administrator may conduct a reinspection as provided in sub. (5) above.
- (10) Enforcement and Violations. The Zoning Administrator or designee shall enforce this ordinance. Any person who operates a TRH without a permit or in violation of this ordinance, upon conviction thereof, shall be fined in accordance with the Fee & Penalty Schedule, reference Section 1.16 General Penalties. Each day or portion thereof such violation continues shall be considered a separate offense. Any fine imposed under this subsection shall be doubled if the violator's permit has been revoked under Sub. (11) below.
- (11) Revocation. The Zoning Administrator or the Village Board may suspend, deny or revoke a permit issued hereunder for failure of a permittee to comply or maintain compliance with, and/or for violation of, any applicable provisions of this ordinance. Any such suspension or revocation is reviewable under Sec. 32.56 of the Harrison Village Code. A revocation shall result in a 6-month prohibition on the issuance of a new permit at the property.
- (12) Initial Compliance Date. This ordinance becomes effective on May 25, 2021. All TRH Operators in the Village of Harrison shall obtain a permit as required by this section no later than November 1, 2021. TRH Operators that applied prior to May 25, 2021 under Ord V20-12 may have the application fee applied to the TRH Application.

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

May 18, 2021

Title:

Luniak Meadows

Issue:

What preliminary comments does the Plan Commission have on a proposed subdivision?

Background and Additional Information:

The applicant is proposing a concept plan for a development called Luniak Meadows on property located along County Road N south of Schmidt Road, location ID 39136 & 39138. The property is currently zoned General Agricultural [AG] and is identified as single-family residential in the Comprehensive Plan future land use map. The Village owns 26-acres to the south of these properties. The proposal is for a subdivision development with duplex/single-family attached units along County Road N. Access is proposed from Schmidt Road via the extension of Touchdown Drive to the south, as well as an access to the Village property on the south.

The applicant is seeking input from the Plan Commission on the proposal before additional design work is started. It is unknown if there are any wetlands on the property. If a subdivision is proposed, a rezoning to a single-family designation is appropriate. A stormwater pond is proposed as part of the concept plan.

Items to consider:

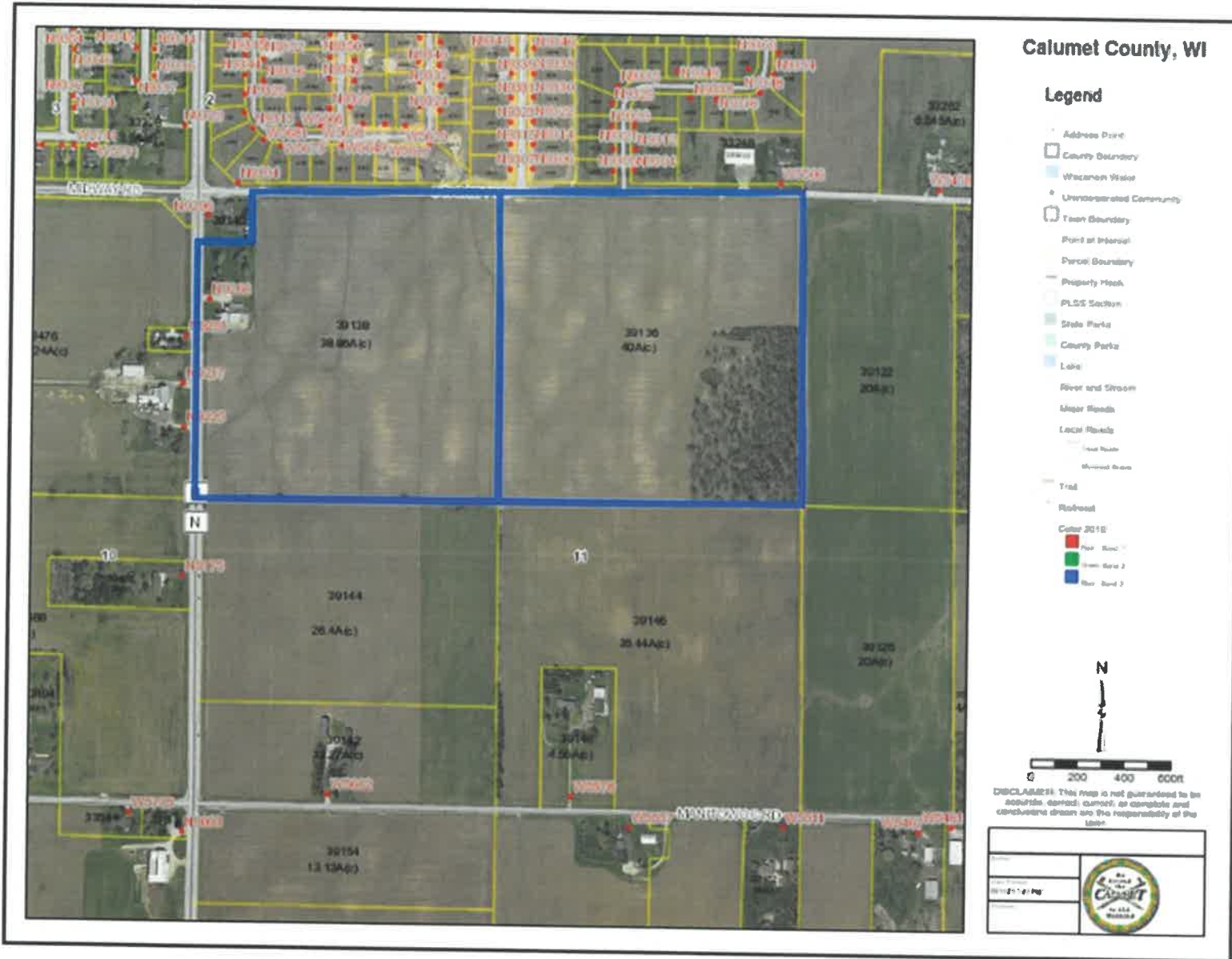
1. Should the area along County Road N be reserved for commercial development or can it be developed as residential?
2. Can additional access to County Road N be obtained from Calumet County?
3. Should roadway access to the east be provided for connectivity between developments?
4. Should areas be reserved for park or open space preservation?
5. Flag lots in RS-1 are not allowed, Lot 101.
6. Sewer & Water availability and serviceability, work with Darboy Sanitary District on layout and service.
7. Phase 1 of project should include sewer & water and roadway access from Schmidt Road to south property line, along Touchdown Drive.
8. Should the stormwater management pond be a regional pond or sized just for the proposed development?
9. If the Village will be deeded the pond for future maintenance, dedicated access to the pond should be granted. Dedicated access preferably not from Schmidt Road.
10. Pedestrian access to County Road N should be provided.
11. Other: _____

Recommended Action:

No action needed. Preliminary comments to the developer are appreciated.

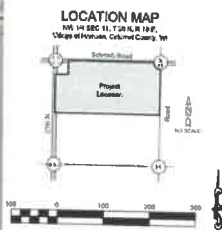
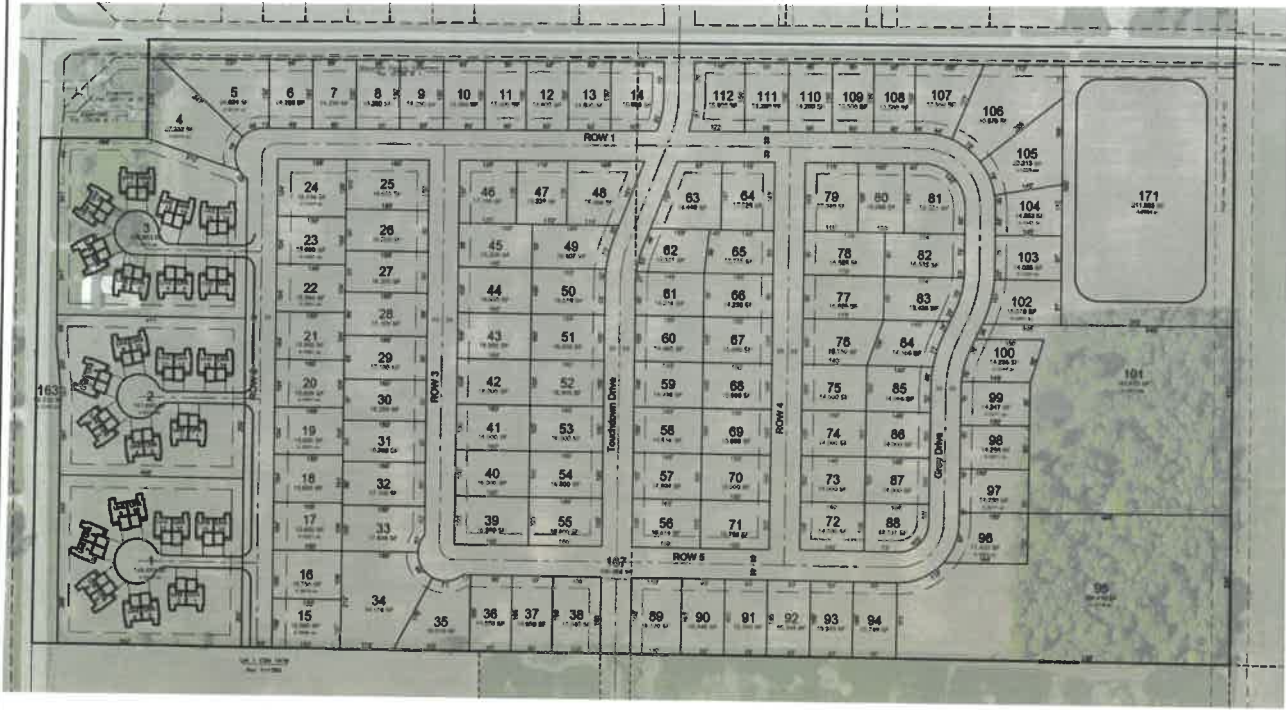
Attachments:

- Aerial Map
- Concept Plan



Concept for Luniak Meadows

Part of the Northwest 1/4 of the Northeast 1/4 and Northeast 1/4 of the Northwest 1/4 of Section 11,
Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin



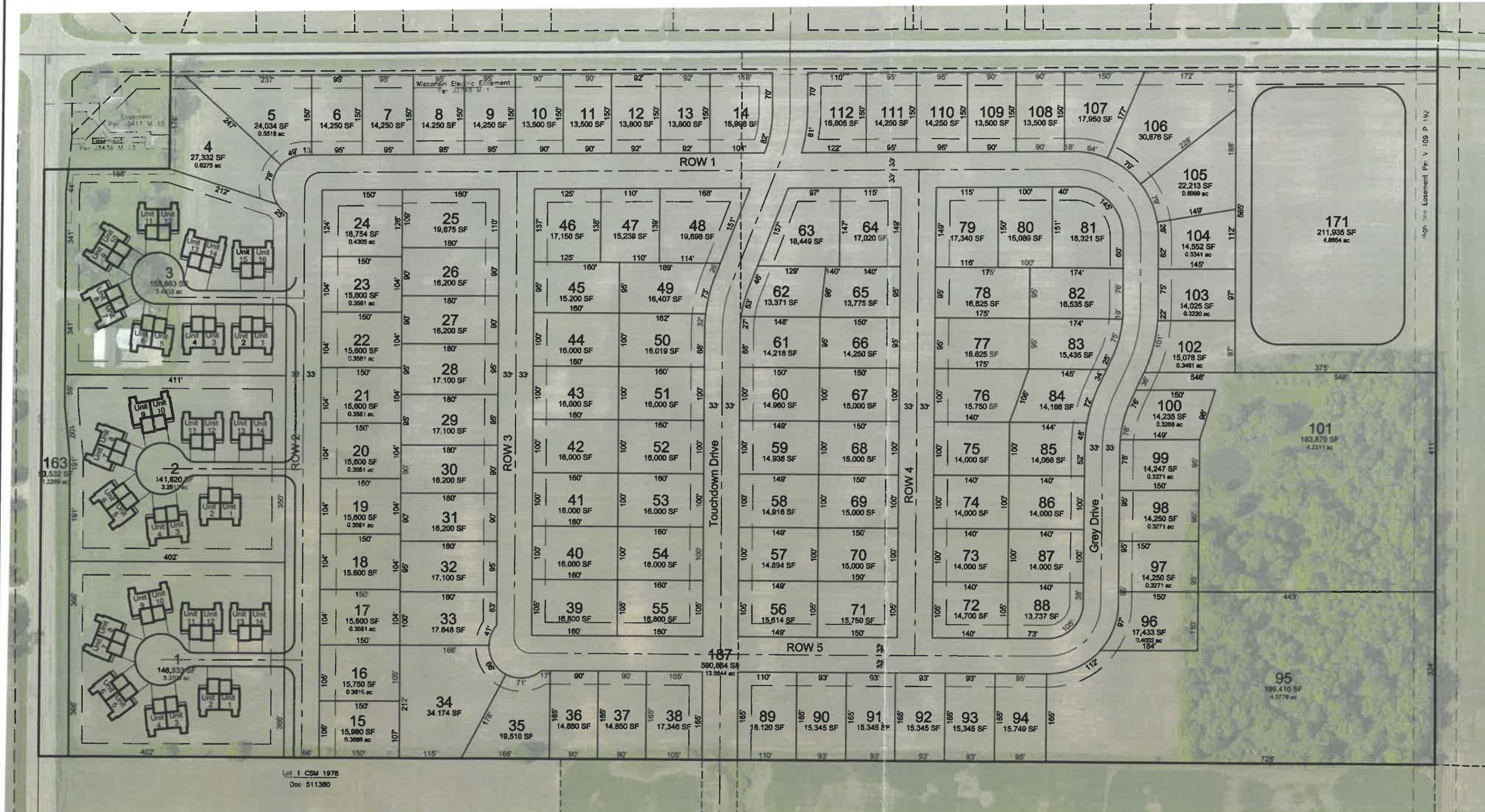
SUPPLEMENTARY DATA
 Total Area = 2,487,244 SF = 56.2187 acres
 ROW Area = 982,215 SF = 22.2842 acres
 Other Area = 486,761 SF = 11.2042 acres
 Net Area = 2,018,268 SF = 46.7303 acres
 Number of Lots = 172 Lots + Outlots
 Average lot size:
 Typical lot dimensions:
 A1 = 80' x 150'
 A2 = 80' x 150'
 A3 = 80' x 150'
 A4 = 80' x 150'
 A5 = 80' x 150'
 A6 = 80' x 150'
 A7 = 80' x 150'
 A8 = 80' x 150'
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 A170 = 80' x 150'
 A171 = 80' x 150'

NOTES
 1. Utility and Drainage Calculations will be shown on Final Plan
 2. C.R. 1 to be installed across center
 3. C.R. 2 to be installed parallel to center
 4. Right of way area includes total necessary for easement for CTR 1 and Suburban Road

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 114 Pioneer Terrace, Brookfield, WI 53005
 Tel: 920-991-0200 Fax: 920-441-0204
 www.davel.com

Concept for Luniak Meadows

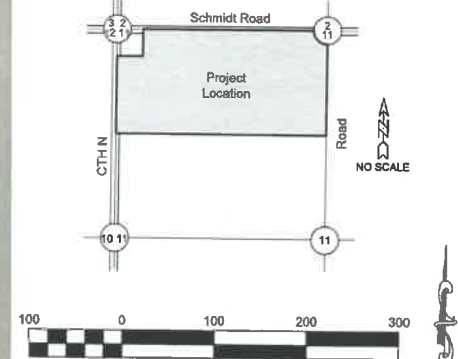
Part of the Northwest 1/4 of the Northwest 1/4 and Northeast 1/4 of the Northwest 1/4 of Section 11,
Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin



Lot 1 CSM 1978
Doc 511380

LOCATION MAP

NW 1/4 SEC 11, T 20 N, R 18 E,
Village of Harrison, Calumet County, WI



SUPPLEMENTARY DATA
 Total Area = 3,407,248 SF 78.2197 acres
 RAW Area = 684,315 SF 15.2506 acres
 Outlot Area = 490,781 SF 11.2853 acres
 Net Area = 2,252,172 SF 51.7028 acres
 Number of Lots = 112 Lots 1 Outlots
 Average lot size:
 Typical lot dimension
 RS1 = 95' x 160'
 RT = 105' x 150'
 Lineal feet of street = 7,952 LF
 Existing zoning = AG
 Proposed zoning =
 Lots 1-3 = Condominium
 Lots 4-14, 25-114 = RS-1 Single Family Residential
 Lots 15-24 = RT 2 Family Residential
 Approving Authorities
 Village of Harrison
 Objecting Authorities
 Department of Administration
 Calumet County Planning

NOTES
 1. Utility and Drainage Easements
 will be shown on Final Plat
 2. OL 1 is for regional storm water
 3. OL 2 is possible park lands
 4. Right of way area includes land currently an
 easement for CTH N and Schmidt Road.

PLAN COMMISSION MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Meeting Date:

May 18, 2021

Title:

Senior Housing Development

Issue:

What preliminary comments does the Plan Commission have on a proposed development?

Background and Additional Information:

The applicant is proposing a concept plan for a mixed development of CBRF (Community Based Residential Facility), Senior Housing, and Single-Family Homes on property located along County Road N north of Manitowoc Road, location ID 39142. The property is currently zoned General Agricultural [AG] and is identified as Village Center in the Comprehensive Plan future land use map, which is a mix of commercial and residential development. The Village owns 26-acres to the north of this property. Access is proposed from Manitowoc Road.

The applicant is seeking input from the Plan Commission on the proposal before additional design work is started. It is unknown if there are any wetlands on the property. A rezoning to a commercial or multi-family residential designation along with a Planned Development Overlay zoning may be appropriate. A stormwater pond is proposed as part of the concept plan.

Items to consider:

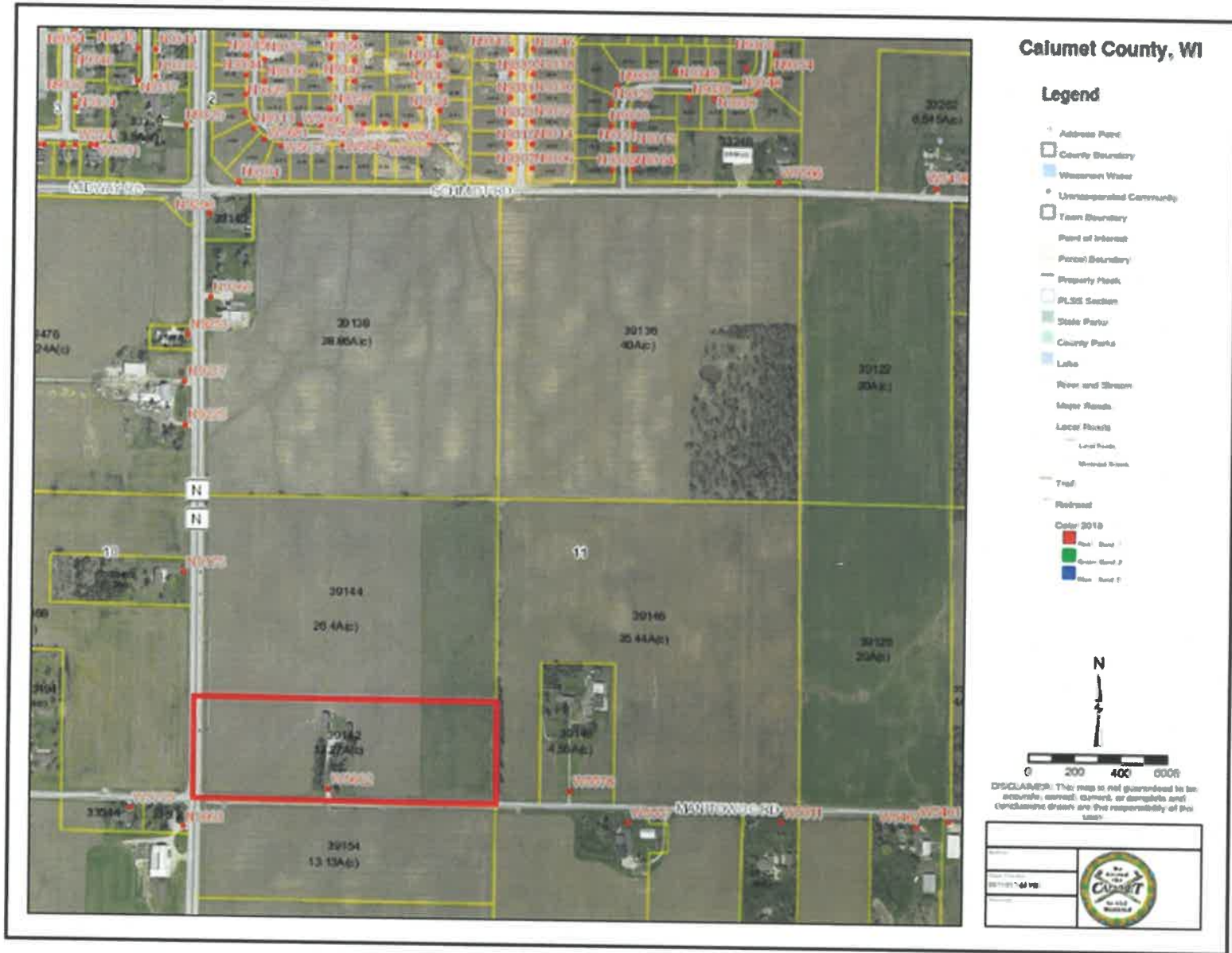
1. Should the area along County Road N be reserved for commercial/retail development or can it be developed as a CBRF?
2. Can access to County Road N be obtained from Calumet County? A shared road or access may be needed for the Village owned property.
3. Sewer & Water availability and serviceability, work with Darboy Sanitary District on layout and service.
4. Should the stormwater management pond be a regional pond or sized just for the proposed development?
5. If the Village will be deeded the pond for future maintenance, dedicated access to the pond should be granted.
6. Should trails or parks/open space be provided through the development?
7. How does this development tie in/connect with the Village owned land, if there should even be a connection?
8. Roadway on the east side to property to connect to Manitowoc Road (extension of Touchdown Drive in Luniak Meadows proposal)?
9. Other: _____

Recommended Action:

No action needed. Preliminary comments to the developer are appreciated.

Attachments:

- Aerial Map
- Concept Plans
- Narrative & Plans



Concept Plan



Greater Construction and Development, Inc.
1000 Wisconsin Ave., Suite 200
Madison, WI 53703
Tel: 608.261.1234
Fax: 608.261.1235
www.gcdwi.com

HARRISON DEVELOPMENT VILLAGE OF HARRISON, WI

REVISIONS	
NO.	DESCRIPTION

Project Number: 20-000
Date: 20.03.21
Drawn By: VJ
Checked By: RW
Scale: A1.0

SITE PLAN
20.03.21

NOT FOR CONSTRUCTION

3/30/2021 12:17 PM
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S:\Projects\2020\20-000\20-000_SitePlan.dwg

3. Senior Apartment Building



Narrative and Plans

LM Consulting, LLC

Mary Renzaglia, President
renza1@charter.net
(262) 334-6063

Erin Doe, Vice President
erin.nicole.doe@gmail.com
(920) 268-1250

April 26, 2021

Mark Mommaerts
Village Planner
Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Dear Mark,

Thank you for your consideration of our Senior Housing Development in the Village of Harrison. Included in our proposal, please find:

1. Proposed Site Layout
2. CBRF (Community Based Residential Facility)
 - 32-36 beds
 - rates based on resident's needs
 - estimated cost \$150/sq ft
 - approximately 30,000 sq ft building
3. Senior Apartment Building
 - 40 units
 - 3 story with 1-1 underground parking
 - estimated project cost \$6 million
 - market rate, independent living, ages 50+
 - TIF desired
 - architecture to match campus with some masonry on ground floor
4. Single Family Homes
 - ages 50+
 - listed for under \$300,000
5. Clinic TBD
6. LM Consulting, LLC information

Please call or email with any questions. We look forward to hearing from you.

Sincerely,

Mary Renzaglia & Erin Doe

3/30/2021 2:37:17 PM S:\Project\21-1000 Business Development\1\action\21-1000_Harrison 3-30-21.rvt



1. Proposed Site Layout

SITE PLAN
SCALE: 1" = 30'-0"



**Ganther Construction
Architecture, Inc.**
4625 County Road A
Oshkosh, Wisconsin 54901
Tel: 920.428.4774 Fax
920.428.4786 www.ganther.com

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PROPOSED PROJECT:
HARRISON DEVELOPMENT
VILLAGE OF HARRISON, WI

REVISIONS	
#	DATE

Project Number 21-1000
Date 03-30-21
Drawn By VP
Checked By KK

A1.0

NOT FOR CONSTRUCTION

Bay Title & Abstract, Inc.
119 Park Ave. Brillion, WI 54110-0134
Phone: (920) 756-3377 Fax: (920) 756-3652
Issuing Agent for:
Chicago Title Insurance Company
P.O. Box 45023 Jacksonville, FL 32232-5023

ALTA Universal ID:

Loan ID No.:

Commitment Schedule A

File Number: BTI-13904-CT

Revision No.:

1. Effective Date: 7/22/2020, at 8:00:00AM

2. Policy (or Policies) to be issued:

(a) ALTA OWNERS POLICY 6-17-06

Policy Amount

\$550,000.00

Proposed Insured: RTH, LLC,
a Wisconsin limited liability company

(b) ALTA LOAN POLICY 6-17-06

Proposed Insured:

\$0.00

(c)

3. The estate or interest in the land described or referred to in this Commitment is Fee Simple

4. Title to the Fee Simple estate or interest in the land is at the Effective Date vested in:

G & R Family LLC

5. The land referred to in this Commitment is described as follows:

Lot Two (2) of Certified Survey Map No. 1978 as recorded in the Office of the Register of Deeds for Calumet County on April 17, 1997 at 2:23 PM in Volume 14 Certified Survey Maps, Page 123 as Document No. 265890; said lot being part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4), Section Eleven (11), Township Twenty (20), Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin.

Location ID: 39142

Property Address: W5882 Manitowoc Road Menasha, WI 54952

Tax Parcel Number: 131-0000-0000000-000-0-201811-00-230A

CONTINUED ON NEXT PAGE

Bay Title & Abstract, Inc.

By: 

John C. May, President

Customer Copy

This page is only a part of a 2016 ALTA Commitment for Title Insurance issued by Chicago Title Insurance Company. This commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and a counter-signature by the Company or its Issuing Agent that may be in electronic form.

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2. CBRF

FLOOR PLAN GENERAL NOTES

1. ALL WALLS TO BE TYPE 'A' U/L.G.
2. ALL INTERIOR DIMENSIONS ARE FRAMING TO FRAMING.
3. SEE LIFE SAFETY PLAN TO CONFIRM FIRE RATINGS.

BUILDING INFORMATION

OVERALL BUILDING
TOTAL S.F. = 28,944 s.f.

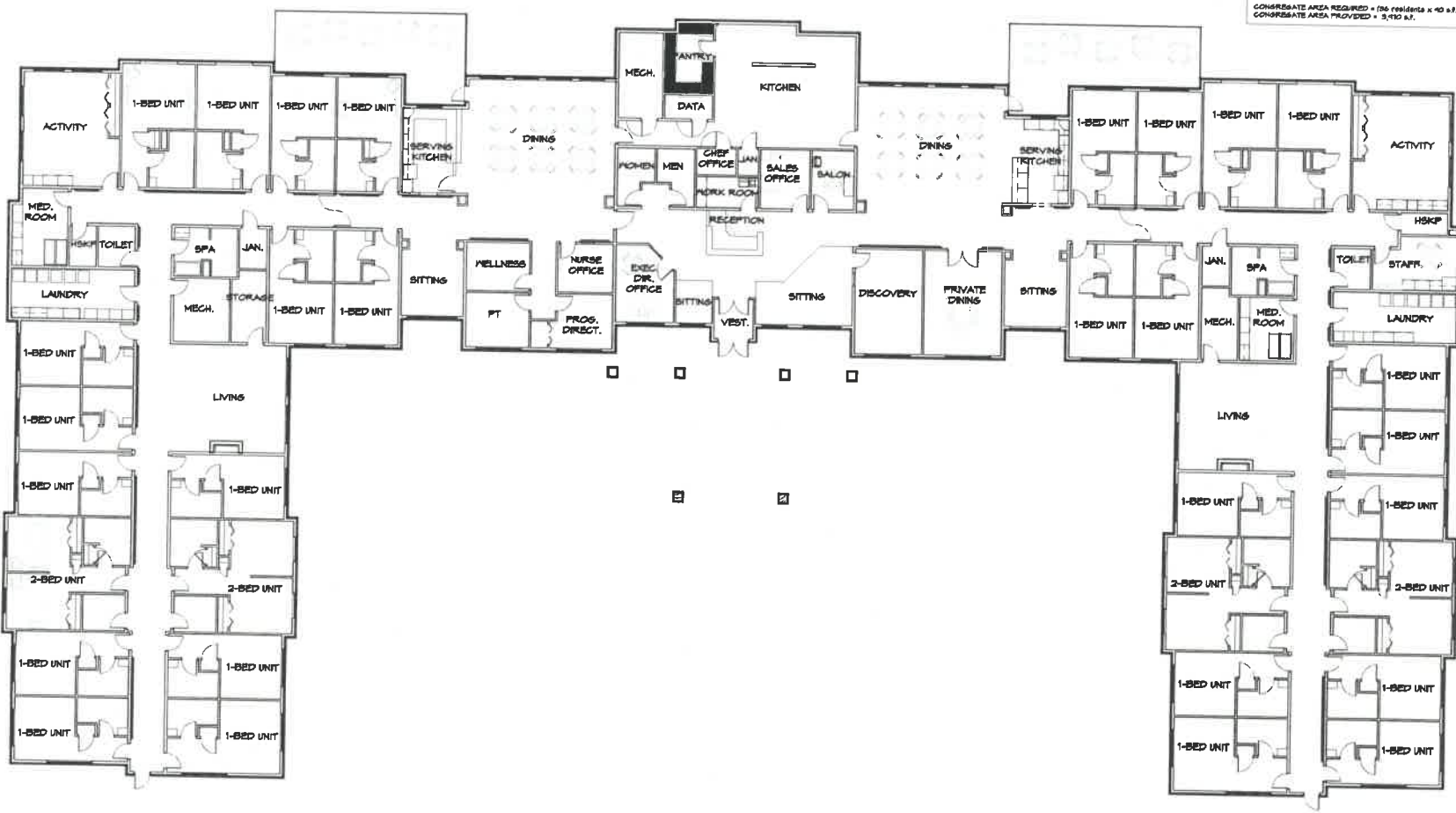
TOTAL UNITS = 52
TOTAL BEDS = 56

CONGRS/RSRTE AREA REQUIRED = (56 residents x 40 s.f.) = 2,240 s.f.
CONGRS/RSRTE AREA PROVIDED = 3,410 s.f.



**Ganter Construction
Architecture, Inc.**
4925 County Road A
Oshkosh, Wisconsin 54901
Tel: 920.428.4774 Fax:
920.428.4788 www.ganter.com

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1 OVERALL FLOOR PLAN
SCALE: 1" = 10'-0"

HARRISON DEVELOPMENT
VILLAGE OF HARRISON, WI

PROPOSED PROJECT:

REVISIONS	
#	DATE

Project Number 21-1000
Date 03-09-21
Drawn By vp
Checked By KK

A2.0

NOT FOR CONSTRUCTION

3/10/2021 3:27:53 PM S:\projects\21-1000 Business Development\harrison\21-1000_harrison.rvt



1 FRONT ELEVATION
A3.0 SCALE: 1" = 10'-0"

TO WALL
112'-0"
FINISHED FLOOR
100'-0"



Ganter Construction
Architecture, Inc.
4828 County Road A
Oshkosh, Wisconsin 54901
tel 920.426.4774 fax
920.426.4765 www.ganter.com

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PROPOSED PROJECT:
HARRISON DEVELOPMENT
VILLAGE OF HARRISON, WI

REVISIONS	
#	DATE

Project Number 21-1000
Date 03-09-21
Drawn By VP
Checked By KK

A3.0

NOT FOR CONSTRUCTION

CBRF Conceptual Plan

HOUSE: Harrison Assisted Living

MAXIMUM RESIDENT CAPACITY: TBD

CLASS OF CBRF: Class C Non-Ambulatory (C.N.A.)

CLIENT GROUPS: Advanced Age, Irreversible Dementia/Alzheimer's, Terminally Ill.

General:

The facility will assure that all of the required services are provided to ensure optimum functioning of the residents.

- a. An Administrator is on duty 8:00 am to 5:00 pm Monday through Friday with the Medication Technician as the supervisor on duty from 5:00 pm to 8:00 am Monday through Friday and the Medication Tech as supervisor for 24 hours on Saturday and Sunday. A Wellness Director is on duty Monday – Friday from 8:00 am - 5:00 pm and on call when not in the facility 24 hours a day for the staff as needed.
- b. Adequate staffing will be provided to meet the needs of the residents as defined in their assessment and individual service plans and for the type of the facility.
- c. Information and referral services are available.
- d. Any change to this program statement shall be documented in a revised program statement which shall be submitted to the Department of Health and Family Services 30 days prior to the change being implemented.
- e. The program statement is available to staff, residents and guardians and designated representatives of residents, and to persons seeking placement in the facility for themselves, a client, a relative or friend.
- f. Harrison A.L. does accept Respite residents on a room availability basis. Respite stays will be granted for 28 days or less. The Courtyard at Oshkosh offers a sheltered lifestyle to retired men and women who are physically and mentally self-sufficient, some of whom demonstrate disabilities associated with the infirmities of aging. Taking into consideration each resident's needs and abilities the facility is designed to provide care, treatment, and other services to those in need of supportive or protective services or supervision in activities of daily living.

Harrison A.L. serves a population of residents with the following diagnoses: Advanced Age, Irreversible Alzheimer's/Dementia, and Terminally Ill. Each Population served has similar characteristic. As an example, terminally Ill residents and Irreversible Alzheimer's/Dementia are similar in the regression process. All clients in the population served can or may have very similar characteristics and/or behaviors or mannerisms to one another.

- g. Harrison A.L. reserves the right to release a resident from their contract for any reason upon giving them a 30 day written notice. Examples of this would include a resident that does not fit in with the population of the client group served due to behavioral issues that are not conducive with the other residents in the home.

Program Goals:

1. Care for the frail elderly, Alzheimer's and other related dementia population until they require discharge to a more advanced level of care or pass away.
 - a. Plan and provide for all services necessary to ensure the highest quality of life.
 - b. Provide both professional and volunteer staff to give supportive care as necessary.
 - c. Provide intermittent medical nursing care when necessary (including medication supervision).
 - d. Provide social work, counseling and activity programming when necessary to provide.
 - e. Provide spiritual assistance to facilitate the resident's belief and support system.
 - f. Coordinate with resident and family to achieve their goals when realistic and appropriate.
 - g. Provide respite care to residents when appropriate and if applicable. (No more than two residents when available).
 - h. Client group with Alzheimer's or other related dementia can be up to 100% of the facility capacity.
2. Provide staff (including volunteers) the educations, training and support they need to give good quality care to the elderly residents
 - a. Educate all staff regarding the philosophy and concept of good quality care.
 - b. Support all the staff on issues of aging, death and dying.
 - c. Educate nursing and other professional staff as necessary on an ongoing basis.
 - d. Provide access to educational opportunities through the employment status.
 - e. Access educational needs on an ongoing basis and provide appropriate in-services and educational opportunities through the employment status.
 - f. Provide bereavement services to staff and families when necessary.
3. Allow the residents the ability to make choices, maintain privacy and dignity.
4. Ensure courtesy, respect, and individuality.

5. Maintain Resident Rights and Confidentiality.
6. Provide a safe and secure environment free from abuse (physical, sexual, and mental), and neglect.
7. Provide the least restrictive environment - free from restraints, both physical and chemical.

Activities:

We provide social, recreational, and religious activities for the residents within the residence and community. Each month a calendar of activities is given to each resident to inform them of the scheduled activities, type, time, and place. Additionally, the residents are involved in choosing activities through the resident council meetings.

Food & Diet:

We provide three meals per day with additional snacks. Meals are provided in the common dining room, or in a resident room when deemed necessary due to a short term medical condition. We provide the following diets: general, no added salt, and no concentrated sweets.

Healthcare Appointments:

Staff will assist residents with arranging health care appointments and give reminders for them.

Coordinating Health Care Services:

We will assist residents with coordinating the following healthcare services with outside providers; Home Health, Lab, X-Ray, Hospice, Therapy Services – PT, OT, ST, Oxygen, Medical Equipment / Supplies, Pharmacy Services.

Laundry:

We provide laundry services for personal clothing and linens at least once per week.

Housekeeping:

We provide housekeeping services once per week in resident apartments.

Bathing:

We provide reminders to bathe, stand-by assistance with bathing, physical assistance getting into/out of the bathtub or shower, assistance washing areas that may be hard for the resident to reach, total bathing assistance if the resident is unable to bathe him/herself, give bed baths, and use special equipment or assistive devices to help transfer into or out of the bathtub or shower.

Toileting:

We provide residents with reminders to toilet, physical assistance to and from the

toilet or bathroom, assistance with incontinent products and cleaning resident, as long as incontinence is manageable, and cleaning and changing catheter bags.

Transferring:

We provide residents with stand-by assistance while transferring into and out of beds or wheelchairs, or onto and off of a toilet or shower chair. We can also provide residents with one-person or temporary two-person assist with transfers with acute illness.

Personal Hygiene:

We provide residents with set up of items for personal grooming, as well as helping with grooming tasks. We can assist the resident with washing hands and face, brushing hair, oral care (brushing teeth or dentures), shaving (electric razor), and applying make-up.

Eating:

We provide assistance with reminders to come to meals, occasionally help cut up food, and prepare food and beverages. Based on medical need, we can provide the following services; feed residents either occasionally or on a routine basis, provide specialized utensils or adaptive equipment to enhance independence at meal times.

Dressing:

We provide reminders and/or cues to put on, take off, and lay out your clothes and necessary prostheses. We also provide stand-by assistance and steadying while you perform these activities. We provide assistance with buttons, buckles, and fasteners. Additionally, we can provide total dressing assistance, as well as assistance with prosthetics, braces, and slings.

Mobility:

We provide stand-by assist with mobility throughout the building. In addition, we can provide escort within the building to and from meals, activities, and resident rooms/apartments. We accept residents who use canes, walkers, wheelchairs, and electric wheelchairs and scooters, with conditions.

Medications:

We provide medication administration as ordered by your physician. The staff will observe the administration and dosage taken and document. The building will have written authorization by the physician to administer the medications. The staff shall, under the general guidance of a registered nurse, for the purpose of meeting this requirement, administer the medication as follows:

- a. Prior to administering the medication, the staff person needs to understand the purpose of the medication and any side effects it may cause, at whatever level applies for a particular resident.

- b. Prior to the staff person administering any medication, explanation of the proper procedure and record documentation must be given and understood.
- c. Submit for review periodically the residents' medication regime by a registered nurse or pharmacist and its administration to determine the potential need for the physician's review of the medication regime.

All medications will be in unit dose or multi-dose packaging and will be administered in the following manner:

There will be a written order, and medications will have labels that indicate:

1. The practitioner's name
2. The resident's name
3. The prescription number
4. The name and dosage of the medication
5. The directions for use
6. The date of issue
7. The date of expiration
8. The address and phone number of the pharmacy issuing the medication

Cabinets for storage of medications will be large enough to accommodate the medications. Medication cabinets will be kept locked and the keys available only to the personnel with authority to pass medications. Medications requiring refrigeration are stored in a locked refrigerator or if a common refrigerator, shall be kept in a lock box, properly labeled. The facility will destroy discontinued medications per regulations.

We will have a pharmacy do an on-site review and give consultation annually by a licensed person.

3. Senior Apartment Building



4. Single Family Homes



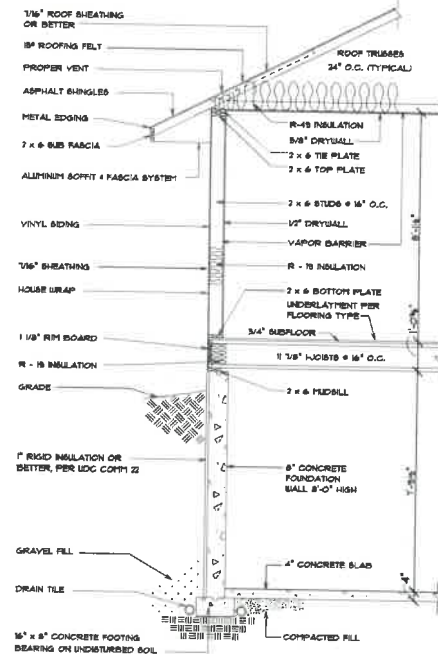
DESIGN SERVICES
 GLOSS CONSTRUCTION
 1000 N. Main St. Suite 100
 Phoenix, AZ 85004
 602.998.8800

CUSTOM DESIGNED FOR:
RANCH
 (GARAGE RIGHT)

PROJECT INFORMATION
 APR. 16, 2024

DATE	1.2024
BY	LAN & GUYER
CHECKED BY	LAN & GUYER
DATE	2-06

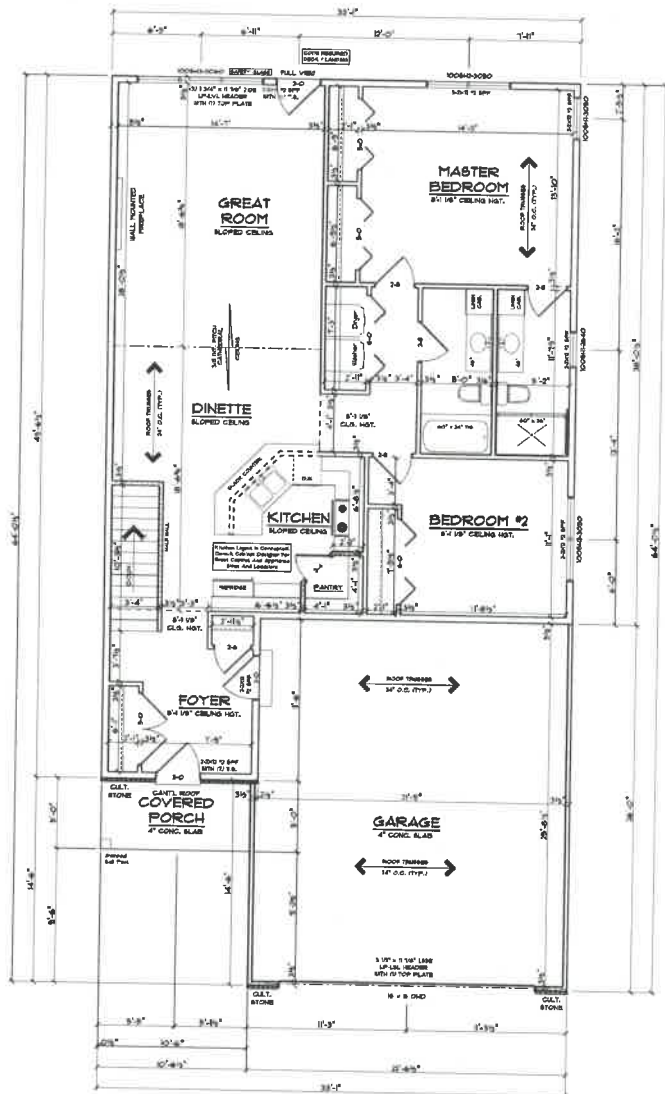
SHEET
 1
 OF
 4



TYPICAL RANCH WALL SECTION
SCALE: 1/2" = 1'-0"

- NOTES:**
- FLOOR SYSTEM, SEE PLAN. 4" TOP LAGERS
LOADING: TOTAL LOAD = 100 PSF
TOLL = 40 PSF
ADD 10 PSF FOR ORGANIC FILL AREAS
FLOOR DESTRUCTION: 1 1/2" LAGG
DURATION OF LOAD: 1 YEAR
 - ROOF SYSTEM, SEE TRUSS 1/2" O.C.
LOADING: TOTAL LOAD = 100 PSF
TOLL = 10 PSF
ROOF DESTRUCTION: 1 1/2" LAGG
DURATION OF LOAD: 1 YEAR
 - STU. BRIDGING: 2x6 @ 16" O.C.
4. STU. WALL STUDS: 16" PLAN, 2x6 @ 16" O.C.
5. MET. WALL STUDS: 16" PLAN, 2x6 @ 16" O.C.
6. UNDOOR KICK SCHEDULES ARE FOR ANGLE IRON 100 SERIES
7. LANSING: SEE CATALOG FOR DETAILS
8. ALL OPPOSING BRACES ARE TO FACE OF STUD.
9. STAYS: 3/8" X 16" MET. PLATE - 18" LONG AT 1/2" DIA.
10. THIS SPECIFICATION DOES NOT PROVIDE DETAIL FOR BRACING, BRACE AND GASKETS. SEE CODE FOR DETAILS.
11. A SERIES OF DOUBLES BRACES MAY BE USED FOR ALL OPPOSING E.O.P. AND LANSING.
12. THE CONNECTIONS BETWEEN BRACE AND FRAMEWORK FOR THE WALL BRACES ARE NOTED ON THE P-101.
13. SEE TRUSS LAYOUT FOR WALL BRACE TRUSS LOCATION. BRACES SHOWN ON PLAN ARE IN APPROXIMATE LOCATION.

NOTE:
BUILDER RESPONSIBLE TO TRANSFER POINT LOADS FROM ABOVE FLOOR SYSTEM AND OTHER WALLS WITH SOLID BRACES DOWN TO FOUNDATION WALLS.



FLOOR PLAN
8' 1/8" CLG. HGT. OR AS NOTED
1386 SQ. FT.
581 SQ. FT. (GARAGE)
53 SQ. FT. (COVERED PORCH)

DATE: APRIL 1, 2009	SHEET: 2	OF: 4
PROJECT: GROSS CONSTRUCTION	SCALE: 1/4" = 1'-0"	OWNER: MR. A. LUCAS
APPROVED BY: [Signature]	DATE: APRIL 28, 2011	DATE: APRIL 28, 2011
DESIGNER: [Signature]	DATE: APRIL 28, 2011	DATE: APRIL 28, 2011
CONTRACTOR: [Signature]	DATE: APRIL 28, 2011	DATE: APRIL 28, 2011

Design Services: [Logo]

Builder's First Sounds Construction

GLOSS CONSTRUCTION



Unit Type B

1 Bedroom | 718 Square Feet



Unit Type A2

2 Bedroom | 979 Square Feet

6. LM Consulting, LLC Information

Senior Housing Developer

LM Consulting, LLC

General Information



Mary Renzaglia

(262) 334-6063

renza1@charter.net

Erin Doe

(920) 268-1250

erin.nicole.doe@gmail.com

What We Do

Our team works closely with investor(s) to develop Senior Housing Campuses, including CBRFs, RCACs, Senior Apartments and/or Wellness Clinics, throughout Wisconsin. The goal of these campuses is to provide a continuum of care to the elderly population. If/when an individual needs more or less care, he/she can easily move to one of the other facilities on campus to receive that care. At less than half of the price of a Nursing Home, CBRFs and Senior Apartments are cost-effective options for the elderly who are ready to leave their homes.

A sample campus includes:

- On 5 acres:
 - Two 20-bed 15,000 square foot CBRFs with 400 square foot units, each with private bedroom and full bathroom.
 - Or two 20-bed 18,000 square foot CBRFs with 550 square foot units, each with private bedroom, living room, and full bathroom.
 - Residents pay for care services (rent) while the Operator has a lease with the Investor/Owner.
- On 3 acres, a 40-unit Senior Apartment complex with 1,000 square foot units and a Community Room.
- On 2 acres, a 15,000 square foot Wellness Clinic.

Project Description

CBRF (Community Based Residential Facility).

A place where 5 or more unrelated people live together in a community setting. Services provided include room and board, supervision, support services, and may include up to 3 hours of nursing care per week.

RCAC (Residential Care Apartment Complexes).

An independent apartment complex where 5 or more adults reside. Independent apartment units in which the following services are provided: room & board, up to 28 hours per week of supportive care, personal care, and nursing services.

The CBRF/RCACs will serve the population aged 65+ who have limited mobility, need assistance with ADLs, and need 24-hour support to include:

- Private Bedroom and Bathroom
- Shared Living Room, Dining Room, Commercial Kitchen
- Utilities & TV
- All Meals and Snacks
- 24-hour Certified/Registered Nursing Staff
- Wellness Check
- Health/Medical Monitoring
- Medication Management
- Laundry Services
- Beauty Salon
- Personal Hygiene & Toileting
- Bathing
- Emergency Response Call System
- Social & Community Activities
- Chaplain Service

Developer Duties

1. Conduct a Feasibility Study for geographic project area.
2. Find management team, buyer or lease holder, for operations of facility. Secure lease or purchase agreement.
3. Attend all municipalities meetings for zoning, public hearing, plan commission, including special meeting with neighbors.
4. Consultant selection and management: architect, engineer, general contractor, and others as needed.
5. Assist general contractor with construction budget and construction management.
6. Coordination with local municipalities for proper permits and licensure.
7. Apply for and obtain license for building per Wisconsin Code of Regulations, DHS 83.
8. Work with Department of Commerce for final approvals for State of Wisconsin for licensure.
9. All resident forms can be requested from developer:
 - a) Resident Rights and Grievance Procedure
 - b) Admissions Agreement
 - c) Program Statement
 - d) House Rules

Developer Credentials

LM Consulting, LLC was developed in 1999 to develop housing solutions for the elderly population who choose to or can no longer live in their homes. The corporation has developed a living arrangement concept that creates a “home-like” atmosphere at an affordable cost for seniors. LM Consulting, LLC works with investors/owners, operators, communities, and contractors to develop Senior Care Facilities: Senior Apartments offer the most independence, RCACs (Residential Care Apartment Complex) provide some support, CBRFs (Community Based Residential Facilities) provide 24-hour care and support for Alzheimer’s & Dementia clients.

Mary Renzaglia, the President and founder, has over 30 years of extensive experience in all facets of care and residential establishments for the elderly and disabled. She and her team have experience developing, owning, and operating senior care facilities ranging from 8 to 60 beds.

Erin Doe, Vice President, joined LM Consulting in 2015. She has a background in marketing, development, and residential real estate.

Developer Credentials

36-bed Assisted Living/Memory Care Building, Port Washington, WI	est. 2021
Assisted Living/Memory Care Building, Oshkosh, WI	2020
PHASE 2: 24-bed Assisted Living/Memory Care Building, Shawano, WI	2019
32-bed Assisted Living/Memory Care Building, Bellevue, WI	2018
PHASE 2: 20-bed Assisted Living/Memory Care Building, Ripon, WI	2018
PHASE 1: 24-bed Assisted Living/Memory Care Building, Shawano, WI	2018
PHASE 2: 20-bed Assisted Living/Memory Care Building, Cudahy, WI	2016
2 8-bed Assisted Living/Memory Care Buildings (acquisition) & 2 8-bed Assisted Living/Memory Care Buildings, Howards Grove, WI	2016
PHASE 1: 3 8-bed Assisted Living/Memory Care Buildings, Mt Pleasant, WI	2016
PHASE 1: 20-bed Assisted Living/Memory Care Building, Cudahy, WI	2016
20-bed Assisted Living/Memory Care Building, Fredonia, WI	2014
20-bed Assisted Living/Memory Care Building, Pewaukee, WI	2013
PHASE 2: 25-bed Assisted Living Building, Burlington, WI	2012
PHASE 1: 20-bed Assisted Living/Memory Care Building, Ripon, WI	2012
PHASE 2: 20-bed Assisted Living/Memory Care Building, Germantown, WI	2012
20-bed Assisted Living/Memory Care Building, Beaver Dam, WI	2010
PHASE 1 & 2: Condo project Adult Family Home (D.D.), West Bend, WI	2009
Acquisition of 3 facilities for elderly in Sheboygan & Ozaukee Counties	2008

Developer Credentials

PHASE 1: 25-bed Assisted Living Building, Burlington, WI	2008
20-bed Assisted Living Building, Port Washington, WI	2008
PHASE 1: 20-bed Assisted Living Building, Germantown, WI	2008
20-bed Assisted Living Building, Plymouth, WI	2007
PHASE 2: Elderly Condos, Fond du Lac, WI	2006
PHASE 1: 20-bed Assisted Living Building, Fond du Lac, WI	2005
40-bed Assisted Living Building, Hartford, WI	2004
20-bed Assisted Living Building, Belgium WI	2002
Developed LM Consulting, LLC to obtain investors for the purpose of building Residential Care Apartment Complexes (RCAC) & Community Based Residential Facilities (CBRF) in areas of need	1999
3 20-bed Assisted Living Buildings, De Pere, WI	1997 - 1999
Co-created & developed program for counties to build 20-bed Assisted Living facilities that are experiencing low bed census	1996 - 1997
50-bed Assisted Living Building & 60-unit Senior Apts, Port Washington, WI	1994 - 1995
34-bed Assisted Living Building & 20-unit Senior Apartments, Kewaskum, WI	1990 - 1992
20-bed Assisted Living Building, Slinger, WI	1987 - 1989
Opened & operated 8-bed Assisted Living Facility (CBRF), West Bend, WI	1985 - 1986
Developed first group home for individuals with mental illness, West Bend, WI	1978
Instrumental in developing first group home concept in Ozaukee County	1970

Team Members

Developers:

Mary Renzaglia

President

West Bend, WI

(262) 334-6063

renza1@charter.net

Erin Doe

Vice President

Appleton, WI

(920) 268-1250

erin.nicole.doe@gmail.com

Village of Harrison
April-21 Zoning Permit Report

	Current Year				Previous Year			
	Permits	YTD Permits	Estimated Value	YTD Estimate Value	Permits	YTD Permits	Estimated Value	YTD Estimate Value
Residential								
Single Family	12	29	\$ 3,937,000	\$ 11,565,000	8	22	\$ 2,253,000	\$ 6,298,000
Two Family (units)	0 (0)	1	\$ 0	\$ 600,000	0 (0)	0	\$ 0	\$ 0
Multi Family (units)	0 (0)	1	\$ 0	\$ 14,000,000	0 (0)	0	\$ 0	\$ 0
Additions	0	4	\$ 0	\$ 157,115	1	2	\$ 102,000	\$ 122,000
Acc. Structures	7	10	\$ 181,500	\$ 202,635	5	6	\$ 16,000	\$ 46,000
Miscellaneous	26	42	\$ 246,069	\$ 385,017	10	16	\$ 48,578	\$ 156,412
Total Residential	45	87	\$ 4,364,569	\$ 26,909,767	24	46	\$ 2,419,578	\$ 6,622,412
Com./Ind.								
New	0	1	\$ 0	\$ 550,000	0	1	\$ 0	\$ 350,000
Additions	0	1	\$ 0	\$ 1,825,000	0	1	\$ 0	\$ 16,000
Acc. Structures	0	0	\$ 0	\$ 0	0	0	\$ 0	\$ 0
Miscellaneous	2	4	\$ 43,500	\$ 63,500	0	1	\$ 0	\$ 7,600
Total Com./Ind.	2	6	\$ 43,500	\$ 2,438,500	0	3	\$ 0	\$ 373,600
Combined Total	47	93	\$ 4,408,069	\$ 29,348,267	24	49	\$ 2,419,578	\$ 6,996,012

Number of Vacant
Lots Remaining