

## PLAN COMMISSION AGENDA

Tuesday, September 24, 2019  
6:00 PM

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Participation (Non-Agenda Harrison Related Items)  
*Please be advised per State Statute Section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments.*
- 5) Approve Minutes
  - August 27, 2019
- 6) Convene Meeting and Enter Public Hearing
  - a. Conditional Use Permit – Uecker Investments – W4954 Highline Road
  - b. Zoning Map Amendment – Uecker Investments – W4954 Highline Road
- 7) Close Public Hearing and Reconvene Regular Meeting
- 8) Items for Discussion and Possible Action
  - a. Conditional Use Permit – Uecker Investments – W4954 Highline Road
  - b. Zoning Map Amendment – Uecker Investments – W4954 Highline Road
  - c. Certified Survey Map – Hopfensperger – W4958 Schmidt Road
- 9) Items for Discussion
  - a. Concept Plan for Southtowne Place – Lamers Realty – W6359 Manitowoc Road
  - b. Zoning Ordinance – Fence in Drainage Easement Requirements
  - c. Zoning Ordinance – Driveway Opening Requirements
  - d. Report: Zoning Permits
- 10) Set Next Meeting Date
  - Tentatively October 29, 2019 at 6:00pm
- 11) Adjourn

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting. As such, a quorum of the Village Board, Zoning Board of Appeals, or Committees may be in attendance. However, the only business to be conducted is for the Plan Commission.

Posted: September 17, 2019

PLAN COMMISSION

MEETING MINUTES – August 27 2019

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 6pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Fochs, Jim Lincoln, Buddy Lisowe, Kevin Hietpas, Darlene Bartlein, Pat Hennessey, and Dennis Reed.

Staff Present: Mark Mommaerts, Planner; Carie Krause, Deputy Clerk - Treasurer

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Lisowe) to approve the minutes of July 30 2019. Motion carried 7-0.
- 6) Items for Discussion and Possible Action:
  - a) Certified Survey Map – Hopfensperger – N8147 Stommel Road: Planner Mommaerts introduced the item stating that the applicant is proposing a two-lot Certified Survey Map (CSM) for the property at N8147 Stommel Road. The applicant is seeking to split the house property from the surrounding agricultural property. Given the location of the house and driveway, the house lot (Lot 2) will divide the agricultural lands in half. The land division ordinance requires that all lands under 15-acres be surveyed as part of the CSM. Lot 1 is agricultural lands under 15-acres. The other remnant agricultural lands are to the south of Lot 2. This remnant exceeds 15-acres and does not have to be surveyed as part of this CSM.  
Motion (Fochs/Lincoln) to approve the Certified Survey Map for the property at N8147 Stommel Rd.  
Motion carried 7-0
  - b) Certified Survey Map = Mader – N8838 S. Coop Road: Planner Mommaerts introduced the item stating that the applicant is proposing a 2-lot Certified Survey Map (CSM) for the property at N8838 S. Coop Road. This property was recently split into a 4-lot CSM in April. The owner has two buyers for Lots 2-4. The buyers each wanted half of Lot 3. This CSM will combine Lots 2-4 of CSM #3762 into 2-lots. The property is currently zoned single-family residential (suburban) RS-1.  
Motion (Fochs, Bartlein) to approve the consolidation Certified Survey Map.  
Motion carried 7-0.

7) Items for Discussion:

- a) Zoning Ordinance – Fence in Drainage Easement Requirements: Planner Mommaerts introduced the item stating that currently an applicant wishing to construct a fence within a drainage easement must get written permission from the easement holder prior to issuance of a permit. If it is a utility easement then an “encroachment letter” from We Energies is typically all that is required. If it is a larger utility easement then approval from ATC is required. These approvals are relatively quick, We Energies can respond within a few days.

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

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

The zoning ordinance language is as follows:

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

- (a) *General regulations for accessory uses, buildings and structures. All accessory uses, buildings and/or structures shall abide by the following general regulations:*
- (1) *No accessory use, building and/or structure shall be constructed or established on a lot prior to the principal use or building being present or under construction, except temporary construction trailers.*
  - (2) *When attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to the principal building, unless otherwise stated, including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.*
  - (3) *When not attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to*

*the accessory buildings and/or structures in the zoning district including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.*

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

**Recommended Action:**

The Commission has several options in regard to the ordinance:

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

Any changes to the ordinance affect the whole.

Staff recommends option #2 for fences only, all other buildings or structures require approval on a case by case basis. The intent for option #2 is to make it only apply to drainage easements. Storm sewer easements

should still receive Board approval. Utility easement should still require approval from We Energies.

Commissioners opinions were that if it restricts water flow, it should be denied. If it does not restrict water flow, Staff can approve it. Planner Mommaerts will put together a draft ordinance to review before going to the Village Board.

- b) Zoning Ordinance – Driveway Opening Requirements: Planner Mommaerts introduced the item stating that the property owner on Sumac Lane spoke to the Board about a driveway to their shed. The property owner constructed a shed with permit approval. The permit applicant did not include any information for a driveway. Staff was notified that a driveway out to Handle Drive was in the process of being constructed. Staff contacted the property owner to inform them that a second driveway was in violation of the zoning ordinance. The property owner decided to stop the paving at the property line. The property is on the southeast corner of Sumac Lane and Handle Drive. The house has an existing driveway out to Sumac Lane.

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

The zoning ordinance language is as follows:

Sec. 117-157. - Access.

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

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

*vehicular opening per lot frontage unless a greater number is approved by the plan commission.*

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

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

The Board has several options in regard to the ordinance:

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

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

The Commissioners opinions were to allow it with a minimum of 150ft deep, allow it if there is an actual structure to go to, allow it if there is room, allow it case by case, keep it simple

- c) Report: Zoning Permits: Planner Mommaerts stated that total value is a little ahead of last year and that potential developments are being discussed.
- 8) Next Meeting Date: Tentative September 24 2019 at 6:00pm.
- 9) Adjourn: Motion (Lisowe/Fochs) to adjourn the meeting at 6:30pm.  
Motion carried 7-0.

Prepared by: Carie Krause, Deputy Clerk - Treasurer

Dated: September 9 2019

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**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

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**Title:**

CUP – Uecker Investments

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**Issue:**

Should the Plan Commission recommend to the Village Board approval of a Conditional Use Permit (CUP) for Uecker Investments to allow trade & contractor multi-tenant buildings?

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**Background and Additional Information:**

The applicant is proposing an 8-building, multi-tenant development for the property at W4954 Highline Road. The applicant currently operates a construction business out of the existing buildings on the site in the southwest corner of the property. The proposal calls for up to 8-buildings in 2 phases. Phase 1 is proposed to include 5-buildings on surrounding the existing buildings on the western portion of the property. Phase 2 includes 3-buildings on the eastern portion of the property along Hwy 55.

Each new building is proposed to be 60-feet by 200-feet, 12,000-square feet in area. Each building has the potential for 1-8 units, depending on the size needs of the tenant. The middle 2 buildings are proposed to be pull throughs, with overhead doors on each side. Access is proposed off Highline Road. Stormwater management is proposed along Highline Road. An extension of the existing vegetative buffer is proposed along the north side for screening. The applicant is proposing hours of operation from 7am-7pm Monday through Friday and 7am-3pm on Saturdays. The applicant is also requesting outside storage of licensed vehicles and trailers and outside storage of materials if they are screen from public view.

Currently, the site operates on a private sanitary system. The area is within the Darboy Sanitary District sewer service area, but public sewer and water is not currently adjacent to the property. Sewer and water are approximately 1,500 feet away near the Little Chicago restaurant. There is a development under consideration on Parcel Nos 38988 & 39024 that will bring sewer & water closer to this site. Additionally, Darboy Sanitary District has been working with property owners in the area to extend sewer & water to this site.

The applicant is requesting a zoning map amendment (rezoning) for this property so that light manufacturing uses can be permitted.

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**Findings of Fact:**

According to Section 117-319 of the Harrison Zoning Ordinance, 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, 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 the zoning ordinance. *Staff finds that the proposal conforms to the BP zoning district being requested by the applicant via the zoning map amendment process.*
  2. Plans. The proposed use conforms to the Harrison Comprehensive Plan and any other officially adopted town plan. *Staff finds that the proposed development of a mix of retail, trade and contractor offices, and light manufacturing uses comply with the commercial designation of the Comprehensive Plan's future land use map.*
  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. *Staff finds that all road access is from Highline Road and the number of driveways is minimized. Combining the existing driveway with the proposed driveway will further limit the number of access points. Highway 55 access is limited and controlled by WisDOT.*
  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 of the zoning ordinance. *Staff finds that the plans illustrate a landscape buffer and appropriate green space. A berm with plantings may be more appropriate than the existing vegetative buffer.*
  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. *Staff finds that the proposed development complies with the commercial designation of the Comprehensive Plan's future land use map. The proposed development is similar in nature to other developments in the area. There are existing homes adjacent to the property so adequate buffer and screening needs to be provided.*
  6. Services. Adequate facilities, access roads, drainage and/or necessary services have been or will be provided. *Staff finds that stormwater management facilities and roadway access are provided. Consideration of combining the existing driveway with the proposed access should be reviewed. Staff does not have information on sanitary sewer & water facilities. It is unknown if private systems will be installed or if the application will be working with the Darboy Sanitary District to extend public sewer and water facilities. If private systems are installed, approval of the conditional use permit shall be conditioned on all buildings/units hooking up to public sewer & water within 1 year of when available to the site.*
- Property owners within 300-feet of the subject property have been notified via first-class mail.



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**Recommended Action:**

Staff recommends approval of the Conditional Use Permit request with the following conditions:

1. A detailed site plan review, pursuant to Article XIII of the zoning ordinance, shall be completed prior to issuance of a zoning permit.
2. Building materials and design shall be as required in the applicable zoning district as part of the Zoning Ordinance. Deviations from the approved elevations shall require review and approval by the Plan Commission.
3. No outside storage, including but not limited to materials, equipment, or products, shall be allowed for any business within the development.
4. A planting landscape buffer, or berm, shall be provided to screen the development from adjacent properties.
5. All mechanical equipment (ground or roof-mounted) shall be screened from view from a public road.
6. Access to the development shall be from Highline Road. The existing driveway should be combined with the proposed access or abandoned once the proposed access is built.
7. The hours of operation for any business within the development shall be limited to 7:00am to 7:00pm Monday through Friday and 7:00am and 3:00pm on Saturdays. The Plan Commission may approve alternate hours upon request from the business.
8. Only those uses permitted in the applicable zoning district shall be allowed within the development.
9. A Zoning Certificate of Occupancy shall be required for initial occupancy of a unit or a change of occupancy for each unit to ensure compliance with the zoning ordinance.
10. Light manufacturing uses may be allowed after a map amendment (rezoning) to an appropriate zoning district has been approved.
11. All exterior lighting shall be direct cut-off fixtures.
12. All buildings and all units shall connect to public sewer & water within one year of public sewer & water being available to the site. Connections shall be in accordance with Darboy Sanitary District standards.
13. All applicable local, County, and State rules, regulations, and ordinances shall be met.

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**Attachments:**

- Applicant Narrative
- Site Plan
- Building Renderings
- Aerial Map (x2)

Uecker Investments  
W4954 Highline rd.  
CUP & Rezoning Highline rd. commercial development narrative

Hours of operation 7am to 7 pm Monday through Friday and 7am to 3 pm on Saturday. Unless otherwise approved by the planning commission on a case by case basis.

Each building will have between 1 and 8 Tenants.

Only licensed vehicles and trailers may be stored outside. No outside storage of materials unless screened from public view and approved by the planning commission on a case by case basis.

Access to Development from Highline rd.

Mark (res)

Row (res)

existing vegetative buffer

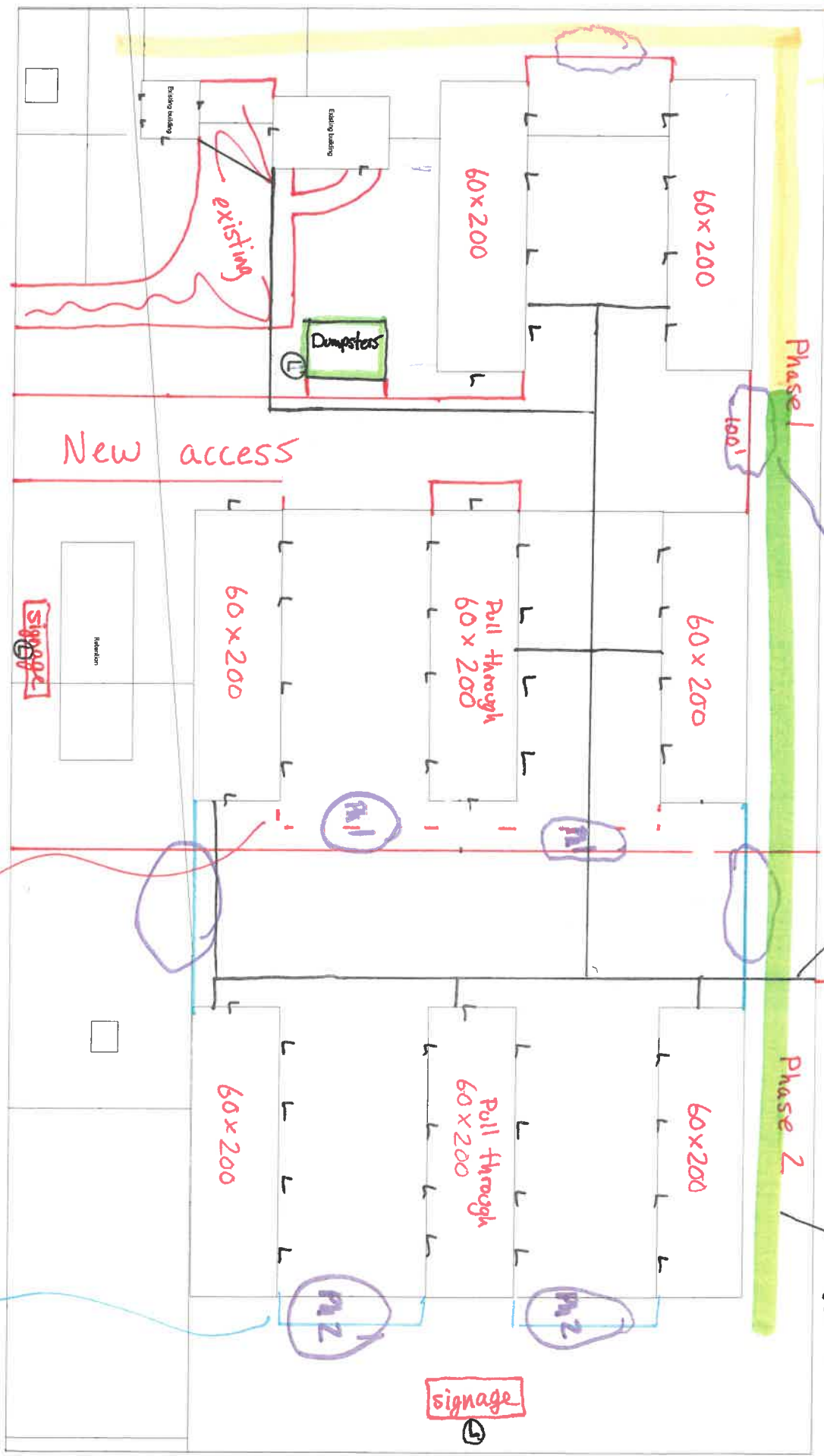
Peter (res)

snow storage

future sewer water

Art (res.)

new vegetative buffer (similar to existing)

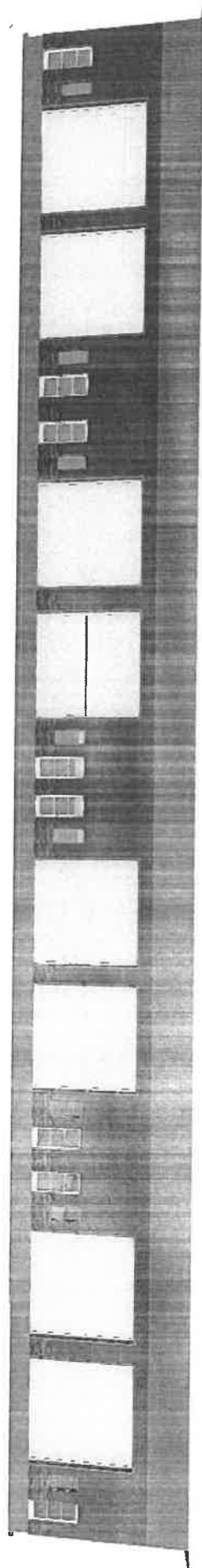


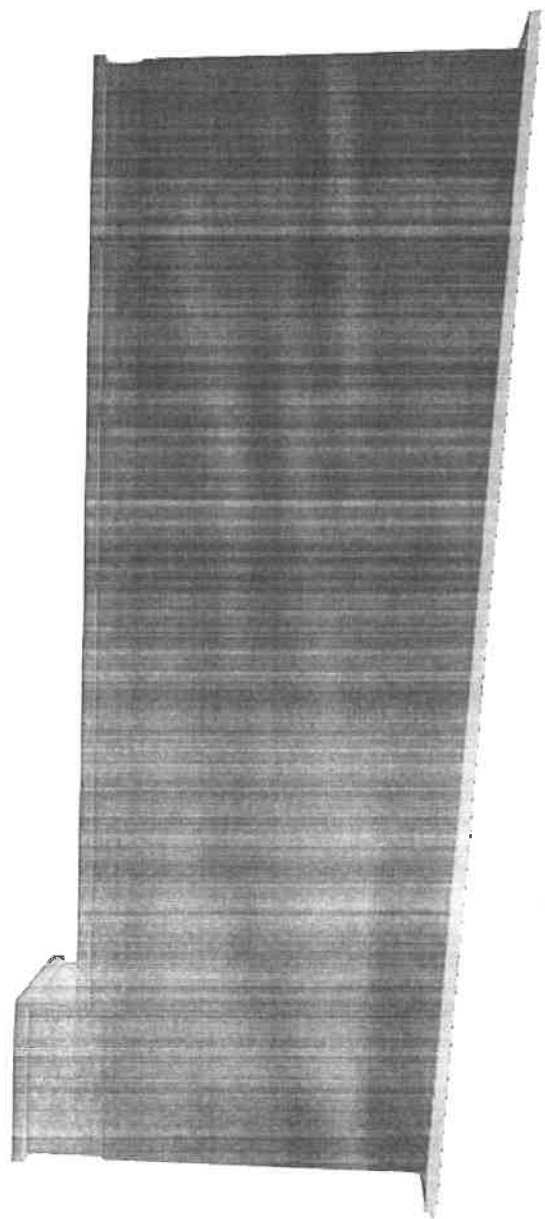
W4954 Highline rd.  
Parcel # 39030

11. Lashburne (res)

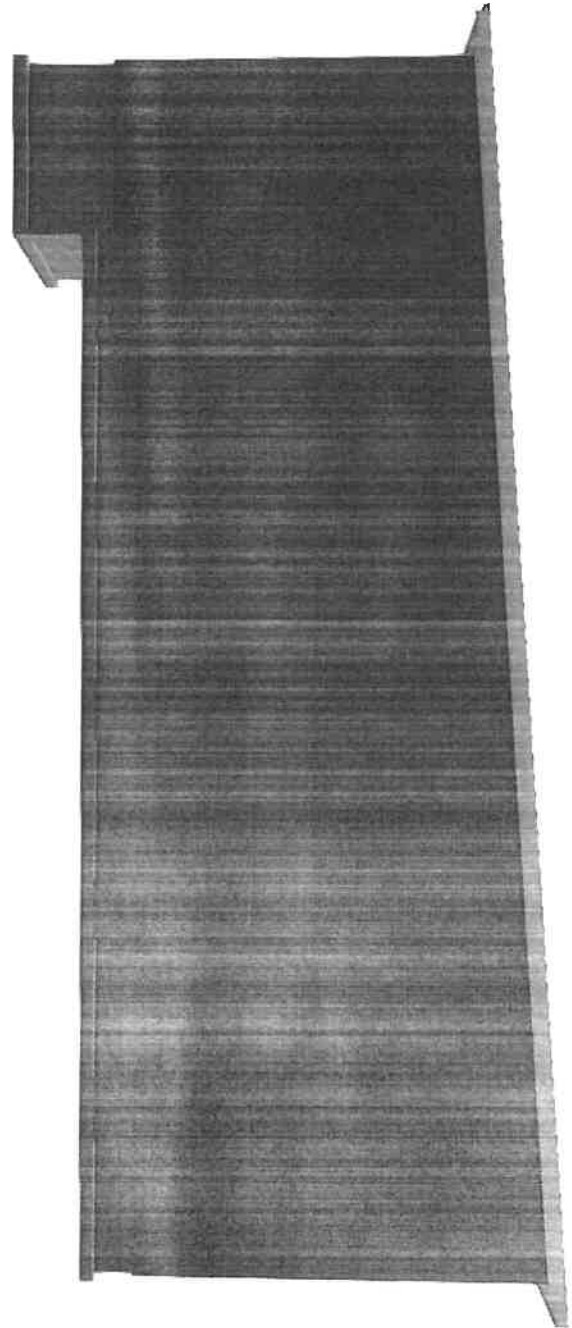
Phase 1 end  
Parking area

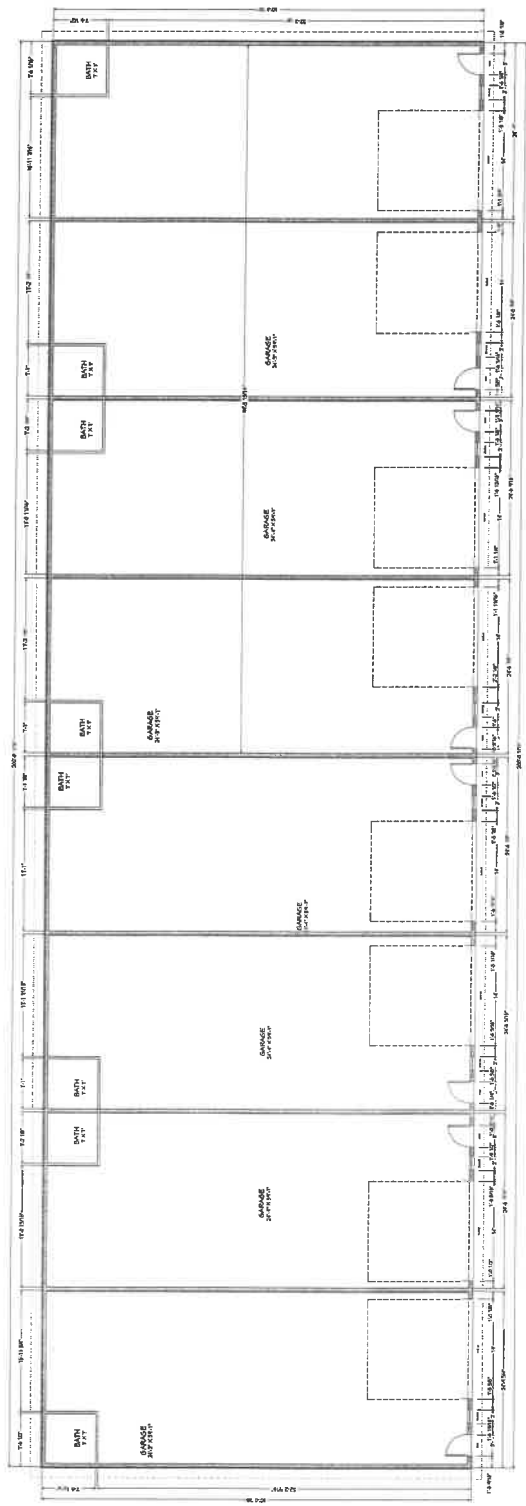
Phase 2 end  
Parking area













# Calumet County, WI

## Legend

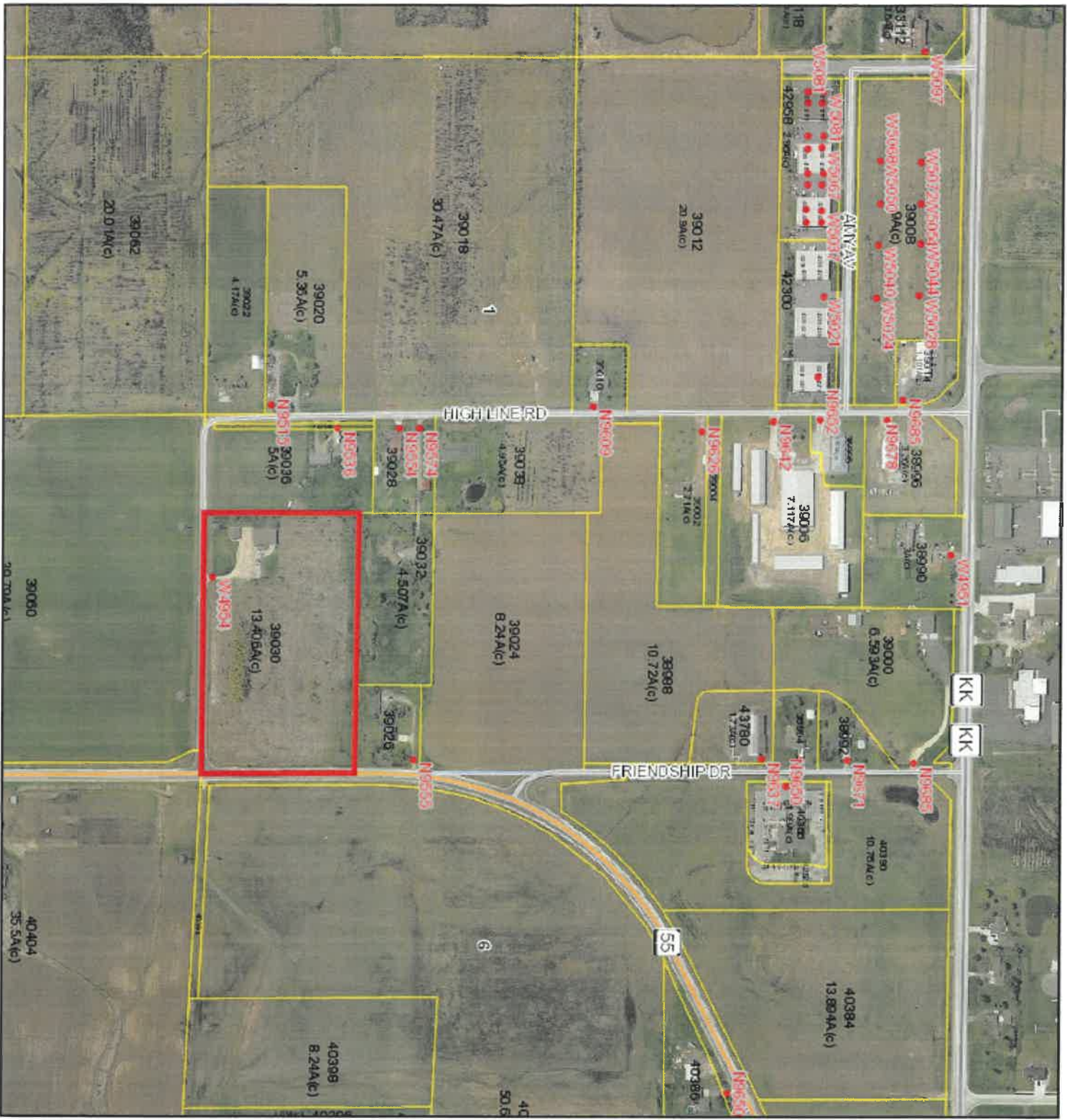
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- Wisconsin Water
- Unincorporated Community
- Town Boundary
- Point of Interest
- Parcel Boundary
- Property Hook
- PLSS Section
- State Parks
- County Parks
- Lake
- River and Stream
- Major Roads
- Local Roads
- Municipal Streets
- Trail
- Railroad

Color 2018  
■ Red: Band\_1  
■ Green: Band\_2  
■ Blue: Band\_3



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Date Printed: 06/10/18 2:28 PM	
Author: Sources:	



# Calumet County, WI

## Legend

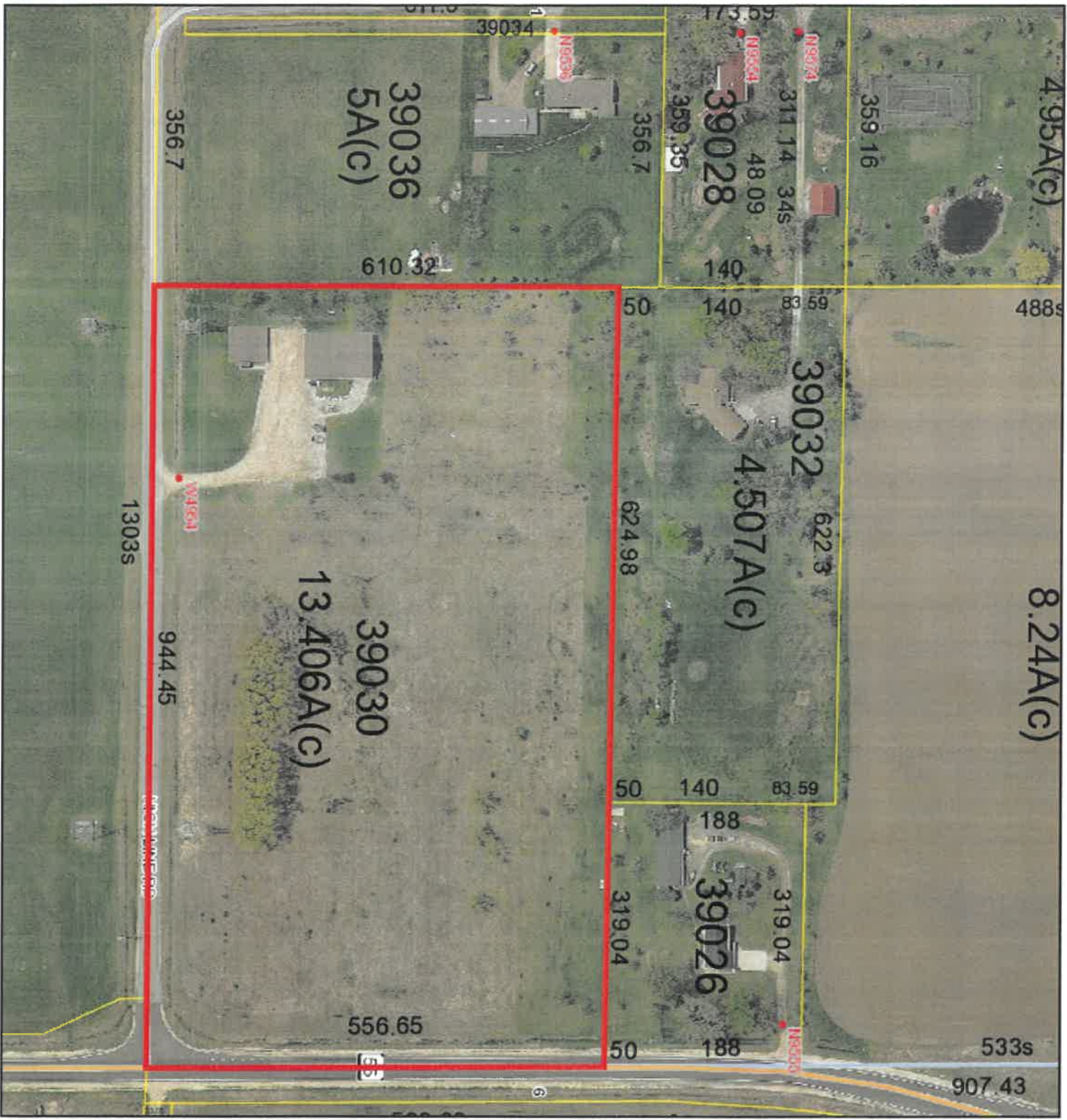
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- Municipal Streets
- Trail
- Railroad

- Color 2018
- Rec. Band\_1
  - Green Band\_2
  - Blue Band\_3



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Date Printed: 06/10/19 2:50 PM	
Author:	



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**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

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**Title:**

Zoning Map Amendment – Uecker Investments

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**Issue:**

Should the Plan Commission recommend to the Village Board approval of a Zoning Map Amendment for Uecker Investments to rezone from COR to BP?

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**Background and Additional Information:**

The applicant is requesting a zoning map amendment (rezoning) to rezone their property from Office & Retail Commercial [COR] to Business Park [BP]. The proposed rezoning complies with the Comprehensive Plan and the future land use map designation of commercial. The purpose of the rezoning is to allow for light manufacturing and trade/contractor storage offices.

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**Findings of Fact:**

- Staff finds that the proposed rezoning complies with the Comprehensive Plan Future Land Use Map designation of commercial.

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**Recommended Action:**

Staff recommends approval of the zoning map amendment from Office & Retail Commercial [COR] to Business Park [BP] for the property described in the public hearing notice.

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**Attachments:**

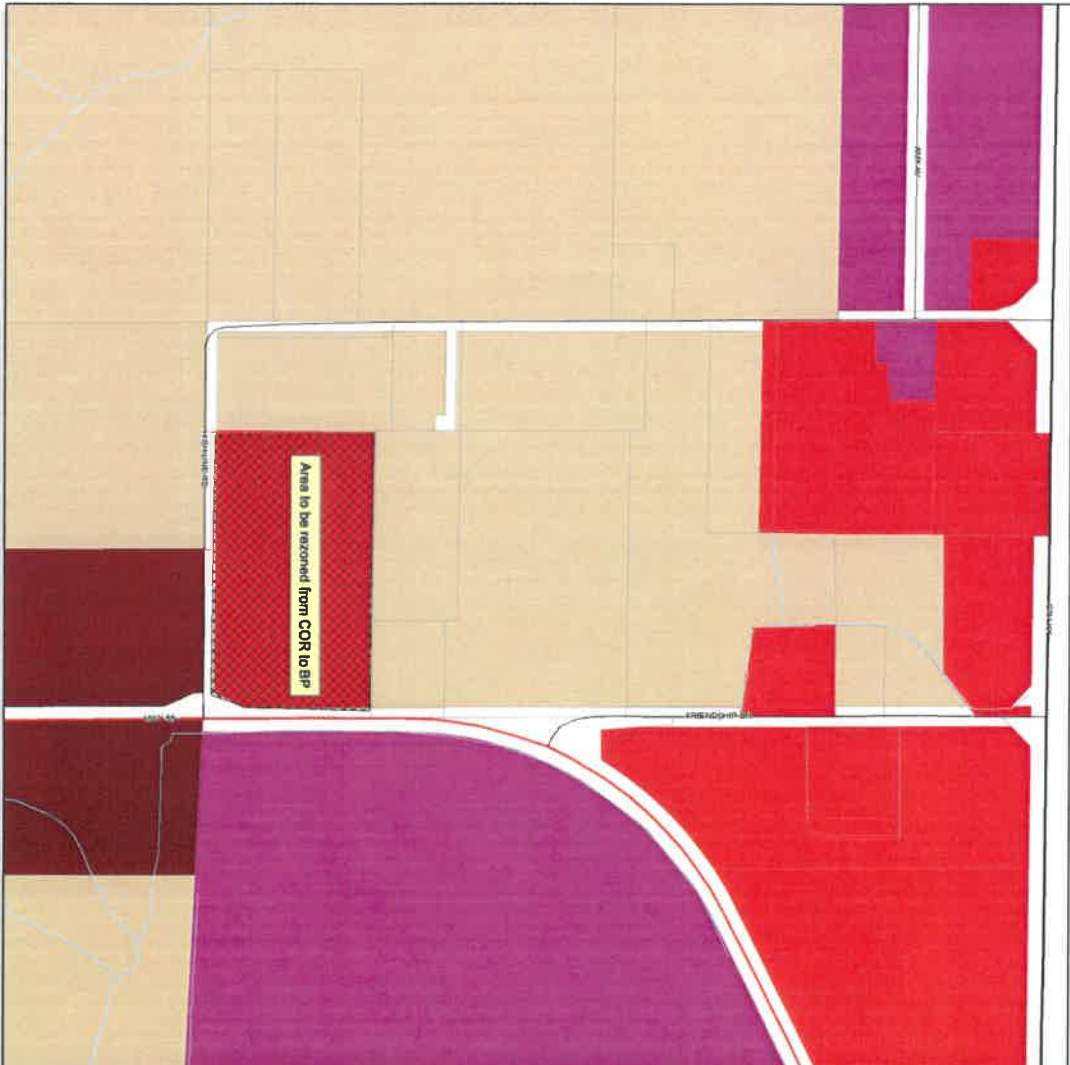
- Zoning Map

# Zoning Map

## Village of Harrison

### Calumet & Outagamie Counties

#### Wisconsin



#### Zoning Districts

- AG | General Agriculture
- RS-1 | Single-Family Residential (Suburban)
- RS-2 | Single-Family Residential (Traditional)
- RT | Two-Family Residential
- RM | Multiple-Family Residential
- CN | Neighborhood Commercial
- COR | Office & Retail Commercial
- CC | Community Commercial
- BP | Business Park
- IM | Industrial & Manufacturing
- NC | Natural & Conservancy
- WHO | Mobile Home Overlay
- PDD | Planned Development Overlay
- SHO | Shoreland Overlay\*
- SMO | Shoreland/Wetland Overlay\*

#### Legend

- Town of Harrison
- Railroads
- Streams
- RoadCenterline
- Local Roads
- County Highway
- State Highway
- US Highway
- Parcels

\* Please note that the SHO & SMO boundaries are subject to change based on determinations of navigable waterways.



The map was created by:  
 Village of Harrison  
 W6298 Hwy 114  
 Harrison, WI 54952  
 920-983-1082

Adopted: July 27, 2010  
 Effective: November 1, 2010  
 Current as of: July 30, 2019



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**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

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**Title:**

CSM - Hopfensperger

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**Issue:**

Should the Plan Commission recommend approval of the CSM to the Village Board?

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**Background and Additional Information:**

The applicant is proposing a 1-lot Certified Survey Map (CSM) for the property located at W4958 Schmidt Road (Tax ID 39070). There is an existing house that is proposed to be divided from the remaining lands. The house is currently served with private septic and well. The proposed lot is 180-feet by 141.25-feet and 25,425-square feet in area. The property is currently zoned General Agricultural [AG]. The AG zoning district requires a minimum of 150-feet of road frontage and a minimum of 1-acre (43,560-square feet) area for new lots.

As proposed, the lot does not meet the minimum area requirement of the zoning district, as required in the Land Division Ordinance for new lots. There are several lots adjacent to this house that do not meet the required lot size. These lots were created prior to the Village, and the Town before it, creating its own zoning and land division ordinances. The proposed rear lot line aligns with the adjacent lots to extend the development pattern.

The Plan Commission and Village Board may provide a variance, or grant relief, for the creation of a non-conforming lot if there is an extraordinary hardship or injustice that will result from the strict compliance of the land division ordinance. Given the existing development pattern of the lots to the east, this house was set up to follow the same pattern. The applicant must apply for a land division ordinance variance and a public hearing must be held.

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**Recommended Action:**

As submitted, staff recommends denial of the Certified Survey Map.

Staff will recommend approval of the Certified Survey Map with the following conditions:

1. A land division ordinance variance be granted by the Village allowing for a reduced lot size.
  2. A note on the face of the CSM shall dedicate to the public the right-of-way for Schmidt Road.
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**Attachments:**

- CSM
- Aerial Map

# Calumet County, WI

## Legend

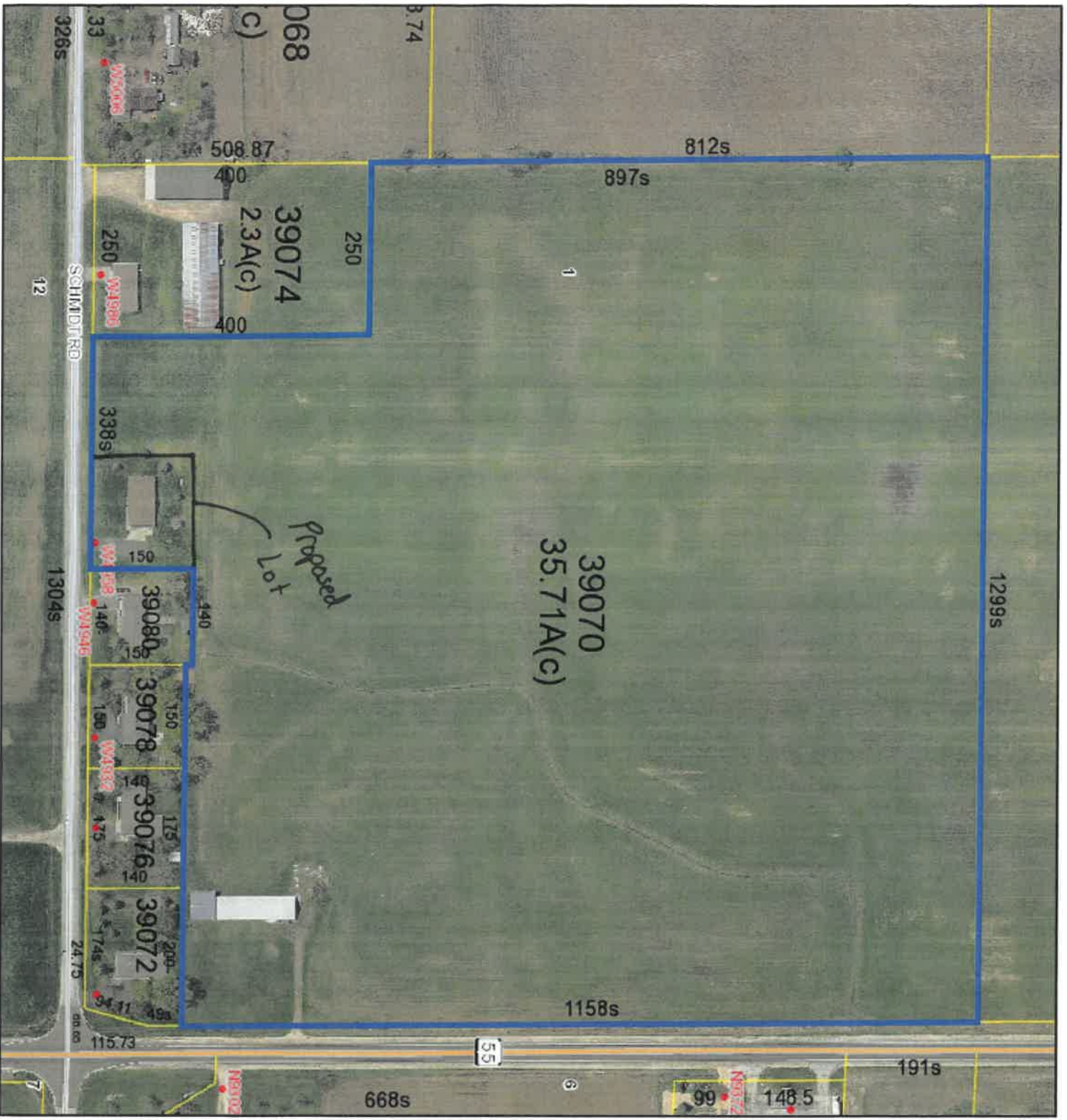
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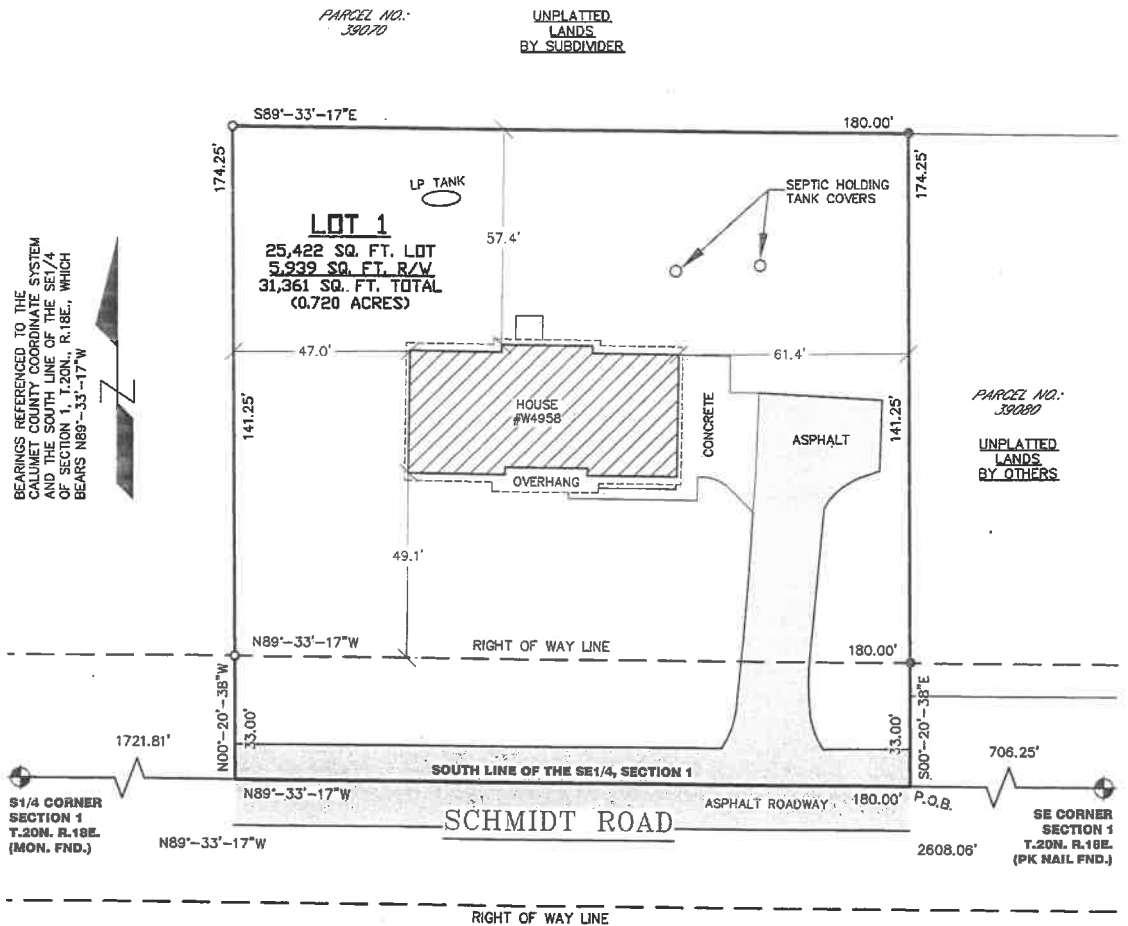
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Author:	Sources:



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

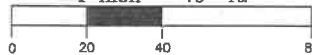
A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E.,  
VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN



**SURVEY NOTES:**

-PARCEL ID NO.: 39070  
-SITE ADDRESS: W4958 SCHMIDT RD.  
KAUKAUNA, WI 54130

GRAPHIC SCALE  
1 inch = 40 ft.



**-LEGEND-**

- = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- = 3/4" REBAR FOUND
- ⊕ = COUNTY MONUMENT FOUND
- P.O.B. = POINT OF BEGINNING

<b>MERIDIAN</b> <b>SURVEYING, LLC</b> <small>N9637 Friendship Drive Kaukauna, WI 54130</small> <small>Office: 920-993-0881 Fax: 920-273-6037</small>	<small>DRAWN BY:</small> J.B.	<small>FIELD WORK DATE:</small> 8-27-19	SURVEYED FOR: RALPH HOPFENSPERGER N9227 HWY 55 KAUKAUNA, WI 54130
	<small>CHECKED BY:</small> S.C.D.	<small>FIELD BOOK:</small> N/A	
<small>JOB NO.:</small> 11515	<small>SHEET</small> 1 of 6		

STATE OF WISCONSIN  
CALUMET COUNTY ) SS

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

A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E., VILLAGE OF HARRISON,  
CALUMET COUNTY, WISCONSIN  
(Sheet 2 of 6)

**SURVEYOR'S CERTIFICATE**

I, Steven C. De Jong, Wisconsin Professional Land Surveyor of Meridian Surveying, LLC, certify that I have surveyed, divided, monumented and mapped under the direction of Ralph Hopfensperger, a part of the Southeast Quarter (SE1/4) of the Southeast Quarter (SE1/4) of Section One (1), Township Twenty (20) North, Range Eighteen (18) East, Village of Harrison, Calumet County, Wisconsin containing 31,361 square feet (0.720 acres) of land and being described by:

Commencing at the Southeast Corner of said Section 1; thence N89°-33'-17"W 706.25 feet along the south line of the SE1/4 of said Section 1 to the point of beginning; thence continue N89°-33'-17"W 180.00 feet along said south line of the SE1/4 of said Section 1; thence N00°-20'-38"W 174.25 feet; thence S89°-33'-17"E 180.00 feet; thence S00°-20'-38"E 174.25 feet to the point of beginning; being subject to any and all easements and restrictions of record.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Wisconsin Professional Land Surveyor  
Steven C. De Jong, S-2791

**Survey Notes:**

- This survey is wholly contained within Document No. 305740
- This survey is wholly contained within Calumet County Parcel No. 131-0000-0000000-000-0-201801-00-440A (Tax ID 39070)
- Property Owners of Record: Ralph M. Hopfensberger, John P. Hopfensperger, James D. Steger and Geraldine A. Steger Joint Revocable Trust, Martha L. Vanevenhoven, Marilyn R. Portman, and Suzanne M. Weyers



STATE OF WISCONSIN)  
CALUMET COUNTY) SS

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

A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E., VILLAGE OF HARRISON,  
CALUMET COUNTY, WISCONSIN  
(Sheet 3 of 6)

**VILLAGE OF HARRISON CERTIFICATE**

This Certified Survey Map in Section 1, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, is hereby approved.

\_\_\_\_\_  
Village of Harrison - President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Harrison - Clerk

\_\_\_\_\_  
Date

**VILLAGE TREASURER'S CERTIFICATE**

I being the duly elected qualified and acting treasurer of the Village of Harrison, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019 on any lands included in this Certified Survey Map.

\_\_\_\_\_  
Village of Harrison – Treasurer

\_\_\_\_\_  
Date

**COUNTY TREASURER'S CERTIFICATE:**

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in this minor subdivision as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
County Treasurer: Calumet County

\_\_\_\_\_  
Date

STATE OF WISCONSIN  
CALUMET COUNTY) SS

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

A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E., VILLAGE OF HARRISON,  
CALUMET COUNTY, WISCONSIN

(Sheet 4 of 6)

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
Ralph M. Hopfensberger Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
John P. Hopfensperger Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

STATE OF WISCONSIN)  
CALUMET COUNTY) SS

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

A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E., VILLAGE OF HARRISON,  
CALUMET COUNTY, WISCONSIN  
(Sheet 5 of 6)

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
Martha L. Vanevenhoven Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.  
The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
Marilyn R. Portman Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.  
The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

STATE OF WISCONSIN)  
CALUMET COUNTY) SS

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

A PART OF THE SE1/4 OF THE SE1/4, SECTION 1, T.20N., R.18E., VILLAGE OF HARRISON,  
CALUMET COUNTY, WISCONSIN  
(Sheet 6 of 6)

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
Suzanne M. Weyers

\_\_\_\_\_  
Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

**OWNER'S CERTIFICATE**

As owner's we hereby certify that we caused the land on this Certified Survey Map to be surveyed, divided, monumented, dedicated & mapped as represented on this map. We also certify that this map is required by S. 236.34 to be submitted to the following for approval or rejection: Village of Harrison

\_\_\_\_\_  
Trustee – James D. Steger and  
Geraldine A. Steger Joint  
Revocable Trust

\_\_\_\_\_  
Date

**NOTARY CERTIFICATE**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

The above owner's to me known to be the person's who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County, Wisconsin.

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

---

**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

---

**Title:**

Southtowne Place

---

**Issue:**

The Plan Commission is asked to provide comments on the Southtowne Place concept plan?

---

**Background and Additional Information:**

The applicant is proposing a new residential subdivision for the property located at W6359 Manitowoc Road, Tax ID 33412. The property is 10-acres in size and is currently zoned General Agricultural [AG]. A zoning map amendment (rezone) will be required as part of the new subdivision review process. There is an existing house and accessory building on the property. The existing house is planned to be kept and will be developed into a saleable lot. The existing accessory building will be removed. The proposed subdivision is adjacent to the new Hidden Pines subdivision currently under construction. Public sewer and water is available.

The concept plan identifies a road access from Manitowoc Road south then curving to the east to align with the extension of Kimberly Trail. Roadway access to the west to the Hidden Pines subdivision is also proposed. The applicant is proposing a mix of housing types within the subdivision. Lot 1 and Lots 10-21 are proposed to be single-family detached lots (typical subdivision lots). Lots 2-9 and Lots 22-31 are proposed to be two-family lots (either single-family attached townhomes or zero lot line buildings). This section (area north of Wildflower Trail) is intended to be a mix of 1- & 2-family buildings, similar to the development on Spring Valley Road. However, the 1-family lots will have to be a min of 65-feet wide and 7,500-square feet in area. The 2-family lots can be 50-feet and 6,000-square feet per unit. This section will have to be rezoned to Two-family Residential [RT] while the south section, Lots 10-21, will be rezoned to Single-Family Residential [RS-1].

The Plan Commission is asked to comment on the proposed residential uses and whether a mix of single-family and two-family buildings are appropriate in this area. The Comprehensive Plan identifies this area as Single-Family Residential.

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**Recommended Action:**

No action is required. Discussion item only.

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**Attachments:**

- Southtowne Place Concept Plan
- Aerial Map

# Calumet County, WI

## Legend

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

**Color 2018**

- Reel Band 1
- Green Band 2
- Blue Band 3

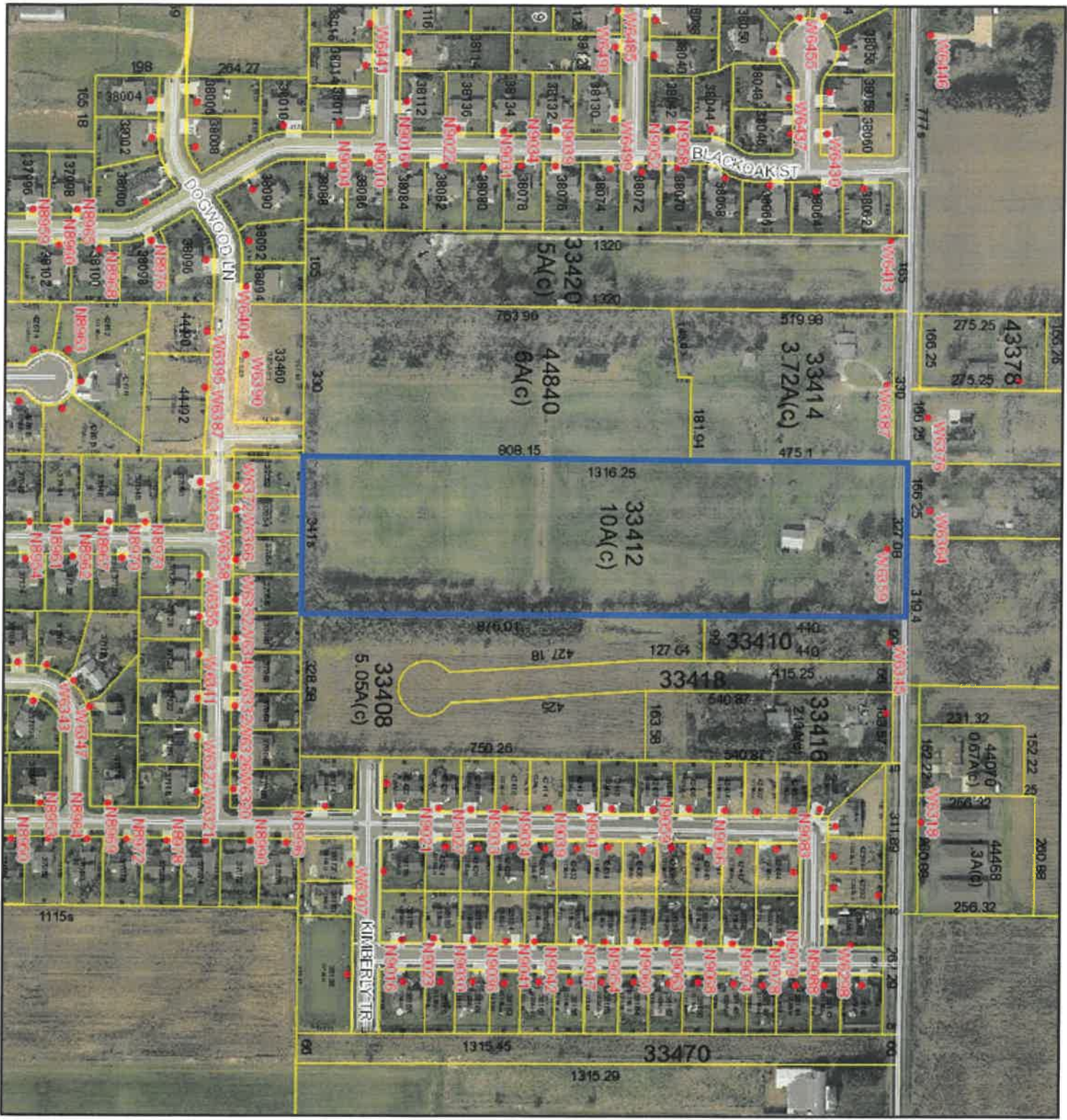


**DISCLAIMER:** This map is not guaranteed to be accurate, correct, current, or complete and the conclusions drawn are the responsibility of the user.

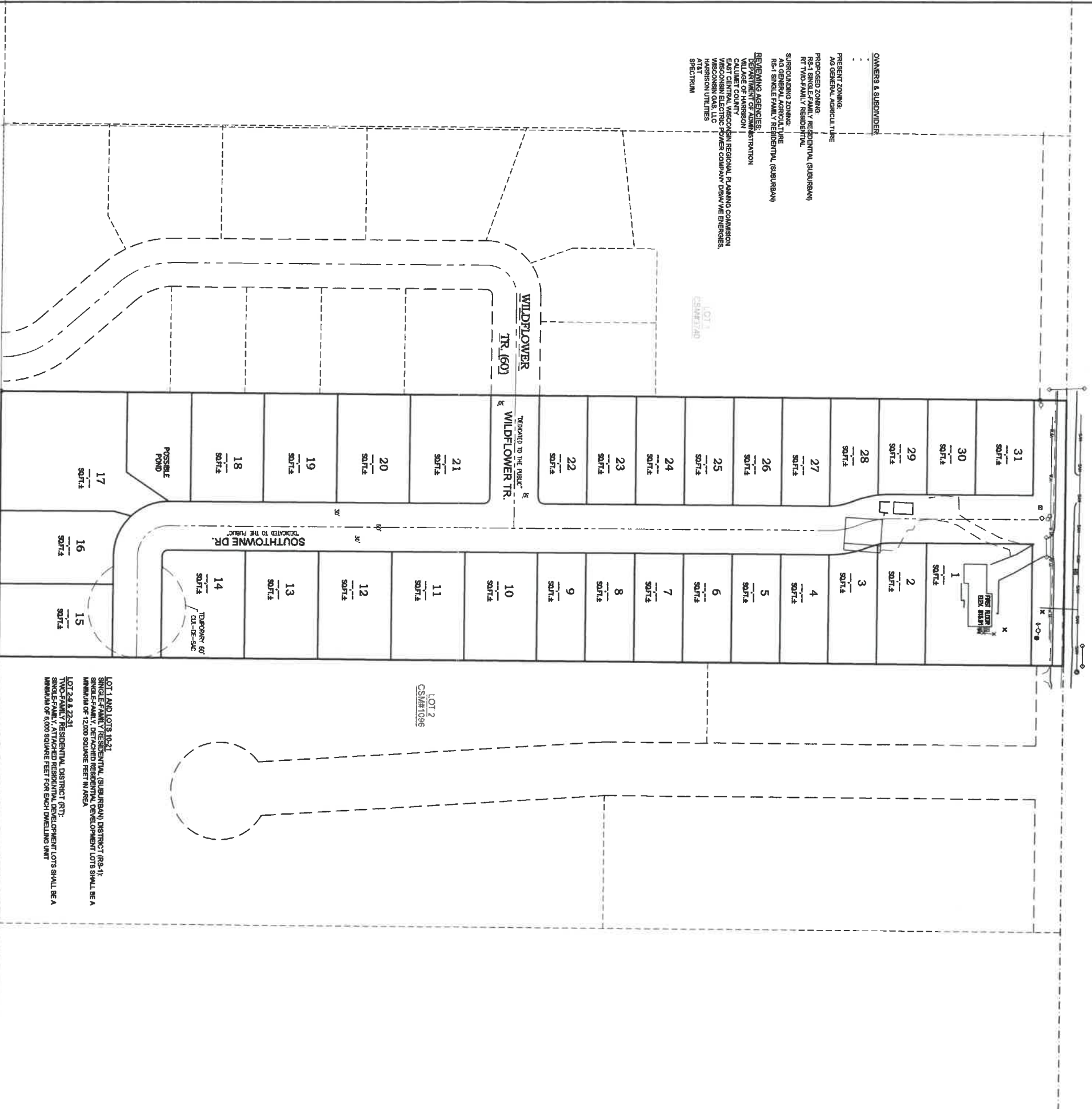
Author:

Data Provider:

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**CONCEPT PLAN**  
**"SOUTHTOWNE PLACE"**  
 BEING PART OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST,  
 VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.



**OWNERS & SUBDIVIDER**

PRESENT ZONING  
AS GENERAL AGRICULTURE

PROPOSED ZONING  
R2-1 SINGLE-FAMILY RESIDENTIAL (SUBURBAN)  
RT-1 TWO-FAMILY RESIDENTIAL

SUBORDINATING ZONING  
AS GENERAL AGRICULTURE  
R2-1 SINGLE-FAMILY RESIDENTIAL (SUBURBAN)

**REVIEWING AGENCIES:**  
DEPARTMENT OF ADMINISTRATION  
VILLAGE OF HARRISON  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
WISCONSIN GAS LLC  
WISCONSIN ELECTRIC POWER COMPANY DEWAVE ENERGIES,  
WISCONSIN UTILITIES  
AT&T  
SPECTRUM

**NOTES:**

-RESPONSORATED UTILITY RECONSTRUCTION AS SHOWN HEREON IS BASED IN PART UPON INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY AND IN PART ON FIELD SURVEY AND RECORDS. THE SURVEYOR HAS BEEN ADVISED BY THE UTILITY COMPANIES AND THE LOCAL MUNICIPALITY THAT THE UTILITY LINES SHOWN ON THIS PLAN ARE APPROXIMATE LOCATIONS AND SHOULD BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. DIGGERS HOTLINE MUST BE CALLED FOR FIELD LOCATION. DIGNERS HOTLINE WAS CONTACTED UNDER TICKET NO. 201905049 AND 201905049 AND THE SURVEYOR MAKING REPRESENTS THE LOCATION OF ALL UTILITIES MARK.

-ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE ACCURACY WITHIN THIS DRAWING, INDIVIDUAL CONTRACTORS AND SUBCONTRACTORS MUST MAKE THEIR OWN INVESTIGATIONS FOR THEIR TRADE AND BE RESPONSIBLE FOR THE SAME.

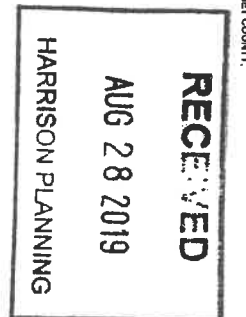
-ALL EASEMENTS TO BE SHOWN ON THE FINAL PLAN.

**LEGAL DESCRIPTION:**  
BEING PART OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

**SURVEYORS CERTIFICATE:**  
I, ROBERT F. REIDER, CERTIFY THAT THIS PRELIMINARY PLAN IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISIONS AND EASEMENTS AND THAT I HAVE FULLY COMPLIED WITH THE SUBDIVISION ORDINANCES OF THE VILLAGE OF HARRISON.

**SOIL BORING CERTIFICATION:**  
I, ROBERT F. REIDER, CERTIFY THAT THE SOIL TEST LOCATIONS SHOWN ON THE PRELIMINARY PLAN AREA ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ROBERT F. REIDER, PLS-1251 DATED \_\_\_\_\_



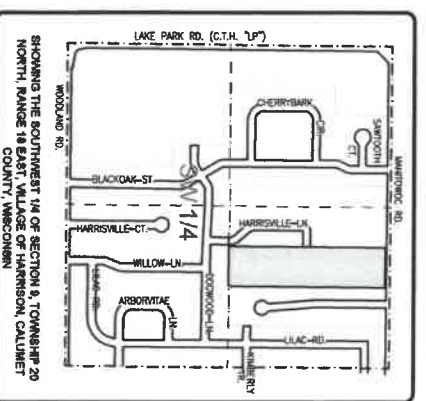
3/4" X 3/4" SOLID ROUND IRON REBAR, SET AT ALL OTHER LOT CORNERS, 1,500 LBS. PER LIN. FT. REBAR TO BE PLACED AT THE NEAREST 90° TURN AND MEASURED TO THE NEAREST RECORD.

FRONT YARD SETBACK TO BE 25' UNLESS NOTED OTHERWISE.

DEPOTED 12' UTILITY EASEMENT UNLESS NOTED OTHERWISE.

LOT 1 AND LOTS 15-21:  
SINGLE-FAMILY RESIDENTIAL (SUBURBAN) DISTRICT (RS-1)  
SINGLE-FAMILY RESIDENTIAL DISTRICT (RS-1)  
MINIMUM OF 12,000 SQUARE FEET IN AREA

LOT 2 & 22-31:  
TWO-FAMILY RESIDENTIAL DISTRICT (RT-1)  
SINGLE-FAMILY RESIDENTIAL DISTRICT (RS-1)  
MINIMUM OF 6,000 SQUARE FEET FOR EACH DWELLING UNIT



<p><b>AL LAMERS</b></p> <p>SCALE: 1" = 60'</p> <p>DATE: 6-28-2019</p> <p>PROJECT NO: C190840PP</p> <p>PROJECT: CONCEPT PLAN "SOUTHTOWNE PLACE" VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN</p>	<p>DESIGNED: DRAM</p> <p>DRAWN: MCR</p> <p>CHECKED: RFR</p> <p>DATE: _____</p>									
<p><b>CAROW LAND SURVEYING CO., INC.</b></p> <p>615 N. LYNNDALE DRIVE APPLETON, WISCONSIN 54912-1297 PHONE: (920)731-4769 FAX: (920)731-5673</p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		REV.	DATE	REVISIONS						
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**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

---

**Title:**

Drainage Easements

---

**Issue:**

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

---

**Background and Additional Information:**

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

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

At the last meeting the Plan Commission recommended the following changes highlighted in red text...

The zoning ordinance language is as follows:

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

- (a) *General regulations for accessory uses, buildings and structures. All accessory uses, buildings and/or structures shall abide by the following general regulations:*
- (1) *No accessory use, building and/or structure shall be constructed or established on a lot prior to the principal use or building being present or under construction, except temporary construction trailers.*
  - (2) *When attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to the principal building, unless otherwise stated, including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.*



- (3) *When not attached to the principal building, accessory buildings and/or structures shall comply with all requirements of this chapter applicable to the accessory buildings and/or structures in the zoning district including, but not limited to setback requirements, building height limits, and maximum lot coverage standards.*
- (4) *Accessory buildings or structures in the RS-1, RS-2, and RT zoning districts shall not be located closer to the front lot line than is the principal structure, except those properties located adjacent to the shoreline of Lake Winnebago.*
- (5) *Accessory buildings or structures shall not be located within any recorded easement (utility, drainage, or other) without written consent of the entity controlling the easement. The Zoning Administrator may authorize fences provided all the following are met:*
  - a. *The fence does not restrict stormwater runoff flow, as determined by the Zoning Administrator.*
  - b. *The fence is not located within a storm sewer easement or drainage easement with storm sewer pipe, inlets, or other infrastructure improvements.*
  - c. *The property owner signs a "Permission to Occupy Drainage Easement Agreement" document.*
- (6) *The following, including but not limited to, truck, truck tractor, truck trailer, canopy or bus, or portion thereof, shall not be used for, storage purposes, as a principal use and/or structure or an accessory use and/or structure in any zoning district, unless otherwise stated in this chapter.*
- (7) *Any detached accessory use, building and/or structure with a water closet (toilet facility) shall require a conditional use permit, pursuant to article XI, Conditional Use Permits.*
- (8) *Accessory uses, buildings and/or structures shall be located on the same lot as the principal use, structure or building.*
- (9) *Detached accessory buildings shall not be used as a secondary dwelling.*

---

**Budget Impacts:**

None

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**Recommended Action:**

Staff recommends approval. The next step will be a formal text amendment to the zoning ordinance.

---

**Attachments:**

- Permission to Occupy Drainage Easement form example

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VILLAGE OF HARRISON  
CALUMET & OUTAGAMIE COUNTIES, WISCONSIN

**Permission to Occupy Drainage Easement Agreement**

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

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

1. The Owner agrees that if the Village determines that stormwater runoff is impeded or obstructed at any time because of the Improvement, then the Village may order the Owner to remove such Improvement and return the property grades/elevations to that of the approved grading/drainage plan. If the Owner fails to comply, the Village may cause removal of the Improvement and shall place the cost on the property tax bill as a special assessment.
2. The Owner agrees to remove the Improvement upon reasonable notice from the Village that work needs to be completed within the easement area or that access needs to be obtained through the easement area.
3. In case of emergency, the Village may remove the Improvement without giving notice to the Owner.
4. The Village is not responsible for any damage done during removal.
5. The Village will not replace the Improvement for any reason or reimburse Owner for removal of Improvement.
6. The Owner agrees to maintain the drainage easement, including but not limited to mowing and removal of debris, on both sides of the Improvement.

---

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

---

Parcel No.(s):

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

*The rest of this page left blank intentionally.*

Signatures:

**Property Owner(s)**

\_\_\_\_\_  
Signature                          Date                          Print Name

\_\_\_\_\_  
Signature                          Date                          Print Name

STATE OF WISCONSIN        )  
  ) SS  
COUNTY OF CALUMET        )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to me known to be the persons who executed the foregoing instrument.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Comm. Exp. \_\_\_\_\_

**Village of Harrison**

Approved by the **Village Board** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Village President                                  Print Name

\_\_\_\_\_  
Attest: Clerk    Print Name

Instrument drafted by the Village of Harrison.

---

**PLAN COMMISSION MEETING**

**VILLAGE OF HARRISON**

**From:**

Mark J. Mommaerts, AICP, Planner

**Meeting Date:**

September 24, 2019

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**Title:**

Driveway Openings

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**Issue:**

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

---

**Background and Additional Information:**

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

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

At the last meeting, the Plan Commission recommend the following changes highlighted in **red text**...

The zoning ordinance language is as follows:

*Sec. 117-157. - Access.*

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

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

*determined by the size of the corner lot. Two vehicular openings may be permitted per lot for two-family lots. Multiple-family, commercial, and industrial developments are permitted one vehicular opening per lot frontage unless a greater number is approved by the plan commission.*

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

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

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**Budget Impacts:**

None

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**Recommended Action:**

Staff recommends approval. The next step will be a formal text amendment to the zoning ordinance.

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**Attachments:**

- None