

**VILLAGE OF HARRISON
PLAN COMMISSION MEETING MINUTES
JANUARY 24, 2023**

- 1) The meeting was called to order in the Harrison Municipal Building by Allison Blackmer at 6:00 pm.
- 2) The Pledge of Allegiance was recited.
- 3) Roll Call: Members present: Allison Blackmer, Pat Hennessey, Jim Lincoln, Darlene Bartlein, Mark Van Hefty, Kent Gross, and Dennis Reed
Members excused: None
Staff Present: Mark Mommaerts, Assistant Village Manager/Planner, Josh Sherman Assistant Planner, Meghan Winkler Deputy Clerk/Treasurer

Public Present: 17

- 4) Public Participation:

Mary Kluever W4251 US Highway 10, Menasha, WI 54952 – landfill opposition
Mark Peters N8729 Peters Rd, Menasha, WI 54952 - landfill opposition
Jeff Ebben W4464 US Highway 10, Menasha, WI 54952 – landfill opposition
Elenora Rait N8614 Peters Road, Menasha, WI 54952 – landfill opposition
Dale Deno W4236 US Highway 10, Menasha, WI 54952 – landfill opposition
Sarah Deno N8650 Peters Road, Menasha, WI 54952 – landfill opposition

- 5) Motion (Bartlein/Van Hefty) to approve the minutes of November 22, 2022 as printed and circulated.
Motion carried 7-0

- 6) Items for Discussion and Possible Action

- a. Preliminary Plat – Luniak Meadows 2 – Dercks DeWitt, LLC – County N/Schmidt Rd

The applicant is proposing a 43-lot preliminary plat for a new subdivision called Luniak Meadows 2. The subdivision is located south of Schmidt Road, east of County Road N. The property is currently zoned General Agricultural [AG]. All roadways are proposed to be dedicated to the public at a width of 66-feet for the right-of-way. Lots are generally 16,000 square feet in area. Sewer and water will be extended through the subdivision. Stormwater management will be accommodated in a stormwater pond located in the Luniak Meadows (phase 1) subdivision. A temporary turnaround is proposed at the south end of Homestead Lane, which abuts the Village property to the south.

Lots 90 thru 99 are proposed to be two-family lots. Lot 110 is proposed to be a single-family condo type development. The applicant must still go through the rezoning process to rezone the property to Single-Family Residential (Suburban) [RS-1] for lots 68-89 & 100-110; Two-Family Residential [RT] for lots 90-99; and Planned Development Overlay [PDO] for lot 110. The Comprehensive Plan identifies this area as Single Family Residential (transitional). The single

family residential transition category allows for single family developments with public sewer and water. If a two family component is added, the Comprehensive Plan Amendment process may have to occur to add two family residential to the future land use map. If the Plan Commission has any concerns about the zoning, it should be discussed at the meeting.

Staff would like to see a pedestrian trail connection to the west out to County N between Lots 109/110 or to Schmidt Road between Lots 108/109. Sanitary and water easements and lateral stubs should be provided for access to the home adjacent to Lots 109/110 (southeast corner of County N/Schmidt Road). If the house will be purchased and added to the lot, then sewer and water easements may not be needed.

Motion (Van Hefty/ Bartelin) to approve the preliminary plat with previous conditions to make lots 90-99 single family and lot 110 detached condos with condo development overlay.

Motion carried 7-0

7) Items for Discussion

a. Concept Plan for Subdivision – Jim Hooyman – N. Coop Rd & Manitowoc Rd

The Plan Commission discussed this item at the November 22, 2022 meeting. During the discussion the following points were raised:

- There was some concern between the school traffic and subdivision traffic. This was addressed by trying to eliminate roadway connection to N. Coop Road and keeping the next intersection onto Manitowoc Road as far away as possible from N. Coop Rd. This will also greater stacking distances and should make it easier for subdivision traffic to enter/exit the subdivision.
- There was a suggestion to create a driveway out to Manitowoc Road from the school parking lot. Staff met with the Kimberly School District about this idea. The bus and drop-off pattern does not utilize the parking lot on Manitowoc Road. That parking lot is only for teachers/staff. Adding another driveway for this parking lot will not change the drop-off and traffic issues.
- There was also a suggestion to eliminate the roadway connection from the subdivision to N. Coop Road, meaning that there would only be one access point onto Manitowoc Road (as shown on concept dated Dec 6, 2022).
- There was a suggestion to add a pedestrian trail along the south side of Manitowoc Road ROW (as shown on concept dated Dec 6, 2022).
- There was a suggestion to add a roadway to the east between Lots 64/65 (as shown between Lot 63/64 on concept dated Dec 6, 2022).
- There was a suggestion to add pedestrian access from the subdivision to the school property (as shown as Outlot 1 on the concept dated Dec 6, 2022).

One possible issue that the concept plan received on Dec 6, 2022 creates is a long dead-end street. The only access to/from the subdivision is an intersection with Manitowoc Road on the eastern end of the subdivision. The cul de sac is a dead end street that is approximately 2,000-foot long. The ordinance allows dead-end streets less than 1,000-feet. A variance will be needed in order to construct as proposed. Staff suggests that the application explore a second crossing of the stream/wetlands on the southern portion of the property. There may be some limitations to

this as there are additional wetlands that would have to be disturbed and possible additional permitting for a bridge if the stream is a navigable stream.

Staff suggests that the application schedule a meeting with staff and Harrison Utilities engineers to discuss sewer and water routing to the subdivision. Staff also suggests that Outlot 2 & Outlot 3 provide a 20-foot access to the street.

Kimberly Area School was able to review the revised Dec 6, 2022 concept plan and do not have major changes. Kimberly Schools like the disconnected vehicle traffic, they like the pedestrian trail Outlot 1, and they like the pedestrian trail along Manitowoc Road.

Information from the November 2022 meeting:

The applicant is proposing a new 66-lot subdivision at the southeast corner of Manitowoc Road and N. Coop Road (east of Woodland School). The property was zoned to Single-Family Residential (Suburban) [RS-1] and Planned Development Overlay [PDO] in November 2020. The reason the PDO zoning was approved was due to the concept plan at the time was for a condominium type of development. The current proposal is for a typical subdivision proposal. The PDO zoning will have no affect on a typical subdivision.

The proposal is for 66-lots with an average lot size of 19,100-square feet. Access is proposed by extending N. Coop Road into the area and Hedgerow Drive on the eastern portion of the property. A cul-de-sac is proposed on the western portion of the property due to the wetland areas running through the property and probable wetland areas on the adjacent wooded property to the south. Sanitary sewer and water will be provided by Harrison Utilities. Sanitary and water are currently a ¼-mile away on Woodland Road to the south.

Items to discuss:

1. Sanitary sewer and water extensions. Currently the extents of sanitary sewer and water mains are on Woodland Road, approximately ¼-mile to the south. Consult with Harrison Utilities engineers for extensions. (staff would like to see sewer & water extended along the future Noe Road corridor)
2. A trail along Manitowoc Road should be considered along the extents of the subdivision.
3. A safe pedestrian connection from the subdivision to Woodland School should be provided. Input from the Kimberly Area School District should be sought.
4. Street connection between lot 64/65 should be provided for additional access to the east.
5. Buildable areas for lots 5-7 should be reviewed due to wetland/navigable waterway.
6. Consideration of parkland dedication versus fee in lieu of parkland should be discussed.

No action was taken.

- b. Concept Plan for McKinley Paper Landfill Parking Lot & Building – Best Enterprises, LLC – W4385 Hwy 10

The applicant is proposing a building and parking lot as part of the landfill operations for McKinley Papers (formerly the Appleton Papers landfill). The site is located at W4385 Hwy 10. The Village has a yard waste site on the southwest corner of the landfill site. The property is currently zoned General Agricultural [AG]. Landfills are a conditional use in the AG zoning district.

The applicant wishes to use a portion of the landfill site for a building and parking lot. The proposed building will be 100' x 200' with two loading docks and one overhead door. The proposed parking area will be 170' x 504' for 84 semi trailers. The parking area is proposed to be gravel. The parking lot and building are proposed to be enclosed in a chain link fence. Additional gravel around the building is proposed as well.

If the building and parking lot are to be used as part of the landfill operations, then a Conditional Use Permit will be required. If the building and parking lot are to be used as part of the McKinley Paper operations, then it would be considered a "Truck and Transit Terminal" which is only allowed in the Industrial & Manufacturing (IM) zoning district.

Items to discuss:

1. How will the building and parking lot be used?
2. How will the parking area be screened?
3. If the building and parking lot are to be used for McKinley Paper operations, will the Plan Commission support a Comprehensive Plan Amendment and Zoning Map Amendment to change the land use and zoning to industrial?

Lee Hammen McKinley General Manager, spoke in favor, addressed questions and concerns
John Corrigan HR Manager/Head of Legal for McKinley, spoke in favor.

No action taken.

c. Concept Plan for Pigeon Road Storage – Chris Schlehta – Pigeon Road/Hwy 114

The developer is proposing "a self storage facility operated under the State Storage Group which currently has (4) other locations in the Fox valley area. This specific location seeks to serve area residents and businesses with approx. 80,000sqft of indoor non-heated individual storage units and (60) non-covered parking spaces located within the interior of the property. Parking spaces are planned to serve the demand of nearby residents needing a clean, secure location to park their RV's, campers, and boats. The buildings will be constructed and orientated to ensure the outdoor parking is placed between the buildings in a courtyard-style arrangement and not visible to neighboring residences (existing and planned) or to Pigeon Road. The site itself will consist of above average steel over frame buildings with a focus on a more improved aesthetic than existing storage units located in the area. Additionally, this site offers mature tree lines to help further improve the aesthetics of the development. The site will also provide a secure area by virtue of access-controlled gates, CCTV monitoring, and unobtrusive site lighting. The site will also be fully paved with asphalt to further enhance the image of the facility, and to eliminate dust issues to adjoining properties. The facility will be managed electronically, providing customers with a contact-less rental experience. Electronic security, CCTV, and access control systems will ensure 24/7 monitoring of the property when management and maintenance staff are not present."

The proposed site is currently zoned General Agricultural [AG] and mini-warehousing is a conditional use in the AG zoning district. The Developer has ideas for commercial and residential development to the north along Hwy 114 and to the west between Hwy 114 and the railroad tracks.

Items to consider:

1. There is a self storage/mini-warehousing development adjacent to the property on the south side of the railroad tracks. This development has completed phase 1 of the project.
2. If sewer and water is extended to the area along Hwy 114, lands for mini-warehousing will take away from developments that could use sewer and water.
3. On-site stormwater management must be accounted for.
4. Aesthetics along Pigeon Road, which is one of the main roadways leading to High Cliff State Park and is also identified to include a pedestrian trail from the Fox Cities to High Cliff. These units may be highly visible to pedestrians and vehicles.

Prior to submitting a formal Conditional Use Permit (CUP) application for a new mini-warehousing development, the Developer is seeking input from the Plan Commission regarding the proposed development.

Chris Schlechta – N1413 Star Dust Dr, Greenville

No action taken.

- d. Concept Plan for Sherwood Storage Expansion – Brian Van Lanen – W4746 Hwy 55 & 114

The applicant wishes to expand the existing mini-warehousing development at W4746 Hwy 114 & 55, called Sherwood Storage. The development consists of 3 buildings and a stormwater pond on approximately 3.5-acres along Hwy 114&55. The property is currently zoned Neighborhood Commercial [CN] and is surrounded on three sides by the Village of Sherwood.

The applicant wishes to expand Building A (nearest the highway) by approximately 4,464-sq ft and construct a new 4,752-sq ft building called Building D (eastern part of property). The applicant has stated that he would like to give the property a “face-lift” with the building expansion. Staff understands this to mean that improvements to the site paving and possible building materials may occur.

The property is currently zoned Neighborhood Commercial [CN] and identified as commercial in the Comprehensive Plan. Mini-warehousing/storage is not an allowable use so it is currently considered a legal, non-conforming use. Non-conforming uses are not allowed to be expanded. Staff informed the applicant that they have the option to request an amendment of the Comprehensive Plan to identify this property as Agricultural or Manufacturing. Then a zoning change to AG or IM could follow to allow the use of the property as storage. If rezoned then a Conditional Use Permit will be needed. Staff feels that there are 2 options to obtain the zoning:

1. Keep the Comprehensive Plan as Commercial for the property as the property will continue to be utilized as commercial and rezone the property to General Agricultural [AG]. Mini-warehousing is a conditional use in the AG zoning district.
2. Amend the Comprehensive Plan to Industrial and rezone the property to Industrial and Manufacturing [IM]. Mini-warehousing is a conditional use in the IM zoning district.

Items to discuss:

7. What improvements, other than Building A expansion and new Building D construction, will occur on the site?

8. Is the Plan Commission willing to change the zoning of the property to allow for expansion?
9. Is Agricultural zoning or Industrial/Manufacturing zoning better suited for this property?

The applicant desires to know how the Plan Commission feels about the development expansion and changes to the zoning prior to submitting a formal application.

Brian Van Lanen 115 Jean Street, Combined Locks

No action taken.

- e. Concept Plan for North Shore Woods Condos – Jerry Frazee – Old Highway Road

The Developer submitted a revised concept plan for a single-family condominium development on Old Highway Road. The site is currently identified as 3 separate parcels, zoned RS-1. The total site area is approximately 4-acres. The initial concept plan from April 2022 called for 12-units. The revised proposed concept plan calls for 10-units.

The Village agreed to release a Conservation Easement on the property, however, a Detention Basin Maintenance Easement is still on the property. The easement is identified on the revised concept plan dated Jan 6, 2023.

Concerns from the April 2022 meeting included:

1. That there were too many buildings for a small site.
2. That the density is a little high (probably meaning that the buildings are close together).
3. That additional berms or plantings should be provided for screening between the subdivision and this development, and potential from the highway.

Information from the April 19, 2022 meeting:

The Developer of a potential new condominium development is seeking input from the Plan Commission to develop the property. The property is located on the southwest corner of Old Highway Road and Northshore Road. The property currently consists of three lots, parcels 42188, 45590 & 45592. All parcels are currently zoned Single-Family Residential (Suburban) [RS-1]. The Developer is proposing a 12-unit condo development on a private driveway. Units are proposed to be detached from other units with their own driveways and utilities.

If the Plan Commission is agreeable to the development, staff will work with the developer on the possible rezonings needed. One option is to rezone the property to Multi-Family [RM] with a condo plat. Another option might be to add the Planned Development Overlay [PDO] zoning to the existing RS-1 zoning.

The Developer is also seeking to remove or modify the existing “Detention Basin Maintenance Easement (per plat)” area. Staff feels like this area will be needed in the future to maintain the stormwater pond.

Jerry Frazee N8641 Winding Trl, Menasha

No action taken.

f. Conditional Use Permit Modification – Dean Van Den Eng – W4920 Highline Road

In September 2019, the Village approved a Conditional Use Permit (CUP) for a multi-building, multi-tenant commercial development at W4954 Highline Road. As part of the CUP, the Village approved 14 conditions, one of which was to restrict the hours of operation for any business within the development to 7:00am-7:00pm Monday through Friday and 7:00am-3:00pm on Saturdays.

The applicant wishes to start a new business selling brand new scratch and dent appliances (refrigerators, washers, dryers, etc.). The applicant wishes to lease 6,000-sq ft in a building covered under the September 2019 CUP. The applicant wishes to operate on the weekends with the following hours: Fridays & Saturdays 10:00am-6:00pm and Sundays 11:00am-5:00pm.

The Plan Commission was granted authority under the September 2019 CUP to approve alternate hours than those listed in the CUP, see condition #7. The applicant desires to know how the Plan Commission feels about the expansion of hours. The request is for 3 additional hours on Saturday evenings and 6 hours on Sundays.

Items to discuss:

1. Will the expanded hours negatively affect the surrounding properties?
2. Will the expanded hours cause more businesses in the development to request expanded hours?
3. Does the request for expanded hours help the Village meet the objectives of the Comprehensive Plan to attract businesses and diversify the local economic base?

Brad Uecker and Andy Uecker, W4920 Highline Road

No action taken.

g. Concept Plan for Village Owned Property – County N

The Village owns approximately 40-acres on the northeast corner of County N/Manitowoc Road. This area was recently placed in Tax Incremental Financing District #5 (TID #5). The area is intended to be used commercially. The property is currently identified in the Comprehensive Plan as Commercial. The zoning is currently General Agricultural [AG] but could be rezoned by the Village at anytime to a commercial zoning district.

Sewer and water is adjacent to the property at the northeast corner. Sewer and water may also be available closer towards County N as part of the Luniak Meadows 2 subdivision plat. Access to the property can be obtained from Manitowoc Road and a new roadway access to County N is likely to get approved by the County. Stormwater management would have to be handled on site. Since there is a ridge through the property there is likely to be 2 ponds, one to the north and one on the south.

A concept plan was developed to determine how the property could be developed and split. The concept plan includes extending Touchdown Drive from the north (Luniak Meadows subdivision) to Manitowoc Road. Touchdown Drive is located along the east side of the

property. The concept plan also creates a new east/west road from County N to Touchdown Drive. An internal loop road will allow for the property to be further split and developed with a roadway connection to the north into the proposed Luniak Meadows 2 subdivision. Sanitary sewer and water will follow the roadway layouts.

Staff is asking for input/comment on the proposed concept plan to present to the Village Board.

No action taken.

h. Concept Plan for Village Owned Property – Hwy 55

The Village owns 20-acres along Hwy 55 at County KK. This area was intended to be used as part of the Kaukauna Youth Baseball development. The property is currently identified in the Comprehensive Plan as Commercial. The zoning is currently Business Park [BP] which allows for commercial and light industrial uses. The property could be rezoned by the Village at anytime to any commercial zoning district.

Sewer and water is not directly adjacent to the site, it would have to be extended approximately 1,800-feet from Friendship Road. Access to the property can be obtained from a new roadway access to Hwy 55. The ROW has already been dedicated for the new roadway. This intersection has been designed but would need to go through State approval to get the State access permit. It is expected that an access permit can be obtained. Stormwater management would have to be handled on site. There is an existing pond on site, as part of the baseball development, that could be modified to suit commercial development.

A concept plan was developed to determine how the property could be developed and split. The concept plan includes creating a new road from Hwy 55 to the property. An internal road will allow for the property to be further split and developed. Sanitary sewer and water will follow the roadway layouts.

Staff is asking for input/comment on the proposed concept plan to present to the Village Board.

No action taken.

i. Report: Zoning Permits

The reports and permits are on file at Village Hall

10) Set Next Meeting Date

a. February 21, 2023 6:00 pm

11) Adjourn

Motion (Bartlein/Van Hefty) to adjourn at 8:00 pm.

Motion carried 7-0

Prepared by: Meghan Winkler, Deputy Clerk/Treasurer

Dated: 01/25/2023