

Sherwood Plan Commission Meeting Minutes

March 7, 2016

- 1) Call to Order/Roll Call. – Acting *Chairman Sheppard* called the meeting to order at 6:30 p.m. with roll call:

Present

Bob Gillespie
Joe Hennlich
John Sharer
Scott Sheppard

Absent

Jim Rath, excused
Kathy Salo, excused
Steve Summers, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Hennlich moved to amend the agenda to move agenda item 9) a) to follow 9) c). Sharer 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: Feb. 1 (Regular Meeting). – *Gillespie moved to approve the minutes of the Regular Meeting of February 1, 2016 as presented. Hennlich 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items.

Bob Dhein, N491 Margaret Ct., Sherwood – regarding agenda item 9) b), distributed a handout of pictures of two designs of solar panels and informed the Commission that their intention was to place the panels in the rear yard along the northern property line.

- 6) Officer's Report
- a. Plan Commission Chair
 - b. Zoning Administrator

Friday requested Sheppard to inform the Commission about a meeting they attended the week before. Sheppard stated they attended the Homeowners Association of the 2nd Addition to Sherwood Forest Golf Village Subdivision. Sheppard reported Les Stumpf donated 4 lots along the outlot to the Village, making the Village a part of the association.

- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *Calendar:* On-going Review of (annual) Comprehensive Plan obligations.

9) New Business:

- a. *DRAFT – Chapt. 7; Article IV – Property Maintenance Standards:* Village Board request for Plan Commission to develop property maintenance standards language for incorporation into Municipal Code of Ordinances.

Friday presented the document included in the packet. Friday stated the document was developed using examples from Hilbert and Wisconsin Rapids in addition to his own language.

Sheppard moved to table the topic until April 4, 2016 Commission meeting. Gillespie 2nd.

Sharer suggested making the fines stiffer.

Motion carried unanimously.

- b. *Request to place solar panel array in rear yard (Dhein; N491 Margaret Court).*

Friday presented the application and the current Village Codes. Friday voiced support of the technology, but informed the Commission the current Code does not address this type of request.

Friday stated this application is different than existing panels in the Village which are roof mounted whereas this application is for a ground mount installation.

Friday suggested more applications could come forth with the advancement of technology and reduction of costs.

Sharer stated support, but current Code does not support, and voiced concern of setting precedent if action is taken. Sharer suggested considering the size of the yard, the size of the panel.

Dhein reported that his initial design is being reworked since he will need fewer panels and voiced uncertainty of height and square footage until the contractor revises the original design.

Sheppard inquired and Friday reported that there are no references to solar panels in the current Code and the Commission may want to address this topic.

Sharer suggested if subdivision covenants do not allow this that should be taken into account when making decisions.

Gillespie commented that this topic should be approached similarly to the lengthy process of the Sign Code revision and the Commission must do due diligence.

Sharer stated the Commission must do its homework.

Friday suggested as in the process of a public hearing, that the applicant gets the sign off of adjoining property owners, but that may not apply to other areas in the Village.

Dhein reported that WE Energies will restrict the size since they do not want individuals selling power back to the grid.

Sheppard stated that currently individuals no longer receive an attractive rate for selling the excess.

Hennlich suggested installing the system on the roof of the garage.

Dhein replied that his garage roof has 10 more years before replacement is needed.

Sharer reported not seeing panels, asked if usually installed in agricultural areas or cities.

Sharer warned the Commission that more time is needed for consideration of the size of the lot and the size of the array to be installed. Sharer stated support but the Commission needs to control it.

Friday stated the Village does not want to pit one neighbor against another and suggested to make sure the lot size is appropriate and include as a percentage the size of the array of the size of the lot.

Gillespie suggested coming up with parameters to be discussed at the next Commission meeting.

Sharer requested from Dhein a better representation of the design from the contractor.

Sheppard inquired and Friday confirmed revision to the Code would require a public hearing.

Sharer questioned Dhein if Friday's discussion would be offensive to him (to bring in the neighbors).

Dhein replied he would not be offended.

Friday requested the footprint for the array and Dhein replied 16 panels of 3 x 5 ft. potential 240 sq. ft. and Friday suggested a size cap is established.

***Hennlich moved to table topic until April 4, 2016 Plan Commission meeting.
Sharer 2nd.***

Sharer stipulated Dhein needed to provide revised design and Hennlich asked Dhein to find out if his installer was aware of ordinances that the Village could use.

Dhein and the Commission discussed different locations for the array.

Motion carried unanimously.

c. *Request to change approved Site Plan and remodel: Consider request to place drive-thru service at Castle Square Condos Association (drive-thru travel lane and service window, reduce customer parking space(s); Laughrin).*

Friday reported discussing the topic with Laughrin that afternoon and Laughrin will be requesting grant funds from the CDA. Friday identified on the map displayed on the Board Room wall the revisions intended without losing the handicap parking space and potential traffic flow.

Sheppard moved to approve the revised site plan, to include blacktop driveway, drive through window, keeping the ADA required parking space, pending the approval of the CDA and written agreement of approval from the other property owners/tenants.

Friday asked if Sheppard wanted a timeframe stipulated.

Sharer suggested amending that the drive through window would not open before the driveway is paved.

Sheppard agreed to the amendment.

Sharer 2nd. Motion carried unanimously.

Friday requested direction on discussion with Head Insurance and sign representative March 8, 2016. Friday projected on the Board Room wall the intersection under discussion (Hwy 114/55 & Castle Drive). Commission agreed to 50 feet off the highway and centerline of Castle.

10) Correspondences: None.

11) Adjournment. – ***Gillespie moved to adjourn the meeting at 7:55 p.m. Sharer 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Clerk.