

# Sherwood Plan Commission Meeting Minutes

June 6, 2016

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

***Present***

*Bob Gillespie*

*Joe Hennlich*

*Joyce Laux*

*Kathy Salo*

*Brad Schmidt*

*Scott Sheppard*

*Steve Summers*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Jim Rath, Village President*

- 2) Pledge of Allegiance. – *Recited.*

- 3) Approval of the Agenda. –

***Hennlich moved to approve the agenda as presented. Sheppard 2<sup>nd</sup>. Schmidt abstained. Motion carried.***

- 4) Approval of Minutes:

- a. May 2 (Regular Meeting).

***Gillespie moved to approve the minutes of the Regular Meeting of the Plan Commission of May 2, 2016 as presented. Salo 2<sup>nd</sup>. Schmidt abstained. Motion carried.***

- 5) Citizen comments on agenda items.

- 6) Officer's Report

- a. Plan Commission Chair

*Summers welcomed new Commissioner Brad Schmidt and informed the Commission that the draft to address the Zoning Ordinance update will be presented at the July 2016 meeting.*

- b. Zoning Administrator – Updates (*Downtown Redevelopment RFP and Municipal Lot Sale(s)* pending in August).

*Friday stated that he and Summers had discussed recently a few new businesses using pennant flags and that he approached those businesses and informed them that type of sign is forbidden. Friday inquired how long he is to wait before consequences would be charged.*

*Gillespie responded that the signs should go.*

*Sheppard stated if the violators are new businesses that a short period can be allowed but gone within a reasonable time.*

*Hennlich suggested new businesses be sent a copy of the sign ordinance right away so that they will not violate it.*

*Summers questioned if the Commission was in agreement that the businesses have until July 1, 2016 and they concurred.*

*Laux inquired if new businesses are allowed a 30 day grace period and the Commission concurred.*

*Summers questioned Friday how businesses are notified of the change of the sign ordinances and Friday replied that he will be researching and give proper notification.*

*Laux inquired of the temporary signs along Hwy 114/55 and Friday replied that he attempted contacting the in home health care business and has not been successful yet.*

*Friday updated the Commission on the Request For Proposals distributed by the Village; Housing and Commercial Development and Residential Lot Development. Friday projected both RFPs on the Board Room and identified details for the Commissions..*

*Friday stated the Village road paving for the year has begun, removing curbs, re-milling began the week prior to this meeting and culvert replacement on Stommel Road during the week to come.*

- 7) Extraterritorial Review: None.
- 8) Old Business:
  - a. *Calendar:* On-going Review of (annual) Comprehensive Plan obligations.
  - b. *Ordinance Update:* Consider Code amendment regarding placement of Renewable Energy components (e.g. ground-mounted solar panels).
- 9) New Business:
  - a. *Request to place additional fill material at lot(s) along STH 55/114 from Big Lake Court.*

*Friday introduced the topic, projected pictures of the lot and property owner Randolph Moore's request, W4706 Parkway Ct., placing excessive materials from Big Lake Court lots to extend berm from properties along STH 55/114.*

*Friday suggested if the Commission wants to approve the project, the approval be contingent upon the berm being placed outside of the State Right of Way on the property owner's lot.*

*Salo questioned if there would be an issue with water movement. Friday replied he did not think so. Sheppard suggested a gap at the corner point so that it can drain out to the road.*

*Rath inquired if the Village Engineer should review at the property owner's expense and Friday said yes.*

***Salo moved to approve the berm, matching the existing berm on adjacent lots with maximum of 10 feet, placement on the owner's property, contingent upon the Village Engineer approval at the property owners expense. Schmidt 2<sup>nd</sup>. Motion carried unanimously.***

b. *Pond at Jim Aschenbrenner's residence – Does the Code allow, prohibit, or is it silent on this issue?*

*Friday presented the topic and projected the lot on the Board Room wall. Friday stated the current zoning code addresses small or stormwater ponds not 'swimming holes'. Friday reported not having any experience with this and suggested the Commission respond that it is his pond and let him do what he wants.*

*Sheppard suggested Aschenbrenner would have all liability and that there would not be a problem if he goes through the planning process.*

*Friday stated Aschenbrenner should contact the Wisconsin Department of Natural Resources (WDNR).*

*Summers questioned why he did not present a plan. Friday reported it may have been a timing issue. Summers suggested he consult his neighbors.*

*Hennlich asked if the ground level pond would require a fence as do in ground swimming pools.*

*The Commission directed Friday to inform Aschenbrenner of the requirement of an actual plan with the consultation of the WDNR.*

c. *Consideration of re-naming 'Condon Road'.*

*Friday requested the Commission consider if the new road should be renamed.*

*Laux reported receiving phone calls about the Condon Road name.*

*Summers polled the Commission and Rath and the responses were a combination of leave it as it is, conduct a name the road contest, rename it something more appropriate to the Village, selling naming rights or waiting until the extension is completed.*

*Summers asked the Commission and they concurred to wait until the rest of the road is completed and review the name at that time.*

d. *Future Code Update: Request for input by Members to update Zoning Code.*

*Friday presented the list from the meeting packet of items submitted by Commissioners to date.*

*Summers stated that he will provide a process to address the Zoning Code update at the July Plan Commission meeting.*

*Gillespie questioned if the Commission has a budget to engage a professional to assist with the update process. Summers requested Friday to include funds for this type of work for at least the next two years budget.*

10) Correspondences:

- a. *Robinhood Outlot Homeowner's Association Meeting – Minutes (March 1).*
- b. *'Appleton Officials give Green Light to Cell Tower' (Post Crescent; May 11).*

11) Adjournment. – ***Sheppard moved to adjourn the meeting at 7:53p.m. Gillespie 2<sup>nd</sup>. Motion carried unanimously.***

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