

**Sherwood Plan Commission Meeting Minutes**  
**January 7, 2013**

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

**Present**

Joyce Laux  
Bob Gillespie  
Kathy Salo  
Scott Sheppard  
Steve Summers  
Jeff Weyenberg

**Absent**

John Sharer – Excused  
Clerk Susan Williams – Excused

**Others Present**

Randy Friday, Administrator  
Heidi Gossen, Presenter (Item #6)

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Sheppard moved to approve the Agenda as presented. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – *Gillespie moved to approve the Minutes of Dec. 3 as presented. Salo 2<sup>nd</sup>. Summers motioned to amend the Minutes to have the record reflect a ‘Nay’ vote for himself regarding Agenda item 8) a) iii) Review of Nuisances & Regulation of Animals (Draft Ordinance #2012-112), which would not change the outcome of the recommendation from the Plan Commission to the Village Board. Sheppard 2<sup>nd</sup>. Motion to approve amended Minutes carried unanimously.*
- 5) Citizen comments on agenda items.
- 6) Presentation: Discuss possible establishment of a non-profit, equestrian rehabilitation center at current residential property (Strandwitz – N8144 State Park Road).

*Heidi Gossen discussed her desire to her desire to form a non-profit entity catering primarily, but not exclusively, to the needs of at-risk teens in a quasi-educational (mentoring) setting. The goal is to own the property and host between 20–30 horses, while helping foster opportunities for positive experiences and growth in a supportive atmosphere. She and her family would reside at the home. The intent is not to be a boarding school, per se. Rather, to be a faith-based, educational outreach place for the disadvantaged, loosely modeled on the Rawhide facility in New London.*

*Friday reviewed the property since annexation into Sherwood four years ago, including the original plan for the property to be an ‘equestrian subdivision’ with approximately 18 homes using the barn as a communal stable. He mentioned the likely need to place water and sewer lines to the property along State Park Road,*

*which is the jurisdiction of the Utility Commission. And, that the property is zoned 'Agricultural', making the proposed use a 'conditional use' of the property, at the discretion of the Board(s). Also noted was the current estimated Fair Market Value of \$1.2 million and annual taxes of \$25,000 that would likely be the subject of discussion in a PILOT (Payment In Lieu of Taxes) agreement.*

*The Commission ended by thanking Mrs. Gossen for her initial presentation and hope to see her with a more formalized business plan in future months.*

7) Officer's Report

a. Plan Commission Chair

*Summers reported on the recent Village Board discussions relative to the on-going Nuisance and Regulation of Animals Ordinance that will culminate in a public hearing. He asked that members of the Plan Commission subcommittee that worked on this be present to answer Board questions at their January 14<sup>th</sup> Regular Meeting. Salo volunteered to have a bibliography of review notes showing how the Draft Ordinance was created.*

b. Zoning Administrator: Nothing to report.

8) Extraterritorial Review: Stumpf CSM (W5550 STH 114): Request to combine parcels (#5966 – 12.5 acres; #5979 – 12.84 ac; #5980 – 15 ac; #6373 – 3.4 ac; #6372 1.5 ac) re-creating as Lot #1 (44.84 ac).

*Friday presented the CSM. **Motion to recommend approval without objection made to the Village Board by Weyenberg. Laux 2<sup>nd</sup>. Motion carried unanimously.***

9) Old Business:

a. *Plan Commission Work items:* Nothing to report.

10) New Business:

a. *CPA #2013.01 – Comprehensive Plan Amendment:* Village request to amend its *Village of Sherwood – Year 2030 Comprehensive Plan* adopted by ordinance (04/13/2008) to reflect development of *Upper Wanick Park, Lower Wanick Park* and establishment of commercial property in same area(s). Amendment pertains to *Future Land Use* and *Existing Zoning (Maps 8-3; 8-3a; 9-1)* of the *Plan*.

*Friday presented the proposed Plan Amendment. **Motion by Laux to recommend approval. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

b. *RP #2013.01 (Village of Sherwood):* Village request to rezone lands in the *Wanick Park area* (see above CPA #2013.01) accurately depicting parcels to be used as parkland and commercial property. Rezoning appropriately change designations from Residential (R-1) and Agriculture (Ag) zones to Conservancy (Con) and Intensive Commercial (C-1). All lands are owned by the Village. Lower Wanick parcels include: 15 acres – from Ag to Con (Lot #1).

Upper Wanick parcels include:

- 4 acres – from Ag to C-1 (Lot #2).
- 2.7 ac. – from Ag. to Con (Lot #3).
- #13605 – from R-1 to Con.
- #13609 – from R-1 to Con.
- #14225 – from R-1 to Con.

Friday presented the *Rezoning Petition*. ***Motion to recommend approval by Laux, Gillespie 2<sup>nd</sup>. Motion carried unanimously.***

11) Correspondences: None.

12) Adjournment: Sheppard motioned to adjourn at 7:30. Hearing no objection, Summers concluded the meeting.

## **Sherwood Plan Commission Meeting Notice and Agenda**

**Monday, Feb. 4, 2013 – 6:30 p.m.**

# **NOTICE OF CANCELLATION**

**The Village of Sherwood monthly  
Plan Commission Meeting is cancelled  
due to lack of business**

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members and a quorum of Utility Commission members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board or Utility Commission will be transacted.

## Sherwood Plan Commission Meeting Minutes

March 4, 2013

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

**Present**

Joyce Laux  
Kathy Salo  
John Sharer  
Scott Sheppard  
Steve Summers  
Jeff Weyenberg

**Absent**

Randy Friday, excused  
Bob Gillespie, excused

**Others Present**

Clerk Susan Williams

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – Salo *moved to approve the Agenda as presented. Sheppard 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Jan. 7 (Regular Meeting) – *Laux moved to approve the minutes of the regular January 7, 2013 meeting as presented. Sheppard 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items – none.
- 6) Officer's Report
  - a. Plan Commission Chair  
*Summers extended his gratitude for the work done on the animal ordinance.*
  - b. Zoning Administrator  
*Summers stated the Commission received a preliminary map of the grocer location.*  
*Weyenberg briefly reviewed the map for the Commissions information.*  
*Summers stated the Wanick Park bid books are being readied for the publication date of March 6, 2013.*
- 7) Extraterritorial Review: None.
- 8) Old Business:
  - a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review – Chapt. 2 (Population & Housing).*

***Laux moved to accept the Chapter 2 summary of the Village Comprehensive Plan and forward report to Village Board as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

9) New Business: None.

10) Correspondences:

- a. *Nuisance Complaint – American Flag (Samida; Jan. 18) – reviewed.*
- b. *Response to (Samida) Nuisance Complaint (Kettner; Feb. 22) – reviewed.*

11) Adjournment – ***Sharer moved to adjourn at 6:45 pm, hearing no objection the meeting was adjourned.***

Minutes presented for review and approval by Susan Williams, Village Clerk.

## Sherwood Plan Commission Meeting Notice and Agenda

Monday, April 1, 2013 – 6:30 p.m.

# NOTICE OF CANCELLATION

The Village of Sherwood monthly  
Plan Commission Meeting is cancelled  
due to lack of business

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members and a quorum of Utility Commission members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board or Utility Commission will be transacted.

**Sherwood Plan Commission Meeting Minutes**  
**May 6, 2013**

- 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  
Kathy Salo  
John Sharer  
Scott Sheppard  
Steve Summers

**Absent**

Jim Rath, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – March 4 (Regular Meeting) – *Sharer moved to approve the minutes of the regular meeting of the Plan Commission on March 4, 2013 as presented. Salo 2<sup>nd</sup>. Hennlich abstains. Motion carried.*
- 5) Citizen comments on agenda items –

Rick VandenWymelenberg, Dick’s Family Foods, Wrightstown – regarding agenda item 9) a)

Jason Stammer, Mehmert Services, Sussex – regarding agenda item 9) a)

- 6) Officer’s Report  
a. Plan Commission Chair

*Chairman Summers acknowledged the new appointments of Joe Hennlich and Jim Rath, and re-appointment of Bob Gillespie.*

*Summers reminded the Commission of the public meeting of the High Cliff State Park Master Plan Tuesday May 7, 2013 from 4 to 7 pm.*

*Summers informed the Commission that the Community Development Authority is meeting monthly on the 4<sup>th</sup> Wednesday at 5:45 pm.*

- b. Zoning Administrator

*Administrator Friday stated Lakeshore Estates East paving project contract is awarded, resident meeting on special assessment has taken place, construction to begin July 8,*

2013 and completed by September 26, 2013. Friday stated there are 5 total subdivisions without final paving, which will be paved within the next 2 years, changes to the paving policies will be in place to make sure the roads are done sooner with a better process.

Friday continued with update on Wanick Park project; the contract was awarded and construction to begin week of May 13, 2013 (weather dependent), with construction meetings weekly beginning May 16, 2013.

Friday went on to inform the Commission on the TID status; #1 must close by September 2014, there are potential scenarios for the creation of #2, including financial contribution from #1. SEH (Downtown Market Analysis) and Elhers (financial advisor) are working together now in this process.

Friday presented visually the preference survey on signage done in 2005, for use by the CDA and in the discussion of the credit union sign proposal.

Friday responded to Summer's inquiry as to the Plan Commission (PC) role in the TID #2, stating that the PC will be included in joint meetings in the future.

Friday stated tubes will be placed this week on Clifton Rd. for traffic study.

Extraterritorial Review: None.

7) Old Business:

- a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review – Ongoing.*

Summers stated an outstanding issue was the cell tower.

Friday responded he was not directed by the Village Board to review the cell tower policy. Hennlich concurred. Summers will address it with the Village President.

Sharer distributed chapter 3 and discussed a proposal to reduce redundancy in the ongoing chapter reviews.

Sheppard moved to recommend acceptance of Comprehensive Plan review format change. Gillespie 2<sup>nd</sup>. Motion carried unanimously.

8) New Business:

- a. *Preliminary Site Plan Review – Dick's Family Foods grocery store.*

Vanden Wymelenberg and Stammer presented the site plan page by page and responded to Commissioner's questions.

**Gillespie moved to approve the preliminary site plan presented by Dick's Family Foods grocery contingent upon the addition of a trail connection from grocery store to**

**Wanick Park, signage on truck entrance and no major change to the site plan. Salo 2<sup>nd</sup>. Motion carried unanimously.**

- b. *Preliminary Request to replace exterior business signage – Best Advantage Credit Union.*

*Friday presented the proposal submitted by the Best Advantage Credit Union.*

*Friday stated the Village engaged Foth Engineers to conduct a visual preference survey and will distribute an electronic copy to the Commission members.*

*Friday discussed the Village of Sherwood Zoning sections in regards to signs:*  
*Chapter 4-6, Section D (1) (d) prohibits signs with flashing lights;*  
*Section D (2) limits sign colors to no more than 4 plus black and white;*  
*Section E (2) (a) classifies this sign as attention getting device;*  
*Section E (2) (c) classifies this sign as a business sign;*  
*Section E (3) (c) classifies this sign structure type as moving or animated sign;*  
*Section E (3) (f) classifies this sign structure type as pylon;*  
*Section G (5) prohibits moving or animated sign in all districts;*  
*Section J (1) (c) allows business signs;*  
*Section J (2) (c) allows unlighted pylon signs;*  
*Section J (3) (c) allows one (1) ground/pylon sign per 300 feet of zoning lot frontage, or fraction thereof;*  
*Section J (4) (c) limits to 100 square feet per sign face nor more than 2 face;*  
*Section J (5) (d) limits maximum height of pylon signs to 20 feet;*  
*Section J (6) (b) limits minimum sign setback to 25 feet from front lot line and 6 feet from all other lot lines;*  
*Section K (2) (b) allows conditional use for structural type of lighted pylon signs.*

*Friday concluded this request requires a change in ordinances for lighting and/or conditional use permit for lighted pylon sign with electronics format.*

*Based on the current Village ordinances; Commission requests direction from Village Board and Community Development Authority for submissions of this nature.*

*Friday will contact the credit union and advise them the request is being researched.*

- 9) Correspondences:
  - a. *Increased WHEDA funding in FY2013: (Capitol Buzz; May 1). – reviewed.*
  - b. *Wetland Fill Permit: Incomplete Application (WisDNR; May 2). – reviewed.*

**10) Adjournment – Sheppard moved to adjourn at 9:05 pm. Hennlich 2<sup>nd</sup>. Motion carried unanimously.**

Minutes presented for review and approval by Susan Williams, Village Clerk.

**Sherwood Plan Commission Meeting Minutes**  
June 3, 2013 – 6:30 p.m.

- 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  
Kathy Salo  
Jim Rath  
John Sharer  
Steve Summers

**Absent**

Scott Sheppard, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – May 6 (Regular Meeting) – *Gillespie moved to approve the minutes of the regular meeting of the Plan Commission on May 6, 2013 as presented. Hennlich 2<sup>nd</sup>. Summers moved to amend the minutes on page 3 under agenda item 8) b) with addition of an s to the word Bet. Motion as amended carried unanimously.*

- 5) Citizen comments on agenda items:

Roger Kaas, W4840 Escarpment Terr., Sherwood – regarding agenda item 9) b).

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

*Summers reported from the May 2013 minutes that he was asked to confer with the Village President in regards to the outstanding issue of the cell tower is an item that will no longer be researched due to the regulations currently by the FCC.*

*Summers inquired of the members to consider new work items for future work.*

- b. Zoning Administrator

*Friday reports another carrier has requested to join the cell tower and that carrier was informed of the process to follow. Friday discussed the infrastructure that would be needed for new carriers, within the existing location fence.*

*Friday informed the commission that 3 new homes have begun within the last 30 days and another one was discussed today.*

*Friday reported that the chickens previously residing in the Sherwood Forest subdivision has vacated and the other property where chickens resided was in process of the relocation.*

*Friday finished his report with update on Wanick Park project; detention/retention ponds work and movement of the sledding hill has begun.*

7) Extraterritorial Review: None.

8) Old Business:

- a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review – Ongoing.*

*Sharer presented Chapter 3 review, commented on the new review format and responded to questions.*

***Gillespie moved to approve Chapter 3 review of the Village of Sherwood Year 2030 Comprehensive Plan, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***

9) New Business:

- a. *Final Site Plan Review – Dick’s Family Foods grocery store.*

*Friday reports the engineering firm for Dick’s Family Foods informed him that the construction bids for the store are due in this week. Friday expects information prior to the next Plan Commission meeting.*

- b. *Review Ordinance #2013-117 – Creating Subdivision Ordinance for Village of Sherwood.*

*Kaas presented list of comments/questions to the draft ordinance, discussed the Ad Hoc Committee work from the Plan Commission performed in 2012, provided information from S E H proposal of funding of truck road and responded to questions.*

***Salo moved to direct Village Staff to include recommendations discussed to Ordinance #2013-117 as presented and recommend approval to amended draft to the Village Board. Sharer 2<sup>nd</sup>. Motion carried unanimously.***

10) Correspondences: None.

11) Adjournment – ***Sharer moved to adjourn at 7:55 pm. Salo 2<sup>nd</sup>. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.

**Sherwood Plan Commission Meeting Minutes**  
**July 1, 2013**

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

<b>Present</b> <i>Bob Gillespie</i> <i>Joe Hennlich</i> <i>Jim Rath</i> <i>Kathy Salo</i> <i>John Sharer</i> <i>Steve Summers</i>	<b>Not Present</b> <i>Scott Sheppard</i> <b>Others Present</b> <i>Randy Friday, Administrator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
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- 2) Pledge of Allegiance – *recited*
  
- 3) Approval of the Agenda – **Hennlich moved to approve the agenda as presented. Gillespie seconded. Motion carried.**
  
- 4) Approval of Minutes – June 3 (Regular Meeting) – **Rath moved to approve the June 3, 2013 minutes as presented. Sharer seconded. Motion carried.**
  
- 5) Citizen comments on agenda items
  - *Corey Stumpf*      *W612 Clifton Road, Sherwood*      *re item 9)b and 9)c*
  - *Joe Brantmeier*      *N7592 Hwy 114/55, Menasha*      *re item 9)d*
  - *Chris Brantmeier*      *N7592 Hwy 114/55, Menasha*      *re item 9)d*
  
- 6) Officer's Report
  - a. Plan Commission Chair – *Summers extended congratulations to Gillespie for being added to the CDA. Summers requested copies for members of the Plan Commission of the documents presented at the previous CDA meeting by Dave Wagner, Ehlers & Associates Inc., regarding potential TID Districts. Summers stated that he would like to address the weed ordinance as part of a list for the Plan Commission to consider. In addition to Summers' suggestion, Rath added he would be in support of discussing the responsibility of future subdivision developers for LED required street lighting.*
  
  - b. Zoning Administrator – *Friday announced the Wanick Choute Park and the surrounding trail will be closed for the remainder of the summer for safety reasons during construction. Friday distributed a 5/23/13 Memorandum from SEH in regard to their scope of work for Tax Incremental Financing (added to the packet).*
  
- 7) Extraterritorial Review:
  - a. CSM (Certified Survey Map) – Request by 'Sprangers Brothers' to subdivide Town of Harrison parcel #6777 at N8220 CTH 'M' from 25.991 acre parcel into two parcels of 3.792 acres (home), 22.04 acres (farm field), and 0.161 (Outlot #1)

*– Hennlich moved to recommend approval without objection of a Certified Survey Map from Sprangers Brothers to subdivide Town of Harrison parcel #6777 at N8220 CTH ‘M’ from 25.991 acre parcel into two parcels of 3.792 acres (home), 22.04 acres (farm field), and 0.161 (Outlot #1). Salo seconded. Motion carried.*

8) Old Business:

- a. Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 4 – Utilities & Communication Facilities – *Salo moved to recommend acceptance of Chapter 4 summary as presented with modifications to Objectives of Para 4.18, Sub-para. 2 and Sub- para. 3. Gillespie seconded. Motion carried.*

9) New Business:

- a. Final Site Plan Review – Dick’s Family Foods grocery store: Consider/Approve (Note: No substantive changes from Preliminary Approval; May 6<sup>th</sup>) – *Gillespie moved to approve the final site plan as presented for Dick’s Family Foods grocery store. Salo seconded. Motion carried unanimously.*
- b. CSM #2013-01 (W612 Clifton Road; Stumpf): Request to re-create current eight (8) acre Agricultural parcel into three (3) parcels (Lot #1 – 2.07 ac.; Lot #2 – 2.588 ac.; Lot #3 – 1.998 ac. – *Hennlich moved to approve Certified Survey Map #2013-01 requested by Corey Stumpf to re-create current eight (8) acre Agricultural parcel into three (3) parcels (Lot #1 – 2.07 ac; Lot #2 – 2.588 ac; Lot #3 – 1.998 ac). Sharer seconded. Motion carried unanimously.*
- c. RP #2013-02 (W612 Clifton Road; Stumpf): Request to rezone newly-created Lot #2 – 2.588 ac. from Agricultural (Ag.) to Residential (R-1; Single-family) zoning. – *Salo moved to recommend approval of RP #2013-02 requested by Corey Stumpf to rezone newly created Lot #2 – 2.588 ac from Agricultural (Ag) to Residential (R-1; Single-family) zoning. Sharer seconded. Motion carried unanimously.*
- d. Direct Annexation Petition (Brantmeier; N7592 STH 55/114): Consider petition creating an R-1 (single family) lot (.708 acres) from lands located in the Town of Harrison on the easterly side of STH 55/114 south of CTH ‘B’, not including agricultural land subordinate to the residence (portion of Tax ID #6842) – *Salo moved to recommend approval of a Petition for Direct Annexation submitted by Joe and Chris Brantmeier regarding .708 acres (N7592 STH 55/114) in the Town of Harrison on the easterly side of STH 55/114 south of CTH ‘B’, not including agricultural land subordinate to the residence (portion of Tax ID #6842). Gillespie seconded. Motion carried unanimously.*
- e. Consider AT&T request to add dish antenna structure on cell tower structure (Miller Pond site) – *After discussion, the commission requested Friday to seek*

*legal review. Friday noted the request will move forward if there are no legal issues.*

10) Correspondences: *None*

11) Adjournment – *Salo moved to adjourn at 8:12 p.m. Sharer seconded. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Sherwood Plan Commission Meeting Minutes**  
**August 5, 2013**

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

<b>Present</b>	<b>Absent</b>
<i>Bob Gillespie</i>	<i>none</i>
<i>Joe Hennlich</i>	<b>Others Present</b>
<i>Jim Rath</i>	<i>Randy Friday, Administrator</i>
<i>Kathy Salo</i>	<i>Susan Williams, Clerk</i>
<i>John Sharer</i>	<i>Roger Kaas, CDA Chair</i>
<i>Scott Sheppard</i>	<i>Todd Thiel, CDA Member</i>
<i>Steve Summers</i>	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Sheppard moved to approve the agenda as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – July 1 (Regular Meeting) – *Rath moved to approve the minutes of the regular meeting July 1, 2013, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Citizen comments on agenda items – *none.*
- 6) Officer's Report
- a. Plan Commission Chair
  - b. Zoning Administrator

*Zoning Administrator Friday reported the Village Attorney response with the recent State legislation the AT & T proposal for additional antennas cannot be successfully challenged.*

*Friday presented photos of temporary signs at High Cliff Restaurant and asked the Commissions direction.*

*Commission directed Friday to enforce the existing sign ordinance.*

- 7) Extraterritorial Review: *None.*
- 8) Old Business:
- a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Ongoing.*

*Summers stated Sharer will continue to review chapters, Rath will research LED lighting and he will work on updating Ordinance #94-52 in regards to noxious weeds.*

9) New Business:

- a. *'Outpost' parking lot alignment relative to Knight Drive trail:* Consider request to place paved parking area w/in three feet (3') of trail.

*Friday presented information on the alignment plan submitted and recommendations.*

***Hennlich moved to recommend minimum of 5 feet green space between paved parking and trail. Sharer 2<sup>nd</sup>. Motion carried unanimously.***

- b. *'Legacy Communications' driveway entrance(s):* Consider entry/exit point(s).

*Summers presented information, e-mail correspondences and Commission meeting actions.*

*Commission directed Friday to communicate with Legacy to identify an acceptable solution that is not on Village property according to what was presented before.*

- c. *Possible Tax Increment (Finance) District(s):* Discuss possible TID formation, projects, etc. – reviewed.

10) Correspondences:

- a. *Tax Increment District Planning (Bastien; July 31).* – reviewed.
- b. *Road work scheduled on STH 55/114 (WisDOT; Aug. 1).* – reviewed.

11) Adjournment – ***Sharer moved to adjourn at 8:03 p.m. Salo 2<sup>nd</sup>. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Clerk

**Sherwood Plan Commission and Community Development  
Authority Special Joint Meeting Minutes**

August 12, 2013

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

***Present Plan Commission:***    ***Absent:***

*Bob Gillespie*

*none*

*Joe Hennlich*

*Jim Rath*

***Others Present:***

*Kathy Salo*

*Randy Friday, Administrator*

*John Sharer*

*Susan Williams, Clerk*

*Scott Sheppard*

*Joyce Laux, Village Vice President*

*Steve Summers*

***Present Community Development Authority:***

*Tom Boll*

*Cheryl Dewing*

*Bob Gillespie*

*Roger Kaas*

*Steve McGrath (arr. 5:52 p.m.)*

*David Miller*

*Jim Rath*

*Todd Thiel*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – N/A.
- 5) Citizen comments on agenda items – None.
- 6) Officer's Report
- a. Plan Commission; Chair. – None.
- b. Community Development Authority; Chair. – None.
- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *TIFD formulation: Calendar sequence (update).*

*Summers presented the revised calendar for the Commission and Authority consideration.*

- b. *Possible Tax Increment (Finance) District(s) #2 & #3 – Project Planning:* Discuss and finalize TIDs’ project lists, including potential boundaries, maps, etc. (S.E.H. – Andrew Dane).

Dane explained the packet and handout information and updated map and project lists from discussions.

- c. *Possible Tax Increment (Finance) District(s) #2 & #3 – Financial Analysis* (Ehler’s – Dave Wagner).

Wagner explained the packet and handout information.

*Kaas questioned the financial projections of residential and commercial development in #2.*

Dane and Wagner replied that the projections will be modified to reflect the Commission and Authority recommendations and informed the group #2 is feasible and #3 needs work.

- d. *Contract for Services – Clifton Road Bypass Route:* Consider agreement with S.E.H. to facilitate roadway placement including meetings with WisDOT and Village entities, developing roadway plans and cost estimates, *Cost Sharing Analysis Report* and *Special Assessment Roll*.

***Miller moved to recommend approval and acceptance of Contract for Services – Clifton Road Bypass Route: Consider agreement with S.E.H. to facilitate roadway placement including meetings with WisDOT and Village entities, developing roadway plans and cost estimates, Cost Sharing Analysis Report and Special Assessment Roll. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

9) New Business: None.

10) Correspondences:

- a. *Tax Increment District Planning* (Bastjan; July 31). – reviewed.
- b. *Road work scheduled on STH 55/114* (WisDOT; Aug. 1). – reviewed.

11) Adjournment – ***Kaas moved to adjourn at 6:19 p.m. Sheppard 2<sup>nd</sup>. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Clerk

Special Sherwood Plan Commission Meeting Minutes  
September 9, 2013

- 1) Call to Order/Roll Call– *Chairman Summers called the meeting to order at 5:00 p.m. with roll call:*

***Present***

*Joe Hennlich  
Jim Rath  
Kathy Salo  
Steve Summers*

***Absent***

*Bob Gillespie, excused  
John Sharer, excused  
Scott Sheppard, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Roger Kaas, Trustee and CDA Chair*

- 2) Pledge of Allegiance– *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – none presented
- 5) Citizen comments on agenda items:

Milan Deprez, W406 Stumpf Ave., Sherwood – regarding agenda item 6) and 8)

Mary Flak, N433 Muehl St., Sherwood – regarding agenda item 6) and 8)

Gary Flak, N433 Muehl St., Sherwood – regarding agenda item 6) and 8)

Randall Michiels, W372 Leslie St., Sherwood – regarding agenda item 6) and 8)

- 6) Public hearing on proposed boundaries and Project Plan for proposed creation of Tax Increment Finance District #2 (TIFD #2)

Dave Wagner (Ehlers & Associates) and Andrew Dane (S.E.H.) presented Plan #2 documents.

***After 3 calls for public hearing, Summers requested action to open public hearing at 5:20 P.M.***

***Salo moved to open the public hearing. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Hennlich moved at 5:21 p.m. to close the public hearing. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Consider/adopt Resolution #06-2013 Approving the Creation, Boundaries, and Project Plan for TIFD #2 of the Village of Sherwood

***Salo moved to approve Resolution #06-2013 Approving the Creation, Boundaries, and Project Plan for TIFD #2 of the Village of Sherwood. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 8) Public hearing on proposed boundaries and Project Plan for proposed creation of TIFD #3.

***Salo moved to open the public hearing. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***After 3 calls for public hearing Summers opened the public hearing at 5:25 p.m.***

Dave Wagner (Ehlers & Associates) and Andrew Dane (S.E.H.) presented Plan #3 documents.

***Hennlich moved at 5:45 p.m. to close the public hearing. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- 9) Consider/adopt Resolution #07-2013 Approving the Creation, Boundaries, and Project Plan for Tax Incremental Finance District #3 of the Village of Sherwood

***Salo moved to approve Resolution #07-2013 Approving the Creation, Boundaries, and Project Plan for Tax Incremental Finance District #3 of the Village of Sherwood. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 10) Adjournment – ***Hennlich moved to adjourn at 5:46 p.m. Salo 2<sup>nd</sup>. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Clerk

## **Sherwood Plan Commission Meeting Notice and Agenda**

**Monday, September 26 – 6:30 p.m.**

# **NOTICE OF CANCELLATION**

**The Village of Sherwood monthly  
Plan Commission Meeting is cancelled  
due to lack of business**

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members and a quorum of Utility Commission members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board or Utility Commission will be transacted.

**Sherwood Plan Commission Meeting Minutes  
October 7, 2013**

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

*with roll call:*

<b>Present</b>	<b>Absent</b>
<i>Bob Gillespie</i>	<i>None</i>
<i>Joe Hennlich</i>	<b>Others Present</b>
<i>Jim Rath</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Kathy Salo</i>	<i>Roger Kaas, CDA</i>
<i>John Sharer</i>	<i>Val Seidel, Receptionist (Observing)</i>
<i>Scott Sheppard</i>	
<i>Steve Summers</i>	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Gillespie moved to approve the agenda. Salo seconded. Motion carried.***
- 4) Approval of Minutes –
- a. August 5 (Regular Meeting) – ***Salo moved to approve the August 5, 2013 minutes. Hennlich seconded. Motion carried.***
  - b. August 12 (Special Meeting – Joint meeting with CDA) – ***Hennlich moved to approve the August 12, 2013 minutes. Sharer seconded. Motion carried.***
  - c. August 28 (special meeting – Joint meeting with CDA) – ***Salo moved to approve the minutes. Sharer seconded. Motion carried.***
  - d. Sept. 9 (Special Meeting) – ***Hennlich moved to approve the minutes. Sharer seconded. Motion carried.***
- 5) Citizen comments on agenda items – *None*

Tim Stevenson, N7916 Pigeon Road, was present to discuss the possibility of dividing his two-acre lot. However, the item was not on the agenda. Commissioners provided suggestions for him to start the CSM process.

- 6) Officer's Report
- a. Plan Commission Chair - *Summers gave a summary report of the Transportation Analysis meeting with the WDOT; FY2014 a two-inch overlay is scheduled for STH 114/55 and FY2021 a complete road replacement is scheduled. He added that an updated written report will be provided in the future.*
  - b. Zoning Administrator - *On behalf of absent administrator, Summers reported the "Wink Mart" property purchase is in the final stages.*

- 7) Extraterritorial Review: *None.*
- 8) Old Business:
- a. Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: On-going – ***Gillespie moved to accept the “revised” copy which will be added to the packet and recommends the Village Board review changes to Chapter 5, Agricultural, Natural and Cultural Resources. Salo seconded. Motion carried.***
- 9) New Business:
- a. CSM #2013-02: Consider Brantmeier certified survey map creating new single-family lot (0.708 acres; N7592 STH 55/114) from lands previously located in the Town of Harrison. (Note: This parcel does not include agricultural land subordinate to the residence [portion of Tax ID #6842]. A Petition for Direct Annexation was recommended for approval by P.C. on July 1, 2013.) – ***Hennlich moved to approve CSM #2013-02, Brantmeier certified survey map creating new single-family lot (0.708 acres, N7592 STH 114/55) from lands previously located in the Town of Harrison. Sheppard seconded. Motion carried.***
  - b. ZOA #2013-01: Consider zoning ordinance amendment regarding Ordinance #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control - *Summers requested input and suggestions to the proposed changes. Commission requests clarification of property owner responsibility to maintain R.O.W. in relation to Ordinance 94-52(f), including culvert areas. Inclusion of native, prairie plants for consideration was, also, requested to be incorporated into the ordinance wording.*
  - c. ‘Downtown Master Plan’: Consider a Request for Proposals to conduct study (City of Kenosha model), master plan elements, roles of Plan Commission and Community Development Authority bodies, and future implementation – *Kaas provided an overview of the basic elements of the Master Plan Development which will be used for implementation of the Market Analysis. Summers stated that he, Village Administrator, Village President, and CDA Chair will meet to define roles and future implementation.*  
  
*Commission recommended to the Village Board to go forward with the RFP Downtown Master Plan.*
- 10) Correspondences:
- a. *Sherwood Sewer Service Area Plan – Update postponed (East Central Regional Planning Commission; Sept. 10) – reviewed*
- 11) Adjournment – ***Sheppard moved to adjourn at 8:11 p.m. Sharer seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

## Sherwood Plan Commission

November 4, 2013

- 1) Call to Order/Roll Call – *Chairman Summers called the meeting to order at 5:00 p.m. with roll call:*

***Present***

*Bob Gillespie*

*Joe Hennlich*

*Kathy Salo*

*John Sharer*

*Scott Sheppard*

*Steve Summers*

***Absent***

*Jim Rath, excused*

***Others Present***

*Sue Williams, Village Clerk*

*Randy Friday, Village Administrator*

*Joyce Laux, Village Vice President*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Oct. 7 (Regular Meeting) – ***Gillespie moved to amend minutes under 9 c) to include Commission recommended to the Village Board to go forward with the RFP for Downtown Master Plan. Sharer 2<sup>nd</sup>. Motion to amend carried unanimously. Gillespie moved to approve the minutes as amended. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Citizen comments on agenda items – none.
- 6) *Public Hearing: Amendment to Village Tax Increment Districts #1, #2 and #3 for purpose of allowing TID #1 and #2 to donate excess revenues to TID #3.*
- 7) *After 3 calls for public hearing Summers requested a motion to open the public hearing, Gillespie moved to open the public hearing at 5:06 p.m. Sharer 2<sup>nd</sup>. Motion carried unanimously.*

*Andrew Dane (S.E.H.) distributed amendment project plans to commissioners and presented the amendments and responded to questions.*

***Sheppard moved to close the public hearing at 5:24 p.m. Sharer 2<sup>nd</sup>. Motion carried unanimously.***

- 8) Officer's Report  
a. Plan Commission Chair

*Summers stated he requested Administrator Friday to include the recently approved (based on budget approval) Downtown Master Plan Request for Proposal in the meeting packet and inquired of commission input.*

b. Zoning Administrator

*Administrator Friday presented the FY2014 - capital projects budget and responded to commissioner questions.*

*Clerk Williams informed the commission that the Wink Mart title search has revealed financial encumbrances that the owner must cleared up prior to transfer and the anticipated closing date of November 11, 2013 will not happen.*

*Friday presented newspaper picture in regards to temporary tent storage structures and the commission requested Friday to research that topic and outdoor wood burning stoves for potential ordinance changes/modifications.*

9) Extraterritorial Review: None.

10) Old Business:

- a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 6 – Economic Development.*

***Salo moved to recommend approval to the Village Board of Chapter 6 as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

- b. *ZOA #2013-01: Consider zoning ordinance amendment regarding Ordinance #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control.*

*Summers presented research and worked through points with commissioners and requested commissioners to provide input and will have another draft for the December Plan Commission*

11) New Business:

- a. *Resolution #15-2013: TID #1 Project Plan Amendment (allowing donation of excess funds to TID #3).*

***Hennlich moved to approve Resolution #15-2013: TID #1 Project Plan Amendment (allowing donation of excess funds to TID #3). Gillespie 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Resolution #16-2013: TID #2 Project Plan Amendment (allowing donation of excess funds to TID #3).*

***Salo moved to approve Resolution #16-2013: TID #2 Project Plan Amendment (allowing donation of excess funds to TID #3). Sharer 2<sup>nd</sup>. Motion carried unanimously.***

- c. *Resolution #17-2013: TID #3 Project Plan Amendment* (allowing receipt of donated funds from TID #1 and TID #2).

***Gillespie moved to approve Resolution #17-2013: TID #3 Project Plan Amendment (allowing receipt of donated funds from TID #1 & #2). Salo 2<sup>nd</sup>. Motion carried unanimously.***

- d. *CSM #2013-03: Consider Certified Survey Map delineating boundaries of Village-owned High Cliff Cemetery property along State Park Road.*

***Hennlich moved to recommend approval of CSM #2013-03: Certified Survey Map delineating boundaries of Village-owned High Cliff Cemetery property along State Park Road. Gillespie 2<sup>nd</sup>. Motion carried unanimously.***

12) Correspondences:

- a. *Statewide Rifle Hunting Use and Regulation – Memo to municipalities (WisDNR; Oct. 21). – reviewed.*

13) Adjournment – ***Hennlich moved to adjourn at 6:42 p.m. Salo 2<sup>nd</sup>. Motion carried unanimously.***

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

## Sherwood Plan Commission Meeting Minutes

December 2, 2013

- 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*

*Jim Rath*

*Kathy Salo*

*John Sharer*

*Scott Sheppard*

*Steve Summers*

***Absent***

*none*

***Others Present***

*Randy Friday, Village Administrator*

*Sue Williams, Village Clerk*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Nov. 4 (Regular Meeting) – ***Sharer moved to approve the special meeting minutes of November 4, 2013 as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Citizen comments on agenda items:

Richard Raab, W4885 Sunset Lake Ct., Sherwood – regarding agenda item 9) c).

Tim Stevenson, W7916 Pigeon Rd., Sherwood – regarding agenda item 9) a).

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

*Summers reported work to begin with Administrator Friday to provide consistent zoning maps in the village.*

- b. Zoning Administrator

*Friday reported the Wink Mart purchase is progressing after some issues and expected to close by the end of 2013 and informed the commission of High Cliff Public Golf Course likelihood of repayment of outstanding amount.*

*Friday distributed e-mail from Rick Vanden Wymelenberg (Dick's Family Foods) in regards to sharing signage with credit union on corner of Hwy 114 and Castle Drive. Friday will respond to e-mail and provide language for the commission to review at the next meeting.*

- 7) Extraterritorial Review: None.

8) Old Business:

- a. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 7 – Intergovernmental Cooperation.*

*Sharer presented and discussed Chapter 7 review and responded to questions.*

***Sheppard moved to approve the review as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

9) New Business:

- a. *CSM #2013-04: Consider Certified Survey Map request (Tim & Shelley Stevenson; N7916 Pigeon Road) to split 1.702 acre parcel with one, single-family dwelling into two equal parcels of 0.851 acres. Properties conform to current IR-2 (single-family) zoning requirements.*

***Gillespie moved to recommend approval of CSM #2013-04: Certified Survey Map request (Tim & Shelley Stevenson; N7916 Pigeon Road) to split 1.702 acre parcel with one, single-family dwelling into two equal parcels of 0.851 acres as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.***

- b. *ZOA #2013-01: Consider Zoning Ordinance Amendment to #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control.*

***Salo moved to recommend approval and proceed to public hearing for ZOA #2013-01: Zoning Ordinance Amendment to #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control, as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.***

- c. *Consider preliminary request to locate Raase Lift assembly and retail store in C-1 Business District on Knight Drive (Richard Raab).*

*Commission directs Raab to engage engineer and develop site plan (addressing all site issues; stormwater, parking, DNR issues, etc.).*

10) Correspondences:

- a. *Downtown Traffic Analysis – DRAFT (S.E.H. for V. of Sherwood; Nov. 11). – reviewed.*
- b. *Sherwood Business Development Meeting Summary (V. of Sherwood; Nov. 18). – reviewed.*
- c. *Cell Tower – Change in ownership (Tower Point Capital; Nov. 25). – reviewed.*
- d. *S.E.H. – Agreement for Services: Supplemental Letter Agreement (Vehicle & Pedestrian Safety Strategies; Nov. 25). – reviewed.*

11) Adjournment – *Sharer moved to adjourn at 8:18 p.m. Sheppard 2<sup>nd</sup>. Motion carried unanimously.*

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