

Sherwood Plan Commission Meeting Minutes
January 6, 2014

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

Present

Joe Hennlich
Jim Rath
Kathy Salo
John Sharer
Scott Sheppard
Steve Summers

Absent

Bob Gillespie – *Excused*

Others Present

Randy Friday, Administrator

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

Bruce Laughrin, N774 Sundown Court, Sherwood – regarding agenda item 9) a).

- 6) Officer's Report

a. Plan Commission Chair:

Summers stated he discussed updating the 'Existing Zoning Map' and 'Future Land Use Map' with Administrator Friday and the 'Existing Zoning Map' could be ready as early as the March meeting, depending on the County G.I.S. Department's ability to produce the maps. The 'Future Land Use Map' will be coordinated w/ the upcoming 'Historic Downtown Plan' process and evolve out of that set of discussions and report.

b. Zoning Administrator:

Administrator Friday stated asbestos removal at the 'Wink-Mart' building will occur in January by DJK Environmental, LLC of Wild Rose. When all is cleaned out, the Village will begin the tear-down process.

- 7) Extraterritorial Review: None.

- 8) Old Business:

a. *Plan Commission Work items* – Sub-committee assignment report(s).

- i. *Review of Village Comprehensive Plan – Chapter 8; Land Use.*

Sharer presented the Chapter 8; Land Use, review of the Village Comprehensive Plan and solicited input from Commissioners.

Salo moved to accept the Chapter 8 summary of the Village Comprehensive Plan – Draft (Revision #1) and forward report to Village Board as presented. Sheppard 2nd. Motion carried unanimously.

9) New Business:

- a. *Zoning Regulations – Discuss possible change(s) to ‘Signage’ portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area.*

Bruce Laughrin, resident and owner of Almost Johnny’s bar & grill, discussed his preference to have the Village allow changeable (animated) signage that could be affixed to the exterior of his building in the southerly part of Sherwood at the intersection of STH 55/114. He states his business is missing a lot of customers that cannot view his advertisements as they are travelling at a high rate of speed entering/exiting Sherwood. He feels his business is not directly a part of the stated ‘Historic Downtown’ and potential changes to the signage portion of the Zoning Code may not adequately address his highway business-oriented customers. The programmable reader board he discussed is able to create animated, blinking, scrolling etc. types of messages in a red l.e.d. (light emitting diode) color and would be exterior-mounted between the 1st and 2nd stories of his building. Its complement is at the Mud Creek café in Stockbridge.

Summers requested Mr. Laughrin to bring back a formal proposal for the lighting change he would like for the Commission to review.

Sharer presented three websites for the Commissioners to review if they choose: www.reinholdsigns.com/gallery.html, www.escomanufacturing.com/outdoor, and www.stewartsigns.com/signsled.php?code=x5MSN.

Friday noted the Best Advantage Credit Union (BACU) request for a reader board-type, full color, and fully-animated sign would not be allowed under the current regulations for many reasons. But, the Commission could review current regulations and make changes if they felt it was appropriate – especially in the new ‘commercial’ area in/around Knight Drive. Friday also noted the Commission should also keep in mind the ‘Visual Preferences Study’ (2005) conducted on the Village’s behalf categorizing seventy-six respondents viewpoints on signage, storefront design, street enhancements, etc.

10) Correspondences: None.

11) Adjournment – ***Sheppard moved to adjourn at 7:40 p.m. Sharer 2nd. Motion carried unanimously.***

Sherwood Plan Commission Meeting Minutes

February 3, 2014

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

Present

Bob Gillespie
Joe Hennlich
Kathy Salo
John Sharer
Scott Sheppard

Absent

Jim Rath– *Excused*
Steve Summers – *Excused*

Others Present

Randy Friday, Administrator
Susan Williams, Clerk

Williams requested a chairman for the meeting nominated.

Sharer moved to nominate Sheppard to act as chairman for the meeting. Salo 2nd. Sheppard agreed. Motion carried unanimously.

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda – *Sharer moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.*

- 4) Approval of Minutes – Jan. 6 (Regular Meeting) – *Salo moved to approve the minutes of the regular meeting of the Plan Commission of January 6, 2014, as presented. Sharer 2nd. Motion carried unanimously.*

Williams requested Sheppard to advance agenda item 9) a), the commission concurred.

- 5) Citizen comments on agenda items:

Tom Head, N6411 Prairie Springs Rd., Hilbert - regarding agenda item 8) a)
Jenna Canino, W521 Knight Dr., Sherwood - regarding agenda item 8) a)

Summary of comments made:

Commercial should be treated differently.

Of notices sent how many were commercial.

Cost of cutting weeds/grass/rank growth.

Enforcement last year and one half was different.

The village does not need 2 employees to review lots.

Against village going onto property to review/cut.

Height maximum should be different for commercial.

- 6) Officer's Report

a. Plan Commission Chair

b. Zoning Administrator

Administrator Friday reports providing sign video for commissioners review after being uploaded and link will be sent out when ready postponing additional discussion on agenda item 8) b).

7) Extraterritorial Review: None.

8) Old Business:

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

Williams read the summary of public hearing comments and informed the commissioners that 93 notices were sent out prior to the public hearing to those interested parties which included property owners who have parcels (developed or undeveloped) at which they do not reside and those who were notified/fined for weed/rank growth violations in 2013.

Salo moved to table amendment not later than March 2014 Plan Commission meeting. Sharer 2nd. Motion carried unanimously.

- b. *Zoning Regulations – Discuss possible change(s) to 'Signage' portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area and the Historic Downtown area.*

Friday reported the action of the Community Development Authority is a master plan for the historic downtown district and distinctly different than the responsibility of the plan commissioners.

Sharer moved to nominate Summers to lead a sub-committee of Plan Commission members who are able to work out possible changes to signage portion of zoning code. Salo 2nd. Motion carried unanimously.

9) New Business:

- a. *CSM #2014-01: Certified Survey Map request (Groman; W5108 Nature's Way Drive) to split current duplex property into two, single-family residences.*

Gillespie moved to approve CSM #2014-01: Certified Survey Map request (Groman; W5108 Nature's Way Drive) to split current duplex property into two, single-family residences, a presented. Hennlich 2nd. Motion carried unanimously.

- b. *Temporary Business signage – Dick's Family Foods sign (along STH 55/114 at Best Advantage Credit Union property).*

Friday informed the board that he anticipates a proposal soon, but timing may fall in between regular plan commission meetings.

Gillespie moved to authorize Friday to approve temporary sign permit for 6 months for Dick's Family Foods. Sharer 2nd. Motion carried unanimously.

10) Correspondences: None.

11) Adjournment – ***Gillespie moved to adjourn at 8:16 p.m. Hennlich 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes

March 3, 2014

- 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, Administrator
Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Rath 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Feb. 3 (Regular Meeting) – *Sharer moved to approve the minutes of the regular Plan Commission meeting as presented. Gillespie 2nd. Motion approved unanimously.*

- 5) Citizen comments on agenda items:

Jenna Canino, W521 Knight Dr., Sherwood - regarding agenda item 8) a)

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

Summers suggested Commissioners attend the grand opening of Dick's Family Foods later this month.

Friday reports 3 firms out of 8 proposals will be invited in for interviews on March 13, 2014 for the Downtown Master Plan.

- b. Zoning Administrator: Zoning Map updates; Wink-Mart building.

Administrator Friday informed Commissioners that zoning map updates will be presented in the near future. Friday stated the Wink-Mart building is ready for razing and expects it to be done in 60 days.

Summers requested Friday to inform Commissioners on the Condon Road project. Friday stated the Village Board has decided to move forward and a meeting with son of the ownership group of J & E Construction, SEH personnel, Miller and himself last week resulted in a productive discussion relative to diverting heavy truck traffic away from the intersection of Clifton Road, County M and Hwy 55/114.

7) Extraterritorial Review: None.

8) Old Business:

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

Hennlich moved to present the ZOA #2013-01: Consider Zoning Ordinance Amendment to #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control to the Village Board. Sharer 2nd. Sheppard nay. Motion carried.

- b. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 9 – Implementation.*

Gillespie moved to recommend Chapter 9 to the Village Board for approval. Sheppard 2nd. Motion carried unanimously.

- c. *Zoning Regulations – Discuss possible change(s) to ‘Signage’ portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area and the Historic Downtown area.*

Summers suggested and the Commission agreed to reconstitute the composition of the sub-committee with Salo, himself and another to be determined at the April Plan Commission meeting.

9) New Business:

- a. *Request for driveway access to new Pigeon Road lot (Brick): Per approved-CSM #2013-04, allow new driveway to ‘limited access roadway’ across areas dedicated for public purposes.*

Gillespie moved to approve driveway access to CSM #2013-04 lot 2 of former Tx ID #13378. Rath 2nd. Motion carried unanimously.

- b. *‘Historic Downtown Master Plan’: Discuss proposals received from vendors and Plan Commission representation to selection committee.*

Summers suggested Sharer represent the Plan Commission on the selection committee of the Historic Downtown Master Plan. The Commission agreed.

10) Correspondences: *'Mobile homes and boats in driveways'* (Mark Schaefer; Feb. 18).
– *reviewed.*

11) Adjournment – ***Hennlich moved to adjourn at 7:59 p.m. Salo 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Notice and Agenda

Monday, April 7, 2014– 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 5, 2014

- 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
Scott Sheppard
Steve Summers

Absent

John Sharer, excused
Randy Friday, Administrator, excused

Others Present

Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda. – *Hennlich moved to approve the agenda as presented. Sheppard 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – March 3 (Regular Meeting). – *Salo moved to approve the minutes of the regular Plan Commission meeting as presented. Rath 2nd. Motion approved unanimously.*
- 5) Citizen comments on agenda items:

Summers inquired of the Commission if public present could address them on an unagendized item. Commission allowed comments.

Michael Kunesh, 3400 N. Durkee St., Appleton – unagendized item.

Lisa Vanden Avond, 228 Crestview Ln., DePere – unagendized item.

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

Summers inquired if the Commissioners had received the updated Public Relations Plan. Summers encouraged attendance at the dates on the plan. Summers informed the Commission that S.E.H. along with the Downtown Master Plan work will be reviewing the sign ordinance and the Commission sub-committee formation will be held until the results of S.E.H. work. Summers stated the zoning map update is on-going. Summers reminded the Commission of Sharer's suggestion to develop a Plan Commission calendar. Summers stated that Sharer and he will develop a format for the Commission review.

- b. Zoning Administrator

7) Extraterritorial Review: None.

8) Old Business: None.

9) New Business:

- a. CSM #2014-02: Request (Dewane) to combine Lots #8 & #9 of Lakeshore Estates – South subdivision and re-create as one lot (38,515 sq. ft.).

Hennlich moved to recommend approval of CSM #2014-02: Request (Dewane) to combine Lots #8 & #9 of Lakeshore Estates – South subdivision and re-create as one lot (38,515 sq. ft.). Salo 2nd. Motion carried unanimously.

- b. CSM #2014-03: Request (Grenzel; N7869 Roxbury Court; parcel #13949) to combine parent parcel with Outlot #1 (parcel #13637) and portion (approx. 0.50 acres) of High Cliff Golf Course (parcel #13389) and re-create as one lot.

Salo moved to recommend approval of CSM #2014-03: Request (Grenzel; N7869 Roxbury Court; parcel #13949) to combine parent parcel with Outlot #1 (parcel #13637) and portion (approx. 0.50 acres) of High Cliff Golf Course (parcel #13389) and re-create as one lot, contingent upon approved sale of parcel #13389 from High Cliff Golf Course. Sheppard 2nd. Motion carried unanimously.

10) Correspondences: None.

11) Adjournment – ***Sheppard moved to adjourn at 7:06 p.m. Rath 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes
June 2, 2014

- 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
Steve Summers

Absent

Scott Sheppard, excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda. – *Hennlich moved to approve the agenda as presented. Sharer 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – May 5 (Regular Meeting).). – *Salo moved to approve the minutes of the regular Plan Commission meeting of May 5, 2014, as presented. Sharer 2nd. Motion approved unanimously.*

- 5) Citizen comments on agenda items

Mike Kunesch, 3400 N. Durkee St., Appleton – regarding agenda item 9) b).

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

Summers introduced and the Commissioners commented on information from the Vision Workshop May 28, 2014.

Summers reported at the last Village Board meeting Calumet County Sheriff's Department personnel presented e-mail database program for resident notification.

Summers inquired of Administrator Friday the status of the zoning map update. Friday responded it is on-going and anticipating completion in fall.

- b. Zoning Administrator

Friday reported temporary illegal signage at High Cliff Restaurant and inquired of the Commissioners if their presence will continue to be allowed. The Commissioners recommended ordinance enforcement and directed Friday to inform the owners.

- 7) Extraterritorial Review: None.

8) Old Business:

- a. *Comprehensive Plan – Rolling Calendar:* Consider implementation of rolling calendar for on-going review.

Sharer presented the rolling calendar for the Comprehensive Plan review so to comply with the requirements mandated by the State. Sharer volunteered to maintain the calendar, Summers and Friday would have access to make changes and the rest of the Commissioners would have viewing access. Sharer stated that future agendas would have a permanent item for this topic.

9) New Business:

- a. CSM #2014-04: Request (Robert Ring) to combine two existing, non-conforming lots on Lower Cliff Drive (parcels #13464 [0.423] and #13465 [0.387 ac.]) into one lot, at N7559 Lower Cliff Road.

Hennlich moved to recommend approval of CSM #2014-04: Request (Robert Ring) to combine two existing, non-conforming lots on Lower Cliff Drive (parcels #13464 [0.423] and #13465 [0.387 ac.]) into one lot, at N7559 Lower Cliff Road. Salo 2nd. Motion carried unanimously.

- b. *High Cliff Golf Course condominiums:* Request by potential purchaser for Village statement allowing for short- and long-term rentals as approved use of property (Mike Kunesch [Realtor] on behalf of Developer).

Kunesch presented information on request and responded to Commissioners' questions.

Sharer moved to table item. Salo 2nd. Rath called the question. Motion carried unanimously.

- c. *Dick's Family Foods – lighting fixtures:* Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures.

Commission takes no action on request, directing Friday to contact Dick's Family Food to install lighting from approved plan specifications.

- d. STH 55/114 Commercial Development area: Discuss current and future planned zoning for (Steffes) agricultural area(s) north of 55/114, in conjunction with TID #2 development planning and current 'Master Plan' project (S.E.H.). – *reviewed.*

10) Correspondences: None.

11) Adjournment – ***Hennlich moved to adjourn at 8:36 p.m. Sharer 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes

July 7, 2014

- 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

Susan Williams, Clerk

Randy Friday, Administrator

- 2) Pledge of Allegiance– *Recited.*
- 3) Approval of the Agenda. – *Hennlich moved to approve the agenda as presented. Sharer 2nd. Summers suggested changing agenda item 9) a) to read Sherwood Forest not High Cliff. Motion carried unanimously.*
- 4) Approval of Minutes – June 2 (Regular Meeting). – *Salo moved to approve the minutes of the regular meeting of June 2, 2014, as presented. Sharer 2nd. Sheppard abstained. Motion carried.*
- 5) Citizen comments on agenda items

Brian Buss, W5035 Cherrywood Dr., Sherwood – regarding agenda item 10) a).

Steve Pfile, N519 Robinhood Dr., Sherwood – regarding agenda item 9) a).

Dan Zitzelsberger, W5034 Cherrywood Dr., Sherwood – regarding item 10) a).

Buss voiced concerns in regards to non-compliance of subdivision covenants by builder and requested Village's assistance.

- 6) Officer's Report

a. Plan Commission Chair

i. Village of Sherwood Master Plan: Update.

Summers presented notes from Downtown Master Plan meeting with Village Officials and SEH July 3, 2014. Summers stated he will forward copies of the meeting notes to all Commissioners.

Summers reported requesting SEH's recommendations on signage as soon as possible.

Summers recommended Salo, Sharer, Vande Hey and himself for the signage sub-committee. Rath so moved, Gillespie 2nd. Motion carried unanimously.

Summers suggested the sub-committee have input sessions with the general public and the Sherwood Business Owners group.

ii. Current Zoning Map: Update.

Summers reported Administrator Friday making progress on the map update with Calumet County assistance and predicts a draft for review at the August meeting.

iii. Triathlon, parking, etc.

Summers inquired of Commissioners the need to address parking on Village streets during special events. Rath stated that if parking was restricted to one side of the road, there would be safe passage for all. Friday suggested parking in general be addressed. Summers requested a volunteer to draft a proposal to deal with parking in the Village; Hennlich volunteered.

b. Zoning Administrator

7) Extraterritorial Review: None.

8) Old Business:

- a. *Comprehensive Plan – Rolling Calendar:* Consider implementation of rolling calendar for on-going review.

Sharer updated Commission on status and reported the calendar will be implemented beginning with the August meeting.

- b. *Dick’s Family Foods – lighting fixtures:* Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures.

Sharer moved to direct Administrator Friday to contact architect/engineer to install approved fixtures. Sheppard 2nd. Motion carried unanimously.

9) New Business:

- a. *Discussion: Temporary Signage (flags) – Request by Sherwood Forest Golf Course to continue placement of signage at business, as ‘Flag’ element under Zoning Code.*

Pfile addressed the Commission and requested continued use of signage.

Friday presented sections of Village Zoning Code relative to this topic to the Commission.

Commission directed Administrator Friday to work with owners to determine options for increasing visibility in lieu of illegal signage.

10) Correspondences:

- a. *Covenants versus current builder construction (Lake Shore Estates – East).*

Summers stated the Village does not have any legal jurisdiction in this topic and requested the building permitting topic to be placed on the August meeting agenda.

11) Adjournment – ***Sharer moved to adjourn at 8:06 pm. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes

August 4, 2014

- 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 (arr 6:35 pm)
Kathy Salo (arr 6:35 pm)
John Sharer
Scott Sheppard
Steve Summers

Absent

none

Others Present

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Sharer 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – July 7 (Regular Meeting). – ***Gillespie moved to approve the minutes of the regular meeting of July 7, 2014, as presented. Sheppard 2nd. Motion carried unanimously.***
- 5) Citizen comments on agenda items: none
- 6) Officer's Report
- a. Plan Commission Chair

- i. Signage Sub-committee: Update.

Summers reported meeting with the committee. Summers stated the committee will be reviewing Cedarburg, Sister Bay and Oconomowoc. Summers reported the consultants suggesting a review of Scottsdale, AZ. Next meeting is Thursday with Administrator Friday to discuss Hwy 114/55 and future meetings will include the Sherwood Business Owners group.

- ii. Signage Sub-committee: Consider membership change.

Summers reported Gillespie attending the sub-committee meeting and requested motion to add him to the sub-committee.

Sheppard moved to add Gillespie to the signage sub-committee. Hennlich 2nd. Motion carried unanimously.

Summers confirmed that with the numbers of Commissioners at the sub-committee meetings a quorum will be present which requires proper posting.

Summers encouraged Commissioners to attend the Community Development Authority August 27th to hear the draft of the Downtown Master Plan.

Summers reported logo/branding process proceeding.

b. Zoning Administrator

Administrator Friday reports construction on-going; Village roads and Wanick Park.

7) Extraterritorial Review: None.

8) Old Business:

- a. *Comprehensive Plan – Rolling Calendar:* Consider implementation of rolling calendar for on-going review.

Sharer presented “live” calendar to Commissioners.

- b. *Dick’s Family Foods – lighting fixtures:* Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures.

Friday stated no communication from the engineering firm and will discuss with grocery owner to address this point.

9) New Business:

- a. *Parking Review:* Update (Joe Hennlich).

Hennlich reported researching nearby communities without locating municipalities which limiting parking to one side of the road/street. Hennlich will be meeting with Friday to discuss financial commitment to potential new parking changes.

- b. *Zoning Map:* Review updates and move to Public Hearing for revision of *Comprehensive Plan* (Randy Friday).

Gillespie moved to classify previously known Wink Mart property (Hwy M/114/55 and Clifton Rd.) to C1. Sharer 2nd. Motion carried unanimously.

Clerk Williams will research process of Comprehensive Plan amendment, update to zoning map and requirements to proceed to public hearing.

- c. *Subdivision Covenants:* Consider builder notification and responsibility as part of building permit issuance process.

Sharer distributed handout to replace one in packet. Sharer's documents proposed including an addendum to the Village building permit documents. No action was taken on the topic.

- d. *Signage placement request (Head Insurance business condominiums): Consider request.*

Friday presented situation of road right away and sign proposed location. Friday requested Commissioners to authorize him to approve plans if application is in compliance with current regulations

Gillespie moved to authorize Friday to approve sign application if proposal meets current sign ordinance. Hennlich 2nd.

Sheppard inquired if Friday should offer the option of either pylon or ground.

Summers inquired and Gillespie and Hennlich agreed to the motion language addition of the sign options.

Rath reported that the property has multiple owners. Friday requested confirmation of the ownership, and Rath responded that property was split.

Sheppard moved to table the motion until Administrator brings topic back to the Commission. Salo 2nd. Motion to table approved unanimously.

Main motion was unanimously tabled.

10) Correspondences:

- a. *Open fires/Fire pits/Grills: Consider agenda topic for Municipal and/or Zoning Code (Kim Rankinen; July 23). – Reviewed.*

11) Adjournment – ***Sheppard moved to adjourn at 7:46 pm. Sharer 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Special Meeting Minutes

September 2, 2014

- 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
Steve Summers

Absent

John Sharer, excused
Scott Sheppard, excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Rath moved to approve the agenda with the amendment to advance agenda item 9) c) to follow agenda item 5, and the rest of the agenda as presented. Hennlich 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Aug. 4 (Regular Meeting). – *Gillespie moved to approve the minutes of the regular meeting of August 4, 2014, as presented. Salo 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items.

Mike Bouchette, W4937 Spring Ct., Sherwood – regarding agenda item 9) c), voiced concerns of residential homes being rented out and that practice being a zoning violation.
Paul Stelter, W4938 Spring Ct., Sherwood – regarding agenda item 9) c), voiced concerns of residential homes being rented out rooms or as bed and breakfasts and that practice being a zoning violation.

- 6) Officer's Report
- a. Plan Commission Chair
 - i. Signage Sub-committee: Update.

Summers reported the signage sub-committee teleconferenced with S.E.H. and Bob Cost and the recommendation for the committee was to allow ground signage only.

Summers informed the Commissioners that September 17, 2014 is scheduled for a listening session of the Sherwood Business Owners group.

Summers stated Sharer forwarded the planning calendar for September and October and inquired if there were any changes needed.

Summers finished with a parliamentary point; requesting the Commissioners to properly present topics for discussion through a motion and 2nd, prior to discussion.

b. Zoning Administrator

Administrator Friday informed the Commissioners of a recent discussion from a resident for commercial development, reminding the Commissioners that the individual continues to need to proceed properly with engineering plans prior to any further Village consideration.

7) Extraterritorial Review: None.

8) Old Business:

a. *Dick's Family Foods – lighting fixtures:* Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures. – *no new information available.*

b. *Parking Review:* Update (Joe Hennlich). – *no new information available.*

9) New Business:

a. *Historic Downtown Master Plan:* Project Update (S.E.H.).

Trevor Frank (S.E.H.) presented the draft of the Village of Sherwood Historic Downtown Master Plan; explaining the process/place statement/planning.

Randy Stadtmueller (Stadtmueller & Associates) presented the downtown redevelopment process and main street program.

Renee Torzala (Stadtmueller & Associates) presented the branding and marketing process.

Stadtmueller stated final master plan presentation dates are CDA on September 24, 2014, Plan Commission October 6, 2014, Village Board October 13, 2014 with a community open house to follow.

b. *Transportation design/lay-out of Clifton Road / STH 55-114 intersection:*
Consider alternative pavement markings for WisDOT consideration in advance of FY2014 paving project.

Gillespie moved to approve the pavement stripping drawings as presented. Hennlich 2nd.

Hennlich proposed increasing the number of crosswalks on Hwy 114/55.

Friday stated he will discuss the pavement markings and additional crosswalks with the Wis-DOT in Green Bay on Wednesday September 3, 2014.

- c. *Residential Housing Standards: Subletting/Renting of rooms in residential district(s).*

Commissioners directed Friday to correspond with the property owners in question to inform them of the Village zoning standards.

10) Correspondences: None.

11) Adjournment – ***Hennlich moved to adjourn at 8:24 pm. Salo 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Special Meeting Minutes

October 6, 2014

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

Present

Bob Gillespie
Jim Rath
Kathy Salo
Steve Summers
John Sharer
Scott Sheppard

Absent

Joe Hennlich, excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator
Andrew Dane; S.E.H.
Trevor Frank; S.E.H.
Randy Stadtmueller
Renee' Torzalla

- 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 – Sept. 2 (Special Meeting). – *Sharer moved to approve the minutes of the special meeting of September 2, 2014, as presented. Gillespie 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items:

Rick Vanden Wymelenberg, Dick's Family Foods, Sherwood – agenda item 6) a) ii) voiced concerns about the moratorium on signage for new businesses and inquired if temporary signage would be considered.

- 6) Officer's Report

a. Plan Commission Chair

- i. Signage Sub-committee: Update/Next meeting dates. – *Summers reported scheduling three meetings; one in October and two in November.*
- ii. Signage: Consider moratorium on signs other than ground signage along STH 55/114 corridor.

Salo moved to approve a sign moratorium on permanent signs other than ground signage along STH 55/114 for a period of a minimum of 6 months not to exceed 12 months. Sharer 2nd. Gillespie – nay, motion carried.

- iii. Signage: Consider signage requirements and allowances for new businesses.

Rath suggested the Commission authorize Village Administrator Friday to review and approve temporary sign applications for the first 12 months of new business operations after sign approval.

Friday agreed with the condition of Sharer sharing that responsibility. Summers volunteered to join Friday and Sharer.

Summers directed Vanden Wymelenberg to prepare sign application and submit to Friday.

Rath moved to establish a sign policy for new businesses, whereby temporary on-site and off-site signage, for the first year of operation be approved by Friday, Sharer and Summers, with Dick's Family Foods year to begin with sign installation. Gillespie 2nd. Motion carried unanimously.

b. Zoning Administrator

7) Extraterritorial Review: None.

8) Old Business:

a. *Dick's Family Foods – lighting fixtures:* Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures. – *no new information available.*

b. *Parking Review:* Update (Joe Hennlich). – *no new information available.*

9) New Business:

a. *Historic Downtown Master Plan:* Present Final Report for comments and recommend approval (S.E.H.).

Dane, Frank and Stadtmueller gave an overview of the *Final Plan* and its elements. Torzalla recapped the branding and logo process.

b. *Planning services in FY2015:* Consider/Recommend level of services (S.E.H.). – *no action taken.*

Summers inquired and the Commission agreed to a joint meeting with the Community Development Authority on October 22, 2014 at 6:30 p.m. for Master Plan approval.

10) Correspondences: None.

11) Adjournment – ***Sheppard moved to adjourn at 8:17 pm. Salo 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes
November 3, 2014

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

Present	Absent
<i>Joe Hennlich</i>	<i>Bob Gillespie, excused</i>
<i>Kathy Salo</i>	<i>Jim Rath, excused</i>
<i>Steve Summers</i>	Others Present
<i>John Sharer</i>	<i>Randy Friday, Administrator</i>
<i>Scott Sheppard</i>	<i>Kathy Mader, Finance/Utility Clerk</i>

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Salo seconded. Motion carried.***

- 4) Approval of Minutes
 - a) Oct. 6 (Regular Meeting) – ***Sharer moved to approve the October 6, 2014 minutes. Salo seconded. Motion carried.***

 - b) Oct. 22 (Special Joint Meeting with Community Development Authority – Special Meeting) – ***Salo moved to approve the October 22, 2014 minutes. Sharer seconded. Motion carried.***

- 5) Citizen comments on agenda items –
 - *Tom Head, Head Insurance Agency, W579 Castle Dr. item 9)b*
 - *Richard (Dick) Raab, W4885 Sunset Lake Ct item 9)b*

- 6) Officer’s Report
 - a) Plan Commission Chair
 - i) Signage Sub-committee: Update/Next meeting dates – *Summers reported a meeting is scheduled for November 4, 2014 at 7:00 p.m. and another is scheduled for November 18, 2014 at 5:00 p.m.*

 - b) Zoning Administrator – *Friday stated there is nothing to report at this time.*

- 7) Extraterritorial Review – *None*

- 8) Old Business:
 - a) Dick’s Family Foods – lighting fixtures: Request to substitute lighting fixtures from approved plan specifications matching Wanick Park fixtures – *Commissioners informed Friday that the light fixtures appear to be changed. Friday will confirm and report back whether or not the lighting is in compliance.*

 - b) Parking Review: Update (Joe Hennlich) – *Hennlich reported ongoing discussions continue with the administrator and public works.*

- c) Planning Calendar: Annual items for review as part of Comp. Plan – *Sharer presented Calendar items for review and discussion.*

Friday reported on specific items: Farmington Meadows is the only Road Improvement Program scheduled for 2015, currently, each development has been required to put aside funds for park land; however, this may change in the future with State legislation, Refuse collection contract requirements and the Fire Protection agreement are examples of entities independent of other government entities or where no intergovernmental agreement exist.

Sharer suggested future review and possible action of how the Master Plan interacts with annual evaluation of goals and re-assessment of its purpose if necessary (CP 6.9 8).

9) New Business:

- a) Temporary signage – ‘New’ vs. ‘Existing’ business: Request to place signage at Two J’s – formerly Almost Johnny’s, via a temporary (internally lit) cabinet sign – *Commission concurred Two J’s is a “new” business. Therefore, the current temporary signage is exempt for a period of one year. Friday directed to inform Two J’s that the current temporary sign is to be removed by no later than January 1, 2016.*
- b) Lot #4 – Knight Drive (Tom Head – H&D Development): Setback requirements – *Friday explained this is a commercial building request; therefore, a site plan stamped by a certified PE will be required before accepted for review by the Village and submission to the State of Wisconsin. Commission suggested Raab consult with a PE to discuss a potential site plan and related setbacks.*
- c) Discuss possible ‘Request for Services’: Tom Sanderfoot property (15 acres) on State Park Road – One building – *Discussed; no action or recommendation.*
- d) Planning Services in FY2015: Consider FY2015 Budget request for services regarding ‘signage’ regulation codification, overlay district guidelines, etc. – ***Sharer moved to recommend \$20,000 increase to account #100-00-56300-290 for contracted services to the FY2015 Budget. Hennlich seconded. Motion carried.***

10) Correspondences – *None*

11) Adjournment – ***Sheppard moved to adjourn at 8:29 p.m. Sharer seconded. Motion carried.***

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

Sherwood Plan Commission Meeting Notice and Agenda

Monday, December 1, 2014– 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.