

Sherwood Plan Commission Special Meeting
Tuesday, January 16, 2024 – 6:30 pm
Village Hall – W482 Clifton Road, Sherwood, Wisconsin

To **'join'** the meeting at 6:30pm via Webex: Go to the Village home page at www.villageofsherwood.org. The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

- 1) Call to Order/Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes: January 2.
- 5) Citizen comments on agenda items.
- 6) *Public Hearing: Village of Sherwood Comprehensive Plan Update 2040*
- 7) Officer's Report.
 - a. Plan Commission – Chair.
 - b. Zoning Administrator.
- 8) Old Business. None
- 9) New Business:
 - a. *Approve the update to the Village of Sherwood Comprehensive Plan (2040).*
- 10) Correspondences:
 - a. *Workshop for Zoning and Planning Officials (UW Stevens Point).*
- 11) Adjourn.

Sherwood Plan Commission Special Meeting Minutes

January 2, 2024

- 1) Call to Order/Roll Call. – *Clerk-Treasurer Halbach called the meeting to order at 6:32 pm with roll call:*

Present:

*Tom Herrmann
Roger Kaas
David Miller
Kathy Salo
Brad Schmidt
Scott Sheppard*

Absent:

Steve Summers

Others Present:

*Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)*

Salo nominated Sheppard to chair the meeting. Miller seconded. Motion carried without dissent.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Herrmann seconded. Motion carried without dissent.***
- 4) Approval of Minutes: December 4. – ***Salo moved to approve the 12-4-23 Minutes. Miller seconded. Motion carried without dissent. Sheppard – Abstain.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report.
- A. Plan Commission – Chair.
- B. Zoning Administrator.
- i. Signage Compliance:
- The Outpost Pub & Provisions—*Non-compliant* (Fines assessed).

Deputy Clerk Slotke noted the fines for October and November have been previously sent out via certified mail, and that December's are being sent out with a letter from the Village's legal counsel.

- 7) Old Business:
- A. ***Comprehensive Plan Update:*** Public Hearing scheduled at Special Plan Commission meeting on Tuesday, Jan. 16 at 6:30pm.

Clerk-Treasurer Halbach reminded the Commission of the Special Meeting taking place on Tuesday January 16th for the public hearing of the Comprehensive Plan update.

8) New Business:

- A. *CSM #2024-01*; Consider proposal (VanHoof; N7637 Pigeon Road) for the purchase and combination of 10 ft from neighboring parcel (Tax ID #13936) to accommodate driveway setbacks as well as combine small, rear parcel (Tax ID #13931) to primary parcel (Tax ID #13935) for total lot size of .4215 acres.

Commissioner Kaas questioned why none of the documents provided were signed off by a surveyor. Clerk-Treasurer Halbach noted that typically for CSMs the only signature provided before approval by the Village Board would be the official stamp of the surveyor on the physical CSM. Commissioner Schmidt noted he had no issues with recommending approval to the Village Board.

Salo moved to approve CSM #2024-01 pending all proper signatures are filed prior to any signatures from Village personnel. Schmidt seconded. Motion carried without dissent.

- B. *Shed Request; Lot #4 Knight Drive (Erdahl)*: Request to place shed on vacant lot, zoned C1.

Commissioner Salo questioned how the commission could approve an accessory structure on a parcel that does not have a primary structure. Acting Chairman Sheppard noted the property currently has no use. Schmidt noted a parcel has to have a principal use in order to approve an accessory structure.

Salo moved to deny the shed request. Miller seconded. Motion carried without dissent.

- C. *Proposal for Power and Equipment Retail Store (Dreher) next to Animal Hospital (Tax ID# 42828)*. Requesting approval of plan and reduction in required parking spaces.

In responding to a question from Salo, Engineer Clark Fox noted that even when he attempted to have angle parking for the proposed powersports equipment retail store, he could not squeeze in enough parking stalls to meet the Village's minimum requirement. He noted the property includes a large amount of wetlands that forces the proposed building and its parking lot to be condensed to a small portion of the entire parcel. Fox also noted there will be a swale along the edge of the usable land for stormwater in order to empty into the existing stormwater pond on neighboring property.

Schmidt pointed out that code allows for the Plan Commission to reduce the number of parking stalls required as long as the developer can account for an accommodation in the event the business needs more parking. He noted the concept is called land banking, which allows the developer to set aside an area within the site plan that can be eventually turned into parking if necessary. Schmidt noted for this site plan, the developer could show four spaces as parallel parking on the south side of the proposed building that would meet the Village's parking requirements.

Business Owner Derek Dreher noted that he could stripe an extra four parking spots in front of the large overhead door proposed as an alternative to the land banking concept as noted by Schmidt. Commissioner Herrmann suggested leaving the decision up to the developer as Schmidt noted the land banking concept would require a conditional use permit.

Herrmann moved to approve on the condition that four parking stalls are added to the site plan. Salo seconded.

Herrmann noted the Village Board should get a copy of the full set of plans for the site at their meeting on Monday.

Motion carried without dissent.

D. Spring Hill Drive trail creation (Troestler). Discuss potential for new trail creation.

Jesse Troestler pitched the idea of utilizing his role as the owner of High Cliff Golf Course and as a Village Board member by potentially working with the Village to create a trail along Spring Hill Drive. He noted the golf course could build a berm that would protect a new trail on the north side of the road as he has another 26 cottages to build, and he would be able to use the dirt from those homes to help construct a berm. Troestler also mentioned the Village Board has discussed this trail as a potential future capital improvement project and added that he is trying to be proactive.

Schmidt noted he would have no issues if the Village and Troestler worked together but added that a feasibility study would likely need to take place, and also looking into regrading the ditches while accounting from stormwater flow. Commissioner Kaas noted the Village did a study approximately eight years ago, which was tabled at the Village Board level due to high-cost projections. He suggested that Troestler propose this concept to the PRUT Board to get their feedback, while also having Village staff look into the previous study, and if Cedar Corp can identify what a potential current cost may be.

E. Phosphorous Reduction (Troestler). Discuss HCGC pond system for potential Village phosphorous reduction.

Troestler noted he understands that the Village will need to improve their stormwater facilities over time in order to meet the DNR's phosphorous reduction levels. As a potential solution, he proposed working with the Village to include potential new ponds at the golf course as being classified as stormwater ponds to help naturally filtrate phosphorus on its way to Lake Winnebago. Troestler added the DNR rejected the Village's proposal to restore the wing of the butterfly pond that previously served as a stormwater pond for the Village.

Salo noted staff should provide Troestler with the contact information for Nick Vande Hey, the Village's stormwater engineer with McMahon. Schmidt noted the Troestler's proposal is a huge opportunity for the Village, as there is less and less available land within the

Village limits to have stormwater ponds located. Kaas noted that Palisades Pond could also be looked at for officially gaining stormwater pond designation from the DNR, as the pond basically acts like one now despite not officially being classified as one.

- F. *Rezoning Petition #2024-01; Consider request to rezone Sherwood Forest Clubhouse (Tax ID #46066) from IR-2 to C1 (Genisot).*

Surveyor Gary Zahringer from Martenson and Eisle presented the rezoning petition as the owner requested for the property to be rezoned from IR-2 to C-1 in order to sell the property as he currently has an offer to purchase contingent upon the rezoning. He noted the buyer intends on turning the property into a barbeque restaurant. Commissioner Sheppard was curious if the rezoning should be to a C-2 or C-1 district due to the nature of the business. Zahringer noted C-1 is similar to other parcels in the area and is typical for the Village. Herrman expressed his concern over zero lot lines for a C-1 district compared to the required setbacks of a C-2 district as he was concerned about having a second building constructed on the parcel.

Property owner Tony Genisot noted the Village had previously discussed rezoning the parcel to encourage a commercial development on the site, and now that he has a buyer, he is confused about the desire to have him change to a different commercial zoning. He noted the parcel should be C-1 like every other business in the Village. Schmidt noted there were only three other parcels in the Village with a C-2 designation, the water tower, the pet cemetery, and the TDS building.

Herrmann moved to approve rezoning petition 2024-01. Miller seconded. Motion carried without dissent.

Halbach noted the public hearing for the rezoning petition will take place at the January 22nd Village Board meeting.

9) Correspondences: None.

10) Adjourn.

Salo moved to adjourn at 7:51 pm. Kaas seconded. Motion carried without dissent.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

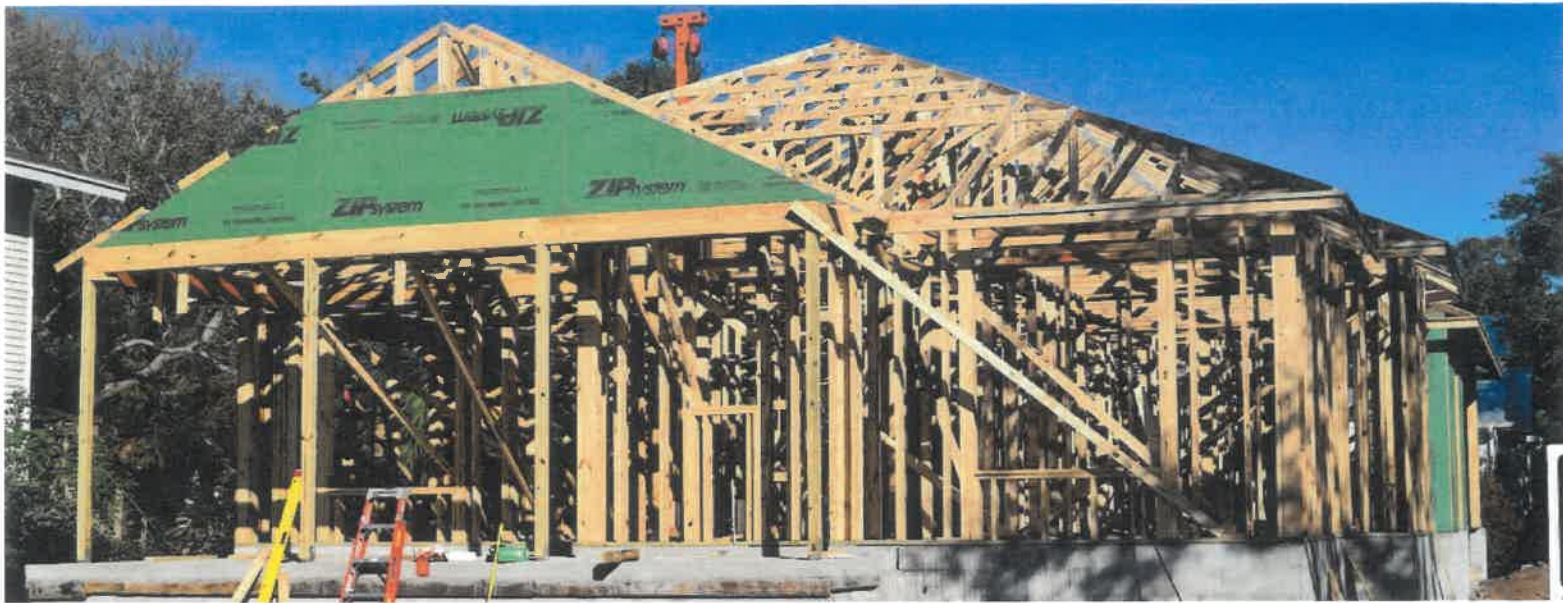
Village of Sherwood
NOTICE OF PUBLIC HEARING
Draft Amendments to Village of Sherwood Comprehensive Plan 2040
(2024 update)

Notice is hereby given that the Village of Sherwood Plan Commission will hold a public hearing on **Tuesday, January 16th, 2024 at 6:30 p.m.** at the Village Hall located at W482 Clifton Road, Sherwood, Wisconsin. The public hearing will be held to gather public input on the draft amendments to the *Village of Sherwood Comprehensive Plan 2040 (2024 update)*.

The Comprehensive Plan is a blueprint for the short-range and long-range growth, redevelopment, and preservation within the village. It will be used by village officials as a policy guide to help make decisions regarding the future growth and development of the village. The draft Comprehensive Plan amendments serve as a 5-year update to the village's existing *Comprehensive Plan 2040* which was adopted in 2018.

The draft *Village of Sherwood Comprehensive Plan 2040 (2024 update)* document is available for review on the village's website at <https://www.villageofsherwood.org/> and in hardcopy format at Village Hall. Written comments may be submitted prior to the Public Hearing and should be addressed to Nick Halbach, Village Clerk at clerk-treasurer@villageofsherwood.org or via mail at W482 Clifton Road, Sherwood, Wisconsin 54169. All written or electronic comments will be forwarded to the Village of Sherwood Plan Commission and Village Board for their consideration prior to the adoption of the *Village of Sherwood Comprehensive Plan 2040 (2024 update)*.

Dated this 13th day of December, 2023
Nick Halbach, Village Clerk-Treasurer



WORKSHOPS FOR ZONING AND PLANNING OFFICIALS

City of Rhinelander City Hall, Council Chambers, 2nd Floor,
135 South Stevens Street, Rhinelander, WI

ROLE OF THE PLAN COMMISSION/ZONING COMMITTEE

Tuesday, January 30, 2024 (5-8:00 pm) Cost: \$30

This session will review the roles and responsibilities of the zoning committee, plan commission, and elected officials in making land use decisions. We'll take a closer look at zoning and review the process and standards for granting conditional uses and amending the zoning ordinance.

ROLE OF THE ZONING BOARD OF ADJUSTMENT/APPEALS

Wednesday, January 31, 2024 (5-8:00 pm) Cost: \$30

This session will look at how zoning board members act like judges and how their decisions impact communities. It also takes a deep dive into variance decisions covering the legal standards for granting a variance, and how to create a complete record for the courts.

Who should attend?

- Plan Commission
- Zoning Board
- Elected Officials
- Planning and Zoning Staff
- New and Continuing Officials

Questions?

Email: landcenter@uwsp.edu or call 715-346-3783



COST: \$30 each

REGISTRATION: <https://bit.ly/rhinelander01-2024>