

Sherwood Plan Commission Minutes

April 2, 2018

- 1) Call to Order/Roll Call. *Acting Clerk Friday called the meeting to order at 6:30 pm.*

Friday asked for a Chairperson nomination for the meeting in Summer's absence.

Motion by Salo to nominate Sheppard, seconded by Laux. Approved six to one, with Sheppard voting 'Nay'.

Roll call taken:

Plan Commissioners present:

Jean DeKeyser

Bob Gillespie

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Others:

Steve Summers (via phone)

Others present:

Randy Friday – Acting Clerk

- 2) Pledge of Allegiance. *Recited.*
- 3) Approval of the Agenda. ***Motion by DeKeyser to approve the Agenda as presented, seconded by Salo and approved unanimously.***
- 4) Approval of Minutes: February 5 (Special Meeting). ***Motion by Gillespie, seconded by Laux and approved unanimously.***
- 5) Citizen comments on agenda items. Residents Cassandra and Brian Kohls deferred comment until *Item 8b (Exterior Lighting Standards)* was discussed.
- 6) Officer's Report
a. Plan Commission – Chair.

In Summers' absence, Friday noted in conjunction with the East Central Regional Planning Commission, on March 22nd, the Village held a public informational hearing as called for by the Comprehensive Plan Update process for interested units of government. In attendance were members from High Cliff State Park, Calumet County, a representative from the Village of Harrison, and the Sherwood Community Development Authority Chair (Kaas).

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.

- b. Member Goals:
 - Zoning Code Update: Assist staff hiring consultant by May 1, 2018.
 - Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.
- c. Zoning Administrator – Administrator.

Friday noted the Village has received six (6) new home building permit requests to date for the year.

- 7) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.).
 - b. *Comprehensive Plan Update*.

Friday noted East Central Regional Planning Commission reminds the Commission to review all documents for May final review of Comp. Plan Update, prior to recommending the Village Board consider approval in May following a Public Hearing.

- 8) New Business: None.
 - a. *CSM #2018-01: Certified Survey Map Request (Welhouse, W5014 Blue Heron Ct.) to split current duplex property into two, single-family residences.*

Friday noted the home is located in the IR-2 Zoning District and building &/or creating single and/or two-family dwellings is permitted by right. In 2014, a similar CSM Request (Groman) in the same District and located one street away was approved.

Motion to recommend approval made by Schmidt, seconded by Gillespie and approved unanimously.

- b. *Citizen request to review Ch. 22-21 – Exterior Lighting Standards*: Consider adding as a work task for future Consultant's Code Review Project List.

Friday referenced an e-mail correspondence in the Agenda packet discussing new residents Brian and Cassandra Kohls (W4874 Bridle Road) presence with a recommendation for the Commission to consider a review and update of Zoning Code Chapt. 22-21 – Exterior Lighting Standards in a residential area. Friday noted the Kohls met on site with himself and nearby neighbor, Jim Ashenbrenner, to discuss the recent placement of a rear-yard, sporting-style light in his back yard they feel emits glare on to their property. In the e-mail, they Kohls state they do not wish the current light regulation standards continue as the norm in the future.

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Brian Kohls disseminated information for the Commission to review, including a copy of the 'Sherwood Hills (Wis.) – Dark Sky' (Regulate Illumination; Ch. 22) and 'Sherwood Hills – A Guide for Residential & Commercial Properties', a 'UW-Wisconsin Model Exterior Lighting Ordinance', and, 'Proposed Improvements to the Sherwood Code; Ch. 21-22 – Exterior Lighting'.

The crux of the Kohls' three points of interest are: (1) Limiting pole-mounted height; (2) Limiting lighting operation times; (3) Limiting maximum light emanation per parcel.

Gillespie and Salo discussed the past work done on lighting regarding 'Dark Skies' compliance which was not implemented. Also noted was the prior discussion occurring around the time of the recession some ten (10) years ago, which might have economically hindered implementation of new lighting standards on a village-wide basis, as well as whether or not the Village (government) itself would be willing to fund replacement of lighting fixtures village-wide. Friday noted the Village Board was not at all inclined to approve a change to 'Dark Sky' compliance which would necessitate a public hearing and Municipal Code change.

Motion to add 'consider revision of Chapt. 22-21 – Exterior Lighting standards' to the list of Zoning Code-related issues for review & input by a professional consultant (See Item 6b.) made by Gillespie, seconded by DeKeyser and unanimously approved.

9) Correspondences:

- a. Technical Assistance Grant (TAG) Award – Roundabout Facility Planning & Placement (East Central Wisconsin Regional Planning Commission; Feb. 12).

Friday informed the Commission that East Central has approved the Village's technical assistance grant request to assess the potential for placement of roundabouts at three locations along STH 55/114 (Lake Breeze Drive; Castle Drive; split at 55/114 at south of Village corporate limits).

- b. Plan Commission Chair's e-mail correspondence with resident (Kohls; Feb. 19).

10) Adjourn. ***At 7:17pm, Salo moved to adjourn the meeting, seconded by Schmidt and unanimously approved.***

Minutes prepared for review and approval by Randy Friday; Acting-Clerk.

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