

Village of Sherwood Community Development Authority Minutes

April 24, 2019

- 1) Call to Order/Roll Call: Acting-Clerk Friday called the meeting to order at 6:30 pm. Roll call verified members present included Dewing, Kaas (6:40pm), Kruse, Laux, Vande Hey, and Thiel. Also in attendance was Thad Majkowski (Cedar Corp.).
Note: Laux nominated and confirmed as Interim Chair until Kaas arrived on the motion by Kruse, seconded by Thiel, and unanimously approved
- 2) Pledge of Allegiance: Recited.
- 3) Approval of the Agenda: Thiel made a motion to approve the Agenda, seconded by Vande Hey, and unanimously approved.
- 4) Approval of Minutes: March 27, 2018: Thiel made a motion to approve the *Minutes* as presented, seconded by Dewing, and unanimously approved.
- 5) Registered Citizen Comments on Agenda Items: None.
- 6) Presentation: *Master Plan (Concept) for Historic Downtown Re-Development* (Cedar Corp.): Majkowski explained a Concept Plan was created when the village Master Plan was originally created approximately 5 years ago. He noted the CDA felt further, refined detail was needed because property redevelopment had occurred in the historic downtown immediately surrounding area, several properties were acquired and razed for redevelopment, and the WisDOT was an active participant in Village plans to reshape Sherwood's historic downtown area, especially relative to traffic intersections and flow.

Items of note that arose during review of the Final Plan revision included:

- Reiterating the number of property splits allowed by the State via certified survey map not requiring creation of a 'major' subdivision, which is five or greater parcel splits, in conjunction with building setbacks from the STH 55/114 R-O-W are less stringent when a division is done via CSM. A 'minor' subdivision of property(-ies) is the preference of the Board and shall be determined as time and events proceed.
- As shown, the Plan depicts using an approx. 1/2 acre portion of vacant St. John's/Sacred Heart Church property that would have to be acquired in the future. This could result as a continuation of talks that have already occurred between the Administrator and Reverend Michael Bentley in Fall, 2018.
- The Plan does not disturb capped, contaminated soils lying beneath a small portion of the former Wink-Mart gas station site.
- The installation of a 'drive-thru' window at one building site along Harrison Road. However, that same building is served by too few on-site parking stalls.

- Increased interior parking space and access that invites pedestrians/others to sit outside behind the existing Post Office building, while allowing better access to delivery trucks serving the Post Office and future businesses.
 - Placement of an *All Services* monument dedicated to members of the Armed Forces at the small, interior traffic circle where Harrison Street intersects the Post Office driveway. Friday will forward a copy of the approved Final Plan to *American Legion* Commandant Travis Pompa to further this discussion.
 - Parking utilizing on-street parking and the Village Hall parking area as a overflow parking area to count towards the necessary Code parking requirements.
 - Potential for the Post Office building to be enlarged at its present location.
- 7) Officer's Report: New Board Member Joyce was welcomed to the CDA and a note of appreciation and thanks was mentioned for David Miller's years of prior service.
- 8) Old Business:
- a) *Finance holdings & history*: The financials were reviewed, noting little change.
 - b) *Shenanigans Raze Update*:
 - i. Inspection/Reporting. Complete.
 - ii. Asbestos Remediation. Complete.
 - iii. Building razing: Fuel tank site remediation (in progress). Soil boring sampling completed and awaiting results, prior to WisDNR input regarding final remediation.
 - c) Consider *Master Plan (Concept) for Historic Downtown Re-Development* (Cedar Corp.): Motion to approve the proposed *Master Plan (Concept) for Downtown Re-development* made by Thiel, seconded by Vande Hey, and approved unanimously.
 - d) *Request to use Village Hall parking spaces*: Play & Grow Learning Center (Hodkiewicz) request to use up to 10 (ten) parking spaces located adjacent to the business and abutting the Village Hall for staff and bus parking in support of the *Kaukauna Head Start Program*. The Board stated it is aware of the future parking needs previously discussed by the business. However, the request is a Village Board concern as it is their property. Friday stated he has been in contact with Hodkiewicz and Village Counsel to make such a provision for Village Board consideration, with a target date of prior to June to allow *Play & Grow* to consummate their contract with the *Head Start* programming. He noted their request is likely for only a two-year period, but the contract would also make available the possibility for annual renewals, including such items as *Hold Harmless* and *Indemnification* provisions.
- 9) New Business:
- a) *Listing Agreement of Village Property for sale*: Consider contract extension to list properties (J. Ross & Assoc., LLC). The Board discussed and will not extend the one-year contract on the motion by Dewing, seconded by Kruse, and approved unanimously. Friday will inform Commercial Real Estate Agent Kim Johnson of the decision.

- 10) Correspondences: Tourism Development Grant program for trail signage (Fox Cities & Visitors Bureau). Reviewed with no action.
- 11) Adjournment: Hearing no objection, Kaas adjourned the meeting 7:51 pm.

Respectfully submitted,

Randy Friday – Acting Clerk