

# Sherwood Plan Commission Special Meeting Minutes

May 7, 2018 – 6 p.m.

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

***Plan Commissioners:***

*Jean DeKeyser  
Bob Gillespie  
Joyce Laux  
Kathy Salo  
Brad Schmidt  
Scott Sheppard  
Steve Summers (arr. 6:15 p.m.)*

***Ad Hoc Committee Members:***

*Fred Ashenbrenner  
  
Others present:  
Bob Benz, Trustee  
Roger Kaas, Trustee  
Ned Marks, Trustee  
Lisa Ott, Trustee  
Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer*

***Plan Commissioner Absences:***

*Scott Sheppard, excused*

***Ad Hoc Committee Absences:***

*Tom Boll  
Tom Jack  
Lori Nackers*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Gillespie moved to approve the agenda with the advancement of agenda item 8) a) to follow 5) and the rest as presented. Schmidt 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: April 2. – *Schmidt moved to approve the minutes of the regular meeting of the Plan Commission of April 2, 2018, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Citizen comments on agenda items.

Bob Benz, N7639 Lower Cliff Rd., Sherwood – regarding agenda items 7) a) and 8) a) voiced support of approval of the CSM presented and posed questions of the East Central Wisconsin Regional Planning Commission.

Roger Kaas, W4840 Escarpment Terr., Sherwood – regarding agenda item 7) a) voiced questions of the East Central Wisconsin Regional Planning Commission.

Ned Marks, W4897 Escarpment Terr., Sherwood – regarding all agenda items and voiced questions of the East Central Wisconsin Regional Planning Commission.

Lisa Ott, N7987 Mustang Dr., Sherwood – regarding all agenda items.

6) Officer's Report

*Summers thanked Sheppard for his chairing of the meetings he had been absent from.*

a. Plan Commission; Chair

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.

*Summers stated he and Friday will be working on a Request For Proposal to locate and engage a firm to conduct the Zoning Code Update.*

*Summers requested the Commissioners review the list compiled for consideration in the Zoning Code Update process.*

*Schmidt volunteered to review the list and identify relative points and where in the existing code the items would fit to assist the consultant.*

c. Zoning Administrator.

7) Old Business:

- a. *Final Review: Village of Sherwood Comprehensive Plan 2040:*  
Consider/Approve final form prior to public hearing by Village Board.

*Summers questioned Laux's e-mail sent to the Plan Commission and Village Board if the document presented was a final form. Laux voiced concerns if all grammatical, formatting and actual changes previously discussed were included in the most recent document. Salo suggested that the draft in front of the Commission is not a final draft and will provide items to address along with Laux and the other Commissioners as East Central Wisconsin Regional Plan Commission representative Tom Baron goes through the evening's documents.*

*After extensive discussion with a multitude of changes, updates, grammatical and formatting issues noted, Friday requested a form for any interested parties to understand the summary with all changes. Schmidt suggested the Future Land Use map and the Goals, Objectives and Recommendations be placed as a priority.*

*Salo questioned if an electronic copy could be made available for review prior to the May 14, 2018 Village Board Public Hearing.*

Barron stated that the document will be available and on the website.

***Schmidt moved to forward the update document, as presented, and in addition to include all changes requested at the May 7, 2018 Plan Commission Meeting, per Resolution No. #2018-07 Approving the Update to the Comprehensive Plan of the Village***

**of Sherwood, Wisconsin, which will be considered for approval at the May 14, 2018 Village Board meeting. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.**

- b. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.).
- 8) New Business: None.
  - a. *CSM #2018-03*: A Certified Survey Map Request (Dellaria) to split 0.96ac. lot (Tax ID #43998; northwest intersection of Pigeon Road & Park Drive) into two lots; Lot #1 = (0.53ac.; Lot #2 = 0.43ac.).  
*Note*: Lot #1 is zoned R-1; single-family.  
*Note*: Lot #1 (previous owner = Stein) was split into current configuration (0.96ac.) in July, 2017.

***Schmidt moved to recommend approval to the Village Board CSM #2018-03: A Certified Survey Map Request (Dellaria) to split 0.96ac. lot (Tax ID #43998; northwest intersection of Pigeon Road & Park Drive) into two lots; Lot #1 = (0.53ac.; Lot #2 = 0.43ac.), as presented, subject to compliance with previously approved drainage plan submitted by Dan Stein and McMahon and approved by Village Engineer Cedar Corp. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.***

- 9) Correspondences: None.
- 10) Adjourn. – ***DeKeyser moved to adjourn at 8:23 p.m. Schmidt 2<sup>nd</sup>. Motion carried unanimously.***

*Minutes presented for review and approval by Susan Williams, Clerk-Treasurer.*