

Sherwood Plan Special Commission Meeting Minutes

January 3, 2012

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

Present

Joyce Laux
Kathy Salo
John Sharer
Steve Summers
Scott Sheppard
Jeff Weyenberg

Absent

Bob Gillespie, excused
Randy Friday, excused

Others Present

Susan Williams, Village Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Salo moved to approve the agenda as presented. Sharer 2nd. Motion carried unanimously*
- 4) Approval of Minutes – Dec. 5, 2011 (Regular Meeting) – *Sheppard moved to approve the minutes of the regular meeting of December 5, 2011 as presented. Salo 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items – none
- 6) Officer's Report
- a. Plan Commission Chair – no report presented.
 - b. Zoning Administrator – no report presented.
- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *Final Plat* – Carrington Court Development (Jedar Development): Request to make changes to housing development (approved PUD; 2007).
 - i. Change ownership status stipulating *Homeowner's Association* to *Non-Condominium-owned* status.
 - ii. Change approved setback requirements on certain lots.
 - iii. Reduce approved number of dwelling units (from 14 on 10 lots, to 11 on 11 lots) by reducing the total number of 'duplex' units. All dwellings will be single-family.
 - iv. Allow *Sherwood Estates* informational signage at Carrington Court roadway entrance.

Salo moved to recommend approval of the final plat of the Sherwood Estates development (Carrington Court) changing ownership status to Non-Condominium – owned status, as presented. Sharer 2nd. Summers recused himself. Motion carried

- b. Fox Cities area signage as part of the Wayfinding Signage Program (*Fox Cities Convention & Visitors Bureau*): Ad hoc subcommittee
 - i. Recommendation of proposed *Wayfinding Signs*

Summers presented the status of the program.

Weyenberg reported he is contacting the Town of Harrison Chairman to see if there is interest in participating in the sign program with the Village

9) New Business:

- a. Plan Commission member submittals: Consider future discussion or work items.

Summers presented list of topics for the Commission’s consideration and requested Commissioners to review, provide additional items and prioritize topics to be discussed at future meetings.

10) Correspondences: None.

11) Adjournment – ***Salo moved to adjourn at 6:55 p.m. Sheppard 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission – Special Meeting Minutes
January 23, 2012

- 1) Call to Order/Roll Call – *Clerk Williams called the meeting to order at 6:00 p.m. with roll call:*

Present	Absent
Bob Gillespie	Steve Summers, excused
Joyce Laux	
Kathy Salo	
John Sharer	Others Present
Scott Sheppard	Randy Friday, Administrator
Jeff Weyenberg	Susan Williams, Village Clerk

- 2) Pledge of Allegiance – *recited*

Clerk Williams requested a motion for an acting Chairman for the meeting.

Sharer moved to nominate Sheppard to act as Chairman of the meeting. Weyenberg 2nd. Motion carried unanimously.

- 3) Approval of the Agenda – ***Sharer moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously***
- 4) Approval of Minutes – Jan 3 (Special Meeting) – ***Sharer moved to approve the minutes of the regular meeting of January 3, 2012 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Citizen comments on agenda items – none
- 6) Officer's Report
- a. Plan Commission Chair – none
 - b. Zoning Administrator – none
- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. Fox Cities area signage as part of the Wayfinding Signage Program (*Fox Cities Convention & Visitors Bureau*): Ad hoc subcommittee – *remains tabled*
- 9) New Business:
- a. *Resolution #01-2012 – Relocation Order to facilitate Roadway Relocation and provide for Stormwater Management regarding Knight Drive road extension.*

Administrator Friday presented information on the Knight Drive extension project process, stating the previously presented certified survey maps of the roadway were not recorded due to outstanding issues and in order to proceed with the roadway

construction, the Village must continue with either another certified survey map or proceed with a public taking process.

Friday stated that the original plan of land swapping/easement with the owners of TX ID #13616 (Legacy Communications – W599 Veterans Ave.) will not proceed instead the needed parcels required for proper alignment of the Knight Drive will be obtained through a financial settlement and is being presented to the Village Board in closed session.

Weyenberg moved to recommend approval of Resolution #01-2012 Relocation Order to facilitate Roadway Relocation and provide for Stormwater Management regarding Knight Drive road extension and provide Stormwater Management regarding Knight Drive road extension, with the acknowledgement that if no public taking is necessary, this resolution will serve as an exhibit for future proceedings (certified survey map). Sharer 2nd. Motion carried unanimously.

10) Correspondences: None.

11) Adjournment – ***Sharer moved to adjourn at 6:20 p.m. Laux 2nd. Motion carried unanimously.***

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

Plan Commission Meeting Notice and Agenda

Monday, February 6, 2012 – Cancelled
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

Meeting has been cancelled due to lack of business.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Sherwood Plan Commission Meeting Minutes

March 5, 2012

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

Present	Absent
Bob Gillespie	John Sharer, excused
Joyce Laux	Randy Friday, Administrator, excused
Kathy Salo	
Steve Summers	Others Present
Scott Sheppard	Susan Williams, Clerk
Jeff Weyenberg	Jim Rath, Village Trustee

- 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 – Jan. 23, 2012 (Special Meeting) – *Gillespie moved to approve the minutes of the special meeting of January 23, 2012 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items – none
- 6) Officer's Report
- Plan Commission Chair – *Chairman Summers presented information to the Commission on the demographics of the citizen committee and information from the work done at its first meeting with SAA Design Group for the Upper Wanick Park Master Plan development. Summer stated residents will receive a resident needs survey within the week and the results will be presented at a Village listening session March 27, 2012 at the Village Hall Gym 4 – 8 p.m.*
 - Zoning Administrator – none
- 7) Extraterritorial Review: None.
- 8) Old Business:
- 2030 Sewer Service Area Plan Update: Discuss next steps (East Central Wis. Regional Plan Commission [ECWRPC]).

Joseph Huffman, East Central Wis. Regional Plan Commission (ECWRPC) presented information and documents to inform the Commission of the 2030 Sewer Service Area Plan update. Huffman explained the timeline for the remaining 2012 calendar. Huffman stated there will be a public hearing in April 2012.

Sheppard inquired if the public hearing includes Fire Lane 12 and 13 service.

Huffman responded that the ECWRPC understands that the Village is looking at that area and is being planned for, but there are jurisdiction issues that must be addressed.

Laux stated in planning purposes for the future it is important to note where the Village planning area is for expansion and infrastructure.

Huffman stated that the plan is updated every 5 years and it will resurface again.

9) New Business:

- a. Consider future discussion and/or work items determined by Plan Commission Members submittal list.

Summers presented the list of work items submitted by Commission members; review and update comprehensive plan, new member training, cellular antenna standards, wind turbine standards, promote storm water management practices and review existing ordinances.

Salo reminded the Commissioners that a resident presented to them recently information on wind turbines for residential application.

Rath suggested with the work items priorities established by the Commission to go out to the public and develop a survey to indentify if the Commission priorities are in line with the residents.

Sheppard moved to recommend the Plan Commission puts forth a survey in the next quarterly Village newsletter to determine the priorities of the citizenship to make sure it is in line with the Plan Commission. Salo 2nd.

Gillespie questioned how the survey would be conducted in order to have meaningful results.

Sheppard responded that the Commission must educate the residents as to the purpose, stating the issues at hand.

Summers stated that the survey would encompass the items that the Commission developed.

Weyenberg stated that the work items include internal and external issues and concern on the proper presentation of a resident survey.

Gillespie suggested more items on the list.

Salo moved to amend the motion to have the survey include items appropriate to the community and exclude the member training and review of existing ordinances with additional items. Sheppard 2nd. Amendment to the main motion carried unanimously.

Main motion as amended carried with Weyenberg abstaining.

10) Correspondences:

Weyenberg informed the Commission that he recently submitted language changes to the ordinance governing the Plan Commission (16-2004) to the Village Board for consideration.

11) Adjournment – ***Salo moved to adjourn at 7:25 p.m. By unanimous consent the meeting was adjourned.***

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

Plan Commission Meeting Notice and Agenda

Monday, April 2, 2012 – Cancelled

Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

Meeting has been cancelled due to lack of business.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Sherwood Plan Commission Meeting Minutes
May 7, 2012

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

Present

Joyce Laux
Kathy Salo
John Sharer
Steve Summers
Scott Sheppard
Jeff Weyenberg

Absent

Bob Gillespie, excused

Others Present

Randy Friday; Village Administrator
Susan Williams, Village Clerk

- 2) Pledge of Allegiance – *recited*

Williams requested a nomination for an acting chairperson for the meeting.

Weyenberg moved to nominate Summers as acting chairperson for the meeting. Laux 2nd. Motion carried unanimously.

- 3) Approval of the Agenda – ***Salo moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – March 5 – ***Salo moved to approve the minutes of the regular meeting March 5, 2012 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Citizen comments on agenda items – *none*
- 6) Officer's Report
- a. Plan Commission Chair
 - i. *Upper Wanick Park: Update (Public Info. Meeting = May 22; 6:30pm) – reviewed*
 - ii. *Plan Commission: Revised Ordinance ('Appointments') – reviewed*
 - iii. *Annual Appointments (Laux; Salo) – reviewed*
 - b. Zoning Administrator
 - i. *Downtown Market Analysis & Strategy: Update*

Village Administrator Friday stated three firms are scheduled for interviews May 10. The interview panel (Trustee VP Laux, PC Chairperson Summers, CDA Commissioner and Friday) will forward one firm to the Village Board at their next regular meeting (May 14th).

7) Extraterritorial Review: None.

8) Old Business:

- a. 2030 Sewer Service Area Plan Update: Discuss *Final Draft* and next steps to Public Hearing (East Central Wis. Regional Plan Commission [ECWRPC]).

Friday stated the ECWRPC representative will appear at the May 2012 Utility Commission.

- b. Consider work items determined by Plan Commission Members submittal list (for Resident survey)

Summers presented the list of work items to be submitted to the community in the form of a survey to determine the public input. Summers stated the Village Board voiced concerns and inquired of Commissioners if the survey should go forward.

Sheppard moved to reconsider the survey of work items approved March 5, 2012. Sharer 2nd. Motion carried unanimously.

Summers inquired of the commission how they should proceed.

Sharer stated that the Commission should request direction from the Village Board.

Summers indicated that could be accomplished when he attends the next Village Board meeting.

Friday addressed the list of work items and interjected current legislative changes that affect some items and shared Trustee comments on other items.

Sharers stated on the list are items to consult the Comprehensive Plan.

Laux replied the Comprehensive Plan was a lengthy process to develop, a financial commitment by the Village and approved 2008.

9) New Business:

- a. Consider Sign request application (Castle Drive development): (Sam – Sherwood Restaurant)

Friday presented information on the restaurant owner, the sign application, background on the building (due to the owner being unable to attend the evening) and the Village sign ordinance as it applies to this situation.

Sharer moved to direct Friday to approve sign application if applicant meets calculation of existing sign footage with proposed sign, receives approval of building owner allowing proposed sign to utilize remaining footage and the understands that if

he leaves the business the proposed sign is removed. Laux 2nd. Motion carried unanimously.

Commission requests Friday to report back with the sign calculations.

- b. *Knight Drive Extension:*
 - i. Entrance lay-out (the Outpost).

Sheppard moved to relocate the curb cut on the proposed plan 8 parking stalls west and enlarge entrance to take 3 stalls and shall enclose the garbage area. Sharer 2nd.

Weyenberg moved to amend motion to approve plan contingent upon placement of driveway entrance directed by Plan Commission. Amendment to the motion carried unanimously.

Main motion carried unanimously.

- ii. Lighting options (Roadway; Upper Park area)

The Commission directs Friday to inform the Village Board their request to have input in lighting design of Upper Park area and replacement of existing fixtures in Castle Drive area.

- c. Subdivision – *Roadway Improvement Policy*: Provide recommendation to update policy regarding roadway improvements (Currently at 65% of properties built).

Sharer recused himself from the Commission's business to address item c. Roadway Improvement policy.

Friday presented the current roadway improvement policy.

Sharer introduced the petition submitted at the April 23, 2012 Village Board meeting in which 22 improved lots out of 72 lots request amendment to the policy.

Weyenberg stated he agrees language in the ordinance should be more clearly stated and read a section for consideration for an amendment.

Sheppard questioned the reference of homeowner versus property owner.

Summers requested of Friday to present his background and professional experience in this type of situation. Friday complied and responded to Commissioner questions.

Summers inquired of the Commission the consensus of the initial pavement chip seal or a first layer.

Individual commissioners will submit proposals for ordinance amendment at June commission meeting.

10) Correspondences: None.

11) Adjournment – *Salo moved to adjourn at 9:36 p.m. Sheppard 2nd. Motion carried unanimously.*

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

Sherwood Plan Commission Meeting Minutes
June 4, 2012

1) Call to Order/Roll Call – *Meeting called to order at 6:30 p.m. with roll call:*

Present

Bob Gillespie
Kathy Salo
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Joyce Laux (Excused)
Scott Sheppard (Excused)

Others Present

Randy Friday; Zoning Administrator
Jim Rath; Village Trustee

2) Pledge of Allegiance – *Recited.*

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

4) Approval of Minutes: May 7 – *Sharer moved to approve the Minutes of the May 7 Regular Meeting, as presented. Salo 2nd. Motion carried unanimously.*

5) Citizen comments on agenda items – *None.*

6) Officer's Report

a. Plan Commission Chair

i. *Upper Wanick Park: Update (Public Info. Meeting = May 22; 6:30pm) – Review.*

b. Zoning Administrator

i. *Downtown Market Analysis & Strategy: Update.*

7) Extraterritorial Review: *None.*

8) Old Business:

a. Consider work items determined by Plan Commission Members

Summers asked Commission Members to consider any specific elements of the Village Comprehensive Plan they would like to review. This item is to be re-aggendized in July for further discussion.

9) New Business:

a. Subdivision – *Roadway Improvement Policy: Provide recommendation to update policy regarding roadway improvements (current policy calls for urbanization of roadways at 65% of properties build-out).*

Administrator Friday reviewed the current Road Paving Policy, noting the Lake Shore Estates (LSE) – East subdivision is seven years old and its temporary chip-seal roadway treatment is failing to the point of needing replacement.

Summers reviewed the financial data provided by Staff regarding LSE West – II subdivision improvements in FY2010. The data reflect approximately \$4,600 per lot cost for improvements.

Adjusting for inflation and other unknown costs, information shows that if work were done in FY2013, assuming \$5,500 per lot for improvements in the Lake Shore Estates – East subdivision (72 lots), the total project cost would be \$396,000, of which \$253,000 (46 lots) would be developer-owned cost, with the balance of \$143,000 (26 lots) being a special assessment to the current, private lot- (home-) owners.

Summers and Weyenberg reviewed their proposed input to a DRAFT policy change calling for placement of a temporary surface (chip-seal) in the year immediately following subdivision development. Cost would be borne by the Village as a deferred special assessment. Thereafter, the base course and final improvements shall be made by not-later-than five (5) years of the subdivision development, with 100% of costs for the chip-seal and final improvements (curb; gutter; asphalt, etc.) being borne by the then-current property owners.

Motion to recommend the suggested changes to the Village Board for updating the current Roadway Improvement Policy made by Gillespie, seconded by Weyenberg. Unanimously approved (Sharer abstain).

10) Correspondences: None.

11) Adjournment – *Salo moved to adjourn at 7:55 p.m. Sharer 2nd. Motion carried unanimously.*

Minutes presented for review and approval by Randy Friday; Zoning Administrator.

Sherwood Plan Commission Meeting Minutes

July 2, 2012

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

Present

Bob Gillespie
Joyce Laux
Kathy Salo
~~John Sharer~~
Steve Summers
Jeff Weyenberg

Absent

John Sharer (Excused)
Scott Sheppard (Excused)
Randy Friday, Administrator (Excused)

Others Present

Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Gillespie moved to approve the Agenda as presented. Laux 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – June 4 Regular Meeting– *Salo moved to approve the Minutes of the June 4, 2012 Regular Meeting, as presented. Gillespie 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items

Gillespie moved to advance agenda item 9) a) to follow 5). Salo 2nd. Motion carried unanimously.

- 6) Officer's Report
- a. Plan Commission Chair
- i. *Upper Wanick Park: Update (PRUT Board – Special Meeting; June 20)*

Chairman Summers reported his attendance at the Special PRUT meeting on June 20, 2012 and informed the Commissioners of the discussion and actions taken.

- b. Zoning Administrator
- i. *Downtown Market Analysis & Strategy: Update*

Summers stated that SEH is gathering data on the community and their report should be complete in July.

- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *Plan Commission Work items – Discuss potential sub-committee assignments.*

The Commission requested tabling topic to future meeting when absent Commissioners would be present.

b. *Lighting on Knight Drive Extension – Discuss possible fixture style(s).*

Weyenberg presented additional lighting options for the Commission's review.

The Commission requested additional information on pricing and materials of the lighting examples presented.

9) New Business:

a. *Request to move signage – Head Insurance:* Move existing business sign from north side to west side of building.

Weyenberg moved to approve the sign application request to move the Head Insurance sign from previously approved location on north side to the west side of the building contingent upon owner approval. Gillespie 2nd. Motion carried unanimously.

10) Correspondences: None.

11) Adjournment – ***Weyenberg moved to adjourn at 7:28 p.m. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes

August 6, 2012

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

Present

Joyce Laux
Bob Gillespie
Kathy Salo
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Scott Sheppard, excused

Others Present

Randy Friday; Village Administrator
Susan Williams, Village Clerk
Roger Kaas, Trustee
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 9) b) to follow 7) a) and approve the rest of the agenda as presented. ~~Kaas~~ Gillespie 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – July 2 (Regular Meeting) – *Gillespie moved to amend the minutes to include Salo as present and Sharer as absent, and to approve the rest of the minutes as presented for the regular Plan Commission meeting on July 2, 2012. Sharer 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items –

Ruth Sprangers, W4712 Nicklas Ct., Sherwood – regarding agenda item 8) a)

- 6) Officer's Report
a. Plan Commission Chair – *Upper Wanick Park*

Summers presented information on the Upper Wanick Park Master Plan process and informed the Commissioners that the final presentation will be at the regular Village Board meeting August 13, 2012.

- b. Zoning Administrator – *Downtown Development & Strategy*

Administrator Friday presented information on the downtown development process; interim report presented to the Village Board in July and stated the final report will be presented at the regular Village Board meeting August 13, 2012.

- 7) Extraterritorial Review:
a. CSM (Sprangers): Request to divide parent parcel (ID #5927; 15 acres) and re-create as two lots; Lot #1 (2.324 acres) and Lot #2 (12.519 acres).

Gillespie moved to approve without objection the Extra-territorial Certified Survey Map (CSM) review (Sprangers) request to divide parent parcel (ID #5927) and recreate as two lots; Lot #1 (2.324 acres) and Lot #2 (12.519 acres) as presented. Laux 2nd. Motion carried unanimously.

8) Old Business:

- a. *Plan Commission Work items* – Discuss potential sub-committee assignments.

Summers stated the work items list would be continued with the work of individual Commissioners, with the following; 1) review of Comprehensive Plan (Sharer), 2) new member training (Weyenberg & Summers), 3) Cellular antennae standards (Sharer), and the remaining either removed/set aside or considered part of the other work items.

- b. *Lighting (Knight Drive Extension)* – Discuss possible fixture style(s) in conjunction with *Upper Wanick Park* development in FY2013.

Friday stated the professional firms working with the Village will provide information for consideration in the future.

9) New Business:

- a. *Site Plan review (Legacy Communications)* – Request to change driveway entrance location(s).

Friday presented information on this review and identified issues with the request to change driveway locations. Friday stated Legacy owner was unable to attend the meeting.

The Commission directed Friday to communicate with Legacy that the plan should include Legacy owned property only, maintain the northern limit of the existing driveway and move the southern limit of the existing driveway further south (as presented).

- b. *Proposed Paving Policy changes* – Village Board ad hoc committee recommendations to change current *Policy* and *Subdivision Regulations* regarding current and future roadway improvements.

Trustee Kaas presented the recommendations of the Village Board ad hoc committee (Summers, Kaas and Rath), which included identifying separation of existing unpaved (final) roads and future developments, repealing the existing road paving policy, shifting the financial responsibility of paving of future developments to the developer, proposing a schedule of paving the existing roads and proposing subdivision ordinance language changes with the understanding any ordinance language changes would require the Village Attorney to review.

Village Engineer Schaff distributed information on other municipality policies, copies of the minutes of May 2005 Sherwood Plan Commission and copies of engineering text regarding the significance of shrinkage and swelling.

Schaff stated concern with the timing of paving stated in the proposed ordinance language changes.

Sharer inquired of Schaff if 5 years was a better timeframe and Schaff concurred.

Weyenberg inquired of Schaff of the timing of the paving layers and Schaff stated based on the history the Village has experienced initially chip seal and final paving after 5 years.

Friday inquired of Schaff how different Sherwood is from other areas.

Schaff stated this area is a valley formed by glacial deposits and relatively impervious soils- for example when digging for ponds, the native clays meet the Wisconsin DNR liner requirements.

Kaas asked Schaff the nature of her settling concerns.

Schaff responded she is concerned about the trenches and the soils which are susceptible to shrinking and swelling.

Sharer inquired as to the compaction standards.

Schaff responded the standard usually is 90 – 92 % modified proctor and this compaction rate would not change her opinion of the time needed before the final paving is done, on new roads if the sub base is excavated and found to pass the compaction test, no other specialized compaction equipment will be used, clay soils will consolidate over time, when soil is excavated and removed from a site, the remaining undisturbed soil would then go through the freeze-thaw process quicker than before (being closer to the surface) , and would be more susceptible to frost heaving because of shrinking and swelling.

Friday inquired of Schaff her opinion of the timing of the Knight Drive project.

Schaff replied that she is not comfortable with the lack of freeze-thaw cycles in that project prior to paving.

Gillespie moved to support the recommendation of the ad hoc committee and Village Engineer presented with the exception of the number of years the paving process would take. Laux 2nd. Sharer abstained. Motion carried.

10) Correspondences:

- a. *Draft Master Plan (High Cliff State Park): Meeting Sept 20; 7pm (Carolyn Morgen; July 30) – reviewed.*

11) Adjournment – *Salo moved to adjourn at 8:48 p.m. Motion carried unanimously.*

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

Sherwood Plan Commission Meeting Minutes

September 4, 2012

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

Present

Joyce Laux
Bob Gillespie
Scott Sheppard
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Kathy Salo, excused

Others Present

Randy Friday; Village Administrator
Susan Williams, Village Clerk
Jim Rath, Village Trustee

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – Sheppard moved *to approve the agenda as presented. Sharer 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Aug. 6 – *Laux moved to approve the minutes with change to item 3) removal of Kaas (2nd), and insertion of Gillespie, and the rest as presented for the regular Plan Commission meeting on August 6, 2012. Gillespie 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 9) c).
Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 9) c).
Amy Leffler, N515 Royal Ct., Sherwood – regarding agenda item 9) c).
Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 9) c).
Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 9) c).
Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 9) c).
Elise Hallock, 264 Fort Dr., Neenah – regarding agenda item 9) c).

- 6) Officer's Report

a. Plan Commission Chair – *Upper Wanick Park*

Summers informed the Commission that the Village Board had approved the contract extension for SAA's Upper Wanick Park development final design development, engineering & construction management services, and the process is on-going and planned to complete within the TID #1 timeframe.

Friday stated coordination will occur between SAA and the Commission relative to street lighting.

Friday also stated the condemnation process is over and David Tenor Corporation will return to the site to complete roadway work (base course).

Summers reported SAA will work with McMahon on stormwater issues.

b. Zoning Administrator

Administrator Friday reported asbestos removal will take place this week at the Old Bank Building and (approximately) September 18th the building will be razed.

7) Extraterritorial Review: None.

8) Old Business:

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

Summers stated that along with Weyenberg, they will continue work on the new member training.

Sharer stated he will begin review of the Comprehensive Plan and will present findings of his work to the Commission regularly (and Village Board ultimately).

9) New Business:

a. *CSM Request #2012-01 (Wesener):* Request to combine lots #66 & #67 into new Lot #1 totaling 30,040 sq. ft.

Sheppard moved to recommend approval of CSM Request #2012-01 (Wesener) to combine lots #66 & #67 (Lakeshore Estates East). Laux 2nd. Motion approved unanimously.

b. *Site Plan review (Legacy Communications)* – Request to change driveway entrance location(s) – *no action.*

c. *Ordinance(s): Request to discuss Nuisance(s) and Regulation of Animals in residential district(s).*

Sheppard departed the board room at 7:21 p.m.

Commission's recommendation is to ask the Village Board if revision to Village zoning codes is in order.

10) Correspondences:

a. *Draft Master Plan (High Cliff State Park):* Meeting Cancellation (for Sept. 20 – Carolyn Morgen; Aug. 22).

11) Adjournment – ***Gillespie moved to adjourn at 8:12 p.m. Summers hearing no objection adjourned the meeting.***

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

Sherwood Plan Commission Meeting Minutes

October 1, 2012

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

Present

Joyce Laux
Bob Gillespie
Kathy Salo
Scott Sheppard
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Randy Friday, excused

Others Present

Susan Williams, Village Clerk
Roger Kaas, Trustee
Jim Rath, Trustee

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Gillespie moved to approve the agenda as presented. Salo 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Sept. 4 (Regular Meeting) – *Sharer moved to approve the minutes of the regular meeting of the Plan Commission of September 4, 2012 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items:

Mara Snedeker, N7955 Pigeon Rd., Sherwood – regarding agenda item 7) a)
Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 9) a)
Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 9) a)
Elise Hallock, 264 Fort Dr., Neenah – regarding agenda item 9) a)
Dale Albers, N245 Kings Ct., Sherwood – regarding agenda item 9) a)
Amy Leffler, N515 Royal Ct., Sherwood – regarding agenda item 9) a)
Chad Kemp, N273 Forest Ave., Sherwood – regarding agenda item 9) a)
Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 9) a)
Rick Griesser, N262 Forest Ave., Sherwood – regarding agenda item 9) a)
Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 9) a)
Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 9) a)
Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 9) a)
Leann Kaser, N269 Forest Ave., Sherwood – regarding agenda item 9) a)
Dan Safranski, N269 Forest Ave., Sherwood – regarding agenda item 9) a)

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

In Administrator Friday's absence Summers reported the asbestos removal of the Old Bank Building is complete, the demolition will follow shortly and Village Board approved in August grocery store negotiations in an amount not to exceed \$400,000.

Clerk Williams reported that Village Staff was approached by individuals gathering information on the process and costs related to annexation into the Village.

7) Extraterritorial Review:

- a. *CSM (Fredricks): Request to divide parent parcel (N7980 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.). Note: Parent parcel has outstanding, deferred special assessment from Stommel Road urbanization project.*

Gillespie moved to recommend approval without objection to the Extraterritorial CSM (Fredricks): Request to divide parent parcel (N7980 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.) contingent upon village legal opinion in regards to the payment of the deferred special assessment and review by the Utility Commission. Sharer 2nd. Motion carried unanimously.

8) Old Business:

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

Summers reported having a draft of the training for new members and will provide to Weyenberg for review prior to submission to the Commission.

Sharer presented, explained and requested input on his report on the first chapter of the comprehensive plan.

Sharer also presented his action plan for cellular antennae standards review.

Gillespie inquired with the downtown market study complete if the Village or the Community Development Authority would contact village businesses to communicate the information from the study.

Summers stated that the Village Board has accepted the study and now an action plan needs to be developed.

9) New Business:

- a. *Zoning Code & Municipal Ordinance(s): Request by Village Board to have Plan Commission review and update Nuisance(s) and Regulation of Animals in Village.*

Weyenberg moved to create a sub-committee of 3 Plan Commission members to review all existing ordinances and zoning regulations and policies and craft new or update animal regulations to include the keeping of livestock, poultry or other animals

as deemed within the scoop that the committee finds. Sheppard 2nd. Motion carried unanimously.

Salo, Sheppard and Weyenberg volunteered for the sub-committee with Salo being responsible for agendas and minutes.

10) Correspondences:

- a. *High Cliff State Park – Master Plan public meeting (Carolyn Morgen; Sept. 19) – reviewed.*
- b. *Residential Subdivisions – Paving Policy (Village Attorney Carlson; Sept. 20) – reviewed.*

11) Adjournment – ***Sheppard moved to adjourn at 8:25 p.m. Sharer 2nd. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes

November 5, 2012

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

Present

Joyce Laux
Bob Gillespie
Kathy Salo
Scott Sheppard
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Randy Friday, Administrator

Others Present

Susan Williams, Clerk
Jim Rath, Trustee

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Sheppard moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Oct. 1 (Regular Meeting) – *Gillespie moved to approve the minutes of the regular Plan Commission meeting on October 1, 2012 as presented. Sharer 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items –

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 8) a) iii)
Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 8) a) iii)
Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 8) a) iii)

- 6) Officer's Report
- a. Plan Commission Chair
 - b. Zoning Administrator
- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *Plan Commission Work items* – Sub-committee assignment report(s).
 - i. *Review of Plan Commission Training Procedures* – *Summers stated draft will be ready for the next Commission meeting.*
 - ii. *Review of Village Comprehensive Plan* (adopted Jan. 7, 2008) – *Sharer presented Chapter 1 review and requested responses from Commissioners by November 19, 2012.*

- iii. *Review of Nuisances and Regulation of Animals – Subcommittee presented proposed ordinance section by section, responded to questions and discussed requests for modifications from Commissioners and will return to the next Commission meeting with a revised document.*

9) New Business: None.

10) Correspondences:

- a. Supporting Bower residence raising chickens (Dempsey – W270 Kings Way; Sept. 30) – *reviewed.*
- b. Fredericks *Extra-territorial CSM – Outstanding Special Assessments* (Village Attorney Carlson; Sept. 20) – *reviewed.*

11) Adjournment – ***Sharer moved to adjourn at 8:13 p.m. Sheppard 2nd. Motion carried unanimously.***

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

**Sherwood Plan Commission Meeting Minutes
December 3, 2012**

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

Present	Absent
Joyce Laux	none
Bob Gillespie	
Kathy Salo	Others Present
John Sharer	Randy Friday, Administrator
Scott Sheppard	Susan Williams, Clerk
Steve Summers	David Miller, Trustee
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Sheppard moved to approve the agenda as presented. Sharer 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Nov. 5 (Regular Meeting) – *Salo moved to approve the minutes of the regular meeting of the Plan Commission of November 5, 2012 as presented. Sheppard 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items:

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 8) a) iii)
Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 8) a) iii)

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

Summers reported the FY2013 regular and capital budgets were approved in November, which includes paving of Lakeshore Estates East subdivision.

Summers explained the documented distributed at the meeting in regards to procedures for amending motions.

Summers stated that he will forward searchable database links for their use when looking at ordinances.

- b. Zoning Administrator:

Administrator Friday stated the next step of the CSM #2012-01 (agenda item 9) b)) is the process of establishing the parcel to support the incoming grocery store, which requires amending the Comprehensive Plan, and related rezoning petition.

Friday went on to say the lighting along Knight Drive extension will be coordinated with the park development.

7) Extraterritorial Review: None.

8) Old Business:

- a. *Plan Commission Work items – Sub-committee assignment report(s).*
 - i. *Review of Plan Commission Orientation & Continuous Training Program.*

Summers presented an orientation and continuous training list and explained the program.

Gillespie moved to accept the Village of Sherwood – Plan Commission Orientation and Continuous Training document as presented. Sharer 2nd. Motion carried unanimously.

- ii. *Review of Village Comprehensive Plan – Chapter 1.*

Sharer presented Chapter 1 review of the Village Comprehensive Plan and solicited input from Commissioners.

Laux moved to accept the Chapter 1 summary of the Village Comprehensive Plan and forward report to Village Board as presented. Weyenberg 2nd. Motion carried unanimously.

- iii. *Review of Nuisances and Regulation of Animals.*

Stacy Bower e-mail correspondence was received by staff and presented to Commissioners in lieu of attendance at meeting due to family surgery recovery.

Salo presented the draft ordinance revision included in the packet and explained the alternate option ordinance distributed at the meeting.

Sheppard moved to approve Ordinance #2012-112 as presented in the Plan Commission packet. Gillespie 2nd. Laux – nay and Sharer – nay, Gillespie – aye, Salo – aye, Sheppard – aye, Weyenberg – aye, Summers no vote cast stating there was not a tie.

9) New Business:

- a. *Knight Drive (extension) lighting fixtures – Consider/Recommend lighting fixture options for roadway, in conjunction w/ Wanick Park development project.*

Friday presented the lighting scheme approved by the PRUT Board.

Commissioners approved the presented lighting scheme.

- b. CSM #2012-01 (Village of Sherwood): Request to approve a Certified Survey Map recreating new lots in Wanick Park area to be used for a combination of commercial development, stormwater detention and park land.

Gillespie moved to approve the CSM#2012-01 (Village of Sherwood) recreating new lots in Wanick Park area to be used for combination of commercial development, stormwater detention and park land. Laux 2nd. Motion carried unanimously.

10) Correspondences: None.

11) Adjournment – *Sharer moved to adjourn at 8:00 p.m. Summers hearing no objections adjourned the meeting.*