

# Sherwood Plan Commission Meeting Minutes

January 5, 2015

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

***Present***

*Bob Gillespie  
Joe Hennlich  
Jim Rath  
Kathy Salo  
Steve Summers  
John Sharer  
Scott Sheppard*

***Absent***

*Susan Williams – Excused*

***Others Present***

*Randy Friday; Administrator  
Gary Zahringer; Martenson & Eisle*

- 2) Pledge of Allegiance – Recited.
- 3) Approval of the Agenda – **Motion by Hennlich, seconded by Salo to approve the Agenda moving Item 9a (CSM #01-2015) to immediately follow Item 5 (Citizen Comments). Motion carried unanimously.**
- 4) Approval of Minutes – **Motion by Sheppard, seconded by Sharer to approve the Minutes of Nov. 3, 2014 (Regular Meeting). Motion carried unanimously.**
- 5) Citizen comments on agenda items – None.
- a. (previous) Item 9a, as per *Amended Agenda – CSM #01-2015*: A request for a 2-lot subdivision of N521 Knight Drive (Sherwood Animal Hospital; Canino) recreating parcel as Lot #1 (1.47 acres) hosting the animal hospital and vacant Lot #2 (1.32 acres).

Introduction by Administrator Friday and follow-up details provided by Gary Zahringer of Martenson & Eisle regarding the lot split. **Motion to approve as presented made by Hennlich, seconded by Gillespie. Motion carried unanimously.**

- 6) Officer's Report
- a. Plan Commission Chair
- i. Signage Sub-committee

The Chair discussed the next steps regarding possible changes to the local Sherwood regulations governing signage, beyond what the signage sub-committee has done as part of its prior six meetings, including the following:

- Appointment Jeff Luniak to the sub-committee.
- Appointment of Char Barribeau to the sub-committee.
- Asked S.E.H. (Andrew Dane) to provide a cost estimate and *Scope of Services* to propose changes, per the approved FY2015 Budget.
- Work on signage to be completed by not-later-than August.

- Summers will be absent in February. Gillespie will act as Chairperson.

ii. Signage Regulations and Zoning Code

The Chair stated following the signage review project, the Plan Commission will position itself to review and propose changes to the Zoning Regulations, which would also be a project needing outside consultant input and funding.

b. Zoning Administrator

Friday and Sharer discussed the *Planning Calendar* noting the Plan Commission was now up to speed with its oversight duties as mandated in the *Comprehensive Plan*. The latest section reviewed dealt with *Intergovernmental Cooperation*.

Friday noted he had received a signage request and photo simulation from a *Dick's Family Foods* representative showing an off-premises, 13' high by 10' wide ground sign using color automation. He replied to Appleton Signs (Rod Fredrickson) that such a request was premature at this time though signage changes are beginning to be contemplated to the signage regulations.

7) Extraterritorial Review: None.

8) Old Business:

a. *Parking Review*

Hennlich noted conversations had taken place between himself and Staff regarding no parking signage along Spring Hill Drive from Palisades to the State Park that would discontinue any parking on both sides of the street. The same proposal is for State Park Road, from the Park to Pigeon Road.

Parking along both sides of Pigeon Road would be allowed from the State Park Road intersection north due to its wide construction and designation as the preferred travel route into the Park.

Parking would be allowed on Spring Hill Drive/Clifton Road on only one side of the road up the hill to the Village Center due to roadway narrowness.

9) New Business:

- a. *Signage Subcommittee – As noted above, Jeff Luniak and Char Barribeau have been added as Members.*

10) Correspondences: None.

11) Adjournment – **Noting Rath, Sharer and Summers will not be present for the February meeting, a motion to adjourn was made by Salo at 7:20pm, seconded by Sharer. Motion carried unanimously.**

Minutes presented for Review and approval by Randy Friday, Acting Clerk.

**Sherwood Plan Commission Meeting Minutes  
February 2, 2015**

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

***Present***

*Bob Gillespie  
Joe Hennlich  
Kathy Salo  
Scott Sheppard*

***Absent***

*Jim Rath – Excused  
Steve Summers– Excused  
John Sharer– Excused*

***Others Present***

*Randy Friday; Administrator  
Susan Williams; Clerk*

- 2) Pledge of Allegiance. – *Recited.*

*Williams requested a nomination for Chairman. Salo nominated Sheppard, Hennlich seconded, and Sheppard accepted. Nomination carried unanimously.*

- 3) Approval of the Agenda. – *Gillespie moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*

- 4) Approval of Minutes – Jan. 5 (Regular Meeting). – *Hennlich moved to approve the minutes of the regular meeting on January 5, 2015, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*

- 5) Citizen comments on agenda items.

- 6) Officer's Report

a. Plan Commission Chair

- i. Signage Sub-committee: Update.

*Gillespie presented information on the process of the sub-committee with additional discussion under New Business.*

b. Zoning Administrator

- 7) Extraterritorial Review: None.

- 8) Old Business:

a. *Calendar:* Monthly Review.

b. *Parking Review:* Update (Joe Hennlich).

*Hennlich reported the Triathlon submitted their special events permit application, and Recreation Programming Stumpf was directed to communicate with the event proposed changes to parking in the Village.*

- 9) New Business:

- a. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland): Consider permit status and non-conformance to local Zoning Code.*  
*Friday presented the topic, packet information and explained the process to date.*

*Commissioners questioned the options.*

*Salo stated the homeowner is totally noncompliant.*

*Sheppard questioned if everything should be removed.*

*The Commission discussed the legalities of the new roof drain located at the northwest corner of the addition and the total length of the retaining wall.*

*Friday asked the Commission if he, the Village Administrator should issue a citation to the homeowners; they built in areas that should not be built and placed walls years ago that were not permitted.*

***Sheppard for the Plan Commission moved to allow to the; 1) original sidewalk, 2) the new portion of the sidewalk along the garage to the end of the existing garage structure, and 3) new patio behind the addition to remain, but required homeowner to 1) remove the (new) sidewalk beginning at the back of the existing garage and going back along the new addition, 2) to move the existing retaining wall back to 3 (three) feet from the existing trail, 3) remove all plantings which spill onto the trail, 4) modify the building permit to properly reflect the approved plans and if the homeowner is compliant by mid-year, no building permit penalties will be assessed. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***STAFF NOTES: The property owner has not identified the length of the retaining wall, when moved back to 3 (three) feet off of the trail; if it will continue the length of the new addition. The Plan Commission must decide if the new roof drain in the northwest corner of the addition shall be allowed. Both of these outstanding items will be discussed at the March 2, 2015 Plan Commission meeting.***

- b. *Service Agreement – Signage Regulations: Consider proposal (\$13,128 [base]; S.E.H.) to update existing Code language.*

*Gillespie stated that the Plan Commission requested \$10,000 in FY2015 and the actual contract is \$13,128 with an option to increase another \$750. Gillespie asked the Commission if they support increasing the cost or not.*

*Sheppard questioned what the timeline is and Gillespie responded by the end of August.*

*Friday presented the sign submitted for consideration by Dick's Family Foods, as an example of signs outside of the current ordinance.*

*Salo voiced concerns of cost and if the project should be bid out.*

*Sheppard stated that there are synergies with the development of the marketing plan.*

*Hennlich stated the Village must retain their identity and cautions in the process of updating the ordinance.*

*Gillespie responded that the topic needs professional guidance.*

***Hennlich moved to approve the S.E.H. contract to establish new sign ordinance NTE \$13,128. Sheppard 2<sup>nd</sup>.***

*Sheppard would like to understand if the ordinance needs a total rewrite or if it is something to work with the framework established.*

*Gillespie stated the intent is to keep the ordinance in place and add to it.*

***Motion carried unanimously.***

- c. *Village – Wis D.O.T. discussion of STH 55/114 future configuration, design, and development.*

*Friday presented the topic, packet handouts, reminded the Commission of the process from 4 years ago and updated them with the recent WDOT communications following the extended work performed by S.E.H. developing studies/reports and the Historic Downtown Master Plan.*

***Hennlich moved to state the Plan Commission position of opposition to the four lane option on STH 55/114 through the Village of Sherwood. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

- d. Consider future use of N8144 State Park Road (currently 'For Sale' as single-family residence – Strandwitz; 37.5 acres; Agri. zoning) as requested (Gurmit Kaleka) w/ no mandate for water & sewer services. NOTE: Property was previously annexed with intention to create 'Equestrian Subdivision'.

*Friday presented the topic, packet information and explained the communications to date.*

*Friday questioned the Commissions position on the property and potential development.*

*Friday stated the Village/Utility Commission may consider extending the utility main with the possibility of encouraging properties to request service or even annex into the Village in order to obtain services.*

*Salo and Hennlich stated support to extend the main up State Park Road.*

*Sheppard stated the Plan Commission should defer to the Utility Commission.*

*Hennlich stated Friday understood the Commission's position.*

10) Correspondences: None.

11) Adjournment. - ***Gillespie moved to adjourn the meeting at 8:55 p.m. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

Minutes presented for Review and approval by Susan Williams, Clerk.

# Sherwood Plan Commission Meeting Minutes

March 2, 2015

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

***Present***

*Bob Gillespie  
Joe Hennlich  
Jim Rath  
Steve Summers  
Scott Sheppard*

***Absent***

*Kathy Salo, excused  
John Sharer, excused*

***Others Present***

*Randy Friday; Administrator  
Susan Williams; Clerk-Treasurer*

2) Pledge of Allegiance. – *Recited.*

3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

4) Approval of Minutes – Feb. 2 (Regular Meeting). – ***Gillespie moved to approve the regular minutes of the Plan Commission for February 2, 2015, as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

5) Citizen comments on agenda items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 8) c) voiced concerns of the meetings taking place at night when her husband cannot be present, she has not received anything in writing and other properties in the Village have these same type of violations and why are they being held responsible.

6) Officer's Report

a. Plan Commission Chair

i. Signage Sub-committee: Update.

*Summers stated the committee has new members and a full meeting of the committee will take place immediately following this meeting.*

b. Zoning Administrator

*Friday stated the Commission will have work beginning in April for the Comprehensive Plan annual review.*

*Friday reported additional information for consideration of agenda item 8) c), specifically action on the property owners proposal on the length of the retaining wall and the storm water drain.*

7) Extraterritorial Review: None.

- 8) Old Business:
- a. *Calendar*: Monthly Review.
  - b. *Parking Review*: Update (Hennlich).

*Friday stated Recreation Programming Coordinator Stumpf will be communicating the changes to the Triathlon organizers.*

Char Barribeau, (representative of Friends of High Cliff State Park) reported that High Cliff State Park has informed the Triathlon that participants and spectators are expected to enter the park and pay the park fee the day of the event.

- c. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland)*: Consider permit status and non-conformance to local Zoning Code (See *Minutes – 9b ‘Staff Notes’*).

*Summers referred to the motion from the February 2, 2015 Plan Commission meeting and inquired of Friday if the property owners had responded to the staff notes of remaining points for resolution.*

*Friday reported receiving no communication other than what the Commission had in the meeting packet.*

*Summers informed the Commission that the exact connection/direction of where the drain pipe is unknown.*

*Summers directed Hiland to update the building permit in writing by identifying the length of the retaining wall and identifying the direction of the storm water pipe.*

*Summers inquired and the Commission agreed that without this written information they are unable to act.*

*Friday offered to meet with both property owners at a time that is convenient for them.*

- 9) New Business: None.

- 10) Correspondences:

- a. N8025 Lake Breeze Drive Building amenities since 2003 (Feb. 23; Hiland).

- 11) Adjournment. – ***Sheppard moved to adjourn the meeting at 6:50p.m. Rath 2<sup>nd</sup>. Motion carried unanimously.***

Minutes presented for Review and approval by Susan Williams, Clerk.

## Sherwood Plan Commission Special Meeting Minutes

April 6, 2015

- 1) Call to Order/Roll Call. *Chairman Summers called the meeting to order at 5:30 p.m.:*

***Present***

*Bob Gillespie*

*Joe Hennlich*

*Jim Rath*

*Kathy Salo*

*Steve Summers*

*John Sharer*

*Scott Sheppard*

***Absent***

*none*

***Others Present***

*Randy Friday; Administrator*

*Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – March 2 (Regular Meeting). – ***Rath moved to approve the minutes as presented. Sharer 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Citizen comments on agenda items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 8) c) inquired of the Commissioners if they had questions about the diagram proposing a resolution to the situation, voicing concerns of the Village not informing they needed a permit and other properties within the Village having similar situations.

- 6) Officer's Report
- a. Plan Commission Chair
    - i. Signage Sub-committee: Update.

*Summers reported meeting scheduled cancelled due to a quorum issue, working with Friday and S.E.H. staff to schedule another meeting. Summers stated the business owner's focus group meetings were cancelled and will be rescheduled.*

- b. Zoning Administrator

*Friday reported the construction season started, roadway weight limits are on and housing construction is starting.*

- 7) Extraterritorial Review: None.
- 8) Old Business:
- a. *Calendar:* Monthly Review and Comprehensive Plan obligations.

*Sharer stated April and November are active times during the year that the Village must comply with regulation to be in compliance with the Comprehensive Plan. Friday discussed packet documents with annual items and related Village procedures fulfilling regulations. Sharer reminded the Commission that the recently completed Historic Downtown Master Plan must be matched up to the Comprehensive Plan.*

b. *Parking Review: Update (Hennlich).*

*Friday reported the staff will begin installing new signage.*

c. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland): Consider permit status and non-conformance to local Zoning Code.*

*Hennlich inquired if the borings were done for the trail. Friday replied no. Hennlich further asked if the neighbor had been approached about moving the trail. Friday stated moving the trail within the right of way is an option, but has not spoken to the neighbor.*

*Friday presented information and handed out sections of the zoning ordinance regulations.*

*Sharer stated on the permit there was an 8 foot setback, which is clearly identified in the code. Sharer suggested making the property owner comply with the permit.*

*Sharer questioned Hiland if she expected the Village to ask her if they wanted a sidewalk.*

*Hiland stated the Village should have better instructions.*

*Salo questioned Hiland if she came into the office and asked if she could place a sidewalk or patio.*

*Hiland stated the Village is not understanding her, has set her up for failure and feels she has been harped on.*

*Sharer stated confusion about the claims of Hiland; that the Village has been knowledgeable about the problem.*

*Hiland stated Friday harped about the water from her property flowing on the Village trail.*

*Friday stated the Village was made aware of the problem in November 2014, when it was discovered the Hiland's contractor was using heavy equipment on the Village trail. Friday reported per the code the sidewalk is not supposed to be there, per the code there is not a permit for the wall, but that can be mitigated by moving the trail, the patio is not on the permit, and it is not uncommon that individuals do not know the sidewalks and patio are considered a structure.*

*Friday informed the Commission that the wall is not an issue if the trail can be dealt with. Friday questioned the Commission what they will do about the sidewalk. Friday stated the neighbor needs to be contacted.*

*Sheppard questioned Hiland if there was drain tile along the wall.*

Hiland indicated the locations of down spouts and where drain tile was laid on the map.

*Summers inquired if the situation can be resolved.*

*Friday stated the Park Recreation and Urban Tree Board must provide a response to the situation.*

*Salo inquired if moving the trail allows the wall to remain.*

*Sheppard responded that this allows setback for Village plowing and safety purposes.*

*Sharer questioned the suggested movement of the trail.*

*Friday with the assistance of Calumet County mapping displayed the Village right away and the location of the trail currently within that right away.*

*Summer stated the Commission will take this one step at a time.*

*Sheppard inquired of the previous compromise.*

*Williams read the motion approved at the February 2, 2015 Plan Commission meeting minutes.*

*Summers stated that action will stand until Friday can assess the movement of the trail.*

9) New Business: None.

10) Correspondences:

- a. N8025 Lake Breeze Drive – Proposed treatment to disturbed Village trail (Hiland).

11) Adjournment – ***Sharer moved to adjourn the meeting at 6:21 p.m. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***

Minutes presented for Review and approval by Susan Williams, Clerk.

# Sherwood Plan Commission Meeting Minutes

May 4, 2015

- 1) Call to Order/Roll Call. Call to Order/Roll Call. *Chairman Summers called the meeting to order at 5:30 p.m.:*

**Present**

*Bob Gillespie*

*Joe Hennlich*

*Jim Rath*

*Kathy Salo*

*Steve Summers*

*Scott Sheppard*

**Absent**

*John Sharer, excused*

**Others Present**

*Randy Friday; Administrator*

*Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Sheppard 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – April 6 (Special Meeting). – ***Salo moved to approve the special meeting of the Plan Commission on April 6, 2015, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Citizen comments on agenda items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 8) c) voiced concerns of not receiving copies of the ordinance with certain language.

Carolyn McNown, N8008 Mustang Dr., Sherwood – regarding agenda 8) c) voiced concerns of researching the situation for months, understanding the Boards and Commissions are trying to do the right thing and they are also.

Dan Rippl, W5055 Golf Course Rd., Sherwood – regarding agenda 8) d) commented on wanting to do whatever the Village needs to resolve the situation, suggested land swap, etc..

- 6) Officer's Report
- a. Plan Commission Chair
- i. Signage Sub-committee: Update.

*Summers reported the signage sub-committee will meet May 12, 2015. Summers stated the signage sub-committee process to date has identified desired outcomes, key opportunities and issues and have reviewed the first draft of the sign matrix.*

*Summers inquired of Gillespie to report from attending the Sherwood Business Owners Group meeting. Gillespie reported a lengthy discussion on the sign ordinance review took place and included such topics as digital messaging, off premises signage, fair/equal treatment and different signage districts.*

*Salo stated appreciation for Gillespie attendance at the meetings.*

*Summers stated the committee is on time and is planning on reporting back in July.*

*Friday questioned language on the signage matrix; allowed, conditional and prohibited and requested definition of the terms.*

*Rath encouraged as the committee moves forward, suggesting conditional use permit used in a limited manner.*

*Summers reported on another topic that both Friday and himself received calls in regards to short term residential rental concerns in the Village.*

*Rath stated that if an ordinance to control these situations is adopted it may difficult to police.*

*Summers reported having the Administrator distribute the Resident Shopping Survey and if agreed will place on the next agenda.*

b. Zoning Administrator

7) Extraterritorial Review: None.

8) Old Business:

a. *Calendar:* Monthly Review and Comprehensive Plan obligations.

*Friday presented topic in Sharer's absence, informing the Commission the Village is up to date.*

b. *Parking Review:* Update (Hennlich).

*Summers reported over the weekend, in the area of the rummage sales, having difficulty navigating those streets and safety concerns with young children.*

*Rath questioned and Friday responded that the plan is to install the parking signs prior to the Triathlon.*

*Hennlich stated the plan is that as money is available the entire Village will be posted.*

c. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Consider permit status and non-conformance to local Zoning Code.

*Summers directed Commissioners to the copy of a recent newspaper article in the meeting packet of property owners with issues on Village properties and voiced caution of proper treatment.*

*Summers explained the situation with the property owners and requested of Friday to explain what was found with inspection.*

*Friday presented pictures of the situation and reminded the Commissioners of the previous meeting discussions. Friday introduced the Members to Ray Ruffing, N8033 Lake Breeze Dr., Sherwood, and informed them that Ruffing was agreeable to moving the trail within the Village right of way towards his property which will potentially take down his tree.*

*Friday shared with the Commissioners a matrix from the meeting packet he developed in order to identify issues at the property and what each of the two boards, Plan Commission and Park Recreation and Urban Tree Board, will offer as a resolution to the situation.*

*Sheppard stated there has not been any denial of responsibility by the property owner.*

*Summers asked the Commission how they want to resolve this, at present or in a committee. Summer informed them a copy of the February 2, 2015 motion is in front of them.*

*Salo stated she believes the motion is fair, trying to work with the home owner. Salo questioned if moving the trail would mitigate her non-compliance.*

*Sheppard responded not on the sidewalk, but potentially on the setback on the wall from the trail.*

*Friday responding to Hiland request of copies of ordinances, stating that he provided in the past but would make another copy.*

*Summers while Friday went to make copies of zoning ordinance sections, inquired of the Commission if he volunteered along with Hennlich to write the resolution from the matrix developed by Friday for consideration/approval of the resolution can happen as soon as the June Plan Commission meeting.*

*Salo questioned if construction on the garage is continuing.*

*Summers suggested rescinding the February motion at the June Plan Commission meeting.*

*Rath stated concerns of setting a precedent with the sidewalks and cautioned the Commission to proceed carefully. Rath believes that the Village represented by the Code Administrator has not talked punitive, he has looked at it as compliance and that is a long standing process.*

*Summers thanked Ruffing for the offer of the removal of his tree.*

*Sheppard stated that Hiland is looking for ordinance language which states “shall not” in regards to setbacks.*

*Friday reminded the Commissioners, by the definition of setbacks, there could be curbing, sidewalk, whatever from the front to rear, all the sides, all concrete, that is not what zoning or storm water management is for, that is why you have setbacks to allow runoff and drainage of storm water.*

- d. *High Cliff Golf Course: Request to place new 14<sup>th</sup> tee box creating par 5 hole (currently par 4) on Village property between trail and property hosting trail. (Note: This item was directed by Village Board Plan to Commission for input.)*

Rippl questioned and Friday confirmed there is an easement along the area adjacent to the new location of the tee box.

Rippl suggested and Sheppard clarified the intent of the High Cliff Public Golf Course is a land swap in order to allow the new location of the tee box to remain.

*Friday projected on the Board Room wall the Calumet County mapping of the area under discussion.*

*Friday informed the Commission of the process of the Public Works Staff developing the trails around the area adjacent to the golf course land.*

Rippl offered to install a net along the Village property to protect trail users from stray golf balls, to lease the land for a price and to add the Village as an additional insured.

*Summers responded that the Village is willing to look at options and directed Rippl to have the land under discussion surveyed at their cost.*

*Sheppard inquired and Friday confirmed the Village has an easement for the storm sewer and believes an easement document defines the path adjacent to the Village right of way upon which the tee box was moved.*

*Summers posed the concern if the Village can remove liability where it is a known potential liability.*

*Gillespie reported going out to the location under discussion, referencing safety concerns written by absent Commissioner Sharer and suggested gifting the area where the new tee box is located to the golf course would be in line with working with the Village businesses.*

*Salo voiced concern of individuals and the golf course taking responsibility for damages or situations, not the Village.*

*Rath questioned Hennlich when he was High Cliff State Park Superintendent if he was concerned of liability, and Hennlich responded it was not a concern since the course was there prior to his tenure.*

*Salo stated taking precautions, installing netting and creating a natural barrier with trees is due diligence.*

Rippl suggested a land exchange, where the Village maintains their property and the golf course maintains theirs.

*Rath suggested coming up with something that would mutually benefit the Village and the golf course.*

*Summers suggested again the land in question should be surveyed and in addition to the Plan Commission reviewing the transaction the Park Recreation and Urban Tree Board would also review. Friday confirmed it is prudent to avoid lawsuits.*

e. *Municipal Code Update(s): Consider Code update.*

*Clerk Williams presented information in the packet in regards to the approval process of the new Code.*

*Commissioners agreed to meet May 28, 2015 at 5:30 p.m. to discuss the zoning and subdivision sections.*

New Business: None.

9) Correspondences:

a. High Cliff Golf Course Tee Box issue (April 30; J. Sharer).

*Friday stated the copies of the ordinances provided to Hiland and copies given to the Commissioners are of zoning section Chapter 4 – 1 (page 25) Definition of Accessory Structure or Use, Definitions (page 189), use limitation in an 8 foot setback.*

*Friday informed Commissioners a communication in the packet is a response to resident whom had contacted him in regards to property across the street voicing concerns since they are selling their home.*

10) Adjournment. – ***Sheppard moved to adjourn the meeting at 8:09 p.m. Salo 2<sup>nd</sup>. Motion carried unanimously.***

Minutes presented for Review and approval by Susan Williams, Clerk.

# Sherwood Plan Commission Special Meeting Minutes

May 28, 2015

- 1) Call to Order/Roll Call. *Chairman Summers called the meeting to order at 5:30 p.m.:*

***Present***

*Joe Hennlich  
Jim Rath  
Kathy Salo (arr. 6:30)  
John Sharer  
Steve Summers*

***Absent***

*Bob Gillespie, excused  
Scott Sheppard, excused  
**Others Present**  
Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Sharer moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen comments on agenda items.
- 5) Officer's Report
- a. Plan Commission Chair: None.
  - b. Zoning Administrator: None.
- 6) Extraterritorial Review: None.
- 7) Old Business:
- a) *Municipal Code Update(s): Consider/Finalize Sherwood Village Municipal Code supplement of changes.*

***Sharer moved to recommend approving the Zoning (Chapter 22), Building Codes (Chapter 23) and Subdivision and Platting (Chapter 24) sections of Schedule A Specific Revisions at the time of Adoption of the New Municipal Code with the following changes:***

***-22-8 C add al to the word incident,  
-22-47 C add and all applicable State Electric Standards and Codes after effect in the Village,  
-22-81 H (10) delete (a), (b) and (c),  
-22-86 C add chickens, after goats,  
and the rest as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Commission directed the Clerk to research standard parking space size to make sections 22-81 H (3)(d) and 22-121 Parking Space, Off Street to be consistent, the code company suggested making both 160 sq. ft., (Ordinance 65 respectively 200 sq.ft. and 160 sq.ft.).*

- 8) New Business: None.

9) Correspondences: None.

10) Adjournment. – *Sharer moved to adjourn the meeting at 6:28 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

Minutes presented for Review and approval by Susan Williams, Clerk.

# Sherwood Plan Commission Meeting Notice and Agenda

**Monday, July 6, 2015 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

- 1) Call to Order/Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes
- 5) Plan Commission Chair
  - a. May 28 (Special Meeting).
  - b. June 1 (Regular Meeting).
- 6) Citizen comments on agenda items.
- 7) Officer's Report
  - a. Plan Commission Chair
    - i. Signage Sub-committee: Update.
  - b. Zoning Administrator
- 8) Extraterritorial Review: None.
- 9) Old Business:
  - a. *Calendar*: Monthly Review and Comprehensive Plan obligations.
  - b. *Parking Review*: Update (Hennlich).
  - c. *High Cliff Golf Course*: Request to place new 14<sup>th</sup> tee box creating par 5 hole (currently par 4) on Village property between trail and property hosting trail.  
(Note: This item was directed by Village Board Plan to Commission for input.)
- 10) New Business:
  - a. *Zoning Code Amendment – Ch. 4-12 B.4. (a) Front Setbacks – Structures and Uses Permitted in Setback*. Consider striking "... ~~and side yard areas~~ but not closer than 2 feet ..." Note: Currently found pg. 105 of Zoning Code.
- 11) Correspondences: None.
- 12) Adjournment.

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.

**Sherwood Plan Commission Special Meeting Minutes**  
**August 17, 2015**

- 1) Call to Order/Roll Call – *Chairman Summers called the meeting to order at 5:01 p.m. with roll call:*

<b>Present</b>	<b>Absent</b>
<i>Bob Gillespie</i>	<i>None</i>
<i>Joe Hennlich</i>	<b>Others Present</b>
<i>Jim Rath</i>	<i>Andrew Dane, SEH</i>
<i>Kathy Salo</i>	<i>Randy Friday, Administrator</i>
<i>John Sharer</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Scott Sheppard</i>	
<i>Steve Summers</i>	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Sharer seconded. Motion carried.***
  
- 4) Approval of Minutes: Aug. 3 (Regular Meeting) – ***Sheppard moved to approve the August 3, 2015 minutes. Sharer seconded. Motion carried.***
  
- 5) Citizen comments on agenda items – *None*
  
- 6) Officer’s Report
  - a. Plan Commission Chair – *Summers reported that Rath, Friday, and he had met earlier in the afternoon with representatives of the High Cliff Golf Course (HCGC) regarding potential trade of land. A special meeting will be scheduled for 6:00 p.m. on September 8, 2015 if HCGC representatives stake off the proposed area for visual, as requested. Summers explained there is no agreement or approved plan at this time. Summers stated that safety is an important factor to consider with the 14<sup>th</sup> Tee Box and placement of the tee balls. Sheppard agreed with the suggested plan to require HCGC to reorient the tee balls. He further suggested HCGC reorient the tee box (tip) to adjust for even more safety. Summers said the HCGC representatives had expressed their displeasure that “the Village has not moved forward” from the last time they had spoken. Summers said he retorted by stating the Village has been waiting approximately four (4) months for the CSM the HCGC representatives had stated they were going to present. It remains uncertain whether or not a CSM will be forthcoming.*
  
  - b. Zoning Administrator - *Friday updated the commission on the Hawkinson situation.*
  
- 7) Extraterritorial Review – *None*

8) Old Business:

a. ZOA #2015-02 – Consider Zoning Code Amendment – Ch. 4-6 Signage Regulations (pp. 52-69) –

- 1) Table 4.2 Signs Permitted by District – Civic District (2) – Pole or Pylon sign- ***Gillespie moved to discuss amendment to change from Prohibited (P) to Allowed (A) for Pole or Pylon sign in the Civic District (2). Hennlich seconded. Roll: Gillespie – Aye, Summers – Aye, Sheppard – Aye, Salo – Aye, Rath – Aye, Sharer – Nay, Hennlich – Nay Motion carried to change Pole or Pylon in the Civic District(2) from Prohibited (P) to Allowed (A).*** \

*Further discussion:*

- *Motion to prohibit electronic message signs in the Village Center District and the C2, C3 Zoning Districts failed.*
  - *Motion to place moratorium for 24 months on electronic message signs within the Village Center District, until the Downtown plan is in place, failed.*
  - *Motion to prohibit electronic message signs within the Village of Sherwood failed.*
- 2) Table 4.3 Sign Parameters for Signs Allowed in All Districts, Not Requiring a Permit or Fee – Holiday Decorations – ***Gillespie moved to discuss amendment to strike the sign type Holiday Decorations and Holiday Decorations parameters from the list. Sharer seconded. Motion carried unanimously to strike the sign type Holiday Decoration and Holiday Decoration parameters from the list.***
- 3) 1.5.3 Temporary Sign Permit – #3 - ***Sharer moved to recommend amendment to change number of temporary signs allowed per business per calendar year from two (2) to six (6). Rath seconded. Motion carried. Roll: Salo – Nay, Hennlich – Nay, Sheppard – Aye, Gillespie – Aye, Summers – Aye, Rath – Aye, Sharer - Aye***
- 4) 1.5.7 Revision without permit – *Commission was in agreement to recommend amendment by striking “by the Plan Commission” from the first line.*
- 5) 1.8.1 Revocation of permits – *Commission was in agreement to recommend amendment by changing “Village Administrator” to “Zoning Administrator” in the first sentence and the second sentence.*
- 6) 1.81.1 Appeals – *Commission was in agreement to recommend amendment by changing “Village Administrator” to “Zoning Administrator” in the first sentence.*

- 7) 2.3 Illumination – #4 - **Hennlich moved to discuss amendment by adding the word “Scroll” to the first sentence. Sharer seconded. Hennlich moved to TABLE. Gillespie seconded. Motion carried.**

*SEH requested to research “flashing” frequency and how to control scrolling.*

- 8) 4.2 Sign Type Definitions - #34 Roof Sign – **Salo moved to recommend amendment by striking Roof Sign definition from the list. Hennlich seconded. Motion carried. Roll call: Sheppard – Nay, Gillespie – Aye, Hennlich – Aye, Rath – Aye, Salo – Aye, Sharer – Aye, Summers - Aye**

*Additions: SEH was directed to correct font size of items 1.4.1 & 1.8.1.1 & 1.8.2.1. SEH, also, requested to review code requirements for 2.2.3 Electrical elements.*

- 9) New Business – *None*

- 10) Correspondences – *None*

- 11) Adjournment – **Sheppard moved to adjourn at 6:44 p.m. Sharer seconded. Motion carried.**

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Sherwood Plan Commission Special Meeting Minutes  
September 8, 2015**

- 1) Call to Order/Roll Call – *Chairman Summers called the meeting to order at 6:39 p.m. with roll call:*

***Present***

*Bob Gillespie  
Joe Hennlich  
Jim Rath  
John Sharer  
Scott Sheppard  
Steve Summers*

***Absent***

*Kathy Salo  
**Others Present**  
Andrew Dane, SEH  
Randy Friday, Administrator  
Valerie Seidel, Acting Clerk*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Sheppard moved to approve the agenda. Sharer seconded. Motion carried. Gillespie moved to move new business before old business. Sharer seconded. Motion carried.*
- 4) Approval of Minutes: Aug. 17 (Special Meeting) – *Sheppard moved to approve the August 17, 2015 minutes. Sharer seconded. Motion carried.*
- 5) Plan Commission Chair – *none.*
- 6) Citizen comments on agenda items.

Joe Fochs, N9412 Dusty Drive, Appleton – regarding agenda 10) a) voiced rezoning petition request to commission.

Rod Fredrickson, 1312 Goss Avenue, Menasha – regarding agenda 9) c) voiced sign maker professional opinion on proposed language for signage ordinance.

Rick Vanden Wymelenberg, W647 Knight Drive, Sherwood – regarding agenda 9) c) voiced concerns on proposed signage ordinance.

Dan Rippl and Jeff Luniak, W5055 Golf Course Road, Sherwood – regarding agenda 9) b) voiced options on rectifying location of 14<sup>th</sup> hole tee box.

- 7) Officer's Report
- a. Plan Commission Chair – *None.*
- b. Zoning Administrator - *Friday updated the commission on that the Village just received its 24<sup>th</sup> new home building permit for the year, putting the Village on track from the previous two years (2014 – 24, and 2013 – 23, respectively). He also mentioned over the previous weekend that local businesses are placing signage that is currently in violation of Sherwood's existing signage code. The*

*upcoming decisions made tonight will definitely impact these businesses that are trying to attract more customers.*

8) Extraterritorial Review:

*Rath brought up the recommendation of ridding subsequent Plan Commission agendas of the 'Extraterritorial Review' agenda item. Friday assured that this will be reviewed at end-of-year as part of housekeeping protocol from the Village Board.*

9) Old Business:

a. *Calendar: Monthly Review and Comprehensive Plan obligations.*

*Sharer distributed the October and November 2015 calendar and updated the Commissioners that there are no upcoming conflicts with the Plan Commission meeting schedule; there may be a need to schedule a special signage meeting, however. Sharer stated that Dane provided the commission with seven changes to consider for the comprehensive plan by updating the Zoning Ordinance to help implement October 2014's Master Plan including:*

- 1) Re-write the Village's current Zoning Ordinance.*
- 2) Update the Future Land Use Map (would be in conjunction with Zoning Ordinance).*
- 3) Update Village's Official Map to show new proposed streets, parkways, open space, and stormwater management areas.*
- 4) Consider cross-referencing or incorporating Master Plan with Village's Comprehensive Plan.*
- 5) Re-write entire Land Use section of ordinance.*
- 6) Incorporate the 2012 Downtown Market Analysis to the Economic Development chapter to the Zoning Ordinance.*
- 7) Incorporate future plans with Town/Village of Harrison under the Intergovernmental section to help express long-range goals.*

*Unfortunately, the Plan Commission did not have this included in their packet and since there are so many details involved with this update in obligations, Summers suggested placing this list of Comprehensive Plan obligations by SEH in with the October 2015 Plan Commission meeting.*

b. *High Cliff Golf Course: Request to place new 14<sup>th</sup> tee box creating Par 5 hole (currently Par 4) on Village property between trail and property hosting trail. (Note: This item was directed by Village Board Plan to Commission for input.)*

*Friday explained that there is existing infrastructure for a previously proposed condo area located near the existing 14<sup>th</sup> hole tee box, where, for long term future roadwork/easement work for the area, the Village will need to have priority access. Friday suggested that this situation could be resolved as simple as*

*vacating a portion of the road right-of-way land easement (currently being utilized by High Cliff Public Golf Course for a tee box anyway) and swap it to the area to the left – adjacent to the area in question (part of parcel Tax ID # 13389), so the Village has access to the existing 25' stormwater easement for future maintenance, general use, and for paving work (Tax ID # 31982). Friday stated that part of this resolution would also include reorienting the existing tee box and clearing out the .10 of an acre on the Village property (brush, trees, etc.) on Tax ID # 14161 so players could properly have a more direct shot to the green.*

*Sharer made the comment that if the Village would need to get into the easement area, there is a high likelihood that the heavy equipment would damage the area on hole #14 in the process. Rippl replied that the golf course could work around possible tear-up caused by the Village going into the easement area. Rippl continued on stating that the restoration time would not dramatically effect revenue of the golf course. Friday stated that restoration for the stormwater work or other work would be performed by the contractor hired by the Village for an easement project.*

*Sharer commented that repositioning the tee box north six (6) feet may provide a possible hazard for Cherrywood Drive residents. Upon further evaluation with the Calumet County GIS site, however, 190 foot sharp hook would be necessary in order to reach the area. Further, Rippl went on to point out other areas throughout the golf course where there are possible dangerous residential areas, but there have been no problems.*

*Additionally, there was previous talk about High Cliff Public Golf Course putting up a net along hole #14 where the Village nature trail is located. Rippl made it clear that it would be most preferred to not put a net up, for it would set a precedent for other residential areas requesting netting. Rippl stated that if the Village would like a net be put up, it would be on the Village's accord. Sheppard stated that a net put up by the golf course would ensure that the Village would not be posed with possible liabilities.*

*Gillespie motioned to swap out the High Cliff Public Golf Course's property for the Village parcels. Hennlich seconded, but wanted to go into discussion about CSM costs. Summers opened the commission for further discussion.*

*Hennlich stated that all CSMs will need to be done at the cost of High Cliff Public Golf Course. Hennlich motioned to friendly amend the original motion to include the golf course bears all costs on CSMs and charges for transfer of lands to cover all legalities. Sharer requested a friendly amendment on Hennlich's approval in that it would like to have High Cliff Public Golf Course to provide a detailed plan/map (proper documentation) to depict specific changes (including the location/orientation of the tee box) and transfer of what lands, and what areas are to be cut/trimmed back to accommodate golfers. Sheppard seconded.*

*Rath inquired how much acreage is the Village acquiring/giving up and Friday quickly calculated the areas using Calumet County GIS site, indicating that the golf course would receive .25 acres, whereas the Village would receive .16 acres with the swap.*

*Sheppard wanted to be certain that there are alternative options as access points to the roadway easement (if needed) and Friday stated that equipment can get through using Golf Course Road (on the east side of Hole #13).*

***Gillespie motioned to swap out the High Cliff Public Golf Course's property (.15 acres) for the two (2) Village parcels (.25 acres), with Hennlich's amendment that it would include all CSM work and costs would be bore to High Cliff Public Golf Course, and with Sharer's contingency requirement of the golf course providing a detailed plan which explains all changes in the land swap, the re-orientation of the tee box for hole #14, and changes to landscape prior to start of project. Sheppard seconded. Motion carried as Plan Commission's recommendation the Village Board for consideration/approval at the next Village Board meeting, scheduled for September 14.***

- c. *ZOA #2015-02: Consider Zoning Code Amendment – Ch. 4-6 Signage Regulations (pp. 52-69).*

*Vanden Wymelenberg commented on several points of concern with the proposed signage ordinance including: static sign size, no-scrolling capabilities, electronic message center size (recommended up to 50 percent of sign), requested dynamic style, letter size (recommended going up to 24 inches), time frame (recommended 3 to 4 seconds per flip) of electronic signage, and operation for signage to be lit (recommended longer hours of signs remaining on). Vanden Wymelenberg wanted to ensure that potential customers could clearly view specials while driving by the highway to view the proposed off-site signage.*

*Fredrickson (of Appleton Sign) came with Vanden Wymelenberg and spoke about the differences between static signs and dynamic signs, and how illumination plays a key component in providing visibility to motorists driving by the sign. Electronic message center 1 inch can be read from 50 feet because they are more dynamic/intense (10,000 nits or 85,000 nits) static signs of 1 inch di-copy can be read at 30 feet away (wider 10 inch di-copy – 300 feet) wider fonts can be read easier than narrower fonts.*

*Multiple displays on electronic message center may be difficult to read when proposed electronic message center can only be a maximum of 56 square feet; Fredrickson commended that he has never seen having one electronic message center area maximum for all zoning districts. He recommended the Plan Commission to consider providing differentiation in square footage allowed for electronic message centers to provide businesses with alternative options so their needs are better met. Fredrickson also recommended following the Grand Chute*

*Police Department's study on traffic signage indicating that electronic signage can change every one (1) to two (2) seconds to relay messages to motorists.*

*Friday mentioned documentation from the City of De Pere (in the commissioner's packets), depicted that electronic message centers are 33.33% of the total sign allowed in a particular district (information provided by Dane). WisDOT standards will need to be taken into consideration for future development, when 55/114 will feature a roundabout at the 114/55 and Castle Drive intersection coming into the Village of Sherwood (scheduled for work in 2022).*

*Dane provided information regarding Wis. State Statutes, where there are visible restrictions from State Highways on electronic sign message centers for off premise signage where message can change (flip) one (1) second or less, and the message shall remain in a fixed position for at least six (6) seconds.*

### 2.3 Illumination –

*Main changes discussed and approved included the following:*

*Static signs are to be available in the Village of Sherwood instead of dynamic signs.*

***Gillespie moved to updating the flip on electronic messaging centers can occur at a minimum rate of six (6) seconds. Rath seconded. Roll: Gillespie – Aye, Summers – Aye, Sheppard – Aye, Rath – Nay, Sharer – Aye, Hennlich – Nay***

*Gillespie moved to update the electronic sign lettering from 12 inches to 18 inches, and the motion failed. As a result, size of lettering on electronic message center to remain at 12 inches (as previously determined).*

*Sharer recommended changing in square footage by district, which was updated to reflect the static portion of sign not to exceed 40 percent size of the entire sign, the electronic message center not to exceed 33.33 percent of the entire sign, and remainder of the sign can be of the remaining components (including base, etc.). Gillespie seconded. Motion carried unanimously.*

#### *Further Discussion:*

- Hours of operation are to remain the same as written in existing signage draft.*
- Changed the height of total size of sign from 16 feet to 20 feet in height for pylon and monument signs in commercial districts.*
- Added language regarding roadway changes that helps adjust speed limit regulations:*

*Under 1.6 under Requirement of Conformity, there is to be an add-in for concluding paragraph #5, Summers instructed Friday to develop language to*

*include requirement for conformity to signage and speed limit regulations as a motion: “In the occurrence of roadway reconfigurations or redesigns business signage located along said roadways shall change their electronic message centering parameters to be consistent with current Wisconsin State Statutes”. Gillespie seconded. Roll: Gillespie – Aye, Summers – Aye, Sheppard – Aye, Rath – Aye, Sharer – Aye, Hennlich – Nay*

*Summers also approved the document that Sharer wrote and provided the commission members as an amendment:*

*Para. 2.3 Illumination: (Add new sub-para 2.3.2 Electronic Messaging Signs)*

- d. Operational Limitations. Such displays shall contain static messages only, and shall not have movement, or the appearance of optical illusion of movement, of any part of the sign structure, design, or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of light intensity.*
- e. Minimum Display time. Each message on the sign must be displayed for a minimum number of six (6) seconds. Exception: Time and Temperature. Signs with changeable copy display only the time temperature may change as frequently as necessary to display the correct time and temperature.*
- f. Message Change Sequence. A minimum of 0.3 seconds of time with no message displayed shall be provided between each message displayed on the sign.*
- g. All text characters shall be of one (1) color only, with light copy on a dark background. The use of any other image, that is not text, is prohibited.*

10) *Para. 2.3.1 Prohibitions Revise sub-para a. to read:*

- a. Dynamic signs, which includes, but not limited to: scrolling, flashing, blinking, chasing, traveling, rotating, light emitting device or similar animation.*

*Added provision that will automatically adjust reconfiguration of signage if the WI-DOT changes the time change will not be changed – times of operation signage. Additionally, SEH was directed to correct Table 3.4 Sign Type Parameters to reflect said changes above.*

***Sharer moved to approve the overall document and forward it to the Village Board for consideration and approval with the caveat that all of the above changes to the ordinance are included in the signage ordinance. Gillespie seconded. Roll: Gillespie – Aye, Summers – Aye, Sheppard – Aye, Rath – Aye, Sharer – Aye, Hennlich – Nay***

11) **New Business:**

- a. RP #2015-01: A Rezoning Petition (N7618 Lower Cliff Road; Fochs) to change vacant parcel zoning from R-1A to R-1: Consider change in zoning to match**

properties south and east. Front yard setbacks reduce from 30' to 25'. Side yard setbacks reduce from 10' to 8'.

*Friday provided background of rezoning petition request by Fochs, where due to two new housing constructions developed on the splitting of parcels in 2007, there was a triangular piece of land that was left remaining (and had an old garage on it). This parcel is N7618 Lower Cliff Road (Tax ID # 13919). Previous owner of property tried to purchase an area adjacent to the parcel to "square off" the property, which would help in ensuring current zoning regulations (R1-A) would work for the parcel. Unfortunately, the owner of the adjacent parcel refused to sell that piece of land, and owner of N7618 Lower Cliff Road sold his parcel to Fochs. Fochs' rezoning petition is requested primarily due to the fact that the current zoning for the parcel would make it difficult to build a house on it and it, since it is a disadvantaged lot. Fochs took down the garage and can utilize the pre-existing foundation footprint. To the northeast, east and southwest of the parcel in question, the surrounding parcels are R-1.*

*Rath commented that this area seems spot zoned (and Friday replied that the zoning was determined over twenty-five years ago and was unsure why it was determined as such).*

*Fochs commented that he and his wife had a drawing for a new home to be constructed and the change in zoning would accommodate the needs of the house plan because it would reduce the required minimum front yard setback; no variance would be needed.*

***Hennlich moved to provide recommendation to rezone N7618 Lower Cliff Road from R1-A to R1. Gillespie seconded. Motioned carried to the Village Board for consideration/approval at the next Village Board meeting, scheduled for Monday, September 14, and the Public Hearing for the rezoning petition is scheduled on Monday, September 28.***

- 12) Adjournment – ***Sharer moved to adjourn at 9:18 p.m. Sheppard seconded. Motion carried.***

Respectfully submitted for review and approval by Valerie Seidel, Acting Clerk

## Sherwood Plan Commission Meeting Minutes

October 5, 2015

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

**Present**

*Bob Gillespie*

~~*Joe Hennlich*~~

*Jim Rath*

*Kathy Salo*

*Scott Sheppard*

*Steve Summers*

**Absent**

*John Sharer – Excused*

*Joe Hennlich – Excused*

**Others Present**

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited*
- 3) Approval of the Agenda. – *Sheppard moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – *Gillespie moved to approve the minutes of the Sept. 8<sup>th</sup> Special Meeting as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Citizen comments on agenda items.
- 6) Officer's Report
  - a. Plan Commission Chair

*Summers noted he will be presenting the Village Board with their initial 'walk-thru' of the recommended 'Signage Regulations' at their next meeting. He wishes to express the input of the Final Community Survey, as well as input from the Business Group Survey undertaken by S.E.H.*

**b. Zoning Administrator**

*Friday noted the High Cliff Golf Course leadership has decided to withdraw their support for creating a CSM relative to the Hole #14 new tee box and land usage issue, opting rather to discuss an easement arrangement with the Village. They will take up the issue again amongst themselves during Winter and return at a later date.*

*Friday noted Public Works Dept. Staff planted large trees at the old Bank Building parcel abutting CTH 'M' and STH 55/114 per the Community Development Authority request.*

*Friday noted \$20k was put into the FY2016 Budget as a placeholder for possible Zoning Code revision with outside help from a consultant, per the Chair's request.*

- 7) Extraterritorial Review: None.
- 8) Old Business:
  - a. *Calendar*: Monthly Review and Comprehensive Plan obligations will be reviewed at the next meeting as part of the ‘Annual Review’ by the P.C.
  - b. *High Cliff Golf Course*: Nothing new to report.
- 9) New Business:
  - a. *CSM #2015-02: Certified Survey Map request (Tom & Barb Jack)*: Request to convey ownership of twelve foot wide strip of land to neighboring southerly parcel – from N7759 Palisades Trail (Jack – Lot #1; currently 0.977ac. recreating as 0.91 ac.) to N7749 Palisades Trail (Jack – Lot #2; currently 0.862ac. recreating as 0.928 ac.).

Dave Burghuis, bank representative for the parties, was present and presented the CSM noting that the “WB-25” transfer can only be completed with approval from the Village of this action.

***Motion by Sheppard, seconded by Gillespie to recommend approval by the Village Board contingent upon the bank’s finalization of the loan paperwork for purchaser of N7759 Palisades Trail. Unanimously approved.***

- 10) Correspondences: None.
- 11) Adjournment. – ***Sheppard moved to adjourn at 7:05 p.m. Gillespie 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully submitted for review and approval by Randy Friday, Acting Clerk.

**Sherwood Plan Commission  
Meeting Notice and Agenda**

**Monday, Nov. 2, 2015 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

**NOTICE OF CANCELLATION**

The Village of Sherwood monthly  
Plan Commission Meeting is cancelled  
due to lack of business.

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.

**Sherwood Plan Commission Meeting Minutes**  
**December 7, 2015**

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

<b>Present</b>	<b>Absent</b>
<i>Joe Hennlich</i>	<i>Bob Gillespie, excused</i>
<i>Jim Rath</i>	
<i>Kathy Salo</i>	<b>Others Present</b>
<i>John Sharer</i>	<i>Randy Friday, Administrator</i>
<i>Scott Sheppard</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Steve Summers</i>	
  
- 2) Pledge of Allegiance – *Recited.*
  
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Sheppard seconded. Motion Carried.***
  
- 4) Approval of Minutes: Oct. 5 (Regular Meeting) – ***Salo moved to approve the Minutes with change. Rath seconded. Motion Carried.***  
*Discussion: Hennlich requested correction be made on the October Minutes; Minutes reflect he was present for the meeting when he was not.*
  
- 5) Citizen comments on agenda items
  - *Thomas G Sanderfoot: N8045 State Park Rd, Menasha, WI re item 9)a*
  - *Dave Schmalz: W5884 Sweet William Dr, Appleton, WI re item 9)a*
  
- 6) Officer's Report
  - a) Plan Commission Chair – *Summers stated the Village Board approved the FY2016 budget including \$10,000 for possible Zoning Ordinance review.*
  
  - b) Zoning Administrator – *Friday provided background to information included in the packet and what will be discussed for the Old Business items.*
  
- 7) Extraterritorial Review: *None.*
  
- 8) Old Business:
  - a) Ordinance Review – Signage - ***Sharer moved to recommend Village Board approval of the Signage Ordinance pending Administrator discussion with attorneys to clarify their comments. Sheppard seconded. Motion carried.***  
*Discussion: 2.3 Illumination #13, commission wonders why “automatically” is highlighted, please inquire with attorney. 4.2 Sign Type Definitions #3, #11, #27, #32 Commission requests Friday to inquire with the attorney as to why these four items are struck from the Ordinance, especially the agriculture item (#3), and clarify that agriculture remains a viable option.*

- b) Ordinance Review – Lawn maintenance (grass): Consider any needed modifications following first year of implementation – *Rath suggested FY2016 lawn maintenance duties for the Village be let for competitive bid. Summers offered to review this ordinance with Hennlich, Sharer, and himself acting as a subcommittee. A report will be submitted at the January meeting.*
- c) Calendar: Annual Review of Comprehensive Plan obligations – *Reviewed.*
- 9) New Business:
- a) Concept Review (Sanderfoot; N8045 State Park Road): Potential future CSM dividing out 5 acres from a 15 ac. Parcel – ***Sharer moved to TABLE action until January allowing commissioners to review the Subdivision Ordinance and Comprehensive Plan, and other pertinent documents and information to ensure all other pertinent information and aspects of approved planning documents and ordinances are taken into consideration. Salo seconded. Motion carried.***
- Discussion: In response to Commission inquiries, Sanderfoot stated:*
- *He has no intention of using the building on site for his wind and excavating company business.*
  - *He has no intention of creating a residential subdivision because he has an agreement with the prior owner to allow farming until 2021.*
  - *He wishes to keep the land undeveloped and maintain his privacy.*
  - *He is aware of potential water and sewer assessments if service is extended to the end of the property.*
  - *He wishes to have restroom services at the building.*
- Schmalz suggested land division alterations to the concept plan were possible.*
- Friday provided the following information:*
- *Background from the Utility Commission and Village Board meetings regarding the request for public utilities to the building.*
  - *A request for water & sewer to the building is not part of the approved building permit and this was not previously discussed as a desire.*
  - *As the Village Subdivision Ordinance (#2013-117) relates to this proposed concept plan lay-out and the creation of ‘flag’ lots, the Ordinance specifically states ‘flag’ lots shall not be created, as they are a detriment to compact, urban-style development.*
  - *The adopted Comprehensive Plan ‘Future Land Use Map’ shows the land in question as ‘Future Residential’.*
- 10) Correspondences – *None.*
- 11) Adjournment – ***Sharer moved to adjourn at 8:36 p.m. Sheppard seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, acting-Clerk.