

Sherwood Plan Commission Special Meeting Minutes

January 3, 2017

- 1) Call to Order/Roll Call. – *Chairman Summers called the meeting to order at 5:58 p.m. with roll call:*

Present

Bob Gillespie

Joe Hennlich

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Steve Summers

Absent

Ad Hoc Committee – Lori Nackers

Others Present

Randy Friday, Administrator

Valerie Neuman, Acting Clerk

Eric Fowle, ECWRPC

Ad Hoc Committee

Fred Ashenbrenner

Tom Boll

Susan Jungen

- 1) Pledge of Allegiance. – *Recited.*
- 2) Approval of the Agenda. – *Salo moved to approve the agenda as presented. Sheppard 2nd. Motion carried unanimously.*
- 3) Approval of Minutes: Dec. 5 (Regular Meeting). – *Hennlich moved to approve the minutes of the regular meeting of the Plan Commission on December 5, 2016, as presented. Schmidt 2nd. Motion carried unanimously.*
- 4) Citizen comments on agenda items.
- 5) Officer's Report
 - a. Plan Commission Chair
 - i. *Ad hoc committee – Membership and duties.*

Chairman Summers informed the Plan Commission and ad hoc committee about the obligations regarding the extended committee. This Plan Commission/ad hoc committee will be responsible for reviewing and expand the scope of the Village of Sherwood's Comprehensive Plan. A way of providing an expanded scope was to include two (2) Village residents at large (Ashbenbrenner and Nackers), and representatives of other commission (Boll from the CDA and Jungen from the PRUT Board). This special committee will meet at the regularly-scheduled Plan Commission night (in March, May, July, September, and November), but at a special time of 6:00 PM. Committee members will bear the responsibility of reviewing items after every meeting and come prepared to tackle items, with the collaborative efforts of the contracted group – East Central Wisconsin Regional Planning Commission. After the items of the committee agenda are

complete, the ad hoc members are welcome to stay for the remaining items for the Plan Commission or they may disband until the next meeting.

b). Zoning Administrator

ii. *Park Drive* – Housing development.

Friday first shared that Dan Rippl of High Cliff Public Golf Course left a message for him to schedule a meeting; Friday concluded it is hopefully to rectify that 14th tee box issue in the attempt to move the box backward (out of Village-owned property). He will update the Commission next meeting.

Friday shared that owners of Park Drive lots are interested in subdividing and redeveloping areas for more single-family lots. The subdivision for Forest Park was developed by the Town of Harrison in the 1960s, and the utility plans/lateral plan locations devised back then no longer make the most logical sense. Friday suggested the owners to work with an engineering company to provide a plan to divide the lots, which would include and address possible easement, stormwater, and wetland areas. Friday iterated the importance that this is a private homeowner/landowner issue, and the Village will not be responsible for the reengineering of these lots.

6) Extraterritorial Review: None.

7) Old Business:

- a. *Calendar: On-going Review of (annual) Comprehensive Plan obligations.*
(Note: Items will be presented at Board Meeting).

Chairman Summers referenced that items discussed for the Comprehensive Plan will be discussed during the presentation from ECWPC later in the meeting.

- b. *Zoning Code updates: Request for Member input – Chapt. 22 items.*

Chairman Summers reiterated his stance on dumping permit process be added to Chapter 22 update.

8) New Business:

- a. *Comprehensive Plan Update: East Central Wisconsin Regional Planning Commission to lead 'Kick-Off' Meeting coordinating year-long update process.*

Chairman Summers allowed Eric Fowle of ECWRPC representative, provide a walkthrough presentation to the Plan Commission/ad hoc committee regarding the process involved with updating the 2040 Comprehensive Plan for the Village of Sherwood. Specific items addressed during the presentation included updating the timeline associated with the plan, establishing events and scheduling them, and providing opportunities for Sherwood's citizens to get involved in the plan process for insight through public meetings, news releases/social media presence, a public visioning

workshop, open houses to educate the public on future Village developments, and public hearings.

Specific items for revamping include: livability and quality of life, environmental qualities and functions, transportation, mobility, and multi-modal enhancements, recreation and health, housing needs and changing markets, community services provision, economic development and tourism, growth, development, and re-development interests, and regional collaboration. ECWRPC will take input from Sherwood citizens, Plan Commission, and relevant studies and surveys conducted in the past several years in order to update the Comprehensive Plan.

Hennlich asked how long will the Comprehensive Plan update will take and Fowle stated that it should be completed within an 18-month timeframe. Ashenbrenner asked when the last Comprehensive Plan was updated, and Friday stated it was 2008. Friday continued on stating that all of the current plan information details are on the Village website under Village Reports and Plans, if Commissioners, ad hoc members, or other residents are interested in learning about the current Comprehensive Plan.

ECWRPC will provide outside work assignments for the committee to complete so to be prepared to act on decisions in subsequent meetings.

i. Meeting timetable/Monthly schedule.

Ad hoc committee will meet every other month during the regularly-scheduled Plan Commission time slot at 6 PM, along with Tom Baron, AICP – Associate Planner at ECWRPC. Baron will be leading this project, but will have assistance with ECWRPC’s lead, Fowle, during critical stages of the Comprehensive Plan update. Fowle came prepared with materials regarding timeline for the Comprehensive Plan process. Fowle recommended planning the Village-wide Public Visioning Workshop in February or March 2017 in the Village Gym; the date will be finalized after a future discussion with ECWRPC and the Village Administrator for space availability.

The Village Office will collaborate with ECWRPC for developing and distributing public notices, mass mailings, social media notices, and other informational materials/outreach opportunities for the public. These items will be used inform the public so they are able to be present and help guide the Plan Commission and the ad hoc committee with updating the Comprehensive Plan in the direction with the community’s best interests in mind.

ii. Citizen Participation Plan.

The Commission will need to determine exercises for the Village-wide Visioning Workshop by utilizing materials provided ECWRPC as a guideline. The Public Visioning Workshop will have four to five exercise stations where residents can provide their input and perspective on issues. Exercises are to be determined through a future meeting with ECWRPC and the Village Administrator. Sheppard, Summers,

and Friday will collaborate with ECWRPC if needed to finalize exercises if further discussion with committee members is required.

iii. *Demographics: Inventory & update.*

With three minor revisions to the Public Participating Plan – Village of Sherwood 2040 Comprehensive Plan Update by the Village Administrator (adding voting ad hoc committee members, and updating the time for the Public Visioning Workshop date availability), Salo moved to approve the Public Participation Plan and Resolution No. 17-01 for the Village Board’s consideration/approval – Establishing Public Participating Procedures for the Village of Sherwood 2040 Comprehensive Plan Update. Schmidt seconded. Motion carried unanimously.

9) Correspondences: None.

10) Adjournment. – *Sheppard moved to adjourn at 6:40 p.m. Hennlich seconded. Motion carried.*

Respectfully submitted for review and approval by Acting Clerk, Valerie Neuman.

Sherwood Plan Commission Meeting Minutes

Feb. 6, 2017

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

Present

Bob Gillespie

Joe Hennlich

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Absent

Steve Summers, excused

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk

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

Plan Commission Chairman Summers was called to participate in discussion.

- 4) Approval of the Agenda. – *Salo moved to approve the agenda as presented.*

Hennlich 2nd. Motion carried unanimously.

- 5) Approval of Minutes: Jan. 3 (Special Meeting). – *Schmidt moved to approve the minutes of the Special Meeting of the Plan Commission on January 3, 2017, as presented. Salo 2nd. Motion carried unanimously.*

- 6) Citizen comments on agenda items.

- 7) Officer's Report

b. Plan Commission Chair

c. Zoning Administrator

i. *Park Drive* – Housing development.

Friday projected images of the parcels (water over the road) on the Board Room wall and informed the Commission that the culvert if present is most likely undersized and the subdivision was developed 60 + years ago. Friday stated this is for information at this time, but in the future there will be a discussion as to the financial responsibility of the ditching which will be required.

- 8) Extraterritorial Review: None.

- 9) Old Business:

c. *Calendar*: On-going Review of (annual) Comprehensive Plan obligations.

d. *Zoning Code updates*: Request for Member input – Chapt. 22 items.

- (Rath) Consider banning fencing.

- (Rath) Consider controlling burning (leaves; fire pits; brush; grills).

Friday stated these topics are very broad and if the Commission directs him to place those on the topic list for ordinance review, he will. Friday cautioned that the effects of these issues must be addressed. Gillespie suggested with the Comprehensive Plan Update, the ordinance review will follow that process. Commission directed Friday to add the topics to the existing list. Hennlich stated that if there are swimming pools in the Village there must be fences.

- *Registered Offender Housing Restrictions: Consider Ordinance restricting sex offender housing locations.*

Friday reported giving Village Attorney the recent resident concerns and his initial response is that the Village does not need to do anything, but if the Village wishes a local ordinance it can be adopted, counsel suggested caution and using inclusion language, requiring a family/community connection, etc.

Friday stated the Village Attorney, Calumet County Sheriff Department and Department of Corrections representatives are being asked to be at the next Village Board to discuss.

Laux questioned how the 1,500 feet stipulated in State Statute is applied to trails.

Gillespie questioned why the Village wouldn't want their counsel in attendance to discuss. Hennlich voiced support of an ordinance with inclusive language. Friday asked if the Commission directs him to contact the Village Attorney requesting such an ordinance with his attendance at the next Village Board meeting.

Audience member, unidentified, requested to ask questions and the Commission allowed suspending the rules; how should have the Village been notified, and who decides the chain of command via the State Statutes, and what the Village would have done given that notification.

Friday replied he is not an attorney, and projected on the Board Room wall an aerial view of the Village and a potential layout of the rule.

Audience member questioned how the State Statute treats trails especially when the trail is along the park.

Friday noted on the aerial view areas in the Village where the CORP (Comprehensive Outdoor Recreation Plan) identified lack of park facilities.

Audience member questioned if the Village has a say or options.

Salo moved to recommend the Village Board does due diligence of looking at an ordinance based on the recommendation of the Village Attorney with inclusivity. Laux 2nd.

*Summers stated the Village Attorney must draft the ordinance due to the nature of it.
Motion carried unanimously.*

- e. *Proposed land swap at Hole #14 – Village /High Cliff Golf Course: Request by HCPGC to swap land, moving Village trail access point west on to current HCGC land allowing longer hole length (Par 5), and approx. 0.15 acres of treed land to create a better tee box/fairway orientation toward #14 green.*

Friday stated the HCPGC owners are ready to resolve this issue after meeting with them in January. Friday reported they want to make it into a championship level course. Friday projected the area under discussion on the Board Room wall and reminded the Commission the history behind the land with the former owner.

Friday presented the swap of land offered by HCPGC owners. Friday stated that the Village will be able to get in to take care of Village needs and they requested the Village to pay for one half of the cost of a certified survey map (CSM).

Hennlich voiced concern of the request for the Village to pay for one half of the CSM.

Summer stated his primary concern when members of the Commission had met with the owners is the re-orientation of the t-box away from Village trails, otherwise there is the potential of safety issue. Summers suggested a CSM would be the only way to facilitate that. Summers voiced support of the course continuing to make improvements. Summers stated that it would be important for the owners to come to a Village meeting to share their intention of the future of the course.

Gillespie moved to approve the land swap as presented, with the condition of presenting a certified survey map and moving the #14 t-box from northwest to southeast orientation. Sheppard 2nd.

Summers suggested adding the CSM stipulation.

Gillespie amended his motion to include the Village paying for one half of the cost of the CSM.

Salo questioned if in the land that the owners are requesting in the swap if the Village has utilities. Friday showed the Commission where the utilities are.

Gillespie amended his motion to remove the stipulation of the Village paying one half of the CSM. Agreeable by Sheppard. Motion as amended carried.

Summers suggested the Commission to direct Friday to contact the owners and suggest applying to the Community Development Authority 50-50 Matching Grant program for payment of the one half of the CSM that was requested of the Village.

10) New Business:

- b. *Comprehensive Plan Update:* East Central Wisconsin Regional Planning to conduct in-house information-gathering charrette – Tuesday, March 7: Update.
- c. *Land donation to Village.*

Friday presented the land that will be donated to the Village by Les Stumpf, (Tx ID #13690) and provided background on stormwater flows and potential Village uses.

Hennlich moved to recommended accepting the gift of the land donation. Schmidt 2nd. Motion carried unanimously.

11) Correspondences:

- a. *Request to construct public boat ramp on Lake Winnebago* (WisDNR; Jan. 31).
- b. *Registered Sex Offender* (Smolinski, Bourassa, Gehl, Poor; Feb. 2).

12) Adjournment. – ***Gillespie moved to adjourn at 8:11p.m. Hennlich 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Village Clerk, Susan Williams.

Sherwood Plan Commission Meeting Minutes

March 6, 2017

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

Present

Bob Gillespie

Joe Hennlich

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Absent

Steve Summers, excused

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk

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

- 15) Approval of the Agenda. – ***Schmidt moved to approve the agenda as presented. Salo 2nd. Motion carried unanimously.***

- 16) Approval of Minutes: Feb. 6 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Plan Commission of February 6, 2017, as presented. Gillespie 2nd. Motion carried unanimously.***

Plan Commission Chairman Summers was called to participate in discussion.

- 17) Citizen comments on agenda items.

Gary Martel, N7588 Lower Cliff Rd., Sherwood – regarding agenda item 9) a) – requested the Commission to take option #3 (do nothing) and issue the building permit in order for his home to be built, suggesting additional components to his build to minimize the effect on the Village stormwater system, if reasonable.

Dan Stein, W5142 Park Dr., Sherwood - regarding agenda item 9) a) – requested the Commission to take option #3 (do nothing), he has lived there 25 years and other than the occasional heavy rain or significant thaw during the winter he has not experienced any problems.

Peter Vanderwielen, W5135 Park Dr., Sherwood - regarding agenda item 9) a) – requested Commission to take option #3 (do nothing), he has lived there since 1995 and has not seen any problems.

- 18) Officer's Report

d. Plan Commission Chair

e. Zoning Administrator

19) Extraterritorial Review: None.

20) Old Business:

f. *Calendar*: On-going Review of (annual) Comprehensive Plan obligations.

Friday reported next month the Commission will see the semi-annual topics for review.

g. *Zoning Code updates*: Request for Member input – Chapt. 22 items.

Friday reported adding the topics from the last regular meeting discussion to the list for consideration and suggested due to recent issues in the Village another item to add to the zoning code update; consider allowing pushing snow across Village roads onto property either owned or not by the individual pushing the snow.

h. *Comprehensive Plan Update*: East Central Wisconsin Regional Planning to conduct in-house information-gathering charrette – Tuesday, March 7: Update.

Friday reminded the Commission about the Open House March 7, 2017 for the Comprehensive Plan Update and requested assistance from the Commissioners to staff it.

21) New Business:

d. *Park Drive Development*: Consider Engineer's input regarding roadway conditions in advance of residential housing building.

Friday directed the Commission to the meeting packet information from the Village Engineer for options to consider. Friday informed the Commission in 2016 Park Drive base coat was constructed, due to need for repairs and in anticipation of development. Friday reported this winter water was standing on the road and was not shedding as should.

Stein stated he has a drainage plan that he can review. Friday suggested the Village may or may not have a copy of that plan and if there is a plan available, it should be reviewed by the Village.

Friday suggested one option would be to contact the State for permission to allow flow of stormwater to the State land along Pigeon Rd. through a possible new culvert under Pigeon Rd.

Salo questioned if work must be done in the future, is it prudent for the Village to wait and allow development to occur. Friday replied that was a good question. Salo inquired if the road must be done first.

Laux questioned if a stormwater pond is required and Randy stated it depends on the plan, there are four lots on one side of Park Drive and possibly two on the other side

so if the plan is 4 lots or less the Village ordinance of the stormwater pond is not required.

Gillespie questioned if there is another option which is a simpler way than option #1 (reconstruct culverts and ditches - \$103,000).

Stein stated there is a culvert under Park Drive adjacent to Pigeon Road and from years of construction filled in that culvert with gravel and maybe clearing out that culvert is one of existing resources that can be used.

Friday commented that if that in fact is the case, it could be an option.

Hennlich moved to recommend option #1 to the Village Board with the caveat Village Administrator reviews the drainage plan. Salo 2nd.

Salo questioned if the drainage plan is adequate then is motion including a provision for the approval of the home permit of Gary Martel and Hennlich agreed.

Gillespie questioned if the drainage plan is not adequate, how does that effect the home permit approval. Hennlich responded if that is the case, the Village will start over.

Hennlich restated the motion as a recommendation to pass topic on to the Village Board with option #1, with the home permit approval of Gary Martell, if the drainage plan meets Cedar Corp. approval.

Friday qualified if Cedar Corp. approves all plans (drainage, stormwater, etc.).

Hennlich agreed to clarification.

Salo restated her 2nd to the restated motion.

Motion carried unanimously.

22) Correspondences:

- c. *Regulation of private telecommunication poles in public Rights-of-Way (Boardman & Clark, LLP; Feb. 9).*

Schmidt explained that the City of Neenah has received applications of this kind and the Wisconsin League of Municipalities has sent the memo included in the packet indicating some companies have been overreaching in their application.

Friday presented a final correspondence included in the meeting packet in regards to a communication from a potential buyer of the property at N7743 State Park Road, questioning different aspects of parcel. Friday stated the water and sewer laterals for that property are on Pigeon Road. Friday suggested the Village Board would have to

approve an open cut on State Park Road, concerned about setting a precedent and what is done about the unused laterals on Pigeon Road.

Dan Stein stated he would propose a 4 lot Certified Survey Map changing W5142 Park Drive into 2 lots, including some area of N7743 State Park Road, and adding area to N7618 Lower Cliff Road.

Friday stated this is not a formal agenda item and requested direction from the Commission.

Commission directed Friday to take the communication to the Village Board.

23) Adjournment. – ***Schmidt moved to adjourn at 8:12 p.m. Laux 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Village Clerk, Susan Williams.

Sherwood Plan Commission Special Meeting Minutes

April 3, 2017

24) Call to Order/Roll Call. – *Acting Chairman Sheppard called the meeting to order at 6:00 p.m. with roll call:*

Present:

Bob Gillespie

Joe Hennlich

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Plan Commission Absence:

Steve Summers, excused

Others Present:

Randy Friday, Administrator

Susan Williams, Village Clerk

Eric Fowle, ECWRPC

Tom Baron, ECWRPC

Ad Hoc Committee:

Fred Ashenbrenner

Tom Boll

Ad Hoc Committee Absences:

Lori Nackers, excused

Susan Jungen, excused

25) Pledge of Allegiance. – *Recited.*

26) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.***

27) Approval of Minutes: March 6 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of March 6, 2017 as presented. Schmidt 2nd. Motion carried unanimously.***

28) Citizen comments on agenda items.

29) Officer's Report

f. Plan Commission Chair

g. Zoning Administrator

Friday reported receiving an anonymous resident call in regards to a shed being built within Village ordinances but in violation of local covenants.

Friday stated later in the meeting the Commissioners will see draft minutes of the March 27, 2017 Village Board in regards to Park Drive agenda item.

Friday informed the Commissioners that the Village weight limits most likely will be lifted April 10th.

Sheppard questioned the cost sharing of the Park Drive project and Friday responded that some of those costs will be levied via the special assessment process. Friday stated

that this is a section of the Village which was developed prior to Sherwood being incorporated.

30) Extraterritorial Review: None.

31) Old Business:

- i. *Comprehensive Plan Update:* East Central Wisconsin Regional Planning Commission to present updated information.

Eric Fowle and Tom Baron of East Central Wisconsin Regional Plan Commission (ECWRPC) introduced themselves to the Commission and Committee and directed the group through the review of the first two chapters of the 2008 Plan.

Sheppard questioned the survey documents in the packet. Schmidt stated he has experience with the Comprehensive Plan Update process and offered to work with Village Staff in order to finalize the survey prior to placing it online for Village residents to participate.

- j. *Zoning Code updates:* Request for Member input – Chapt. 22 items.

Friday stated he added drones and gas powered remote control cars to be included in the list suggested by Salo.

Schmidt questioned if the zoning or nuisance code was more appropriate area.

Laux questioned if this list is the area where parkland designation can occur. Friday replied it could be and stated he will add to the list.

32) New Business:

- e. *CSM #2017-01:* Certified Survey Map request in advance of land donation (Stumpf to V. of Sherwood) subdividing land lying between Spring Hill Drive and Castle Drive and recreating as two new lots, including:
 - (Lot #1) Tax ID #13690 = 15.06 acres lying adjacent to and south of Castle Drive) recreated as 13.5ac.
 - (Lot #2) Tax ID #32652 = 2.07 acres, lying on the north side of Clifton Road; and,
 - Tax ID #32654 = 1.99 acres, lying on the north side of Clifton Road; and,
 - Roadway remnant area = 0.5ac.; and,
 - Tax ID #13690 = remaining 1.5 acres of Tax ID # 13690. Therewith creating new Lot #2 as 6.013 acres.

Hennlich moved to approve CSM #2017-01, as presented. Gillespie 2nd. Motion carried unanimously.

- f. Consider building permit status per Village Board direction (Martell; Forest Heights Subdivision – Lot #14; W5129 Park Drive; Tax ID #13925.

Note: Please review Draft Village Board Minutes.

Note: Proposed building information to be presented at meeting.

Friday presented the topic directing the Commissioners to the draft Village Board minutes from March 27, 2017. Friday stated the citizen comments at the meeting were to advance the project. Friday reported the Village Board recognized there is substandard grade (per the Cedar Corp. report). Friday informed the Commission that Dave Schmalz from McMahon was in attendance. Friday stated the Village Board's motion was to have the stormwater directed to the front of the lot, which will plan for lot #14 and the future.

Sheppard questioned and Friday confirmed that Cedar Corp. was directed to research and develop a drainage study whereas the property owner contracted McMahon to provide the elevations required by the Village Board before beginning of the home permit process.

Schmalz distributed maps and explained McMahon's drainage plan that is compatible to Cedar Corp.'s study requirements.

Friday stated that the situation is not perfect and this is not typically found.

Sheppard questioned who is responsible for the ditching. Friday replied it is meant to be on a lot by lot basis. Friday reported the Village is not ready to do that work, it is set for FY2018. Friday stated the Village is getting ready to start the special assessment process.

Sheppard questioned and Friday replied that Martell and McMahon have done what the Village Board directed and unless the 3 Trustees on the Commission see something or lack of something per their motion, Martell is allowed to proceed (submit building permit application packet and pay fees).

Schmidt stated his concern is that the property owner understands with the proposed grades there may be pooling of water until the whole project is complete.

Schmalz stated the changes will be made in order to be in compliance with the study.

Sheppard moved to approve the Martell building permit contingent upon the proper placement of the culvert and ditching to match the Cedar Corp plan, with verification by Cedar Corp so that the plan is adhered to and the Village Zoning Administrator to review for compliance with Village Code. Schmidt 2nd.

Schmidt questioned if the culvert across Park Drive along Pigeon if it was cleared.

Jon Vandenboogard (N7576 Lower Cliff Rd., Sherwood) stated he had cleared some of the debris out of that culvert.

Motion carried unanimously.

33) Correspondences: None.

34) Adjournment. – *Schmidt moved to adjourn the meeting at 8:12 p.m. Salo 2nd.
Motion carried unanimously.*

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes

May 1, 2017

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

Present:

Bob Gillespie

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Steve Summers

Plan Commission Absence:

Jean DeKeyser, excused

Others Present:

Randy Friday, Administrator

Susan Williams, Village Clerk

Roger Kaas, Chair. Comm. Dev. Auth.

36) Pledge of Allegiance. – recited.

37) Approval of the Agenda. – *Sheppard moved to approve the agenda as presented. Salo 2nd. Motion carried unanimously.*

38) Approval of Minutes: April 3 (Special Meeting). – *Schmidt moved to approve the minutes of the Special Meeting of April 3, 2017 as presented. Gillespie 2nd. Motion carried unanimously.*

39) Citizen comments on agenda items.

Roger Kaas, W4840 Escarpment Terr., Sherwood – regarding agenda 9) a) requested as Chairman of Community Development Authority for the Commission to approve the rezoning for the benefit of the Village.

40) Officer's Report

Summers thanked President Laux on his reappointment and Sheppard for chairing the meetings in his absence.

h. Plan Commission; Chair

i. Code update review process.

Summers informed Commissioners there are currently 24 items on the update list and tasked them to review the top 8 prior to the June 5th Commission meeting. Summers suggested the process requires a professional consultant to be approved this summer.

ii. Members' goal-setting

Summers requested Commissioners to submit suggestions via e-mail to him for goals for the Commission to work on, and Summers would like to discuss at the June 5th meeting.

Summers suggested with the potential subdivisions being presented to the Village in the near future to have all Commissioners to review the current Subdivision Code (Chapter 24 of the Municipal Code).

i. Zoning Administrator

Friday stated home permit #19 has been signed off on, the stormwater study is proceeding, the Park Drive topic has been addressed but the home building thereon has been slowed by the weather.

41) Extraterritorial Review: None.

42) Old Business:

- k. *Comprehensive Plan Update: East Central Wisconsin Regional Planning – Next update scheduled – June 5.*

Friday reported the East Central Wisconsin Regional Planning Commission will be attending the June 5th meeting (beginning at 6 pm) with the information gathered at the March charette.

Salo questioned if the agriculture acres in the Village should be updated during the process and Friday agreed it should be.

- l. *Zoning Code updates: Request for Member input – Chapt. 22 items.*

Gillespie questioned if cell tower topic should be in the update.

- m. *Calendar: On-going Review of (annual) Comprehensive Plan obligations.*

43) New Business:

- g. *RP #2017-01: Village-originated request to rezone seven current, residentially-zoned parcels (#13553, 13558, 13762, 13764, 13765, 13766, 13767) in the Historic Downtown District including three, single-family residential properties and one, multi-family property, to C-1 (Commercial – Central Business District), per the Downtown Master Plan (2014) and pending Comprehensive Plan Update changes.*

Gillespie moved to approve RP #2017-01 as presented. Schmidt 2nd. Salo amended the motion to note the TX ID number 17365 should be 13765. Motion carried as amended unanimously.

- h. *Land Use Permit request (Harrison boat landing): Request to expand additional paved boat ramp area by 21-feet. (Note: Members are requested to review the site at some point prior to our Meeting.)*

Summers stated the location of the additional area is located close to a major Village of Sherwood culvert. Gillespie asked and Friday confirmed the boat landing is owned by the Village of Harrison, but Friday reminded the Commission the local municipality must review the plans. Friday stated the plan is to add 22 feet on to the existing landing, 11 feet on each side. Friday voiced concern about the plan affecting the existing culvert. Friday suggested the additional area be added only on the opposite side of the culvert (so to keep it safe).

Salo moved to approve the land use permit request with moving the addition to the east away from the existing culvert. Laux 2nd.

Friday suggested making it contingent.

Salo and Laux agreed to the amendment that the approval is contingent upon Harrison moving the addition.

Motion carried unanimously as amended.

44) Correspondences: None.

45) Adjournment. – ***Sheppard moved to adjourn the meeting at 7:27 p.m. Schmidt 2nd. Motion carried unanimously.***

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Sherwood Plan Commission Special Meeting Minutes

June 5, 2017

46) Call to Order/Roll Call. – *Chairman Summers called the meeting to order at 6:00 p.m. with roll call:*

Present:

*Jean DeKeyser
Bob Gillespie
Joyce Laux
Kathy Salo
Brad Schmidt
Steve Summers*

Plan Commission Absence:

Scott Sheppard, excused

Others Present:

*Randy Friday, Administrator
Susan Williams, Village Clerk
Tom Baron, ECWRPC*

Ad Hoc Committee:

*Fred Ashenbrenner
Tom Boll
Lori Nackers*

Ad Hoc Committee Absences:

Susan Jungen, excused

47) Pledge of Allegiance. – *Recited.*

48) Approval of the Agenda. – *Salo moved to approve the agenda as presented. Schmidt 2nd. Summers suggested advancing item 8) a) to follow 4). Salo moved to advance item 8) a) to follow 4). Motion as amended carried unanimously.*

49) Approval of Minutes: May 1 (Regular Meeting). – *Gillespie moved to approve the minutes of the regular meeting of the Plan Commission of May 1, 2017. Salo 2nd. Salo stated item 9) a) had the incorrect Tx ID number and moved to amend with the correct number (13765). Motion carried as amended unanimously.*

50) Citizen comments on agenda items.

Travis Dudovick, W4723 Castle Dr., Sherwood – regarding 9) b) requested of the Commission approval of building materials at W450 Clifton Rd., for new daycare facility.

51) Officer's Report

- j. Plan Commission; Chair
 - i. Member Goals: Input

Summers requested Commissioners to forward goal suggestions to him prior to the next regular meeting.

- ii. *Subdivision Ordinance* – Municipal Code (Ch. 24): Review.

Summers suggested modifications need to be made to the current Chapter 24 and asked the Commissioners their opinion. Schmidt stated it seems pretty standard as compared to other municipalities. Summers questioned and the Commissioners replied that it should be under New Business on the next agenda.

- iii. Discuss appointment of Vice-Chair.

Summers introduced and the Commissioners responded that when the Chairman is absent the meeting's Chairman is nominated from within.

- k. Zoning Administrator

Friday stated the 2017 construction project on Lake Breeze Drive has begun, ditching first with paving to follow and will last upwards of 5 weeks. Friday reported no new home permits have come in. Friday stated he is expecting a new subdivision shortly with another one to follow soon after.

52) Extraterritorial Review: None.

53) Old Business:

- n. *Comprehensive Plan Update* – East Central Wisconsin Regional Planning Commission to present & discuss updated information regarding ‘*Transportation*’ and ‘*Cultural and Natural Resources*’.

Note: Members are reminded to review materials prior to presentation.

- o. *Calendar*: Review of (annual) Comprehensive Plan obligations (May and Dec.).

- p. *Code Update*: Consider formal list of items (#1 – #9).

Summers lead the Commissioners through the first 9 items on the list and as a group chose to keep; asphalt aprons, driveway widths, driveway widths in cul de sacs, temporary garages, residential alternatives to nursing homes and new home building elevations on un-built lots. Summers questioned and the Commissions agreed the mailbox topic should be addressed with the subdivision review. Summers requested the Commissioners to review items 10 through 19 for the next meeting.

54) New Business:

- i. *CU#2017-01*: A ‘*Conditional Use Permit*’ application (Corey Feller; High Cliff Golf Course) for construction of a building to be used as a teaching center behind the High Cliff Supper Club on Parcel #13446.

Schmidt moved to recommend approval of CU#2017-01: A ‘Conditional Use Permit’ application (Corey Feller; High Cliff Golf Course) for construction of a building to be used as a teaching center behind the High Cliff Supper Club on Parcel #13446, as presented. Salo 2nd. Motion carried unanimously.

- j. Daycare Center: Discuss schedule for improvements, proposed building materials, future signage, etc.

Friday introduced the topic and presented brief information on the project.

Salo moved to approve the building materials presented. De Keyser 2nd.

Dudovick verbally presented his plan for the property at W450 Clifton Rd., informing the Commission the building materials presented are intended to be used with their approval, the daycare will serve infants to school age children and the schedule is set to open for business January 2, 2018. Dudovick answered questions from the Commission.

Motion carried unanimously.

55) Correspondences: None.

56) Adjournment. – ***Salo moved to adjourn the meeting at 8:42 p.m. Schmidt 2nd. Motion carried unanimously.***

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes
July 3, 2017

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

<i>with roll call:</i>	Present	Absent
	<i>Bob Gillespie</i>	<i>Jean DeKeyser, excused</i>
	<i>Kathy Salo</i>	<i>Joyce Laux, excused</i>
	<i>Brad Schmidt</i>	<i>Scott Sheppard, excused</i>
	<i>Steve Summers</i>	Others Present
		<i>Kathy Mader, Acting Clerk</i>

58) Pledge of Allegiance – *Recited*

59) Approval of the Agenda – *Salo moved to forward discussion of agenda #9 items to after agenda item #5. Schmidt seconded. Motion carried. Salo moved to approve the agenda as revised. Schmidt seconded. Motion carried.*

60) Approval of Minutes: June 5 (Special Meeting) – *Salo moved to approve the June 5, 2017 minutes. Gillespie seconded. Motion carried.*

61) Citizen comments on agenda items

- *Dan Stein, W5142 Park Drive re item 9)a & 9)b*

62) Officer's Report

l. Plan Commission; Chair

i) Member Goals: Input

- Complete the Village of Sherwood Comprehensive Plan Update no later than January 2, 2018 for forwarding to the Village Board for consideration.
- Complete a review of Municipal Code (Ch. 24) Subdivision Ordinance and make any recommendations for changes, additions, etc. by September 4, 2018.
- Complete a review of the "Items for Change" for Consideration as a part of the Zoning Code Update:
 - Complete by September 5, 2017.
 - Assist the Village Staff to hire a consultant by November 1, 2017 to complete the update of the Zoning Code.
 - Complete the Zoning Code Update by September 4, 2018 for forwarding to the village Board for consideration.

*Summers stated these items are for review and discussion at this meeting. He would like the administrator to review and have input at the August meeting. He would also entertain commission input regarding goals. *Bullet Point #2 should state 2017 not 2018.*

m. Zoning Administrator - *None*

63) Extraterritorial Review: *None.*

64) Old Business:

q. Calendar: Review of (annual) Comprehensive Plan obligations (May and Dec.)

r. Code Update: Consider formal list of items (#10 – #19)

- *Renewable/Environmentally-friendly Energy – Keep*
 - *Restrict Potential “lewd and lascivious” commercial site – Keep*
 - *Municipal Code – Chapter 7 – Loud and Unnecessary Noise – Delete*
 - *Chapter 22-18: Off Street storage of vehicles – Keep*
 - *Corner lot fencing – Keep*
 - *Outdoor wood-burning furnaces as home heat – Keep*
 - *On-street parking – Keep*
 - *Fill permit – Keep*
 - *Short –term rentals – Keep*
 - *Burning regulations – Keep*
 - *Fence Ordinance (Ban Fencing?) – Keep*
 - *Snow Plowing – Keep*
 - *Drones – Keep*
 - *Gas-powered, remote controlled cars – Delete*
- *Summers requests discussion of Subdivision Ordinance is a new agenda item on the August agenda.*
- *Commission recommends the Village Board consider restricting parking on one side of the street of Castle Drive (restrict south side) and, possibly, Knight Drive (restrict east side).*

65) New Business:

a. CSM #2017-02: Certified Survey Map request to combine LOT 1 OF CERTIFIED SURVEY MAP NO. 2693 (Tx ID 13921) AND ALL OF LOT 183 OF WINDSWEPT SHORES II (Tx ID 25326) and create new lots 1, 2 and 3. – ***Schmidt moved to recommend approval of CSM #2017-02 to combine lots Tax ID 13921 and Tax ID 25326 and create three new lots. Salo seconded. Motion carried.***

b. Site Plan Review: Dan Stein provided a grading plan and request for water and sewer services to future lot 3 of CSM #2017-2.

Summers suggested split discussion of the grading plan request and request for water and sewer services for future lot 3 of CSM #2017-2. Commission was in agreement for the separate discussions and considerations.

Salo recommends approval to allow water and sewer hook-up on State Park Road as requested for future lot 3. Gillespie seconded. Motion carried.

Schmidt recommends approval of the grading plan with the condition the Village Administrator is able to work with the property owner (Stein), the property owner's engineer (McMahon), and the village engineer (Cedar Corp) to address the last two points presented in the June 27, 2017 email correspondence from Josh Gerrits (Cedar Corp). Salo seconded. Motion carried.

66) Correspondences:

- a. DSPS Industry Services Division; Petition for Variance W450 Clifton Rd. (June 27, 2017)

67) Adjournment – *Salo moved to adjourn at 7:21 p.m. Gillespie seconded. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk

Sherwood Plan Commission Special Meeting Minutes

August 7, 2017

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

Present:

Jean DeKeyser

Joyce Laux

Kathy Salo

Scott Sheppard

Steve Summers

Plan Commission Absence:

Bob Gillespie, excused

Brad Schmidt, excused

Others Present:

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Tom Baron, ECWRPC

Eric Fowler, ECWRPC

Ad Hoc Committee Present:

Tom Boll

Tom Jack (arrived at 6:15 p.m.)

Ad Hoc Committee Absence:

Fred Ashenbrenner, excused

Lori Nackers, excused

- 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: July 3 (Regular Meeting). – ***Salo moved to approve the regular Plan Commission minutes of July 3, 2017, as presented. Summers 2nd.***

Summers questioned if comments under agenda item 8) b):

- *Commission recommends the Village Board consider restricting parking on one side of the street of Castle Drive (restrict south side) and, possibly, Knight Drive (restrict east side).*

was presented to the Village Board. Friday responded that it was not. Friday stated when this topic was in front of the Board, the decision at that time was restricting parking on one side of the road throughout the Village allowing access on the emergency routes towards the Village, right hand side would be free from parking and left hand side parking would be allowed. Friday stated that parking in the Castle Drive area around to park should be sheparded to the upper parking lot.

Motion carried unanimously.

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

- 5) Citizen comments on agenda items.

- 6) Officer's Report
n. Plan Commission; Chair
- o. Member Goals: Input
- Comp. Plan Update: Complete not later than Jan. 2 and forward to V. Board.
 - Zoning Code Update: Complete 'Items for Change' by Sept. 5 or Oct. 2.

Summers stated he must meet with Friday in order to determine what items remain to review.

- Zoning Code Update: Assist staff hiring consultant by Nov. 13, 2017.
- Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.

Summers stated the dates are proposed for Commission consideration and asked for input.

- p. Zoning Administrator.
Business Signage: Ordinance conformance.
- Inventory: Oct. meeting.
 - Status: Dec. meeting (conforming vs. non-conforming).

Summers reminded the Commission the new sign ordinance stipulates an inventory of existing signs must be created in order to enforce. Summers stated the existing illegal signs must be notified in order for them to become compliant.

7) Extraterritorial Review: None.

8) Old Business:

- s. *Comprehensive Plan Update* – ECWRPC to present & discuss updated information regarding prior Chapters, and current topic(s): *Ch. 4 – 'Utilities & Communications Facilities', 'Senior Housing Study', etc.*

Baron and Fowler distributed a handout from the March Visioning session, briefly reviewed it, and guided the Commission through the Senior Housing Study and Comprehensive Plan Chapter 4.

- t. *Calendar*: Review of (annual) Comprehensive Plan obligations (May and Dec.).

9) New Business:

- a. *CU#2017-02*: Request for a conditional use permit (Featherfield, LLC) to construct 'daycare center' at W450 Clifton Road (Tax ID #13558).

Salo moved to recommend approval of the CU#2017-02: Request for a conditional use permit (Featherfield, LLC) to construct a 'daycare center' at

W450 Clifton Road (Tax ID #13558), as presented. DeKeyser 2nd. Motion carried unanimously.

- b. *RP#2017-02: Request petition (Royal Holdings, LLC) to rezone N275 Military Road (Tax ID #13885; d/b/a/ S&JP Triquetra, LLC [dental/chiropractic office]) currently zoned R-1 (Single-family Residential) to C-2 (General Commercial), as per the adopted Future Land Use Map and Comprehensive Plan.*

DeKeyser moved to recommend approval of RP#2017-02: Request petition (Royal Holdings, LLC) to rezone N275 Military Road (Tax ID #13885; d/b/a/ S&JP Triquetra, LLC [dental/chiropractic office]) currently zoned R-1 (Single-family Residential) to C-2 (General Commercial), as per the adopted Future Land Use Map and Comprehensive Plan, as presented. Laux 2nd. Motion carried unanimously.

- c. *Subdivision Ordinance (Ch. 24): Recommend final changes by Sept. 4.*

Summers questioned the Commission if they were ready to discussion changes to the ordinance. The Commission agreed to discuss at the September meeting.

10) Correspondences: None.

11) Adjourn. – ***Sheppard moved to adjourn the meeting at 8:06 p.m. DeKeyser 2nd. Motion carried unanimously.***

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Village of Sherwood Plan Commission
MEETING NOTICE AND AGENDA
Monday, September 4, 2017- 6:30 pm
Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

**NOTICE OF
MEETING
CANCELLATION**

Special Plan Commission meeting rescheduled for September 5, 2017 at 6:30pm

Sherwood Plan Commission Special Meeting Minutes

October 2, 2017

12) Call to Order/Roll Call.– *Chairman Summers called the meeting to order at 6:00 p.m. with roll call:*

Present:

Bob Gillespie

Joyce Laux

Kathy Salo

Brad Schmidt

Steve Summers

Plan Commission Absence:

Jean DeKeyser, excused

Scott Sheppard, excused

Others Present:

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Tom Baron, ECWRPC

Ad Hoc Committee Present:

Fred Ashenbrenner

Tom Boll

Ad Hoc Committee Absence:

Tom Jack, excused

Lori Nackers, excused

13) Pledge of Allegiance. – *recited.*

14) Approval of the Agenda. - *Salo moved to approve the agenda, with the proper date, October 2, 2017, as presented. Laux 2nd. Salo moved to advance agenda item 8) a) to follow agenda item 5). Gillespie 2nd. Motion carried unanimously.*

15) Approval of Minutes: Sept. 05 (Special Meeting). – *Schmidt moved to approve the minutes of the Special Meeting minutes of September 5, 2017, as presented. Laux 2nd. Motion carried unanimously.*

16) Citizen comments on agenda items.

17) Officer's Report

q. Plan Commission; Chair

r. Member Goals: Input

- Comp. Plan Update: Complete not later than Jan. 2 and forward to V. Board.
- Zoning Code Update: Complete 'Items for Change' by Sept. 5 or Oct. 2.

Summers stated the list is complete and Friday and himself will finish it. Summers questioned if Air B n B's must be included in the list due to a change in the State budget. Schmidt reported that those entities are required to charge room tax and ultimately submit it to the municipality. Summers and Friday will meet about finalizing this.

- Zoning Code Update: Assist staff hiring consultant by Nov. 13, 2017.

Summers stated he will work with Friday in order to develop the Request For Proposal in facilitate the hiring.

- Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.
- s. Zoning Administrator.

Summers complimented Friday with the inventory work and reminded the Commissioners that prior to the December meeting to review the list and physically view the existing signs.

Business Signage: Ordinance conformance.

- Inventory: Oct. meeting.
- Status: Dec. meeting (conforming vs. non-conforming).

18) Extraterritorial Review: None.

19) Old Business:

- u. *Comprehensive Plan Update* – ECWRPC to present & discuss updated information regarding prior Chapters and current Chapter topics:
 - *Ch. 6 – ‘Economic Development’.*
 - *Ch. 7 – ‘Intergovernmental Cooperation’.*
- v. *Calendar:* Review of (annual) Comprehensive Plan obligations (May and Dec.).

20) New Business:

- a. *CSM#2017-03:* Certified Survey Map combining two existing lots (Erdman; Tax IDs #14076 [0.43ac.] and #14077 [0.334ac.]).

Salo moved to approve CSM#2017-03: Certified Survey Map combining two existing lots (Erdman; Tax IDs #14076 [0.43ac.] and #14077 [0.334ac.]), as presented. Schmidt 2nd. Motion carried unanimously.

- b. *Potential subdivision development:* Preliminary consultation regarding possible land subdivision/development and roadway layout between Natures Way (LSE – East) terminus and Stommel Road (Wittman).

Schmidt questioned the layout of the road if the significant curves were a concern. Friday responded this concept is based on what the Village previously approved. Gillespie asked if there were plans for sidewalks and trails. Summers responded that would be later in the subdivision process. Salo stated there is a walking trail along Miller Pond to the south. Friday identified on the map projected on the Board Room wall other trails connecting to the area. Summers questioned the identity of the developer and Friday replied it is no known yet, that the plan came directly from the current property owner. Schmidt questioned access on Stommel Road.

Schmidt moved to recommend the Village Board approve the concept plan presented. Laux 2nd.

Gillespie questioned the term concept plan. Friday states it means since the Village adopted an official street map, and this plan resembles that, there should not be a question on that, but if there are on the lot widths, etc., that can be done at the preliminary approval point. Friday reported this is a concept, when the preliminary plan is presented, the Plan Commission is expected to review and present pros and cons. Summers directed the Commission to the Village Code and the process of approval of subdivisions. Schmidt stated this concept plan approval is not tying the Village's hands.

Motion approved unanimously.

Summers questioned Friday if he researched the 5% assignment to Parkland. Friday responded he did not have the time with the budget season. Friday questioned Schmidt if they did it in Neenah and Schmidt responded it was not specifically done in Neenah or Appleton just part of ordinance. Friday suggested to leave that as it is.

Summers questioned Friday of the remaining items to be researched. Friday responded in regards to cul de sacs and roadway frontage, citing directly from the Code Chapter 24-26 and suggested that the language of at least 40 feet should be modified to 60 feet. Summers with consent from the Commissioners requested a replacement of language.

Summers requested the recommendation on mailboxes. Gillespie questioned if the concept plan met the 60 foot requirement and Friday replied based on the plan it was difficult to ascertain. Friday suggested language changes to Code Chapter 23-9 to be in alignment with the emergency numbering system. Schmidt suggested once the preliminary plat is approved that it is sent to the local Post Office. Friday agreed, but stated it would be better to have staff work it through due to previous discussions with the Post Office personnel.

Summers stated the subdivision ordinance will be redrafted with the all agreed upon language and presented at the next meeting.

21) Correspondences:

- a. *Senior Housing Study – Final Report (East Central RPC; Sept. 27).*

Summers stated the study is complete and anyone who would like a copy can receive it either via hardcopy or electronic copy. Summers and Gillespie requested a copy.

22) Adjourn. – ***Schmidt moved to adjourn the meeting at 7:54 p.m. Gillespie 2nd. Motion carried unanimously.***

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes

November 6, 2017

23) Call to Order/Roll Call.– *Chairman Summers called the meeting to order at 6:00 p.m. with roll call:*

Present:

Jean DeKeyser

Bob Gillespie

Joyce Laux

Kathy Salo

Brad Schmidt

Steve Summers

Plan Commission Absence:

Scott Sheppard, excused

Others Present:

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

24) Pledge of Allegiance. – *recited.*

25) Approval of the Agenda. – *Salo moved to approve the agenda as presented. Laux 2nd.*

DeKeyser requested a copy of the signage documents from the October meeting and a copy of the Senior Housing Study. Bob Gillespie requested a copy of the Senior Housing Study also.

Motion carried unanimously.

26) Approval of Minutes: Oct. 2 (Special Meeting). – *Salo moved to approve the minutes of the special meeting of October 2, 2017, as presented. Gillespie 2nd.*

Bob Gillespie requested a copy of the Senior Housing Study.

Motion carried unanimously.

27) Citizen comments on agenda items.

Dar Stumpf, 509 W Wisconsin Ave., Kaukauna – regarding agenda item 9) a) requested the Commission to approve the Certified Survey Map.

Dave Schmalz, McMahon Associates, Neenah – regarding agenda item 9) a) requested the Commission to approve the Certified Survey Map.

28) Officer's Report

t. Plan Commission; Chair

Summers stated the calendar listed under 6) b) with the Commissioners approval will be changed, moving the consultant hiring to March 1, 2018 and the Village Subdivision

ordinance be ready for the December 2017 meeting. Summers reported the unspent funds for the Zoning Code update would be transferred from FY2017 to FY2018.

u. Member Goals: Input

- Comp. Plan Update: Complete not later than Jan. 2 and forward to V. Board.
- Zoning Code Update: Complete 'Items for Change' (present at meeting).
- Zoning Code Update: Assist staff hiring consultant by Nov. 13, 2017.
- Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.

v. Zoning Administrator.

Business Signage: Ordinance conformance.

- Status: Dec. meeting (conforming vs. non-conforming).

29) Extraterritorial Review: None.

30) Old Business:

- w. *Calendar*: Review of (annual) Comprehensive Plan obligations (May and Dec.).

31) New Business:

- a. *CSM #2017-04*: Certified Survey Map request (Stumpf; N465 Lorraine St. [0.787 ac.] & N442 Stumpf Ave. [1.33ac.] and a portion of Tax ID#13549) re-combining as two lots (N465 Lorraine St. [2.1 ac] & N442 Stumpf Ave. [0.7ac.]).

Schmalz provided a copy of the CSM and Williams made copies for the Commission.

Summers explained documents distributed at the meeting while waiting for the copies.

Friday projected on the board room wall parts of the meeting packet and distributed materials in order to inform the Commission of the complexities of the request with multiple zoning districts.

Gillespie questioned what zoning is the Commission and the property owners looking for. Friday stated single family residential and the property owners agreed.

Schmidt stated the request is consolidating lots and cleaning up the situation that has been there for the last 60 years. Schmidt questions if this is in compliance with subdivision and zoning codes, and if there are any non-conformities. Schmidt stated that any decision of the Commission must be contingent upon rezoning of the parcels.

Friday questioned if the Commission would be in favor of recommending approval of the CSM contingent upon rezoning the parcels agreeable between the Village and property owners.

Schmidt suggested ideally it would have been good to have a combined rezoning petition, future zoning map petition and the CSM all at the same time.

Friday questioned if the CSM should be a 2 lot or 3 lot.

Schmidt responded that only one of the parcels must be rezoned on the future land use map. Schmidt suggested that if the property owners would use it as is, there should be no problem.

Schmalz stated that Lorraine Street never was dedicated to the Village, so the proposed CSM cleans that up. Schmalz stated he will bring back a revised CSM based on the Commission's direction.

Summers inquired if the Commission was in agreement with Schmidt's comments to have the CSM present 3 lots, breaking off the R-4 lot, and returning with the rezoning petition as part of a revised lot 1 with the acreage with the R-4 set aside and the Commission agreed.

Schmalz questioned what the C-1 lot should be rezoning as and Summers responded according to the future land use map it should be R-1.

Schmidt moved to recommend approval subject to creating a third lot on the northwest portion of the CSM and the applicant submit a rezoning petition. Gillespie 2nd. Motion carried unanimously.

- b. CSM #2017-05: Certified Survey Map request (Enders) for a one-lot CSM re-creating Tax ID#13531 (Erdman; 1.08ac.) to include two acres from Tax ID #13529 (Erdman; 29.39ac.) from two existing parcels, one of which is zoned 'Industrial' (#13531), the other being zoned 'Agricultural' (#13529).

Summers stated it appears the request is not in agreement with Village Ordinances.

Friday presented the documents submitted by the land surveyor found in the packet. Friday stated the property owner would like to break off the farmhouse, barn, and garage. Friday reported the action must not reduce the remaining lots below the minimum required regulations which is 5 acres. Friday stated he would consider the matter dropped due to this conflict.

Schmidt stated he had a few questions; the request creates a flag lot which is prohibited, and on the west end a lot is created which is not buildable and without access.

Friday requested a formal recommendation on the request.

The Commission having received an incomplete request #2017-05, without a formal application, or CSM document or fees presented took no action on this request.

32) Correspondences: None.

33) Adjourn. – *DeKeyser moved to adjourn the meeting at 7:18 p.m. Gillespie 2nd. Motion carried unanimously.*

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.

Sherwood Plan Commission Special Meeting Minutes
December 4, 2017

34) Call to Order/Roll Call. – *Chairman Summers called the meeting to order at 6:00 p.m. with roll call:*

Present:

*Jean DeKeyser
Bob Gillespie
Joyce Laux
Kathy Salo
Brad Schmidt
Scott Sheppard
Steve Summers*

Plan Commission Absence:

none

Others Present:

*Randy Friday, Administrator
Susan Williams, Village Clerk-Treasurer
Tom Baron, ECWRPC
Eric Fowle, ECWRPC*

Ad Hoc Committee Present:

*Fred Ashenbrenner
Tom Boll*

Ad Hoc Committee Absence:

*Tom Jack, excused
Lori Nackers, excused*

35) Pledge of Allegiance. – *recited.*

36) Approval of the Agenda. – *Sheppard moved to approve the agenda as presented. Schmidt 2nd. Motion carried unanimously.*

37) Approval of Minutes: November 6 – *Salo moved to approve the minutes of the regular meeting of the Plan Commission of November 6, 2017, as presented. Laux 2nd. Motion carried unanimously.*

38) Citizen comments on agenda items.

39) Officer's Report

w. Plan Commission; Chair

Summers stated the last segment of the Comprehensive Plan Update will be during the meeting and hopes the completion is on schedule.

x. Member Goals:

- Zoning Code Update: Complete 'Items for Change'.

Salo questioned the parking restrictions on the list, Summers stated he had not had additional discussions on that topic; Friday replied the Village Board has approved an overall Village restriction of parking on one side of the street.

Summers questioned if it was added to the code and Friday replied no, not yet but will be included in a future addition to the code.

- Zoning Code Update: Assist staff hiring consultant by March 1, 2018.
- Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.

y. Zoning Administrator.

Friday stated the Ender's Certified Survey Map (CSM) on the agenda is involved and the Stumpf's CSM will be presented at the January 2018 meeting.

Summers stated that if the Commission wanted Friday could walk them through the approved FY2018.

40) Old Business:

- x. *Comprehensive Plan Update* – ECWRPC to present & discuss updated information regarding prior Chapters and *Chapter 8: Land Use*.
- y. *Calendar*: Review of (annual) Comprehensive Plan obligations (May and Dec.). Ordinance conformance.

Friday stated the Commission and Village are on schedule, Friday updated the calendar and the review is for the Commissioners to be kept informed.

DeKeyser moved to advance agenda item 8) c), d) and e) and then return to the agenda. Gillespie 2nd. Motion carried unanimously.

z. Business Signage inventory: Conforming vs. non-conforming signs.

Friday walked the Commission through the recently completely signage inventory with references to the sign code. Friday stated there are businesses that are not in compliance and must be notified.

Summers directed Commissioners to review the sign inventory and the topic will be on the January 2018 agenda for consideration and action.

- aa. *CSM #2017-04*: Certified Survey Map request (Stumpf; N465 Lorraine St. [0.787 ac.] & N442 Stumpf Ave. [1.33ac.] and a portion of Tax ID#13549) re-combining as two lots (N465 Lorraine St. [2.1 ac] & N442 Stumpf Ave. [0.7ac.]). (Jan, 18.).

Friday informed the Commissioners that the documentation was not ready for the meeting and will be presented January 2018.

- bb. *CSM #2017-05*: Certified Survey Map request (Enders) for a one-lot CSM re-creating Tax ID#13531 (Erdman; 1.08ac.) to include two acres from Tax ID #13529 (Erdman; 29.39ac.) from two existing parcels, one of which is zoned 'Industrial' (#13531), the other being zoned 'Agricultural' (#13529). (Tabled.)

Friday projected the concept of the CSM on the board room wall and the plan the requesters have expressed to him.

Sheppard moved to approve the CSM #2017-05: Certified Survey Map request (Enders) for a one-lot CSM re-creating Tax ID#13531 (Erdman; 1.08ac.) to include two acres from Tax ID #13529 (Erdman; 29.39ac.) from two existing parcels, conditional upon presentation of a CSM showing the new lot as at least 5 acres in order to conform to Village regulations. Gillespie 2nd. Motion carried unanimously.

41) New Business:

- a. *Comprehensive Plan – Future Land Use Map Amendment: A request (Enders) to amend the Village Comprehensive Plan changing the future land use map at N613 Military Road (Tax ID #13531; 1.08 acres) from ‘Industrial’ to ‘Agricultural’ (Note: See also Rezoning Petition below.)*

Friday stated the map had planned a different direction than this request. Friday suggested the area is not yet industrial and the current plan is agriculture.

Sheppard stated depending on the future needs, other petitions could come forward.

Schmidt moved to approve Comprehensive Plan – Future Land Use Map Amendment: A request (Enders) to amend the Village Comprehensive Plan changing the future land use map at N613 Military Road (Tax ID #13531; 1.08 acres) from ‘Industrial’ to ‘Agricultural’, as presented. Gillespie 2nd. Motion carried unanimously.

- b. *RP #2017-03: A Rezoning Petition request (Enders) for a one-lot rezoning (Tax ID # 13531; 1.08 acres) currently zoned ‘Industrial’ changing to ‘Agricultural’ matching existing zoning of surrounding parcels (previously Erdman).*

Sheppard moved to approve RP #2017-03: A Rezoning Petition request (Enders) for a one-lot rezoning (Tax ID # 13531; 1.08 acres) currently zoned ‘Industrial’ changing to ‘Agricultural’ matching existing zoning of surrounding parcels, as presented. Gillespie 2nd. Motion carried unanimously.

- c. *CSM #2017-06: Certified Survey Map request (Van’s Construction; Owner Friday) re-creating Tax ID #13538 (2.34 acres) into three lots (Lot #1 = 0.582ac; Lot #2 = 0.582ac; Lot #3 = 1.181ac.) for up to three, twin-dominiums, as approved by the Community Development Authority.*

Friday reminded the Commission he owns the property however Van’s presented this CSM for their development of the property.

Van's representative, Phil Sternig, stated the project is to place 1 twin-dominium of 1,500 sq. ft., single level walk out basement on each of the newly created lots. He stated during the building of the nearly 40 homes in the Sherwood area the last three years they received requests for developments of this kind.

Friday stated the Zoning District of the parcel is IR-2 which allows this type of buildings with a minimum frontage of 90 feet.

Sternig stated the original plan was 7 units, but with the difficult layout of the land, 6 units worked better.

Friday displayed other similar properties currently in the Village, along Blue Heron Ct., Pigeon Rd. and Nature Ways Drive.

Sheppard questioned the relationship between Friday and Van's. Friday replied he discussed purchasing the property from the prior owner Les Stumpf. Mr. Stumpf donated it to the Village for tax write-off purposes. Thereafter, the Village tried to sell the property but received no bids. He purchased it from the Village.

Sternig stated they planned to purchase it from Friday if the CSM is approved. He noted there are sewer easement lines to work around, placing the buildings on uneven ground, on each lot for proper lot line distances, and the golf course.

Summers questioned if the neighboring owners were made aware and Friday stated he had previously spoken with a couple of the adjacent property owners.

Sheppard questioned if 36 foot for the 3rd lot driveway access is adequate. Sternig replied yes.

Schmidt questioned if Lot 3 has any minimum frontage required. Sternig stated the 3 lots will be considered as one, as part of a Homeowner's Association. He noted the odd shape of the entire parcel, which has 355' of roadway frontage along the County highway.

Friday stated the 3rd lot twin-dominium does not create a flag lot.

Schmidt questioned if one drive will serve all 3 units.

Sternig stated Calumet County is agreeable to allow one curb cut per individual twin-dominium developed on the three lots.

Schmidt moved to approve CSM #2017-06: Certified Survey Map request (Van's Construction for Friday) re-creating Tax ID #13538 (2.34 acres) into three lots (Lot #1 = 0.582ac; Lot #2 = 0.582ac; Lot #3 = 1.181ac.) for up to three, twin-dominiums, as presented. Laux 2nd.

Sheppard questioned if this is contingent upon anything, purchase, CSM, etc.

Sternig responded the project is dependent on a group of things, such as conclusion of the plan.

Schmidt stated whether Van's deal goes through or not, the Village considers the CSM separate from that.

Motion carried unanimously.

- d. *Potential subdivision development: Re-submittal by developer of previously- approved Preliminary Concept regarding possible land subdivision/development and roadway layout between Natures Way (LakeShore Estates – East) terminus and Stommel Road (Wittman).*

Friday presented the plan and stated the previous plan followed the Village approved Official Map. Friday reported the new 'Concept Plan' does not and provides a straight-a-way for one-half mile between Pigeon & Stommel Roads.

Friday directed the Commission to the Village Subdivision regulations; Plans shall have safety, conform to the official street map/comprehensive plan, length of cul de sac, and minimum frontages.

Friday questioned if residents from Lakeshore Estates – East & Mustang Acres would have issues with this new plan relative to the lot sizes.

Summers stated the lots are too small. Sheppard stated concern of the density on the cul de sac and the potential speed of traffic on the straight-a-way.

Salo move to disapprove the re-submittal by developer of previously- approved Preliminary Concept regarding possible land subdivision/development and roadway layout between Natures Way (LakeShore Estates – East) terminus and Stommel Road (Wittman), as presented. Gillespie 2nd.

Laux asked if the reasons need to be expressed.

Schmidt questioned if the new plan came from the Village comments. Friday stated he did not have knowledge if it came from that or the Wisconsin Department of Natural Resources due to the wetland issues.

Summers suggested the reasons would be safety, lot size, cul de sac, conformance to the Official Map, identification of wetlands, and character of surrounding neighborhoods.

Schmidt suggested a balance from the extreme curvature presented and the Official Map would be good.

Motion carried unanimously.

Friday stated he will ask the developer with the Commission's action if they wish for it to go through to the Village Board.

- e. *Subdivision Ordinance: Proposed changes to the Municipal Code, Chapt. 24 – Subdivision & Platting (street design & lot sizes on cul-de-sacs; mailbox placement).*

Summers stated these items are part of the larger review of the regulation and after the Commission reviews and takes action, the complete document will be presented at the next meeting.

Laux questioned if the Post Office can dictate the Village actions in relation to the placement of mailboxes.

Friday suggested collaboration instead of dictating and stated this could help the Village; snowplowing, less conflict points, etc.

Summers lead the Commission through the short list of items to consider.

Sheppard moved to approve the change to Chapter 24-24 Q, to add the language except in the event of overwhelming topographical and/or geographical circumstances. In any event, no cul-de-sac shall exceed 800 feet in length, as presented. Gillespie 2nd. Motion carried unanimously.

Schmidt moved to approve the change to Chapter 24-26 D, to change 40 feet to 60 feet as presented. Sheppard 2nd. Motion carried unanimously.

Salo moved to approved changes to Chapter 24-33, to add language to the section title of including mailbox placement in the road Right-of-Way, add or convenience after or other public way, and add Mailboxes shall be grouped only on one side of the public roadway and on street side where 'No Parking' is allowed, so as to allow for the efficiency of postal service delivery and maximum protection of mailboxes from snow plowing operations. Mailboxes shall predominantly be placed in groupings of four mailboxes affixed to two support posts. In certain limited instances, groups of less than four mailboxes may be allowed, for instance, at the intersection of a two roadways, at the end of a cul-de-sac, or where there are less than four lots to be served. Mailbox group placement shall be proposed and approved during the Plan Review process, but in no event later than Final Plat approval, as presented. DeKeyser 2nd. Sheppard, Laux and Schmidt – nay, motion carried.

42) Correspondences: None.

43) Adjourn. – *Sheppard moved to adjourn the meeting at 9:21 p.m. Laux 2nd.
Motion carried unanimously.*

Minutes prepared for review and approval by Susan Williams, Village Clerk-Treasurer.