

Sherwood Plan Commission Meeting Minutes

March 4, 2019

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

Present:

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

Absent:

None

Others Present:

*Randy Friday; Administrator
Susan Williams; Clerk-Treasurer
John West; Resident (RE: 8.a.)*

- 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: Nov. 5 (Regular Meeting) *Schmidt moved to approve the Nov. 5, 2018 Minutes. Salo 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items. None.
- 6) Officer's Report
 - a. Plan Commission; Chair: Nothing to report.
 - b. Zoning Administrator: Activity light due to Winter weather.
- 7) Old Business:
 - a. *Calendar: Annually review Comprehensive Plan obligations (May/Dec.).*
 - b. *'Pond View Estates' subdivision development: Friday noted it is likely the subdivision (Wittman property) will come forward next month for Preliminary Plat review.*
- 8) New Business:
 - a. *Review potential property split and rezoning request (at N634 Military Road).*

Property owner, John West, discussed splitting the current 11 acre lot he recently purchased into three lots, selling one lot (north) and continuing rental of a second lot (middle) as residential properties. The third lot, lying at the southerly edge of the property would be for usage as a storage building and workshop building for himself. The newly created third lot would abut an adjacent, already existing 0.6ac. lot he owns that is zoned industrial.

The Commission discussed pros and cons of Mr. West's plan noting that perhaps a different level of 'Industrial' usage would be more appropriate, so long as it allowed for his desire to use the property. Mr. West proposed that in the future the property could be used as a storage facility. However, that is not his goal at this time. Salo noted his desire conflicts with the adopted Comprehensive Plan – Future Land Use Map. Schmidt noted any deviation from the Comp. Plan would necessitate a map change, which entails a public hearing and approval from the Village Board. When asked if he would be satisfied with a partial approval of his plan, based on current zoning, he indicated he would not be satisfied. Further discussion was held about possibly reviewing the 'C-3' and 'I' zoning as a compromise, and their applicability to Mr. West's desire to have more land than only his 0.6ac. 'industrially-zoned' parcel abutting the railroad track.

b. Zoning Code Update.

Schmidt, Summers and Salo agreed to work with Staff to review the recently completed Village efforts to update the Zoning Code. Items may be brought before the Plan Commission piecemeal, as a way to continue the update effort without using a consultant.

9) Correspondences: None.

10) Adjourn. - *Sheppard moved to adjourn the meeting at 7:48 p.m. Laux 2nd. Motion carried unanimously.*

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

Sherwood Plan Commission Meeting Minutes
April 1, 2019

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

with roll call:

Present	Absent
<i>Jean DeKeyser</i>	<i>None</i>
<i>Bob Gillespie</i>	Others Present
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Kathy Salo</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Brad Schmidt</i>	<i>Kristy Van Hefty, Office Coordinator</i>
<i>Scott Sheppard</i>	
<i>Steve Summers</i>	

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Salo moved to approve the agenda. Sheppard seconded. Motion Carried.***
- 4) Approval of Minutes: March 4 (Regular Meeting) – *Prior to motion, Summers requested his name be included to item 8) b of the March 4 minutes, “as person working with staff, Schmidt and Salo to update the Zoning Code.”*
Schmidt moved to approve the March 4, 2019 minutes with the addition. DeKeyser seconded. Motion Carried.
- 5) Citizen comments on agenda items
- *Jeff Rustick, Schuler & Associates re item 8) a*
- 6) Officer’s Report
- a. Plan Commission – Chair – *None*
 - b. Zoning Administrator – *Friday explained he will be meeting with DNR representatives on Wednesday, April 3rd, regarding storm water and erosion control. He stated that he and Van Hefty toured the village and inspected current work sites for proper erosion control. Van Hefty sent letters to noncompliant property owners.*
- 7) Old Business:
- a. *Calendar: Review of annual Comprehensive Plan obligations (May and Dec.) – Nothing this month*
 - b. Zoning Code updates – *Schmidt clarified the updates they (Schmidt, Salo, & Summers) are reviewing are the enforceable village codes such as commercial exterior lighting, not reviewing state statutes. Nothing to update at this time.*

8) New Business:

- a. PUD #2019-01 ('Pond View Estates'): Consider application for development of Planned Unit District (PUD/PDD) regarding a 39-lot residential subdivision development on 20.06 acres lying between Pigeon and Stommel Roads.

DeKeyser moved to recommend the Village Board approve the subdivision detention pond to be private. Laux seconded. Gillespie moved to amend the motion to add, "with proportional ownership and responsibility of the detention pond to be included with each of the subdivision lots." Laux seconded. Motion Carried unanimously with amendment.

Salo moved to recommend the Village Board approve the Pond View Estates Preliminary PUD Plat as presented with the understanding the McMahon and Cedar Corporation comments have been addressed before Final Plat review. Salo moved to amend the motion to add, "the Pond View Estates subdivision covenants shall be submitted for review and approval prior to the Final Plat review." Laux seconded. Motion Carried with amendment by 4-3 roll call vote: DeKeyser – Aye, Gillespie – Aye, Laux – Aye, Salo – Aye, Schmidt – Nay, Sheppard – Nay, Summers – Nay.

- *Rustick confirmed Van's Realty & Construction has purchased the parcel and is the current owner and developer.*
- *Per engineer comments, so as not to affect the Pond View Estates final stormwater design, the water main transmission pipe must be located and its elevation determined.*
- *Emphasizing he had stated it at prior meeting, Schmidt reiterated his opinion for Variance Approval Process for the plat which would require approval by the Zoning Board of Appeals.*
- *Suggested to be noted in covenants - the subdivision smaller wetlands shall not be filled-in without DNR and Army Corps of Engineers permit and approval (per lot).*
- *Detention pond shall be private.*
- *Drainage plan – all drainage is meant to drain to the detention pond located on the south-west corner of the plat. The berm, which had been located in the north-west corner of the plat, has been removed. The drainage from the north-west corner will flow through the stormwater inlet under the road to the south-west corner detention pond.*
- *In regard to drainage issue of lot 9, Sherwood Estates (Carrington Ct), Rustick opined the berm in the rear of lot could be the cause of any standing*

water issue, not allowing for the designed flow to the swale located between Sherwood Estates subdivision and Pond View Estates plat. Rustick proposed a four-inch stub to the inlet, near lot 9 of Sherwood Estates, could be included in the Pond View Estates drainage plan. Owner of lot 9, Sherwood Estates, would be responsible for cost to pipe to the proposed inlet stub.

- b. Public Hearing Notification: As a PUD, ‘Pond View Estates’ is required to hold a public hearing – Notice Village Board obligation to hold a public hearing in concert with Final Plat Approval. – *Schmidt and Friday, in agreement, stated a public hearing is required.*

9) Correspondences: *None.*

10) Adjourn – ***Sheppard moved to adjourn at 8:07 p.m. DeKeyser seconded. Motion Carried.***

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

Sherwood Plan Commission
Special Meeting MINUTES
April 15, 2019

- 1) Call to Order/Roll Call: Chairman Stephen Summers called the meeting to order at 5:30 pm. Commissioners present were Bob Gillespie, Joyce Laux, Jean Dekeyser, Kathy Salo. Commissioners absent were Brad Schmidt and Scott Sheppard. Also in attendance was Jeff Rustic of Schuler and Associates, Administrator Randy Friday, and Clerk/Treasurer Jo Ann Lesser.
- 2) Pledge of Allegiance: Those present stood to recite the pledge of allegiance.
- 3) Approval of the Agenda: Commissioner Salo made a motion to approve the agenda as presented. Commissioner Dekeyser seconded the motion. Motion carried, 5-0.
- 4) Approval of Minutes: None.
- 5) Citizen comments on agenda items: None
- 6) Officer's Report
 - a. Plan Commission – Chair: Chairman Summers relayed that he has reviewed the open burning ordinance and will have a write-up for the next meeting. Summers also noted that he researched other municipalities and found that Sherwood is of the minority who allow open burning.
 - b. Zoning Administrator: None
- 7) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.): None
 - b. Zoning Code updates: Commissioner Salo stated that she had a conversation with Commissioner Schmidt and he is in the process of reviewing his section. Chairman Summers indicated that Board Trustee Roger Kaas was questioning the village's building standards and wasn't sure if it regarded residential or commercial, Summers responded he would find out.
 - c. *PUD #2019-01 ('Pond View Estates')*: Review '*Restrictive Covenants*' regarding a 39-lot residential subdivision development on 20.06 acres lying between Pigeon and Stommel Roads: Administrator Friday relayed to the commission that through Clerk/Treasurer Lesser's research it was found that the public hearing is to be held by the Plan Commission and in following those guidelines, the date for the hearing will be on Monday, May 6th at 6:30 pm.

Chairman Summers went page by page of the by-laws for the Pond View Estates Subdivision Pond Owners Association Inc. asking if there were any comments from the commission.

Chairman Summers listed concerns about the 67% of affirmative voters in order to change the by-laws.

It was mentioned to have 8.3 removed from the by-laws with regards to it being required to obtain village or county approval to modify sections 5.3, 5.4, and 5.5. It was determined to leave this section in the document.

Commissioner Dekeyser made a motion to approve the by-laws of the Pond View Estates Subdivision Pond Owners Association. Commissioner Laux seconded the motion. Motion carried, 5-0.

The commissioner next reviewed the restrictive covenants, Chairman Summers went page by page asking for any questions or comments.

Some discussion was held regarding the height maximum of the homes which Jeff Rustic was able to offer clarification for the commission.

It was mentioned that item #8 was titled Parking of Vehicles and in the description it talks about storage. The discussion was regarding if the title should include the word storage as well.

Chairman Summers had concerns about #32 regarding that it only takes 50% of the owners to change the rules. His concern was with the developer owning the majority of the property and therefore having the ability to vote and use their majority status to change the covenants. After reading the complete item it was determined to remove the last portion of item #32. Chairman Summers made a motion to change item #32 to end after the words Calumet County Register of Deed's Office in the first sentence. Commissioner Gillespie seconded the motion. Motion carried, 5-0.

Chairman Summers stated the Village Board suggested after their review that a sentence in item #33 be removed. The third sentence should be removed, "The Village of Sherwood and Calumet County may enforce this Declaration". Commissioner Gillespie made a motion to remove the sentence authorizing the Village of Sherwood or Calumet County to enforce the Declaration. Chairman Summers seconded the motion. More discussion ensued and it was thought that the POA (Pond Owners Association) should be listed as the enforcer. Commissioner Dekeyser amended the motion to substitute the Village of Sherwood and Calumet County with Pond Owners. Commissioner Salo seconded the amended motion. After this amended motion it was mentioned that the POA is the only entity to enforce the rules and regulations. Commissioner Salo motions to rescind the amended motion. Commissioner Dekeyser seconded to rescind the amended motion. Motion carried, 5-0. Commissioner Gillespie made a motion to approve his original motion to remove the Village of Sherwood and Calumet County as enforcers of the Declaration. Commissioner Salo seconded the motion. Motion carried, 5-0.

Commissioner Dekeyser made a motion to include the work "storage" in the title of #8 in the Declaration. Commissioner Salo seconded the motion. Motion carried, 5-0.

Commissioner Dekeyser made a motion to allow a maximum of 120 square feet for a storage or utility building to match with the village ordinances. Commissioner Salo seconded the motion. Motion carried, 5-0.

The Commission reviewed the Articles of Incorporation. The only issue that was found is Article X had a grammatical error. Commissioner Gillespie made a motion to approve the articles of incorporation. Commissioner Dekeyser seconded the motion. Motion carried, 5-0.

8) New Business: None.

9) Correspondences: None.

10) Adjourn: The meeting adjourned at 6:14 pm.

Respectfully, submitted,

Jo Ann Lesser, CMC, WCMC

Clerk/Treasurer

Sherwood Plan Commission Meeting Minutes
May 6, 2019

- 1) Call to Order/Roll Call: Chairman Steve Summers called the meeting to order at 6:30 pm. Commissioners present included Scott Shepard, Joyce Laux, Bob Gillespie, Brad Schmidt, Kathy Salo, and Jean DeKeyser. Also in attendance was Administrator Randy Friday and Clerk/Treasurer Jo Ann Lesser. There were other attendees in the audience.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Commissioner Sheppard made a motion to approve the agenda. Commissioner Schmidt seconded the motion. Motion carried, 7-0.
- 4) Approval of Minutes:
 - April 1 (Regular Meeting): Commissioner Salo made a motion to approve the April 1, 2019 meeting minutes. Commissioner Laux seconded the motion. Motion carried, 7-0.
 - April 15 (Special Meeting): Commissioner DeKeyser made a motion to approve the April 15, 2019 minutes. Commissioner Gillespie seconded the motion. Motion carried, 7-0.
- 5) Public Hearing: *'Pond View Estates' – Planned Unit Development (PUD #2019-01)*: As a Planned Unit Development, developer is required to hold a *public hearing*, which will be done in concert with *Final Plat Review* prior to Village Board final consideration (in June): Chairman Summers read the notice three times and opened the hearing at 6:32 pm. Katherine Hacker of W5006 Cherrywood Drive read from a prepared statement listing concerns regarding the increased traffic on Natures Way with the new development. Hacker also talked about concerns with extra storm water going into their subdivision pond. John Sharer of W5011 Cherrywood Drive had concerns regarding there being a lot of exceptions to policy for a PUD, he wanted to know if the rules were hard and fast or will they be open to interpretation. Sharer also was concerned about the recent work being conducted on the property and it was noted for the record that the water line was located. Sharer also had concerns about the woods, if it would be effected by the development and it was noted there are no plans to remove the trees. Chairman Summers asked for any additional comments, after hearing none, the public hearing was closed at 6:47 pm.
- 6) Citizen comments on agenda items: None
- 7) Officer's Report
 - a. Plan Commission – Chair-None
 - b. Zoning Administrator: Administrator Friday indicated that his report was to let the Commission know the annual Comprehensive Plan update was on the agenda as well as a concept plan for new development on State Highway 114.
- 8) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.): Administrator Friday went over some highlighted items in the calendar, explaining there will be some things for the commission to review in 2019.
 - b. Zoning Code updates.
 - *'Open Burning'*: Review other municipal codes: Chairman Summers stated that he did some research by contacting other communities to find out what their rules are on open burning. He found that Sherwood is in the minority allowing open burning. Most places site health reasons or environmental issues as to why they disallowed it. Commissioner Gillespie stated that if this option would be removed, an alternative option for residents should be established. Bob Anderson of N7829 Niagara Court spoke about ordinances not being enforced, in regards to property maintenance.

9) New Business:

- a. PUD #2019-01 (*'Pond View Estates'*): Consider request for *Planned Unit Development* of a 39-lot residential subdivision on 20.06 acres lying between Pigeon and Stommel Roads prior to *Final Plat* consideration in June (Van's Construction): Commissioner Salo made a motion to recommend approval of the preliminary plat with contingencies set forth by Cedar Corporation and McMahon & Associates. Commissioner Laux seconded the motion. Motion carried, 5-2.
- b. *Concept Plan Review*: Consider Planned Unit Development for residential, age-restricted, independently-owned condominium units [duplex-style] on 6ac. agriculturally-zoned property (Parcels #13601, 13602, 13606) abutting STH 55/114 between Wanick Park & *The Outpost* (Feathercrest Development): Travis Dudovick presented a concept plan for review. Discussion revolved around storm water plans. Dudovick stated that the property is split in half with the drainage flow, the south end lots will drain to the pond by Dick's Grocery Store and the north end lots will drain to a dry pond on the property. Dudovick stated the concept is to build 1,400 square foot duplexes with zero entry, 2 car garages, screened porch, and full basements. Depending on the owner's desire, there could be packages developed to change the layout. The plan also showed a one-way entry and exit with additional parking for guests along the roadway. The width of the road would be a car and a half wide to incorporate walking rather than adding sidewalks. The facility would offer a gathering center in the middle of the property and full condo services will include grass cutting and snow removal. There was a comment about connecting a walking path to Wanick Park. Commissioner Gillespie made a motion to approve the concept plan. Commissioner Schmidt seconded the motion. Motion carried, 6-1.

10) Correspondences:

- a. Request to place netting on property line abutting HCGC – Hole #15 (Olsen; April 4): Discussion revolved around height and concerns of the aesthetics of the net. There was discussion regarding the golf course placing the netting on their property. No decision was made on this item.
- b. Rezoning discussion (*IR-2 to Industrial or Commercial* at N634 Military Road (West; April 16): Discussion seemed to indicate there is confusion as to what was previously requested for a zoning amendment. Administrator Friday was asked to do more research on this subject and bring it back for commissioners to review.
- c. Request for easement consideration on properties lying in Sherwood & Harrison (N7952 STH 55/114 – Brantmeier home (Sherwood) and farm land (Harrison): It was determined the village does not get involved with easements between private parties. No decision was made on this issue other than to have Administrator Friday explain this to the petitioner.

11) Adjourn: The meeting adjourned at 8:13 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer

Sherwood Plan Commission Meeting Minutes June 3, 2019

- 1) Call to Order/Roll Call: Chairman Steve Summers called the meeting to order at 6:30 pm. Roll call was completed, the record indicates Commissioners present included Joyce Laux, Bob Gillespie, Brad Schmidt, and Kathy Salo. Commissioners absent were Scott Sheppard and Jean DeKeyser. Also in attendance was Administrator Randy Friday and Clerk/Treasurer Jo Ann Lesser. There were three audience members.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Commissioner Salo made a motion to approve the agenda. Commissioner Laux seconded the motion. Motion carried, 5-0.
- 4) Approval of Minutes: May 6 (Regular Meeting): Commissioner Salo made a motion to approve the minutes of May 6th as presented. Commissioner Gillespie seconded the motion. Motion carried, 5-0.
- 5) Citizen comments on agenda items: None
- 6) Officer's Report
 - a. Plan Commission – Chair: Chairman Summers informed the commission that an ad hoc committee met to go over areas of the zoning code, this will be addressed later in the meeting.
 - b. Zoning Administrator: Construction season is gearing up. Developer's agreement for the Pond View Estates will be reviewed by the Village Board this month.
- 7) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.): This item will not be revisited until December.
 - b. Zoning Code updates: Ad Hoc Committee input: A list was handed out to the Commissioners, noting the items on the list were reviewed. Chairman Summers indicated there will be one or two items referred back to the Village Board.
- 8) New Business:
 - a. *Final Plat ('Pond View Estates')*: Consider application for development of Planned Unit District regarding a 39-lot residential subdivision development on 20.06 acres lying between Pigeon and Stommel Roads: Administrator Friday indicated both Village Engineer firms submitted their review of the plan. These memos were distributed to the Commissioners. Chairman Summers wanted to know if it was the responsibility of the Administrator to verify the items to be corrected or incorporated have been completed, Friday indicated he would confer with the engineers.

Commissioner Salo stated she felt the concerns of the Plan Commission have been addressed.

Chairman Summers stated he was concerned about the drainage from Carrington Court, but has since talking with Administrator Friday, he felt the issue has been resolved.

Commissioner Salo made a motion to approve the final plat and recommend approval to the Village Board. Commissioner Laux seconded the motion. Motion carried, 5-0.
- 9) Correspondences: None.
- 10) Adjourn: The meeting adjourned at 6:43 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer

Sherwood Plan Commission Meeting Minutes Aug. 5, 2019

- 1) Call to Order/Roll Call: Chairman Steve Summers called the meeting to order at 6:30 pm. Roll call was completed, the record indicates Commissioners present included Scott Sheppard, Joyce Laux, Bob Gillespie, Brad Schmidt, Kathy Salo, and Jean DeKeyser. Also in attendance was Administrator Randy Friday and Clerk/Treasurer Jo Ann Lesser. There were seven audience members.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Commissioner Salo made a motion to approve the agenda. Commissioner Sheppard seconded the motion. Motion carried, 7-0.
- 4) Approval of Minutes: June 3 (Regular Meeting): Commissioner Salo made a motion to approve the agenda. Commissioner Laux seconded the motion. Motion carried, 7-0.
- 5) Citizen comments on agenda items: Dale DeCoursin of N505 Royal Court commented on an issue of open burning next door to his property. DeCoursin stated he was gone for a few days and when he came home his arborvitaes were scorched. DeCoursin stated his neighbor has a very nice burn pit but it was not used in this instance. DeCoursin would like to see more rules or regulations on open burning within the village. He also stated that because the village does not have any regulations there is nothing he can do other than take the matter through the civil process.

The Commissioners thanked Mr. DeCoursin for his time and information.

- 6) Officer's Report
 - a. Plan Commission – Chair: Chairman Summers informed the commission that member Bob Gillespie has been appointed to the Park Recreation Urban Tree (PRUT) committee as the liaison of the Plan Commission.
 - b. Zoning Administrator: Administrator Friday stated that there is plenty of work.
- 7) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.): None
 - b. Zoning Code updates: Ad Hoc Committee input: Chairman Summers went through the areas that the Ad Hoc committee looked at and made recommendations. Grass cutting and leaf pick-up were suggested to be included in Chapter 7-10 for MS4 enforcement. Under the driveway location there was a recommendation to allow the driveway opening at the property line up to 26 feet wide. Renewable energy-Commissioner Sheppard made a motion to include outdoor wood burning in agricultural zoning on property 1 acre or larger. Commissioner Laux seconded the motion. After a showing of hands, the motion failed 2-5. The Commissioner's discussed parking on the street, limiting it to 72 hours and requiring the vehicle to be removed from the area in order to reset the clock, this was in residential areas. There was some concern as to how to address this in commercial areas. It as determined that more discussion and thought was needed to on this subject. It was noted that a definition of motor vehicle was needed to help determine the rules. Commissioner Sheppard made a motion to postpone this item to the next meeting. Commissioner Schmidt seconded the motion. Motion carried, 7-0.

Burning regulations: it has been determined that open burning within the village will be banned beginning January 1, 2020. This does not include recreational burning in a fire pit or grill. Commissioner Sheppard motions to exempt agricultural property of 5 acres or more from the regulation of open burning by permit only. There was no second of the motion because of the discussion that took place, the second was presumed. Chairman Summers called for a raising of hands for the vote. The motion failed, 2-5.

Fencing regulations would remain as they are.

Cell Towers: This would remain regulated by Federal and State laws, there isn't much for municipalities to do.

Exterior lighting: Commissioner Schmidt made a motion to postpone this item.

Commissioner Sheppard seconded. This item needs further research. Motion carried, 7-0.

8) New Business:

- a. *Concept Plan Review*: 'The Cottages at High Cliff' as proposed Planned Unit Development (PUD): Administrator Friday referred to the letter received from the President and CEO of High Cliff Golf Course, Dan Ripple. The letter explains their plan of building a community development for 55 and older on the 18th hole of the course. It also talks about design flaws of the 18th hole and what changes will be made to correct the problems. Dan Ripple was present to discuss the concept plan with the plan commission. Ripple stated that the golf course industry is declining and he feels this development will help his operation. The 55 and over facilities will have zero clearance entries, it will have a private road, snow, grass, and garbage removal will be included in the association fees as well as a membership to the golf course. The plan is for 36 units in 2-unit buildings (duplex style condos). Ripple compared the design and operation to the "Villages" in Florida but on a much smaller scale. Administrator Friday explained that there would be a need for a zone change of the property which requires public hearings and notification to neighboring residents. Ripple stated that they would like to start construction on the 18th hole this year which would move it to the other side of the property which then they would be able to start construction of the development. Their plan is to start moving on this project as soon as possible.

Commissioner Schmidt stated that he would like to see a drawing of the development in order to visualize what the area will look like. Administrator Friday pulled up a map with hand drawn buildings on it along with a hand drawn roadway.

Commissioner Gillespie made a motion to accept the concept plan contingent upon obtaining a zone change. Commissioner Sheppard amended the motion to include a submittal of a CSM. Commissioner DeKeyser seconded the amended motion. After further discussion regarding the allowable 4 parcel land splits on a CSM versus a plat which is used for land splits that exceed 4 parcels, the motion was again amended. Commissioner Sheppard amended the previous motion accepting the concept place contingent upon obtaining the required zone change and submitting the proper land division document as prescribed by state statute. Commissioner DeKeyser seconded the motion. Motion carried, 7-0.

9) Correspondences:

- a. *Proposed project: Cottages at High Cliff* (Dan & Karin Christ; July 25).

b. *Open fires in yard*: Problem with neighbor's fire (DeCoursin; Aug. 1).
These items were reviewed.

10) Adjourn: The meeting adjourned at 7:53 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer

Sherwood Plan Commission Special Meeting Minutes Sept. 3, 2019

- 1) Call to Order/Roll Call: Chairman Summers called the meeting to order at 6:30 pm. Members present included Scott Sheppard, Joyce Laux, Brad Schmidt, Kathy Salo, and Jean DeKeyser. Also in attendance was Administrator Randy Friday.
- 2) Pledge of Allegiance: All present stood and recited the Pledge of Allegiance.
- 3) Approval of the Agenda: The agenda was approved on the motion of Salo, seconded by Laux, and unanimously approved.
- 4) Approval of Minutes: June 3 (Regular Meeting): The *Minutes* were approved on the motion of DeKeyser, seconded by Schmidt, and unanimously approved.
- 5) Citizen comments on agenda items: None.
- 6) Officer's Report
 - a. Plan Commission – Chair: None.
 - b. Zoning Administrator: Administrator Friday noted resident John West had stopped by during the past month to briefly revisit his discussion regarding potential re-zoning and development of his property adjacent to the railroad tracks along CTH 'M'. He did not leave a specific plan, but indicated he would like to return to the Commission to discuss the issue further following Summer.
- 7) Old Business:
 - a. *Calendar*: Review of annual Comprehensive Plan obligations (May and Dec.): None
 - b. *Zoning Code updates*: (Ad Hoc Committee input) Chairman Summers noted three (3) specific topics for discussion to finalize the Commission's recommendation for Village Board consideration of Zoning Code items. Commissioner Salo also noted she would like to further discuss '*temporary garages*', which she believed to already be forbidden by the current Zoning Code.

Temporary Garages: Thought by Salo to be in the Sherwood Code Ch. 22-15, it was noted the verbiage presented by the Ad Hoc Committee (Salo; Schmidt; Summers) was locatable in neither the Sherwood electronic, on-line Code, nor in our hard-copy version. Her belief is the language was derived from a different community and could be inserted as presented in the *Zoning Code Items of Change* proposal disallowing "*non-permanent, cheap, 'skeleton-type' structures... including tents or carports that consist of metal or fiberglass poles, metal hoops and PVC, cotton or nylon fabric...*" As a whole, the Commission voted to include this language for consideration by the Village Board.

Driveway Width: Regarding Code Ch. 5-7 *Governing driveway location, design and construction standards*, Schmidt led the discussion regarding a proposed reduction of driveway width for new homes to be reduced from 34-feet to 26-feet within the road right-of-way (ROW). A new home would be allowed the additional, current not-to-exceed (NTE) six (6) feet apron opening at the roadway, equaling NTE 3-feet on either side at the roadway edge. The proposal does not affect regulation language allowing a larger paved driveway area beyond the ROW within lot lines to accommodate larger garages. However, noting consideration of storm water issues and the Village's inclusion in State and Fox Valley Metro Area MS-4 governing

storm water regulations, reducing non-permeable surface in the ROW area will benefit the Village's mandate to reduce storm water runoff pollutants and sediment into the community storm sewer service infrastructure, especially as Sherwood continues to grow. As a whole, the Commission voted to include this language for consideration by the Village Board.

Vehicle storage: Regarding Ch. 22-18, *Outdoor storage...etc.* the Commission discussed on-street parking, limiting it to 72 hours and requiring the vehicle to be removed from the area in order to reset the clock focused on residential areas. The chapter notes that "...for purposes of this section, the term "storage" shall mean the parking of a vehicle for continuous period of longer than seven days". Members noted concern as whether or not to address this further in commercial areas. As a whole, the Commission voted to restrict vehicle storage up to 72 hours to single- and two-family residences, only.

Exterior lighting: Brad Schmidt led the discussion regarding code language he had found for Ad Hoc Committee review from an external source, and referencing current Sherwood code language in Ch. 22-16 (Residential recreational facilities) and §22-22 (Exterior lighting).

§ 22-16 Residential recreational facilities.

Residential recreational facilities shall be limited to use by the occupants of the principal residential use and their guests and shall allow **lighting** not illuminating adjacent properties. Driveways shall be exempt from buffer zone requirements.

§ 22-21 Exterior lighting.

Any permitted accessory **lighting** fixtures shall be so designed, arranged and operated as to prevent glare and direct rays of **light** from being cast onto any adjacent public or private property or street and so as not to produce excessive sky-reflected glare. Except for streetlights, no **exterior light** in or adjacent to any residential district shall be so designed, arranged, or operated as to produce an unreasonable amount of **light**.

As a whole, the Commission voted to approve the Ad Hoc Committee recommendation as presented, for residential lighting standards, including:

1. Permitted lighting: Building security lighting (e.g. motion sensor), small bollard/ decoration lighting, and building mounted fixtures.
 2. Prohibited lighting: Lighting intended for commercial use, lighting over 1,800 lumens (100 watts).
 3. Lighting Requiring Plan Approval: Recreation lighting (e.g. tennis court, basketball court).
- 8) New Business: None.
- 9) Correspondences: None.
- 10) Adjourn: At 7:14pm, the meeting adjourned on the motion of Sheppard, seconded by Laux and unanimously approved.

Respectfully submitted,

Randy Friday
Acting-Clerk

Sherwood Plan Commission Meeting Minutes
Oct. 7, 2019

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

Present	Absent
<i>Jean DeKeyser</i>	<i>None</i>
<i>Bob Gillespies</i>	Others Present
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Kathy Salo</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Brad Schmidt</i>	<i>Ned Marks, Village Board Trustee</i>
<i>Scott Sheppard</i>	
<i>Steve Summers</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – *Salo moved to approve the agenda. Schmidt seconded. Motion carried unanimously.*

- 4) Approval of Minutes: Sept. 3 (Special Meeting) – *Sheppard moved to approve the September 3, 2019 minutes. Laux seconded. Motion carried unanimously. Summers requested it be noted the commission recommendation “to restrict vehicle storage to 72 hours to single – and two-family residences, only” does not negate business district storage of vehicles from Chapter 22-18, A Storage and H Temporary Storage.*

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

- 6) Officer’s Report
 - a. Plan Commission – Chair – *Summers reported the Village Board approved the (September 3) Zoning amendments except for the elimination of the burning regulation and clarification of the lighting ordinance. Summers explained, per Rules of the Village Board, an item which was acted upon cannot be brought forth for consideration again for six months. Thus, the reason the burning ban regulation discussion is not on this agenda. Summers will inquire during October 28 Village Board meeting if the Board will allow the Plan Commission to prepare a survey regarding burning prior to the six months (March).*

 - b. Zoning Administrator – *Friday stated the Hawkinson property and Duncan property deals have closed. Discussion continues for mixed-use zoning for the land along the Condon Road extension.*

- 7) Old Business:
 - a. *Calendar:* Review of annual Comprehensive Plan obligations (May and Dec.) – *None*

Zoning Code updates: Ad Hoc Committee input – Review of ‘lighting standards’ for further review and clarification (by directive of Village Board; Sept. 9) – *Marks provided suggestions, per his work experience, to the sub-committee (SC) recommendations for*

Zoning Code Chapter 22, Exterior Lighting:

Commercial

1. *Semi cut-off fixtures be added. Full cut-off fixtures direct no light above the fixtures. Semi cut-off fixtures direct a small amount of light above the fixtures.*
2. *Delete*
3. *Keep*
4. *Keep*
5. *Consider adding 3:1 ratio rather than the 4:1 ratio*
6. *Keep*
7. *Keep*
- 8a. *Consider 23.0 feet max, suggests there could be complaints if 18.0 feet*
- 8b. *Keep*
- 8c. *Keep*
- 8d. *Keep*
9. *Consider Deleting as not necessary*
10. *Keep*
11. *Keep*
12. *Keep*

Residential

1. *Keep*
2. *Consider 5,000 lumens, suggests research*
3. *Keep*

8) New Business:

- a. **Consider third driveway request at Fire Station #60 (W469 Clifton Road) – *Schmidt moved to recommend Village Board approval for Administrator to work with McMahon on plan for a new (third) driveway at Fire Station #60 (W469 Clifton Rd). Gillespie seconded. Motion carried unanimously.***

9) Correspondences:

- a. Using and Updating the Comprehensive Plan (Center for Land Use Education – UWSP; Sept.)

10) Adjourn – ***Sheppard moved to adjourn at 7:40 p.m. Schmidt seconded. Motion carried unanimously.***

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

Sherwood Plan Commission Meeting Minutes
Nov. 4, 2019

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

<i>Present</i>	<i>Absent</i>
<i>Jean DeKeyser</i>	<i>None</i>
<i>Bob Gillespie</i>	<i>Others Present</i>
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Kathy Salo</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Brad Schmidt</i>	
<i>Scott Sheppard</i>	
<i>Steve Summers</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – *Salo moved to amend the Agenda to allow discussion of 8) a after item 6, Sheppard seconded. Motion carried unanimously.*

- 4) Approval of Minutes: Oct. 7 (Regular Meeting) – *Salo moved to approve the October 7, 2019 minutes. Laux seconded. Motion carried unanimously.*

- 5) Citizen comments on agenda items
 - *Roland Smoot N7779 Spurline Ct re item 8) a*
Smoot opposes the rezoning request. Smoot questioned if the current Comprehensive Land Use Plan would allow for this rezoning.

 - *Bob Anderson N7989 N Niagara Ct re item 8) a*
Anderson opposes the rezoning request.

 - *Tim Halbach W612 Clifton Rd re item 8) a*
Halbach was present as legal representation of abutting property owners (Christ and Jack) of parcel #13425 which is proposed to be rezoned. Halbach announced a temporary injunction has been granted through the courts and are seeking a permanent injunction not to allow the proposed building.

 - *Dan Ripple W5095 Golf Course Rd re item 8) a*
Ripple is requesting the Village Board consider the rezoning or go forward with the PUD.

- 6) Officer's Report
 - a. Plan Commission – Chair – *Summers said he had attended the previous Village Board meeting and was told he can explore alternative wording for proposed burning ban ordinance but not use the same wording. Salo will work on creating an*

environmental questionnaire to be included in the next village newsletter. Benz suggested the Village of Harrison open burn policy be added to list to be reviewed.

Summers requested commission members email him within the next couple weeks a list of suggestions regarding burning in the Village.

- b. Zoning Administrator – *Friday stated the PUD concept plan for parcel #13425 had been approved already.*

7) Old Business:

- a. Calendar: Review of annual Comprehensive Plan obligations (May and Dec.) – *None*
- b. Zoning Code updates: Ad Hoc Committee input – Review and clarification – e.g. lighting standards, burning regulations, etc. (by directive of Village Board; Sept. 9) – ***DeKeyser moved to recommend the Village Board amend Zoning Code Chapter 22, Exterior Lighting: Commercial as proposed at the October 7, 2019 meeting, excluding Semi-cut off fixtures suggestion, and Residential as proposed. Gillespie seconded. Motion carried unanimously.***

8) New Business:

- a. RP#2019-___: A rezoning petition (Drive Fore Success, LLC) to rezone parcel #13425 (18th fairway) from IR-1 to IR-2 zoning district. Consider also PDD (Planned Development District information previously provided in advance of referral to Village Board and Public Hearing). ***Sheppard moved to TABLE the discussion until the December meeting. Schmidt seconded. Motion carried unanimously.***

Friday advised the Commission and Developer that property owner, Jamie & Ann Duchow, W5082 Fox Lane, must be added to the Rezoning Petition contact list as their property boundary is also within 100-ft. of the parcel in question.

Schmidt and Friday will work together to define the difference between IR-1 zoning, which property is currently zoned, and the proposed IR-2 zoning.

9) Correspondences: *None.*

10) Adjourn – ***Sheppard moved to adjourn 8:01 p.m. Laux seconded. Motion carried unanimously.***

Respectfully submitted for review by Kathy Mader, Acting Clerk