

**Sherwood Plan Commission
Meeting Notice and Agenda
Jan. 3, 2022 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

NOTE: Due to COVID-19 restrictions, residents are not allowed in the Village Hall.

**NOTICE OF MEETING
CANCELLATION**

Note: The Plan Commission will seek an alternative date to hold a January Meeting if necessary. Regularly scheduled meeting will resume in February.

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board will be transacted.

Sherwood Plan Commission Meeting Minutes
February 7th, 2022

- 1) Call to Order/Roll Call. – Commissioner Sheppard called the meeting to order at 6:32 pm with roll call:

Present:

Bob Gillespie
Roger Kaas
Joyce Laux
Kathy Salo
Brad Schmidt
Scott Sheppard
Steve Summers (virtual)

Absent:

None

Others Present:

Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)
Joe Hoechst, McMahan Inc.
Nick Vande Hey, McMahan Inc.

Salo moved to name Sheppard acting chairman for the meeting. Laux seconded. Motion carried unanimously.

- 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: Dec. 6, 2021. - ***Salo moved to approve the 12-6-2021 Minutes. Kaas seconded.***

Chairman Summers questioned if the decision to contact an attorney regarding the former Sherwood Forest Golf Course property should have been noted in the minutes. Clerk-Treasurer Halbach and Administrator Friday agreed that was discussed at the following Village Board meeting.

Acting Chairman Sheppard noted for the record he is not exactly a fan of a PUD when Village standards are not met, such as narrow roadways as was noted in the 12-6-2021 Plan Commission Minutes. Halbach noted there were a few grammatical changes as well that were made.

Motion carried unanimously.

- 5) Citizen comments on agenda items.

- 6) Officer's Report

A. Plan Commission – Chair.

Nothing new to report.

B. Zoning Administrator.

Nothing new to report.

Kaas moved to move item 8 on the agenda up before item 7. Laux seconded. Motion carried unanimously.

7) Old Business:

A. *Feather Court Condominiums: Preliminary Plat Review, including 'By-Laws', 'Declaration', etc.*

Notes: Rezoning approved as a P.U.D.–April 12, 2021; Preliminary Plat 'Denied' at Sept. 13, 2021 Village Board meeting).

Administrator Friday noted the Site Plan was approved by both the Plan Commission and the Village Board. He added the Preliminary Plat was approved by the Plan Commission but was voted down at the Village Board level by a 6 to 1 margin. Friday mentioned the Village Board was looking for more details including the developer's agreement, HOA bylaws, and other items similar to what High Cliff Golf Course had proposed for the Cottage's development.

Friday noted he did not feel the developer had yet submitted all of the paperwork that the Village Board was interested in.

Sheppard moved to table until all information the Village Board is asking for is submitted. Schmidt seconded.

Multiple Commissioners, including Kaas and Salo questioned if the developer's agreement and bylaws were under the Plan Commission's purview as nothing had changed from the preliminary plat the Plan Commission approved previously. Schmidt and Sheppard noted they were not comfortable sending the items presented in the agenda up to the Village Board if Friday did not feel that they were complete.

Sheppard suspended his active motion.

Gillespie moved to have Trustee Tom Herrmann speak. Schmidt seconded. Motion carried 4-3. Kaas – Nay. Laux – Nay. Salo – Nay.

Tom Herrmann stated it was not his intent to send the preliminary plat back to the Plan Commission when he voted against it at the Village Board level. He noted he believed the Commission had done their jobs, and he wanted to see the documents that were previously not provided.

Sheppard noted that any item denied at the Village Board level does come back to the Plan Commission, and in retrospect, it may have been wise to just table it at the Village Board level previously. Sheppard reiterated his belief that the item should be tabled until further input from the developer.

Motion carried unanimously.

8) New Business

- A. *Concept Plan ('Lakeshore Estates–North')*: Consider subdivision development plan (Bowers).

Joe Hoechst from McMahon was present to explain the current site plan for the future Lakeshore Estates North subdivision to the east of Pigeon Road. He presented to the Commission two options for development, one with future road extension ties, and one without as the property borders the Village of Harrison.

Administrator Friday noted the developers have secured an agreement with the subdivision to the south which allows them to utilize the existing stormwater pond. He also mentioned this is the first subdivision since he has been working for the Village that involves bordering the neighboring municipality.

Hoechst noted having the road extension stubs would allow for better future neighborhood connectivity, whereas the lack of the extensions would create two extra lots for the developer. Friday added the Spurline Trail along the east of the property serves as access to the trail system. Commissioner Kaas and Friday discussed the possibility of the future Friendship Trail coming through that area. Kaas suggested an east-west trail that would connect the Spurline Trail to the extended multi-modal path along Pigeon Road.

Acting Chairman Sheppard mentioned he prefers having the road extensions as he believes it is good planning practice. Commissioner Schmidt agreed, noting while the current outlook for working with Harrison is not optimistic, future plan commissions will be happy the stubs are planned for. He added the land where the future road extension would go could be dedicated for road right-of-way without actually being built upon immediately.

Kaas noted he would support the plan for dedicating the land for road extensions, as long as the Village would not be installing water and sewer stubs for those extensions. Nick Vande Hey from McMahon commented he has typically seen a municipality install a “tee” where the future road extension would be which would allow a future developer to tie into the system should the Village approve that.

Sheppard moved to recommend to the Village Board the concept 2 plan with dedications for road right-of-way for both the north and east access points, with no pavement, sewer or water stubs, with the exception of the “tees”, and referral to the PRUT Board for trail discussion. Kaas seconded.

Sheppard noted this option leaves the most possibilities available to the Village long term.

Motion carried 6-1. Laux – Nay.

Chairman Summers posed a question regarding construction traffic vehicles as the infrastructure construction of this subdivision could be taking place shortly after the paving of Natures Way Drive. Summers noted he does not want to see that new road get crushed by large trucks going to this new subdivision. Friday noted Pigeon Road is overbuilt for this reason but understood the concern as some vendors could be coming from the east towards this development. Vande Hey noted he has seen truck routes be specifically designated for projects in a pre-construction meeting or developer's agreement.

9) Correspondences:

A. *Sherwood Forest Golf Course Redevelopment – Resident Opposition (McCoy; Jan. 24).*

Commissioner Salo asked if there has been any CSM for this particular parcel of land. Friday noted there has not been any CSM or plat. Commissioner Laux added the developer will need a wetland delineation study performed this spring. Chairman Summers noted for Administrator Friday to inform the residents who wrote the letter that the Plan Commission is not taking up the topic until proper engineering is completed.

10) Adjourn.

Schmidt moved to adjourn at 8:01 pm. Laux seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes
March 7th, 2022

- 1) Call to Order/Roll Call. – *Clerk-Treasurer Halbach called the meeting to order at 6:31 pm with roll call:*

Present:

Bob Gillespie

Roger Kaas

Joyce Laux

Kathy Salo

Brad Schmidt

Scott Sheppard

Steve Summers (virtual)

Absent:

None

Others Present:

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

Salo nominated Sheppard to be Chair for the meeting. Laux seconded. Motion carried unanimously.

- 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: Feb. 7, 2022. – ***Salo moved to approve the 2-7-22 Minutes. Gillespie seconded. Motion carried unanimously.***

- 5) Citizen comments on agenda items.

- 6) Officer's Report

- A. Plan Commission – Chair.

Nothing new to report.

- B. Zoning Administrator.

Administrator Friday reported he has signed off on three building permits recently with at least three active home build sites in the Village currently.

- 7) Old Business:

- A. *Feather Court Condominiums – Re-Consider Preliminary Plat (Note: 2nd Review; Includes 'By-Laws', 'Declarations', etc., as presented by Applicant).*

Travis Dudovick of W4723 Castle Drive was present to answer any questions regarding the submittal of documents for the Preliminary Plat. Administrator Friday noted all of the documentation that has been provided to the Village was included with the materials for

the Plan Commission, including a memo from him to the Commission discussing the contents of the material submitted.

Commissioner Kaas noted some inconsistencies between a previous CDA agreement and the proposed developer's agreement, but added the developer's agreement and all of the other material in the packet were unrelated to the preliminary plat, with the exception of two pages. Acting Chairman Sheppard noted he mentioned at the previous meeting sending as complete a package as possible to the Village Board. Dudovick mentioned to please send him any corrections or inconsistencies before he submits that material for the Village Board.

Gillespie moved to approve the preliminary plat. Schmidt seconded.

Kaas noted on the plat the common space was called out as a clubhouse, whereas it should be called out as a pavilion space due to the nature of the structure that will be placed there according to previous renderings. Dudovick agreed and thanked Kaas for pointing that out to him.

Gillespie amended his motion to include changing the wording of clubhouse to open air pavilion, and to have the amended plat sent to the Village Office. Schmidt seconded.

Motion carried unanimously.

- 8) New Business: None.
- 9) Correspondences: None.
- 10) Closed Session: *Ecker Ridge Development proposal.*

Per Wis. Stats. §19.85(1)(e), the Commission may move to a Closed Session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other public business, whenever competitive or bargaining reasons.

Salo moved to go into closed session at 6:55 pm. Kaas seconded.

Administrator Friday noted he added the closed session on the agenda as the topic wishing to be discussed could involve expenditure of public dollars. Friday added typically that would not be of the Plan Commission's purview as the CDA or Village Board would be more closely tied to the expenditure of public funds.

Travis Dudovick added his intent is for there to be a use of public funds eventually, and that this closed session would be strictly informational for the Plan Commission. Commissioner Schmidt added he is okay with the closed session as long as there will be no action taken. Chairman Summers agreed with Schmidt noting the board should err on the side of a closed session.

Motion carried unanimously at 7:01 pm.

- 11) *Open Session:* The Commission may act on any item discussed in *Closed Session*.

Kaas moved to return to closed session at 8:17 pm. Schmidt seconded. Motion carried unanimously.

- 12) Adjourn.

Salo moved to adjourn at 8:18 pm. Laux seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Sherwood Plan Commission
Meeting Notice and Agenda
April 4, 2022 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

**NOTICE OF MEETING
CANCELLATION**

Note: The Plan Commission meeting is cancelled due to lack of business.

Welcome to the Village of Sherwood Plan Commission Meeting

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Sherwood Plan Commission Meeting Minutes
May 2nd, 2022

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

Present:

*Bob Gillespie
Roger Kaas
David Miller
Kathy Salo
Brad Schmidt
Scott Sheppard
Steve Summers*

Absent:

None

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Schmidt seconded.***

Commissioner Salo noted the agenda no longer needed the COVID-19 designation. Clerk-Treasurer Halbach noted he will update the language for next month. Commissioner Kaas questioned if the Plan Commission had already approved the final plat for Feather Court Condominiums. Administrator Friday noted the Plan Commission approved the preliminary plat at their last meeting, but still need to approve the final plat.

Motion carried unanimously.

- 4) Approval of Minutes: March 7. – ***Salo moved to approve the 3-7-22 Minutes. Kaas seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report
- A. Plan Commission – Chair.

Chairperson Summers welcomed David Miller to the Plan Commission, and thanked Commissioner Sheppard for chairing the meetings when he was virtual the previous winter.

- B. Zoning Administrator.

Nothing new to report.

- 7) Old Business: None.
- 8) New Business:

A. *Feather Court Condominiums (PUD) – Consider Final Plat.*

Travis Dudovick of W4723 Castle Drive was present to answer any questions regarding the final plat for Feather Court Condominiums. When asked by Chairperson Summers if there were any changes, Dudovick noted Administrator Friday proposed a change regarding the fencing regulations of the property. Friday added the goal is to not have fences along the northern edge of the property, which borders WIS 55/114 and have the berm proposed match the berm in Wanick Park along the highway. He suggested allowing privacy fencing only up to 20 feet long and 6 feet high between two units of a duplex.

Dudovick hesitated about restricting the placement of fences along the east side of the property should a commercial entity move in to the property to the east. He added he is perfectly fine with the restriction along the northern edge of the property but would leave it up to the residents on the west side bordering the park.

Schmidt moved to approve the final plat conditionally with the fencing restrictions noted by Friday included as a plat note. (Fencing shall be restricted to privacy fencing, only, and limited to the following standards: Erected fence shall be one continuous element not to exceed 20-ft. in length and 6-ft. in height from the intersection of the common wall between the two units extending towards the rear lot line. Fencing must have a local zoning permit issued by the Village.) Miller seconded.

Schmidt noted from his professional experience that when a new commercial entity builds next to a residential area, they are required to erect the fence, and not the individual residential property owners.

Schmidt amended his motion to add a contingency regarding the Village's zoning code. If a commercial property does not have to erect a fence when building next to a residential area, restrict all fencing around the perimeter of the Feather Court Condominium plat with the exception of the east property line. Miller seconded.

Motion carried unanimously.

B. *Request to place (underground) geo-thermal system piping for new home in dry detention stormwater basin (N7844 Edgewater Ct. (Lakeshore Estates – West; Lorenz).*

Friday noted he discussed with the home builder and installer of a potential geo-thermal system, and they decided the cost would be too expensive to install for a single home. He added the item should be removed from the agenda. Commissioner Sheppard noted from his professional experience areas north of Madison have issues with geo-thermal as they are less economic due to higher electrical costs compared to areas south of Madison.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 6:55 pm. Schmidt seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes
June 6, 2022

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

Present:

*Tom Herrmann
Roger Kaas
Kathy Salo
Brad Schmidt
Scott Sheppard
Steve Summers*

Absent:

David Miller

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)
Joe Hoechst, McMahon Inc.*

- 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: May 2. – ***Salo moved to approve the 5-2-22 Minutes. Sheppard seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items. –*None.*
- 6) Officer’s Report.
- A. Plan Commission – Chair.

Chairman Summers welcomed Tom Herrmann to the Plan Commission as the new Trustee member, and David Miller as the resident member.

- B. Zoning Administrator.

Administrator Friday noted he had a few new home permits, and several pool permits. John West’s property on Military Road will be landscaped by end of August, which includes gravel driveway and tree plan area. Commissioner Schmidt asked if Friday will follow up with John West to ensure his property is complete by August. Chairman Summers noted he would like signage inventory updated to show non-compliant businesses by the August Plan Commission meeting.

- 7) Old Business: None.
- 8) New Business:

A. *Lakeshore Estates–North (Bowers): Consider Preliminary Plat.*

Joe Hoechst from McMahon was present to answer any questions regarding the preliminary plat for Lakeshore Estates North subdivision. He noted it is a proposed 60-lot subdivision with two detention ponds along with an agreement from the subdivision to the south to have stormwater drain there as well. Hoechst noted the water level of the Cherrywood Pond will not raise due to the impact of the additional stormwater.

Hoechst added after consulting the Village Board and the PRUT Board, the developer determined a northern and southern east-west trail through the subdivision was the best option to serve the residents, with each leg connecting to the spurline trail. He noted the northern trail would have to traverse some wetland areas to reach the spurline trail. Hoechst mentioned the DNR may suggest a boardwalk instead of an asphalt trail.

Administrator Friday commented from what he had heard, a boardwalk could involve replacing boards every five years. Commissioner Herrmann and Chairman Summers noted there could be an elevated platform, with Herrmann noting the Village should create a standard specification for an elevated platform should they go that route. Commissioner Kaas suggested composite lumber to avoid replacing boards frequently. Commissioner Sheppard noted composite couldn't be used for structural components, but for the decking, it could be a possibility.

Herrmann noted he would challenge the PRUT Board to work with the Village's engineer to come up with a cost per foot for a elevated platform with a 5, 10, or 15 year maintenance plan. Commissioner Schmidt agreed, and encouraged Hoechst to work with the PRUT Board, his staff, and the DNR to formalize a plan.

Friday noted the spurline trail will need to be clean up along the eastern edge of the proposed subdivision, but should have a good base due to it being a former railroad spur. He also noted the potential friendship trail will come down Pigeon Road instead of the spurline trail.

Kaas moved to approve the preliminary plat contingent upon DNR approval for trail connection and cost estimates from the PRUT Board for both paved and boardwalk trails. Herrmann seconded.

Schmidt noted federal regulations allow developers to mitigate up to 10,000 square feet of wetland, which could be to the developer's benefit as only a small portion of the trail goes through delineated wetland. Hoechst noted he will submit for a wetland crossing with the DNR as they can take up to 30 days to be reviewed. When asked by Schmidt who maintains the outlots, Hoechst indicated the developer would have a Pond Association that would maintain all three outlot parcels. He added the Pond Association would include all subdivision property owners.

Motion carried unanimously.

- B. *Signage-Downtown Business District: Request to allow (grandfather) 'Off-Premises, outdoor signage (Granary) on Mueller Store building side'.*

Salo noted the Commission previously addressed this topic when the sign ordinance was created. She added they discussed there should be no grandfathering of any signs in the Village.

Salo moved to stay with the current ordinance with no exceptions. Schmidt seconded. Motion carried unanimously.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 7:26 pm. Schmidt seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Sherwood Plan Commission Special Meeting Minutes
July 5th, 2022**

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

Present:

*Roger Kaas
David Miller
Kathy Salo
Scott Sheppard
Steve Summers*

Absent:

*Tom Herrmann
Brad Schmidt
Others Present:
Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Kaas seconded. Motion carried unanimously.***
- 4) Approval of Minutes: June 6. – ***Salo moved to approve the 6-6-22 Minutes. Sheppard seconded. Motion carried unanimously.***

- 5) Citizen comments on agenda items.

- 6) Officer’s Report.

A. Plan Commission – Chair.

Chairman Summers noted the John West property looks much better after speaking with him prior to the previous Plan Commission meeting. He also noted as a reminder that at the August meeting, the Commission will take action on the sign inventory.

B. Zoning Administrator.

- i. Signage Update.

- 7) Old Business:

A. *Lakeshore Estates–North (Bowers):* Changes to the Preliminary Plat.

Clerk-Treasurer Halbach noted the developer may be making changes to the original plat that was submitted and approved by the Plan Commission and will need to be re-approved at the next meeting should they make substantive changes.

- 8) New Business:

A. *Friendship Trail – High Cliff Connection:* Trail Location through Sherwood.

Village of Harrison residents Joanna Schultz and Nancy Boyce spoke on behalf of the residents who submitted a petition to the East Central Wisconsin Regional Planning

Commission (ECWRPC) in regard to the future friendship connection trail to High Cliff State Park. Schultz and Boyce noted the group is against having a trail connection come down fire lanes 12 and 13 in the Village of Harrison and State Park Road in the Village of Sherwood. They mentioned environmental and safety concerns as their main reasons for their opposition. Both residents were in support of extending the trail to make the connection with Village of Sherwood trails but were adamant the trail would be better served going down STH 114.

Schultz noted the group is scheduled to be on the agenda for the Village of Harrison for their next Plan Commission meeting. Chairman Summers suggested also being on the Village of Harrison's Village Board agenda as that group will have the most say for where the trail will official be placed. Summers also noted the Plan Commission is a recommending body to the Village Board who officially votes on the Village's stance. Clerk-Treasurer Halbach added at this point in time the Village Board could decide to have a resolution in support of the residents if they so choose, however the Plan Commission would not be the body to make that decision. Commissioner Sheppard noted it may not have much merit as the Village of Sherwood only has control over the sections of the trail that would be within municipal boundaries.

B. Ecker Ridge Development: Concept Plan and CBRF Discussion.

Travis Dudovick was present to discuss his concept plan for the Ecker Ridge Development, and he mentioned the plan was conditionally approved by the CDA as the Village needs to agree to a Condon Road alignment and TID financing questions need to be answered. He noted as the Condon Road discussion has been going on at the Village Board level, he created a second concept plan with a road layout that eliminates a portion of the proposed Condon Road, but creates a four-way intersection with the through road from STH 55/114 to Clifton Road and the new road connecting the Sherwood Forest subdivision. Dudovick added the plan includes 6-plex buildings which would include 72 units of senior housing.

Sheppard noted he likes the new layout as he likes the flows of the traffic pattern compared to the previous concept plan. Commissioner Kaas questioned if there was a true stormwater plan for concept two as concept one had a nature preserve in a location that made logical sense for the flow of stormwater to get to a future regional retention pond. Sheppard noted the development now needs engineering to keep moving forward. Administrator Friday noted the location of the sewer line to the north of the property, and indicated it is good engineering practice to have sewer lines match whereas in concept two the location of the road should be shifted to the west to match the sewer line to the north.

Kaas reiterated his concern regarding stormwater, and mentioned if the Condon Road project goes forward as originally planned, he would recommend having the emergency access road between the connection from Sherwood Forest and Condon Road be a short public road to better serve the future residents of the subdivision. Dudovick noted if the Condon Road project proceeds as previously planned, concept

one would be the plan for his development. Friday and Kaas noted the loan taken out for Condon Road is a general obligation debt, meaning the loan must be spent on general fund expenses, not water or sewer utility expenses. Sheppard reiterated that the next step will be some engineering to determine the feasibility of either concept plan.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 7:55 pm. Miller seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Sherwood Plan Commission Meeting Minutes
August 1st, 2022

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

Present:

Tom Herrmann
Roger Kaas
David Miller
Kathy Salo
Brad Schmidt
Steve Summers

Absent:

Scott Sheppard

Others Present:

Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Dylan Eccles, AIT (virtual)
Joe Hoechst, McMahon Inc.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Miller seconded. Motion carried unanimously.***
- 4) Approval of Minutes: July 5 – ***Salo moved to approve the 7-5-22 Minutes. Kaas seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report.
- A. Plan Commission – Chair.
- B. Zoning Administrator.
- i. Consider possible subcommittee regarding future development (projects).

Clerk-Treasurer Halbach noted there could potentially be a subcommittee formed based off of the previous CDA meeting regarding a formal developer packet plan. He noted the reason for the agenda item was strictly for informational purposes.

- 7) Old Business:

- A. *Business Signage Compliance: (Updated) Report.*

Administrator Friday noted he and Deputy Clerk Sadie Slotke went around the Village to take inventory of all the signs in the Village. He noted Zero to 60 Garage and the Mueller’s store prohibited signs were removed, and the Sherwood Elevator stopped by the Village Office to inquire about improving their out of compliance sign. Commissioner Kaas questioned why the Mulberry Farm sign is still on the list if the Village own’s the property.

8) New Business:

A. *Final Plat – Lakeshore Estates-North (Bowers):* Consider Final Plat submittal.

Joe Hoechst from McMahon presented their final plat for the Lakeshore Estates North subdivision. He noted there were no changes to the actual plat of the development as their changes were for the underground storm laterals for each parcel. Hoechst did note Calumet County would like the developers to select a different road name as the Blue Herron namesake would have three separate designations in a small area.

Commissioner Kaas questioned where the trails would be located as they were not specifically noted on the plat. He mentioned the Village Board got a lot of grief from a previous development that did not have a trail noted on the plat going through the front yards of some lots, and he does not want to see that same mistake again. Hoechst did have good news from the DNR noting the wetland areas in the development are classified as non-federal meaning the developer can go through an exemption program with the DNR to disturb up to 10,000 square feet of wetland. He added the plat does need to be finalized before he can apply for the program however as each parcel needs to be subdivided first.

In responding to a question from Trustee Herrmann, Hoechst noted the trail would have an embankment which would be slightly elevated with culverts running perpendicular underneath the trail. Hoechst added the base would be up to Village specifications to match other trails in the Village.

Commissioner Salo noted the cluster box units from the United States Postal Service have to be agreed upon with the developer as the Village was able to avoid the issue with Pond View Estates, but may not with any new subdivisions. Salo also noted there were several grammatical mistakes in the preliminary developer's agreement that was submitted in the packet.

Salo moved to approve the final plat for Lakeshore Estates North contingent upon finalizing a name for the streets, identifying trail locations, and the proposed location of cluster box units. Herrmann seconded. Motion carried unanimously.

B. *Roadway specifications:* Consider roadway construction policy for new residential development(s) regarding placement of road base material and (any) asphalt material(s).

Administrator Friday provided background information regarding the history of creating the existing policy for road construction in new residential developments. He noted Chairperson Summers and Commission Kaas were members of the team that put together the policy a number of years ago to force developers into a set schedule to pave instead of waiting of a requisite number of houses in a development to be built before paving.

Commissioner Herrmann commented he initially received email correspondence from a resident questioning no initial binder course on the Pond View Estates development. He acknowledged item number three on the policy is what he was looking for to be the Village's policy, and questioned why the rule was not followed by the developer. Friday commented the developer got approval from the Village Board in some capacity. Kaas noted at the time the policy was written, chip-sealing was the preferred method to reduce the dust with the drawback being the base does not hold up well over time. He added the other main purpose of creating the policy was to get the Village out of the road construction business and put those costs on the developer.

Herrmann questioned if the policy was not followed by the developer for Pond View Estates because the policy is the document he was looking to implement as the Village rules. Kaas noted due to the PUD nature of the development, there may have been language in the developer's agreement regarding the process of road construction. Summers added he wants to see that policy followed in the future due to the large amounts of dust that impacted the residents of that area during last two summers.

Commissioner Schmidt noted the discrepancy likely came down to the private versus public designation as he sees similar situations in Neenah. He added Neenah requires a two-inch mat that costs \$30 per linear foot to install, and Schmidt mentioned it is a constant battle with developers to adhere to local policy. He also added the best solution in his opinion is a temporary paved street.

Hoechst noted the plan is to construct the water and sewer infrastructure this fall and install the streets next spring for the Lakeshore Estates North subdivision. Friday noted the Village Board did require the developer to have a water truck come through to reduce the dust before the road goes in later this month.

9) Correspondences: None.

10) Adjourn.

Kaas moved to adjourn at 7:32 pm. Schmidt seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Sherwood Plan Commission Special Meeting Minutes
September 6, 2022**

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

Present:

Tom Herrmann

Roger Kaas

David Miller

Kathy Salo (virtually)

Brad Schmidt

Scott Sheppard

Steve Summers

Others Present:

Randy Friday; Acting-Clerk

Joe Hoechst; McMahon

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Sheppard moved to approve the agenda. Schmidt seconded. Motion carried unanimously.***
- 4) Approval of Minutes: August 1 – ***Herrmann moved to approve the 8-1-2022 Minutes. Miller seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items. None.
- 6) Officer’s Report.
- A. Plan Commission – Chair.
- B. Zoning Administrator.
- i. Friday noted a proposed, potential division and sale of part of a 38.4-acre portion of former-Sherwood Forest Golf Course land owned by Tony Genisot to Jesse Troestler, via Certified Survey Map (CSM). The parcel was part of a 50-acre parcel recently subdivided and sold leaving the 38.4-acre portion. It is shown as ‘Lot 2’ on the Troestler submittal. Friday forwarded the proposal to legal counsel for review. Unless otherwise directed, Friday will continue pursuing a legal opinion for review at the next meeting based on State and Local Ordinances, with respect to the number of allowable subdivisions of a single parcel into smaller lots and any other factors affecting the potential (Troestler new) parcel development. The Commission agreed this is a proper course to follow.
- 7) Old Business:
- A. *Business Signage Compliance: (Updated) Staff Report.*

Administrator Friday noted at the July meeting, twelve (12) properties had signage issues deemed ‘non-compliant’. The August Staff Memo reflects that number reduced down to eight, non-compliant signs.

The Commission discussed businesses' non-compliance and directed Staff to inform the businesses of the following guidelines to obtain compliance:

Jeannies Bar: Complete plan by end-2022. Become compliant by June 1, 2023. Motion by Sheppard. Seconded by Miller. Unanimously approved.

Sherwood Elevator: Complete plan by end-2022. Become compliant by June 1, 2023. Motion by Sheppard. Seconded by Miller. Unanimously approved.

Sherwood Lion's Reader Board (located on Calumet County Bank premises): It was noted the plastic reader board is non-compliant, yet serves as a useful communications outlet for the public good and is operated by a civic group.

Sheppard stated he prefers the plastic reader board as opposed to an electronic sign. Motion by Sheppard to discuss keeping signage with the Lion's Club at this location, seconded by Kaas, and wanting some dialogue to occur with the Club regarding its intentions of keeping any sign at this spot via a 6-month time extension. Herrmann believes the Lion's would remove the sign even if it were granted a 6-month extension due to the cost of replacing it. Sheppard and Kaas withdrew their motion based upon a future discussion between Staff and the Lion's Club, with the goal of having a community sign in some form.

Kaas questioned if an electronic sign can be placed at the location and if not, why not. Per Code, an electronic sign is allowable in the district. Herrmann stated the Lion's would not pay to place such a sign due to cost, which is why they are not willing to replace the current reader board sign.

Herrmann discussed the goal of potentially replacing the existing reader board with an electronic message center, keeping the sign upgrade in the same location (on bank property), having the Lion's Club oversee message postings, asking the bank to continue allowing signage and (assumed) pay for the electrical costs. He noted potential funding for the project could be a 50% each combination of CDA funding (50/50 grant) and Village funds.

Motion by Sheppard for Staff to verify intentions of the Sherwood Lion's Club regarding future signage, seconded by Kaas. Approved unanimously.

High Cliff Golf Course: Become compliant within 30 days. Motion by Herrmann. Seconded by Miller. Approved 6-1. Nay – Sheppard.

Calumet County Highway Department: Become compliant within 30 days. Motion by Salo. Seconded by Schmidt. Approved 5-2. Nay – Sheppard; Kaas.

Mulberry Farms: Asked for a temporary sign presence in advance of Fall festivities. Friday noted the signage/display request at this location (opposite Jeannies Bar) presents several conflicts with the signage ordinance and due to its location:

- It is an off-premises sign.
- It is a temporary sign and display.
- Is situated on/at an 'R-2' residentially-zoned parcel.
- It is on/at Village-owned property in a designated road right-of-way controlled either by the State-owned STH 55/114 right-of-way or future Condon Road right-of-way.

Motion to prohibit the temporary signage/display request made by Kaas. Seconded by Schmidt. Motion to deny approved 5-2. Nay – Salo; Herrmann.

Two businesses gave no response to Staff's most recent outreach ('Outpost Pub'; A mixed-use residential/commercial property adjacent to 'Froggs'). Staff will again attempt to reach them noting the Commission's directives.

Outpost Pub: Has not been rectified, nor verified they have received our notices. First notice sent via regular mail and returned 'undeliverable'. Second notice was hand-delivered on Aug. 11, 2022. Sign in question is the old, plastic reader board atop their pole sign near STH 55/114. Within 30 days, become compliant (e.g. remove plastic reader board on pole sign in front of Verve Credit Union). Motion by Salo. Seconded by Miller. Approved unanimously.

Mixed-use residential/commercial property adjacent to 'Froggs' (Jessica Aldama; Owner): Within 30 days, become compliant (e.g. remove plastic reader board affixed to building.) Motion by Salo. Seconded by Schmidt. Approved unanimously.

8) New Business:

A. Final Plat – Lakeshore Estates-North (Bowers): Consider Final Plat submittal.

Three items previously noted on the Preliminary Plat needing finalization: Road name(s); Mailbox (Cluster Box Units a.k.a. CBUs) location(s); Recreation trails denoted within R-O-W. Items are shown on the revised Final Plat submittal.

Road naming and trail notation were regarded as 'good' for approval. Two, instead of one CBU placement locations are recommended within the road R-O-W: On Outlots #1 and #2.

Motion by Herrmann, seconded by Schmidt, to approve two of three items discussed (Road names; Identification of recreation paths in the R-O-W). Approved 6-1 (Sheppard dissenting).

Placement of CBUs with Final Plat approval recommendation contingent upon agreement of CBU locations. Motion by Herrmann to place two CBUs, one each on Outlot #1 and Outlot #2. Seconded by Schmidt. Approved unanimously.

9) Correspondences: None.

10) Adjourn.

Motion to adjourn at 7:43pm made by Sheppard. Seconded by Miller. Motion carried unanimously.

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

Sherwood Plan Commission Meeting Minutes
October 3rd, 2022

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

Present:

*Tom Herrmann
Roger Kaas
David Miller
Kathy Salo
Brad Schmidt
Scott Sheppard
Steve Summers*

Absent:

None

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Dylan Eccles, AIT (virtual)
Joe Hoechst, McMahon Inc. (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Schmidt moved to approve the agenda. Miller seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Sept. 6. – ***Salo moved to approve the 9-6-22 Minutes. Miller seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report.

A. Plan Commission – Chair.

Chairman Summers noted he will not be present for the Village Board meeting the following Monday for the report of the Plan Commission.

B. Zoning Administrator.

Administrator Friday noted he had two new home build permits come in this morning bringing the total for the year up to nine. He noted that there have been many more remodel or renovation permits this year as fewer people are building new homes in the current market. Commissioner Herrmann and Summers questioned if there has been any progress on the FeatherCrest development. Friday noted the last time he spoke to the developer, they mentioned the lots would be repriced this winter.

Friday also noted the architect for a potential development was present at the most recent CDA meeting to present their initial concept plan. CDA member Tony Genisot noted the plan had a mix of uses within the buildings as well as multiple heights within a building.

7) Old Business:

A. *Final Plat – Lakeshore Estates-North:* Consider Final Plat submittal(s).

Administrator Friday noted the developer has come to an agreement with USPS to have two cluster box unit locations, one on each outlot on the north and south ends of the development. Commissioner Schmidt noted that the cluster boxes are required to be in the R-O-W to have residents easily access the units. He also noted it would be a bad idea to add additional impervious surface without taking into account proper stormwater calculations.

Schmidt moved to approve the plat map as presented. Herrmann seconded.

Schmidt moved to amend his motion to include the approval of the street light map along with the plat. Herrmann seconded.

Schmidt moved to amend his motion to require the streetlights to match the streetlights of Lakeshore Estates East subdivision. Herrmann seconded.

Schmidt moved to amend his motion to include a plat note prohibiting any structures being built on a wetland surface. Herrmann seconded.

Motion carried unanimously.

B. *Business Signage Compliance:* (Updated) Report.

Friday reported a few businesses have come into compliance, with a few more on the way this coming week, while he has not heard from the Outpost at any point throughout the process. Commissioner Sheppard questioned why the Lion’s club would want any part of a new sign if the Village and Bank were paying for it and taking care of it. Commissioner Herrmann proposed the Village paying for a new electronic sign, with the Lion’s Club taking care of and controlling the messaging of a new sign. Chairman Summers noted the first step is to figure out what the Lion’s Club wants in regard to involvement of a new sign. Herrmann mentioned declaring the intent of the Plan Commission to have the Village purchase the sign and have the Lion’s Club maintain the sign.

8) New Business:

A. Consider Troestler proposal regarding possible land purchase (Genisot; Owner, former-Sherwood Forest Golf Course) and division for one home site (at this time), with potential for future home sites, necessitating possible *Area Development Plan*.

Administrator Friday noted the confidential correspondence from legal counsel regarding access to a potential new parcel on the former Sherwood Forest Golf Course site. He noted Option #1 on the memo is not allowable as the access to public services

would not meet Village ordinances. Friday did note that Option #2 is possible as the parcel would have access to existing Village services. He added the correspondence noted dedications for future public infrastructure would be necessary if the interested party built only one structure on the parcel.

Commissioner Schmidt noted the Plan Commission cannot take any action of the memo until the interested party submits a CSM to the Commission for their approval. Commissioner Kaas and Friday noted the need for an area development plan for development, even if only one house would be located on the property in the near future. They stressed the importance of future planning for the area.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 7:35 pm. Herrmann seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Sherwood Plan Commission Special Meeting Minutes
Thursday – October 20th, 2022

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

Present:

*Roger Kaas
Kathy Salo (virtual)
Scott Sheppard
Steve Summers*

Absent:

*Tom Herrmann
David Miller
Brad Schmidt*

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Dylan Eccles, AIT (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Sheppard moved to approve the agenda. Kaas seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 3, 2022. – ***Salo moved to approve the 10-6-22 Minutes. Kaas seconded. Motion carried unanimously.***

- 5) Citizen comments on agenda items.

- 6) Officer’s Report.

A. Plan Commission – Chair.

Chairman Summers reminded those in attendance to please RSVP for the appreciation dinner coming up on November 3rd.

B. Zoning Administrator.

- 7) Old Business: None.

- 8) New Business:

A. *CSM#2022-01: Consider Troestler proposal regarding possible land purchase (Genisot; Owner, former-Sherwood Forest Golf Course) and division for one home site (at this time), with potential for future home sites, necessitating possible Area Development Plan. (Note: CSM to be presented by Applicant at Meeting, per Oct. 3 Commission Meeting discussion).*

Administrator Friday noted option one as presented at the previous Plan Commission meeting was not legal due to a lack of access to a public street, while option two is legal, and reflects what is presented for the CSM.

Applicant Jesse Troestler of W5031 Cherrywood Drive was present to elaborate that he is not planning for any development on the proposed parcel other than his future house. He noted the wetland delineation and feasibility studies he had done made it near impossible to have any other development in the low-lying areas of the former golf course. Troestler added it would take time, creativity, and a significant amount of money to develop the property further than the one house.

Commissioner Sheppard noted the discussion for this meeting is just for the CSM, as any other plans would have to go back through the Plan Commission at that time. Commissioner Kaas questioned if there would be a public street eventually to the north of the proposed CSM as previously discussed, for driveway access to Troestler's future home site. Sheppard noted the property owner of the parcel to the north would have to come to the Plan Commission to address that idea, while Troestler would have access via Robinhood Drive.

Friday noted the property is presently zoned IR-2, and mentioned legal counsel has suggested a potential to reserve dedications for a public street where Troestler would place the driveway to the homesite.

Matt Stuck of N465 Robinhood Drive was asked to speak by Chairman Summers. Stuck noted he and several property owners along Robinhood Drive are concerned about a future road going through the proposed property as their homes were designed with large windows for overlooking the previous golf course property.

Kaas noted the CSM can be approved on its merits, but he has doubts about what comes after the CSM regarding driveway length and dedications.

Kaas moved to approve CSM #2022-01. Sheppard seconded. Motion carried unanimously.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 6:59 pm. Kaas seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Sherwood Plan Commission
Meeting Notice and Agenda
November 7, 2022 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

**NOTICE OF MEETING
CANCELLATION**

The November Regular Plan Commission meeting is cancelled due to lack of business.

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board will be transacted.

**Sherwood Plan Commission Meeting Minutes
December 5, 2022**

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

Present:

*Tom Herrmann
Roger Kaas
David Miller
Kathy Salo
Brad Schmidt*

*Scott Sheppard
Steve Summers (virtual)*

Others Present:

Randy Friday, Administrator

- 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. – ***Salo moved to approve the Oct. 20 Minutes. Miller seconded. Motion carried unanimously (Schmidt abstention).***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report.
- a. Plan Commission – Chair: Nothing to report.
- b. Zoning Administrator: No new zoning-related matters to report.
- 7) Old Business: None.
- 8) New Business:
- a. ***CSM #2022-02: Request (Smolinski; N570 Robinhood Way) to combine current parcel with dwelling (Tax ID #33032; 0.35ac.) with two outlots (Outlot #6 [Tax ID# 46082] = 0.95ac., and, Outlot #7 [Tax ID# 46084] = 0.65ac.) recreating as Lot #1 (1.935ac.) on former-Sherwood Forest Golf Course property. Herrmann moved to approve CSM #2022-02. Schmidt seconded. Motion carried unanimously.***
- 9) Correspondences: None.
- 10) Adjourn.
- Sheppard moved to adjourn at 6:39pm. Salo seconded. Motion carried unanimously.***

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