

**Sherwood Plan Commission
Special Meeting Notice and Agenda
January 3, 2023 – 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

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 6th, 2023

- 1) Call to Order/Roll Call. – *Clerk-Treasurer Halbach 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)*

Absent:

None

Others Present:

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

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

Salo moved to nominate Shepard as chair of the meeting. Miller seconded. Motion carried without dissent.

- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Shepard seconded. Motion carried without dissent.***

- 4) Approval of Minutes: Dec. 5, 2022. – ***Salo moved to approve the December 5th meeting minutes. Schmidt seconded. Motion carried without dissent.***

- 5) Citizen comments on agenda items.

- 6) Officer's Report.

A. Plan Commission – Chair.
B. Zoning Administrator.

- 7) Old Business: None.

- 8) New Business:

A. ***Request for Second (Major) Accessory Structure (Genisot; N489 Robinhood Drive):***
Request for second accessory structure (in addition to attached garage).

Tony Genisot of N489 Robinhood Drive noted his initial application regarding a storage shed was first submitted in October of 2022, but delayed further submission until his CSM with Jesse Troestler was settled. He noted the shed falls within the Village's existing ordinances as the proposed building is within the limit of 3,000 square feet of total accessory structure. Genisot noted the road he proposed when he submitted his home permit was just a concept, and that he is working with Troestler to ensure a road could go to the south of his proposed shed.

Commissioner Kaas questioned how Genisot would be able to retain the rights to a proposed road on Troestler's property should he sell it in the future. Commissioner Schmidt noted in the community he works for; he typically sees an Original Map Amendment (OMA) for that exact purpose. An OMA reserves a location for a future roadway, but is not binding to the property owners to develop one. Genisot discussed a possible easement with Troestler, but noted that has not been finalized at this time.

Sheppard noted the Commission can only advise Genisot regarding future development plans, as the shed permit requested does meet the existing Village guidelines. Schmidt and Kaas advised caution regarding the exact placement of the shed as they do not want Genisot to hinder his own ability to develop the rest of the property. Commissioner Herrmann suggested moving the shed location to the southwest slightly and have the road go in between the house and shed as reflected in the initial concept. He added by moving the shed location to the southwest, he avoids needing to negotiate an easement with Troestler for a future road. Chairman Summers agreed with Herrmann noting Genisot can still have the best of both worlds while maximizing the number of future lots, and having his shed on the same parcel as his home.

Genisot noted he wants to proceed with the construction of the shed as soon as possible. Sheppard added the Plan Commission cannot control a building permit, but suggested picking an exact location of where the shed is to be placed and resubmit the application to the zoning administrator. Genisot mentioned he will work with Troestler and Administrator Friday regarding a potential OMA. Herrmann suggested to have Friday consult the Village legal counsel in advance. Schmidt added the OMA restricts any building on top of them, but again is non-binding, whereas an easement is legally binding.

Genisot added the footprint of the shed plus the square footage of his attached garage is under the limit of 3,000. He also noted in a question from Commissioner Salo that the height is under the Village's allowance as he needed his engineer to adjust due to the restriction.

9) Correspondences: None.

10) Adjourn.

Shepard moved to adjourn at 7:51 pm. Miller seconded. Motion carried without dissent.

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

Sherwood Plan Commission Meeting Minutes
March 6th, 2023

- 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
Scott Sheppard
Steve Summers (virtual)*

Absent:

*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 without dissent.***
- 4) Approval of Minutes: Feb. 6, 2022. – ***Salo moved to approve the 2-6-23 Minutes. Miller seconded. Motion carried without dissent.***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report.
- A. Plan Commission – Chair. – *Nothing new to report.*
- B. Zoning Administrator.

Administrator Friday noted four new home permits have been issued so far this year, with three of those being in Pond View Estates, and one on Nottingham Court. Friday also gave the Commission a heads up of a potential future meeting involving all of the Village’s Boards and Commissions to discuss a CBRF facility development. Commissioner Herrmann noted he has concerns about who would be running the facility after it is built, while Chairman Summers added he is concerned about entering another development with Travis Dudovick after not seeing any progress on the FeatherCrest development. Friday mentioned this development is independent from FeatherCrest, but also added the project is in concept stages, hence the need for a joint meeting.

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

- A. *CSM #2023-01*: Consider proposal (Tegen; N564 Robinhood Way) combining current parcel with dwelling (Tax ID #33030; 0.33ac.) with Outlot #8 [Tax ID# 46086] = 0.52ac. on former Sherwood Forest Golf Course property.

Sheppard moved to approve CSM #2023-01 as submitted. Miller seconded. Motion carried unanimously.

- 9) Correspondences:

- A. A Housing Hurdle: Demographics Drive Need for More Homes Info. Only

- 10) Adjourn.

Sheppard moved to adjourn at 6:52 pm. Salo seconded. Motion carried without dissent.

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

**Sherwood Plan Commission
Special Meeting Notice and Agenda
April 3, 2023 – 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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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 Notice and Agenda
May 1, 2023 – 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

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.
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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
June 5, 2023

- 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:

*Sadie Slotke, Deputy Clerk (virtual)
Nick Halbach, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Herrmann seconded. Motion carried without dissent.***

- 4) Approval of Minutes: March. 6, 2023. – ***Salo moved to approve the 3-6-23 Minutes. Miller seconded. Motion carried without dissent.***

- 5) Citizen comments on agenda items.

- 6) Officer’s Report.

- A. Plan Commission – Chair.
- B. Zoning Administrator.

- 7) Old Business: None.

- 8) New Business:

- A. *CSM #2023-02: Consider proposal (Trahan; W4887 Spring Hill Drive) combining current parcel with dwelling (Tax ID #14111; 0.45ac.) with Outlot #1 [Tax ID# 13678] = 0.06ac.*

Commissioner Kaas noted the parcel next to the combining lots is connected to the Palisades Pond Lake District parcel. He added the combination of the parcels helps clean up any confusion with setbacks.

Herrmann moved to approve CSM #2023-02. Schmidt seconded. Motion carried without dissent.

- B. *CSM #2023-03: Consider proposal to shift lot lines for 3 parcels at the Cottages by 15 feet.*

Dan Rippl, former owner of the Cottages at High Cliff, commented the CSM was necessary to move the lot lines to properly reflect where the condos involved were built. Rippl noted

the issue with the lot lines stems from the golf cart garages and the setback to the property lines. He added each condo was built 20 feet apart from each other as they were aware of the setbacks, however, the lot lines were not exactly where the structures were built. Rippl added a comment noting he was asking for forgiveness not permission. He also noted the proper names will be on the official CSM as he sold the property during the CSM process. Jesse Troestler, the incoming property owner, noted the lot line changes end up in reducing the width of an outlot by 15 feet, and the Rippl has his cooperation with the process.

Schmidt moved to approve CSM #2023-03. Miller seconded.

Commissioner Sheppard voiced his consternation regarding the effort that went into the Cottages being properly platted just to have the lines moved within a few years. Commissioner Herrmann agreed, questioning why building permits would even be issued if the building did not fall within the property lines. He added each violation could lead to a fine if it is found the property owner went against the building permit.

Motion carried without dissent.

- C. *Discussion pending legal opinion: CSM #2023-04: Consider proposal (Burzynski; End of Kings Way) to split 8.73 acre parcel (Tax ID #13697) into two separate parcels of 5.73 acres and 3 acres.*

Chairman Summers noted for items c. and d., legal review is preferred as both CSMs potentially involve having too many lot divisions within a set amount of time for a minor subdivision.

Brad Burzynski noted his request is to get approval of the shape of the new lot from the Plan Commission before having it officially surveyed. Commissioner Salo questioned how the road would be laid out for the future development project to the north to connect the Kings Way area. Commissioner Schmidt added he knows there is a minimum turnaround for emergency vehicles that must be met as long as there is no through street.

Travis Dudovick indicated he has an agreement to purchase the property the include with the upcoming development to the north. Schmidt indicated it would be wise to include a concept plan when the CSM comes back to the Plan Commission.

Sheppard moved to table discussion to the next meeting pending legal review. Schmidt seconded. Motion carried without dissent.

- D. *Discussion pending legal opinion: CSM#23-05: Consider proposal (Holz, West, Catlin; Nottingham Ct) to separate parcel #46018 (5.9 acres) into 3 lots and connect 1 lot to each property owner's parcel which contains their dwelling.*

Jeff Holz of N498 Nottingham Way noted the homeowners included in the CSM purchased the outlot from Tony Genisot in January of 2022, and are now looking to divide the outlot amongst the homeowners and combine their portions with their

existing home lots. Holz noted the properties would be easier to sell as they would each own their portion of the former outlot instead of a share of a landowner's association.

Herrmann moved to approve pending legal review.

Salo moved to table pending legal review for next Plan Commission meeting due to the language on the agenda. Miller seconded. Motion carried. Herrmann – Nay.

E. *Consider Village Comprehensive Plan Update.*

Schmidt noted the ECWRPC is likely doing demographic updates from a regional level, while suggesting the Village look at the Downtown Plan and Comprehensive Plan at their next meeting. Sheppard noted the Feathercrest development by the grocery store will need to be updated, while Herrmann added the downtown area would need to be reevaluated as the potential developments from the CDA move forward.

9) Correspondences: None.

10) Adjourn.

Sheppard moved to adjourn at 7:12 pm. Salo seconded. Motion carried without dissent.

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

**Sherwood Plan Commission
Meeting Notice and Agenda
July 3, 2023 – 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 a quorum of the members. The meeting is rescheduled for Monday July 10th, 2023 at 6:00 pm.

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 Special Meeting Minutes

July 10, 2023

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

- 1) Call to Order/Roll Call—*Chairman Summers called the meeting to order at 6:00pm with roll call:*

Present

Tom Herrmann

Roger Kaas

Kathy Salo

Scott Sheppard

Steve Summers

Absent

David Miller

Brad Schmidt

Others Present:

Randy Friday, Administrator

Sadie Slotke, Deputy Clerk (Virtual)

- 2) Pledge of Allegiance—*Recited.*
- 3) Approval of the Agenda—*Salo moved to approve the agenda. Sheppard seconded. Motion carried without dissent.*
- 4) Approval of Minutes: June 5, 2023—*Salo moved to approve 6-5-2023 minutes. Kaas seconded. Motion carried without dissent.*
- 5) Citizen comments on agenda items.

Jesse Troestler

W5031 Cherrywood Drive

Re Item 8a

Jesse Troestler, explained he would like to make the tee box at the 18th hole smaller and safer. He would like to give the extra land to the adjacent property owner to give them more space from their back door to the golf course.

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

Summers inquired about the status of the Lakeshore Estates North subdivision. Administrator Friday stated staff has not heard from Vans, nor have final documents to be signed and recorded been submitted.

- b. Zoning Administrator.

- 7) Old Business:
- a. CSM #2023-04: Consider proposal (Holz; West; Catlin; [Nottingham Ct.]) to split 5.9ac. vacant parcel (Tax ID #46018) into 3 lots and connect 1 lot to each property owner's/ applicant's current residential parcel.

The Village Attorney reviewed the request and determined the parent parcel would incur too many lot divisions to allow this parcel to be further divided at this time. Wis. Stats. §236.02(12)(am)2 and local regulations require at least five years and no more than four lot divisions from the original parent parcel before more lot divisions may legally occur.

Sheppard made a motion to deny approval of CSM #2023-04 based on legal opinion. Kaas seconded. Motion carried without dissent.

- b. Plan Update: Discuss Village Plan update(s) and timeframe(s).
 - i. *Comprehensive Plan.*
 - ii. *Downtown Plan.*

Discussion ensued regarding how best to update the Comprehensive and Downtown Plans. Herrmann recommended a village-wide survey to get resident input and community involvement. Salo suggested a subcommittee with members from different boards. Herrmann voiced concern that current proposed developments don't follow adopted plans. Kaas explained there was extensive community involvement in creating previous plans, but stressed the Comp. Plan isn't a binding document, but rather a guideline. Kaas suggested holding a charrette for residents to review the current plan and offer feedback. Salo felt the charrette held in 2014 had significantly more community involvement than traditional surveys. All agreed community involvement is important and discussion will continue at next Plan Commission Meeting.

8) New Business:

- a. CSM #2023-05: Consider proposal (Troestler; Thompson) to split off a portion of Outlot #4 (Hole #18; High Cliff Golf Course [Troestler]) and add to existing residential parcel (Tax ID #14036; N7817 Palisades Circle) [formerly Lot #66; High Cliff Recreational Village; Plat #2], creating new Lot #1 constituting 0.593ac. (Thompson).

Herrmann made a motion to approve CSM #2023-05. Sheppard seconded. Motion carried without dissent.

9) Correspondences:

- a. *Planning & Zoning Services via Calumet County (Chris Meuer; June 28).*

Friday explained the Village Board previously discussed contracting out planning and zoning duties, rather than rely on him as his duties have expanded as the Village population has expanded. Friday added he met with Calumet County and discussed with Paul Hermes, Building Inspector, to gauge interest in taking over these duties.

- b. *Comprehensive Economic Development Strategy (CEDS); Calumet County; July 26).*

Sheppard clarified the Master Plan is not binding, but the Plan Commission can deny proposals if it does not follow the plan.

10) Adjourn.

Sheppard moved to adjourn at 6:29pm. Salo seconded. Motion carried without dissent.

Respectfully submitted for review and approval by Sadie Slotke, Deputy Clerk.

Sherwood Plan Commission Meeting Minutes

August 7th, 2023

- 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*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Sheppard seconded. Motion carried without dissent.***
- 4) Approval of Minutes: July 10, 2023 (Special Meeting). – ***Salo moved to approve the 7-10-23 meeting minutes. Miller seconded. Motion carried without dissent.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report.

A. Plan Commission – Chair.

Chairman Summers noted he met with Administrator Friday regarding business signage for the update included in the meeting packet.

B. Zoning Administrator.

- i. LSE-North: Status update.

Administrator Friday noted page four of the packet is the tentative schedule for the Lakeshore Estates North subdivision with an end of November timeline to have all utilities in the ground. Friday added the public works department has been cleaning up the Spurline Trail along the property line of the subdivision.

- ii. Planning & Zoning services (FY24).

Commissioner Herrmann questioned if there was a scope of services provided from Calumet County as he thought there may have been a previous document provided to the Village Board that was a scope of services. Commissioner Kaas questioned the time commitment currently allocated to planning and zoning

services by Village staff as he did not believe it was necessary to outsource the work currently accomplished by Village staff. Friday noted it is incredibly difficult to note a set amount of time as the most basic permits can take thirty minutes while complex subdivision developments can take many weeks' worth of time to finalize. Kaas noted he has a hard time justifying additional expense to outsource work that could be improved internally.

Commissioner Sheppard noted from his professional work that thirty minutes seems rather light for the municipalities that he works with. Herrmann noted the logic at the Village Board level comes from mistakes that were made from planning as they are time consuming. He added that someone who can spend more dedicated time sparks his interest as the county would be very familiar with zoning statutes as well. Sheppard noted he could see using consultants for land use related issues as he sees the inspection and compliance aspect of zoning to be very time consuming. Friday noted staff is still soliciting input from Cedar Corp. as well as other outside organizations. Herrmann added the discussion is more of a Village Board discussion as the potential outsource could be cheaper than the portion of Friday's salary dedicated to planning and zoning.

iii. Resident Survey (Village Board discussion).

Friday noted the Village Board is entertaining a resident survey to send out to residents in the next newsletter. He added the survey was included with the packet due to having some planning and zoning questions included. Herrmann noted Deputy Clerk Slotke will be behind the logistics of the survey as they will be similar to the Park and Rec survey completed earlier this year. He added his logic for the survey is to be in lockstep with the community regarding the downtown development plan. Chairman Summers noted the 2015 downtown study was based off of survey questions regarding downtown development, and those would be a good resource for a new survey. Herrmann noted the survey will likely be a combination of different topics.

iv. Comprehensive Plan Update: Consider Plan update(s)/timeframe(s).

Friday noted the cost for private firms doing comprehensive plan updates is approximately \$40,000 for a larger update. He added the Village would likely need a larger update for the 2028 update as typically municipalities do a larger update every ten years. Commissioner Schmidt agreed, noting in his professional work, the City of Neenah is reviewing one chapter of their comprehensive plan per month for the five-year update this year.

Salo suggested a sub-committee of members of each Village board to go through the comprehensive plan for the five-year update as the Village does not need an entire re-write. Schmidt noted that East Central Wisconsin Regional Planning Commission (ECWRPC) provides easy access to all of the census data used for comprehensive plan updates at no cost.

Sheppard moved to have staff contact ECWRPC to collect the data necessary for the comprehensive plan update. Schmidt seconded. Motion carried without dissent.

7) Old Business:

A. *Business Signage*: Compliance update.

Administrator Friday noted the Sherwood Elevator is working on a new sign as they have met with him to discuss a new wall sign now that the portable reader sign is gone. Friday noted Jeanne's Bar is looking for the ability to have their sign grandfathered as the Village's existing ordinance has language allowing any permitted sign in the Village before 1997 to be grandfathered. Friday noted the difficult part of the situation is that there is no permit on file at the Village for the "Old Style" sign in question.

Herrmann moved to recommend allowing a variance to allow the Old Style sign at Jeanne's. Sheppard seconded.

Commissioner Miller questioned if the Zero to 60 garage sign that was replaced would have been grandfathered had this question came up previously. Friday and Commissioner Herrmann noted that particular sign was erected after 1997. Commissioner Schmidt noted he suspects the Village's code prior to 1997 likely had a division of sign regulations for both permitted and non-permitted signs. Chairman Summers added the Village basically started from scratch when the Plan Commission re-wrote the signage ordinance a few years ago.

Herrmann noted the Village likely will have no record of the sign prior to 1997, which is why he suggested a variance. Schmidt noted a variance request would have to come from the applicant, and that process would go through the board of appeals with public hearings. He added if the Commission is interested in allowing the sign, he and Friday would suggest re-writing the particular section of the ordinance that affects grandfathering signs instead of going to a variance to avoid setting precedent. Friday added the variance process is very rare and tough to grant, as the current precedent has been only for act of God situations.

Herrmann rescinded his motion, Sheppard seconded.

Herrmann moved to table pending review of the 1997 ordinance documentation. Sheppard seconded. Motion carried without dissent.

Summers noted he was under the impression that there was some direction at the Village Board level regarding the Sherwood Lions sign as the update provided in the packet noted the Lions have donated the sign to the Village. Herrmann noted the project has died with Village staff as there has been no action for months on the sign other than the CDA noting they would allow up to \$10,000 of their 50/50 matching grant program funding to be spent. He added the Lions would maintain the sign messaging and maintenance while the bank pays for electricity as it currently does. Commissioner Kaas suggested getting new

estimates as the previous estimate from Tom Jack is from months ago. Summers noted that sign would move forward once there are three bids into the Village.

Friday noted the Village has consistently reached out to the Outpost and has yet to receive any response from them. He added the business has been treated the same as every other non-compliant business with letters being sent out multiple times per year since the signage ordinance update. Kaas noted the letter included in the packet gave them until the end of 2022 to remove their non-compliant sign.

Salo moved to assess fines to the Outpost for their non-compliance with the Sherwood sign ordinance. Kaas seconded.

Salo suggested retroactively applying fines for all of 2023 if that was possible. Herrmann noted he would like to hear from President Laux as she had a verbal conversation with the Outpost regarding their sign.

Motion carried 5-2. Herrmann – Nay. Sheppard – Nay.

8) New Business:

- A. CSM #2023-06: Consider request (Burzynski) to split parcel #13697 (Kings Way; 8.73ac.) into two lots (Lot #1 = 5.72ac.; Lot #2 = 3.01ac).

Administrator Friday noted the first time this particular CSM was brought to the Plan Commission, there was no actual survey. Commissioner Herrmann cited the 5-3-21 Plan Commission meeting where a prior CSM was approved for the parcel and suggested that there were too many lot splits within the five-year timeframe. The applicant, Brad Burzynski of N7776 State Park Road, noted the original two splits took place on that 2021 CSM and by adding this lot split, he would be at three total splits creating four parcels from the original parcel.

Schmidt moved to recommend approval CSM #2023-06. Salo seconded.

Schmidt noted the CSM falls under the Village's code of four division in a five-year period.

Motion carried 6-1. Herrmann – Nay.

- B. FY2024 Draft Budget: Consider items.

Chairman Summers noted he would suggest having a placeholder in the budget for a comprehensive plan update. Schmidt added that cost could be a part of the conversation with ECWRPC to have a better understanding of the total costs for comprehensive plan updates.

Sheppard moved to recommend a placeholder of \$5,000 for consulting services. Salo seconded. Motion carried without dissent.

9) Correspondences:

A. *Small Community Technical Assistance Program (ECWRPC; Aug. 4).*

Commissioner Kaas noted from his past experience with the CDA that the limit of technical assistance was low in his opinion as the CDA had requested an assisted living study and ended up with a senior housing study. Commissioner Salo suggested requested getting more information on a day workshop instead of a resident survey. Commissioner Sheppard questioned what would be presented from the Village's standpoint at a workshop, and suggested land use maps compared to developer proposals. Kaas added the rationale behind the survey came from wanting to get resident feedback regarding downtown development projects currently at the CDA.

Commissioner Herrmann agreed with Kaas regarding the rationale for the survey and understands the logic of the speakers before him, but he suggested a workshop would be longer to put together instead of the survey, which would be included in the next newsletter. He added the concept plans that he has seen at the Village Board level goes against the existing downtown plan. Summers stressed the importance of not putting off the developers, He added that he will report to the Village Board the Plan Commission's desire to fill out the application for assistance from ECWRPC to explore what is available to the Village, and reiterated that it would not preclude the survey proposed by the Village Board.

B. *Comprehensive Economic Development Strategy (CEDs); Calumet County; July 26).*

Administrator Friday noted the presentation is a good overview of the data for Calumet County.

10) Adjourn.

Sheppard moved to adjourn at 8:09 pm. Salo seconded. Motion carried without dissent.

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

Sherwood Plan Commission Special Meeting Minutes

September 5, 2023

- 1) Call to Order/Roll Call. – *Chairman Summers called the meeting to order at 6:32 with roll call:*

Present:

*Tom Herrmann
David Miller
Kathy Salo
Steve Summers*

Absent:

*Roger Kaas
Brad Schmidt
Scott Sheppard*

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Miller seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Aug. 7, 2023. – ***Herrmann moved to approve the 8-7-23 Minutes. Salo seconded. Motion carried without dissent.***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report.
- A. Plan Commission – Chair. – *Nothing to report.*
- B. Zoning Administrator.

- i. *Comprehensive Plan 5-Year Update (\$12k):* See schedule.

Administrator Friday reported the Village Board approved Cedar Corp. to perform work for the comprehensive plan update. He noted Eric Fowle will be present at future Plan Commission meetings to discuss the update, which will be completed for Village Board review in January.

- ii. *Jeannie’s signage:* Pole sign allowed; *Reader Board* must be removed.

Friday noted the Village Board gave to go-ahead for the Old Style sign to remain, but added the reader board sign on the building needs to be removed.

- iii. *Community Sign:* One quote received (two unreceived).

Deputy Clerk Slotke noted a vendor had stopped by the Village Hall that afternoon to inquire about the community sign, and she anticipates another bid for the sign to be received.

iv. *Design charette:* Application sent to ECWRPC.

Friday noted the application for the charette has been sent out to ECWRPC.

In responding to a question from Chairman Summers, Friday noted the Outpost has not been in touch with the Village. Slotke noted the letter sent to the Outpost has a October 1st due date on it.

7) Old Business: None.

8) New Business:

A. *Temporary Sign Placement:* Request to place signage on west side of STH 55/114 and CTH 'B' intersection (across from Jeannie's Bar; Mulberry Lane Farm, Inc.).

Chairman Summers noted he had requested to have the request on the agenda to be heard by the Plan Commission despite being rejected for the same request last year. Commissioner Salo noted she sees no reason a change the status quo as the entity requesting is not located in the Village.

Salo moved to not allow the request from Mulberry Lane Farm. Miller seconded. Motion carried 3-1. Herrmann – Nay.

9) Correspondences: None.

10) Adjourn.

Salo moved to adjourn at 6:43 pm. Miller seconded. Motion carried without dissent.

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

Sherwood Plan Commission Meeting Minutes

October 2nd, 2023

- 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
Scott Sheppard
Steve Summers*

Absent:

Brad Schmidt

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)
Eric Fowle, Cedar Corp.
Todd Thiel, CDA
Tony Genisot, CDA
Jack Kruse, CDA
Tom Vande Hey, CDA*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Miller seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Sept. 5 (Special Meeting). – ***Salo moved to approve the 9-5-23 Minutes. Miller seconded. Motion carried without dissent. Kaas – Abstain. Sheppard – Abstain.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report.

A. Plan Commission – Chair.

Chairman Summers thanked Deputy Clerk Slotke for inviting members of the CDA at his request for their feedback on Chapter 6 of the Comprehensive Plan.

B. Zoning Administrator.

i. *Signage Code compliance:*

- *Jeannie's = Compliant.*
- *The Outpost Pub & Provisions = Non-compliant (correspondences sent).*
- *Sherwood Elevator = Non-compliant (correspondences sent).*

Administrator Friday noted Jeanne's has taken down their non-compliant reader board sign since the last update, while the Outpost and Sherwood Elevator still have non-compliant signs. Friday explained the Sherwood Elevator has been in contact with Village staff regarding replacing their non-compliant sign, while the

Outpost has not responded to any communication from staff. Summers noted the Outpost has been sent multiple letters to remove their reader board sign, and Slotke indicated she has dropped off letters as well as mail them to the Outpost.

Salo moved to begin assessing fines to the Outpost. Miller seconded.

Commissioner Herrmann suggested reaching out to the Village's legal counsel before officially fining the Outpost to ensure all proper notices have been given, as he questioned if the notices provided by the Village needed to be sent through certified mail. Friday agreed with Herrmann noting no prior check with legal counsel has been made by staff.

Motion carried without dissent.

- ii. *Community Sign: 3 quotes received.*

Friday noted he had reached out to the State Bank of Chilton regarding their opinion for the logistics of the Community Sign that is currently placed on their property. Herrmann noted the Village Board would likely entertain an easement or long-term lease with the bank for allowance of the sign.

- iii. *Design charette (ECWRPC): Application denied.*

Friday noted the application for the design charette was denied by ECWRPC as only four projects were granted funding. Commissioner Kaas suggested having the CDA run a charette with the developers who have been presenting to the CDA to display their ideas at the charette. He added the Village should not stop the charette concept despite not receiving funding from ECWRPC. Herrmann noted the charette could be a dual effort with the ongoing Village survey gathering further data that can be utilized at the charette.

Commissioner Sheppard noted in the charettes he has attended in the past developers were on the side with the primary focus being on community development driven by the residents in attendance. Commissioner Miller added he believes residents want to be able to see what developers are proposing.

CDA Commissioner Thiel commented that any resident feedback is good feedback as both the charette and survey are welcome signs at the CDA, and noted they would be able to plan and host the charette.

Salo moved to direct the CDA to focus on the charette with input from the survey, community feedback, and developers, with an amendment to include the ability to seek consulting help as needed. Miller seconded. Motion carried without dissent.

- iv. *Probable new building requiring Conditional Use Permit (Troestler; HCGC): Public Hearing (October Meeting).*

Friday noted the material included in the packet regarding a Conditional Use Permit are preliminary as he wanted to give the Plan Commission at heads up regarding a public hearing that will take place at their next meeting. He noted the language included in the packet indicate any building in IR-1 zoning needs a conditional use permit. Friday noted the applicant, High Cliff Golf Course, will need to address the potential vision easement issue with the state in their application.

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

- A. *Comprehensive Plan Update: Consider ‘DRAFT’ language.*

Eric Fowle of Cedar Corp. noted the comprehensive plan is only being updated in this cycle, which involves amendments to the original plan, instead of creating a whole new plan. He noted the text shaded in blue is what will be up for discussion for the Plan Commission as he updated the statistical data already.

- i. Ch. 1: Issues & Opportunities.

Fowle noted Chapter 1 mostly remained the same, with the demographic survey being slightly updated to adjust for historical trends and events such as COVID-19. He added the Village has continued to have an interest in building out bicycle and pedestrian trails. In response to a question from Commissioner Herrmann, Fowle noted goal ED-5 relates to the ability to have a workforce for a business to draw from. He added if the Village has a goal to grow the business base, one factor that must be considered is where workers will come from.

Fowle clarified that the statements in blue in each chapter have not been changed, as they are the previous goals from the existing comprehensive plan, contrary to the draft page, which indicated the blue text were changes in the document. He added the items in blue are for the Plan Commission to review and determine if the goals need to be updated or removed. Fowle added he wanted to stay on the low end of the cost to the Village to update statistics and the fact-based narratives.

- ii. Ch. 2: Population & Housing.

Fowle noted the Village has grown by 87 people since the 2020 census, with the Department of Administration projecting the Village to grow by another 1357 people by 2040. He also cited ACS data describing the county’s household incomes, with the Village median household income being \$122,000. Fowle noted the housing narrative has been updated to reflect the national stresses to the housing market. He noted over

50% of the houses built in Sherwood have been constructed since 2000. Fowle mentioned the persons per household in Wisconsin has decreased as adults are having fewer children, and the baby boomer generation is moving into elder care facilities. He also noted the straight line projection for new homes is 425 units between the present and 2040.

Fowle noted that while the county's median household income is \$78,000, the current nationwide housing crisis for "affordable housing" has been designated as a lack of homes available for people who make 60 and 120 percent of the county median household income. He noted 15% of people are paying more than 30% of their household income for a mortgage payment as renting single-family homes are becoming more common. Fowle confirmed with Chairman Summers that he would provide a listing of the definitions regarding "low income" and "affordable" housing.

In responding to a question from Commissioners Sheppard and Kaas, Fowle noted he would suggest the Plan Commission review each goal with a keep, toss, or modify strategy to determine if the goal should stay in the comprehensive plan. Summers and Herrmann suggested having a special meeting with members of the CDA invited to discuss the goals as described by Fowle to keep the process moving forward.

Summers declared there will be a special meeting of the Plan Commission on Wednesday October 18th at 6:30 pm with members of the CDA invited to help work through the goals included in the comprehensive plan.

Herrmann noted the meeting should take place in a setting where the Plan Commission and CDA members present are all sitting at a level height instead of the current setup in the board room.

iii. Ch. 6: Economic Development

Fowle noted the statistics regarding workforce has largely remained the same as 90% of workers in the Village commute to outside of the Village to work. In responding to a question from Kaas, Fowle noted there is not great local data presently available regarding citizens working from home, as the national average is 25% in 2023. Fowle noted the table with growing and declining occupations has been updated, as well as the TIF narrative to properly reflect the Village's TIF situation. He also noted a narrative to note the creation of the developer's handbook has been added to the plan as well.

Summers noted the homework for everyone in attendance is to review and come with suggestions and corrections for the goals noted in Chapters 1, 2, and 6 of the comprehensive plan. Sheppard questioned if the Plan Commission could receive a copy of the plan from Fowle with what changes to the document were, if those could be highlighted as they get updated. He added there would be less confusion regarding what had changed versus what needed to be reviewed to update. Herrmann and Kaas

agreed, noting if the changes affect the overall plan, they should be highlighted. Fowle noted going forward he will add in the highlights.

9) Correspondences:

- A. *ECWRPC Small Community Technical Advisory Program* (Sept. 19; ECWRPC).
- B. *Comprehensive Plan Amendment – Future Land Use Map* (Sept. 13; V. of Harrison).

10) Adjourn.

Sheppard moved to adjourn at 8:22 pm. Kaas seconded. Motion carried without dissent.

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

Sherwood Plan Commission Special Meeting Minutes

October 18th, 2023

- 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
Steve Summers*

Absent:

Scott Sheppard

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Tony Genisot, CDA
Jack Kruse, CDA
Todd Thiel, CDA*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Miller seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Oct. 2. – ***Salo moved to approve the 10-2-23 Minutes. Herrmann seconded. Motion carried without dissent.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report.

A. Plan Commission – Chair.

B. Zoning Administrator.

Administrator Friday reported the Village has 14 new home build permits this year with an estimated \$7 million dollars of assessed value added to the Village. He noted legal counsel was contacted for feedback regarding fining the Outpost for refusing to take down their reader board sign.

- 7) Old Business:

A. *Comprehensive Plan Update:* Consider changes to goal, objective, & policy statements.

Chairman Summers noted members of the CDA were specifically invited to go through Chapter 6 of the comprehensive plan, but added they are more than welcome to stay for discussion of the two other chapters on the agenda.

- i. Ch. 6: Economic Development.

Commissioner Salo noted she appreciated that Eric Fowle went back to highlight the areas of the narrative that he updated for the comprehensive plan.

Commissioner Herrmann questioned if having a high number of residents leaving the Village for work is actually a weakness, as the previous plan had noted. Commissioner Kaas noted from his perspective the shopping that residents do on the way to or from their jobs outside the Village would be the weakness instead. CDA member Thiel noted the wording from the original comprehensive plan seems confusing. Salo proposed changing the language for weakness number one to include a high number of residents spending money outside of the Village.

Kaas noted economic development goal #7's language of "economic independence" sounded isolationist to him and proposed changing the language to encourage development within the community. Herrmann agreed, indicating he would like the language to read as "enhance economic strength of the community."

CDA member Kruse questioned the need for goal #3 as there are not many historical architectures in the Village to preserve. Thiel agreed, noting building standards change over time such as ADA and ingress – egress minimums. Commissioner Schmidt and Herrmann advocated for keeping the language as over time buildings get older and there is increased need for preservation.

Schmidt and Herrmann suggested adding a specific goal related to promoting tourism and tourism like developments in the Village. Kaas noted recommendation #9 would be inconsistent with the landlocked language agreed upon earlier. Schmidt suggested instead of striking the recommendation, reword it to specify the need for land-use planning regarding the limited amount of land remaining in the Village.

CDA member Genisot questioned if the Village had a downtown steering committee as referenced in recommendation #15. Kaas indicated there was at one point as well as a business association that did not gain any traction. Schmidt and Herrmann suggested amending the recommendation to say promote instead of create a downtown steering committee. Kruse questioned the need to have so many goals and recommendations as he feels Village staff are already overwhelmed. Kaas noted the plan is meant to be an overarching guidance document, with the target date being 2040. Herrmann and Administrator Friday added a comprehensive plan with specific goals is required from the state in order to be eligible for grant funding. In responding to a comment regarding broadness from Kruse, Kaas commented the plan is specifically nebulous and nebulously specific.

Thiel noted none of the goals and recommendations specifically outline the use of TIF incentives to inspire development. Genisot noted the Developer's Handbook was added to the narrative section where there is also a section included for TIF financing. Thiel reiterated his desire to have a goal or recommendation reference the narrative Genisot mentioned to describe the Village's intent to incentivize developers. Herrmann noted there is some language under Economic

Development goal #4 to utilize and promote TID incentives to attract developers. Schmidt suggested adding language under policy recommendation #14 instead of under a particular goal to address TID strategy as it applies to all of the economic development goals.

Below are the following changes unanimously made in Chapter 6:

- 1. Amend figure 6.5 in the narrative to indicate the recently acquired Mueller properties as Village owned property.*
- 2. Amend Weakness #1 to include high number of residents spending money outside the Village and removing the high number of residents leaving the Village for work.*
- 3. Strike Weakness #4: lack of public transportation.*
- 4. Add a new weakness to indicate the Village is landlocked.*
- 5. Add a new separate weakness indicating a lack of independent senior housing.*
- 6. Amend the narrative to indicate the correct the number budgeted by the CDA for 50/50 matching grant applications.*
- 7. Amend the language for #4 under Economic Development Goal #7 to read “enhance economic strength of the community.”*
- 8. Add a new goal to promote tourism and like developments.*
- 9. Amend recommendation #9 to focus on land-use planning for the remaining undeveloped lands in the Village.*
- 10. Amend recommendation #15 to replace the word “create” with the word “promote.”*
- 11. Amend recommendation #14 to include the phrase “TID strategy.”*

ii. Ch. 1: Issues & Opportunities.

Herrmann noted he appreciated the verbiage on goal #1 regarding housing supply and suggested using that verbiage in the housing section of the comprehensive plan. Kaas noted the Commission should advise Fowle to use Microsoft word’s track changes function to note any changes from the 2018 comprehensive plan instead of highlighting sections with updated information. The only change unanimously recommended for Fowle was to update the narrative date from 2000 to 2018.

iii. Ch. 2: Population & Housing.

Salo noted the charts in Chapter 2 should be updated to have a light color shade with dark text instead of the darker blue shade behind the text. Genisot noted section 2.5 could be highlighted as that section of narrative had 2021 statistics referenced. Herrmann mentioned he is not a huge fan of the usage of the archive data regarding low- and moderate-income housing as he would much rather see the term affordable instead of low or moderate income. Commissioner Miller

agreed as he and Herrmann do not want to promote low-income housing in the Village.

Similarly to Chapter 6, the need for a goal to preserve and rehab existing housing stock was questioned by the Commission due to the lack of historic buildings and architecture in the Village. Schmidt again advised keeping the language for future planning as any building 50 years or older could be considered historic, and while most homes are nowhere near that age, there are some in the Village that may need rehabilitation in the coming years. Kaas did note the term lead water laterals should be removed as there is no longer any in the Village.

Below are the following changes unanimously made in Chapter 2:

- 1. Strike any reference of low- or moderate-income housing and replace it with affordable housing.*
- 2. Strike the phrase lead water laterals.*

8) New Business: None.

9) Correspondences: None.

Summers invited the CDA members to attend any future meetings discussing the comprehensive plan, particularly the section regarding land-use planning.

10) Adjourn.

Kaas moved to adjourn at 7:32 pm. Salo seconded. Motion carried without dissent.

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

Sherwood Plan Commission Meeting Minutes

November 6th, 2023

- 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
Scott Sheppard
Steve Summers*

Absent:

Brad Schmidt

Others Present:

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)
Eric Fowle, Cedar Corp.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Sheppard seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Oct. 18 (Special Meeting). – ***Salo moved to approve the 10-18-23 Minutes. Miller seconded. Motion carried without dissent. Sheppard – Abstain.***
- 5) Citizen comments on agenda items.
- 6) Officer’s Report.
- A. Plan Commission – Chair.
- B. Zoning Administrator.
- i. Survey Results.

Deputy Clerk Slotke indicated there were 360 online responses with 46 paper copies of the survey received at the Village Office. She noted there were approximately 50 pages worth of comments that cover each of the questions asked in the survey. Commissioners Herrmann and Sheppard requested that all the boards receive a copy of the comments.

Eric Fowle of Cedar Corp noted the responses were typical to what he has seen in the past while working with other communities. He noted that while retail was the number one response to question three, the type of retail can vary depending on the market for a specific type of retail. Fowle also stressed the need for patience to allow for growth in the population to justify the need for some specific types of retail businesses. He also noted respondents could desire a different housing type within the next five to ten years.

- ii. Signage Compliance:

- The Outpost Pub & Provisions—*Non-compliant* (Fines assessed).

Administrator Friday noted the notice of fines to be assessed has been sent out through certified mail as recommended by legal counsel.

7) Old Business:

A. *Comprehensive Plan Update*: Consider changes to goal, objective, & policy statements.

i. Ch. 3: Transportation.

Fowle noted any changes from the previous comprehensive plan are highlighted yellow. He also noted the mapping provided on page 3-58 will be edited to be more legible for final production. Commissioner Herrmann suggested adding any intersection with STH 114/55 to the plan as a “dangerous intersection” as several intersections where there have been accidents were not previously included.

When the concept of a roundabout was raised, Fowle noted the DOT usually will wait until the need for one is absolutely necessary. Commissioner Kaas suggested adding cul-de-sacs to the lists of barriers to street connectivity as the Village has over 50 existing cul-de-sacs. Kaas expressed his surprise that the county has a separate TMA bicycle plan that includes the Village, but has never been discussed at the Plan Commission level. Fowle noted a transportation utility has been shot down by the Wisconsin State Supreme Court, while a wheel tax is a method municipalities can use to collect revenue to use towards road repair. Kaas and Commissioner Miller noted they had previously tried to cooperate with the Village of Harrison on Kesler Road, and advised against any language mandating a cooperation agreement.

Below are the following changes unanimously made in Chapter 3:

- 1. Adding Nature’s Way Drive to the listing of major internal roadways.*
- 2. Correcting table 3-3 to reflect the accurate dates of the data used.*
- 3. Adding all intersections with STH 114/55 to the dangerous intersections listed in the plan.*
- 4. Striking the last sentence on page 3-71 regarding micro mobility.*
- 5. Indicating the Village is responsible for the parking lanes on CTY M.*
- 6. Changing the language from “are” to “may be” for item 3.12 as other municipalities would need to be aligned with the Village’s priorities.*
- 7. Changing the language from “shall” to “may” on objective 18.*

ii. Ch. 4: Utilities and Community Facilities.

Sheppard noted not all the schools included in the previous comprehensive plan serve the Village. Similarly, the cemeteries and churches listed in the plan were not all located in Sherwood. Kaas questioned why not all property within Village

limits was included in the Sewer Service Area listed in the plan. He and Herrmann noted the Village Board did approve the amendment last year as part of the Lakeshore Estates North subdivision planning process. Fowle noted the DNR looks at the population growth estimates for the logic of the sewer service area instead of the parcels.

Friday provided an update regarding the current negotiations for the lease of the Post Office as the indication from USPS is that the Village will be locked into a 5-year contract with an automatic 5-year extension. Kaas noted the desire to remove any reference indicating a possibility of the Village providing customers water and sewer services outside of Village limits. Kaas also advised against striking objectives 1 and 2 as the Village could have the need for an elementary school in the future.

Below are the following changes unanimously made in Chapter 4:

- 1. Correcting the names of the Kaukauna Public Schools that serve Sherwood residents.*
- 2. Rewriting the language around cemetery and church locations to indicate their accessibility to Village residents instead of stating that they are in the Village.*
- 3. Renaming the Dragotta property to Miller Pond Trail, and the Stumpf woods to Wanick Park woods.*
- 4. Dropping any reference to serving areas outside the Village with Village utilities.*
- 5. Adding a goal under item 4.10 to update the Sewer Service Area map to include all properties located within the Village limits.*
- 6. Changing verbiage from “support” to “encourage” under item 4.12.*
- 7. Amending goal UCF 9 to improve the Village’s ISO rating and improve or reduce response time instead of increase.*
- 8. Strike objective #3 regarding annexations.*
- 9. Strike objective #4 on 4-16 to remove allowing onsite sewer treatment in the Village.*
- 10. Amending objectives #2 and #7 to indicate the Village shall not allow public water supply to serve properties outside of the Village.*

iii. Ch. 7: Intergovernmental Cooperation.

Sheppard noted the plan should still include the ability to have boundary agreements with the Village of Harrison despite the present unlikely nature of coming to one. He noted circumstances can change over time, and he would advise against taking the language out of the comprehensive plan.

Below are the following changes unanimously made in Chapter 7:

1. *Include Palisades Pond Lake District on the listing of other forms of intergovernmental operation.*
2. *Amending 7-8 to read “should” instead of “shall” regarding the need for an advisory body for intergovernmental agreements.*
3. *Striking objective #13 on page 7-8.*
4. *Amending objective #14 on page 7-8 to read “could” instead of “will” regarding the ability to share staff between municipalities.*

iv. Future Land Use Map.

Chairman Summers noted the wording indicating the former Sherwood Forest Golf Course should be removed as it is no longer operational. Fowle proposed leaving the area designated as environmentally sensitive on the future land use map as a compromise of keeping the former future land use of recreation or changing the entire area to single family housing. Herrmann and Kaas agreed as they would like to get input from the property owner before declaring the Village’s desire to have single family housing, or any other land use type on the property.

Sheppard and Fowle noted the future land use map is used as a guide to what the Village would like to see developed in undeveloped areas of the Village. Clerk-Treasurer Halbach noted that the map can be amended at any time with a public hearing. Sheppard advised keeping the existing future land use designation for the property near Wanick Park as commercial. Kaas noted Legion Park should be called out and included in the future downtown designation.

Herrmann questioned the logic behind the previous designation of mixed use employment center for the Stumpf property located near the Village Hall, as he sees that property as single family housing infill instead of a business center. Fowle noted the definition of the mixed use employment center zoning was to have a commercial entity along the highway with residential infill behind. Kaas agreed with Herrmann, noting the area north of STH 55/114 would be better served with a mixed use employment center designation. Friday noted the Stumpf’s had even platted out the property in the 1970’s for single family residential development. Summers reminded the Commission the final draft of the comprehensive plan will be reviewed at their December 4th meeting, with the public hearing taking place later.

- 8) New Business: None.
- 9) Correspondences: None.
- 10) Adjourn.

Sheppard moved to adjourn at 8:47 pm. Salo seconded. Motion carried without dissent.

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

Sherwood Plan Commission Meeting Minutes

December 4th, 2023

- 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
Steve Summers*

Absent:

Scott Sheppard

Others Present:

*Nick Halbach, Clerk-Treasurer
Sadie Slotke, Deputy Clerk (virtual)
Eric Fowle, Cedar Corp.*

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

- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Miller seconded. Motion carried without dissent.***

- 4) Approval of Minutes: Nov. 6. – ***Herrmann moved to approve the 11-6-23 minutes. Miller seconded. Motion carried without dissent.***

- 5) Citizen comments on agenda items.

- 6) Officer's Report.

A. Plan Commission – Chair. – *Nothing new to report.*

B. Zoning Administrator.

- i. Signage Compliance:

- The Outpost Pub & Provisions—*Non-compliant* (Fines assessed).

Clerk-Treasurer Halbach reported Deputy Clerk Slotke had mailed out the November billing for the Outpost as there has been no communication from them regarding the non-compliant reader board sign.

- 7) Old Business:

A. *Comprehensive Plan Update:*

- i. Chapter 9: Implementation—*Consider changes to goal, objective, & policy statements.*

Eric Fowle from Cedar Corp noted the substantial changes to the section are noted in blue highlight. Commissioner Kaas expressed his displeasure to the blue highlighting as he noted it is extremely difficult to read the black text under the highlighted areas. He noted this was not the first occasion of letting Fowle know

of the difficulty to read black text against the darker highlight. Commissioner Herrmann noted he had a semantics question regarding the dates as noted in the comp plan. He mentioned just leaving the dates as 2024 instead of specifying which month of 2024 each step would be completed.

Commissioner Schmidt questioned if the Village still needs the extraterritorial plat review as they are surrounded by the Village of Harrison. Clerk-Treasurer Halbach commented the Wastewater Treatment Plant is adjacent to Town of Woodville properties. Schmidt suggested the Plan Commission take up adjusting the sign ordinance to follow the 2015 Reed vs. Town of Gilbert Supreme Court ruling. Kaas commented the Commission should have a documented action plan as something to commit to instead of including it in the comp plan.

Kaas noted the word “increase” is not needed in objective number two as the language should read, “support enforcement” instead of “support increased enforcement.” The commission agreed to remove the word “increase.” Kaas also noted in policy recommendation number five, there has been minimal public participation in the past. Herrmann and Schmidt suggested leaving the language as is, and to have a goal for the commission to increase the amount of public participation in planning processes.

- ii. Review Final Draft Plan Update.
- iii. Review Future Land Use Map.

Kaas questioned the placement of the symbol for a roundabout at the intersection of Condon Road and STH 55/114. He noted the Village Board was discussing possibilities for the Military Road and STH 55/114 intersection, but did not recall any desire for a roundabout at the Condon Road intersection. Herrmann agreed, and suggested amending the map to reflect a potential roundabout at the intersection of Military and STH 55/114.

Summers noted the previous edition of the map had included a mixed use employment center designation for the area south of STH 55/114 and north of Clifton Road west of the Village Hall. He added the update provided by Fowle shows a section of retail along the highway, with the rest of the area in question classified as mixed use residential. Herrmann noted his desire for the area to be classified as single family residential infill as was discussed at the previous plan commission meeting. Schmidt noted he is totally fine with single family housing in the area, but suggests leaving it as mixed use residential to keep the flexibility open. A hand raise vote to change the zoning to single family was denied by a 3-3 tie amongst the members present.

Kaas noted if a development plan comes in for only single family residential, the comp plan can be amended to change the land use. Herrmann noted his logic was

the land was once previously platted as single family residential around 50 years ago.

Kaas questioned the need for the red circles on the map for retail centers around the Pigeon Road and State Park Road intersection, and the railroad crossing with CTH M. Fowle noted the circles are conceptual as those areas have existing retail entities, and could see more as those areas develop. Kaas pushed back on the Pigeon and State Park intersection as space is limited for any future growth. Commissioner Miller added the track record over the last 15 to 20 years is not great in that area either.

Schmidt noted the railroad crossing area has some potential as it is one of the gateways to the Village and has land available to develop potential retail locations if desired. The Commission agreed to remove the Pigeon and State Park intersection retail circle from the map, but retain the railroad crossing retail circle.

Kaas noted the map should include all the parks in the Village, as Legion and Wanick were the only two represented on the current map. He noted Schneider and Gosz parks should be added. Schmidt noted the Community Forest area could also be designated on the map, while Herrmann noted the High Cliff Cemetery should be noted as well. Halbach noted the two newest subdivisions in the Village, Pond View Estates and Lakeshore Estates North, should be included on the map, as well as having an official land use designation for the multi-family units on Golf Course Road next to the Community Forest.

8) New Business: None.

9) Correspondences:

A. Cedar Corp. memo and sample documents (Fowle; Nov. 27).

Commissioner Schmidt noted CDA members can be distributed a copy of the comp plan if they wish, but noted members can comment on the plan at the public hearing. Commissioner Herrmann suggested highlighting the changes made to the comp plan for the Village Board to review prior to the public hearing. Schmidt agreed, noting the Village Board has the final say in the plan's approval. Clerk-Treasurer Halbach noted the public hearing would require a special plan commission meeting in January as the regularly scheduled meeting is before the required 30 day notice period. He suggested January 15th or 16th as dates that would fit the notice timeline while still holding the public hearing before the January 22nd Village Board meeting.

Herrmann moved to set the public hearing on Tuesday January 16th at 6:30 pm. Kaas seconded. Motion carried without dissent.

Fowle noted he will have a draft available for the Village Board at their meeting on December 11th. Commissioner Kaas noted the cover image for the plan should be updated as Pond View Estates is not shown in the existing cover page. Chairman Summers thanked Fowle for his working in keeping the process moving for updating the comprehensive plan.

10) Adjourn.

Kaas moved to adjourn at 7:33 pm. Salo seconded. Motion carried without dissent.

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