

Sherwood Plan Commission Meeting Minutes

January 3, 2011

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

Present

Tom Boll
Bob Gillespie
Kathy Salo
Joe Hennlich
David Miller
Scott Sheppard
Steve Summers

Absent

None

Others Present

Randy Friday; Village Administrator
Jim Rath; Village Trustee

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Dec. 6, 2010 (Regular Meeting) – *Boll moved to approve the minutes of the regular meeting of the Plan Commission on December 6, 2010 as presented. Hennlich 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items: None.
- 6) Extraterritorial Review:
- a. Certified Survey Map (CSM) request by Mark Jensen (W5659 Firelane #12 Road) to combine three Town of Harrison parcels on Firelane #12 Road (Parcels 7285, 7286, 7287; Long Beach Plat – Lots 6, 7,8) recreating them as two parcels, Lot One being +/- 17,914 sq. ft, and, Lot Two being +/- 16,354 sq. ft.
- Hennlich moved to recommend approval without objection to the CSM request by Mark Jensen (W5659 Firelane #12 Road) to combine three Town of Harrison parcels on Firelane #12 Road (Parcels 7285, 7286, 7287; Long Beach Plat–Lots 6, 7,8) recreating them as two parcels, Lot One being +/- 17,914 sq. ft, and, Lot Two being +/- 16,354 sq. ft. Salo 2nd. Motion carried unanimously.*
- 7) Old Business: None
- 8) New Business: None
- 9) Correspondences: None
- 10) Adjournment – *Boll moved to adjourn at 7:40 p.m. Salo 2nd. Motion carried unanimously.*

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

Sherwood Plan Commission Meeting Minutes

March 7, 2011

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

Present

Tom Boll
Bob Gillespie
Kathy Salo
Joe Hennlich
David Miller
Scott Sheppard
Steve Summers

Absent

Randy Friday, Village Administrator, excused

Others Present

Susan Williams, Village Clerk

2) Pledge of Allegiance – *recited*

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

4) Approval of Minutes – Jan. 3, 2011 (Regular Meeting) – *Boll moved to approve the minutes of the regular meeting January 3, 2011, as presented. Summers 2nd. Motion carried unanimously.*

5) Citizen comments on agenda items – none present

6) Extraterritorial Review:

- a. Extra-territorial Certified Survey Map (CSM) review request by Thomas and Paul Kuepper (Members-Kuepper Krew, LLC) to re-create two existing lots (N8540 CTH 'N'; Parcel #'s 5974 [13.54 acres] and 5976 [4.94 acres]), in Town of Harrison along CTH 'N', immediately north of STH 114, as two parcels (Lot #1 = 1.00002 acres; Lot #2 = 18.0523 acres).

Hennlich moved to approve without object to the Extra-territorial Certified Survey Map (CSM) review request by Thomas and Paul Kuepper (Members-Kuepper Krew, LLC) to re-create two existing lots (N8540 CTH 'N'; Parcel #'s 5974 [13.54 acres] and 5976 [4.94 acres]), in Town of Harrison along CTH 'N', immediately north of STH 114, as two parcels (Lot #1 = 1.00002 acres; Lot #2 = 18.0523 acres). Sheppard 2nd. Motion carried unanimously.

7) Old Business: None

8) New Business: None

9) Correspondences: None

10) Adjournment - *Salo moved to adjourn at 6:42 p.m. Sheppard 2nd. Motion carried unanimously.*

Minutes presented for review and approval by Susan Williams, Village Clerk.

Sherwood Plan Commission Minutes

June 6, 2011

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

Present	Absent
Bob Gillespie	Scott Sheppard, excused
Joyce Laux	
Kathy Salo	Others Present
John Sharer	Randy Friday, Village Administrator
Steve Summers	Susan Williams, Village Clerk
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Nomination of Chairperson – *Gillespie nominated Summers. Salo 2nd. Summers accepted. No other nominations presented. Nomination carried unanimously.*
- 4) Approval of the Agenda – *Salo moved to approve the agenda as presented. Chairman Summers requested objections to the agenda, with no objections to the agenda as presented, the agenda was approved.*
- 5) Approval of Minutes – March 7, 2011 (Regular Meeting) – *Salo moved to approve the minutes of the regular meeting of March 7, 2011 as presented with correction to Summers name in item 4. Gillespie 2nd. Motion carried unanimously.*
- 6) Citizen comments on agenda items

Dave Schmalz, McMahon, Neenah – regarding agenda item #7

Jim Rath, W4861 Escarpment Ter., Sherwood – regarding agenda item #9 a)

- 7) Extraterritorial Review:
- a. Extra-territorial Certified Survey Map (CSM) review request by Walter Schmalz (McMahon) proposing a 3-lot Certified Survey Map (CSM) for the property (11.571 acres) located at N8340 Firelane 12 (Parcel # 6385) creating the following lots: Lot 1 = 1.814 ac.; Lot 2 = 3.186 ac.; Lot 3 = 6.571 ac. and includes the existing residence.

Salo moved to approve without object to the Extra-territorial Certified Survey Map (CSM) review request by Walter Schmalz (McMahon) proposing a 3-lot Certified Survey Map (CSM) for the property (11.571 acres) located at N8340 Firelane 12 (Parcel # 6385) creating the following lots: Lot 1 = 1.814 ac.; Lot 2 = 3.186 ac.; Lot 3 = 6.571 ac. and includes the existing residence. Gillespie 2nd. Motion carried unanimously.

- 8) Old Business: None

9) New Business:

- a. Request to recommend Zoning Code Amendment for 'Dark Sky Ordinance' (Village lighting standards; Jeff Weyenberg)

Rath addressed the Commission stating his professional experience, his experience with this type of ordinance, that he would serve as a proponent of the 'Dark Sky Ordinance' concept and cautioned Commissioners to proceed slowly.

Salo stated this is not the first time this topic has come up before the Commission.

Summers requested Village Lighting Ordinance copies for all Commission members.

Salo stated that previous discussion on fixtures included as repairs/replacements take place that the Village would adopt a greener approach and reduce the fixtures in the over-lighted areas and questioned the status.

Weyenberg presented basic information on 'Dark Sky Ordinance' and stated his intentions on bringing it to the Commission as an initial discussion and working towards creation of an ordinance for the Village.

Sharer questioned who polices the Village, how is the Village educated and how to get the Village involved.

Weyenberg stated he was looking for support from the Commission and to create working committee to develop proposal to submit to Village Board.

Salo stated she wants to understand where the Village ordinance is currently, where are existing issues, what to address with maintenance of existing system and moving forward with new subdivisions.

Sharer stated the Village should show the residents it is focused on becoming compliant and the costs related to the compliance.

Friday suggested reaching out into the Village through newsletter survey.

Weyenberg moved to create 'Dark Sky Ordinance' advisory committee of Gillespie, Sharer and Rath, to study prospect of ordinance creation and solicit public input. Salo 2nd. Motion carried unanimously.

10) Correspondences: None

11) Adjournment – ***Salo moved to adjourn at 7:41 p.m. Sharer 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.

Sherwood Plan Commission Meeting Minutes
August 1, 2011

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

Present

Bob Gillespie
Joyce Laux
Kathy Salo
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Scott Sheppard, excused

Others Present

Randy Friday, Village Administrator
Susan Williams, Village Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Salo moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – June 6, 2011 (Regular Meeting) – ***Gillespie moved to approve the minutes of the regular meeting of the Plan Commission on June 6, 2011. Sharer 2nd. Motion carried unanimously.***
- 5) Presentation: Discuss *Downtown Market Analysis* information regarding future commercial development (Mary Kohrell; UW-Extension) –

Kohrell addressed the Commission, presenting the process/details in performing a Downtown Market Analysis and options the Village has for conducting analysis (municipal staff only, municipal staff and UW-Extension Staff hybrid or experienced firms).

- 6) Citizen comments on agenda items

Ken Washburn, 2120 S Gladys Ave., Appleton – regarding agenda item 9 c)

- 7) Extraterritorial Review: None

- 8) Old Business: None

- 9) New Business:

- a. Request to recommend Zoning Code Amendment for ‘*Dark Sky Ordinance*’ (Village lighting standards; Jeff Weyenberg): Receive report from *Advisory Committee* and possible recommendation to Village Board –

Advisory Committee presented work performed to date.

Weyenberg moved to direct advisory committee to generate initial 'Dark Sky Ordinance' for the culture of Sherwood. Gillespie 2nd. Motion carried unanimously.

- b. Signage: Request to re-consider 'Regional Wayfinding Signage' (Weyenberg)

Weyenberg presented information on the Fox Cities Convention & Visitors Bureau program and funding available.

Sharer moved to direct Administrator to invite Fox Cities Convention & Visitors Bureau in to future Plan Commission meeting for Wayfinding Signage program presentation. Weyenberg 2nd. Motion carried unanimously.

- c. WisDOT STH 114 Corridor Study: Update; Consider joint meeting with Village Board and Community Development Authority to discuss Sherwood position relative to WisDOT proposal for highway location and impacts on the community

Salo moved to recommend to the Village Board a joint meeting between Village Board, Community Development Authority and Plan Commission on Monday August 8, 2011 at 5:30 p.m. at Sherwood Village Board Chambers with invitation to Chairperson of Towns of Harrison and Woodville to discuss the WisDOT STH 114 Corridor Study plan and alternate proposal presented by Administrator Friday. Sharer 2nd. Motion carried unanimously.

Weyenberg moved to recommend to the Village Board a resolution stating the Plan Commission formally objects to the WisDOT proposed plans and alternatives related to the Hwy STH 114 Corridor Study and favor an on route bypass alternative. Sharer 2nd. Motion carried unanimously.

10) Correspondences: None

11) Adjournment – ***Gillespie moved to adjourn at 9:16 p.m. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.

**Plan Commission, Community Development Authority and
Village Board Special Meeting Minutes**

August 8, 2011

1) Call to Order and Roll Call

a) *Plan Commission:*

Present

Bob Gillespie
Joyce Laux
Kathy Salo
John Sharer
Steve Summers
Jeff Weyenberg

Absent

Scott Sheppard, excused

Others Present

Randy Friday, Village Administrator
Susan Williams, Village Clerk

b) *Community Development Authority:*

Present

Cheryl Dewing
Joe Hennlich
Steve McGrath
Jeff Weyenberg

Absent

Tom Boll, excused
Gary Rosenbeck, excused
Todd Thiel, excused

c) *Village Board:*

Present

Bob Benz
Joe Hennlich
Roger Kaas
Joyce Laux
Jim Rath
Terri Welisek

Absent

none

2) Pledge of Allegiance – *recited*

3) Approval of the Agenda – ***Rath moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***

4) Registered Citizen Comments on Agenda Items

John Slotten, W5785 Hwy 114, Menasha – regarding agenda item 5 a)

Dan Thiel, W2898 Cty. B, Hilbert – regarding agenda item 5 a)

5) New Business:

- a) *WisDOT-proposed STH 114 planning project* upgrading current roadway to 4-lane highway using existing roadway and Right-Of-Way, and planned expansion to include purchase and expansion of ROW impacting Village residences and businesses

Plan Commission Chairman Summers addressed the Board and Authority members with information presented at the stakeholders meetings of the WisDOT STH 114 planning project, proceedings of the August Plan Commission meeting and recommendation of the Plan Commission to state the Village's position of the project.

Welisek and other village officials stated they had requested and continue to wait for the WisDOT staff to provide information and calculations performed by the State for this study.

- i. Consider Resolution #10-2011 disapproving of WisDOT planned roadway expansion.

Benz moved to approve Resolution #10-2011 disapproving of WisDOT planned roadway expansion. Welisek 2nd. Motion carried unanimously.

- ii. Consider submittal of alternative roadway layout (bypass)

Administrator Friday addressed the Board and presented an alternate plan proposal with 2 roadway options which addressed all of WisDOT's Village traffic concerns.

Town of Woodville Chairman Thiel stated the alternate plan presented concerns him due to the loss of farm land and requested additional options to be considered.

Town of Harrison Chairman Slotten stated that the Town will work collaboratively with its neighbors, respects the farm land consideration, appreciates the alternate plan presented and looks forward to other options the Village may develop.

- iii. Consider next steps relative to Sherwood 'position' vis-à-vis WisDOT proposal

Summer stated the Village officials should make every attempt to make clear and direct communication through becoming proactive.

Rath stated that the Plan Commission should consider stakeholders, residents, businesses, Sheriff department, past Board members and Calumet County Supervisor for input for alternatives to consider and a strong unified front.

6) Correspondences—none

7) Adjournment (nlt 6:20pm) – By ***unanimous consent, the meeting adjourned at 6:24 p.m.***

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

Sherwood Plan Commission Meeting Minutes
September 6, 2011

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

Present	Jeff Weyenberg
Bob Gillespie	
Joyce Laux	Others Present
Kathy Salo	Randy Friday; Village Administrator
John Sharer	Jim Rath; Village Trustee
Steve Summers	Lynn Peters; Fox Cities Convention &
Scott Sheppard	Visitors Bureau

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Laux moved to approve the agenda as presented. Sharer 2nd. Motion carried unanimously.*
- 4) Approval of Minutes
- a. August 1, 2011 (Regular Meeting) – *Gillespie moved to approve the minutes of the regular meeting of the Plan Commission on June 6, 2011. Sharer 2nd. Motion carried unanimously.*
- b. August 8, 2011 (Special Joint Meeting of Village Board, Community Development Authority, and Plan Commission – *Weyenberg moved to approve Minutes. Salo 2nd. Motion carried unanimously.*
- 5) Presentation: Fox Cities area signage as part of the Wayfinding Signage Program (Lynn Peters; *Fox Cities Convention & Visitors Bureau*) –

Peters addressed the Commission, presenting the process and details if the Village wishes to reconsider its participation in the *Fox Cities Wayfinding Signage Program* advanced by her group. She noted ten communities participate in the program and approximately 100 signs are in place around the Appleton area. Grants may cover up to 75% of the signage cost, with the Village responsible for placement of the signs. The signs are not approved for placement in WisDOT *Right-of-Way*.

Commission voted to establish an ad hoc Sub-committee composed of Members Weyenberg, Summers, and Sharer to meet with and work through the details of what signs, at what cost, and their appropriate location may be applicable for placement in Sherwood. *Motion made by Weyenberg, 2nd by Sharer. Unanimously approved.*

Welcome to the Village of Sherwood Plan Commission Meeting

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

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

- 6) Citizen comments on agenda items: None.
- 7) Extraterritorial Review: None
- 8) Old Business:
 - a. *'Dark Sky Ordinance'* (Village lighting standards; Jeff Weyenberg)

Ad hoc, Sub-committee Chair Gillespie presented an overview of the work done to date, including the report presented last month. By the October meeting, the group will complete its work relative to possible ordinance creation.

- b. *'Sewer Service Area' Plan Update*

Administrator Friday presented an historical overview of the plan update work done to date. The *Plan Update Report* prepared by McMahon Associates (Winter, 2010) was discussed. As per the *Utility Commission*, the *Plan Commission* was asked to weigh in on the report regarding its inclusion in the East Central Wisconsin Regional Planning Commission *Sherwood SSA Plan Update* process. ***Motion to include the Fire Lane 12 to State Park Road Report and recommendations by the Village engineers as a portion of the SSA Update made by Sheppard, 2nd by Laux. Unanimously approved.***

- 9) New Business:
 - a. WisDOT *STH 114 Corridor Study – Discussed.*

Village will invite WisDOT–Northeast Region Director Will Dorsey early next year to discuss a mutually-acceptable route for possible future STH 55/114 improvements.

Relative to potential highway reconstruction in the downtown area, Administrator Friday discussed re-directing FY2011 *Budget* account funds (*Downtown – Personnel; Planning*) to hire out for professional services to conduct a *Downtown Market Analysis*, as discussed in August, by Mary Kohrell (UW Ext.) in her presentation. ***Motion to hire out for a Downtown Market Analysis using re-directed FY2011 Budget funds equaling up to \$53,888 made by Gillespie, 2nd by Laux. Unanimously approved.***

- 10) Correspondences:
 - a. Town of Harrison – *Incorporation (Newsletter – Summer, 2011): Reviewed.*

- 11) Adjournment – ***Gillespie moved to adjourn at 8:35 p.m. 2nd Salo. Unanimously approved.***

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

Welcome to the Village of Sherwood Plan Commission Meeting

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

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

Sherwood Plan Commission Meeting Minutes

October 3, 2011

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

Present	Absent
Bob Gillespie	none
Joyce Laux	Others Present
Kathy Salo	Randy Friday; Village Administrator
John Sharer	Susan Williams, Village Clerk
Steve Summers	
Scott Sheppard	
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Salo moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.*

Chairman Summers stated he would recues himself and join the audience during agenda item 8 a).

- 4) Approval of Minutes – Sept. 6 (Regular Meeting) – *Laux moved to approve the minutes of the regular Plan Commission meeting of September 6, 2011 as presented. Salo 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items

Kelli Arndt, 838 Emily St., Menasha – regarding agenda item 8) a
J P Jedwabny, 2647 Millbrook, Neenah – regarding agenda item 8) a
David Miller, W4887 Spring Hill Dr., Sherwood – regarding agenda item 8) a

- 6) Extraterritorial Review: None

- 7) Old Business:
- a. Fox Cities area signage as part of the Wayfinding Signage Program (*Fox Cities Convention & Visitors Bureau*)
 - i. Sept. 14, 2011 – *Meeting Minutes*
 - ii. *Recommendation for Proposed Wayfinding Signs (3) – Sept. 14, 2011*

Weyenberg moved to accept the proposal of the sub- committee on Wayfinding and recommend purchase and placement of 3 gateway signs, with a total estimated \$3,500 cost, contingent upon 50% grant from Fox Cities Convention & Visitors Bureau and 50% grant from Heart of the Valley, which will leave a Village cost of \$900 plus sign post costs, further contingent upon sign location approval of WDOT and Town of Harrison. Sheppard 2nd. Laux - nay. Motion carried.

- b. *'Dark Sky Lighting Ordinance'* (Village lighting standards; Weyenberg)
 - i. Sept. 20, 2011 – *Meeting Minutes*
 - ii. *Recommendation regarding Outdoor Lighting Ordinance – Sept. 20, 2011*
 - iii. *Educational Outreach to Residents* (Sharer)

Gillespie presented a summary of the report and informed the Commission of the findings of the sub-committee. The sub-committee recommends no ordinance creation at this time due to the current Village ordinances in place, the powers of the Village Plan Commission and new Federal regulations that will come into place into 2012.

Sharer explained the educational letter and stated that this letter is a draft and will have additional modifications if the Village Board so sees fit

Sharer moved to accept the report and draft of educational letter from the sub-committee on Dark Sky Lighting Ordinance. Weyenberg 2nd. Motion carried unanimously.

Weyenberg moved to recommend the educational letter placed on the Village website and reference to it made in next Village newsletter. Sharer 2nd. Motion carried unanimously.

8) New Business:

Weyenberg nominated Sheppard to act as Plan Commission chairperson. Sharer 2nd. Motion carried unanimously.

Summers recused himself to the audience.

- a. Carrington Court Development (Jedar Development): Discussion regarding changing current ownership status to *Non-Condominium-owned* development status, and proposed signage at Carrington Court

Administrator Friday presented background information on the Carrington Court Development referencing Plan Commission and Village Board minutes and resolution related to this project.

Ms. Arndt addressed the Commission with concerns of the on-going development of Carrington Court in light of new lending laws.

Ms. Arndt requested the Commission permission to:

- 1) Change the development from a condominium ownership to homeownership
- 2) Change the number of units from 14 total to 11 or 12, entry (gateway) homes would still be duplexes with the remaining units single patio homes
- 3) Place a development sign at entrance to development

Salo and Weyenberg questioned the gateway homes being the duplex style.

Weyenberg inquired as to how the association would change from condominium to home.

Sheppard asked Arndt how the layout of the remaining units as proposed would fit into the development.

Arndt stated the development is currently zero lot line, so the lines originally drawn between the units would be adjusted.

Sheppard questioned what a Planned Unit Development (PUD) was.

Arndt stated that a PUD is where a developer takes a plot of land and develops it according to the Village guidelines.

Sheppard confirmed with Arndt that construction will take place as lots are sold and financing is secured by the developer.

Summers and Miller stated they have had conversations with Arndt and Jedwabny in regards to this proposal and requested the proposal to be in writing.

The Commission requested Arndt and Jedwabny return to a future Commission meeting with a written proposal with all required details (application, plans, building materials, sq. ft. specs. etc.)

Summers returned to the Commission table at 8:00 p.m.

9) Correspondences:

- a) Sewer Service Area – Plan Update (Joe Huffman – East Central Wisconsin Regional Planning Commission; Sept. 19 – reviewed

10) Adjournment – *Weyenberg moved to adjourn at 8:02 p.m. Sheppard 2nd. Motion carried unanimously.*

Minutes presented for review and approval by Susan Williams, Village Clerk.

Sherwood Plan Commission Meeting Minutes
November 7, 2011

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

Present	Absent
Bob Gillespie	none
Joyce Laux	Others Present
Kathy Salo	Randy Friday; Village Administrator
John Sharer	Susan Williams, Village Clerk
Steve Summers	
Scott Sheppard	
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Gillespie moved to approve the agenda as presented. Sheppard 2nd. Motion carried unanimously.*

Chairman Summers stated he would recues himself and join the audience during agenda item 8 a).

- 4) Approval of Minutes – Oct. 3 (Regular Meeting) – *Salo moved to approve the minutes of the regular Plan Commission meeting of October 3, 2011 as presented. Weyenberg 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items:

Kelli Arndt, 838 Emily St., Menasha – regarding agenda item 8) a

- 6) Extraterritorial Review: None

- 7) Old Business:

- a. Fox Cities area signage as part of the Wayfinding Signage Program (*Fox Cities Convention & Visitors Bureau*): Returned from Village Board

Weyenberg shared the request of the Village Board for the Wayfinding Signage program.

Sheppard inquired if Wanick Park could be listed on the signs.

Commission briefly reviewed the points the Village Board requested to be addressed:

- 1) *Currently no downtown area – Commission stated that they do not want to pass up the opportunity of saving Village funds and the businesses currently in the downtown area will benefit from these gateway signs.*

- 2) *Permission from WDOT for sign placement – Commission reported the Convention Bureau stated the WDOT will not approve location of the signs until after the Village has officially approved the plan for the signs.*
- 3) *High Cliff State Park participation and existing signs – Commission stated the Park brings people into the area.*
- 4) *Signs are confusing in directing to golf – Commission stated golf brings people into the area and internal Village signs could clear up the confusion.*
- 5) *Wanick Park is not identified – Commission stated that the inclusion on the signs can be researched, at this point Wanick is not a regional park now, but could be with the development that will occur in the next few years and internal Village signs could assist the identification.*

Summers, Sharer and Weyenberg will meet to further discuss these items and report back to the Commission.

b. Lighting – ‘Dark Sky compliant fixtures’

Friday stated that the lighting replacement funds were originally in the FY2012 budget and the Board did retain for FY2012.

Weyenberg stated that the education aspect of the Dark Sky compliance can be started through the newsletter; new lighting standards can meet the Dark Sky compliance fixtures and the Board expressed interest in the reduction of utility and lighting costs.

Weyenberg nominated Sheppard to act as Plan Commission chairperson. Sharer 2nd. Motion carried unanimously.

Summers recused himself to the audience.

8) New Business:

- a. Carrington Court Development (Jedar Development): Request to change housing development-approved PUD terms (2007):
 - i. Change ownership status stipulating *Homeowner’s Association* to *Non-Condominium-owned* status.
 - ii. Change approved setback requirements on certain lots.
 - iii. Reduce approved number of total dwelling units (from 14, to 11 or 12, on 10 lots) by reducing number of ‘duplex’ units.
 - iv. Allow *Carrington Estates* informational signage at Carrington Court roadway entrance denoting the development.

Jeff Rustick, Schular and Associates, Appleton, WI addressed the Commission, explaining the original approved plan of the Jedar development, the changes proposed and the process/ nature of housing developments.

The Commission, Jedar Development, current property owners and Rustick discussed the situation and current status of the development documents.

Weyenberg moved to table agenda item 8.a.i. until Commission agenda items 8 a.ii., iii., and iv., are addressed. Gillespie 2nd. Motion carried unanimously.

Administrator Friday stated the sign presented in agenda item 8 a. iv. is allowed as an identification ground sign located within a residential district per Village zoning regulations. Friday went on to say that the plat submitted for approval must include identification of upon which lot the sign would be located, it cannot be located in the road right away and ownership of it must be assigned.

Gillespie moved to state the changes proposed by Jedar Development for Sherwood Estates is substantial and requires a public hearing. Laux 2nd. Motion carried unanimously.

Weyenberg moved to approve agenda item 8 a.:

ii. Change approved setback requirements on certain lots.

iii. Reduce approved number of total dwelling units (from 14, to 11, on 10 lots) by reducing number of 'duplex' units.

iv. Allow Carrington Estates informational signage at Carrington Court roadway entrance denoting the development

as presented by Jedar Development documents contingent upon ownership change from condominium to home. Gillespie 2nd. Motion carried unanimously.

b. Item submittals by Plan Commission members: Consider list of future discussion and/or work items. – Chairman Summers presented topic and requested Commission members to bring different issues to the next meeting to prioritize for future discussion.

c. Appreciation Dinner – Note date & time (No Village Business will be conducted although a quorum may be present). – reviewed

9) Correspondences: None.

10) Adjournment – ***Sheppard moved to adjourn at 8:24 p.m. Salo 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.

Sherwood Plan Commission Meeting Minutes

December 5, 2011

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

Present	Absent
Bob Gillespie	none
Joyce Laux	Others Present
Kathy Salo	Randy Friday; Village Administrator
John Sharer	Susan Williams, Village Clerk
Steve Summers	
Scott Sheppard	
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Sharer moved to approve the agenda as presented. Gillespie 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Nov. 7 (Regular Meeting) – *Salo moved to approve the minutes of the regular meeting of November 7, 2011 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Citizen comments on agenda items

Dave Schmalz, McMahon Group, 1445 McMahon Drive, Neenah – regarding agenda item 9) b.

Julie Jebwabny, 3119 N. Division, Appleton – regarding agenda item 8) a

Kelli Arndt, 838 Emily St., Menasha – regarding agenda item 8) a

- 6) Officer's Report
- a) Plan Commission Chair – *Chairman Summers requested Administrator Friday to update the Commission on the status of the downtown market study, cell tower and Fire Lane.*
- a. Zoning Administrator – *Friday reports that the January meeting will be January 3, 2012 due to holiday closure January 2, 2012.*
- 7) Extraterritorial Review:
- a. CSM Request (Pitzen) to divide parent parcel (ID #7046; N7272 STH 55 – Zahringer) and re-create as two lots; Lot #1 (5.0 acres) and Lot #2 (43.689 acres)

Salo moved to approve without objection to the Extra-territorial Certified Survey Map (CSM) review request by(Pitzen) to divide parent parcel (ID #7046; N7272 STH 55 – Zahringer) and re-create as two lots; Lot #1 (5.0 acres) and Lot #2 (43.689 acres). Sheppard 2nd. Motion carried unanimously.

- b. CSM Request (Pitzen) to divide parent parcel (ID #6811; Zahringer) and re-create as two lots; Lot #1 (2.0 acres) and Lot #2 (12.927 acres)

Laux moved to approve without objection to the Extra-territorial Certified Survey Map (CSM) review request by(Pitzen) to divide parent parcel (ID #6811; Zahringer) and re-create as two lots; Lot #1 (2.0 acres) and Lot #2 (12.927 acres). Salo 2nd. Motion carried unanimously.

Chairman Summers recused himself to the audience and Commissioner Sheppard stepped into chair this portion of the meeting.

8) Old Business:

- a. *Preliminary Plat – Carrington Court Development (Jedar Development): Request to make changes to housing development (approved PUD; 2007).*
 - i. *Change ownership status stipulating Homeowner’s Association to Non-Condominium-owned status.*
 - ii. *Change approved setback requirements on certain lots.*
 - iii. *Reduce approved number of dwelling units (from 14, to 11 on 10 lots) by reducing number of ‘duplex’ units.*
 - iv. *Allow Sherwood Estates informational signage at Carrington Court roadway entrance.*

Jebwabny and Arndt addressed the Commission with information on the plat, specifics on the placement of the development sign and status of development covenants.

Jeff Rustick, Schular and Associates, Appleton, WI addressed the Commission indicating the location of the sign on lot 10.

Arndt stated the sign will be maintained by the homeowners association.

Summers stated that the covenants have been resolved to a satisfactory level.

Weyenberg moved to recommend approval of the preliminary plat of the Sherwood Estates development (Carrington Court) changing ownership status to Non-Condominium – owned status. Gillespie 2nd. Summers – abstained. Motion carried.

Friday stated the public hearing will take place at the January 9, 2012 Village Board meeting.

- b. Fox Cities area signage as part of the Wayfinding Signage Program (*Fox Cities Convention & Visitors Bureau*): Ad hoc subcommittee
 - i. *Minutes – Nov. 11, 2011*
 - ii. *Minutes – Nov. 23, 2011*
 - iii. *Recommendation of proposed Wayfinding Signs*

Summers, Sharer and Weyenberg presented information on the program, location of signs and requested response/input as to the locations listed and language on the signs.

Weyenberg moved to approve the Wayfinding sign program for the Village and the sign location and language presented. Sheppard 2nd.

Sheppard moved to amend the motion to include a sixth location at the east side of the intersection of Hwy 10 and Cnty M for westerly traffic. Weyenberg 2nd. Amendment carried unanimously.

Weyenberg moved to amend the main motion to set sign language of the 6th sign with Downtown Sherwood, Golf Courses, Wanick/Legion Park and Wisconsin International Raceway.

Summers took voice vote on the amendment of the 6th sign language (individually) with Downtown Sherwood and golf course language receiving positive support and no support for the Wanick/Legion and WIR language.

Weyenberg moved to amend the amendment to state the last 2 spots of the 6th sign would be for Town of Harrison and the Convention & Visitors Bureau to populate as they see fit. Sharer 2nd.

Summers inquired if Weyenberg would be open to a friendly amendment to state the last 2 spots on the 6th sign to be defined with guidance from the Convention & Visitors Bureau.

Amendment to the amendment as friendly amended carried unanimously.

The main motion as amended carried unanimously.

9) New Business:

- a. Request to place (large) temporary signage at 'Millie's Restaurant' (Castle Square Condo Units; Applicant will bring materials to meeting).

Abdula Ibraimi, W511 Castle Drive, Sherwood addressed the Commission to request the placement of a temporary sign at 'Millie's Restaurant'.

Gillespie moved to recommend approval of a temporary 8 ft by 4 ft sign, back to back, east west orientation (perpendicular to road) at Millie's Restaurant for 6 months in duration, subject to coordination with the property owner. Weyenberg 2nd. Motion carried unanimously.

- b. CSM #2011-01: Request by the Village to (re-)create lots to allow placement of a public roadway (Knight Drive Extension) serving the future Upper Wanick Park, beginning at existing gravel drive on Castle Drive at *BACU*, extending northwest

past *The Outpost*, returning south on Village-owned land to Castle Drive. Lot ownership includes the Village, *Legacy Communications*, and *The Outpost*.

Schmalz presented the Certified Survey Map CSM #2011-01 to the Commission and responded to their questions.

Weyenberg moved to recommend approval without objection the CSM #2011-01: Request by the Village to (re-)create lots to allow placement of a public roadway (Knight Drive Extension) serving the future Upper Wanick Park, beginning at existing gravel drive on Castle Drive at BACU, extending northwest past The Outpost, returning south on Village-owned land to Castle Drive. Lot ownership includes the Village, Legacy Communications, and The Outpost. Gillespie 2nd. Motion carried unanimously.

- c. RP #2011-01: Request by the Village to rezone commercial and park lands involved in land swap allowing placement of new roadway (Knight Drive Extension) to serve *Upper Wanick Park*.

Friday informed the Commission that the land exchange involved in the project required rezoning.

Weyenberg moved to recommend approval of RP #2011-01: Request by the Village to rezone commercial and park lands involved in land swap allowing placement of new roadway (Knight Drive Extension) to serve Upper Wanick Park. Salo 2nd. Motion carried unanimously.

Friday stated that the public hearing will be called for at the January 9, 2012 regular Village Board meeting.

- d. Consider/Approve appointee to *Upper Wanick Park – Citizen Committee* to formulate possible development scenarios (one person)

Weyenberg stated since he is on the Village Board, he would remove his name for consideration to the citizen committee nomination.

Friday shared with the Commission the different backgrounds of some members.

Sharer nominated Summers to be appointed to the Upper Wanick Park – Citizen Committee. Summers accepted the nomination.

No other nominations were presented.

Nomination carried unanimously.

Summers stated he has some travel plans this winter and if required would report back to the Commission if he needed someone to step in. Sheppard stated he would make himself available as a fill in basis.

- e. Plan Commission member submittals: Consider future discussion or work items.

Summers stated he has received items from some Commissioners of discussion items. Summers went on to say that if there are any other items to consider, to forward them to him and he will summarize and present the list at the January meeting.

10) Correspondences: None.

Friday stated the next Plan Commission meeting is January 3, 2012, the Fire Lane 12 report continues to remain with the East Central Wisconsin Regional Planning, the downtown market study is in process with a semi working model at the present time, the working model to be ready by the end of 2011 and RFP to be distributed early January 2012, and lastly residents have been inquiring into the status of the cell tower, since this is under a conditional use process with public hearing there is not an expiration date to the project.

11) Adjournment – ***Sheppard moved to adjourn at 8:20 p.m. Sharer 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.