

**Sherwood Plan Commission  
Meeting Notice and Agenda  
Jan. 4, 2021 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

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

# **NOTICE OF MEETING CANCELLATION**

**Note: The Plan Commission will seek an alternative date to hold a January Meeting depending on availability and business items.**

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

January 21st, 2021

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

***Present:***

*Jean DeKeyser (virtual)*

*Bob Gillespie*

*Joyce Laux*

*Brad Schmidt (virtual)*

*Steve Summers*

***Absent:***

*Kathy Salo*

*Scott Sheppard*

***Others Present:***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Brenda Stumpf, Rec Coordinator*

*Craig Hamilton, AIT*

- 2) Pledge of Allegiance. – *Recited*
- 3) Approval of the Agenda. – *DeKeyser moved to approve the agenda. Gillespie seconded. Motion carried unanimously.*
- 4) Approval of Minutes: Dec. 7, 2020 (Regular Meeting). – *DeKeyser moved to approve the December 7<sup>th</sup>, 2020 minutes. Gillespie seconded. Motion carried unanimously.*
- 5) Citizen comments on agenda items.

*John West*

*N634 Military Road*

*Re item 6(b)*

*Tony Genisot*

*N583 Robinhood Way*

*Re item 8(b)*

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

*Chair Summers thanked the Commission for taking the time to meet on a Thursday night for the special meeting.*

B. Zoning Administrator.

- a. Rezoning Petition: CTH 'M' parcels (N634 Military Rd.): Schedule for rezoning; Public Hearing at Village Board).

*Administrator Friday gave an update for John West of N634 Military Road about the upcoming Public Hearing at the Village Board meeting on February 8<sup>th</sup>, and that the Plan Commission had already approved his CSM back in August 2020. Friday informed West of the process for when he wants to build on his site that he must submit his site plan to the Plan Commission.*

- 7) Old Business:
- A. Area Development Plan – Pigeon Road vacant land development – Consider future residential development, including storm water pond placement (Roger Bowers Trust–38 ac.); Nate Welhouse–20 ac.).

(Note: Applicant to hold resident meeting with Lakeshore Estates-East pond residents).

*Nothing new to report.*

B. *Area Development Plan – Pigeon Road (re-)development:* Enclosure of outdoor storage units at N7732 State Park Road (High Cliff Storage, LLC).

*Friday informed that commission that he spoke with the applicant (Mike Van Lanen), and that he will likely be at the next Plan Commission meeting to present.*

8) New Business:

A. *CSM #2021-01: A Certified Survey Map (N516 Military Road; Cunningham) splitting parcel (Tax ID #13537; 2.34 ac.) into two lots – Lot #1 = 1.99ac and Lot #2 = 0.36ac.*

*Friday presented the CSM to the commission. He discussed how the new lot #2 is a residential lot, and that they had to add in the sewer easement to the CSM before bringing it to the Commission.*

***Schmidt moved to approve CSM#2021-01: A Certified Survey Map (N516 Military Road; Cunningham) splitting parcel (Tax ID #13537; 2.34 ac.) into two lots – Lot #1 = 1.99ac and Lot #2 = 0.36ac. DeKeyser Seconded. Motion carried unanimously.***

B. *Site Plan Review:* Consider placement of asphalt driveway and drive-thru area serving former-Pelenque's site (MT Solutions; Castle Square Condos, Units #4 & #5).

*Friday started the discussion about the property and advised the commission to be conscious of the future and to look over the proposed site plan closely. Tony Genisot then discussed about how the former tenants of the property had a busy breakfast crowd, and that he hopes the future tenants do as well. He also mentioned that he had the approval from the other tenants in the complex to bring in a coffee shop. Genisot also referenced page 16 of the agenda packet for what he needed to do to successfully add in the drive-thru lane. Commissioner DeKeyser asked that the plan would be in compliance with the recent exterior lighting ordinances, which Genisot agreed with. Chairman Summers asked some questions about the parking situation and how much blacktop would be going into the property to which Genisot added that only the new drive-thru would be paved, and that the rest of the lot would be the existing gravel. Genisot also presented details about the new order board, and how the existing transformers would be protected from the drive-thru traffic.*

***Gillespie motioned to approve placement of asphalt driveway and drive-thru area serving former-Pelenque's site (MT Solutions; Castle Square Condos, Units #4 & #5), with the following provisions: an enclosed dumpster, an allowance for a potential extra parking spot, must be compliant with the new exterior lighting ordinances, and the asphalt driveway must be completed by July 1<sup>st</sup>, 2021. DeKeyser seconded. Motion carried unanimously.***

C. Village Trail Map (PRUT Board).

*Rec Coordinator Brenda Stumpf presented an updated trail map to the Commission. She stated that the most recent map was completed in 2004. Stumpf also stressed that the proposed trails are strictly placeholders. Stumpf, Summers, and Friday agreed that it is important to have collaboration with developers to maintain the mutual benefit of a trail system. Summers questioned why the trail by Miller Pond is not paved, and Friday responded with that specific trail is part of the old rail line spur. Summers stated that it might be worth having discussion on paving some more trails in the future. Stumpf also gave an update on the Friendship Trail with the Fox Cities Greenways Group to connect trails from the valley all the way to High Cliff State Park. She also briefly presented on the Park Impact Fee, which if approved by the Village Board would greatly improve the PRUT Board's ability to use funds for future trails.*

9) Correspondences:

*Friday brought to the attention of the Commission an email discussion with the Play & Grow Learning Center about a potential expansion and possible purchase or donation of village land for future reference.*

10) Adjourn. – ***Gillespie moved to adjourn at 7:59 p.m. Laux seconded. Motion carried unanimously.***

*Respectfully Submitted for review and approval by Nick Halbach, Clerk-Treasurer*

## Sherwood Plan Commission Meeting Minutes February 1<sup>st</sup>, 2021

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

***Present:***

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

***Absent:***

*Jean DeKeyser*

***Others Present:***

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

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – *Sheppard moved to approve the agenda. Laux seconded. Motion carried unanimously.*
- 4) Approval of Minutes: Jan. 21 (Special Meeting) – *Gillespie moved to approve the January 21<sup>st</sup> minutes. Laux seconded. Motion carried 4-0-2. Salo and Sheppard abstain.*
- 5) Citizen comments on agenda items

*Mike Van Lanen                      N336 CTY Road N Appleton, WI                      Re item 8(a)*

- 6) Officer's Report

A. Plan Commission – Chair

*Chairman Summers suggested taking some time with Administrator Friday to look around the village at signs to see if businesses are in compliance with the recently passed ordinances.*

B. Zoning Administrator

*Administrator Friday gave an explanation of how the lots have been split up and given addresses at the Former 18<sup>th</sup> Hole of High Cliff Golf Course, and that the developer is waiting on county approval to start building.*

- 7) Old Business:

A. *Area Development Plan – Pigeon Road vacant land development – Consider future residential development, including storm water pond placement (Roger Bowers Trust–38 ac.); Nate Welhouse–20 ac.).*

*(Note: Applicant to hold resident meeting with Lakeshore Estates-East pond residents).*

*Nothing new to report.*

8) New Business:

- A. *Site Plan Review:* Consider proposed enclosure of outdoor storage units (N7732 State Park Road; Lot #2) including replacement of graveled area with asphalt base, moving asphalt driveway, adding stormwater management, signage, etc.  
(Notes: Lot #2 created via CSM #2020-07; Current 'C-2' zoning is acceptable for site plan development; Applicant: High Cliff Storage, LLC).

***Salo moved to amend agenda to include discussion on Lot 1. Sheppard seconded. Motion carried unanimously.***

*Mike Van Lanen presented his site plan with plans for both Lots 1 and 2 including a landscape plan that was submitted during the presentation. Van Lanen explained that he has agreements from his tenants to fix the existing parking flow around the existing building in Lot 1. This plan includes creating a separate parking area for the High Cliff Golf Course staff. After discussion about potential maintenance vehicles crossing Pigeon Road because of the new parking lot, Van Lanen made it clear that no golf carts should be on the property. This cleared up a potential issue with a Village Ordinance that would require approval from the Village Board.*

*Van Lanen then let John Davel of Davel engineering explain what the plan is for the second lot. Davel mentioned that the two proposed structures would be built in phases with the first coming this summer or fall, and the second preferably next summer. Davel also pointed out that the stormwater pond would be on the north end of Lot 2, and that it will be a dry pond with an inlet for a sump pump to maintain good water quality. Van Lanen then talked more about asphalt and how the entire first phase of the project will be paved with the exception for the existing gravel area that serves the High Cliff Golf Course maintenance area.*

*Chairman Summers then asked Van Lanen about a potential lighting plan for the project, which Van Lanen did not have for the presentation. Van Lanen responded that on past projects, he has gotten site plan approval contingent upon meeting lighting standards.*

*He then led discussion about signage, and how he used both front facing walls of the two new buildings to calculate the proposed sign size. After some discussion, most of the commission agreed that the sign on Van Lanen's drawings was too large for the standards set in the code.*

***Sheppard noted for the minutes that sign ordinances could be a potential future agenda item to add clarity.***

*Administrator Friday then posed the questions if Van Lanen needed approval at this meeting or if he would be willing to wait until next month's meeting with more information about his proposed sign. Van Lanen responded that he would rather have his site plan approved today with contingencies in order to keep his project moving.*

***Gillespie moved to approve the site plan contingent on the following:***

- *A sign directive in compliance with sign ordinances*
- *Project meets all lighting ordinances*
- *The village's engineers approve the stormwater plan*
- *The new parking lot on Pigeon Road will be paved*
- *The new parking lot on Pigeon Road will be signed specifically for High Cliff Golf Course employees*

*Schmidt seconded. Motion carried unanimously.*

9) Correspondences:

A. *Consider request for land due to possible expansion (Play & Grow Daycare; Jan. 26).*

*Administrator Friday explained that the info distributed in the agenda packets is all of the information that he has at the moment. The Commission had an overall consensus of not just giving away part of the village's property based off of the information currently given to them.*

10) Adjourn – *Sheppard moved to adjourn at 8:19 pm, Gillespie seconded. Motion carried unanimously.*

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

## Plan Commission Meeting Minutes March 1<sup>st</sup>, 2021

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

***Present:***

*Jean DeKeyser (virtual)*  
*Joyce Laux*  
*Kathy Salo*  
*Brad Schmidt (virtual)*  
*Scott Sheppard*  
*Steve Summers*

***Absent:***

*Bob Gillespie*

***Others Present:***

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

- 2) Pledge of Allegiance. – Recited
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Sheppard seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 1 (Regular Meeting). – ***Salo moved to approve the 2-1-21 minutes. Sheppard seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.

***Sheppard moved to suspend the agenda to go to agenda item number 9(a). Salo seconded. Motion carried unanimously.***

- 6) Officer's Report

A. Plan Commission – Chair.

*Chairman Summers reported to the Village Board about the sign ordinance compliance deadline of July 1st. Commissioner DeKeyser asked if there was a current list from prior years, which Administrator Friday reported there was. Summers asked Friday to resurrect and update the list. He announced he will not be at the next meeting.*

B. Zoning Administrator.

*Administrator Friday reported he and Summers spoke with Mike Van Lanen. He is progressing well with the five stipulations the Commission gave as contingencies to their approval in February. Friday received a lighting plan, a sign proposal in compliance with village ordinances, the good to go from the village engineer for the stormwater pond, and confirmation about the new parking lot designations. Also, weight limits go into effect Monday March 8th for all trucks using public roadways.*

- 7) Old Business:



- A. *Area Development Plan – Pigeon Road vacant land development* – Consider future residential development, including storm water pond placement (Roger Bowers Trust–38 ac.); Nate Welhouse–20 ac.).  
(Note: Applicant to hold resident meeting with Lakeshore Estates-East pond residents).

*Nothing new to report.*

8) New Business:

- A. *CSM #2021-02*: A certified survey map request (Feathercrest Development, LLC) to combine Parcels #13601, 13602 and 13606 into Lot #1 (Total = 5.267ac) bounded by STH 55-114 [north] and Knight Drive [south], Wanick Park [west] and W665 Veterans Avenue [east].

***Schmidt moved to approve CSM #2021-02: A certified survey map request (Feathercrest Development, LLC) to combine Parcels #13601, 13602 and 13606 into Lot #1 (Total = 5.267ac) bounded by STH 55-114 [north] and Knight Drive [south], Wanick Park [west] and W665 Veterans Avenue [east]. Sheppard seconded. Motion carried unanimously.***

- B. *Pre-Petition Conference*: Discussion regarding pending rezoning petition supporting a Planned Development District (PUD) in advance of public hearing(s).  
Note: See *Item 8a* (Feathercrest Development, LLC).

*Travis Dudovick (W4723 Castle Drive) and Mike Kohlbeck (McMahon Associates) presented plans for a private unit development (PUD) on the land to the east of Wanick Park on Knight Drive. Dudovick indicated there will be twenty individual homes approximately 1400 square feet with two bedrooms and two bathrooms each in ten duplex buildings. Those buildings will be age restricted for 55+ with an estimated sale price of \$279,000.*

*Kohlbeck discussed how all proper setbacks are being met, as there was some previous concern about being too close to STH 55/114. A berm will be placed to block the view of STH 55/114 similar to one in Wanick Park. A detention pond will go near where the existing home is on the northern end of the property. The northern third of the lot will drain into the village's pond off of Lake Breeze Drive. The southern two thirds of the lot will drain into the stormwater pond by the grocery store.*

*Discussion then was geared towards the placement of fire hydrants and how they were tied into the village's water system. Kohlbeck mentioned that any part of the property must be within 500 feet of a hydrant, which Dudovick confirmed with the Village of Harrison's fire chief. Administrator Friday asked about the northern edges of the property as the existing hydrant on village property near that area is getting decommissioned. Kohlbeck and Dudovick were confident that the hydrant off of Knight Drive would meet the requirements necessary. Chairman Summers asked about the road width of the private drive to be accommodating for a fire truck. Kohlbeck noted that the twenty feet width proposed was designed specifically with that in mind.*

*Commissioner Laux asked if it would be required to open cut the road to connect to the Village Water Main, or if it is possible to bore under. Commissioner Sheppard and Kohlbeck agreed it would be difficult not to open cut given the existing location of a potential tie-in being located so close to the curb line. Dudovick asked Kohlbeck to see if they could get creative to avoid that extra cost of open cutting the road.*

*Sheppard asked if the plan was to have one water meter station, similarly to the HCGC PUD reviewed by the Commission. Dudovick stated he would like to work more with McMahon to refine the final plan.*

*Friday explained the CDA already approved a memorandum of understanding with Dudovick for a pay as you go agreement. Friday asked Dudovick about why he needs the PUD compared to a normal public development. Dudovick replied he would rather have a unique one-way road circular drive with a shared center greenspace instead of any ordinary cul-de-sac, which would be the case if the PUD would not go through. Friday stated the proposed plan is a good use of space considering the area of the development and that it helps meet the needs identified in the 2017 Senior Housing Study.*

*Summers asked about the ability for prospective buyers to customize the homes once they purchase them. Dudovick responded they will be able to, and that once the homes fill in with owners, each homeowner will have a single vote per property that they own in the homeowner's association.*

*Sheppard shared his concerns about the private road possibly becoming the Village's responsibility in the distant future, and if the proposed road width is okay going forward. Friday responded stating the Village does not have to assume control should the development not come to fruition after the road is built. Sheppard and Friday agreed that Dudovick and Kohlbeck should compile a list of variances to make sure they have everything prepared for the public hearing.*

***Sheppard moved to call the pre-petition conference complete. Schmidt seconded. Motion carried unanimously.***

*Dudovick stated he will get a list compiled as soon as possible and have it ready for the next meeting. Commissioner DeKeyser asked if a virtual public hearing will be fine after the large amount of people that spoke for the HCGC PUD petition. Friday replied this project is the exact opposite of HCGC as the property has only one abutting residential home owner compared to the many of HCGC.*

## 9) Correspondences:

### A. '5G Towers – Please Say No!' (Laura Yaeger; Feb. 19).

*Laura Yaeger of N7883 Cliffwood Drive expressed her concerns about the 5G small cell towers proposed in Wis Bill 239 that would allow the FCC to install the towers in any*

*subdivision they wish. Yaeger noted that in other municipalities there are ordinances to have the towers banned. She explained the bandwidth has been known to cause health problems, and the main difference from 4G to 5G is that 5G can be placed on every single light pole compared to having one large tower for a 4G network. Yaeger explained with more towers closer to residential areas, the levels of radiation are significantly higher.*

*Commissioner Salo asked if there had been any updates to the 2018 study that Yaeger had referenced in her correspondence. Yaeger informed Salo there have been independent studies since, but nothing from the EPA or FCC. Chairman Summers asked Administrator Friday if he knew if this particular bill had passed yet because any state bill would supersede a Village Ordinance. Friday was unaware at that time if the bill had been signed into law.*

*Commissioner DeKeyser asked Yaeger if she could provide her sources to the Clerk or Administrator should there be more action taken on this topic in the future to which Yaeger agreed.*

10) Adjourn.

***Sheppard moved to adjourn at 7:52 pm. Summers seconded. Motion carried unanimously.***

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

## **Sherwood Plan Commission Meeting Minutes**

### **April 5<sup>th</sup>, 2021**

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

***Present:***

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

***Absent:***

*None*

***Others Present:***

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

- 2) Pledge of Allegiance. – *Recited*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Schmidt seconded. Motion carried unanimously.***
- 4) Approval of Minutes: March 1. – ***Salo moved to approve the 3-1-21 minutes. Laux seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Public Hearing: A public hearing will be held regarding creation of a PUD (*FeatherCrest, LLC*) allowing a ten (10) duplex-building complex (20 units) on a new parcel (Parcel ID# TBD) from a previously-approved combining (CSM #2021-02) of Parcel ID#s 13601, 13602 and 13606 on approximately 5.27ac. lying between STH 55/114 and Knight Drive, and *The Outpost* and Wanick Park (See Item 9a.).

***Sheppard open the Public Hearing with three readings at 6:33 pm.***

*Tony Genisot*

*N583 Robinhood Way*

*Genisot asked the Commission if the particular property was zoned to build residential buildings. He also mentioned the area would be better suited for commercial development based on its proximity to the highway. Genisot also questioned why the CDA approved a grant for this project already despite not being approved yet by the Plan Commission.*

*Travis Dudovick*

*W4723 Castle Drive*

*Dudovick asked Administrator Friday what the purpose of the CDA is for the Village. Friday replied it is an economic development arm of the Village that promotes internal growth within a TID district. Friday explained that the Village cannot pre-plan too far into the future, but iterated that a failure to plan is a plan to fail.*

***Salo moved to close the Public Hearing at 6:46 pm. DeKeyser seconded. Motion carried unanimously.***

7) Officer's Report

A. Plan Commission – Chair.

*Nothing new to report.*

B. Zoning Administrator: Request for guidance (Requestor: Paradiso – Swimming pool & appurtenances; W5083 Cherrywood Ct.).

*Administrator Friday noted building permit issuance is ticking up as warmer weather arrives. He also acknowledged the obligation to review business compliance with the revised Signage Ordinance by July, for Commission review.*

*Regarding Item 8a on the Agenda (Paradiso; Request for in-ground pool), Friday requested Commission discussion and guidance regarding permit issuance, per his March 30 Memo to the Commission outlining questions and concerns, prior to considering denying the permit and it being taking up by the Board of Appeals.*

*The Paradiso application notes the pool to be located in both the (west) side and rear yards of their lot, an abutting wall in the side yard set-back, an automatic cover to be used in place of a fence as decided by the Zoning Administrator on a case-by-case basis, and Applicant's property as well as the abutting Village property contains year-round, standing water adjacent to a paved, Village walking trail linked to Pigeon Road.*

*The application did not note location of mechanical equipment serving the pool and did not calculate the usage of usable rear yard area, which is limited to <40% of that area.*

*Applicant Gene Paradiso was present and discussed the items above noting the wall would be decorative, not a necessity (retaining wall) for the pool installation. The project is supported by his neighbor on that side of the property. It will be a salt water pool with an automatic pool cover, which is an allowable device in lieu of a fence for in-ground pools. He provided an updated rendering showing the location of mechanical equipment. The Commission reviewed the pool and surrounding area agreeing it did not cover <40% of the rear yard area.*

*Paradiso noted annual pool drainage will be a limited amount as a necessity to maintain integrity of the pool and cover system, and drainage will occur to the front of the property via the storm sewer system and not the rear – away from the Village property and trail – thus neither flowing on to and impacting an abutting property, nor endangering the Village trail.*

*The Commission was satisfied the updated application and discussion met the criteria for issuance of a permit and Friday stated he would finalize it with Paradiso.*

8) Old Business:

- A. *Area Development Plan – Pigeon Road vacant land development* – Consider future residential development, including storm water pond placement (Roger Bowers Trust–38 ac.). (Note: Applicant to hold meeting with Lakeshore Estates-East pond residents).

*Administrator Friday stated he has heard nothing new from last year's discussion approximately six months ago and asked if the Commission would like to remove the 'Old Business' item from future agendas. The Commission directed Staff to remove the item.*

9) New Business:

- A. *RP#2021-01: A request (via PUD overlay; FeatherCrest, LLC) to rezone combined parcels (#13601, 13602 and 13606; 5.3 total acres) from Ag. District to R-2 zoning for usage as 55+ age-restricted housing development.*  
*Travis Dudovick (FeatherCrest, LLC) was present to discuss the application for rezoning from Ag. to R-2 and development of the newly-created parcel as a PUD overlay including 10 duplex buildings (20 units).*

***Gillespie moved to recommend to Village Board the approval of A request (via PUD overlay; FeatherCrest, LLC) to rezone combined parcels (#13601, 13602 and 13606; 5.3 total acres) from Ag. District to R-2 zoning for usage as 55+ age-restricted housing development. Salo seconded.***

*Friday noted that, per Ordinance (Ch. 22-109), a rezoning petition necessitates input from the P.C., after which a public hearing is held at the Village Board level for consideration of approval. In this case, because the request is for a PUD, which is an overlay district to the underlying zoning, and because the PUD process is a relatively infrequent occurrence in the Village, public hearings were scheduled for both the P.C. and V.B. Final approval of the PUD still rests with the Village Board (Ch. 22-112). The intent of holding two public hearings is solely for the benefit of the public to hear about and have input on the project.*

*Dudovick reviewed information presented and discussed with the Commission at the Pre-petition Conference and updated information, including reference to the most recent Village Comprehensive Plan (2018) and Senior Housing Study (2017), and other renderings including housing plans and styles and structure, statistical data, a lighting plan based on existing Knight Drive & Wanick Park fixtures, roadway layout, utility facilities, a communal facility located within the roadway circular lay-out, etc.*

***Motion carried unanimously.***

- B. *CSM #2021-03: A Certified Survey Map request (Islinger) N8040 Paddock Ct.; 0.48ac.) to split vacant Parcel #27380 (0.38ac.; Islinger) and recombine with (Berger; N3045; 0.6ac.) creating Lot #1 (Berger; 0.83ac.) and Lot #2 (Islinger; 0.64ac.).*

Commissioner Schmidt questioned the easement and mentioned the Islinger's would need a drainage plan should they add onto their house in the future. Friday agreed. Schmidt also mentioned the Islinger's cannot build over the existing easement should they add on.

***Schmidt moved to approve CSM #2021-03. Summers seconded. Motion carried 6-1. Laux – nay.***

- C. *Site Plan Review:* Consider application for construction of 5,900 sq. ft. building (West; Parcel #45544 [CTH 'M']) for vehicle storage and rental space as portion of business related to vehicle storage/minor repairs.

*John West (N504 Nottingham Ct.) presented and discussed a rendering and site plan for his proposed building on a recently-approved, commercially-zoned parcel abutting the railroad tracks along CTH 'M'/Military Road.*

*As per site plan review guidelines, the Commission took issue with West not having detailed lighting or landscaping plans and a lack of information regarding the driveway treatment described as linseed oil to maintain a clean and dustless roadway surface on the property.*

***Salo moved to table the consideration the application for construction of 5,900 sq. ft. building (West; Parcel #45544 [CTH 'M']) for vehicle storage and rental space as portion of business related to vehicle storage/minor repairs. Laux seconded. Motion carried unanimously.***

10) Correspondences: None.

11) Adjourn.

***Salo moved to adjourn at 8:11 pm. Laux seconded. Motion carried unanimously.***

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

## Sherwood Plan Commission Meeting Minutes May 3, 2021

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

***Present:***

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

***Absent:***

*None*

***Others Present:***

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

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Sheppard seconded. Motion carried unanimously.***
- 4) Approval of Minutes: April 5. – ***Salo moved to approve the 4-5-21 Minutes. Gillespie seconded. Motion carried unanimously. Kaas – Abstain.***
- 5) Citizen comments on agenda items.

Michael Fitzgerald

W4840 Black Cherry Ct.

Re item 8(B)

*Fitzgerald spoke about his request to allow a second business operation on the grassed area of Dick's Grocery Store. He mentioned his plan is to start up a shaved ice business for the summer months and to be located in the Dick's parking lot area as he has been in conversation with the owners of the grocery store. Fitzgerald mentioned his attendance at the meeting was for information gathering on what he needs to accomplish in order to be up and running for the summer time, as his idea is to be open from Memorial Day to Labor Day.*

*Administrator Friday and Chairman Summers questioned Fitzgerald about the location of the potential business, and how the parking situation would unfold with the Dick's. Fitzgerald stated he was anticipating most customers to be on foot from Wanick Park across the street instead having customers drive up and park their vehicle. Commissioner Kaas asked about the potential of a drive thru window or seating areas around the stand where Fitzgerald will be selling shaved ice from. Fitzgerald added that he will not be providing an area to sit, or a drive thru window, and reiterated the business is strictly a grab and go process.*

*Kaas also asked if the location would be a fixed structure that would be a permanent fixture to the Dick's parking lot. Fitzgerald replied he would like a fixed location, but the building would be able to move, similar to a portable garden shed. He also added he has a contact through Dick's with the state inspector for any issues with the sanitation problems that can*



*arise from running a refreshment stand. Fitzgerald also mentioned he would have stainless steel sinks that meet industry regulations in response to a question from Summers.*

*Commissioner Gillespie noted the Plan Commission would like to see a site plan, and added he loves the concept for the business, but cautions about the location as kids would likely be running across a busy street to access the business. Kaas also noted he likes the potential addition to the Village, but cautioned Fitzgerald about his potential holding tanks for both inflow and outflow water. Fitzgerald added he will check into it with his inspector contact, and that he is looking for a list of to-do items in order to be ready to go after the next Plan Commission meeting.*

*Friday and Summers mentioned the idea of the location being located so close to the main ingress and egress point for the grocery store could cause some issues as well. Friday added mid-block crossings for pedestrians are also very difficult to properly manage from the Village's perspective. Fitzgerald stated Dick's had discussed the idea of having the location for the business be closer to the sign down by the Knight Dr. and Castle Dr. intersection, as he would have access to power there as well. Commissioner Salo noted that location is also much more conveniently close to a crosswalk for pedestrian traffic.*

*Fitzgerald also mentioned if possible, he would like the business to be located right in Wanick Park. Summers and Gillespie quickly noted if that were the case, the Village would have to allow any similar business come in and put out a Request for Proposal in order to have a fair process of allowing similar types of businesses into the park. Summers summed up the discussion adding that Friday and Clerk-Treasurer Halbach have some research to do in regards to zoning and permit applications, and that Fitzgerald will need a site plan ready to go for the next meeting.*

## **6) Officer's Report**

### **A. Plan Commission – Chair.**

*Chairman Summers thanked Commissioner Sheppard for chairing the previous meeting and welcomed Commissioner Kaas to the Plan Commission.*

*Summers first item involved discussion regarding the sign inventory and the updating of the list by Administrator Friday that will take place at the July meeting. Friday indicated he has a meeting scheduled with Mud Creek Coffee and the Sacred Heart Church regarding updating their signage. Summers brought back up the discussion from a previous meeting about the restrictiveness of the ordinance regarding the size of signage. Clerk-Treasurer Halbach mentioned Sheppard had recommended this topic to be put back on the agenda at a previous meeting, he did not remember how specific the request was.*

*Summers and Friday added they want to make sure the regulations are reasonable for our Village, with Friday making the comparison to Harrison and Little Chute how they are in a more highway-centric environment compared to Sherwood. Commissioner*

*Gillespie also added he spent a lot of time the first time the Plan Commission re-structured the sign ordinance, and mentioned that he believed there does not need to be any further updates.*

*Summers next item he covered was discussion about the amount of people who are currently signed up for the yard waste containers that are picked up. Friday and Trustee Salo noted there are currently 13 people who currently use the service for pick up. Summers also mentioned he would like to see the burning ordinance discussion back on the agenda for July.*

*Summers then brought up discussion previously held back in July of 2020 regarding open recreation facilities, and if the topic needs to be readdressed at a future meeting. Friday commented the particular discussion they had last year was resolved as the applicant instead added on to his home instead of adding a large accessory structure. Friday added the municipal code notes an accessory building size for a 2<sup>nd</sup> structure cannot be over 120 square feet. He also noted the Village Board changed the ordinance at one point to include any parcel 65,000 square feet and above can have a 3000 square feet accessory structure.*

*Friday also mentioned the potential stormwater concerns when property owner's add impervious surfaces in the backyards to accommodate accessory structures. Friday also mentioned the zoning code indicates at least 40% of a rear yard must be green space. Sheppard noted as long as applicants can meet the code, the Commission does not need to be as restrictive to these new entertainment structures being built. Friday again indicated to Summers and Sheppard that the previous discussion with the applicant was taken care of at the end of last year, and added it did not need to go back on to the agenda.*

#### **B. Zoning Administrator.**

*Friday had no additional information to report.*

#### **7) Old Business:**

- A. Site Plan Review:** Consider 5,900 sq. ft. building (West; Parcel #45544 [CTH 'M']) for vehicle storage and rental space as portion of business related to vehicle storage/minor repairs.

*John West of N504 Nottingham Court presented his updated site plan to the Commission, and start off with a description of how he meets the criteria laid out in Section 22-111 of the Municipal Code. West noted he included a plan for lighting and landscaping that the Plan Commission requested of him from the previous meeting. He indicated there would be three lights on the building for each exterior door opening, and there would be potential to growing Christmas trees on other parts of his property. West also noted he had elevation and drainage drawings attached that show how the water drains to the east*

*at a steady declining slope. He also indicated in the future he would potentially like to add a small porch to the building.*

*Commissioner Gillespie asked West about the driveway, and if it would be asphalt or gravel with the linseed oil. West replied he would prefer chip-seal as there will be minimal traffic on the driveway, and that the driveway would be completed in two phases to keep the initial costs down. When asked about the chip-seal by Commissioner Salo, West mentioned he would be open to resurfacing in the future, but for its intended purposes, the chip-seal should last for 8-10 years.*

*Commissioner Kaas asked if there would be any outdoor parking as there are no stalls located on his drawings. West answered there would be no exterior parking as he would be driving directly into the building. Commissioner Sheppard asked if the documents provided from West were sufficient for record keeping purposes. Friday noted they were as all of the necessary items were present, and that West made good use of graph paper.*

*Commissioner Laux questioned if West was allowed to add to the neighboring wetland area. Friday and Sheppard agreed that run-off from the building would not be adding to the wetland area as it would not make it that far.*

*Summers asked West about the street lamps depicted on his map, and the addition of the rent space to the building. West replied the street lamps are existing ones on the power poles, and he added the rental space in order to be properly justify a rezone to commercial.*

***Sheppard moved to approve site plan for vehicle storage and rental space as portion of business related to vehicle storage/minor repairs. Gillespie seconded. Motion carried unanimously.***

8) New Business:

- A. *CSM #2021-04: A Certified Survey Map request (Burzynski; Parcel #13697; 10.2acres) to recreate as three lots (Lot #1 = 1.2ac; Lot #2 = 1.1ac; Lot #3 = 8.7ac) from original. Note: Previous plan reviewed in 1997 for development as Sherwood Forest 2<sup>nd</sup> Addition. Only one lot approved, via CSM, for construction of a single-family home.*

*The applicant, Brad Burzynski of N7982 Lake Breeze Drive, stated Lots 1 and 2 are extensions to existing backyards, that do not count against his 4 CSM's in a five-year period. Administrator Friday made Burzynski aware of a different interpretation of that rule that he had heard, and asked if these 3 lots did count against his ability to perform more CSM's would he have an issue. Burzynski noted for the record that he was okay within the five-year period either way.*

*Commissioner Kaas asked Burzynski if Lot 3 was going to be for only 1 home or if it would eventually be subdivided. Burzynski noted it is to be determined as he is in conversation with Friday about potential future connections.*

*Commissioner Schmidt brought up the subdivision ordinance, which has a clause that brings up excessive lot depth being more than 2.5 times the width of the parcel. Commissioner Sheppard asked Schmidt if that applied to new subdivisions or individual lots. Schmidt noted there was no language between the two but did note there was language only suggesting the depth of the lots, and not any mandates about specific depth. He also brought up the concept of the finite amount of land available in the Village due to Harrison recently incorporating and not annexing any more territory.*

***Sheppard moved to approve CSM #2021-04 as provided. Gillespie seconded. Motion carried 5-2. Schmidt – Nay. Summers – Nay.***

- B. Request to allow second business operation (seasonal; shaved ice) on grassed area of one single business parcel (Fitzgerald).

*See comments under agenda item 5.*

- C. ‘Mobile Mechanic’: Consider licensing requirements, etc. (Jatinder Mangat).

*Commissioner Salo stated she supports the start ups of small businesses in the Village, but was not sure about existing licensing in place for this type of business. Chairman Summers asked Friday what was the purpose of this item for the Plan Commission. Friday responded that he was looking for more information as this concept is brand new to the Village.*

*Kaas added he has seen something similar in the Twin Cities area where a mechanic will come to a parking lot and repair vehicles while the customer is at work. Schmidt indicated the Village should collect as much information as possible in order to potentially codify this type of business for future reference. Schmidt also added the Village would like to encourage more brick-and-mortar businesses, but would be open to having this type of business in the Village. Summers and Friday noted the business needs to be very careful about the potential draining of fluids.*

- D. Lot splits requested via Certified Survey Map (CSM): Discuss/Consider (dis)advantages regarding splitting and/or combining unbuilt upon parcels with another platted lot the nullifies future development of originally platted subdivision lots.

*Friday brought up the CSM that was approved at the previous Plan Commission meeting, and how the Village lost out on potential tax revenue due to the splitting of a vacant lot between the two adjacent property owners. Sheppard added he has gained a better perspective from the Village’s standpoint after the last meeting, and noted he had the property owner’s rights perspective in mind when he voted for the approval of the CSM.*

*Friday and Sheppard agreed for future reference to have an ordinance available to justify rejecting similar proposals as Schmidt mentioned previously, there are on a finite*

*number of remaining lots in the Village. Summers indicated to Friday to have language brought to the Plan Commission for a future meeting.*

9) Correspondences: None.

10) Adjourn.

***Sheppard moved to adjourn at 8:20 pm. Laux seconded. Motion carried unanimously.***

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

## Sherwood Plan Commission Meeting Minutes June 7<sup>th</sup>, 2021

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

***Present:***

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

***Absent:***

*Scott Sheppard*

***Others Present:***

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

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Salo moved to approve the agenda. Kaas seconded. Motion carried unanimously.*
- 4) Approval of Minutes: May 3. – *Salo moved to approve the 5-3-21 Minutes. Gillespie seconded. Motion carried unanimously.*
- 5) Citizen comments on agenda items.

*Dennis Peterson*

*N576 Robinhood Way*

*Re. item 7b.*

*Peterson mentioned the Plan Commission needs to be up to date with regulations on the DNR website regarding open burning policies. He also mentioned statistics regarding smoke, including 1 in 5 people have asthma or COPD health problems. Peterson believes that survey was flawed due to the premise of the question being worded as an increase to resident's taxes, or allow open burning. He also added there may have been some confusion with the survey in regards to the difference between campfires, and open burning. Peterson suggested the Commission ban open burning, and limit campfires to after dusk.*

*Tony Genisot*

*N583 Robinhood Way*

*Re. item 7c.*

*Genisot suggested the Plan Commission take requests for combining/splitting lots as they come instead of enacting an all-encompassing rule. He added some lots in the Village are severely limited for buildable space. Genisot mentioned not having a rule in place would allow for some leeway to address different types of lots throughout the Village.*

- 6) Officer's Report

A. Plan Commission – Chair.

*Nothing new to report.*

B. Zoning Administrator – Future items (July).

- a. CU #2021-01: Fence placement (Village) property zoned commercial.

*Administrator Friday gave a heads up to the Commission that at the next meeting there will be a conditional use permit request for the Village as he is having the Department of Public Works install a fence on the former Shenanigans property to clearly mark the Village owned property.*

- b. RP #2021-02: Rezoning request (Catholic Church) to allow reader board signage.

*Friday also mentioned he has been working with St. John Sacred Heart Parish in regards to their signage. He added the Parish would like to install a monument sign on an existing parcel that is zoned for commercial, but in order to meet the sign ordinance for other signs on their property, they are looking to rezone two adjacent parcels to be in compliance. Friday also explained the petition will be in front of the Commission at the next meeting.*

7) Old Business:

- A. Request to allow second business operation (seasonal; shaved ice) on grassed area of one single business parcel (Fitzgerald).

*Michael Fitzgerald of W4840 Black Cherry Court again came in to present his “homework” for the Commission as requested at the previous meeting. Fitzgerald started his presentation with a summary of the items he researched at the request of the Commission. Those items being as follows: Disposal of Wastewater, Zoning/Health Codes, Safety Concerns, Insurance, and Parking.*

*Regarding the disposal of wastewater, Fitzgerald commented he would have a 42-gallon freshwater tank and a 55-gallon gray water tank in the unit which would have to be filled and emptied each day at the grocery store. He explained the grocery store is his service base, hence the need to receive and dispose of the water at that location. Fitzgerald also mentioned that hours of operation would be on Thursdays through Sundays for approximately 4 to 6 hours each day.*

*For the health codes, Fitzgerald reported an inspector from the state will be sent to inspect the premises before the beginning of operation and issue him a permit. In regards to the Village’s zoning codes, he added there currently is no language for a mobile-type business, and added he believes he best fits under a conditional use. Fitzgerald also stated the location of the stand will be directly across Knight Drive from the sidewalk that runs along the northern edge of the tennis courts in Wanick Park. He mentioned there would be power supplied from the grocery store’s sign at the corner of Knight Drive and Castle Drive.*

*Fitzgerald also added he had discussed with Dick's Family Foods the ability to be included on the insurance policy for the grocery store. Also, from his discussion with the grocery store, Fitzgerald indicated he would have a few benches or picnic tables to have available for customers to sit to prevent people from loitering in the grocery store parking lot. He also mentioned Dick's is okay with customers parking in the existing parking lot to access the business.*

*Commissioner Kaas asked Administrator Friday about the ability to park on the street in that particular area of the Village. Friday replied noting customers can park on the street, and he suggested a conditional use permit for Fitzgerald in order to operate another business on the same parcel as an existing business. Commissioner Schmidt commented this type of business is common in other communities, but prefers the language to be temporary instead of conditional as he has seen with other municipalities.*

*Commissioner Gillespie mentioned the applicant has shown the initiative necessary to get the project moving forward. He added his only concern is with the safety of kids, but acknowledged that will always be a concern for parents. Gillespie also added allowing this business to operate this summer allows the Village to gain feedback for similar business in the future. Commissioner Salo added her only concern is that there needs to be a contract in place between Dick's and Fitzgerald in order for Fitzgerald to operate at their location.*

***Gillespie moved to allow temporary approval of a seasonal shaved ice business through Labor Day. Salo seconded.***

*Commissioner Laux asked if this approval would impact the discussion the Village has had in the past with Dick's regarding the possibility of a second brick and mortar business next to the grocery store. Salo indicated she would only approve the seasonal shaved ice business if it were renewed annually, which provides flexibility for all parties involved. Kaas added the contract between Dick's and Fitzgerald could or should have an agreement to terminate should the potential for a second brick and mortar business arise while the seasonal business is in operation.*

***Motion carried unanimously.***

- B. *Open Burning:* As discussed previously, consider resident survey and area communities' input regarding continuation of and/or standards for open burning, including fire pit usage and regulation.

*Salo noted approximately 8.7% of residents responded to the survey that was sent out over a year ago, and acknowledged that "people respond to what they are passionate about." She noted the Commission did pass a fire pit regulation, and the main concern from the surveys was the implications on resident's health. Salo recognized the Village Board had asked the Commission to come up with something different if they would still like an ordinance change.*



*Salo added GFL had implemented a yard-waste pick up service, however at this time only 13 residents are using the service. She mentioned she personally is not opposed to burning in a fire pit, but is not a fan of burning leaves and other materials in the open air.*

*Chairman Summers indicated he would like to get some guidance from the Village Board as to what they would like to see. Gillespie confirmed that it has been long enough since the previous changes were submitted to the Village Board in order to return with a different plan.*

*Kaas wondered how many communities on the list provided for the Plan Commission have a yard waste service, and the frequency and cost of the services. He noted not all residents within the Village have means of transport to the existing yard waste site, and the size of the container for GFL's service is quite small in comparison to the amount of yard waste he has in his yard. He indicated he will look into the service Fox Crossing has, which collects yard waste from April until November on a more frequent basis.*

*Summers noted for staff he would like the Village Board to be acknowledged that the Plan Commission is moving forward regarding the burning topic, and that he would like some input or more defined conversation from them.*

- C. *Requests for lots to be split or combined via Certified Survey Map (CSM): Consider (dis)advantages regarding splitting and/or combining lots with another unbuilt upon subdivision parcel, nullifying future development of each originally-platted parcel.*  
Note: Staff to address as time allows.

*Friday noted he had no new information regarding the topic. Kaas expressed his concern about deviating from an approved plat, and noted changes should be made up front instead of after the fact. Laux added she thinks there are some non-accessible lots within the Village that may be subject to a potential new ordinance. Kaas mentioned he likes Tony Genisot's idea from the public comments in that each case should be handled as they come in.*

## 8) New Business:

- A. Permit request to sell fireworks on the 'One Fourteen' property (STH 55/114 split at former-LugNuts; Chuck Storino).

*Administrator Friday mentioned he was a little surprised to see the request for fireworks as the business on the parcel is for a restaurant. Friday also referenced the Village Code under chapter 22 and questioned if fireworks would fall under a non-store retailer in the C-2 commercial district. Chairman Summers questioned if the activity is even allowable under state statute.*

***Kaas moved to table the topic due to a lack of information. Salo seconded. Motion carried unanimously.***

9) Correspondences: None.

10) Adjourn.

*Gillespie moved to adjourn at 7:41 pm. Kaas seconded. Motion carried unanimously.*

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

**Sherwood Plan Commission  
Special Meeting Minutes  
Tuesday July 6<sup>th</sup>, 2021**

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

***Present:***

*Bob Gillespie  
Roger Kaas  
Joyce Laux  
Kathy Salo  
Steve Summers*

***Absent:***

*Brad Schmidt  
Scott Sheppard*

***Others Present:***

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

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Kaas seconded. Motion carried unanimously.***
- 4) Approval of Minutes: June 7 (Regular Meeting). – ***Salo moved to approve the 6-7-21 meeting minutes. Kaas seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.

*Mark Milner*

*N337 Military Road*

*Re item 6a.*

*Milner asked about the development of the former Shenanigans property now owned by the Village, and what the purpose of the conditional use permit is for. Administrator Friday indicated the CDA had wanted to delineate where the property line is for the former Shenanigans site as it is currently for sale. Friday reiterated that no one has bought the property yet, and the purpose of the permit is because the property is located in a commercial district.*

- 6) Public Hearing:
- a. A public hearing will be held regarding the application for a Conditional Use Permit submitted by the Village of Sherwood on parcels #13569 and 13582 for placement of a fence on commercially zoned property.

***Kaas moved to Open the public hearing at 6:35 pm. Salo seconded. Motion carried unanimously.***

*Chairman Summers completed the three readings for the public hearing at 6:37 pm.*

***Laux moved to close the public hearing at 6:38 pm. Gillespie seconded. Motion carried unanimously.***

- b. A public hearing will be held regarding the application for a Conditional Use Permit submitted by Ryan and Heather Kolosso on parcel #25572 for placement of a boathouse. Note: Public Hearing Cancelled due to lack of presentable information.

*Summers and Clerk-Treasurer Halbach indicated the applicant should have their information ready to present at the next Plan Commission meeting.*

## 7) Officer's Report

- a. Plan Commission – Chair.

*Chairman Summers noted the High Cliff Storage Facility project by Mike Van Lanen is a massive upgrade compared to what it used to be. He also mentioned the Mud Creek Coffee business is very well done as well. Administrator Friday mentioned the Village will be repaving the trail that is right next to the new High Cliff Storage Facility. He also added the Plan Commission may need to address the outdoor seating which Mud Creek currently has in place in the previously dedicated handicapped parking stalls. Friday and Commissioner Kaas agreed the handicapped parking stalls need to be close to the building instead of on the other side of the lot.*

*Summers indicated for Clerk-Treasurer Halbach to include on the next agenda a topic regarding a potential ordinance change for temporary seasonal businesses.*

- b. Zoning Administrator.

*Friday reported the property across from the animal hospital has filed for a conditional use permit to have a fence installed across the front of the applicant's property, which is zoned commercial. When asked by Summers about the potential future business in that location, Friday replied the idea is still up in the air with the property owner.*

## 8) Old Business:

- a. *Open Burning:* As discussed previously, consider resident survey and area communities' input regarding continuation of and/or standards for open burning, including fire pit usage and regulation.

*Commissioner Salo noted the Village Board is looking for something new, and the Plan Commission may only get one more shot at having an ordinance sent to them. Chairman Summers and Salo brought up whether or not the fire pit regulations were approved by the Village Board last year. Summers indicated to Clerk-Treasurer Halbach to look into and confirm if fire pit regulations were passed at the Village Board level or not.*

*Commissioner Kaas presented information regarding yard waste collection in municipalities from around the area, in particular in Fox Crossing. He mentioned the calendar pages from the packet are the most important as they show chipping and yard*

*waste collection happening weekly or bi-weekly. Kaas added the Village owns the chipper and they have a tree and brush drop off site. He added Fox Crossing also prohibits leaf burning entirely.*

*Kaas also presented a spreadsheet which shows each municipality that was referenced for having an existing burning ban. He noted all but three of the municipalities have an alternative option to open burning. Kaas added he believes if the Commission is going to move forward, they need to present alternative ways for residents to dispose of yard waste that otherwise would be burned via open burning.*

*Kaas suggested having staff send out an RFP for tree chipping and leaf collection services as the Commission would need to have a better cost understanding before making any official decisions. Summers agreed, in particular for the leaf pick up service. Administrator Friday added the Village does own a small chipper, but operating that service in-house would necessitate another full-time Department of Public Works person. Friday also noted the Plan Commission would be recommending to the Village Board the need for an RFP.*

*Summers and Salo noted they will present to the Village Board.*

- b. *Requests for lots to be split or combined via Certified Survey Map (CSM): Consider (dis)advantages regarding splitting and/or combining lots with another unbuilt upon subdivision parcel, nullifying future development of each originally-platted parcel. Note: Staff to address as time allows.*

*The Commission indicated lot splits would be determined on a case-by-case basis going forward.*

- c. *Signage: Update/Review of outstanding signage compliance issues.*

*Friday informed the Commission he inspected all commercial signs throughout the Village that afternoon. He reported strides were being made across town since the most recent update in January of 2018. Commissioner Gillespie asked how long the Commission has given businesses to be in compliance, and if they would be interested in giving a one-year extension due to COVID-19. Summers noted there has been a five-year window since the ordinance change, but is open to giving an extension as long as each business not in compliance is issued a letter to instruct them to be in compliance in one year's time.*

*Kaas moved to recommend to the Village Board to give a one-year extension. Gillespie seconded.*

*Commissioner Laux confirmed with Kaas that only businesses within a half mile from a TID district are eligible for a CDA 50/50 matching grant. Kaas mentioned the communication to businesses not in compliance should include mentioned of the 50/50 matching grant program.*

***Motion carried unanimously.***

9) New Business:

- a. CU #2021-01: Fence placement (Village) on property zoned commercial (STH 55/114).

***Gillespie moved to approve fence placement on property zoned commercial. Laux seconded. Motion carried unanimously.***

- b. RP #2021-02: Rezoning request (Catholic Church) to allow reader board signage.

***Gillespie moved to approve Rezoning Petition #2021-02 to change Parcels #13483 and 13484 from R-1 to C-1. Laux seconded. Motion carried unanimously.***

10) Correspondences: None.

11) Adjourn.

***Salo moved to adjourn at 7:32 pm. Laux seconded. Motion carried unanimously.***

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

## Sherwood Plan Commission Meeting Minutes August 2<sup>nd</sup>, 2021

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

***Present:***

*Roger Kaas  
Joyce Laux  
Kathy Salo  
Brad Schmidt  
Steve Summers*

***Absent:***

*Bob Gillespie  
Scott Sheppard*

***Others Present:***

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

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda, with an addition of the correct date on top. Laux seconded. Motion carried unanimously.***
- 4) Approval of Minutes: July 6 (Special Meeting). – ***Salo moved to approve the 7-6-21 Minutes. Kaas seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Public Hearing:
- A. A public hearing will be held regarding the application for a Conditional Use Permit submitted by David Erdahl on parcel #13622 for placement of a fence on a commercially zoned property (Knight Drive).

*Chairman Summers opened the public hearing with the three readings at 6:32 pm.*

***Salo moved to close the public hearing at 6:33 pm. Kaas seconded. Motion carried unanimously.***

- 7) Officer's Report

- A. Plan Commission – Chair.

*Chairman Summers informed the Commission the RFP for leaf pick up was not approved at the Village Board level. He and Commissioner Salo mentioned if the issue were to be taken up again, it would have to be citizen driven, and more specific than an all-encompassing burning ban.*

- B. Zoning Administrator.

*Commissioner Kaas asked Administrator Friday if the subdivision ordinance for paving needs to be revisited due to the letter of credit for most developers being only for two years. Friday noted for paving, the Village uses an escrow account that is not bounded by time, whereas the letter of credit is for non-paving related items.*

8) Old Business: None.

9) New Business:

A. CU #2021-03: Fence placement (Erdahl) on property zoned commercial (Knight Drive).

*Administrator Friday commented the permit is similar to the one the Commission approved for a fence on Village-owned property. When asked about a potential future business in that location, Friday noted the landowner has discussed potentially having a mixed retail facility on that parcel. Chairman Summers added the work to clean up that property by the landowner has greatly improved that area of the Village.*

***Salo moved to approve Conditional Use Permit #2021-03: Fence placement (Erdahl) on property zoned commercial (Knight Drive). Schmidt seconded. Motion carried unanimously.***

B. Request to conduct extended temporary seasonal business (Fitzgerald; 'Frozen Beaker').

*Friday mentioned he has not heard anything negative regarding the business, and Clerk-Treasurer Halbach added the business now has all state permits in order. Friday added his only concern is regarding the code should be changed as technically this business really doesn't fall anywhere under the code as written.*

*Commissioner Schmidt mentioned in the City of Neenah, there is no regulation of food trucks or similar businesses on private property, however on public property there are restrictions in the downtown area of the city. He also added the city's Park and Rec Board approves licenses for those types of businesses.*

***Summers moved to allow the Frozen Beaker to operate through September. Salo seconded. Motion carried unanimously.***

C. Discussion regarding potential changes to the Municipal Code in Chapter 22 Article V. (Temporary Seasonal Businesses).

*Summers asked the Commission what the main purpose of an ordinance change would be. Commissioner Kaas indicated temporary food vendors needs to be addressed in our code as they have been becoming more popular. Friday mentioned he will gauge other communities regarding ordinances surrounding this type of business. Schmidt added he has typically seen these businesses as licensed through the Clerk's office compared to through the Planning Board.*



10) Correspondences:

A. 5G Towers – Please Say No! (Yaeger; July 16).

*Clerk-Treasurer Halbach provided a brief update from the legislative standpoint as Governor Evers vetoed the particular bill that was referenced in the packet, but noted he was open to the concept of 5G towers and he vetoed the bill due to its funding source. Commissioner Kaas noted a few years ago the state government took control away from municipalities regarding control of power poles.*

*Commissioner Salo noted she was curious about the City of Appleton's stance as their resolution has no legal bearing, and if the Village Board would be interested in creating a resolution of support similar to Appleton's. Kaas added in his opinion, if the FDA has not taken a hard stance against the 5G towers, there cannot be enough information out there to take a hard stance.*

*Chairman Summers suggested to Laura Yeager to keep submitting information to the Plan Commission as she gets it. Commissioner Schmidt noted for Administrator Friday that Neenah has been working on drafting an ordinance to regulate as much as they can in the Right of Way in order to have some protection when the project inevitably proceeds.*

11) Adjourn.

***Salo moved to adjourn at 7:07 pm. Laux seconded. Motion carried unanimously.***

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

## Sherwood Plan Commission Special Meeting Minutes September 7<sup>th</sup>, 2021

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

***Present:***

*Bob Gillespie  
Roger Kaas  
Joyce Laux  
Kathy Salo  
Brad Schmidt  
Scott Sheppard  
Steve Summers*

***Absent:***

*None*

***Others Present:***

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

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Gillespie seconded. Motion carried unanimously.***
- 4) Approval of Minutes: August 2. – ***Salo moved to approve the 8-2-21 Minutes. Kaas seconded. Motion carried unanimously. Sheppard – Abstain.***
- 5) Citizen comments on agenda items.
- 6) Public Hearing: A public hearing will be held regarding application for a Conditional Use Permit on parcel #25572 for placement of a boathouse (Ryan and Heather Kolosso; N7808 State Park Road; Parcel #22023).

*Chairman Summers opened the Public Hearing with the three readings at 6:33 pm.*

*Ryan Kolosso of N7808 State Park Road was present in case if there were any questions from the public. He briefly explained the DNR came in to inspect for high-water mark, and noted the proposed boathouse would be 10 feet above the high-water mark. Kolosso added the design would match that of his house across the street, and the structure would allow him to have two levels of storage.*

***Salo moved to close the public hearing at 6:40 pm. Laux seconded. Motion carried unanimously.***

- 7) Officer's Report

A. Plan Commission – Chair.

*Chairperson Summers noted agenda item number 10(a) is a preliminary update from the Bower's development.*

B. Zoning Administrator (Note: Copy of approved *Trails Map*).

*Administrator Friday commented the trail map was approved at the Village Board level, but noted the Village is not currently collecting impact fees related to the parks. Commissioner Gillespie reiterated the exact location of future trails will change compared to what is on the approved map. He noted the proposed language on the map itself as the PRUT Board and Village Board had heard many concerns regarding the placement of the trail.*

8) Old Business: None.

9) New Business:

A. *CU #2020-01: Consider permit approval for a 'boathouse' building (Kolosso; Parcel ID# 25572 – State Park Rd.).*

*(Note: Via CSM (#557741; recorded Feb. 25, 2021), parcel is legally tied to residence at N7808 State Park Rd., Parcel ID #22023; Total acreage of both parcels = 1.65ac., allowing two Major Accessory Structures.)*

*Administrator Friday led the discussion around how the application is within the regulations of the code as referenced in the agenda packet. He added the property is two parcels legally tied together which allows a second accessory structure to be built. Commissioner Salo noted the two accessory structures can add up to 3,000 square feet, to which Kolosso noted his existing garage is approximately 900 square feet.*

*Friday addressed some of Salo's concerns regarding total height of the building and total square footage of accessory structures as the maximum of 35 feet is only from at grade to the top of the building, and only the footprint of accessory structures is added to the total square footage. Commissioner Gillespie asked Clerk-Treasurer Halbach if he had heard any concerns from the neighbors or general public. Halbach and Kolosso noted they had not received any calls or messages regarding the project.*

***Gillespie moved to approve Conditional Use permit #2020-01: Consider permit approval for a 'boathouse' building (Kolosso; Parcel ID# 25572 – State Park Rd.). Schmidt seconded.***

*Commissioner Sheppard questioned if there should be an amendment to include a clause that notes the boathouse is not to be rented out as a vacation house such as Airbnb. Kolosso noted he is not against that stipulation as he has no intentions of renting the property.*

***Sheppard moved to amend the motion to include a stipulation of restricting any rental or Airbnb type residence. Schmidt seconded. Motion carried unanimously.***

***The Main motion was approved unanimously.***

B. *FeatherCrest Condominiums (Approved for rezoning as a P.U.D. – April 12, 2021):*

a. *Site Plan Review: Consider approval.*

*Friday noted the Village Board approved the rezone of the parcels as a PUD on April 12<sup>th</sup>, and mentioned the Plan Commission has seen these documents before as they were all included during the PUD process. However, the Commission now needs to approve the Official Site Plan in order to move forward.*

***Sheppard moved to approve the site plan review with the center pavilion and landscaping plans as presented. Salo seconded.***

*Travis Dudovick of W4723 Castle Drive was present to answer any questions, and he along with Friday added the 55 and above age restriction language is added into the developer's agreement. Trustee Tom Herrmann asked if the owner-occupied language was being looked at, similar to the Cottage's at High Cliff development. Chairperson Summers noted the language would be determined at the Village Board level and the Plan Commission does not take any action on the Developer's agreement. Gillespie added he appreciated the brick façade addition to the renderings as the suggestion was previously noted.*

***Motion carried unanimously.***

b. *Plat Review – Preliminary (FeatherCrest Condominiums): Consider approval.*

***Salo moved to approve the preliminary plat as presented. Kaas seconded. Motion carried unanimously.***

10) Correspondences:

A. *'Lakeshore Estates' (Bowers development; Pigeon Road) – Private property owner agreement regarding stormwater management into L.S.E.–East subdivision stormwater pond (McMahon; Aug. 30).*

*Chairperson Summers noted the next step would be a site plan for the development as the engineers have an agreement with the subdivision to the south regarding stormwater and partially utilizing the existing stormwater pond. Commissioner Schmidt added he thinks the agreement is a good extra step to ensure everyone is on the same page. He also noted the Village's engineers may want to take a look into the downstream impact of adding another stormwater pond in the Village.*

*Dave Schmalz of McMahon was present virtually to add the north pond will take the extra stormwater as the project is designed to keep the water level at the same level of the existing stormwater pond. He also added the larger south pond in the proposed development will be overbuilt to keep the water levels at the same rate.*

*Administrator Friday noted he will pass along the agreement to the Village Board for their information.*

11) Adjourn.

***Sheppard moved to adjourn at 7:24 pm. Laux seconded. Motion carried unanimously.***

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

## Sherwood Plan Commission Meeting Minutes October 4<sup>th</sup>, 2021

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

***Present:***

*Bob Gillespie  
Roger Kaas  
Joyce Laux  
Kathy Salo  
Brad Schmidt  
Scott Sheppard  
Steve Summers*

***Absent:***

*None*

***Others Present:***

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

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Sheppard seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Sept. 7 (Special Meeting). – ***Gillespie moved to approve the September 7<sup>th</sup> minutes. Laux seconded. Motion carried unanimously.***
- 5) Citizen comments on agenda items.
- 6) Officer's Report

A. Plan Commission – Chair.

*Nothing new to report.*

B. Zoning Administrator.

*Administrator Friday and Clerk-Treasurer Halbach confirmed there have been 23 new building permits so far for this year, with two of those properties being commercial entities.*

7) Old Business:

- A. *FeatherCrest Condominiums (Rezoned as a P.U.D.–April 12, 2021):* (Note: *Preliminary Plat 'Denied' at Sept. 13 V.Board meeting*).

*Administrator Friday noted the Preliminary Plat which was approved at the Plan Commission level, was denied at the Village Board level, with the preface that the Village Board would like to see all documentation at once similar to the Cottage's development. Commissioner Kaas noted a typical developer's agreement between the Village and a developer would be focused on public infrastructure topics compared to covenances.*

8) New Business:

- A. *RP #2021-03*: A rezoning petition (N7510 Hwy. 114 [Parcel ID #25208]; *Christ the King Church*; 10ac.) to rezone from residential (R-1; Single-family residential) to commercial zoning (C-1; Central Business District) for purpose of locating upgraded signage (monument sign) in compliance with Village-revised signage requirements.

*Administrator Friday noted the public hearing for this rezoning petition will be held at the Village Board level.*

***Sheppard moved to recommend approval of rezoning petition #2021-03. Gillespie seconded. Motion carried unanimously.***

- B. *Former-Sherwood Forest Golf Course*: (Redevelopment; Robinhood Drive; Genisot).

- a. *CSM #2021-05*: A *Certified Survey Map* request re-creating 51ac. into three lots: Lot #1 (6.76ac.), Lot #2 (38.36ac.) and Outlot #1 (5.9ac.), previously referred to as Holes #1 thru #6.

*Tony Genisot of N583 Robinhood Way was present along with Gary Zahringer of Martenson and Eisele to explain the land divisions that they have planned for the former Sherwood Forest Golf Course property. Genisot noted the plan will have three phases with the first phase being the CSM and Preliminary Plat on the agenda to generate funding for phase 2. Phase 2 will be a limited access road along the former seventh hole, with phase 3 including developing areas on Lot 3 of the proposed CSM.*

*Genisot noted the folks on Military Road and Nottingham Court were interested in purchasing Lot 1 and Outlot 1 from him. Zahringer noted an outlot is legally defined as a non-buildable lot. Commissioner Sheppard also noted the folks looking into purchasing the outlot as a group would have to form a homeowner's association that is a non-stock corporation.*

***Gillespie moved to approve CSM #2021-05. Salo seconded.***

*Administrator Friday questioned if for purposes of the trail system if the Lot 1 and Outlot 1 being created by this CSM would be developed in the future. Genisot indicated he is not required to place a trail on undeveloped land, and noted he would not be developing Lot 1 or Outlot 1. In responding to a question from Salo, Genisot indicated phases 1, 2, and 3 for the development would all have trails included.*

*Commissioner Schmidt noted it would be wise to note on the CSM to include a stipulation stating if Lot 1, Lot 2, or Outlot 1 are to be developed, trails are required. Zahringer agreed, and noted he can add that notation to the CSM.*

***Sheppard moved to amend the original motion to include notation stating if property is developed, trails are required. Laux seconded. Motion carried unanimously.***

***Main motion approved unanimously.***

- b. *Preliminary Plat Review: Consider Preliminary Plat re-creating 23ac. into 10 Outlots (comprising 8.4ac.) and 3 Lots (comprising 14.7ac.)*  
(Note: Area previously referred to as Holes #7 thru #9, Hacker's Pub, et. al.)

*Chairman Summers mentioned he along with Park and Rec Coordinator Brenda Stumpf and PRUT Board Chairman Tom Jack went out to walk the property where the proposed trail would be placed. He added Jack felt it would be feasible to have a trail at the proposed location, but acknowledged the PRUT Board will need to formally approve the trail placement.*

*Sheppard noted only phase 1 is currently up for approval from the Plan Commission. Zahringer added only one new buildable lot is being created in this preliminary plat, and he noted Outlot 10 is the area reserved for the trail corridor. Genisot added he will be keeping Outlots 1, 2, and 3 along with Lot 1. Friday and Schmidt noted there is no rezoning necessary at this time. Zahringer noted if any homeowners who purchase an outlet behind their house, they will have to do a preliminary plat in order to combine those lots.*

*Friday and Genisot noted they would like comments from the PRUT Board before formal approval of the trail location. Genisot noted he would be open to a conditional approval of the preliminary plat on the basis the PRUT approves the location of the trail. Zahringer added the Final Plat must be approved at the Village Board level.*

***Gillespie moved to approve the preliminary plat contingent upon approval of the trail location from the PRUT Board. Sheppard seconded.***

*Zahringer noted Outlot 10 would be deeded to the Village as it would be dedicated for a public trail.*

***Motion carried unanimously.***

9) Correspondences:

- A. 5G Towers – Lawsuit against FCC (Yaeger; Sept. 9).

*Administrator Friday noted the material received from Laura Yeager was appreciated, but mentioned it is what it is at this current time. Commissioner Salo added she is not opposed to doing something similar as to what Appleton did with a resolution.*



*Commissioner Schmidt added it would be pre-mature at this point in time, and mentioned the state government has heavily restricted the ability for municipalities to restrict these developments.*

10) Adjourn.

***Sheppard moved to adjourn at 7:46 pm. Schmidt seconded. Motion carried unanimously.***

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

**Sherwood Plan Commission  
Meeting Notice and Agenda  
Nov 1, 2021 – 6:30 p.m.**

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

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

# **NOTICE OF MEETING CANCELLATION**

**Due to Lack of Business**

Welcome to the Village of Sherwood Plan Commission Meeting

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

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

## Sherwood Plan Commission Meeting Minutes December 6<sup>th</sup>, 2021

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

***Present:***

*Bob Gillespie  
Roger Kaas  
Joyce Laux  
Kathy Salo  
Brad Schmidt  
Scott Sheppard  
Steve Summers*

***Absent:***

*None*

***Others Present:***

*Randy Friday, Administrator  
Nick Halbach, Clerk-Treasurer  
Craig Hamilton, AIT (virtual)  
Gary Zahringer, Martenson & Eisele*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Schmidt moved to approve the agenda. Sheppard seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 4. – ***Salo moved to approve the 10-4-2021 PC Minutes. Laux seconded. Motion carried unanimously.***

- 5) Citizen comments on agenda items.

- 6) Officer's Report

A. Plan Commission – Chair.

*Nothing new to report.*

B. Zoning Administrator.

*Nothing new to report.*

- 7) Old Business:

A. *FeatherCrest Condominiums (Rezoned as a P.U.D.–April 12, 2021):* (Note: *Preliminary Plat 'Denied'* at Sept. 13 V.Board meeting). (Note: NTR)

*Administrator Friday reported he has not received any further information from the FeatherCrest group.*

- 8) New Business

- A. *Final Plat Review (Robinhood Hills):* Consider *Final Plat* re-creating 23ac. into 10 Outlots (comprising 8.4ac.) and 3 Lots (comprising 14.7ac.) (Note: Area previously referred to as Holes #7 thru #9, *Hacker's Pub*, et. al.)

*Administrator Friday reported there were no changes from the preliminary to final plat for this plan. Commissioner Gillespie commented he and others from the PRUT Board walked the area dedicated for public trails, and reported it will be a nice area that meets the conditions the Plan Commission and Village Board had set for land dedicated for trails.*

***Schmidt moved to approve Robinhood Hills Final Plat. Salo seconded.***

*Friday noted when the future PUD area gets developed is likely when the trail will be developed in responding to a question from Chairperson Summers regarding the timing of the trail. Gary Zahringer from Martenson & Eisele noted as soon as the plat is recorded at the county the land immediately is dedicated to the Village.*

***Motion carried unanimously.***

- B. *Area Development Plan (Troestler):* Concept lay-out regarding potential future development of former-Holes #2 & #3 of Sherwood Forest Golf Course.

*Jesse Troestler of W5031 Cherrywood Drive was present to discuss with the Commission his ideas for development of holes 2 & 3 of the former Sherwood Forest Golf Course. He noted he is presently under contract with Tony Genisot to purchase that particular area of land. Troestler noted he is proposing a 900-foot cul-de-sac with homes on both sides that will be a private development. He noted the development would have to be a PUD for him to fit homes on both sides of the road, which would be smaller than the Village's public standards. Troestler also noted he would like to have a dry detention basin near the wetland area, while looping the existing water lines in the area through the potential development.*

*Friday noted the Village's existing dry detention basins have worked quite well as the Village currently has 3 of them, which only take on water in heavy overflow scenarios. Troestler added the whole development is in preliminary stages of planning, and emphasized he needs to work with engineers for the feasibility of the project. Troestler noted there will be a Homeowner's Association that will own and take care of the road, in response to a question from Commissioner Salo.*

*Troestler added the only variance from Village ordinances that would require the development to be a PUD would be the width of the road, as the lot sizes and size of the cul-de-sac would meet Village standards. Salo noted the whole area would have to be re-zoned as the area no longer serves Industrial Recreation as it is currently zoned. Commissioner Schmidt noted that particular re-zoning would go hand-in-hand with the PUD overlay should Troestler's development progress forward as a PUD. Commissioner Sheppard added while he personally not a fan of a narrow road, he*

*understands the situation Troestler is in with the topography of the area. Schmidt added he is interested to see the engineering for the project. He also mentioned he typically does not like the long cul-de-sac, but given the circumstances as no other type of development would work for this area, he could support it.*

*Zahringer added the road width could be up to 30 feet with the right-of-way included, and mentioned that width would be enough for an emergency vehicle to turn around at the end of the cul-de-sac. The Commission agreed the project will need more engineering drawing before they can officially act on it, and Troestler indicated he will be doing just that.*

- C. *Permit Request(s) for new home & out-building (former-Sherwood Forest Golf Course; Holes #6 & #7; Genisot): Request includes work on two separate parcels, both not previously in an approved subdivision, without water/sewer service laterals, and using public roadway access for separate driveway(s).*

*Tony Genisot of N583 Robinhood Way was present to discuss his request for a home permit on the former 6<sup>th</sup> hole of the Sherwood Forest Golf Course, near the area where the Commission was just discussing with Jesse Troestler. Genisot noted he sold his house, and is looking a build his next one near where his previously proposed public road would intersect with Robinhood Drive. He noted the driveway would be temporary until the public road would be installed as Troestler's development moves forward.*

*Zahringer noted the water and sewer infrastructure are already in place for that property, and the house would be laid out with the future road coming through in mind. When asked about previous plan to build a house by the former Hacker's Pub, Genisot noted he would not be able to construct a basement in that area as it is too close to wetland. Schmidt questioned how the land would be properly divided to avoid having one house on a 38-acre parcel. Friday noted there are a lot of maybes currently presented and added there need to be more set details before proceeding with a building permit.*

*Genisot noted that he cannot afford to develop three different developments at once, while also mentioning his intent is to have to public road go past his proposed house and connect with Robinhood Drive near the former Hacker's Pub. Friday suggested installing the public roadway up to the width of the proposed PUD, which would create two lots for Genisot with the creation of the PUD to the south of the public road. Schmidt noted it is a smart idea to include the two lots with Troestler's subdivision in order to complete one plat of that area. He added an agreement would have to be drafted that includes developing the rest of the public road that Genisot is proposing.*

*Friday noted the Village wants to avoid another situation similar to the Stumpf land near the Village Hall as there are three homes sitting on 40 acres as the Village failed to have an agreement in place with the owner to continue development. Summers noted he could be in favor of allowing the building permit to proceed as long as there is an agreement in place. Troestler added he does not want to be holding Genisot up from building his*

*house. Schmidt added his only concern is if Troestler does not move forward with his development. IN answering a question from Sheppard, Zahringer noted private and public areas of a development can be platted together. Friday and Commissioner Laux noted this item will also be going to the Village Board as info, only.*

*Genisot also had a request in the packet for construction of a maintenance building as he will no longer have access to his existing shed when he sells off the former Hacker's Pub. His proposal included placing a building in the southeast corner of the former number seven hole to hold maintenance vehicles that would be used for the future PUD on that parcel. Friday mentioned to avoid any issues with accessory structures and tying together parcels that do not yet exist, Genisot could construct this building where he previous thought he could build his house near Hacker's Pub. Friday noted Genisot could then rent a space in the building to constitute a commercial zoned property. Clerk-Treasurer Halbach noted the re-zoning process can take up to six weeks and that Genisot can re-zone both the former Hacker's Pub property, and the parcel where he intends on constructing a storage facility for his maintenance vehicles.*

9) Correspondences: None.

10) Adjourn.

***Sheppard moved to adjourn at 8:16 pm. Kaas seconded. Motion carried unanimously.***

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