

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20071001-1
UNAPPROVED MINUTES**

October 1, 2007

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, October 1, 2007 at Cedarburg City Hall, W63 N645 Washington Avenue, in the Council Chambers. The meeting was called to order at 7:00 p.m. by Mayor Gregory Myers.

Roll Call: Present - Mayor Gregory Myers, Council Member Sandra Beck, Mark Burgoyne, Brook Brown, Keith Kaiman, Joe Emmerich, Park & Forestry Chairperson James Schara

Also Present - City Attorney Kaye Vance; City Planner Jon Censky; Administrative Secretary Darla Drumel; interested citizens

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Drumel confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

A motion was made by Vice Chairperson Burgoyne, seconded by Commissioner Kaiman, to approve the minutes of August 17, 2007 with the deletion of the word "many" in the second sentence of the paragraph under **Continued Action** on page PLN20070917-3. The motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments were offered.

LAND DIVISION APPROVAL TO SPLIT 1.64-ACRE PARCEL LOCATED AT W51 N933 KEUP ROAD INTO TWO LOTS OF 1.12 ACRES AND 0.52 ACRES IN SIZE – JEFFREY HUBERT

Planner Censky advised that Mr. Hubert was requesting land division approval to split his existing 1.63-acre parcel into two separate parcels of 1.12 acres and .52 acres. His existing homestead will be on the back 1.12-acre parcel and the newly created parcel will front on Keup Road. Rather than having side-by-side driveways onto Keup Road, Mr. Hubert proposes to use the existing driveway for both parcels with an access easement across the front parcel for the benefit of the back. Our records indicate that the parent parcel was annexed into the City in 2004 and both parcels will be supported by public sewer and water facilities.

Planner Censky report that City staff's review of the proposed land division indicated full compliance with the minimum dimensional requirements of the RS-7 District and he suggested contingencies for consideration if the request were to be approved.

Mr. Hubert, the property owner, advised that trees would be planted to delineate the property line.

Action:

Council Member Beck moved to approve the land division subject to the following conditions:

- Payment of the necessary user fees prior to the recording of the Certified Survey Map.
- The newly created lot shall be viewed as an infill and therefore future home construction plans must be approved by the Plan Commission.
- An access easement shall be introduced across Lot #1 over the existing driveway.

The motion was seconded by Vice Chairperson Burgoyne and carried without a negative vote.

Mayor Myers explained to Mr. Hubert that, since this is an infill lot, the architectural plans for the new home would have to receive approval from the Plan Commission prior to seeking a building permit.

APPROVAL OF MODIFICATIONS TO WINDOW COLOR AND PARKING LOT ACCESS FOR PORT WASHINGTON STATE BANK AT W61 N526 WASHINGTON AVENUE – STEVE SCHOWALTER

Planner Censky advised that Port Washington State Bank was seeking reconsideration of the white window color approved at the June 4, 2007 meeting to changing them to bronze. Since the minutes are specific on window colors, Commission reconsideration is necessary.

Planner Censky continued that Port Washington State Bank was also requesting approval of a change to the entrance off Mill Street that would result in divided ingress/egress. The change is necessary because of an existing electric pole and telephone pedestal located where the proposed driveway was planned. Because the power pole supports north/south overhead lines and east/west buried lines, the relocation of the pole is not an option.

Architect Lawson Rennie, representing the owner, reviewed the changes with Commissioners.

Mayor Myers asked if the bronze was consistent with the historic nature of the City. Mr. Rennie pointed out that the City had representations of all kinds of territorial architecture.

Action:

A motion was made by Vice Chairperson Burgoyne, seconded by Council Member Beck, to approve the change in window color from white to bronze as requested, contingent upon Landmarks Commission approval. The motion carried without a negative vote.

Continued Discussion:

Planner Censky noted that the City Engineer found the new driveway configuration to be an improvement over the old design. Mr. Rennie reviewed the signage that would direct traffic at the access point.

Action:

Council Member Beck moved to approve the redesign of the ingress/egress to the Port Washington State Bank site as requested. The motion was seconded by Commissioner Kaiman.

Continued Discussion:

In response to a question from Commissioner Schara, Mr. Rennie advised that the existing trees could not be saved. However, a shade tree will be planted where the sign and a bench are proposed, as in the approved landscaping plan.

Continued Action:

The motion carried without a negative vote.

PRELIMINARY PLAT AND PUD APPROVAL EXTENSION REQUEST FOR THE SEVEN GABLES SUBDIVISION LOCATED ON THE EAST SIDE OF SHEBOYGAN ROAD APPROXIMATELY 1,300 FEET SOUTH OF HIGHWAY 60 – MLG DEVELOPMENT

Planner Censky directed Commissioners to delete the last line of the briefing on the meeting's agenda item; it was printed in error. He reported that MLG Development was seeking PUD Zoning/Preliminary Plat approval timeline extension for the 52-lot single-family Seven Gables Subdivision proposed for the vacant land located along the east side of Sheboygan Road approximately 1,300 feet south of the Highway 60 and Sheboygan Road intersection. The Preliminary Plat was approved on April 30, 2007; however, the applicant does not expect to commence with the subdivision until next year. The sewer and water systems need to be extended to this site from across Cedar Creek and that is expected to happen concurrently with this project. Since this year's construction season is nearing an end, the sewer and water system design is being planned for the winter months with the Creek crossing and water pipe extension anticipated next spring.

Planner Censky explained that according to Section 13-1-69, Planned Unit Development Overlay District, it is expected that commencement of a PUD project shall begin within 9 months following approval of a PUD petition. Since the 9-month limit will expire over the winter, the applicant is requesting a 9-month extension to this PUD project to begin at expiration of the 9-month limit (i.e. December 30, 2007).

Action:

A motion was made by Council Member Beck, seconded by Vice Chairperson Burgoyne, to approve the Preliminary Plat and PUD approval timeline extension to September 30, 2008. The motion carried without a negative vote.

REPORT FROM THE JETZCO MEMBERS AND DISCUSSION OF THE DIRECTION AND STATUS OF ONGOING DISCUSSIONS

The Plan Commission received reports from JETZCO members on the meeting held earlier in the evening.

MAYOR'S ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

Commissioner Emmerich moved to adjourn the meeting at 7:53 p.m. The motion was seconded by Commissioner Schara and carried without a negative vote.

Darla Drumel,
Administrative Secretary