

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20070108-1
UNAPPROVED MINUTES**

January 8, 2007

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, January 8, 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, Brook Brown, Keith Kaiman, Joe Emmerich, Park & Forestry Chairperson James Schara

Excused - Mark Burgoyne

Also Present - Mayor Gregory Myers; City Attorney Kaye Vance; Director of Engineering & Public Works Tom Wiza; 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 Commissioner Brown, seconded by Commissioner Schara, to approve the minutes of December 4, 2006. The motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS

No comments or suggestions were offered at this time.

REQUEST TO RELOCATE TRASH RECEPTACLES TO THE NORTH END OF THE CEDAR CREEK SETTLEMENT SITE, CONSTRUCT WOOD ENCLOSURE, PAVE OUTDOOR SEATING AREA AND PROVIDE AN ENTRY TRELIS AT N60 W6340 BRIDGE ROAD – JAMES PAPE

No one was present to represent Mr. Pape, so discussion was deferred to later in the meeting.

REVIEW AND POSSIBLE RECOMMENDATION OF THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION (SEWRPC) PLANNING REPORT NO. 48 "A REGIONAL LAND USE PLAN FOR SOUTHEASTERN WISCONSIN: 2035"

Planner Censky reported that the Southeastern Wisconsin Regional Plan Commission (SEWRPC) completed its Planning Report No. 48, "A Regional Land Use Plan for Southeastern Wisconsin: 2035" (Plan) and by Commission Resolution No. 2006-10 adopted the Plan on June 21, 2006. This Plan is intended to be a guide for the physical development of the Region. The endorsement of this report is important to ensure a common understanding of the recommended planning principals regarding land use issues among the communities within the region and among the various state and

and federal agencies.

Planner Censky noted that the Plan reflected good planning principles by promoting compact centralized settlement patterns in areas that are readily served by basic services, including sanitary sewer, water supply and appropriate transportation facilities. Likewise, it discouraged new urban development served by onsite sewage disposal systems in areas planned to receive sanitary sewer service.

Planner Censky added that SEWRPC was asking all communities in the region to endorse the Plan and integrate its findings and recommendations in their planning activities. Although all Commissioners were provided a complete copy of the Plan, they are limited in number and he requested that the copies be returned to him for Common Council review.

Commissioners pointed out that the Table of Contents did not match the pages in the document. Planner Censky advised that SEWRPC would not provide additional copies of the Plan and directed him to print the document offered on their Web page. After some comparison to the final hard copy that Planner Censky received to the document provided to Commissioners, it was determined that new copies be made and delivered to Commissioners the following day.

Mayor Myers advised that the Town Plan Commission recommended that the Town Board endorse the Plan and the item was on the agenda for the following Town Board meeting. He added that the Plan states many times that development should be limited where there is no sewer or water service, which gives the City credibility.

Action:

Commissioner Brown moved to recommend endorsement of the SEWRPC Regional Land Use Report No. 48 and the motion was seconded by Council Member Beck.

Continued Discussion:

Commissioner Kaiman suggested that more time was needed to review the document and requested that SEWRPC be contacted to obtain information on the revisions made in the document. Commissioner Brown stated that he would rather review the document in more detail before taking action.

Continued Action:

Commissioner Brown rescinded his motion.

REVIEW AND DISCUSSION OF CHAPTER 1 "ISSUES AND OPPORTUNITIES" OF THE CITY'S SMART GROWTH COMPREHENSIVE LAND USE PLAN

Planner Censky advised that the first draft of Chapter No. 1, "Issues and Opportunities" had been completed and that Commissioners had already reviewed Chapter No. 3, the "Transportation Element;" Chapter No. 4, "Utilities and Public Facilities;" and Chapter 5, "Agriculture, Natural and Cultural Resources." In Addition, information was previously provided on population and housing for review and comment.

Planner Censky explained that the Issues and Opportunities Element is intended to provide background information and a statement of the overall objectives and goals to guide the future

development and/or redevelopment of the City over the next 20 years. The background information includes population and housing forecasts, demographic trends, age distribution and employment characteristics. The population projection is based on the 1% to 1.5% rate of annual increase that has been generally agreed to by the Plan Commission and Common Council. Table 1.1 of the Issues and Opportunity element shows the City's historical population growth and the projected growth in five-year increments. Staff's projections were calculated at an annual rate of 1% and 1.35% (mid-way between 1% and 1.5%) and show a 2025 population of 14,360 and 15,600 respectively. Table 1.1 also shows the State Department of Administration's projection, which is based on the past Census counts and results in a population of 12,160 in the year 2025.

Planner Censky continued that the background information is necessary in order to establish the appropriate policies and programs to achieve a balance of space to the various land use categories to meet the physical and economic needs of the City over the planned period. As this is work in process, the intent is to have the Plan Commission review this information and provide staff with feedback and direction accordingly. This information would also be placed on the City's Website to solicit public comments. Planner Censky advised that he would likely have the Housing Element and the Land Use Map at the next Plan Commission meeting.

Commissioner Kaiman asked if residential development had exceeded the 1% to 1.5% annual increase. Planner Censky noted that, on average, development in the last few years had not even come close to that rate.

In response to a question from Commissioner Brown, Planner Censky advised that the document was created by following samples from other communities and incorporating information from the City's Visioning Statement and survey results.

Commissioner Brown suggested that the phrase "Special concern should be given to the City's fragile downtown." should be added to the bottom of page 16. Planner Censky agreed to develop some policies and goals for that specific area.

REVIEW AND DISCUSS A PROPOSED SECOND STORY ADDITION TO THE BOY SCOUT HOUSE AT W62 N715 RIVEREDGE DRIVE

Mayor Myers advised that the Cedarburg Foundation proposal to add a second story to the Boy Scout House had been discussed at the December 11, 2006 Council meeting and they directed that the Plan Commission review it conceptually. If approved, the Plan Commission would review and approve the final plans. Mayor Myers continued that he was told the activities in the building would not increase and the renovations were being proposed to make the building more functional.

Planner Censky relayed that the Council had concerns with the parking situation in the area and whether the height of the addition would negatively impact the view for neighboring properties. The Council asked Recreation Supervisor Mikko Hilvo to determine if there were alternative options, sites, whatever.

Council Member Beck added that Council Member Kinzel was not in attendance at the December Common Council meeting. Since he is the representative for that Aldermanic District, the Council decided to wait until the next meeting so his input could be included. She advised that the biggest thing is that the Boy Scout House is located on a very small street and it already has parking

problems. Her understanding was that the intent of the second floor was so that more than one group could be meeting at one time, which would change the usage and increase the number of cars at the site.

Commissioner Brown noted that he drove by the site and the road was filled with parked cars of those attending that evening's events at the site.

Council Member Beck added that there is concern that the improvements would create an even more dangerous situation. She noted that the Common Council touched on alternatives, such as use of the library building or police station.

Mayor Myers stated that his understanding was that the usage was not going to increase, but that the building was old, cramped and not functional. He pointed out that overall the City lacks parking and wherever the Scouts would meet there would be the issue of parking. He explained that a very generous donation is being offered to enhance this building that is used by a large segment of our community.

Commissioner Brown stated that no one was suggesting that the offer be rejected out of hand, but the City would be remiss if they did not consider the possible negative impacts. He added that any problems would be directed back to the Common Council when people begin parking on Riveredge Drive south of Bridge Road and this situation would occur more than one night, as noted on the schedule provided with the proposal.

Mayor Myers pointed out that the schedule for the use of the building was currently full, which has been going on for several years and he did not know if there would be any increase in parking needs

Commissioner Brown clarified that he was asking if there was some way parking could be accommodated in the new proposal. Mayor Myers responded that other than street parking he did not know where.

Mayor Myers advised that he did not see that any views would be obstructed by the addition when he visited the site, because the height of the building is increased by only 5 feet. There was only one home that sat behind the building and there are two windows on the first floor that have a blocked view with the current building. Perhaps only two windows in one home that might be impacted by the improvements.

Commissioner Schara agreed that it would not impact the view. That is why the renovation is so conservative.

Commissioner Brown noted that the height proposed for the addition is not more than six feet at the high part of the roof and that is not even a full story.

Mayor Myers summarized that, if the proposal is going back to the Council, it should be determined if there is an intended increase in use. If there is no increase in use, the parking issue is moot. Commissioner Emmerich suggested they planned to spread the people out inside the building. Commissioner Schara suggested that they could have two things going on at the same time. Commissioner Emmerich continued that it was strictly meeting rooms upstairs where groups could be

be isolated.

Council Member Beck relayed that Council Member Besaw was explaining that currently only one event can occur at a time, so everyone has to take turns using the building because the space is limited. The second story would allow it to expand. She is not against the renovation and agreed that the offer is generous, but also believed an offer did not have to be accepted that could create a problem. The issue needs to be carefully studied to make sure a bigger problem is not created. Parking is a problem and it is unclear how to get around it or how it will be in the future. Council Member Beck did not want to see the street widened.

Action:

Commissioner Brown moved to recognize that the offer was very generous and to conceptually approve the building design with the understanding that the Plan Commission had significant concerns whether there would be increased use of the site with the addition, where parking problems would increase. Discussion should continue on those issues.

Continued Discussion:

Mayor Myers agreed that those questions should be answered before it goes back to the Council. Commissioner Emmerich stated that it should be established where there is going to be increased use and then would there be a parking problem. Mayor Myers added that the Plan Commission generally agreed conceptually that the proposed building is very nice.

Commissioners discussed the possibility of the cost of the project exceeding the \$250,000 to be provided by the Cedarburg Foundation and that the Council's motion should include that the City would not have to bear any of the costs for the renovation.

Action:

The motion was seconded by Commissioner Kaiman and carried without a negative vote, with Vice Chairperson Burgoyne excused.

REQUEST TO RELOCATE TRASH RECEPTACLES TO THE NORTH END OF THE CEDAR CREEK SETTLEMENT SITE, CONSTRUCT WOOD ENCLOSURE, PAVE OUTDOOR SEATING AREA AND PROVIDE AN ENTRY TRELIS AT N60 W6340 BRIDGE ROAD – JAMES PAPE

Planner Censky explained that Mr. Pape was requesting approval to relocate the dumpsters within the Cedar Creek Settlement from the enclosed area at the northeast corner of the Blacksmith building to a location at the north end of the parking lot east of the Sheboygan Road access driveway. In addition, he proposed to pave the existing outdoor seating area located directly east of the Blacksmith building and to add an entryway trellis to this area immediately adjacent to the parking lot.

Planner Censky noted that Mr. Pape advised that the current location of the dumpsters makes trash pickup difficult because parked cars are often blocking the area. He also feels that having the dumpsters immediately adjacent to the outdoor seating area ruins the ambiance that he is trying to achieve. Therefore, he proposes to relocate the dumpster to an area east of the Sheboygan Road entrance drive which places it to the rear of the adjacent resident's garage on the neighboring property. The dumpsters will be screened from view by a decorative 6 foot high cedar enclosure with

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with sliding gates to ensure complete screening on all sides. The entryway trellis will serve as a means to control the operation of the outdoor activity. This trellis will be of treated wood material mounted on tapered formed concrete piers.

Planner Censky added that since this outdoor seating area is within the Flood Fringe Overlay District (100-year floodplain), the application must be reviewed and approved by the WDNR.

Mayor Myers advised that he had received complaints in the past regarding the noise created when the dumpster is emptied at 5:30 a.m. and wondered if the rubbish collector could be required to come later in the day. Planner Censky noted that he had suggested that Mr. Pape contact the neighbors.

Commissioner Brown was reluctant to act on the request without a representative of the petitioner available to answer questions and without a response from the DNR.

Commissioner Kaiman thought that the new location for the dumpster and enclosure was inappropriate. The current location is more integrated with the building. Commissioner Brown questioned whether the dumpster could be incorporated into the other dumpster on the site.

Action:

Commissioners declined to take action on the request until someone attended the meeting to answer questions, and information was available regarding the DNR response and contact with the neighbors.

MAYOR'S ANNOUNCEMENTS

Mayor Myers noted that, with Commissioner Brown's assistance, an article in The Municipality magazine advises that legislation is being considered by the State this year to make it easier for jurisdictions to join, i.e. towns and cities.

Mayor Myers announced that the JETZCO meeting would be held at 5:30 p.m. at the Town Hall on Monday, January 15, 2007 and that the meetings would again follow the regular schedule.

ADJOURNMENT

Commissioner Brown moved to adjourn the meeting at 8:25 p.m. The motion was seconded by Commissioner Kaiman and carried without a negative vote.

Darla Drumel,
Administrative Secretary