

CITY OF CEDARBURG
PLAN COMMISSION

PLN20180411-1
UNAPPROVED MINUTES

April 11, 2018

A regular meeting of the Plan Commission of the City of Cedarburg was held on Wednesday, April 11, 2018 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. The meeting was called to order at 7:00 p.m. by Mayor Kinzel.

Roll Call: Present – Mayor Kip Kinzel, Council Member John Czarnecki, Mark Burgoyne, Greg Zimmerschied, Heather Cain, Daniel von Bargaen

Excused - Mark Poellot

Also Present - City Planner Jon Censky, Administrative Secretary Darla Drumel

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

Commissioner Cain moved to approve the minutes of March 5, 2018 and the motion was seconded by Commissioner Zimmerschied. Commissioner Zimmerschied requested that the minutes be corrected as follows:

1. Add a paragraph after the seventh paragraph on Page PLN20180305-3 that reads "Commissioner Zimmerschied recused himself."
2. Correct the last sentence of the first paragraph on Page PLN20180305-5 to read "The motion was seconded by Mayor Kinzel, Council Member Czarnecki, Vice Chairperson Burgoyne, and Commissioners von Bargaen and Zimmerschied voting in favor; Commissioner Cain voting against; and with Commissioner Zimmerschied recused and ~~with~~ Commissioner Poellot excused."

The motion with the proposed corrections carried without a negative vote, with Commissioner Poellot excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Mayor Kinzel offered the opportunity for the public to speak on any issue unrelated to the agenda items. None were offered.

CONSIDER A LAND USE PLAN AMENDMENT RECOMMENDATION TO CHANGE THE USE CLASSIFICATION FROM HIGH DENSITY RESIDENTIAL TO OFFICE AND REZONING FROM RD-1 TWO-FAMILY RESIDENTIAL TO B-4 OFFICE AND

SERVICE DISTRICT FOR TWO LOTS AT THE NORTHEAST CORNER OF PIONEER ROAD AND EVERGREEN BOULEVARD TO CONSTRUCT AN ORTHODONTIST OFFICE – DUEY STROEBEL/ALISON MANTEL, D.D.S, MS

Planner Censky reported that property owner Duey Stroebel is under contract to sell the southern two lots of the three lots he owns at the northeast corner of Pioneer Road and Evergreen Boulevard for an orthodontics clinic being proposed by Dr. Alison Mantel. Currently, Dr. Mantel has her clinic in downtown Cedarburg and her plan is to construct this new clinic to provide more space and improved technology to meet the needs of growing adult patients. At this point, Dr. Mantel is only seeking approval of the proper land use and zoning classification with the understanding that she will follow-up with detailed development plans for Plan Commission consideration later this year. According to her preliminary plans, Dr. Mantel hopes to construct a new 4,000 square foot clinic with supporting onsite parking similar to Today's Dentistry across the street.

City records indicate that Mr. Stroebel's three parcels were annexed into the City as one 39,360 square foot parcel in January 2009. That parcel was subsequently classified on the Land Use Plan as High-Medium Density Residential and zoned Rd-1 Two-Family District. Later in 2009, the parcel was divided into the three separate lots with plans to construct a two-family structure on each lot. However, due to the downturn in the economy at the time, no building permit was ever pursued and consequently these lots have remained without activity ever since.

As Commissioners know, before any decision on this project can be made, the 2025 Land Use Plan and zoning must be amended so both documents are consistent with each other and they reflect the use being proposed. Accordingly, the first step is to amend the Land Use Plan from the High-Medium Density Residential (5.2 to 10.8 units per acre) classification to the Office classification. The second step in this process, if the Land Use Plan amendment is approved, is to rezone the site from Rd-1 Two-Family District to the B-4 Office and Service District.

Planner Censky noted that since this project is consistent with the existing office development across the street, City staff finds that the use is compatible with the use pattern established for the area.

It was noted that even if the residential development proposed north of the third lot is not accomplished, the duplex zoning would match the condominiums that exist across the street on Pheasant Court.

Action:

A motion was made by Mayor Kinzel, seconded by Council Member Czarnecki, to recommend the Land Use Plan amendment and rezoning for the two lots at the northeast corner of Pioneer Road and Evergreen Boulevard as requested. The motion carried without a negative vote, with Vice Chairperson Burgoyne and Commissioner Poellot excused.

APPROVAL OF A CERTIFIED SURVEY MAP TO DIVIDE A 16,450 SQUARE FOOT PARCEL FROM THE 2.5-ACRE BMO HARRIS PARCEL LOCATED AT W51 N676 HIGHLAND DRIVE – CITY OF CEDARBURG/BMO HARRIS BANK

Planner Censky advised that the Cedarburg Public Works and Engineering Department is in the planning process to upgrade the Highland Road Sanitary Sewer Lift Station located at the southeast corner of the BMO Harris site immediately west of the Highland Road bridge. That process will include the installation of a new wet well and larger lift station which will be located further back on the site than the existing lift station. This upgrade is necessary to handle the anticipated waste water flows from new and/or anticipated development occurring in the Sheboygan Road and State Highway 60 area. Because of the scale of this project, the Engineering Department is proposing to acquire the area at the southeast corner of the BMO Harris site and in order facilitate the land transfer the Certified Survey Map is necessary.

Specifically, this land division will serve to split the existing 2.5-acre site into two parcels of 16,450 square feet and 92,894 square feet in size. As regards to minimum lot sizes in the B-2 District **Section 13-1-54(f) (B-2 Community Business District) Lot Area - lots shall provide sufficient area and width for the principal building and its accessory buildings, off-street parking and loading areas and yard.** Since this parcel is needed to support the expansion of an existing lift station and staff review indicates that the CSM is Code-compliant, approval is recommended.

The Plan Commission is the only approval authority for this Certified Survey Map.

Action:

Mayor Kinzel moved to approve the Certified Survey Map as requested. The motion was seconded by Council Member Czarnecki and carried without a negative vote, with Vice Chairperson Burgoyne and Commissioner Poellot excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were offered.

MAYOR'S ANNOUNCEMENTS

No announcements were offered.

ADJOURNMENT

A motion was made by Mayor Kinzel, seconded by Council Member Czarnecki, to adjourn the meeting at 7:07 p.m. and carried without a negative vote, with Vice Chairperson Burgoyne and Commissioner Poellot excused.

Darla Drumel,
Administrative Secretary