

CITY OF CEDARBURG  
PLAN COMMISSION

PLN20191202-1  
UNAPPROVED MINUTES

December 2, 2019

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, December 2, 2019 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. The meeting was called to order at 7:01 p.m. by Vice Chairperson Mark Burgoyne

Roll Call: Present - Mark Burgoyne, Adam Voltz, Kip Kinzel, Heather Cain, Sig Strautmanis

Excused - Mayor Michael J. O'Keefe, Council Member Patricia Thome

Also Present - City Planner Jon Censky, Administrative Assistant Victoria Guthrie, news media

**STATEMENT OF PUBLIC NOTICE**

Administrative Secretary Guthrie 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 Kinzel to approve the minutes of November 4, 2019 as presented. The motion was seconded by Commissioner Strautmanis and carried without a negative vote, with Mayor O'Keefe and Council Member Thome excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Chairperson Burgoyne offered the opportunity for the public to speak on any issue unrelated to the agenda items. He advised that the Plan Commissioners would not be able to respond to any comments since they were not noticed on the agenda. No comments from the audience were offered.

**RECOMMENDATION FOR LAND ACCEPTANCE OF 0.0525-ACRE REMNANT PARCEL LOCATED SOUTH OF THE LINCOLN BUILDING LOCATED AT W63 N643 HANOVER AVENUE – CEDARBURG SCHOOL DISTRICT**

The Cedarburg School District recently discovered that they own a small landlocked triangular shaped piece of land located in the parking lot/driveway directly south of the Lincoln Building. It is assumed that this remnant parcel was inadvertently left out of the land assembly when this land was transferred from the School District to the City back when the City assumed ownership of City Hall, the Lincoln building, the Community Gym and the surrounding Property. Out of concern for liability, the School District now proposes to resolve this oversight by working with City Attorney Mike Herbrand to transfer the title of that parcel to the City by a Quit Claim Deed.

According to **Section 2-4-5(e)(2) Government and Administration, Boards, Commissions and Committees**, the Common Council or officer of the City having authority thereon shall refer to the Plan Commission for review and recommendation of **“...the ...acceptance..., acquisition of land for...area for parking vehicles...or public grounds.”** Accordingly, Commissioners are being asked to recommend acceptance of this remnant parcel to the Common Council to be incorporated into adjacent City property. City Staff has reviewed the request and recommends approval of acceptance.

**Action:**

A motion was made by Commissioner Cain to approve the acceptance of the remnant parcel south of the Lincoln Building located at W63 N643 Hanover Avenue. This motion was seconded by Commissioner Voltz and carried without a negative vote, with Mayor O’Keefe and Council Member Thome excused.

**REQUEST APPROVAL OF AN EXTRATERRITORIAL LAND DIVISION FOR PROPERTY LOCATED AT 8535 BRIDGE STREET, TOWN OF CEDARBURG – ROGER LUEDER**

Petitioner Lueder is seeking approval to divide his 2.42-acre parcel of land located at 8535 Bridge Street in the Town of Cedarburg into two separate lots of 1.3-acre (57,224sf) and 1.1-acre (48,191sf) in size. While this parcel is in the Town of Cedarburg, it is within the City’s Extraterritorial Plat approval jurisdiction and therefore Commission approval is required. Since this land division will not result in the dedication of public right-of-way, Common Council approval is not necessary. This CSM was reviewed and approved by the Town of Cedarburg Plan Commission on November 6, 2019. City Staff has no reason to object to this request and therefore recommends approval.

**Action:**

A motion was made by Commissioner Kinzel to approve an extraterritorial land division for the property located at 8535 Bridge Street. This motion was seconded by Commissioner Cain and carried without a negative vote, with Mayor O’Keefe and Council Member Thome excused.

**COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

No comments or announcements were offered by Commissioners.

**MAYOR’S ANNOUNCEMENTS**

Mayor O’Keefe was not present; therefore, no announcements were made.

**ADJOURNMENT**

A motion was made by Commissioner Kinzel, seconded by Commissioner Strautmanis to adjourn the meeting at 7:07 p.m. The motion carried without a negative vote, with Mayor O'Keefe and Council Member Thome excused.

Victoria Guthrie  
Administrative Assistant