

CITY OF CEDARBURG  
PLAN COMMISSION

PLN20200511-1  
UNAPPROVED MINUTES

May 11, 2020

A special meeting of the Plan Commission of the City of Cedarburg was held on Monday, May 11, 2020 via the [zoom](#) app. The meeting was called to order at 6:48 p.m. by Mayor Michael J. O'Keefe.

Roll Call: Present - Mayor Michael J. O'Keefe, Council Member Patricia Thome, Vice Chairperson Mark Burgoyne, Kip Kinzel, Adam Voltz, Heather Cain

Excused - Sig Strautmanis

Also Present - City Planner Jon Censky, Council Member Jack Arnett, Cedarburg Light and Water General Manager Dale Lythjohan, Administrative Assistant Victoria Guthrie, news media

**STATEMENT OF PUBLIC NOTICE**

Planner Censky confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Mayor O'Keefe 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 THE AUTHORIZATION, EXTENSION AND LOCATION OF PUBLIC UTILITIES TO RUN THROUGH PRIVATELY OWNED LAND IN THE TOWN OF CEDARBURG TO THE CITY OWNED HIGHWAY 60 BUSINESS PARK LOCATED AT 6603 STATE ROAD 60 – COMMON COUNCIL/CITY OF CEDARBURG**

Planner Censky advised that the Common Council has made the decision to move ahead with the planning and development of the Highway 60 Business Park. The City is requesting to extend the sanitary sewer and water utilities west from Sheboygan Road/Highway I via a 40' wide easement across the north portion of privately owned land to serve this Business Park. Per **Section 62.23 (5)** of the Wisconsin Statutes, the Plan Commission must review and provide a recommendation regarding the authorization, extension and location of utility extensions before final action can be taken by the Common Council. Since the Common Council has added this item to the agenda for their meeting later tonight, any action taken by the Plan Commission for this topic of business will be immediately referred to them.

When questioned by Commissioner Voltz on why the proposal was made to run utilities through private land as opposed to Highway 60, Planner Censky explained that although that option was considered, it proved to be more costly for the City to pursue.

Planner Censky further explained that the City's first choice was to run utilities under the paved entrance of the Circle B parcel located in the Town of Cedarburg, which would align well with property lines along the east side of the Business Park, as well as allow convenient access for maintenance purposes. As required by state law, the City petitioned the Town to allow for Circle B to connect to the City's sewer system through this parcel. Cedarburg's Town Board of Supervisors added this item to their May 6, 2020 meeting agenda for consideration; however, despite prior discussion with the City regarding this proposal, the Town decided that they were unprepared to make a ruling at this time.

Since another option of running utilities through the privately owned parcel at 1219 County Road I would provide the City with access to already existing utilities on Sheboygan Road and sufficiently meet the purpose of serving the Business Park, this alternative route was deemed by the Common Council as appropriate to pursue.

**Action:**

A motion was made by Council Member Thome to recommend the authorization, extension and location of public utilities to run through privately owned land in the Town of Cedarburg to the City owned Business Park located at 6603 State Road 60, as proposed by the Common Council.

This motion was seconded by Commissioner Kinzel and carried without a negative vote, with Commissioner Strautmanis excused.

**COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

No comments or announcements were offered by Commissioners.

**MAYOR'S ANNOUNCEMENTS**

Mayor O'Keefe had no announcements

**ADJOURNMENT**

A motion was made by Commissioner Cain, seconded by Council Member Thome, to adjourn the meeting at 6:56 p.m. The motion carried without a negative vote, with Commissioner Strautmanis excused.

Victoria Guthrie  
Administrative Assistant