

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20210118-1
UNAPPROVED MINUTES**

January 18, 2021

A special meeting of the Plan Commission of the City of Cedarburg was held on Monday, January 18, 2021 via the [zoom](#) app. The meeting was called to order at 7:07 p.m. by Mayor Michael J. O'Keefe.

Roll Call Present - Mayor Michael J. O'Keefe, Council Member Patricia Thome,
Kip Kinzel, Adam Voltz

Excused - Vice Chairperson Mark Burgoyne, Sig Strautmanis, Heather
Cain

Also Present - City Administrator Mikko Hilvo, Council Member Robert
Simpson, City Clerk Tracie Sette, Administrative Secretary
Victoria Guthrie, news media

STATEMENT OF PUBLIC NOTICE

Clerk Sette confirmed that the agenda and public hearing notices for the meeting had been posted, published 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.

**PUBLIC HEARING #1 REGARDING THE PROPOSED APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC FACILITIES (CDBG-PF)
FUNDS FOR ADA IMPROVEMENTS TO CITY PROPERTIES**

Mayor O'Keefe declared the Public Hearing #1 open at 7:08 p.m.

During their November 2, 2020 meeting, the Plan Commission recommended approval of the proposed Citizen Participation Plan and accepted the role as the official City Body with oversight and approval of projects submitted for funding thru the CDBF Closeout Program. Accordingly, this Public Hearing was scheduled to discuss the application for a grant to fund various ADA improvements to doors and bathrooms in City buildings and parks.

Kathleen Schilling, Executive Director of Ozaukee County Economic Development, has been working with Administrator Hilvo in writing the grants on behalf of the City. Director Schilling explained that the City qualifies for funds to improve public building accessibility for senior citizens and disabled adults.

After reviewing the quotes for these improvements, Commissioner Voltz questioned the use of FRP (fiberglass reinforced polymer) material on the doors for City Hall, and whether that would need approval by the Landmarks Commission. Administrator Hilvo explained that if the doors are not replaced with like-for-like material, then it would indeed need Landmarks approval; however, he stated that this hearing is just to approve the application for funding. Council Member Thome posited that if there is an issue with the material of the door, more money may be needed in order to gain Landmarks approval. Director Schilling stated that she will check to see if the request for funds can be adjusted in order to accommodate this possible outcome.

Commissioner Kinzel inquired as to whether applying for this funding will subject the City to future state oversight that includes more than just these proposed projects. Director Schilling explained that these funds are strictly being requested and used for these projects, meaning additional oversight in other areas would not be an issue. She also mentioned that the County offers programs for affordable housing and rental assistance, adding that these initiatives have simple policies, such as informative posters and holding open meetings.

Clerk Sette asked if there would be any potential business displacement during these improvements. Administrator Hilvo responded that there would be no displacement as a result of these projects.

Karen Leonard, N91W5939 Dorchester Drive, inquired whether the doors on these buildings would have a bullet-proof coating similar to the doors at the schools. Administrator Hilvo answered that these doors will not be coated.

ACTION TO CLOSE PUBLIC HEARING

A motion was made by Council Member Thome and seconded by Commissioner Kinzel to close the public hearing at 7:25 p.m. A roll call vote passed unanimously with Vice Chairperson Burgoyne and Commissioners Strautmanis and Cain excused.

PUBLIC HEARING #2 REGARDING THE PROPOSED APPLICATION FOR CDBG-PF FUNDS FOR ADA IMPROVEMENTS TO THE SENIOR CENTER

Mayor O'Keefe declared the Public Hearing #2 open at 7:25 p.m.

Administrator Hilvo established that this second hearing was the same as the first hearing, with the difference being that these ADA improvements are considered solely for the Senior Center located within the Lincoln Building at W63N643 Washington Avenue. These access improvements include bathrooms, the dining room, kitchen, and foyer. Clerk Sette asked whether there would be any business displacement as a result of these projects, to which Administrator Hilvo stated that although there may be some disruption while the work is in progress, they will still be able to continue business.

Ms. Leonard asked if the improvements would affect the overall feel of the historic Lincoln Building. Administrator Hilvo assured her that these internal changes are necessary in order to allow better access to these close quarters and he does not feel these changes will have an effect on the historical sense of the building.

Gus Wirth, N48W6000 Spring Street, observed that a lot of work and effort was put forth to access these funds, and wanted to voice his appreciation to the City and staff.

ACTION TO CLOSE PUBLIC HEARING

A motion was made by Council Member Thome and seconded by Commissioner Kinzel to close the public hearing at 7:31 p.m. A roll call vote passed unanimously with Vice Chairperson Burgoyne and Commissioners Strautmanis and Cain excused.

Action:

A motion was made by Council Member Thome to recommend the proposed CDBG projects to the Common Council for application submission to the Department of Administration. This motion was seconded by Commissioner Kinzel and a roll call vote passed unanimously with Vice Chairperson Burgoyne and Commissioners Strautmanis and Cain excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

The Commissioners expressed thanks to Director Schilling, Administrator Hilvo and Clerk Sette for their work on this project.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Council Member Thome, to adjourn the meeting at 7:34 p.m. The motion carried without a negative vote with Vice Chairperson Burgoyne and Commissioners Strautmanis and Cain excused.

Victoria Guthrie
Administrative Assistant