

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20210301-1
UNAPPROVED MINUTES**

March 1, 2021

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, March 1, 2021 via the [zoom](#) app. The meeting was called to order at 7:01 p.m. by Mayor Michael J. O'Keefe.

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

Excused - Vice Chairperson Mark Burgoyne

Also Present - City Planner Jon Censky, City Administrator Mikko Hilvo, Council Members Kristin Burkart, Rick Verhaalen, Robert Simpson, Barbara Lythjohan, Administrative Secretary Victoria Guthrie

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.

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Commissioner Kinzel, to approve the minutes of February 1, 2021. The motion carried without a negative vote with Vice Chairperson Burgoyne excused.

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.

CONSIDER REQUEST FOR MOBILE FOOD VENDOR LICENSE – THAT TACO GUY LLC/ANDREA ACOSTA

This application was forwarded to the Plan Commission for approval. After the agenda for this meeting was distributed, it was brought to Planner Censky's attention that the Common Council had passed Ordinance 2019-07, changing the requirements of approval. Plan Commission approval is no longer needed for these licenses unless an appeal is made on a license previously denied by the Clerk. Therefore, there is no need for the Plan Commission to act on this request.

RECOMMENDATION OF SIGN CODE MODIFICATION SECTION 15.5.7 TO ALLOW ILLUMINATED SIGNS IN MANUFACTURING DISTRICTS – CITY OF CEDARBURG

Planner Censky explained that in 2019, an Ordinance was adopted with the intent to modify the illumination and design of signs in the Manufacturing Districts of M-1, M-2 and

M-3. However, due to a scrivener's error on Ordinance 2019-01, the Code requiring external illumination was never removed. This recommendation serves to correct that error by striking Section 15-5-7(5)(d), which states that *illumination shall be external only*.

Action:

A motion was made by Commissioner Kinzel to recommend striking the statement on Section 15-5-7(5)(d) regarding external illumination of signs in the Manufacturing District. This motion was seconded by Commissioner Strautmanis and passed without a negative vote with Vice Chairperson Burgoyne excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Voltz, seconded by Commissioner Kinzel, to adjourn the meeting at 7:05 p.m. The motion carried without a negative vote with Vice Chairperson Burgoyne excused.

Victoria Guthrie
Administrative Assistant