

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20210707-1
UNAPPROVED MINUTES**

July 7, 2021

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, July 7, 2021 at Cedarburg City Hall, W63N645 Washington Avenue, second floor, Council Chambers, and online via the [zoom](#) app. The meeting was called to order at 7:02 p.m. by Mayor Michael J. O'Keefe.

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

Excused - Kip Kinzel

Also Present - City Planner Jon Censky, Administrative Secretary Victoria Guthrie

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 Council Member Thome, seconded by Commissioner Voltz, to approve the minutes of June 7, 2021. The motion carried without a negative vote with Commissioner Kinzel 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 APPROVAL OF WAIVER TO SEC 13-1-101(G) OF THE ZONING CODE IN REGARDS TO THE SIZE OF ACCESSORY STRUCTURES FOR AN ADDITION TO A WORKSHOP BUILDING LOCATED AT N50W7078 WESTERN ROAD – SF CONTRACTING & DESIGN LLC

Planner Censky established that the Petitioners are requesting to build a 540 square foot addition to their existing workshop, which will exceed the 720 square foot limit on accessory structures per the City Zoning Code. He noted that the workshop sits along the north border of the parcel which is not visible from Western Road; additionally, this area is heavily screened from neighboring properties. Planner Censky explained that City Staff review of this request indicates compliance with Rs-3 requirements in everything but the size limit; therefore, Staff recommends approval of the waiver subject to the Petitioners securing a building permit prior to construction.

The Petitioners were in attendance and advised Commissioners that the color and siding on the proposed addition will match the existing workshop.

Action:

A motion was made by Council Member Thome to approve the waiver to Sec 13-1-101(g) of the Zoning Code for the addition as proposed. This motion was seconded by Commissioner Strautmanis and passed without a negative vote with Commissioner Kinzel excused.

CONSIDER RECOMMENDATION OF APPROVAL FOR FINAL PLAT REVIEW AND DEVELOPMENT AGREEMENT FOR THE HIDDEN GROVE SUBDIVISION LOCATED AT N104W6620 SUSAN LANE – HAHM DEVELOPMENTS LLC/MATTHEW HAHM

The Petitioner is seeking recommendations for approval on the following items:

Final Plat Approval:

Planner Censky described the final plat for this project as consisting of seven (7) single-family lots ranging in size from 13,122 square feet to 31,860 square feet situated around a half-circle roadway that connects to Susan Lane. This project will result in Susan Lane becoming a through street, with the south half of the pavement being paid by the City, and the north half being paid by the developer. City Staff review of the Final Plat indicates full compliance with the Rs-3 Single-Family District and is consistent with the preliminary plan originally submitted with their annexation petition. Staff has no objections based on the following conditions:

1. Compliance with all State Platting requirements.
2. Sanitary and sewer laterals are to be extended to the property lines.
3. Engineering department review and approval of the storm water management, grading, drainage, and erosion control plans.
4. Addition of storm sewer laterals for all lots.
5. Speed table to be moved to the common lot line between lots 6 and 7.
6. Engineering department approval of the Susan Lane right-of-way cross-section design for the affected area.
7. Impact fees will be due for each lot at the time of building permit issuance.

Development Agreement

The Development Agreement between the City and Hahm Developments is still under review by the City Engineer and City Attorney. Details regarding the extension of Susan Lane and the speed table will be included in the agreement. Planner Censky will add the Development Agreement review and recommendation for approval to the agenda for the August 2, 2021 meeting. If the Plan Commission recommends approval, it will be added to the August 9, 2021 Common Council agenda for final approval.

Action:

A motion was made by Mayor O'Keefe to recommend approval for the Final Plat and Development Agreement proposed for the Hidden Grove subdivision based on the seven conditions listed above. This motion was seconded by Council Member Thome.

Commissioner Strautmanis offered an amendment to the motion that includes the condition that the Plan Commission reviews and recommends the approval of the final Development Agreement during their August 2, 2021 meeting. This motion to amend the motion was seconded by Mayor O'Keefe and passed without a negative vote with Commissioner Kinzel excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Planner Censky followed up on a previously discussed item regarding repairs needing to be made to the building facade on PJ Piper's Pancake House located at W61N514 Washington Avenue. He advised that the Landmarks Commission reviewed and approved the contractor's proposed repairs during their June 24, 2021 meeting.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Council Member Thome, seconded by Commissioner Strautmanis, to adjourn the meeting at 7:27 p.m. The motion carried without a negative vote with Commissioner Kinzel excused.

Victoria Guthrie
Administrative Secretary