

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20220705-1
UNAPPROVED MINUTES**

July 5, 2022

A regular meeting of the Plan Commission of the City of Cedarburg was held on Tuesday, July 5, 2022 at Cedarburg City Hall, W63N645 Washington Avenue, Upper Level, 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 Kip Kinzel, Adam Voltz, Heather Cain, Tom Wiza, Sig Strautmanis

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 Vice Chairperson Kinzel, to approve the minutes of June 6, 2022. The motion carried without a negative vote.

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.

REQUEST APPROVAL OF WAIVER TO SECTION 13-1-101(g) OF THE ZONING CODE AS REGARDS TO THE SIZE OF ACCESSORY STRUCTURES TO ADD A GARAGE TO THE PARCEL LOCATED AT W51N756 KEUP ROAD – JERRY WACHOWIAK

Planner Censky explained that Petitioner Wachowiak is requesting a waiver to the size limit for accessory structures in residentially zoned areas to allow for construction for a second detached garage that exceeds the 720-square foot maximum. The Petitioner's existing detached garage already exceeds the maximum limit at 1,408-square feet. That garage, combined with his proposed second garage, will bring the total size of his accessory structures to 2,068-square feet. The proposed new garage is typical in design, and will be located off the northeast corner of his home, between the house and the existing garage. The walls will be wheat in color and the roof will match the roof of the house. The structure as proposed is Code compliant in terms of setback and height.

Planner Censky summarized the review by City Staff noting that, at 37,026-square feet, this parcel is large, wooded, and is bordered to the north by a church. The proposed location is in a more secluded area and would be generally out of view from the immediate neighbors.

Action:

Mayor O'Keefe made a motion to approve the waiver to Zoning Code Section 13-1-101(g) for the proposed accessory structure with the condition that the Petitioner secure a building permit prior to construction commencement. Commissioner Wiza seconded the motion. Motion carried without a negative vote.

**REQUEST APPROVAL FOR SITE/ARCHITECTURAL/LANDSCAPING/LIGHTING
PLANS FOR FOX RUN DEVELOPMENT LOCATED AT N49W6337 WESTERN ROAD
– P2 DEVELOPMENT COMPANY/ROBERT BACH**

Planner Censky reminded Commissioners that Petitioner Robert Bach received approval of his request for an amendment to the Land Use Plan and Rezoning for his parcel from the Common Council during a public hearing that was held during their February 28, 2022 meeting. Since that hearing, Planner Censky, along with Commissioners Strautmanis and Voltz, met with Petitioner Bach and his staff to review their architectural plans and provide feedback on the layout and building designs.

Petitioner Bach and his staff attended the meeting to provide Commissioners with a virtual walk-thru of their proposed plans for their residential development. This project includes single-family pocket-style homes, townhouses and apartment buildings, and features common areas for residents, as well as public parking along the Hanover Avenue extension. Commissioners reviewed the architectural plans for these residential structures, along with the Petitioner's lighting and landscaping plans. The review is summarized as follows:

Architectural Plan

The proposed plans show attention to feedback from Commissioners by scaling down townhome designs along Western Avenue to reflect the surrounding neighborhood, placing apartment buildings to the east to remain consistent with the neighboring parcel, incorporating quality materials into their designs, using various but complimentary colors, and creating functional dormers. Response from Commissioners was positive; however, they would like to see varying paint pallets for the townhomes along Western Avenue to break up the repetition, and the windows facing connecting patio areas on the shared pocket homes changed to piano windows for privacy. Commissioner Voltz provided Petitioner Bach with a sketch showing column and trim details on apartment D that he would like to see incorporated, and requested the removal of the roof element placed under the balcony on the southwest corner of apartment E.

Landscaping Plan

In order to reduce run-off on what has been a mostly impervious parcel, the Petitioner has incorporated several areas of green space in the design. Trees include a combination of Ginkgo, Honey Locust, Maple, and Elm trees along Hanover Avenue, and repeats this planting scheme along the private streets. The periphery of the development reflects high growth trees that include Black Hill Spruce, English Oak, Tech Arborvitae, and Junipers, along with low growth Gold Flame Spirea, Kallay's Junipers and Devil Ninebark. Planner Censky advised that the City Forester reviews and approves all landscaping plans.

Lighting Plan

The proposed lighting plan will receive final review from the City Engineer in order to ensure that lights are low intensity and directed downward to prevent spill over onto neighboring properties. The street lights along Hanover Avenue are consistent with the lighting on the existing portion of this street, with shorter poles along the development's private streets. Council Member Thome recommended the use of timer-controlled coach lights on the rear of the garages in the pocket neighborhood in place of pole lighting due to the proximity of the neighboring parcels.

Once recommended changes have been made to the plans, Planner Censky will arrange a meeting with Petitioner Bach and Commissioners Strautmanis and Voltz for a final review.

Action:

A motion was made by Commissioner Voltz to approve the architectural, landscaping and lighting plans as proposed with the following conditions:

- Use of varying paint pallets for townhomes along Western Avenue
- Change of windows overlooking patio on C-2 units to piano-style
- Replacement of post lights in pocket neighborhood to timed coach lights
- Column and trim details on apartment D (per notes provided by Commissioner Voltz)
- Omit roof element under balcony on southwest corner of apartment E
- City staff review and approval

This motion was seconded by Council Member Thome and passed without a negative vote.

REQUEST CONCEPT REVIEW FOR PROPOSAL OF A MULTI-FAMILY DEVELOPMENT LOCATED ON THE VACANT PARCEL ON THE SOUTHEAST CORNER OF HIGHWAY 60 AND SHEBOYGAN ROAD – MANDEL GROUP INC/DAN ROMNEK

Planner Censky informed Commissioners that the subject parcel is classified in the Comprehensive Land Use Plan as commercial. However, Petitioner Romnek has been working with the current owners on potentially using this site for a multi-family residential development, and has approached the Plan Commission for their consultation and feedback. While Planner Censky believes that the location of this site, which runs along a state highway and major local arterial, would be appropriate for multi-family use, he believes that with other recently approved multi-family developments in the City, Commissioners should discuss whether the City is nearing its saturation point for these types of projects.

Originally, Petitioner Romnek submitted a plan that consisted of 310 luxury apartment units that featured common areas and green space. After having further discussed his plans with City Staff and taking their feedback into account, he came up with a second option that would bring the number of units down to 250, thus reducing the density on the 17-acre site.

Commissioners discussed the plans, and noted their approval that the substantial wetlands have been protected and the developer has included the use of materials that are native to the area. Commissioners agreed that if the Petitioner decides to move forward with this project, they prefer the option that supports a lower density. Also, they agreed that the plan should include a commercial element in order to support the surrounding residents and business park. Commissioner Cain pointed out a similar, recent type of residential development in Grafton, featuring residential use of the upper floors and first floor commercial space that houses a small brewery. She observed their common outdoor area, visible from the street, appears to be very welcoming with seating, tables and fire pits, and seems to be a popular gathering space. She recommended that the developer consider this type of space when incorporating the commercial aspect into their design.

Several residents from the surrounding neighborhoods were present at the meeting to voice their concerns about this type of use of the parcel and the effect of increased traffic on Sheboygan Road (CTH I). Planner Censky reiterated that this agenda item is for a consultation only, with no action being requested at this time. Mayor O'Keefe stressed that it is important to maintain a balance between stagnation and over saturation when it comes to City planning.

RECODIFICATION OF TITLE 13 ZONING CODE

Code review will be postponed until September, then continue until review is complete.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Commissioner Cain asked if the new awning was approved prior to installation on the PJ Piper Pancake House restaurant, W61N514 Washington Avenue. Planner Censky stated that he was in contact with the business owner, who stated that the awning was the original that was reattached. Commissioner Cain inquired whether updated plans were provided for the Stagecoach Inn, W61N520 Washington Avenue, delineating their outdoor alcohol beverage service area, which Planner Censky confirmed.

In the wake of the recent act of violence during a small Illinois community holiday parade, Commissioner Cain wanted to voice her praise for the Cedarburg Police Department for making sure that our hometown 4th of July parade and celebrations were safe, and commended them for their efforts.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Vice Chairperson Kinzel, seconded by Commissioner Wiza, to adjourn the meeting at 10:09 p.m. The motion carried without a negative vote.

Victoria Guthrie
Administrative Secretary