

**March 6, 2023**

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, March 6, 2023, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and online via the zoom app. The meeting was called to order at 7:01 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 (arrived at 7:30 p.m.)

Also Present -      City Planner Jon Censky, City Administrator Mikko Hilvo, Administrative Secretary Diana Salapata

**STATEMENT OF PUBLIC NOTICE**

Administrative Secretary Salapata 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 Wiza, to approve the minutes of the January 3, 2023, meeting. Commissioner Cain requested that the wording be changed from “City was indemnified” to properly represent Commissioner Cain’s statement for Petitioner Conley to “indemnify the City and waive all claims and releases the City from all liabilities and damages arising from the structure being constructed on, over, or adjacent to the sewer.” The motion carried without a negative vote with Commissioner Strautmanis 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.

**REQUEST APPROVAL TO PLACE CAMPER TRAILER ON A PERMANENT BASIS ON THEIR SITE LOCATED AT W63N664 WASHINGTON AVENUE**

Planner Censky stated that with discussion regarding the definition of the camper trailer, he decided that in an effort to work with the petitioners’ request to keep the camper in the front, he suggested the commission classify it as a principal structure rather than an accessory structure which would require it to be located in the rear yard.

Commissioner Cain posed a concern that this might set a precedent in the historical district for what would be allowed as a principal structure and suggested it just be defined as an accessory structure and relocated to the rear yard.

**Action:** A motion was made by Mayor O’Keefe, seconded by Commissioner Wiza, to approve placement of the Camper trailer on a permanent basis as an accessory use in the rear yard. Commissioner Strautmanis excused.

**REQUEST APPROVAL FOR ARCHITECTURAL PLANS FOR THE STONELAKE DEVELOPMENT LOCATED AT 6660 SUSAN LANE**

Stonelake Development presented architectural plans per the request of the Commission at a previous meeting. Planner Censky added that one structure in the plans was removed, thus having 35 structures with 70 units instead of the previous 36 structures with 72 units. Per the request of the Commission, the number of front-facing garages was reduced. The plans showed that the garage doors were staggered so that the streets did not have a line of front-facing garages as the focal point of the townhouses.

Petitioner Caliendo’s plans showed that he would have three different building models with units ranging in size from 1,600 sf. to 2,200 sf. The three models: Breton, Castillian, and Dartmoor/ Estonian, all offered various garage placements as a means to reduce the impact of front garages. He emphasized that these buildings would be low maintenance and high longevity, which was highly appealing to buyers.

Commissioners Strautmanis and Voltz looked over each individual building, offering suggestions on which buildings could be altered to avoid a line of front garages. Specifically, they discussed Breton and Castillian designs, stating which ones would need to be changed to avoid too many front-facing garages.

Commissioner Wiza asked if every building would have a basement and whether bedrock would be an issue, due to concerns with blasting. Petitioner Caliendo stated that every building did indeed come with a basement, and that since the bedrock was further underground, there would be no issues with blasting.

A neighbor of the property, Robert Vanden Noven, who lives on Kensington Avenue, thanked the Commission for assuring that the wooded area be protected. He asked whether there would be a fence maintained by the border of the protected area so that more trees than allotted would not be removed. Planner Censky assured that the City Engineer would be requiring a fence to border the protected area.

Mark Tegge, who lives off the corner of Susan Court and Susan Lane posed a concern about construction traffic, asking if there were any alternative roads that could be taken by construction trucks coming in and out of the Quarry. Planner Censky responded that due to the nature of the surrounding site being private property within the Town of Cedarburg, there was no clear possibility of alternative routes.

**Action:** A motion was made by Mayor O’Keefe to approve the architectural plans on the caveat that only buildings 9, 26, and 32 were allowed to be Castillian Model, double-forward front-facing garage buildings. Motion seconded by Commissioner Kinzel.

**REQUEST CONCEPT REVIEW FOR PROPOSED 2 4-UNIT TOWNHOUSE PROJECT ON PROPERTY LOCATED SOUTH OF W61N449 WASHINGTON AVENUE**

Planner Censky explained that Petitioner Jordan Larson was requesting a concept review for a proposed project of two four-unit townhomes on the landlocked site behind his other property at W61 N449 Washington Avenue. Planner Censky stated that the property is currently zoned as RM-1. Mr. Larson would need to combine his two parcels and pursue a Planned Unit Development (PUD). There is currently a shared driveway with the parcel to the north of the property.

Planner Censky stated Mr. Larson was working with M Squared Engineering to create a driveway and that Fire Department approval would be needed for the driveway to ensure proper access to the site was granted. Commissioner Strautmanis asked about the requirements for the driveway. Planner Censky stated that it would follow the guidelines of a private drive rather than a road, but also stated that more detailed plans needed to be submitted regarding the driveway. The petitioner should examine the possibility of sharing a driveway with the Landmark Court Apartments to the south of the property as a second access point.

Commissioner Wiza emphasized the importance of having the driveway have a minimal ramp due to the high traffic on Washington Avenue, recommending that they put in a curb-radial driveway to prevent potential accidents that could occur from slowing down to enter the driveway.

The next concern was with the stormwater drainage in the lot. Commissioner Wiza suggested that they pay special attention to drainage there, since it was a landlocked parcel.

Commissioner Cain asked if there would be any problems with combining the two parcels due to the site on W61 N449 having a historical structure and whether the site being combined with another would impact it. Planner Censky stated that it would be discussed at a future Landmarks Commission meeting.

**RECODIFICATION OF TITLE 13 ZONING CODE, SECTIONS B1-B4**

Planner Censky asked the Commissioners what suggestions they had for the various districts. Starting with the B-1 District; Commissioners suggested to:

- move liquor stores, meat, fish & poultry shops, and pharmacies to Conditional Uses. Pharmacies will replace pharmacies with drive-thrus on the list of Conditional Uses.
- strike variety stores from permitted uses.
- research and adjust the language regarding satellite dish antennas under

Permitted Accessory Uses to match more modern technology.  
Within the B-2 District:

- move auto parts stores, fish markets, meat markets, pharmacies, and tobacco stores from Permitted Uses to Conditional Uses.
- remove drug stores and variety stores from Permitted Uses.
- add event spaces, tattoo stores, and Air Bnb's to Conditional Uses.
- add smoke, vape, e-cigarette, tobacco shops to Conditional Uses.

The Floodplain Ordinance will be discussed at the next meeting. Sections B-3 through B-4 will be discussed at a future meeting.

**COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

No comments or announcements.

**MAYOR'S ANNOUNCEMENTS**

Mayor O'Keefe had no announcements.

**ADJOURNMENT**

A motion was made by Mayor O'Keefe, seconded by Council Member Thome, to adjourn the meeting at 9:54 p.m. The motion carried without a negative vote.

Diana Salapata  
Administrative Secretary