

**CITY OF CEDARBURG
PLAN COMMISSION
AUGUST 7, 2023**

A regular meeting of the Plan Commission of the City of Cedarburg, Wisconsin, was held on Monday, August 7, 2023, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Michael O'Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Member Patricia Thome, Adam Voltz, Jack Arnett, Tom Wiza, Sig Strautmanis, Kip Kinzel

Also Present - City Planner Jon Censky, City Clerk Tracie Sette, interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Mayor O'Keefe's request, City Clerk Sette verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings Law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

A motion was made by Commissioner Thome, seconded by Commissioner Strautmanis, to approve the Plan Commission minutes from July 11, 2023 with one correction from Commissioner Wiza:

Delete the following statement:

"Commissioner Wiza added that while water and sanitary sewers were not necessary when considering potential developments, this site offered that, making it a good area to pursue future development."

Replace with the following statement:

"This site offers municipal sanitary sewer and water which is a necessity for commercial and multi-family development consideration."

Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

REQUEST FOR A TEMPORARY USE PERMIT TO INSTALL A TENT IN THE OUTDOOR SEATING AREA FOR THE STILT HOUSE RESTAURANT LOCATED AT W62 N630 WASHINGTON AVENUE

Petitioner Gordon Goggin of The Stilt House is requesting a Temporary Use Permit to install a tent in the outdoor seating area for his restaurant located at W62 N630 Washington Avenue. Planner Censky explained this request is the same request that has been approved for the past few years. This year the request is for the tent to be utilized from October 23, 2023 through December 22, 2023. Approval by the City Building Inspector and Fire Inspector will be required to make sure all safety requirements are met.

A motion was made by Commissioner Thome, seconded by Commissioner Arnett, to approve the tent proposed for October 23, 2023 through December 22, 2023 for the Stilt House. Motion carried without a negative vote, with Mayor O'Keefe abstaining due to his conflict of interest.

REQUEST FROM CONCORD DEVELOPMENT TO ADD AN EIGHTH EXTENSION TO HIS SITE, ARCHITECTURAL, LIGHTING, AND LANDSCAPE PLAN APPROVAL FOR A MULTI-TENANT BUILDING, AND CONDITIONAL USE PERMIT APPROVAL FOR A RESTAURANT ON THE VACANT LOT SOUTH OF WALGREENS AT W62 N186 WASHINGTON AVE

Planner Censky reported that Concord Development is requesting an eighth extension to their approved site, architectural, landscaping, and lighting plan, and Conditional Use Permit (CUP) for the proposed multi-tenant building and Conditional Use permit approval for a restaurant to be located on the vacant lot south of the Walgreens Drug Store located at W62 N186 Washington Avenue. City records indicate that these plans were originally approved by the Plan Commission on August 3, 2015, and additional one-year extensions were granted on June 6, 2016, August 7, 2017, August 6, 2018, August 5, 2019, August 3, 2020, October 4, 2021, and August 1, 2022. The Petitioner, who was not present at this meeting, is requesting this extension in accordance with Section 13-1-126, Finding Lapse of Approval, under Lapse of Site Plan Approval, which states if a developer of a project which has been granted site and/or architectural plan approval has not obtained and complied with the provisions of a building permit consistent with said plan approval within one year of the date of the initial approval, the plan approval shall lapse. Upon application, the Plan Commission may renew its approval of the site and/or architectural plan as initially granted or may require changes as deemed appropriate.

Commissioner Strautmanis opined the plans still make sense and are appropriate for the area.

Planner Censky stated that since there has been no change to zoning in the area or to the Zoning Code that would affect this project, City Staff has no objection to this request and recommends extending the approval and all conditions thereof for one more year.

A motion was made by Commissioner Thome, seconded by Commissioner Wiza, to approve of the eighth extension to the CUP and Site, Architectural, Landscaping, and Lighting Plan for one more year. Motion carried without a negative vote.

REQUEST FROM PORT WASHINGTON STATE BANK FOR APPROVAL OF A NEW ADDITION AND RENOVATION LOCATED AT W61 N526 WASHINGTON AVE

Architect Mathew Hensel is representing Port Washington State Bank in the proposal to update the downtown building and site location. The proposal includes a small addition off the northeast corner of

the building, a redesign of the roof element over the main entrance to the bank, and the replacement of the front planter box. Specifically, the applicant is proposing to square off the indented northeast corner of the building to provide more interior office space, work room, and a lounge. The scale of the roof over the main entrance to the building will be scaled back to better balance with the size of the building and the new windows will match the look and design of existing windows. The plans also include the replacement of the existing planter box north of the main entrance, and to replace portions of the asphalt paving where it has deteriorated. Because this site is within the downtown Historic Preservation District, these plans were reviewed by the Landmarks Commission at their July 13 meeting, and they recommended approval by unanimous vote.

A motion was made by Commissioner Kinzel, seconded by Commissioner Thome, to approve the new addition and renovation of Port Washington State Bank, located at W61 N526 Washington Avenue. Motion carried without a negative vote.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Commissioner Arnett announced Engineering/Planning Secretary Diana Salapata's last day was Friday and thanked her for her time with the City.

Commissioner Arnett requested the Plan Commission packets be posted on the City's website.

MAYOR'S ANNOUNCEMENTS

The next Plan Commission meeting will be held on Wednesday, September 6, 2023.

ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Commissioner Kinzel, to adjourn the meeting at 7:22 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk