

**CITY OF CEDARBURG  
PLAN COMMISSION**

**PLN20240304-1  
UNAPPROVED MINUTES**

**March 4, 2024**

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, March 4, 2024, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and online via the Zoom app. The meeting was called to order at 7:04 p.m. by Mayor Michael J. O’Keefe.

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

Also Present -      City Planner Jon Censky, Administrative Secretary Theresa Hanaman, Minal Hahm, Jordan Larson, Christina Luick, Mark Flaig

**STATEMENT OF PUBLIC NOTICE**

Administrative Secretary Hanaman 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 Commissioner Thome, seconded by Commissioner Arnett to approve the Planning Commission minutes from February 5, 2024. Motion carried without a negative vote, with Commissioner Strautmanis abstaining.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

None

**REVIEW AND POSSIBLY APPROVE REQUEST OF CEDARWAY DEVELOPMENT  
DETAILED PLANS OF PROPERTY LOCATED AT W61N449 WASHINGTON AVENUE**

Planner Censky reminded Commissioners that this project successfully went through the PUD rezoning process last year, with review and recommendation on July 11, 2023, and the public hearing and Council approval on October 9, 2023. Since then, the applicant has been working with City Engineer Mike Wieser on the infrastructure, grading, drainage, and erosion control plans, and with City Attorney Mike Herbrand on the development agreement.

This project will consist of one 3-unit townhome condominium structure located south of the driveway court and one 4-unit townhome structure located on the northside of the court. The garage behind the existing home fronting Washington Avenue will be removed to make room for the 3-unit building. With the removal of the garage, the applicant will

need to provide a parking stall behind the home for the tenants of the home. To address the safety concerns regarding the access from Washington Avenue, the applicant has redesigned the entryway to widen the drive at its intersection with Washington Avenue to provide a better turning radius for those entering the site from the south bound lane.

Following rezoning last year, the applicant did meet with Commissioners Sig Strautmanis, Adam Voltz and Planner Censky to review and discuss the applicant's architectural details and drafted architectural plans based on those discussions.

Accordingly, the applicant proposes to use LP Smartside Vertical, Horizontal and Shake siding in Desert Stone color for the exterior materials. The roof will be covered with 50-year dimensional fiberglass dark shingles to compliment the Midnight Shadow colors of the trim boards. The windows will be fiberglass single hung units, the buildings will be equipped with exterior insulated doors and the garage insulated pre-finished metal garage doors.

The applicant proposes to have a series of planting beds around the periphery of this project, each including two or three Black Hills Spruce trees accented with Bark Mulch. Adjacent to the building, each patio will be bordered with a planting bed of low grow deciduous shrubs, upright arborvitae, and a colorful assortment of flowers. The plan shows the unscreened dumpsters to be located on the south side of the entrance drive which staff recommends be screened with a wood fence and gate system.

Planner Censky confirmed as a condition of approval of this project, the applicant is required to combine the front lot that supports his home with the rear lot. To accomplish that task the applicant submitted the certified survey map. This CSM will also serve to officially remove the unnecessary Road Reservation located at the west end of this parcel.

Planner Censky requested the applicant work with our fire department to satisfy their access needs and with our engineering department on the drainage details. Furthermore, the City is asking the applicant to produce the condo documents for Plan Commission review and Common Council approval. Staff's review indicates compliance with former conditions of approval and therefore recommends approval subject to the following:

- The minimum slope of the 8" sanitary sewer pipe shall be 0.40%.
- The applicant shall show elevations of the water main.
- Staff recommends the applicant place a storm water BMP at the low point in the parking lot to slow surface drainage.
- Staff recommends the parking lot to slope between 1% and 6%
- The entrance drive shall have a vertical face curb and gutter radius and a depressed head curb and gutter along Washington Ave.
- The maximum drive approach slope shall be 8%.
- The dimensional scale on pages 6-9 is wrong.
- the applicant securing Engineering department approval of the grading plans for the area along the south property line.

- The applicant shall provide a 12' wide utility easement along the north, south and west property line.
- The applicant to work with Cedarburg Light and Water for water connection issues/questions.
- Submittal of the final condominium documents.

Commissioner Arnett questioned if the Development Agreement is a standard agreement which is signed off by City Attorney Herbrand. It was noted by the applicant that the Development Agreement should not have been included in the packet as the applicant's Attorney needs to review it.

Commissioner Wiza questioned the slope and scale of the building and whether this would cause the building to be raised. Minah Hahm of M Squared informed Commissioner Wiza the corrections were sent to City Engineer Wieser with the updated scale and slope. Commissioner Wiza also suggested another joint meeting with Commissioners Sig Strautmanis and Adam Voltz.

Commissioner Voltz addressed several issues and recommendations that were made during the meeting with the applicant, including the alignment of windows, the overall aesthetic appeal of the structure, and the unusable porch space that makes the property look like a parking lot. Commissioner Voltz suggested ways to break down the scale of the building by making changes in the siding, adding smaller details by adding dormers. Commissioner Voltz referenced drawing five, the two end units, western most units that do not have vehicular circulation and the eastern unit on building one to the north which also does not have a vehicular circulation to allow for a porch.

Council Member Thome would like Cedarway Development to be more pleasing to the eye as it sits closer to an older section of town and will be visible.

The applicant mentions the front porches impede parking areas and were not incorporated due to the turn radius not being sufficient but windows were added to the upstairs bedroom above the front door and texture of the siding had been changed.

Commissioner Strautmanis commented that the entrance looked spread apart and did not line up with the windows above. Commissioner Strautmanis would also like to see some more green space and not pavement foundation to foundation.

Because the applicant did not have a chance to review the development agreement with his attorney and the architectural plans did not include some of the comments from Commissioners Strautmanis and Commissioner Voltz, the Commission asked this request be tabled.

**Action:** Motion made by Commissioner Arnett to postpone approval to the next Plan Commission meeting on April 1, 2024, seconded by Council Member Thome. The motion was carried without a negative vote.

### **REVIEW AND POSSIBLE RECOMMENDATION OF THE REVISED ZONING CODE**

Planner Censky updated Plan Commission regarding the changes made to the Zoning Code such as removing the accessory residential dwelling unit from all residential districts, clarified the verbiage in the historic district for changes to designated landmark structures, added the Criteria for Landmark Status to the historic designation process and removed CBD dispensaries from the B-2 District. While there was some discussion about the verbiage under the Purpose and Intent section, Planner Censky confirmed with Attorney Herbrand the City will not change this section as it is intended to identify the goals, objectives and rules listed in the zoning code that govern the community. It is not intended to be used for site specific purposes and consequently it is vague.

Commissioner Arnett would like to update SEC. 13-1-3, Purpose and Intent (f) Reduce or prevent congestion on the streets and promote safe and efficient use of the streets and highway to Promote safe and efficient use of streets and highways.

**Action:** None

### **PUBLIC COMMENT**

No comment

### **COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

Commissioner Arnett mentioned The City of Port Washington hired an outside engineering firm to update their zoning code at the price of \$165,000.

### **MAYOR'S ANNOUNCEMENTS**

Mayor O'Keefe had no comments or announcements.

### **ADJOURNMENT**

A motion was made by Commissioner Arnett, seconded by Council Member Thome to adjourn the meeting at 7:41 p.m. The motion was carried without a negative vote.

Theresa Hanaman  
Administrative Secretary