

CITY OF CEDARBURG  
PLAN COMMISSION

PLN20170206-1  
UNAPPROVED MINUTES

February 6, 2017

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, February 6, 2017 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. The meeting was called to order at 7:00 p.m. by Vice Chairperson Mark Burgoyne.

Roll Call:      Present -    Council Member John Czarnecki, Mark Burgoyne, Mark Poellot, Greg Zimmerschied, Heather Cain, Daniel von Bargen

Excused -     Mayor Kip Kinzel

Also Present -    City Planner Jon Censky; Administrative Secretary Darla Drumel

**STATEMENT OF PUBLIC NOTICE**

Administrative Secretary Drumel 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 Czarnecki, seconded by Commissioner Poellot, to approve the minutes of December 5, 2016 as presented. The motion carried without a negative vote, with Mayor Kinzel excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Vice Chairperson Burgoyne advised that comments from the public would be accepted at this time, or would be accepted at the time an issue is being discussed. No comments were offered at this time.

**CONSIDER REQUEST FOR CERTIFICATE OF APPROPRIATENESS FOR  
EXTERIOR CHANGES TO THE BUILDING AT W61 N497 WASHINGTON AVENUE –  
CEDAR CORPORATION**

Planner Censky advised that the Cedar Corporation is an engineering, planning and surveying firm with offices in Menomonie, Madison, Green Bay and now Cedarburg, which recently purchased the former restaurant building at the southwest corner of Washington Avenue and Western Road. Cedar Corporation is in the process of converting that building into their offices and this conversion has already resulted in significant interior changes including the removal of the kitchen and the redesign of the floorplan to better support the office environment. The conversion has also resulted in

exterior changes such as the removal of the rooftop HVAC equipment. The applicant is requesting Certificate of Appropriateness to remove the fire escape staircase and doorway on the second level of the south elevation and to replace that door with a window to match the style and design of the original window. A review of old photos reveals that a window originally existed here and was removed to support the door and stairs for fire escape purposes when the restaurant was in operation.

This request was reviewed by the Landmarks Commission on January 26, 2017 and since the intent is to restore the building to its original look they recommended approval by unanimous vote.

Paul Rasmussen of Paul Rasmussen Construction was in attendance to represent the property owner. It is likely the property owner will be requesting approval from the Plan Commission in the future to change the color of the building.

**Action:**

Commissioner Zimmerschied moved to grant a Certificate of Appropriateness to Cedar Corporation for changes to the building at W61 N497 Washington Avenue as presented. The motion was seconded by Council Member Czarnecki and carried without a negative vote, with Mayor Kinzel excused.

**CONSIDER APPROVAL OF SITE AND ARCHITECTURAL MODIFICATIONS TO N30 W5926 LINCOLN BOULEVARD – CEDARBURG LIGHT & WATER**

Planner Censky reminded Commissioners that as part of the first phase of their overall site improvement project, Cedarburg Light & Water received approval in April of 2016 to change the roof design over the office portion of their building at the northwest corner of Lincoln Boulevard and Johnson Avenue to alleviate problems with the flat rubber roof that had developed over time. That approval also included the installation of new energy efficient replacement windows and flashing. As part of the second phase, they are now requesting approval to construct a roof extension over the drive-up window on the east side of the building and to redesign the front customer driveway to provide angled parking on both sides of this drive.

According to their plans, the roof extension is designed to reflect the look of the plans approved last spring and the materials will match those of the existing building. The drive will now be changed from a two-way drive to a one-way entering the site from the southern access point and exiting at the north end onto Johnson Street. To better serve their customers, they will now provide parking for nine automobiles to replace the four stalls located in tandem along the edge of the drive.

The plans also show the introduction of low growth, decorative landscape material that will buffer and screen the parking lot from Johnson Avenue. This landscape scheme will include the planting of Japanese Barberry, Blue Forest Juniper, Karl Forester Grass, Snowmound Spirea and Blue Star Singleseed Juniper planted along the outer edge of

the parking lot facing Johnson Avenue. Within the landscape area at the entrance to the site the new replacement Cedarburg Light & Water monument sign will be located. This sign will stand 3' 11" high and will be of 1/4" back-lite aluminum plate letters mounted on a fabricated aluminum body. The base of the sign will be of stone veneer to match the material of the building with a cut stone cap.

Planner Censky added that the proposal is in full compliance with zoning requirements.

Dale Lythjohan, General Manager at Cedarburg Light & Water, explained that the bids came in too high for the roof modifications last spring and he is hoping for more competitive bids with a larger project. He added that the drive-up window is being retained as 19% to 21% of their customers use it to pay their bills.

**Action:**

A motion was made by Council Member Czarnecki, seconded by Commissioner Cain, to approve the site and architectural modifications to the building at N30 W5926 Lincoln Boulevard as requested. The motion carried without a negative vote, with Mayor Kinzel excused.

**COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

No comments or announcements were offered.

**MAYOR'S ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

Commissioner Czarnecki moved to adjourn the meeting at 7:08 p.m. The motion was seconded by Commissioner von Bargen and carried without a negative vote, with Mayor Kinzel excused.

Darla Drumel,  
Administrative Secretary