

CITY OF CEDARBURG
PLAN COMMISSION

PLN20190603-1
UNAPPROVED MINUTES

June 3, 2019

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, June 3, 2019 at Cedarburg City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. 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, Mark Burgoyne, Heather Cain, Adam Voltz, Sig Strautmanis, Kip Kinzel

Also Present - Council Members Jack Arnett and Kristin Burkart, City Attorney Mike Herbrand, City Planner Jon Censky, Administrative Assistant Kim Esselmann, news media

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Esselmann 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 Cain to approve the minutes of May 6, 2019 as presented. The motion was seconded by Commissioner Kinzel and 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.

CONSIDER SITE PLAN AMENDMENT TO MODIFY THE PARKING LOT FOR WEBSTER MIDDLE SCHOOL LOCATED AT W72 N624 WAUWATOSA ROAD – CEDARBURG SCHOOL DISTRICT

As reported last month, the Cedarburg School District is seeking approval of their expansion plans for three elementary schools, one middle school and the High School. The three elementary schools, Parkview, Thorson and Westlawn were before you at our last meeting and the High School and Webster Middle School are on this agenda for review and approval. This report pertains to Webster Middle School at W75 N624 Wauwatosa Road where the only site change being proposed is to the parking lot

located south and east of the school. More specifically, the plan is to change the traffic pattern from a two-way pattern to a one-way with angled parking; and to introduce an exit drive from the parking lot located west of the existing drive to the lot. Staff notes that Section 13-1-82(3)b requires that the interior of parking lots shall be provided with landscape area consisting of at least four percent of the total surface parking area. Accordingly, staff recommends that the hashed area shown on the parking lot plan be converted into landscaped islands and that one tree having a minimum caliper of 2" be installed in each island.

The only change to the school building is the addition of two windows on the south elevation, four windows and a new door on the north elevation, and four windows on the west elevation. The windows will be aluminum storefront windows with clear laminated security glazing and the window will be precast concrete to match existing sills. The new door on the north elevation will be an aluminum storefront door with a look that will match the windows.

Staff's review indicates full compliance with the dimensional requirements of the Code.

Action:

A motion was made by Commissioner Voltz to approve site plan and architectural plans for Webster Middle School subject to:

- Fix noted plugged catch basin
- Fire department requires the turning radius be adequate for fire apparatus maneuvers
- The hashed area shown on the parking lot plan shall be converted into landscaped islands and that one tree having a minimum caliper of 2" be installed in each island
- The District's engineer is to provide storm water computations and a permit.

The motion was seconded by Commissioner Burgoyne and carried without a negative vote.

CONSIDER SITE, ARCHITECTURAL AND LIGHTING PLANS FOR THE CEDARBURG HIGH SCHOOL LOCATED AT W68 N611 EVERGREEN BOULEVARD – CEDARBURG SCHOOL DISTRICT

This report pertains to the Cedarburg High School at W68 N611 Evergreen Boulevard where the School District is proposing a 68,920 square foot addition off the north and west side of the existing building and a new 7,254 square foot maintenance building at the north end of their site directly south of Harrison Avenue extended. The School addition is intended to support a new cafeteria and support facilities, classroom/lab space for woodworking, metals, robotics, autos and the arts on the first-floor level; and classrooms on the second level.

Parking and Traffic Circulation:

As part of this project, the district office parking lot off the northeast corner of the school and the west parking lot behind the school will be reconfigured and more parking stalls added to bring the total up from 196 stalls to 227. In addition, the access to Evergreen Boulevard will now be designed with a dedicated right and left lane out and a single entrance lane to the site.

Architecture:

The proposed 68,920 square foot two-story addition will be along the west side of the school complex directly north of the fieldhouse. This addition will be at a height of approximately 39' which is lower than the adjacent fieldhouse at 42' and the Performing Arts Center at 45'. Staff notes that the Section 13-1-100(g) of the Code does permit the height for public and semipublic buildings such as schools, churches, libraries etc. to be constructed up to a height of 60' provided the required yards are increased by 1 foot for every foot the structure exceeds 35'. In that regard these plans are Code-compliant.

This addition will match the brick material on the existing building on the lower level and the upper level will be of gray composite metal siding panels. The north and east elevations and partial west upper level elevation will include a horizontal row of aluminum store front windows and the upper level over the CHS Commons will include a curtain wall of clear anodized glass windows.

Maintenance Building:

The plans show a new 7,254sf maintenance building to be located off the northwest corner of their reconfigured parking lot directly south of the Harrison Avenue. This building will stand 22' 10" tall and will be sided with Sierra tan corrugated metal panels and covered with Driftwood tan asphalt dimensional shingles. The main entrance to the building and the interior maintenance office faces north and this side also includes five overhead garage doors; two to the heated storage area and three to the cold storage.

Exterior Lighting:

According to the exterior lighting plan, the parking lots and the interconnecting drive will be illuminated by a series of pole mounted LED fixtures directing light downward. These fixtures are manufactured by Lithonia and are to be mounted at a height of 20'. The exterior Wall mounted LED fixtures are also manufactured by Lithonia and are located to provide continuous lighting without glare or spillover.

Grading and Drainage:

The District engineers have been working with City Engineer and Director of Public Works Tom Wiza on their Grading, Drainage and Storm Water Management Plans to address storm water runoff resulting from this project. These plans now show a Dry Storm Water Detention Basin to be located at the northeast corner of their site adjacent to Cleveland Street. Since this will be a dry pond that serves to capture storm water that will be released slowly until dry again, it will be maintained in mowed state. Director

Wiza's review of these plans indicates compliance with the City's Storm Water Ordinance.

Sarah Clark of Cleveland Street asked if they could turn off the parking lot lights when not in use. Joe Clark stated that the light will be pointing more down than out. There will also be a better layout of the parking lot adding more handicapped spaces. Kristin Burkhart of Evergreen Blvd asked if there would be more student parking. Student parking on the south side didn't change. Staff's review indicates full compliance with the dimensional requirements of the Code.

Action:

A motion was made by Commissioner Kinzel to approve architectural and lighting plans for the Cedarburg High School subject to:

- The location of the fire protection features will be determined as the project progresses site plan per staff recommendations
- Submittal of a Certified Survey Map for right-of-way dedication purposes
- The District's Engineer is to provide storm water computations and a permit.

The motion was seconded by Commissioner Cain and carried without a negative vote.

CONSIDER MODIFICATION TO APPROVED ARCHITECTURAL PLANS FOR REDEEMER LUTHERAN CHURCH LOCATED AT W76 N627 WAUWATOSA ROAD

During the construction process of the recently approved addition, the contractor discovered major structural problems with the roof system over the Worship area of the existing building that were so severe that they had to close off this area until the problems were corrected. Since their plan is to remove that failing portion of the existing structure and then reconstruct it to as originally built, Plan Commission approval was unnecessary. However, because this work was necessary anyway, the congregation decided to take this opportunity to modify the overhang to the main entrance and that modification requires your approval. Specifically, they are proposing to raise the pitch of the gable from 4:12 to a pitch of 5 1/2:12. They are also extending the overhang out an additional 3' from the front building façade. The front face of this gable will be a vertical cement panel with a decorative liturgical art symbol.

Commissioners questioned why the columns were set so far back from the front overhang. The applicant advised that there is no money paid by the insurance company to move these columns but the church wanted an overhang for weather protection.

Action:

A motion was made by Commissioner Kinzel to approve the modification to the front overhang for Redeemer Lutheran Church per staff recommendations. The motion was seconded by Council Member Patricia Thome and carried without a negative vote.

CONSIDER SIGN VARIANCE REQUEST FOR ANYTIME FITNESS LOCATED AT W63 N143-145 WASHINGTON AVENUE – KARMEN NENHALO

The owner of the recently approved Anytime Fitness Health Club at W63 N143 Washington Avenue is requesting a Sign Code waiver for two signs totaling 68.8 square feet where the Code only allows a total of 49.5 square feet. More specifically, she is requesting approval of a 36.8 square foot façade-mounted sign over the front entrance to the building and a 32 square foot free standing sign to replace the existing sign that served the former Kowloon Chinese restaurant. If this waiver is granted, the applicant will then work with the City Building Inspector on the design and use of materials of the sign before securing a permit.

According to Section 15-5-14(b) Total Gross Signage, the total allowable gross sign per building shall be equal to the summation of the street-side building width (feet) and average building setback (feet) times 0.3 square feet which calculates to 49.5 square feet. Section 15-5-14(4)h states Pylon Signs shall not exceed thirty-two square feet per sign face. Accordingly, the proposed 36.8 square foot façade sign combined with the 32 square foot free-standing sign amounts to a total of 68.8 square feet.

The applicant is appealing the City Building Inspector's denial of the requested permit in accordance with Section 15-5-3(f) of the Sign Code which states: Appeals of the decision of the Building Inspector, or Landmarks Commission if the sign is located in the Historic Preservation District under this Chapter shall be made to the City Plan Commission. Further appeal of the ruling of any such decision of the Plan Commission shall be made to the Common Council.

For comparison purposes, staff notes that façade sign over the former Kettle Moraine Appliance store just south of this building was approved by the former Design Review Board at a size of 76 square feet. The adjacent Wittenberg Floor Covering/Montessori School freestanding sign was approved at 40 square feet along with a small awning sign over their main building entrance.

Action:

A motion was made by Commissioner Strautmanis to approve the wall mounted sign as proposed and to approve the free standing sign subject to it being the same size and height of the Wittenberg Floor Covering sign. The motion was seconded by Commissioner Kinzel and carried without a negative vote.

**CONSIDER SITE AND ARCHITECTURAL PLANS FOR HOME RENOVATION AT
W61 N734 MEQUON AVENUE – MARK WEILAND**

The applicant purchased this site back in 2017 and is now proposing to renovate and expand the home from a single-story structure to a two-story home with an attached three-car garage. While plan approval of single-family homes is typically left up to the City Building Inspector, when the plans seem out of character with the adjacent neighborhood, our policy has been to treat the request similar to an infill home where your review and approval is required. In fact, in this instance it is likely that the existing home will be removed to construct the proposed addition and therefore results in what is arguably infill lot status anyway. Accordingly, because of the scale and look of the proposed home as compared to homes in the neighborhood your review and approval is required.

Since the applicant's lot is much larger than the surrounding properties, the proposed conversion is Code-compliant to the setback, offset and FAR requirements of the Rs-5 District. However, the scale and look of the home does indeed seem out of character with all existing homes in the area. According to Section 13-1-122(a): Architectural Review: Building Scale and Mass, the relative proportion of a building to its neighboring building, to pedestrian or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered. Staff recommends denial of the plans and encourages the applicant to seek the aid of a professional architect skilled contextualizing the home to better fit the neighborhood.

Commissioners agreed that the proposed home did not compliment the neighborhood. The neighborhood consists of ranch style homes and the proposed two story home with a three car garage is not consistent to the neighborhood. Commissioners indicated that they were not necessarily opposed to the two story just needs to be softened to fit better. No action was taken but the applicant was asked to seek a professional designer to help adjust the plans to make it look more pleasing to the neighborhood. Commissioners recommend getting another concept rendering and then come back.

**REVIEW AND CONSIDER RECOMMENDING AMENDMENT TO THE LISTED
AND PERMITTED USES IN THE B-3 CENTRAL BUSINESS DISTRICT**

During the discussion of the CBD Dispensary request last month City Attorney Mike Herbrand suggested that this Commission review the list of permitted uses in the B-3 Central Business District and make changes as necessary to ensure that the list of uses is current and consistent with the intent and purpose of that District. Included in your packet is the B-3 District language which contains the list of uses permitted by right and a separate list of uses permitted by conditional use grant. Planner Censky review of these lists indicates that there are some uses included in the B-3 District that are also listed in other business districts and therefore Commissioners should consider removing

them from this district. For example Self Service Laundries, Tobacco Shops, Auto Part Stores, Gun Shops (as a conditional Use), Pet Stores and Pet Grooming (with all operations indoors), and Hotels are currently listed in the B-3 District but seem more appropriate for the B-2 Community Business District.

Commissioners should consider recommending to the Common Council that these uses be removed from the list of permitted uses in the B-3 District and added to the list in the B-2 District.

No action taken but staff was directed to again to review B-2 and B-3 listed permitted uses.

REVIEW AND CONSIDER AN AMENDMENT TO “CBD DISPENSARY” AS A PERMITTED CONDITIONAL USE IN THE B-2 COMMUNITY BUSINESS DISTRICT

As part of the discussion regarding adding CBD Dispensaries to the list of permitted uses in B-3 Central Business District, Commissioners opined that the CBD Dispensary use better fit the intent and purpose of the B-2 District. Accordingly, based on that discussion, City Attorney Mike Herbrand drafted an ordinance for your consideration which will serve to add CBD Dispensaries to the list of permitted uses by right. Commissioners are reminded that zoning text amendments require Plan Commission review and recommendation, and Common Council action following a public hearing.

No action was taken but Commissioners asked City Attorney Mike Herbrand and the City Planner to include the comments made here tonight and bring the draft ordinance back next month for review and possible action.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

None were offered.

MAYOR’S ANNOUNCEMENTS

Mayor O’Keefe had no announcements.

ADJOURNMENT

A motion was made by Council Member Patricia Thome, seconded by Commissioner Strautmanis, to adjourn the meeting at 9:25 p.m. The motion carried without a negative vote.

Kim Esselmann,
Administrative Assistant