

CITY OF CEDARBURG
PLAN COMMISSION

PLN20201102-1
UNAPPROVED MINUTES

November 2, 2020

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, November 2, 2020 via the [zoom](#) app. The meeting was called to order at 7:00 p.m. by Mayor Michael J. O'Keefe.

Roll Call Present - Mayor Michael J. O'Keefe, Vice Chairperson Mark Burgoyne,
Council Member Patricia Thome, Sig Strautmanis, Kip
Kinzel, Adam Voltz, Heather Cain

Also Present - City Planner Jon Censky, City Administrator Mikko Hilvo,
Administrative Secretary Victoria Guthrie, news media

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Guthrie 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 Kinzel, to approve the minutes of October 5, 2020. The motion 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.

**REQUEST REVIEW FOR UPDATED INFILL HOME PLANS LOCATED IN THE LOT
EAST OF N50W7384 WESTERN ROAD – EDWARD PFISTER AND BROOKE
BENNETT-PFISTER**

The Petitioners received approval on infill home plans submitted for this property during the January 6, 2020, Plan Commission meeting. Since that time, they have revised the plans and are now resubmitting them for approval. These changes are consistent with the general size and shape of the original plans; however, the original flat roof, single-story bump-out on the rear elevation has been changed to a two-story element that significantly changes the roof line and look of that elevation. Furthermore, while the front elevation remains similar to the original design, they have replaced the windows with a different style window and the front door is shifted further from the garage.

City Staff has reviewed the revised plans and finds them to be in full compliance with the dimensional requirements of the Rs-3 Zoning District. Staff also finds the revised plans in general reflect the original design; therefore, approval is recommended with the condition that the Petitioners submit an elevational survey and lot grading plan to the City,

secure a building permit prior to construction and pay the required impact fees once the permit has been issued. Since the City bases their inspections on City Code and not criteria set through private associations, the Petitioners are responsible for securing plan approval through their HOA, if necessary.

Action:

A motion was made by Vice Chairperson Burgoyne to approve the updated plans for the infill home as proposed, with the conditions listed above. This motion was seconded by Commissioner Strautmanis and passed without a negative vote.

**REQUEST TO RECOMMEND APPROVAL OF THE INSTALLMENT OF A SCULPTURE
HONORING PAUL YANK AT BOY SCOUT PARK LOCATED AT W62N715
RIVEREDGE DRIVE – KAREN YANK**

As a memorial to honor her late father, Petitioner Yank is requesting approval to install one of his sculptures in Boy Scout Park, located directly across the street from his residence and studio, the Ozaukee Art Center/Brewery Works at W62N718-30 Riveredge Drive. Mr. Yank was a renowned Cedarburg artist/sculptor who lived in Cedarburg since the mid 1960's, and recently passed away.

The sculpture stands 6 feet tall, is made of Cor-ten Steel and will be located between the Boy Scout House and Bridge Road adjacent to the existing trees in the area as shown in the picture included with the meeting packet.

As per City Code **Section 2-4-5(e)(2), Mandatory Referrals to the Plan Commission** which states: ***The Common Council of the City having final authority thereon shall refer to the Plan Commission, for its consideration and report before final action is taken by the Council, the following matters: the location of any statue or memorial,*** this request has been submitted to the Plan Commission for consideration and recommendation to the Common Council.

Please note this request has already been approved by the Parks, Recreation and Forestry Board, as well as the Public Art Commission in October of 2020. It was also scheduled for Landmarks Commission review; however, their last meeting was cancelled. It has been added to the November 12, 2020 Landmarks Commission agenda. Any issues they may have with the proposal would need to come back for Plan Commission review.

Administrator Hilvo assured the Commission that he will make sure that he speaks with a certified structural engineer to ensure the sculpture is anchored correctly, adding that if it is determined that it cannot be done safely, the sculpture will not be installed. Administrator Hilvo compared this with the sculpture of similar material that is currently installed in Centennial Park and stated that they have had no safety issues to date.

Vice Chairperson Burgoyne inquired as to how the sculpture currently installed near City Hall was approved, since it was not presented to either the Landmarks or Plan

Commissions. Administrator Hilvo explained that this sculpture was donated, along with one other, and was sent through the Public Art Commission and the Parks, Recreation & Forestry Board, and was approved by the Common Council in 2016. Not presenting it to the Landmarks and Plan Commissions at that time was an oversight.

Action:

A motion was made by Council Member Thome to recommend approval of the proposed sculpture in honor of Paul Yank. This motion was seconded by Vice Chairperson Mark Burgoyne and passed without a negative vote.

REQUEST REVIEW FOR APPROVAL OF CITIZEN PARTICIPATION PLAN TO ENSURE COMPLIANCE WITH THE STATE CDBG FUNDING – CITY OF CEDARBURG

Administrator Hilvo explained that in order to qualify for the Community Development Block Grant CLOSE Program, the City is required to establish a committee that has oversight on the approval and administration of projects submitted for funding through the grant. Since \$1M in funds are set to expire if not used, the City needs to establish a Citizen Participation Plan to include Cedarburg residents to represent the Low to Moderate Income members of the community who can have input on proposed projects.

A template copy of the plan was included in the meeting packet and outlines the composition of the committee as well as requirements for public hearings, provision of program information to the public, file maintenance, assistance, and complaints. City Staff has recommended that the Plan Commission act in this role, and as such, approve the Citizen Participation Plan included with this packet.

Administrator Hilvo encouraged Commission members with any project or other ideas relating to this plan to contact him directly.

Action:

A motion was made by Council Member Thome to recommend approval of the plan as proposed. This motion was seconded by Commissioner Kinzel and carried without a negative vote.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe advised that the groundbreaking ceremony for the WILO USA site in the Highway 60 Business Park is scheduled for November 12, and invited Plan Commission members to attend, if interested.

ADJOURNMENT

A motion was made by Council Member Thome, seconded by Commissioner Kinzel, to adjourn the meeting at 7:43 p.m. The motion carried without a negative vote.

Victoria Guthrie
Administrative Assistant