

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20201207-1
UNAPPROVED MINUTES**

December 7, 2020

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, December 7, 2020 via the [zoom](#) app. 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, 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, Council Member Barbara Lythjohan, Council Member Jack Arnett, 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 November 2, 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 PRELIMINARY PLAT REVIEW AND RECOMMENDATION FOR RESIDENTIAL SUBDIVISION LOCATED AT W73N1122 WASHINGTON AVENUE – FAIRWAY VILLAGE/NEUMANN DEVELOPMENT INC.

Planner Censky explained that the proposed plat mirrors the concept plan submitted as the basis for the rezoning of this site, which was recommended by the Plan Commission during their September 3, 2020 meeting and approved following a public hearing at the Common Council meeting held on October 26, 2020. This plat details the information necessary to meet State requirements for a preliminary plat. Planner Censky described the subdivision as consisting of 113 total units, which includes single-family homes and townhomes. With the recent designation of PUD zoning, the developer received approval of modifications to the regulations of the underlying zoning districts with regards to various setbacks.

Planner Censky explained that the preliminary plat complies with State requirements and is consistent with the concept plan and approved rezoning; therefore, he suggests recommendation with the following stipulations:

- Storm water management permit required.
- All lots will require a storm sewer lateral for sump pump connection.
- The sanitary sewer at the east property line to this site is at elevation 837.56 and therefore the sewer system plans must be revised accordingly.
- The sewer and water utilities must be connected to the Business Park utilities.
- City Engineer review and approval of all utility plans.
- Engineering Department review and approval of the site grading, erosion control and storm water management plans.
- Typical per lot impact fees shall be applied.
- The applicant providing a concrete public sidewalk between lots 29 and 30 extending from the cul-de-sac north to the future road right-of-way and then east to the Business Park.
- Installation of sewer and water utilities shall not commence in this project until after those utilities have been installed and certified complete in the Business Park.
- Sewer and water laterals shall be extended to serve property at W74N1204 Washington Avenue.
- The sewer system must be extended to the west R.O.W. line of Washington Avenue at Quail Court.
- An additional fire hydrant is needed on Oakmont Drive near lots 67 and 68.
- Evaluate burying the electric lines along the Washington Avenue frontage to this project.

Once the preliminary plat has been approved, the next step in the approval process will be submitting the final plat, architectural design, landscape plans, subdivision identification signage and development agreement to the Plan Commission for review and approval.

Project Developers Bryan Lindgren and Steve DeCleene from Neumann Developments were in attendance. Developer Lindgren expressed their excitement about this project and explained the two phases of development, with the south and east portions of the parcel as Phase One, and the north and west portion as Phase Two. His team has reviewed the stipulations as listed and he assured Commissioners that they are ready to accept the conditions brought forth, if the plat is approved.

Vice Chairperson Burgoyne established that he likes the design, and finds the golf theme appealing; however, he questioned the naming of Quail Lane, which does not appear to fit in with the rest of the development. Developer Lindgren agreed that although the street name for Quail Lane is not golf themed, this name was chosen because it is directly across the street from the existing Quail Court, so this is a continuation of that street name. Developer Lindgren pointed out that there would be no parcel addresses on Quail Lane, since it exists to serve as a small boulevard entrance to the subdivision. Planner Censky recommended maintaining this consistency in street names, since it is helpful for emergency responders who need to quickly locate the area in the event of a possible crisis. Current Landowner Kurt Baehmann was in attendance and mentioned that Neumann Developments approached his family for ideas on naming the subdivision. He expressed his family's appreciation of being included in this planning.

Although Commissioner Kinzel expressed his approval for the overall layout, theme and density of the development, he does believe there is concern regarding the design of the townhomes in relation to the size of the lots. Planner Censky advised that this concern will be addressed during the architectural review of the project. Council Member Thome voiced her approval of the townhomes, stating they are needed in the City.

Commissioner Strautmanis asked if the existing wooded area will be preserved, to which Developer Lindgren confirmed the preservation of this designated wetland area. Commissioner Voltz expressed concern regarding any dead ash trees that may be located in this area, and whether or not they could be removed. Planner Censky stated that the DNR does allow for removal of dead trees in wetland preservation areas; however, it is the decision of the landowner to do so, since it is considered private property. City Administrator Hilvo shared his experience of removing dead trees in wetland preservation areas of the City parks, pointing out that the park land is considered public, not private, since it is owned by the City. He explained that these dead trees were cut down and left where they were. Developer Lindgren added that the wooded areas are farther removed from structures, which eliminates the possibility of trees falling on homes, and Landowner Baehmann pointed out that the trees are also far from the lot lines of the development.

Developer DeCleene questioned if grading and drainage work could commence prior to architectural approval, as they would like to start grading in April of 2021. Planner Censky stated that he would need to discuss this with the City Engineers, as they oversee this portion of the project.

Action:

A motion was made by Commissioner Strautmanis to recommend approval for the residential subdivision plat as proposed, with the conditions listed above. This motion was seconded by Mayor O'Keefe and passed without a negative vote.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Council Member Thome, to adjourn the meeting at 7:32 p.m. The motion carried without a negative vote.

Victoria Guthrie
Administrative Assistant