

CITY OF CEDARBURG
PLAN COMMISSION

PLN20171002-1
UNAPPROVED MINUTES

October 2, 2017

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, October 2, 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 Mayor Kinzel.

Roll Call: Present - Mayor Kip Kinzel, Council Member John Czarnecki, Mark Poellot, Greg Zimmerschied, Heather Cain, Daniel von Barga

Excused - Mark Burgoyne

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

Commissioner von Barga moved to approve the minutes of September 6, 2017 as presented. The motion was seconded by Commissioner Cain and carried without a negative vote, with Vice Chairperson Burgoyne excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Mayor Kinzel 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 MINOR ARCHITECTURAL MODIFICATIONS TO THE NORTH FAÇADE OF W62 N630 WASHINGTON AVENUE – GORDON GOGGIN/STILT HOUSE

Commissioner Zimmerschied recused himself from this discussion.

Planner Censky advised that after several years in business without the use of the second floor because the building lacks a sprinkler system, business owner Gordon Goggin has now decided to install that system to meet Fire Code standards and thereby opening the upstairs for dining. Use of the second floor; however, also requires the installation of an emergency access. The plans show a staircase on the north elevation serving a second floor exit. This staircase will have two landings with the bottom step at

a point nearest to the building and facing Washington Avenue. The staircase, railings and trim will be painted to match and/or complement the existing building.

Planner Censky added that City staff determined that as proposed, the staircase will be located right on the north property line but is Code-compliant as B-3 Central Business District Code states: **No minimum side yard offset shall be required; however, where a side yard offset is provided, it shall be not less than five (5) feet.** The Landmarks Commission reviewed this request at their September 14, 2017 meeting and recommended approval by unanimous vote.

Architect Don Stauss advised that the stairway would be constructed in wood and painted to match the trim of the building. Cedar would be used for the treads and landings which would have a natural finish. They would also be reusing the existing light fixture.

Action:

A motion was made by Mayor Kinzel, seconded by Commissioner Poellot, to grant the Certificate of Appropriateness for the stairway plan as presented. The motion carried with Mayor Kinzel, Council Member Czarnecki, and Commissioners Poellot, Cain and von Barga voting in favor; Commissioner Zimmerschied abstaining; and Vice Chairperson Burgoyne excused.

CONSULTATION REGARDING PLACEMENT OF SUBDIVISION SIGNAGE FOR THE GLEN AT CEDAR CREEK – JOHN WAHLEN/CORNERSTONE DEVELOPMENT

Planner Censky explained that John Wahlen is requesting consultation regarding his proposal to install a subdivision identification sign at the entrance to The Glen at Cedar Creek subdivision. He is simply seeking feedback regarding whether or not Commissioners would be willing to support the idea of a subdivision sign there. Currently, subdivision signs are not permitted in Cedarburg as **Section 15-5-15** of the Sign Code states: **Permanent subdivision identifications signs are not allowed.**

Accordingly, if Commissioners feel this specific subdivision identification sign serves a public purpose and warrants a Sign Code waiver, Mr. Wahlen should be encouraged to pursue a waiver. If Commissioners feel subdivision signs in general should be permitted through an approval process, the applicant would need to seek an amendment to the Sign Code to eliminate that prohibition altogether. Planner Censky advised that if a Sign Code amendment is favored, staff will draft the amendment to include the requirement that all subdivisions signs must be reviewed and approved by the Plan Commission.

John Wahlen of Cornerstone Development explained that the sign would not serve as a gate, but would make the owners proud of their neighborhood. The design of the sign would incorporate elements of the subdivision's architecture and materials.

Commissioner Zimmerschied opined that few would find subdivision identification signs offensive.

The consensus of the Plan Commission was that an amendment to the Sign Code would be acceptable. Planner Censky advised that after receiving an application from Mr. Wahlen he would provide an amendment for the Plan Commission to consider. Commissioners directed that the amendment should include size limitations, appropriate materials, and provisions for perpetual maintenance.

REQUEST FOR SECOND DRIVE APPROACH AT W80 N375 PRAIRIE VIEW ROAD – LEE KNUDSVIG/PRAIRIE VIEW DEVELOPMENT, LLC

Planner Censky reported that Prairie View Development, LLC is in the process of building a new home on a corner lot in the Prairie View Subdivision and the buyers are hoping for a circular drive with a curb cut onto Prairie View Circle and another onto Prairie View Drive. **Section 6-3-1(b)(7) of the Code of Ordinances** however states: **No more than one (1) driveway entrance and approach shall be constructed for any lot or premises except where deemed necessary and feasible without impairment of safety, convenience and utility of the street by the Plan Commission.** Accordingly, Commissioners must determine that the second driveway approach is feasible and will not impair safety. In addition, **Section 13-1-85 (d) requires that the driveway must be at least 30' from the right-of-way intersection.**

Planner Censky noted that the Plan Commission has in the past permitted two curb cuts on low traffic local streets where safety is not sacrificed. While it is smart practice to limit conflict points along busy public streets, the subject lot is located at the intersection of a low-traffic local street and a quiet, dead-end cul-de-sac. Accordingly, City staff has no objection subject to the driveway being located at least 30' from the intersecting right-of-way lines. He also noted that the water service to this property comes off Prairie View Road and it is the homeowner's responsibility to protect the stop box from damage. Cedarburg Light & Water should be contacted before the concrete is poured so that a sleeve around the cover can be installed to allow for frost movement.

Jim Doering and John Grandlich were in attendance to answer any questions. Mr. Doering agreed to the stipulations proposed.

Action:

Council Member Czarnecki moved to approve the request for a second drive approach at W80 N375 Prairie View Road. The motion was seconded by Commissioner Cain and carried without a negative vote, with Vice Chairperson Burgoyne excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Commissioner von Barga expressed concern that the speed limit on Sheboygan Road may be too high considering the number of new access points and additional traffic the new developments can generate. Mayor Kinzel advised that the Police Chief and the City Engineer are addressing the issue.

MAYOR'S ANNOUNCEMENTS

Mayor Kinzel offered no announcements.

ADJOURNMENT

Commissioner Cain moved to adjourn the meeting at 7:20 p.m. The motion was seconded by Council Member Czarnecki and carried without a negative vote, with Vice Chairperson Burgoyne excused.

Darla Drumel,
Administrative Secretary