

**CITY OF CEDARBURG
PLAN COMMISSION
SEPTEMBER 6, 2023**

**PC20230906-1
UNAPPROVED**

A regular meeting of the Plan Commission of the City of Cedarburg, Wisconsin, was held on Wednesday, September 6, 2023, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Michael O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Member Patricia Thome, Adam Voltz, Jack Arnett, Kip Kinzel

Excused - Commissioners Wiza and Strautmanis

Also Present - City Administrator Mikko Hilvo, City Planner Jon Censky, City Clerk Tracie Sette, interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, City Clerk Sette verified that notice of this meeting was provided to the public by forwarding the agenda to the City’s official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings Law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

A motion was made by Commissioner Thome, seconded by Commissioner Voltz, to approve the Plan Commission minutes from August 7, 2023. Motion carried without a negative vote with Commissioners Wiza and Strautmanis excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Administrator Hilvo explained the Mandel Group will be presenting a concept plan at the September 11, 2023 Common Council meeting.

KEMPS LLC – SITE PLAN MODIFICATION

Planner Censky explained the half-acre pavement expansion plans, submitted by Kemps LLC, were originally approved in 2017, however, due to budget constraints, they were unable to complete the project. The same plans from 2017 are again up for approval with no objections from staff.

A motion was made by Commissioner Thome, seconded by Commissioner Kinzel, to approve the half-acre pavement expansion in the west lot of Kemps Dairy. Motion carried without a negative vote with Commissioners Wiza and Strautmanis excused.

JORDAN LARSON – CEDAR WAY DEVELOPMENT – CONCEPT APPROVAL AND REZONING RECOMENDATION

Jordan Larson of Cedar Way Development is requesting concept approval and rezoning recommendation to apply the Planned Unit Development (PUD) Overlay District to the proposed condominium project consisting of seven (7) units and a single-family home located at W61N449 Washington Avenue. The attorneys for Cedar Way Development and the City, along with the Fire Department and Engineering Department, met to discuss the proposal to make sure the plans work with the adjacent Fox Run development. An agreeable location of the buildings was determined with appropriate access for the Fire Department. The applicant is seeking to apply a PUD overlay to the entire project with modifications to some setbacks. The request is for the rear yard setback to be reduced from 25 ft down to 12 ft., the side yard setback to be modified from 20 ft down to 12 ft., and for the driveway width to be reduced from the 24 ft requirement to between 18 ft to 20 ft. If approved, a public hearing will be scheduled for a future Common Council meeting. There are no concerns from surrounding neighbors.

Commissioner Voltz opined that the project is moving in the right direction, however, there is still work to be done. He further explained that he would like to address the size of the porches on each unit as well as the details concerning the look and feel of the buildings.

Commissioner Kinzel approved of the density of the units.

Planner Censky suggested Mr. Larson schedule a meeting with Commissioner Strautmanis, Voltz, and Mr. Larson's architect prior to the next Plan Commission meeting.

A motion was made by Council Member Thome, seconded by Commissioner Arnett, to approve the PUD rezoning recommendation and concept plan with the staff comments as presented, including the comments set forth in the September 5, 2023 email from the Fire Inspector with confirmation that Mr. Larson will be returning for architectural review. Motion carried without a negative vote with Commissioners Wiza and Strautmanis excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS - None

MAYOR'S ANNOUNCEMENTS - None

ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Commissioner Kinzel, to adjourn the meeting at 7:27 p.m. Motion carried without a negative vote with Commissioners Wiza and Strautmanis excused.

Tracie Sette
City Clerk