

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20240506-1
UNAPPROVED MINUTES**

May 6, 2024

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, May 6, 2024, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and online via the zoom app. The meeting was called to order at 7:00 p.m. by Mayor Patricia Thome.

Roll Call Present - Mayor Patricia Thome, Council Member Jim Fitzpatrick, Adam Voltz, Sig Strautmanis, Jack Arnett, Sherry Bublitz, Jon Scholz

Also Present - City Planner Jon Censky, Administrative Secretary Theresa Hanaman, Jordan Larson, Council Member Melissa Bitter

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Hanaman 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 Arnett, seconded by Commissioner Bublitz to approve the Planning Commission minutes from the Joint Common Council Meeting on March 11, 2024 and the April 1, 2024 Plan Commission Minutes. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

REVIEW AND POSSIBLE APPROVAL OF DETAILED SITE, ARCHITECTURAL AND LANDSCAPE PLANS, ALONG WITH THE CERTIFIED SURVEY MAP AND THE DEVELOPMENT AGREEMENT FOR THE CEDARWAY PROJECT LOCATED ON PROPERTY AT W61N449 WASHINGTON AVENUE.

Planner Censky reminded Commission members this project successfully went through the PUD rezoning process last year with review of the development plans and recommendation of the PUD zoning on June 5, 2023. That recommendation was followed by the required public hearing at the Common Council meeting held on October 9, 2023, at which time the plans were approved by unanimous vote subject to the applicant returning to this Commission for approval of the final detailed plans. The applicant presented detailed plans this past March. At the request of the applicant, Commissioners voted to postpone action on these plans until the applicant reviewed the Development Agreement with their Attorney. Since the approval of the PUD zoning the applicant has been working with City Engineer Mike Wieser on the infrastructure, grading, drainage, and erosion control plans and with City Attorney Mike Herbrand on the development agreement. Commissioners Voltz and Strautmanis and Planner Censky met with the applicant to review the site and architectural plans and reiterate certain changes that were originally suggested but were not incorporated in the latest submittal. Changes include such things as replacing the smaller gable roof dormers with shed roof style dormers, provide open space between garages, distinguishing

the various building sections by changing the vertical siding with horizontal and to better balance the location of windows.

Commissioners Strautmanis recognizes the improvements made with the element of green space centered in the parking/turning movement area which will serve to break up the large expansive asphalted area and the planting beds around the periphery of this project and each patio that will be bordered with a planting bed.

Commissioner Voltz would like to see the end units of Building One with a full porch the width of the front with the entry door and two windows, like Fox Run. Commissioner Voltz sees this as more welcoming and breaks down the scale of Building One and Building Two. The porch on the new plan doesn't reflect the requested change in size with a 6 feet depth minimum. Commissioner Voltz is requesting a large enough porch to allow a couple of chairs and a small table. Commissioner Voltz also recommended lighting on the garage and asked that the corners of the buildings match the corresponding corners of the back of the building. Commissioner Strautmanis commented he would like to see the porches grow in depth.

The applicant has submitted the Certified Survey Map to combine the front lot that supports his home with the rear lot. In addition to combining the two lots into one, the CSM will serve to officially remove the Road Reservation located at the west end of this parcel. The applicant confirmed the size should be 10 x 10 or 12 x 9.

Mayor Thome is requesting the applicant submit new plans with the correct dimensions for staff approval.

Action: A motion made by Commissioner Strautmanis, seconded by Commissioner Voltz, to approve the final details with updated dimensions for staff approval and send the Development Agreement to Common Council. Motion carried without a negative vote.

REVIEW AND POSSIBLY RECOMMEND ADOPTION OF UPDATED FLOOD PLAIN ORDINANCE

Planner Censky informed the Commission that the Wisconsin Department of Natural Resources updated the version of the City's Floodplain Ordinance. By adopting this new ordinance, the City will officially be adopting the new Flood Insurance Rate Maps (FIRMs) and the Flood Insurance Study (FIS) which are now on file in the Engineering Department. The Department of Natural Resource advise that the city must adopt this updated ordinance to remain in **the National Insurance Flood Insurance Program (NFIP)**. Planner Censky reminded Commissioners that this update does serve to remove certain areas of the city that were previously, and incorrectly, shown to be in the 100yr floodplain. Accordingly, this is presented for a recommendation which will be followed by an official public hearing at the May 13, 2024, Common Council meeting. Any residents with questions will refer to the new Flood Plain Map.

Commissioner Arnett questioned how residents would look up the map and how residents find out about paying for flood insurance or being removed from the flood plain. Commissioner Strautmanis asked if this requires re-zoning to which Planner Censky stated that the Insurance Rate Maps do serve as the rezoning to establish the limits of the flood plain. Planner Censky is waiting for an amended zoning map that will be available at City Hall. As time permits the zoning map will reflect the change.

Commissioner Scholz explained insurance companies will give waivers on the actual property as it's based off the address and will get revised when getting into the detail of the property. When questioned, Planner Censky said the DNR site is one place to look at the new map or come to City Hall and staff can pinpoint the address.

Action: A motion was made by Commissioner Scholz, seconded by Commissioner Bublitz, to recommend to Common Council to approve the Flood Plain Ordinance. Motion carried without a negative vote.

PUBLIC COMMENTS

Common Council member Melissa Bitter questioned what part of the city is in the flood plain and what is changing. Common Council member Bitter would like to know how to get this information to residents and confirm this is not in Ward One.

Sampson Parsons requested a list of resident addresses in the flood plain.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Planner Censky mentioned this would be his last Plan Commission meeting as he is retiring, but the Commission will be in good hands with the new City Planner.

MAYOR'S ANNOUNCEMENTS

Mayor Thome expressed she would miss Planner Censky and thanked him for all that she learned and the advice he had given her.

ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Commissioner Bublitz, to adjourn the meeting at 7:39 p.m. Motion carried without a negative vote.

Theresa Hanaman
Administrative Secretary