

**CITY OF CEDARBURG
PLAN COMMISSION
March 18, 2025**

A regular meeting of the Plan Commission, City of Cedarburg, Wisconsin, will be held at **6:00 p.m.** on **Tuesday, March 18, 2025**. Attendees have the option of joining the meeting in person at City Hall, W63N645 Washington Avenue, lower level, Room 2, or online via the following Microsoft Teams link: https://teams.microsoft.com/join/19%3ameeting_NzU1NTExMGQtN2NIYi00MDRiLTImNmItODYwNjA4NzM1ZTcz%40thread.v2/0?context=%7b%22Tid%22%3a%225eb03e91-8932-4107-8f0f-83727c9056ca%22%2c%22Oid%22%3a%22a618bcc3-de78-41a0-93bb-130edc78118c%22%7d

AGENDA

1. CALL TO ORDER - Mayor Patricia Thome
2. ROLL CALL: Present - Mayor Patricia Thome, Jack Arnett, Adam Voltz, Sig Strautmanis, Sherry Bubnitz, Jon Scholz, Common Council Member Jim Fitzpatrick

Also Present - City Planner Mary Censky, City Administrator Mikko Hilvo, Administrative Assistant Theresa Hanaman
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES – None
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
Comments from citizens on a listed agenda item will be taken when the item is addressed by the Plan Commission. Under this item, individuals can speak on any topic *not* on the agenda for up to 2 minutes, with possible time extensions at the discretion of the Mayor. No action will be taken on items not listed on this agenda except as a possible referral to committees, individuals, or a future Plan Commission agenda item.
6. REGULAR BUSINESS; AND ACTION THEREON

A.* Review, discussion, and possible recommendation to the Common Council to amend Title 13, Chapter 1, Article F of the Zoning Code as would transfer the review/approval authority for Site and Architectural Plan Review from the Plan Commission to the proposed new Site and Architectural Review Board. This item is City initiated.

B.* Review, discussion and possible action on matters related to the Smart Growth Comprehensive Land Use Plan Update including:
 - Chapter 8 – The Land Use Element.
 - Twelve Smart Growth Areas (SGA's).This item is City initiated.
7. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**
8. MAYOR'S ANNOUNCEMENTS**
9. ADJOURNMENT

* Information attached for Commission Members; available through City Clerk's office.

**** This topic is to be limited to such items as establishing the next meeting date, items for the next agenda, reminders of scheduled community events, and similar.**

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. City of Cedarburg is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office at (262) 375-7606 or email: cityhall@ci.cedarburg.wi.us.

**MEMBERS – PLEASE NOTIFY CITY CLERK'S
OFFICE IN ADVANCE IF UNABLE TO ATTEND MEETING**

It is possible that a quorum of members of the Common Council may attend Plan Commission meetings held the first Monday of each month at 7:00 p.m. No business will be conducted by the Common Council and no action will be taken. Attendance is for the purpose of information gathering and exchange.

3-6-2025

PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: March 18, 2025

General Information:

Agenda Item: 6.A.

Applicant:

City initiated item

Request:

Review, discussion and possible recommendation to the Common Council to amend Chapter 1, Article F of the Title 13-Zoning Code, anticipating the creation of a new City of Cedarburg Site and Architectural Review Board (SARB).

Discussion:

The City has been in discussions about creating a new Site and Architectural Review Board (SARB) tasked with site and architectural plan review responsibilities. These duties are currently assigned to the Plan Commission. As Commissioners are aware, two of the City's Plan Commissioners have been expending a great deal of extra time and expertise in previewing site and architectural plans for the Plan Commission Plan Commission. The proposed new SARB would assume only this responsibility for site and architectural plan review.

Creation of the SARB will be the subject of discussion and possible approval by the Common Council at their meeting on March 31, 2025. The Plan Commission may wish to provide a recommendation in this matter, considering the changes to Chapter 1, Article F of the Title 13-Zoning Code as set forth below.

The Plan Commission will recall one of the recently favored policies set forth in the Chapter 2-Housing of the Smart Growth Comprehensive Plan calls for developers to 'provide architectural theme and design detail information as a part of any new housing development application as might ensure that certain unique architectural

and building/site design characteristics of historic Cedarburg continue to be referenced going forward’. Further, Chapter 8-Land Use provides among its goals/objectives that ‘detailed site design considerations must also be addressed during the project approval phase’. These examples suggest that the City is calling for design excellence in new/future development projects. The SARB could substantially impact these outcomes, considering that the goal is to appoint members to this Board who possess special expertise in architecture and similar site and building design specialties.

It's likely that, as a part of it's early work, the SARB will review and may recommend modifications to portions of the specific language describing the site and architectural design standards as set forth in Article F below.

ARTICLE F SITE PLAN AND ARCHITECTURAL REVIEW

Sec. 13-1-120 Purpose of site plan and architectural review.

For the purpose of promoting compatible development, stability of property values, fostering the attractiveness and functional utility of the community as a place to live and work, preserving the character and quality of the built environment by maintaining the integrity of those areas which have a discernible character or are of a special historic significance, protecting certain public investments in the area, and raising the level of community expectations for the quality of its environment, this section requiring site plan and architectural review is intended.

Sec. 13-1-121 Site plan review principles and standards.

To implement the purposes set forth in section 13-1-120, the city ~~plan-commission-site and architectural review board~~ shall review the site, existing and proposed structures, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading (in the case of commercial and industrial uses), highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation. The city ~~plan-commission-site and architectural review board~~ will approve said site plans only after determining that:

- (a) The proposed use(s) conform(s) to the uses permitted in that zoning district.
- (b) The dimensional arrangement of buildings and structures conform to the required area, yard, setback, and height restrictions of this chapter.
- (c) The proposed use conforms to all use and design provisions and requirements (if any) as found in this chapter for the specified uses.
- (d) There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
- (e) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.

- (f) Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.
- (g) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.
- (h) Land, buildings, and structures are readily accessible to emergency vehicles and the handicapped.
- (i) The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety, and general welfare, to encourage the use of lands in accordance with their character and adaptability, to avoid the overcrowding of population, to lessen congestion on the public roads and streets, to reduce hazards of life and property, and to facilitate existing community development plans.
- (j) The site plan is consistent with the public goals, objectives, principles, standards, policies, and urban design criteria set forth in the city's adopted community master plan or components thereof.

Sec. 13-1-122 Architectural review principles, standards and procedures.

Architectural review and standards are required for all new principal buildings proposed for construction on all new lots created by a subdivision plat, by Certified Survey Map and on all infill lots. Architectural style is not restricted; however, structures must be compatible with the surrounding area. To provide criteria for the implementation of the purposes set forth in section 13-1-120, the following architectural review principles, criteria, and procedures are established:

- (a) *Building scale and mass.* The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered. New buildings and additions to existing buildings shall harmonize and correspond to the existing character of the immediate neighborhood. In approving infill projects, the FAR standard for the zoning district in which the building is located shall not govern the building size, but rather, building size will be established, on a case-by-case basis, to reflect the existing character of the neighborhood.
- (b) *Building rooflines and roof shapes.* The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.
- (c) *Materials.* Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is aesthetically incompatible with other building facades in the area and which presents an unattractive appearance to the public and surrounding properties.
- (d) *Colors.* Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, color shall be selected in general harmony with the existing neighborhood buildings.
- (e) *Building location.* No building shall be permitted to be sited in a manner which would unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.
- (f) *Historic structures.* Any construction, rehabilitation and/or restoration of any landmark or historic building or structure within the Washington Avenue Historic District and proposed for any locally designated historic building shall conform to all the requirements of this chapter and with the terms and conditions outlined by the landmarks commission and included in the city's Building/Historic Code.

- (g) *Infill lot.* An infill lot is a single vacant lot located in a predominately built-up area, which is bounded on two or more sides by existing development. In addition any lot which contains an existing building, which will be removed and replaced with a new building, shall also be considered an infill lot. The infill status of a lot shall continue until building plans have been approved by the site and architectural review board ~~plan-commission~~, a building permit acquired and the building constructed in accordance with the approved plans and an occupancy permit issued. Once the occupancy permit is issued, the status of the lot shall change to non-infill and any additions or modifications thereafter shall be processed under normal procedures in accordance with article F.
- (h) *Application of standards and review procedures.*
 - (1) Architectural standards for new buildings on lots created by a subdivision plat or by Certified Survey Map shall be submitted as covenants or deed restrictions to the plan-commission-site and architectural review board and council at the time of an approval of the Certified Survey Map or preliminary and final plat. The plan-commission-site and architectural review board and council shall apply the above principles and either approve, approve conditionally or reject the architectural standards.
 - (2) On infill lots, architectural plans and data in accord with section 13-1-124 shall be submitted to the plan-commission-site and architectural review board. The plan-commission-site and architectural review board shall apply the above principles and either approve, approve conditionally or reject the architectural plans.

(Ord. No. 2002-09; Ord. No. 2004-15; Ord. No. 2006-25)

Sec. 13-1-123 Compliance for multiple-family residential and non-residential structures.

- (a) *Compliance for multiple-family residential and non-residential structures.* No use or structure [except single-family and two family dwellings] shall hereafter be erected, moved, reconstructed, extended, enlarged, altered, or changed until the city plan-commission-site and architectural review board has reviewed and approved plans for the site or structure. The city plan-commission-site and architectural review board shall not approve any plans unless they find after viewing and study of the application that the use or structure, as planned, will not violate the intent and purposes of this chapter, as well as the principles set forth in sections 13-1-121 and 13-1-122.

Sec. 13-1-124 Applications for site plan review.

Sixteen copies of all site plan data shall be submitted to the city clerk 17 days prior to the next regularly scheduled city plan-commission-site and architectural review board meeting, who shall transmit all applications and their accompanying plans to the appropriate city departments and staff and city plan-commission-site and architectural review board for their review. Site plan data to be submitted with all site plan review applications shall include the following:

- (a) Site plans drawn to a recognized engineering or architectural scale with the name of project noted.
- (b) One colored rendering of the site and landscaping plans.
- (c) Owner's and/or developer's name and address noted.
- (d) Architect's and/or engineer's name and address noted.
- (e) Date of plan submittal.
- (f) Scale of drawing, site size (area in square feet or acres), and building area and coverage noted on plan.
- (g) Existing and proposed topography shown at a contour interval of not less than two feet at National Geodetic Vertical Datum, indicating proposed grade on a grading plan and location of improvements.

- (h) The characteristics of soils related to contemplated specific uses.
- (i) All building and yard setback lines indicated.
- (j) Where applicable, both the 100 year recurrence interval floodplain and the floodway indicated.
- (k) All drives, curb cuts, and both ingress and egress locations indicated.
- (l) The proposed location of all signage to be placed on the site.
- (m) The location and type of all outdoor lighting proposed to illuminate the site.
- (n) Total number of parking spaces noted.
- (o) The type, construction materials, size, and location of all structures with all building dimensions shown.
- (p) Indicate height of buildings.
- (q) Existing and proposed street names indicated.
- (r) Indicate existing and proposed public street rights-of-way and/or reservations and widths.
- (s) Indicate and locate all easements on the subject property.
- (t) North arrow shown.
- (u) Locate existing and general location of proposed sanitary sewers, storm sewers, water mains and fire hydrants (existing and proposed) and proposed electrical service easements. In addition, all locations for the proposed connections to such utilities should be indicated on the site plan.
- (v) Locate any proposed stormwater management facilities, including detention/ retention areas.
- (w) Locate existing trees, including the delineations required in the Tree Preservation Ordinance..
- (x) Note location, extent, and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties.
- (y) Note location of pedestrian sidewalks and walkways.
- (z) A graphic outline of any development staging which is planned.
- (aa) If the development abuts an existing or planned arterial street or highway, as identified on the city's master plan or component thereof, all driveway locations of all adjoining property within 200 feet of the subject property shall be indicated on the site plan.
- (bb) Written project summary including operational information, building schedule, and estimate of project value including all site improvement costs.
- (cc) Other data which may be required by either the city staff or city ~~plan-commission~~ site and architectural review board to review the site plan.

Sec. 13-1-125 Application for architectural review.

Architectural data shall be submitted to the city clerk prior to a regularly scheduled ~~plan-commission~~ site and architectural review board meeting, who shall transmit all applications and their accompanying plans to the appropriate city departments and staff and ~~plan-commission~~ Site and architectural review board for their review. The ~~plan-commission~~ Site and architectural review board shall review and act upon the plans within a reasonable amount of time. Architectural data to be submitted with all architectural review applications shall include the following:

- (a) Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of all proposed structures. A color perspective rendering of the exterior of the proposed building(s) shall be required for review by the ~~plan-commission~~ site and architectural review board. Said

elevations and perspective drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted.

- (b) Owner's and/or developer's name and address noted.
- (c) Architect's and/or engineer's name and address noted.
- (d) Date of submittal of plans.
- (e) Scale of drawings noted on each drawing.
- (f) The type, size, and location of all structures with all building dimensions shown.
- (g) Indication of the height of building(s).
- (h) Site plan indicating building location drawn to a recognized engineering or architectural scale, with the name of the project noted and north arrow shown.
- (i) Notation on fire protection measures to be installed according to the City of Cedarburg Fire Prevention and Protection Code.
- (j) Samples of exterior materials and their colors.
- (k) Additional information and data which may be required by the ~~plan-commission-site and architectural review board~~ may include the following upon request:
 - (1) Photographs from the site of adjacent neighboring structures.
 - (2) Detailed drawings of decorative elements of the building(s) or structure(s).
 - (3) Sectional building or site drawings.

Sec. 13-1-126 Findings lapse of approval.

The city ~~plan-commission-site and architectural review board~~ shall not approve any application unless it finds by a preponderance of the evidence after viewing the site plan and/or building plans that the intent and purpose of this chapter, as well as the principles and requirements set forth in sections 13-1-121, 13-1-122, and 13-1-124, have been complied with. The findings of the city ~~plan-commission-site and architectural review board~~ shall be indicated in the minutes of its meeting and shall be a public record. Plans shall be stamped approved, conditionally approved, or denied and signed and dated by the secretary of the ~~plan-commission-site and architectural review board~~ and retained as a permanent record by the city clerk.

Lapse of site plan approval. If a developer of a project which has been granted site and/or architectural plan approval has not obtained and complied with the provisions of a building permit consistent with said site plan approval within one year of the date of the initial approval, the plan approval shall lapse. Upon application, the ~~plan-commission-site and architectural review board~~ may renew its approval of the site and/or architectural plan as initially granted or may require changes as deemed appropriate.

Retroactivity. This ordinance shall be retroactive to all site and/or architectural plan approvals for which as of the date of enactment of this ordinance the developer has not obtained and complied with the provisions of a building permit consistent with the initial approval.

(Ord. No. 93-19; Ord. No. 2001-07; Ord. No. 2002-09)

Sec. 13-1-127 Appeals.

Any person or persons aggrieved by any decisions of the council or ~~plan-commission-site and architectural review board~~ related to site plan or architectural review, except as to infill lots, may appeal the decision to the zoning board of appeals. Such appeal shall be filed with the city clerk within 30 days after filing of the decision of the zoning administrator. Person(s) aggrieved

by any decision of the ~~plan commission site and architectural review~~ board as to infill lots may appeal the decision to the common council within 30 days after filing of the decision by the ~~plan commission site and architectural review board~~.

(Ord. No. 2002-09)

PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: March 18, 2025

General Information:

Agenda Item: 6.B.

Applicant:

City initiated item

Request:

Review, discussion and possible recommendation to the Common Council regarding updates to the City of Cedarburg Smart Growth Comprehensive Land Use Plan-2025

Discussion:

The Planner will re-present the most recent status of Plan Commission discussions regarding Smart Growth Areas 2, 3, 4, 6, and 7. The Plan Commission will discuss and attempt to reach consensus and make final recommendations as to future Land Use Classifications for any or all of these five SGA's.

Final recommendations as to SGA's 1 and 5 were recently made. SGA's 8-12 are likely to be taken up by the Plan Commission in Mid-April, after receiving the report and presentation of the 2025 City and Town of Cedarburg Traffic Planning and Access Study on Monday April 7th.