**CITY OF CEDARBURG**
**PLAN COMMISSION**
**October 5, 2020**

A regular meeting of the Plan Commission, City of Cedarburg, Wisconsin, will be held at 7:00PM on Monday, October 5, 2020. This meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing mhilvo@ci.cedarburg.wi.us.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe

2. ROLL CALL: Present - Mayor Mike O'Keefe, Council Member Patricia Thome, Mark Burgoyne, Heather Cain, Adam Voltz, Kip Kinzel, Sig Strautmanis

   Also Present - Jon Censky, City Planner

3. STATEMENT OF PUBLIC NOTICE

4. APPROVAL OF MINUTES – September 3, 2020

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

6. REGULAR BUSINESS; AND ACTION THEREON

* A. Petitioner: **Chris and Lina Ganiere**
Request: **Waiver to Sec 93-1-101(g) of the Zoning Code as regards to the size of Accessory Structures**
Briefing: The applicants are requesting a waiver to replace an existing garage with a new one which exceeds the size limit allowed by Code for their parcel located at N42W56727 Maple Street.
Current Zoning: Rs-6
Aldermanic District: 5
Tax Key No.: 13-133-02-12-000
Previous Discussion Dates: None

* B. Petitioner: **WILO USA LLC/Jeff Schopp**
Request: **1) Site/Architectural/Landscaping Plan Approval**
**2) Sign Plan Waiver**
Briefing: The applicant is requesting approval of their site, architectural and landscaping plan and sign plan waiver for their proposed headquarters and manufacturing facility located in the northwest parcel of the new City of Cedarburg Highway 60 business park.
Current Zoning: M-3
Aldermanic District: 7
Tax Key No.: 13-022-02-000.00
Previous Discussion Dates: September 3, 2020

* C. Petitioner: **City of Cedarburg**
Request: **Review Covenants**
Briefing: Request review and recommend approval of proposed covenants for the City of Cedarburg Highway 60 business park located at N130W6603 State Road 60.
Current Zoning: M-3
Aldermanic District: 7
Tax Key No.: 13-022-02-000.00
Previous Discussion Dates: None

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, etc.*

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 (262) 375-7606 or email: cityhall@ci.cedarburg.wi.us.

MEMBERS – PLEASE NOTIFY CITY CLERK'S OFFICE IF UNABLE TO ATTEND MEETING.

10/01/2020

CEDARBURG
WISCONSIN

## CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

The City of Cedarburg will begin utilizing zoom, an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.

Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: "Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call)." The advisory emphasizes that "When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

## CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

To download zoom on your mobile device, click on one of the following: Download in App Store Download in Google Play

Here are the procedures for public to be able to view a meeting live through zoom.

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via zoom by emailing him at mhilvo@ci.cedarburg.wi.us.

2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).

3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.

4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.

5. All public participants will have their microphone muted.

6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.

**CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS**

The City of Cedarburg will be utilizing the zoom app to hold public meetings starting March 23, 2020 until further notice. All meetings will adhere to Wisconsin Open Meetings Law. The zoom app provides an option for the public to join the meeting via computer, iPad, tablet, or phone.

Here are the procedures for staff and board members to utilize zoom.

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.

2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing mhilvo@ci.cedarburg.wi.us at minimum 6 hours prior to the meeting.

3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)

4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.

5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.

7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.

8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us