

Village of Cambridge Plan Commission

Monday, November 14, 2022 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

AGENDA

1. Call to Order / Roll Call.
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on October 10, 2022
4. Public Appearances:
5. New Business: Discussion and Possible Action regarding: None
6. Unfinished Business:
 - a. Discussion and Possible Action Grading Plans/Site Plans
 - b. Update on Comprehensive Plan
7. Correspondence:
8. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:
9. Adjournment of Meeting

Note

- 1) Persons Needing Special Accommodations Should Call 423-3712 At Least 24 Hours Prior To The Meeting.
- 2) More Specific Information About Agenda Items May Be Obtained By Calling 423-3712.
- 3) Final Plan Commission Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Village Website, Hometown Bank and Cambridge State Bank.

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

VILLAGE OF CAMBRIDGE

Policy of Decorum for Public Meetings

The purpose of Policy of Decorum is to promote mutual respect, civility, and orderly conduct among elected and appointed Village officials, Village staff, and members of the public. This policy is not intended to deprive any person of his or her right to freedom of expression, but to promote, to the extent possible and reasonable, open dialogue and positive communications while discouraging intimidating, demeaning, volatile, hostile or aggressive actions. The Village expects locally elected and appointed officials and its employees to comply with this policy, and also seeks cooperation from members of the public.

The Village holds numerous public meetings, such as meetings of the Village Board and Village commissions, boards and committees. In order to safeguard participatory democracy in the Village of Cambridge, all elected officials, appointed officials and Village employees are expected to adhere to the following standards of conduct:

- Treat everyone with courtesy;
- Listen to others respectfully;
- Exercise self-control;
- Exercise honesty at all times;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate;
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions;
- Allow board and commission members to speak without intimidation or interruption;
- Provide fair and equal treatment for all persons coming before Village bodies.

The Village requests that members of the public also exercise civility by following these guidelines during public meetings.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the board, the president may cause the room to be cleared of all persons causing such disorderly conduct. VCO § 2.08.190.

Village of Cambridge Plan Commission

Monday, October 10, 2022 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

PUBLIC HEARING MINUTES

1. **Call to Order/Roll Call:** Chairman Wittwer called the meeting to order at 6:30 p.m. Members present: Commissioner Anderson, Michalski, Franklin and Wittwer. Members Excused: Commissioner Gronemus. Others present: Lisa Moen, Administrator/Clerk; Jane Landretti, Legal Counsel; Joe DeYoung, MSA; Jim Curran; President McNally.
2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, Badger Bank, the Village Website and mailed to neighboring property owners.
3. **Public Hearing regarding Conditional Use Permit request from Jim Curran, for Lot 2, in Matt's Plat, tax key 111/0612-013-0512-1, for the purpose of a drive through restaurant.** Commissioners Wittwer, Franklin and Anderson have all received positive feedback from residents. President McNally stated he heard from 3 people who had concerns regarding competition. Also, safety concerns if kids were going there on bicycles, with only drive-up windows. They are adding a 5' by 5' lobby for walk ups and large orders.
4. **Adjournment of Public Hearing:** Commissioner Michalski made a motion to adjourn the public hearing, seconded by Commissioner Franklin. Motion carried.

MINUTES

1. **Call to Order / Roll Call:** Chairman Wittwer called the meeting to order at 6:36 p.m. Members present: Commissioner Anderson, Michalski, Franklin and Wittwer. Commissioners excused: Commissioner Gronemus. Others present: Lisa Moen, Administrator/Clerk; Jane Landretti, Legal Counsel; Joe DeYoung, MSA; Jim Curran; President McNally.
2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, Badger Bank and the Village Website.
3. **Approve Minutes** from Plan Commission Meeting on September 12, 2022: Commissioner Anderson made a motion to approve the minutes as presented, seconded by Commissioner Wittwer. Motion carried.
4. **Public Appearances:** None
5. **New Business: Discussion and Possible Action regarding:**
 - a. **Discussion and Possible Recommendation to the Village Board Regarding Conditional Use Permit for Jim Curran:** MSA provided a memo, they have no concerns regarding the proposal in a broad sense but will have requirements as the project moves forward. Franklin commented that neighbors are ok with a new coffee shop, and Wittwer commented that the Winery was also ok with it. Construction would begin next year.

Commissioner Franklin made a motion to recommend to the Village Board approval of the Conditional Use Permit for Jim Curran per MSA's Recommendations, seconded by Commissioner Anderson. Motion carried.

- b. Discussion and Possible Recommendation to the Village Board Regarding Updating our Smart Growth Plan:** We have received two proposals for updating our Smart Growth Plan, one from Mark Roeffers, who assisted us with the legal challenge to the Solar Project, and the second from our Engineers, MSA. Both would bring experience to the project. Mark Roeffers had done a lot of background work for the legal briefs. We do have copies of his testimony. MSA is our current engineering firm. Benefits to using them would be planning our future growth, assisting us with our planning, etc. They will continue to be involved in the future. Jim Curran expressed his willingness to volunteer during the process. Discussion regarding having Economic Development Committee be a part of the process as well.

Commissioner Franklin made a motion to recommend to the Village Board approval of the proposal from MSA For our Smart Growth Plan update, seconded by Commissioner Michalski. Motion carried.

- c. Discussion and Possible Action Grading Plans/Site Plans:** Discussion regarding tightening our ordinances. We can look at other communities such as Delavan and Fontana. Looking at setbacks, existing land elevations, foundation elevation, drainage, site plan approval, as built upon completion, fee structures, among other things. We will have a discussion with the engineer and the building inspector to see what direction we want to go, we want to be able to enforce what ever we enact. Jim Currant commented that he would have a surveyor do the original shots, verifying subgrades, and a surveyor signing off after. We will work on language to bring back to the next meeting.

6. **Unfinished Business:** None

7. **Correspondence:** None

8. **Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:**

a. Grading

9. **Adjournment of Meeting:** Commissioner Anderson made a motion to adjourn, seconded by Commissioner Michalski Motion carried. Chairman Wittwer adjourned the meeting at 7:42 p.m.

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

VILLAGE OF CAMBRIDGE ORDINANCE NO. 2022-06

AN ORDINANCE AMENDING SECTIONS 15.04.020 OF THE VILLAGE OF CAMBRIDGE ORDINANCES REGARDING BUILDING PERMITS AND INSPECTIONS

The Village Board of the Village of Cambridge, Dane and Jefferson Counties, does hereby ordain as follows:
Section 15.04.020 – Building Permits and Inspections - is hereby amended to read as follows:

F. Plans. With such application, there shall be submitted two complete sets of plans and specifications, including a plot plan showing the location and dimensions of all buildings and improvements on the lots, both existing and proposed, dimensions of the lot, dimensions showing all setbacks of all buildings on the lot, proposed grade of proposed structure (to village datum), grade of lot and of the street abutting lot, grade and setback of adjacent buildings (if adjacent lot is vacant, submit elevation of the nearest buildings on the same side of the street), type of monuments at each corner lot, water courses or existing drainage ditches, easements or other restrictions affecting such property, seal and signature of surveyor or a certificate signed by the applicant and a construction erosion control plan setting forth proposed information and procedures needed for control of soil erosion, surface water runoff and sediment disposition at the building site. Plans, specifications and ~~plot plans~~ Plat of Survey prepared by land surveyor registered in the state shall be drawn to a scale that will allow for proper evaluation and to standard industry practices. One set of plans shall be returned after approval as provided in this title. The second set shall be filed in the office of the building inspector. Plans for buildings involving the State Building Code shall bear the stamp of approval of the State Department of Commerce. One plan shall be submitted which shall remain on file in the office of the building inspector. All plans and specifications shall be signed by the designer. Plans for all new one and two-family dwellings shall comply with the provisions of the Wisconsin Administrative Code.

The Village Board DOES FURTHER ORDAIN that this Ordinance shall be effective following its adoption and publication.

Dated this _____ day of _____ 2022

By: Mark McNally, Village President

Attest: Lisa Moen, Village Administrator

Adopted:

Vote: Ayes:

Published:

Noes:

SUBJECT: Village of Cambridge Comprehensive Plan

TO: Economic Development Committee and Plan Commission

FROM: Lisa Moen, Administrator/Clerk

MEETING DATE: November 14, 2022

BACKGROUND/ANALYSIS: At the October 25, 2022, meeting, the Village Board approved moving forward with MSA for the updating of our Comprehensive Plan. Initial discussions have taken place with MSA. It is expected that a formal contract will be presented to the Board for approval in December and work will begin in January. The contract will be two pronged, including the base work, as well as add ons such as public participation, which could include a public survey, as well as a public meeting.

It is anticipated that there will be 5 meetings, with the first discussing issues and opportunities. Future meetings will include discussions on policy content, at which point the Economic Development Committee would be invited to participate. This meeting would be posted as a joint meeting. Other meetings will include a public meeting to review the draft and provide the public the opportunity to provide input.

We will keep both committees apprised of timelines, roles, etc. as we move forward.