



## **Village of Cambridge Plan Commission**

**Monday, December 13, 2021 – 6:30 P.M.  
Amundson Community Center, Senior Room  
200 Spring Street**

**THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!**

### **AGENDA**

1. Call to Order / Roll Call.
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on October 11, 2021
4. Report from Administrator/Clerk Moen
5. Public Comment
6. Old Business: Discussion and Possible Action re: None
7. New Business: Discussion and Possible Action re:
  - a. Discussion and Possible Action regarding Right of Way Permit
  - b. Discussion and Possible Action regarding Extra Territorial CSM for Rindahl Trust, Town of Oakland
8. Correspondence:
  - a. Correspondence from WI DOT
9. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:
10. 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, Cambridge News Office And Cambridge State Bank.

*Lisa Moen, Village Administrator/Clerk/Deputy Treasurer*

# Village of Cambridge Plan Commission

**Monday, October 11, 2021 – 6:30 P.M.**  
**Amundson Community Center, Senior Room**  
**200 Spring Street**

*PER THE CDC, DANE COUNTY HAS BEEN CONSIDERED SUBSTANTIAL OR HIGH-RISK TRANSMISSION AREA FOR THE DELTA VARIANT OF COVID. THIS IS AN IN-PERSON MEETING; HOWEVER, TO MAXIMIZE PROTECTION WE RECOMMEND WEARING OF MASKS INDOORS IN PUBLIC SPACES. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!*

## **PUBLIC HEARING**

1. **Call to Order / Roll Call:** Trustee Wittwer called the meeting to order at 6:30 p.m. Members present: Commissioners Michalski, Hollenbeck, Anderson, Franklin, Sollenberger and Wittwer. Excused: Commissioner Milsap. Others present: Todd Schultz, Mike Herl, Westgate Partners, LLC; Sven Krause; Brian Marstad; Kris Breunig; President Mark McNally; Scott Jelle, Total Inspections; Karyn Saemann; Dean Lund; Charles Feisel; Tony Buonincontro; Mike Reiber, Nick Maas, Dancing Goat Distillery; Lisa Moen, Administrator; Chrissie Brynwood, Treasurer.
2. **Proof of Posting:** The notice was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Web Site. It was also published in the Cambridge News and mailed to neighboring property owners.
3. **Public Hearing relating to Conditional Use Permit** applied for by Tony Buonincontro for a hotel at 117 W. Main St, Tax Key: 111/0612-121-5450-3: Tony Buonincontro gave a brief update on the Hotel, work that has been done and what still needs to be done. He is hoping for an opening by the end of the year. Working with Administrator Moen on the WEDC grant. It has gone to underwriting, a few more administrative things to do. There will be six rooms, a common area, an outdoor area, two parking spots. The public parking behind the building would be used for additional guests. It is not expected to be at full capacity often – weekends, events.
4. **Adjourn the Public Hearing:** Michalski made a motion to adjourn the public hearing, seconded by Hollenbeck. Motion carried. Wittwer adjourned the public hearing at 6:35 p.m.

## **AGENDA**

1. **Call to Order / Roll Call:** Members present: Commissioners Michalski, Hollenbeck, Anderson, Franklin, Sollenberger and Wittwer. Excused: Commissioner Milsap. Others present: Todd Schultz, Mike Herl, Westgate Partners, LLC; Sven Krause; Brian Marstad; Kris Breunig; President Mark McNally; Scott Jelle, Total Inspections; Karyn Saemann; Dean Lund; Charles Feisel; Tony Buonincontro; Mike Reiber, Nick Maas, Dancing Goat Distillery; Lisa Moen, Administrator; Chrissie Brynwood, Treasurer.
2. **Proof of Posting:** The notice was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Web Site. It was also published in the Cambridge News and mailed to neighboring property owners.

3. **Approve Minutes from Plan Commission Meeting on August 9, 2021:** Commissioner Anderson made a motion to approve the minutes as presented, seconded by Commissioner Franklin. Motion carried.
4. **Public Appearances:** Mike Reiber from the Dancing Goat: They had come before the Plan Commission this summer with their landscaping plan and the beekeeping application. He requested that this be placed on the next agenda. Moen will look into it, there had been discussion that the beekeeping wouldn't be until spring of 2022.
5. **Old Business:** Discussion and Possible Action re: None
6. **New Business:** Discussion and Possible Action re:
  - A. **Conditional Use Permit** for Tony Buonincontro, 117 W. Main St, for a 6-room hotel. This is a Conditional Use under the Business Central zoning. Scott Jelle, the building inspector, has been working with Mr. Buonincontro and sees no issues with the Conditional Use.

*Commissioner Franklin made a motion to recommend to the Village Board approval of the CUP for Tony Buonincontro for a hotel at 117 W. Main St, Tax Key: 111/0612-121-5450-3, seconded by Commissioner Anderson. Motion carried.*

- B. **CSM:** Todd Schultz, Cambridge Real Estate Ventures. Highways 12 & 18 and 134: The parcel is being split into two parcels. Previously it had been approved to be split into 4 lots, but due to the wetlands and Kwik Trip wanting to purchase a lot it has been revised. Lot 1 would be for Kwik Trip and lot 2 is being looked at for commercial/retail spaces to be leased.

*Commissioner Sollenberger made a motion to recommend to the CSM for Cambridge Real Estate Ventures, seconded by Commissioner Franklin. Motion carried.*

- i. Discussion and possible regarding intersection improvements: The intersection of HWY 12/18 and HWY 134 is currently being reviewed by the DOT to determine the need of a round-about or a metered intersection (lights). Due to the traffic of a Kwik Trip, stop signs would not be adequate. Both the developers and Kwik Trip would prefer lights rather than a round-about. Discussion ensued regarding the amount of time a round-about would take to construct, shutting down the road, and the effects that would have on businesses and residents. There was also discussion that if we grow to the west in the future it would be easier to modify a metered intersection rather than a modifying a round-about. The general feeling of the Commission was to recommend to the Board support of metered intersection rather than a round-about.
7. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:
  - a. Bee Keeping Permits
  - b. Christiana – Intergovernmental Agreement – President McNally has spoken to Mark Cook. He will be taking it back to his board
  - c. Vacant Businesses
  - d. Lagoon Drive

8. Adjournment of Meeting: Michalski made a motion to adjourn, seconded by Anderson. Motion carried. Wittwer adjourned the meeting at 7:15 p.m.

*Lisa Moen, Village Administrator/Clerk/Deputy Treasurer*

**CONSTRUCTION PERMIT IN THE PUBLIC RIGHT-OF -WAY**  
**SECTION 5.08(1), DEERFIELD VILLAGE CODE**

Permitting Authority: Village of Deerfield/Deerfield Water Utility    Permit Number: CP-20 \_\_\_\_\_ (Year - #)

**APPLICATION**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Address of Project: \_\_\_\_\_  
Telephone Number (Office/Home): \_\_\_\_\_  
Detailed Description of Construction, (Attach plans if available or if required by Permitting Authority): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This project will affect (check all that apply) curb and gutter \_\_\_\_\_, driveway approach \_\_\_\_\_,  
sidewalk \_\_\_\_\_, terrace way \_\_\_\_\_, other public-right-of-way item \_\_\_\_\_.

Estimated Starting Date: \_\_\_\_\_  
Estimated Restoration Date: \_\_\_\_\_

Reimbursement claims must be made prior to eighteen (18) months of the date of issuance of the permit or bond amount will be forfeited to the village.

The Applicant, by signing this application, acknowledges that they have read and understand the **PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE**, and agrees that the permitted work shall comply with all permit provisions and conditions listed herein, any special provisions listed or attached hereto, and any and all plans, details, or notes attached hereto and made a part of hereof.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Authorized Representative of Project

\_\_\_\_\_  
Print Name and Title

SPECIAL PROVISIONS \_\_\_\_\_

**APPROVAL**

The foregoing application is hereby approved and a permit is issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated therein and all attachments hereto and subject to the following:

1. Restoration on or before: \_\_\_\_\_
2. Payment of permit fee (\$75.00) \_\_\_\_\_
3. Posting of bond in the following amount \* \$2,000.00 \_\_\_\_\_ or/and issued by the following surety company: \_\_\_\_\_
4. Check or Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative of Permitting Authority

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\*Bond amount is set by resolution. Current bond amount of \$2,000 -Resolution 2005-16.

## PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes, this permit is granted to allow the specific work described herein. The following standard provisions and any included special provisions shall govern:

1. The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
2. The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the highway, sidewalk, curb and gutter, driveway approach, terrace way or any public-right-of-way as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
3. No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless the Permitting Authority has granted permission for a detour. Wherever the pavement is opened, the spoil shall be hauled away and the trench shall be backfilled with sand or gravel and compacted in layers. The pavement removed for road crossing shall be replaced as per the Permitting Authority specifications.
4. When one-way traffic or detour is used, the Applicant shall provide **ALL NECESSARY SIGNS, FLAGMAN AND LIGHTS** required according to the "Manual on Uniform Traffic Control Devices." When a detour is allowed, the Village of Deerfield newspapers shall be notified by the Applicant in advance of the work being started.
4. The riser portion of existing curb and gutter may be saw cut and removed for driveway access purposes as shown in Figure 1 (attached). The saw cut and curb riser removal shall be performed in a workman-like manner and may be subject to approval by the director of public works. If the director of public works deems the work unacceptable, he/she shall specify proper course of corrective action to be completed by the owner(s) at their expense.

Removal of the riser portion of existing curb and gutter other than by the specified saw cut method shall not be allowed.

The alternative procedure for driveway curb cut installation shall be the removal and replacement of the entire existing curb and gutter section with a driveway section of curb and gutter installed in conformance with the construction standards required by Village of Deerfield Ordinances. Such installations shall be subject to approval by the Village Engineer or the Director of Public Works.

5. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority or its representative. Access to all private drives and public street intersections shall be maintained, and all disturbed areas completely restored. Clean-up of any removed material is the responsibility of the Applicant.
6. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, and any applicable local regulations and ordinances.
8. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
9. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority by submitting the Request for Reimbursement form with the Village. Forms can be sent to the Village of Deerfield, P.O. Box 66, Deerfield, WI 53531, or faxed to (608) 764-5807. Reimbursement claims must be made prior to eighteen (18) months of the date of issuance of the permit or bond amount will be forfeited to the village.
10. Within 30 working days of notice, the Applicant shall reimburse the Permitting Authority for all costs incurred by it in inspecting the authorized work.
11. The first inspection request is included in the permitting fee, subsequent inspection is subject to an additional fee, currently \$75.00, as set by resolution of the Village Board, and will be deducted from the bond amount.
12. **SPECIFICATIONS: New and replacement driveway approaches and sidewalks must be 6" thick concrete. Curb stops cannot be covered, and if located in a driveway, need to be sleeved.**
13. **Residential Driveways shall be at least ten (10) feet wide at the property lines, but shall not exceed twenty-four (24) feet at the property line and thirty (30) feet at the curb opening.**
14. **Contractors should call Public Works (John) at 608-764-5497, to have forms for the driveway/sidewalk pour inspected 24 hours prior to pour.**

**REQUEST FOR REIMBURSEMENT OF BOND  
FOR PUBLIC-RIGHT OF WAY CONSTRUCTION PERMIT  
Village of Deerfield**

***\*\*Required to be filled out before reimbursement request will be considered. This must be made prior to eighteen (18) months of the date of issuance of the permit or bond amount will be forfeited to the village.\*\****

Date Review Request Submitted: \_\_\_\_\_ Permit Number CP-20 (Year - #)

\*Name of Applicant Requesting Review by Permitting Authority: \_\_\_\_\_

\*Phone Number of Applicant: \_\_\_\_\_

\*Address of Property for Review: \_\_\_\_\_ LOT# \_\_\_\_\_

**\*APPLICANT NAME AND ADDRESS TO SEND REIMBURSEMENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Public Works Phone is 608-764-5497.

**Condition of Inspection: Inspection #1**

**Inspection #2**

**Inspection #3**

	<u>Date</u>		<u>Date</u>		<u>Date</u>
<b>Sidewalk:</b>	Pass / Fail _____		Pass / Fail _____		Pass / Fail _____
<b>Curb &amp; Gutter:</b>	Pass / Fail _____		Pass / Fail _____		Pass / Fail _____
<b>Driveway Approach:</b>	Pass / Fail _____		Pass / Fail _____		Pass / Fail _____
<b>Terrace Way:</b>	Pass / Fail _____		Pass / Fail _____		Pass / Fail _____
<b>Other/Finished Grade:</b>	Pass / Fail _____		Pass / Fail _____		Pass / Fail _____

Recommendations for follow-up: \_\_\_\_\_

**APPROVAL OF REVIEW**

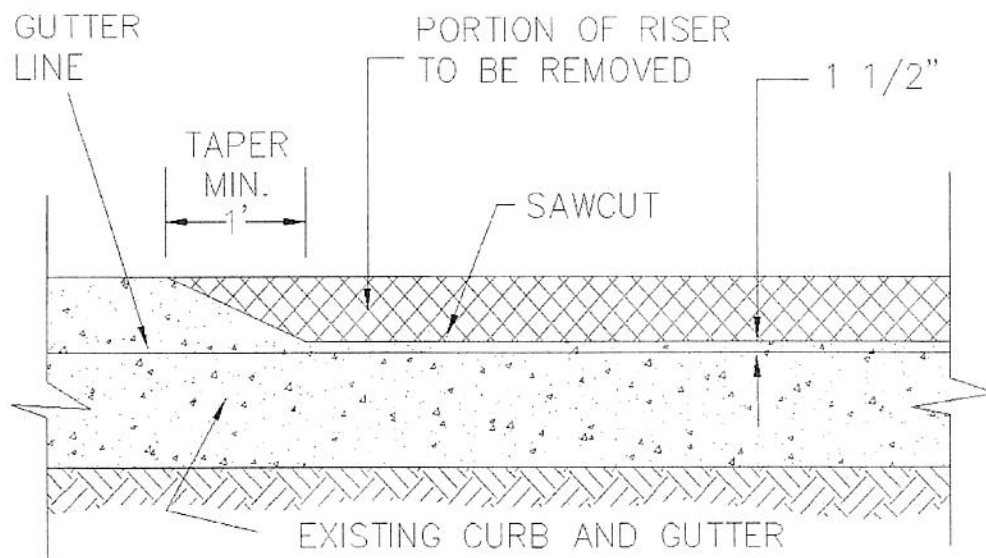
I, \_\_\_\_\_, hereby state that I have inspected the above property as it relates to the Construction Permit in the Public Right-of-Way, and approve said construction and authorize the reimbursement of the bond/deposit..

Signature of Authorized Representative from Permitting Authority:

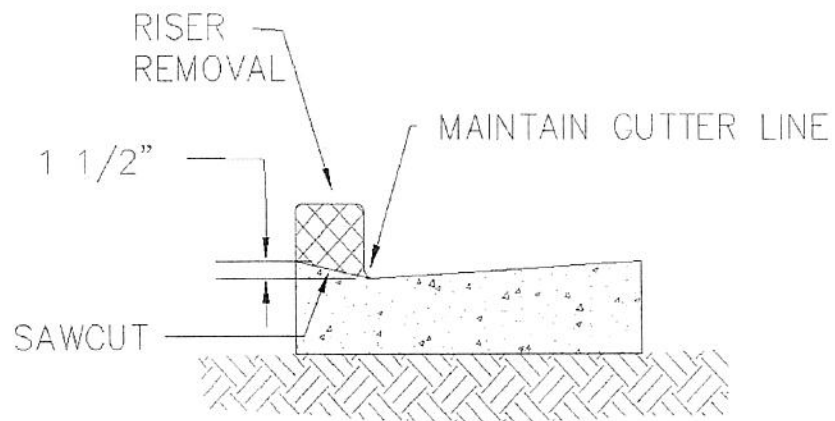
Date of Authorization: \_\_\_\_\_

Amount Reimbursed \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Check Issued \_\_\_\_\_





SAWCUT CURB REMOVAL PROFILE



SAWCUT CURB REMOVAL CROSS SECTION



# JEFFERSON COUNTY

## PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the 1/4, 1/4 of Section 8, Town 6 N, Range 13 E, Town of OAKLAND, Jefferson County, Wisconsin, on Parcel Number(s) 022-0613-0821-008

Owner: GENEVA H. RINDAHL TRUST  
Address: 109202 REPLEY ROAD  
City, ST Zip: CAMBRIDGE, WI 53023  
Phone: 419.506.0692 (TOM RINDAHL)

Surveyor: DAN HEGGS, PLS  
Address: 109 W MILWAUKEE ST  
City, ST Zip: JANESVILLE, WI 53548  
Phone: 608.572.3192

- ☐ Rezoning  
☐ Allowed Division within an Existing Zoning District  
☒ Survey of Existing Parcel

Date Submitted: 11/11/21  
Revised: \_\_\_\_\_

Note to be placed on final CSM

Petition # NA Zoning \_\_\_\_\_

Check for subsequent zoning changes with  
Jefferson County Planning and Zoning Department.

In addition to the info required by Section 236.34 of State Statutes, Sec. 15.04(f) of the Jefferson County Land Division/Subdivision Ordinance requires that the following be shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

Intent and Description of Parcel to be divided:

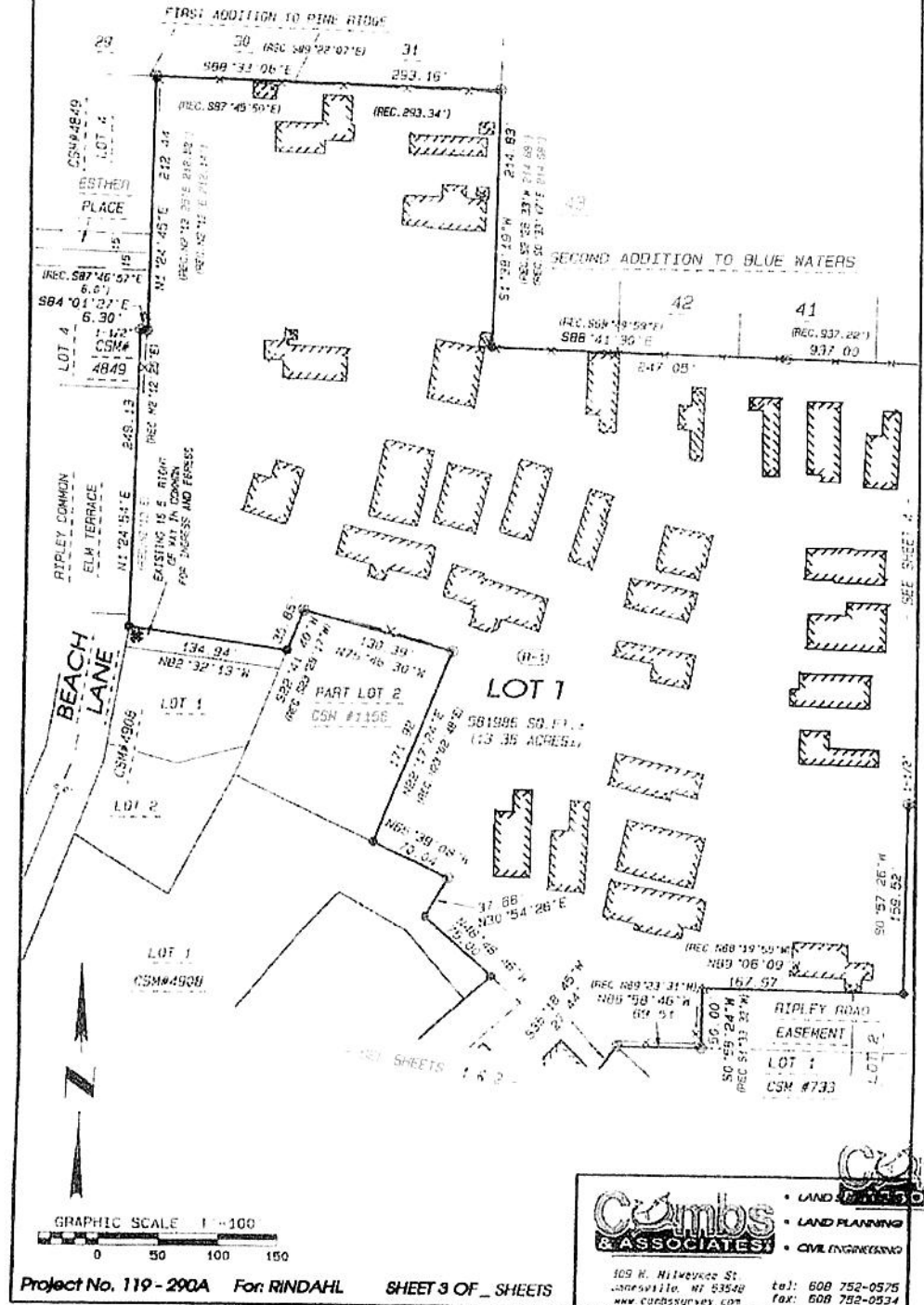
CSM OF RINDAHL TRUST PROPERTY WAS RECORDED IN 2020.  
IT WAS THEN DISCOVERED THAT A PIECE OF RINDAHL PROPERTY  
WAS NOT INCLUDED IN THE 2020 CSM.  
THIS CSM WILL ADDRESS THE MISSING PARCEL.

Town Board Approval [Signature] Date 11/23/21  
(Includes Access approval if applicable)  
County Highway Approval \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)  
Extraterritorial Approval ✓ for final Date \_\_\_\_\_  
(If applicable)  
County Surveyor Approval [Signature] in file Date \_\_\_\_\_  
Zoning Office Approval [Signature] Date 11/23/21

Please submit to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

(01) 1 OF CERTIFIED SURVEY MAP NO. 6072, RECORDED IN VOLUME 35, PAGES 226 THRU 231 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 1425074 AND PART OF GOVERNMENT LOT 1 OF FRACTIONAL SECTION 9, T. 6N., R. 13E OF THE 4TH P.M., TOWN OF OAKLAND, JEFFERSON COUNTY, WISCONSIN.

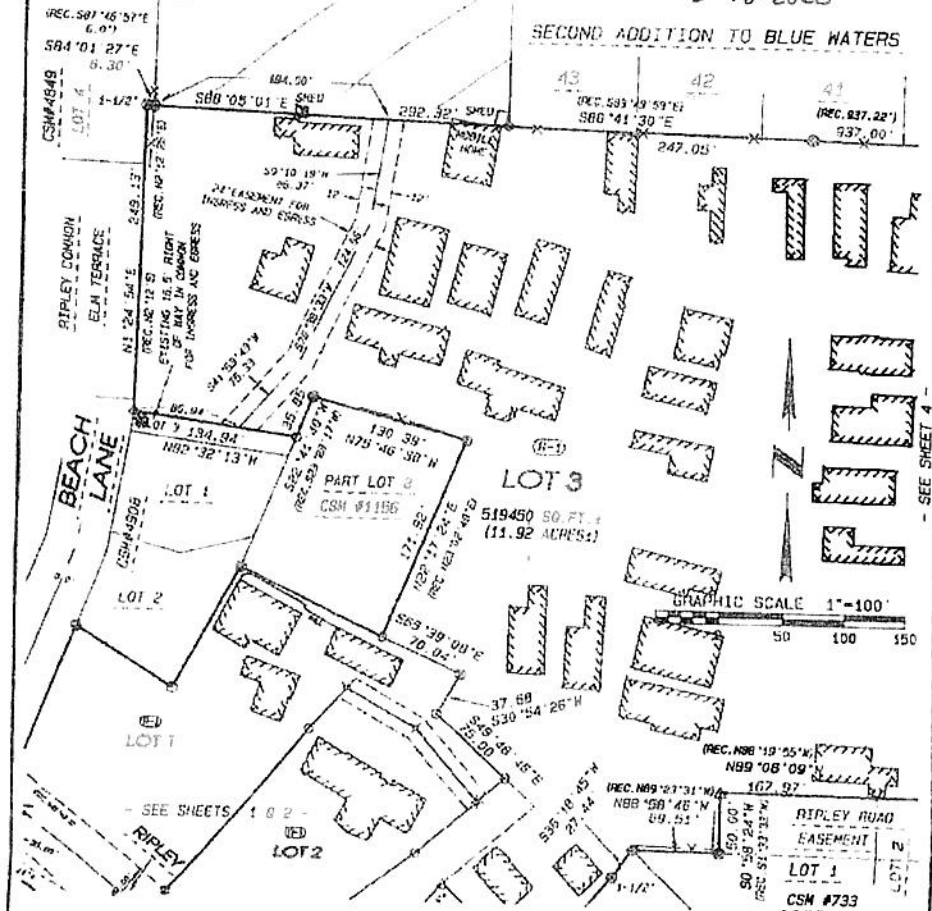


# CERTIFIED SURVEY MAP NO. 6072

LOT 1 OF CERTIFIED SURVEY MAP NO. 585, RECORDED IN VOLUME 2, PAGE 370 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 719921 AND LOT 1 AND PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 1229, RECORDED IN VOLUME 4, PAGES 135 AND 136 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 757119 AND PART OF GOVERNMENT LOT 1 OF FRACTIONAL SECTION 8, T. 5N., R. 13E. OF THE 4TH P.M., TOWN OF OAKLAND, JEFFERSON COUNTY, WISCONSIN.

## LEGEND:

- SET IRON PIN, 3/4" x 24", 1.5 LBS./LIN. FT.
- FOUND 3/4" IRON PIN
- ⊙ FOUND IRON PIPE, 1" DIA. UNLESS OTHERWISE SHOWN
- ⊕ SET DRILL-HOLE IN CONCRETE
- △ SET PN NAIL
- FOUND CUT STONE MONUMENT
- X— FENCE
- HC MEANDER CORNER NUMBER
- ⊕ ACCESS POINT
- ▨ BUILDING
- (R-1) ZONING DISTRICT



**Combs & Associates**  
 • LAND SURVEYING  
 • LAND PLANNING  
 • CIVIL ENGINEERING

Project No. 119-290 For: RINDAHL SHEET 3 OF 7 SHEETS

109 W. Milwaukee St.  
 Jamesville, WI 53548  
 www.combsurvey.com  
 tel: 608 752-0575  
 fax: 608 752-0534

✓ 35 p.227

Good Day Lisa,

Attached is a CSM that received Town/County approval recently.

This CSM for Rindahls was originally done in 2019, then it was discovered that a piece of property got missed and we needed to add it to a revised CSM for them.

Please let me know when this will work its way through the Village and we'll keep it moving from there.

Thanks and Happy Holiday Weekend,

Dan Higgs, PLS  
Combs & Associates, Inc.  
608.572.3192

**From:** Deb Magritz <[DebM@jeffersoncountywi.gov](mailto:DebM@jeffersoncountywi.gov)>  
**Sent:** Wednesday, November 24, 2021 11:07 AM  
**To:** Dan Higgs <[dhiggs@combssurvey.com](mailto:dhiggs@combssurvey.com)>  
**Subject:** Rindahl preliminary CSM approval

**From:** [ZoningCanonCopier@jeffersoncountywi.gov](mailto:ZoningCanonCopier@jeffersoncountywi.gov) <[ZoningCanonCopier@jeffersoncountywi.gov](mailto:ZoningCanonCopier@jeffersoncountywi.gov)>  
**Sent:** Wednesday, November 24, 2021 8:23 AM  
**To:** Deb Magritz <[DebM@jeffersoncountywi.gov](mailto:DebM@jeffersoncountywi.gov)>  
**Subject:** Attached Image

WisDOT SW Region  
Planning Section  
3550 Mormon Coulee Road  
La Crosse WI 54601

Governor Tony Evers  
Secretary Craig Thompson  
[wisconsindot.gov](http://wisconsindot.gov)  
Telephone: (608) 785-9952  
Email: [arthur.sommerfield@dot.wi.gov](mailto:arthur.sommerfield@dot.wi.gov)



November 29, 2021

Ms. Lisa Moen  
Administrator  
Village of Cambridge  
200 Spring Street  
Cambridge, WI 53523

Dear Ms. Moen,

The Department has reviewed your request to forgo the Phase II ICE Report and install a traffic signal for the Cambridge Westgate development. The Phase I ICE was noncommittal on the improvement type, stating that both a roundabout and a signal would function at this location. Because the Phase I ICE concluded with more than one viable alternative, the Department requires a phase II ICE to be completed. The Department will consider forgoing the Phase II ICE and accept a traffic signal as the preferred alternative, but it is going to require a revised Phase I ICE with a single viable alternative, and the developer, village, and consultant must address some additional concerns the Department has as a result of forgoing the Phase II ICE.

1. The Phase I ICE must be amended to justify a single alternative which includes a further discussion/quantification of impacts to right-of-way between alternatives, public/local officials' opinion, and the attachment of the letters of support.
2. The Kwik Trip access point located north of the intersection of West Main Street and Jefferson Street must be removed. The Department is concerned with the conflict points created by that access point and the safety implication they may create with a traffic signal installation. A similar connection can be achieved by providing interconnectivity between the development and adjoining lands, via a frontage road type access through Lot 4 to the existing Kwik Trip parcel.
3. The "potential access easement" shown on the CSM must be revised, with 66' of public right of way being dedicated for a street connection to adjoining lands to the north and west of the development.
4. The development, if necessary, must be willing to dedicate enough land as public right of way to ensure that a signalized intersection, including turn lanes and other required geometric improvements, meets the state's FDM design standards and can be properly constructed without issue.

Once the Phase I ICE has been revised, reviewed and accepted by the Department, and the additional concerns listed above have been addressed, the Department would be willing to forgo the Phase II ICE report requirement and allow the installation of a properly designed intersection controlled by a traffic signal.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur P. Sommerfield".

Arthur P. Sommerfield  
SW Region Planning Supervisor