

Village of Cambridge Plan Commission

Monday, March 13, 2023 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

PUBLIC HEARING

1. Call to Order/Roll Call
2. Proof of Posting
3. Public Hearing regarding a Conditional Use Permit Application applied for by Debra Nackman.
TAX KEY: 111/0612-121-6185-3
123 E Main St, Village of Cambridge

This property is currently zoned Business Central. They are requesting a Conditional Use for the purpose of single family dwelling. The property had been used as a Bed and Breakfast and the intent is to now use it as a single family dwelling.

4. Adjournment of Public Hearing.

AGENDA

1. Call to Order / Roll Call.
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on January 9, 2023
4. Public Appearances:
5. New Business: Discussion and Possible Action Regarding:
 - a. Conditional Use Permit Application applied for by Debra Nackman,
TAX KEY:111/0612-121-6185-3, 123 E Main St, Village of Cambridge
6. Unfinished Business: Discussion and Possible Action Regarding:
 - a. Comprehensive Plan/Survey
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:
 - a. Permitting of Food Trucks
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, Bank First and Badger 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
NOTICE OF PUBLIC HEARING**

CONDITIONAL USE PERMIT

Public notice is hereby given that the Plan Commission of the Village of Cambridge will hold a public hearing at 6:30 p.m., Monday, March 13, 2023, in the Community Room of the Amundson Community Center, 200 Spring Street, Cambridge, WI for hearing all interested parties, their attorney's or agents with respect to the following applications:

Debra Nackman has applied for a Conditional Use Permit for the following property:

TAX KEY: 111/0612-121-6185-3
123 E Main St
Village of Cambridge

This property is currently zoned Business Central. They are requesting a Conditional Use for the purpose of single family dwelling. The property had been used as a Bed and Breakfast and the intent is to now use it as a single family dwelling.

The Village of Cambridge will attempt to accommodate anyone with special needs if requests are made a sufficient time in advance. The Village Clerk can be reached at: (608) 423-3712.

Dated this 3rd day of March 2023.

Lisa Moen
Village Clerk

Posted: March 3, 2023
Published: March 9, 2023

Conditional Use Permit Application

To the Village of Cambridge Plan Commission:
The undersigned owner of the property described below petitions you to approve the following request for a conditional use permit

PROPERTY LOCATION

Street Address: 123 E Main St. Cambridge, WI 53523
Legal Description: ORIGINAL PLAT BLOCK 2 LOT 5 & 6
Tax Parcel #: 0612-121-6185-3
Current Zoning (circle one): BG BF MU BH **BC** LDR MDR HDR I A C P RUD

CONTACT INFORMATION

	OWNER	OWNER'S AGENT
Name:	Debra Nackman	Cierra Hotchkiss
Address:	321 Coyier Ln. Madison, WI 53713	5940 Seminole Centre Ct. #310 Madison, WI 53711
Phone:	608-843-8815	608-957-4719

DESCRIBE YOUR REQUEST

- 1. Current Use of the Property: Retail, Office, Motel/Hotel/Bed & Brkfst,
- 2. Proposed Use of the Property: Single family dwelling, above first level only. Seeking 12 month CUP.

SUBMIT THE FOLLOWING WITH YOUR PERMIT APPLICATION (AS APPLICABLE)

- A list of all property owners with 100 feet of lot line.
Name _____ Address _____
Name _____ Address _____
Name _____ Address _____
Name _____ Address _____
- Proposed signage and dimensions (see separate application form)
- Plan of Operations Form (attached)
- Site plan (show existing & proposed buildings, lot lines, set backs, parking, easements, utilities, floodplains, etc)
- Grading, drainage, erosion control plan
- Building materials and plans
- Landscaping plan
- Lighting plan (location, type, size and number of proposed lights)
- \$350 Fee (made payable to Village of Cambridge)

CERTIFICATION

(We) heroby certify that all of the above statements and attachments submitted with this application are true and correct to the best of my knowledge and belief

OWNER/AGENT

DATE

DocuSigned by:
DEBRA NACKMAN
A48EFD2EB19C441...

2/6/2023

CONTACT INFORMATION & REFERENCE

Return to: Village of Cambridge
200 Spring Street, PO Box 99
Cambridge WI 53523

Telephone: 608-423-3712
FAX: 608-423-3916

PROCEDURES

1. Meet with the Zoning Administrator before applying. Office hours are Mondays 12:00 p.m. – 2:00 p.m.
2. Complete this application. Return application materials and fee to Village Hall at least 20 days before Plan Commission Meeting.
3. Plan Commission does a preliminary review of application and assigns a hearing date.
4. Plan Commission holds a hearing on the application. Any interested persons may speak in favor or against the proposed conditional use.
5. After the hearing, the Plan Commission reviews then recommends approval, approval with conditions, or denial of the application. Plan Commission meets the second Monday of every month at 6:30 p.m.
6. The Village Board reviews the Plan Commission's recommendation and approves, approves with conditions, or denies. Village Board meets the second and fourth Tuesday of the month at 6:30 p.m.

PLAN OF OPERATIONS

1. Name of Business N/A
2. Business Address N/A
3. Phone Number N/A
4. Years in Operation N/A
5. At What Address N/A
6. Type of Business N/A

7. Name of Owner Debra Nackman
8. Address 321 Coyier Ln. Madison, WI 53713
9. Phone Number 6088438815
10. Name of Operator (if Different)
11. Address
12. Phone Number

13. Zoning of Property to the

North	BG	Use of Property to the North	Single Family Dwelling
South	BG	Use of Property to the South	Single Family Dwelling
East	BG	Use of Property to the East	Single Family Dwelling
West	BG	Use of Property to the West	Single Family Dwelling

14. List All Chemicals Stored in Buildings N/A

15. Emergency Contact:

Night Phone Day Phone

16. Specific Use of Buildings and Property:

- a.
- b.
- c.
- d. Outdoor Uses

- 17. Max. Number of Employees N/A
- 18. Days of Operation N/A
- 19. Hours of Operation N/A

20. Parking

- a. Number of spaces available
- b. Dimensions of lot
- c. Lot Construction Paved Gravel Grass
- d. Includes employee parking in spaces? Yes No
- e. Type of screening Fencing Plantings

21. Lighting

- a. Type
- b. Location

22. Any food service/vending machines?

- Yes No
- Number _____ Location _____

a. If yes

23. Any game machines?

- Yes No
- Number _____ Location _____

a. If yes

24. Any music?

- Yes No
- Type _____ Days/Hours _____

a. If yes

25. Type of refuse disposal

- Municipal Private

26. Is a highway access permit needed?

- Yes No

27. Need security fencing?

- Yes No

a. If yes - Type

28. Describe sanitary facilities

29. Surface water drainage *Include on site plan*

- 30. Liquor or other license needed? Yes No

a. If yes - Type

31. Did state agencies approve building plans?

- Yes No

32. Is this an expansion of existing operations?

- Yes No

33. Other information/details

Village of Cambridge Plan Commission

Monday, January 9, 2023 – 6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street

MINUTES

1. **Call to Order / Roll Call** - Chairman Wittwer called the meeting to order at 6:30 p.m. Members present: Commissioner Milsap, Gronemus, Hollenbeck and Chairman Wittwer. Members absent/excused: Anderson, Michalski, Franklin Others present: Chrissie Brynwood, Deputy Administrator/Clerk; President McNally, Lauren Dietz, MSA.
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 November 14, 2022

Commissioner Hollenbeck made a motion to approve the minutes as presented, seconded by Commissioner Gronemus. Motion carried.

4. **Public Appearances:** None
5. **New Business:** Discussion and Possible Action regarding:
 - a. **Comprehensive Plan Kickoff:** to include scope, schedule overview, issues, and opportunities discussion. Lauren Dietz from MSA gave background on Comprehensive and parks planning. Introductions were made. Living social guide. 9 comprehensive areas looked at. Look at issues, opportunities, successes and challenges. Scope of some questions to be included in the survey.
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. Permitting of Food Trucks
 - b. Scott Farms Letter of Credit
9. **Adjournment of Meeting:** *Commissioner Milsap made a motion to adjourn, seconded by Commissioner Hollenbeck. Chairman Wittwer adjourned the meeting at 8:03 p.m.*

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer – Per Christin Brynwood notes

 **MSA Memo**

To: Village of Cambridge
From: Lauren Dietz, AICP
cc: Joe DeYoung, PE
Subject: Comprehensive Plan Schedule & Next Steps
Date: March 10, 2023

This memo is an update to our schedule and process for the Comprehensive Plan.

The original timeline for the project aimed for adoption in September/October 2023. We paused the project while the Village dealt with some tragic and unforeseen circumstances, and to allow time for feedback on community survey questions. MSA and Village staff met to discuss everything, and we are proposing the following revised schedule:

March: Plan Commission and EDC provide comments on the survey.
April: Plan Commission approves the survey for use.
April/May: The survey is online for 4 weeks. A link to the survey will be posted on the Village's website. The exact timing will be decided by Village staff and MSA, with the option of adding the survey announcement to a water bill notice.
May/June: MSA analyzes the survey data and begins drafting the first half of the plan.
July: Plan Commission Meeting #2: MSA presents the survey data and the initial portion of the plan.
July/August: MSA drafts the second half of the plan, including the Land Use element and Future Land Use Plan.
September: Plan Commission Meeting #3: MSA presents the second half of the plan. This meeting would include the Economic Development Committee to discuss that specific element.
November: Plan Commission Meeting #4: MSA presents the entire draft plan to Plan Commission, with a concurrent Open House for public comment.
December: Plan Commission Meeting #5: Plan Commission holds a Public Hearing for a Recommendation to Adopt the Plan.
Dec/Jan: Village Board Adoption.

Regarding the survey, we have seen some preliminary feedback from the Economic Development Committee in response to the sample questions shared in January. We welcome suggestions for questions and/or topics to include in the survey, and we are also requesting feedback from Plan Commission. We will provide to Plan Commission members a link to a comment form to collect that feedback.

Our team has extensive experience with community surveys for comprehensive plans and will use all of the feedback to help customize the survey to fit the Village's current issues and interests.

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