

**TOWN OF CEDARBURG
PLAN COMMISSION MEETING MINUTES
April 18, 2018**

Present: David Salvaggio, Dan Wundrock, Ralph Luedtke, Mark Wittenberg, Anne Lewandowski,
Wayne Pipkorn
Excused: Rick Goeckner
Also Present: Eric Ryer, Assistant Administrator/Clerk

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Salvaggio called the regular meeting to order at 7:00 pm. The meeting began with the Pledge of Allegiance.

2. MINUTES OF PREVIOUS MEETING:

a. Approval of March 21, 2018 Plan Commission Meeting Minutes*

Commissioner Wundrock moved and Commissioner Pipkorn seconded a motion to approve the minutes from March 21, 2018. The motion passed unanimously.

3. PUBLIC HEARING

a. Public hearing to take comment on an application by Kwik Trip, Inc. for a conditional use permit amendment to make various site improvements at 1299 Washington Avenue [NE ¼ of Section 21, 1.18 acres zoned B-1 Neighborhood Business District]

Following their winter renovation of the store located at 1299 Washington Avenue, Kwik Trip Inc. has submitted a conditional use permit application to amend their existing permit and would allow them to install new gas islands and piping, remove the diesel islands, repave/stripe the lot, install curb and gutter, relocate the air machine, regrade sidewalk, install safety bollards, and update the erosion control and landscaping.

With no comment from the public, Commissioner Pipkorn moved to close the public hearing. Commissioner Wundrock seconded, and the motion passed unanimously.

4. OLD BUSINESS

a. Discussion and possible direction on an Ordinance updating Section 320-76 Berm requirements, of the Town Code*

This item was discussed at the March Plan Commission meeting; staff was directed to bring back additional information for the Commission. Information comparing the berm ordinances for the Towns of Cedarburg and Grafton was presented.

Commissioner Pipkorn was in favor of a fee adjustment to cover Town costs associated with permit processing, was in favor of the one-year time limit on berm construction, and was in favor of allowing staff the ability to issue permits in some instances instead of bringing every application before the Plan Commission and Town Board. Commissioner Wundrock pointed out the landscaping language could benefit from some clarification. Differences between the Town of Cedarburg and Town of Grafton berm ordinances were discussed.

Commissioner Wittenberg noted Grafton's ordinance calls for permits for berms in the side and rear yard as well as the front yard. Commissioner Wundrock was in favor of increasing the allowable slope to 3 to 1.

Following discussion, staff was directed to bring a draft ordinance taking into account Plan Commission comment for consideration at the May meeting.

5. NEW BUSINESS

- a. **Discussion and possible recommendation on an application by Kwik Trip, Inc. for a conditional use permit amendment to make various site improvements at 1299 Washington Avenue [NE ¼ of Section 21, 1.18 acres zoned B-1 Neighborhood Business District]***

This item continues from item #3a. Chris Nutini representing Kwik Trip summarized the improvements they were looking to make including installing new gas islands and piping, removing the diesel islands, repaving/stripping the lot, installing curb and gutter, relocating the air machine, regrading sidewalk, installing safety bollards, and updating the erosion control and landscaping. They would have soil testing on hand in case some soils need to be removed and landfilled at a proper facility. He noted the store would remain open during construction, but the pumps would be shut down for about two weeks.

Commissioner Lewandowski asked if Kwik Trip would consider converting the rip rap drainage areas to rain gardens. Mr. Nutini said they could make that change.

Following discussion, Commissioner Pipkorn moved the Plan Commission recommend the Town Board approve the application by Kwik Trip, Inc. for a conditional use permit amendment to make various site improvements at 1299 Washington Avenue. Commissioner Lewandowski seconded, and the motion passed unanimously.

6. ADJOURNMENT

Commissioner Wundrock Pipkorn moved to adjourn the meeting. Commissioner Pipkorn seconded, the motion carried unanimously and the meeting was adjourned at 7:22p.m.

Respectfully Submitted,

Eric Ryer
Assistant Administrator/Clerk