

Village of Cambridge Plan Commission

**June 9, 2025 –6:30 P.M.
Amundson Community Center, Senior Room
200 Spring Street**

AGENDA

1. Call to Order / Roll Call.
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on April 14, 2025
4. Public Appearances:
5. New Business: Discussion and Possible Action Regarding
 - a. Application and Fee for Comprehensive Plan Amendments-MSA
 - b. Dane County Rezone Petition extra-territorial review
6. Unfinished Business:
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 and Badger Bank.

Lucy Peterson, Treasurer/Deputy Clerk/Deputy Administrator

Village of Cambridge Plan Commission

Monday, April 14, 2025 – 6:30 P.M.
Amundson Community Center, Senior Room
200 Spring Street

PUBLIC HEARING

1. **Call to Order / Roll Call:** The public hearing was called to order at 6:30 p.m. Members present: Commissioners Landowski, Hollenbeck, Anderson, Milsap, Gronemus. Members excused: Commissioners McNally and Franklin. Others present: Lisa Moen, Administrator/Clerk; Kjell Kaashagen; Neil Pfaff, Vierbicher; Andrea Masotti; Tobi Bolt; Perri Smythe; Blake Sollenberger; Richard Nelson; Aeryn Barry.
2. **Proof of Posting:** The Notice was posted in the upper and lower levels of the Amundson Community Center; Cambridge Post Office, Badger Bank, the Village Website, it was mailed to neighboring properties and published in the Leader Independent.
3. **Public Hearing** regarding a Rezone Request for the following property:

TAX KEY: 111/0612-013-0527-1
ADDRESS: Corner of Katie Court and Kenseth Way
SUBMITTED BY: Kjell Kaashagen

Pursuant to Section 17, this property is currently zoned Mixed Use and the request is to change it to Planned Use Development (PUD) for the purpose of condominiums. The Cambridge Comprehensive Plan has this parcel listed as a future use of High Density Residential.

Andrea Massotti: Access points to the subdivision. When they purchased, they were told there would be another access point on Hwy 12/18 and one on Hwy 134.

Aeryn, Berry: Concerns regarding emergency services and access points.

Blake Sollenberger: representing the Vineyards HOA as their president; lack of access points. President McNally had stated that no additional construction would take place until additional access points were added.

4. **Adjournment of Public Hearing:** *Commissioner Anderson made a motion to adjourn the public hearing, seconded by Commissioner Milsap. Motion carried.*

MINUTES

1. **Call to Order / Roll Call:** The meeting was called to order at 6:39 p.m. Members present: Commissioners Landowski, Hollenbeck, Anderson, Milsap, Gronemus. Members excused: Commissioners McNally and Franklin. Others present: Lisa Moen, Administrator/Clerk; Kjell Kaashagen; Neil Pfaff, Vierbicher; Andrea Masotti; Tobi Bolt; Perri Smythe; Blake Sollenberger; Richard Nelson; Aeryn Barry.
2. **Proof of Posting:** The agenda was posted in the upper and lower levels of the Amundson Community Center; Cambridge Post Office, Badger Bank, the Village Website
3. **Approve Minutes from Plan Commission Meeting** on March 10, 2025

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. Rezone Request for parcel 111/0612-013-0527-1, Kjell Kaashagen.** Administrator Moen provided some updates. There are currently two access points to the area – Kenseth and Drumlin Trail. The Village Board has approved MSA, the Village Engineers, submitting final plans to the DOT for the Hwy 134 project. Once we have final DOT approval, revised estimates, the Board will decide whether to go out for bid. Moen and MSA had met with the DOT and were told they will not permit another entrance onto HWY 12/18. Reminder, one board member cannot make decisions on behalf of a commission or board, or for future boards. The question before the commission tonight is do we want to rezone this property? And it is a decision for this commission to make. The lot is currently zoned Mixed Use, our Comprehensive plan has it's future use as Residential High Density. Kjell Kaashagen and Meil Pfaff had a short presentation. They revised the plans to address concerns that were brought up at the previous meeting. There is only one access point to the condominiums off of Katie Court. Each unit would be roughly 1,500 square feet on the main floor, with some of the basement finished, resulting in roughly 2,200 to 2,300 square feet. They outlined stormwater retention and landscaping. They also pointed out that there is a long list of permissible uses in the ordinances under Mixed Use that would not require any approval from the Plan Commission or the Village Board. There were some concerns raised regarding the setbacks; have our engineers reviewed; would there be future potential problems if approved; size of the units; proximity of decks to adjacent properties; should we be including additional requirements in our recommendation to the board? There was discussion that some of these questions are not ours to address, but rather the homebuyer; this is a development that we will have some say in compared to those allowable under ordinances; many subdivisions have small setbacks; we need additional housing stock.

Commissioner Gronemus made a motion to recommend to the Village Board approval of the Rezone request to a PUD for parcel 111/0612-013-0527-1, seconded by Commissioner Hollenbeck. Motion carried.

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:**
- Lighting at corner of HWY 12/18 – staff is working on issues closing out the Kwik Trip development
 - Building Inspector – Moen will be meeting with the Deerfield Administrator
 - Half Completed building – has been issued a stop order – will follow up if fines have been issues, permits applied for.
- 9. Adjournment of Meeting:** Commissioner Anderson made a motion to adjourn, seconded by Commissioner Landowski, motion carried. Meeting adjourned at 7:35 p.m.

Lisa Moen, Village Administrator/Clerk/Deputy Treasurer

Lisa Moen

From: Bill Pinnow <bpinnow@msa-ps.com>
Sent: Monday, May 19, 2025 11:55 AM
To: Lisa Moen; Lucy Peterson
Cc: Stephen Tremlett; Bill Pinnow
Subject: Comp Plan Amendment Fee Schedules

Lisa and Lucy,

Following up on my call with Lisa last week, we took a look at some other communities' fee schedules. Below are some examples for you to consider for fee schedule modifications for the comp plan amendment. Let me know if you have other questions. Bill

- Cottage Grove
 - <https://www.vi.cottagegrove.wi.gov/DocumentCenter/View/113/Planning-and-Zoning-Fee-Schedule-PDF>
 - Zoning Map or Text Amendment \$360 review/filing fee w/\$250 escrow deposit to cover consultant fee charge-backs, Comprehensive plan amendments are usually processed as part of the rezone process
- Hartland
 - <https://www.villageofhartland.wi.gov/DocumentCenter/View/367/Rezoning---Zoning-Code-Amendment?bidId=>
 - \$400 review/filing fee + \$200 escrow deposit for professional fees

If the Village decided not to require a deposit or escrow, the initial fee should be higher. See below:

- Lodi
 - <https://www.cityoflodi.us/DocumentCenter/View/228/Comprehensive-Plan-Amendment-Application>
 - Rezone Application (\$400) and Comp Plan Amendment (\$250) are \$650 combined
 - Lodi also has a separate application to be filled out in addition to the rezoning application



Bill Pinnow, PE | Senior Project Manager – Public Works

MSA Professional Services, Inc.

100% Employee Owned

+1 (608) 421-7140

An Equal Employment Opportunity/Affirmative Action Employer



Village of Cambridge Plan Commission – Rezoning Application Form

I, (We), the undersigned owner(s)/agent do hereby petition the Plan Commission to grant a Zoning Amendment

	Owner/agent	Contractor
Name		
Address		
Phone		

Legal Description _____ ¼, _____ ¼, S _____, T _____ N, R _____ E, Village of Cambridge

Tax Parcel # _____ Address: _____

Current Zoning _____ Requested Zoning Classification _____

List names and addresses of all abutting property owners within 200 feet of subject site lot lines:

1. Name	_____	Address	_____
2. Name	_____	Address	_____
3. Name	_____	Address	_____
4. Name	_____	Address	_____

REASON FOR YOUR REQUEST - Please clearly describe your request, including proposed operation or use of the structure and number of employees.

ATTACH A SITE PLAN detailing the following (as applicable). Draw to scale or provide accurate measurements

- | | |
|--|---|
| ☐ Property Lines (a survey may be needed) | ☐ Dimension and location of existing structures within 200 feet of subject lot lines |
| ☐ Utilities, roadways and easements | ☐ Dimension and location of proposed structures and parking facilities |
| ☐ Anything else related to your request | ☐ Location and classification of existing and proposed zoning |

*I certify that the information I have provided in this application is true and accurate,
and that I am the owner or authorized agent of the owner.*

SIGNATURE: _____ **DATE:** _____

RETURN TO CLERK'S OFFICE AT 200 SPRING STREET WITH PAYMENT
Please make payable to Village of Cambridge

OFFICE USE ONLY

Plan Commission Rezoning Application Checklist

DEVELOPER / DEVELOPMENT: _____

ITEM	WHO APPROVED / DISAPPROVED	DATE (RECEIVED)	COMMENTS
Appeal is Filed with Clerk	Petitioner/Applicant		Fee = \$350 Check #
Schedule Hearing Date	Clerk / Administrative Assistant	Hearing Date:	
Publish/post notice of meeting and hearing	Clerk / Administrative Assistant	Published on: Notices mailed:	☐ Class 2 Notice (2x) ☐ Notify media ☐ Obtain Affidavit of Publication ☐ Notify applicant ☐ Notify Zoning Administrator ☐ Notify neighbors
Review of Proposal and Recommendation	Zoning Administrator (BZA)		☐ Received
Public Hearing & Recommendation	Plan Commission		☐ Approve ☐ Do not approve
Referred to Village Board for Action	Village Board		☐ Approve ☐ Do not approve
Filing and Notice of Decision	Clerk / Administrative Assistant		
Receive and File Minutes	Secretary of the Plan Commission		
Ordinance Reference: 17.112			
Statutory Reference: 62.23 (7)(d) (Public Notice)			



To: Village of Cambridge Planning & Zoning Commission
From: Stephen Tremlett, AICP, CNU-A, Planning Team Leader
Subject: Comprehensive Plan Amendment Process
Date: Monday, May 12, 2025

Request

On March 10, 2025, Plan Commission requested staff to work with MSA to complete a Comprehensive Plan Amendment as the next step in the approval process for the proposed Westgate Court Development. The following memo further outlines the amendment process that will allow the subject area to be rezoned as needed for this development.

UPDATING THE COMP PLAN

The Village may be faced with an opportunity, such as a development proposal, that does not fit the plan but is widely viewed to be appropriate for the Village. Should the Village wish to approve such an opportunity, it must first amend the plan so that the decision is consistent with the plan. Amendments may be proposed by either the Village Board or the Plan Commission, though a landowner or developer is also allowed to apply and initiate this process.

UPDATING THE FUTURE LAND USE (FLU) MAP

In the years between major plan updates it may be necessary or desirable to amend the Village's plan. Oftentimes, a request for a zoning change triggers the need for a comprehensive plan amendment to maintain consistency across these documents. A straightforward amendment, such as a strategy or future land use map revision for which there is broad support, can be completed through the following process:

1. Establish a request to amend the Comp Plan.
 - a. *Typically, this should be done by a property owner or developer through a Comp Plan amendment application and fee, but can be initiated by Plan Commission or Village Board.*
 - b. *Currently, the Village does not have an application for this process. It is recommended the Village establish an application and corresponding review fee. An example is provided in Attachment A.*
2. Provide a 30-day public notice of the public hearing discussing the requested Comp Plan amendment.
 - a. *Notice of the proposed amendment should also be transmitted as appropriate to other governmental entities that may be affected by or interested in the change, such as a neighboring jurisdiction.*
 - b. *If the amendment involves changes to designated areas on the future land use map, it is best practice to notify adjacent landowners within 200 feet of the subject area that the map amendment and potential zoning changes have been proposed for a nearby property.*
3. Hold a public hearing at Plan Commission.
4. Plan Commission shall consider a resolution recommending adoption of the amendment with or without conditions.
 - a. *Such amendments should be carefully considered and should not become the standard response to proposals that do not fit the plan. Amendments to the Future Land Use Map should review criteria outlined on the Land Use section of the Village's Comprehensive Plan (Page 31).*
 - b. *The Commission may request more information before taking action on any proposed amendment.*

- c. A public hearing can be on the same night as an action item to consider the resolution/recommendation to the Village Board.*
5. After reviewing the application and Plan Commission's recommendation, Village Board shall make a decision to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the amendment with revision(s) that it deems appropriate. Approval shall be in the form of an ordinance.

For amendments affecting a large geographical area of the Village or proposing major changes to plan policies, a more involved public input process should be considered to ensure that proposed amendments are in the best interest of and are well supported by the community. This could be through public informational meetings, surveys, and other engagement activities deemed appropriate. These effort shall take place prior to Step 2 outlined above.

FOLLOWING ADOPTION OF FLU MAP/TEXT AMENDMENT

Staff shall make an entry in the amendment log within the Comprehensive Plan's Table of Contents. A revised PDF copy of the plan is posted to the Village website or made available in a similar way as previous plans.

This application and approval shall be approved prior to a rezone or development review pertaining to the amendment request. This could be done at the same Plan Commission and Village Board meetings, but any other associated approvals shall take place as later agenda items after a decision has bee made on the Comp Plan amendment.

_____ Plan Commission: Application for Comprehensive Plan Amendment

◆ [ADDRESS] ◆ [PHONE NUMBER] ◆ [FAX NUMBER] ◆

Per the general provisions of the [COMMUNITY NAME] Comprehensive Plan, amendments to the Plan may be requested by any resident of the Village, any person having title to land within the Village, any person having a contractual interest in land to be affected by a proposed amendment, or an agent for any of the previously mentioned persons. The person that proposes an amendment to the Future Land Use Map shall have the burden of proof to show that the proposed amendment is in the public interest and internally consistent with the remainder of the plan.

Comprehensive Plan Amendment:

- Requires this form be submitted with the **\$XXX application fee** to the Village Clerk
- Requires application be submitted at least **40 days prior to the Plan Commission Meeting** for public hearing notification, staff review and agenda placement
- Requires approval of the [COMMUNITY] Plan Commission
- Requires one hard copy, and one digital version of the items listed in the list below
- Requires applicant or their agent to attend Plan Commission meeting to explain & answer questions

If you have questions, please contact XXXXX.

Owner Name(s):	
Applicant Name (if different than above):	
Property Address:	Parcel #:
Applicant Address (if different than above):	
Applicant Phone:	Applicant Email:
Current Zoning Designation:	Current Property Use:
Current Future Land Use Designation:	
Proposed Future Land Use Designation:	

1. An application submitted by a landowner to amend the **Future Land Use Map** shall include the following:
 - (a) A scaled drawing of the subject property;
 - (b) A legal description for each of the parcels in the subject property;
 - (c) A map of the existing land uses occurring on and around the subject property;
 - (d) A written description of the proposed change;
 - (e) A written statement outlining the reason(s) for the amendment;
 - (f) Other supporting information the applicant deems appropriate; and
 - (g) If you are an agent representing the property owner, a letter from the property owner authorizing submittal of amendment request.
2. **Other Amendments.** **For all other types of amendments**, the application shall include the following:
 - (a) A written description of the proposed change;
 - (b) A written statement outlining the reason(s) for the amendment; and
 - (c) Other supporting information the applicant deems appropriate.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Dane County Rezone Petition

Application Date	Petition Number
04/18/2025	DCPREZ-2025-12171
Public Hearing Date	
06/24/2025	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME ROBERT AND KIM RIEGE	PHONE (with Area Code) (608) 692-5193	AGENT NAME DAVID DINKEL	PHONE (with Area Code) (608) 695-6262
BILLING ADDRESS (Number & Street) 140 FAIR OAK RD		ADDRESS (Number & Street) PO BOX 103	
(City, State, Zip) DEERFIELD, WI 53531		(City, State, Zip) Deerfield, WI 53531	
E-MAIL ADDRESS kimriege@aol.com		E-MAIL ADDRESS dave@propertyshop-realtors.com	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE		ADDRESS OR LOCATION OF REZONE	
South and East of 3120 Fadness Rd					
TOWNSHIP CHRISTIANA	SECTION 3	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0612-032-8315-0		0612-031-8745-0			

REASON FOR REZONE

CREATING ONE RESIDENTIAL LOT AND ONE CONSERVANCY LOT

FROM DISTRICT	TO DISTRICT	ACRES
FP-35 Farmland Preservation District	RR-2 Rural Residential District	2.5
FP-35 Farmland Preservation District	NR-C Natural Resource Conservation District	7.6

C.S.M REQUIRED? ☒ Yes ☐ No	PLAT REQUIRED? ☐ Yes ☒ No	DEED RESTRICTION REQUIRED? ☒ Yes ☐ No	INSPECTOR'S INITIALS RUH1	SIGNATURE: (Owner or Agent) PRINT NAME: DATE:
Applicant Initials _____	Applicant Initials _____	Applicant Initials _____		

COMMENTS: APPLICANTS MUST VERIFY IF DRIVEWAY ACCESS PERMITS ARE NEEDED FROM WISCONSIN D.O.T.



Dane County
Department of Planning and Development
Zoning Division
Room 116, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, Wisconsin 53703
(608) 266-4266

Application Fees	
General:	\$395
Farmland Preservation:	\$495
Commercial:	\$545
• PERMIT FEES DOUBLE FOR VIOLATIONS. • ADDITIONAL FEES MAY APPLY. CONTACT DANE COUNTY ZONING AT 608-266-4266 FOR MORE INFORMATION.	

REZONE APPLICATION

APPLICANT INFORMATION			
Property Owner Name:	Robert P. Riege and Kim D. Riege	Agent Name:	David R. Dinkel
Address (Number & Street):	140 Fair Oak Road	Address (Number & Street):	P.O. Box 103
Address (City, State, Zip):	Deerfield WI 53531	Address (City, State, Zip):	Deerfield WI 53531
Email Address:	Kimriege@aol.com	Email Address:	dave@propertyshop-realtors.com
Phone#:	608-692-5193	Phone#:	608-695-6262

PROPERTY INFORMATION	
Township:	Christiana
Parcel Number(s):	0612-032-8315-0 and 0612-031-8745-0
Section:	3
Property Address or Location:	Clear View Road to Fadness Road

REZONE DESCRIPTION		
Reason for the request. In the space below, please provide a brief but detailed explanation of the rezoning request. Include both current and proposed land uses, number of parcels or lots to be created, and any other relevant information. For more significant development proposals, attach additional pages as needed.	Is this application being submitted to correct a violation? Yes ☐ No ☒	
1. Formation of a 2.5 acres residential homesite off Clear View Road for sale to a third party. This lot will use the last Dwelling Unit Right on the original farm. The last formation of a residential lot on this farm was July 15, 2020. There is a 5-year spacing of residential lots in the FP-35 districts. The earliest County Board approval for this petition is July 17, 2025. 2. Formation of a 7.6 acres Conservation/Nature space for sale to a third party. Site is diverse with an appealing combination of some woods on higher ground merging into marsh land. The land is not able suitable to be cropped and is not suitable for housing. The general neighborhood has a mix of cropland, scattered homesites, and some woods and/or low ground. U.S. Highway 12/18 is the northern boundary of the overall property. Clear View Road is the eastern boundary and Fadness Road is the western boundary. The present use is agricultural cropland and some unfarmable land.		
Existing Zoning District(s)	Proposed Zoning District(s)	Acres
FP-35	RR-2	2.5 net acres (2.7 with ROW)
FP-35	NR-C	7.6 net acres (8.0 with ROW)

Applications will not be accepted until the applicant has contacted the town and consulted with department staff to determine that all necessary information has been provided. Only complete applications will be accepted. All information from the checklist below must be included. Note that additional application submittal requirements apply for commercial development proposals, or as may be required by the Zoning Administrator.

☒ Scaled drawing of proposed property boundaries	☒ Legal description of zoning boundaries	☐ Information for commercial development (if applicable)	☐ Pre-application consultation with town and department staff	☒ Application fee (non-refundable), payable to the Dane County Treasurer
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I certify by my signature that all information provided with this application is true and correct to the best of my knowledge and understand that submittal of false or incorrect information may be grounds for denial. Permission is hereby granted for Department staff to access the property if necessary to collect information as part of the review of this application. Any agent signing below verifies that he/she has the consent of the owner to file the application.

Owner/Agent Signature David R. Dinkel as Agent

Date 4/16/25

Preliminary Certified Survey Map

PARTS OF THE NW 1/4 OF THE NW 1/4, AND THE NW 1/4 OF THE NE 1/4 ALL IN SECTION 3, T.8N., R.12E., TOWN OF CHRISTIANA, DANE COUNTY, WISCONSIN, together filed

187°45'23"E 1265.08'

161°34'11"E 1308.50'

1272.86'

329.35'

151.12'

S 1/4 34-7-12 AL. MON. FOUND, CORNER TIES IN PLACE

PREPARED FOR ROBERT & KIM RIEGE 140 FAIR OAK RD DEERFIELD WI 53531

C.S.M. # 6996

Scale 1" = 300'

TOWN OF CHRISTIANA

No Vehicular Access

Referenced to the Dane County Coordinate System with the North line of the NW 1/4 Bearing 187°45'23"E

R/V PROJECT 380°-21'-41" 12-18

No Vehicular Access

Lot 2 C.S.M. # 6996

Lot 2 C.S.M. # 11915

FADNESS ROAD

Lot 3 C.S.M. # 15448

SEASIDE

Output 1 8.0 acres 7.6 ac net

N01°56'17"E 375'

FRACTIONAL NE 1/4

West line of NW 1/4 - NE 1/4

FRACTIONAL NW 1/4

36.9 acres remain

Lot 1 C.S.M. # 11915

N03°23'48"W 614.28'

371'

388°34'35"W 614.28'

371'

388°34'35"W 614.28'

371'

388°34'35"W 614.28'

371'

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371'

388°34'35"W 614.28'

371'

388°34'35"W 614.28'

CLEAR VIEW ROAD

Wisconsin Mapping, LLC

306 West Quarry Street, Deerfield, Wisconsin 53531 (608) 764-6802

Dwg. No. 6363-25 Date 4/14/2025

Sheet 1 of

Document No.

C. S. M. No. V. P.