

**Village of Cambridge
Plan Commission
July 14, 2025 –6:30 P.M.
Amundson Community Center, Community Room
200 Spring Street
Minutes**

1. Call to Order / Roll Call: Chair Kreklau called the meeting to order at 6:33pm. Members present: Commissioners Landowski, Hollenbeck, Anderson, Gronemus, Schulz, and Kreklau. Members absent: Commissioner Milsap. Others present; Lucy Peterson, Administrator/Treasurer/Deputy Clerk, and Mike Herl.
2. Proof of Posting: The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Badger Bank and the Village Website.
3. Approve Minutes from Plan Commission Meeting on June 9, 2025
Commissioner Hollenbeck made a motion to approve the minutes as presented, seconded by Commissioner Landowski. Motion carried.
4. Public Appearances: Mr. Mike Herl from Madison Commercial Real Estate LLC shared information regarding the Westgate Court Project to the commission. This item was not on the agenda and Administrator Peterson shared that she would send Mr. Herl a rezoning application, and comprehensive plan amendment application to him by the end of the week, as that is the first step of the process before this item can come to the Plan Commission.
5. New Business: Discussion and Possible Action Regarding
 - a. Plan Commission Committee Documents
 - i. Orientation Packet
 - ii. By-laws
 - iii. Mission StatementAdministrator Peterson shared the orientation packet, by-laws, and mission statement she put together for the Plan Commission. It was agreed that all the documents were satisfactory, and the commission would like all permit and application forms included in the orientation packet as a reference. They would also like all documents including contact information for all current commission members. Administrator Peterson will gather that information and add to what has been assembled.
 - b. Full Fee Schedule
The commission agreed that the fee schedule should be updated and prefers to have all fees on one form in lieu of the two separate forms/resolutions we currently have. We reviewed Lodi's fee schedule as an example. Commission Anderson and Administrator Peterson will continue to gather fee schedules from neighboring municipalities to use as a reference. The goal is to get a revised fee schedule to the board by September or October for implementation to begin January 1, 2026.
 - c. Building Inspection
Administrator Peterson stated that our Building Inspection contract with Safebuilt will be expiring on September 12, 2025. She is currently looking into interim options and has completed an RFP for building inspection. At this time there is no action to be taken, but she will provide updates and/or agenda items regarding this at the August meeting.
 - d. Comprehensive Plan
The comprehensive plan was included in the packet, as well as the information on where to find it on the Village of Cambridge website. The commission will begin reviewing this in its entirety in the upcoming months to address any needs for revisions or updates.
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: None

9. Adjournment of Meeting

Commissioner Anderson made a motion to adjourn, seconded by Commissioner Schulz. Motion carried. Chair Kreklau adjourned the meeting at 7:24 p.m.

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, Administrator/Treasurer/Deputy Clerk