



Public Notice of the Village of Cambridge, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

VILLAGE BOARD OF TRUSTEES

DATE: TUESDAY, DECEMBER 9, 2025,

TIME: 6:30 PM

LOCATION: AMUNDSON COMMUNITY CENTER
200 SPRING ST.
CAMBRIDGE, WI 53523

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PROOF OF POSTING**
- 4. PUBLIC COMMENT (LIMIT OF 3 MINUTES PER PERSON)**
- 5. COMMITTEE REPORTS**
 - A. Economic Development
 - B. Joint Law Enforcement
- 6. UNFINISHED BUSINESS – NO ACTION REQUIRED**
 - A. Discussion on the employee handbook update status – Trustee Schulz
- 7. UNFINISHED BUSINESS – ACTION REQUIRED**
 - A. Discussion and possible action on the rate case study – Brian Roemer, Ehlers
 - B. Discussion and Possible Action PFP Resolution.
 - C. Discussion and Possible Action 2026 Approved Budget
 - D. Discussion and Possible Action Employee 2% raises – Trustee Schulz
- 8. NEW BUSINESS – ACTION REQUIRED**
 - A. Discussion and possible action on public comment – Trustee Schulz
 - B. Discussion and possible action on cancelling the December 23, 2025, Village Board meeting.
 - C. Discussion and possible action on assigning a member of the public to the Cable Commission.
 - D. Discussion and Possible Action on Text amendment to provide review criteria to Conditional Uses in Subchapter 17.68 within the Zoning Code.

- E. Discussion and Possible Action on Text amendment that establishes Subchapter 17.26 within the Zoning Code.
- F. Discussion and Possible Action on consideration of recommending approval of the NMU zoning district and discussion on B-C zoning district uses.

9. OLD BUSINESS – ACTION REQUIRED

- A. Discussion and Possible Action on the residential district bulk standards amendments (specifically multi-family maximum height requirement).

10. FUTURE AGENDA ITEMS

- A. Amundson Community Room, Senior Room, and Kitchen rental rates.
- B. Utility Clerk/Deputy Clerk applicants.

11. NEXT MEETING DATE

12. ADJOURNMENT

Posted: 12/05/2025

The Village of Cambridge Board permits a period of public comment to receive information from members of the public pursuant to Wis. Stat. § 19.84(2). The Wisconsin Attorney General has advised that a governmental body should refrain from Board discussion on an item until specific notice of the subject matter and any proposed action has been provided. (Wisconsin Department of Justice, *Wisconsin Open Meetings Law: A Compliance Guide* (2009).)

NOTE:

Individuals who need special accommodations are encouraged to call (608) 423-3712 at least 24 hours before the meeting. A quorum of the Village Board may be present to gather information related to their duties as Village Trustees; however, no official business will be conducted, and no action will be taken by the Board at this meeting. For more detailed information about agenda items, please contact (608-423-3712.

7A. Discussion and possible action on the rate case study

November 25, 2025

2025 SEWER RATE STUDY:

Village of Cambridge, WI

Cost of Service Study



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisors:

Brian Roemer
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Table 1

WWTF Flows and Loadings

Village of Cambridge, WI

	Flow (1,000 Gal)				BOD (Lbs)	TSS (Lbs)	P (Lbs)	N (Lbs)
	2022	2023	2024	2025				
<u>Inside Customers</u>								
Residential	22,197	23,062	22,332	22,500	56,295	56,295	1,314	-
Commercial	8,249	8,340	7,573	7,750	19,391	19,391	452	-
Industrial	303	254	349	325	813	813	19	-
Public Auth	2,065	2,092	2,142	2,125	5,317	5,317	124	-
Multi-Family	2,039	2,155	2,226	2,200	5,504	5,504	128	-
Subtotal Inside Customers	34,853	35,903	34,622	34,900	87,320	87,320	2,037	-
<u>Unmetered Customers</u>								
Sewer 4000	144	144	144	144	360	360	8	-
Subtotal Unmetered Customers	144	144	144	144	360	360	8	-
<u>Outside Customers</u>								
Public Auth	3,962	3,975	4,209	4,200	10,508	10,508	245	-
Rockdale	0	0	0	3,926	9,823	9,823	229	-
Subtotal Outside Billable	3,962	3,975	4,209	8,126	20,331	20,331	474	-
<u>Flow to COWC</u>								
Total Billable	38,959	40,022	38,975	43,170	108,011	108,011	2,520	-
Inflow/Infiltration (I/I)	38,786	51,958	43,515	38,830				
Total to COWC	77,745	91,980	82,490	82,000				
Total For Rate Calcs								
				43,170	108,011	108,011	2,520	-

Notes:

Table 2 Projected Test Year Meter Counts

Village of Cambridge, WI

Total Meters								
Meter Size	Inside Customers					Outside Customers		Total
	Residential	Commercial	Industrial	Public Auth	Multi-Family	Public Auth	Rockdale	
5/8"	687	72	0	2	0			761
3/4"	0	0	0	0	0			-
1"	0	13	3	2	0			18
1 1/4"	0	1	0	0	0			1
1 1/2"	0	5	0	0	0			5
2"	0	2	0	1	4			7
2 1/2"	0	0	0	0	0			-
3"	0	1	1	3	0	1	1	7
4"	0	0	0	0	0			-
6"	0	0	0	0	0			-
8"	0	0	0	0	0			-
10"	0	0	0	0	0			-
12"	0	0	0	0	0			-
Sewer 4000	2	1	0	0	0			3
W/O BASE CHG	1	0	0	0	0			1
	690	95	4	8	4	1	1	803
Total Inside Customers					Total Outside Customers			

Equivalent Meters									
Meter Size	Equiv. Ratio	Inside Customers					Outside Customers		Total
		Residential	Commercial	Industrial	Public Auth	Multi-Family	Public Auth	Rockdale	
5/8"	1.0	687.0	72.0	-	2.0	-	-	-	761.0
3/4"	1.0	-	-	-	-	-	-	-	-
1"	3.0	-	39.0	9.0	6.0	-	-	-	54.0
1 1/4"	3.5	-	3.5	-	-	-	-	-	3.5
1 1/2"	5.3	-	26.3	-	-	-	-	-	26.3
2"	8.8	-	17.5	-	8.8	35.0	-	-	61.3
2 1/2"	10.0	-	-	-	-	-	-	-	-
3"	16.8	-	16.8	16.8	50.3	-	16.8	16.8	117.3
4"	26.5	-	-	-	-	-	-	-	-
6"	40.0	-	-	-	-	-	-	-	-
8"	60.0	-	-	-	-	-	-	-	-
10"	90.0	-	-	-	-	-	-	-	-
12"	140.0	-	-	-	-	-	-	-	-
Sewer 4000	0.3	0.5	0.3	-	-	-	-	-	0.8
W/O BASE CHG	0.0	0.0	-	-	-	-	-	-	0.0
		687.5	175.3	25.8	67.0	35.0	16.8	16.8	1,024.0

Table 3

Historical Expenses and 2026 Budget for Sewer Utility

Village of Cambridge, WI

Account Number	Account Description	2023 ACTUAL	2024 ACTUAL	2026 BUDGET
600-00-53700-130-000	SEWER - FRINGES	0	130	105
600-00-53700-681-200	TELEPHONE EXPENSE	35	0	0
600-00-53700-590-000	CONTRIB REQ BY DEPT OF AG	0	0	0
600-00-53700-600-100	UNIFORM EXPENSE	0	117	500
600-00-53700-682-300	OUTSIDE SRVCS - ENGINEERING	4,882	11,863	10,000
600-00-53700-700-000	RENT FOR ADMIN OFFICE & SHOP	6,750	6,750	6,750
600-00-53700-800-000	COMMITTEE PER DIEMS	69	191	135
600-00-53700-820-000	OPERATION & MAINTENANCE WAGES	6,432	7,156	6,802
600-00-53700-821-000	POWER PURCHASED FOR PUMPING	10,452	11,241	10,401
600-00-53700-822-000	PAYMENTS TO REGIONAL PLANT	5,896	5,442	5,446
600-00-53700-823-000	EXCESS CAPACITY PYMTS TO OAKLD	0	0	0
600-00-53700-824-000	PAYMENTS TO COWC	710,420	790,599	820,000
600-00-53700-826-000	DEDUCT METER EXPENSES	0	0	0
600-00-53700-827-000	OPERATING SUPPLIES & EXPENSES	192	8,973	3,236
600-00-53700-828-000	TRANSPORTATION EXPENSES	0	1,467	726
600-00-53700-831-000	MAINTENANCE OF SEWER PLANT	4,374	0	0
600-00-53700-831-100	SEWER LINE LIFT STAT. MAINT.	19,666	9,298	12,000
600-00-53700-831-200	SEWER ANNUAL MAINT FOR PUMPS	0	0	5,000
600-00-53700-831-300	SEWER LINE TELEVISIONING/RELINE	17,011	22,901	24,000
600-00-53700-831-400	SEWER PREVENTATIVE MAINT.	61	69	878
600-00-53700-842-000	TECHNOLOGY EXPENSES	13,560	31,846	11,388
600-00-53700-843-000	METER READING COST	0	3,824	0
600-00-53700-850-000	ADMINISTRATIVE WAGES	29,518	35,089	37,842
600-00-53700-851-000	OFFICE SUPPLIES & EXPENSES	3,704	2,918	3,292
600-00-53700-851-100	STAFF TRAINING	0	460	0
600-00-53700-851-200	PROFESSIONAL DUES & EXPENSES	370	0	0
600-00-53700-851-300	POSTAGE EXPENSE	2,419	2,868	2,361
600-00-53700-851-400	TELEPHONE/INTERNET EXPENSE	3,670	2,708	2,579
600-00-53700-851-500	COMPUTER SUPPORT & SOFTWARE	0	0	0
600-00-53700-851-600	Website & Credit Card Pymts	0	75	0
600-00-53700-852-000	OUTSIDE SERVICES-AUDITOR	532	3,104	0
600-00-53700-852-100	OUTSIDE SRVCS - AUDITOR	2,264	7,841	8,000
600-00-53700-852-200	OUTSIDE SRVCS - LEGAL	0	3,999	4,000
600-00-53700-852-300	OUTSIDE SRVCS - ENGINEERING	0	1,074	5,000
600-00-53700-853-000	INSURANCE EXPENSE	1,494	2,521	2,645
600-00-53700-854-000	EMPLOYEE PENSIONS & BENEFITS	15,732	10,400	15,259
600-00-53700-856-000	MISCELLANEOUS EXPENSES	112	1,015	948
	Total	859,615	985,940	999,293

Table 4
Allocation of Costs to Function
Village of Cambridge, WI

Allocation Percentages									WWTF					Customer		
									Flow	BOD	TSS	P	N	Billing	Meter/Conn	
Operating & Maintenance									Test Year Budget	Flow	BOD	TSS	P	N	Billing	Meter/Conn
Acct.#	Acct Description															
600-00-53700-	SEWER - FRINGES	0%	0%	0%	0%	0%	100%	0%	\$105	\$0	\$0	\$0	\$0	\$0	\$105	\$0
600-00-53700-	TELEPHONE EXPENSE	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	CONTRIB REQ BY DEPT OF AG	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	UNIFORM EXPENSE	40%	6%	6%	4%	0%	30%	14%	\$500	\$200	\$30	\$30	\$20	\$0	\$150	\$70
600-00-53700-	OUTSIDE SRVCS - ENGINEERING	40%	6%	6%	4%	0%	30%	14%	\$10,000	\$4,000	\$600	\$600	\$400	\$0	\$3,000	\$1,400
600-00-53700-	RENT FOR ADMIN OFFICE & SHOP	40%	6%	6%	4%	0%	30%	14%	\$6,750	\$2,700	\$405	\$405	\$270	\$0	\$2,025	\$945
600-00-53700-	COMMITTEE PER DIEMS	0%	0%	0%	0%	0%	100%	0%	\$135	\$0	\$0	\$0	\$0	\$0	\$135	\$0
600-00-53700-	OPERATION & MAINTENANCE WAGES	35%	20%	20%	15%	0%	5%	5%	\$6,802	\$2,381	\$1,360	\$1,360	\$1,020	\$0	\$340	\$340
600-00-53700-	POWER PURCHASED FOR PUMPING	60%	10%	10%	5%	0%	10%	5%	\$10,401	\$6,241	\$1,040	\$1,040	\$520	\$0	\$1,040	\$520
600-00-53700-	PAYMENTS TO REGIONAL PLANT	40%	12%	12%	6%	0%	2%	28%	\$5,446	\$2,178	\$654	\$654	\$327	\$0	\$109	\$1,525
600-00-53700-	EXCESS CAPACITY PYMTS TO OAKLD	40%	12%	12%	6%	0%	2%	28%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	PAYMENTS TO COWC	40%	12%	12%	6%	0%	2%	28%	\$820,000	\$327,942	\$98,400	\$98,400	\$49,200	\$0	\$16,400	\$229,658
600-00-53700-	DEDUCT METER EXPENSES	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	OPERATING SUPPLIES & EXPENSES	50%	6%	6%	4%	0%	30%	4%	\$3,236	\$1,618	\$194	\$194	\$129	\$0	\$971	\$129
600-00-53700-	TRANSPORTATION EXPENSES	50%	6%	6%	4%	0%	30%	4%	\$726	\$363	\$44	\$44	\$29	\$0	\$218	\$29
600-00-53700-	MAINTENANCE OF SEWER PLANT	30%	25%	25%	15%	0%	5%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	SEWER LINE LIFT STAT. MAINT.	35%	20%	20%	15%	0%	5%	5%	\$12,000	\$4,200	\$2,400	\$2,400	\$1,800	\$0	\$600	\$600
600-00-53700-	SEWER ANNUAL MAINT FOR PUMPS	35%	20%	20%	15%	0%	5%	5%	\$5,000	\$1,750	\$1,000	\$1,000	\$750	\$0	\$250	\$250
600-00-53700-	SEWER LINE TELEVISIONING/RELINE	35%	20%	20%	15%	0%	5%	5%	\$24,000	\$8,400	\$4,800	\$4,800	\$3,600	\$0	\$1,200	\$1,200
600-00-53700-	SEWER PREVENTATIVE MAINT.	35%	20%	20%	15%	0%	5%	5%	\$878	\$307	\$176	\$176	\$132	\$0	\$44	\$44
600-00-53700-	TECHNOLOGY EXPENSES	50%	6%	6%	4%	0%	30%	4%	\$11,388	\$5,694	\$683	\$683	\$456	\$0	\$3,417	\$456
600-00-53700-	METER READING COST	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	ADMINISTRATIVE WAGES	50%	5%	5%	2%	0%	30%	8%	\$37,842	\$18,921	\$1,892	\$1,892	\$757	\$0	\$11,352	\$3,027
600-00-53700-	OFFICE SUPPLIES & EXPENSES	50%	6%	6%	4%	0%	30%	4%	\$3,292	\$1,646	\$198	\$198	\$132	\$0	\$988	\$132
600-00-53700-	STAFF TRAINING	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	PROFESSIONAL DUES & EXPENSES	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	POSTAGE EXPENSE	0%	0%	0%	0%	0%	100%	0%	\$2,361	\$0	\$0	\$0	\$0	\$0	\$2,361	\$0
600-00-53700-	TELEPHONE/INTERNET EXPENSE	0%	0%	0%	0%	0%	100%	0%	\$2,579	\$0	\$0	\$0	\$0	\$0	\$2,579	\$0
600-00-53700-	COMPUTER SUPPORT & SOFTWARE	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	Website & Credit Card Pymts	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	OUTSIDE SERVICES-AUDITOR	0%	0%	0%	0%	0%	100%	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
600-00-53700-	OUTSIDE SRVCS - AUDITOR	40%	6%	6%	4%	0%	30%	14%	\$8,000	\$3,200	\$480	\$480	\$320	\$0	\$2,400	\$1,120
600-00-53700-	OUTSIDE SRVCS - LEGAL	40%	6%	6%	4%	0%	30%	14%	\$4,000	\$1,600	\$240	\$240	\$160	\$0	\$1,200	\$560
600-00-53700-	OUTSIDE SRVCS - ENGINEERING	40%	6%	6%	4%	0%	30%	14%	\$5,000	\$2,000	\$300	\$300	\$200	\$0	\$1,500	\$700
600-00-53700-	INSURANCE EXPENSE	35%	15%	15%	10%	0%	10%	15%	\$2,645	\$926	\$397	\$397	\$264	\$0	\$264	\$397
600-00-53700-	EMPLOYEE PENSIONS & BENEFITS	40%	6%	6%	4%	0%	30%	14%	\$15,259	\$6,104	\$916	\$916	\$610	\$0	\$4,578	\$2,136
600-00-53700-	MISCELLANEOUS EXPENSES	40%	6%	6%	4%	0%	30%	14%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total O & M		40%	12%	12%	6%	0%	6%	25%	\$998,346	\$402,371	\$116,208	\$116,208	\$61,096	\$0	\$57,225	\$245,238
Taxes		0%	0%	0%	0%	0%	100%	0%	\$6,063	\$0	\$0	\$0	\$0	\$0	\$6,063	\$0
Capital Costs																
Debt		15%	10%	10%	5%	0%	45%	15%	\$24,583	\$3,687	\$2,458	\$2,458	\$1,229	\$0	\$11,062	\$3,687
Cash Financed Capital		10%	0%	0%	0%	0%	90%	0%	\$45,000	\$4,500	\$0	\$0	\$0	\$0	\$40,500	\$0
Total Capital Costs		12%	4%	4%	2%	0%	74%	5%	\$69,583	\$8,187	\$2,458	\$2,458	\$1,229	\$0	\$51,562	\$3,687
Subtotal Revenue Requirements									\$1,073,991	\$410,558	\$118,666	\$118,666	\$62,325	\$0	\$114,850	\$248,926
Other Income																
Misc Service, Late Charges, & Other		37%	18%	18%	13%	0%	9%	5%	(\$2,780)	(\$1,019)	(\$501)	(\$501)	(\$373)	\$0	(\$251)	(\$134)
Investment Income		37%	18%	18%	13%	0%	9%	5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Income		37%	18%	18%	13%	0%	9%	5%	(\$2,780)	(\$1,019)	(\$501)	(\$501)	(\$373)	\$0	(\$251)	(\$134)
Total Net Revenue Requirements									\$1,071,211	\$409,539	\$118,165	\$118,165	\$61,952	\$0	\$114,599	\$248,792
Summary																
Allocation of Costs to Function and Classification for Inside Rates																
								Test Year Budget	Flow	BOD	TSS	P	N	Billing	Meter/Conn	
O&M and Replacement		40%	12%	12%	6%	0%	6%	24%	\$1,004,409	\$402,371	\$116,208	\$116,208	\$61,096	\$0	\$63,288	\$245,238
Capital		12%	4%	4%	2%	0%	74%	5%	\$69,583	\$8,187	\$2,458	\$2,458	\$1,229	\$0	\$51,562	\$3,687
Other Revenues		37%	18%	18%	13%	0%	9%	5%	(\$2,780)	(\$1,019)	(\$501)	(\$501)	(\$373)	\$0	(\$251)	(\$134)
Total		38%	11%	11%	6%	0%	11%	23%	1,071,211	409,539	118,165	118,165	61,952	0	114,599	248,792

Legend
BOD = Biochemical Oxygen Demand
TSS = Total Suspended Solids
P = Phosphorus
NH3-N = Nitrogen

Table 5

Rate Computation Worksheet

Village of Cambridge, WI

Calculation of Inside Customer Rates

Fixed Charges (Annual)

<u>Charge Type</u>		<u>Costs</u>	<u>Billable Units</u>	<u>Rate</u>
Customer Charge		\$114,598.71	803	\$142.71
Meter/Connection Charge		\$248,791.75	1,024	\$242.95
<u>Meter Size</u>	<u>Equiv Ratio</u>	<u>Meter/Connection Charge</u>	<u>Customer Charge</u>	<u>Total Fixed Charge</u>
5/8"	1.00	\$242.95	\$142.71	\$385.66
3/4"	1.00	\$242.95	\$142.71	\$385.66
1"	3.00	\$728.85	\$142.71	\$871.56
1 1/4"	3.52	\$855.46	\$142.71	\$998.17
1 1/2"	5.25	\$1,275.49	\$142.71	\$1,418.20
2"	8.75	\$2,125.81	\$142.71	\$2,268.52
2 1/2"	10.00	\$2,429.50	\$142.71	\$2,572.21
3"	16.75	\$4,069.41	\$142.71	\$4,212.12
4"	26.50	\$6,438.18	\$142.71	\$6,580.89
6"	40.00	\$9,718.00	\$142.71	\$9,860.71
8"	60.00	\$14,577.00	\$142.71	\$14,719.71
10"	90.00	\$21,865.50	\$142.71	\$22,008.21
12"	140.00	\$34,013.00	\$142.71	\$34,155.71
Sewer 4000	0.25	\$60.74	\$142.71	\$203.45
W/O BASE CHG	0.01	\$1.21	\$142.71	\$143.92

Volumetric Charges

Charge Type	Cost	Billable Units (1,000 Gal or lbs)	Rate/Unit
Flow Charge per 1000 Gal	\$409,539	43,170	\$9.49
Conveyance Charge per 1000 Gal	\$0	43,170	\$0.00
BOD Charge per lb.	\$118,165	108,011	\$1.09
TSS Charge per lb.	\$118,165	108,011	\$1.09
P Charge per lb.	\$61,952	2,520	\$24.58
N Charge per lb.	\$0	0	\$0.00
BOD Charge per 1000 Gal			\$2.73
TSS Charge per 1000 Gal			\$2.73
P Charge per 1000 Gal			\$1.43
N Charge per 1000 Gal			\$0.00
Total Volumetric Rate per 1000 Gal			\$16.38

Wastehauler Charges

Septic Charges

Flow Charge per 1000 Gal	\$9.49
BOD Charge per 1000 Gal	\$81.82
TSS Charge per 1000 Gal	\$136.36
P Charge per 1000 Gal	\$61.50
N Charge per 1000 Gal	\$0.00
Total	\$289.16

Holding Tank Charges

Flow Charge per 1000 Gal	\$9.49
BOD Charge per 1000 Gal	\$0.00
TSS Charge per 1000 Gal	\$109.28
P Charge per 1000 Gal	\$0.00
N Charge per 1000 Gal	\$0.00
Total	\$118.77

Chemical Toilet Waste Charges

Flow Charge per 1000 Gal	\$9.49
BOD Charge per 1000 Gal	\$3,070.53
TSS Charge per 1000 Gal	\$10,235.11
P Charge per 1000 Gal	\$128.23
N Charge per 1000 Gal	\$0.00
Total	\$13,443.35

Mixed Load Waste Charges

Flow Charge per 1000 Gal	\$9.49
BOD Charge per 1000 Gal	\$0.00
TSS Charge per 1000 Gal	\$820.28
P Charge per 1000 Gal	\$0.00
N Charge per 1000 Gal	\$0.00
Total	\$829.77

Rate Summary

Fixed charge per connection	\$385.66
Total Volumetric Rate per 1000 Gal	\$16.38
BOD Charge per lb.	\$1.090
TSS Charge per lb.	\$1.090
P Charge per lb.	\$24.580
N Charge per lb.	\$0.000

Table 6

Rate Summary (Monthly Charges)

Village of Cambridge, WI

	Current	COS	2026 Proposed
Domestic Sewer Customers			
<u>Meter Size</u>			
5/8"	\$31.50	\$32.14	\$32.14
3/4"	\$31.50	\$32.14	\$32.14
1"	\$68.25	\$72.63	\$72.63
1 1/4"	\$81.38	\$83.18	\$83.18
1 1/2"	\$116.55	\$118.18	\$118.18
2"	\$183.75	\$189.04	\$189.04
2 1/2"	\$0.00	\$214.35	\$214.35
3"	\$339.15	\$351.01	\$351.01
4"	\$535.50	\$548.41	\$548.41
6"	\$0.00	\$821.73	\$821.73
8"	\$0.00	\$1,226.64	\$1,226.64
10"	\$0.00	\$1,834.02	\$1,834.02
12"	\$0.00	\$2,846.31	\$2,846.31
Sewer 4000	\$18.43	\$97.66	\$97.66
W/O BASE CHG	\$4.05	\$11.99	\$11.99
Volumetric Rate per 1000 Gal	\$15.93	\$16.38	\$16.38
"Outside" Sewer Customers¹			
Thompson Correctional Fixed	\$339.15	\$351.01	\$351.01
Thompson Correctional Volume	\$15.93	\$16.38	\$16.38
Rockdale Fixed	\$339.15	\$351.01	\$351.01
Rockdale Volume	\$15.93	\$16.38	\$16.38
High Strength Industrial²			
BOD Charge per lb.		\$1.090	\$1.09
TSS Charge per lb.		\$1.090	\$1.09
P Charge per lb.		\$24.580	\$24.58
N Charge per lb.		\$0.000	\$0.00

Notes

- 1) Outside customers are in name only as they are responsible for the assets they use individually to enter Cambridge's collection system. Due to this they receive same fixed (based on meter size) and volumetric rate as Domestic Customers.
- 2) Would need to set rates if such a user entered the system.

Table 7

Revenue Check (Based on COS)

Village of Cambridge, WI

		Units	Rate	Annual Total
Fixed Charge				
	<u>Meter Size</u>			
	5/8"	761	\$32.14	\$293,487
	3/4"	0	\$32.14	\$0
	1"	18	\$72.63	\$15,688
	1 1/4"	1	\$83.18	\$998
	1 1/2"	5	\$118.18	\$7,091
	2"	7	\$189.04	\$15,880
	2 1/2"	0	\$214.35	\$0
This includes "Outside"	3"	7	\$351.01	\$29,485
	4"	0	\$548.41	\$0
	6"	0	\$821.73	\$0
	8"	0	\$1,226.64	\$0
	10"	0	\$1,834.02	\$0
	12"	0	\$2,846.31	\$0
	Sewer 4000	3	\$97.66	\$3,516
	W/O BASE CHG	1	\$11.99	\$144
Subtotal		803		\$366,289
Volumetric Charges				
Residential	Flow (000 gal)	22,500	\$16.38	\$368,535
Commercial	Flow (000 gal)	7,750	\$16.38	\$126,940
Industrial	Flow (000 gal)	325	\$16.38	\$5,323
Public Auth	Flow (000 gal)	2,125	\$16.38	\$34,806
Multi-Family	Flow (000 gal)	2,200	\$16.38	\$36,035
Outside	Flow (000 gal)	8,126	\$16.38	\$133,099
Subtotal		43,026		\$704,738
High Strength Industrial				
Industrial Excess BOD	Lbs	0	\$1.090	\$0.00
Industrial Excess TSS	Lbs	0	\$1.090	\$0.00
Industrial Excess P	Lbs	0	\$24.580	\$0.00
Industrial Excess N	Lbs	0	\$0.000	\$0.00
Subtotal		0		\$0
Total Revenues				\$1,071,026
Revenue Requirements				\$1,071,211
Difference				(\$185)

Notes:

1) Difference due to rounding

Table 8

Revenue Summary (Proposed Rates)

Village of Cambridge, WI

		Units	Rate	Annual Total
Fixed Charge				
	<u>Meter Size</u>			
	5/8"	761	\$32.14	\$293,487
	3/4"	0	\$32.14	\$0
	1"	18	\$72.63	\$15,688
	1 1/4"	1	\$83.18	\$998
	1 1/2"	5	\$118.18	\$7,091
	2"	7	\$189.04	\$15,880
	2 1/2"	0	\$214.35	\$0
	3"	7	\$351.01	\$29,485
	4"	0	\$548.41	\$0
	6"	0	\$821.73	\$0
	8"	0	\$1,226.64	\$0
	10"	0	\$1,834.02	\$0
	12"	0	\$2,846.31	\$0
	Sewer 4000	3	\$97.66	\$3,516
	W/O BASE CHG	1	\$11.99	\$144
Subtotal		803		\$366,289
Volumetric Charges				
Residential	Flow (000 gal)	22,500	\$16.38	\$368,535
Commercial	Flow (000 gal)	7,750	\$16.38	\$126,940
Industrial	Flow (000 gal)	325	\$16.38	\$5,323
Public Auth	Flow (000 gal)	2,125	\$16.38	\$34,806
Multi-Family	Flow (000 gal)	2,200	\$16.38	\$36,035
Outside	Flow (000 gal)	8,126	\$16.38	\$133,099
Septic Tank Waste	Flow (000 gal)	0	\$289.16	\$0
Chemical Toilet Waste	Flow (000 gal)	0	\$13,443.35	\$0
Mixed Loads	Flow (000 gal)	0	\$829.77	\$0
Holding Tank Waste	Flow (000 gal)	0	\$118.77	\$0
Subtotal		43,026		\$704,738
High Strength Industrial				
Industrial Excess BOD	Lbs	0	\$1.09	\$0
Industrial Excess TSS	Lbs	0	\$1.09	\$0
Industrial Excess P	Lbs	0	\$24.58	\$0
Industrial Excess N	Lbs	0	\$0.00	\$0
Subtotal		0		\$0
Total Revenues				\$1,071,026
Revenue Requirements				\$1,071,211
Difference				(\$185)

Notes:

1) Difference due to rounding

Table 9**Comparison of Existing and Proposed Bills***Village of Cambridge, WI*

Customer	Usage Level	Meter Size	Monthly				
			Usage 1,000 Gal	Current Bill	Proposed Bill	Dollar Change	Percent Change
Residential	Low User	5/8"	7.50	\$150.98	\$154.98	\$4.01	2.7%
Residential	Avg. User	5/8"	10.00	\$190.80	\$195.93	\$5.13	2.7%
Residential	High User	5/8"	12.50	\$230.63	\$236.88	\$6.26	2.7%
Multifamily	Low User	2"	33.75	\$721.39	\$741.85	\$20.46	2.8%
Multifamily	Avg. User	2"	45.00	\$900.60	\$926.11	\$25.51	2.8%
Multifamily	High User	2"	56.25	\$1,079.81	\$1,110.38	\$30.57	2.8%
Commercial	Low User	1"	15.00	\$307.20	\$318.32	\$11.12	3.6%
Commercial	Avg. User	1"	20.00	\$386.85	\$400.22	\$13.37	3.5%
Commercial	High User	1"	25.00	\$466.50	\$482.11	\$15.61	3.3%
Industrial	Low User	1"	20.25	\$390.83	\$404.31	\$13.48	3.4%
Industrial	Avg. User	1"	27.00	\$498.36	\$514.87	\$16.51	3.3%
Industrial	High User	1"	33.75	\$605.89	\$625.43	\$19.55	3.2%
Public	Low User	3"	15.75	\$590.05	\$608.98	\$18.94	3.2%
Public	Avg. User	3"	21.00	\$673.68	\$694.98	\$21.30	3.2%
Public	High User	3"	26.25	\$757.31	\$780.97	\$23.66	3.1%

Notes:

- 1) Meter sizes chosen based on highest number of users for each class
- 2) Average user is defined as the total estimated test year flow for the class divided by the projected number of users in the class.

VILLAGE OF CAMBRIDGE RESOLUTION NO. 2025-12

**A RESOLUTION AUTHORIZING THE CURRENT MUNICIPAL CHARGE BE
ALLOCATED TO THE DIRECT CHARGE FOR PUBLIC FIRE PROTECTION
RECOVERY FOR THE VILLAGE OF CAMBRIDGE, WISCONSIN LOCATED IN
DANE AND JEFFERSON COUNTIES**

WHEREAS, the Village of Cambridge, Wisconsin (the "Municipality") owns and operates the Cambridge Municipal Water Utility (PSC ID #920) (the "Utility") as a public utility;

WHEREAS, the Utility provides water for fighting fires and has extra capacity built into the system that is necessary to rapidly deliver a large volume of water to a fire anywhere within the municipality's water service area;

WHEREAS, the Utility is authorized by the Wisconsin Public Service Commission (PSC) to recover the cost of providing and maintaining fire hydrants used for public fire protection;

WHEREAS, Wis. Stat. sec. 196.03(3)(b) allows the Village Board to collect Public Fire Protection charges either through the tax levy or as a direct charge on general service water bills or a combination of both;

WHEREAS, the PSC permits the Village Board to make changes to the method of cost recovery for the public fire protection charge ("PFP") through an abbreviated hearing process, outside of a Conventional Rate Case ("CRC"), if the utility has a CRC approved by the Commission within the last five years (PSC Docket # 920-WR-104 is the Village's latest approved CRC);

WHEREAS, the Village of Cambridge has determined it is in the public interest to shift the municipal charge in the amount of \$264,933, from the general tax levy to direct charge on utility bills for all water customers who are provided service under Schedules Mg-1R, Mg-1NR, Ug-1, or Sg-1 by the equivalent meters method;

NOW, THEREFORE, BE IT RESOLVED, the Village Board requests the Cambridge Municipal Water Utility apply to the PSC for authority to establish the full amount of the public fire protection charge be added to the current direct charge on water bills to collect public fire protection charges for the Village; and

BE IT ALSO RESOLVED, that this change shall be effective upon review and approval by the Public Service Commission of the State of Wisconsin.

Approved this __ day of _____, 2025.

Vote: Ayes: _____ Noes: _____

APPROVED: _____
_____, Village President

Date

ATTEST: _____
_____, _____

Date

To: Cambridge Plan Commission
From: Stephen Tremlett, AICP, Zoning Administrator
Subject: Bulk Standard Zoning Code Amendments
Date: December 3rd, 2025

In reviewing the B-C Central Business zoning district for a recent application it was noted that there is no specific requirements for bulk standards (i.e., lot size/width and building setbacks). The purpose of this memo is to initiate a discussion about establishing specific numerical bulk standards in the B-C Central Business District. There is also an opportunity to consider revisions to the permitted and conditional uses that are currently following all uses within the B-G Business General zoning district.

There will be no action this evening, but this conversation will determine if a text amendment will be brought to Plan Commission at a later date.

Bulk Standards - Background

The B-C district was drafted to encompass the Village's original downtown to accommodate retail, service and office uses per Section 17.40.010 (purpose). The existing ordinance grants wide discretion to the Plan Commission but does not specify dimensional standards. The current provision states:

"The maximum height, side, front and rear yards, minimum lot width and parking for new or converted buildings can correspond with typical existing development layout of the district provided the plan commission determines such development is in keeping with the purposes, design and character of the central business district and is architecturally compatible with the downtown area."

This potential amendment can reduce administrative burden for the Village, and increase predictability for applicants while preserving the district's intended character. While flexibility has allowed case-by-case review, it has also created uncertainty for property owners, developers, and staff. Without clear numerical requirements, applicants must anticipate a higher risk of delays and ambiguity in determining whether their projects align with district expectations.

This discussion would consider establishing measurable standards for **height, setbacks, and lot width** to ensure consistency, reduce subjectivity, and align Cambridge's downtown with contemporary planning practice while preserving its historic character. **As shown in the table on the next page, some communities even set the standard at "none", meaning its clear that applicants/landowners can develop without restrictions within this zoning district.**

MEMO

Dec. 3rd, 2025

Bulk Standards - Community Comparison

To guide this amendment, staff reviewed zoning regulations in nearby communities of similar size:

Community	Min Lot Area	Max Height	Min Lot Width	Setbacks / Notes
City of Columbus, WI	None	40 ft	None	Front: None; Rear: None; Interior side: 10 ft (0 ft with one-hour fire-rated common wall);
Village of Marshall	3,000 sq ft	50 ft	30 ft	Front: 0 ft; Side: 0 ft; Rear: 10 ft; Min building separation: 10 ft (0 ft with one-hour fire-rated common wall); Minimum Landscaped Surface: 10%
City of Lodi	None	60 ft	None	Front, rear, side setback: None; lack of setbacks appears to be balance by a much more restrictive list of permitted downtown uses
Village of Cambridge	Unspecified	Unspecified	Unspecified	Requires a determination of what would be deemed comparable to the surrounding area

These examples show that comparable communities provide clear dimensional standards while maintaining flexibility for design review. A municipality might choose no setbacks or minimum lot sizes on Main Street to preserve a historic, pedestrian-oriented urban form and encourage infill, mixed-use redevelopment and economic activity by maximizing buildable area.

Permitted and Conditional Uses

This section outlines a potential addition to the B-C amendment for Commission consideration. If Plan Commission thinks this topic warrants additional review, further investigation may be requested. Staff proposes that the Plan Commission direct staff to prepare draft ordinance language and schedule a public hearing to consider the changes described below.

As opposed to having its own list of allowed uses within the zoning district, the B-C District currently defers to the B-G General Business district. The exact text of the Permitted and Conditional Uses section (17.40.020) is as follows:

"[The allowed uses are the] Permitted and conditional uses and buildings allowed in the B-G general business district"

To better reflect the downtown character and operational constraints of the B-C Central Business District, the Commission may consider exploring the possibility of a subsection to 17.40.020 that identifies noted exceptions, or establishing a permitted/conditional use list in B-C without referencing B-G (best practice).

If the preference is to use B-G reference, the following may be unsuitable for a downtown setting.

- **B-C Permitted Uses (removals)**
 - Wholesale merchandise establishments
 - Commercial parking lots, parking garages, parking structures (move to conditional use?).

MEMO

Dec. 3rd, 2025

- Public transportation passenger stations, taxicab company offices, taxicab stands, but not vehicle storage lots or garages. [411-14] (move to conditional use?)
- **B-C Conditional Uses (removals)**
 - Farm supplies, wholesale trade.
 - Mini-warehousing facilities not including retail sales to customers on site

Next Steps

This memo is intended solely to initiate a discussion. Should the Plan Commission wish to pursue the matter further, we can schedule a public hearing at a subsequent meeting and consider action to move it to the Village Board.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Tremlett". The signature is fluid and cursive, with the first name "Stephen" and last name "Tremlett" clearly distinguishable.

Stephen Tremlett, AICP, CNU-A
Zoning Administrator

To: Village of Cambridge Plan Commission

From: Steve Tremlett, AICP, Zoning Administrator

Subject: Amendment to Create New Zoning District: Neighborhood Mixed Use

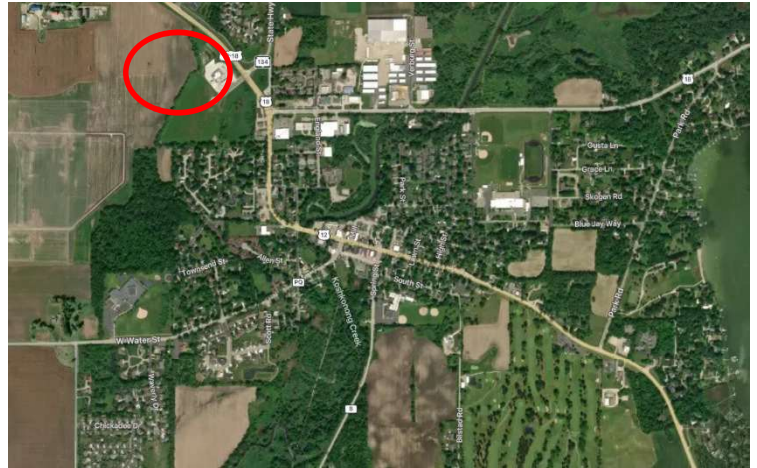
Date: December 4th, 2025

The Village has received an application from **Mike Herl, Madison Commercial Real Estate LLC**, requesting a text amendment to the zoning ordinance to establish a new zoning district titled **Neighborhood Mixed-Use (NMU)**. This district is intended to permit both residential development (up to 40 units an acre) and commercial uses that are compatible with adjacent residential areas.

Background

The request arises from the applicant's interest in pursuing a development concept that includes a potential mix of a mixed use building, apartment building, and side-by-side residential buildings. During preliminary discussions, it was determined that current zoning lacks a district that appropriately supports mixed-use development intended to serve nearby neighborhoods that are sized to be compatible with the adjacent residential neighborhoods per the Comp Plan goals and policies.

The alternative option to allow this type of development (PUD) is through a planned unit development. Many communities are reducing the use of PUD as it adds costs to development, requires additional Village staff time to review and administer each new PUD district, and it can slow down the process to move forward with development. MSA worked with the developer to propose a district that is presented in Attachment 1. A conceptual illustration of the applicant's potential future development is provided above (note that the duplexes illustrated are from older plans that have been replaced by the boxed information).



MEMO

December 8th, 2025

Tonight's consideration is limited solely to the creation of the NMU zoning district within the ordinance, and does not approve the applicant's development concept, rezone any parcels of land, or imply support for any specific project. Approval to create the NMU district would enable the developer to apply for a rezoning in the future.

Recommendation

Allowing future developers to propose mixed-use developments could help provide space for local business while supporting housing affordability and promoting healthy living. Since this is a new zoning district, future use of this district will require a landowner (or Village) to rezone the property. Any rezone will require compliance with the Comp Plan's Future Land Use (FLU) Map. Therefore, the Village would retain the authority to only utilize this tool when there is appropriate siting with a rezone and likely a Comp Plan amendment to the FLU Map (unless the property has already been identified as Neighborhood Mixed Use).

MSA recommends approval of the text amendment creating the Neighborhood Mixed-Use zoning district as presented in Attachment 1.

Sincerely,



Stephen Tremlett, AICP, CNU-A
Zoning Administrator

ATTACHMENT 1

17.26 NMU Neighborhood Mixed-Use Zoning District

17.26.010 Purpose

This district is intended to permit residential development and commercial uses that are compatible with adjacent residential uses and established comprehensive plan. Residential uses are intended to occur at a density of up to 40 dwelling units per acre. Commercial building footprint shall not be more than 15,000 square feet except buildings providing a community use.

17.26.020 Permitted Uses

- A. Multiple Principal Buildings per lot with 20-foot separation between buildings; District exempted from 17.08.030C.
- B. Single-family dwelling unit
- C. Duplex
- D. Townhouse (3-7 units per building).
- E. Multi-family residential buildings (3-48 units per building)
- F. Zero lot line development
- G. Mixed Use Building - Residential over Permitted Commercial Uses in 17.24.020(K). The mixed use building shall have a minimum of 2,000 square feet of commercial.
- H. Live/work unit. A structure or portion of a structure that combines a dwelling unit with a workplace primarily used by the resident(s), where the residential and workspaces are physically integrated and function together. The nonresidential use is typically limited in size, compatible with residential activities, and may include offices, studios, personal services, or other low-intensity commercial uses conducted by the occupant.
- I. Rooming and boarding houses for up to four (4) guests.
- J. Charitable institutions, rest homes, convalescent homes, nursing homes, homes for the care of children, homes for the care of the aged, homes for the care of the indigent and similar institutions.
- K. Commercial uses as outlined below.
 - 1. Candy, nut or confectionery stores. [544]
 - 2. Ice cream stores.
 - 3. Retail bakeries, including those which produce some or all of the products sold on the premises, but not including establishments which manufacture bakery products primarily for sale through outlets located elsewhere or through home service delivery. [546]
 - 4. Clothing and shoe stores. [56]
 - 5. Restaurants, lunchrooms and other eating places, except drive-in type establishments. [5812]
 - 6. Taverns, bars and other drinking places with permit by village board. [5813]
 - 7. Bookstores, not including adult books. [5942]
 - 8. Jewelry and clock stores. [5944]
 - 9. Camera and photographic supply stores. [5946]
 - 10. Gift, novelty and souvenir shops. [5947]
 - 11. Florist shops. [5992]
 - 12. Banks and other financial institutions. [60-62]
 - 13. Offices of insurance companies, agents, brokers and service representatives. [63-67]
 - 14. Photographic studios and commercial photography establishments. [722]
 - 15. Barbershops, beauty shops and hairdressers. [723-4]
 - 16. Advertising agencies, consumer credit reporting, news agencies, employment agencies. [731-2, 735-6]

ATTACHMENT 1

17. Computer services. [737]
18. Miscellaneous retail stores. [5999]
19. Law offices. [811]
20. The offices, meeting places, and premises of professional membership associations; civic, social, and fraternal associations; business associations, labor unions and similar labor organizations; political organizations; religious organizations; charitable organizations; or other nonprofit membership organizations. [86]
21. Engineering and architectural firms or consultants. [891-3]
22. Accounting, auditing and bookkeeping firms or services. [8721]
23. The offices of governmental agencies and post offices. [91-92, 431]
- L. Accessory buildings, not to exceed two hundred (200) square feet or eight hundred (800) square feet for a detached garage.
- M. Surface parking lot incidental to the above uses.

17.26.30 Conditional Uses

- A. Multi-family residential buildings or Mixed Use (>48 units per building, or properties with 30-40 units per acre)
- B. Home occupations.
- C. Accessory buildings in excess of two hundred (200) square feet and detached garage buildings, or parking structures, over eight hundred (800) square feet.
- D. Townhouse (8-12 units per building).
- E. Variety stores, and general merchandise stores. [53]
- F. General grocery stores, supermarkets, fruit and vegetable stores, meat and fish stores and miscellaneous food stores. [54]
- G. Furniture, home furnishings and floor covering stores. [57]
- H. Drug stores and pharmacies. [591]
- I. Liquor stores. [592]
- J. Antique stores and secondhand stores. [593]
- K. Sporting goods stores and bicycle shops. [5941]
- L. Retail laundry and dry cleaning outlets, including coin-operated laundries and dry cleaning establishments, commonly called laundromats and launderettes. Tailor shops, dressmakers' shops, and garment repair shops, but not garment pressing establishments, hand laundries, or hat cleaning and blocking establishments. [721]
- M. Commercial parking lots, parking garages, parking structures. [752]
- N. Offices of physicians and surgeons, dentists and dental surgeons, osteopathic physicians, optometrists and chiropractors, but not veterinarian's offices. [801-4]

17.26.40 Lot, building and yard requirements.

- A. Lot Frontage and Area. See bulk regulation table.
- B. Principal Building.
 1. Setbacks are to public right-of-way or edge of private drive shoulder/curb.
 2. Minimum separation between buildings on the same lot is 20 feet.
 3. See Table 17.26.40: NMU Bulk Regulation for additional requirements.
- C. Accessory Building.
 1. Front yard: 25 feet, or no closer than the primary structure, whichever is greater
 2. Side yards: 3 feet

ATTACHMENT 1

- 3. Rear yard: 3 feet
- 4. Height: 25 feet
- D. Building Height: See Table 17.26.40: NMU Bulk Regulation
- E. Percentage of Lot Coverage: See Table 17.26.40: NMU Bulk Regulation

Table 17.26.40: NMU Regulations (permitted uses)

	Single-family detached	Duplex	Zero Lot Line	Townhomes (3-7 units)	Multi-family (3-48 units)	Mixed Use	Other Uses
Min. Lot Area (sq. ft.)	6,000	10,000	5,000/d.u.	2,500/d.u.	1,500/d.u.	1,500/d.u.	8,000
Lot Width (ft.)	56	60	30/d.u.	20/d.u.	80	80	80
Front Yard Building Setback	15 ft.	15 ft.	15 ft.	15 ft.	20 ft.	20 ft.	20 ft.
Maximum Front Yard Building Setback	30 ft.	30 ft.	30 ft.	30 ft.	35 ft.	60 ft.	60 ft.
Side Yard Setback	7 ft.	8 ft.	8 ft.	8 ft. ¹	10 ft.	12 ft.	12 ft.
Rear Yard	25 ft.	25 ft.	25 ft.	25 ft.	30 ft.	35 ft.	35 ft.
Maximum height	2 stories / 35 ft.	2 stories / 35 ft.	2 stories / 35 ft.	3 stories / 45 ft.	3 stories / 45 ft.	4 stories / 55 ft.	3 stories / 45 ft.
Maximum lot coverage	80%	80%	80%	90%	75%	75%	75%

Note: 1 - except 0 ft. on common walls

To: Cambridge Plan Commission
From: Stephen Tremlett, AICP, Zoning Administrator
Subject: Conditional Uses (Section 17.68) - Zoning Code Amendments
Date: December 5th, 2025

In reviewing the conditional use section in the zoning code (Section 17.68) for a recent application it was noted that there are missing criteria for reviewing approval and/or creating set conditions when reviewing conditional uses. Upon further review, there is significant text and content in this section that makes it difficult to administer based on the code. The purpose of this memo is to consider text amendments to this section to improve review and administration of conditional use process and criteria.

Conditional Use Section

The conditional use section includes 14 subsections that includes purpose, process, standards, administration, and specific use considerations. As presented in Attachments, this section could be reduced to 8 sections. This will streamline administration and review moving forward. There are also some additional review criteria added, especially concurrence with the Village's Comp Plan and any future adopted land use plan (such as a downtown plan). I have provided both an edited and clean versions of the potential text amendments

Chapter 17.68 - CONDITIONAL USES

- 17.68.010 - Purpose.
- 17.68.020 - Authority of plan commission and village board—Requirements.
- 17.68.030 - Initiation of conditional use.
- 17.68.040 - Application for conditional use.
- 17.68.050 - Hearing on application.
- 17.68.060 - Notice of hearing on application. (Conditional Use Permits)
- 17.68.070 - Standards—Conditional uses.
- 17.68.080 - Front yard and side yard set backs by use of a conditional use permit in the R-H, I and B-P districts.
- 17.68.090 - Denial of application for conditional use permit.
- 17.68.100 - Conditions and guarantees.
- 17.68.110 - Validity of conditional use permit.
- 17.68.120 - Complaints regarding conditional uses.
- 17.68.130 - Bed and breakfast establishments.
- 17.68.140 - Home occupations.

MEMO

Dec. 5th, 2025

Next Steps

Plan Commission may recommend approval by Village Board as presented in Attachment A, consider recommendation with amendments, or make no action. If recommended for approval, Village Board can consider adoption at their next or following Village Board meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Tremlett". The signature is fluid and cursive, with the first name "Stephen" and last name "Tremlett" clearly distinguishable.

Stephen Tremlett, AICP, CNU-A
Zoning Administrator

Attachment A: Chapter 17.68 Amendments (edits version)

Attachment B: Chapter 17.68 Amendments (clean versions)

Chapter 17.68 CONDITIONAL USES

Sections:

17.68.010 Purpose.

The development and execution of this chapter is based upon the division of the village into districts, within which districts the use of land and buildings, and bulk and location of buildings and structures in relation to the land, are mutually compatible and substantially uniform. However, there are certain uses which, because of their unique characteristics, cannot be properly classified as unrestricted permitted uses in any particular district or districts, without consideration, in each case, of the impact of those uses upon neighboring land or public facilities, and of the public need for the particular use of a particular location. Such uses, nevertheless, may be necessary or desirable to be allowed in a particular district provided that due consideration is given to location, development and operation of such uses. Such uses are classified as conditional uses.

(Prior code § 13-1-60)

17.68.020 Authority of plan commission and village board—Requirements.

- A. The village board authorizes the zoning administrator to issue a conditional use permit for either regular or limited conditional use after review, public hearing, and approval from the plan commission and village board, provided that such conditional use and involved structure(s) are found to be in accordance with the purpose and intent of this zoning code and are further found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.
 - 1. In the instance of the granting of limited conditional use, the plan commission and village board in their findings shall further specify the delimiting reason(s) or factors which resulted in issuing limited rather than regular conditional use. Such commission or board action, and the resulting conditional use permit, when, for limited conditional use, shall specify the period of time for which effective, if specified, the name of the permittee, the location and legal description of the affected premises. Prior to the granting of a conditional use, the village board shall make findings based upon the evidence presented that the standards herein prescribed are being complied with.
- B. Any development within five hundred (500) feet of the existing or proposed rights-of-way of freeways, expressways and within one-half mile of their existing or proposed interchange or turning lane rights-of-way shall be specifically reviewed by the highway agency that has jurisdiction over the traffic way. The plan commission and village board shall request such review and await the highway agency's recommendation for a period not to exceed twenty (20) days before taking final action.
- C. Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements may be required by the plan commission and village board upon their finding that these are necessary to fulfill the purpose and intent of this title.
- D. Compliance with all other provisions of this title, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards shall be required of all conditional uses.

(Prior code § 13-1-61)

17.68.030 Applicability. ~~Initiation of conditional use.~~

Any person, firm, corporation or organization having a freehold interest or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest, and which is specifically enforceable in the land for which a conditional use is sought may file an application to use such land for one or more of the conditional uses provided for in this title in the zoning district in which such land is located.

(Prior code § 13-1-62)

17.68.040 Process. ~~Application for conditional use.~~

- A. **Application.** An application for a conditional use shall be filed on a form prescribed by the village. The application shall be accompanied by a plan showing the location, size and shape of the lot(s) involved and of any proposed structures, the existing and proposed use of each structure and lot, and shall include a statement in writing by the applicant and adequate evidence showing that the proposed conditional use shall conform to the standards set forth in Section 17.68.050.
1. The plan commission or village board may require such other information as may be necessary to determine and provide for an enforcement of this title, including a plan showing contours and soil types; highwater mark and groundwater conditions; bedrock, vegetative cover, specifications for areas of proposed filling, grading, and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.
- B. **Public Hearing.** ~~All requests for conditional uses shall be to the village board and plan commission or the plan commission or village board can, on their own motion, apply conditional uses when applications for rezoning come before it. Nothing in this chapter shall prohibit the village board on its own motion from referring the request for conditional use to the plan commission. Upon receipt of the application and statement referred to in Section 17.68.040,~~ the plan commission shall hold a public hearing on each application for a conditional use at such time and place as shall be established by the commission. The hearing shall be conducted and a record of the proceedings shall be preserved in such a manner and according to such procedures as the plan commission shall, by rule, prescribe from time to time.
1. Notice of the time, place and purpose of such hearing shall be given by publication of a class 2 notice under the Wisconsin Statutes in the official village newspaper.
 2. Notice of the time, place and purpose of such public hearing shall also be sent to the applicant, ~~the zoning administrator,~~ members of the ~~village board and plan commission,~~ and the owners of record as listed in the office of the village assessor who are owners of property in whole or in part situated within one hundred (100) feet of the boundaries of the properties affected, the notice to be sent at least ten (10) days prior to the date of such public hearing.
 3. The plan commission shall report its action to the village board within forty-five (45) days after a matter has been referred to it.
- C. **Conditions.** Prior to the granting of any conditional use, the plan commission may recommend and the village board may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary to promote the public health, safety and general welfare of the community, and to secure compliance with the standards and requirements specified in Section 17.68.050. In all cases in which conditional uses are granted, the village shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection

therewith are being and will be complied with. Such conditions may include specifications for, without limitation because of specific enumeration:

1. Landscaping;
2. Type of construction;
- ~~3. Construction commencement and completion dates;~~
- ~~4. Sureties;~~
5. Lighting;
6. Fencing;
7. Operational control;
8. Hours of operation;
9. Traffic circulation;
- ~~10. Deed restrictions;~~
11. Access restrictions;
12. Setbacks and yards;
- ~~13. Type of shore cover;~~
- ~~14. Specified sewage disposal and water supply systems;~~
15. Planting screens;
- ~~16. Piers and docks;~~
17. Increased parking; or
18. Any other requirements necessary to fulfill the purpose and intent of this title.

D. Decision.

1. **Approval.** The permit for a conditional use shall amend the development permit and shall be attached thereto. In recommending any conditional use, Plan Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. Plan Commission may request that the Village be provided with either a surety bond, cash escrow, certificate of deposit, securities, or cash deposit prior to issuance of the conditional permit. The security shall be used to guarantee compliance with the conditions of the permit and shall be returned to the developer when a certificate of occupancy is issued.
2. **Denial.** The Commission may recommend denial of the request based on not meeting Section 17.68.050.
 - a. When an advisory recommendation of denial of a conditional use application is made by the plan commission or an actual denial by the village board, the plan commission and/or board shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the commission and/or board has used in determining that each standard was not met.

~~(Prior code § 13-1-63)~~

~~17.68.050 Hearing on application.~~

~~(Prior code § 13-1-64)~~

~~17.68.060~~ Notice of hearing on application. (Conditional Use Permits)

~~(Ord. 2007-04 (part); prior code § 13-1-65)~~

~~(Ord. No. 2008-01, 1-22-2008)~~

~~17.68.050~~ ~~070 Standards—Conditional uses.~~ Decision Criteria

- A. Site Review. In making its recommendation, the plan commission shall evaluate each application and may request assistance from any source which can provide technical assistance. The commission may review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.
- B. Standards. No application for a conditional use shall be recommended for approval by the plan commission, or granted by the village board, unless the commission shall find all of the following conditions are present:
1. **Health and Safety.** That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, **and safety,** ~~morals, comfort or general welfare.~~
 2. **Neighborhood Impacts.** That the uses, ~~values and enjoyment of other property in the neighborhood for purposes already permitted of~~ **existing development within 300 feet of the proposed use and within 500 feet along the same street** shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.
 3. **Consistency with Adopted Village Plans.** **The relationship of the proposed use to the objectives of the Village's Comprehensive Plan and other adopted land use related documents.** ~~That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.~~
 4. **Necessary Infrastructure.** That adequate utilities, ~~access roads,~~ drainage, **parking,** and other necessary site improvements have been or are being provided.
 5. **Traffic Impacts.** That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 6. **Conformance with other Village ordinances.**
 - a. That the conditional use shall, ~~except for yard requirements,~~ conform to all applicable regulations of the district in which it is located.
 - b. That the proposed use does not violate flood plain regulations governing the site.
 - c. That adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff.
 7. **Other factors.** **Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Commission feels are necessary for review in order to make an informed and just decision.**
- ~~B. Application of Standards. When applying the above standards to any new construction of a building or an addition to an existing building, the village board and plan commission shall bear in mind the statement of~~

~~purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objective of the zoning district.~~

C. ~~Additional considerations. In addition, in passing upon a conditional use permit, the plan commission shall also evaluate the effect of the proposed use upon:~~

- ~~1. The maintenance of safe and healthful conditions.~~
- ~~2. The prevention and control of water pollution including sedimentation.~~
- ~~3. Existing topographic and drainage features and vegetative cover on the site.~~
- ~~4. The location of the site with respect to floodplains and floodways of rivers and streams.~~
- ~~5. The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.~~
- ~~6. The location of the site with respect to existing or future access roads.~~
- ~~7. The need of the proposed use for a shoreland location.~~
- ~~8. Its compatibility with uses on adjacent land.~~
- ~~9. The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.~~

(Prior code § 13-1-66)

~~17.68.080 Front yard and side yard set backs by use of a conditional use permit in the R-H, I and B-P districts.~~

~~Each request for a setback other than listed in the I and B-P districts of this code, shall require that a conditional use permit application be filed in the office of the administrator/clerk/treasurer along with all necessary paperwork and filing fee. All deviations from listed setbacks shall be explained in detail. Hearing will then be held and determinations of validity of request made at hearing. All requests will be handled on an individual basis.~~

~~(Ord. 2003-03 § 4 (part); Ord. 2-3-3 (part), 2002; Ord. 124, 1996)~~

~~(Ord. No. 2008-01, 1-22-2008)~~

~~17.68.090 Denial of application for conditional use permit.~~

~~(Ord. 2003-03 § 4 (part); prior code § 13-1-67)~~

~~17.68.100 Conditions and guarantees.~~

~~D. Architectural Treatment. Proposed architectural treatment will be in general harmony with surrounding uses and the landscape. To this end, the village board may require the use of certain general types of exterior construction materials and/or architectural treatment.~~

~~E. Sloped Sites—Unsuitable Soils. Where slopes exceed six (6) percent and/or where a use is proposed to be located on areas indicated as having soils that are unsuitable or marginal for development, on site soil tests and/or construction plans shall be provided that clearly indicate that the soil conditions are adequate to accommodate the development contemplated and/or that any inherent soil condition or slope problems will be overcome by special construction techniques. Such special construction might~~

~~include, among other techniques, terracing, retaining walls, oversized foundations and footings, drain tile, etc.~~

~~(Prior code § 13-1-68)~~

17.68.060 ~~110~~ Guarantees and Validity of conditional use permit.

- A. Alteration of Conditional Use. No alteration of a conditional use shall be permitted unless approved by the village board, after recommendation from the plan commission.
- B. **Void.** Where a conditional use application has been approved or conditionally approved, such approval shall become null and void within twenty-four (24) months of the date of the approval unless the use is commenced, construction is underway or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced and is being diligently prosecuted. Approximately forty-five (45) days prior to the automatic revocation of such permit, the zoning administrator shall notify the holder by certified mail of such revocation. The board may extend such permit for a period of ninety (90) days for justifiable cause, if application is made to the village board at least thirty (30) days before the expiration of the permit.

~~(Prior code § 13-1-69)~~

17.68.070 ~~120~~ Complaints regarding conditional uses.

- A. The village board shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the zoning administrator to order the removal or discontinuance of any unauthorized alterations of an approved conditional use, and the elimination, removal or discontinuance of any violation of a condition imposed prior to or after approval or violation of any other provision of this code.
 - 1. Upon written complaint by any citizen or official, the village board shall initially determine whether the complaint indicates a reasonable probability that the subject conditional use is in violation of either one or more of the standards set forth in Section 17.68.070, a condition of approval or other requirement imposed hereunder.
 - 2. Upon reaching a positive initial determination, a hearing shall be held upon notice as provided in Section 17.68.060. Any person may appear at such hearing and testify in person or be represented by an agent or attorney. The village board may, in order to bring the subject conditional use into compliance with the standards set forth in Section 17.68.070 or conditions previously imposed by the village board, modify existing conditions upon such use and impose additional reasonable conditions upon the subject conditional use.
 - 3. In the event that no reasonable modification of such conditional use can be made in order to assure that Section 17.68.070(A) and (B) will be met, the village board may revoke the subject conditional approval and direct the zoning administrator and the village attorney to seek elimination of the subject use. Following any such hearing, the decision of the village board shall be furnished to the current owner of the conditional use in writing stating the reasons therefor.

~~(Prior code § 13-1-70)~~

~~17.68.130 Bed and breakfast establishments.~~

~~A. As Conditional Use. Bed and breakfast establishments shall be considered conditional uses and may be permitted in residence districts and business central districts pursuant to this title.~~

B. Definition. "Bed and breakfast establishment" means any place of lodging that provides eight or fewer rooms for rent for more than ten (10) nights in a twelve-month period, is the owner's personal residence, is occupied by the owner at the time of rental and in which the only meal served to guests is breakfast. [MOVE TO DEFINITIONS]

~~C. State Standards. Bed and breakfast establishments shall comply with the applicable standards of the Wisconsin Administrative Code.~~

~~(Ord. 2005-05 (part); amended during 2004 codification; Ord. 2003-03 § 4 (part); prior code § 13-1-71)~~

17.68.140 Home occupations.

A. Intent. The intent of this section is to provide a means to accommodate a small family home-based business or professional home office as a conditional use without the necessity of a rezone into a commercial district. Approval of an expansion of a limited family business or home occupation at a future time beyond the limitations of this section is not to be anticipated; relocation of the business to an area that is appropriately zoned may be necessary.

B. Restrictions on Home Occupations. Except as provided in subsection C of this section, occupations are a conditional use in all residential districts and are subject to the requirements of the district in which the use is located, in addition to the following:

1. The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage.
2. There shall be no exterior alterations which change the character thereof as a dwelling and/or exterior evidence of the home occupation other than those signs permitted in the district.
3. No storage or display of materials, goods, supplies or equipment related to the operation of the home occupation shall be visible outside any structure located on the premises.
4. No use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.
5. Only one (1) sign may be used to indicate the type of occupation or business. Such sign shall not be illuminated and shall comply with district sign regulations.
6. The use shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
7. The village board may determine the percentage of the property that may be devoted to the occupation, but shall not exceed thirty (30) percent.
8. The home occupation may be restricted to a service-oriented business prohibiting the manufacturing of items or products or the sale of items or products on the premises.
9. The types and number of equipment or machinery may be restricted by the village board.
10. Sale or transfer of the property shall cause the conditional use permit to be null and void.
11. Under no circumstances shall a vehicle repair or body work business qualify as a home occupation.

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- C. Permitted Use Exception. A home occupation under this section may be maintained in any residential district as a permitted use, as opposed to a conditional use, if the standards of subsection B of this section are complied with, and no sign is erected or maintained regarding the home occupation, no more than one (1) person works on the premises, no customers regularly come to the house, and the business is service-oriented and not engaged in retail trade.

(Prior code § 13-1-72)

Chapter 17.68 CONDITIONAL USES

17.68.010 Purpose.

The development and execution of this chapter is based upon the division of the village into districts, within which districts the use of land and buildings, and bulk and location of buildings and structures in relation to the land, are mutually compatible and substantially uniform. However, there are certain uses which, because of their unique characteristics, cannot be properly classified as unrestricted permitted uses in any particular district or districts, without consideration, in each case, of the impact of those uses upon neighboring land or public facilities, and of the public need for the particular use of a particular location. Such uses, nevertheless, may be necessary or desirable to be allowed in a particular district provided that due consideration is given to location, development and operation of such uses. Such uses are classified as conditional uses.

17.68.020 Authority of plan commission and village board—Requirements.

- A. The village board authorizes the zoning administrator to issue a conditional use permit for either regular or limited conditional use after review, public hearing, and approval from the plan commission and village board, provided that such conditional use and involved structure(s) are found to be in accordance with the purpose and intent of this zoning code and are further found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.
 - 1. In the instance of the granting of limited conditional use, the plan commission and village board in their findings shall further specify the delimiting reason(s) or factors which resulted in issuing limited rather than regular conditional use. Such commission or board action, and the resulting conditional use permit, when, for limited conditional use, shall specify the period of time for which effective, if specified, the name of the permittee, the location and legal description of the affected premises. Prior to the granting of a conditional use, the village board shall make findings based upon the evidence presented that the standards herein prescribed are being complied with.
- B. Any development within five hundred (500) feet of the existing or proposed rights-of-way of freeways, expressways and within one-half mile of their existing or proposed interchange or turning lane rights-of-way shall be specifically reviewed by the highway agency that has jurisdiction over the traffic way. The plan commission and village board shall request such review and await the highway agency's recommendation for a period not to exceed twenty (20) days before taking final action.
- C. Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operation control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements may be required by the plan commission and village board upon their finding that these are necessary to fulfill the purpose and intent of this title.
- D. Compliance with all other provisions of this title, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards shall be required of all conditional uses.

17.68.030 Applicability

Any person, firm, corporation or organization having a freehold interest or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest, and which is specifically enforceable in the land for which a conditional use is sought may file an

application to use such land for one or more of the conditional uses provided for in this title in the zoning district in which such land is located.

17.68.040 Process.

- A. **Application.** An application for a conditional use shall be filed on a form prescribed by the village. The application shall be accompanied by a plan showing the location, size and shape of the lot(s) involved and of any proposed structures, the existing and proposed use of each structure and lot, and shall include a statement in writing by the applicant and adequate evidence showing that the proposed conditional use shall conform to the standards set forth in Section 17.68.050.
1. The plan commission or village board may require such other information as may be necessary to determine and provide for an enforcement of this title, including a plan showing contours and soil types; highwater mark and groundwater conditions; bedrock, vegetative cover, specifications for areas of proposed filling, grading, and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.
- B. **Public Hearing.** The plan commission shall hold a public hearing on each application for a conditional use at such time and place as shall be established by the commission. The hearing shall be conducted and a record of the proceedings shall be preserved in such a manner and according to such procedures as the plan commission shall, by rule, prescribe from time to time.
1. Notice of the time, place and purpose of such hearing shall be given by publication of a class 2 notice under the Wisconsin Statutes in the official village newspaper.
 2. Notice of the time, place and purpose of such public hearing shall also be sent to the applicant, members of the plan commission, and the owners of record as listed in the office of the village assessor who are owners of property in whole or in part situated within one hundred (100) feet of the boundaries of the properties affected, the notice to be sent at least ten (10) days prior to the date of such public hearing.
 3. The plan commission shall report its action to the village board within forty-five (45) days after a matter has been referred to it.
- C. **Conditions.** Prior to the granting of any conditional use, the plan commission may recommend and the village board may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the conditional use as deemed necessary to promote the public health, safety and general welfare of the community, and to secure compliance with the standards and requirements specified in Section 17.68.050. In all cases in which conditional uses are granted, the village shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with. Such conditions may include specifications for, without limitation because of specific enumeration:
1. Type of construction;
 2. Lighting;
 3. Operational control; Hours of operation;
 4. Traffic circulation; Access restrictions;
 5. Setbacks and yards;
 6. Landscaping;
 7. Planting screens; fencing
 8. Increased parking; or

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9. Any other requirements necessary to fulfill the purpose and intent of this title.

D. Decision.

1. **Approval.** The permit for a conditional use shall amend the development permit and shall be attached thereto. In recommending any conditional use, Plan Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. Plan Commission may request that the Village be provided with either a surety bond, cash escrow, certificate of deposit, securities, or cash deposit prior to issuance of the conditional permit. The security shall be used to guarantee compliance with the conditions of the permit and shall be returned to the developer when a certificate of occupancy is issued.
2. **Denial.** The Commission may recommend denial of the request based on not meeting Section 17.68.050.
 - a. When an advisory recommendation of denial of a conditional use application is made by the plan commission or an actual denial by the village board, the plan commission and/or board shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the commission and/or board has used in determining that each standard was not met.

17.68.050 Decision Criteria

- A. **Site Review.** In making its recommendation, the plan commission shall evaluate each application and may request assistance from any source which can provide technical assistance. The commission may review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.
- B. **Standards.** No application for a conditional use shall be recommended for approval by the plan commission, or granted by the village board, unless the commission shall find all of the following conditions are present:
 1. **Health and Safety.** That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, and safety-
 2. **Neighborhood Impacts.** That the uses of existing development within 300 feet of the proposed use and within 500 feet along the same street shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.
 3. **Consistency with Adopted Village Plans.** The relationship of the proposed use to the objectives of the Village's Comprehensive Plan and other adopted land use related documents.
 4. **Necessary Infrastructure.** That adequate utilities, drainage, parking, and other necessary site improvements have been or are being provided.
 5. **Traffic Impacts.** That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 6. **Conformance with other Village ordinances.**
 - a. That the conditional use shall conform to all applicable regulations of the district in which it is located.
 - b. That the proposed use does not violate flood plain regulations governing the site.
 - c. That adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff.

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7. Other factors. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Commission feels are necessary for review in order to make an informed and just decision.

17.68.060 Guarantees and Validity of conditional use permit.

- A. Alteration of Conditional Use. No alteration of a conditional use shall be permitted unless approved by the village board, after recommendation from the plan commission.
- B. **Void.** Where a conditional use application has been approved or conditionally approved, such approval shall become null and void within twenty-four (24) months of the date of the approval unless the use is commenced, construction is underway or the current owner possesses a valid building permit under which construction is commenced within six months of the date of issuance and which shall not be renewed unless construction has commenced and is being diligently prosecuted. Approximately forty-five (45) days prior to the automatic revocation of such permit, the zoning administrator shall notify the holder by certified mail of such revocation. The board may extend such permit for a period of ninety (90) days for justifiable cause, if application is made to the village board at least thirty (30) days before the expiration of the permit.

17.68.070 Complaints regarding conditional uses.

- A. The village board shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the zoning administrator to order the removal or discontinuance of any unauthorized alterations of an approved conditional use, and the elimination, removal or discontinuance of any violation of a condition imposed prior to or after approval or violation of any other provision of this code.
1. Upon written complaint by any citizen or official, the village board shall initially determine whether the complaint indicates a reasonable probability that the subject conditional use is in violation of either one or more of the standards set forth in Section 17.68.070, a condition of approval or other requirement imposed hereunder.
 2. Upon reaching a positive initial determination, a hearing shall be held upon notice as provided in Section 17.68.060. Any person may appear at such hearing and testify in person or be represented by an agent or attorney. The village board may, in order to bring the subject conditional use into compliance with the standards set forth in Section 17.68.070 or conditions previously imposed by the village board, modify existing conditions upon such use and impose additional reasonable conditions upon the subject conditional use.
 3. In the event that no reasonable modification of such conditional use can be made in order to assure that Section 17.68.070(A) and (B) will be met, the village board may revoke the subject conditional approval and direct the zoning administrator and the village attorney to seek elimination of the subject use. Following any such hearing, the decision of the village board shall be furnished to the current owner of the conditional use in writing stating the reasons therefor.

17.68.140 Home occupations.

- A. Intent. The intent of this section is to provide a means to accommodate a small family home-based business or professional home office as a conditional use without the necessity of a rezone into a commercial district. Approval of an expansion of a limited family business or home occupation at a future time beyond the

limitations of this section is not to be anticipated; relocation of the business to an area that is appropriately zoned may be necessary.

- B. Restrictions on Home Occupations. Except as provided in subsection C of this section, occupations are a conditional use in all residential districts and are subject to the requirements of the district in which the use is located, in addition to the following:
1. The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage.
 2. There shall be no exterior alterations which change the character thereof as a dwelling and/or exterior evidence of the home occupation other than those signs permitted in the district.
 3. No storage or display of materials, goods, supplies or equipment related to the operation of the home occupation shall be visible outside any structure located on the premises.
 4. No use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.
 5. Only one (1) sign may be used to indicate the type of occupation or business. Such sign shall not be illuminated and shall comply with district sign regulations.
 6. The use shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
 7. The village board may determine the percentage of the property that may be devoted to the occupation, but shall not exceed thirty (30) percent.
 8. The home occupation may be restricted to a service-oriented business prohibiting the manufacturing of items or products or the sale of items or products on the premises.
 9. The types and number of equipment or machinery may be restricted by the village board.
 10. Sale or transfer of the property shall cause the conditional use permit to be null and void.
 11. Under no circumstances shall a vehicle repair or body work business qualify as a home occupation.
- C. Permitted Use Exception. A home occupation under this section may be maintained in any residential district as a permitted use, as opposed to a conditional use, if the standards of subsection B of this section are complied with, and no sign is erected or maintained regarding the home occupation, no more than one (1) person works on the premises, no customers regularly come to the house, and the business is service-oriented and not engaged in retail trade.

To: Cambridge Plan Commission
From: Stephen Tremlett, AICP, Zoning Administrator
Subject: Bulk Standard Zoning Code Amendments
Date: November 6th, 2025

The Village has three residential zoning districts based on density (i.e., low-density residential, medium-density residential, and high-density residential). To achieve the stated intent of this tiered residential densities requires allowance for smaller home lots; however, the current minimum standards are uniform across all three residential districts. All three residential districts require a minimum of 80 feet along the lot frontage and 10,800 square feet per unit. This requirement requires all single-family lots to be at least a 0.25-acre lot, which equals 4 units/acre (generally considered low-density housing). This amendment proposes tiered bulk standards for the Village's three residential districts (R-L Low Density, R-M Medium Density, R-H High Density) to replace the current uniform minimums for lot frontage, lot size, and minimum setbacks. Also, R-M and R-H zoning districts permits other uses above single-family residential; however, the standards are the same for all permitted uses.

This amendment meets the intent of the zoning districts (i.e., variability in density), and will reduce the need to require a planned unit development (PUD) process to achieve densities above 4 units/acre (or 0.25-acre single-family lots). PUD adds costs to the developer/landowner to develop necessary materials, review and future administration to amendments to the PUD documents. This also adds time and costs to Village staff to review and administer these individual PUD districts. Lastly, PUDs reduces predictability in what will be approved by the Village, as single-family less than 0.25-acre lots is not permitted in any district. **Again, this amendment is correcting an error in the standards that is not meeting the intent of the residential zoning districts.**

City of Cambridge 2045 Comprehensive Plan

Cambridge's 2045 Comp Plan update recognized the need for healthy neighborhoods that diversify housing types throughout the community, while establishing design and site layout standards that mitigate negative impacts between unit types and development intensities. With housing costs increasing, removing barriers to affordability in the zoning code should be considered.

I have highlighted a couple goals and their corresponding policies and actions below that support this effort.

Goal 1: Retain and Attract Residents by Supporting a Range of Housing Options

- Policies:
 - #2- Foster collaboration with developers to provide housing that meets the demand and needs of the Village.

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Nov. 6th, 2025

- Actions:

A. Review and update zoning and land use regulations to accommodate a range of housing options, including accessory dwelling units (ADU). Allow for increased density, where appropriate, to encourage the development of multifamily housing and mixed-income developments.

Existing Bulk Standards

Existing bulk standards for Cambridge's three residential zones only vary in maximum lot coverage percentage (as shown below). These standards for any permitted use (e.g., single-family, duplex, multi-family).

	R-L Low Density	R-M Medium Density	R-H High Density*
Minimum lot size (sq. ft.)	10,800	10,800	10,800
Minimum lot width (ft.)	80	80	80
Front street/flanking street yard setback (ft.)	25	25	25
Interior side yard setback (ft.)	12	12	12
Rear yard setback (ft.)	25	25	25
Maximum building height (ft.)	35	35	35
Max percent of lot coverage (%)	30	50	70

* (R-H) Lot Area Per Dwelling Unit. Minimum of 2,700 sq.ft.

Proposed Bulk Standards

The minimum lot size and frontage are reduced in R-M and R-H to allow for greater densities. The minimum lot size and frontage for R-L has been reduced slightly to allow for a slightly small lot size (i.e., 0.25 acre down to 0.23 acre). These standards are also modified for each of the permitted uses allowed in each district. Lastly, the building setbacks have been reduced correspondingly to the reduction in lot size and width (frontage) requirements. **Red text** shown below are amended standards from existing (reference table above).

R-L District - Bulk Regulations	
Type of Standard	Lot Dimensional Requirements
Minimum lot size	10,000 square feet
Minimum lot width	75 feet
Minimum Yard Setbacks	
Front street/flanking street yard	25 feet
Interior side yard	10 feet
Rear yard	25 feet
Maximum building height	35 feet
Max percent of lot coverage	30%

MEMONov. 6th, 2025

R-M District - Bulk Regulations			
Type of Standard	Lot Dimensional Requirements		
	Single-Unit Residences	Two-Unit Residences	Zero-Lot-Line Duplexes
Minimum lot size (per unit)	8,000 square feet	5,000 square feet	5,000 square feet
Minimum lot width (per lot)	60 feet	90 feet	45 feet
Minimum Yard Setbacks			
Front street/flanking street yard	20 feet	20 feet	20 feet
Interior side yard (each side)	7 feet	10 feet	10 feet, except 0 feet on common wall
Rear yard	25 feet	25 feet	25 feet
Maximum building height	35 feet	35 feet	35 feet
Maximum percent of building lot coverage	50%	50%	50%

R-H District - Bulk Regulations				
Type of Standard	Lot Dimensional Requirements			
	Two-Unit Residences	Zero-Lot-Line Duplex	Zero-Lot-Line Townhouses	Multifamily Buildings
Minimum lot size (per unit)	4,500 square feet	4,500 square feet	2,100 square feet	2,700 square feet
Minimum lot width (per lot)	85 feet	42.5 feet	24 feet	80 feet
Minimum Yard Setbacks				
Front street/flanking street yard	20 feet	20 feet	20 feet	20 feet
Interior side yard (each side)	6 feet	6 feet, except 0 feet on common wall	6 feet, except 0 feet on common wall	6 feet
Rear yard	25 feet	25 feet	25 feet	35 feet
Maximum building height	35 feet	35 feet	35 feet	45 feet
Max percent of building lot coverage	70%	70%	70%	70%

Sincerely,



Stephen Tremlett, AICP, CNU-A
Zoning Administrator