

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:

PLAN COMMISSION

DATE: MONDAY, JANUARY 26, 2026

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 APPEARANCES/CITIZEN INPUT**
- 5. CORRESPONDENCE**
- 6. UNFINISHED BUSINESS – ACTION REQUIRED**
 - A.** Discussion and Possible Action on making a recommendation to the Village Board regarding a zoning amendment to Section 17.68 (conditional uses).
 - B.** Discussion and Possible Action on making a recommendation to the Village Board regarding a zoning amendment to create Section 17.26 (Neighborhood Mixed Use Zoning District).
 - C.** Discussion on bulk standards for B-C zoning district.
- 7. NEW BUSINESS – ACTION REQUIRED**
 - A.** Discuss conceptual design for commercial condos for 708 Katie Court (future Site Plan and Architectural Review)
- 8. FUTURE AGENDA ITEMS**
- 9. ADJOURNMENT**

Posted: January 22, 2026

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.

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: Village of Cambridge Plan Commission

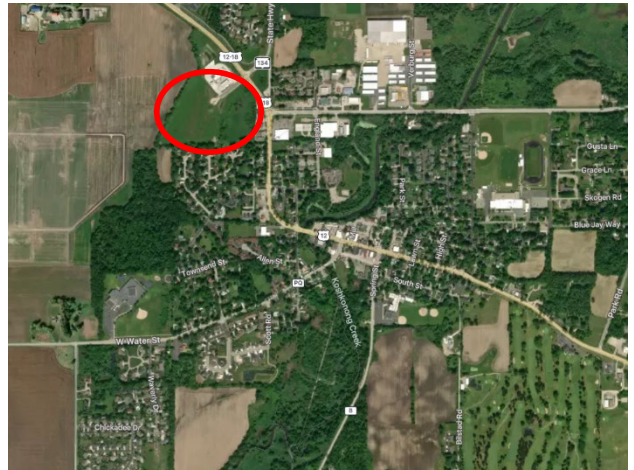
From: Steve Tremlett, AICP, Zoning Administrator

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

Date: January 6th, 2026 (update to December 4th, 2025 memo)

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.

Plan Commission reviewed this memo at their December 8th meeting. There was interest from members of Plan Commission to review this in greater detail, as well as requesting a section on concept/site plan review and examples of implemented development under NMU zoning in other communities. Both are included in this updated memo.



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



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December 8th, 2025

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).

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.

Staff's Considerations

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).

Attachment 2 is providing examples of developments utilizing NMU zoning in Jefferson (approved plans) and Winona, MN (built).

Next Steps

MSA has updated the text to reduce the building height for Mixed Use buildings, and added section 17.26.50 requiring a concept plan review as part of the approval (see red text in Attachment 1). Plan Commission can take no action (however, preferred to give some feedback to applicant/staff), or recommend denial, approval with conditions (changes), or approval as outlined in Attachment 1 for the Village Board to consider at their January 27th meeting.

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.	3 stories / 45 ft.	3 stories / 45 ft.
Maximum lot coverage	80%	80%	80%	90%	75%	75%	75%

Notes: 1 - except 0 ft. on common walls

17.26.50 Concept Plan Review and Approval

- A. **Concept Plan.** Any application for development or subdivision within the NMU Neighborhood Mixed-Use District shall submit a concept plan that includes all pertinent information outlined in Section 17.56.050.
- B. **Review Criteria.** Plan Commission shall review the concept plan based on all requirements within this chapter, as well as review based on the guidelines outlined in Section 17.56.040.
- C. **Approval.** Approval of the Concept Plan by the Plan Commission is required prior to submission of detailed site plans or building permits.

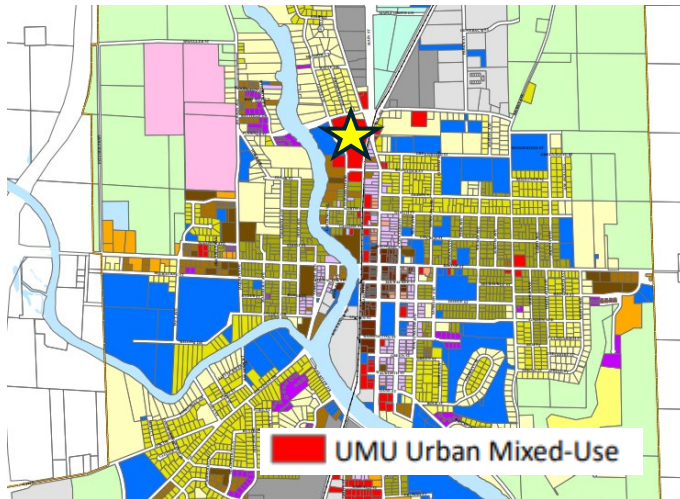
ATTACHMENT 1

1. Any person or persons aggrieved by an decisions of the plan commission concept plan review may appeal the decision to the village board. Such appeal shall be filed with the village administrator/clerk/treasurer within thirty (30) days after filing of the decision with the zoning administrator.
- D. **Changes to Approved Concept Plan.** Substantial changes to an approved concept plan, as determined by the Zoning Administrator or Plan Commission, shall require a new application to the Plan Commission for a new approval, making the previous concept plan approval null and void.

[NMU Neighborhood Mixed Use shall be added to Section 17.56.020 as well]

Attachment 2: Community Examples – NMU

Mixed-Use Zoning Example: Jefferson, WI

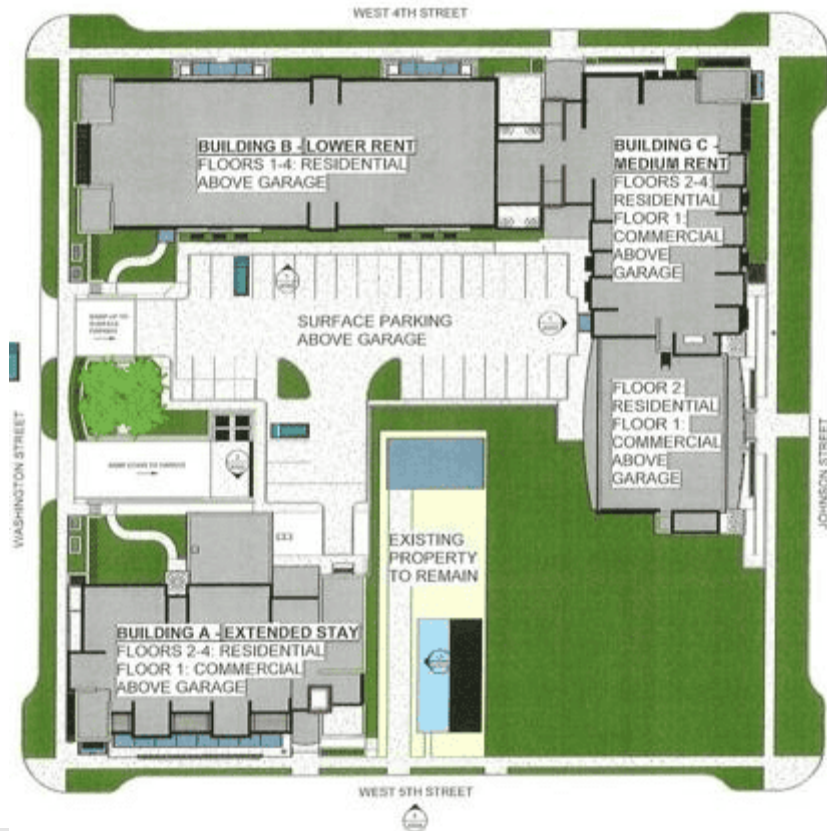


Nagel Architects and Engineers, City of Jefferson, WI

The redevelopment project on Elizabeth Avenue in Jefferson, Wisconsin is planned as a seven-phase initiative on a 13-acre site formerly used by the county highway department. Zoned for mixed-use and currently in early phases of construction, the plan calls for the construction of approximately 350 residential units with ground-floor retail space. The site is located across from Rock River Landing Park and near downtown Jefferson, positioning it to add both housing capacity and commercial activity within the city.

Block-scaled Mixed-Use Development Example: Winona, MN

The Main Square West project in Winona, Minnesota is a mixed-use redevelopment located at the corner of Washington Street and West Fourth Street in the city's downtown. The project was approved following a rezoning to a downtown mixed-use district to allow a combination of residential and commercial uses on the site.



The development includes approximately 120 residential units located above ground-floor commercial space, including restaurant and retail uses designed to activate the street level. The site was previously underutilized and was designed to fit within the character of the City.

To: Cambridge Plan Commission

From: Stephen Tremlett, AICP, Zoning Administrator

Subject: Bulk Standard Zoning Code Amendments

Date: January 8th, 2026 (original December 8th, 2025)

The purpose of this memo is to initiate a discussion about establishing specific numerical standards for lot, building, and yard requirements in the B-C Central Business District. Clarifying bulk regulations for parcels located within and adjacent to Main Street could reduce administrative burden for the Village of Cambridge, and increase predictability for applicants while preserving the district's intended character. This memo also opens discussion on revising the list of permitted and conditional uses in the district; a brief overview for that topic is included below for Commission review.

I went through this memo at the December meeting with direction to discuss further at a later meeting after Plan Commissioners had a chance to review this memo in greater detail. Again, no action will be taken at this meeting except for potential recommendations on potential standards to consider should the Village move forward with a text amendment.

Bulk Standards - Background

The B-C district was drafted to encompass the Village's original downtown and to grant municipal review bodies broader authority to preserve a historic downtown character. 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.

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, lot width, and parking** to ensure consistency, reduce subjectivity, and align Cambridge's downtown with contemporary planning practice while preserving its historic character. **Numeric standards set a clear baseline so applicants know what to expect. The Plan Commission would still be able to grant exceptions or impose stricter conditions when necessary.**

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Dec. 8th, 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.

Village of Cambridge 2045 Comprehensive Plan

This discussion supports the Comprehensive Plan's land use objectives, specifically:

Land Use Goal 2: Encourage development through effective collaboration and efficient development review.

"Action E - Identify areas for improvement, such as simplifying application procedures, reducing processing timeframes, and enhancing clarity in design standards and traffic safety requirements."

These Comprehensive Plan policies justify and guide a discussion about adopting clear, measurable zoning standards because they prioritize streamlined review, predictable processes, and targeted improvements for downtown.

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:

MEMO

Dec. 8th, 2025

"[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. These would be uses that are appropriate in the broader B-G general business district but are unsuitable for a downtown setting.

Some potentially adverse permitted uses are:

- Wholesale merchandise establishments, only for retail items listed above; e.g. subsection 19 of this section would allow wholesale camera sales.
- Commercial parking lots, parking garages, parking structures.

Some potentially adverse conditional uses are:

- The sale, service, repair, testing, demonstration or other use of piston-type engines or motors, or any type of device, appliance or equipment operated by such engines or motors.
- Establishments engaged in the sale, service, repair, testing, demonstration or other use of motor-driven bicycles, commonly called motorbikes.
- Farm supplies, wholesale trade.
- Mini-warehousing facilities not including retail sales to customers on site

These uses can conflict with the goal of a compact, pedestrian-oriented downtown.

Next Steps

This memo is intended solely to initiate a discussion. Should the Plan Commission wish to pursue the matter further, it may request additional information and schedule a public hearing at a subsequent meeting.

Sincerely,



Stephen Tremlett, AICP, CNU-A
Zoning Administrator



**Katie Court Development Discussion
1/02/2025 at 12pm
at the Village Hall**

Project: 706/708 Katie Court, Cambridge
Applicant: Kjell Kaashagen, Great Plains Consultant, LLC

Notice: These minutes are issued to serve as a general overview of the items discussed at the subject meeting. Any discrepancies should be brought to the writer's attention.

Minutes:

1. Background

- a. Kjell has interest in developing commercial condos on Katie Court and to develop this lot at the same time as the twinhomes, starting in the spring. There would be two identical buildings built separated by parking lot with a single access point to Katie Court. The intention is to collect stormwater from the roof and directly connect it to the stormwater main with stormwater from the parking lot draining to the street gutter (and ultimately draining to inlet at the bend of the street to the east). There is potential interest from winery to lease/own 2-3 of the units for barrel storage and potential tasting space.
- b. The property is zoned Mixed Use Business, which permits general office with additional conditional uses (but, not commercial condos). Steve suggested they request a text amendment to include this use as a conditional use in the Mixed Use Business District. Kjell has submitted for the text amendment that will be discussed at the February 9th Plan Commission meeting. Kris noted recent conversations at Board, recommending use of Planned Unit Development (PUD) vs. further amending the zoning code. Based on this new information, it is suggested the January meeting discuss the options of CUP vs. PUD to determine a path forward in February potential actions (and public hearing).

2. Next Steps

- a. January 12th/13th: Steve will provide a staff report outlining the options of PUD vs. Conditional Use Permit (CUP). This report will also include specific conditions to consider as part of a future action on this use for this property.

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This report will be discussed at PC (January 12th) and Board (January 13th) for discussion purposes only to gauge interest/concerns with path forward to consider a future approval of the use for the site.

- b.** February 9th PC meeting can include the public hearing for considering approving the text amendment or PUD (should PC/Board January meetings suggest this direction). If recommended for approval by PC, the Board should review this at their February 24th meeting.
- c.** Site Plan review should likely be shared ahead of the March 9th Plan Commission meeting, unless shared for February 9th meeting (allowing for potential concurrent approvals).

3. Actions

- a.** Steve will also provide a copy of the staff report submitted for January 12th (PC) and 13th (Board) meetings.
- b.** Steve will note deadlines to submit materials (meeting hearing notice requirements).
 - i.** To review at the February 9th PC meeting, materials need to be submitted by January 14th at noon.
- c.** Steve will outline conditions and requirements to approve the development (site plan review, stormwater management plan, landscaping, etc.).

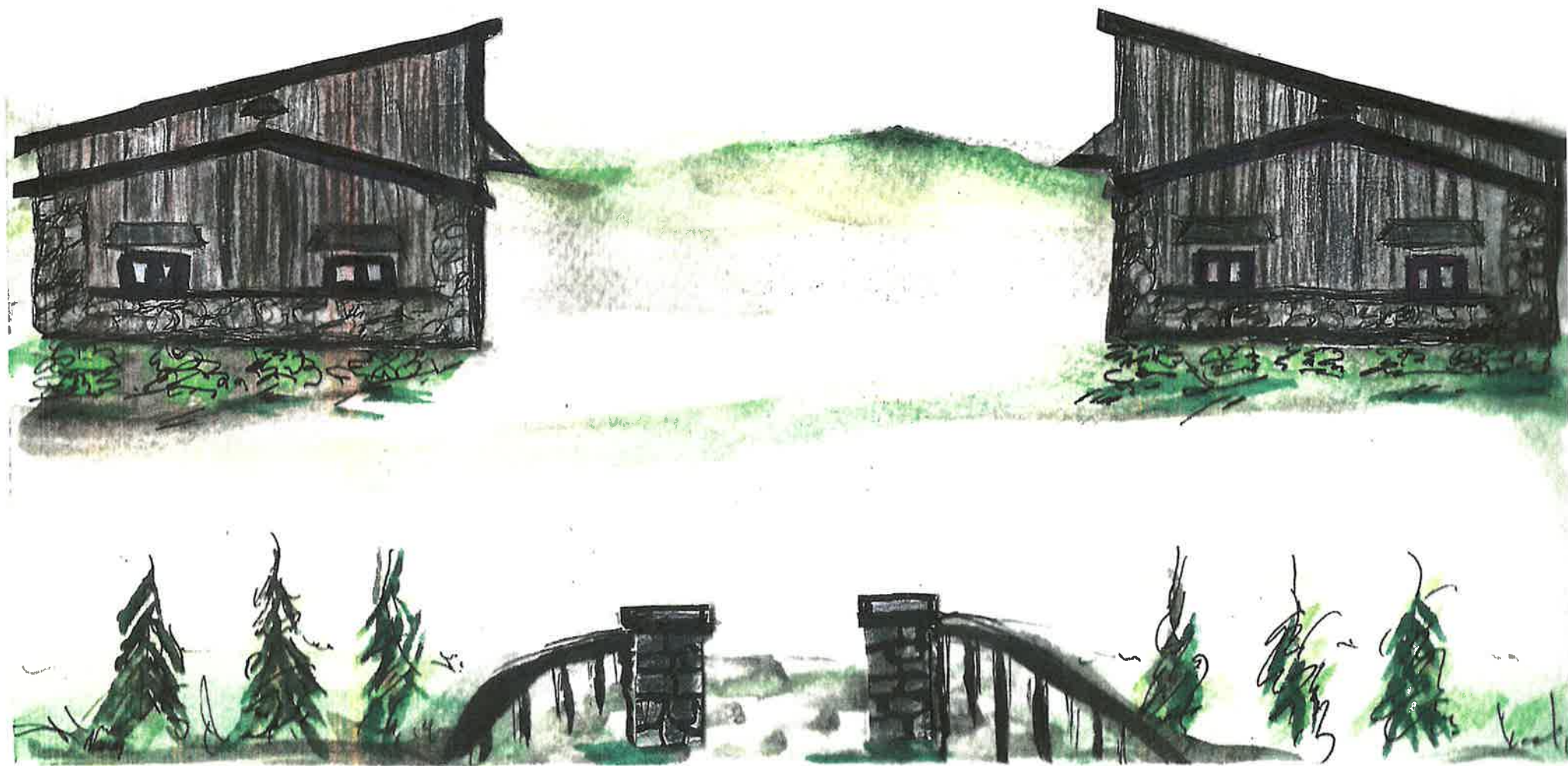
Requirements shared below.

- i.** Site, Architectural and Operations Review (Chapter 17.56). The Site, Architectural and Operations Plan Review Application shall be submitted with \$250, plus technical staff review costs.
- ii.** The plan commission (and the subcommittee) shall use the following guidelines for reviewing proposed development activities to assure compliance with the subsection:
 - 1.** The mass, volume, and height or setback of proposed structures should appear to be compatible with existing buildings in the immediate area;
 - 2.** The facade of new or remodeled structures should maintain a compatible relationship with those of existing structures in terms of window sill or header lines, proportion of window and door openings, horizontal or vertical emphasis or major building elements, and extent of architectural detail;

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January 2nd, 2026

- ~~3. Exterior remodeling should be designed to take into account the entire building facade. The ground floor exterior should be designed to harmonize with the upper stories; Not Applicable~~
 4. The building materials and colors used should complement and be compatible with other buildings in the immediate area;
 5. Storefront window display areas should be considered an important part of the retail marketing strategy of the community. Large glass windows and street-level display areas should be retained or planned into new construction;
 - ~~6. Existing buildings and structures should be recognized as products of their own time. Alterations which have no historical basis should be discouraged; Not Applicable~~
 - ~~7. Demolition should occur only where it is found that the structure is structurally unsound or physically incapable of supporting a viable use; Not Applicable~~
 8. The sizing and placement of signs should fit the buildings;
 9. All off-street parking and service areas should be landscaped per and screened as viewed from public rights-of-way;
 10. Exterior lighting is intended to promote a safe and attractive character throughout Cambridge without creating a nuisance to adjacent properties.
- iii. Other standards that will be reviewed during site plan review include:
 1. Adequate parking and landscaping per §17.76.030;
 2. Exterior lighting standards per §17.76.070
 - iv. Signage permit and standards per §17.80
- d. Kjell will provide list of potential businesses types that they may have interest in leasing/owning space in the commercial condo development. Also may provide site plan and elevations to share at the upcoming meetings. Steve requested this information by Tuesday AM.

Written By: Steve Tremlett, Zoning Administrator



- Home Services
 - Cleaning
- Consumer tradesman
 - Electrician
 - Plumbing
 - HVAC
 - Flooring
 - Roofing
 - Etc.....
- Legal services
 - Surveyors
 - Engineers
 - Lawyers
 - Etc...
- Real Estate
 - Developers
 - Brokers
 - General Contractors

I have a colored rendering for the property that faces highway 12 & 18.

Any questions , please reply

I am dropping off a hard copy of this tomorrow morning at the Village along with the colored rendering.

Thanks
Kjell and Darrick

Kjell Kaashagen
827 Vineyard Court
Cambridge, WI
53523

608-575-1011