

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, FEBRUARY 16, 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. **APPROVAL OF MINUTES**
 - a. Plan Commission minutes for January 26, 2026.
7. **PUBLIC HEARINGS**
 - a. Conditional use permit to allow ground-/street-level residential at 111 Spring Street.
 - b. Text amendment to add commercial condos as a conditional use in the Mixed Use Business zoning district (Section 17.28.070).
8. **NEW BUSINESS – ACTION REQUIRED**
 - a. Consider recommending to the Village Board approval of a conditional use permit to allow ground-/street-level residential at 111 Spring Street.
 - b. Consider recommending to the Village Board adoption of a text amendment to add commercial condos as a conditional use in the Mixed Use Business zoning district (Section 17.28.070).
9. **FUTURE AGENDA ITEMS**
 - a. Lucille Court Land Division
 - b. Melsters Property Development Agreement and Rezone
 - c. Westgate Court unfinished sidewalk, TIF arrangement, and DOT Road Aid denial.
10. **ADJOURNMENT**

Posted: February 13, 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.



MINUTES

PLAN COMMISSION

AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
MONDAY, JANUARY 26, 2026, 6:30 PM

1. **CALL TO ORDER:** Commissioner Milsap called the meeting to order at 6:30 p.m.
2. **ROLL CALL:** Members Present – D. Hollenbeck, D. Gronemus, J. Landowski, and J. Milsap.
Members Absent – Trustee Kreklau and Trustee Schulz
Others Present – Village President Paula Hollenbeck and Village Administrator Kris Breunig.
3. **PROOF OF POSTING:** Confirmed - upper and lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website.
4. **PUBLIC APPEARANCES/CITIZEN INPUT** - None
5. **CORRESPONDENCE** - None
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).
Motion by J. Landowski to recommend to the Village Board approving a zoning amendment to Section 17.68 (Conditional Uses). Second by D. Hollenbeck. Motion carried by voice vote.
 - 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).
Motion by D. Gronemus to make a recommendation to the Village Board approving a zoning amendment to create Section 17.26 (Neighborhood Mixed Use Zoning District). Second by J. Landowski. Motion carried by voice vote.
 - 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)
Discussed conceptual design for commercial condos for 708 Katie Court.
8. **FUTURE AGENDA ITEMS:** Invite MSA Professional Services Building Inspector, Stephanie Potter, to a future meeting.
9. **ADJOURNMENT:** J. Landowski made a motion to adjourn the meeting. Second was made by D. Gronemus. Motion carried by voice vote.
Meeting adjourned at 8:56 p.m.

Respectfully submitted by Brian Wilson, Clerk/Treasurer, Village of Cambridge

These minutes are not official until approved by the Plan Commission.

To: Village of Cambridge Plan Commission
From: Steve Tremlett, AICP, Zoning Administrator
Subject: 111 Spring Street Conditional Use Permit
Date: February 11th, 2026

Request

Approval of a Conditional Use Permit (CUP) at 111 Spring Street (Parcel Number 061212161415) to allow for residential use to be located on the ground floor.

Current Zoning

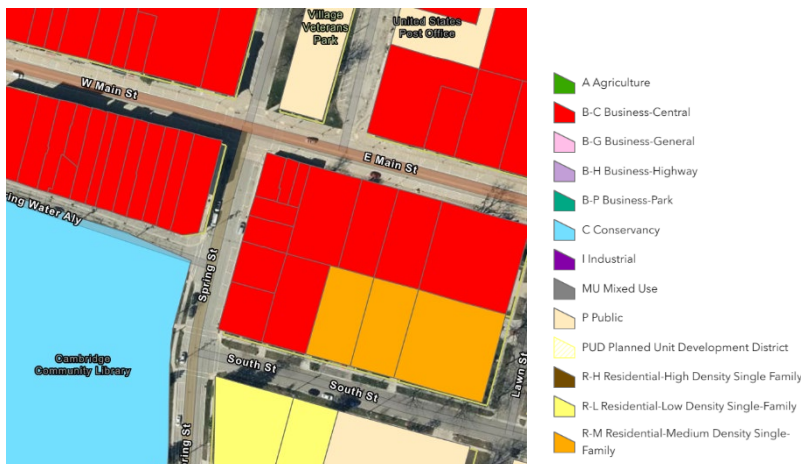


Image of Structure



Background Information

The existing lot is located just off the Main Street downtown corridor and contains a 2-story historical commercial structure. The upper floor is currently used for residential. The lower floor was designed as a commercial store front but has been vacant for some time.

To help attract a tenant, the applicant wishes to alter the ground floor to become a 1 bedroom-1 bathroom apartment roughly 950 feet in size. The applicant notes that there is availability for up to three vehicles in the property's portion of the alleyway just to the right of the structure, which would be shared by the tenants on both floors. There are 17 available parking spaces on the Spring Street 100 Block, with street parking allowed for up to 48 hours at a time and switch-side parking days in the wintertime to allow for snow removal.

Applicable Zoning & Development Code Regulations

Chapter 17.40 - B-C CENTRAL BUSINESS DISTRICT

In late 2025, the Village passed a zoning text amendment adding first-/ground-floor as an conditional use in the B-C District for parcels that do not have frontage on main street. That text amendment allowed this application to be considered for approval with or without conditions.

Chapter 17.68 - CONDITIONAL USES

This section outlines the criteria for CUP review, shown below.

Consistency with the Village's Zoning Code

17.68.070 - Decision Criteria—Conditional uses.

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
 - No specific concerns.
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.
 - The property is adjacent to a small financial services office and a social club that currently meets twice per month. The applicant stated there will be off-street parking available on site and shared parking on street nearby for visitors. No foreseen substantial impacts on the adjacent properties.
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.
 - The Comprehensive Plan designates this area as Downtown Mixed Use (DMU). First floor residential areas are restricted along Main Street while it is only discouraged along adjoining side streets. The applicant's prior attempts to lease the space as commercial could be interpreted as having shown a good faith effort to meet the comprehensive plan guidelines.
4. **Necessary Infrastructure.** That adequate utilities, drainage, parking, and other necessary site improvements have been or are being provided.
 - The site will be served by existing municipal roadways and utilities. No additional improvements are anticipated to serve the proposed use.
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.
 - The existing curb cut/driveway to the right of the building will provide off-street parking for potential tenants.

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.
 - This is allowing the use of the structure, so no change to the building. The recommended conditions outlined below will restrict alterations to the windows, so there is no issue with zoning code with no alterations to the building.
- b. That the proposed use does not violate flood plain regulations governing the site.
 - NA - No change to the building.
- c. That adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff.
 - NA - No change to the building.

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.

- Changes to the ground-floor historic commercial frontage and windows can impact the retail frontage that exists in downtown “main” streets; however, this ground floor has been vacant for some time. Plus, this section of the downtown is less commercial focused.
- Conditions on visual alterations to the commercial storefront and otherwise appearance of the building should be established in this approval to preserve the downtown feel and enjoyment of those visiting Cambridge’s historic downtown.

Recommendation

The Plan Commission may impose reasonable conditions on a Conditional Use Permit to ensure the proposed use is consistent with the intent of the B-C Central Business District. The following outlines potential categories of conditions that may be considered as part of the Commission’s review.

1. The building’s street-facing storefront appearance, including base panels, display windows, trim, and primary entrance, shall be maintained and preserved. Any exterior alterations must preserve original historic features, including cornices and moldings of the full facade. General maintenance is allowed, but no change in sizing of windows (both storefront and transoms) is allowed.
2. Window coverings (blinds and curtains) are allowed in the front windows, but walls or partitions are not allowed within three feet of the inside of the window to maintain the historic storefront window appearance.
3. No personal storage or junk beyond recycling and trash carts shall be stored along the sides of the building visible from the street.
4. The ground floor unit will only provide one bedroom to meet off-street parking needs of tenants on both floors of the building.
5. The use of the ground floor unit for residential may be allowed for three (3) years from issuance of this permit. Another permit may be issued if it’s confirmed the use remains appropriate in this location within the downtown district.

Village of Cambridge
Certified Survey Map Application
Due 10 days prior to Plan Commission Meeting

Application Date: 12/11/2025

Property Owner:

Name: EDE Real Estate LLC

Jen O'Branovich / Courtney Sargent
Address: ~~111 Spring St.~~ 111 Spring St.
Cambridge WI 53523

Phone Number: Jen 920-946-4142

Courtney Phone
Fax Number: 608-469-3265

Tax Key Number: 0612-121-6141-5

Agenda Date Requested: _____

Owner's Agent:

Name: Jen O'Branovich

Address: W9535 US Hwy 12
Cambridge WI 53523

Phone Number: 920-946-4142

Fax Number: _____

Location: _____

Zoning: _____ Proposed: _____ Subdivision: _____ # Lots: _____ Proposed: _____

PUD For: _____ Special Use For: _____ Land Use: _____

Variation: _____ Land Use Plan: _____ Proposed: _____

Site Gross Area: _____ # of Units Total: _____ 1Br__ 2Br__ 3Br__ 4Br__

Action Requested (check all that apply):

- ☐ Site Plan and Architectural Review / Plan of Operations
- ☒ Conditional Use Permit
- ☐ Rezone
- ☐ Land Use Amendment
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Certified Survey Map
- ☐ Project Concept Review
- ☐ Conceptual Land Division
- ☐ Joint Conditional Use & Rezoning
- ☐ Joint Rezoning & Certified Survey Map

Describe in detail the proposal: See attachment

Reasons for Allowance of Conditional Use - 111 Spring St. Cambridge WI

1. Location Off Main Street

- The unit in question is not located directly on Main Street, where the commercial district is intended to remain most active. Allowing residential use in this lower-level property will not interfere with the primary goal of preserving Main Street for commerce, retail, and business activity.

2. Support for Mixed-Use and Revitalization

- Converting underutilized commercial spaces into residential units can encourage more consistent use of the property, reduce vacancies, and add vibrancy to the surrounding area. A residential presence can also support nearby businesses by increasing foot traffic during non-business hours.

3. Minimal Impact on Commercial Viability

- Because the property is lower-level and not on Main Street, the likelihood that it will attract or sustain a long-term commercial tenant is lower. Re-purposing it for residential use makes practical sense and ensures the space does not remain idle.

4. Consistency with Community Needs

- The addition of residential units aligns with broader community goals of supporting housing availability and offering diverse living options. This use would complement the existing commercial zoning without undermining the intent of the district.

5. Compatible with Surrounding Uses

- The requested residential use is compatible with the existing environment, as it will not significantly increase traffic, noise, or parking strain beyond what a commercial use might generate.

6. Conditionally Approvable Status

- By granting the use under conditional approval, the municipality retains oversight. Conditions can be applied to ensure the residential use integrates appropriately, such as compliance with building codes, parking requirements, and maintaining exterior compatibility with the commercial character of the area.

To: Village of Cambridge Plan Commission

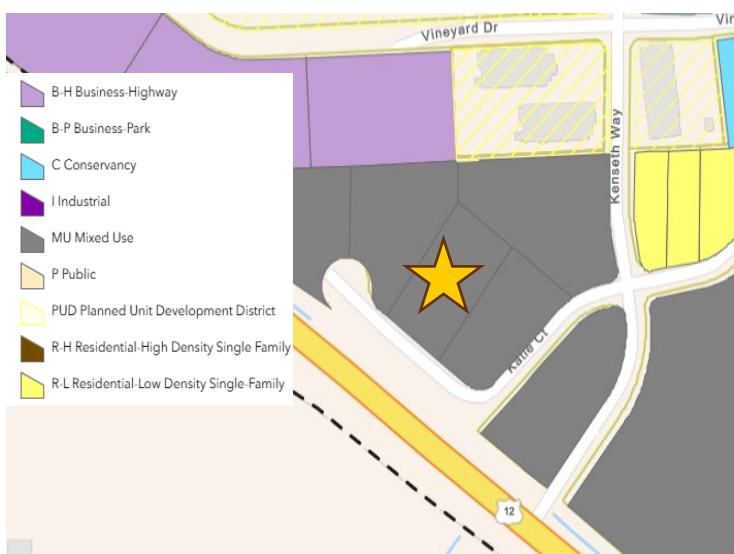
From: Steve Tremlett, AICP, Zoning Administrator

Subject: MB District - Text Amendment (Commercial Condos as a conditional use)

Date: February 12th, 2026

Overview of Request

The Village has received an application from **Kjell Kaashagen** requesting a text amendment to the zoning ordinance to allow commercial condos as a Conditional Use in the Mixed Business zoning district. This amendment intends to allow a new style of development that attracts small businesses to the Village while still allowing conditions to be imposed to help minimize potential nuisances. Attached are the submitted materials to date



The developer introduced his intent for commercial condos at the January 26th Plan Commission meeting.

Tonight's consideration is limited solely to adding Commercial Condos as a Conditional Use within the Mixed Business District and does not approve the applicant's development concept or imply support for any specific project. Approval of this text amendment would enable the applicant to apply for a Conditional Use Permit in the future.

Request Background

The request arises from the applicant's interest in pursuing a development concept to construct two commercial condo buildings at 708 Katie Court (Parcel # 061201320141). During preliminary discussions, it was determined that the current Village Ordinance lacks a use category in any zoning district that would permit this style of development. Mixed Business, the parcel's zoning district, currently allows the following uses:

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Permitted By Right (17.28.060):

- *General office.*

Conditional Use Permit (17.28.070):

- *Retail sales and service uses under 30,000 square feet GLA*
- *Restaurants, with or without drive-through*
- *Offices and clinics, including veterinary clinics (subject to setback standards)*
- *Lodging (hotels and motels)*

Commercial condos are privately owned units within a business-focused building, offering an alternative to leasing by allowing businesses to build equity in their office, retail, or warehouse with HOA rules and fees, and shared responsibilities for common maintenance, providing affordability and control. Commercial condos can provide space for a range of commercial uses, such as home services (e.g., cleaning), consumer tradesman (e.g., flooring, electrician), professional services, office space, and storage.

Staff's Considerations

This use is becoming more prevalent in communities as a low-cost option to run a small business. Having flexible uses makes this a difficult permitted-by-right option, but a conditional use would allow a case-by-case review of such use based on the intended businesses that may fill the space and potential impacts on surrounding uses/properties.

As reminder, the Village amended its conditional use section of the code to review the following aspects of a development with opportunities to deny if these criteria are not met, or approve with or without conditions to resolve any notable based on substantial evidence.

Decision Criteria

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.

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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.

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.

Potential Action

Recommend to Village Board the text amendment to allow Commercial Condos as a Conditional Uses in the Mixed Use Business District (Section 17.28.070).