

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20250318-1
UNAPPROVED MINUTES**

March 18, 2025

A special meeting of the Plan Commission of the City of Cedarburg was held on Thursday, March 18, 2025, at Cedarburg City Hall, W63N645 Washington Avenue, lower level, Room 2, and online via Microsoft Teams. The meeting was called to order at 6:00 p.m. by Mayor Patrica Thome.

Roll Call Present - Mayor Patricia Thome, Council Member Jim Fitzpatrick, Adam Voltz, Jack Arnett, Sig Strautmanis, Sherry Bublit, Jon Scholz

Also Present - City Planner Mary Censky, City Administrator Mikko Hilvo, Administrative Secretary Theresa Hanaman

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Hanaman confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES - NONE

COMMENTS AND SUGGESTIONS FROM CITIZENS – NONE

REVIEW, DISCUSSION, AND POSSIBLE RECOMMENDATION TO THE COMMON COUNCIL TO AMEND TITLE 13, CHAPTER 1, ARTICLE F OF THE ZONING CODE AS WOULD TRANSFER THE REVIEW/APPROVAL AUTHORITY FOR SITE AND ARCHITECTURAL PLAN REVIEW FROM THE PLAN COMMISSION TO THE PROPOSED NEW SITE AND ARCHITECTURAL REVIEW BOARD.

The City has been in discussions about creating a new Site and Architectural Review Board (SARB) tasked with site and architectural plan review responsibilities. These duties are currently assigned to the Plan Commission. As Commissioners are aware, two of the City's Plan Commissioners have been expending a great deal of extra time and expertise in previewing architectural plans for the Plan Commission. The proposed new SARB would relieve the couple of Plan Commissioners of this responsibility architectural plan preview by taking over site and architectural reviews and approval.

Planner Censky reported that the creation of the SARB is planned to be the subject of discussion and possible approval by the Common Council at their meeting on March 31, 2025. The Plan Commission may wish to provide a recommendation on this matter, considering the changes to Chapter 1, Article F of the Title 13-Zoning Code as set forth in the Planner Report.

The Plan Commission will recall one of the recently favored policies set forth in Chapter 2-Housing of the Smart Growth Comprehensive Plan calls for developers to 'provide an architectural theme and design detail information as a part of any new housing development application as might ensure that certain unique architectural and building/site design characteristics of historic Cedarburg continue to be referenced going forward'. Further, Chapter 8- Land Use provides, among its goals/objectives, that 'detailed site design considerations must also be addressed during the project approval phase.' These examples suggest that the City is calling for design excellence in

new/future development projects. The SARB could substantially impact these outcomes, considering that the goal is to appoint members to this Board who possess special expertise in architecture and similar site and building design specialties.

It's likely that, as a part of its early work, the SARB would review and may recommend modifications to portions of the specific language describing the site and architectural design standards as set forth in Article F.

ACTION - The Plan Commission discussed this topic and expressed concerns about how much authority this pares away from the Plan Commission as to site plans in particular but also, to a lesser extent as to architecture. They also expressed an understanding and support for getting more expertise in these design elements of review. The idea was floated that the proposed SARB might be advisory to the Plan Commission with respect to site plan review, but also, perhaps as to architectural review. No action was taken at this time.

REVIEW, DISCUSSION, AND POSSIBLE ACTION ON MATTERS RELATED TO THE SMART GROWTH COMPREHENSIVE LAND USE PLAN UPDATE, INCLUDING:

- **CHAPTER 8 – THE LAND USE ELEMENT.**
 - **TWELVE SMART GROWTH AREAS (SGA’S).**

Plan Commission reviewed and discussed Chapter 8, The Land Use Element, dealing with the Smart Growth Areas specifically.

Planner Censky explained to the Plan Commission that confusion arises from some zoning districts and land use classifications referring to units/net acre and some referring just to units/acre. She reviewed the current definitions in the Zoning Code for gross and net acreage and suggested a new reference to Net Buildable Acreage (NBA). The Plan Commission supported this change and suggests that it be brought back to Plan Commission for consideration as a Zoning Code Amendment.

Smart Growth Area 2

Planner Censky reported that SGA 2 is ~21 NBA's. Plan Commission discussed options to change this site from current Agricultural or Open Space to either Governmental and Institutional (owing to the surrounding areas north and east already being classified, zoned, and developed this way) or to Low Density Residential as would be consistent with the Prairie View and Top View neighborhoods nearby. Ultimately, to ensure that adequate land area remains available for future Governmental and Institutional-type land use needs (ref I-1 Institutional and Public Service District Zoning District), and considering this site has ready access to utilities, the Plan Commission reached a consensus that this SGA would be best suited for Governmental and Institutional classification. It was noted that there are a number of other vacant sites in the City that are not bounded by existing Governmental and Institutional Land Use and development which would be considered better sites for new residential use.

Smart Growth Area 3.S.

The existing classification Land Use Category for this 4.32-acre site is 'Mixed Use Office and/or High-Medium Density Residential'. It is a brownfield site. Past approval on this site contained 90 residential units, plus the office building remained. Plan Commission discussed alternative uses of the site such as for open space or institutional use but ultimately reached consensus this location should remain to be 'Mixed Use Office and/or High-Medium Density Residential'. They noted that they want to add, in the narrative, that greenspace, and institutional uses, if proposed in the future, should be given due consideration through possible Land Use Plan Map Amendment.

It's currently zoned MUID Mixed-Use Infill District .

James Schneider – W59 N412 Hilgen Ave. – Agreed with Plan Commission and likes the idea of adding the option of green space to this SGA. He also thinks it looks like a more appealing property for a future public utility space.

Smart Growth Area 3.N.

The existing land use classification on this 4.28-acre site is High-Medium Density Residential (5.2 to 10.8 units per acre). It is a brownfield site. Plan Commission discussed alternative uses of the site such as for open space, but ultimately reached consensus that this location should remain High-Medium Density Residential'. They noted that they want to add, in the narrative, that green space use, if proposed in the future, should be given due consideration through a possible Land Use Plan Map Amendment. It is currently zoned as Rs-6 Single Family/Two Family Residential.

Smart Growth Area 4

Plan Commission agreed that this SGA should be reduced in size and rebounded to include 5+/- acres that connect the site to Wauwatosa Road. The south part of this site would require a lift station to serve it with sanitary sewer, so it was removed from the SGA. Plan commissioners reached a consensus that this site should be classified as Medium-Low Density Residential (12K to 20K lot sizes), favoring the Rs-3 Single Family zoning classification specifically as being most similar to existing lots in the adjacent Cedar Pointe subdivision.

Smart Growth Area 6

Plan Commission agreed that this 18.28-acre site should be reclassified from existing Medium Density Residential (8.4K to 12K lot sizes) to Medium-Low Density (12K to 20K lot sizes), noting in the narrative that the favored Zoning District would be RS-3 since that would be very close in size to the existing platted lots directly adjacent to the north and east of this site.

Smart Growth Area 7

Plan Commission agreed this 56.26+/- NBA site should be reclassified from existing Agricultural, to Low Density Detached Urban Residential (20K to 40K lot sizes) noting in the narrative that zoning District Rs-7 Single-Family Residential would be considered the most appropriate in this case as it's intended to facilitate development in areas that are low density in character, and which do not necessarily provide the full complement of urban improvements.

Planner Censky notified the Commission that the traffic analysis report should be available in mid-April.

ACTION - No action was taken.

PUBLIC COMMENT

Terry King, Resident – W63 N762 Sheboygan Road, Cedarburg, WI- commented that the traffic study should not stop at Bridge Road but continue to Columbia Road and Western Road.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Commissioner Bublitz noted that if the city does not grow, it risks stagnation, and it is essential to protect its financial stability. She pointed out that the city cannot afford to conduct a full comprehensive traffic study. To better understand the financial challenges the city faces, she

suggested that residents attend council meetings and budget discussions. These meetings highlight the tight financial situation that may cause tax increases. The city is working to maximize benefits for Cedarburg while minimizing costs and preserving the City's character.

City Administrator Hilvo apologized for the issues with the Teams link that residents were unable to access. Although the link had been tested and was working earlier, it was not functional. There was a scheduling conflict with a public hearing for the Board of Appeals in the Council Chambers, which used the City's only Zoom link for their meeting.

A Special Plan Commission meeting date was set to be held on April 14, 2025, at 6:00 PM.

MAYOR'S ANNOUNCEMENT

Mayor Thome had no comments or announcements.

ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Commissioner Bublitz, to adjourn the meeting at 7:53 p.m. The motion was carried without a negative vote.

Theresa Hanaman
Administrative Secretary