



**CITY OF CEDARBURG  
A MEETING OF THE PLAN COMMISSION  
MONDAY, OCTOBER 6, 2025 – 7:00 PM**

A meeting of the Plan Commission, City of Cedarburg, Wisconsin, will be held on Monday, October 6, 2025 at 7:00 PM. The meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers and virtually via Zoom. To access the link, please send a request to [cityhall@cityofcedarburg.wi.gov](mailto:cityhall@cityofcedarburg.wi.gov).

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES

A. September 2, 2025

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

Comments from citizens on a listed agenda item will be taken when the item is addressed by the Plan Commission. At this time individuals can speak on any topic not on the agenda for up to 2 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future agenda item.

6. REGULAR BUSINESS; AND ACTION THEREON

- A. Applicants/property owners Sig and Egija Strautmanis request Plan Commission review, discussion and approval of waiver, per Section 13-1-101(g) of the City Code, to permit more than 720 total square feet of area in accessory structures on their Rs-6 Single-Family/Two-Family Residential zoned property. This .55-acre property is located at W65 N755 Saint John Avenue.
- B. Applicants/property owners Faith Lutheran Church request review, discussion and possible action/favorable recommendation to the Common Council of a Certified Survey Map proposed to combine multiple existing, adjoining parcels of land located at and near N35 W6221 Wilson Street, into a single, larger lot. This 8+/- acres of land is zoned part I-1 Institutional and Public Service District and part C-2 Non-Shoreland Conservancy District.
- C. Review, discussion, and possible action/recommendation to the Plan Commission on the request of applicant/property owner City of Cedarburg for approval of a Temporary Use holiday market style mobile food (prepackaged

type food & nonalcoholic beverage)/vending (Santa House related items) shack to be placed in the front yard of the gymnasium located at W63 N641 Washington Avenue. This property is zoned I-1 Institutional and Public Service District with Historic Preservation Overlay.

Previous Discussion Dates: None

Zoning District: I-1 Institutional & Public Service District w/ Historic Preservation District Overlay

Tax Key No: 13-107-04-01-000

Ward/Alder District: W3/AD3

- D. Review, discussion, and possible action (recommendation to the Common Council) for adoption of updated Chapters/Elements and/or related Exhibits or Appendices to the Smart Growth Comprehensive Land Use Plan-2025.

7. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

8. MAYOR'S ANNOUNCEMENTS

9. ADJOURNMENT

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: [cityhall@cityofcedarburg.wi.gov](mailto:cityhall@cityofcedarburg.wi.gov).

MEMBERS – PLEASE NOTIFY CITY PLANNER'S OFFICE IF UNABLE TO ATTEND THIS MEETING.

**CITY OF CEDARBURG**  
**PLAN COMMISSION**  
**September 2, 2025**

A meeting of the City of Cedarburg Plan Commission was held on Wednesday, September 2, 2025, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers, and online via the Zoom app. The meeting was called to order at 7:00 p.m. by Mayor Patricia Thome.

1. Roll Call -Mayor Patricia Thome, Council Member James Fitzpatrick, Sig Strautmanis, Vice Chairman Jack Arnett, Sherry Bublitz, Jon Scholz, James Hayes (via Zoom)

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

**2.STATEMENT OF PUBLIC NOTICE**

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

**3. APPROVAL OF MINUTES**

Commissioner Bublitz, seconded by Council Member Fitzpatrick, moved to approve the minutes from August 4, 2025, and August 27, 2025. Commissioner Arnett requested correction on page 4 of the August 4, 2025, minutes to reflect that he is recommending that the current residential design standards be considered in relation to the character of the existing neighborhood and to reject the suggestion that market forces rather than local standards should determine final outcomes. The motion carried unanimously.

**4. COMMENTS AND SUGGESTIONS FROM CITIZENS**

**Donna McElligott** – W59 N380 Hilbert Avenue requested a change in the meeting minutes regarding her comment from the August 4, 2025, Plan Commission meeting. She clarified her position on the conceptual Promenade development, stating she is neutral but supports careful development, and raised questions about whether a neighborhood survey would be conducted to gather feedback.

City Administrator Hilvo mentioned a handout that Michael Wirth would like to add to the public record.

**5.REGULAR BUSINESS; AND ACTION THEREON**

- A. **APPLICANTS/PROPERTY OWNERS, JO ANN HOFHINE AND ERIC HOFHINE AS TRUSTEES FOR THE DUANE AND JO ANN HOFHINE REB TRUST, REQUEST REVIEW, DISCUSSION, AND CONSULTATIVE FEEDBACK AS TO**

**THEIR CONCEPT PLAN TO DIVIDE A NEW VACANT, BUILDABLE LOT OFF FROM THEIR EXISTING .49-ACRE HOMESTEAD PROPERTY LOCATED AT N50 W6678 WESTERN ROAD. THIS PROPERTY IS ZONED RS-5 SINGLE-FAMILY RESIDENTIAL DISTRICT.**

Planner Censky reported; the applicant presented a concept plan as to how they would like to divide this property in the future. They are seeking feedback before proceeding to have a detailed Certified Survey Map (CSM) prepared in order to identify prospective issues. As seen in the attached Rs-5 Zoning District matrix review, it *appears* that the applicant will be able to comply with the standards of the district as to both the new vacant (infill) lot and the remnant lot, which will contain the existing home and detached garage. This concept was reviewed by the Site and Architectural Review Board (SARB) on August 19, 2025. As this is a concept/consultative review item, there are no specific conditions or recommendations to offer at this time. However the SARB recommended the following when the applicant comes back with the CSM and Site/Architectural plans for any future new infill home construction:

- 1) Retain as many trees (specimen trees in particular) as possible on the new lot;
- 2) Both the remnant lot and new lot must comply with the Rs-5 Zoning District standards in all respects, such as building setbacks, floor area ratio...;
- 3) The setback for a new home should generally align with the surrounding homes.

Commissioner Strautmanis suggested that the applicant explore how a house would fit on the proposed subdivided lot before proceeding with a survey. He emphasized the importance of considering garage placement and the character of the neighborhood. Commissioner Bublitz concurred, recommending that the applicant consult with architects or builders about potential house designs that would dovetail with existing neighborhood conditions.

Commissioner Strautmanis also raised concerns about subdividing a small lot, highlighting the potential challenges of fitting both a house and a garage on the site. He expressed apprehension about the garage being positioned at the front of the house, which would not align with the neighborhood character and could lead to denial by the Site and Architectural Review Board. Therefore, Commissioner Strautmanis advised the applicant to consult with an architect and builder prior to proceeding with the survey to ensure that the proposed design would be acceptable.

The applicant explained that neighbors on either side have no objections to the lot, and the current owners have owned the property for 54 years. The lot meets requirements for a buildable lot, and he clarified that they are not seeking to build a house themselves but rather establishing the right for a future buyer of the lot to do so in the future.

Action:

No action was taken. This item was scheduled for conceptual review, discussion, and feedback only.

**B. REVIEW, DISCUSSION, AND POSSIBLE ACTION/RECOMMENDATION TO THE COMMON COUNCIL FOR AMENDMENTS TO TITLE 13, CHAPTER 1 OF THE MUNICIPAL CODE(ZONING), SECTIONS 13-1-42(a), 13-1-43(a), 13-1-43(a),**

**13-1-44(a), 13-1-45(a), 13-1-46(a), 13-1-47(a), 13-1-48(a), 13-1-50(a), 13-1-51(a), 13-1-52(a), 13-1-69(m)(2)b., 13-1-76(c)(6), AND 13-1-240(B) PERTAINING TO DEFINITION AND USE OF THE TERM ‘DENSITY’ AND ADDING THE TERM AND DEFINITION FOR NET BUILDABLE ACRES.**

Planner Censky presented the proposed ordinance to standardize density calculations across residential zoning districts by using net buildable acres, which would replace inconsistent current methods. The definition of density would be simplified to "the number of dwelling units per unit of land," removing the term "gross" and aligning with existing practice. Planner Censky clarified that net buildable acreage calculations for environmental corridors, floodplains, and wetlands are based on objective criteria and existing regulations rather than subjective assessment. The ordinance is scheduled for public hearing on October 13th alongside other comprehensive plan updates.

Vice Chairman Arnett questioned whether the change in definition would make any property non-confirming and if this was common in other communities. Planner Censky responded that it would not affect the current property, as this will happen during platting/development, and that yes, this is common in other communities.

Michael Wirth questioned whether the current SGAs would be impacted by this change.

Action:

A motion made by Commissioner Strautmanis, seconded by Vice Chairman Arnett to recommend to the Common Council for amendments to Title 13, Chapter 1 of the Municipal Code (Zoning), Sections 13-1-42(a), 13-1-43(a), 13-1-44(a), 13-1-45(a), 13-1-46(a), 13-1-47(a), 13-1-48(a), 13-1-49(a), 13-1-50(a), 13-1-51(a), 13-1-52(a), 13-1-69(m)(2)b., 13-1-76(c)(6), and 13-1-240(b) pertaining to definition and use of the term ‘density’ and adding the term and definition for Net Buildable Acres.

**C. REVIEW, DISCUSSION, AND POSSIBLE ACTION/RECOMMENDATION TO THE COMMON COUNCIL FOR AMENDMENTS TO TITLE 13, CHAPTER 1 OF THE MUNICIPAL CODE (ZONING), SECTION 13-1-40(A) PERTAINING TO CREATION OF A NEW ZONING DISTRICT TO BE KNOWN AS THE ‘DETAILED PLANNED MIXED-USE NEIGHBORHOOD ZONING DISTRICT’.**

Planner Censky presented the amendments to Title 13 of the municipal code, focusing on creating a new, detailed planned mixed-use neighborhood (DPMUN) zoning district. Planner Censky clarified that the proposed new district could apply to all property within the city boundaries. The ordinance is scheduled for public hearing on October 13th alongside other comprehensive plan updates.

The Plan Commission discussed and emphasized the need for flexibility in the proposed mixed-use development zoning, emphasizing that it may be a useful tool in various locations of the City going forward. Vice Chairman Arnett expressed support for allowing a variety of uses, including fire pits, brewpubs, and coffee shops, while seeking to avoid generic strip center-type uses.

Commissioner Hayes agreed with the approach offered through this district, highlighting the importance of using the tool as a flexible zoning option that aligns with the comprehensive plan.

Commissioner Hayes raised concerns about code references in the site plan review and architectural review sections, identifying a typo in section numbers. He also questioned the lack of specific requirements for a phasing plan in the procedures, noting that planned unit developments typically include detailed timetables and benchmark dates. Planner Censky clarified that the phasing plan would be similar to a planned unit development, with details spelled out in the document, and the Plan Commission would decide how to trigger development of non-market-ready parts of the project.

Commissioner Strautmanis touched on the relationship between this zoning designation, the Comprehensive Plans, and Planned Unit Developments (PUDs). Planner Censky explained that sites developed under the new DPMUN could not also request the PUD overlay as part of the rezoning process.

Council member Fitzpatrick is opposed to the overly prescriptive, detailed planned mixed-use neighborhood district language, regardless of whether there is economic viability behind any of it, but appreciated Planner Censky's making accommodations when it was requested to consider this option.

Action:

A motion made by Commissioner Bublitz, seconded by Vice Chairman Arnett, to recommend to the Common Council for amendments to Title 13, Chapter 1 of the Municipal Code (Zoning), Section 13-1-40(a) pertaining to the creation of a new Zoning District to be known as the 'Detailed Planned Mixed-Use Neighborhood Zoning District'. Council member Fitzpatrick voted nay.

Michael Wirth raised concerns about the financial feasibility of the proposed PUD overlay district under SGA. 11, noting it appeared developer-unfriendly, though Planner Censky clarified that property owners could still pursue PUD zoning despite the district's restrictions.

**D. REVIEW, DISCUSSION, AND POSSIBLE ACTION (RECOMMENDATION TO THE COMMON COUNCIL) FOR ADOPTION OF UPDATED CHAPTERS/ELEMENTS AND/OR RELATED EXHIBITS OR APPENDICES TO THE SMART GROWTH COMPREHENSIVE LAND USE PLAN-2025.**

Planner Censky referred to the approval of Chapter 2-Housing, 3-Transportation, 4-Utilities and Community Facilities, and 8-Land Use, and the four related appendices that had been reviewed and accepted by the Plan Commission. She noted that some of the appendices were mislabeled and will be corrected.

Commissioner Strautmanis noted that the Housing Report should be named Appendix A.

A motion made by Vice Chairman Arnett, seconded by Commissioner Bublitz, to recommend to the Common Council for adoption of updated chapters/elements and related exhibits or appendices

to the Smart Growth Comprehensive Land Use Plan-2025.

Michael Wirth raised a concern about data accuracy in Chapter 2 regarding the construction dates of Arabel and Cedar Place and noted an issue with Table 8.4 regarding Wisconsin statute 66.1001 requirements. Mr. Wirth mentioned data showing a need for additional acres of high-density residential land by 2050, but not enough acres are currently identified by the updated plan. He stated it looks like there is an 11-acre shortfall. He urged the Commission to correct the data and designate SGA-11 for high-density use to address the projected shortfall.

## **6. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

Commissioner Strautmanis followed up by discussing infill lots and asked Planner Censky to investigate whether the City can require landowners creating new infill lots have to disclose/deed restrict to make future buyers aware of the infill status and City requirements for plan approval. He also suggested that we require review/approval of infill house plans before any divisions take place, especially in historic neighborhoods, to ensure that they are compatible with city standards. Planner Censky agreed to consult with legal staff about the feasibility of implementing requirements such as these.

## **7. MAYOR'S ANNOUNCEMENTS**

Mayor Thome acknowledged the progress of the Plan Commission regarding the Smart Growth Plan and expressed gratitude to Commission members, including Adam Voltz and City Planner Mary Censky.

## **8. ADJOURNMENT**

A motion was made by Vice Chairman Arnett, seconded by Commissioner Bublitz, to adjourn the meeting at 8:13 p.m. The motion carried unanimously.

Theresa Hanaman  
Administrative Assistant

# PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: October 6, 2025

## General Information:

Agenda Item: **7.A.**

Applicant/Property Owner:

Sig and Egija Strautmanis

Requested Action:

Approval of a waiver to permit more than 720 sq. ft. of cumulative space (sq. ft.) in detached accessory structures on a single-family/two-family residential zoned property.

Current Zoning:

Rs-6 Single-Family/Two-Family Residential

Current Master Plan Classification:

Mixed Single-Family/Two-Family Residential

Surrounding Zoning/Land Use:

North: Rs-6

South: Rs-6

East: Rs-6

West: Rs-5 Single-Family Residential

Lot Size:

~ .55-acres (23,958 sq. ft.)

Location:

W65 N755 Saint John Avenue

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## Discussion:

Section [13-1-101\(g\)](#) of the City Zoning Code provides that “All accessory structures combined, in a single-family and two-family residential district, shall not exceed 720 square feet in area”. This same paragraph goes on to say that “Appeals for a waiver to the restriction on the size of accessory structures shall be made to the Cedarburg Plan Commission”.

The applicant currently has one detached accessory structure on this site – a 1,040 sq. ft. detached garage. They are requesting approval to add a second accessory structure, a 62.75 sq. ft. greenhouse, bringing the combined total square footage of accessory structures to

1,102.75, and overage of 382.75 sq. ft. Maximum permitted quantity of accessory structures on this site is two.

The minimum required lot size in the Rs-6 District is 8,400 square feet. This lot is almost double the size of many other lots in the neighborhood (see [Ozaukee County GIS Aerial Map View – Strautmanis Property](#)) and nearly three times larger than the minimum standard. Even with the requested 382.75 square feet of overage in detached accessory structures, the site would still be well within the Code specified maximum limits of 30% total lot coverage area (proposed is 15.51%), and 36% total floor area (proposed is 19.70%).

The proposed location of the new greenhouse is remote (physically and visually) from the two streets bounding this lot (Walnut and Saint John), and it is inside of a ~6'-tall wooden privacy fence to the north and west.

**Recommendation:**

The Planner recommends the following conditions be attached to any approval the Plan Commission may be inclined toward granting in this matter:

- 1) Applicant to secure the required Building Permit for the 62.75 sq. ft. greenhouse accessory structure prior to the start of construction or placement at the site.





**September 9, 2025**

**SIGURD E. STRAUTMANIS, EGIJA BRUGE STRAUTMANIS**

W65 N755 Saint John Avenue  
Cedarburg, WI 53012

**Parcel Number:** 130780204001

**Site Address:** W65 N755 Saint John Avenue

**Re: Permit Application** – Greenhouse/Accessory Structure

Dear Mr. and Mrs. Strautmanis,

I have reviewed your permit application for the proposed greenhouse at the above property. After examining the plans, I must inform you that the project cannot be approved as submitted.

The proposed greenhouse ~~would be the third detached accessory structure on your lot and~~ would also cause the total accessory structure square footage to exceed the **maximum 720 square feet** permitted under the City's zoning ordinance. Your property currently has ~~two~~ **accessory structures totaling 1,864 square feet**, which already exceeds the allowable size limit. *\*Property currently has 1 Accessory structure totaling 1,040 sq. ft.*

For your reference, the governing ordinance is **Sec. 13-1-101(g)**:

*Accessory uses and detached accessory structures are permitted in the rear yard only except where they may be permitted in PUD Planned Unit Development Overlay Districts; they shall not be closer than ten feet to the principal structure, shall not exceed 20 feet in height, and shall not be closer than three feet to any lot line nor five feet to an alley line. All accessory structures combined, in a single-family and two-family residential district, shall not exceed 720 square feet in area. A maximum of two detached accessory structures are allowed on a residential lot. Appeals for a waiver to the restriction on the size of accessory structures shall be made to the Cedarburg Plan Commission.*

Because of these limitations, I must **deny your permit application** at this time.

You do, however, have options for appeal:

- To request a **waiver of the 720 square foot limit**, you may apply to the **Plan Commission**.
- ~~To seek approval for a third accessory structure, you would need to apply for a variance through the Board of Appeals.~~

If you have any questions about this decision, the appeal process, or what information to provide, please feel free to contact me at **262-375-7609**.

Sincerely,

Jeffrey Thoma  
Building Inspector

Sig and Egija Strautmanis  
W65 N755 St. John Ave  
Cedarburg, WI. 53012

September 22, 2025

City of Cedarburg  
Plan Commission and Board of Appeals  
W63 N645 Washington Ave  
Cedarburg, WI 53012

Dear Members of the Plan Commission ~~and Board of Appeals:~~

By way of this letter, we are submitting materials to be considered by both the Plan Commission and Board of Appeals to allow us to construct a small, custom-designed greenhouse structure on our property located at W65 N755 St. John Avenue. There are two issues we need to resolve based on the denial letter received from Jeff Thoma, Building Inspector: a waiver of the 720 SF maximum for accessory structures ~~and approval of a third accessory structure on our property.~~

We understand the importance of complying with local codes and regulations and are not seeking any exceptions or variances that would adversely affect our neighbors. Our property is quite unique, given the nature of the double lot and a second historic "cottage" on the property. The greenhouse we are seeking to construct is small and intended to tuck into a corner of the yard that was previously a fenced garden area. The location of the greenhouse is at the back of the property near the alley and all but invisible to the neighbors, given the garage and fence that screen the back of the property.

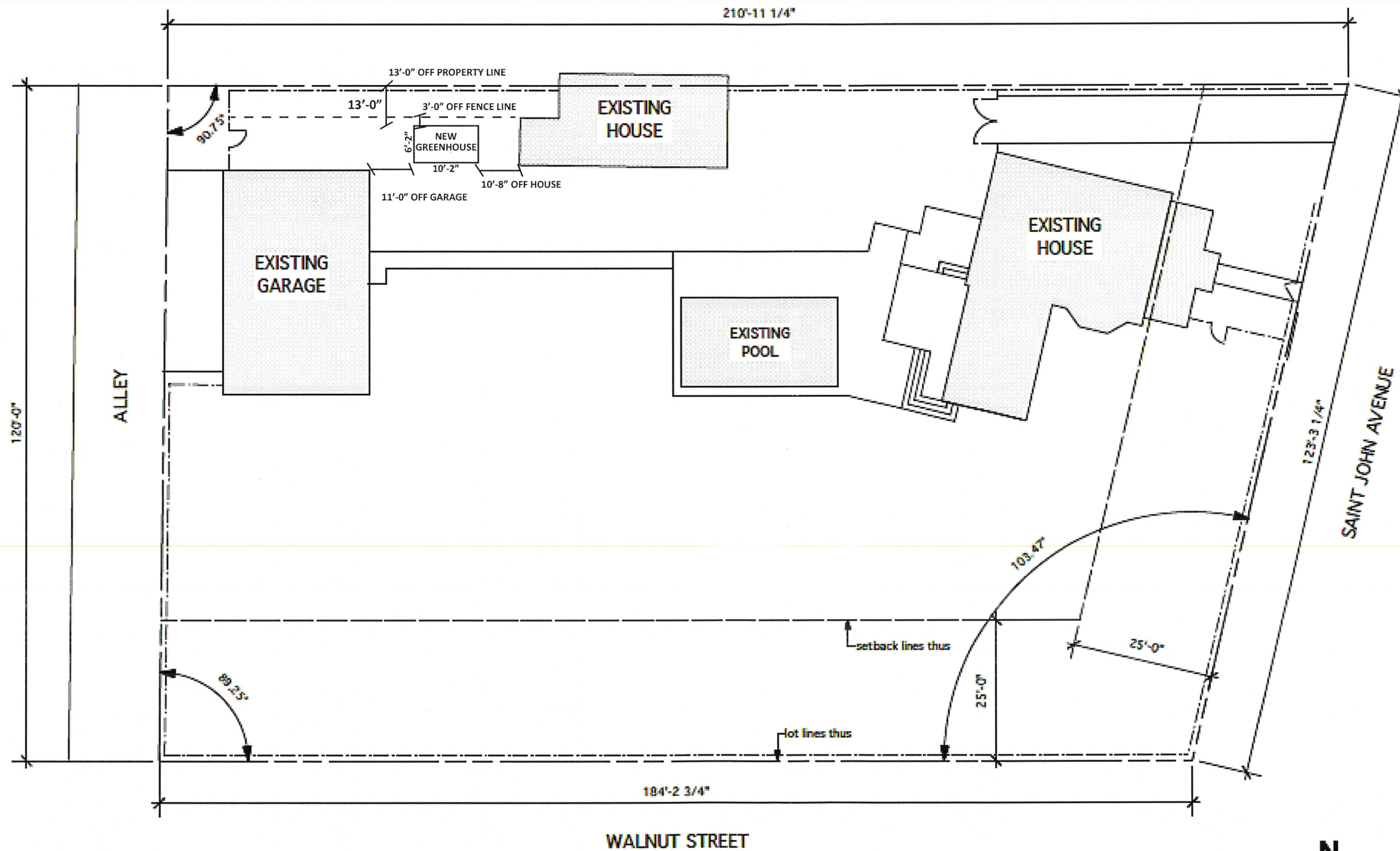
We respectfully request your consideration in granting the waiver to the 720 SF limit for accessory structures ~~as well as a variance to allow for the greenhouse to become a third accessory structure~~ on the property.

We look forward to working with you on the process to realize this small addition to our historic property! I plan on attending the meetings to answer any questions you might have.

Sincerely,



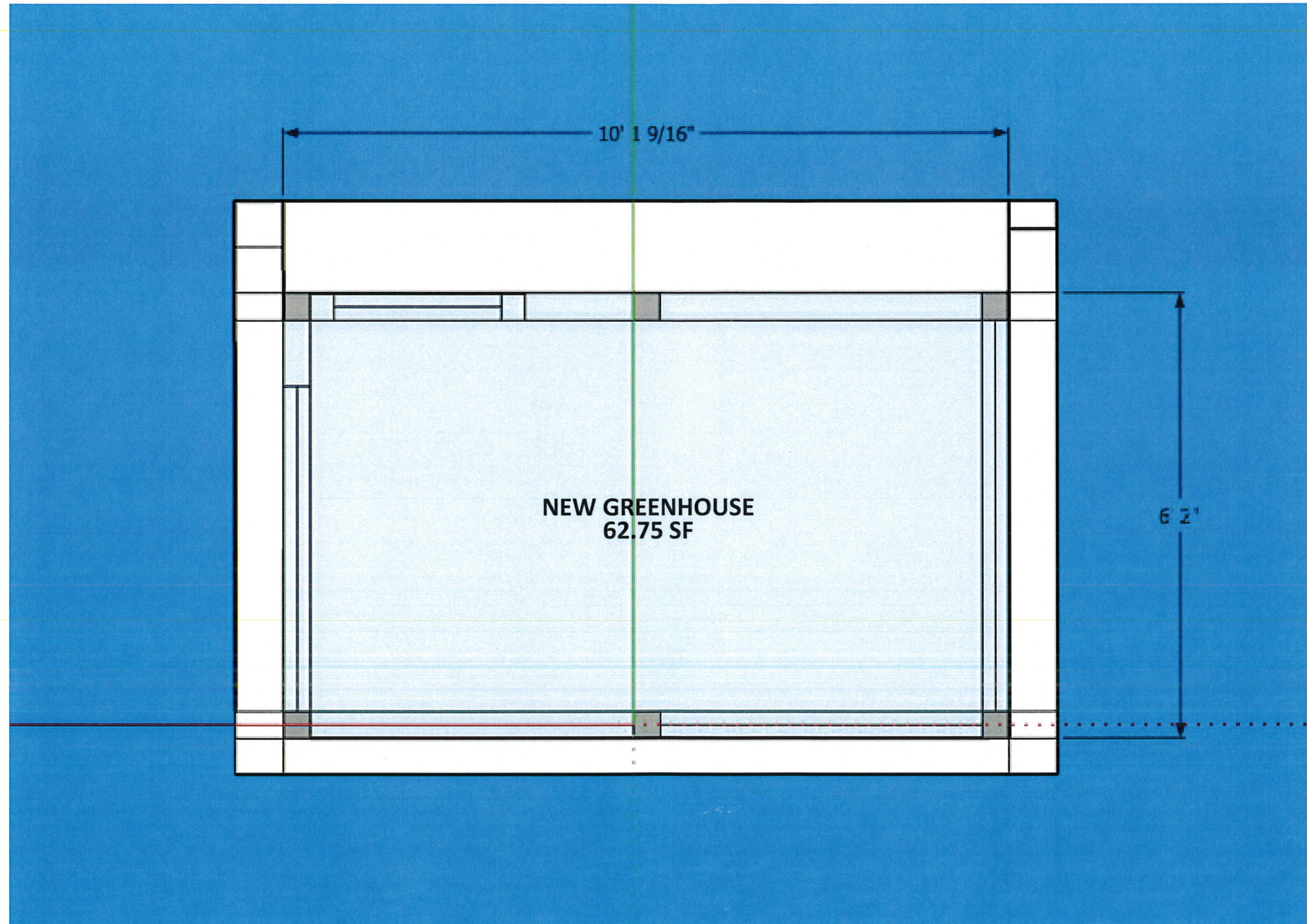
Sig and Egija Strautmanis



**3** EXISTING SITE PLAN  
**D101** Scale: 1" = 20'-0"

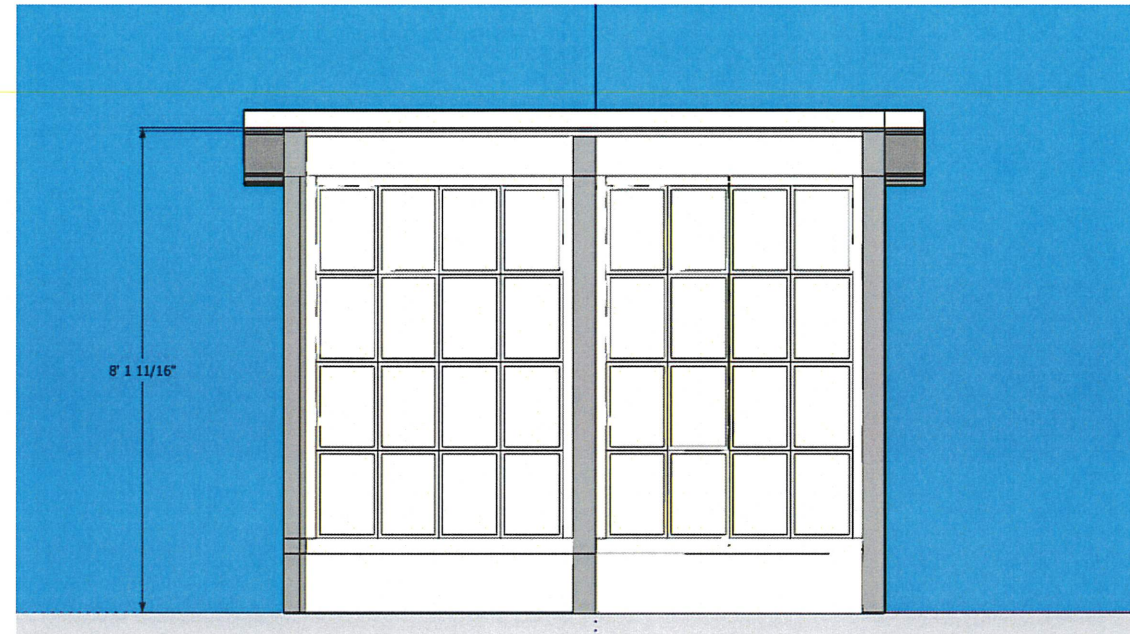


**STRAUTMANIS GREENHOUSE**  
**W65 N755 ST. JOHN AVE**

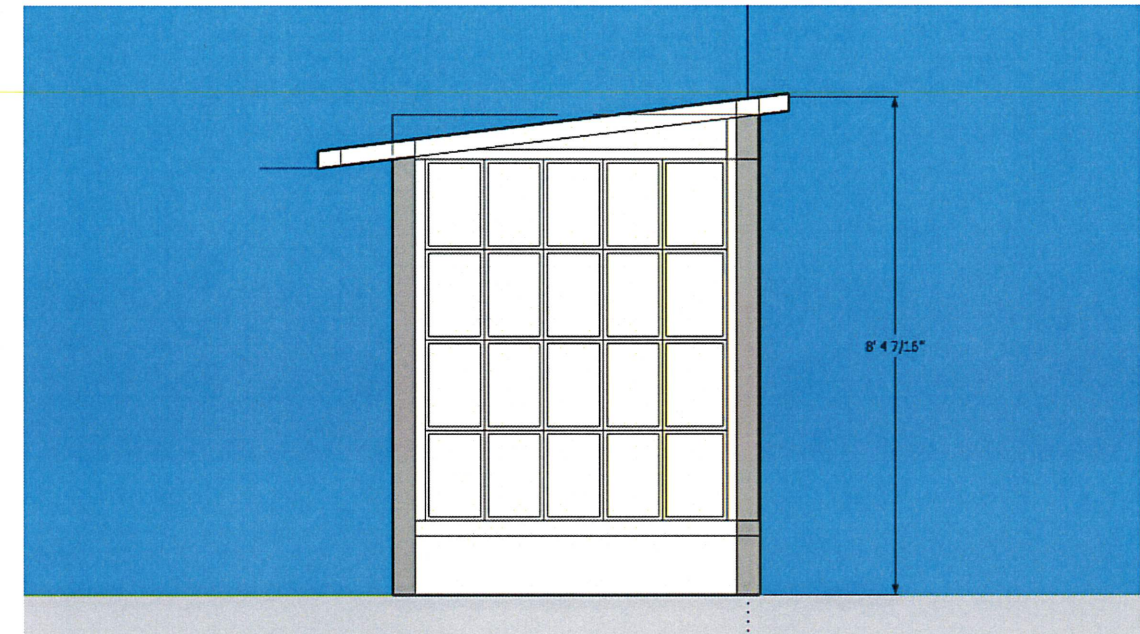


**FLOOR PLAN**  
Not to Scale

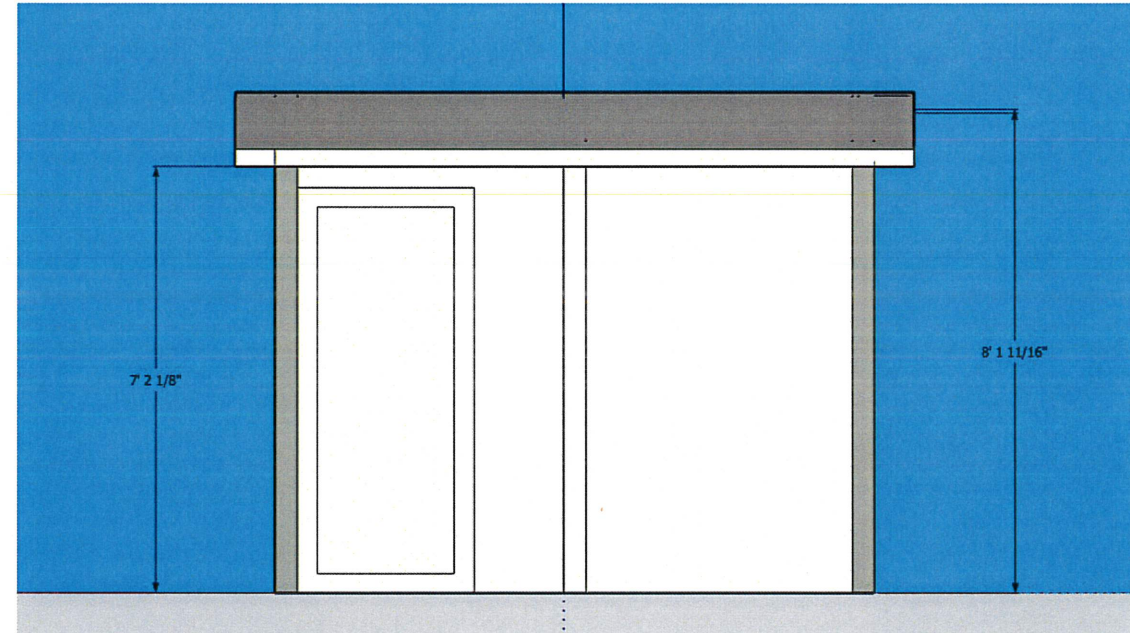
**STRAUTMANIS GREENHOUSE**  
W65 N755 ST. JOHN AVE



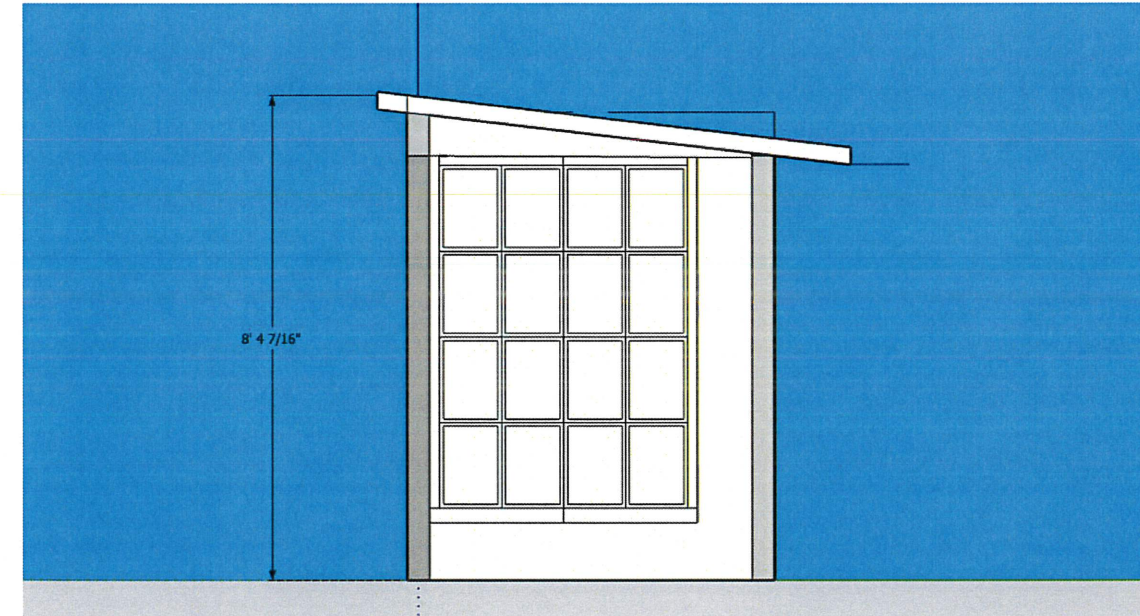
**SOUTH ELEVATION**



**WEST ELEVATION**



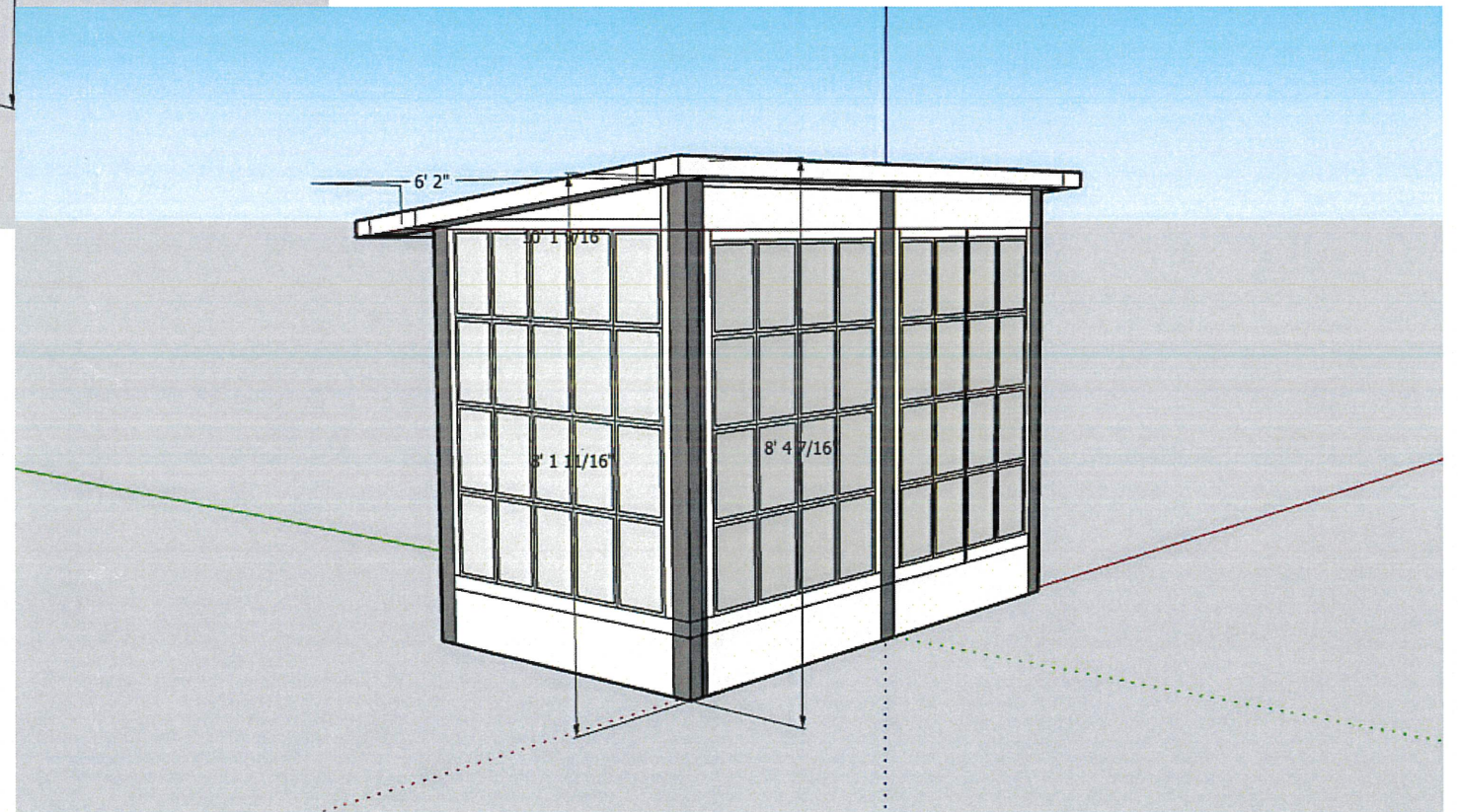
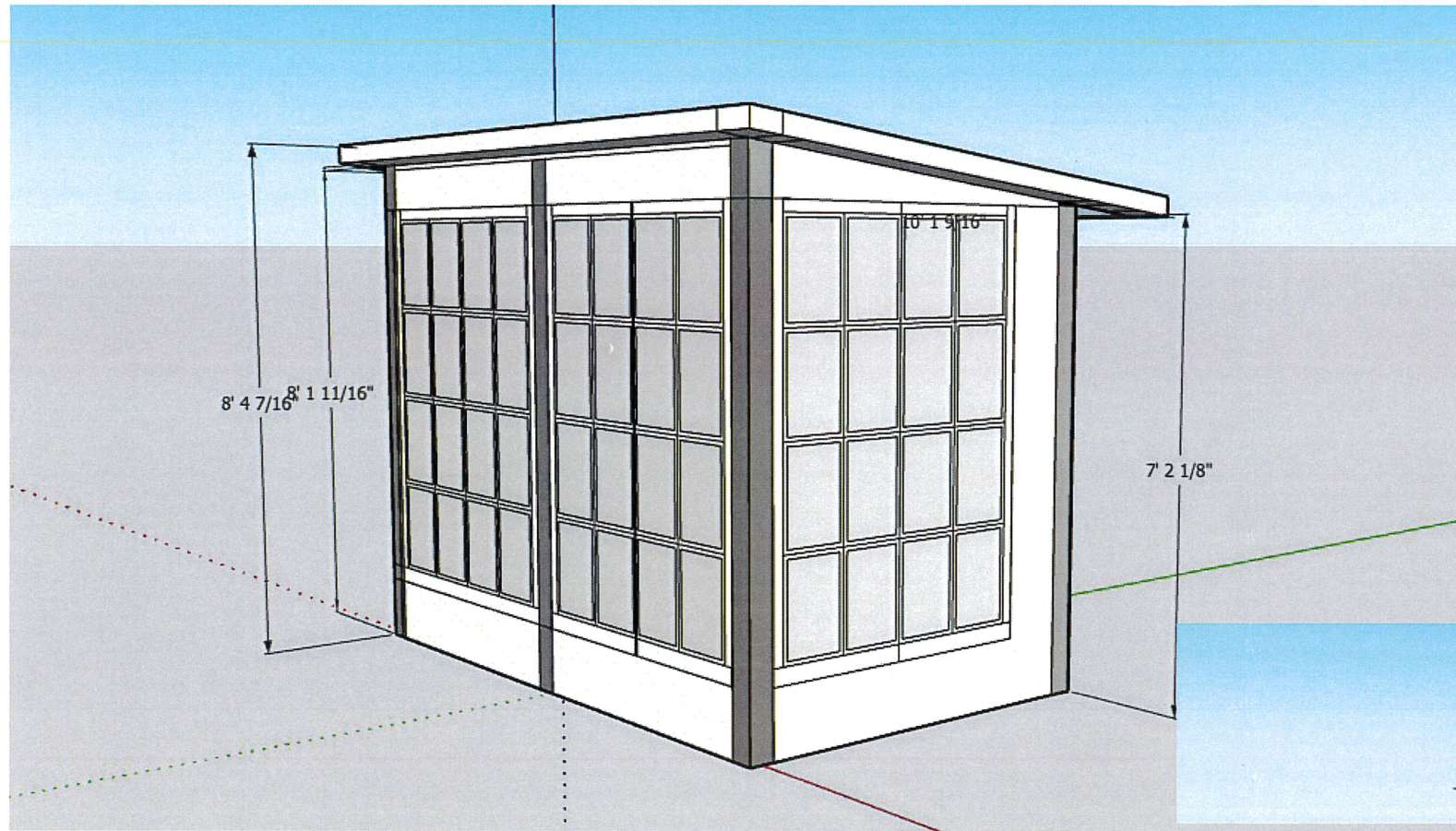
**NORTH ELEVATION**



**EAST ELEVATION**

Not to Scale

**STRAUTMANIS GREENHOUSE  
W65 N755 ST. JOHN AVE**



**PERSPECTIVES**

**STRAUTMANIS GREENHOUSE  
W65 N755 ST. JOHN AVE**



**AERIAL OF GREENHOUSE LOCATION**  
Not to Scale

**STRAUTMANIS GREENHOUSE  
W65 N755 ST. JOHN AVE**



**PHOTO OF SITE**  
Not to Scale

**STRAUTMANIS GREENHOUSE**  
**W65 N755 ST. JOHN AVE**

**BUILDING PERMIT APPLICATION**

W63 N645 Washington Avenue, PO Box 49  
 Cedarburg, WI 53012  
 Ph: 262-375-7609  
[www.cityofcedarburg.wi.gov](http://www.cityofcedarburg.wi.gov)



APPLICATION DATE August 29, 2025

PROJECT ADDRESS W65 N755 St. John Ave Unit/Lot #: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name(s) Sig Strautmanis

Phone (414) 807 - 6415 Cell/Home Email sig@generalcapitalgroup.com

Mailing Address W65 N755 St. John Ave

City Cedarburg State WI Zip 53012

**APPLICANT/CONTRACTOR INFORMATION** (If property owner put "SELF" and include completed Cautionary Statement Form)

Name Sig Strautmanis

Mailing Address W65 N755 St. John Ave

City Cedarburg State WI Zip 53012

Primary Contact Same Office Phone (414) 228 - 3502

Mobile Phone (414) 807 - 6415 Email sig@generalcapitalgroup.com

\*WI Contractor Lic. #: \_\_\_\_\_ Exp: \_\_\_\_\_ \*WI Qualifier Lic. #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 \*License Information is required for contractors wanting to obtain a permit for work on a 1 or 2 Family Dwelling ONLY. Copies are preferred.

**PROJECT INFORMATION**

Project Description Greenhouse

Size of Building (or remodeled area) 63 SF

TOTAL Cost of Project \$1,200

Cost of Building, HVAC, and Labor ONLY \$1,200  
 (Do NOT include the cost of plumbing, electrical, landscaping, etc.)

**Notice:** By signing above, applicant agrees to comply with the applicable requirements of City of Cedarburg Code of Ordinances, State of WI Administrative Codes, and to obey any and all lawful orders of the Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures. This permit shall become VOID if work does not commence within six (6) months of date of issuance.

APPLICANT (Please Print) Sig Strautmanis

APPLICANT SIGNATURE  DATE: 8/27/25  
 (SIGNATURE REQUIRED)

**Office Only**

Permit Fee \$	Plan Review Fee \$	Other Fee \$
Total Due \$	Permit #	Tax Key #
Payment Type: CH / CC / Cash	Check / Rcpt #	Received By:
Approved By:	Cert #	Date:

**Strautmanis Greenhouse**

W65 N755 St. John Ave  
Cedarburg, WI

**Design Narrative**

The proposed 63 SF greenhouse is intended to tuck behind the existing guesthouse in the northwest corner of the yard. The greenhouse was designed using historic storm windows in a similar mullion pattern as the storm windows on the guesthouse. Trim and siding will reflect the same material and color palette as the rest of the structures in the homestead.

Wall Material: Painted wood siding, painted white to match existing buildings

Trim Material: Painted wood trim and details, painted white to match existing buildings

Roof Material: Standing seam, prefinished white metal with wood trim to match existing buildings

Greenhouse Door: Salvaged historic wood door with glass insert. Faces north toward fence. Will not be visible from the main yard or neighbor’s yard.



Legend			
	Tax Parcel		CSM
	Gap		Cemetery Plat
	Overlap		Condominium Plat
	Historical Parcel Lines		Subdivision Plat
	Assessors Plat		Plat of Survey
	US Highway		Town/Public Road
	State Highway		Railroad Centerline
	County Road		Ramp
	Private Road		

Product of the LAND INFORMATION OFFICE

10/2/2025, 8:32:22 AM

10/2/2025, 8:32:22 AM



# PLANNERS REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date Prepared:** October 6, 2025

## **General Information:**

**Agenda Item: 7.B.**

**Applicant/Property Owner:**

Faith Lutheran Church

**Requested Action:**

Action/recommendation to  
Common Council to approve  
Certified Survey Map.

**Current Zoning:**

Part I-1 Institutional and Public  
Service District and part C-2 Non-  
Shoreland Conservancy District I-1  
Institutional and Public Service  
District

**Current Master Plan Classification:**

Governmental and Institutional

**Surrounding Zoning/Land Use:**

North: Rs-5 Single-Family Res  
South: I-1 Institutional and Public  
Service  
East: I-1 Institutional and Public  
Service  
West: I-1 Institutional and Public  
Service

**Lot Size:**

~ 8-acres

**Location:**

At and near N35 W6221 Wilson  
Street

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## **Discussion:**

The applicant proposes this Certified Survey Map (CSM) in order to consolidate the seven separate adjoining parcels they currently own into a single parcel. This CSM would also meld the unbuilt portion of Grant Avenue public road right-of-way into the new lot and dedicate to the public a portion of Wilson Street right-of-way that was not previously dedicated.

The City staff, including Engineer/Director of Public Works, Wastewater, Public Works, Planner, and Light & Water, Fire Dept,... have reviewed this CSM and have no objections as presented. Adequate easements are given at this time to ensure the City has permanent access to the existing sanitary sewer and water utilities located in the portion of Grant Avenue to be vacated.

**Recommendation:**

If the Plan Commission is inclined to make a favorable recommendation to the Common Council in this matter, the Planner recommends the following conditions be considered for attachment:

- 1) This map will not be signed by the City or eligible for recording until all the statutorily required processes for vacation of the unbuilt portion of Grant Avenue public road right-of-way have been completed.



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: [REDACTED]

APPLICANT/BUSINESSNAME: Faith Lutheran Church

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT):

PROPERTY OWNER MAILING ADDRESS:

PROPERTY OWNER PHONE: PROPERTY OWNER EMAIL:

REQUEST FOR (CHECK ALL THAT APPLY):

- CONCEPT REVIEW
- SITE/ARCHITECTURAL PLAN APPROVAL
- SUBDIVISION PLAT OR CSM REVIEW
- ZONING DISTRICT CHANGE
- CONDITIONAL USE ZONING
- ANNEXATION REQUEST
- VARIANCE/BOARD OF APPEALS
- OTHER

DESCRIBE REQUEST: CSM review as plan submitted by Certified Survey Map emailed.

PLEASE SUBMIT: FIVE (5) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST FOR CITY STAFF REVIEW -PLUS ELECTRONIC FIVE (5) FULL SETS OF SUPPORTING DRAWINGS, SKETCHES OR SURVEY MAPS FOR CITY STAFF REVIEW PLUS ELECTRONIC TEN (10) SETS OF PLANS (11" x 17" MAX) FOR PLAN COMMISSION REVIEW -PLUS ELECTRONIC

ELECTRONIC COPIES MAY BE SENT TO [THANAMAN@CITYOCFEDARBURG.WI.GOV](mailto:THANAMAN@CITYOCFEDARBURG.WI.GOV)

The undersigned certifies that he/she has familiarized themselves with the State and Local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct. This application shall be signed by the property owner(s).

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 9/29/25 Church Council President

**FOR CITY STAFF USE ONLY**

TOTAL FEE: \$ 385.00 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 9-29-25

APPLICATION AND FEE RECEIVED BY: [Signature] PLAN COMMISSION MEETING DATE: 10-06-25

ATTACHMENTS (CHECK IF RECEIVED):

- FIVE DESCRIPTIONS
- FIVE FULL-SIZE SETS
- THIRTEEN PLAN SETS

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-031-03-001.00

ZONING: I-1 ALDERMANIC DISTRICT: PREVIOUS MEETING:

**Certified Survey Map No. \_\_\_\_\_**

Part of Outlot 1 Block 3 Cedar Pointe Subdivison, being part of the Northwest  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin, All of Lots 1 and 2 Block 15 and Lots 1, 2, and 3 Block 16, all in Westlawn Park Addition No. 2, and that part of Vacated Grant Avenue, and unplatted lands, all being part of the Northeast  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

**Surveyor:**

Richard Simon  
Cornerstone Land Surveying, Inc.  
5080 Fairy Chasm  
West Bend, WI 53095  
rls2698@gmail.com  
(262) 424-5630

**Owners:**

Faith Lutheran Church, Inc.  
Courtney Schoofs, President  
N35 W6221 Wilson Street  
Cedarburg, WI 53012

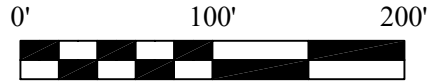
# Certified Survey Map No. \_\_\_\_\_

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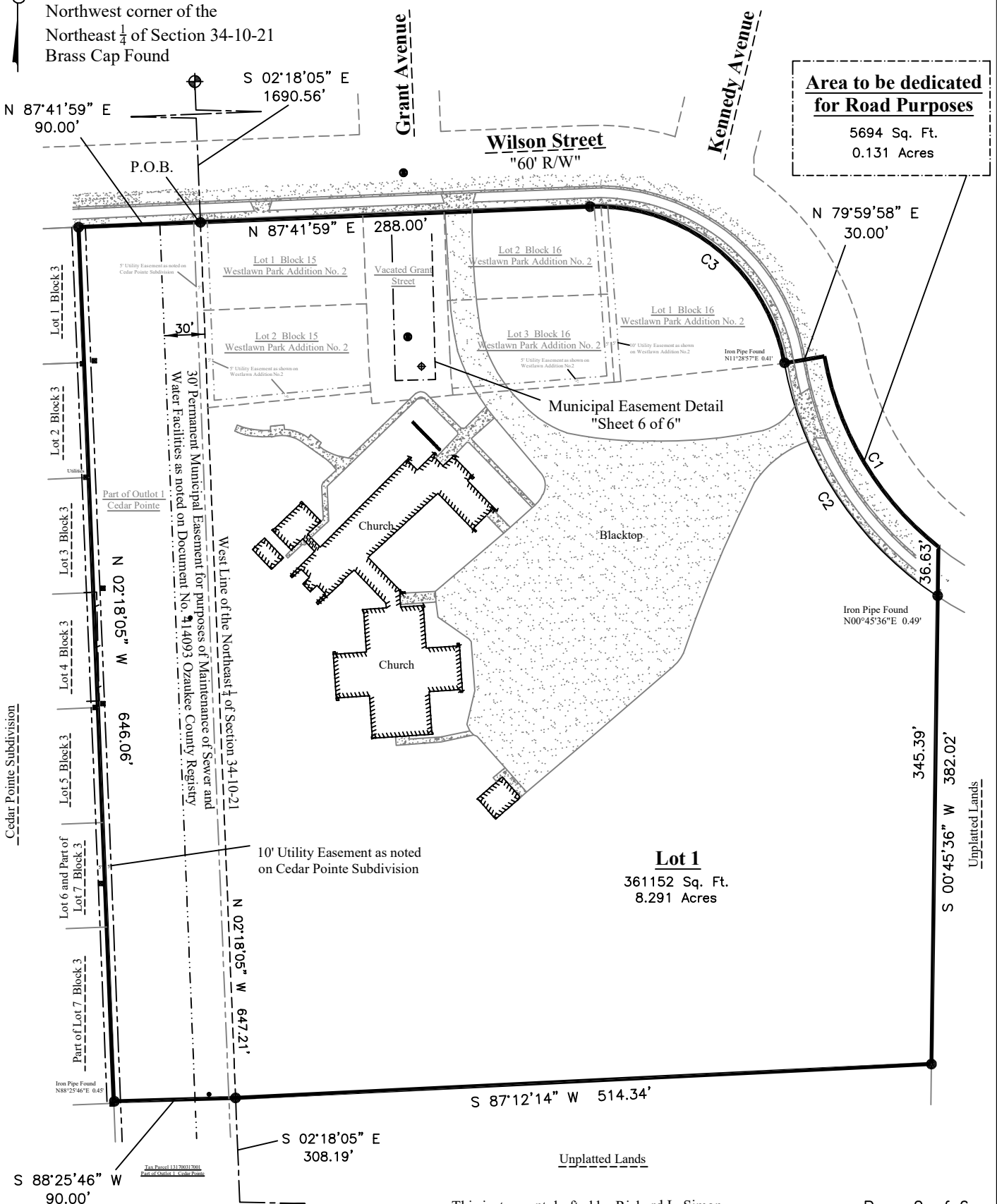
## Legend:

- Denotes 1" Iron Pipe Found

Scale 1" = 100'



Northwest corner of the  
Northeast  $\frac{1}{4}$  of Section 34-10-21  
Brass Cap Found



Cedar Pointe Subdivision

Unplatted Lands

Southwest corner of the  
Northeast  $\frac{1}{4}$  of Section 34-10-21  
Chisled "+" Found

### Curve Data

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	230.37'	167.60'	163.93'	S 30°50'46" E	41°41'04"
C2	260.37'	211.87'	206.07'	S 33°17'45" E	46°37'23"
C3	140.00'	201.07'	184.23'	S 51°07'15" E	82°17'23"

This instrument drafted by Richard L. Simon

Page 2 of 6

## Certified Survey Map No. \_\_\_\_\_

Part of Outlot 1 Block 3 Cedar Pointe Subdivison, being part of the Northwest  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin, All of Lots 1 and 2 Block 15 and Lots 1, 2, and 3 Block 16, all in Westlawn Park Addition No. 2, and that part of Vacated Grant Avenue, and unplatted lands, all being part of the Northeast  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin

### Surveyor's Certificate

I, Richard L Simon, Professional Land Surveyor, hereby certify that I have Surveyed:

Part of Outlot 1 Block 3 Cedar Pointe Subdivison, being part of the Northwest  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin, All of Lots 1 and 2 Block 15 and Lots 1, 2, and 3 Block 16, all in Westlawn Park Addition No. 2, and that part of Vacated Grant Avenue, and unplatted lands, all being part of the Northeast  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin.

#### **Described as follows:**

Part of Outlot 1 Block 3 Cedar Pointe Subdivison, being part of the Northwest  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin, All of Lots 1 and 2 Block 15 and Lots 1, 2, and 3 Block 16, all in Westlawn Park Addition No. 2, and that part of Vacated Grant Avenue, and unplatted lands, all being part of the Northeast  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin.

Commencing at the Northwest corner of said Northeast  $\frac{1}{4}$ , thence S02°18'05"E along the West line of said Northeast  $\frac{1}{4}$ , 1690.56 feet to a point on the South Right of Way Line of Wilson Street and the Point of Beginning of this description; thence N87°41'59"E along said South Line, 288.00 feet; thence Southeasterly along a 201.07 foot Arc to the Right, Radius - 140.00 feet, Chord Bearing - S51°07'15"E, Chord Length - 184.23 feet; thence N79°59'58"E, 30.00 feet; thence Southeasterly along a 167.60 foot Arc to the Left, Radius - 230.37 feet, Chord Bearing - S30°50'46"E, Chord Length - 163.93 feet; thence S00°45'36"W, 382.02 feet; thence S87°12'14"W, 514.34 feet to a point on the West line of said Northeast  $\frac{1}{4}$ ; thence S88°25'46"W, 90.00 feet; thence N02°18'05"W, 646.06 feet to a point on said Southern Right of Way Line; thence N87°41'59"E along said Southerly Right of Way, 90.00 feet to the point of beginning.

Said description contains 366846 Sq. Ft or 8.422 Acres

That I have made such survey, division, dedication, and map by the direction of Courtney Schoofs, President of Faith Lutheran Church, Inc.

That this map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with provisions of s. 236.34 of the Wisconsin Statutes and the City of Cedarburg in in surveying, dividing, dedicating, and mapping the same.

Dated this 20th day of August, 2025

Municipal Easement this 18th day of September, 2025

Richard L Simon, P.L.S. #2698  
Cornerstone Land Surveying  
5080 Fairy Chasm Road  
West Bend, WI 53095  
262-424-5630

#### **Notes:**

- 1) Bearings are referenced to the West Line of the Northeast  $\frac{1}{4}$  of Section 34, Township 10 North, Range 21 East, City of Cedarburg, bearing N 02°18'05" W (State Plane Coordinate System South Zone (NAD 83)).

**Certified Survey Map No. \_\_\_\_\_**

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**Owner's Certificate**

I, Courtney Schoofs, President of Faith Lutheran Church, Inc. do hereby certify that I caused the land described in the foregoing affidavit of Richard L. Simon , Surveyor, to be surveyed, divided, dedicated and mapped as represented on this Certified Survey Map.

WITNESS the hand and seal of said Signer, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Courtney Schoofs, President

State of Wisconsin ) SS  
\_\_\_\_\_ County)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the above named Courtney Schoofs, to me, known to be the people who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, State of Wisconsin

My commission expires: \_\_\_\_\_

**City of Cedarburg Municipal Utility Easement**

No improvements can be placed within easement area without prior review and approval from the City of Cedarburg. If approval is granted and improvements are placed within easement area it is understood that the City has the right to fix and maintain Utilities within easement area. The City of Cedarburg has the right to disturb, damage, or remove anything within the easement area. When complete the City of Cedarburg is only responsible for basic restoration to safe conditions.

**Certified Survey Map No. \_\_\_\_\_**

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**City of Cedarburg Planning Commission Approval**

This Certified Survey Map is hereby approved by the Planning Commission of the City of Cedarburg on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Patricia Thome, Chairperson Dated

\_\_\_\_\_  
Theresa Hanaman, Secretary Dated

**City of Cedarburg Common Council Approval**

This Certified Survey Map, having been approved by the Planning Commission being the same, is hereby approved and accepted by the City of Cedarburg on this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Patricia Thome, Chairperson Dated

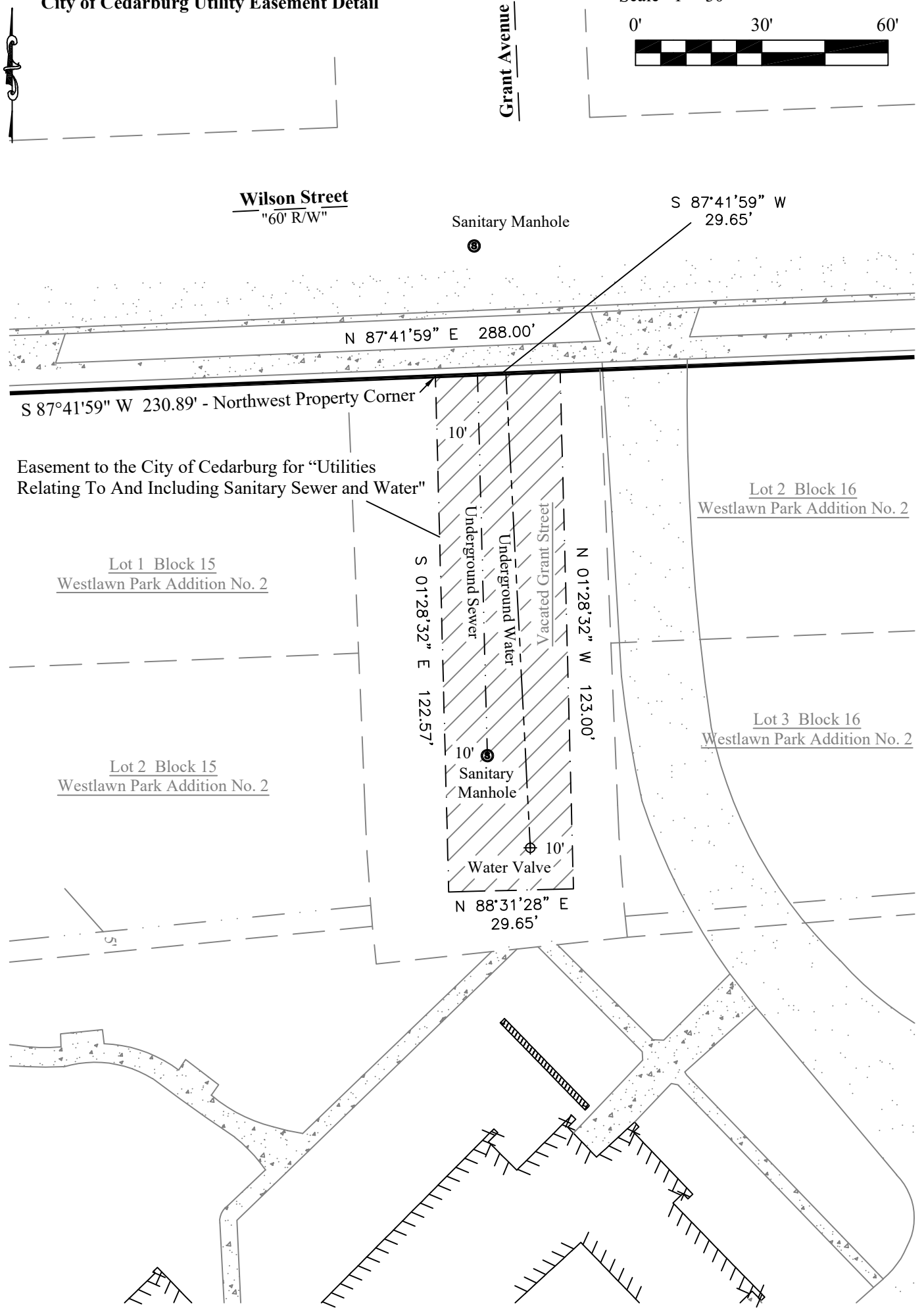
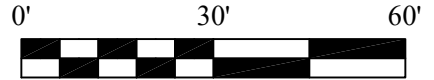
\_\_\_\_\_  
Tracie Sette, City Clerk Dated

**Certified Survey Map No. \_\_\_\_\_**

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**City of Cedarburg Utility Easement Detail**

Scale 1" = 30'



Easement to the City of Cedarburg for "Utilities Relating To And Including Sanitary Sewer and Water"

Lot 1 Block 15  
Westlawn Park Addition No. 2

Lot 2 Block 15  
Westlawn Park Addition No. 2

Lot 2 Block 16  
Westlawn Park Addition No. 2

Lot 3 Block 16  
Westlawn Park Addition No. 2

# FAITH LUTHERAN CHURCH - Aerial Map View



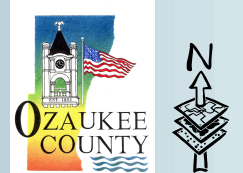
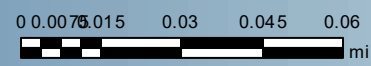
X=Property Owned by Faith Lutheran Church

Legend			
	Tax Parcel		CSM
	Gap		Cemetery Plat
	Overlap		Condominium Plat
	Historical Parcel Lines		Subdivision Plat
	Assessors Plat		Plat of Survey
	US Highway		Town/Public Road
	State Highway		Railroad Centerline
	County Road		Ramp
	Private Road		

Product of the LAND INFORMATION OFFICE

9/25/2025, 10:50:05 AM

9/25/2025, 10:50:05 AM



DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled.

## PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: October 6, 2025

### General Information:

Agenda Item: **7.C.**

Applicant/Property Owner:

City of Cedarburg

Request:

Approval of Temporary Use holiday market style mobile food (*prepackaged type food & nonalcoholic beverage*) and vending (*Santa House related items*) shack (accessory to the Santa House) from November 10, 2025, to January 9, 2026.

Location:

W62N570 Washington Avenue

---

### Discussion:

The proposed temporary use holiday market shack is built on a mobile trailer base. It will be extensively decorated (including the trailer base and tongue) in a holiday theme to compliment the Santa House. This is a not-for-profit endeavor with the proceeds from sales of Santa House related merchandise and nonalcoholic beverages intended to support the ongoing Santa House operations. The property is owned by the City and is tax-exempt. The size of the shack will not exceed 8' x 10' (80 sq. ft.) in size/area.

Google Map Street View-May,2022



Ozaukee County GIS Aerial Map View - 2024



Section [7-18-7](#) of the City Code provides the general operating restrictions for mobile vendors and food establishments.

Section [13-1-22](#) of the City Code provides that requests for a temporary structure that is in place for a period exceeding 14 days are permitted annually only from October 1 through April 30, and in that case, only after the request is reviewed and approved by the Plan Commission and, if the property is located in the Historic Preservation District, the Landmarks Commission. On September 29, 2025, the Landmarks Commission did recommend in favor of this use as presented.

**Recommendation:**

If the Plan Commission is inclined toward an approval in this matter, the following conditions should be considered for attachment thereto:

- 1) Applicant must comply fully with the operating restrictions as set forth in [Section 7-18-7](#).
- 2) Term of use permitted is November 10, 2025, through January 9, 2026.
- 3) The mobile vending/food holiday market shack shall be inspected and approved for use and occupancy by both the City Building Inspector and the City Fire Inspector prior to the start of use.
- 4) Consistent with [Section 7-18-2 of the City Code](#), the applicant must obtain a mobile vending/food license prior to the start of use unless the Plan Commission shall find [ref [Section 7-18-3\(f\)](#)] that this use is appropriate for exemption from licensure.



# TEMPORARY USE APPLICATION

(private property only)

City of Cedarburg  
W63N645 Washington Ave  
PO Box 49  
Cedarburg WI 53012  
(262) 375-7600  
www.ci.cedarburg.wi.us

Applicant Name: City of Cedarburg Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Location Address: W63 N641-645 Washington Ave.

Property Owner: City of Cedarburg Phone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Use: Specialty Food/BEV Sales - Mobile

\* Dates of Operation: \_\_\_\_\_ \* Hours of Operation: \_\_\_\_\_

**The following information needs to be submitted along with this completed application:**

- 1) ~~Payment of \$27.50 fee via cash, charge or check.~~
- 2) Drawing showing location in relation to lot lines and other structures on site.  
(if more space is needed use other side of page)

Near Santa House (see map attached)

The undersigned certifies that he/she has familiarized himself/herself with the State and Local Codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

\* [Signature] \_\_\_\_\_ 9/16/25 \_\_\_\_\_  
Property Owner Signature Date

**Conditions of Approval:**

- 1) The applicant shall be responsible to correct any problem that may result from this use immediately upon notification.
- 2) All items shall be a minimum of two feet from the sidewalk.
- 3) No unattended merchandise stands, displays or materials are allowed.
- 4) Use of public street waste containers is not permitted.

**APPLICATION APPROVED BY:**

City Planner \_\_\_\_\_ Date \_\_\_\_\_ Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Fire Inspector \_\_\_\_\_ Date \_\_\_\_\_

**FOR CITY STAFF USE ONLY**

mmc TOTAL FEE: \$ 27.50 DATE FEE PAID: N/A APPLICATION AND FEE RECEIVED BY: N/A

IF USE IS IN THE HISTORIC DISTRICT, LANDMARKS COMMISSION MEETING DATE AND TIME: \_\_\_\_\_

IF USE EXCEEDS FOURTEEN DAYS, PLAN COMMISSION MEETING DATE AND TIME: \_\_\_\_\_

cc: Applicant Festival Committee  
Deputy City Clerk Cedarburg Police Department  
Temporary Permit File Property File Tax Key No: 13-107-04-01-000



Subject: Request for Temporary Holiday Structure Placement – Community Gym Area

Dear Landmarks and Plan Commission,

On behalf of the Cedarburg Christmas Committee, I respectfully submit this request to place a temporary seasonal structure in front of the Community Gym, adjacent to the existing directional sign and directly across from the Santa House location. The proposed installation would run from November 10 through January 9, aligning with Cedarburg's festive holiday programming.

The structure will be designed to complement the aesthetic of Christkindlmarket buildings, contributing to the charm and vibrancy of the downtown holiday experience. It will be used to sell hot cider, hot chocolate, and Santa House-related merchandise, with all proceeds supporting the ongoing financial sustainability of the Santa House and its programming.

We are currently evaluating three potential footprint options—8x6, 8x8, or 8x10—and will select the size that best fits the available space without obstructing pedestrian flow or visibility. The structure will be professionally installed and maintained throughout the season, with all necessary safety and accessibility considerations in place.

We appreciate the City's continued support of community-driven holiday initiatives and look forward to collaborating on this effort to enhance Cedarburg's seasonal offerings.

Sincerely,  
Mikko Hilvo  
City Administrator/Christmas Committee Member



City of Cedarburg \* W63N645 Washington Ave \* P.O. Box 49 \* Cedarburg, Wisconsin 53012-0049 \* (262) 375-7600 \* Fax (262) 375-7906 Website: [www.ci.cedarburg.wi.us](http://www.ci.cedarburg.wi.us)

8:11



### Hunting shack

\$3,000 ~~\$3,400~~

✔ Message sent to seller

See conversation



Alerts



Message



Share



Save

### Description

I have a Amish built 8x10 stand that's on a nice trailer. 3/4-in plywood, floor and 3/4-in tongue and groove siding Would make a beautiful hunting s...

See more



### Hunting shack

\$3,000 ~~\$3,400~~

✔ Message sent to seller

See conversation



Alerts



Message



Share



Save

### Description

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Alerts



Message



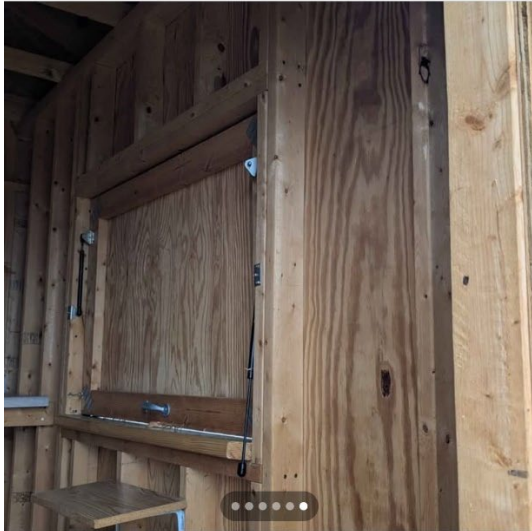
Share



Save

### Description

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### Hunting shack

\$3,000 ~~\$3,400~~

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See conversation



Alerts



Message



Share

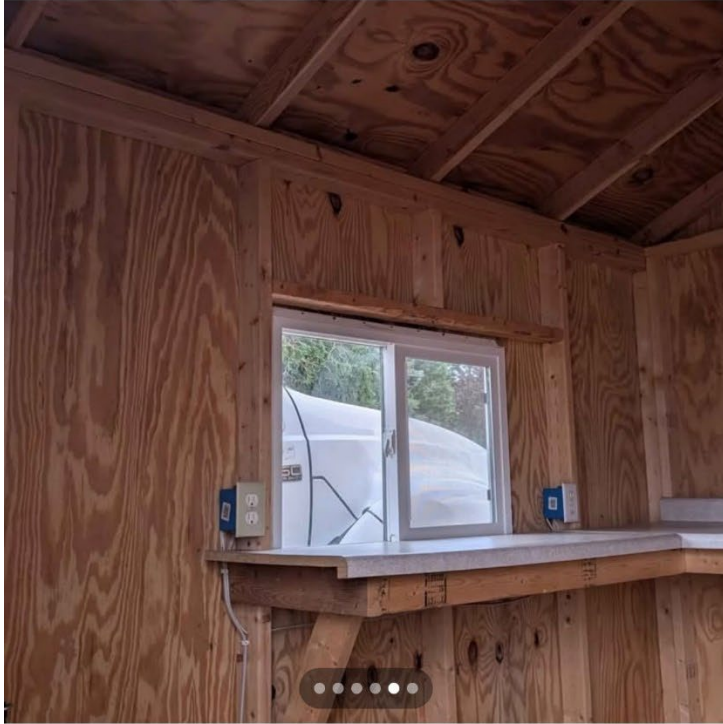


Save

### Description

I have a Amish built 8x10 stand that's on a nice trailer. 3/4-in plywood, floor and 3/4-in tongue and groove siding Would make a beautiful hunting s

8:13



### Hunting shack

\$3,000 ~~\$3,400~~

✔ Message sent to seller

See conversation



Alerts



Message



Share



Save

### Description

I have a Amish built 8x10 stand that's on a nice trailer. 3/4-in plywood, floor and 3/4-in tongue and groove siding Would make a beautiful hunting s

Location for Temporary Structure – Measuring tape is marking 10FT x 10 FT





A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, September 25, 2025, at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, Room 1.

1. The meeting was called to order by Chairperson Tom Kubala at 8:30 a.m.

2. Roll Call: Present – Chairperson Tom Kubala, Council Member Kristin Burkart, Elizabeth Krimmel, Erin Puro,

Excused - Vice Chairperson James Pape, Tomi Fay Forbes

Absent - Doug Yip

Also Present – City Planner Mary Censky, Administrative Assistant Theresa Hanaman, City Administrator Mikko Hilvo

**3. STATEMENT OF PUBLIC NOTICE**

Administrative Assistant Hanaman acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**4. APPROVAL OF MINUTES**

Motion made by Commissioner Puro and seconded by Commissioner Krimmel to approve the minutes of the September 11, 2025, meeting. Motion carried without a negative vote. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip absent.

**5. REVIEW, DISCUSSION, AND POSSIBLE ACTION/RECOMMENDATION TO THE PLAN COMMISSION ON THE REQUEST OF APPLICANT/PROPERTY OWNER CITY OF CEDARBURG FOR APPROVAL OF A TEMPORARY USE HOLIDAY MARKET TYPE MOBILE VENDING SHACK (ACCESSORY TO THE SANTA HOUSE) TO BE PLACED IN THE FRONT YARD OF THE GYMNASIUM LOCATED AT W63 N641 WASHINGTON AVENUE. THIS PROPERTY IS ZONED I-1 INSTITUTIONAL AND PUBLIC SERVICE DISTRICT WITH HISTORIC PRESERVATION OVERLAY.**

Chairman Kubala switched the order of the agenda to discuss and take action on Item B first.

City Administrator presented a request for a Temporary Use Permit for the placement of a holiday market-type mobile vending shack (accessory to the Santa house from November 10, 2025, to January 9, 2026).

The proposed temporary holiday market shack is built on a mobile trailer base. It will be extensively decorated (including the trailer base) in a holiday theme to complement the Santa House. This is a not-for-profit endeavor with the proceeds from sales of Santa House-related merchandise and nonalcoholic beverages intended to support the ongoing Santa House operations. The size of the shack will not exceed 8' x 10' (80 sq. ft.) in size/area.

The following conditions should be considered:

- 1) Applicant must comply fully with the operating restrictions as set forth in Section 7-18-7.
- 2) Term of use permitted is November 10, 2025, through January 9, 2026.
- 3) The mobile vending holiday market shack shall be inspected and approved for use and occupancy by both the City Building Inspector and the City Fire Inspector prior to the start of use.
- 4) Consistent with Section 7-18-2 of the City Code, the applicant must obtain a mobile vending license prior to the start of use unless the Plan Commission shall find [ref Section 7-18-3(f)] that this use is appropriate for exemption from licensure.

A motion was made by Commissioner Puro, seconded by Council Member Burkart to approve the Temporary Use Permit for the holiday market type mobile vending shack and to include the Planner's recommendations. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip Absent.

**6. REVIEW, DISCUSSION, AND POSSIBLE APPROVAL OF THE APPLICANTS' REQUEST TO REPLACE THE TWO (BACK-TO-BACK) FACES ON AN EXISTING PROJECTING SIGN SERVING THEIR RESTAURANT USE, PJ PIPER PANCAKE HOUSE, LOCATED AT W61 N614 WASHINGTON AVENUE. THE APPLICANT IS DIMITRIOS TSIOUTSIPOULIS (D/B/A PJ PIPER LLC), IN CARE OF FAST SIGNS. THE PROPERTY OWNER IS EFT PROPERTIES LLC. THIS PROPERTY IS ZONED B-3 CENTRAL BUSINESS DISTRICT WITH HPD HISTORIC PRESERVATION OVERLAY.**

Council Member Burkhart questioned whether or not this sign was illuminated either internally or externally. Planner Censky stated they would not be allowed to have an internally lighted sign.

The following conditions should be considered:

- 1) The applicant is to verify the height to the bottom of the sign, measured from the sidewalk, is not less than eight (8) feet.

**CITY OF CEDARBURG**

**MEETING DATE:** October 6, 2025

**ITEM NO:** D.

**TITLE:**

Review, discussion, and possible action (recommendation to the Common Council) for adoption of updated Chapters/Elements and/or related Exhibits or Appendices to the Smart Growth Comprehensive Land Use Plan-2025.

**ISSUE SUMMARY:**

**STAFF RECOMMENDATION:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:**

**ATTACHMENTS:**

None

**INITIATED/REQUESTED BY:**

Plan Commission

**FOR MORE INFORMATION CONTACT:**

Mary Censky, Planner