



**CITY OF CEDARBURG
A MEETING OF THE PLAN COMMISSION
MONDAY, JANUARY 5, 2026 – 7:00 PM**

A meeting of the Plan Commission, City of Cedarburg, Wisconsin, will be held on Monday, January 5, 2026 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. The meeting can be viewed via the City's YouTube channel:

www.youtube.com/@cityofcedarburgwi8412

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Mayor Patricia Thome, Vice Chairman Jack Arnett, Council Member James Fitzpatrick, Sig Strautmanis, Sherry Bublitz, Jon Scholz, and James Hayes.
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. December 1, 2025
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. PUBLIC HEARINGS; AND ACTION THEREON
 - A. Public hearing, discussion, and possible action on the request of applicant Rebekah Luedcke, d/b/a A Geek Boutique, for Conditional Use Permit approval related to her proposed outdoor recreation/entertainment use and site plan in the side yard of her business located at W63 N633A Washington Avenue. This property, owned by Collins Investments LLC, is zoned part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District.
7. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible action/recommendation to the Common Council on the request of applicant Happy Place Cooking Space, LLC, in c/o Sally Wagner, to amend the Zoning Code, adding the use 'Teaching kitchen/small scale commercial kitchen' to the list of Conditional Uses in the M-2 General Manufacturing District [Section 13-1-60(d)], and adding a definition [at Section 13-1-240(b)] and a parking standard [at Section 13-1-82(h)(4)] for same.
 - B. Applicant, Kate Schley, d/b/a Coach House Homes, requests favorable recommendation to the Common Council for Planned Unit Development

Overlay rezoning based upon the revised concept presented for a seven lot/home single-family-detached residential infill development proposed for the properties located at W59 N367 Hilbert Avenue & W61 N394 Washington Avenue. This 1.78-acre site, owned by Wendell Lee LLC in c/o Paula Motte, is zoned Rs-5 Single-Family Residential.

- C. Applicant Lakeside Development Company, in c/o Brian Scheive, requests concept review, discussion and feedback on their plans to clear and redevelop the 3.04-acre property located at W66 N622 Madison Avenue, into a sixteen unit single-family detached 'front porch' neighborhood. This M-1 Limited Manufacturing District zoned property is owned by Oak Gap Madison Avenue LLC.

8. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

9. MAYOR'S ANNOUNCEMENTS

10. 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.

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



**CITY OF CEDARBURG
PLAN COMMISSION
December 1, 2025**

A meeting of the City of Cedarburg Plan Commission was held on Monday, December 1, 2025, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers, and online via the Zoom app.

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Vice Chairman Arnett

2. ROLL CALL

Mayor Patricia Thome(arrived at 7:21 pm), Vice Chairman Jack Arnett, Sherry Bublitz, Jon Scholz, and James Hayes

Excused - Council Member James Fitzpatrick, Sig Strautmanis

Also Present - City Planner Mary Censky, City Administrator Mikko Hilvo(arrived at 7:21 pm), Administrative Assistant Theresa Hanaman

3. 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.

4. APPROVAL OF MINUTES

A motion was made by Commissioner Scholz, seconded by Commissioner Bublitz, to approve the meeting minutes for November 3, 2025. The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis excused.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS – NONE

6. PUBLIC HEARING; AND ACTION THEREON

Vice Chairman Arnett declared the Public Hearing open at 7:06 pm

A. Review, discussion, and possible action on the request of applicant Penske Truck Rental (in c/o Garrett Carlson) for Conditional Use Permit approval to establish the use of truck rentals as a ‘piggy-back’ use on the site of the existing auto repair service



business Kreuger's Auto Tech and Tire Center located at W61 N225 Cardinal Avenue. This B-2 Community Business-zoned, 0.47-acre site is owned by GRH PROPERTIES LLC.

Planner Censky reported that the applicant seeks Conditional Use Permit (CUP) approval to add a Penske Truck Rental service use to this site, in addition to the existing Krueger's Auto Tech & Tire Center automobile service use that already operates here. These rental trucks could be used for personal or business use. Maximum of 4 trucks would be parked on the site. Maximum 1 of the trucks will be up to 26 feet long. The other 3 will all be maximum 16 feet long.

The B-2 Community Business District lists "Truck and trailer rentals" among the uses that may be approved through a conditional use permit.

Planner Censky reviewed the conditions as written in the draft conditional use permit.

Garrett Carlson, the Consumer Development Manager for Penske Truck Rental in Wisconsin, addressed the commission. He talked about the various advantages that this use would bring to Krueger's Auto Tech and the surrounding community. He emphasized the company's commitment to collaborating closely with the City by assuring that they would fully adhere to any requests or requirements put forth by local officials.

Public comment:

Allen Naparalla, located at W64 N713 Washington Ave, is in favor of the Penske Truck Rental.

Action to close the Public Hearing

A motion was made by Commissioner Bublitz, seconded by Vice Chairman Arnett, to close the public hearing at 7:24 pm. Motion passed unanimously on a roll call vote, with Council Member Fitzpatrick and Commissioner Strautmanis were excused.

Action: A motion was made by Commissioner Hayes and seconded by Commissioner Bublitz to approve the Conditional Use Permit as drafted for Penske Truck Rental at W61 N225 Cardinal Avenue, except that the requirement that renters cannot park their personal vehicles on Cardinal Avenue is struck and adding the requirement that the property owner shall comply with the City's dumpster enclosure code within one year of approval. This approval also includes the Planners' recommended conditions as follows:

- 1) The Truck Rental use at this site shall always operate in full compliance with the terms of the Conditional Use Permit.
- 2) Any new signs proposed to be added at this site or building in support of the new Penske Truck Rental Conditional Use are subject to prior review, approval, and permit issuance in accordance with Chapter 5 of the Building Code – Regulation of Signs, prior to placement at the site.
- 3) Full execution and recording of the Conditional Use Permit documents prior to the start of use/occupancy.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

- B. Review, discussion, and possible action on the request of applicants Elizabeth and Anthony Gibson (d/b/a Burn Boot Camp) for Conditional Use Permit approval to locate their indoor health club with incidental/subordinate child watch/care service use in approximately 4,208 sq. ft. of space in the multi-tenant building located at W51 N729 Keup Road. This 1.72-acre, B-2 Community Business-zoned site is currently owned by David D Larson and Michelle M Larson.**

Public comment

Brenda, a Cedarburg resident and patron who drives to the Whitefish Bay location, spoke in favor of the business opening in Cedarburg.

The applicant provided an overview of their plans and the benefits they hope to bring to the Cedarburg community.

Planner Censky reported the applicant seeks Conditional Use Permit (CUP) approval to locate their Burn Boot Camp health/fitness service business in ½ of the existing building on this site.

The B-2 Community Business District lists ‘Health clubs’ as a conditional use that can be considered for approval

Action to close the Public Hearing

A motion was made by Commissioner Bublitz, seconded by Commissioner Hayes, to close the public hearing at 7:41 pm. Motion passed unanimously on a roll call vote. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

Action: A motion was made by Commissioner Bublitz and seconded by Commissioner Hayes to approve the request for a Conditional Use Permit as drafted for Burn Boot Camp at W51 N729 Keup Road.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

- C. Review, discussion, and possible action on the request of applicant Chiselled Grape Winery, LLC (in c/o Sally Bretsch) for Conditional Use Permit approval to utilize the 2-bedroom, second-floor dwelling unit in the building located at W64 N713 Washington Avenue, as a ‘tourist rooming house’ (i.e., short-term rental). This .22-**



acre, B-3 Central Business with HPD Historic Preservation Overlay zoned site is owned by S Duane Stroebel Jr.

Public Comment: NONE

The applicant, Sally Bretsch, highlighted that their clients come from all over, particularly from Chicago, and introducing a tourist rooming house at the site would not only enhance the local hospitality scene but also provide a welcoming haven for these out-of-town visitors, making it a valuable addition to the city's vibrant landscape.

Planner Censky reported there is an existing two-bedroom upper dwelling unit located in the principal building on this site. The first-floor use is occupied by the Chiselled Grape Winery. The applicant, with consent of the property owner, requests permission to utilize this upper dwelling unit as a 'tourist rooming house' (i.e., short-term rental).

Tourist Rooming House is listed as a conditional use that can be considered for approval in the B-3 Central Business District.

Action to close the Public Hearing

A motion was made by Commissioner Bublitz, seconded by Commissioner Scholz, to close the public hearing at 7:45 pm. Motion passed unanimously on a roll call vote. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

Action: A motion was made by Commissioner Scholz and seconded by Commissioner Hayes to approve the request for a Conditional Use Permit as presented for Chiselled Grape Winery, LLC. This approval also includes the Planner's recommended conditions as follows:

- 1) Applicant to receive an Occupancy Permit and Room Tax Permit from the City prior to the start of rentals at this location.
- 2) Applicant commits to payment of their 1/4'ly room tax payments to the City Treasurer as required pursuant to City of Cedarburg Ordinance #94-39 Room Tax.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

7. REGULAR BUSINESS; AND ACTION THEREON

- A. **Review, discussion, and possible action/recommendation to the Common Council on the request of applicant/property owner Jo Ann Hofhine (in c/o Eric Hofhine) for certified survey map (CSM) approval to split a .21-acre vacant lot off from their existing .49-acre parcel located at N50 W6678 Western Road. This property is zoned Rs-5 Single-Family Residential.**

The Planner reported that on November 18, 2025, the Site and Architectural Review Board (SARB) recommended conditional approval of the applicants' plans to divide the land and create a new, serviceable lot. This new lot, and the developed remnant parcel will both comply with the standards of the Rs-5 Single-Family Residential District. The new vacant lot meets the City code definition of an infill lot.

Action: A motion was made by Vice Chairman Arnett, seconded by Commissioner Bublitz, to recommend to the Common Council approval of the certified survey map (CSM) to split a .21-acre vacant lot off from an existing .49-acre parcel located at N50 W6678 Western Road and to include the Planner's recommended conditions as follows:

- 1) A note shall be placed on the face of the CSM informing that the vacant Lot 1 meets the definition of an "Infill Lot" under the City of Cedarburg Code. Therefore, any future plans for the construction of a structure on Lot 1 will be subject to prior review and approval of the site and architectural plans by the Plan Commission prior to issuance of a building permit.
- 2) All specimen trees field located by the City Forester on Lot 1 of the CSM shall be added to the face of the CSM along with a note stating that the specimen trees are required to be preserved in accordance with [Section 6-4-14 of the City Code of Ordinances](#) and the City's Tree Preservation Guidelines.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

B. Review, discussion, and possible action on the request of property owners/applicants James Moe and Laura Scott (in c/o Thierfelder Builders Inc./Sue Thierfelder) for infill residence site and architectural plan approval. This vacant, Rs-5 Single-Family residential zoned, .58-acre lot is located at W60 N810 Riveredge Drive.

The Planner reported that on November 18, 2025, the Site and Architectural Review Board (SARB) recommended conditional approval of the applicants' plans to the Plan Commission for their vacant infill lot. Before issuing a building permit, these plans must be reviewed by the Plan Commission, which considers SARB's recommendations. The proposal meets all requirements of the Rs-5 Single-Family Residential Zoning District. The greenhouse accessory structure also complies with size and placement regulations.

Action: A motion was made by Vice Chairman Arnett, seconded by Commissioner Hayes, to approve the request for an infill residence site and architectural plan located at W60 N810 Riveredge Drive and to include the following conditions from the Planner:

- 1) Applicant to satisfy any conditions/requirements of the various City Departments in their review of this project, including, for instance, but not necessarily limited to:
 - a. Try to keep slopes at less than 3:1.
- 2) Issuance of a building permit prior to the start of any site work or construction in support of this project.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

C. Review, discussion, and feedback to the property owner/applicant Patricia Thiel/Sandie & Keven Heinecke on their concept plan to divide an existing .8-acre off-street/back lot located directly south of N56 W5543 Sunnyside Lane into two buildable lots that would be accessed by a private drive.

Planner Censky reported that the applicant would like to create a driveway and utility accessway along the east side of their street front property to serve the back lot, then divide the back lot into two Rs-5 Single-Family Residential compliant lots for future home (s) construction.

Several City Departments have reviewed the request and provided their comments and concerns for consideration. Section 13-1-27(b) of the City Code states that "all lots must abut a public street and must have a minimum frontage of 30 feet." Although the existing platted back lot is considered buildable as an existing legal nonconforming lot, creating a new lot(s) that do not meet this minimum frontage requirement would necessitate obtaining a variance.

Commission members are concerned about the narrow width of the driveway between houses, which makes it difficult for two cars to pass. The Commissioners have expressed a consensus of opposition to the concept as it was presented. Concerns included new houses in the back yard of existing houses, and the narrowness of the driveway which is very close to the east neighbor too.

Public Comment:

Ronald Sella, residing at W55 N503 Highland Drive, expressed concerns regarding a persistent water issue affecting his property. He indicated that the situation is expected to worsen if these lots are created/built on, resulting in increased flooding in his yard. Consequently, he is opposed to the proposed concept.

This item was discussed and feedback was given; no action was taken on this item.

D. Review, discussion, and possible action/recommendation to the Common Council to amend Section 13-1-55(d)(7) of the City Code regarding the size of sandwich board/a-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.

Planner Censky reported a correction needed regarding recent changes to the Washington Avenue Sidewalk right-of-way regulations. The new rules aimed to clarify the location of A-frame/Sandwich board signs without altering the allowed size.

However, the Ordinance mistakenly listed the maximum A-frame sign size as 4 square feet per face, while the Sign Code permits up to 8 square feet. To align with the Sign Code, Planner Censky



requests the Plan Commission support adjusting the Ordinance to reflect the correct size and send it to the Common Council for adoption.

Action: A motion was made by Commissioner Scholz, seconded by Vice Chairman Arnett, recommending to the Common Council to amend Section 13-1-55(d)(7) of the City Code regarding the size of sandwich board/A-frame style signs that may be permitted in the Washington Avenue sidewalk right of way.

The motion passed unanimously. Council Member Fitzpatrick and Commissioner Strautmanis were excused.

8. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

Vice Chairman Arnett reminded Commissioners and the public of the upcoming public tours being offered at the police and fire stations.

Commissioner Scholz inquired if the city offers a tour of the current Wastewater Recycling Center.

City Administrator Mikko Hilvo reminded Commissioners and the public of the upcoming joint Public Hearing meeting about the Wastewater Recycling Center on Wednesday, December 3, 2025, with the Common Council and Public Works Sewerage Commission at 7:00 pm.

9. MAYOR'S ANNOUNCEMENTS

Mayor Thome noted that there is a video available on the City's website regarding the Wastewater Recycling Center.

10. ADJOURNMENT

A motion to adjourn at 8:18 pm was made by Vice Chairman Arnett, seconded by Council Member Fitzpatrick. Motion carried unanimously.

Theresa Hanaman
Administrative Assistant

PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date: January 5, 2026

General Information:

Agenda Item: 6.A.

Applicant:

Rebekah Luedcke, d/b/a A Geek Boutique

Property Owner:

Collins Investments LLC

Requested Action:

Approval of Conditional Use Permit for outdoor recreation/entertainment use.

Current Zoning:

Part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District

Current Master Plan Classification:

Commercial

Surrounding Zoning/Land Use:

North: Institutional and Public Service District

South: Part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District

East: B-3 with HPD Historic Preservation Overlay District

West: B-3 Central Business District

Lot Size:

.25-acres (10,890 sq. ft.)

Location:

W63 N633A Washington Avenue

Discussion:

The applicant seeks Conditional Use Permit (CUP) approval to place a picnic table seating area in the side yard of their building in support of their A Geek Boutique gifts and games store. They also propose to erect a temporary tent in this area from time to time to shelter certain events/activities.

The B-3 Central Business District lists ‘Indoor and outdoor recreation and entertainment.’ as a conditional use that can be considered for approval.

This parcel is partially located within the Historic Preservation Overlay zoning district.



HPD HISTORIC PRESERVATION OVERLAY DISTRICT

Recommendation:

On December 23, 2025, the Site and Architectural Review Board considered, and favorably recommend to the Plan Commission, an approval of the applicants request as presented, written in the Draft CUP document (see copy in packet), and also subject to the following conditions:

- 1) The applicant must display a sign indicating that alcoholic beverages in this yard/seating area are prohibited.
- 2) The CUP must be fully executed and recorded prior to the start of the outdoor recreation/entertainment use at the site.
- 3) Review and concurring recommendation for approval by the Landmarks Commission as to the specific style, size, type, and location of the tent, tables, and any related planters proposed to be placed in the HPD Historic Preservation Overlay zoning district portion of this site (i.e., any portion lying within 125-feet of the west edge of the Washington Avenue right-of-way) in support of this outdoor recreation/entertainment use, prior to signing and recording the CUP.



LAND DEVELOPMENT APPLICATION

PROPERTY LOCATION/ADDRESS: W63 N633A Washington Ave, Cedarburg, Wisconsin 53012,
APPLICANT/BUSINESSNAME: Rebekah Luedcke | DBA: A Geek Boutique
APPLICANT/BUSINESS ADDRESS: [REDACTED]
STATUS OF APPLICANT: ☐ OWNER ☐ AGENT ☐ BUYER ☒ OTHER Renter
PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): Brian Collins
PROPERTY OWNER MAILING ADDRESS: [REDACTED]
PROPERTY OWNER PHONE: 414 [REDACTED] PROPERTY OWNER EMAIL: [REDACTED]

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: Please see attached description

PLEASE SUBMIT: FIVE (5) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST FOR CITY STAFF REVIEW
FIVE (5) FULL SETS OF SUPPORTING DRAWINGS, SKETCHES OR SURVEY MAPS FOR CITY STAFF REVIEW
THIRTEEN (13) SETS OF PLANS (11" x 17" MAX) FOR PLAN COMMISSION REVIEW

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: 11-4-2025

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ 300.00 P.C.C. (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 11-13-26
APPLICATION AND FEE RECEIVED BY: Theresa Hanamar PLAN COMMISSION MEETING DATE: 1-6-26
ATTACHMENTS (CHECK IF RECEIVED):
☒ FIVE DESCRIPTIONS ☒ FIVE FULL-SIZE SETS ☐ THIRTEEN PLAN SETS
PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-107-04-05-001

Proposed Use Description

Our business intends to host small to medium-sized community-oriented events on a recurring basis. These events may include tabletop game demonstration sessions, new product release gatherings, “learn to play” workshops, author meet-and-greet signings, private birthday celebrations, and occasional after-hours shopping events. Activities may take place indoors, outdoors, or a combination of both.

We also plan to hold occasional seasonal events featuring independent artists whose work is sold in our shop. These events may include small craft demonstrations or hands-on workshops. All activities will remain within normal occupancy limits and will not exceed the typical noise levels of a retail/commercial setting.

Events may occur weekly or monthly, depending on community interest and scheduling. Attendance will be intentionally limited to maintain a comfortable environment consistent with our regular retail operations. The purpose of these events is to foster a welcoming, community-focused atmosphere supporting local hobby, literary, and tabletop gaming interests.

Light refreshments may be offered. Any food provided will be pre-packaged or brought in fully prepared (e.g., pizza, baked goods, bottled/canned beverages). No on-site cooking, grease production, or commercial food preparation will occur.

The business maintains a small outdoor seating area with picnic tables and decorative café-style string lighting. Planter boxes are used to define and visually enhance the space. This area is intended for casual, small group use.

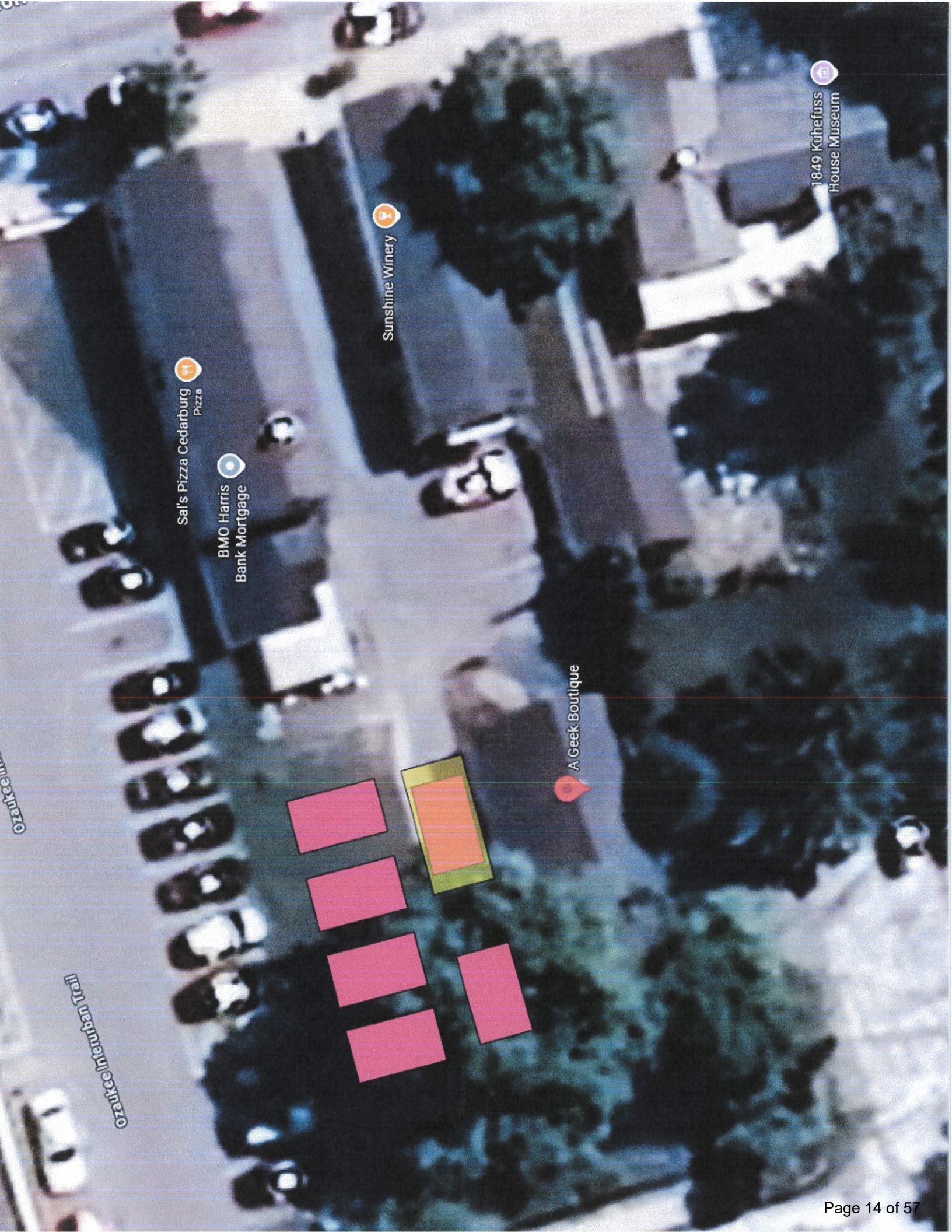
During select events, a small pop-up tent (10’x10’ to 10’x20’) may be used outdoors for weather protection or promotional purposes. Tent placement will not obstruct pedestrian walkways, building entrances/exits, or vehicle circulation.

Low-volume background music may be played through a small speaker during events. On occasion, a single performer may provide non-amplified acoustic music (e.g., guitar). No amplified live music or large-scale sound equipment will be used.

Event times will take place between **9:00 AM and 9:00 PM**.

Site Map Key

- **Yellow:** Tent placement (10’x10’ to 10’x20’)
- **Pink:** Picnic table locations
(Placement may vary slightly depending on the event.)



Ozaukee Interurban Trail

Ozaukee Interurban Trail

Sal's Pizza Cedarburg
Pizza

BMO Harris
Bank Mortgage

Sunshine Winery

A Geek Boutique

1849 Kuhfuss
House Museum

DOCUMENT NUMBER	CONDITIONAL USE PERMIT (CUP) Outdoor Recreation/Entertainment	
Before the Plan Commission of the City of Cedarburg, Ozaukee County, Wisconsin, regarding the premises at W63 N633A Washington Avenue, Cedarburg, WI 53012, located in Section 27, Town 10 North, Range 21 East, Ozaukee County, State of Wisconsin, further described as follows:		
1436/769 1056/840 LOT 5 BLOCK 4 *EXC E 76 FT OF S 22 FT* ALSO E 67 FT LOT 1 BLOCK 10 ASSESSOR'S PLAT ORIGINAL PLAT		
		Return to: City Clerk Tracie Sette City of Cedarburg W63N645 Washington Avenue PO Box 49 Cedarburg WI 53012-0049

13-107-04-05-001
Parcel Identification No.

Zoning Classification of the Premises is: Part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District

Mailing Address of the Premises is: W63 N633A Washington Avenue

WHEREAS a petition has been filed by Rebekah Luedcke, d/b/a A Geek Boutique, (hereinafter "Permittee") for the purpose of Outdoor recreation and entertainment use in side yard at W63 N633A Washington Avenue , such premises owned by Collins Investments LLC (hereinafter "Property Owner"); and

WHEREAS the use ‘outdoor recreational and entertainment facilities.’ is listed as a conditional use that can be considered for approval in Section 13-1-55(e)(12) of the City of Cedarburg Zoning Code; and

WHEREAS, upon careful consideration of information received in this matter, including information received at the public hearing, and in consideration of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, the City of Cedarburg Plan Commission hereby finds that the proposed use will not be hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or the community, and will be in accordance with the purpose and intent of the City of Cedarburg Zoning Code and the City of Cedarburg Smart Growth Comprehensive Land Use Plan - 2050, provided the conditional use is operated pursuant to the following conditions and in strict conformance therewith.

WHEREAS, the Plan Commission of the City of Cedarburg held a Public Hearing on January 5, 2026, and acted to approve the CUP with conditions.

NOW, THEREFORE, the CUP is approved subject to initial and continued compliance with the City of Cedarburg Municipal Zoning Code, and with the following general conditions:

1. This CUP is being issued to Rebekah Luedcke, d/b/a A Geek Boutique (Permittee). In the event of a change in ownership of the Premises or the named Permittee, the applicable provisions of City of Cedarburg Code Section 13-1-226 "CONDITIONAL USE PERMIT." shall apply.
2. This CUP may not be transferred to another location.
3. If this use is discontinued or terminated for a period of 12 months or more, this permit shall become void. Any future use of the site, structures, or land shall be subject to the requirements of the B-3 Central Business and HPD Historic Preservation Overlay Zoning Districts.
4. Any/all required Federal, State and Local licenses and permits for A Geek Boutique shall be obtained and maintained in full force and effect throughout the period of this use by Permittee's.
5. The Property Owner and Permittee are required to sign below, before a notary, to approve the issuance of this CUP and to indicate their acceptance of the terms and conditions of this CUP.
6. Any modifications, changes or expansion to the approved site, equipment, materials, design, operating plan or use as set forth in the narrative and/or plans contained in Exhibit "A", (attached hereto and made a part hereof by reference) shall require prior approval by the City Plan Commission as an amendment to this CUP (Ref Section 13-1-226 of the City Code "CONDITIONAL USE PERMIT.").

7. Unsightly, unenclosed storage of any materials, equipment or supplies at this site by the Permittee is prohibited.
8. Any substantiated, material, adverse impacts arising with respect to such things as, but not necessarily limited to, noise, vibration, health, public safety, dust, litter, lighting, loitering, etc. associated with the A Geek Boutique outdoor recreation and entertainment use shall be the responsibility of the Permittee to correct timely upon receipt of a written notice from the City of Cedarburg. Failure to correct identified issues in a timely manner, or failure to fully comply with all stated conditions of this permit following receipt of notice from the City of Cedarburg may result in modification, or partial or complete revocation of this Conditional Use Permit.

WHEREAS the Zoning Code and Zoning District Map of the City of Cedarburg, pursuant to State Statute, provide that the premises may not be used of right for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the Plan Commission of the City of Cedarburg having determined that by reason of the particular nature, character, and circumstances of the proposed use, and of the specific and contemporary conditions of the site, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning ordinance:

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of A Geek Boutique outdoor recreation and entertainment use.

The SPECIFIC CONDITIONS of this Permit are:

1. This Permit shall become effective upon the full execution and recording by the Permittee and Property Owner of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. This Permit shall become void unless proper application, receipt, and actual use of the site for outdoor recreation and entertainment in conformity to this Conditional Use Permit, are made/secured and underway in earnest within 12 months of the date hereof.
3. Construction of the structures, development of the site, and operation of the use shall be in strict conformity to the approved use, site, structures, and operation plans set forth in Exhibit "A" attached hereto and made a part hereof by reference.
4. Any of the conditions of this Permit which would normally be the responsibility of Permittee, shall also be made a part of their lease by the Property Owner, which lease shall contain provisions for posting of the pertinent conditions to notify employees thereof as may be necessary to carry out the conditions.
5. Conditions on the Operations
 - a. Alcohol sales, service, and/or consumption are not permitted within this outdoor recreation and entertainment space. Permittee must display signage to this effect in the yard/seating area.
 - b. This outdoor tables/tent recreation and entertainment space is limited to supporting the A Geek Boutique business use located in the building identified as W63 N633A Washington Avenue. It does not also support any business or occupancy located between this building and Washington Avenue.
 - c. Proposed café/string style lighting shall be subject to plan review and approval by the City Planner prior to display.
 - d. Daily hours of use for this outdoor area are 9am to 9pm.
6. Conditions on the Structures and Equipment
 - a. The existing principal structure shall remain 'per existing conditions' as of the date of this CUP approval.
 - b. All tent and canopy equipment shall be subject to review and approval as to structural integrity and fire safety by the City Building Inspector and City Fire Inspector prior to placement at the site
 - c. Tables and tents shall be always maintained in good repair.
 - d. When not fully erected and in use, the tents shall not be stored outdoors on the property.
7. Conditions on the Site
 - a. The site shall remain per existing conditions as of the date of this CUP approval, except to the extent modified for placement of picnic tables and tents in accordance with the site plan (see attached Exhibit "A").
8. Other conditions
 - a. None.

Signature page(s) follow...

SIGNATURES OF PERMITTEE(S):

As **PERMITTEE** of the subject use, site, and related structures, I/we approve and accept the issuance of the CUP with the above-described conditions.

Signature _____ Date Signed: _____ Rebekah Luedcke Title: _____

Signature _____ Date Signed: _____ Print name/title above _____

STATE OF Wisconsin }
_____ COUNTY } SS
Personally, came before me this _____ day of _____, 2026, the above-named Rebekah Luedke and _____, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Printed Name _____
Notary Public, _____ County, State of Wisconsin
My Commission Expires: _____

Signature _____ Date _____

SIGNATURES OF PROPERTY OWNER(S):

As **PROPERTY OWNER** of the subject property, I/we approve and accept the issuance of the CUP with the above-described conditions.

Brian Collins as Registered Agent for Collins Investments, LLC _____ Date Signed: _____

STATE OF _____ }
_____ COUNTY } SS

Personally, came before me this _____ day of _____, 2026, the above-named Brian Collins, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Printed Name _____
Notary Public, _____ County, State of Wisconsin
My Commission Expires: _____

Signature _____ Date _____

SIGNATURES – CITY OF CEDARBURG

On behalf of the City of Cedarburg Plan Commission, I/we approve and accept the issuance of the CUP with the above-described conditions.

Patricia Thome, Mayor

STATE OF WISCONSIN }
OZAUKEE COUNTY } SS

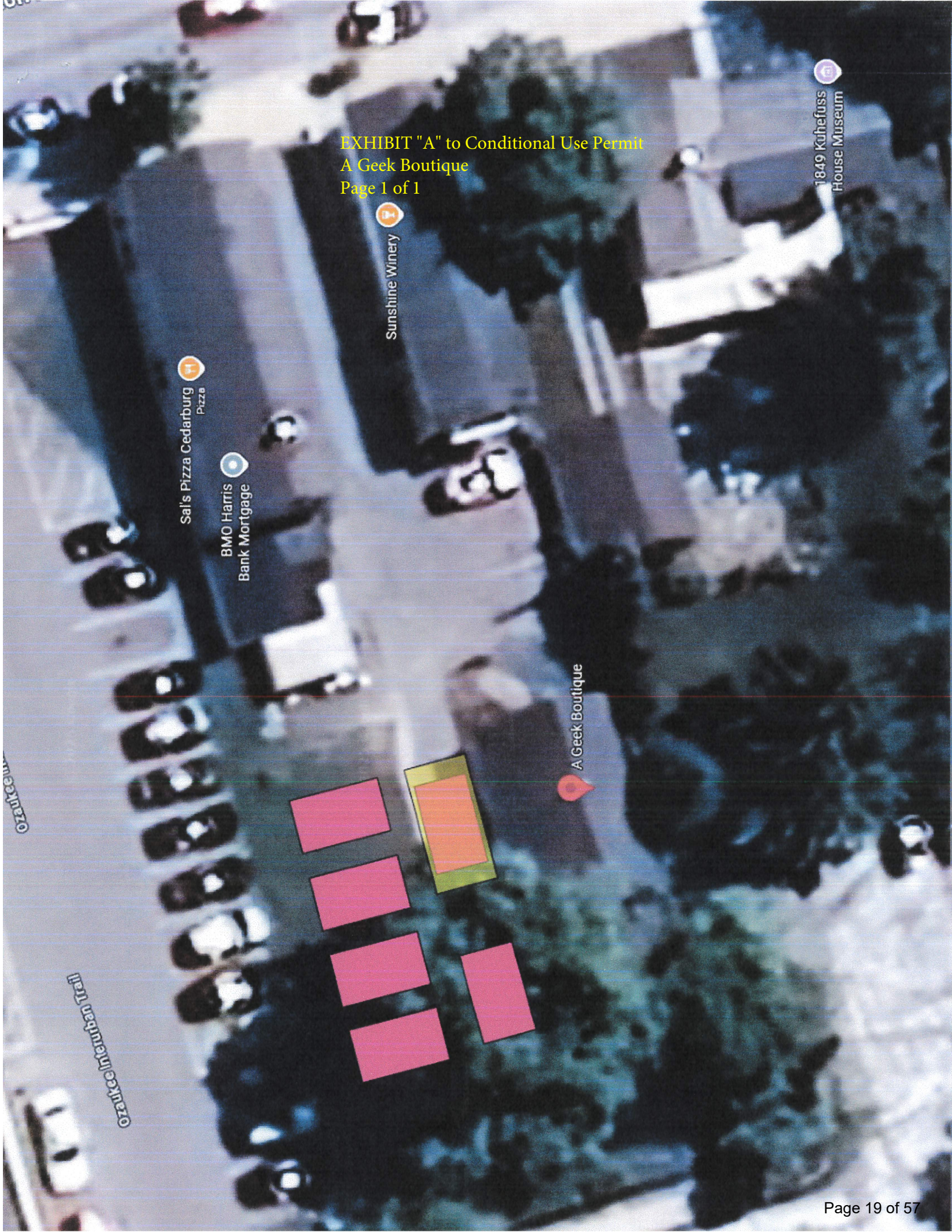
Personally, came before me this _____ day of _____, 2026, the above-named Patricia Thome, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Printed Name _____
Notary Public, Ozaukee County, Wisconsin
My Commission Expires: _____

THIS INSTRUMENT WAS PREPARED BY:
Mary Censky, City Planner

DRAFT

EXHIBIT "A" to Conditional Use Permit
A Geek Boutique
Page 1 of 1



[illegible]

Excerpt of DRAFT minutes – Site and Architectural Review Board 12-23-25

Applicant Rebekah Luedcke, d/b/a A Geek Boutique, requests favorable recommendation to the Plan Commission of the site plan related to her proposed outdoor recreation/entertainment use in the side yard of her business located at W63 N633A Washington Avenue. This property, owned by Collins Investments LLC, is zoned part B-3 Central Business District, and part B-3 with HPD Historic Preservation Overlay District.

Planner Censky reported the applicant seeks Conditional Use Permit (CUP) approval to place a picnic table seating area in the side yard of their building in support of their A Geek Boutique gifts and games store. They also propose to erect a temporary tent(s) in this area from time to time to shelter certain planned events/activities.

Co-Chairperson Arnett asked about the type of pop-up tent the applicant intends to use and clarified that the tent(s) will not be erected for extended periods or year-round.

Architect Damsgaard suggested the applicant be required to display a sign(s) indicating that alcoholic beverages are not allowed in this yard/seating area.

ACTION:

Architect Damsgaard made a motion, seconded by Council member Burkart to send a favorable recommendation to the Plan Commission, to approve the applicants request for a Conditional Use Permit (CUP) as presented, subject to the conditions as written in the DRAFT CUP (see packet) and subject to the following additional conditions:

- 1) The applicant must display a sign indicating that alcoholic beverages in this yard/seating area are prohibited.
- 2) The CUP must be fully executed and recorded prior to the start of the outdoor recreation/entertainment use at the site
- 3) Review and concurring recommendation for approval by the Landmarks Commission as to the specific style, size, type, and location of the tent, tables, and any related planters proposed to be placed in the HPD Historic Preservation Overlay zoning district portion of this site (i.e., any portion lying within 125-feet of the west edge of the Washington Avenue right-of-way) in support of this outdoor recreation/entertainment use, prior to signing and recording the CUP.

The motion carried unanimously.



**CITY OF CEDARBURG – PLAN COMMISSION
OFFICIAL NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT the Plan Commission of the City of Cedarburg, WI will hold a PUBLIC HEARING on Monday, January 5, 2026, at 7:00 p.m. at Cedarburg City Hall W63 N645 Washington Avenue.

- 1) Applicant Rebekah Luedcke, d/b/a A Geek Boutique, requests Conditional Use Permit (CUP) approval to use her shop and the related outdoor side yard space located at W63 N633A Washington Avenue, for indoor and outdoor recreation and entertainment purposes. This property, owned by Collins Investments LLC, is zoned B-3 Central Business District.

More detailed information on this matter is available for review in the City Planner's Office during regular business hours.

All interested persons wishing to participate and be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the City Planners Office prior to the hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk's Office at (262) 375-7606.

Dated this 3d day of December, 2025.

Tracie Sette
City Clerk

Publish: December 16, 2025
December 23, 2025

PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date: January 5, 2026

General Information:

Agenda Item: 7.A.

Applicant: Happy Place Cooking Space Inc.

Property Owner: N/A

Requested Action: Recommendation to the Common Council to add the uses “Teaching kitchen.” and “Small-scaled commercial kitchen.” to the list of possible Conditional Uses in M-2 General Manufacturing, and to add a definition and parking standard to the Code for this use.

Current Zoning: N/A

Current Master Plan Classification: N/A

Surrounding Zoning/Land Use: N/A

Lot Size: N/A

Location: N/A

Discussion:

The applicant requests the City add the uses teaching kitchen and small-scale commercial kitchen as prospective uses in the M-2 General Manufacturing District.

The City Code does not currently list these specific uses in any district.

Adding this use to the M-2 General Manufacturing District as a Conditional Use would afford the Plan Commission some latitude to apply conditions, such as proper waste handling and/or air quality control standards for instance, as site specific requirements on a case by case basis.

As to the specific language changes to be considered:

- **Sec. 13-1-60 - M-2 General Manufacturing District. (d) Conditional Uses.**
 - (ADD) Teaching kitchen with (including the subordinate and accessory use of beer and wine sales)*, and excluding bar/nightclub and or restaurant uses.
*For purposes of this section, "subordinate and accessory beer and wine sales" shall mean that the dedicated area for beer and wine sales/consumption shall not extend beyond the specific floor area identified as teaching occupancy area. Furthermore, the beer and wine sales/consumption area may only be operated during the days/hours that an adult only food preparation class is actively in session.
 - (ADD) Small-scaled commercial kitchen (such as for caterers use and similar) not including on-site event space or restaurant/dining.
- **Sec. 13-1-82 - Parking Requirements. (h) [re parking stall count requirements]**

(2) Retail sales and customer services uses, and places of entertainment ... as set forth below.

 - (ADD) Teaching Kitchen. 1 space per 3 students/participants, plus 1 space per instructor.
 - (ADD) Small-scaled Commercial – Kitchen. 1 space per 500 gross sq. ft. plus 1 space per employee on the largest shift.
- **Sec. 13-1-240 – Definitions.**
 - (ADD) Teaching Kitchen. A kitchen facility designed primarily for instruction and training in food preparation, where participants actively cook as part of a structured educational program.
 - (ADD) Small-scaled commercial kitchen. A facility used for the preparation, cooking, packaging, or storage of food intended primarily for off-site consumption, sale, or distribution, operated at a limited scale and intensity, and not including on-site public dining, event space, or retail food service.

Recommendation:

If the Plan Commission supports the addition of these conditional uses in the M-2 District as proposed and feels the supporting definition and parking standard are also acceptable, the Planner will put these Code language changes into Ordinance format for consideration/possible ratification by the Common Council at an upcoming meeting.



LAND DEVELOPMENT APPLICATION

PROPERTY LOCATION/ADDRESS: W57N14280 Doerr Way, Cedarburg, WI 53012

APPLICANT/BUSINESSNAME: Happy Place Cooking Space Inc

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT: ☐ OWNER ☐ AGENT ☐ BUYER ☒ OTHER Tenant

PHONE: 2 [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): [REDACTED]

PROPERTY OWNER MAILING ADDRESS: N1 [REDACTED]

PROPERTY OWNER PHONE: [REDACTED] - PROPERTY OWNER EMAIL: [REDACTED]

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: Amend the M-2 Zoning District to include teaching kitchen and small-scale commercial kitchen, each with incidental subordinate alcohol sales, service and consumption, only permitted during class sessions

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@CITYOFCEDARBURG.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: 11/19/25

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ 500.00 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 11-24-26

APPLICATION AND FEE RECEIVED BY: Theresa Hanaman PLAN COMMISSION MEETING DATE: 1-5-26

ATTACHMENTS (CHECK IF RECEIVED):

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

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-040-0041.004

ZONING: M-2 ALDERMANIC DISTRICT: 4 PREVIOUS MEETING:

PLANNER REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: January 5, 2026

General Information:

Agenda Item: 7.B.

Applicant:

Kate Schley d/b/a Coach House Homes

Property Owner:

Wendell Lee LLC in c/o Paula Motte

Request:

Favorable recommendation to the Plan Commission for Planned Unit Development Overlay rezoning based upon the revised concept presented for a seven lot/home single-family-detached residential infill development.

Current Zoning:

Rs-5 Single-Family Residential District

Requested Zoning:

Rs-5 Single-Family Residential District w/ PUD Planned Unit Development Overlay District

Current Master Plan Classification:

Medium Density Residential

Surrounding Zoning/Land Use:

North: Rs-5 Single-Family Residential District

South: Rs-5 Single-Family Residential District

East: Rs-5 Single-Family Residential District

West: Rs-5 Single-Family Residential District

Lot Size:

1.78 acres (77,541 Sq. ft.)

Location:

W59 N367 Hilbert Avenue & W61 N394 Washington Avenue

Discussion:

The applicant presents a revised seven lot/home single-family-detached residential Planned Unit Development for this site. The plan still depicts a private cul de sac drive with curb, gutter, and sidewalks, entering off of Hilbert Avenue. There are no longer any communal improvements located at the entry area such as fountain, pergola, trellis, pillars, or community building. There is no longer any plan to develop a public or private pedestrian walkway (i.e., a promenade) extending west from the proposed new cul de sac out to Washington Avenue. The project has been renamed to Eden Preserve.

The plan still contains seven lots. Instead of having the private road and sidewalks situated in an Outlot owned, in equal shares, by the owners of the seven lots, the plan now shows each lot boundary extending to the centerline of the road. The effect of this is to make the new lot sizes larger, in fact. A concern with this approach is who will write, review and approve the critical easements needed from each individual owner, granting to each other owner, the public, the City,... pedestrian and driving access over the street and sidewalk, access to the City for service/repair/replacement of the public utilities such as sanitary sewer and water that will lie beneath the private drive, access to the tentatively planned underground stormwater management tank on Lot 1. This also means that any street lights and/or street trees as may be required by the City will be located on the various owners private lots.

With these ‘larger’ lot sizes, the applicant now lists proposed floor area ratios compliant with the maximum permitted in the Rs-5 district (i.e., maximum allowed 36%) vs all but 1 lot being over the FAR in the original plan. Proposed home sizes in the plan range from 2,450 – 3,700 sq. ft., plus porches and garages. All homes now include attached garages. The homes are proposed to be custom designed and built for each individual lot buyer. Fully detailed architectural standards for the subdivision have not been presented at this time.

The required setbacks in Rs-5 are:

- Front / 25’
- Sides / 4’
- Rear / 25’

The applicant proposes:

- Undetermined (setbacks should be described as distance behind the sidewalk)
- 4’
- Lots 1-4 & 6-7 15’
 Lot 5 25’

The applicant represents in their plan data table that all lots will fully comply with the Rs-5 maximum lot coverage ratio (i.e., the total footprint area of all structures on the lot/lot area) of 30%.

Minimum required lot size in the Rs-5 zoning district is 8,400 sq. ft. in area and 50 feet in width. The proposed lot sizes in the new plan range from 9,788 – 11,902 sq. ft., vs 6,300 – 11,000 in the original plan. As with the previous plan, none of the new lots will have 30

feet of frontage on a public street, a standard that can be waived by the Plan Commission upon a finding as set forth in Section [14-1-90 of the Code](#) - Variances and exceptions.

For comparisons sake, staff provides a map in the packet showing the properties surrounding this site with the corresponding lot sizes and FAR's noted for each adjoining parcel.

Owing to the typical constraints of an infill setting, the applicant proposes this project in the context of a Planned Unit Development (PUD) Overlay rezoning. In the case of a [Residential Planned Unit Development, the Code](#) provides as follows:

Density requirements. Only one of three possible levels of residential density shall be allowed in specific PUD Districts:

- (1) The number of dwelling units allowed as a permitted use in the underlying zoning district; or
- (2) The number of residential dwelling units allowed as a conditional use in the underlying zoning district; or
- (3) The number of residential dwelling units allowed where an increased density is allowed in recognition of a project of exceptionally high overall quality as provided below.

Increased density justification.

- (1) If, notwithstanding dimensional differentials, a proposed project uniformly contains exterior and interior materials, design details, workmanship and features of an exceptionally high quality that emulates the historic character of Cedarburg and/or the immediate neighborhood, an "increased density" for residential dwelling units may be recommended by the plan commission and approved by the common council as part of the original PUD District approval process.
- (2) If granted, the increased density level of a residential use shall be in lieu of any other possible residential density.
- (3) An increased density shall constitute a discretionary number of residential units based on the following criteria for consideration/recommended by the plan commission and approved by the common council:
 - a. Whether the project will provide better utilization of the land than would otherwise be realized if the site were developed with the density requirements of the underlying district or as a PUD without an increased density.
 - b. Whether the project makes adequate provisions such that an increase in residential density will not have an unreasonable adverse effect on neighboring properties, existing and/or proposed public rights-of-way and/or municipal and other public services as a result of the type, intensity and frequency of the use(s) associated with the proposed project.
 - c. Whether the structures proposed for the project are harmonious with existing nearby structures and land uses.
 - d. Whether building materials have been selected and are proposed to be utilized in a manner that is harmonious with the natural environment and the general character of other buildings and structures in the vicinity of the proposed development.
 - e. Whether the proposed project will result in the construction or upgrading of specific public infrastructure improvements that will benefit the public at no cost to the city.
 - f. Whether the proposed project will enhance an existing structure that is deemed beneficial to the character of the neighborhood where it is situated.

Lot area and width. The lot area and lot width requirements of the underlying base zoning district may be modified if deemed appropriate by the common council following recommendation by the plan commission, provided that lot sizes are adequate to accommodate all proposed buildings and site features.

Building height and area.

- (1) the common council following recommendation by the plan commission may allow an increase in allowable building heights if it is determined that such an increase is warranted to support the public benefit likely to result from the proposed development.
- (2) The floor area ratio (F.A.R.) and lot coverage percentage (L.C.P.) for the principal buildings and accessory buildings shall be established on a case-by-case basis as an element of a residential PUD Planned Unit Development project at the time of the final plat approval.

Setback and yards. Setbacks and yards required by the underlying base use zoning district may be modified in PUD Planned Unit Development Overlay Districts if deemed appropriate by the common council following recommendation by the plan commission.

Ozaukee County GIS - Aerial Map View EDEN PRESERVE



remain to be presented in full form such as, but not necessarily limited to, the preliminary plat and the draft of proposed architectural covenants and restrictions for the neighborhood. The Planner would, however, support a clear recommendation to the Plan Commission as to the following specific requests of the applicant for relief from the Rs-5 District standards as follows:

- 1) Rear yard setbacks on Lots 1-4 & 6-7 of 15 feet vs 25 feet as required by Code.
Yes/No

A clear recommendation is also requested pertaining to the extension of lot lines to the center of the road vs having the private street/sidewalk situated in an Outlot as was originally proposed. The Planning, Engineering and Utility staff are all wary of this approach without specific legal guidance to support it. If an Outlot solution is used, the lot sizes might all require PUD exceptions. Would you support such lot size exceptions thorough PUD?
Yes/No

Other conditions recommended for your consideration include:

- Applicant must supply and receive approval of the fully detailed preliminary plat submittal as a prerequisite to obtaining a favorable recommendation for PUD rezoning.
- Applicant must supply and receive approval of the fully detailed architectural covenants and restrictions as a prerequisite to obtaining a favorable recommendation for PUD rezoning.
- Applicant will be required, as a condition of PUD rezoning, to:
 - Secure the approval of plans including, but not necessarily limited to, grading, drainage, erosion control, stormwater management, utilities, street trees, and street lighting, from the City Staff such as Engineering & Public Works, Light & Water, Fire Department, and Building Inspections.
 - Enter into a Development Agreement with the City for the construction of all required improvements.
 - Present a final plat, consistent with the preliminary approval, for approval by the Plan Commission and Common Council prior to issuance of any building permits or sale of any lots in the subdivision.



LAND DEVELOPMENT APPLICATION

PROPERTY LOCATION/ADDRESS: [REDACTED]
APPLICANT/BUSINESSNAME: Coach House Homes, LLC — Kate Schley
APPLICANT/BUSINESS ADDRESS: W63N671 Washington Avenue, Cedarburg, WI 53012
STATUS OF APPLICANT: ☐ OWNER ☒ AGENT ☐ BUYER ☐ OTHER
PHONE: [REDACTED] EMAIL: [REDACTED]
PROPERTY OWNER (IF DIFFERENT): [REDACTED]
PROPERTY OWNER MAILING ADDRESS: [REDACTED]
PROPERTY OWNER PHONE: [REDACTED] PROPERTY OWNER EMAIL: [REDACTED]
REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: SARB Review and approval for PUD Zoning, for a 7- Single Family Home Fee Simple Development

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@CITYOFCEDARBURG.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: *Paula J. Myle*

DATE: 12-1-2025

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ 442.00 CK# 4427 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: _____

APPLICATION AND FEE RECEIVED BY: Theresa Hanaman PLAN COMMISSION MEETING DATE: _____

ATTACHMENTS (CHECK IF RECEIVED):

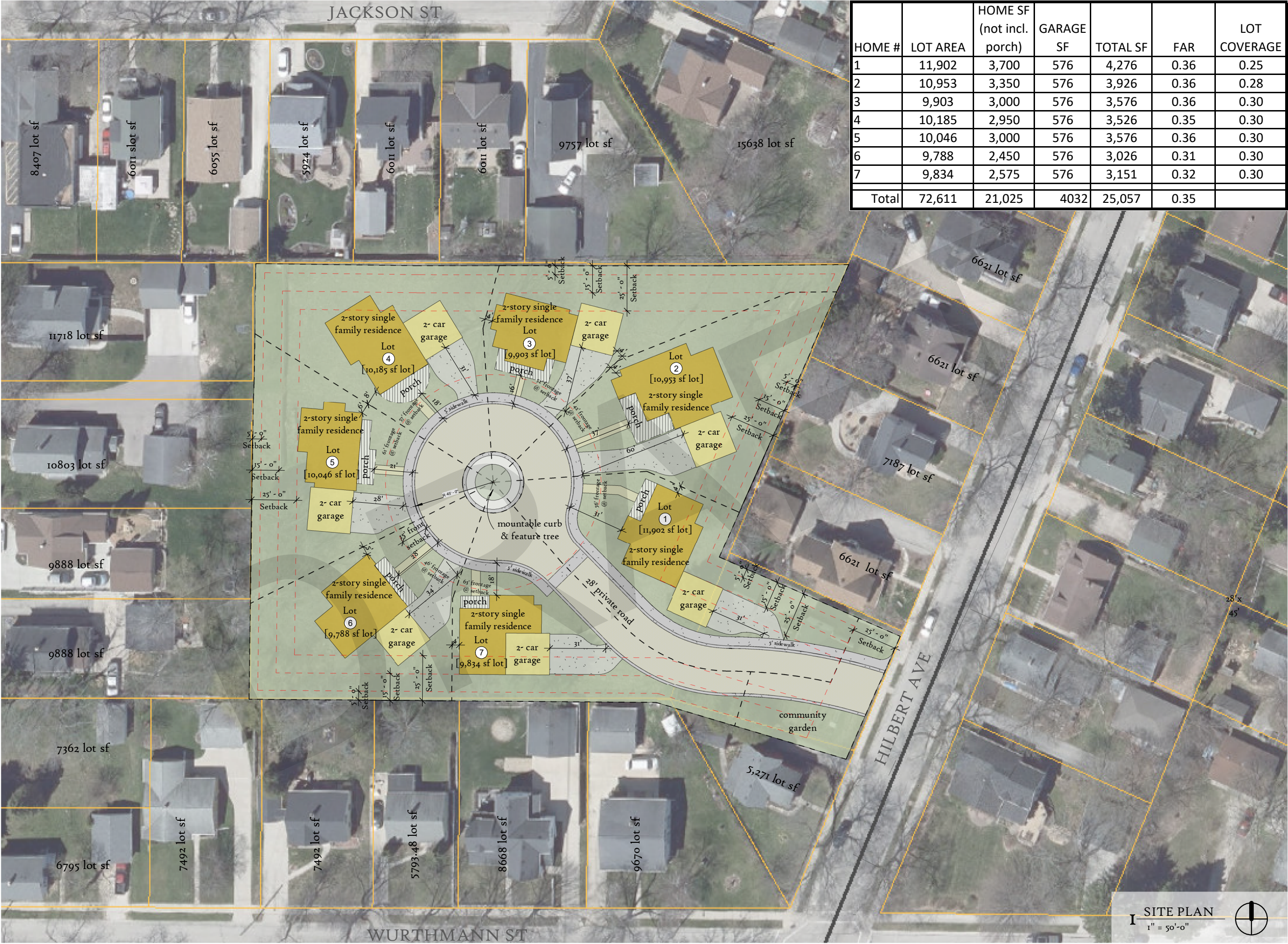
☐ FIVE DESCRIPTIONS

☒ FIVE FULL-SIZE SETS

☐ THIRTEEN PLAN SETS

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: _____

ZONING: _____ ALDERMANIC DISTRICT: _____ PREVIOUS MEETING: _____



HOME #	LOT AREA	HOME SF (not incl. porch)	GARAGE SF	TOTAL SF	FAR	LOT COVERAGE
1	11,902	3,700	576	4,276	0.36	0.25
2	10,953	3,350	576	3,926	0.36	0.28
3	9,903	3,000	576	3,576	0.36	0.30
4	10,185	2,950	576	3,526	0.35	0.30
5	10,046	3,000	576	3,576	0.36	0.30
6	9,788	2,450	576	3,026	0.31	0.30
7	9,834	2,575	576	3,151	0.32	0.30
Total	72,611	21,025	4032	25,057	0.35	



Coach House Homes

W63N671 Washington Avenue,
Cedarburg, WI, 53012

PHONE: (414) 422-5952

EMAIL: kate@coachhousehomes.com

WEB: www.coachhousehomes.com



KCB Architects

400 E. Wisconsin Ave #205,
Milwaukee, WI 53202

PHONE: (608) 669-4923

EMAIL: keith@kcb-architects.com

WEB: www.kcb-architects.com

PROJECT:
Eden Preserve

W59N367 Hilbert Ave
Cedarburg, WI 53012

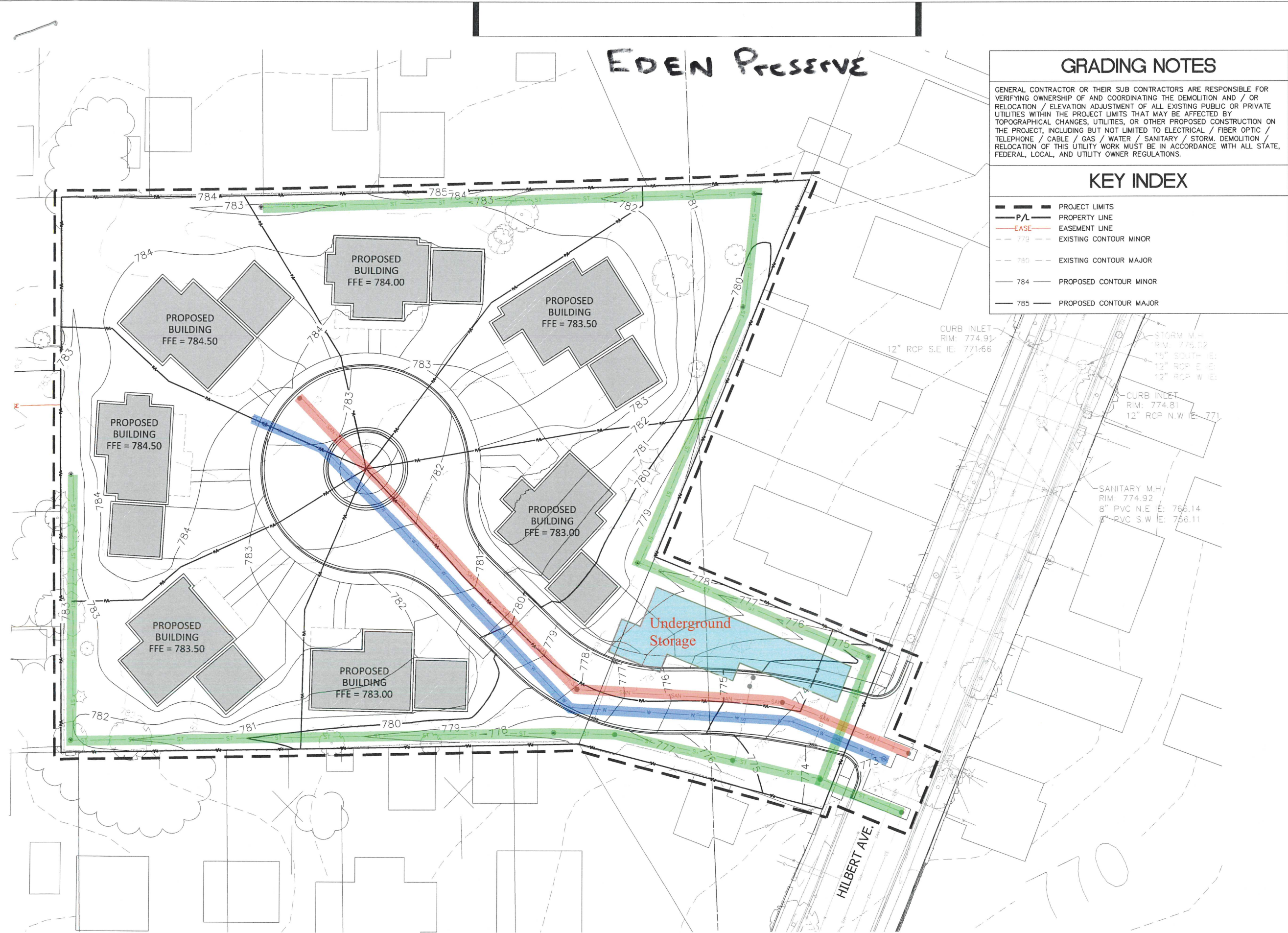
CONCEPT SITE PLAN

DATE: 11/26/2025
SCALE: 1" = 50'-0"

A-100

I SITE PLAN
1" = 50'-0"





Coach House Homes

W63N671 Washington Avenue, Cedarburg, WI, 53012

PHONE: (414) 422-5952

EMAIL: kate@coachhousehomes.com

WEB: www.coachhousehomes.com

KCB Architects

400 E. Wisconsin Ave #205, Milwaukee, WI 53202

PHONE: (608) 669-4923

EMAIL: keith@kcb-architects.com

WEB: www.kcb-architects.com

PROJECT:

Eden Preserve

W59N367 Hilbert Ave
Cedarburg, WI 53012

SITE GRADING PLAN

DATE: 11/25/2025

SCALE: 1" = 40'-0"

C104

SUBD.

NO. 3

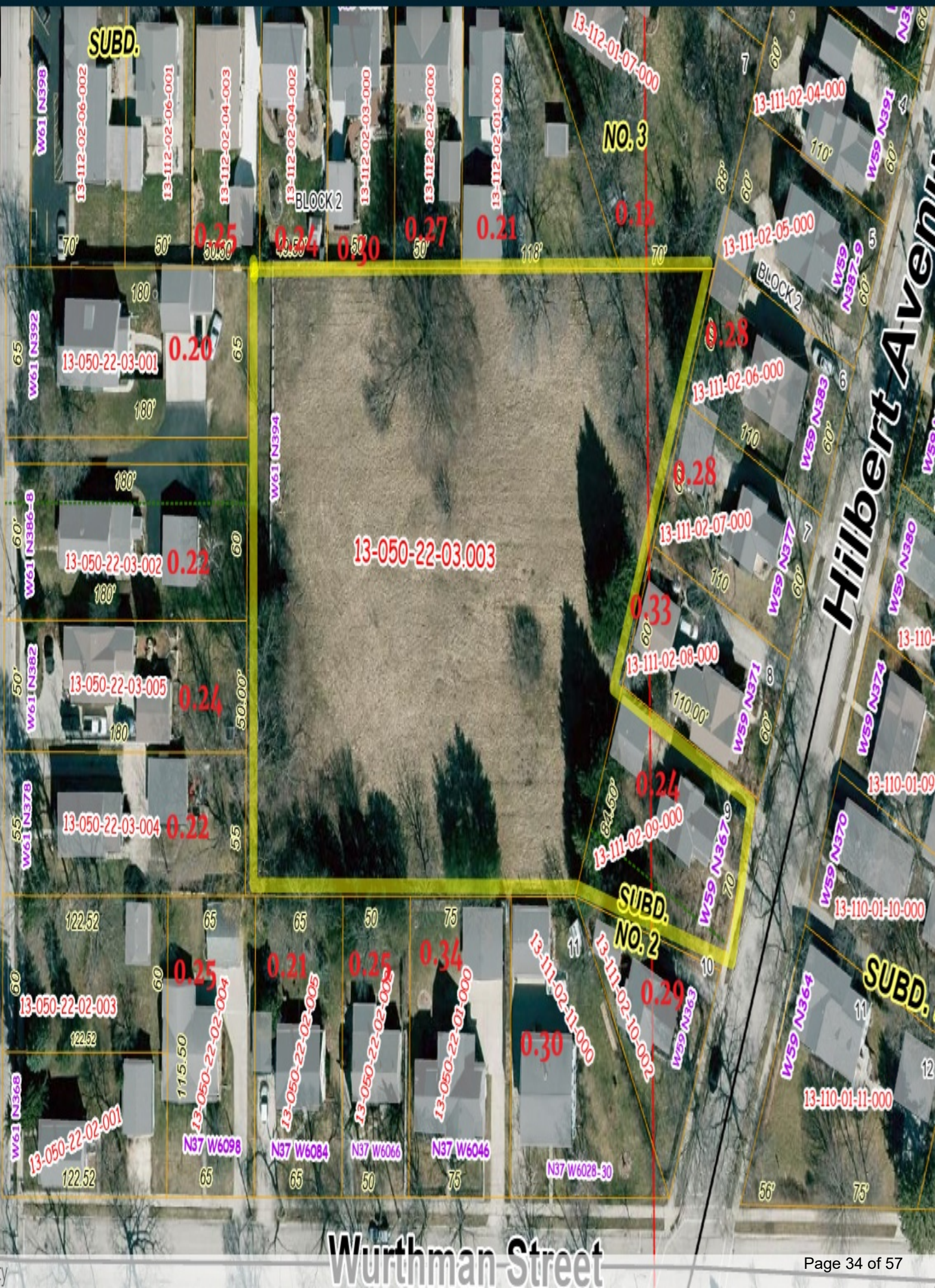
SUBD.

NO. 2

SUBD.

Hilbert Avenue

Wurthman Street



Eden Preserve

PUD PROPOSAL



Presented by:

Coach House Homes, LLC and

KCB Architecture and Design

December 01, 2025

Land Development Proposal for "Eden Preserve"

An Exceptional Enclave in Historic Downtown Cedarburg

December 01, 2025

Overview

We propose the creation of *Eden Preserve*, a special, intimate, and thoughtfully designed pocket community located in the heart of downtown Cedarburg. Nestled just steps from Washington Avenue, this development will consist of seven custom homes blending historical Cedarburg architecture with modern amenities. Eden Preserve will appeal to growing families, as well as empty nesters, who value proximity to downtown, a strong sense of community, and updated living standards. This intimate community celebrates the historic charm, architectural integrity, and walkability that define Cedarburg.

Development Vision

- **Safety First:** Ensuring easy access for the Cedarburg Fire Department, a properly designed Cul Du Sac, with required turning radius. The court will also promote a safe playing and community gathering area for the community.
- **Sense of Community:** The "Gathering Tree", centered in the Island, promotes the community gathering place of the Cul Du Sac as well as to promote a sense of "pleasure/delight" aka "Eden".
- **Historic Architecture:** Uniquely designed Historical Homes, adorned with gas-lit coach lights; built with quality and natural materials. The homes will draw inspiration from early 20th-century architecture—Craftsman, Colonial Revival, and Victorian farmhouse styles—with character and charm.
- **Modern Living:** Interiors will include energy-efficient systems, functional floor plans, and natural quality finishes. Modern floorplans allowing for first floor living spaces, including potential first floor Master Suites, Mudroom, Laundry, and office space. Attached garages are key to Modern Functionality.
- **Fee Simple:** All Seven homes will be a part of a Fee Simple Ownership with an HOA to manage costs for maintaining the private drive and front green space.

Site Features

- **Number of Homes:** 7 single-family homes
- **Park-Like Green Space:** Green space at the entry, furnished with benches, and native plant landscaping for a cohesive transition from Hilbert Avenue into Eden Preserve.
- **Sidewalks:** A private sidewalk around the development, with crosswalk, will connect the neighborhood directly to Hilbert Avenue, making all of downtown Cedarburg's amenities easily accessible by foot or bicycle.
- **Private Driveway:** A shared private driveway, including the Cul du Sac, will be maintained and managed by the seven properties through a Fee Simple Community Plan.

Target Residents

- **Families:** Seeking walkable access to schools, parks, and community resources.
- **Empty Nesters:** Downsizing without compromising lifestyle or proximity to downtown, while achieving an "Aging-in-Place" home.
- **Community-Minded Residents:** Individuals and couples who value shared green spaces, social engagement, and local charm.

Planning and Zoning:

While the proposed development would require a Re-zoning as a Planned Unit Development, the design intent for the development is to create seven single family homes that contextually integrate into the surrounding single-family residential neighborhood and RS-5 Zoning:

Maintains the following RS-5 Zoning Requirements:

- ✓ Density- Under Density with 3.9 units per acre vs. 5.2
- ✓ All lots exceed the Minimum Lot size of: 8400sf. Lots range from 9,788-11,902.
- ✓ All minimum home sizes will be met, with all future homes to be larger than 1,100sf. All First Floor area shall be greater than 800sq, per R5 zoning. (The actual home sizes will be further designed and developed with the future owners/residents)
- ✓ All Lot Coverages maintain .30 ratio.
- ✓ All Seven lots meet the FAR of <.36
- ✓ Side Set Backs Met- 4' Side yard setback will be maintained on all parcels
- ✓ Fire Safety- The required 45' radius turnaround space needed to accommodate fire rescue vehicles.

Planned-Unit Development Requested Necessities:

The following Zoning Modification Requests are critical to the development, in order to provide future residents the ability to design homes that meet modern housing needs. While each custom home design will be presented to the SARB Board for future review, Eden Preserve is seeking the following Zoning adjustments:

- I. **15' Front Yard Set Back-** By placing homes in closer proximity to the sidewalk, the new front yard setback encourages social interaction which reinforces the walkable neighborhood community, and provides a more historic esthetic, that is the hallmark of the proposed design.
- II. **15' Rear Yard Set Back-** While most proposed home sites maintain a standard 25' set back for the main dwelling, some attached garages and dwellings will need to be 15' from the rear set back due to 1) the uniqueness of the pie-shaped lots created for the 45 degree turning radius 2) In order to enhance curb appeal and set back all garages from the front façade of the homes. 3) To promote Attached-Garage designs, alleviating the need for detached garages that would be 5' from the rear set back- which would be more obtrusive to the existing rear neighbors. Attached garages benefit the existing homes, behind the development, by increasing the green space between them.

The Logic Behind the Potential Home Size:

The proposed home sizes are space savers for potential homeowners. While each lot on the plan is showing a potential footprint, each of these homes will be custom designed to homeowner's needs. These potential home sizes are due to many modern home designs, especially those that promote aging in place. Currently, there are a couple of Cedarburg Residents who have expressed interest in building in Eden Preserve, with the following necessities, which yield these size homes:

- ✓ Attached Garages
- ✓ First Floor Master Bedrooms- (Aging in Place)
- ✓ Larger, more open kitchen layouts (Aging in Place)
- ✓ Secondary Living Spaces/Dens or Sunrooms on First Floor
- ✓ Modern Mudroom Spaces
- ✓ First Floor Laundry
- ✓ Home Office Space
- ✓ Wider Hallways and Doorways (Aging in Place)

Proof of Demand from Current Cedarburg Residents:

Coach House Homes, Cedarburg's local General Contractor, has witnessed the current demand of housing needs from local residents. Over the past 5 years, the following families have increased the size of their homes, to accommodate the above needs. Many of these residents are within walking distance to this proposed community:

- ✓ 2020 -N49 W 6651 Western Road- added 1,528SF, Final Total of = 3795SF
 - ✓ 2022- N62W5948 Columbia- Added 240SF, Final Total of= 1565SF
 - ✓ 2022- W65N680 St. John Avenue - added 1,709SF, Final Total of= 3685
 - ✓ 2023- Jackson Street- Added 2400SF, Final Total of= 4167
 - ✓ 2024 W63N753 Washington Avenue, added 1350, Final Total of= 4790SF
 - ✓ 2024- W66N533 Madison Avenue Added 110SF, Final Total of= 2020SF
 - ✓ 2025 W65N549 Saint John Avenue , added 520SF, Final Total of= 3220SF
 - ✓ 2025 - N41W5913 Hamilton Road, added 144SF, Final Total of= 2264SF
-

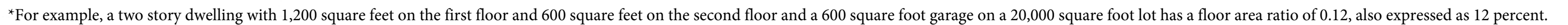
Benefits to the City of Cedarburg:

- **Preservation of Character:** Enhances the architectural continuity of downtown Cedarburg with its charm and appeal.
 - **Walkable Density:** Adds residential vitality without sprawl.
 - **Economic Contribution:** Increases local tax base and foot traffic to downtown businesses.
 - **Civil Benefit:** Attracts diverse, engaged residents who support local businesses and participate in civic life.
 - **Added Inventory for the Real Estate Market:** Increases the availability to the highly desired, modern life style homes, within Downtown Cedarburg. Residents of the Downtown area prefer the neighborhoods that are rich in character over “Cookie-Cutter”, and “Builder Grade” production-home subdivisions. These homes will achieve an enclave of options for those seeking quality built, durable, heirloom quality homes, with today’s modern amenities, all within Downtown Cedarburg.
-

Conclusion

Eden Preserve will be more than a housing development—it will be a true neighborhood. With its blend of historical character, quality building materials, modern amenities, and community-focused design, this enclave will enrich Cedarburg’s downtown and serve as a model for thoughtful, human-scale development. Truly highlighting Coach House Home’s motto of “Bringing Character Back to Construction”!

- Black numbers = Square footage of lot.
- Red numbers = Floor Area Ratio of lot .
- Floor Area Ratio = Total square footage of all buildings on the site (1st floor+ second floor,... of dwellings, garages, accessory structures,...) divided by square footage of lot.*



exhibits to support access requirements. The SARB does not object to the canopy overhang, limited yard encroachments, or the parking stall 9' x 18' sizes since this is principally a drive-thru model vs dine-in. The motion carried unanimously.

APPLICANT, KATE SCHLEY D/B/A COACH HOUSE HOMES, REQUESTS CONCEPT REVIEW, DISCUSSION, AND FEEDBACK AS A RECOMMENDATION TO THE PLAN COMMISSION IN RESPECT TO HER SEVEN LOT/HOME SINGLE-FAMILY-DETACHED RESIDENTIAL INFILL DEVELOPMENT PROPOSED FOR THE PROPERTIES LOCATED AT W59 N367 HILBERT AVENUE & W61 N394 WASHINGTON AVENUE. THIS 1.78 ACRE SITE, OWNED BY WENDELL LEE LLC IN C/O PAULA MOTTE, IS ZONED RS-5 SINGLE-FAMILY RESIDENTIAL.

Planner Censky presented the applicant proposal for a seven-lot/home single-family-detached residential Planned Unit Development. The proposal depicts a private cul-de-sac drive entering Hilbert Avenue. The infill development project aims to reconfigure two existing lots into seven lots, including one out lot, resulting in six new homes. The applicant plans to seek approval under a Planned Unit Development (PUD) zoning district, which permits modifications to bulk and spatial requirements. The project proposes a lower density of 3.9 units per acre, compared to the maximum allowed density of 5.2 units per acre, and has some smaller lot sizes than the minimum requirements, with an average lot size of 7,736 square feet. The floor area ratio average in this neighborhood is ~24%, with the proposal showing an average floor area ratio of ~49%. The fire department has not objected to the site plan but has requested the removal of interior green space in the cul-de-sac to ensure emergency vehicle access.

Board member Rushing presented an alternative design concept that he feels better aligns with the historic character of the neighborhood. He proposed a "pocket neighborhood" design, featuring several more and much smaller homes situated closer together around a central green space, and with separate car barns.

Board member Rushing focused on evaluating the fit of the proposed high-quality homes and shared green spaces within the existing neighborhood context. While he appreciated the aesthetic and architectural elements, concerns were raised about the size of the houses being too large for the area, along with the fountain and community building not fitting in. Although the proposal was considered promising, he did not agree that it aligned with the neighborhood's existing character and historical context.

Board members expressed mixed feelings about how much paving comes with cul-de-sacs. Damsgard noted that, as much as excess paving is not a design preference, the neighborhood kids will use it as their gathering and play space, and families on the front porches will see that. Chairman Voltz suggested removing Lot 3 altogether to enhance the layout and better integrate community amenities, and suggested realigning the entry drive on Hilbert Avenue with an existing driveway across the street. Board member Damsgaard questioned the location of the garage on certain lots and the close placement of the home to the sidewalk on certain lots, and suggested adjustments to improve the design.

Alderperson Burkart raised concerns about the size of the homes and setback requirements but expressed a willingness to explore the concept if adjustments were made. The applicant noted the practicality of building larger, high-quality homes to ensure saleability. These homes will be similar to the additions people are putting on their existing homes in the area.

There is a possibility of removing the community building in favor of front porches as community spaces. The applicant mentions that two Cedarburg families have already committed to moving into the neighborhood, with one family requesting a simple house design. The board showed interest in preserving a central tree or some sort of feature in the cul-de-sac center while also deferring to the requirements of the fire department.

Commissioner Arnett made a motion to send a favorable recommendation to the Plan Commission, bearing all the comments above in mind as the applicant proceeds. Seconded by Chairman Voltz. They advised Coach House to refine the concept plans to address several concerns, including fire department access to the cul-de-sac, the size of the homes, the setbacks, and the site layout, and also suggested possible removal of the out lot accessory structures. The motion carried unanimously.

DISCUSSION AND SETTING A DAY AND TIME FOR THE REGULAR MONTHLY MEETINGS OF THIS NEW SITE AND ARCHITECTURAL REVIEW BOARD.

The SARB agreed to schedule regular meetings for the Tuesday of each month that are 13 days prior to the regular Plan Commission meeting for the following month, at 8:30 AM, starting August 19th.

COMMENTS AND ANNOUNCEMENTS BY SARB COMMISSIONERS

Board member Rushing requested a rule change to allow SARB members to physically inspect properties during the application process, and the Planner agreed to look into the city's policies regarding property inspections.

CHAIRMAN'S ANNOUNCEMENTS

NONE

ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Chairperson Voltz, to adjourn the meeting at 12:41 pm. The motion carried unanimously.

Theresa Hanaman
Administrative Assistant

APPLICANT, KATE SCHLEY D/B/A COACH HOUSE HOMES, REQUESTS CONCEPT REVIEW, DISCUSSION, AND FEEDBACK IN RESPECT TO HER SEVEN-LOT/HOME SINGLE-FAMILY- DETACHED RESIDENTIAL INFILL DEVELOPMENT PROPOSED FOR THE PROPERTIES LOCATED AT W59 N367 HILBERT AVENUE & W61 N394 WASHINGTON AVENUE. THIS 1.78-ACRE SITE, OWNED BY WENDELL LEE LLC IN C/O PAULA MOTTE, IS ZONED RS-5 SINGLE-FAMILY RESIDENTIAL.

Planner Censky reported: The applicant proposes a seven-lot/home single-family- detached residential Planned Unit Development for this site. The proposal depicts a private cul-de-sac drive entering off of Hilbert Avenue. There is also a public pedestrian walkway proposed to extend through the neighborhood from this cul-de-sac, and extending west out to Washington Avenue. Owing to the typical constraints of an infill setting, the applicant would propose this project using Planned Unit Development (PUD) Overlay rezoning. While they are principally compliant with the basic standards of the Rs-5 Single-Family Residential Zoning District, there are some exceptions, such as with respect to lot size, setback, and floor area ratio, where they may request flexibility/relief. This concept was reviewed by the Site and Architectural Review Board (SARB) on July 24, 2025. The revised plans presented at this time do reflect some extent of efforts by the applicant to respond to SARB concerns, such as home sizes and setbacks.

The Plan Commission discussed the proposed development, focusing on how the new construction should integrate with the existing community instead of creating a separate, distinct area within an existing area. Mayor Thome voiced concerns about the design elements, such as the cobblestone driveway and the special entranceway, expressing that theses might not fit the character of the neighborhood. Commissioner Arnett also raised concerns regarding the monuments at the street entrance and the mailroom, questioning whether these features could be removed.

Although this is a concept plan, Commissioner Scholz and Architect Keith Barnes touched on stormwater management, with suggestions for underground storage and bioswales as options if necessary, and the need for sidewalks vs the way it was done in the Glen at Cedar Creek.

The developer, Kate Schley of Coach House, emphasized their commitment to maintaining the neighborhood's character and providing front porch living with sidewalks. She also noted that the development was under the required density and would not significantly impact traffic. Kate explained this development centered on how the new construction could integrate with the existing community rather than create a separate, distinct development.

Val Sorchy, N40 W6068 Jackson Street - Supports the proposal by Coach House Homes, citing their quality of workmanship and the need for positive development on the vacant land.

Aaron Schultz, W59 N370 Hilbert Avenue - Against the proposed development as the size of homes does not fit the character of the area. He has concerns regarding the cul-de-sac and lighting.

Dan Carr, W59 N397 Hilbert Avenue - He called for more affordable housing options and urged the city to slow down the development process to allow for further consideration and community input.

Tom Sorchy, N40 W6086 Jackson Street - Asks that the Plan Commission consider Coach House

Homes. They are outstanding builders and have the community in mind.

Brett Hartman, W59 N374 Hilbert Avenue - Opposed houses of this size because they do not fit the community.

Donna McElligott, W59 N380 Hilbert Avenue - Supports development but questions some of the plans, the code for setbacks, and screening.

Jake Furey, W59 N386 Hilbert Avenue - Concerned with traffic, safety, and additional houses.

Terry King, W63 N762 Sheboygan Road - Would like to see this preserved as green space.

Ann Witte, W59 N264 Hilbert Avenue - Concern regarding traffic, the placement of the road and run-off.

Grant Witte, W59 N364 Hilbert Avenue - Request to table the discussion and send back to the SARB.

Mary Beth Furey, W59 N386 Hilbert Avenue, Concerns about the impact of the community based on the current site plan.

Commissioner Arnett discussed the size of the homes and recommended that the current residential design standouts be considered in relation to the character of the existing neighborhood. Council Member Fitzpatrick reviewed the height restrictions and found them to be reasonable. He does not believe that adding seven homes would lead to traffic issues. Mayor Thome confirmed that Hilbert Avenue has served as a thoroughfare for decades and agrees with Council Member Fitzpatrick that the addition of seven homes would not significantly affect the area, contrary to residents' concerns. Commissioner Bublitz expressed a desire to address safety issues related to the new road.

No formal action taken; applicant to consider feedback and proceed with revisions to the Site and Architectural Review Board for further discussion and review.

REVIEW, DISCUSSION, AND POSSIBLE ACTION (RECOMMENDATION TO THE COMMON COUNCIL) ON PROPOSED NEW REGULATIONS APPLICABLE TO SIDEWALK RIGHT-OF-WAY ENCROACHMENTS THROUGHOUT THE B-3 CENTRAL BUSINESS DISTRICT AND HPD HISTORIC PRESERVATION OVERLAY ZONING DISTRICTS. THIS MATTER IS CITY-INITIATED.

Planner Censky provided an update on the proposed new regulations for sidewalk right-of-way encroachments in the B3 Central Business District. The key points are:

- Space Requirements: If a business has less than 5 feet of sidewalk space, it may not place any encroachments. Businesses with more than 5 feet of encroachment may submit a proposal for the area. Proposals must include details such as the proximity to the curb and building, as well as specific information about the encroachments, including manufacturer cut sheets, images, colors, sizes, and types. Clear Zone Requirements: A 5-foot pedestrian clear zone is mandatory, along with a 3-foot terrace requirement.
- Permits: Permits are required for tables, chairs, vestibules, and other encroachments. While there is no insurance requirement, a mandatory hold-harmless agreement must be signed.
- Outdoor alcohol consumption is prohibited.
- Permit Duration: The permit term is limited to 6 months but may be renewable.
- Signage: Only sandwich board signs are allowed in the terrace area. In the 3-foot clear terrace area, only sandwich board signs may be placed; tables and chairs are not permitted.

Excerpt of Minutes – Site and Architectural Review Board 12-23-25

Applicant, Kate Schley, d/b/a Coach House Homes, requests a favorable recommendation to the Plan Commission for Planned Unit Development Overlay rezoning based upon the revised concept presented for a seven-lot/home single-family-detached residential infill development proposed for the properties located at W59 N367 Hilbert Avenue & W61 N394 Washington Avenue. This 1.78-acre site, owned by Wendell Lee LLC in c/o Paula Motte, is zoned Rs-5 Single-Family Residential.

Planner Censky reported that the applicant has revised the plan for a seven-lot, single-family detached residential Planned Unit Development (PUD), now called Eden Preserve. The updated plan still includes a private cul-de-sac street with curb, gutter, and sidewalks leading from Hilbert Avenue. However, communal entrance features, such as a fountain, pergola, and community building, have been removed, and there are no longer plans for a pedestrian walkway extending out to Washington Avenue. The project has been renamed to Eden Preserve.

In contrast to the original plan, each lot boundary now extends to the centerline of the private road, resulting in larger lot sizes. A concern of staff is who will draft and approve the necessary easements for access to the road, sidewalks, and public utilities that will run beneath the drive. This setup will also mean that any required streetlights or trees will be placed on the private lots.

With these larger lot sizes, the proposed floor area ratios (FAR) now comply with the maximum allowed in the Rs-5 district (36%), whereas most lots exceeded the FAR in the original plan. Proposed home sizes will range from 2,450 to 3,700 square feet, including attached garages. Each home will be custom-designed. Detailed architectural standards have not yet been provided. The applicant agrees to include, as a condition of the PUD, that each new home proposed to be constructed in this neighborhood would be subject to review and approval as for an "infill lot", prior to issuance of a building permit.

The proposed building setbacks are: front 25 feet (measured from behind the sidewalk), side setbacks of 4 feet, and rear setbacks of 15 feet for Lots 1-4 and 6-7, and 25 feet for Lot 5.

The applicant represents in their plan data table that all lots will fully comply with the Rs-5 maximum lot coverage ratio (i.e., the total footprint area of all structures on the lot/lot area) of 30%.

In the Rs-5 zoning district, the minimum lot size is 8,400 sq. ft. and 50 feet in width. The new plan proposes lot sizes ranging from 9,788 to 11,902 sq. ft., compared to the original plan's 6,300 to 11,000 sq. ft. Similar to the previous plan, none of the new lots will have the required 30 feet of frontage on a public street, though this can be waived by the Plan Commission per Section 14-1-90 of the Code.

As this time, Planner Censky does not recommend in favor of the requested rezoning as certain critical details remain to be presented in full form such as, but not necessarily limited to, the preliminary plat and the proposed architectural covenants and restrictions for the neighborhood. She would support clear feedback to the applicant and for the record as to the following specific requests of the applicant for relief from the Rs-5 District standards as follows:

1)Rear yard setbacks on Lots 1-4 & 6-7 of 15 feet vs 25 feet as required by Code.

A clear recommendation is also requested pertaining to the extension of lot lines to the center of the road vs having the private street/sidewalk situated in an Outlot as was originally proposed.

The Planning, Engineering and Utility staff are all wary of this approach without specific legal guidance to support it. If an Outlot solution is used, the lot sizes might all require PUD exceptions.

Other conditions recommended for your consideration include:

- Applicant must supply and receive approval of the fully detailed preliminary plat submittal as a prerequisite to obtaining a favorable recommendation for PUD rezoning.
- Applicant must supply and receive approval of the fully detailed architectural covenants and restrictions as a prerequisite to obtaining a favorable recommendation for PUD rezoning.
- Applicant will be required, as a condition of PUD rezoning, to:
 - Secure the approval of plans including, but not necessarily limited to, grading, drainage, erosion control, stormwater management, utilities, street trees, and street lighting, from the City Staff such as Engineering & Public Works, Light & Water, Fire Department, and Building Inspections.
 - Enter into a Development Agreement with the City for the construction of all required improvements.
 - Present a final plat, consistent with the preliminary approval, for approval by the Plan Commission and Common Council prior to issuance of any building permits or sale of any lots in the subdivision.

Council member Burkart opposes the extension of lot lines to the center line and rear yard setback reductions. She feels that the houses are just too large for the proposed lots and the neighborhood.

Chairperson Voltz noted that the current floor area ratio (FAR) in the neighborhood ranges from 0.21 to 0.34. Under the current proposal for Eden Preserve, the FAR would increase to approximately 0.35

Architect Damsgaard and Co-Chairperson Arnett support the proposed 15-foot setbacks.

Architect Rushing disagrees with the housing layout, stating that it should follow a more rectilinear pattern/orientation.

ACTION:

Architect Damsgaard made a motion, seconded by Architect Rushing, to not support the rezoning request at this time for lack of an actual preliminary plat and/or covenants and restrictions, but to give favorable feedback on the presented plan to the Plan Commission as follows: allowing the rear yard setbacks as shown and having the lot lines to the center of the private drive. Additionally, it will include the Planner's recommendations noted above.

Architect Rushing made a motion to amend the original motion to include narrowing the 25 ft. rear setback, enlarging the cul-de-sac and circle in the center, turning the homes, having sidewalks on both sides of the street, detaching the garages, aligning the porches, and making the homes straight with the street. The motion died for lack of a second.

Council member Burkart made a motion, seconded by Chairperson Voltz to amend the original motion to keep the 25 ft front setback for the principal structure (measure from back of sidewalk), and require a 25 ft rear yard setback for the principal structure for every lot, and to include that every proposed new home will be subject to review and approval as for an infill lot

with site and architectural plan review to the Site and Architectural Review Board and Plan Commission as part of the PUD. Voltz, Burkhart, Rushing, and Damsgaard in favor. Co-Chairperson Arnett opposed.

Co-Chairperson Arnett made a motion, seconded by Council member Burkart to amend the amended motion to allow lots 1, 3, and 7 to have rear setback 15 ft. instead of 25 ft. and 2,4, 5, and 6 to have rear setback 25-feet. The motion carried unanimously.

The original motion as successfully amended passed. Voltz, Burkart, Arnett, Damsgaard, in favor. Rushing opposed.

PLANNER REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: January 5, 2026

General Information:

Agenda Item: 7.C.

Applicant:

Lakeside Development Company, in
c/o Brian Scheive

Property Owner:

Oak Gap Madison Avenue LLC.

Request:

Concept review, discussion and
feedback to applicant for Planned
Unit Development Overlay rezoning
for a 16-lot single-family-detached
residential infill subdivision
development.

Current Zoning:

M-1 Limited Manufacturing District

Requested Zoning:

Rs-5 Single-Family Residential
District w/ PUD Planned Unit
Development Overlay District

Current Master Plan Classification:

Medium Density Residential

Surrounding Zoning/Land Use:



Lot Size:

3.04 acres

Location:

W66 N622 Madison Avenue

Discussion:

The applicant presents a 16 lot/home single-family-detached residential Planned Unit Development for this site. Eight front-porch forward homes would face both Madison Avenue and St. John Avenue, each with an attached garage that is set toward the rear of the lot. Garage access would be via a 20'-wide private alleyway running between/behind the homes, extending from Cleveland Street to the north and a proposed new extension of Victoria Court to the south. Lot lines for each lot run to the center of the alley. A concern with this approach (vs having the alley as an outlot) is who will write, review and approve the critical easements needed from each individual owner, granting to each other owner, the public, the City,... pedestrian and driving access over the alley, access to the City for service/repair/replacement of the public utilities such as sewer and water that might lie beneath the private alley.

The proposed extension of Victoria Court by the applicant will require that they secure a small portion of land from the owner of the lot to the south owned by Brunswick Corporation, in c/o Mercury Marine.

Architectural style imagery for the proposed homes is provided in the packet. Fully detailed covenants and restrictions have not been presented at this concept stage.

The [Rs-5 Single-Family Residential Zoning District](#) is among the districts considered to comport with the Medium Density Residential Land Use Classification of this site. The applicant requests approval to rezone this site from existing M-1 Limited Manufacturing to Rs-5 with a Planned Unit Development Overlay (PUD).

The following exceptions from the basic standards of the Rs-5 district are requested:

- Maximum density permitted (using 3.04 acres) = 15.86 Proposed density = 16
- Minimum required lot size = 8,400 sq.ft. Proposed lots = 7,900 sq.ft.
(With lot area measured to the centerline of the alley)

The applicant represents in their narrative and concept site plan that all lots will fully comply with the other standards of the Rs-5 district including as to, for instance:

- Maximum floor area ratio (i.e., the total square footage of all buildings on the lot/lot area) of 36%
- Maximum lot coverage ratio (i.e., the total footprint area of all structures on the lot/lot area) of 30%;
- Minimum required lot width of 50 feet.
- Front building setback of 25 feet.
- Side setbacks of 4 feet.
- Rear setbacks of 25 feet.* (*Note that these setbacks are being calculated from the centerline of the alley)

Owing to the typical constraints of an infill setting, the applicant proposes this project in the context of a Planned Unit Development (PUD) Overlay rezoning. In the case of a Residential Planned Unit Development, the Code provides as follows:

Density requirements. Only one of three possible levels of residential density shall be allowed in specific PUD Districts:

- (1) The number of dwelling units allowed as a permitted use in the underlying zoning district; or
- (2) The number of residential dwelling units allowed as a conditional use in the underlying zoning district; or
- (3) The number of residential dwelling units allowed where an increased density is allowed in recognition of a project of exceptionally high overall quality as provided below.

Increased density justification.

- (1) If, notwithstanding dimensional differentials, a proposed project uniformly contains exterior and interior materials, design details, workmanship and features of an exceptionally high quality that emulates the historic character of Cedarburg and/or the immediate neighborhood, an "increased density" for residential dwelling units may be recommended by the plan commission and approved by the common council as part of the original PUD District approval process.
- (2) If granted, the increased density level of a residential use shall be in lieu of any other possible residential density.
- (3) An increased density shall constitute a discretionary number of residential units based on the following criteria for consideration/recommended by the plan commission and approved by the common council:
 - a. Whether the project will provide better utilization of the land than would otherwise be realized if the site were developed with the density requirements of the underlying district or as a PUD without an increased density.
 - b. Whether the project makes adequate provisions such that an increase in residential density will not have an unreasonable adverse effect on neighboring properties, existing and/or proposed public rights-of-way and/or municipal and other public services as a result of the type, intensity and frequency of the use(s) associated with the proposed project.
 - c. Whether the structures proposed for the project are harmonious with existing nearby structures and land uses.
 - d. Whether building materials have been selected and are proposed to be utilized in a manner that is harmonious with the natural environment and the general character of other buildings and structures in the vicinity of the proposed development.
 - e. Whether the proposed project will result in the construction or upgrading of specific public infrastructure improvements that will benefit the public at no cost to the city.
 - f. Whether the proposed project will enhance an existing structure that is deemed beneficial to the character of the neighborhood where it is situated.

Lot area and width. The lot area and lot width requirements of the underlying base zoning district may be modified if deemed appropriate by the common council following recommendation by the plan commission, provided that lot sizes are adequate to accommodate all proposed buildings and site features.

Building height and area.

- (1) the common council following recommendation by the plan commission may allow an increase in allowable building heights if it is determined that such an increase is warranted to support the public benefit likely to result from the proposed development.
- (2) The floor area ratio (F.A.R.) and lot coverage percentage (L.C.P.) for the principal buildings and accessory buildings shall be established on a case-by-case basis as an element of a residential PUD Planned Unit Development project at the time of the final plat approval.

Setback and yards. Setbacks and yards required by the underlying base use zoning district may be modified in PUD Planned Unit Development Overlay Districts if deemed appropriate by the common council following recommendation by the plan commission.

Recommendation:

As this is a concept/consultation matter, there is no formal recommendation for action by the Plan Commission. The Planner would, however, support clear feedback to the applicant as to the concepts presented here including as to:

- 1) Density slightly greater than 5.2 units/net buildable acre (i.e., 16 units vs ~15.86 permitted, provided final surveyed lot size confirms the 3.04 acre lot size). Yes/No
- 2) Support for lot sizes less than 8,400 sq. ft. district minimum. Yes/No
- 3) Rear yard setbacks being measured from centerline of the private alley. Yes/No

A clear recommendation is also requested pertaining to the extension of lot lines to the center of the alley vs having the being situated in an Outlot. The Planning, Engineering and Utility staff are all wary of this approach without specific legal guidance to support it. If an Outlot solution is used, the magnitude of lot size and rear yard setback PUD exceptions will be greater. Would you support such lot size and setback exceptions thorough PUD? Yes/No



LAND DEVELOPMENT APPLICATION

PROPERTY LOCATION/ADDRESS: W66 N622 Madison Avenue

APPLICANT/BUSINESS NAME: Lakeside Development Company Brian Scheive

APPLICANT/BUSINESS ADDRESS: [REDACTED] Mequon, WI 53092

STATUS OF APPLICANT: ☐ OWNER ☐ AGENT ☒ BUYER ☐ OTHER _____

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): Oak Gap Madison Avenue LLC

PROPERTY OWNER MAILING ADDRESS: 2644 National Place, Garland, TX 75041

PROPERTY OWNER PHONE: [REDACTED] PROPERTY OWNER EMAIL: [REDACTED]

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: _____

Request conceptual review to redevelop the entire block from current industrial use to 16 single family residences,
designation as PUD Rs-5, and the extension of Victoria Court.

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@CITYOFCEDARBURG.WI.GOV

The undersigned certifies that he/she has ^{AM not} 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: *As NW* DATE: 25 Nov 2025

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ _____ (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: _____

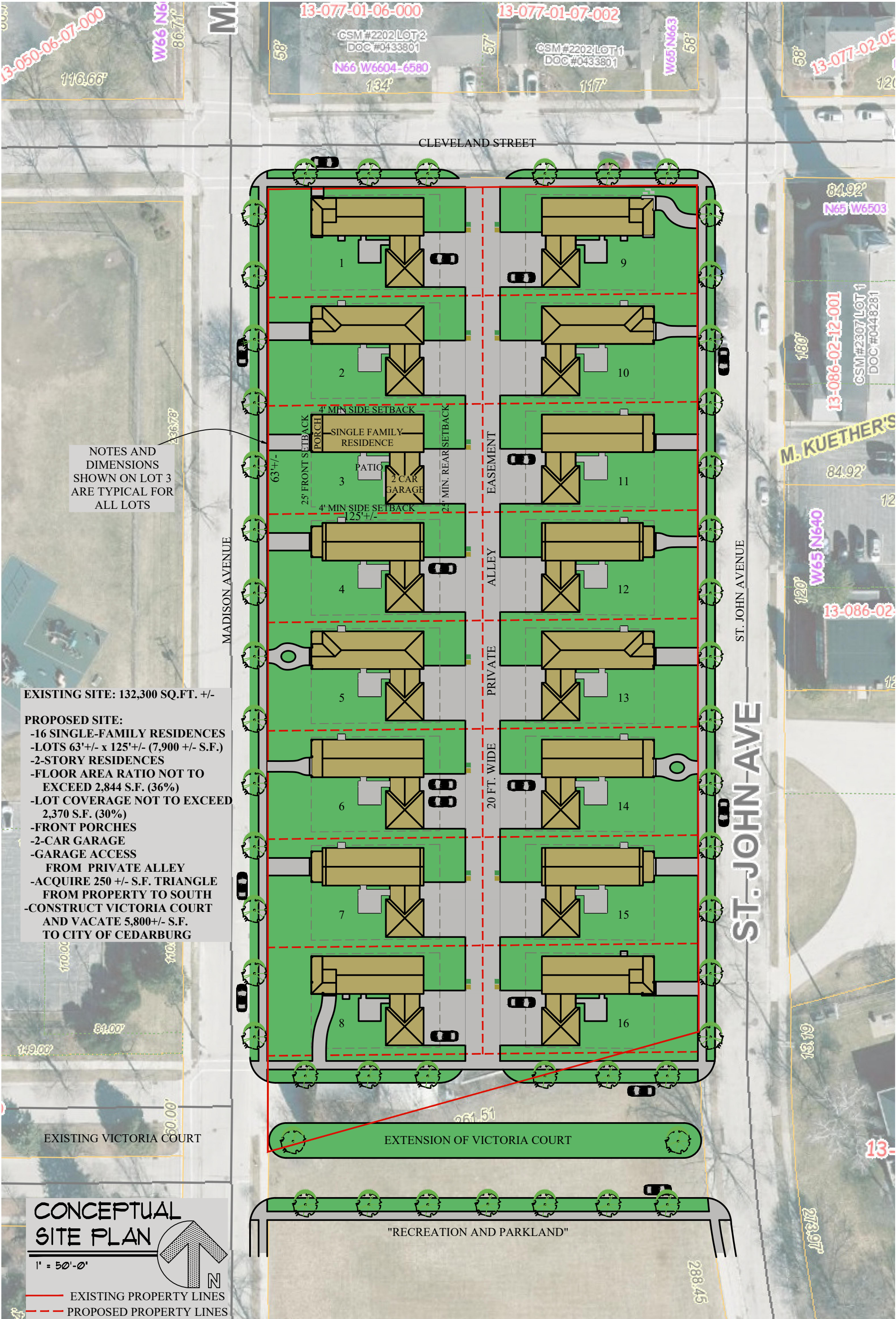
APPLICATION AND FEE RECEIVED BY: _____ PLAN COMMISSION MEETING DATE: _____

ATTACHMENTS (CHECK IF RECEIVED):

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

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: _____

ZONING: _____ ALDERMANIC DISTRICT: _____ PREVIOUS MEETING: _____



EXISTING SITE: 132,300 SQ.FT. +/-

PROPOSED SITE:

- 16 SINGLE-FAMILY RESIDENCES
- LOTS 63'+/- x 125'+/- (7,900 +/- S.F.)
- 2-STORY RESIDENCES
- FLOOR AREA RATIO NOT TO EXCEED 2,844 S.F. (36%)
- LOT COVERAGE NOT TO EXCEED 2,370 S.F. (30%)
- FRONT PORCHES
- 2-CAR GARAGE
- GARAGE ACCESS FROM PRIVATE ALLEY
- ACQUIRE 250 +/- S.F. TRIANGLE FROM PROPERTY TO SOUTH
- CONSTRUCT VICTORIA COURT AND VACATE 5,800+/- S.F. TO CITY OF CEDARBURG

CONCEPTUAL SITE PLAN

1" = 50'-0"

EXISTING PROPERTY LINES

PROPOSED PROPERTY LINES

Lakeside Development Company

The finest in architecture & construction management

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MADISON / ST. JOHN RESIDENCES

CEDARBURG, WISCONSIN
NOVEMBER 21, 2025

SHEET 2 of 2

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It is requested that the City of Cedarburg Planning Commission conceptually review the redevelopment of this property at W66 N622 Madison Avenue from current industrial use to 16 single family residences, designation as PUD Rs-5 zoning and the extension of Victoria Court.

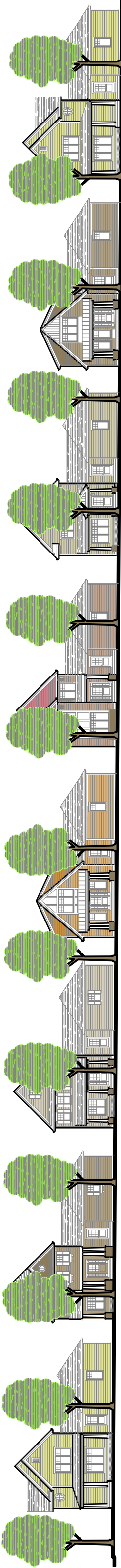
The overall concept is that this is an urban infill project. This project will stitch together the surrounding neighborhoods, reflect the neighboring scale, reflect the neighboring architecture and create better connectivity for the neighborhood. There is a residential neighborhood to the north, east and south of this site and this project will blend those neighborhoods together.

The conceptual feeling is to be welcoming and family oriented through the use of large, prominently displayed front porches. All of the porches will be as close to the street as allowed by the setback zoning. Most of the porches, depending on the architectural style, will be the entire width of the front of the houses. The garages will be set back from the street so as not to distract from the prominent front porches.

The architectural concept is to create an eclectic assembly of house styles that reflects the neighboring architecture. The surrounding neighborhoods, within only one block, contain Victorian style houses from the late 1800's, craftsman style houses from the 19 teens through the 30's, and even ranches from the 1950's which is when development of the neighborhood was complete. This redevelopment will concentrate on creating historic architectural styles that favor 2-stories residences to preserve yard space. There will be a “first floor master bedroom” plan and a plan with all the bedrooms on the second floor. Houses will be mostly 3 bedroom, 2 ½ bath. A lower level light well will be provided for optional finished basements. Garages will be 2-car.

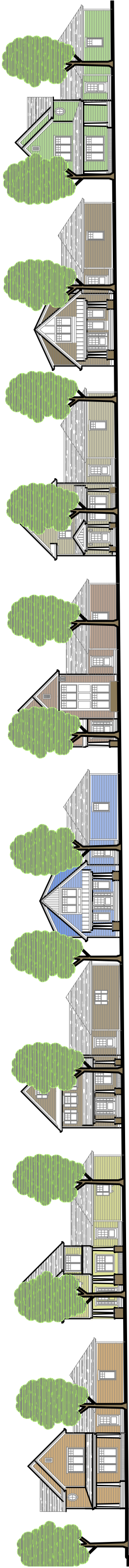
The concept of the site layout is to keep street views focused on porches and yards by creating a back alley. Garages will be accessed via the alley. Garbage pickup will be in the alley. Utilities such as water, sewer, gas and (buried) electric will be installed in the alley. The alley will be private and all of these uses will require an easement. Alley to be built to City of Cedarburg specifications for garbage truck access. Streetlighting is meant to be mostly handled via sconces on every front porch that will be controlled jointly. Finally, since there will be no driveway curbeuts on the street, more city trees will fit around the perimeter of the site.

The final issue of this site is the southern border. It is hoped that with the cooperation of the City of Cedarburg and the property owner to the south (Mercury Marine) that the angled property line can be squared off. The boulevarded street, Victoria Court, will be extended to provide access to the southern end of the alley at developer's expense. This land and street extension will then be turned over to the City of Cedarburg. This will provide Cedarburg with greater access and connectivity.



MADISON AVENUE CONCEPTUAL STREETSCAPE

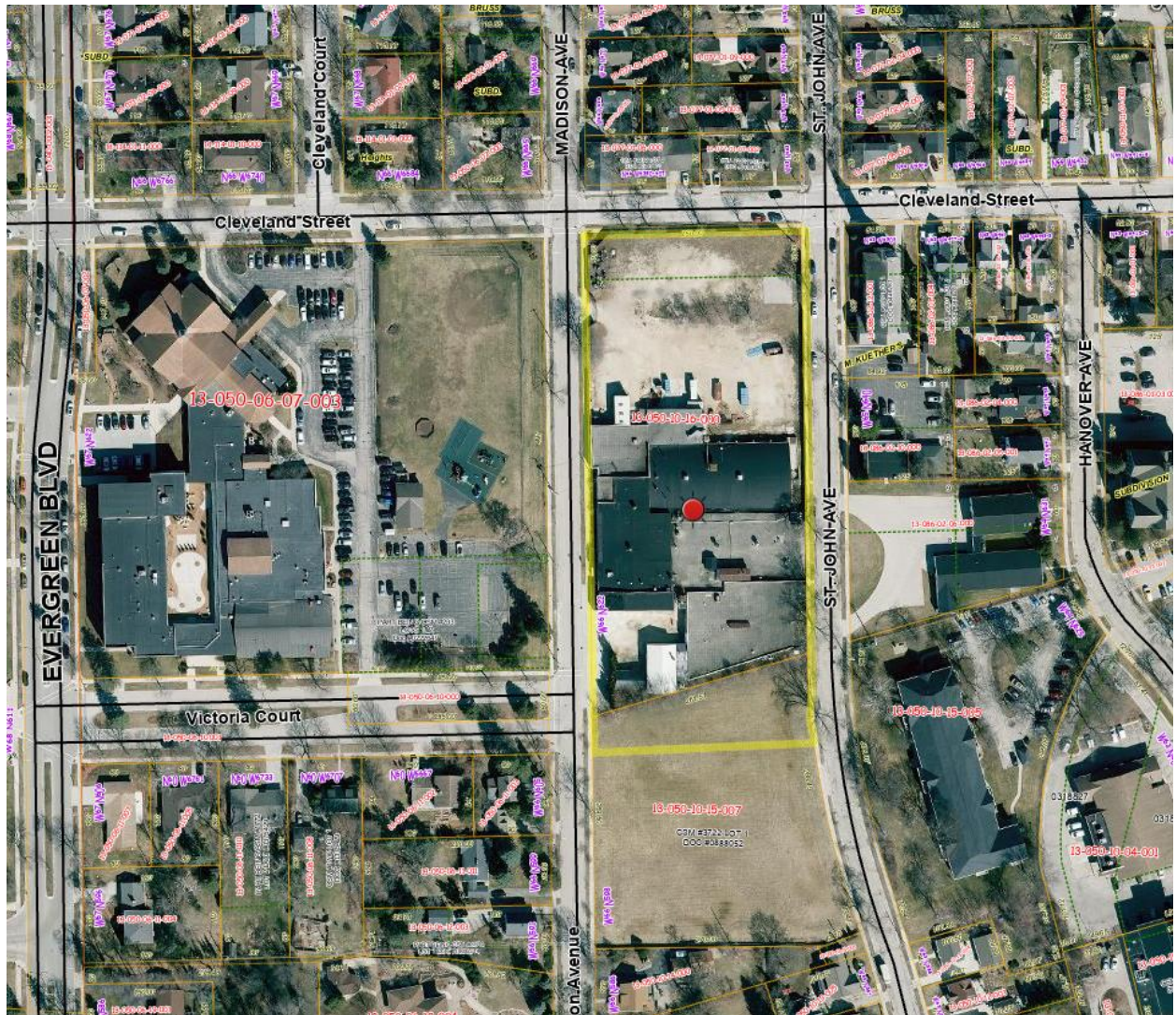
NOT TO SCALE



ST. JOHN AVENUE CONCEPTUAL STREETSCAPE

NOT TO SCALE

Ozaukee County GIS Aerial Map View 2024 – Lakeside Redevelopment Infill Site



Applicant Lakeside Development Company, in c/o Brian Scheive, requests concept review, discussion and feedback on their plans to clear and redevelop the 3.04-acre property located at W66 N622 Madison Avenue, into a sixteen unit single-family detached 'front porch' neighborhood. This M-1 Limited Manufacturing District zoned property is owned by Oak Gap Madison Avenue LLC.

Planner Censky introduced the concept plan of a 16 lot/home single-family-detached residential Planned Unit Development for this site. Eight front-porch forward homes would face both Madison Avenue and St. John Avenue, each with an attached garage that is set toward the rear of the lot. Garage access would be via a 20'-wide private alleyway running between/behind the homes, extending from Cleveland Street to the north and a proposed new extension of Victoria Court to the south. Lot lines for each lot run to the center of the private alley. Planner Censky is concerned with this approach (vs having the alley as an outlot) questioning who will write, review and approve the critical easements needed from each individual owner, granting to each other owner, the public, the City,... pedestrian and driving access over the alley, and access to the City for service/repair/replacement of the public utilities such as sewer and water that might lie beneath the private alley.

The proposed extension of Victoria Court by the applicant will require that they secure a small portion of land from the owner of the lot to the south, owned by Brunswick Corporation, in c/o Mercury Marine.

The Rs-5 Single-Family Residential Zoning District is among the districts considered to comport with the Medium Density Residential Land Use Classification of this site.

Co-Chairperson Arnett is in favor of the setbacks. Council member Burkart is pleased with the unique developments and is okay with the density and lot sizes including calculating them to the center of the alley.

Architect Rushing said it is consistent with the surrounding neighborhood, a little monotonous as to the architectural designs. He suggested that some of the homes include a bonus room over the garage. He also suggested flipping the homes, so some garages are next to each other. He was in favor of the front porches forward as presented.

Council member Burkart made a motion, seconded by Architect Rushing to send a favorable recommendation to Plan Commission for concept approval to rezone this site from existing M-1 Limited Manufacturing to Rs-5 with a Planned Unit Development Overlay (PUD) and to include the following exceptions:

Relief from the basic standards of the Rs-5 district are requested as follows:

- Maximum density permitted (using 3.04 acres) = 15.86 Proposed density = 16
- Minimum required lot size = 8,400 sq.ft. Proposed lots = 7,900 sq.ft.(With lot area measured to the centerline of the alley)

The applicant represents in their narrative and concept site plan that all lots will fully comply with the other standards of the Rs-5 district including as to, for instance:

- Maximum floor area ratio (i.e., the total square footage of all buildings on the lot/lot area) of 36%
- Maximum lot coverage ratio (i.e., the total footprint area of all structures on the lot/lot area) of 30%;
- Minimum required lot width of 50 feet.
- Front building setback of 25 feet.
- Side setbacks of 4 feet.
- Rear setbacks of 25 feet.* (*Note that these setbacks are being calculated from the centerline of the alley).

The motion carried unanimously.