



**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 with 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 Kreuger'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 Kreuger'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 with 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 ¼'ly room tax payments to the City Treasurer as required pursuant to City of Cedarburg Ordinance #94-39 Room Tax.

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

Theresa Hanaman
Administrative Assistant