



**CITY OF CEDARBURG  
A MEETING OF THE PLAN COMMISSION  
MONDAY, FEBRUARY 2, 2026 – 7:00 PM**

A meeting of the Plan Commission, City of Cedarburg, Wisconsin, will be held on Monday, February 2, 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](http://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, James Hayes.

3. STATEMENT OF PUBLIC NOTICE

4. APPROVAL OF MINUTES

A. January 5, 2026

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

Comments from citizens on a listed agenda item will be taken when the item is addressed by the Plan Commission. At this time, individuals can speak on any topic not on the agenda for up to 2 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Plan Commission agenda item. Written public comment regarding agenda or non-agenda items may be submitted to [cityhall@cityofcedarburg.wi.gov](mailto:cityhall@cityofcedarburg.wi.gov) by noon on the day of the meeting for distribution to the Plan Commission.

6. PUBLIC HEARINGS; AND ACTION THEREON

A. Public hearing, discussion, and possible action on the request of applicant/property owner Faith Lutheran Church, in c/o Courtney Schoofs as Church Council President, for Conditional Use Permit approval to develop an 80-niche columbarium use and structure on their 8.29 acre, I-1 Institutional & Public Service District zoned property located at N35 W6621 Wilson Street.

B. Public hearing, discussion, and possible action on the request of applicant Van Ngyuen, d/b/a Le's Pho LLC, for Conditional Use Permit approval to continue the existing restaurant use in a tenant space at Echo Plaza. This property, located at W63 N124-50 Washington Avenue, is zoned B-2 Community Business District. The property owner is The Plaza LLC in c/o Doreen Wirth.

- C. Public hearing, discussion, and possible action on the request of applicant DSDH Gerb LLC, in c/o Dave Herbeck of Herbeck Development, for Conditional Use Permit approval to develop a 16,617 sq. ft. motor vehicle collision repair facility on the vacant, 1.84-acre, M-2 General Manufacturing zoned site located at the northwest corner of Sommerset Avenue and Pioneer Road. The property owner is Pioneer Real Estate Development LLC in c/o Mike LaRosa.
- D. Public hearing, discussion, and possible action on the request of the City of Cedarburg for review, discussion, and possible reaffirmation or modification to the terms of the recently approved Conditional Use Permit for the 'Back Space', a 2,800 sq. ft. leasable, flexible use space located in the building at W61 N397c Washington Avenue. The Property Owner and Permittees are Bird House Rentals LLC, and Daniel and Jeanie Crawford respectively.

7. REGULAR BUSINESS; AND ACTION THEREON

- A. Review, discussion and possible action on the request of applicant DSDH Gerb LLC for Sign Code waiver to permit a ground/freestanding sign that exceeds the height and size limitations of the Code, and it contains off-premises business identifications. The proposed new sign replaces an existing sign on the property (located at the northwest corner of Pioneer Road and Sommerset Avenue). This M-2 General Manufacturing zoned property is owned by Pioneer Real Estate Development LLC in c/o Mike LaRosa.
- B. Review, discussion, and possible action/recommendation to the Common Council, on the request of Paul Hackbarth, d/b/a Camp Bar, for approval of an outdoor alcohol consumption area throughout the fenced in outdoor areas of the property located at W63 N674 Washington Avenue (formerly Art of Joy). This .24-acre, B-3 Central Business District w/ HPD Historic Preservation District Overlay zoned property is owned by John Roth Building LLC.
- C. Review, discussion, and possible action/recommendation to the Common Council regarding proposed changes to Section 13-1-122, and creation of Section 13-1-122.5, as recommended by the Site and Architectural Review Board. These changes relate to architectural review principles, standards, and procedures generally, and the architectural guidelines specific to all residential buildings.

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](mailto:cityhall@cityofcedarburg.wi.gov).

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



**CITY OF CEDARBURG  
Plan Commission  
January 5, 2026  
Minutes**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Patricia Thome.

2. ROLL CALL

- A. Mayor Patricia Thome, Vice Chairman Jack Arnett, Council Member James Fitzpatrick, Sig Strautmanis, Sherry Bublitz, Jon Scholz, and James Hayes.

Also Present - City Administrator Mikko Hilvo, City Planner Mary Censky, and 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. December 1, 2025

Commissioner Bublitz made a motion, seconded by Council member Fitzpatrick, to approve the meeting minutes for December 1, 2025. The motion passed unanimously. Commissioner Strautmanis abstained.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

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.

Commissioner Scholz made a motion, seconded by Commissioner Hayes, to open the Public Hearing at 7:02 pm. The motion passed unanimously.

Planner Censky reported that the applicant is seeking approval for a Conditional Use Permit (CUP) to establish a picnic table seating area in the side yard of their building, which houses A Geek Boutique, a gifts and games store. They also plan to set up temporary tents in this area to provide shelter for certain planned events and activities.

Key CUP Conditions include:

1. Storage (#7): No outdoor, unenclosed storage of materials/equipment/supplies associated with the use.
2. Adverse Impacts (#8): Applicant must remedy material adverse impacts upon City notice; failure may trigger CUP review.
3. Alcohol: No alcohol sales/service/consumption in the outdoor area (such as due to co-occupancy with Sal's Pizzeria). Signage required (table signs or yard sign stating "No Alcohol" in outdoor area).
4. Use Limitation: Outdoor area supports the Geek Boutique only—not any other Washington Ave businesses.
5. Lighting: Café-style string lighting subject to City Planner review/approval; Planning Commission may act if requested by Planner.
6. Hours: Outdoor use limited to 9:00 a.m.–9:00 p.m.
7. Tents/Canopies: Subject to Building and Fire review/approval (structural integrity, fire safety). Maintain in good repair; no outdoor storage of tents when not erected.
8. Site Conformance: Site remains per existing conditions except as shown in Exhibit A (placement of tables/tents).
9. Structure: Existing principal structure remains per current conditions.

The motion was made by Commissioner Stautmanis, seconded by Commissioner Bublitz, to close the Public Hearing at 7:09 pm. The motion passed unanimously.

**ACTION:**

Commissioner Strautmanis moved, seconded by Commissioner Bublitz to approve the applicant's 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 approval by the Landmarks Commission as to the specific style, size, type, and location of the tent, tables, and any related planters if 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 passed unanimously.

## 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.

Planner Censky reported the applicant's request to validate a "Teaching Kitchen" use and introduce flexibility for a small-scale commercial kitchen focused on food preparation and catering type uses with no on-site dining. She recommended classifying both uses as Conditional Uses to allow case-by-case evaluation of compatibility, waste management, odor control, and operational impacts.

The proposed amendments define a "Teaching Kitchen" as an instructional facility with active participant cooking, permitting only accessory beer and wine service strictly within the designated teaching area and expressly excluding bar, nightclub, or restaurant functions. A "Small-Scale Commercial Kitchen" would be limited to food preparation, packaging, and storage for off-site consumption or distribution, excluding any on-site event space or dining.

Parking standards calibrated with APA guidance were presented, requiring one space per three students plus one per instructor for "Teaching Kitchens", and one space per 500 square feet plus one per employee on the largest shift for "Small-Scale Commercial Kitchens".

### **ACTION:**

Council member Fitzpatrick made a motion, seconded by Commissioner Hayes to recommend approval of the zoning text amendments to add "Teaching Kitchen" and "Small-Scale Commercial Kitchen" as Conditional Uses in the M-2 General Manufacturing district, including the parking standards and definitions as presented. The motion passed unanimously.

- 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.

Planner Censky reported 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. 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 streetlights 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 Applicant proposes lot area calculation to the centerline of the private street, making each lot  $\geq 8,400$  sq ft (Rs-5 minimum) on paper. Planner Censky advised this is not the City's typical practice for single-family subdivisions (historically, the lot area is measured at the back of sidewalk/back of curb, not the centerline) and recommended treating the roadway area separately.

The Commission's key discussion revolved around Lot Area & FAR. Commissioners are opposed to drawing lot lines to the street centerline, which will inflate the lot area and depress the FAR; preferring an effective or actual lot size as measured behind the back of sidewalk/back of curb. Commission Strautmanis cited the Rs-5 FAR = 0.36 should apply per lot based on effective lot size (not including roadway). The setbacks on a private street should be measured from the back of sidewalk/back of curb. Commissioners support a minimum 15 feet from back of curb (or behind sidewalk), with setback flexibility by lot, to be reviewed in detail later.

Commissioner Hayes stated that the applicant must achieve a no net offsite increase in stormwater runoff and accommodate existing rear-yard drainage patterns; provide robust overflow routing (considering extreme events), stormwater easements, bioswales/rain gardens where feasible. The Preliminary Plat should include a reasonably well-developed grading + stormwater management plan.

Fred Bersch, a representative of the applicant, discussed with Plan Commission the public access easement and public- standard design (Fire Department access/turning radii) is acceptable as it.

Commission Strautmanis's preference for curb and sidewalk noted; lighting to be clarified, and preference for attached garages to reduce impervious area vs. rear detached.

The Commission discussed whether 7 lots are acceptable if FAR/setbacks/coverage are corrected; some suggested fewer lots may better fit the context.

### **Public Comments**

Scott Soukup, W59N396 Hilbert Ave — Opposed to enlarging lots by including roadway; urged adherence to current code and setbacks.

Donna McElligoty, W59N380 Hilbert Ave — Urged fairness and consistency; opposed redefining FAR by counting street area; requested transparent rules applied equally.

Aaron Schultz, W59N370 Hilbert Ave — Raised stormwater overflow concerns at cul-de-sac terminus; illustrated FAR distortion when roadway centerline is included.

Gill Janssen, W59N397 Hilbert Ave — Highlighted affordability needs; asked for smaller, efficient homes compatible with historic context.

Jake Schneider, W59N412 Hilgen Ave — Spoke in favor of modest home sizes and simpler living.

Grant Witte, W59N364 Hilbert Ave — Concerned about demolition impacts, loss of mature trees, headlight glare, and multi-year buildout effects.

Mr. Bersch explained the choice of fee simple single-family over condominium; noted surveyors can include roadway area in lot calculations; they aimed to minimize waivers by meeting standards via the centerline method; committed to attached garages and acknowledged rear-yard drainage considerations.

The applicant, Kate Schley, clarified market needs (aging-in-place, multi-generational first-floor suites, home offices); emphasized quality construction and willingness to return for house-by-house architectural review.

### **Action:**

Commission Strautmanis made a motion, seconded by Commission Bublitz to recommend denial to Common Council for the Planned Unit Development (PUD) overlay rezoning request based upon the revised concept presented for the seven-lot/home single-family-detached residential infill development, and to give the following feedback in explanation for this recommendation:

- Lot Area: Do not include private street area in lot size; define front lot line as the back of sidewalk (preferred) or back of curb in areas where there is no sidewalk .
- Private Street: Provide public access easement; design to public/Fire Department standards; specify curb/sidewalk/lighting.
- Plan Commission supports a waiver for the required lot size in the Rs-5 District to accommodate the developer.
- FAR: Apply 0.36 percent maximum FAR per lot based on actual lot size (excluding roadway).
- Setbacks: Use 15' minimum front (from back of curb/sidewalk), with flexible side/rear setbacks reviewed per lot context.

Vice Chairperson Arnett made a request for the applicant to come back to the Plan Commission and not the Site and Architectural Review Board to finalize the request for the PUD overlay rezoning. Mayor Thome and Commissioner Bublitz agreed with this sentiment.

Planner Censky reminded the Commissioners of her recommendation that the PUD overlay rezoning request approval would be premature without a true survey-based Preliminary Plat for formal review at the same time as the final PUD terms are being recommended.

Vote: Aye - Arnett; Nay - Mayor, Strautmanis, Hayes, Fitzpatrick, Bublitz, Scholz. 1–6  
Motion failed.

Commissioner Strautmanis made a motion, seconded by Commissioner Hayes for denial of the PUD rezoning request as presented.

- 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.

Planner Censky reported the proposal 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 alley. Her concern with this approach (vs. having the alley as an outlot) is that it doesn't accurately reflect effective/actual lot sizes.

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.

Fully detailed covenants and restrictions have not been presented at this concept stage, but some sketches of various models are included in the packet.

Planner Censky outlined 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 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:

- 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) Page 49

Planner Censky confirmed utilities can service the site but noted the need for alley easements and emphasized stormwater requirements for a ~3-acre project, including TSS removal, zero net off-site increase, overflow routing, and easements. The density at 16 units slightly exceeds the RS-5 baseline and would require a PUD exception. Potential contamination on the site will require DNR/EPA oversight, with no City funding for cleanup.

Plan Commission feedback emphasized not counting the alley area toward lots, treating the alley as a private outlot with shared easements, applying FAR to effective lot area measured from the back of curb/sidewalk, and establishing flexible front setbacks at the 15–25 foot for range with sensible side and rear setbacks under any PUD request.

Commissioner Strautmanis encouraged elevated porches, additional elevation options beyond the three shown, and varied materials and colors to avoid uniformity. He does not support flipping house plans to put garages next to each other (ref SARB minutes).

Plan Commission feedback to the applicant coalesced around these points:

1. Removing the private alley, create a 20-foot outlot instead of being part of the lot resulting in a lot size of 63 feet by 115, with a total area of 7,245 sq ft. The maximum building size is 2,608 sq ft.
2. Apply FAR 0.36 percent per lot based on effective lot area measured from back of curb/sidewalk.
3. Maintain sensible side/rear setbacks with any exceptions clearly requested under PUD.
4. Requested a Preliminary Plat with a graded site plan/full stormwater design, and an environmental investigation plan with the anticipated DNA?EPA compliance pathway.

Commission feedback coalesced around these points:

- Do not count the alley area toward the lot sizes; treat the alley as a private outlot with easements; Removing the private alley creates a 20-foot outlot resulting in a slightly smaller lot size of approximately 63 feet by 115 feet, with a total area of 7,245 square feet. The maximum building size is 2,608 square feet. The Commission generally supports these home sizes and the smaller lot size as well.
- Define front setbacks (Commission would be comfortable in the ~15'–25' range with flexibility).

- Maintain sensible side/rear setbacks (like presented) with any exceptions clearly requested under PUD. Additionally, the Plan Commission notes that a Preliminary Plat will be needed going forward, as well as a grading plan, a comprehensive stormwater management design, and a plan for ensuring that there will be full clearance/approval by both DNR and EPA (and others possibly) to develop this site for single-family residential use.
- Architecturally, the Commission encouraged elevated porches, additional elevation options (beyond the three, or so, presented), and varied materials/colors to avoid a cookie-cutter appearance.

**Public Comments**

Victoria Benson Hora, W66 N582 Madison Ave, has concerns with traffic/stop sign compliance at Cleveland/St John.

Brian Taylor, W65N663 Saint John Ave gave support for the plan contingent on environmental safety and stronger architectural variety.

Terry Payne, W63N762 Sheboygan Road, ??

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

8. COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

NONE

9. MAYOR'S ANNOUNCEMENTS

NONE

10. ADJOURNMENT

A motion to adjourn at 10:12 pm was made by Vice Chairman Arnett, seconded by Council member Fitzpatrick. The motion passed unanimously.

Theresa Hanaman  
Administrative Assistant

# PLANNERS REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date:** February 2, 2026

## **General Information:**

**Agenda Item: 6.A.**

**Applicant/Property Owner:**

Faith Lutheran Church, in c/o  
Courtney Schoofs as Church Council  
President

**Requested Action:**

Conditional Use Permit approval.

**Current Zoning:**

Institutional and Public Service  
District

**Current Master Plan Classification:**

Governmental and Institutional

**Surrounding Zoning/Land Use:**

North: Rs-5 Single Family  
Residential District

South: C-2 Non-Shoreland  
Conservancy District

East: I-1 Institutional and Public  
Service District

West: Rs-3(PUD) Single Family  
Residential District

**Lot Size:**

8.29 acres

**Location:**

N35 W6621 Wilson Street

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## **Discussion:**

The applicant seeks Conditional Use Permit (CUP) approval for phased implementation of a 640-niche columbarium. Detailed plans as to the location and design of eight 80-niche structures, to be phased in as needed, are attached in the packet.

The use columbaria (defined in the City Code as “A building, structure, or part of a building or structure that is used or intended to be used for the inurnment of cremated remains. (Wis. Stat. § 440.70 (4)).”, is listed as a conditional use in the I-1 Governmental and Institutional Zoning District. The City’s Code lists a series of conditions that must be met for outdoor columbaria as follows:

Section 13-1-63(d)(15)b. Outdoor Columbaria. A religious association may establish an outdoor columbarium subject to the requirements of Wis. Stat. § 157.123 and the following requirements set forth below:

1. A religious association must submit for review and approval to the Cedarburg Plan Commission:
  - a. A plan of perpetual care and maintenance of any proposed columbarium pursuant to Wis. Stat. § 157.123(2)(b); and
  - b. A site plan.
2. All Outdoor Columbaria must comply with the following physical requirements:
  - a. Location: A columbarium must be located outside a building owned and occupied by a religious association as defined by Wis. Stat. § 157.123(2)(a). Outdoor Columbaria are not subject to section 13-1-101(g) of the Zoning Code requiring Accessory Structures be located in the rear yard.
  - b. Size: Columbaria structures are not subject to the Area requirements in Section 13-1-63(g)(2) requiring the sum total floor area of the principal area of the building, columbaria, and all other accessory buildings not exceed 40 (40%) of the lot.
  - c. Setback: Columbaria structures shall meet the setback and yard requirements of the I-1 Institutional and Public Service Districts.
  - d. Appearance: Columbaria shall be consistent in material and design to the primary structure.
  - e. Signage: Signage shall be limited to inscriptions on the face of a columbarium niche and commemorative plaque on the columbarium structure. Commemorative plaques may be no larger than 15 inches by 15 inches.
  - f. Left objects: Left objects, such as flowers and mementos, are permitted, but must be monitored by the religious association and removed within seven days of placement.

**Recommendation:**

The Planner recommends the following conditions be considered for attachment to any approval the Planning Commission may be inclined to grant in this matter:

- 1) See attached DRAFT of CUP containing the proposed conditions for this use.
- 2) Applicant shall provide a copy of their plan for perpetual care and maintenance of this columbarium with the Planning Department for incorporation, by exhibit, into the Conditional Use Permit document, prior to its recording.
- 3) Full execution and recording of the Conditional Use Permit documents prior to the start of site work or construction on this columbarium use.



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: <sup>6221</sup> N35W621 Wilson Street, Cedarburg, WI 53012

APPLICANT/BUSINESS NAME: Faith Lutheran Church

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): [REDACTED]

PROPERTY OWNER MAILING ADDRESS: same

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

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: Acceptance of a plan that addresses the installation of eight - 80 niche columbarium structures on Faith Lutheran Church property, as further described on the attached exhibits. [REDACTED]

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](mailto: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: 12/17/2025  
Council President

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ 400<sup>00</sup> <sup>OK 50164</sup> (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 12-17-25

APPLICATION AND FEE RECEIVED BY: Thana Thaman PLAN COMMISSION MEETING DATE: February 2<sup>nd</sup> 2026

ATTACHMENTS (CHECK IF RECEIVED):

EIGHT DESCRIPTIONS (SARB)  EIGHT FULL-SIZE SETS (SARB)  TEN DESCRIPTIONS AND PLAN SETS (PLAN COMMISSION)

PROPERTY TAX KEY NO./PLAN COMMISSION FILE NO: 13-034-03-004-00 13-034-03-001.00

ZONING: I-1 ALDERMANIC DISTRICT: PREVIOUS MEETING:

<b>DOCUMENT NUMBER</b>	<b>CONDITIONAL USE PERMIT</b> <b>Faith Lutheran Church Columbarium</b>	
Before the Plan Commission of the City of Cedarburg, Ozaukee County, Wisconsin, in regard to the premises at N35 W6621 Wilson Street, Cedarburg, WI 53012, located in Section 34, Town 10 North, Range 21 East, Ozaukee County, State of Wisconsin, further described as follows:		
639/879 141/280 140/201 CSM #4317 LOT 1 DOC #1177751 SEC 34 T 10 R 21		
		Return to: City Clerk Jessica Campolo City of Cedarburg W63N645 Washington Avenue PO Box 49 Cedarburg WI 53012-0049

13-034-03-004.00  
Parcel Identification No.

Zoning Classification of the Premises is: I-1 Governmental and Institutional District  
Mailing Address of the Premises is: N35 W6621 Wilson Street

WHEREAS a petition has been filed by Faith Lutheran Church, in c/o Courtney Schoofs as Church Council President (hereinafter "Permittee and Property Owner") for the purpose of 640-niche columbarium W63 N146 Washington Avenue.

WHEREAS the proposed use of columbarium listed as a conditional use that can be considered for approval in Section 13-1-63(d)(15) 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 and Common Council hereby find 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 February 2, 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 Faith Lutheran Church, in c/o Courtney Schoofs as Church Council President (Permittee and Property Owner). 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-2 Community Business Zoning District.
4. Any/all required Federal, State and Local licenses and permits for use shall be obtained and maintained in full force and effect throughout the period of this use by Permittee.
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 subsequent modifications, changes or expansion to the approved structure or site plans affecting specifically this Permittee's columbarium use shall require prior approval by the City Plan Commission and Common Council as an amendment to this CUP (Ref Section 13-1-226 of the City Code "CONDITIONAL USE PERMIT.").
7. Unightly, 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 use columbarium, at N35

W6621 Wilson Street 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 purposes hereinafter described but that upon petition such uses 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 640-niche columbarium.

The SPECIFIC CONDITIONS of this Permit are:

1. This Permit shall become effective upon the full execution and recording by the Owners of the Premises 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 diligent work in support of appropriate Building, Use and Occupancy Permits (as are required by the building and zoning codes of the City of Cedarburg) in conformity to this Conditional Use Permit, are made/secured and construction 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 below.
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. The location, size, quantity of structures, quantity of niches (i.e., 640 maximum), appearance/design, setback, and signage for this columbarium shall be as specifically set forth in Exhibit "A" to this Conditional Use Permit, which exhibit is attached hereto and made a part hereof by reference.
  - b. The Permittee shall always operate this columbarium in full compliance with applicable Wis Stats. such as, but not necessarily limited to Wis. Stat. § 157.123.
6. Conditions on the Structures
  - a. As set forth in Exhibit "A".
7. Conditions on the Site
  - a. As set forth in Exhibit "A".
8. Other conditions
  - a. Permittee acknowledges and accepts that a building permit must be secured prior to the start of any site or construction work in support of this columbarium use.
  - a. Permittee shall provide a copy of their plan for perpetual care and maintenance of this columbarium with the Planning Department for incorporation, by exhibit, into the Conditional Use Permit document, prior to its recording.

Signature page(s) follow...



# Exhibit A Page 1 of 7

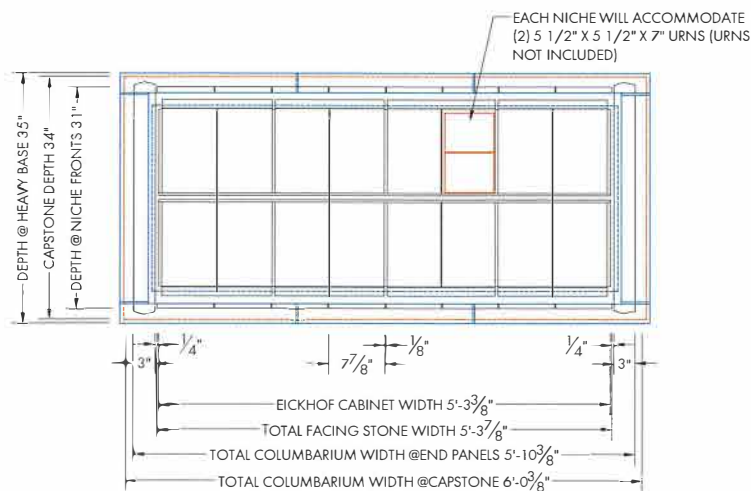
## Faith Lutheran Church – Cedarburg Columbarium Project Proposed Design and Implementation

Faith Lutheran Church council proposes to construct a columbarium on church property for the purpose of interning the cremated remains of departed church members, and other interested parties connected to the Cedarburg community. The following is noted regarding this project:

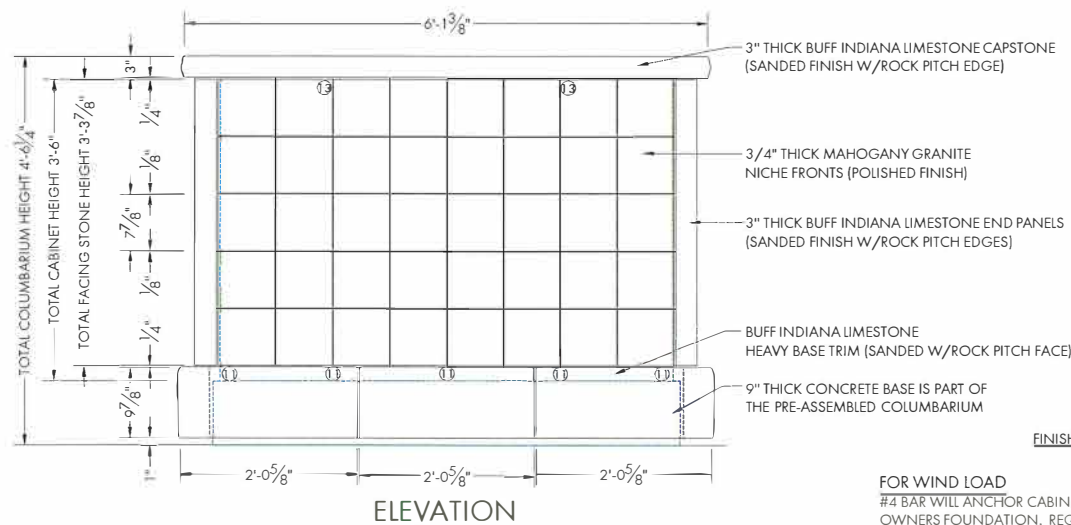
1. Structure Dimensions (Exhibit B): The columbarium will (ultimately) consist of eight structures purchased from Eickhof Columbaria Inc. (1200 Bruce Street, Crookston, MN 56716), with each structure measuring approximately 6 ft. (long) x 3 ft. (wide) x 4.5 ft. (high), as illustrated on the construction drawing attached as Exhibit B. Each columbarium structure will contain 80 niches (8 horizontal x 5 vertical x two sides), with a total of 640 niches provided at build out (eight structures x 80 niches per structure).
2. Columbarium Layout (Exhibit C): The eight columbarium structures will be laid out in two rows of four, as shown in Exhibit C. Each columbarium structure will be located on a reinforced concrete foundation, measuring 6 ft. long x 3 ft. wide x 4 ft. deep, and surrounded by a 4 in. thick concrete pad. At build out, the rectangular concrete pad containing the eight columbarium structures will measure 39 ft. x 15 ft.
3. Location (Exhibit D and E): As illustrated on Exhibit D, the columbarium will be located northwest of the church building, adjacent to an existing (3 ft. wide) concrete sidewalk, well within church property and approximately 140 ft. from the Wilson Street sidewalk. Photos depicting the columbarium location are provided on Exhibit E, with Photo 1 providing a view from the Wilson Street sidewalk, Photo 2 providing a view from the church entrance drive, and Photo 3 providing a closeup view of the installation site.
4. Columbarium Appearance (Exhibit E): Each columbarium structure will look similar to the one shown on Exhibit E – Photo 4 (8 in. x 8 in. mahogany granite niche covers and 3 in. thick limestone capstone). However, the Faith columbarium structures will have different overall dimensions and limestone panels on the sides and bottom, as shown on Exhibit B. The niche covers and associated lettering will be similar to that provided at the Advent Lutheran Church – Cedarburg Columbarium, as shown in Exhibit E, Photos 5 and 6. It is noted that Advent Lutheran Church also uses Eickhof as their columbarium vendor.
5. Compliance with State Statute 157.123: Faith Council pledges to comply with the State of Wisconsin requirements pertaining to the development and maintenance of a columbarium located on property owned by a church, as presented in State Statute 157.123 (Columbaria maintained by religious associations). This includes maintaining separate columbarium finances, development of a columbarium care fund, and the submittal of an annual columbarium certification to the state.
6. Implementation Strategy: The Faith Columbarium will be self-funding, using niche sale income to offset construction and installation costs, and the development of the care fund. Phase 1a will include the construction of the concrete foundation and pad for Columbarium One and Two, and the installation of Columbarium One, as presented on Exhibit C. Phase 1b will include the installation of Columbarium Two. Subsequent phases will proceed in a similar fashion, as niche sales allow, and include the installation of Columbarium structures Three through Eight, and the construction of their associated concrete foundations and pads.

# 80 NICHE RECTANGULAR PRE-ASSEMBLED COLUMBARIUM

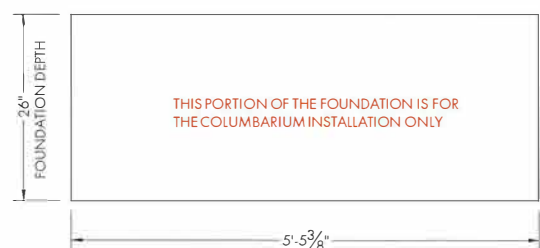
160 TOTAL URN SPACES  
(PRE-ASSEMBLED & DELIVERED IN ONE PIECE)



PLAN VIEW



ELEVATION



FOUNDATION

**NOTES:**

1. FINISHED GRADE WORK MAY BE COMPLETED PRIOR TO THE COLUMBARIUM DELIVERY AS LONG AS A CRANE IS ABLE TO ACCESS THE SITE.
2. CAUTION: MAKE SURE OVERHEAD TREE LIMBS OR POWER LINES DO NOT OBSTRUCT THE CRANE OPERATOR IN SETTING YOUR COLUMBARIUM ON THE FOUNDATION.
3. NUMBERS ON DRAWINGS DENOTE HARDWARE DETAILS SHOWN.
4. APPROXIMATE WEIGHT OF EICKHOF PROVIDED COLUMBARIUM IS 5,800 LBS. THE ESTIMATED WEIGHT OF CREMATED REMAINS WHEN FULL IS AN ADDITIONAL 1,700 LBS.

**THE ORDER OF EICKHOF'S DELIVERY PROCESS:**

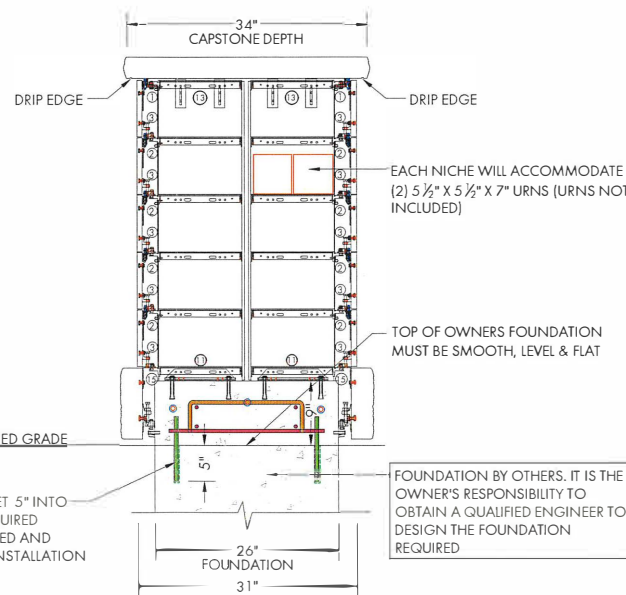
1. FOUNDATION FOR COLUMBARIUM (BY OTHERS) COMPLETED PRIOR TO DELIVERY.
2. CRANE (BY OWNER) ARRANGED TO MEET EICKHOF'S INSTALLATION TEAM ON SITE.
3. EICKHOF INSTALLATION TEAM WILL ASSIST THE CRANE OPERATOR IN SETTING THE COLUMBARIUM PROPERLY ON THE FOUNDATION.

**ITEMS INCLUDED WITH YOUR ORDER:**

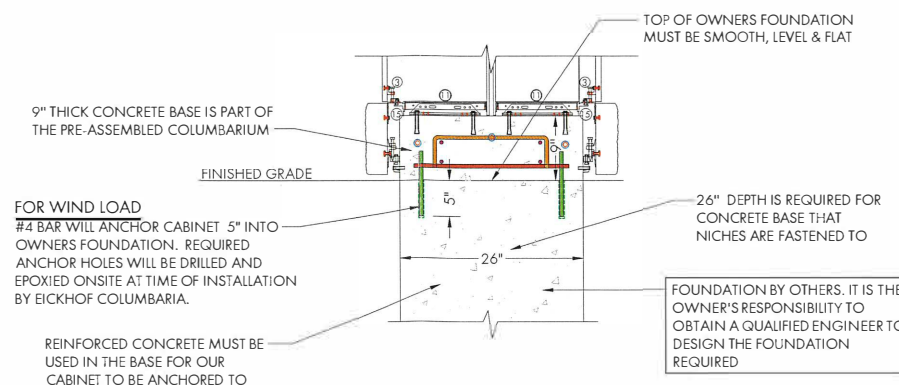
1. (4) 7 1/4" X 7 1/4" EXTRA NICHE FRONTS (FOR FUTURE USE).
2. (1) SINGLE TEMPORARY FRONTS, ONE OF EACH SIZE LISTED ABOVE. (THIS FRONT IS PUT INTO PLACE DURING INSCRIPTION).

**EICKHOF SAND CARVED INSCRIPTION SERVICE:**

1. FOR BEST RESULTS, UTILIZE EICKHOF INSCRIPTION SERVICE. FOR MORE INFORMATION, SEE OUR WEBSITE AT [WWW.EICKHOF.COLUMBARIA.COM](http://WWW.EICKHOF.COLUMBARIA.COM) (CLICK ON THE "URNS & INSCRIPTIONS" TAB ACROSS THE TOP)



SECTION



BASE DETAIL

APPROVED BY: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVERS JOB TITLE: \_\_\_\_\_

- 1) WHEN YOU APPROVE THE EICKHOF DRAWINGS, YOU ARE ACKNOWLEDGING THAT YOU HAVE FULLY REVIEWED & UNDERSTAND THE DRAWINGS, DIMENSIONS, AND NOTES.
- 2) ALL CONSTRUCTION OR ARCHITECTURAL DRAWINGS MUST BE UPDATED TO REFLECT DIMENSIONS SHOWN ON THIS DRAWING.
- 3) IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EICKHOF COLUMBARIA AT 1-800-253-0457 EXT. 113

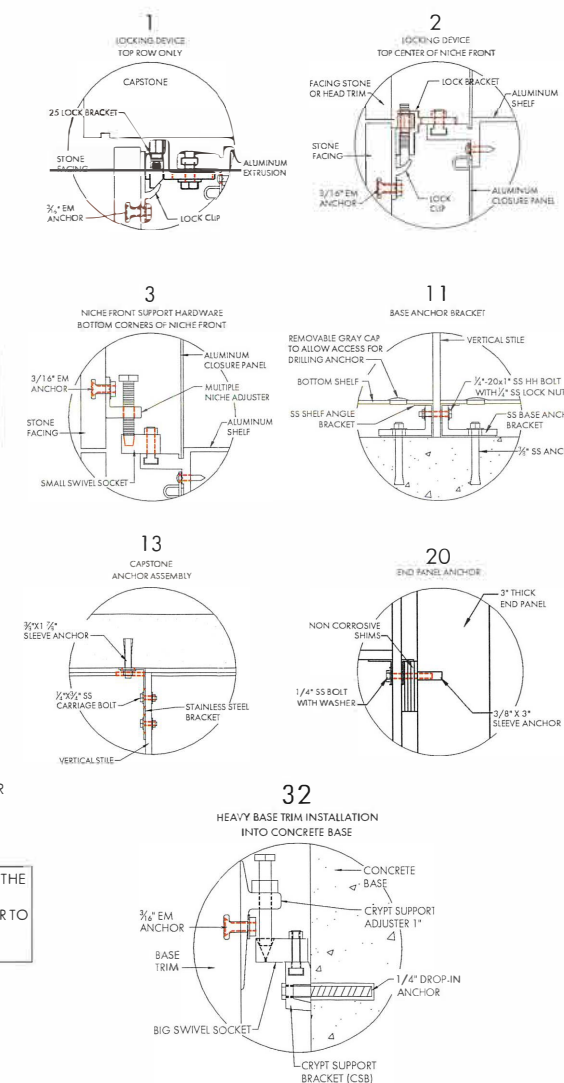
**PATENT NOTICE**

Eickhof Columbaria Inc. products are covered under one or more of the United States & Canadian patents listed at

[www.eickhofcolumbaria.com/patents/](http://www.eickhofcolumbaria.com/patents/)

Eickhof Columbaria Inc. has invested much time, effort and resources into developing technology for its columbaria and ossuaries. Eickhof Columbaria Inc. has obtained several patents and/or has filed patent applications on columbaria and related technology, including U.S. Patent 10,125,514, entitled COLUMBARIUM WITH INNER OSSUARY and U.S. Patent 10,604,959, entitled COLUMBARIUM WITH INNER OSSUARY. Under 35 U.S.C. § 271, whoever without authority makes, uses, offers to sell, or sells any patented invention, within the United States or imports into the United States any patented invention during the term of the patent therefore, infringes the patent. Eickhof Columbaria, Inc. respects intellectual property rights and expects others to respect its rights.

**HARDWARE DETAILS**



**Exhibit B**  
 FAITH LUTHERAN CHURCH  
 CEDARBURG, WI

DATE: 11/17/25

DRAWING: 25088.E-CD

DRAWN BY: MR/FS

DRAWINGS CHECKED BY:

F.A.S. 11/19/25

P.J.T. 11/19/25

REVISIONS:

SCALE: 3/4" = 1'-0"

JOB NUMBER:

25088

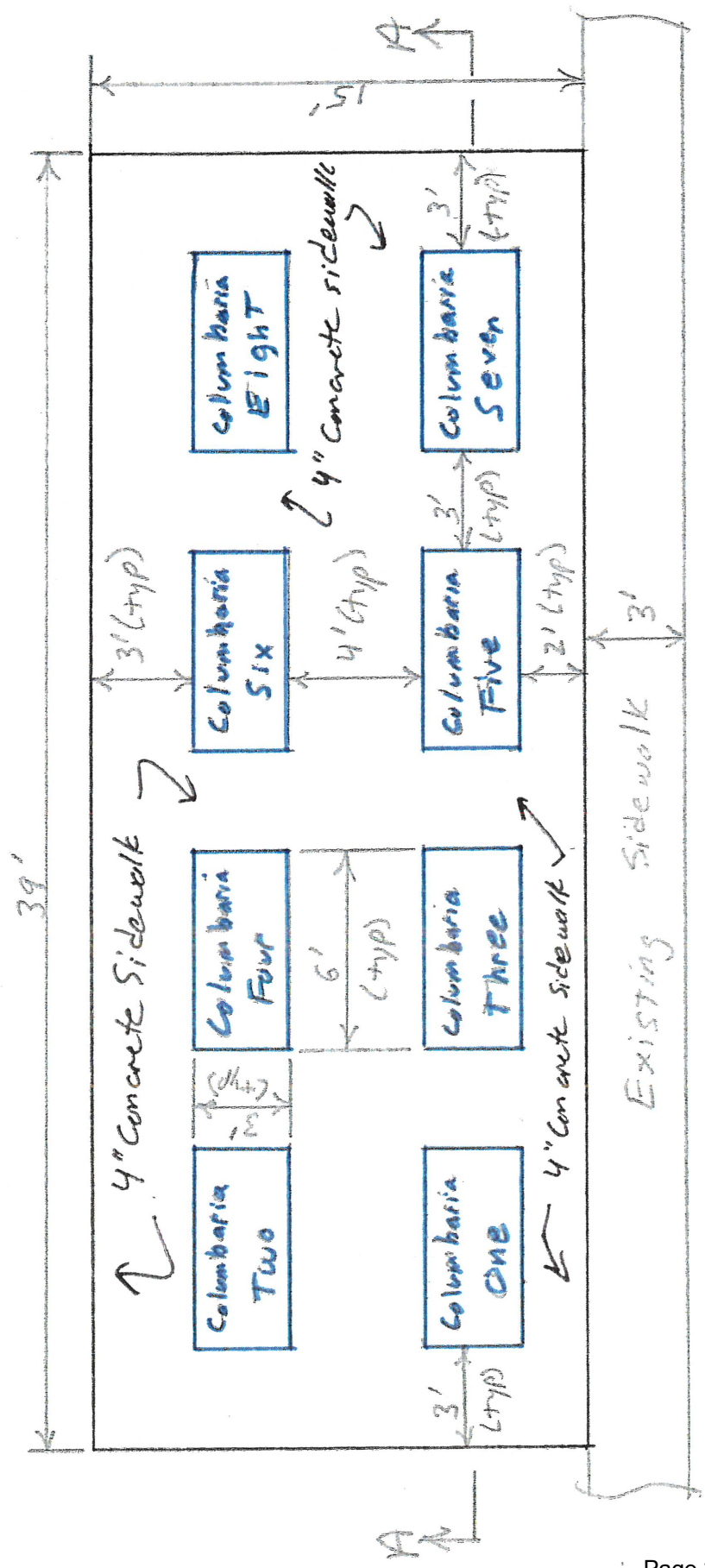
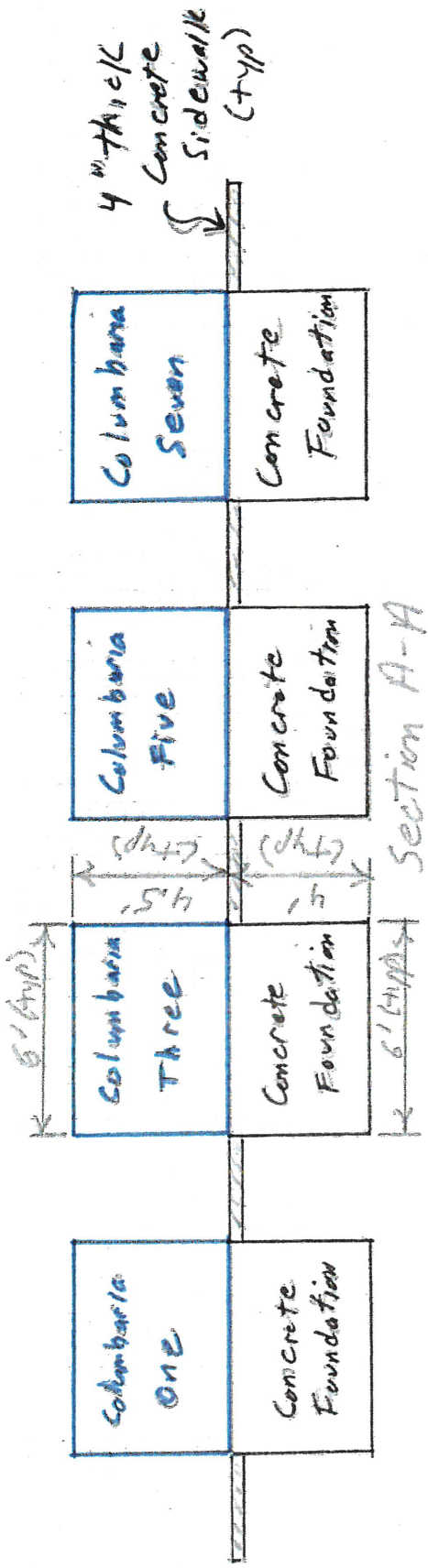
SHEET NUMBER:

1 OF 1

THIS DESIGN IS PROPERTY OF EICKHOF & IS PROTECTED BY APPLICABLE COPYRIGHT LAWS. UNAUTHORIZED USE OR DUPLICATION IS PROHIBITED.



Exhibit C



## Exhibit E



Photo 1 – View along Faith entrance driveway, from Wilson Street sidewalk.



Photo 2 – View from Faith driveway towards columbarium site (red rectangle).

## Exhibit E



Photo 3 – View of columbarium site (red outline) next to existing sidewalk.



Photo 4 – Example columbarium with mahogany granite niche (8" x 8") covers and limestone top.

# Exhibit E



Photo 5 – Example niche lettering (Advent Lutheran Church – Cedarburg columbarium)



Photo 6 – Example niche lettering (Advent Lutheran Church – Cedarburg columbarium)

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

*Exhibit D*

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

Legend:

- Denotes 1" Iron Pipe Found

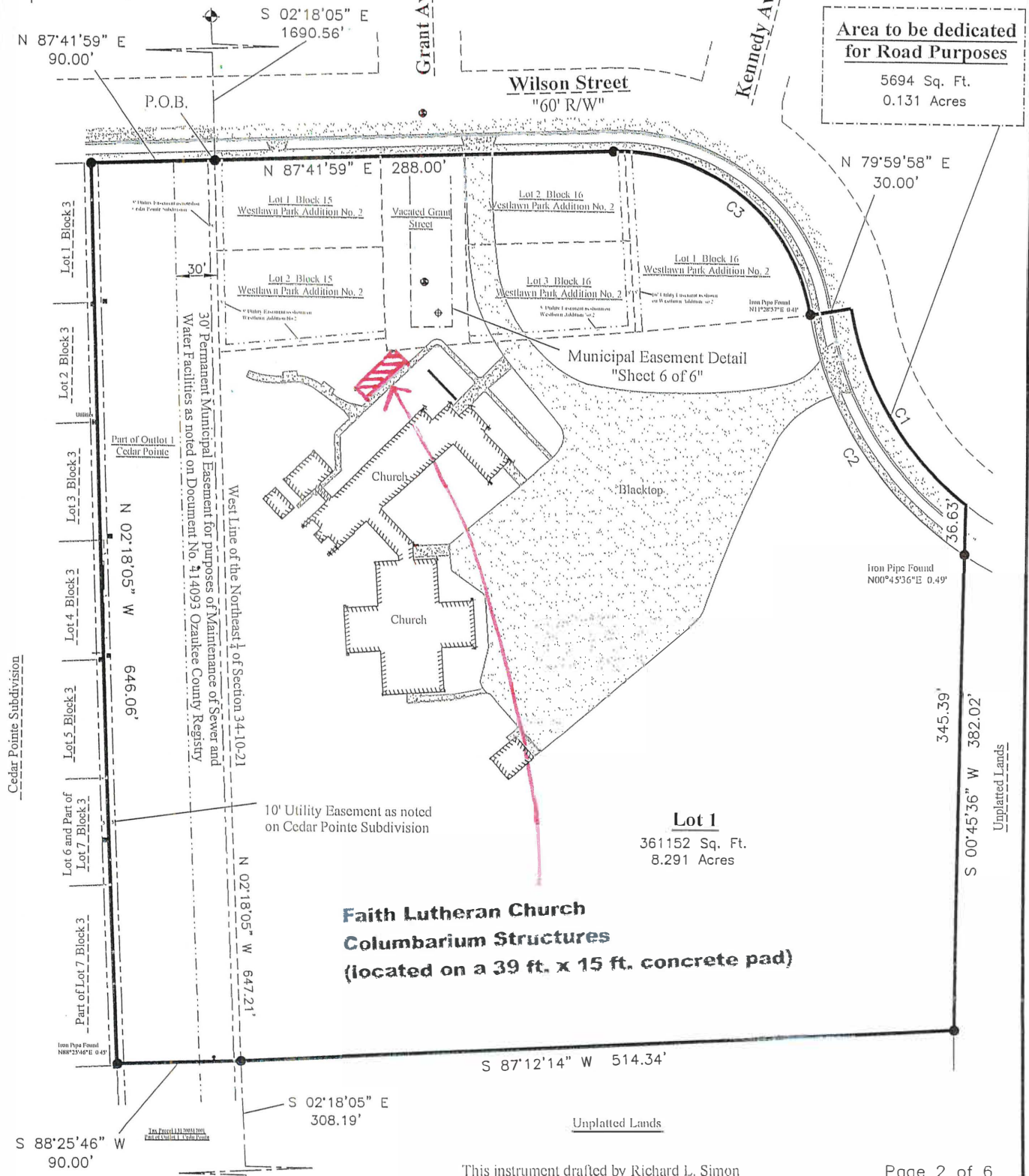
Scale 1" = 100'



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

**Area to be dedicated  
for Road Purposes**

5694 Sq. Ft.  
0.131 Acres



**Faith Lutheran Church  
Columbarium Structures  
(located on a 39 ft. x 15 ft. concrete pad)**

**Lot 1**  
361152 Sq. Ft.  
8.291 Acres

This instrument drafted by Richard L. Simon

Page 2 of 6

Curve Data

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

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

Faith Lutheran Columbarium Location – Ozaukee County GIS Aerial Map View 2024



X= proposed columbarium location

# PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date: February 2, 2026

## General Information:

Agenda Item: **6.B.**

Applicant:

Van Ngyuen, d/b/a Le's Pho LLC

Property Owner:

The Plaza LLC in c/o Doreen Wirth

Requested Action:

Conditional Use Permit approval.

Current Zoning:

B-2 Community Business District

Current Master Plan Classification:

Commercial

Surrounding Zoning/Land Use:

North: B-2 Community Business District

South: B-2 Community Business District

East: Part B-2 Community Business District/Part M-2 General Manufacturing District

West: B-2 Community Business District

Lot Size:

1.92 acres

Location:

W63 N124-50 Washington Avenue

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## Discussion:

The applicant seeks Conditional Use Permit (CUP) approval to legitimize the preexisting restaurant/bar use at this location and recognizing the recent change in ownership of the business. Both "Restaurant" and "Bars, cocktail lounges and taverns" are listed as Conditional Uses in the B-2 Community Business District.

The proposed hours of operation for this use are 4 p.m. to 7:30 p.m. Monday – Friday, and 9 a.m. – 11:30 a.m. on Saturdays. The business will be closed on Sundays.

No changes are proposed to the exterior of the building or site at this time. No changes are proposed to the building exterior, site plan, exterior lighting, parking/circulation, dumpster location, and/or landscaping at this time.

**Recommendation:**

The Planner recommends the following conditions be considered for attachment to any approval the Planning Commission may be inclined to grant in this matter:

- 1) See attached DRAFT of CUP containing the proposed conditions for this use.
- 2) Full execution and recording of the Conditional Use Permit documents prior to the start of occupancy.



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: W63N124 - 152 Washington Avenue (shopping center)

APPLICANT/BUSINESS NAME: Van Ngyuen LLC dba Le's Pho

APPLICANT/BUSINESS ADDRESS: W63N146 Washington Avenue

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER \_\_\_\_\_

PHONE:                      EMAIL:                     

PROPERTY OWNER (IF DIFFERENT): The Plaza LLC

PROPERTY OWNER MAILING ADDRESS:                     

PROPERTY OWNER PHONE:                      PROPERTY OWNER EMAIL:                     

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: This application seeks a Conditional Use Permit in the B-2 district to formally recognize and allow the continued operation of a restaurant use in a space that has been continuously occupied by restaurant operations for over 30 years. A recent lease assignment has prompted submission of this application to ensure continued zoning compliance.

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

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

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

PROPERTY OWNER(S) SIGNATURE: *David A. Wirth* DATE: 1-2-2026

**FOR CITY STAFF USE ONLY**

TOTAL FEE: \$ 400<sup>00</sup> CRV 2026 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 1-5-2026

APPLICATION AND FEE RECEIVED BY: Theresa Haraman PLAN COMMISSION MEETING DATE: 2-2-2026

ATTACHMENTS (CHECK IF RECEIVED):

- EIGHT DESCRIPTIONS (SARB)
- EIGHT FULL-SIZE SETS (SARB)
- TEN DESCRIPTIONS AND PLAN SETS (PLAN COMMISSION)

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-051-03-04-003

ZONING: B-2 ALDERMANIC DISTRICT: 5 PREVIOUS MEETING: \_\_\_\_\_

**State of Wisconsin )**  
**County of Ozaukee ) ss.**

On this 2nd day of January 2026, before me personally appeared Doreen Wirth, who is personally known to me or who has produced driver's license as identification, and who acknowledged that he/she is the member of The Plaza, LLC, a Wisconsin limited liability company, and that he/she executed the foregoing instrument on behalf of said limited liability company, for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

*Kelly S. Merten*

Notary Public, State of Wisconsin

My commission expires: 8/20/2027



W63N124 - 152 Washington Avenue (shopping center)  
Owner Contact: Heidi Wirth 512-695-8768  
Conditional Use Permit request

**Proposal Description:**

The applicant requests staff review in connection with a Conditional Use Permit to allow the continued operation of an existing restaurant use. The proposed use is a casual Vietnamese restaurant operating within an existing commercial tenant space. The restaurant will be open to the public from 10:00 a.m. to 8:30 p.m. daily. No changes to the building footprint, parking layout, utilities, or site access are proposed. The use is consistent with prior restaurant operations at this location and is intended to continue in compliance with all applicable zoning and health regulations.



<b>DOCUMENT NUMBER</b>	<b>CONDITIONAL USE PERMIT</b> <b>Le's Pho Restaurant and Bar</b>	
<p>Before the Plan Commission of the City of Cedarburg, Ozaukee County, Wisconsin, in regard to the premises at W63 N146 Washington Avenue, Cedarburg, WI 53012, located in Section 34, Town 10 North, Range 21 East, Ozaukee County, State of Wisconsin, further described as follows:</p>		
<p>1149408 423/16/18 420/956 PRT LOT 4 BLK 3 COMM 358 FT NE INTRS S SEC LN HWY 57 N E 226 FT E 374 FT S 220 FT W 422 FT TO POB ASSESSOR'S PLAT NO 2</p>		
		<p>Return to: City Clerk Jessica Campolo City of Cedarburg W63N645 Washington Avenue PO Box 49 Cedarburg WI 53012-0049</p>

13-051-03-04-003  
Parcel Identification No.

Zoning Classification of the Premises is: B-2 Community Business District  
Mailing Address of the Premises is: W63 N146 Washington Avenue

WHEREAS a petition has been filed by Van Ngyuen, d/b/a Le's Pho LLC (hereinafter "Permittee") for the purpose of restaurant and bar service business use at W63 N146 Washington Avenue, such premises owned by The Plaza LLC in c/o Doreen Wirth (hereinafter "Property Owner"); and

WHEREAS the proposed uses of restaurant and bar service businesses are listed as a conditional uses that can be considered for approval in Section 13-1-54(d)(4) & 13-1-54(d)(23) 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 and Common Council 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 February 2, 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 Van Ngyuen, d/b/a Le's Pho LLC (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-2 Community Business Zoning District.
4. Any/all required Federal, State and Local licenses and permits for restaurant and bar service business uses shall be obtained and maintained in full force and effect throughout the period of this use by Permittee.
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 building, site, landscaping, exterior lighting, dumpster location, or parking area related to or affecting specifically this tenant occupant Permittee's use shall require prior approval by the City Plan Commission and Common Council as an amendment to this CUP (Ref Section 13-1-226 of the City Code "CONDITIONAL USE PERMIT.").
7. Unightly, 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 use restaurant and bar service business, at W63 N146 Washington Avenue 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 purposes hereinafter described but that upon petition such uses 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 Le's Pho restaurant and bar service business.

The SPECIFIC CONDITIONS of this Permit are:

1. This Permit shall become effective upon the full execution and recording by the Owners of the Premises 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 diligent work in support of appropriate Building, Use and Occupancy Permits (as are required by the building and zoning codes of the City of Cedarburg) in conformity to this Conditional Use Permit, are made/secured and construction 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 below.
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. Permitted days/hours of operation are daily 10:00 a.m. to 8:30 p.m.
6. Conditions on the Structures
  - a. No changes to the existing structure conditions as February 2, 2026, are approved as a part of this CUP issuance.
  - b. Le's Pho tenant occupancy encompasses ~ \_\_\_\_ sq. ft. of gross floor area in this multi-tenant building.
7. Conditions on the Site
  - a. No changes to the existing site conditions as of February 2, 2026, including as to the layout of structures; quantity, location and striping of parking and drives; exterior lighting, landscaping and dumpsters are approved as a part of this CUP issuance.
8. Other conditions
  - a. Permittee acknowledges and accepts that an Occupancy Permit must be secured from the City Building Inspector prior to the start of the approved use at this location.
  - b. No signage has been reviewed or approved in conjunction with this CUP.

Signature page(s) follow...

**SIGNATURES OF PERMITTEES:**

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: \_\_\_\_\_ Printed Name and Title as Authorized Signatory for Permittee Van Ngyuen, d/b/a Le's Pho LLC

STATE OF \_\_\_\_\_ }  
\_\_\_\_\_ COUNTY } SS

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

Printed Name \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES OF PROPERTY OWNER:**

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

Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_ Printed Name and Title as Authorized Signatory for Property Owner-The Plaza LLC in c/o Doreen Wirth

STATE OF \_\_\_\_\_ }  
\_\_\_\_\_ COUNTY } SS

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

Printed Name \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES – CITY OF CEDARBURG**

City of Cedarburg does 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 \_\_\_\_\_, 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

Le's Pho GIS Aerial Location Map 2024



# PLANNER REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date Prepared:** February 2, 2026

## General Information:

**Agenda Item:** 6.C.

**Applicant:**

DSDH Gerb LLC in c/o Dave Herbeck

**Property Owner:**

Pioneer Real Estate Development LLC in  
c/o Mike LaRosa

**Action Requested:**

Conditional Use Permit approval.

**Current Zoning:**

M-2 General Manufacturing District

**Requested Zoning:**

Same

**Current Master Plan Classification:**

Commercial

**Surrounding Zoning/Land Use:**

North: M-2 General Manufacturing  
District

South: M-2 General Manufacturing  
District

East: M-2 General Manufacturing  
District

West: M-2 General Manufacturing  
District

**Lot Size:**

1.84-acres

**Location:**

Northwest corner of Pioneer Road and  
Somerset Avenue

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## Discussion:

The applicant proposes to construct a 16,617 sq. ft. motor vehicle collision repair facility for Gerber Collision & Glass on this site. The plan also calls for a ~23,000 sq. ft. fenced outdoor storage yard that will be paved and striped for 34 vehicles to be parked while in various stages of repair. The dumpster enclosure will also be located in this fenced yard area. Nine additional parking stalls are offered in the front of the building, for a total of 43 stalls.



Attached is a review matrix of the project as compared to the M-2 General Manufacturing Zoning District Standards.

On January 20, 2026, the SARB evaluated and made a favorable recommendation for approval to the Plan Commission as to:

- The design, materials, and colors of the building, fence, and dumpster enclosure.
- The design and materials of the landscaping plan.
- The design and materials of the exterior lighting plan.
- The site plan/layout of the above features on the lot.

The recommended conditions of approval were listed by the SARB as:

- 1) The enclosed outdoor parking area shall be used exclusively for short-term parking (i.e., not to exceed 2-weeks) of vehicles in various stages of repair at this business. This area may not be used to park/store box trucks, semi-trucks/trailers, construction equipment/vehicles, boats, RV's, or off-road vehicles.
- 2) The enclosed rear parking lot shall not be used for storage of materials, equipment, or supplies. It shall not be used for storage of tires, fuel, oil, or auto parts.
- 3) Applicant shall not damage or remove any of the existing mature trees located along their west lot line during the grading and development of this site.
- 4) All areas on the landscape plan highlighted light green shall be designated as mowed turf grass. This includes the areas along the north and west sides of the fence and the slopes of the detention pond.

5) All light fixtures and posts shall be powder coated black metal finish. The post-top area lights mounting height shall be equal or less than the height of the building (i.e., 22'7" vs 27.5'). All fixtures shall be mounted at 90 degree angles to the ground for full cut-off lighting effect.

6) South portion of the fence must be moved back to comply with the 25-foot street yard fencing setback requirement.

7) No signs are considered or approved as a part of this Conditional Use Permit request.

8) Applicant to abide/satisfy the requirements of the City Departments including for instance, but not necessarily limited to:

- Jeff Thierfelder, Utility Engineer / Cedarburg Light & Water Utility
  - There is no 3 phase electric on the lot to serve that building. Electric would need to come from the south across the road or from the west near the railroad tracks.
  - Easements will need to be provided for the underground electric lines and equipment.
  - There is an existing single phase service that serves a sign that will need to be removed.
- Blake R. Karnitz, FO, FM, Deputy Chief of Community Risk Reduction / Cedarburg Fire Dept.
  - The building is required to be equipped with a sprinkler system based on its use and size.
  - The FDC location must be approved by the Cedarburg Fire Department.
  - The FDC connection shall be a 5" Storz Connection.
  - Exterior notification device shall be a horn/strobe device.
  - Turning radius of the driveway/lot shall be sufficient for fire apparatus to navigate.
  - Building must be equipped with two Knox boxes.
    - One on the East wall to serve the building/main entrance.
    - A second one on/near the fence/gate to serve the gate/fence leading to the rear lot.
- Kevin Westphal, City Forester / Parks, Recreation, and Forestry Department
  - There are six (6) City-owned right-of-way trees along Pioneer Rd., next to the proposed construction area (attached). Only four (4) of them are identified on their (the applicants) Planting Schedule. They are identified as Existing to Remain on the Plant Schedule. I ask that the Developer identify all six (6) public trees on their site plans with plans to retain. Please see attached Highlighted Excerpt form Policy PR-6 (attached).
  - In addition, there are two (2) large Elm and one (1) Honey Locust street trees (of the six) that are near the construction area and will require Type 1 Tree Protection as defined in Policy PR-6 (attached) prior to construction at the site beginning.
- Timothy D. Martin, Water Utility Superintendent / Cedarburg Light and Water Utility
  - The 6" H2O service shall be connected to the existing 8" PVC water main in Somerset using a tapping saddle with a 6" gate valve attached at the main. Only other concern is the route being right on the edge of the retention pond downslope. Verify adequate cover is maintained. All other L&W construction specifications shall be adhered to.

- Mike Wieser, P.E., Director of Engineering & Public Works
  - Stormwater Management Plan must be approved by the City.
  - Side slopes of biofilter should be planted with turf grass that is mowed weekly with other turf grass.
  - I am ok with the sewer lateral to Sommerset as long as it's in the same trench as the water lateral.
  - Connections to PVC sewer main must be made with PVC fittings.
  - Slurry backfill in the roadway.
  - Replace 5 inches of asphalt in trench.

9) The fence height shall be increased to 7 feet. Applicant must present revised, detailed elevations to clarify appearance of the fence, it's top line design, post types/tops, ... and any other associated components such as gates for instance. Fence must be opaque with no spaces between boards.

10) Additional landscaping shall be added along the south fence and south building façade, specifically including the addition of evergreens along the fence and closely spaced deciduous along the building to provide effective screening while maintaining building visibility. Change plan shall be subject to review/approval by Planner.

11) Provision in the CUP document that if any existing buffering on the common lot line with the neighboring property to the west is removed or deteriorates, this applicant or subsequent property owner shall be obligated to establish enhanced screening upon notice from the City, subject to prior approval as to materials and layout by the Planner.

12) Applicant to consider the implementation of signage or other forms of architectural treatment on the southern façade of the building east end to break-up its somewhat plain presentation. Revision subject to review and approval by City Planner.

13) The rooftop equipment, typically rather intensive for an auto repair facility with paint booths, shall be fully screened from the surrounding view. The plan for this screening shall be subject to review and approval by the City Planner prior to installation of the HVAC. Applicant shall choose the least tall version of HVAC for the job as not to require excessive sized rooftop screening devices.

14) Landscape all parking lot islands in the yard area and plant a deciduous tree in the west island.



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: NW CORNER PIONEER RD. and SOMERSET AVE.

APPLICANT/BUSINESS NAME: DSDH GERB, LLC

APPLICANT/BUSINESS ADDRESS: [REDACTED]

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

DESCRIBE REQUEST: Applicant is seeking a conditional use permit for a "motor vehicle collision repair facility" as defined in Section 13-1-240. Applicant is also seeking a waiver from the requirements of Sections 15-5-14 and 15-5-11 of the Sign Code to permit an off-site sign having 56 square feet of surface area, as shown on the attached signage exhibit.

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](mailto: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: DocuSigned by: Mike La Rosa DATE: 22-Dec-2025

**FOR CITY STAFF USE ONLY** ck# 438Q  
TOTAL FEE: \$ 400 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 12-23-25

APPLICATION AND FEE RECEIVED BY: Theresa Hanaman PLAN COMMISSION MEETING DATE: 2-2-26

ATTACHMENTS (CHECK IF RECEIVED):  
 FIVE DESCRIPTIONS  FIVE FULL-SIZE SETS  THIRTEEN PLAN SETS

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 130510211016  
ZONING: M-2 ALDERMANIC DISTRICT: W4 PREVIOUS MEETING: \_\_\_\_\_

## Gerber Collision and Glass

Gerber Collision was founded in 1937 by Chicago native Phil Gerber. Boyd Automotive acquired Gerber in 2004. Nearly 90 years since its inception, the company has now grown from that single Chicago shop to now being a part of 1,300+ locations making it the 2<sup>nd</sup> largest Collision and Glass business in North America.

Gerber is a body, glass and paint facility offering services including vehicle body repair, frame straightening, fender and bumper repair, vehicle painting, paint repair, in-store and mobile glass repair and replacement, calibration and alignment services and the sale of ancillary vehicle parts and services related to such repairs. Gerber does not offer any services related to engine repair and/or maintenance. All engine repair services are conducted by offsite 3<sup>rd</sup> party facilities.

This particular unit will average 6 incoming vehicles per day. Nearly all incoming damaged vehicles are delivered via rollback tow trucks. When the vehicles are brought to Gerber, they are immediately dropped behind the screening/security fence. The vehicles are assessed as to the extent of damage with the repair estimate then sent to the corresponding insurance provider. Vehicles brought to Gerber for repair are directed there by an insurance company. If the insurance company deems the vehicle to be a total loss, that vehicle is immediately sent to a salvage yard. No damaged vehicles waiting for repair are stored outside the fence. Customers are never allowed to be in the exterior queuing area.

The typical repair time for a vehicle is 1-7 days. Occasionally a repair will take longer due to the extent of the damage and/or lead time for parts. Gerber does not stock parts inside or outside the building. Damaged parts are taken away by the appropriate recycling vendor. The facility does not store, for instance, tires, bumpers, or any other vehicle parts inside or outside the building. There is no reusing of any damaged parts.

The interior of the building has 14 service stalls along with one paint spray booth and two prep booths. Gerber cannot service vehicles beyond 10,000 pounds or Class 2. Example of 10,000 pounds would be the typical F-250 size truck. Nothing larger. Vehicles enter and exit the building via overhead doors. The doors are only open when vehicles are moving in or out. They are otherwise closed throughout the day to ensure a clean environment for repairs. This also mitigates service noise from escaping. The facility has fire suppression including inside the paint booth. Paint technology has advanced to the point where the paint is now water based thus eliminating the smells of years past. Gerber uses a Garmet USA paint booth which has industry leading filtration ensuring the cleanest possible environment inside and outside. Customers are never allowed in the shop area of the building.

Gerber maintains a strong commitment to environmental stewardship across all of the more than 1,000 locations. The company contracts with GMG Envirosafe to perform quarterly audits of each shop to ensure that not only are all federal, state, and local regulations are being met, but also to foster a culture of safety for the employees and the environment. All locations are required to have spill kits. In reality, fluid leaking from a vehicle at a Gerber location is rare. Most fluids associated with a vehicle collision are lost at the accident scene. If an incidental release occurs during routine operations, the spill kits will address the issue. The building also has an oil/water separator. And, the paint booth has internal spill containment. Because Gerber doesn't provide engine service or repair, there simply are only extraordinarily small amounts of fluids on site.

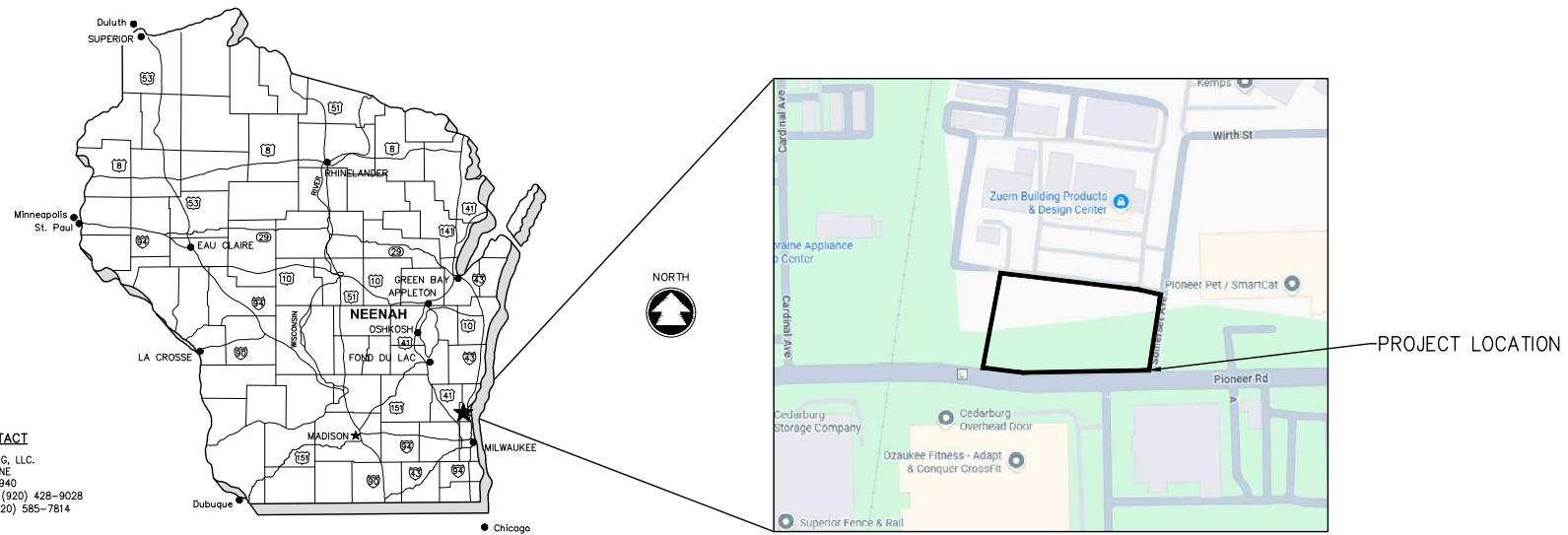
The typical Gerber site is 2 acres or less. The nature of the business requires only a limited amount of parking area for vehicles behind the fence which are in the queue for repairs. Because of the very small number of customer visits, only a few customer parking stalls are needed in front of the building. These aspects limit the amount of needed pavement on the site.

The facility is open Monday – Friday 8:00 am – 5:00 pm. A few locations are open Saturday morning for customer pickup only. Vehicle repair operations are not conducted on Saturday or Sunday. At full capacity there will be 15 employees on site.

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11
<b>PROJECT NAME:</b>	Gerber Collision & Glass			<a href="#">PLANNER REVIEW FORM</a>						
<b>PROJECT ADDRESS:</b>	NW corner Sommerset Ave and Pioneer Rd.									
<b>PROJECT DESCRIPTION:</b>	16,617 sq.ft. motor vehicle collision repair business									
<b>B-2 Community Commercial Zoning District Standards:</b>										
The use "Motor Vehicle Collision Repair Facility" is listed as a conditional use in the M-2 District										
		<b>Standard</b>	<b>Compliant</b>	<b>Not Compliant</b>	<b>Notes/Comments</b>					
<b>Minimum Required Lot Size</b>	40,000 sq. ft. minimum		X		Proposed lot size is 80,262 sq. ft.					
<b>Minimum Required Lot Width</b>	150 feet, as measured at the abutting street right-of-way line.*		X		* A lot located in the business, manufacturing, or institutional districts which does not contain sufficient area to conform to the dimensional requirements of this chapter may be used as a building site provided that the lot is a lot of record in the County Register of Deeds' office prior to the effective date of this chapter. Substandard lots granted permits under this chapter shall be required to meet the setback and other yard requirements of this chapter. A building permit for the improvement of a lot with lesser dimensions and requisites than those stated above shall be issued only after a variance by the zoning board of appeals.					
<b>Maximum Building Height:</b>										
<b>Principal Building</b>	45 foot maximum		X							
<b>Accessory Building</b>				N /A						
<b>Maximum Building Area:</b>	Sum total square footage of all buildings (principal & accessory) not to exceed 70% of lot area.		X							
<b>Minimum Required Building Setback:</b>										
<b>From Right-of-Way of all Existing or Planned Streets</b>	25 feet (all buildings).		X							
<b>Side Lot Lines*</b>	25 feet for principal structures.		X							
<b>Rear Lot Line(s)</b>	25 feet.		X							
<b>Traffic, Parking Loading &amp; Access:</b>										
<b>Minimum Required Stall Size</b>	10 feet x 18 feet (180 sq. ft.)*		X		*Plan Commission has authority to waive or modify this standard where it's determined that the unique circumstances of a particular site suggest that stalls may be safely and effectively provided under alternative size or configuration arrangements.					
<b>Minimum Required Aisle Width</b>	Preference 24 feet for 2-way traffic and 12 feet for 1-way.		X							
<b>Minimum/Maximum Driveway Width</b>	Preference 24 feet for 2-way traffic.									
<b>Minimum Required Stall Count*</b>	Two (2) spaces per indoor service bay + 1 space per employee during the work shift with the greatest number of employees simultaneously present + one space per business/fleet vehicle (such as for mobile repair services or towing).			X	45 Stalls required (if 15 employees on maximum shift and 14 indoor service bays). 43 stalls proposed. *Note the minimum number of required parking spaces may be adjusted by the plan commission on a case-by-case basis. The petitioner for such an adjustment shall show to the satisfaction of the plan commission that adequate parking will be provided for customers, clients, visitors, and employees. The following provisions and factors shall be used as a basis to adjust parking requirements:(1)Evidence that actual parking demands will be less than ordinance requirements. The petitioner shall submit written documentation and data to the satisfaction of the plan commission that the operation will require less parking than the ordinance requires.(2)Availability of shared parking. The petitioner shall submit written documentation to the satisfaction of the plan commission that off-site shared parking spaces are available to satisfy the parking demand. When a reduction of parking spaces attributable to shared parking is requested, the petitioner shall submit written verification that such parking is available and shall include copies of any contracts, joint lease agreements, purchase agreements, and other such documentation to show that such shared parking can be accomplished. The city attorney shall provide an opinion designating the method by which the required shared parking shall be provided. The off-site shared parking spaces shall be clearly posted for the joint use of employees, and/or tenants, or customers of each respective use those spaces.(3)Use of on-street parking for visitors. Available nearby on-street parking may be counted toward visitor parking needs. This may only be allowed when on-street parking is permitted in a specific location, and then only when such on-street parking spaces are within 250 feet of the entrance they are intended to serve.(4)Use of alternative transportation. Upon demonstration to the plan commission that effective alternative transportation to the automobile will occur, the plan commission may reduce parking requirements. Alternative transportation may include, but is not limited to, bus transit, van pool operations, car pool/ride sharing, and bicycles. Parking management plans/operations may also be used as a basis to reduce required parking. Parking management plans may include, but are not limited to, flexible working hours, or shifts, preferential parking for car pools/van pools, transit/van pool fare subsidy, imposition of a charge for parking, and establishment of a transportation coordinator to implement car pool, van pool, and transit programs. Proposals for adjustments of parking requirements under this section shall show how the alternative transportation modes will be implemented, the permanency of such modes, extent of the program, the number of vehicles the mode will replace, and other pertinent information.					
<b>Paving Required?</b>	Yes.		X							
<b>Meets Parking Lot Landscaping Requirements?</b>	Minimum 5 foot perimeter greenbelt. Minimum 4% greenspace over total surface parking area, plus one tree for each ten spaces. Minimum 1 landscape island/ per linear row of 12 stalls.									
<b>Dumpster Enclosure Required?</b>	Yes.		X							
<b>Site Plan Review</b>					T BD					
<b>Architectural Review</b>					T BD					
<b>Signs</b>					T BD					
<b>Signs in M-2 District</b>										
<b>Other Questions/Comments:</b>										

# NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT

CITY OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN  
MCM # D0911 092500688



## CONTACT INFORMATION

### DESIGN CONTACTS

CIVIL ENGINEER:  
McMAHON ASSOCIATES, INC.  
MIKE KOHLBECK  
1445 McMAHON DRIVE  
NEENAH, WI 54956  
(920) 751-4200  
mkohlbeck@mcmgrp.com

### OWNER CONTACT

DSDH CEDARBURG, LLC.  
9251 WILLOW LANE  
FREMONT, WI 54940  
DAVID HERBECK (920) 428-9028  
DAVID STRUM (920) 585-7814

### ARCHITECT:

CHARLES VINCENT GEORGE ARCHITECTS  
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PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

## SHEET INDEX

- C101 ABBREVIATIONS, SYMBOLS & NOTES
- C102 SURVEY CONTROL
- C103 EXISTING CONDITIONS & DEMOLITION PLAN
- C104 SITE PLAN
- C105 UTILITY PLAN
- C106 GRADING AND EROSION CONTROL PLAN
- C107 PAVING DETAIL
- C108 BIOFILTER DETAILS
- C109 EROSION CONTROL DETAILS
- C110 MISCELLANEOUS DETAIL
- C111 MISCELLANEOUS DETAILS

DATE	DECEMBER 19, 2025
PROJECT NO.	D0911 092500688

McMahon Associates, Inc. (McMahon Associates, Inc.) is a registered professional engineering firm in the State of Wisconsin. The firm is not responsible for the design or construction of any project unless it is specifically stated on the drawings. The firm is not responsible for the design or construction of any project unless it is specifically stated on the drawings.

**STANDARD ABBREVIATIONS**

AC	AGG	AH	ASPH	AVG	B-B	BEG	BIT	BN	B/L	BLDG	BM	BOC	BRG	C-C	CD	CMP	CL	CMP	CONC	CORR	CS	CS	CSW	CTH	CULV	D	DI	DIA	DIS	EA	EB	EBS	EG	ELEV	ELEC	EMB	EMAT	ENT	EOR	EP	EXC	EX	EW	F-F	FDN	FE	FERT	FG	F/L	FT	FTG	GRAV	GN	GY	HDPE	HE	HMA	HP	HT	HYD	ID	IN	INL	INV	IP	JCT	LB	LF	LP	ADRE	AGGREGATE	AHEAD	ASPHALT PAVEMENT	AVERAGE	BACK TO BACK	BEGIN	BITUMINOUS	BACK	BASE LINE	BUILDING	BENCH MARK	BACK OF CURB	BEARING	CENTER TO CENTER	CUBIC YARD	CURB AND GUTTER	CATCH BASIN	COMMERCIAL ENTRANCE	CHORD	CENTER LINE	CLASS (FOR CONC PIPE)	CORRUGATED METAL PIPE	CLEAN OUT	CONCRETE	CORRUGATED	CONTROL POINT	CRUSHED	CURB STOP	CONCRETE SIDEWALK	COUNTY TRUNK HIGHWAY	CULVERT	DEPTH OR DELTA	DUCTILE IRON	DIAMETER	DISCHARGE	EACH	EASTBOUND	EXCAVATION BELOW SUBGRADE	EDGE OF GRAVEL	ELEVATION	ELECTRIC	EMBANKMENT	EROSION MAT	ENTRANCE	END OF RADIUS	EDGE OF PAVEMENT	EXCAVATION	EXISTING	ENDWALL	FACE TO FACE	FOUNDATION	FIELD ENTRANCE	FERTILIZER	FINISHED GRADE	FLOW LINE	FOOT	FOOTING	GRAVEL	GRID NORTH	GAS VALVE	HIGH DENSITY POLYETHYLENE	HIGHWAY EASEMENT	HOT MIX ASPHALT	HIGH POINT	HEIGHT	HYDRANT	INSIDE DIAMETER	INCH	INLET	INVERT	IRON PIPE	JUNCTION	POUND	LINEAR FOOT	LIGHT POLE	LT	LEFT	LVC	LENGTH OF VERTICAL CURVE	MAINT	MAINTENANCE	MAT'L	MATERIAL	MAX	MAXIMUM	MIN	MINIMUM	MH	MANHOLE	MP	MILE POST	NS	NORTHBOUND	NO	NUMBER	NOR	NORMAL	OD	OUTSIDE DIAMETER	OSLT	OSLUTERATE	PAVT	PAVEMENT	PC	POINT OF CURVATURE	PCC	PORTLAND CEMENT CONCRETE OR POINT OF COMPOUND CURVATURE	PE	PRIVATE ENTRANCE	PEDESTAL	POL	PROFILE GRADE LINE	PI	POINT OF INTERSECTION	P/L	PROPERTY LINE	PSE	PERMANENT LIMITED EASEMENT	P	POWER POLE	PRC	POINT OF REVERSE CURVATURE	PROP	PROPOSED	PSD	PASSING SIGHT DISTANCE	PSI	POUNDS PER SQUARE INCH	PT	POINT OF TANGENCY	PVC	POLYVINYL CHLORIDE OR POINT OF VERTICAL CURVATURE	PVI	POINT OF VERTICAL INTERSECTION	PVT	POINT OF VERTICAL TANGENCY	R	RADIUS	RCP	REINFORCED CONCRETE PIPE	RD	ROAD	REB	REINFORCEMENT ROD	REM	REMOVE	RECON	RECONSTRUCT	REQ'D	REQUIRED	R/L	REFERENCE LINE	RP	RADIUS POINT	RR	RAILROAD	RT	RIGHT	R/W	RIGHT-OF-WAY	SB	SOUTHBOUND	SE	SUPERELEVATION	SF	SQUARE FEET	SI	SLOPE INTERCEPT	STH	STATE TRUNK HIGHWAY	SY	SQUARE YARD	SALV	SALVAGED	SAN	SANITARY	SEC	SECTION	SHLD	SHOULDER	S/L	SURVEY LINE	SQ	SQUARE	STA	STATION	STD	STANDARD	STO	STORM	SW	SIDEWALK	TC	TOP OF CURB	TEL	TELEPHONE	TEMP	TEMPORARY	TLE	TEMPORARY LIMITED EASEMENT	TV	TELEVISION	TYP	TYPICAL	UG	UNDERGROUND	USH	VARIES	VAR	VARIABLE	VC	VERTICAL CURVE	VERT	VERTICAL	WB	WESTBOUND	WM	WATER MAIN	WV	WATER VALVE
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**GENERAL NOTES**

- THE UTILITIES SHOWN IN PLAN AND PROFILE ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING ANY PRIVATE UTILITIES, FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES SHALL BE NOTIFIED 72 HRS. PRIOR TO EXCAVATION.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY McMAHON OF ANY VERTICAL DISCREPANCY.
- EXISTING STREET RIGHT-OF-WAY AND INTERSECTING PROPERTY LINES ARE ESTABLISHED FROM FIELD LOCATED SURVEY MONUMENTATION, PREVIOUS SURVEYS, PLATS AND CURRENT PROPERTY DEEDS.
- NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT PRIOR APPROVAL FROM THE OWNER.
- A SAWED JOINT IS REQUIRED WHERE NEW HMA PAVEMENT MATCHES EXISTING ASPHALTIC CONCRETE SURFACE.
- ALL CURB RADII SHOWN ON THE PLAN SHEETS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.
- DIMENSIONS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.

THIS PLAN SET WAS CREATED WITH CIVIL3D 2022. McMAHON'S "DISCLAIMER FOR TRANSFER OF ELECTRONIC FILES" FORM NEEDS TO BE SIGNED IF A COPY OF THE ELECTRONIC FILES ARE REQUESTED. McMAHON MAKES NO REPRESENTATION REGARDING THE COMPATIBILITY OF THESE FILES WITH OTHER SOFTWARE, NOR DOES McMAHON REPRESENT THAT THE FILES WILL CONVERT TO OTHER SOFTWARE WITHOUT ERROR.

**STANDARD SYMBOLS (PLAN VIEW ONLY)**

■	2" IRON PIPE FOUND	—T—	TELEPHONE CABLE - BURIED
✕	1 1/4" REBAR FOUND	—E—	ELECTRIC CABLE - BURIED
✕	1 1/4" x 30" IRON REBAR WEIGHING 4.30 LB/LF SET	—OHU—	UTILITIES - OVERHEAD
●	1" (1.315 OD) IRON PIPE FOUND	—FO—	FIBER OPTIC CABLE - BURIED
●	1" IRON PIPE SET	—G—	GAS MAIN
●	3/4" IRON REBAR FOUND	—TV—	CABLE TELEVISION - BURIED
○	3/4" IRON PIPE FOUND	—D—	DITCH LINE
○	3/4" x 24" IRON REBAR WEIGHING 1.5 LB/LF SET	—S—	STREET C/L OR R/L
■	MAG NAIL FOUND	—P—	PROPERTY LINE
□	MAG NAIL SET	—R—	RIGHT-OF-WAY LINE
▲	MAG SPIKE FOUND	—S—	SECTION LINE
▲	MAG SPIKE SET	—E—	EXISTING CONTOURS
✕	CHISEL CROSS SET	—P—	PROPOSED CONTOURS
✕	CHISEL CROSS SET	—FM—	EXISTING FORCEMAIN SEWER
○	COUNTY MONUMENT	—SM—	EXISTING SANITARY SEWER
■	CONCRETE MONUMENT FOUND	—SM—	PROPOSED SANITARY SEWER
■	CONCRETE MONUMENT FOUND	—WM—	EXISTING WATER MAIN
■	CONTROL POINT HORIZONTAL	—WM—	PROPOSED WATER MAIN
■	CONTROL POINT VERTICAL	—STO—	EXISTING STORM SEWER
○	SOIL BORING OR MONITORING WELL	—STO—	PROPOSED STORM SEWER
□	POWER POLE	—C—	EXISTING CURB & GUTTER
□	POWER POLE W/GUY WIRE	—C—	PROPOSED CURB & GUTTER
■	TELEPHONE OR TELEVISION PEDESTAL	—R—	PROPOSED REJECT CURB & GUTTER
■	MAILBOX	—E—	EXISTING CULVERT WITH END SECTIONS
■	SIGN	—E—	PROPOSED CULVERT WITH END SECTIONS
■	RAILROAD CROSS BUCK	—B—	BUILDING OUTLINE
■	RAILROAD GATE ARM	—F—	FENCE LINE
■	RAILROAD TRACKS	—S—	SAW CUT REQ'D
○	LIGHT POLE	—S—	SILT FENCE
○	WOOD POLE	—G—	GUARD RAIL
○	TRAFFIC SIGNAL	—D—	DITCH CHECK
○	TRAFFIC SIGNAL MAST ARM	—I—	INLET PROTECTION
○	CONIFEROUS TREE	—T—	TRACKING PAD
○	DECIDUOUS TREE	—T—	TURBIDITY BARRIER OR SHEET PILING
○	TREE OR BRUSH LINE	—S—	SANDBAG COFFERDAM
○	BED ROCK (IN PROFILE VIEW)	—S—	SLOPE INTERCEPT
○	HANDICAPPED PARKING STALL	—L—	LIMITS OF DISTURBANCE
○	EXISTING SPOT ELEVATION	—A—	ASPHALT PAVEMENT
○	PROPOSED SPOT ELEVATION	—C—	CONCRETE SIDEWALK/DRIVEWAY
○	DRAINAGE HIGH POINT	—G—	GRAVEL
○	DRAINAGE DIRECTION	—R—	RIP-RAP (SIZE AS SPECIFIED)
○	EXISTING MANHOLE	—E—	EROSION MAT
○	PROPOSED MANHOLE	—T—	TURF REINFORCEMENT MAT (TRM)
○	EXISTING INLET		
○	PROPOSED INLET		
○	EXISTING YARD DRAIN		
○	PROPOSED YARD DRAIN		
○	EXISTING CLEAN OUT		
○	PROPOSED CLEAN OUT		
○	EXISTING DOWNSPOUT		
○	PROPOSED DOWNSPOUT		
○	EXISTING WATER VALVE		
○	PROPOSED WATER VALVE		
○	EXISTING CURB STOP		
○	PROPOSED CURB STOP		
○	EXISTING FIRE HYDRANT		
○	PROPOSED FIRE HYDRANT		
○	PROPOSED WATER FITTING		
○	PROPOSED WATER REDUCER		
○	PROPOSED ENDCAP		
○	GAS VALVE		

**EROSION & SEDIMENT CONTROL PLAN**

**BEST MANAGEMENT PRACTICES:**

THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING BEST MANAGEMENT PRACTICES IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) TECHNICAL STANDARDS. THESE STANDARDS MAY BE FOUND ON THE DNR WEBSITE AT <http://www.dnr.wis.gov/landfill/air/water/landfills/rip-rap> SHALL BE IN ACCORDANCE WITH SECTION 606, WS-DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, UNTIL TECHNICAL STANDARD 1065 IS COMPLETED BY THE DNR. THE MINIMUM BEST MANAGEMENT PRACTICES SPECIFIED FOR THIS PROJECT ARE AS FOLLOWS:

- |   |  |
|---|--|
| [ ] LAND APPLICATION OF POLYACRYLAMIDE (1050) | [ ] DE-WATERING (1061)                     |
| [ ] WATER APPLICATION OF POLYMERS (1051)      | [X] DITCH CHECK (1062)                     |
| [X] NON-CHANNEL EROSION MAT (1052)            | [ ] SEDIMENT TRAP (1063)                   |
| [X] CHANNEL EROSION MAT (1053)                | [ ] SEDIMENT BASIN (1064)                  |
| [ ] VEGETATIVE BUFFER (1054)                  | [ ] RIP-RAP (1065)                         |
| [ ] SEDIMENT BALE BARRIER (1055)              | [ ] CONSTRUCTION DIVERSION (1066)          |
| [X] SILT FENCE (1056)                         | [ ] GRADING PRACTICES (1067)               |
| [X] TRACKING PAD & TIRE WASHING (1057)        | [X] DUST CONTROL (1068)                    |
| [X] MULCHING (1058)                           | [ ] TURBIDITY BARRIER (1069)               |
| [X] SEEDING (1059)                            | [ ] SILT CURTAIN (1070)                    |
| [X] STORM DRAIN INLET PROTECTION (1060)       | [ ] MANUFACTURED PERIMETER PRODUCTS (1071) |

THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES AND IMPLEMENT BEST MANAGEMENT PRACTICES TO PREVENT OR REDUCE ALL OF THE FOLLOWING:

- DEPOSITION OR TRACKING OF SOIL ONTO STREETS BY VEHICLES.
- DISCHARGE OF SEDIMENT INTO STORM WATER INLETS.
- DISCHARGE OF SEDIMENT INTO ADJACENT STREAMS, RIVERS, LAKES AND WETLANDS.
- DISCHARGE OF SEDIMENT FROM DITCHES AND STORM SEWERS THAT FLOW OFFSITE.
- DISCHARGE OF SEDIMENT FROM DEWATERING ACTIVITIES.
- DISCHARGE OF SEDIMENT FROM SOIL STOCKPILES EXISTING FOR 7 DAYS OR MORE.
- DISCHARGE OF SEDIMENT FROM EROSION OUTLET FLOWS.
- TRANSPORT OF CHEMICALS, CEMENT AND BUILDING MATERIALS BY RUNOFF.
- TRANSPORT OF UNTREATED VEHICLE AND WHEEL WASH WATER BY RUNOFF.

THE CONTRACTOR SHALL IMPLEMENT THE FOLLOWING PREVENTATIVE MEASURES:

- PRESERVE EXISTING VEGETATION WHENEVER POSSIBLE.
- MINIMIZE SOIL COMPACTION AND PRESERVE TOPSOIL.
- MINIMIZE LAND DISTURBANCES ON SLOPES OF 20% OR MORE.
- MINIMIZE THE AMOUNT OF SOIL EXPOSED AT ANY ONE TIME.
- DIVERT CLEAR WATER AWAY FROM EXPOSED SOILS.
- TEMPORARILY STABILIZE EXPOSED SOILS THAT WILL NOT BE ACTIVE FOR 14 DAYS OR MORE. USE MULCHING, SEEDING, POLYACRYLAMIDE OR GRAVELING TO STABILIZE.
- PERMANENTLY STABILIZE EXPOSED SOILS AS SOON AS POSSIBLE.
- CONTRACTOR SHALL EDUCATE ITS EMPLOYEES AND SUBCONTRACTORS ABOUT PROPER SPILL PREVENTION AND RESPONSE PROCEDURES. IF A SPILL OCCURS, THE CONTRACTOR SHALL EVACUATE THE AREA AND IMMEDIATELY NOTIFY THE LOCAL MUNICIPALITY, FIRE DEPARTMENT OR 911 EMERGENCY SYSTEM. IF NO FIRE, EXPLOSION OR LIFE / HEALTH SAFETY HAZARD EXISTS, THE NEXT STEP IS TO CONTAIN THE SPILL AND PERFORM CLEANUP. USE DRY CLEANUP METHODS, NOT WET.

THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING OR REPLACING BEST MANAGEMENT PRACTICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES BY THE END OF THE WORK DAY. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING BEST MANAGEMENT PRACTICES TEMPORARILY REMOVED FOR CONSTRUCTION ACTIVITY AS SOON AS THOSE ACTIVITIES ARE COMPLETED. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF TEMPORARY BEST MANAGEMENT PRACTICES AFTER CONSTRUCTION IS COMPLETE AND PERMANENT VEGETATION IS ESTABLISHED.

**INSPECTION & MAINTENANCE:**

THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING BEST MANAGEMENT PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. WRITTEN DOCUMENTATION OF EACH INSPECTION SHALL BE KEPT AT THE CONSTRUCTION SITE AND SHALL INCLUDE THE FOLLOWING INFORMATION: DATE, TIME, AND LOCATION OF INSPECTION; NAME OF INDIVIDUAL WHO PERFORMED THE INSPECTION; AN ASSESSMENT OF THE CONDITION OF BEST MANAGEMENT PRACTICES; A DESCRIPTION OF ANY BEST MANAGEMENT PRACTICE IMPLEMENTATION AND MAINTENANCE PERFORMED; AND A DESCRIPTION OF THE PRESENT PHASE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES AS NECESSARY WITHIN 24 HOURS OF AN INSPECTION OR NOTIFICATION. THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING, MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%.

THE CONTRACTOR IS RESPONSIBLE FOR POSTING THE PERMIT IN A CONSPICUOUS LOCATION ON THE CONSTRUCTION SITE. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING A COPY OF THE APPROVED REPORTS, PLANS, AMENDMENTS, INSPECTION REPORTS, AND PERMITS AT THE CONSTRUCTION SITE AT ALL TIMES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE OWNER WHEN THE VEGETATIVE DENSITY REACHES AT LEAST 70%. THE OWNER IS RESPONSIBLE FOR TERMINATING DNR PERMIT COVERAGE.

**AMENDMENTS:**

THE CONTRACTOR IS RESPONSIBLE FOR AMENDING THE EROSION & SEDIMENT CONTROL PLAN IF: THERE IS A CHANGE IN CONSTRUCTION, OPERATION OR MAINTENANCE AT THE SITE WHICH HAS THE REASONABLE POTENTIAL FOR THE DISCHARGE OF POLLUTANTS; THE ACTIONS REQUIRED BY THE PLAN FAIL TO REDUCE THE IMPACTS OF POLLUTANTS CARRIED BY CONSTRUCTION SITE RUNOFF; OR IF THE DNR NOTIFIES THE APPLICANT OF CHANGES NEEDED IN THE PLAN. THE DNR AND OWNER SHALL BE NOTIFIED 5 WORKING DAYS PRIOR TO MAKING CHANGES TO THE PLAN.

NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
 CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
 ABBREVIATIONS, SYMBOLS & NOTES

DESIGNED	DRAWN
MPK	MPK
PROJECT NO.	
D0911 092500688	
DATE	
DECEMBER 19, 2025	
SHEET NO.	

**C101**



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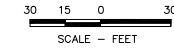
VERTICAL BENCHMARK CONTROL		
POINT #	ELEVATION	DESCRIPTION
3	747.20	HYDRANT ARROW
4	742.08	HYDRANT ARROW
5	745.11	HYDRANT TAG BOLT

HORIZONTAL CONTROL POINTS			
POINT #	NORTHING	EASTING	DESCRIPTION
1	472919.24	2505955.04	NAIL
2	473447.57	2506249.67	MAG NAIL

**NOTE:**  
 PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL ALSO VERIFY HORIZONTAL CONTROL BY FIELD CHECKING SEVERAL CONTROL POINTS AND SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY DISCREPANCIES.

**VERTICAL DATUM:**  
 ELEVATIONS ARE REFERENCED TO NGS DATA: CONTROL POINT NAME: CEDARBURG W GPS POINT ID: DF6041 NAVD 88 DATUM BY GPS OBSERVATION TO ELEVATION = 916.10 (2012 ADJUSTMENT) PER FIELD BOOK 1605 PAGES 47-48

**HORIZONTAL DATUM:**  
 COORDINATES ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM SOUTH ZONE NAD 83 (2011) OZAUKEE COUNTY



**McMAHON**  
 SURVEYING & CONSULTING  
 1445 McMAHON DRIVE, NEENAH, WI 54956  
 PHONE: 920.751.4200 FAX: 920.751.4281 MCMAHON.COM

McMAHON provides this information as a service to our clients. It is not intended to be used for any other purpose. The user assumes all liability for any use of this information.

NO.	DATE	REVISION

NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
 CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
 SURVEY CONTROL

DESIGNED MPK	DRAWN MPK
PROJECT NO. D0911 092500688	
DATE DECEMBER 19, 2025	
SHEET NO.	

C102



**GENERAL SITE PLAN NOTES:**

CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS FROM THE CITY OF CEDARBURG PRIOR TO STARTING ANY WORK IN THE PUBLIC RIGHT-OF-WAY.

STOP SIGNS SHALL BE INSTALLED AT ALL ENTRY POINTS TO THE PUBLIC STREETS. STOP SIGNS SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, LATEST VERSION.

SITE SOIL TYPE: 41.2% CASCO LOAM / 58.8% FOX LOAM

THERE ARE NO AREAS OF FLOODPLAIN OR FLOODWAY NEAR THE PROJECT.

TOTAL PARKING STALLS: 45 STALLS

ADA STALLS: 2 STALLS

ZONING: M-2 GENERAL MANUFACTURING

**# SITE PLAN KEY NOTES:**

1. PROPOSED BUILDING. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
2. 6" WATER LATERAL. REFER TO UTILITY PLAN.
3. STORM SEWER INLET. REFER TO UTILITY PLAN.
4. STORM SEWER PIPE. REFER TO UTILITY PLAN.
5. STORM YARD DRAIN. REFER TO UTILITY PLAN.
6. 6" SANITARY LATERAL. REFER TO UTILITY PLAN.
7. ADA ACCESSIBLE PARKING STALLS. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
8. CONCRETE SIDEWALK. REFER TO CONSTRUCTION DETAILS.
9. 18-INCH CONCRETE CURB & GUTTER. REFER TO PAVING DETAIL.
10. 18-INCH CONCRETE REVERSE CURB AND GUTTER. REFER TO PAVING DETAIL.
11. 4" PAINT STRIPE (YELLOW).
12. ASPHALT PAVEMENT. REFER TO CONSTRUCTION DETAILS.
13. 7" CONCRETE PAVEMENT. REFER TO CONSTRUCTION DETAILS.
14. DUMPSTER ENCLOSURE. REFER TO ARCHITECTURAL PLANS.
15. 6' PVC FENCE. REFER TO ARCHITECTURAL PLANS.
16. BIOFILTER AND DETENTION POND. REFER TO BIOFILTER DETAILS.
17. DRAINAGE SWALE
18. CONCRETE FLUME
19. 18" CONCRETE DRIVEWAY CURB AND GUTTER.
20. KNOX BOX. REFER TO ARCHITECTURAL PLANS.
21. MONUMENT SIGN.
22. ELECTRIC TRANSFORMER.
23. VEHICLE GATE. REFER TO ARCHITECTURAL PLANS.
24. SAWCUT.
25. EXISTING FIRE HYDRANT

AREA SUMMARY					
DESCRIPTION	S.F.	ACRES	%		
TOTAL PROPERTY	80,262	1.843	100.00%		
<b>A. EXISTING SITE CONDITIONS</b>					
DESCRIPTION	S.F.				
BUILDING FOOTPRINT	0	0.000	0.00%		
PAVEMENT/SIDEWALK/GRAVEL	0	0.000	0.00%		
EXISTING IMPERVIOUS	0	0.000	0.00%		
EXISTING GREENSPACE	80,262	1.843	100.00%		
<b>B. NEW CONSTRUCTION</b>					
DESCRIPTION	S.F.				
BUILDING FOOTPRINT	16,617	0.381	20.70%		
PAVEMENT/CURB & GUTTER/SIDEWALK	33,151	0.761	41.30%		
<b>C. OVERALL PROPOSED SITE CONDITION</b>					
DESCRIPTION	EXISTING	PROPOSED	TOTAL	ACRES	%
BUILDING FOOTPRINT	0	16,617	16,617	0.381	20.70%
PAVEMENT/CURB & GUTTER/SIDEWALK	0	33,151	33,151	0.761	41.30%
TOTAL IMPERVIOUS	0	49,768	49,768	1.143	62.01%
GREEN SPACE PROVIDED			30,494		37.99%

**McMAHON**  
ENGINEERS ARCHITECTS  
1445 KAMACHO DRIVE  
MILWAUKEE, WI 53209  
PH: 414.775.4200 FAX: 414.775.4201

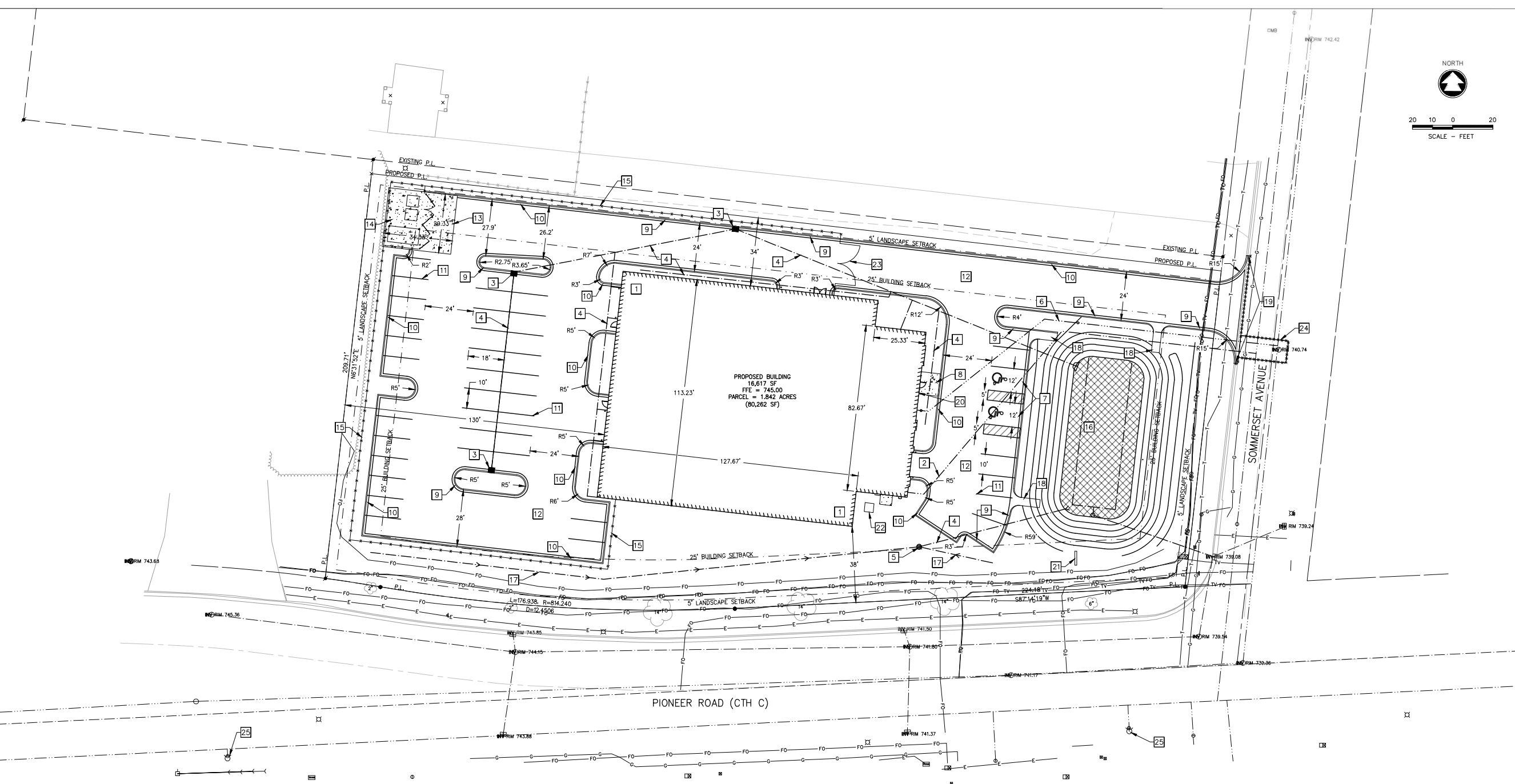
McMAHON ENGINEERS ARCHITECTS  
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DRAWN BY: [Signature]  
CHECKED BY: [Signature]  
DATE: [Date]

NO.	DATE	REVISION

NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
SITE PLAN

DESIGNED	DRAWN
MPK	MPK
PROJECT NO. D0911 092500688	
DATE DECEMBER 19, 2025	
SHEET NO.	

C104



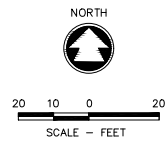
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- GENERAL UTILITY NOTES:**
- ALL WORK RELATED TO THE SITE STORM SEWER, SITE WATERMAIN AND SITE SANITARY SEWER SHALL BE COMPLETED IN ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES (DPS) CHAPTER SPS 382.
  - ALL SITE UTILITIES TO INCLUDE TRACER WIRE.
  - ALL WORK RELATED TO WATERMAIN AND SANITARY SEWER CONNECTIONS TO VILLAGE MAINS IN SOMMERSET AVE. SHALL BE COMPLETED IN ACCORDANCE WITH CITY OF CEDARBURG DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.
  - INSTALL BENDS OR DEFLECT JOINTS ON WATER SYSTEM TO MAINTAIN ALIGNMENT SHOWN.
  - COORDINATE WATER SERVICE AND SANITARY SEWER ENTRIES INTO BUILDING STRUCTURE WITH PLUMBING CONTRACTOR.
  - CONTRACTOR SHALL USE PVC SDR 35 FOR ALL SANITARY SEWER.
  - CONTRACTOR SHALL USE PVC AWWA C900 DR18 FOR ALL PROPOSED PRIVATE WATER MAIN.
  - WATERMAIN SHALL BE INSTALLED WITH MINIMUM 6.5' COVER FROM FINISHED SURFACE.

STORM SEWER STRUCTURES					
STRUCTURE #	DIAMETER	RIM/FLOWLINE	DEPTH	INVERT	PIPE ID
YARD DRAIN 1	24"	743.00	4.00	NE 739.00 8"	8
INLET 1	2' X 3'	743.89	3.89	N 740.00 8"	1
INLET 2	2' X 3'	743.66	3.91	NE 739.75 12"	2
INLET 3	2' X 3'	744.21	5.11	SW 739.10 12"	2
				SE 739.10 15"	4

PIPE CROSSING			
CROSSING	BOTTOM OF STORM	TOP OF SAN	TOP OF WATER MAIN
A	738.25	736.02	-
B	738.16	-	736.66

STORM PIPES						
PIPE ID	SIZE	MATERIAL	LENGTH (L.F.)	SLOPE	DOWN STREAM INVERT	UP STREAM INVERT
1	8	PVC	100	0.25%	739.75	740.00
2	12	HDPE	112	0.57%	739.10	739.75
3	10	PVC	122	0.45%	739.45	740.00
4	15	HDPE	183	0.57%	738.00	739.10
5	6	PVC	127	0.58%	739.26	740.00
6	8	PVC	16	9.00%	738.56	740.00
7	6	PVC	57	2.67%	738.48	740.00
8	8	PVC	75	1.33%	738.00	739.00
9	8	PVC	64	1.20%	735.23	736.00

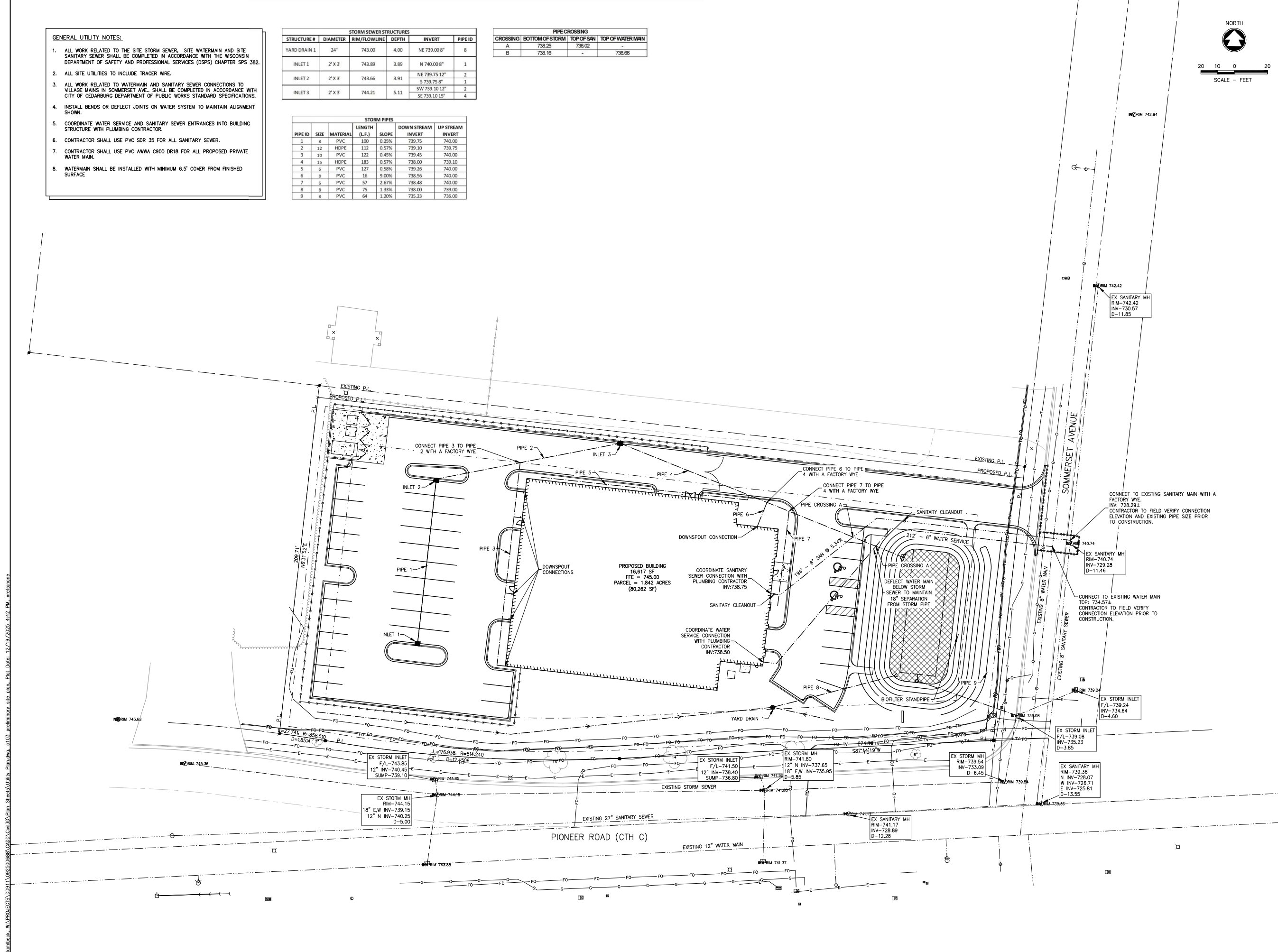


**MCMAHON**  
 1445 KAMACHO DRIVE  
 WAUKESHA, WI 53186  
 PHONE: 262.791.4200 FAX: 262.791.4281  
 MCMAHON.COM

NO.	DATE	REVISION

**NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
 CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
 UTILITY PLAN**

DESIGNED MPK	DRAWN MPK
PROJECT NO. D0911 092500688	
DATE DECEMBER 19, 2025	
SHEET NO. <b>C105</b>	

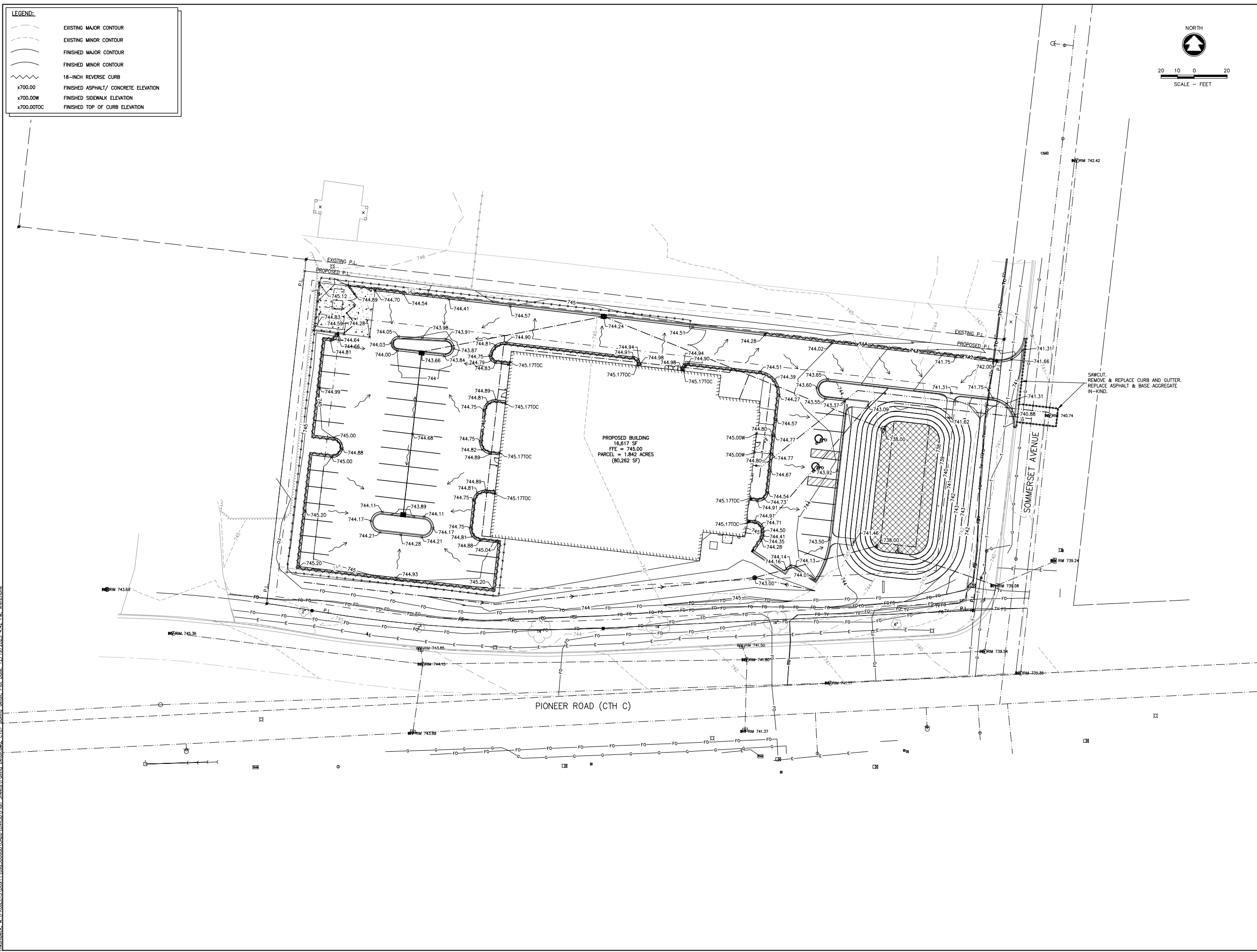
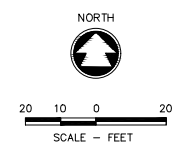


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**LEGEND:**

	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	FINISHED MAJOR CONTOUR
	FINISHED MINOR CONTOUR
	18-INCH REVERSE CURB
x700.00	FINISHED ASPHALT/ CONCRETE ELEVATION
x700.00W	FINISHED SIDEWALK ELEVATION
x700.00TC	FINISHED TOP OF CURB ELEVATION



SAWCUT, REMOVE & REPLACE CURB AND GUTTER. REPLACE ASPHALT & BASE AGGREGATE IN-KIND.

PROPOSED BUILDING  
16,617 SF  
FFE = 745.00  
PARCEL = 1.842 ACRES  
(80,262 SF)

**McMAHON**  
INCORPORATED  
1445 McMAHON DRIVE  
NEENAH, WI 54956  
PH: 920.751.4200 FX: 920.751.6281 EMAIL: MCM@MCM.COM

McMAHON certifies that the information shown on this drawing was prepared by a duly licensed professional engineer or architect under the supervision of a duly licensed professional engineer or architect. The information shown on this drawing is the property of McMAHON and is not to be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written consent of McMAHON.

REVISION	NO.	DATE	DESCRIPTION
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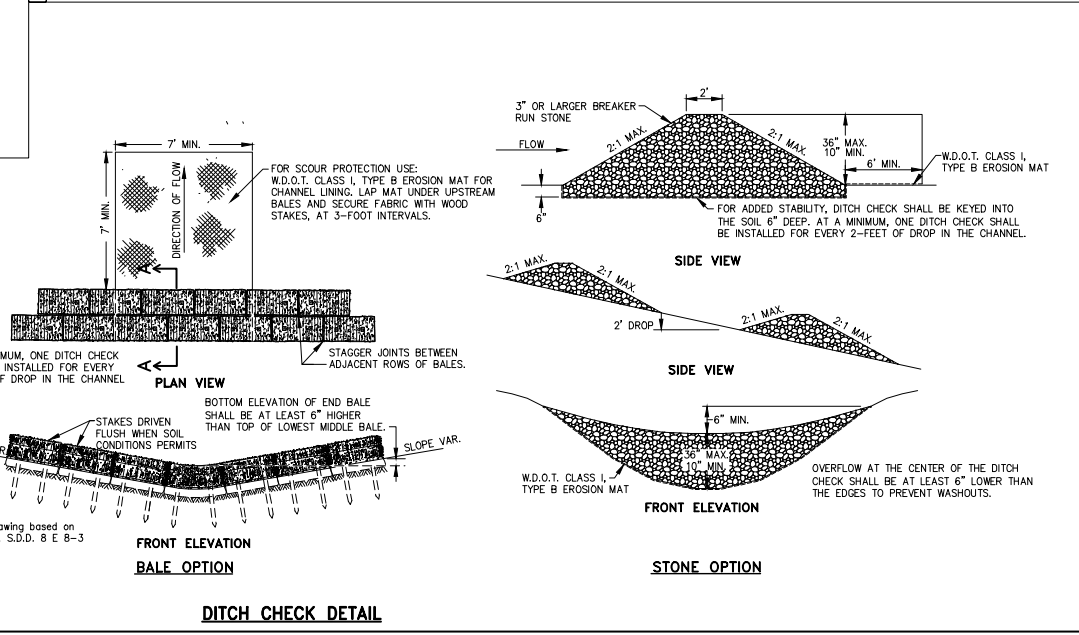
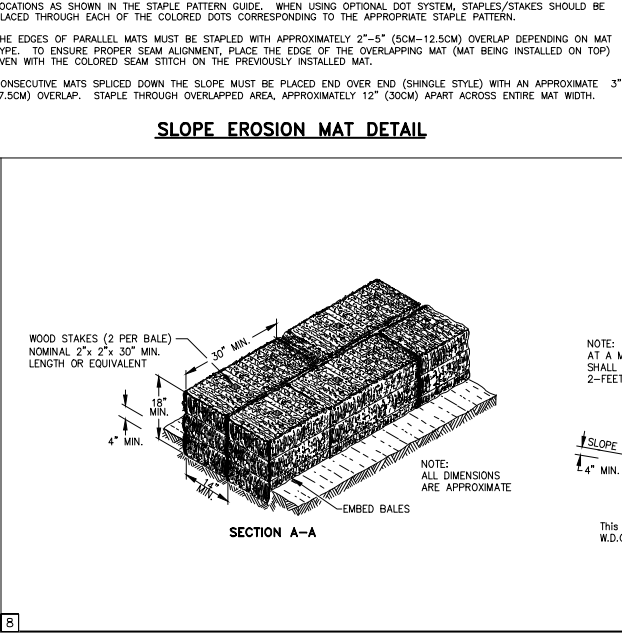
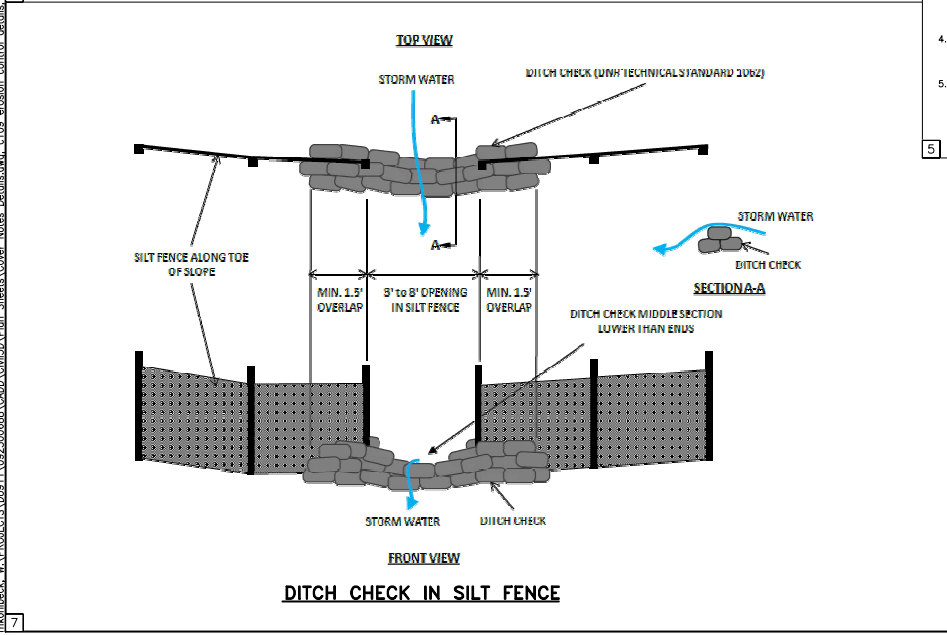
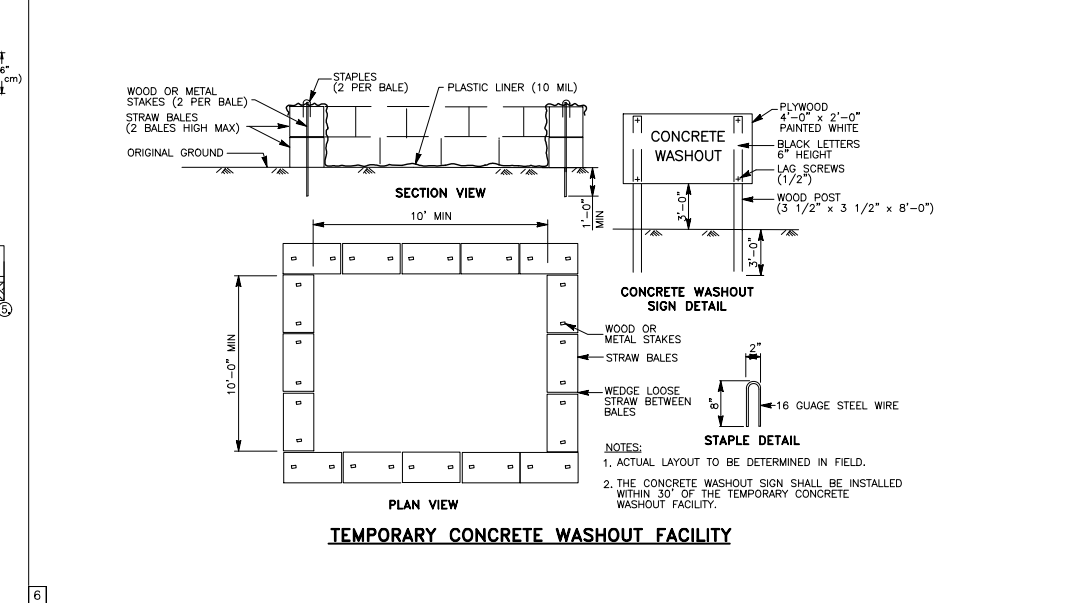
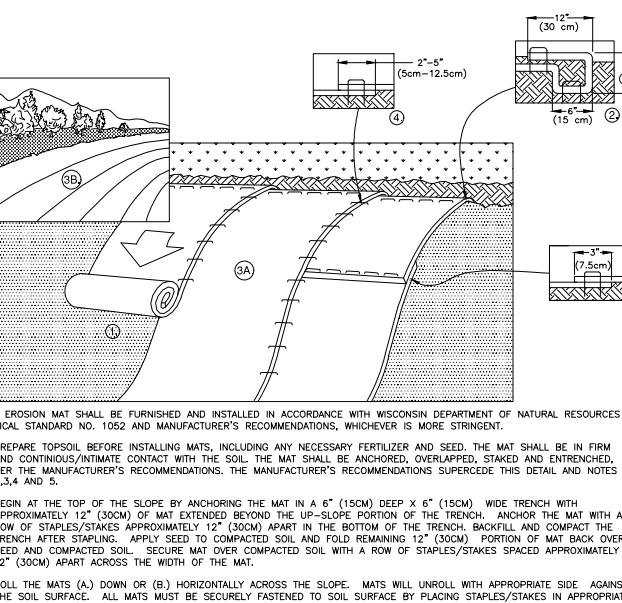
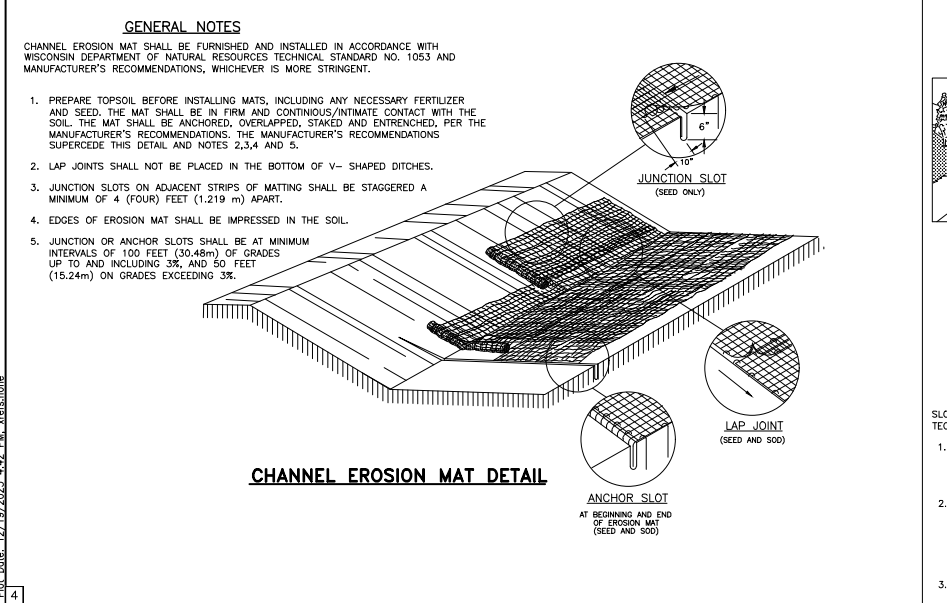
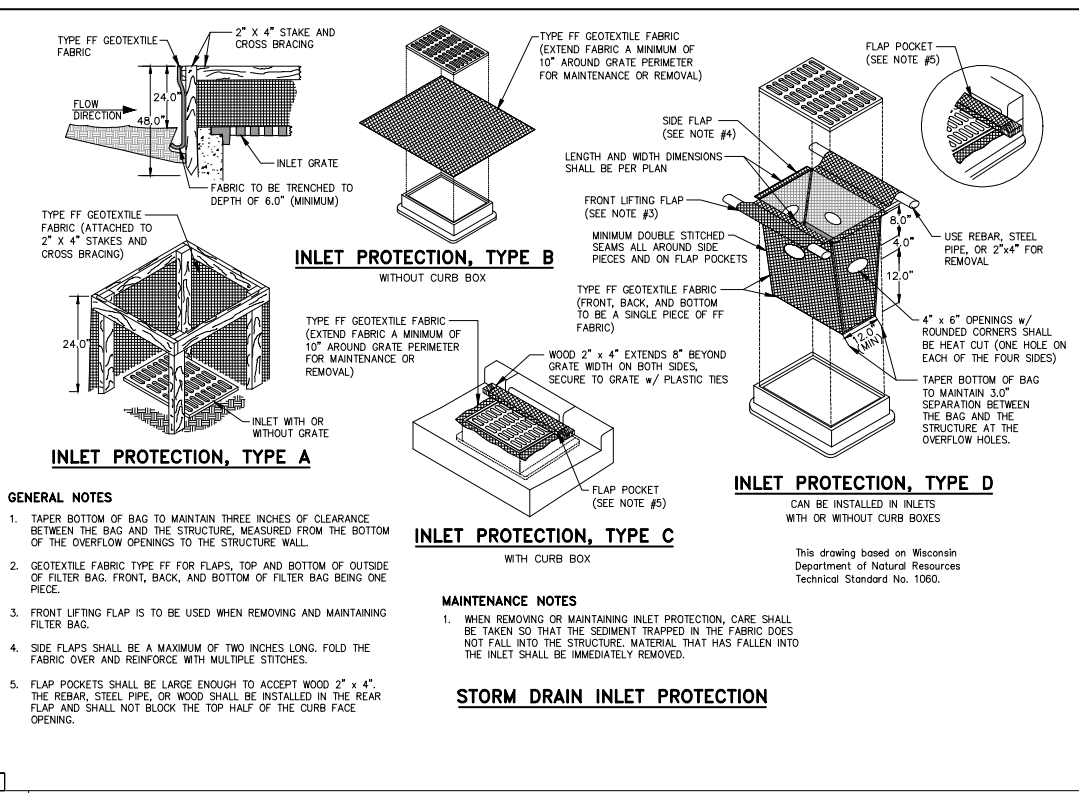
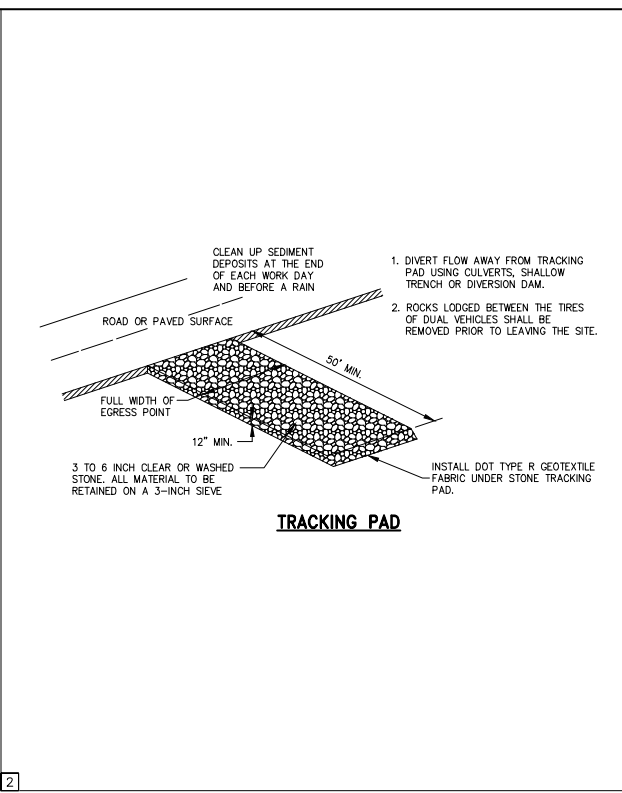
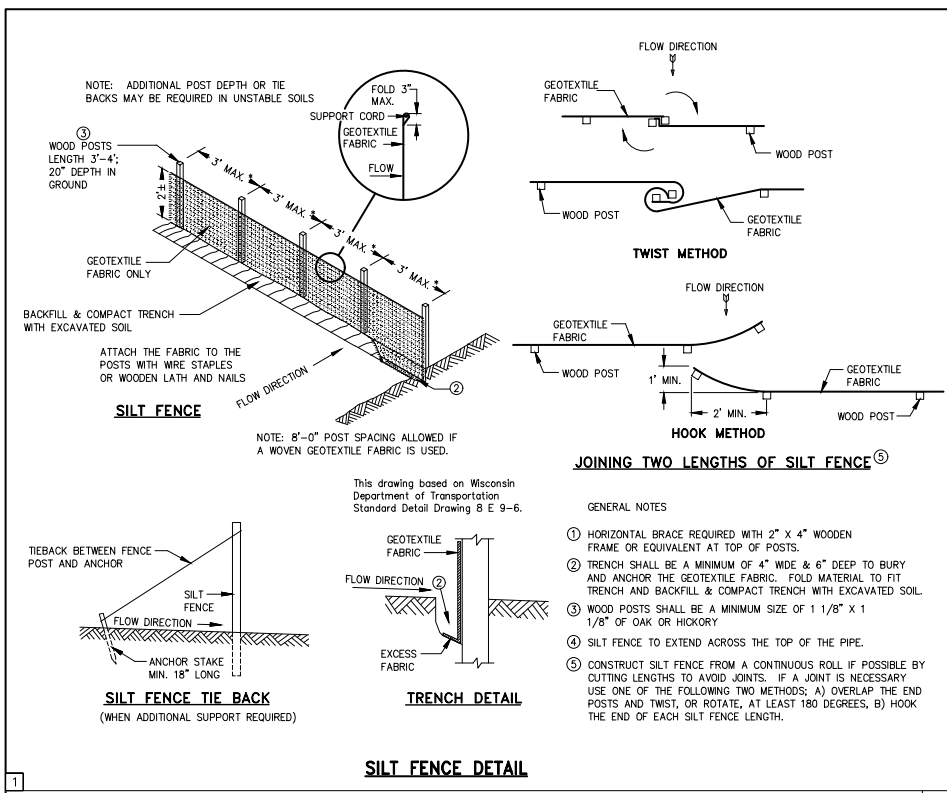
**NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
PAVING DETAIL**

DESIGNED MPK	DRAWN MPK
PROJECT NO. D0911 092500688	
DATE DECEMBER 19, 2025	
SHEET NO.	

**C107**

m:\shiback\_wi\proj\0313\0911\092500688\CADD\Civil3D\Plan\_Sheets\Curb\Detail\c107\_paving\_detail\_Plot\_Dwg\_12/19/2025\_4:42\_PM\_xr15m.dwg





**McMAHON**

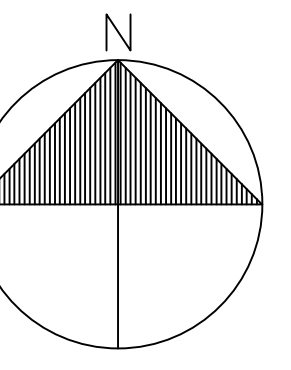
1445 KAMAHON DRIVE, SUITE 100, CEDARBURG, WI 53506  
 PHONE: 920.751.4200 FAX: 920.751.4281 EMAIL: INFO@MCMAPR.COM

DESIGNED: MPK  
 DRAWN: MPK  
 PROJECT NO.: 0911 092500688  
 DATE: DECEMBER 19, 2025  
 SHEET NO.: C109

**NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
 CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
 EROSION CONTROL DETAILS**







Date: October 20, 2025

Scale: 1" = 20'-0"

Designer: MJM, AW

Drawn By: MJM

Revision: 10.31.25, 12.9.25

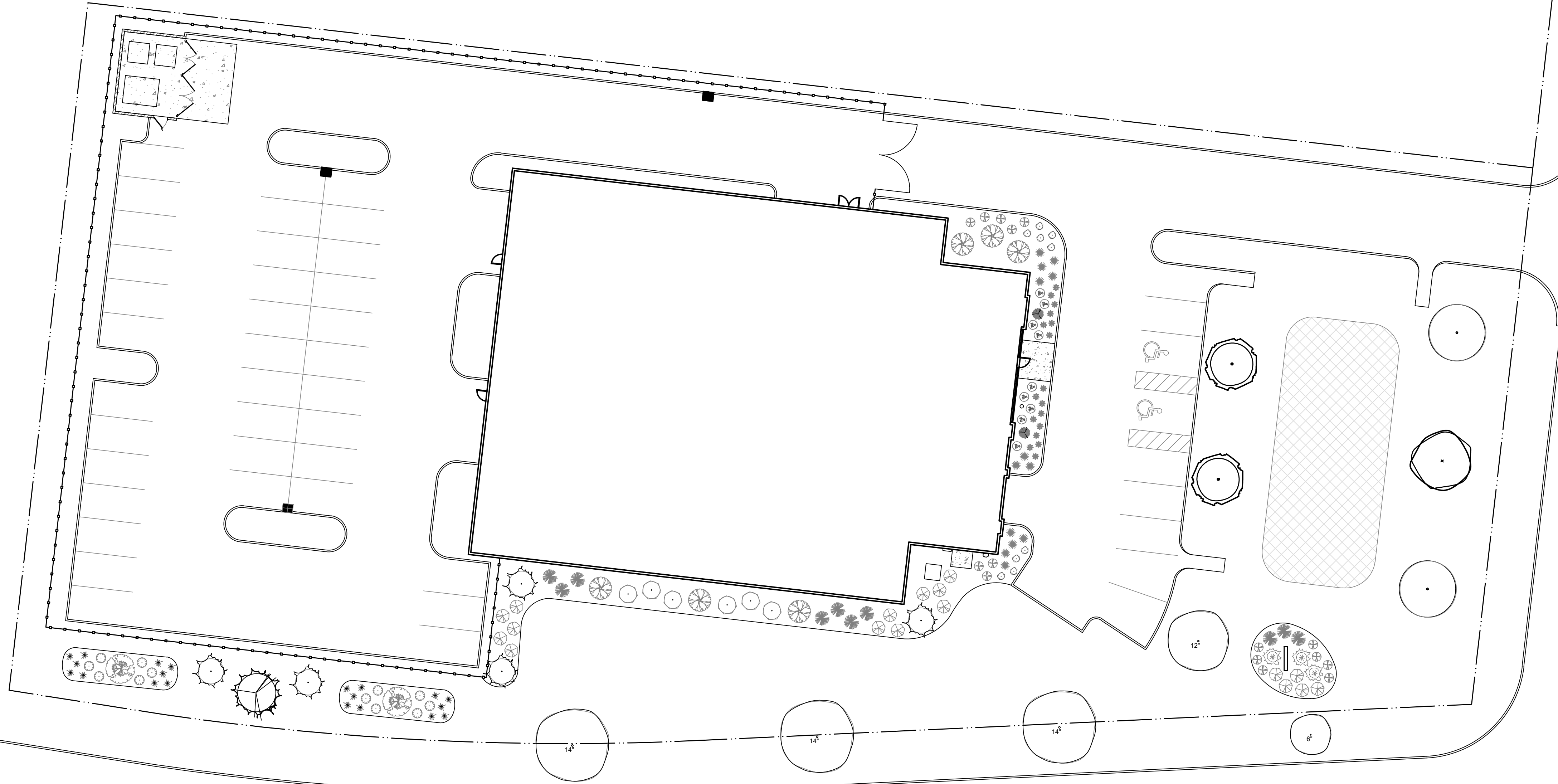
# GERBER COLLISION & GLASS

SEC Pioneer Rd & Somerset Ave.  
Cedarburg, WI 53012

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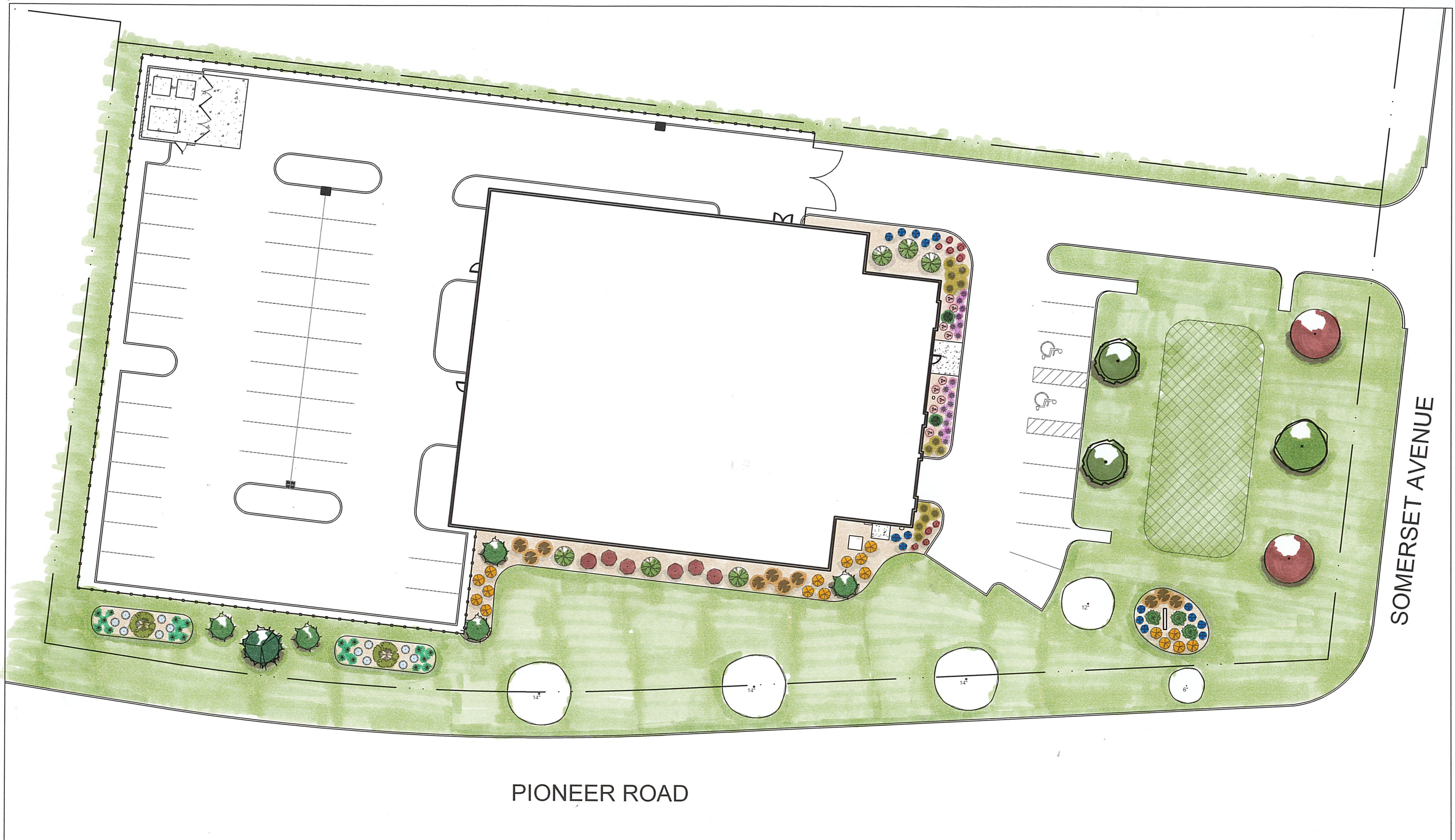


PIONEER ROAD

SOMERSET AVENUE

## PLANT SCHEDULE

SYMBOL	COMMON NAME	BOTANICAL NAME	#	MAT. HEIGHT
<b>DECIDUOUS SHRUBS</b>				
	Kodiak Orange Bush Honeysuckle	Diervilla x 'G2X88544'	17	2-3'
	Common Witchhazel	Hamamelis virginiana	2	12-15'
	Summer Wine Ninebark	Physocarpus opulifolius 'Summer Wine'	6	4-6'
	Pink Fritsch Spirea	Spiraea fritschiana 'J.N. Select A'	9	2-3'
	Blackhaw Viburnum	Viburnum prunifolium	6	10-12'
<b>EVERGREEN SHRUBS</b>				
	Kallay's Compact Juniper	Juniperus chinensis 'Pfitzerana Kallays'	3	2-3'
<b>DECIDUOUS TREES</b>				
	Crimson Sunset Maple	Acer truncatum x platanoides 'JFS-KW202'	2	35'
	Fire King Musclewood	Carpinus caroliniana 'JN Select A'	2	20-25'
	Kentucky Coffee Tree	Gymnocladus dioica	1	50-60'
	Existing to Remain	Existing to Remain	5	
<b>EVERGREEN TREES</b>				
	Star Power Juniper	Juniperus x 'J.N Select Blue'	5	17'
	Taylor Juniper	Juniperus virginiana 'Taylor'	2	20'
	Norway Spruce	Picea abies	1	40-60'
<b>PERENNIALS</b>				
	Summer Peek-a-Boo Allium	Allium 'Summer Peek-a-Boo'	17	8-12"
	Karl Foerster Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	13	4-6"
	Maiden Grass	Miscanthus sinensis 'Graziella'	10	6"
	Walker's Low Catmint	Nepeta faassenii 'Walker's Low'	15	24-30"
	Dwarf Russian Sage	Perovskia atriplicifolia 'Little Spire'	12	30-42"
	Standing Ovation Little Bluestem	Schizachyrium 'Standing Ovation'	20	3-4"
	Autumn Fire Sedum	Sedum 'Autumn Fire'	9	24-30"



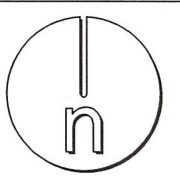
PIONEER ROAD

SOMERSET AVENUE

*LA ROSA*  
**LANDSCAPE**

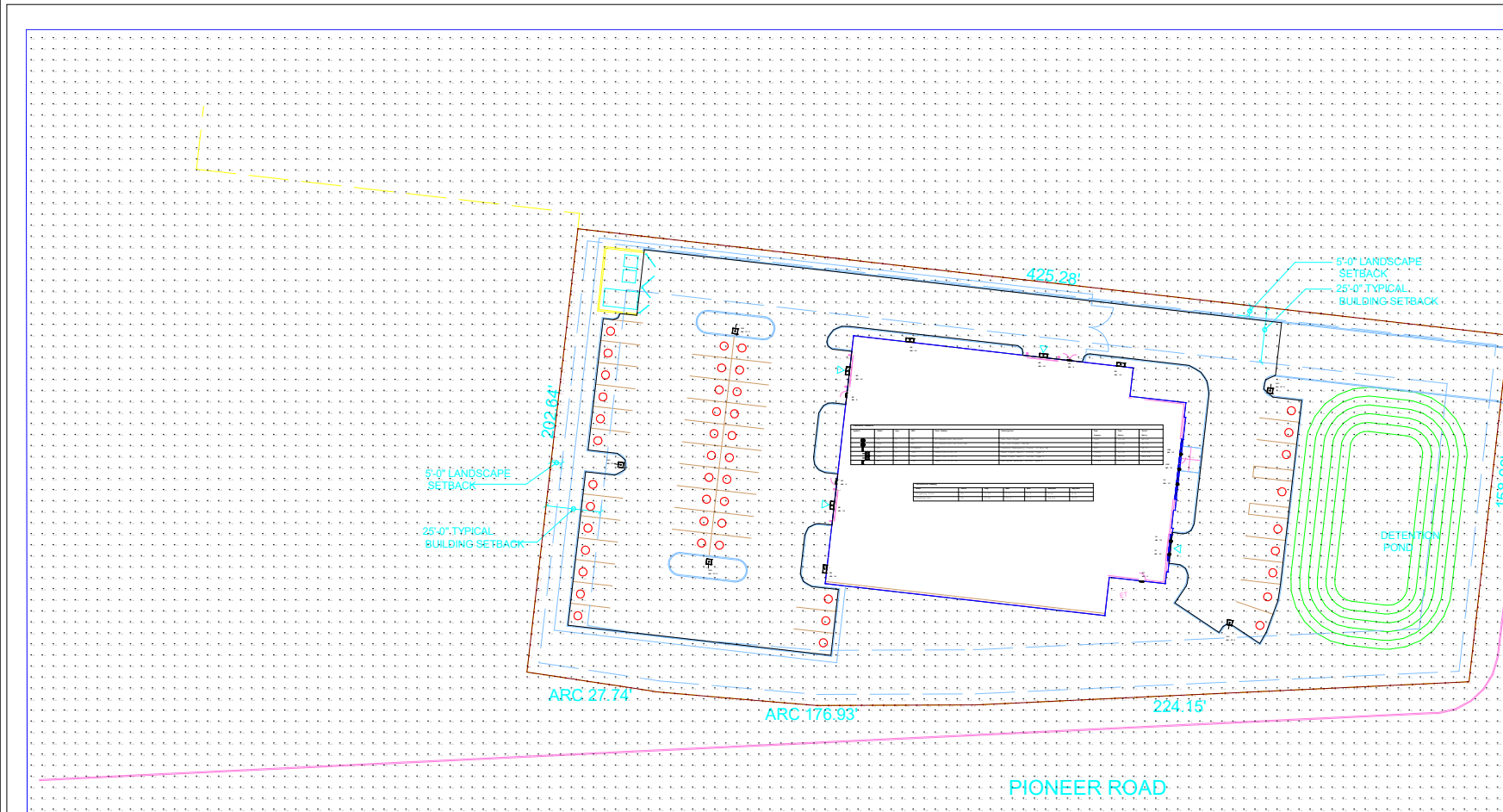
LANDSCAPE DEVELOPMENT FOR  
**GERBER COLLISION AND GLASS**  
SEC Pioneer Rd & Somerset Ave, Cedarburg, WI 53012

DATE: 12.4.25  
DESIGNER: MJM  
SCALE: 1" = 30'




Gerber Luminaire Schedule							
Symbol	Tag	Qty	Part #	Description	Lum Lumens	Lum Watts	Total Watts
⊕	CL	3	KT-RDLED16PS-4B-9CSF	4in Can Light	1487	16.38	49.14
⊕	CLE	2	KT-RDLED16PS-4B-9CSF-EM	4in Can Light, EM BB	1487	16.38	32.76
⊕	EU	4	PGB	Outdoor Emergency Light, 90 Min BB	481	7.1	28.4
⊕	PL1	3	VAS2-16L-U-50-T4	Area Light Small, 5000K, Type 4	15403	92.06	276.18
⊕	PL2	2	VAS2-16L-U-50-T5	Area Light Small, 5000K, Type 5	15664	92.14	184.28
⊕	WP	6	VWM2-11L-U-50-T4	Wallpack Medium, 5000K, Type 4	11085	79.62	477.72

Gerber Calculation Summary				
Label	Units	Avg	Max	Min
Property Line	Fc	0.35	1.3	0.0
Parking Lot	Fc	2.99	16.3	0.3



Scale: 1 inch= 75 Ft.



#	Date	Comments
Revisions		

Drawn By: SourceOne

Date: 12/11/2025

Scale:

## Cedarburg, WI

Front Cans + Poles

Page 1 of 1



**CITY OF CEDARBURG  
Site and Architectural Review Board  
January 20, 2026  
Minutes**

1. CALL TO ORDER

Chairperson Adam Voltz called the meeting to order at 8:30 a.m.

2. ROLL CALL

- A. Chairman Architect Adam Voltz, Architect Paul Rushing, Plan Commission Co-Chairman Jack Arnett, Council Member Kristin Burkart, Architect Peter Damsgaard

Also Present – City Planner Mary Censky, Administrative Assistant Theresa Hanaman, City Administrator Hilvo, and Mayor Thome

Architect Paul Rushing (by Zoom), Council member Burkart took leave at 9:45 a.m.

3. STATEMENT OF PUBLIC NOTICE

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

4. APPROVAL OF MINUTES

- A. December 23, 2025

Council member Burkart made a motion, seconded by Co-Chairperson Jack Arnett, to approve the meeting minutes from December 23, 2025. The motion passed unanimously.

After the action was completed, Architect Rushing requested an amendment to these minutes regarding the regular business, item 5C, Planned Unit Overlay, Zoning, final line, to say: "The original motion as successfully amended passed, Voltz, Burkart, Arnett, Damsgaard in favor, Rushing opposed with specific emphasis that the infill plan as submitted does not adequately reflect the existing character of the surrounding neighborhood as prescribed by Cedarburg architectural review principles, standards and procedures".

## 5. REGULAR BUSINESS; AND ACTION THEREON

- B. Review, discussion, and consultative feedback to the applicant, Neumann Developments Inc. in c/o Bryan Lindgren, as to a revised conceptual site layout and preliminary architectural intentions related to their proposed development of ~214-acres/499 dwelling units located at the northwest corner of Hwy. 60 and Hwy. I/Sheboygan Road.

Planner Censky reported that before getting into detailed engineering, preparation of a fully detailed preliminary plat, architectural plans, covenants, etc., the applicant is requesting nonbinding consultation/concept feedback on their revised site plan/plat concept.

The developer's latest plan incorporates neo traditional design principles such as a traditional, pronounced entrance and a 'public center' from which the rest of the plan radiates. It focuses on higher-density housing at the core and lower-density, pocketed neighborhoods extending outward. This plan features multiple types of housing, including duplex style ranch condominiums, duplex and fourplex two-story townhome condominiums, and detached single family residential homes on lots ranging from approximately 8,400 sq. ft. in area, up to 15,000 sq. ft.. In response to an identified issue of providing entry level home ownership in the City of Cedarburg, the applicant represents that all of the units will be sold outright, none being retained by the developer or other entity for long or short-term rental purposes. The developer stated their estimated build-out would be 50 units per year. They stated that they hope to be able to offer an entry level of ownership in the \$400,000's range. On inquiry, the developer identified Harbor Homes as the primary intended builder for this project.

The central park and amenities will be privately owned, maintained by the homeowners' association. While intended for the benefit of the new neighborhood(s) in this development, they said they would not proactively exclude the public from the park amenities. The neighborhood prioritizes walkability, with a circuitous network of green space and paths, enhancing interconnectivity among the pocketed neighborhoods. Board members suggested the developer focus on preserving the continuous pedestrian trail. The developer emphasizes pedestrian connectivity and neighborhood character over some vehicular efficiency, with plans to provide detailed cross-sections and trail information at a subsequent plan stage.

Council member Burkart opposed the fourplexes, while Mayor Thome does not agree with the added dwellings, adding to the density of the development. This new plan calls for 499 dwelling units vs 403 in the original layout. The developer says they would be very happy to move forward with either of these plans but needs specific feedback so they don't go all-in down the wrong path.

Terry King - W63 N762 Sheboygan Rd, raised density and neighborhood character concerns, pedestrian safety, and vehicle conflict worries across Hwy 60, and support for the central park and trails.

City Administrator Hilvo recommended proceeding to the Plan Commission concept review with public input sessions; revised materials will be presented for Plan Commission feedback at the next concept review, with SARB and staff to follow up on architectural and streetscape details prior to formal application.

**ACTION:**

This item was for discussion and feedback only; no action was taken. The developer will present revised materials for feedback at the Plan Commission meeting on March 2, 2026.

**Feedback includes:**

- Stormwater plans should integrate green corridors, while enlarged plan sheets must outline lot and home orientation, berms, and trail alignment.
- A comparative exhibit should show Option A (more fourplexes) versus Option B (reduced density), detailing unit counts and green space.??
- Additional traffic and parking analyses for higher-density units, and assurances that Highway 60 frontages will have an attractive public interface.
- Ensure housing product variety while exploring design options to reduce perceived density.
- Prioritize continuous pedestrian connections, including a paved north side path and a continuous trail spine linking the north alignment, East Reserve, Central Park, and west neighborhoods.
- Central Park activation: Explore low-impact, outward-facing uses for Central Park (farmers market, food trucks, seasonal vendors), noting potential zoning or policy review.
- Amenity identity: Refine amenity program and streetscape details to strengthen neighborhood identity and market appeal.
- Phasing and infrastructure: Ensure phasing reflects infrastructure capacity and market.
- Continue to explore alternatives to rear-facing yards along the highway (secondary access road, orienting some homes to the buffer, cul-de-sacs).
- Middle cluster units: Reconfigure or relocate interior units that lack strong frontage to avoid creating unusable or unattractive interior lots.
- Landscape and streetscape consistency: Provide a cohesive palette for lighting, street trees, sidewalks, and front yard treatments to ensure a unified public face.
- Orchard Reserve and East Reserve: Single-story ranch duplexes aimed at downsizers; developer to study porch prominence and front yard to ensure welcoming entries.
- Rear Garage Mechanism: Board suggested applying rear garage/front porch treatment more broadly, where feasible, to improve street activation.

- A. Review, discussion, and recommendation to the Plan Commission as to the site and architectural plans submitted by applicant DSDH Gerb LLC, in support of their request to develop a 16,617 sq. ft. motor vehicle collision repair facility for Gerber Collision & Glass on the vacant, 1.84-acre, M-2 General Manufacturing zoned site located at the northwest corner of Sommerset

Avenue and Pioneer Road. The property owner is Pioneer Real Estate Development LLC in c/o Mike LaRosa.

Planner Censky reported the applicant proposes to construct a 16,617 sq. ft. motor vehicle collision repair facility for Gerber Collision & Glass on this site. The plan also calls for a ~20,400 sq. ft. fenced outdoor storage yard that will be paved and striped for 33 vehicles to be parked while in various stages of repair. The dumpster enclosure will also be located in this fenced yard area.

The SARB evaluated the design, materials, and colors of the building, fence, and dumpster enclosure, the design and materials of the landscaping plan, the design and materials of the exterior lighting plan, and the site plan/layout of the above features on the lot.

**ACTION:**

Architect Damsgaard made a motion, seconded by Vice Chairman Arnett, to send a favorable recommendation to the Plan Commission for approval of this plan and to include the following recommendations:

- 1) Recommend a minimum fence height of 7feet.
- 2) Recommend requiring landscaping to be implemented along the south fence and building façade, particularly suggesting the inclusion of evergreens along the fence and closely spaced deciduous along the building to provide effective screening while maintaining visibility.
- 3) Recommend that if any existing buffering on the common lot lot with the neighboring property to the west is removed or deteriorates, this applicant or subsequent property owner shall be obligated to establish enhanced screening, subject to prior approval as to materials and layout by the Planner.
- 4) Request that the applicant present detailed elevations to clarify appearance of the fence, it's top line design, post types/tops, ... and any other associated components such as gates for instance.
- 5) Applicant to consider the implementation of signage or other forms of architectural treatment on the southern façade of the business to break-up it's somewhat plain presentation.
- 6) The rooftop equipment, typically rather intensive for an auto repair facility with paint booths, must be appropriately screened from public view to minimize aesthetic impact. Choose the least tall HVAC system and present a screening plan to the Planner for review and approval prior to installing HVAC.
- 7) Landscape all parking lot islands in the yard area and plant a deciduous tree in the west island.
- 8) Fence must be opaque with no spaces between boards.
- 9) South portion of the fence must be moved back to the 25-foot street yard setbacks. The parking stalls affected should be replaced with green space.

This recommendation for approval also included the Planner's recommended conditions as listed in the Planner's Report.

The motion passed unanimously. Council member Burkart excused.

- C. Review, discussion and possible action/recommendation to the Plan Commission for Code updates to modify/expand upon the standards as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review.

Planner Censky reported on updates to modify/expand upon the standards as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review. She went on to clarify certain specific architectural design review criteria for new homes. A draft concept was included in the "Commissioners Packet" for the January 20, 2026, Site and Architectural Review Board(SARB) meeting.

The Board continued its review of proposed updates to the residential design guidelines contained within Title 13 of the Zoning Code. The proposed standards aim to clarify expectations related to architectural quality, neighborhood compatibility, and design consistency.

The Board discussed Commissioner Arnett's concerns about the potential burden on residents when additions or architectural changes exceed 25 percent of the existing floor area. The consensus among the SARB is that residents should be encouraged to consult with the Planning and Building Inspection Department early in the process to receive guidance and clarification of expectations. Significant additions or alterations must remain compatible with the architectural character of the surrounding neighborhood. The following thresholds will require review by both the SARB and the Planning Commission:

- Additions that increase the total floor area of a dwelling by 25 percent or more.
- Example: adding 500 square feet to a 2,000-square-foot home.
- Any alteration that substantially changes the architectural style of the existing structure such as roof shape, overall height, or principal façade orientation, for example.

**ACTION:**

Architect Damsgaard made a motion, seconded by Chairman Architect Voltz, to send a favorable recommendation to Plan Commission for the Code for the updates as presented and discussed, to modify/expand upon the residential design guidelines as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review. The motion passed unanimously. Council member Burkart excused.

**6. COMMENTS AND ANNOUNCEMENTS BY SITE AND ARCHITECTURAL REVIEW BOARD MEMBERS**

NONE

**7. CHAIRMAN'S ANNOUNCEMENTS**

Chairman Architect Voltz expressed his gratitude to Planner Censky for all of her hard work.

**8. ADJOURNMENT**

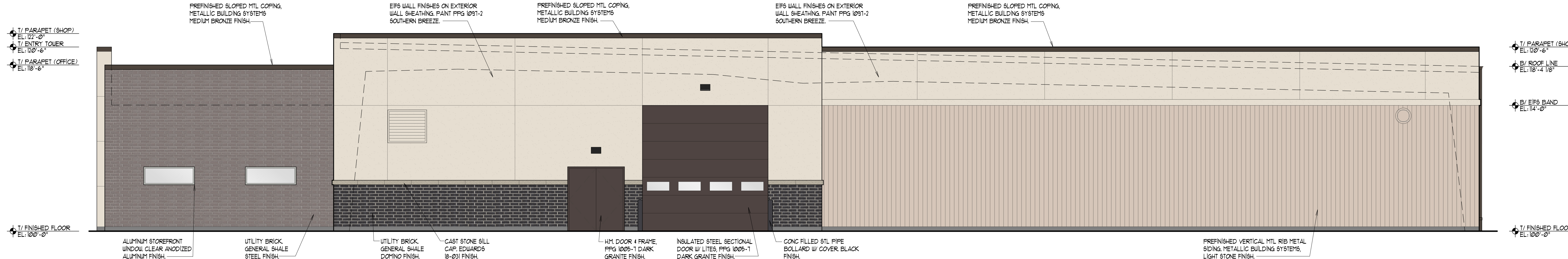
A motion was made by Vice Chairman Arnett, seconded by Architect Rushing, to adjourn the meeting at 10:42 a.m. The motion passed unanimously. Council member Burkart excused.

[MIN\_SIGNATURES]

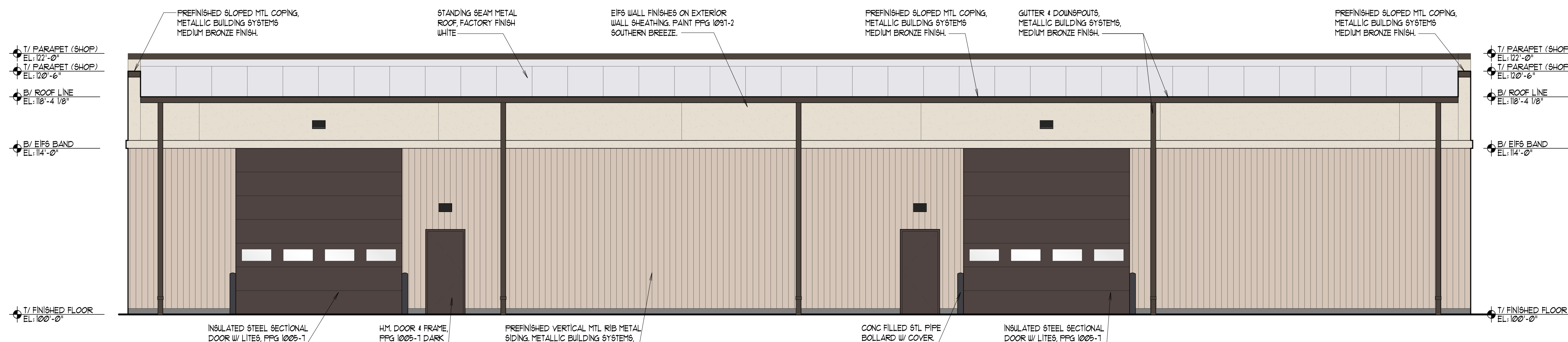
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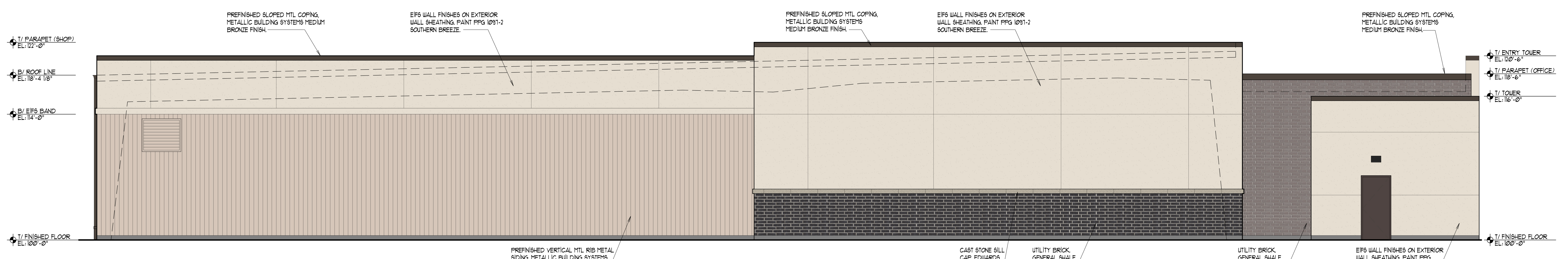
**1 EAST ELEVATION**  
SCALE: 3/16" = 1'-0"



**2 NORTH ELEVATION**  
SCALE: 3/16" = 1'-0"



**3 WEST ELEVATION**  
SCALE: 3/16" = 1'-0"



**4 SOUTH ELEVATION**  
SCALE: 3/16" = 1'-0"

EXTERIOR MATERIAL LEGEND	
FINISH	IMAGE
MATERIAL: METAL PANELS COMPANY: METALLIC BUILDING SYSTEMS FINISH: LIGHT STONE	
MATERIAL: METAL COPING, TRIM, GUTTERS & DOWNSPOUTS COMPANY: METALLIC BUILDING SYSTEMS FINISH: MEDIUM BRONZE	
MATERIAL: METAL STANDING SEAM ROOF COMPANY: METALLIC BUILDING SYSTEMS FINISH: BRIGHT WHITE	
MATERIAL: DOORS & FRAMES, PAINT FINISH COMPANY: PPG PAINT FINISH: 1005-1 DARK GRANITE	
MATERIAL: EIFS PAINT FINISH COMPANY: PPG PAINT FINISH: 1091-2 SOUTHERN BREEZE	
MATERIAL: UTILITY BRICK COMPANY: GENERAL SHALE FINISH: STEEL	
MATERIAL: UTILITY BRICK COMPANY: GENERAL SHALE FINISH: STEEL	
MATERIAL: CAST STONE COMPANY: EDWARDS CAST STONE FINISH: DRY CAST 18-031	

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#### **DURABLE AGAINST HEAT & HARSH WEATHER**



The proprietary formula behind our vinyl fences has been tested under extreme heat and weather conditions — BLACKlineHHP stands the test, every time.

#### **LIMITED LIFETIME WARRANTY**



Our fences are backed by our limited lifetime warranty against any rot, drastic wear, and color fading.

#### **CHILD & PET FRIENDLY**



The smooth finished surface of our vinyl remove any splintering or cutting.

#### **MINIMAL MAINTENANCE**



A standard garden hose can keep your fences looking clean and impressive.

**CALL US OR WRITE US FOR A FREE ESTIMATE**  
**844-220-9100      [info@blacklinehhp.com](mailto:info@blacklinehhp.com)**

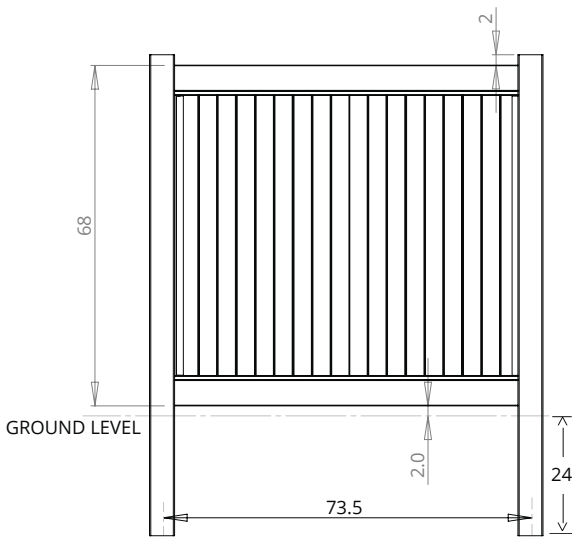


# PRIVACY SAFETY STRENGTH

Fencing systems with customizable heights and designs to fit your needs.

Easy to maintain and durable materials with proprietary high-temperature performance.

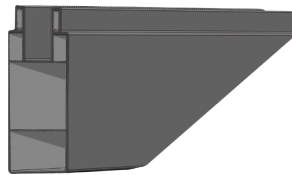
## Typical Fence Section



Our privacy fence system is customizable to any height required depending upon your application. Gates are available in any width 72" wide and under to suit your needs. combine 2 gates to create double gates.

## Rail Specifications

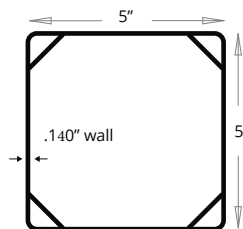
2 in x 6 in x 71.5 in



Each rail is specifically designed with strength, function, and aesthetic properties in mind. the rails are provided with aluminum stiffened to alleviate any sagging or bowing inherent in all plastic fencing to provide a long lasting quality product.

## Post Specifications

5 in x 5 in x .140 in



With gussets in each corner to ensure superior strength

**BLACKline**™ *hhp*  
HIGH HEAT PERFORMANCE

1325 Marietta Ave  
Bellingham, WA 98226

TAKE A LOOK AT OUR FULL CATALOG:  
[www.blacklinehhp.com](http://www.blacklinehhp.com)

**GENERAL SITE PLAN NOTES:**

CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS FROM THE CITY OF CEDARBURG PRIOR TO STARTING ANY WORK IN THE PUBLIC RIGHT-OF-WAY.

STOP SIGNS SHALL BE INSTALLED AT ALL ENTRY POINTS TO THE PUBLIC STREETS. STOP SIGNS SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, LATEST VERSION.

SITE SOIL TYPE: 41.2% CASCO LOAM / 58.8% FOX LOAM

THERE ARE NO AREAS OF FLOODPLAIN OR FLOODWAY NEAR THE PROJECT.

TOTAL PARKING STALLS: 45 STALLS

ADA STALLS: 2 STALLS

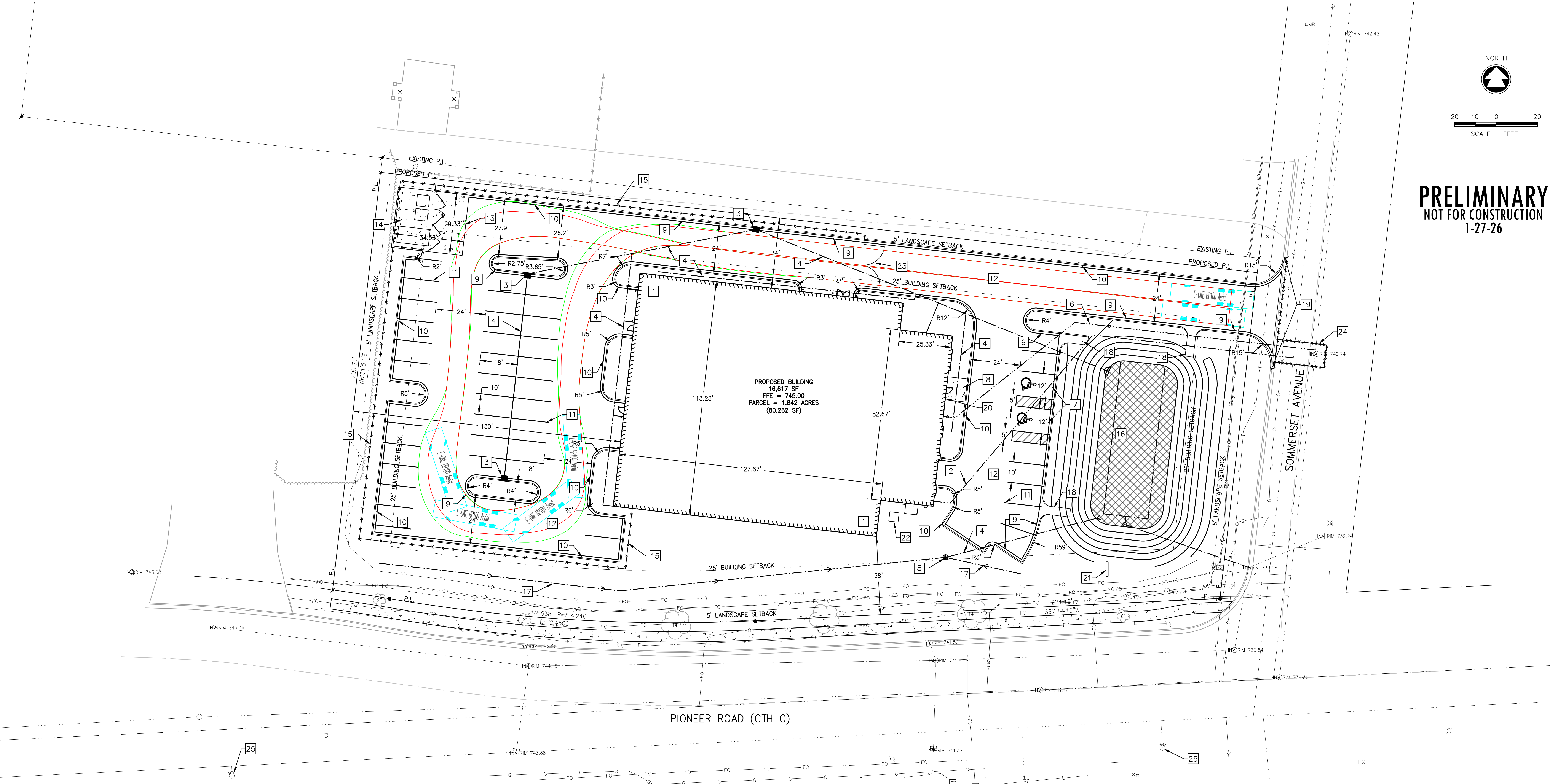
ZONING: M-2 GENERAL MANUFACTURING

**■ SITE PLAN KEY NOTES:**

1. PROPOSED BUILDING. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
2. 6" WATER LATERAL. REFER TO UTILITY PLAN.
3. STORM SEWER INLET. REFER TO UTILITY PLAN.
4. STORM SEWER PIPE. REFER TO UTILITY PLAN.
5. STORM YARD DRAIN. REFER TO UTILITY PLAN.
6. 6" SANITARY LATERAL. REFER TO UTILITY PLAN.
7. ADA ACCESSIBLE PARKING STALLS. ADA ACCESSIBLE PARKING STALL SIGNS/BOLLARDS REQUIRED. REFER TO CONSTRUCTION DETAILS.
8. CONCRETE SIDEWALK. REFER TO CONSTRUCTION DETAILS.
9. 18-INCH CONCRETE CURB & GUTTER. REFER TO PAVING DETAIL.
10. 18-INCH CONCRETE REVERSE CURB AND GUTTER. REFER TO PAVING DETAIL.
11. 4" PAINT STRIPE (YELLOW).
12. ASPHALT PAVEMENT. REFER TO CONSTRUCTION DETAILS.
13. 7" CONCRETE PAVEMENT. REFER TO CONSTRUCTION DETAILS.
14. DUMPSTER ENCLOSURE. REFER TO ARCHITECTURAL PLANS.
15. 6' PVC FENCE. REFER TO ARCHITECTURAL PLANS.
16. BIOFILTER AND DETENTION POND. REFER TO BIOFILTER DETAILS.
17. DRAINAGE SWALE
18. CONCRETE FLUME
19. 18" CONCRETE DRIVEWAY CURB AND GUTTER.
20. KNOX BOX. REFER TO ARCHITECTURAL PLANS.
21. MONUMENT SIGN.
22. ELECTRIC TRANSFORMER.
23. VEHICLE GATE. REFER TO ARCHITECTURAL PLANS.
24. SAWCUT.
25. EXISTING FIRE HYDRANT

AREA SUMMARY					
DESCRIPTION	S.F.	ACRES	%		
TOTAL PROPERTY	80,262	1.843	100.00%		
<b>A. EXISTING SITE CONDITIONS</b>					
DESCRIPTION	S.F.				
BUILDING FOOTPRINT	0	0.000	0.00%		
PAVEMENT/SIDEWALK/GRAVEL	0	0.000	0.00%		
EXISTING IMPERVIOUS	0	0.000	0.00%		
EXISTING GREENSPACE	80,262	1.843	100.00%		
<b>B. NEW CONSTRUCTION</b>					
DESCRIPTION	S.F.				
BUILDING FOOTPRINT	16,617	0.381	20.70%		
PAVEMENT/CURB & GUTTER/SIDEWALK	33,151	0.761	41.30%		
<b>C. OVERALL PROPOSED SITE CONDITION</b>					
DESCRIPTION	EXISTING	PROPOSED	TOTAL	ACRES	%
BUILDING FOOTPRINT	0	16,617	16,617	0.381	20.70%
PAVEMENT/CURB & GUTTER/SIDEWALK	0	33,151	33,151	0.761	41.30%
TOTAL IMPERVIOUS	0	49,768	49,768	1.143	62.01%
GREEN SPACE PROVIDED			30,494		37.99%

**McMAHON**  
ENGINEERS ARCHITECTS  
1445 McMAHON DRIVE NEENAH, WI 54956  
PH: 920.751.4200 FAX: 920.751.4284



**PRELIMINARY**  
NOT FOR CONSTRUCTION  
1-27-26

NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
SITE PLAN

DESIGNED MPK	DRAWN MPK
PROJECT NO. D0911 092500688	
DATE DECEMBER 19, 2025	
SHEET NO. <b>C104</b>	

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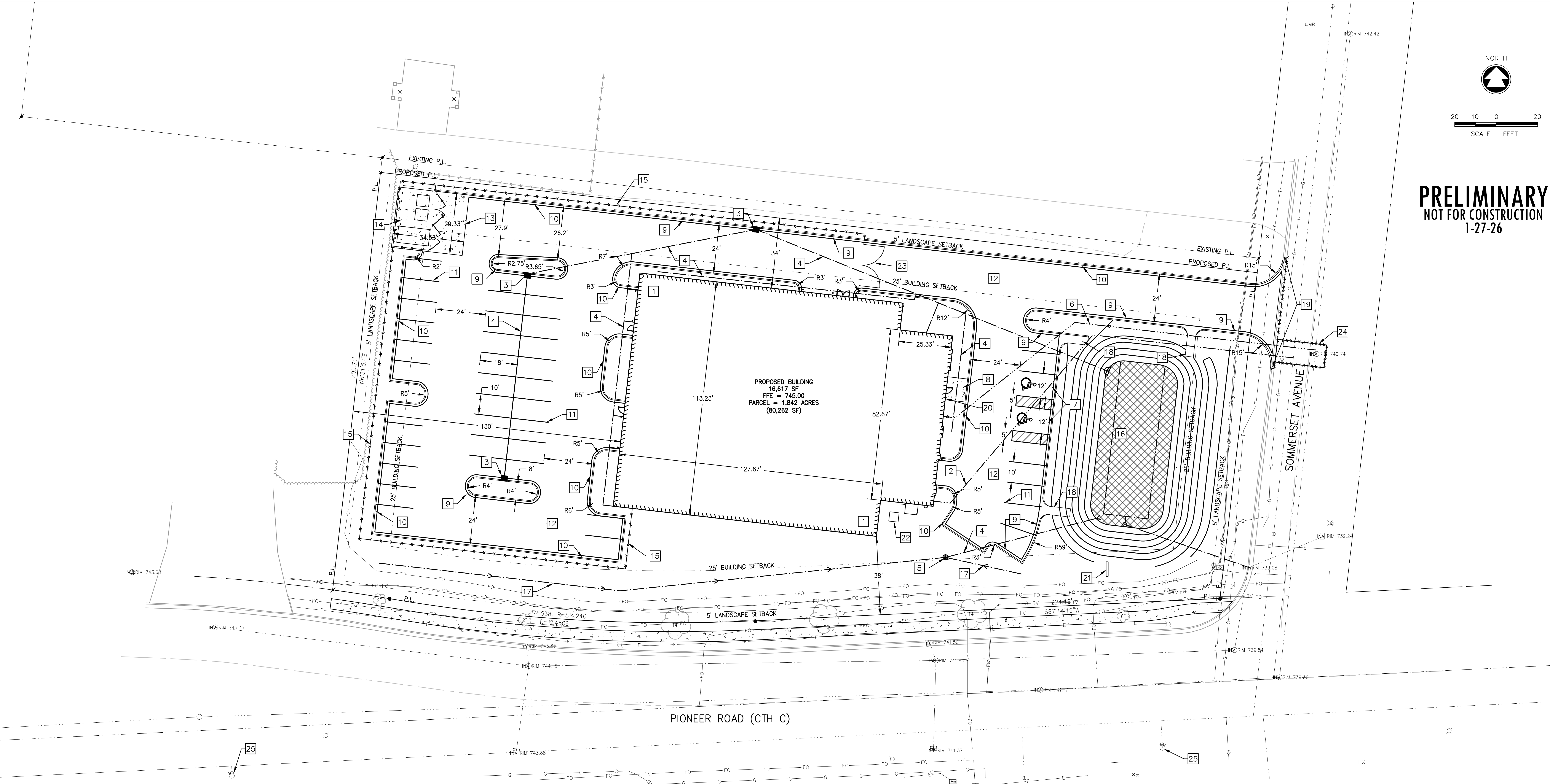
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**McMAHON ENGINEERS ARCHITECTS**  
1445 McMAHON DRIVE NEENAH, WI 54956  
PH: 920.751.4200 FAX: 920.751.4284

DESIGNED BY: MPK  
DRAWN BY: MPK  
PROJECT NO.: D0911 092500688  
DATE: DECEMBER 19, 2025  
SHEET NO.: C104

NEW BUILDING CONSTRUCTION FOR DSDH DEVELOPMENT  
CITY OF CEDARBURG, OZAUKEE COUNTY, WI  
SITE PLAN

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# PLANNERS REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date Prepared:** February 2, 2026

**General Information:**

**Agenda Item: 6.D.**

**Initiated by:**

City of Cedarburg

**Permittee/Property Owner:**

Jeanie and Daniel Crawford

**Requested Action:**

Reaffirmation or modification to the terms of the recently approved Conditional Use Permit for the 'Back Space'.

**Current Zoning:**

B-1 Neighborhood Business District with Planned Unit Development (PUD) Overlay

**Current Master Plan Classification:**

Mixed Use Office and/or High Medium Density Residential

**Surrounding Zoning/Land Use:**

North: Rs-5 Single-Family Residential

South: Rs-5 Single-Family Residential

East: B-2 Community Business District

West: Rs- Single-Family Residential

**Lot Size:**

1.16 acres (50,530 sq. ft.)

**Location:**

N39 W6181-6191 Jackson Street & W61 N397c Washington Ave.

**Discussion:**

On April 7, 2025, the Plan Commission granted Conditional Use Permit approval to use ~2,800 net sq. ft. of recently ‘finished’ space on 1st floor of the existing building for ‘leasable flex social event space, ‘gathering leasable space’, ‘physical therapist office & service’, and ‘fully enclosed, indoor, individual and group fitness’ purposes, at W61 N397c Washington Avenue, such premises owned by Bird House Rentals LLC in c/o registered agent Daniel Crawford Jr. (hereinafter "Property Owner"). This approval was subject to many conditions.

The Planner attempted to recite these conditions as accurately as possible into the terms of the Conditional Use Permit document. The Permittee unilaterally crossed out and initialed some of the specifics as to these conditions. The document, having also been signed (but not initialed as to concur with the changes) by the other party to the permit (the City of Cedarburg), was then sent directly up to the Ozaukee County Register of Deeds for recording without prior review of the completed document by the Planner. The recorded document also did not contain the pertinent exhibit.

To uphold the spirit and terms of the Plan Commission approval, Staff was directed by the City Attorney to resend a clean copy of the final CUP with a new provision indicating that this edition of the CUP replaces and voids the earlier recorded document. The Permittee is unwilling to sign this amended document based on their recollection that the conditions are not written in accordance with the Plan Commissions action on April 7, 2025.

**Recommendation:**

The Planner believes the document is accurate but defers to the Plan Commission for final determination and/or modification to the terms of approval.

<b>DOCUMENT NUMBER</b>	<b>CONDITIONAL USE PERMIT</b> 'Leasable flex social event space', 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' uses.	
Before the Plan Commission of the City of Cedarburg, Ozaukee County, Wisconsin, in regard to the premises at W61 N397c Washington Avenue, Cedarburg, WI 53012, located in Section 34, Town 10 North, Range 21 East, Ozaukee County, State of Wisconsin, further described as follows:		
LEGAL DESCRIPTION: 1059801 LOT 2 BLOCK 20 ASSESSOR'S PLAT ALSO LOT 3 BLOCK 6 ARNOLD BUCH'S ADDITION		
		Return to: City Clerk Tracie Sette City of Cedarburg W63N645 Washington Avenue PO Box 49 Cedarburg WI 53012-0049

13-050-20-02-002  
Parcel Identification No.

Zoning Classification of the Premises is: B-1 Neighborhood Business District w/ (PUD) Planned Unit Development Overlay  
Mailing Address of the Premises is: W61 N397c Washington Avenue

WHEREAS a petition has been filed by Daniel Crawford Jr. and Jeanie Crawford (hereinafter "Permittees") for the purpose of using ~2,800 net sq. ft. of recently 'finished' space on 1st floor of existing building for 'leasable flex social event space, 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' purposes, at W61 N397c Washington Avenue, such premises owned by Bird House Rentals LLC in c/o registered agent Daniel Crawford Jr. (hereinafter "Property Owner"); and

WHEREAS the proposed uses ('leasable flex social event space', 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' purposes) of this ~2,800 net sq. ft. of 1st floor space are listed as a conditional uses that can be considered for approval in Section 13-1-53(e) 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 uses, and of the specific and contemporary conditions, the City of Cedarburg Plan Commission hereby finds that the proposed uses 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 - 2025, provided the conditional uses are 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 April 7, 2025, and approved issuance of this conditional use permit (hereinafter "CUP") for the premises for the above-stated purposes.

NOW, THEREFORE, the CUP is granted 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 'Daniel Crawford Jr. and Jeanie Crawford' (Permittees). In the event of a change in ownership of the Premises or the named Permittee(s), 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-1 Neighborhood Business w/ PUD Planned Unit Development Overlay Zoning District.
4. The Property Owner and Permittee are required to sign below, before a notary, to acknowledge the issuance of this CUP and to indicate their acceptance of the terms and conditions of this CUP.
5. Any modifications, changes or expansion to the approved, structures, materials, design, site, lighting, landscaping, screening, parking, or operating plans or uses as set forth hereunder and at 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.").

6. Any substantiated, material, adverse impacts arising with respect to such things as, but not necessarily limited to, noise, vibration, public health, public safety, litter, lighting, loitering, and similar associated with the uses 'leasable flex social event space, 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' purposes, at W61 N397c Washington Avenue shall be the responsibility of the Permittees 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 purposes 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 'leasable flex social event space, 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' not to exceed 2,800 net sq. ft. in area located on the first floor of the building at the northwest corner.

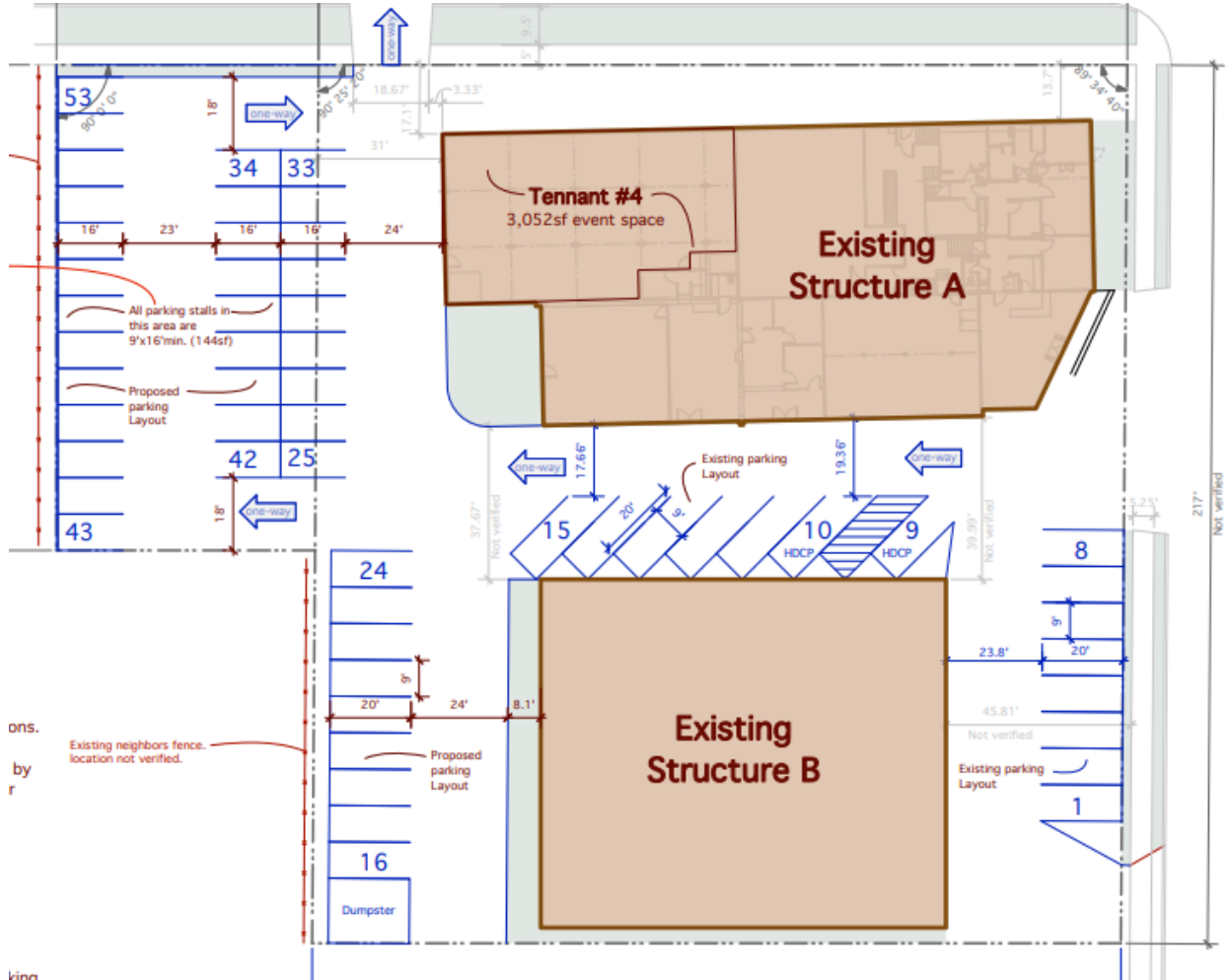
The SPECIFIC CONDITIONS of this Permit are:

1. This Permit shall become effective only upon the full execution by the Property Owner(s) and Permittees of an acceptance hereof in such form as to constitute an effective covenant running with the land. This permit shall be recorded in the Office of the Ozaukee County Register of Deeds.
2. This Permit shall become void unless proper application, receipt, and diligent work in support of appropriate Building, Use and Occupancy Permits (as are required by the building and zoning codes of the City of Cedarburg) in conformity to this Conditional Use Permit, are made/secured and construction 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 below and 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 Permittees, 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. Hours for use of tenant space #4 (as flex/social/gathering/therapy/fitness use) shall be set at Friday through Saturday from 8:00 am to 10:00 pm and Sunday through Thursday 8:00 am to 9:00 pm.
  - b. Tavern, bar and cocktail lounge uses are not, pursuant to Section 13-1-53 of the City Code, permitted by right or through conditional use permit in the B-1 Neighborhood Business District w/ PUD Planned Unit Development Overlay. Any permission for beer or wine to be served/consumed during a permitted use or event in the flex space at this site must, to the extent required by applicable law, be preapproved through the City Clerks office on a per event basis.
6. Conditions on the Structures
  - a. A suitable and detailed plan for a dumpster enclosure shall be presented to the staff for review and approval prior to installation. The enclosure must be completed prior to the start of use or occupancy in Tenant Space #4 of the building.
  - b. In consultation with the City Building Inspector and the City Engineer/Director of Public Works as to the appropriate size, Permittee has installed a gutter along the entire length of the south roof edge on the south building, to collect and suitably dispense with the roof runoff, thereby preventing this water from landing or flowing onto the neighbor's property located directly south of this site. This gutter/downspout/outflow shall be permanently maintained in operating condition.
  - c. The structure/floor plan shall be developed/constructed/used in conformance with the plans set forth in Exhibit "A".
  - d. All signage is subject to approval and issuance of permits (as required pursuant to Title 15 Building Code, Chapter 5 Regulation of Signs) prior to placement at the site or buildings.
7. Conditions on the Site
  - a. Onsite Parking stalls shall be supplied in the quantity of 53 stalls with the size and layout thereof to be as set forth in Exhibit "A" which is attached hereto and made a part hereof by reference.
  - b. All parking and drive areas shall be paved, striped, and the one-directional circulation arrows on the pavement as shown in the site plan shall be painted not later than October 31st, 2027.
  - c. A suitable and detailed plan for a dumpster enclosure shall be presented to the staff for review and approval prior to installation. The enclosure must be completed prior to the start of use or occupancy in Tenant Space #4 of the building.
  - d. Sufficient lighting shall be maintained in the outdoor parking/circulation drive and pedestrian areas as necessary to ensure the public safety.



**EXHIBIT "A" TO CONDITIONAL USE PERMIT**  
**Crawford Flex Space Use at W61 N397c Washington Avenue**  
 Page 1 of 2

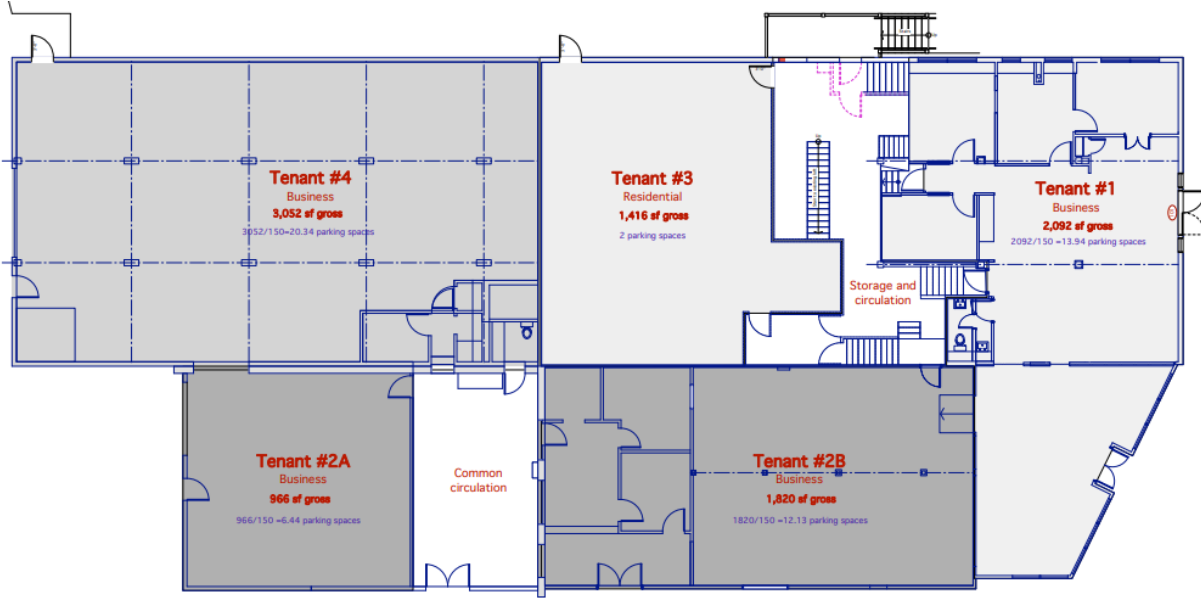
*Site Plan as to parking lot stalls quantity, ingress/egress, internal circulation, and dumpster location.*



**EXHIBIT "A" TO CONDITIONAL USE PERMIT**  
**Crawford Flex Space Use at W61 N397c Washington Avenue**

Page 2 of 2

*Floor Plan as to Flex Space Use (ref Tenant Space #4)*



10,665 sf gross total  
building footprint/ area first floor

<b>DOCUMENT NUMBER</b>	<b>CONDITIONAL USE PERMIT</b> 'Leasable flex social event space', 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' uses.	<p style="text-align: center;"><b>1177230</b>  <b>JENNIFER J. LAURIN</b>  <b>OZAUKEE COUNTY</b>  <b>REGISTER OF DEEDS</b>  <b>RECORDED ON</b>  <b>11/17/2025 11:11 AM</b>  <b>REC FEE: 30.00</b>  <b>TRANS FEE:</b>  <b>PAGES: 3</b>  <b>EXEMPT #:</b></p>
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5. Any modifications, changes or expansion to the approved, structures, materials, design, site, lighting, landscaping, screening, parking, or operating plans or uses as set forth hereunder and at 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.").

6. Any substantiated, material, adverse impacts arising with respect to such things as, but not necessarily limited to, noise, vibration, public health, public safety, litter, lighting, loitering, and similar associated with the uses 'leasable flex social event space, 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' purposes, at W61 N397c Washington Avenue shall be the responsibility of the Permittees 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 purposes 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 'leasable flex social event space, 'gathering leasable space', 'physical therapist office & service', and 'fully enclosed, indoor, individual and group fitness' not to exceed 2,800 net sq. ft. in area located on the first floor of the building at the northwest corner.

The SPECIFIC CONDITIONS of this Permit are:

1. This Permit shall become effective only upon the full execution by the Property Owner(s) and Permittees of an acceptance hereof in such form as to constitute an effective covenant running with the land. This permit shall be recorded in the Office of the Ozaukee County Register of Deeds.
2. This Permit shall become void unless proper application, receipt, and diligent work in support of appropriate Building, Use and Occupancy Permits (as are required by the building and zoning codes of the City of Cedarburg) in conformity to this Conditional Use Permit, are made/secured and construction 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 below and 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 Permittees, 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. Hours for use of tenant space #4 (as flex/social/gathering/therapy/fitness use) shall be set at Friday through Saturday from 8:00 am to 10:00 pm and Sunday through Thursday 8:00 am to 9:00 pm.
  - b. Tavern, bar and cocktail lounge uses are not, pursuant to Section 13-1-53 of the City Code, permitted by right or through conditional use permit in the B-1 Neighborhood Business District w/ PUD Planned Unit Development Overlay. Any permission for beer or wine to be served/consumed during a permitted use or event in the flex space at this site must, to the extent required by applicable law, be preapproved through the City Clerks office on a per event basis.
6. Conditions on the Structures
  - a. A suitable and detailed plan for a dumpster enclosure shall be presented to the staff for review and approval prior to installation. ~~The enclosure must be completed prior to the start of use or occupancy in Tenant Space #4 of the building.~~ *SC*
  - b. In consultation with the City Building Inspector and the City Engineer/Director of Public Works as to the appropriate size, Permittee has installed a gutter along the entire length of the south roof edge on the south building, to collect and suitably dispense with the roof runoff, ~~thereby preventing this water from landing or flowing onto the neighbor's property located directly south of this site.~~ This gutter/downspout/outflow shall be permanently maintained in operating condition. *SC*
  - c. The structure/floor plan shall be developed/constructed/used in conformance with the plans set forth in Exhibit "A".
  - d. All signage is subject to approval and issuance of permits (as required pursuant to Title 15 Building Code, Chapter 5 Regulation of Signs) prior to placement at the site or buildings.
7. Conditions on the Site
  - a. Onsite Parking stalls shall be supplied in the quantity of 53 stalls with the size and layout thereof to be as set forth in Exhibit "A" which is attached hereto and made a part hereof by reference.
  - b. All parking and drive areas shall be paved, striped, and the one-directional circulation arrows on the pavement as shown in the site plan shall be painted not later than October 31st, 2027.
  - c. A suitable and detailed plan for a dumpster enclosure shall be presented to the staff for review and approval prior to installation. The enclosure must be completed prior to the start of use or occupancy in Tenant Space #4 of the building.
  - d. Sufficient lighting shall be maintained in the outdoor parking/circulation drive and pedestrian areas as necessary to ensure the public safety.

- e. The applicant shall provide, for staff review and approval, an interior parking area landscaping plan consistent with Section 13-1-02 of the Code, such landscaping to be completed not later than October 31st, 2027.
- f. The site shall be developed/constructed/laid out in conformance with the plans set forth in Exhibit "A".
- g. All signage is subject to approval and issuance of permits (as required pursuant to Title 15 Building Code, Chapter 5 Regulation of Signs) prior to placement at the site or buildings.

**SIGNATURES OF PERMITTEES and PROPERTY OWNERS:**

As PERMITTEES AND PROPERTY OWNERS of the subject site, use, structures, and spaces, I/we acknowledge and accept the issuance of the CUP with the above-described conditions.

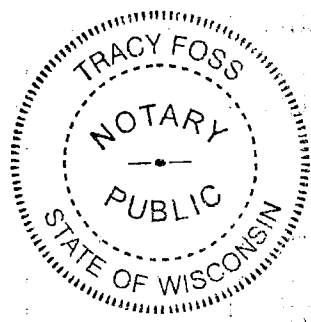
<u>Jeanie Crawford</u> Signature	<u>10-31-2025</u> Date Signed:	<u>Jeanie Crawford, Bird House Rentals member</u> Jeanie Crawford
<u>[Signature]</u> Signature	<u>10-31-2025</u> Date Signed:	<u>Daniel Crawford, member</u> Daniel Crawford Jr. <u>Bird House Rentals, LLC</u>

STATE OF Wisconsin }  
Ozaukee COUNTY } SS

Personally, came before me this 31 day of October, 2025, the above-named Jeanie Crawford, and Daniel Crawford Jr., to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Tracy Foss  
Printed Name Tracy Foss  
Notary Public, Ozaukee County, State of Wisconsin  
My Commission Expires: 11-23-25

Tracy Foss 10-31-25  
Signature Date



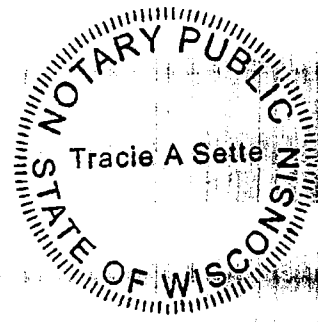
**SIGNATURES - CITY OF CEDARBURG**

Patricia Thome  
Patricia Thome, Mayor

STATE OF WISCONSIN }  
OZAUKEE COUNTY } SS

Personally, came before me this 5<sup>th</sup> day of November, 2025, the above-named Patricia Thome, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

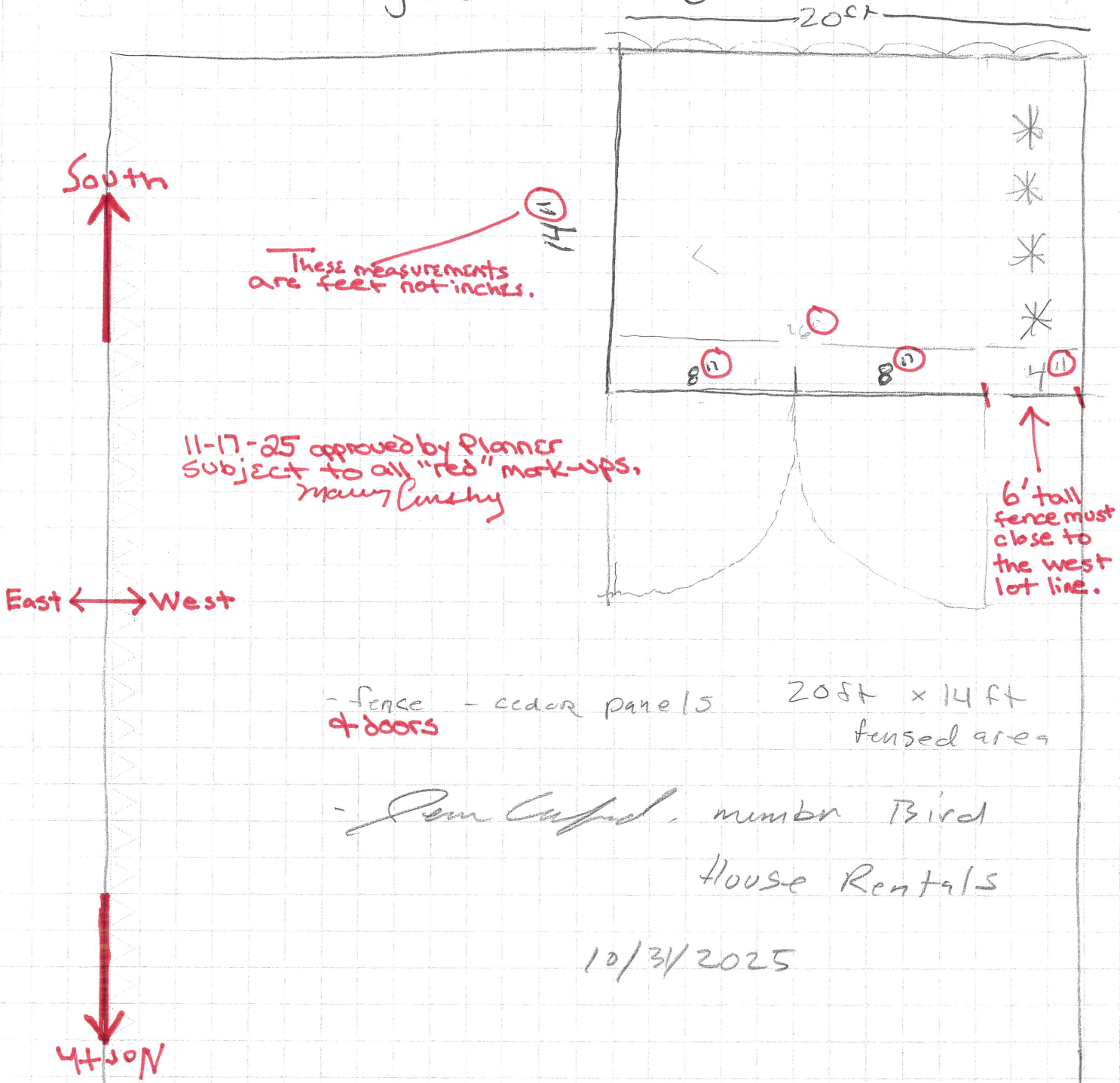
Tracie Sette  
Printed Name Tracie Sette  
Notary Public, Ozaukee County, Wisconsin  
My Commission Expires: 12/14/2026



THIS INSTRUMENT WAS PREPARED BY:  
Mary Censky, City Planner



# Lumberyard Jeanie



These measurements are feet not inches.

11-17-25 approved by Planner subject to all "red" mark-ups. Mary Cusby

6' tall fence must close to the west lot line.

- fence - cedar panels 20ft x 14ft fenced area  
 & doors

- Jean Cusby, number Bird House Rentals

10/31/2025

PLANNER  
 280ft  
 fence height?  
 what are the \*

answer from applicant is 6' \*

\* Applicant proposes no fencing on south or west side of dumpster enclosure. Existing fencing is present on neighbors properties to south and west. Applicant must install 6'-tall fence on south and west if neighbors fences ever go down.

Doors must also be 6'-tall and must be kept closed when dumpster area is not being used.



The motion was made by Commissioner Bublitz, seconded by Council Member Fitzpatrick, to open the Public Hearing at 8:10 p.m. The motion carried unanimously. Commissioner Scholz excused.

Planner Censky reported: The applicants have recently purchased this property. There is an existing conditional use permit, approved on June 3, 2024, for use of this property for a tourist rooming house with no minimum length of rental period specified. The current permittee and the new property owners wish to have this existing CUP transferred and amended to reflect the new owners as permittees.

Planner Censky recommends the following conditions be considered for attachment to any approval the Plan Commission is inclined toward granting in this matter:

- 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 quarterly room tax payments to the City Treasurer required pursuant to City of Cedarburg Ordinance #94-39 Room Tax.

**Public Comment:**

There being no one wishing to speak, the motion was made by Commissioner Strautmanis, seconded by Commissioner Voltz, to close the Public Hearing at 8:12 p.m. Motion carried on a roll call vote with Commissioners Arnett, Voltz, Strautmanis, Bublitz, Council Member Fitzpatrick, and Mayor Thome voting aye. Commissioner Scholz was excused.

**Action:**

The motion was made by Commissioner Arnett, seconded by Council Member Fitzpatrick, to approve the request to transfer the existing tourist rooming house conditional use permit (CUP) at N50 W6208 Western Road into the names of Lauren & James Heaberlin as the new business and property owners to include the Planner recommended conditions. The motion carried unanimously. Commissioner Scholz was excused.

**APPLICANT/PROPERTY OWNER JEANIE CRAWFORD, D/B/A BIRD HOUSE RENTALS LLC, REQUESTS CONDITIONAL USE PERMIT APPROVAL TO UTILIZE APPROXIMATELY 2,800 SQ. FT. OF SPACE WITHIN THE EXISTING BUILDING LOCATED AT W61 N397 WASHINGTON AVENUE AND N39 W6181-6191 JACKSON STREET FOR LEASABLE 'FLEX SOCIAL EVENT SPACE, GATHERING LEASABLE SPACE', 'PHYSICAL THERAPIST OFFICE/SERVICE', AND 'FULLY ENCLOSED, INDOOR, INDIVIDUAL AND GROUP FITNESS' USES, AMONG OTHER USES THAT ARE PERMITTED OF RIGHT IN THE B-1 NEIGHBORHOOD BUSINESS ZONING DISTRICT.**

The motion was made by Council Member Fitzpatrick, seconded by Commissioner Strautmanis, to open the Public Hearing at 8:13 p.m. The motion carried unanimously. Commissioner Scholz was excused.

Planner Censky reported: The applicant requests CUP approval to incorporate recently ‘finished’ space into the mix of uses/spaces already in use in this building.

Parking

Currently, there are two residential rental dwellings in this building. These comprise approximately 2,980 sq. ft. of floor area. The code required parking to support this part of the total use compilation in this building is 3 parking stalls. Residential units, excluding storefront space and new principal residential structures, are permitted uses in the B-1 Neighborhood Business District.

Currently, there are three individual business tenant spaces in this building. Using the City’s general business/professional office parking standard of 1 stall per 200 square feet of gross floor area, plus one space per employee for the work shift with the largest number of employees, it would be reasonable to plan for ~7 stalls required for tenant space #2A., and ~12 stalls required for tenant space #2B. Business tenant space #1 is currently used as a physical therapist office. Applying for the medical, dental, and similar professional health service offices parking standard of 5 stalls per doctor, plus one parking space per employee for the work shift with the largest number of employees, it would be reasonable to plan for ~11 stalls for tenant space #1.

The applicant’s site plan suggests they are currently providing the above requirement for 33 parking stalls to serve existing uses/leasable spaces onsite, meeting the City Code standard 180 sq. ft. per parking stall and using appropriate circulation aisle widths. None of the existing stalls are striped.

The proposed new uses ‘leasable flex social event space, gathering leasable space’ and ‘fully enclosed, indoor, individual and group fitness’ trigger another parking requirement. Using the standard Code for places of public assembly, ~90 additional stalls would be required (i.e., 1 stall per person capacity in the assembly space). The Code does say that on-street parking stalls can be counted toward this total if they are within 250 feet of the site. The applicant has identified ~19 such street stalls that could support the extra parking requirement, and they have shown a plan using an easement from the neighboring property to the west, that could bring their total onsite stalls to 53. A Plan Commission waiver, pursuant to [Section 13-1-83 of the Code – Adjustments to Required Parking](#) could potentially be approved as to the required number of parking stalls to support this new use/space.

If the Plan Commission is inclined toward an approval in this matter, Planner Censky recommends the following conditions be attached:

- 1) Plan Commission approves a reduction in the required number of parking stalls from 123 required, to 72 (or slightly fewer depending upon landscaping requirements) as proposed based on the findings made pursuant to Section 13-1-83 of the City Code.
- 2) All parking and drive areas shall be paved prior to the issuance of an occupancy permit for the new public assembly and indoor fitness space (i.e., tenant space #4).
- 3) Hours for use of tenant space #4 shall be set at \_\_\_ a.m. to \_\_\_ p.m. on the following days and \_\_\_ a.m. to \_\_\_ p.m. on the following days.

- 4) Applicant shall, prior to use or occupancy of Tenant Space #4, pave and stripe all parking stalls and drive aisles on site. They shall also paint the one-direction circulation arrows on the pavement as shown in the site plan attached
- 5) A suitable and detailed plan for dumpster enclosure shall be presented to staff for review and approval prior to installation. The enclosure must be completed prior to start of use or occupancy in Tenant Space #4 of the building.
- 6) An exterior lighting plan to provide at least minimal security level lighting (i.e., +/- .2 footcandles) on the ground in the parking and circulation areas must be prepared and submitted by the applicant for staff review and approval. Such lighting shall be installed at the site prior to the start of use or occupancy in Tenant Space #4 of the building.
- 7) Applicant to provide, for staff review and approval, an interior parking area landscaping plan consistent with Section 13-1-82 of the Code, such landscaping to be completed within 6 months of use or occupancy in Tenant Space #4.
- 8) Recording of fully signed Conditional Use Permit and related Land Covenant documents memorializing the approved plans and conditions of approval as to the 'leasable flex social event space, gathering leasable space, physical therapist office/service', and 'fully enclosed, indoor, individual and group fitness' uses on this site.

**Public Comment:**

**Lisa Lamb**, W65 N3687 Westlawn Avenue - Has concerns about the water runoff and paving issues at this site.

**Heather Vetter**, W61 N383 Washington Avenue - Has concerns about the water runoff onto her driveway. Heather is also concerned about the noise disturbance at night from wedding parties, including traffic and lighting.

**Mike Fagan**, W61 N375 Washington Avenue - Mike is concerned about traffic and noise.

**Teri Fagan**, W61 N375 Washington Avenue- Teri has issues with the parking lines and the pavement conditions and would like to see this repaved for safety reasons. The noise resonates down Washington Ave as she explained when it was a door company.

**Sampson Parsons** – W57 N511 Hilbert Avenue - Commented that the large puddles on the street are from bad grading and is a city problem, not the property owner.

There being no others wishing to speak, the motion was made by Council Member Fitzpatrick, seconded by Commissioner Voltz, to close the Public Hearing at 9:27 p.m. Motion carried on a roll call vote with Commissioners Arnett, Voltz, Strautmanis, Bublitz, Council Member Fitzpatrick, and Mayor Thome voting aye. Commissioner Scholz excused.

**Action:**

The motion was made by Mayor Thome, seconded by Commissioner Strautmanis, to approve the Conditional Use Permit (CUP) approval for ~2,800 sq. ft. of recently 'finished' space within the existing building to be used for leasable flex social event space, gathering leasable space', physical therapist office/service', and 'fully enclosed, indoor, individual and group fitness' uses and to include the following conditions. The motion carried unanimously. Commissioner Scholz was excused.

- 1) Plan Commission approves a reduction in the required number of on-site + within 250 feet of parking stall from 132 required to 53 stalls.
- 2) Plan Commission requires that all parking and drive areas shall be paved, striped, and the one-directional circulation arrows on the pavement as shown in the site plan shall be painted

- not later than October 31st, 2027.
- 3) Hours for use of tenant space #4 (as flex/social/gathering/therapy/fitness use) shall be set at Friday through Saturday from 8:00 am to 10:00 pm and Sunday through Thursday 8:00 am to 9:00 pm.
  - 4) A suitable and detailed plan for a dumpster enclosure shall be presented to the staff for review and approval prior to installation. The enclosure must be completed prior to the start of use or occupancy in Tenant Space #4 of the building.
  - 5) Sufficient lighting shall be maintained in the outdoor parking/circulation drive and pedestrian areas as necessary to ensure the public safety. The applicant shall provide, for staff review and approval, an interior parking area landscaping plan consistent with Section 13-1-82 of the Code, such landscaping to be completed not later than October 31st, 2027.
  - 6) Recording of fully signed Conditional Use Permit and related Land Covenant documents memorializing the approved plans and conditions of approval as to the 'leasable flex social event space, gathering leasable space, physical therapist office/service', and 'fully enclosed, indoor, individual and group fitness' uses on this site.
  - 7) Applicant shall consult with the City Building Inspector and the City Engineer/Director of Public Works as to an appropriately sized gutter along the entire length of the south roof edge on the south building, to collect and suitably dispense with the roof runoff, thereby preventing this water from landing or flowing onto the neighbor's property located directly south of this site. This gutter shall be fully installed and approved as to compliance with the Building Inspector and City Engineer specifications, prior to use/occupancy of the new flex-space. This gutter/downspout/outflow shall be permanently maintained in operating condition.

**REGULAR BUSINESS AND POSSIBLE ACTION THEREON**

**APPLICANT/PROPERTY OWNERS MIKE AND CINDI PURNELL (A/K/A BURG 653 LLC), REQUEST ARCHITECTURAL PLAN REVIEW AND APPROVAL FOR NEW CONSTRUCTION OF A SINGLE-FAMILY DWELLING WITH AN ATTACHED GARAGE ON THEIR VACANT RESIDENTIAL INFILL LOT LOCATED AT N70 W6222 BRIDGE ROAD. THIS 0.17-ACRE PROPERTY IS ZONED RS-6 SINGLE-FAMILY/TWO-FAMILY RESIDENTIAL.**

Planner Censky reported: The applicant offers the plans for the Plan Commission's review and possible approval as an infill project. Section 13-1-22 of the City Code provides that an infill lot (i.e., a single vacant lot located in a predominately built-up area, which is bounded on two or more sides by existing development) requires architectural review and approval of buildings by the plan commission, before a building permit can be acquired and the building constructed in accordance with the approved plans and an occupancy permit issued. Once an occupancy permit is issued, the status of the lot shall change to non-infill and any additions or modifications thereafter are processed under normal procedures.

The Plan Commission will recall that this site was recently cleared of former buildings in

## PLANNERS REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date Prepared:** April 7, 2025

### **General Information:**

**Agenda Item: 7.B.**

**Applicant/Property Owner:**

Jeanie Crawford d/b/a Bird House Rentals

**Requested Action:**

Conditional Use Permit (CUP) approval to ~2,800 sq. ft. of recently 'finished' space within the existing building for leasable flex social event space, gathering leasable space', 'physical therapist office/service', and 'fully enclosed, indoor, individual and group fitness' uses .

**Current Zoning:**

B-1 Neighborhood Business District with Planned Unit Development (PUD) Overlay

**Current Master Plan Classification:**

Mixed Use Office and/or High Medium Density Residential

**Surrounding Zoning/Land Use:**

North: Rs-5 Single-Family Residential

South: Rs-5 Single-Family Residential

East: B-2 Community Business District

West: Rs- Single-Family Residential

**Lot Size:**

1.16 acres (50,530 sq. ft.)

**Location:**

N39 W6181-6191 Jackson Street

## **Discussion:**

The applicant requests CUP approval to incorporate recently ‘finished’ space into the mix of uses/spaces already in use in this building.

### **Parking**

Currently there are two residential rental dwellings in this building. These comprise approximately 2,980 sq. ft. of floor area. Code required parking to support this part of the total use compilation in this building is 3 parking stalls. Residential units, excluding store-front space and new principal residential structures, are a permitted use in the B-1 Neighborhood Business District.

Currently, there are three individual business tenant spaces in this building. Using the City’s general business/professional office parking standard of 1 stall per 200 square feet of gross floor area, plus one space per employee for the work shift with the largest number of employees, it would be reasonable to plan for ~7 stalls required for tenant space #2A., and ~12 stalls required for tenant space #2B. Business tenant space #1 is currently used as a physical therapist office. Applying the medical, dental, and similar professional health service offices parking standard of 5 stalls per doctor, plus one parking space per employee for the work shift with the largest number of employees, it would be reasonable to plan for ~11 stalls for tenant space #1.

The applicant’s site plan suggests they are currently providing the above requirement for 33 parking stalls to serve existing uses/leasable spaces onsite meeting the City Code standard 180 sq. ft. per parking stall and using appropriate circulation aisle widths. None of the existing stalls are striped.

The proposed new uses ‘leasable flex social event space, gathering leasable space’ and ‘fully enclosed, indoor, individual and group fitness’ trigger another parking requirement. Using the Code standard for places of public assembly, ~90 additional stalls would be required (i.e., 1 stall per person capacity in the assembly space). The Code does say that on-street parking stalls can be counted toward this total if they are within 250 feet of the site. The applicant has identified ~19 such street stalls that could support the extra parking requirement, and they have shown a plan using an easement from the neighboring property to the west, that could bring their total onsite stalls to 53. A Plan Commission waiver, pursuant to [Section 13-1-83 of the Code – Adjustments to Required Parking](#) could potentially be approved as to the required number of parking stalls to support this new use/space.

Google Maps Street View Images





- 7) Applicant to provide, for staff review and approval, an interior parking area landscaping plan consistent with Section 13-1-82 of the Code, such landscaping to be completed within 6 months of use or occupancy in Tenant Space #4.
- 8) Recording of fully signed Conditional Use Permit and related Land Covenant documents memorializing the approved plans and conditions of approval as to the 'leasable flex social event space, gathering leasable space, physical therapist office/service', and 'fully enclosed, indoor, individual and group fitness' uses on this site.

# PLANNER REPORT

**To:** City of Cedarburg Site & Architectural  
Review Board

**By:** Mary Censky  
**Date Prepared:** February 2, 2026

## General Information:

**Agenda Item:** 7.A.

**Applicant:** DSDH Gerb LLC in c/o Dave Herbeck

**Property Owner:** Pioneer Real Estate Development LLC in  
c/o Mike LaRosa

**Action Requested:** Sign Code waiver approval.

**Current Zoning:** M-2 General Manufacturing District

**Requested Zoning:** Same

**Current Master Plan Classification:** Commercial

**Surrounding Zoning/Land Use:** North: M-2 General Manufacturing  
District  
South: M-2 General Manufacturing  
District  
East: M-2 General Manufacturing  
District  
West: M-2 General Manufacturing  
District

**Lot Size:** 1.84-acres

**Location:** Northwest corner of Pioneer Road and  
Somerset Avenue

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## Discussion:

The applicant requests waiver approval to construct a 9-foot-tall, 58-square-foot ground/freestanding sign in support of their proposed new motor vehicle collision repair business at the northwest corner of Pioneer Road and Somerset Avenue. By Code, maximum size for a ground/freestanding sign in the M-2 General Manufacturing zoning district is 8-foot-tall and 36-square-feet in area.



This sign is proposed to contain identification of two businesses that are not located on this property (i.e., Zuern Building Products and LaRosa Landscaping), along with the name of the new, on-premises business Gerber Collision & Glass. The Code lists off-premises signs (i.e., “signs which advertise goods, products, facilities or services not located on the premises where the sign is installed and maintained.”) as prohibited.

Section 15-5-2 of the Sign Code provides for Appeals as follows: unlike other zoning related appeals, which are directed to the Zoning Board of Appeals, “Appeals of the decisions of the building inspector, or landmarks commission if the sign is located in the Historic Preservation District under this (i.e., *Sign Code*) chapter shall be made to the city plan commission. Further appeal of the ruling of any such decision by the city plan commission shall be to the common council.

The two existing businesses located directly north of this property (i.e., Zuern/LaRosa) do not have any property or building frontage on Pioneer Road yet they both have Pioneer Road addresses. There is an existing ground/freestanding sign on this vacant lot, readily visible from Pioneer Road, that identifies both Zuern and LaRosa to the north. As a part of the new construction, site grading,... this existing sign will be removed.

The reason for the over-height and over-size design of the proposed new sign is to incorporate Zuern and LaRosa on the new sign, along with Gerber. It would be a great hardship for companies like Zuern and LaRosa to have a change in address at this point. And name visibility for Zuern

and LaRosa at Pioneer Road seems critical from a visual wayfinding standpoint since their businesses don't actually abut or front on Pioneer Road.

**Recommendation:**

The Planner recommends the following conditions be made a part of any Sign Code waiver approval the Plan Commission may make in this matter:

- 1) Applicant to secure a Sign Permit prior to installation of the new freestanding sign.
- 2) The proposed ground flood illumination of the sign shall be in full compliance with [Section 15-5-7\(k\) and \(p\)\(2\) of the Sign Code](#).

# BUILDING INSPECTOR REPORT

To: City of Cedarburg Planning Commission

Date Prepared: January 9, 2026

By: Jeff Thoma

## General Information:

Applicant/Property Owner:

PIONEER REAL ESTATE  
DEVELOPMENT LLC,

Requested Action:

Approval of site signage

Current Zoning:

M-2 General Manufacturing District

Location:

N144 W5844 Pioneer Road

## Overview:

- Applicate is proposing to remove the existing ground/freestanding sign and replace it with a new ground/freestanding sign.
- Proposed ground/freestanding sign will be 108 inches high and 96 inches wide. Placement will be at the corner of Pioneer Road and Sommerset Ave.

## Findings:

- The ground/freestanding sign, signage area is proposed to be 58 square feet per side. Allowed is a maximum of 36 square feet. The height is proposed to be 9 feet. The maximum height is 8 feet. This requested sign is **Not Compliant** with the city's code.

## Code Text:

Sec. 15-5-14 Signs requiring a permanent permit.

(5) Manufacturing Districts (M-1, M-2 and M-3).

a. All permanent signs require a permit. Total square footage of all signs shall be determined by section 15-5-14(b). Multi-tenant/use buildings section 15-5-14(c) shall apply.

b. Projecting signs shall not exceed 32 square feet per surface area, be not less than eight feet above the ground level and shall not project into public right-of-way or over the property line.

c. Ground/freestanding signs, or wall signs **shall not exceed 36 square feet per surface area. Ground/freestanding signs shall be no higher than 8 feet above ground level.**

d. Appearance. Signs shall be designed in accordance with section 15-5-7(o) design and placement.

## Recommendation:

The City Building Inspector recommends **Denial** of this application.

- Area of signage exceeds the allowable code complaint area.
- Sign height exceeds the maximum allowable code complaint height.

*Also:  
off-premises  
mmc*

**CLIENT: HERBECK DEVELOPMENT**

LOCATION: N144W5800 PIONEER ROAD, CEDARBURG

DRAWN BY: NICOLE M

SALESPERSON: KELLI L

DATE: 11/13/2025

LEAD #: 5370

PAGE: 1

**REVISION LOG:**

INTL	DATE	DESCRIPTION
---	00/00/0000	DESCRIPTION

**MONUMENT**

QUANTITY: 1

SIDES: D/F

MOUNTING: DIRECT EMBEDMENT

**INSTRUCTION:** REMOVE & DISPOSE OF EXISTING SIGN POLES & STRUCTURE. REMOVE EXISTING CABINETS AND BRING BACK TO CSC TO BE REUSED ON NEW SIGN. PRODUCE & INSTALL NEW SIGN AS SHOWN.

SQ FT: 56

**COLORS:**

■ P-1 MATCH TEXTURE PLUS

□ C-2 WHITE

■ C-3/P-3 BLACK

■ C-4 TBD RED

■ C-5 TBD BLUE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

*X*  
SIGNATURE

DATE



LOCATION VIEW (AFTER)  
SCALE: 3/8" = 1'

**\*NOTE: SIGN IS NOT GOING IN THE EXACT SAME PLACE AS PREVIOUS SIGN  
SEE PAGE 2 FOR NEW LOCATION, PHOTO IS JUST FOR REFERENCE ONLY**



EXISTING VIEW  
N.T.S.

REMOVE & DISPOSE OF EXISTING SIGN

DETAIL VIEW  
SCALE: 1/2" = 1'



**THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO, INC.**

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# Sign Permit Application

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



**PROJECT ADDRESS** NW CORNER PIONEER AND SOMERSET CITY CEDARBURG STATE WI ZIP 53012

**PROPERTY OWNER** PIONEER REAL ESTATE DEVELOPMENT LLC

PHONE# 262-993-0300 EMAIL ADDRESS MIKE@LAROSALANDSCAPE.COM

**APPLICANT NAME** DSDH GERB LLC

ADDRESS 9251 WILLOW DR CITY FREMONT STATE WI ZIP 54940

PHONE# 9204289028 EMAIL ADDRESS Dave@herbeckdevelopment.com

**CONTRACTOR NAME** Creative Sign Company -- Kelli Lax

ADDRESS 505 Lawrence Dr CITY DePere STATE WI ZIP 54115

PHONE# 9206767757 EMAIL ADDRESS kelli@creativesigncompany.com

**INSTRUCTIONS TO APPLICANT:** Fill in completely. A scale drawing of such sign indicating the dimensions, materials to be used, type of illumination, if any, method of construction, and location/position of such sign in relation to nearby buildings or structures must be submitted with this application. Where applicable, copies of other permits required and issued for said sign must be submitted with this application.

**Sign Location Zoning District:**

Residential Rs-1,2,3,4,5,6,7,8  Rd-1  Rm-1,2,3  B-1  B-2  B-3  B-3 Historic Downtown  B-4  B-5  B-6

M-1  M-2  M-3  I-1 **Note: Permanent signs in the B-3 Historic Downtown District must be approved by The Landmarks Commission.**

**Sign Type (Check all that apply):**

Temporary **Note:** If temporary (Not more than 2 at a time maximum 90-days/30-day increments) List Display Dates \_\_\_\_\_

Permanent  Wall  Freestanding  Projecting  Window  Awning  Illuminated-Interior  Illuminated-Exterior

Real Estate Dev.  Development  Single Sided  Double Sided  Other (Explain) \_\_\_\_\_

### SIGN INFORMATION

Sign 1: Width 8 ft Height 9 ft = Sq. Ft. 72 x 1 or 2 Sides = Total Sq. Ft. 144

Sign 2: Width \_\_\_\_\_ Height \_\_\_\_\_ = Sq. Ft. \_\_\_\_\_ x 1 or 2 Sides = Total Sq. Ft. \_\_\_\_\_

If signage is being placed on the window(s), fill out window glass size(s) below.

Window 1: Width \_\_\_\_\_ Height \_\_\_\_\_ = Sq. Ft. \_\_\_\_\_

Window 2: Width \_\_\_\_\_ Height \_\_\_\_\_ = Sq. Ft. \_\_\_\_\_

See the backside of this form if additional space is needed.

*proposed sign setback from east lot line ~50' from south lot line ~10'*

*of sign is 58 \$220.00*

**SIGNAGE COST:** Permanent Signage Base Fee \$75.00 plus \$2.50 per square foot. Max \$400. Temporary Signage \$35.00 per sign. Permanent Signage In the B-3 Historic Downtown District adds a \$25.00 surcharge.

**Notice:** I certify that the information herein is true and correct. I agree to comply with all applicable sign codes, ordinances, and with the conditions of this approval. I acknowledge that I am responsible for ensuring the proper installation of the sign in conformance with the Cedarburg Sign Code. This permit shall become VOID if work does not commence within six (6) months of the date of issuance.

APPLICANT SIGNATURE [Signature] APPLICANT (Please Print) DAVID HERBECK DATE 12-29-25

### OFFICE ONLY

Permit Fee \$ <u>220.00</u>	Permit # _____	Tax Key # <u>13-051-02-11-016</u>
Payment Type: <u>CH / CC / CASH</u>	Check/Rcpt # <u>4386</u>	Received By: <u>SB</u> Date: <u>12-30-25</u>

505 LAWRENCE DR, DE PERE, WI 54115  
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: HERBECK DEVELOPMENT

LOCATION: N144W5800 PIONEER ROAD, CEDARBURG  
DRAWN BY: NICOLE M  
SALESPERSON: KELLI L  
DATE: 11/13/2025  
LEAD #: 5370  
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
---		00/00/0000	DESCRIPTION

**MONUMENT**

QUANTITY: 1  
SIDES: D/F

MOUNTING: DIRECT EMBEDMENT

**INSTRUCTION:** REMOVE & DISPOSE OF EXISTING SIGN POLES & STRUCTURE. REMOVE EXISTING CABINETS AND BRING BACK TO CSC TO BE REUSED ON NEW SIGN. PRODUCE & INSTALL NEW SIGN AS SHOWN.

SQ FT: 56

**COLORS:**

- P-1 MATCH TEXTURE PLUS
- C-2 WHITE
- C-3/P-3 BLACK
- C-4 TBD RED
- C-5 TBD BLUE

**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



LOCATION VIEW (AFTER)  
SCALE: 3/8" = 1'

**\*NOTE: SIGN IS NOT GOING IN THE EXACT SAME PLACE AS PREVIOUS SIGN  
SEE PAGE 2 FOR NEW LOCATION, PHOTO IS JUST FOR REFERENCE ONLY**



EXISTING VIEW  
N.T.S.

REMOVE & DISPOSE OF EXISTING SIGN

DETAIL VIEW  
SCALE: 1/2" = 1'



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**CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.**

**CONCEPTUAL DRAWING ONLY**

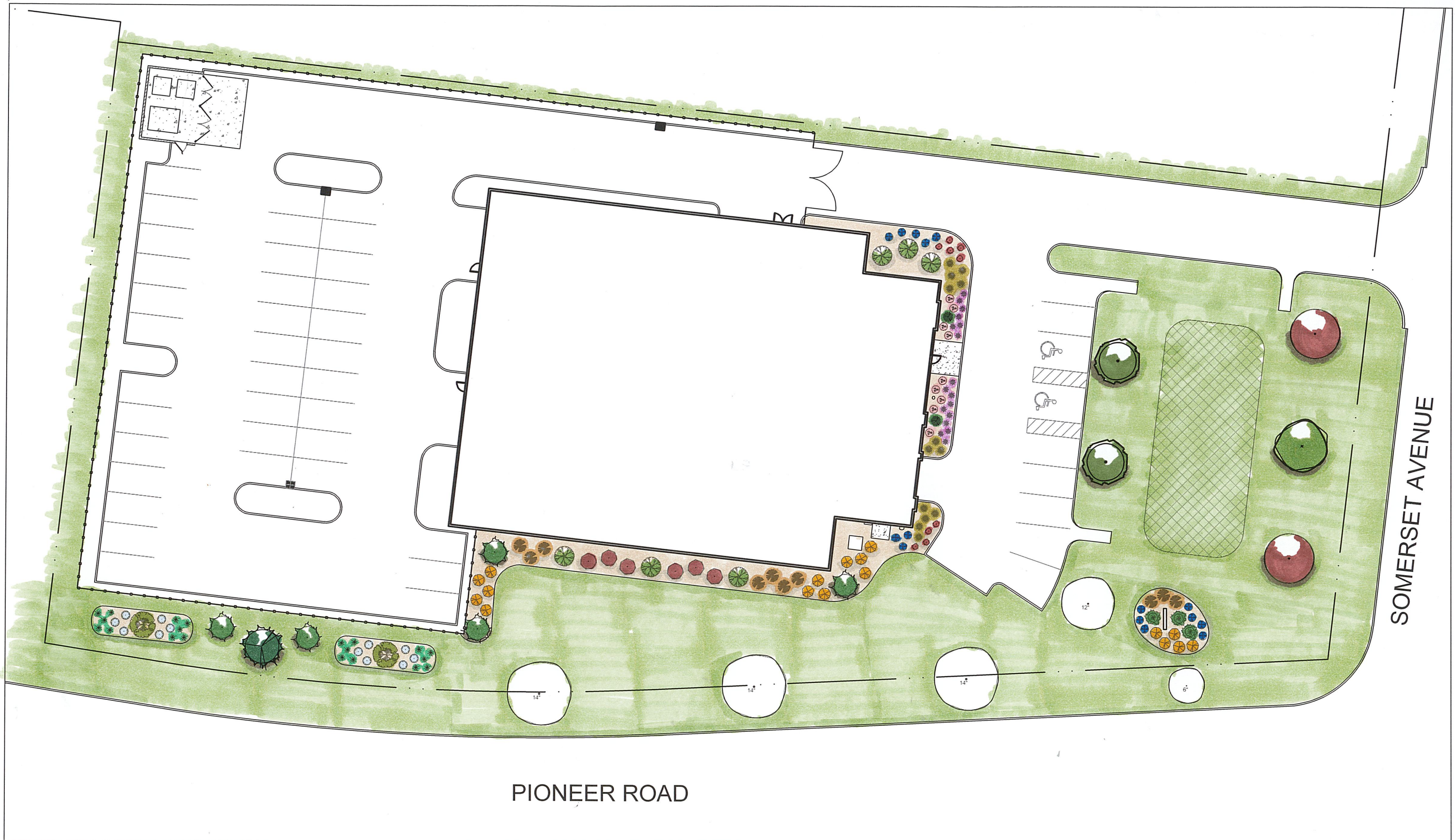
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

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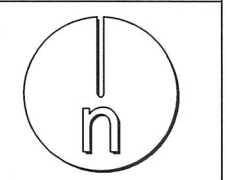
PIONEER ROAD

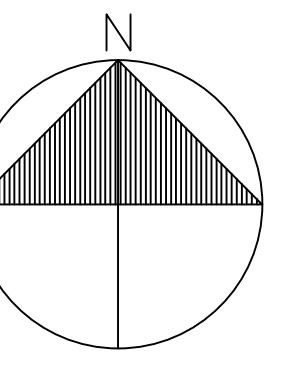
SOMERSET AVENUE

*LA ROSA*  
**LANDSCAPE**

LANDSCAPE DEVELOPMENT FOR  
**GERBER COLLISION AND GLASS**  
SEC Pioneer Rd & Somerset Ave, Cedarburg, WI 53012

DATE: 12.4.25  
DESIGNER: MJM  
SCALE: 1" = 30'





Date: October 20, 2025

Scale: 1" = 20'-0"

Designer: MJM, AW

Drawn By: MJM

Revision: 10.31.25, 12.9.25

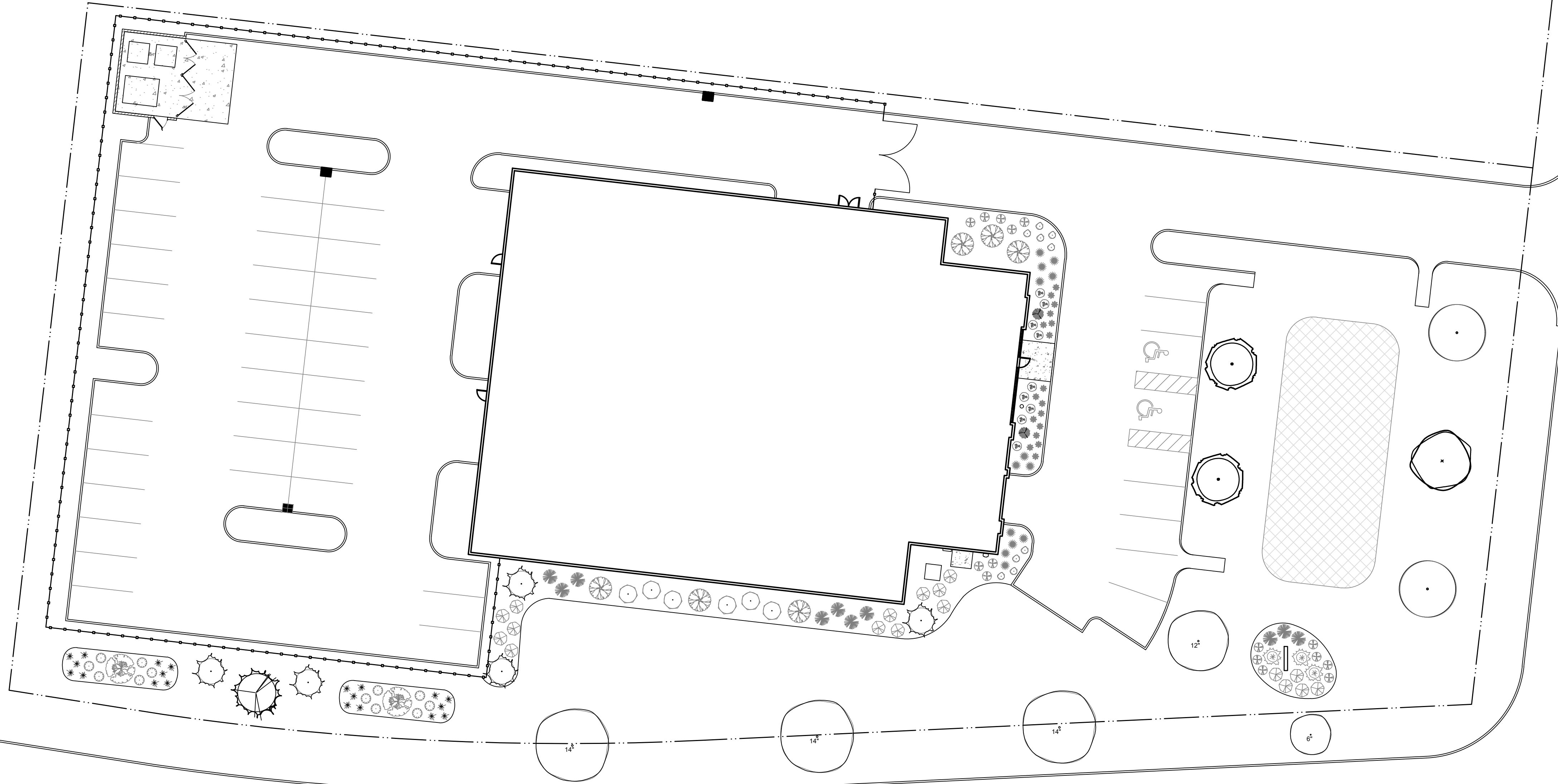
# GERBER COLLISION & GLASS

SEC Pioneer Rd & Somerset Ave.  
Cedarburg, WI 53012

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for your next project



PIONEER ROAD

SOMERSET AVENUE

### PLANT SCHEDULE

SYMBOL	COMMON NAME	BOTANICAL NAME	#	MAT. HEIGHT
<b>DECIDUOUS SHRUBS</b>				
	Kodiak Orange Bush Honeysuckle	Diervilla x 'G2X88544'	17	2-3'
	Common Witchhazel	Hamamelis virginiana	2	12-15'
	Summer Wine Ninebark	Physocarpus opulifolius 'Summer Wine'	6	4-6'
	Pink Fritsch Spirea	Spiraea fritschiana 'J.N. Select A'	9	2-3'
	Blackhaw Viburnum	Viburnum prunifolium	6	10-12'
<b>EVERGREEN SHRUBS</b>				
	Kallay's Compact Juniper	Juniperus chinensis 'Pfitzerana Kallays'	3	2-3'
<b>DECIDUOUS TREES</b>				
	Crimson Sunset Maple	Acer truncatum x platanoides 'JFS-KW202'	2	35'
	Fire King Musclewood	Carpinus caroliniana 'JN Select A'	2	20-25'
	Kentucky Coffee Tree	Gymnocladus dioica	1	50-60'
	Existing to Remain	Existing to Remain	5	
<b>EVERGREEN TREES</b>				
	Star Power Juniper	Juniperus x 'J.N Select Blue'	5	17'
	Taylor Juniper	Juniperus virginiana 'Taylor'	2	20'
	Norway Spruce	Picea abies	1	40-60'
<b>PERENNIALS</b>				
	Summer Peek-a-Boo Allium	Allium 'Summer Peek-a-Boo'	17	8-12"
	Karl Foerster Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	13	4-6"
	Maiden Grass	Miscanthus sinensis 'Graziella'	10	6"
	Walker's Low Catmint	Nepeta faassenii 'Walker's Low'	15	24-30"
	Dwarf Russian Sage	Perovskia atriplicifolia 'Little Spire'	12	30-42"
	Standing Ovation Little Bluestem	Schizachyrium 'Standing Ovation'	20	3-4"
	Autumn Fire Sedum	Sedum 'Autumn Fire'	9	24-30"



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: NW CORNER PIONEER RD. and SOMERSET AVE.

APPLICANT/BUSINESS NAME: DSDH GERB, LLC

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): PIONEER REAL ESTATE DEVELOPMENT LLC

PROPERTY OWNER MAILING ADDRESS: [REDACTED]

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

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: Applicant is seeking a conditional use permit for a "motor vehicle collision repair facility" as defined in Section 13-1-240. Applicant is also seeking a waiver from the requirements of Sections 15-5-14 and 15-5-11 of the Sign Code to permit an off-site sign having 56 square feet of surface area, as shown on the attached signage exhibit.

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](mailto: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: DocuSigned by: Mike La Rosa DATE: 22-Dec-2025

**FOR CITY STAFF USE ONLY** *ck# 438Q*

TOTAL FEE: \$ 400 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 12-23-25

APPLICATION AND FEE RECEIVED BY: Theresa Hanaman PLAN COMMISSION MEETING DATE: 2-2-26

ATTACHMENTS (CHECK IF RECEIVED):

FIVE DESCRIPTIONS  FIVE FULL-SIZE SETS  THIRTEEN PLAN SETS

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 130510211016

ZONING: M-2 ALDERMANIC DISTRICT: W4 PREVIOUS MEETING: \_\_\_\_\_

## PLANNERS REPORT

**To:** City of Cedarburg Plan Commission

**By:** Mary Censky

**Date Prepared:** February 2, 2026

### General Information:

**Agenda Item: 7.B.**

**Applicant:**

Paul Hackbarth, d/b/a Camp Bar

**Property Owner:**

John Roth Building LLC

**Request:**

Review, discussion, and possible recommendation to the Common Council regarding issuance of an Outdoor Alcohol Beverage License to permit service and consumption of alcohol throughout their proposed outdoor seating area (see yellow boundary on map below).

**Current Zoning:**

B-3 Central Business District with (HPD) Historic Preservation District Overlay

**Current Master Plan Classification:**

Commercial

**Surrounding Zoning/Land Use:**

North: B-3 w/ HPD

South: B-3 w/ HPD

East: Washington Avenue

West: Cedar Creek

**Lot Size:**

.24 acres (10,454 sq. ft.)

**Location:**

W63 N664 Washington Avenue

## **Discussion:**

The applicant requests favorable recommendation from the Plan Commission to approve the issuance of an Outdoor Alcohol Beverage License to Camp Bar as will allow sales, service and consumption of alcohol throughout their outdoor seating area (see map attached).

[Section 7-2-17 of the City Code](#) provides as follows regarding Outdoor alcohol beverage licenses required for outdoor consumption at Class "B" premises:

**(c)** Procedure for application and issuance of outdoor alcohol beverage license.

**(1)** A licensee shall make application for an outdoor alcohol beverage item in the form directed by the city clerk, which shall require the licensee to furnish:

- a.** An accurate description and measurement of the proposed outdoor premises, including the number of seats in any seating areas;
- b.** The nature of fencing, barriers, or other measures intended to provide control over the operation of the proposed outdoor seating area;
- c.** The licensee's acknowledgement of the restrictions imposed by this chapter;
- d.** Payment of the application fee as set forth in the city's fee schedule.

**(2)** Upon receipt of a complete application, the city clerk shall notify via first-class mail all property owners within 150 feet of the boundary of the proposed outdoor premises of the pendency of the application.

**(3)** Upon receipt of a complete application, if the premises is within the historic district, the city clerk shall place the application before the landmarks commission for its review. The landmarks commission shall recommend to the plan commission that the license be granted as requested, granted with modifications, or denied.

**(4)** Upon receipt of a complete application, if the premises is not within the historic district, or, if the premises is within the historic district, after the review of the landmarks commission, the city clerk shall place the application before the plan commission to review whether the proposed license would be harmful, offensive, or otherwise adverse to the surrounding neighborhood. The plan commission shall recommend to the common council that the license be granted as requested, granted with modifications, or denied.

**(5)** After the recommendation of the plan commission, the license shall be set before the common council for final action. The common council shall consider the size of the proposed outdoor premises, the location of the proposed outdoor premises, and whether the proposed license would be harmful, offensive, or otherwise adverse to the surrounding neighborhood.

**(6)** If the common council makes its issuance of an outdoor alcohol beverage license contingent on any physical alterations or improvements, the building inspector shall verify that such improvements are in place prior to the clerk's issuance of the license.

**(7)** Upon approval by the common council, the city clerk shall issue the outdoor alcohol beverage license.

The applicant proposes to cordon off and design this outdoor space ‘per existing conditions’ (i.e., ref previous occupancy Art of Joy).

Property Boundary Map – Camp Bar



Outdoor consumption area boundary map – Camp Bar



*Street Views – Camp Bar*



**Recommendation:**

On January 22, 2026, the Landmarks Commission considered and recommended approval of this request as presented and subject to the following conditions:

- 1) Sales/service of alcohol at the outdoor patio bar and outdoor consumption of alcohol in/on the outdoor patio area (see boundary map attached) shall be permitted only during those hours that the principal indoor bar area is also fully open for use and business.

- 2) Patron ingress/egress to the outdoor patio area must be routed through the principal building vs entering or exiting directly to/from the sidewalk by walking along the north or south side of the building. It shall be the applicant's responsibility to ensure this condition is being enforced at all times.

If the Plan Commission is inclined toward a favorable recommendation to the Common Council in this matter, the Planner recommends the same conditions (see above) be considered for attachment thereto.



**LAND DEVELOPMENT APPLICATION**

PROPERTY LOCATION/ADDRESS: W63 N664 WASHINGTON AVE.

APPLICANT/BUSINESS NAME: CAMP BAR, PAUL HACKBARTH

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  OTHER TENANT

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER (IF DIFFERENT): JOHN ROTH BUILDING LLC

PROPERTY OWNER MAILING ADDRESS: [REDACTED]

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

REQUEST FOR (CHECK ALL THAT APPLY): [REDACTED]

- CONCEPT REVIEW
- SITE/ARCHITECTURAL PLAN APPROVAL
- SUBDIVISION PLAT OR CSM REVIEW
- ZONING DISTRICT CHANGE
- CONDITIONAL USE ZONING
- ANNEXATION REQUEST
- VARIANCE/BOARD OF APPEALS
- OTHER RECOMMENDATION TO COMMON COUNCIL FOR APPROVAL OF OUTDOOR ALCOHOL SEATING/CONSUMPTION AREA

DESCRIBE REQUEST: RECOMMENDATION TO COMMON COUNCIL FOR APPROVAL OF OUTDOOR ALCOHOL SEATING/CONSUMPTION AREA

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

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: 1/16/26

**FOR CITY STAFF USE ONLY**

TOTAL FEE: \$ 100.00 (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: 1-16-26 by C.C.

APPLICATION AND FEE RECEIVED BY: SAB PLAN COMMISSION MEETING DATE: \_\_\_\_\_

ATTACHMENTS (CHECK IF RECEIVED):  EIGHT DESCRIPTIONS (SARB)  EIGHT FULL-SIZE SETS (SARB)  TEN DESCRIPTIONS AND PLAN SETS (PLAN COMMISSION)

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: 13-079-03-01-000

ZONING: HPD- ALDERMANIC DISTRICT: W6 PREVIOUS MEETING: NA



**PREMISES DESCRIPTION FOR OUTDOOR SEATING AND CONSUMPTION  
OF ALCOHOL SEATING AREA PER SITE PLAN:**

*The premises consist of the entire outdoor area surrounding the building,  
as defined and enclosed by the fenced perimeter.*



**CITY OF CEDARBURG  
Landmarks Commission  
January 22, 2026  
Minutes**

1. CALL TO ORDER

The meeting was called to order by Chairperson Tom Kubala at 8:33 a.m.

2. ROLL CALL

A. Chairperson Tom Kubala, Vice Chairperson James Pape, Council Member Kristin Burkart, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro

Present – Chairperson Tom Kubala, Council Member Kristin Burkart, Tomi Fay Forbes, Elizabeth Krimmel, Erin Puro

Excused – James Pape, Doug Yip

Also Present – City Planner Mary Censky, guest Julie Delisle, applicant Paul Hackbarth, applicant Rebecca Luedcke

3. STATEMENT OF PUBLIC NOTICE

Chairperson Kubala acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

A. January 8, 2026

Motion made by Council Member Burkart and seconded by Commissioner Puro to approve the minutes of the January 8, 2026 meeting. Motion carried without a negative vote. James Pape and Doug Yip excused.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

6. REGULAR BUSINESS; AND ACTION THEREON

A. Review, discussion, and possible approval of the site plan in support of A

Geek Boutique establishing an outdoor seating/game playing/recreational activities space in the side yard of their building located at W63 N633A Washington Avenue. This property is zoned part B-3 Central Business District with Historic Preservation District Overlay, and part B-3 Central Business District. The property owner is Collins Investments LLC.

The property has the HPD covering the front 125' closest to Washington Avenue. Applicant Luedcke wants to place picnic tables and, from time to time, tents on the property, partially on the B-3 Central Business District and extending onto part of the area covered by the Historic Preservation District Overlay. Because of that, the Landmarks Commission needs to consider the request. She will place wood picnic tables outside, mostly during fair weather months, to host small parties, game playing events, puzzle play and similar. She will also place some 10 x 10 white pop-up tents for sun shade and rain/wind blockage during possible author book signings and the aforesaid activities. The Plan Commission stated that the tents must be stored indoors when not in use and that she must post signage in the seating area that no alcohol is permitted. Council Member Burkart asked if the tents will be similar in color. Applicant Luedcke stated they will be white and will only be up during the activities. Chairperson Kubala stated that this sounds like a rather festive contribution to the city.

Council Member Burkart made a motion to approve the motion as presented with the conditions already stated by the Plan Commission with the condition that the tents be all of one color or shade. Commissioner Puro seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

- B. Review, discussion and possible action/recommendation to the Plan Commission on the request of Paul Hackbarth, d/b/a Camp Bar, for approval of an outdoor alcohol consumption area, per existing conditions, throughout the fenced in outdoor areas of the property located at W63 N674 Washington Avenue (formerly Art of Joy). This .24-acre, B-3 Central Business District w/ HPD Historic Preservation District Overlay zoned property is owned by John Roth Building LLC.

Applicant Hackbarth stated that the proposed use of the property is the same as Art of Joy. It is the same footprint indoors and out, same layout. The camper that is located on the property already has its own existing conditions for use.

Commissioner Puro made a motion to recommend approval of the outdoor alcohol consumption license, covering the same outdoor area as was in place for Art of Joy, to the Plan Commission. Council Member Burkart seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

- C. Review, discussion, and possible approval of an 8.74 sq. ft. projecting sign to be placed in support of the new Camp Bar occupancy at W63 N674 Washington Avenue (formerly Art of Joy). This .24-acre, B-3 Central Business District w/ HPD Historic Preservation District Overlay zoned property is owned by John Roth Building LLC.

The proposed sign is the same size and mounting as the former Art of Joy sign. Chairperson Kubala stated that it is a handsome sign with great graphics.

Commissioner Krimmel made a motion to approve the sign as proposed. Council Member Burkart seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS

NONE

8. ADJOURNMENT

A motion was made by Council Member Burkart, seconded by Commissioner Puro, to adjourn the meeting at 8:43 a.m. James Pape and Doug Yip excused.

Tomi Fay Forbes  
Secretary

[MIN\_SIGNATURES]

DRAFT

# PLANNERS REPORT

To: City of Cedarburg Plan Commission

By: Mary Censky

Date Prepared: February 2, 2026

## General Information:

Agenda Item: **7.C.**

Applicant/Property Owner:

N.A./This item is City/SARB initiated

Requested Action:

Discussion, consideration and possible recommendation to the Common Council to amend Section 13-1-122, and create Section 13-1-122.5, as recommended by the Site and Architectural Review Board.

---

## Discussion:

The proposed changes (see packet attachment) relate to architectural review principles, standards, and procedures generally, and the architectural guidelines and regulations applicable to residential buildings specifically.

As a part of the Comprehensive Plan Update – 2050, the Plan Commission addressed and updated the Chapter 2 - Housing goals, objectives, and policies. Among them, as adopted, are the following references:

- ‘Establish clear code-based provisions intended to preserve and improve the quality and integrity of existing residential neighborhoods’.
- ‘Require architectural theme and design detail information to be made a part of new housing development applications as might ensure that certain unique architectural and building/site design characteristics of historic Cedarburg continue to be referenced going forward’.

In June, 2025, the City established The Site and Architectural Review Board. Its purpose statement provides:

- ‘Purpose. The City of Cedarburg hereby establishes the site and architectural design review board (SARB) to preserve the city's historic character, promote high-quality architectural design, and maintain a cohesive built environment. The SARB shall review site plans, architectural designs, and exterior modifications for new developments and renovations to ensure compliance with city standards and ordinances. The board shall be advisory to the plan commission on all matters specifically identified in Title 13, Chapter 1, Article F of the City Code - Site Plan and Architectural Review. The board shall periodically review and consider the design and architectural standards of the City Code and recommend changes if/as needed to the plan commission’.

The SARB has been working on codifying specific residential design regulations and guidelines to further this purpose and stated goals.

**Recommendation:**

The Plan Commission is requested to consider this Draft and make a favorable recommendation to the Common Council for adoption by ordinance.

CITY OF CEDARBURG  
ORDINANCE NO. 2025-24

An Ordinance Repealing and Recreating Article F, Sections 13-1-120 through  
13-1-127 Site Plan and Architectural Review

The Common Council of the City of Cedarburg, Wisconsin, hereby ordains as follows:

SECTION 1: Sections 13-1-120 through 13-1-127 of the Municipal Code of the City of Cedarburg is hereby repealed and recreated in its entirety as follows:

Sec. 13-1-120 Purpose of site plan and architectural review.

For the purpose of promoting compatible development, stability of property values, fostering the attractiveness and functional utility of the community as a place to live and work, preserving the character and quality of the built environment by maintaining the integrity of those areas which have a discernible character or are of a special historic significance, protecting certain public investments in the area, and raising the level of community expectations for the quality of its environment, this section requiring site plan and architectural review is intended.

Sec. 13-1-121 Site plan review principles and standards.

To implement the purposes set forth in section 13-1-120, the city plan commission shall following due consideration of the recommendation(s) of the Site and Architectural Design Review Board (SARB), review the site, existing and proposed structures, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading (in the case of commercial and industrial uses), highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation for all new and modified commercial/office/industrial/institutional sites. The city plan commission will approve said site plans only after determining that:

- (a) The proposed use(s) conform(s) to the uses permitted in that zoning district.
- (b) The dimensional arrangement of buildings and structures conform to the required area, yard, setback, and height restrictions of this chapter.
- (c) The proposed use conforms to all use and design provisions and requirements (if any) as found in this chapter for the specified uses.
- (d) There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
- (e) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.
- (f) Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.

- (g) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.
- (h) Land, buildings, and structures are readily accessible to emergency vehicles and the handicapped.
- (i) The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety, and general welfare, to encourage the use of lands in accordance with their character and adaptability, to avoid the overcrowding of population, to lessen congestion on the public roads and streets, to reduce hazards of life and property, and to facilitate existing community development plans.
- (j) The site plan is consistent with the public goals, objectives, principles, standards, policies, and urban design criteria set forth in the city's adopted community master plan or components thereof.

Sec. 13-1-122 Architectural review principles, standards and procedures.

Architectural review and standards are applicable to all new commercial/office/industrial/institutional buildings and all new principal buildings proposed for construction on all new lots created by a subdivision plat, by Certified Survey Map and on all infill lots. Architectural style is not restricted; however, structures must be compatible with the surrounding area. To provide criteria for the implementation of the purposes set forth in section 13-1-120, the following architectural review principles, criteria, and procedures are established:

- (a) Building scale and mass. The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered. New buildings and additions to existing buildings shall harmonize and correspond to the existing character of the immediate neighborhood. **Building scale/massing shall be reasonably proportionate to the proposed lot size and to the immediately surrounding structures. The tone for scale and mass as set forth in the greater neighborhood area shall also be taken into consideration.** In approving infill projects, the FAR standard for the zoning district in which the building is located shall not govern the building size, but rather, building size will be established, on a case-by-case basis, to reflect the existing character of the neighborhood.
- (b) Building rooflines and roof shapes. The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.
- (c) Materials. Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is aesthetically incompatible with other building facades in the area and which presents an unattractive appearance to the public and surrounding properties.
- (d) Colors. Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, color shall be selected in general harmony with the existing neighborhood buildings.
- (e) Building location. No building shall be permitted to be sited in a manner which would unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing

structures on adjoining properties.

- (f) Historic structures. Any construction, rehabilitation and/or restoration of any landmark or historic building or structure within the Washington Avenue Historic District and proposed for any locally designated historic building shall conform to all the requirements of this chapter and with the terms and conditions outlined by the landmarks commission and included in the city's Building/Historic Code.
- (g) Infill lot. An infill lot is a single vacant lot located in a predominately built-up area, which is bounded on two or more sides by existing development. In addition any lot which contains an existing building, which will be removed and replaced with a new building, shall also be considered an infill lot. The infill status of a lot shall continue until building plans have been approved by the SARB, a building permit acquired and the building constructed in accordance with the approved plans and an occupancy permit issued. Once the occupancy permit is issued, the status of the lot shall change to non-infill and any additions or modifications thereafter shall be processed under normal procedures in accordance with article F.
- (h) Application of standards and review procedures.
  - (1) Architectural standards for new buildings on lots created by a subdivision plat or by Certified Survey Map shall be submitted to the SARB for review, consideration and recommendation to the Plan Commission as covenants or deed restrictions to be applied to any approval granted by the plan commission and/or council at the time of an approval of the Certified Survey Map or preliminary and final plat. The plan commission and council shall consider the recommendation(s) of the SARB, apply the above principles and criteria, and either approve, approve conditionally or reject the proposed architectural covenants or deed restrictions.
  - (2) The city plan commission shall, following due consideration of the recommendation(s) of the SARB, review the proposed architectural style/design, materials, and colors, in the context of the surrounding area and the purpose set forth in Section 13-1-120 above, for all new or substantially modified buildings located on commercial/office/industrial/institutional sites. The city plan commission will approve said site plans only after determining that these plans comply with the architectural review principles and criteria set forth in Section 13-1-122 (a)-(g) above.
  - (3) On infill lots, architectural plans and data in accord with section 13-1-124 shall be submitted to the SARB. The plan commission, giving due consideration to the recommendations of the SARB, and applying the above principles/criteria, shall either approve, approve conditionally or reject the architectural plans.

**Sec. 13-1-122.5 Architectural guidelines specific to all residential buildings.**

- (a) All elevations of the principal structure and any accessory buildings upon the same lot shall reflect a cohesive relationship between materials, colors, and architectural style.
- (b) Upon each individual building, changes in materials, colors and design details shall be made at appropriate transition points/places within the design to mitigate the adverse aesthetic impact of abrupt changes. Transitions in materials, colors and architectural style/details shall be smooth, not abrupt or conspicuous and should occur at thoughtful points upon the facade such as, for instance, inside corners, steps, and floors.
- (c) Designs shall be unique and timeless, an approach intended to prevent both intra- and

inter-subdivision/neighborhood architectural monotony, as well as incongruous or conspicuous departures from the established residential architectural themes of the immediately surrounding area or the City of Cedarburg as a whole.

- (d) Sizeable (i.e., 10' x 10' target minimum as might accommodate 4 chairs around a small table), covered front/street facing porches are strongly encouraged.
- (e) Garages shall not dominate the primary façade of a residence. Preferred garage entrance designs include side-load, canted or courtyard (minimum 20 to maximum 90-degree acute angle to the front facade) or placed to the rear of the home. A front entry garage may be permitted, up to two single stall doors not exceeding 10'w x 7'h/each, or one double stall door not to exceed 16'w x 7'h, but care should be taken to create a design that de-emphasizes the garage and provides architectural detail to the front elevation. Front entry garage (doors) should be set back from the right-of-way line at least 6-feet further than the frontmost building façade element/or covered front porch of the principal building. Front entry garage doors must be decorative, with architectural interest in a style complimentary to the home.
- (f) Vertical and/or horizontal articulation and/or window fenestration is required to break up long wall planes.
- (g) Repetition of identical or nearly identical front façade elevations within 1000 feet of one-another is discouraged. In neighborhoods where 1 or few different builders will be designing and/or constructing the homes, multiple approved façade options and the proposed locations thereof must be preapproved. Variations in rooflines, materials, and/or façade elements between adjacent homes is required.
- (h) Color variations within a cohesive neighborhood palette are encouraged. Muted or historically appropriate color palettes are encouraged while excessively bright, reflective, or high-contrast color schemes are not. Accent colors should be limited and complementary.
- (i) Exterior building materials shall be durable, high-quality, and appropriate for long-term residential use. On front elevations, materials such as brick, natural stone, fiber cement/natural wood/engineered wood siding, and clear glass are preferred on walls, paired with dimensional asphalt shingles and standing seam metal roofing materials. Long, uninterrupted wall planes on street-facing façades shall be prohibited. Blank façades on primary or secondary street elevations are prohibited.
- (j) Roof forms shall be consistent with traditional residential proportions and neighborhood character. Overly complex, exaggerated, or visually dominant roof forms are prohibited. Dormers, chimneys, and roof features shall be proportionate to the structure and functionally integrated. Principal roof pitch, if not 'flat' (i.e., 2:12 pitch or less), shall be no less than 6:12.
- (k) Well-proportioned roof overhangs contribute to Cedarburg's architectural character by casting consistent, readable shadow lines along exterior walls. These shadows help define floor levels, window groupings, and building mass, creating a sense of depth and permanence. Shallow or minimal overhangs that fail to produce shadow relief tend to result in flat, visually weak façades and are, therefore, discouraged.
- (l) Shutters shall be designed to be or appear as authentic and functional.
- (m) Windows on front façade, and for the most part throughout the other elevations as well, shall be clear/transparent glass material.
- (n) To ensure that significant additions or alterations to existing residential structures remain compatible with the architectural character and scale of the City of Cedarburg

neighborhoods, any addition or remodeling that increases the total gross floor area of an existing dwelling by 25% or more, or any significant change proposed to building form or massing (i.e., alterations that modify roof shape, height, or principal façade orientation) shall be subject to plan review and recommendation by the SARB, with final action/decision on those plans by the Plan Commission – prior to permit issuance.

Sec. 13-1-123 Compliance for multiple-family residential and non-residential structures.

- (a) Compliance for multiple-family residential and non-residential structures. No use or structure [except single-family and two-family non-infill dwellings] shall hereafter be erected, moved, reconstructed, extended, enlarged, altered, or changed until the city SARB has reviewed and made a recommendation to the plan commission as to said plans for the site and structures. The city plan commission shall not approve any plans unless they find after review and study of the application, and giving due consideration to the recommendation(s) of the SARB, that the use and/or structures, as planned, will not violate the intent and purposes of this chapter, as well as the principles/criteria set forth in sections 13-1-121 and 13-1-122.

Sec. 13-1-124 Applications for site plan review.

Sixteen copies of all building and site plan data shall be submitted to the city planning department not less than 20 days prior to the next regularly scheduled city SARB meeting. The planning department shall transmit all applications and their accompanying plans to the appropriate city departments and staff and city site and architectural review board for their review. The SARB shall review and act upon the plans at their next available, regularly scheduled meeting and make its recommendation to the Plan Commission and/or Common Council. Site plan data to be submitted with all site plan review applications shall include the following:

- (a) Site plans drawn to a recognized engineering or architectural scale with the name of project noted.
- (b) One colored rendering of the site and landscaping plans.
- (c) Owner's and/or developer's name and address noted.
- (d) Architect's and/or engineer's name and address noted.
- (e) Date of plan submittal.
- (f) Scale of drawing, site size (area in square feet or acres), and building area and coverage noted on plan.
- (g) Existing and proposed topography shown at a contour interval of not less than two feet at National Geodetic Vertical Datum, indicating proposed grade on a grading plan and location of improvements.
- (h) The characteristics of soils related to contemplated specific uses.
- (i) All building and yard setback lines indicated.
- (j) Where applicable, both the 100-year recurrence interval floodplain and the floodway indicated.
- (k) All drives, curb cuts, and both ingress and egress locations indicated.
- (l) The proposed location of all signage to be placed on the site.
- (m) The location and type of all outdoor lighting proposed to illuminate the site.
- (n) Total number of parking spaces noted.

- (o) The type, construction materials, size, and location of all structures with all building dimensions shown.
- (p) Indicate height of buildings.
- (q) Existing and proposed street names indicated.
- (r) Indicate existing and proposed public street rights-of-way and/or reservations and widths.
- (s) Indicate and locate all easements on the subject property.
- (t) North arrow shown.
- (u) Locate existing and general location of proposed sanitary sewers, storm sewers, water mains and fire hydrants (existing and proposed) and proposed electrical service easements. In addition, all locations for the proposed connections to such utilities should be indicated on the site plan.
- (v) Locate any proposed stormwater management facilities, including detention/ retention areas.
- (w) Locate existing trees, including the delineations required in the Tree Preservation Ordinance.
- (x) Note location, extent, and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties.
- (y) Note location of pedestrian sidewalks and walkways.
- (z) A graphic outline of any development staging which is planned.
- (aa) If the development abuts an existing or planned arterial street or highway, as identified on the city's master plan or component thereof, all driveway locations of all adjoining property within 200 feet of the subject property shall be indicated on the site plan.
- (bb) Written project summary including operational information, building schedule, and estimate of project value including all site improvement costs.
- (cc) Other data which may be required by either the city staff or city site and architectural review board to review the site plan.

Sec. 13-1-125 Application for architectural review.

Architectural data shall be submitted to the City planning department not less than 20 days prior to a regularly scheduled SARB board meeting. The planning department shall transmit all applications and their accompanying plans to the appropriate city departments and staff and SARB for their review. The SARB shall review and act upon the plans at their next available, regularly scheduled meeting and make its recommendation to the Plan Commission and/or Common Council. Architectural data to be submitted with all architectural review applications shall include the following:

- (a) Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of all proposed structures. A materials and color perspective rendering of the exterior of the proposed building(s) shall be required for review by the site

and architectural design review board. Said elevations and perspective drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted.

- (b) Owner's and/or developer's name and address noted.
- (c) Architect's and/or engineer's name and address noted.
- (d) Date of submittal of plans.
- (e) Scale of drawings noted on each drawing.
- (f) The type, size, and location of all structures with all building dimensions shown.
- (g) Indication of the height of building(s).
- (h) Site plan indicating building location drawn to a recognized engineering or architectural scale, with the name of the project noted and north arrow shown.
- (i) Notation on fire protection measures to be installed according to the City of Cedarburg Fire Prevention and Protection Code.
- j) Samples of exterior materials and their colors.
- (k) Additional information and data which may be required by the Site and Architectural Design Review Board may include the following upon request:
  - (1) Photographs from the site of adjacent neighboring structures.
  - (2) Detailed drawings of decorative elements of the building(s) or structure(s).
  - (3) Sectional building or site drawings.

#### Sec. 13-1-126 Findings lapse of approval.

The city plan commission shall not approve any application unless it finds by a preponderance of the evidence after viewing the site plan and/or building plans and considering the recommendation of the SARB, that the intent and purpose of this chapter, as well as the principles and requirements set forth in sections 13-1-121, 13-1-122, and 13-1-124, have been complied with. The findings of the city plan commission shall be indicated in the minutes of its meeting and shall be a public record. Plans shall be stamped approved, conditionally approved, or denied and signed and dated by the secretary of the plan commission and retained as a permanent record by the city clerk.

Lapse of site plan approval. If a builder or developer of a project which has been granted site and/or architectural plan approval has not obtained and complied with the provisions of a building permit consistent with said site or architectural plan approval within one year of the date of the initial plan commission approval, the plan approval shall lapse. Upon application, the plan commission may renew its approval of the site and/or architectural plans as initially granted or may require changes as deemed appropriate.

Retroactivity. This ordinance shall be retroactive to all site and/or architectural plan approvals for which as of the date of enactment of this ordinance the developer has not obtained and complied with the provisions of a building permit consistent with the initial approval.

#### Sec. 13-1-127 Appeals.

Any person or persons aggrieved by any decisions of the council or plan commission related to

site plan or architectural review, except as to infill lots, may appeal the decision to the zoning board of appeals. Such appeal shall be filed with the city clerk within 30 days after the date of the decision of the plan commission. Person(s) aggrieved by any decision of the plan commission as to infill lots may appeal the decision to the common council within 30 days after the date of the decision of the plan commission.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in full force after its passage and publication as provided by law.

Passed and adopted by the Common Council of the City of Cedarburg this 9th day of June 2025.

DRAFT

**CITY OF CEDARBURG  
SITE AND ARCHITECTURAL REVIEW BOARD  
August 19, 2025**

1. A regular meeting of the City of Cedarburg Site and Architectural Review Board was held on Tuesday, August 19, 2025, at Cedarburg City Hall, W63 N645 Washington Avenue, upper level, Council Chambers, and online via the Zoom app. Chairman Adam Voltz called the meeting to order at 8:30 a.m.

2.

ROLL CALL: Present - Chairman Architect Adam Voltz, Architect Peter Damsgaard, Architect Paul Rushing, Plan Commission Co-Chairperson Jack Arnett

Absent- Council Member Kristen Burkhart

Also Present - Mayor Patricia Thome, City Planner Mary Censky, Administrative Assistant Theresa Hanaman,

3. **STATEMENT OF PUBLIC NOTICE**

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

4. **APPROVAL OF MINUTES**

A motion was made by Commissioner Arnett, seconded by Chairman Voltz, to approve the meeting minutes from July 24, 2025, with the correction on page 2, paragraph 1, "This may necessitate relocating the existing sign and landscaping" to say "and remove the obsolete brick pillar that may have had a light on it at one time." Chairman Voltz was not referring to the sign.

5. **COMMENTS AND SUGGESTIONS FROM CITIZENS** -NONE

6. **REGULAR BUSINESS AND POSSIBLE ACTION THEREON**

**A. APPLICANTS/PROPERTY OWNERS, JO ANN HOFHINE AND ERIC HOFHINE AS TRUSTEES FOR THE DUANE AND JO ANN HOFHINE REV TRUST, REQUEST REVIEW, DISCUSSION, AND CONSULTATIVE FEEDBACK AS TO THEIR PLAN TO DIVIDE A NEW VACANT, BUILDABLE LOT OFF FROM THEIR EXISTING .49-ACRE HOMESTEAD PROPERTY LOCATED AT N50 W6678 WESTERN ROAD. THIS PROPERTY IS ZONED RS-5 SINGLE-FAMILY RESIDENTIAL DISTRICT.**

Planner Censky presented the request for a concept review of a future land division at 6678 Western Road, which involves dividing a .49-acre lot into two parcels: one 12,000-square-foot lot with the existing home and garage, and a new 9,100-square-foot vacant lot. Staff reviewed the project against zoning standards and found it generally compliant with minimum requirements, though they noted that any future construction on the new lot would require a Certified Survey Map and site plan/architectural review.

Board member Rushing asked if there is a tree preservation ordinance in the city and what the potential impact of mature trees being removed would be on the proposed new lot. He also suggested providing consultative feedback to applicants to help design compatible projects and emphasized the need for clear guidelines.

Board member Damsgaard favored maintaining alignment with existing homes and preserving trees where possible. He recognized the value of site visits for understanding properties and suggested adding a checkbox for the property to permit this access. Planner Censky agreed to explore this further.

Chairman Voltz emphasized preserving Cedarburg's character and the importance of achieving consensus in recommendations. He discussed the need to protect specimen trees and align new buildings with existing structures. Overall, the discussions focused on tree preservation, site reviews, and establishing clear guidelines for applicants.

A motion by Board member Damsgaard, seconded by Board member Rushing, to support the applicant's request to divide a new vacant, buildable lot off from the existing .49-acre homestead property located at N50 W6678 Western Road, provided they are attentive to the following recommendations when they come back with the CSM and Site/Architectural plans for any future new construction

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

Motion carried unanimously. Council member Burkart was absent.

**B. DISCUSSION/PRESENTATION REGARDING THE EXISTING REGULATIONS WITHIN THE SITE AND ARCHITECTURAL REVIEW BOARD (SARB) PURVIEW TO APPLY, POLICIES AND PROCEDURES OF THE SARB, AND THE SARB RELATIONSHIP TO THE PLAN COMMISSION AND COMMON COUNCIL.**

Planner Censky reported on efforts to review and potentially, eventually amend existing zoning and architectural review standards. The objective is to recommend code amendments to the Planning Commission, which may include expanding current regulations or adding more specific details. Examples from other communities like Whitefish Bay and Grafton were explored, highlighting the trend of adopting design guidelines in similar-sized towns.

Chairman Voltz supported the incorporation of ideas from other communities to preserve Cedarburg's character, focusing on avoiding repetitive or cookie-cutter designs.

Board member Damsgaard expressed his preference for codes that give good advance design guidelines and leave strict interpretation/application somewhat open-ended. He also emphasized the importance of preventing mirror-image homes on different lots, as they are not "different" house plans.

Board member Rushing initiated a discussion on design guidelines for residential projects, emphasizing the balance between community interests and developer needs. Rushing indicated that guidelines should serve as assistance rather than a hindrance, drawing lessons from successful practices in Whitefish Bay and East Coast communities. There was a consensus that the primary mission is to protect Cedarburg's character, while considering applicants' interests as secondary, and the importance of clear regulations that allow for interpretation. Emphasis was placed on preserving trees and natural landscape features and aligning new buildings with existing structures.

The board debated the distinction between seeking consensus and providing advisory input. The importance of majority agreement for recommendations was noted.

Chairman Voltz discussed the appropriateness of modern designs in historical areas and the need for clear guidelines for such evaluations.

Board member Rushing made a proposal to develop a document outlining the character of existing neighborhoods with pictures and descriptions, aiding applicants in understanding community design principles. Member Damsgard suggested early consultations with city staff as a mechanism to address potential issues before detailed design work begins.

Planner Censky agreed to begin working on a draft ordinance amendment incorporating successful elements from neighboring communities and best practices.,

Commissioner Arnett offered to announce the ordinance development at the next Plan Commission meeting.

Discussion only

**C. DISCUSSION AND POSSIBLE ACTION ON CERTIFICATION OF ETHICS CODE.**

Commissioner Arnett inquired whether all Board members had received and reviewed their copy of the City's Code of Ethics. All in attendance replied yes, they had, and there were no questions. Council member Burkart absent.

7. **COMMENTS AND ANNOUNCEMENTS BY SARB COMMISSIONERS** - NONE
8. **CHAIRMAN'S ANNOUNCEMENTS** - NONE
9. **ADJOURNMENT**

A motion made by Commissioner Arnett, seconded by Chairman Voltz, to adjourn the meeting at 9:59 am. Motion carried without a negative vote. Council Member Burkhart absent.

Theresa Hanaman  
Administrative Assistant



**CITY OF CEDARBURG  
Site and Architectural Review Board  
December 23, 2025  
Minutes**

1. CALL TO ORDER

Chairman Adam Voltz called the meeting to order at 8:30 a.m.

2. ROLL CALL

- A. Council Member Kristin Burkart, Chairman Architect Adam Voltz, Plan Commission Co-Chairperson Jack Arnett, Architect Peter Damsgaard, Architect Paul Rushing

Also Present – City Planner Mary Censky, Administrative Assistant Theresa Hanaman, City Administrator Hilvo, and Mayor Thome

3. STATEMENT OF PUBLIC NOTICE

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

4. APPROVAL OF MINUTES

- A. November 18, 2025

Council member Burkart made a motion, seconded by Co-Chairperson Jack Arnett, to approve the meeting minutes from November 18, 2025. The motion carried unanimously.

Architect Rushing requested an amendment to these minutes regarding the regular business, item D, Neumann Development, Inc. to include that he is in support and the applicant should more closely apply design principles that support and express walkability, connectivity, and a traditional neighborhood structure. The hierarchy of spaces and streets, a wider range of house designs, and more extensive integration of usable green space. He added that the applicant agreed to work directly with SARB to

do so.

5. REGULAR BUSINESS; AND ACTION THEREON

- A. 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 of their 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
- 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.

- B. Applicant Glen at Quarry Park LLC, in c/o Joe Orendorf of Cornerstone Development, requests review, discussion, and favorable recommendation to the Plan Commission regarding the proposed architectural design strategies, covenants, and restrictions for homes to be constructed in their recently approved 24-lot single-family residential neighborhood, Quarry Park, proposed for development on 11.5 acres of vacant land located directly west of the properties located at 1067 and 1085 Washington Avenue. This property was

recently conditionally rezoned to Rs-3 Single-Family Residential w/ PUD Planned Unit Development Overlay.

Planner Censky went through the applicant's proposed private covenants and restrictions that will apply to their recently conditionally approved 24-lot single-family residential subdivision known as Quarry Park.

Board members considered whether the proposed restrictions effectively support the spirit, intent, purpose, principles, and standards outlined in both the City's Code and the Comprehensive Plan. They want to ensure that the regulations align with the community's vision for development.

During the discussion, Architect Rushing, along with Co-Chairperson Arnett, sought clarification on the specifications and guidelines regarding the street trees. Architect Rushing's inquiry focused on understanding the space between the back of the curb and the sidewalk. Planner Censky confirmed that the trees are designated as public city street trees. Architect Rushing then requested clarification on the size of the tree terrace and its placement, ensuring that the terrace is wide enough. Co-Chairperson Arnett also asked for clarification on Section 4.21, Paragraph C, specifically regarding the last sentence: "The lot owner shall be responsible for maintaining and replacing all street trees on their lot." and requested that this sentence be removed.

The applicant, Joe Orendorf, is requesting direction on architectural review going forward.

Council Member Burkart voiced an interest in preventing architectural monotony across proposed designs.

Architect Damsgaard raised a concern regarding Section 4.4, which mandates the inclusion of attached garages in residential designs. He requested that the language be clarified, particularly in terms of design expectations and any potential flexibility to accommodate variations that might better suit individual properties.

Additionally, Architect Rushing expressed opposition to the concept of canted garages, arguing that they disrupt the architectural harmony of the neighborhood. He urged board members to give this issue careful consideration, emphasizing the need for cohesive design elements that enhance the character of the community.

Mayor Thome requested clarification from the architects on the SARB regarding canted garages. Architect Damsgaard expressed that he is not fundamentally opposed to canted garages, as they can fit well within the neighborhood; however, the goal is to ensure that they harmonize with the overall aesthetic, contributing to a solid street facade. Chairperson Voltz agreed with Architect Damsgaard's perspective, emphasizing the objective of creating a pedestrian-friendly, walkable community that fosters front porch engagement, while allowing for flexibility in garage designs.

**ACTION:**

This was a Discussion and Feedback item only. No action was taken.

- C. Applicant, Kate Schley, d/b/a Coach House Homes, requests 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, Burkart, 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 with specific emphasis that the infill plan as submitted does not adequately reflect the existing character of the surrounding neighborhood as prescribed by Cedarburg Architectural review principles, standards, and procedures.

- D. 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.

**ACTION:**

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.

- E. Review, discussion and possible action/recommendation to the Plan Commission for Code updates to modify/expand upon the standards as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review.

Architect Damsaard requested clarification regarding flat roofs in residential

neighborhoods and suggested this be added for future zoning details.

Council member Burkhardt expressed a desire for the requirement regarding the repetition of identical elevations within 500 feet to be expanded. She feels that the current regulation allows for too much monotony, similar to what was seen in Fairway Village. While she doesn't want to impose excessive restrictions, she believes there should be more variety than every five houses.

Joe Orendorf from Cornerstone asked about the scope of the ordinance, specifically whether it is limited to certain areas or if it applies more broadly. He requested clarification regarding new construction, remodeling, and transitions on new homes, using stone as an example to illustrate where the guidelines begin and end.

Council member Burkart responded that this code pertains to residential properties.

Planner Censky clarified that the code will apply to all infill lots that go through the Site and Architectural Review Board (SARB) and the Plan Commission. It also assists the city in evaluating covenants and restrictions for new developments.

Architect Rushing requests the Board continue to study the ordinance to bring it back and discuss.

**ACTION:**

This was a Discussion and Feedback item only. No action was taken.

6. COMMENTS AND ANNOUNCEMENTS BY SITE AND ARCHITECTURAL REVIEW BOARD MEMBERS

NONE

7. CHAIRMAN'S ANNOUNCEMENTS

NONE

8. ADJOURNMENT

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

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

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

A motion was made by Council member Burkart, seconded by Co-Chairperson Arnett, to adjourn the meeting at 11:36 a.m. The motion carried unanimously.

Theresa Hanaman  
Administrative Assistant

[MIN\_SIGNATURES]



**CITY OF CEDARBURG  
Site and Architectural Review Board  
January 20, 2026  
Minutes**

1. CALL TO ORDER

Chairperson Adam Voltz called the meeting to order at 8:30 a.m.

2. ROLL CALL

- A. Chairman Architect Adam Voltz, Architect Paul Rushing, Plan Commission Co-Chairman Jack Arnett, Council Member Kristin Burkart, Architect Peter Damsgaard

Also Present – City Planner Mary Censky, Administrative Assistant Theresa Hanaman, City Administrator Hilvo, and Mayor Thome

Architect Paul Rushing (by Zoom), Council member Burkart took leave at 9:45 a.m.

3. STATEMENT OF PUBLIC NOTICE

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

4. APPROVAL OF MINUTES

- A. December 23, 2025

Council member Burkart made a motion, seconded by Co-Chairperson Jack Arnett, to approve the meeting minutes from December 23, 2025. The motion passed unanimously.

After the action was completed, Architect Rushing requested an amendment to these minutes regarding the regular business, item 5C, Planned Unit Overlay, Zoning, final line, to say: "The original motion as successfully amended passed, Voltz, Burkhart, Arnett, Damsgaard in favor, Rushing opposed with specific emphasis that the infill plan as submitted does not adequately reflect the existing character of the surrounding neighborhood as prescribed by Cedarburg architectural review principles, standards and procedures".

## 5. REGULAR BUSINESS; AND ACTION THEREON

- B. Review, discussion, and consultative feedback to the applicant, Neumann Developments Inc. in c/o Bryan Lindgren, as to a revised conceptual site layout and preliminary architectural intentions related to their proposed development of ~214-acres/499 dwelling units located at the northwest corner of Hwy. 60 and Hwy. I/Sheboygan Road.

Planner Censky reported that before getting into detailed engineering, preparation of a fully detailed preliminary plat, architectural plans, covenants, etc., the applicant is requesting nonbinding consultation/concept feedback on their revised site plan/plat concept.

The developer's latest plan incorporates neo traditional design principles such as a traditional, pronounced entrance and a 'public center' from which the rest of the plan radiates. It focuses on higher-density housing at the core and lower-density, pocketed neighborhoods extending outward. This plan features multiple types of housing, including duplex style ranch condominiums, duplex and fourplex two-story townhome condominiums, and detached single family residential homes on lots ranging from approximately 8,400 sq. ft. in area, up to 15,000 sq. ft.. In response to an identified issue of providing entry level home ownership in the City of Cedarburg, the applicant represents that all of the units will be sold outright, none being retained by the developer or other entity for long or short-term rental purposes. The developer stated their estimated build-out would be 50 units per year. They stated that they hope to be able to offer an entry level of ownership in the \$400,000's range. On inquiry, the developer identified Harbor Homes as the primary intended builder for this project.

The central park and amenities will be privately owned, maintained by the homeowners' association. While intended for the benefit of the new neighborhood(s) in this development, they said they would not proactively exclude the public from the park amenities. The neighborhood prioritizes walkability. with a circuitous network of green space and paths, enhancing interconnectivity among the pocketed neighborhoods. Board members suggested the developer focus on preserving the continuous pedestrian trail. The developer emphasizes pedestrian connectivity and neighborhood character over some vehicular efficiency, with plans to provide detailed cross-sections and trail information at a subsequent plan stage.

Council member Burkart opposed the fourplexes, while Mayor Thome does not agree with the added dwellings, adding to the density of the development. This new plan calls for 499 dwelling units vs 403 in the original layout. The developer says they would be very happy to move forward with either of these plans but needs specific feedback so they don't go all-in down the wrong path.

Terry King - W63 N762 Sheboygan Rd, raised density and neighborhood character concerns, pedestrian safety, and vehicle conflict worries across Hwy 60, and support for the central park and trails.

City Administrator Hilvo recommended proceeding to the Plan Commission concept review with public input sessions; revised materials will be presented for Plan Commission feedback at the next concept review, with SARB and staff to follow up on architectural and streetscape details prior to formal application.

**ACTION:**

This item was for discussion and feedback only; no action was taken. The developer will present revised materials for feedback at the Plan Commission meeting on March 2, 2026.

**Feedback includes:**

- Stormwater plans should integrate green corridors, while enlarged plan sheets must outline lot and home orientation, berms, and trail alignment.
- A comparative exhibit should show Option A (more fourplexes) versus Option B (reduced density), detailing unit counts and green space.??
- Additional traffic and parking analyses for higher-density units, and assurances that Highway 60 frontages will have an attractive public interface.
- Ensure housing product variety while exploring design options to reduce perceived density.
- Prioritize continuous pedestrian connections, including a paved north side path and a continuous trail spine linking the north alignment, East Reserve, Central Park, and west neighborhoods.
- Central Park activation: Explore low-impact, outward-facing uses for Central Park (farmers market, food trucks, seasonal vendors), noting potential zoning or policy review.
- Amenity identity: Refine amenity program and streetscape details to strengthen neighborhood identity and market appeal.
- Phasing and infrastructure: Ensure phasing reflects infrastructure capacity and market.
- Continue to explore alternatives to rear-facing yards along the highway (secondary access road, orienting some homes to the buffer, cul-de-sacs).
- Middle cluster units: Reconfigure or relocate interior units that lack strong frontage to avoid creating unusable or unattractive interior lots.
- Landscape and streetscape consistency: Provide a cohesive palette for lighting, street trees, sidewalks, and front yard treatments to ensure a unified public face.
- Orchard Reserve and East Reserve: Single-story ranch duplexes aimed at downsizers; developer to study porch prominence and front yard to ensure welcoming entries.
- Rear Garage Mechanism: Board suggested applying rear garage/front porch treatment more broadly, where feasible, to improve street activation.
  - A. Review, discussion, and recommendation to the Plan Commission as to the site and architectural plans submitted by applicant DSDH Gerb LLC, in support of their request to develop a 16,617 sq. ft. motor vehicle collision repair facility for Gerber Collision & Glass on the vacant, 1.84-acre, M-2 General Manufacturing zoned site located at the northwest corner of Sommerset

Avenue and Pioneer Road. The property owner is Pioneer Real Estate Development LLC in c/o Mike LaRosa.

Planner Censky reported the applicant proposes to construct a 16,617 sq. ft. motor vehicle collision repair facility for Gerber Collision & Glass on this site. The plan also calls for a ~20,400 sq. ft. fenced outdoor storage yard that will be paved and striped for 33 vehicles to be parked while in various stages of repair. The dumpster enclosure will also be located in this fenced yard area.

The SARB evaluated the design, materials, and colors of the building, fence, and dumpster enclosure, the design and materials of the landscaping plan, the design and materials of the exterior lighting plan, and the site plan/layout of the above features on the lot.

**ACTION:**

Architect Damsgaard made a motion, seconded by Vice Chairman Arnett, to send a favorable recommendation to the Plan Commission for approval of this plan and to include the following recommendations:

- 1) Recommend a minimum fence height of 7feet.
- 2) Recommend requiring landscaping to be implemented along the south fence and building façade, particularly suggesting the inclusion of evergreens along the fence and closely spaced deciduous along the building to provide effective screening while maintaining visibility.
- 3) Recommend that if any existing buffering on the common lot lot with the neighboring property to the west is removed or deteriorates, this applicant or subsequent property owner shall be obligated to establish enhanced screening, subject to prior approval as to materials and layout by the Planner.
- 4) Request that the applicant present detailed elevations to clarify appearance of the fence, it's top line design, post types/tops, ... and any other associated components such as gates for instance.
- 5) Applicant to consider the implementation of signage or other forms of architectural treatment on the southern façade of the business to break-up it's somewhat plain presentation.
- 6) The rooftop equipment, typically rather intensive for an auto repair facility with paint booths, must be appropriately screened from public view to minimize aesthetic impact. Choose the least tall HVAC system and present a screening plan to the Pllanner for review and approval prior to installing HVAC.
- 7) Landscape all parking lot islands in the yard area and plant a deciduous tree in the west island.
- 8) Fence must be opaque with no spaces between boards.
- 9) South portion of the fence must be moved back to the 25-foot street yard setbacks. The parking stalls affected should be replaced with green space.

This recommendation for approval also included the Planner's recommended conditions as listed in the Planner's Report.

The motion passed unanimously. Council member Burkart excused.

- C. Review, discussion and possible action/recommendation to the Plan Commission for Code updates to modify/expand upon the standards as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review.

Planner Censky reported on updates to modify/expand upon the standards as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review. She went on to clarify certain specific architectural design review criteria for new homes. A draft concept was included in the "Commissioners Packet" for the January 20, 2026, Site and Architectural Review Board(SARB) meeting.

The Board continued its review of proposed updates to the residential design guidelines contained within Title 13 of the Zoning Code. The proposed standards aim to clarify expectations related to architectural quality, neighborhood compatibility, and design consistency.

The Board discussed Commissioner Arnett's concerns about the potential burden on residents when additions or architectural changes exceed 25 percent of the existing floor area. The consensus among the SARB is that residents should be encouraged to consult with the Planning and Building Inspection Department early in the process to receive guidance and clarification of expectations. Significant additions or alterations must remain compatible with the architectural character of the surrounding neighborhood. The following thresholds will require review by both the SARB and the Planning Commission:

- Additions that increase the total floor area of a dwelling by 25 percent or more.
- Example: adding 500 square feet to a 2,000-square-foot home.
- Any alteration that substantially changes the architectural style of the existing structure such as roof shape, overall height, or principal façade orientation, for example.

**ACTION:**

Architect Damsgaard made a motion, seconded by Chairman Architect Voltz, to send a favorable recommendation to Plan Commission for the Code for the updates as presented and discussed, to modify/expand upon the residential design guidelines as set forth in Title 13 Zoning Code, Chapter 1 Zoning Code, Article F. Site Plan and Architectural Review. The motion passed unanimously. Council member Burkart excused.

6. COMMENTS AND ANNOUNCEMENTS BY SITE AND ARCHITECTURAL REVIEW BOARD MEMBERS

NONE

7. CHAIRMAN'S ANNOUNCEMENTS

Chairman Architect Voltz expressed his gratitude to Planner Censky for all of her hard work.

8. ADJOURNMENT

A motion was made by Vice Chairman Arnett, seconded by Architect Rushing, to adjourn the meeting at 10:42 a.m. The motion passed unanimously. Council member Burkart excused.

[MIN\_SIGNATURES]

DRAFT