



**CITY OF CEDARBURG
A MEETING OF THE PARKS, RECREATION & FORESTRY BOARD
WEDNESDAY, FEBRUARY 11, 2026 – 5:30 PM**

A meeting of the Parks, Recreation, and Forestry Board, City of Cedarburg, Wisconsin, will be held on Wednesday, February 11, 2026 at 5:30 PM. This meeting will be held at City Hall, W63 N645 Washington Avenue, Cedarburg, WI lower level, room 2.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Council Member Mark Mueller, Glenn Herold, Terry Wagner, Becky Hughes, Brian Clement, Courtney Dandy, James Schara
3. STATEMENT OF PUBLIC NOTICE
4. COMMENTS AND SUGGESTIONS FROM CITIZENS
5. APPROVAL OF MINUTES
 - A. Approval of December 3, 2025 minutes
6. NEW BUSINESS
 - A. Discussion and possible action on Tree Preservation Ordinance.
7. REPORTS
 - A. Director of Parks and Recreation - Update on Projects
Set date for next meeting - April 1, 2026
 - B. Recreation Superintendent - Update on Recreation Programs
 - C. City Forester - Update on Projects
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.

MEMBERS – PLEASE NOTIFY CITY CLERK’S OFFICE IF UNABLE TO ATTEND THIS MEETING.

Discussion and Possible Action on Current Noxious Weed Ordinance and Possible Revision to Section 8-1-5

City Forester Westphal explained the issues throughout the year that he has experienced with this ordinance. He stated that he can revise the ordinance and the noxious weed list and bring it back to the Board. He also explained that it is difficult to enforce people in violation and companies do not want to come out to do work on the property of hostile citizens. There was discussion on possible solutions and about which weeds should be included on the noxious weed list. Director Friess stated that City Forester Westphal will go over the noxious weed list, revise the ordinance, and bring it back to the next meeting.

No motion was needed.

REPORTS

Director Friess reported on the heater in Centennial Park bathrooms, laser grading of Behling field, new recreation registration software, new pool heater, South Washington downtown lights, and set the next Park, Recreation & Forestry board meeting for February 11, 2026.

Superintendent Anderson reported on RecDesk, adult enrichment classes, Family Scavenger Hunt, youth basketball, hiring for referees and score keepers for basketball, solar recreation programs, toddler playtime, mighty mites soccer, t-ball registration, cookie classes, babysitting classes, poms, indoor walking, adult cooking classes, no school days, pool renewals, women's volleyball league, and flag football.

City Forester Westphal reported on watering trees, crown raising and service request pruning, fall tree planting, the work being done for the prairie restoration, and tree removals.

ADJOURNMENT

Motion made by James Schara, seconded by Council Member Mark Mueller, to adjourn the meeting at 6:26 p.m. Motion carried without a negative vote with Becky Hughes excused.

Chandler Steffen
Recreation Coordinator

SEC. 6-4-14 TREE PRESERVATION (Ord. 2001-52)

(a) **Purpose and Intent.**

- (1) The City of Cedarburg recognizes that trees and woodlands help to reduce storm water runoff and erosion, replenish ground water supplies, preserve wildlife habitats, enhance and preserve air quality, the climate, the environment, protect property values and provide educational and recreational opportunities.
- (2) ~~Cedarburg~~ The City also recognizes that preservation and/or replacement of trees during the land development/building construction process is a public benefit and in the interest of preserving the health and welfare of the people.
- (3) This ordinance applies to all ~~land disturbance activity~~ development on undeveloped property, ~~which has been recently annexed to the City of Cedarburg after 2010. or is in the process of being annexed for development.~~ It shall be applied to such lands in their pre-development or partially developed condition ~~through~~ and throughout the process of reviewing and approving ~~land divisions, plats and site plan approvals and subdivision development. Said development activity~~ The owners of such lands shall comply with ~~the~~ this Tree Preservation ordinance and and all related implementing regulations.
- (4) This ordinance shall not apply to lands after their ~~initial~~ full development has occurred.

(b) **Definitions**

- (1) ~~Superintendent of Parks and Forestry is designated as the "City Forester" per the meaning in Sec. 6-4-3.~~
- (1) "City" is the City of Cedarburg, Wisconsin.
- (2) **Diameter at Breast Height (DBH):** A standard measure of tree size. A tree trunk diameter measured at a height of four and one-half (4 ½) feet above the ground. If a tree splits into multiple trunks below the 4-½ foot mark, then the trunk is measured at its most narrow point beneath the split.
- (3) **Land Disturbance Activity:** Any manmade change of the land surface including removal of a tree(s) or vegetative cover, excavation, filling, mining, dredging, drilling, paving, disposition of materials and grading,; but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops.
- (4) **Development:** Any manmade change to undeveloped or partially developed property including construction of or additions or substantial improvements to buildings, other structures, or accessory uses, and any land disturbance activity as described above.
- (45) **Development Site:** Any developable land area ~~in the process of annexation annexed to the City of Cedarburg after 2010. ; any undeveloped property already annexed, any area subject to land division, condominium or subdivision development.~~
- (56) **Natural Areas:** Any area ~~found~~ on a parcel of land that includes but may not necessarily be limited to one of the following: wooded areas (trees, shrubs, etc), undisturbed areas, prairies, wetlands and natural ecosystems.
- (7) **Underdeveloped Property:** Lands containing structures, which lands are

sufficiently sized to accommodate additional structures or permit future division of additional developable lots. (Note: Structures shall be as defined in section 13-1-240(d) of the Zoning Code.)

- (68) **Undeveloped Property:** Lands, which are devoid of structures above and below the ground. (Note: Structures shall be as defined in Section ~~12-1-240(141)~~ 13-1-240(d) of the Zoning Code.)
- (79) **Specimen Tree (s):** Any tree or grouping of trees which has been determined to be of high value by the ~~Superintendent of Parks and Forestry~~ City Forester because of its size (24" or greater DBH), age, historic significance or other professional criteria.
- (810) **Tree:** Any self supporting woody plant having a well-defined stem, a well-defined crown and has attained a height of at least eight feet with a trunk of not less than three (3) inches diameter at breast height (DBH). ~~Or, or~~ a cluster of main stems having an aggregate diameter of not less than three (3) inches DBH. (Note: Containerized trees and nursery stock in licensed commercial nurseries are exempt from the provisions of this ordinance.)
- (911) **Tree Preservation Guidelines and Administrative Standards:** The implementing regulations established by the Park and Forestry Board and published by the Park and Recreation Department to be used by the ~~Superintendent of Parks and Forestry~~ City Forester, developers and residents of Cedarburg in identifying, preserving and protecting specimen and other trees.

(c) **Applicability**

- (1) The terms of this ordinance shall apply to all ~~proposed undeveloped and partially developed property annexed to the City of Cedarburg after 2010. land disturbance activity occurring on undeveloped/unplatted annexed property and property in the process of being annexed, or platted property associated with a land division, other condominium and subdivision development including but not limited to residential, commercial, industrial, and institutional uses except as otherwise noted herein.~~
- (2) With the submission of a preliminary plat, condominium plat, or certified survey map, the developer ~~/~~ or property owner must identify and delineate all natural areas and indicate the approximate average tree DBH and the range of tree DBH sizes found in each natural area.
- (3) Provisions of this ordinance shall not apply to the following:
 - a. Lots fully developed and platted prior to the adoption of this ordinance
 - b. Lots for which a building permit has been issued for principal structures or principal use
 - c. Projects initiated by the City, as determined by the Common Council on a case-by-case basis, where the public good and/or health and welfare are a concern (including but not limited to installation of sanitary sewer, public roads, drainage improvements)
 - d. Lands annexed to the City of Cedarburg in 2010 or earlier.

(d) **Permit Procedure**

- (1) The developer/ or property owner shall submit a landscape plan in conjunction with the proposed development or land disturbance as specified in the Tree Preservation Guidelines. The landscape plan shall be submitted to the ~~Superintendent of Parks and Forestry~~ City Forester, Park and Recreation Department and Plan Commission or Park and Forestry Board, as applicable, for review. The ~~Superintendent of Parks and Forestry~~ City Forester may be requested to inspect the designated site for specimen and/or other trees for the purpose of preservation.
- (2) Based upon the ~~Superintendent of Parks and Forestry~~ City Forester inspection and review of the proposed development or land disturbance, preliminary plat or certified survey map (and landscape plan submitted for subdivision development, as required in the Tree Preservation Guidelines), the ~~Superintendent of Parks and Forestry~~ City Forester and/or Plan Commission, as applicable, may suggest a modification and/or alternate location for site development, if in their opinion it may preserve trees in accordance with this ordinance and the Tree Preservation Guidelines. This recommendation shall be in writing.
- (3) The ~~Superintendent of Parks and Forestry~~ City Forester shall review all ~~preliminary plats and certified survey maps~~ development and land disturbance proposals and, when necessary, recommend modifications prior to Plan Commission approval.

(e) **Removal of Specimen Trees**

- (1) No specimen trees shall be removed from a development or land disturbance site ~~as of November 12, 2001~~ except as provided in (e) of this ordinance. Documentation requesting removal shall be submitted to the ~~Superintendent of Parks and Forestry~~ City Forester, as applicable, as part of a landscape plan, in accordance with the Tree Preservation Guidelines prior to ~~final plat or land division or site plan approval~~ plan approval or permit issuance.
- (2) It shall be unlawful to remove, injure, destroy, or undertake any procedure that may cause the death or substantial destruction of any specimen tree located on the development site without the express written permission of the ~~Superintendent of Parks and Forestry~~ City Forester or his representative.
- (3) If a specimen tree is proposed to be removed, the ~~Superintendent of Parks and Forestry~~ City Forester shall review the site for any alternative location for driveway, building and/or other construction in order to preserve the specimen trees.
 - a. If it is found that construction cannot occur on a development site without removal of specimen tree(s), the Park and Forestry Board may require reconfiguration of the proposed locations of buildings, roads, parking areas, or lot lines in an effort to preserve trees.
 - b. In the case outlined above, the Park and Forestry Board can direct the ~~Superintendent of Parks and Forestry~~ City Forester to authorize the removal of specimen trees pursuant to Sec. 4 d. below.
- (4) Authorization for removal of any specimen tree located on the development site may be granted for the following reasons:
 - a. The tree is dead or dying; or

- b. The tree is diseased; or
 - c. The tree is damaged or injured to the extent that it is likely to die or become diseased; or
 - d. Where removal will avoid or alleviate unreasonable difficulty or hardship.
- (5) The owner/developer shall pay specimen tree replacement fees in each of the following instances, as directed by the City:
- a. In the event the removal of the tree is authorized to avoid or alleviate unreasonable difficulty or hardship.
 - b. In the event the tree is damaged or injured by other than natural causes to the extent that is likely to die or become diseased, or it constitutes a hazard to persons or property.
 - c. In the event the tree is unlawfully removed in violation with this ordinance.
- (6) Tree replacement fees, pursuant to Subsections (e) (5) a. or (e) (5) b. will be in accordance with the Tree Preservation Guidelines. Where tree replacement fees are due as a result of unlawful removal of a tree, in violation of the ordinance, the ~~Superintendent of Parks and Forestry~~ City Forester will require fees based upon the replacement value as determined by a certified arborist in accordance with the latest revision of a Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens, as published by the International Society of Arboriculture.
- (f) **Enforcement.** It shall be the duty of the ~~Superintendent of Parks and Forestry~~ City Forester, Parks and Recreation Department, or its authorized representative to enforce this ordinance. The ~~Superintendent of Parks and Forestry~~ City Forester, Parks and Recreation Department or authorized representative shall have the authority to revoke, suspend or void any land disturbance permit and shall have the authority to suspend all work on a site or portion thereof for violation of this ordinance.
- (g) **Violations and Penalty.** Any person, firm or corporation violating any of the provisions of the ordinance may be subject to a forfeiture of not less than \$500.00 per violation together with the costs of such action. Each day during which any violation of the provisions of this ordinance shall occur or continue shall be a separate offense. If, as a result of the violation of any provision of this ordinance, the injury, mutilation or death of a specimen tree is caused, the cost to repair or replacement shall be borne by the party in violation. The replacement value of trees and shrubs shall be determined by a certified arborist in accordance with the latest revision of a Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens, as published by the International Society of Arboriculture. The developer/owner shall pay all fees associated with the certified arborist's appraisal.
- (h) **Appeal.** Any person aggrieved or affected by any decision of the ~~Superintendent of Parks and Forestry~~ City Forester, Park and Forestry Board, Plan Commission or City Staff relating to the application of this ordinance may appeal to the City of Cedarburg Board of Appeals.

SEC. 6-4-15 ADOPTION OF STATE STATUTES.

Sections 27.09 and 86.03, Wis. Stats., are hereby adopted and incorporated herein by reference.
State Law Reference: Sections 27.09 and 86.03, Wis. Stats.