



**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**

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

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

Terry 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.
- Density perception: Some members remain concerned that fourplexes increase perceived urban density; the developer to provide comparative exhibits showing impacts on green space and vehicle trips.
- 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 7 feet along the southern façade.??
- 2) Recommend requiring landscaping to be implemented along the south fence and building façade, particularly suggesting the inclusion of evergreens along the fence and deciduous along the building to provide effective screening.
- 3) Recommend that if any existing buffering on the common 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) Recommend incorporating closely spaced deciduous trees on the building side of the southern elevation. This will maintain visibility of the building while providing necessary screening without obstructing the view of its façade.
- 6) 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.
- 7) 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.
- 8) Landscape all parking lot islands in the yard area and plant a deciduous tree in the west island.
- 9) Fence must be opaque with no spaces between boards.

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.

Theresa Hanaman  
Administrative Assistant