



CITY OF CEDARBURG

Plan Commission

June 1, 2026

Minutes

1. Call to Order

The meeting was called to order at 7:00 P.M. by Mayor Patricia Thome.

2. Roll Call

Present: Mayor Patricia Thome, Vice Chairperson Jack Arnett, Commissioner Jon Scholz, Commissioner James Hayes

Excused: Council Member Jim Fitzpatrick, Commissioner Sherry Bublitz, and Commissioner Sig Strautmanis

Also Present: City Administrator Mikko Hilvo, City Planner Mary Censky, Administrative Assistant Ian Surface

3. Statement of Public Notice

Administrative Assistant Ian Surface confirmed that the Plan Commission's Agenda was posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. Approval of Minutes

A motion was made by Commissioner Jon Scholz, seconded by Vice Chairperson Jack Arnett to approve the minutes of the May 4, 2026 Plan Commission meeting. Motion carried unanimously. Council Member Jim Fitzpatrick, Commissioner Sherry Bublitz, and Commissioner Sig Strautmanis excused.

5. Comments and Suggestions from Citizens

None

6. Public Hearing and Action Thereon

Mayor Thome declared the public hearing open at 7:07pm.

- A. Review, discussion, and possible action on the request of property owner/applicant Andrew and Debra Helgeson for Conditional Use Permit approval to utilize their studio/efficiency apartment located at W56 N6395 Center Street, for short-term rentals with stays as short as 1-night/visit. This .13-acre property is zoned B-3 Central Business District.*

City Planner Mary Censky presented her staff report. The property is located within the B-3 Central Business District, where short-term rentals are listed as a conditional use. She raised no objections to approval subject to standard occupancy and fire safety inspections, room tax compliance, and proper recording of the permit.

No members of the public wished to speak.

A motion was made by Vice Chairperson Jack Arnett, seconded by Commissioner Jon Scholz to close the Public Hearing at 7:14p.m. Motion passed unanimously on a roll call vote, with Council Member Jim Fitzpatrick, Commissioner Sherry Bublitz, and Commissioner Sig Strautmanis excused.

Andy Helgeson stated that the building has remained largely unchanged since the 1950s. The proposed project consists of minor cosmetic interior improvements, including new paint and flooring, with no structural modifications. He explained that the property was previously used for long-term tenants and that the applicants are now seeking to utilize the unit as a short-term rental. Mr. Helgeson also noted that more extensive renovation plans for the rest of the building had been considered in the past but were not financially feasible.

A motion was made by Vice Chairperson Jack Arnett to approve the Conditional Use Permit, seconded by Commissioner Jon Scholz subject to the Planners' recommendations as follows:

- 1) Any interior renovations of the space shall be subject to prior review and issuance of a permit if/as may be required through the Building Inspections Department.
- 2) Applicant to receive an Occupancy Permit and Room Tax Permit from the City prior to the start of rentals at this location.
- 3) Applicant commits to payment of their quarterly room tax payments to the City Treasurer as required pursuant to City of Cedarburg Ordinance #94-39 Room Tax.
- 4) Full execution and recording of the CUP document prior to the start of short-term rental use.

Motion carried unanimously. Council Member Jim Fitzpatrick, Commissioner Sherry Bublitz, and Commissioner Sig Strautmanis excused.

7. Regular Business and Action Thereon

A. Discussion and possible action on annual certification of the Ethics Code.

Mayor Patricia Thome asked whether all Plan Commissioners had received and reviewed their copies of the City's Code of Ethics. All attendees responded affirmatively, and there were no questions.

8. Comments and Announcements by Plan Commissioners

None

9. Mayor's Announcements

None

10. Adjournment

A motion was made by Vice Chairperson Jack Arnett, seconded by Commissioner Jon Scholz to adjourn at 7:15p.m. Motion carried unanimously. Council Member Jim Fitzpatrick, Commissioner Sherry Bublitz, and Commissioner Sig Strautmanis excused.