



CITY OF CEDARBURG
Site and Architectural Review Board
June 23, 2026
Minutes

1. CALL TO ORDER

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

2. ROLL CALL

Present: Chairperson Adam Voltz, Council Member Melissa Bitter, Plan Commissioner Jack Arnett, Architect Paul Rushing

Absent: Architect Peter Damsgaard

Also Present: 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. February 17, 2026

A motion was made by Architect Paul Rushing, seconded by Chairperson Voltz to approve the meeting minutes from February 17, 2026. Architect Peter Damsgaard excused.

5. REGULAR BUSINESS; AND ACTION THEREON

A. *Applicant/property owner William Bayer, in c/o Lucille Sells of North Drawn Design, requests approval of significant architectural modifications to the existing home and detached accessory garage located at N57 W6784 Center*

Street. This .17-acre property is zoned Rs-5 Single-Family Residential.

City Planner Mary Censky explained that the proposal involves significant architectural modifications to the existing residence and detached accessory garage, including modifications to the roof forms and exterior appearance that require review under the Residential Design Guidelines of the City Code. The applicant presented plans intended to complement the existing architectural character of the home and surrounding Center Street neighborhood.

Board members generally expressed support for the proposal and complimented the applicant on the overall design and compatibility with the surrounding neighborhood. Discussion focused on maintaining architectural authenticity and consistency with the historic character of Center Street. Comments included the placement of trim details, the horizontal transition between siding materials, the design of the proposed porch skirting, and the use of shutters on the double dormer window. Board members suggested that the porch skirting should not be concrete, instead it should be designed in a manner consistent with certain other examples found throughout the neighborhood.

They also recommended reconsideration of the shutters design, noting that they did not appear proportionate to the window configuration. Board members discussed alternative approaches, including eliminating the shutters or modifying the window and trim arrangement so the shutters match the window dimensions if they were to be closed.

A motion was made by Architect Paul Rushing, seconded by Chairman Voltz for a favorable recommendation to the Plan Commission, to approve the application subject to the following conditions:

- 1) Modification of the porch skirting design to be consistent with other nonconcrete examples (such as slat wood or similar) found within the Center Street neighborhood;
- 2) Elimination of the shutters on the double dormer window or placing a single window with shutters that would actually cover the entire window unit if they were to be closed.
- 3) Applicant to secure a building permit prior to the start of work on this project.

The motion carried unanimously. Architect Peter Damsgaard excused.

B. Applicant/property owners Robert and Brigitte Henry, in c/o Kate Schley of Coach House Homes, request approval of significant architectural modifications to the existing home and detached accessory garage located at W66 N541 Madison Avenue. This .32-acre property is zoned Rs-5 Single-Family Residential.

Planner Censky explained that the proposed addition adds more than 25% of the existing square footage to the existing home. She noted that the proposal includes an addition to the rear of the existing residence including living area and an attached

garage. The existing detached garage will be razed/removed. The applicant has attempted to maintain the overall architectural character of the home with respect to materials and colors.

Board members discussed the proposed exterior materials, including the use of composite panels and batten board detailing. Discussion centered on maintaining better architectural compatibility with the existing structure and neighborhood character vs introducing the new batten style vertical elements. Additional comments were provided favoring removal of the decorative garage door hardware and potential alternative wall material/style design treatments such as a skirt board topped with shake instead of the board/batten.

A motion was made by Commissioner Arnett, seconded by Chairman Voltz for a favorable recommendation to the Plan Commission, to approve the application subject to the following planner's conditions:

- 1) Applicant to secure a building permit prior to the start of work on this project.
- 2) Applicant further examine/modify the proposed composite panel and batten board treatment, considering alternative design approaches that are more consistent with the existing home.
- 3) Applicant to modify or remove the proposed decorative garage door hardware.

The motion carried unanimously. Architect Peter Damsgaard excused.

C. Applicant/property owner IY2Q LLC, in c/o Aaron Nagel of Keller, Inc., requests approval of modifications to the existing site and building architecture located at W61 N14250 Taunton Avenue. This 3.48-acre site is zoned M-2 General Manufacturing District.

Board members reviewed the proposed modifications. They discussed the overall appearance of the project and its compatibility with the existing building and surrounding industrial area. The Board generally expressed support for the proposed modifications and found the project to be consistent with the character and intent of the existing development. Comments focused on the architectural presentation and overall site appearance.

A motion was made by Architect Paul Rushing, seconded by Commissioner Arnett for a favorable recommendation to the Plan Commission, to approve the application subject to the following planner's conditions:

- 1) Applicant to provide a site landscaping plan and for review and approval by staff prior to issuance of a building permit.
- 2) 2) Applicant to provide an exterior lighting plan for review and approval by staff

prior to issuance of a building permit. All light fixtures shall be of cutoff design. Any pole mounted fixtures may not be mounted at a height greater than the building height.

- 3) Applicant to provide a dumpster location and screening plan for review and approval by staff prior to issuance of a building permit.
- 4) Applicant to secure a building permit prior to the start of work on this project.
- 5) City Engineer review and approval of all grading, drainage, erosion control, stormwater management, and utility plans prior to issuance of a building permit.

The motion carried unanimously. Architect Peter Damsgaard excused.

D. Applicant/prospective new property owner Egan Gardner Development, in c/o Zimmerman Architectural Studios, Inc., requests site and architectural plan approval to develop/construct a 71,100 sq. ft. spec warehouse/light industrial building on the vacant 5.9-acre lot located at N118 W6676 Forward Way (directly south of existing Wilo). This M-3 Business Park zoned property is currently owned by the City of Cedarburg.

Board members reviewed the proposed development and generally expressed support for the project, noting that the use and building would be a positive addition to the City's Business Park. Discussion focused on the architectural appearance of the building, particularly the limited amount of glazing provided along the south elevation. Board members commented that additional windows could improve the visual appearance of the structure and create greater consistency with other recently approved industrial and business park buildings. Additional discussion included landscaping, exterior lighting, parking, and maintaining architectural standards throughout the development. The applicant responded to questions regarding window placement, building materials, lighting fixtures, and site design.

A motion was made by Chairman Voltz, seconded by Commissioner Arnett for a favorable recommendation to the Plan Commission, to approve the application subject to the following planner's conditions:

- 1) Applicant to redesign for additional glazing be incorporated into the south elevation to improve architectural articulation and maintain consistency with other buildings within the Business Park.
- 2) The rear loading dock and extensive paved circulation area to the north shall not be used as a parking lot (with the exception of vehicles temporarily backed-up to dock doors).
- 3) Outside storage of materials, equipment, and supplies at this site is neither proposed nor permitted at this time.

4) Rooftop HVAC shall not extend higher than the height of the shortest parapet wall on the building. All HVAC shall be screened from the surrounding view.

5) Any signs to be placed at this site/building shall be subject to the requirements of the City Sign Code and the Declaration of Restrictions and Covenants for the Highway 60 Business Park. A Sign Permit is required prior to the placement of any signs at this site.

6) Exterior gutters and downspouts shall be permitted only along the side and rear of buildings.

7) The flip-up flood light fixtures on the north building wall should be replaced with a shielded fixture that can contain the cast of light to only the critical path of the docks while ensuring the luminaire itself is not visible to the surrounding view.

8) The two west-most driveways should be combined and enter in the middle of the south parking lot. This will allow the existing sidewalk with ramp on the northside of the street to remain in alignment with the ramp on the south side of the street while also addressing the City Engineers general concern about the number of driveways overall.

9) Prior to any occupancies in this building, the applicant agrees that the City Planner shall review and consider the scale and nature of each proposed use/tenancy and it's operating characteristics to determine if the use indeed complies with the permissions of the M-3 Zoning District and the Declaration of Restrictions and Covenants for the Highway 60 Business Park. The City Planner shall also consider whether the site has sufficient parking to support the proposed use. If the City Planner determines that a proposed future use/tenancy does not appear to be a suitable fit for this building given the types of uses permitted in the M-3 Zoning District, the types of uses permitted under the Declaration of Restrictions and Covenants for the Highway 60 Business Park, and/or the parking limitations of the site, the applicant may request a final determination of suitability from the Plan Commission.

10) City Engineer review and approval of all final grading, drainage, utility, erosion control, and stormwater management plans prior to issuance of a building permit.

11) Applicant to satisfy the requirements of City Engineer, Fire Department, Utility and other departments as to, for instance, but not necessarily limited to (see review/comments below):

The motion carried unanimously. Architect Peter Damsgaard excused.

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

Board members acknowledged receipt and review of the document and expressed understanding of its contents.

6. COMMENTS AND ANNOUNCEMENTS BY SITE AND ARCHITECTURAL

REVIEW BOARD MEMBERS

None

7. CHAIRMAN'S ANNOUNCEMENTS

None

8. ADJOURNMENT

A motion was made by Commissioner Arnett, seconded by Council Member Melissa Bitters, to adjourn the meeting at 10:07 a.m. Motion carried unanimously. Architect Peter Damsgaard excused.