



**CITY OF CEDARBURG
A MEETING OF THE BOARD OF APPEALS
TUESDAY, AUGUST 4, 2026 – 6:00 PM**

A meeting of the Board of Appeals, City of Cedarburg, Wisconsin, will be held on Tuesday, August 4, 2026 at 6:00 PM. This meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the second floor, Council Chambers.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Aaron Olejniczak, Thomas Mesalk, Timothy Schelwat, Megan Torres, Doug Yip, Mark Schwantes (alt)
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. June 11, 2026 Board of Appeals Minutes
5. PUBLIC HEARING, DELIBERATION, AND POSSIBLE ACTION ON THE REQUEST FOR VARIANCE - W65 N640 SAINT JOHN AVENUE; PARCEL 13-086-02-10-000
 - A. The Board of Appeals will consider the petition of GG 010 for a variance to waive the requirements of Setback and Yards found in Section 13-1-56 of the City Code, for the property located at W65 N640 Saint John Avenue, Parcel 13-086-02-10-000.
6. 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.



**CITY OF CEDARBURG
Board of Appeals
June 11, 2026
Minutes**

1. CALL TO ORDER

Chairperson Aaron Olejniczak called the meeting to order at 6:00 p.m.

2. ROLL CALL

Present: Aaron Olejniczak, Timothy Schelwat, Doug Yip, Mark Schwantes (alt)

Excused: Megan Torres, Thomas Mesalk

Also Present: City Clerk Jessica Campolo, Building Inspector Jeff Thoma

City Clerk Campolo noted that Mark Schwantes would be a voting member of the Board for this meeting, as two members were excused.

3. STATEMENT OF PUBLIC NOTICE

City Clerk Campolo verified that notice of this meeting was provided to the public by posting in accordance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

A. November 18, 2025 Board of Appeals Minutes

A motion was made by Doug Yip, seconded by Timothy Schelwat, to approve the November 18, 2025 Board of Appeals minutes. The motion carried unanimously.

5. PUBLIC HEARING, DELIBERATION, AND POSSIBLE ACTION ON THE REQUEST FOR VARIANCE - N62 W5948-50 COLUMBIA ROAD; PARCEL 13-050-16-07-001

A. The Board of Appeals will consider the petition of Simon and Rachel Fast for a

variance to waive the requirement of Yards found in Section 13-1-101 of the City Code, for the property located at N62 W5948-50 Columbia Road, Parcel 13-050-16-07-001.

Chairperson Olejniczak opened the Public Hearing.

Simon Fast, N62 W5948 Columbia Road

Mr. Fast stated that he is the homeowner requesting the variance. He described the proposed garage project and explained the unique challenges associated with locating the garage elsewhere on the property.

Sue Lundsten, N62 W5916 Columbia Road

Ms. Lundsten stated that she is the adjacent neighbor to the Fast property and does not support granting the variance. She expressed concerns regarding potential impacts to her rock retaining wall. Board members asked clarifying questions regarding her concerns.

Tom, North Shore Garage Builders

Tom introduced himself as the builder for the project. He addressed Ms. Lundsten's concerns and explained the unique characteristics of the lot.

Cori Kaminsky, N62 W5972 Columbia Road

Ms. Kaminsky stated that she is a neighbor of the Fast family. She read a letter on behalf of herself and her husband, Rob Kaminsky, in support of the variance request. The letter stated that the proposed location would preserve their backyard area and maintain views from the Interurban Bike Trail. They also expressed their belief that the garage would be compatible with the character of the neighborhood.

Akeem Keval, W60 N619 Jefferson Avenue

Mr. Keval expressed support for granting the variance, stating that the proposed garage would add net value to the neighborhood.

A motion was made by Mark Schwantes, seconded by Doug Yip, to close the Public Hearing. The motion carried unanimously.

Chairperson Olejniczak called attention to the following findings set forth in the City Code:

Sec. 13-1-206 Findings.

No variance to the provisions of this chapter shall be granted by the board unless it finds beyond a reasonable doubt that all the following facts and conditions exist and so indicate such in the minutes of its proceedings:

- (a) *Preservation of intent.* No variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the

development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted district.

(b) *Exceptional circumstances.* There must be exceptional, extraordinary, or unusual circumstances or conditions applying to the property that do not apply generally to other properties in the same district, and the granting of the variance should not be of such general or recurrent nature as to suggest that the zoning chapter should be changed.

(c) *Economic hardship and self-imposed hardship not grounds for variance.* No variance shall be granted solely on the basis of economic gain or loss. Self-imposed hardships shall not be considered as grounds for the granting of a variance.

(d) *Preservation of property rights.* The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.

(e) *Absence of detriment.* No variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest.

(f) *Additional requirements in floodland districts.* No variance shall be granted where:

(1) Filling and development contrary to the purpose and intent of the FWO Cedar Creek Floodway Overlay District or FCO Floodplain Conservancy District would result.

(2) A change in the boundaries of the FWO Cedar Creek Floodway Overlay District, FCO Floodplain Conservancy District, or the FFO Floodplain Fringe Overlay District would result.

(3) A lower degree of flood protection than a point two feet above the 100 year recurrence interval flood for the particular would result.

(4) Any action contrary to the provisions of Chapter NR 116 of the Wisconsin Administrative Code would result.

Discussion was held among the members of the Board.

A motion was made by Doug Yip, seconded by Timothy Schelwat, to accept the variance request for N62 W5948-50 Columbia Road. The motion carried unanimously.

6. **CERTIFICATION OF ETHICS CODE**

- A. Discussion and possible action on annual certification of Ethics Code. Members of boards, commissions, and committees shall review the Ethics Code annually and certify that the review has occurred.

Each Board member in attendance certified that they have received the Ethics Code and will abide by it.

7. **ADJOURNMENT**

A motion was made by Doug Yip, seconded by Mark Schwantes, to adjourn the meeting at 6:48 p.m. The motion carried unanimously.

DRAFT



June 25, 2026

GG 010 W65N640 St. John Ave, Cedarburg LLC
15285 Watertown Plank Road
Elm Grove, WI 53122

Parcel Number: 130860210000

Site Address: W65 N640 Saint John Avenue

Subject: Proposed Addition Encroaching Into Required Side Yard Offset

To Whom It May Concern:

Upon review of your request to construct a small addition to enclose the egress stair at the above-referenced property, we must inform you that the proposed project does not comply with the City of Cedarburg Zoning Code. Specifically, the addition encroaches into the required minimum side yard offset as outlined in the following section:

Sec. 13-1-56 – B-4 Office and Service District (g) Setback and Yards

- (1) A minimum building setback of **25 feet** is required from all street rights-of-way.
- (2) A **side yard of not less than 10 feet** is required on each side of all principal buildings.
- (3) A **rear yard of not less than 25 feet** is required.

Because the proposed addition would extend into the required 10-foot side yard, it cannot be approved as submitted.

To proceed, you may either revise the plans to meet the required setbacks or, if you believe unique site conditions warrant relief, you may apply for a **variance** through the City of Cedarburg Board of Appeals. To initiate a variance request, please contact the **City Clerk**.

If you have any questions or need clarification, please feel free to contact me at jthoma@cityofcedarburg.wi.gov or (262) 375-7609.

Sincerely,

Jeffrey Thoma

Jeffrey Thoma
Building Inspector

**CITY OF CEDARBURG – BOARD OF APPEALS
OFFICIAL NOTICE OF PUBLIC HEARING
REQUEST FOR A VARIANCE
W65 N640 Saint John Avenue
13-086-02-10-000**

PUBLIC NOTICE is hereby given that the City of Cedarburg Board of Appeals will meet for the purpose of hearing the request from GG 010 for a variance to waive the requirements found in City Zoning Code Section 13-1-56 B-4 Office and Service District (g) Setbacks and Yards:

13-1-56 Setbacks and Yards

(g) Setback and yards.

- (1) There shall be a minimum building setback of 25 feet from the right-of-way of all streets.*
- (2) There shall be a side yard on each side of all principal buildings not less than ten feet in width.*
- (3) There shall be a rear yard of not less than 25 feet.*

Additional information regarding this request is available for review in the City Clerk's Office weekdays during regular business hours.

Said PUBLIC HEARING will be held **August 4, 2026 at approximately 6:00 p.m.** at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

All interested persons wishing to be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the City Clerk's Office prior to the hearing.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the City Clerk's Office at (262) 375-7606.

Dated this 6th day of July, 2026.

Jessica Campolo
City Clerk

Publish: July 16, 2026
July 23, 2026



LAND DEVELOPMENT APPLICATION

PROPERTY LOCATION/ADDRESS: W65 N640 St John's Ave

APPLICANT/BUSINESS NAME: David Raschka, Thrive Architects, LLC

APPLICANT/BUSINESS ADDRESS: 259 South St, Suite A, Waukesha, WI 53186

STATUS OF APPLICANT: ☐ OWNER ☒ AGENT ☐ BUYER ☐ OTHER _____

PHONE: 833-380-6180 EMAIL: dmr@thrive-architects.com

PROPERTY OWNER (IF DIFFERENT): Max Meinerz, GG 004 LLC

PROPERTY OWNER MAILING ADDRESS: 15285 Watertown Plank Rd

PROPERTY OWNER PHONE: 414-218-8312 PROPERTY OWNER EMAIL: max@ascendenthealth.com

REQUEST FOR (CHECK ALL THAT APPLY):

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

DESCRIBE REQUEST: The property has an existing open egress stair. The owner would like to replace with an enclosed stair for the safety and security of his staff.
The enclosed stair would encroach within the required setback and we are seeking a variance to allow that encroachment

PLEASE INCLUDE WITH YOUR APPLICATION:

One (1) copy of the full electronic set of application, narrative, sketches, plans, and photos of the proposal or request (in PDF format).

Three (3) Full-scale sets of supporting drawings, sketches, or survey maps-FOR STAFF USE

*Ten (10) Reduced scale sets of plans (11" x 17" SIZE) For **PLAN COMMISSION REVIEW***

*Eight (8) Reduced scale sets of plans (11" x 17" SIZE) For **SITE AND ARCHITECTURAL REVIEW BOARD***

SUBMIT ELECTRONIC COPIES TO MCENSKY@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:  DATE: 04 / 24 / 2026

FOR CITY STAFF USE ONLY

TOTAL FEE: \$ _____ (SEE FEE SCHEDULE ON REVERSE PAGE) DATE FEE PAID: _____

APPLICATION AND FEE RECEIVED BY: _____ PLAN COMMISSION MEETING DATE: _____

ATTACHMENTS (CHECK IF RECEIVED): _____

PROPERTY TAX KEY NO/PLAN COMMISSION FILE NO: _____

ZONING: _____ ALDERMANIC DISTRICT: _____ PREVIOUS MEETING: _____



City of Cedarburg Land Use, Zoning, and Development Application Fee Schedule

Type of Request	City Code/ Policy Reference	Fees
Concept/Consultation Plat Review	SEC. 14-1-100(d)(1)	\$100
Preliminary Plat Review Fee	SEC. 14-1-100(d)(2)	\$300 plus \$12/dwelling unit
Preliminary Plat Reapplication Fee	SEC. 14-1-100(d)(3)	\$150
Final Plat Review Fee	SEC. 14-1-100(e)(1)	\$150 plus \$6/dwelling unit
Final Plat Reapplication Fee	SEC. 14-1-100(e)(2)	\$150
Certified Survey Map	SEC. 14-1-100(d)(4)	\$300 plus \$5/per lot
Zoning Code Amendment	SEC. 13-1-230(b)(7)	\$500
Zoning Map Amendment	SEC. 13-1-230(b)(6)	\$500
Conditional Use Fee	SEC. 13-1-230(b)(4)	\$400
Board of Appeals or Variance	SEC. 13-1-230(b)(5)	\$150
Concept/Consultation Plan Review	SEC. 13-1-230(b)(13)	\$100
Minor Site Plan Modifications	SEC. 13-1-230(b)(9)	\$100
Building, Site, Architectural, and/or Operating Plan Approval	SEC. 13-1-230(b)(10)	\$350
Building, Site, Architectural, and/or Operating Plan Amendment	SEC. 13-1-230(b)(10)	\$150
Individual Architectural Review	SEC. 13-1-230(b)(11)	\$110
Land Use Map Amendment	SEC. 13-1-230(b)(15)	\$500
Temporary Use/Occupancy Permit	SEC. 13-1-230(b)(2)	\$27.50
Residential Infill Lot Architectural Review	SEC. 13-1-230(b)(12)	\$150
Accessory or Minor Structure Review	SEC. 13-1-230(b)(14)	\$100
Street Opening Permit	SEC. 6-2-3(g)(1)	
Opening street	a.	\$250
Opening curb, alleyway, walkway, or parkway	b.	\$150
Perform work or labor or deposit excavation or construction materials within a public right-of-way	c.	\$50

CERTIFICATE *of* SIGNATURE

REF. NUMBER
GUZHY-SGUP3-CEDYP-96EFM

DOCUMENT COMPLETED BY ALL PARTIES ON
24 APR 2026 21:20:35
UTC

SIGNER

MAX MEINERZ

EMAIL
MAX@ASCENDENTHEALTH.COM

TIMESTAMP

SENT
24 APR 2026 21:20:35

SIGNED
24 APR 2026 21:20:35

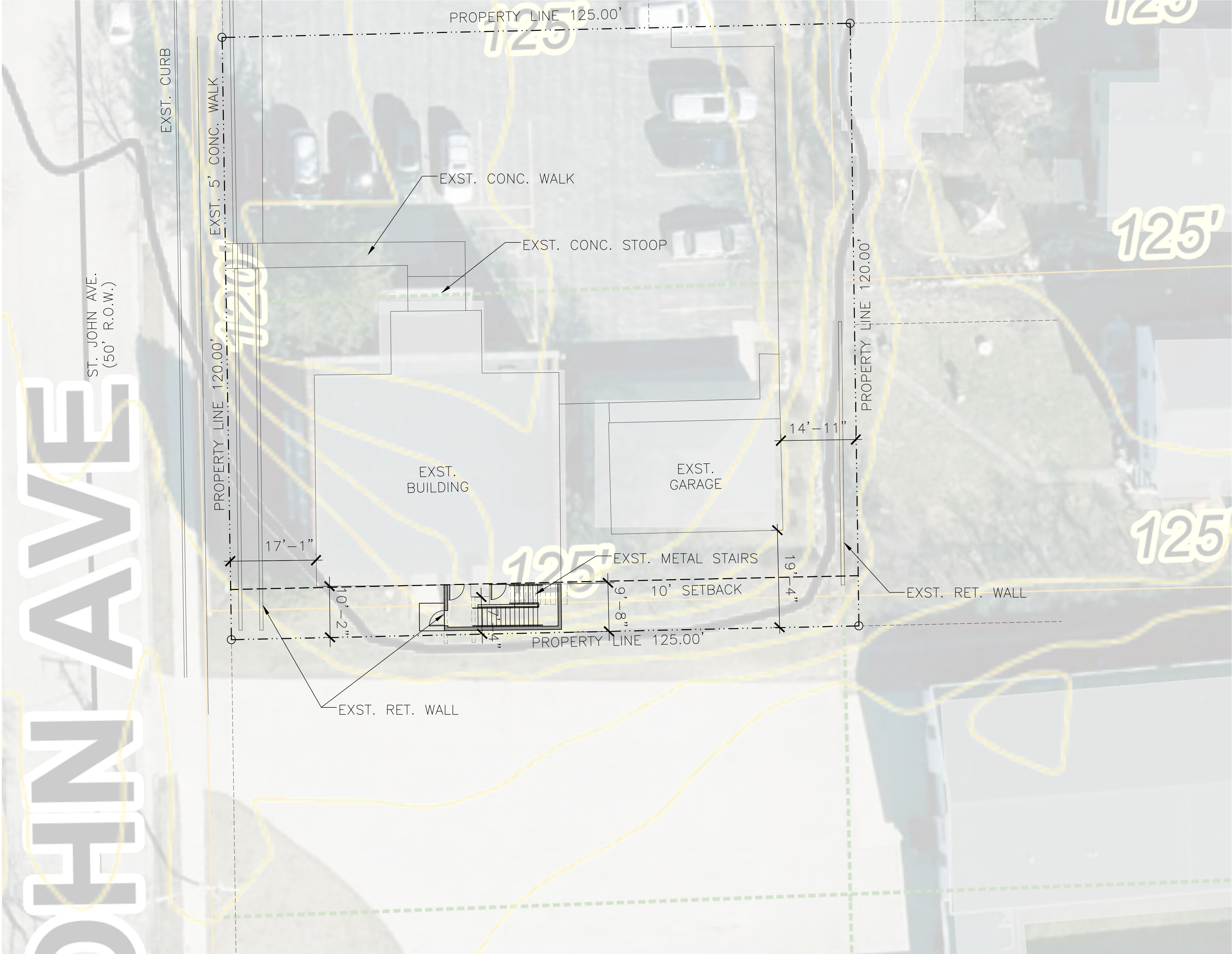
SIGNATURE



IP ADDRESS
64.64.116.87

LOCATION
CHICAGO, UNITED STATES





THRIVE

ARCHITECTS

+ INTERIOR DESIGN STUDIO

Architect

259 South Street, Suite A
WAUKESHA, WI 53186
p: 833-380-6180

Project Info. — 25146 —

CEDARBURG DENTAL

Exterior Addition

W65 N640 St John's Avenue
Cedarburg, WI 53012

Sheet Title

SITE PLAN

Drawn by	Checked by
DMR	---

Revisions		
No.	Date	Description
	05.07.26	Preliminary

Sheet No.

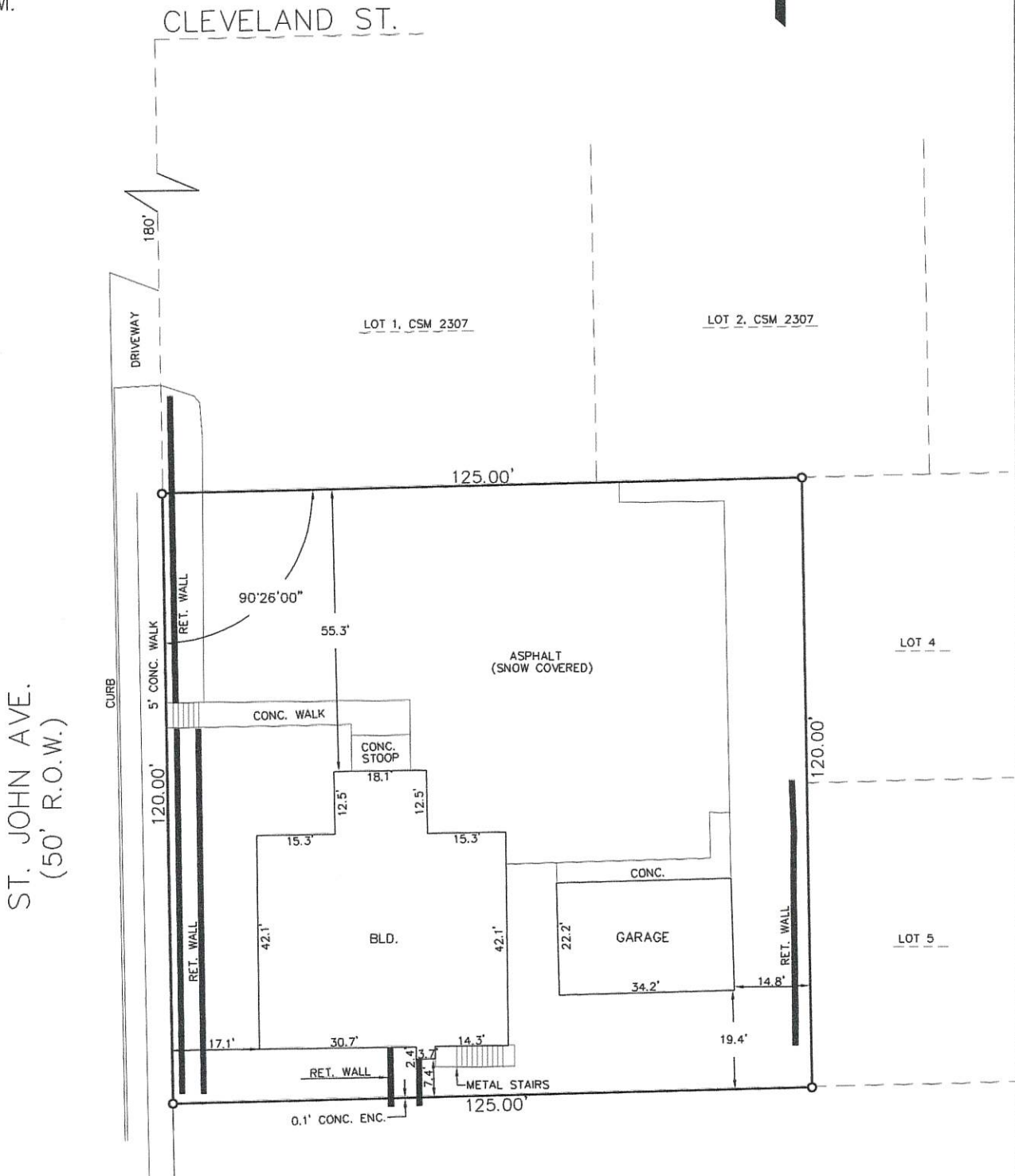
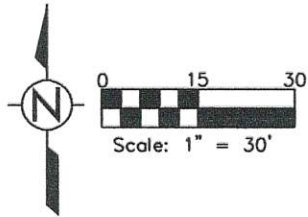
SP1.0

LOTS 10 & 11, BLOCK 2, IN M. KUETHERS SUBDIVISION IN THE SOUTHEAST 1/4 OF SECTION 27, TOWN 10 NORTH, RANGE 21 EAST, IN THE CITY OF CEDARBURG, OZAUKEE COUTNY, WISCONSIN. CONTAINING 15,000 SQUARE FEET, 0.3444 ACRES MORE OR LESS.

PLAT OF SURVEY FOR:

DAVID RASCHKA
THRIVE ARCHITECTS
W65 N640 ST. JOHN AVE.
CEDARBURG, WI.

LEGEND
○ 1" IRON PIPE FOUND



AS OF THE DATE OF THIS SURVEY, NO TITLE POLICY WAS PROVIDED, THEREFORE THIS PLAT OF SURVEY DOES NOT GUARANTEE THE EXISTENCE, SIZE AND LOCATION OF ANY EASEMENTS, ENCUMBRANCES, RESTRICTIONS OR OTHER FACTS THAT COULD OTHERWISE BE DISCLOSED IN A TITLE SEARCH OR CURRENT TITLE POLICY.

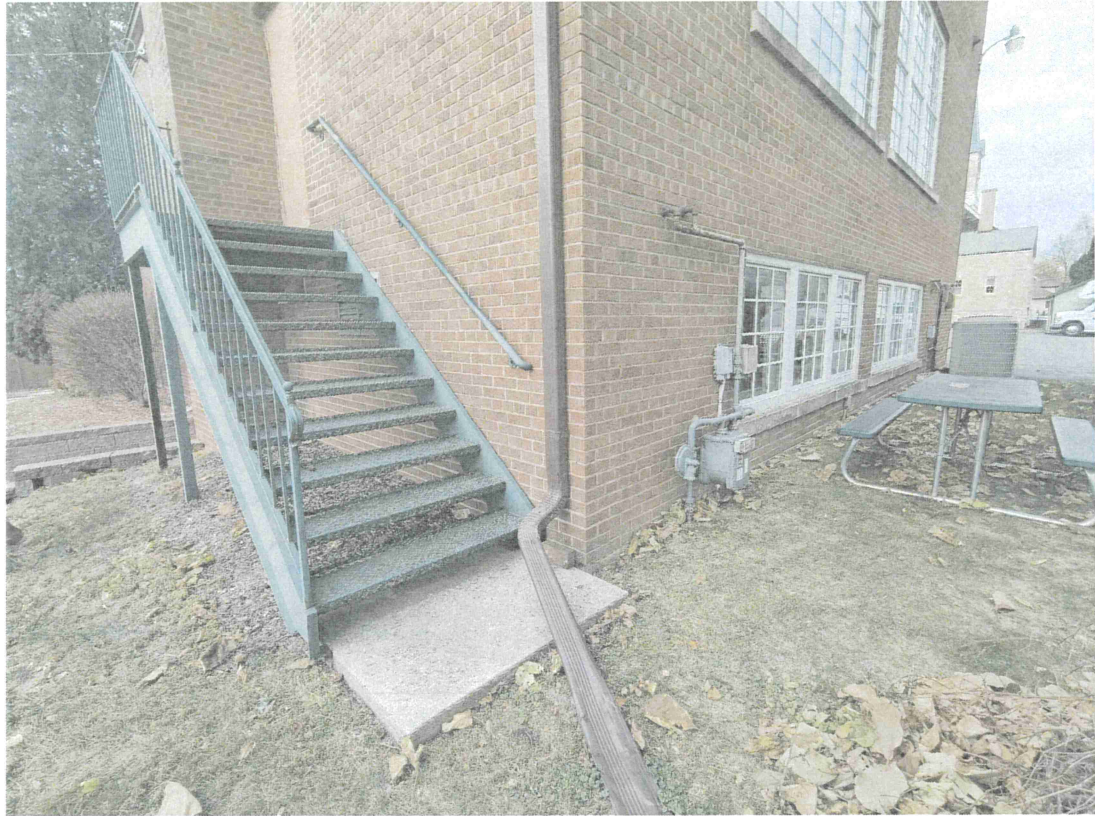
THIS IS AN ORIGINAL PRINT ONLY IF SEAL IS IMPRINTED IN RED. "I have surveyed the above property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways, and visible encroachments and is in compliance with Wisconsin Administrative Code AE-7 for property survey standards and is correct to the best of my knowledge and belief.

This survey is made for the exclusive use of the present owner of the property; also those who purchase, mortgage, or guarantee the title thereto, within one year from the date hereof."

THIS INSTRUMENT WAS DRAFTED ON 2-17-2026 BY JASON T. MAYER, P.L.S. W241 N7303 S. WOODSVIEW DR. SUSSEX, WI 53089 (262)424-7552

Drawn by	Checked by
DMR	---

Revisions		
No.	Date	Description
	05.07.26	Preliminary



EXISTING SITE

NOT TO SCALE

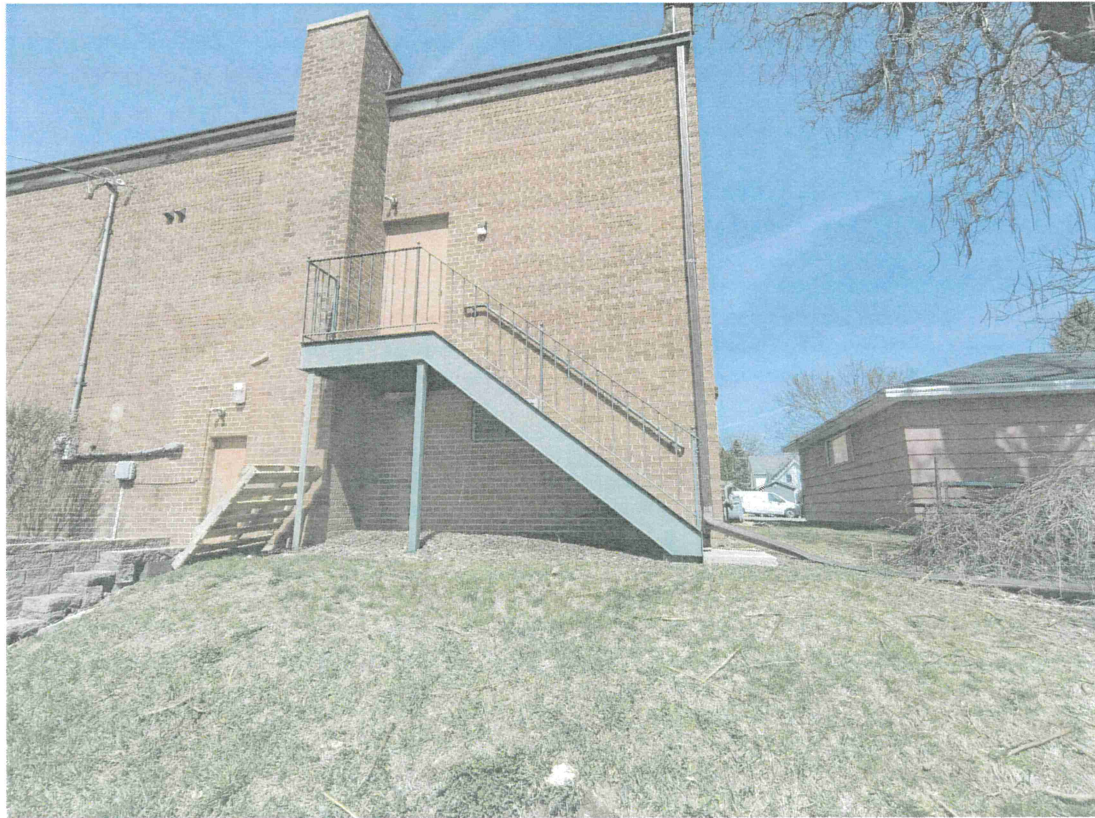
4



EXISTING SITE

NOT TO SCALE

3



EXISTING SITE

NOT TO SCALE

2



EXISTING SITE

NOT TO SCALE

1

2026-05-07 Preliminary