



**CITY OF CEDARBURG
Plan Commission Meeting
July 6, 2026 – 7:00p.m.
Minutes**

1. CALL TO ORDER

The meeting was called to order at 7:00p.m. by Mayor Patricia Thome.

2. ROLL CALL

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

Excused: Council Member James Fitzpatrick, Commissioner Sherry Bublitz

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

3. STATEMENT OF PUBLIC NOTICE

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

4. APPROVAL OF MINUTES

A motion was made by Commissioner James Hayes, seconded by Vice Chairperson Jack Arnett to approve the minutes for both the June 1, 2026, Plan Commission meeting and the June 15, 2026, joint Common Council and Plan Commission meeting. Commissioner Scholz requested that the minutes be amended to note that, although he was not in attendance, the Mayor read a letter on his behalf. The Mayor agreed that the statement could be added to the minutes and that the letter could be attached. The motion carried unanimously. Commissioner Scholz abstained as he was absent/excused from the June 15, 2026, meeting.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

None

6. REGULAR BUSINESS; AND ACTION THEREON

A. Review, discussion, and possible action on the request of property owner/applicant Simon Fast for approval of a waiver from Section 13-1-101G

of the City Code to permit more than 720 total square feet of detached accessory structure area at N62 W5948 Columbia Road.

City Planner Mary Censky presented her staff report. She explained that the 0.60-acre residential property contains topographic changes that limit placement of a garage accessory structure further back of the lot. The Board of Appeals recently approved placement of a new detached garage closer to the principal residence than normally permitted and alongside the principal residence where it would typically be required to be fully in the rear yard.

The proposed 22-foot by 30-foot detached garage would increase the total detached accessory structure area from approximately 408 square feet to 840 square feet, exceeding the City's 720-square-foot maximum by 120 square feet. City Planner Mary Censky noted that the property would still be compliant with both maximum lot coverage and maximum floor area ratio requirements.

Commissioners discussed several aspects of the proposal. Questions were raised regarding previously approved site plans, the removal of an existing accessory shed, and foundation requirements for the proposed floating slab. Censky indicated that the Building Inspector would review frost protection requirements during the permitting process.

Commissioners also emphasized the importance of ensuring that the garage's final appearance matched the architectural rendering submitted with the application vs just the architectural elevations which lack certain details. Discussion focused on maintaining architectural compatibility with the existing residence through the use of a clipped front gable design, matching garage door color, containing windows, coach light fixtures, roof design, and wall colors. Commissioners agreed the large lot size and surrounding open space supported the requested waiver, provided the architectural character shown in the rendering was required.

A motion was made by Commissioner Sig Strautmanis, seconded by Commissioner Jon Scholz, to approve the waiver request permitting up to 840 square feet of detached accessory structure area in the two accessory structures as presented, subject to the following conditions:

- 1) The clipped gable feature, which is shown in the colored rendering but is not reflected in the architectural drawings, is a design requirement.
- 2) Color matching the garage materials to the existing principal structure per the colored rendering is a design requirement. To this end, color chips must be submitted for review and approval by the Planner prior to issuance of a building permit.
- 3) The garage door shall have windows as depicted in the colored rendering which do not appear in the architectural drawings.
- 4) Prior to the start of work, applicant to secure the required Raze and Building Permits for the removal and replacement of the existing detached garage.

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

B. Review, discussion, and possible action on the request of property owner/applicant William Bayer in care of Lucille Sells of North Drawn Designs. for approval of significant architectural modifications to the existing home and detached accessory garage located at N57 W6784 Center Street. This 0.17-acre property is zoned R-5 Single Family Residential.

City Planner Mary Censky presented her staff report. She explained that the proposed project involves significant architectural modifications to the existing residence, including the addition of a front-facing second-story dormer, a covered front porch, and roof design changes to the detached garage. Because the project substantially alters the existing roofline of both the house and garage, it triggered review by the Site and Architectural Review Board under the City's Residential Design Guidelines followed by the Plan Commission consideration/approval.

City Planner Censky reported that the Site and Architectural Review Board reviewed the proposal at its June 23, 2026 meeting and generally supported the project while recommending two design revisions. The Board encouraged replacing the originally proposed paired second-story windows with a single appropriately proportioned window and shutters to better reflect the architectural style of the home. Additionally, the Board recommended using a skirted porch treatment that will be consistent with the character of the surrounding neighborhood. Revised plans addressing both recommendations were submitted for the Plan Commission's review.

Commissioners discussed the revisions incorporated into the updated plans. Commissioner Jon Scholz announced he would abstain from discussion and voting on the item due to a potential future conflict. Commissioners reviewed the revised dormer window design and discussed the relationship between the new window proportions and the existing windows on the home. While there was discussion regarding the architectural merits of the original versus revised window configuration, Commissioners agreed the updated plans adequately addressed the Site and Architectural Review Board's concerns and maintained consistency with the home's existing architectural character. The revised porch skirting was also found to be compatible with the residence and surrounding neighborhood.

A motion was made by Vice Chairperson Jack Arnett, seconded by Commissioner James Hayes to approve the revised architectural plans as presented. Motion carried unanimously, with Commissioner Jon Scholz abstaining, Council Member Jim Fitzpatrick and Commissioner Sherry Bublitz excused.

C. Review, discussion, and possible action on the request of property owner/applicants Homes Robert and Bridget Henry in care of Kate Schley at Coach House for approval of significant architectural modifications to the

existing home and detached accessory garage located at W66 N541 Madison Avenue. This 0.32-acre property is zoned R-5 Single Family Residential.

City Planner Mary Censky presented her staff report. She explained that the proposed addition exceeds 25 percent of the home's existing floor area, triggering review under the City's Residential Design Guidelines by both the Site and Architectural Review Board and the Plan Commission. The proposal includes an addition designed to complement the existing character of this residence through the use of materials intended to replicate the home's existing stucco and shake exterior finishes.

Censky stated that the Site and Architectural Review Board generally supported the proposal but recommended some refinements to better integrate the addition with the existing home. The revised plans incorporated modifications to reduce the appearance of the vertical batten pattern on the simulated stucco panels, added architectural detailing to the lower portion of the addition, and revised the garage door design by removing decorative hardware. Updated plans reflecting these changes were provided for the Plan Commission's review.

Commissioners discussed the revisions made in response to the Site and Architectural Review Board's recommendations. Discussion focused primarily on the treatment of the lower wall detail and whether the larger horizontal skirt board should be incorporated into the design since shakes are not going to be used on the first floor sides. Following discussion with the architect and property owners, Commissioners agreed that retaining a narrower base (per the original plans) would be more consistent with the original home would provide a better architectural transition between the existing structure and the addition. Commissioners also clarified that the insulated overhead garage doors would not include windows, as shown on one of the revised renderings, to accommodate the heated garage space. Overall, the Commission found the addition to be thoughtfully designed and compatible with the character of the existing residence.

A motion was made by Commissioner James Hayes, seconded by Commissioner Jon Scholz, to approve the architectural modifications as shown in the revised plans, with the following modifications:

- 1) The enlarged skirt board shall be omitted in favor of a base detail consistent with the original plan submittal and existing residence.
- 2) Issuance of all applicable permits prior to the commencement of construction on this project.

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

D. Review, discussion, and possible action on the request of property owner/applicants IYQ2 in care of Aaron Nagel at Keller, Inc. for approval of modifications to the existing site and building architecture located at W61

N1450 Johnson Avenue. This 3.48-acre property is zoned M-2 General Manufacturing District.

City Planner Mary Censky presented her staff report. She explained that the proposal involves interior modifications to an existing industrial building to accommodate a contractor shop while retaining the remainder of the building for vehicle storage. The improvements include the installation of four new overhead doors, one additional service door, associated site improvements, utility work, stormwater management modifications, and pavement improvements. Censky noted that the Site and Architectural Review Board reviewed the proposal and found the building and site modifications to be acceptable.

Censky reviewed the recommended conditions of approval, including landscaping, exterior lighting, dumpster screening, required permits, and review of grading, drainage, erosion control, stormwater management, and utility plans by the City Engineer. She explained that after further review with the applicant, she is recommending eliminating the requirement for a new landscape plan due to the limited opportunity for meaningful landscaping on the site. Staff also recommended modifying the dumpster screening condition to require review only if outdoor refuse containers are proposed in the future, as no exterior dumpsters or garbage cans are planned as part of the use/project. Exterior lighting plans have been submitted and were found to comply with City standards.

Commissioners discussed the proposed site improvements, including drainage modifications associated with the new overhead doors and trench drains. Additional discussion focused on future occupancy of the building and the City's review process for any future tenants. Staff explained that each new occupancy permit would require review of parking, refuse collection, and other site-related requirements, ensuring that appropriate screening and site improvements could be addressed if the property's use changes. Commissioners expressed support for eliminating the landscape requirement given the site's location and existing conditions while maintaining the modified dumpster screening requirement for any future outdoor refuse storage.

A motion was made by Commissioner Jack Arnett, seconded by Mayor Patricia Thome, to approve the requested site and architectural modifications, subject to the following conditions:

- 1) Prior to placement of any outdoor dumpsters or trash receptacles on this site, the applicant shall submit a suitable location and design plan for a screening enclosure to be placed at this site. This plan is subject to review and approval by the City Planner. Depending on the specific design details, a building permit may be required prior to construction of this enclosure.
- 2) City Engineer review and approval of all grading, drainage, erosion control, stormwater management, and utility plans prior to issuance of a building permit. Applicant to secure a building permit prior to the start of work on this project.

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

E. Review, discussion, and possible action on the request of property owner/applicant's owner Egan Gardner Development, in care of Zimmerman Architectural Studios, Inc., for site and architectural plan approval to construct a 71,100-square-foot speculative warehouse/light industrial building on the vacant 5.9-acre property located at N118 W6676 Forward Way. This property is zoned M-3 Business Park and is currently owned by the City of Cedarburg.

City Planner Mary Censky presented her staff report. She explained that the proposed warehouse/light industrial building complies with the dimensional requirements of the M-3 Business Park zoning district, including setbacks, lot coverage, building height, and parking standards. She noted that the proposed parking count is appropriate for the speculative nature of the development and explained that future tenant occupancies will have to be evaluated by staff to ensure the combination of all uses doesn't end up exceeding stall supply. Censky also reviewed the landscaping plan, noting revisions had been made to provide additional landscaping along the west property line and improved screening of the loading dock area. She further reported that the Site and Architectural Review Board had recommended increasing the amount of glazing on the building's primary elevations, and the applicant subsequently revised the plans to incorporate additional windows in the office areas and overhead doors.

Alex Egan of Egan Gardner Development discussed the revisions made in response to the Site and Architectural Review Board's recommendations and explained that the additional glazing will provide more natural light while maintaining flexibility for future light industrial tenants. Commissioners reviewed the revised elevations and generally agreed that the additional glazing improved the building's architectural appearance and better complemented other recent industrial developments within the Business Park. Commissioners also discussed the proposed driveway configuration along Forward Way and requested that City engineering staff review the final access layout to ensure safe traffic circulation and compatibility with future development in the area.

Commissioners also discussed the proposed use of heavy-duty asphalt within the loading dock area vs concrete. Several Commissioners expressed concern that asphalt may not provide the same long-term durability as concrete due to truck traffic, changes in elevation at the dock levels, and potential maintenance and snow removal issues. The applicant explained that the building is intended to accommodate smaller flex-space and light industrial tenants rather than high-volume distribution users, resulting in significantly lower and lighter truck traffic than a traditional warehouse. The applicant further stated that heavy-duty asphalt was selected because of project cost considerations while acknowledging that concrete would provide greater long-term durability. Commissioners requested that City engineering staff further evaluate the pavement design and determine whether modifications, including the potential use of concrete in the loading dock apron area, would be appropriate during the engineering review process.

A motion was made by Commissioner Jack Arnett, seconded by Commissioner Sig Strautmanis, to approve the building, site, architectural and related plans, subject to the following conditions:

- 1) The entire second horizontal band of precast around all four sides shall be colored the same as the first/lowest horizontal band ref the colored elevation drawings for color detail.
- 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 dumpster enclosure(s) shall specify split-face CMU material and color matched to the primary building color.
- 8) 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 its 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.
- 9) City Engineer review and approval of all final grading, drainage, utility, erosion control, and stormwater management plans prior to issuance of a building permit.
- 10) Applicant to satisfy the requirements of City Engineer, Fire Department, Utility and other departments.

Motion carried unanimously. Council Member Jim Fitzpatrick and Commissioner Sherry Bublitiz excused.

7. **COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONER**

None

8. **MAYOR'S ANNOUNCEMENTS**

None

9. **ADJOURNMENT**

Vice Chairperson Jack Arnett Made a motion, seconded by Commissioner James Hayes to adjourn the meeting at 8:49P.M. The motion passed unanimously. Council Member Jim Fitzpatrick and Commissioner Sherry Bublitiz excused.