

**CITY OF CEDARBURG
PLAN COMMISSION**

**PLN20210104-1
UNAPPROVED MINUTES**

January 4, 2021

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, January 4, 2021 via the [zoom](#) app. The meeting was called to order at 7:02 p.m. by Mayor Michael J. O'Keefe.

Roll Call Present - Mayor Michael J. O'Keefe, Vice Chairperson Mark Burgoyne,
Council Member Patricia Thome, Kip Kinzel, Adam Voltz,
Heather Cain

Excused - Sig Strautmanis

Also Present - City Planner Jon Censky, City Administrator Mikko Hilvo,
Council Member Robert Simpson, Administrative Secretary
Victoria Guthrie, news media

STATEMENT OF PUBLIC NOTICE

Administrative Secretary Guthrie confirmed that the agenda for the meeting had been posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Mayor O'Keefe, to approve the minutes of December 7, 2020. The motion carried without a negative vote with Commissioner Strautmanis excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Mayor O'Keefe offered the opportunity for the public to speak on any issue unrelated to the agenda items. He advised that the Plan Commissioners would not be able to respond to any comments since they were not noticed on the agenda. No comments from the audience were offered.

**PUBLIC HEARING REGARDING APPLICATION FOR COMMUNITY DEVELOPMENT
BLOCK GRANT – PUBLIC FACILITIES (CDBG-PF) FUNDS**

PUBLIC HEARING CANCELED.

**REQUEST APPROVAL FOR ARCHITECTURAL CHANGES TO BUILDING LOCATED
AT N56W6093 PORTLAND ROAD – CORNERSTONE BUILDINGS LLC/GREG
ZIMMERSCHIED**

Petitioner Zimmerschied and Architect Don Stauss submitted plans to restore the former Baptist Church located at the corner of Portland Avenue and Mill Street. Along with these plans, they included a historic photograph of the building, which was their inspiration for the proposed restoration.

Planner Censky explained that although the building is on a list of potential Local Landmarks, it has yet to be officially designated as such; therefore, Landmarks Commission review and approval of plans is not required.

Planner Censky summarized the proposed changes to features on both the northeast and northwest elevations. Changes to the front entrance involve the replacement of the existing pitched roof and low overhang with projecting wood gable/facia with brackets. The new roof will have a 12/12 pitch with shingles to match existing. A complementary gable/facia is proposed over the pedestrian door on the northeast elevation.

Plans also include removing existing vinyl siding and repairing, priming and painting the existing wood siding. Although signage is not currently included in this proposal, Petitioner Zimmerschied stated that he will be looking at the same style of front lit signs as used in the downtown business district.

Petitioner Zimmerschied stated that although the building has been previously used as a church, the demand for this type of space has declined. He had the zoning on the lot changed from I-1 Institutional to B-3 Business in 2018, and will market the space to business clients, emphasizing the appeal of the location being close to downtown and across from the busy Cedar Creek Park.

Planner Censky advised that since this restoration project is aligned with Cedarburg's commitment to historical preservation, he recommends approval as proposed, to which Commissioners expressed their agreement.

Action:

A motion was made by Commissioner Voltz to approve the architectural plans as proposed. This motion was seconded by Commissioner Kinzel and passed without a negative vote with Commissioner Strautmanis excused.

COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS

No comments or announcements were made.

MAYOR'S ANNOUNCEMENTS

Mayor O'Keefe had no announcements.

ADJOURNMENT

A motion was made by Commissioner Kinzel, seconded by Commissioner Voltz, to adjourn the meeting at 7:10 p.m. The motion carried without a negative vote with Commissioner Strautmanis excused.

Victoria Guthrie
Administrative Assistant