

**ECONOMIC DEVELOPMENT BOARD**  
**August 25, 2015**

**EDB20150825-1**  
**UNAPPROVED**

A regular meeting of the Economic Development Board of the City of Cedarburg, Wisconsin, was held on Tuesday, August 25, 2015 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

The meeting was called to order by Chairperson Peter Welch at 7:00 p.m.

Roll call:                    Present:            Council Member Mike O’Keefe, Peter Welch, Eric Stelter, Greg Zimmerschied (Alt), DJ Burns, Mike Ruzicka, Joe Kassander, Michael Pahl

Excused:                 Jim Pape, Dave Krier (Alt)

Also Present:            Economic Development Coordinator Mary Sheffield,  
Dave Fidlin – News Graphic

**STATEMENT OF PUBLIC NOTICE**

Chairperson Welch acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion made by Greg Zimmerschied, seconded by Mike Ruzicka, to approve the July 28, 2015 minutes. Motion carried without a negative vote with Jim Pape and Dave Krier excused.

Introductions were made to new members of the Board.

**COMMENTS & SUGGESTIONS FROM CITIZENS** - None

**PRESENTATION**

**Presentation by Light & Water General Manager Dale Lythjohan on Usage**

The presentation by Light & Water General Manager Dale Lythjohan on usage is postponed until the September 29 meeting.

**UNFINISHED BUSINESS**

**Update from Economic Development Coordinator Mary Sheffield and Discussion of Future Downtown Projects; and Action Thereon**

- Rustic Palate is now open in the barn near the Settlement. The shop features kitchen items and gourmet foods.
- Board & Brush Cedarburg received a “Class C” wine and a Class “B” beer license and plans to open September 1.
- Guthrie & Frey Water Company has relocated into a new location in Mequon.
- POSH is closing October 1 and Up the Creek will expand and relocate into the POSH space.

- Settlers Inn is open for take-out as they continue their interior and exterior renovation. They are planning a soft opening for mid - September with full opening sometime in mid – October. Settlers will feature a new menu which will include breakfast. Renovations have provided the restaurant with a new look on the inside, while maintaining much of the historical interior and exterior of the building.
- Proposed distillery for the Washington Avenue Shoppes building will be on the September 9 Plan Commission agenda.
- Visited downtown Oconomowoc and distributed information on possible 2<sup>nd</sup> location for businesses in Cedarburg.
- Mayor’s Community Enhancement Award nominations are due September 1. Coordinator Sheffield encouraged the Board to nominate businesses that fit the criteria. So far only residential nominations have been sent in to City Hall for consideration.

**Update on Community Development Authority; and Action Thereon**

Eric Stelter, DJ Burns and Mary Sheffield reviewed the ordinance the City Attorney drafted, and suggested one modification. They also suggested the CDA use the City of Tomahawk by-laws as a format for writing the City’s by-laws once the CDA is formed. Eight names were submitted to Mayor Kinzel by the Economic Development Board for possible consideration as CDA members.

**Update on Amcast Property; and Action Thereon**

DJ Burns recused himself and stated that he has had recent conversations with Ozaukee County representatives and they are supportive of the project. DNR restructuring has caused a slight delay.

**Update on St. Francis Borgia School Property; and Action Thereon**

Mike LaRosa emailed an update stating the parish has three proposals to-date and is expecting three more. The offers will then be ranked and reviewed by the Parish Council.

**Review TID Roadmap/Tool; and Action Thereon**

Committee of Peter Welch, Greg Zimmerschied, Mike Ruzicka and Coordinator Sheffield agreed to use a generic *What is a TID* document from the Wauwatosa website with an introductory paragraph added to the copy. Coordinator Sheffield will forward the document to Peter Welch for review and then place it on the website.

**Planning Discussion for January 2016 Mayor’s Forum; and Action Thereon**

Peter Welch made a motion to focus on “labor shortage” topic for the January forum. Greg Zimmerschied seconded the motion. Motion carried without a negative vote with Jim Pape and Dave Krier excused. Joe Kassander, Peter Welch and Coordinator Sheffield will meet to further format the forum.

**NEW BUSINESS**

**Review Ad Hoc Downtown Master Plan Recommendation; and Action Thereon**

Coordinator Sheffield distributed the recommendations and Greg Zimmerschied provided a background as to how the recommendations were formed. Peter Welch asked that the Board review and place the recommendations on next month’s agenda for further discussion.

**Discuss the Vision and Future Projects for the Economic Development Board; and Action Thereon**

Coordinator Sheffield will send out past visioning work done by the Board. The item will be on the September agenda.

**Discuss Parking Signage and Possible App; and Action Thereon**

Mike Ruzicka stated there continues to be a perceived parking problem in the historic district. Coordinator Sheffield shared there are currently 87 parking spaces in 6 lots within the City. A parking/restroom map was created this past year and distributed to the merchants.

**Discuss Restroom in Downtown; and Action Thereon**

(See above)

**Discuss Overall Demographic Data for the City; and Action Thereon**

Coordinator Sheffield passed out the Community Economic Profile that was created by the Ozaukee County Extension office for each community. Peter Welch requested more of this type of information for each community and Milwaukee.

Greg Zimmerschied requested updated traffic counts. Coordinator Sheffield will obtain.

**Discuss the Conditional Use /PUD Process; and Action Thereon**

DJ Burns stated that he would like the Board to look at expiration on PUDs. Coordinator Sheffield will obtain the policy from Planner Censky and send it out to the Board.

**Identify Future Agenda Items; and Action Thereon**

- Smart Growth overview
- Ad Hoc Downtown Master Plan
- Review Visioning Documents from the Past
- CDA Update
- Amcast Update
- St. Francis Borgia update
- TID Roadmap
- 2016 Mayor's Forum

Next meeting is scheduled for September 29, 2015 at 7:00 p.m.

**ADJOURNMENT**

Motion was made by Eric Stelter, seconded by Council Member O'Keefe, to adjourn the meeting at 8:55 p.m. Motion carried without a negative vote with Jim Pape and Dave Krier excused.

Mary Sheffield  
Secretary