

**CITY OF CEDARBURG  
PLAN COMMISSION**

**PLN20240205-1  
UNAPPROVED MINUTES**

**February 5, 2024**

A regular meeting of the Plan Commission of the City of Cedarburg was held on Monday, February 5, 2024, at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and online 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, Council Member Patricia Thome, Adam Voltz, Jack Arnett, Tom Wiza, Kip Kinzel
	Excused-	Sig Strautmanis
	Also Present -	City Planner Jon Censky, Administrative Secretary Theresa Hanaman, Michael Wirth

**STATEMENT OF PUBLIC NOTICE**

Administrative Secretary Hanaman 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 Commissioner Thome, seconded by Commissioner Arnett to approve the Plan Commission minutes from January 17, 2024. Motion carried without a negative vote with Commissioner Strautmanis excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

None

**REQUESTING APPROVAL OF THE CSM TO SPLIT THE 2.1-ACRE PIONEER ROAD FRONTAGE FROM THE 9.1-ACRE PARENT PARCEL LOCATED AT N144W58000 PIONEER ROAD.**

City Planner Censky explained the applicant would like to split the 2.1-acre Pioneer Road frontage portion of the 9.1-acre site located at the above referenced address. The land division does not include the dedication of right-of-way for public road purposes and the Plan Commission would need to approve all that is necessary. City Planner Censky reiterated to the Plan Commission that the site has been targeted for a future hotel; however, since they are not ready with plans for the hotel at this time, this request is simply to prepare for the sale of the site.

City Planner Censky went on to say that the monument identification sign for the Zuern Business is located on this parcel and therefore, the applicant will need to relocate the

sign or create an easement to address the off-site sign before the CSM is recorded. City Planner Censky confirmed the original plans do not show access directed to Somerset Ave., but confirmed the City of Cedarburg is allowed to control access.

Commissioner Wiza questioned about the access or restrictions on Pioneer Road, which is Hwy C, and if Ozaukee County has any jurisdiction on the matter. Commissioner Wiza suggested road access allowance should be reviewed by the Plan Commission.

City Administrator Hilvo suggested the Plan Commission not limit the City of Cedarburg's options and leave access open for the site at this time.

**Action:** Commissioner Arnett made a motion to approve the CSM to split the 2.1- acre Pioneer Road frontage from the 9.1-acre parent parcel located at N144W58000 Pioneer Road, Council member Thome seconded the motion. Motion carried without a negative vote with Commissioner Strautmanis excused.

### **REVIEW AND POSSIBLY RECOMMEND APPROVAL OF THE UPDATED AND REVISED ZONING CODE**

The Plan Commission discussed the code revisions from last month, with the addition to the Introduction and General Provisions, and prepared to recommend approval from the Common Council for review and ultimate adoption.

Commissioners discussed removing "Accessory Dwelling Units" from all residential districts, eliminating the "CBD Dispensary" from the B-2 District, and clarifying that all of the HPD Historic Preservation Overlay District is located in the B-3 Central Business District.

### **PUBLIC COMMENT**

Michael Wirth commented on the Zoning verbiage of SEC. 13-1-3, Purpose and Intent stating it is lacking definition and open to interpretation. Planner Censky responded that the section of the code is typically vague, and the specifics of the code are in the body of the text.

### **COMMENTS AND ANNOUNCEMENTS BY PLAN COMMISSIONERS**

Commissioner Arnett spoke with the Parks Director for Ozaukee County and mentioned possibly extending the interurban trail behind the library to feed right into the parking lot of City Hall.

City Planner Censky questioned when a joint meeting with the Common Council would take place. City Administrator Hilvo will have the Clerk's office schedule a joint meeting.

Commissioner Wiza and Commissioner Kinzel notified the Plan Commission they are withdrawing in March of 2024.

**MAYOR'S ANNOUNCEMENTS**

Mayor O'Keefe had no comments or announcements.

**ADJOURNMENT**

A motion was made by Commissioner Arnett, seconded by Council Member Thome, to adjourn the meeting at 8:05 p.m. The motion was carried without a negative vote with Commissioner Strautmanis excused.

Theresa Hanaman  
Administrative Secretary