Meeting:	**Town Board of Supervisors**
Place:	1293 Washington Avenue, Cedarburg
Date/Time:	**September 9, 2026 – 7:00 P.M.***
Web Page:	www.townofcedarburgwi.gov
Posted:	September 3, 2026

This meeting is also available remotely online. For remote access, email **sjacoby@townofcedarburgwi.gov** for information.

Chairman	David Salvaggio	Town Administrator	Eric Ryer
Supervisor	Wayne Pipkorn	Director of Public Works	Adam Monticelli
Supervisor	Russ Lauer	Director of Parks & Recreation	Paul Jungbauer
Supervisor	Larry Lechner	Town Treasurer	Katie LeBlanc
Presiding Supervisor	Thomas Esser	Deputy Town Clerk	Julie Mett
Town Attorney	Brad Hoeft	Building Inspector	Paul Mortimer (SafeBuilt)
Town Constable	Samuel Peters	Clerk/Asst. Administrator	Sara Jacoby
Consulting Engineer	Troy Hartjes, raSmith	Consulting Planner	Cedar Corp. / Stantec

GENERAL INFORMATION

The Town of Cedarburg Board of Supervisors hold their regular monthly meeting the first Wednesday of every month at 7:00 P.M. The meeting is held in the Town Board room located at 1293 Washington Avenue, Cedarburg, Wisconsin 53012. The Town Board room is handicapped accessible. Requests for disability related accommodations or services may be made to the Town Administrator's office by calling (262) 377-4509.

The Town Board agenda is divided into four main sections – Consent Agenda, Public Hearings, Business (both old & new) and Reports to be Received & Filed. Other sections on the agenda are considered routine items (i.e., Call to Order, Hearing of the People). Sometimes the Town Board may go into closed session pursuant to § 19.85 Wisc. Stats. A closed session normally would take place at the end of the agenda.

CONSENT AGENDA – Consent Agenda items typically include routine actions, such as approving meeting minutes, etc. However, if an elected official or member of the meeting audience has a question regarding a Consent Agenda item, that item must be discussed and voted on separately.

PUBLIC HEARINGS – Public Hearings are typically noticed in the Town's legal publication newspaper and/or sent to property owners who may live within a prescribed area. Public Hearings are for the public to comment on the item at hand, so when the Town Board is ready to consider the related action item, they will have advance knowledge of the public's input.

OLD/NEW BUSINESS – Old & New Business is business that requires action by the Town Board. Any business that was discussed at a prior Town Board meeting is considered "Old" business and any item that has not been discussed at a prior meeting is considered "New" business.

REPORTS TO BE RECEIVED & FILED – Town Staff will place agenda items that are either 1) not ready for action or 2) not necessary to vote on in the Reports section. Instead of having a generic report line item for Town Staff, this area allows the general public advance knowledge of items Town Staff may discuss for informational purposes.

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

2. **ANNOUNCEMENTS**

3. **HEARING OF THE PEOPLE**: *If you wish to address the Town Board on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the Board on an item not on the agenda, please do it during the Hearing of the People. Please note whenever you speak on any issue, the person chairing the meeting must recognize you, and then you may approach the microphone and give your name and address for the public record. Please note you will be limited to three (3) minutes.*

* At their discretion, the Town Board may take comment from the public.

4. **COMMUNICATIONS AND REQUESTS FOR HOLDING TANK AGREEMENTS AND OPERATOR LICENSES**:
    a. Discussion and possible motion regarding a new operator license application for the 2026-2027 license period*

5. **CONSENT AGENDA**: *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*
    a. Approving August 3, 2026 Town Board Meeting Minutes
    b. Accepting July 15, 2026 Plan Commission Meeting Minutes
    c. Accepting June 24, 2026 Special Park & Recreation Committee Meeting Minutes

6. **TREASURER'S REPORT**
    a. Motion Accepting the August 2026 Treasurer's Report*

7. **PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS:** *The bills presented for review have been paid from the Town treasury as authorized under Sec. 60.44(2), Stats., and Sec. 63-8 of the Code of Ordinances.*
    a. Presentation of Bills/Purchase Orders/Payroll/Awards for August 1, 2026 to August 31, 2026 (Check #'s 41737-41840, V4946-V4970, and manual checks as shown)*

8. **REPORTS TO BE RECEIVED/FILED (Non-action items)**
    a. Possible report regarding local nuisance/law enforcement issues (Constable Samuel Peters)*
    b. Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)*

9. **PUBLIC HEARINGS**
    a. None

10. **OLD BUSINESS**
    a. None

11. **NEW BUSINESS**
    a. Discussion and possible motion on an application by Michael and Stacey Oppermann to amend their existing conditional use permit for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district; the amendment would add up to two additional employees, and include the demolition of an existing structure and construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road **[NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]***
    b. Discussion and possible motion on an architectural and site plan review for the construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road **[NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]***
    c. Discussion and possible motion on a conditional use permit application by Aleksandr Abasov and Tetiana Sachenko to retain an existing accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard located at 522 Beechwood Drive **[SW1/4 SEC 28, 1.82 acres, zoned R-2 Single-Family Residential District]***
    d. Discussion and possible motion on a signage variance request by Ryan Theis of Cedar Creek Motorsports located at 7518 STH 60 **[Applicant: Ryan Theis & Brett Cottrell on behalf of Cedar Creek Motor Sports, 9.02 acres, zoned B-3 Business District]***
    e. Discussion and possible motion delegating to the Plan Commission the responsibility to hold the public hearing(s) for the 2026 zoning code text/map update/amendment project pursuant to Town Code Sec. §320-130*
    f. Discussion and possible motion setting a Trick-or-Treat date and time for 2026*
    g. Verbal update on the Stormwater Utility Project*
    h. Update on 2027 budget timeline*

* At their discretion, the Town Board may take comment from the public.

12. CLOSED SESSION

a. The Town Board may go to closed session pursuant to:
   i. Wisconsin Statutes Sec. 19.85(1)(e) to "Deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," in regard to discussion on Bridger Cell Asset, LLC request to suspend their land lease agreement for the Cell Tower at Pleasant Valley Park & Trails.

b. Reconvene to open session and the regular order of business

13. Discussion and possible motion related to closed session business*

a. Discussion and possible motion on Bridger Cell Assets, LLC request to suspend their land lease agreement for the Cell Tower at Pleasant Valley Park & Trails.

14. ADJOURNMENT

Note: A quorum of Plan Commission, Landmarks Commission, and/or Park & Recreation Committee may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Landmarks Commission or Park & Recreation Committee will be taken at this meeting.

* At their discretion, the Town Board may take comment from the public.

Agenda Date: 9/9/2026
Agenda Item: # 4a

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board

MEMO FROM: Samuel Peters, Constable
Sara Jacoby, Assistant Administrator/Clerk

MEMO WRITTEN: August 24, 2026

MEMO SUBJECT: **Item #4a:** Discussion and possible motion regarding a new operator license application for the 2026-2027 license period*

BACKGROUND

The attached chart lists an individual that has submitted an application for an annual operator's license for Town Board consideration. The Constable has conducted the background check and recommends approval of the license. The applicant has provided the necessary alcohol serving awareness course certificate.

REQUESTED ACTION

Staff requests the Town Board review the operator license application and consider a motion on the matter.

ATTACHMENT

I. Operator license application list

ATTACHMENT I.

Name	Establishment	New	Renewal	Constable Rec.
Abby Kroll	Fermentorium	Yes	No	Yes

TOWN OF CEDARBURG
MEETING OF THE BOARD OF SUPERVISORS
August 3, 2026

Present:
David Salvaggio, Chairman
Russ Lauer, Supervisor Seat 2
Wayne Pipkorn, Supervisor Seat 1
Larry Lechner, Supervisor Seat 3
Thomas Esser, Supervisor Seat 4 & Presiding Supervisor
Eric Ryer, Administrator
Adam Monticelli, Director of Public Works
Sara Jacoby, Clerk/Assistant Administrator
Troy Hartjes, Town Engineer
Amanda Schaefer, Consulting Planner
Samuel Peters, Constable

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
Presiding Supervisor Esser called the regular meeting to order at 7:00 pm. The meeting began with the Pledge of Allegiance.

2. **ANNOUNCEMENTS**
Election reminders were given.

3. **HEARING OF THE PEOPLE**:
None.

4. **COMMUNICATIONS AND REQUESTS FOR HOLDING TANK-AGREEMENTS AND OPERATOR LICENSES**:
   a. **Discussion and possible motion regarding a holding tank agreement for the property located at 1645 Taurus Court***
   A report was provided by Ozaukee County Land and Water Management outlining a soil evaluation that found no suitable location for a conventional or mound-type system due to limiting factors of the soils and the configuration and elevation contours of the lot.

   Supervisor Lechner made a motion to approve the holding tank agreement for the property located at 1645 Taurus Court with the note that the applicant must submit a $600 bond prior to execution of the holding tank agreement. Supervisor Lauer seconded, and the motion carried unanimously.

   b. **Discussion and possible motion regarding a holding tank agreement for the new lots related to the Horns Corners Preserve development location at 461 Horns Corners Road***
   A holding tank agreement and service contract were provided seeing a soil evaluation found no suitable location for a conventional or mound-type system for the proposed lots at Horns Corners Preserve due to limiting factors of the soils and the configuration and elevation contours of all lots. This holding tank agreement is intended to be in place until each individual homeowner submits their own holding tank agreement at the time of construction.

   Supervisor Lechner made a motion to approve the holding tank agreement for the development located at 461 Horns Corners Road. Supervisor Lauer seconded, and the motion carried unanimously.

5. **CONSENT AGENDA:** *The Consent Agenda contains routine items and will be enacted by one motion without separate discussion unless someone requests an item to be removed for separate consideration and vote.*
   a. **Approving July 6, 2026 Town Board Meeting Minutes**
   b. **Accepting June 17, 2026 Plan Commission Meeting Minutes**
   c. **Accepting July 24, 2025 Joint Fire & EMS Committee Meeting Minutes**
   Supervisor Lauer made a motion to approve the consent agenda items as listed above. Chairman Salvaggio seconded, and the motion carried unanimously.

6. **TREASURER'S REPORT**
   a. **Motion Accepting the July 2026 Treasurer's Report***

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Supervisor Pipkorn made a motion to accept the July 2026 Treasurer's Report. Supervisor Lauer seconded, and the motion carried unanimously.

7. **PRESENTATION OF BILLS/PURCHASE ORDER/PAYROLL/AWARDS:** *The bills presented for review have been paid from the Town treasury as authorized under Sec. 60.44(2), Stats., and Sec. 63-8 of the Code of Ordinances.*
   a. **Presentation of Bills/Purchase Orders/Payroll/Awards for July 1, 2026 to July 31, 2026 (Check #'s 41637-41736, V4912-V4945, and manual checks as shown)***
   Supervisor Lauer made a motion to approve all bills, purchase orders, payroll, and awards as presented. Chairman Salvaggio seconded, and the motion carried unanimously.

8. **REPORTS TO BE RECEIVED/FILED (Non-action items)**
   a. **Report regarding local nuisance/code enforcement issues (Constable Samuel Peters)***
   Constable Peters' report included a complaint about chickens destroying flower beds. He spoke to the party about free ranging of the chickens, and they committed to fixing the issue. Constable Peters also reported that he had been contacted by the party who had been denied a bartender license and he will report if any follow-up is needed.

   b. **Report on recreation finances (Director of Parks & Recreation Paul Jungbauer)***
   Director Jungbauer's report highlighted a record number of participants in recreation programming this calendar year including 21.8% growth in the youth soccer program this season. He noted the current positive balance of $67,119 in the Recreation Fund at the end of July 2026, with upcoming expenses including staff wages, utility bills, & fall uniforms.

   c. **Receiving the 2025 Annual Cedarburg Fire Department Report***
   Chief Vahsholtz presented the 2025 Report providing a summary of the year's activities.

9. **PUBLIC HEARINGS**
   a. **None**

10. **OLD BUSINESS**
   a. **Discussion and possible motion regarding the appointment of election officials for the two-year term ending December 31, 2027***
   The Town has received additional interested election workers:
   Angela Meadows 8570 Cullen Ln, Cedarburg, WI 53012
   Patti Farrell 1639 Washington Ave, Cedarburg, WI 53012
   Jeanne Machata 1784 Cover Bridge Rd, Cedarburg, WI 53012

   All individuals are unaffiliated nominees and consideration for appointment was requested so that the Town has adequate inspectors to conduct elections.

   Supervisor Lechner made a motion to approve the appointment of election officials for the two-year term ending December 31, 2027 as listed. Supervisor Pipkorn seconded, and the motion carried unanimously.

11. **NEW BUSINESS**
   a. **Discussion and possible motion on a preliminary plat for a major land division by Charlie Hutchinson for Horns Corners Preserve for property located at 461 Horns Corners Road [Owner: Horns Corners Preserve, LLC, NE ¼ Sec. 32, 7.46 acres, zoned R-2 Single-Family Residential District]***
   The applicant is requesting approval of a preliminary plat that includes six buildable lots and one outlot on a 7.46-acre parcel zoned R-2 Single-Family residential just north of the Greystones neighborhood. The access to the site would be off Horns Corners Road. The subdivision is proposed to be serviced by a new private shared driveway. There is no proposed rezoning required for this project. Concept review took place at the August 27, 2025, Special Plan Commission meeting, where the applicant received unanimous positive feedback on the initial concept plan design. Plan Commission discussed the preliminary plat at their June 17th meeting, requesting the applicant address engineering, revise the private shared driveway width to 20' wide per the Fire Department, submit a landscaping plan for the planting strip, work to eliminate the retaining walls if possible,

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and return to Plan Commission in July. The applicant reappeared in front of Plan Commission on July 15th, with the Commission unanimously recommending approval of the preliminary plat, subject to the applicant addressing the staff report conditions.

Supervisor Lechner made a motion to approve the preliminary plat for a major land division by Charlie Hutchinson for the Horns Corners Preserve property located at 461 Horns Corners Road contingent on addressing all punchlist and engineering items. Chairman Salvaggio seconded, and the motion carried 4-1, with Supervisor Esser dissenting.

b. Discussion and possible motion on a pond permit application by Ryan Sberna for the construction of an approximate 0.4-acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road [SE 1/4 SEC 35, 9.85 acres, zoned E-1 Estate District & C-1 Conservancy, owners Ryan & Elizabeth Sberna]*

The applicant is seeking approval of a pond permit for a new 0.4-acre manmade recreational pond used mainly for fishing and swimming on a 9.85-acre parcel located at 156 Green Bay Road. The property is zoned E-1 Estate and C-1 Conservancy and is designated as Historic District - Hamilton on the Comprehensive Plan Future Land Use Map, which allows for E-1 zoning. It was determined that this pond does not have to appear as an item in front of the Landmarks Commission.

Supervisor Lauer made a motion to approve a pond permit for Ryan Sberna for the construction of an approximate 0.4-acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road contingent on addressing the items below and addressing all engineer comments.

1. Erosion control and stormwater permits shall be obtained from the Town.
2. Resolve all engineering comments in the engineering review letter.
3. Provide copies of the following to the Town prior to construction commencing: Notice of Intent from Wisconsin DNR (greater than 1 acre of disturbance); Chapter 30 Permit from DNR (working within 500' of a navigable waterway). A shoreland zoning permit from the County has already been obtained and provided.
4. An as-built survey must be provided to the Town upon completion of construction for the Town Engineer or Director of Public Works to verify construction compliance with the approved plans.

Supervisor Pipkorn seconded, and the motion carried unanimously.

c. Discussion and possible motion regarding the proposed 2027 Cedarburg Fire Department budget and staffing*

The Joint Fire & EMS Committee met on July 22, 2026, where the Committee reviewed and unanimously recommended approval of the draft 2027 budget and staffing. The total Town contribution for 2027 is budgeted at $744,472. It was noted that the Fire Department Capital Plan does note the future potential of borrowing to finance heavy equipment due to rising costs and reduced fundraising. Chief Vahsholtz explained that while the Fireman's Inc. can commit to fundraising for less expensive vehicles (pickup trucks), it can no longer plan to pay for heavy equipment such as ladder trucks and engines. Ambulances are paid for out of EMS revenues.

Supervisor Pipkorn made a motion to approve the proposed 2027 Cedarburg Fire Department budget and staffing. Chairman Salvaggio seconded, and the motion carried unanimously.

d. Discussion and possible motion on Resolution 2026-7, "Approving Port Washington State Bank (hereafter "PWSB") loan for Municipal General Obligation Debt for financing capital projects including roads, road sealing, bridges, and other general capital equipment and facility projects"*

At their July 10th meeting, the Finance Committee discussed identifying an amount to finance that would help fund future capital projects. This would then initiate financing to achieve the goal of maintaining capital investments along with a relatively stable levy. The Finance Committee directed staff to work with PWSB due to lower interest rates than the State Trust Fund loan program. At their meeting on July 22nd, the Finance Committee unanimously recommended approval of financing by PWSB via resolution with the all-in total principal and interest ~$362,000.

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Supervisor Lauer made a motion to approve Resolution 2026-7, "Approving Port Washington State Bank (hereafter "PWSB") loan for Municipal General Obligation Debt for financing capital projects including roads, road sealing, bridges, and other general capital equipment and facility projects." Supervisor Pipkorn seconded, and the motion carried unanimously.

e. Discussion and possible motion approving the purchase of computers using Capital funds*
At their meeting on July 10th, the Finance Committee discussed the idea of identifying additional capital projects for 2026 as the road sealing came in under the anticipated cost. At their July 22nd meeting, the Finance Committee unanimously recommended approval of replacement computers.

Supervisor Lauer made a motion to approve the purchase of computers using Capital funds. Supervisor Pipkorn seconded, and the motion carried unanimously.

f. Discussion and possible motion regarding the placement of an order for a patrol truck*
At their meeting on July 10th, the Finance Committee discussed the idea of placing the order of a patrol truck prior to end-of-year to save on the cost of the scheduled truck. At their July 22nd meeting, the Finance Committee unanimously recommended approval of the patrol truck order placement.

Supervisor Lauer made a motion to approve the order of a patrol truck: $344,022.81 + $20,000 (tariff) + $4,805 warranty = $368,827.81. Supervisor Pipkorn seconded, and the motion carried successfully.

g. Discussion and possible motion on Ordinance 2026-11, "An Ordinance to Amend Chapter 175 Intoxicating Liquor and Fermented Malt Beverages, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin"*
Town of Cedarburg Code 175 requires applicants who have been denied any license to be notified in writing, by registered mail or personal service, of the reasons for the denial. Town staff requested that section 175 be amended to replace the text "registered mail" with "certified mail" which provides a mailing receipt, a trackable number and proof of receipt. It is often used for legal documents and other mail items requiring provable delivery by a specific date but without fair market value.

Supervisor Pipkorn made a motion to accept Ordinance 2026-11, "An Ordinance to Amend Chapter 175 Intoxicating Liquor and Fermented Malt Beverages, of the Town of Cedarburg Code of Ordinances, Ozaukee County, Wisconsin." Supervisor Lechner seconded and the motion carried unanimously.

h. Discussion and possible motion to approve an amendment to the professional services contract with raSmith for Cedar Creek Road Bridge related Temporary Construction Easement Real Estate Acquisition work*
At the March 4, 2026, Town Board meeting the Board approved a professional services contract with raSmith to complete the TLE Acquisition Process for the reconstruction of bridge structure P45-0038 (Cedar Creek Rd bridge east of CTH I). raSmith has been working diligently to complete the work, however, there have been some items that have delayed and extended the completion of the project. These delays have been outside of raSmith and the Town's control and has required additional time beyond the anticipated original professional services contract estimate to complete the work. raSmith has provided an amendment in the amount of $1,500 to complete the last remaining steps. Funding will come out of budgeted and available Consulting Engineering Services budget line-item funds.

Supervisor Lauer made a motion to approve the amendment to the professional services contract with raSmith for Cedar Creek Road Bridge related Temporary Construction Easement Real Estate Acquisition work. Supervisor Lechner seconded, and the motion carried unanimously.

i. Discussion and possible action regarding negotiated compensation offer to Bruce and Susan Stevens for a Temporary Limited Construction Easement on their property at 5221 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project*
Director Monticelli summarized the compensation offer to the Stevens.

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Supervisor Lauer made a motion to approve the compensation offer of $4,000 to Bruce and Susan Stevens for a Temporary Limited Construction Easement on their property at 5221 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project. Supervisor Lechner seconded, and the motion carried unanimously.

j. Discussion and possible action regarding Jurisdictional Offer to Caleb and Ciara Wardenburg for a Temporary Limited Construction Easement on their property at 5413 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project*
Director Monticelli summarized the compensation offer to the Wardenburgs.

Supervisor Pipkorn made a motion to approve the compensation offer of $700 to Caleb and Ciara Wardenburg for a Temporary Limited Construction Easement on their property at 5413 Cedar Creek Road to complete the Cedar Creek Road Bridge construction project. Chairman Salvaggio seconded, and the motion carried unanimously.

k. Update on 2027 budget timeline*
The 2027 budget timeline was provided, noting the Budget Public Hearing is scheduled to be held at 6pm on November 11, 2026.

12. ADJOURNMENT
Supervisor Lechner made a motion to adjourn the meeting at 8:22 pm. Supervisor Pipkorn seconded, the motion carried unanimously and the meeting adjourned.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk

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TOWN OF CEDARBURG
PLAN COMMISSION MEETING MINUTES
July 15, 2026

Present: David Salvaggio (Via Zoom), Presiding Commissioner Don Borgwardt, Larry Lechner, Kerry Carmichael, Tom Gaertig, Anne Lewandowski
Also Present: Eric Ryer, Administrator, Sara Jacoby, Assistant Administrator/Clerk, Amanda Schaefer, Consulting Planner, Troy Hartjes, Town Engineer
Excused: Steve Wolf

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Presiding Commissioner Borgwardt called the regular meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. MINUTES OF PREVIOUS MEETINGS

a. Approval of June 17, 2026 Plan Commission Meeting Minutes*

Commissioner Gaertig made a motion to approve the meeting minutes from June 17, 2026. Commissioner Carmichael seconded the motion, and it passed unanimously.

3. PUBLIC HEARING

a. Public hearing to take comment on a pond permit application by Ryan Sberna for the construction of an approximate 0.4 acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road [SE 1/4 SEC 35, 9.85 acres, zoned E-1 Estate District & C-1 Conservancy, owners Ryan & Elizabeth Sberna]

Commissioner Lechner made a motion to open the public hearing at 7:03pm. Commissioner Lewandowski seconded, and the motion carried unanimously.

With no comment from the public, Commissioner Lechner made a motion to close the public hearing. Commissioner Carmichael seconded, and the motion carried unanimously. The Public Hearing closed at 7:03.

4. OLD BUSINESS

a. Discussion and possible recommendation on a preliminary plat for a major land division by Charlie Hutchinson for Horns Corners Preserve for property located at 461 Horns Corners Road [Owner: Horns Corners Preserve, LLC, NE ¼ Sec. 32, 7.46 acres, zoned R-2 Single-Family Residential District]*

The applicant is requesting approval of a preliminary plat that includes six buildable lots and one outlot on a 7.46 acre parcel zoned R-2 Single-Family residential just north of the Greystones neighborhood. The access to the site would be off Horns Corners Road. The subdivision is proposed to be serviced by a new private shared driveway. There is no proposed rezoning required for this project. Concept review took place at the August 27, 2025, Special Plan Commission Meeting, where the applicant received unanimous, positive feedback on the initial concept plan design. Plan Commission discussed the preliminary plat at their June 17th meeting, requesting the applicant address engineering comments, revise the private shared driveway width to 20' wide per the Fire Department, submit a landscaping plan for the planting strip, work to eliminate the retaining walls if possible, and return to Plan Commission in July. Of note is State Statute which requires the Town to approve, conditionally approve, or reject the preliminary plat within 90 days after submission, unless the subdivider agrees to an extension. Working from a May 20th submittal date, the 90-day period appears to be August 18th. The August Board meeting is August 3rd, so that remains within that time window.

Consulting Planner Schaefer summarized the application and outstanding punch list items. Engineer Hartjes discussed the findings of his engineering letter and comments, and did not believe his comments should delay the application from proceeding to the Town Board.

Commissioner Lechner made a motion the Plan Commission recommend the Town Board approve the preliminary plat for a major land division by Charlie Hutchinson for Horns Corners Preserve for property located at 461 Horns Corners Road.

Commissioner Lewandowski requested the motion be amended to include the six conditions listed in the staff report and found below be addressed for the Town Board meeting. Commissioner Lechner amended his motion to include that addition.

1. All Staff Report outstanding punch list items are resolved and legal documents are approved by the Town Attorney. The legal instruments must be clear in that they reference a private shared driveway, not a private road.
2. Mailbox location shown.
3. Submittal of financial security acceptable to the Town for the public ROW improvements; estimated at $5,500.
4. All necessary permits must be secured from the proper entities.
5. All Objecting and Approving agency questions, comments, and/or concerns are resolved.
6. If the developer cannot address all comments and resubmit by July 20th, staff recommends the developer agree to an extension of the timeline to allow for that work to be completed and submitted, Town review to be completed, and return to a future Town Board agenda.

Commissioner Gaertig seconded the amended motion, which carried unanimously. The developer verbally indicated he would agree to an extension of the application timeline should updated materials not be ready for the August Town Board meeting.

b. Verbal update on the Zoning Code Update project

Administrator Ryer reported that the draft of the new Zoning Code has been forwarded to Town Legal for review. Once review is completed, the next steps include an open house for public comment, required public notice and hearing, and adoption of the Zoning Code. The details of the process will be verified, with the preference of the Plan Commission to complete the update in the most efficient manner possible.

5. NEW BUSINESS

a. Discussion and possible recommendation on a pond permit application by Ryan Sberna for the construction of an approximate 0.4 acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road [SE 1/4 SEC 35, 9.85 acres, zoned E-1 Estate District & C-1 Conservancy, owners Ryan & Elizabeth Sberna]*

Ryan and Lyzz Sberna have submitted an application seeking approval of a pond permit for a new 0.4 acre man-made recreational pond used mainly for fishing and swimming on a 9.85-acre parcel located at 156 Green Bay Road. The property is zoned E-1 Estate and C-1 Conservancy and is designated as Historic District - Hamilton on the Comprehensive Plan Future Land Use Map, which allows for E-1 zoning. The application was reviewed with the Landmarks Chair, Town staff, and the Wisconsin State Historic Preservation Office regarding evaluation criteria and Town precedent related to pond projects that did not appear before the Landmarks Commission. After review and confirmation with the Town Attorney, it has been determined that this pond does not have to appear as an item in front of the Landmarks Commission.

Engineer Hartjes noted the plan set had one change of which the Commission should be aware; some fill was removed, which would reduce the overall fill impact on the site. He also noted the pond is dug into the ground, with no embankment. He noted it would not serve as a stormwater

pond, and that it would be filled with an existing well and garden hose. He also clarified that it was his recommendation that a stormwater maintenance agreement was not needed in this instance since it is not a stormwater pond, and considering the smaller size of the pond.

It was noted John Bishop of 243 Hamilton Road submitted a written comment stating not to object but rather to be complimentary regarding the erection of a pond at 156 Green Bay Road.

Commissioner Gaertig made a motion the Plan Commission recommend the Town Board approve the pond permit application by Ryan Sberna for the construction of an approximate 0.4 acre man-made recreational pond mainly for fishing and swimming located at 156 Green Bay Road, contingent on the completion of the following punchlist items:

1. Erosion control and stormwater permits shall be obtained from the Town. A maintenance agreement is not recommended in this instance.
2. Resolve all engineering comments in the attached engineering letter.
3. Provide copies of the following to the Town prior to construction commencing: Notice of Intent from Wisconsin DNR (greater than 1 acre of disturbance); Chapter 30 Permit from DNR (working within 500' of a navigable waterway). Note the applicant already recognized this and said this permit is required. A shoreland zoning permit from the County has already been obtained and provided.
4. An as-built survey must be provided to the Town upon completion of construction for the Town Engineer or Director of Public Works to verify construction compliance with the approved plans.

Commissioner Lechner seconded, and the motion carried unanimously.

6. ADJOURNMENT

Commissioner Lechner made a motion to adjourn at 7:35 pm. Commissioner Carmichael seconded and the motion passed unanimously.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk

TOWN OF CEDARBURG
SPECIAL PARK & RECREATION COMMITTEE MINUTES
TOWN HALL
June 24, 2026

Present: Tom Esser, John Bishop, Keith Martin & Matt Geszvain
Present via Phone:
Excused: Carol Boettcher
Also Present: Director of Parks & Recreation, Paul Jungbauer

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Tom Esser called the meeting to order at 5:07 p.m. The meeting began with the Pledge of Allegiance.

2. MINUTES OF PREVIOUS MEETINGS:

a. March 25, 2026 Special Park & Recreation Committee Minutes

Matt Geszvain moved to approve the minutes from March 25, 2026. The motion was seconded by Keith Martin and passed unanimously.

3. OLD BUSINESS

a. Update and discussion on Town recreation programs & Town parks

Director Jungbauer presented an update on Town recreation programs & Town parks. This update included an update on spring program registrations of Little League and Track & Field and a fundraising update.

4. NEW BUSINESS

a. Discussion and possible recommendation on the Metro Mountain Biker's proposal of trail reconstruction at Pleasant Valley Parks & Trails

Craig Ruhland of the Metro Mountain Bikers was in attendance and made a presentation to the Committee. The presentation included a summary of who they are, what they do, who is riding at Pleasant Valley Parks & Trails, and updates on parts of the trails in need of maintenance. They have proposed a small re-route of the beginner loop to avoid closures due to wet conditions and addressing a creek crossing issue.

Matt Geszvain made a recommendation to the Town Board to approve the proposed re-routes subject to Town Board adoption of an agreement for the use of the park. The recommendation was seconded by Keith Martin and passed 4-0.

b. Discussion on future meetings

The Committee decided that it would next meet on July 29th at 5:00pm if needed.

5. ADJOURNMENT

Keith Martin moved to adjourn. The motion was seconded by Matt Geszvain and passed 4-0. The meeting adjourned at 5:43pm.

Respectfully submitted,

Paul Jungbauer
Director of Parks & Recreation

Town of Cedarburg
Treasurer's Report
8/29/2026

	General Funds	
Beginning Balance as of 7/31/26	$ 4,952,553.11	
Receipted Revenues:	22,414.23	See below
Earned Interest - Money Market	8,113.87	
Earned Interest - Checking	103.28	
Earned Interest - PWSB CD	5,491.37	
Additions/Subtractions:		
Transfer to/from Road Bonds	1,500.00	
Transfer from Environmental Account	-	
Oz County Tax Settlement	777,259.33	
PWSB Equipment Loan	344,000.00	
Less : Monthly Disbursements	(234,909.79)	
Ending Balance as of 8/29/26	$ 5,876,525.40	

Revenue Sources:	
Additions/Subtractions:	
Building Permit Fees	5,271.50
Plumbing, Electric & HVAC Permit Fees	4,723.24
Conditional Use	-
Recycling Fees - Special Pick Up	-
State Shared Revenues	-
Crop/Managed Forest Land Tax	1,055.92
Misc State Grants	-
Yard Waste Cards	380.00
Brush Chipping	1,027.50
Rezoning/Petition/Plat/Quarry	650.00
Bartender/Cigarette/Liquor Licenses	32.00
Culvert/Driveway Permit	125.00
Sign Permits	25.00
Miscellaneous	59.30
Cable Franchise Fee	6,261.15
Insurance Reimbursement	-
Special Assessment Letters	510.00
Telecommunications Tower	-
Fall Baseball Fees	-
Soccer Fees	-
Track & Field Fees	-
Little League Sponsorship	-
Little League Fees	2,293.62
Total Receipts for August	$ 22,414.23

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of August 29, 2026

	Machinery Account	Public Works Facility Acct.	Planning, Zoning, Municipal Code and Enforcement	Environmental Account	Total
Beg Bal July 31, 2026	$ 1,025,109.24	$ 178,764.12	$ 459,758.50	$ 149,787.02	$ 1,813,418.88
Receipts:					
Interest	3,092.18	539.23	1,386.83	451.82	$ 5,470.07
					$ -
Ramboll				-	$ -
					$ -
					$ -
					$ -
End Bal August 29, 2026	$ 1,028,201.43	$ 179,303.35	$ 461,145.34	$ 150,238.84	$ 1,818,888.95

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of August 29, 2026

Account 200-00-11230	Utility Bonds	Road Bonds	Holding Tank Bonds	Impact Fees
Beginning Balance July 31, 2026	$ 22,163.32	$ 59,100.00	$ 192,800.00	$ 281,763.73
Receipts:				
Deposit		-		-
Interest	837.99			849.92
Transfer	(837.99)	(1,500.00)		
Ending Balance August 29, 2026	$ 22,163.32	$ 57,600.00	$ 192,800.00	$ 282,613.65

Town of Cedarburg
Special Revenue Funds - Restricted Use Revenues
As of August 29, 2026

	Escrow Accounts	Petty Cash
Beginning Balance July 31, 2026	$ 56,397.67	$ 350.00
Receipts		
Earned Interest	106.32	
Fund Transfers		
Ending Balance August 29, 2026	$ 56,503.99	$ 350.00

Escrows Held	Amount
Prairie West	$ 5,870.35
Greystones	$ 50,633.64
Total	$ 56,503.99

Town of Cedarburg
Monthly Summary of Cash & Invested Account Balances
As of August 29, 2026

General Funds	$	5,876,525.40
Machinery Account		1,028,201.43
Public Works Facility Account		179,303.35
Paving Escrow Accounts		56,503.99
Utility Permit Escrows		22,163.32
Road Bond Account		57,600.00
Holding Tank Account		192,800.00
Impact Fee Account		282,613.65
Environmental Account		150,238.84
Planning, Zoning, Municipal Code and Enforcement		461,145.34
Petty Cash		350.00
Total Balance	$	8,307,445.31
Less Cash & Invested Account Balances From Prior Month		7,378,546.71
Increase/(Decrease) in Invested Account Balances for the Month	$	928,898.60

Katie LeBlanc
Treasurer

Town of Cedarburg
Impact Fees
As of August 29, 2026

Public Services	7/31/2026 Beginning Balance	Additions	Subtractions	8/29/2026 Current Balance
Parks & Recreation	$8,586.38	$ 281.66	$ -	$ 8,868.04
Municipal	$13,911.53	$ -	$ -	$ 13,911.53
Town Hall	$68,704.17	$ 72.16	$ -	$ 68,776.33
Public Works Garage	$62,574.91	$ 65.70	$ -	$ 62,640.61
Recycling Center	$56,759.48	$ 60.68	$ -	$ 56,820.16
Highways & Traffic Control	$66,301.89	$ 208.15	$ -	$ 66,510.03
Fire Department	$4,925.38	$ 161.57	$ -	$ 5,086.95
Total of all Balances	$260,792.23	$ 849.92	$ -	$ 282,613.65

Receipts - Fees & Interest **$849.92** $ -

	Allocated %	Allocated Fee
Parks & Recreation	33.14%	$ 281.66
Municipal Buildings:		
Town Hall	8.49%	$ 72.16
Public Works Garage	7.73%	$ 65.70
Recycling Center	7.14%	$ 60.68
Fire Department	24.49%	$ 208.15
Highways & Traffic Control	19.01%	$ 161.57

Impact Fees Collected:

Year	Number	Year	Number
1993	21	2010	7
1994	26	2011	11
1995	24	2012	17
1996	14	2013	20
1997	15	2014	12
1998	32	2015	11
1999	55	2016	17
2000	43	2017	15
2001	20	2018	13
2002	16	2019	8
2003	11	2020	10
2004	12	2021	11
2005	32	2022	9
2006	15	2023	7
2007	6	2024	6
2008	9	2025	12
2009	4	2026	4
		Number of Impact Fees Paid	545

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT	8/05/2026	EFTPS- ELECTRONIC FEDERAL TAX PAYMENT SYS	7,365.52
EFT	8/05/2026	WDOR- 930208	1,288.62
EFT	8/05/2026	Great-West Retirement	210.00
EFT	8/05/2026	WM Corporate Services, Inc.	38,309.84
EFT	8/05/2026	Elan Financial Services	1,462.11
EFT	8/12/2026	Charter Communications (Spectrum)	99.50
EFT	8/19/2026	Great-West Retirement	210.00
EFT	8/19/2026	Wisconsin Department of Revenue-3028	1,229.73
EFT	8/19/2026	EFTPS- ELECTRONIC FEDERAL TAX PAYMENT SYS	6,800.10
EFT	8/19/2026	WISCONSIN EMPLOYEE TRUST FUND (ETF)	7,913.76
EFT	8/19/2026	UHS Premium Billing	15,531.95
41737	8/07/2026	BAUMGARTNER, NATHAN	46.17
41738	8/07/2026	DEROSA, OWEN	152.38
41739	8/07/2026	Emery, Logan	46.17
41740	8/07/2026	Hajdu, Paul	189.32
41741	8/07/2026	HAUSER, EMMITT	46.17
41742	8/07/2026	HAYRY, HUDSON	50.79
41743	8/07/2026	HOPF, AVERY	50.79
41744	8/07/2026	Kaminsky, Jace	796.29
41745	8/07/2026	KEEGAN, GRADY	147.76
41746	8/07/2026	MURPHY, CLARE	143.14
41747	8/07/2026	PIONEK, HUDSON	50.79
41748	8/07/2026	RAINKA, ROCKWELL	69.26
41749	8/07/2026	SAWYER, JOSHUA	124.67
41750	8/07/2026	Taffora, Brock	682.84
41751	8/12/2026	5 Corners Dodge	288.75
41752	8/12/2026	5 Corners Isuzu Truck & Auto	1,855.37
41753	8/12/2026	Amazon Capital Services	65.79
41754	8/12/2026	BEYERS TRUE VALUE HARDWARE	155.21
41755	8/12/2026	Bruce and Susan Stevens	4,000.00
41756	8/12/2026	BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	38.00
41757	8/12/2026	BURGHARDT SPORTING GOODS	2,914.00
41758	8/12/2026	Cleaning Authority	322.00

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
41759	8/12/2026	Clerk of Courts for Ozaukee County	700.00
41760	8/12/2026	Conley Media, LLC-Classified	115.94
41761	8/12/2026	Culligan of West Bend	174.25
41762	8/12/2026	EMPLOYEE BENEFITS CORP	704.80
41763	8/12/2026	GENERAL CODE	1,045.00
41764	8/12/2026	Home Depot Credit Services	26.94
41765	8/12/2026	JACKSON CONCRETE INC	1,075.00
41766	8/12/2026	Lakeside Extinguisher LLC	353.00
41767	8/12/2026	LANGE ENTERPRISES INC	233.20
41768	8/12/2026	LANNON STONE PRODUCTS	149.26
41769	8/12/2026	LIESENER SOILS INC	185.00
41770	8/12/2026	NAPA Auto Parts	426.09
41771	8/12/2026	Ontech Systems Inc.	785.13
41772	8/12/2026	PIGGLY WIGGLY - OLSENS	259.44
41773	8/12/2026	QUILL CORPORATION	79.67
41774	8/12/2026	RA Smith National	1,638.50
41775	8/12/2026	RICOH USA, INC.	184.24
41776	8/12/2026	Rote Oil	3,157.53
41777	8/12/2026	SAFEbuilt, LLC Lockbox #88135	11,584.00
41778	8/12/2026	STANTEC CONSULTING SERVICES INC	4,154.25
41779	8/12/2026	Teresa Ragland	30.00
41780	8/12/2026	UniFirst Corporation	103.14
41781	8/12/2026	WESTERN CULVERT	603.74
41782	8/12/2026	WI Department of Transportation-7366	7,734.08
41783	8/12/2026	WISCONSIN PUMP & SUMP	170.00
41784	8/21/2026	ALBRINCK, JAMES	77.56
41785	8/21/2026	Bajurny, Karen	77.56
41786	8/21/2026	Bauman, Rick	94.18
41787	8/21/2026	Berger, Frank	77.56
41788	8/21/2026	BISHOP, CECILY	55.40
41789	8/21/2026	BORGWARDT, CAROL	30.67
41790	8/21/2026	Borgwardt, Donald	11.08
41791	8/21/2026	Brisky, John	157.89

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
41792	8/21/2026	Byrum, Mary	77.56
41793	8/21/2026	Cumiskey, Keith	157.89
41794	8/21/2026	Erickson, Richard	163.43
41795	8/21/2026	Farrell, Patti	157.89
41796	8/21/2026	Flynt, James	83.10
41797	8/21/2026	Grows, Vicki	315.70
41798	8/21/2026	Haagensen, Stig	85.87
41799	8/21/2026	Hardee, Nancy J.	77.56
41800	8/21/2026	Howe, Craig	83.10
41801	8/21/2026	Jerominski, Mary	166.20
41802	8/21/2026	Laetz, Curtis	77.56
41803	8/21/2026	Lewandowski, Anne	156.04
41804	8/21/2026	Meadows, Angela	138.50
41805	8/21/2026	Neumann, Lynn	99.72
41806	8/21/2026	PETTED, CYNTHIA	77.56
41807	8/21/2026	Polzin, Nancy	261.13
41808	8/21/2026	Rahlf, Christine	157.89
41809	8/21/2026	Schleicher-Newburg, Christine	83.10
41810	8/21/2026	Steinbrecker, John	160.66
41811	8/21/2026	STROHBACH, VICTORIA	327.39
41812	8/21/2026	Suring, Stanley	83.10
41813	8/21/2026	Taffora, Brock	670.90
41814	8/26/2026	Amazon Capital Services	310.00
41815	8/26/2026	American Metal and Paper	62.00
41816	8/26/2026	ARNOLD'S ENVIRONMENTAL SERVICES	450.00
41817	8/26/2026	BURGHARDT SPORTING GOODS	3,323.00
41818	8/26/2026	Catalis LLC	1,850.00
41819	8/26/2026	Cleaning Authority	290.00
41820	8/26/2026	DIGGERS HOTLINE INC	51.30
41821	8/26/2026	ELS Designs	1,500.00
41822	8/26/2026	EMPLOYEE BENEFITS CORP	210.00
41823	8/26/2026	HAWKINS ASH CPA'S	66.00
41824	8/26/2026	Information Technology	18,808.52

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
41825	8/26/2026	LANGE ENTERPRISES INC	42.28
41826	8/26/2026	LINCOLN CONTRACTORS SUPPLY	782.47
41827	8/26/2026	Midwest Athletic Fields LLC	1,609.00
41828	8/26/2026	Ontech Systems Inc.	919.61
41829	8/26/2026	OZAUKEE COUNTY HIGHWAY DEPT	3,426.90
41830	8/26/2026	PORT WASHINGTON STATE BANK	2,000.00
41831	8/26/2026	RA Smith National	18,569.00
41832	8/26/2026	Ramboll Americas Engineering Solutions Inc.	387.66
41833	8/26/2026	RICOH USA, INC.	204.69
41834	8/26/2026	SAFETY-KLEEN SYSTEMS, INC.	322.61
41835	8/26/2026	Saukville Feed Supply	377.46
41836	8/26/2026	Securian Financial Group, Inc.	378.82
41837	8/26/2026	TTech	804.00
41838	8/26/2026	WE ENERGIES	1,359.78
41839	8/26/2026	WISCONSIN PUMP & SUMP	205.00
41840	8/26/2026	Zuern Building Products & Deisgn Center	771.34
V4946	8/07/2026	Bartley, Andrew	2,149.13
V4947	8/07/2026	Boerner, Jeffrey	767.47
V4948	8/07/2026	Butschlick, Jamie	1,603.16
V4949	8/07/2026	Huebner, Andrew	1,376.61
V4950	8/07/2026	Jacoby, Sara	1,972.77
V4951	8/07/2026	Jungbauer, Paul	2,010.71
V4952	8/07/2026	Krause, Nathan	1,939.05
V4953	8/07/2026	Lindberg, Glenn	1,029.38
V4954	8/07/2026	Mett, Julie	698.88
V4955	8/07/2026	Monticelli, Adam	3,425.15
V4956	8/07/2026	Pautz, Peter	1,336.33
V4957	8/07/2026	Peters, Samuel	218.84
V4958	8/07/2026	Ryer, Eric	3,756.51
V4959	8/21/2026	Bartley, Andrew	2,149.13
V4960	8/21/2026	Butschlick, Jamie	1,603.16
V4961	8/21/2026	Huebner, Andrew	1,376.61
V4962	8/21/2026	Jacoby, Sara	1,972.77

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

Check Nbr	Check Date	Payee		Amount
V4963	8/21/2026	Jungbauer, Paul		2,010.71
V4964	8/21/2026	Krause, Nathan		1,448.33
V4965	8/21/2026	Lindberg, Glenn		986.95
V4966	8/21/2026	Mett, Julie		966.17
V4967	8/21/2026	Monticelli, Adam		3,146.11
V4968	8/21/2026	Pautz, Peter		1,336.33
V4969	8/21/2026	Peters, Samuel		218.84
V4970	8/21/2026	Ryer, Eric		3,756.51
			Grand Total	234,909.79

Cash - PWSD - Commingled all funds ALL Checks

Posted From: 8/01/2026 From Account:
Thru: 8/31/2026 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	186,821.94
Total Expenditure from Fund # 200 - SPECIAL REVENUE FUND	387.66
Total Expenditure from Fund # 300 - CAPITAL PROJECT FUND	34,477.91
Total Expenditure from Fund # 500 - RECREATION	13,222.28
Total Expenditure from all Funds	234,909.79

Meeting Date: 9/9/2026
Agenda Items: # 11a,b

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

TO: David Salvaggio, Chairman
Town Board
FROM: Amanda Schaefer, Planner, Eric Ryer, Administrator
MEMO WRITTEN: August 21, 2026

SUBJECT: **Agenda Item # 11a:** Discussion and possible motion on an application by Michael and Stacey Oppermann to amend their existing conditional use permit for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district; the amendment would add up to two additional employees, and include the demolition of an existing structure and construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road **[NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]***
Agenda Item # 11b: Discussion and possible motion on an architectural and site plan review for the construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road **[NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]***

BACKGROUND INFORMATION	
Project Name	Oppermann CUP Amendment/Arch. & Site Plan Review
Applicant Name	Michael & Stacey Oppermann
Size of Parcel	16.48 acres
Existing Zoning	A-1 (no change requested)
Abbreviated Legal	NW ¼ of Sec. 17
Future Land Use Map Designation	Rural Neighborhood – Countryside Allows: **A-1,** A-2, C-1, P-1, E-1, CR-A & CR-B, M-3

ADJACENT LAND USE/ZONING MATRIX		
Direction	*Land Use*	*Zoning*
North	Agricultural	A-1
South	Agricultural, Conservancy	A-1, C-1
East	Agricultural, Conservancy	A-1, C-1
West	Residential	R-2

ZONING REQUIREMENTS	*Provided*	*Required*
	A-1	**A-1**
Minimum Lot Size	16.48 acres	5 acres
Minimum Lot Width	922.69’	300’
Min. Street Building Setback	~35’ existing home 114’ proposed outbuilding	75’ home 100’ outbuilding
Minimum Side Yard	>100’ home 751’ proposed outbuilding	25’ home 100’ outbuilding
Minimum Rear Yard	>100’ home 398’ proposed outbuilding	25’ home 100’ outbuilding

BACKGROUND

Michael and Stacey Oppermann have submitted an application to amend their conditional use permit (CUP) from 2012. They intend to continue operating a horse riding and boarding stable on their 16.48 acre property zoned A-1 located at 10529 Cedar Creek Road and to have agricultural buildings and high-density animal enclosures within 500 feet of any residential district; see the attached maps for the location. Stacey is a professional trainer and competitor with decades of experience in the hunter/jumper discipline and in United States Equestrian Federation (USEF) sanctioned competition.

The applicant is appearing before the Board for three reasons at this time:

1. Their existing CUP specifies one non-resident employee. They are looking to increase that number to up to three employees.
2. The demolition of an existing agricultural building, which would be replaced with a new 9,600 square foot indoor riding arena (requires architectural and site plan review). Their existing CUP also requires Plan Commission and Town Board approval for any new building.
3. The agricultural building is within 500 feet of a residential district (requires conditional use permit review process; this is addressed as well in their existing CUP).

Exterior plans and elevations are attached. The building would be white with grey accents.
The following is an analysis of the application and issues.

EXECUTIVE ANALYSIS

1. **Zoning/Setbacks**

   The current zoning of the 16.48 acre parcel is A-1. There is no limit on the number of horses that are allowed in the A-1 district. Town Code allows for grazing, pasturage, and stables in the A-1 district as a principal use, however, the current use is commercial in nature. Several of the buildings are currently considered existing nonconforming as they do not meet setbacks. In the A-1 district, there is no limit on the square footage allowed for nonresidential buildings on lots eight acres or greater, so the property is allowed unlimited agricultural building space.

   Section 320-25 G. (2) requires that: "Any individual building, being newly constructed, that is greater than 1,500 square feet shall be subject to architectural design approval and site plan approval by the Plan Commission and the Town Board." Their existing CUP also includes a condition that would allow the Oppermanns to have agricultural buildings and high-density animal enclosures within 500 feet of any residential district.

2. **Business Summary**

   The applicant has offered the following information in their narrative:

   Background of Cedar Creek Equestrian Center LLC

   Cedar Creek Equestrian Center LLC ("Cedar Creek") is a family-owned hunter/jumper training, lesson, and boarding facility located on approximately 16.48 acres of A-1 zoned agricultural land in the Town of Cedarburg. The facility has been in operation since 2012 and is owned and operated by Stacey and Michael Oppermann. Stacey is a professional trainer and competitor with decades of experience in the hunter/jumper discipline and in United States Equestrian Federation (USEF) sanctioned competition.

   Cedar Creek's mission is to provide safe, high-quality equestrian education, professional horse training, competition coaching and show support, and full-care boarding for riders and horse owners of all ages. The training, competition, and boarding programs are the foundation of the operation: well-schooled horses and consistent daily care are what make the lesson and team programs possible, and Cedar Creek riders regularly compete at national-level United States Equestrian Federation (USEF)-sanctioned hunter/jumper shows as well as Interscholastic Equestrian Association (IEA) events throughout the region. The operational core of Cedar Creek is its full-care boarding and professional training program: daily care, turnout, and progressive training for privately owned horses, together with a string of Cedar Creek-owned school horses. This program supports every other activity at the facility. Beyond boarding and training, the facility is home to two organized programs that distinguish it from a typical boarding stable:

- Team Cedar Creek, an Interscholastic Equestrian Association (IEA) Hunt Seat team (Zone 5, Region 9) serving middle school and high school riders from the surrounding communities.
- A structured, tuition-based lesson program for youth and adult riders, operated on an enrolled-student model rather than drop-in lessons, which keeps scheduling predictable and traffic consistent.

In addition, the owner operates the Collegiate Equestrian Fund Inc., a Wisconsin 501(c)(3) nonprofit organization whose mission is to support equestrian sport and the infrastructure that sustains it.

The IEA format is specifically designed to make equestrian sport accessible: riders compete on horses provided by the host facility rather than owning their own, which lowers the financial barrier to entry and makes well-schooled lesson horses and reliable facilities essential to the program's success.

Current Intent: Proposed Changes and Purpose
Cedar Creek requests approval to construct an indoor riding arena of approximately 60' x 160' on the existing farm parcel, together with any associated site work (grading, stormwater management, and gravel access consistent with existing farm drives).

Why the arena is needed
- Rider & horse safety: Wisconsin weather makes outdoor riding unsafe or impossible for a substantial portion of the year due to frozen, icy, or deeply muddy footing. An indoor arena provides consistent, safe footing year-round and eliminates weather-related cancellations for youth lessons and team practices.
- Continuity of youth programming: The IEA season runs through the fall, winter, and early spring — precisely the months when outdoor riding in Wisconsin is least feasible. The arena allows Team Cedar Creek to practice consistently through its competition season.
- Horse welfare: Consistent, controlled exercise on engineered footing supports the health and soundness of the horses, including older school horses and horses with managed medical conditions.
- No change in use: The arena supports the facility's existing, established equestrian use. It does not introduce a new use, expand the number of horses kept on the property beyond current capacity, or materially change traffic patterns.
- Aging structure and recurring flooding: The facility's current riding area is decades old (unable to find the original construction date) and sits low relative to the surrounding grade, so heavy rain and spring snowmelt regularly leave standing water and saturated footing. During these periods the arena is unsafe and effectively unusable, forcing lessons and practices to be canceled. A properly sited and graded indoor arena resolves the drainage problem and provides a reliably usable riding surface year-round.

The arena project is supported in part by the Collegiate Equestrian Fund Inc., consistent with the nonprofit's mission of investing in durable equestrian infrastructure in southeastern Wisconsin. The proposed structure will be an agricultural-style building consistent in character with existing farm buildings in the Town of Cedarburg.

Plan of Operation – Past and Present
Hours of Operation
Barn chores (feeding, turnout, stall cleaning) occur daily, generally between 7:30 a.m. and 6:00 p.m. Lessons and training rides take place primarily on weekdays (approximately 10:00 a.m. and 8:00 p.m.) and on weekend mornings and afternoons (approximately 9:00 a.m. and 4:00 p.m.). Because the lesson program is enrollment-based rather than drop-in, the weekly schedule is fixed and predictable; there is no walk-in retail component and no public open hours.

Staffing
Cedar Creek is owner-operated. Staff consists of the owner/head trainer, assistant coach Katie Hundley, and approximately **1** employee who assists with barn chores. Peak on-site staffing at any one time will typically be **2 -3** people.

Animals on the Property
The facility currently houses approximately 25 horses, comprising school horses owned by Cedar Creek, horses donated to the nonprofit, and privately owned boarded horses. The property's stabling capacity is 27 stalls. Horses are turned out daily in fenced pastures and paddocks. The property is also home to the owner's dogs, including a livestock guardian breed (Great Pyrenees mix). No other livestock species are kept commercially.

Programs and Services
- Riding lessons: structured, tuition-based instruction in hunt seat equitation for enrolled students, taught by the owner and assistant coach. School horses are capped at conservative jumping heights (2'0") under a written facility policy, reflecting the barn's emphasis on safety and horse welfare.
- Horse training and boarding: full-care boarding and professional training for privately owned horses.
- IEA team: Team Cedar Creek practices at the facility on a weekly schedule during the school year.
- Summer horse camp: daytime youth camps during summer weeks (2 camp sessions totaling 8 days), with written medical consent and safety protocols for all participants.
- Educational clinics: periodic instructional clinics led by the owner or visiting professionals, covering topics such as riding technique, horsemanship, and horse care for enrolled students and invited riders. Clinics are scheduled daytime events that use existing facilities and generate no additional routine traffic.

Special Events
The facility hosts occasional scheduled events. Events are daytime activities, held 1-2 times per year, with parking accommodated entirely on site. No amplified outdoor sound systems, carnival-type activities, or overnight public gatherings occur on the property.

Traffic and Deliveries
Daily traffic consists of lesson families and boarders arriving on the fixed lesson schedule, typically 5 vehicles per day spread across the afternoon and evening. Deliveries of hay, grain, and bedding occur weekly or monthly and are logged by the facility. Delivery vehicles are standard farm trucks and trailers; no semi-tractor traffic is generated on a routine basis.

Manure Management
Stalls are cleaned daily. Manure and soiled bedding are stored in a designated covered concrete-pad storage area in compliance with Wisconsin's agricultural standards. Manure is removed by a local farmer as needed and spread on cropland in accordance with accepted agricultural practices. This practice is consistent with Ozaukee County and Town of Cedarburg standards for agricultural operations and has generated no complaints. Fly and odor control are managed through daily cleaning, prompt removal, and feed-through fly control.

Site, Lighting, and Noise
The property operates as a quiet agricultural use. Exterior lighting is limited to 1 light at the front door, a motion sensor light in the driveway, and 1 barn light at the south end of the building for safety during evening chores. The proposed arena will use interior LED lighting only. Noise generated by the operation is limited to ordinary farm activity; indoor lessons will further reduce outdoor activity noise during winter months.

Plan of Operation – Future
With the expansion of the indoor arena, Cedar Creek's operation will remain substantially the same in character and scale. Specifically:
- Hours of operation will not change. The arena shifts existing lessons and practices indoors during inclement weather; it does not add new time blocks or late-night activity.
- The number of horses on the property will remain in compliance with our current conditional use permit. The arena is a riding space, not additional stabling.
- Traffic will remain on the existing fixed lesson schedule. Year-round consistency may modestly smooth traffic across the calendar (fewer weather cancellations and reschedules), but daily volumes will not materially increase.

- Manure management, deliveries, and turnout practices will continue unchanged.
- Special events will continue at their current modest frequency.

Longer term, Cedar Creek and the Collegiate Equestrian Fund Inc. intend for the facility to serve as a stable home base for equestrian sport in southeastern Wisconsin, ensuring that the youth riders of Team Cedar Creek and the broader lesson community have reliable, safe, year-round access to the sport.

Summary
Cedar Creek Equestrian Center LLC is an established, well-managed equestrian operation consistent with the agricultural character of the Town of Cedarburg. The proposed indoor arena supports the facility's existing use, improves safety for the children and young adults who ride here, protects the welfare of the horses, and strengthens a nonprofit-supported youth equestrian program that serves the broader region. The operation's hours, animal numbers, staffing, traffic, and land management practices will remain consistent with its established history. We respectfully request the Town's approval and welcome any questions or conditions the Plan Commission wishes to discuss.

3. **Shoreland Zoning / Wetlands / Review by County Highway Department**
Attached is a shoreland/floodplain map. Nick Mikkelson at Ozaukee County Land & Water Management confirmed a shoreland permit will be required, and has been issued. Applicable permits would need to be pulled for any future construction projects. Also, any development within 500 feet of an existing or proposed state or county trunk highway right-of-way and within 1/2 mile of an existing or proposed interchange or turning lane must be specifically reviewed by the highway agency that has jurisdiction over the trafficway; staff sent a request for a review by Ozaukee County (Highway Commissioner Jon Edgren) who replied and said, "Given no significant changes to the operations, the Ozaukee County Highway Department has no objections or comments to the proposed application at this time."

4. **Building Location**
The building is proposed to replace an existing structure, with the location shown on the attached drawing. It will be located just south of the existing barn and just west of the existing shed.

5. **Waste Disposal / Bathroom**
Per the applicant, stalls are cleaned daily. Manure and soiled bedding are stored in a designated covered concrete-pad storage area in compliance with Wisconsin's agricultural standards. Manure is removed as needed and spread on cropland in accordance with accepted agricultural practices. This practice is consistent with Ozaukee County and Town of Cedarburg standards for agricultural operations and has generated no complaints. Fly and odor control are managed through daily cleaning, prompt removal, and feed-through fly control. The applicant noted there is an ADA restroom located on the west side of the building near the arena entrance.

6. **Signage**
The Oppermanns do not currently have any signage and have no plans to install one. The CUP has included a condition in the CUP that would allow them one sign that meets Town Code.

7. **Employees**
The Oppermann's would like to add up to two more non-resident employees.

8. **Parking / Lighting / Landscaping**
There are no changes proposed to the parking. The Plan Commission did not require additional parking should for the two additional employees. The employee parking is in the main lot; there isn't a designated area for employees; the applicant noted the employee is rarely here at the same time as clients. If he is here when clients are here, he parks near the garage or house. The current driveway material is gravel, with no plans to pave. Town Code notes that all off-street parking areas for more than 10 vehicles shall be surfaced with a dustless all-weather material capable of carrying a wheel load of 4,000 pounds (normally, a two-inch blacktop on a four-inch base of five inches of Portland cement will meet this requirement). **However, compacted stone or gravel may be used with the approval of the Town Board.**

The applicant noted the horse trailer is parked on the west side of the garage and is partially concealed by a tree. Now that the garage is complete, they will be doing some landscaping and can add a privacy fence or bushes to further conceal the trailer if needed. The applicant noted no client trailers are permitted. They no longer have a semi-trailer parked on site. There does appear to be a dumpster located near the intersection of Granville and Cedar Creek Road.

Aside from one existing light on each end of the barn, there are no exterior lights and no plans for future lighting of the outdoor riding area.

9. **Hours**
   There is no proposed change to the hours of operation.

10. **Comprehensive Plan Consistency**
    This application requests a use that is currently allowed as a conditional use in A-1 zoning and would remain consistent with the Town Comprehensive Plan.

ARCH. & SITE PLAN REVIEW

Since the accessory building is greater than 1,500 square feet, it must go through an architectural and site plan review, as § 320-25. G. (2) explains below.

> "Any individual building, being newly constructed, that is greater than 1,500 square feet shall be subject to architectural design approval and site plan approval by the Plan Commission and the Town Board."

PUBLIC NOTICE & PUBLIC HEARING

Conditional Use Permit applications require a Class 2 notice in the News Graphic in consecutive weeks with the last notice published 7 days before the public hearing at the Plan Commission meeting. The notices were published in the News Graphic on August 4th and 11th in accordance with these requirements. Postcards were also mailed to all properties within 1,000 ft. of the subject property on July 28th. The public hearing for the CUP occurred at the Plan Commission meeting; see the attached draft minutes to review the comments.

PLAN COMMISSION RECOMMENDATIONS

At their meeting on August 19th, the Plan Commission made unanimous recommendations to approve both the architectural & site plan review and the CUP amendment, and allowing for the use of gravel for driveway and parking areas.

ACTION REQUESTED / SUGGESTED MOTIONS IF IN FAVOR

Staff requests the Board discuss the CUP and architectural and site plan applications and consider motions.

If in favor, the Board could consider the following via separate motions:

1. **A motion to approve a conditional use permit amendment** for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district and employ up to three nonresident employees (and specifying allowing the use of gravel as opposed to paving the driveway and parking areas), finding all of the following conditions are present:

   (1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

   (2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.

   (3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.

(4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

(5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

(6) Conform to zoning district regulations. The conditional use application shall conform to all applicable regulations of the district in which it is located.

2. **A motion to approve the proposed architectural and site plan review** for the construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road, taking into account the principles and standards.

Site plan review principles and standards. The Plan Commission and Town Board shall review the site, existing and proposed structures, neighboring uses, landscaping, and the proposed use. The Town Board may approve said site plans only after determining that:

(a) The proposed use(s) conforms to the uses permitted.
(b) The dimensional arrangement of buildings and structures conforms to the required area, yard, setback, and height restrictions of this chapter.
(c) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.
(d) Consideration should be given to preserving the natural features of the landscape where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.
(e) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.

Architectural review principles and standards. To assist the Plan Commission and Town Board in the architectural review of outbuildings under this section, the following review principles, criteria and procedures are established:

(a) Building scale and mass. The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new outbuildings are built or when existing outbuildings are remodeled or altered.
(b) Building rooflines and roof shapes. Building roof lines and roof shapes shall be complementary to the existing or surrounding buildings.
(c) Materials. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is not aesthetically complementary to other surrounding buildings.
(d) Building location. Consideration shall be given to siting a building in a manner which would not unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.

If concerns arise, additional conditions may be required by the Town to address them (none were recommended by the Plan Commission). Applicable conditions in this instance could include landscaping, lighting, fencing, planting screens, signs, operation control, hours of operation, and increased yards or parking requirements that may be required by the Town Board upon its finding that these are necessary to fulfill the purpose and intent of this chapter.

ATTACHMENTS

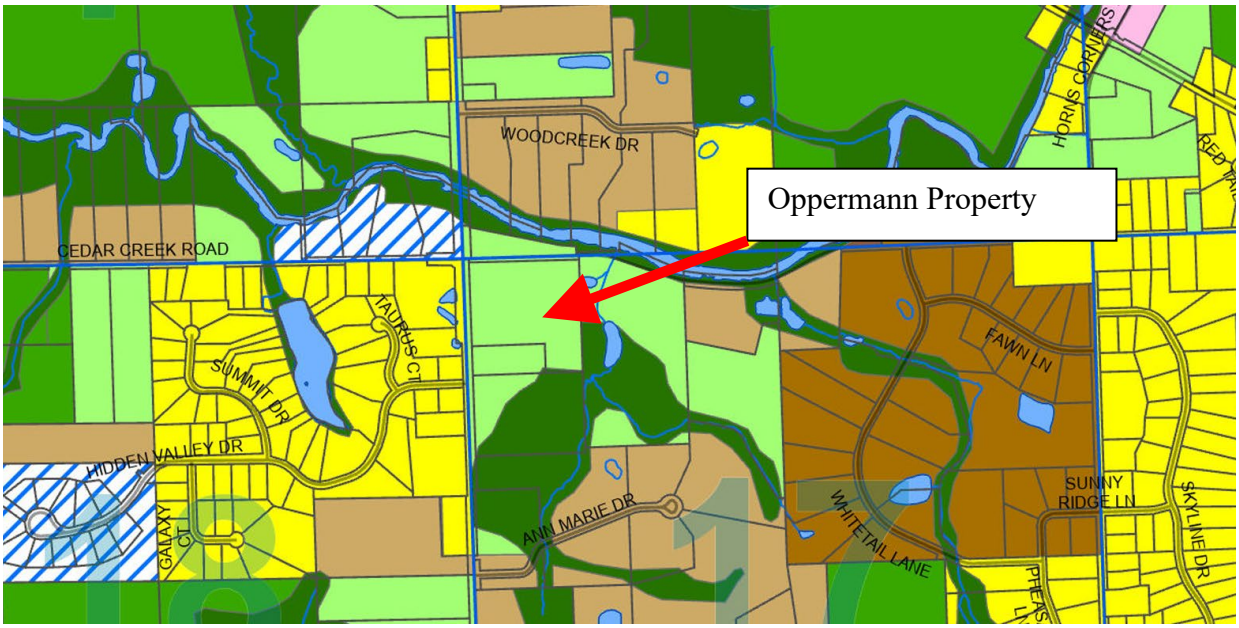
I. Zoning Map / Site Photos / Shoreland zoning map / Minutes
II. Existing CUP / DRAFT CUP
III. Application Materials

COPIES MAILED/E-MAILED TO

I. Stacey Oppermann: Stacey@cedarcreekfarms.us

Action	Date	Status
Post Cards Mailed for CUP 1,000'	7-28-26	Mailed
CUP Public Notice in News Graphic	8-4 & 8-11-26	Published
Plan Commission meeting & public hearing	8-19-26	Unan. Rec. Approve
Town Board meeting & possible decision	9-9-26	This Meeting

ATTACHMENTS



Legend

- TCOD Town Center Overlay
- C-1 Conservancy
- A-1 Agricultural
- A-2 Prime Agricultural
- B-1 Neighborhood Business
- B-2 Planned Business
- B-3 Business
- CR-A Countryside Residential A
- CR-B Countryside Residential B
- E-1 Estate Residential
- M-1 Industrial
- M-2 Planned Industrial & Mixed Use
- M-3 Quarrying
- P-1 Public & Private Park
- PUD Planned Unit Developments
- R-1 Single Family Residential
- R-2 Single Family Residential
- R-3 Single Family Residential
- TR Transitional Residential
- TR-2 Transitional Residential

Photos



Above: approaching the buildings looking northeast.



Above: looking south from Cedar Creek Road.



Above: looking south from Cedar Creek Road.



Above: looking east from Granville and Cedar Creek Road.

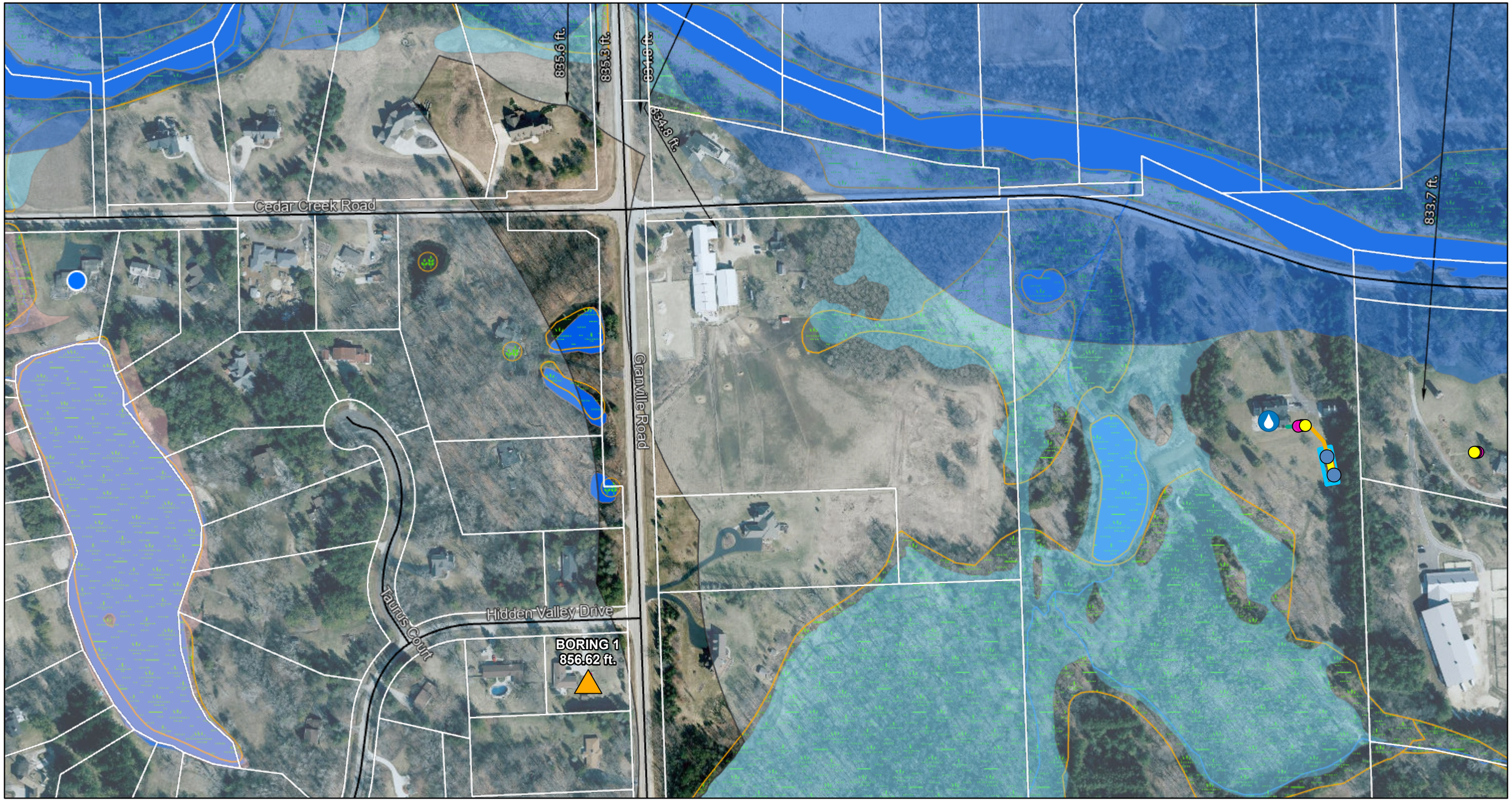


Above: corner of CTH Y and Cedar Creek Road looking northeast.



Above: view of south pasture looking southeast.

Shoreland Map



8/3/2026, 3:53:53 PM

1:2,911

0 200 400 800 ft

0 60 120 240 m

Ozaukee County

- Soil Borings
- PC Cover
- ST Cover
- Wells
- Observation Pipe
- Bldg. Sewer
- Distribution Pipes
- Effluent Line
- Forcemain
- Installation Contour
- Header Manifold
- POWTS Perimeter
- Dispersal Cell
- Tanks

Local Roads

- Local

- Parcels
- LOMA 2024

Cross Section Line

- NOT LETTERED, MAPPED; LETTERED, MAPPED
- Shoreland Buffer Outline

Flood Hazard Zone

- A, Unstudied Floodplain
- AE & VE Floodway
- AE, VE, & AO, Floodplain

- Wetland Inventory
- Wetland Points
- Shoreland Buffer
- Hydro Polygon

Hydro Lines

- NO
- YES

TOWN OF CEDARBURG
PLAN COMMISSION MEETING MINUTES
August 19, 2026

Present: David Salvaggio, Presiding Commissioner Larry Lechner, Kerry Carmichael, Anne Lewandowski, Steve Wolf
Also Present: Eric Ryer, Administrator, Sara Jacoby, Assistant Administrator/Clerk, Amanda Schaefer, Consulting Planner
Excused: Don Borgwardt, Tom Gaertig

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Presiding Commissioner Lechner called the regular meeting to order at 7:00 pm. The meeting began with the pledge of allegiance.

2. MINUTES OF PREVIOUS MEETINGS

a. Approval of July 15, 2026 Plan Commission Meeting Minutes*

Commissioner Lewandowski made a motion to approve the meeting minutes from July 15, 2026. Commissioner Wolf seconded, and the motion carried unanimously.

3. PUBLIC HEARING

a. Public hearing to take comment on an application by Michael and Stacey Oppermann to amend their existing conditional use permit for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district; the amendment would add up to two additional employees, and include the demolition of an existing structure and construction of the new 9,600 square foot structure on the property located at 10529 Cedar Creek Road [NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]

Chairman Salvaggio made a motion to open the public hearing at 7:02pm. Commissioner Wolf seconded, and the motion carried unanimously.

Roger Groth of 1620 Granville Road shares a property line with the applicant, and he was looking for more information concerning any changes to fence lines.

Becky Tenges of 1556 Whitetail Lane spoke in support of the application. As an equine professional, she felt this is an improvement that will enhance the rider experience and horse safety.

The arena builder spoke, verifying there would be no impact on existing fence lines.

A letter of support from Lindsay Pauly and Daniel Ohrtman of 10123 Cedar Creek Road was provided to each Commissioner and placed in the public record.

With no additional comment from the public, Commissioner Wolf made a motion to close the public hearing. Commissioner Lewandowski seconded, and the motion carried unanimously. The public hearing closed at 7:06pm.

b. Public hearing to take comment on a conditional use permit application by Aleksandr Abasov and Tetiana Sachenko to retain an existing accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard located at 522 Beechwood Drive [SW1/4 SEC 28, 1.82 acres, zoned R-2 Single-Family Residential District]

DRAFT

Commissioner Wolf made a motion to open the public hearing at 7:07pm. Commissioner Lewandowski seconded, and the motion carried unanimously.

With no comment from the public, Commissioner Wolf made a motion to close the public hearing. Commissioner Lewandowski seconded, and the motion carried unanimously. The public hearing closed at 7:08.

4. OLD BUSINESS

a. None

5. NEW BUSINESS

a. Discussion and possible recommendation on an architectural and site plan review for the construction of the new 9,600 square foot structure on the property located at 10529 Cedar Creek Road [NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]*

Michael and Stacey Oppermann applied for the demolition of an existing agricultural building, which would be replaced with a new 9,600 square foot indoor riding arena (requires architectural and site plan review). Their existing conditional use permit (CUP) also requires Plan Commission and Town Board approval for any new building. The agricultural building is within 500 feet of a residential district, which also requires conditional use permit review and is addressed in their CUP amendment application.

Consulting Planner Schaefer summarized the application for both items 5a and 5b at the same time. Commissioner Lewandowski noted the application was very complete. Commissioner Lechner stated that he had no issue with gravel being used for parking.

Commissioner Lewandowski made a motion the Plan Commission recommend approval of the proposed architectural and site plan review for the construction of a new 9,600 square foot structure on the property located at 10529 Cedar Creek Road and allowing for gravel to be allowed for the driveway, after finding the following present:

(a) The proposed use(s) conforms to the uses permitted.
(b) The dimensional arrangement of buildings and structures conforms to the required area, yard, setback, and height restrictions of this chapter.
(c) The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking, as specified by this chapter or any other codes or laws.
(d) Consideration should be given to preserving the natural features of the landscape where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.
(e) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping, as provided or required in this chapter.

It was further referenced that the following review principles and criteria have been met:
(a) Building scale and mass. The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new outbuildings are built or when existing outbuildings are remodeled or altered.

DRAFT

(b) Building rooflines and roof shapes. Building roof lines and roof shapes shall be complementary to the existing or surrounding buildings.
(c) Materials. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is not aesthetically complementary to other surrounding buildings.
(d) Building location. Consideration shall be given to siting a building in a manner which would not unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.

Commissioner Carmichael seconded, and the motion carried unanimously.

b. Discussion and possible recommendation on an application by Michael and Stacey Oppermann to amend their existing conditional use permit for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district; the amendment would add up to two additional employees, and include the demolition of an existing structure and construction of the new 9,600 square foot structure on the property located at 10529 Cedar Creek Road [NW ¼ Sec. 17, 16.48 acres, zoned A-1 Agricultural District, owner Michael Oppermann]*
Michael and Stacey Oppermann applied to amend their conditional use permit (CUP) from 2012. They intend to continue operating a horse riding and boarding stable on their 16.48-acre property zoned A-1 located at 10529 Cedar Creek Road and to have agricultural buildings and high-density animal enclosures within 500 feet of any residential district. Their existing CUP specifies one non-resident employee. They are looking to increase that number to up to three employees. Their existing CUP also requires Plan Commission and Town Board approval for any new building and any agricultural building within 500 feet of a residential district.

Commissioner Lewandowski made a motion the Plan Commission recommend approval of an application by Michael and Stacey Oppermann to amend their existing conditional use permit for the operation of a horse boarding facility, riding and lessons, and to construct a 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district; the amendment would add up to two additional employees, and include the demolition of an existing structure and construction of the new 9,600 square foot structure on the property located at 10529 Cedar Creek Road, finding the following present:

(1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
(2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
(3) Not Impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.
(4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
(5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
(6) The use conforms to zoning district regulations.

DRAFT

Chairman Salvaggio seconded, and the motion carried unanimously.

c. Discussion and possible recommendation on a conditional use permit application by Aleksandr Abasov and Tetiana Sachenko to retain an existing accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard located at 522 Beechwood Drive [SW1/4 SEC 28, 1.82 acres, zoned R-2 Single-Family Residential District]*

Administrator Ryer summarized the application, noting the home was destroyed by fire earlier in 2026. The unpermitted shed was present when they purchased the property in 2022. The Building Inspector became aware of the unpermitted accessory structure following the fire. The Town Attorney recommended if the applicant wanted to retain the structure, they should apply for a conditional use permit to appear before the Plan Commission and Town Board as established in Section 320-109 of the Town Code.

Commissioner Carmichael made a motion the Plan Commission recommend approval of a conditional use permit application by Aleksandr Abasov and Tetiana Sachenko to retain an existing accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard located at 522 Beechwood Drive, finding the following conditions being present:

(1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
(2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
(3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.
(4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
(5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
(6) The use conforms to zoning district regulations.

Chairman Salvaggio seconded, and the motion carried unanimously.

d. Discussion and feedback regarding a concept plan for a minor land division by Laura Stroebel (applicant) for property located at 7918 Pleasant Valley Road [Owner: Laura L. Stroebel, SE ¼ Sec. 4, 29.27 acres, zoned A-1 Agricultural District]*

The applicant is requesting concept review to divide the property located at 7918 Pleasant Valley Road. Consulting Planner Schaefer reviewed the concept plan materials and noted that setbacks should be identified on any future CSM, and that there are pre-existing buildings that do not meet current setbacks. The concept plan does not increase non-conformities or create any additional nonconforming conditions. Plan Commissioners indicated a wetland delineation would not be a Town requirement of a future application, leaving that to the County and DNR to regulate. No official action was taken.

DRAFT

6. ADJOURNMENT

Chairman Salvaggio made a motion to adjourn at 7:31pm. Commissioner Carmichael seconded and the motion passed unanimously.

Respectfully Submitted,

Sara Jacoby
Assistant Administrator/Clerk

DRAFT

TOWN of CEDARBURG
Preserving Yesterday's Heritage for Tomorrow.

Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

CONDITIONAL USE PERMIT

This Conditional Use Permit is granted to Michael and Stacey Oppermann for the property described as 10529 Cedar Creek Road in the NW ¼ of Section 17 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of a horse boarding facility, riding and lessons, and to have to have agricultural buildings and high-density animal enclosures within 500 feet of a residential district. The Conditional Use Permit is granted with the following conditions:

1. The Conditional Use Permit shall be issued to Michael and Stacey Oppermann only for the property described as 10529 Cedar Creek Road and does not transfer to future property owners or tenants of 10529 Cedar Creek Road.
2. The Conditional Use Permit allows the Oppermanns to have agricultural buildings and high-density animal enclosures within 500 feet of a residential district.
3. The maximum number of horses that can be boarded at one time is 35.
4. The business may provide riding lessons, training, and up to four clinics per year. No horse shows shall be held.
5. Any new buildings will require Plan Commission and Town Board approval, as well as applicable County and WDNR approvals.
6. Regular outside storage shall be limited to four horse trailers and one semi-trailer not owned by the Oppermanns. Trailers and storage vehicles shall not be parked so as to be in view of traffic along CTH Y or Cedar Creek Road. Additional horse trailers and storage vehicles not owned by the Oppermanns may be on the property for lessons, training and clinics for the applicable day only but must be parked on the Oppermanns property. Other farm equipment and personal vehicles must be stored inside.
7. This permit allows one sign for the property that must meet Town Code; a sign permit must be obtained for any such sign.
8. No parking shall be permitted on Cedar Creek Road or CTH Y related to the operation of this business. One paved parking space must be provided for the physically disabled per Wisconsin State Code.
9. No voice magnification devices shall be used outside.
10. Outside lighting on the north side of buildings shall be turned off no later than one hour after closing daily.
11. The Oppermanns must provide one ADA compliant toilet facility as required by Wisconsin State building code.
12. Any onsite dumpsters must be completely screened by evergreen vegetation or a wooden enclosure by November 1, 2012. Dumpster(s) may only be emptied during the hours of 9am-5pm Monday-Friday.
13. There shall be no long-term storage of manure onsite. The storage of all manure must comply with Ozaukee County and WDNR environmental regulations.
14. The hours for outside training, riding lessons and clinics shall be limited to 8:00 a.m. - 8:00 p.m. Monday- Sunday.
15. There will be one non-resident employee associated with the business.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, September 5, 2012.

Issued this 7th day of September, 2012, by Jim Culotta

Jim Culotta
Town Administrator

Accepted this 5 day of September, 2012, by

Stacey Oppermann
10529 Cedar Creek Road

TOWN of CEDARBURG
Preserving Yesterday's Heritage for Tomorrow.

Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

CONDITIONAL USE PERMIT

This Conditional Use Permit is granted to Michael and Stacey Oppermann for the property described as 10529 Cedar Creek Road in the NW ¼ of Section 17 in the Town of Cedarburg, Ozaukee County, Wisconsin, for the operation of a horse boarding facility, riding and lessons, and to have to have agricultural buildings and high-density animal enclosures within 500 feet of a residential district. The Conditional Use Permit is granted with the following conditions:

1. The Conditional Use Permit shall be issued to Michael and Stacey Oppermann only for the property described as 10529 Cedar Creek Road and does not transfer to future property owners or tenants of 10529 Cedar Creek Road.
2. The Conditional Use Permit allows the Oppermanns to have agricultural buildings and high-density animal enclosures within 500 feet of a residential district.
3. The maximum number of horses that can be boarded at one time is 35.
4. The business may provide riding lessons, training, and up to four clinics per year. No horse shows shall be held.
5. Any new buildings will require Plan Commission and Town Board approval, as well as applicable County and WDNR approvals. The Town Board approved a proposed 9,600 square foot indoor riding arena as an agricultural building/high density animal enclosure within 500 feet of a residential district at their meeting on September 9, 2026.
6. Regular outside storage shall be limited to four horse trailers and one semi-trailer not owned by the Oppermanns. Trailers and storage vehicles shall not be parked so as to be in view of traffic along CTH Y or Cedar Creek Road. Additional horse trailers and storage vehicles not owned by the Oppermanns may be on the property for lessons, training and clinics for the applicable day only but must be parked on the Oppermanns property. Other farm equipment and personal vehicles must be stored inside.
7. This permit allows one sign for the property that must meet Town Code; a sign permit must be obtained for any such sign.
8. No parking shall be permitted on Cedar Creek Road or CTH Y related to the operation of this business. One paved parking space must be provided for the physically disabled per Wisconsin State Code.
9. No voice magnification devices shall be used outside.
10. Outside lighting on the north side of buildings shall be turned off no later than one hour after closing daily.
11. The Oppermanns must provide one ADA compliant toilet facility as required by Wisconsin State building code.
12. Any onsite dumpsters must be completely screened by evergreen vegetation or a wooden enclosure by November 1, 2012. Dumpster(s) may only be emptied during the hours of 9am-5pm Monday-Friday.
13. There shall be no long-term storage of manure onsite. The storage of all manure must comply with Ozaukee County and WDNR environmental regulations.
14. The hours for outside training, riding lessons and clinics shall be limited to 8:00 a.m. - 8:00 p.m. Monday- Sunday.
15. There will be up to three non-resident employees associated with the business.

DRAFT

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, September 9, 2026.

Issued this ___ day of _____, 2026, by _____

Eric Ryer
Town Administrator

Accepted this ___ day of _____, 2026, by _____

Stacey Oppermann
10529 Cedar Creek Road

_____

Michael Oppermann
10529 Cedar Creek Road

APPLICATION NARRATIVE

Cedar Creek Equestrian Center LLC

10529 Cedar Creek Rd Cedarburg, WI 53012

1. Background of Cedar Creek Equestrian Center LLC

Cedar Creek Equestrian Center LLC ("Cedar Creek") is a family-owned hunter/jumper training, lesson, and boarding facility located on approximately 16.48 acres of A-1 zoned agricultural land in the Town of Cedarburg. The facility has been in operation since 2012 and is owned and operated by Stacey and Michael Oppermann. Stacey is a professional trainer and competitor with decades of experience in the hunter/jumper discipline and in United States Equestrian Federation (USEF) sanctioned competition.

Cedar Creek's mission is to provide safe, high-quality equestrian education, professional horse training, competition coaching and show support, and full-care boarding for riders and horse owners of all ages. The training, competition, and boarding programs are the foundation of the operation: well-schooled horses and consistent daily care are what make the lesson and team programs possible, and Cedar Creek riders regularly compete at national-level United States Equestrian Federation (USEF)-sanctioned hunter/jumper shows as well as Interscholastic Equestrian Association (IEA) events throughout the region. The operational core of Cedar Creek is its full-care boarding and professional training program: daily care, turnout, and progressive training for privately owned horses, together with a string of Cedar Creek-owned school horses. This program supports every other activity at the facility. Beyond boarding and training, the facility is home to two organized programs that distinguish it from a typical boarding stable:

- Team Cedar Creek, an Interscholastic Equestrian Association (IEA) Hunt Seat team (Zone 5, Region 9) serving middle school and high school riders from the surrounding communities.
- A structured, tuition-based lesson program for youth and adult riders, operated on an enrolled-student model rather than drop-in lessons, which keeps scheduling predictable and traffic consistent.

In addition, the owner operates the Collegiate Equestrian Fund Inc., a Wisconsin 501(c)(3) nonprofit organization whose mission is to support equestrian sport and the infrastructure that sustains it.

The IEA format is specifically designed to make equestrian sport accessible: riders compete on horses provided by the host facility rather than owning their own, which lowers the financial barrier to entry and makes well-schooled lesson horses and reliable facilities essential to the program's success.

2. Current Intent: Proposed Changes and Purpose

Cedar Creek requests approval to construct an indoor riding arena of approximately 60' x 160' on the existing farm parcel, together with any associated site work (grading, stormwater management, and gravel access consistent with existing farm drives).

Why the arena is needed

- Rider & horse safety: Wisconsin weather makes outdoor riding unsafe or impossible for a substantial portion of the year due to frozen, icy, or deeply muddy footing. An indoor arena provides consistent, safe footing year-round and eliminates weather-related cancellations for youth lessons and team practices.
- Continuity of youth programming: The IEA season runs through the fall, winter, and early spring — precisely the months when outdoor riding in Wisconsin is least feasible. The arena allows Team Cedar Creek to practice consistently through its competition season.
- Horse welfare: Consistent, controlled exercise on engineered footing supports the health and soundness of the horses, including older school horses and horses with managed medical conditions.
- No change in use: The arena supports the facility's existing, established equestrian use. It does not introduce a new use, expand the number of horses kept on the property beyond current capacity, or materially change traffic patterns.
- Aging structure and recurring flooding: The facility's current riding area is decades old (unable to find the original construction date) and sits low relative to the surrounding grade, so heavy rain and spring snowmelt regularly leave standing water and saturated footing. During these periods the arena is unsafe and effectively unusable, forcing lessons and practices to be canceled. A properly sited and graded indoor arena resolves the drainage problem and provides a reliably usable riding surface year-round.

The arena project is supported in part by the Collegiate Equestrian Fund Inc., consistent with the nonprofit's mission of investing in durable equestrian infrastructure in southeastern Wisconsin. The proposed structure will be an agricultural-style building consistent in character with existing farm buildings in the Town of Cedarburg.

3. Plan of Operation — Past and Present

3.1 Hours of Operation

Barn chores (feeding, turnout, stall cleaning) occur daily, generally between 7:30 a.m. and 6:00 p.m. Lessons and training rides take place primarily on weekdays (approximately 10:00 a.m. and 8:00 p.m.) and on weekend mornings and afternoons (approximately 9:00 a.m. and 4:00 p.m.). Because the lesson program is enrollment-based rather than drop-in, the weekly schedule is fixed and predictable; there is no walk-in retail component and no public open hours.

3.2 Staffing

Cedar Creek is owner-operated. Staff consists of the owner/head trainer, assistant coach Katie Hundley, and approximately **1** employee who assists with barn chores. Peak on-site staffing at any one time will typically be **2 -3** people.

3.3 Animals on the Property

The facility currently houses approximately 25 horses, comprising school horses owned by Cedar Creek, horses donated to the nonprofit, and privately owned boarded horses. The property's stabling capacity is 27 stalls. Horses are turned out daily in fenced pastures and paddocks. The property is also home to the owner's dogs, including a livestock guardian breed (Great Pyrenees mix). No other livestock species are kept commercially.

3.4 Programs and Services

- Riding lessons: structured, tuition-based instruction in hunt seat equitation for enrolled students, taught by the owner and assistant coach. School horses are capped at conservative jumping heights (2'0") under a written facility policy, reflecting the barn's emphasis on safety and horse welfare.
- Horse training and boarding: full-care boarding and professional training for privately owned horses.
- IEA team: Team Cedar Creek practices at the facility on a weekly schedule during the school year.
- Summer horse camp: daytime youth camps during summer weeks (2 camp sessions totaling 8 days), with written medical consent and safety protocols for all participants.
- Educational clinics: periodic instructional clinics led by the owner or visiting professionals, covering topics such as riding technique, horsemanship, and horse care for enrolled students and invited riders. Clinics are scheduled daytime events that use existing facilities and generate no additional routine traffic.

3.5 Special Events

The facility hosts occasional scheduled events. Events are daytime activities, held 1-2 times per year, with parking accommodated entirely on site. No amplified outdoor sound systems, carnival-type activities, or overnight public gatherings occur on the property.

3.6 Traffic and Deliveries

Daily traffic consists of lesson families and boarders arriving on the fixed lesson schedule, typically 5 vehicles per day spread across the afternoon and evening. Deliveries of hay, grain, and bedding occur weekly or monthly and are logged by the facility. Delivery vehicles are standard farm trucks and trailers; no semi-tractor traffic is generated on a routine basis.

3.7 Manure Management

Stalls are cleaned daily. Manure and soiled bedding are stored in a designated covered concrete-pad storage area in compliance with Wisconsin's agricultural standards. Manure is removed by a local farmer as needed and spread on cropland in accordance with accepted agricultural practices. This practice is consistent with Ozaukee County and Town of Cedarburg standards for agricultural operations and has generated no complaints. Fly and odor control are managed through daily cleaning, prompt removal, and feed-through fly control.

3.8 Site, Lighting, and Noise

The property operates as a quiet agricultural use. Exterior lighting is limited to 1 light at the front door, a motion sensor light in the driveway, and 1 barn light at the south end of the building for safety during evening chores. The proposed arena will use interior LED lighting only. Noise generated by the operation is limited to ordinary farm activity; indoor lessons will further reduce outdoor activity noise during winter months.

4. Plan of Operation — Future

With the expansion of the indoor arena, Cedar Creek's operation will remain substantially the same in character and scale. Specifically:

- Hours of operation will not change. The arena shifts existing lessons and practices indoors during inclement weather; it does not add new time blocks or late-night activity.
- The number of horses on the property will remain in compliance with our current conditional use permit. The arena is a riding space, not additional stabling.
- Traffic will remain on the existing fixed lesson schedule. Year-round consistency may modestly smooth traffic across the calendar (fewer weather cancellations and reschedules), but daily volumes will not materially increase.
- Manure management, deliveries, and turnout practices will continue unchanged.
- Special events will continue at their current modest frequency.

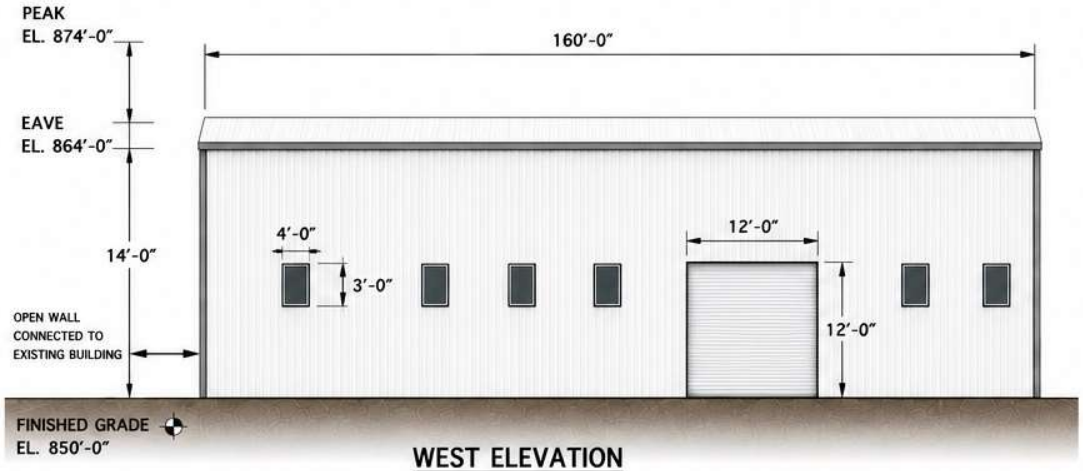
Longer term, Cedar Creek and the Collegiate Equestrian Fund Inc. intend for the facility to serve as a stable home base for equestrian sport in southeastern Wisconsin, ensuring that the youth riders of Team Cedar Creek and the broader lesson community have reliable, safe, year-round access to the sport.

5. Summary

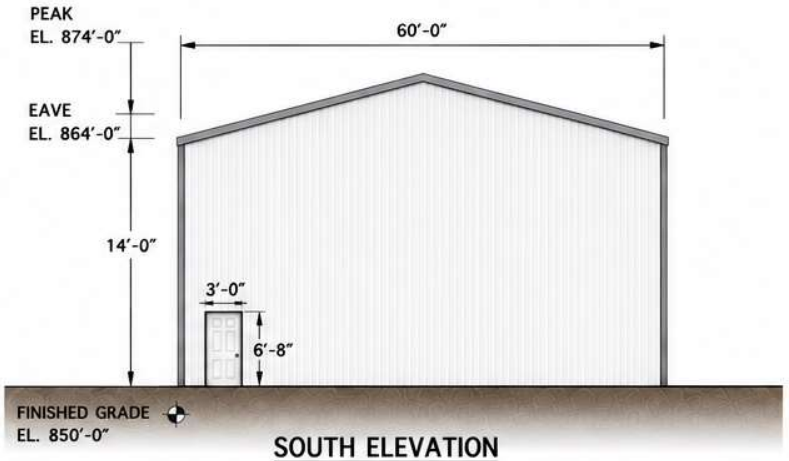
Cedar Creek Equestrian Center LLC is an established, well-managed equestrian operation consistent with the agricultural character of the Town of Cedarburg. The proposed indoor arena supports the facility's existing use, improves safety for the children and young adults who ride here, protects the welfare of the horses, and strengthens a nonprofit-supported youth equestrian program that serves the broader region. The operation's hours, animal numbers, staffing, traffic, and land management practices will remain consistent with its established history. We respectfully request the Town's approval and welcome any questions or conditions the Plan Commission wishes to discuss.

Respectfully submitted,

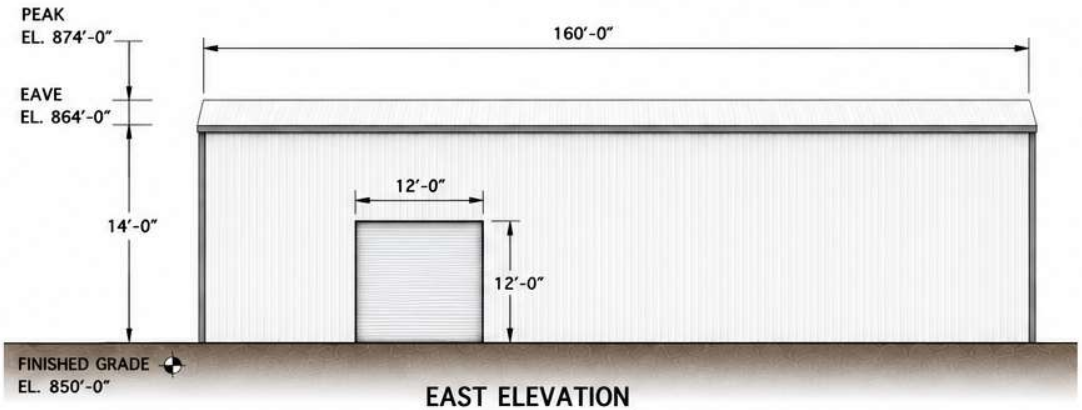
Stacey and Michael Oppermann
Cedar Creek Equestrian Center LLC



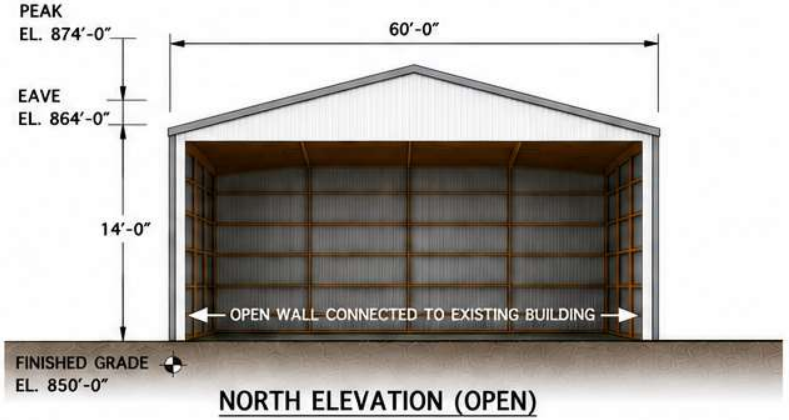
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



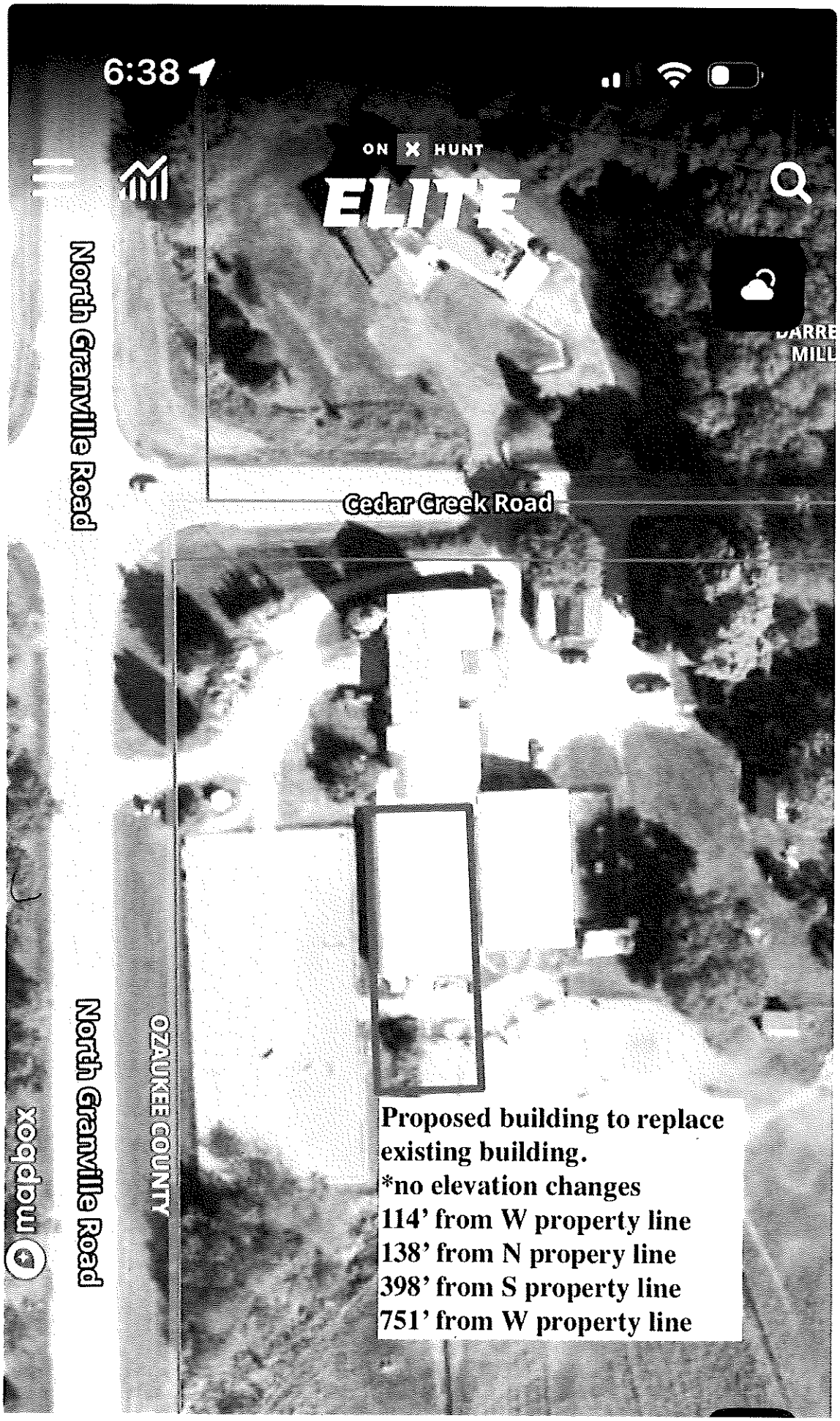
NORTH ELEVATION (OPEN)

BUILDING INFORMATION

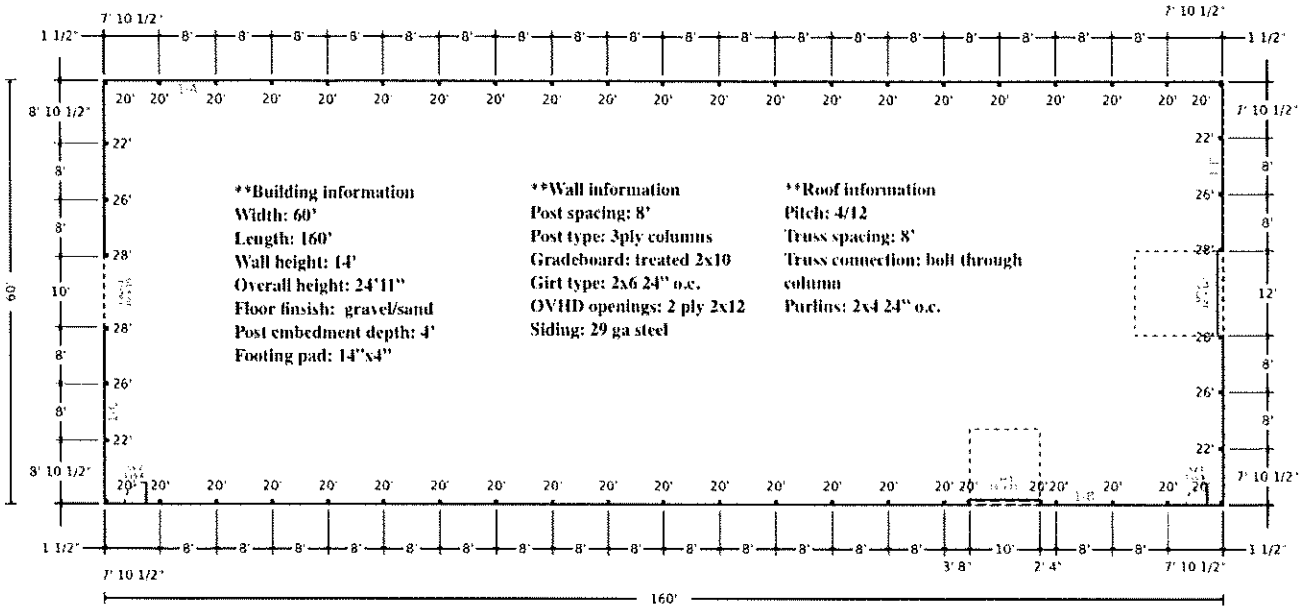
BUILDING SIZE:	60′-0″ (W) x 160′-0″ (L)
EAVE HEIGHT:	14′-0″
PEAK HEIGHT:	24′-0″
ROOF PITCH:	4/12
ROOF & SIDING:	STEEL (WHITE)
TRIM:	STEEL (GRAY)
OVERHANGS:	NONE
FINISHED GRADE ELEVATION:	850′-0″

ELEVATION NOTES

- ELEVATIONS ARE BASED ON FINISHED GRADE EL. 850′-0″
- ALL HEIGHTS ARE TO TOP OF STEEL
- NO OVERHANGS AT EAVES OR GABLES
- WINDOWS: 3′-0″ HIGH x 4′-0″ WIDE (WEST SIDE ONLY)
- OVERHEAD DOORS: 12′-0″ WIDE x 12′-0″ HIGH (EAST & WEST SIDES)
- NORTH SIDE IS OPEN CONNECTED TO EXISTING BUILDING

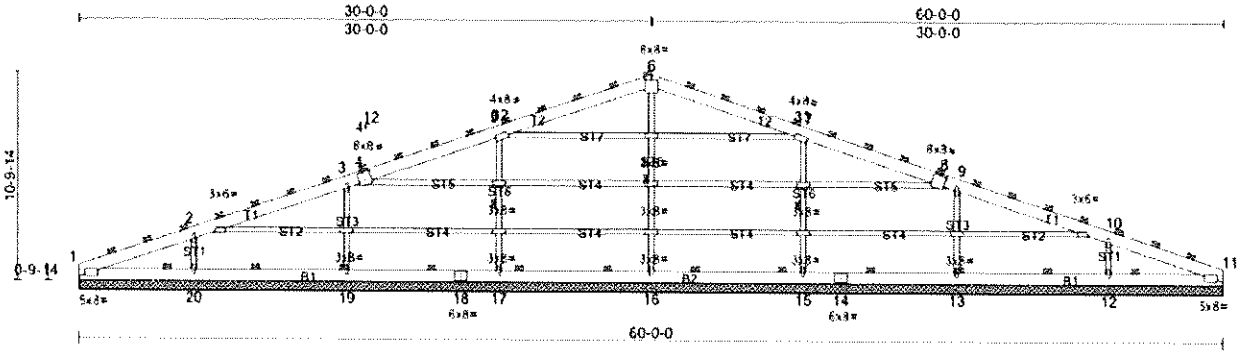

6:38
ON X HUNT
ELITE
North Granville Road
Cedar Creek Road
North Granville Road
OZAUKEE COUNTY
Proposed building to replace existing building.
*no elevation changes
114' from W property line
138' from N propery line
398' from S property line
751' from W property line

10529 Cedar Creek Road Cedarburg WI 53012



Job	Truss	Truss Type	Qty	Ply	
QTREC0936331	P1E	COMMON	2	1	Job Reference (optional)

Midwest Manufacturing, Eau Claire, WI Run: 8.8.S 0 Jul 24 2024 Print: 8.820 S Jul 24 2024 MiTek Industries, Inc. Thu Nov 06 11:30:56 Page: 1
ID:Z7bdcKuzlu09ePC9bnvtfyLS-m-?N_S?ZcOXzPe?L0HRGbln3FoV-r05h_gz_qB92zyLw2j



Scale = 1:96.4

Plate Offsets (X, Y): [4:0-4-0,0-6-0], [6:0-4-0,0-4-4], [8:0-4-0,0-6-0]

Loading	(psf)	Spacing	8-0-0	CSI		DEFL	in	(loc)	l/defl	L/d	PLATES	GRIP
TCLL (roof)	20.0	Plate Grip DOL	1.15	TC	0.59	Vert(LL)	n/a	-	n/a	999	MT20	197/144
Snow (Ps/Pg)	17.0/30.0	Lumber DOL	1.15	BC	0.18	Vert(TL)	n/a	-	n/a	999		
TCDL	4.0	Rep Stress Incr	NO	WB	0.71	Horiz(TL)	0.01	11	n/a	n/a		
BCLL	0.0	Code	IBC2021/TPI2014	Matrix-S								
BCDL	5.0										Weight: 501 lb	FT = 15%

LUMBER
TOP CHORD 2x8 SP 2400F 2.0E *Except* T1 2x8 SPF No.2
BOT CHORD 2x8 SP 2400F 2.0E
OTHERS 2x4 SPF No.2 *Except* ST6,ST3,ST1,ST2 2x4 SPF Stud

BRACING
TOP CHORD 2-0-0 oc purlins (6-0-0 max.).
BOT CHORD 5-0-0 oc bracing.
WEBS 1 Row at midpt 6-16, 5-17, 7-15

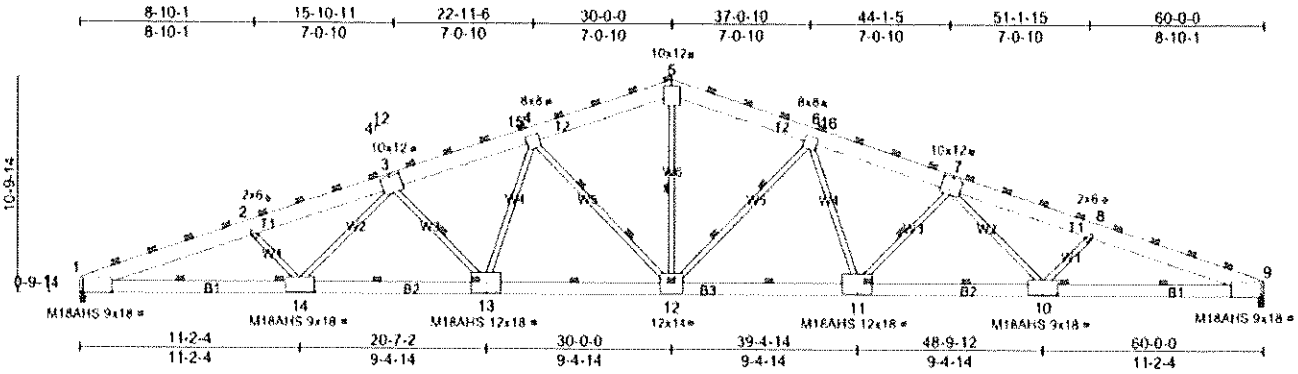
REACTIONS All bearings 60-0-0.
(lb) - Max Horiz 1=355 (LC 12)
Max Uplift All uplift 100 (lb) or less at joint(s) 11 except 1=-113 (LC 13), 12=-648 (LC 13), 13=-642 (LC 9), 15=-697 (LC 13), 16=-103 (LC 8), 17=-698 (LC 12), 19=-642 (LC 8), 20=-653 (LC 12)
Max Grav All reactions 250 (lb) or less at joint(s) except 1=570 (LC 2), 11=570 (LC 2), 12=1813 (LC 30), 13=1842 (LC 2), 15=2383 (LC 17), 16=1824 (LC 16), 17=2333 (LC 16), 19=1842 (LC 2), 20=1813 (LC 29)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD 1-2=-472/194, 2-3=-453/296, 3-4=-431/421, 4-5=-196/464, 5-32=-606/596, 6-32=-589/645, 6-33=-589/618, 7-33=-606/569, 7-8=-196/344, 8-9=-431/300, 9-10=-434/154, 10-11=-365/131
BOT CHORD 1-20=-26/309, 19-20=-26/309, 18-19=-26/309, 17-18=-26/309, 16-17=-26/309, 15-16=-26/309, 14-15=-26/309, 13-14=-26/309, 12-13=-26/309, 11-12=-26/309
WEBS 6-16=-1304/141, 5-17=-2062/735, 3-19=-1525/683, 2-20=-1471/672, 7-15=-2062/734, 9-13=-1525/684, 10-12=-1471/668

NOTES
1) Unbalanced roof live loads have been considered for this design.
2) Wind: ASCE 7-16; Vult=105mph (3-second gust) Vasd=83mph; TCDL=2.4psf; BCDL=0.6psf; h=25ft; Cat. I; Exp C; Enclosed; MWFRS (envelope); cantilever left and right exposed ; end vertical left and right exposed; Lumber DOL=1.60 plate grip DOL=1.60
3) Truss designed for wind loads in the plane of the truss only. For studs exposed to wind (normal to the face), see Standard Industry Gable End Details as applicable, or consult qualified building designer as per ANSI/TPI 1.
4) TCLL: ASCE 7-16; Pr=20.0 psf (roof LL: Lum DOL=1.15 Plate DOL=1.15); Pg=30.0 psf; Ps=17.0 psf (Lum DOL=1.15 Plate DOL=1.15); Is=0.8; Rough Cat C; Fully Exp.; Ce=0.9; Cs=0.94; Ct=1.20; Unobstructed slippery surface
5) Roof design snow load has been reduced to account for slope.
6) Unbalanced snow loads have been considered for this design.
7) WARNING: This long span truss requires extreme care and experience for proper and safe handling and erection. For general handling and erection guidance, see Guide to Good Practice for Handling, Installing & Bracing of Metal Plate Connected Wood Trusses ("BCSI"), jointly produced by SBCA and TPI. The building owner or the owner's authorized agent shall contract with a qualified registered design professional for the design and inspection of the temporary installation restraint/bracing and the permanent individual truss member restraint/bracing. MiTek assumes no responsibility for truss manufacture, handling, erection, or bracing.
8) Dead loads shown include weight of truss. Top chord dead load of 5.0 psf (or less) is not adequate for a shingle roof. Architect to verify adequacy of top chord dead load.
9) All plates are 2x6 MT20 unless otherwise indicated.
10) Gable requires continuous bottom chord bearing.
11) Vertical gable studs spaced at 8-0-0 oc and horizontal gable studs spaced at 2-6-0 oc.
12) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.

Job	Truss	Truss Type	Qty	Ply	
QTREC0936331	P1	COMMON	9	1	Job Reference (optional)

Midwest Manufacturing, Eau Claire, WI Run: 8.8 S Jul 24 2024 Print: 8.800 S Jul 24 2024 MiTek Industries, Inc. Thu Sep 18 09:01:56 Page: 1
ID:ZtbdKczluJ09ePC9bv4IycS-m?b5acGK_6x0yZapOM6O?WpiYTPWSFiA_y6WrtZycRot



Scale = 1:97.6

Plate Offsets (X, Y): [3:0-6-0,0-7-8], [7:0-6-0,0-7-8], [10:0-9-0,0-6-4], [14:0-9-0,0-6-4]

Loading	(psf)	Spacing	8-0-0	CSI		DEFL	in	(loc)	l/defl	L/d	PLATES	GRIP
TCLL (roof)	20.0	Plate Grip DOL	1.15	TC	0.86	Vert(LL)	-0.97	12-13	>738	240	M18AHS	186/179
Snow (Ps/Pg)	17.0/30.0	Lumber DOL	1.15	BC	0.92	Vert(CT)	-1.43	12-13	>503	180	MT20	197/144
TCDL	4.0	Rep Stress Incr	NO	WB	0.92	Horz(CT)	0.49	9	n/a	n/a		
BCLL	0.0	Code	IBC2021/TPI2014	Matrix-S								
BCDL	5.0										Weight: 524 lb	FT = 15%

LUMBER
TOP CHORD 2x10 SP 2400F 2.0E
BOT CHORD 2x8 SP 2400F 2.0E
WEBS 2x4 SPF Stud *Except* W4:2x4 SPF No.2, W5,W6:2x4 SPF 1650F 1.5E

BRACING
TOP CHORD 2-0-0 oc purlins (2-3-11 max.).
BOT CHORD 5-0-0 oc bracing
WEBS 1 Row at midpt 3-13, 5-12, 7-11
WEBS 2 Rows at 1/3 pts 4-12, 6-12

REACTIONS (lb/size) 1=6213/0-3-8, (req. 0-10-14), 9=6213/0-3-8, (req. 0-10-14)
Max Horiz 1=-352 (LC 15)
Max Uplift 1=-1910 (LC 8), 9=-1910 (LC 9)
Max Grav 1=6926 (LC 2), 9=6926 (LC 2)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD 1-2=-17842/4870, 2-3=-16909/4696, 3-15=-14205/3947, 4-15=-13770/3950, 4-5=-11098/3120, 5-6=-11098/3120, 6-16=-13769/3951, 7-16=-14204/3947, 7-8=-16909/4699, 8-9=-17842/4874
BOT CHORD 1-14=-4676/16612, 13-14=-3976/14902, 12-13=-3146/12586, 11-12=-2903/12586, 10-11=-3733/14902, 9-10=-4438/16612
WEBS 3-14=-494/1706, 2-14=-1201/592, 3-13=-2477/942, 4-13=-693/2314, 4-12=-3633/1241, 5-12=-1463/5330, 6-12=-3633/1242, 6-11=-693/2314, 7-11=-2477/942, 7-10=-498/1706, 8-10=-1201/595

NOTES
1) Unbalanced roof live loads have been considered for this design.
2) Wind: ASCE 7-16; Vult=105mph (3-second gust) Vasd=83mph; TCDL=2.4psf; BCDL=0.6psf; h=25ft; Cat. I; Exp C; Enclosed; MWFRS (envelope); cantilever left and right exposed ; end vertical left and right exposed; Lumber DOL=1.60 plate grip DOL=1.60
3) TCLL: ASCE 7-16; Pr=20.0 psf (roof LL: Lum DOL=1.15 Plate DOL=1.15); Pg=30.0 psf; Ps=17.0 psf (Lum DOL=1.15 Plate DOL=1.15); Is=0.8; Rough Cat C; Fully Exp.; Ce=0.9; Cs=0.94; Ct=1.20; Unobstructed slippery surface
4) Roof design snow load has been reduced to account for slope.
5) Unbalanced snow loads have been considered for this design.
6) WARNING: This long span truss requires extreme care and experience for proper and safe handling and erection. For general handling and erection guidance, see Guide to Good Practice for Handling, Installing & Bracing of Metal Plate Connected Wood Trusses ("BCSI"), jointly produced by SBCA and TPI. The building owner or the owner's authorized agent shall contract with a qualified registered design professional for the design and inspection of the temporary installation restraint/bracing and the permanent individual truss member restraint/bracing. MiTek assumes no responsibility for truss manufacture, handling, erection, or bracing.
7) Dead loads shown include weight of truss. Top chord dead load of 5.0 psf (or less) is not adequate for a shingle roof. Architect to verify adequacy of top chord dead load.
8) All plates are MT20 plates unless otherwise indicated.
9) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
10) WARNING: Required bearing size at joint(s) 1, 9 greater than input bearing size.
11) Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 1910 lb uplift at joint 1 and 1910 lb uplift at joint 9.

LOAD CASE(S) Standard

Meeting Date: 9/9/26
Agenda Item: # 11c

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

TO: David Salvaggio, Chairman
Town Board

FROM: Eric Ryer, Administrator, Amanda Schaefer, Consulting Planner

MEMO WRITTEN: August 21, 2026

SUBJECT: **Agenda Item # 11c:** Discussion and possible motion on a conditional use permit application by Aleksandr Abasov and Tetiana Sachenko to retain an existing accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard located at 522 Beechwood Drive **[SW1/4 SEC 28, 1.82 acres, zoned R-2 Single-Family Residential District]***

BASIC INFORMATION	
Project Name	Abasov & Sachenko CUP
Applicant Name	Aleksandr Abasov & Tetiana Sachenko
Size of Parcel	1.82 acres
Existing Zoning	R-2 Single-Family Residential
Requested Zoning	No Change
Abbreviated Legal	SW ¼ Sec. 28
Future Land Use Map Designation	Residential Neighborhood – South Allows: A-1, A-2, R-1, R-2, R-3, TR, TR-2, E-1, CR-A & CR-B, C-1, P-1

ADJACENT LAND USE/ZONING MATRIX		
Direction	***Land Use***	***Zoning***
North	Residential	R-2
South	Residential	R-2
East	Agricultural	A-1
West	Residential	R-2

ZONING CONSISTENCY MATRIX		
	Required	***Provided***
Zoning Requested:	**R-2**	**R-2**
Minimum Lot Size	40,000 square feet	1.82 acres
Minimum Lot Width	150’	150’
Minimum Street Building Setback	75’ for accessory structure 75’ for home	~260’ for accessory structure ~307’ for home
Minimum Side Yard Setback	25’ for home 25’ for accessory structure	~34’ for home ~41’ for accessory structure
Minimum Rear Yard Setback	25’ for home 25’ for accessory structure	~150’ for home >150’ for accessory structure
Minimum Setback from House	10’ for accessory structure	~61’ for accessory structure
Maximum Height	25’ for outbuilding 35’ for home	10’ for accessory structure

BACKGROUND

As the attached letter explains, the property in question had the home destroyed by fire earlier in 2026. The unpermitted shed was present when they purchased the property in 2022. The Building Inspector became aware of the unpermitted accessory structure following the fire.

Conditional Use Permit

As noted, the applicant would like to retain the existing unpermitted ~10' foot tall, ~392 square foot accessory structure in the street yard; closer to the street than the home. Typically, code requires outbuildings to be located in the side or rear yard, however, §320-109 allows for the location of outbuildings in the street yard with a conditional use permit (CUP) as follows:

> "The Town Board may, on an individual basis, grant a conditional use permit to allow for the placement of an accessory building in the street yard of a lot where the placement of an accessory structure could only be located in the street yard based upon the configuration of a lot. The accessory building may not be placed in the front yard of the house."

The Town Board should consider the attached supporting materials and consider a motion to approve a CUP allowing the accessory structure to remain in the street yard after determining that the outbuilding could only be located in the street yard based upon the configuration of the lot.

Shoreland Zoning / Wetlands / Floodplain

The attached map shows the property is not subject to shoreland zoning; this was confirmed by Nick Mikkelson at Ozaukee County Land and Water Management.

Family Child Care Center

The property owner(s) has acknowledged that they were previously operating a "Family Child Care Center" out of the principal structure prior to the fire. §320-110(B)(11) states that all state-licensed family child care centers up to eight children require permitting through the Town via the issuance of a certificate of compliance by the Zoning Administrator, Town Administrator, or Town Assistant Administrator. Any future operations on site must obtain the proper permit(s); the applicant should contact Planner Schaefer to begin conversations.

PUBLIC NOTICE & PUBLIC HEARING

Conditional Use Permit applications require a Class 2 notice in the News Graphic in consecutive weeks with the last notice published 7 days before the public hearing at the Plan Commission meeting. The notices were published in the News Graphic on August 4th and 11th in accordance with these requirements. Postcards were also mailed to all properties within 1,000 ft. of the subject property on July 21st. The public hearing for the CUP occurred at the Plan Commission meeting; there was no public comment.

PLAN COMMISSION RECOMMENDATION

At their meeting on August 19th, the Plan Commission unanimously recommended approval of the CUP.

ACTION REQUESTED / SUGGESTED MOTION IF IN FAVOR

Staff requests the Board discuss the CUP application and consider a motion.

If in favor, the Board could make a motion: Motion to approve the CUP, noting in this instance, Town Code allows for the Board to approve a CUP for an accessory structure in the street yard of a lot where the placement of an accessory structure could only be located in the street yard based upon the configuration of a lot, and finding the following conditions are present:

> (1) Welfare. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
>
> (2) Compatible with adjacent land. The uses, values and enjoyment of other Town property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.

(3) Not impede surrounding property development and improvement. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding Town property for uses permitted in the district.

(4) Adequate infrastructure. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

(5) Ingress and egress. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

(6) Conform to zoning district regulations. The conditional use application shall conform to all applicable regulations of the district in which it is located.

ATTACHMENTS

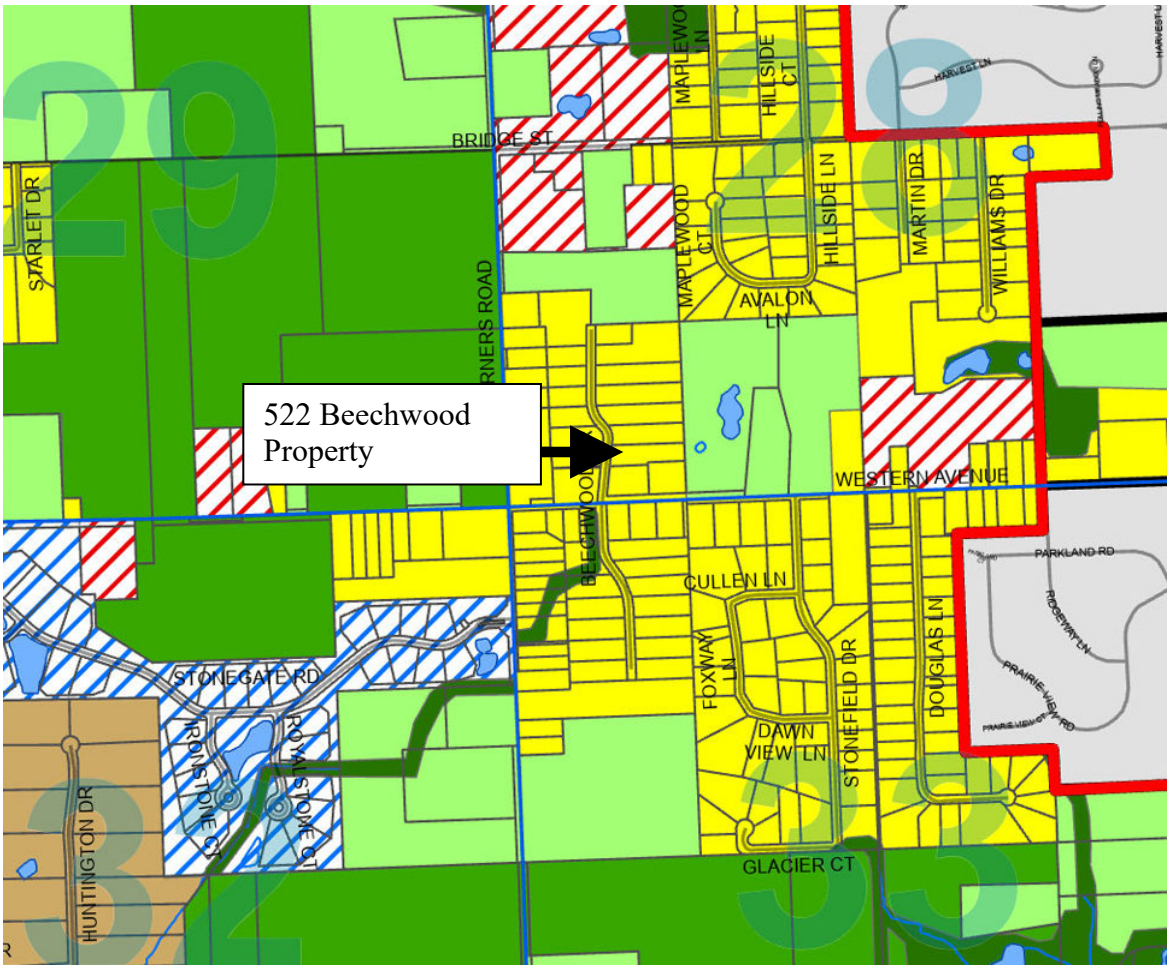
I. Zoning Map / GIS Map / Shoreland Map
II. Applicant Materials
III. Draft Conditional Use Permit

COPIES MAILED/E-MAILED TO

I. Aleksandr Abasov: alexabasof@yahoo.com

Action	Date	Status
Post Cards to owners within 1,000'	7-21-2026	Mailed
Public Notice in News Graphic CUP	8-4 & 8-11-2026	Published
Plan Commission Meeting	8-19-2026	Unan. Rec. Approve
Town Board Meeting	9-9-2026	This Meeting

ATTACHMENT I.



Legend

- TCOD Town Center Overlay
- C-1 Conservancy
- A-1 Agricultural
- A-2 Prime Agricultural
- B-1 Neighborhood Business
- B-2 Planned Business
- B-3 Business
- CR-A Countryside Residential A
- CR-B Countryside Residential B
- E-1 Estate Residential
- M-1 Industrial
- M-2 Planned Industrial & Mixed Use
- M-3 Quarrying
- P-1 Public & Private Park
- PUD Planned Unit Developments
- R-1 Single Family Residential
- R-2 Single Family Residential
- R-3 Single Family Residential
- TR Transitional Residential
- TR-2 Transitional Residential

Shoreland Map



8/3/2026, 1:06:19 PM

1:1,255

Local Roads
Local
Parcels

Wetland Inventory
Hydro Polygon

Hydro Lines
NO

0 85 170 340 ft
0 25 50 100 m

Ozaukee County

Dear Members of the Town of Cedarburg Plan Commission and Town Board,

I respectfully request approval of my Conditional Use Permit application to allow the existing residential storage shed to remain in its current location.

When my wife and I purchased our home in 2022, the shed was already located on the property in its current location. We did not build, relocate, or modify the shed. We understood it to be an existing part of the property.

The shed has always been used only for personal residential storage. No business or commercial activities have ever been conducted in or from the shed.

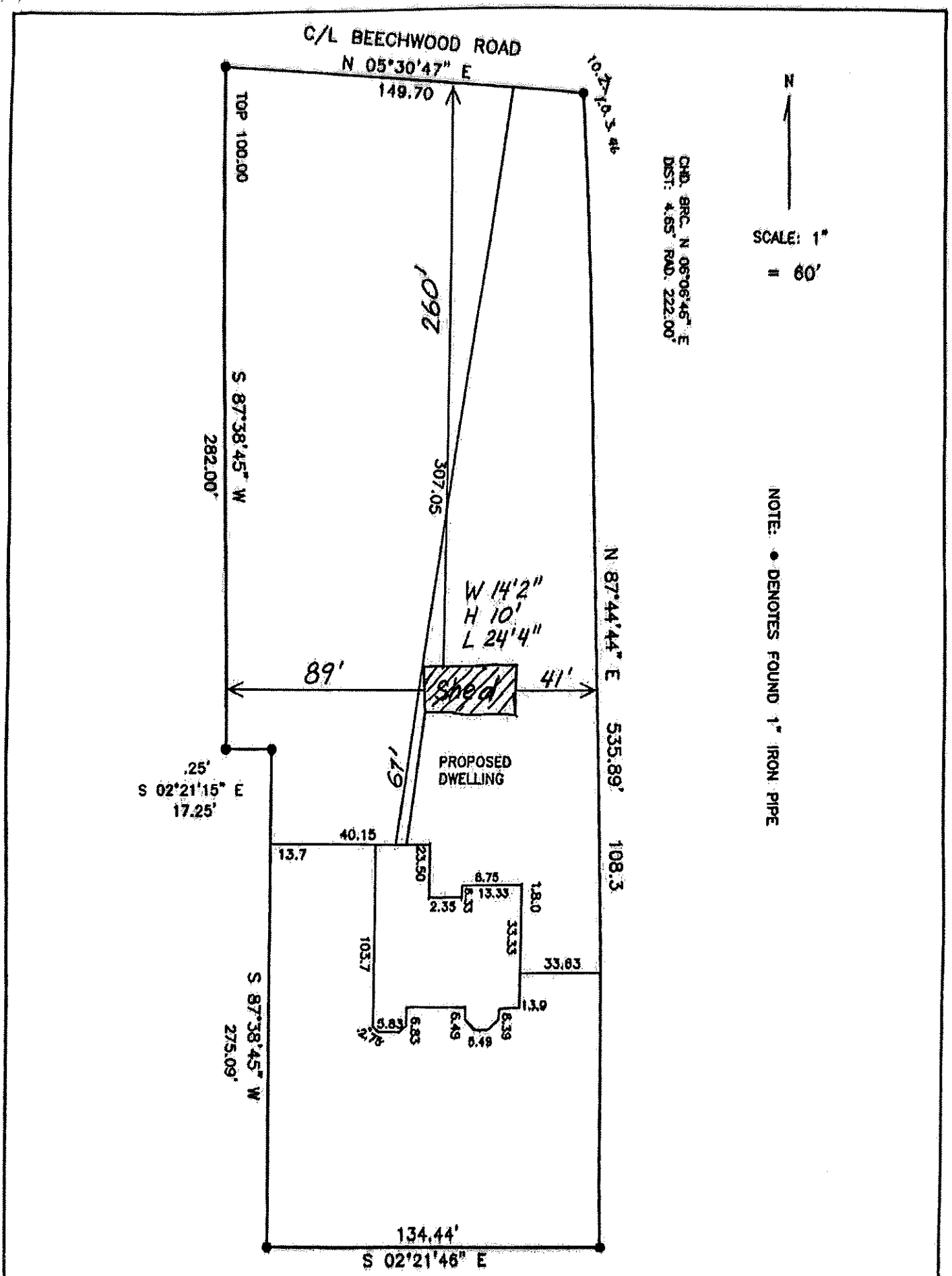
Earlier this year, our home was completely destroyed by a fire. We are now working through the rebuilding process while also dealing with our insurance company, mortgage lender, and many other agencies. Allowing the existing shed to remain in its current location would help us avoid additional hardship during this already very difficult time.

We respectfully ask the Town to consider our request and allow the existing shed to remain in its current location.

Thank you very much for your time and consideration.

Sincerely,

Aleksandr Abasov
Tetiana Sachenko


C/L BEECHWOOD ROAD
N 05°30'47" E
149.70
TOP 100.00
S 87°38'45" W
282.00'
260'
307.05
CHD. BRG. N 05°06'45" E
DIST: 4.65' RAD. 222.00'
N
SCALE: 1"
= 60'
W 14'2"
H 10'
L 24'4"
89'
Shed
41'
N 87°44'44" E
535.89'
108.3
PROPOSED
DWELLING
67'
.25'
S 02°21'15" E
17.25'
40.15
13.7
23.50
6.75
13.33
2.35
1.8.0
33.33
33.83
103.7
13.9
6.39
6.49
6.49
6.83
5.83
S 87°38'45" W
275.09'
134.44'
S 02°21'46" E
NOTE: • DENOTES FOUND 1" IRON PIPE

CamScanner

Joseph Douglas Homes
Abasov Residence

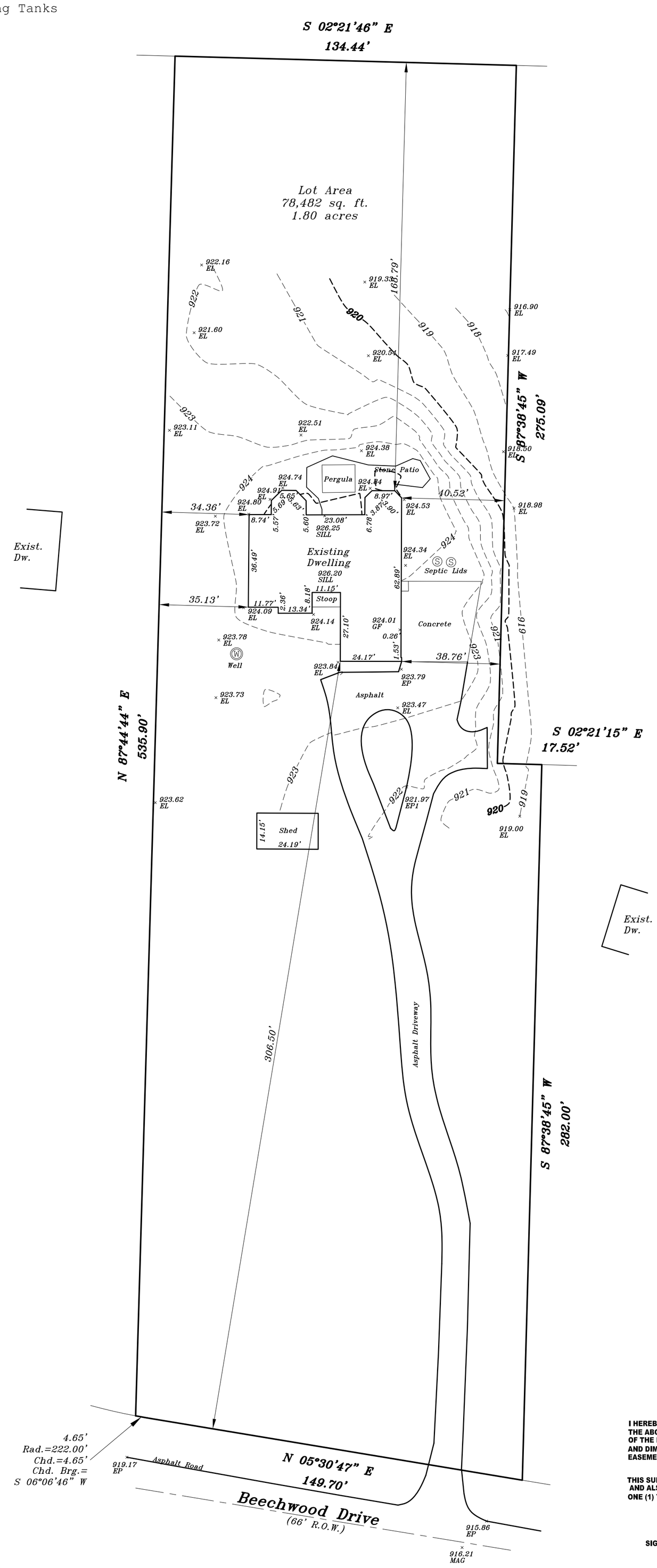
PLAT OF SURVEY

LOCATION: 522 Beechwood Drive, Cedarburg, Wisconsin

LEGAL DESCRIPTION: Lot 6 in **CERTIFIED SURVEY MAP NO. 2241**, all that part of the Southwest 1/4 of Section 28, Township 10 North, Range 21 East, in the Town of Cedarburg, Ozaukee County, Wisconsin.

April 20, 2026 (Drawing Only)
June 6, 2026 Added Proposed Holding Tanks
June 9, 2026 Revised Drawing
July 1, 2026 Collected Topography

Survey No. 116740-S



GRAPHIC SCALE

30 0 10 30

(IN FEET)
1 inch = 30 ft.

Prop. Gar. Slab 000.0

Prop. T.O.W. 000.0

Prop. Fin. Yd. Gr. 000.0

(Per Gr. Plan)

Proposed finished yard, 1st floor or top of foundation grade shown on this drawing is a suggested grade and should be verified by the owner, builder or municipality

METROPOLITAN SURVEY SERVICE, INC.

PROFESSIONAL LAND SURVEYORS
8482 South 76th Street
Franklin, Wisconsin 53132
PHONE (414) 529-5380
survey@metropolitansurvey.com
www.metropolitansurvey.com

◉ — Denotes Iron Pipe Found
◎ — Denotes Iron Pipe Set
000.0 — Denotes Proposed Grade
——x——x——x——Denotes Proposed Silt Screen

WISCONSIN
DENNIS C. SAUER
S-2421
Franklin, WI
LAND SURVEYOR

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY. ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS AND ROADWAYS AND VISIBLE ENCROACHMENT, IF ANY.

THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE (1) YEAR FROM THE DATE HEREOF.

SIGNED _____

Dennis C. Sauer
Professional Land Surveyor S-2421

Conditional Use Permit Package Supporting photographs for Town Board

Attached below are the supporting photographs. Please also include the signed application PDF (CamScanner 06-30-2026 17.01.pdf) when sending if needed.















TOWN of CEDARBURG
Preserving Yesterday's Heritage for Tomorrow.

Mailing Address
1293 Washington Avenue
Cedarburg, WI 53012
Telephone: 262-377-4509
Facsimile: 262-377-0308

CONDITIONAL USE PERMIT

This Conditional Use Permit is granted to Aleksandr Abasov and Tetiana Sachenko for the property described as 522 Beechwood Drive in the SW ¼ of Section 28 in the Town of Cedarburg, Ozaukee County, Wisconsin, to allow for the existing accessory structure to remain in the street yard. The Conditional Use Permit is granted with the following conditions:

1. The Conditional Use Permit shall be issued to the property described as 522 Beechwood Drive.
2. The existing ~392 square foot accessory structure may remain. If an addition is proposed, the owner must apply for an amendment to this conditional use permit. Regular maintenance of the accessory structure does not require Plan Commission or Town Board review.
3. The accessory structure shall not be used for business or home occupation purposes.

BY ORDER OF THE TOWN BOARD, TOWN OF CEDARBURG, September 9, 2026.

Issued this ___ day of _____, 2026, by _____
Eric Ryer
Town Administrator

Accepted this ___ day of _____, 2026, by _____
Aleksandr Abasov & Tetiana Sachenko
522 Beechwood Drive

DRAFT

Meeting Date: 9/9/2026
Agenda Item: # 11d

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

TO: David Salvaggio, Chairman
Town Board
FROM: Sara Jacoby, Asst. Administrator
MEMO WRITTEN: September 3, 2026
SUBJECT: **Agenda Item # 11d:** Discussion and possible motion on a signage variance request by Ryan Theis of Cedar Creek Motorsports located at 7518 STH 60 **[Applicant: Ryan Theis & Brett Cottrell on behalf of Cedar Creek Motor Sports, 9.02 acres, zoned B-3 Business District]***

BACKGROUND

Ryan Theis and Brett Cottrell, on behalf of Cedar Creek Motorsports, have submitted an after the fact sign variance request for a wall sign that was installed in March of 2026 for the business located at 7518 STH 60.

WALL SIGN CODE PROVISIONS

Commercial Wall signs: § 320-88 (B)(1)

(a) Number. Except for the case of multi-tenant buildings as regulated in Subsection B(4), there may be not more than one wall sign for each principal building within any zoned district in the Town of Cedarburg.

(b) Area. Except in the case of multi-tenant buildings as regulated in Subsection B(4), the gross surface area of a wall sign may not exceed 2.5% of the area of the building wall, including doors and windows, to which the sign is to be affixed or 60 square feet, whichever is less. **The sign replacement is 38 square feet, larger than what is allowed by Code.**

(c) Location. A wall sign may be located on the outermost wall of any principal building but may not project more than 10 inches from the wall to which the sign is to be affixed.

(d) Height. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed. A wall sign may not exceed 20 feet in height from the base of the building wall to which the sign is affixed.

The applicant's wall sign proposal meets three out of the four Code sections highlighted above, except for size.

Based on Town Code, and the surface area of the wall being ~813 square feet (a number provided in the applicant variance materials that includes the downward facing overhang), the maximum permissible size of a wall sign for the building face would be no more than ~20.33 square feet per Town Code. The current sign is 38 square feet.

The applicants explain in the attached letter, they are referencing a hardship of "Sign Manufacture and Installation Cost: $10,000." They have provided a narrative and photos showing the building with the current sign and what the building would look like with the code compliant sign.

ACTION REQUESTED

Staff requests the Town Board review these materials and discuss the wall sign size variance request by Cedar Creek Motor Sports. The applicant has chosen to seek relief via Section 320-92 of the Town Code that allows the Board to grant variances. If the Board supports the variances, they should note the conditions present below:

§ 320-92:
"The Town Board may, in its judgment, grant a variance to the provisions of this article where it would further the public interest and uphold the purpose of this article as put forth in § 320-77. Such variance may be based on, among other things, site-specific hardships such as topographic aberrations and visual encumbrances."

ATTACHMENTS

I. Letter of Request containing photos
II. Application Materials
III. General Sign Code Provisions

HEAD OUT FOR ADVENTURE

CEDAR CREEK MOTORSPORTS CEDARBURG.WI

WISCONSIN'S LARGEST POWERSPORTS DEALER

CEDARCREEKMOTORSPORTS.COM

August 30, 2026

Town of Cedarburg
Plan Commission
1293 Washington Ave.,
Cedarburg, WI 53012

Cedar Creek Motorsports Sign Variance Request

Cedar Creek Motorsports does apologize. The interpretation of the total elevation area and the allowable size for a sign that was recently installed (at our A-frame building) has come under scrutiny.
We would like to seek a variance for this sign at this time.

Zoning § 320-88Permitted signs. (B)(3)
(b) Area.
Except in the case of multi-tenant buildings as regulated in Subsection B(4), the gross surface area of a wall sign may not exceed **2.5% of the area of the building wall, including doors and windows, to which the sign is to be affixed or 60 square feet, whichever is less.**

Our sign production company has integrity. Established 42 years ago and having manufactured and installed tens of thousands of sign "to code" in municipalities across the Milwaukee metropolitan area. They observed the Town of Cedarburg sign ordinance as follows:

> **"... it states that the windows and doors are included. It includes the entire wall area... elevation area. The overhang is not a separate wall. "** - *said sign company*

Current Affixed Sign Size: 38 Sq. Ft.
3 Ft. High x 12 Ft. 8-Inches Wide

Hardship: Sign Manufacture and Installation Cost: $10,000

Good News: This sign can be read by traffic on Hwy. 60 and I]in keeping with the sign ordinance: "Harmonious with the building, surrounding neighborhood aesthetics and other signs in the area;" this sign style matches our "Cedar Creek Motorsports" and "Service" signs affixed to our main 45,000 sq. ft. dealership building to the east, to provide continuity between the 2 retail stores.

Thank you for your consideration,
Ryan Theis, GM
Brett Cottrell, Owner
Cedar Creek Motorsports



Current, Installed Sign (Aug. 2026)




CEDAR CREEK
MOTORSPORTS
POLARIS
HONDA


10 ACRE FACILITY
Covered Bridge Rd
Covered Bridge Rd
Cedarburg Fire Department Station 2
NEW VEHICLES, PGA & SERVICE
45K SQ. FT.
Cedar Creek Motorsports
USED CENTER
26K SQ. FT.
Polaris
60

TOWN of CEDARBURG
Preserving Yesterday's Heritage for Tomorrow.

Application Fee: $60 base fee + $0.50 per sq ft.
Banners: No Fee
Receipt No. _____
Date _____
Staff _____

APPLICATION FOR SIGN PERMIT

Unless otherwise noted, the Sign Code (§320-77 through §320-93) shall govern all outdoor signs, advertising structures or devices with respect to location, safety, size, construction standards, erection, attachment, support, lighting, anchorage, maintenance, appearance, and aesthetics.

Date: 03/31/2022 Tax Key #: 13015100700

Owner: Powersports Properties

Owner Address/City/Zip: 7518 State Rd. 60, Cedarburg, WI 53012

Home Phone #: ( ) Work Phone #: (262) 377-5700

Address of Sign Location: 7518 State Rd. 60, Cedarburg (A-Frame Building)

Zoning District: B-3

Contractor: Signs & Lines By Stretch Phone Number: (262) 544-9628

Contractor's Address: W240 S3990 Rockwood Ct., Waukesha, WI 53189

Intention of Sign: ☐ Temporary or ☐ Seasonal Agricultural or ☒ Permanent

If temporary, see pages 4 & 5 for details on temporary signs allowed in the Town.

Type of Sign: ☐ Projecting ☐ Ground ☒ Wall ☐ Pole ☐ Banner ☐ Other

Is the sign: ● Single Face or ☐ Double Face

Description of Sign and Materials Used: Channel letters, acrylic faces

Cost of Sign: $ 6,947 Type of Sign Support: Raceways

Illumination? ● Internal ☐ External ☐ Neon ☐ None

Sign Dimensions: 3' X 12'8" = 38' square feet Height: 36"

Setback from Property Lines: Front: 93' Left: 120' Right: 416'

I hereby acknowledge that I am familiar with the Town Sign Ordinance and how the ordinance pertains to this application, and I certify that the information contained herein is true and correct.

Julie Nehavser 03/31/2022

Signature of Applicant Date

Signature of building owner if they are not the applicant: _____

Phone: 262-377-4509 ● Fax: 262-377-0308 ●Email: erver@town.cedarburg.wi.us
Website: www.town.cedarburg.wi.us (1/2023)

CLIENT / PROJECT: ***Cedar Creek Motosports / Cedar Creek Used Center Channel Letter QT 63832***

QUOTE # 63832 SALES ORDER # -----

■ INSTALL ☐ PICKUP ☐ SHIP REMOVE EXISTING GRAPHICS ☐ YES ■ NO VERSION # 1

QTY: 1 - Channel Letters "CEDAR CREEK USED CENTER"
Total Size 180"W x 37.12"W

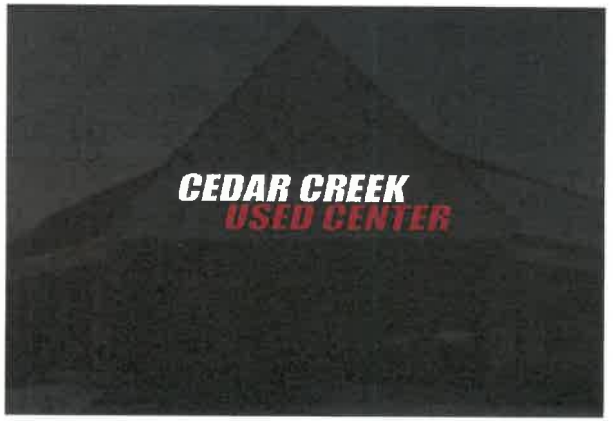
-Raceway mounted channel letters
-Black 3" returns and black trim cap
-"CEDAR CREEK" White acrylic faces w/white LEDs and Day Night Vinyl
18"H x 152.16"W
-"USED CENTER" Red Acrylic faces w/red LEDs
"18"H x149.76
-Raceway painted to match building siding "TBD"

Color/ Material Key:

Black 3" returns on Black Trim Caps	
"CEDAR CREEK" White Acrylic Letters	
White LEDs	
"USED CENTER" Red 2793 Acrylic Letters	
RED LEDs	
Raceway painted to match building	



Night View



DESIGN LAYOUTS ARE COPYRIGHT © 2026

SIGNS & LINES BY STRETCH

W240 S3990 Rockwood Circle
Waukesha, WI 53189
(262) 544 - 9628
www.slines.net

ARTWORK CHARGE: One customer requested revision allowed per drawing/ estimate. There will be an artwork charge for any customer requested revisions.

Project: Cedar Creek Used Center Channel Letter QT 63832
Install Address: 7518 State Rd. 60, Cedarburg, WI, 53012
Sales Person: Matthew Wegner
Project Manager: XXX

I have checked the DETAILS of this proof and approve the design. Signs & Lines by Stretch is not responsible for typographical errors. My signature authorizes Signs & Lines by Stretch to proceed with production of this order. I understand that I will be charged for product and labor, even if I cancel the order after this date

Approval: _____ Date: _____

Designer: Amy Kleinhans Date: 1/29/26

REVISIONS
01: -_-_- Revision
02: -_-_- Revision
03: -_-_- Revision
04: -_-_- Revision
05: -_-_- Revision
06: -_-_- Revision

Meeting Date: 9/9/26
Agenda Item: # 11e

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

TO:	David Salvaggio, Chairman Town Board of Supervisors
FROM:	Eric Ryer, Administrator
MEMO WRITTEN:	September 3, 2026
SUBJECT:	**Agenda Item # 11e:** Discussion and possible motion delegating to the Plan Commission the responsibility to hold the public hearing(s) for the 2026 zoning code text/map update/amendment project pursuant to Town Code Sec. §320-130*

BACKGROUND

The Town Board approved a scope of services with SEH (Short Elliot Hendrickson) in the summer of 2023 to update the Zoning Code. The update will take into account the adopted Comprehensive Plan and its goals, objectives and policies, and boundary agreement with the City of Cedarburg. Central to this update is contemplation of the focus of a long-term vision of a Five Corners Town Center through the introduction of mixed-use districts. The Town Board has also approved a contract with SEWRPC to update the Comprehensive Plan once the Zoning Code is adopted, so they are consistent with one another. Efforts on the Zoning Code update began by SEH analyzing the Town Code and holding two visioning workshops with the Town Board on November 3rd, and December 8th, 2023. The Plan Commission held a Zoning Code Open House on April 29, 2024 from 6 pm to 7:30 pm at Town Hall to gather feedback. Affected property owners received advance notice of potential zoning changes. The Open House displayed draft zoning maps to see where changes would occur. Consulting Planner Barrows then took that feedback provided at the Open House for work on draft ordinances.

PUBLIC HEARING DELEGATION

Town Code allows the Board to delegate the responsibility to hold the public hearing(s) related to the Zoning Code & Map update to the Plan Commission. This would allow public comment to be gathered ahead of the Town Board consideration and not on the night of anticipated Board action.

§ 320-130 Procedure.
C. Hearings.

(1) The Town Board, following receipt of recommendation of the Plan Commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice, under Ch. 985, Wis. Stats. At least 10 days' prior written notice shall also be given to the clerk of any municipality within 1,000 feet of any land to be affected by the proposed change or amendment.

(2) The Town Board may delegate to the Plan Commission the responsibility to hold public hearings as required under this section.

ACTION REQUESTED

Staff requests the Town Board delegate the responsibility of holding the public hearing(s) related to the Zoning Code/Map update project to the Plan Commission. This would allow public noticing to commence.

Agenda Date: 9/9/26
Agenda Item: # 11f

TOWN BOARD OF SUPERVISOR MEETING MEMORANDUM

MEMO TO: David Salvaggio, Chairman
Town Board
MEMO FROM: Sara Jacoby, Assistant Administrator/Clerk
MEMO WRITTEN: September 3, 2026
MEMO SUBJECT: **Item #11f:** Discussion and possible motion setting a Trick-or-Treat date and time for 2026*

BACKGROUND

The Town of Cedarburg has historically set the date and time for Trick-or-Treat to the same date and time as the City of Cedarburg to simplify this fun tradition for community residents.

This year the City of Cedarburg will be holding Trick-or-Treat on Saturday, October 31st, from 5pm-8pm.

ACTION REQUESTED

Staff requests the Town Board consider setting the Trick-or-Treat date and time for the Town to match the City for Saturday, October 31st, from 5pm-8pm.

Preserving Yesterday's Heritage for Tomorrow.

2027 Budget Timeline & Process

June	Optional first Finance Committee meeting: property insurance and financing. NA for 2026.
July 1	Budget process commences by staff.
July 10	Review road ratings & Capital financing, strategic plan and budget calendar at 1pm.
July (Month)	Current budget status analyzed. Budget Memorandum and spreadsheet distributed to staff. Capital Plan evaluated with consideration for equipment, roads, facilities & other capital.
July 22	Finance Committee meeting at 1pm to review current budget status and Capital/financing.
August 3	Presentation of budget timeline to Town Board at regular meeting along with financing approval.
August 10	Department proposed budget requests due to Administrator, including Capital items and grants.
September 2	Park and Recreation Committee discusses Parks budget.
September 2	Finance Committee meeting at 1pm to discuss current year budget and 2027 budget. Present draft Capital Plan update, as necessary.
Sept. 7-11	Administrator drafts preliminary proposed budget.
September 16	Finance Committee meeting at 1pm to discuss proposed budget/narrative/final Capital Plan.
October 5	Town Board reviews draft proposed budget and provides direction.
October 14	Finance Committee meeting at 1pm, all funds shown.
November 2	Town Board reviews final draft budget all funds shown.
November 11	Budget Public Hearing at 6pm, Town Board considers final adoption.