



Meeting: Special Plan Commission
Place: 1293 Washington Ave, Cedarburg
Date/Time: October 1, 2026 at 7:00PM*
Web Page: www.townofcedarburgwi.gov
Posted: September 28, 2026
Revised: September 30, 2026
 *This meeting is also available remotely online. For remote access, email sjacoby@townofcedarburgwi.gov for information.

Chairman	David Salvaggio	Administrator	Eric Ryer
Plan Commissioner	Kerry Carmichael	Town Attorney	Brad Hoeft
Presiding Commissioner	Don Borgwardt	Director of Public Works	Adam Monticelli
Plan Commissioner	Tom Gaertig	Director of Parks & Recreation	Paul Jungbauer
Plan Commissioner	Larry Lechner	Town Treasurer	Katie LeBlanc
Plan Commissioner	Steve Wolf	Consulting Planner	Barrows / Stantec / Cedar Corp.
Plan Commissioner	Anne Lewandowski	Asst. Administrator/Clerk	Sara Jacoby

Note: A quorum of Town Board of Supervisors or other Town Committees/Commissions/Boards may be present for the purpose of gathering information and possible participation in the event. However, no official action will be taken by the Town Board at this meeting.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. Brief presentation summarizing the Zoning Code and Zoning Map updates (Planner Amy Barrows)

3. PUBLIC HEARING

- a. Public hearing to take comment on Ordinance 2026-X, “AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 320, ZONING, OF THE TOWN OF CEDARBURG CODE OF ORDINANCES AND TO ADOPT THE ACCOMPANYING OFFICIAL ZONING MAP FOR THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN”

4. OLD BUSINESS

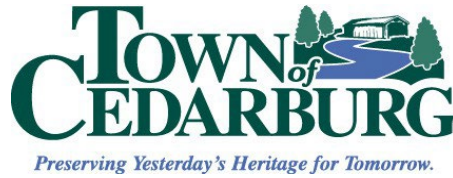
- a. None

5. NEW BUSINESS

- a. Discussion and possible recommendation on Ordinance 2026-X, “AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 320, ZONING, OF THE TOWN OF CEDARBURG CODE OF ORDINANCES AND TO ADOPT THE ACCOMPANYING OFFICIAL ZONING MAP FOR THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN”*

6. ADJOURNMENT

*At the Plan Commission’s discretion, the Commission may take comment from the public



Meeting Date: 10/1/26
Agenda Items: # 3a, 5a

SPECIAL PLAN COMMISSION MEETING MEMORANDUM

TO: David Salvaggio, Chairman
Plan Commission, Town Board

FROM: Staff

MEMO WRITTEN: September 28, 2026

SUBJECT: **Agenda Item # 3a:** Public hearing to take comment on Ordinance 2026-X, “AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 320, ZONING, OF THE TOWN OF CEDARBURG CODE OF ORDINANCES AND TO ADOPT THE ACCOMPANYING OFFICIAL ZONING MAP FOR THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN”

Agenda Item # 5a: Discussion and possible recommendation on Ordinance 2026-X, “AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 320, ZONING, OF THE TOWN OF CEDARBURG CODE OF ORDINANCES AND TO ADOPT THE ACCOMPANYING OFFICIAL ZONING MAP FOR THE TOWN OF CEDARBURG, OZAUKEE COUNTY, WISCONSIN”*

BACKGROUND

The Town Board adopted the Comprehensive Plan on November 6, 2024, via Ordinance 2024-9 following the required noticing and public hearing. A mailed notice of the electronic location of the adopted plan was then sent to all parties as required by 66.1001, with an offer to furnish a printed copy upon request.

ZONING CODE UPDATE

The Town Board approved a separate scope of services with SEH (Short Elliot Hendrickson) in the summer of 2023 to update the Zoning Code. The update takes 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 Zoning Code and Comprehensive Plan are to be 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. SEH then took that input and pulled together a range of materials that were considered at the February 2024 Plan Commission meeting. Town Board members were also invited to attend and participate in the discussion with proper posting of joint attendance. In March 2024, packet materials responded to the discussion that took place at the February meeting and included:

- I. Draft purpose and intent of existing and proposed zoning districts
- II. Draft Zoning District Map and Town Center Overlay Area Zoning District Map
- III. Table with recommended permitted and Conditional Uses in each district
- IV. Sample ordinance text amendments
- V. Potential options for regulating nonconforming uses (& other topics regarding Chapter 320)

The Plan Commission found the materials to be acceptable, and scheduled a Zoning Code Open House, which was held on April 29, 2024 from 6pm to 7:30pm at Town Hall. 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 and staff then took that feedback provided at the Open House for work on the draft Zoning Code.

CODE PROJECT TIMELINE SINCE APRIL 2024

- ~~April 2024: Open House for public viewing and input on the updates~~
- ~~June 2024: Special Town Board planning workshop~~
- ~~January 2025: refresh on Zoning Code update; discussion on nonconforming uses and structures~~
- ~~February 2025: nonconforming uses and structures, and design standards~~
- ~~April 2025: Draft Articles 1, 2, 6, and TCOB 320-34 section~~
- ~~May 2025: Draft sections of Article 3: Zoning Districts, and Article 5: Conditional Uses~~
- ~~June 2025: Article 11 Accessory Structures etc., Article 12 Administration~~
- ~~July 2025:~~
 - ~~Article 4 Planned Unit Development~~
 - ~~Article 7 Traffic Visibility, Loading, Parking and Access~~
 - ~~Article 8 Signs~~
 - ~~Article 9 Performance Standards for Industrial Development~~
 - ~~Article 10 Satellite Earth Stations; Radio or Television Antenna Towers; Wind Energy Systems; Telecommunications~~
 - ~~Article 13 Changes and Amendments~~
 - ~~Article 14 Appeals~~
 - ~~Article 15 Definitions~~
- ~~August 2025: verbal update~~
- ~~September 2025: verbal update~~
- ~~February 2026: signage discussion~~
- ~~March 2026: signage discussion~~
- ~~April 1, 2026: Special Plan Commission: Pond ordinance~~
- ~~April 2026: confirmation on listed items~~
- ~~July 2026: verbal update~~

PUBLIC NOTICING EFFORTS

Class 2 Notice in the News Graphic with Draft Zoning Map: 9/15/2026 & 9/22/2026

Press Release to the News Graphic and posted on the website: 9/14/2026

Email and letter to business owner listing: 9/14/2026

Post Cards mailed to affected property owners: 9/14/2026

eNotify to community: 9/22/2026

ACTION REQUESTED

#3a: Hold a public hearing on the draft ordinance, code, and Zoning Map.

#5a: Consider a recommendation on the draft ordinance, code, and Zoning Map.

ATTACHMENTS

- I. Public Comment from 4-29-2024 Open House
- II. Draft Ordinance Cover pages
- III. Link to Draft Zoning Code: [click here](#)
- IV. Link to Draft Zoning Map showing proposed changes: [click here](#) / Current Zoning Map: [click here](#)
- V. Link to Comprehensive Plan: [click here](#)
- VI. Link to Zoning Code Update website: [click here](#)

ATTACHMENT I.

Public Comment summary from April 29, 2024 Zoning Code Open House

- The property owner located at 1111 Wauwatosa Road requested that this property be removed from the Town Center Overlay District (Five Corners Business District) to allow for residential land use. The draft zoning map, which has been supported by Plan Commission, proposes the designation as Mixed Use within the Town Center Overlay (Five Corners Business District), which aligns with the recently adopted Land Use Plan Map. New residential uses will not be allowed for that specific location.
- The property owner located at 889 Horns Corner Road requested that this agriculturally zoned property be allowed to pursue 1-acre lots, which would provide for an additional residential lot(s). This change is not consistent with the recently adopted Land Use Plan Map as R zoning districts are not options in the Rural Neighborhood Countryside designation.
- The property owner located at W63N671 Washington Avenue commented that the zoning amendments provides an amazing opportunity to set the future. It was suggested that the Town work with a developer to master plan for a cohesive design. Parking should not be in the street/front yard.
- The property owner located at 1123 Washington Avenue made unrelated comments regarding future expansion of HWY 60. The Town and City are currently coordinating on a joint traffic study with RaSmith.
- The property owner located at 5207 Cedar Creek Road listed four items for consideration: 1) farm to table events on farms, 2) rental of barn space for storage, 3) short-term rental, 4) solar farms.



IN THE NAME AND BY THE AUTHORITY OF THE TOWN OF CEDARBURG, WISCONSIN

ORDINANCE NO. 2026-X

**“AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 320, ZONING, OF THE
TOWN OF CEDARBURG CODE OF ORDINANCES AND TO ADOPT THE
ACCOMPANYING OFFICIAL ZONING MAP FOR THE TOWN OF
CEDARBURG, OZAUKEE COUNTY, WISCONSIN”**

WHEREAS, the Town of Cedarburg, Ozaukee County, Wisconsin (the “Town”), is a Wisconsin town organized and operating pursuant to Chapter 60 of the Wisconsin Statutes; and

WHEREAS, pursuant to Wis. Stat. § 60.10(2)(c), the Town meeting has authorized the Town Board to exercise the powers of a village board; and

WHEREAS, pursuant to Wis. Stat. § 60.22(3), a town board authorized to exercise village powers may exercise powers relating to villages and conferred upon village boards under Chapter 61 of the Wisconsin Statutes, except those powers that conflict with statutes relating to towns and town boards; and

WHEREAS, pursuant to Wis. Stat. § 60.62(1), a town board that has been granted authority to exercise village powers under Wis. Stat. § 60.10(2)(c) may adopt zoning ordinances under Wis. Stat. § 61.35; and

WHEREAS, pursuant to Wis. Stat. § 61.35, the powers and duties conferred upon villages under Wis. Stat. § 62.23 are applicable to a town exercising village powers; and

WHEREAS, pursuant to Wis. Stat. § 62.23(7), the Town Board, exercising village powers, is authorized to regulate and restrict by ordinance the height, number of stories, size and use of buildings and structures, the percentage of lots that may be occupied, the size of yards and open spaces, the density of population, and the location and use of buildings, structures, and land, and to divide the Town into zoning districts for such purposes; and

WHEREAS, the Town of Cedarburg has exercised village powers and has established and maintains a Town Plan Commission for purposes of comprehensive planning and land use regulation; and

WHEREAS, pursuant to Wis. Stat. § 62.23(7)(d), proposed zoning regulations and amendments thereto are subject to review and recommendation by the Town Plan Commission and to the applicable public hearing and notice requirements established by Wisconsin law; and

WHEREAS, the Town Board has directed the review and comprehensive revision through a repeal and replace of Chapter 320, Zoning, of the Town of Cedarburg Code of Ordinances for the purpose of updating, clarifying, reorganizing, and modernizing the Town's zoning regulations and establishing regulations that appropriately implement the Town's planning objectives; and

WHEREAS, the Town Board delegated the responsibility of holding the related public hearing to the Plan Commission; and

WHEREAS, the Town Plan Commission has reviewed the proposed comprehensive repeal and replace ordinance of Chapter 320 and the accompanying Official Zoning Map and has provided its recommendation to the Town Board in accordance with applicable Wisconsin law and Town ordinances; and

WHEREAS, pursuant to Wis. Stat. § 66.1001(3)(L), a town zoning ordinance enacted or amended under Wis. Stat. § 60.62 is required to be consistent with the Town's adopted comprehensive plan; and

WHEREAS, the Town of Cedarburg adopted the Town of Cedarburg: 2050 Comprehensive Plan (2nd Edition) by Ordinance No. 2024-9 on November 6, 2024; and

WHEREAS, the Town Board has reviewed the proposed revised zoning regulations and accompanying Official Zoning Map for consistency with the Town's adopted comprehensive plan and has determined that the proposed zoning regulations and Official Zoning Map are consistent with the Town's comprehensive plan; and

WHEREAS, pursuant to Wis. Stat. § 62.23(7)(d), notice of the public hearing concerning the proposed zoning regulations and accompanying Official Zoning Map was published as a Class 2 notice under Wis. Stat. ch. 985; and

WHEREAS, the Town maintained and utilized the list of persons who have submitted a written or electronic request to receive notice of proposed zoning actions affecting the allowable use of their property, and provided notice as required by Wis. Stat. § 62.23(7)(d); and

WHEREAS, the Plan Commission held a public hearing on the proposed comprehensive repeal and replace of Chapter 320, Zoning, and the accompanying Official Zoning Map on October 1, 2026 at 7:00pm at Town Hall, at which interested persons and members of the public were afforded an opportunity to be heard; and

WHEREAS, the Town Board has considered the recommendation of the Town Plan Commission, the proposed repeal and replace of Chapter 320, the accompanying Official Zoning Map, the Town's adopted comprehensive plan, and comments received during the public hearing process; and

WHEREAS, the Town Board determines that adoption of the repeal and replace Chapter 320 and accompanying Official Zoning Map is authorized by Wisconsin law and is intended to promote the public health, safety, morals, and general welfare of the Town and to provide for the orderly development and use of land within the Town; and

WHEREAS, the Town Board therefore determines that it is appropriate to repeal and replace Chapter 320, Zoning, of the Town of Cedarburg Code of Ordinances and to adopt the accompanying Official Zoning Map.

NOW, THEREFORE, BE IT ORDAINED by the Town Board of the Town of Cedarburg, Ozaukee County, Wisconsin, pursuant to its authority under Wis. Stat. §§ 60.10(2)(c), 60.22(3), 60.62, 61.35, and 62.23(7), adopts Chapter 320 Zoning as follows:

Passed and adopted this X day of X, 2026.

David M. Salvaggio, Town Chairman

Published/Posted: _____

Attest:

Sara Jacoby, Assistant Administrator/Clerk