



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, OCTOBER 9, 2025 – 8:30 AM**

A meeting of the Landmarks Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, October 9, 2025 at 8:30 AM. The meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the lower level, Room 1.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. September 25, 2025
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible approval of the request from applicant Gordon Goggin (d/b/a Stilt House) for a Temporary Sidewalk Right-of-Way Encroachment Permit (November 1, 2025, to March 10, 2026) to place a tent/vestibule that reaches slightly into the sidewalk right-of-way at W63 N630 Washington Avenue. This B-3 Central Business District w/ HPD Historic Preservation Overlay District zoned property is owned by Nick Schuh Tavern LLC in c/o Lance Lichter.
 - B. Review, discussion, and possible approval of the applicant/property owner request to place a 12.57 square foot projecting sign identifying their Jewish Discovery Center use in the building located at W61 N508-10 Washington Avenue. The applicant is Mosche Luchins on behalf of the Center for Jewish Life Inc. This property is zoned B-3 Central Business District with HPD Historic Preservation Overlay.
 - C. Review, discussion, and possible action/recommendation to the Plan Commission on the request of applicant/property owner Cedarburg Hospitality LLC (in c/o William Conley) to place a 20' x 50' (1,000 sq. ft.) Temporary Use Tent Structure, from November 4, 2025 through April 30, 2026, adjacent to the south wall of their back (Timber Club) building located at W61 N518-20 Washington Avenue. This property is zoned B-3 Central Business District with HPD Historic Preservation Overlay.
7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS

8. ADJOURNMENT

City of Cedarburg is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov.

MEMBERS – PLEASE NOTIFY CITY PLANNER'S OFFICE IF UNABLE TO ATTEND THIS MEETING.

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, September 25, 2025, at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, Room 1.

1. The meeting was called to order by Chairperson Tom Kubala at 8:30 a.m.

2. Roll Call: Present – Chairperson Tom Kubala, Council Member Kristin Burkart, Elizabeth Krimmel, Erin Puro,

Excused - Vice Chairperson James Pape, Tomi Fay Forbes

Absent - Doug Yip

Also Present – City Planner Mary Censky, Administrative Assistant Theresa Hanaman, City Administrator Mikko Hilvo

3. STATEMENT OF PUBLIC NOTICE

Administrative Assistant Hanaman acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

Motion made by Commissioner Puro and seconded by Commissioner Krimmel to approve the minutes of the September 11, 2025, meeting. Motion carried without a negative vote. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip absent.

5. REVIEW, DISCUSSION, AND POSSIBLE ACTION/RECOMMENDATION TO THE PLAN COMMISSION ON THE REQUEST OF APPLICANT/PROPERTY OWNER CITY OF CEDARBURG FOR APPROVAL OF A TEMPORARY USE HOLIDAY MARKET TYPE MOBILE VENDING SHACK (ACCESSORY TO THE SANTA HOUSE) TO BE PLACED IN THE FRONT YARD OF THE GYMNASIUM LOCATED AT W63 N641 WASHINGTON AVENUE. THIS PROPERTY IS ZONED I-1 INSTITUTIONAL AND PUBLIC SERVICE DISTRICT WITH HISTORIC PRESERVATION OVERLAY.

Chairman Kubala switched the order of the agenda to discuss and take action on Item B first.

City Administrator presented a request for a Temporary Use Permit for the placement of a holiday market-type mobile vending shack (accessory to the Santa house from November 10, 2025, to January 9, 2026.

The proposed temporary holiday market shack is built on a mobile trailer base. It will be extensively decorated (including the trailer base) in a holiday theme to complement the Santa House. This is a not-for-profit endeavor with the proceeds from sales of Santa House-related merchandise and nonalcoholic beverages intended to support the ongoing Santa House operations. The size of the shack will not exceed 8' x 10' (80 sq. ft.) in size/area.

The following conditions should be considered:

- 1) Applicant must comply fully with the operating restrictions as set forth in Section 7-18-7.
- 2) Term of use permitted is November 10, 2025, through January 9, 2026.
- 3) The mobile vending holiday market shack shall be inspected and approved for use and occupancy by both the City Building Inspector and the City Fire Inspector prior to the start of use.
- 4) Consistent with Section 7-18-2 of the City Code, the applicant must obtain a mobile vending license prior to the start of use unless the Plan Commission shall find [ref Section 7-18-3(f)] that this use is appropriate for exemption from licensure.

A motion was made by Commissioner Puro, seconded by Council Member Burkart to approve the Temporary Use Permit for the holiday market type mobile vending shack and to include the Planner's recommendations. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip Absent.

6. REVIEW, DISCUSSION, AND POSSIBLE APPROVAL OF THE APPLICANTS' REQUEST TO REPLACE THE TWO (BACK-TO-BACK) FACES ON AN EXISTING PROJECTING SIGN SERVING THEIR RESTAURANT USE, PJ PIPER PANCAKE HOUSE, LOCATED AT W61 N614 WASHINGTON AVENUE. THE APPLICANT IS DIMITRIOS TSIOUTSIPOULIS (D/B/A PJ PIPER LLC), IN CARE OF FAST SIGNS. THE PROPERTY OWNER IS EFT PROPERTIES LLC. THIS PROPERTY IS ZONED B-3 CENTRAL BUSINESS DISTRICT WITH HPD HISTORIC PRESERVATION OVERLAY.

Council Member Burkart questioned whether or not this sign was illuminated either internally or externally. Planner Censky stated they would not be allowed to have an internally lighted sign.

The following conditions should be considered:

- 1) The applicant is to verify the height to the bottom of the sign, measured from the sidewalk, is not less than eight (8) feet.

- 2) Applicant to verify that the sign is mounted firmly, and no component may swing, rotate, or move freely.

A motion was made by Commissioner Krimmel, seconded by Council Member Burkart, to approve the request to replace the two faces on an existing projecting sign for PJ Piper Pancake House and to include the Building Inspector's recommendations. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip absent.

7. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

8. COMMENT AND SUGGESTIONS FROM COMMISSIONERS

Planner Censky confirmed that the Commission decided to table the review, discussion, and continued development/editing of the City of Cedarburg map to send to the State of Wisconsin Historical Society regarding the pending application for a no-match grant to conduct an architectural/historical community survey.

Planner Censky was asked to provide more guidance regarding the information the Commission members should focus on. They were instructed to examine the provided map and exclude any newer housing developments from their consideration, so the surveyor would not need to investigate those areas.

Commissioner Kubala emphasized that the purpose of this initiative is educational, aiming to enhance the understanding of the Landmarks Commission among the City and its residents.

Commissioner Krimmel verified that there are long-term plans aimed at preserving historical and older homes, emphasizing the necessity to designate these properties for local historical preservation. Commissioner Krimmel also inquired whether the "worker houses" located on Riveredge Drive had any form of overlay designation.

Planner Censky noted that understanding the history of homes would be advantageous for the Site and Architectural Review Board. The City would reach out to property owners who may be eligible to become designated historical landmarks, which could come with possible tax credits.

It is believed that only commercial properties qualify for tax credits within an overlay district. Planner Censky to investigate whether residential properties can also receive tax credits.

Commissioner Puro proposed that they develop a plan and set goals for the project to be completed next year. Council Member Burkart suggested collaborating with the Preservation

Society. The Commissioners would like Planner Censky to consult with Jason Tish from the Wisconsin Historical Society regarding tax credits for residential homes in overlay districts and to determine what year of significance regarding home age the Commission should consider.

Council Member Burkart informed the Commission that paper packets will no longer be mailed or printed unless requested by Commission members.

9. ADJOURNMENT

A motion was made by Council Member Burkhart, seconded by Commissioner Krimmel, to adjourn the meeting at 9:00 a.m. Vice Chairperson Pape and Commissioner Forbes excused. Commissioner Yip absent.

Theresa Hanaman
Administrative Assistant

PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: October 9, 2025

General Information:

Agenda Item: 6.A.

Applicant:

Stilt House business owner is
Gordan Goggin.

Property Owners:

Nick Schuh Tavern LLC in c/o
Lance Lichter

Requested Action:

Approval of Temporary Sidewalk
Right-of-Way Encroachment
Permit.

Current Zoning:

B-3 General Business District w/
Historic Preservation Overlay
(HPO) District

Current Master Plan Classification:

Commercial

Surrounding Zoning/Land Use:

North: B-3 w/ (HPO)

South: B-3 w/ (HPO)

East: Cedar Creek

West: B-3 w/ (HPO)

Lot Size:

~ .09 acres (3,920 sq. ft.)

Location:

W63 N630 Washington Ave.

Discussion:

In August, 2025, the City Plan Commission and Common Council approved/adopted a new Ordinance (see copy attached) governing temporary sidewalk right-of-way encroachments for the B-3 Central Business District w/ HPD Historic Preservation Overlay zoned portion of the Washington Avenue corridor. Subject to certain criteria, encroachments such as tables/chairs, vestibule, planters, and similar... may be issued at the staff level. Among the conditions is that each application shall first be reviewed and approved by the Landmarks Commission to "...ensure that the compilation of all objects proposed to be placed on the



TEMPORARY USE APPLICATION

(private property only)

City of Cedarburg
W63N645 Washington Ave
PO Box 49
Cedarburg WI 53012
(262) 375-7600
www.ci.cedarburg.wi.us

Applicant Name: Gordon GOGGIN Phone: [REDACTED]
Mailing Address: [REDACTED] Email: [REDACTED]
Location Address: W63 N630 Washington Ave Cedarburg WI 53012
Property Owner: [REDACTED] Phone: [REDACTED]
Property Owner Mailing Address: [REDACTED] Email: [REDACTED]
Proposed Use: Vestibule Encroachment on sidewalk right of way
Dates of Operation: _____ Hours of Operation: _____

The following information needs to be submitted along with this completed application:

- 1) ~~Payment of \$27.50 fee via cash, charge or check.~~
- 2) Drawing showing location in relation to lot lines and other structures on site.
(if more space is needed use other side of page)

* No door, just opening

The undersigned certifies that he/she has familiarized himself/herself with the State and Local Codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Property Owner Signature _____

Date _____

Conditions of Approval:

- 1) The applicant shall be responsible to correct any problem that may result from this use immediately upon notification.
- 2) All items shall be a minimum of two feet from the sidewalk.
- 3) No unattended merchandise stands, displays or materials are allowed.
- 4) Use of public street waste containers is not permitted.

APPLICATION APPROVED BY:

City Planner _____

Date _____

Building Inspector _____

Date _____

Fire Inspector _____

Date _____

FOR CITY STAFF USE ONLY

TOTAL FEE: \$27.50

DATE FEE PAID: _____

APPLICATION AND FEE RECEIVED BY: _____

IF USE IS IN THE HISTORIC DISTRICT, LANDMARKS COMMISSION MEETING DATE AND TIME: _____

IF USE EXCEEDS FOURTEEN DAYS, PLAN COMMISSION MEETING DATE AND TIME: _____

cc: Applicant
Deputy City Clerk
Temporary Permit File

Festival Committee
Cedarburg Police Department
Property File Tax Key No: _____

13-107-03-05-002

To: City of Cedarburg

From: Gordon Goggin, Owner, The Stilt House

Re: Winter Front Vestibule Permit Application

Date: September 15, 2025

To place a temporary, all clear plastic, enclosure on the front (west facing) façade of the building to dampen the wind & cold weather for the interior dining room. The enclosure will be mounted November 1, 2025 and removed March 10, 2026. The enclosure dimensions and photos are attached.

The enclosure extends 1 inch past the bottom of the existing bottom concrete step which will result in the enclosure terminating 113 inches from the edge of the existing curb for encroachment purposes.

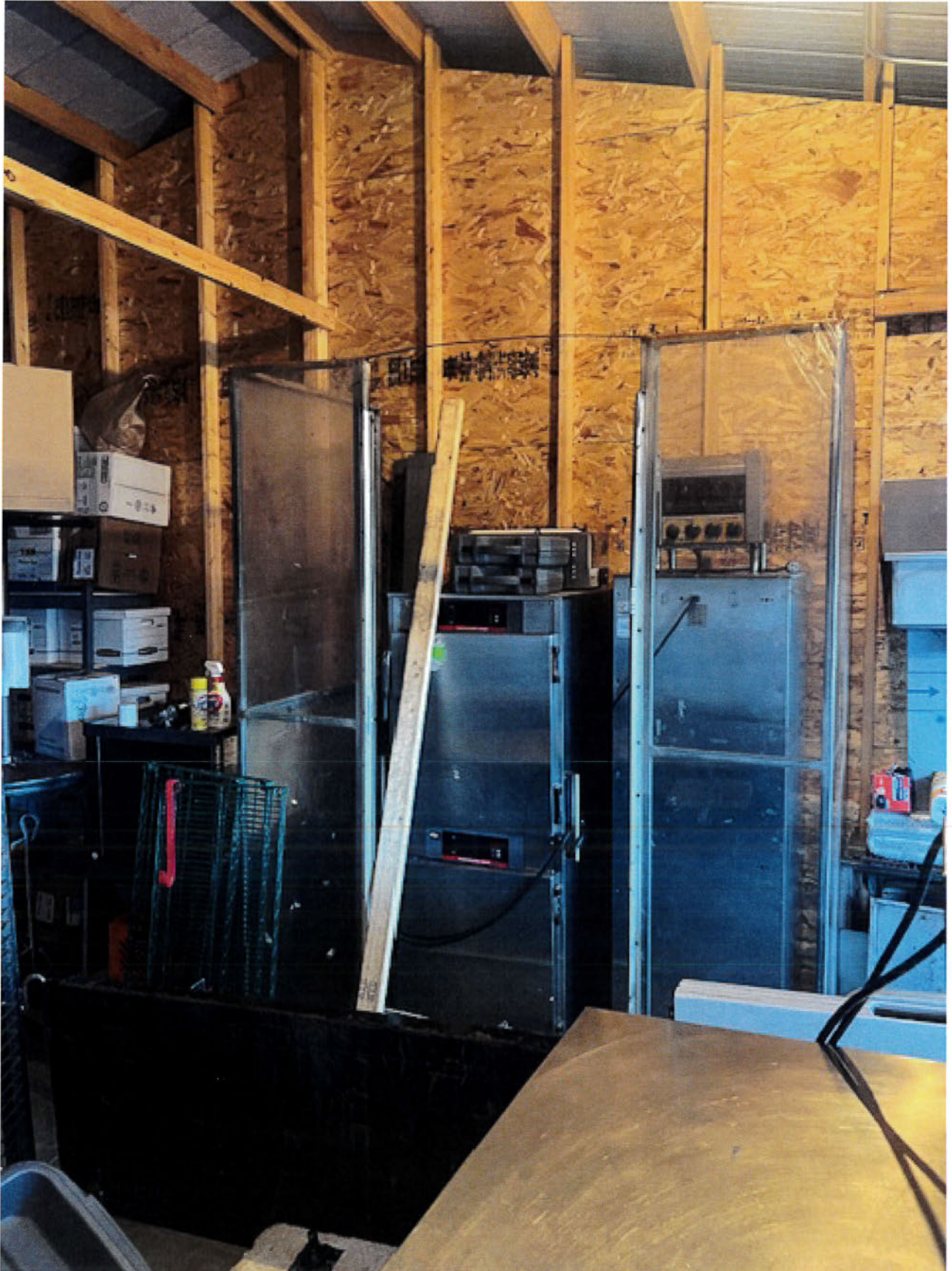
This is the SAME enclosure that was in use from 2014 thru 2023. Same size, same dimensions, no modifications. This enclosure was approved historically by Landmarks & Plan Commission.

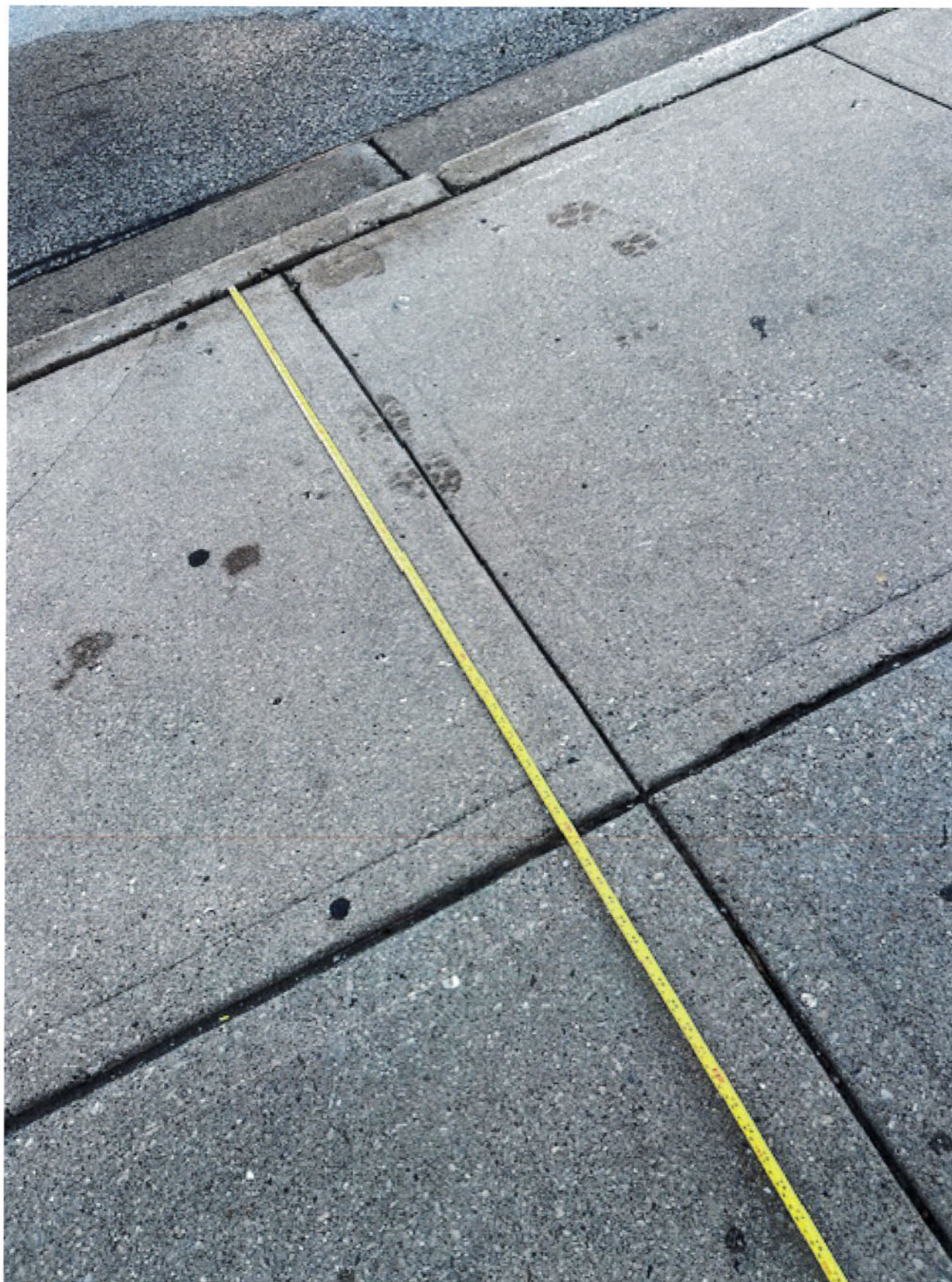


clear TOP



clean sides/walls





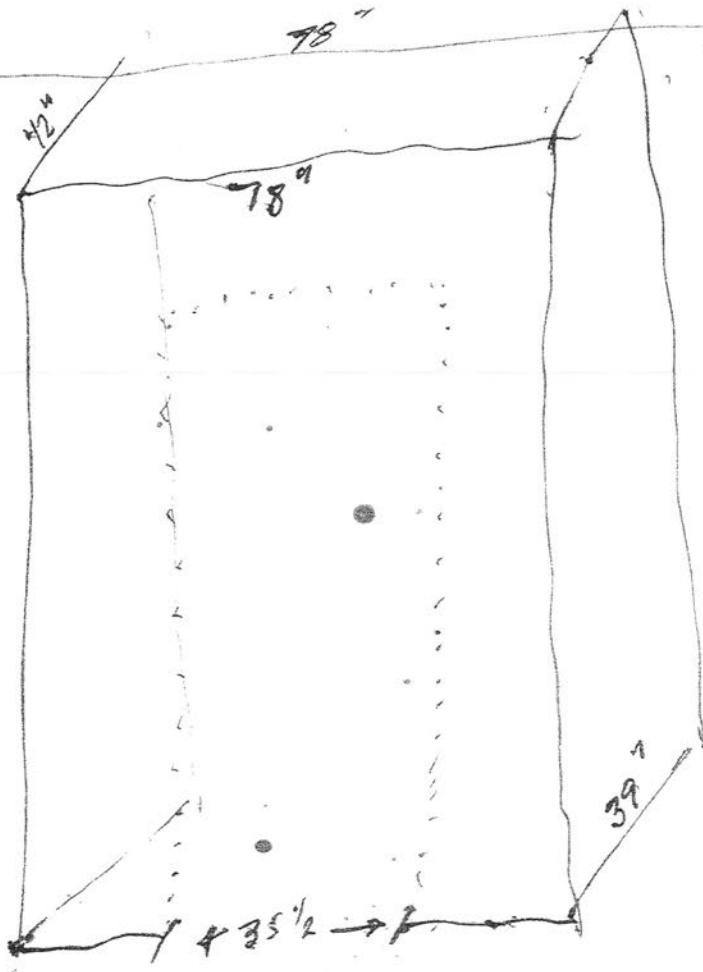
109" From back of curb
- 1" FRAME = 108" = 9 Feet



ANCHORED AGAINST EXTERIOR FRAME
- POINTING OUT EXISTING ANCHOR POINTS



Stilt House
Front Steps Vestibule
Clear Plastic



Stilt House
W62N630 Washington Avenue
Cedarburg, WI 53012

ORDINANCE NO. 2025-28

An Ordinance to create Section 13-1-55(d)(7) To Allow Limited Encroachments to be placed upon Washington Avenue Sidewalk right-of-way as Temporary Accessory Uses that may be Permitted in the B-3 Central Business District

The Common Council of the City of Cedarburg, Wisconsin, does ordain as follows:

SECTION 1. Section 13-1-55(d)(7) of the Code of Ordinances of the City of Cedarburg is hereby created as follows:

(d) Permitted Accessory Uses

- (7) Temporary placement of tables, chairs, benches, a-frame style signs (displayed only during the days/hours that the business they support is open for business and not to exceed 4 sq. ft. per sign face with the faces not more than 2 feet apart from each other at any point) , seasonal entryway vestibules, and similar/related temporary accessories upon the sidewalk right of way, subject to full compliance with the following conditions and any additional conditions the City Building Inspector, Planner, and/or Plan Commission believe are necessary to ensure the public safety, maintain the principal functional purpose of the sidewalk as a pedestrian throughway, and complement/preserve the character of the adjacent and surrounding buildings and the street front ambiance.
 - (a) A minimum 5-foot-deep clear pedestrian throughway shall be maintained throughout all frontages. If less than 5 feet clear presently exists due to the presence of fixed public assets (such as trees, trash cans, light posts, street signs, hydrants, utility boxes), and/or existing, permanently fixed building improvements (such as but not necessarily limited to attached stairs/steps/stoops/railings), and/or existing, legal nonconforming fixed private improvements (such as, for instance, but not necessarily limited to clock and awning support posts possibly), then the preexisting actual depth of clear pedestrian throughway shall be the required minimum. No new encroachments upon the minimum required clear pedestrian throughway shall be permitted.
 - (b) A minimum 3-foot-deep clear terrace shall be maintained between the back of curb and the minimum required clear pedestrian throughway throughout all frontages. Within this 3-foot-deep terrace area, appropriately sized a-frame style signs that comply with Section 15-5-14(d)(3)a.8. of the City Code may be permitted. If less than 3 feet clear terrace space presently exists due to the presence of fixed public assets (such as trees, trash cans, light posts, street signs, hydrants, utility boxes), and/or existing, permanently fixed building improvements (such as but not necessarily limited to attached stairs/steps/stoops/railings), and/or existing, legal nonconforming fixed private improvements (such as, for instance, but not necessarily limited to clock and awning support posts possibly), then the preexisting actual depth of clear terrace shall be the required minimum. No new

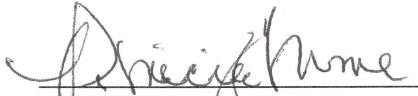
encroachments, except for appropriately sized a-frame style signs, shall be permitted within the minimum required clear sidewalk terrace area.

- (c) Subject to full compliance with a. & b. above, application for Temporary Washington Avenue Sidewalk Right of Way Encroachment Permit may/shall be made on forms provided by the City Planning Department. The following support materials shall be included with the application at the time of submittal:
 - (1) Purpose statement.
 - (2) Scaled and accurately dimensioned site plan.
 - (3) Detailed imagery as to colors, materials, size and type of encroachment.
 - (4) Detailed imagery of the setting/surroundings where the encroachment is proposed to be located.
 - (5) Operating plans, including the proposed dates, times, and nature of the encroachment/use of the encroachment.
 - (6) Any additional information the City staff deems necessary to aid in their evaluation of the request.
- (d) All applications and supporting materials for properties that are located in the Historic Preservation Overlay Zoning District, excluding qualifying a-frame style signs, must be reviewed and approved by the Landmarks Commission prior to issuance of a Permit to ensure that the compilation of all objects proposed to be placed on the sidewalk right of way complement/preserve the character of the adjacent and surrounding buildings and the street front ambiance.
- (e) Alcohol sales, service, and/or consumption is not permitted in areas approved for placement of temporary sidewalk right of way encroachment under this section.
- (f) Each Permit shall have a maximum term of permission not to exceed six months, except in the case of a-frame style signs for which the term of permission may be indefinite. Shorter terms of permission may be established based upon the seasonal suitability and stated need for certain types of encroachments.
- (g) Adequate lighting shall be available within the immediate surroundings to ensure that all encroachment objects are sufficiently visible to pedestrians on the sidewalk at all times of the day.
- (h) A Temporary Use Encroachment Permit must be issued to/received by the applicant prior to placement of any sidewalk right of way encroachments. Prior to issuance of the Permit, all applicants are required to have the following assurance documents on file with the City Clerk: A fully executed City of Cedarburg Hold Harmless and Indemnity Agreement Form.
- (i) The City Planner, Building Inspector, or Plan Commission may attach conditions of approval to any Temporary Washington Avenue Sidewalk Right of Way Encroachment Permit.

SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions of this ordinance.

SECTION 3. Effective Date: This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

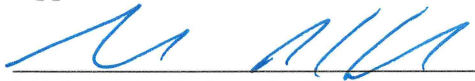
Passed and adopted this 25th day of August, 2025.


Patricia Thome, Mayor

Attest:


Tracie Sette, City Clerk

Approved as to form:


Michael P. Herbrand, City Attorney

BUILDING INSPECTOR REPORT

To: City of Cedarburg Landmarks

Date Prepared: October 2, 2025

By: Jeff Thoma

General Information:

Applicant/Property Owner:

Moshe Luchins (Jewish Discovery Center)

Requested Action:

Approval of site signage / Permanent Projecting

Current Zoning:

B-3 Business District HPD

Location:

W61 N508-10 Washington Avenue

Overview:

- Applicate is proposing to add an exterior illuminated new projecting double sided sign.
- The location is on the front of the main building facing Washington Ave.

Findings:

- Projecting sign on the front of the main building facing Washington Ave. Sign square footage is 12.57 per side, allowed is a maximum of 24 square feet. This requested sign is in **Compliance** with our code.

Code Text:

Sec. 15-5-7 - General physical requirements.

(c) Projecting signs. Projecting signs shall be limited to the requirements of the applicable zoning district, as prescribed in section 15-5-14. Projecting signs shall in no case be closer than five feet to a curb or have less than eight feet clearance, measured from grade level to the bottom of the sign. Projecting signs providing less than eight feet from grade level to the bottom of the sign may be permitted at the discretion of the building inspector, or landmarks commission if the sign is located in the Historic Preservation District. Signs must be mounted firmly, and no component may swing, rotate, or move freely.

Sec. 15-5-14 Signs requiring a permanent permit.

(3) Business District (B-3)

1. Permanent signs. All permanent signs require a permit. Total square footage of all signs to be determined by the Landmarks Commission.

2. Projecting signs. The maximum size of projecting signs shall not exceed 24 square feet. The minimum clearance to grade shall be eight feet measured from the lowest part of the sign. A maximum of one projecting sign per building shall be allowed. Projecting signs may extend not more than five feet over the lot line and in no case shall extend to within five feet of the street curb line. Any such sign which is located within ten feet of the front or side lot line shall have its lowest point not less than eight feet above the ground level. They shall be spaced a minimum of 25 feet apart except that, in the B-3 District, projecting signs may be placed no closer than 15 feet apart and in such instance shall be no larger than two square feet.

Recommendation:

The City Building Inspector recommends **Approval** with conditions listed below.

- Applicate to verify the height to the bottom of the sign measured from the sidewalk, is not less than eight (8) feet.
- Applicate to verify that the sign is mounted firmly, and no component may swing, rotate, or move freely.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W61 N508 Washington Ave

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): Jewish Discovery Center

APPLICANT INFORMATION

APPLICANT NAME: Moshé Luchins BUSINESS NAME: Center For Jewish Life inc

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT: ☒ OWNER ☐ AGENT ☐ BUYER ☐ TENANT ☐ OTHER

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): Center For Jewish Life inc

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: Sign Permit Application

PLEASE SUBMIT: TEN (10) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST * PLUS ELECTRONIC COPY
TEN (10) COPIES OF DRAWINGS, SKETCHES, PICTURES OR SURVEY MAPS (11" x 17" MAX)

*PLUS ELECTRONIC COPY

MATERIAL AND COLOR SAMPLES (WILL BE RETAINED BY THE CITY)

SUBMITTAL DEADLINE: Plans must be received no later than 16 days prior to Landmarks Commission meeting.

*ELECTRONIC COPIES MAY BE SENT TO THANAMAN@CITYOFCEDARBURG.WI.GOV OR PROVIDE A THUMB DRIVE

The undersigned certifies that he/she has familiarized themselves with the State and Local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct. This application shall be signed by the property owner(s).

APPLICANT SIGNATURE: SS [Signature] DATE: 10/1/25

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 10/1/25

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: 10-9-25

PLAN COMMISSION REVIEW NEEDED? ☐ YES ☒ NO

ATTACHMENTS (CHECK IF RECEIVED):

☒ TEN WRITTEN DESCRIPTIONS

☒ TEN DRAWINGS, SKETCHES OR MAPS

☒ MATERIAL/COLOR SAMPLES (IF APPLICABLE)

PROPERTY TAX KEY NO: 13-107-02-12-002

City of Cedarburg W63 N645 Washington Avenue PO Box 49 Cedarburg Wisconsin 53012-0049

(262) 375-7614 Fax (262) 375-7906

Website: www.ci.cedarburg.wi.us

06/2024

Page 22 of 33

Sign Permit Application

W63 N645 Washington Avenue, PO Box 49
Cedarburg, WI 53012
Ph: 262-375-7609
www.cityofcedarburg.wi.gov



PROJECT ADDRESS W61 N508-10 WASHINGTON AVENUE CITY Cedarburg STATE WI ZIP 53092
PROPERTY OWNER Center For Jewish Life inc
PHONE# [REDACTED] EMAIL ADDRESS [REDACTED]
APPLICANT NAME Jewish Discovery Center
ADDRESS W61 N508-10 WASHINGTON AVENUE CITY Cedarburg STATE WI ZIP 53092
PHONE# [REDACTED] EMAIL ADDRESS [REDACTED]
CONTRACTOR NAME [REDACTED]
ADDRESS [REDACTED] CITY Grafton STATE WI ZIP 53024
PHONE# [REDACTED] EMAIL ADDRESS [REDACTED]

INSTRUCTIONS TO APPLICANT: Fill in completely. A scale drawing of such sign indicating the dimensions, materials to be used, type of illumination, if any, method of construction, and location/position of such sign in relation to nearby buildings or structures must be submitted with this application. Where applicable, copies of other permits required and issued for said sign must be submitted with this application.

Sign Location Zoning District:

☐ Residential Rs-1,2,3,4,5,6,7,8 ☐ Rd-1 ☐ Rm-1,2,3 ☐ B-1 ☐ B-2 ☐ B-3 ☒ B-3 Historic Downtown ☐ B-4 ☐ B-5 ☐ B-6
☐ M-1 ☐ M-2 ☐ M-3 ☐ I-1 Note: Permanent signs in the B-3 Historic Downtown District must be approved by The Landmarks Commission.

Sign Type (Check all that apply):

☐ Temporary Note: If temporary (Not more than 2 at a time maximum 90-days/30-day increments) List Display Dates _____
☒ Permanent ☐ Wall ☐ Freestanding ☐ Projecting ☐ Window ☐ Awning ☐ Illuminated-Interior ☐ Illuminated-Exterior
☐ Real Estate Dev. ☐ Development ☐ Single Sided ☐ Double Sided ☐ Other (Explain) 2 signs doubled up against each other

SIGN INFORMATION

Sign 1: Width 48in Height 48in = Sq. Ft. 16 x 1 or 2 Sides = Total Sq. Ft. 16
Sign 2: Width 48in Height 48in = Sq. Ft. 16 x 1 or 2 Sides = Total Sq. Ft. 16

If signage is being placed on the window(s), fill out window glass size(s) below.

Window 1: Width _____ Height _____ = Sq. Ft. _____

Window 2: Width _____ Height _____ = Sq. Ft. _____

See the backside of this form if additional space is needed.

SIGNAGE COST: Permanent Signage Base Fee \$75.00 plus \$2.50 per square foot. Max \$400. Temporary Signage \$35.00 per sign.
Permanent Signage In the B-3 Historic Downtown District adds a \$25.00 surcharge.

Notice: I certify that the information herein is true and correct. I agree to comply with all applicable sign codes, ordinances, and with the conditions of this approval. I acknowledge that I am responsible for ensuring the proper installation of the sign in conformance with the Cedarburg Sign Code. This permit shall become VOID if work does not commence within six (6) months of the date of issuance.

APPLICANT SIGNATURE Moshe Luchins APPLICANT (Please Print) Moshe Luchins DATE 9/30/2025

OFFICE ONLY

Permit Fee \$	Permit #	Tax Key #
Payment Type: CH / CC / CASH	Check/Rcpt #	Received By: _____ Date: _____





PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: October 9, 2025

General Information:

Agenda Item: 6.C.

Applicant:

William Conley d/b/a Stage
Coach Inn and the Timber Club

Property Owner:

Cedarburg Dining LLC

Requested Action:

Recommendation to Plan
Commission for approval of
Temporary Use Tent Structure,
from November 4, 2025, through
April 30, 2026, adjacent to the south
wall of their back (Timber Club)
building.

Current Zoning:

B-3 Central Business District w/
Historic Preservation Overlay
(HPD) District

Current Master Plan Classification:

Commercial

Surrounding Zoning/Land Use:

North: B-3 w/ (HPD)

South: B-3 w/ (HPD)

East: B-3

West: B-3 w/ (HPD)

Lot Size:

~ .20 acres (8,712 sq. ft.)

Location:

W61 N518-20 Washington Avenue

Discussion:

The proposed tent structure would be 11'2" tall at the high side, 20' x 50' (1,000 square feet) in area. It is proposed to attach to the south wall of the existing Timber Club building and extend south to the south lot line. A zero (or if not zero then minimum 5 -foot) side lot line setback is the B-3 District standard. It appears that the tent will be setback further from

the east/rear lot line than the existing Timber Club building. The rear setback standard in the B-3 District is 15-feet.

Ozaukee County GIS Aerial Map View – Stage Coach Inn-Timber Club Site



The tent is proposed to be steel frame construction covered with acrylic coated polyester fabric (color Birch). The roof material and color are not specified.

Recommendation:

The Planner recommends the following conditions be attached to any recommendation for approval the Landmarks Commission may be inclined toward making in this matter:

- 1) Review and approval by Landmarks Commission as to roof material and color.
- 2) Review and approval by Landmarks Commission as to rear yard setback.
- 3) Review and approval by the City Building Inspector and Fire Inspector prior to placement of the tent to ensure that all safety requirements are met.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W 61 N 520 WASHINGTON AVE

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): STAGECOACH INN / TIMBER CLUB

APPLICANT INFORMATION

APPLICANT NAME: BILL CONLEY BUSINESS NAME: STAGECOACH INN

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT: ☒ OWNER ☐ AGENT ☐ BUYER ☐ TENANT ☐ OTHER _____

PHONE: [REDACTED] EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): [REDACTED]

PROPERTY OWNER MAILING ADDRESS: [REDACTED]

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: ELECT ENCLOSED AWNING ON TO BLDG. (TIMBER)

PLEASE SUBMIT: TEN (10) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST * PLUS ELECTRONIC COPY
TEN (10) COPIES OF DRAWINGS, SKETCHES, PICTURES OR SURVEY MAPS (11" x 17" MAX)
*PLUS ELECTRONIC COPY
MATERIAL AND COLOR SAMPLES (WILL BE RETAINED BY THE CITY)

SUBMITTAL DEADLINE: Plans must be received no later than 16 days prior to Landmarks Commission meeting.

*ELECTRONIC COPIES MAY BE SENT TO THANAMAN@CITYOFCEDARBURG.WI.GOV OR PROVIDE A THUMB DRIVE

The undersigned certifies that he/she has familiarized themselves with the State and Local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct. This application shall be signed by the property owner(s).

APPLICANT SIGNATURE: SS William Conley DATE: 9-26-25

PROPERTY OWNER(S) SIGNATURE: _____ DATE: _____

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: 10/9/25

PLAN COMMISSION REVIEW NEEDED? ☒ YES ☐ NO

ATTACHMENTS (CHECK IF RECEIVED):

☐ TEN WRITTEN DESCRIPTIONS

☐ TEN DRAWINGS, SKETCHES OR MAPS

☐ MATERIAL/COLOR SAMPLES (IF APPLICABLE)

PROPERTY TAX KEY NO: 13-107-02-10-000



TEMPORARY USE APPLICATION

(private property only)

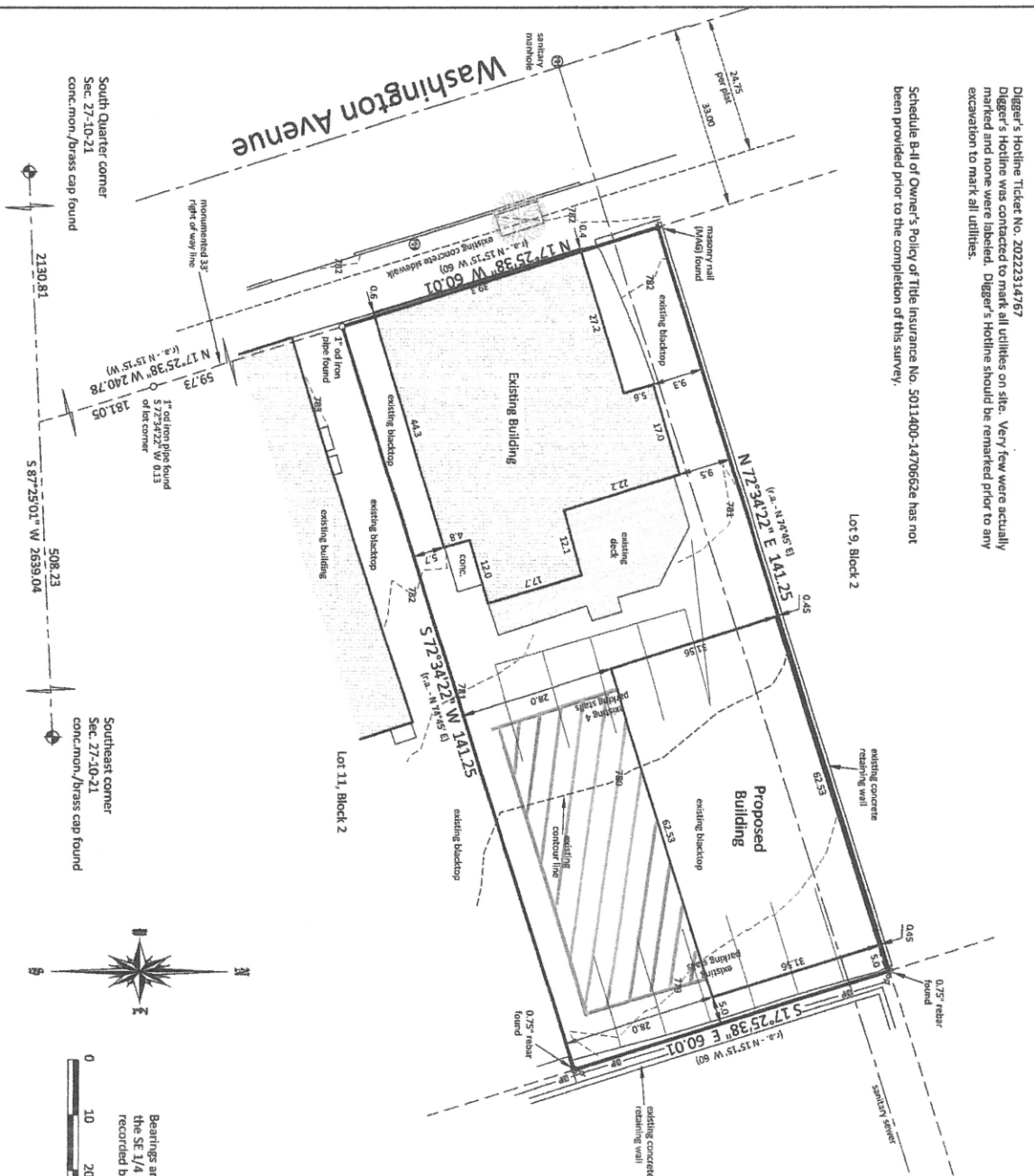
City of Cedarburg
W63N645 Washington Ave
PO Box 49
Cedarburg WI 53012
(262) 375-7600
www.ci.cedarburg.wi.us

Applicant Name: BILL CONLEY / STAGECOACH INN / TIMBER CLUB Phone: [REDACTED]
Mailing Address: [REDACTED] Email: [REDACTED]
Location Address: W61 N1520 WASHINGTON AVE 53092
Property Owner: CEARBURG HOSPITALITY, LLC Phone: [REDACTED]
Property Owner Mailing Address: SAME Email: [REDACTED]
Proposed Use: EXPANDED EVENTS SPACE
Dates of Operation: Oct - April Hours of Operation: _____
The following information needs to be submitted along with this completed application:
1) Payment of \$27.50 fee via cash, charge or check.
2) Drawing showing location in relation to lot lines and other structures on site.
(if more space is needed use other side of page)
The undersigned certifies that he/she has familiarized himself/herself with the State and Local Codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.
Walter Conley 9-26-25
Property Owner Signature Date
Conditions of Approval:
1) The applicant shall be responsible to correct any problem that may result from this use immediately upon notification.
2) All items shall be a minimum of two feet from the sidewalk.
3) No unattended merchandise stands, displays or materials are allowed.
4) Use of public street waste containers is not permitted.
APPLICATION APPROVED BY:
City Planner _____ Date _____ Building Inspector _____ Date _____
Fire Inspector _____ Date _____
FOR CITY STAFF USE ONLY
TOTAL FEE: \$ 27.50 DATE FEE PAID: _____ APPLICATION AND FEE RECEIVED BY: _____
IF USE IS IN THE HISTORIC DISTRICT, LANDMARKS COMMISSION MEETING DATE AND TIME: 10-9-25
IF USE EXCEEDS FOURTEEN DAYS, PLAN COMMISSION MEETING DATE AND TIME: 11-3-25

cc: Applicant
Deputy City Clerk
Temporary Permit File
Festival Committee
Cedarburg Police Department
Property File Tax Key No: 13-107-02-12-000

Digger's Hotline Ticket No. 20222314767
 Digger's Hotline was contacted to mark all utilities on site. Very few were actually marked and none were labeled. Digger's Hotline should be remarked prior to any excavation to mark all utilities.

Schedule B-11 of Owner's Policy of Title Insurance No. 5011400-1470652e has not been provided prior to the completion of this survey.



Plat of Survey

for

Cedarburg Hospitality, LLC

Lot 10, Block 2, Hilgen, Schroeder and Others Plat of Cedarburg, a subdivision in part of the SE 1/4 of Section 27, Township 10 North, Range 21 East, City of Cedarburg, Ozaukee County, Wisconsin.

W61 N518-520 Washington Avenue, Cedarburg, WI 53012

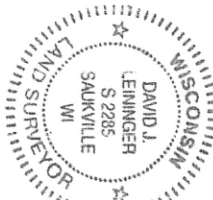
State of Wisconsin
 Ozaukee County, s.s.

I certify that I have surveyed the above described Property, and this map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, boundary fences, apparent easements, and roadways and visible encroachments, if any, to the best of my knowledge and belief.

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 date hereof.

Dated this 7th day of February, 2023.

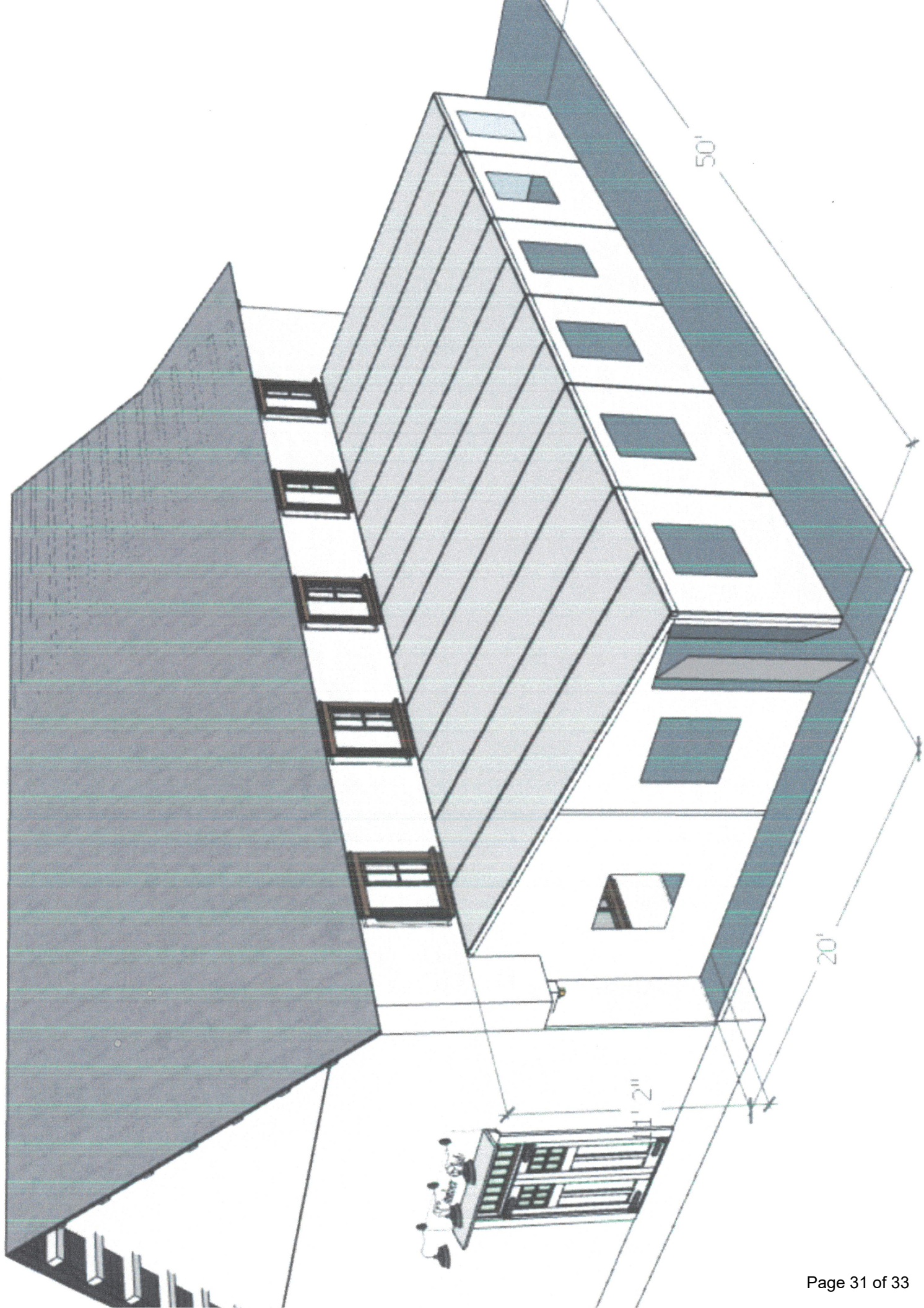
David J. Leininger, S-2285



Proposed elevations are to be determined by others.

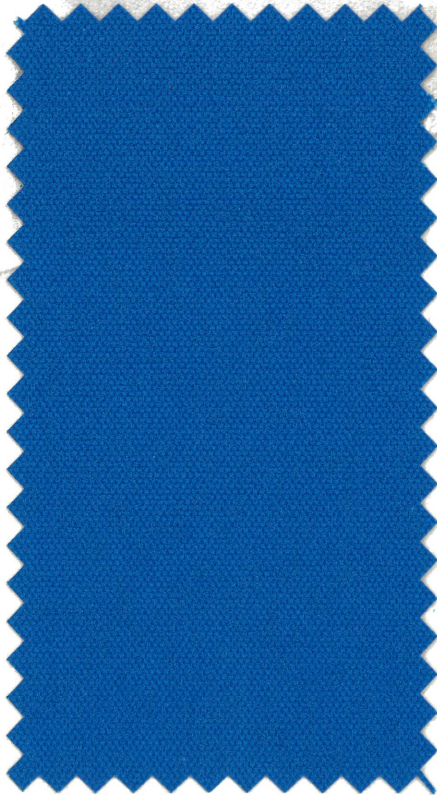
Bearings are referenced to the south line of the SE 1/4 of Sec. 27-10-21 which has a recorded bearing of S 87° 25' 01" W.

Scale in feet
 1" = 20'



TOP GUN™

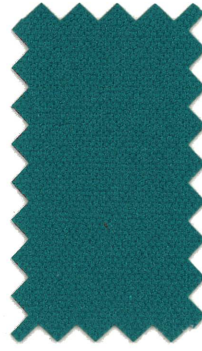
Acrylic Coated Polyester



463 Caribbean Blue



462 Aquamarine



478 Teal



466 Turquoise



479 Forest Green



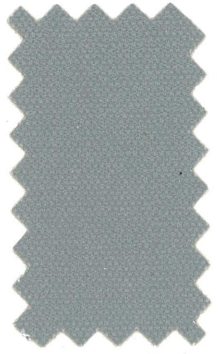
464 Royal Blue*



473 Harbor Blue



474 Navy Blue



467 Sea Gull Gray



458 Charcoal



471 Onyx Black



468 Arctic White



472 Birch



461 Sand



470 Buckskin Tan



465 Hemp Beige



459 Taupe



469 Chocolate Brown



477 Sunset Red*



476 Burgundy*



Marlen Textiles



Top Gun is an acrylic coated, 100% woven polyester fabric (600 denier) utilizing a proprietary formula and process to coat the top and bottom, allowing the fabric to be completely reversible. As the flagship product in the Top Gun family of premium coated fabrics, it is characterized by excellent strength, durability, tear and abrasion resistance, dimensional stability, UV and mildew resistance, making Top Gun the ultimate coated fabric. Top Gun can be used for many outdoor applications such as marine tops, trailer covers, gazebos, canopies, tarps, playground equipment covers, BBQ grill covers, patio furniture, and many other useful applications.

Top Gun, often imitated, never duplicated.

TECHNICAL DATA

Characteristic	TOP NOTCH™	TOP NOTCH™ 9	TOP NOTCH™ 1S	TOP GUN™	TOP GUN™ 9	TOP GUN™ 1S	ODYSSEY™
Width, inches	60	60	60	62 & 2 meters*	62	60	64
Roll Size, yards	50	50	50	50	50	50	75
Weight, oz/yard ²	11.5	9.0	7.5	11.5	9.0	9.0	6.5
Tensile (lbf), Warp x Fill	500+ x 460	500+ x 300	320 x 255	500+ x 388	360 x 250	480 x 340	297 x 220
Tongue Tear (lbf), Warp x Fill	46 x 38	30 x 22	29 x 25	40 x 32	30 x 29	38 x 30	22 x 20
Spray Rating	100	100	100	90+	90+	90+	90+
3 Drop Rating (cm)	36	40	82	76	71	76	51
Warranty Period (years)	8	8	5	5	4	5	3
Breathability (g/m ² /24 hr.)	645	700	260	116	100	180	87
Shrinkage (%), Warp x Fill	0 x 0	0 x 0	<1 x 0	0 x <1	0 x 0	0 x 0	0 x <1
Stretch (%), Warp x Fill	<1 x <1	<1 x <1	<1 x <1.5	<1 x <1	<1 x <1	<1 x <1	<1 x <1

*Select Colors



SAILRITE®
Est. 1969

2390 East 100 South • Columbia City, IN 46725
260.244.4647 • 800.348.2769
Sailrite.com



120499*1

Top Gun Fabric Color Card
QTY: 1 / EA

July 16, 2025