



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, OCTOBER 23, 2025 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, October 23, 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. NEW BUSINESS
4. STATEMENT OF PUBLIC NOTICE
5. APPROVAL OF MINUTES
 - A. October 9, 2025
6. COMMENTS AND SUGGESTIONS FROM CITIZENS
7. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible approval of 18-inch x 32-inch wayfinding signs proposed to be installed by the City of Cedarburg on light poles (1 sign/pole) located at/near northeast corner of Bridge Road and Washington Avenue, the Interurban Trail at Washington Avenue by the gymnasium, the northeast corner of Columbia Road and Washington Avenue near the existing Chamber of Commerce sign, and at the northwest corner of Western Road and Washington Avenue.
8. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS
9. 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, October 9, 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, Erin Puro, Vice Chairperson James Pape, Tomi Fay Forbes

Excused - Elizabeth Krimmel, Doug Yip

Also Present – City Planner Mary Censky, Mayor Pat Thome, applicants Gordon Goggin, and Bill Conley

3. STATEMENT OF PUBLIC NOTICE

Chairperson Kubala 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 Council Member Burkart and seconded by Commissioner Puro to approve the minutes of the September 25, 2025, meeting. Motion carried without a negative vote. Commissioners Krimmel and Yip excused.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

6. REGULAR BUSINESS

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.

Mr. Goggin's challenge is that his steps end just a bit past the lot line. The ordinance requires that there be a sidewalk terrace right-of-way 3 feet wide measuring from the back of the curb. That space may be occupied by approved sandwich board signs and permanent municipal fixtures only. Then the next five feet is a clear pedestrian right-of-way where nothing can be placed. The vestibule which Mr. Goggin used from 2014 through 2023 intrudes one inch into the right-of-way and has no door, only a clear plastic sheet on either side of the steps. He had an improved vestibule built in 2024; however, it intruded too far into the right-of-way.

Commissioner Puro made a motion to approve the use of the enclosure as presented, subject to the following conditions:

- 1) Paste from staff report.... Commissioner Pape seconded the motion. Motion carried without a negative vote. Commissioners Krimmel and Yip excused.

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.

The Jewish Discovery Center purchased and now occupies this building. The proposed sign meets the city's sign ordinance.

Council Member Burkart made a motion to approve the sign as presented, subject to the following conditions:

- 1) Paste from staff report...

Commissioner Puro seconded the motion. Motion carried without a negative vote. Commissioners Krimmel and Yip excused.

REVIEW, DISCUSSION AND POSSIBLE ACTION/RECOMMENDATION TO THE PLAN COMMISSION ON THE REQUEST OF APPLICANT/PROPERTY OWNER CEDARBURG HOSPITALITY LLC (C/O WILLIAM CONLEY) TO PLACE A 20' X 50' (1,000 SQ. FT.) TEMPORARY USE TENT STRUCTURE, FROM NOVEMBER 4, 2025 THROUGH APRIL 20, 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.

Mr. Conley presented a concept drawing of the tent, though there will probably be only two or three windows in the tent, not 6 as pictured. The color is birch, an off white, the roof is the same. The tent has a steel frame. The tent is removable. The proposed tent will be up from ___ to ___. Chairperson Kubala asked if Mr. Conley foresees the tent being up every winter, Mr. Conley responded in the affirmative if the tent is successful. The requested duration of the tent's presence complies with Cedarburg's ordinance. Planner Censky clarified that the Landmarks Commission is to consider the aesthetics of the tent, then the proposal will move on to the Plan Commission. Mayor Thome stated that temporary tents have been approved in multiple locations throughout the community. Council Member Burkart stated that she is not enthused about the presence of these tents all Winter long in the community. Commissioner Forbes believes the tent compromises the aesthetics of the handsome timber building, Mr. Conley agrees. Chairperson Kubala asked how the tent will be heated. Mr. Conley stated there should be residual heat from the large doors in the timber building which opens into the tent. If he finds he needs to supplement, it will be a heat source approved by the fire chief.

Commissioner Pape moved that the Commission recommends to the Plan Commission in favor of the tent as proposed, subject to the following condition:

1). 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.

Commissioner Puro seconded the motion. Motion carried without a negative vote. Commissioners Krimmel and Yip excused.

7. COMMENT AND SUGGESTIONS FROM COMMISSIONERS - none

8. ADJOURNMENT

A motion was made by Council Member Burkart, seconded by Commissioner Puro, to adjourn the meeting at 8:38 a.m.

Tomi Fay Forbes
Secretary

PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: October 23, 2025

General Information:

Agenda Item: 6.B.

Applicant/Property Owner:

City of Cedarburg

Request:

Approval of 18-inch x 32-inch wayfinding signs proposed to be installed by the City of Cedarburg on light poles (1 sign/pole) in four locations around the downtown area.

Location:

- 1) At/near northeast corner of Bridge Road and Washington Avenue.
- 2) At/near the Interurban Trail at Washington Avenue by the gymnasium.
- 3) At the northeast corner of Columbia Road and Washington Avenue near the existing Chamber of Commerce sign.
- 4) At the northwest corner of Western Road and Washington Avenue.

Discussion:

While these signs remain subject to review and approval by the Landmarks Commission, given their proposed locations in Historic Preservation Overlay District, it appears they are exempt, pursuant to Section 15-5-12 – ‘Signs not requiring a permit.’, from having to apply for a Sign Permit.

Recommendation:

If the Landmarks Commission is inclined toward an approval of these signs, the Planner recommends the following conditions be considered for attachment thereto:

- 1) Applicant shall comply fully with all applicable requirements of the Sign Code, including for instance, but not necessarily limited to, Section 15-5-7 - General physical requirements.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: multiple locations (see Planners Report)

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): _____

APPLICANT INFORMATION

APPLICANT NAME: City of Cedarburg BUSINESS NAME: _____

APPLICANT/BUSINESS ADDRESS: _____

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

PHONE: _____ EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): City of Cedarburg

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: 4x Downtown points of interest
wayfinding signs

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 in c/o Mikko Hilva City Administrator DATE: 10-20-25

PROPERTY OWNER(S) SIGNATURE: _____ " " DATE: " "

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: 10/23/25

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: _____



Scan or visit
cedarburg.org for
a more detailed
downtown map

POINTS OF INTEREST

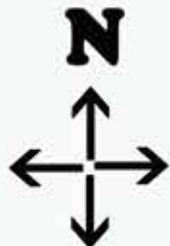
- 1 Cedar Creek Settlement**
A restored 19th-century woolen mill, now home to shops and restaurants.
- 2 Cedarburg Art Museum**
Showcases regional Wisconsin artists through rotating exhibitions and events.
- 3 Interurban Bridge**
Once carried electric trains between Milwaukee and Sheboygan; now serves as part of the Ozaukee Interurban Trail.
- 4 Kuhefuss House**
One of Cedarburg's oldest original residences (1849).
- 5 Former Hilgen & Schroeder Mill Store**
Now home to the Cedarburg History Museum, Visitor Center, and Chamber of Commerce.
- 6 Cedarburg Grist Mill**
Constructed in 1855 to grind flour using water power from Cedar Creek, now home to several businesses.
- 7 Interurban Depot**
Former stop on the electric railway; now houses the Hazel Wirth Archives & Research Center.
- 8 Rivoli Theatre**
Built in the 1880s as a general store and has been a theater since 1936.
- 9 Cedarburg Cultural Center**
Serves as a vibrant community hub, offering rotating art exhibits, live performances, and educational classes.

SERVICES

- A City Hall**
- B John R. Armbruster Community Gymnasium**
- C Cedarburg Fire Department**
- D US Post Office**
- E Cedarburg Public Library**

KEY

-  RESTROOMS
-  PUBLIC PARKING
-  BIKE PARKING
-  ATM
-  PLAYGROUND
-  CREEKWALK
-  CANOE LAUNCH
-  200 FEET



**YOU
ARE
HERE!**