



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, FEBRUARY 12, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, February 12, 2026 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
 - A. Chairperson Tom Kubala, Council Member Kristin Burkart, Vice Chairperson Jame Pape, Tomi Fay Forbes, Erin Puro, Elizabeth Krimmel, Douglas Yip
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. January 22, 2026
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible approval of new front wall, back wall, and projecting signs in support of the Wild Lavender shop located at W63 N712 Washington Avenue. This .66-acre site is zoned B-3 Central Business District w/ HPD Historic Preservation District Overlay. The applicant is shop owner Melissa Crook. The property owner is Bridge Mill Co. in c/o Ben Levy.
 - B. Review, discussion, and possible action/recommendation to the Plan Commission for Site Plan Amendment approval. Applicant/property owner, City of Cedarburg, seeks to remove the patch of grass in front of the John Armbruster Community Gymnasium and replace it with concrete or similar material. This B-3 Central Business District w/ HPD Historic Preservation Overlay zoned property is located at W63 N641 Washington Avenue.
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.



**CITY OF CEDARBURG
Landmarks Commission
January 22, 2026
Minutes**

1. CALL TO ORDER

The meeting was called to order by Chairperson Tom Kubala at 8:33 a.m.

2. ROLL CALL

A. Chairperson Tom Kubala, Vice Chairperson James Pape, Council Member Kristin Burkart, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro

Present – Chairperson Tom Kubala, Council Member Kristin Burkart, Tomi Fay Forbes, Elizabeth Krimmel, Erin Puro

Excused – James Pape, Doug Yip

Also Present – City Planner Mary Censky, guest Julie Delisle, applicant Paul Hackbarth, applicant Rebecca Luedcke

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

A. January 8, 2026

Motion made by Council Member Burkart and seconded by Commissioner Puro to approve the minutes of the January 8, 2026 meeting. Motion carried without a negative vote. James Pape and Doug Yip excused.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

NONE

6. REGULAR BUSINESS; AND ACTION THEREON

A. Review, discussion, and possible approval of the site plan in support of A

Geek Boutique establishing an outdoor seating/game playing/recreational activities space in the side yard of their building located at W63 N633A Washington Avenue. This property is zoned part B-3 Central Business District with Historic Preservation District Overlay, and part B-3 Central Business District. The property owner is Collins Investments LLC.

The property has the HPD covering the front 125' closest to Washington Avenue. Applicant Luedcke wants to place picnic tables and, from time to time, tents on the property, partially on the B-3 Central Business District and extending onto part of the area covered by the Historic Preservation District Overlay. Because of that, the Landmarks Commission needs to consider the request. She will place wood picnic tables outside, mostly during fair weather months, to host small parties, game playing events, puzzle play and similar. She will also place some 10 x 10 white pop-up tents for sun shade and rain/wind blockage during possible author book signings and the aforesaid activities. The Plan Commission stated that the tents must be stored indoors when not in use and that she must post signage in the seating area that no alcohol is permitted. Council Member Burkart asked if the tents will be similar in color. Applicant Luedcke stated they will be white and will only be up during the activities. Chairperson Kubala stated that this sounds like a rather festive contribution to the city.

Council Member Burkart made a motion to approve the motion as presented with the conditions already stated by the Plan Commission with the condition that the tents be all of one color or shade. Commissioner Puro seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

- B. Review, discussion and possible action/recommendation to the Plan Commission on the request of Paul Hackbarth, d/b/a Camp Bar, for approval of an outdoor alcohol consumption area, per existing conditions, throughout the fenced in outdoor areas of the property located at W63 N674 Washington Avenue (formerly Art of Joy). This .24-acre, B-3 Central Business District w/ HPD Historic Preservation District Overlay zoned property is owned by John Roth Building LLC.

Applicant Hackbarth stated that the proposed use of the property is the same as Art of Joy. It is the same footprint indoors and out, same layout. The camper that is located on the property already has its own existing conditions for use.

Commissioner Puro made a motion to recommend approval of the outdoor alcohol consumption license, covering the same outdoor area as was in place for Art of Joy, to the Plan Commission and subject to the following conditions:

- 1) Sales/service of alcohol at the outdoor patio bar and outdoor consumption of alcohol in/on the outdoor patio area (see site plan attached) shall be permitted only during those hours that the principal indoor bar area is also fully open for use and business.
- 2) Patron ingress/egress to the outdoor patio area must be routed through the principal building vs entering or exiting directly to/from the sidewalk by walking along the north or south side of the building. It shall be the applicant's responsibility to ensure this condition is being enforced at all times.

Council Member Burkart seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

- C. Review, discussion, and possible approval of an 8.74 sq. ft. projecting sign to be placed in support of the new Camp Bar occupancy at W63 N674 Washington Avenue (formerly Art of Joy). This .24-acre, B-3 Central Business District w/ HPD Historic Preservation District Overlay zoned property is owned by John Roth Building LLC.

The proposed sign is the same size and mounting as the former Art of Joy sign. Chairperson Kubala stated that it is a handsome sign with great graphics.

Commissioner Krimmel made a motion to approve the sign as proposed subject to the following conditions:

- 1) Applicant 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.

Council Member Burkart seconded the motion. Motion carried without a negative vote. James Pape and Doug Yip excused.

7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS

NONE

8. ADJOURNMENT

A motion was made by Council Member Burkart, seconded by Commissioner Puro, to adjourn the meeting at 8:43 a.m. James Pape and Doug Yip excused.

Tomi Fay Forbes
Secretary

[MIN_SIGNATURES]

BUILDING INSPECTOR REPORT

To: City of Cedarburg Landmarks

By: Jeff Thoma

Date Prepared: February 2, 2026

General Information:

Applicant/Property Owner:

Melissa Crook (Wild Lavender)

Requested Action:

Approval of site signage

Current Zoning:

B-3 Business District HPD

Location:

W63 N712 Washington Avenue

Overview:

- This sign package was approved back in 2023 and now they are just changing the colors of the signs
- One wall mounted sign located on the backside of the main building facing the parking lot.
- One projecting sign located on the front of the main building facing Washington Ave. The existing metal bracket to be reused.
- One wall mounted sign located on the front of the main building facing Washington Ave.

Findings:

- Application-Wall Sign on the rear of the building facing the parking lot. (Total sqft 7.06) 36-inch diameter sign. This requested sign is in **Compliance** with our code.
- Application-Projection Sign located on the front of the main building facing Washington Ave (Total sqft 7.06) 36-inch diameter sign. This requested sign is in Compliance with our code.
- Application-Wall Sign (Total sqft 10.83) Lettering is 12 inches in height and spanning approximately 130 inches long. This requested sign is in **Compliance** with our code.
- Total square footage of all requested signage is 24.95 square feet.

Code Text:

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.

4. Wall signs. Wall signs shall not exceed 32 square feet per building facade.

Recommendation:

The City Building Inspector recommends **Approval**



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W63N712 Washington Ave.

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): Wild Lavender Boutique

APPLICANT INFORMATION

APPLICANT NAME: Melissa Crook BUSINESS NAME: [REDACTED]

APPLICANT/BUSINESS ADDRESS: [REDACTED]

STATUS OF APPLICANT: OWNER AGENT BUYER TENANT OTHER _____

PHONE: [REDACTED] EMAIL: [REDACTED]

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): [REDACTED]

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: 715-258-8048 [REDACTED]

DESCRIBE REQUEST: Updated Logo Colors + font.
Same dimensions, same sign holders.

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 Melissa Crook DATE: 1-26-26

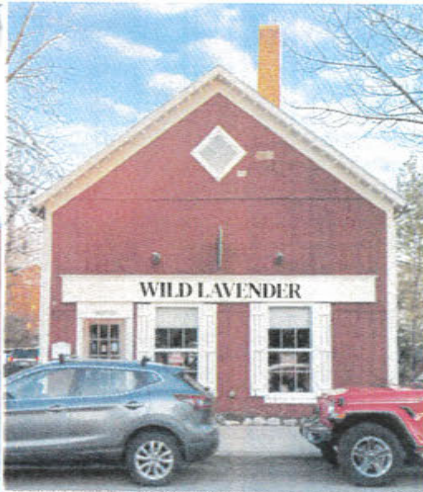
PROPERTY OWNER(S) SIGNATURE: 13050 of 18000 DATE: _____

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: 2-12-26 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: _____



**WILD
LAVENDER**
est. 2022

Front View



Sign to be constructed out of MDO plywood.
Panel will be .75 in. thick.
Front circular panel will be 36" diameter
using existing sign frame and stainless hardware.
Rear circular sign to be mounted to the right of the
rear entrance using cleats.
Front signage will be printed on .040 aluminum
and mounted to the front of the building.

WILD LAVENDER

Front view 12" high letters printed on .040 aluminum

PROJECT	10114 Lavender Boutique 462N712 Washington Ave, Cedarburg, WI 53012	PROJECT	801507	REVISED	0000417	DESIGNED BY	Dion Maxson	NOTES	Building sign revisions after rebranding and building upgrades.	DATE	1/8/21	PROJECT	810A26	DESIGNED BY	A	DATE		PROJECT		DATE	
REVISION	Building sign revisions																				

Sign Permit Application

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



PROJECT ADDRESS N63 N712 Washington Ave. CITY Cedarburg STATE WI ZIP 53012
 PROPERTY OWNER [Redacted]
 PHONE# [Redacted] EMAIL ADDRESS _____
 APPLICANT NAME Melissa Crook
 ADDRESS [Redacted] CITY [Redacted] STATE WI ZIP [Redacted]
 PHONE# [Redacted] EMAIL ADDRESS [Redacted]
 CONTRACTOR NAME [Redacted]
 ADDRESS [Redacted] CITY [Redacted] STATE WI ZIP [Redacted]
 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) _____

SIGN INFORMATION

Sign 1: Width 36" diameter Height _____ = Sq. Ft. 36" (7.07) x 1 or 2 Sides = Total Sq. Ft. 7.07
 Sign 2: Width 36" diameter Height _____ = Sq. Ft. 36" (7.07) x 1 or 2 Sides = Total Sq. Ft. 14.14

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. _____

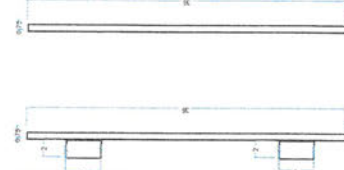
See the backside of this form if additional space is needed.

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 Melissa Crook APPLICANT (Please Print) Melissa Crook DATE _____

OFFICE ONLY			
Permit Fee \$	Permit #	Tax Key #	<u>13-050-04-18-000</u>
Payment Type: CH / CC / CASH	Check/Rcpt #	Received By: <u>SB</u>	Date: <u>10-26</u>



Rear Sign Side View
Front Sign Side View

**WILD
LAVENDER**
est. 2022

Front View

Sign to be constructed out of MDO plywood.
Panel will be .75 in. thick.
Front circular panel will be 36" diameter using existing sign frame and stainless hardware.
Rear circular sign to be mounted to the right of the rear entrance using cleats.
Front signage will be printed on .040 aluminum and mounted to the front of the building.

WILD LAVENDER

Front view 12" high letters printed on .040 aluminum

Project Name	Wild Lavender Boutique W83712 Washington Ave. Cedarburg, WI 53012	Client	Wild Lavender	Project No.	0000417	Revision	1/8/11	Drawn	Wagon	Checked	A	Notes	Building sign to be shown after reworking and building approvals.	Head Office/CA LLC 2220 S. 162nd St. Maple Beach, WI 53051
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Wild Lavender GIS Aerial Map 2024



PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: February 12, 2026

General Information:

Agenda Item: 6.B.

Applicant/Property Owner:

City of Cedarburg

Request:

Recommendation to approve site plan amendment replacing an area of existing grass with concrete or similar material.

Location:

W63 N641 Washington Avenue

Discussion:

The City requests this amendment to establish a better surface for things such as the holiday market/cocoa house, seasonal seating area with benches, large flowerpot plantings, and similar. Maintaining the grass in this location is difficult given all the foot and bicycle traffic as well as the seasonal uses such as the holiday market/cocoa house.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W63 N645 Washington Ave

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): John Armbruster Community Gym

APPLICANT INFORMATION

APPLICANT NAME: City of Cedarburg BUSINESS NAME: _____

APPLICANT/BUSINESS ADDRESS: W63 N645 Washington Ave

STATUS OF APPLICANT: OWNER AGENT BUYER TENANT OTHER _____

PHONE: 262-375-7600 EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): same as above

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: Site plan amendment approval - remove grass area in front of the building w/ concrete or similar.

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: [Signature] DATE: 2-6-26

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 2-6-26

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: 2-12-26 PLAN COMMISSION REVIEW NEEDED? YES NO

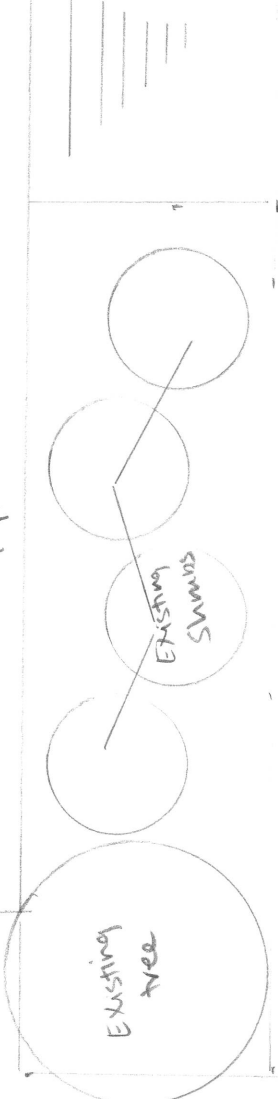
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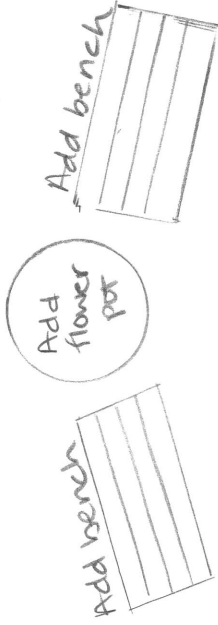
PROPERTY TAX KEY NO: 13-107-04-01-000



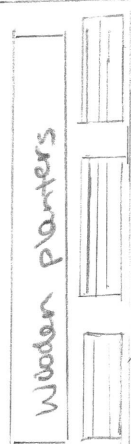
Gym



Driveway



Remove red granite, make concrete



Existing benches

Remove turf, make concrete to existing concrete

Sidewalk

SAL'S

Google Map Street View 2024



Ozaukee County GIS Aerial Map View 2024

