



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, MARCH 26, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, March 26, 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, Vice Chairperson James Pape, Council Member Kristin Burkart, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. February 12, 2026
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible approval of the request by property owner John Roth Building LLC, in c/o Lance Lichter, to install a new/replacement fence along the south edge of his property located at W63 N664-66 Washington Avenue. This .24-acre site is zoned B-3 Central Business District w/ HPD Historic Preservation District Overlay.
 - B. Review, discussion and possible approval of the request by Angela Stroik, d/b/a Ivy Junction Floral Desings, to install a new freestanding business identification sign in support of her new tenant occupancy at N61 W6321 Turner Street. This .07-acre property, owned by Jolene and Robert Bulawa, is zoned B-3 Central Business District w/ HPD Historic Preservation District 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.



**CITY OF CEDARBURG
Landmarks Commission
February 12, 2026
Minutes**

1. CALL TO ORDER

The meeting was called to order by Chairperson Tom Kubala at 8:28 a.m.

2. ROLL CALL

Present – Chairperson Tom Kubala, Council Member Kristin Burkart, Tomi Fay Forbes, Elizabeth Krimmel, Doug Yip

Excused – James Pape, Erin Puro

Also Present – City Planner Mary Censky, City Administrator Mikko Hilvo

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 22, 2026

Motion made by Commissioner Krimmel and seconded by Council Member Burkart to approve the minutes of the January 22, 2026 meeting. Motion carried without a negative vote. Commissioners Pape and Puro excused.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

None

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.*

The proposed projecting sign and wall sign for the front of the building will replace the existing signs. The new round signs will be white with black lettering. There is currently no sign on the back of the building; the applicant is requesting that one be approved that is identical to the sign in front of the building. The building inspector stated that all proposed signage meets code.

Commissioner Krimmel made a motion that the signage be approved as proposed. Commissioner Yip seconded the motion. Motion carried without a negative vote. Commissioners Pape and Puro excused.

- 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.*

City Administrator Mikko Hilvo represented the city in this request. He stated that the city is interested in sprucing up the front façade of the gymnasium. The grassy area to the south of the entry sidewalk has been reseeded a number of times, but is walked on so much that it isn't staying nice. The proposal is that the area be surfaced, then some large pots with flowers and some benches will soften the area. The city can also place one of the temporary directional signs in that area. On the north side of the entry sidewalk there are brick pavers that LaRosa Landscape Company installed years ago. Those particular pavers are no longer available.

Commissioners were not in favor of a plain concrete slab. They would like to see consistency between the north side and the south side. Concrete with a stamped pattern was discussed, but Commissioners concluded that pavers may be a better option because if one is damaged it can be replaced. The pavers should look as similar as possible to the pavers on the north side or, ideally, both sides of the walk be paved with the same material. Chairperson Kubala asked that the City think in terms of longevity. What will last longer and is easier to repair? The walkway to the Interurban Bridge has some chipped pavers, they can be individually replaced. Commissioners acknowledged that we should ask of the City the same that we would ask of a private property owner.

Commissioner Krimmel made a motion to recommend approval to the Plan Commission for replacement of the grass in front of the gymnasium on the south side of the entry sidewalk with pavers as similar as possible to the ones on the north side of the walkway. Commissioner Yip seconded the motion. Motion carried without a negative vote. Commissioners Pape and Puro excused.

7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS

None

8. ADJOURNMENT

A motion was made by Commissioner Krimmel, seconded by Commissioner Yip, to adjourn the meeting at 8:46 a.m. Motion carried without a negative vote. Commissioners Pape and Puro excused.

Tomi Fay Forbes
Secretary

DRAFT

REVISION #1 PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: March 26, 2026

General Information:

Agenda Item: **6.A.**

Applicant/Property Owner:

John Roth Building LLC, in c/o
Lance Lichter

Request:

Approval to install a new/replacement section of cedar stockade-type fence along the south property line.

Current Zoning:

B-3 Central 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:

.24

Location:

W63 N664-66 Washington
Avenue

Discussion:

The applicant's fence plan details are attached as to size, design, and location. No stain or paint colors are specified (though there appears to be an incidental reference to painted post tops) so it is presumed the cedar fence will simply weather naturally.

Among other things, [Section 13-1-109 - Fence regulations.](#), provides that:

(d) All fences shall be constructed with the more attractive or decorative side facing the adjacent or abutting property or street.

(g)(5) When fences are used to screen business or industrial uses from adjacent uses, they may be located on the property line, shall be solid (such as brick walls, basket-weave fences, stockade fences, or woven wire with screening inserts), and shall not exceed eight feet in height unless a higher fence is approved by the plan commission.

(j) Fences in the Washington Avenue Historic District require review and approval by the landmarks commission. Such fences may be subject to special design, placement, and appearance requirements due to the unique attributes of the Washington Avenue Historic District.

~~The proposed fence with gate will stand flush with the front facades of these buildings and directly at the back of the sidewalk. It will serve to screen the private space between these buildings and conceal the trash containers.~~

Recommendation:

Subject to the following conditions, the Planner would support approval of the proposed fence as requested:

- 1) This fence may not encroach upon the regulated floodway boundary which does cover a portion of the east side of this site including near the southeast lot corner. Applicant must establish the field location of the floodway boundary using elevation survey/floodplain analysis, prior to placement of the fence.

PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: March 26, 2026

General Information:

Agenda Item: 6.A.

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The proposed fence with gate will stand flush with the front facades of these buildings and directly at the back of the sidewalk. It will serve to screen the private space between these buildings and conceal the trash containers.

Recommendation:

Subject to the following conditions, the Planner would support approval of the proposed fence as requested:

- 1) This fence may not encroach upon the regulated floodway boundary which does cover a portion of the east side of this site including near the southeast lot corner. Applicant must establish the field location of the floodway boundary using elevation survey/floodplain analysis, prior to placement of the fence.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W63N664 Washington Ave.

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): Camp Bar

APPLICANT INFORMATION

APPLICANT NAME: Lance Lichter BUSINESS NAME: Wave Management

APPLICANT/BUSINESS ADDRESS: _____

STATUS OF APPLICANT: OWNER AGENT BUYER TENANT OTHER _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): JOHN ROTH BUILDING, LLC

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: Installation of fence along property line

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: _____ DATE: 3/9/26

PROPERTY OWNER(S) SIGNATURE: _____ DATE: 3/9/26

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: _____ 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: _____

Camp Bar
Cedarburg

A-1 FENCE CO., INC.

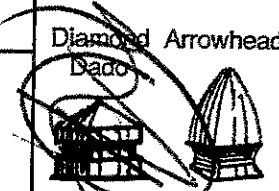
740 N. Dekora Woods Boulevard, Saukville WI 53080
262-251-6766 • FAX 262-268-8024 • www.a1-fence.com

Proposal No. 41

Date: 2-27-26

We propose to provide all necessary materials and labor to construct a fence according to the sketch, specifications and guarantee presented below, on the purchaser's property located at.

Address: W63 N 664 Wash Ave
Name: Lance Lichter
City: Cedarburg
Telephone: 413 305 6364

Fence Height <u>6</u>	Gate Style <input checked="" type="checkbox"/> A) Arch up <input checked="" type="checkbox"/> B) Arch Down <input checked="" type="checkbox"/> C) Straight	Post Style <u>Painted</u> <input checked="" type="checkbox"/> Diamond Arrowhead <input checked="" type="checkbox"/> Dado
Post Size <u>4x4</u>	Gate Post Size	

RESPONSIBILITY OF THE CUSTOMER

1. Obtain permits.
2. Provide a survey of the property.
3. Provide a place for the dirt from post holes dug.
4. If there is an existing fence to be taken down, the CUSTOMER must make arrangements for its disposal.
5. 10% deposit with signature. Non refundable after 3 days.
6. Full payment is due upon completion of work.

CUSTOMER'S RIGHT TO CANCEL

You may cancel this agreement in person or in writing, by notifying the seller by 5 PM of the third business day after you signed this proposal. And, if you wish, you may write "I hereby cancel" across the face of this page as written notice.

GUARANTEE

Seller agrees to correct any defect in workmanship or materials at no cost to the buyer for the following period of time:

Installed Fencing: 5y

Installed Gate: _____

UNDERGROUND CABLES:

Telephone Electric

A-1 Fence Co. assumes no responsibility for damage to any buried electric or plumbing service not installed by a public utility.

Salesman: B.J.

"The sting of poor quality outlives the joy of low price."

A-1 Fence Co is not liable for disturbance or necessary changes of landscaping, nor are they liable for damage to existing surfaces such as concrete, brick, etc. due to installation or work performed. Checking of post are not warranted as that is the nature of the wood. Painting any part of the fence will void warranty.

PURCHASER AGREES TO PAY BALANCE DUE UPON COMPLETION OF WORK

Style of Fence
~~Stockade~~ Stockade

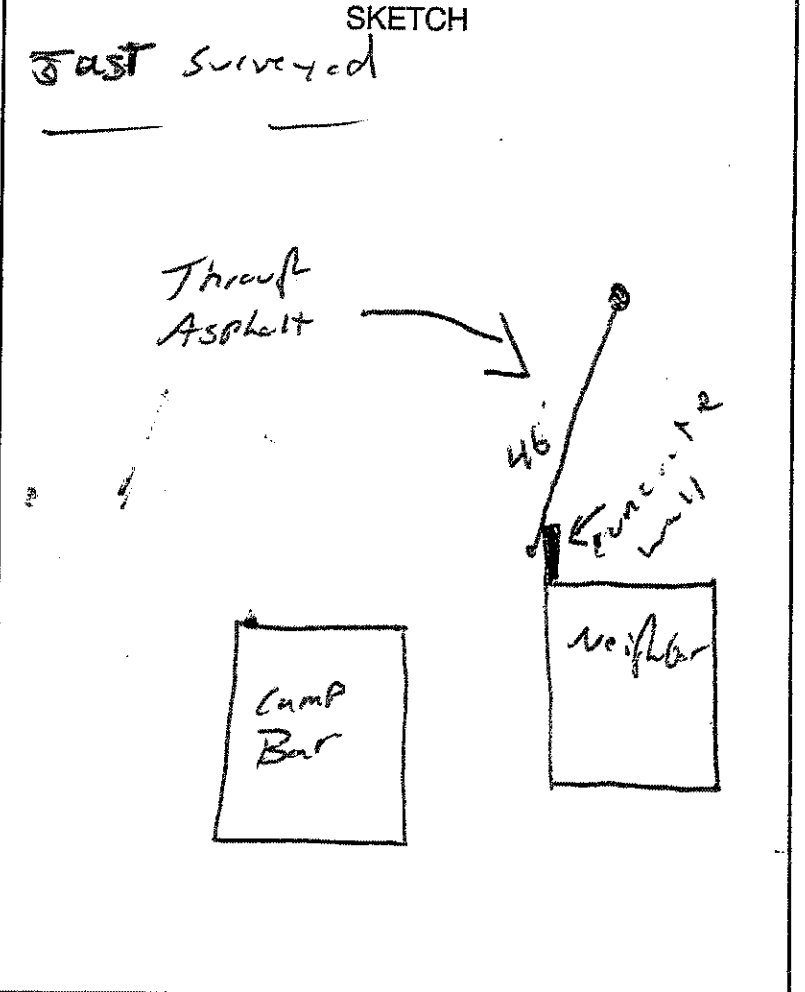
Accepted by: [Signature] 3-2-26

Date signed: _____

Total footage: 46'

TOTAL PRICE: _____

Credit Card Payment will be subject to a 5.0% surcharge.

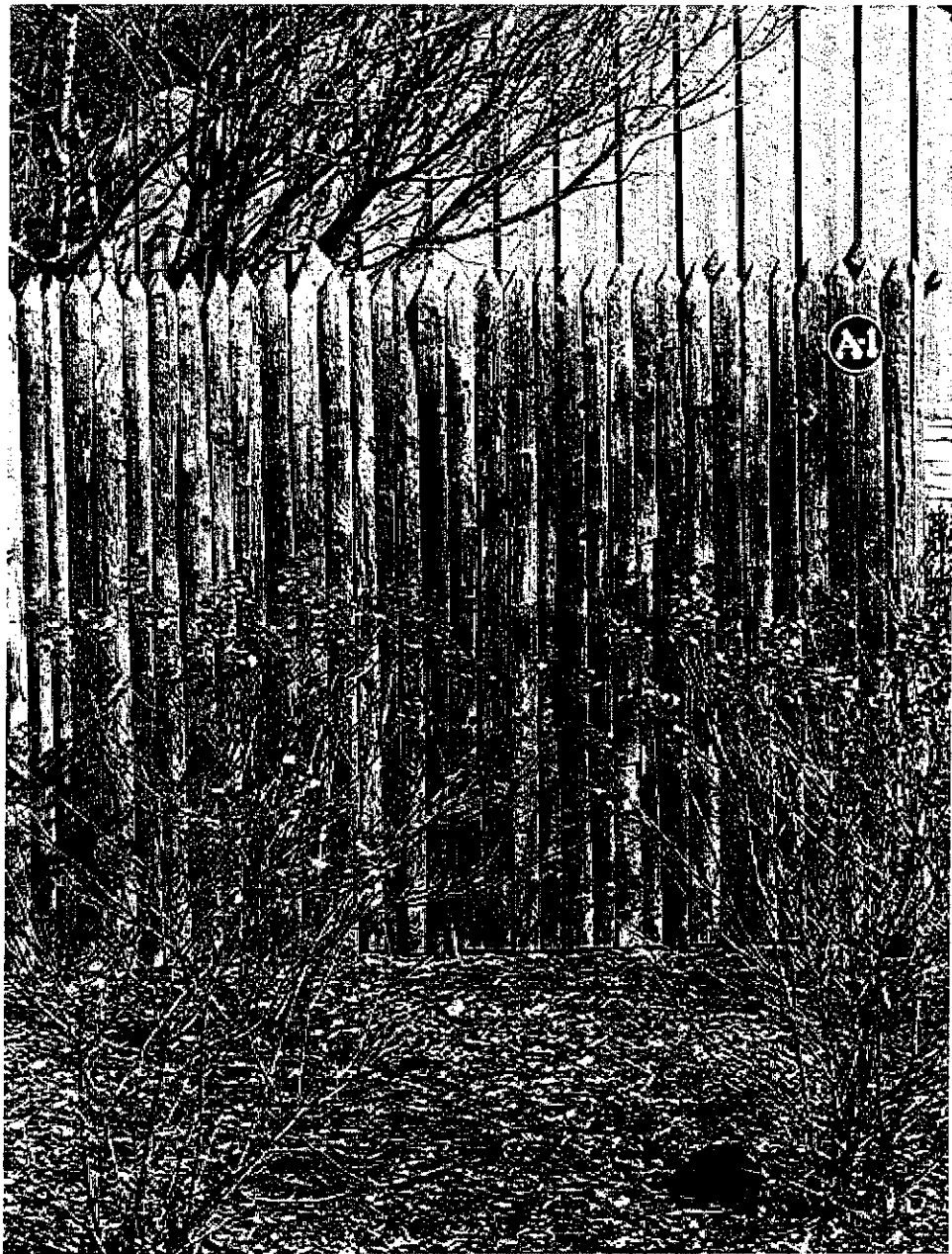


Installation Notes

* on pipe line
~~46' = \$4,500.~~

11-1. Away Approx 40' = \$1200

46' - Stockade = \$4,350 on Cedar Round Posts



PLAT OF SURVEY

BADGER SURVEYING CO., INC.

7970 NORTH 47TH ST.

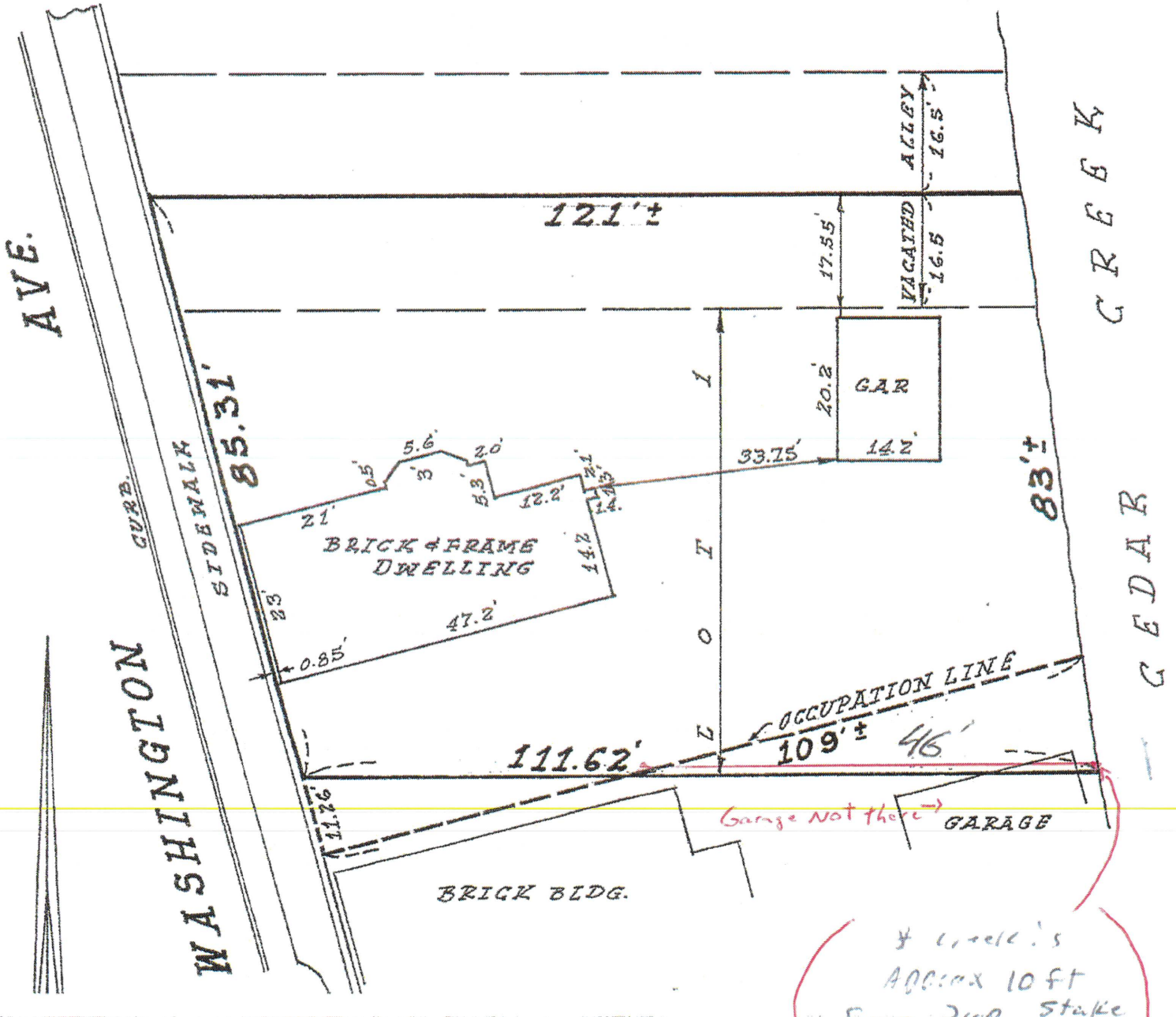
BROWN DEER, WISCONSIN 53223

PHONE 354-9080

CLARENCE H. PIEPENBURG, PRESIDENT
REGISTERED LAND SURVEYOR

PROPERTY AT W63 N664 Washington Avenue OWNER.

LEGAL DESCRIPTION — Lot 1, Block 3, Ludwig Groth's Subdivision and the south 1/2 of vacated Clay's Alley, lying between Blocks 2 and 3, in the South East 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.



BUILDING INSPECTOR REPORT

To: City of Cedarburg Landmarks

By: Jeff Thoma

Date Prepared: March 20, 2026

General Information:

Applicant/Property Owner:

Angela Stroik (Ivy Junction)

Requested Action:

Approval of site signage

Current Zoning:

B-3 Business District HPD

Location:

N61W6321 Turner St

Overview:

- One freestanding/ground sign located on the front of the main building facing Turner Street.

Findings:

- Application- 2 sided freestanding/ground sign on the front of the building facing the street. (Total sqft 4.90 of one side) 30-inch diameter sign. This requested sign is in **Compliance** with our code.
- Application- freestanding/ground sign height is 60 inches. 96 inches is the maximum that is allowed. This requested sign is in **Compliance** with our code.
- The plat of survey and image rendering that was submitted shows that the sign's placement may be in the right-of-way. The city ordinance does not allow this.
- Total square footage of all requested signage is 4.90 square feet.

Code Text:

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

(d) **Freestanding/ground signs.** Freestanding signs shall be less than eight feet in total height.

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.

6. Ground/freestanding signs. Ground/freestanding signs less than eight feet high, shall not exceed 32 square feet per sign face.

Recommendation:

The City Building Inspector recommends **Approval**

- Contingent that the applicant confirms that the placement of the sign is not in the right-of-way.



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: _____

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

APPLICANT INFORMATION

APPLICANT NAME: _____ BUSINESS NAME: _____

APPLICANT/BUSINESS ADDRESS: _____

STATUS OF APPLICANT: OWNER AGENT BUYER TENANT OTHER _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): Jolene Bulawa

PROPERTY OWNER MAILING ADDRESS: _____

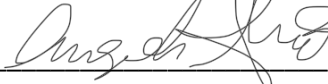
PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: _____

**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:  DATE: _____

PROPERTY OWNER(S) SIGNATURE: _____ DATE: _____

FOR CITY STAFF USE ONLY

LANDMARKS COMMISSION MEETING DATE: _____ 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: _____

Sign Permit Application

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



PROJECT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROPERTY OWNER _____

PHONE# _____ EMAIL ADDRESS _____

APPLICANT NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE# _____ EMAIL ADDRESS _____

CONTRACTOR NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE# _____ EMAIL ADDRESS _____

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 _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

Sign 2: Width _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

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 *[Signature]* APPLICANT (Please Print) _____ DATE _____

OFFICE ONLY

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

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 3: Width _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

Sign 4: Width _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

Sign 5: Width _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

Sign 6: Width _____ Height _____ = Sq. Ft. _____ x 1 or 2 Sides = Total Sq. Ft. _____

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Window 4: Width _____ Height _____ = Sq. Ft. _____

Window 5: Width _____ Height _____ = Sq. Ft. _____

Window 6: Width _____ Height _____ = Sq. Ft. _____

PLAT OF SURVEY

BADGER SURVEYING CO., INC.

7970 NORTH 47TH ST.

BROWN DEER, WISCONSIN 53223

PHONE 354-9080

CLARENCE H. PIEPENBURG, PRESIDENT
REGISTERED LAND SURVEYOR

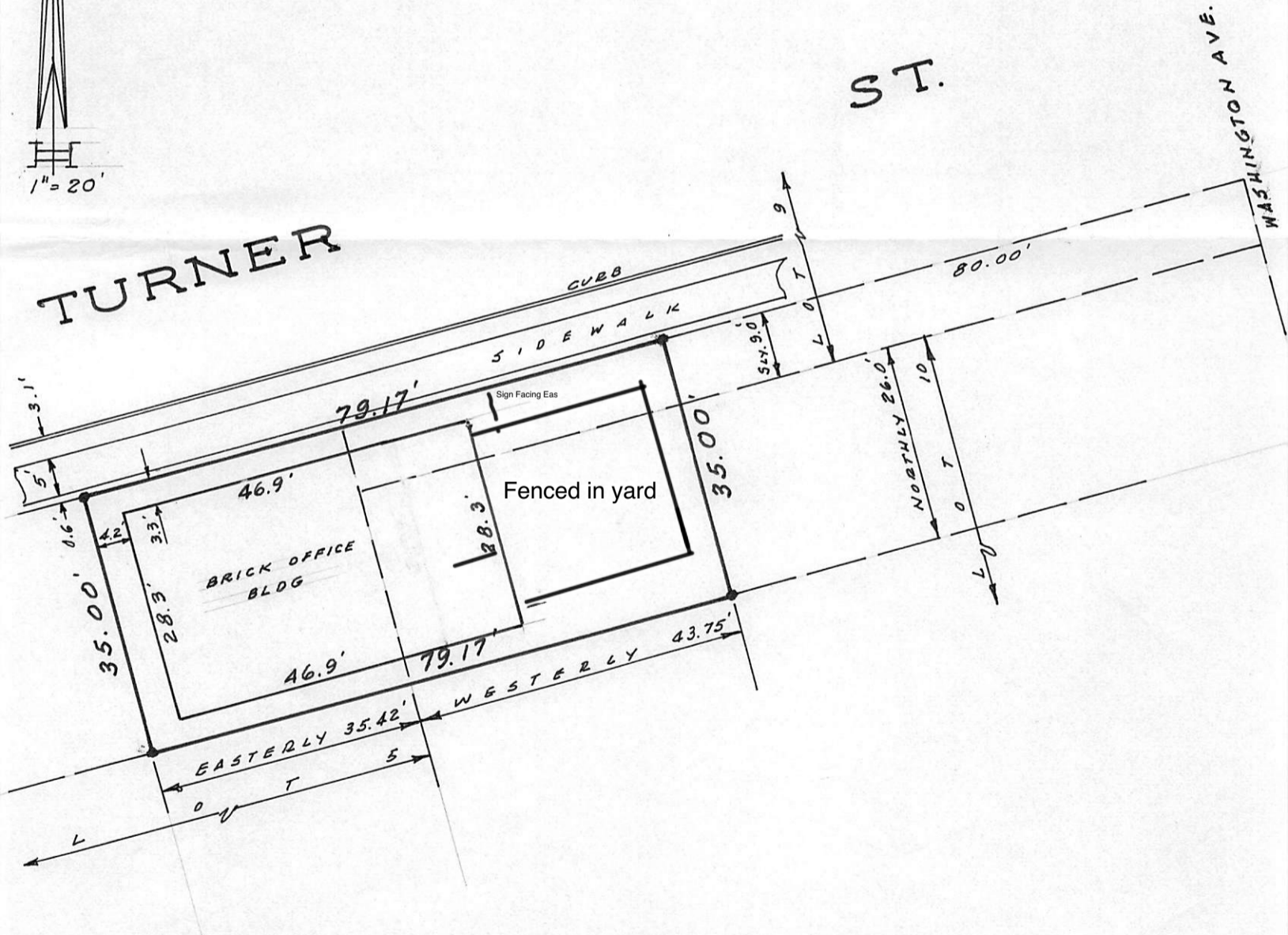
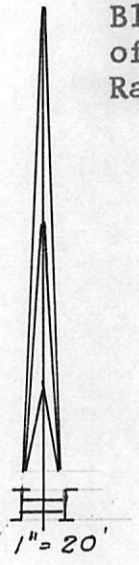
PROPERTY AT N61 W6321 Turner St.

Tom Corrigan

OWNER.

LEGAL DESCRIPTION — The northerly 35.00 feet of the easterly 35.42 feet of Lot 5, in Block 10, in Assessor's Plat of the City of Cedarburg, in the South East 1/4 of Section 27, Township 10 North, Range 21 East, Ozaukee County, Wisconsin.

Also the westerly 43.75 feet of the southerly 9.00 feet of Lot 9 and the westerly 43.75 feet of the northerly 26.00 feet of Lot 10, Block 4, Hilgen, Schroeder and Others Plat of the Village (now City) of Cedarburg, in the South East 1/4 of Section 27, Township 10 North, Range 21 East, Ozaukee County, Wisconsin.



"I have surveyed the above-described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways and visible encroachments.

This survey is made for the exclusive use of the present owners of the property; also those who purchase, mortgage, or guarantee the title thereto, within one year from date hereof, and as to them I warrant the accuracy of said survey and map."

Prepared For Atty. Thomas M. Corrigan
at Brown Deer, Wisconsin this 2nd Day of December 19 80

Plat No. A80-621 Signed Clarence Piepenburg
REV. BLDG DIM. 12-9-80 Registered Land Surveyor



N61

W6321

