



**CITY OF CEDARBURG  
A MEETING OF THE LANDMARKS COMMISSION  
THURSDAY, APRIL 23, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, April 23, 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, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
  - A. April 9, 2026
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
  - A. Review, discussion, and possible approval of the request by property/building owner Washingstone LLC in c/o Greg Zimmerschied, to upgrade the exterior elevations of the existing detached garage building on this .20-acre site, located at W63 N684-86 Washington Avenue. This property is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.
  - B. Review, discussion, and possible approval of the request by the tenant and the property owner (Paul Hackbarth of Camp Bar, and Lance Lichter of John Roth Building LLC, respectively) to add a gate parallel to Washington Avenue on the north side of their site to form a dumpster screening/enclosure solution. This .24-acre B-3 Central Business District with HPD Historic Preservation Overlay District zoned property is located at W63 N664-66 Washington Avenue.
  - C. Review, discussion, and possible approval of the request by property owner/applicant James Pape, to replace the existing flat roof membrane and gutters on the old mill building located at N70 W6340 Bridge Road. This .58-acre site is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.
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](mailto:cityhall@cityofcedarburg.wi.gov).

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

**City of Cedarburg  
Landmarks Commission  
April 9, 2026**

Unapproved

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, April 9, 2026 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, Room 1.

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

Roll Call: Present – Chairperson Tom Kubala, Vice Chairperson James Pape, Tomi Fay Forbes,  
Elizabeth Krimmel, Erin Puro  
Excused – Doug Yip  
Also Present – City Planner Mary Censky, Applicants Pat Armbruster, Andrew Whaley

**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.

**APPROVAL OF MINUTES**

Motion made by Commissioner Puro and seconded by Commissioner Krimmel to approve the minutes of the March 26, 2026 meeting. Motion carried without a negative vote. Doug Yip excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – none

**REGULAR BUSINESS**

**Review, discussion and possible approval of the request by property/business owner Armbrusters Inc. in c/o Patricia Armbruster, to replace the existing awnings and related awning signs in front of Armbruster Jewelers due to age/wear. This .19-acre site, located at W62 N620 Washington Avenue, is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.**

Pat Armbruster and Andrew Whaley represented the business. Mrs. Armbruster stated that the present awning can no longer be repaired, the pulleys are breaking, it is no longer functional. She also stated that a company cannot be found that will replace the current awning with a retractable awning. Thus, the replacement awning will be stationary. It will be 4-feet-deep, shallower than the present 5-foot-deep awning. Planner Censky noted that, if approved, Mrs. Armbruster will have to submit a building permit application to replace the awning, and a Sign Permit Application for the wording on the awning. Censky noted, it is not anticipated there should be any issue with the wording as proposed.

Commissioner Krimmel made a motion to approve the awning, in Sunbrella Sea Grass Green 4645 by Glen Raven, as proposed. Commissioner Pape seconded the motion. Motion carried without a negative vote. Doug Yip excused.

**Historic Preservation Overlay District.**

**Review and discussion about making an application for a FY2027 no-match subgrant to the State Historic Preservation Office. This type of grant could be used to fund an up-to-date architectural and historic survey of the city.**

In prior discussions, Commissioners expected that we would need to each take a portion of the city and survey it ourselves to make suggestions for consideration by the SHPO. Commissioners were presented with a copy of an email from Jason Tish of the State Historic Preservation Office today, surprisingly informing us that:

- 1) The present historic districts and historically designated buildings would not need to be included in an updated survey. *(One question for SHPO is whether they could be included)*
- 2) The project of taking on a city-wide survey would be handled by surveyors hired by the SHPO *(might be that the City receives the grant and hires the surveying firm)*. Every building within the municipal boundary that is not already surveyed/designated would be evaluated.
- 3) The survey should be completed within a year's time.

Commissioners' discussion focused on community awareness. There is concern that the survey will not be well received by those who do not take the time to be self-informed, and who assume that including their buildings in the survey may limit their ability to alter their property. In fact, the survey, by itself, does not impose any limits on any property owners. It simply provides the city with additional information about our local history, historic sites, and historic buildings. Information gleaned may be added to the National Archives. It's only when a property is located in the City's Historic Preservation Overlay Zoning District, which imposes guidelines and regulations set by the Cedarburg Landmarks Commission, that a property comes under the Landmarks Commission purview. The intent of this survey is not to go out and designate historic landmarks.

Chairperson Kubala stated that an initial question to Jason Tish would be regarding successful public relationship strategies that have been used by others or in the past. Being transparent and informative about this project will be important. There will be a survey team working in the city once the project begins. Are there other local entities that may want to partner with the Landmarks Commission in spreading the word about this survey, such as the Cedarburg History Museum or the Cedarburg Library?

There was mention about tax credits, but we are not well informed on that issue. More information can be found on the Wisconsin Historic Preservation website.

The Commissioners' first task is to draft a letter of intent for the HPO, due in mid-September. Commissioners should also draw up a list of questions to ask Jason Tish.

**ADJOURNMENT**

A motion was made by Commissioner Puro, seconded by Commissioner Krimmel, to adjourn the meeting at 9:03 a.m. Motion carried without a negative vote. Doug Yip excused

Tomi Fay Forbes  
Secretary

Unapproved

# PLANNERS REPORT

**To:** City of Cedarburg Landmarks Commission

**By:** Mary Censky

**Date Prepared:** April 23, 2026

**General Information:**

**Agenda Item: 6.A.**

**Property Owner/Applicant:**

Washingstone LLC in c/o Greg Zimmerschied

**Request:**

Approval to upgrade the exterior elevations of the existing detached garage building.

**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:**

.20

**Location:**

W63 N684-86 Washington Avenue

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**Discussion:**

The applicant's exterior modifications plans/details are attached as to materials, colors, design, and location.

This building is not referred to in the Washington Avenue Historic District documents (see related address excerpt attached in packet).

**Recommendation:**

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

- 1) Applicant to secure a building, plumbing, electrical, hvac,... permit prior to the start of any work requiring same.



**LANDMARKS COMMISSION APPLICATION**

PROPERTY LOCATION/ADDRESS: W63 N684 Washington Ave

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): \_\_\_\_\_

**APPLICANT INFORMATION**

APPLICANT NAME: Washingstone LLC BUSINESS NAME: \_\_\_\_\_

APPLICANT/BUSINESS ADDRESS: N67W5389 Cedar Ct, Cedarburg

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  TENANT  OTHER \_\_\_\_\_

PHONE: 262-370-3919 EMAIL: gzimmerschied@earthlink.net

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME (IF DIFFERENT): \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE: \_\_\_\_\_ PROPERTY OWNER EMAIL: \_\_\_\_\_

DESCRIBE REQUEST: Seeking approval of new building facade as we convert concrete block two bay garage to retail space.

*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](mailto: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: Greg Zimmerschied, Member DATE: 04/07/2026

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 04/07/26

**FOR CITY STAFF USE ONLY**

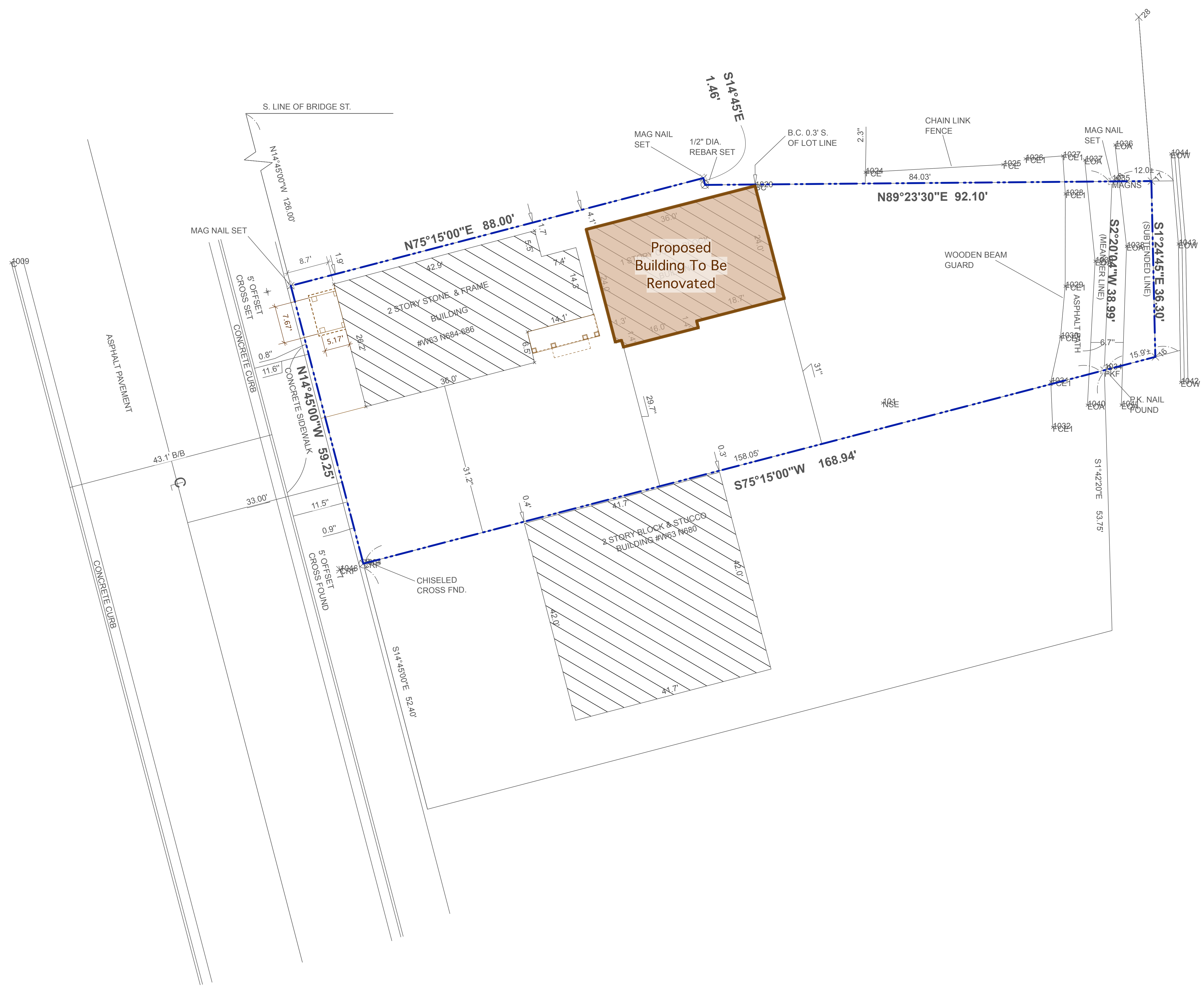
LANDMARKS COMMISSION MEETING DATE: \_\_\_\_\_ PLAN COMMISSION REVIEW NEEDED?  YES  NO

ATTACHMENTS (CHECK IF RECEIVED):

TEN WRITTEN DESCRIPTIONS  TEN DRAWINGS, SKETCHES OR MAPS  MATERIAL/COLOR SAMPLES (IF APPLICABLE)

PROPERTY TAX KEY NO: \_\_\_\_\_

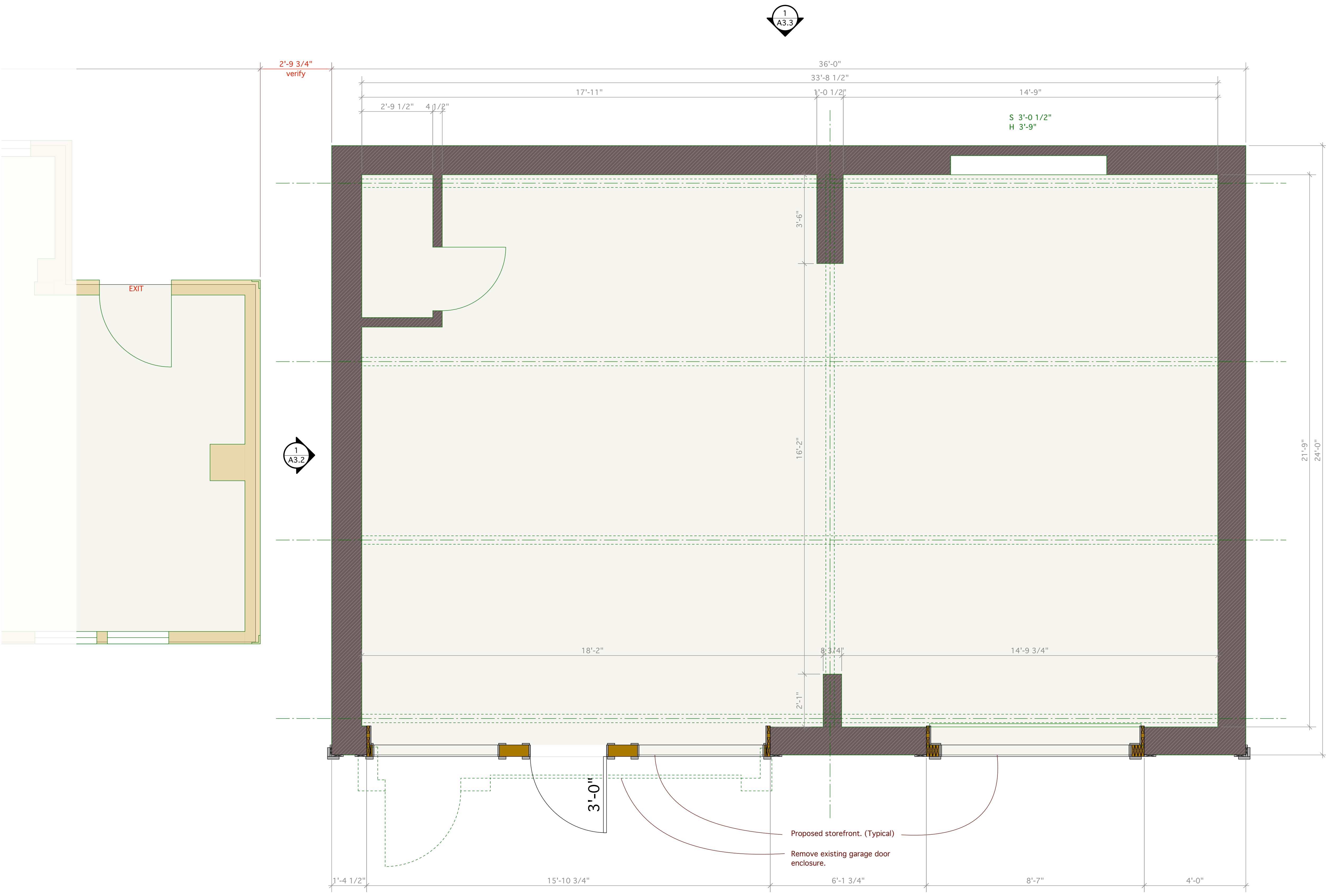
**Design drawings**  
**not for construction**  
 This note is to prevent contractors from building from design drawings.  
 This note will be removed prior to state or building permit submittal.



DENOTES EDGE OF WATER AS LOCATED ON 6/21/2021

1 Site Plan  
 A1.1 1"=10' Note: Not to scale if drawing is printed on 11"x17" paper

**Design drawings**  
**not for construction**  
 This note is to prevent contractors from building from design drawings.  
 This note will be removed prior to state or building permit submittal.



1 First Floor Plan  
 A2.1 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper

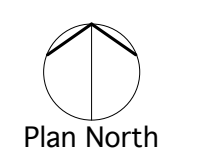
**864 sf**

- Wall Legend**
- Existing walls and cabinets to be removed.
  - Existing walls.
  - Proposed walls.
  - Existing masonry walls.
  - Proposed masonry walls.

**FRONT END SHOP**  
 W63 N684 WASHINGTON AVE., CEDARBURG WI 53012

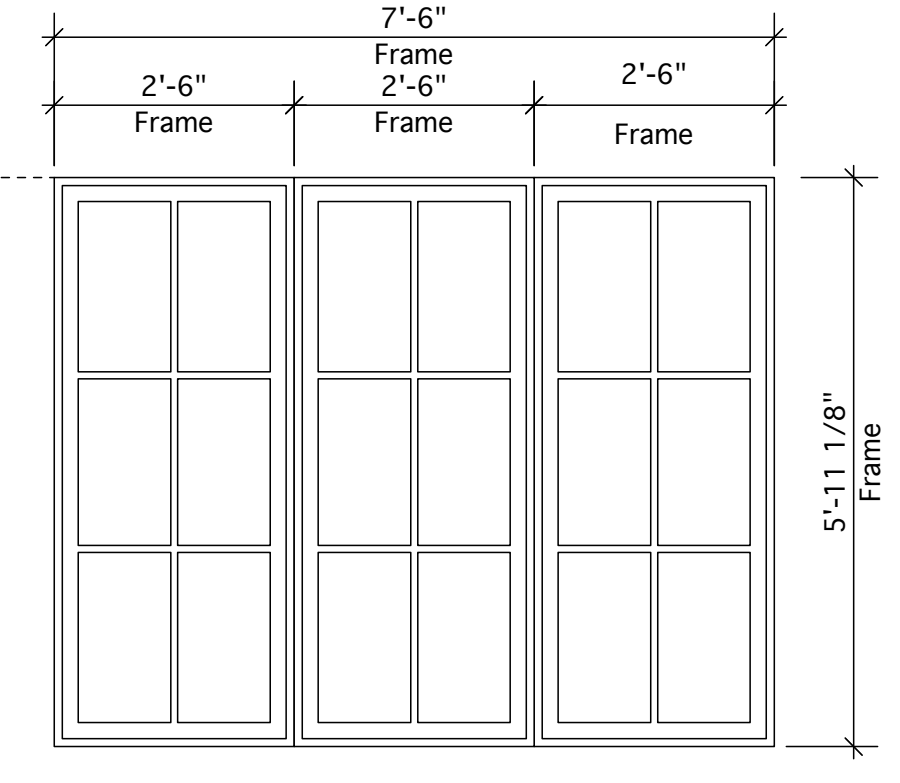
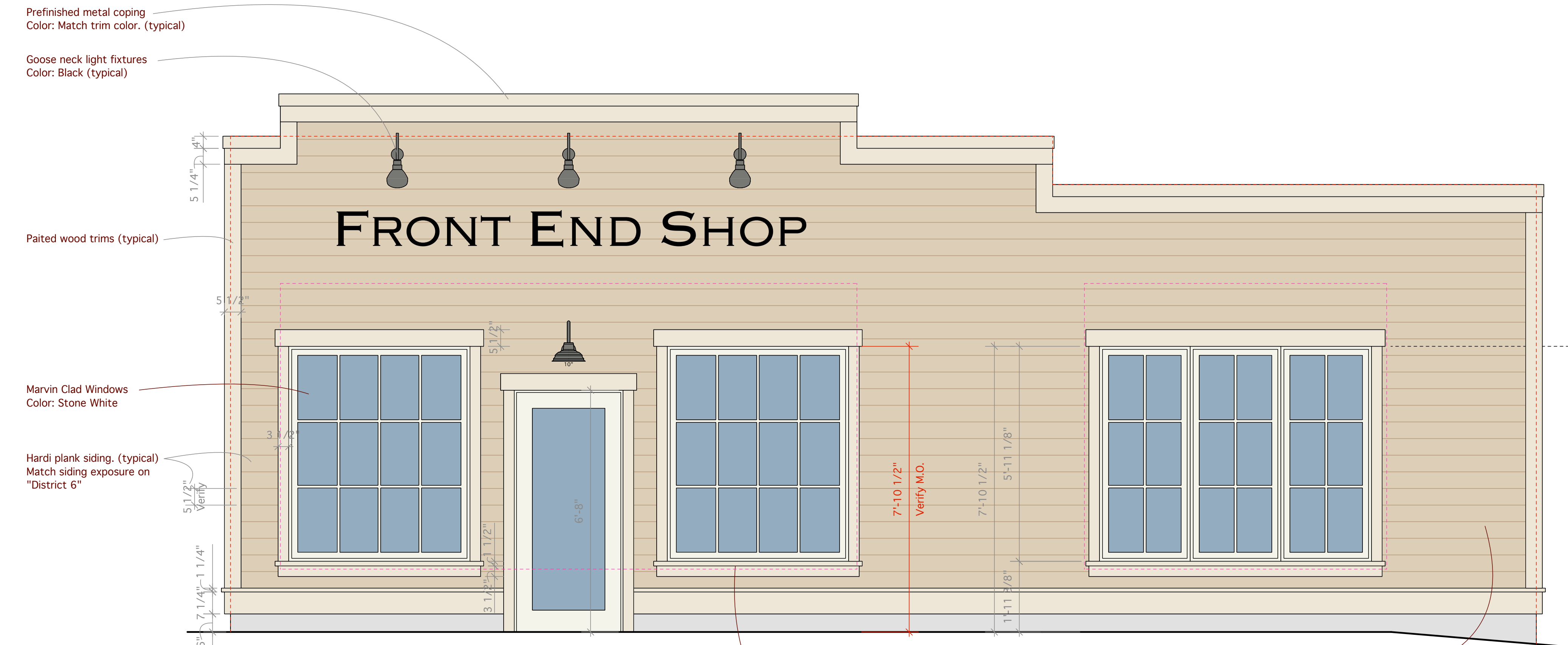
Date: 5.March.2025

Sheet Title:  
**First Floor Plan**

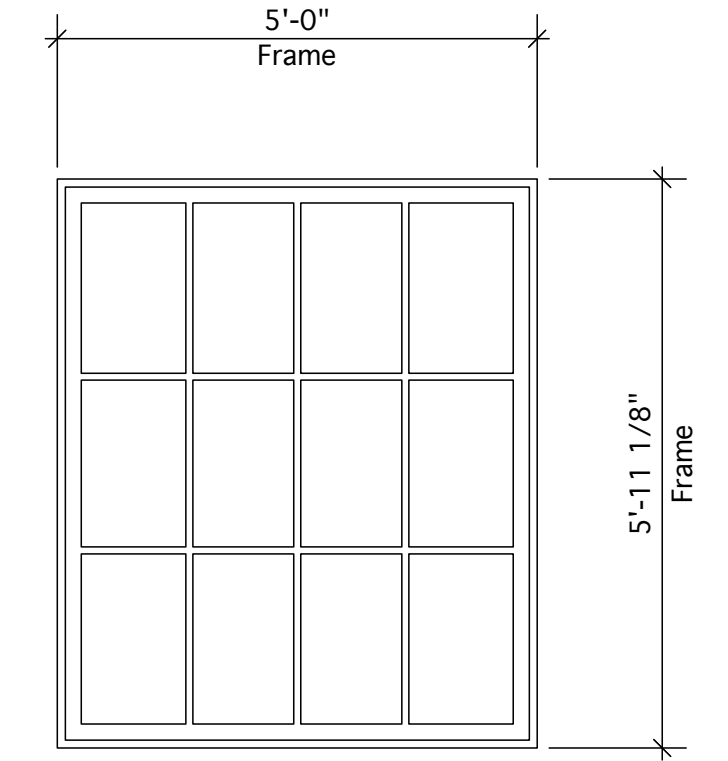


**A2.1**

**Design drawings**  
 not for construction  
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Marvin Clad UCA3072 ET Marvin Clad UCA3072 ET Marvin Clad UCA3072 ET



Marvin Clad UCAP6072 T

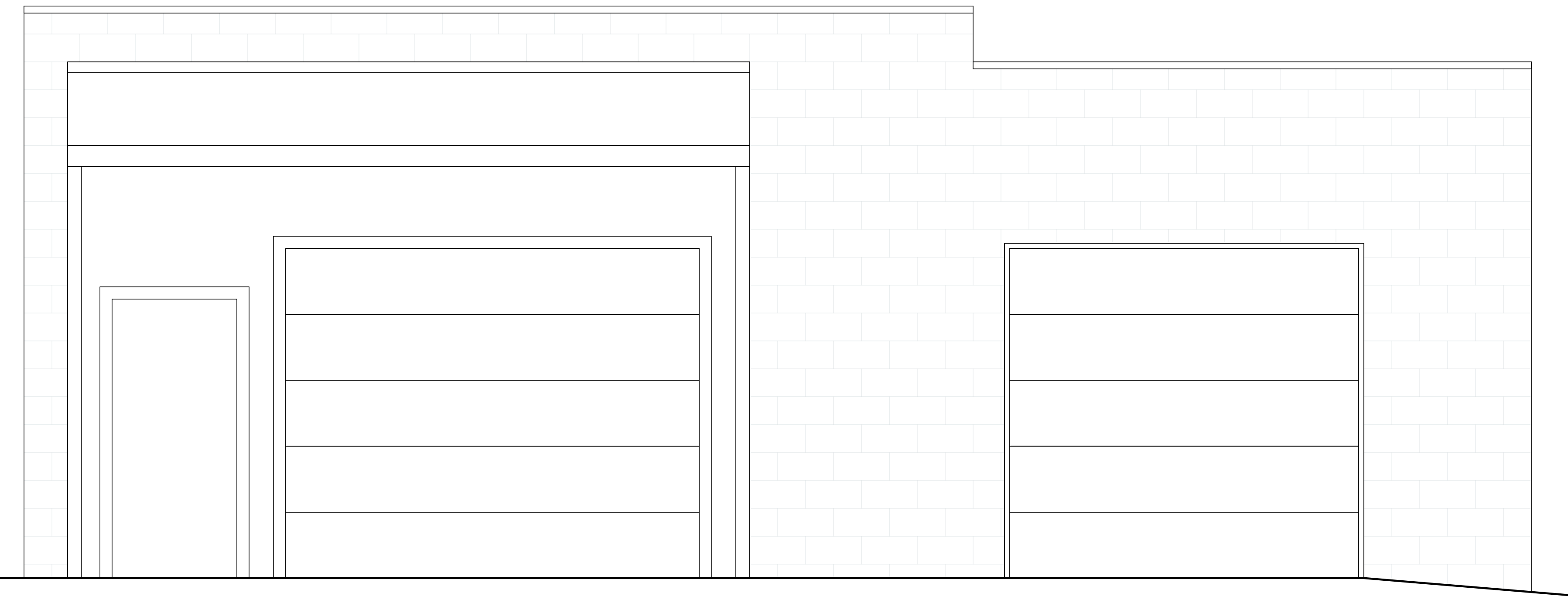
Marvin Clad windows Color: Stone White

**STONE WHITE**

**Siding**  
 H Historic Color  
 SW 0036  
 Buckram Binding

**Trim**  
 H Historic Color  
 SW 2829  
 Classical White

**1 South Elevation - Proposed**  
 A3.1 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper



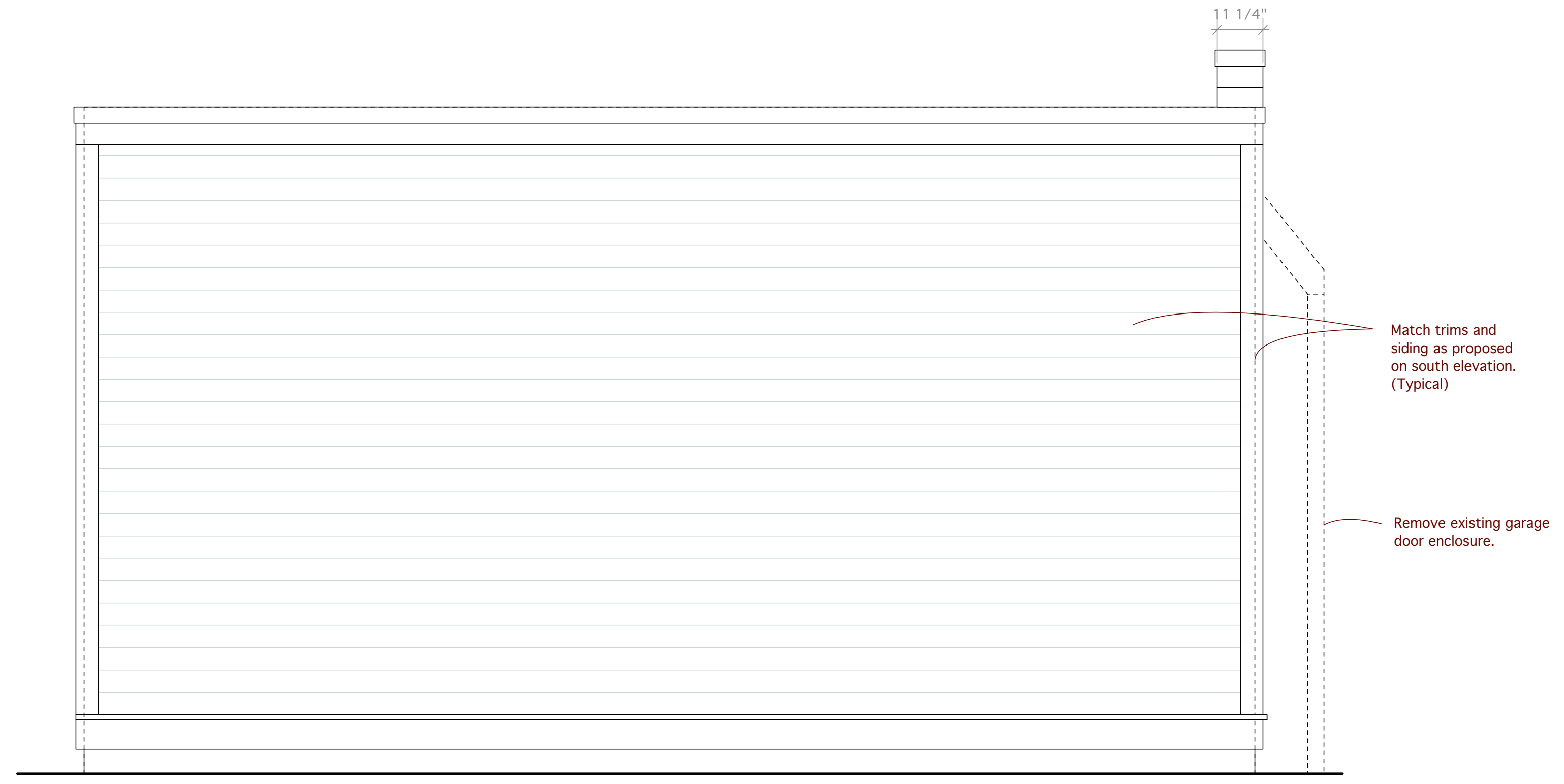
**2 South Elevation - Existing**  
 A3.1 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper

**FRONT END SHOP**  
 W63 N684 WASHINGTON AVE., CEDARBURG WI 53012

Owner  
Cedarburg Land and Cattle LLC  
N67 W5389 Cedar Court  
1.262.370.3919

Architect  
Stauss Architect LLC  
8215 W. Donges Bay Rd.  
Mequon, WI 53097  
1.262.238.8888

**Design drawings  
not for construction**  
*This note is to prevent contractors from building from design drawings.  
This note will be removed prior to state or building permit submittal.*



1 West Elevation - Existing  
A3.2 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper



2 East Elevation - Existing  
A3.2 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper

**FRONT END  
SHOP**  
W63 N684 WASHINGTON AVE., CEDARBURG WI 53012

Date: 5.March.2025

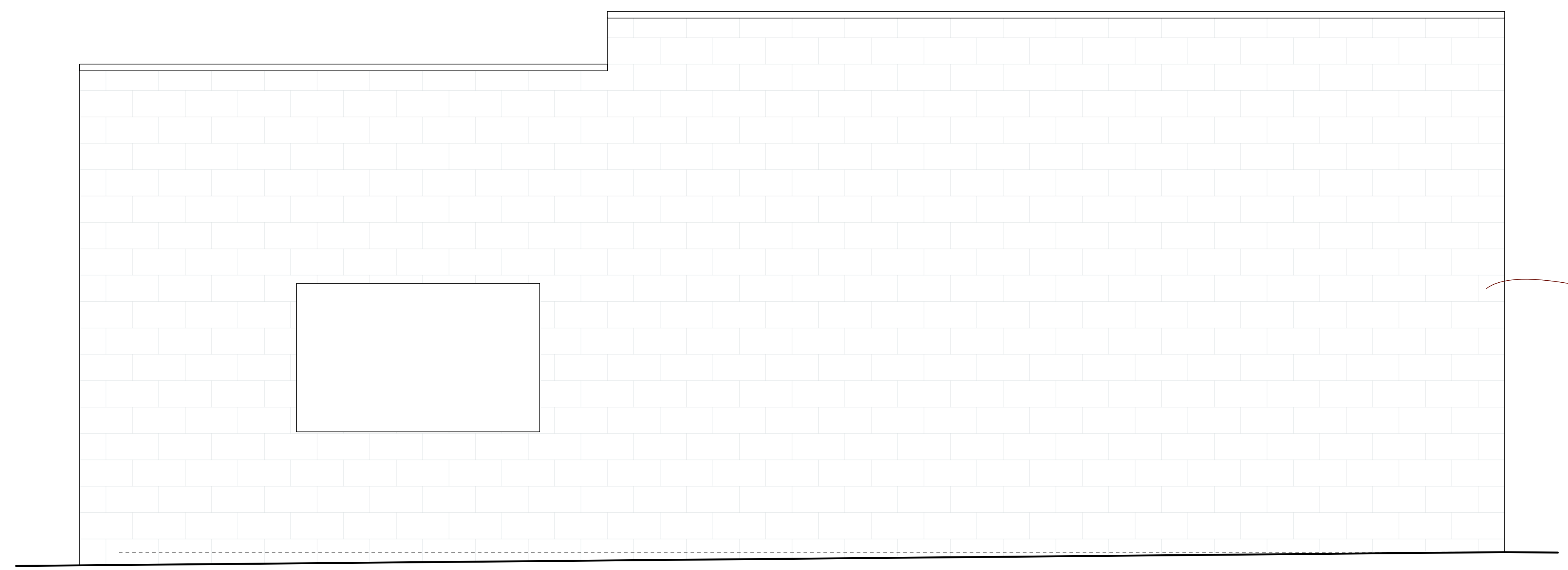
Sheet Title:  
East & West  
Elevations

**A3.2**

**Design drawings  
not for construction**  
*This note is to prevent contractors from building from design drawings.  
This note will be removed prior to state or building permit submittal.*

**Owner**  
Cedarburg Land and Cattle LLC  
N67 W5389 Cedar Court  
1.262.370.3919

**Architect**  
Stauss Architect LLC  
8215 W. Donges Bay Rd.  
Mequon, WI 53097  
1.262.238.8888



Paint existing concrete block to match siding color on south elevation. (Typical)

1 North Elevation - Existing  
A3.3 1/2"=1'-0" Note: Not to scale if drawing is printed on 11"x17" paper

**FRONT END  
SHOP**  
W63 N684 WASHINGTON AVE., CEDARBURG WI 53012

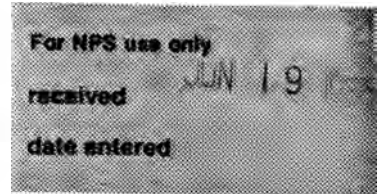
Date: 5.March.2025

Sheet Title:  
**North Elevation**

**A3.3**

**United States Department of the Interior  
National Park Service**

**National Register of Historic Places  
Inventory—Nomination Form**



Washington Avenue Historic District

Continuation sheet Cedarburg, Ozaukee County Item number 7

Page 3

INVENTORY TABLE (Continued)

<u>Map No.</u>	<u>Address</u>	<u>Rating</u>	<u>Historic Name-Use/Present Name</u>
10	W63 N684-686 Washington Avenue	P	(Residence)/Stone House Gifts  Stucco was applied to the exterior of this house, however, removal of this material on the first story has revealed a very fine stone exterior, including dressed quoins. Retention of original windows, the cubical massing of the building, and simple brackets at the eave convey the original character of the residence, which suggests a combination of Greek Revival and Italianate forms. The interior has been recently remodeled for commercial use on first floor, but general configuration of rooms is original.
11	W63 N680 Washington Avenue	N	Mobile Service Station
12	W63 N676-678 Washington Avenue	P	August Weber Residence/Cheese Shop  The Weber residence (c. 1865) is an Italianate style building constructed of cream brick. Fenestration on the facade consists of two windows and side-hall entrance on the first story aligned with three second story windows. Simple surrounds (first story) and stilted arches (second story) decorate the openings. The projecting cornice supported by brackets completes the composition. August Weber was the son of John Weber, proprietor of the Cedarburg Brewery. John Weber was also a mason, and this building may be an example of his work. The building has recently been converted to commercial use.

Ozaukee County GIS Aerial Map View – Front End Shop



**CITY OF CEDARBURG**

**MEETING DATE:** April 23, 2026

**ITEM NO:** B.

**TITLE:**

Review, discussion, and possible approval of the request by the tenant applicant and the property owner (Paul Hackbarth of Camp Bar, and Lance Lichter of John Roth Building LLC, respectively) to add a gate parallel to Washington Avenue on the north side of their site to form a dumpster screening/enclosure solution. This .24-acre B-3 Central Business District with HPD Historic Preservation Overlay District zoned property is located at W63 N664-66 Washington Avenue.

**ISSUE SUMMARY:**

The applicant requests approval to install a gate (see specifications attached) between the existing row of trees and the stockade fence on the north side of their property to create a dumpster enclosure/screening space.

**STAFF RECOMMENDATION:**

If the Commission is inclined toward an approval in this matter, the Planner recommends the following conditions be made a part thereof:

- 1) The new gate may not be located in the designated, regulated Floodway area of this property.

**ATTACHMENTS:**

1. Camp Bar Signed App & Support Docs - Dumpster Enc

**INITIATED/REQUESTED BY:**

Applicant

**FOR MORE INFORMATION CONTACT:**

Mary Censky, Planner



**LANDMARKS COMMISSION APPLICATION**

PROPERTY LOCATION/ADDRESS: W63N664 Washington Ave

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): CAMP BAR

**APPLICANT INFORMATION**

APPLICANT NAME: PAUL HACKBARTH BUSINESS NAME: CAMP BAR

APPLICANT/BUSINESS ADDRESS: 2107 E CAPITOL DR. SHOREWOOD, 53211

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  TENANT  OTHER \_\_\_\_\_

PHONE: 2627197955 EMAIL: PAUL@CAMPBARMKE.COM

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME (IF DIFFERENT): \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: W63N674 Washington Ave.

PROPERTY OWNER PHONE: 414-305-6364 PROPERTY OWNER EMAIL: LANCE.LICHTER@

DESCRIBE REQUEST: Enclosure for Dumpster

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*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)*

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\*ELECTRONIC COPIES MAY BE SENT TO [THANAMAN@CITYOFCEDARBURG.WI.GOV](mailto: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: 4/20/26

PROPERTY OWNER(S) SIGNATURE:  DATE: 4/21/26

**FOR CITY STAFF USE ONLY**

LANDMARKS COMMISSION MEETING DATE: \_\_\_\_\_ PLAN COMMISSION REVIEW NEEDED?  YES  NO

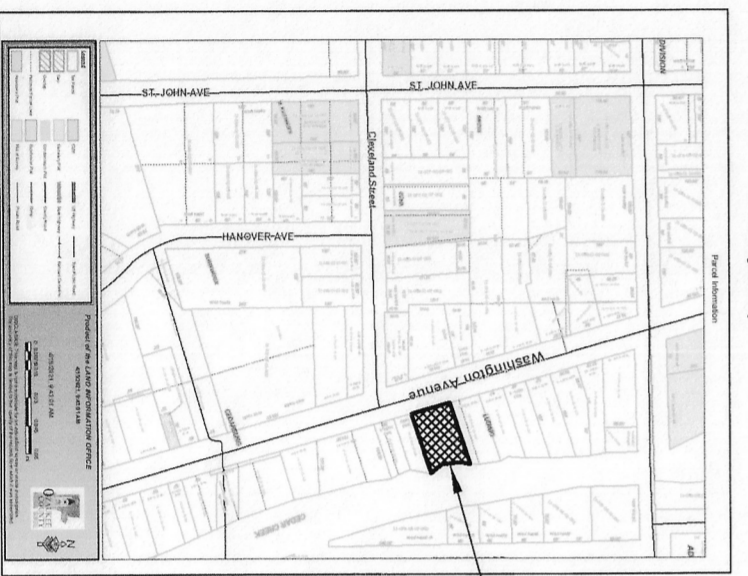
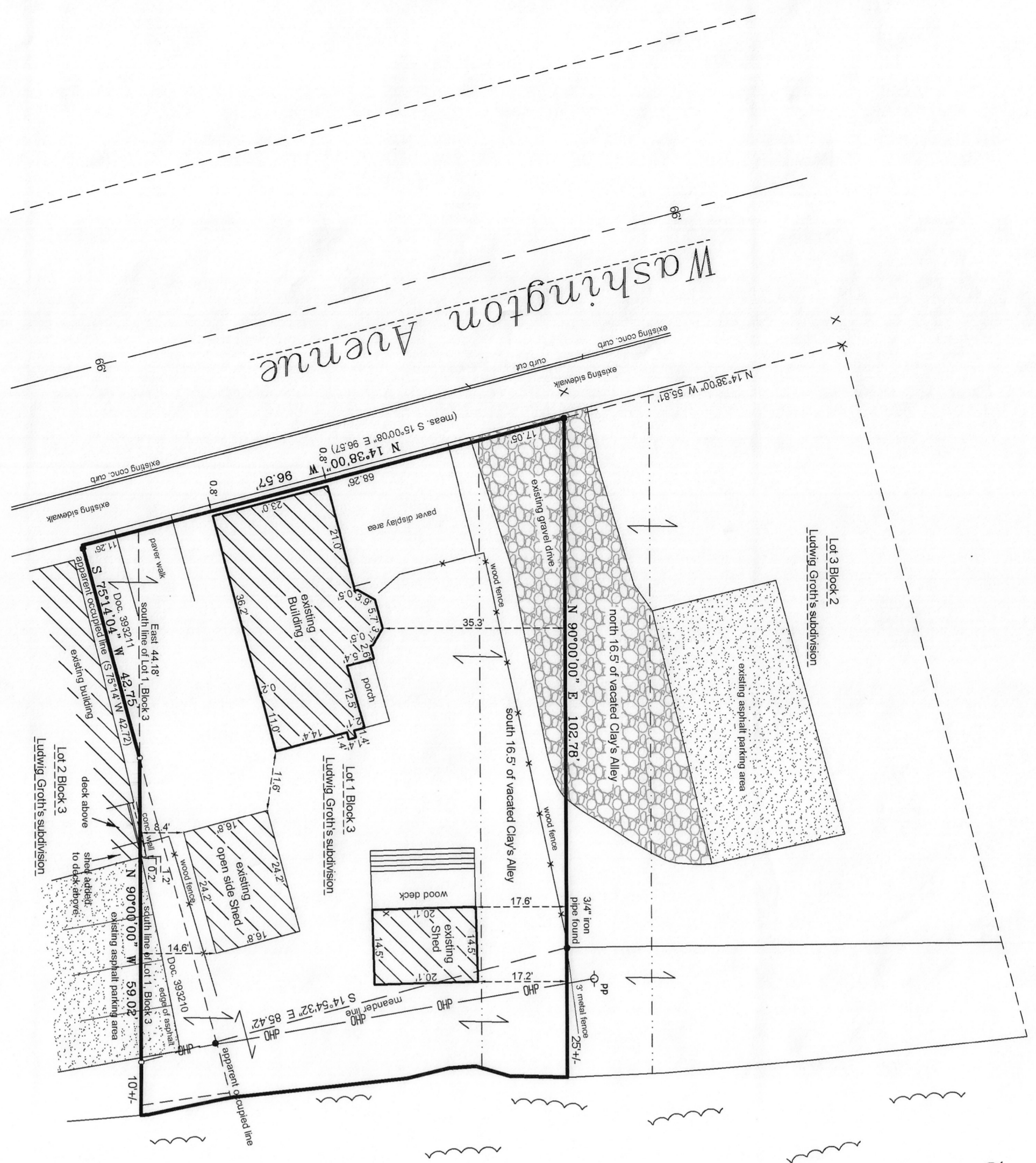
ATTACHMENTS (CHECK IF RECEIVED):

TEN WRITTEN DESCRIPTIONS  TEN DRAWINGS, SKETCHES OR MAPS  MATERIAL/COLOR SAMPLES (IF APPLICABLE)

PROPERTY TAX KEY NO: \_\_\_\_\_

ALTA/NSPS Land Title Survey  
 Prepared For  
 Nick Creten and Mary Creten

MS3N1654-65 Washington Avenue, Cedarburg, WI 53012  
 Tax No. 13-079-03-01-000



Cedar Creek

**TITLE INSURANCE COMPANY: First American Title Insurance Company**  
**COMMITMENT NO. 21-2521**

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 Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin, bounded and described as follows:

AND

Commencing at the Northwest corner of Lot 2, thence East along the North line of said Lot 2, 44.18 feet to a point, thence South 75°14' West on a line at right angles to the Eastern line of Washington Avenue 42.72 feet to a point in the Eastern line of said Washington Avenue, thence North 14°46' West along the Eastern line of said Washington Avenue 11.25 feet to the point of commencement.

**SCHEDULE B - II - EXCEPTIONS, Survey Related, Title Commitment File No. 21-2521, Effective dated February 24, 2021.**

- Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the Public Records or attaching subsequent to the effective date hereof but prior to the date the proposed Insurer acquires for value of record the estate or interest or mortgages thereon covered by this Commitment. (Agreement occupied line shown)
- The lien of the general real estate taxes for the year 2021 and thereafter. (Not survey related)
- The lien of any special assessments, taxes or charges. (Not survey related)
- Possible homestead or other marital rights of the spouses of the proposed owners. (Not survey related)
- Reservations for easements, building setback lines and other matters shown on the recorded plat or certified survey map of the subject property, referred to in Schedule A herein. (None shown on recorded plat)
- Rights of tenants in possession including any rights to tenants fixtures owned by such tenants located on the demised premises and any liens on such tenants fixtures, and all parties having a lien on or claiming by, through or under the lease, which parties and liens are not separately, shown herein. (Not survey related)
- Easements, if any, of the public or any school district, utility, municipality or person for the continued use and right of entrance, maintenance, construction and repair of underground or overground structures, improvements or service in that portion of the subject premises which were formerly a part of alley now vacated. (Overhead Power Line shown on east side of property)
- Conditional Use Permit recorded on April 5, 2005, as Document No. 814856. (Not survey related)
- Land Covenant recorded on April 5, 2005, as Document No. 814856.
- Rights of the public in and to that portion of the within described premises lying below the ordinary highwater mark of Cedar Creek and title to filled in or submerged lands. (Survey shows land to the ordinary highwater mark per recorded plat)
- Riparian rights are neither guaranteed nor insured.
- This commitment policy does not insure the exact location of any portion of the land created by gradual buildup of the shore (accretion) or the lowering of the water level (reliction), the title to land cut off by a change in the course of the water body (avulsion), or ownership of artificially filled land.

**Miscellaneous Notes:**

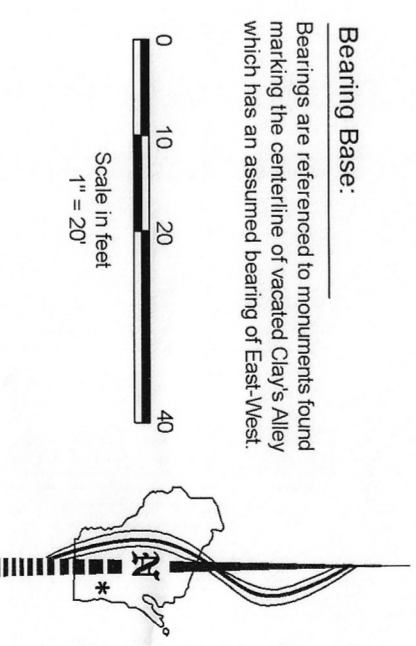
Digger's Hotline was not contacted to mark any utilities.

The labeled apparent occupied line shown is determined by deed descriptions, monuments found, Document No. 3022113, Affidavit of Adverse Possession recorded in the Ozaukee County Registry and by a previous survey dated 04-25-1978. It seems the owner to the south, Lot 2, Block 3, Ludwig Groth's Subdivision may have the same claim on a portion of Lot 1, Block 3, Ludwig Groth's Subdivision.

A portion of a concrete wall, the shed added under the deck and the existing parking lot are shown and labeled in relation to the deed boundary lines.

**SYMBOL LEGEND**

- (r.a.) means "recorded as"
- (mess.) means "measured as"
- X - indicates chiseled X in concrete found.
- - indicates a 1.3' od iron pipe found unless noted.
- - indicates a 1.3' od x 18" iron pipe weighing 1.68 lbs./ft. set.
- pp○ - indicates an existing power pole.
- pp— indicates existing overhead power line.

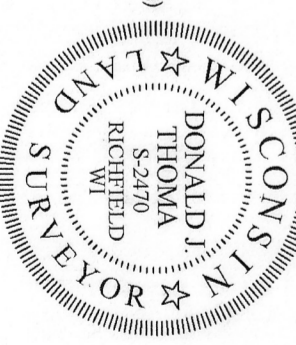


To: Nick Creten and Mary Creten  
 First American Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 7(a) and 9 of Table A thereof. The field work was completed on April 05th, 2021.

Date of Plat or Map: 04-15-2021

(signed) *Donald J. Thoma*  
 Donald J. Thoma  
 Registration No. S-2470



**Accurate**  
 Surveying & Engineering LLP

Land Surveying, Consulting, Developing

2911 Wildlife Lane  
 Richfield, WI 53076

262.677.2120  
 don@accuratesurveying.net





### **Dumpster Enclosure Description**

The proposed project consists of the installation of a 6-foot-high wooden stockade-style fence enclosure to screen refuse containers from view. The enclosure will be located along the left side of the property, positioned between the existing row of evergreen trees and the adjacent fence line, and set slightly forward to align with the current gravel drive surface.

The enclosure will include:

- Solid stockade-style wood fencing with vertical pointed pickets for full visual screening
- A double-swing access gate (approximately 10–12 feet wide total) to accommodate waste collection vehicles
- Black metal hinges and latch hardware for durability
- Fence posts set securely in the ground (concrete footings below grade)

The enclosure will be installed over the existing gravel surface, with no new impervious materials added. The design maintains adequate access for service vehicles while improving site aesthetics and screening.

The proposed structure will match or complement the existing fencing on site and will not exceed 6 feet in height.

**CITY OF CEDARBURG**

**MEETING DATE:** April 23, 2026

**ITEM NO:** C.

**TITLE:**

Review, discussion, and possible approval of the request by property owner/applicant James Pape, to replace the existing flat roof membrane and gutters on the old mill building located at N70 W6340 Bridge Road. This .58-acre site is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.

**ISSUE SUMMARY:**

The applicant is compelled, due to recent storm damage, to replace the existing flat roof membrane and the gutters on this “Pivotal” building in the Washington Avenue Historic District.

The roof is proposed to be replaced using ‘like-kind’ materials, black rubber membrane. The applicant asserts that this roof/material is not visible to the surrounding view.

The gutters are proposed to be replaced in ‘like-style’, half-round. The contractor’s specification leaves open the decision whether the gutters will be 8”, 26-gauge galvanized steel half rounds, **or** 6”, .032-gauge prefinished aluminum half rounds. Downspouts appear to be specified as 6” round, corrugated galvanized steel **or** prefinished aluminum.

**STAFF RECOMMENDATION:**

If this request is approved, The Planner recommends that the following conditions be considered for attachment thereto:

- 1) Applicant to secure any required building, electrical, or plumbing permits as may be required in support of this project, prior to the start of work.
- 2) Applicant to secure any required sidewalk right-of-way or street right-of-way encroachment permits as may be required in support of this project, prior to the start of work.

**ATTACHMENTS:**

1. App&Supp Docs Stone Mill Repair-Replace flat roofing & gutters

**INITIATED/REQUESTED BY:**

Applicant

**FOR MORE INFORMATION CONTACT:**

Mary Censky, Planner



**LANDMARKS COMMISSION APPLICATION**

PROPERTY LOCATION/ADDRESS: N70 W6340 BRIDGE RD

NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): STONE MILL DEVELOPMENT

**APPLICANT INFORMATION**

APPLICANT NAME: JAMES B PAPE BUSINESS NAME: STONE MILL DEV

APPLICANT/BUSINESS ADDRESS: N70 W6340 BRIDGE RD

STATUS OF APPLICANT:  OWNER  AGENT  BUYER  TENANT  OTHER \_\_\_\_\_

PHONE: 262 375 9390 EMAIL: JBPAP@MHC.COM

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME (IF DIFFERENT): \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: N70 W6340 BRIDGE RD

PROPERTY OWNER PHONE: 262 375 9390 PROPERTY OWNER EMAIL: JBPAP@MHC.COM

DESCRIBE REQUEST: REPLACE ROOF WITH LIKE KIND RUBBER MEMBRANE  
REPLACE RAIN GUTTERS WITH LIKE KIND 8" HALF ROUND GUTTER

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](mailto: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: James B Pape DATE: 4/20/24

PROPERTY OWNER(S) SIGNATURE: James B Pape DATE: 4/20/24

**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: \_\_\_\_\_

City of Cedarburg W63 N645 Washington Avenue PO Box 49 Cedarburg, Wisconsin 53012-0049  
(262) 375-7614 Fax (262) 375-7906  
Website: [www.cityofcedarburg.wi.gov](http://www.cityofcedarburg.wi.gov)

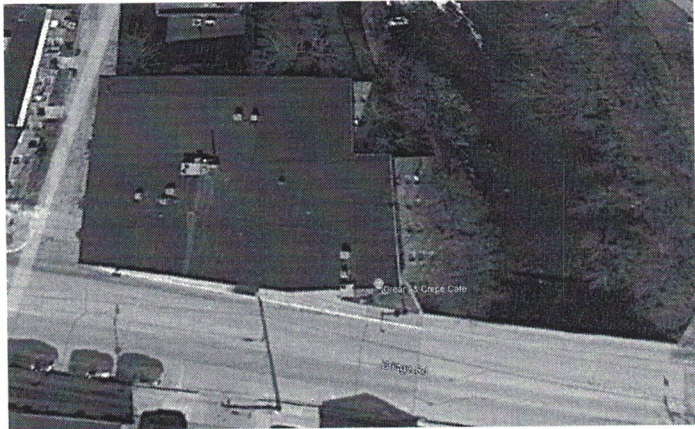
# NOFFKE ROOFING CO., LLC

10341 N. GRANVILLE ROAD – MEQUON, WI 53097

262-242-5320 FAX 262-242-6354

Date: 3/20/26

STONE MILL DEVELOPMENT  
N70 W6340 BRIDGE ROAD  
CEDARBURG, WI 53012  
MR. JIM PAPE 262-853-9390 jbpape@hotmail.com



RE: TEAR OFF AND RE-ROOF APPROX. 9,594 SQ. FT. OF LOW SLOPED ROOF AREA ON THE BUILDING  
LOCATED AT N70 W6340 BRIDGE ROAD CEDARBURG, WI 53012

Dear Stone Mill Development,

In accordance with your request, we have inspected the above-mentioned roof and are pleased to submit our proposal as outlined below:

1. This work will be performed by employees of Noffke Roofing Co., LLC. No subcontractors will be utilized for roofing labor on this project.
2. **Property protection and safety:** Our team and our customer's safety are very important to us on every type of project, no matter how big or small. We will provide the necessary fall protection and safety equipment along with the necessary objects to help keep the property and landscaping protected during the project as best we can. We will make special arrangements upon the customer's request for personal property concerns.
3. **Professional Project Management:** Project superintendent and salesman to assure material order and confirm scope of work; Project review pre-construction meetings held; job order processing; quality control inspections, pre-job, in-process, and post-job customer support.
4. **Proper Insurance:** Noffke Roofing will provide proper insurance certificate and affiliates contact information.
5. We at Noffke Roofing, take great pride in our safety, quality, and production. We will provide you with experienced and knowledgeable roofing labor. In correlation with our first-rate workmanship, we prefer to use industry stated, high-quality materials.
6. Noffke Roofing Co., LLC and its staff has on-going OSHA certified training courses and is in full compliance with the local, state, and federal safety standards. Particular attention is paid to the OSHA fall safety standards (sec. 1926.500 subpart M).
7. We will have a *crane on site* for the removal and lowering of the roofing material. We will likely at times require a section of adjacent drive area closed down.
8. We will utilize a telescopic man-lift during this project.

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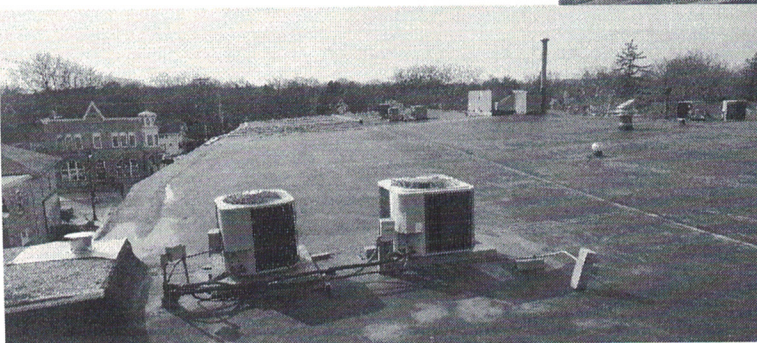
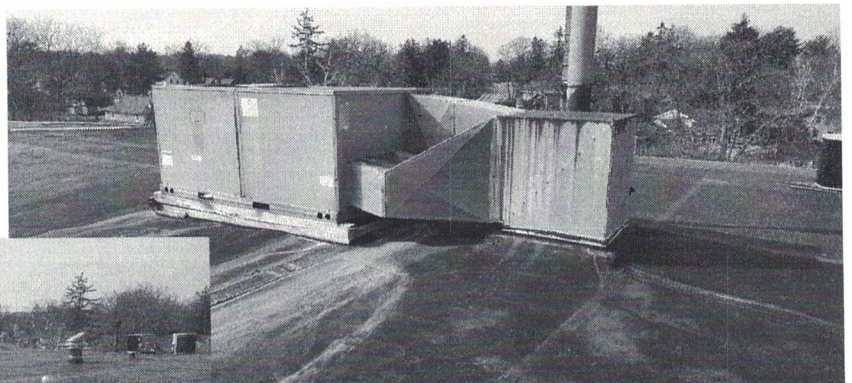
9. These are a high-risk, pedestrian and vehicle busy buildings. Additional precautions are necessary by all parties involved, including owner, contractor, and tenants. This construction project requires additional safety measures be enacted.
10. Re-routing the traffic along Bridge Street and the temporary closure of the sidewalk along Bridge Street is necessary. We will provide a traffic control and sidewalk closure plan to the City of Cedarburg for approval. All necessary signage is included.
11. We will setup the necessary scaffolding walkway at the West entrance when work is directly above.
12. We will provide plywood for the dumpsters to rest on. This will reduce the direct impact of the dumpsters on the driveways or lawn.
13. A portable restroom will be on site for the duration of this roof project.

## GENEAL ANYALYSIS:

- Very strong winds recently pulled off larger sections of the roof assembly as well as gutters and downspouts.
- The existing roof has been temporarily sealed up and secured, however, since this work was very temporary, installing a new roof assembly is of urgency.
- The traffic and sidewalk requires re-routing/closing with the City of Cedarburg. Noffke Roofing staff has been in contact with the City of Cedarburg Engineering and Public Works department, and a preliminary traffic/pedestrian plan has been unofficially approved.
- A fair amount of HVAC work is required in order to replace the roof and is included in the scope of work.

## SCOPE OF WORK:

14. We will remove the remaining existing gutters and downspouts from the roof and dispose of.
15. We will remove all of the old roofing material from the roof, down to the existing wood roof deck and dispose of. Please note that hard as we may try to keep debris from falling into the space below, dust and debris may enter the building and/or attic, it will be the owner's responsibility to cover items and clean any debris.
16. We will coordinate Dillett Mechanical to temporarily disconnect the existing (7) small AC units and (1) large HVAC unit. This includes temporary disconnect of the necessary electrical and gas lines. We will coordinate the necessary reconnect of these (8) units after the new roof is installed. New support rails will be installed beneath the unit to properly support the unit. The existing ducts will be disassembled to allow for the new roofing membrane to be installed, and new ducts installed as deemed necessary to accommodate the new insulation. We will provide the crane to lift the large unit.

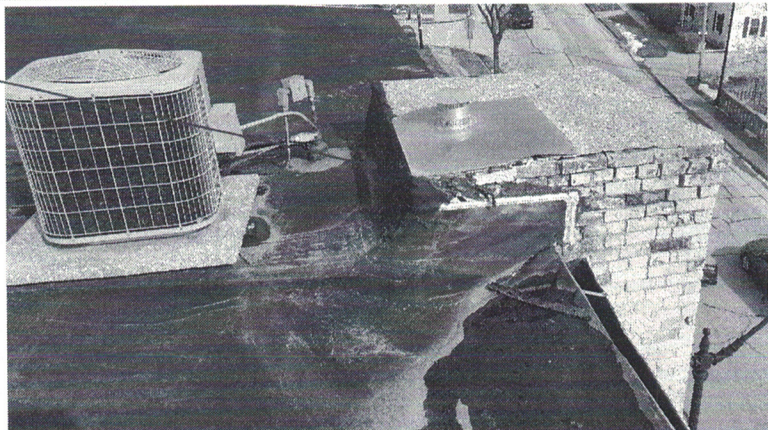


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17. We will clean and inspect the existing roof deck and wood components of the roof structure This will include sweeping the surface clean, removing any remaining screws, and re-securing any loose decking. If any deterioration is found and requires replacement, we will temporarily watertight as necessary and do this work on a time and material basis of \$105.00 per man-hour worked, plus our material cost marked up 10%. Total cost of this work will not exceed \$950.00 without the owner's written consent. NOTE: Photographs will be taken of the defective areas if replacement is necessary.
18. We will furnish and install the necessary layers of wood blocking at the perimeter edges of this roof, to accommodate the height of the new insulation.
19. We will furnish and install two layers of 2.6" polyisocyanurate insulation, (R-value of 30.0), to cover the entire roof area, secured with 12" Masonite plates with 3" Dekfast plates and screws.
20. At the entire perimeter edge of this roof area we will furnish and install a 24" wide 7/16" beveled OSB securement strip, secured with plates and screws.
21. We will furnish and install 60-mil, black, EPDM rubber roofing material adhered to the new substrate, to cover the entire roof area. NOTE: Prior to installation, we will allow the membrane to "relax" per manufacturer specifications. This is a recommended practice that will likely add life expectancy to the roof system. We will utilize our large 20' and 25' wide sheets of rubber roofing material.
22. We will seam all sheets of rubber using a minimum 4" overlap. Laps will be folded back and cleaned with splice wash cleaner (both top and bottom surfaces). Once the area has been properly flashed off, we will apply a seam primer resin and let flash off. After the installation of a 4" wide dual-faced FM approved seaming tape, the top lap will be folded over the seam and sealed per manufacturer's specifications. This is a superior seaming process.
23. The new rubber roofing material will be extended and adhered up the masonry sidewalls. We will furnish and install a butyl tape (1/8" x 1") sandwiched between the masonry sidewall and the new rubber membrane. We will furnish and install new aluminum termination bars to compress the membrane and butyl tape to the masonry sidewall. The new aluminum termination bars will be secured with masonry fasteners then caulked with an elastomeric sealant. **NOTE: The existing adjacent chimney requires masonry repairs. We recommend contacting a professional masonry contractor to inspect this chimney area and provide a scope of work to address this area of masonry. We can recommend Holton Brothers Masonry. Thomas Holton 414 213-5123.**

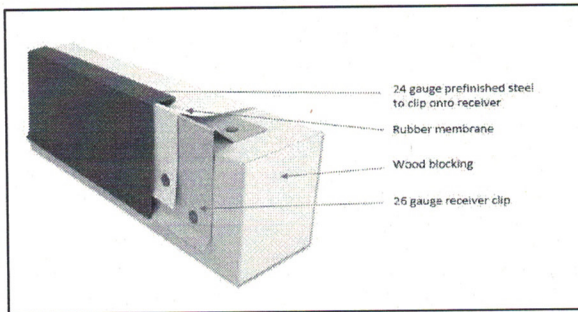


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24. We will furnish and install a 24-gauge, galvanized, steel, perimeter edge receiver clip, secured to the wood blocking. The rubber roofing material will be adhered and extended up and over the receiver clip. We will furnish and install a 24-gauge, pre-finished, architectural steel sheet metal perimeter edge flashing (color to be chosen from our standard color selection) to clip onto the receiver. This 2-piece metal flashing system eliminates membrane penetrating fasteners and the need for caulking. This is a superior perimeter edge detail.



25. We will furnish and install approx. 222 lineal feet of new 8" 26-gauge galvanized steel half round gutters OR .032-gauge **pre-finished** aluminum gutters secured with stamped wrap-around fascia hangers, secured into the rafter tails with screws. The new galvanized steel gutters come in 10ft sections, while the pre-finished aluminum gutters come in 15' sections, and will be sealed as needed. New 6" round corrugated galvanized steel downspouts or pre-finished will be installed, complete with all new brackets and anchors.
26. We will furnish and install a new 4" tall aluminum termination bar with rain slots along the entire gutter edges to help prevent sliding snow and ice from damaging the new gutters.
27. We will furnish and install a new 24-gauge pre-finished metal flashing along the lower gutter edges. This new flashing will then be properly sealed off with the necessary EPDM flashings.
28. We will furnish and install uncured rubber flashing to seal off all flashing, etc., and further seal with EPDM rubber sealant. NOTE: As has been our practice for the last 40-years, we will double-flash all outside corners and hand-flashed penetrations. This will ensure long-term performance in those areas.
29. We will utilize T-joint covers at all 3- way membrane seam intersections, such as field seam to wall flashing transitions, cover strip to pipe boot transitions, and horizontal -vertical seam transitions.
30. We will utilize the manufacturer's pre-formed, cured EPDM pipe boots and collars where applicable, complete with clamps and elastomeric sealant.
31. We will furnish and install the manufacturer's lap sealant at all recommended areas, such as pipe boot flashings, uncured flashings, termination bar, and other applicable detail areas.
32. We will furnish and install the manufacturer's cured, EPDM pitch pockets complete with pourable sealant where required.

## CLOSING NOTES:

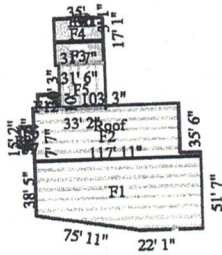
33. We will secure from Roofing Products International (RPI) their 15-year labor and material warranty.

JAMES\_B\_PAPE\_AND\_SA2

JOB\_20757229

Building 1

Exterior



**Roof**

12097.77 Surface Area  
621.01 Total Perimeter Length  
26.76 Total Hip Length

120.98 Number of Squares  
155.85 Total Ridge Length

DESCRIPTION

QUANTITY UNIT PRICE

TAX

RCV

DEPREC.

ACV