



**CITY OF CEDARBURG  
A MEETING OF THE LANDMARKS COMMISSION  
THURSDAY, MAY 14, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, May 14, 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. Approval of meeting minutes from April 30, 2026
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
  - A. Review, discussion, and possible approval of the request by tenant applicant Megan Hanusa, d/b/a Cedarburg Toy Company, to place a lemonade stand in the alleyway located between her tenant space in the building at W62 N583 Washington Avenue and the Amy's Candy Kitchen tenant space in the building located at W62 N579 Washington Ave. This walkway, zoned B-3 Central Business District with HPD Historic Preservation Overlay District, is the subject of an easement agreement among three properties/owners. For the most part, it is located on the W62 N579 Washington Avenue property owned by Washington House Group LLC.
  - B. Review, discussion, and possible approval of the request by tenant applicant Amy Herbst-Cox, d/b/a Pompette Creperie & Café, to change the front door color, add/replace lights and hang window boxes on the east façade of the building located at W63 N631 Washington Avenue. This property, owned by Collins Investments LLC, is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.
  - C. Review, discussion, and possible approval of the Sign Plan request by tenant applicant Amy Herbst-Cox, d/b/a Pompette Creperie & Café, in support of her new tenant occupancy in the building located at W63 N631 Washington Avenue. This property, owned by Collins Investments LLC, 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 30, 2026  
Minutes**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Present – Chairperson Tom Kubala, Vice Chairperson James Pape, Tomi Fay Forbes, Elizabeth Krimmel, Doug Yip

Excused – Erin Puro

Also, Present – City Planner Mary Censky, Eric Stelter, Mike Jackson, Ben Levy

**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. Meeting minutes from April 23, 2026

Motion made by Commissioner Yip and seconded by Commissioner Krimmel to approve the minutes of the April 23, 2026, meeting. Motion carried without a negative vote. Commissioner Puro excused.

**5. COMMENTS AND SUGGESTIONS FROM CITIZENS**

None

**6. REGULAR BUSINESS; AND ACTION THEREON**

- A. *Review, discussion, and possible approval of the request by property owner/applicant Bridge Mill Co., in c/o Ben Levy, as to the stain color selection for the exterior of his recently restored building located at W63 N712 Washington Avenue. This .66-acre site is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.*

Ben Levy represented this building. Originally, he planned to paint the building a burgundy color, as it had been. However, when the paneling was removed and the original wood was exposed, it was discovered that a blue-gray color predated the burgundy. Sherwin-Williams mixed paint to match a sample of the blue-gray, and Mr. Levy is asking for approval of the color. He was requested to provide the formulation to the Commission for the record.

Commissioner Pape made a motion to accept the blue-gray color as presented. Commissioner Yip seconded the motion. Motion carried without a negative vote. Commissioner Puro excused.

- B. *Review, discussion, and possible approval of the request by applicant Eric Stelter, and property/building owner MAIN 560 LLC in c/o Doreen Wirth, to replace the two existing primary pedestrian entry doors to the building as seen from Washington Avenue. This 1.02-acre site, located at W62 N560 Washington Avenue, is zoned B-3 Central Business District with HPD Historic Preservation Overlay District.*

Eric Stelter represented this building. The present doors are about 30 years old. The owners want to replace the present doors, keeping the present profiles of the doors but adding glass panels to the upper portion of the doors to help make the street appeal more retail-friendly. The doors will be a solid core door, hand-built, with a mahogany clear coat. Both the west-facing street façade doors and the east-facing back door will be replaced.

Chairperson Kubala agreed that many of the businesses along Washington Avenue have glass in their entry door. Commissioner Krimmel made a motion to accept the doors as proposed; Commissioner Pape seconded the motion. Motion carried without a negative vote. Commissioner Puro excused.

- C. *Review, discussion, and possible approval of the request by applicant/property owner Mike Jackson (d/b/a TM Jackson Holdings LLC) to replace the existing wood shake wall material on his building with a painted wood siding product. This .17-acre B-3 Central Business District with HPD Historic Preservation Overlay District zoned property is located at W61 N491-493 Washington Avenue.*

The Weisler building, a pivotal building in the City's Washington Avenue Historic District, is 2-story brick with wood shakes covering the third story walls. The shingles on the projecting gable over the bay window on the front facade have a unique, decorative pattern different from the rest of the surfaces. Mike Jackson stated that some of the shingles are rotting and crumbling. He is proposing replacing the shingles with a particle board siding. Chairperson Kubala explained that the Commission requires that existing materials be

replaced with like materials, as to pivotal buildings. He stated that if materials are not replaced with like materials, over time the building can be incrementally changed until the original integrity is fully lost. The intent of the Landmarks Commission is to maintain the exterior integrity of the pivotal buildings. Unfortunately, the Commissioners are not aware of any grants to help with the expense. It was noted there may be tax credits available for historically correct preservation of commercial properties through the State and Federal programs, and lower-cost loans may be available through the City.

Commissioner Krimmel made a motion stating that the Landmarks Commission rejects the replacement of the original sawn shingle material with the particle board siding as was presented. The Commission requires that existing materials be replaced with like materials when they are indicative of the original building materials. Commissioner Pape seconded the motion. Motion carried without a negative vote. Commissioner Puro excused.

**7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS**

None

**8. ADJOURNMENT**

A motion was made by Commissioner Yip, seconded by Commissioner Krimmel, to adjourn the meeting at 8:48 a.m.

Tomi Fay Forbes  
Secretary

DRAFT

# PLANNERS REPORT

**To:** City of Cedarburg Landmarks Commission

**By:** Mary Censky

**Date Prepared:** May 15, 2026

## General Information:

**Agenda Item: 6.A.**

**Applicant/Property Owner:**

Megan Hanusa, d/b/a Cedarburg Toy Company / Sennett-Castle Bldg. LLC

**Requested Action:**

Approval to place a lemonade stand.

**Property Address:**

W62 N583 Washington Ave

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## Discussion:

The applicant has applied for Temporary Use permission to display and operate a lemonade stand (with attached signage) on six dates, June 13th and 20th / July 11th and 18th / August 8th and 22<sup>nd</sup>, this Summer. City Code requires that Landmarks Commission review/approve both the sign plan and the design/materials of the proposed stand. Detailed plans as to the design, location, and signage are included in the packet.



**Recommendation:**

If the Landmarks Commission is inclined toward an approval of this lemonade stand with attached signage, the following conditions are recommended for attachment to the approval:

- 1) Applicant to receive a Temporary Sign Permit from the Building Inspector for the proposed dates of use;
- 2) Prior to the start of use, applicant to ensure they have permission from the owners of the properties the stand will be located upon and any affected easement holders;
- 3) Prior to the start of use, applicant to secure any permits, as may be required for mobile food establishment/vendor pursuant to Chapter 18 – Regulation of Mobile Vendors and Mobile Food Establishments, from the City Clerk.



**LANDMARKS COMMISSION APPLICATION**

PROPERTY LOCATION/ADDRESS: W62 N583 Washington Ave, Cedarburg

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

**APPLICANT INFORMATION**

APPLICANT NAME: Megan Hanusa BUSINESS NAME: Cedarburg Toy Company

APPLICANT/BUSINESS ADDRESS: W62 N583 Washington Ave Cedarburg

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME (IF DIFFERENT): Sennett Castle Building LLC

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

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

DESCRIBE REQUEST: \_\_\_\_\_

Summer youth lemonade stand fundraiser placement.

We'd like to place a lemonade stand in the alley between us and Amy's Candy Kitchen

Please see additional details attached....

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: [Signature] DATE: 05/05/2026

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 2026 May 06

**FOR CITY STAFF USE ONLY**

LANDMARKS COMMISSION MEETING DATE: 5-14-26

ATTACHMENTS (CHECK IF RECEIVED):

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

PROPERTY TAX KEY NO: 13-107-04-15-001  
13-107-04-16-001

Dear Landmarks Commision,

I'm writing to respectfully ask for approval to host a summer Youth Lemonade Stand Fundraiser that will benefit multiple local non-profit organizations.

We'd like to place the lemonade stand in the shared alley between our store and the Washington House Inn buildings. We would host 4-6 events on Saturdays June-August. My preference is 2 events per month - June 13th and 20th / July 11th and 18th / August 8th and 22nd. These events would give local youth the opportunity to learn entrepreneurship, teamwork, and community service while raising funds for important causes. Children will operate the lemonade stand in a safe, supervised environment, creating a fun and positive community event for families and tourists.

Please see the attached photos of the approximate location and the lemonade stand - including signage mockup. I'm happy to answer any questions and address any concerns.

Thank you for your consideration, your time and support of community programs that encourage youth involvement and charitable giving.

Sincerely,  
Megan Hanusa



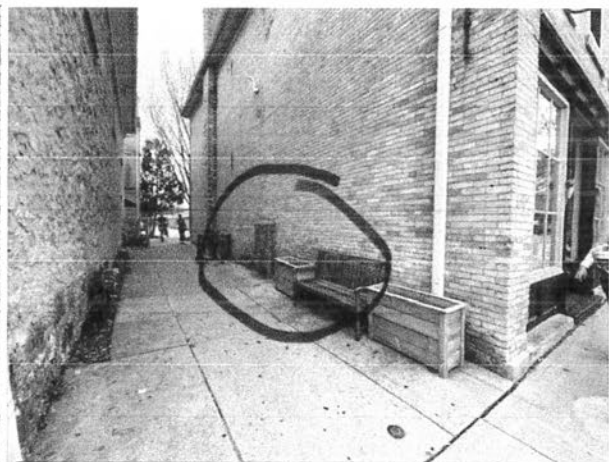
Stand dimensions - approx. 5' x 4' / Constructed of natural wood

Lemonade sign- approx. 2' x 2'

Top panel sign will be the name of the non-profit the kids will be donating their funds to

Will not have a sandwich board sign

Cute kids not included 😊



Location - side of our building, in the alley between us and Amy's Candy Kitchen

Approved by our building owners (Sennett Castle Bldg LLC) and Christine McLean (Washington House).

The stand will be positioned against the wall in the middle of the alley.

## EASEMENT AND AGREEMENT

WHEREAS, the undersigned, JAMES B. PAPE ("Pape"), is the owner of Lot One (1) as depicted on the attached, unrecorded Certified Survey Map marked Exhibit "A"; and

WHEREAS, the undersigned, James H. Castle and Sally S. Castle ("Castle"), are the owners of Lot Two (2) as depicted on the attached, unrecorded Certified Survey Map marked Exhibit "A"; and

WHEREAS, the undersigned, STEVEN F. PLATER and SUE B. PLATER ("Plater"), are the owners of Lot Three (3) as depicted on the attached unrecorded Certified Survey Map marked Exhibit "A"; and

WHEREAS, it is the desire of Pape, Castle and Plater, hereinafter referred to as "Owners", that the areas denoted on said exhibit as Parking Area Easement and Walkway Area be used for the mutual benefit of Owners without regard to lot lines;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, IT IS UNDERSTOOD AND AGREED AS FOLLOWS:

1. Each of the undersigned Owners, for themselves, their heirs, successors and assigns, hereby grant to the other a permanent easement for ingress, egress and parking over and across the Parking Area Easement and an easement for ingress and egress over and across the Walkway Area as denoted on Exhibit "A", the said Parking Area Easement and Walkway Area to be used in common by the Owners, their heirs, successors and assigns.

2. The Owners shall share all costs relating to the said Parking Area Easement and Walkway Area including, but not limited to, maintenance, repair, replacement, improvement and snowblowing on the following basis:

Lot One (Pape)	-	43%
Lot Two (Castle)	-	26%
Lot Three (Plater)	-	31%

Pape, Castle and Plater shall each pay and be responsible for the real estate taxes assessed against his respective lot.

3. Contrary provisions notwithstanding, it is understood and agreed that in the event Pape or his successors in title shall acquire title to Lot Two (2), then and in such event, the rights of Plater to the use and benefit of the Walkway Area shall cease, and Plater shall execute any and all documents necessary to extinguish his right, title and interest in the said Walkway Area and this agreement, as it relates to the Walkway Area, shall be null and void.

4. The owners of each parcel shall name the other two owners

as additional insureds on their liability policies.

5. The easements herein created shall be deemed and considered as covenants running with the land and shall inure to the benefit of and be binding upon the undersigned parties hereto, their heirs, successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Easement and Agreement at Cedarburg, Wisconsin, this 31st day of December, 1986.

James B. Pape  
James B. Pape

James H. Castle  
James H. Castle

Sally S. Castle  
Sally S. Castle

Steven F. Plater  
Steven F. Plater

Sue B. Plater  
Sue B. Plater

State of Wisconsin )  
Ozaukee County ) SS.

Personally came before me this 31st day of December, 1986, the above named James B. Pape, James H. Castle, Sally S. Castle, Steven F. Plater and Sue B. Plater, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Donald A. Levy

Notary Public, State of Wisconsin.  
My Commission (is permanent) expires:

This instrument was drafted by:  
Donald A. Levy, Attorney at Law.

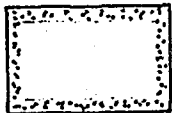
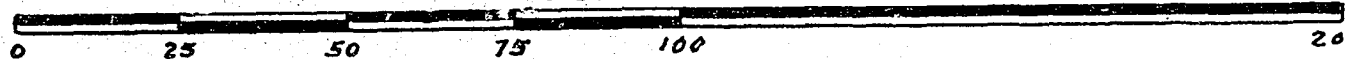
RECORDED  
2014  
1987 JAN -7 AM 9:05

Ronald H. Vogt  
REGISTER OF DEEDS  
OZAUKEE COUNTY, WI

CERTIFIED SURVEY MAP NO. \_\_\_\_\_,

of part of Lots 15 and 16, in Block 4, HILGEN, SCHROEDER AND OTHERS PLAT OF THE VILLAGE OF CEDARBURG, all of Lot 10 and part of Lot 9, in Block 10, Assessor's Plat of the City of Cedarburg, in the Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

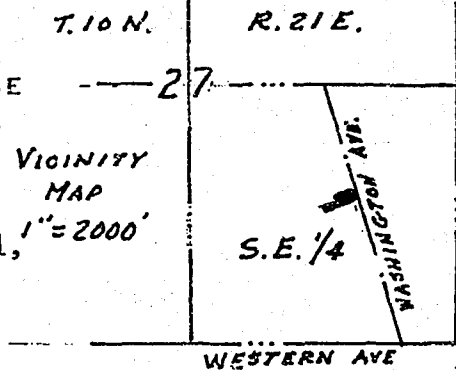
SCALE 1" = 30'



DENOTES PARKING AREA EASEMENT FOR THE MUTUAL BENEFIT OF LOTS 1, 2 and 3 WITHOUT REGARD TO LOT LINES.

DENOTES 1" X 24" IRON PIPE, WEIGHT 1.131bs PER LINEAL FOOT

-WALKWAY AREA DESIGNATED ON THE MAP BY ARROWS SHALL BE AN EASEMENT FOR THE MUTUAL BENEFIT OF LOTS 1, 2 and 3 WITHOUT REGARD TO LOT LINES, subject to an Easement and Agreement dated December 31, 1986, and recorded as Document No. \_\_\_\_\_.



BOUNDARIES OF PARKING AREA SHALL BE ALONG EXTERIOR LOT LINES AND WHERE APPLICABLE, SHALL BE PARALLEL TO BUILDING LINES.

BOUNDARIES OF WALKWAY SHALL BE TO BUILDING LINES AND THEIR WESTERLY EXTENSIONS.

THIS IS AN ORIGINAL PRINT  
IF SEAL IS IMPRINTED IN RED

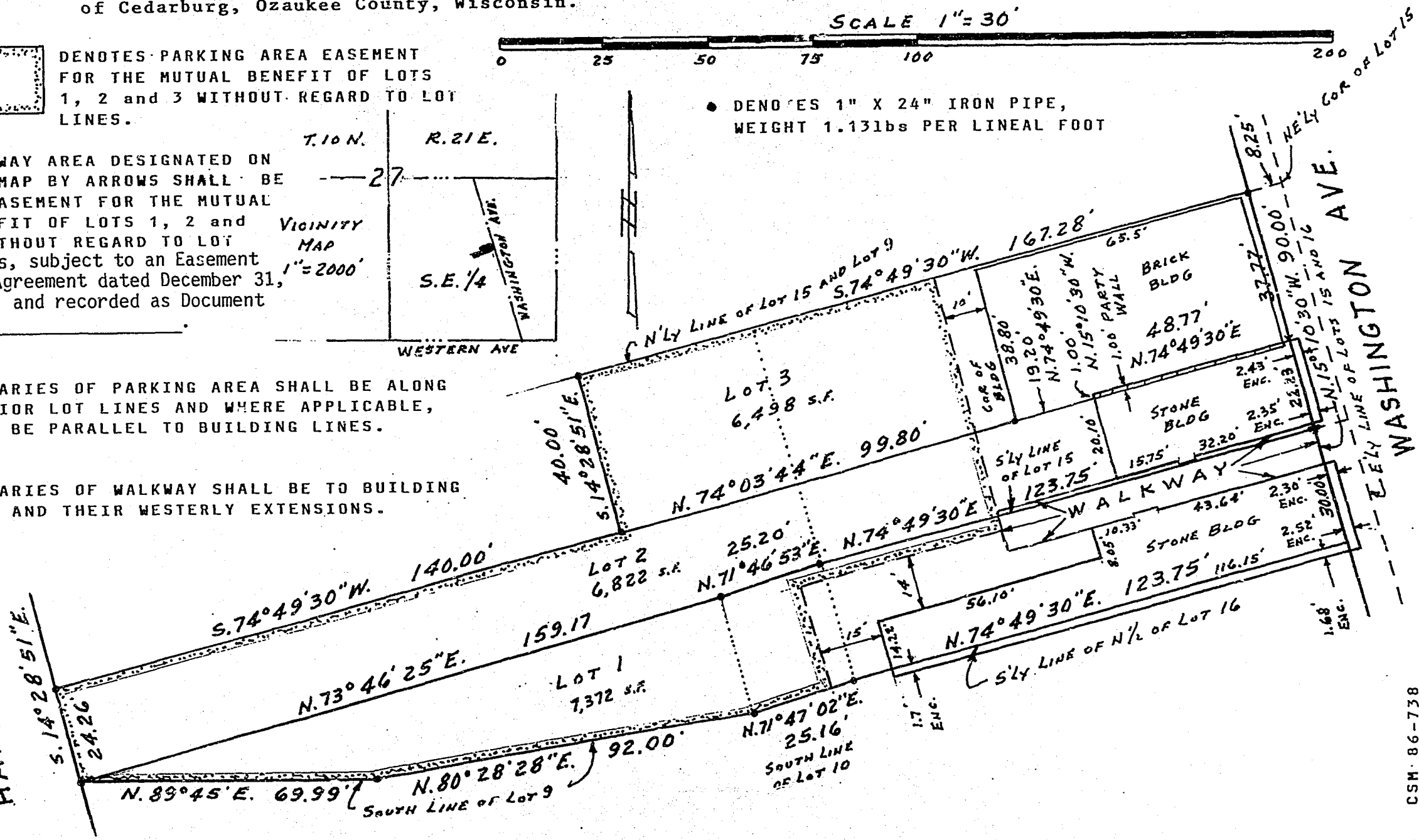
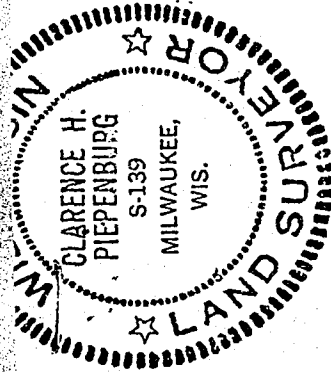


EXHIBIT "A"

VOL 575 PAGE 113-A



384432

1831

VOL 14 PAGE 119

THIS IS AN ORIGINAL PRINT ONLY  
IF SEAL IS IMPAIRED IN RED  
**HANDOVER AVE.**

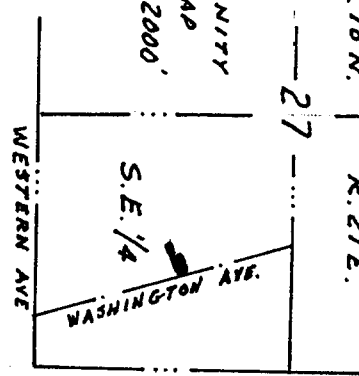
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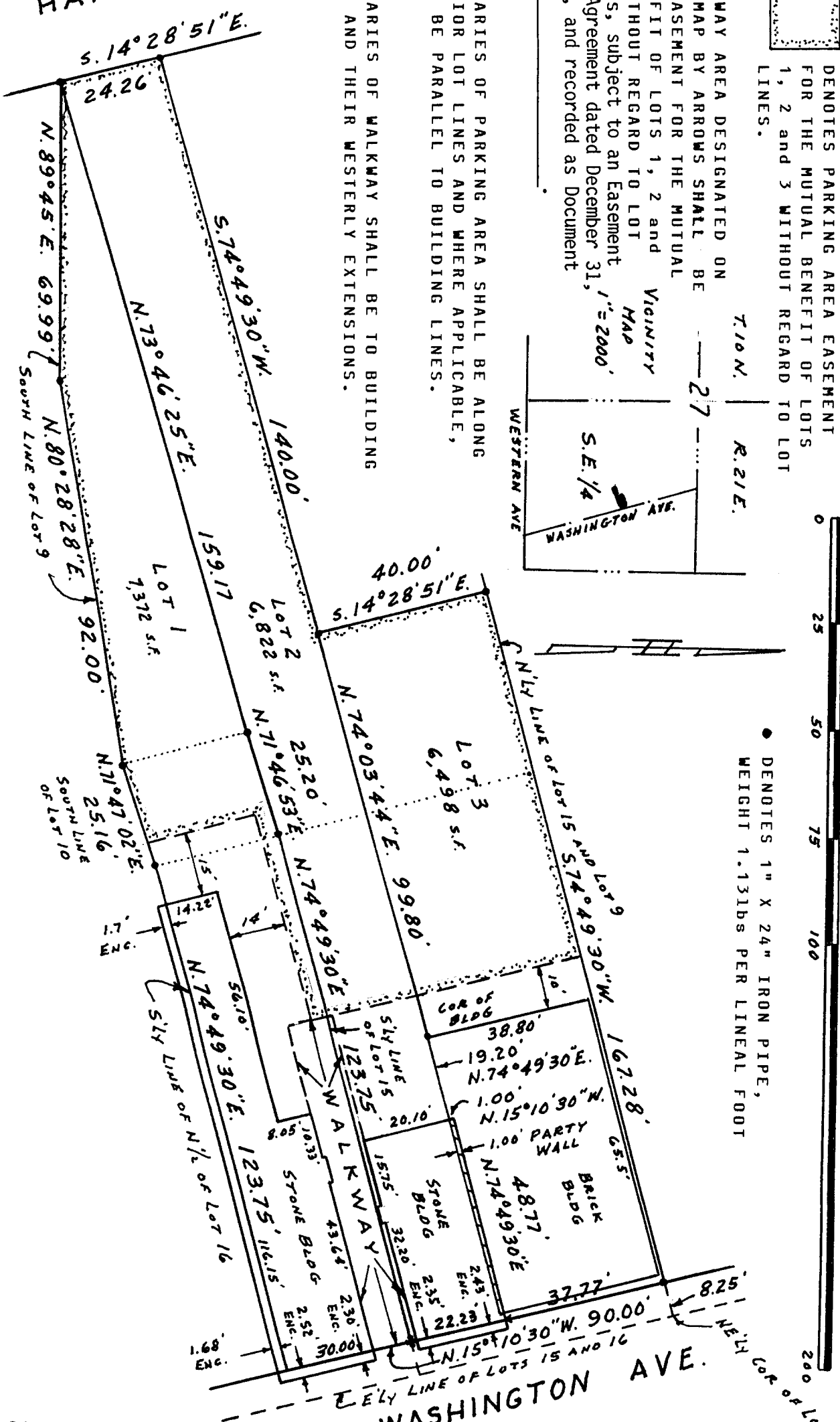
DENOTES PARKING AREA EASEMENT FOR THE MUTUAL BENEFIT OF LOTS 1, 2 and 3 WITHOUT REGARD TO LOT LINES.

710 N. R. 21 E.



CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
of part of Lots 15 and 16, in Block 4, HILGEN, SCHROEDER AND OTHERS PLAT OF THE VILLAGE OF CEDARBURG, all of Lot 10 and part of Lot 9, in Block 10, Assessor's Plat of the City of Cedarburg, in the Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

Sheet 1 of 2



• DENOTES 1" X 24" IRON PIPE, WEIGHT 1.131lbs PER LINEAL FOOT

SCALE 1"=30'

Sheet 2 of 2

CERTIFIED SURVEY MAP NO. 1831,

of part of Lots 15 and 16, in Block 4, HILGEN, SCHROEDER AND OTHERS PLAT OF THE VILLAGE OF CEDARBURG, all of Lot 10 and part of Lot 9, in Block 10, Assessor's Plat of the City of Cedarburg, in the Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Clarence H. Piepenburg, registered land surveyor, do hereby certify: That I have surveyed, mapped and divided that part of Lots 15 and 16, in Block 4, HILGEN, SCHROEDER AND OTHERS PLAT OF THE VILLAGE OF CEDARBURG, all of Lot 10 and part of Lot 9, in Block 10, Assessor's Plat of the City of Cedarburg, 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:

Commencing at the northeasterly corner of said Lot 15; thence S.74° 49'30"W. along the northerly line of said Lot 15, 8.25 feet to a point in the westerly line of Washington Avenue (66.00 feet wide). said point being the point of beginning of the land to be described; thence continuing S.74° 49'30"W. along the northerly line of said Lot 15 and said Lot 9, 167.28 feet; thence S.14°28'51"E. 40.00 feet; thence S.74°49'30"W. 140.00 feet to a point in the easterly line of Hanover Avenue; thence S.14°28'51"E. along the easterly line of said Hanover Avenue 24.26 feet to a point in the south line of said Lot 9; thence N.89°45'E. along the south line of said Lot 9, 69.99 feet; thence N.80°28'28"E. along the south line of said Lot 9, 92.00 feet; thence N.71°47'02"E. 25.16 feet along the south line of said Lot 10 to the southwesterly corner of the north 1/2 of said Lot 16; thence N.74°49'30"E. along the southerly line of the north 1/2 of said Lot 16, 123.75 feet to a point in the westerly line of said Washington Avenue; thence N.15°10'30"W. along the westerly line of said Washington Avenue, being parallel to and 8.25 feet distant from the easterly line of said Lots 15 and 16, 90.00 feet to the point of beginning, containing 0.475 acres of land.

That I have made such survey, map and division by the direction of Nancy A. Block, Mary Louise Johnson, James R. Hackhey and Paul C. Connor, D/B/A Cedarburg Investment Properties, owners of said land.

That I have fully complied with provisions of Chapter 236, Wisconsin Statutes and the subdivision regulations of the City of Cedarburg in surveying, dividing and mapping the same.

Dated this 29th day of December, 1986.

Signature of Clarence H. Piepenburg, Registered Land Surveyor, with circular seal of the State of Wisconsin, Milwaukee, Wis. S-139.

OWNERS' CERTIFICATE

We, as owners, hereby certify that we caused the land described in the foregoing certificate of Clarence H. Piepenburg, surveyor, to be surveyed, divided and mapped as represented on this map.

WITNESS the hand and seal of said owners this 26th day of December, 1986.

In the presence of:

All Signatures witnessed by Harold D. Block (witness signature)

WITNESS (four lines)

Signatures of Nancy A. Block, Mary Louise Johnson, James R. Hackhey, Paul C. Connor

PLANNING COMMISSION APPROVAL

Approved by the Planning Commission of the City of Cedarburg this 24th day of FEBRUARY, 1987.

Signature of Russell A. Dimick, Secretary, Planning Commission

RECORDED 1987 FEB 11 AM 8:45

REGISTER OF DEEDS OZAUKEE COUNTY, WI

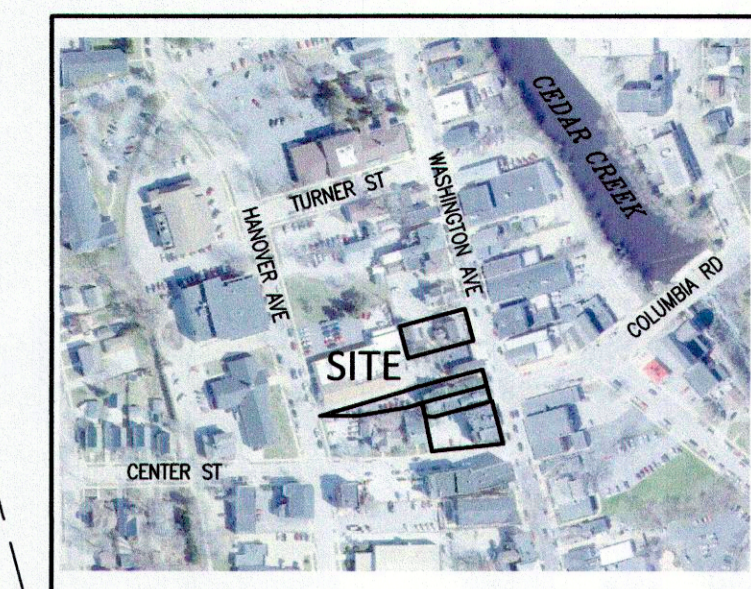
**LEGEND OF SYMBOLS & ABBREVIATIONS**

- ⊙ SANITARY MANHOLE
- ⊙ STORM MANHOLE
- ⊙ CLEANOUT
- ⊙ CURB INLET
- ⊙ STORM INLET
- ⊙ CATCH BASIN
- ⊙ LATERAL
- ⊙ UNKNOWN MANHOLE
- ⊙ WELL
- ⊙ HYDRANT
- ⊙ WATER VALVE
- ⊙ DOWN SPOUT
- ⊙ SPRINKLER VALVE
- ⊙ WATER SHUT OFF
- ⊙ STANDPIPE
- ⊙ WATER MANHOLE
- ⊙ FLOOD LIGHT
- ⊙ LIGHT POLE
- ⊙ SIGN
- ⊙ MAIL BOX
- ⊙ FLAG POLE
- ⊙ BOLLARD
- ⊙ CROSS CUT
- ⊙ IRON PIPE
- ⊙ IRON REBAR/ROD
- ⊙ MAG NAIL
- ⊙ SECTION MONUMENT
- ⊙ BENCH MARK
- ⊙ CONIFER TREE
- ⊙ DECIDUOUS TREE
- ⊙ BUSH
- ⊙ WETLAND SYMBOL
- ⊙ SPOT ELEVATION
- ⊙ HANDICAP STALL
- ⊙ DUMPSTER
- ⊙ GAS VALVE
- ⊙ GAS METER
- ⊙ GAS MARKER
- ⊙ AIR CONDITIONING UNIT
- ⊙ VENT
- ⊙ UTILITY POLE
- ⊙ GUY WIRE
- ⊙ TRAFFIC SIGNAL POLE
- ⊙ FIBER OPTIC MARKER
- ⊙ FIBER OPTIC MANHOLE/VAULT
- ⊙ TELEPHONE PEDESTAL
- ⊙ TELEPHONE MANHOLE/VAULT
- ⊙ TELEPHONE MARKER
- ⊙ TRANSFORMER
- ⊙ ELECTRIC METER/PEDESTAL
- ⊙ ELECTRIC MANHOLE/VAULT
- ⊙ CABLE TV RISER/BOX CABLE
- ⊙ TV MANHOLE/VAULT
- ⊙ CENTERLINE
- ⊙ CONCRETE
- ⊙ ELEVATION
- ⊙ EXISTING
- ⊙ INVERT
- ⊙ MONUMENT
- ⊙ POINT OF BEGINNING
- ⊙ POINT OF COMMENCEMENT
- ⊙ RIGHT OF WAY
- ⊙ SECTION
- ⊙ SQUARE FEET
- ⊙ WITH
- ⊙ RECORDED AS
- ⊙ DEEDED AS
- SANITARY SEWER
- STORM SEWER
- WATER MAIN
- FIBER OPTIC LINE
- TELEPHONE LINE
- ELECTRIC LINE
- OVERHEAD WIRES
- CABLE TELEVISION
- GAS MAIN
- WETLANDS
- TREE LINE
- DENOTES PARKING AREA EASEMENT

**TABLE "A" ITEMS**

3. According to the flood insurance rate map of the County of Ozaukee, Community Panel No. 55089C0186G, effective date of July 31, 2024, this site falls in Zone X (Areas determined to have a 0.2% Annual Chance of Flood Hazard, Areas of 1% annual change flood with average depth less than one foot or with drainage areas of less than one square mile).
4. The total Land Area of the Parcels is 27,360 square feet or 0.6282 acres.  
The Land Area of Parcel A: 8,908 square feet or 0.2045 acres.  
The Land Area of Parcel B: 3,654 square feet or 0.0839 acres.  
The Land Area of Parcel C: 7,373 square feet or 0.1693 acres.  
The Land Area of Parcel D: 7,425 square feet or 0.1705 acres.
- 6(a) Zoning letter received from the City of Cedarburg dated October 22, 2024.  
Zoned: Central Business District (B-3) with Historic Preservation Overlay District (HPD).  
Min setback: NONE  
Min offset (side): NONE  
Min offset (rear): 15'  
Max building height: Principle 35'/Accessory 25'
9. There are 23 regular parking spaces and 1 handicap spaces marked on this site.
- 11(b). Evidence of underground utilities existing on or serving the surveyed property as determined by markings requested by the surveyor pursuant to a Diggers Hotline One-call center utility locate. Ticket Numbers 20243711734, 20243711748, 20243711763, 20243711768, 20243711776, 20243711780, 20243711793, 20243711803, 20243711818, 20243711825. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. Client understands only utility lines with imbedded electric tracer wires or utilities made of materials capable of electric connectivity can be marked at the surface and located. Depth of utilities may prohibit their location even with electric connectivity.
16. There is no visible evidence of earth moving, building construction or building additions within recent months.
17. There are no changes in street right of way lines either completed or proposed, and available from the controlling jurisdiction. Observable evidence of recent street or sidewalk construction or repairs if any, is shown.
18. There are no offsite easements or servitudes benefiting the surveyed property disclosed in the furnished Title Commitment.

**VICINITY MAP**



**ALTA/NSPS LAND TITLE SURVEY**

**CLIENT**  
Jeff and Christine McLean

**SITE ADDRESS**  
W62 N571-73, W62 N575-77, W62 N579, W62 N589 Washington Ave, City of Cedarburg, Ozaukee County, Wisconsin.

**LEGAL DESCRIPTION**  
Parcel A:  
Lots 1 and 2 in Horn's Addition to Cedarburg, in the Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, County of Ozaukee, State of Wisconsin. EXCEPTING therefrom that portion of Lot 2 that overlaps into Lot 16, Block 4, Hilgen, Schroeder and Others Addition to the City of Cedarburg.

Parcel B:  
The South 1/2 of Lot 16 in Block 4 in Hilgen, Schroeder and Others Addition to the City of Cedarburg, County of Ozaukee, State of Wisconsin. EXCEPTING therefrom that part of said Lot 16, Block 4, Hilgen, Schroeder and Others Addition to the City of Cedarburg bounded and described as follows: Commencing at a Northeast corner of Lot 3, Horn's Addition to the City of Cedarburg, which point is also the Northwest corner of Lot 2 of said Horn's Addition; thence North 11° 31' 39" West, along the Northerly extension of an Easterly line of said Lot 3, 20.74 feet to a point in the Easterly extension of a Northerly line of said Lot 3; thence South 79° 47' 43" West along the Easterly extension of a Northerly line of said Lot 3, 4.35 feet to a Northeast corner of said Lot 3; thence South 15° 48' 33" East along an Easterly line of said Lot 3, 20.30 feet to a corner of said Lot 3; thence South 89° 39' East along a Northerly line of said Lot 3, 2.90 feet to the point of beginning.

Parcel C1:  
Lot 1 of Certified Survey Map No. 1831, recorded February 11, 1987 in Volume 14 of Certified Survey Maps, on pages 119 and 120, as Document No. 384432, being a part of Lots 15 and 16, in Block 4, Hilgen, Schroeder and Others Plat of the Village of Cedarburg, all of Lot 10 and part of Lot 9, in Block 10, Assessor's Plat of the City of Cedarburg, in the Southeast 1/4 of Section 27, Township 10 North, Range 21 East, in the City of Cedarburg, County of Ozaukee, State of Wisconsin.

Parcel C2:  
Non-exclusive easement for the benefit of Parcel C1 created by Easement and Agreement recorded January 7, 1987 as Document No. 382722, for ingress and egress as provided for therein.

Parcel D:  
Lot 14 in Block 4 of the Original Plat of the City of Cedarburg, County of Ozaukee, State of Wisconsin.

**BASIS OF BEARINGS**  
Bearings are referenced to the North line of C.S.M. No. 1381 which bears S74°49'30"W.

**TITLE COMMITMENT**  
This survey was prepared based on Knight Barry Title Group File No. 2295727, revision C, effective date of November 12, 2024, last revised on November 15, 2024 which lists the following easements and/or restrictions from schedule B-II:

- 1 & 25 visible evidence shown, if any.
- 2, 3, 4, 5, 9, 23, & 24 not survey related.
- 6, 7, 8, 10, 13, 14, 18 & 19 intentionally deleted
11. Party Wall Agreement and other matters contained in Warranty Deed recorded January 10, 1870 as in Volume 23 Page 235. **Affects property by location, can not be determined from record document.**
12. Easement granted to Wisconsin Telephone Company and other matters contained in the instrument recorded November 20, 1952 as Document No. 150683. **Affects property by location, general in nature, can not be plotted.**
15. Easement granted to Wisconsin Gas Company and other matters contained in the instrument recorded July 24, 1972 as Document No. 249362. **Affects property by location, shown.**
16. Easement and Agreement and other matters contained in the instrument recorded January 7, 1987 as Document No. 382722. **Affects and benefits property by location, shown (line hatch).**
17. Easements, restrictions and other matters shown on Certified Survey Map No. 1831 recorded February 11, 1987 as Document No. 384432. **Affects and benefits property by location, shown (line hatch).**
20. Utility Agreement and other matters contained in the instrument recorded December 20, 1988 as Document No. 411279. **Affects and benefits property by location, can not determine location by record document.**
21. Conditional Use Grant and other matters contained in the instrument recorded October 8, 1993 as Document No. 502223. **Affects property by location, general in nature cannot be plotted.**
22. Cross-Agreement and other matters contained in the instrument recorded December 15, 1993 as Document No. 508559. **Affects property by location, shown.**

**NOTE**  
There are no gaps strips or gores between the Northerly boundary line of Parcel A and the Southerly boundary line of Parcel B, and between the Northerly boundary line of Parcel B and a portion of the Southerly boundary line of Parcel C

To: Jeff McLean and Christine McLean  
Washington House Inn Associates, Limited Partnership, a Wisconsin limited partnership, its successors and/or assigns.  
The Washington House Group, LLC, a Wisconsin LLC  
Dark Blue Operating Partners, Inc., a Wisconsin Corporation  
Knight Barry Title, Inc.  
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, 3, 4, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 11(b), 13, 16, 17, 18 & 19 of Table A thereof. The field work was completed on September 24, 2024.

Date of Map: October 10, 2024

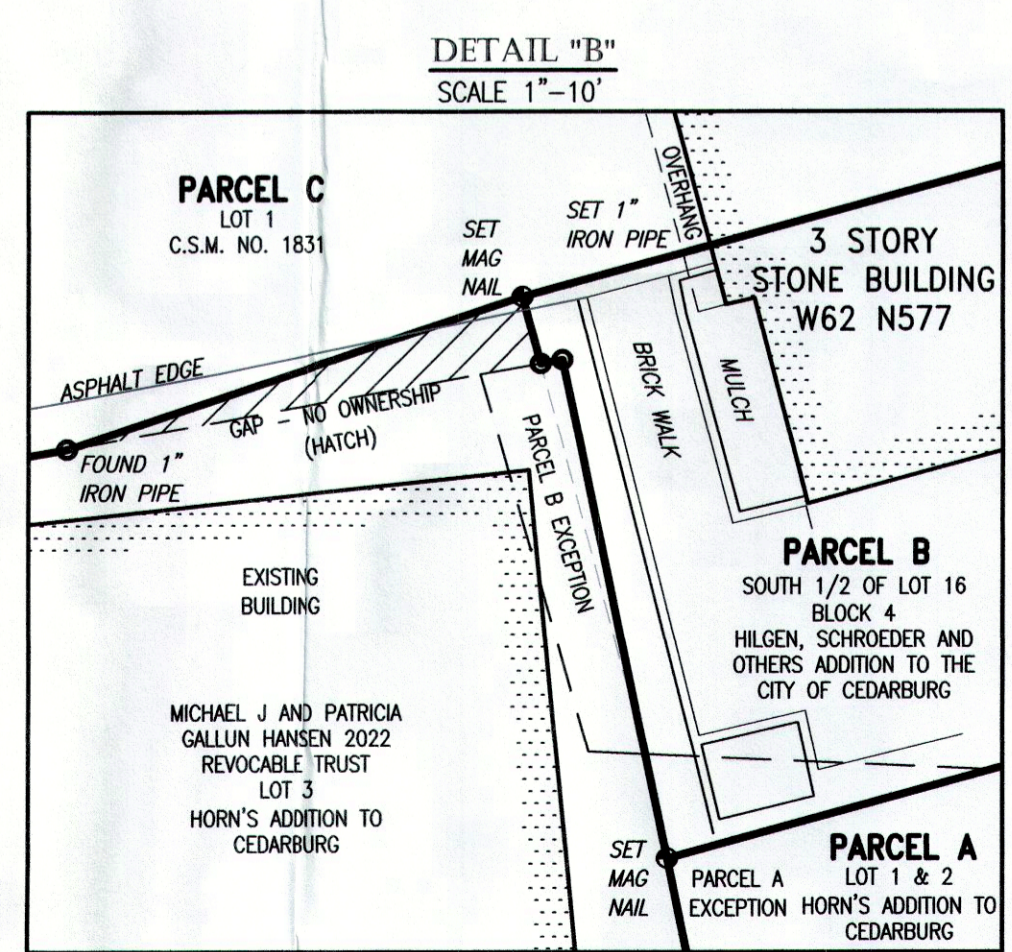
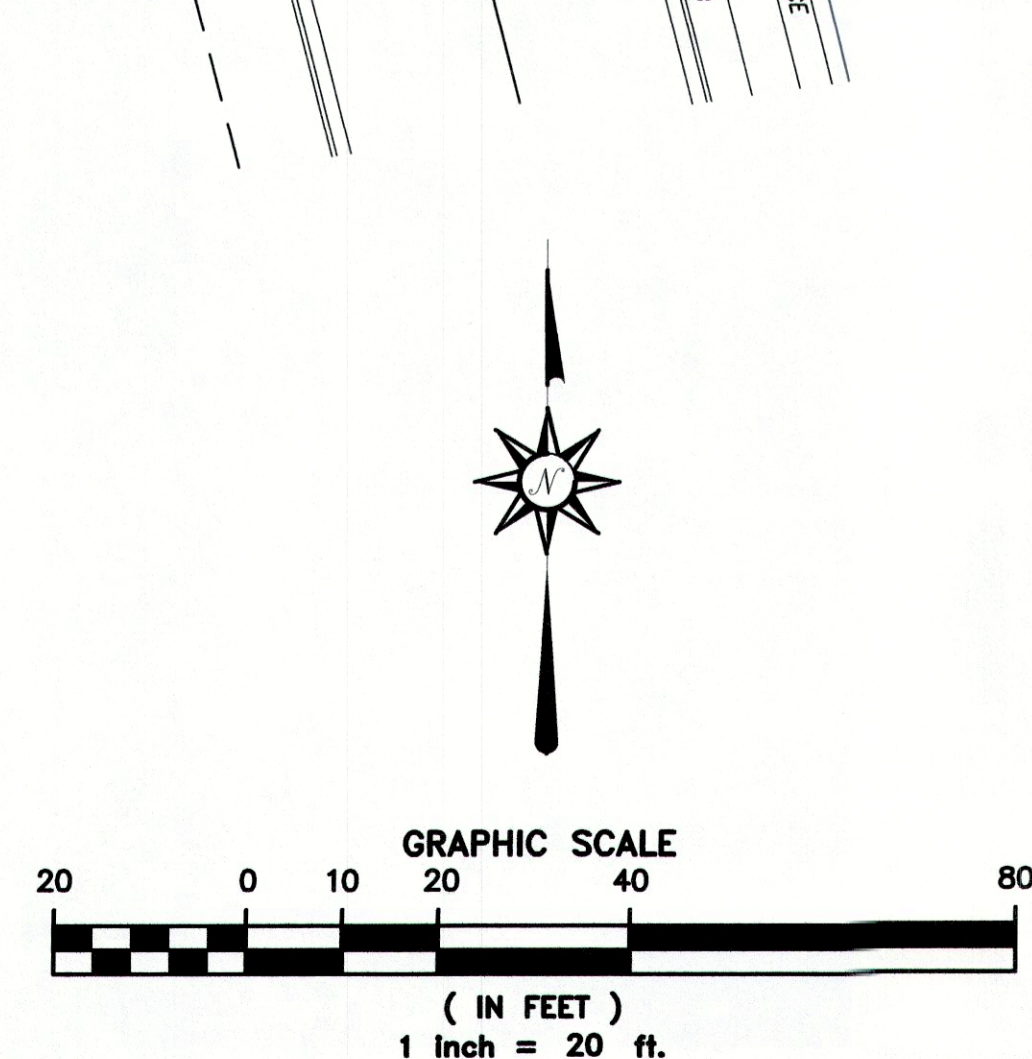
WISCONSIN  
ALLEN J. SCHNEIDER  
S-2194  
GREENFIELD, WI  
LAND SURVEYOR

Allen J. Schneider  
Professional Land Surveyor  
Registration Number S-2194

Date	Revision description	
Oct. 23, 2024	added zoning letter from city	lsm
Nov. 7, 2024	updated title report	JRT
Nov. 15, 2024	Updated title report	JTM

**CHAPUT LAND SURVEYS**  
234 W. Florida Street Milwaukee, WI 53204 414-224-8068 www.chaputlandsurveys.com  
This document is an instrument of professional service, and may be protected by the surveyor's work product doctrine or surveyor's client privilege. The information shown hereon is intended solely for the use of the client and client directed third parties. Chaput Land Surveys is a division of Peninsula Engineering Group.  
DRAFTED BY: cjd Drawing No. 5964.00

HANOVER AVE.  
F.K.A. N 2ND ST.  
60' PUBLIC R.O.W.

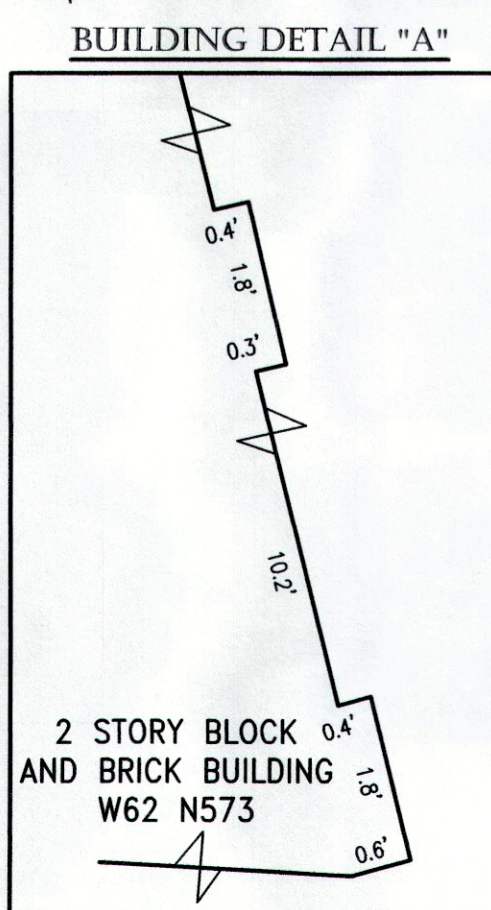


**LINE TABLE**

LINE NO.	BEARING	DISTANCE
L1	N15°10'30"W	3.58'
L2	S79°55'34"W	1.16'
L3	N12°00'03"W	20.85'

**ENCROACHMENT TABLE**

A	ASPHALT 1.2' OVER PROPERTY LINE
B	GUARDRAIL AND DRIVE 7.2' OVER PROPERTY LINE
C	FENCE 0.2' W OF PROPERTY LINE
D	FENCE 1.3' W OF PROPERTY LINE
E	FENCE 0.6' S OF PROPERTY LINE
F	CONC. STEP 1.0' E OF PROPERTY LINE
G	BUILDING 2.6' E OF PROPERTY LINE
H	BUILDING 2.5' E OF PROPERTY LINE
I	UTILITY ON OR OVER SUBJECT PROPERTY WITHOUT BENEFIT OF A RECORDED EASEMENT
J	PICKET FENCE EAST OVER PROPERTY LINE



## PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: May 14, 2026

### General Information:

#### Agenda Item: **6.B.**

**Applicant:**

Amy Herbst-Cox, d/b/a Pompette  
Creperie & Café

**Property Owner:**

Collins Investments LLC

**Request:**

Approval to change the front door color, add/replace lights, and hang window boxes on the east façade of the building.

**Current Zoning:**

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

**Current Master Plan Classification:**

Commercial

**Surrounding Zoning/Land Use:**

North: B-3 w/ HPD

South: B-3 w/ HPD

East: B-3 w/ HPD

West: B-3 w/ HPD

**Lot Size:**

.04-acre

**Location:**

W63 N631 Washington Avenue

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**Discussion:**

The applicant proposes to repaint the front door to black, remove/replace the existing front wall light with three goose-neck style light fixtures, and hang window boxes along the front façade. Detailed plans in support of these changes are included in the packet.

This building is rated as ‘Noncontributing’ in the Washington Avenue Historic District.

Google Map Street View – May 2024



Google Map Street View – May 2024



**Recommendation:**

If the Landmarks Commission is inclined toward an approval in this matter, the Planner recommends the following conditions be considered for attachment thereto:

- 1) Applicant to receive a Building Permit and/or Electrical Permit prior to installation of the new light fixtures.



**LANDMARKS COMMISSION APPLICATION**

PROPERTY LOCATION/ADDRESS: W62 N583 Washington Ave, Cedarburg

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

**APPLICANT INFORMATION**

APPLICANT NAME: Megan Hanusa BUSINESS NAME: Cedarburg Toy Company

APPLICANT/BUSINESS ADDRESS: W62 N583 Washington Ave Cedarburg

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME (IF DIFFERENT): Sennett Castle Building LLC

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

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

DESCRIBE REQUEST: \_\_\_\_\_

Summer youth lemonade stand fundraiser placement.

We'd like to place a lemonade stand in the alley between us and Amy's Candy Kitchen

Please see additional details attached....

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: [Signature] DATE: 05/05/2026

PROPERTY OWNER(S) SIGNATURE: [Signature] DATE: 2026 May 06

**FOR CITY STAFF USE ONLY**

LANDMARKS COMMISSION MEETING DATE: 5-14-26

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

PROPERTY TAX KEY NO: 13-107-04-15-001  
13-107-04-16-001

Dear Landmarks Commision,

I'm writing to respectfully ask for approval to host a summer Youth Lemonade Stand Fundraiser that will benefit multiple local non-profit organizations.

We'd like to place the lemonade stand in the shared alley between our store and the Washington House Inn buildings. We would host 4-6 events on Saturdays June-August. My preference is 2 events per month - June 13th and 20th / July 11th and 18th / August 8th and 22nd. These events would give local youth the opportunity to learn entrepreneurship, teamwork, and community service while raising funds for important causes. Children will operate the lemonade stand in a safe, supervised environment, creating a fun and positive community event for families and tourists.

Please see the attached photos of the approximate location and the lemonade stand - including signage mockup. I'm happy to answer any questions and address any concerns.

Thank you for your consideration, your time and support of community programs that encourage youth involvement and charitable giving.

Sincerely,  
Megan Hanusa



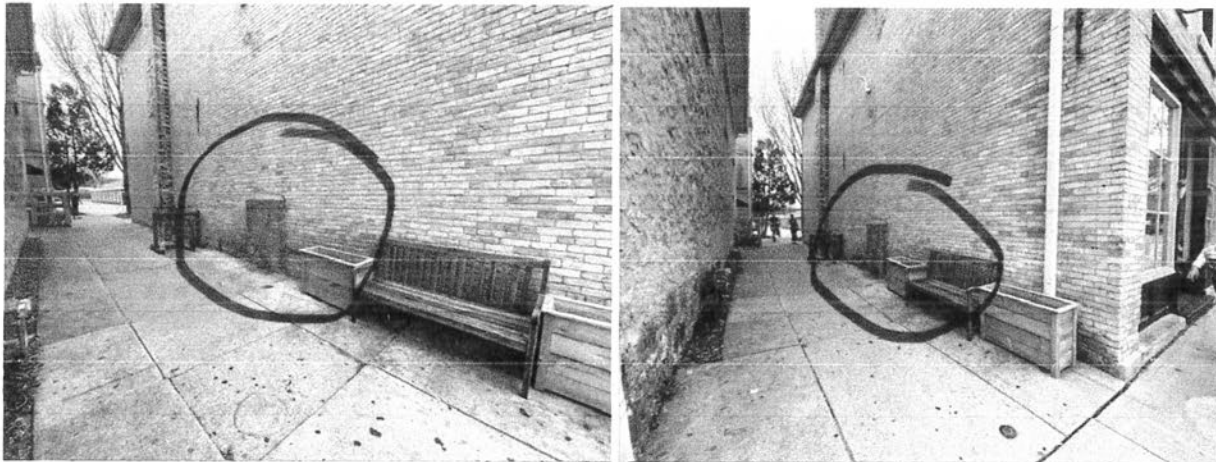
Stand dimensions - approx. 5' x 4' / Constructed of natural wood

Lemonade sign- approx. 2' x 2'

Top panel sign will be the name of the non-profit the kids will be donating their funds to

Will not have a sandwich board sign

Cute kids not included 😊



Location - side of our building, in the alley between us and Amy's Candy Kitchen

Approved by our building owners (Sennett Castle Bldg LLC) and Christine McLean (Washington House).

The stand will be positioned against the wall in the middle of the alley.

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 30 of 43

For NPS use only

received

date entered

INVENTORY TABLE (Continued)

Map No.	Address	Rating	Historic Name-Use/Present Name
88	W62 N603 Washington Avenue	C	Froelich Shoe Store/Stern Shoes  This commercial building dates from 1909 according to the Cedarburg News (6/3/09). <sup>59</sup> The first floor storefront has been modernized.
89	W62 N605 Washington Avenue	C	Residence/Cedarburg Optical Center  This Greek Revival stone residence (c. 1855) <sup>60</sup> has been modified to the point that it can no longer be considered a pivotal structure.
90	N61 W6312 Turner Street	N	Cedarburg State Bank Contemporary - c. 1960-70.
91	W53 N627 Washington Avenue	C	George Fischer Residence/Blank Residence  This is another of the City's older homes. The original frame block dates back to 1849. According to the present owner, a descendant of Edward Blank, Blank purchased the house from Fischer in 1854. In 1854, <sup>61</sup> the southern stone wing was added. Although some modern changes have been made such as the picture window and porch, most of the building retains its integrity and its scale and the stone construction of the ell wing retain the character and feel of the District.
92	W63 N631 Washington Avenue	N	Commercial/Erv's Barber Shop Commercial 19thc. -with modern siding and storefront.
93	W63 N635 Washington Avenue	N	Commercial/Cedarburg Health Food Mart c.1900 - significantly altered w/ storefront and siding.
94	W63 N641 Washington Avenue	N	Community Center-Gymnasium Contemporary - c. 1960-70.

## PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: May 14, 2026

### General Information:

#### Agenda Item: **6.C.**

**Applicant:** Amy Herbst-Cox, d/b/a Pompette Creperie & Café

**Property Owner:** Collins Investments LLC

**Request:** Sign Plan Approval

**Current Zoning:** B-3 Central Business District with (HPD) Historic Preservation District Overlay

**Current Master Plan Classification:** Commercial

**Surrounding Zoning/Land Use:**  
North: B-3 w/ HPD  
South: B-3 w/ HPD  
East: B-3 w/ HPD  
West: B-3 w/ HPD

**Lot Size:** .04-acre

**Location:** W63 N631 Washington Avenue

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### Discussion:

The applicant proposes to install a new projecting sign using the existing bracket and stabilizing bar/chains. The graphic details of this sign are contained in the packet. The sign measures a Code compliant 9 sq. ft. in area.

This building is rated as ‘Noncontributing’ in the Washington Avenue Historic District.

Google Map Street View – May 2024



Google Map Street View – May 2024



**Recommendation:**

If the Landmarks Commission is inclined toward an approval in this matter, the Planner recommends the following conditions be considered for attachment thereto:

- 1) Applicant to receive a Sign Permit from the Building Inspector prior to installation of the new sign.

# Sign Permit Application

W63 N645 Washington Avenue, PO Box 49  
Cedarburg, WI 53012  
Ph: 262-375-7609  
[www.cityofcedarburg.wi.gov](http://www.cityofcedarburg.wi.gov)



PROJECT ADDRESS W63 N631 Washington Ave CITY Cedarburg STATE WI ZIP 53012

PROPERTY OWNER Brian Collins

PHONE# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

APPLICANT NAME Amy Herbst-Cox, owner Pompette cafe, LLC

ADDRESS W63 N631 Washington Ave CITY Cedarburg STATE WI ZIP 53012

PHONE# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CONTRACTOR NAME CKC graphics + signs

ADDRESS 1350 14th Ave Grafton CITY Grafton STATE WI ZIP 53024

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 38" Height 41" = Sq. Ft. 10.8 x 1 or 2 Sides = Total Sq. Ft. 21.6

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 Amy Herbst-Cox APPLICANT (Please Print) Amy Herbst-Cox DATE 5-1-26

### OFFICE ONLY

Permit Fee \$	Permit #	Tax Key # <u>13-107-04-05-002</u>
Payment Type: CH / CC / CASH	Check/Rcpt #	Received By: <u>SB</u> Date: <u>5-7-26</u>

# Pompette Cafe

## QTY 1: Pompette Cafe Cedarburg Hanging Sign (Existing Bracket)

Roland RVW-BK22A	Roland RVW-PR49B
C: 35	C: 0
M: 45	M: 3
Y: 15	Y: 10
K: 95	K: 0



41"

38"



**PLEASE NOTE, COLORS VARY FROM SCREEN TO SCREEN. COLORS VIEWED ON SCREEN MAY APPEAR DIFFERENT THAN WHEN PRINTED.**

**Please be sure to check the following:**

• Dimensions are correct • Spelling & grammar are correct • Overall design is approved

By providing your approval, you are giving your "OK" to proceed to production. Any changes made to the artwork post-approval may result in additional charges.

CKC Graphics is not responsible for issues found after work is approved and produced.

1350 14th Ave, Rm 102  
Grafton, WI 53024

ckcgraphics@sbcglobal.net  
262-377-8841

DATE CREATED	CLIENT BUSINESS	CLIENT NAME/INFO	SIGN INFORMATION	ADDITIONAL NOTES
Date: 04.28.2026	Pompette Cafe	Amy Herbst-Cox, 262-416-6533, pompettecafe@gmail.com	Size: 38" x 41"	Two-sided 6 mil dibond Print on IJ35 with 8508 laminate