



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, AUGUST 13, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, August 13, 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 Amanda Didier, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. July 23, 2026 Landmarks Commission minutes
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible approval of the request by applicant Kristin Burkart, d/b/a The Reading Nest, for Sign Plan approval in support of her proposed new bookstore tenant occupancy at W63 N672 Washington Avenue. This property, owned by Z VENTURE LLC, is zoned B-3 Central Business District w/ HPD Historic Preservation District Overlay.
 - B. Review, discussion, update, and possible action as to submitting a Letter of Intent to apply for a no-match grant from the State of Wisconsin Historical Society (SHPO) in the 2027 grant cycle. If received, the grant would be utilized to contract for a citywide historic survey.
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
July 23, 2026**

Unapproved

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, July 23, 2026 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, Room 1.

The meeting was called to order by Erin Puro at 8:35 a.m. Erin Puro was duly nominated to chair the meeting in the absence of Chairperson Kubala, who arrived a few minutes later.

Roll Call: Present – Chairperson Tom Kubala, Council Member Amanda Didier, Tomi Fay Forbes,
Doug Yip, Erin Puro
Excused – James Pape, Elizabeth Krimmel
Also Present – City Planner Mary Censky

STATEMENT OF PUBLIC NOTICE

Commissioner Puro 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 Yip and seconded by Council Member Didier to approve the minutes of the June 25, 2026 meeting as presented. Motion carried without a negative vote. Elizabeth Krimmel and James Pape excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS – none

REGULAR BUSINESS

Review, discussion and possible action/recommendation to the Plan Commission and Common Council to lend their support to the Landmarks Commission as they consider making an application in 2026 for a no-match grant from the Wisconsin State Historical Society to have a community-wide historic survey conducted in 2027.

Planner Censky stated that she spoke to the City Administrator, asking if he would recommend as a best practice enlisting the support of the Plan Commission and Common Council prior to making application to the Wisconsin State Historical Society. A discussion ensued as to whether the survey should incorporate only the area outside of the present historic districts or also include the existing historic districts and landmarks buildings. The consensus was to include the present historic districts and landmark buildings due to changes to the buildings, possibly changing the status of the buildings, in the

past forty years. The grant money should cover the entire project as well as any city staff time involved in supporting the project.

Commissioners asked what we will do with the information once the survey is completed. It was agreed that the State Historical Society may want to be involved and would certainly like . Also, that local realtors should be aware of the survey content. Former City Council Member Kristin Burkhart, also a realtor, had the City provide a link on the City website that realtors can refer to in order to learn more about listed homes in the city. The link can be found on the city site under Departments / Planning / Historic Properties and Preservation in the City of Cedarburg.

Corrections and additions to the draft memo of intent presented by Planner Censky include completion of the first paragraph and the addition of a list/link of all Wisconsin communities that are Certified Local Governments in good standing with the Wisconsin State Historic Preservation Office. The list can be found on the <https://wisconsinhistory.org/preserve/state-historic-preservation-office/certified-local-government-program/certified-local-government-grants/> under the link <https://wisconsinhistory.org/MediaFileLocation/z1xdhwny/wisconsinclg-oct2024.pdf>. Commissioner Forbes expressed surprise at the number of communities in the state which have been surveyed, around seventy.

The next Plan Commission meeting is scheduled for August 3rd and the next Common Council meeting is scheduled for August 10th. Landmarks Commission members are encouraged to attend both meetings if possible. Commissioner Puro will prepare a presentation and be ready to respond to questions.

Commissioner Puro made a motion to recommend the memorandum be advanced to the Plan Commission and Common Council. Commissioner Yip agreed to the motion and Council Member Didier seconded the motion. Motion carried without a negative vote. Elizabeth Krimmel and James Pape excused.

ADJOURNMENT

A motion was made by Council Member Didier, seconded by Chairperson Kubala, to adjourn the meeting at 8:54 a.m. Motion carried without a negative vote. Elizabeth Krimmel and James Pape excused.

Tomi Fay Forbes
Secretary

PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: August 13, 2026

General Information:

Agenda Item: 6.A.

Applicant:

Kristin Burkart, d/b/a The Reading Nest

Property Owner:

Z Venture LLC

Requested Action:

Sign Plan Approval

Property Address:

W63 N672 Washington Avenue

Discussion:

The applicant requests approval of her proposed hanging/projecting sign and A-frame sidewalk sign designs. Detailed plans as to the design, location, and sign types are included in the packet.

Google Maps Street View-2024 W63 N672 Washington Avenue



Recommendation:

If the Landmarks Commission is inclined toward an approval of these signs, the following conditions are recommended for attachment to the approval:

- 1) Placement of the A-Frame sign shall be subject to all the conditions of [Section 13-1-55\(d\)\(7\) of the City Code](#) pertaining to placement of A-Frame style signs in the sidewalk right-of-way.
- 2) Addition of the proposed new 2-sided blade to the existing projecting sign shall result in full compliance of the projecting sign with [Section 15-5-14\(d\)\(3\)a.2. of the City Code](#).
- 3) Full execution of the Hold Harmless Agreement for the A-Frame Sign to be located in the sidewalk right of way prior to issuance of the Sign Permit.
- 4) Issuance of the Sign Permit prior to placement of the proposed new signs at this site.

**Temporary Use Washington Avenue Sidewalk Right-of-Way
Encroachment Permit Application**

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



BUSINESS NAME The Reading Nest LLC

BUSINESS ADDRESS W63N672 Washington Ave **CITY** CEDARBURG **STATE** WI **ZIP** 53012

APPLICANT NAME Kristin Burkart

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

PHONE# _____ **EMAIL ADDRESS** _____

PROPERTY OWNER NAME Rebecca Zuba

PHONE# _____ **EMAIL ADDRESS** _____

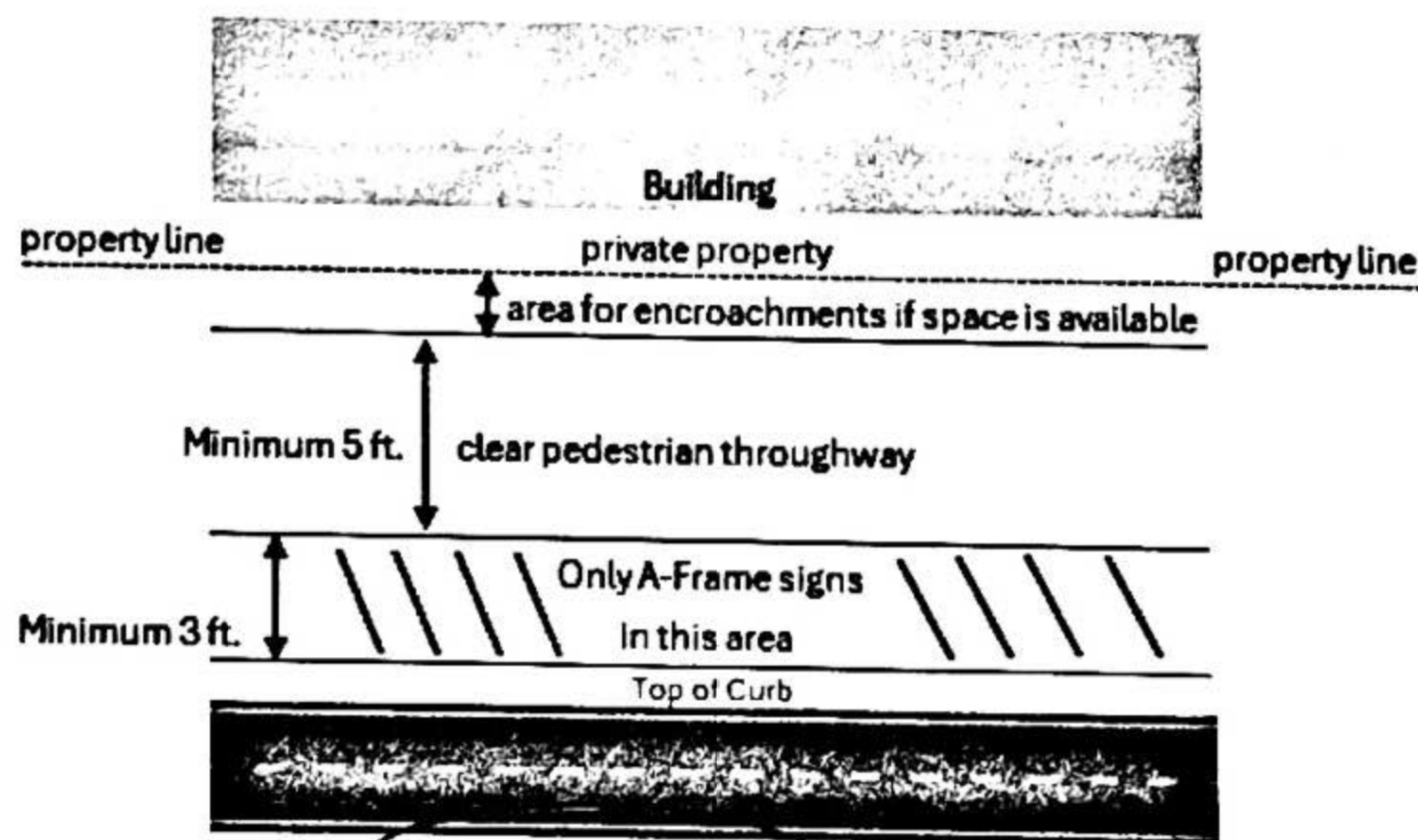
INSTRUCTIONS TO APPLICANT: Included with this form, there must be a fully executed City of Cedarburg Hold Harmless and Indemnity Agreement. Please include a detailed drawing of your proposed encroachment and the distance between the property line and the pedestrian throughway.

Proposed Encroachment (Check all that apply):

☐ Table/Chairs ☐ Vestibule ☒ A-Frame Sign ☐ Bench ☐ Retail Racks ☐ Planters ☐ Other _____

Dates: 8/13/26 to 2/13/26 **Times:** 10am to 7pm

NOTE: This permit is for a maximum period of six (6) months. A-Frame sign permits remain valid as long as this permittee remains as owner/ operator. If displaying an A-Frame sign, a Sign Permit Application must be included with this form.



APPLICANT SIGNATURE [Signature] **DATE** 7/27/26

APPROVED BY:

Mary Censky
City Planner

Jeff Thoma
Building Inspector

Blake Karnitz
Fire Inspector

OFFICE ONLY

Date Received:	Permit #:	Tax Key #
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**WASHINGTON AVENUE SIDEWALK RIGHT-OF-WAY ENCROACHMENT
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

In consideration of permission/approval by the City of Cedarburg ("City") to allow placement of:

Describe Request below

A-Frame sign

(see plan details attached),

at: *Insert Address of Encroachment below*

W63N672 Washington Ave

the applicant ("Responsible Party"):

Insert Name, Mailing Address, Email Address, and Telephone Number of Applicant/Responsible Party below

Name Kristin Burkart

Mailing Address _____

Email Address _____

Telephone Number _____

their successors and assigns agree to indemnify, save, and hold the City, its successors and assigns, harmless from and against any claim, damages assessment, liability, loss, penalty, charge, cost or deficiencies including, but not limited to reasonable attorney fees and other costs and expenses, remedial actions, proceedings or investigations or the defense of any claim arising out of or resulting from the use of City sidewalk right-of-way.

It is further understood that the Responsible Party assumes financial responsibility for any damage to City property or facilities arising out of or resulting from the use of the City sidewalk right-of-way.

IN WITNESS WHEREOF, the parties have executed this Agreement or caused this Agreement to be executed by their respective officers on the _____ day of _____, 20____.

APPROVED BY RESPONSIBLE PARTY

APPROVED FOR CITY OF CEDARBURG, a
Wisconsin Municipal

SIGNATURE

SIGNATURE

PRINTED NAME/TITLE

PRINTED NAME/TITLE

Witness Sign: _____

Printed Name: _____

Witness Sign: _____

Printed Name: _____

Sign Permit Application

W63 N645 Washington Avenue, PO Box 49

Cedarburg, WI 53012

Ph: 262-375-7609

www.cityofcedarburg.wi.gov



PROJECT ADDRESS W63N645 Washington CITY Cedarburg STATE WI ZIP 53012

PROPERTY OWNER Rebecca Zuba

PHONE# _____ EMAIL ADDRESS _____

APPLICANT NAME Kristin Burkart

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) hanging

SIGN INFORMATION

Sign 1: Width 14" Height 18" = Sq. Ft. 2 x 1 or 2 Sides = Total Sq. Ft. 3.48

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) Kristin Burkart DATE 2015/4/26

OFFICE ONLY

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

Rev:02/25



LANDMARKS COMMISSION APPLICATION

PROPERTY LOCATION/ADDRESS: W63 N672 Washington Ave Cedarburg
NAME OF EXISTING/PROPOSED BUSINESS (IF APPLICABLE): The Reading Nest

APPLICANT INFORMATION

APPLICANT NAME: Kristin Burkart BUSINESS NAME: The Reading Nest

APPLICANT/BUSINESS ADDRESS: _____

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

PHONE: _____

EMAIL: _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME (IF DIFFERENT): Rebecca Zuba

PROPERTY OWNER MAILING ADDRESS: _____

PROPERTY OWNER PHONE: _____

PROPERTY OWNER EMAIL: _____

DESCRIBE REQUEST: No building modifications. Just a hanging sign.

PLEASE SUBMIT: TEN (10) COPIES OF WRITTEN DESCRIPTION OF PROPOSAL OR REQUEST * PLUS ELECTRONIC COPY
TEN (10) COPIES OF DRAWINGS, SKETCHES, PICTURES OR SURVEY MAPS (11" x 17" MAX)
*PLUS ELECTRONIC COPY

MATERIAL AND COLOR SAMPLES (WILL BE RETAINED BY THE CITY)

SUBMITTAL DEADLINE: Plans must be received no later than 16 days prior to Landmarks Commission meeting.

*ELECTRONIC COPIES MAY BE SENT TO THANAMAN@CITYOFCEDARBURG.WI.GOV OR PROVIDE A THUMB DRIVE

The undersigned certifies that he/she has familiarized themselves with the State and Local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct. This application shall be signed by the property owner(s).

APPLICANT SIGNATURE: [Signature] DATE: 28 July 26

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: _____

City of Cedarburg W63 N645 Washington Avenue PO Box 49 Cedarburg Wisconsin 53012-0049
(262) 375-7614 Fax (262) 375-7906
Website: www.ci.cedarburg.wi.us

06/2024



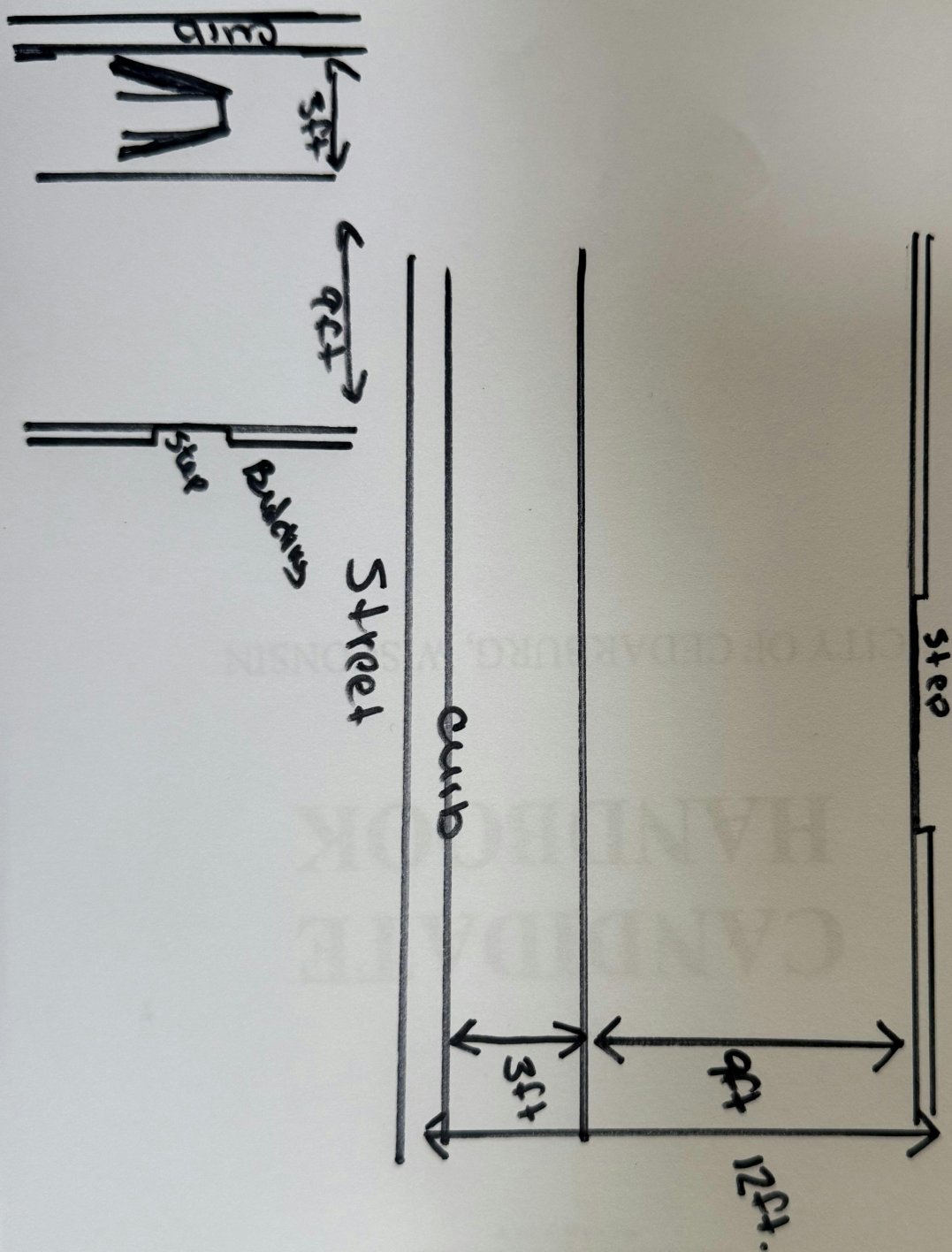
THE READING NEST



14" x 18" / 2 sided / 3/4" MDO



Building





THE
READING
NEST

Open during the holiday season!
Fridays 4pm - 8pm
Saturdays 10am - 6pm
Sundays 10am - 3pm

Yes-
you need
more books
😊

