



**CITY OF CEDARBURG
Landmarks Commission
August 13, 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, Council Member Amanda Didier, Secretary Tomi Fay Forbes, Commissioner Doug Yip, Commissioner Erin Puro, Commissioner Elizabeth Krimmel

Also present: City Planner Mary Censky, Administrative Assistant Ian Surface

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. Discussion and possible action on approval of July 23, 2026, Landmarks Commission meeting minutes.*

A motion was made by Commissioner Yip, seconded by Commissioner Puro to approve the minutes of the July 23, 2026, meeting. Motion carried unanimously.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

Dean Fitting stated, regarding the dam at the Woolen Mill on Bridge Street, that he believes the Landmarks Commission should take a strong stand on the importance of maintaining this dam. He stated that the reason this community exists is due to the water power and the dam. He would like to see endorsement by the Landmarks Commission and promotion to the City Council. Commissioner Pape agreed that the preservation of the dams should be addressed by this Commission. Planner Censky stated she has a file in her office regarding the dams. There was a consensus that the topic should be placed on the agenda for the next Landmarks Commission meeting.

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.*

The sidewalk sign that Mrs. Burkhart proposed to be set out when the business is open meets with sign regulations. The hanging sign must meet the criteria of 8 foot height clearance from the sidewalk and meet city code for total dimension of signage. Because this sign is hanging below another sign, the dimensions must include both signs, Mrs. Burkhart needs to check dimensions with the building inspector. Commissioners agreed that the logo is beautiful.

A motion was made by Commissioner Yip, seconded by Commissioner Krimmel to approve the sign as presented, with the stipulation that the building inspector agrees that the sign meets code, and that if the sign bracket needs to be moved to a higher location, the building's owner will need to properly repair the intrusion on the building incurred by the sign's present location. Motion carried unanimously.

- 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*

The Plan Commission and City Council are lending their support to this project. The deadline for application is September 11. Commissioners considered submitting the application last year, but were unsure if the scope of the project was feasible. Jason Tish from the SHPO has assured us it is, we should be in a good position to proceed.

A motion was made by Vice Chairperson Pape, Seconded by Commissioner Yip to submit the Letter of Intent as presented by Planner Censky. The motion carried unanimously.

7. COMMENTS AND ANNOUNCEMENTS BY LANDMARK COMMISSIONERS

Commissioner Krimmel asked about the paperwork that Planner Censky has on the dams. Planner Censky stated that we are welcome to review it in her office. Chairperson Kubala asked if we are specifically addressing only the dam at the Woolen Mill. Planner Censky stated that in the application to the SHPO she included both buildings and other sites of historic significance. Dean Fitting suggested that the dam on Highland just south of Columbia also be considered. Chairperson Kubala acknowledged that there is a general concern about the dams in the city. Planner Censky stated this is a suitable topic for this Commission to address as a policy matter. Commissioner Pape stated that the dams are integral to the fabric of our downtown. The dams and creek are an important aspect of our image.

8. ADJOURNMENT

A motion was made by Vice Chairperson Pape, seconded by Commissioner Krimmel to adjourn the meeting at 8:45a.m. Motion carried unanimously.