

**LANDMARKS COMMISSION**  
**March 11, 2021**

**LAN20210311-01**  
**UNAPPROVED**

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, March 11, 2021 at Cedarburg City Hall, W63N645 Washington Avenue, upper level, Council Chambers and also online via Zoom.

The meeting was called to order by Chairperson Judy Jepson at 7:07 p.m.

Roll Call:                      Present –                      Judy Jepson, Tomi Fay Forbes, James Pape, Council Member Barbara Lythjohan, Chris Smith, Tom Kubala, Robert Ross, Doug Yip (alt.)

Also Present –                      City Planner Jon Censky

**STATEMENT OF PUBLIC NOTICE**

Chairperson Jepson 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 Council Member Lythjohan, seconded by Commissioner Pape, to approve the minutes of the January 14, 2021 meeting. Motion carried without a negative vote.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**REGULAR BUSINESS**

**Consider Installation of Pergola Inside Fenced-in Patio for Brandywine Restaurant Located at W61N480 Washington Avenue; and Action Thereon**

Petitioner Rhiannon Wilson from Brandywine Restaurant was in attendance to summarize their proposal to build a 16' x 24' pergola inside their fenced in patio, which is already in use as an outside dining area. Planner Censky requested she submit a site plan showing the exact location, to which Petitioner Wilson agreed to provide.

Petitioner Wilson explained that their intention is to create an upgraded patio experience that does not include a tent. The north facing French doors will lead directly to the patio area, which is not visible from Washington Avenue. The pitch of the proposed pergola will honor the existing pitch of the 'connector' building between buildings N480 and N486. The pergola will be a permanent structure and have no effect on their parking lot. The proposed roof is made of black metal; however, Petitioner Wilson is open to other suggestions from Commissioners.

**Action:**

Commissioner Pape stated that he does not believe the proposal impacts the historic district; therefore, he moved to approve the motion. Commissioner Smith seconded the motion. Motion carried without a negative vote.

**Consider Proposed Changes to Outbuilding Located at W63N664-6 Washington Avenue;  
and Action Thereon**

Peter Damsgaard, Principal and Director of Design with Groth Design Group was in attendance to provide information on Petitioners Nick and Mary Creten's proposal to modify the outbuilding located on the east side of this property, adjacent to Cedar Creek. The Petitioners have recently entered into a contract to purchase this property and would like to convert this existing garden shed into an office for their own use. Specifically, Mrs. Creten would like to use the building for her personal office, which would not be open to the public.

Architect Damsgaard solicited guidelines from the Commission regarding the following items:

- 1) There are presently fixed single windows on the east, south and west sides of the building. Can additional windows be added? In particular, can the window on the east side of the building, looking onto the creek, be flanked by two additional identical windows?
- 2) The owners intend to insulate and condition the building.
- 3) Presently the building is weathered bare wood and appears that at some point the building was painted red. Would it need to be painted red again or are there other options?
- 4) Is there a Code that needs to be honored regarding the floodlight presently installed on the west side of the building?
- 5) Additional interior plans – the lower level of the building is something of a root cellar. The owner is considering installing an interior connection to the lower level (there is none at present) and installing a bathroom on that level.

Commissioners provided the following responses:

- 1) Commissioner Pape stated that windows must assume the same opening as the present windows, be of the same materials, same mullion patterns, and must be wood. Commissioner Kubala is fine with the row of three identical windows facing the creek.
- 2) Commissioner Pape asked if the building will be insulated on the inside or the outside. Architect Damsgaard had anticipated that question and explained that there are currently stud walls on the interior. He expects that the roofline may need to be restructured, raising it a few inches to insulate the ceiling, and that the roof may need to be replaced. Commissioner Kubala expressed concern about how the roof is raised and would need to see the proposal for approval.
- 3) Commissioner Smith stated that he owns the building across the street, and that the shed building is not easily seen from Washington Avenue. Commissioner Kubala stated that other outbuildings along the creek are red and yellow. Commissioner Forbes stated that the Commission generally accepts proposed colors as long as they honor the district. The possibility of retaining the weathered cedar look was also discussed. The door will

probably be replaced to make it more secure. Commissioner Kubala expressed concern about installing a door that looks appropriate.

Once the remodeling plan has been developed, the Petitioners will need to appear in front of the Landmarks Commission for approval. Any questions that arise during the process can be directed to Planner Censky.

**Review and Approval for Certificate of Appropriateness for Replacement of the Side Door on the Pivotal Historical Building Located at W63N653-5 Washington Avenue; and Action Thereon**

Petitioner Maddie Henry was in attendance to represent her 96-year-old mother, who lives upstairs in this building, and has owned it for 36 years. The tenant door on the north side of the building that provides access to the apartments needs to be replaced. The owner has proposed to replace it with something similar with the other doors on the building and solicited Lisbon Storm and Screen for ideas. The door presented to the Commission is a wood door with clear glass in the upper half and two horizontal panels in the lower half. Commissioner Kubala asked if the door swings in or out and if it will fit in the present frame. Petitioner Henry replied that the door swings in and does fit in the present frame. There will be no storm door.

Commissioner Kubala stated he approves of the proposed door and believes it is a reasonable replacement.

**Action:**

Commissioner Smith made a motion to approve the proposed door. Commissioner Kubala seconded the motion. Motion carried without a negative vote.

**Further Discussion:**

Petitioner Henry asked about having the building tuck-pointed and the roof replaced and has obtained proposals from Industrial Restoration and Holton Brothers. Planner Censky stated that tuck-pointing is considered regular maintenance on the building; however, Commissioner Kubala stated that tuck-pointing can be done drastically wrong, and believes it needs to come before the Commission to ensure that it is done appropriately for the building.

A building permit will need to be submitted to the Inspections department for approval prior to any roof work being performed. If the roofing materials are not considered a like-for-like replacement, or if there is a question regarding the appropriateness of materials proposed, the Building Inspector will forward the information to Planner Censky for Landmarks Commission consideration.

**Consider New Sign Plan for the Pineapple House Located at W63N712 Washington Avenue; and Action Thereon**

Petitioners William and Heather Gartzke submitted their proposal for signage for their new business to be located in the previous Elements Unleashed building. The proposal includes a 36" x 36" double sided projecting sign on the front (west) side of the building, lettering 11" high across the front façade, and a sign 16" x 48" on the back (east) side of the building.

**Action:**

Commissioner Kubala observed that the signage is handsome and made a motion to approve the signage as proposed. Commissioner Ross seconded the motion. Motion carried without a negative vote.

**Recognition**

Commissioner Jepson noted that Commissioner Kubala was recognized by the American Institute of Architects as a member of the College of Fellows, according to an article that appeared in the March 4, 2021 issue of the *News Graphic*. Commissioner Kubala deferred the compliment to include the entire staff at Kubala-Washatko.

**ADJOURNMENT**

A motion was made by Commissioner Pape, seconded by Commissioner Kubala, to adjourn the meeting at 7:46 p.m. Motion carried without a negative vote.

Tomi Fay Forbes  
Secretary

vrg