

**LANDMARKS COMMISSION**  
**November 11, 2021**

**LAN20211111-1**  
**UNAPPROVED**

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, November 11, 2021 at Cedarburg City Hall, W63N645 Washington Avenue, lower level, Room 1.

The meeting was called to order by Chairperson Judy Jepson at 7:00 p.m.

Roll Call: Present – Chairperson Judy Jepson, Council Member Barbara Lythjohan, James Pape, Tomi Fay Forbes, Chris Smith, Elizabeth Krimmel

Excused – Tom Kubala

Also Present – City Planner Jon Censky, Council Members Pat Thome and Jack Arnett

**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 Commissioner Krimmel and seconded by Commissioner Smith to approve the minutes of the October 28, 2021 meeting. Motion carried without a negative vote with Commissioner Kubala excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**REGULAR BUSINESS**

**Consider Architectural Plans for an Outbuilding to the Rear of the Stagecoach Inn Located at W61N520 Washington Avenue, and Action Thereon**

Petitioner and building owner Bill Conley explained that he would like this building to look like it may have been in Cedarburg years ago. Thus, he hired Architect Joe Galbraith who presented a plan for a rustic outbuilding with weathered wood, a rusty metal roof, and a symmetric gable with a lean-to shed. The lean-to side of the building reduces the look of a tall wall at the property line. The new building will be physically disconnected from the Inn. There are advantages to the building being separate from the Inn. The design presents a variety of different points of entry, as if the building received additions over time. The interior will have a large open gathering space, kitchen, and handicapped-accessible restrooms. Architect Galbraith will try to locate distressed wood, and if he cannot, he will use natural wood that will weather over time. Planner Censky advised that Plan Commission review will ensure available parking is adequate to meet Code.

Commissioner Pape asked about the air conditioning unit. It will be placed on the ground on a concrete pad and will have landscaping around it. He asked if a more natural material can be used for the soffits than aluminum, and that change will be made. He also asked about the

proposed fence, which is primarily for aesthetics, and still under consideration. Commissioner Pape requested that the fence be wrought iron and period appropriate to which Petitioner Conley agreed.

Both Commissioner Krimmel and Commissioner Pape asked about the proposed aluminum windows. Because this is new construction, wood windows are not required. Further, the glass-framed garage door must be made of aluminum, so if the windows are wood, they would not match the overhead door. The proposed windows have the appearance of divided-light windows.

**Action:**

Council Member Lythjohan made a motion to approve the architectural plans subject to Commissioner Kubala's inspection of the plans. The soffits are to be of a natural material. If a fence is to be installed, Petitioner Conley should return to the Landmarks Commission for approval. Commissioner Forbes seconded the motion. Motion carried without a negative vote with Commissioner Kubala excused.

**Discuss Exterior Changes to the Rosewood Roth LLC Building Located at W63N671 Washington Avenue; and Action Thereon**

At the Landmarks Commission meeting on October 14, 2021, Petitioners representing Rosewood Roth LLC received approval to paint and tuckpoint the building. Repairs to the porch were described as minimal, and since it would not make obvious changes to the exterior of the building, would not need approval. However, it was discovered that late last week the contractor tore off the porch entirely.

Commissioner Smith advised that this change makes the porch subject to ADA requirements because it was removed, and offered to discuss this issue with Building Inspector Mike Baier, who will investigate ADA requirements. The Landmarks Commission would like to see the porch replaced, and believe that a ramp would not look historically appropriate on the front of the building.

**Discuss Updates to Zoning Code Section 13-1-22(f), General Provisions, Use Restrictions, Temporary Uses, in Regard to the Temporary Use of Tents in the Downtown Historic District**

Due to COVID, the temporary tent approval process will continue through the end of 2021. Short term uses such as plant sales are approved by City Staff, which includes the Building Inspector, Planner and Fire Inspector. Tents erected for an extended period of time on the property of a business that serves food in the Historic Preservation District, needs the approval of Landmarks and Plan Commission.

Council Member Arnett was in attendance, and asked the Landmarks Commission to comment on the policy regarding tents. Council Member Arnett stated that he sees restaurants benefitting from the tents, pointing out that the City's constituents and the public want the tents. He believes they contribute to the downtown vitality.

Council Member Thome was also in attendance and stated that while the tents are a great asset to some businesses, other businesses do not have a location where a tent can be erected. She questioned whether those businesses who cannot set up tents are precluded and stated that she

would like to come to a solution that is fair across the board. The Landmarks Commission has been charged with reviewing tent use in the historic district; any parking or accessibility matters are discussed by the Plan Commission.

Discussion points considered included:

- Tents should be at the side or back of properties, not the front. The more the tent is tucked behind the building, out of obvious sight, the better.
- It is anticipated that the proprietors of Cedarburg's businesses will keep their tents clean.
- More dining options are desirable for the downtown for both residents and visitors.
- The present tents are bright white. They would be less obtrusive if they were gray, tan, green, or some other muted color.
- Millennials are looking for different experiences than their parents. We should have regard for that audience also.
- Tents are appropriate for spring and fall, not needed during the summer months.
- If the tents contribute to the vitality of the City, they should be welcomed as long as the appearance is not obtrusive.
- Landmarks and Plan Commission should approve the tents in the Historic Preservation District.

**Action:**

Commissioner Smith made a motion that the Landmarks Commission is supportive of tents subject to their location, duration of use, appearance/color, usability and size, approving Common Council's motion between October 1 and May 30. Motion seconded by Council Member Lythjohan. Motion carried without a negative vote with Commissioner Kubala excused.

**Discuss Current Version of National Register of Historic Places**

Planner Censky handed out a corrected version of the national register survey. This edition was corrected soon after the original, commissioned by the Chamber of Commerce, was created. Cedarburg has been using the original, not the corrected version. Planner Censky will investigate who at the State level has the authority to make updates to the document.

**ADJOURNMENT**

A motion was made by Council Member Lythjohan, seconded by Commissioner Forbes, to adjourn the meeting at 8:24 p.m. Motion carried without a negative vote with Commissioner Kubala excused.

Tomi Fay Forbes  
Secretary

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