

July 27, 2023

UNAPPROVED

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held Thursday, July 27, 2023 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, Room 1.

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

Roll Call: Present – Chairperson Tom Kubala, Vice Chairperson James Pape, Council Member Pat Thome, Beth Krimmel, Doug Yip, Chris Smith

Excused – Tomi Fay Forbes

Also Present – City Planner Jon Censky

### **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.

### **APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Commissioner Krimmel, to approve the minutes of the July 13, 2023 meeting. Motion carried without a negative vote with Commissioner Forbes excused.

### **COMMENTS AND SUGGESTIONS FROM CITIZENS** – none

### **REGULAR BUSINESS**

#### **Applicant is Requesting Sign Plan Approval for Chiropractic Office, Located at W61N512B Washington Avenue, and Action Thereon.**

**Action:** Commissioner Krimmel made a motion, seconded by Council Member Thome, to approve the proposed sign for the chiropractic office located at W61N512B Washington Avenue. Motion carried without a negative vote with Commissioner Forbes excused.

#### **Applicant is Requesting Concept Review of an Addition to be Built at the Rear of the Property, Located at W63N671 Washington Avenue, and Action Thereon.**

Kate Schley, the owner of Coach House Homes, LLC, requested a concept review for a proposed addition to the current building at W63N671 Washington Avenue. She wanted feedback before more detailed plans were pursued. Planner Censky noted that it was in the Historic District and that the Floor Area Ratio (FAR) in the Historic District is 150% of the parcel square footage.

Vice Chairperson Pape questioned why there were faux garage doors on the north elevation. Ms. Schley explained that she wanted all four sides to look like a residence, but that there were also initial plans of just having a transom window along the side of the addition. The Commission agreed that a transom window would suit the area better than faux garage doors.

Chairperson Kubala stressed that additions needed to be consistent to the Historic District as well as the existing building. He asked if this was going to be a two-family residence. Ms. Schley responded that the first floor would provide more office space for the existing business, and a two-car garage would be built. The upper level will be a three-bedroom residence to be used by her clients displaced from their homes during major construction projects. Planner Censky noted that if they ever decided to make it an Airbnb or VRBO, that request would require a separate application to the City as it was only permitted as a Conditional Use in the Historic District.

Vice Chairperson Pape asked if the existing garage would remain. Ms. Schley said its condition had deteriorated too much to be fixed so it would be razed.

Commissioner Smith asked about the materials that would be used for the proposed project. Ms. Schley stated that while engineered materials were preferred, if required, they could use cedar to be consistent with the existing structure. If there was to be replacement of shingles in the original building, the existing sawn cedar shingles should be matched.

Chairperson Kubala noted there is no requirement to mirror existing materials and that mimicking the historic buildings is not recommended by the Department of the Interior. Since it is a new structure, it should be of its time. So long as the rhythm, the proportion, and the scale do not disrupt the Historic District, there are no specific criteria dictating what restrictions can be placed like that of historic buildings in the District.

Ms. Schley asked about recommendations for color and combining the two structures cohesively, stating that the intention was to match the connecting portion colors to the gables in the front. Commissioner Pape asked about whether changing the proposed clerestory window at the top to a dormer would provide better color options for combining the proposed structure with the original one. Chairperson Kubala believed it would be more disrespectful to the existing property than skylights.

Planner Censky explained that the next step is for the applicant to come back to the Commission with detailed plans consisting of a rendering of the plan, materials, color palette, and redesigns on faux doors and gables.

### **COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS**

Commissioner Smith drafted a letter to be mailed to all property owners in the Historic District for the rules of the District. Planner Censky re-worked the content with Chairperson Kubala to have the proposed letter mailed, along with two attachments, informing all property owners of their requirements regarding design, signage, and remodeling before any work or signage can be approved. The Commissioners requested that Planner Censky email the draft to them for input before the letters are mailed out.

Chairperson Kubala brought up the sign board for Coach House Homes that was tabled at the April 13, 2023 meeting. Ms. Schley asked how she could differentiate it to make it into a display board rather than a sign. She stated that many places had all sorts of items displayed and there

was a gray area when it came these displays. She emphasized the importance of the display for her business since it displayed her renovations and the materials used for people to see. There was consideration of thinking of it as an art fixture rather than something that would have to meet the sign requirements. Commissioners noted that there had been previous examples of fixtures that were allowed to be placed on a permanent basis and that perhaps it needed to be looked at as a fixture rather than a sign. Council Member Thome emphasized that some displays are pertinent to the business. The Commissioners concluded that it should be brought back as a future agenda item.

**ADJOURNMENT**

A motion was made by Council Member Thome, seconded by Commissioner Krimmel, to adjourn the meeting at 9:20 a.m. Motion carried without a negative vote with Commissioner Forbes excused.

Diana Salapata  
Administrative Assistant