

**TOWN OF CEDARBURG**  
**LANDMARKS COMMISSION MEETING MINUTES**  
**August 24, 2020**

Present: Kari Esser, Tim Rasmussen, Don Borgwardt, Darla Valentine, Ray Pecor, Eric Utz

Also Present: Eric Ryer, Administrator, Jack Johnston, Assistant Administrator/Clerk

Excused: Stacy Cooke

ZOOM Participants: Ben Carr, Cecily Bishop, Lauren Runte, Megan Weigand, Tracy Bessent, James Ciesniewski

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairwoman Esser called the meeting to order at 5:30 p.m. The meeting began with the pledge of allegiance.

**2. MINUTES OF PREVIOUS MEETINGS**

a. **Approving Minutes from December 4, 2019\***

Commissioner Utz made a motion to approve the meeting minutes from December 4, 2019. Commissioner Valentine seconded, and the motion passed unanimously.

**3. OLD BUSINESS**

a. **None**

**4. NEW BUSINESS**

a. **Discussion and possible motion on a proposed renovation of the building located at 236 Hamilton Road, in the Hamilton Historic District\***

Ben Carr of Cedarburg Associates (Thrivent Financial affiliate) has submitted application materials to renovate the historic building located at 236 Hamilton Road. The property is commonly known as Turn Halle, and is located within the Hamilton Historic District.

Mr. Carr acquired the property from Cornelia Henke, with the Town Board approving a rezoning to B-1 at their April meeting. They are relocating from their office in the City of Cedarburg due to growth of the firm. Some of his team works remotely from Verona and Appleton. Turn Halle was last renovated in 2008/2009, when it was transformed into a professional office and made home to Henke & Associates. Also approved in April of 2020 was a License Agreement that allows Thrivent Financial employees to make use of parking stalls at Hamilton Park across the street; this agreement follows the same terms as Henke & Associates did previously.

Ben Carr was present via ZOOM and told the Commission he is looking forward to renovating the building while extending its life and maintaining the historic look of the property.

Commissioner Pecor inquired whether or not there would be illumination on the ground sign that they plan to construct. Mr. Carr responded saying that there would be no illumination for the ground sign.

Regarding signage concerns, Administrator Ryer reminded the Commission that the placement of the sign must be at least 10 feet from the property line per Town Code and suggested the Building Inspector confirm the designated location meets requirements before it is constructed. The Commission supported this suggestion, with Mr. Carr being in agreement.

Commissioner Borgwardt inquired whether it would be possible to have the parking spaces in front of the building be handicapped parking only, with painted signs on the pavement. All other parking would then be located in the Hamilton Park parking lot; Mr. Carr agreed to this suggestion.

Administrator Ryer noted the Commission must find the following in the negative in order to approve an application:

“Upon the filing of an application with the Commission, the Commission shall determine whether:

- a) In the case of a landmark, the proposed work would change, destroy, or affect any exterior architectural feature of the improvement upon which said work is to be done; and
- b) In the case of construction of a new improvement, the exterior of such improvement would affect or not harmonize with the external appearance of other neighboring improvements on such site or in such district.”

Following discussion, Commissioner Borgwardt made a motion to approve the proposed renovation of the building located at 236 Hamilton Road, with the conditions that the parking in front of the building be handicapped only with signage painted on the pavement, that the Building Inspector conduct an inspection of the property to ensure the placement of the proposed sign is at least 10 feet from the property line, and that the ground sign be non-illuminated. Commissioner Utz seconded, and the motion passed unanimously.

b. **Discussion on the next Landmarks Commission meeting**

Chairwoman Esser noted there is no pending business, and that the Landmarks Commission has historically met on an as-needed basis. That being said, the next meeting will be called when needed in the future.

**5. ADJOURNMENT**

Commissioner Valentine made a motion to adjourn the meeting at 5:51 p.m. Commissioner Utz seconded, and the motion passed unanimously.

Respectfully submitted,

Jack Johnston  
Assistant Administrator/Clerk