

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
Landmarks Commission
Council Chambers, Third Floor
140 Main Street, Menasha**

October 1, 2008

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the September 9, 2008 Landmarks Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
 - Five (5) minute time limit for each person
- E. DISCUSSION
 - 1. None.
- F. ACTION ITEMS
 - 1. [Consideration of Façade Improvement and Grant Request – 165-167 Main Street](#)
- G. ADJOURNMENT

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 9-10-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:02 p.m.
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Joe Weidert present
- ii. Vice Chair: Patti Rudolph present
- iii. Ald. Jason Pamenter present
- iv. Kristi Lynch present, after 4:30
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross absent

b. OTHERS PRESENT

- i. Dan Pamenter
- ii. Jessica Beckendorf

3. MINUTES

- a. Date(s) of meeting minutes: 8-13-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to approve:
 - 1. By: Jason
 - 2. 2nd: Patti
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

A. 6.E Façade Alteration and grant request 165 & 167 Main St.

- i. Action Item
- ii. Attachments: Photos of deteriorated brick, bids for work and grant application
- iii. Presenter: Jessica and Dan Pamentor
- iii. Discussion: The problem with water damage is illustrated by the photos, and the cost of repair indicated by the bids. This involves 2 facades, therefore \$2,500 for each façade is available totaling a maximum grant of \$5,000. There are no TIF 7 funds available, therefore the request is from the Landmarks existing fund. Total cost of remediation over \$16,000, plus gutters and downspouts. A discussion as to the prior remedial work that was done on these walls ensued, including painting of masonry, warranty and gutter and downspout replacement. Work had been commenced pursuant to the ordinance requiring buildings be repaired and maintained, and commission determined grant request was still available on that basis.
- iv. Motion: To grant request for \$5,000 in grant funds for the proposed façade restoration work.
 1. By: Mary
 2. 2nd: Chris
 3. Result: Approved (Jason abstained, Kristi was not present, all 4 other commissioners voted in favor)

B. 5 A Grant Loan Payout Policy

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Patti and Jessica
- iii. Discussion: Patti reported on her contact with a local bank on how other city funds are disbursed. Appears bank does not take active part in loan servicing. Jessica will

check with Tom Stoffel and Attorney Brandt on how to best address concerns of commission that loaned funds only disbursed as work is done and that funds committed are in fact used. Additional concerns over project timing, nature of improvement, inspection, and reporting were also discussed.

C. 6 A Budget and Action Planning

- i. Action Item
- ii. Attachments: None
- iii. Presenter: Jessica
- iii. Discussion: Landmarks Commission currently has no annual budget, only funds that have come from prior state administered federal grants. This is different from larger municipalities that automatically get such funds annually. Request for funding, as part of Community Development Budget required immediately. The following items and budget amounts were agreed upon for submission to the council for consideration:
 1. \$35,000 for façade deterioration repair and improvement in the historic district to be distributed in the grant and loan program.
 2. \$5,000 for community education and outreach (including brochures, historic preservation month activities, printing, postage, speakers, etc.)
 3. \$5,000 for outside professional services (including engineers, architects, historians, and other technical experts needed to evaluate projects and their compliance with Landmarks ordinances and grants/loans.)
 4. \$1,000 for educational seminars, conferences, materials, reference works deemed beneficial to the Landmarks Commission.
 5. Total 2009 budget request: \$46,000

Unanimous consensus was reached on these numbers and that Chair would draft letter to the council for inclusion within the development department budget request.

Additional items discussed for action in 2009 and beyond: Jessica to send current zoning code for analysis in light of historical preservation objective; CLG status (a must do); Coordinate historical recognition activities with historical society; possible GIS Map purchase.

D. 6 B Demolition Application Materials

- i. Action Item
- ii. Attachments: Draft of application materials
- iii. Presenter: Jessica
- iii. Discussion: May be possible and desirable to impose fee for processing, fee to go to city. Amendment of section 3 f to clarify need for specificity on post razing site condition suggested. Jason to check with other cities as to adequacy of insurance requirements (note: this is not a Landmarks issue, as it is a matter of city ordinance.) Start and end dates for planned demolition to be specified in form. Minor typographical errors noted and corrected.
- iv. Motion: To approve demotion application forms, as amended per above discussion.
 1. By Jason
 2. 2nd Kristi
 3. Result: Approved

E. 6 C Certificate of Appropriateness

- i. Action Item
- ii. Attachments: Missing from packet
- iii. Presenter: Jessica
- iii. Discussion: Item to be held for final approval at next meeting. Working draft to be submitted to members by e-mail for comment and review, pending next meeting.
- iv. Motion: None.

F. 6.D Historic Paint Palette List

- i. Action Item
- ii. Attachments: Listing on spread sheet prepared by Kristi
- iii. Presenter: Jessica and Kristi
- iii. Discussion: List and spread sheet approved of by all commission members, Joe offering to put into more user friendly format. Kristi thanked for her extra effort on this project.
- iv. Motion: To approve historic color palette, with reformatting.
 - 1. By: Patti
 - 2. 2nd: Mary
 - 3. Result: Approved

G. 6 F Resurvey Proposal

- i. Action Item
- ii. Attachment: Proposal in agenda packet.
- iii. Presenter: Jessica
- iv. Discussion: Only one proposal received from Heritage Research Ltd. Proposal was within budget (grant) and references were good for work done for Neenah. Only one hard copy set of photos deemed adequate and contract to be reviewed for inclusion of all items contemplated by commission within bid limit.
- v. Motion: To approve the bid and request formal contract for resurvey.
 - 1. By: Chris
 - 2. 2nd: Kriti
 - 3. Result: Approved.

H. 6 G Change of Meeting Time

- i. Action Item
- ii. Attachment: None
- iii. Presenter: Jason
- iv. Discussion: Regular meeting time of 4:00 pm inconvenient for several commission members given work and child rearing responsibilities. Alternatives discussed: morning meetings, lunch meetings, later afternoon meetings.
- v. Motion: To change regular meeting time to 4:30 pm

1. By: Jason
2. 2nd: Kristi
3. Result: Approved

7. ADJOURNMENT

- a. TIME: 5:40 pm
- b. MOTION
 - i. BY: Jason
 - ii. 2ND: Kristi
 - iii. Result: Approved

DRAFT



City of Menasha
Application for Building Alterations
Within Historic Districts

165 & 167 Main St.
Property Address

Owner Information:

Dan Parenter
Owner Name

2725 W. Capitol Dr.
Address

Appleton, WI 54914
City, State, Zip

920-730-9100
Phone Number

Applicant Information (if different)

Applicant

Address

City, State, Zip

Phone Number

Contractor Information:

Name: _____

Address: _____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Name: _____

Address: _____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Project Description:

A complete description of the proposed work is required including dimensioned drawings, color samples, architectural plans, or manufacturer's specification sheets. Other information may be required as requested. Any proposals to paint or stain the building exterior shall be accompanied by a sample of the paint color(s).

Office Use Only

Date Approved: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Notes: _____

REQUEST FOR GRANT OR LOAN
Menasha Landmarks Commission

Date: 8-21-08

Property Address: 165 and 167 Main St.

Applicant: Dan Panaster

Owner or Renter: Owner

Mailing Address (if different from property address): 2725 W. Capital Dr. Appleton, WI 54914

Daytime telephone number: 920-730-9100

Evening telephone number: 920-730-9100

Description of Planned Improvement: Replace broken brick, paint, replace gutter and downspouts, replace glass block in windows. WITHOUT SAND IMPROVEMENTS TO THE BRICK & MORTAR, THE SOUTH WALLS WILL SOON CAUSE STRUCTURAL INSTABILITY. PHOTOS ENCLOSED ARE DAMAGE INCURRED PRIMARILY OVER THE PAST 6 MONTHS

Note: Please attach all available bids, proposals and estimates for the planned improvement. Material samples or brochures and a scale drawing are recommended, and may be required by the Commission.

Names of all contractors, sub-contractors and material suppliers: _____

ARCHITECTURAL RENOVATORS LLC

Estimated start date: 8-26-08

Estimated completion date: 9-26-08

Total estimated cost: \$ 15,000.⁰⁰

Total amount being requested from Landmark's Commission: \$ 5,000.⁰⁰

Grant request: \$ 5,000.⁰⁰

Loan Request: \$ _____

Terms and Conditions:

1. Landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grant or loan, in whole or in part, or to condition approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior request shall constitute precedent for the grant or denial of any subsequent request.
2. Every request shall comply with the attached Improvement Grant/Loan Policies, which are incorporated herein by reference.
3. Payment shall only be made for those improvements approved by the Landmarks Commission prior to or contemporaneous with the contribution request.
4. Payment shall only be made upon submission of actual invoices for labor or materials and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.



New Construction & Remodeling

28 North Owaissa St.

Appleton, WI 54911

920-450-5601

PROPOSAL

TO:

Mr. Dan Pamentier
165 Main Street
Menasha, WI 54952

Proposal for masonry repairs for 165 Main Street-freeze damage-South Wall

Prepare custom mix mortar for soft brick	\$825
Clean & prep owners brick stored inside the building (Chemical & pressure clean, prep for laying)	\$1250
Remove and replace damaged brick areas on south wall	\$9865
Tuckpoint various individual mortar joints	\$1260
Stain restored areas and soiled areas below	<u>\$3400</u>
Total	\$16,600

Our proposal includes ground protection, cleaning of work area, and trash disposal.

Thanks for the opportunity and please call with any questions.

A handwritten signature in blue ink, appearing to read "Tom Schupp".

Tom Schupp
TGS Construction LLC

Architectural Renovators LLC.

1116 Lakeshore Dr.

Menasha, WI 54952

920-915-6102

archrenovators.com

Masonry restoration for

Dan Parmeter

165 Main Street

Menasha

Temporary power & water to be supplied by owner.

WORK ITEM

QUANT

UNIT

LABOR

MATERIAL

TOTAL COST

SITE & BRICK PREPARATION

temp protect walkway	1	LS	\$ 75.00		\$ 75.00
temp protect ac units	2	ea	\$ 45.00		\$ 90.00
temp protect exhaust hoods	1	LS	\$ 60.00		\$ 60.00
Prep cleaning station/ drainage @ ground on-site	1	LS	\$ 45.00	\$ 30.00	\$ 75.00
Stage all brick @ cleaning station	1	LS	\$ 240.00		\$ 240.00
Spray apply Restoration 801 masonry cleaner	1	LS	\$ 360.00	\$ 60.00	\$ 420.00
Pressure clean all replacement brick	1	LS	\$ 180.00		\$ 180.00
Erect scaffolding & safety railing for south façade	1	LS	\$ 720.00		\$ 720.00
Erect scaffolding & safety railing @ Ensley corner	1	LS	\$ 180.00		\$ 180.00
Poly skin 1st stantion for debris bounce shield	1	LS	\$ 180.00		\$ 180.00
Barricade / debris shield-Ensley	1	LS	\$ 45.00	\$ 25.00	\$ 70.00
Remove dislodged brick courses @ top of wall	1	LS	\$ 180.00		\$ 180.00

BUILDING RESTORATION by section

WEST TOP CORNER:

Install shoring to support wall above cut lines	1	LS	\$ 720.00	\$ 45.00	\$ 765.00
Chisel/remove damaged area	32	sf	\$ 15.00	\$ 2.00	\$ 544.00
Modify mortar batch (add lime & sand) to 350 PSI	1	LS	\$ 60.00	\$ 45.00	\$ 105.00
Lay replacement brick- main section	32	sf	\$ 20.00	\$ 2.00	\$ 704.00
Remove/ replace individuals-scattered	20	ea	\$ 30.00		\$ 600.00
Prep for & apply masonry stain	60	sf	\$ 4.00	\$ 1.00	\$ 300.00

UPPER RIGHT-WEST WINDOW

Modify mortar batch (add lime & sand) to 350 PSI	1	ls	\$ 60.00	\$ 45.00	\$ 105.00
Remove/ replace individuals-scattered	20	ea	\$ 30.00		\$ 600.00
Repair units w/ minor damage	20	ea	\$ 20.00	\$ 6.00	\$ 520.00
Prep for & apply masonry stain	36	sf	\$ 4.00	\$ 1.00	\$ 180.00

\$2,470.00

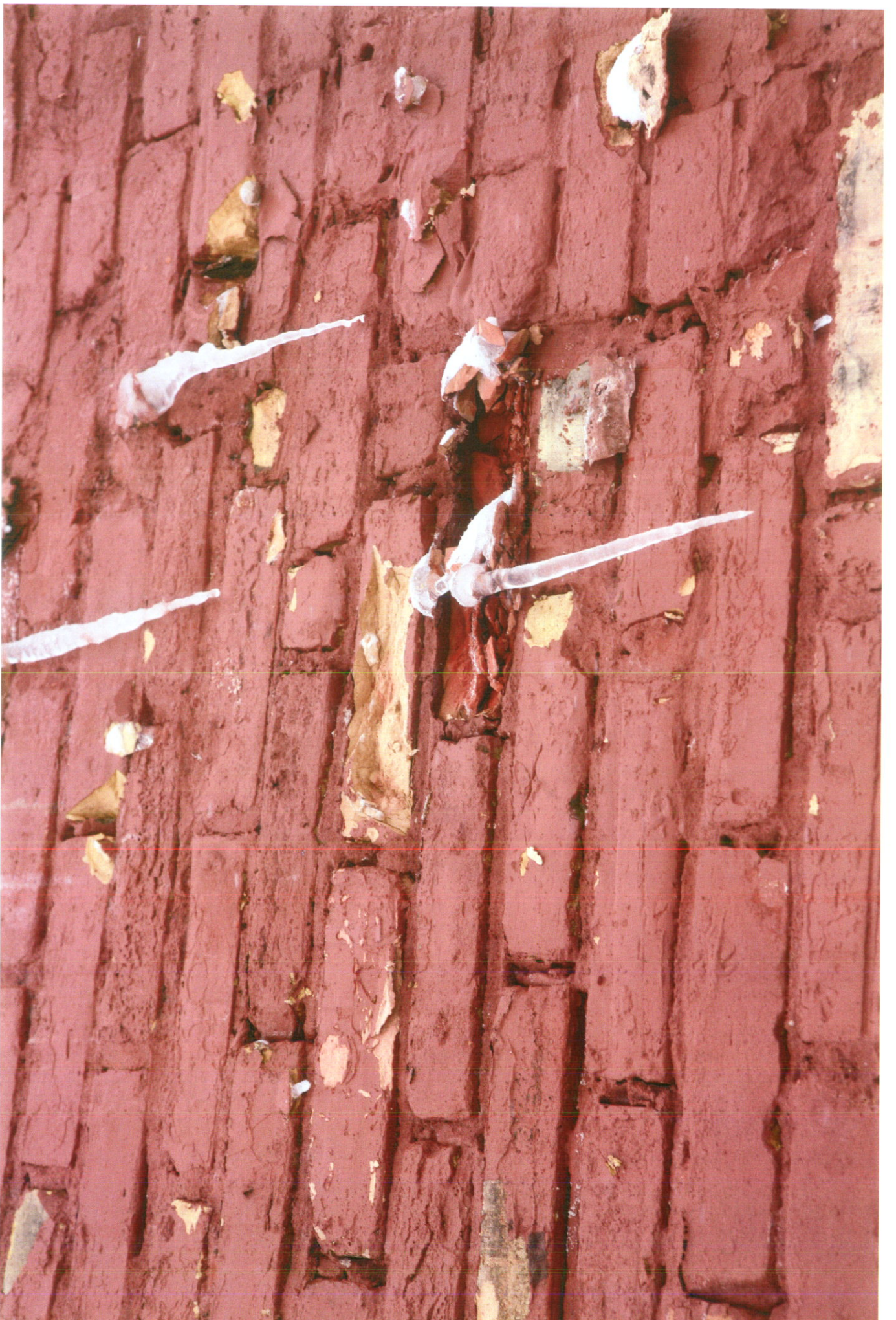
CENTER ABOVE DOOR					
Chisel/remove damaged area	36 sf	\$ 15.00	\$ 2.00	\$ 612.00	
Modify mortar batch (add lime & sand) to 350 PSI	1 ls	\$ 60.00	\$ 45.00	\$ 105.00	
Lay replacement brick- main section	36 sf	\$ 20.00	\$ 2.00	\$ 792.00	
Remove/ replace individuals-scattered	15 ea	\$ 30.00		\$ 450.00	
Repair units w/ minor damage	20 ea	\$ 20.00	\$ 6.00	\$ 520.00	
Prep for & apply masonry stain	60 sf	\$ 5.00	\$ 1.00	\$ 360.00	
EAST UPPER CORNER					
Chisel/remove damaged area	10 sf	\$ 15.00	\$ 2.00	\$ 170.00	
Modify mortar batch (add lime & sand) to 350 PSI	1 ls	\$ 60.00	\$ 45.00	\$ 105.00	
Lay replacement brick-	10 sf	\$ 20.00	\$ 2.00	\$ 220.00	
Remove/ replace individuals-scattered	20 ea	\$ 30.00		\$ 600.00	
Prep for & apply masonry stain	40 sf	\$ 5.00	\$ 1.00	\$ 240.00	
WEST WALL UPPER CORNER					
Chisel/remove damaged area	16 sf	\$ 25.00	\$ 2.00	\$ 432.00	
Modify mortar batch (add lime & sand) to 350 PSI	1 ls	\$ 60.00	\$ 45.00	\$ 105.00	
Lay replacement brick- main section	16 sf	\$ 20.00	\$ 2.00	\$ 352.00	
Remove/ replace individuals-scattered	15 ea	\$ 30.00		\$ 450.00	
Prep for & apply masonry stain	40 SF	\$ 3.00	\$ 1.00	\$ 160.00	
RELAY COURSES @ TOP OF WALL					
Modify mortar batch (add lime & sand) to 350 PSI	1 ls	\$ 60.00	\$ 45.00	\$ 105.00	
Lay replacement brick	60 lf	\$ 12.00	\$ 2.00	\$ 840.00	
Remove/ replace individuals-scattered	10 ls	\$ 30.00		\$ 300.00	
Prep for & apply masonry stain	120 sf	\$ 3.00	\$ 1.00	\$ 480.00	
SCATTERED RE-POINTS -WEST					
Remove/ replace individuals-scattered	15 ea	\$ 30.00		\$ 450.00	
Prep for & apply masonry stain	30 SF	\$ 3.00	\$ 1.00	\$ 120.00	
GENERAL FINISH WORK					
Prep & apply stain areas soiled by re-work above	400 sf	\$ 1.25	\$ 1.00	\$ 900.00	
Re-fasten roof edge flashing	1 ls	\$ 135.00	\$ 30.00	\$ 165.00	
Remove scaffolding / temp protections	1 ls	\$ 540.00		\$ 540.00	
Clean sills, fire escape, windows, exhaust hoods,etc.	1 ls	\$ 420.00		\$ 420.00	
Clean work site	1 ls	\$ 140.00		\$ 140.00	
Project Total					
				\$ 14,556.00	

2839.00

Site + Brick prep + Center = \$5309.00



MARCH 3, '08 117 MAIN ST



Boat, 6/13/21



MARCH 03, 08 169 MAIN









MARCH 3, 08





