

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 5-28-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:10 p.m.
- b. CHAIR: Patti

2. ROLL

- a. LANDMARKS MEMBERS (Mark Present or Absent)
 - i. Chair: _____
 - ii. Vice Chair: Patti Rudolph Present
 - iii. Ald. _____
 - iv. Kristi Lynch Present
 - v. Mary Nebel Present
 - vi. Chris Evenson Present
 - vii. Charlie Cross Present
 - viii. Joe Weidert Present
- b. OTHERS PRESENT
 - i. Jessica Beckendorf
 - ii. _____
 - iii. _____

3. MINUTES

- a. Date(s) of meeting minutes: 4-23-08
- b. Motions:
- c. Amendments: None
 - i. Motion to approve:
 - 1. By: Mary
 - 2. 2nd: Joe
 - 3. Result: Approved

4. PUBLIC COMMENT

- a. Item: Mary—Minutes availability on line? Jessica—working on this but difficult with limited staff time and procedure for reconstituting minutes as prepared to city's format.

5. SUBSTANTIVE AGENDA ITEMS

- A. Grant Memorandum
 - i. Action Item
 - ii. Attachments: Draft attached to agenda
 - iii. Presenters: Jessica
 - iii. Discussion: None
 - iv. Motion: To approve the Grant Memorandum and Work Program as drafted
 - 1. By: Patti
 - 2. 2nd: Mary
 - 3. Result: Approved

- B. Changes to Ordinance 2-4-8
 - i. Action Item
 - ii. Attachments: Draft of revised ordinance attached to agenda
 - iii. Presenter: Jessica
 - iv. Discussion: Need to change Historic Preservation Commission to Landmarks Commission; Revision of language in the three criteria for certificate of appropriateness; Possible pre-approval of color pallet for exterior paint; Drafts of application and certificate of appropriateness distributed for comment and action at next meeting
 - v. Motion: To approve the Ordinance changes, with the amendments as outlined in the Discussion section above and recommend the Ordinance changes to the appropriate body (e.g. Plan Commission or Council)
 - 1. By: Joe
 - 2. 2nd: Kristi
 - 3. Result: Approved

- C. W.H.S. Submissions of Qualifications
 - i. Discussion Item
 - ii. Attachments: Letters of interest and firm materials with backgrounds for doing survey work.
 - iii. Presenter: Jessica

- iv. Discussion: In conjunction with the review of the submissions from interested firms, Jessica will also consult with Peter Adams (who did the last survey) for his input.

D. Request for Proposal for Survey

- i. Action Item
- ii. Attachments: Draft of Request accompanied agenda.
- iii. Presenter: Jessica
- iv. Discussion: Amendment of the Project Description language suggested clarify that survey is citywide, with Jessica to add brief information about last survey to help clarify project scope.
- v. Motion: To approve the Request, with the clarifications noted in Discussion section above
 - 1. By: Chris
 - 2. 2nd: Joe
 - 3. Result: Approved

7. ADJOURNMENT

- a. TIME: 5:10 pm
- b. MOTION
 - i. BY: Charlie
 - ii. 2ND: Kristi
 - iii. Result: Approved