

A QUORUM OF THE ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, PARK BOARD, 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**  
**Menasha City Hall, 140 Main Street, 3rd floor Council Chambers**  
May 28, 2008

4:00 PM

**AGENDA**

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**1. CALL TO ORDER**

A. -

**2. ROLL CALL/EXCUSED ABSENCES**

A. -

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

A. Minutes of the April 23, 2008 Landmarks Commission meeting.

☐ [Attachments](#)

**4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

Five (5) minute time limit for each person

A. -

**5. ACTION ITEMS**

A. Review of Menasha Historical Society Grant Memorandum of Understanding and Work Program

☐ [Attachments](#)

B. Consideration of changes to 2-4-8

☐ [Attachments](#)

C. Review of Proposals/Qualifications sent by WHS

☐ [Attachments](#)

D. Review of Request for Proposals for the Survey of Historical and Architectural Sites in Menasha

☐ [Attachments](#)

**6. ADJOURNMENT**

A. -

*Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.*

CITY OF MENASHA  
LANDMARKS COMMISSION  
COUNCIL CHAMBERS OR \_\_\_\_\_

DATE: 4-23-08

MINUTE NOTES  
CHE—SECRETARY

0. SPECIAL MEETING

1. CALL TO ORDER

- a. TIME: 4:05 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 Absent
  - v. Mary Nebel Present
  - vi. Chris Evenson Present
  - vii. Charlie Cross Present
  - viii. Joe Weidert Present
- b. OTHERS PRESENT
  - i. Mayor Don Merkes
  - ii. Jessica Beckendorf
  - iii. Otter Creek representatives
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_

3. MINUTES

- a. Date(s) of meeting minutes: 4-9-08
- b. Motions:
- c. Amendments: None
  - i. Motion to approve:
    - 1. By: Mary
    - 2. 2<sup>nd</sup>: Joe
    - 3. Result: Approved

4. PUBLIC COMMENT

- a. Item: Mary—Minutes format and availability on line; Jessica to review with Chris

## 5. SUBSTANTIVE AGENDA ITEMS

### A. Façade Improvement Proposal—226 Main St.

- i. Action Item
- ii. Attachments: Proposed sample paint and design for sign; Two bids for transom window work; Photos of type of glass and lighting proposed; Grant request for front façade.
- iii. Presenters: Jessica and Otter Creek Reps.
- iii. Discussion: Jessica reviewed map showing building footprints and number of facades; Jessica confirmed in excess of \$10,000 available in Landmarks account; Commission reviewed Omni and Tri-City quotes for front transom windows; Sign design and color presented; Request to allow extension of iron fence, two alternative presented.
- iv. Motion: To approve the proposed front façade improvements, including windows and sign with following specific colors: Indian bead, ryegrass, Armagnac, autumnal and firebrick, and sconce lights, and subject to compliance with other city code provisions.
  1. By: Joe
  2. 2<sup>nd</sup>: Charlie
  3. Result: Approved
- v. Motion: To approve grant of \$2,500 for front façade improvements approved by commission.
  1. By: Mary
  2. 2<sup>nd</sup>: Joe
  3. Result: Approved
- vi. Motion: To approve rear decorative fence extension, using either option at Otter Creek's discretion, subject to compliance with other city code provisions.
  1. By: Patti
  2. 2<sup>nd</sup>: Mary
  3. Result: Approved

7. ADJOURNMENT
  - a. TIME: 4:29 p.m.
  - b. MOTION
    - i. BY: Joe
    - ii. 2<sup>ND</sup>: Charlie
    - iii. Result: Approved



**MEMORANDUM OF AGREEMENT** between THE WISCONSIN HISTORICAL SOCIETY by and through THE STATE HISTORIC PRESERVATION OFFICER and the **City of Menasha** for the **completion of an intensive survey project identified as Project No. 55-08-21754-05.**

THIS AGREEMENT between the Historic Preservation Division, Wisconsin Historical Society, by and through the State Historic Preservation Officer, hereinafter called the SOCIETY and the City of Menasha hereinafter called the SUBGRANTEE, will undertake a historic preservation project to be assisted with a grant-in-aid to support the National Register of Historic Places program in Wisconsin. The program was established by the National Historic Preservation Act of 1966, as amended, and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SOCIETY and the SUBGRANTEE agree as follows:

**I. Attachments**

The SUBGRANTEE shall carry out the project as specified in this document and attachment which is incorporated into and made part of this memorandum of agreement as:

Attachment A. the project "Work Program;"

**2. Amendments (Administration Manual, section 11)**

With the exception of Progress Reports, any change to the approved work program (scope of work), products, product/activity due date(s), or budget must be submitted in writing to the SOCIETY at least 30 days prior to effecting and in accordance with the requirements in the "Administration Manual, Section 11."

Other than Progress Reports, deadlines are mandatory and extensions will only be given in unforeseen and extraordinary circumstances. Examples are death or resignation of key participant or major natural disaster; a computer "crash," however, is not an extraordinary circumstance. The SUBGRANTEE must notify the SOCIETY immediately when the extraordinary event occurs.

3. **Period of Performance**

All work carried out as part of this grant-assisted project shall be conducted between the date of the SUBGRANTEE's state purchase order and the **project completion date, July 15, 2009**. It is not possible to extend the period of performance for this project. However, should interim project due date(s) need extension, see item 2. "Amendments."

Drafts of any publications prepared as part of this project shall be submitted by the dates specified in the "Work Program," for review and approval by the SOCIETY.

The SUBGRANTEE agrees to submit all the materials described in the "Work Program" to the SOCIETY on or before the deadlines given for the submission of specified products: failure to meet a deadline may be cause to terminate this agreement. Any Work Program activities completed **after September 30, 2009** cannot be considered an allowable cost, except for completion of the final Reimbursement Request.

The SOCIETY agrees to review all materials within 30 days of their receipt, returning any incomplete or inadequate materials to the SUBGRANTEE for revision or completion. The SOCIETY must approve that all project materials conform to the applicable Secretary of Interior's "Standards" prior to final reimbursement.

The SUBGRANTEE shall submit by September 30, 2009, the final reimbursement request, Project Completion Report, and any materials or reports that required revision after SOCIETY review.

4. **Professional Supervision** (Administration Manual, section 4)

The SUBGRANTEE agrees to provide and maintain a principal investigator whose professional qualifications have received prior approval of the SOCIETY, to ensure that the work conforms to the work program, and to provide the necessary standard of professional conduct required for this project under the federal program regulations.

The SOCIETY staff will maintain contact with the principal investigator and will provide necessary and reasonable amounts of training, advice or technical assistance for the successful completion of project work.

5. **Contracts** (Administration Manual, sections 5 and 6)

The Subgrantee agrees to:

- a. not contract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment and Suspension;
- b. comply with Federal competitive procurement requirements (Administration Manual, section 5) for professional services, any sub-contracts and submit evidence of such prior to reimbursement; and
- c. submit any contracts drafted for the performance of work activities to the SOCIETY for comment and approval prior to execution.

6. **Allowable Costs** (Administration Manual, section 8)

All Project Costs are subject to the applicable principles described in Office of Management and Budget (OMB) Circulars. See our Administration Manual, Section 3-01 for the specific circulars that apply to various types of applicants/subgrantees. This section also gives the Website address for these circulars.

If the SUBGRANTEE **receives \$300,000** or more annually in **total federal funds**, it agrees to comply with the provisions of OMB Circular A-133, Single Audit Act of 1984, and to submit to the SOCIETY a copy of the audit report within 30 days of publication.

Further all project related spending must:

- a. meet federal requirements for the program;
- b. conform to the approved project budget and occur within the period of performance;
- c. be necessary and reasonable for the completion of project work; and
- d. be disassociated with "lobbying," in accordance with 18 U.S.C. 1913.

7. **Progress and Completion Reports** (Administration Manual, section 9)

The SUBGRANTEE shall submit a Progress Report by the **15th day of October 2008; January 2009; and April 2009** or until project completion is reported in the format provided by the SOCIETY. The Society may grant extensions to written or verbal requests, if justification is determined to be satisfactory.

The SUBGRANTEE shall notify the SOCIETY immediately if any situation should arise that will adversely affect the timely or successful completion of this project.

The project completion report titled "Final Project Report" shall conform to the SOCIETY requirements and be submitted by September 30, 2009.

8. **Reimbursement Requirements** (Administration Manual, section 10)

Reimbursement to the SUBGRANTEE shall be subject to receipt of funds from the National Park Service, provided reimbursement amounts are:

- contained on an acceptable reimbursement request form;
- supported by evidence of compliance with Federal competitive procurement requirements;
- supported by copies of expense plus payment records; and
- supported by evidence that all project work activities specified for the period have been completed.



9. The SOCIETY agrees to reimburse the SUBGRANTEE **100% of allowable** project costs within 60 days of the SOCIETY's receipt of an acceptable reimbursement request on the following schedule:
- a. Up to 75% of the federal award will be paid prior to project completion. The SUBGRANTEE must submit a Reimbursement Request by September 15, 2009 for all expenses incurred through August 31, 2009.
  - b. The remaining 25% of the federal award will be paid to the SUBGRANTEE after receipt of the final Reimbursement Request and Project Completion Report (see 8, above), or after all completion materials and auditable records are approved as meeting the applicable Secretary of the Interior's "Standards", which ever is later. The final reimbursement request shall be submitted by September 30, 2009 or earlier.

The SUBGRANTEE agrees to maintain all subcontractor or professional services procurement histories financial and records pertaining to the full life-cycle of the subgrant for a period of not less than five years after completion of the project. The State Legislative Audit Bureau, the SOCIETY, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives shall have access to subgrant records for audit purposes.

10. **Acknowledgment of Federal Assistance** (Administration Manual, section 7)

Federal grant assistance shall be acknowledged in any public announcements, news releases, articles, publications, and pertinent presentations that the SUBGRANTEE participates in or initiates in the required format.

11. **General Provisions**

- a. Copyrights. Since federal funds are involved in this project, no copyright is available to any participants in the project. All material remains in the public domain and cannot be copyrighted.
- b. Compliance with federal and state laws. The SUBGRANTEE agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The SUBGRANTEE further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including the applicable Secretary of the Interior's standards.
- c. Title VI Compliance. The SUBGRANTEE agrees to comply with Title VI of the Civil Rights Act of 1964 that states that no person on the grounds of race, color, marital status, religious creed or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

- d. Civil Rights Assurance of Compliance. The SUBGRANTEE agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Subgrantee receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.
- e. Program Income. During the period of this grant (October 1, 2008 through September 30, 2009), any income earned by a SUBGRANTEE from activities of which part or all of the cost is a direct cost shall reduce the subgrant award.
- f. Liability. The SUBGRANTEE shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the SUBGRANTEE in executing work under this agreement.

This AGREEMENT may be terminated before the project completion date upon thirty (30) days written notice from either the State Historic Preservation Officer or the SUBGRANTEE. Should this agreement be terminated by the State Historic Preservation Officer, except for reasons of non-compliance by the SUBGRANTEE, the SOCIETY will reimburse the SUBGRANTEE for up to **a maximum of 100% of the eligible** costs incurred up to the termination date. Should this agreement be terminated by the SUBGRANTEE, the SOCIETY, at the discretion of the State Historic Preservation Officer, may reimburse the SUBGRANTEE for a maximum of 50% of the eligible costs incurred to the termination date or may require the SUBGRANTEE to return any or all federal funds transferred to the SUBGRANTEE by the termination date, depending upon the circumstances of the termination.

This AGREEMENT becomes effective upon signature by the parties below and upon receipt by the SUBGRANTEE of a purchase order for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

By

  
\_\_\_\_\_  
Michael Stevens  
State Historic Preservation Officer

  
\_\_\_\_\_  
Date

By

\_\_\_\_\_  
Thomas Stoffel-City of Menasha

\_\_\_\_\_  
Date

MENASHA WORK PROGRAM  
Project No. 55-08-21754-05  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program (As of 4/14/08)

The Division of Historic Preservation-Public History (DHP-PH), Wisconsin Historical Society, and the City of Menasha, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of an intensive survey and related activities in Menasha, assisted with an historic preservation grant-in-aid.

1. The subgrantee shall conform to and follow all requirements and guidelines detailed in the three manuals found on the Wisconsin Historical Society website. The "Architecture-History Survey Manual" is located at [www.wisconsinhistory.org/hp/survey-manual/](http://www.wisconsinhistory.org/hp/survey-manual/), the "Supplementary Manual for Completing State Register and National Register of Historic Place Form in Wisconsin" is located at [www.wisconsinhistory.org/hp/sup-manual/](http://www.wisconsinhistory.org/hp/sup-manual/) and the "Subgrants Manual" is located at [www.wisconsinhistory.org/hp/grants/](http://www.wisconsinhistory.org/hp/grants/). The subgrantee shall inform the principal investigator of these requirements.
2. Consultant Selection. The subgrantee, with the assistance of the DHP-PH, must hire a principal investigator within two months of the signing of this agreement. Recruitment and hiring must follow DHP-PH procedures and Department of Interior guidelines as explained in the "Subgrants Manual." The DHP-PH has final approval of the principal investigator selected. The principal investigator must be qualified according to the professional qualifications found at [www.wisconsinhistory.org/hp/grants/qualifications.asp](http://www.wisconsinhistory.org/hp/grants/qualifications.asp)
3. Consultant Training. The principal investigator, project assistants, and the project director may be required to attend a training session in Madison prior to beginning work to be trained in DHP-PH survey procedures.
4. Completion Schedule. All products must be completed according to the schedule specified in this work program. Final products must be submitted to the DHP-PH by July 15, 2009. Non-compliance with the schedule is considered grounds for terminating the subgrant.



MENASHA WORK PROGRAM  
Project No. 55-08-21754-05  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program Page 2

5. Reconnaissance Survey. The project must begin with a reconnaissance survey of the of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Previously surveyed properties that have been altered, restored, or demolished will be updated. Any inventory cards in the entire community without photographs will also be photographed. The survey must be conducted according to guidelines described in the "Architecture-History Survey Manual." Products of the reconnaissance survey are:
  - a. Negatives, organized by film roll in 9-1/2" x 12" plastic negative preservers and a sheet of contact prints for each film roll. The DHP-PH will explain the coding system and provide the first roll number to be used. A photocopy of the contact prints should be retained by the subgrantee. If a second set of photographs is required by the subgrantee, the cost of the photographs must be a separate line in the budget.
  - b. Survey maps, indicating all surveyed properties by lot lines and referenced by the map code. The survey maps must be approved by the DHP-PH for appropriateness of scale, etc. An original survey map must be provided to the DHP-PH.
  - c. DHP-PH inventory cards, for all inventoried properties, fully completed and with photographs drymounted on the back. The inventory cards are prepared for the DHP-PH, but can be photocopied for the subgrantee. Cards must be generated from the WHPD application.
6. Intensive Survey. This phase of the survey contains two basic work elements: site specific research and the preparation of the survey report. Each of these elements is described below. They are more fully discussed in the "Architecture-History Survey Manual."
  - a. Site specific research. Historic research must be conducted on all properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. All findings of potentially individually eligible properties and potential historic districts must be approved by the DHP-PH prior to completion of the intensive survey report.



MENASHA WORK PROGRAM  
Project No. 55-08-21754-05  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program Page 3

The DHP-PH requires that WHPD be used for the compilation of all survey data. All survey data will be entered into this program by the consultant. The consultant will be given free access to WHPD for one month in order to enter the survey findings for the City of Menasha survey only. The consultant must contact the DHP-PH in order to set up this special one month access.

- b. Preparation of intensive survey report. The intensive survey report must be prepared according to the guidelines in the intensive survey manual. All themes represented in the history of the survey area must be addressed, in addition to the following sections:

1. Historical Overview (including early settlement and physical development)
2. Architecture (organized according to the styles and forms listed in the survey manual)
3. Designers, Engineers, and Builders (including biographical information and subdivided by architects, landscape architects, engineers, builders and contractors, and other designers)
4. Notable People (including biographical information on major figures in the community's history and referenced to buildings or sites associated with them)

A typed draft of a report chapter must be submitted for DHP-PH review according to the project schedule, and not less than eight weeks from the project completion date.

At least eight (8) copies of the final report and an electronic version in a PDF format on CD must be submitted to the DHP-PH by the project completion date. The final report must be double-sided and spiral bound. The subgrantee must also submit one (1) unbound, double-sided copy on acid-free paper. The subgrantee will retain at least three copies of the final report and one will be deposited in a local public library.

MENASHA WORK PROGRAM  
Project No. 55-08-21754-05  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program Page 4

7. Public Education. The subgrantee will sponsor at least two public meetings during the course of the project. It will be necessary for the principal investigator and the DHP-PH to participate in both public meetings. The first meeting, to be held near the beginning of the survey project, should introduce the project and the principal investigator to the community. The second meeting, to be held toward the end of the survey, should include a formal presentation of survey findings by the principal investigator. At one of the meetings the DHP-PH will explain the National Register of Historic Places program. Additional public meetings can be held at the discretion of the subgrantee and the DHP-PH as necessary.
  
8. Acknowledgment of Federal Assistance. An acknowledgment of federal funding must be made in any publication or slide or video production resulting from this project (See Section 7 of the "Subgrants Manual.") The standard acknowledgment that must be used is stated in the manual. Press releases, speeches, and other dissemination of information by a subgrantee regarding grant-assisted projects must also acknowledge the support of the National Park Service and the Wisconsin Historical Society. Future publications, materials, or projects that result from this grant-assisted project must acknowledge the federal support.

#### **SEC. 2-4-8 LANDMARKS COMMISSION.**

- (a) The Landmarks Commission shall be organized by and function under the general direction of the Common Council.
- (b) It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character, special historic interest or value is a public benefit in that such protection, enhancement, perpetuation and continued use is believed to:
  - (1) Serve as a support and stimulus to business and industry, thereby strengthening the economy of the city.
  - (2) Safeguard elements of the City's historic and cultural heritage, as embodied and reflected in historic structures, sites, and districts.
  - (3) Stabilize and improve property values.
  - (4) Foster civic pride in the accomplishments of the past.
  - (5) Promote the use of historic structures, sites and districts for the education, pleasure and welfare of the people of the City.
  - (6) Integrate the modern environment with historic buildings and sites.
- (c) **DEFINITIONS.** The following words and terms wherever they appear in this chapter, shall be construed as herein defined. Words not defined shall be interpreted in accordance with definitions found in any standard dictionary.
  - (1) Alteration. A change in the external architectural features of any historic structure or in the interior of any such structure if the interior feature is specifically included in the historic designation; a change in the landscape features of any historic site or place; or work having an adverse effect upon designated archaeological resources.
  - (2) Commission. The Landmarks Commission created under this section.
  - (3) Certificate of Appropriateness. Document issued by the Landmarks Commission, following a prescribed review procedure, certifying that the proposed actions by an applicant are found to be acceptable in terms of design criteria relating to the individual property or the historic district.
  - (4) Historic Structure. Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the City, state or nation and which has been designated as a historic structure pursuant to the provisions of this chapter.
  - (5) Historic Site. Any parcel of land whose historic significance is due to substantial value in tracing the history of aboriginal people, or upon which a historic event has occurred, and which has been designated a historic site under this section, or an improvement parcel, or part thereof, on which is situated a historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.
  - (6) Historic District. An area designated by the Common Council on recommendation of the Commission, composed of two or more improvement parcels that together comprise a district of special character or special historic interest or value as part of the development, heritage or cultural characteristics of the City, state or nation, and which has been designated as a historic district pursuant to the provisions of this chapter.

- (7) Improvement. Any building, structure, place, work of art or other object constituting a physical betterment of real property, or any part of such improvement.
- (8) Improved Parcel. Unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes. Provided, however, that the term "improved parcel" shall also include any unimproved area of lands which is treated as a single entity for such tax purposes.

**(d) COMPOSITION AND TERMS.**

- (1) A Landmarks Commission is created whose members shall be appointed by the Mayor, subject to the confirmation by the Common Council, as follows:
  - a. Community Development Director as an ex officio, non-voting member;
  - b. Six members at large;
  - c. An Alderman appointed for one (1) year at annual reorganization meeting.
- (2) The Mayor shall consider prospective member's interest, knowledge, or expertise in historical, architectural, geological, archeological, or cultural preservation. Consideration shall also be given as to whether any member owns property in the designated historic district or a building otherwise designated as historic by the commission.
- (3) All at large members shall be appointed for three-year terms with the first appointments staggered such that three of the original appointees serve three-year terms, two serve two-year terms and the remaining member serves a one-year term. The alderman member shall be appointed by the Mayor and confirmed by the Common Council at its annual organization meeting. The Community Development Director shall serve in an advisory capacity to the Landmark's Commission for an unlimited term.
- (4) Vacancies shall be filled for the unexpired term in the same manner as appointments for a full term.
- (5) The Landmarks Commission shall select a chair, vice-chair and secretary and shall then adopt rules and regulations for its operation consistent with the provisions of this section.

**(e) POWERS AND DUTIES.** The Landmarks Commission shall have the following powers and duties:

- (1) To develop appropriate criteria and standards for identifying and evaluating neighborhoods, places, structures and improvements which might be classified as landmarks, landmark sites, historic districts or specially designated landmarks.
- (2) To identify landmarks, landmark sites, and historic districts within the City subject to official designation by the Common Council; and which upon such official designation shall be subject to the provisions herein.
- (3) Other Duties. In addition to those duties already specified in this Section, the Commission shall:
  - a. Cooperate with the historic preservation officer for the State of Wisconsin, and the State Historic Preservation Review Board, in

attempting to include such properties hereunder designated as historic structures, sites, or districts in the National Register of Historic Places.

- b. Where necessary and appropriate recommend to the Planning Commission that the City acquire an interest in historic properties by purchase, donation or bequest, including the use of "preservation easements", where appropriate.
- c. Establish appropriate markers for officially designated landmarks and historic districts.
- d. Promote public education, interest and support for the preservation and enhancement of historic landmarks, landmark sites, and historic districts.
- e. To advise owners of landmarks, landmark sites or structures of the benefits, problems and techniques of preservation and encourage their participation in preservation activities.

(f) **BUDGET AND FINANCE.** For the purposes enumerated in Section 1(b) of this Chapter, the Landmarks Commission may:

- (1) Any funds deemed necessary shall be included in the Community Development Department budget. The Community Development Director shall monitor all expenditures consistent with City policy.
- (2) Upon authorization by the Common Council, apply for state and/or federal funding.
- (3) Upon authorization by the Common Council, raise funds and accept grants or gifts from public and private sources. Such funds shall be placed in a separate account as may be established by the City Comptroller and may be used upon authorization by the Common Council.
- (4) Recommend contracting for services using such funds as may be authorized in the Community Development Department's budget or from other sources as may be approved by the Common Council. All such contracts require Common Council approval and shall be administered by the Community Development Director.

(g) **DESIGNATION OF HISTORIC STRUCTURES.** For purposes of this ordinance, a historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement, or structure located thereon, or any area of particular historic, architectural, archeological, or cultural significance to the City, such as historic structures, sites or districts which:

- (1) Exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community; or
- (2) Are identified with historic personages or with important events in national, state, or local history; or
- (3) Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or
- (4) Are representative of the notable work of a master builder, designer, or architect who influenced his age; or
- (5) Have yielded, or may be likely to yield, information important to prehistory or history.

- a. Designation of historic structures and historic sites.
  1. The commission may, after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section (4), above. At least 10 days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners or property in whole or in part situated within 100 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, plan commission, and the city assessor. Each such department may respond to the commission with its comments on the proposed designation or rescission.
  2. The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may designate the property as either a historic structure or historic site, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspection department, plan commission, and the city assessor. The property owner may appeal such decision to the common council within 30 days. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.

**(h) PRESERVATION AND ADOPTION OF HISTORICAL PROPERTIES.**

Guideline criteria in the development of historic district plans are as follows:

- (1) Regulation of construction, reconstruction, and exterior alteration shall conform to the criteria and standards in subsection (G)(1).
- (2) All new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related.
- (3) The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.
- (4) In the street elevation of a building, the proportion between the width and height in the façade should be visually compatible with the building and environment with which it is visually related.
- (5) The proportions and relationships between doors and windows in the street façade should be visually compatible with the buildings and environment with which it is visually related.

- (6) The rhythm of solids to voids, created by openings in the façade, should be visually compatible with the buildings and environment with which they are visually related.
- (7) The existing rhythm created by existing building masses and spaces between them should be preserved.
- (8) The materials used in the final façade should be visually compatible with the buildings and environment with which they are visually related.
- (9) The texture inherent in the façade should be visually compatible with the buildings and environment with which it is visually related.
- (10) Colors and patterns used on the façade (especially trim) should be visually compatible with the buildings and environment with which they are visually related.
- (11) The design of the roof should be visually compatible with the buildings and environment with which they are visually related.
- (12) The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.
- (13) The street façade should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.
- (14) Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.

a. Review and adoption procedure.

1. Historic Preservation Commission

The historic preservation commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official city paper. Notice of the time, place, and purpose of the public hearing shall also be sent by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and the owners of record, as listed in the Office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the city plan commission and the common council.

2. The City Plan Commission

The plan commission shall review the historic district plan and make a recommendation to the common council. The plan commission shall make its recommendation on the historic district plan within 45 days.

3. The Common Council

The common council, upon receipt of the recommendation from the historic preservation commission and plan commission, shall hold a

public hearing, with notice to be given as noted in subsection 1., above, and shall, following the public hearing, either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan. Property owners may appeal such decision to the common council within 30 days.

**(i) REGULATION OF CONSTRUCTION, RECONSTRUCTION, AND EXTERIOR ALTERATION.**

(1) Certificate of Appropriateness. A Certificate of Appropriateness is required before a building permit can be issued for the demolition, new construction, exterior alteration, modification or addition to a designated historic property. Any building permit not issued in conformity with this ordinance shall be considered void. Acceptable exterior alterations include, but are not limited to, the construction of additions, the installation of siding, windows, doors, awnings, and signage, or the application of paint or other exterior coatings.

- a. Such application shall contain a description and sketch of the proposed changes.
  - b. A copy of the procedures for Landmarks Commission review shall be provided in writing to each applicant.
  - c. Within ten (10) days of the referral from the Director of Community Development, the Landmarks Commission shall schedule a meeting to review said application. The Landmarks Commission shall utilize the following criteria to evaluate the appropriateness of the proposed change.
    1. Whether, in the case of a designated historic district, structure or site, the proposed work would not detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement upon which said work is to be done; and,
    2. Whether, in the case of the construction of a new structure upon a historic site, the exterior of such improvement would not adversely affect or would not harmonize with the external appearance of other neighboring improvements on such site; and,
    3. Whether in the case of any property located in a designated historic district the proposed construction, reconstruction, or exterior alteration conforms to the objectives and design criteria of the Historic Preservation Plan.
- (2) If the Landmarks Commission determines the landmark, landmark site, or property within a historic district would be adversely affected by the proposed change or if for any other reason the Commission rejects the request, the Commission shall state in writing the reasons.
- (3) Should the Landmarks Commission fail to act within the specified time period or refuse to issue a certificate of appropriateness due to the failure of the proposal to meet the guidelines, the applicant may appeal to the Common Council.



If a Certificate of Appropriateness is granted, building permit applications shall be made to the Director of Community Development. The application for a Certificate of Appropriateness must be signed by the owner or his authorized representative, and the form must be signed by the chairman of the Landmarks Commission stating its approval, denial, or approval with conditions and the reasons for the decision.

- (4) When considering an application for a Certificate of Appropriateness for new construction, alteration, repair, or restoration, the Commission shall use the Secretary of the Interior's Standards for Rehabilitation as guidelines in making its decisions. In addition, the Commission may adopt more specific guidelines for local historic districts and local historic buildings. These guidelines serve as the basis for determining the approval, approval with modifications, or denial of an application.

The Secretary's Standards for Rehabilitation are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and

integrity of the historic property and its environment would be unimpaired.

- (j) **REGULATION OF DEMOLITION AND NEW CONSTRUCTION.** No portion of a designated historic structure or site shall be demolished, nor shall a new building be constructed or new use established in a historic district unless such demolition, construction or use complies with this Section.

- (1) A permit is required as described in Section (g). Application shall be made to the Director of Community Development utilizing the procedures enumerated in Section (g)(1-2).
- (2) In determining whether to issue a certificate of appropriateness for demolition, new construction or alternate use, the Landmarks Commission shall consider:
  - a. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it.
  - b. Whether any prospective new structure, or change in use would be compatible with the buildings and environment or the district in which the subject property is located.
  - c. Whether the building or structure is of such architectural or historic significance that this demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the state.
  - d. Whether demolition of the property would be contrary to the purpose and intent of this chapter and to the objectives of the Historic Preservation Plan.
  - e. Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense.
  - f. Whether retention of the building or structure would encourage study of American history, architecture and design or develop and understanding of American culture and heritage.
- (4) These provisions shall not apply to any building or structure which has been determined by the Building Inspector in consultation with the Community Development Director to fulfill the requirements of Sec. 66.05 Wis. Stats., and Sec. 11-7-5 and Sec. 15-5-13 City of Menasha Code, or if the City or any other governmental entity is proceeding under Ch. 32 Wis. Stats.

(i) **PENALTIES.**

- (1) Any person who alters, or constructs a building or structure in violation of this chapter shall be required to restore the building or structure and its site to its appearance prior to the violation. Such restoration shall be completed within such time frame as set by the Landmarks Commission using materials, building design and construction methods approved by said Commission. Failure to complete the restoration in conformance with the requirements of the Landmarks Commission shall constitute a violation of this ordinance. Violations shall be subject to the penalties listed in Section 13-1-135 of the Menasha Code of Ordinances. Each day the violation continues shall constitute a separate offense.

- (2) Any person who demolishes a building or structure in violation of Section (h) shall forfeit a sum equal to fifty percent (50%) of the value of the building or structure, should the Landmarks Commission and Common Council make a finding after a hearing that the demolished structure had major historical significance. The value shall be determined by using the assessed value from the previous year's property tax assessment as equalized by the Wisconsin Department of Revenue.
- (3) The Community Development or his/her designee, with the advice and consent of the City Attorney, is authorized to issue a citation or to institute any formal proceeding to enjoin, correct, or abate any violation of this chapter.
- (j) **MAINTENANCE OF HISTORIC STRUCTURES, HISTORIC SITES, AND HISTORIC DISTRICTS.** Every person in charge of an improvement or structure in a historic district shall keep in good repair all of the exterior portions and all interior portions thereof which, if not maintained, may cause or tend to cause the exterior portions of such improvement or structure to fall into a state of disrepair. This provision shall be in addition to all other provisions of law requiring such improvement to be kept in good repair.
- (k) **CONDITIONS DANGEROUS TO LIFE, HEALTH, OR PROPERTY.** Nothing contained in this Section shall prohibit the making of necessary construction, reconstruction alteration or demolition of any historic structure, any improvement on a historic site or in a historic district pursuant to order of any governmental agency or pursuant to any court judgment, for the purpose of remedying emergency conditions as determined by the Community Development Director to be dangerous to life, health, or property. In such cases, no approval from the Landmarks Commission shall be necessary.

<b>Requisition Request Number</b>		 <b>816 State Street Madison, WI 53706-1482 608/264-6400</b>		<b>Purchase Order Number</b>			
<b>Purpose</b> Fulfill FFY 2008 subgrant requirements		<b>Division &amp; Section</b> Historic Preservation/Public History		<b>Date</b> 4/14/08			
<b>Suggested Vendor</b>  Thomas Stoffel City of Menasha 140 Main St. Menasha, WI 54952		<b>FEIN #39-6005525</b>		<b>Ship to Address</b>  <b>816 State Street Madison, WI 53706-1482 608/264-6400</b>			
				<b>Contact Person</b>  Joe DeRose			
				<b>Telephone</b>  264-6512			
<b>Telephone:</b> <b>Fax:</b>		<b>Approved Signature</b> 					
Org	Appr	Act	Cat	Obj	FY		
<b>Item #</b>	<b>Quantity and Unit</b>	<b>Full Description</b>			<b>code</b>	<b>unit price</b>	<b>Total</b>
1.		Federal Fiscal Year 2008 HPF to subgrantee/vendor for a project identified as 55-08-21754-05.  Products are specified in the MOA Work Program. Any required drafts must be submitted as stated in the MOA Work Program with final products completed and submitted by 7/15/09.  Up to 75% can be reimbursed upon request prior to final project acceptance.					\$18,000.00
						<b>Grand Total</b>	\$18,000.00
<b>APPROXIMATE DELIVERY DATE: 7/15/09</b>							



RECEIVED

MAR 31 2008

DIV HIST PRES

March 28, 2008

The Wisconsin Historical Society  
Attention: Joe DeRose  
816 State Street  
Madison, Wisconsin 53706-1482

Re: Historic Preservation Consultants for Federally Funded Subgrants  
Residential Intensive Surveys of Menasha

Dear Mr. DeRose:

We are pleased to submit this letter of interest in response to a listing on the Wisconsin Historical Society's website, indicating that the Historic Preservation Division is in the process of developing a list of historic preservation consultants for various federally funded subgrant projects in Wisconsin. We are interested in the above mentioned project.

LJM Architects is a qualified historic preservation consultant. We offer services for a variety of project types, with a strong emphasis on historic restoration, rehabilitation, and consultation work. We have a history of working together with municipalities, especially the City of Sheboygan, where we perform several façade restoration studies and Section 106 reviews each year. We have enclosed an abbreviated resume highlighting our past preservation work for your use.

We are eager to work with the Wisconsin Historical Society and the City of Menasha on this and other projects. Please contact us if any further information is needed.

Sincerely,

LJM Architects, Inc.

A handwritten signature in dark ink, reading "Jennifer L. Lehrke", written in a cursive style.

Jennifer L. Lehrke, AIA



## Professional Qualifications

### Firm History

LJM Architects, Inc. dates back to 1964, when Richard Linde first established an architectural firm. Linde/Architect, Linde-Groth Architecture, and Richard Paul Linde, Architect, preceded LJM, which was formed in 1986 when Erik Jensen and Michael Marcheske joined Richard Linde in practice. In 1987, LJM acquired the property and files of W. C. Weeks, Inc., an architectural firm with 139 years of history in the Sheboygan area. The archives of Weeks' drawings are maintained at LJM and provide historical reference and influence for our work.

### Project Expertise

Currently, LJM offers architectural and consulting services for a variety of project types with a continuing commitment to provide quality service to the company's clients. LJM has diverse experience in preservation consulting and designing new and remodeled commercial buildings, governmental, educational and industrial facilities, residential projects, and places of worship.

As you will see in the following pages, LJM Architects, Inc. has been involved with numerous historic preservation projects. Our award winning work ranges from a \$10 million theatre restoration in Sheboygan to numerous small storefronts. Our clients include private owners, not-for-profit organizations, and municipalities. The scope of services can range from simple façade studies to full architectural and engineering services.

In addition to our architectural services, we have diversified into historic preservation consulting. A sampling of our assignments are as follows:

- Façade Restoration Studies: Over the past ten years, we have completed over fifty façade restoration studies through the City of Sheboygan's historic preservation grant program.
- Intensive Surveys: From 2002 to 2006, we successfully completed four intensive surveys for the City of Sheboygan, covering approximately thirteen square miles and identifying well over 1,600 historic resources and thirteen eligible historic districts.
- Section 106 Reviews: Over the past four years, we have performed hundreds of Section 106 reviews for the City of Sheboygan's loan and grant programs.
- Feasibility Studies: During the summer of 2003, we performed a Feasibility Study for the Renovation and Reuse of the Oregon High School for the Village of Oregon's Historic Preservation Commission.

All of these projects were funded through federal grants, and the municipalities involved were very pleased with the final products. Samples of our work are available upon request.

### Creating a Lasting Impression

We believe that we have a knowledgeable and capable team with years of education and experience in architecture and historic preservation. Our commitment is to meet the needs and desires of our clients by providing attention to detail, timely communication, and coordination of effort to ensure a project that will create a lasting impression.



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- Religious
- Community
- Educational
- Governmental
- Historic Preservation Consulting
- Historic Preservation
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- Recreational
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## Key Personnel

### Jennifer L. Lehrke, AIA Architect & Historic Preservation Consultant

Our key historic preservation consultant is Jennifer L. Lehrke, AIA. She is an experienced, registered architect with a broad range of historic preservation projects under her belt. She is assisted by a team of architects, intern architects, drafters, and administrative support.



Stefanie Weill Center  
Sheboygan, Wisconsin

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County's WPA Projects - 2007  
Sheboygan Masonic Lodge No. 11,  
Fundraising Event:  
Why We Preserve - 2006  
Sheboygan Downtown Rotary  
Program: How to Research Your  
Historic Home - 2002



## Historic Preservation Consulting Projects

### Façade Restoration Studies

The City of Sheboygan offers loan and grant programs to eligible businesses in an effort to promote façade restorations of historic buildings, to conserve valuable architecture, and to preserve the City's ethnic and cultural heritage as reflected in its historic structures. Over the past ten years, we have completed over fifty façade restoration studies through the City of Sheboygan's historic preservation grant program.

### Intensive Surveys

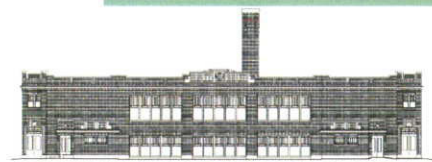
The City of Sheboygan received a Historic Preservation grant-in-aid from the National Park Service, U.S. Department of the Interior administered through the Wisconsin Historical Society to conduct an Architectural and Historical Intensive Survey. Phase One was executed in 2002. Future phases were planned as a means to broaden the boundaries to encompass the entire city limits. Phases Two, Three, and Four were funded through Community Development Block Grant monies from the U.S. Department of Housing and Urban Development which were administered through the City. Phases Two and Three were carried out in 2004, and Phase Four was performed in 2006. We covered approximately 13 square miles and identified well over 1,600 historic resources and thirteen eligible historic districts. The purpose of this architectural and historical intensive was not to write a definitive history of the City, but rather to provide general historical information about the city and its buildings and provide a context for the evaluation of eligibility of resources for listing on the National Register of Historic Places.

### Section 106 Reviews

The City of Sheboygan offers federally funded low interest loans to help low or moderate income home owners or owners of residential rental property leased by tenants with low or moderate incomes to finance the maintenance and/or rehabilitation of their properties, thereby expanding the supply of adequate, safe housing within the City. Over the past four years, we have performed hundreds of Section 106 reviews for the City of Sheboygan's loan and grant programs.

### Feasibility Studies

During the summer of 2003, we performed a Feasibility Study for the Renovation and Reuse of the Oregon High School for the Village of Oregon's Historic Preservation Commission, in an effort to save the building from demolition and lay a foundation for the successful renovation and reuse of the building. The report included studies of the building exterior, tuckpointing, roofing and presently covered skylights, foundation, energy alternatives and funding sources for alternative energy applications, window replacements, the connection to the Oregon School District offices at the Netherwood Knoll School, structural integrity, electrical and plumbing conditions, and quantity and location of any asbestos and/or mold. Since then, the building has been successfully rehabilitated as the Madison-area headquarters for a major statewide urban housing developer.





## Historic Preservation Architectural Projects

### **Stefanie Weill Center 826 North 8th Street Sheboygan, WI - 2001**

The Sheboygan Theatre is one of a very few “atmospheric” theatres left nationwide. After being converted into twin movie theatres in the 1980’s and laying dormant and deteriorating for the majority of the 90’s, LJM Architects was retained to restore the theatre back to its original character and transform it into a multi-purpose performing arts venue for the 21<sup>st</sup> century. Recreating the theatre’s original ambiance, a night in a garden of old Spain, was done by restoring the theatre’s castle-like stucco walls, columns, and balconies, ornate wrought iron sconces and chandeliers, and sky-like blue ceiling with twinkling star lights. The major design challenges include retaining the historic character while creating a state-of-the-art facility and providing exiting and ADA accessibility to meet current building codes. LJM received three awards for our work on this project, including a 2002 Wisconsin Golden Trowel Award for “Best of Tile/Marble/Terrazzo” projects from the International Masonry Institute, a Historic Preservation Certificate of Commendation from the Wisconsin Historical Society, and a Top 20 Projects of 2001 from the Daily Reporter.



### **Eigenberger Building 101 Pine Street Sheboygan Falls, WI - 2000 - 2001**

As one of the last buildings in the downtown Sheboygan Falls National Register District that had not been restored, the owner of this building wished to return it back to its original appearance based on an archive photo. We measured the existing building, met with the owner to develop a design concept, and prepared color façade restoration elevations. We called for the removal of the existing storefront, cleaning and repairing the masonry, and restoring the storefront. LJM received the 2003 Wisconsin Main Street Best Façade Rehabilitation over \$7500 Award for our work on this project.



### **Jung-Imig Block 625-629 North 8th Street Sheboygan, WI - 1998**

Restoring these historic buildings, dating back to the 1880's, was a joint effort between the City of Sheboygan, LJM Architects, three separate owners, and the contractor. The block consists of five separate yet connected buildings, all of which were severely altered and deteriorated over time. These grand buildings were restored to their original appearance, including a carved eagle pediment. The major design challenges included the multiple functions of the buildings (commercial, retail, and apartments), providing accessibility, and researching the original appearance of the buildings. This project appears as a Featured Project on the Wisconsin Historical Society’s website.





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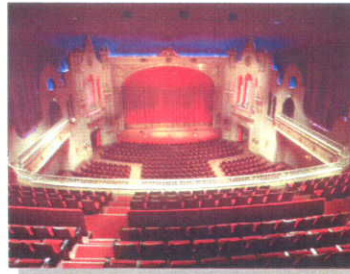
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Saturdays Program: Sheboygan  
County's WPA Projects - 2007  
Sheboygan Masonic Lodge No. 11,  
Fundraising Event:  
Why We Preserve - 2006  
Sheboygan Downtown Rotary  
Program: How to Research Your  
Historic Home - 2002



## Historic Preservation Consulting Projects

### Façade Restoration Studies

The City of Sheboygan offers loan and grant programs to eligible businesses in an effort to promote façade restorations of historic buildings, to conserve valuable architecture, and to preserve the City's ethnic and cultural heritage as reflected in its historic structures. Over the past ten years, we have completed over fifty façade restoration studies through the City of Sheboygan's historic preservation grant program.

### Intensive Surveys

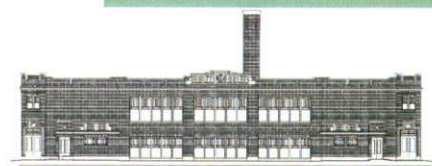
The City of Sheboygan received a Historic Preservation grant-in-aid from the National Park Service, U.S. Department of the Interior administered through the Wisconsin Historical Society to conduct an Architectural and Historical Intensive Survey. Phase One was executed in 2002. Future phases were planned as a means to broaden the boundaries to encompass the entire city limits. Phases Two, Three, and Four were funded through Community Development Block Grant monies from the U.S. Department of Housing and Urban Development which were administered through the City. Phases Two and Three were carried out in 2004, and Phase Four was performed in 2006. We covered approximately 13 square miles and identified well over 1,600 historic resources and thirteen eligible historic districts. The purpose of this architectural and historical intensive was not to write a definitive history of the City, but rather to provide general historical information about the city and its buildings and provide a context for the evaluation of eligibility of resources for listing on the National Register of Historic Places.

### Section 106 Reviews

The City of Sheboygan offers federally funded low interest loans to help low or moderate income home owners or owners of residential rental property leased by tenants with low or moderate incomes to finance the maintenance and/or rehabilitation of their properties, thereby expanding the supply of adequate, safe housing within the City. Over the past four years, we have performed hundreds of Section 106 reviews for the City of Sheboygan's loan and grant programs.

### Feasibility Studies

During the summer of 2003, we performed a Feasibility Study for the Renovation and Reuse of the Oregon High School for the Village of Oregon's Historic Preservation Commission, in an effort to save the building from demolition and lay a foundation for the successful renovation and reuse of the building. The report included studies of the building exterior, tuckpointing, roofing and presently covered skylights, foundation, energy alternatives and funding sources for alternative energy applications, window replacements, the connection to the Oregon School District offices at the Netherwood Knoll School, structural integrity, electrical and plumbing conditions, and quantity and location of any asbestos and/or mold. Since then, the building has been successfully rehabilitated as the Madison-area headquarters for a major statewide urban housing developer.





## Historic Preservation Architectural Projects

**Stefanie Weill Center**  
**826 North 8th Street**  
**Sheboygan, WI - 2001**

The Sheboygan Theatre is one of a very few “atmospheric” theatres left nationwide. After being converted into twin movie theatres in the 1980’s and laying dormant and deteriorating for the majority of the 90’s, LJM Architects was retained to restore the theatre back to its original character and transform it into a multi-purpose performing arts venue for the 21<sup>st</sup> century. Recreating the theatre’s original ambiance, a night in a garden of old Spain, was done by restoring the theatre’s castle-like stucco walls, columns, and balconies, ornate wrought iron sconces and chandeliers, and sky-like blue ceiling with twinkling star lights. The major design challenges include retaining the historic character while creating a state-of-the-art facility and providing exiting and ADA accessibility to meet current building codes. LJM received three awards for our work on this project, including a 2002 Wisconsin Golden Trowel Award for “Best of Tile/Marble/Terrazzo” projects from the International Masonry Institute, a Historic Preservation Certificate of Commendation from the Wisconsin Historical Society, and a Top 20 Projects of 2001 from the Daily Reporter.



**Eigenberger Building**  
**101 Pine Street**  
**Sheboygan Falls, WI - 2000 - 2001**

As one of the last buildings in the downtown Sheboygan Falls National Register District that had not been restored, the owner of this building wished to return it back to its original appearance based on an archive photo. We measured the existing building, met with the owner to develop a design concept, and prepared color façade restoration elevations. We called for the removal of the existing storefront, cleaning and repairing the masonry, and restoring the storefront. LJM received the 2003 Wisconsin Main Street Best Façade Rehabilitation over \$7500 Award for our work on this project.

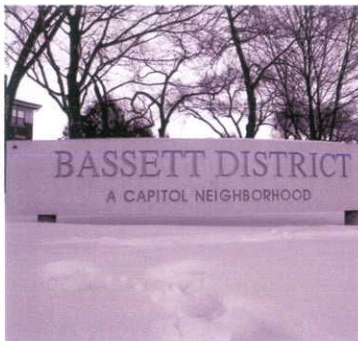
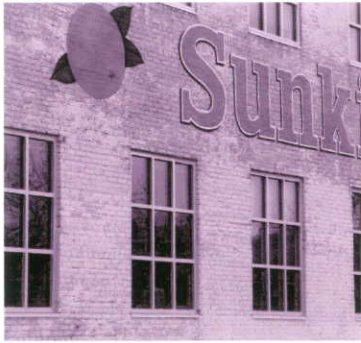


**Jung-Imig Block**  
**625-629 North 8th Street**  
**Sheboygan, WI - 1998**

Restoring these historic buildings, dating back to the 1880's, was a joint effort between the City of Sheboygan, LJM Architects, three separate owners, and the contractor. The block consists of five separate yet connected buildings, all of which were severely altered and deteriorated over time. These grand buildings were restored to their original appearance, including a carved eagle pediment. The major design challenges included the multiple functions of the buildings (commercial, retail, and apartments), providing accessibility, and researching the original appearance of the buildings. This project appears as a Featured Project on the Wisconsin Historical Society’s website.







March 26, 2008

The Wisconsin Historical Society  
Attn: Mr. Joe DeRose  
816 State Street  
Madison, WI 53706-1482

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**RE: RESIDENTIAL INTENSIVE SURVEY FOR THE CITY OF MENASHA**

Dear Mr. DeRose:

Fountainhead Partners is a consulting firm with success in creating partnerships between private and public-sector participants in community revitalization with an emphasis on creative, historic preservation strategies.

Fountainhead Partners is dedicated to improving our client communities through the revitalization and historic restoration of downtowns and neighborhood districts. We consult with downtown organizations, local governments, business associations, community development corporations and organizations dedicated to historic preservation.

Our selected accomplishments include the following:

- Provision of programming, planning and management services
- Production of comprehensive cultural facility studies
- Development of historic preservation ordinances and incentive programs
- Creation of historic districts and neighborhood conservation districts
- Organization of conferences, seminars and workshops
- Development of downtown and community revitalization programs
- Creation of neighborhood and downtown design guidelines manuals
- Production of architectural surveys
- Consultation for Historic Tax Credit Certification
- Design and planning of extensive building restoration projects
- Organization of public forums to obtain community involvement
- Development of historic walking tour programs
- Recommendations for marketing, fundraising and tourism development
- Design of streetscape improvements and neighborhood identification

Our combination of experience in architecture, historic preservation and community development has proven very beneficial to many communities and organizations. Fountainhead Partners has the resources to help.

Sincerely,



William Bay III, Principal  
Fountainhead Partners



#### WHO WE ARE

Fountainhead Partners is passionate about historic preservation, design, planning, and architecture.

Our passion is to integrate sound solutions with innovative design and problem-solving approaches that makes us leaders in historic preservation planning, design and development.

Our approach to work involves close dialogue with clients, interactive working sessions and intensive group-oriented production.

Our expertise and experience enables us to strategize a process that balances the needs of the client, the user and the public in order to gain acceptance of a plan and to implement a project.

#### WHAT WE DO

We develop concepts and strategies to re-establish downtown areas as cultural centers and economic assets.

We encourage our clients to get involved in the process and enable our clients to transform project vision into successful built projects.

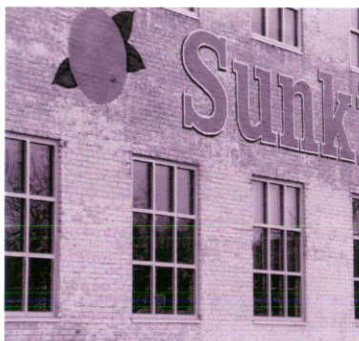
We provide leadership that integrates our client's needs, stakeholder's perspectives and the creative energy of planning, design and technical professionals on complex projects.

We provide complete turnkey services from conducting feasibility studies to detail design, permitting and final construction.

We create effective programs and gain consensus among a wide range of constituencies.

*Photos listed top to bottom.*

1. Cedar Heights, Feasibility Analysis
2. Capitol Center District, Historic Restoration
3. First Settlement District, Neighborhood Identity
4. Bassett District, Adaptive Reuse



#### WHAT WE CREATE

We're challenged by creating provocative solutions within the parameters of limited budgets, alternative delivery means and compressed schedules.

We prepare design guidelines to guide the planning and design of individual projects. The design guidelines address a range of factors including building massing and height, location, setback and development density. They also make specific recommendations regarding the preservation and design of porches, windows, doors, lighting, landscaping, signage and other prominent architectural features.

We develop historic preservation plans that draw their strength from the history and culture of place. Our plans build on history and special assets such as landmark buildings, significant places, events and major land uses to establish, preserve and enhance unique historic districts.

We offer vision plans to aid in the regeneration of decayed areas that are highly strategic and flexible. Our vision plans emphasize connectivity and draw its strength from the historic and potential uses. Through this planning process, many remarkable existing buildings and structures are revitalized and integrated so they may contribute to the spirit and vitality of the new place.

We lead charrettes to create conceptual designs for civic institutions, urban parks and potential site uses.

We create master plans, land-use plans and site plans for both public and private clients involved in the preservation, restoration, development and redevelopment of buildings, land and urban spaces. Fountainhead Partners provides these services for cities, universities and communities for historic preservation, downtown revitalization, commercial redevelopment, housing rehabilitation and development, and resort development.

We conduct site analysis and assess key aesthetic, economic and market factors. We develop alternative concepts, preliminary plans, implementation and approval strategies, and final plans. We also help our clients in the complex process of obtaining approvals for plans.



**THOMAS C. MILLER**  
**PRINCIPAL**

**EDUCATION**

Master of Architecture  
Columbia University, New York, 1994  
Graduate School of Architecture, Planning  
and Preservation

B.A. Architecture  
University of California, Berkeley, 1990  
College of Environmental Design  
Minor in Real Estate Development

**RELEVANT EXPERIENCE**

*The Alexander Company, Inc.* - Madison, WI  
Development Project Manager  
Management of large-scale urban mixed-use  
projects and adaptive re-use developments.

*Urban Resources, Inc.* - Madison, WI  
Senior Architectural Designer/  
Preservation Designer/  
Architectural Project Manager  
Architectural design and urban planning for  
large-scale new urban infill development.  
Preservation and renovation design, historic  
tax credit certification and consulting.

*Skidmore Owings & Merrill, SF*  
Urban Planner and Architectural Designer  
Urban planning and Architectural design of  
master plans and buildings for corporate  
and university clients.

*Richard Gluckman Architects, NY*  
Architectural Designer/ Project Manager  
Restoration and Adaptive re-use for art  
galleries, museums, and residential  
developments.

**AFFILIATIONS**

*Madison Trust for Historic Preservation*  
Board Member (1999- 2001)  
*Capitol Neighborhoods Incorporated*  
Vice President (2000-2002)  
*Capitol Neighborhoods Incorporated*  
Executive Committee Member (1998-Present)  
*First Settlement Neighborhood*  
CNI Representative (2000-2003)  
*Capitol Center Neighborhood*  
Chairman (1998-1999)  
*American Institute of Architects*  
Associate Member  
*Construction Specifications Institute*  
Member

**SAMANTHA B. CROWNOVER**  
**PRINCIPAL**

**EDUCATION**

M.A. Art/Architectural History  
University of Wisconsin-Madison, 1994

B.A. Art History  
University of Wisconsin-Madison, 1991

**RELEVANT EXPERIENCE**

*Bach, Dancing, and Dynamite Society*  
(Chamber Music Festival), Madison, WI  
Business Manager  
February 1998 - present

*Bellevue Apartments, Madison, WI*  
Manager, Director of Restoration  
July 1997 - present

*Untitled Consulting, Madison, WI*  
Art and Historic Preservation Consultant  
February 1997 - present

*Tandem Press, Madison, WI*  
Curator  
November 1993 - February 1997

*Venice Biennale, Venice, Italy*  
Staff at American Pavilion  
September - October 1993

*Tandem Press, Madison, WI*  
Assistant Curator of Prints  
January 1992 - August 1993

*Peggy Guggenheim Collection - Venice, Italy*  
Assistant  
Summer 1992

**AFFILIATIONS**

*Madison Trust for Historic Preservation*  
Board President (1997 - present)  
*Capitol Neighborhoods, Inc.*, Executive  
Committee Member (1996 - present)  
*First Settlement Neighborhood*  
Chairperson (1996 - present)

**WILLIAM F. BAY, III**  
**PRINCIPAL**

**EDUCATION**

B.A. Political Science/  
Community Development  
University of Wisconsin-Madison, 1988

**RELEVANT EXPERIENCE**

*Capitol Neighborhoods, Inc.*, Madison, WI  
Neighborhood Development Coordinator  
Coordinated planning, implementation and  
redevelopment activities for four downtown  
neighborhoods adjacent to the capitol square

*Bassett Project Management Team,*  
*Madison, WI*  
PMT Director  
Developed and implemented programs  
to promote, preserve and represent  
a downtown neighborhood

*Impact Seven, Inc.*, Madison, WI  
Executive Vice President  
Worked with a variety of downtown  
and community leaders to develop  
revitalization programs

*Sparta Area Chamber of Commerce/*  
*Sparta Main Street, Sparta, WI*  
Executive Director  
Produced publications and promotional  
materials, directed joint marketing ventures  
with local businesses to promote tourism  
and downtown visitation

*Impact Seven, Inc.*, Turtle Lake, WI  
Business Development/Marketing Manager  
Designed and managed business develop-  
ment and marketing programs to attract  
investment in client communities

**AFFILIATIONS**

*National Congress for Community*  
*Economic Development*  
Member  
*Local Initiatives Support Corporation*  
Task Force Member  
*Capitol Neighborhoods Incorporated*  
Executive Council  
*Downtown Madison, Inc.*  
Economic Development Committee

# Eric J. Wheeler

## Historian/Consultant

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Independent consultant for historic preservation and heritage tourism projects in Wisconsin. Prepare nominations of buildings for State and National Register of Historic Places. Survey historic buildings for federal/state compliance, national register eligibility and local landmark status. Design, research, and produce self-guided walking and auto tours of scenic and historic sites and architecturally significant buildings.

### Education:

1987	University of Wisconsin-Eau Claire, Master of Arts - Teaching History
1970	Macalester College, St Paul, Minnesota, Bachelor of Arts - History

### Professional Affiliations:

2001-2008	Preservation Alliance of La Crosse - Board of Directors
1998-2001	City of Viroqua Historic Preservation Commission

### Partial listing of Historic Preservation Projects:

#### National and State Register of Historic Places Nominations:

2002	City of Eau Claire - Carson Park Baseball Stadium, Owen Park Bandshell
2003	City of Viroqua - Bekkedal Tobacco Warehouse
2003	City of Eau Claire - Eau Claire - Third Ward Residential Districts (2)
2005	Franciscan Sisters of Perpetual Adoration - Maria Angelorum Chapel
2005	City of Whitehall - Green Bay and Western Railway Depot
2006	City of Eau Claire - Commercial Districts (2) Individual Nominations (3)
2007	First Baptist Church of Osceola

#### Historic Structure Reports:

2002	Wilmarth Mansion - Ashland, Wisconsin (River Architects)
2002	Fireman's Park Pavilion - Columbus, Wisconsin (River Architects)
2004	Henry and Katherina Goerke House - Fountain City, Wisconsin (River Architects)
2004	Joseph B. Funke Candy Co. Building - La Crosse, Wisconsin (River Architects)
2004	Green Bay and Western Railway Depot - Whitehall, Wisconsin (River Architects)

#### Heritage Tourism Projects:

1996-1997	Timber Trails Auto Tours - Four Self-Guided Auto Tours of the Chippewa Valley
1999-2001	Coulee Pathways Auto Tours - Three Self-Guided Auto Tours - three counties
2000	Cheyenne Valley Heritage Auto Tour
2002	Trempealeau County Auto Tours
2003	"First Person - Wisconsin" Oral History Series - Wisconsin Public Radio, La Crosse
2003-2006	UW-La Crosse Centennial Project - Oral History
2007	Hidden Valleys Auto Tours - Historic La Crosse Trolley Tour

#### Historic Architecture and History Surveys:

2001	City of Viroqua Residential - Reconnaissance Survey
2007- current	DoT surveys for Great Lakes Archeological Research Center - Statewide

#### Brochures and Guides:

2000	Trempealeau Historic Commercial District
2001	City of Onalaska Heritage Buildings
2002	Oak Grove Cemetery - La Crosse
2002	Carson Park Baseball Stadium - Eau Claire
2002	City of Evansville Historic Residential District
2006	Heritage Buildings of the Franciscan Neighborhood - La Crosse
1996-current	Seminars and Walking Tours of various cities in Wisconsin





## Traci E. Schnell, M.A.

### *Senior Architectural Historian & Project Manager*

#### **Education:**

M.A. (Art History & Criticism)  
University of Wisconsin-Milwaukee, 1995

B.A. (Art History & Criticism)  
University of Wisconsin-Milwaukee, 1990

#### **Areas of Expertise:**

- Cultural Resource Surveys
- Determinations of Eligibility (DOEs)
- Determinations of Effect
- Documentations for Consultation
- Memorandums of Agreement
- National Register Nominations
- HABS/HAER Documentation

#### **Professional Development:**

- Consultant Training Seminars, Wisconsin Department of Transportation, 1996-2005
- Consultant Training Seminars, Wisconsin Historical Society, 1996-2005
- "Section 106: Working with the Revised Regulations," 1999
- "Multiple Views, Multiple Meanings: A Critical Look at Integrity," 1999
- "Integrated Cultural Resource Management Plans," 1998
- National Trust for Historic Preservation/ National Conference, 1996
- "Introduction to Federal Projects and Historic Preservation Law," 1995

#### **Professional Associations:**

- Society of Architectural Historians
- Wisconsin Chapter of the Society of Architectural Historians

#### **Experience:**

Ms. Schnell joined Heritage Research as a staff architectural historian in April 1995. Promoted in January 1997 to Project Manager, she is responsible for directing and managing all efforts necessary to complete Historical Resource Surveys, Determinations of Eligibility and Assessment of Effects documents, as well as advising clients on all aspects of the Section 106 and preservation planning process. Schnell is well practiced at identifying and evaluating historic structures in Illinois, Wisconsin, Missouri and Iowa and has a unique interest in late 19<sup>th</sup> and 20<sup>th</sup> century architecture.

Furthermore, Schnell served in 2005-2006 as the board president for Historic Milwaukee, Inc., an organization that develops and conducts historical/architectural tours around Milwaukee. She presently is on the Advisory Committee for a Fall 2007 exhibit at the Charles Allis Museum on architect Alexander Eschweiler, as well as the American Heritage Society, a support group for the Milwaukee Art Museum. Schnell also conducts research for the annual home tours of the Wauwatosa (WI) Historical Society and Frank Lloyd Wright in Wisconsin organization.

#### **Representative Examples of Major Projects Managed:**

- STH 67, Elkhorn, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2006-2007
- Calhoun Road, Brookfield, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2006-2007
- College Avenue, Appleton, WI: Historical Resource Survey and Determinations of Eligibility, 2005
- CTH C, Walworth County, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2004-2005
- STH 50, Kenosha, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2003-2004
- Village of Thiensville, WI: Historical Resource Survey, Contextual Development and Two Historic District National Register Nominations, 2002-2004
- STH 83, Mukwonago to Hartland, WI: Historical Resources Survey, and Determinations of Eligibility, 2002-2003
- Village of Mukwonago, WI: Historical Resource Survey and Contextual Development, 2001; Historic District National Register Nomination, 2002-2003
- City of Ashland, WI: Historical Resource Survey and Contextual Development, 2000-2001

Other Projects: Managed or assisted over two hundred additional cultural resource surveys and Determinations of Eligibility/National Register nominations. (4/07)

#### **HISTORICAL/ENVIRONMENTAL CONSULTANTS**



## Traci E. Schnell, M.A.

### *Senior Architectural Historian & Project Manager*

#### **Education:**

M.A. (Art History & Criticism)  
University of Wisconsin-Milwaukee, 1995

B.A. (Art History & Criticism)  
University of Wisconsin-Milwaukee, 1990

#### **Areas of Expertise:**

- Cultural Resource Surveys
- Determinations of Eligibility (DOEs)
- Determinations of Effect
- Documentations for Consultation
- Memorandums of Agreement
- National Register Nominations
- HABS/HAER Documentation

#### **Professional Development:**

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- "Section 106: Working with the Revised Regulations," 1999
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#### **Experience:**

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- Calhoun Road, Brookfield, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2006-2007
- College Avenue, Appleton, WI: Historical Resource Survey and Determinations of Eligibility, 2005
- CTH C, Walworth County, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2004-2005
- STH 50, Kenosha, WI: Historical Resource Survey, Determinations of Eligibility and Assessment of Effects Document, 2003-2004
- Village of Thiensville, WI: Historical Resource Survey, Contextual Development and Two Historic District National Register Nominations, 2002-2004
- STH 83, Mukwonago to Hartland, WI: Historical Resources Survey, and Determinations of Eligibility, 2002-2003
- Village of Mukwonago, WI: Historical Resource Survey and Contextual Development, 2001; Historic District National Register Nomination, 2002-2003
- City of Ashland, WI: Historical Resource Survey and Contextual Development, 2000-2001

Other Projects: Managed or assisted over two hundred additional cultural resource surveys and Determinations of Eligibility/National Register nominations. (4/07)

#### **HISTORICAL/ENVIRONMENTAL CONSULTANTS**



**Contact information**

6501 Watts Road  
Madison, Wisconsin 53719  
608-273-6380  
christina.slattery@meadhunt.com

**Areas of expertise**

Reconnaissance surveys  
Intensive surveys  
Historic context studies  
Determinations of Eligibility  
National Register Nominations  
HABS/HAER Documentation  
Historic Property Management Plans  
Memorandum of Agreement  
4(f) Evaluations

**Education**

MS, Historic Preservation, Ball State  
University  
BA, Art History, University of Wisconsin

**Memberships**

Board of Directors, Society for Commercial  
Archeology  
National Trust for Historic Preservation,  
Historic Preservation Forum  
Wisconsin Trust for Historic Preservation  
Nebraska State Historical Society  
Wisconsin Historical Society  
Michigan Historical Society  
Minnesota Historical Society

**Credentials**

"Introduction to Federal Projects and  
Historical Preservation Law," GSA Council  
on Historic Preservation, 1996  
"Preparing Agreement Documents under  
section 106 of the National Historic  
Preservation Act," National Preservation  
Institute, 2000  
"Section 4(f) Compliance for Transportation  
Projects," National Preservation Institute,  
2004

**Presentations**

"National Register Eligibility of Roads,"  
Transportation Research Board Summer  
Workshop, 2003  
"Nebraska Historic Highway Survey,"  
Preserving the Historic Road in America  
Conference, 2002

**Past employment**

US West Research, Inc.  
National Park Service – HABS/HAER  
National Park Service – Midwest Regional  
Office

**Experience**

Christina Slattery serves as a project manager and the business unit leader for Mead & Hunt's historic preservation department. Slattery specializes in the history of technology, American architecture, and landscape architecture. Her experience over the past 14 years includes historic context development, surveys, National Register Nominations, Determinations of Eligibility, management plans, and HABS/HAER Documentation. She routinely applies the National Register criteria to evaluate the significance of structures, buildings, and sites. Her project responsibilities include supervising field surveys and guiding research, photographic documentation, context development, and report preparation.

**Related projects****Citywide reconnaissance survey**

*City of Wauwatosa*  
*Wauwatosa, Wisconsin*

Slattery served as project assistant for an extensive field review of approximately 7,800 pre-1945 properties. The survey area included Period Revival, Queen Anne, Stick, Bungalow, and American Four-Square style residences. Approximately 1,600 buildings were documented with inventory cards and photographs. District Summary Survey forms were prepared for 11 historic districts potentially eligible for the National Register.

**Reconnaissance survey**

*City of Wisconsin Rapids*  
*Wisconsin Rapids, Wisconsin*

This survey identified and documented approximately 77 structures and five historic districts, potentially eligible for the National Register. The study area included residential, commercial, and industrial properties. Slattery was responsible for fieldwork, district summary survey forms, report writing, and managing input of records into database.

**Reconnaissance survey**

*City of Rhinelander – Rhinelander, Wisconsin*

Slattery completed a citywide reconnaissance survey identifying historic and architecturally significant properties including commercial, residential, and industrial structures. She was responsible for research, fieldwork, documentation, photography, and report preparation.

**Intensive survey**

*City of Eau Claire*  
*Eau Claire, Wisconsin*

Slattery completed an update of the city's architectural survey. The project involved field work, site-specific research, and development of historic themes. She evaluated properties for significance and integrity, and made recommendations for listing in the National Register.

REQUEST FOR PROPOSALS  
SURVEY OF HISTORICAL AND ARCHITECTURAL SITES  
IN THE CITY OF MENASHA

May 22, 2008

The City of Menasha is requesting proposals for an intensive survey of historical and architectural sites located within the city. Funding for the project is from a Wisconsin Historical Society CLG Grant. Interested consultants are invited to submit proposals by July 3, 2008. Interviews and final consultant selection will be made in July of 2008. The project shall be completed by July 15, 2009.

**Background**

Menasha is a city in northeast Wisconsin which is located within both Winnebago and Calumet Counties. See the attached map for a regional perspective and description of the project area. The project area is to include the entire city as shown on the attached map.

**Project Description**

The intent of the project is to re-survey the appropriate areas of the city as the first step in a series of preservation activities that will aid the city in reaching its preservation objectives as established in Section 2-4-8 of the Menasha Code of Ordinances (ordinance attached).

All procedures and products shall comply with the Architecture-History Survey Manual provided by the Wisconsin Historical Society Division of Historic Preservation and the attached Work Program.

**Proposal Requirements**

Please submit proposals with a dated cover letter signed by the appropriate company official by July 3, 2008 and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience, and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Submit a copy of your proposal to:

Jessica Beckendorf  
Associate Planner  
City of Menasha  
140 Main Street  
Menasha, WI 54952