

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**

September 10, 2008

4:00 PM

### **AGENDA**

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 [← Back](#)  [Print](#)

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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 August 13, 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. DISCUSSION**

A. Committee Update Regarding Grant/Loan Payout Policy (Comm. Rudolph)

**6. ACTION ITEMS**

A. Consideration of Work Program/Action Plan and Budget (AP Beckendorf)

B. Consideration of Required Application Materials for Demolition (AP Beckendorf)

C. Consideration of Certificate of Appropriateness Form (Comm. Evenson)



[Attachments](#)

D. Historic Paint Palette List Approval (Comm. Lynch)



[Attachments](#)

E. Consideration of Façade Alteration Request – 165 & 167 Main Street (AP Beckendorf)



[Attachments](#)

F. Consideration of Proposal for Resurvey of Historical and Architectural Resources



[Attachments](#)

G. Consideration of meeting time change

**7. 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  
DATE: 8-13-08

MINUTE NOTES  
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:01 pm
- b. CHAIR: Joe

2. ROLL

- a. LANDMARKS MEMBERS
  - i. Chair: Joe Weidert present
  - ii. Vice Chair: Patti Rudolph present
  - iii. Ald. Jason Pamenter present
  - iv. Kristi Lynch present
  - v. Mary Nebel present
  - vi. Chris Evenson present
  - vii. Charlie Cross present
- b. OTHERS PRESENT
  - i. Jessica Beckendorf
  - ii. Hon. Don Merkes
  - iii. Paul, Otter Creek Rep.

3. MINUTES

- a. Date(s) of meeting minutes: 7-8-08
- b. Motions:
  - i. Amendments: None
  - ii. Motion to Approve
    - 1. By: Mary
    - 2. 2<sup>nd</sup>: Kristi
    - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

## 5. SUBSTANTIVE AGENDA ITEMS

### A. Item 6.A Façade Alteration Review- 226 Main St.

- i. Action Item
- ii. Attachments: Sketch of proposed arches
- iii. Presenter: Paul, Otter Creek Rep.
- iii. Discussion: The proposal is for 3 cedar arches, tied together with rebar to form an open air walkway to the rear entrance of the building. The arches are decorative, not structural and may be temporary. The rebar will be used for hanging baskets.
- iv. Motion: To approve the three cedar arches, per the sketch provided.
  1. By: Kristi
  2. 2<sup>nd</sup>: Charlie
  3. Result: Approved

### B. Item 5.A Grant/Loan Payout Policy

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes
- iii. Discussion: There was discussion over past projects where loans were granted by the commission and then went unused, limiting the availability of those funds for other projects. Current funds available are \$28,524.33. Concern was expressed about the potential cost of managing the loan funds while in escrow. Patti will check with one or more banks to see if there are suggestions as to how to address this issue, and the cost of handling loaned funds and report next meeting.

### C. 5.B and 5 C Status of 230 Main St. and demolition process within Historic District

- i. Discussion Items
- ii. Attachments: List of terms/requirements for Application for demolition
- iii. Presenter: Jessica



- iii. Discussion: These two items were discussed together since they are interrelated. As to 230 Main St., the owner has expressed interest in razing the building given its deteriorated condition primarily as a result of long term water damage, and the prohibitive cost of repair. He has requested an informational letter from the commission outlining what he needs to present for the demolition to be considered. Those familiar with the building concurred and also indicated the building is of concern to the adjoining buildings, Otter Creek and Club Liquor. Jessica presented a draft list of items that would be required as an addendum to the application for a Certificate of Appropriateness if permission for demolition was being sought. This included: proof of need for demolition (e.g. cost, condition, photo's, demolition estimates). Additional items, including post demolition site plans and possible impact on adjoining or neighboring properties were suggested. Joe will write the letter to the owner with the preliminary list of needed items, and Jessica will work on putting together an addendum to be used when permission for building demolition is sought.

D. Item 5.C Name Identification on Minutes

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes
- iii. Discussion: Concern has been expressed that the minutes need to be signed by the secretary and if possible, put in a more readable format. Secretary stated he would try and address both concerns, within guidance received from city attorney on minutes format.

E. Item 6.A Work Program/Action Plan and Budget

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes and Jessica

- iii. Discussion: The value of having a written action plan, with timelines for accomplishing items on plan was discussed. It was noted that substantively the commission has set such goals (e.g. sign guidelines, resurvey, CLG status), but there was consensus that a written plan would be valuable to monitor progress. Mayor Merkes also noted the 8/29/08 cutoff for budget request items, and the possible need for some funds for promoting historic preservation within the community, such as pamphlets, walking tour brochures, etc.

F. Item 6.B Certificate of Appropriateness Form

- i. Action Item
- ii. Attachments: Draft of form
- iii. Presenter: Jessica and Chris
- iii. Discussion: Minor revisions to the form were discussed and agreed, adding demolition as a possible category of work, adding reference to Exhibit 1, which would be the attachments detailing the work, setting the time cut off co-terminus with the building permit cut off and adding space for building inspection approval where required.
- iv. Motion: To approve the form with the revisions discussed, secretary to prepare revised form to forward to Jessica.
  - 1. By: Patti
  - 2. 2<sup>nd</sup>: Charlie
  - 3. Result: Approved

G. Item 6.D Historic Paint Palette

- i. Discussion Item
- ii. Attachments: Paint samples provided by Kristi from historic register
- iii. Presenter: Kristi
- iv. Discussion: Large number of paint samples were presented, both as to wall and trim colors. These are intended to be made available to give guidance to those seeking to alter their building by painting. While not pre-approved as colors, they are the preferred pallet colors and may be approved by the Department of Development staff

without commission action, provided staff is satisfied primary and trim colors in planned project. Listing of colors will be assembled for next meeting.

7. ADJOURNMENT

a. 5:35 pm

b. MOTION

i. BY: Chris

ii. 2<sup>ND</sup>: Charlie

iii. Result: Approved

These draft minutes submitted by secretary, Chris Evenson.

CITY OF MENASHA  
LANDMARKS COMMISSION  
COUNCIL CHAMBERS  
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CHE—SECRETARY

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- a. LANDMARKS MEMBERS
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7. ADJOURNMENT

a. 5:35 pm

b. MOTION

i. BY: Chris

ii. 2<sup>ND</sup>: Charlie

iii. Result: Approved

These draft minutes submitted by secretary, Chris Evenson.



Body and Trim Colors		Approved by the National Trust f	
Number	Color		Reds
1001-10A	Redstone Dakoto Sandstone		
1004-10A	La Fonda Mindoro		
1004-10B	La Fonda Dawn		
1004-9B	Lincoln Cottage Brown		
1005-10A	La Fonda Sonoran		
1005-10B	Belle Grove Old Rose		
1006-10A	Lyndhurst Roseglow		
1006-9B	Del Coronado Brickstone		
1007-10C	La Fonda Honeysuckle		X
1007-7A	Redstone Western Red		X
1007-7C	La Fonda Moss Rose		X
1007-8A	Del Coronado Dusty Rose		X
1008-5A	Belle Grove Flamestitch Red		X
1008-7A	Cliveden Henna Red		X
2001-3B	Cliveden Colonial Rose		X
2001-6A	Del Coronado Coastal Peach		X
2001-7A	Molera Vaquero Red		X
2001-7B	Hubbell House Pajarito Red		X
2001-8A	Martha Cooper Rose		X
2002-5A	La Fonda Antique Red		X
2002-5B	La Fonda Tile Red		X
2002-5C	Jekyll Clubhouse Terra Cotta		X
2002-7B	Cincinnatian Hotel Vandersall Red		X
2002-9A	Lyndhurst Mahogany		
2003-10A	Lyndhurst Victorian Rose		
2003-6A	Carolina Inn Peach		X
2003-6B	Woodlawn Marmalade		X
2003-7B	La Fonda Deep Clay Red		X
2003-7C	La Fonda Terra Cotta		X
2004-6B	Jekyll Clubhouse Peach		X
2004-9B	Mark Twain House Bark		
2005-10A	Coral Gable Biltmore Mediterranean Mocha		X
2005-3B	La Fonda Spanish Dancer		X
2005-3C	Homestead Apricot		X
2005-7A	Hubbell House Rio Grand Mud		
2006-10B	Lyndhurst Gallery Beige		
2006-6A	Mark Twain House Peach		X
2006-6B	Montpelier Peach		X
2006-7A	La Fonda Sante Fe Brown		
2006-8A	Lyndhurst Estate Peach		X
2006-9B	Hubbell House Clayo		
2007-10B	Cincinnatian Hotel Nichols Taupe		
2007-5C	Homestead Booth Peach		X
2007-7A	La Fonda Earth		
2007-8A	C.G. Biltmore Med. Caramel		
2007-9C	Lyndhurst Timber		
2008-5B	La Fonda Sombrero		X
2008-7B	Filoli Majestic Oak		
2008-8	Mark Twain House Tan		
2008-8B	Churchill Hotel Maple		

3001-10A	La Fonda Boulder	
3001-7C	Churchill Hotel Bronze	
3001-8C	Homestead Resort Buff	
3001-9C	Hotel St. Francis Fawn	
3002-10B	Filoli Antique Lace	
3002-10C	Churchill Hotel Ecru	
3002-8A	Lyndhurst Gothic Tan	
3002-8C	Woodrow Wilson Blush	X
3002-9C	Cincinnatian Hotel Carl Tan	
3003-5B	La Fonda Spice	
3003-5C	Homestead Resort Accent Gold	
3003-6B	Homestead Resort Pumpkin	
3003-6C	Cincinnatian Hotel Cominica	
3003-7C	Homestead Ballroom Gold	
3003-8A	Fairmont Suite Gold	
3004-10A	Cliveden Leather	
3004-4B	Homestead Resort Tea Room Yellow	
3004-4C	Homestead Resort Tea Room Cream	
3004-5A	La Fonda Ortiz Gold	
3004-5C	Hubbell House Golden Maize	
3004-6B	Oatlands Yellow	
3004-8A	Oatlands Gold Bluff	
3004-8B	Churchill Hotel Hazy Yellow	
3004-8C	Lyndhurst Estate Cream	
3004-9C	Mark Twain House Oak	
3005-10B	Churchill Hotel Wheat	
3005-10C	Woodrow Wilson Linen	
3005-6A	Jekyll Club Veranda Yellow	
3005-6B	Filoli Honey	
3005-6C	Fairmont Lobby Cream	
3005-7C	Woodlawn Lewis Gold	
3006-10B	Belle Grove Buff	
3006-10C	Woodlawn Lace	
3006-6C	Jekyll Clubhouse Yellow	
3006-7C	Mark Twain House Gold	
3006-8A	Redstone Dining Room Gold	
3006-8B	Belle Grove Light Amber	
3006-8C	La Fonda Ecru	
3006-9B	Redstone Lasso	
3007-10A	Lyndjurst Stone	
3007-10B	Cliveden Sandstone	
3007-10C	Cincinnatian Hotel Hannaford	
3007-3C	Woodlawn Music Room	
3007-4A	Oatlands Daisy	
3007-8A	Carolina Inn Brass	
3007-8C	Churchill Hotel Ivory	
3007-9C	Lyndhurst Mushroom	
3008-10A	Cincinnatian Hotel Briggs Beige	
3008-10C	Del Coronado Tequila	
3008-6A	Carolina Inn Crossroads Gold	
3008-6B	Carolina Inn Lobby Yellow	
3008-8C	Filoli Gold Ecru	

3008-9C	La Fonda Sagebrush
4003-6B	Redstone Guest Blue
4003-7B	Cincinnatian Hotel Olivia Blue
4003-7C	Cincinnatian Hotel Hunter Blue
4004-2A	Mark Twain House Ombra Gray
4004-6B	Jekyll Club Veranda Blue
4005-3C	Cincinnati Hotel Lindner Blue
4007-5C	Cincinnatian Hotel Ashley Atrium
4008-4A	Jekyll Club Pulitzer Blue
4008-5B	Oatlands Dainty Blue
5001-1B	Woodlawn Silver Book
5001-3B	Woodlawn Sterling Blue
5001-4B	Woodlawn Juniper
5002-4B	La Fonda Villa Fountain
5003-1B	Belle Grove Valley Fog
5003-2A	Lincoln Cottage Lattice Green
5003-9B	Woodlawn Blue Angel
5003-9C	Lyndhurst Celestial Blue
5004-1B	Lyndhurst Celadon Green
5004-2A	Montpelier Olive
5004-2C	La Fonda Territory Green
5004-3B	Carolina Inn Club Aqua
5004-3C	Lyndhurst Jade
5004-4B	Jekyll Sans Souci Green
5004-5A	Homestead Resort Spa Aqua
5005-3C	Jekyll Grand Dining Sea Mist
5005-4A	Filoli Ballroom
5006-3B	Lyndhurst Shady Grove
5006-4B	Filoli Ginkgo Tree
5006-5A	Belle Grove Sorbet
5006-5B	Belle Grove Aloe Green
5007-8B	La Fonda Teal
5007-9A	Grand Hotel Mackinac Blue
5008-1A	Montpelier Madison White
5008-1C	Lyndhurst Castle Sand
5008-2A	Churchill Hotel Olive
5008-2B	Filoli Yew
6001-1B	Cliveden Gray Morning
6001-2A	Mark Twain House Olive
6003-1A	Woodlawn Snow
6003-1C	Filoli Carriage House
6003-3C	Lyndhurst Spring Eve
6004-1A	Woodlawn Bedroom White
6004-1B	Woodlawn Colonial Gray
6004-1C	Montpelier Ashlar Gray
6004-3C	Jekyll Crane Cottage Green
6004-5B	Homestead Resort Spa Green
6004-5C	Hubbell House Tamarisk
6005-1B	Oatlands Subtle Taupe
6005-4A	Homestead Resort Pale Olive
6005-4B	Homestead Resort Olive
6005-6C	La Fonda Jalapeno

6006-1A	Woodrow Wilson Putty
6006-4A	La Fonda Wild West Green
6006-4B	La Fonda Cactus
6006-5B	Homestead Resort Parlor Sage
6006-6A	Homestead Resort Moss
6006-6B	La Fonda Olive
6007-1A	Cliveden Mist
6007-4C	Mark Twain House Gray Brick
6008-1A	Woodlawn Whitewash
6008-1C	Fairmont Penthouse Stone
6008-2A	Jekyll Club Cherokee Tan
6008-3A	Woodlawn Misty Morn
7001-16	Belle Grove Antique White
7002-1	Hotel St. Francis Clay Angel
7002-21	Homestead Resort Cameo White
7002-22	Churchill Hotel Vanilla
7002-23	Homestead Resort Cream
7003-1	Homestead Resort Parlor Taupe
7003-12	Churchill Hotel Navajo White
7003-17	Churchill Hotel Lace
7003-19	Homestead Resort Sunwash
7003-2	Cooper Melon
7003-20	Jekyll Club Veranda Ivory
7004-11	Woodlawn Dewkist
7004-5	Homestead Resort Sky Blue

Trim Colors

1009-5	Fairmont Penthouse Garnet	X
1009-6	Montpelier Red Velvet	X
1010-4	La Fonda Geranium Red	X
1010-6	Hotel St. Francis Sangre de Christo	X
4009-2	Lincoln Cottage Black	
4009-5	Filoli Dark Iris	
4009-6	Fairmont Penthouse Mosaic Blue	
4011-7	La Fonda Deep Blue	
6009-5	La Fonda Trail Green	
6009-6	Montpelier Palmetto Green	

for Historic Preservation (Lowes)

Blues Greens Whites Grays Browns Yellow Purple

X

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City of Menasha  
Application for Building Alterations  
Within Historic Districts

165 & 167 Main St.  
Property Address

Owner Information:

Dan Parenter  
Owner Name

2725 W. Capitol Dr.  
Address

Appleton, WI 54914  
City, State, Zip

920-730-9100  
Phone Number

Applicant Information (if different)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Lic. #: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Lic. #: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

Project Description:

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

Office Use Only

Date Approved: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR GRANT OR LOAN**  
**Menasha Landmarks Commission**

Date: 8-21-08

Property Address: 165 and 167 Main St.

Applicant: Dan Panaster

Owner or Renter: Owner

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

Daytime telephone number: 920-730-9100

Evening telephone number: 920-730-9100

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

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

Names of all contractors, sub-contractors and material suppliers: \_\_\_\_\_

ARCHITECTURAL RENOVATORS LLC

Estimated start date: 8-26-08

Estimated completion date: 9-26-08

Total estimated cost: \$ 15,000.<sup>00</sup>

Total amount being requested from Landmark's Commission: \$ 5,000.<sup>00</sup>

Grant request: \$ 5,000.<sup>00</sup>

Loan Request: \$ \_\_\_\_\_

Terms and Conditions:

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



*New Construction & Remodeling*

28 North Owaissa St.

Appleton, WI 54911

**920-450-5601**

**PROPOSAL**

TO:

Mr. Dan Pamenter  
165 Main Street  
Menasha, WI 54952

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

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

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

Thanks for the opportunity and please call with any questions.

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

Tom Schupp  
TGS Construction LLC



**Architectural Renovators LLC.**

1116 Lakeshore Dr.

Menasha, WI 54952

920-915-6102

archrenovators.com

Masonry restoration for

Dan Parmeter

165 Main Street

Menasha

Temporary power & water to be supplied by owner.

WORK ITEM

QUANT

UNIT

LABOR

MATERIAL

TOTAL COST

**SITE & BRICK PREPARATION**

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

**BUILDING RESTORATION by section**

**WEST TOP CORNER:**

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

**UPPER RIGHT-WEST WINDOW**

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

**\$2,470.00**

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

2839.00

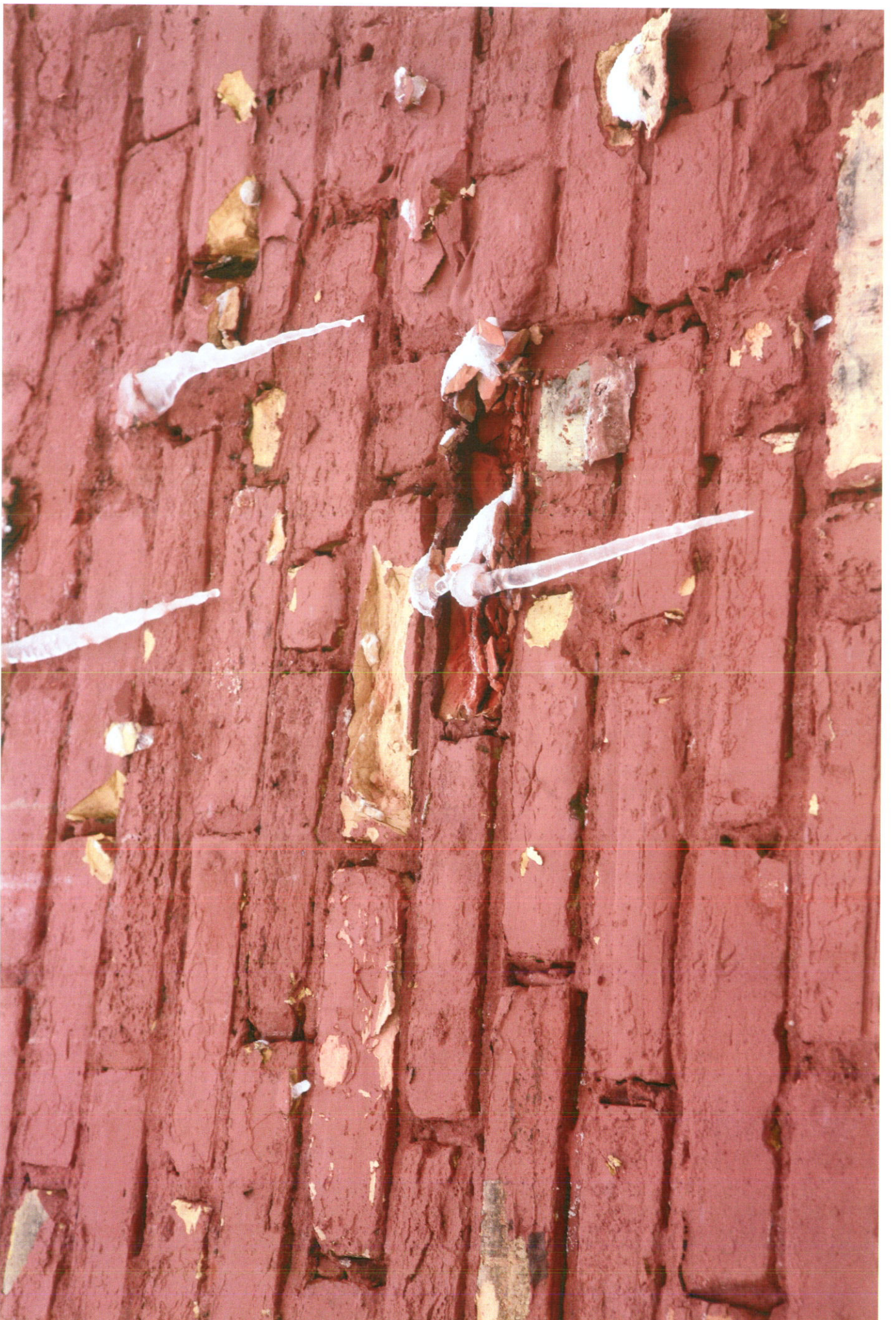
Site + Brick prep + Center = \$5309.00





MARCH 3, '08 117 MAIN ST





Boat, 6/13/21





MARCH 03, 08 169 MAIN

















MARCH 3, 08





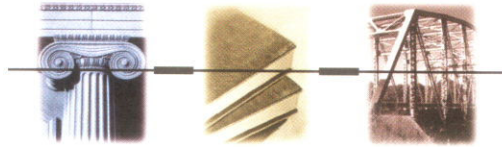












## HERITAGE RESEARCH, LTD.

27 August 2008

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

RE: PROPOSAL FOR A RESURVEY OF HISTORICAL AND ARCHITECTURAL RESOURCES FOR  
THE CITY OF MENASHA

Dear Ms. Beckendorf,

Enclosed herewith is a single, hard copy of HRL's proposal for the captioned project above, as well as CD copy. Please note that, due to salary increases, the numbers in our current proposed budget differ slightly from those provided to your staff in November of 2007. As well, since last year, the WHS no longer requires black-and-white photography for reconnaissance surveys. Therefore, the photography costs provided in the fee estimate account for two sets of digital, color photos—one set for the WHS and a second set for the city. If the city decides that it does not need a (hard copy) set of photos, which would be in addition to those that will be provided to you on disk, that cost can be adjusted accordingly.

Also, please note that I did try to contact you this week regarding the fact that the RFP references an "attached Work Program," however, no such attachment was with the email that I received earlier this month. I apologize that I did not notice the missing attachment sooner and attempt contact with you earlier than this week. I did, however, make the presumption that the referenced Work Program was that which is standard for the WHS, rather than the revised scope that we provided to you last year. If I am mistaken that the Work Program was indeed a tailored scope, and differs from what I have presented in the enclosed package, I again apologize.

It is a pleasure submitting this proposal to you. If you have any questions, please know that I will be on vacation beginning Thursday, August the 28<sup>th</sup> and will not return to the office until Wednesday, the 3<sup>rd</sup> of September. However, in my absence, please call our office (262.251.7792) and ask for Brian Faltinson and he should be able to address any questions that you may have.

Yours truly,

Traci E. Schnell, M.A.  
Senior Architectural Historian

HISTORICAL/ENVIRONMENTAL CONSULTANTS



**MENASHA**  
**ARCHITECTURAL/HISTORICAL RESOURCES RESURVEY**  
**(INCLUDING INTENSIVE SURVEY RESULTS)**

A PROPOSAL PREPARED FOR THE CITY OF MENASHA BY:

**HERITAGE RESEARCH, LTD.**

Primary Project Contact: Ms. Traci E. Schnell, Senior Architectural Historian  
N89 W16785 Appleton Avenue  
Menomonee Falls, WI 53051  
Phone: 262.251.7792  
Fax: 262.251.3776  
e-mail: [tschnell@hrltd.org](mailto:tschnell@hrltd.org)

*Heritage Research, Ltd.*, traces its history to 1980. The firm specializes in all aspects of Section 106 Compliance, as well as environmental history, National Register nominations, community planning services, general historical research and HABS/HAER documentation. HRL has numerous satisfied clients in the Upper Midwest who have come to rely on the quality historical and environmental consulting services it offers. The firm currently employs four full-time professionals. HRL is proud of the educational qualifications of its staff, which presently includes one Ph.D., two M.A.s and one M.S. The firm is fully insured. It carries professional and general liability, automobile and workers' compensation insurance coverage.

**PROJECT OBJECTIVE:**

To prepare an updated Architectural/Historical Resources Survey for the City of Menasha.

**PROJECT UNDERSTANDING:**

In order to understand the resources, a solid understanding of the city's history is necessary. Menasha is fortunate in that the 1985-86 survey report, which was completed by Peter James Adams & Associates, contains a thorough history of the city. Briefly summarized, settlers arrived in the Menasha area as early as 1835 and the village was incorporated in 1849. The construction of a federal-funded canal and, shortly thereafter, a lighthouse helped to draw Lake Winnebago steamship traffic to the community. Menasha incorporated as a city in 1874 and manufacturing and shipping-related commerce fueled the city's continued growth throughout the rest of the nineteenth century. Numerous paper companies established themselves in Menasha, including those owned by Whiting, Gilbert and Strange. The city's population nearly doubled from 3,144 in 1880 to 6,145 in 1895. Menasha was also home to the Menasha Wooden Ware Company, producers of wooden pails, barrels and other storage and shipping containers. By the end of the nineteenth century, the firm was the largest employer in Menasha and the largest wooden ware plant in the world.

The twentieth century saw an industrial shift from general to specialized papers, which resulted in continued local investment in Menasha with the establishment of both the Menasha and John Strange carton companies, as well as the Wisconsin Tissue Mills. At the same time, the Menasha Wooden Ware Company adapted to these changes and began manufacturing corrugated boxes. Paper production, processing and packaging continues to be a significant part of Menasha's economy today, in this city of 16,785 people.

Based on that brief summary, it is clear that the city's fabric should offer, at the very least, homes, as well as commercial and industrial buildings. Indeed, previous survey work in the city has inventoried such structures, as well as those associated with recreation, transportation and significant persons, among others. To date, a total of 1,174 properties in Menasha have been entered into the Wisconsin Historic Preservation Database (WHPD), which is maintained by the Wisconsin Historical Society (WHS). Of those 1,174 properties, approximately thirty-four account for structures that are located within historic districts already listed in the National Register of Historic Places (NRHP). Additionally, seven individually listed properties and two archaeological sites are included in the NRHP.



**The Carl Koch Block, built in 1882 and located at 2 Tayco Street, was one of five individual properties listed in the National Register of Historic Places in 1986.**

It does appear that a significant amount of historical information has already been gathered for those properties that were recommended as potentially eligible in the past (and is recorded in the WHPD). However, that information will be double-checked, and additional repositories will be investigated if necessary. City records, including permits and assessor's information, will help to identify dates of construction. In turn, those dates can be confirmed by tax rolls/records (for the City of Menasha), which are located at the Area Research Center at the University of Wisconsin-Oshkosh. We retain a copy of the Sanborn maps for the City of Menasha (dating from 1884 to 1926/with updates to 1944). We also maintain a subscription to *Ancestry*, the genealogical website. And, of course, the local historical society will also be consulted for any information that they may have.

Although builders and contractors were responsible for the much of the vernacular architecture in the city, a cursory review of the holdings at the Wisconsin Architectural Archive (WAA) indicates that numerous architects are also well-represented in the city and include Auler, Jensen & Brown of Oshkosh, Edward A. Wettengel of Appleton and Thomas Van Alyea, Eschweiler & Eschweiler and Alfred Siewert, all of Milwaukee.





Based on records at the Wisconsin Architectural Archive, St. Timothy's Ev. Lutheran Church located at 473 7<sup>th</sup> Street was designed by Milwaukee architect Alfred Siewert. It was not surveyed in 1985-86 due to its post-WWII date of construction.

## PROJECT APPROACH:

We have reviewed the previous survey report which was completed by Peter James Adams & Associates in 1986. We also performed a brief field review of the City of Menasha, in order to get at least an idea of the level of preservation that has occurred throughout the city. Based on the 1986 document and field review, combined with the large number of previously surveyed properties (1,174), we propose the following scope of work. Please note that this revised scope of work is largely based on the scope utilized for the resurvey of the City of

Neenah which, at the time of survey (2003-2004), had 1,159 previously surveyed properties. The approach used for the Neenah survey was approved by the Division of Historic Preservation of the WHS, prior to that project's initiation. This plan includes:

- A. Review all of the Menasha inventory cards in possession of the Division of Historic Preservation to ensure that potentially eligible properties were not overlooked by the 1986 survey. In addition, all cards will be reviewed to ensure that they meet current survey criteria (this evaluation will be done with Division of Historic Preservation staff).
- B. Obtain demolition information held by the City of Menasha and update the WHPD accordingly.
- C. Field-check and re-evaluate all properties that are identified in the WHPD as being eligible for listing in the National Register.
- D. Photograph any properties that have been entered into the WHPD that do not already have accompanying photographs.
- E. Re-evaluate the previously identified historic districts known as Kinzie Court, Lake Road, Naymut Street and Smith Park.
- F. Create a new Recommendations Chapter that will include a new list of potentially eligible properties. Included in the recommendation discussions will be an architectural description, associated historical information, as well as a brief paragraph that will clearly substantiate the property's eligibility or ineligibility. For ease of reference, a photo of the resource will also be included with the discussion. \*\*Please see **Appendix A** for an example of a recommendation from our most recent community survey in the City of West Allis.

- G. Prepare reconnaissance survey cards for all re-inventoried properties for which the appearance has changed since it was last surveyed. This will include those structures that are individually listed in the National Register, as well as those located within listed historic districts. These survey cards will be given to the WHS; an additional set can be provided to the City of Menasha if requested. Digital photos will also be burned to a disk and supplied to the WHS so that they can download them to the WHPD. An additional disk (or disks) will be provided to the City of Menasha.
- H. Map locations of all inventoried properties. Surveyed structures will be mapped on a (or a number of) City of Menasha map(s), as deemed appropriate by the City and the consultant.
- I. Amend the 1986 report as appropriate. While it appears that most of the context chapters were covered in the previous report, new context chapters may be created if additional resources are discovered. Expansion of the architects and builders chapter (regarding biographical information) is suggested.

The new report will also include an extensive methodology, since the resurvey effort, as outlined above, is very task specific. Furthermore, and as required, two public meetings will be held for the project.



Located at 540 River Way, this circa-1934 Art Moderne residence appears to offer potential for listing in the National Register under Criterion C—Architecture.

#### **POTENTIAL ADDITIONAL TASKS:**

It is possible that following review of the 1,174 previously surveyed properties, it may be determined that a significant number of properties no longer meet current survey criteria. If that is found to be the case, it is possible that, in addition to the resurvey effort, a National Register nomination could also be completed for an individual property.

#### **PROJECT SCHEDULING:**

The project award and completion dates noted in the Request for Proposals provide for a 10-month work period. Accordingly, work will commence immediately upon receiving the Notice to Proceed (which is assumed to be no later than 15 September 2008) and conclude by no later than 15 July 2009.



To guarantee substantial and consistent progress for this project, Heritage Research proposes to schedule and complete work that requires certain tasks to be accomplished at certain project mileposts. While we certainly consider the project schedule open to negotiation, we suggest completing major task items according to the following schedule:

### **Tentative Project Schedule**

<b>Project Milepost</b>	<b>Task Elements to be Completed</b>
September 30 <sup>th</sup> , 2008	Send out press releases announcing project and soliciting information; schedule first public meeting; schedule review of previously surveyed properties with Joe DeRose of the WHS.
November 15th	Complete resurvey effort.
Prior to end of 2008	Review survey results with the WHS and City of Menasha/Menasha Landmarks Commission (MLC) representatives; begin research for individual and historic district properties.
March 1 <sup>st</sup> , 2009	Complete 75% of research for individual and historic district properties and begin writing final Recommendations chapter.
April 15th	Complete 100% of writing for the Recommendations chapter; submit survey report to the MLC for review and comments, if requested.
May 15th	Receive comments back from the MLC.
June 30th	Incorporate MLC/city review comments in final report; complete 100% of project; submit final report and all appendices and exhibits to the City of Menasha and the WHS; complete 100% of data entry in the WHPD.

### **THE HERITAGE RESEARCH PROJECT TEAM:**

Heritage Research strongly believes that it brings to this project a staff of exceptionally well-qualified and talented individuals. Traci E. Schnell, M.A., Senior Architectural Historian, will serve as project manager and principal investigator for the project. She will be largely responsible for completing the fieldwork and preparing the subsequent, property-specific descriptions and information, as well as monitoring all daily activities for the project. Brian J. Faltinson, M.A., Project Historian, will direct and review all historical research associated with the project. John N. Vogel, Ph.D., HRL Senior Historian and Mike McQuillen, M.S., HRL Project Historian, will be available to assist the project as needed.

Background/work experience for the two primary staff persons for this project:

***Traci E. Schnell, M.A., Senior Architectural Historian***

- M.A. in Art History & Criticism (Architectural History emphasis) from the University of Wisconsin-Milwaukee
- Over thirteen years of full-time experience in Cultural Resource Management, all of which have been at HRL
- Led Historic Resource Planning Surveys for the Wisconsin Communities of Ashland (2000-2001), Mukwonago (2001), Thiensville (2003), Neenah (2005) and West Allis (2007). As a result of these community surveys, four National Register historic district nominations were completed and listed. She also directed the fieldwork and property-specific research for the survey of historic resorts of Vilas County, Wisconsin (2004), as well as assisted on the Bay-Lake Regional Planning Commission's survey of unincorporated communities in Brown and Door counties, WI (1998)
- Research chair and member of the Board of Directors (volunteer) of Historic Milwaukee, Inc., from 2000 to 2006
- Architectural advisor and/or researcher (volunteer) for the Wauwatosa (WI) Historical Society's annual Tour of Homes from 2001 to 2008

***Brian J. Faltinson, M.A., Project Historian***

- M.A. in American History from Marquette University
- Over ten years of full-time experience in Cultural Resource Management, all of which have been with HRL
- Largely responsible for writing and/or updating the historic contexts of the Historic Resource Planning Surveys for the Wisconsin communities of Ashland (2000-2001), Mukwonago (2001), Thiensville (2003) and West Allis (2007)
- Responsible for both fieldwork and associated writing of the Historic Resource Survey and Contextual Development for the Dundee, Morton Meadows and Twinridge neighborhoods in the City of Omaha, NE (2003-2004) and the Historic Resource Surveys and Contextual Development for Cass and Nemaha Counties, NE (2003-2004) and Seward County, NE (2007)
- Member of the Wauwatosa Historic Preservation Commission

**PRIOR EXPERIENCE:**

HRL is well known and highly regarded for the quality of work it produces, examples of which include the following:

Over the past eight years, HRL has completed extensive ***Reconnaissance and Intensive Surveys and Reports for the Wisconsin communities of Ashland, Mukwonago, Thiensville, Neenah and West Allis.*** All five localities desired to identify those buildings, structures, districts and objects which met the criteria for listing on the National Register of Historic Places so that preservation priorities could be established, and significant properties factored into local planning efforts. Approximately 584 properties were surveyed in Ashland, forty-eight of which were considered for individual National



Register eligibility.

In the Village of Mukwonago, 206 properties were surveyed. Of those, sixteen individual structures and two potential historic districts were further evaluated. As a result of the survey, a National Register Nomination was prepared for one of the residential historic districts—the Pearl & Grand Avenue Historic District—and it was listed in the Register in September 2004.

In Thiensville, 161 properties were surveyed, among which were eleven individual properties and two historic districts that were studied more in depth. In addition, National Register nominations were prepared for the two Thiensville Districts—Green Bay Road and Main Street historic districts—both of which were formally listed in November 2004.



When previously surveyed in 1986, this modest bungalow was sheathed with clapboard. It has since been covered with vinyl, thus resulting in a loss of architectural integrity and requiring an update of the WHPD.

In Neenah, over 600 properties were re-evaluated for their National Register potential (a previous survey was done in 1982). As a result of the re-survey, four historic districts and twenty-eight individual properties were found to be potentially eligible for the Register. In addition, a National Register nomination was prepared for the East Forest Avenue Historic District, which listed in November 2005.

And finally, in West Allis, over 1,000 properties were surveyed. Seven historic districts were identified (all of which combined to total 355 resources), five of which were recommended as potentially eligible, while further research was suggested for the two remaining two districts. In addition, sixty individual resources were further evaluated for potential eligibility. Of those, forty-one were thought to be potentially eligible, while six were believed to be ineligible based on available information. Of the final thirteen properties, eight had not yet reached fifty years of age and five properties required that additional information be gathered before a final determination could be made. As follow-up to the 2007 survey, we have been recently contracted to complete National Register nominations for one historic district and up to three individual properties, for which we offered recommendations in the 2007 survey.

Additional historic resource planning surveys completed by HRL for communities across Wisconsin include those for the *Village of Hartland*, *City of Hartford*, *Village of Germantown*, *Bay-Lake Regional Planning Commission* (Unincorporated Communities of Brown and Door Counties) and the unincorporated *Village of Okauchee*.

Aside from community surveys specifically, HRL's twenty-eight year history includes a significant number of projects in the Fox River Valley. Specific to Menasha, however, HRL completed in 1993, the HAER documentation for the Tayco Street Bridge and, more recently (in 2005), the reconnaissance survey work associated with the reconstruction of STH 114/Third Street.

To substantiate the quality of our work, HRL is pleased to offer the following references from the last three community surveys completed:

Name: Mr. Shaun Mueller  
Title/Position: Senior Planner  
Municipality: City of West Allis  
Phone #: 414.302.8470

Name: Ms. Carol Kasimor  
Title/Position: Assistant Planner  
Municipality: City of Neenah  
Phone #: 920.886.6125

Name: Mr. Ronald Heinritz  
Title/Position: Former Historic Resource Survey Project Director  
Municipality: Thiensville Historic Preservation Commission  
Phone #: 262.242.5674

A copy of most of our past surveys is available upon request.



**In 1986, this Colonial Revival residence was not deemed potentially eligible for the National Register when compared to others of similar styling. Despite this earlier recommendation, this house requires a reevaluation within the city's current architectural context.**



# Appendix A

Reconnaissance Survey Recommendation Example

Address	Map Code	AHI #	NRHP Evaluation
1508 S. 80 <sup>th</sup> Street	1/19	9116	Potentially Eligible
<b>Description and Statement of Significance</b>			

Built circa 1910, this Craftsman-style house rises from a concrete foundation and is topped with a cross-gambrel roof. The first floor is faced with brick, while a pair of frame, clapboard-sheathed window bays extend from the home's south elevation. The upper story-and-one-half is sheathed with wooden shingles, while the immediate peak features stucco and false half-timbering. Each gambrel face is outlined by a wooden bargeboard with carved wooden bracket trim. An open porch extends across the primary west facade and is topped with a shed roof. The porch wall is constructed of brick, while simple wooden posts support the porch roof, which features a centered, gabled overhang that is also adorned by wooden bracket trim. Windows throughout the house are generally wooden, nine-over-one-light sashes, many of which are topped with slight wooden-shingled pents. A two-story, wooden shingle-sheathed wing extends from the rear.



Alexander H. McMicken Residence.

Although no original permit exists for this home, it was likely constructed by the Central Improvement Company (CIC), which was a division of the McGeoch Company. The home's original owner, Alexander H. McMicken, was the realty company's first sales manager, then general manager and eventually the secretary of the CIC. The company billed itself as "The Founders of West Allis," indicating that they organized themselves for the purpose of securing the then Edward P. Allis Co. for West Allis. The CIC built a significant number of homes throughout the city beginning after the firm's incorporation in 1901. The following year, the CIC was appointed to draw a map of the new village and McMicken was responsible for the 1903 map. McMicken remained in the house until his death in 1951.<sup>213</sup>

Although no original permit exists for this home, it was likely constructed by the Central Improvement Company (CIC), which was a division of the McGeoch Company. The home's original owner, Alexander H. McMicken, was the realty company's first sales manager, then general manager and eventually the secretary of the CIC. The company billed itself as "The Founders of West Allis," indicating that they organized themselves for the purpose of securing the then Edward P. Allis Co. for West Allis. The CIC built a significant number of homes throughout the city beginning after the firm's incorporation in 1901. The following year, the CIC was appointed to draw a map of the new village and McMicken was responsible for the 1903 map. McMicken remained in the house until his death in 1951.<sup>213</sup>

No information was found to suggest eligibility under Criterion A. Regarding Criterion C, the subject house is a very good and intact example of the Craftsman style of architecture. Although Dutch Colonial in form, the house exhibits the following Craftsman elements: a combination of wood, brick, and stucco/half-timber finish; wooden bargeboards with bracket details; as well as multiple-light windows. Based on the home's high degree of integrity, the McMicken residence is considered potentially eligible under Criterion C. In addition and regarding Criterion B, McMicken was involved in real estate in the early, formative years of West Allis and as cited above, was responsible for the drawing of what is considered the first map of the then village. Further investigation into McMicken may also provide for additional eligibility under Criterion B.

<sup>213</sup> A sewer permit application for 1508 S. 80<sup>th</sup> Street is dated 20 March 1909, "West Allis: The Early Years," 34-35, Research compiled by Traci E. Schnell, HMI volunteer and research chair.

# Appendix B

Proposed Budget

# PROPOSED SURVEY BUDGET: MENASHA

(Using 2008 Labor Rates)

1. **Direct Labor Cost**

Senior Architectural Historian		
180 hours x \$28.00/hr	\$5,040.00	
Project Historian I		
120 hours x \$22.75/hr	<u>2,730.00</u>	
		7,770.00

2. **Direct, General & Administrative Overhead**

Please note that maps, supplies, equipment, final document production, etc., is included in this category.

\$7,770 x .98	<u>7,614.60</u>
---------------	-----------------

<b>Subtotals (lines 1 &amp; 2)</b>	15,384.60
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3. <b>Fee (Profit) 9% of Direct Costs/Overhead</b>	1,384.61
--	----------

4. **Direct Charges (Reimbursables)**

Photocopies of research material	35.00
Photographic processing*	350.00
Mileage (estimate 1,600 miles @ 50.5 cents/mile)	<u>808.00</u>

5. <b>Total Compensation Proposed</b>	<b><u>\$17,962.21</u></b>
---------------------------------------	---------------------------

\*Please note that this amount includes the processing of two sets of approximately 1,100 digital, color prints; one copy (mounted on a survey card) for the WHS and an additional copy for the City of Menasha. If you decide that digital photos burned to a disk are sufficient for your use (as opposed to a hard copy), this cost can be adjusted accordingly.