

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

**CITY OF MENASHA  
LANDMARKS COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**October 28 , 2009**

**4:30 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the October 14, 2009 Landmarks Commission Meeting](#)

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION

Five (5) minute time limit for each person

E. ACTION ITEMS

1. Approval of Conceptual Design of Front Façade – 230 Main Street
2. [Acceptance of Certificate of Approval Form](#)
3. [Acceptance of Flow Chart for Projects Submitted for Landmarks Commission Review](#)

F. DISCUSSION

1. None

G. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person

H. ADJOURNMENT

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
October 14, 2009  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Joe Weidert at 4:35 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderman Mike Taylor, Mary Nebel, Joe Weidert and Charlie Cross

LANDMARKS MEMBERS EXCUSED: Patti Rudolph, Kristi Lynch and Bernie Zimmerman

OTHERS PRESENT: CDD Keil, Joe De Rose, Paul Brunette, Eric Brem, Bob Ramsey, Nancy Barker, George Ker, Katie LaMore, Lori Prosser, Jean Chew, Joan Reinke, John and Sherry Weidner, Jim and Shauna Peters, Terri Dahlhe, Cory Ulbrich, Sheryl Ruedebusch, Al and Sharyl LaFaive and Bob and Darlene Stevens

**C. MINTUES TO APPROVE**

**1. Minutes of the September 16, 2009 Landmarks Commission Meeting**

Moved by Alderman Taylor, seconded by Mary Nebel to approve the minutes of the September 16, 2009 Landmarks Commission meeting.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITME RELATED TO THE RESPONSIBILITES OF THE LANDMAKRS COMMISSION**

1. No one spoke.

**E. ACTION ITEMS**

**1. Approval of Conceptual Design – Front Façade – 230 Main Street**

- Paul Brunette reviewed the original design of the structure and presented photographs.
- Bob Ramsey described the purpose for a brick and cedar façade, and the use of larger windows.
- Commissioners discussed the following:
  - use of wood siding.
  - windows – arched top vs. proposed square top with transoms
  - shape – the stepped top vs. a regular window pattern with all windows at the same top elevations
  - picture windows vs. divided lites

There was consensus that the Commissioners preferred the arched top in a regular pattern. CDD Keil is to inform the building owner of the Commissioner's preference.

**5:00 PM – Public Information Session – Historical and Architectural Resources Survey**

Joe De Rose of the State Historical Society presented an overview of the survey process. Traci Schnell of Heritage Research, LLC presented the survey results and described the criteria that were utilized in identifying properties.

Persons from the gallery raised questions about the process and effects of having a property/district listed on the National Register. They also had questions about how survey criteria were applied to specific properties.

Traci Schnell stated that final copies will be printed in the next several weeks. Copies of the report are to be made available to the public for \$7.00, or the actual cost of production, whichever is greater.

2. **Acceptance of Certificate of Approval Form**


This item was held.

**H. ADJOURNMENT**

Moved by Mary Nebel, seconded by Alderman Taylor to adjourn at 6:43 PM.

The motion carried.





# *Certificate of Approval*

The City of Menasha Landmarks Commission hereby certifies  
that the attached copy of the application presented by

\_\_\_\_\_

is approved as submitted.

This Certificate of Approval is conditional on the planned improvement/changes being performed substantially in conformance with the plans, drawings, maps, bids and other documents and information supplied by the applicant. It is further conditioned on the applicant's full compliance with all other city, county and state laws, codes, rules and ordinances. This certificate expires one year from the date of issuance. In the event the applicant fails to comply with any of these conditions, this Certificate of Approval will be revoked.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Menasha Landmarks Commission by \_\_\_\_\_

Chairman or Vice Chairman



# Certificate of Appropriateness Flow Chart

