

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**

September 16, 2009

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the August 25, 2009 Landmarks Commission Meeting](#)

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

Five (5) minute time limit for each person

E. ACTION ITEMS

1. [Certificate of Appropriateness Form Approval](#)
2. [Line Items for Landmarks Commission Budget](#)
3. Approval of Turret Color – 186 Main Street

F. DISCUSSION

1. [Status Report on Grant/Loan/Project Tracking](#)

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
August 25, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:40 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Patti Rudolph, Ald. Mike Taylor, Kristi Lynch, Mary Nebel

LANDMARKS MEMBERS EXCUSED: Bernie Zimmerman

LANDMARKS MEMBERS ABSENT: Charlie Cross

OTHERS PRESENT: CDD Keil, Bob Ramsey, Eric Brenn and James Taylor

C. MINUTES TO APPROVE

1. **Minutes of the July 8 2009 Landmarks Commission Meeting**

Moved by Ald. Mike Taylor, seconded by Comm. Lynch to approve the minutes of the August 12, 2009 Landmarks Commission meeting.

Motion carried.

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

1. James Taylor commented on the history and role of the Landmarks Commission and spoke about various historical attributes of Menasha's downtown.

E. ACTION ITEMS

1. **Façade Improvement Plan Approval – 230 Main Street**

Bob Ramsey presented the proposed façade improvements for the rear of 230 Main Street.

Commissioners discussed:

- cleaning/staining of the brick.
- type of secondary facade materials
- types of materials to be used on the decks and railings
- garage door style, shape, form and window inserts
- the size and location of window and door openings
- size and access to the commercial and residential space

Colors to be used are Lincoln Cottage Lattice Green for the trim and Churchill Hotel Lace for the cement board plank siding. Commissioners preferred composite material for the decks floors and metal railings. And an arched carriage-style garage door. Bob Ramsey is to bring back final reference drawings.

James Taylor commented on the possible extension of the sidewalk and the relationship of public/private space.

Bob Ramsey reviewed existing and historic photos of the front façade and discussed a number of challenges with renovation. He stated the intent was to achieve a look of period architecture using brick and stone.

Commissioners discussed:

- the use of brick vs. stone as the primary façade material
- possibilities for matching the existing brick
- the size and location of door and window openings

- the need for larger windows for retail displays
- access to the second floor
- types of roofing material
- ceiling height

F. DISCUSSION

1. Meeting Protocol

Outdoor seating area applications due by March. Commissioners felt this may be too restrictive. It was suggested that building and business owners be contacted in March to find out if they have any plans for outdoor seating areas.

Quorum – Commissioners are to contact Community Development at least 48 hours prior to the meeting if they are unable to attend.

Special meetings – Are to be called if there is an urgent need for action.

Complete Applications – Materials to be presented by applicants should be complete and in sufficient detail to enable thorough review by the Commission.

Applications Deadlines – Applications should be received in a timely manner to provide sufficient review time by commissioners.

2. Maintenance Requirements for Historic Buildings

CDD Keil reviewed the requirements of the Landmarks Commission Ordinance and the city's other code requirements related to building maintenance.

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

1. James Taylor discussed the importance of the Landmarks Commission maintaining good relations with businesses, being able to share the vision of the commission in a positive manner, provide drawings or other visuals to encourage the use of proper design and materials.

H. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Rudolph to adjourn at 6:26 PM.

Motion carried

Respectfully submitted by
Greg Keil, Community Development Director

**CERTIFICATE OF APPROPRIATENESS
LANDMARKS COMMISSION
CITY OF MENASHA**

*for renovation
demolition.*

The Landmarks Commission of the City of Menasha, Wisconsin hereby certifies that the applicant _____, owner or tenant of the property located at _____, Menasha, Wisconsin has complied with the Landmarks Commission rules and regulations with regard to the following planned improvement/change:

Said improvement/change is hereby certified as appropriate.

This Certificate of Appropriateness is conditioned on the planned improvement/change 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 applicable city, county and state laws, codes, rules, and ordinances. This certification expires one year from the date of issuance. In the event the applicant fails to comply with any of these conditions, the Certificate of Appropriateness may be revoked by the Landmarks Commission.

(?)

Dated this ____ day of _____, _____

Landmarks Commission

By: _____
Chairman or Secretary

*

(file name.)

Greg:

I thought Jessica had tried to budget \$32,000 and we ended up with \$5,000 (which is understandable considering our total financial situation in the city.

1. The budget you sent reveals \$3,750. Are any amounts carried over for 2010 or do we loose what's there?
2. I would budget for as much as you think would be possible.
3. I would like enough money to put together a good by-laws document/handbook that can be presented in a positive manner to the historic district owners. This would include quite a bit of design work and color printing.
4. I would keep in some travel expenses for Madison meetings. Lodging and meals for several days seems quite low @\$200.00.
5. As far as \$1,000 for design work, is this for what Community Development does or is this outsourced? I would prefer some more clarification on this.

Feel free to put these items in your packet.

Mary Nebel

CONTACT INFORMATION

(to be placed on Project File Folder inside cover on left-hand side)

Date: _____

Business Name: _____

Street Address: _____

Name of Applicant(s) _____

Project: _____

Applicant(s):

Business Phone:

Home Phone (optional)

Cell Phone:

Fax:

E-mail Address:

Applicant(s):

Business Phone:

Home Phone (optional)

Cell Phone:

Fax:

E-mail Address:

Owner Name (if different from above)

Business Phone:

Home Phone (optional)

Cell Phone:

Fax:

E-mail Address:

NOTES:

Community Development Project Check List

for Landmarks Commission

Business Name _____

Address _____

Project Title _____

YES Date Rec'd	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If leased, permission from owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application request for grant or loan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application for building alteration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application for outdoor food & beverage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application for signage?????????
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 (two) bids/proposals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pictures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material samples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled drawing by _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required building permits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lien waivers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance/Warranty Agreement (Responsible if contractor doesn't fulfill their obligation)

Community Development Project Check List

for Landmarks Commission

Business Name

YES	NO	N/A
Date		
Rec'd		

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Certificate of current insurance covera

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Loan review approval
(Comptroller, City Attorney, Dir. Of Community Development)

Bank mortgage

Certificate of Appropriateness

Sign off for completion of project

NOTES: