

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 14, 2009**

**4:30 PM**

**AGENDA**

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

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the September 16, 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 – Front Façade – 230 Main Street](#)
2. [Acceptance of Certificate of Approval Form](#)

F. DISCUSSION

1. Status Report on Grant/Loan Program Tracking
2. Landmarks Commission Guide/Information Packet

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**  
September 16, 2009  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Joe Weidert at 4:34 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Mary Nebel, Joe Weidert, Alderman Mike Taylor, Bernie Zimmerman and Patti Rudolph

LANDMARKS MEMBERS EXCUSED: Charlie Cross and Kristi Lynch

OTHERS PRESENT: CDD Keil

**C. MINTUES TO APPROVE**

1. **Minutes of the August 25, 2009 Landmarks Commission Meeting**

Moved by Alderman Taylor, seconded by Patti Rudolph to approve the minutes of the August 25, 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. **Certificate of Appropriateness Form Approval**

Commissioners reviewed a sample Certificate of Appropriateness form. Commissioners discussed:

- The types of alterations for which a certificate of appropriateness would be required
- Coordination with building permit applications
- Establishing a one year time limitation for completing approved work
- A process for changes/amendments

Joe Weidert volunteered to revise the form to reflect these considerations.

2. **Line Items for Landmarks Commission Budget**

Commissioners discussed current and projected expenditures for travel, printing, recognition/signage, and publishing a landmarks commission guidebook. The consensus was to maintain the current overall budget amount. It is the commission's intention to prepare and publish the commission guidebook in 2009.

3. **Approval of Turret Color – 186 Main Street**

Color photos of the restored turrets were presented to the landmarks commission.

Moved by Bernie Zimmerman, seconded by Patti Rudolph to approve the turret color.

The motion carried.

**F. DISCUSSION**

1. **Status Report on Grant/Loan/Project Tracking**

Mary Nebel reported on the review of grant and loan project files she and Patty Rudolph had undertaken and distributed several forms and a checklist she had developed. These included

- contact sheet – address/business name

- project check list
- loan review/approval

Mary and Patty will continue working on a project filing system.

**G. PUBLIC COMMENT ON ANY ITME OF CONCERN ON THIS AGENDA**

1. No one spoke

**H. ADJOURNMENT**

Moved by Alderman Taylor, seconded by Bernie Zimmerman to adjourn at 4:52 PM.

The motion carried.



CLEAR Grade "A"  
CEDAR Siding

NEW PRAPET + CAP

EXIST. PRAPET +




Recycled Mounting

230 MAIN STREET

9/29/09

1/4 SCALE





# *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