

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**

**November 11 , 2009**

**4:30 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the October 28, 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 Revised Conceptual Design of Front Façade – 230 Main Street](#)

F. DISCUSSION

1. Landmarks Commission Guidebook Development
2. [Community Development Project Checklist](#)

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 28, 2009  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Patti Rudolph, Kristi Lynch, Mary Nebel, Joe Weidert and Alderman Mike Taylor

LANDMARKS MEMBERS EXCUSED: Commissioners Charlie Cross and Bernie Zimmerman

OTHERS PRESENT: CDD Keil, Mayor Merkes, Eric Brem, and Bob Ramsey

**C. MINTUES TO APPROVE**

**1. Minutes of the October 14, 2009 Landmarks Commission Meeting**

Moved by Alderman Taylor, seconded by Mary Nebel to approve the minutes of the October 14, 2009 Landmarks Commission meeting.

Ald. Taylor asked about the item in the minutes concerning the cost of reproducing the Historical and Architectural Resources Survey. Following discussion, CDD Keil was directed to prepare a cost estimate for printing the survey.

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**

CDD Keil summarized review comments from the 10/14/09 Landmarks Commission.

Bob Ramsey presented the rationale for the various elements comprising the front façade.

Commissioners discussed the proportions and massing of the windows and the use of divided window panes.

A motion was made by Kristi Lynch and seconded by Ald. Taylor to accept the conceptual plan for the front façade with the following conditions:

- That the windows on the second floor all have the same sill height
- That the window frames have a medium bronze color
- That the triple bank of windows have same height and window sash spacing
- Flanking windows are to match the height of the transom with the sash matching the triple banked windows
- The color of the cementatious siding is to be pewter green

The motion carried.

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

Commissioners discussed whether the form should be referred to as a Certificate of Appropriateness or Certificate of Approval. Mayor Merkes pointed out that the Landmarks Commission Ordinance refers to a Certificate of Appropriateness.

Moved by Mary Nebel, seconded by Kristi Lynch to approve the form as presented with the title being Certificate of Appropriateness.

The motion carried.

3. **Acceptance of Flow Chart for Projects Submitted for Landmarks Commission Review**

Mary Nebel presented the flow chart she prepared. Commissioners discussed the order of events on the first line of the form. Moved by Kristi Lynch, seconded by Alderman Taylor to approve the form with order of the first and second items in the first row being reversed.

The motion carried.

**H. ADJOURNMENT**

Moved by Kristi Lynch, seconded by Mary Nebel to adjourn at 5:45 PM.

The motion carried.



# Community Development Project Check List

for Landmarks Commission

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Project Title \_\_\_\_\_

YES  
Date  
Rec'd

NO

N/A

☐
☐
☐

If leased, permission from owner

☐
☐
☐

Application request for grant or loan

☐
☐
☐

Application for building alteration

☐
☐
☐

Application for outdoor food & beverage

☐
☐
☐

Application for signage?????????

☐
☐
☐

2 (two) bids/proposals

☐
☐
☐

Pictures

☐
☐
☐

Material samples

☐
☐
☐

Scaled drawing by \_\_\_\_\_

☐
☐
☐

Required building permits

☐
☐
☐

Lien waivers

☐
☐
☐

Performance/Warranty Agreement

(Responsible if contractor doesn't fulfill their obligation)

**Community Development Project Check List**  
for Landmarks Commission

Business Name \_\_\_\_\_

YES Date Rec'd	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Certificate of current insurance covera

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Loan review approval  
(Comptroller, City Attorney, Dir. Of Community Development)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Bank mortgage

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Certificate of Appropriateness

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Sign off for completion of project

NOTES:

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