

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**

December 8, 2010

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the November 10, 2010 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. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. [Sidewalk Sign Proposal – 196 Main Street – David Magruder, CPA](#)

G. DISCUSSION

1. Landmarks Commission Guidebook Distribution
2. Façade Improvement Program Grant/Loan Balance
3. Future Landmarks Commission Activities/Projects

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

Five (5) minute time limit for each person

I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the
Community Development Department no later than the Monday prior to the meeting.*

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
1st Floor Conference Room, City Hall – 140 Main Street
November 10, 2010
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Eric Hendricks, Commissioners Kristi Lynch, Mary Nebel, Tom Grade, Andrew Jennings, Joe Weidert and Bernie Zimmerman

LANDMARKS MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Keil, Matt Hodgins

C. MINUTES TO APPROVE

1. **Minutes of the October 13, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Lynch to approve the minutes of the October 13, 2010 Landmarks Commission meeting.

The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Outdoor Alcohol Service – 56 Racine Street – Club Tavern**

CDD Keil stated that the owner has chosen not to pursue establishment of the outdoor service area at this time.

2. **Signage Consideration – 5 Main Street – Bits & Bytes**

Commissioners reviewed the proposed projecting sign as presented by business owner Matt Hodgins. The sign meets the requirements of the sign ordinance, however CDD Keil indicated that a Revocable Occupancy Permit will need to be obtained from the Public Works Department because the sign extends over the street right of way.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

CDD stated that he had obtained quotes from vendors for the plaque. It would be under \$400. Some adjustments will need to be made to the type font to fit with the 7" x 9" format. He is to work with Chairman Weidert to make the necessary adjustments.

2. **Landmarks Commission Guidebook Distribution**

Chairman Weidert stated that the guidebook is at the printer, and should be completed shortly. It was the consensus of the commissioner's that they would personally deliver a copy of the guidebook to businesses within the historic districts. CDD Keil is to prepare a distribution list for businesses in the historic districts.

3. **Façade Improvement Program Grant/Loan Balance**

The balance remains at approximately \$18,400.

Future Landmarks Commission Activities/Projects

Commissioners discussed preparations for conducting a contest for identifying historic buildings from architectural elements. The contest will be coordinated with downtown businesses and will

be conducted as part of Historic Preservation month activities in May of 2011.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Jennings to adjourn at 5:09 PM.



The motion carried.

Respectfully submitted by Greg Keil, CDD.



City of Menasha
Department of Community Development
140 Main Street
Menasha WI 54952
(920) 967-3650 (920).967-5272 fax

APPLICATION FOR SIGN PERMIT

Date:	11/19/2010		
Site Address:	196 Main St Menasha		
Zoning:	C2	Parcel #:	
Name of Business:	David Magruder CPA LLC		
Property Owner:	Mike Prokash	Phone:	
Address:	196 Main St.	Fax:	
		Email:	
Applicant:	Dave Magruder	Phone:	
Contact:		Fax:	
Address:		Email:	dave@magruder.com
David@magruder.com			
<p>The undersigned hereby agrees to install all signs in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use, continuances, or maintenance of said sign(s).</p>			
			
Property Owner Signature		Date	

Required Submissions (staff use only)

- ☐ Site Plan
- ☐ Building Elevations
- ☒ Sign Illustration & Description
- ☒ Permit Fee(s)
Total: \$100
Receipt: #

Review & Approval (staff use only)

- ☐ Zoning
- ☐ C-2 Central Business District Design Standards
- ☐ Landmarks Commission – Historic District
- ☐ Common Council - Special Use Permit
- ☐ Public Works - Vision Control Area/ROW

☐ Final Approval

☐ Conditions: _____

Zoning Administrator

Date Issued

Sign Permit Application Instructions

1. It is recommended that applicants consult with the Zoning Administrator during the initial planning stages to avoid delays and ensure that all proposed signage complies with City of Menasha ordinance requirements.
2. Before construction or installation of any sign(s) requiring a permit, applicants shall submit a sign permit application package that includes:
 - A completed permit application form with the signature of the property owner.
 - Required permit fees for each sign.
 - An accurate plot plan drawn to scale of the entire lot on which the sign(s) will be located showing the location of buildings, parking lots, driveways, and landscaped areas on the lot.
 - An accurate indication on the plot plan of the location and orientation of all existing signs, each sign for which a permit is requested, and the anticipated location of future signs requiring a permit.
 - A description and illustration of each proposed sign including the following:
 - Colors and materials to be used in sign construction (e.g., limestone base with bronze letters, etc);
 - Style of lettering for all signs;
 - Appearance/location of logos or icons;
 - Location of each sign on the building(s), with building elevations if necessary (e.g., over doors, over windows, awnings, etc);
 - All sign proportions; and,
 - Types of illumination (e.g. external illumination with description of type of outdoor light fixture).
 - In addition, optional submittals may be required by the Zoning Administrator if deemed necessary due to the character of the proposed signs and/or site.

Over – Please complete both sides of the application form

Please provide the following information for all proposed new signs along with any existing signs to remain on the property and attach the required site plan and sign illustration(s):

Property Information (required)

Linear Dimensions of Building Exposures: North: _____ ft South: _____ ft East: _____ ft West: _____ ft
Corner Lot: Yes: _____ No: _____
Multiple Tenants: Yes: _____ No: _____
Existing Signs: Yes: _____ No: _____

Business Center Signs (\$150/sign + Special Use Permit)

Approval _____

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Monument Signs (\$150/sign)

Approval _____

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Monument Signs with Electronic Message Centers (\$250/sign + annual inspection fee)

Approval _____

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
EMC 1:	Message Area: _____ sq ft	Static Area: _____ sq ft	Total EMC Area: _____ sq ft		_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
EMC 2:	Message Area: _____ sq ft	Static Area: _____ sq ft	Total EMC Area: _____ sq ft		_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Pole Signs (STH 441 Only) (\$150/sign)

Approval _____

Existing:	Area: _____ sq ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed:	Area: _____ sq ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			

Projecting Signs (\$75/sign)

Approval _____

North Elevation:	Existing: _____ sq ft	Proposed 1: _____ sq ft	Clearance Height: _____ ft	_____
South Elevation:	Existing: _____ sq ft	Proposed 2: _____ sq ft	Clearance Height: _____ ft	_____
East Elevation:	Existing: _____ sq ft	Proposed 3: _____ sq ft	Clearance Height: _____ ft	_____
West Elevation:	Existing: _____ sq ft	Proposed 4: _____ sq ft	Clearance Height: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			

Sidewalk Signs (\$50/sign)

Approval _____

Proposed:	Area: _____ sq ft	Height: _____ ft	Location: _____	_____
Description:	30'60" x 48" Aframe (white field with blue letters.)			

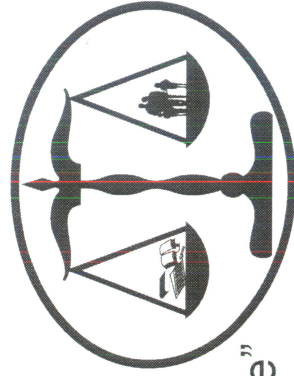
Wall, Awning, Canopy, or Marquee Signs (\$75/sign)

Approval _____

North Elevation:	Existing: _____ sq ft	Proposed 1: _____ sq ft	Type: _____	_____
South Elevation:	Existing: _____ sq ft	Proposed 2: _____ sq ft	Type: _____	_____
East Elevation:	Existing: _____ sq ft	Proposed 3: _____ sq ft	Type: _____	_____
West Elevation:	Existing: _____ sq ft	Proposed 4: _____ sq ft	Type: _____	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			

David J. Magruder **CPA, LLC**

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Income Tax Services**



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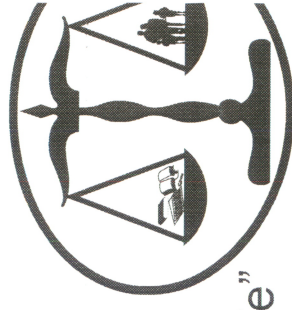
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196 Main St

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196 Main St Bear Office



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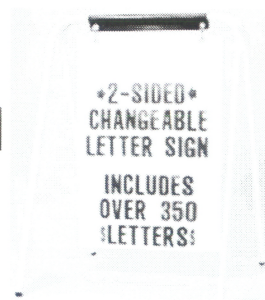


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* denotes required field

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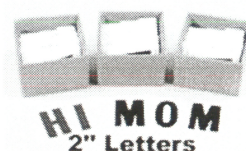


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