

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**

June 29, 2010

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the June 9, 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. ACTION ITEMS

1. [Review of Proposed Façade Alteration – 230 Main Street – Window Installation, Railing and Deck](#)
2. [Review of Proposed Façade Alteration – 175 Main Street – Window Replacement](#)
3. [Review of Proposed Façade Alteration – 175 Main Street – Sign Installation](#)
4. [Review of Application of Sign Permit – 216 Main Street – The Mixx](#)

F. DISCUSSION

1. Landmarks Commission Recognition/Awards
2. Landmarks Commission Guidebook Distribution
3. Façade Improvement Program Grant/Loan Balance
4. Set Next Meeting Date

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
June 9, 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: Commissioners Mary Nebel, Tom Grade, Joe Weidert, Kristi Lynch and Alderman Eric Hendricks

LANDMARKS MEMBERS EXCUSED: Commissioners Bernie Zimmerman and Charlie Cross

OTHERS PRESENT: CDD Keil and Mike Prokash

C. MINUTES TO APPROVE

1. **Minutes of the May 12, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Grade to approve the minutes of the May 12, 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. Mary Nebel questioned the status of the property at 68 Racine Street relative to Landmarks Commission jurisdiction and designation as an Historic Structure.

E. COMMUNICATIONS

1. **None**

F. ACTION ITEMS

1. **Outdoor Seating Area Review – 56 Racine Street – Club Tavern**

Greg Keil stated that the request for Outdoor Alcohol Service in the area in front of Club Tavern could not be processed as the proposed area was within street right of way.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Commissioners discussed reducing the size of the plaque to either 6"X 9" or 9"X12". Greg Keil is to obtain cost estimates. The process for nominating projects for Landmarks Commission recognition is to be placed on the next agenda. Joe Weidert will work on creating the contents of the recognition plaque.

2. **Landmarks Commission Guidebook Distribution**

Joe Weidert reported that the printer was preparing a proof copy of the guidebook. Mary Nebel offered to perform a final edit. The printer has yet to quote a price for printing the guidebooks.

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

The balance remains at approximately \$21,000.

4. **Historic Building Identification Contest**

Commissioners discussed when the contest might be held and how the contest materials would be distributed. It was decided that the contest should be run in October and that the feasibility of including the contest in the City's fall newsletter is to be determined.

5. **Future Landmarks Commission Activities/Projects**

Commissioners doing a feature article in each City Newsletter highlighting a historic building or event, creating some sort of icon or signage for the historic districts, and providing assistance to

property owners with individual property designations.

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

1. No one spoke

I. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Comm. Lynch to adjourn at 5:30 PM.

The motion carried.

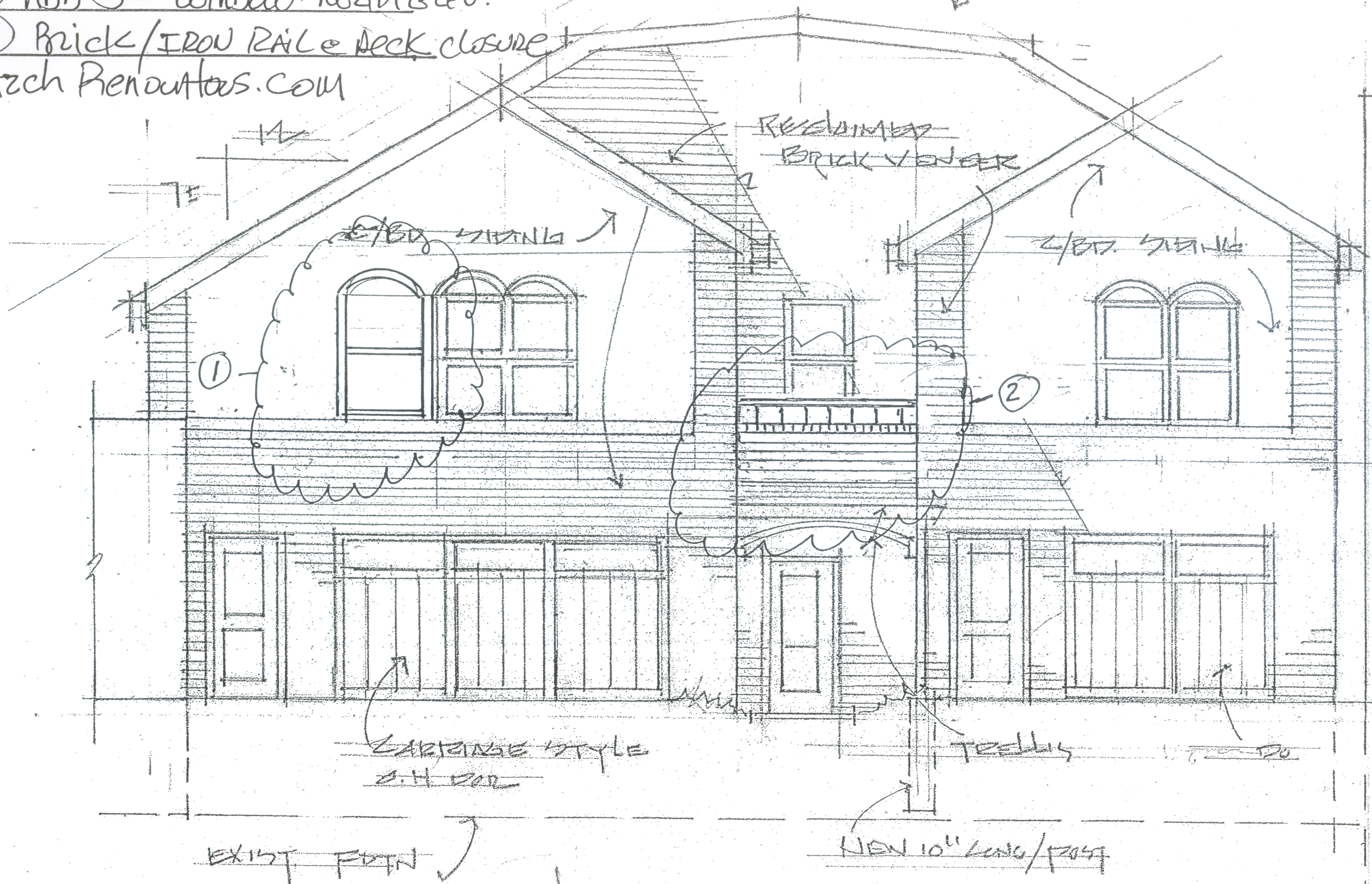
Respectfully submitted by Greg Keil, CDD.

230 Main St. 6/22/10-NORTH

① ADD 3RD WINDOW-NORTH ELEV.

② BRICK/IRON RAIL & DECK CLOSURE
ArchRenovators.com

VENTILATOR STILL C/SP/190 SP (REL 1202.2)



Project Name: MENASHA HOTEL
Frame Set Name: ALUMINUM WINDOWS

Frame Name: FOLDING CASEMENTS

Date: 4/22/10 1:49 PM
Panels: 4 Rows: 1

Metal Group: M450 CG/SB/OG STOPS UP

D/S: 1

Frame Type: Standard

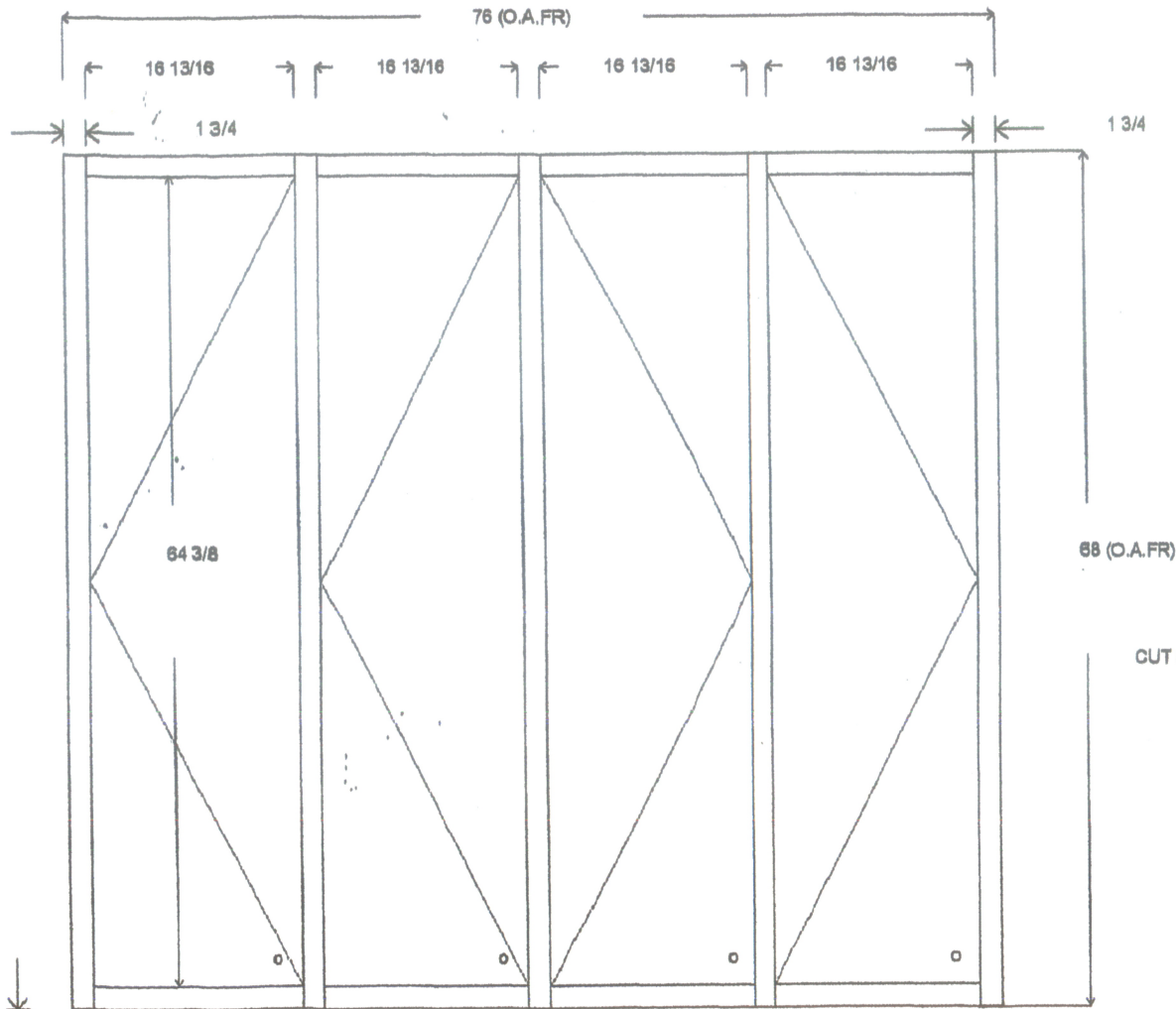
Frame Width: 76

Frame Height: 68

Required: 2

Back Member Color: #17 CLEAR : PERMANODIC

Face Member Color: NULL



ALUMINUM BY FOLD WINDOWS
DARK BRONZE ANODIZED FINISH
CAM HANDLE LOCKS
1" INSULATED GLASS
SCREENS
6'-4" X 5'-8"

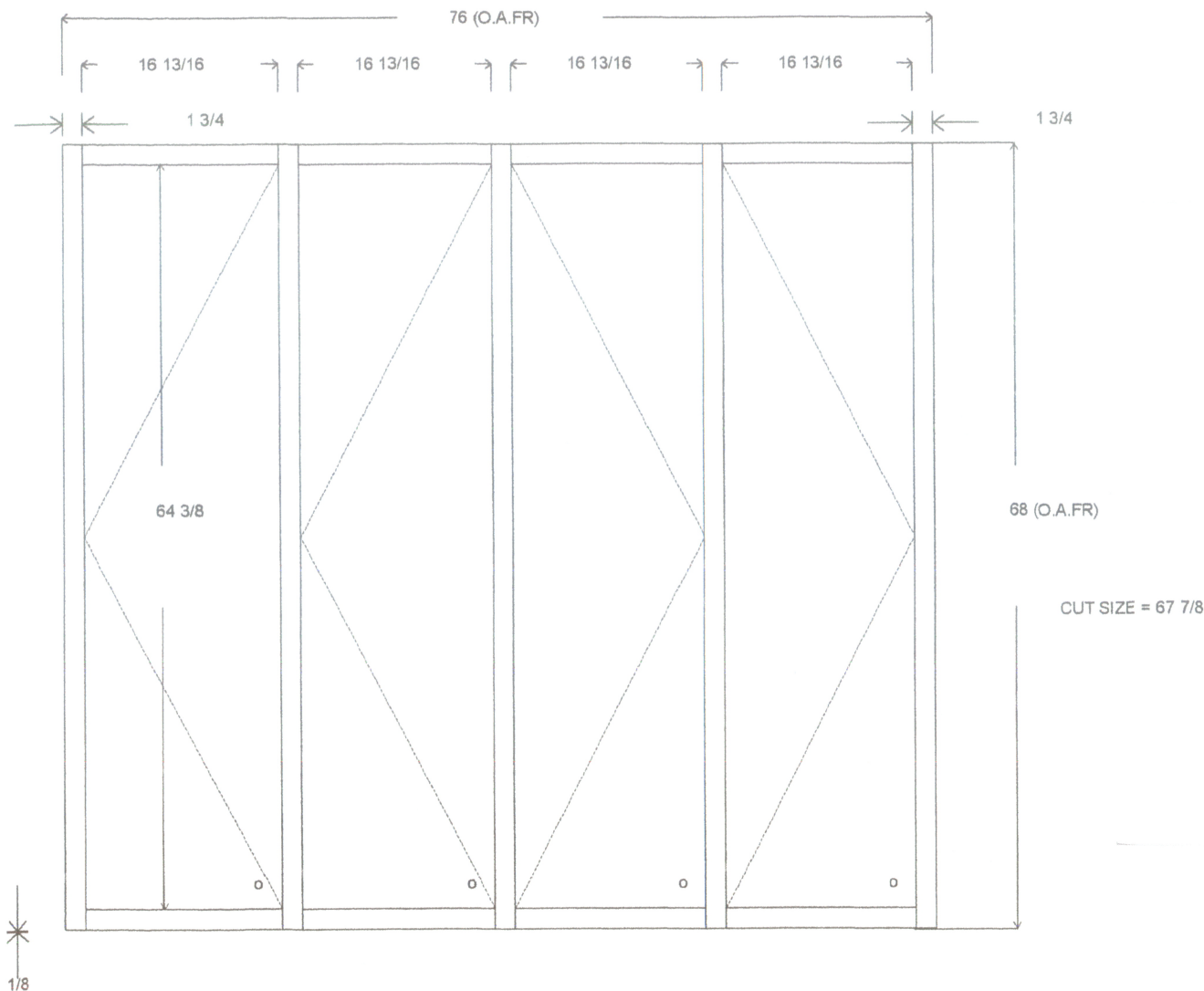


Project Name: MENASHA HOTEL
Frame Set Name: ALUMINUM WINDOWS

Frame Name: FOLDING CASEMENTS

Date: 4/22/10 1:50 PM
Panels: 4 Rows: 1

Metal Group: M450 CG/SB/OG STOPS UP
Required: 2 Back Member Color: #17 CLEAR : PERMANODIC
D/S: 1 Frame Type: Standard Frame Width: 76 Frame Height: 68
Face Member Color: NULL



ALUMINUM BY FOLD WINDOWS
DARK BRONZE ANODIZED FINISH
CAM HANDLE LOCKS
1" INSULATED GLASS
SCREENS
6'-4" X 5'-8"







EL
B



177
MAIN

HOTEL
DINER



ROLLING
ROCK

HAPPY HOUR
MUG'S 1-00





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:	6/23/10		
Site Address:	216 MAIN STREET		
Zoning:	C-2	Parcel #:	
Name of Business:	The Mixx		
Property Owner:	Otter Creek Assoc.	Phone:	920-893-8700
Address:	N6625 Hwy 57	Fax:	920-893-5794
	PLYMOUTH, WI 53073	Email:	ottercr@excel.net
Applicant:	THE Mixx	Phone:	886-9989
Contact:	Paul	Fax:	886-9259
Address:	226 Main St	Email:	wreathfactory fox @ hotmail.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: \$ _____
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: <u>20</u> sq ft	Proposed 1: _____ sq ft	Clearance Height: _____ ft	_____
South Elevation:	Existing: <u>20</u> 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: <u>X</u>	Backlit/Halo: _____
Description:	<u>sign lighting similar to W.F. lighting</u>			

Sidewalk Signs (\$50/sign)

Approval

Proposed:	Area: _____ sq ft	Height: _____ ft	Location: _____	_____
Description:	_____			

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

Approval

North Elevation:	Existing: _____ sq ft	Proposed 1: _____ sq ft	Type: _____	_____
South Elevation:	Existing: <u>15</u> 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: <u>X</u>	Internal: _____	External: _____	Backlit/Halo: _____
Description:	<u>apron on front/bottom of Awning</u>			

may not be exactly as shown, still working with Awning Co. to find right



OLD OAK SHOP, INC.

• A Sign of Excellence Since 1971 •

N3271 Hwy. 57 • New Holstein, WI 53061 • Ph. (920) 849-2444
Fax: (920) 849-4358 • Fax: 1-800-236-4358

The Mixx Design Center
1133 Indiana Ave.
Sheboygan, WI 53081
Ph. 1(877)308-1133
Fax (920) 208-1134
wendy@themixxonindiana.com
wbemis@hotmail.com
Paul
wreathfactoryfox@hotmail.com

Sign design for Menasha Store

Color Suggestions : Copper Leaf letters
or Silver Leaf / Golf Leaf (Choice)
Black ground & Wrought Iron
Frame bevel rust red/burgundy
textured ground (Peanut butter tan)
& bronze tone cream. Contrast must
be maintained! (Raised letters can
have their revels painted to contrast)



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