

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 9 , 2010

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the May 12, 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. [Outdoor Seating Area Review – 56 Racine Street – Club Tavern](#)

F. DISCUSSION

1. [Landmarks Commission Recognition/Awards](#)
2. Landmarks Commission Guidebook Distribution
3. Façade Improvement Program Grant/Loan Balance
4. Historic Building Identification Contest
5. Future Landmarks Commission Activities/Projects

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
May 12, 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, Kristi Lynch, Bernie Zimmerman, Joe Weidert, Charlie Cross and Alderman Eric Hendricks

LANDMARKS MEMBERS EXCUSED: Commissioner Tom Grade

OTHERS PRESENT: CDD Keil and Mike Prokash

C. MINUTES TO APPROVE

1. **Minutes of the April 14, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Cross to approve the minutes of the April 14, 2010 Landmarks Commission meeting.

The motion carried.

2. **Minutes of the April 26, 2010 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Ald. Hendricks to approve the minutes of the April 26, 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. **Façade Improvement Grant Request – Franky’s – 196-198 Main Street**

Mike Prokash presented plans for façade alterations and signage. Commissioners discussed building and signage lighting, the type and color of materials to be used in the transom area inserts, the relationship of awnings to the storefronts.

Motion by Comm. Cross, seconded by Ald. Hendricks to approve the façade alterations and the signage per the image submitted by Mike Prokash.

The motion carried.

G. DISCUSSION ITEMS

1. **Criteria for Selecting Properties for Landmarks Commission Recognition/Awards**

Commissioners discussed the purpose and benefits of recognizing historic preservation efforts. There was consensus that there should be two levels of acknowledgement – one being a certificate, and the other would be a plaque displayed on the property. The plaque would identify the original use of the structure or site and recognize the current owners role in preserving its historic fabric. Comm. Zimmerman reported that the cost he had been quoted for a bronze plaque was in the \$800 - \$900 range. Commissioners discussed options and the State Historical Society is to be contacted to determine their source and costs for historical plaques.

2. **Landmarks Commission Guidebook Development**

Chairman Weidert reported that the guidebook had been sent to the printer for proofing and that he would distribute the guidebook upon completion. Greg Keil is to arrange to have the guidebook installed on the Landmarks Commission webpage.

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

The balance remains at approximately \$21,000.

4. **Wisconsin Historic Preservation Month Plan/Activities**

Chairman Weidert and Comm. Lynch have put together a photo collage depicting architectural details of buildings in Menasha's downtown. These details will be used in a "name that historic building" contest. Menasha merchants will be asked to distribute contest entry forms and donate prizes.

5. **Update at 186 Main Street Façade Renovations**

Greg Keil reported that the façade alterations were proceeding in conformance with the design concepts approved by the Landmarks Commission.

6. **Availability/Distribution of Historic and Architectural Resources Survey**

Greg Keil reported that copies were distributed to the library and to the Historical Society. Commissioner's agreed to establish a price of \$10.00 on the report. A reminder of the availability of the report and the availability of assistance for obtaining National Register listing of properties is available.

7. **Timetable and Guideline for Outdoor Dining Approval**

Chairman Weidert and Greg Keil are to contact bar/restaurant owners to inform them of review requirements and timing.

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

1. No one spoke

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Zimemrman to adjourn at 5:25 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

City of Menasha
Application for Outdoor Extension of Retail "Class B", Class "B"
And/or "Class C" License

Date: 5-28-10
Name: Steven C. Szymanski
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation of LLC, list names and addresses of all members

Address of premise 56 Racine St.

Description of area for which this outdoor extension is being applied for Racine St. Front of Building in Front Windows

Trade Name: Club Tavern

Business Phone: (920) 722-2452

Please attach the following: ☐ \$25 application fee
☒ Site plan/drawing of the outdoor area
☒ New ☐ Modified ☐ No Changes from original

All requirements of Section 7-2-17 of City of Menasha Municipal Code have been followed.
(copy of Section 7-2-17 attached).

I certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and maintained as shown on the attached site plan and/or drawing

Signature: [Signature] Signature: _____

TO BE COMPLETED BY CLERK

Date Received: _____

Fee Paid: _____

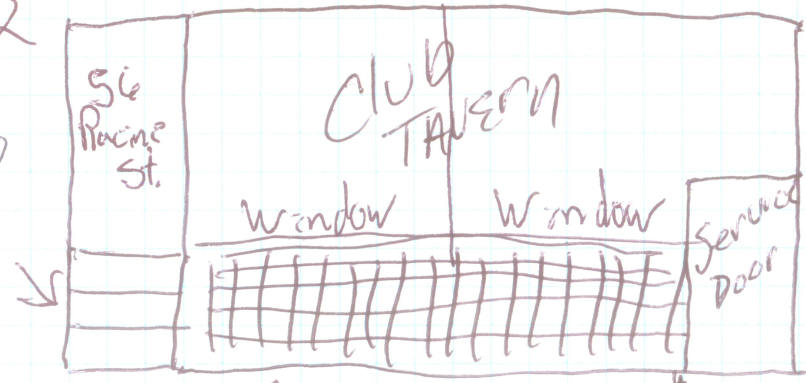
Inspections Completed: _____

Date to Council: _____

Term of Permit: _____

Property owners within 150' have been notified _____

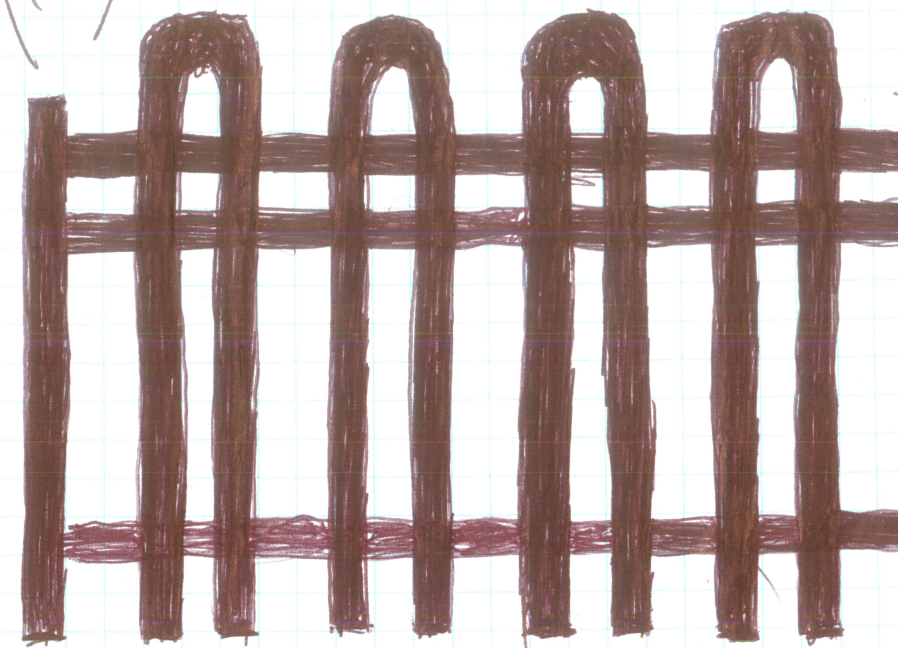
Club Tavern
 56 Racine St.
 Menasha, WI 54952
 9201 722-2452
 Cell (920) 427-0640



11 1/2' from face of building to planted terrace

Color: (Black & Bronze)
 Concord Series
 4' x 42" high

Open to Stairway
 5'
 14'±
 Racine St 14'
 3 sections of 4'
 1 " of 2
 1 more for End 4'

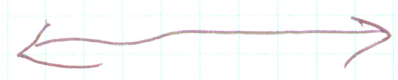


3 Brackets per 4'

Notes:
 Brackets will mount to Inside of 5' area!

3 1/2" Lag

Anchorments In Concrete walk



Greg M. Keil

From: DeRose, Joe R - WHS [Joe.DeRose@wisconsinhistory.org]
Sent: Friday, June 04, 2010 10:37 AM
To: Greg M. Keil
Subject: RE: Recognition Plaques

Bronze plaques not only are pricey but they also tend to get stolen and melted down. We use aluminum and they work much better. A list of potential vendors can be found on our website at www.wisconsinhistory.org/hp/markers/faq.asp I hope this helps!

From: Greg M. Keil [mailto:gkeil@ci.menasha.wi.us]
Sent: Friday, June 04, 2010 10:31 AM
To: DeRose, Joe R - WHS
Subject: Recognition Plaques

Joe: The Landmark's Commission is considering awarding a bronze recognition plaque to properties that have made some sort of outstanding effort to preserve or restore historic properties. We have found bronze plaques to be quite pricey (\$800 - \$1,000). I'm assuming that the State Historical Society acquires a number of these plaques each year. What is your source, and do you have any idea how much the SHS pays for them? Also, do you know of any other plaque material that would be durable and high quality, but less expensive?

Thanks for your assistance.

Greg

*****As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.*****

HISTORIC PRESERVATION

Frequently Asked Questions

How many official Wisconsin historical markers are erected in the state?

There are more than 520 official state markers in Wisconsin that carry approved historical inscriptions commemorating sites, individuals, buildings, or events of local, state, or national significance.

What topics qualify for a historical marker?

Markers should describe one of the following aspects of Wisconsin's history: history, architecture, culture, archaeology, ethnic associations, geology, natural history, or legends. Guidance in researching your topic is available [online](#).

Where can I find a list of historical markers in Wisconsin?

[History Just Ahead: A Guide to Wisconsin's Historical Markers](#), edited by Sarah Davis McBride, is an award-winning guide to Wisconsin's state markers. This well-illustrated book includes marker texts, historic and current photographs, and is arranged by geographic region.

You may also consult the [Complete List of Current Historical Markers](#) (PDF, 154 KB).

I noticed that a marker is missing or damaged, whom should I contact?

To report a marker that is missing or damaged, please contact [Rick Bernstein](#). Please provide the title of the marker and its location.

Who can apply for a historical marker?

Anybody can apply for a marker as long as the topic addresses an aspect of Wisconsin's history. The applicant must also be able to pay for the cost of the marker, agree to maintain it, and have permission of the landowner where the marker is to be erected.

Do I need to fill out an application for a marker?

An application form must be completed for every historic marker desired. [Find information on how to apply on our website](#) or request information by mail.

How much do markers cost?

Markers are available in a variety of sizes, fonts, and prices. The [Historical Marker Price List](#) (PDF, 46 KB) includes descriptions of available sizes and costs.

How long does it take to get a marker?

The marker text requires approval of Wisconsin Historical Society staff. Please allow up to 6 months for staff to review your application. After this approval, the Wisconsin Historical Society will order the marker from the foundry. Generally, the marker is cast and shipped to the applicant within 4-6 weeks from the time the foundry receives your order.

What is the approval process?

Wisconsin Historical Society staff review draft marker text prepared by the applicant. Usually draft text needs to be modified and is returned to the applicant with suggestions. Be sure to allow time for approval if you are planning a commemoration for a specific date. Once the Wisconsin Historical Society and the applicant agree on the final version of the text, the marker is ordered.

Who manufactures Wisconsin historical markers and State Register of Historic Places plaques?

Sewah Studios produces all official Wisconsin historical markers. Standard State Register plaques are manufactured by Colonial Brass Company; those with custom inscriptions are produced by Sewah Studios.

If a property is listed in the State Register of Historic Places or the National Register of Historic Places, does it automatically receive a plaque?

No. State or National Register of Historic Places plaques no longer require approval from the Wisconsin Historical Society. You may now order a plaque for your registered historic property directly from the vendor. The following websites are provided to assist you in locating suppliers. This list is not a recommendation. Other suppliers may exist:

Atlas Signs & Plaques
Colonial Brass Company
Eagle Sign & Design, Inc.
Erie Landmark Company

Historical markers price list

Official State of Wisconsin historical markers are made of cast aluminum and have raised cream-colored letters on a brown background. All wall-mounted markers have one side. All post-mounted markers have two sides. Posts for all post-mounted markers are included in the cost and provided by the manufacturer.

Please select the appropriate model for your historical marker from the list below.

	Size Height x width	Model	Details	Total Character Count	Price *
<input type="checkbox"/> A	16" x 24"	Small City Marker	5/8" lettering, wall mounted	320	\$475
<input type="checkbox"/> B	16" x 24"	Small City Marker	5/8" lettering, post mounted same text each side	320	\$675
<input type="checkbox"/> C	36" x 24"	City Marker	1" lettering, wall mounted	396 11 lines, 36 spaces each	\$1150
<input type="checkbox"/> D	36" x 24"	City Marker	5/8" lettering, wall mounted	848 16 lines, 53 spaces each	\$1250
<input type="checkbox"/> E	36" x 24"	City Marker	1" lettering, post mounted same text each side	396 11 lines, 36 spaces each	\$1300
<input type="checkbox"/> F	36" x 24"	City Marker	5/8" lettering, post mounted same text each side	848 16 lines, 53 spaces each	\$1400
<input type="checkbox"/> G	36" x 24"	City Marker	1" lettering, post mounted different text each side	792 11 lines, 36 spaces each 396 characters per side	\$1450
<input type="checkbox"/> H	36" x 24"	City Marker	5/8" lettering, post mounted different text each side	1696 16 lines, 53 spaces each 848 characters per side	\$1550
<input type="checkbox"/> I	72" x 54"	Two-Post Marker	1 1/2" lettering, post mounted, same text each side	1196 26 lines, 46 spaces each	\$3700
<input type="checkbox"/> J	72" x 54"	Two-Post Marker	1" lettering, post mounted same text each side	2006 34 lines, 59 spaces each	\$3900

* Price includes shipping. Prices subject to change at any time. Verify all pricing with SEWAH Studios at 1-888-55-SEWAH.

The Wisconsin Historical Markers Program is administered by the Wisconsin Historical Society's Division of Historic Preservation and Public History.

State Register of Historic Places plaques no longer require Wisconsin Historical Society approval. If your home is on the State Register, order State Register plaques directly from [SEWAH Studios](#) at 1-888-55-SEWAH.