

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**

August 8, 2012

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the July 11, 2012 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.

F. ACTION ITEMS

1. Sign Application – Ash & Ember
2. [Project Application – 220-226 Main Street – Wreath Factory](#)

G. DISCUSSION

1. Landmarks Commission Recognition/Awards
2. Status of Façade Improvement 180 Main Street
3. Façade Improvement Program Grant/Loan Balance
4. Future Landmarks Commission Activities/Projects
5. [Bridge Tower Museum Update](#)
6. [Ordinance Regarding Non-Profit/Non-Tax Paying Entities Purchasing in Historic/Retail Districts – Comm. Nebel](#)

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
Council Chambers, 3rd Floor, City Hall – 140 Main Street
July 11, 2012
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Ald. Sevenich at 4:31 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, James Taylor, Mary Nebel, Peg Doctor, Debra Gorell and Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioner Tom Grade

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Kim Jennings, James Gresser, and Carolyn Scheer

C. MINUTES TO APPROVE

1. Minutes of the June 13, 2012 Landmarks Commission Meeting

Moved by Comm. Taylor, seconded by Comm. Doctor to approve the minutes of the June 13, 2012 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. Bridge Museum Power Door Locks

There was a general discussion on the merits of the Bridge Tower initiative and the logistics of making the building open to the public again. A quote from facilities for an automatic door locking system was reviewed.

Motion by Comm. Taylor, seconded by Comm. Doctor to obtain quotes on automatic locks for the Bridgetower museum, determine feasibility and cost of communication with the Bridge Tender facility, review signage for the museum, and to place a sign that says the museum is temporarily closed. The motion carried.

F. ACTION ITEMS

1. Sign Permit – 182 Main Street – Designers Chair

PP Homan indicated that the business owner now plans to utilize window decals installed on the inside of the window. Their original request for Landmarks Commission approval has been withdrawn.

2. Façade Improvements – Historic Menasha Hotel -177 Main Street

Comm. Taylor illustrated proposed changes to the Menasha Hotel, including cleaning of the limestone, painting of trim and doors, and upgrading the rear porch.

Motion by Comm. Taylor, second by Comm. Doctor to approve the following:

- Power-clean limestone using methods approved by the National Historic Preservation Trust.
- Paint window frames, doors, transoms, and fire escapes black.
- Modifications to the rear porch as follows:
 - Dryvit in the Sand Pebble Fine Texture applied to the upper part of the porch to match the limestone.
 - Dryvit in red brick applied to the lower part of the porch.

- Frames and windows to be painted black.
- Wider trim around windows to be limestone color.

The motion carried.

G. DISCUSSION ITEMS

1. Landmarks Commission Recognition/Awards

Comm. Nabel stated she would forward a logo for an award to Comm. Grade.

2. Status of Façade Improvement 180 Main Street

CDD Keil indicated the status was unchanged.

3. Façade Improvement Program Grant/Loan Balance

The façade loan balance is approximately \$11,000. CDD Keil is to report at the next meeting on the status of the façade improvement grant/loan awarded to 180 Main Street.

4. Future Landmarks Commission Activities/Projects

Future activities and projects identified were:

- Continued work on re-opening the bridgetower museum
- Updated the Landmarks Commission part of the City website
- The lock tender house
- Reviewing the Historic Menasha and Schreiber Anderson plans for downtown.
- Creating a new landmark

5. Building Alterations – Front Façade at 192 Main Street

Kim Jennings provided an overview for her plans for the building. The panel that was removed was to see what was underneath, which they discovered was brick.

James Grasser stated that they would like to remove the materials from the front of the building and clean the brick on the sides and lower area of the building. The upper part would be dedicated for a mural illustrating the diversity of the Fox Valley. He would like to utilize the interior of the building for non-profit art instruction.

Commissioners instructed that any future façade alterations required application and approval of the Landmarks Commission.

6. Status of Korona Klub Neon Sign

PP Homan indicated that as of Monday, the neon sign had been removed. CDD Keil indicated that it appeared they had installed lighting for their remaining sign that was not compliant with the C-2 sign guidelines. Community Development staff will follow up with the business to address this issue.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Taylor, seconded by Comm. Lynch to adjourn at 6:20 PM.

The motion carried.

Respectfully submitted by PP Homan.

August 8 - Next Landmarks



**Application for renovation, remodel or signage
project in a Menasha Historical District**

Date: 7/18/12 Property Address: 220/226 Main St.

Applicant's name: Jeff Buser Owner or Renter? Owner

Mailing Address if different than Property Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: 920 886 9989 Evening Phone: _____ E-mail: othercra@excels.net

Description of planned improvement: Build a shed to replace the tent that is deteriorating due to weather. To improve the visual appeal of property for neighboring Condis Businesses.

Note: Please attach all material lists, material brochures, samples and photos, Ascale drawing is recommended or may be required by the Commission.

List all contractors, sub contractors and material suppliers Menards

Estimated Total Cost: \$ 1500.00 Estimated Start Date: 8/15 Estimated Completion Date: 9/15

Contact - Greg Curtiss 920 886-9989 @ wreathfactory

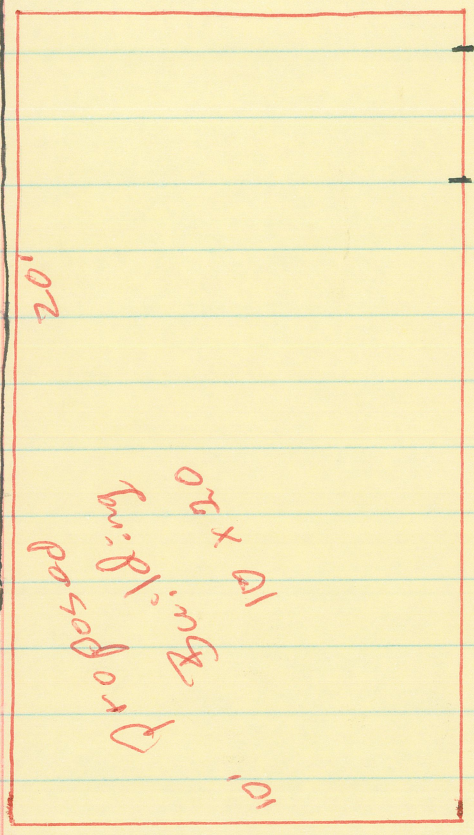
24
16
40

14
2
21'5"

220

40'

fence
21'5"



14' 6"

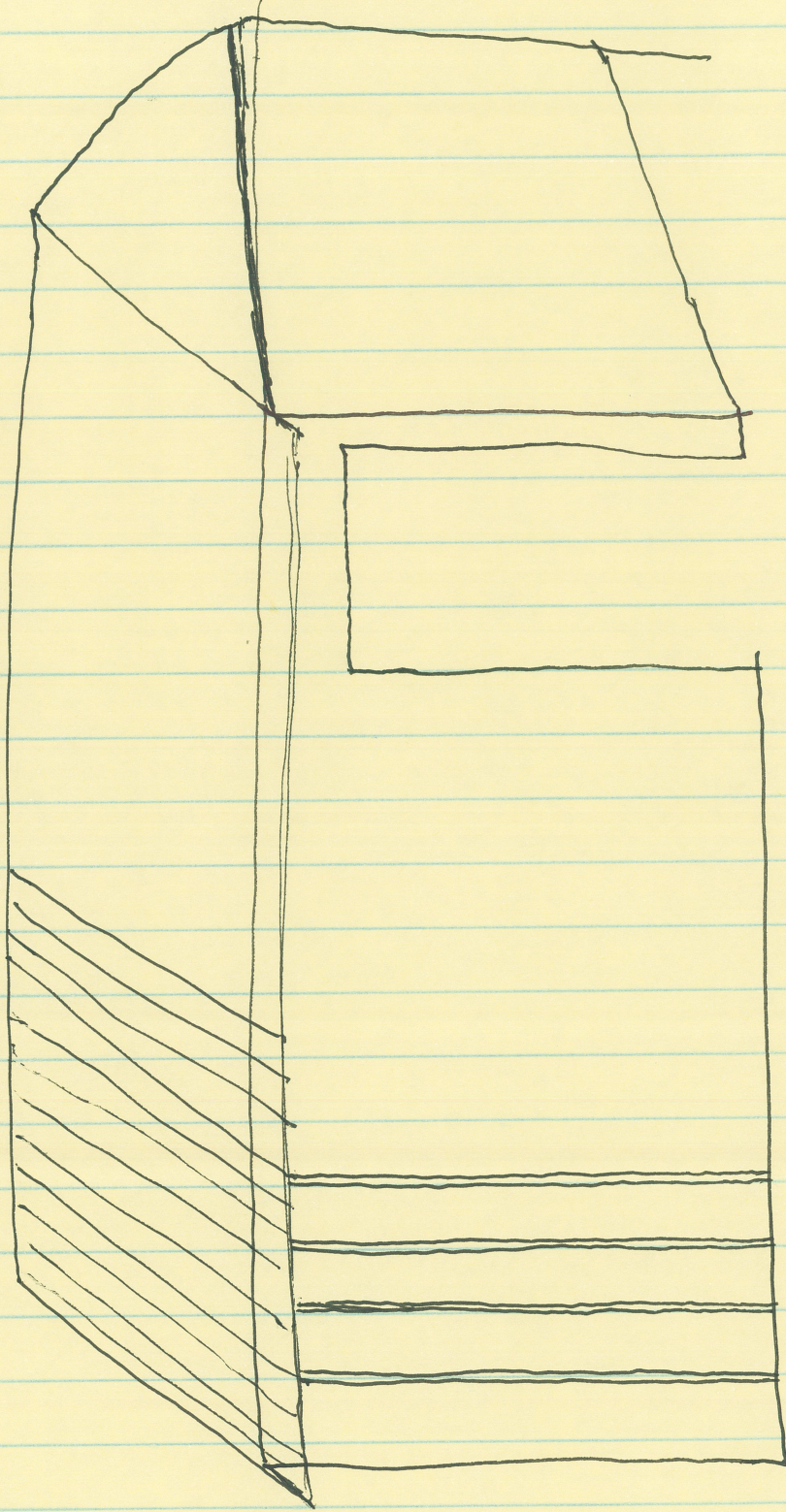
10'

Gate

Opaque Corrugated roofing
4x8 Sheets Siding w/groove cut in

2x4 Framing.

Color: Main Body - 2002-SA?
Trim - Clear Varnished wood





From: Kara Homan
Sent: Tuesday, July 24, 2012 1:35 PM
To: Adam Alix
Subject: RE: Bridge tower lock

Got it; I will relay the message to the Commission.

--kara

Kara Homan, AICP, Principal Planner
Community Development Department
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<http://www.linkedin.com/in/karahoman>

From: Adam Alix
Sent: Tuesday, July 24, 2012 1:32 PM
To: Kara Homan
Subject: RE: Bridge tower lock

Yes we could buy the lock and power supply from others however seeing we have several already in some of our park facilities we will keep with the same move for maintenance purposes. I believe I also shared with the cost estimate the price the library recently paid to have an electric strike installed.

So I'm confident the estimated cost I provided is going to be the best for the city.

Kara Homan <khoman@ci.menasha.wi.us> wrote:

Is there only one company to purchase the lock from...or a second one that we could still install it ourselves?

--Kara

Kara Homan, AICP, Principal Planner
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<http://www.linkedin.com/in/karahoman>

From: Adam Alix

Sent: Tuesday, July 24, 2012 12:57 PM

To: Kara Homan

Subject: Re: Bridge tower lock

I thought the estimated cost I provided was with it being installed by our city staff so no labor was included so I don't think we'll get it done for less if I go looking for price quotes.

We'll have to look at means of remote operation and accompanying cost to do so.

Kara Homan <khoman@ci.menasha.wi.us> wrote:

Hi Adam—

Did greg contact you about the request from the Landmarks commission regarding the lock at the Bridgetower museum? He's out for the next few weeks so I'm trying to keep things afloat until he returns 😊

The Commission has requested a few more price quotes on the automatic locking system, as well as information as to whether the lock can be controlled remotely by the bridge tender.

We wouldn't need this until the first week in august.

Kara Homan, AICP, Principal Planner

Community Development Department

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<http://www.linkedin.com/in/karahoman>

From: [Mary Nebel](#)
To: [Kristi Heim](#)
Subject: Re: Landmarks Committee Agenda Items
Date: Monday, July 30, 2012 4:03:13 PM

Ensure discussion and possibly pass to Council or for Attorney Pam Captain to review:

Ordinance for non-profits, non tax paying entities, to be barred not from renting space but from purchasing in Historic, retail districts. Many planning commissions amend some zoning or amend to where non-profits can locate. Do you wish for non-profits taking up the small amount of prime commercial space we have? They are not required to pay taxes.

On Jul 30, 2012, at 1:24 PM, Kristi Heim wrote:

- > Please submit any agenda items to me no later than 12-Noon,
- > Wednesday, August 1 for the next Landmarks Committee meeting
- > scheduled for Wednesday, August 8.
- >
- > Also, if you know in advance that you will not be able to attend the
- > August 8 meeting, please let me know by the date above so we know if
- > we will have a quorum. Thank you in advance for your cooperation.
- >
- > Kristi Heim
- > City of Menasha
- > Community Development Department - 967-3650
- > Parks and Recreation Department - 967-3640
- > kheim@ci.menasha.wi.us
- > www.cityofmenasha-wi.gov
- >
- > *****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. *****
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