

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  
Special LANDMARKS COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**March 27, 2014**

**4:30 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the February 6, 2014 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. None.

G. DISCUSSION

1. [192 Main St Facade Improvement Concept - Lemon Loves Lime](#)
2. Façade Improvement Program Grant/Loan Balance
3. 2014 Historic Photo Contest
4. [Bridge Tower Museum](#)
5. Broad Street Lot / Main Street Pedestrian Link

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 Tuesday 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, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
February 6, 2014  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 5:00 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners James Taylor, Tom Grade, Kristi Lynch and Paul Brunette.

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Doris Szymanski

**C. MINUTES TO APPROVE**

1. **Minutes of the December 11, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Taylor to approve the January 8, 2014 Landmarks Commission meeting minutes. 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. **Proposed Façade Alteration and Façade Grant Application – 234/240 Main Street (Club Liquor)**

Plans for the proposed alteration to the south and east facades of Club Liquor located at 240 Main Street were presented. Portions of the building facing Main St and Racine St will add facade detail surrounding the ground floor windows all the way up to the base of the second story windows. The primary building material will be mahogany and will be painted in colors to be determined.

Commissioner Brunette indicated that the window detail facing Main St. will be modified to ensure the windows look consistent.

CDD Keil indicated the grant request is for \$5,000, as two facades will be improved. Quotes from Woodworks and Henkel's Woodworking were received.

Motion by Comm. Taylor, seconded by Ald. Keehan to approved the Facade Alteration and Facade Grant in the amount of \$5,000 for 240 Main St (Club Liquor), conditioned on selection of final paint color(s) from the approved historic district color palette. The motion carried.

**G. DISCUSSION ITEMS**

1. **Status of Regularly Scheduled February Meeting**

Commissioners were in agreement that no Landmarks Commission meeting will be held on February 19, 2014.

2. **Scheduling Planning Workshop for Broad Street Lot / Main Street Pedestrian Link**  
Commissioners determined that a preliminary design workshop would be help on Thursday, February 27. The intent would be to invite neighboring property owners and businesses to determine their desired use and design for the space.

Community Development staff is to follow up with businesses to ensure their attendance.

3. **2014 Historic Photo Contest**  
PP Homan will follow up with Commissioner Docter regarding the press release and other details. Commissioner Lynch will email photos to Community Development staff.
4. **Bridge Tower Museum**  
PP Homan has met with Public Works staff to discuss outstanding items. Most remaining items need to wait for warmer weather.

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

1. No one spoke.

#### **I. ADJOURNMENT**

Motion by Comm. Lynch, seconded by Comm. Taylor to adjourn at 5:45 PM.

The motion carried.

*Respectfully submitted by PP Homan.*

crown stone design



pic 2



face stone-see picture 1

Charcoal Gray & off  
white stripe awning



frosted glass

pic 3

Pic 4



stone

glass

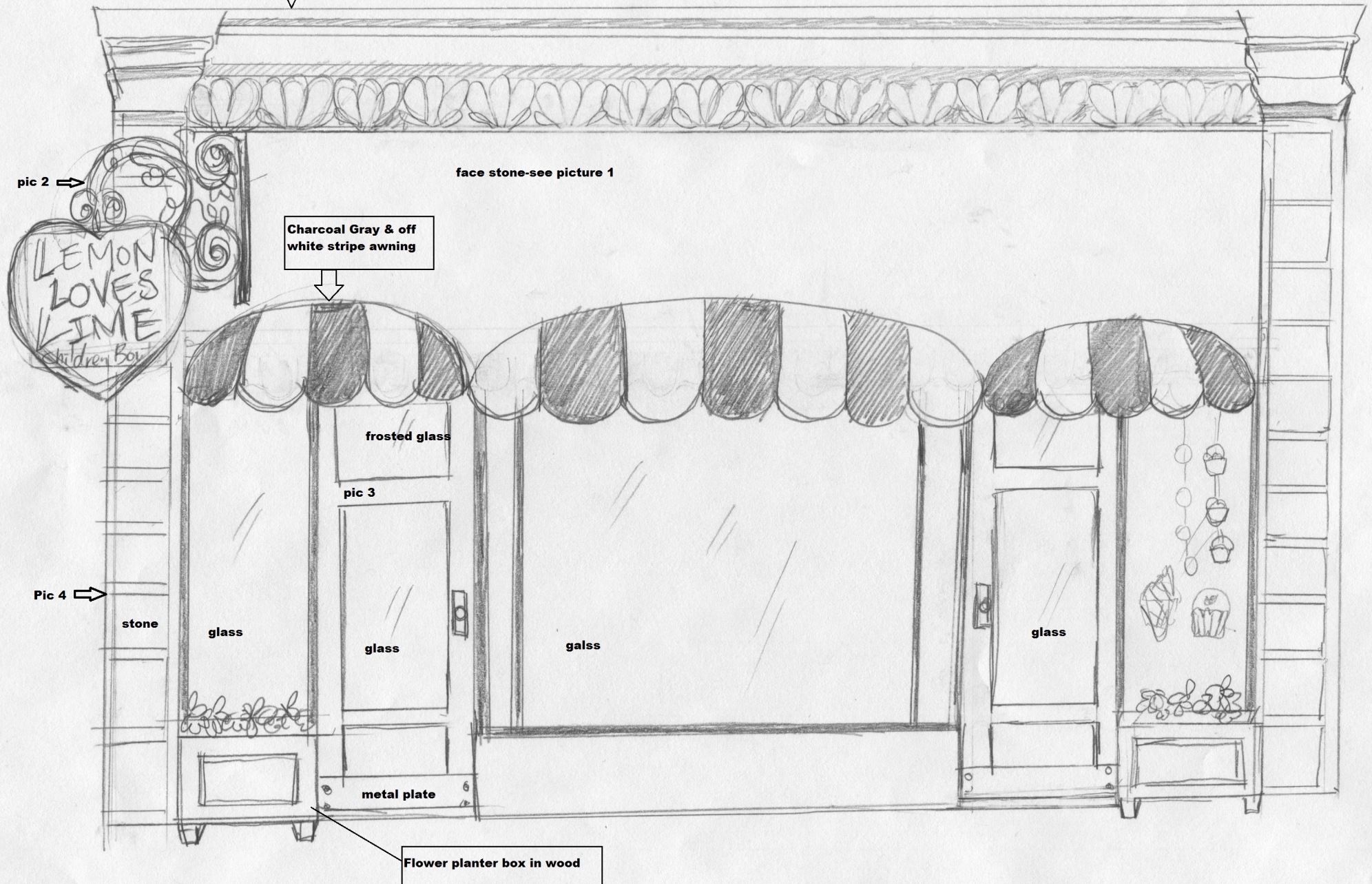
glass

galss

glass

metal plate

Flower planter box in wood





# Lemon Loves Lime Children's Boutique

Blk Iron Seashell  
swirl design

Copper sanddollar  
LLL sign



- ← original building height
- ← 3002-9C Cincinnati Hotel Carl Tan
- ← 3004-10A Cliveden Leather
- ← 4009-2 Lincoln Cottage Black
- ← 7003-1 Homestead Resort Parlor Taupe Stripe awnings
- ← 3006-8c La Fonda Ecu doors & planters
- ← Copper door knobs

3006-8C  
La Fonda Ecu

3004-10A  
Cliveden Leather

3002-9C  
Cincinnati Hotel Carl Tan



**add stone crown molding about 10-12" higher**

MAIN ST

Korona KLUB



ART

Featuring  
FINE HANDCRAFT  
& CUSTOM FRAI





Color of the building with crown molding design and stone work-picture 1 above



Black iron work holding our sign-pic 2

Off white doors with glass and frosted glass on top-pic 3





Stone  
Column design-pic 4





LEMON

LOVES

LIME





## Bridge Tower Museum Project Matrix (Revised March 24, 2014)

NECESSARY TASKS	TIMELINE	COST	Person(s) in Charge
1. Clean Museum	<b>completed</b>	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	<b>completed</b>	\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	<b>completed</b>	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	<b>completed</b>	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	<b>completed</b>	\$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	<b>completed</b>	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	<b>completed</b>	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	<b>completed</b>	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	<b>completed</b>	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	<b>completed</b>	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	<b>completed</b>	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	<b>completed</b>	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	<b>completed</b>	Staff time.	Com Dev staff
14. Acquire Audio Video Equipment	Near Complete	Display & technical equipment donated by ReBoot & Fox Valley Tech Club; Display mount ordered.	Com Dev Staff
15. Paint Ceiling Black ; board up window where screen to be mounted & paint black.	In progress	Time & materials	DPW Staff
16. Build/Weld pamphlet holder from "error" sign.	Feb/March 2014		DPW Staff
17. Order Plaque to thank contributing organizations	March 2014	Materials.	Com Dev Staff.
18. Build/Weld bench(es) using recycled metal grading from old bridge.	In Progress	Time	DPW Staff; Com Dev & Tom Grade (landmarks commission ) will make request/provide instruction.



19. Replace existing fan with one of an industrial look	March/April 2014	Time & materials	DPW Staff; Com Dev Staff to acquire fan.
20. Contact Schools to make aware of opening for potential year end field trips	March 2014	Time	Com Dev Staff
21. Install Audio/Video Equipment (including mount)	April 2014	Volunteer & Staff Time	City Staff & Tech Club; Possible assistance from DPW as tv is heavy.
22. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
23. Install Signage & banners.	In Progress	Staff time	Public Works - Mike Bursack & Tim Jacobsen
24. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Volunteer Landmarks Commissioners & Com Dev Staff.
25. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners