

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  
1<sup>st</sup> Floor Conference Room, City Hall  
140 Main Street, Menasha**

**June 15, 2015**

**5:45 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the June 10, 2015 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. Façade Improvements Application – 234 Main Street – Club Liquor *(to be received at the meeting)*
- G. DISCUSSION
  - 1. None
- 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 24 hours prior to the meeting.*

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
June 10, 2015  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:34 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mark Langdon and Commissioners Tom Grade, Paul Brunette, and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioner Alison Mayer.

OTHERS PRESENT: CDD Keil, AP Englebert, CDD Heim, Nick Jeven and Dave Elliott representing Menasha High School.

**C. MINUTES TO APPROVE**

1. **Minutes of the May 12, 2015, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Ald. Langdon to approve the May 12, 2015 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**

No one spoke.

**E. COMMUNICATIONS**

1. None

**F. ACTION ITEMS**

1. **Selection of Discover Historic Menasha Photo Contest**

The committee conducted a random selection from among the correct responses, with the winner being Jessica Anderson of Menasha. The contest prize will be awarded at the June 15, 2015 Common Council meeting by Chairman Grade.

2. **Façade Improvements – 234 Main Street – Club Liquor**

Commissioners discussed the work being done on façade at 234 Main Street. There has not been an application or sketches received at the office. Comm. Brunette questioned if the application that was approved in 2014 for work done would cover this section of the store front. CDD Keil explained that since the new work was not in the scope of what was previously approved a new application and sketches should be brought before the Commission for review and approval. Commissioners Brunette and Grade will work with the owner and contractor to have the application and sketches available for review. To not hold up the work, it was decided that the Commission would meet on Monday, June 15, 2015 at 5:45 p.m. to review the application.

3. **Restoration Recognition Plaque – 180-182 Main Street**

Comm. Grade handed out a mock-up of the plaque that Nick Jevne had created. Comm. Grade explained that a logo for J.C.Koelsch's Hardware was not found, however the catch phrase of "At Koelsch's" was used and he was still searching for the specific date the renovation was made. CDD Keil stated he would send the plaque mock-up to the current owner to review.

Motion by Comm. Brunette, seconded by Ald. Langdon to approve the plaque with the correct date as presented. The motion carried.

**G. DISCUSSION ITEMS**

1. **High School Cupola**

Dave Elliott with Menasha High School explained that work on restoring the cupola started about a week to a week and a half ago. He gave Commissioners a description of what work has been done

to restore the cupola and what work will be completed. Commissioners commented on how nice the work that has been completed looks. Mr. Elliott stated that if the commission would like a tour of the high school remodel project to contact him to set one up.

2. **Receipt of Historical Building Marker from Hotel Site and Lion Head from Tayco Street Bridge**  
Ald. Langdon shared with the Commission the conversation he and Ald. Taylor had regarding these items. Ald. Langdon stated that Ald. Taylor requested that one of the Landmarks Commission contact him regarding these items.
3. **Landmarks Commission Website**  
CDD Heim stated that the department is looking for input from the commission on the redesign to the Landmarks Commission web page. AP Englebert explained the city has contracted with a vendor for the redesign. Once the design for the new webpage is determined, input from Commissioners on the content of the page would be requested. Comm. Weydeven stated he has interest in this and would be the point of contact for the Commissioners.
4. **Status of Window Display Boards – 212 Main Street**  
Comm. Grade indicated that the display has been completed. Discussion ensued regarding future rehab projects and possible future developments and the willingness to work with owners and developers, and be proactive in discussions.
5. **Columns Location Submissions – Comm. Grade**  
Comm. Grade shared that the library display of the 26 entries for the columns submissions was up for one month and 2-3 pages of community input was given. Additional discussion included:
  - The consistent comment left by the public at the library seemed to be to keep the columns together
  - Additional community input is needed
  - Working with existing city projects to incorporate the columns in those designs
  - Attend a Park Board meeting to discuss any projects they may have to incorporate the columns.

The columns committee will be meeting later this month to discuss the submissions.

6. **Pedestrian Walkway – Comm. Brunette**  
Comm. Brunette expressed that the Landmarks Commission should have input on the pedestrian walkway project. CDD Keil stated that he would suggest hiring a landscape architect to give a concept design. CDD Keil thought a Request for Proposals (RFP), which would include design guidelines, lighting guidelines, materials, etc. should be written for this project. CDD Keil stated he would initiate the RFP and work with various city departments for their input. The improvements to this area need to be completed by June, 1, 2016.
7. **Landmarks Commission Involvement – Wall Restoration – 165 Main Street – Comm. Brunette**  
Comm. Brunette had been approached by the owner of 165 Main Street regarding the wall restoration due to its location within the historic district. CDD Keil explained that there have been negotiations between the developers and the property owner regarding the restoration and that they are nearing an agreement.
8. **Placement of Tayco Street Bridge Plaque**  
The plaque is to be placed next to the door, above the fire extinguisher or to move the extinguisher if better placement would be achieved.
9. **Placement of Bench Recognition Plaque**  
CDD Keil will discuss this item with CA Captain for the next meeting.
10. **Roundtable**  
Comm. Brunette asked if there was new information regarding publishing an article in Columns Magazine. CDD Keil stated he has reached out to the editor but did not receive a response. He will follow up and put the item on the July agenda.

Comm. Grade stated that there is a plaque on a boulder at the end of the Nicolet Blvd. that is slowly falling to the ground. CDD Keil stated he would inquire with Vince Maas if that was taken care of by the City or by Neenah.

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

Nick Jevne, 1334 Mayer Street, Menasha , asked if there are any grants available for assistance with the pillars and if the pedestrian walkway will be redesigned or just updated.

**I. ADJOURNMENT**

Motion by Ald. Langdon, seconded by Comm. Brunette to adjourn at 6:10 PM. The motion carried.

*Respectfully submitted by CDC Heim.*