

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, 3rd Floor, City Hall
140 Main Street, Menasha**

**August 25, 2015
4:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the August 12, 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. None.
- F. ACTION ITEMS
 - 1. [Historic District Application – Awning and Signage – 180 Main Street, Suite 2](#)
- 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

CITY OF MENASHA
Landmarks Commission
Menasha High School, 420 Seventh Street, Menasha, Commons Area
August 12, 2015
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:32 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Keil, AP Englebert, CDC Heim, Nicholas Jevne, David Elliott (Menasha School District)

C. MINUTES TO APPROVE

1. Minutes of the July 14, 2015, 2015 Landmarks Commission Meeting

Motion by Comm. Mayer, seconded by Comm. Brunette to approve the July 14, 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. None.

G. DISCUSSION ITEMS

1. Assess Powers and Duties of the Landmarks Commission

Comm. Wydeven opened the discussion on the powers and duties of the commission. Commissioners discussed the following:

- Possible amendments to the ordinance O-13-08 which outlines the powers and duties of the commission
- Clarify or expand the role of the commission
- Work with current building owners to keep buildings in favorable condition
- Reaching out to other communities to gather information to assist the commission on the process of revising powers and duties; demonstrate how that community benefited
- Request additional budget funds
- View the newest downtown development as an economic catalyst and look forward to keeping façades of existing buildings
- Gather list of buildings the commission would petition to add to the historic district by local designation
- Tayco Street corridor and possible improvements

CDD Keil indicated review of the 2016 budget will be placed on the September meeting agenda and requested that Commissioners bring any budget requests to that meeting.

Commissioners concluded the following as the next steps in revising the powers and duties of ordinance O-13-08:

1. Each Commissioner to compile a list of which buildings and/or façades to be used as focus

- area; make findings known as to why those buildings were selected
2. Comm. Brunette and Comm. Caudill to reach out to other communities to gather and present information regarding preservation and assist with the process of revising powers and duties of the Menasha Landmarks Commission as well as what information, if any, is given to property owners in these communities
 3. Commission to decide on the scope of the work to be done on the remaining historic buildings and what the commission would focus on for the projects (façade only or entire building)

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

Nick Jevne questioned how much of the building the Commission would be addressing. There are several buildings located on corners and would the Commission be looking at the entire building or focusing on key structural elements.

I. ADJOURNMENT

Motion by Comm. Caudill, seconded by Comm. Mayer to adjourn at 5:40 PM. The motion carried.

Menasha High School Principal Larry Haase led the Commission and public members on a tour of the newly renovated high school following adjournment of the meeting.

Respectfully submitted by CDC Heim.



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

Date: Aug 18, 2015 Property Address: 180 Suite 2 Menasha, WI 54952
Applicant's name: Kathryn Royle Owner or Renter? Renter
Mailing Address if different than Property Address: That Covers It, 622 George St
City: De Pere State: WI Zip: 54115
Daytime Phone: 920-217-3080 Evening Phone: 920-217-3080 E-mail: kathryn@thatcoversit-home.com

Description of planned improvement:

Awnings on west side of building & a small carved
wood sign on front corner of building

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 Appleton Awning Company &
Reinhold Signs

Estimated Total Cost: \$ 4,000 Estimated Start Date: Sept 30 Estimated Completion Date: Sept 30 or
Oct 1st

THAT COVERS IT
ATT: KATHRYN ROYLE
180 MAIN ST.
MENASHA,, WI 54952
Phone: 920-403-7818
Fax: 920-217-3080 CELL
E-Mail: KATHRY@THATCOVERSIT-HOME.COM



DOOR AND WINDOW AWNING

Friday, August 14, 2015
Appleton Awning

Salesperson: Mike Dorschner
Appleton Awning Shop Inc.
3052 W Elberg Ave
Appleton., Wi. 54914
Phone: 1-920-733-4701
Fax: 1-920-733-5688
E-Mail: mike@appletonawning.com

that covers it:
too

ENTRANCE DOOR

24"
5.8" 3" that covers it.^{too}
0.5" MONDAY - THURSDAY: 10:00 AM - 6:00 PM
FRIDAY & SATURDAY: 10:00 AM - 2:00 PM
SUNDAY: CLOSED



LAYOUT

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SALESPERSON

2070 HOLMGREN WAY GREEN BAY, WI 54304
(920) 494-7161 FAX(920) 494-8720

SIGNED BY: _____ DATE: _____

ROBERT OTT

HANGING SIGN



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