

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, 3<sup>rd</sup> Floor  
140 Main Street, Menasha**

**February 10, 2016**

**4:30 PM**

**AGENDA**

*4:30 PM – Public Hearing Regarding the Proposed Changes to the Historic District with Designation of Historic Structures*

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 13, 2016 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. [Proposed Changes to the Designation of Historic Structures](#)
2. 2016 Photo Contest
3. Preservation Easements

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

Five (5) minute time limit for each person

I. ADJOURNMENT

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**  
**140 Main Street, Menasha**  
January 13, 2016  
DRAFT MINUTES

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Paul Brunette, Samantha Zinth, Tom Grade and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Alderman Spencer, Shellie Caudill, and Alison Mayer.

OTHERS PRESENT: AP Englebert and Jose Stambuk (212 Main Street).

**C. MINUTES TO APPROVE**

1. **Minutes of the December 21, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Zinth to approve the minutes of the December 21, 2015 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**

No one spoke.

**E. COMMUNICATIONS**

1.

**F. ACTION ITEMS**

1. **Locally Designated Historic Guidelines and Concepts**

AP Englebert introduced a proposal to create a Racine Street Historic District and a West Main Street Historic District as requested by the Landmarks Commission at its December meeting. Commissioners discussed the merits and historic significance of the buildings located within the proposed districts. Motion by Comm. Brunette, seconded by Comm. Wydeven to direct staff to initiate proceedings to designate a West Main Historic District and Racine Street Historic District. The motion carried.

2. **Façade Improvement Grant/Loan Application – 212 Main Street**

Jose Stambuk (212 Main Street) presented the façade improvement grant application for the south façade of 212 Main Street. The proposal calls for new windows to be installed on the third floor as well as replacing the door, framing, and bead board on the first floor. Comm. Brunette inquired about the alignment of the transoms. Commissioners discussed the historic rehabilitation project as a whole. Motion by Comm. Zinth, seconded by Comm. Wydeven, to approve the façade grant for \$2,500 for 212 Main Street. The motion carried.

**G. DISCUSSION ITEMS**

1. **Preservation Easements**

Commissioners discussed the pros and cons of preservation easements and whether the commission would have interest in pursuing the use of them. Comm. Brunette suggested the commission avoid term easements.

2. **Façade Improvement Program**

a. **Additional Funding Monies**

b. **Priorities/Strategies Regarding How the Funds Are Allocated**

AP Englebert distributed the current balance of the façade improvement fund as well as information on outstanding loans. Commissioners discussed different funding options and the importance of growing the façade improvement program. Comm. Zinth proposed that the Landmarks Commission

look towards fundraising.

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

None.

**I. ADJOURNMENT**

Motion by Comm. Zinth, seconded by Comm. Brunette to adjourn at 5:35PM. The motion carried.

*Respectfully submitted by AP Englebert.*



January 29, 2016

RE: Changes to the Designation of Historic Structures

Dear Property Owner:

The City of Menasha Landmarks Commission will hold a public hearing on the proposed changes to the historic district with designation of historic structures per Sec. 2-4-8(g) of the City of Menasha Code of Ordinances. The Landmarks Commission will hold the public hearing on Wednesday, February 10, 2016 at 4:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. All persons interested in commenting on the proposed changes are invited to attend.

A copy of the Public Hearing Notice is attached along with a map identifying the proposed changes to the current historic district. Properties that are being contemplated for designation include the following:

| Property Address (Parcel Number) | Property Address (Parcel Number) |
|----------------------------------|----------------------------------|
| 84 Racine Street (1-00047-00)    | 14 Tayco Street (3-00843-00)     |
| Racine Street (1-00256-01)       | 12 Tayco Street (3-00844-00)     |
| 62 Racine Street (1-00526-00)    | 7 Tayco Street (3-00832-00)      |
| 58 Racine Street (1-00257-00)    | 6 Tayco Street (3-00846-00)      |
| 64 Racine Street (1-00255-00)    | 2 Tayco Street (3-00847-00)      |
| 68 Racine Street (1-00254-00)    | Tayco Street (3-00831-00)        |
| 56 Racine Street (1-00258-00)    | 1 Main Street (3-00835-00)       |
| 10 Tayco Street (3-00854-00)     |                                  |

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. You are receiving this notice because you own property being considered for designation or own property within one hundred (100) feet of the boundaries of the property affected. If you have any questions, please contact me.

Sincerely,

Kristi Heim

Community Development Coordinator

C: City Clerk  
Department of Public Works  
Redevelopment Authority  
Parks Department  
Fire Department  
Police Department  
Health Department  
Building Inspection Department  
Plan Commission  
City Assessor

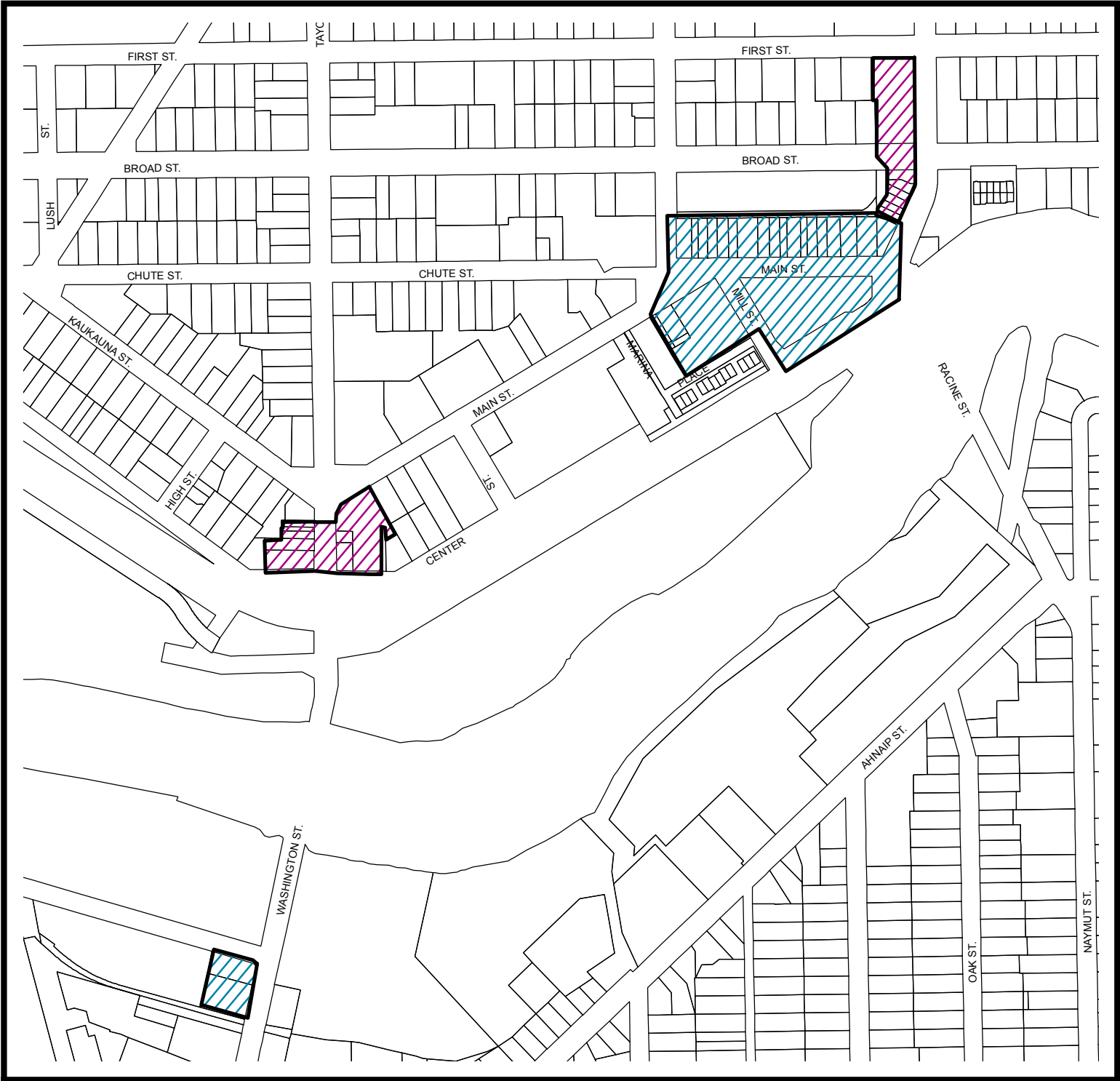
**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Landmarks Commission on proposed changes to the historic district with designation of historic structures per Sec. 2-4-8(g) of the City of Menasha Code of Ordinances. The Landmarks Commission will hold the public hearing on Wednesday, February 10, 2016 at 4:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. All persons interested in commenting on the proposed changes are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: February 1, 2016.

# City of Menasha Landmarks Commission Historic District Proposal



## LEGEND



Current Districts

Proposed Districts

