

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor
140 Main Street, Menasha
March 16, 2016
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Shellie Caudill, Tom Grade, and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Ald. Marshall Spencer, Samantha Zinth and Paul Brunette.

OTHERS PRESENT: Jeff Schweitzer, Rebecca Mader, John Hogerty, Mayor Merkes, CDD Keil and AP Englebert

C. MINUTES TO APPROVE

1. **Minutes of the February 16, 2016 Landmarks Commission Meeting**

Motion by Comm. Caudill, seconded by Comm. Grade to approve the minutes of the February 16, 2016 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. None.

F. ACTION ITEMS

1. **Signage Proposals for 201 Main Street**

John Hogerty presented the proposed signage for the building which included the One Menasha Center building designation, Faith Technologies, Community First Credit Union, RLJ Dental Group business signage and site directional signage. All sign lettering is backlit except for the RLJ signage which is unlit. Commissioners discussed the placement of the signage, color of the backlighting and other building lighting.

Motion by Comm. Caudill, seconded by Comm. Wydeven to approve the signage for 201 Main Street. The motion carried.

2. **Proposed Façade Alterations - 204 Main Street**

Becky Mader reviewed the proposed alterations to the building facades as follows:

- Front facade - main awning to be removed, entryway awning to be retained. The rest of the front facade is to remain as-is except that wood panels will be painted black with gray trim. The window adjacent to the entryway is to be repaired or replaced.
- East façade - wood siding to be removed with underlying brick to be painted gray. A service window is to be installed for customer access.

Commissioners discussed signage and the size and location of the service window. Motion by Comm. Caudill, seconded by Comm. Wydeven, to approve the removal of the main awning and to paint the wood panels black with gray trim on the front facade and to remove the wood siding and paint the underlying brick gray together with the installation of a service window not to exceed 40" wide by 36" high on the east facade. The motion carried.

3. **Façade Improvement Grant Request – 204 Main Street**

Commissioners discussed what alterations may be eligible for a facade improvement grant and

arrived at consensus that drawings depicting the proposed improvements should be submitted prior to approving a grant. It was agreed that a special meeting is to be held on March 29 to review the plans and consider the grant request.

G. DISCUSSION ITEMS

1. Photo Contest

Chairman Grade reported that Nick Jevne will be taking the photos to be used in the contest during the first week of April. Commissioners discussed the number of photos to be used and the prizes to be awarded. This item is to appear on the April Landmarks Commission agenda.

2. Historic Preservation Awards

Chairman Grade asked commissioners about prospects for a 2016 award and reported on the status of the 2015 award plaque. Staff is to order the 2015 plaque and nominations for the 2016 award is to be placed on the April Landmarks Commission agenda.

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

None.

I. ADJOURNMENT

Motion by Comm. Caudill, seconded by Comm. Wydeven to adjourn at 5:27PM. The motion carried.

Respectfully submitted by CDD Keil.