

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha**  
April 13, 2016  
MINUTES

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Marshall Spencer, Commissioners Samantha Zinth, Paul Brunette, and Tom Grade (4:38).

LANDMARKS MEMBERS EXCUSED: Commissioners Shellie Caudill and Dean Wydeven.

OTHERS PRESENT: AP Englebert and CDI Ramsay.

**C. MINUTES TO APPROVE**

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

Motion by Comm. Zinth, seconded by Ald. Spencer to approve the minutes of the March 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. **Proposed Façade Improvement – 204 Main Street – Your Daily Grind**

AP Englebert introduced the proposed design for 204 Main Street. The design calls for a comprehensive restoration of the original character of the building. New paint will be applied to the woodwork that is black in color with gray trim. Commissioners discussed the need for more information regarding awnings and lighting on the south façade. Motion by Comm. Zinth, seconded by Comm. Grade to approve the design for 204 Main Street with the condition that information be received regarding lighting on the building and the installation of any awnings.

2. **Façade Improvement Grant Request – 204 Main Street – Your Daily Grind**

Commissioners discussed the need for clarification regarding awnings and lighting before consideration of the grant request. No action was taken.

3. **2016 Historic Preservation Award Nomination**

Comm. Grade informed the commissioners that the Landmarks Commission nominates one building each year for a historic preservation award. The building selected for the award will get a plaque from the Commission. Criteria for the award are based on the history of the building and any historic preservation projects undertaken at the site. Comm. Brunette made a suggestion that Club Liquor should receive the award for 2016. Commissioners discussed properties that have recently undergone historic preservation projects. Motion by Comm. Brunette, seconded by Comm. Zinth, to award the 2016 Historic Preservation Award to Club Liquor (234-240 Main Street). The motion carried.

**G. DISCUSSION ITEMS**

1. **14 Tayco Street – Renovation**

This item was discussed along with item G(2).

2. **TID #10 Façade Improvement Funding**

AP Englebert informed the commissioners that the Common Council allocated \$25,000 for façade improvements in the Tayco Street Historic District in the 2016 budget. It is incumbent by the

Landmarks Commission to officially request that those funds be allocated for administration by the Landmarks Commission. Commissioners discussed different options regarding the administration of the funds and the parameters surrounding the current grant/loan program.

3. **2016 Historic Photo Contest**

Commissioners discussed preparations for the 2016 Historic Photo Contest. AP Englebert informed the Commission that the budget for the contest is \$200. The Commissioners elected to have a grand prize of \$100 and use the other \$100 to buy ice cream certificates and give them to the participants.

**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 5:32PM. The motion carried.

*Respectfully submitted by AP Englebert.*