

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
Menasha City Center, Room 133
100 Main Street, Menasha**

March 14, 2018

5:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the February 14, 2018 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

F. ACTION / DISCUSSION ITEMS

1. Application for Renovation/Remodel – Awning – 210 Main Street
2. Application for Grant – Awning – 180 Main Street
3. Historic Districts Discussion
4. 2018 Photo Contest
5. Mill Street and Walkway Plaques
6. Plaque Criteria
7. Landmarks Commission Website

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

Five (5) minute time limit for each person

H. ADJOURNMENT

If you have any questions, please call the Community Development Department at (920) 967-3650 between 8:00 AM – 4:00 PM, Monday through Friday

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
Menasha City Center, Room 133
100 Main Street, Menasha
February 14, 2018
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Dean Wydeven, Kim Massey, and Kate Mueller

LANDMARK MEMBERS EXCUSED: Alderman Collier and Commissioner Tim Hoff

OTHER PRESENT: CDD Schroeder and Tom Konetzke (Menasha Historical Society)

C. MINUTES TO APPROVE

1. Minutes of the January 10, 2018 Landmarks Commission Meeting

Motion by Comm. Mueller to approve the minutes of the January 10, 2018 Landmarks Commission meeting, second by Comm. Massey. 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

1. Tom Konetzke, Board Member of Menasha Historical Society, requested that the Landmarks Committee notify the Historical Society when historical properties are scheduled to be razed in order for the property to be properly documented and potential artifacts to be secured through the owner of the property should it warrant.

E. COMMUNICATION

1. **Wisconsin Landmarks Newsletter – July & October 2017**

F. ACTION/DISCUSSION ITEMS

1. WAHPC 2018 Historic Preservation Excellence Awards

The Commission discussed the 2017 Historic Preservation Excellence Award winner and due to the 2018 upcoming deadline of March 2, 2018, stated they would like to consider nominating the bank columns next winter for the 2019 Historic Preservation Excellence Award within the Economic Redevelopment/Revitalization category.

2. Mill Street and Walkway Plaques

At the previous meeting, the Commission requested Alderman Krueger to consider drafting a more detailed design for the two plaques. These updated drafts were presented to the Commission. Discussion ensued about the context and recommended changes were drafted to be forwarded Alderman Krueger to update the proposed plaque renderings.

3. Plaque Criteria

As the Commission works through the Mill Street and Walkway Plaques, they are noting certain elements to be carried forward on any future plaque to show consistency within our Historic Downtown.

4. Powers and Duties of the Landmarks Commission Discussion

No discussion.

5. Landmarks Commission Website

As a starting point of fulfilling Powers and Duties and creating a vision, the Landmark Commissions has been reviewing their webpage to ensure the declaration and duties of the Commission are being carried out. While much of the discussion revolved around housekeeping issues such as updates and reorganizing the format, the Commission also discussed the need to have historic destinations identified.

6. The Principles of Parklet

The Commission discussed an article on the principles of parklets and the positive impacts it can have within a Downtown.

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

No public comment was made

H. ADJOURNMENT

Motion by Comm. Wydeven to adjourn at 6:15 PM, second by Comm. Massey. The motion carried.

Minutes prepared by CDD Schroeder.



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

Date: 2/20/18 Property Address: 210 Main St.
Applicant's name: Paul Brunette Owner or Renter? Owner
Mailing Address if different than Property Address: 1334 Mayer St.,
City: Menasha State: WI Zip: 54952
Daytime Phone: 920-574-1020 Evening Phone: _____ E-mail: smprf67@hotmail.com
Description of planned improvement: install proposed awning over
rear entrance door.

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 self

Estimated Total Cost: \$ 300. Estimated Start Date: 4/30/18 Estimated Completion Date: 5/15/18

Manufactured By
YesHom

Size/Weight
W 40" / D 40" / H 12" / 6.9 lb.

Color
Brown Shield With Black Trim

Materials
Polycarbonate with steel concrete anchors





Application for Grant or Loan

Date: 3/8/18 Property Address: 180 Main St
Applicant's name: Blaine Ott Owner or Renter? Owner
Mailing Address if different than Property Address: 2312 S. East St.
City: Appleton State: WI Zip: 54915
Daytime Phone: 920-203-2136 Evening Phone: Same E-mail: ottblaine348@yahoo.com
Description of planned improvement: awning replacement on Main & Milwaukee st.

Note: Please attach all available bids, proposals and estimates for the planned improvement including a material lists, material brochures, samples and photos. A scale drawing is recommended or may be required by the Commission.

List all contractors, sub contractors and material suppliers Powell Roofing - Installation
Steel roofing material from ABC Supply Co.

Estimated Total Cost: \$ 7500.00 Estimated Start Date: 3/16/18 Estimated Completion Date: 3/23/18
Total amount being requested from the Landmarks Commission: \$ 2 side Grant or Loan? Grant
max amount

Terms and Conditions:

1. The landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grants or loans, in whole or in part, or to conditional approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior requests shall constitute precedent for the grant or denial of any subsequent request.
2. Every request shall comply with the Improvement Grant/Loan Policies stated on the back of this form which are incorporated herein by reference.
3. Payment shall only be made for those improvements approved by the landmarks Commission prior to or contemporaneous with the contribution request.
4. Payment shall only be made upon submission of actual invoices for labor or material and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.



SERVICES, INC.

WE ARE INSURED

BLAINE OTT
180 MAIN STREET
MENASHA, WI

RE: COMMERCIAL BUILDING – FRONT AND 2 SIDE AWNINGS

INSTALL H-LOC COPPER METALIC PANELS WITH SIDE WALLS ON EXISTING FRAME.

NOTE: Engineering of existing frame and any load calculations to be done by building owner.

\$7,500.00

Proposal



Quality Awnings & Service Since 1922
3052 W. Elberg Ave.
APPLETON, WISCONSIN 54914
(920) 739-4701

PROPOSAL SUBMITTED TO

BLaine OT

DATE

3-3-17

ADDRESS

PHONE

203-2136

DATE OF PLANS

JOB NAME AND LOCATION

180-182 Main St -

ARCHITECT

JOB PHONE

Menasha WI - 54952

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

To Replace Canvas Awnings with
Alum. Standing Seam Awnings
Color Your Choice

32,772.00
TAX 1,638.60
34,410.60

The Proposal hereby to furnish material and labor - complete in accordance with above specifications,
for the sum of: dollars (\$)

Note: This proposal may be withdrawn by us if
not accepted within days.

Authorized
Signature

Mark Dore

Accepted: The above prices, specifications and
conditions are satisfactory and are hereby accepted. You
are authorized to do the work as specified. Payment will
be made as outlined above.

Signature

Signature

Date



Piece By Piece





CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor
140 Main Street, Menasha
May 10, 2017
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:05 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Emilie Steinmann, Kim Massey (5:15PM), and Alderman Collier.

LANDMARKS MEMBERS EXCUSED: Dean Wydeven.

OTHERS PRESENT: Blaine Ott (2312 S. East Street, Appleton), Nicholas Jevne (1334 Mayer Street), and Alderman Grade.

C. MINUTES TO APPROVE

1. Minutes of the April 12, 2017 Landmarks Commission Meeting

Motion by Ald. Collier, seconded by Comm. Steinmann, to approve the minutes of the April 12, 2017 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

None.

F. ACTION ITEMS

1. Application for Renovation/Remodel – Awning Replacement – 180 Main Street

Blaine Ott (representing 180 Main Street) explained to the commission that he is looking to replace brown canvas awnings on the south side of his building (both first and second floor). He proposed installing burgundy or copper colored aluminum standing seam awnings. Mr. Ott obtained quotes as requested during the previous meeting and found that canvas awnings are more expensive, require more maintenance, and have a shorter life than metal awnings. Mr. Ott distributed photos of metal awnings on similar historic buildings and maintained that metal awnings would not detract from the historical character of the building.

Commissioners and Mr. Ott discussed options for the awning replacement. Comm. Grade commented that metal awnings would not have been used in the historic time period of the building's construction, and that he was in favor of replacing the awnings with cloth awnings. Commissioners debated the proposal and options for the awnings.

Motion by Comm. Steinmann, seconded by Ald. Collier, to issue a Certificate of Appropriateness for burgundy or copper colored aluminum standing seam awnings for 180 Main Street with the condition that side caps be installed on the awnings. The motion carried 3-1 with Comm. Grade voting against.

2. 2017 Recognition Plaque Recipient Selection

PP Englebert explained that the Landmarks Commission awards a recognition plaque each year to a property owner that demonstrates a commitment to historic preservation. Commissioners discussed recent historic preservation projects and candidates for the award. The 2016 recognition award went to Club Liquor and the 2015 award was granted to the WeatherVane.

Motion by Ald. Collier, seconded by Comm. Massey, to award Lemon Loves Lime (192 Main Street), the recognition plaque for 2017. The motion carried.

G. DISCUSSION ITEMS

1. 2016 Recognition Plaque – Status

Comm. Grade gave an update of progress on the design of the 2016 recognition plaque to Club Liquor. He and Nicholas Jevne discovered the building was originally constructed in 1876 by F. W. Webster but took on prominence as a hardware store years later. The plaque will incorporate the original build date as well as the chain of ownership and uses in its foundational years.

2. Landmarks Commission Website

PP Englebert presented the Landmarks Commission web page to the commission. The City of Menasha is currently updating its website and staff is seeking input from the commission regarding items they would like to see on the new site. Commissioners discussed the layout of the site and different ideas to enhance the page. Commissioners would like to see before and after photos of facades that have undergone historical preservation projects.

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

No one spoke.

I. ADJOURNMENT

Motion by Ald. Collier, seconded by Comm. Massey, to adjourn at 6:05PM. The motion carried.

Respectfully submitted by PP Englebert.



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

Date: 4/4/2017 Property Address: 180 Main St
Applicant's name: Blaine Ott Owner or Renter? Owner
Mailing Address if different than Property Address: 2312 S East St.
City: Appleton State: WI Zip: 54915
Daytime Phone: 920.203.2136 Evening Phone: _____ E-mail: ottblaine3481@yahoo.com
Description of planned improvement: Installation of new awning on front of the building.
Dimension: 45' x 4'
Color: Either Copper or Burgundy
Placement: South facade (Main St)
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 Contractor is TBD, Material supplier is ABC
Supply in Appleton

Estimated Total Cost: \$ 5000 Estimated Start Date: ASAP Estimated Completion Date: ASAP