

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**

April 11, 2018

5:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the March 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 Signage – 198 Main Street – Aunt Esther’s Closet
 - 2. 2 Mill Street and Walkway Plaques
 - 3. Plaque Criteria
 - 4. Landmarks Commission Website
 - 5. Historic District Discussion
- 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
March 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, Kate Mueller and Alderman Collier

LANDMARK MEMBERS EXCUSED:

OTHER PRESENT: CDD Schroeder, Blaine Ott (2312 S East St, Appleton, WI), Thomas Almendaree (418 Broad St) and Paul Brunette (210 Main St - Menasha Historical Society)

C. MINUTES TO APPROVE

1. Minutes of the February 14, 2018 Landmarks Commission Meeting

Motion by Ald. Collier to approve the minutes of the February 14, 2018 Landmarks Commission meeting, second by Comm. Mueller. 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. Paul Brunette, Board Member of Menasha Historical Society, restated Tom Konetzke's request from February that the Landmarks Committee notify the Historical Society when properties within historic districts or properties with historical significance are scheduled to be razed.

Kim Massey arrived at 5:05 PM

Mr. Brunette also wanted to make it aware to the Landmarks Commission that the National Register plaque from the Menasha Hotel has not yet been turned over to the Menasha Historical Society for preservation as intended after the building was demolished and noted in the provided emails dating back to 2014.

2. Thomas Almendaree, 418 Broad St, expressed his interest in history and came to the meeting to learn more and see if he could be a contributing member to the Landmarks Commission in the future.

E. COMMUNICATION

None

F. ACTION/DISCUSSION ITEMS

1. Application for Renovation/Remodel – Awning – 210 Main Street

CDD Schroeder gave a brief overview of the proposed awning to be installed over the rear entrance of 210 Main Street. The Commission ensued in discussion with the Applicant in regards to the request. The Applicant further explained the awning materials as well as indicated that it would be mounted above the existing light fixture.

Motion by Comm. Wydeven to issue a Certificate of Appropriateness to approve the request by Paul Brunette to renovate/remodel the rear façade of 210 Main Street to

allow the installation of the presented awning, second by Comm. Mueller. The motion carried.

2. Application for Grant – Awning – 180 Main Street

CDD Schroeder gave a brief overview of the proposed awnings as approved by the Landmarks Commission May 10, 2017 to allow for burgundy or copper colored aluminum standing seam awnings to be installed at 180 Main Street. Prior to contracting the work, the Applicants submitted two quotes and requested that the Landmarks Commission consider approval of a façade grant for the replacement of the awnings on both street frontages at 180 Main Street.

The Commission ensued in discussion regarding the request specific to the proposed metal material with the primary concern that the metal awnings are not historic in nature. The Applicant explained that he is looking to add long term capital to the property and feels that the metal awning material is not only a more economical approach to allow him to do the work this year, but also reduces the maintenance long term.

Motion by Ald. Collier to approve the Façade Improvement Grant Request up to 50% of the cost with a maximum of \$2,500 per façade for the proposed renovation/remodel for 180 Main Street with the work to be completed within 90 days, second by Comm. Mueller. The motion carried 3-2 with Comm. Grade and Wydeven voting no.

3. Historic District Discussion

Comm. Grade gave a brief overview of areas of historical significance in the development of Menasha, one area including the intersection of DePere Street and Broad Street. The Commission ensued in discussion regarding the historical significance, the existing structures, and the possibility of creating a new historic district within this area. Staff was directed to narrow down the timeline of creating a new district as well as possibly reach out to discover the level of interest.

4. 2018 Photo Contest

As one of the programs that the Landmarks Commission puts on for Preservation Month in May, staff requested that any pictures to be added to this year's photo contest be submitted in the upcoming month to ensure that this contest can be drafted and ready for May.

5. Mill Street and Walkway Plaques

No discussion ensued as the Commission awaits final renderings.

6. Plaque Criteria

No discussion ensued as the criteria will be drafted with the approval of the Mill Street and Walkway Plaques.

7. Landmarks Commission Website

As an on-going discussion of the Powers and Duties of the Landmarks Commission and creating a vision, the Commission continues to look at ways to develop their webpage within the City webpage that not only is informational and education, but also interactive. The Commission discussed the possibility of mapping historical points of interest within the City in multiple categories so people who are interested in history can learn more about Menasha. Discussion will continue.

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

1. Paul Brunette, encouraged the Landmarks Commission to look into creating the discussed historical district and to possibly look at future districts based upon the outcome of the interactive mapping and historical points of interest.

H. ADJOURNMENT

Motion by Ald. Collier to adjourn at 6:28 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: 3/28/18 Property Address: 198 Main St Menasha
Applicant's name: Colleen M. Flanagan Owner or Renter?
Mailing Address if different than Property Address: _____
City: Menasha State: WI Zip: 54952
Daytime Phone: (920) 851-9876 Evening Phone: same E-mail: Flanaganlady@gmail.com
Description of planned improvement: New sign for Aunt Esther's Attic
exterior w/bracket mount

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

Fox Sign Co.

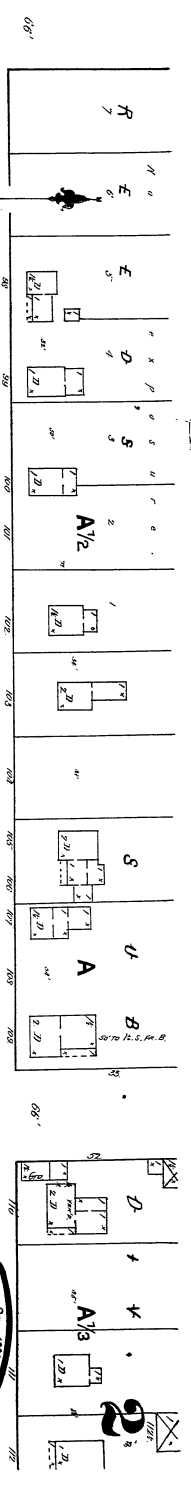
Estimated Total Cost: \$ 1273.⁰⁰ Estimated Start Date: ASAP Estimated Completion Date: _____



Designation of a Historical District

Process

- Landmarks Commission would determine by motion if a specific area has particular historic, architectural, archeological, or cultural significance to the City which:
 - Exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community; or
 - Are identified with historic personages or with important events in national, state, or local history; or
 - Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or
 - Are representative of the notable work of a master builder, designer, or architect who influenced his age; or
 - Have yielded, or may be likely to yield, information important to prehistory or history.
 - *(Ex. Motion to direct staff to initiate proceedings to designate a _____ historic district including the following properties _____).*
- Schedule a public hearing at a Landmarks Commission meeting
- At least 10 days prior to such hearing, the owners of record and all properties within 100 feet of the affected boundaries would be notified of the proposed recommendation
- Public hearing at the Landmarks Commission should be held allowing any persons interceded in commenting on the proposed designation.
- Within 10 days of the public hearing the Commission shall make a determination to make a designation or not (Special Landmarks meeting would be held).
- After determination is made, notification shall be sent to the property owners.
- Notification shall be given to the City Clerk, Building Inspector, Plan Commission and City Assessor
- The property owner may appeal such decision to the Common Council with 30 days.
- The Commission shall cause the designation to be recorded.

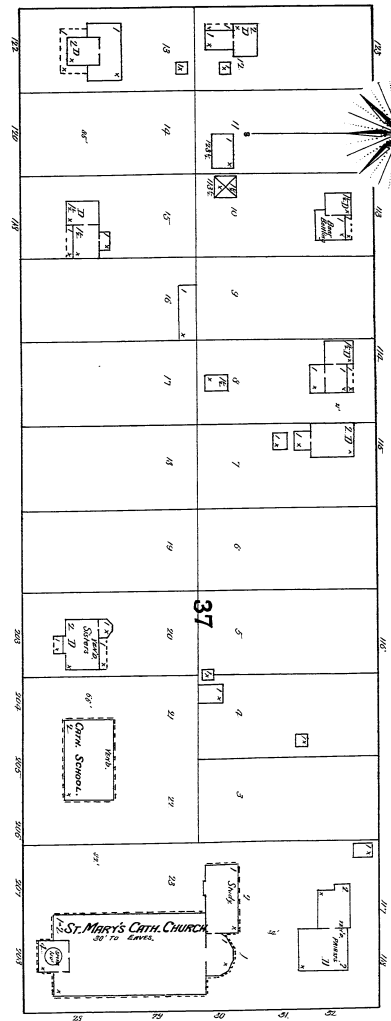


No. 3.

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SEE

SEE



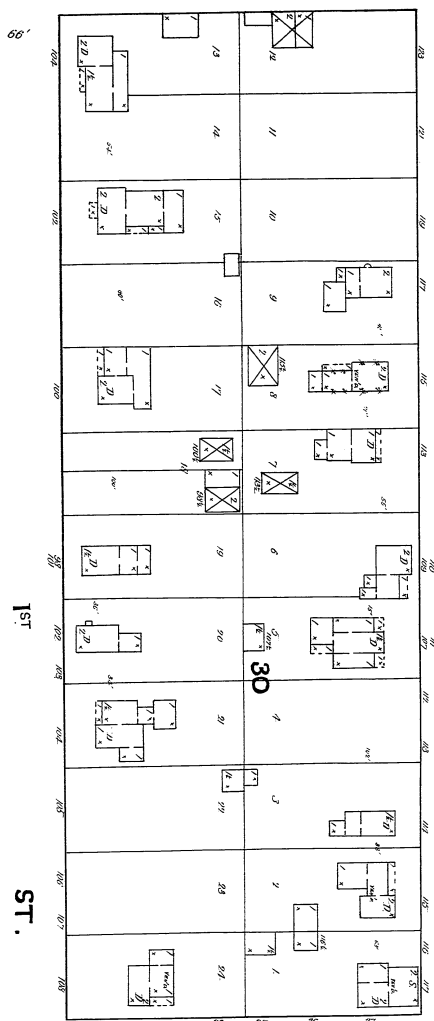
2ND

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APPLETON

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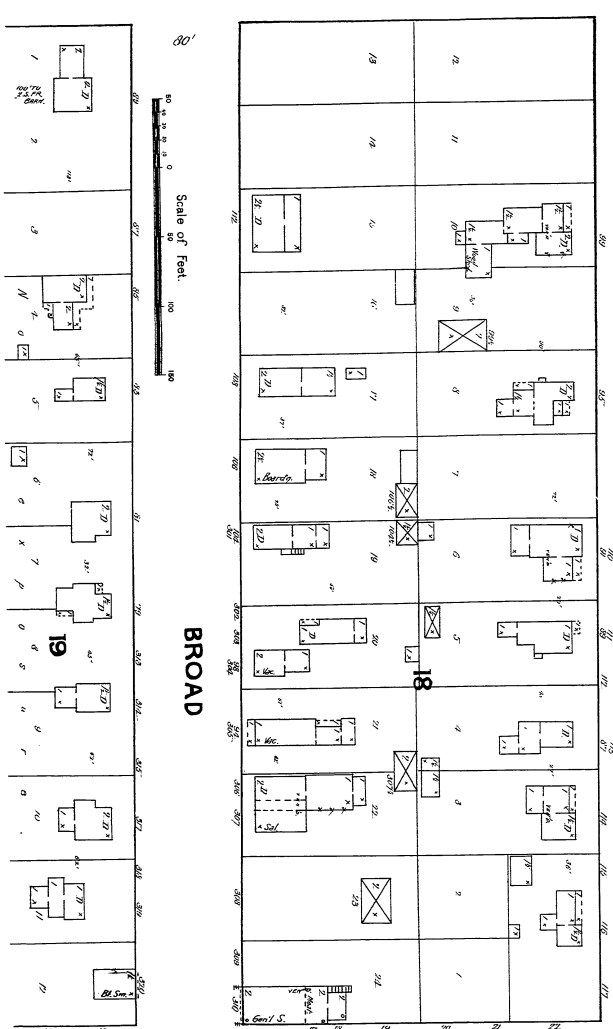


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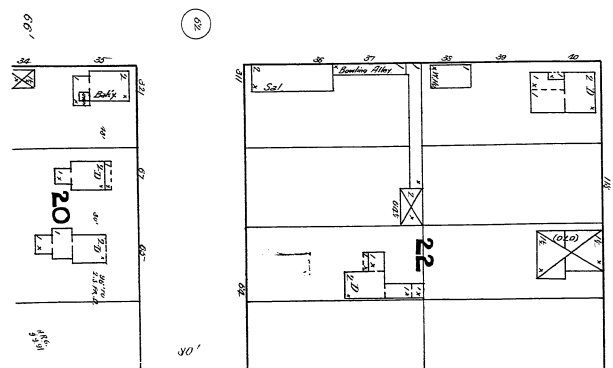
SHEET

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BROAD

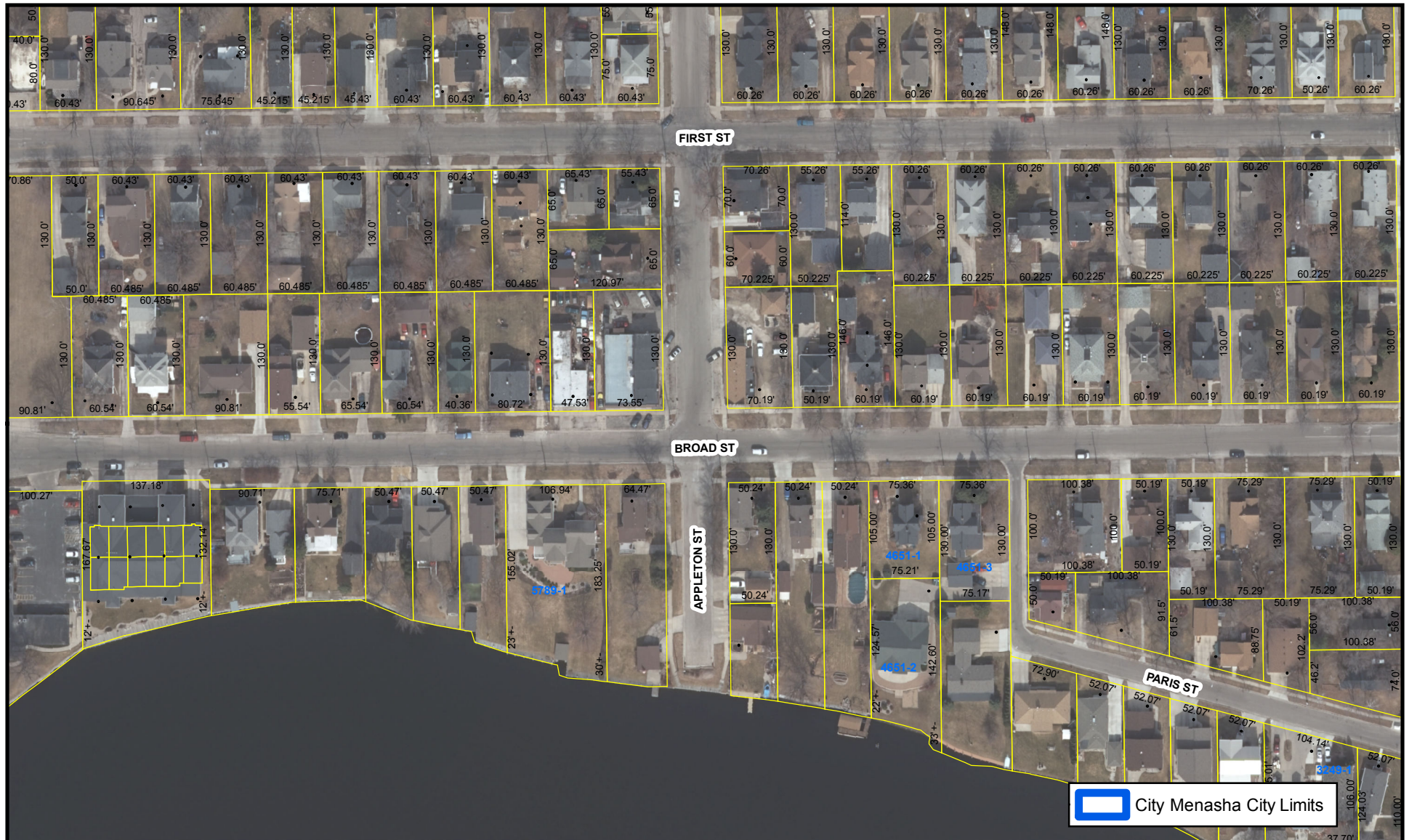
Scale of Feet.



SEP. 1891
MENASHA
WIS.

Area of Historical Significance

4/5/2018



Intersection of Appleton Street and Broad Street



1 inch = 150 feet
Printed on 8" x 11"

This map is neither a legally recorded map nor a survey and is intended for reference only.