

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, Personnel 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**

**October 9, 2019**

**5:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. Minutes of the July 24, 2019 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 / DISCUSSION ITEMS
  - 1. Vacant Properties Discussion
  - 2. 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**  
July 24, 2019  
DRAFT MINUTES

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderman Tom Grade, Commissioners Dean Wydeven, Kate Mueller, Arnie Collier, and Jeff Heimerman.

LANDMARKS MEMBERS EXCUSED: Commissioners Kim Massey and Thomas Almendarez.

OTHERS PRESENT: CDC Heim, Kristina Coppo (Fox Cities Sign), Ashley Lund (Koi Coffee and Tea-204 Main Street), and Nicholas Jevne (Menasha Historical Society).

**C. MINUTES TO APPROVE**

1. **Minutes of the June 12, 2019 Landmarks Commission Meeting**

Motion by Comm. Collier, seconded by Comm. Wydeven, to approve the minutes of the June 12, 2019 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 Signage – 204 Main Street – Koi Coffee and Tea**

The sign application for 204 Main Street was presented by Kristian Coppo, Fox Cities Sign and Ms. Ashley Lund, owner of Koi Coffee and Tea. The Commission entered into extensive discussion regarding the following:

- Existing blue paint color on building changing to black for more consistent look
- The C-2 district sign guidelines and how this sign relates and delineates from it
- Internal illumination of the sign
- Large banner sign will not be illuminated
- The overall sign design and how it works with marketing materials

Motion by Comm. Mueller, seconded by Comm. Collier to approve the signage for 204 Main Street, Koi Coffee and Tea. The motion carried 5-0.

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

Nicholas Jevne, with the Menasha Historical Society, thanked the Commission for allowing permission to enter the Brin site to collect 150 bricks. The bricks have been clear coated, plaques adhered to them, and are ready to sold as a fundraiser for the Historical Society. A brick will be presented to the Common Council at the August 5, 2019 meeting.

**I. ADJOURNMENT**

Motion by Comm. Heimerman, seconded by Comm. Wydeven, to adjourn at 5:32 PM. The motion carried.