

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**

**April 10, 2019**

**5:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. Minutes of the January 9, 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.
- F. ACTION / DISCUSSION ITEMS
  - 1. Application for Signage –445 Broad Street– LaBelle Maison, LLC
  - 2. 2019 May Historic Month Contest
  - 3. Landmarks Commission Website
  - 4. Landmarks Ordinance Discussion
  - 5. Landmarks Commission Budget
    - a. Photographer
- 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**  
January 9, 2019  
DRAFT MINUTES

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**A. CALL TO ORDER**

The meeting was called to order by Chairman Tom Grade at 5:01 PM

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Tom Grade and Commissioners Massey, Almendarez, Mueller, and Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Hoff and Collier

OTHERS PRESENT: AP Joe Stephenson and Nick Jevnen (Menasha Historic Society)

**C. MINUTES TO APPROVE**

1. Minutes of the October 25, 2018 Landmarks Commission Meeting  
Comm. Mueller made a motion to approve the October 25, 2018 Landmarks Commission Meeting minutes. The motion was seconded by Comm. Wydeven.  
The motion carried.

**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

Nick Jevnen (Menasha Historical Society) informed the Commission that the Historical Society acquired 100 bricks from the Brinn building and will be using them for a fundraiser. In addition, they acquired one of the old pillars from the Theatre room.

The commission asked if they could have access to the photos that the historical society keeps in order to help them with the website update.

Nick Jevnen (Menasha Historical Society) told the Commission he would bring it up at their next Historical Society Board meeting.

**E. COMMUNICATIONS**

No communications.

**F. ACTION / DISCUSSION ITEMS**

**1. 7 Tayco Street Discussion**

At the previous Landmarks meeting the Commission discussed 7 Tayco Street and wished to continue the discussion at the next meeting.

The Commission ensued in general discussion with the following items being discussed:

- How the streetscape looks without the Brinn.
- Finding a developer that works with existing historical structures and incorporates them into new development.
- If it was possible to move 7 Tayco Street.
- The lack of historical buildings left within the City of Menasha.

- The landmarks duty to preserve history.

No action was taken.

## **2. Landmarks Website Update**

AP Stephenson gave an update on the website and informed the Commission that Commissioner Wydeven had begun work on the update.

Commissioner Wydeven informed the Commission that the mapping application was very easy to update and is coming along.

The Commission would like to present the new application at the May Council meeting. While the application will always be in flux and routinely updated the Commission feels that if they populate the application with fifty (50) landmarks it will be ready to be opened to the public.

No action was taken.

## **3. Landmarks Ordinance Discussion**

The Commission talked about their historic district ordinance with the following items being discussed:

- The need for stronger regulations.
- The dilapidated state of many historic buildings within Menasha.
- The merits of instituting a vacancy tax for commercial buildings with no operational business.
- Updating the nuisance portion of the ordinance.
- Demolition by neglect.

No action was taken.

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

Five (5) minute time limit for each person

There were no public comments at this time.

## **H. ADJOURNMENT**

A motion was made by Comm. Massey and seconded by Comm. Mueller to adjourn the meeting at 6:25 PM. The motion carried.

*Minutes prepared by AP Joe Stephenson.*



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

Date: 4/01/19 Property Address: 445 BROAD ST. MENASHA

Applicant's name: SANDI PUFANH Owner or Renter? RENTER

Mailing Address if different than Property Address: 740 NICOLET BLDG, MENASHA

City: MENASHA State: WI Zip: 54952

Daytime Phone: 920-456-9490 Evening Phone: SAME E-mail: ~~sputanh~~

Description of planned improvement: ~~SANDI~~ sputanh.labellemaison

3' x 5' sign on building towards front  
facing north ilc@gmail.com

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 WOOD SIGN W/ BORDER TRIM,  
VINYL LETTERING BY FOX STAMP & SIGN. / INSTALLED BY  
BRIAN PUFANH (HUSBAND) CARPENTER EXTROIDIERE!

Estimated Total Cost: \$ 150. Estimated Start Date: ASAP Estimated Completion Date: NO LATER  
than 4/16/19.



SEPAR  
← LOGO

BACK  
LETTERS

LA BELLE MAISON, LLC

← VINYL LETTERING

Interior Design Studio

3'

& Curated Boutique

DK RED

↑  
DK RED  
TRIM

5'

WOOD SIGN

← WOOD TRIM  
BORDER

COLORS TO BE:

CREAM / OFF WHITE BACKGROUND

BACK LETTERS

TRIM TO BE DARK RED / BURGUNDY