

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**

July 24, 2019

5:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the June 12, 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. Application for Signage – 204 Main Street – Koi Coffee and Tea
- 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 132
100 Main Street, Menasha
June 12, 2019
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:00 PM by Alderperson Tom Grade.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED: Commissioner Almendarez.

OTHERS PRESENT: AP Joe Stephenson.

C. MINUTES TO APPROVE

1. Minutes of the May 8, 2019 Landmarks Commission Meeting

A motion was made by Comm. Collier to approve the minutes of the May 8, 2019 Landmarks Commission Meeting. The motion was seconded by Comm. Massey. 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

There were no public comments at this time.

E. COMMUNICATIONS

1. None

There were no communications at this time.

F. ACTION / DISCUSSION ITEMS

1. Application for Signage – 68 Racine Street – Great Big Graphics

AP Stephenson presented the signage application for 68 Racine Street.

Comm. Heimerman made a motion to approve the application as presented with the condition that the applicant chooses a blue from the landmarks approved color pallet. The motion was seconded by Comm. Collier. The motion carried.

2. Selection of 2019 Historic Photo Contest Winner

The winner for the photo contest was randomly selected among the list of applicants who submitted a correct photo contest application. The winner is Mary Meyer from Neenah.

3. Selection of Photo Contest Gift Certificates

The Landmarks Commission selected five businesses to get gift cards from and present to the winner of the photo contest. The following are the locations the gift cards will be obtained and in what amount:

1. Jimmy John's (\$20)
2. Your Daily Grind (\$20)
3. Tayco Tap (\$20)
4. Wild Apple (\$20)
5. Mystic Earth (\$20)

4. Landmarks Commission Website

AP Stephenson informed the Landmarks Commission that the new website application was now live and able to be used by the public.

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. Heimerman to adjourn the meeting at 5:58 PM. The motion was seconded by Comm. Collier. The motion carried.

Minutes prepared by AP Joe Stephenson.



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

Date: 7/11/19 Property Address: 204 Main St, Menasha, WI
Applicant's name: Ashley Lund - Koi Coffee + Tea Owner or Renter? 54952
Mailing Address if different than Property Address: _____

City: _____ State: _____ Zip: _____
Daytime Phone: 920-385-8588 Evening Phone: _____ E-mail: ashley1129@live.com

Description of planned improvement: Remove existing wooden wall panel sign @ 29.33 sq ft + install ONE (1) new s/s aluminum panel w/ digital vinyl print - also @ 29.33 sq ft. 2) Install (ONE) d/s flagmount LED internally-illuminated cabinet.

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 Cities Sign + Lighting
Kristina Coppo Kristina@foxcitysign.com
11250 Tuckaway Ln
Menasha, WI 54952 920-207-7481

Estimated Total Cost: \$ 5,200 Estimated Start Date: Aug 5th Estimated Completion Date: Aug 5th

Customer is expecting an August 2nd opening.
We would love to have signage installed as close
to that date as possible.

Thank you for your time!

SIGN SPECIFICATIONS

SIGNAGE: NON-LIT PANELS

SIDES: S/F

MATERIAL: 3MM POLYMETAL

GRAPHICS: OPAQUE FULL COLOR

MOUNTING: FLUSH

INSTRUCTION: PRODUCE & INSTALL

AREA: 29.33 SQFT

COLOR SPECIFICATIONS

1		FULL COLOR
2		PMS - 1505 C - CLOSE MATCH
3		TO 035 PASTEL ORANGE
4		
5		
6		
7		

REVISIONS

REVISIONS

4221.1

R1

SCALE RATIO

1:1



11'-0"

2'-8"

Koi
COFFEE & TEA

*SEAM

FOX CITIES SIGN WILL ENDEAVOR TO CLOSELY MATCH COLORS, INCLUDING PMS, WHERE SPECIFIED. WE CANNOT GUARANTEE EXACT MATCHES DUE TO VARYING COMPATIBILITY OF SUBSTRATES & PRODUCTS. ALL SIZES AND DIMENSIONS ARE ILLUSTRATED FOR CLIENT'S CONCEPTION OF THE PROJECT & ARE NOT TO BE UNDERSTOOD AS BEING EXACT SIZE OR SCALING.

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FOX CITIES
SIGN & LIGHTING

www.FoxCitiesSign.com

11250 W. Tukaway Ln., Menasha, WI 54953

1-920-378-3515 • 1-920-221-3243

COMPANY: KOI COFFEE & TEA

CLIENT: ASHLEY LUND

JOB LOCATION: 204 MAIN STREET

MENASHA, WI 54952

DATE: 6-23-19

SALES REP: KRISTINA

DESIGNER: KATE

REQUIREMENTS

<input checked="" type="checkbox"/>	CLEAN ART	VECTOR ART OR HIGH RESOLUTION artwork required if clean art setup fees may occur.
<input checked="" type="checkbox"/>	PASTEL	ESTIMATE PROVIDED PRIOR TO PRE-PRODURING PRESENTATION. CLIENTS CANNOT BE GUARANTEED FINDINGS ADDITIONAL FEES.
<input checked="" type="checkbox"/>	COLORS	ALL COLOR SPECIFICATIONS MUST BE APPROVED BY CLIENT PRIOR TO PRODUCTION. CLIENTS RESPONSIBLE TO MAKE SURE ALL SPECS FOLLOW ANY COMPANY GUIDELINES.
<input checked="" type="checkbox"/>	OTHER	

(CHECK BOX)

CLIENT CHECKOFF LIST

SPELLING & GRAMMAR
ORIENTATION & PLACEMENT
COLOR SPECIFICATIONS

CLIENT APPROVAL

SIGNATURE

DATE

I HAVE CHECKED & REVIEWED ALL SPECIFICATIONS OF THIS DESIGN PROOF & CORRELATING DOCUMENT & HAVE APPROVED FOR PRODUCTION.