

**CITY OF MENASHA**  
**Landmarks Commission**  
**Menasha City Center, Room 133**  
**100 Main Street, Menasha**  
August 12<sup>th</sup>, 2020  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Alderperson Tom Grade at 5:32 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Dean Wydeven, Jeff Heimerman, Arnie Collier, Kate Mueller and Kim Massey

LANDMARKS MEMBERS EXCUSED: Commissioners Thomas Almendarez.

OTHERS PRESENT: AP Stephenson and Jose Stambuk (212 Main Street).

**C. PUBLIC HEARING**

**D. MINUTES TO APPROVE**

**1. Minutes of the July 8, 2020 Landmarks Commission Meeting**

Comm. Wydeven made a motion to approve the minutes of July 8<sup>th</sup>, 2020 Landmarks Commission Meeting. The motion was seconded by Comm. Massey. The motion carried.

**E. 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

Jose Stambuk (212 Main Street): Informed the Landmarks Commission that he would like to make the needed repairs to his building but will need permission from the adjacent owner to enter their air space and potentially use a portion of their property to stage a boom truck.

**F. COMMUNICATIONS**

**1. None**

**G. ACTION / DISCUSSION ITEMS**

**1. Commercial Mailbox Discussion**

PP Stephenson gave an update regarding the new mailbox policy the Post Office has.

The Landmarks Commission discussed the topic and felt that no new policy was needed to address this change.

**2. Landmarks Informational Mailing**

Comm. Wydeven informed the Commission that he would like to have the Landmarks Commission send out an informational packet to all property owners in the historic districts in the future.

**3. 212 Main Street Maintenance**

PP Stephenson gave an update on the Maintenance of 212 Main Street.

The Landmarks Commission entered into a conversation with the following being discussed:

- Timeline for the maintenance
- Issues regarding neighboring properties.
- The Landmarks role in the maintenance process.

#### **4. Historic District Maintenance Discussion**

PP Stephenson gave an update.

This item will be further discussed at another meeting.

#### **5. Façade Grant Program**

PP Stephenson gave an update regarding the Façade Grant Program.

The Landmarks Commission entered into a conversation with the following being discussed:

- Funding for the Façade Program.
- The need for repairs on not just front facing facades.

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

Five (5) minute time limit for each person

### **I. ADJOURNMENT**

A motion was made by Comm. Mueller to adjourn the meeting at 6:22PM. The motion was seconded by Alderperson Grade. The motion carried.

*Minutes prepared by PP Stephenson.*