

**CITY OF MENASHA**  
**Landmarks Commission**  
**Virtual Meeting**  
March 10<sup>th</sup>, 2021  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED: Commissioners Arnie Collier, Thomas Almendarez and Kate Mueller

OTHERS PRESENT: PP Stephenson, CDD Schroeder, and Sandra Dabill-Taylor (545 Broad Street).

**C. PUBLIC HEARING**

None

**D. MINUTES TO APPROVE**

**1. Minutes of the February 10, 2021 Landmarks Commission Meeting**

Comm. Wydeven made a motion to approve the minutes of February 10, 2021 Landmarks Commission Meeting. The motion was seconded by Comm. Heimerman. 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**

Sandra Dabill-Taylor (545 Broad): Questioned if the role of the Landmarks was being expanded by the new Façade Grant/Loan Policy and encouraged the focus of the new policy to be aimed at downtown historic businesses.

**F. COMMUNICATIONS**

None.

**G. ACTION / DISCUSSION ITEMS**

**1. Holiday Lighting Update Discussion**

Alderperson Grade gave an update on the Holiday Lighting being planned for the downtown.

No action was taken.

**2. Vacant Building Registration Update**

PP Stephenson gave an update on the vacant buildings that have registered and those that still need to register or provide proof of occupancy.

No action was taken.

**3. Historic Month Planning**

Alderperson Grade gave an update for Historic Month.

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

- Gift cards for the winner.
- Number of questions on the questionnaire.
- The need to update our website to ensure the event can be done virtually.

No action was taken.

#### **4. Façade Improvement Grant/Loan Program**

PP Stephenson gave an update on the Façade Grant/Loan Policy update.

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

- The need to clarify the policy.
- Including the City's color pallet reference within the document.
- TID 7 and as it relates to the policy.
- The need to ensure that the façade loan is at an attractive interest rate and reflects the changing market.
- Allowing the council to decide an appropriate interest rate.

Comm. Wydeven made a motion to approve the Façade Improvement Grant/Loan Policy as presented with the following conditions:

- Language regarding the City's Color Pallet is included in the policy.
- Common Council looks at the interest rate and provides new language that both creates an attractive loan and can reflect changing markets years to come.

The motion was seconded by Comm. Heimerman. The motion carried.

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

**Five (5) minute time limit for each** person

Sandra Dabill-Taylor (545 Broad): Suggested the Landmarks Commission link the new interested rate to the Prime Rate or Federal Reserve Interest rate to provide market flexibility.

#### **I. ADJOURNMENT**

A motion was made by Comm. Wydeven to adjourn the meeting at 5:53 PM. The motion was seconded by Comm. Massey. The motion carried.

*Minutes prepared by PP Stephenson.*