

It is expected that a Quorum of the Board of Public Works, Park Board, Administration 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  
100 Main Street, Menasha  
Room 132**

**May 18, 2022  
5:00PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the April 13, 2022 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. Update on the Downtown Walk-About

F. ACTION/DISCUSSION ITEMS

1. Application for Sign – 204 Main Street – Sweet Lair
2. City of Menasha 150<sup>th</sup> Anniversary

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.*

**CITY OF MENASHA**  
**Landmarks Commission**  
**Menasha City Center, Room 133**  
**100 Main Street, Menasha**  
April 13, 2022  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Sara Bauer, Arnie Collier, Anastasia Horan, Kate Mueller, George Davis and Kim Massey

LANDMARKS MEMBERS EXCUSED:

OTHERS PRESENT: AP Farrah Yang, CDD Schroeder, Pat Dufrane (Weathervane), Julie Dufrane (Weathervane), Jeff Heimerman (370 Lake Road)

**C. MINUTES TO APPROVE**

**1. Minutes of the March 9, 2022 Landmarks Commission Meeting**

Commissioner Horan made a motion to approve the minutes of the March 9, 2022 Landmarks Commission Meeting. The motion was seconded by Commissioner 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**

Commissioner Horan mentioned that with the street closure at Racine Street and Main Street, a lot of businesses on Main Street are unhappy with the signage at Tayco Street and Main Street because it incorrectly conveys that Main Street businesses are closed.

Mr. Dufrane also mentioned that he has several calls from customers who asked if they were still open.

CDD Schroeder said that Staff would talk to Public Works to see if they can make a sign that says businesses are still open on Main Street.

**E. COMMUNICATIONS**

**F. ACTION / DISCUSSION ITEMS**

**1. Application for Façade Alternation – 186 Main Street – Weathervane**

Mr. Dufrane gave an overview of his fence he wants to put up in the back of their building to cover up the ground mechanical equipment. He said that on occasions people will touch the equipment and have stolen copper from them before. The fence will protect that area and not allow anyone to enter that premise. He said it'll just be a metal, six feet fence that blocks the equipment enough but will still be visible and will have a gate.

Commissioner Horan made a motion to approve the fence in the back of Weathervane at 186 Main Street. The motion was seconded by Commissioner Davis. The motion carried.

**2. Application for Sign – 14 Tayco Street – Crazy Donkey**

AP Yang gave an overview of the Crazy Donkey sign noting the purpose of the sign and the history of a previous sign.

Ald. Grade gave more context to the history of the sign and said the sign should be placed in front of the building and not on the parking lot side.

Commissioner Davis added that they should also make sure there is sidewalk clearance too since that is the only walkable sidewalk right now.

CDD Schroeder said that another reason the owners may have been asked to remove the sign was because they were not bringing the sign in every night and it was being held down with a garbage bag holding sand.

Ald. Grade made a motion to approve the A-frame sign for Crazy Donkey at 14 Tayco Street with the following conditions:

1. The sign is solely to promote the foods being sold at the business.
2. The sign be placed on Tayco Street, leaving 5 feet of clearance on the sidewalk.
3. The sign must be taken in every night.

The motion was seconded by Commissioner Bauer. The motion carried.

### **3. Application for Renovation - 192 Main Street – Rusted Roost**

CDD Schroeder gave an overview of the project, what happened at the last meeting, and the current status of the project.

The Commission informed Commissioner Davis, who was not present at the last meeting, of the feedback given to Rusted Roost at the last meeting.

The rest of the conversation was surrounded around the awnings, whether they will be using fabric or metal. The Commission was split between either types of awnings. Commissioner Davis said that metal awnings do last longer but a lot of Companies will now offer services that come take down fabric awnings and store them for the winter. Businesses just have to budget for it.

Commissioner Horan asked that the applicants provide renderings that shows everything together including colors, garage, signage, and awning. She said that it's hard for them to decide without seeing the final choices all together.

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

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

No public comments at this time.

## **H. ADJOURNMENT**

A motion was made by Commissioner Bauer to adjourn the meeting at 5:48 PM. The motion was seconded by Commissioner Collier. The motion carried.

*Minutes prepared by AP Yang*



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

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Owner or Renter? \_\_\_\_\_

Mailing Address if different than Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of planned improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Total Cost: \$ \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_



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

D	D/O/OO	REVISION

4221.1

R1

SCALE RATIO

1:1



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 DIMENTIONS ARE ILLUSTRATED FOR CLIENTS 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

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T:920-378-3515 • F: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

CLEAN ART	VECTOR ART OR HIGH RESOLUTION ARTWORK REQUIRED. IF CLEAR ART CANNOT BE PROVIDED DESIGN SETUP FEES MAY OCCUR.
PRESITE	ESTIMATE PROVIDED PRIOR TO PRESITE CANNOT BE GUARANTEED. FINDINGS DURING PRESITE MAY OCCUR ADDITIONAL FEES.
COLORS	ALL COLOR SPECIFICATIONS MUST BE APPROVED BY CLIENT PRIOR TO PRODUCTION. CLIENTS RESPONSIBILITY TO MAKE SURE ALL SPECS FOLLOW ANY COMPANY GUIDELINES.
OTHER	MISCELLANEOUS

CLIENT CHECKOFF LIST

<input type="checkbox"/>	SPELLING & GRAMMAR
<input type="checkbox"/>	ORIENTATION & PLACEMENT
<input type="checkbox"/>	COLOR SPECIFICATIONS

CLIENT APPROVAL

(SIGNATURE)

DATE

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