

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**

**January 10, 2024
5:00PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the September 13, 2023 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

F. ACTION/DISCUSSION ITEMS

1. Certificate of Appropriateness – Historic District Signage – Catch Fire Creations, LLC – 230 Main Street
2. Set Next Meeting

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
September 13, 2023
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Community Development Director Schroeder at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Sarah Bauer, Anastasia Horan, and George Davis.

LANDMARKS MEMBERS EXCUSED: Commissioner Arnie Collier and Kate Mueller.

OTHERS PRESENT: CDD Schroeder, PP Larsen and Nick Jevne (Menasha Historical Society).

C. PUBLIC HEARING

No public hearing.

D. MINUTES TO APPROVE

1. Minutes of the May 16th, 2023 Landmarks Commission Meeting

Commissioner Horan made a motion to approve the minutes of the May 16th, 2023 Landmarks Commission Meeting. The motion was seconded by Commissioner Bauer. 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

F. COMMUNICATIONS

G. ACTION / DISCUSSION ITEMS

1. Certificate of Appropriateness – Historic District Signage – Nectar Hair Lounge – 216 Main Street

CDD Schroeder provided an overview of the application that was submitted pertaining to the addition of window decals to the front window and door of the store front. Decal design would involve floral prints as well as Nectar Hair Lounge logo.

General Discussion Ensued.

A motion was made by Comm. Davis to approve the certificate of appropriateness as presented for Nectar Hair Lounge at 216 Main Street. The motion was seconded by Comm. Horan. The motion carried.

2. Certificate of Appropriateness – Historic District Signage – Treillage, LLC – 68 Racine Street

CCD Schroeder provided an overview of a proposed 4'x8' wooden sign, showcasing the company logo, that would be mounted to the north side of the building, as well as window decals being placed on the store front windows.

General Discussion Ensued.

A motion was made by Comm. Bauer to approve the certificate of appropriateness as presented for Treillage, LLC at 68 Racine Street. The motion was seconded by Commissioner Horan. The motion carried.

3. Certificate of Appropriateness – Façade Alteration – 210 Main Street – Elysa Kate + Co., LLC

CDD Schroeder provided an overview for the façade alteration of painting the previously painted North and West exterior block walls to the color Woodland Juniper. This color is an approved color on the historic landmarks color swatch that was provided to the applicant.

General Discussion Ensued.

A motion was made by Comm. Davis to approve the certificate of appropriateness as presented for Elysa Kate + Co. at 210 Main Street. The motion was seconded by Commissioner Bauer. The motion carried.

4. 150th Anniversary Discussion

General overview of the progress from the Sesquicentennial Committee was shared amongst the Landmarks Committee in terms of timeline, events, fundraising, and themes for 2024.

5. Scheduling of Next Meeting

Date of next meeting TBD due to upcoming events and various availability issues of Landmark Commission members. Continued internal discussion of next meeting date will be met.

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

Five (5) minute time limit for each person

No public comments at this time.

I. ADJOURNMENT

A motion was made by Comm. Bauer to adjourn the meeting at 5:44 PM. The motion was seconded by Comm. Davis. The motion carried.

Minutes prepared by PP Larsen



MEMORANDUM

To: Landmarks Commission

From: Community Development Department/ML

Date: January 10, 2024

Re: **Historic District Signage – Catch Fire Creations – 230 Main Street (Parcel 1-00250-00)**

Melissa Jensen has submitted an application for installation of window signs in a historic district located at 230 Main Street (Parcel 1-00250-00). The Applicant has executed a lease with the property owner to occupy this space as Catch Fire Creations, LLC.

Prior to doing any renovations to the building Melissa contacted the city to ask questions about any permits needed for renovating the building. There was unfortunately a misunderstanding by both individuals about what permits were needed and the specific work that was being done and which lead to the installation of window signs to the property prior to approval by the Landmark Commission and staff. Staff later noticed the signs and contacted Melissa to fill out a Historic District Sign Application. The



installed signs are window signs with the company name and logo on two front windows facing Main St. and an additional window sign on the back entrance door. Being within a historical district, this would require review by the Landmarks Commission following Section 2-4-8(j)(1) and the Downtown Menasha Sign Design Guidelines for the C-2 Central Business District. The window signs would not require a permit.

Windows signs shall not exceed 30% of the window area so that visibility into and out of the window is not obscured, the sign copy should not exceed 8 inches in height, window sign copy shall be applied directly to glass area, window signs should be created from high quality materials, window signs should be applied directly to the interior face of the glazing or hung inside the window, and well designed graphics should be used to attract attention but still allow pedestrians to view store interiors.

Staff recommends the Landmarks Commission approve the signage as presented for 230 Main Street (Parcel 1-00250-00).



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

Date: 11-29-23 Property Address: 230 Main St. Menasha WI 54952

Applicant's name: Jacob/Melissa ~~THESE~~ Jensen Owner or Renter? Renter

Mailing Address if different than Property Address: 777 Elm St. Neenah WI 54956

City: Neenah State: WI Zip: 54956

Daytime Phone: 920-740-0709 Evening Phone: 920-585-6262 E-mail: JacobJensen2124@gmail

Description of planned improvement: 3 new window cling signs that simply
State the name of our business. 2 on the front windows
and one on the back door. Additional info: pictures attached.

Note: Please attach all material lists, material brochures, samples and photos. A scale drawing is recommended or may be required by the Commission.

List all contractors, sub contractors and material suppliers Vista print created these signs
for us: we installed them per the instructions provided. They
do not have an adhesive and are easy to remove.

Estimated Total Cost: \$ 150 Estimated Start Date: Completed Estimated Completion Date: N/A

