

CITY OF MENASHA  
LANDMARKS COMMISSION  
COUNCIL CHAMBERS

DATE: 1-14-09

MINUTE NOTES  
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:01 pm
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Joe Weidert - present
- ii. Vice Chair: Patti Rudolph - absent
- iii. Ald. Jason Pamenter - present
- iv. Kristi Lynch - absent
- v. Mary Nebel - present
- vi. Chris Evenson - present
- vii. Charlie Cross - absent

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Frank Prokash
- iii. Mayor Merkes arrived for last 15 minutes of meeting
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

3. MINUTES

- a. Date(s) of meeting minutes: 11-11-08
- b. Motions:
  - i. Amendments: None
  - ii. Motion to approve:
    - 1. By: Jason
    - 2. 2<sup>nd</sup>: Mary
    - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: Frank Prokash inquired about the status of his signage plans as an agenda item, while indicating he was not yet ready to present it to the commission. He will work with Jessica on determining his options.

## 5. SUBSTANTIVE AGENDA ITEMS

### A. E-1, Action Plan

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Joe
- iii. Discussion: Joe raised two issues: Coming up with an agenda of action items at the start of each year so that commission action can be more proactive and progress can be measured as goals are achieved. Each of the commission members are to come up with a few suggestions to be reviewed and agreed on at the next meeting. The suggestions are to be forwarded to Joe. The second item was scheduling a meeting with the historical society which had been requested. One known focus of the meeting would be trying to plan and coordinate activities (e.g. Historic Preservation Month). Joe will coordinate a meeting with the society with a non-quorum delegation from the commission (tentatively Joe, Mary and Chris) for a meeting at the Memorial Building.

### B. E-2 Historic Preservation Grant Update

- i. Discussion Item
- ii. Attachments: 1-14-09 e-mail from Traci Schnell on current status of survey
- iii. Presenter: Jessica
- iii. Discussion: The status is summarized in the e-mail, basically indicating weather has hindered the work and that the survey work should be done by the end of March 2009.

C. E-3, Revolving Loan Status

i. Discussion Item

Attachments: None

iii. Presenter: Jessica

1. Discussion: Jessica had requested the figures from the controller, but had not had response, apparently due to press of business. Jessica will try and get the figures and distribute to the commission members by e-mail.

D. E-4 Project Status 163 Main St

i. Discussion Item

ii. Attachments: None

iii. Presenter: Jessica

- iv. Discussion: No contact able to be made with building owner, despite attempts through contractor. Joe raised issue over mechanism for confirming and tracking grant and loan status.

E. F-1 Sign Guidelines and Proposed Ordinance Changes

i. Action Item

ii. Attachments: Draft of revised guidelines and ordinance

iii. Presenter: Jessica

- iii. Discussion: Jessica reviewed the substantive changes made since last draft was reviewed, as shown in italics on the new drafts. The square footage for projecting signs was revised to provide 1 square foot per linear foot of storefront, up to a maximum of 25 square feet. As to plaque signs, they will also be permitted to display brief historic content (e.g. "Est. 2009"). In addition, Mary Nebel had a list of typographical and format corrections that she reviewed and will give to Jessica to incorporate.

- iv. Motion: To approve the latest draft of the sign guidelines and draft ordinance and submit to the Plan Commission, with the substantive amendments set forth in the above discussion and the typographical and format changes supplied by Mary.

1. By: Chris
2. 2<sup>nd</sup>: Jason
3. Result: Approved

7. ADJOURNMENT

- a. TIME: 5:45 pm
- b. MOTION
  - i. BY: Chris
  - ii. 2<sup>ND</sup>: Jason
  - iii. Result: Approved

DRAFT