

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
July 10, 2013  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Comm. Grade at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners Paul Brunette, Peg Docter, Kristi Lynch, Tom Grade and James Taylor

LANDMARKS MEMBERS EXCUSED: None

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, and Kara Homan, Principal Planner

**C. MINUTES TO APPROVE**

1. **Minutes of the June 12, 2013 Landmarks Commission Meeting**

Motion by Comm. Docter, seconded by Comm. Brunette to approve the June 12, 2013 Landmarks Commission meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION**

1. No one spoke.

**E. COMMUNICATIONS**

1. **None**

**F. ACTION ITEMS**

1. **Facade Improvement Grant Request - 65 Racine Street**

CDD Keil provided an overview of the proposed window replacements at 65 Racine St, which included the replacement of 35 windows from wood to vinyl, for a total cost of approximately \$24,500.

Commissioners discussed the following:

- The importance of preserving the arched area above the windows.
- The need for additional information/photos on the appearance and construction of the proposed window units.
- The need for an illustration of the proposed colors for the windows, and where each color will be applied.
- The need for a second quote for grant requests that exceed \$1,000.

Commissioners took no action on the Facade Improvement Grant Request for 65 Racine Street due to lack of information. They instructed CDD Keil to make inquiry to the applicant to provide the additional information for consideration at a future meeting.

**G. DISCUSSION ITEMS**

1. **Bridge Tower Museum Update**

Community Development staff provided an overview of the following items:

- TV Screen. A TV screen has been secured, and will be donated by ReBoot, a new refurbished technology store on Tayco St. Staff will inquire with them regarding hardware to

run the video and means to have the video play automatically.

- Banners. Installation of the banners is based on the availability of public works crews.
- Status of Drywall. The city's health inspector took a look at the drywall and determined that it will only require painting with a "Kilz" type primer.
- Display case. The display case was removed.

Commissioners discussed the potential for removing the drywall on the first floor. Commissioners Brunette, Grade and Taylor volunteered to do additional prep-work and cleaning at the tower to prepare it for opening

2. **Vacant Storefront Enhancements**

PP Homan indicated that Jeff Maroszek, owner of 212 Main, had agreed to participate in the Commissions new vacant storefront program. PP Homan will work with Mr. Maroszek to secure historic photos of the building, print them in large format, and ensure they are displayed in the empty windows. The owners of 230 Main do not wish to display photos at this time, but may reconsider after they see how they look at 212 Main.

3. **Facade Improvement Program Grant/Loan Balance**

CDD Keil reported that the balance remained unchanged, at around \$11,000.

4. **Future Landmarks Commission Activities/Projects**

Commissioners desired for the pedestrian link project to be listed as an ongoing project of the Landmarks Commission.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Taylor, seconded by Comm. Brunette to adjourn at 5:20 PM.

The motion carried.

*Respectfully submitted by PP Homan.*