

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
July 9, 2014  
DRAFT MINUTES

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Nick Jevne, Tom Hoffman, Greenwood Project Management, LLC, and Jen Zettel, Post Crescent.

**C. MINUTES TO APPROVE**

1. **Minutes of the May 14, 2014 Landmarks Commission Meeting**

Motion by Ald. Taylor, seconded by Comm. Docter to approve the May 14, 2014 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**

No one spoke.

**E. COMMUNICATIONS**

1. None.

**F. ACTION ITEMS**

1. **Facade Alteration – 186 Main Street - Weathervane**

PP Homan explained the desire was to install a new commercial grade window to weather proof the building, which has been taking in water due to the current state of the window on the upper floor.

Commissioners reviewed the current window and surround, and discussed their desire to preserve historic details where possible.

Motion by Ald. Taylor, seconded by Comm. Docter to approve the facade alteration request to replace the attic window, with the following conditions:

- That the scroll work within the arch be preserved.
- Stained glass in upper window sash be restored and hung behind new window.
- Above conditional items to be done at the expense of the Landmarks Commission.

The motion carried.

2. **Grant/Loan Request – 192 Main Street – Lemon Loves Lime**

Tom Hoffman of Greenwood Project Management, provided an overview of the front and rear facade improvements, and went over detailed project costs and bids.

Commissioners discussed to facade program balance, the benefits of this project to the overall aesthetic of the downtown district, and their desire to make improvements in the surrounding areas, such as additional tree trimmings and cleaning of neighboring facades.

Motion by Ald. Taylor, seconded by Comm. Lynch to approve the Grant/Loan Application for 192

Main Street - Lemon Loves Lime north and south facades with the following provisions:

- Matching grant provided up to \$2,500 per facade (total \$5,000).
- Loan provided up to \$20,000, with a 10 year term and 4% interest.

The motion carried.

3. **Menasha Historic Photo Contest Prize Award – Contest Winner Selection**

The committee conducted a random selection from among the correct responses, with the winners being Kathy Stall and Pat Schick. The contest prizes will be awarded at a future Common Council meeting.

4. **Future of Structures in the City and Role of Landmarks Commission to Enforce Preservation – Comm. Brunette**

Commissioners discussed the roles and authority of the Landmarks Commission in relation to preserving historic structures, such as the Menasha Hotel, and the First National Bank Building.

**G. DISCUSSION ITEMS**

1. **Façade Improvement Program Grant/Loan Balance**

PP Homan stated that the balance stands at just over \$31,000.

2. **Future Landmarks Commission Projects**

No discussion occurred on Future Landmarks Commission Activities/Projects.

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

1. No one spoke.

**I. ADJOURNMENT**

Motion by Comm. Brunette, seconded by Ald. Taylor to adjourn at 5:35 PM. The motion carried.

*Respectfully submitted by PP Homan.*