

7-17-09

To be placed on next agenda-submitted by Mary Nebel

Draft for adoption:

1. Commission member Attendance:

Commission members are required to inform the authorized party within 48 hours whether they are unable to attend a scheduled meeting. If a quorum is not reached, Commission members will be notified within 24 hours of the scheduled meeting. No notification of non-attendance would qualify as an unexcused absence.

2. Special Meetings:

A special meeting may only be called and held for emergency reasons and should be of an urgent nature where business conducted would constitute a need for approval. We ask that businesses, organizations, and individuals think and plan ahead, have all appropriate and pertinent material to submit to the Commission so that the Commission members are able to make an informed decision requiring any action necessary. The calling of the meeting must state: 1. Who is calling the meeting 2. Time, date and location of the meeting 3. The nature of the business 4. Reason for the urgency

3. Place on the agenda a line item for unexcused members

4. Application deadline:

Consider a cut-off date for approval of Outdoor Food and beverage Permits that fall within Landmarks jurisdiction to be May 31st of the year applying and set-up to commence Memorial Day weekend or later This would facilitate any approvals that need to be granted, any quorums that can't be held because of summer vacations, etc.

5. Recommendation back to the City Council per direction of July 6, 2009 Council Meeting, Action Item Outdoor Alcoholic Beverage Permit for 204 Main Street, Menasha Grill

- ❖ It is the recommendation of the Landmarks Commission that this action item have the business listed above follow the procedure set forth in Section 7-2-17 of the Menasha Municipal Code.
- ❖ It is the recommendation of the Landmarks Commission to inform you that they have the ultimate jurisdiction to determine the appropriateness of appearance and esthetic value of any alteration to the exterior premise that causes a physical change in a designated historic district (Community Development: Landmarks Commission: Historic Structures).

Jurisdiction on the items also falls under Menasha Municipal Code:

Sec. 2-4-8 (c)(1)

Sec. 2-4-8 (j)

Sec. 2-4-8 (j)3

Sec. 2-4-8 (j)(4)9