

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
October 13, 2010  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderman Eric Hendricks, Commissioners Bernie Zimmerman, Mary Nebel, Tom Grade, Joe Weidert and Kristi Lynch

LANDMARKS MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Keil, Steve Szymanski and Alan Hoff

**C. MINTUES TO APPROVE**

1. **Minutes of the September 8, 2010 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Comm. Grade to approve the minutes of the September 8, 2010 Landmarks Commission meeting.

The motion carried.

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

1. No one spoke.

**E. COMMUNICATIONS**

1. **None**

**F. ACTION ITEMS**

1. **Outdoor Alcohol Service – 56 Racine Street – Club Tavern**

Steve Szymanski described the proposal to establish an outdoor alcohol service area in the alcove between 56 Racine Street and 240 Main Street. CDD Keil stated that the current proposal is not feasible because it is prohibited to have an open intoxicant on public sidewalk.

Commissioners discussed:

- ADA Requirements as they relate to ingress/egress.
- Other options for accommodating outdoor service.

CDD Keil is to contact the State Historical Society regarding accessibility requirements for historic buildings and is to obtain further information from the Building Inspector regarding other options.

2. **Window Alterations – 240 Main Street – Club Liquor**

Alan Hoff described the need to protect deteriorating wood window frames. He is proposing to wrap them with formed brown aluminum roll stock.

Commissioners discussed:

- The placement and type of existing windows/storm windows.
- Adding detail to the window frames.

Motion by Comm. Zimmerman to approve the proposed window alterations at 240 Main Stree, seconded by Comm. Grade. The motion carried.

**G. DISCUSSION ITEMS**

1. **Filling Vacancy of Open Landmarks Commissioner Position**

CDD Keil stated that Mayor Merkes has identified several prospects and is following up with them.

2. **Landmarks Commission Recognition/Awards**

CDD stated that he had obtained quotes from vendors for the plaque. It would be under \$400. Some adjustments will need to be made to the type font to fit with the 7" x 9" format. He is to work with Chairman Weidert to make the necessary adjustments.

3. **Landmarks Commission Guidebook Distribution**

Chairman Weidert stated that the guidebook is at the printer, and should be completed shortly. It was the consensus of the commissioner's that they would personally deliver a copy of the guidebook to businesses within the historic districts.

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

1. Comm. Nebel commented on the need to complete the application forms adopted by the Landmarks Commission.

**I. ADJOURNMENT**

Moved by Ald. Benner, seconded by Comm. Lynch to adjourn at 4:18 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*