

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
May 12, 2010
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED: Commissioner Tom Grade

OTHERS PRESENT: CDD Keil and Mike Prokash

C. MINTUES TO APPROVE

1. **Minutes of the April 14, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Cross to approve the minutes of the April 14, 2010 Landmarks Commission meeting.

The motion carried.

2. **Minutes of the April 26, 2010 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Ald. Hendricks to approve the minutes of the April 26, 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. **Façade Improvement Grant Request – Franky’s – 196-198 Main Street**

Mike Prokash presented plans for façade alterations and signage. Commissioners discussed building and signage lighting, the type and color of materials to be used in the transom area inserts, the relationship of awnings to the storefronts.

Motion by Comm. Cross, seconded by Ald. Hendricks to approve the façade alterations and the signage per the image submitted by Mike Prokash.

The motion carried.

G. DISCUSSION ITEMS

1. **Criteria for Selecting Properties for Landmarks Commission Recognition/Awards**

Commissioners discussed the purpose and benefits of recognizing historic preservation efforts. There was consensus that there should be two levels of acknowledgement – one being a certificate, and the other would be a plaque displayed on the property. The plaque would identify the original use of the structure or site and recognize the current owners role in preserving its historic fabric. Comm. Zimmerman reported that the cost he had been quoted for a bronze plaque was in the \$800 - \$900 range. Commissioners discussed options and the State Historical Society is to be contacted to determine their source and costs for historical plaques.

2. **Landmarks Commission Guidebook Development**

Chairman Weidert reported that the guidebook had been sent to the printer for proofing and that he would distribute the guidebook upon completion. Greg Keil is to arrange to have the guidebook installed on the Landmarks Commission webpage.

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

The balance remains at approximately \$21,000.

4. **Wisconsin Historic Preservation Month Plan/Activities**

Chairman Weidert and Comm. Lynch have put together a photo collage depicting architectural details of buildings in Menasha's downtown. These details will be used in a "name that historic building" contest. Menasha merchants will be asked to distribute contest entry forms and donate prizes.

5. **Update at 186 Main Street Façade Renovations**

Greg Keil reported that the façade alterations were proceeding in conformance with the design concepts approved by the Landmarks Commission.

6. **Availability/Distribution of Historic and Architectural Resources Survey**

Greg Keil reported that copies were distributed to the library and to the Historical Society. Commissioner's agreed to establish a price of \$10.00 on the report. A reminder of the availability of the report and the availability of assistance for obtaining National Register listing of properties is available.

7. **Timetable and Guideline for Outdoor Dining Approval**

Chairman Weidert and Greg Keil are to contact bar/restaurant owners to inform them of review requirements and timing.

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

1. No one spoke

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Zimmerman to adjourn at 5:25 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.