

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
December 8, 2010  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Comm. Nebel at 4:38 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED: Commissioners Kristi Lynch, Andrew Jennings and Joe Weidert

OTHERS PRESENT: CDD Keil and David Magruder

**C. MINTUES TO APPROVE**

1. **Minutes of the November 10, 2010 Landmarks Commission Meeting**

Noted that Bernie Zimmerman was excused from the November 10 meeting and should be listed as such in the minutes.

Moved by Ald. Hendricks, seconded by Comm. Grade to approve the minutes of the November 10, 2010 Landmarks Commission meeting with the correction noted above.

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. **Sidewalk Sign Proposal – 196 Main Street – David Magruder, CPA**

David Magruder reviewed his proposal for sandwich board signs to be placed near the front and rear entrance to 196 Main Street. The signs are 30" x 48" per panel with blur lettering on a white background. Comm. Nebel noted that the sign ordinance only permits one sandwich board sign per business. CDD Keil stated that one of the signs could be displayed as a temporary sign for not more than 30 days at a time, three times per year. The temporary sign would need to be located on private property.

Motion by Ald. Hendricks, seconded by Comm. Zimmerman to approve the application for a sandwich board sign at 196 Main Street. The motion carried.

**G. DISCUSSION ITEMS**

1. **Landmarks Commission Guidebook Distribution**

CDD Keil stated that he needed to work with Joe Weidert to assemble the inserts into the guidebook folders. He is to put together a distribution list for the January Landmarks Commission meeting.

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

The grant/loan balance remains at approximately \$18,400.

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

- Historic Building Identification Contest – Commissioners discussed putting the contest on the city's website. It is to be conducted as part of Historic Preservation Month activities in

May of 2011.

- Historic Preservation Recognition Plaque – CDD Keil reported that the vendor has prepared a near final mock-up of the plaque. The current version refers to the “Downtown Historic District” He asked commissioners whether it should be label as such, or by its official designation as the “Upper Main Street Historic District” It was the consensus of commissioners that it be referred to as the latter.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Ald. Hendricks, seconded by Comm. Grade to adjourn at 5:08 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*