

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
October 10, 2012  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:34 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Peg Docter, Debra Gorell, Kristi Lynch, Tom Grade and Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioner James Taylor

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil and PP Homan

**C. MINUTES TO APPROVE**

1. **Minutes of the September 19, 2012 Landmarks Commission Meeting**

Moved by Comm. Nebel, seconded by Ald. Sevenich to approve the September 19, 2012 Landmarks Commission meeting minutes with the correction to change the spelling of Doctor to Docter.

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**

1. No one spoke.

**E. COMMUNICATIONS**

1. None

**F. ACTION ITEMS**

1. None

**G. DISCUSSION ITEMS**

1. **Landmarks Commission Recognition/Awards**

Chairman Grade stated that Joe Weidert had finalized the design, logo and text for the awards and will be emailing it to him. He hopes to have it to present for the next meeting.

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

CDD Keil reported that the balance has remained unchanged at approximately \$11,000. CDD Keil also reported that information pertaining to the program was re-sent to Jeff Maroszek in regards to his 212 Main St renovation project.

Chairman Grade inquired about whether the Commission had ever considered restoration or creation of new Ghost Signs as part of façade improvements, much like those they have in Plymouth, WI. CDD Keil stated that Community Development staff would contact Plymouth to see how they regulate these signs, and how they were funded.

3. **Duties & Purpose of Landmarks Commission**

PP Homan reviewed the powers and duties of the Landmarks Commission as they are stipulated in section 2-4-8 of the City of Menasha Municipal Code. She indicated that current projects and activities of the Commission were within this authority.

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

a. **Re-Opening the Bridge Tower Museum**

PP Homan provided Commissioners with an overview of a project matrix for re-opening the museum. Steps were split into necessary and optional steps. Commissioners added finding the original brochure & updating it as one of the necessary steps.

Commissioner Lynch volunteered to contact the school district and/or UW-Fox Valley to determine their interest in updating the video. PP Homan and Commissioner Gorell would visit the museum and determine the type and nature of the existing video equipment.

Commissioners determined they want a goal of having the museum re-opened for the start of boating season next year.

b. **Creating a new Landmark**

Commissioners discussed a desire to assess the walkway between the Broad Street parking lot and Main Street. Possibilities improvements include an entrance gate, and multi-use space that could be used for outdoor art galleries or dining.

c. **Landmarks Commission Website**

Commissioners requested that the Landmarks Commission website be updated to feature the Bridge Tower Museum project, indicating the new opening date. PP Homan agreed to add those features to the website.

d. **Prioritizing and sequencing projects**

Commissioners discussed their ongoing projects, and prioritized them as follows:

1. Re-open the Bridge Tower Museum
2. Update the Website & Initiate the Historic Photo Contest
3. Ghost Signage in the Downtown
4. Broad Street Parking Lot Walkway Upgrades (New Landmark)
5. Restoring Gargoyles.

Commissioners Lynch requested that these items be on each agenda.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Lynch, seconded by Ald. Sevenich to adjourn at 5:30 PM.

The motion carried.

*Respectfully submitted by PP Homan.*