

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**August 14, 2013**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Comm. Grade at 4:36 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners Paul Brunette, Peg Docter, and Tom Grade

LANDMARKS MEMBERS EXCUSED: Commissioner Kristi Lynch

LANDMARKS MEMBERS ABSENT: Commissioner James Taylor

OTHERS PRESENT: PP Homan and Eric Borseth

**C. MINUTES TO APPROVE**

1. **Minutes of the August 1, 2013 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Docter to approve the August 1, 2013 Landmarks Commission meeting minutes.

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. **Facade Improvement Grant Request – 65 Racine Street**

Mr. Borseth provided an overview of his plans for replacing the windows for his property located at 65 Racine St, and the quotes he received. Proposed colors include a forest green cladding and beige window frames.

Commissioners inquired about the ability to preserve the following items, and provided suggestions on how this could potentially be accomplished:

- Arched carved areas above some of the windows
- Embossing around the window of the "grey lion" facade.

Mr. Borseth indicated that he would inquire with his window contractors to determine whether these architectural features could be accommodated during the window replacement, and provide that to the Commissioners at a future meeting.

It was the consensus of the commissioners to take formal action on Mr. Borseth's facade improvement grant request at a future "special" landmarks commission meeting upon submission of additional information regarding preservation of architectural features.

## **G. DISCUSSION ITEMS**

### **1. Bridge Tower Museum Update**

#### **a. Bridge Tower Photos**

Commissioners discussed photos of the bridge tower museum provided by Mr. Steve Krueger. It was the desire of the Commissioners for the photos to be displayed on the Landmarks Commission webpage, and possibly as a screen saver for the video if the new audio-visual setup allowed it.

#### **b. Video Equipment**

PP Homan provided Commissioners with an update in the video equipment that is being donated by ReBoot/ReNEW. They will be donating a display screen, DVD player, and speakers (if needed). ReBoot will be coordinating with a local technology club to help with the installation.

#### **c. Banners & Signage**

Commissioner Grade provided an update on the metal signage, and installation of the banners. The sign & banners will be installed to coincide with the opening. Commissioners discussed the potential for creating a display table within the museum for brochures that will mimic the sign and utilize existing materials.

### **2. Vacant Storefront Enhancements**

#### **a. 212 Main Street**

Commissioners discussed a series of photos that were provided by the owner of 212 Main, and selected 4 that they would like displayed in the vacant store front. PP Homan will follow up with the owner to initiate the printing and hanging of the photos.

### **3. Broad Street Lot Pedestrian Link Improvements**

PP Homan provided Commissioners with a concept plan for the pedestrian link that had been provided by the Owner of Wild Apple. Future activities for this potential project include coordination with neighboring property/business owners, legal issues, final design/engineering, cost estimates, and funding.

### **4. Façade Improvement Program Grant/Loan Balance**

PP Homan reported the facade balance remains unchanged at just over \$11,000.

### **5. Future Landmarks Commission Activities/Projects**

No additional projects were identified.

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

1. No one spoke.

## **I. ADJOURNMENT**

Moved by Ald. Keehan, seconded by Comm. Docter to adjourn at 5:42 PM.

The motion carried.

*Respectfully submitted by PP Homan*