

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor
140 Main Street, Menasha
January 13, 2016
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:32 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Paul Brunette, Samantha Zinth, Tom Grade and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Alderman Spencer, Shellie Caudill, and Alison Mayer.

OTHERS PRESENT: AP Englebert and Jose Stambuk (212 Main Street).

C. MINUTES TO APPROVE

1. **Minutes of the December 21, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Zinth to approve the minutes of the December 21, 2015 Landmarks Commission Meeting. 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

No one spoke.

E. COMMUNICATIONS

1.

F. ACTION ITEMS

1. **Locally Designated Historic Guidelines and Concepts**

AP Englebert introduced a proposal to create a Racine Street Historic District and a West Main Street Historic District as requested by the Landmarks Commission at its December meeting. Commissioners discussed the merits and historic significance of the buildings located within the proposed districts. Motion by Comm. Brunette, seconded by Comm. Wydeven to direct staff to initiate proceedings to designate a West Main Historic District and Racine Street Historic District. The motion carried.

2. **Façade Improvement Grant/Loan Application – 212 Main Street**

Jose Stambuk (212 Main Street) presented the façade improvement grant application for the south façade of 212 Main Street. The proposal calls for new windows to be installed on the third floor as well as replacing the door, framing, and bead board on the first floor. Comm. Brunette inquired about the alignment of the transoms. Commissioners discussed the historic rehabilitation project as a whole. Motion by Comm. Zinth, seconded by Comm. Wydeven, to approve the façade grant for \$2,500 for 212 Main Street. The motion carried.

G. DISCUSSION ITEMS

1. **Preservation Easements**

Commissioners discussed the pros and cons of preservation easements and whether the commission would have interest in pursuing the use of them. Comm. Brunette suggested the commission avoid term easements.

2. **Façade Improvement Program**

a. **Additional Funding Monies**

b. **Priorities/Strategies Regarding How the Funds Are Allocated**

AP Englebert distributed the current balance of the façade improvement fund as well as information on outstanding loans. Commissioners discussed different funding options and the importance of growing the façade improvement program. Comm. Zinth proposed that the Landmarks Commission

look towards fundraising.

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

None.

I. ADJOURNMENT

Motion by Comm. Zinth, seconded by Comm. Brunette to adjourn at 5:35PM. The motion carried.

Respectfully submitted by AP Englebert.