

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS
DATE: 11-12-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:30 pm
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS

- i. Chair: Joe Weidert present
- ii. Vice Chair: Patti Rudolph present
- iii. Ald. Jason Pamentor present
- iv. Kristi Lynch present
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross present

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Mayor Merkes arrived for final 15 minutes of meeting

3. MINUTES

- a. Date(s) of meeting minutes: 10-8-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to Approve
 - 1. By: Mary
 - 2. 2nd: Jason
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

A. Item E 1—Meeting organization, rules and scheduling.

i. Discussion Item

- ii. Attachments: Letter from Attorney Brandt
- iii. Presenter: Jessica and Joe
- iii. Discussion: Confirm all members had reviewed Attorney Brandt's letter. Consensus that agenda contain specific items, no category for "old business". Consensus that regular meeting is preferred format. Mary Nebel requested listing of meetings on city online calendar.

B. Item E 2---Historic Grant Update

i. Discussion Item

- ii. Attachments: None
- iii. Presenter: Jessica
- iii. Discussion: Review of the public meeting introduction of the re-survey. Discussion of the need for cooperation with historical society and response to their questions and concerns. Kristi suggested a joint meeting prior to preservation month in 2009. Joe to call or write on behalf of the commission to try and set up informal get acquainted meeting with historical society.

C. Item E 3. Prioritizing sites and marketing

i. Discussion Item

- ii. Attachments: None
- iii. Presenter: Jessica
- iii. Discussion: It is self evident that some properties within the district are in need of façade improvement. The issue was raised as to whether the commission should contact the property owners to advise them of the possible funds available to assist with façade improvement. Consensus was to put this item on action plan with an eye toward

broader communication of Landmarks' function, though focused on business district.

- D. Item F-1. 200 Main St. Sign Proposal (Franky's)
 - i. Action Item
 - ii. Attachments: Various photos
 - iii. Presenter: Jessica
 - iii. Discussion: Without property owner present, it was felt impossible to act on sign request, as too many questions were unanswered (e.g. precise locations of signs, plan for awning on front, type of sign lighting, removal of interior illumination box, etc.). Action deferred, with Jason to contact owner with concerns and questions raised by commissioners.

- E. Item F-2. 163 Main St. Façade improvement and grant request.
 - i. Action Item
 - ii. Attachments: Bids, correspondence and photos
 - iii. Presenter: Jessica
 - iii. Discussion: Again, absence of property owner left commissioners with some questions regarding exactly what is proposed and whether it would fit historic design criteria, especially with the grant being requested.
 - 1. Motion: Approve the grant request for the gutter and downspout in the grant amount of \$197.50, one-half of the lower construction bid
By: Mary
2nd: Kristi
Result: Approved (Jason abstained)

7. ADJOURNMENT

a. 5:50 pm

b. MOTION

- i. BY: Jason
- ii. 2ND: Charlie
- iii. Result: Approved
Minutes submitted by secretary, Chris Evenson