

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, and/or Common Council may attend this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
LANDMARKS COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**August 28, 2013**

**5:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the August 14, 2013 Landmarks Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION
  - Five (5) minute time limit for each person
- E. COMMUNICATIONS
  - 1. None
- F. ACTION ITEMS
  - 1. [Final Consideration of 68 Racine Street Application](#)
- G. DISCUSSION
  - 1. None
- H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
  - Five (5) minute time limit for each person
- I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the  
Community Development Department no later than the Monday prior to the meeting.*

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

**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*

## Kara Homan

---

**From:** EJB Properties LLC [ejbpropertiesllc@yahoo.com]  
**Sent:** Thursday, August 15, 2013 9:11 AM  
**To:** Kara Homan  
**Subject:** Re: Menasha Landmarks Commission Meeting - tomorrow

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kara,  
My wife and I discussed this project last night. Would the commission accept this project even if we didn't do the "big" windows in the front of 68 Racine st. unit? That unit is \$7,296 alone.

Our intent would be to complete that unit next year or so. Let me know your thoughts? We are really trying to manage the improvements vs the expenses.

Regards,  
Eric

**From:** Kara Homan <khoman@ci.menasha.wi.us>  
**To:** "ejbpropertiesllc@yahoo.com" <ejbpropertiesllc@yahoo.com>  
**Sent:** Tuesday, August 13, 2013 5:55 PM  
**Subject:** Menasha Landmarks Commission Meeting - tomorrow

Eric:

Menasha's Landmarks Commission will be considering your application for a facade grant for your property on Racine St during their regularly scheduled meeting tomorrow.

The agenda and materials are available here: [http://www.cityofmenasha-wi.gov/content/departments/community\\_development/Community\\_Development\\_Agendas\\_&\\_Minutes/documents/Land8-14-13Agenda.pdf](http://www.cityofmenasha-wi.gov/content/departments/community_development/Community_Development_Agendas_&_Minutes/documents/Land8-14-13Agenda.pdf)

The meeting begins @ 4:30 pm, tomorrow (August 13) and is held in council chambers, 3rd floor, city hall, 140 main st, menasha.

It is always helpful for the applicant to be available at the meeting. If you are unable to make it, would you still be reachable by phone if that was necessary?

I will try to call you tomorrow morning to ensure that you have received this.

Sincerely,

Kara Homan, AICP  
Principal Planner

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of

Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.

## Kara Homan

---

**From:** EJB Properties LLC [ejbpropertiesllc@yahoo.com]  
**Sent:** Thursday, August 15, 2013 9:53 PM  
**To:** Kara Homan  
**Subject:** Fw: Window Quote Questions

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kara,  
FYI: this is what I received back and replied to Window world today/tonight.

I'll send you Feldco's response as well.

----- Forwarded Message -----

**From:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
**To:** "windowworldgb@aol.com" <windowworldgb@aol.com>  
**Sent:** Thursday, August 15, 2013 9:50 PM  
**Subject:** Re: Window Quote Questions

Art,

Looks like we are very close...

You will not have to worry about painting the Arch's every couple of years...that will be my worry.

Without a solution to the Arch issue that the City has, this opportunity is out of reach (financially) for me.

Rather than walking away from this, is there any options that you can think of to both wrap the frame of the windows, but not the Arch?

That is good news on the Tax man (that you will only be going up to the frame work and not covering any of it. We know that the frame is old and we know that your company would take great care in removing the glass without doing unnecessary damage to the frame.

Eric

**From:** "windowworldgb@aol.com" <windowworldgb@aol.com>  
**To:** ejbpropertiesllc@yahoo.com  
**Sent:** Thursday, August 15, 2013 10:36 AM  
**Subject:** Re: Window Quote Questions

Eric;  
See answers below each question below.  
With Gratitude,  
Art Lane

-----Original Message-----

**From:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
**To:** windowworldgb <windowworldgb@aol.com>  
**Sent:** Thu, Aug 15, 2013 9:37 am  
**Subject:** Re: Window Quote Questions

CJ,

I presented the project to the City of Menasha last night. They came back with two questions for your company. Would you please answer them by Tomorrow by noon, please?

1) They want to preserve the detail of the 'Arc's' of the windows. See the attached pictures. What ideas can you come up with to "protect/preserve" them?

**I can't effectively wrap the exterior of all the arch top windows without covering up the scroll detail. In addition, someone would have to paint it every couple years.**

2) They want to protect the detail of the current frame around the "Tax Man's" office. See pics attached. What ideas do you have to protect this detail? Maybe make a drip edge from the wrapping that just covers 3/8" over the detail?

**In regard to the "Tax Man," the plan is to go up to the frame work. I cannot say how it will survive the removal of the old glass, it is very old.**

We are very close to pulling the trigger on this project (next Monday would be ideal).

Regards,  
Eric

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**To:** [ejbpropertiesllc@yahoo.com](mailto:ejbpropertiesllc@yahoo.com)  
**Sent:** Thursday, August 1, 2013 9:20 AM  
**Subject:** Window Quote Questions

Dear Eric;

The round tops of the upstairs-Trim coil (forest green) will be cut to cover the wood.

In regard to color: There is no white at all. The windows will be beige both inside and out (per the proposal dated 6/17/2013). However, the trim coil, that goes around the outside of the window (covers existing brick mold or wood trim that goes around the window) will be a forest green coil which will closely match the green that you currently have now.

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CJ

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**From:** EJB Properties LLC [ejbpropertiesllc@yahoo.com]  
**Sent:** Thursday, August 15, 2013 9:53 PM  
**To:** Kara Homan  
**Subject:** Fw: 68 Racine street project

**Follow Up Flag:** Follow up  
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Kara,  
Below is the response from Feldco...

----- Forwarded Message -----

**From:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
**To:** Michael Romnek <michaelromnek@4feldco.com>  
**Sent:** Thursday, August 15, 2013 9:41 PM  
**Subject:** Re: 68 Racine street project

Mike,  
Let me know as soon as you can. I have to run this by the City for them to approve your plan...

Eric

**From:** Michael Romnek <michaelromnek@4feldco.com>  
**To:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
**Sent:** Thursday, August 15, 2013 5:46 PM  
**Subject:** Re: 68 Racine street project

Hello Eric,

As far as the detail around the office window we will need to build that area out anyway, so we can either just wrap the out stops, or we can do a drip cap, that is the easier fix. Now for the arch tops, again we could just cap the outstop, but that leaves the frame to be painted. I will run by the building yet tonight and see if I can see another way that would we could do it so everyone is happy. I'll let you know eiheer later tonight or in the am.

Thanks so much  
Mike Romnek FELDCO

On Thu, Aug 15, 2013 at 9:40 AM, EJB Properties LLC <ejbpropertiesllc@yahoo.com> wrote:  
Mike,

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Regards,

Eric

**From:** Michael Romnek <[michaelromnek@4feldco.com](mailto:michaelromnek@4feldco.com)>

**To:** EJB Properties LLC <[ejbpropertiesllc@yahoo.com](mailto:ejbpropertiesllc@yahoo.com)>

**Sent:** Tuesday, June 4, 2013 11:58 AM

**Subject:** Fwd:

Sorry Eric, They should be attached below. Any questions PLEASE let me know.

----- Forwarded message -----

From: <[feldcosystem@4feldco.com](mailto:feldcosystem@4feldco.com)>

Date: Tue, Jun 4, 2013 at 10:22 AM

Subject:

To: Mike Romnek <[michaelromnek@4feldco.com](mailto:michaelromnek@4feldco.com)>

This E-mail was sent from "RNP0E16C5" (MP 2851/LD528).

Scan Date: 06.04.2013 10:22:01 (-0500)

Queries to: [Copier@4feldco.com](mailto:Copier@4feldco.com)

## Kara Homan

---

**From:** EJB Properties LLC [ejbpropertiesllc@yahoo.com]  
**Sent:** Saturday, August 17, 2013 2:37 PM  
**To:** Kara Homan  
**Subject:** Re: 68 Racine street project

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Kara,  
FYI: some additional information from Feldco...

**From:** Michael Romnek <michaelromnek@4feldco.com>  
**To:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
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Mike FELDCO

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**To:** [ejbpropertiesllc@yahoo.com](mailto:ejbpropertiesllc@yahoo.com)  
**Sent:** Friday, August 16, 2013 3:23 PM  
**Subject:** Re: Window Quote Questions

Dear Eric;

We could repair the sills and just wrap them and not the remaining trim, However, that would mean that someone would need to paint what's left on the sides and top of the arch windows. Just a concern, if it takes too much longer to get the ok to start the project we could easily be into winter. This is not a project that can be done in the winter.

With Gratitude,  
Art

-----Original Message-----

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**To:** windowworldgb <[windowworldgb@aol.com](mailto:windowworldgb@aol.com)>  
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**Sent:** Monday, August 19, 2013 10:53 PM  
**To:** Kara Homan  
**Subject:** Fw: 68 Racine street project

**Follow Up Flag:** Follow up  
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Kara,  
What do you think of this?

Eric

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**To:** EJB Properties LLC <ejbpropertiesllc@yahoo.com>  
**Sent:** Saturday, August 17, 2013 6:28 PM  
**Subject:** Re: 68 Racine street project

Hello Eric,

Not much has changed since I last e-mailed you, but I just wanted to reiterate that as long as we know exactly what part of the detailed trim needs to stay we can install the windows and doors just capping the outstop so the detail will still be seen. Now the big windows in front of the tax office, we will need to install a frame from the inside so to put a drip cap over the detailed trim as well, so our installation manager sees no problems keeping the trim.

I think we have a good idea of what needs to stay, but we should meet when we place the order so we can get all of the wording on the order so we both feel comfortable with exactly what is going to be done.

Any questions please let me know  
Thanks so much,  
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Queries to: [Copier@4feldco.com](mailto:Copier@4feldco.com)