

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 8-13-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:01 pm
- b. CHAIR: Joe

2. ROLL

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

- b. OTHERS PRESENT
 - i. Jessica Beckendorf
 - ii. Hon. Don Merkes
 - iii. Paul, Otter Creek Rep.

3. MINUTES

- a. Date(s) of meeting minutes: 7-8-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to Approve
 - 1. By: Mary
 - 2. 2nd: Kristi
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

- A. Item 6.A Façade Alteration Review- 226 Main St.
 - i. Action Item
 - ii. Attachments: Sketch of proposed arches
 - iii. Presenter: Paul, Otter Creek Rep.
 - iii. Discussion: The proposal is for 3 cedar arches, tied together with rebar to form an open air walkway to the rear entrance of the building. The arches are decorative, not structural and may be temporary. The rebar will be used for hanging baskets.
 - iv. Motion: To approve the three cedar arches, per the sketch provided.
 - 1. By: Kristi
 - 2. 2nd: Charlie
 - 3. Result: Approved

- B. Item 5.A Grant/Loan Payout Policy
 - i. Discussion Item
 - ii. Attachments: None
 - iii. Presenter: Mayor Merkes
 - iii. Discussion: There was discussion over past projects where loans were granted by the commission and then went unused, limiting the availability of those funds for other projects. Current funds available are \$28,524.33. Concern was expressed about the potential cost of managing the loan funds while in escrow. Patti will check with one or more banks to see if there are suggestions as to how to address this issue, and the cost of handling loaned funds and report next meeting.

- C. 5.B and 5 C Status of 230 Main St. and demolition process within Historic District
 - i. Discussion Items
 - ii. Attachments: List of terms/requirements for Application for demolition
 - iii. Presenter: Jessica

iii. Discussion: These two items were discussed together since they are interrelated. As to 230 Main St., the owner has expressed interest in razing the building given its deteriorated condition primarily as a result of long term water damage, and the prohibitive cost of repair. He has requested an informational letter from the commission outlining what he needs to present for the demolition to be considered. Those familiar with the building concurred and also indicated the building is of concern to the adjoining buildings, Otter Creek and Club Liquor. Jessica presented a draft list of items that would be required as an addendum to the application for a Certificate of Appropriateness if permission for demolition was being sought. This included: proof of need for demolition (e.g. cost, condition, photo's, demolition estimates). Additional items, including post demolition site plans and possible impact on adjoining or neighboring properties were suggested. Joe will write the letter to the owner with the preliminary list of needed items, and Jessica will work on putting together an addendum to be used when permission for building demolition is sought.

D. Item 5.C Name Identification on Minutes

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes
- iii. Discussion: Concern has been expressed that the minutes need to be signed by the secretary and if possible, put in a more readable format. Secretary stated he would try and address both concerns, within guidance received from city attorney on minutes format.

E. Item 6.A Work Program/Action Plan and Budget

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Mayor Merkes and Jessica

- iii. Discussion: The value of having a written action plan, with timelines for accomplishing items on plan was discussed. It was noted that substantively the commission has set such goals (e.g. sign guidelines, resurvey, CLG status), but there was consensus that a written plan would be valuable to monitor progress. Mayor Merkes also noted the 8/29/08 cutoff for budget request items, and the possible need for some funds for promoting historic preservation within the community, such as pamphlets, walking tour brochures, etc.

F. Item 6.B Certificate of Appropriateness Form

- i. Action Item
- ii. Attachments: Draft of form
- iii. Presenter: Jessica and Chris
- iii. Discussion: Minor revisions to the form were discussed and agreed, adding demolition as a possible category of work, adding reference to Exhibit 1, which would be the attachments detailing the work, setting the time cut off co-terminus with the building permit cut off and adding space for building inspection approval where required.
- iv. Motion: To approve the form with the revisions discussed, secretary to prepare revised form to forward to Jessica.
 - 1. By: Patti
 - 2. 2nd: Charlie
 - 3. Result: Approved

G. Item 6.D Historic Paint Palette

- i. Discussion Item
- ii. Attachments: Paint samples provided by Kristi from historic register
- iii. Presenter: Kristi
- iv. Discussion: Large number of paint samples were presented, both as to wall and trim colors. These are intended to be made available to give guidance to those seeking to alter their building by painting. While not pre-approved as colors, they are the preferred pallet colors and may be approved by the Department of Development staff

without commission action, provided staff is satisfied primary and trim colors in planned project. Listing of colors will be assembled for next meeting.

7. ADJOURNMENT

a. 5:35 pm

b. MOTION

i. BY: Chris

ii. 2ND: Charlie

iii. Result: Approved

These draft minutes submitted by secretary, Chris Evenson.