

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 9-10-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:02 p.m.
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Joe Weidert present
- ii. Vice Chair: Patti Rudolph present
- iii. Ald. Jason Pamenter present
- iv. Kristi Lynch present, after 4:30
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross absent

b. OTHERS PRESENT

- i. Dan Pamenter
- ii. Jessica Beckendorf

3. MINUTES

- a. Date(s) of meeting minutes: 8-13-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to approve:
 - 1. By: Jason
 - 2. 2nd: Patti
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

A. 6.E Façade Alteration and grant request 165 & 167 Main St.

- i. Action Item
- ii. Attachments: Photos of deteriorated brick, bids for work and grant application
- iii. Presenter: Jessica and Dan Pamerter
- iii. Discussion: The problem with water damage is illustrated by the photos, and the cost of repair indicated by the bids. This involves 2 facades, therefore \$2,500 for each façade is available totaling a maximum grant of \$5,000. There are no TIF 7 funds available, therefore the request is from the Landmarks existing fund. Total cost of remediation over \$16,000, plus gutters and downspouts. A discussion as to the prior remedial work that was done on these walls ensued, including painting of masonry, warranty and gutter and downspout replacement. Work had been commenced pursuant to the ordinance requiring buildings be repaired and maintained, and commission determined grant request was still available on that basis.
- iv. Motion: To grant request for \$5,000 in grant funds for the proposed façade restoration work.
 1. By: Mary
 2. 2nd: Chris
 3. Result: Approved (Jason abstained, Kristi was not present, all 4 other commissioners voted in favor)

B. 5 A Grant Loan Payout Policy

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Patti and Jessica
- iii. Discussion: Patti reported on her contact with a local bank on how other city funds are disbursed. Appears bank does not take active part in loan servicing. Jessica will

check with Tom Stoffel and Attorney Brandt on how to best address concerns of commission that loaned funds only disbursed as work is done and that funds committed are in fact used. Additional concerns over project timing, nature of improvement, inspection, and reporting were also discussed.

C. 6 A Budget and Action Planning

- i. Action Item
- ii. Attachments: None
- iii. Presenter: Jessica
- iii. Discussion: Landmarks Commission currently has no annual budget, only funds that have come from prior state administered federal grants. This is different from larger municipalities that automatically get such funds annually. Request for funding, as part of Community Development Budget required immediately. The following items and budget amounts were agreed upon for submission to the council for consideration:
 1. \$35,000 for façade deterioration repair and improvement in the historic district to be distributed in the grant and loan program.
 2. \$5,000 for community education and outreach (including brochures, historic preservation month activities, printing, postage, speakers, etc.)
 3. \$5,000 for outside professional services (including engineers, architects, historians, and other technical experts needed to evaluate projects and their compliance with Landmarks ordinances and grants/loans.)
 4. \$1,000 for educational seminars, conferences, materials, reference works deemed beneficial to the Landmarks Commission.
 5. Total 2009 budget request: \$46,000

Unanimous consensus was reached on these numbers and that Chair would draft letter to the council for inclusion within the development department budget request.

Additional items discussed for action in 2009 and beyond: Jessica to send current zoning code for analysis in light of historical preservation objective; CLG status (a must do); Coordinate historical recognition activities with historical society; possible GIS Map purchase.

D. 6 B Demolition Application Materials

- i. Action Item
- ii. Attachments: Draft of application materials
- iii. Presenter: Jessica
- iii. Discussion: May be possible and desirable to impose fee for processing, fee to go to city. Amendment of section 3 f to clarify need for specificity on post razing site condition suggested. Jason to check with other cities as to adequacy of insurance requirements (note: this is not a Landmarks issue, as it is a matter of city ordinance.) Start and end dates for planned demolition to be specified in form. Minor typographical errors noted and corrected.
- iv. Motion: To approve demotion application forms, as amended per above discussion.
 1. By Jason
 2. 2nd Kristi
 3. Result: Approved

E. 6 C Certificate of Appropriateness

- i. Action Item
- ii. Attachments: Missing from packet
- iii. Presenter: Jessica
- iii. Discussion: Item to be held for final approval at next meeting. Working draft to be submitted to members by e-mail for comment and review, pending next meeting.
- iv. Motion: None.

F. 6.D Historic Paint Palette List

- i. Action Item
- ii. Attachments: Listing on spread sheet prepared by Kristi
- iii. Presenter: Jessica and Kristi
- iii. Discussion: List and spread sheet approved of by all commission members, Joe offering to put into more user friendly format. Kristi thanked for her extra effort on this project.
- iv. Motion: To approve historic color palette, with reformatting.
 1. By: Patti
 2. 2nd: Mary
 3. Result: Approved

G. 6 F Resurvey Proposal

- i. Action Item
- ii. Attachment: Proposal in agenda packet.
- iii. Presenter: Jessica
- iv. Discussion: Only one proposal received from Heritage Research Ltd. Proposal was within budget (grant) and references were good for work done for Neenah. Only one hard copy set of photos deemed adequate and contract to be reviewed for inclusion of all items contemplated by commission within bid limit.
- v. Motion: To approve the bid and request formal contract for resurvey.
 1. By: Chris
 2. 2nd: Kriti
 3. Result: Approved.

H. 6 G Change of Meeting Time

- i. Action Item
- ii. Attachment: None
- iii. Presenter: Jason
- iv. Discussion: Regular meeting time of 4:00 pm inconvenient for several commission members given work and child rearing responsibilities. Alternatives discussed: morning meetings, lunch meetings, later afternoon meetings.
- v. Motion: To change regular meeting time to 4:30 pm

1. By: Jason
2. 2nd: Kristi
3. Result: Approved

7. ADJOURNMENT

- a. TIME: 5:40 pm
- b. MOTION
 - i. BY: Jason
 - ii. 2ND: Kristi
 - iii. Result: Approved

DRAFT