

A QUORUM OF THE ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, PARK BOARD, 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, 3rd Floor City Hall, 140 Main Street
August 13, 2008

4:00 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A. -

2. ROLL CALL/EXCUSED ABSENCES

A. -

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the July 8, 2008 Landmarks Commission meeting

[Attachments](#)

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. -

5. DISCUSSION

A. Committee Discussion Regarding Grant/Loan Payout Policy

B. Committee Discussion Regarding Status of 230 Main Street

C. Name Identification on Minutes

6. ACTION ITEMS

A. Consideration of Work Program/Action Plan and Budget

B. Consideration of Certificate of Appropriateness Form

[Attachments](#)

C. Consideration of Required Application Materials for Demolition

[Attachments](#)

D. Consideration of Historic Paint Palette

E. Facade Alteration Review - 226 Main Street - Otter Creek

[Attachments](#)

7. ADJOURNMENT

A. -

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
DATE: July 9, 2008

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:07 pm
- b. CHAIR: Patti

2. ROLL

a. LANDMARKS MEMBERS

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

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Hon. Don Merkes, Mayor

3. MINUTES

- a. Date(s) of meeting minutes: May 28, 2008
- 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

None

5. SUBSTANTIVE AGENDA ITEMS

- A. A. Committee update on Grant Status
 - i. Discussion Item
 - ii. Attachments: None
 - iii. Presenter: Jessica
 - iii. Discussion: work description now headed to city council for approval of letting bids for work; Bid review/interviews to be on in August to keep on 9/1/08 deadline; Bids to be distributed to members immediately upon receipt; Hope to put bid selection as action item on August agenda, may require later meeting.

- B. A. Election of Commission Chair
 - i. Action Item
 - ii. Attachments: None.
 - iii. Presenter: Jessica
 - iii. Discussion: Patti commended for her interim work as chair; Discussion as to lack of capacity of members present to take on responsibility; Qualifications of absent members for position reviewed
 - iv. Motion: Elect Joe Weidert as Commission Chair
 - 1. By: Mary
 - 2. 2nd: Patti
 - 3. Result: Approved

- C. B. Review of Sign Guidelines
 - i. Action Item
 - ii. Attachments: None
 - iii. Presenter: Jessica
 - iii. Discussion: Sign guidelines not included for final review in packet, therefore action deferred on this item to next meeting.

- D. C. Addition of Historic Sign Ordinance to Landmarks Ordinance and approval of Landmarks Ordinance
 - iv. Action Item
 - v. Attachments: Proposed draft of Historic Sign provisions, incorporated into proposed ordinance.
 - iii. Presenter: Jessica

- vi. Discussion: Limited number of signs within current district; Length of time sign in existence (Is 40 years too long?); Alteration of sign as requiring Certificate of Appropriateness.
- vii. Motion: Resolved that the Landmarks Ordinance, with the changes approved at the May 28, 2008 meeting and the insertion of the words “or sign”, after the word “property” in the third line of section (j) (1) of the Landmarks Ordinance and including the historic sign provisions as presented to the Commission be presented to the City Council for adoption.
 1. By: Kristi
 2. 2nd: Chris
 3. Result: Approved

6. ADJOURNMENT

- a. TIME: 4:45 pm
- b. MOTION
 - i. BY: Chris
 - ii. 2ND: Kristi
 - iii. Result: Approved

ITEMS TO INCLUDE/CONSIDER FOR NEXT AGENDA: Forms, including Certificate of Appropriateness; Historic Trust Color Samples; Budget for Commission; Sign guidelines.

**CERTIFICATE OF APPROPRIATENESS
LANDMARKS COMMISSION
CITY OF MENASHA**

The Landmarks Commission of the City of Menasha, Wisconsin hereby certifies that the applicant _____, owner or tenant of the property located at _____, Menasha, Wisconsin has complied with the Landmarks Commission rules and regulations with regard to the following planned improvement/change:

Said improvement/change is hereby certified as appropriate.

This Certificate of Appropriateness is conditioned on the planned improvement/change being performed substantially in conformance with the plans, drawings, maps, bids and other documents and information supplied by the applicant. It is further conditioned on the applicant's full compliance with all other applicable city, county and state laws, codes, rules, and ordinances. This certification expires one year from the date of issuance. In the event the applicant fails to comply with any of these conditions, the Certificate of Appropriateness may be revoked by the Landmarks Commission.

Dated this ___ day of _____, _____

Landmarks Commission

By: _____
Chairman or Secretary

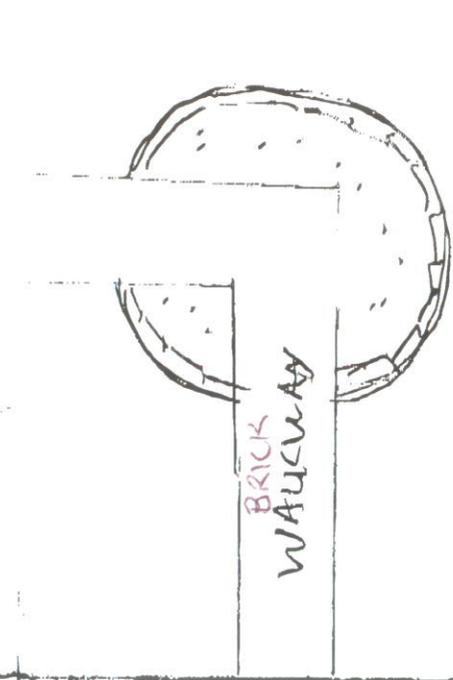
Additional Application Materials for Demolition of a Historic Building
(when the building is in a deteriorated condition)

1. Provide the following information with your application for exterior alteration:
 - ❖ Description of proposal
 - ❖ Photos of exterior
 - ❖ If the building is in a deteriorated condition, provide evidence (photos, building inspection report(s), architect/engineer opinions, etc) that the structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore.
 - ❖ Explanation of why demolition would not be detrimental to the public interest and contrary to the general welfare of the people of the City and the state.
 - ❖ Explanation of why the building cannot be reproduced.

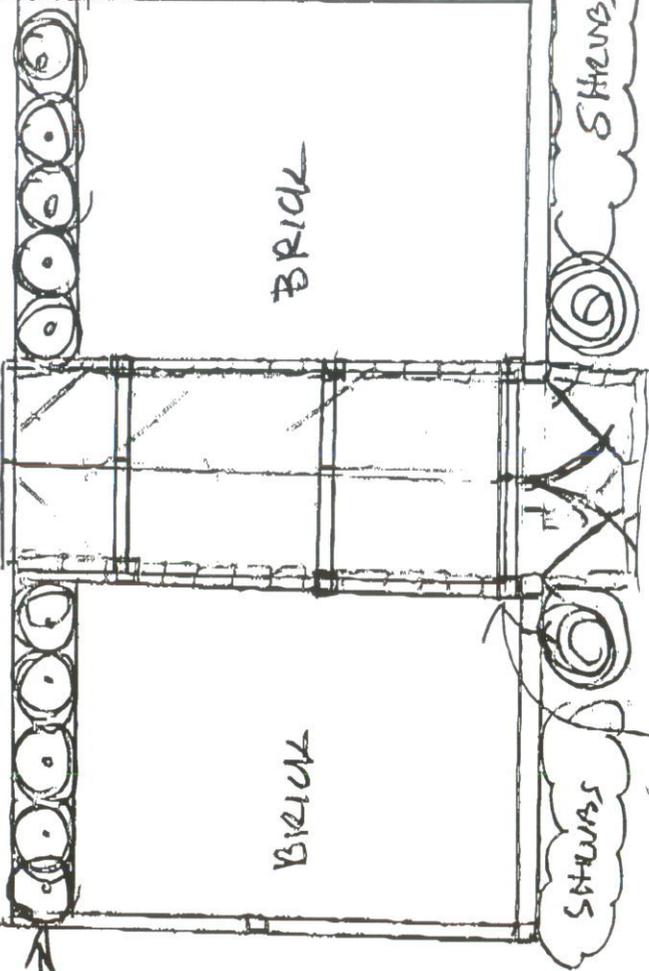
GREEN HOUSE

226 MAIN ST

← 40' →



BRICK WALKWAY

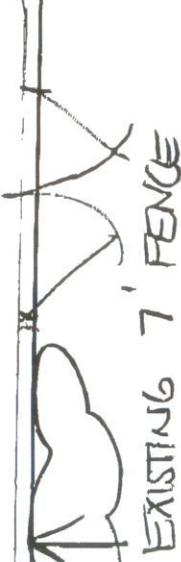


BRICK

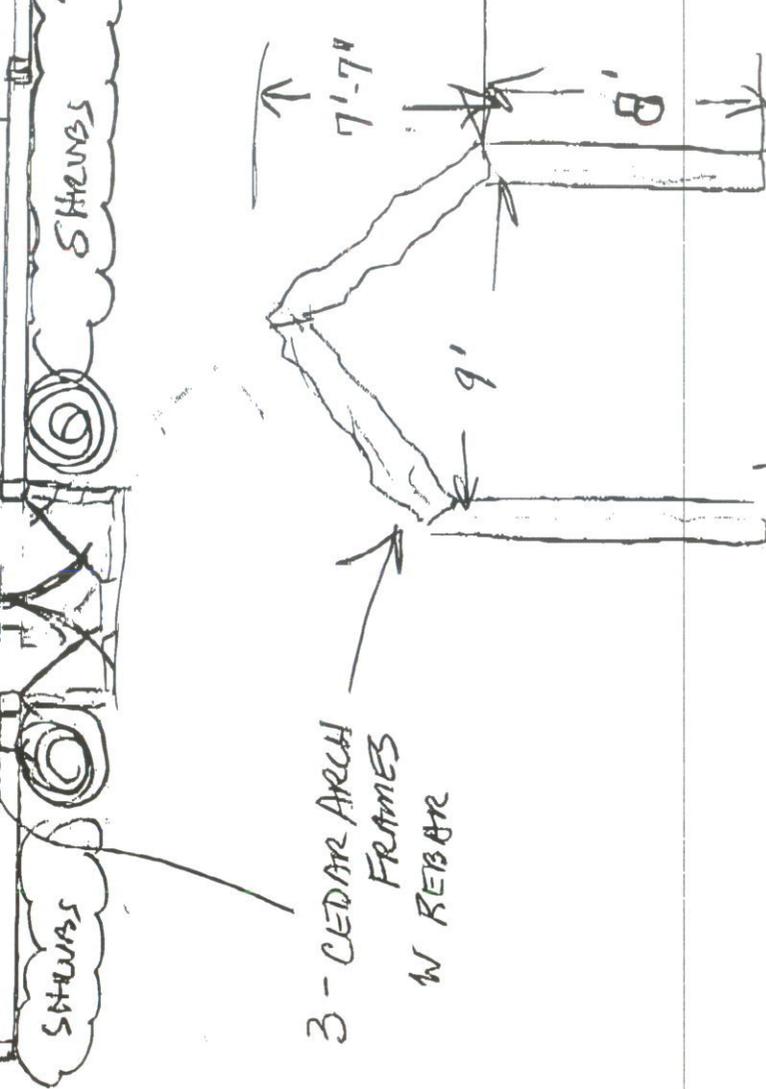
BRICK

Boxwood Hedge

↑ 2'9" ↓



EXISTING 7' FENCE



3 - CEDAR ARCH FRAMES W REBAR

7'-7"

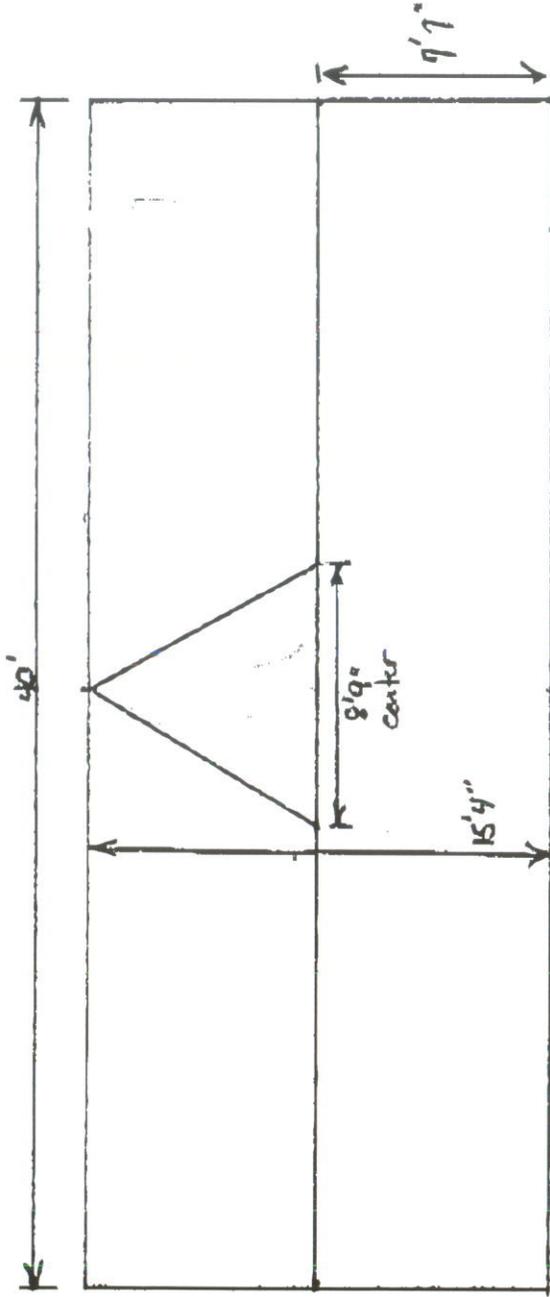
9'

8'

OTTER CREEK
226 MAIN

For Mike - 2 pages, - Paul

226 main



Measurements are to top of concrete base.

1