

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 25, 2009

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the August 12, 2009 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. ACTION ITEMS

1. [Facade Improvement Plan Approval – 230 Main Street](#)

F. DISCUSSION

1. [Meeting Protocol](#)
 - Attendance
 - Special Meetings
 - Application Deadlines

2. [Maintenance Requirements for Historic Buildings](#)

G. 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

H. ADJOURNMENT

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
140 Main Street, Menasha**

DRAFT

August 12, 2009

Minutes

A. CALL TO ORDER

The meeting was called to order by Chairman Joe Weidert at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

Present: Joe Weidert, Mary Nebel, Ald. Mike Taylor, Charlie Cross, Patty Rudolph, Bernie Zimmerman, Kristi Lynch.

Others present: Mayor Don Merkes, CDD Greg Keil, Eric Brenn, Bob Ramsey, Traci Schnell

C. MINUTES TO APPROVE

1. Minutes of the July 23, 2009 Landmarks Commission Meeting

Motion by Mary Nebel, Seconded by Bernie Zimmerman, to approve the minutes of the August 12, 2009 Landmarks Commission meeting.

Motion carried.

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

Mary Nebel-713 First Street. Mary suggested adding the business name as well as an address when referring to specific building on the Landmarks Commission agenda.

E. ACTION ITEMS

1. Outdoor Food and Alcohol Beverage Service – 204 Main Street – Menasha Grill

Charlie Cross explained proposed modifications to the outdoor seating area plan, including the elimination of the fencing east of the entryway, and elevating the fencing on painted concrete blocks. He stated that the current arrangement is temporary and that he will be working on a permanent outdoor seating area.

Commissioners discussed the variation in types of fencing, the varying heights and the use of the concrete pedestals to elevate the fencing.

Motion by Mary Nebel, seconded by Bernie Zimmerman making the finding that the fencing, as it stands, does not meet the requirements of the Landmarks Commission.

Motion carried with Charlie Cross abstaining.

Motion by Bernie Zimmerman, seconded by Patty Rudolph, to allow the existing fencing/outdoor seating area to remain until September 30, 2009.

Motion carried with Charlie Cross abstaining.

2. Adoption of Menasha Landmarks Commission 2009 Work Plan

Chairman Joe Weidert reviewed the three 2009 Work Plan Goals that were derived from commissioner priorities. These include:

- Create a tracking process for all grants and loans distributed by the Landmarks Commission.
- Develop options and ideas for the utilization of the most recent historical survey.
- Develop a Landmarks Commission information packet for all Historic District property owners and renters.

Commissioners acknowledged the goals and assignment of individual commissioner task assignments.

F. DISCUSSION

1. Presentation of Historic Survey Results – Traci Schnell – Heritage Research LTD

Traci Schnell gave an overview of the content of the Historic Survey Report. She urged commissioners to read the methodology for conducting the survey prior to reading the body of the report so as to better understand the survey process and eligibility requirements.

Commissioner's discussed the removal of the Smith Park Historic District from the areas recommended for designation. Ms. Schnell explained that the once- proposed district does not meet the eligibility requirements more recently established by the National Park Service. Commissioners also suggested changes to the report cover. Commissioners are to forward any comments they have to Greg Keil by August 26.

2. Establishment of Guidelines for Outdoor Food and Beverage Service for the Upper Main Street Historic District

This item was held.

3. Façade Improvement Concepts – 230 Main Street

Eric Brenn from the McClone Insurance Group presented a letter stating their intent to renovate 230-232 Main Street. Bob Ramsey from Architectural Renovators LLC presented a conceptual plan of the building modifications.

Commissioners discussed the type of windows and garage doors, the use of brick and secondary materials in the facades, the type of roofing and the front and rear entryways. Architectural Renovator's is to prepare working drawings for presentation to the Landmarks Commission. Commissioners agreed to schedule a special meeting for Tuesday, August 25 to consider the proposed improvements to 230-232 Main Street.

4. Façade Improvement Concepts – 186 Main Street

Bob Ramsey stated the intention was to clean the brick and restore/paint the turrets on the parapet wall. The cleaning solutions /methods were reviewed with the architectural historian from the State Historical Society, and were met with his approval. A plan for renovating the front and rear elevations will be brought forward at a future Landmarks Commission meeting.

5. Meeting Protocol

- Attendance
- Special Meetings
- Application Deadlines

This item was held.

G. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person

No one spoke.

H. ADJOURNMENT

Motion by Bernie Zimmerman, seconded by Kristi Lynch to adjourn at 6:28 PM

The motion carried.

Respectfully submitted by
Greg Keil, Community Development Director

230 & 232 MAIN ST.

EXISTING BRICK
(BOTH SIDES)
ENTRANCE LIGHTING (2)

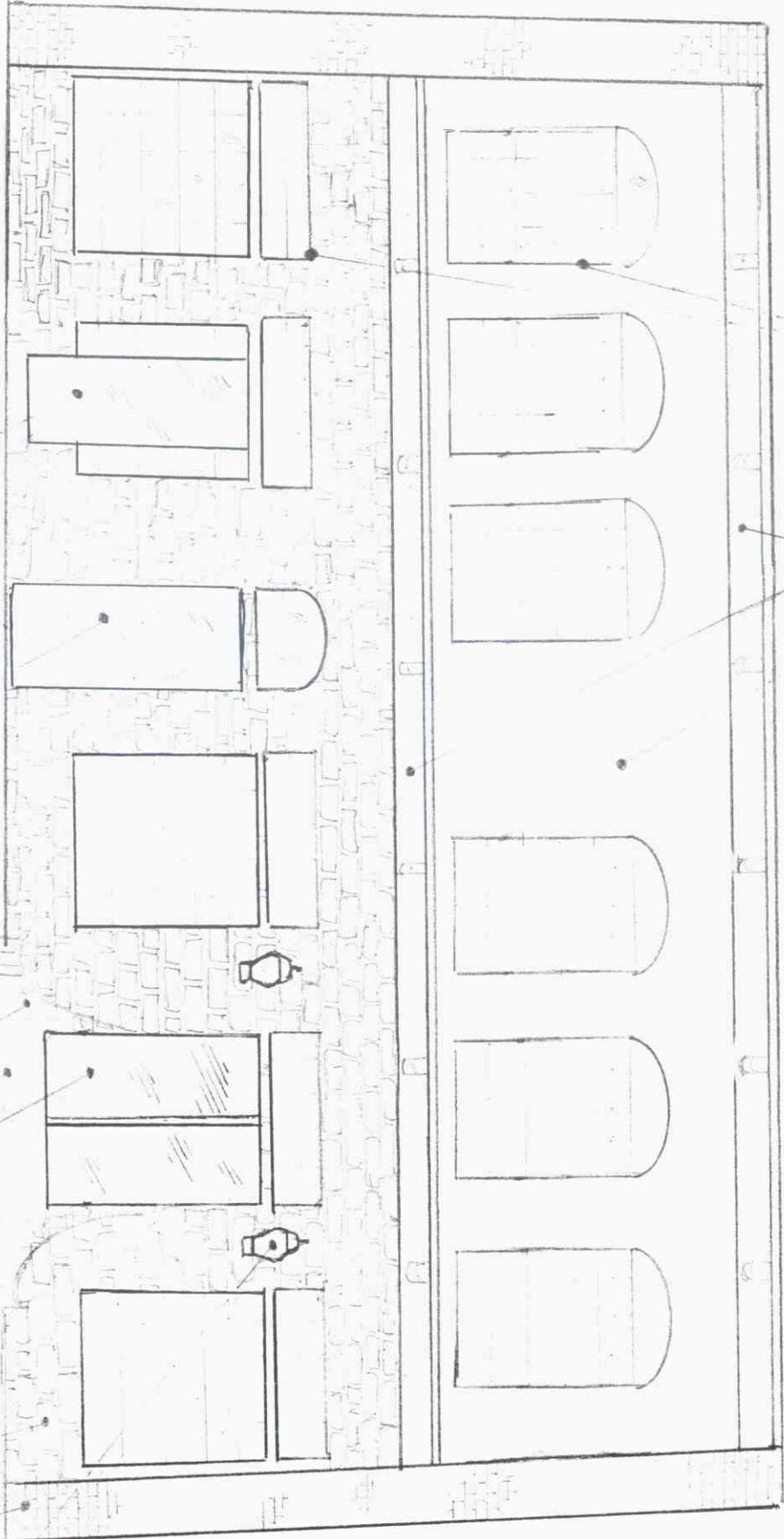
LIGHT GRAY STONE

CURVED RAILINGS

WHEELCHAIR RAMP
MAIN ENTRANCE

UPSTAIRS ENTRANCE

SECONDARY ENTRANCE (GROUND)

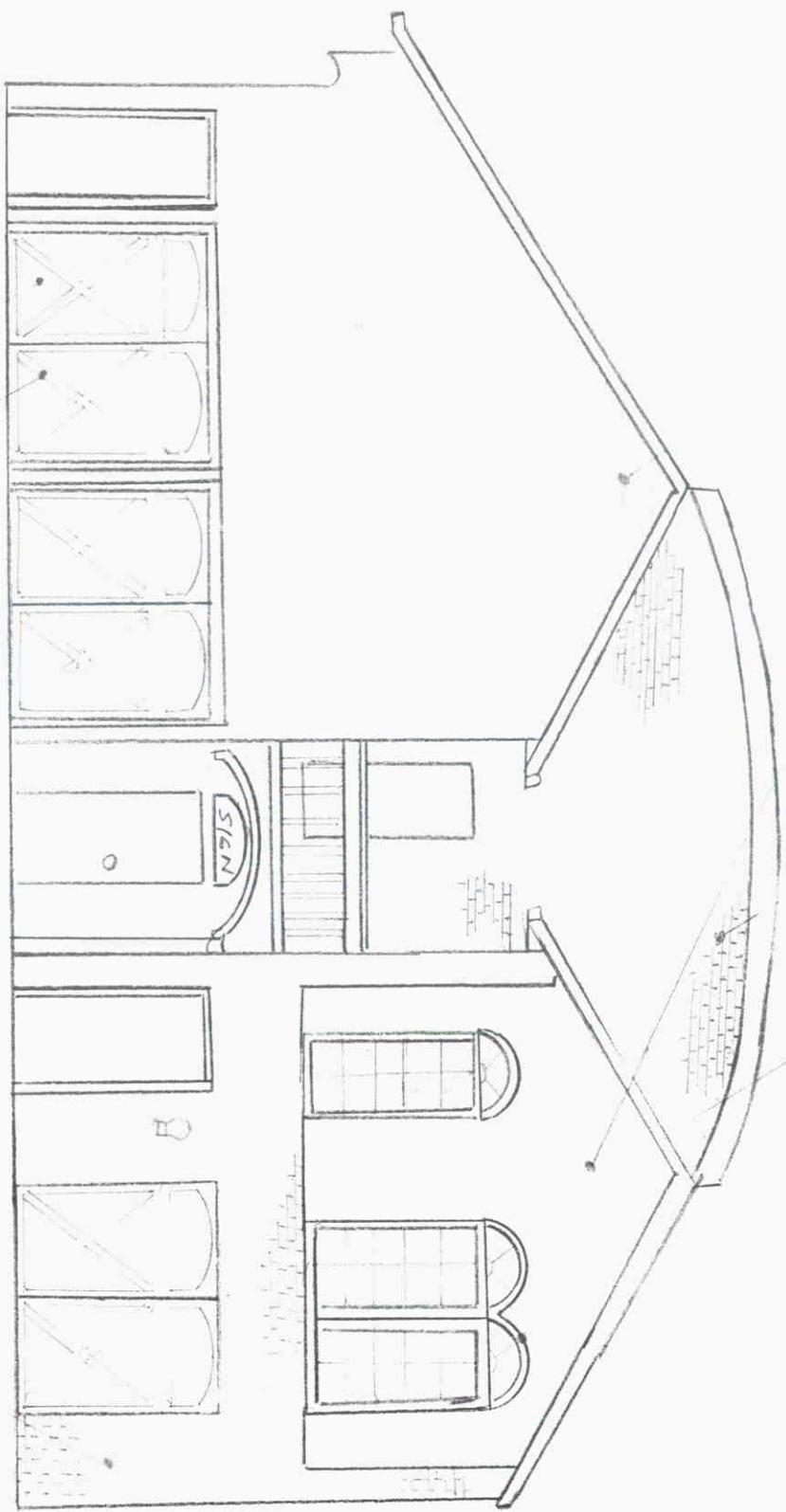


DARK BROWN ALUM. TRIM - ALL WINDOWS & DOORS
WOOD PAINED "DARK GRANITE" + 26D-6
- LYNDHURST BEIGE (APPROVED COLOR)

HARDY - PLANIK
LINCOLN COTTAGE GREEN

EXISTING BRICK

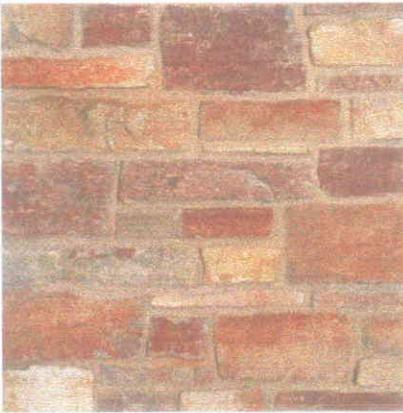
TRIM - CREAM



CREAM BRICK (REPLACING) -

CHURCHILL HOTEL LACE (CREAM)

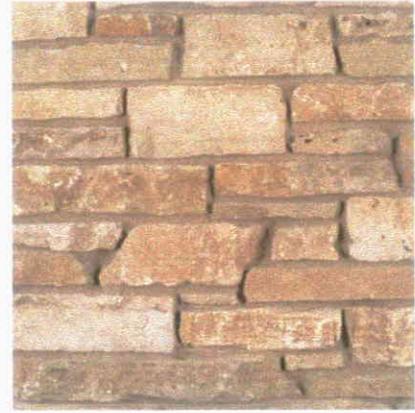
LINCOLN COTTAGE GREEN



Chilton Sedona Rustic / Buff Mortar



Chilton Rustic / Buff Mortar



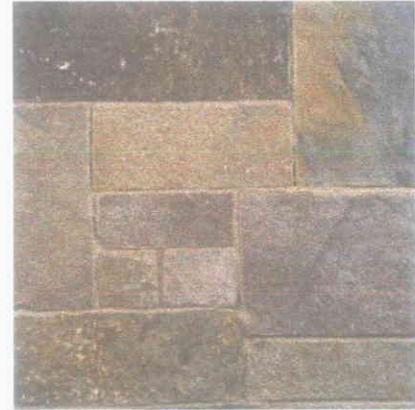
Fond du Lac Rustic / Buff Mortar



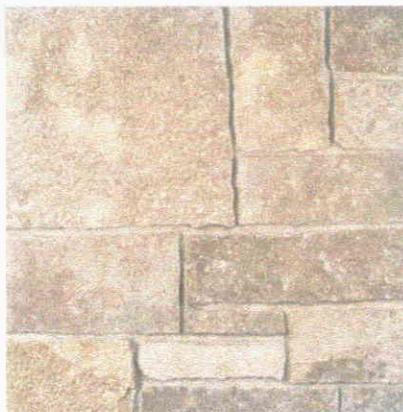
Full Color Castle Rock



Full Color Country Castle Rock



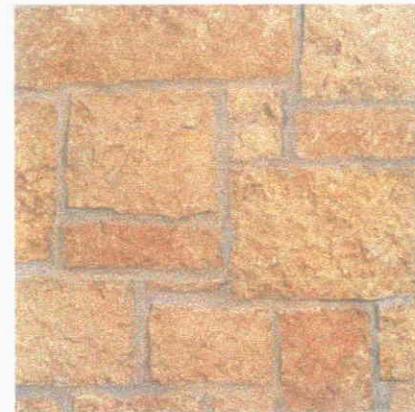
Buff Gray Castle Rock



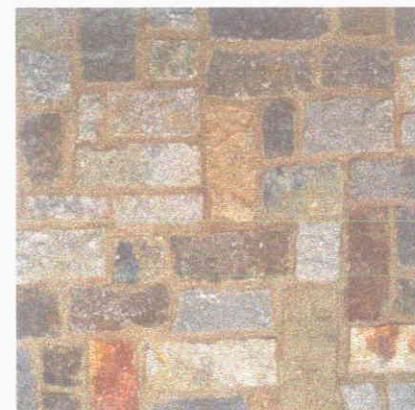
Fond du Lac Castle Rock



Fond du Lac Country Castle Rock



Mill Creek Castle Rock



English Tudor / Buff Mortar

*statement
range of choices*

types

7-17-09

To be placed on next agenda-submitted by Mary Nebel

Draft for adoption:

1. Commission member Attendance:

Commission members are required to inform the authorized party within 48 hours whether they are unable to attend a scheduled meeting. If a quorum is not reached, Commission members will be notified within 24 hours of the scheduled meeting. No notification of non-attendance would qualify as an unexcused absence.

2. Special Meetings:

A special meeting may only be called and held for emergency reasons and should be of an urgent nature where business conducted would constitute a need for approval. We ask that businesses, organizations, and individuals think and plan ahead, have all appropriate and pertinent material to submit to the Commission so that the Commission members are able to make an informed decision requiring any action necessary. The calling of the meeting must state: 1. Who is calling the meeting 2. Time, date and location of the meeting 3. The nature of the business 4. Reason for the urgency

3. Place on the agenda a line item for unexcused members

4. Application deadline:

Consider a cut-off date for approval of Outdoor Food and beverage Permits that fall within Landmarks jurisdiction to be May 31st of the year applying and set-up to commence Memorial Day weekend or later This would facilitate any approvals that need to be granted, any quorums that can't be held because of summer vacations, etc.

(l) **PENALTIES.**

- (1) Any person who alters, or constructs a building or structure in violation of this chapter shall be required to restore the building or structure and its site to its appearance prior to the violation. Such restoration shall be completed within such time frame as set by the Landmarks Commission using materials, building design and construction methods approved by said Commission. Failure to complete the restoration in conformance with the requirements of the Landmarks Commission shall constitute a violation of this ordinance. Violations shall be subject to the penalties listed in Section 13-1-135 of the Menasha Code of Ordinances. Each day the violation continues shall constitute a separate offense.
- (2) Any person who demolishes a building or structure in violation of Section (h) shall forfeit a sum equal to fifty percent (50%) of the value of the building or structure, should the Landmarks Commission and Common Council make a finding after a hearing that the demolished structure had major historical significance. The value shall be determined by using the assessed value from the previous year's property tax assessment as equalized by the Wisconsin Department of Revenue.
- (3) The Community Development or his/her designee, with the advice and consent of the City Attorney, is authorized to issue a citation or to institute any formal proceeding to enjoin, correct, or abate any violation of this chapter.

(m) **MAINTENANCE OF HISTORIC STRUCTURES, HISTORIC SITES, AND HISTORIC DISTRICTS.** Every person in charge of an improvement or structure in a historic district shall keep in good repair all of the exterior portions and all interior portions thereof which, if not maintained, may cause or tend to cause the exterior portions of such improvement or structure to fall into a state of disrepair. This provision shall be in addition to all other provisions of law requiring such improvement to be kept in good repair.

(n) **CONDITIONS DANGEROUS TO LIFE, HEALTH, OR PROPERTY.** Nothing contained in this Section shall prohibit the making of necessary construction, reconstruction alteration or demolition of any historic structure, any improvement on a historic site or in a historic district pursuant to order of any governmental agency or pursuant to any court judgment, for the purpose of remedying emergency conditions as determined by the Community Development Director to be dangerous to life, health, or property. In such cases, no approval from the Landmarks Commission shall be necessary.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 4th day of August, 2008.


Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk