

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 12, 2009

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the July 23, 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. [Outdoor Food and Alcohol Beverage Service – 204 Main Street – Menasha Grill](#)
2. [Adoption of Menasha Landmarks Commission 2009 Work Plan](#)

F. DISCUSSION

1. Presentation of Historic Survey Results – Traci Schnell – Heritage Research LTD
2. Establishment of Guidelines for Outdoor Food and Beverage Service for the Upper Main Street Historic District
3. Façade Improvement Concepts – 230 Main Street
4. Façade Improvement Concepts – 186 Main Street
5. [Meeting Protocol](#)
 - Attendance
 - Special Meetings
 - Application Deadlines

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

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, City Hall – 140 Main Street
July 23, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:40 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Patty Rudolph, Joe Weidert, Charlie Cross, Bernie Zimmerman

LANDMARKS MEMBERS EXCUSED: Mary Nebel, Ald. Mike Taylor, Kristi Lynch

OTHERS PRESENT: CDD Keil, Mike Prokash

C. MINTUES TO APPROVE

1. **Minutes of the July 8 2009 Landmarks Commission Meeting**

Moved by Comm. Rudolph, seconded by Comm. Zimmerman to approve the minutes of the July 8, 2009 Landmarks Commission meeting.

Motion carried.

D. PUBLIC COMMENT ON ANY ITME OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS REPSONSIBILITIES OF THE LANDMARKS COMMISSION

1. No one spoke.

E. ACTION ITEMS

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

Chairman Joe Weidert spoke on the need to establish guidelines in order to protect the character of the Upper Main Street Historic District and to protect the investment existing businesses have made in their property. The guidelines will be developed with commissioner input over the next several meetings. It is the intention of the Landmarks Commission to focus on aesthetic considerations as the Common Council controls the functional aspects of the outdoor seating areas through its permitting process.

This item is to be held over.

2. **Outdoor Food and Alcoholic Beverage Service – 204 Main Street – Menasha Grill**

Chairman Joe Weidert suggested that the owner bring back a revised plan for the seating area. The concerns regarding the existing plan include the height of the railing, the use of different styles of fencing, the appearance of the blocks used to elevate the fencing, the clearance between the existing fence, awning and the street, and the need for a description of the tables and seating to be used.

This item was held.

3. **Outdoor Food and Alcoholic Beverage Service – 200 Main Street – Franky's**

Mike Prokash provided images of the fencing and furnishings he is proposing to use in the outdoor seating area. Commissioners discussed the appearance of the proposed materials and the method of attaching the fencing to the sidewalk. They also discussed the relationship of the Landmarks Commission action relative to the outdoor service permit application/approval process through the Common Council.

Moved by Comm. Zimmerman, seconded by Comm. Cross to approve a 6 foot by 24 foot outdoor seating area with a 48 inch high black, cathedral style fence and with tables and chairs as depicted on the images that were presented. That portion of the outdoor seating extending onto the public sidewalk is to be subject to the approval of the Director of Public Works.

Motion carried.

F. DISCUSSION

1. Meeting Protocol

This item was held.

G. 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.

H. ADJOURNMENT

Moved by Comm. Rudolph, seconded by Comm. Zimmerman to adjourn at 5:22 PM.

Motion carried



Memorandum

To: Common Council
From: Greg Keil, CDD
Date: June 29, 2009
RE: Outdoor Food and Alcoholic Beverage Service—204 Main Street—Menasha Grill

The outdoor seating area as proposed in the application is located on private property, immediately adjacent to the public sidewalk. The enclosure as shown on the attached photographs is approximately 5 feet wide and 35 feet long including the entryway. The enclosure as shown does not meet the height requirement of 42 inches; however, the owner is having pedestals fabricated to increase the height to that dimension. The sandwich board signage and the awning support shown in the photographs will need to be relocated in order to maintain the required 5 foot minimum clear space for pedestrian traffic.

City of Menasha
Application for Outdoor Extension of Retail "Class B", Class "B"
And/or "Class C" License

Date: 6-11-09

Name: Charlie J Cross
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation of LLC, list names and addresses of all members

Address of premise 204 Main St.

Description of area for which this outdoor extension is being applied for
Front Side walk 36 ft. wide X 5 ft. out

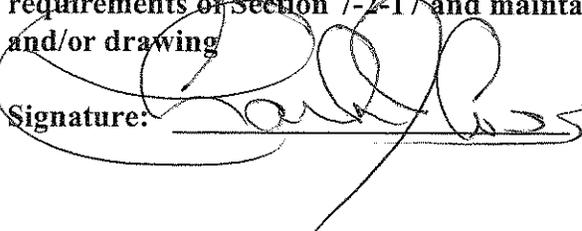
Trade Name: Menasha Grill LLC

Business Phone: 722 6873

Please attach the following:
 \$25 application fee
 Site plan/drawing of the outdoor area
 New Modified No Changes from original

All requirements of Section 7-2-17 of City of Menasha Municipal Code have been followed.
(copy of Section 7-2-17 attached).

I certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and maintained as shown on the attached site plan and/or drawing

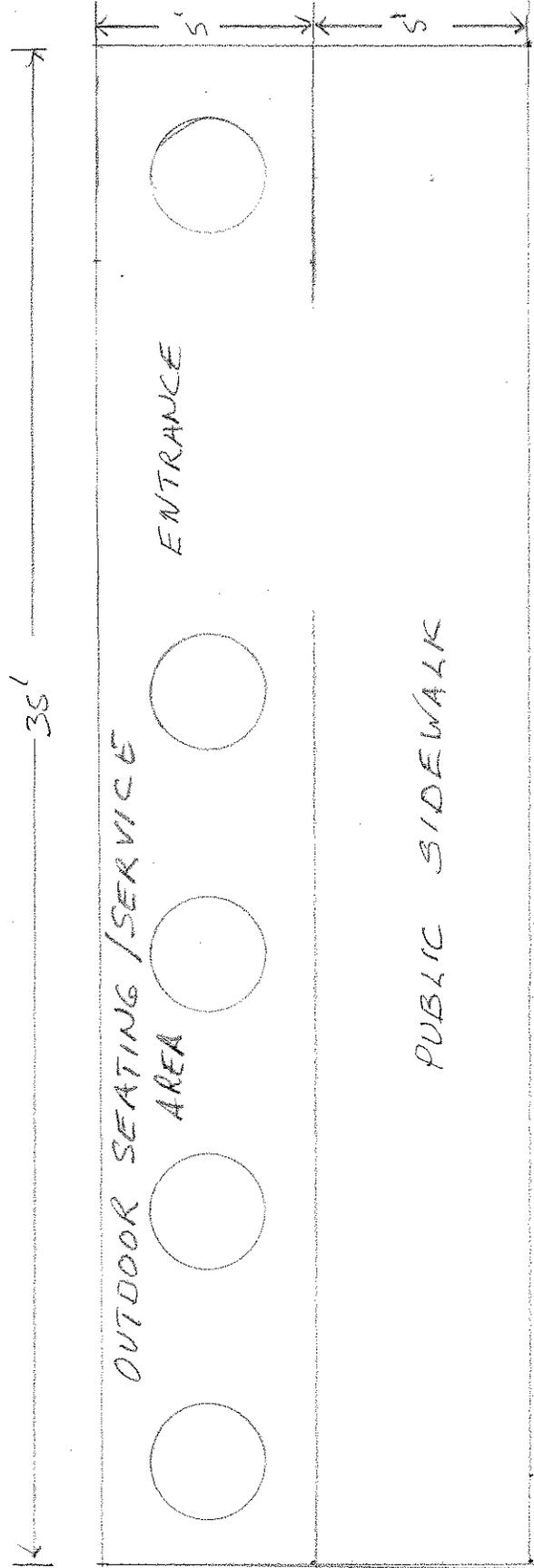
Signature:  Signature: _____

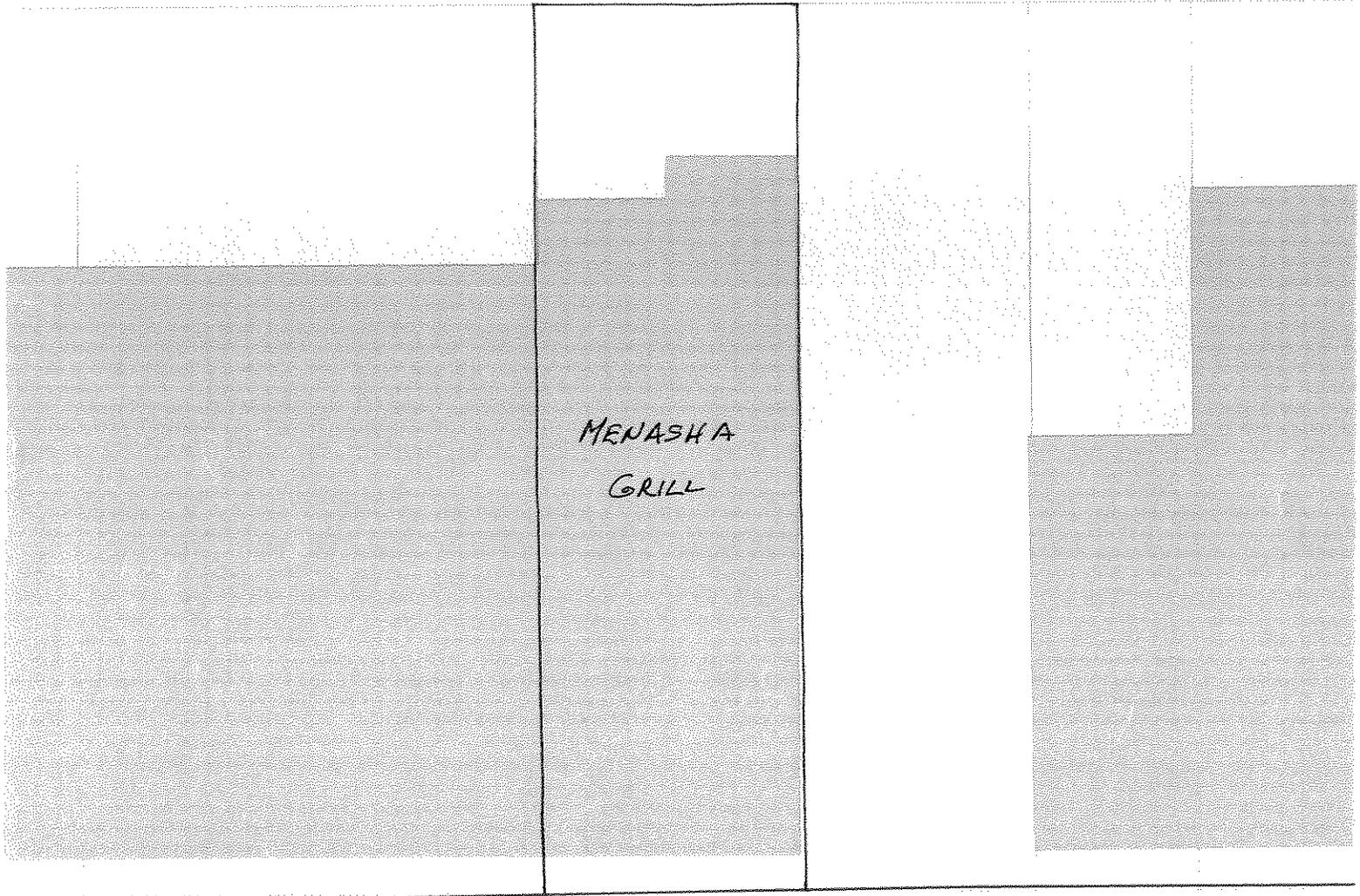
TO BE COMPLETED BY CLERK

Date Received: 6/11/09
Fee Paid: \$25.00
Inspections Completed: _____
Date to Council: _____



204 MAIN ST.





MENASHA
GRILL

PUBLIC SIDEWALK

Menasha Landmarks Commission 2009 Work Plan

1. Create a tracking process for all grants and loans distributed by the Landmarks Commission.

Committee: Mary Nebel, Patti Rudolph

Deadline: December meeting

2. Develop options and ideas for the utilization of our most recent historical survey.

Committee: Kristi Lynch, Bernie Zimmerman

Deadline: December meeting

3. Develop a Landmarks Commission information packet for all Historical District property owners and renters.

Committee: Joe Weidert, Mike Taylor

Deadline: December meeting

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.

5. Recommendation back to the City Council per direction of July 6, 2009 Council Meeting, Action Item Outdoor Alcoholic Beverage Permit for 204 Main Street, Menasha Grill

- ❖ It is the recommendation of the Landmarks Commission that this action item have the business listed above follow the procedure set forth in Section 7-2-17 of the Menasha Municipal Code.
- ❖ It is the recommendation of the Landmarks Commission to inform you that they have the ultimate jurisdiction to determine the appropriateness of appearance and esthetic value of any alteration to the exterior premise that causes a physical change in a designated historic district (Community Development: Landmarks Commission: Historic Structures).

Jurisdiction on the items also falls under Menasha Municipal Code:

Sec. 2-4-8 (c)(1)

Sec. 2-4-8 (j)

Sec. 2-4-8 (j)3

Sec. 2-4-8 (j)(4)9