

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
August 25, 2009
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: Patti Rudolph, Ald. Mike Taylor, Kristi Lynch, Mary Nebel

LANDMARKS MEMBERS EXCUSED: Bernie Zimmerman

LANDMARKS MEMBERS ABSENT: Charlie Cross

OTHERS PRESENT: CDD Keil, Bob Ramsey, Eric Brenn and James Taylor

C. MINTUES TO APPROVE

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

Moved by Ald. Mike Taylor, seconded by Comm. Lynch 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 REPSONSIBILITIES OF THE LANDMARKS COMMISSION

1. James Taylor commented on the history and role of the Landmarks Commission and spoke about various historical attributes of Menasha's downtown.

E. ACTION ITEMS

1. **Façade Improvement Plan Approval – 230 Main Street**

Bob Ramsey presented the proposed façade improvements for the rear of 230 Main Street.

Commissioners discussed:

- cleaning/staining of the brick.
- type of secondary facade materials
- types of materials to be used on the decks and railings
- garage door style, shape, form and window inserts
- the size and location of window and door openings
- size and access to the commercial and residential space

Colors to be used are Lincoln Cottage Lattice Green for the trim and Churchill Hotel Lace for the cement board plank siding. Commissioners preferred composite material for the decks floors and metal railings. And an arched carriage-style garage door. Bob Ramsey is to bring back final reference drawings.

James Taylor commented on the possible extension of the sidewalk and the relationship of public/private space.

Bob Ramsey reviewed existing and historic photos of the front façade and discussed a number of challenges with renovation. He stated the intent was to achieve a look of period architecture using brick and stone.

Commissioners discussed:

- the use of brick vs. stone as the primary façade material
- possibilities for matching the existing brick
- the size and location of door and window openings

- the need for larger windows for retail displays
- access to the second floor
- types of roofing material
- ceiling height

F. DISCUSSION

1. Meeting Protocol

Outdoor seating area applications due by March. Commissioners felt this may be too restrictive. It was suggested that building and business owners be contacted in March to find out if they have any plans for outdoor seating areas.

Quorum – Commissioners are to contact Community Development at least 48 hours prior to the meeting if they are unable to attend.

Special meetings – Are to be called if there is an urgent need for action.

Complete Applications – Materials to be presented by applicants should be complete and in sufficient detail to enable thorough review by the Commission.

Applications Deadlines – Applications should be received in a timely manner to provide sufficient review time by commissioners.

2. Maintenance Requirements for Historic Buildings

CDD Keil reviewed the requirements of the Landmarks Commission Ordinance and the city's other code requirements related to building maintenance.

G. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION

1. James Taylor discussed the importance of the Landmarks Commission maintaining good relations with businesses, being able to share the vision of the commission in a positive manner, provide drawings or other visuals to encourage the use of proper design and materials.

H. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Rudolph to adjourn at 6:26 PM.

Motion carried

Respectfully submitted by
Greg Keil, Community Development Director