

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**

February 10, 2010

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 13, 2010 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. None

F. DISCUSSION

1. Joe DeRose – State Historical Society
 - Façade Alteration Review Procedures
 - Setting Priorities/Establishing an Annual Work Plan
 - Maintenance of Historic Structures
2. Landmarks Commission Guidebook Development
3. Façade Improvement Program Grant/Loan Balance

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

Five (5) minute time limit for each person

H. ADJOURNMENT

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
January 13, 2010
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Joe Weidert, Mary Nebel, Kristi Lynch, Charlie Cross, Bernie Zimmerman, Patti Rudolph and Alderman Mike Taylor

LANDMARKS MEMBERS EXCUSED: None

OTHERS PRESENT: CDD Keil, Bob Ramsey, Eric Brem, Latresa Watton, Dan Lawrenz

C. MINTUES TO APPROVE

1. **Minutes of the November 11, 2009 Landmarks Commission Meeting**

Moved by Alderman Taylor, seconded by Bernie Zimmerman to approve the minutes of the November 11, 2009 Landmarks Commission meeting.

The motion carried.

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

1. Dan Lawrenz objected to the signage that was installed in the transom area at Tresa's not being considered window signage, and therefore exempt from sign permit requirements.

E. ACTION ITEMS

1. **Signage Proposal – 7 Main Street – Tresa's**

Greg Keil stated that the propose signage installed on a wooden panel in the transom area met all requirements of the city's sign ordinance.

Moved by Patti Rudolph, seconded by Ald. Taylor to approve the signage proposal at 7 Main Street – Tresa's.

The motion carried.

2. **Proposed Revision to Front Façade – 230 Main Street**

Bob Ramsey stated that due to structural considerations the configuration of the entryway at the front façade of 230 Main Street needed to be altered per the drawings provided.

Moved by Kristi Lynch, seconded by Charlie Cross to approve the proposed revision to the front façade at 230 Main Street.

The motion carried.

F. Discussion Items

1. **Landmarks Commission Guidebook Development**

Joe Weidert stated that he was nearing completion of the Landmarks Commission guidebook. It will be in a 9"x12" format, and contain a pocket folder with the ability to insert relevant materials.

2. **Project Tracking**

Patti Rudolph stated she would try to get back to work on this project.

3. **Maintenance of Historic Structures**

Commissioners discuss the current Landmarks Commission ordinance language and how the Building Inspectors and/or Fire Department Inspectors may be engaged in property maintenance.

4. **Outdoor Seating Notice**

Joe Weidert stated that he will work on creating a reminder notice.

5. **Schedule Meeting with Joe DeRose to Discuss Project Review Procedures**

CDD Keil is to invite Joe DeRose from the State Historical Society to the next Landmarks Commission meeting.

6. **Schedule 2010 Landmarks Commission Work Plan Session**

Annual work planning will be among the discussion topics with Joe DeRose.

Copy of resurvey to Library and Historical Society

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

1. No one spoke

H. ADJOURNMENT

Moved by Mary Nebel, seconded by Ald. Taylor to adjourn at 5:20 PM.

The motion carried.