

CITY OF MENASHA
Landmarks Commission
1st Floor Conference Room, City Hall – 140 Main Street
November 10, 2010
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: Alderman Eric Hendricks, Commissioners Kristi Lynch, Mary Nebel, Tom Grade, Andrew Jennings and Joe Weidert

LANDMARKS MEMBERS EXCUSED: Commissioner Bernie Zimmerman

OTHERS PRESENT: CDD Keil, Matt Hodgins

C. MINTUES TO APPROVE

1. **Minutes of the October 13, 2010 Landmarks Commission Meeting**

Moved by Ald. Hendricks, seconded by Comm. Lynch to approve the minutes of the October 13, 2010 Landmarks Commission meeting.

The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Outdoor Alcohol Service – 56 Racine Street – Club Tavern**

CDD Keil stated that the owner has chosen not to pursue establishment of the outdoor service area at this time.

2. **Signage Consideration – 5 Main Street – Bits & Bytes**

Commissioners reviewed the proposed projecting sign as presented by business owner Matt Hodgins. The sign meets the requirements of the sign ordinance, however CDD Keil indicated that a Revocable Occupancy Permit will need to be obtained from the Public Works Department because the sign extends over the street right of way.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

CDD stated that he had obtained quotes from vendors for the plaque. It would be under \$400. Some adjustments will need to be made to the type font to fit with the 7" x 9" format. He is to work with Chairman Weidert to make the necessary adjustments.

2. **Landmarks Commission Guidebook Distribution**

Chairman Weidert stated that the guidebook is at the printer, and should be completed shortly. It was the consensus of the commissioner's that they would personally deliver a copy of the guidebook to businesses within the historic districts. CDD Keil is to prepare a distribution list for businesses in the historic districts.

3. **Façade Improvement Program Grant/Loan Balance**

The balance remains at approximately \$18,400.

Future Landmarks Commission Activities/Projects

Commissioners discussed preparations for conducting a contest for identifying historic buildings from architectural elements. The contest will be coordinated with downtown businesses and will

be conducted as part of Historic Preservation month activities in May of 2011.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Lynch, seconded by Comm. Jennings to adjourn at 5:09 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.