

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**

January 12, 2011

4:30 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the December 8, 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. COMMUNICATIONS

1. [WAHPC Membership](#)

F. ACTION ITEMS

1. None

G. DISCUSSION

1. Landmarks Commission Recognition/Awards
2. Landmarks Commission Guidebook Distribution
3. Façade Improvement Program Grant/Loan Balance
4. Future Landmarks Commission Activities/Projects
 - a. Game plan for the "Identifying Architectural Elements"

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

Five (5) minute time limit for each person

I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the
Community Development Department no later than the Monday prior to the meeting.*

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
December 8, 2010
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Nebel at 4:38 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Eric Hendricks, Commissioners Mary Nebel, Tom Grade and Bernie Zimmerman

LANDMARKS MEMBERS EXCUSED: Commissioners Kristi Lynch, Andrew Jennings and Joe Weidert

OTHERS PRESENT: CDD Keil and David Magruder

C. MINTUES TO APPROVE

1. **Minutes of the November 10, 2010 Landmarks Commission Meeting**

Noted that Bernie Zimmerman was excused from the November 10 meeting and should be listed as such in the minutes.

Moved by Ald. Hendricks, seconded by Comm. Grade to approve the minutes of the November 10, 2010 Landmarks Commission meeting with the correction noted above.

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. **Sidewalk Sign Proposal – 196 Main Street – David Magruder, CPA**

David Magruder reviewed his proposal for sandwich board signs to be placed near the front and rear entrance to 196 Main Street. The signs are 30" x 48" per panel with blur lettering on a white background. Comm. Nebel noted that the sign ordinance only permits one sandwich board sign per business. CDD Keil stated that one of the signs could be displayed as a temporary sign for not more than 30 days at a time, three times per year. The temporary sign would need to be located on private property.

Motion by Ald. Hendricks, seconded by Comm. Zimmerman to approve the application for a sandwich board sign at 196 Main Street. The motion carried.

G. DISCUSSION ITEMS

1. **Landmarks Commission Guidebook Distribution**

CDD Keil stated that he needed to work with Joe Weidert to assemble the inserts into the guidebook folders. He is to put together a distribution list for the January Landmarks Commission meeting.

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

The grant/loan balance remains at approximately \$18,400.

3. **Future Landmarks Commission Activities/Projects**

- Historic Building Identification Contest – Commissioners discussed putting the contest on the city's website. It is to be conducted as part of Historic Preservation Month activities in

May of 2011.

- Historic Preservation Recognition Plaque – CDD Keil reported that the vendor has prepared a near final mock-up of the plaque. The current version refers to the “Downtown Historic District” He asked commissioners whether it should be label as such, or by its official designation as the “Upper Main Street Historic District” It was the consensus of commissioners that it be referred to as the latter.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Hendricks, seconded by Comm. Grade to adjourn at 5:08 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

**Wisconsin Association of Historic Preservation Commissions
WAHPC, founded in 1985**

TO: Landmarks and Historic Preservation Commissions and HP supporters

RE: Update membership list and contacts

Contents: WAHPC *Landmarks Newsletter*, December 2010

Enclosed are copies of the Wisconsin Association of Historic Preservation Commissions (WAHPC) December *Landmarks Newsletter*. Please share them with your Commission members. The WAHPC Board is grateful for your volunteer efforts as you serve on your commission guiding your community to preserve and safeguard the history of Wisconsin's treasured past.

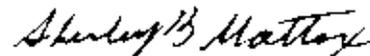
The WAHPC Board is updating its mailing list which changes annually as commission appointments occur. To complete our inventory and distribute the Newsletter to all members, we would appreciate the most recent listing of:

- Names of commissioners, officers, and staff;
- Addresses, and
- Emails.

This is also a good time to consider renewing your Commission's WAHPC membership for 2011. There is a small membership form on the top of page one for your convenience. Your membership benefits enable you to receive the newsletter, attend annual workshops at reduced fees, network with other commissions, receive helpful contact with WHS staff, and nominate projects for WAHPC historic preservation awards. The spring conference in Columbus will include speakers providing information and training with practical applications.

If you have any questions or suggestions, please contact any of our WAHPC Board members. We appreciate all of your accomplishments and struggles to preserve the built history of Wisconsin.

Sincerely,



Shirley Brabender Mattox
WAHPC, Vice president

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