

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
November 19, 2013  
MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Vice Chairman Taylor at 5:06 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners James Taylor, Kristi Lynch and Peg Docter.

LANDMARKS MEMBERS EXCUSED: Commissioners Tom Grade and Paul Brunette.

LANDMARKS MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Mayor Merkes, Brian Adesso, Abie Khatchadourian and Dave Elliot.

**C. MINUTES TO APPROVE**

1. **Minutes of the October 28, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Docter to approve the October 28, 2013 Landmarks Commission meeting minutes with noted change that meeting was called to order by Vice Chairman James Taylor.

The motion carried.

**D. 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.

**E. COMMUNICATIONS**

1. **Wisconsin Landmarks Newsletter – October 2013**

Comm. Taylor commented on the article dealing with "Lustron" homes and noted that one (since remodeled) is located at 712 Carver Lane.

**F. ACTION ITEMS**

1. **Application for Façade Improvement Grant – 64 Racine Street – 206 Club**

Information provided by representatives of the 206 Club had provided drawings and specifications for the storefront window. PP Homan stated that the original quote from Tri City Glass had been revised to add a window section that had been overlooked. The revised quote is for \$5,685.

Commissioners discussed the suitability of the windows for the front facade with the consensus being that the windows are compatible with the building.

Motion by Ald. Keehan, seconded by Comm. Lynch to approve the facade grant application in the amount of \$2,500. The motion carried.

**G. DISCUSSION ITEMS**

1. **Menasha High School Site and Building Plans**

Abie Khatchadourian, project architect, gave an overview of the approach that was taken to the design of the building additions and interior renovations with goals being to achieve harmony with the existing architecture and to respect the interior design.

Comm. Taylor commented on numerous aspects of the design and conservation/utilization of architectural details and the replication of design elements from the existing building in the building addition. Specific comments were addressed to the replication of the quoins on the building corners, limestone keys, lintels and copings.

Comm. Lynch commented on the National Park Service standards for historic buildings which discourage the replication of historic architecture in building additions.

Abie Khatchadourian described the design concepts that were employed to maintain the primacy of the original architectural design and to have the additions evoke a 21st century design that respects the original architecture. Dave Elliot commented on the participation of the school district's design team in the development of the project.

CDD Keil explained the process and timeline for review and consideration of the Special Use Permit Application by the Plan Commission and Common Council. Comm. Taylor requested a special Landmarks Commission meeting to obtain input from the commissioners who were not able to participate in this meeting. CDD Keil is to make inquiry with commissioners and attempt to arrange a meeting with the prospect to the Landmarks Commission making advisory comments to the other two bodies.

2. **Bridge Tower Museum Update**

PP Homan stated that nearly all of the elements necessary to reopen the museum were in place. She is to prepare a list of the actions that need to be taken prior to reopening for the next Landmarks Commission meeting.

3. **Broad Street Lot / Main Street Pedestrian Link**

Comm. Taylor expressed his desire to initiate planning for the project. Former/current design concepts are to be assembled and presented at the next Landmarks Commission meeting.

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

CDD Keil stated that he had reviewed the fund balance with the Finance Department, which ascertained that there was more in the account than was previously reported. There is a cash balance of about \$37,000 and loan receivables of about \$16,500.

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

The consensus was to work on the completion of the Bridge Tower Museum and work toward a plan for improving the Broad Street Parking Lot/Main Street pedestrian link.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Ald. Keehan, seconded by Comm. Lynch to adjourn at 6:15 PM.

The motion carried.

*Respectfully submitted by CDD Keil.*