

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
March 27, 2014  
MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Joy Cha from Lemon Loves Lime and Bill Banti via telephone.

**C. MINUTES TO APPROVE**

1. **Minutes of the February 6, 2014 Landmarks Commission Meeting**

Motion by Comm. Taylor, seconded by Ald. Keehan to approve the February 6, 2014 Landmarks Commission meeting minutes. 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. Stan Sevenich Letter- Commissioner's acknowledged Stan's commitment and financial contribution of \$100 to assist with the reopening of the Bridge Tower Museum.
2. Chris Everson Letter – Letter suggested incorporating the identification of historic structures along marathon routes. Comm. Brunette will refer the proposal to the Historical Society.

**F. ACTION ITEMS**

1. None

**G. DISCUSSION ITEMS**

1. **192 Main Street Façade Improvement Concept – Lemon Loves Lime**

Joy Cha presented a preliminary design for the Main Street facade of 192 Main Street. Commissioners discussed:

- Signage type and location
- Architectural details and proposed building materials
- Entryway configuration
- Color scheme

Commissioners expressed enthusiastic support for the proposed façade improvements. Ms. Cha stated she will bring back the final plans upon completion by their architect.

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

CDD Keil stated that he did not have an updated balance for the program. Information will be presented at the next Landmarks Commission meeting.

3. **2014 Historic Photo Contest**

PP Homan will follow up with Commissioner Docter regarding the press release and other details. Commissioner Lynch will email photos to Community Development staff.

4. **Bridge Tower Museum**

PP Homan has met with Public Works staff to discuss outstanding items. Most remaining items need to wait for warmer weather. A reopening ceremony is planned for 5:30 PM on May 14, and invitations are to be extended to other organizations, committees and the media. The Landmarks Commission is scheduled to meet at 4:30 PM on that same date at the Bridge Tower Museum.

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

PP Homan reported that an initial meeting had occurred with adjoining business owners. Staff will initiate further planning after activities related to the Bridge Tower Museum are complete.

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

1. No one spoke.

**I. ADJOURNMENT**

Motion by Comm. Lynch, seconded by Comm. Brunette to adjourn at 5:30 PM. The motion carried.

*Respectfully submitted by CDD Keil.*