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

## Wednesday, April 15, 2009

## 4:30 PM

## AGENDA

## 4:00 PM Convene at Tayco Street Bridge Tower Museum for tour

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the March 18, 2009 Landmarks Commission Meeting (to be received)

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
   Five (5) minute time limit for each person

E. CORRESPONDENCE
   1. None

F. DISCUSSION
   1. Status Report – Survey of Certified Local Government Designation
   2. Status Report – Façade Improvement Grant/Loan Capacity
   3. Tayco Street Bridge Tower Museum – Potential Landmarks Commission Involvement
   4. Meeting Protocol – Set Regular Monthly Meeting Date/Time
   5. Preservation Month Activities
   6. Landmarks Commission Work Plan

G. ACTION ITEMS
   1. None

H. ADJOURNMENT

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
**March 18, 2009**
**DRAFT MINUTES**

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## A. CALL TO ORDER

Meeting called to order by Ald. Pamenter at 4:35 PM.

## B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Jason Pamenter, Bernie Zimmerman, Patti Rudolph and Mary Nebel
LANDMARKS MEMBERS EXCUSED: Joe Weidert, Charlie Cross and Kristi Lynch
OTHERS PRESENT: CDD Keil, Nancy Barker, Jean Chew, Katie Lamore, Chris Quintero and Sandi Pufahl

## C. MINTUES TO APPROVE

1. **Minutes of the February 18, 2009 Landmarks Commission Meeting**
   Moved by Mary Nebel, seconded by Ald. Pamenter to approve the minutes of the February 18, 2009 meeting. The motion carried 4-0.

## D. PUBLIC COMMET ON ANY ITEM OF CONCERN ON THIS AGENDA

1. Nancy Barker commented on the history of the Tayco Street Bridge Tower Museum, its current condition and displays.

## E. CORRESPONDENCE

1. **175 Main Street – Atty. Brandt**

## F. DISCUSSION

1. **Status Report – Survey of Historical and Architectural Sites**
   CDD Keil met with Traci Schnell of History Research, LTD. Traci reported that the historic survey work on Doty Island was completed last November. Work on the remainder of the survey will be started after snowmelt and will be completed in May.
2. **Status Report – Survey of Certified Local Government Designation**
   CDD Keil contacted Joe DeRose at the State Historical Society via e-mail to determine status, but has yet to receive a response.
3. **Status Report – Façade Improvement Grant/Loan Capacity**
   A report will be proved at the April Landmarks Commission meeting.
4. **Tayco Street Bridge Tower Museum – Potential Landmarks Commission Involvement**
   Patti Rudolph requested a tour prior to the next Landmarks Commission meeting. Ald. Pamenter will contact videographer Matt Hoppe for an estimate to update the video. Nancy Barker will meet with UW-Fox Valley staff to discuss prospects for students to prepare the video. A tour of the Bridge Tower Museum is to be scheduled at 4:00 PM on the date of April Landmarks Commission meeting.
5. **Meeting Protocol – Notice, Special Meetings, Minutes, etc.**
   Commissioners discussed meeting scheduling, notices, special meetings and response to meeting notices for attendance/quorum purposes. The consensus was to:
   - have regularly scheduled monthly meetings

- call special meetings as necessary to accommodate the needs of local businesses
- notices to be sent on Friday before the regular meeting whenever possible
- Commissioners to contact the Community Development Department at least two days prior to the meeting if they are unable to attend

6. **Preservation Month Activities**
   - Saturday, May 16, Historical Society volunteers will be downtown to explain history of individual buildings
   - Sunday, May 17, Historical Society representatives will be at Memorial Building, Caboose, Indian mounds, and a Veteran will be present on the Isle of Valor
   - CDD Keil to e-mail poster prepared by Jessica Beckendorf for last year's preservation week to Ald. Pamenter
   - Ald. Pamenter requested a list of historic sites be put together by the Historical Society
   - Ald. Pamenter will work with Sandy Pufahl to update the walking tour brochure and coordinate with businesses
   - Information to go to library
   - CDD Keil to obtain an estimate of a banner across Racine Street announcing preservation week

7. **Landmarks Commission Work Plan**
   Held until next meeting

## G. ACTION ITEMS

1. **Consideration of Signage Proposal – 196 Main Street – Art Affair**
   Moved by Patti Rudolph, seconded by Bernie Zimmerman to approve signage for 196 Main Street as presented with the recommendation that the sign panel be centered on the building. The motion carried 4-0.

2. **Consideration of Signage Proposal – 9 Main Street – BizNet**
   Moved by Mary Nebel, seconded by Bernie Zimmerman to approve the signage for BizNet with the condition that the phone and fax numbers and the e-mail address be removed from the lower portion of the projecting sign. The motion carried 4-0.

3. **Consideration of Signage Proposal – 192 Main Street - Nest**
   Moved by Bernie Zimmerman, seconded by Patti Rudolph to approve the signage for 192 Main Street as presented. The motion carried 4-0.

## H. ADJOURNMENT

Moved by Bernie Zimmerman, seconded Patti Rudolph by to adjourn at 6:12 PM. The motion carried 4-0.

*Minutes respectfully submitted by Greg Keil, Community Development Director*