

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, February 18, 2008

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the January 14, 2009 Landmarks Commission Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
Five (5) minute time limit for each person
- E. DISCUSSION
 - 1. [Certified Local Government Status](#)
 - 2. 2009 Action Plan
- F. ACTION ITEMS
 - 1. [Sign Proposal – 198 Main Street – Franky’s and The Attic](#)
 - 2. Sign Proposal – 196 Main Street – Art Affair (to be received)
 - 3. [Preservation Month Activities](#)
- G. ADJOURNMENT

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS

DATE: 1-14-09

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:01 pm
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Joe Weidert - present
- ii. Vice Chair: Patti Rudolph - absent
- iii. Ald. Jason Pamentor - present
- iv. Kristi Lynch - absent
- v. Mary Nebel - present
- vi. Chris Evenson - present
- vii. Charlie Cross - absent

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Frank Prokash
- iii. Mayor Merkes arrived for last 15 minutes of meeting
- iv. _____
- v. _____

3. MINUTES

- a. Date(s) of meeting minutes: 11-11-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to approve:
 - 1. By: Jason
 - 2. 2nd: Mary
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: Frank Prokash inquired about the status of his signage plans as an agenda item, while indicating he was not yet ready to present it to the commission. He will work with Jessica on determining his options.

5. SUBSTANTIVE AGENDA ITEMS

A. E-1, Action Plan

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Joe
- iii. Discussion: Joe raised two issues: Coming up with an agenda of action items at the start of each year so that commission action can be more proactive and progress can be measured as goals are achieved. Each of the commission members are to come up with a few suggestions to be reviewed and agreed on at the next meeting. The suggestions are to be forwarded to Joe. The second item was scheduling a meeting with the historical society which had been requested. One known focus of the meeting would be trying to plan and coordinate activities (e.g. Historic Preservation Month). Joe will coordinate a meeting with the society with a non-quorum delegation from the commission (tentatively Joe, Mary and Chris) for a meeting at the Memorial Building.

B. E-2 Historic Preservation Grant Update

- i. Discussion Item
- ii. Attachments: 1-14-09 e-mail from Traci Schnell on current status of survey
- iii. Presenter: Jessica
- iii. Discussion: The status is summarized in the e-mail, basically indicating weather has hindered the work and that the survey work should be done by the end of March 2009.

C. E-3, Revolving Loan Status

i. Discussion Item

Attachments: None

iii. Presenter: Jessica

1. Discussion: Jessica had requested the figures from the controller, but had not had response, apparently due to press of business. Jessica will try and get the figures and distribute to the commission members by e-mail.

D. E-4 Project Status 163 Main St

i. Discussion Item

ii. Attachments: None

iii. Presenter: Jessica

- iv. Discussion: No contact able to be made with building owner, despite attempts through contractor. Joe raised issue over mechanism for confirming and tracking grant and loan status.

E. F-1 Sign Guidelines and Proposed Ordinance Changes

i. Action Item

ii. Attachments: Draft of revised guidelines and ordinance

iii. Presenter: Jessica

- iii. Discussion: Jessica reviewed the substantive changes made since last draft was reviewed, as shown in italics on the new drafts. The square footage for projecting signs was revised to provide 1 square foot per linear foot of storefront, up to a maximum of 25 square feet. As to plaque signs, they will also be permitted to display brief historic content (e.g. "Est. 2009"). In addition, Mary Nebel had a list of typographical and format corrections that she reviewed and will give to Jessica to incorporate.

- iv. Motion: To approve the latest draft of the sign guidelines and draft ordinance and submit to the Plan Commission, with the substantive amendments set forth in the above discussion and the typographical and format changes supplied by Mary.

1. By: Chris
2. 2nd: Jason
3. Result: Approved

7. ADJOURNMENT

- a. TIME: 5:45 pm
- b. MOTION
 - i. BY: Chris
 - ii. 2ND: Jason
 - iii. Result: Approved

DRAFT

How Does My Community Become a CLG?

Certified Local Governments are designated by the State Historic Preservation Officer (SHPO) and the National Park Service through a formal application process.

The chief elected official of the local government submits a letter requesting certification to the State Historic Preservation Officer, Division of Historic Preservation, Wisconsin Historical Society, 816 State Street, Madison, WI 53706. The request must consist of the following:

1. Assurance that the local government enforces appropriate state and local legislation for the designation and protection of historic properties and will coordinate its activities with the SHPO.
2. A copy of the local historic preservation ordinance, including amendments.
3. A list of properties and districts designated under the local ordinance, including proper names and addresses.
4. A list of the local historic preservation commission members, including qualifications or expertise in fields related to historic preservation.
5. If the local preservation commission does not include professional members from the disciplines of history, architectural history, architecture, or archeology, a statement demonstrating that the local government has made reasonable efforts to appoint such members.
6. If the disciplines of history, architectural history, architecture, and archeology are not all represented on the commission, a proposal on how the local preservation commission will obtain such expertise needs to be submitted to the SHPO. This expertise is necessary to review National Register of Historic Places nominations or take other delegated actions that will impact properties normally evaluated by professionals in these disciplines.
7. A copy of the local historic preservation plan or a brief statement describing the local preservation program.
8. If appropriate, a list of any additional duties, responsibilities or activities that the local government agrees to undertake if certified.
9. If all of the above requirements are not presently met, a statement must be included indicating how and when they will be fulfilled.

The SHPO will respond to an adequately documented request for certification in less than 60 days. If the local government fulfills the requirements, the SHPO will approve the certification request and prepare a written Certification Agreement for signature by the

chief elected official of the local government. It will list the specific responsibilities of the local government when certified. The Certification Agreement and the CLG application will then be sent to the Department of the Interior for review and approval. Upon approval, the CLG will be eligible for benefits.





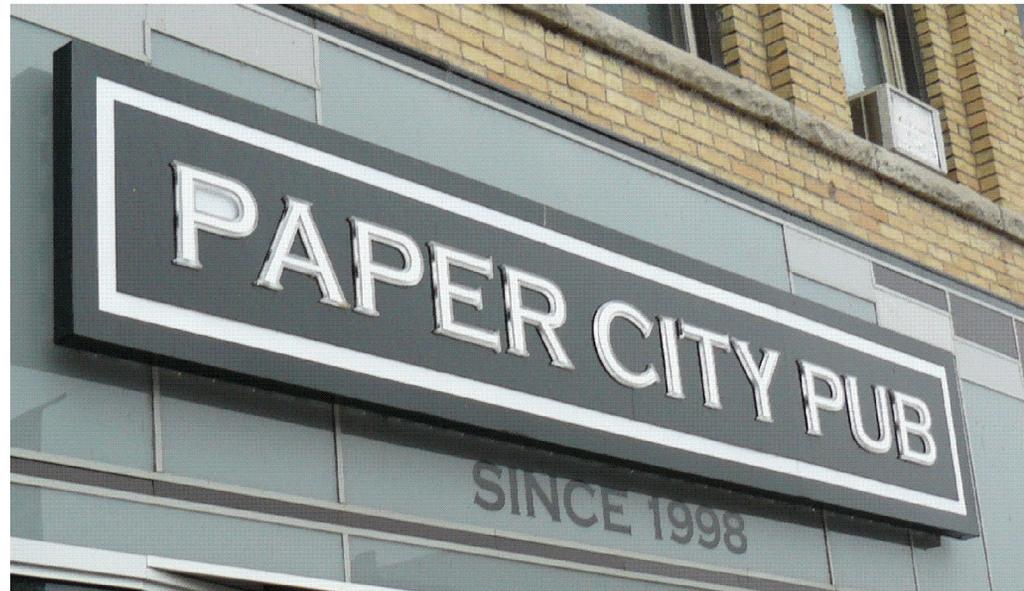


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Potential Preservation Events

(these items are not necessarily intended to be carried out by the Landmarks Commission)

1. Host a speaker at the library (they can speak about preservation, Menasha's history, or any history-related topic)
2. Host an open house at the Menasha Historical Society (Memorial Building?)
3. Create a display for the Library
4. Host a walking tour (maybe after the speaker or before the social?)
5. Host an ice cream social which would raise money for the local historical society.