

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**

**July 8, 2009**

**4:30 PM**

**AMENDED AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the June 10, 2009 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. ACTION ITEMS

1. Establishment of Landmarks Commission Goals and Work Plan
2. [Outdoor Food and Alcoholic Beverage Service – 204 Main Street – Menasha Grill \(Referred by the Common Council\)](#)

F. DISCUSSION

1. Status Report – Façade Improvement Grant/Loan Capacity and Pending Projects
2. Status Report – Historic Survey

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

Five (5) minute time limit for each person

H. ADJOURNMENT

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, City Hall – 140 Main Street**  
June 10, 2009  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Kristi Lynch, Mary Nebel, Patti Rudolph, Ald. Mike Taylor, Bernie Zimmerman and Joe Weidert

LANDMARKS MEMBERS EXCUSED: Charlie Cross

OTHERS PRESENT: CDD Keil, Traci Schnell

**C. MINTUES TO APPROVE**

1. **Minutes of the May 13, 2009 Landmarks Commission Meeting**

Moved by Comm. Nebel, seconded by Ald. Mike Taylor to approve the minutes of the May 13, 2009 Landmarks Commission meeting.

Motion carried 6-0.

**D. ACTION ITEMS**

1. None

**E. DISCUSSION**

1. **Status Report – Façade Improvement Grant/Loan Capacity**

CDD Keil reported that \$2,500.00 in grant funds were distributed for façade improvements at 167 Main Street.

2. **Status Report – Historic Survey – Traci Schnell – Heritage Research LTD**

Traci Schnell from Heritage Research LTD reported on changes from the original report prepared in 1986 and provided a listing of properties expected to be included in the final survey report. Commissioners discussed survey methods, the impact alterations have on a building's historic status, and the significance and impact of having a property listed at the state, federal and local level. The final report will be presented at the July or August Landmarks Commission meeting.

3. **Preservation Month Activity Review**

Commissioners reported on the Historic Walking Tour brochure distribution and discussed the Landmarks Commission's role and relationship to the Menasha Historical Society in promoting Preservation Month activities.

4. **Landmarks Commission Goals and Work Plan**

Comm. Weidert reviewed responsibilities of Landmarks Commission based on the ordinance creating the Commission. He stated that he would like the Commission to focus on the broader role of the Landmarks Commission. Commissioners discussed current perceptions of the Commission by downtown businesses, interaction with property owners, significance of individual improvements to building momentum, and focusing efforts on achievable, measurable goals. Commissioners' are to identify their top two goals and priorities for consideration at the July Landmarks Commission meeting.

5. **Landmarks Commission Meeting Time**

Motion by Comm. Nebel, seconded by Comm. Lynch to continue the meeting at 4:30 PM.

Motion carried 6-0.

**F. 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.

**G. ADJOURNMENT**

Moved by Ald. Mike Taylor, seconded by Comm. Lynch to adjourn at 5:38 PM.

Motion carried 6-0.



Memorandum

To: Common Council  
From: Greg Keil, CDD  
Date: June 29, 2009  
RE: Outdoor Food and Alcoholic Beverage Service—204 Main Street—Menasha Grill

The outdoor seating area as proposed in the application is located on private property, immediately adjacent to the public sidewalk. The enclosure as shown on the attached photographs is approximately 5 feet wide and 35 feet long including the entryway. The enclosure as shown does not meet the height requirement of 42 inches; however, the owner is having pedestals fabricated to increase the height to that dimension. The sandwich board signage and the awning support shown in the photographs will need to be relocated in order to maintain the required 5 foot minimum clear space for pedestrian traffic.

**City of Menasha**  
**Application for Outdoor Extension of Retail "Class B", Class "B"**  
**And/or "Class C" License**

Date: 6-11-09

Name: Charlie J Cross  
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation of LLC, list names and addresses of all members  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of premise 204 Main St.

Description of area for which this outdoor extension is being applied for  
Front Side walk 36 ft. wide X 5 ft. out

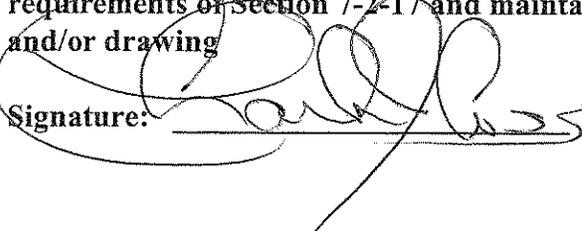
Trade Name: Menasha Grill LLC

Business Phone: 722 6873

Please attach the following:  
     \$25 application fee  
     Site plan/drawing of the outdoor area  
         New    Modified    No Changes from original

All requirements of Section 7-2-17 of City of Menasha Municipal Code have been followed.  
(copy of Section 7-2-17 attached).

**I certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and maintained as shown on the attached site plan and/or drawing**

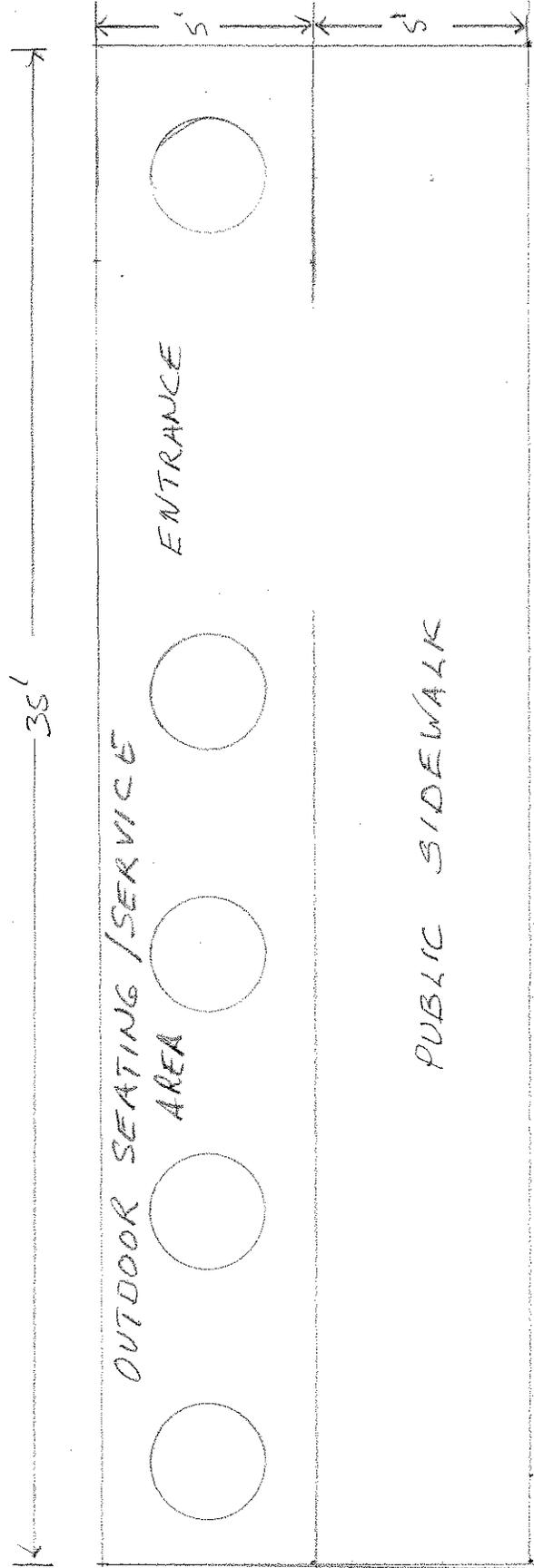
Signature:  Signature: \_\_\_\_\_

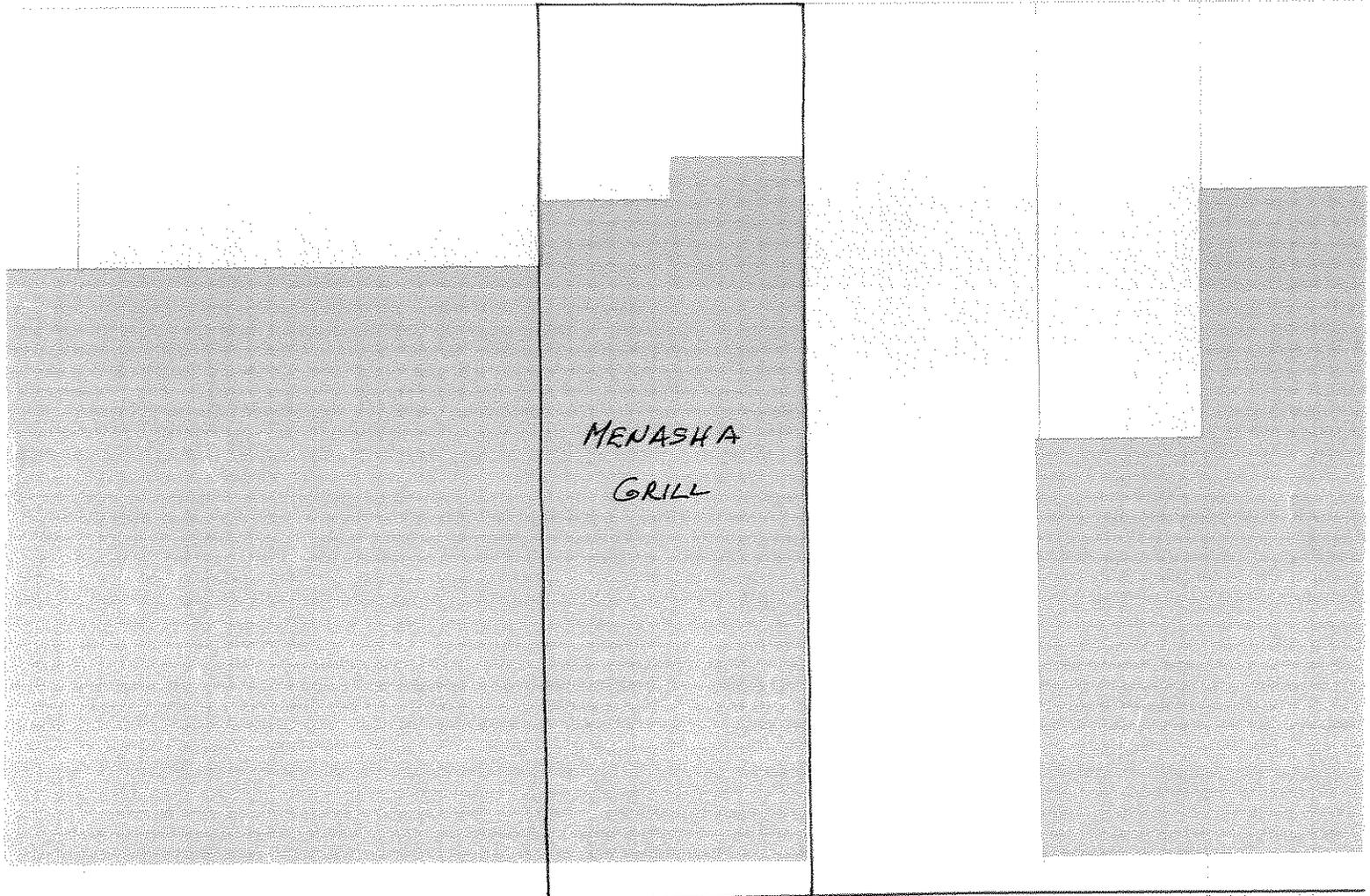
**TO BE COMPLETED BY CLERK**

Date Received: 6/11/09  
Fee Paid: \$25.00  
Inspections Completed: \_\_\_\_\_  
Date to Council: \_\_\_\_\_



204 MAIN ST.





MENASHA  
GRILL

PUBLIC SIDEWALK