

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
September 16, 2009
MINUTES

A. CALL TO ORDER

Meeting called to order by Joe Weidert at 4:34 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Mary Nebel, Joe Weidert, Alderman Mike Taylor, Bernie Zimmerman and Patti Rudolph

LANDMARKS MEMBERS EXCUSED: Charlie Cross and Kristi Lynch

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the August 25, 2009 Landmarks Commission Meeting**

Moved by Alderman Taylor, seconded by Patti Rudolph to approve the minutes of the August 25, 2009 Landmarks Commission meeting.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITME RELATED TO THE RESPONSIBILITES OF THE LANDMAKRS COMMISSION

1. No one spoke.

E. ACTION ITEMS

1. **Certificate of Appropriateness Form Approval**

Commissioners reviewed a sample Certificate of Appropriateness form. Commissioners discussed:

- The types of alterations for which a certificate of appropriateness would be required
- Coordination with building permit applications
- Establishing a one year time limitation for completing approved work
- A process for changes/amendments

Joe Weidert volunteered to revise the form to reflect these considerations.

2. **Line Items for Landmarks Commission Budget**

Commissioners discussed current and projected expenditures for travel, printing, recognition/signage, and publishing a landmarks commission guidebook. The consensus was to maintain the current overall budget amount. It is the commission's intention to prepare and publish the commission guidebook in 2009.

3. **Approval of Turret Color – 186 Main Street**

Color photos of the restored turrets were presented to the landmarks commission.

Moved by Bernie Zimmerman, seconded by Patti Rudolph to approve the turret color.

The motion carried.

F. DISCUSSION

1. **Status Report on Grant/Loan/Project Tracking**

Mary Nebel reported on the review of grant and loan project files she and Patty Rudolph had undertaken and distributed several forms and a checklist she had developed. These included

- contact sheet – address/business name

- project check list
- loan review/approval

Mary and Patty will continue working on a project filing system.

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

1. No one spoke

H. ADJOURNMENT

Moved by Alderman Taylor, seconded by Bernie Zimmerman to adjourn at 4:52 PM.

The motion carried.