

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**

**September 8, 2010**

**4:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the August 11, 2010 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. COMMUNICATIONS
  - 1. None
- F. ACTION ITEMS
  - 1. None
- G. DISCUSSION
  - 1. Landmarks Commission Recognition/Awards
  - 2. Landmarks Commission Guidebook Distribution
  - 3. Façade Improvement program Grant/Loan Balance
  - 4. Historic Building Identification Contest
  - 5. Future Landmarks Commission Activities/Projects
- H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
  - Five (5) minute time limit for each person
- I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the  
Community Development Department no later than the Monday prior to the meeting.*

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**  
August 11, 2010  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Bernie Zimmeraman, Kristi Lynch, Mary Nebel, Tom Grade and Joe Weidert

LANDMARKS MEMBERS EXCUSED: Alderman Eric Hendricks and Commissioner Charlie Cross

OTHERS PRESENT: CDD Keil and Mike Prokash

**C. MINTUES TO APPROVE**

1. **Minutes of the June 29, 2010 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Comm. Nebel to approve the minutes of the June 29, 2010 Landmarks Commission meeting with one correction, that being to add Laura Biechler to "Others Present".

The motion carried.

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

1. No one spoke.

**E. COMMUNICATIONS**

1. **Mary Nebel E-mail**

E-mail attached to the minutes.

**F. ACTION ITEMS**

1. **None**

**G. DISCUSSION ITEMS**

1. **Commission Meeting Attendance**

Commissioners discussed unexcused absences and notification of staff when Commissioners are not able to attend. It was the consensus that Commissioners should contact Kristi Heim no later than two days before the meeting if they are not able to attend.

2. **Landmarks Commission Recognition/Awards**

Commissioners discussed the size and content of the recognition plaque. It was determined that the plaque would recognize the preservation/restoration efforts of the building's owner and describe the buildings original architect, builder, owner and use whenever such information is available. It was the consensus of the commissioner's to give the first recognition award to the owners of Otter Creek/The Wreath Factory.

3. **Landmarks Commission Guidebook Distribution**

Comm. Nebel now has the printers proof for final editing.

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

The balance is approximately \$18,400.

5. **204 Main Street Signage**

CDD Keil reported that the signage that had been installed without a permit has since been removed.

**6. Set Next Meeting Date**

The next meeting will be held on Wednesday, September 8.

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Nebel, seconded by Comm. Lynch to adjourn at 5:10 PM.

The motion carried.

*Respectfully submitted by Greg Keil, CDD.*

**From:** [Mary Nebel](#)  
**To:** [Kristi Heim](#)  
**Subject:** Re: Agenda Items  
**Date:** Friday, August 06, 2010 9:37:43 AM

---

- Update on Commission Guidebook.
- Status on Recognition Award for Wreath Factory and anticipated completion date.
- Address rear signage at 204 Main Street, Menasha Grill, which has not gone through Landmarks Commission for approval.
- Request to send Landmarks Commission Guidelines and sign ordinances to Ordinance Enforcement Officer, Joe Polzien. Clarify what Joe's role will be in enforcement.
- Address absenteeism or low attendance at meetings and address that all member's help is a factor in meeting the Commission's objectives.

Please place on Agenda and in packet

Mary Nebel

E-mailed 8-6-10, 9:35 AM

On Aug 5, 2010, at 8:32 AM, Kristi Heim wrote:

- > Please forward any agenda items for the August 11th meeting to me no
- > later than Noon, Friday, August 5th. Thank you.
- >
- > Kristi Heim
- > City of Menasha
- > Community Development Department - 967-3650
- > Parks and Recreation Department - 967-3640
- > kheim@ci.menasha.wi.us
- > www.cityofmenasha-wi.gov
- >
- > \*\*\*\*\*As a local governmental entity, the City of Menasha is subject
- > to Wisconsin statutes relating to open records. Any e-mail received
- > by anyone at the City of Menasha, as well as any e-mail sent by
- > someone from the City of Menasha are subject to these laws. Unless
- > otherwise exempted from the Open Records law, senders and receivers
- > of City e-mail should presume that any e-mail is subject to release
- > upon request.\*\*\*\*\*
- >