

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
1st Floor Conference Room
140 Main Street, Menasha**

October 12, 2011

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the August 10, 2011 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. Façade Improvement Program Grant/Loan Balance
 - 3. Future Landmarks Commission Activities/Projects
 - 4. Renovation Seminar Action Plan
- 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 10, 2011
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, Bernie Zimmerman, , Tom Grade, James Taylor and Ald. Stan Sevenich

LANDMARKS MEMBERS Excused: Commissioners Joe Weidert and Mary Nebel

OTHERS PRESENT: CDD Keil, Joe Nemecek and Don Merkes

C. MINTUES TO APPROVE

1. **Minutes of the May 25, 2011 Landmarks Commission Meeting**

Moved by Comm. Zimmerman, seconded by Comm. Lynch to approve the minutes of the May 25, 2011 Landmarks Commission meeting as corrected.

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. **WISC. Landmarks Newsletter**
2. **The Buck Starts Here: Fundraising for Small Preservation Non-Profits Save the Date Postcard – November 7-8, 2011, Stoughton, Wisconsin**
3. **The Past in Perspective local History and Historic Preservation Conference – September 23-24, 2011, Stevens Point, Wisconsin**

F. ACTION ITEMS

1. **Removal of Non-Historic Façade Materials – 163 Main Street**

Don Merkes explained his intentions to remove the siding on the east and west ends of the storefront to expose the underlying structure. This is necessary to ascertain what methods and materials would be best suited to renovate the storefront.

Motion by Comm. Lynch, seconded by Comm. Grade to approve the removal of the siding as proposed.

The motion carried.

2. **Grant and Loan Application – 180 Main Street**

Joe Nemecek explained his past efforts to maintain and renovate the building, including the replacement of windows on the rear elevation. He then described his application for grant and loan funds to replace the windows on the west elevation using the same type of windows.

Motion by Comm. Grade, seconded by Comm. Zimmerman to approve the Façade Improvement Grant in the amount of \$2,500 and a Façade Improvement Loan in the amount of \$4,980 to replace the 11 second floor windows on the west building elevation as proposed.

The motion carried.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

An award to Otter Creek/The Wreath Factory will be presented at the September 19, 2011 Common Council Meeting.

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

The award of the grant and loan to 180 Main Street as described above will reduce the balance in the Façade Improvement Grant/Loan program to approximately \$11,000.

3. **Future Landmarks Commission Activities/Projects**

Comm. Grade reported on his efforts to obtain images of the gargoyles that once were in place on several Main Street buildings. It is his intention to gather information on the creation of replicas and to work with building owners on resetting the gargoyles as a decorative element of the building facades.

Comm. Zimmerman discussed holding an event to provide information to building owners on restoration/renovation techniques, selection of color schemes, etc. Commissioners discussed what might be suitable topics, timing of the event, possible venues and promotion.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Taylor, seconded by Comm. Grade to adjourn at 5:23 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.