

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 12, 2012

4:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the August 8, 2012 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. Election of Officers – Chair, Vice Chair, Secretary
 - 2. [Project Application – 163 Main Street – Merkes Property](#)
- G. DISCUSSION
 - 1. Landmarks Commission Recognition/Awards
 - 2. Façade Improvement Program Grant/Loan Balance
 - 3. Future Landmarks Commission Activities/Projects
 - 4. Renew of Downtown Plan and Discussion of Potential Landmarks
 - 5. Discussion of Regulating Murals in Historic District
- 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, 3rd Floor, City Hall – 140 Main Street
August 8, 2012
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Ald. Sevenich at 4:31 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Mary Nebel, Debra Gorell, James Taylor, Tom Grade, Kristi Lynch, Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: PP Homan, Greg Curtiss, 220 Main Street and Jeff Maroszek, 180 Main Street

C. MINUTES TO APPROVE

1. **Minutes of the July 11, 2012 Landmarks Commission Meeting**

Comm. Nebel requested that the spelling of her name be corrected in the minutes.

Moved by Comm. Grade, seconded by Comm. Taylor to approve the minutes, as corrected, of the July 11, 2012 Landmarks Commission meeting.

The motion carried.

D. 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.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Sign Application – Ash & Ember**

PP Homan explained that this is a window sign installed on the exterior of the window. The business owner did not know that this required approval, so the application is being submitted after installation. Any approval would be retroactive.

Moved by Comm. Lynch, seconded by Comm. Grade to approve the Ash & Ember Sign Application as presented.

The motion carried.

2. **Project Application – 220-226 Main Street – Wreath Factory**

Greg Curtiss presented the Wreath Factory's proposed shed to replace the deteriorating tent that is located at the rear of their property. The new shed will be 10' x 20', with an opaque corrugated roof to allow natural light in, and be clad in either barn boards or 4x8 sheets of siding, and painted in a pre-approved red color. The shed will be used much as the current tent is; e.g. for potting in the spring, and storage of wreath greens during the holidays.

Commissioner Taylor indicated he has concerns with the quality of drawings that were submitted, and desired something more formal to be submitted to the Commission. Comm. Taylor expressed that he is not in favor of substructures in the downtown district, and inquired about whether masonry

would be required for the structure.

PP Homan indicated that accessory structure are allowed in the district, and that it was her understanding that masonry is only required for the principal structure, and any additions or alterations done to that structure. This is an accessory structure that will not have a permanent foundation. PP Homan indicated that a building permit is still required, which involves full zoning review. She would confirm these items with CDD Keil prior to signing off on the building permit.

Other Commissioners discussed the appropriateness of the submission, and ability to visualize what is being proposed.

Moved by Comm. Nebel, seconded by Comm. Grade to approve the proposed Wreath Factory shed, as presented.

The motion carried on a roll call vote, 4 ayes, 1 nay (Comm. Taylor), 1 abstain (Comm. Gorell).

G. DISCUSSION ITEMS

1. Landmarks Commission Recognition/Awards

Comm. Grade indicated that he has the logo and will have an illustration of what the plaque will look like at the next meeting.

2. Status of Façade Improvement 180 Main Street

Jeff Maroszek, owner of Aspen, provided an overview of his plans for his building at 180 Main St. This includes a façade rehabilitation, new roof, an in-house coffee roasting on the second floor, and providing an outdoor patio area that could be joint with Wild Apple Studio. He intends to differentiate this coffee house from his other locations, by specializing in organic, local, and healthy foods and drinks. He cited other Aspen location expansions and issues with building code/sprinkling requirements for the delay in renovating the building. Regarding future steps, Mr. Maroszek cited the need to finalize financing, architectural drawings, and discuss with Community Development staff the potential for façade improvement loans/grants and historic preservation tax credits.

Commissioners had a general discussion regarding the importance of this project to the downtown district, and advised staff to continue working with Mr. Maroszek regarding city and other assistance that may be available.

3. Façade Improvement Program Grant/Loan Balance

PP Homan stated the façade loan balance remains unchanged at approximately \$11,000, as was reported at the last meeting.

4. Future Landmarks Commission Activities/Projects

Future activities and projects identified were:

- Reviewing the city's historic district plans in relation to creating a new landmark for the city.
- Exploring how the city can and should regulate private artwork in the historic district.

5. Bridge Tower Museum Update

PP Homan provided commissioners with updated information regarding the cost and maintenance of installing an automatic locking system, and also indicated a "temporarily closed" sign was placed on the building.

Comm. Taylor discussed how a new sign could be designed and affixed to the building.

Comm. Nebel expressed the need for pricing, a timetable, and more details before deciding whether to proceed.

Ald. Sevenich discussed the importance of the museum and the City's obligation to maintain it due to ISTEPA funds that helped create it. He indicated he has had discussions with the mayor on the importance of reopening the museum.

Commissioners discussed next steps for the museum, which included:

- The need to update the video & explore whether the School District or University can assist.
- Getting the Mayor on board with the project and inviting him to the next meeting.
- Determining where the original sign bracket is; Comm. Taylor volunteered to look for this.

6. **Ordinance Regarding Non-Profit/Non-Tax Paying Entities Purchasing in Historic/Retail Districts – Comm. Nebel**

Comm. Nebel expressed her concerns for allowing non-profits to own property in downtown, detracting from the tax base potential of the commercial district.

Commissioners discussed the feasibility of regulating such activity, and directed PP Homan to discuss this matter with City Attorney Captain.

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

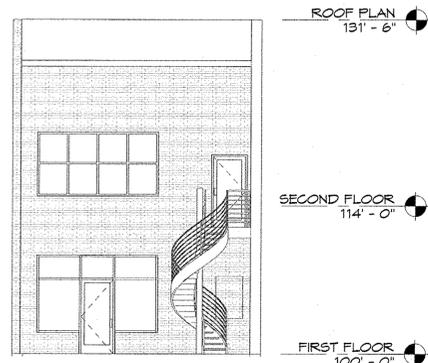
1. No one spoke.

I. ADJOURNMENT

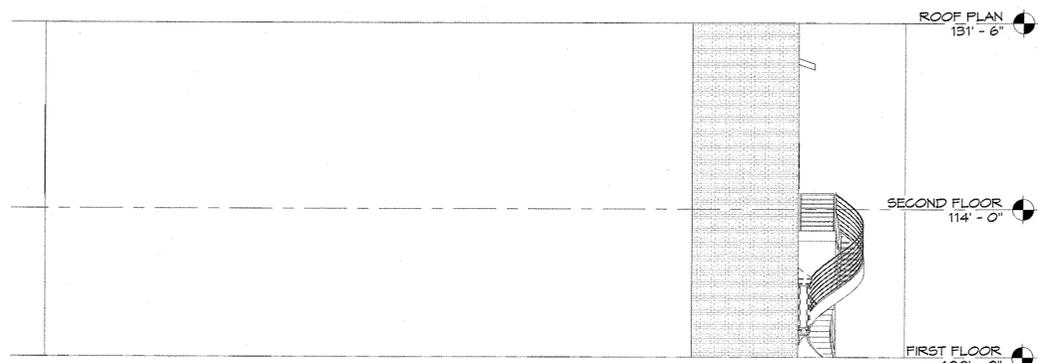
Moved by Comm. Lynch, seconded by Comm. Grade to adjourn at 5:51 PM.

The motion carried.

Respectfully submitted by PP Homan.



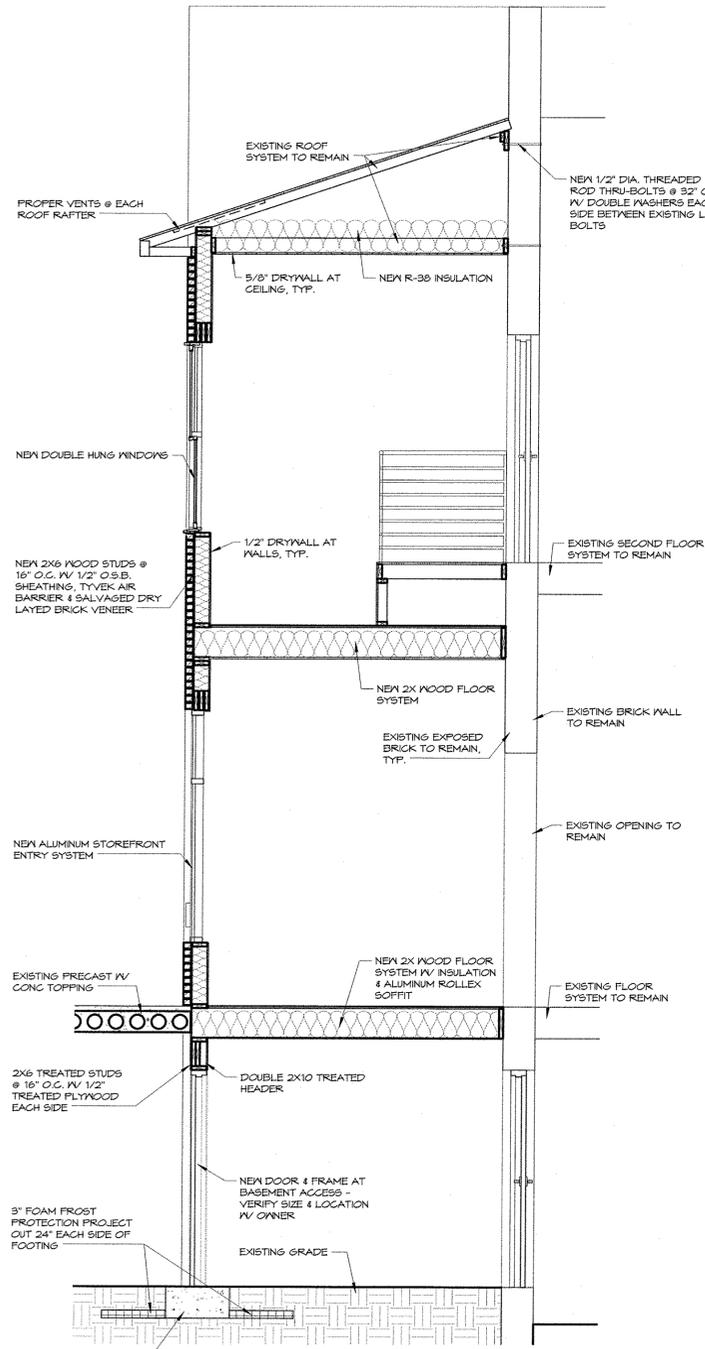
5 SOUTH ELEVATION
A-1.1 1/8" = 1'-0"



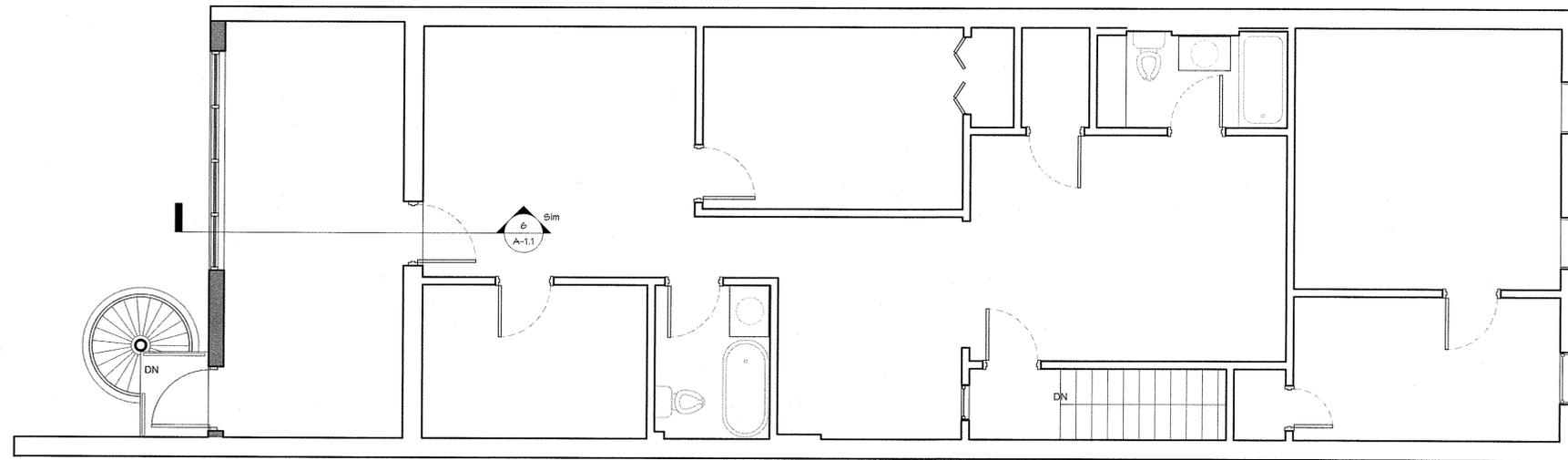
4 WEST ELEVATION
A-1.1 1/8" = 1'-0"



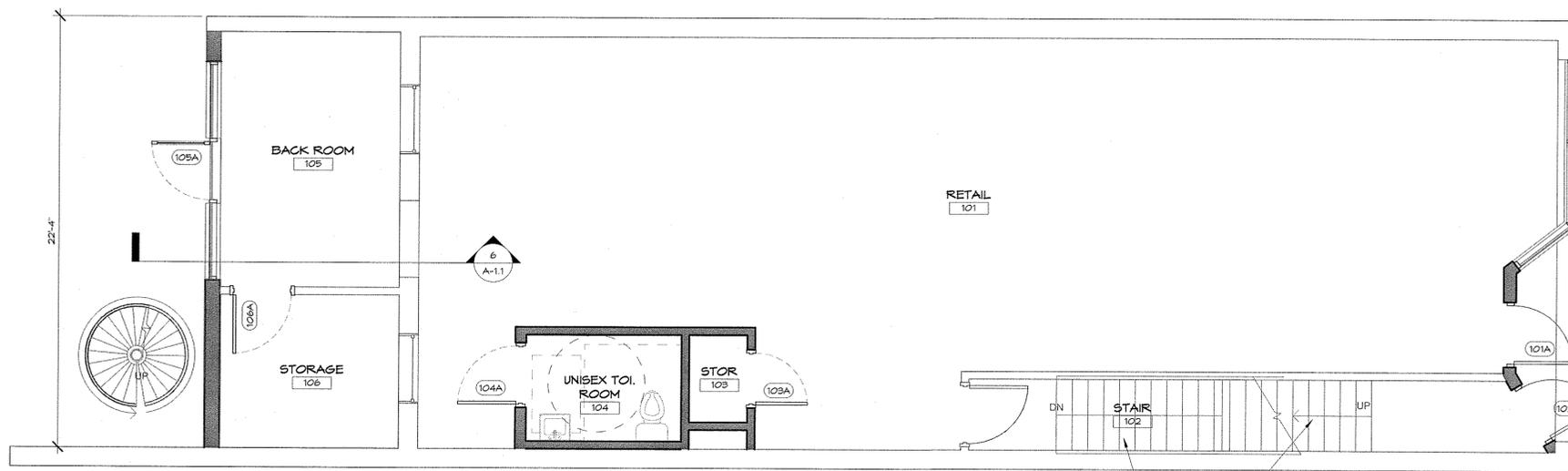
3 NORTH ELEVATION
A-1.1 1/8" = 1'-0"



6 BUILDING SECTION
A-1.1 3/8" = 1'-0"



2 EXISTING SECOND FLOOR PLAN
A-1.1 1/4" = 1'-0"



1 PLAN - FIRST FLOOR
A-1.1 1/4" = 1'-0"

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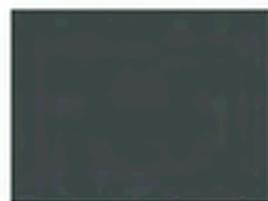
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PAINT SPECIFICATIONS

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- Minimum of 70% fluoropolymer resin for premium performance in solid colors
- Two coat system: Corrosion inhibiting primer at 0.2 mil. and durable high performance topcoat at 1.0 mil. Minimum total dry thickness of 1.2 mil.
- Hardness: F minimum
- Gloss: Medium (25-35 @ 60°)
- Meets or exceeds AAMA 2605 specification

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- Gloss: Medium (25-35 @ 60°)
- Meets or exceeds AAMA 2605 specification

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