

**CITY OF MENASHA  
LANDMARKS COMMISSION  
Council Chambers  
140 Main Street, Menasha**

**August 12, 2009**

**Minutes**

**A. CALL TO ORDER**

The meeting was called to order by Chairman Joe Weidert at 4:35 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Joe Weidert, Mary Nebel, Ald. Mike Taylor, Charlie Cross, Patty Rudolph, Bernie Zimmerman, Kristi Lynch.

Others present: Mayor Don Merkes, CDD Greg Keil, Eric Brenn, Bob Ramsey, Traci Schnell

**C. MINUTES TO APPROVE**

1. Minutes of the July 23, 2009 Landmarks Commission Meeting

Motion by Mary Nebel, Seconded by Bernie Zimmerman, to approve the minutes of the August 12, 2009 Landmarks Commission meeting.

Motion carried.

**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

Mary Nebel-713 First Street. Mary suggested adding the business name as well as an address when referring to specific building on the Landmarks Commission agenda.

**E. ACTION ITEMS**

1. Outdoor Food and Alcohol Beverage Service – 204 Main Street – Menasha Grill

Charlie Cross explained proposed modifications to the outdoor seating area plan, including the elimination of the fencing east of the entryway, and elevating the fencing on painted concrete blocks. He stated that the current arrangement is temporary and that he will be working on a permanent outdoor seating area.

Commissioners discussed the variation in types of fencing, the varying heights and the use of the concrete pedestals to elevate the fencing.

Motion by Mary Nebel, seconded by Bernie Zimmerman making the finding that the fencing, as it stands, does not meet the requirements of the Landmarks Commission.

Motion carried with Charlie Cross abstaining.

Motion by Bernie Zimmerman, seconded by Patty Rudolph, to allow the existing fencing/outdoor seating area to remain until September 30, 2009.

Motion carried with Charlie Cross abstaining.

## 2. Adoption of Menasha Landmarks Commission 2009 Work Plan

Chairman Joe Weidert reviewed the three 2009 Work Plan Goals that were derived from commissioner priorities. These include:

- Create a tracking process for all grants and loans distributed by the Landmarks Commission.
- Develop options and ideas for the utilization of the most recent historical survey.
- Develop a Landmarks Commission information packet for all Historic District property owners and renters.

Commissioners acknowledged the goals and assignment of individual commissioner task assignments.

## F. DISCUSSION

### 1. Presentation of Historic Survey Results – Traci Schnell – Heritage Research LTD

Traci Schnell gave an overview of the content of the Historic Survey Report. She urged commissioners to read the methodology for conducting the survey prior to reading the body of the report so as to better understand the survey process and eligibility requirements.

Commissioner's discussed the removal of the Smith Park Historic District from the areas recommended for designation. Ms. Schnell explained that the once- proposed district does not meet the eligibility requirements more recently established by the National Park Service. Commissioners also suggested changes to the report cover. Commissioners are to forward any comments they have to Greg Keil by August 26.

### 2. Establishment of Guidelines for Outdoor Food and Beverage Service for the Upper Main Street Historic District

This item was held.

### 3. Façade Improvement Concepts – 230 Main Street

Eric Brenn from the McClone Insurance Group presented a letter stating their intent to renovate 230-232 Main Street. Bob Ramsey from Architectural Renovators LLC presented a conceptual plan of the building modifications.

Commissioners discussed the type of windows and garage doors, the use of brick and secondary materials in the facades, the type of roofing and the front and rear entryways. Architectural Renovator's is to prepare working drawings for presentation to the Landmarks Commission. Commissioners agreed to schedule a special meeting for Tuesday, August 25 to consider the proposed improvements to 230-232 Main Street.

### 4. Façade Improvement Concepts – 186 Main Street

Bob Ramsey stated the intention was to clean the brick and restore/paint the turrets on the parapet wall. The cleaning solutions /methods were reviewed with the architectural historian from the State Historical Society, and were met with his approval. A plan for renovating the front and rear elevations will be brought forward at a future Landmarks Commission meeting.

5. Meeting Protocol

- Attendance
- Special Meetings
- Application Deadlines

This item was held.

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

Five (5) minute time limit for each person

No one spoke.

H. ADJOURNMENT

Motion by Bernie Zimmerman, seconded by Kristi Lynch to adjourn at 6:28 PM

The motion carried.

Respectfully submitted by  
Greg Keil, Community Development Director