

**CITY OF MENASHA  
Landmarks Commission  
Room 207, Second Floor  
100 Main Street, Menasha**

November 8, 2017

**MINUTES**

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:30 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Tom Grade, Emilie Steinmann, Kate Mueller, and Dean Wydeven.

LANDMARK MEMBERS EXCUSED: Alderman Collier, Commissioners Tim Hoff and Kim Massey

OTHER PRESENT: CDD Buck, PP Schroeder, and Mayor Merkes.

**C. MINUTES TO APPROVE**

**1. Minutes of the October 11, 2017 Landmarks Commission Meeting**

Motion by Comm. Steinmann to approve the minutes of the October 11, 2017 Landmarks Commission meeting, second by Comm. Mueller. 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**

No public comments made.

**E. COMMUNICATION**

**1. Columns Newsletter – November 2017 – January 2018**

The Commission discussed the overall topics and articles within the newsletter. In addition they mentioned possibly submitting a write-up for a future volume in regards to the Bank pillars and Mill Street Terminus.

**F. ACTION ITEMS**

**1. Application for Sign Request – 180/182 Main Street – Dave Magruder**

Being brought into discussion as part of the overall Edward Jones signage request on the same property at the previous meeting, PP Schroeder gave a brief background of the October meeting. At that meeting the Landmarks Commission approved 3 signs for Edward Jones including a projecting sign, a flat wall sign and a channel letter wall sign. Because the number and variety of tenants within this building, the property owner was present at the October meeting and explained he had no concerns with Edward Jones sign request or Dave Magruder's sign request and will likely look into possibly adding a tenant directory sign on the building in the future. As for Mr. Magruder's proposed sign, hanging signs do not require a sign permit, however, this type of sign is still required to be reviewed and approved by Landmarks within the downtown. In addition the Sign Code does state that hanging signs shall not exceed 4 square feet in area. Because the proposed sign is 4.67 square feet in area, Mr. Magruder would be required to trim this sign to meet the 4 square foot requirement.

The Commission briefly discussed the proposed sign design, dimensions, location, previous approved signage and future signage. Seeing no concerns other than the overall sign area not meeting code the overall Commission was in favor of the proposed request.

Motion by Comm. Mueller to approve the Sign Request by Dave Magruder to allow a hanging sign at 180/182 Main Street with the condition that the sign shall not exceed 4 square feet, second by Comm. Wydeven. The motion carried.

## **G. DISCUSSION ITEMS**

### **1. Walkway Plaque**

Per the previous meeting, the Commission requested staff reached out to gather multiple quotes. CDD Buck presented 3 separate quotes including estimates from Wausau Awards, Engraving Services Co, and Erie Landmark Company. With all the quotes coming in very similar around \$400 to \$450 for a bronze 8" x 10" plaque, the Commission spoke favorably with the submitted examples by Erie Landmarks Company. The Commission requested staff work with Erie Landmark Company to draft an 8" x 10" rendering on a bronze plaque with a metal photo insert and bring it back to the Commission for final approval.

### **2. Mill Street Terminus Plaque**

In conjunction with the walkway plaque, the Commission discussed keeping consistency in proposed plaque sizes design, and materials in the Downtown and therefore would also look to get a quote from Erie Landmark Company. Prior to a final rendering, the Commission still needs to finalize the plaque verbiage and photo.

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

Commissioner Mueller suggested that at a future meeting that the Commission could as a group review the information and photos located on the Landmarks website pages. Staff suggested that do to the amount of time that it would take to go through each picture located on the website, that the Commission individually review the website and then bring forward suggestions to update the webpages.

## **I. ADJOURNMENT**

Motion by Comm. Steinmann to adjourn at 5:20 PM, second by Comm. Mueller. The motion carried.

*Minutes prepared by PP Schroeder.*