



## HISTORIC PRESERVATION COMMISSION AGENDA

Menomonie City Hall  
800 Wilson Avenue  
Garden Level, Room 58

5:00pm

Monday – January 12, 2026

1. Roll Call
2. Approval of Minutes for December 8, 2025
3. Public Comments (agenda items only).
4. New Business
  - a) Introduction to LumberJax Bakehouse and Café Project (230 Main Street)  
– discussion only (no action).
  - b) Review preliminary draft of Guide Book for Applications for Certificate of Appropriateness – discussion only (no action).
5. Confirm Next Meeting Date – February 9, 2026 @ 5:00 pm
6. Adjourn

### “PUBLIC ACCESS”

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 715-232-2221.

## **HISTORIC PRESERVATION COMMISSION MEETING MINUTES**

Chairman Ryland Erdman called the Historic Preservation Commission to order on December 08, 2025 at 5:00 pm in City Hall in Garden Level Room 58.

Members present were Ryland Erdman, Melissa Kneeland, John Sobota, Joshua Kohnke, Carl Rudenborg, and Sylvia Gengenbach. Tim Dotseth was absent. Also present were Dave Kowieski, Christopher Johnson, Rebecca Schoenborn, and David Schofield.

**Approval of Minutes:** Motion to approve the minutes of the November 11, 2025 meeting by Joshua Kohnke; Melissa Kneeland 2<sup>nd</sup>; motion carried unanimously on a voice vote.

**Public Comments:** none.

**Old Business:** none.

**New Business: Review Historic Preservation Guides from other communities (Discussion only, no action.)**

**Commission Discussion:**

The members of the commission discussed examples of guides, best practices, and from examples found in other communities that Commissioner Joshua Kohnke provided. Notes were taken on thoughts, wants, and design input from the commission. A few more guides were provided by Downtown Menomonie Director Rebecca Schoenborn and will be shared to use as further examples. Updated guidelines to be worked on by Commissioner Melissa Kneeland and Deputy City Clerk Chris Johnson, with the first part of the guidelines to be presented at the meeting in January.

Next regular scheduled Historic Preservation Commission meeting will be held on Monday January 12, 2025 at 5:00pm at City Hall, Room 58.

Melissa Kneeland made a motion to adjourn; Sylvia Gengenbach 2<sup>nd</sup>; motion carried unanimously on a voice vote; meeting adjourned, at 5:32 pm.

Chris Johnson, Deputy City Clerk

January 5, 2026

TO: Menomonie Historic Preservation Committee

RE: Proposed 230 Main Street Façade Renovation



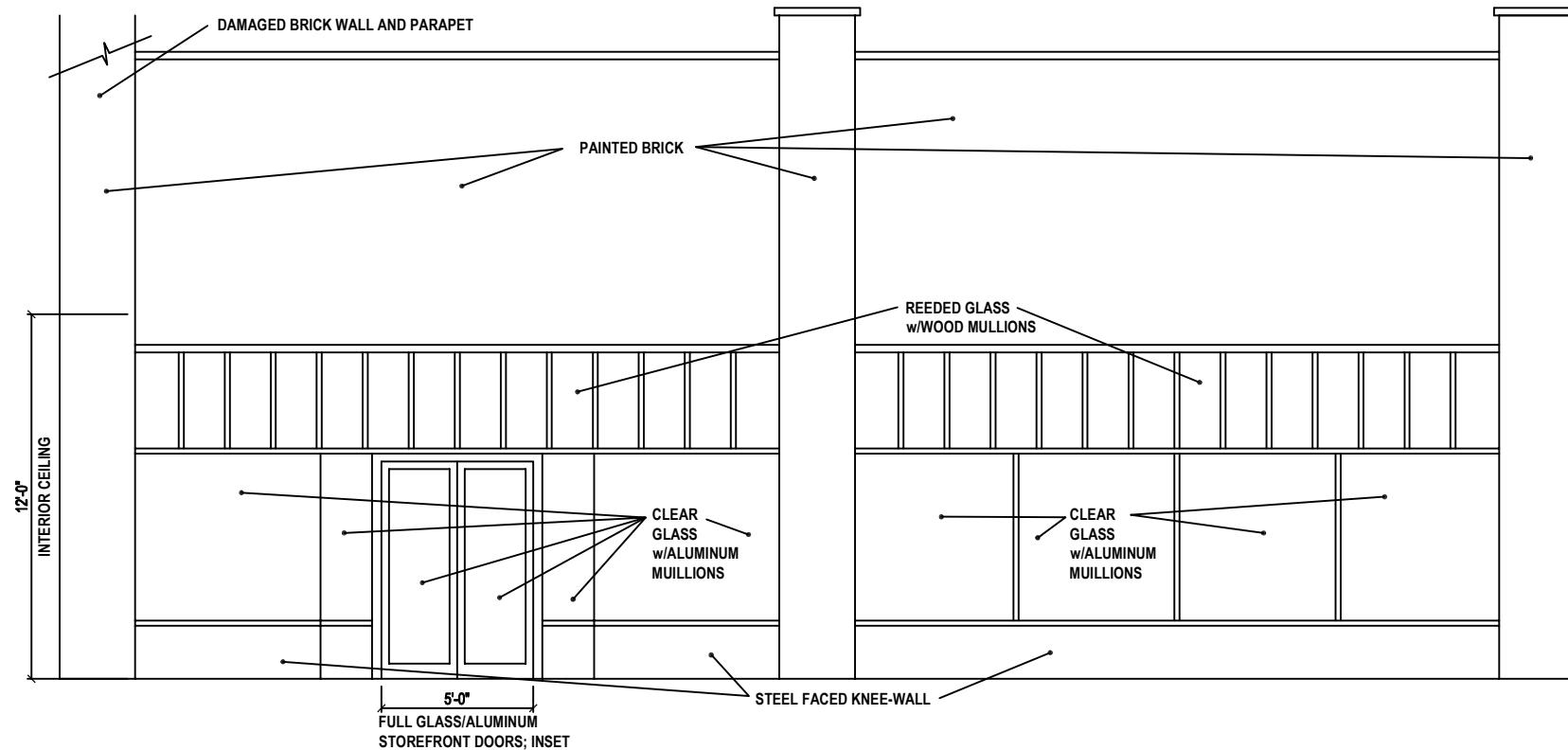
Dear Members:

We recently purchased the building at 230 Main Street Menomonie. It is our intent to thoughtfully restore and reuse the building as an artisan bakehouse and café while preserving any of its historic character and relevance. All exterior improvements will respect the original architectural elements, materials, and scale of the structure, with restoration prioritized over replacement wherever possible. Any necessary updates will be discreet, reversible where feasible, and aligned with the building's original period and the historic fabric of downtown Menomonie. Our goal is to return the building to active use in a way that honors its past while ensuring its long-term viability.

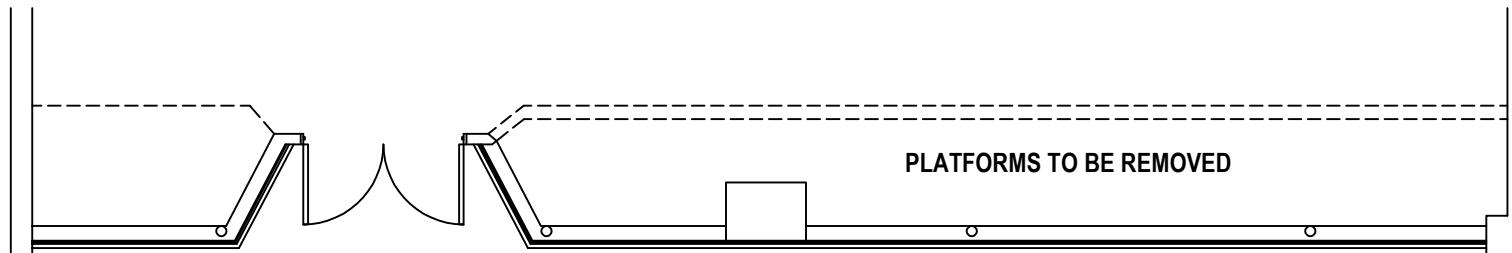
Please see the following exhibits: Existing and Proposed plans and elevations pertaining to the façade. Let us know if there are any questions or concerns. We are happy to discuss further at your discretion.

Thank you,

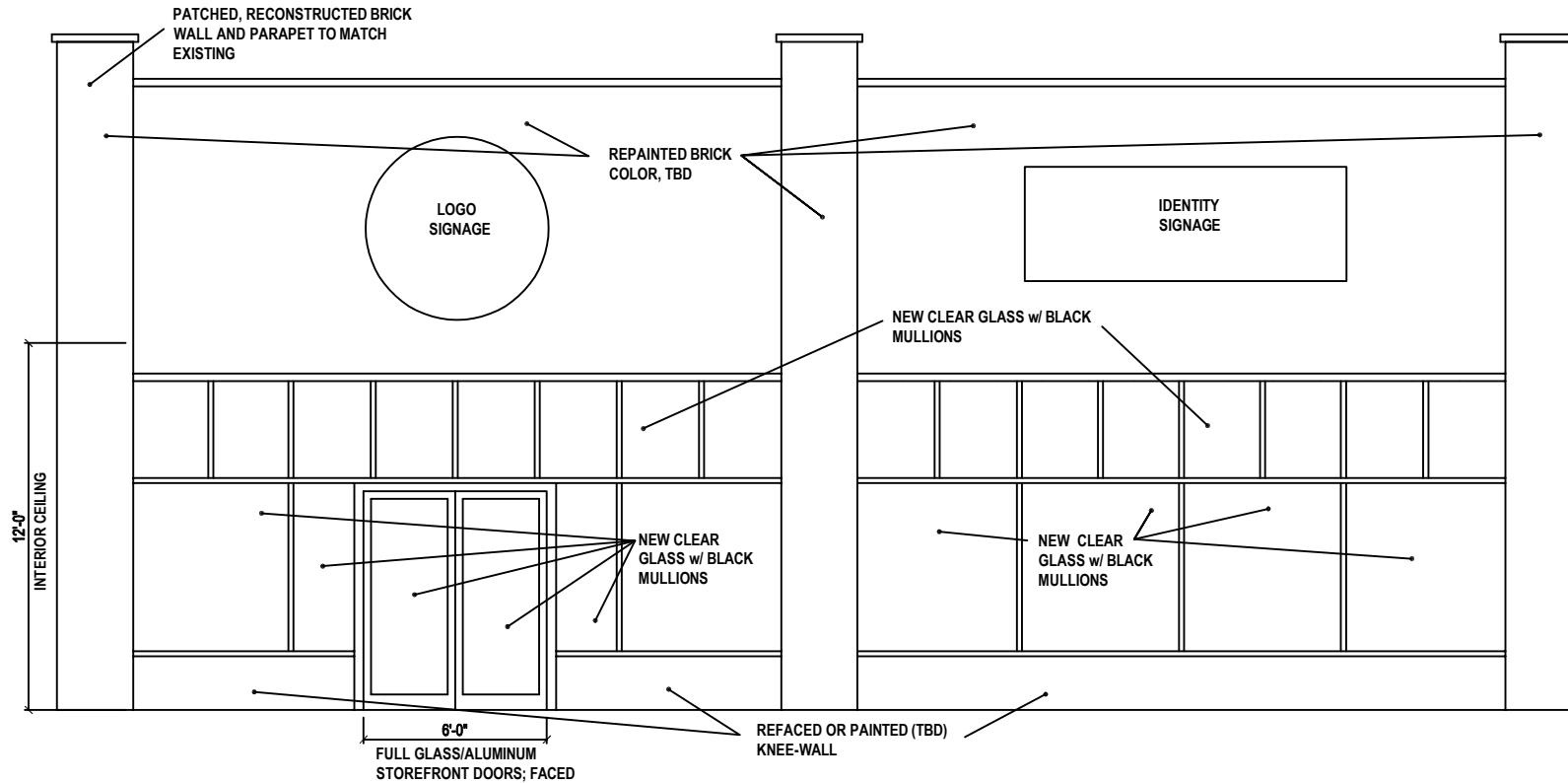
John Goetz and Robb Jensen  
LumberJax BakeHouse and Café



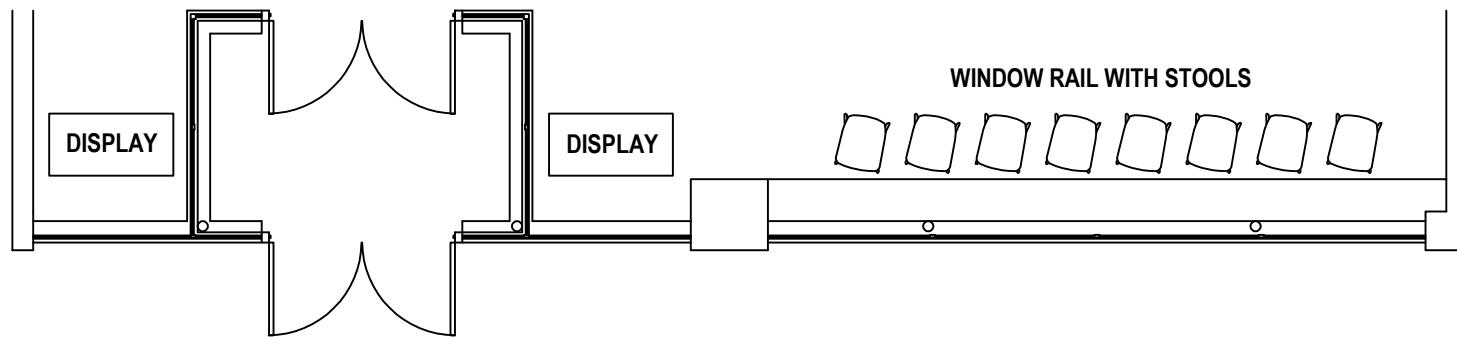
**EXISTING STREET-FACING ELEVATION**



**EXISTING FRONT-OF-HOUSE PLAN**



**PROPOSED STREET-FACING ELEVATION** STOREFRONT RESTORATION



**PROPOSED FRONT-OF-HOUSE PLAN** STOREFRONT RESTORATION



**City of Menomonie:**  
**Historic Preservation Commission;**  
**Guide Book for Applications for a Certificate of Appropriateness**

**Introduction:**

This Guide book was created to help guide you as either an owner of a historic building, or as a business owner in a Historic Building on how to best navigate the process of making modifications, renovations, alterations, or signage creation/changes to said historic building. As those actions are restricted and governed by Menomonie City Code: Chapter 2; Section 8, which is administered by the Historic Preservation Commission (HPC) created in said code. Any changes made to a historic building must be approved by the HPC via application by Certificate of Appropriateness, *before any building or sign permits are issued to be in compliance with City Code.*

We highly encourage you to reach out to the HPC early to ensure a smooth application process, as well as to be able to receive the most up to date information regarding the process, preservation best practices, and grant information.

For the full text of the code chapter pertaining to Historic Preservation use the following link:  
[https://codelibrary.amlegal.com/codes/menomoniewi/latest/menomonie\\_wi/0-0-0-835](https://codelibrary.amlegal.com/codes/menomoniewi/latest/menomonie_wi/0-0-0-835)

Am I a part of the Historic District?

[Insert Map of the Historic District]

Do we want to use one of the two existing maps, or would we like to create a new map which is clearer? – Two existing to be passed around room

**(Need to schedule day to visit Reg of Deeds and check for local designations) 1/13/2026**

**10:30am**

## Glossary

HPC – Historic Preservation Commission

COA -Certificate of Appropriateness

Insert diagram of building parts with terms of parts of buildings (Image from Monroe)

Ask for further additions to this glossary – terms not just for this document but for others that the applicant may encounter elsewhere as well? – See Grants section for additional glossary tailored to that section?

What is a Certificate of Appropriateness?:

A Certificate of Appropriateness is the application used to present any changes, renovations, modifications, or signages for historic buildings to the HPC.

They should describe the following:

- Type of work/sign to be completed,
- Material components,
- Colours,
- Contractor information,
- Any supporting documentation you would like to have presented at the Historic Preservation Commission.

They will use the information provided in the application to determine if the request meets the historic requirements set forth by code and if the project preserves the historic look and feel of the building and/or district.

It is highly recommended to use as much detail as possible, include measurements, colour palates, supporting documents, historic profiles, pictures, sketches, renderings, and other such items to help support your case and show your vision. (More detail?)

[Insert example of blank copy and or filled in example COA? – ie: John @ 123 Main St.] – Ask David for updated COA document or draft?

Where do I start/ *Step By Step Guide*? – Broken into one or two lists?

Pre-Application/Research & Resources

Do we ask to request the sharing of research documentation people do in the course of discovery on their buildings? Are we a library for this information? Or should it go to the museum/stout archives?

Melissa's Downtown Historic Walk/App idea!

Filling out an Application/Next Steps

*Last: Don't forget to have building owner AND applicant sign COA.*

Codes

Signage

Design Assistance

*Add images by decade/different time periods to be preserved/used as examples/guides*

Colour Palate

Grants

Glossary

SHPO - State Historic Preservation Office

NPS – National Park Service

CLG – Certified Local Government

WHS – Wisconsin Historical Society

Include information on the Main Street Menomonie Sign Grant

Examples and Best Practices

*Different Parts of an Historic Building?*

*Awning*

*Façade*

*Molding*

*Etc...*

*Terms and Definitions – Remove?*