

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
Menasha City Center, Room 207
100 Main Street, Menasha**

**November 14, 2018
5:00 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the October 25, 2018 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
- F. ACTION / DISCUSSION ITEMS
 - 1. 7 Tayco Street Discussion
 - 2. Landmarks Website Update
 - 3. Landmarks Ordinance Discussion
- G. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
 - Five (5) minute time limit for each person
- H. ADJOURNMENT

If you have any questions, please call the Community Development Department at (920) 967-3650 between 8:00 AM – 4:00 PM, Monday through Friday

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
Menasha City Center, Room 133
100 Main Street, Menasha
October 25, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chairman Tom Grade at 5:01 PM

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Tom Grade and Commissioners Mueller, Collier, Almendarez, and Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Hoff and Massey

OTHERS PRESENT: AP Joe Stephenson, Alderman Ted Grade, and Sandra Debill-Taylor (545 Broad Street).

C. MINUTES TO APPROVE

1. Minutes of the October 10, 2018 Landmarks Commission Meeting

Comm. Mueller made a motion to approve the October 10, 2018 Landmarks Commission Meeting minutes. The motion was seconded by Comm. Wydeven. The 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

Sandra Dabill-Taylor (545 Broad Street) was concerned about the process for which the certificate of appropriateness was being approved. She felt that the council had already acted on this and it should have come through the Landmarks Commission first.

E. ACTION / DISCUSSION ITEMS

1. Approval of Certificate of Appropriateness – Demolition of 1 Main Street – Brin Building

A brief update was given by AP Stephenson. The Brin Building was largely ruined by a fire in late August and since then the City has been working with the owners of 1 Main Street to clean up the site and ameliorate any health concerns surrounding the building. Since that time the city has entered discussions with the owner of 1 Main Street and a deal to purchase the Brin for one dollar (1) is likely to happen, pending council approval. In the event the city acquires the Brin building, it would need to be demolished. The building has been issued a raze order and the building will need to be demolished in the next few weeks. Since the Brin Building is in a designated Landmarks Historic District, the Landmarks Commission must identify important elements of the building they want saved and a certificate of appropriateness must be issued before the demolition can commence.

The Landmarks Commission was in agreement that the building needed to be demolished because there are health and safety concerns if it were to remain in its current condition. The Commission then debated which items from the Brin

Building needed to be saved because of their historical value. The following list was comprised:

- One hundred (100 Bricks)
- Two stone elements flanking the store front windows
- Ornamental plaster element within the theatre auditorium
- An iron pulley above the theatre stage
- The front tin panels with the Brin and established date
- Up to one hundred (100) terra-cotta roof tiles or any intact tiles

General discussion ensued with the following topics being discussed:

- Landmark's role in the downtown
- Historic preservation of downtown buildings
- The demolition process of buildings in a historic district
- Timeline for the Brin Demolition

A motion was made by Comm. Mueller to approve the certificate of appropriateness and recommend to council that the following items be donated to the historical society: roughly one hundred (100) or any remaining intact terra-cotta roof tiles, up to 100, two stone elements flanking the store front windows, an ornamental plaster element within the auditorium, an iron pulley above the stage, the front tin panels with the Brin and established date on, and roughly 100 bricks from the façade. The motion was seconded by Comm. Collier. The motion carried.

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

Five (5) minute time limit for each person

Sandra Debill – Taylor felt that the landmarks commission needed to prevent other historical buildings from being demolished. In addition, she felt that Landmarks Commission needs to have more authority when a historic building is demolished.

The Commission agreed with Sandra Dabill-Taylor and instructed staff to look into the landmarks ordinance and compare it to other ordinances in the state and return to the Landmarks Commission with staff's findings.

G. ADJOURNMENT

A motion was made by Comm. Wydeven and seconded by Comm. Mueller to adjourn the meeting at 5:57PM. The motion carried.

Minutes prepared by AP Joe Stephenson



MADISON Landmarks District Ordinance

General . An ordinance creating a historic district under [Sec. 41.10](#) shall do all of the following: (1)

(a)
Clearly delineate the boundaries of the historic district.

(b)
Specify the rationale for creating the historic district.

(c)
Identify historic resources in the historic district, including landmarks, landmark sites, and properties constructed during the district's period of significance.

(d)
Establish development standards and guidelines for reviewing development in the district, as provided in sub. (2) below.

(2)
Development Standards and Guidelines . In any proposed ordinance under this section, the Landmarks Commission should consider including the following as standards or guidelines:

(a)
Any new structure located on a lot that lies within two hundred (200) feet of a designated historic resource shall be visually compatible with that historic resource, particularly in regards to:

1.
Bulk and massing.

2.
In the street elevation of a structure, the facade's proportion of width to height.

3.
The proportions and relationships between doors and windows in the street and publicly visible facade.

4.
The proportion and rhythm of solids to voids, created by openings in the facades.

5.
Colors and patterns used on all facades.

6.
The design of the roof.

7.
The landscape treatment.

8.
The texture and materials used in all facades.

(b)
The existing rhythm created by existing structure masses and spaces between them shall be preserved.

(c)
The amount, shape, and pattern of open spaces shall be sensitive to the character of the district.

(d)
The landscape plan shall be sensitive to the individual structure, its occupants and their needs.

(e)
All street facades shall blend with other structures via directional expression. When adjacent structures have a dominant horizontal or vertical expression, this expression shall be carried over and reflected.

(f)
Architectural details should be incorporated as necessary to relate the new with the old and to preserve and enhance the historic character of the district.

(g)
Gross volume, height, and other quantitative measurements of the proposed structure shall be sensitive to similar quantitative measurements of historic resources within two hundred (200) feet of the proposed structure.

- **41.12 - CONSTRUCTING, ALTERING, OR DEMOLISHING STRUCTURES IN HISTORIC DISTRICTS.**

No person may do any of the following in a historic district without a certificate of appropriateness issued under Subchapter F:

(1)
Construct a new structure.

(2)
Materially alter the exterior of an existing structure.

(3)
Demolish or relocate an existing structure.

(4)
Install a sign.

(5)
Divide any lot, consolidate any lot, or voluntarily grant any easement on any lot if doing so may distract from the historic character of the district.