

**CITY OF MENASHA**  
**Landmarks Commission**  
**Menasha City Center, Room 133**  
**100 Main Street, Menasha**  
October 25, 2018  
**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*