

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 133
100 Main Street, Menasha**

January 9, 2019

5:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the November 14, 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 Commission Website
 - 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
November 14, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chairman Tom Grade at 5:03 PM

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Tom Grade and Commissioners Massey, Almandarez, and Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Hoff, Mueller, and Collier

OTHERS PRESENT: AP Joe Stephenson and Alderman Stan Sevenich

C. MINUTES TO APPROVE

1. Minutes of the October 25, 2018 Landmarks Commission Meeting
Comm. Wydeven made a motion to approve the October 25, 2018 Landmarks Commission Meeting minutes. The motion was seconded by Comm. Massey.
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

Public Comments were taken throughout the meeting.

E. COMMUNICATIONS

No communications.

F. ACTION / DISCUSSION ITEMS

1. 7 Tayco Street Discussion

At the previous Landmarks meeting the Commission indicated they would like to discuss 7 Tayco Street and its future, after the demolition of the Brin Building. AP Stephenson gave a brief overview of 7 Tayco Street.

The Commission ensued in general discussion with the following items being discussed:

- What the streetscape will look like without the Brin Building
- If it was possible to move 7 Tayco Street
- The lack of historical buildings left within the City of Menasha
- The landmarks duty to preserve history

Alderman Stan Sevenich informed the commission that 7 Tayco could be relocated somewhere on the Brin site to suite a future development or moved off site to a new location.

The Landmarks Commission was receptive to the idea of moving 7 Tayco but ultimately felt they needed to discuss the site further and wait to see what happens with the Brin Building.

The Landmarks Commission instructed staff to put this item on the next meeting agenda for further discussion.

No action was taken.

2. Landmarks Website Update

AP Stephenson gave an update on the website and showed the Commission two options for a layout. The Commission briefly discussed the two options and said they preferred option two's layout.

3. Landmarks Ordinance Discussion

Alderman Tom Grade left and handed the chair over to Comm. Wydeven.

Due to a lack of members, item F-3 was tabled and no discussion ensued.

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

Five (5) minute time limit for each person

There were no public comments at this time.

H. ADJOURNMENT

A motion was made by Comm. Wydeven and seconded by Comm. Massey to adjourn the meeting at 5:47PM. 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.