

It is expected that a Quorum of the Board of Public Works, Park Board, Administration Committee, Personnel 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**

March 11, 2020

5:00PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the December 17, 2019 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
 - 1. None
- F. ACTION / DISCUSSION ITEMS
 - 1. 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
December 17, 2019
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chairperson Grade at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderman Tom Grade, Commissioners Dean Wydeven, Kate Mueller, Kim Massey, and Jeff Heimerman.

LANDMARKS MEMBERS EXCUSED: Commissioners Arnie Collier and Thomas Almendarez.

OTHERS PRESENT: AP Stephenson, Mayor Merkes, Paul Brunette (210 Main Street), and Nick Jevne (210 Main Street).

C. MINUTES TO APPROVE

1. Minutes of the October 23, 2019 Landmarks Commission Meeting

A motion was made by Comm. Massey to approve the minutes of October 23, 2019 Landmarks Commission Meeting. 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

Paul Brunette (210 Main Street): informed the commission about deteriorating buildings in the downtown.

Nick Jevne (210 Main Street): informed the commission about deteriorating buildings in the downtown.

E. COMMUNICATIONS

1. None

F. ACTION / DISCUSSION ITEMS

1. Vacant Properties Discussion

AP Stephenson gave a background on code enforcement issues and the role landmarks plays with code enforcement.

Comm. Mueller reported her findings from other communities that have historic and cultural preservation ordinances.

The commission entered into a conversation with the following being discussed:

- Historic buildings in Menasha
- The state of Menasha's downtown
- Steps that can be taken to stop demolition by neglect
- The code enforcement process
- How the Landmarks Commission can be an advocate for good business in the downtown

No action was taken.

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

Five (5) minute time limit for each person

H. ADJOURNMENT

Comm. Mueller made a motion to adjourn the meeting at 5:52 PM. The motion was seconded by Comm. Heimerman. The motion carried.

Minutes prepared by AP Stephenson.

SEC. XXX VACANT BUILDING REGISTRATION

- (a) **INTENT.** It is the intent of this ordinance to require owners of vacant buildings in the Central Business District (C-2) to register with the City of Menasha and to maintain these buildings to prevent creation of public nuisance; preserve property values, and promote the comfort, health, safety, morals, prosperity, aesthetics and general welfare of the people of the City of Menasha.
- (b) **VACANT DEFINED:** For the purpose of this Section, a vacant building is defined as any building, zoned Central Business District (C-2), that has commercial units that are abandoned, unoccupied, empty, or has a retail business that is not open to the public more than 13 days a month. A day is a period of time, not less than 4 consecutive hours in a 24 hour period, which a business is open to the public and an employee of that business is present at the property.
- (c) **REGISTRATION:** Registration is required for any building within the Central Business District (C-2) that is vacant for 30 consecutive days.
 - (1) It is the responsibility of the land owner to register their building with the city if any of the commercial units within the building are vacant.
 - a. If the building is not vacant the burden of proof shall lie with the property owner to prove this.
 - b. Failure to register the vacant building shall result in a onetime fine of \$500.
 - c. There is no fee for the initial registration of a vacant building.
 - (2) Six months after registration of a vacant building, a vacant building inspection of the registered building shall be performed.
 - a. A \$250 inspection fee will be paid by the owner of the property to the City of Menasha on the date of every vacant building inspection.
 - b. The vacant building inspection may be an exterior, interior, or full inspection of all portions of the property and not just the vacant space.
 - c. In the event the inspector finds a building violation anywhere on the property, the inspection fee will increase to \$500 per vacant building inspection until the violation has been corrected. Once the violation is corrected the fee shall go back down to \$250 per vacant building inspection.
 - d. A fee of \$50 shall be imposed for each time the inspector is unable to gain access to the structure for the inspection at the time scheduled.
 - (3) In the event the building no longer meets the definition of vacant, it is the responsibility of the property owner to contact the city and provide proof that the building is occupied. At this time the building will be removed from the vacant building registration list.
- (d) **EXCEPTIONS:** The following are exceptions for the above requirements.
 - (1) Businesses that are in the service industry shall be exempt from the requirements of this section.
 - (2) Institutional uses shall be exempt from the requirements of this section.
 - (3) Residential uses shall be exempt from the requirements of this section.