

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**

June 17, 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. Consideration of Certificate of Appropriateness: New Construction – 1 Main Street and Demolition – 7 Tayco Street and 13 Main
2. Draft Vacant Building Registration Ordinance

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.



City of Menasha
Application for Building Alterations
Within Historic Districts

Property Address: 1 Main Street

Owner Information:

Owner Name: RF Development

Address: 2526 Grassy Lane

City, State, Zip: Neenah, WI 54956

Contact: GRANT.FISK@GMAIL.COM

Applicant Information (if different)

Applicant

Address

City, State, Zip

Contact

Contractor Information:

Name: N/A_____

Address: _____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Name: _____

Address: _____

Phone: _____

Lic. #: _____

Federal ID or SSN: _____

Project Description:

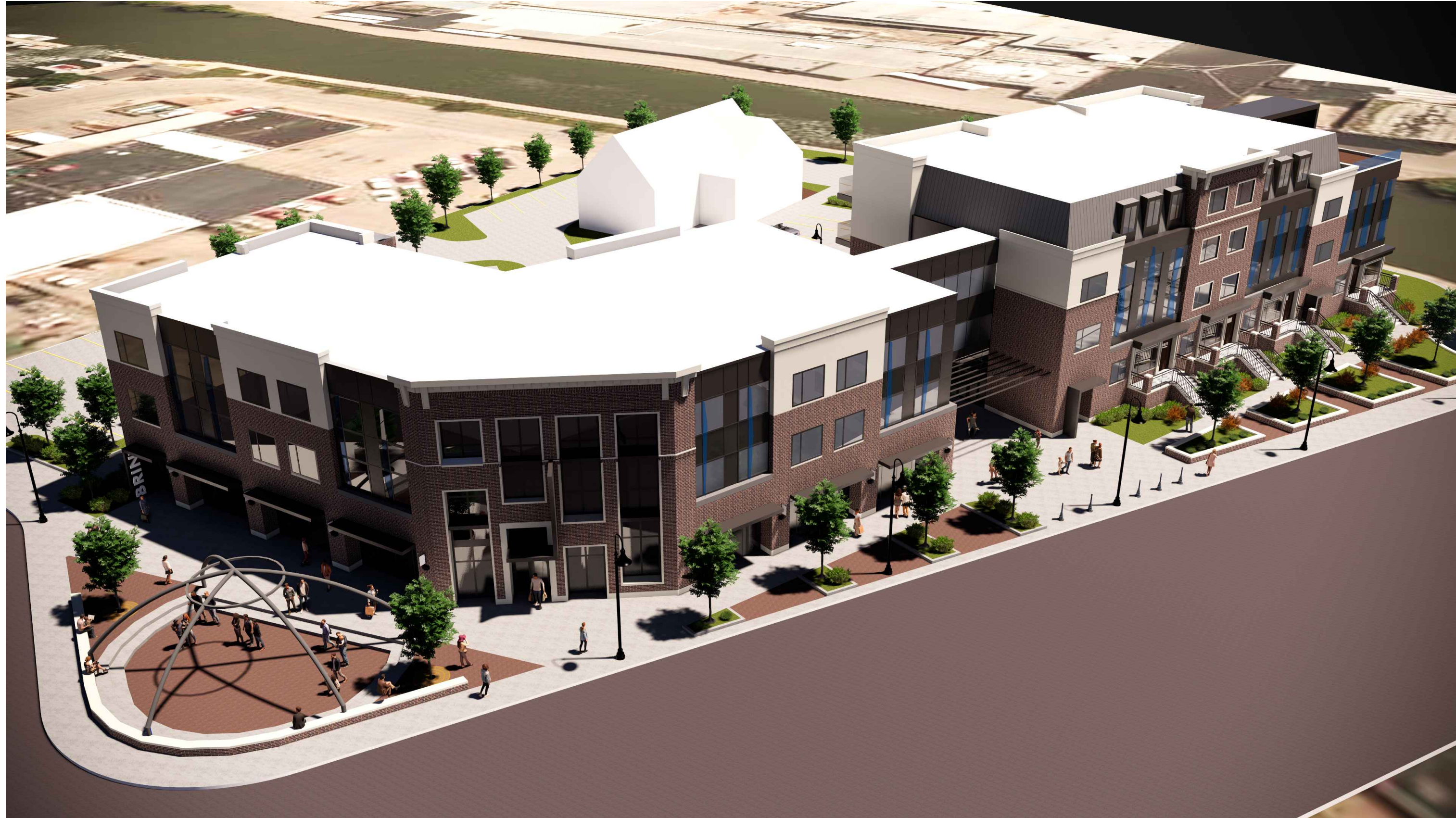
The construction of a four story apartment building and a three story mixed use building with retail on the first floor and apartments above. Both feature underground and above ground parking.

Office Use Only

Date Approved: _____

Estimated Start Date: Late Summer/Early Fall
Estimated Completion Date: 12 Month
Construction

Notes: _____



VISION
ARCHITECTURE, LLC

333 N. Commercial Street
Suite 350
Neenah, WI 54956
920-904-4300
www.vision-architecture.net

Proposed Site Development For:

THE BRIN
Menasha, Wisconsin

Issue Date: 5/18/2020
Revisions:

A800

LANDSCAPE
PLAN

Proposed Development For:

The Brin

Menasha, Wisconsin

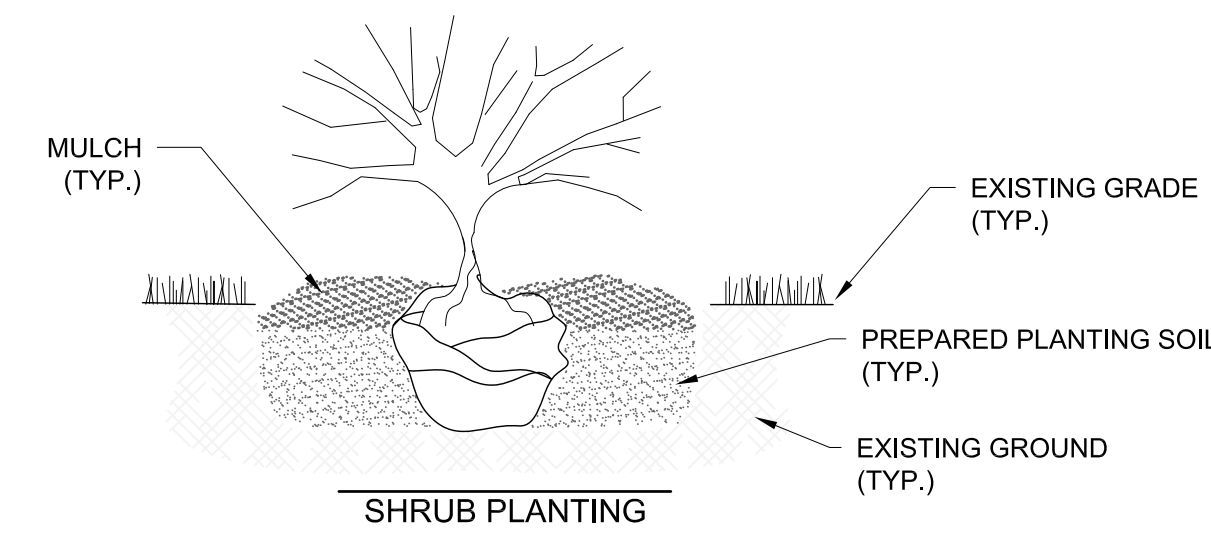
Issue Date: 05/18/2020

Revisions:

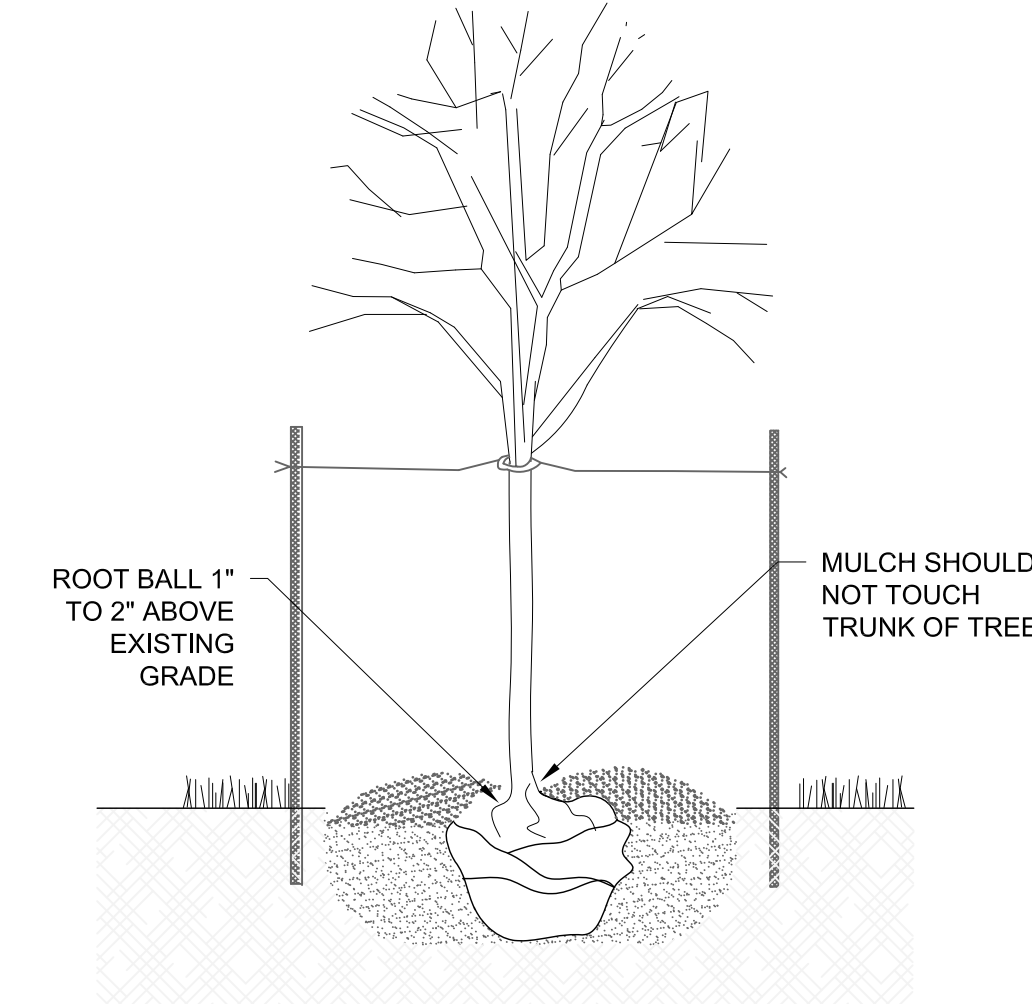
CDL XX-XX-XXXX

L101

5/9/2020 10:45:01 AM



SHRUB PLANTING



TREE PLANTING

PLANTING NOTES:

1. PLANTING HOLE SHALL BE A MINIMUM OF TWO TIMES THE DIAMETER OF THE ROOT BALL, AND EQUAL TO THE DEPTH OF THE ROOT BALL.
2. EXCAVATED SOIL FROM PLANTING HOLE SHALL BE MIXED WITH 1 PART POTTING SOIL TO 2 PARTS EXCAVATED SOIL.
3. PLANT SO THAT THE ROOT COLLAR WILL BE 1" TO 2" ABOVE EXISTING GRADE.
4. IF BALLED AND BURLAPED, PLACE PLANT IN HOLE, CUT THE BAILING TWINE, AND PEEL BACK THE TOP TWO THIRDS OF BURLAP. IF POTTED REMOVE POT, AND PLACE PLANT INTO HOLE.
5. BACKFILL HOLE WITH PREPARED SOIL, AND MOUND SOIL 2" TO 3" HIGH IN A RING AT THE PERIMETER OF THE EXCAVATED HOLE. WATER AND SMOOTH RING PRIOR TO MULCHING.
6. MULCH WITH 3" OF SHREDDED HARDWOOD MULCH OR LANDSCAPE STONE (RIVER ROCK, NOT CRUSHED STONE).
7. IF STAKING IS REQUIRED FOR TREES TWO STAKES SHALL BE USED ONE ON THE PREVAILING WIND SIDE OF THE TREE, AND THE OTHER STAKE ON THE OPPOSITE SIDE. STAKES SHALL BE FASTENED TO THE TREE USING RUBBER TUBING, OR NYLON STRAPPING.

A
PLANTING DETAIL


LANDSCAPE NOTES

1. DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
2. THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
3. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
4. ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUNDCOVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED; EVENLY SPACED.
5. A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
6. MULCH TREES WITH MIN. 3" DEPTH OF GRAVEL OR HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
7. PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
8. THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 60 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOWING.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
10. SEED ALL DISTURBED AREAS WITH WDot No. 40 GRASS MIX.

X SHEET KEY NOTES:

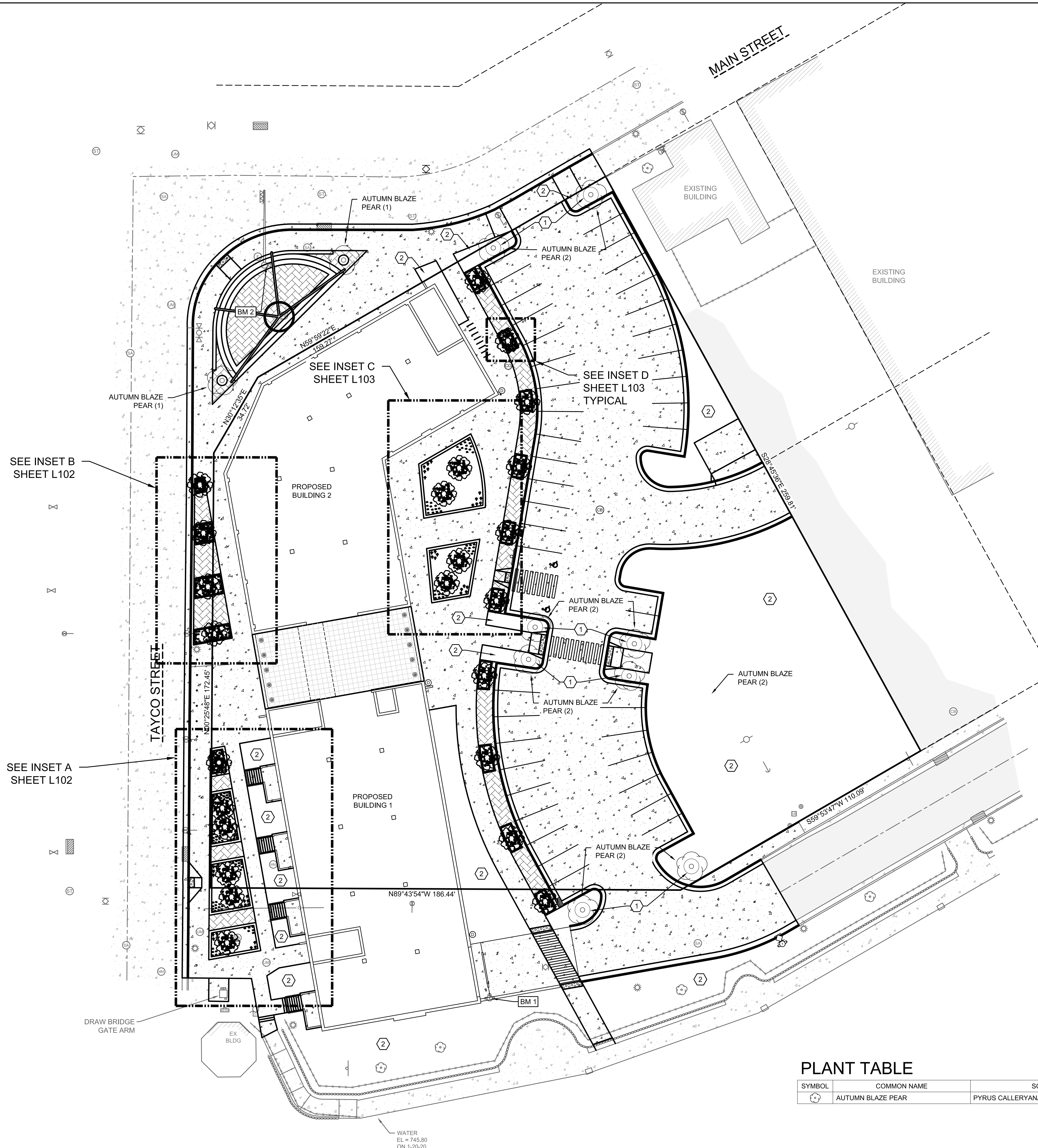
1. 6" DIAMETER SPADE EDGE WITH HARDWOOD MULCH
2. LAWN
3. CURBED TREE ISLAND; REFER TO INSET A THIS SHEET
4. RAISED SEAT WALL WITH BRICK VENEER AND CAST STONE CAP; REFER TO INSET B THIS SHEET

PLANT TABLE

SYMBOL	COMMON NAME	SCIENTIFIC NAME	QUANTITY	SIZE
	AUTUMN BLAZE PEAR	PYRUS CALLERYANA	10	2 1/2"

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL

2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1716-01-20





ORDINANCE O-xx-20

AN ORDINANCE AMENDING Title 2 – Government and Administration, Chapter 4, Section 2-4-1(o)(1-4)
(Vacant Building Registration)

INTRODUCED BY THOMAS GRADE

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 4, SEC 2-4-1(o)(1-4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 4

Landmarks Commission

...

(o) VACANT BUILDING REGISTRATION

1. **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.
2. **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.
3. **REGISTRATION:** Registration is required for any building within the Central Business District (C-2) that is vacant for 30 consecutive days.
 - a) 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.
 1. If the building is not vacant the burden of proof shall lie with the property owner to prove this.

2. Failure to register the vacant building shall result in a onetime fine of \$500.
 3. There is no fee for the initial registration of a vacant building.
- b) Six months after registration of a vacant building, a vacant building inspection of the registered building shall be performed.
 1. 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.
 2. The vacant building inspection may be an exterior, interior, or full inspection of all portions of the property and not just the vacant space.
 3. 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.
 4. 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.
- c) 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.
4. **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.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of _____, 2020.

Donald Merkes, Mayor

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: __ Majority Vote

 __ 2/3 Vote

ATTEST:

Deborah A. Galeazzi, City Clerk