

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**

July 8, 2020

5:00PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. PUBLIC HEARING

1. Ordinance – Amendment to Title 2 – Government and Administration, Chapter 4, Section 2-4-1(o)(1-4)

D. MINUTES TO APPROVE

1. Minutes of the June 17, 2020 Landmarks Commission Meeting

E. 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

F. COMMUNICATIONS

1. None

G. ACTION / DISCUSSION ITEMS

1. Ordinance – Amendment to Title 2 – Government and Administration, Chapter 4, Section 2-4-1(o)(1-4) (Vacant Building Registration)
2. 212 Main Street Property Condition
3. 1 Main Street – Brin Development Signage

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

Five (5) minute time limit for each person

I. 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
June 17th, 2020
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Alderperson Tom Grade at 5:06 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Dean Wydeven, Kate Mueller and Kim Massey

LANDMARKS MEMBERS EXCUSED: Commissioners Arnie Collier, Thomas Almendarez and Jeff Heimerman.

OTHERS PRESENT: AP Stephenson, Mayor Merkes, Paul Brunette (210 Main Street), Nick Jevne (210 Main Street) and Bill Bante (192 Main).

C. MINUTES TO APPROVE

1. Minutes of the December 17, 2019 Landmarks Commission Meeting

Com. Wydeven made a motion to approve the minutes of December 17th, 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

Paul Brunette (210 Main Street): spoke about maintenance issues within the downtown historic district.

Nick Jevne (210 Main Street): spoke about maintenance issues within the downtown historic district.

Bill Bante (192 Main Street): spoke about maintenance issues within the downtown historic district.

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

AP Stephenson gave an update of the proposed construction on the above addresses.

The Landmarks Commission entered into a conversation with the following being discussed:

1. How the building fits in with the surrounding area.
2. What the use of the building will be.
3. Historic items that should be preserved on 7 Tayco Street.
4. The need for downtown revitalization.

Com. Mueller made a motion to approve the certificate of appropriateness for new construction on 1 Main Street and the demolition of 7 Tayco and 13 Main with the following items being kept for historic purposes:

1. The keystones on the windows on 7 Tayco.
2. The date stone on 7 Tayco.
3. The upper gate stone portion of 7 Tayco.
4. The gears from the public space.
5. The benches from the public space.

The motion was seconded by Com. Massey. The motion carried.

2. Draft Vacant Building Registration Ordinance

AP Stephenson gave an update on the ordinance.

The Landmarks Commission entered into a conversation with the following being discussed:

1. The need for a vibrant downtown.
2. Changes in exceptions to the rules.
3. Landmarks ability to recommend blighting a building.
4. Where best to use the funds collected from the registration process.

A motion was made by Com. Mueller to approve the draft ordinance with the following revisions:

1. Make it clear in exceptions that service industries are excluded from the hour requirements and not the remainder of the ordinance.
2. Add a section regarding blight and maintenance of property.
3. Add a section that puts the registration fees into a fund that can be used for building maintenance.

The motion was seconded by Com. Wydeven. The motion carried.

Final approval of this ordinance as well as a public hearing, will appear at the next Landmarks Meeting.

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

Five (5) minute time limit for each person

None.

H. ADJOURNMENT

A motion was made by Com. Mueller to adjourn the meeting at 6:28 PM. The motion was seconded by Alderperson Grade. The motion carried.

Minutes prepared by AP Stephenson.



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.
- d) A building vacant for more than a year or a building that has failed multiple inspections may be recommended by the Landmarks Commission to the Plan Commission to be blighted pursuant to Wisconsin State Statute 66.133(2m)(bm).
4. **EXCEPTIONS:** The following are exceptions for the above requirements.
 - (1) Government uses shall be exempt from the requirements of this section.
 - (2) Residential uses shall be exempt from the requirements of this section.
5. **FEES COLLECTED:** All funds collected through the Vacant Building Ordinance shall be put into the CBD Façade Renovation Grant/Loan Program.
 - a) Funds collected from the Vacant Building Ordinance can be spent on any building face and need not be the primary exposure to a public street or otherwise highly visible space dedicated or leased to the public.

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

Passed and approved this ____ day of _____, 2020.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: Majority Vote

2/3 Vote

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk