

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
100 Main Street, Menasha
Room 132**

**July 14, 2021
5:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC HEARING
- D. MINUTES TO APPROVE
 - 1. Minutes of the June 9, 2021 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
- G. ACTION / DISCUSSION ITEMS
 - 1. Tax Increment District 13 Update
 - 2. Vacant Building Registration Update
- 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
Virtual Meeting
June 9th, 2021
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Alderperson Grade at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

1. Welcome New Member

New Member George Davis was welcomed.

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Jeff Heimerman, George Davis, Arnie Collier, and Kate Mueller

LANDMARKS MEMBERS EXCUSED: Commissioners Thomas Almendarez and Kim Massey

OTHERS PRESENT: PP Stephenson, and Sandra Dabill-Taylor (545 Broad Street).

C. PUBLIC HEARING

No public hearing.

D. MINUTES TO APPROVE

1. Minutes of the March 10, 2021 Landmarks Commission Meeting

Commissioner Collier made a motion to approve the minutes of the March 10th 2021 Landmarks Commission Meeting. The motion was seconded by Commissioner Heimerman. The motion carried.

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

Sandra Dabill-Taylor (545 Broad Street): Informed the Commission she was here to see if there was a meeting.

F. COMMUNICATIONS

No communications

G. ACTION / DISCUSSION ITEMS

1. Elections of Chair and Vice-Chair

Commissioner Mueller nominated Alderperson Grade as the Chair. With no other nominations, a unanimous ballot was cast, electing Alderperson grade as the Chair.

Commissioner Mueller nominated Commissioner Heimerman as Vice-Chair. With no other nominations, a unanimous ballot was cast, electing Commissioner Heimerman as Vice-Chair.

2. Historic Preservation Month Contest –Winner Selection

PP Stephenson gave an update on the contest and the applications submitted.

The winner of the contest, Valerie Neuman, was randomly selected by Commissioner Davis.

3. Whiting Paper Mill Discussion

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

- The severity of the fire.
- The historic significance of the former Whiting Mill.
- The significance of the remaining office building.

4. Historic District Expansion Areas

PP Stephenson gave an update on the process for creating a new Historic District.

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

- The Banta/Gilbert paper Mills.
- Locations for historic districts.
- Pros and cons of being in a historic district.
- The need to stay away from residential homes in a historic district.

The Commission directed staff to pull together preliminary maps, depicting various options for a historic district around the former Banta Paper Mill.

5. 2021 Meeting Calendar

The meeting calendar was presented.

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

Five (5) minute time limit for each person

No public comments at this time.

I. ADJOURNMENT

A motion was made by Commissioner Heimerman to adjourn the meeting at 6:10 PM. The motion was seconded by Commissioner Collier. The motion carried.

Minutes prepared by PP Stephenson.



MEMORANDUM

Date: July 14, 2021

To: Landmarks Commission

From: Community Development Department/JS



RE: **Proposed Project Plan Amendment – Tax Increment District No. 13**

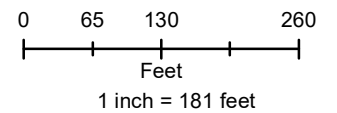
TID 13 was created in 2015 for the purpose of facilitating redevelopment on the site of the former hotel Menasha and adjacent bank building at the corner of Main and Mill Street and a portion of the City-owned Marina Place Parking Lot. To date, this district has seen an increase in valuation of roughly \$16.88M primarily with the development of the One Menasha Center. The statutory closing of this district is 2042 and as of today the district is estimated to end in a positive fund balance of roughly \$2.29M.

In March of 2021, Faith Technologies vacated the former Banta Corporation Headquarters and consolidated all of their staffing into the One Menasha Center. The 30,000 square foot office building was placed on the market, the City was approached by a developer to consider support in repurposing the 225 Main Street building from office to residential. The development would look to convert the building into 26 market rate+ residential units and add an estimate of \$2.25M of additional valuation. At an estimated future valuation of \$4M to \$8M+, this development could bring in around \$800K to \$2M in increment over the life of the district.

In addition to looking at expanding the TID to this one property for this proposed development and possible second development, staff would also like the Common Council to consider expanding this district to greater portions of the downtown. We have several buildings in a vacant and blighted state that are in the need of revitalization. Many of the historic buildings are in the need of overall maintenance. The City envisions expanding this district throughout the downtown areas to include several additional redevelopment properties, assistance in historic building improvement, assist in business attraction, assist in second floor building enhancements, and assist in the public improvement/amenities to add to the accessibility and attractiveness to the City's waterfront.

TIF DISTRICT #13

-  Proposed Boundary Amendment
-  TID 13 (Existing)



historic district pursuant to order of any governmental agency or pursuant to any court judgment, for the purpose of remedying emergency conditions as determined by the Community Development Director to be dangerous to life, health, or property. In such cases, no approval from the Landmarks Commission shall be necessary.

(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:**

a. The property owner of any building, within the Central Business District (C-2), that is or has become vacant, shall file a registration statement with the Community Development Department, on forms provided by the department, within 30 days, after the effective date of this ordinance, after the building becomes vacant or within 30 days after assuming ownership, whichever is later.

1. It is the responsibility of the property owner to register their building with the city if any of the commercial units within the building are vacant.

2. If the building is not vacant the burden of proof shall lie with the property owner.

3. There is no fee for the initial registration of a vacant building.

b. The property owner shall renew the registration for successive 6-month periods as long as the building remains vacant and shall pay a registration renewal fee of \$250 for each registered building.

1. The property owner of any vacant building for which registration is required by this section shall provide access to the city to conduct an exterior and interior inspection of the building to determine compliance with building and health code requirements, following reasonable notice.

If any property owner of a vacant building does not provide access to the property at the scheduled time, the Community Development Director or designee may apply for and obtain a special inspection warrant pursuant to §66.0119, Wis. Stats.

2. Every vacant building shall be subject to city inspection at least once every six months.

3. In the event the inspector finds a code violation anywhere on the property, a re-inspection fee of \$500 per vacant building inspection will be imposed until the violation has been corrected. Once the violation is corrected the fee shall return to \$250 per vacant building inspection.

4. A fee of \$85 shall be imposed for each time the inspector is unable to gain access to the structure for the inspection at the time scheduled.

- (4) 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 the building is occupied. At this time the building will be removed from the vacant building registration list.
- (5) **FAILURE TO REGISTER.** Any property owner that fails to register or re-register a vacant building as required under this section shall, upon conviction, forfeit not less than \$500 nor more than \$2,000, together with the costs of the action.
- (6) 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 66.1333(2m)(bm).
- (7) **FEES COLLECTED:** All funds collected through the Vacant Building Ordinance shall be put into the CBD Façade Renovation Grant/Loan Program.

SEC. 2-4-9 HOUSING AUTHORITY.

- (a) **APPOINTMENT, QUALIFICATIONS AND TENURE OF COMMISSIONERS.**
 - (1) The Mayor shall, with the confirmation of the Council, appoint five (5) persons who are citizens of the City as Commissioners of the Housing Authority. No Commissioner may be connected in any official capacity with any political party nor shall more than two (2) be officers of the City.
 - (2) The Commissioners who are first appointed shall be designated by the Mayor to serve for terms of one (1), two (2), three (3), four (4), and five (5) years respectively from the date of their appointment. Thereafter, the term of office shall be five (5) years. A Commissioner shall hold office until his successor has been appointed and has qualified. Vacancies shall be filled for the unexpired term in the same manner as other appointments. Three (3) Commissioners shall constitute a quorum. The Mayor shall file with the City Clerk a certificate of the appointment or reappointment of any Commissioner and such certificate shall be conclusive evidence of the due and proper appointment of such Commissioner if such Commissioner has been duly confirmed as herein provided and has duly taken and filed the official oath before entering upon his office. A Commissioner shall receive no compensation for his services but he shall be entitled to the necessary expenses including traveling expenses incurred in the discharge of his duties.
- (b) **SELECTION OF OFFICERS.** When the office of the first chairman of the Housing Authority becomes vacant, the Authority shall select a chairman from among its members. The Authority shall select from among its members a vice-chairman, and it may employ a secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. The Authority may call upon the City Attorney or chief law officer of the City for such legal services as it may require. The Authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper.
- (c) The Housing Authority shall have all the powers and perform all of the duties conferred upon it by Section 66.40, Wis. Stats.

SEC. 2-4-10 COMMITTEE ON AGING.

- (a) **COMPOSITION; TERMS.** The Committee on Aging shall consist of eight (8) members