

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  
Council Chambers  
140 Main Street, Menasha**

**December 11, 2013**

**5:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the November 19, 2013 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 ITEMS
  - 1. None
- G. DISCUSSION
  - 1. [Broad Street Lot / Main Street Pedestrian Link](#)
  - 2. [Bridge Tower Museum](#)
  - 3. [Code of Ordnances, Sec. 2-4-8 \(j\)\(k\)\(l\) Landmarks Commission Relating to the Regulation of Construction and Exterior Alternations of Historic Properties](#)
  - 4. On-going Projects into 2014
  - 5. Feasibility of Available Funding
- H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
  - Five (5) minute time limit for each person
- I. ADJOURNMENT

*If you are not able to attend this meeting, please contact the Community Development Department no later than the Monday prior to the meeting.*

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**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
November 19, 2013  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Vice Chairman Taylor at 5:06 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners James Taylor, Kristi Lynch and Peg Docter.

LANDMARKS MEMBERS EXCUSED: Commissioners Tom Grade and Paul Brunette.

LANDMARKS MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Mayor Merkes, Brian Adesso, Abie Khatchadourian and Dave Elliot.

**C. MINUTES TO APPROVE**

1. **Minutes of the October 28, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Docter to approve the October 28, 2013 Landmarks Commission meeting minutes with noted change that meeting was called to order by Vice Chairman James Taylor.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION**

1. No one spoke.

**E. COMMUNICATIONS**

1. **Wisconsin Landmarks Newsletter – October 2013**

Comm. Taylor commented on the article dealing with "Lustron" homes and noted that one (since remodeled) is located at 712 Carver Lane.

**F. ACTION ITEMS**

1. **Application for Façade Improvement Grant – 64 Racine Street – 206 Club**

Information provided by representatives of the 206 Club had provided drawings and specifications for the storefront window. PP Homan stated that the original quote from Tri City Glass had been revised to add a window section that had been overlooked. The revised quote is for \$5,685.

Commissioners discussed the suitability of the windows for the front facade with the consensus being that the windows are compatible with the building.

Motion by Ald. Keehan, seconded by Comm. Lynch to approve the facade grant application in the amount of \$2,500. The motion carried.

**G. DISCUSSION ITEMS**

1. **Menasha High School Site and Building Plans**

Abie Khatchadourian, project architect, gave an overview of the approach that was taken to the design of the building additions and interior renovations with goals being to achieve harmony with the existing architecture and to respect the interior design.

Comm. Taylor commented on numerous aspects of the design and conservation/utilization of architectural details and the replication of design elements from the existing building in the building addition. Specific comments were addressed to the replication of the quoins on the building corners, limestone keys, lintels and copings.

Comm. Lynch commented on the National Park Service standards for historic buildings which discourage the replication of historic architecture in building additions.

Abie Khatchadourian described the design concepts that were employed to maintain the primacy of the original architectural design and to have the additions evoke a 21st century design that respects the original architecture. Dave Elliot commented on the participation of the school district's design team in the development of the project.

CDD Keil explained the process and timeline for review and consideration of the Special Use Permit Application by the Plan Commission and Common Council. Comm. Taylor requested a special Landmarks Commission meeting to obtain input from the commissioners who were not able to participate in this meeting. CDD Keil is to make inquiry with commissioners and attempt to arrange a meeting with the prospect to the Landmarks Commission making advisory comments to the other two bodies.

2. **Bridge Tower Museum Update**

PP Homan stated that nearly all of the elements necessary to reopen the museum were in place. She is to prepare a list of the actions that need to be taken prior to reopening for the next Landmarks Commission meeting.

3. **Broad Street Lot / Main Street Pedestrian Link**

Comm. Taylor expressed his desire to initiate planning for the project. Former/current design concepts are to be assembled and presented at the next Landmarks Commission meeting.

4. **Façade Improvement Program Grant/Loan Balance**

CDD Keil stated that he had reviewed the fund balance with the Finance Department, which ascertained that there was more in the account than was previously reported. There is a cash balance of about \$37,000 and loan receivables of about \$16,500.

5. **Future Landmarks Commission Activities/Projects**

The consensus was to work on the completion of the Bridge Tower Museum and work toward a plan for improving the Broad Street Parking Lot/Main Street pedestrian link.

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

1. No one spoke.

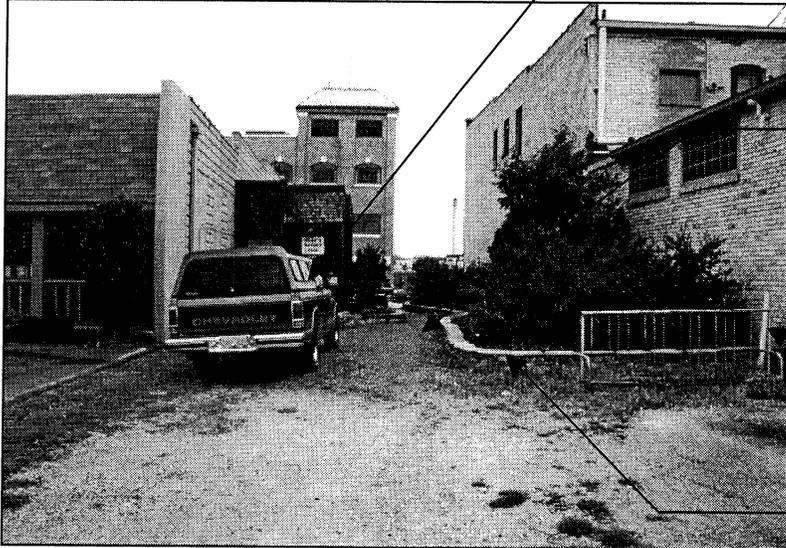
**I. ADJOURNMENT**

Moved by Ald. Keehan, seconded by Comm. Lynch to adjourn at 6:15 PM.

The motion carried.

*Respectfully submitted by CDD Keil.*

⇒ Case Study:



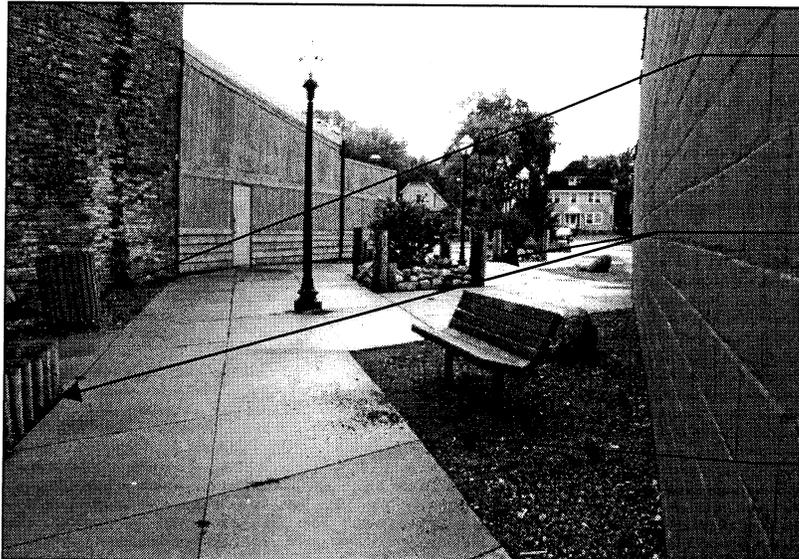
*Restrict parking behind buildings. These areas should become patios and green spaces that clearly distinguish the private property from the pedestrian space.*

*This pedestrian alley should be designed to follow the historic style of the district. A linear path, utilizing the colored paver, will be traditional in design and safer for night passage.*

*Incorporate formal plantings into existing beds, including the City Flower. Plantings that are removed can be replanted in the Marina District.*

*Light fixtures should be installed to improve pedestrian security.*

⇒ Case Study:



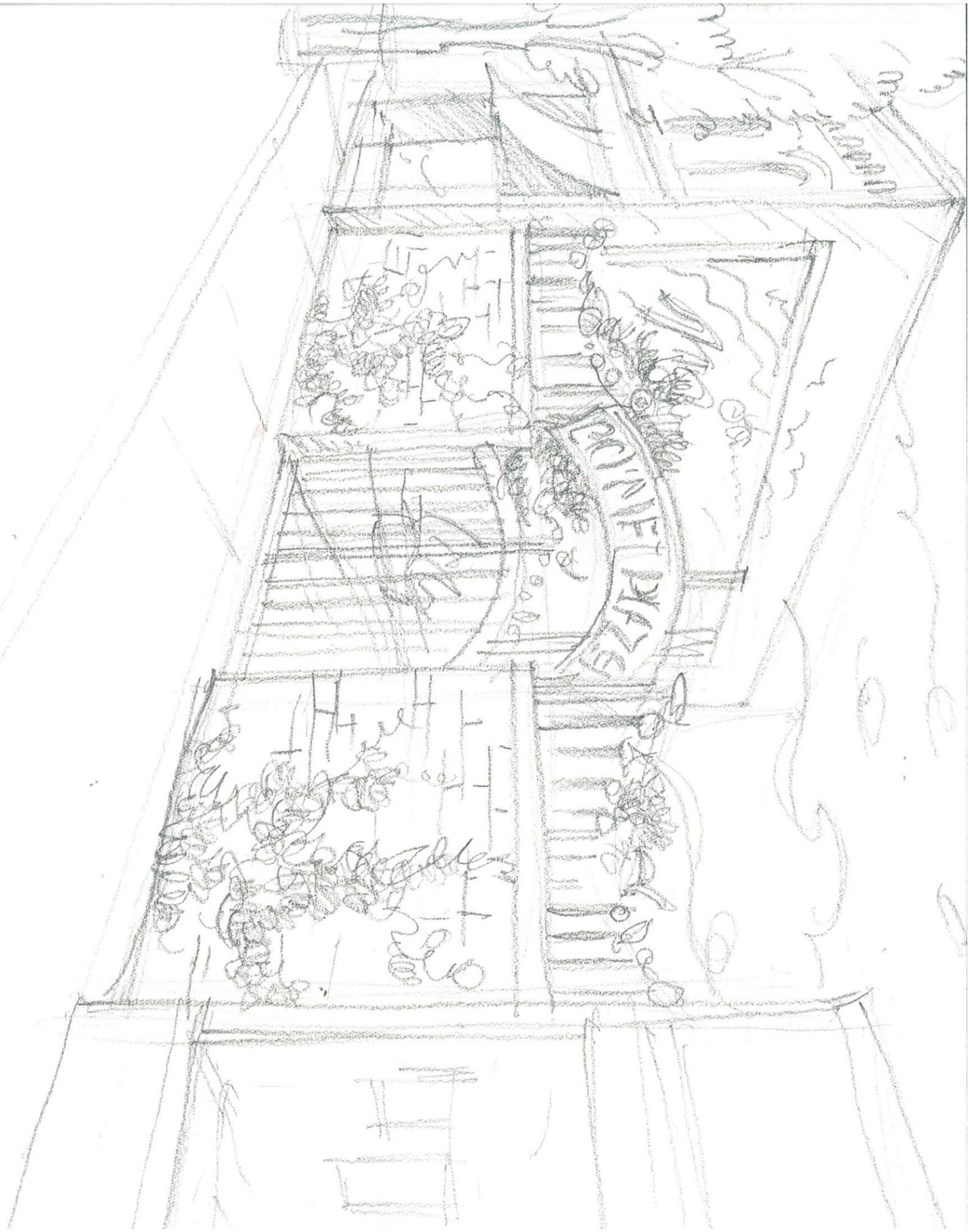
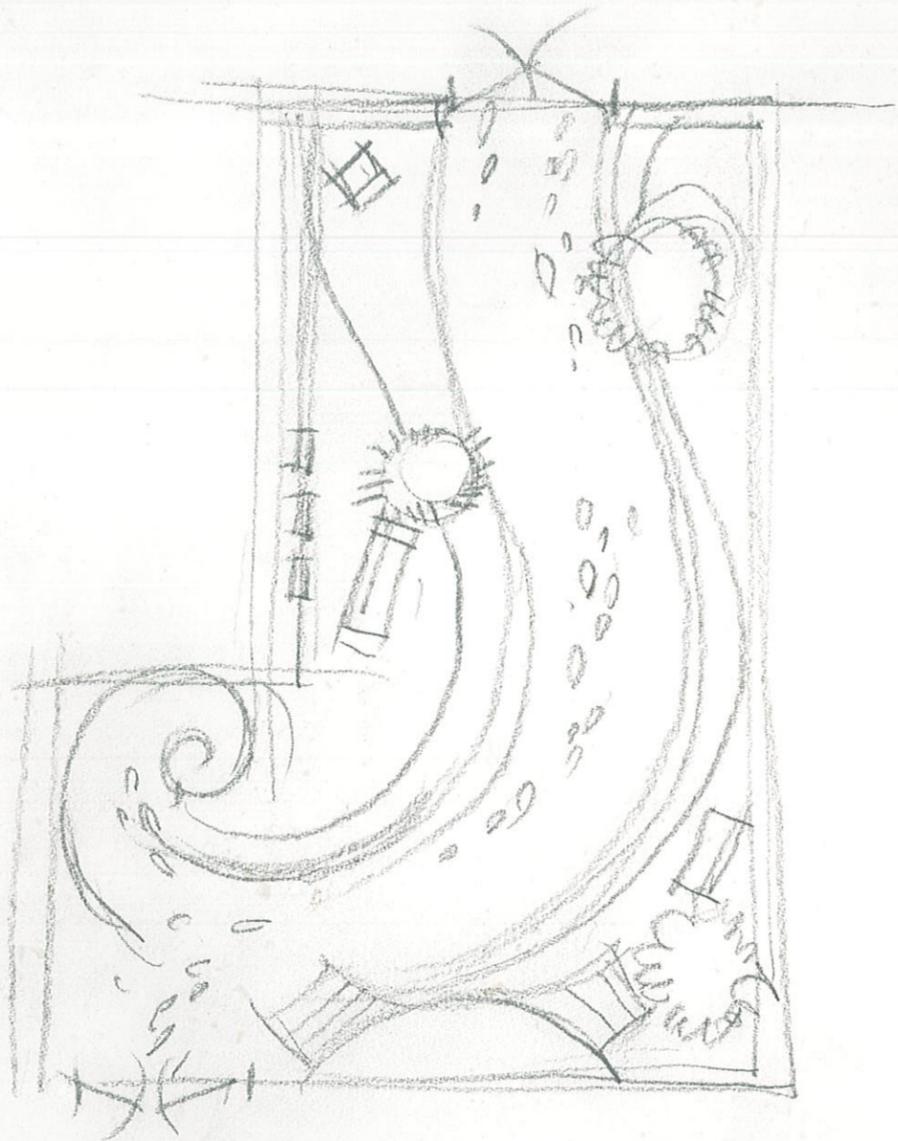
*Trash receptacles in the historic district should be metal, with a design style supporting the historic theme. (See image on following page.)*

*Remove center plantings and telephone poles, and replace with colored paver. Incorporate a piece of sculpture that commemorates a significant Menasha person or activity.*

*Remove stones and replace with a formal planting scheme. Relocate bench closer to pavement.*







## Bridge Tower Museum Project Matrix (Revised December 2013)

<b>NECESSARY TASKS</b>	<b>TIMELINE</b>	<b>COST</b>	<b>Person(s) in Charge</b>
1. Clean Museum	<i>completed</i>	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	<i>completed</i>	\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	<i>completed</i>	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	<i>completed</i>	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	<i>completed</i>	\$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	<i>completed</i>	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	<i>completed</i>	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	<i>completed</i>	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	<i>completed</i>	Staff time.	Com Dev staff
14. Acquire Audio Video Equipment	In progress	Display & technical equipment donated by ReBoot & Fox Valley Tech Club; Display mount appx. \$200.	Com Dev Staff
15. Install Audio/Video Equipment	April 2014	Volunteer & Staff Time	Fox Valley Tech Club & City Staff
16. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
17. Install Signage & banners.	April 2014	Staff time	Public Works - Mike Bursack & Tim Jacobsen
18. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Volunteer Landmarks Commissioners & Com Dev Staff.
19. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners
20. Other Items:			

above, and shall, following the public hearing, either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan. Property owners may appeal such decision to the common council within 30 days.

(j) **REGULATION OF CONSTRUCTION, RECONSTRUCTION, AND EXTERIOR ALTERATION.**

- (1) Certificate of Appropriateness. A Certificate of Appropriateness is required before a building permit can be issued for the demolition, new construction, exterior alteration, modification or addition to a designated historic property. Any building permit not issued in conformity with this ordinance shall be considered void. Acceptable exterior alterations include, but are not limited to, the construction of additions, the installation of siding, windows, doors, awnings, and signage, or the application of paint or other exterior coatings.
  - a. Such application shall contain a description and sketch of the proposed changes.
  - b. A copy of the procedures for Landmarks Commission review shall be provided in writing to each applicant.
  - c. Within ten (10) days of the referral from the Director of Community Development, the Landmarks Commission shall schedule a meeting to review said application. The Landmarks Commission shall utilize the following criteria to evaluate the appropriateness of the proposed change.
    1. In the case of a designated historic district, structure or site, the proposed work should not detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement upon which said work is to be done; and,
    2. In the case of the construction of a new structure upon a historic site, the exterior of such improvement should not adversely affect the external appearance of other neighboring improvements. Such improvement shall also harmonize with the external appearance of other neighboring improvements on such site; and,
    3. In the case of any property located in a designated historic district the proposed construction, reconstruction, or exterior alteration shall conform to the objectives and design criteria of the Historic Preservation Plan.
- (2) If the Landmarks Commission determines the landmark, landmark site, or property within a historic district would be adversely affected by the proposed change or if for any other reason the Commission rejects the request, the Commission shall state in writing the reasons.
- (3) Should the Landmarks Commission fail to act within the specified time period or refuse to issue a certificate of appropriateness due to the failure of the proposal to meet the guidelines, the applicant may appeal to the Common Council.
- (4) If a Certificate of Appropriateness is granted, building permit applications shall be made to the Director of Community Development. The application for a Certificate of Appropriateness must be signed by the owner or his authorized representative, and the form must be signed by the chairman of the Landmarks Commission stating its approval, denial, or approval with conditions and the reasons for the decision.

- (5) When considering an application for a Certificate of Appropriateness for new construction, alteration, repair, or restoration, the Commission shall use the Secretary of the Interior's Standards for Rehabilitation as guidelines in making its decisions. In addition, the Commission may adopt more specific guidelines for local historic districts and local historic buildings. These guidelines serve as the basis for determining the approval, approval with modifications, or denial of an application.
- a. The Secretary's Standards for Rehabilitation are:
1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
  2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
  3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, will not be undertaken.
  4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
  5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
  6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
  7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
  8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
  9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
  10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

- (k) **REGULATION OF DEMOLITION AND NEW CONSTRUCTION.** No portion of a designated historic structure or site shall be demolished, nor shall a new building be constructed or new use established in a historic district unless such demolition, construction or use complies with this Section.
- (1) A permit is required as described in Section (g). Application shall be made to the Director of Community Development utilizing the procedures enumerated in Section (g)(1-2).
  - (2) In determining whether to issue a certificate of appropriateness for demolition, new construction or alternate use, the Landmarks Commission shall consider:
    - a. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it.
    - b. Whether any prospective new structure, or change in use would be compatible with the buildings and environment or the district in which the subject property is located.
    - c. Whether the building or structure is of such architectural or historic significance that this demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and the state.
    - d. Whether demolition of the property would be contrary to the purpose and intent of this chapter and to the objectives of the Historic Preservation Plan.
    - e. Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense.
    - f. Whether retention of the building or structure would encourage study of American history, architecture and design or develop and understanding of American culture and heritage.
  - (3) These provisions shall not apply to any building or structure which has been determined by the Building Inspector in consultation with the Community Development Director to fulfill the requirements of Sec. 66.05 Wis. Stats., and Sec. 11-7-5 and Sec. 15-5-13 City of Menasha Code, or if the City or any other governmental entity is proceeding under Ch. 32 Wis. Stats.
- (l) **PENALTIES.**
- (1) Any person who alters, or constructs a building or structure in violation of this chapter shall be required to restore the building or structure and its site to its appearance prior to the violation. Such restoration shall be completed within such time frame as set by the Landmarks Commission using materials, building design and construction methods approved by said Commission. Failure to complete the restoration in conformance with the requirements of the Landmarks Commission shall constitute a violation of this ordinance. Violations shall be subject to the penalties listed in Section 13-1-135 of the Menasha Code of Ordinances. Each day the violation continues shall constitute a separate offense.
  - (2) Any person who demolishes a building or structure in violation of Section (h) shall forfeit a sum equal to fifty percent (50%) of the value of the building or structure, should the Landmarks Commission and Common Council make a finding after a hearing that the demolished structure had major historical significance. The value shall be determined by using the assessed value from the previous year's property tax assessment as equalized by the Wisconsin Department of Revenue.