

May 21, 2021

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Leo Ketchum-Fish, Mary Motiff, Adeline Swiston, Matt Simoneau

ABSENT: Britt Serrine

MUNICIPAL PERSONNEL: Scott Kluver City Administrator, Tammy DeMars City Treasurer/Deputy Clerk

Meeting called to order at 5:30pm by Motiff attendance as recorded.

**Approval of Minutes – April 15, 2021** – Moved by Anderson to approve the minutes of April 15, 2021 second by Ketchum-Fish. Motion carried 5-0 with Baregi abstaining as he was not at the last meeting.

**Election of Vice Chairperson** – Swiston nominates Anderson, second by Ketchum-Fish. No further nominations made. Motion by Ketchum-Fish to approve Dave Anderson as the Vice Chairperson, second by Swiston. Motion carried 6-0.

**Discussion & Action on Application to place Mural on West Side of Smith Chiropractic Clinic Located at 713 W. Bayfield Street, C-2 District - Margaret Smith, Petitioner** – Motion by Baregi to approve mural to be placed on the West side of Smith Chiropractic Clinic, 713 W. Bayfield St, second by Swiston. Motion carried 6-0

**Discussion & Action of Request to Canopy Signage on Midland Services Convenience Station Located at 137 W. Bayfield Street, C-3 District - Rose City Canopy Petitioner** – Moved by Baregi to approve the sign application for Midland Services, 137 W. Bayfield Street, 2<sup>nd</sup> by Anderson. Motion carried 6-0

**Discussion & Action on Application for Projecting Sign on Front of Building and Mural Sign on West Side of Building, AdventuresUs, 324 W. Bayfield Street, C-3 District - Amy Trimbo, Petitioner** – Moved by Ketchum-Fish to approve the sign and mural for AdventuresUs, 324 W. Bayfield Street, second by Swiston. Motion carried 6-0

**Discussion & Action on Application for Wall Sign on Front of Bemused Design Building, located at 14 E. Bayfield Street, C-3 District - Jamey Penney-Ritter Petitioner** – Moved by Ketchum-Fish to approve the wall sign for Bemused Design at 14 E. Bayfield Street, second by Swiston. Motion carried 6-0

**Discussion & Action on Downtown Design Review for Placement of a Yard Shed at 211 W. Bayfield Street, C-3 District - 211 LLC, David Sneed Petitioner** – Review of Downtown Standards: 1) **Building height.** The height of a building shall not be more than one story taller or shorter than the height of the adjoining building. In no event, shall the height of a building exceed the maximum building height established for the base zoning district. **No change to the main structure is occurring.** 2) **Special requirements for large buildings.** A building façade fronting on a public street with a frontage of 75 feet or more shall be designed to look like two or more individual building fronts. This may be achieved by using different building materials, facade articulations, or other design approach that gives the appearance of separate, but attached buildings. **N/A.** 3) **Horizontal rhythms.** The horizontal pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as piers and columns shall be spaced at regular intervals across all visible façades of the building. **Plan Commission finds no issues with this provision.** 4) **Vertical rhythms.** The floor heights on main façades shall complement those of adjoining buildings. The rhythm of the ground floor shall harmonize with the rhythm of upper floors. The vertical pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as sills, headers, transoms, cornices, and sign bands shall be compatible in design and elevation with adjoining buildings in immediate area. **The Plan Commission finds structure is one story, and will be sided similar to that of the primary structure.** 5) **Roof forms.** Flat or gently sloping roofs which are not visible from the street grade shall generally be used. Mansards or other exotic roof shapes are not characteristic of the district's character and are prohibited. **The roof of the shed is gently sloping, but does face the street. The Plan Commission finds the building should be adjusted so that the roof slopes to the rear of the building.** 6) **Awnings.** The size, color, placement, and design of an awning should be complementing the architectural character of the building on which it is located. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used. Awnings covered with shingles, metal roofing, or the like are prohibited. Backlit awnings are prohibited. **N/A – No awning proposed.** 7) **Building materials.** Selected building materials shall be compatible with those of existing buildings in the immediate area which generally consist of natural materials such as stone, brick, and wood. Concrete masonry units, corrugated metal, half-log siding, and vinyl siding are prohibited. **The shed shall be sided similar to the main structure.** Moved by Ketchum-Fish to approve the yard shed for 211 West Bayfield Street with the condition the building is adjusted so the slope of the roof is in the rear of the building, second by Swiston. Motion carried 6-0.

**Discussion & Action on Plan of Operation for Guitar Shop at 131 W. Bayfield St., - Michael Pully, Petitioner** – Moved by Ketchum-Fish to approve the Plan of Operation for a guitar shop at 131 W. Bayfield Street, second by Anderson. Motion carried 6-0.

**Discussion & Recommendation on Ordinance to Regulate Tourist Rooming Houses** – Draft ordinance was reviewed. The overall consensus was to recommend an annual permit fee should be charged of \$500.00, all permits should expire at the same time and there should be no restriction on the duration of stay.

**Action on Comprehensive Plan Re-Write Project – Review of the Visioning Elements (Goals/Objectives) From the previous Plan – Jason Laumann of NWRPC** – NWRPC is requesting a special meeting to move forward with the land use evaluation and mapping. Commission decided to schedule a meeting for June 9, 2021 at 5:30pm

Motion by Anderson to move the discussion on Downtown Design Standards ahead of the next item, second by Swiston. Motion carried 6-0

**Discussion on Downtown Design Standards Applying to Accessory Structures** – Discussion held and it was decided to continue the Downtown Design Standards to accessory structures.

**Review and Discussion on Potential Changes to Zoning Code -Land Matrix Exhibit 8-1** – The Commission began their review of the Land Use Matrix. Consensus was given to the following changes; **1-Agriculture:** (1.03) Agriculture Support Services R-2 change to not permitted. (1.04) Greenhouse R-1 Change to permitted, C-2 and C-3 change to not permitted and I-1 change to permitted. **2-Resource-Based Users:** (2.01) Dam change to not permitted. **3 Residential:** (3.02) Change R-7 to permitted, C-1 to permitted, C-2 Not permitted and MUW to permitted. The remainder of the residential section will be discussed after the housing study is completed. They then skipped to: **5 Group Accommodations:** (5.01) Campground L-1 change to permitted. (5.02) Overnight lodging MUW changed to permitted. (5.03) Resort R-1 Permitted, R-7 Permitted, C-1 Permitted, MUW Permitted. 5.04 Tourist Rooming House change R-1, R-2, R-6, R-7 and MUW to permitted OR if ordinance goes through strike Tourist Rooming House out of Zoning Code.

Discussion will continue at the next meeting.

Moved by Anderson to adjourn, second by Swiston. Motion carried 6-0. Meeting adjourned at 8:20pm

Respectfully Submitted,  
Tammy L. DeMars  
Treasurer/Deputy Clerk