

November 19, 2020

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30 p.m. Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Mary Motiff, Britt Serrine, Adeline Swiston, Matt Simoneau

ABSENT: Leo Ketchum-Fish

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 – October 15, 2020 – Moved by Baregi to approve the minutes of October 15, 2020 second by Swiston. Motion carried unanimously.

Discussion & Action on Architectural Review and Downtown Design Decision Review for Deck Addition to Yellow Bird Gallery, 318 W. Bayfield St. – Ron Piercy, Petitioner – Mr. Piercy is asking to put a 17' x 22' deck on the east side of the building with steps facing the alley. The architectural standards 8-183 were reviewed; 1 Not applicable as this is a deck, not the main structure. 2 thru 7 Are not applicable. 8 The main structure is wood and the deck will also be wood. 9 thru 11 Are not applicable. The downtown design Article 14-7 building design was reviewed as follows; 1 No change in the main structure is occurring. 2 Non applicable. 3 Horizontal rhythms have been met. 4 thru 6 are non-applicable and 7 Building materials will be wood. The question came up if this would-be ADA compliant since Mr. Piercy was not present the consensus was to add this a condition. Moved by Anderson to approve the deck addition at 318 W. Bayfield Street, with the condition that all State requirements are met for ADA compliance, second by Serrine. Motion carried unanimously.

Discussion and Recommendation on Comprehensive Plan Guiding Body and Public Participation Plan – The Commission members discussed who should guide this process; since they have the knowledge of the Zoning Code, and wanting to stream line the process, along with the difficulties in trying to appoint an Ad-Hoc Committee it would be best for the Plan Commission to be the guiding body. Motion by Anderson to recommend appointing the Plan Commission to be the guiding body in the revision of the Comprehensive Plan, second by Serrine. Motion carried unanimously. A modified version of a Public Participation Plan from the past was reviewed, many revision were also added including adding the locations and when postings will be done, removing County Journal and add Bottom Line News as places press releases will be submitted along with the City Facebook page, adding comments and questions could be put in the drop box 24hrs, 7 days a week, changing “photocopies may be requested as provided under step 1 above” to will be provided under state statue public records law. Be consistent to add “revision or revised” throughout the Public Participation Plan. Remove Surveys and visioning from participation strategy and add through various methods of input. In step 6 Participation Guidelines #1 to The Plan Commission, or its successor or designee(s), shall hold at least “one public meeting per year” to “*every two years*”. This is not a complete list but a general overview of what was discussed, a complete copy is on file in the Clerk’s office. Moved by Anderson to recommend approval of the Public Participation Plan as written with the revisions as discussed tonight, second by Swiston. Motion carried unanimously.

Conceptual Discussion & Action on Architectural Standard for Overhead Doors – Serrine moves to table this discussion until the next meeting, second by Baregi. Motion carried unanimously.

Swiston moves to adjourn, second by Anderson. Meeting adjourned at 6:43p.m.

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk