

May 21, 2020

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30pm Washburn City Hall & Remote Video Conferencing

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

ABSENT: Vacancy

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

Meeting called to order at 5:30PM by Motiff attendance as recorded. Motiff and Baregi attending VIA Zoom.

Approval of Minutes – February 20, 2020 - Moved by Gray to approve the minutes of February 20, 2020 as presented, second by Ketchum-Fish. Motion carried with Swiston abstaining.

Election of Vice Chairperson – Baregi nominates Ketchum-Fish, second by Swiston. With no further nominations, Gray moves to close nominations, second by Anderson. Motion carried unanimously. Ketchum-Fish accepts nomination.

Discussion & Action on Site Plan Review for Installation of Solar Panels, Gail Bodin 431 W. Bayfield Street - Next Energy Solution, Inc, Petitioner – DeMars reports site plan has been reviewed and meets all the requirements outlined in section 7-75 and Section 8-549. Motion by Gray to approve the site plan for installation of solar panels at 431 W. Bayfield Street, second by Swiston. Motion carried unanimously

Discussion & Action on Downtown Design Review for Hawkes Building at 100 W. Bayfield Street-John Sopiwnik, Petitioner – Sopiwnik in attendance. Moved by Swiston to open floor, second by Baregi. Motion carried unanimously. Sopiwnik, address the Commission, thanks Kluver for expediting this to the Plan Commission. This roof change he is requesting is for aesthetics and function, the roof rake in the front is to help keep the water off the building and protection coming in and out of the building. The roof pitch would be 4/12, section 14-7 (5) of the Zoning Code only states Flat or gently sloping roofs which are not visible from the street grade shall generally be used, so it's not specific to what may be considered "gently sloping". General consensus was the 4/12 pitch wouldn't be an issue. Moved by Ketchum-Fish to approve the roof design, second by Gray. Discussion held on if architectural review was or was not needed, since this is the Downtown Design District. Kluver doesn't believe it does because it's not new construction and the use is not being changed, after further debate it was decided to do the architectural review. Section 8-182(3) of the zoning code requires a building rake elevation that faces Bayfield Street the roof line must be hidden behind the façade facing Bayfield Street. Ketchum-Fish motions to approve the roof structure with the rake hidden behind the façade, second by Swiston. Motion carried unanimously.

Discussion & Action on Façade Loan Application-John Sopiwnik, 100 W. Bayfield Street, Petitioner – Mr. Sopiwnik is requesting \$15,754.95 for exterior windows, front door, and refresh the sills, trim and Hawkes sign. This request is more than the standard threshold of \$10,000.00, but the Plan Commission can approve loans higher than that if they believe the project would improve the project would improve the architectural value of the building. Kluver has reviewed the documents and it meets the technical requirements of the program and the utility payments are up to date as is the required payment on taxes. Moved by Baregi to approve the loan in the amount requested of \$15,754.95 and authorize the Administrator and City Attorney to prepare and execute the loan documents, second by Gray. Motion carried unanimously.

Moved by Baregi to close floor, second by Ketchum-Fish. Motion carried unanimously.

Annual Review and Recommendation on Municipal Land Sale List – The Plan Commission reviewed the list of current properties for sale. Moved by Anderson to recommend adding property number 19 to the land sale list, 2nd by Swiston. Discussion on development for the property. Anderson amends previous motion to recommend adding property number 19 with the recommendation it be sold for new development, amendment accepted by Swiston. Motion carried unanimously.

Adjourn – Motiff adjourns the meeting at 6:58pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk