

July 16, 2020

CITY OF WASHBURN PLAN COMMISSION MEETING

5:38pm Washburn City Hall & Remote Video Conferencing

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

ABSENT:

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 – June 23, 2020 – Moved by Swiston to approve the minutes of June 23, 2020 second by Ketchum-Fish. Motion carried with Baregi abstaining.

Public Hearing - Motion by Swiston to open the floor to the public hearing, second by Baregi. Motion carried unanimously.

No public comment

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

Discussion and Recommendation on Ordinance No. 20-005 to Amend the City's Subdivision Code Related to the Approval of certified Survey Maps – No discussion

Discussion and Recommendation on Ordinance No 20-007 to Amend the City's Zoning Map to Change Three Parcels from R-6 Mixed Residential to C-2 General Commercial – No discussion

Moved by Gray to recommend approval of amendments to Ordinance No. 20-005 to amend the City's Subdivision Code Related to the Approval of certified survey maps and Ordinance No. 20-007 to amend the City's Zoning Map to change three parcels from R6 mixed residential to C-2 General Commercial, second by Serrine. Motion carried unanimously.

Discussion & Action on Site Plan/Architectural Review for Facade Renovations and Second Story Residential Addition, 308 W. Bayfield Street - Dan & Kristi Doman Petitioners – Dan and Kristi Doman present. Gray moves to approve the site plan and facade renovations made second by Swiston. Discussion held on meeting all the standards required by the code. Motion carried unanimously.

Discussion & Action on Architectural Review to Replace Existing Shingled Roof and Awning with Metal Roofing, 324 W. Bayfield Street – Jared & Amy Trimbo Petitioners – Mr. Trimbo present, and states he miss stated his application, as what he has in accordance to the definition is not an awning but a canopy. After a lot of discussion on the differences between an awning and canopy, it was decided that what Trimbo has is a canopy and not an awning, and that at a future meeting we need to have things clarified in the zoning code. Moved by Anderson to approve the metal roof replacement, and since we have determined that the front is a canopy and not an awning, he may replace with metal roofing material, second by Gray. Motion carried unanimously.

Discussion & Action on Site Plan Review for Deck Addition, 123 S. 2nd Ave. W. - Emily Systma Petitioner – Leo Ketchum-Fish recuses himself as he is the contractor on this project. This project does meet all requirements and setbacks, she actually did have approval for a 30'x10' deck, but would like to go larger with a 38' x 14'. Moved by Swiston to approve a 38' x 14' deck to the building located at 123 S. 2nd Ave. West, second by Gray. Motion carried unanimously.

Discussion & Action on Request to Place Overhead Doors at 205 E. Omaha St. - Fishnote Properties Petitioner – Leo Ketchum-Fish recused himself as he is the petitioner, but is here for any question. Section 8-193(9) of the zoning code states "Overhead doors shall not face a public street." The Plan Commission may permit overhead doors to face a public street, but only when it has made a finding that there is no feasible alternative location for such doors. Consistent with the requirements in Article 7, the Commission may recommend approval of a special exception. Mr. Ketchum-Fish states the door that is currently on it is a larger sliding door, he would like to remove and replace with an overhead door and a service door, this is need as in the winter the snow and ice causes difficulty get the door to slide and be able to use the property. The Commission reviewed article 7, section 7-154(1-8). Gray moved to recommend approval to allow Fishnote Properties install an overhead door on their garage at 205 E. Omaha St., second by Swiston. Motion carried unanimously.

Discussion & Action on Sign Permit, 211 W. Bayfield Street - Booking Sly LLC Petitioner – Petitioner is not asking to change the dimensions of the current sign only the text. He will use a vinyl wrap that will go over the existing sign with white back, black letters and gold trim. Moved by Ketchum-Fish to approve the sign permit for Booking Sly LLC at 211 W. Bayfield St., second by Gray. Motion carried unanimously.

Discussion & Action on Façade Loan Reimbursement Claim for Project Located at 100 W. Bayfield Street – John Sopiwnik, Petitioner – Short discussion held. Moved by Baregi to approve the payment request of \$12,771.52 to John Sopiwnik, second by Ketchum-Fish. Motion carried unanimously.

Final Review and Recommendation on Municipal Land Sale List – Gray moved to go ahead with the Commissions original recommendation to place Lot #19 on the land sale list for development, second by Anderson. Motion carried unanimously.

Discussion and Recommendation on Ordinance No. 2-006 to Amend the City's Zoning Code to Update the City's Regulation of Yard Sheds Chapter 13, Article 8, Section 554 and Appendix B – Discussion held in relation to number of accessory structures allowed on larger lots, it was decided that this discussion should be taken up at another meeting. Moved by Ketchum-Fish to recommend approval of Ordinance No 2-006 to amend the City's Zoning Code to update the City's regulation of yard sheds chapter 13, Article 8, Section 554 and Appendix B, second by Gray. Motion carried unanimously.

Continued Discussion on Accessory Structures and Considerations for Agricultural Use and Animals – as discussed briefly above, Commission member Ketchum-Fish would like to have a more detailed discussion on allowing more accessory buildings based on the lot size. This will be discussed further at a future meeting. No discussion on animals.

Adjourn – Motiff adjourns the meeting at 7:10pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk