

**MEETING MINUTES
DESIGN REVIEW COMMISSION
THURSDAY, JULY 27, 2017
5:00 PM
LOCATION: CASTLE ROOM, CITY HALL**



I. CALL TO ORDER

Chair Stahlmann called the meeting to order at 5:00 p.m.

II. ROLL CALL

Joe Stahlmann, Chair
Patrick Blee, Vice-Chair
Paul Anderson
Deb Fairbanks (ABSENT)
Candy Petersen, Council Liaison
Lou Ann Stevens

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES

Approve the June 29, 2017 regular meeting minutes.
Motion by Stevens, second by Blee to approve the June 29th meeting minutes noting the following changes:

Item VIII Commissioner Stevens, second sentence change to read "Currently the area is just a small portion of 7th Avenue."
Motion approved unanimously.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

VII. REPORTS FROM STAFF

- A. Snowman budget update: Planner Perdu introduced the item which was brought up at the last meeting. City Manager Jason Ziemer is fine with including funds in the budget for snowman maintenance but requested more information on what the DRC is thinking. Commissioner Stevens said the money would be mainly for painting as needed. The Commissioners agreed on a budget recommendation of \$1,000 per year. Planner Perdu will forward this recommendation to City Manager Ziemer for inclusion in the 2018 budget.

The Commission inquired about the status of the one-time fix of the snowman. Councilmember Petersen stated that Council had approved the funds for that project and it should be done before winter of this year.

- B. Downtown Master Plan update – Planner Perdu provided an update on the work being done on the project, and stated that WSB team members would be in attendance at the DRC's August meeting to provide preliminary concepts for discussion. Commissioner Stevens requested a list of what is being kept from the options that were discussed at the work session with City Council in June. Commissioner Blees also requested clarification on the options and eligibility for federal funding. Planner Perdu stated that she would send notes before the next meeting. The commission discussed back in angle parking and medians.
- C. Annual Historic Preservation Conference – Attendance at this year's conference was discussed. Commissioners Stahlmann, Stevens, and Anderson and Councilmember Petersen are not able to attend. Commissioner Anderson stated that the state encourages Certified Local Governments to have representatives attend. Commissioner Blees agreed to go, and Planner Perdu will follow up with Commissioner Fairbanks. Planner Perdu will also apply for a CLG scholarship grant for two attendees.

VIII. REPORTS FROM COMMISSIONERS

- A. CLG Scholarship Notice – discussed during Annual Historic Preservation Conference item above.
- B. Councilmember Petersen asked about when the Franklin Center building will be done. Commissioner Blees asked if the owners can be forced to do the finishes that were approved. Planner Perdu stated that the building permit had expired last year and staff was seeking direction on how to proceed. There are no building code violations with the unfinished project. The commission discussed options. Motion by Andersen, second by Blees to direct staff to send a notice of violation related to the property maintenance code to the owners with a maximum 60-day timeline for completion. Work should be done in compliance with the original permit issued. Motion passed unanimously.
- C. Commissioner Andersen asked about progress on the building next to Neumanns that had been damaged by fire. Planner Perdu stated that the owner had not been in further contact and the façade remains un-repaired. The new clothing shop has moved in.
- D. Commissioner Andersen stated that the stone arch on back of K&J catering was nice and should be considered for improvement award.
- E. Commissioner Blees stated that the work at 2739 Lake Blvd was another candidate for a potential improvement award.

IX. ADJOURNMENT

Motion by Blees, Second by Andersen to adjourn the meeting at 5:26 p.m. Motion carried unanimously.

Next meeting: Thursday, August 24, 2017