

**MEETING MINUTES  
DESIGN REVIEW COMMISSION  
THURSDAY, JUNE 29, 2017  
5:30 PM (prior to the City Council Workshop)**

**LOCATION: CASTLE ROOM, CITY HALL**



**I. CALL TO ORDER**

The meeting was called to order by Chair Stahlmann at 5:32

**II. ROLL CALL**

Commission members present: Joe Stahlmann, Patrick Blee, Paul Anderson, and Lou Ann Stevens

Absent: Deb Fairbanks and Candy Peterson

Staff: City Planner, Erin Perdu

**III. ADOPT AGENDA**

**IV. APPROVAL OF MINUTES**

- A. Motion by Blee, Second by Stevens to approve the April 27, 2017 regular meeting minutes as presented.
- B. There was a question about the grant close out that was discussed in April. Planner Perdu reported that the 18<sup>th</sup> Street historic study grant had been closed out successfully.

**V. MEETING OPEN TO THE PUBLIC**

**VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

- A. Commissioners inquired as to whether their request to include a maintenance line item for the Snowman had been included in the City budget. Planner Perdu stated that she had forwarded the recommendation to City Manager Ziemer but was not aware if it was in the proposed budget. She will follow up and report at the next meeting.

**VII. REPORTS FROM STAFF**

- A. Planner Perdu provided an update on 2533 7<sup>th</sup> Ave. E. which sustained fire damage. She met with the owner about the potential for repairing or redoing the façade to expose the brick underneath the siding. She also made the owner aware of the City's

façade grant program. The owner will be applying for work to the façade sometime in the near future.

- B. Downtown Master Plan update: Planner Perdu gave a brief update on the downtown master plan process, and stated that more information would be presented at the Council workshop immediately following this meeting.

Commissioner Stevens stated that it would be important to plan with and around existing businesses. The City should help them develop business plans through the construction project, using the Hopkins project as an example. The City could also help sponsor or coordinate an event in the alley to help bring people down to the businesses during construction.

## **VIII. REPORTS FROM COMMISSIONERS**

Commissioner Stevens stated that more trash cans are needed near food vendors at the Friday night Car shows.

Chair Stahlmann gave an update on the Comprehensive Plan and Community Cafes. He mentioned that there would be a Downtown Chapter to the Plan that the Commission would be reviewing.

Commissioner Stevens discussed the possibility of expanding the DRC's review area and jurisdiction overlay. Currently the area is all non-residential. There is some question about where the Planning Commission plays a part. This could be a topic of discussion during a joint meeting with the Planning Commission. Commissioner Blees concurred that there are blurred lines as to jurisdiction. The Commission agreed to make this a future agenda item and staff will follow up with the Planning Commission on scheduling a joint meeting.

## **IX. ADJOURNMENT**

Motion by Blees, Second by Stevens to adjourn the meeting. Meeting adjourned at 5:56 p.m.

***Next meeting: Thursday, July 27, 2017***