

Planning Commission Meeting & Steering Committee

Thursday, January 28, 2016

1:00 P. M.

City Hall

The meeting was called to order at 1:00 P. M. by Parsons.

Roll Call:	Planning Commission	-	Crocker, Fuller, Kading, Parsons, Woerdehoff
	Absent	-	Herrman, Nitz
	Also Present	-	Ganum, City Manager, Rogien, City Zoning and Building Inspector, Berg CIA
	Steering Committee	-	Koth, Sobaski, Mendus, Wilk, Jezisek, Anderson, Snyder, Peters,
	William and Works	-	Mark Miller and Lynee Wells

The Pledge of Allegiance was recited.

A motion was made by Crocker to accept the agenda brought forth by William and Works.

A second was provided by Woerdehoff.

The motion passed unanimously.

The agenda brought forth by William and Works is accepted.

1. Introductions

Project Manager, Lynee Wells, of Williams and Works, introduced herself and Urban Designer, Mark Williams.

Wells quoted Jan Gehl - "A good city is like a good party – people stay much longer than really necessary because they are enjoying themselves."

2. Project Scope and Timeline

Wells gave an overview of what the project process will look like over the next nine months. She said that the project will engage citizens, businesses City officials, and property owners.

The project will include review of the existing Ordinance and developing and adopting the new ordinance.

The timeline for this process will be nine months.

3. City Building 101

Wells said that the goal is physical arrangement of space. She said that auto scale, human scale, and how the city is spread out generates codes in reference to buildings, frontage and public realm.

4. Introduction of Form Based Code (observations and existing conditions)

The ordinance will be similar to the Ordinance in place, but will incorporate Form Based Code (FBC) in parts of the City, where applicable.

Wells told the group that FBC does not regulate building materials, architectural style, building colors, or street engineering. What it does do, is connect area and use, building type standards and public realm standards. With FBC you get choices in building, frontage, and uses.

“Customizing and calibrating an ordinance to fit the community encourages people and commerce,” she said.

5. Discuss Building Form in Bridgman (observations and existing conditions)

Miller stated that FBC helps the committee to tell what is best for their city. You need to manipulate people to turn to the beach or turn to town. You need to be a destination to draw people to your community.

Miller said that Bridgman has two areas that can be designated as downtown – but that the Lake Street area is really the downtown area of the City. He discussed the building types and areas in the City.

Miller said that FBC alludes to predictable outcomes and choices for redevelopment and regulate essential urban form.

A map activity was done by the members – identifying areas and potential areas of development.

6. Zoning Ordinance Format and Document Control

Fuller addressed the committee explaining that, as a general concept, a system of accountability should be maintained by the City.

He told the committee that he was able to get his hands on many different copies of the Ordinance and that the current copy that he obtained was not up to date.

He suggested that an on line version would be the best way to have a complete and up to date copy, available to all. This copy should be maintained by the City. (The copies in the hands of the Planning Commissions would be updated by hand out sheets. These copies would not be the official copy, however.)

He explained that this aligns with best practices, and would be readily available.

He said the four steps of document control would be to 1.) Adopt cover, 2.) add revision pages by date, by revision, per page, add list of effected pages and add page by page identifier.

All paper holders would be notified of and given revision materials.

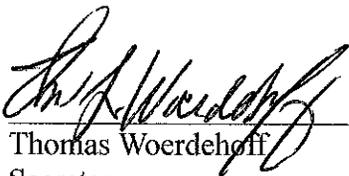
This process would reduce paperwork and confusion, control would be simple and responsibility of maintenance would fall to management.

Wells said that this would be very doable from William and Works standpoint. She noted that up to date material is essential.

7. **Next Step**

William and Works will work on the general outline for the Ordinance and discussion will continue.

The meeting was adjourned at 3:05 P.M. by Parsons.



Thomas Woerdehoff
Secretary



Linda Gedeon-Kuhn
Recording Secretary