



**Administrative Offices
Recreation Division**

915 Menomonie Street, Eau Claire, WI 54703
(715) 839-5032 FAX (715) 839-1685

**Parks Division
Forestry/Cemetery Division**

910 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-1693

Dear New Member,

Welcome! On behalf of the City of Eau Claire and the Waterways and Parks Commission, thank you for your service to the community by serving on the Commission. As members, it is our mission to protect, enhance, and promote the city's waterways and parks.

Attached is information that will assist you in providing this service. These attachments include the by-laws for the Waterways and Park Commission, a roster of current members, and minutes from the last meeting. You may review all agendas and minutes from past meetings on our website at: www.eauclairewi.gov and search for Waterways.

The Waterways and Parks Commission is made up of 11 members which includes 9 members appointed by the City Manager, confirmed by the City Council and 2 City Council members. The ex-officio members are represented by city staff. The Commission meets each month on the fourth Wednesday at 7:00pm in the North Conference Room at City Hall.

If you would like to submit an item for an agenda, please contact the Director of Community Services or contact the Chairman on the Commission.

Please review the bylaws, as they do include the responsibilities of all members of the Commission as well as other procedures.

We are pleased to have you as a new member and look forward to working with you!

Sincerely,

Jeff Pippenger, Director
Community Services Department

CITY OF EAU CLAIRE
Waterway and Parks Commission

BY-LAWS

Article I – Purpose

The responsibilities of the Waterway and Parks Commission shall include:

- A. Promote community awareness of Eau Claire’s waterways, parks and greenways.
- B. Advise the Plan Commission and City Council on appropriate zoning regulations for waterway, parkland and greenway related development.
- C. Initiate guidelines for waterway, parkland and greenway related development.
- D. Advise the Plan Commission and City Council on waterway, parkland and greenway policies to be incorporated into the City Comprehensive Plan.
- E. Review and make formal recommendations prior to the Plan Commission, City Council or Zoning Board of Appeals. Review of all development proposals for property abutting parkland and greenways as defined in the Comprehensive Plan, and the Chippewa River, Eau Claire River, Half Moon Lake or such other waterways or waterway corridors as may be designated by the City Council. Such review shall be mandatory and shall include proposed public capital improvements that affect parks, waterways and greenways.
- F. Use its discretion to initiate and coordinate fund raising and special events to support and publicize improvements for the waterways, waterway corridors, parks, greenways or related trail systems.
- G. Advise the City Council on priorities for public waterway investment and economic revitalization along the waterways.
- H. Review and comment on matters pertaining to the development and policies of City parks and Parks and Recreation Programs and review of all matters which would be acted on by the City Council, excluding consent agenda items.
- I. Advise the City Council on public safety and security policies and procedures in all public park, greenway and waterway areas.

Article II – Meetings

The Waterway and Parks Commission will meet monthly on the fourth Wednesday of each month at a time established by the Commission.

Special or additional meetings may be held at the call of the Commission Chairperson or upon request of the City Council or City Plan Commission. Such meetings may also be held upon written request of the majority of Commission members.

All meetings will be held in compliance with Wisconsin open meeting law found in Wis. Stat. 19.81 to 19.97.

The Commission may choose to hold a public hearing on any matter within its authority. Notice of any public hearing held by the Commission must give the date, place, time and subject matter of the hearing. Notice must be given to all parties in interest.

A simple majority of the appointed Commission members shall constitute a quorum for the transaction of business.

Article III – Filling Vacancies

Member vacancies shall be filled as specified by ordinance.

The Commission shall fill vacancies for officers by the majority vote of the Commission. Such election will be for the remainder of the officer's term only.

Article IV – Duties of Officers

Chairperson

1. Call the meeting of the Commission to order when a quorum is present.
2. Preside over all formal business meetings and conduct all meetings in accordance with the Wisconsin Open Meeting Law and Robert's Rules of Order.
3. When directed by the Commission, the Chairperson or a designee shall present Commission recommendations to the City Plan Commission and/or City Council.
4. Supervise all committee chairs.
5. Assist the City staff in the preparation of agendas and shall solicit agenda item input from Commission members each month.

Vice-Chair

1. Preside over all formal business meetings in the absence of the chairperson.

Advisors

The directors of Parks and Recreation, Community Development and Public Works, or their designees, shall serve as non-voting advisors to this Commission.

An advisor shall serve as a recording secretary and shall:

1. Keep attendance records of all meetings
2. Write and present minutes of the meetings; and
3. Keep records of Commission meetings as submitted by the Commission.

Article V – Voting Procedures

The vote of a simple majority of voting Commission members present at any meeting at which there is a quorum shall constitute the acts of the Commission.

Article VI – Committees

The Commission, by simple majority vote, may establish such committees as it may determine necessary. The Chairperson shall point the members thereof.

Article VII – Amendments

These by-laws may be amended by the 2/3 majority vote of all Commission members.

Before amendments can be voted on, they must be presented at two regularly scheduled monthly meetings of the Commission.

2020 Waterways and Parks Commission Meeting Dates

Agenda Item Wording Due Date	Packet Material Due Date	Posted on Web Site	Meeting Date
January 15	January 16	January 17	January 22
February 19	February 20	February 21	February 26
March 18	March 19	March 20	March 25
April 15	April 16	April 17	April 22
May 20	May 21	May 22	May 27
June 17	June 18	June 19	June 24
July 15	July 16	July 17	July 22
August 19	August 20	August 21	August 26
September 16	September 17	September 18	September 23
October 21	October 22	October 23	October 28
November 18	November 19	November 20	November 25*
December 16	December 17	December 18	December 23*

*tentative dates

All dates subject to change.

2020 Waterways and Parks Commission (updated 12-21-19)

Meredith Ball	
John Bodkin	
Kirk Dahl	
Ron Doering	
Ellen Faulkner	
Susan McLeod	Secretary
Joshua Miller	Chair
Jessica Schoen	
Jenni Sterling	
Kate Beaton Kate.Beaton@EC-CityCouncil.com	Council Rep
Terry Weld Terry.Weld@ec-citycouncil.com	Council Rep

**CITY OF EAU CLAIRE
WATERWAYS AND PARKS COMMISSION
(Meeting Minutes)**

November 13, 2019

Members Present: Joshua Miller, Tom Fiedler, John Lor, Kirk Dahl, Susan McLeod, John Bodkin, Ellen Faulkner, Ron Doering

Members Absent: Meredith Ball, Jenni Sterling, Kate Beaton

Staff Present: Jeff Pippenger, Leah Ness, Pat Ivory

The meeting was chaired by Joshua Miller in the North Conference Room at City Hall and called to order at 7:00 p.m.

Minutes: The minutes of the October 23, 2019 meeting were approved as written.

Business Agenda:

A. Recommendation on Xcel Energy Easement Along Forest Street. Leah Ness, from the City Engineering Department indicated the Xcel Energy is requesting two easements on the west side of the 800 block of Forest Street for the relocation of two span guy wires. The request is the result of the City expanding the recreational trail along the west side of the street.

ACTION TAKEN: Kirk Dahl moved to recommend approval of the two easements. Tom Fiedler seconded the motion. All votes were in favor. Motion carried.

B. Recommendation on Rezoning and General Development Site Plan for Prairie Heights Residences located northeast of Birch Street and River Prairie Drive. Pat Ivory provided an overview of an application submitted by Gerrard Development, LLC and Cornerstone Architects, LLC to rezone land to C-3MX and approval of a general development site plan for a mixed-use development project located northeast of Birch Street River Prairie Drive. The proposed development would include 80 apartments and approximately 9,000 square feet of commercial space. The rezoning of City-owned property along the Eau Claire River to "P" Public is also included with the rezoning.

The project site is approximately 3.4 acres in size and upon zoning approval, the property would be sold by the City to Gerrard Development per an agreement approved by the City Council several months ago. The City-owned parcel along the river is approximately 1.8 acres in size.

The general development site plan notes that the proposed building would be at least 40 feet from the east property line and would be approximately 120 feet from the top of the bank of the river. The top of bank is noted on the site plan. The City's Greenway Guidelines state that buildings should be at least 40 feet from the top of the bank along the river and at least 20 feet

from the property line abutting the City property. In addition, parking areas, driveways, decks, and similar land improvements should not be less than 10 feet from the top of bank and property line.

Access to the development would be off of Birch Street. The majority of the parking (117 spaces) would be provided within the structure and 9 spaces would be provided on a surface lot. Site drainage is to an infiltration basin and wet detention pond located to the west and north of the building. Approval of City Engineering will be required. If approved, a detailed site plan would be submitted to the Plan Commission that would address specific issues relating to: utility connections, grading, drainage, lighting, signage, parking, pedestrian circulation, landscaping, etc.

The general development site plan shows the potential for a City trail/pathway along the river. This trail would be constructed at a later date and plans for this trail would be presented to the Waterways and Parks Commission at that time.

Paul Gerrard and Brad Kortbein, the applicants, spoke in support of the application.

The Commission discussed the general development site plan and questioned what landscaping would be provided along the east side of the building along the riverfront. Pat noted that landscaping would be required and would be reviewed by the Plan Commission when the detailed site plan was submitted. He noted that the more detailed site plan would be reviewed by the Waterways and Parks Commission if the eastern portion of that plan facing the river differed substantially from the general development plan.

ACTION TAKEN: Ron Doering moved to recommend approval. John Lor seconded the motion. All votes were in favor. Motion carried.

C. Discussion of 2020 Commission Meeting Dates. The Commission reviewed their scheduled meeting dates for 2020.

Other Items.

-The Commission reviewed the special events listing and Director's Report.

The meeting was adjourned at 8:00 p.m.

Submitted by,
Susan McLeod, Secretary