

October 19, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

COMMISSION MEMBERS: David Anderson, Felix Kalinowski, Leo Ketchum- Fish, Michael Malcheski, Mary Motiff (via Zoom), Matt Simoneau (via Zoom), Nicolas Suminski

ABSENT:

MUNICIPAL PERSONNEL: Scott Kluver-City Administrator

Meeting called to order at 5:30 pm by Motiff, attendance as recorded above.

Approval of Minutes – September 21, 2023 Minutes – Motion by Suminski to approve the minutes of September 21, 2023, second by Malcheski. Motion carried 7-0.

Public Hearing, Discussion & Recommendation on Conditional Use Permit Application for Chequamegon Bay Boat LLC for Heavy Vehicle Sales and Service at 706 W. Bayfield Street – Robert B. Hartzell II, Petitioner – Petitioner present. Motion by Kalinowski, second by Anderson to open the public hearing. Motion carried 7-0. No one was present in person. Comments received via e-mail from Paula and Daniel Collins which were distributed in advance of the meeting. Anderson moved and Ketchum-Fish seconded to close the public hearing. Motion carried 7-0. Plan Commission reviewed the evaluation criteria: 1) The size of the parcel on which the proposed use will occur – **Commission finds the size of the site adequate/appropriate for use described.** Kalinowski asked about aesthetics of site. Motiff asked about use definition and determination. Paula Collins stated she would like to make a comment because she was having technical difficulties during public comment. Mr. Hartzell stated he would like to hear what she has to say. Motiff stated the request will be considered after the criteria review. 2) The presence of and compatibility with other uses on the subject property, if any – **Commission finds it appropriate.** 3) The location of the proposed use on the subject property – **Commission finds it appropriate.** 4) Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site – **Commission has no concerns.** 5) The suitability of the subject property for the proposed use – **Commission finds it reasonable.** 6) Effects of the proposed use on the natural environment – **Commission finds no concerns.** 7) Effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances – **Commission finds no concerns with what is proposed.** 8) Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts- **Commission finds no concerns.** 9) Any other factor not listed above, but which relates to the public health, safety, or welfare – **Commission finds no other factors.** Motiff asks for unanimous consent to allow Ms. Collins to make a statement. No objections. Ms. Collins stated she is concerned about increased traffic, particularly on 8th Ave., traffic routes, asked if speed bumps could be added in the alley and was concerned about frequent washout of the alley approach on 8th Ave., and asked about proposed snow storage in relation to the alley. Ketchum-Fish moved and Suminski seconded to approve the Conditional Use Permit as drafted. Motion carried 7-0.

Motiff was having internet connections issues. Vice-Chair Malcheski took over the meeting at 6:15

Discussion & Action on Plan of Operation and Site Plan Review for Chequamegon Bay Boat LLC, 706 W. Bayfield Street, C-2 District – Robert B. Hartzell II, Petitioner – The proposed project is to operate a boat rental business. Subordinate uses will potentially include outdoor sales of inner tubes, floating toys, kayaks, SUPs, and other water toys. The Plan Commission reviewed whether the project complies with all applicable design principles and standards as follows: **Site Plan Standards:** 1) Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site - **Entrance area is off of 7th Ave W, with on and off-street parking in that area. On-street parking is also allowed in front of the building.** 2) Effects of the project on the natural environment – **No known detrimental effects. Stormwater detention will not be required as long as gravels areas do not exceed 10,000 square feet.** 3) Effects of the project on surrounding properties – **Anticipate an increase in parking/traffic, but nothing out of ordinary. This will be a seasonal business.** 4) Compliance with the site design principles enumerated in s. 8-163 – **Project does not appear to be in conflict.** 5) Compliance with the design principles for parking lots enumerated in s. 17-3 – **Per the ordinance, one space for each 300 feet of gross floor area must be provided. Estimated square footage of the building is 1,175 square feet (47x25) so four spaces are required. Parking area is not required to be hard surface. Spaces need to be delineated.** 6) Compliance with other applicable requirements contained in this chapter – **Boats and other items can not be stored within 30 feet of the rear property line per section 8-311. No outdoor lighting indicated, but if used would need to be provided for review. Landscaping is not required as this is not new construction, except expansion of the parking lot may require some pro-rated points in that area once delineated.** 7) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law – **No other known factors.** Commission added conditions of delineating the parking spaces and compliance with landscaping if necessary. Ketchum-Fish moved, and Anderson seconded, to approve the site plan for Chequamegon Bay Boat LLC, 706 W. Bayfield Street with the conditions as noted. Simoneau asked about the maximum number of boats. The code does not limit the number. Motion carried 7-0. **Plan of Operation Standards:** 1) The nature of the land use with regard to the number of employees, nature, and extent of truck shipments to and from the site, hours of operation, use of hazardous substances, and other operational characteristics – **The Plan Commission determines that there are no known issues. It is anticipated that Mr. Hartzell will operate the business himself and he may have a couple seasonal helpers. Hours of Operation are expected to be 9:00 am to 5:00 pm. Deliveries would be provided off of 7th Avenue West. The business would have lubricants and fuels typical in the repair of boat engines.** 2) The nature and extent of anticipated positive and negative effects on properties in the area – **Positive effect is additional business in town. It will generate additional parking congestion in the area, but off-street parking will need to be provided. Some boat engine noise may occur, but not anticipated to exceed noise limits.** 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use – **Engine noise would be minimal and occur during daytime hours.** 4) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law – **The operator will need to comply with boat launch facility regulations, this includes boat launch passes as a condition.** 5) List of Conditions Imposed: **All trailers launching at either Thompson’s West End Park or the Washburn Marina would need to have a daily or seasonal boat launch pass.** Ketchum-Fish moved, and Anderson seconded to approve Plan of Operation for Chequamegon Bay Boat LLC, 706 W. Bayfield Street, with the condition as listed. Motion carried 7 to 0.

Discussion on Draft Ordinance to Allow Off-Premise Signs in Certain Areas of the City and Adjustments to Outdoor Lighting Provisions – An updated version of the ordinance was provided that adds proposed provisions related to festoon lighting, and provisions were related to the distance a business needs to be from its off-premise sign. The Commission did review the draft changes, and an adjustment was made to the festoon lighting to eliminate the provision that the lights must be turned off when the business is not open. No word has been received from WisDOT if the off-premise signage language will be acceptable. The ordinance will be advanced to begin the approval process.

Anderson requested that options related to eliminating the 50-foot rule in the special standards for Heavy Vehicle Sales and Service uses be discussed.

Malcheski adjourned the meeting at 6:47pm.

Respectfully Submitted,
Scott J. Kluver
Zoning Administrator/Clerk