

May 18, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

COMMISSION MEMBERS: Dave Anderson (zoom), Felix Kalinowski, Michael Malcheski, Mary Motiff, Nicolas Suminski

ABSENT: Matt Simoneau, Leo Ketchum- Fish

MUNICIPAL PERSONNEL: Scott Kluver-City Administrator, Tammy DeMars-Treasurer/Deputy Clerk

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

Approval of Minutes – April 20, 2023 Minutes – Motion by Suminski to approve the minutes of April 20, 2023, second by Kalinowski. Motion carried 5-0.

Election of Vice Chair – Suminski moves to nominate Malcheski 2nd by Kalinowski. No further nominations made. Suminski moves to close nominations, second by Malcheski. Motion carried 5-0. Vote on Malcheski as Vice Chair carries 5 to 0.

Presentation on the Survey Results for the Bayfield Street Beautification Project, Washburn Chamber of Commerce and Northland College – Nicole Foster did a power point presentation of the survey results, discussing the key takeaways and potential next steps. Melissa Martinez suggests doing the survey of the residents on Bayfield Street this fall. She has applied for some grants to cover the expenses and feels having some downtown design envisioning sessions would also be beneficial. Suminski, would like to see a city-wide survey. Motiff, pointing out that with the highway project starting next year, the design features are already set. Any further survey results would have to be brought forward soon. Foster thinks her class would be able to get the results of the residents on Bayfield Street survey by October, 2023.

Discussion and Action on Application for Sign Permit and Plan of Operation, 123 W Bayfield Street, C-3 District – Kelly Hendzel and Melis Arik, Petitioner- Ms. Henzel and Ms. Arik are Message Therapist each would be working part time out of the same office. A letter addressing the plan of operation was received along with an application for a 26” x 48” metal wall sign and a sandwich board sidewalk sign. **Plan of Operation Review;** 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; *There are no known issues. There are no known hazardous substances of other uncommon operational characteristics.* 2) The nature and extent of anticipated positive and negative effects on properties in the area; *None know.* 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use; *There are no known negative effects.* 4) 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 factors.* Suminski moves to approve the Plan of Operation, 26” x 48” wall sign and 24” x 36” sidewalk sign permit for Message Therapy 123 W. Bayfield St., second by Kalinowski. Original motion carried 4 to 0 with Anderson abstaining.

Discussion & Action on Sign Permit Application, 137 W. Bayfield Street, C-3 District - Midland Services, Petitioner – Motion by Kalinowski to approve 24” x 36” sidewalk sign permit for Midland Services at 137 W. Bayfield St, second by Malcheski. Motion carried 5 to 0.

Discussion & Action on Sign Permit Application, 10 W. Bayfield Street, C-3 District, Chequamegon Bait LLC dba Firehouse Bar- Kelsey Lindsey, Petitioner – Motion by Kalinowski to approve the 2’ x 3’ sidewalk sign permit for Firehouse Bar, 10 W. Bayfield St, second by Suminski. Motion carried 5 to 0.

Discussion & Action on Architectural/Downtown Design Reviews, 10 W. Bayfield Street, Chequamegon Bait LLC dba Firehouse Bar – Kelsey Lindsey, Petitioner - Commission reviewed the application. General Architectural Standards: 1) Excluding residential buildings and Industrial Zoning Districts, all building exteriors facing a street, not including an alleyway, shall have at least 50 percent of the street face constructed with brick, decorative masonry, glass panel, or other appropriate similar finished façade as may be approved by the Plan Commission. Such brick, masonry, glass, or other decorative facing shall extend for a distance of at least 25 feet along the sides of the structure that do not face a street or at least 25 percent of the that side wall distance, whichever is greater. **Commission finds that brick covers 37.2 percent of the front, glass windows and doorways will cover 14 percent, and that LP Smart siding will cover 48.8 percent. The plan submitted did not calculate the glass door area. The Commission finds this to be acceptable.** 2) Outside of Industrial Zoning Districts, the appearance of any buildings with a front elevation or any building elevation facing Bayfield Street of more than 750 square feet in area shall be divided into distinct planes of 500 square feet or less. The following design features can be used to meet this provision (1) canopies or awnings; (2) arcades; (3) porches; (4) vertical wall offsets having a minimum depth of 8 inches and a minimum width of 10 feet; (5) horizontal offsets having a minimum depth of 2 feet; (6) pilasters having a minimum depth of 8 inches, a minimum width of 12 inches, and a minimum height of 80 percent of the wall height; (7) recessed areas for entryways and the like having a minimum depth of 8 inches; and (8) other suitable multidimensional design features. **Not applicable as the front elevation is less than 750 square feet.** 3) On any building on Bayfield Street, the front entrance of a building shall be encouraged to face Bayfield Street. When that does not occur, the Bayfield Street Elevation shall have the same, or similar, materials and designs as the front entrance of the building. Except for one or two-family residential buildings, when a building rake elevation faces Bayfield

Street the roof line must be hidden behind the façade facing Bayfield Street. **The Commission finds that this provision does not apply as no change to the location of the entrances is proposed.** 4) Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings. **N/A** 5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. **Commission finds that is provision is in compliance.** 6) Rooftop mechanical equipment shall be positioned so it is not readily visible from a public street or an abutting property in a residential zoning district or in a planned development district that allows residential uses. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture. **N/A as no rooftop equipment changes are planned.** 7) Fencing shall complement the appearance of buildings onsite. **Fencing will be an aluminum see-through fence – bronze/dark brown in color. The Commission found that the fence complements the appearance of the building.** 8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building. **N/A** 9) Overhead doors shall not face a public street. The Plan Commission may permit overhead doors to face a public street, but only when it has made a finding that there is no feasible alternative location for such doors. Consistent with the requirements in Article 7, the Plan Commission may approve a special exception to allow an overhead door to face a public street when there is no feasible alternative. **N/A.** 10) HVAC (heating, ventilating, air conditioning) equipment shall be screened from view. No HVAC shall create a noise level of more than 50 decibels as measured on a dB(A) scale at the nearest existing adjacent residence. **N/A** 11) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. A brick or stone wall, wood fence, chain-link fence with slats, and/or landscaping shall be used to totally obstruct vision into the storage areas. Any wall, fence, gate, and/or vegetative screening shall be installed or erected to a height at least 1'- 6" above the highest point of the dumpster as generally depicted below. **The commission finds that the dumpster will be placed in the rear of the building and screened from view.** Downtown Standards: 1) **Building height.** The height of a building shall not be more than one story taller or shorter than the height of the adjoining building. In no event shall the height of a building exceed the maximum building height established for the base zoning district. **Not applicable – no change to building height.** 2) **Special requirements for large buildings.** A building façade fronting a public street with a frontage of 75 feet or more shall be designed to look like two or more individual building fronts. This may be achieved by using different building materials, facade articulations, or other design approach that gives the appearance of separate but attached buildings. **Not applicable as the frontage is 26 feet.** 3) **Horizontal rhythms.** The horizontal pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as piers and columns shall be spaced at regular intervals across all visible façades of the building. **For an existing structure, the Commission finds that this conforms.** 4) **Vertical rhythms.** The floor heights on main façades shall complement those of adjoining buildings. The rhythm of the ground floor shall harmonize with the rhythm of upper floors. The vertical pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as sills, headers, transoms, cornices, and sign bands shall be compatible in design and elevation with adjoining buildings in immediate area. **For an existing structure, the Commission finds that this conforms.** 5) **Roof forms.** Flat or gently sloping roofs which are not visible from the street grade shall generally be used. Mansards or other exotic roof shapes are not characteristic of the district's character and are prohibited. **No change to the roof is proposed.** 6) **Awnings.** The size, color, placement, and design of an awning should complement the architectural character of the building on which it is located. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used. Awnings covered with shingles, metal roofing, or the like are prohibited. Backlit awnings are prohibited. **N/A – No awning proposed.** 7) **Building materials.** Selected building materials shall be compatible with those of existing buildings in the immediate area which generally consist of natural materials such as stone, brick, and wood. Concrete masonry units, corrugated metal, half-log siding, and vinyl siding are prohibited. **The Commission finds that the plan conforms to this provision as the structure will repair the existing brick and utilize LP smart siding.** Motion to approve by Malcheski, second by Suminski. Motion carried 5 to 0.

Discussion & Action on Façade Loan Application, 10 W. Bayfield Street, Chequamegon Bait LLC dba Firehouse Bar – Kelsey Lindsey, Petitioner – Petitioner is requesting \$32,500.00, we currently have \$29,707.32 available to loan. This amount could increase to \$32,747.32 if another previously approved applicant does not utilize their remaining \$3,040.00. Moved by Kalinowski to approve the façade loan for Kelsey Lindsey in the amount of \$29,707.32 or the full \$32,500.00 if the previous applicant no longer needs the funds, and have Kliver and City Attorney draft necessary documents, second by Suminski. Motion carried 5 to 0.

Motiff adjourns the meeting at 6:36pm.

Respectfully Submitted,
Tammy DeMars
City Treasurer/Deputy Clerk