

May 19, 2022

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

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

ABSENT:

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

Meeting called to order at 5:32 pm by Motiff, attendance as recorded above.

**Approval of Minutes – April 21, 2022, Minutes – Motion by Suminski to approve the minutes of April 21, 2022, second by Malcheski. Motion carried 7-0.**

**Election of Vice Chair – Ketchum-Fish nominates Anderson, no other nominations made. Anderson moves to close nominations and cast vote, second by Suminski. Motion carried unanimously. Voice vote to elect David Anderson as Vice Chair, approved 7-0.**

**Public Hearing Anderson moves to open floor for public hearing, second by Ketchum-Fish. Motion carried 7-0.** Ann and Tim McClaran, 1461 County Hwy C, expressing concern about the noise and hours of operation. A letter from Alex Strachota and Ellie Braddock was also received and in the packet with concerns. **Malcheski moves to close floor, second by Suminski. Motion carried 7-0.**

**Discussion & Recommendation on Conditional Use Permit for Agriculture Support Services to Operate a Portable Sawmill in a Light Industrial District, 1454 County HWY C, James Ledin Jr., Petitioner– Moved by Malcheski to recommend approval of Conditional Use Permit application for operation of a portable sawmill, second by Ketchum-Fish.** Petitioner not in attendance due to work commitment. Copy of Council minutes from the discussion on the sale indicate Mr. Ledin, explained this is a small operation, all the wood will be used, any slabs 6” would be used as siding, smaller slabs as firewood and he gives the sawdust away for mulch/compost and has no intention of having logging trucks delivering. Discussion, he would be required to follow the noise ordinance as well. Kluver explains to those attending that with the conditional use permit process and the limitations placed on us my legislation. Section 7-55 (a)(1-9) reviewed by the Commission; 1- The size of the property is adequate for this use, 2- use is compatible, 3- Location is suitable, it is a Industrial District 4- no effects on traffic safety or pedestrian, 5- proposed use is suitable for this property , 6- no effect on the natural environment, 7- use is compatible with the surrounding properties, it is in the Industrial District 8-No effects known on the normal and orderly development and improvements in the surrounding property, 9- no known other factors to consider. Vote on original motion. **Motion carried 7-0.**

**Discussion and Action on Façade Loan Application – Patsy’s Bar & Grill, 328 W. Bayfield St., Robert Stadler, Petitioner –**Mr. Stadler unable to attend due to family commitment. He is requesting \$20,000 to be used toward siding and parking lot improvements. He would use LP Siding on the front of the building and the west side but would like to use metal on the rear and east side of the building. A picture of the type of steel was reviewed and after a lengthy discussion the Commission decided the steel panel siding, he wished to use is not a permitted material and cannot be used. **Motion by Anderson to approve the loan in the amount of \$20,000.00 contingent on using siding material that meets our zoning ordinance, second by Kalinowski. Motion carries 6 -1 with Suminski opposed.**

**Discussion and Action on Application for Wall Sign and Projecting Sign on Front of Building, Blue Water Realty, 109 W. Bayfield Street, C-3 District – Jon Wheeler, Petitioner –** Petitioner present. **Moved by Ketchum-Fish to approve the application for a wall sign and projecting sign at 109 W. Bayfield Street, 2<sup>nd</sup> by Anderson.** Questions asked and answered. **Motion carried 7 - 0.**

**Discussion & Action on Downtown Design – Architectural Review for Addition to Garage 306 W. Bayfield Street, C-3 District – Callae Hyde, Petitioner – Malcheski moved to approve, second by Ketchum-Fish to approve the addition to garage at 306 W. Bayfield Street.** Standard were reviewed 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. **Existing asphalt shingle siding will be removed. Entire garage will be wood, with metal roof.** 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. **N/A.** 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. **This is not the primary structure, building is in rear yard, but roof rake will be hidden.** 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. **N/A.** 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.** 7) Fencing shall complement the appearance of buildings onsite. **N/A** 8) The exterior building materials of an accessory building shall be the same as or like those used on the principal building. **The materials used shall be wood, similar to main structure.** 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, and 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. **N/A.** **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. **Garage will be 10’ tall.** 2) **Special requirements for large buildings.** A building façade fronting on 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. **N/A.** 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. **This requirement has been met.** 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. **No change to vertical rhythms.** 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 roof.** 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 materials used shall be wood.** **Motion carried 7-0.**

**Discussion & Action on Beautification Efforts Related to Bayfield Street Project in 2024/26 –** Motiff explains, the City Council would like the Plan Commission to produce a recommendation for beautification of Bayfield Street once the Hwy re-construction project is complete. This recommendation should consider input from other stakeholders. The first question is does the Commission want to form an ad-hoc committee or would they prefer to do this themselves with input from the stakeholders. The consensus was the Plan Commission should do this themselves once the Comprehensive Plan Re-write project is completed.

Special meeting scheduled for July 19, 2022 @ 5:30pm to work on the Comprehensive Plan.

Meeting adjourned at 7:35PM.

Respectfully Submitted,  
Tammy DeMars  
City Treasurer/Deputy Clerk