

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

This meeting may have members participating via tele or web conferencing. Public participants can listen to the proceedings by utilizing a computer or smart phone and using the link <https://us02web.zoom.us/j/82669486636?pwd=T3hiZlpBZG5ESGJwZTF0akJNOTFIZz09> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: **826 6948 6636** and entering passcode: **324540** as opposed to being present for the meeting.

NOTICE OF PLAN COMMISSION MEETING

DATE: Thursday, April 20, 2023

TIME: 5:30 PM

PLACE: Washburn City Hall – 119 Washington Ave

AGENDA:

- Call to Order/Roll Call
- Approval of Minutes of March 16, 2023
- Discussion & Action on Application for Sign Permit, Sweet Fern Apothecary/Seeds of Well Being, 229 W. Bayfield Street, C-3 District – Erica Macrum, Petitioner
- Discussion & Action on Application for Sign Permit and Plan of Operation, The Wood Bin, 324 W. Bayfield Street, C-3 District – Adam Monat, Petitioner.
- Discussion & Action on Placement of Scoreboards at City Ballfield Complex-, L-1 District - Jamie Cook, Petitioner.
- Discussion & Action on Request for Special Exception to Enlarge a Non-Conforming Structure, 321 Williamson Rd., R-1 District – Donna Browning, Petitioner.
- Adjourn

March 16, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

COMMISSION MEMBERS: Dave Anderson, Felix Kalinowski, Michael Malcheski-(Zoom 5:36pm), Mary Motiff, Leo Ketchum-Fish(5:35pm), Matt Simoneau(Zoom), Nicolas Suminski

ABSENT:

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

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

Approval of Minutes – February 16, 2023 Minutes – Motion by Suminski to approve the minutes of February 16, 2023, second by Anderson. Motion carried 5-0.

Discussion & Action on Development Application From DGI-Washburn, LLC for Dollar General Retail Store At 1047 W. Bayfield Street, Tax ID 36169 – Geno Carlson, Petitioner/Agent – Jim Lundberg representative for petitioner in attendance, along with Todd Platt, and Ed Fisher Via Zoom . Kluver gave a brief outline of his review process and what the Commission should be basing their decision on. It was decided to do the review and discuss before making a motion. **Site Plan Review** 1) Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site; *Entrance area is off 11th Ave. West, this will allow parking on two sides of the structure, along with the space necessary for stormwater detention and landscaping. The entrance on Bayfield Street will be eliminated.* 2) Effects of the project on the natural environment; *No known detrimental effects.* 3) Effects of the project on surrounding properties; *Anticipated increase in parking/traffic but nothing beyond reason for a commercial district.* 4) Compliance with the site design principles enumerated in s. 8-163; *Project does not appear to be in conflict. The loading area is at the rear of the paved area near the enclosed dumpster and has a hashed area in between the parking area, but it is not otherwise separated.* 5) Compliance with the design principles for parking lots enumerated in s. 17-3; *One 1 space for each 300 square feet of gross floor is required. Based on the submitted drawing of 10,640 square feet, 36 parking spaces are required and 36 spaces are provided including the required handicap spaces (2).* 6) Compliance with other applicable requirements contained in this chapter; *All setback and general provisions are complied with. Impervious surface is at 47.2% slightly below the maximum allowed of 50%. The revised outdoor lighting plan submitted, along with the specification of the fixtures used shows that there will be six of the QubePak Regal 3 lights at 37 Watts. In addition, there will be a parking lot light with two of the Dorado XLR fixtures at 148 watts, minimum light for the parking lot will be achieved. This is in the Zone 2 lighting district and maximum allowed lumen for the property is 69,000 total, total lumens to be 48,486. The landscaping plan as depicted on sheet L1.0 meets the requirements for street frontage, building foundation, parking lot and lot interior landscaping requirements.* 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.* **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 none know.* 2) The nature and extent of anticipated positive and negative effects on properties in the area; *Unknow.* 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; *Ketchum-Fish questions the size of the bldg., as it's over 10,000 sq feet and the intent of the cottage commercial is for small scale business of 5,000sq fee or less. Kluver and Lindsey, explains this is not a hard and fast rule and since the overall size of the bldg. does not go over the allowable size on a lot it should not be used as a deciding factor. No other factors were discussed.* **Architectural Review;** 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. *The south and west elevations, street facing, are at least 50 percent decorative masonry, the north and east elevations are at least 25 percent decorative masonry.* 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. *The front façade exceeds 750 square feet, but the front entrance area is recessed at least 8 inches for over 10 feet. This will create three distinct planes under 500 square feet, except the sign will have to be downsized to fit within the center plane.* 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 main entrance does face Bayfield Street.* 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

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. *Rooftop HVAC units are present on the structure and are placed on a line near the center of the north/south elevations, and the slope of the roof helps to block the visibility from the west. The trees on the east are not acceptable screen. Plan Commission added condition if visible, they will need to be screened.* 7) Fencing shall complement the appearance of buildings onsite. *Fencing is placed around the dumpster enclosure. It is made of wood slats with gaps as depicted on sheet C6 of the plans.* 8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building. *No accessory building is proposed.* 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. *No overhead doors involved.* 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. *The HVAC equipment is located on the roof and is screened per item six of the architectural standards. The decibel level of the HVAC equipment is projected to be less than 50 decibels on the weighted scale, at the property line.* 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. *An outdoor garbage enclosure is located at the rear of the parking lot on the west side. The enclosure will be constructed of wood slats with gaps as depicted on sheet C6 of the plans.* Conditions Imposed: *If HVAC is visible from any street, it must be screened from view, sign above entry must be downsized to comply with the second architectural standards keeping at or below the 500 sq ft planes. Change of Topography Review; Evaluation criteria was addressed by the petitioner as follows; 1) Overall drainage patterns will be maintained (Erosion Control/Storm Water Management Report on file). 2. Neighboring properties will not be impacted by constructions efforts. 3) Limited wetland fill will occur onsite (<10,000s.f); permit application will be submitted to DNR. 4) Treed areas of lot will be maintained & undisturbed as much as possible (Layout Plan was attached). 5) Grading design does not promote standing water (Grading Plan was submitted). 6) Fill will be placed within the site as required for construction; site boundaries will not be negatively impacted. 7) Slopes will be reinforced with erosion control measures (Erosion Control Plan on file). 8) Lot is zoned C-1 with General Retail Sales listed as permitted use. All criteria are addressed satisfactorily. Anderson moves to approve the four plans as reviewed with the conditions that if the HVAC equipment on the roof is visible from the street they must be screened and the sign on the front of the building will need to be fit within the entrance plane as stated in the architectural review # 2. seconded by Kalinowski.* Discussion on asking them if they would consider using different types of material other than metal. The response was it would be a challenge and they could not agree to redesign the building. They have already incorporated more into this store than most because of the zoning standards. They would like open around November 1, 2023. Anderson moves to open floor, second by Ketchum-Fish. Motion carries 7 to 0. Jenifer Maziasz, 26 E. 3rd Street, speaking as a resident and Council member thanks the developers for their excellent job and details on the plan, but ask that they consider the fact that this is the entrance to the city and even some smaller upgrades such as some decorative lights would be beneficial to the community. Suminski moves to close floor second by Anderson. Motion carries 7 to 1. Ketchum-Fish states this plan meets the very minimum, but still feels the intent of the code is to only allow business 5,000 feet or less. Motiff ask if they could consider a different color other than the proposed brown. Todd states they could explore the color combo along with the decorative lighting but could not make any guarantee. Motiff ask for vote on the original motion. Motion carried 6 to 1 with Ketchum-Fish opposed.

Discussion and Recommendation of City Property Inventory and Land "For Sale" List – The property inventory list has been reviewed by the other committees and two comments were received. First, the Parks Committee questioned if there has been any environmental impact study on Lot 2 as that is zoned industrial and has steep ravines. The answer is no environmental study has been done. There was a plan created as to how to make buildable parcels in that are which keep the ravines intact. If the parcel is sold, at that time depending on what was going to be built, the City could require a study if they felt it necessary. Second, the comment Harbor Commission on Lot 48 have no objection to it being on the list, they do object to the current zoning of the property and will be requesting the City Council to take the necessary steps to re-zone the property for indoor boat storage. Ketchum-Fish ask how the zone could be changed since the Plan Commission has already denied the request, it was explained they have the right to ask the Council to do so during their Comprehensive Plan public hearing, prior to the adoption of the Plan. Motion by Ketchum-Fish to recommend approval of the City property inventory and land sale list, seconded by Anderson. Motion carried 7 to 0.

Motiff adjourns the meeting at 7:33PM.

Respectfully Submitted,
Tammy DeMars
City Treasurer/Deputy Clerk

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715-373-6160
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To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Sign Permit 229 W. Bayfield Street

Date: April 3, 2023

Erica Macrum is applying for a permit to place 48" x 42.5" wall sign for Sweet Fern Apothecary, Seeds of Well Being and a 32" x 28.5" hanging sign, at 123 W. Bayfield Street. Both signs meet all the sign requirements outlined in Article 18.

Since this is a new sign, and in the C3 District, architectural review is required. We have no specific architectural standards for signs.

I have no concerns with this application.

3

City of

SIGN PERMIT APPLICATION

Date Received 3/8/23



No sign shall be erected, relocated, remodeled, enlarged or repaired until this Permit Application has been approved by the Zoning Administrator.

The erection, relocation, remodeling, enlargement, and repair of signs must conform to the provisions of the City of Washburn Zoning Code. Certain signs are exempt from the provisions of the Sign Ordinance. See Article 18-15, Signs Not Requiring a Permit, if you think a sign might be exempt.

PROJECT INFORMATION

Applicant's Name and Mailing Address Erica Mazum

PO Box 232 Washburn Wi 54891 Phone # (715) 209-5190

Site Address 229 West Bayfield Street Parcel # 04-291-2-48-04-05-2-00 3122664

Subdivision Original Townsite (new) Block No. 41 Lot(s) 29 1/2 30

Property Owner Name, Address & Phone # (if different from applicant) Same as above

Written Permission: Yes No (Please attach to application.)

Description of Project 2 signs - (1) Wall Mounted sign on street facing wall. 48" Tall x 43.5" wide.


(2) Hanging sign with 2 faces. Hand painted w/ weather resistant paint. 32" w x 26" Tall

Both signs are hand painted on Board. Special outdoor sign paint. Estimated Cost \$970

In the space provided on the back, please describe the overall dimensions of the sign and indicate unique characteristics of the sign. A photo, drawing, or sketch may be provided here. Be sure to include dimensions in the drawing as well as the location of the sign on, or in relation to the building. If more space is needed, please attach another sheet.

I am familiar with the Washburn Sign Ordinance and the regulations contained therein. I understand that if this permit request is granted, I am responsible to see that the sign is in conformance with the requirements of the Sign Ordinance and that such sign conforms to the standards set in this application.

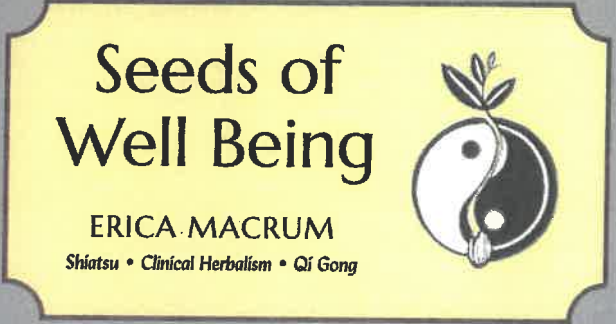
I agree to comply with all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit; I have read the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.

Applicant Signature  Date 2/2/2023

Owner is ultimately responsible for all code compliance related to the work for which this permit is issued.

A rectangular sign with a light green background and a white border. The text "Sweet Fern Apothecary" is written in a black, cursive font. A small illustration of a fern frond is positioned above the word "Fern".

Sweet Fern
Apothecary

A rectangular sign with a light yellow background and a black border. The text "Seeds of Well Being" is written in a black, sans-serif font. Below it, "ERICA MACRUM" is written in a smaller, black, sans-serif font, followed by "Shiatsu • Clinical Herbalism • Qi Gong" in an even smaller font. To the right of the text is a circular logo featuring a yin-yang symbol with a small plant sprout growing from the center.

Seeds of
Well Being

ERICA MACRUM
Shiatsu • Clinical Herbalism • Qi Gong

Wall sign



Hangin Sign. Same on Both sides.



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715-373-6160
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To: Honorable Mayor and Plan Commission Members
From: Tammy DeMars, Deputy Zoning Administrator
Re: Sign Permit and Plan of Operation - 324 W. Bayfield Street
Date: April 12, 2023

Mr. Monat is opening The Wood Bin, selling crafted wood items made by local woodworkers around the area. As a new business his Plan of Operation must be approved by the Plan Commission. This is the C3 District and is an allowable use. His Plan of Operation is attached, along with a draft decision document for Plan Commission approval.

The requested sign permit is to place 5' x 2' wall sign, at 324 W. Bayfield Street, since this is a new sign, and in the C3 District, architectural review is required. We have no specific architectural standards for signs, it does meet all the sign requirements outlined in Article 18.

SIGN PERMIT APPLICATION

Date Received 4-5-23



No sign shall be erected, relocated, remodeled, enlarged or repaired until this Permit Application has been approved by the Zoning Administrator.

The erection, relocation, remodeling, enlargement, and repair of signs must conform to the provisions of the City of Washburn Zoning Code. Certain signs are exempt from the provisions of the Sign Ordinance. See Article 18-15, Signs Not Requiring a Permit, if you think a sign might be exempt.

33122

PROJECT INFORMATION

Applicant's Name and Mailing Address Adam Monat P.O. Box 72 Ashland,

WI 54806 Phone # (608) 295-0667

Site Address 324 W Bayfield St Parcel # 33122

Subdivision _____ Block No. 35 Lot(s) 4-6

Property Owner Name, Address & Phone # (if different from applicant) Same

Written Permission: Yes _____ No _____ (Please attach to application.)

Description of Project Business Sign

Estimated Cost \$20.00

In the space provided on the back, please describe the overall dimensions of the sign and indicate unique characteristics of the sign. A photo, drawing, or sketch may be provided here. Be sure to include dimensions in the drawing as well as the location of the sign on, or in relation to the building. If more space is needed, please attach another sheet.

I am familiar with the Washburn Sign Ordinance and the regulations contained therein. I understand that if this permit request is granted, I am responsible to see that the sign is in conformance with the requirements of the Sign Ordinance and that such sign conforms to the standards set in this application.

I agree to comply with all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit; I have read the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.

Applicant Signature Adam Monat Date 4/5/23

Sign Type Commercial Sign # Signs 1 # Faces 1
 Lighting Type None Sign Dimensions 5' x 2' 13/32" Total Sq Ft 12' 1/32"
 Location of Sign Front of building Height to Top of Sign from Ground 5' 7"

CONDITIONS OF APPROVAL: This permit is issued pursuant to the following conditions. Failure to comply with these conditions may result in suspension or revocation of this permit or other penalty.

1. _____
2. _____
3. _____

Fees: Section 13-1-106 The minimum fee for a sign permit shall not be less than \$15.00 for any sign or for an amount based on the sign area as follows: On-premise signs visible from a public right-of-way shall be calculated on the basis of \$2.00 per square foot in addition to the base fee of \$15.00. The calculation of the area of a ground sign or projection sign shall be the gross area of one face of the sign. The area of the sign shall be the gross area as calculated in this article.

PERMIT DENIAL:

PERMIT APPROVAL:

Your request for a sign permit is denied. The reasons for the denial are specified Below. If you wish to appeal this finding, please contact the Zoning Administrator at City Hall.

The sign(s) described in this application meet the provisions of the Sign Ordinance as described in this application.

PERMIT DENIED BY _____

PERMIT ISSUED BY _____

DATE DENIED _____

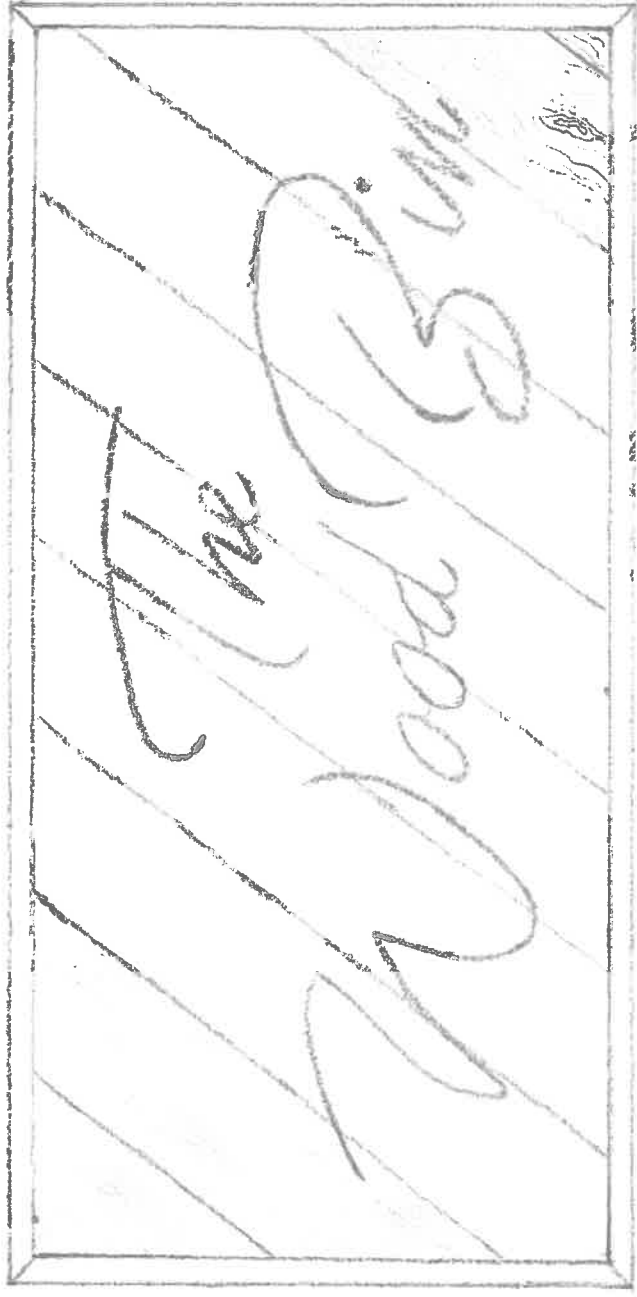
DATE ISSUED _____

REASONS FOR DENIAL _____

PERMIT # _____

Size: 5' x 2' ^{13/16}

Total Sq Ft: 12' ^{7/16}



Materials:

- Wood Frame. Sealed With outdoor wood Sealant.
- Wood Back ground. Sealed with outdoor wood sealant.
- 1/2" Thick Raised Wooden Letters. Painted either Black or White



Sign Location

advertis
324 W. Bayfield
SNOW SLEEP
SEWING SERVI

Plan of Operation

To whom it may concern, this letter is being written in regards to the plan of operation for the store front property located at 324 W. Bayfield St. Washburn, WI. The business to be operated from the store front will be "The Wood Bin." The Wood Bin will consist of high quality, hand crafted wood items made by local woodworkers around the area. Some examples of items offered are: coffee tables, end tables, benches, wall hangings, wooden sculptures, garden planters, garden trellises, etc. This shop will be setup like an art gallery of sorts, featuring the fine woodworking of many artists. I the owner, will be the sole employee for the foreseeable future while the business takes form. I won't be creating any of the items for sale myself in the beginning. However, I do hope to create custom pieces of my own in the future. At that point I will follow the process for the conditional use permit that would allow me to do so. Shipments to the property will be few and far between consisting of standard pick up trucks with the occasional enclosed trailer. The planned hours of operation are Monday - Thursday 9 a.m. - 3 p.m./Friday 9 a.m.- 2 p.m. These hours are certainly subject to change as we get to know the customer base and preferred shopping times. No hazardous substances will be used or stored at the property. It's anticipated that there will be no negative effects on surrounding properties. We do however hope for significant positive effects. By bringing something new to the block and to the city we hope to boost creativity and joy, while providing quality service to our community.

Sincerely,

Adam Monat

Owner/Operator

City of Washburn Plan Commission

PLAN OF OPERATION REVIEW DECISION

The Wood Bin

Filing Date: April 11, 2023

Proper notice of hearing provided: Yes

Hearing Date: April 20, 2023

Applicant Name and Address: The Wood Bin, Adam Monat-Owner
PO Box 72
Ashland, WI 54806
Tax ID 36169

1. **Decision:** The application for Plan of Operation review is **???**
2. **Description of the Proposed Project:** To operate retail at 324 W. Bayfield Street.
3. **Reasons for the Decision:** The Plan Commission must determine whether the project complies with all applicable standards:

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. There are no known hazardous substances or other uncommon operational characteristics.**
 - 2) The nature and extent of anticipated positive and negative effects on properties in the area – **None known.**
 - 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use – **None.**
 - 4) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law – **None.**
4. List of Conditions Imposed: **None**
 5. If one or more conditions of approval are imposed, the property owner must sign this decision document and return it to the Zoning Administrator for his signature and as acceptance of the conditions of this decision.
 6. This decision may be appealed to the Common Council.
 7. Any person aggrieved by this decision may also appeal this decision and any work done by the Applicant as authorized by this approval is done at the applicant's own risk.

Dated: April 20, 2023

By: _____

City of Washburn Plan Commission

Scott J. Kluver, Zoning Administrator
On behalf of the City of Washburn Plan
Commission

If Conditions Are Imposed:

Dated: _____

By: _____
Property Owner

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715-373-6160
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To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Scoreboards

Date: April 13, 2023

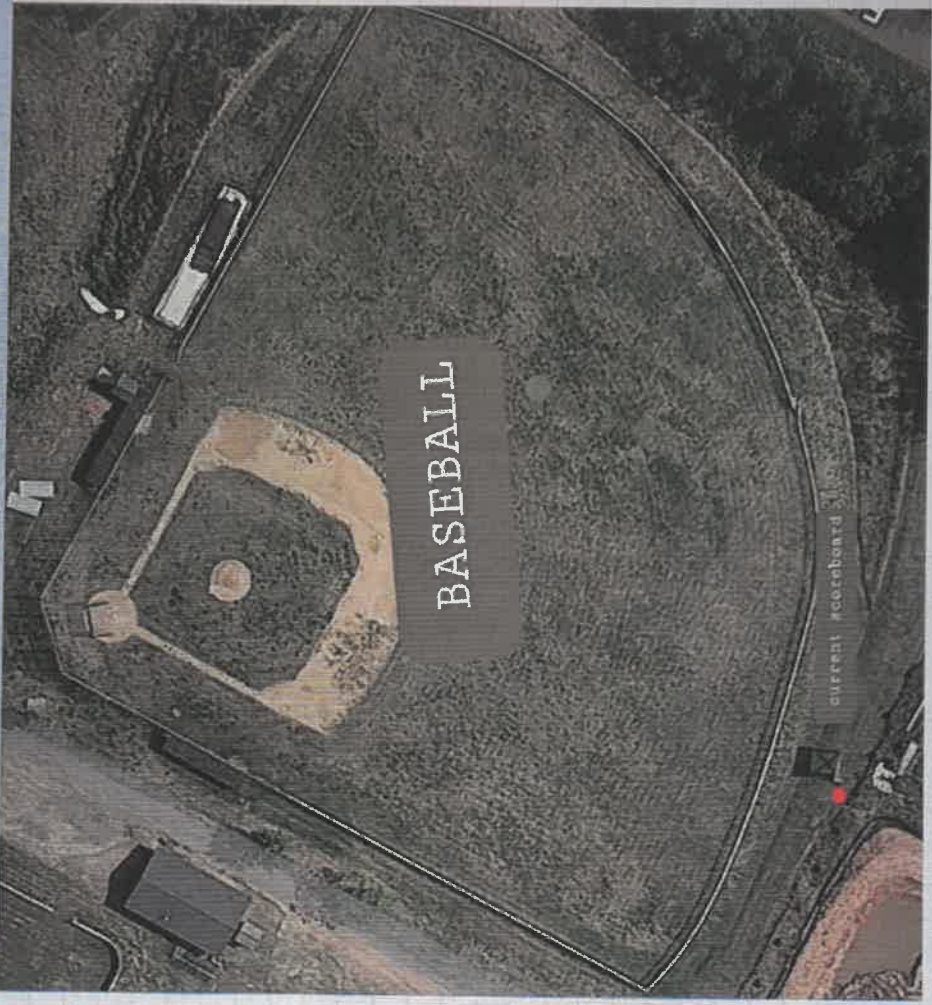
Jamie Cook, representing Washburn Youth Baseball, is requesting to place two new scoreboards at the City Ballfield Complex.

Each sign is 5 ½' high and 9' wide, one will be placed on the Little League Diamond and the second will be placed on the Softball Diamond as she has indicated on the enclosed photos.

The Plan Commission needs to approve the locations of the signs.



*trenching would include updating power to new dug outs and concession stand area



Baseball field would be a upgrade with no changes to the site

WASHBURN YOUTH BASEBALL

DAKTRONICS

BALL ●●● STRIKE ●●● OUT ●●●

GUEST

2

8

INNING

HOME

5

- ID Panel (Non-Backlit)
1.5' high x 9' wide
(above scoreboard)
- Baseball Scoreboard
BA251 844PV
4' high x 9' wide

PRODUCTION READY ARTWORK NEEDED FOR: NA

WASHBURN HIGH SCHOOL WASHBURN, WI

03-29-2023 (Rev 2) Concept Washburn HS BA251B (1)

THE ARTWORK IS INTENDED TO BE PRINTED AND APPROXIMATE COLORS ONLY. DAKTRONICS ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE COLORS OF THE ARTWORK. THE ARTWORK IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE ARTWORK IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE ARTWORK IS NOT TO BE USED FOR ANY OTHER PURPOSES.



Little League Scoreboard & High School Field Scoreboard

(2) BA-2518 score boards		\$13,410.00	
I-beams	approx bid	\$1700-2000.00	
Cement cost	approx bid	\$200-500	work donation by John Cook
Electrical		Donation	Chris/Dave Anderson
Monetary Donations			
Little league		\$2,000.00	
Babe Ruth		\$1,000.00	
Private donor		\$8,000.00	
SB Memorial Fund		?? discussion/No agreement yet	Possibly with MOU
School		??(Possibility/No discussions yet	Possibly with MOU
Business pledges ?		\$600.00	

TOTAL COST \$15,910.00

Secured \$ \$11,000.00

\$4,910.00

None of this notes softball field.

* with lease with school, Softball field maybe completed also.

LOCATION	WORK DONE BY WHO
-----------------	-------------------------

Little League field	
----------------------------	--

BA-2518 scoreboard	
--------------------	--

Need 2 I-beams	Quote from Fast Lane
----------------	----------------------

trench power to dug outs(2) and concession stand	Chris Anderson?
--	-----------------

trench/power to scoreboard	Chris Anderson
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2 holes drilled	City
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Pour cement + I beam	John Cook
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Baseball field	
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BA-2518 scoreboard	
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Need 2 I-beams	Quote from Fast Lane	Maybe able to use old beams from old football scoreboards?
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2 holes drilled	City
-----------------	------

Pour cement + I Beam	John Cook
----------------------	-----------

Softball Field	
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BA-2518 scoreboard	
--------------------	--

Need 2 I-beams	Quote from Fast Lane
----------------	----------------------

Power run to scoreboard	Chris Anderson
----------------------------	----------------

2 holes drilled	City
-----------------	------

pour cement + I beam	John Cook
----------------------	-----------

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715-373-6160
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To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Special Exception/Enlargement of a Non-Conforming Structure

Date: April 12, 2023

Donna Browning has applied for a permit to add a 16' x 20' addition on the west rear corner of her home. This property, in R-1 Zoning District located at 321 Williamson Road . The house is approximately 30' from the lot line, the current code has a front yard setback of 50', making the house a non-conforming structure. All other setback requirements are met.

Per Article 21-4 Nonconforming structures (b) Enlargement. "A nonconforming structure that is used for a conforming use may be enlarged provided the Plan Commission authorizes such enlargement pursuant to the requirements in Article 7."

I have attached a draft special exception decision document that outlines the factors to base your decision.

City of Washburn Plan Commission

SPECIAL EXCEPTION DECISION

Enlargement of Non-Conforming Structure

Filing Date: April 11, 2023

Proper notice of hearing provided: Yes

Hearing Date: April 20, 2023

Applicant Name and Address: Donna Browning
321 Williamson Rd
Washburn, WI 54891
Tax ID 36619

1. **Decision:** The application for Special Exception is **approved**.
2. **Description of the Proposed Project:** The proposed project is to enlarge a non-conforming structure. The property is zoned R-1, and in accordance with Article 21-4(b) special exception is needed to enlarge a non-conforming structure.
3. **Reasons for the Decision:** The Plan Commission must consider the following factors:
 - (1) The size of the property in comparison to other properties in the area. **The Commission finds that the property is residential property and is of comparable size of other residential properties in the area.**
 - (2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter. **The Commission finds that this exception has been approve in the past, and it will not make the setback violation any worse.**
 - (3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception. **The Commission finds that house is already existing, and the addition is going to be added to the rear west side so it will not make the setback violation any greater.**
 - (4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted. **The Commission finds that there would be no negative impacts to the natural environment.**
 - (5) The nature and extent of anticipated positive and negative effects on properties in the area. **The Commission finds that the there are no known negative effects. Once the project is completed it should be an improvement.**
 - (6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception. **The Commission finds the since the applicant is not changing the footprint of the building, he will not exacerbate the setback.**
 - (7) A factor specifically listed under a section of this chapter authorizing the issuance of a special exception. **No factors other than listed.**

City of Washburn Plan Commission

(8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law. N/A

4. List of Conditions Imposed: No conditions were imposed.
5. If one or more conditions of approval are imposed, the property owner must sign this decision document and return it to the Zoning Administrator for his signature and as acceptance of the conditions of this decision.

Dated: April 20, 2023

By: _____

Scott J. Kluver, Zoning Administrator

On behalf of the City of Washburn Plan Commission

If Conditions Are Imposed:

Dated: _____

By: _____

Property Owner

tdemars@cityofwashburn.org

From: Donna Browning <drbm.500@gmail.com>
Sent: Tuesday, April 11, 2023 11:13 AM
To: tdemars@cityofwashburn.org
Subject: Exemption 321 Williamson Rd

I would like to request an exemption to add a bedroom to a non-conforming structure at 321 Williamson Rd. The addition will not increase the setback.
Thank you for your consideration.
Donna Browning

CONSTRUCTION PERMIT APPLICATION

Permit Request: Remodeling Windows Doors Roofing Siding Plumbing/HVAC
 New Construction Deck Flat Work Electrical Other Addition

Complete the following with name, address, (house # and mailing address) & telephone

Owner Donna Browning E-Mail Drbri.500@gmail.com
 Construction Contractor Jim Steffenson Phone 512-395-5374
 Address _____ Phone 715-209-1852
 Excavation Contractor _____ License # 900472
 Address _____ Phone: _____
 License # _____

Owner is ultimately responsible for all code compliance related to the work for which this permit is issued.

PROJECT INFORMATION

Site Address 321 Williams Rd Pin # 04291249043320028703100
 RE Tax ID # 36619 Zoning District 1 Lot Area 4.48

Description of work current home is 2 bedroom but one is very small (9'x8').
Add new bedroom and combine small bedroom into larger 2nd
bedroom
Addition 11x20 Estimated Project Cost _____

<p>NEW CONSTRUCTION</p> <p>Building Height _____</p> <p><input checked="" type="checkbox"/> 1-story <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> 2-story <input type="checkbox"/> Basement</p>	<p>Area Involved</p> <p>Basement _____ sq ft</p> <p>Living Area _____ sq ft</p> <p>Garage _____ sq ft</p> <p>Total _____ sq ft</p>	<p>Water & Sewer:</p> <p>Water <input type="checkbox"/> Municipal or <input checked="" type="checkbox"/> Private Well</p> <p>Sewer <input type="checkbox"/> Municipal or <input checked="" type="checkbox"/> Septic</p> <p>Permit Numbers _____</p>
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Additional permits that may not be covered by this application: Driveways; Sewer; Water, Demolition, Sidewalks

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.

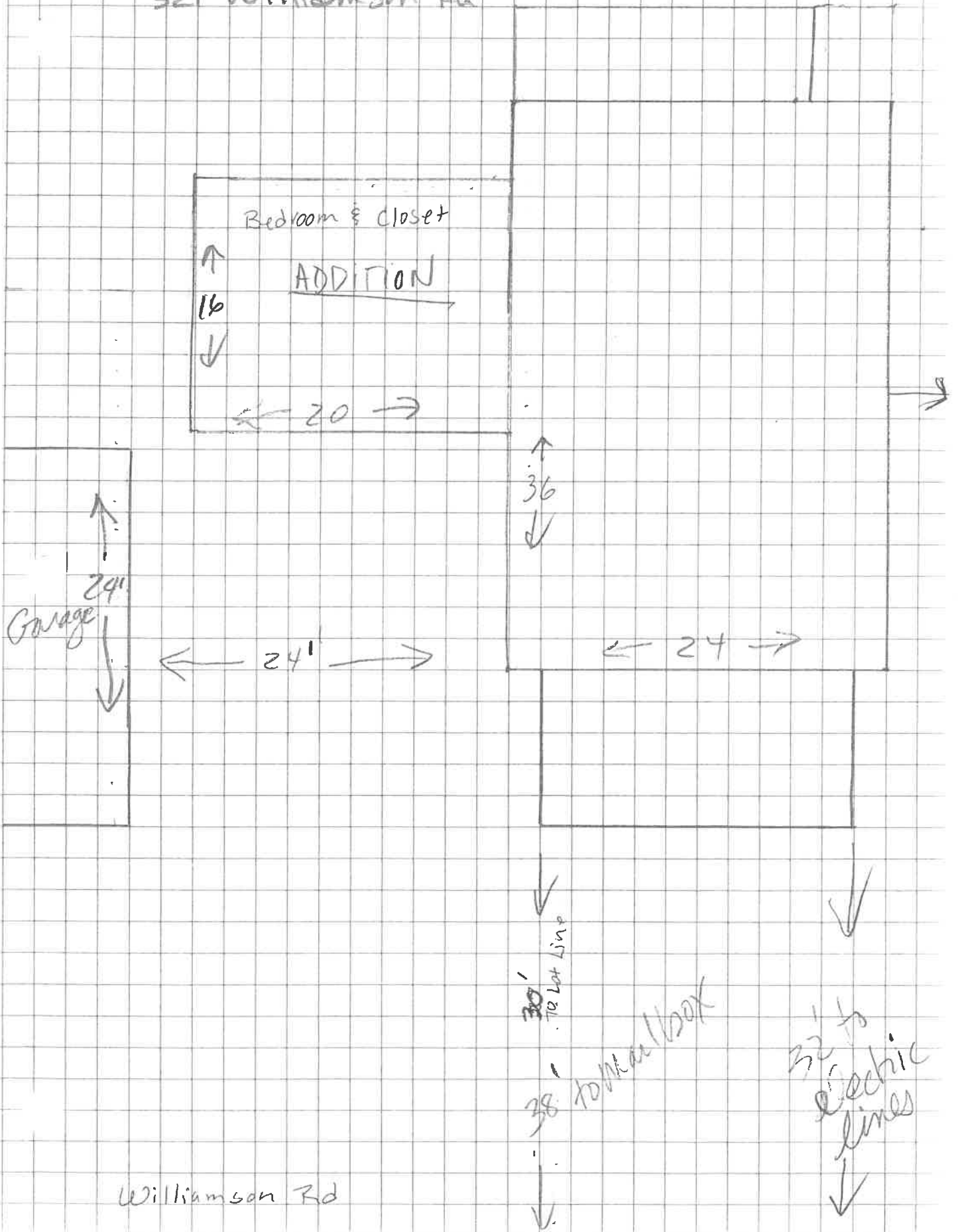
Donna Browning Applicant Signature 3-21-2023 Date

CONDITIONS OF APPROVAL This permit is issued pursuant to the following conditions. Failure to comply with these conditions may result in suspension or revocation of this permit or other penalty.

See Attached Condition Letter

<p>NOTES</p>	FEES (per Title 15 Municipal Code)		<p>PERMIT ISSUED BY:</p> <p>_____</p> <p>DATE ISSUED _____</p> <p>PERMIT NO.</p> <p>_____</p>
	<p><input type="checkbox"/> Remodeling</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Fence</p> <p><input type="checkbox"/> Flat Work</p> <p><input type="checkbox"/> Siding</p> <p><input type="checkbox"/> Roofing</p> <p><input type="checkbox"/> Driveway</p>	<p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Deck</p> <p><input type="checkbox"/> Shelter</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> Early Start</p> <p>TOTAL _____</p>	

BROWNING
321 Williamson Rd



Bedroom & Closet

ADDITION

↑
16
↓

← 20 →

↑
36
↓

↑
24'
Garage
↓

← 24' →

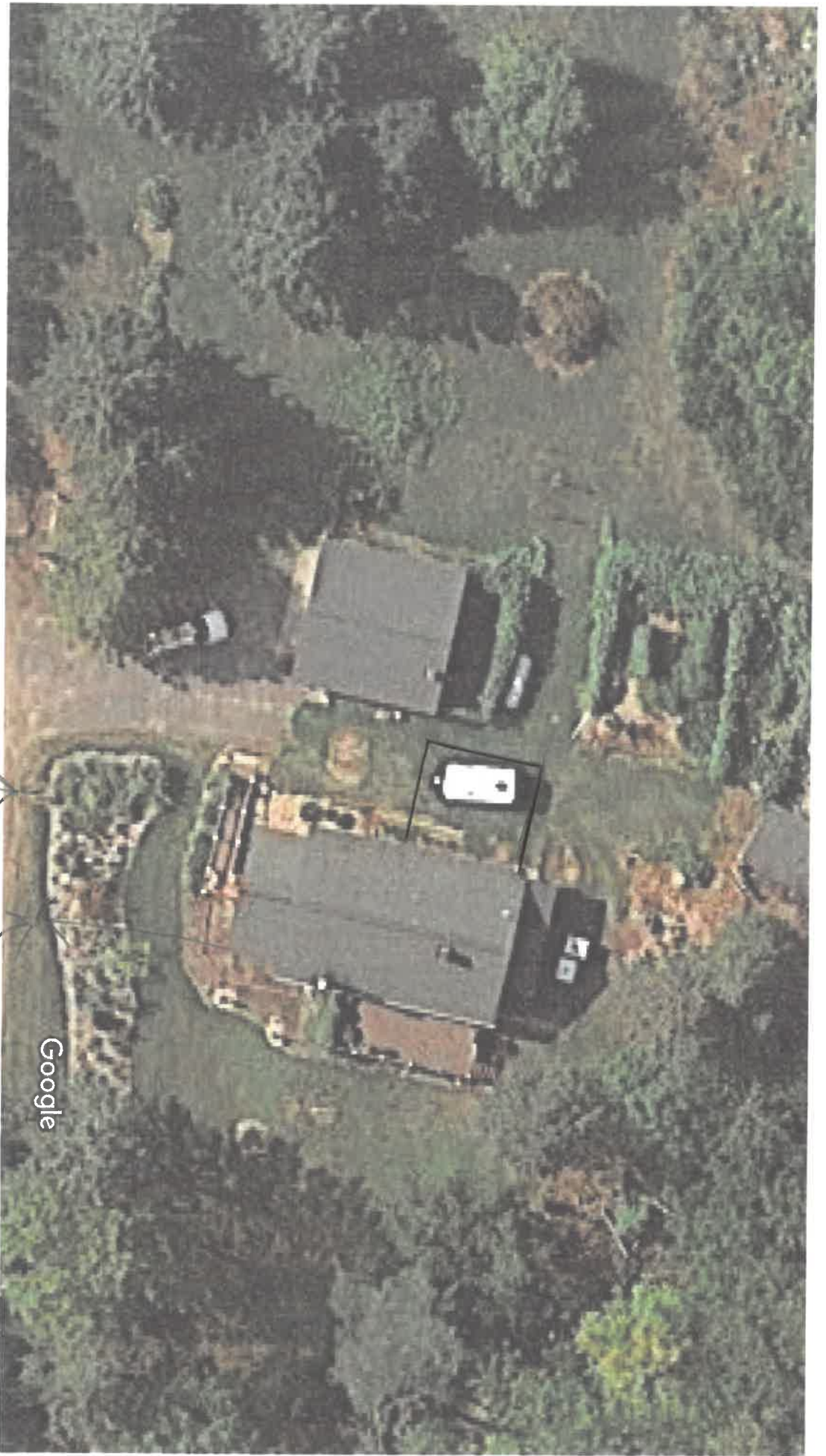
← 24' →

↓
30'
To Lot Line

↓
38'
to mailbox

↓
32'
to
electric
lines
↓

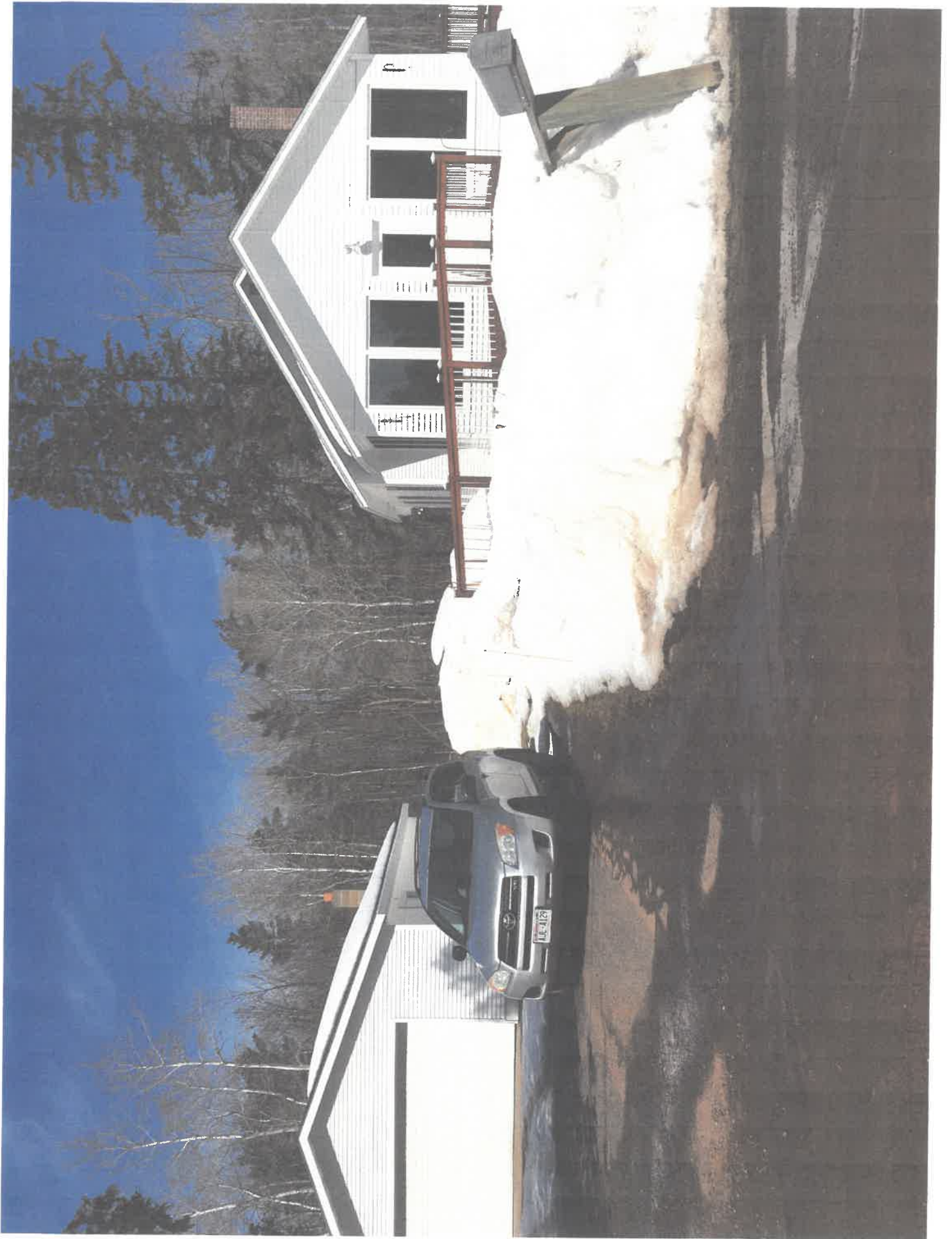
Williamson Rd

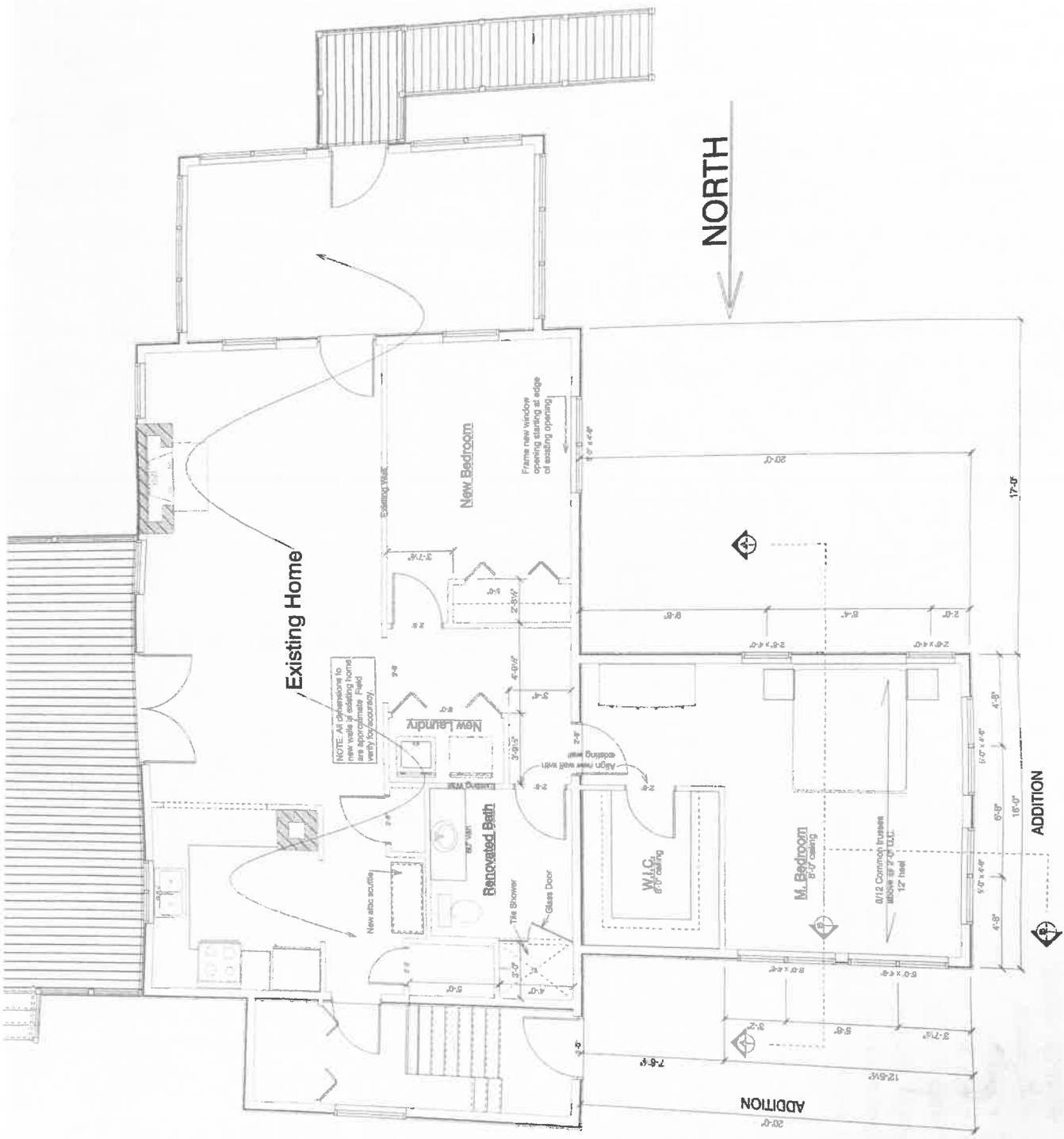


Google
Mailbox Electric Meter

Map data ©2023, Map data ©2023 10 ft







CITY OF WASHBURN
PO BOX 638
WASHBURN, WI 54891

Receipt Nbr: 34109
Date: 4/11/2023
Check

RECEIVED FROM DONNA BROWNING

\$50.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS SPECIAL EXCEPTION REQUEST DONNA BROWNING	50.00
<hr/> TOTAL RECEIVED		50.00
<hr/>		