

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



Administrator

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/87390624837?pwd=aFlidGdaSUQ4NDJnTjd3M0daRnJxQT09> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: 873 9062 4837 and entering passcode 977233 as opposed to being present for the meeting. Limited seating will be available at the meeting and guests are asked to keep a six-foot distance from one another.

## **NOTICE OF PLAN COMMISSION MEETING**

DATE: Thursday, August 19, 2021  
TIME: 5:30 PM  
PLACE: Washburn City Hall

### **AGENDA:**

- Call to Order/Roll Call
- Approval of Minutes of July 22, 2021 Meeting
- Discussion & Action on Sign Approval, 318 W. Bayfield St., Yellow Bird Gallery- Ron Piercy
- Revisit Special Exception Request to Enlarge a Non-Conforming Structure, 410 End Ave. East approved at the March 18, 2021 Meeting, Due to Setback Changes
- Schedule Meeting Time for Next Comprehensive Plan Work Session
- Adjourn

July 15, 2021

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Mary Motiff, Matt Simoneau, Britt Serrine, Adeline Swiston

ABSENT: Leo Ketchum-Fish

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

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

**Approval of Minutes – July 7, 2021 Minutes –** Moved by Anderson, to approve the July 7, 2021 minutes, second by Swiston. Motiff, correction needed under the area of Nick Suminski addressing the Commission, should read “they feel” not “they fill” and under action Comprehensive Plan should read “no discussion” not “so discussion” Motion carries 6-0 with corrections.

**Public Hearing –** Moved by Anderson to open floor for public hearing, second by Swiston. Motion carried 6 to 0.

Paula Jung, 211 W. 4<sup>th</sup> Street, Ron Borchers, 212 W. 4<sup>th</sup> Street and Kris Matson, 227 W. 3<sup>rd</sup> Street all spoke about their concerns with the number of tourist rooming houses, the negative impacts it has on home values and our community. It has increased the cost to rent or to buy property in the city. They also request some regulations be placed on the number of people, length of stay, parking. William Scripps addressed these concerns, stating he would allow four adults and four children, no smoking and no pets allowed. The parking would be in the back through the alley. K. Matson ask if there is any recourse if these rules are not followed. Kløver explains that we have limited ability to place any restrictions other than those in the ordinance, such as parking, the state has tied our hands. The number of guests, length of stay, pets, smoking are all up to the owners to self-regulate as they desire, we legally cannot regulate these types of things. Kløver then explained the process we must follow now. Mr. Scripps stated that he would like to have good relations with his neighbors and will not let it get out of hand.

John Carlson, his clients would like to have full use of their property by allowing outside what is already allowed inside. Moberg, this would allow us to have outdoor entertainment for special events with about 300 people, for similar events as music in the park or the car show without alcohol. Carlson, liquor license is not part of Plan Commission authority, they would go through a license expansion to serve alcohol.

Moved by Anderson to close floor, second by Swiston. Motion carried 6 to 0.

**Discussion & Action on Conditional Use Permit Application to Have Tourist Rooming Units Located at 228 W. 4<sup>th</sup> Street, R6 Mixed Residential District – William Scripps, Petitioner -** Motion by Baregi to recommend approval of the Conditional Use application to operate Tourist Rooming Units at 215 W. Harbor View Drive, second by Swiston. Commission then reviewed section 7-55 Basis of decision: 1) the size of the parcel is adequate, 2) use is compatible with the surrounding properties 3) location is ok, 4) there is no issue on the effects of traffic and pedestrian, 5) use is suitable 6) no environmental effects 7) no negative effects on surrounding properties 8) no effects of the proposed use on the normal and orderly development and improvement of the surrounding property or zoning district, 9) no other concerns found. Vote on motion. Motion carried 6-0.

**Discussion & Action on Conditional Use Permit Application to Operate an Indoor Entertainment Establishment and an Outdoor Entertainment Establishment at the property located at 110 West Harbor View Drive, MUW District – Washburn Development Property, LLC Petitioner -** Motion by Anderson, 2<sup>nd</sup> by Swiston to recommend approval, second by Swiston. Short discussion on hours of operation, it was felt the noise ordinance would cover this.

1) the size of the parcel is adequate, 2) use is not being changed and is compatible with the surrounding properties 3) location is ok, 4) there no issue on the effects of traffic or pedestrian, 5) use is suitable 6) no environmental effects 7) no negative effects on surrounding properties operational hours would be regulated by ordinance 8) no effects of the proposed use on the normal and orderly development and improvement of the surrounding property or zoning district, 9) no other concerns found. Vote taken on motion. Motion carried 6-0.

**Discussion & Action on Final Draw of Façade Loan for John Hopkins and Susan Lince at 406 W. Bayfield Street –** John Hopkins and Susan Lince have requested a final draw of \$3,302.50 on their facade loan. Motion by Swiston to approve the final draw request in the amount of \$3,302.50, second by Anderson. Motion carried 6-0

**Review and Discussion on Potential Changes to Zoning Code -Land Matrix Exhibit 8-1 –** The Commission continued their review of the Land Use Matrix. Consensus was given to the following changes. 9.02 Body-piercing establishment- C-2, C-2 Permit, I-1 & MUW Not allowed. 9.03 Commercial kennel-C-1 Permit, C-2 & I-1 Not allowed. 9.04 Commercial Stable R-1 Permit. 9.08 Funeral home – C-1 Permit. 9.09 General repair – C-1 & C-3 Permit. 9.10 General services – I-1 Permit. 9.11 Heal care center – I-1 Not allowed. 9.12 – C-1 Permit, I-1 Not allowed. 9.13 Instructional services – I-1 and MUW Not allowed. 9.14 Landscape business – C-1 Permit. 9.16 Tattoo establishment – C-2, C-3 Permit, I-1 & MUW Not allowed. 9.17 Veterinary clinic, general – R-1, C-1, Permit. 9.18 Veterinary clinic, small animal – R-1 Permit, C-3 & I-1 Not allowed.

Discussion will continue at the next meeting.

Moved by Anderson to adjourn, second by Swiston. Motion carried 6-0 Meeting adjourned at 7:35pm.

Respectfully Submitted,  
Tammy L. DeMars  
Treasurer/Deputy Clerk

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



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

To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Sign Permit – 318 W. Bayfield Street

Date: August 12, 2021

Ron Piercy has applied for a permit to place a 144" x 30" banner on the West side of his building and two 30" x 60" wooden signs on the East Side of his building, located at 318 W. Bayfield Street. The banner sign was requested as a temporary sign, but our zoning code has no provisions for temporary signage.

Since it is in the Downtown Design District Article 14, requires architectural review.

I have no concerns with this application and recommend approval.

City of

# SIGN PERMIT APPLICATION



Date Received 7/22/21

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 KARLYN Yellowbird Gallery / Ron Pierca

318 W. Bayfield St. Phone # 715-373-2922

Site Address \_\_\_\_\_ Tax ID - 36206  
Parcel # 04-291-2.48-04-05-2 00-312-20

Subdivision Original Township of Washburn Block No. 35 Lot(s) 9 & 10

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


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

Description of Project TEMPORARY (UP TO 18 MOS) BANNER, GRADE TO JUST  
BELOW WINDOWS WEST FACING WALL. EAST FACING WALL 2  
PAINTED WOOD SIGNS, AS DRAWN.  
Wall Sign Estimated Cost 100<sup>00</sup>

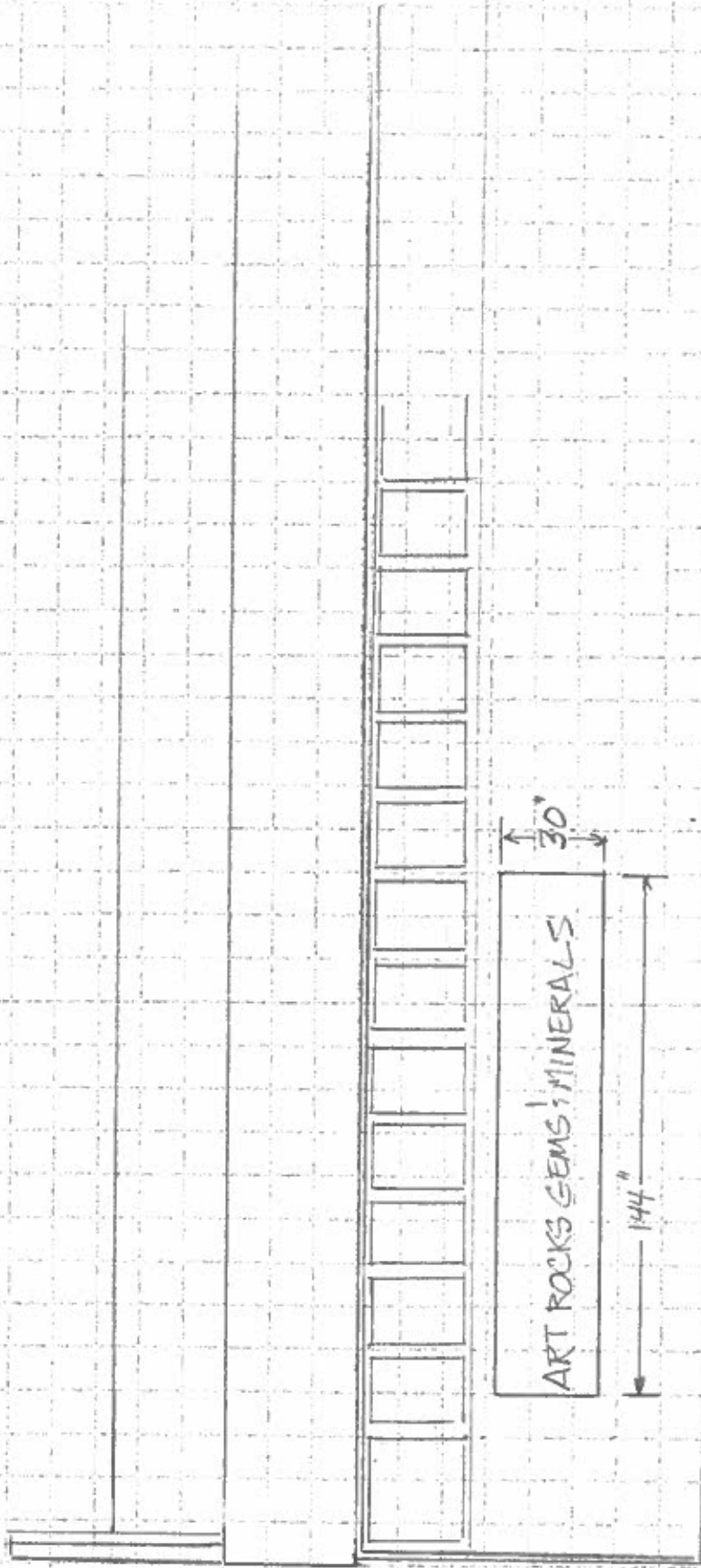
In the space provided on the back, please describe the overall dimensions of the sign and indicate unique characteristics of the sign. A photo, drawing, or sketch may be provided here. Be sure to include dimensions in the drawing as well as the location of the sign on, or in relation to the building. 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 7/22/2021

# KARLYN WELLS GALLERY

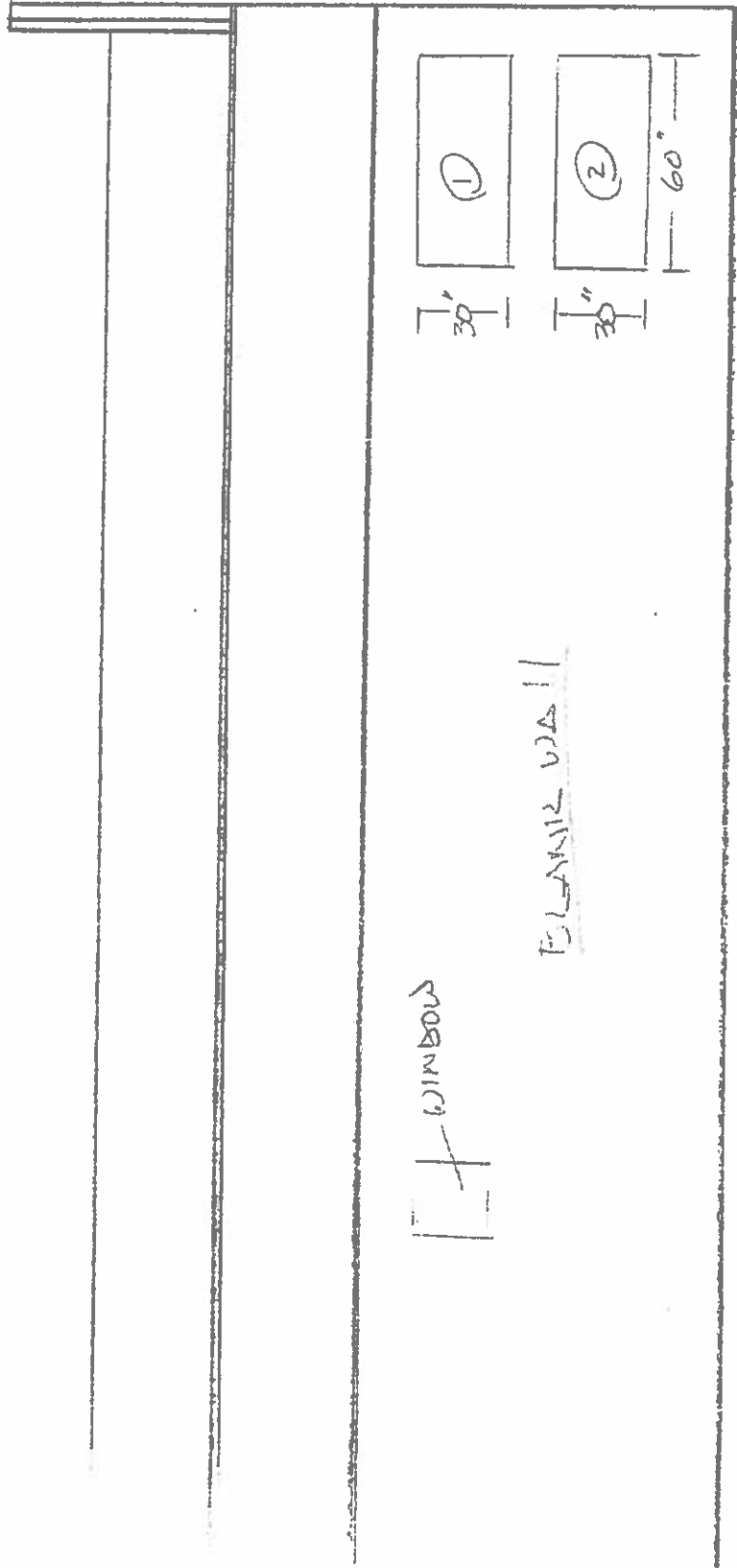


SIGN = 30 #

BUILDING = 8000 #

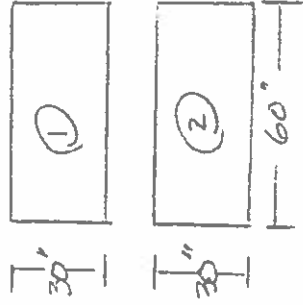
White Background  
with Black Letters

# Karlyn Yellowbro Gallery



WINDOW

ELEANOR VIA !!



Signs = 12.5 hrs ea

Building = 3000 hr

Sign 1 JEWELRY MADE DAILY

Sign 2 ART GALLERY ART STUDIOS

Wood Signs

Trevor,

Attached is a copy of the site plan that was approved by the Plan Commission back in March. Your numbers don't jive with that plan. If the garage lines up with the house, that will be fine, and that was not in question. The issue was the rear yard setback (25 feet) which was already non-conforming. The approved plan placed the garage eight feet from the property line.

Scott Kluver

City of Washburn

**From:** Trevor Provost <[trevor@csdesignengineering.com](mailto:trevor@csdesignengineering.com)>  
**Sent:** Thursday, August 5, 2021 9:47 AM  
**To:** [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)  
**Cc:** 'Anthony Jennings' <[anthony@ajjennings.com](mailto:anthony@ajjennings.com)>  
**Subject:** RE: 410 East 2nd Avenue Garage Addition

Hello Scott,

I am back to working on that garage addition for Tony Jennings / Erin Tenney at 410 East 2<sup>nd</sup> Ave. I am working on the UDC permit app to send to Jim Price. I have to fill in the set back section. Front, Rear, Left and Right. We are going to be 2'-0" off the alley property line, which is in line with the existing house, but does not fall in the required building setback. I believe the City ok'd this. Do you have some documentation I can send in with our plan? What I am calling the north side which adjoins the neighbors property, we are down to 6.4' to the property line, which I believe falls in the required setback. The other 2 side are not affected by this project. If you could please get me the documentation plus verify I am correct on the north property line, that would be great.

Let me know if you have any questions.

Thanks,

**Trevor Provost**

March 18, 2021

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Leo Ketchum-Fish, Mary Motiff, Adeline Swiston, Britt Serrine, Matt Simoneau

ABSENT:

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

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

Approval of Minutes – February 18, 2021 – Moved by Swiston to approve the minutes of February 18, 2021 second by Anderson. Motion carried 6-0, with Ketchum-Fish abstains as he was not at the meeting.

**Discussion and Action on Special exception Request to Enlarge a Non-Conforming Structure, 410 End Ave. East – Erin and Tony Jennings Petitioner** – The petitioners have submitted an application to construct a 30' x 14' attached garage to their residence. The issue is the residence is already non-conforming, the current rear yard setback is 22' current zoning requires 25' for a primary structure, if allowed to put the addition on the rear yard setback would be reduced to 8'. Article 21-4 Non-conforming 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". Mr. Jennings address the Commission, he states the garage is almost a necessity to them, and attaching it to the rear of the house would be much more attractive than placing it in the side yard. Moved by Swiston to open floor, second by Anderson. Motion carried 7-0. Greta Kochevar, 209 E. 4<sup>th</sup> Street has the property next to Tenney and has no issue with the attached garage. Dave Bratley, 402 N. 2<sup>nd</sup> Ave East. is concerned with the possibility of it being placed on the south side as shown in the drawing, but does not object to it being attached to the house. Britt Serrine, 416 N. 2<sup>nd</sup> Ave East, also supports the attached garage. Moved by Anderson to close floor, second by Ketchum-Fish. Motion Carried 7 to 0. Discussion held: the factors outlined in 7-154 reviewed. 1) The size of the property in comparison to other properties in the area: *Property is comparable to adjoining properties* 2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter: *neutral, unsure of what the intent of the chapter is.* 3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception: *Properties in this area have similar issues* 4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted: *No known impact* 5) The nature and extent of anticipated positive and negative effects on properties in the area: *Positive is existing neighbors are supportive, negative setback violations will be greater* 6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception: *Unknown* 7) a factor specifically listed under a section of this chapter authorizing the issuance of a special exception: *Article 21, Section 4 (b) and 8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.* All though all other dimensional standard for the proposed garage can be met, the Deputy Zoning Administrator recommends denial for this exception as it would create a gross violation of the setback regulations and it goes against the standards, we have used to not make any violation greater that it already is. Ketchum-Fish asks City Attorney Lindsey, if we approve this are, we setting a precedence? Lindsey feels it would not, as long as you have substantial evidence that there is no negative impact for the neighborhood. Ketchum-Fish moves to approve this special exception request to add the attached garage to the residence, based on 1) this property is comparable to adjoining properties, as the adjoining properties have the same issues; 3) the unique circumstance that other options are less desirable to three of the adjoining neighbors; 5) the positives outweigh the negative, the intention of this standard is to provide spacing between neighbors and in this case provides the best option per three of the adjoining neighbors, there would be no significant problem that would out way the positives for this special exception, second by Swiston, Motion carries 4 to 2 Anderson, Ketchum-Fish, Swiston, Motiff yes; Baregi, Simmoneu No; with Serrine abstaining due to being a neighboring property.



