

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/83648766206> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: 836 4876 6206 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, July 16, 2020

TIME: 5:30 P.M

PLACE: Washburn City Hall

AGENDA:

- Call to Order/Roll Call
- Approval of Minutes – June 23, 2020
- Public Hearing
 - Discussion and Recommendation on Ordinance No. 20-005 to Amend the City’s Subdivision Code Related to the Approval of Certified Survey Maps
 - Discussion and Recommendation on Ordinance No. 20-007 to Amend the City’s Zoning Map to Change Three Parcels from R-6 Mixed Residential to C-2 General Commercial
- Discussion and Recommendation on Ordinance No. 20-006 to Amend the City’s Zoning Code to Update the City’s Regulation of Yard Sheds Chapter 13, Article 8, Section 554 and Appendix B
- Discussion & Action on Site Plan/Architectural Review for Facade Renovations and Second Story Residential Addition, 308 W. Bayfield Street - Dan & Kristi Doman Petitioners
- Discussion & Action on Architectural Review to Replace Existing Shingled Roof and Awning with Metal Roofing, 324 W. Bayfield Street – Jared & Amy Trimbo Petitioners
- Discussion & Action on Site Plan Review for Deck Addition, 123 S. 2nd Ave. W. - Emily Systma Petitioner
- Discussion & Action on Request to Place Overhead Doors at 205 E. Omaha St. - Fishnote Properties Petitioner
- Discussion & Action on Sign Permit, 211 W. Bayfield Street - Booking Sly LLC Petitioner
- Discussion & Action on Façade Loan Reimbursement Claim for Project Located at 100 W. Bayfield Street – John Sopiwnik, Petitioner
- Final Review and Recommendation of Municipal Land Sale List
- Continued Discussion on Accessory Structures and Considerations for Agricultural Use and Animals
- Adjourn

June 23, 2020

CITY OF WASHBURN PLAN COMMISSION MEETING

3:37pm Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Mary Motiff, Dave Anderson, Leo Ketchum-Fish, John Gray, Adeline Swiston,

ABSENT: John Baregi, Vacancy

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

Meeting called to order at 3:30PM by Motiff attendance as recorded, Motiff recognized we have a quorum. Public Hearing be held but no action can be taken on any item.

Approval of Minutes – May 21st and June 18, 2020 – Moved by Gray to approve minutes as presented, second by Ketchum-Fish. Motion carried unanimously.

Discussion & Action on Site Plan Review for Installation of Additional Solar Panels, 504 W. 3rd St., Joseph LeBouton & Ariadna Chediak- Petitioner – Moved by Ketchum-Fish to approve the site plan to install additional solar panels at 504 W. 3rd Street, Second by Gray. Motion carried unanimously.

Adjourn – Motiff adjourns the meeting at 3:39pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

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To: Plan Commission Members
From: Scott J. Kluver, ^{SK}Administrator
Re: Plan Commission Matters for July 16, 2020 Meeting
Date: July 7, 2020

Please see the comments below on several agenda items:

- A. Enclosed you will find a proposed ordinance related to certain Certified Survey Map (CSM) approvals. Current ordinance requires ALL minor land divisions be conducted via CSM. This has caused some angst among property owners and realtors due to the extra expense this can put on a property owner. To help make it a little easier in some cases, the ordinance would make the modification that a Map of Survey would be sufficient when existing platted lots are the only thing that are being reconfigured into new parcels. If the platted lot would change, a CSM would still be required. The ordinance also spells out what would be required on a Map of Survey for the proper review to be conducted. These are the various items that are checked when a CSM comes forward for approval.
- B. A zoning map amendment is being proposed for three parcels along Superior Avenue. This is the last step in the process to address the business that have located in the former hospital building. You may recall that the Comprehensive Plan was amended a couple months ago to allow this request to go forward. I recommend approval of this map change to align actual activity with the zoning code and map.
- C. The public hearing was held last month for this ordinance, but there were no public comments presented. This ordinance clarifies the yard shed/other shed issue and how much space on a parcel can be allocated to a "shed."
- I. Enclosed you will find the reimbursement request from Mr. John Sopiwnik for his project at 100 W. Bayfield Street. The total invoices for material and labor submitted total \$12,771.52. Although the entire project has not yet been completed, the bulk of the purpose of the loan, the windows, have been installed. The Plan Commission should review to see if the project has been completed to their satisfaction and if payment for these items is authorized. A copy of the policy is included for your convenience.

- J. At this time, I have not received any concerns related to the proposed changes to the Land Sale List.
- K. Mr. Ketchum-Fish and I have been having an e-mail discussion related to accessory buildings overall. The issue can get complicated. Nonetheless, there was a request that the animal ordinance be provided to the Plan Commission so they can see what types of animals are allowed. That ordinance is enclosed.

**CITY OF WASHBURN
NOTICE OF PUBLIC HEARING
SUBDIVISION ORDINANCE AMENDMENT**

Public Hearing will be held at the regularly scheduled Plan Commission Meeting, Thursday, July 16, 2020, at 5:30 P.M., at City Hall, 119 Washington Avenue, for public comment on the following issue:

Subdivision Code Amendment:

for the purpose of amending the City's Subdivision Code to update the City's regulations of when Certified Survey Maps are required.

Further details on the proposed amendment may be obtained in the Administration Office at the Washburn City Hall, Mondays 7:30AM - 4:30PM, and Tuesday – Friday 10:00AM - 4:30 PM.

Scott J. Kluver
Zoning Administrator

Block Ad June 20 and 27, 2020 – Daily Press

CITY OF WASHBURN
Ordinance No. 20-005

Following a public hearing before the City of Washburn Plan Commission on June 18, 2020, duly noticed by a class 2 notice and recommended by said Plan Commission for approval by the Common Council: An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of May 18, 2020, for the purpose of amending Title 14, Chapter 1, Section 20 of the City's Code of Ordinances to update the survey requirements for land division within the City. Additions are in *red italics*, deletions are in ~~strikeout~~, any provision not expressly amended herein shall remain. Ordinance § 14-1-20 shall be amended to read as follows:

1. Amend Title 14, Chapter 1, Section 20 as follows:

Sec. 14-1-20 General Provisions.

- (c) **Certified Survey.** Any division of land other than a subdivision as defined in Section 236.02(8), Wis. Stats., shall be surveyed and a certified survey map prepared as provided in Sec. 236.34, Wis. Stats, *except that divisions of land meeting all criteria listed below require only a professional plat survey and do not require a certified survey map:*
- (1) The division of land does not affect any utility billing designations, and*
 - (2) The division of land does not result in any zoning non-conformity, and*
 - (3) All real property taxes on the parcels subject to division are paid up-to-date, and*
 - (4) The division of land follows existing platted lot lines within the City of Washburn, and*
 - (5) The owner of the parcel sought to be divided obtains a professional plat survey describing the proposed lot lines of the new parcel(s).*

2. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Attest:

Mary D. Motiff
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

**CITY OF WASHBURN
NOTICE OF PUBLIC HEARING
ZONING MAP AMENDMENT**

Public Hearing will be held at the regularly scheduled Plan Commission Meeting, Thursday, July 16, 2020, at 5:30 P.M., at City Hall, 119 Washington Avenue, for public comment on the following issue:

Zoning Map Amendment:

For the purpose of discussing and approving an update to the Zoning Map to reflect changing parcels (Tax IDs 32578, 32579, and 32580) from R-6 Mixed Residential to C-2 General Commercial.

Further details on the proposed amendment may be obtained in the Administration Office at the Washburn City Hall, Mondays 7:30AM - 4:30PM, and Tuesday – Friday 10:00AM - 4:30 PM.

Scott J. Kluver
Zoning Administrator

Block Ad June 20 and 27, 2020 – Daily Press

City of Washburn Zoning Map

Base Zoning Districts

- Residential**
 - R-1 Rural Residential
 - R-2 Single-Family Residential
 - R-5 Mixed Residential
 - R-7 Waterfront Residential
- Commercial**
 - C-1 Cottage Commercial
 - C-2 General Commercial
 - C-3 Downtown Commercial
 - MUW Mixed-use Waterfront
- Industrial**
 - I-1 Light Industrial
- Special Purpose**
 - L-1 Lakefront Corridor
 - M Marina
- Planned Development Districts**
 - PDD-01 Brevak

Overlay Zoning Districts

- Floodplain
- Shoreland-Wetland
- Shoreland
- Wellhead Protection

Map Features

- Navigable Stream
- Minor Arterial
- Major Collector
- Property Boundary Line

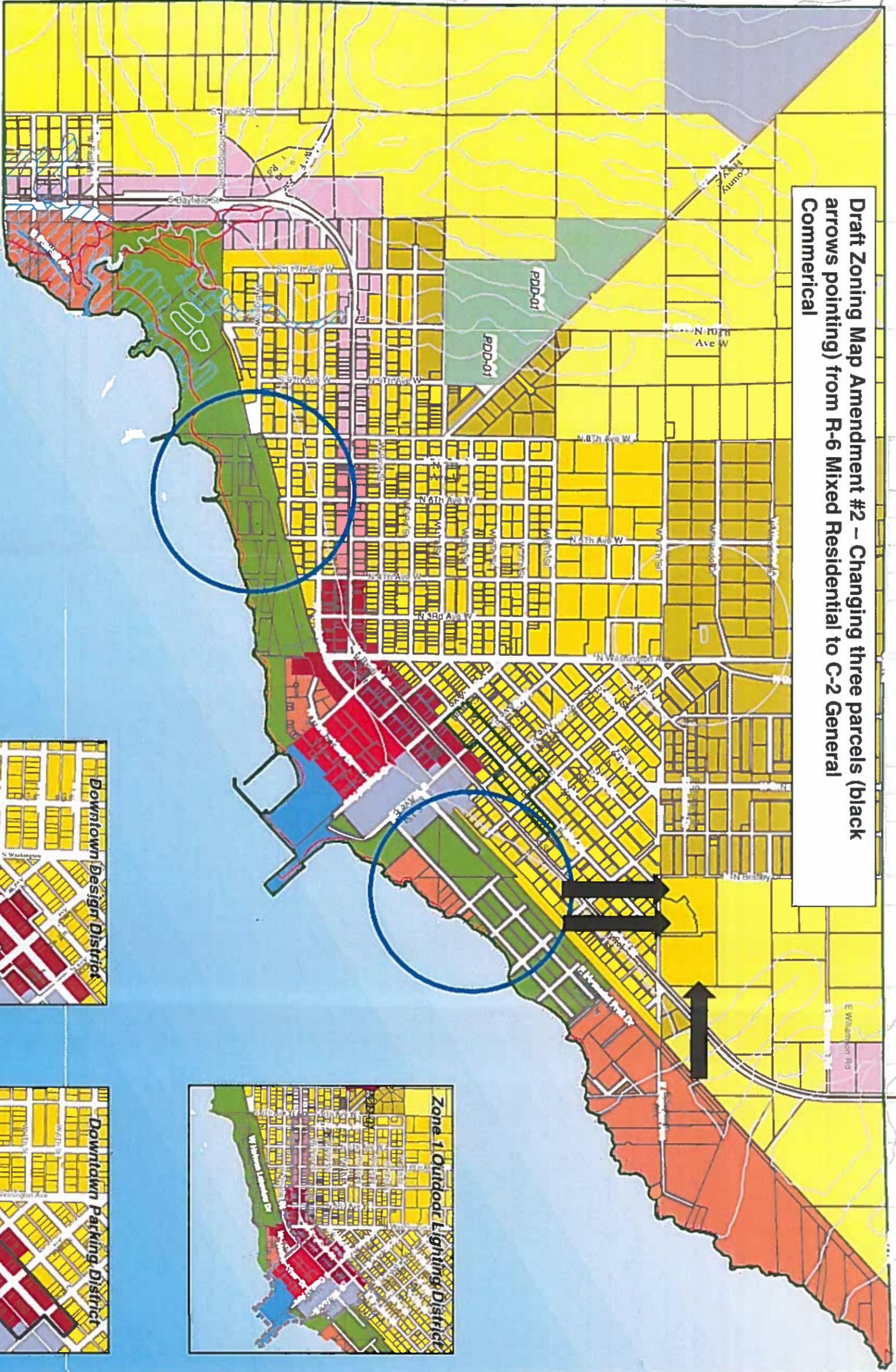
Other Zoning Districts

- Outdoor Lighting Zone 1
- East Third Street Residential Historic District
- Downtown Parking District
- Downtown Design District

1 inch = approx. 1,300 feet



Draft Zoning Map Amendment #2 – Changing three parcels (black arrows pointing) from R-6 Mixed Residential to C-2 General Commercial



Recent Amendments		
Date	Ordinance Number	Description
March 13, 2017	17-003	Repeal and recreate future zoning code
July 8, 2019	19-008	Rezone parcel from MUW to M

Certification

Mayor _____ Date _____

City Clerk _____ Date _____



**CITY OF WASHBURN
BAYFIELD COUNTY, WISCONSIN**

Ordinance 2020-007

**AN ORDINANCE AMENDING ZONING MAP WITHIN TITLE 13
OF THE CITY OF WASHBURN MUNICIPAL CODE**

WHEREAS, the Common Council adopted general zoning regulations and has amended them from time to time; and

WHEREAS, a class II public notice was published in The Daily Press on June 20, 2020 and June 27, 2020 for the public hearing which was held on July 16, 2020; and

WHEREAS, the Plan Commission recommended approval of the proposed Zoning Map Amendment #2 at their meeting on July 16, 2020; and

WHEREAS, the Common Council for the City of Washburn, after carefully reviewing the recommendation of the Plan Commission and having given the matter due consideration having determined that all procedural requirements and notice requirements have been satisfied, and having based its determination on the effect of the adoption of Zoning Map Amendment #2 on the health, safety and welfare of the community and the preservation and enhancement of property values in the community, and having given due consideration to the municipal problems involved hereby determine that the ordinance amendment will serve the public health, safety and general welfare of the City of Washburn, will enhance property values in the City and will not be hazardous, harmful, noxious, offensive or a nuisance, and will not unduly limit or restrict the use of property in the City or for any other reason cause a substantial adverse effect on the property values and general desirability of the City.

NOW, THEREFORE, the Common Council of the City of Washburn, Bayfield County, Wisconsin, do ordain that Zoning Map Amendment #2 is hereby adopted.

§ 1. Copy of ordinance on file

A copy of the Zoning Map Amendment #2, upon adoption of this Adoption Ordinance, on file with the City Clerk shall be certified to by the City Clerk, and such certified copy shall remain on file in the office of said City Clerk to be made available to persons desiring to examine the same during all times while said Zoning Code is in effect. A copy of the Zoning Map Amendment #2 shall further be enumerated and designated as Zoning Map Amendment #2 of the municipal code.

§ 2. When effective

This ordinance shall take effect upon passage and publication.

Adopted this ___ day of August, 2020

CITY OF WASHBURN, WISCONSIN

Mary D. Motiff, Mayor

ATTEST:

Scott J. Kluver, City Administrator/Clerk

Passed:

Published:



Zoning Code Amendment
City of Washburn

Version: May 25, 2017

WASHBURN CITY HALL
119 Washington Avenue
Washburn, WI 54891

Overview: The Common Council adopted the City's zoning code, which consists of text and a zoning map. Both of these can be amended using this application form.

Governing regulations: The procedures and standards governing the review of this application are found in Article 7 of the City's zoning code.

General instructions: Complete this application and submit one copy to the City Clerk at the mailing address shown above. Before you formally submit your application, you may meet with the City Administrator who can answer any questions you may have.

Office Use Only
Date Received: 012020
Received By: SK
Fee Paid: 012020

1. Applicant and agent information include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Table with 2 columns: Applicant and Agent. Applicant: Name (Birch Haven North LLC), Street address (320 Superior Ave), City, state, zip code (Washburn, WI 54891), Daytime telephone (715-682-2414), E-mail address (dalekelm@hotmail.com). Agent: Dale Kelm CEO.

2. Type of proposed amendment (check one or both)

- X Map amendment Complete Part A and C
Text amendment Complete Part B and C

Part A. Questions Related to Map Amendment

3. Subject property information

Physical address 320 Superior Ave Washburn, WI 54891
Tax key number(s) Tax ID 32579

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the City Clerk.

Is the subject property currently in violation of the City's Zoning Code as determined by the zoning administrator?

- No
XX Yes

If yes, please explain.

Current business' located in building do not conform to current zoning.

Comment: Pursuant to Section 6-10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, or other required payment that are specifically related to the subject property?

- XX No
Yes

If yes, please explain.

Comment: Pursuant to Section 6-11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, assessments, or other required payments are delinquent and due.

4. Zoning information

The subject property is located in the following zoning district(s). (check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> R-1 Rural residential | <input type="checkbox"/> C-1 Cottage commercial | <input type="checkbox"/> MUW Mixed-use waterfront |
| <input type="checkbox"/> R-2 Suburban residential | <input checked="" type="checkbox"/> C-2 General commercial | <input type="checkbox"/> L-1 Lakefront |
| <input type="checkbox"/> R-6 Mixed residential | <input type="checkbox"/> C-3 Downtown commercial | <input type="checkbox"/> M Marina |
| <input type="checkbox"/> R-7 Waterfront residential | | <input type="checkbox"/> I Industrial |

Proposed zoning classification(s) C-2

Comment: If the proposed amendment includes more than one parcel of land or if the parcel is to have more than one zoning classification, attach a map (8½ x 11) that shows the location of the proposed zoning classifications.

5. Proposed map amendment. Select the general reason(s) why you believe the zoning classification should be changed and provide additional details.

- The zoning designation should be brought into conformity with the City's comprehensive plan.

- A mapping error was made on the official zoning map.

- Other

XX

It would be in the best interests of both the City and the current businesses to make this change which will allow them to remain in operation and allow the expansion of future businesses on the same premises.

6. Consistency with zoning requirements

Are there any buildings on the subject property?

- No
- Yes

If yes, please describe each and state whether it is consistent with the proposed zoning classification.

1. Two story former hospital building. Located in this building are an RCAC (Senior apartments), a Medical Clinic, a Martial arts studio, a Women's fitness center, a Mental Health Counselor. These would all fit within the proposed zoning classification.
- 2.
- 3.
- 4.

Are there any existing land uses on the subject property?

- No – Land is vacant / undeveloped
- Yes

If yes, please describe each, including conditional uses, and state whether it is consistent with the proposed zoning classification.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Does the size of the subject property comply with the minimum lot size of the proposed zoning district?

- No
- Yes

If no, describe why you believe the map amendment should be made in spite of this.

Has the City approved a variance or special exception for the subject property?

- No
- Yes

If yes, provide the year of issuance and a short description of each one.

- 1.
- 2.
- 3.
- 4.

Part B. Questions Related to Text Amendment

7. **Proposed text amendment.** For each proposed text amendment, identify the section number (e.g., 7-444) to be revised and describe the proposed change and the reason(s) why you believe the change should be made.

Section number	Proposed change	Justification
1.		
2.		
3.		
4.		

Part C.

8. **Attachments.** List any attachments included with your application.

9. **Other information.** You may provide any other information you feel is relevant to the review of your application.

We are looking at the future possibility of adding Senior Housing on the vacant land still available with this property. Changing the zoning to C-2 would allow that to happen if that endeavor is pursued.

10. Applicant certification

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes city officials, Plan Commission members, Common Council members, employees, and other designated agents to enter the subject property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.
- I certify that I am the person identified below OR I am submitting this application on behalf the entity identified below.

property owner

Plan Commission

Common Council

Applicant:



Date:

15 JUN 20

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

Receipt Nbr: 29231

Date: 1/27/2020

Check

RECEIVED
FROM

BIRCH HAVEN NORTH LLC

\$400.00

Type of Payment

Accounting

Description

ZONING PERMITS

ZONING MAP AMENDMENT BIRCH HAVEN

Amount

400.00

TOTAL RECEIVED

400.00

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To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Proposed Façade renovations and second story addition

Date: July 7, 2020

Mr. Doman, has submitted an application for façade renovations, along with a second story addition for living quarters. This property is located at 308 W. Bayfield Street and is in the C-3 Downtown Commercial District, this requires him to meet the Architectural standards outlined in Article 8 section 8-183 and Article 14 section 14-5 (b) and 14-7 copies are included in your packet.

In my opinion, the only area of concern is the roof the requested pitch is 4/12 which should be acceptable based off previous approval in this district, but it does not appear that the roof rake is hidden as required in section 8-183(3). All other architectural and site plan requirements appear to have been met.

Rec'd 7/1

CITY OF
WASHBURN
WISCONSIN

CONSTRUCTION PERMIT APPLICATION

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

Complete the following with name, address, (house # and mailing address) & telephone
 Owner Dan & Kristi Daman E-Mail asnygpub@yahoo.com
 Construction Contractor Home Owner Phone (715) 209-6859
 Address _____ License # _____
 Excavation Contractor _____ Phone: _____
 Address _____ License # _____

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

PROJECT INFORMATION

Site Address 308 W. Bayfield St. Pin # _____
 RE Tax ID # 33127 Zoning District C.3 Lot Area _____

Description of work Remodel front of building; new bow window new brick/brick side siding on lower level. 2nd story for living space; 2 windows on 2nd story w/ door in front.
 Estimated Project Cost _____

NEW CONSTRUCTION Building Height _____ <input type="checkbox"/> 1-story <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> 2-story <input type="checkbox"/> Basement	Area Involved Basement _____ sq ft Living Area _____ sq ft Garage _____ sq ft Total _____ sq ft	Water & Sewer: Water <input type="checkbox"/> Municipal or <input type="checkbox"/> Private Well Sewer <input type="checkbox"/> Municipal or <input type="checkbox"/> Septic Permit Numbers _____

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.

D. D.
 Applicant Signature _____ Date _____

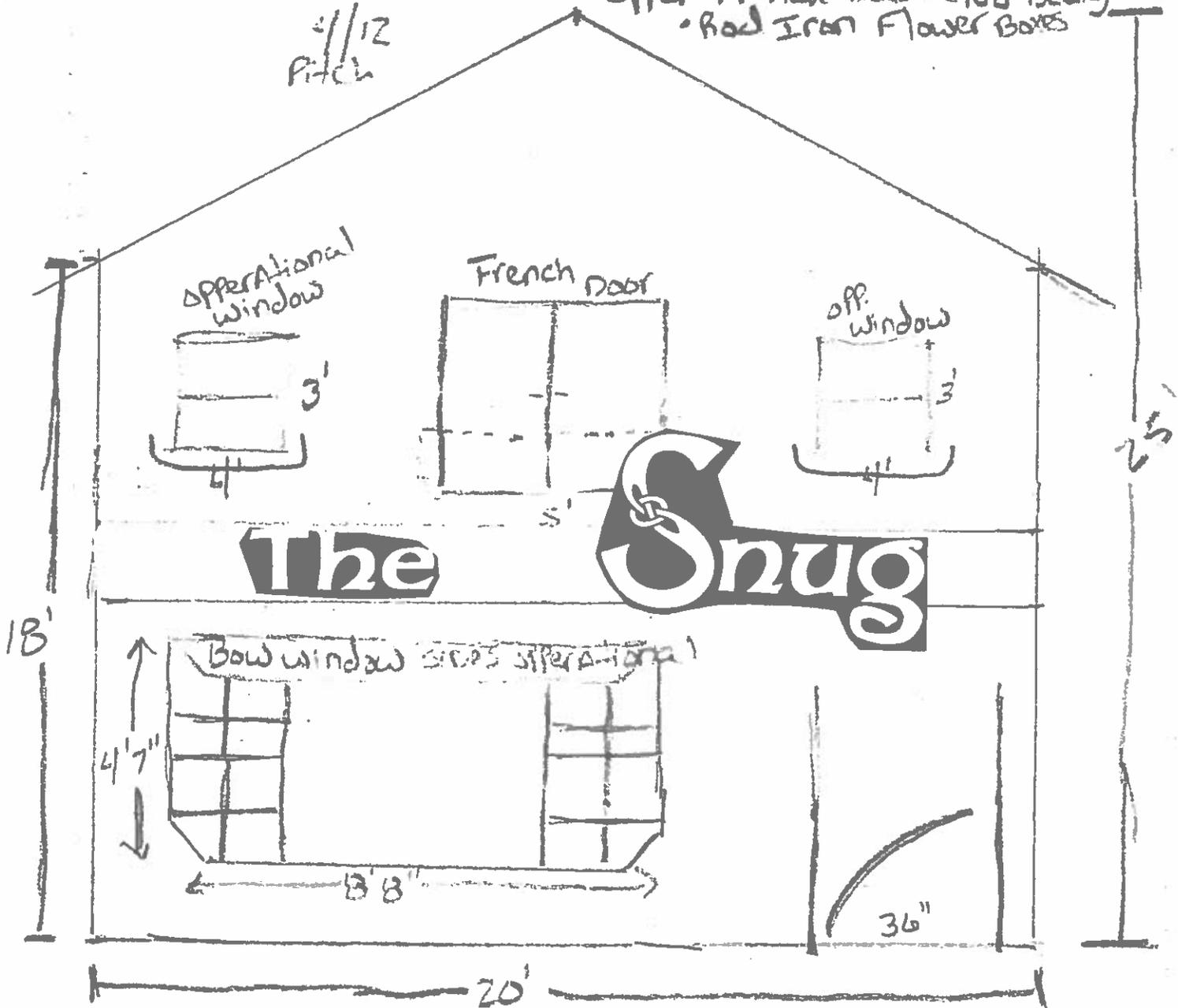
CONDITIONS OF APPROVAL This permit is issued pursuant to the following conditions. Failure to comply with these conditions may result in suspension or revocation of this permit or other penalty.

See Attached Condition Letter

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

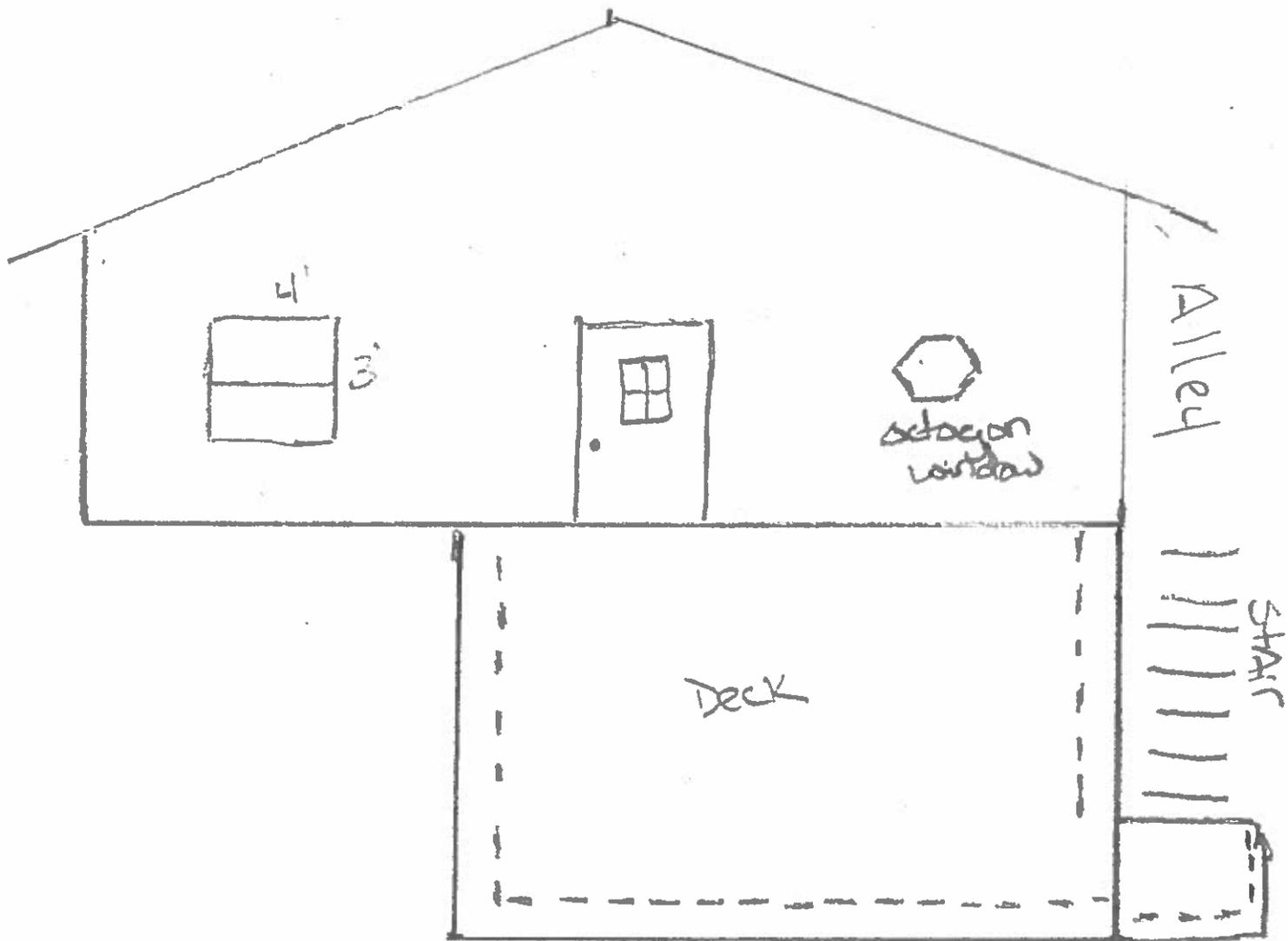
- Lower Half sided in Brick Composite siding.
- Upper Half sided in white stone
- Black Glass Trim
- Black Rod Iron Rail in front of Upper French Door (No Deck)
- Rod Iron Flower Boxes

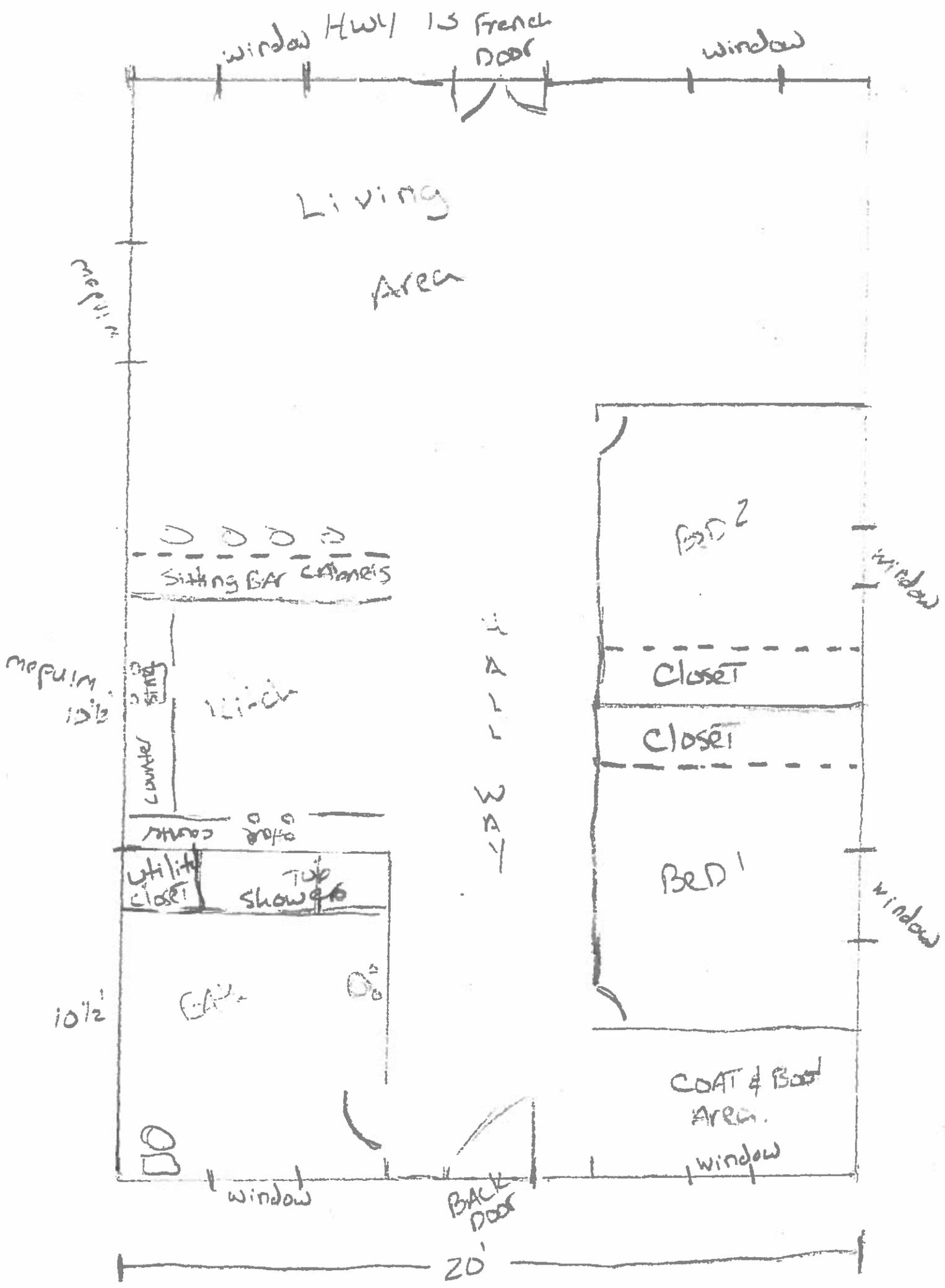
4/12
Pitch



The Snug

• Back of Building.





8-182 Applicability

Those land uses designated as requiring architectural review in the land-use matrix (Exhibit 8-1) must comply with the requirements in this division.

8-183 Architectural standards

Buildings subject to review under this division shall comply with the following 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.
- (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.
- (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.
- (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.
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes.
- (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.
- (7) Fencing shall complement the appearance of buildings onsite.
- (8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building.
- (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.
- (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.
- (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.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018

when the developer presents an exceptional project that exceeds minimum requirements for protecting natural resources. New lots that are not served by public sanitary sewer will have a minimum lot size of 1.5 acres.

Commercial Districts

- (5) **Cottage Commercial (C-1) district.** This district is primarily intended to accommodate small-scale commercial businesses (5,000 square feet or less) intermixed with residential uses, including single-family residential, two-family residential, and multi-family residential. Development standards are designed to ensure that commercial uses are compatible in appearance and character with the surrounding residential uses.
- (6) **General Commercial (C-2) district.** This district is intended to accommodate a wide range of large- and small-scale commercial development including both pedestrian- and auto-oriented land uses, including intermixed higher density residential uses. Although there are requirements for providing green space within new development projects, the overall standards in this district are intended to provide significant incentives for infill development, redevelopment, and the continued economic viability of existing development.
- (7) **Downtown Commercial (C-3) district.** This district is primarily intended to accommodate and create a high level of employment and business activity consisting of large- and small-scale use. This district hosts businesses that support the needs of tourists and also the needs of City residents. Retail operations and specialty stores are common along with indoor attractions. Although professional services are allowed, they are less common. Sidewalk cafes are common during the warmer months of the year. There is a balanced mix of one and two-story buildings. The wide range of permissible use and development standards are intended to provide significant incentives for infill development, redevelopment, and the continued economic viability of existing development. Where this district abuts a residential district, appropriate screening and landscaping will be provided to lessen associated impacts. Residential uses can occur in this district primarily on the upper levels of buildings. Parking is available on the street and in nearby public parking lots and garages. Given the intensity of development in this district, there are no on-site landscaping requirements, except in parking lots fronting on Bayfield Street. This district is strictly limited to the central city locations.

Mixed-Use Districts

- (8) **Mixed-use Waterfront (MUW) district.** This district is intended to accommodate a mix of commercial, residential, and public recreational uses in a master planned setting. This district is intended to be an attractive, pedestrian-oriented area where people can live, work, and play. New buildings in this area will have a residential appearance consistent with the vernacular architecture of Washburn. Typical uses include retail shops, galleries, studios, professional offices, and residential uses generally on upper floors.

Special Purpose Districts

- (9) **Lakefront (L-1) district.** This district is intended to include those properties in public ownership on or near Lake Superior.
- (10) **Marina (M) district.** This district is intended to accommodate those uses normally found in a public marina including maintenance facilities, indoor and outdoor boat storage, and related support services. The establishment of new areas with this zoning classification is not anticipated, except for an area of the coal dock.

Industrial Districts

- (11) **Industrial (I-1) district.** This district is intended to accommodate warehousing, a range of sales and service establishments, and manufacturing.
- (b) **Planned Development District (PDD).** Planned development districts are a special type of zoning district and are initially proposed by a developer to account for a desired mix of uses that are permitted in one or more of the zoning district. Each district is unique and therefore has its own set of development standards that are documented in the general development plan, and associated development agreement, if any. PDD districts are to be numbered sequentially (i.e., PDD-1, PDD-2, etc.)
- (c) **Overlay zoning district.** In addition to the base zoning districts and planned development districts described in this section, the following overlay zoning districts are established to account for unique conditions or requirements:

8-182 Applicability

Those land uses designated as requiring architectural review in the land-use matrix (Exhibit 8-1) must comply with the requirements in this division.

8-183 Architectural standards

Buildings subject to review under this division shall comply with the following 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.
- (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.
- (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.
- (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.
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes.
- (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.
- (7) Fencing shall complement the appearance of buildings onsite.
- (8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building.
- (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.
- (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.
- (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.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018

(b) **Major work.** Any work not classified as minor work in this section shall be reviewed using the procedures specified below.

- (1) buildings - architectural review
- (2) site work - site plan
- (3) signs - sign permit

Examples of major work includes relocation of an existing building, construction of a new building, addition to an existing building, alteration of a building elevation, alterations to windows, siding, entries, and trim, erection of new signs or modification of existing signs, changes to the site including parking, pedestrian circulation, and the like.

14-6 Building setbacks

The setback of buildings from street-yard and side-yard lot lines shall be compatible with existing buildings in the immediate area.

14-7 Building design

In addition to meeting the standards in Division 9 of Article 8, buildings shall comply with each of the following:

- (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.
- (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.
- (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.
- (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.
- (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.
- (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.
- (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.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018

14-8 Off-street parking and access

(a) **Placement.** Off-street parking should be located to the rear of the principal building, or on the side as a less preferable alternative.

(b) **Paving.** New parking lots that are located to the side of a building shall be hard surfaced (e.g., interlocking pavers, asphalt, or concrete).

(c) **New curb-cuts.** New curb-cuts shall occur on the side streets rather than on Bayfield Street.

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: Proposed Roof & Awning 324 W. Bayfield Street

Date: July 7, 2020

Mr. & Mrs. Trimbo have applied for a permit to replace their shingle roof and front awning with metal. This property is located in the C-3, Downtown Commercial District.

Since the existing roof is a mix of metal and shingle, the Trimbo would like to take the shingles off and replace with the same colored metal roofing material being used on the rear of the structure. Since it's not the same as the current material it is considered Major Work as defined under Article 14-5(b). The procedure calls for an Architectural Review.

I see no issue with approving the metal roof, but section 14-7(6) prohibits awnings to be covered in metal roofing.

CONSTRUCTION PERMIT APPLICATION

Permit Request: Remodeling Windows Doors Roofing Siding Plumbing/HVAC

New Construction Deck Fence Flat Work Electrical Other

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

Owner Jared & Amy Trimbo E-Mail jared.trimbo@gmail.com
 Construction Contractor Miller Roofing & Siding LLC Phone 612 669 2560
 Address 4774 Lois Ct, Sangaw, MN 55779 Phone 1888 440 2151 License # BC63567
 Excavation Contractor _____ Phone: _____ License # _____
 Address _____ License # _____

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

PROJECT INFORMATION

Site Address 324 W. Bayfield St. Washburn Pin # _____
 RE Tax ID # 33122 Zoning District _____ Lot Area Lots 4-6 Block 35
 Description of work Replace Existing Shingle Roof section with metal roofing to match current metal roofing on additions. Replace front awning shingles with matching metal
 Estimated Project Cost 28,500

NEW CONSTRUCTION Building Height _____ <input type="checkbox"/> 1-story <input type="checkbox"/> Other _____ <input type="checkbox"/> 2-story <input type="checkbox"/> Basement	Area Involved Basement _____ sq ft Living Area _____ sq ft Garage _____ sq ft Total _____ sq ft	Water & Sewer: Water <input type="checkbox"/> Municipal or <input type="checkbox"/> Private Well Sewer <input type="checkbox"/> Municipal or <input type="checkbox"/> Septic Permit Numbers _____
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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.

Applicant Signature [Signature] Date 6/9/2020

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

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

Current Roof—324 W Bayfield St

Front



Side



Back



Projected Roof—324 W Bayfield St

Front



Projected Roof—324 W Bayfield St

Side



Projected Roof—324 W Bayfield St

Back



(b) **Major work.** Any work not classified as minor work in this section shall be reviewed using the procedures specified below.

- (1) buildings - architectural review
- (2) site work - site plan
- (3) signs - sign permit

Examples of major work includes relocation of an existing building, construction of a new building, addition to an existing building, alteration of a building elevation, alterations to windows, siding, entries, and trim, erection of new signs or modification of existing signs, changes to the site including parking, pedestrian circulation, and the like.

14-6 Building setbacks

The setback of buildings from street-yard and side-yard lot lines shall be compatible with existing buildings in the immediate area.

14-7 Building design

In addition to meeting the standards in Division 9 of Article 8, buildings shall comply with each of the following:

- (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.
- (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.
- (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.
- (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.
- (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.
- (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.
- (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.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018

14-8 Off-street parking and access

(a) **Placement.** Off-street parking should be located to the rear of the principal building, or on the side as a less preferable alternative.

(b) **Paving.** New parking lots that are located to the side of a building shall be hard surfaced (e.g., interlocking pavers, asphalt, or concrete).

(c) **New curb-cuts.** New curb-cuts shall occur on the side streets rather than on Bayfield Street.

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: Proposed Deck

Date: July 7, 2020

Emily & Bruce Sytsma are requesting they be allowed to add a 38' x 14' deck to their building located at 123 S. 2nd Ave. W This property is located in C-3 Downtown Commercial District.

Approximately one year ago the Plan Commission approved a 30' long x 10' deck, but the Sytsma have decided they would like something bigger.

All zoning requirements have been met, and I would recommend approval.

Rec'd 6/30

CITY OF
WASHBURN
WISCONSIN

CONSTRUCTION PERMIT APPLICATION

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

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

Owner Emily & Bruce Sytsma E-Mail bruce.sytsma@yahoo.com
Construction Contractor Lake Effect Builders, LLC Phone 715-209-0300
Address _____ License # 81053221
Excavation Contractor SAME Phone _____
Address _____ License # _____

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

PROJECT INFORMATION

Site Address 123 S 2nd Ave W Pin # 04291248040510031230700
RE Tax ID # 33224 Zoning District C-3 Lot Area .321 acres

Description of work ADD Deck to the South East side of the Building
Deck to run th length of the existing Building, 38' x 12' out
The existing Building side yard set back is 16'. The proposed set back
will be 8'. Deck will have Benches Estimated Project Cost _____
on 3 sides for "Handrail" were Top of Deck to grade exceeds 24" height

NEW CONSTRUCTION		Area Involved	Water & Sewer: <u>Small stair on NE & SW side</u>
Building Height _____		Basement _____ sq ft	Water <input type="checkbox"/> Municipal or <input type="checkbox"/> Private Well
<input type="checkbox"/> 1-story <input type="checkbox"/> Other _____		Living Area _____ sq ft	Sewer <input type="checkbox"/> Municipal or <input type="checkbox"/> Septic
<input type="checkbox"/> 2-story <input type="checkbox"/> Basement _____		Garage _____ sq ft	Permit Numbers _____
		Total _____ sq ft	

Additional permits that may not be covered by this application: Driveways; Sewer; Water; Demolition; Sidewalks *See Attach*

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. *(Cont)*

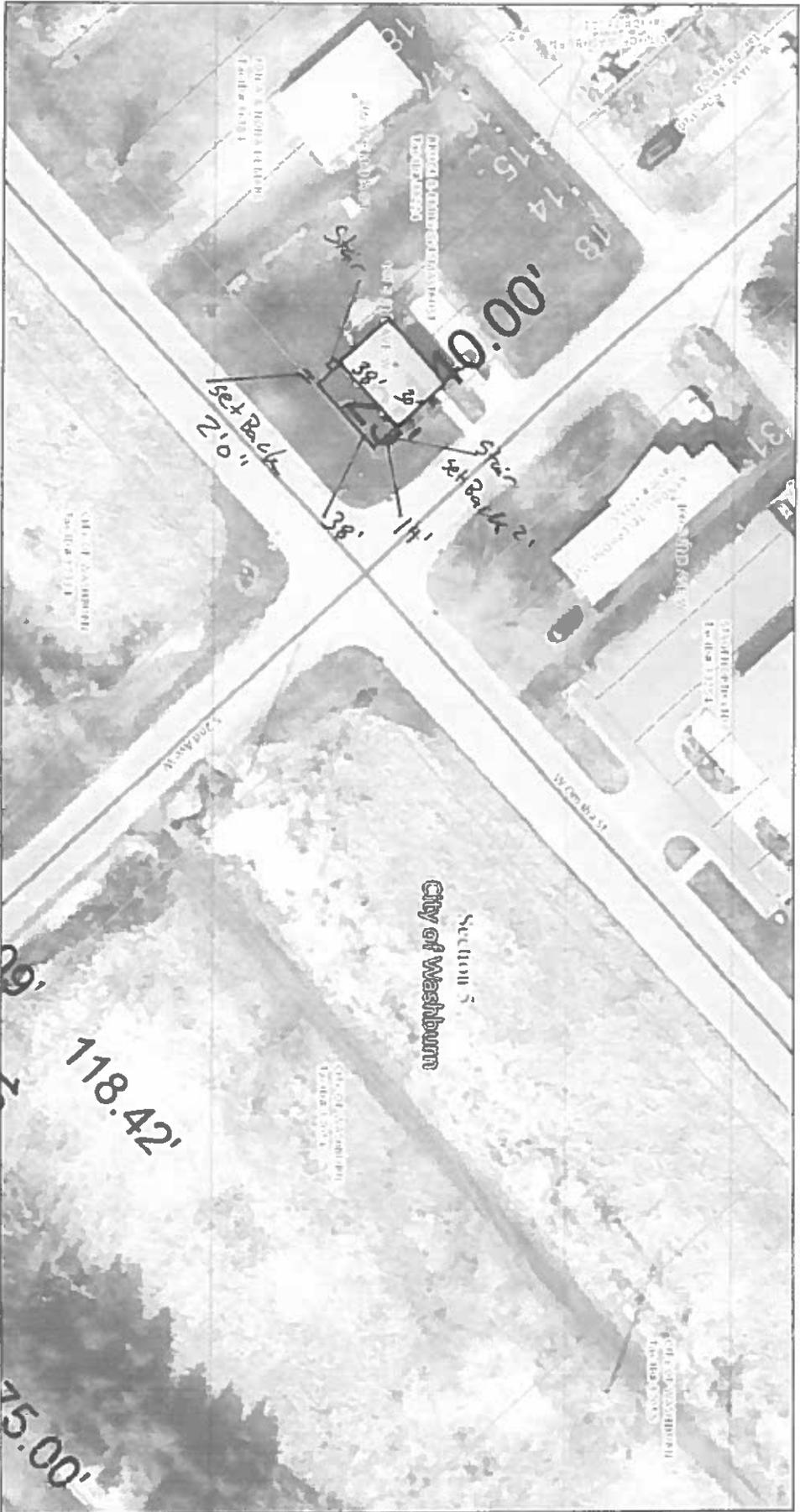
Applicant Signature [Signature] Date 6/30/20

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

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

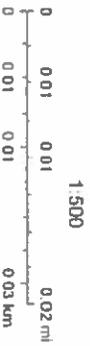
Bayfield County, WI



6/30/2020, 9:51:46 AM

- Ashland Co Parcels
- Douglas Co Parcels
- Rivers
- The Lines
- Meander Lines
- Approximate Parcel Boundary
- Section Lines
- Government Lot
- Municipal Boundary
- Red Cliff Reservation Boundary
- All Roads
- State
- County
- Town
- CFR
- Private
- Survey Maps
- Unrecorded Map

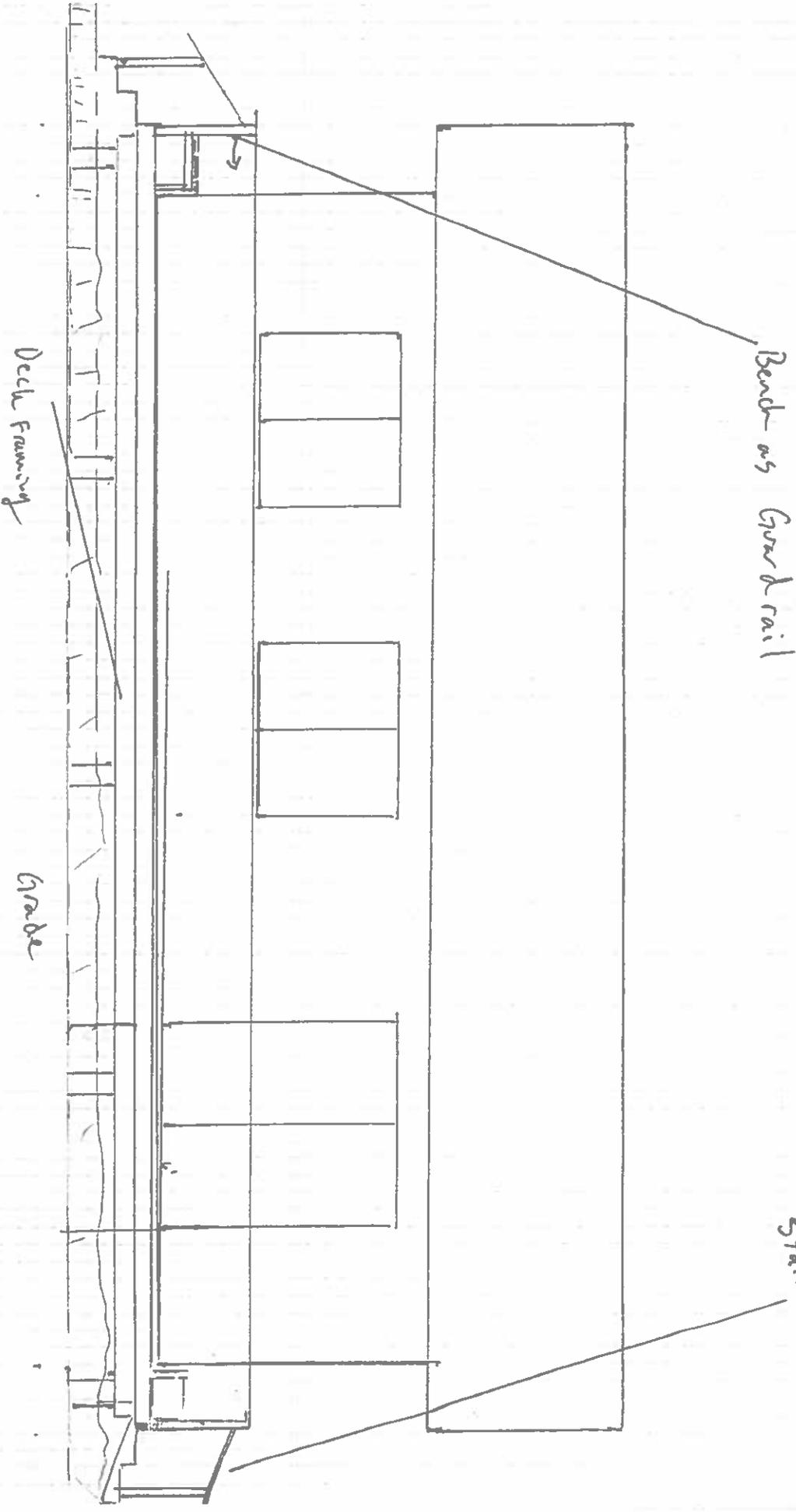
- Recorded Map
- Corner The Streets
- Section Corner Monument on File
- Section Corner Monument Referenced on Survey
- Building Footprint 2005-2015
- Changed
- Demolished



Bayfield County, Bayfield County Land Records

Bayfield County Land Records Department
Map Images Copyrighted and Reserved

(continued) Guard Rail to be combination - Bench (as Drawn and 36"
Deck w/tern & Bench Material
Timber tech w/odd grain deck



Stair Deck exit

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 211 W. Bayfield Street

Date: July 7, 2020

Booking Sly LLC have applied for a permit to replace the Golden Dragon sign with a vinyl sign that says "Kayak Tours" with a white background, black letters and yellow trim. There will be no change to the dimensions of the sign just the content of the sign.

Since they are in the Downtown Design District Article 14, Section 14-5(b)(3) considers it major work and requires Plan Commission approval.

I have no concerns with this application.

SIGN PERMIT APPLICATION

Date Received 7/6/2020



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

EIN: 85-1116585

Applicant's Name and Mailing Address Bookings.ly LLC (B THE GRANSTE R
Dover, De 19901 Phone # 715-408-2244

Site Address 211 W Bayfield, ST TAX Parcel # 33204

Subdivision _____ Block No. _____ Lot(s) _____

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

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

Description of Project Use the previously constructed
"Golden Dragon" sign to display our own vinyl
sign that says "Kayak Tours" Estimated Cost ^{est} 250.00

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 [Signature] Date 7-6-20

White Background

Black Letters

Yellow Trim on ^{outside} ~~outside~~ of Sign

Sign Type Free Standing # Signs 1 # Faces 2
 Lighting Type Internal Sign Dimensions 8' x 4' Total Sq Ft 64
 Location of Sign 211 W Bayfield St Height to Top of Sign from Ground 20'

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:

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.

PERMIT DENIED BY _____

DATE DENIED _____

REASONS FOR DENIAL _____

PERMIT APPROVAL:

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

PERMIT ISSUED BY _____

DATE ISSUED _____

PERMIT # _____

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: Proposed Overhead Doors – 205 E. Omaha Street

Date: July 7, 2020

Fishnote Properties, LLC have applied for a permit to replace their existing sliding garage door to a 9' x 10' overhead door. This property is located in I1 Zoning District.

Article 8, Section 8-183 (9) states "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."

CITY OF WASHBURN WISCONSIN

CONSTRUCTION PERMIT APPLICATION

P.1

Permit Request: [X] Remodeling [X] Windows [X] Doors [X] Roofing [X] Siding [] Plumbing/HVAC [] New Construction [] Deck [] Fence [] Flat Work [] Electrical [] Other

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

Owner Fishnote Properties, LLC E-Mail leo@lakeeffectbuild. Phone 715-209-0300 llc. Construction Contractor Lake Effect Builders, LLC Phone Address PO Box 55 Washburn, WI 54891 License # 1053221 Excavation Contractor SAME Phone License #

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

PROJECT INFORMATION

Site Address 205 East Omaha Pin # 04291249043240031249620 RE Tax ID # 37251 Zoning District I 2 Lot Area .450 acre

Description of work Remove existing sliding Garage Door - Frame wall for smaller 9'x10' overhead garage door with 32" x 80 entry door next to it. Add 2'0" Gable overhang on Omaha St. Side Add 1 1/2' x 50' Shed roof on NE side of Building Estimated Project Cost \$16,000 with metal roof to match. Remove Metal siding on Omaha St side

Table with columns: NEW CONSTRUCTION, Area Involved (Basement, Living Area, Garage, Total), Water & Sewer (replace with LP sewer side), Water (Municipal/Private Well), Sewer (Municipal/Septic), Permit Numbers. Includes handwritten notes and a circled 'P.2'.

Additional permits that may not be covered by this application: Driveways; Sewer; Water; Demolition; Sidewalks

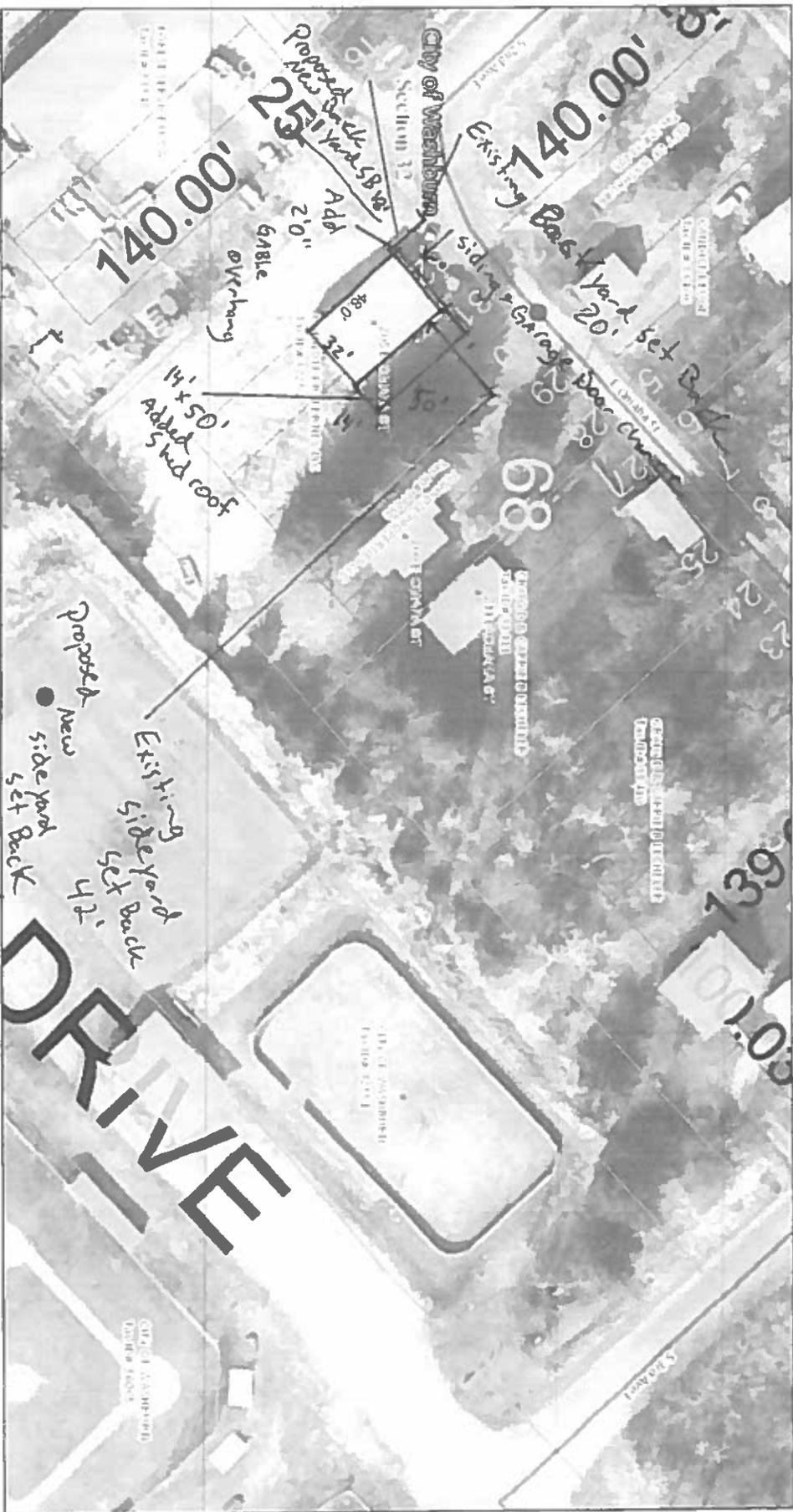
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. 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.

Applicant Signature [Signature] Date 6/30/20

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

Table with columns: NOTES, FEES (per Title 15 Municipal Code) including Remodeling, New Construction, Fence, Flat Work, Siding, Roofing, Driveway, Demolition, Deck, Shelter, Early Start, and PERMIT ISSUED BY: DATE ISSUED, PERMIT NO.



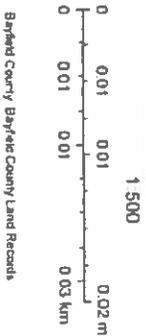
6/30/2020 9:16:57 AM

- Assessed Parcel Boundary
- Assessed Parcel Boundary
- Douglas Co. Parcels
- Section Lines
- Rents
- Government Lot
- Lanes
- Municipal Boundary
- Tie Lines
- Red Cliff Reservation Boundary
- All Roads
- Federal
- Survey Maps
- Unrecorded Map
- Recorded Map
- Corner 'ie Sheets
- Section Corner Monument on File
- Section Corner Monument Referenced on Survey
- Building Footprint 2003-2015
- Changed
- Demolished
- State
- County
- Town
- CFR
- Private

(continued)

28' 4' 0"

Remove Ice rink side (SE) Gable Sliding Garage door. Frame for 6'x80" 2" wide Door with 36" x 48" window. Side new wall to match existing w/ metal.



Bayfield County Land Records Department
 Maps / Maps Bayfield County and Bayfield County



04/25/2009

8-182 Applicability

Those land uses designated as requiring architectural review in the land-use matrix (Exhibit 8-1) must comply with the requirements in this division.

8-183 Architectural standards

Buildings subject to review under this division shall comply with the following 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.
- (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.
- (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.
- (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.
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes.
- (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.
- (7) Fencing shall complement the appearance of buildings onsite.
- (8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building.
- (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.
- (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.
- (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.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018

washburnadmin@cityofwashburn.org

From: John Sopiwnik <jsopiwnik@gmail.com>
Sent: Monday, July 6, 2020 10:29 AM
To: Washburnadmin@cityofwashburn.org
Subject: Fwd: Billing

----- Forwarded message -----

From: Bob Blaubach <bluewaterbob@yahoo.com>
Date: Thursday, July 2, 2020
Subject: Billing
To: John Sopiwnik <jsopiwnik@gmail.com>

Robert Blaubach
[2 Fifield Row](#)
[Ashland, WI 54806](#)
715.292.3058
bluewaterbob@yahoo.com

July 2, 2020

John Sopiwnik
Washburn, WI 54891
715.441.3176
jsopiwnik@gmail.com

Billing

Installed new windows in office.

Total due...\$1,350.00

Thank you

Robert Blaubach

washburnadmin@cityofwashburn.org

From: John Sopiwnik <jsopiwnik@gmail.com>
Sent: Monday, July 6, 2020 10:28 AM
To: Washburnadmin@cityofwashburn.org
Subject: Fwd: Scanned image from Olson Building Materials
Attachments: obm@olsonbuildingmaterials.com_20200706_105534.pdf

----- Forwarded message -----

From: obm@olsonbuildingmaterials.com <spoonertrain@gmail.com>
Date: Monday, July 6, 2020
Subject: Scanned image from Olson Building Materials
To: jsopiwnik@gmail.com

Reply to: obm@olsonbuildingmaterials.com <obm@olsonbuildingmaterials.com>
Device Name: Olson Building Materials
Device Model: MX-M283N
Location: Shop

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS • FLOORING • KITCHENS

Customer's Order No.		Date				6-25-20	
Name <i>John Sopronitz</i>							
Address <i>Hawkes</i>							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	
<i>Materials for Hawkes Sign List</i>							
QUANTITY	DESCRIPTION					PRICE	AMOUNT
<i>1 pc Smart Sids all Terra Bronze</i>							
<i>1</i>	<i>pc</i>	<i>3/4 x 4 - 16'</i>	<i>Outside Corner</i>	<i>@</i>	<i>147.00</i>		<i>147.00</i>
<i>2</i>	<i>pc</i>	<i>3/4 x 4 - 16'</i>	<i>Trim w/Fin</i>	<i>@43.95</i>		<i>87.90</i>	<i>87.90</i>
<i>3</i>	<i>tubes</i>	<i>Terra Bronze</i>	<i>Can't</i>	<i>@8.79</i>		<i>26.37</i>	<i>26.37</i>
<i>1</i>	<i>- 8oz</i>	<i>Terra Bronze</i>	<i>Touchup</i>	<i>@17.95</i>		<i>17.95</i>	<i>17.95</i>
<i>3</i>	<i>pc</i>	<i>4 x 8 - 3/8"</i>	<i>reco painted</i>	<i>@108.95</i>		<i>326.85</i>	<i>326.85</i>
<i>20</i>	<i>align</i>	<i>Trade Clips</i>	<i>@35.4</i>		<i>7.00</i>		<i>7.00</i>
							<i>613.07</i>
							<i>5 1/2 total + 33.72</i>
							<i>646.79</i>
TOTAL:							

All claims and returned goods MUST be accompanied by this bill.

17350

Rec'd By _____

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone: 715-373-2686 • Fax: 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS & FLOORING • KITCHENS

Customer's Order No.		Date		10-24-20	
Name		John Saporinich			
Address		Lawkes Bldg			
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT	MOSE. RETD.
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	New Front Door - w/ Acclimation				
	from Bayer Built order # 185054-0				
1	30 x 68 # BFM-401LE Designer Series Fiberglass Door with 30 x 14" E Transom Prehung together with 3" Space Mull LHST Door in 6 9/16" Alum Lead Crownline Frame Oil Rub Bronze ADA SLD w/ excep				1569.00
	5 1/2% Tax			86.30	
	TOTAL				1655.30

All claims and returned goods MUST be accompanied by this bill.

17270

Rec'd By _____

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS • FLOORING • KITCHENS

Customer's Order No.		Date		6-26-20	
Name		John Sepiurnik			
Address		Hawkes			
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
					Knitset Jacks for Front Door Net
QUANTITY		DESCRIPTION		PRICE	AMOUNT
1		# KW 9070109 907 11P Lower Bolt Tough Pad Jacks			99.00
		Freight Shipping			15.00
1		# KW 6409220 11P Milan ADA Passage Lever Jack			45.00
Shank					159.00
5 1/2 % tax					+ 8.75
					# 167.75
TOTAL					Net

All claims and returned goods MUST be accompanied by this bill.

17416

Rec'd By _____

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS • FLOORING • KITCHENS

Customer's Order No.		Date 5/27/20				
Name <i>John Sopumiko</i>						
Address <i>Hawkes Building</i>						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
<i>Marvin Order No. 01500997</i>						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	<i>Front - Main Street Side & East & West</i>					
	<i>All Marvin Elevate Double Hungs</i>					
	<i>Bronze Ext Bars Int</i>					
<i>Front</i>	<i>2</i>	<i>3 wide Assemblies</i>				
		<i>Ro. 108 1/2 x 68 1/4 @ 1999⁰⁰</i>				
		<i>CN 3665 - 3 wide Cottage</i>				<i>3998.00</i>
		<i>dbl Hungs</i>				
<i>East Side</i>	<i>3</i>	<i>1 wide CN 4868</i>			<i>745⁰⁰</i>	<i>2235.00</i>
		<i>Shank</i>				
<i>West Side</i>	<i>2</i>	<i>2 wide Assemblies</i>			<i>1126⁰⁰</i>	<i>2252.00</i>
		<i>CN 3668 Cottage Dbl Hungs</i>				
						<i>8485.00</i>
					<i>5 1/2 % Total</i>	<i>466.68</i>
TOTAL						<i>8951.68</i>

All claims and returned goods MUST be accompanied by this bill.

16112

Rec'd By

Met

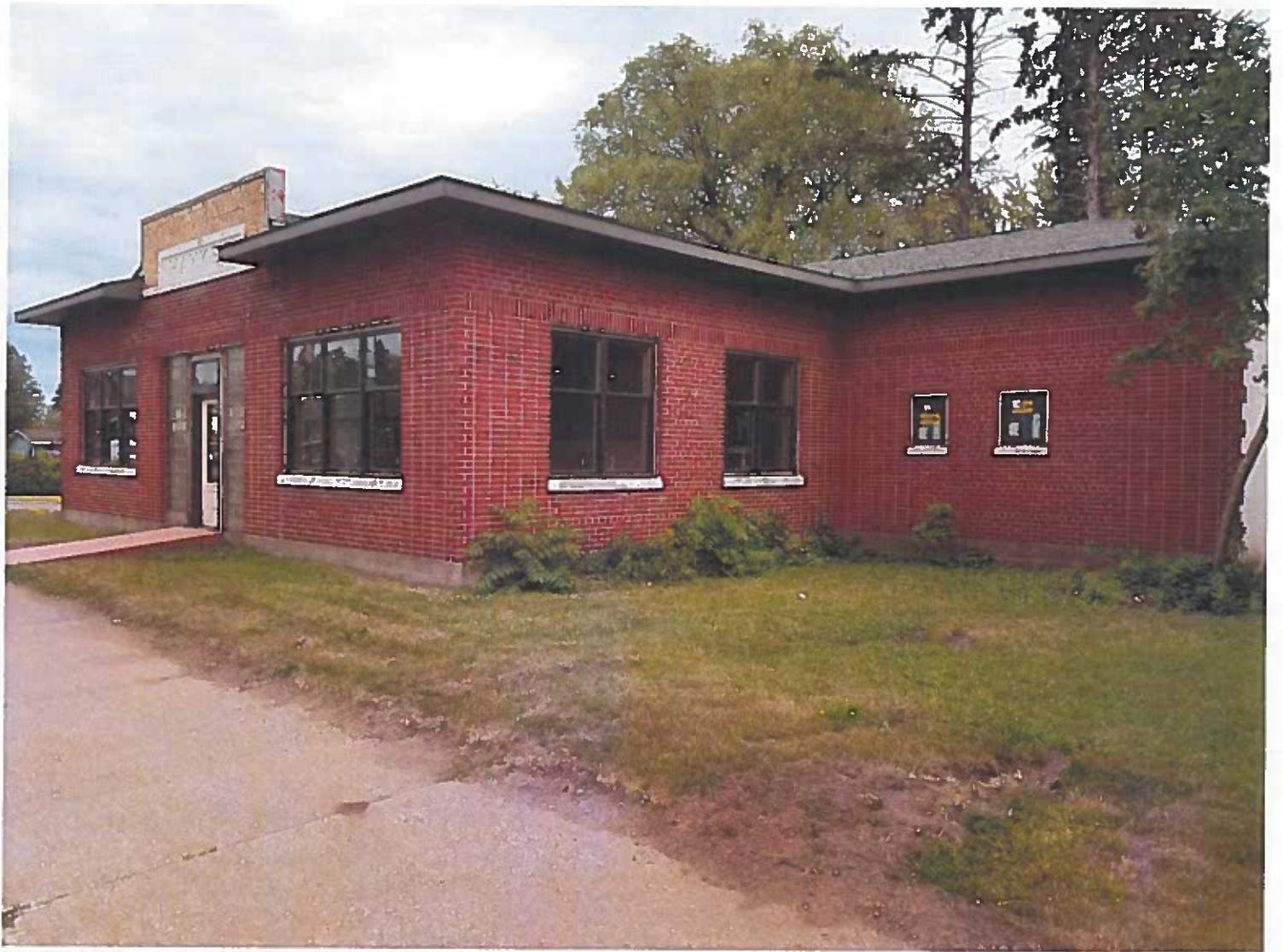
washburnadmin@cityofwashburn.org

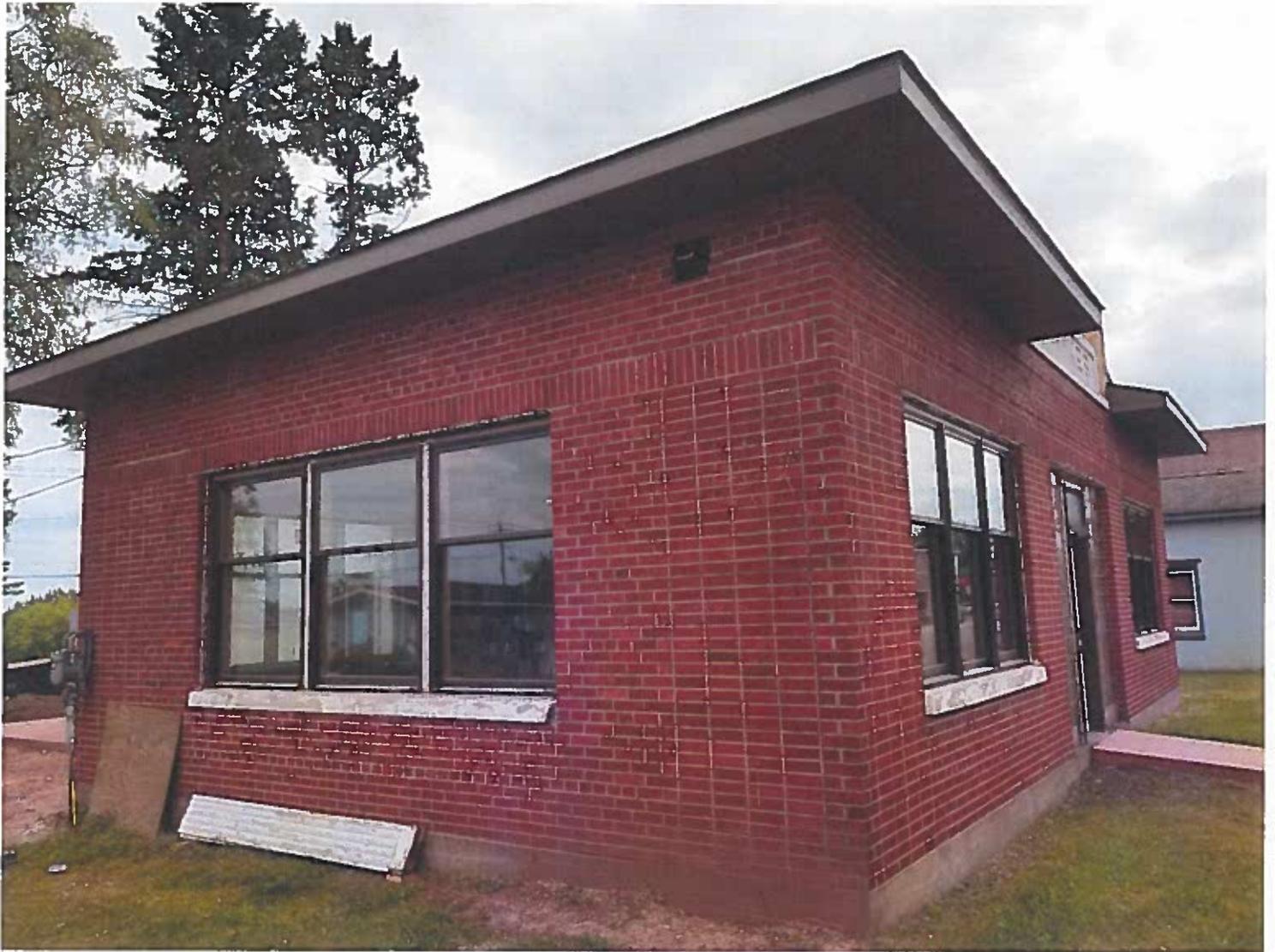
From: John Sopiwnik <jsopiwnik@gmail.com>
Sent: Monday, July 6, 2020 10:33 AM
To: Washburnadmin@cityofwashburn.org
Subject: Re: Total

Sorry! It will be 12,771.52

On Monday, July 6, 2020, John Sopiwnik <jsopiwnik@gmail.com> wrote:
Hi Scott

If my math serves correct, the total loan will be 12,671.52. Please double check this 😊







City of Washburn

Downtown Building Facade Renovation Loan Program Policy Guidelines

- I. **PURPOSE:** The City's intent in establishing this loan fund is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses to downtown and to the community as well as the retention and expansion of existing businesses.
- II. **OBJECTIVES:** The Building Facade Renovation Loan Program has the following objectives.
- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions.
 - B. To attract and retain businesses downtown.
 - C. To retain jobs and bring additional employment opportunities to the City.
 - D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City.
 - E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.
- III. **PROJECT & APPLICANT ELIGIBILITY:**
- A. **General and Designated Area:**
The Façade Renovation Loan Program only applies to the exterior facades, signs and architectural features for properties on Bayfield Street between Fur Farm Road and 1st Avenue East that are 50 percent or more commercial and only to those exterior facades, signs and architectural features of such buildings that are visible from Bayfield Street.
 - B. **Minimum Requirements:**
 - 1. Projects shall occur within the established designated area.
 - 2. Projects must commence within six (6) months of approval and shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the Plan Commission may allow completion extensions upon request of the applicant. The Plan Commission/City of Washburn reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
 - 3. Projects shall comply with all applicable City building and zoning standards and requirements.
 - 4. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may apply for another

project after any existing project by the same applicant is completed to the satisfaction of the Plan Commission.

C. Eligible Activities Included but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.
7. New signage and awnings.
8. Landscaping improvements.
9. Permanent exterior lighting.
10. Qualified professional design services.
11. Other activities as designated by the Plan Commission/City of Washburn.

D. Non-Eligible Activities Included but not limited to:

1. Interior improvements.
2. Purchase of property.
3. Construction of a new building.
4. Fixtures and equipment.
5. Removal without replacement of architecturally significant features and design elements.
6. Sidewalk repairs.
7. Correction of code violations.
8. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
9. Compensation for time and labor spent by applicant or members of applicant's immediate family. (*Note that one needn't be the building owner to apply.*)
10. Other activities as designated by the Plan Commission/City of Washburn.

IV. PROGRAM TERMS & CONDITIONS:

A. General Requirements

1. Applicants must include detailed drawings and specifications with application. Eight (8) copies of drawings/design plans must be submitted. The Plan Commission may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.

- b. Elevations of any façade proposed to be altered, ideally drawn to scale at least 1/8"=1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any). Perspective renderings of the proposed project and / or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
 - c. Current condition photos to provide adequate "before and after" shots.
 - d. Construction / reconstruction time schedule, noting start and completion date.
 2. Applicants must submit at least one contractor proposal or estimate from supplier; however, it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The Plan Commission retains the right to request additional proposals. The property owner is not required to utilize a contractor to have the work completed. The Plan Commission/City of Washburn does not assume any liability to the work of any contractor that is chosen by the property owner.
 3. Applicants, if tenants, must have the written permission and approval from the respective property owner.
 4. Applicants must take out the appropriate building or sign permits. Fee waivers shall not be allowed, unless approved by the Common Council. Loan funds cannot be used to pay for permit fees.
 5. Applicants who are delinquent with their property or personal tax, utility payments, or have outstanding municipal code violations are not eligible until said issues are resolved.
 6. Payment shall be made on a reimbursement basis upon completion of construction/installation.
 7. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Plan Commission.
 8. The Plan Commission/City of Washburn reserves the right to cancel any loan agreement if any of the conditions of the program guidelines and agreement are not met.
 9. Applicants shall provide a Certificate of Insurance with their application showing proof of property insurance for fire and all hazards. The City shall be designated a loss payee up to the amount of the loan.

B. Approval Authority

1. The Plan Commission will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.

C. Expiration

The façade loan improvement program will expire if one of the following occurs:

1. When the funds have been spent, unless additional funding has been authorized by the City Council.
2. When the Plan Commission and/or City Council chooses to eliminate or amend the program.

V. **LOAN TERMS:** All loans granted under this program shall be subject to the following terms and conditions:

- A. The minimum loan granted under this program shall be \$2,000 and the maximum loan shall be \$10,000 per building.
 1. The Plan Commission reserves the right under this program to exceed the maximum loan amount of \$10,000 per building on a case by case basis when: the size of the building coupled with the proposed project would result in a significant impact on the downtown that would exceed the typical project under the program, and the project proposed goes beyond maintenance to improving the architectural value of the building to the downtown as determined by the Plan Commission.
- C. The loan shall be at 0% interest.
- D. The full balance of the loan shall be due immediately upon sale of the property or within seven (7) years of the approval date, whichever event happens first. The loan may not be assigned without the express written consent of both parties. The loan may be prepaid in whole or in part at any time.
- E. Loan approval shall expire six months following the date the Plan Commission approves the loan unless the project has commenced.
- F. Projects must be completed within one year of Plan Commission approval.
- G. Project participation may be limited based on the availability of program funds.
- H. Applicants will be required to sign a note and a mortgage as a condition for receiving loan funds. The mortgage will be recorded against the property at the Office of the Register of Deeds.

VI. **FACADE RENOVATION LOAN PROGRAM PROCEDURES:**

- A. Applicant meets with City staff for initial project discussion.
- B. Applicant submits grant application to Plan Commission, and required contractor proposal/quote to staff (according to Sec. IV.A.2. in these guidelines), containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. Eight (8) copies of drawings and specifications must be submitted. The Plan Commission may require drawings to be prepared by an architect.

- C. Plan Commission reviews plans and approves or denies loan request. If approved, the Plan Commission may place conditions on the proposed project.
- D. If denied, applicant may submit a revised application and repeat process.
- E. Applicant submits building and/or sign permit with final design plans as required by City code.
- F. Building Inspector reviews and approves any required permits.
- G. A "loan document" is drafted by City staff that identifies the terms of the agreement. All parties execute said letter. A note and mortgage are drafted which the applicant signs.
- H. Construction/Installation begins. Applicant has six (6) months from the execution date of the loan to begin implementation of approved improvements. Any plan changes would require approval according to Sec. IV.A.8 in these guidelines.
- I. Construction/Installation is completed within one (1) year of loan agreement signed.
- J. Applicant contacts Building Inspector to request project review to see if all code requirements have been met.
- K. Applicant provides itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the loan agreement, to City staff, along with the completed "Project Close-Out" section on the application form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
- L. Applicants are allowed one partial payment for loans \$10,000 or less, and up to two partial payments for any loan above \$10,000. Plan Commission shall review the first partial payment and decide if subsequent payments shall also be reviewed by the Plan Commission or by staff.
- M. After Plan Commission approves reimbursement claim, the City Clerk forwards payment directly to the applicant.

Approved 102109

Revised 03/12/2014 (Extended western eligibility boundary).

Revised 08/17/2016 (Change Terms of Loan)

Revised 09/13/2017 (Delete WDA and Change to Plan Commission)

Revised 03/21/2019 (Allow for partial payments)

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



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

To: Plan Commission Members
From: Scott J. Kluver, Administrator
Re: For Sale List Update
Date: June 11, 2020

As of this time, no departments have indicated any concerns with the proposed change to the for-sale list. The committees will not meet until the days just before the Plan Commission meeting.

You will note my memo on the property and the potential difficulty in creating multiple lots due to the topography.

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



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

To: Harbor Commission Members
Park Committee Members
Washburn Housing Authority
Ambulance Director Clark
Fire Chief Petersen
Police Chief Johnson
Interim Public Works Director

From: Scott J. Kluver, ^{SK} Administrator

Re: City's Land Sale List

Date: May 27, 2020

Please note that the Plan Commission has begun the process of reviewing the City's land "for-sale" list. Attached you will find: (1) a map indicating the location of the properties of which the green properties are currently for sale, (2) a copy of the relevant ordinance related to the procedures for reviewing the property list, and (3) maps related to a proposed change to the listing.

At this time, the Plan Commission is soliciting comments on the existing list and the following proposed change:

- Lot #19 – On this unwieldy lot, the proposal is to take the northwest L-shaped portion of this lot which fronts Washington Avenue, Oak Road, and Fortier Rd to create as many residential lots as possible. As zoning would require 1.5 acre lots, two lots could be created; however, topography may only practically allow one lot to be created. The intention is to create a lot that could be sold for residential development.

I ask that each body or individual please review the list with the proposed changes per the criteria outlined in section 3-6-4 (b) of the ordinance at their next regularly scheduled meeting and inform me of the result of the discussion, even if there are no changes, by June 17, 2020. The Plan Commission will be taking this matter up again on June 18, 2020.

Please do not hesitate to contact me if you have any questions on this process.

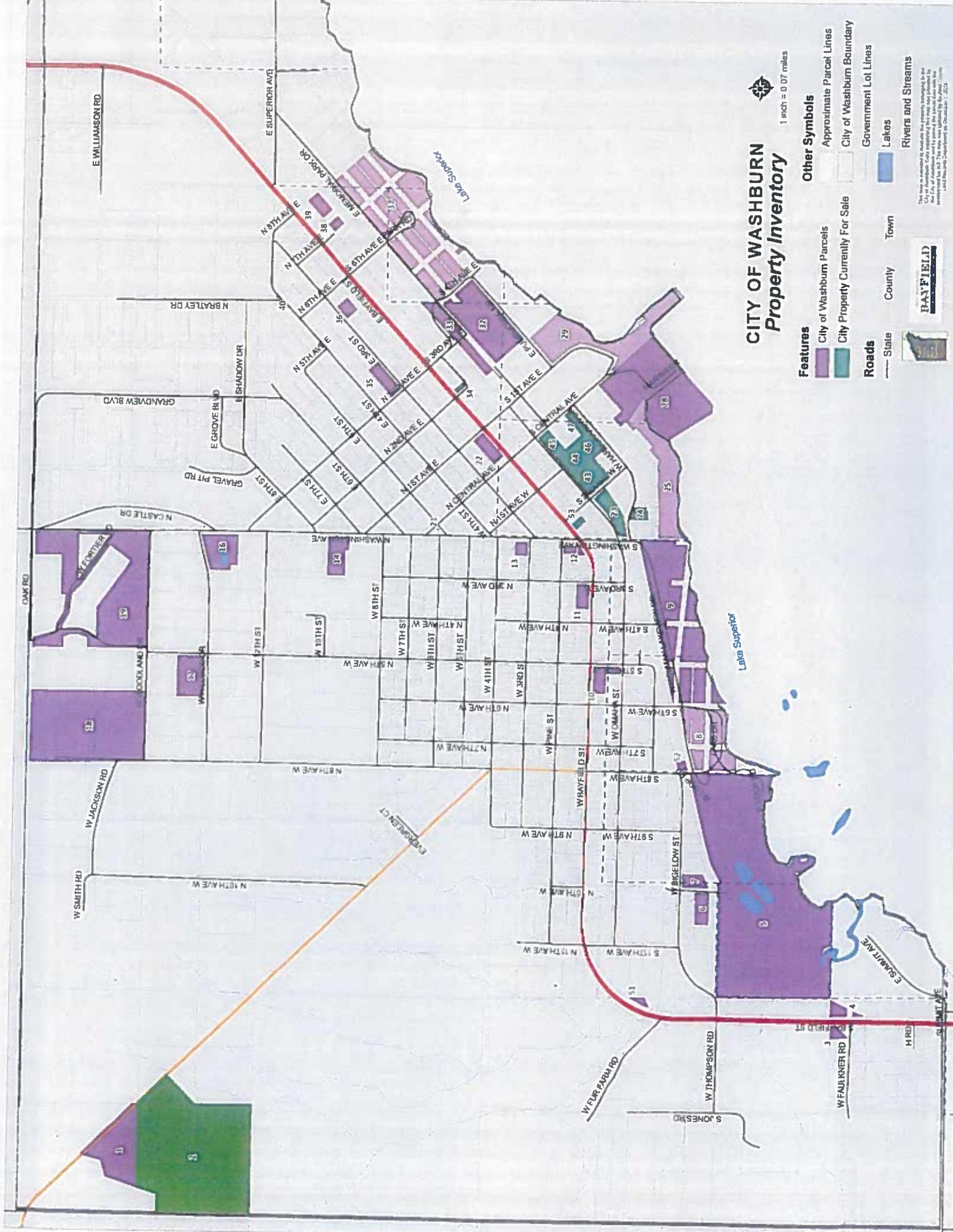
CITY OF WASHBURN Property Inventory

1 inch = 0.07 miles

- Features**
- City of Washburn Parcels
 - City Property Currently For Sale
- Roads**
- State
 - County
 - Town
- Other Symbols**
- Approximate Parcel Lines
 - City of Washburn Boundary
 - Government Lot Lines
 - Lakes
 - Rivers and Streams



This map is provided for informational purposes only. The City of Washburn does not warrant the accuracy of the information shown on this map. The map is subject to change without notice. The map was last updated on 12/20/2023.



Title 3 ► Chapter 6

Sale of City-Owned Property

3-6-1	Findings and Purpose
3-6-2	Definitions
3-6-3	Sale of Listed Properties
3-6-4	Creation of List
3-6-5	Changes to the List
3-6-6	Sale of Property Included on List
3-6-7	Requests for Land Donation
3-6-8	Vacation of Streets and Alleys
3-6-9	General Provisions

Sec. 3-6-1 Findings and Purpose.

The Common Council finds that the sale of real property owned by the City of Washburn is in the City's interests when such lands are properly designated as available for sale and when such sales are carried out in a fashion that promotes the common good. The purpose of this Chapter is to establish comprehensive procedures for identifying real property owned by the City that is suitable for sale and for processing such sales.

Sec. 3-6-2 Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **List of Properties Available for Sale.** The list created and maintained pursuant to this Chapter, and approved by the Common Council, and may be referred to as the "list."
- (b) **Real Property.** Land and any permanent improvements thereon, except that it does not include any improvement sold on the condition that it be removed from City-owned land, and it does not include any parcel within any City-designated business, commercial or industrial park or City-owned residential subdivision for which the City has adopted specific lease or sale procedures, but it does include any transfer to or from the City's Redevelopment Authority and any transfer pursuant to the provisions of Sections 66.1331 through 66.1337, Wis. Stats.

Sec. 3-6-5 Changes To The List.

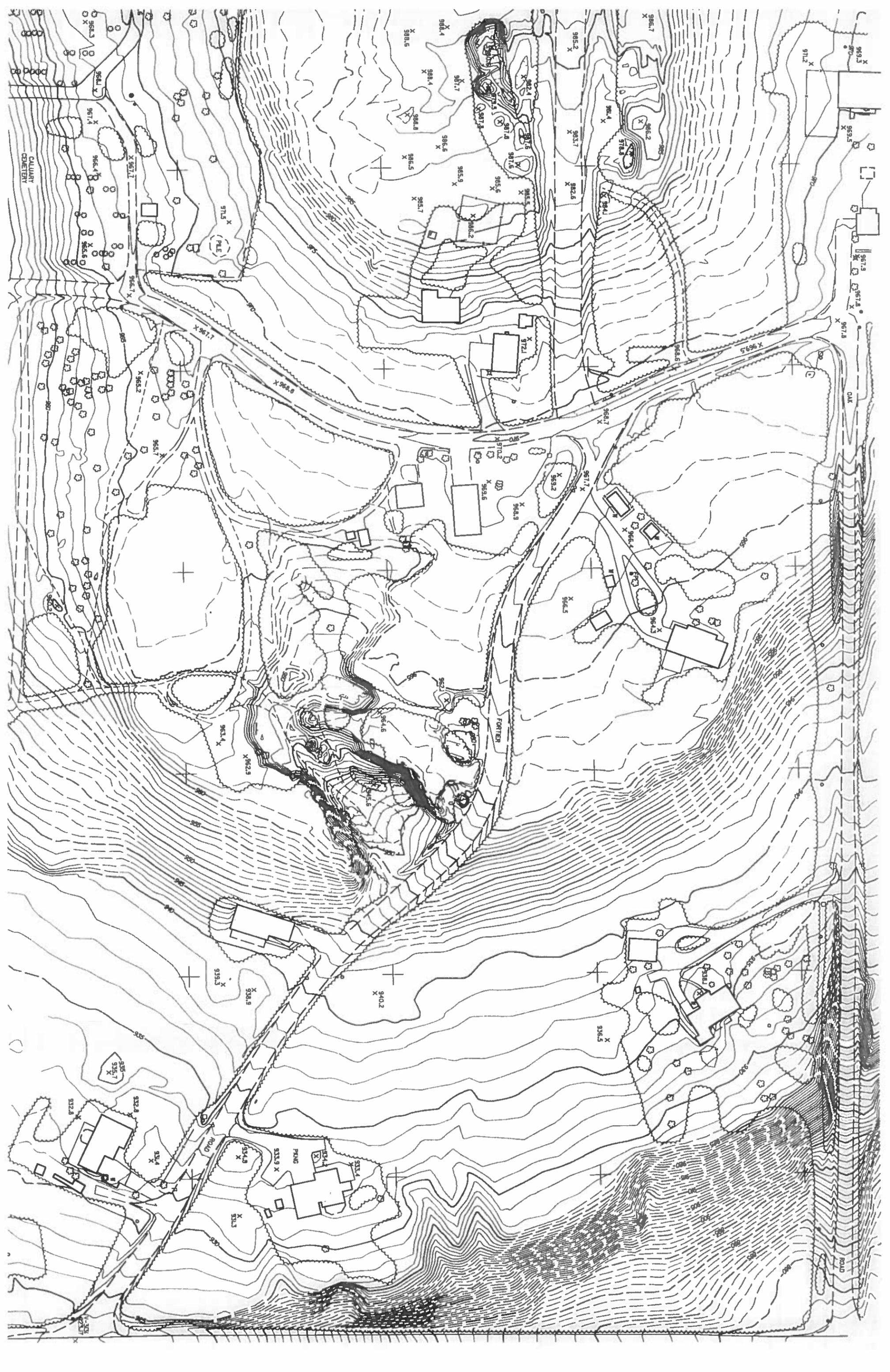
- (a) **Regular Review.** During the second quarter of each calendar year, the Plan Commission shall review the list and recommend any additions, deletions or other changes to the list, using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (b) **Referrals.** The Mayor, Common Council, City Administrator, or the Plan Commission on its own motion may refer any parcel to the Plan Commission for its recommendation as to inclusion on the list or deletion from the list based on the factors as set forth in Section 3-6-4(b). Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (c) **Requests.** Any party with an interest in purchasing a parcel of real property that does not appear on the list may request the Plan Commission to recommend inclusion of the parcel on the list, based on the factors as set forth in Section 3-6-4(b). The Plan Commission shall provide notice as provided under Sec. 3-6-4(c) before making any such recommendation. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval. Any party making such a request shall be required to deposit with the City Treasurer a sum sufficient to pay for the actual costs of considering the recommendation, including but not limited to copy, postage, publication and appraisal costs.
- (d) **Properties Purchased for Redevelopment.** Any property acquired by the City for the express purpose of redevelopment shall, upon acquisition, be placed on the list. A property is "acquired by the City for the express purpose of redevelopment" if the motion or resolution approving the acquisition expressly states that the property is being acquired for a general or specific redevelopment purpose.

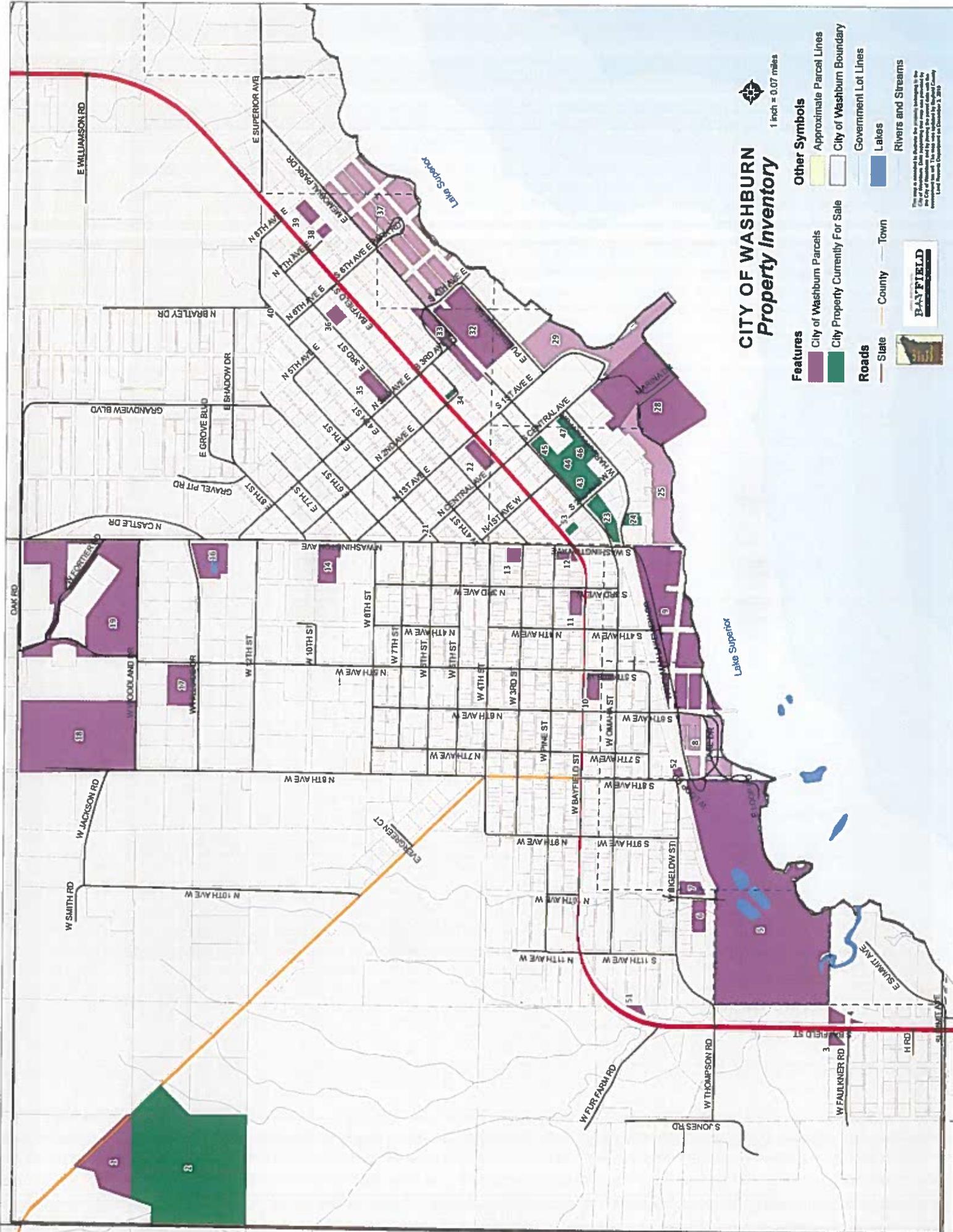
Sec. 3-6-6 Sale of Property Included on List.

- (a) **Negotiation Authority.** The City Administrator is authorized to negotiate the sale of any parcel included on the list, subject to any conditions attached to the parcel's listing, and subject to final approval by the Common Council.
- (b) **Establishment of Fair Market Value.** No property shall be disposed of without an appraisal unless otherwise directed by the Common Council. This provision shall not prevent the Council from entering into a sale of property for terms as determined by the Common Council that may include a sale price of less than fair market value.
- (c) **Sale Documents.** The City Attorney shall prepare all documents related to the property disposition.
- (d) **Property Survey.** A certified survey map may be required for any parcel sold or donated prior to closing.

Sec. 3-6-9 General Provisions.

- (a) **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such ruling shall not affect the validity of the remaining portions of this Chapter.
- (b) **Contravening Ordinances and Resolutions Repealed.** All ordinances or resolutions or parts of ordinances or resolutions contravening the provisions of this Chapter are hereby repealed.





1 inch = 0.07 miles

CITY OF WASHBURN Property Inventory

- Features**
- City of Washburn Parcels
 - City Property Currently For Sale
- Roads**
- State
 - County
 - Town
- Other Symbols**
- Approximate Parcel Lines
 - City of Washburn Boundary
 - Government Lot Lines
 - Lakes
 - Rivers and Streams



This map is intended to illustrate the property belonging to the City of Washburn. It is not intended to be used for legal purposes. The City of Washburn is not responsible for any errors or omissions. The map was updated by Bayfield County on December 1, 2017.

Title 3 ► Chapter 6

Sale of City-Owned Property

3-6-1	Findings and Purpose
3-6-2	Definitions
3-6-3	Sale of Listed Properties
3-6-4	Creation of List
3-6-5	Changes to the List
3-6-6	Sale of Property Included on List
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3-6-8	Vacation of Streets and Alleys
3-6-9	General Provisions

Sec. 3-6-1 Findings and Purpose.

The Common Council finds that the sale of real property owned by the City of Washburn is in the City's interests when such lands are properly designated as available for sale and when such sales are carried out in a fashion that promotes the common good. The purpose of this Chapter is to establish comprehensive procedures for identifying real property owned by the City that is suitable for sale and for processing such sales.

Sec. 3-6-2 Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **List of Properties Available for Sale.** The list created and maintained pursuant to this Chapter, and approved by the Common Council, and may be referred to as the "list."
- (b) **Real Property.** Land and any permanent improvements thereon, except that it does not include any improvement sold on the condition that it be removed from City-owned land, and it does not include any parcel within any City-designated business, commercial or industrial park or City-owned residential subdivision for which the City has adopted specific lease or sale procedures, but it does include any transfer to or from the City's Redevelopment Authority and any transfer pursuant to the provisions of Sections 66.1331 through 66.1337, Wis. Stats.

Sec. 3-6-3 Sale of Listed Properties.

The City may sell any real property included on the list. The City may not sell any real property that is not included on the list.

Sec. 3-6-4 Creation of List.

- (a) No later than six (6) months after the passage and publication of this Chapter, the Plan Commission shall recommend to the Common Council parcels of real property to be included on the list.
- (b) In recommending a parcel to be included on the list, the Plan Commission shall take into account all factors relevant to the parcel, including but not limited to the following:
 - (1) The location of the parcel, including the uses of real property near the parcel.
 - (2) The current and past uses of the parcel.
 - (3) The zoning of the parcel.
 - (4) An estimate of the value of the parcel.
 - (5) The potential for future municipal uses of the parcel.
 - (6) Interest expressed in the parcel by potential purchasers.
 - (7) Any special conditions that should be attached to the sale of the property.
- (c) Before recommending that a parcel be included on the list, the Plan Commission shall notify the following departments and shall offer them a reasonable time to file a written objection to the parcel's inclusion on the list. Any department filing such an objection shall state the reason for the objection:
 - (1) Police Department.
 - (2) Fire Department.
 - (3) Ambulance Service.
 - (4) Public Works Department.
 - (5) Harbor Commission.
 - (6) Recreation Department.
 - (7) Redevelopment Authority.
 - (8) Housing Authority.
- (d) The list recommended by the Plan Commission may be modified by the Common Council provided that the addition of any parcel shall be first referred to the Plan Commission for recommendation. The Common Council shall conduct a public hearing on the list prior to a vote on its adoption. The public hearing shall require a Class I notice published in the official newspaper of the City a minimum of ten (10) calendar days prior to the scheduled hearing.
- (e) A current copy of the list shall be posted at City Hall and published no less frequently than once each year in the official newspaper of the City.

Sec. 3-6-5 Changes To The List.

- (a) **Regular Review.** During the second quarter of each calendar year, the Plan Commission shall review the list and recommend any additions, deletions or other changes to the list, using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (b) **Referrals.** The Mayor, Common Council, City Administrator, or the Plan Commission on its own motion may refer any parcel to the Plan Commission for its recommendation as to inclusion on the list or deletion from the list based on the factors as set forth in Section 3-6-4(b). Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (c) **Requests.** Any party with an interest in purchasing a parcel of real property that does not appear on the list may request the Plan Commission to recommend inclusion of the parcel on the list, based on the factors as set forth in Section 3-6-4(b). The Plan Commission shall provide notice as provided under Sec. 3-6-4(c) before making any such recommendation. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval. Any party making such a request shall be required to deposit with the City Treasurer a sum sufficient to pay for the actual costs of considering the recommendation, including but not limited to copy, postage, publication and appraisal costs.
- (d) **Properties Purchased for Redevelopment.** Any property acquired by the City for the express purpose of redevelopment shall, upon acquisition, be placed on the list. A property is "acquired by the City for the express purpose of redevelopment" if the motion or resolution approving the acquisition expressly states that the property is being acquired for a general or specific redevelopment purpose.

Sec. 3-6-6 Sale of Property Included on List.

- (a) **Negotiation Authority.** The City Administrator is authorized to negotiate the sale of any parcel included on the list, subject to any conditions attached to the parcel's listing, and subject to final approval by the Common Council.
- (b) **Establishment of Fair Market Value.** No property shall be disposed of without an appraisal unless otherwise directed by the Common Council. This provision shall not prevent the Council from entering into a sale of property for terms as determined by the Common Council that may include a sale price of less than fair market value.
- (c) **Sale Documents.** The City Attorney shall prepare all documents related to the property disposition.
- (d) **Property Survey.** A certified survey map may be required for any parcel sold or donated prior to closing.

- (e) **Retention of Utility Easements.** If applicable, the City of Washburn will retain all rights and easements for the operation, maintenance, repair, replacement, and extension of municipal utilities across the City-owned property to be sold including the rights of ingress and egress for municipal employees, agents, and contractors and the City Attorney shall insure such rights are retained in all deeds and leases that are prepared and executed.
- (f) **Waiting Period.** No parcel shall be sold less than thirty (30) days after placement on the list pursuant to Sections 3-6-4 or 3-6-5.

Sec. 3-6-7 Requests for Land Donation.

- (a) Any party seeking the donation of municipal lands shall include in its written request:
 - (1) Proof of the tax-exempt status of the party.
 - (2) The reason the land should be donated.
 - (3) The public purpose for which the land is being sought.
 - (4) The intended use for the donated land including the anticipated construction dates, types of services to be offered, the expected number of users of the service, and anticipated neighborhood impact.
- (b) Any request for a donation of City-owned lands shall be referred to the Plan Commission for consideration and recommendation using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Sec. 3-6-4(d) prior to a vote on its approval.

Sec. 3-6-8 Vacation of Streets and Alleys.

Unless the Common Council determines, after receiving the recommendation of the Plan Commission, that the public interest does not so require, the City shall retain utility easements to all vacated streets, alleys and other public ways. Absent such determination, any motion to vacate, and all recorded vacation documents, shall explicitly state that:

"The City of Washburn retains all rights for the operation, maintenance, repair, replacement or extension of municipal utilities within the vacated property including the right of ingress and egress for its employees, agents and contractors, and the benefiting property owner shall be prohibited from creating any improvement, constructing any building or structure, or planting any vegetation that will interfere with this right retained by the City."

Sec. 3-6-9 General Provisions.

- (a) **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such ruling shall not affect the validity of the remaining portions of this Chapter.
- (b) **Contravening Ordinances and Resolutions Repealed.** All ordinances or resolutions or parts of ordinances or resolutions contravening the provisions of this Chapter are hereby repealed.

Sec. 7-1-16 Providing Proper Shelter.

- (a) **Proper Shelter.** No person owning or responsible for confining or impounding any animal may fail to provide the animal with proper shelter as prescribed in this Section. In the case of farm animals, nothing in this Section shall be construed as imposing shelter requirements or standards more stringent than normally accepted husbandry practices in the particular county where the animal or shelter is located.
- (b) **Indoor Standards.** Minimum indoor standards of shelter shall include:
 - (1) **Ambient temperatures.** The ambient temperature shall be compatible with the health of the animal.
 - (2) **Ventilation.** Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animals at all times.
- (c) **Outdoor Standards.** Minimum outdoor standards of shelter shall include:
 - (1) **Shelter from sunlight.** When sunlight is likely to cause heat exhaustion of an animal tied or caged outside, sufficient shade by natural or artificial means shall be provided to protect the animal from direct sunlight. As used in this paragraph, "caged" does not include farm fencing used to confine farm animals.
 - (2) **Shelter from inclement weather.**
 - a. Animals generally. Natural or artificial shelter appropriate to the local climatic conditions for the species concerned shall be provided as necessary for the health of the animal.
 - b. Dogs. If a dog is tied or confined unattended outdoors under weather conditions which adversely affect the health of the dog, a shelter of suitable size to accommodate the dog shall be provided.
- (d) **Space Standards.** Minimum space requirements for both indoor and outdoor enclosures shall include:
 - (1) **Structural strength.** The housing facilities shall be structurally sound and maintained in good repair to protect the animals from injury and to contain the animals.
 - (2) **Space requirements.** Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal adequate freedom of movement. Inadequate space may be indicated by evidence of debility, stress or abnormal behavior patterns.
- (e) **Sanitation Standards.** Minimum standards of sanitation for both indoor and outdoor enclosures shall include periodic cleaning to remove excreta and other waste materials, dirt and trash so as to minimize health hazards.

State Law Reference: Sec. 951.14, Wis. Stats.

Sec. 7-1-17 Neglected or Abandoned Animals.

- (a) **Neglected or Abandoned Animals.**
 - (1) No person may abandon any animal.

carnival, circus or other show; dog or cat shows or trials; public or private educational institutions; zoological gardens; if:

- a. Their location conforms to the provisions of the zoning ordinance of the City.
 - b. All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors.
 - c. Animals are maintained in quarters so constructed as to prevent their escape.
 - d. No person lives or resides within one hundred (100) feet of the quarters in which the animals are kept.
- (2) Guard dogs, ferrets, nonpoisonous snakes, nonconstricting snakes, rabbits and laboratory rats which have been bred in captivity and which have never known the wild shall be excluded from this Section.
 - (3) Other situations specifically exempted by Council action.

Sec. 7-1-14 Sale of Rabbits, Chicks or Artificially Colored Animals.

- (a) No person may sell, offer for sale, raffle, give as a prize or premium, use as an advertising device or display living chicks, ducklings, other fowl or rabbits that have been dyed or otherwise colored artificially.
- (b)
 - (1) No person may sell, offer for sale, barter or give away living chicks, ducklings or other fowl without providing proper brooder facilities for the care of such chicks, ducklings or other fowl during the time they are in such person's care, custody or control.
 - (2) No retailer, as defined in Sec. 100.30(2)(g), Wis. Stats., may sell, offer for sale, barter or give away living baby rabbits, baby chicks, ducklings or other fowl under two (2) months of age, in any quantity less than six (6), unless the purpose of selling these animals is for agricultural, wildlife or scientific purposes.

State Law Reference: Sec. 951.11, Wis. Stats.

Sec. 7-1-15 Providing Proper Food and Drink to Confined Animals.

- (a) No person owning or responsible for confining or impounding any animal may refuse or neglect to supply the animal with a sufficient supply of food and water as prescribed in this Section.
- (b) The food shall be sufficient to maintain all animals in good health.
- (c) If potable water is not accessible to the animals at all times, it shall be provided daily and in sufficient quantity for the health of the animal.

State Law Reference: Sec. 951.13, Wis. Stats.

poisonous reptile or any other dangerous or carnivorous wild animal, insect or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities. Specifically, it shall be unlawful for any person to keep, maintain or have in his/her possession or under his/her control within the City any of the following animals, reptiles or insects:

- (1) All poisonous animals and reptiles including rear-fang snakes.
- (2) Apes: Chimpanzees (Pan); gibbons (Hylobates); gorillas (Gorilla); orangutans (Pongo); and siamangs (Symphalangus).
- (3) Baboons (Papoi, Mandrillus).
- (4) Bears (Ursidae).
- (5) Bison (Bison).
- (6) Cheetahs (Acinonyx jubatus).
- (7) Crocodilians (Crocodilia), including alligators, caymans and gavials.
- (8) Constrictor snakes.
- (9) Coyotes (Canis latrans).
- (10) Deer (Cervidae); includes all members of the deer family; for example, whitetailed deer, elk, antelope and moose.
- (11) Elephants (Elephas and Loxodonta).
- (12) Foxes.
- (13) Game cocks and other fighting birds.
- (14) Hippopotami (Hippopotamidae).
- (15) Hyenas (Hyaenidae).
- (16) Jaguars (Panthera onca).
- (17) Leopards (Panthera pardus).
- (18) Lions (Panthera leo).
- (19) Lynxes (Lynx).
- (20) Monkeys, old world (Cercopithecidae).
- (21) Ostriches (Struthio).
- (22) Pumas (Felis concolor); also known as cougars, mountain lions and panthers.
- (23) Raccoons.
- (24) Rhinoceroses (Rhinocero tidae).
- (25) Skunks.
- (26) Snow leopards (Panthera uncia).
- (27) Tigers (Panthera tigris).
- (28) Wolves (Canis lupus).
- (29) Poisonous insects, including tarantulas.
- (30) Except in properly zoned districts, horses, mules, ponies, donkeys, cows, pigs, goats, sheep, chickens or any animal raised for fur-bearing purposes unless otherwise permitted elsewhere in this Code.

(d) **Exceptions; Pet Shops.**

- (1) The prohibitions of Subsection (c) above shall not apply where the creatures are in the care, custody or control of: a veterinarian for treatment; agricultural fairs; shows or projects of the 4-H Clubs; a display for judging purposes; an itinerant or transient

of the owner of such premises and break, bruise, tear up, crush or injure any lawn, flower bed, plant, shrub, tree or garden in any manner whatsoever, or to defecate or urinate thereon.

Sec. 7-1-12 Barking Dogs or Crying Cats.

It shall be unlawful for any person to own, keep, possess, or harbor any dog or cat which, by howling, barking, screaming, or otherwise, causes annoyance or disturbance to any person or persons.

Sec. 7-1-13 Prohibited and Protected Animals, Fowl, Reptiles and Insects.

(a) **Protected Animals.**

(1) **Possession and Sale of Protected Animals.** It shall be unlawful for any person, firm or corporation to possess with intent to sell or offer for sale, or buy or attempt to buy, within the City any of the following animals, alive or dead, or any part or product thereof: all wild cats of the family felidae, polar bear (*thalarctos maritimus*), red wolf (*canis niger*), vicuna (*vicugna vicugna*), or alligator, caiman or crocodile of the order of crocodilia, gray or timber wolf (*canis lupus*), sea otter (*enhydra lutris*), Pacific ridley turtle (*lepidochelys olivacea*), Atlantic green turtle (*chelonia mydas*), Mexican ridley turtle (*lepidochelys kempii*).

(2) **Compliance with Federal Regulations.** It shall be unlawful for any person, firm or corporation to buy, sell or offer for sale a native or foreign species or subspecies of mammal, bird, amphibian or reptile, or the dead body or parts thereof, which appears on the endangered species list designated by the United States Secretary of the Interior and published in the Code of Federal Regulations pursuant to the Endangered Species Act of 1969 (Public Law 135, 91st Congress).

(3) **Regulating the Importation of Certain Birds.** No person, firm or corporation shall import or cause to be imported into this City any part of the plumage, skin or dead body of any species of hawk, owl or eagle. This paragraph shall not be construed to forbid or restrict the importation or use of the plumage, skin, body or any part thereof legally collected for use by the American Indians for ceremonial purposes or in the preservation of their tribal customs and heritage.

(b) **Exceptions.** The provisions of Subsection (a) above shall not be deemed to prevent the lawful importation, possession, purchase or sale of any species by any public agency, institute of higher learning, persons holding federal permits, or by a person holding a Scientific Collectors Permit issued by the Secretary of the Department of Natural Resources of the state, or to any person or organization licensed to present a circus.

(c) **Wild Animals; Prohibition on Keeping.** It shall be unlawful for any person to keep, maintain or have in his/her possession or under his/her control within the City any