AMENDED AGENDA 8/13/2019

NOTICE OF PLAN COMMISSION MEETING

DATE: Thursday, August 15, 2019
TIME: 5:30 P.M
PLACE: Washburn City Hall

AGENDA:

- Call to Order
- Roll Call
- Approval of Minutes – July 18, 2019
- Public Hearing(s)
  - Discussion and Recommendation to Adopt the Proposed Zoning Amendment Ordinance No. 19-009 Addressing Greenhouses in Commercial Zoning Districts
  - Discussion and Recommendation to Adopt the Proposed Zoning Amendment Ordinance No. 19-010 Addressing Earth Materials Stockpiles in the Marina District
  - Discussion and Recommendation to Adopt the Proposed Zoning Ordinance Amendment No. 19-011 Addressing Land Use Definition of Accessory Dwelling Unit
  - Discussion and Action on Architectural Review for New Roof, at 123 S. 2nd Ave. West, C3 Zoning District, Emily & Bruce Sytsma
- Adjourn
To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Proposed Roof - 123 S. 2nd Ave. West

Date: August 13, 2019

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

Since the roofing material being used is not the same or similar to the current materials it is considered Major Work as defined under Article 14-5(b). The procedure calls for an Architectural Review.

This application does comply with Article 8, Section 8-183 Architectural Standards, the only question you may want to ask is the color.
CONSTRUCTION PERMIT APPLICATION

Remodeling   Windows   Doors   Roofing   Siding   Plumbing/HVAC

Permit Request:

New Construction   Deck   Fence   Flat Work   Electrical   Other

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

Owner: Emily Bruce Sitzma  
E-Mail: bruce.sitzma@yahoo.com  
Phone: 715.809.0700

Construction Contractor: Lake Effect Builders, LLC  
Address: PO Box 55

Excavation Contractor  
Address

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 West  
Pin #: 0429/048/045/003/00  
Lot Area

Description of work: remove shingles, replace with metal roof

Estimated Project Cost: $9,000

NEW CONSTRUCTION

Building Height  
1-story   Other   2-story   Basement

Area Involved  
Basement sq ft  
Living Area sq ft  
Garage sq ft  
Total sq ft

Water & Sewer:

Water: Municipal or Private Well
Sewer: Municipal or 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.

Applicant Signature:  
Date: 8/9/19

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)

☐ Remodeling  ☐ Demolition
☐ New Construction  ☐ Deck
☐ Fence  ☐ Shelter
☐ Flat Work  ☐  
☐ Siding  ☐  
☐ Roofing  ☐ Early Start
☐ Driveway  ☐  

TOTAL $25.00

PERMIT ISSUED BY:

DATE ISSUED

PERMIT NO.
TITLE 13
CHAPTER 1 — ZONING CODE

ARTICLE 14
DOWNTOWN DESIGN OVERLAY DISTRICT

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14-1 Legislative findings
The Common Council makes the following legislative findings:

(1) Washburn’s downtown area contains a variety of building types, many of which represent an architectural style characterized by attached storefronts.

(2) Given the close proximity of buildings in the downtown, special rules and regulations are needed to protect and perpetuate the existing character of the area.

(3) The standards in this article are not intended to discourage development but to encourage development that is functional, attractive, and context sensitive.

14-2 Purpose
This article is established to promote the public health, safety, and welfare and is intended to protect and perpetuate the general architectural style within the overlay district.

14-3 District boundaries
The location of the downtown design overlay district is depicted on the zoning map described in s. 8-25.

14-4 General compliance
Given the pattern of existing development in this overlay district and the size and configuration of the existing parcels, it may not be feasible for all new development or redevelopment in the district to be consistent with all of the design standards specified in this article. Therefore, prior to any major work (herein described) the appropriate reviewing authority shall ensure that the proposed work is consistent with the intent of the design standards when considered as a whole.

14-5 Project review procedures
(a) Minor work without prior approval. The following work may proceed without prior approval, provided a building permit is issued if required:

   (1) residing with appropriate materials;

   (2) repair or replacement of windows, trim, and doors if new materials match existing;

   (3) installation or removal of door and window openings not visible from Bayfield Street;

   (4) chimney reconstruction if completed with similar materials;

   (5) exterior cleaning, refinishing, and tuck-pointing; and

   (6) any other similar work as determined by the zoning administrator.

Prior to the commencement of any work, a property owner may ask the zoning administrator to review the proposed work to determine if it is classified as minor work and/or otherwise complies with the standards in this article.
(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-lag 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.
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, or conditioning) equipment shall be screened from view. No HVAC shall create a noise level of more than 50 decibels as measured on a dBA 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