

August 17, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

COMMISSION MEMBERS: Felix Kalinowski, Michael Malcheski, Mary Motiff, Matt Simoneau, Nicolas Suminski

ABSENT: Dave Anderson, Leo Ketchum- Fish

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

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

Approval of Minutes – July 20, 2023 Minutes – Motion by Suminski to approve the minutes of July 20, 2023, second by Malcheski. Motion carried 6-0.

Discussion & Action on Downtown Design Review for Addition to Accessory Structure, Washburn Hardware, 110 W. Bayfield St, C-3 District – Nate Swiston, Petitioner – Mr. Swiston is requesting to put an addition on his existing storage shed.. The current shed is metal sided and the addition would be wood sided and is not visible from Bayfield Street. Mr. Swiston states in his letter that the cost of the addition alone is a stretch and if there is a requirement for the existing shed to be resided, the project would not be possible this year. If this becomes a mandated requirement, he requests in advance that he be allowed to move forward with the addition and allow him to re-side the original structure next year. The downtown design standards were reviewed as follows: 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. **No change to the main structure is occurring.** 2) **Special requirements for large buildings.** A building façade fronting on a public street with a frontage of 75 feet or more shall be designed to look like two or more individual building fronts. This may be achieved by using different building materials, facade articulations, or other design approach that gives the appearance of separate, but attached buildings. **N/A.** 3) **Horizontal rhythms.** The horizontal pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as piers and columns shall be spaced at regular intervals across all visible façades of the building. **Plan Commission finds no issues with this provision.** 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. **The Plan Commission finds structure is one story, and the vertical design is acceptable.** 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. **The roof of the shed is sloping and does not face the street.** 6) **Awnings.** The size, color, placement, and design of an awning should be complementing the architectural character of the building on which it is located. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used. Awnings covered with shingles, metal roofing, or the like are prohibited. Backlit awnings are prohibited. **N/A – No awning proposed.** 7) **Building materials.** Selected building materials shall be compatible with those of existing buildings in the immediate area which generally consist of natural materials such as stone, brick, and wood. Concrete masonry units, corrugated metal, half-log siding, and vinyl siding are prohibited. **The siding for the addition will be wood, while the existing shed has corrugated steel siding. Based on the fact this existing accessory structure is not visible from Bayfield Street, the Commission finds they would approve leaving the existing shed with corrugated steel siding, and the addition to be sided in wood.** Moved by Malcheski to approve as outlined in the decision document, 2nd by Kalinowski. Motion carried 5 to 0.

Discussion & Action on Plan of Operation and Architectural Review, Adam's Upholstery, 431 W. Bayfield Street, C-2 District – Adam Nisiewicz, Petitioner – Mr. Nisiewicz plan is to operate a general repair service of upholstery restoration and refurbishing. Since this is a change of use, the Plan Commission must approve the plan of operation and although there will be no exterior changes to the building, there will be a dumpster placed outside so Architectural Review is required as well. The Commission reviewed **Plan of Operation Standards as follows:** 1) The nature of the land use with regard to the number of employees, nature, and extent of truck shipments to and from the site, hours of operation, use of hazardous substances, and other operational characteristics – **The Plan Commission determines that there are no known issues. Hours of Operation are Monday through Friday from 10:00 am until 4:00 pm. Varnishes, stains, shellac, and glue will be used, but there are no other known hazardous substances or other uncommon operational characteristics.** 2) The nature and extent of anticipated positive and negative effects on properties in the area – **No known negative effects. Positive effect is additional business in town.** 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use – **Chemicals shall not be disposed of down sanitary or storm drains per ordinance. No other known negative effects.** 4) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law – **None.** Moved by Suminski to approve the Plan of Operation for Adam's Upholstery Shop at 431 W. Bayfield Street, second by Kalinowski. Motion carried 5 to 0.

The Commission then reviewed the **General Architectural Standards as follow:** 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. **No changes to primary structure.** 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. **No changes to primary structure.** 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. **No changes to primary structure.** 4) Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings. **N/A** 5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. **No changes proposed.** 6) Rooftop mechanical equipment shall be positioned so it is not readily visible from a public street or an abutting property in a residential zoning district or in a planned development district that allows residential uses. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture. **N/A as no rooftop equipment changes are planned.** 7) Fencing shall complement the appearance of buildings onsite. **The fencing of the dumpster enclosure would be seven feet wide, five feet deep, and five feet tall, and be made of wood from pallets and recycled lumber.** 8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building. **N/A** 9) Overhead doors shall not face a public street. The Plan Commission may permit overhead doors to face a public street, but only when it has made a finding that there is no feasible alternative location for such doors. Consistent with the requirements in Article 7, the Plan Commission may approve a special exception to allow an overhead door to face a public street when there is no feasible alternative. **No changes to primary structure.** 10) HVAC (heating, ventilating, air conditioning) equipment shall be screened from view. No HVAC shall create a noise level of more than 50 decibels as measured on a dB(A) scale at the nearest existing adjacent residence. **N/A** 11) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. A brick or stone wall, wood fence, chain-link fence with slats, and/or landscaping shall be used to totally obstruct vision into the storage areas. Any wall, fence, 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. **The commission finds that the dumpster will be placed on the east side of the building, in line with the front edge of the building. The enclosure will be 1 ½ feet taller than the dumpster. The structure will be made of wood from pallets and recycled lumber.** The Commission has concerns about what this would look like a detailed drawing of the proposed fencing and would like it to be painted to match or complement the building. Moved by Kalinowski to postpone this item, until the next meeting contingent on the applicant coming forward with a detailed drawing showing what the dumpster enclosure would look and would need to be painted to match or complement the building, second by Malcheski. Motion carried 5 to 0.

Discussion on Conceptual Ordinance to Allow Off-Premise Signs in Certain Areas of the City – The Commission discussion included existing non-conforming off premise signs including allowing them to change the dimensions of the sign as long as the square footage of the sign isn't increases, off premise sandwich signs, special event signs and eliminating the requirement for signs in the downtown design district from coming to Plan Commission for approval. Kluver will ask the City Attorney to draw up a draft ordinance with the changes discussed tonight for review at the next Plan Commission meeting.

Motiff adjourns the meeting at 6:58pm.

Respectfully Submitted,
Tammy DeMars
City Treasurer/Deputy Clerk