

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/86797073607?pwd=TytRcUtxMnBOVlIVZeXpJSIVuQUthdz09> and entering passcode **232984** or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: 867 9707 3607 and entering passcode **232984** 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, March 18, 2021
TIME: 5:30P.M
PLACE: Washburn City Hall

AGENDA:

- Call to Order/Roll Call
- Approval of Minutes of February 18, 2021 Meeting
- Discussion and Action on Special Exception Request to Enlarge a Non-Conforming Structure, 410 2nd Ave. E-Erin Tenney & Tony Jennings Petitioner
- Discussion & Action on Special exception Request to Place Garage in Front Yard, 210 W. Woodland Drive - Brian and Josie Fleig
- Discussion & Action on Plan of Operation – 211 W. Bayfield St., David Sneed Petitioner
- Discussion & Action of Request to place Mural's on Front of the Artists on the Byway Building Located at 406 W. Bayfield Street, Susan Lince and John Hopkins, Petitioner
- Discussion & Action on Façade Loan Application-Artists on the Byway, 406 W. Bayfield Street John Hopkins & Susan Lince, Petitioner
- Conceptual Discussion on Ordinance Change Regulating Tourist Rooming House
- Discussion on Downtown Design Standards for Façade on Accessory Structures
- Follow-Up Discussion with Jason Laumann of NWRPC on Comprehensive Plan Revision Interactive Issues Exercise
- Adjourn

February 18, 2021

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Mary Motiff, Adeline Swiston, Britt Sirrine

ABSENT: Leo Ketchum-Fish, Matt Simoneau

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

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

Approval of Minutes – February 11, 2021 – Moved by Baregi to approve the minutes of February 11, 2021 second by Anderson. Motion carried 5-0.

Public Hearing – Moved by Swiston to open floor, second by Anderson. Motion Carried 5-0

Brian Fleig, 210 Woodland Drive, Washburn, WI explained he would like to put a second garage on his 1.8 Acre property, this is why he is asking for the Zoning amendment. Tony Jennings-Realtor, 315 Turner Rd, Ashland, WI spoke in favor of this change, he has experienced difficulty selling property in the City of Washburn due to the limitations on garages. He also feels it should be allowed in all zoning districts if it's a large enough piece of property. Mick Malcheski, also spoke in favor of the Zoning amendment.

Linda Barnes, 5 W 3rd Street, Washburn, WI, voiced her concerns with the proposed Tourist Rooming House at 1 W. 3rd Street. She would like to be able to speak once the discussion starts on the issue. Her home is about 10 paces from the vacation rental, concerned as she has heard conflicting details. Al Eitsert, 1 W. 3rd St., Washburn, stated the vacation rental he is requesting will be for up to 12 people, it will be on the higher end rent scale to ensure quality renters. He will not allow rowdy, party type clients. He has a local agent who will watch over the place, there will be rules in place including no dogs and a 10pm quiet time. He and his family will also use it as a vacation home.

Motion by Anderson to close the floor, second by Swiston. Motion carried 5-0.

Discussion & Recommendation on Zoning Ordinance Amendment to Allow Up to Two Garages in the R-2 District – Brian and Josie Fleig, Petitioner – Petitioners present. Moved by Baregi to recommend approval on Zoning Ordinance 21-003 Amendment to allow up to two garages attached or detached, plus 2 yard sheds in the R-2 District, 2nd by Swiston. Motion carried 5-0.

Discussion & Recommendation on Conditional Use Permit Request for a Tourist Rooming House at 1 W. 3rd Street – Mand Properties LLC, Petitioner – Moved to open floor by Anderson, second by Swiston. Motion carried 5-0. Linda Barnes, she expressed concerns on the number of people allowed, parking, the owner living 5 hours away, noise, amount of time it will be rented for, the ambiance of the neighborhood, property values and the number of tourist rooming houses being allowed in the City. Mr. Eitsert, stated he has Dana Huber as his agent and she is five minutes away she has experience with the tourist rooming and has never had any issues, the rent he is charging is on the high end to help keep the renters of a higher quality, there is 4 spots for parking so that meets the requirement of the code, there is a fence between this house and Mr. Barnes residence. He will not be renting individual rooms but the entire house with a maximum of 12 people. Motion to close floor by Anderson, second by Swiston. Motion carried 5-0. Baregi moved to approve the conditional use application with no further restrictions, second by Swiston. Anderson suggests adding a condition that would allow the maximum of four cars at any given time. Majority of the group not wanting to add additional restrictions, that would be difficult to enforce. Vote on original motion to approve with no additional conditions, Yes-Baregi, Motiff, Swiston, Sirrine and No-Anderson. The Commission reviewed section 7-55 basis of decision 1) the size of the parcel is adequate, 2) use is compatible with the surrounding properties 3) location is ok, 4) there no issue on the effects of traffic and pedestrian, 5) use is suitable 6) no environmental effects 7) no negative effects on surrounding properties 8) no effects of the proposed use on the normal and orderly development and improvement of the surrounding property or zoning district,

9) no other concerns found. Motiff ask if after review of the above factors if any of the Commission Members would like to change their vote, all stood with their original vote. Motion carried 5-1.

Discussion & Recommendation on Conditional Use Permit Request for Seasonal Residential Use of a Portion of Structure in the C-2 District at 406 W. Bayfield St.-Susan Lince and John Hopkins, Petitioners – Petitioners present via Zoom. Kluver explains that since this property is in the C-2 district and the property has been used as a residence it was grandfathered in, but once it is no longer used as a residence it would need a conditional use permit to turn back into a residence. What this permit would do is allow the petitioners to use a portion of the house for 6 months of the year as a residence and the other 6 months as commercial without having to obtain a conditional use permit each time. Motion by Sirrine to recommend approval of the conditional use permit request for seasonal residential use of a portion on the structure at 406 W. Bayfield St., second by Anderson. The Commission then reviewed section 7-55 basis of decision 1) the size of the parcel is adequate, 2) use is compatible with the surrounding properties 3) location is ok, 4) plenty of parking so there no issue on the effects of traffic and pedestrian, 5) use is suitable 6) no environmental effects 7) no negative effects on surrounding properties 8) no effects of the proposed use on the normal and orderly development and improvement of the surrounding property or zoning district, 9) no other concerns. Vote on original motion to recommend approval, carried 5-0.

Discussion and Action on Special exception Request to Enlarge a Non-Conforming Structure, 410 End Ave. East – Erin and Tony Jennings Petitioner - Mr. Jennings called and asked that this be postponed until the March Meeting.

Follow-Up Discussion with Jason Laumann of NWRPC on Comprehensive Plan Revision Interactive Issues Exercise– Mr. Laumann was unable to attend

Adjourn – Moved by Baregi to adjourn. 2nd by Swiston. Motion carried unanimously. Motiff adjourns the meeting at 7:22pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

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



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

To: Honorable Mayor and Plan Commission Members
From: Tammy DeMars, Deputy Zoning Administrator *JD*
Re: Special Exception/Enlargement of a Non-Conforming Structure
Date: February 11, 2021

Erin Tenney and Tony Jennings have applied for a permit to construct a 30' x 14' attached garage to their residence. This property, in R-6 Zoning District located at 410 2nd Ave. East currently has a house and 160 sq ft utility shed, the proposed garage would be attached to the rear of the house. The current rear-yard setback of the house is 22', the required setback for a primary structure is 25', by adding the attached garage it would bring the rear setback to 8'.

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

7-154 Outlines the factors that the Plan Commission should consider when making their decision.

- 1) The size of the property in comparison to other properties in the area; *Property is comparable to adjoining properties*
- 2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter; *Past standard has been not to create a greater violation, this exception would greatly increase the current non-conforming setback.*
- 3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception; *None known*
- 4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted; *No known impact*
- 5) The nature and extent of anticipated positive and negative effects on properties in the area; *By approving you would be setting a standard that no one needs to follow the setback rules*

The City of Washburn is an equal opportunity provider, employer, and lender.

- 6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception; *Unknown*
- 7) A factor specifically listed under a section of this chapter authorizing the issuance of a special exception; *Article 8, Section 8-75* and
- 8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

Although all other dimensional standard for the proposed garage can be met, I would recommend denial for this exception as it would create a gross violation of the setback regulations and it goes against the standards, we have used to not make any violation greater that it already is.

Anthony Jennings
Anthony Jennings & Crew Real Estate
315 Turner Road
Ashland, WI 54806

January 12, 2021

Planning & Zoning Committee
City of Washburn
119 Washington Avenue
Washburn, WI 54891

To whom it may concern,

Please accept our formal application for a special exception to build an attached garage at 410 2nd Ave E, Washburn, WI 54891.

The garage will be sided to match the existing vinyl siding on the house and have a flat roof at a height of 11', which will match the second floor level.

1. This lot meets size requirements for R-6.
2. There is no way to build a garage on this property without encroaching on setbacks.
3. The option will be most aesthetically pleasing and closely match others in the area.
4. It meets front and side yard requirements.
5. Garage will encroach on rear setback by approximately 17'. 25' required- 8' once garage is built 22' existing.
6. There is no apparent impact on adjoining properties.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Anthony', followed by a long, horizontal, slightly wavy line that extends across the page.

Anthony Jennings
715.209.6841
Anthony@aijennings.com

**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 Erin Tenney E-Mail ctenney@domain.com
Construction Contractor Self Phone 715.764.2211
Address _____ Phone _____ 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 410 2nd Ave E Pin # 04-41-2-49-33-4-00-312-4700
RE Tax ID # 33385 Zoning District R6 Lot Area 728100 - 720500

Description of work add garage to back of house - see attached site plan

Estimated Project Cost \$15,000

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

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.

Erin Tenney

12/29/2020

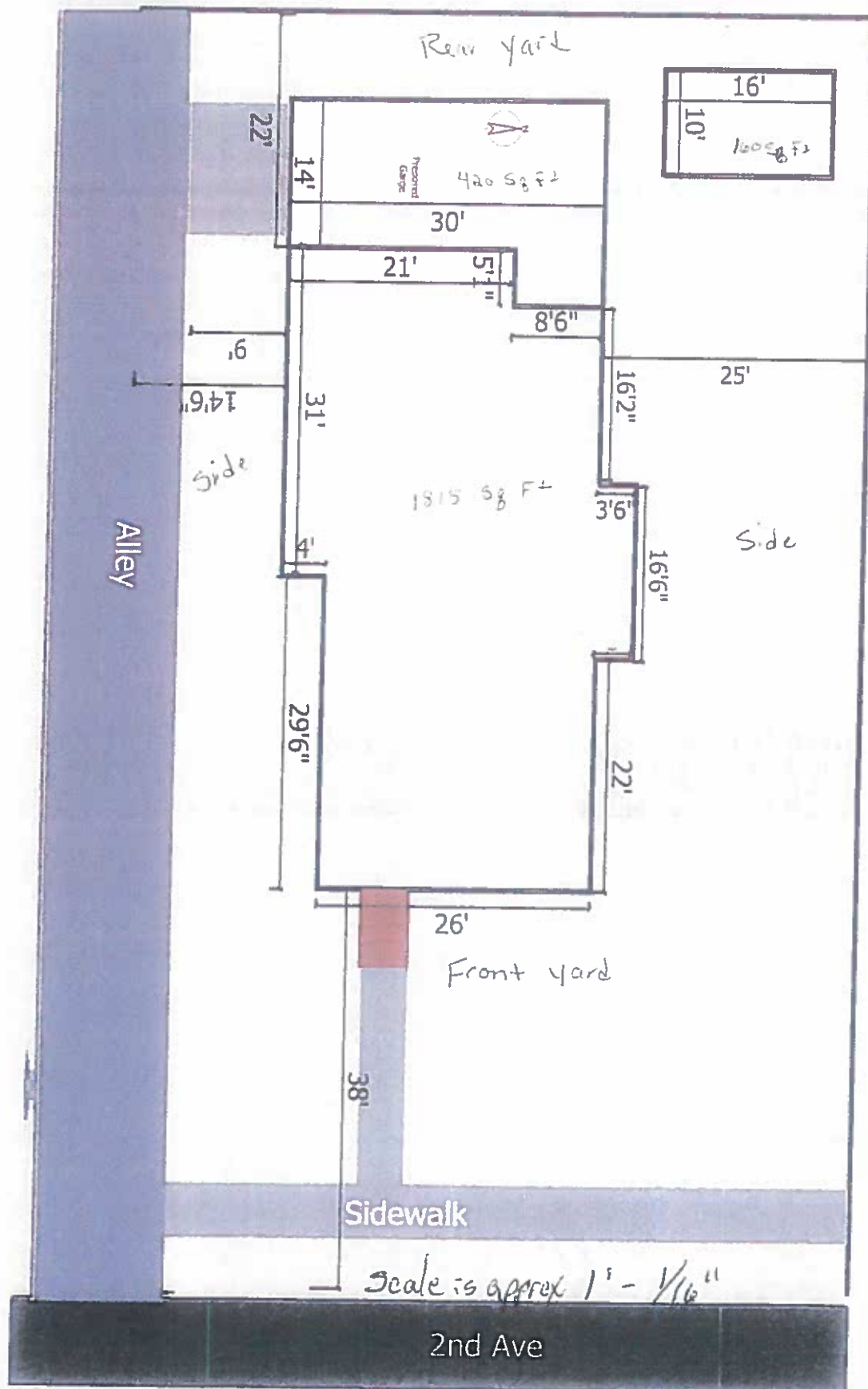
Applicant Signature

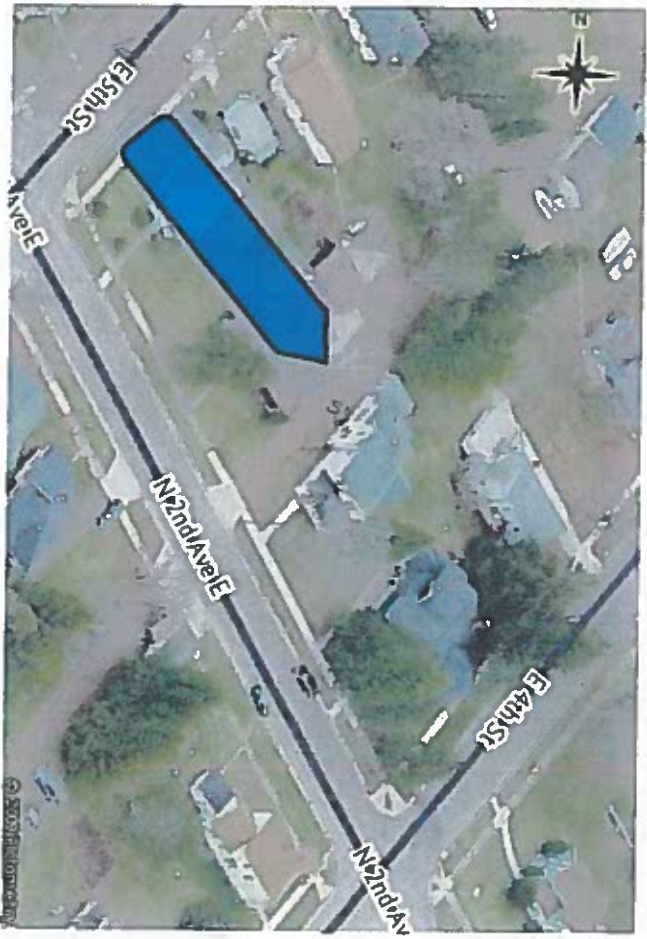
Date

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 _____	





[illegible]

Tax ID# 0

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

Receipt Nbr: 30755**Date:** 1/20/2021**Check****RECEIVED
FROM** ANTHONY JENNINGS

\$50.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS	50.00
	EXCEPTIONS APP. JENNINGS/TENNEY	

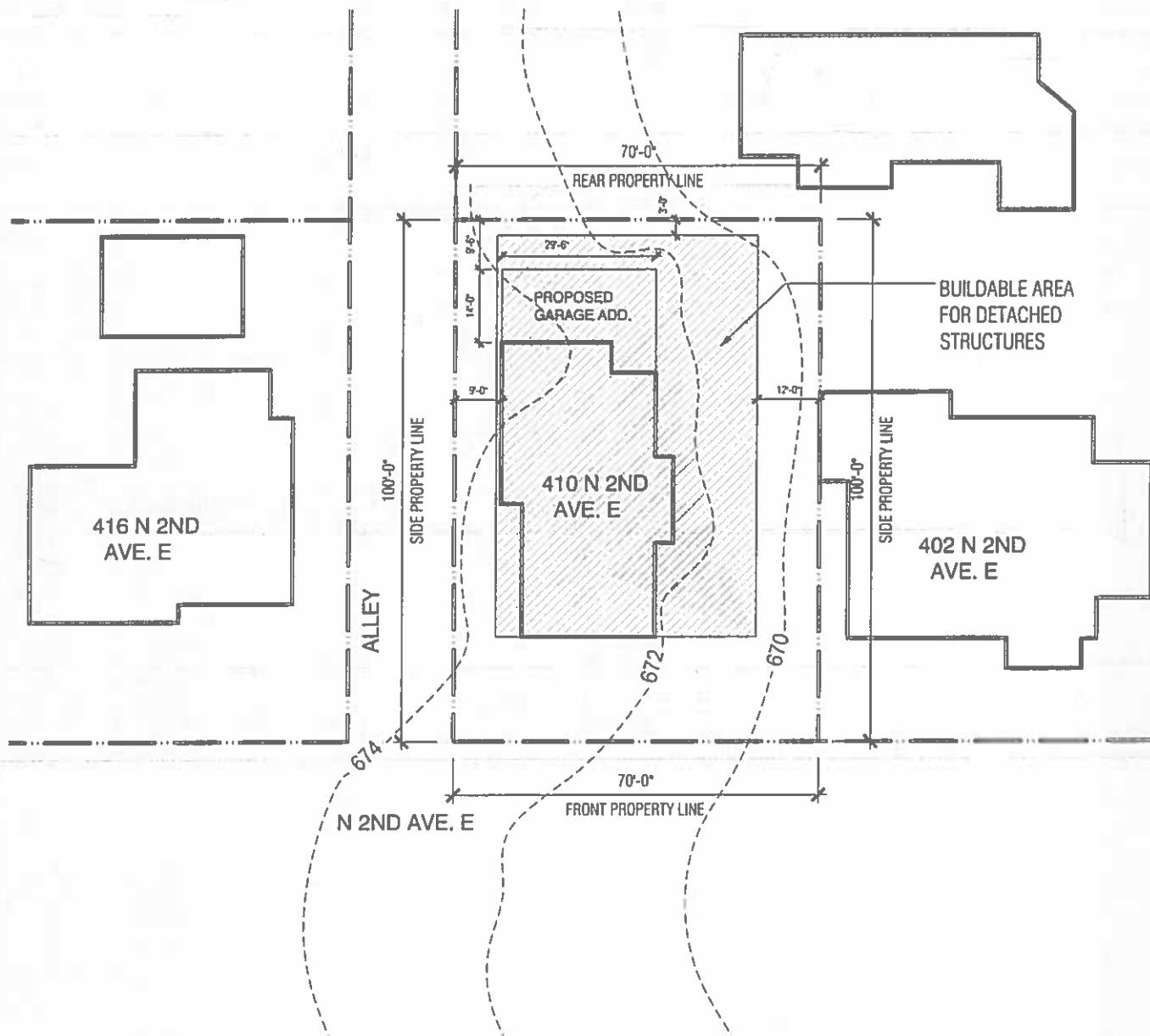
TOTAL RECEIVED

50.00

410 2nd Ave E Washburn

Google Earth Image





1
A1

PROPOSED SITE PLAN

1" = 30'-0"



2023 6th Street West
Ashland, WI 54806
(715) 687-0330
www.csdesignengineering.com

PROPOSED FOR:
410 2ND AVE. EAST
WASHBURN, WI

MARCH 9, 2021

DESIGN ONLY. NOT FOR CONSTRUCTION

SHEET NO.

1



OPTION 1A



2023 6th Street West
Ashland, WI 54806
(715) 682-0330
www.cdesignengineering.com

PROPOSED FOR:
410 2ND AVE. EAST
WASHBURN, WI

MARCH 9, 2021

DESIGN ONLY. NOT FOR CONSTRUCTION

SHEET NO.

2



OPTION 1B



2023 6th Street West
Ashland, WI 54806
(715) 682-0330
www.csdesignengineering.com

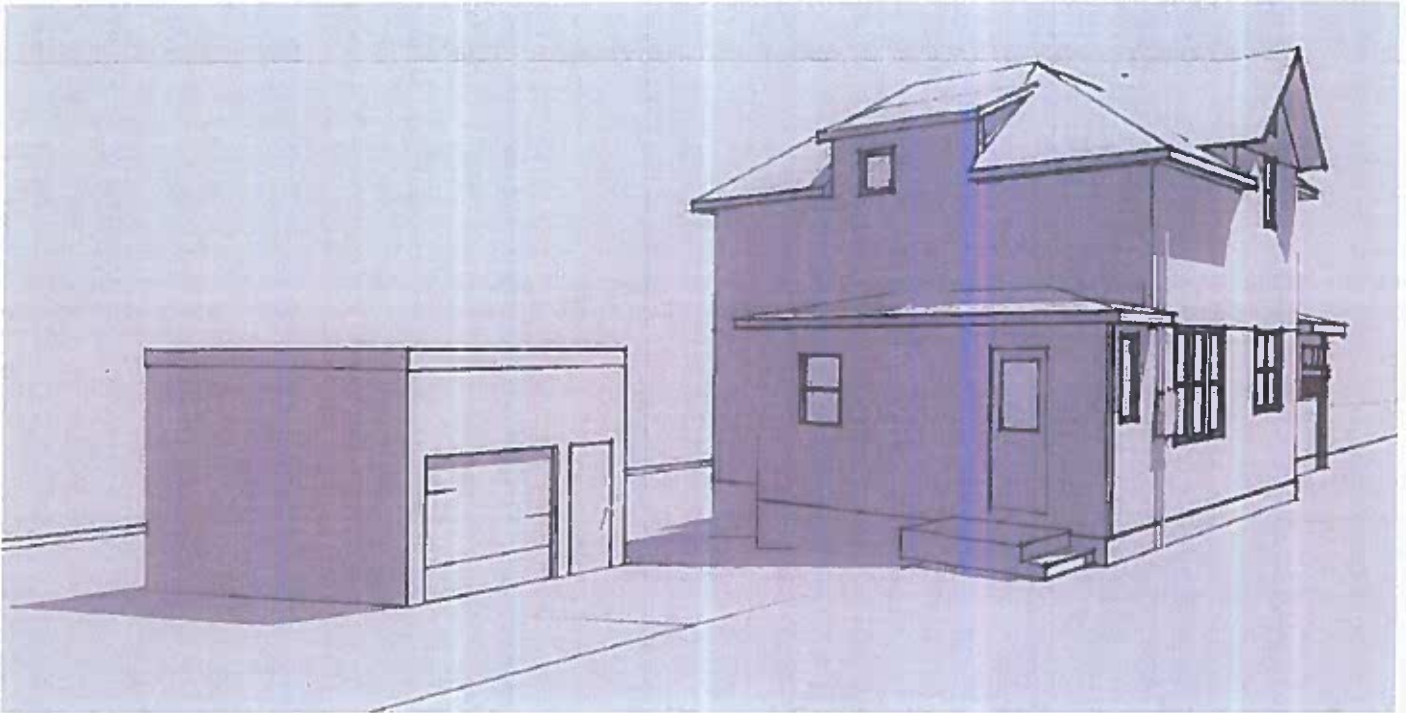
PROPOSED FOR:
410 2ND AVE. EAST
WASHBURN, WI

MARCH 9, 2021

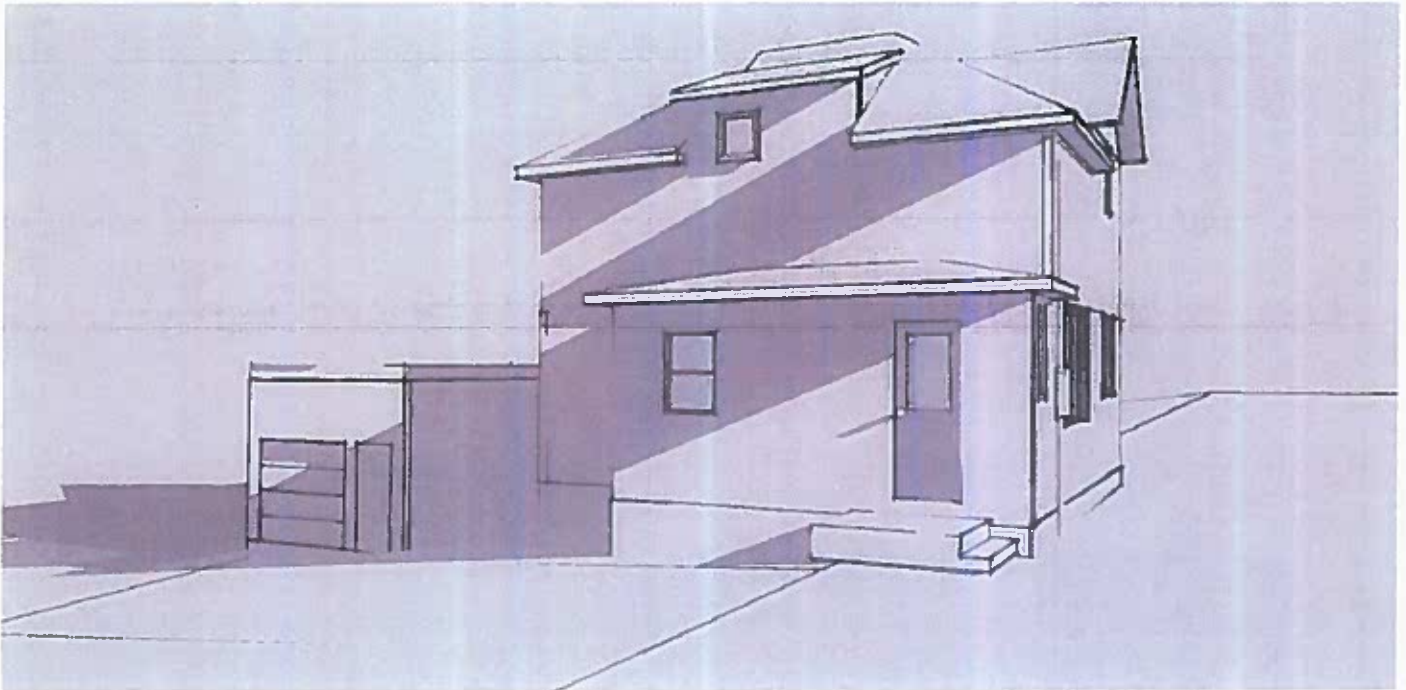
DESIGN ONLY. NOT FOR CONSTRUCTION

SHEET NO.

3



OPTION 2



OPTION 3





OPTION 4



2023 6th Street West
Ashland, WI 54806
(715) 682-0330
www.csdesignengineering.com

MARCH 9, 2021

PROPOSED FOR:
410 2ND AVE. EAST
WASHBURN, WI

DESIGN ONLY. NOT FOR CONSTRUCTION

SHEET NO.

5

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: Special Exception for Garage Placement

Date: March 10, 2021

Brian and Josie Fleig have applied for a permit to construct a 28' x 32' garage (will need to confirm size as application say's 26' x 28' but letter states 28' x 32'). This property is in the R-2 Zoning District, and is located at 210 Woodland Drive. Currently the property has a house with an attached garage on approximately 2 acres, the proposed placement of the garage would be in the front yard.

Article 8, Section 8-75 outlines the placement of accessory buildings on a lot; reads in part, except as allowed in this section a detached accessory building shall be located behind the most recessed portion of the front of the principal building. It also goes on to say that pursuant to the procedures and requirements in Article 7, the Plan Commission may approve a special exception to allow an accessory building in front of the principal building. In making such decision, the Plan Commission shall consider (1) the size of subject property, (2) the character of the area, (3) the size of the accessory building, (4) the extent to which the proposed accessory building is visible from public and private streets and other properties in the area, and (5) other factors related to relevant circumstances.

7-154 Outlines the factors that the Plan Commission should consider when making their decision.

- 1) The size of the property in comparison to other properties in the area – *Property is about 2 acres is comparable to other properties*
- 2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter; *this request is not unreasonable*
- 3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception; *this location is better suited as the drain field would be in the way to expand the other garage*
- 4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted; *no known impact, would not need to remove as many trees*
- 5) The nature and extent of anticipated positive and negative effects on properties in the area; *no known negative effects*
- 6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special

exception; *no negative effects*

- 7) A factor specifically listed under a section of this chapter authorizing the issuance of a special exception; *Article 8, Section 8-75* and
- 8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

All other dimensional standard for the proposed garage has been meet and I would have no objection to approval of this exception.

Brian Fleig
210 Woodland Drive
Washburn, WI 54891

City of Washburn
119 N Washington Avenue
Washburn, WI 54891

March 9, 2021

To: City of Washburn Planning Commission
Re: Proposal for construction of garage

We are asking for special consideration of the City ordinances to build a garage on our property located at 210 Woodland Drive. The existing attached garage is 22'x22' was built for one half living/utility area and is used for such. It does not have a door to the outside. The other half, 11'x22', has a small 7'x9' overhead door and is used for shop space as originally intended. It currently is used to store job related tools, parts, welders, and other job-related items. Also, the space is used to work on business related work such as small boats, trailers, job-site prep work, etc. Our lot size is larger than most and is approximately 2 acres, due to the purchase of additional property for later building a garage. This purchase was prior to current garage ordinances.

We currently own two heavy duty trucks. The 1997 F350 is used primarily for my plowing business and the other work truck, 2019 F250, is used for day-to-day business. Neither of them will clear the small overhead door or fit in the 11x22' area. Consequently, both must sit outside and require maintenance and repairs to be completed outside, sometimes in bad weather.

Initially we considered expanding the existing 22x22 garage area, but several complications make it nearly impossible. It would require demolishing the existing 22x22 structure and adding on from there. The septic drain field would be in the way plus extensive fill and tree removal would be required. The cost would be prohibitive for us. We are proposing to build a 28'x32' structure to accommodate the work vehicles that do not fit in existing space. The proposed structure would be constructed of wood and match the existing house to make it aesthetically pleasing. Also, the structure would be at least 90' from main road (Woodland Drive) and 50' from neighbor's property to the east. Being our lot is wooded, sight from the road or neighbor's property would be limited. The proposed site would enable us to access the new construction from the existing driveway. After much consideration of all the alternatives this one is the only viable solution for our storage problem.

We appreciate you taking the time to review our request and are available to respond to any questions or requests you have. Thank you for your consideration in this matter.

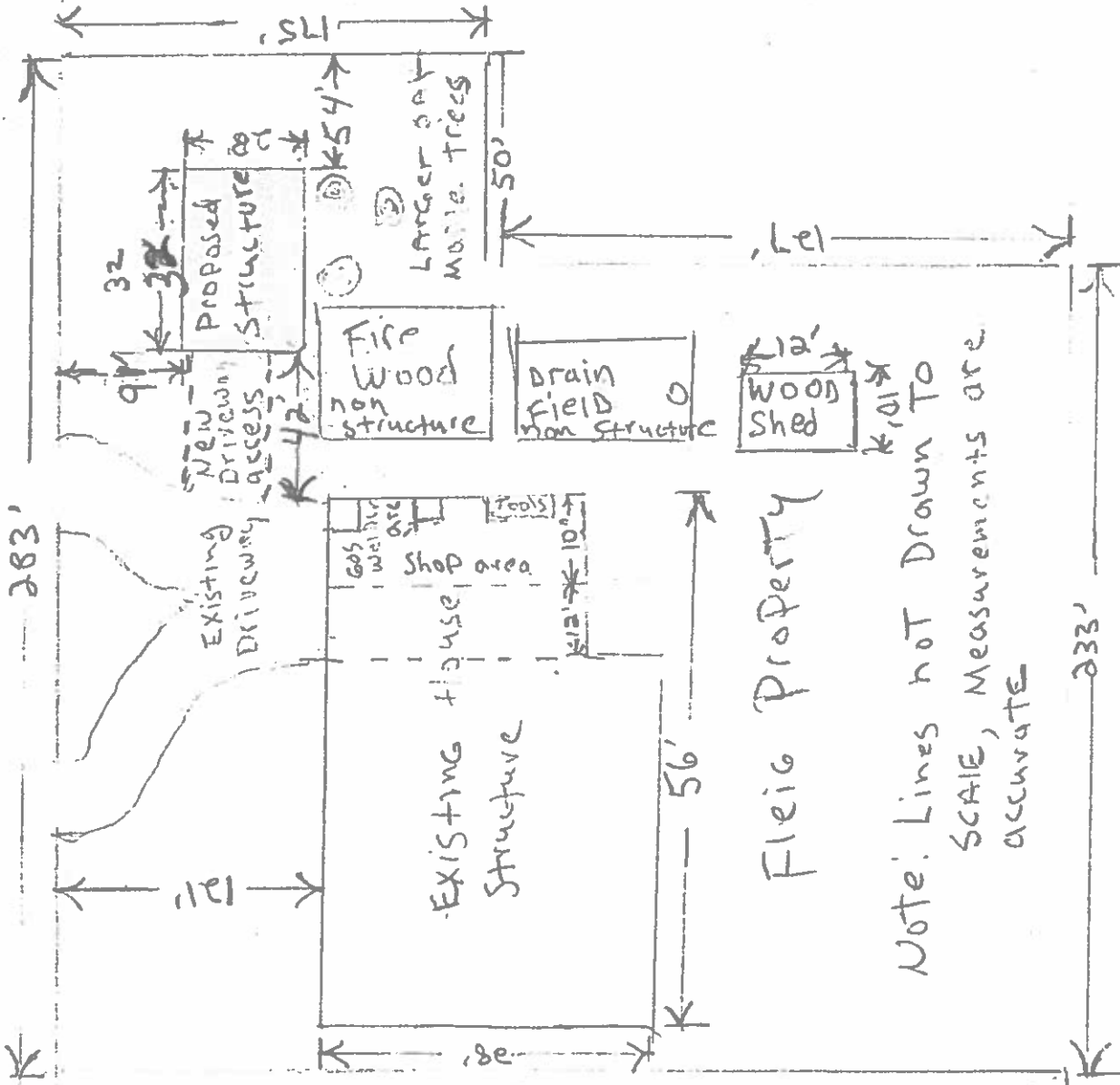
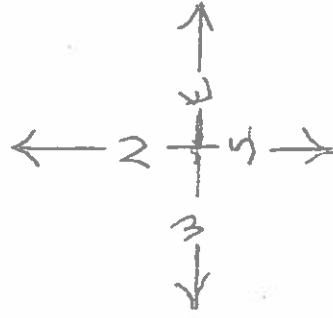
Respectfully,

Brian Fleig & Josie Lupa-Fleig

210 Woodland Dr

Washington Ave

J Marsh
Property



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 Brian & Josie Fleig E-Mail ffleigbrian@gmail.com
 Construction Contractor _____ Phone _____
 Address _____ License # _____
 Excavation Contractor _____ Phone: _____
 Address _____ License # _____

contractor to be decided

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

PROJECT INFORMATION

Site Address 210 Woodland dr Pin # 04-291-2-49-04-32-204-000-02000
 RE Tax ID # 32546 Zoning District R-2 Lot Area approx 2 acres

Description of work 26' x 28' concrete slab wood structure to match House and maintain 2 Trucks (Personal)

Estimated Project Cost \$ 20,000.00

NEW CONSTRUCTION		Area Involved Basement _____ sq ft Living Area _____ sq ft Garage <u>728</u> sq ft Total _____ sq ft	Water & Sewer: <u>N/A</u>	
Building Height <u>13.5 at Peak</u> 1-story _____ Other _____ 2-story _____ Basement _____			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 Brian D Fleig Date 12-22-20

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: 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"/> _____ <input type="checkbox"/> Early Start TOTAL _____	



3/10/2021, 2:32:53 PM

- | | | | |
|--------------------|--------------------------------|---------|--|
| Ashland Co Parcels | Approximate Parcel Boundary | State | Recorded Map |
| Douglas Co Parcels | Section Lines | County | Corner Tie Sheets |
| Rivers | Government Lot | Town | Section Corner Monument on File |
| Lakes | Municipal Boundary | CFR | Section Corner Monument Referenced on Survey |
| Tie Lines | Red Cliff Reservation Boundary | Private | Building Footprint 2009-2015 |
| | | | Channed |



04/25/2009

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

From: Tammy DeMars, Deputy Zoning Administrator

Re: Plan of Operation – 211 W. Bayfield Street

Date: March 10, 2021

David Sneed owner of 211 W. Bayfield Street, (former Golden Dragon and Kayak outfitter) original plan of operation was for office space, he has since changed his plan and has decided to open a Martini Bar as outlined in his letter.

Article 7-115 outlines the factors the Plan Commission must use to make their decision to approve or deny:

- (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 characteristic *This operation is allowable in this Zoning District C-3, truck shipments would be minimal, he has not listed the number of employees but does have the maximum occupancy to 15 people with normal business owners of 4-10pm daily with some weekend mornings during tourist season. This is in the Downtown Parking District so parking spots are not restricted, but he does have ample off-street parking.*
- (2) The nature and extent of anticipated positive and negative effects on properties in the area; *due to the small size of the operation there is no need for loading docks, no negative effects known*
- (3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use; *No know negative effects and*
- (4) Any other factor that relates to the purposes of this chapter set forth ins. 1-5 or as allowed by state law.

Mr. Sneed does suggest in his letter that he would purchase the liquor from the Washburn IGA, I have pointed out to him that State regulation required he purchase from wholesale dealers so there would be some delivery made to the property.

Plan of Operation

for 211 W. Bayfield St

This property is unique both in appearance and functionality. It was designed as a Dairy Queen, and the layout, size, and amenities are unchangeable. The space is functionally too small to be a restaurant, it has potential as a small professional office which we initially intended, however the idea of an upscale Martini bar has come strongly to bear.

Although the maximum occupancy will still be low (15 persons), the exterior and interior (already) approved design lends itself well to a Martini Bar as one would see in a big city but with the unique addition of having grass sides and roof.

Washburn has a lot of tourist traffic, yet there is little at present to compel them to stop and conduct economic activity. We believe the presence of an upscale drinks establishment will drive economic activity from Bayfield down to us. After a drink the customer may walk over to a neighboring restaurant, the grocery store, or book a hotel room here. They will notice Washburn's lake access, our trails, and our other amenities.

We believe that the appearance of our establishment alone will be a draw, and our internal ambience will be remarked upon as being highly unusual for such a small town. If several other properties in the Washburn downtown upgrade, we could become the ideal location for an afternoon out away from our two bigger sister cities.

We intend to be different from every other bar not just in Washburn, but in the 5 surrounding counties with upscale service, beverages, and atmosphere.

We are a green building (seeking LEEDS certification), we are installing a Level 2 EV charging station, and we have plenty of off-street parking.

We feel that a martini bar is in keeping with the original use of the building, with its layout, and with its location in town.

We believe the clientele will be generally older, quieter, more affluent, and generally different than those attracted to our other bars in town. We will not increase competition for drinks already served—we will add overall customers to the downtown Washburn area who will then be likely to patronize other establishments.

We intend to have the hours of 4-10PM daily, although we may offer something like Mimosas and Bloody Mary's on weekend mornings during tourist season if that seems economically beneficial.

We will be low-key, quiet, and we do not see a need for outside trash storage facilities.

We will buy our liquor from local Washburn vendors (IGA) as well as any warmed cashews or other salty bar snacks from Cocos, or the candy shop if possible.

We will not serve prepared food.

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

To: Honorable Mayor and Plan Commission Members

From: Tammy DeMars, Deputy Zoning Administrator

Re: Mural Signs - 406 W. Bayfield Street

Date: March 11, 2021

Susan Lince and John Hopkins have applied for a permit to place, two 3'x 4' and one 6' x 4' Mural Signs to be attached to the front of their building.

The applicant is also applying for a free-standing sign, but that does not require Plan Commission approval since this property is not located in the Downtown Commercial District.

City of

SIGN PERMIT APPLICATION

Date Received _____



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

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

PROJECT INFORMATION

Applicant's Name and Mailing Address SUSAN LINCE & JOHN HOPKINS
P.O. BOX 82, WASHBURN 54891 Phone # 952-923-5222

Site Address 406 W. Bayfield St, Washburn Parcel # 04-291-2-48-04-05-2

Subdivision Orig. Townsite of Washburn Block No. 28 Lot(s) 13 - 16 ⁶⁰⁻³¹²⁻¹⁸²³⁰

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

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

Description of Project 1 Gallery sign for Artists on the Byway
and 3 public art painting reproductions on
front (exterior) of building Estimated Cost \$1655⁰⁰

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, 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 Susan Lince Date 3-11-21

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

Lince-Hopkins
406 W. Bayfield St



15 feet to Driveway

Sign location



5 feet to front sidewalk



Lag Bolt (Screw)

Lag Bolt

Eye Bolt

Eye Bolt

Iron Strap
(Both Sides)

Treated 4x4

Iron Strap
(Both Sides)



Artists
Squared
Gallery
Logo

ARTISTS
on the
BYWAY

GALLERY

406 W. BAYFIELD ST.

Treated 4x4

Treated 4x4

Side Hooks
(Both Sides)

SIGN AREA 9ft²
(3'x3')

One Foot

GROUND LEVEL

TO BE DESIGNED/PRODUCED by Heart Graphics

set in
concrete

set in
concrete

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: Scott J. Kluver, Administrator
Re: Façade Loan for Artists on the Byway at 406 W. Bayfield St.
Date: March 11, 2021

Please find the enclosed application from Artists on the Byway (Susan Lince and John Hopkins – Artists Squared Studio and Gallery, LLC) for improvements to the property at 406 W. Bayfield Street. The project would include painting, landscaping, murals, and new signage. I have reviewed the application, and it meets the technical requirements of the program. Those requirements and guidelines are also included in your packet. For the signage and murals, separate permit/approval processes are required. The amount of the loan request is \$4,728.81 (a last minute change occurred so the figures on the bottom of the application are slightly off).

As of February 28, 2021, the fund had \$73,548.81 available for loans. Utility payments are up to date on the property, and the required first payment on property taxes has been made. If the Plan Commission provides approval of the project, a motion can be made to authorize the Administrator and the Attorney to prepare and execute the necessary loan documents for the approved amount for this project.

Please let me know if you have any questions on the façade loan program or this request.

**CITY OF WASHBURN
FAÇADE RENOVATION PROGRAM
LOAN APPLICATION (\$30 FEE FOR RECORDING IF APPROVED)**

Applicant Information	
Contact Name: SUSAN LINCE JOHN HOPKINS	Contact Address: P.O. Box 82 Washburn 54891
Business Name: Artists on the Byway (new gallery) owners Artists Squared Gallery	Project Address: 406 W. Bayfield St.
Day Phone: 952-923-5222	Alt. Phone: 952-923-5218
FAX:	E-Mail: artistsquaredgallery@gmail.com
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Other:	Federal ID #: Artists Squared Studios and Gallery, LLC

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
FAX:	E-Mail:
NOTE: If loan applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.	

General Project Information	
Proposed Start Date: May 1, 2021	Proposed Completion Date: June 15, 2021
Contractor Name, Address & Contact Info: Knock Out Property Services 521 E. 4th St. Washburn WI 54891 715-292-8891	Budget Estimates: Total Project Estimate: \$ 5250.00 Façade Loan Request: \$ 4750.95 Private Funds: \$ 499.05 Private Loans: \$ Other Funding: \$

55K
4728.81

Lince - Hopkins

406 W. Bayfield St

Project Description
Describe the overall project and scope of work (attach additional pages if necessary): See attached sheet
How does this project meet the goals and objectives as detailed in the Façade Renovation Program Guidelines (attach additional pages if necessary): See attached sheet
Property Tax ID: Property Legal Description: Lots 13-16 inclusive, Block 28, Original Townsite of Washburn, Bayfield County, WI
Please provide the required attachments listed below: <input type="checkbox"/> Eight (8) copies of drawings / design plans (per Sec. IV.A.1.). <input type="checkbox"/> Contractor proposal (s) (per Sec. IV.A.2.). <input type="checkbox"/> Certificate of Insurance (per Sec. IV.A.9.). <input type="checkbox"/> Photos of property

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Washburn Development Authority Façade Renovation Loan Program and agree to abide by its conditions. I understand that I must, or the building owner must if I do not own the building, sign a mortgage to secure repayment of the loan, and that the mortgage will be recorded as a lien against the property. I acknowledge that the WDA has the right to terminate this agreement under the Façade Renovation Loan Program if I as the applicant am found to be in violation of any conditions set forth in the guidelines of the program.

Applicant Signature: Susan Lince Date: 3-10-21
[Signature] 3-10-21

Lince-Hopkins
406 W. Bayfield St.

PROJECT DESCRIPTION

Our project to renovate the front faces of our building at 406 Bayfield St. is planned to make an attractive business setting for our new gallery, *Artists on the Byway*. This gallery will extend our art presence in addition to the gallery we established in Washburn in 2018, Artists Squared Gallery. The funds for the project are requested for four things: 1.) professional painting of the faces of the building that can be viewed from Bayfield St., garage doors, and visible trim of the building, 2.) perennial plants and shrubs for landscaping the front of the building, 3.) reproduction and enlargement of paintings by local artists to place on the exterior of the building as public art, 4) a two-sided sign near front entrance of the driveway to identify the gallery. No structural changes requiring an architect or a building contractor are needed to improve its appearance. The total budget includes a small portion of the total from private personal funds for additional paint for the building that the owners will do, and landscaping materials such as soil and fertilizer to complete planting. Other improvements such as a partial fence on the west side of the building to impede a view of the construction materials across the alley, and a wooden sign hanger for the gallery sign will be constructed from owners' existing materials, and constructed by the owner, so do not figure into expenses for the project..

Goals/Objectives of Façade Renovation Program

Lince - Hop Kins
406 W. Bayfield St.

This project addresses several objectives for the Façade Renovation program. Our building at 406 W Bayfield Street needs an improved appearance in order to become a credible business destination. Our recent conditional permit approval took it from a grandfathered-in residence in the past, to becoming partially commercial as a seasonal gallery. This moves the building towards possible use by other businesses in the future on a commercially zoned block in Washburn. The structure is very visible on West Bayfield Street, and was quite run down-looking when we bought it in August of 2020. It unfortunately looks more like a home in need of an upgrade than a new, fresh business. We know that professional painting, addition of flowers and shrubs, driveway and parking space grooming, and signage and public art added to the front of the building will make it obvious to passersby on Bayfield St. that another attractive business has been added to the town. We are requesting a modest loan, and intend to add our own funds and labor into improvements to the property in general that will upgrade its appearance along a main thoroughfare in Washburn.

Re: improving the vitality of Washburn's entrepreneurial community, it will enhance the central, commercial part of town by offering a gallery in a stretch of Bayfield St. that already has several places to see art, and is within sight and walking distance of a well-established gallery (Karlyn's Yellow Bird) that already attracts visitors. Gallery owners know that a clustering of galleries and art venues in an area indicate that a town is developing into an art destination, and Washburn is well positioned to become that soon. Our location is also near other businesses that are known to attract visitors, such as North Coast Coffee, and it is around the corner from Coco's.

Re: promoting and marketing Washburn regionally, our new gallery's name, Artists on the Byway, draws attention to the new status of the National Scenic Byway that Bayfield St./ Highway 13, has recently been given. The name also highlights the presence of a significant number of artists in Washburn, and further promotes the advertising of Washburn as an art-rich community by the display of three pieces of public art on the building in full view of the Scenic Byway. We wrote a grant funded by CBAC last year that placed public art on three buildings in the city and this will further that look.

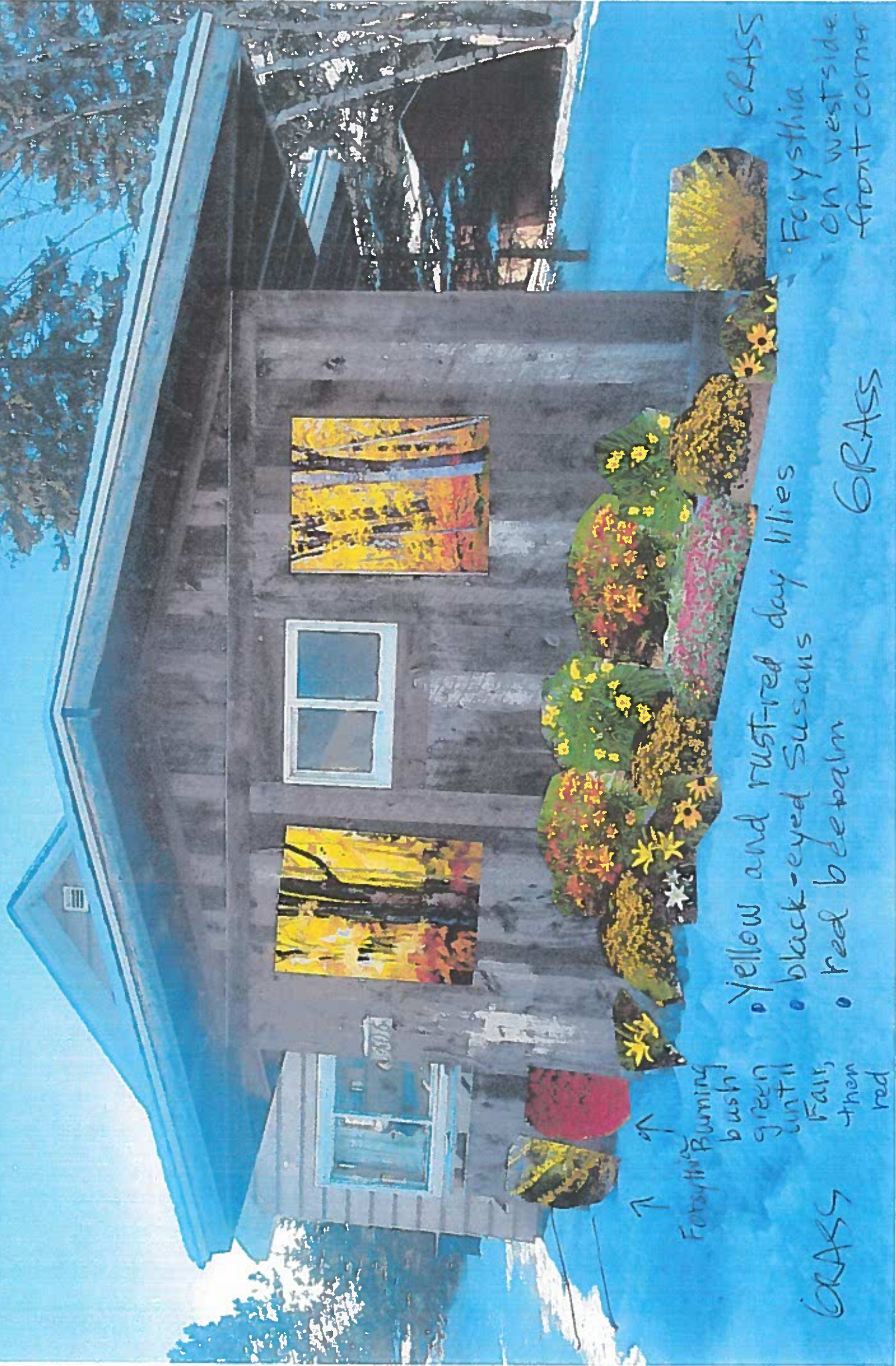
Re: preventing deterioration of existing structures, we will continue to maintain and improve our building as we live in it at least part of every year. We also own the open tree-filled space between the building and the post office, and intend to keep it planted and maintained as a natural but well-kept space that enhances the gallery environment, but when approved by the city, may also provide space for seasonal art and music events in the future. We value the established trees on the lot, and know that the space speaks well for Washburn as a "Tree City". We have already had the lot and yard of our building identified as a Certified Wildlife Habitat by the National Wildlife Federation.

Re: providing employment, the professional painting will employ local workers as it will be done by a Washburn painting contractor, and materials for the project will be purchased locally. Our gallery will feature primarily Bayfield Peninsula artists, so income from the sales of their art benefits the local economy.

Façade Loan Items: Lince-Hopkins, owners of Artists Squared Gallery for new gallery:
406 W Bayfield St., Artists on the Byway Gallery

Item	Purpose	Description	Amount
Professional painting of house and trim by Knock Out Property Services	General improvement of overall look of house from the sides of it that can be seen from Bayfield St.	House and garage doors to be painted a dark tan or light brown to go with color of wood sided front entryway. Trim: white Owners will paint the rest of the building similarly with their own funds apart from the loan.	\$3768.75 (includes \$2940.00 labor plus materials)
Perennial bushes and flowers on order with Country Blossoms Greenhouse for Spring planting	Landscaping sides and entryway of building facing Bayfield St.	Bushes that offer color at different seasons, and perennial flowers that also bloom at different times of the year. (Two bush varieties, and four perennial flower types)	\$ 321.06
Three painting reproductions on aluminum. Work to be done through Heart Graphics in Ashland.	Provide public art on two front surfaces of the building that reflects local scenery by local artists	Three works that show scenery (forest), as public art similar to that from CBAC grant on 3 others buildings in Washburn, installed in 2020. Dimensions: one 6 x 4, and two 4 x 3.	1 x \$195 and 2 x \$127 =\$ 449
Business signs for our new gallery, <u>Artists On The Byway</u> , designed and produced by Heart Graphics.	Signs to be hooked on a frame near front of the gallery, removable in non-business hours, days, and when gallery is closed for the season.	Signs will include gallery name, logo that represents the Artists Squared Gallery "brand", address, and telephone number on a white background. They are to be displayed back to back facing east and west. Likely size 3 x 3 each and cost is an estimate.	Double sided =\$ 190
			TOTAL \$4728.81

Lince-Hopkins
406 W. Bayfield St.



Lince-Hopkins
406 W. Bayfield St.

Possible
browns
for building
color



Bee balm
Yellow Lilies
Rust colored
day lilies

Burning
Bush

Forsythia
blooms
in spring,
early summer

Burning
Bush
green
until
turning
red in Fall

THIS AREA
IS GRASS
Bee Balm are mid-summer
Lilies are summer
color
Black-eyed Susans
are later - summer

GRASS

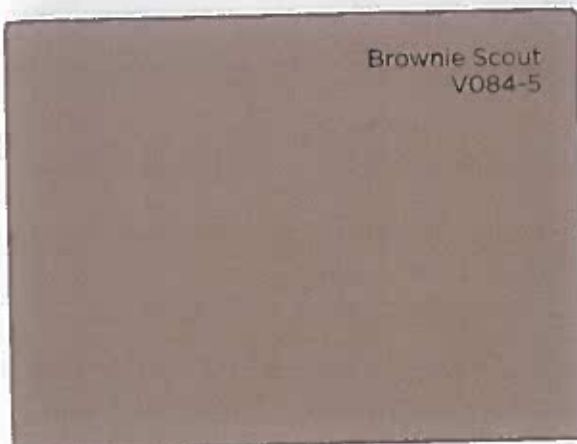
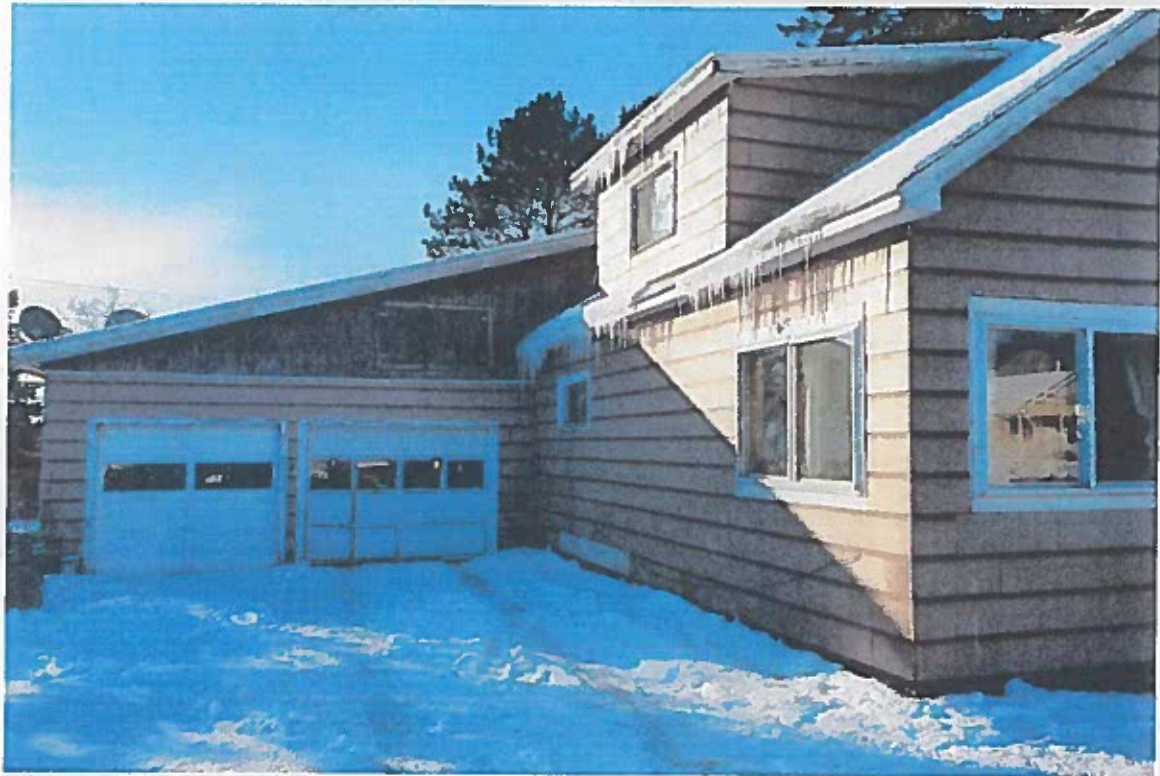
Exterior paint p(1)

Valspar paints

Exterior paint for all
sides visible from
Bayfield St.



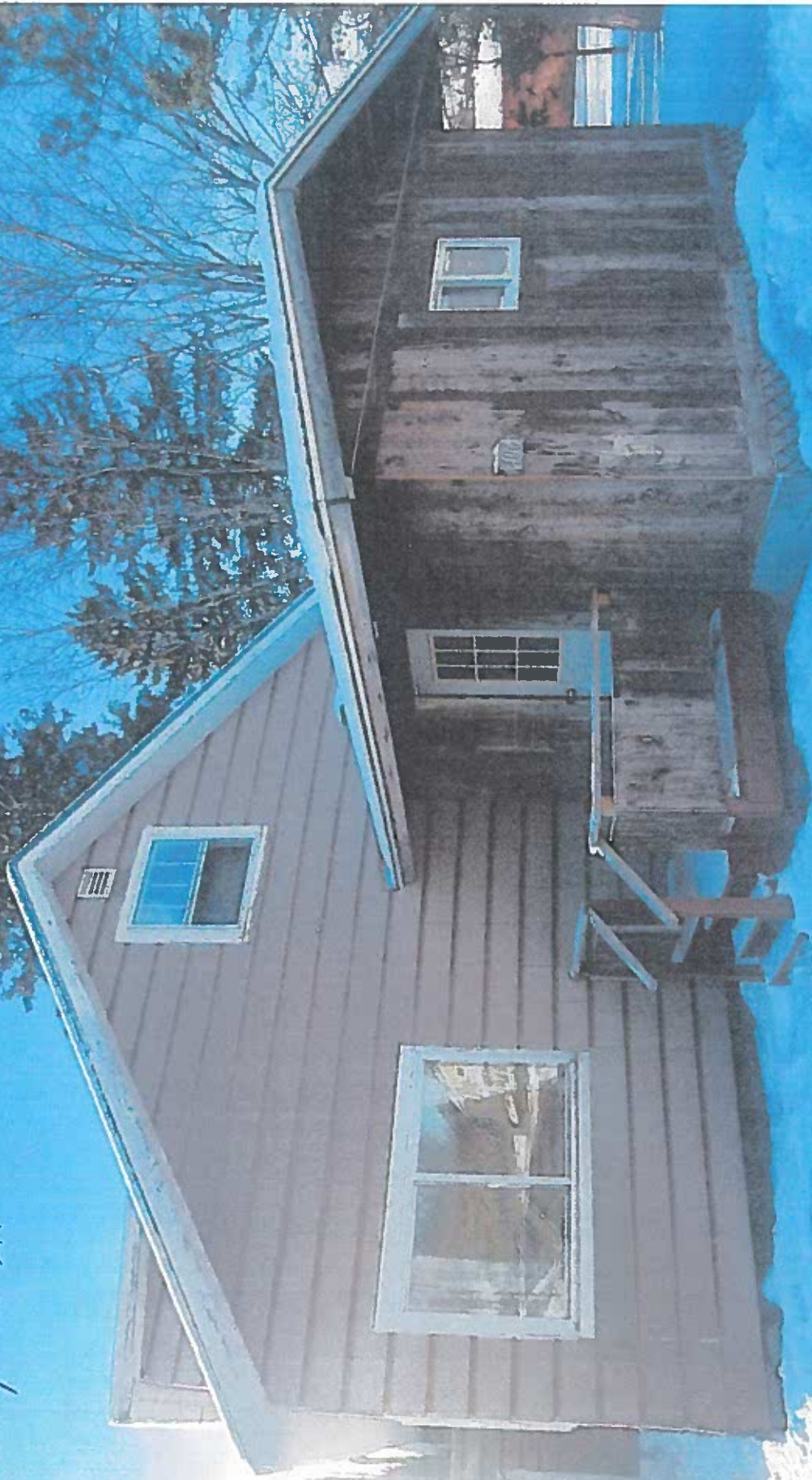
Possible colors, white trim

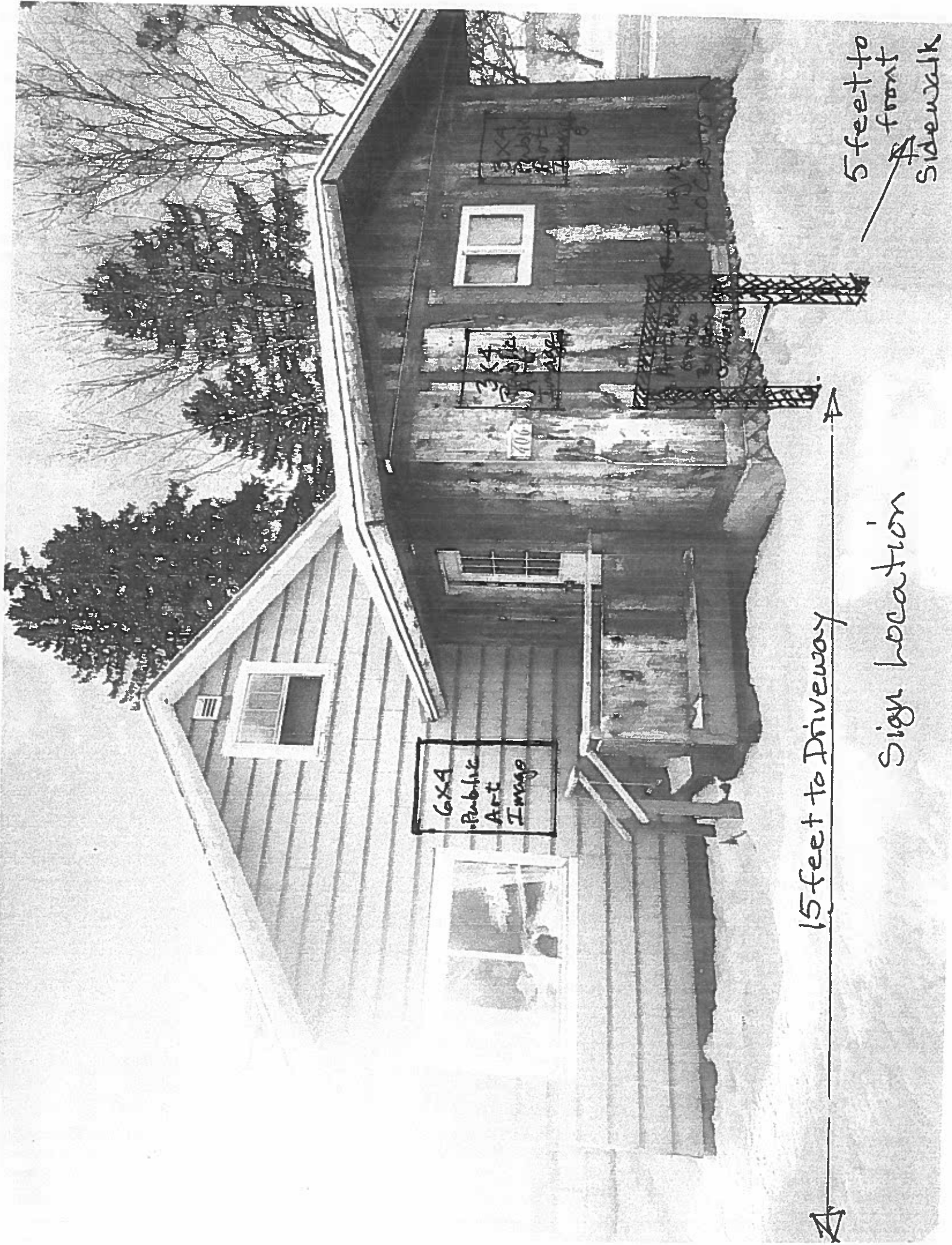


Valspar paints to be purchased locally

Lince-Hopkins 406 W. Bayfield St.

Exterior paint p ②
Lince-Hopkins
406 W. Bayfield St.





5 feet to front sidewalk

15 feet to Driveway

Sign location

Wed. 3-10-21

Sign permit application
for 4 "signs" that
go with this loan
application coming in
Thurs. 3-11, with fees.

Susan Lince
John Hopkins

TWO SIDED
(90° to building)

Lag Bolt (Screw)

Eye Bolt

Eye Bolt

Lag Bolt

Iron Strap
(Both Sides)

Treated 4x4

Iron Strap
(Both Sides)

Artists

On The

Byway

GALLERY

406 W. Bayfield St.

Treated 4x4

Treated 4x4

Side Hooks
(Both Sides)

SIGN AREA 9ft²
(3'x3')

One Foot
Ground
Clearance.

(Total Height: 4ft 4in)

GROUND LEVEL

To be professionally designed/completed
by Heart Graphics

set in
concrete

set in
concrete

Knock Out Property Services

521 E 4th St

Washburn WI 54891

(715) 292-8891

Estimate #:

JHSL100-21

Date:

2-16-21

Client: John Lince - Hopkins and Susan Lince

Address: 631 W. Bayfield St, Washburn WI 54891

Site Address: 406 W. Bayfield St, Washburn WI 54891

Order: Paint Exterior

[illegible]

Don German

to me

Hello Susan,

One 3' x 4' art reproduction on Dibond sign board, single sided, would cost \$127.00

One 3' x 3' Gallery sign on Dibond, double sided, would cost \$190.00

Don't hesitate to ask if there is anything else I can help you with.



ReplyForward

David & Karen StGermain <stgermain@cheqnet.net>

Jan 12,
2021,
3:23 PM

to me

Here are some prices

Forsythia – Northern Gold 32.95

Potentilla Gold Finger 30.95

Fire Bush ??? zone 8 to 11 for what I found

Lilies – Day Lilies 13.95

Iris'es - 10.95

Bee Balm 12.95

Black eye Susan – 10-95-12-95

Coreopsis 10.95 – 12.95

This should give you an idea on your cost, if you want to go ahead with this or these products, I would have to see

What I can get and where, and I would need some other names of the colors if possible

Karen

David & Karen StGermain <stgermain@cheqnet.net>

Wed,
Jan 13,
2:19 PM

to me

Compact burning bushes run 35.95

From: J. R. and Susan Lince-Hopkins [mailto:artistssquaredgallery@gmail.com]

Sent: Monday, January 11, 2021 4:31 PM

To: David & Karen StGermain

This are prices sent by email from Country Blossoms in Ashland. I would be ordering from this:

Forsythia 32.95 x 2 = \$65.90

Burning Bush 35.95 x 2 = \$71.90

Day Lilies 13.95 x 6 (2 colors) = \$83.70

Bee Balm 12.95 x 3 = \$38.83

Black-eyed Susans 12.95 x 3 = \$38.83

Yellow iris'es 10.95 x 2 = \$21.90

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

HOMEOWNERS POLICY DECLARATIONS

AGENCY AMERICAN INSURANCE SERVICES
23-0402-00 Mkt Terr 126 (715) 682-6197

Effective 08-07-2020

INSURED JOHN R HOPKINS
SUSAN A LINCE

POLICY NUMBER 52-951-778-00

Company Use 61-89-WI-2008

ADDRESS PO BOX 82
WASHBURN WI 54891-0082

POLICY TERM	
12:01 a.m.	12:01 a.m.
to	
08-07-2020	08-07-2021

TOTAL POLICY PREMIUM

TERM
\$973.89

SOME OR ALL OF THE LOCATIONS ON THIS POLICY CONTAIN A SEPARATE DEDUCTIBLE FOR WINDSTORM OR HAIL LOSSES WHICH IS HIGHER THAN THE DEDUCTIBLE FOR ALL OTHER COVERED LOSSES.

LOCATION DESCRIPTION**Homeowners Policy Form 3**

406 W Bayfield St
Washburn, WI 54891-1108

Frame Construction Built in 1960

Asphalt Roof Updated in 2005

Protection Class 4

Wind or hail losses to your roof will be paid on an Actual Cash Value basis (see form 57051).

PROPERTY AND LIABILITY COVERAGES**LIMITS**

A Dwelling	\$200,000
B Other Structures	20,000
C Personal Property	143,710
D Additional Living Expense and Loss of Rents	40,000
E Personal Liability (each occurrence)	300,000
F Medical Payments (each person)	1,000

Section I Deductible

\$1,000 - Windstorm or Hail Deductible

\$500 - All Other Peril Deductible

COVERAGES THAT APPLY

Personal Property Replacement Cost

Homeowners Plus

Mortgage Extra Expense Coverage (\$500 Deductible)	\$250/mo
Refrigerated Products Coverage (\$250 Deductible)	750
Glass Breakage (\$250 Deductible)	
Domestic Appliance Seepage or Leakage (\$500 Deductible)	50,000
Tree Debris Removal	1,000
Water Backup Of Sewers Or Drains (\$500 Deductible)	5,000
Credit and Fund Transfer Card Coverage	1,000
Property Coverage Limitation for Fungi, Wet Rot, Dry Rot and Bacteria resulting from a covered cause of loss	20,000
Damage To Property Of Others - Revised Limit	1,000
Equipment Breakdown Coverage (\$500 Deductible)	100,000
Service Line Coverage (\$500 Deductible)	10,000
Loss Assessment Coverage	2,500
Fire Department Charges	500

PREMIUM DISCOUNTS THAT APPLY

Claim Free Discount

Advance Quote Discount

TOTAL LOCATION PREMIUM**\$973.89**

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)

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To: Honorable Mayor and Plan Commission Members

From: Scott J. Kluver, Administrator

Re: Plan Commission Matters for March 18, 2021

Date: March 11, 2021

There are two items on the Plan Commission Agenda that I would like to comment on:

Conceptual Discussion on Regulations for Tourist Rooming Houses – After our recent experience with a contentious request for Conditional Use Permit for a tourist rooming house, it has become clear to me that the Conditional Use Permit process is an ineffective tool for regulating such an activity. State law changes affecting both conditional use permits and short term rentals have effectively limited the options that are available to impose regulations. I have asked our City Attorney, Max Lindsey, to be present for this portion of the meeting to discuss what options are available. He is far more versed in this area than I. The objective here is to discuss what, if any, options and regulation changes the Plan Commission would like to see in this area. If the Plan Commission can agree to some concepts, they can be drafted into ordinance form for a future meeting for a formal recommendation to the Council for adoptions (standard zoning ordinance amendment process.)

Downtown Design Standards for Facades on Accessory Structures – In considering this issue further, I have come to the conclusion that the answer to this question already exists in the code in the Article 8 Land Use matrix where each accessory use is listed and the issue of whether or not an architectural review is needed is also listed. Now, in the case of the pavilion/gazebo that was approved for Yellowbird Gallery, I have yet to find anywhere in our code where a pavilion or gazebo is defined. As such, in my opinion, I believe the structure to be substantially similar to a deck or porch, and as a deck/porch should follow that architectural standards of the primary structure, I believe that architectural standards should apply in this case as it is required on the primary structure. Now, I will need to review this logic with our attorney, and if it was a mistake to approve the pavilion/gazebo in the first place, it may be necessary to add provisions to the code that specifically address how we want to handle pavilions/gazebos.