

CITY OF WASHBURN
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NOTICE OF PLAN COMMISSION MEETING

Administrator

DATE: Thursday, August 16, 2018
TIME: 5:30 P.M.
PLACE: Washburn City Hall

AGENDA:

- Call to Order
- Roll Call
- Approval of Minutes – July 19, 2018
- Continued Discussion on Site Plan, Architectural Review, and Downtown Design Overlay District Standards of the City's Zoning Code for Potential Ordinance Changes
- Adjourn

July 19, 2018
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Dave Anderson, Richard Avol, John Baregi, John Gray, Leo Ketchum-Fish, Jeremy Oswald (late).

ABSENT Adeline Swiston

MUNICIPAL PERSONNEL: Scott Kluver-City Administrator, Tammy DeMars-City Treasurer/Deputy Clerk, City Attorney Max Lindsey

Meeting called to order at 5:34PM by Avol attendance as recorded above.

Approval of Minutes – June 21, 2018 – Moved by Avol to approve minutes as presented, second by Gray. Motion carried unanimously.

Public Hearing Moved by Baregi to open floor to public hearing, second by Anderson. Motion carried unanimously. No comments. Moved by Avol to close floor, second by Gray. Motion carried unanimously.

Discussion and Recommendation on Conditional Use Request for Tourist Rooming House to Operate a tourist Rooming House out of the Property Located at 505 West 3rd Street. Timothy Hay, Petitioner, property is zoned R-6, Mixed Residential – Petitioner was present. Discussion. Kluver points out that the code requires one parking space for each room, the petitioner only has three off street parking spaces so it doesn't meet code. The only two options would be to approve the conditional use permit contingent on removing one room or to amend the code to be more flexible. If he has to have the four spaces, Mr. Hay would like to use the space in front of the garage for the fourth but doesn't feel that at any given time there would be more than two cars. His intention is to rent the whole house to a family, not individual rooms. He currently has two parking spots in the garage and one on the west side of the garage and could have one in front of the garage, the pad is about 7' wide with 1' of gravel on each side. Gray moves to recommend the approval of conditional use permit to Timothy Hay at 505 W. 3rd Street to operate a Tourist Rooming House, with the draft conditions, second by Avol. Motion carried 6 to 0.

Discussion on Site Plan, Architectural Review, and Downtown Design Overlay District Standards of the City's Zoning Code for Potential Ordinance Changes – City Attorney Lindsey recently attended the Municipal Attorneys conference and one of the main topics of discussion was revising sections of zoning codes to remove subjective conditions for zoning permit application. Mr. Lindsey is recommending that the Plan Commission consider amendments to the zoning code to eliminate or revise several sections that could lead to potential legal battles in the future. Kluver, the intent of these changes is to remove the subjective conditions to make the code easier to understand and eliminate potential legal conflicts. He also stated that if corrections are not made, the recent Plan Commission interpretations of the code will block the Iron Works Project, and make the Brokedown Property more difficult to market and utilize. Kluver also suggested that the parking requirement mentioned above also be revisited. Mr. Lindsey did draft a few code provisions that he is recommending to revise. Discussion. The Commission's recommendations would than be sent to the City Council for final approval.

Article 8, Section 9-66 (e) Setback averaging for front-yard setback change. The Commission agreed to recommend this change but should only apply in residential districts, excluding rural residential.

Article 8, Section 8-163 (4) Commission agreed to recommend this change with the removal of "from view".

Article 8, Section 8-183 (1) Commission did not agree on this item. Anderson, Ketchum-Fish and Oswald were opposed to this change, they felt restrictions should apply to the commercial district as well. Avol, Baregi and Gray were in favor of striking it all together, they felt the size of the lot(s) should dictate the size of the buildings.

Article 8, Section 8-183 (2) Agreed by all to recommend striking this entirely.

Article 8, Section 8-183 (3) and (7) need more discussion and Article 14, Section 14-7 was not discussed.

Commission members felt we need to go over the rest of the zoning code to remove or revise other unquantifiable sections, by doing a selected few each meeting.

Adjourn - Moved by Baregi to adjourn @ 7:18pm, second by Gray. Motion carried unanimously.

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

**Proposed Zoning Code Changes By Leo Ketchum Fish
8-16-18**

8-163 General site design principles

Development subject to review under this division shall adhere to the following design principles along with other requirements that may apply:

(4) A docking or loading area for a commercial, institutional, or industrial building shall be easily accessible to service vehicles, separated from the on-site parking area or protected from such on site parking area by a physical barrier,* and designed to serve multiple establishments and tenants, when possible. Such docking or loading area shall ~~not be readily visible~~ be screened from view from a public street, an on-site customer parking area, or an abutting property in a commercial or residential district or a planned development district that allows residential uses. Screening from view may be accomplished by (a) integrating such area into the overall design of the building (e.g., inside of the building or use of architectural extension of a building wall), (b) using a fence; a berm; landscaping, above what is otherwise required in this chapter; other suitable feature; or (c) any combination thereof.

*or abut to an alley so alley can be used for delivery and pickup?

8-181 Legislative findings

The Common Council makes the following legislative findings regarding the architectural requirements in this article:

- (1) The outward design appearance of a building can have a substantial and long-lasting effect on surrounding properties and the overall character of a community.
- (2) Buildings and especially those within a largely developed area should fit into the context in which they occur.
- (3) Architectural design standards should allow for a variety architectural styles and be flexible to the greatest extent possible.
- (4) The standards in this section are intended to provide meaningful guidance to applicants, design professionals, and public officials.
- (5) This section is not intended to limit or infringe upon reasonable accommodations to afford a person with disabilities equal opportunity to use and enjoy a building.
- (6) The standards in this section are intended to promote the public health, safety, and welfare and are reasonably related to the public purpose of achieving an attractive, functional, and prosperous community.

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) The scale of the building outside of the Industrial Zoning Districts shall be compatible with the overall massing and the individual parts of adjacent buildings, especially existing and anticipated residential buildings in a residential zoning district or a planned development district that allows residential uses and commercially zoned property on Bayfield Street and South 1st Avenue East. Where a commercial building is found to be out of scale by overall massing, i.e. square footage of foot print, priority shall be directed to the scale of individual parts of the proposed building. Specifically, the new building shall focus the front and entrance to the above named roads with and actual or appearance of a narrower front as it compares its own building side. Using this method, the scale to consider shall be the scale of the front/road facing lineal footage as it relates to the same on adjacent buildings. Where a new building front is found out of scale with adjacent buildings, the new building front can be detailed in a way that offers the appearance of smaller building fronts that would conform to the scale of adjacent buildings, see standard 8-183 (4). If a building side must face one of the above named roads, this building side shall be finished with all the same standards of the Building front and with detail to offer appearance of multiple, narrow by long buildings. This can be accomplished with windows, side entrances, outdoor seating, permanent displays

structures, courtyards, etc., see standard 8-183 (4).

The building structure or finish details shall be executed in a way that actually or by appearance break the new structure up into individual parts that do conform with the scale of adjacent buildings. When this is done, these individual parts shall be used when considering scale for new adjacent buildings.

As Building Height is addressed in other standards, height shall not be a consideration when determining the scale in this standard.

(2) Windows, doors, and other openings must form a unified composition in proportion to the building elevation.

(3) ~~On any new building constructed for business or manufacturing use,~~ All building exteriors, excluding residential and industrial buildings, facing a street or approved way 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 approved way, or at least 25 percent of the ~~that~~ side wall distance, whichever is greater.

(4) Principal buildings with a front elevation 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.

(5) 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.

(6) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes.

(7) The appearance of a side or rear of a commercial or institutional building shall be the same as or similar to the front of such building when it is readily visible from a public street or an abutting property in a commercial or residential zoning district or a planned development district that allows commercial and/or residential uses. I think this can stay as is. It is addressed in 8-183 (3) but more specifically reinforced here.

(8) 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

(9) Fencing shall complement the appearance of buildings onsite.

(10) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building.

(11) 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.

(12) 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.

(13) 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.

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. Not sure we need this?

(2) **Building mass.** The mass of a building (i.e., relationship between façade height and width) shall be compatible with existing buildings in the immediate area.

(3) **Special requirements for large buildings.** A building façade fronting on a public street with a

frontage of ~~450~~ **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.

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.

adopt for all new construction for commercial on Bayfield Street and South 1st Ave East?

Parking lot at side or back

Exempt Industrial from Planting requirements?