

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/83810511414?pwd=OFhZV05CWjRob0tnUFptS3Iwd3BoZz09> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: **838 1051 1414** and entering passcode: **820959** as opposed to being present for the meeting.

NOTICE OF PLAN COMMISSION MEETING

DATE: Thursday, September 21, 2023
TIME: 5:30 PM
PLACE: Washburn City Hall – 119 Washington Ave

AGENDA:

- Call to Order/Roll Call
- Approval of Minutes of August 17, 2023
- Discussion & Action on Plan of Operation, Architectural Review, Downtown Design Review, and Site Plan Review for Lost Apostle Brewery LLC, 204/206 W. Bayfield Street, C-3 District – Badger Colish, Petitioner
- Discussion on Draft Ordinance to Allow Off-Premise Signs in Certain Areas of the City
- Adjourn

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 Kluver-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

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To: Plan Commission Members

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

Re: Architectural, Downtown Design, Site Plan, Plan of Operation Review of Lost Apostle Brewery at
204/206 W. Bayfield Street

Date: September 14, 2023

Enclosed you will find materials for the proposed Lost Apostle Brewery located at 204/206 W. Bayfield Street. Please see the attached draft decision documents for the Architectural Review, Downtown Design Review, Site Plan, and Plan of Operation. Note that there are a few items that I have not been able to fully render an opinion on as the information was not included in the plans presented. I have requested additional information prior to the meeting.

Do note that the applicant will need to provide applications for the general zoning permit, driveway permit, required construction erosion permits for staff review. Signage permits will also be reviewed at a later date. Please let me know if you have any questions related to this review.

City of Washburn Plan Commission

ARCHITECTURAL REVIEW & DOWNTOWN DESIGN DECISION

Lost Apostle Brewery LLC

Filing Date: September 6, 2023
Proper notice of hearing provided: Yes
Hearing Date: September 21, 2023
Applicant Name and Address: Badger Colish
204/206 W. Bayfield St.
Washburn, WI 54891
Tax ID 33221, 36604

1. **Decision:** The application for architectural review is ???.
2. **Description of the Proposed Project:** To construct a 5,316 sq. ft. building to be used as a brewpub, restaurant, and retail space.
3. **Reasons for the Decision:** The Plan Commission must determine whether the project complies with all applicable design principles and standards:

General 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. **The front and east exteriors (Bayfield Street and 2nd Ave W.) will have a combination of glass windows, face brick veneer, and LP smart siding. The front will be all brick veneer and glass, and the east side will be a combination of all three materials. The Plan Commission finds these to be acceptable materials.**
- (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. **The front elevation of the building is approximately 900 square feet (can you give me a more precise measurement?). Can you also show more detail on how this provision is met? Can not adequately measure the corner entry, or tell if there is off-sets with the main entrance or any of the brickwork.**
- (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

City of Washburn Plan Commission

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. **The front entrance faces Bayfield Street, and the roof is flat behind a slight curved façade. The Plan Commission finds this to be acceptable.**

- (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. **The Plan Commission finds that the use of windows and doors is not monumental.**
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. **The Plan Commission finds that the design complies with this requirement.**
- (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. **Rooftop mechanical equipment is placed in the southwest corner of the roof. The unit has not been selected yet. (I can not determine if it would be adequately screened from street view or if screening is provided.)**
- (7) Fencing shall complement the appearance of buildings onsite. **No fencing indicated on the plan.**
- (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. **Overhead door is in the rear of the building off of the alley. The Plan Commission finds this to be acceptable.**
- (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. **The HVAC system will be in the southwest corner of the building. The unit style has not yet been selected, so screening and decibel levels can not be determined.**
- (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. **Dumpster location in rear by mechanical room, not indicated on current plans.**

Downtown Standards:

- (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. **The Plan Commission finds that this provision is met.**

City of Washburn Plan Commission

(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.

The building has a front elevation of 54 feet.

(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. **The Plan Commission finds that this provision is met.**

(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 that this provision is met.**

(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 Plan Commission finds that this provision is met with the flat roof.**

(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 Plan Commission finds that this provision is met with the use of brick, glass, and LP Smartsiding.**

4. List of Conditions Imposed:

A. The HAVC unit selected will need to have decibel levels that will meet the code, and would need to be appropriately screened.

B. Dumpster location to meet requirements of the code.

5. If one or more conditions of approval are imposed, the property owner must sign this decision document and return it to the Zoning Administrator for his signature and as acceptance of the conditions of this decision.

6. This decision may be appealed to the Common Council of the City of Washburn within 30 days of receipt of this decision by filing a written statement of appeal stating the grounds for such appeal.

7. Any person aggrieved by this decision may also appeal this decision and any work done by the Applicant as authorized by this approval is done at the applicant’s own risk.

City of Washburn Plan Commission

Dated: September 22, 2023

By: _____
Scott J. Kluver, Zoning Administrator
On behalf of the City of Washburn Plan
Commission

If Conditions Are Imposed:

Dated: _____

By: _____
Property Owner

City of Washburn Plan Commission

SITE PLAN REVIEW DECISION

Lost Apostle Brewery LLC

Filing Date: September 6, 2023

Proper notice of hearing provided: Yes

Hearing Date: September 21, 2023

Applicant Name and Address: Badger Colish
 204/206 W. Bayfield St.
 Washburn, WI 54891
 Tax ID 33221, 36604

1. **Decision:** The application for architectural review is ???.
2. **Description of the Proposed Project:** To construct a 5,316 sq. ft. building to be used as a brewpub, restaurant, and retail space.
3. **Reasons for the Decision:** The Plan Commission must determine whether the project complies with all applicable standards:

Site Plan Standards:

- 1) Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site - Entrance area is off of Bayfield Street, with alternate entry points off of the ground patio on the east side of the building and a rooftop patio via a staircase off of the sidewalk on Bayfield St. Street parking is allowed in the front of the building, and some amount of parking will be provided on 2nd Avenue West, which allows for parking on two sides of the structure, with space for landscaping.
- 2) Effects of the project on the natural environment – No known detrimental effects. Stormwater detention will not be required as it was a previously impacted site and the footprint is not increasing.
- 3) Effects of the project on surrounding properties – Anticipate an increase in parking/traffic. This property is located in the Downtown Parking District and is not subject to mandating parking spaces. Nonetheless, some parking will be provided.
- 4) Compliance with the site design principles enumerated in s. 8-163 – Project does not appear to be in conflict. The loading area is at the rear of the building off of the alley with an overhead door that enters the building. It is separated from the proposed general parking area. Pedestrian area not depicted from parking area.
- 5) Compliance with the design principles for parking lots enumerated in s. 17-3 – No parking required, but some parking is provided.
- 6) Compliance with other applicable requirements contained in this chapter – All setback and general provisions are complied with. No outdoor lighting indicated (plan needs to be submitted to meet code if it is going to exist). Landscaping is not required in the C-3 District unless there is a parking lot that fronts Bayfield Street (8-22 (7)). As the plan does not show parking detail, I can not determine that

City of Washburn Plan Commission

currently.

- 7) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law – **No other known factors.**

4. List of Conditions Imposed:

5. If one or more conditions of approval are imposed, the property owner must sign this decision document and return it to the Zoning Administrator for his signature and as acceptance of the conditions of this decision.

6. This decision may be appealed to a court of competent jurisdiction.

7. Any person aggrieved by this decision may also appeal this decision and any work done by the Applicant as authorized by this approval is done at the applicant’s own risk.

Dated: September 22, 2023

By: _____
Scott J. Kluver, Zoning Administrator
On behalf of the City of Washburn Plan
Commission

If Conditions Are Imposed:

Dated: _____

By: _____
Property Owner

Sept, 12th 2023

To: City of Washburn Planning Commission
Scott Kluver, City Administrator

From: Badger Colish, The Brewing Badger, LLC
Lost Apostle Brewing, LLC

Re: Lost Apostle Brewing Plan of Operation

Planning Commission members and City Administrator Kluver,
Per Zoning Code Requirements Lost Apostle Brewing would like to submit our Plan of Operation for your consideration. Lost Apostle brewing plans to operate as a "brewpub" as described and governed by the State of Wisconsin and permitted by the Department of Revenue. As such, Lost Apostle Brewing will conduct brewing, restaurant, and retail operations and adhere to industry standards regarding all operations, cleaning, and sanitation. We intend to have our normal open for business hours between 11am-11pm. We plan to receive deliveries between 6am-5pm via our rear service entrance and bay doors which are located on our SE side facing the alley at the rear of the building.

We expect to provide 14-18 FTE (full time equivalent) positions for employment. We foresee our business having a positive impact on the city of Washburn, adjacent cities of Ashland and Bayfield as well as connected towns such as Cornucopia and surrounding regions of Bayfield County. It is our hope that we will attract visitors not only to our own doors but serve as a conduit for visitors to surrounding businesses as well.

Thank you for allowing us the opportunity to provide foundation to and help grow our community.
Be Well.

Respectfully,
Badger Colish
The Brewing Badger, LLC
Lost Apostle Brewing, LLC

A handwritten signature in black ink, appearing to read "Badger Colish", written over the printed name.

City of Washburn Plan Commission

PLAN OF OPERATION REVIEW DECISION

Lost Apostle Brewery LLC

Filing Date: September 12, 2023
Proper notice of hearing provided: Yes
Hearing Date: September 21, 2023
Applicant Name and Address: Badger Colish
204/206 W. Bayfield St
Washburn, WI 54891
Tax ID 33221, 36604

1. **Decision:** The application for Plan of Operation review is ???.
2. **Description of the Proposed Project:** To operate a brewpub at this location and provide brewing, restaurant, and retail operations.
3. **Reasons for the Decision:** The Plan Commission must determine whether the project complies with all applicable standards:

Plan of Operation Standards:

- 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. It is anticipated that between 14 and 18 FTEs will be employed. Hours of Operation are potentially seven days a week from 11:00 am until 11:00 pm. Deliveries would be provided off of the alley between the hours of 6:00 am and 5 pm.**
 - 2) The nature and extent of anticipated positive and negative effects on properties in the area – **Positive effect is additional business in town. It will generate additional parking congestion in the area, but there are no parking requirements in this district as that is expected.**
 - 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use – **There are no known chemicals of hazardous use of significant quantities that would be of concern. Brewing operations produce spent grains which can be detrimental to treatment plants in large quantities. Plan is to provide spent grains to local famers to avoid disposal at treatment plant.**
 - 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.**
4. List of Conditions Imposed: **Dispose of spent grains with local farmers. If not possible, coordinate with the Washburn Treatment Plant when disposing.**
5. If one or more conditions of approval are imposed, the property owner must sign this decision document and return it to the Zoning Administrator for his signature and as acceptance of the conditions of this decision.
6. This decision may be appealed to the Common Council.
7. Any person aggrieved by this decision may also appeal this decision and any work done by the Applicant as authorized by this approval is done at the applicant’s own risk.

Dated: September 22, 2023

By: _____
Scott J. Kluver, Zoning Administrator
On behalf of the City of Washburn Plan
Commission

If Conditions Are Imposed:

City of Washburn Plan Commission

Dated: _____

By: _____
Property Owner

LOST APOSTLE BREWERY

WASHBURN, WI

PROJECT NUMBER: 021077.00

LOST APOSTLE BREWERY

WASHBURN, WI

project #: 021077.00

date: 9/6/2023 10:41:33 AM

drawn by: AUTHOR

checked by: CHECKER

printed
name: JOHN GERZINA, AIA

reg. #: 9443-005

align date: ISSUE DATE

PRELIMINARY NOT FOR
CONSTRUCTION
9/6/2023 10:41:33 AM

revision / issue	no.	date
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sheet title: TITLE SHEET

sheet
number:

G0.1

ARCHITECTURAL GENERAL NOTES

- GENERAL NOTES APPLY TO ALL DRAWING SHEETS.
- REVIEW THE CONSTRUCTION DOCUMENTS PRIOR TO START OF CONSTRUCTION. NOTIFY ARCHITECT UPON ENCOUNTERING ANY UNFORESEEN CONDITIONS, DISCREPANCIES, ERRORS, OR INCONSISTENCIES.
- WORK SHALL BE DONE IN ACCORDANCE WITH ALL RULES AND REGULATIONS OF ALL APPLICABLE SAFETY AND BUILDING CODES. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR SECURING AND PAYING FOR ALL PERMITS REQUIRED AND FOR THE SCHEDULING OF ALL REQUIRED INSPECTIONS DURING THE COURSE OF THE PROJECT.
- THE GENERAL CONTRACTOR SHALL TAKE PRECAUTIONS AND BE RESPONSIBLE FOR THE SAFETY OF ALL BUILDING OCCUPANTS FROM CONSTRUCTION PROCEDURES DURING CONSTRUCTION TO MINIMIZE DISTURBANCES TO ADJACENT SPACES AND /OR STRUCTURES AND THEIR OCCUPANTS, PROPERTY, PUBLIC THOROUGHFARES, ETC. MAINTAIN ALL REQUIRED EXITS DURING CONSTRUCTION.
- ALL MATERIALS AND SYSTEMS SHALL BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS AND ALL CONSTRUCTION SHALL BE OF INDUSTRY STANDARD OR BETTER.
- DO NOT SCALE DRAWINGS. VERIFY ALL DIMENSIONS IN THE FIELD FOR ACCURACY PRIOR TO CONSTRUCTION. NO EXTRA CHARGE OR COMPENSATION SHALL BE ALLOWED BECAUSE OF DIFFERENCE BETWEEN ACTUAL DIMENSIONS AND THOSE INDICATED ON THE DRAWINGS, UNLESS THEY CONTRIBUTE TO A CHANGE IN THE SCOPE OF WORK.
- IN THE EVENT OF CONFLICT BETWEEN DATA SHOWN ON DRAWINGS AND DATA SHOWN IN THE SPECIFICATION, THE WORK OF GREATER QUALITY OR QUANTITY SHALL BE PROVIDED, IN ACCORDANCE WITH THE ARCHITECT'S INTERPRETATION, AND NO CHANGE IN THE CONTRACT SUM WILL BE PERMITTED. DETAIL DRAWINGS TAKE PRECEDENT OVER DRAWINGS OF LARGER SCOPE. NOTIFY ARCHITECT IF AT ANY TIME AN ERROR OR DISCREPANCY IS DISCOVERED.
- IMMEDIATELY NOTIFY ARCHITECT OF ANY LONG LEAD ITEMS THAT WILL AFFECT THE COMPLETION DATE.
- ALL WOOD IN CONTACT WITH CONCRETE OR CONCRETE BLOCK TO BE PRESSURE TREATED - TYPICAL.
- PROVIDE METAL BACKING AND / OR TREATED WOOD BLOCKING FOR ALL WALL MOUNTED EQUIPMENT (GRAB BARS, TOILET ROOM ACCESSORIES, TV MOUNTS, HEADWALLS, EQUIPMENT RAILS, ETC.) VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- PATCH ALL DISTURBED FIREPROOFING AS REQUIRED TO MAINTAIN RATING. REPAIR AND INSTALL ALL FIREPROOFING AS REQUIRED BY CODE. FIREPROOF ANY NEW PENETRATIONS REQUIRED BY THE WORK. REFER TO CODE SUMMARY FOR RATINGS.
- ALL EXPOSED METAL TO RECEIVE PAINT UNLESS OTHERWISE NOTED.
- ALL ADJACENT DISSIMILAR MATERIALS TO RECEIVE CAULKING, INCLUDING EQUIPMENT MOUNTED TO WALLS.

ABBREVIATIONS

ADJ	ADJUSTABLE	LAM	LAMINATE
AFF	ADJUSTABLE FLOOR	LVT	LUXURY VINYL TILE
AHU	AIR HANDLING UNIT		
ALT	ALTERNATE	MAX	MAXIMUM
ALUM	ALUMINUM	MECH	MECHANICAL
APPROX	APPROXIMATE	MIN	MINIMUM
ARCH	ARCHITECT	MISC	MISCELLANEOUS
		MTL	METAL
B.O.	BOTTOM OF	NC	NOT IN CONTRACT
B SPLASH	BACKSPLASH	NTS	NOT TO SCALE
BLDG	BUILDING		
BLKG	BLOCKING	OC	ON CENTER
BRG	BEARING	OD	OVERFLOW DRAIN
C-TOP	COUNTERTOP	P.T.	PRESSURE TREATED
CJ	CONTROL JOINT	PC	PRECAST
CLG	CEILING	PLAM / P.LAM.	PLASTIC LAMINATE
CLR	CLEAR	PLYWD	PLYWOOD
CMU	CONCRETE MASONRY UNIT	PNT	PAINT
COL	COLUMN	PTD	PAPER TOWEL DISPENSER
CONC	CONCRETE	QT	QUARRY TILE
CONT	CONTINUOUS	RCP	REFLECTED CEILING PLAN
CPT	CARPET	RD	ROOF DRAIN
CT	CERAMIC TILE	REF	REFRIGERATOR
D	DEEP	REINF	REINFORCED
DIA	DIAMETER	REQD	REQUIRED
DIM	DIMENSION	RPF STRIP	REINFORCED PERIMETER FASTENING STRIP
DISP	DISPENSER	RTU	ROOF TOP UNIT (MECH.)
DN	DOWN	RWL	RAIN WATER LEADER
DS	DOWNSPOUT		
DW	DISHWASHER	S SPLASH	SIDESPLASH
EA	EACH	SACT	SUSPENDED ACOUSTICAL CEILING TILE
EIS	EXTERIOR INSULATION & FINISH SYSTEM	SCHED	SCHEDULE
EJ	EXPANSION JOINT	SD	SOAP DISPENSER
ELEC	ELECTRICAL	SEAL	SEALANT
EPDM	ETHYLENE PROPYLENE DIENE TERPOLYMER	SF	SQUARE FOOT (FEET)
EQ	EQUAL	SIM	SIMILAR
EQUIP / EQPT.	EQUIPMENT	SIP	STRUCTURAL INSULATED (OR INSULATING) PANEL
EXST / EX. / EXIST.	EXISTING	SND	SANITARY NAPKIN DISPOSAL
F.T.	FIRE TREATED	SPEC	SPECIFICATION
F.V.	FIELD VERIFY	SS	STAINLESS STEEL
FDN	FOUNDATION	SSM	SOLID SURFACE MATERIAL
FE	FIRE EXTINGUISHER	STL	STEEL
FEI	FIRE EXTINGUISHER CABINET	STRUCT	STRUCTURAL CONSULTANT
FGF	FIBERGLASS FACED GYPSUM BOARD		
FLR	FLOOR	T.O.	TOP OF
FRP	FIBERGLASS REINFORCED PANEL	TBB	TILE BACKER BOARD
FTG	FOOTING	TP	TOILET PAPER
FUR	FURRING	TRTD	TREATED
		TYP	TYPICAL
GALV	GALVANIZED	UNO	UNLESS NOTED OTHERWISE
GB	GRAB BAR		
GLAZ	GLAZING	VB	VINYL BASE
GYP. BD. / G BD / GBD	GYPSUM BOARD	VCT	VINYL COMPOSITION TILE
HC	HANDICAPPED	VIF	VERIFY IN FIELD
HM	HOLLOW METAL	VWC	VINYL WALL COVERING
HT	HEIGHT		
KCF	INSULATED (OR INSULATING) CONCRETE FORM	W/O	WITHOUT
INSUL	INSULATION	WD	WOOD
JST	JOIST		

PROJECT TEAM

OWNER

NAME
ADDRESS
CITY, STATE ZIP

PHONE: XXX-XXX-XXXX
FAX: XXX-XXX-XXXX

CONTACT: NAME
EMAIL: EMAIL ADDRESS

ARCHITECT

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FAX: 218-722-7467

CONTACT: JOHN E. ERICKSON
EMAIL: JERICKSON@DSGW.COM

STRUCTURAL ENGINEER

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MECH/ELECT. ENGINEER

NAME
ADDRESS
CITY, STATE ZIP

PHONE: XXX-XXX-XXXX
FAX: XXX-XXX-XXXX

CONTACT: NAME
EMAIL: EMAIL ADDRESS

CIVIL ENGINEER

NAME
ADDRESS
CITY, STATE ZIP

PHONE: XXX-XXX-XXXX
FAX: XXX-XXX-XXXX

CONTACT: NAME
EMAIL: EMAIL ADDRESS

CONTRACTOR

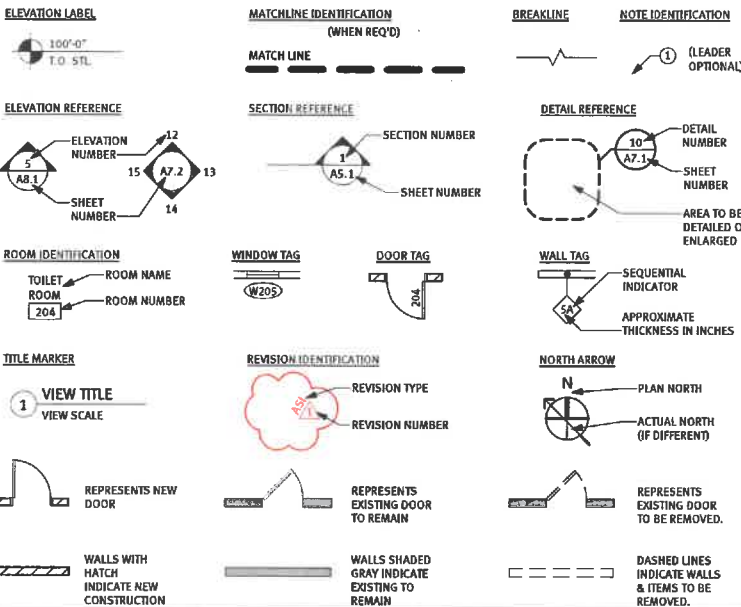
NAME
ADDRESS
CITY, STATE ZIP

PHONE: XXX-XXX-XXXX
FAX: XXX-XXX-XXXX

CONTACT: NAME
EMAIL: EMAIL ADDRESS

LOCATION MAP

SYMBOLS



PERSPECTIVE VIEWS

BID ALTERNATES

ALT No.	ALT. DESCRIPTION	ALT. ACCEPTED
1.	THIS IS THE DESCRIPTION FOR BID ALTERNATE #1.	No
2.	THIS IS THE DESCRIPTION FOR BID ALTERNATE #2.	No

SHEET INDEX

- FIRST FLOOR PLAN
- SECOND FLOOR PLAN

0-GENERAL SHEETS

- G0.1 TITLE SHEET
- G1.1 LIFE SAFETY PLAN & SUMMARY
- G1.2 MOUNTING HEIGHTS

2-ARCHITECTURAL

- A1.1 ARCHITECTURAL SITE PLAN
- A1.2 DEMO PLAN
- A2.1 FLOOR PLANS
- A2.2 ROOF PLAN
- A3.1 FIRST FLOOR RCP
- A4.1 SCHEDULES AND TYPES
- A5.1 EXTERIOR ELEVATIONS
- A6.1 BUILDING SECTIONS
- A6.2 WALL SECTIONS
- A7.1 INTERIOR ELEVATIONS
- A7.2 FINISH FLOOR PLAN
- A8.1 DETAILS
- A9.1 SPECIALTY SHEET

DESIGN

- A5 EXTERIOR

MATERIALS

	EARTH		RIGID INSULATION
	COMPACT FILL/SAND		BATT INSULATION
	POROUS FILL/GRAVEL		GYPSUM BOARD
	MORTAR/PLASTER		PLYWOOD
	FACE BRICK		CONT. ROUGH WOOD
	CMU		WOOD BLOCKING
	CONCRETE		FINISHED WOOD
	STUD WALL/METAL		BITUMINOUS

WASHBURN, WI

project #: 021077.00
date: 9/6/2023 10:41:09 AM
drawn by: AUTHOR
checked by: CHECKER

printed name: JOHN GERZINA, AIA
reg. #: 9443-005
sign date: ISSUE DATE

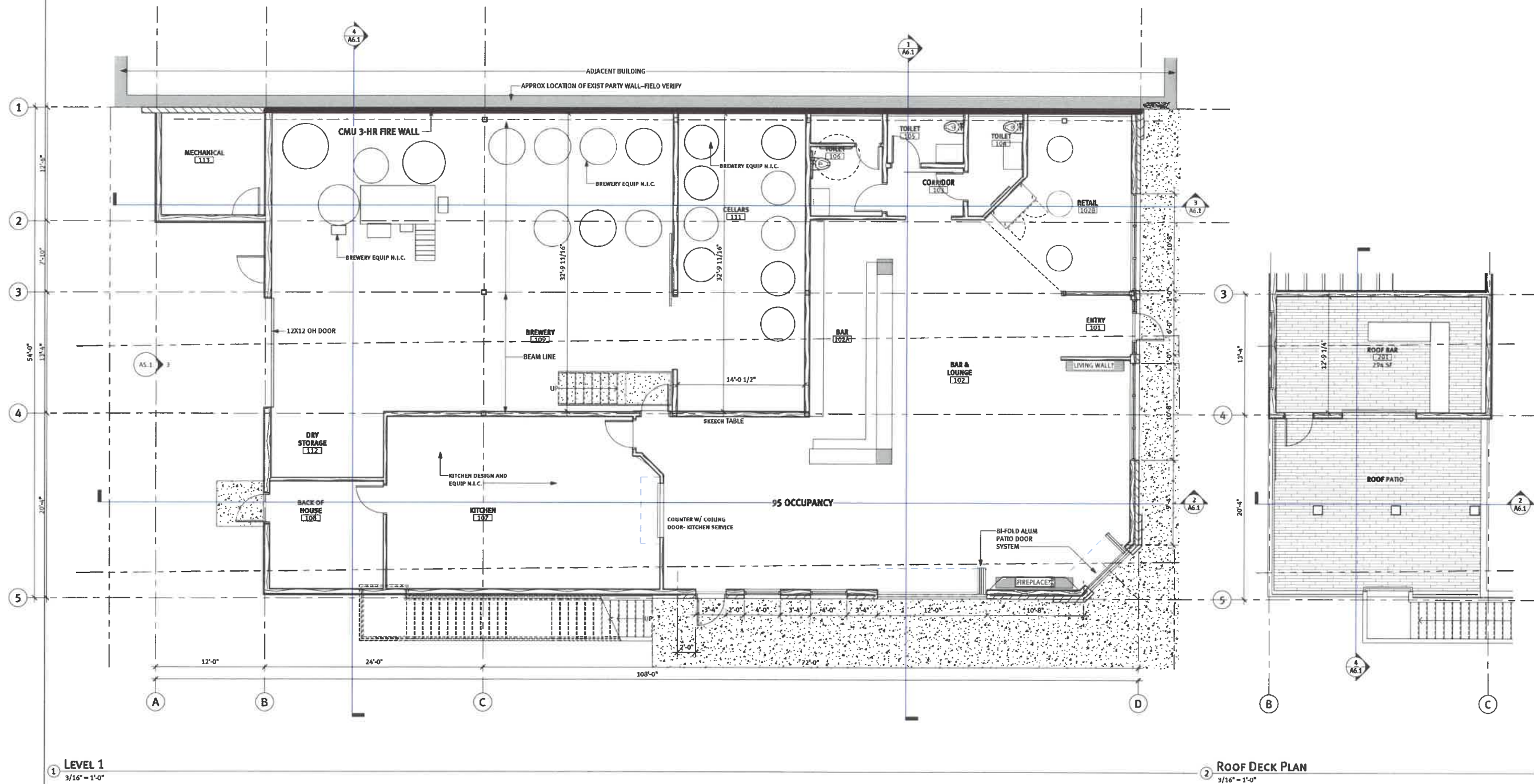
PRELIMINARY NOT FOR
CONSTRUCTION
9/6/2023 10:41:09 AM

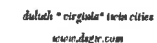
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sheet title: **FLOOR PLANS**

A2.1





WASHBURN, WI

project #: 021077.00

date: 9/6/2023 10:41:09 AM

drawn by: **AUTHOR**

checked by: CHECKER

printed
name: JOHN GERZINA, AIA

ref. #: 9443-005

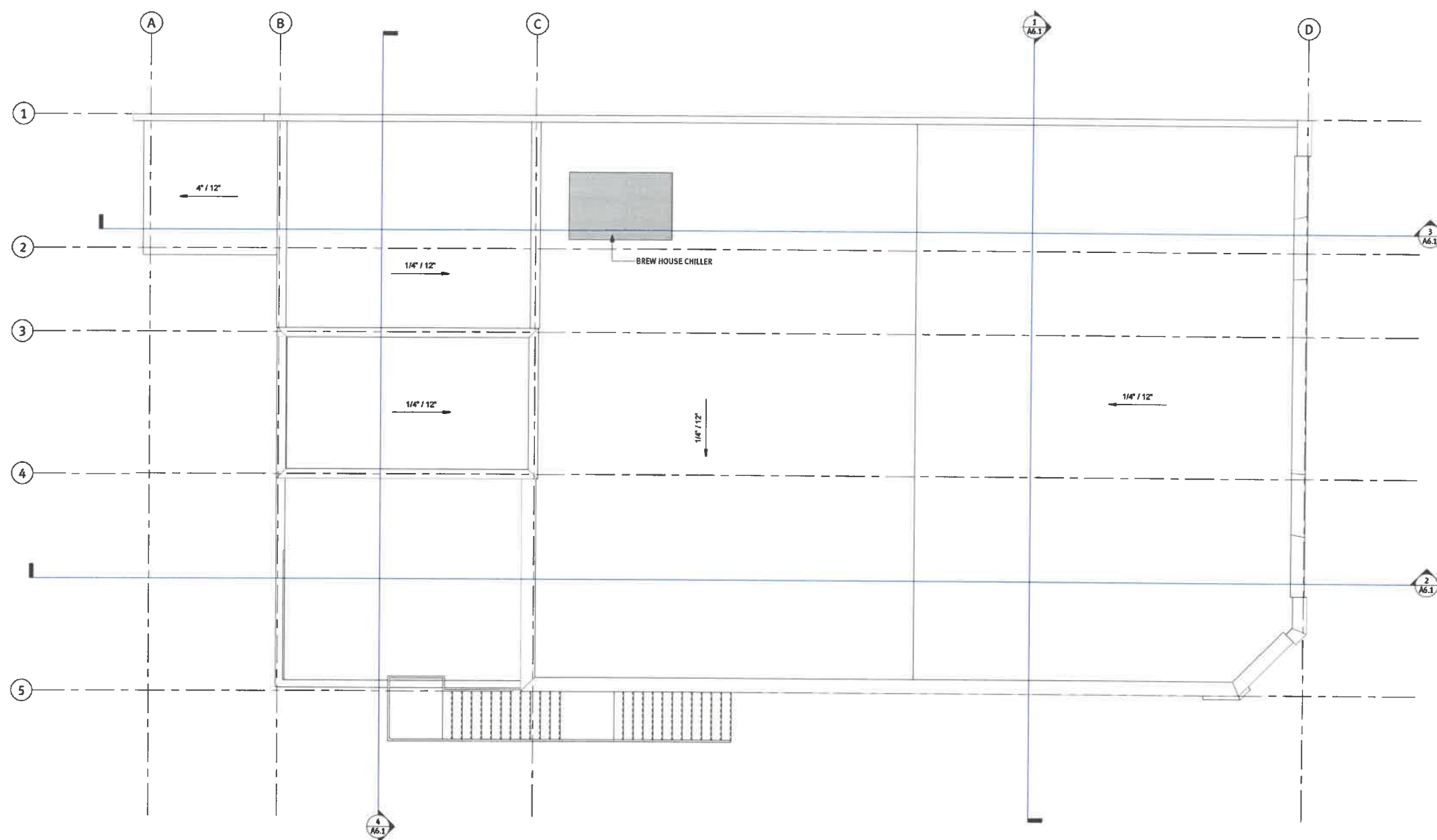
sign date: ISSUE DATE

PRELIMINARY NOT FOR
CONSTRUCTION
9/6/2023 10:41:09 AM

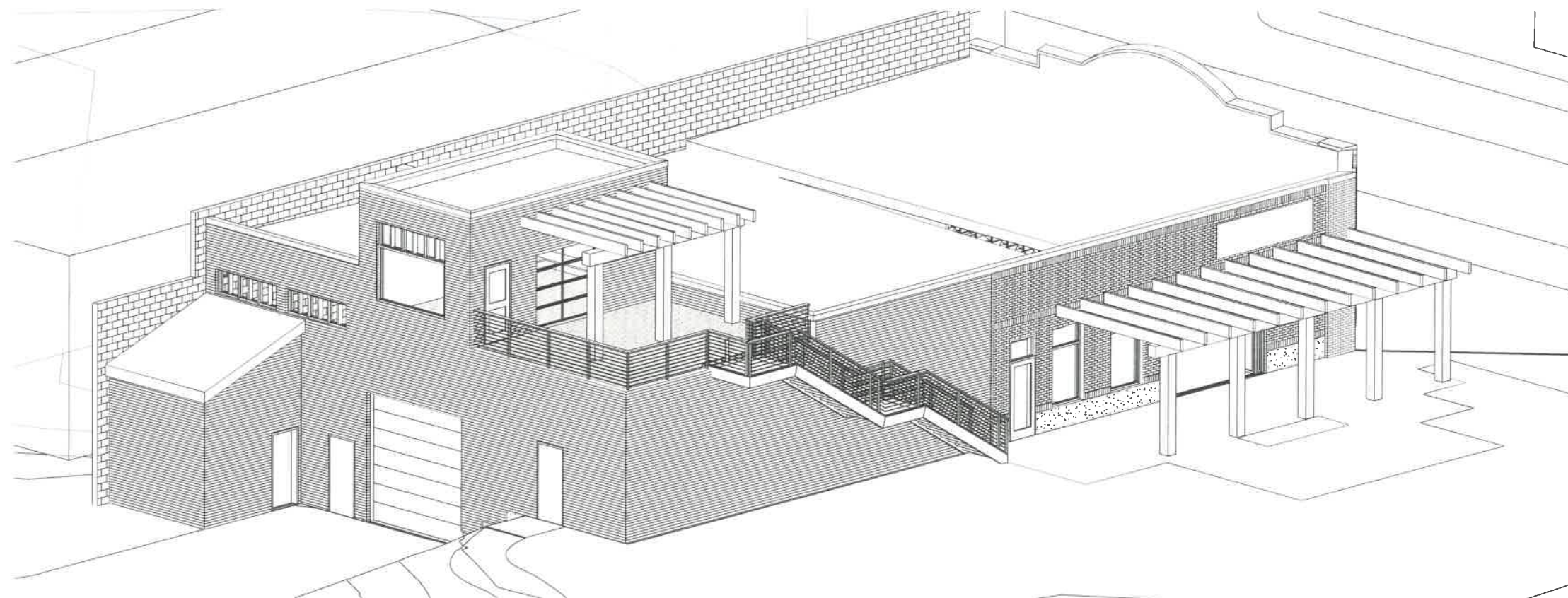
[illegible]

sheet title: **ROOF PLAN**

sheet
number: **A2.2**



2 ROOF PLAN
3/16" = 1'-0"



LOST
APOSTLE
BREWERY

WASHBURN, WI

project #: 021077.00
date: 9/13/2023 3:25:08 PM
drawn by: AUTHOR
checked by: CHECKER

printed name: JOHN GERZINA, AIA
reg. #: 9443-005
sign date: ISSUE DATE

PRELIMINARY NOT FOR
CONSTRUCTION
9/13/2023 3:25:08 PM

[illegible]

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short title: **EXTERIOR**

sheet
number: **A5**




BUILDING SECTIONS

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



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

To: Plan Commission Members

From: Scott J. Kluver,  Administrator

Re: Draft Sign Ordinance Modifications

Date: September 14, 2023

Enclosed you will find a draft ordinance that proposes some modifications to signage restrictions as discussed at the last meeting. Please discuss and let me know if these changes are acceptable or if there are other modifications to signage you wish to make at this time. Once you have the language as you like, I will schedule a public hearing and proceed with the approval process.

Scott Kluver

From: Scott Kluver <washburnadmin@cityofwashburn.org>
Sent: Friday, August 18, 2023 9:05 AM
To: 'Max Lindsey'
Subject: Sign Ordinance Change

Max,

In anticipation of WisDOT approving the exemption of the area from 8th Avenue West to just shy of 2nd Ave E, the Plan Commission would like to make some modifications to the sign ordinance.

The goal of the Plan Commission is to essentially allow existing off premise signs to be utilized and maintained, but to prevent the addition of new off-premise sign structures.

As such, I am not sure if it is necessary to create a whole new section for existing off-premise signs in that area, or if making some changes in the in the non-conforming section 21-7 would work. 21-7 (d) should be changed to allow for the sign to be reconfigured to allow for new sign up to the same area be used (Stake Pit flame sign issue). 21-(g) would also need to be adjusted in this area to allow for electronic message display. The goal here is to prevent these sidewalk signs from being placed illegally all of the time and events could be placed on the electronic display. We would want to allow businesses to have up to two off-premise signs.

In addition, we would like to move 14-5 (b)(3) Signs to be 14-5 (a)(7). This way signs in the design district do not need to come to the Plan Commission for approval.

Please let me know if you have questions related to this or would like to discuss. I would like to get a draft prior to September 13th for review at the next meeting.

Scott J. Kluver, Administrator

City of Washburn
P.O. Box 638
119 Washington Ave.
Washburn, WI 54891
Phone – 715-373-6160 Ext. 4
Fax – 715-373-6148
<http://www.cityofwashburn.org/>

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

Draft Revisions to City of Washburn Sign Ordinances

*Note the changes are in red

Title 13—Chapter 1 –Zoning Code—Article 14 Downtown Design Overlay District

14-5 Project review procedures

(a) **Minor work without prior approval.** The following work may proceed without prior approval, provided a building **or sign** 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;
- (6) any other similar work as determined by the zoning administrator; **and**
- (7) erection of new signs or modification of existing signs consistent with City ordinances.**

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.

Title 13—Chapter 1 –Zoning Code—Article 21 Nonconformities

21-7 Special provisions for nonconforming signs

- (a) **Change of copy.** The copy of a nonconforming sign may be changed.
- (b) **Change of sign face.** The face of a nonconforming sign may be changed provided the building inspector determines that the other features of the sign are structurally sound and properly maintained.
- (c) **Change in location.** A nonconforming sign shall not be relocated.

(d) **Change in area.** The area of a nonconforming sign shall not be enlarged or reconfigured in any manner except as stated in this subsection. Existing off premises signs located in the General Commercial, Downtown Commercial, and Light Industrial Districts along Highway 13 (area designated in the City's Resolution #2022-044) may be reconfigured up to the same area of the existing off premises sign's area.

(e) **Change in height.** A nonconforming sign shall not hereafter be placed higher even if the height may be permitted in the zoning district in which the sign is located.

(f) **Change in lighting.** A nonconforming sign that is not illuminated may not hereafter be illuminated even though such lighting may be permitted in the zoning district in which the sign is located. A nonconforming sign that is illuminated may not hereafter be illuminated in any other manner even though such lighting may be permitted in the zoning district in which the sign is located, except to bring the existing lighting into compliance (e.g., removal of exposed lights bulbs).

(g) **Addition of an electronic message display.** A nonconforming sign shall not hereafter incorporate an electronic message display even though it may be permitted in the zoning district in which the sign is located except as stated in this subsection. Existing off premises signs located in the General Commercial, Downtown Commercial, and Light Industrial Districts along Highway 13 (area designated in the City's Resolution #2022-044) may incorporate an electronic message display.

(h) **Temporary signs.** A nonconforming sign that is described in this chapter as being temporary shall be made to conform with all applicable standards or be removed within 90 calendar days of the date the sign became nonconforming or within a lesser time period specified by the building inspector if he or she determines that the sign poses an unacceptable risk to public health or safety.

(i) **Ongoing maintenance and safety.** A nonconforming sign shall comply with all applicable standards in Article 18, including any requirements related to maintenance and safety.

(j) **Abandonment.** A nonconforming sign that is abandoned as set forth in s. 18-21 shall thereafter be made to conform with all applicable standards or be removed as set forth in that section.

(k) **Reconstruction following damage.** A nonconforming sign that is damaged by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation on or after March 2, 2006, may be restored to its condition (e.g., size, location, and use) prior to the damage, except the sign may be larger when necessary to comply with state or federal requirements.⁸

(l) **Loss of nonconforming status.** If a property owner or the owner of the sign modifies a nonconforming sign in any manner that violates one or more limitations imposed in this chapter, such sign shall thereafter be made to conform with all applicable standards or be removed within 60 calendar days of the date the building inspector makes such determination in writing, or within a lesser time period specified by the building inspector if he or she determines the sign poses an unacceptable risk to public health or safety.

(m) **Limit on Number of Off Premises Signs.** A business may have up to two existing off premises signs.