

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/85131567865> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: 851 3156 7865 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, November 19, 2020

TIME: 5:30P.M

PLACE: Washburn City Hall

AGENDA:

- Call to Order/Roll Call
- Approval of Minutes of October 15, 2020 Meeting
- Discussion & Action on Architectural Review and Downtown Design Decision Review for Deck Addition to Yellow Bird Gallery, 318 W. Bayfield St – Ron Piercy, Petitioner
- Discussion and Recommendation on Comprehensive Plan Guiding Body and Public Participation Plan
- Conceptual Discussion & Action on Architectural Standard for Overhead Doors
- Adjourn

October 15, 2020

CITY OF WASHBURN PLAN COMMISSION MEETING

8:00am Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, John Baregi, Leo Ketchum-Fish, Britt Serrine, Adeline Swiston, Matt Simoneau

ABSENT: Mary Motiff

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

Meeting called to order at 5:30pm by Ketchum-Fish attendance as recorded.

Approval of Minutes – October 9, 2020 – Moved by Swiston to approve the minutes of October 9, 2020 second by Ketchum-Fish. Motion carried unanimously.

Public Hearing – Moved by Swiston to open floor for public hearing, second by Ketchum-Fish. Motion carried unanimously. No public comment. Moved by Swiston to close floor, second by Anderson. Motion carried unanimously.

Discussion and Recommendation on Conditional Use Application for a Tourist Rooming House at 200 & 202 West Harbor View Drive – Bayfield Properties LLC, Petitioner – Section 7-55 (a)(1-9) reviewed by the Commission; 1- The size of the property is adequate for this use, 2- use is compatible, 3- Location is next to a hotel, 4- no effects on traffic safety or pedestrian, 5- proposed use is suitable for this property , 6- no effect on the natural environment, 7- use is compatible with the surrounding properties, 8-No effects on the normal and orderly development and improvements in the surrounding property, 9- no other factors to consider. Motion by Ketchum-Fish to recommend approval of the CUP Application for a Tourist Rooming House at 200 & 202 W. Harbor View Drive with the conditions as outlined with the application, second by Anderson. Motion carried unanimously.

Discussion & Action on Special exception Request to Place Garage in Front Yard, 1491 County Hwy C, Michael Wroblewski, Petitioners – Petitioner is requesting to construct a 46’ x 50’ garage partially in the front yard. Article 8, Section 8-75 does not allow placing an accessory structure in the front yard unless a special exception is approved by the Plan Commission. Commission reviewed Section 7-154 Factors as follows; 1- Property is on 18 acres and comparable to others, 2-This request is not unreasonable and does keep with the overall intent of this chapter, 3-Size of parcel and ravines that run through the property, 4-No known environmental impact, 5- No known negative effects, 6- None identified, 7- Exception is allowed under Article 8, section 8-75, 8- No other factors. Moved by Ketchum-Fish after all considerations outlined in section 7-154 to allow a garage to be placed in the front yard as outlined in the application, second by Baregi. Motion carried unanimously.

Discussion & Action on Architectural Review and Downtown Design Decision Review for Addition to Hansen’s IGA for a “Beer Cave” at 226 W. Bayfield Street-Greg Hansen, Petitioner – Mr. Hansen in attendance. The architectural standards were reviewed; 1- The plan submitted complies with this requirement as the addition to the building will be finished with LP Decorative siding, 2- this addition complies with this provision even though the existing structure does not, 3- this provision does not apply as no change to the entrances of the building are proposed, 4 through 10 are not applicable, 11-the addition of the structure will assist with the screening of these items. The downtown standards were reviewed 1-building height will be within one story difference of the existing structure, 2-the addition will look like a separate building, 3 & 4- for an existing structure, this conforms as best as possible, 5- Roof will be flat, 6- N/A, 7- Structure will be wrapped in LP Smart siding. Moved by Ketchum-Fish to approval the architectural design for the addition of a “Beer Cave” at 226 W. Bayfield Street, second by Serrine. Motion carried unanimously.

Adjourn – Ketchum-Fish adjourns the meeting at 5:45pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

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 Ron Piercy E-Mail Ron@yellowbirdart.us
 Construction Contractor RON PIERCY Phone 218-370-8343
 Address _____ Phone 218 370-8343 License # _____
 Excavation Contractor NONE Phone: _____ License # _____
 Address _____ License # _____

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

PROJECT INFORMATION

Site Address 318 W. BAYFIELD ST. Pin # _____
 RE Tax ID # _____ Zoning District _____ Lot Area _____


Description of work OUTSIDE DECK W/STEPS

Estimated Project Cost \$2000-

NEW CONSTRUCTION Building Height _____ 1-story _____ Other _____ 2-story _____ Basement _____	Area Involved Basement _____ sq ft Living Area _____ sq ft Garage _____ sq ft Total _____ sq ft	Water & Sewer: Water Municipal or Private Well Sewer Municipal or Septic Permit Numbers _____
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Additional permits that may not be covered by this application: Driveways; Sewer; Water, Demolition, Sidewalks

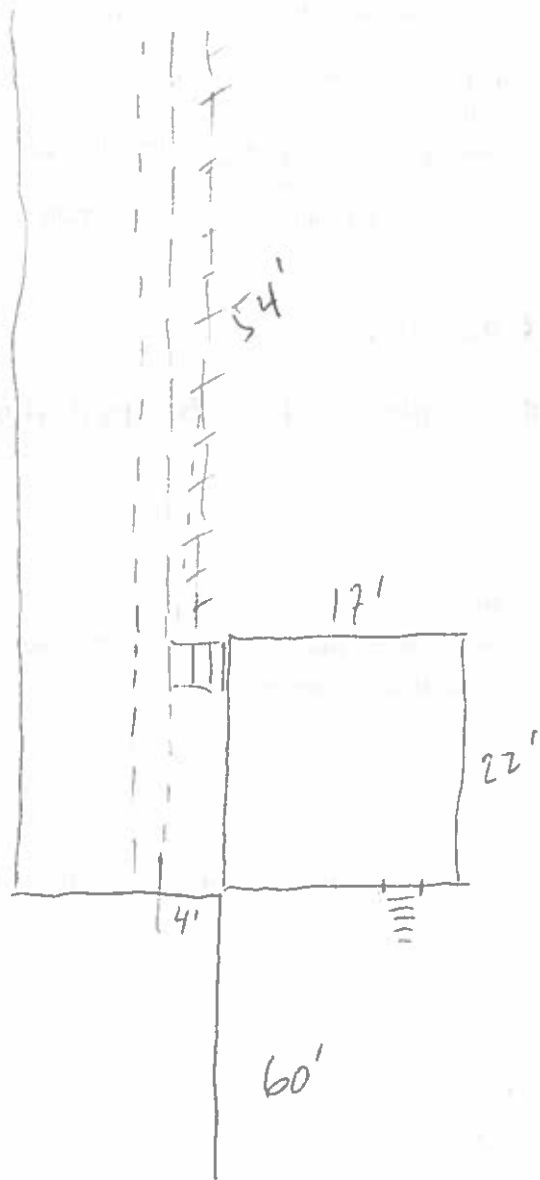
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.

Applicant Signature  Date 10/29/2020

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:
	<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 _____	_____ DATE ISSUED _____ PERMIT NO. _____



esign complete! Print or email your design.

ow is a full summary of your deck. Please ew it before moving forward.

Print Design Packet Email Design

mensions

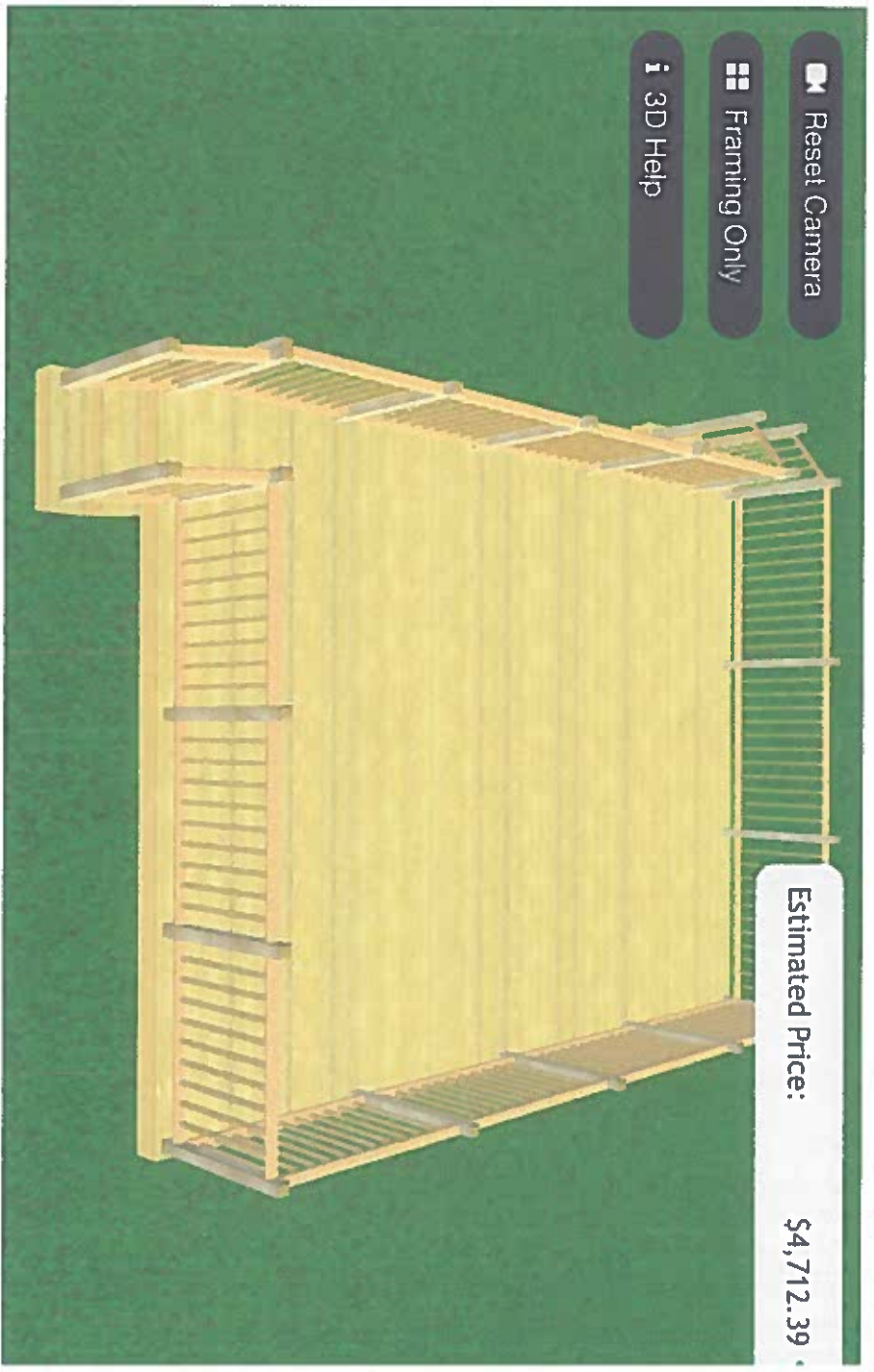
Height off the ground:	1' 9"
Width:	17' 0"
Depth:	22' 0"

Additional Options

Deck Flashing:	No Deck Flashing
Deck Lattice:	No Lattice

Decking

Deck Board AC2 Green Treated



Estimated Price: \$4,712.39

Reset Camera Framing Only 3D Help

TREATED lumber/composit deck boards
 Deck will be used as an outdoor display and sales/acceptance
 for weekend events on special dates.
 Also for overflows when we are restructuring number of
 shoppers inside.
 Also to draw attention to back of building

City of Washburn Plan Commission

ARCHITECTURAL REVIEW & DOWNTOWN DESIGN DECISION

Yellowbird Gallery

Filing Date: November 10, 2020

Proper notice of hearing provided: Yes

Hearing Date: November 19, 2020

Applicant Name and Address: Ron Piercy
318 W. Bayfield Street
Washburn, WI 54891
Tax ID 36206

1. **Decision:** The application for architectural review is ???.

2. **Description of the Proposed Project:** The proposed project is to place a deck on the east side of the building. The deck will be 22 by 17, with a two-foot elevation on the alley side, and be at grade on the Bayfield Street side. The materials for the deck will be composed of **treated wood with composite deck boards**

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. **Not Applicable as this is a deck, not the main structure.**
- (2) Outside of Industrial Zoning Districts, the appearance of any buildings with a front elevation or any building elevation facing Bayfield Street of more than 750 square feet in area shall be divided into distinct planes of 500 square feet or less. The following design features can be used to meet this provision (1) canopies or awnings; (2) arcades; (3) porches; (4) vertical wall offsets having a minimum depth of 8 inches and a minimum width of 10 feet; (5) horizontal offsets having a minimum depth of 2 feet; (6) pilasters having a minimum depth of 8 inches, a minimum width of 12 inches, and a minimum height of 80 percent of the wall height; (7) recessed areas for entryways and the like having a minimum depth of 8 inches; and (8) other suitable multidimensional design features. N/A.
- (3) On any building on Bayfield Street, the front entrance of a building shall be encouraged to face Bayfield Street. When that does not occur, the Bayfield Street Elevation shall have the same, or similar, materials and designs as the front entrance of the building. Except for one or two-family residential buildings, when a building rake elevation faces Bayfield Street the roof line must be hidden behind the façade facing Bayfield Street. N/A.

City of Washburn Plan Commission

- (4) Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings. N/A.
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. N/A.
- (6) Rooftop mechanical equipment shall be positioned so it is not readily visible from a public street or an abutting property in a residential zoning district or in a planned development district that allows residential uses. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture. N/A.
- (7) Fencing shall complement the appearance of buildings onsite. N/A
- (8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building. **The materials used shall be wood with composite deck boards.**
- (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. N/A.
- (10) HVAC (heating, ventilating, air conditioning) equipment shall be screened from view. No HVAC shall create a noise level of more than 50 decibels as measured on a dB(A) scale at the nearest existing adjacent residence. N/A.
- (11) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. A brick or stone wall, wood fence, chain-link fence with slats, and/or landscaping shall be used to totally obstruct vision into the storage areas. Any wall, fence 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. N/A.

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. **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. **This requirement has been met.**

City of Washburn Plan Commission

- (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. **No change to vertical rhythms.**
- (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. **No change to roof.**
- (6) **Awnings.** The size, color, placement, and design of an awning should complement the architectural character of the building on which it is located. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used. Awnings covered with shingles, metal roofing, or the like are prohibited. Backlit awnings are prohibited. **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 materials used shall be wood with composite deck boards.**

4. List of Conditions Imposed: No other conditions are 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 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.

Dated: November 20, 2020

By: _____

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

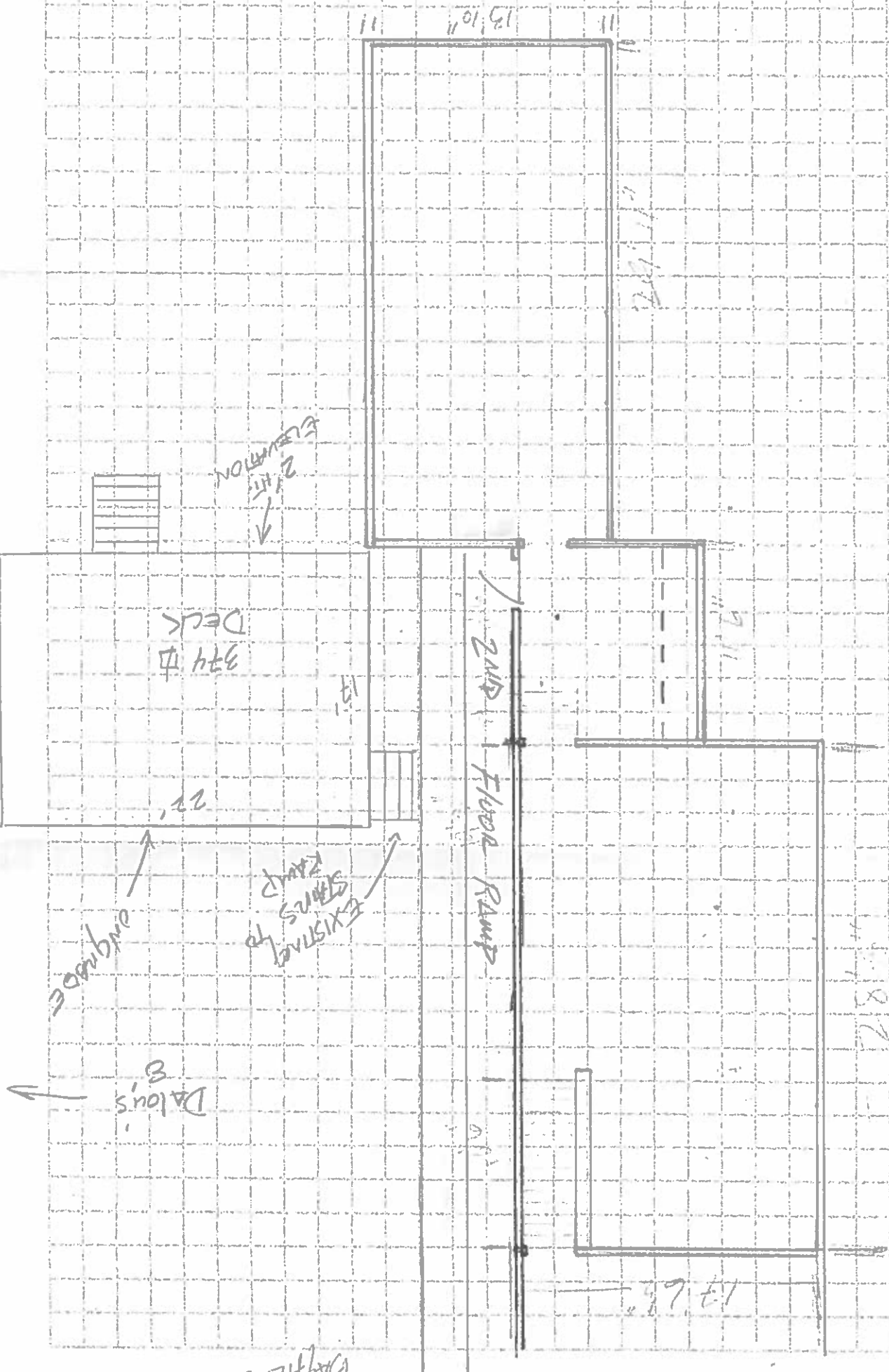
If Conditions Are Imposed:

Dated: _____

By: _____

Property Owner


Light



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. Kluever,  Administrator
Re: Comprehensive Plan and Public Participation Plan
Date: November 6, 2020

As you are likely aware, we are starting the process of updating the Comprehensive Plan. The City has received some grant funding for this project and has entered into an agreement with the Northwest Regional Planning Commission to assist with this work.

The first question that needs to be answered is which body will guide the process? Does the Plan Commission wish to take on that role? It is a statutory duty of the Plan Commission, but there are other options. The last time a Comprehensive Plan was done, a separate steering committee was established. There could also be a hybrid of Plan Commission members and additional citizen members. What is the recommendation of the Plan Commission? This recommendation will go to the Council at the next meeting for approval. From a staff perspective, it is simpler to just have the Plan Commission be the body that guides and reviews the process, but it is all up to what is desired and what can be afforded.

Once the first question is answered, the second item that needs to be addressed is the public participation plan. Because this project is mostly grant funded, this is a requirement for the funding. Attached is a modified version of a public participation plan from the past. Please review this carefully and consider any other items for this plan. It will also need to be forwarded to the Council for approval.

CITY OF WASHBURN

Public Participation Plan

I. INTRODUCTION

The City of Washburn intends to ~~begin the Comprehensive Planning process~~ **conduct a comprehensive revision of its comprehensive plan** in ~~conjunction~~ **accordance with Chapter 66.1001, Wisconsin's Statutes** "Smart Growth" legislation. The first step in the **revision** process is the creation and adoption of a Public Participation Plan as designated in the Comprehensive Planning statute:

"The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments."

Wis. Stats. §66.1001(4)(a).

This Public Participation Plan is designed to satisfy these statutory requirements and to achieve the highest possible level of public participation. The City recognizes that public participation is a vital component to a successful planning process. By incorporating the public's input, the City acknowledges that:

1. Every citizen has a right to participate in local government decision-making.
2. Because this plan **revision** will significantly impact the future growth and development of the City, local residents, businesses, and property owners have a significant interest in shaping that future.
3. Citizens possess a greater combined knowledge of the history, present dynamics, and future challenges surrounding the City than those vested with overseeing the plan **revision** process.
4. Citizens provide a variety of perspectives and represent a fertile source of ideas, creativity, and solutions based on their wide breadth of life experiences, knowledge, and skills. Their input will help produce better planning decisions.
5. If a plan is not representative of the public's attitudes and values the public will not value and support the plan. A collaborative planning endeavor is therefore necessary to give the public a stake in the planning process, engender a sense of

pride in the final planning product, and to ensure public support of future planning decisions implementing and applying the plan.

This plan sets forth a framework for achieving an open and interactive dialog between the City government, the [Plan Commission?](#), planning staff, neighboring governments, and the citizens and property owners of the City of Washburn. The plan outlines the public participation opportunities available at each of the seven planning stages. Moreover, this Plan creates a strategy to encourage, receive, and incorporate the maximum quantity and quality of public participation throughout the planning process. The plan recognizes that different people prefer to participate in different fashions and seeks to accommodate a wide array of participation styles. The plan offers multiple devices to solicit and encourage meaningful and effective participation. That input will be considered and employed by the [Plan Commission?](#) as it prepares the Comprehensive Plan [Revision](#).

II. OBJECTIVES FOR PUBLIC INVOLVEMENT

1. All meetings, hearings, and workshops held by the Comprehensive Plan Steering Committee and Planning Subcommittees shall be open to the public, [whether held in-person or in a virtual environment](#).
2. All meetings, hearings, and workshops held by the Comprehensive Plan Steering Committee and Planning Subcommittees will be posted in advance and noticed in accordance with governing law.
3. All meetings, hearings and workshops will be scheduled at times and locations to permit attendance by all interested persons. Where appropriate, multiple sessions at different times and locations will be considered.
4. Recognize the different levels of participation: public awareness, public education, public input, public interaction, and public partnership. Provide opportunities for all individuals within the community to participate at each level.
5. Promote and encourage contributions from all segments of the City population including, but not limited to: youths, families, senior citizens, businesses, and property owners.
6. Obtain the greatest quantity and quality of participation as possible by informing, educating, inviting, engaging, listening and responding to the public in all steps of the process.
7. Make concerted efforts throughout the [plan revision](#) process to build public support and to encourage a sense of community ownership in the Plan.
8. Establish and maintain cooperative relationships with neighboring governments [and Bayfield County](#). Initiate and promote the sharing of information, planning

goals, and planning expertise. Work to ensure the Comprehensive Plans adopted by all **adjacent and overlapping jurisdictions** are consistent to the greatest extent possible.

9. Maintain a list of resources and contacts that citizens can reference to facilitate:
 - a) their education and understanding of planning processes
 - b) their participation at all meetings, hearings, and workshops
 - c) their communication with planning leaders.

- ~~10. Planning staff will compile a directory with contact information for the steering committee members, elected officials, planning staff, chamber of commerce, media, UW Extension, State of Wisconsin Office of Land Information Services, and other relevant information sources.~~ (This is more relevant to new plan creation)

11. Compile a chronology of all notices, meetings, exhibits, documents, public outreach efforts, etc. to demonstrate and document compliance with this Public Participation Plan.

III. POLICY GUIDELINES FOR PUBLIC PARTICIPATION

The City of Washburn proposes to follow a six-step process for **the revision** of its Comprehensive Plan. This public participation plan outlines the public participation activities anticipated at each step of the planning process.

*Comprehensive Plan **Revision** Step 1: Establish a Plan for Planning Process*

GENERAL PUBLIC PARTICIPATION STRATEGY:

In this step the City prepares itself for the Comprehensive Planning process. A model for the process is designed and a plan steering committee is appointed. Emphasis is placed on building public awareness of the planning process. Procedures are established to guide public participation and communication throughout the planning process.

PARTICIPATION GUIDELINES:

1. The City Council will appoint five persons to the Comprehensive Plan Steering Committee. Committee members may include citizens of the City and/or representatives of community groups, as well as select City government representatives. Citizen members will interact as partners in deciding the policy and content to be incorporated into the Plan. The Steering Committee implements, directs, and oversees all aspects of the planning process. (This could be the Plan Commission with at-large public representatives appointed)

2. The ~~Steering Committee~~ **Plan Commission?** and / or its designee(s) shall build public awareness of the planning process including:
 - (a) the composition and role of the ~~Steering Committee~~ **Plan Commission?**
 - (b) development of a distinct Plan title and / or logo and / or identifying phrase
 - (c) the timetable and steps for planning
 - (d) the public participation plan and the opportunities it presents.

Information will be communicated to City residents through a combination of press releases to local and regional media, public presentations and publications, the City Newsletter, and the City and **Northwest Regional Planning Commission** website. In addition, the Planning Process Plan and Public Participation Plan shall be made available to the public at the City Administrative Office and the Washburn Public Library.

3. The ~~Steering Committee~~ **Plan Commission?** and / or its designee(s) shall establish a relationship with the County Journal and / or the Daily Press. Press releases will be submitted to the newspaper(s) throughout the planning process to educate the public concerning the purpose and procedures of the Comprehensive Planning **Revision** endeavor. A combination of press releases and published notices will alert the public of upcoming planning events and opportunities for public participation.
4. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to establish a procedure to receive and respond to written comments and questions from the public. Planning Staff shall implement and publicize the following procedure:

The public shall submit comments / questions in writing to the Comprehensive Plan Steering Committee and / or its designee(s) via:

- (a) hand-delivery to the City Office at 119 Washington Avenue / Washburn, WI during normal business hours
 - (b) U.S. postal service addressed to City of Washburn / Comprehensive Plan / 119 Washington Avenue / P. O. Box 638 / Washburn, WI 54891
 - (c) email to Washburnadmin@cityofwashburn.org. The Steering Committee and / or its designee(s) shall respond to each submission in writing, within 30 days of receipt. The City shall maintain a file of all submissions and responses and a log showing the date of receipt and response.
5. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to guarantee wide distribution of proposed, alternative, or amended elements of the Comprehensive Plan. Accordingly, the ~~Steering Committee~~ **Plan Commission?** and / or its

designee(s) shall make written plan elements, as detailed within this Public Participation Plan, available to the public at the City Administrative Office and the Washburn Public Library. Additionally, photocopies of requested documents may be requested from City Administrative Office at a current rate as set by the Common Council.

Comprehensive Plan Step 2: Data Collection and Analysis

GENERAL PUBLIC PARTICIPATION STRATEGY:

In this step public participation will focus on the review and validation of data collected and the identification of gaps in that data. Cooperation with entities outside the City, including but not limited to entities such as neighboring and **overlapping jurisdictions** will provide supplemental information. An analysis of the complete data set will follow.

PARTICIPATION GUIDELINES:

1. The ~~Steering Committee~~ **Plan Commission?** and / or its designee(s) shall build public awareness of the data collection and analysis process and its results. Information may be communicated to City residents through a combination of press releases to local and regional media, public presentations, the City Newsletter, and the City website.
2. The ~~Steering Committee~~ **Plan Commission?** will hold one or more public meetings to present the data collected and ~~the Committee's~~ analysis of the data. An emphasis will be placed on:
 - a. educating the public through the data; and
 - b. soliciting input from the public on the data collected, any gaps in the data, and analysis of the data.
3. The ~~Steering Committee~~ **Plan Commission?** shall identify neighboring communities and other governmental bodies and arrange meetings to discuss shared planning issues and to share relevant data.
4. The ~~Steering Committee's~~ **Plan Commission?** draft Report shall be made available for a reasonable period of time to the public at the City Administrative Office and the Washburn Public Library. Photocopies may be requested as provided under Step 1, above.
5. Public input received through public meetings and written comments shall be reviewed and considered by the ~~Steering Committee~~ **Plan Commission?** prior to the Committee adopting its final Report to be incorporated into the **revised** plan.

Comprehensive Plan Step 3: Define Review & Refine Community Goals and Objectives

GENERAL PUBLIC PARTICIPATION STRATEGY:

Citizens are asked to help identify refine key community issues, strengths and weaknesses, and opportunities and constraints, through various surveys, visioning, and other methods of input. Extensive effort will be made to educate and inform the public of the opportunities available and the importance of their participation. The input from the public will be translated into a set of community considered in the review of plan goals and objectives.

PARTICIPATION GUIDELINES:

1. The Steering Committee PC? and / or its designee(s) shall build public awareness of the purpose and process through which community goals and objectives will be evaluated. ~~Because public participation is most important and intensive in this step efforts to communicate the opportunities for participation should be extensive.~~ Information may be communicated to City residents through a combination of press releases to local and regional media, public presentations, the City Newsletter, and the City website.
2. ~~Public input will be gathered through written opinion surveys and/or visual preference surveys.~~ comments or oral testimony. ~~An opinion survey seeking to identify community issues, strengths and weaknesses, and opportunities and constraints, may be administered by mail to all residents and property owners in the City. A visual preference survey may employ photographs to assess visual preferences for different land use and development alternatives. Such a survey can be administered at community visioning workshops (see below).~~
3. ~~Community visioning sessions~~ Community vision review will allow for public interaction, discussion, comment and input to identify refine the community issues, strengths and weaknesses, and opportunities and constraints from which ~~community goals and objectives may arise.~~ the previous comprehensive plan. ~~The Steering Committee will hold multiple visioning sessions at different locations in the City to maximize citizen attendance and participation.~~
4. Youth participation will be emphasized and encouraged in this step through tools similar to the following:
 - a. ~~youth workshops held in conjunction with community visioning workshops; and/or~~
 - b. ~~youth planning exercises in conjunction with the Washburn School District.~~
5. The Steering Committee's PC? preliminary draft report summarizing all citizen contributions (surveys, visioning, etc) and presenting the proposed revised community goals and objectives shall be made available for a reasonable period

of time to the public at the City Administrative Office and the Washburn Public Library. Photocopies may be requested as provided under Step 1, above.

6. The preliminary draft report should be circulated among the identified neighboring communities and organizations that share an interest in this plan **update** process. This effort should include an invitation for written comments.
7. The ~~Steering Committee~~ **PC?** will hold one or more public meetings / open houses to encourage and receive input from the public addressing the proposed revised community goals and objectives ~~contemplated by the Steering Committee~~.
8. Public input received ~~through surveys, visioning, public meetings, and~~ **via written or oral comments** shall be reviewed and considered by the ~~Steering Committee~~ **PC?** prior to the Committee preparing its final draft **of revised** community goals and objectives.

Comprehensive Plan Step 4: Strategy Review and Draft Revised Comprehensive Plan

GENERAL PUBLIC PARTICIPATION STRATEGY:

In this step the public is invited to evaluate and comment on proposed alternatives aimed at achieving the selected goals and objectives. The ~~Steering Committee~~ **PC?** will ultimately select a set of preferred plan alternatives after weighing public input.

PARTICIPATION GUIDELINES:

1. The ~~Steering Committee~~ **PC?** and / or its designee(s) shall build public awareness of the alternative strategy analysis and plan **revision** process and its results. Information may be communicated to City residents through a combination of press releases to local and regional media, public presentations, the City Newsletter, and the City website.
2. The ~~Steering Committee~~ **PC?** will hold one or more public meetings / open houses, **either in-person or virtually**, to encourage and receive input from the public addressing the proposed alternatives and strategies formed by the Steering Committee.
3. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to establish a procedure to receive and respond to written comments and questions from the public. The ~~Steering Committee~~ **PC?** or its designee(s) shall implement and publicize the following procedure:

The public shall submit comments / questions in writing to the ~~Comprehensive Plan Steering Committee~~ **PC?** and / or its designee(s) via:

- a. hand-delivery to the City Office at 119 Washington Avenue / Washburn, WI during normal business hours
 - b. U.S. postal service addressed to City of Washburn / Comprehensive Plan Revision / 119 Washington Avenue / P. O. Box 638 / Washburn, WI 54891
 - c. email to washburnadmin@cityofwashburn.org. The ~~Steering Committee~~ PC? and / or its designee(s) shall respond to each submission in writing, within 30 days of receipt. The City shall maintain a file of all submissions and responses and a log showing the date of receipt and response.
4. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to guarantee wide distribution of proposed, alternative, or amended elements of the Comprehensive Plan. Accordingly, the ~~Steering Committee~~ PC? or its designee(s) shall make written plan elements and / or the preliminary draft revised plan, as detailed within this Public Participation Plan, available to the public at the City Administrative Office and the Washburn Public Library. Photocopies may be requested as provided under Step 1, above.
 5. Public input received through public meetings and written comments shall be reviewed and considered by the ~~Steering Committee~~ PC? prior to the Committee preparing a “final draft” plan.

Comprehensive Plan Step 5: Plan Review and Adoption

GENERAL PUBLIC PARTICIPATION STRATEGY:

In this step, the ~~Steering Committee~~ PC? and citizens review and evaluate the preliminary draft revised plan. The Committee then prepares a final draft for consideration, public comment, and adoption by the City Council.

PARTICIPATION GUIDELINES:

1. The ~~Steering Committee~~ PC? and / or its designee(s) shall build public awareness of the final plan review process. Information may be communicated to City residents through a combination of press releases to local and regional media, public presentations, the City Newsletter, and the City website.
2. The ~~Steering Committee~~ PC? will hold one or more public meetings / open houses to encourage and receive input from the public addressing the Committee’s final draft of the Comprehensive Plan Revision.

3. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to establish a procedure to receive and respond to written comments and questions from the public. Planning Staff shall implement and publicize the following procedure:

The public shall submit comments / questions in writing to the ~~Steering Committee PC?~~ and / or its designee(s) via:

- a. hand-delivery to the City Office at 119 Washington Avenue / Washburn, WI during normal business hours
 - b. U.S. postal service addressed to City of Washburn / [Comprehensive Plan Revision](#) / 119 Washington Avenue / P. O. Box 638 / Washburn, WI 54891
 - c. email to Washburnadmin@cityofwashburn.org The ~~Steering Committee PC?~~ and / or its designee(s) shall respond to each submission in writing, within 30 days of receipt. The City shall maintain a file of all submissions and responses and a log showing the date of receipt and response.
4. The City is obligated by Wis. Stats. Sec. 66.1001(4)(a) to guarantee wide distribution of proposed, alternative, or amended elements of the Comprehensive Plan. Accordingly, the ~~Steering Committee PC?~~ and / or its designee(s) shall make written plan elements, as detailed within this Public Participation Plan, available to the public at the City Administrative Office and the Washburn Public Library. Photocopies may be requested as provided under Step 1, above.
 5. Public input received through public meetings and written comments shall be reviewed and considered by the ~~Steering Committee PC?~~ prior to the Committee adopting a final plan.
 6. The recommended final plan will be distributed to all recipients designated by Wis. Stats. Sec. 66.1001(4)(b). Those recipients shall be afforded sufficient time to review the plan and submit comments to the ~~Steering Committee PC?~~.
 7. The ~~Steering Committee PC?~~ must recommend [City Council adoption of the revised](#) plan by majority vote of the entire body at an open public meeting.
 8. The City Council shall hold at least one public hearing, with Class 1 Notice preceding the hearing, to discuss the Comprehensive Plan presented by the ~~Steering Committee PC?~~ and the proposed ordinance necessary to enact the Plan into law.
 9. The City Council shall consider all input, whether oral testimony or written comments, received at and before the public hearing before adopting the Plan. A majority vote of the City Council at a public meeting is necessary to enact the adopting ordinance.

10. The City Council and / or its designee(s) must submit the adopted Comprehensive Plan and Ordinance to all recipients designated by Wis. Stats. Sec. 66.1001(4)(b).

Comprehensive Plan Step 6: Plan Implementation

GENERAL PUBLIC PARTICIPATION STRATEGY:

In this step, the City takes all necessary steps to implement the adopted comprehensive plan. The City will review and update all land related ordinances and procedures for consistency with the Plan. Periodic assessments of the implementation process will be conducted.

PARTICIPATION GUIDELINES:

1. The Plan Commission, or its successor or designee(s), shall hold at least one public meeting per year, beginning in the first year following adoption of the plan by the City Council, to assess the implementation of the Comprehensive Plan. The public shall be encouraged to offer input, both orally and in writing on the successes and shortcomings of the implementation process.
2. The Steering Committee PC?, or its successor/designee(s), in cooperation with Planning Commission and / or its designee(s), shall make available to the public the periodic published reports assessing plan implementation. The reports shall be available at the City Administrative Office and the Washburn Public Library. Photocopies may be requested as provided under Step 1, above.

Comprehensive Plan Step 7: Evaluate Planning Process

GENERAL PUBLIC PARTICIPATION STRATEGY:

~~In this step, during the period of plan formation, the public is invited to assist in evaluating the strengths and weaknesses of the entire planning process, including the public participation aspects. A report will be generated to guide future planning efforts.~~

PARTICIPATION GUIDELINES:

- ~~1. The Steering Committee PC? and / or its designee(s) will evaluate the efficacy of the process on a quarterly basis. The Steering Committee and / or its designee(s) will accept written or oral comments from the public as part of an ongoing process evaluation. Specific issues shall be addressed at regularly scheduled Steering Committee meetings.~~

~~The public may submit comments / questions in writing to the Steering Committee and / or its designee(s) via:~~

- ~~a. hand delivery to the City Office at 119 Washington Avenue / Washburn, WI during normal business hours~~
- ~~b. U.S. postal service addressed to City of Washburn / Comprehensive Plan / 119 Washington Avenue / P. O. Box 638 / Washburn, WI 54891~~
- ~~e. email to washburncompplan@cityofwashburn.org. The Steering Committee or its designee(s) shall respond to each submission in writing, within 30 days of receipt. The City shall maintain a file of all submissions and responses and a log showing the date of receipt and response.~~

~~2. The Steering Committee and / or its designee(s), shall provide periodic updates on the planning process to the City Council.~~

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, ^{SSK} Administrator
Re: Conceptual Discussion on Architectural Standard for Overhead Doors
Date: November 6, 2020

At the last Plan Commission meeting, there was a desire to consider changes to architectural standard [8-183 (9)] that states overhead doors shall not face the main street. The Plan Commission can consider a special exception to this when there are no alternatives. The exact language is attached.

Before I start to tinker with a potential amendment for the Plan Commission, and eventually the Council to consider related to this, I need to understand more of the desires related to what change you may be looking for. At present, this provision would only apply to any new use/construction where an architectural review is required (AR in the chapter 8 land use matrix) and when there would be a modification to an existing structure that would also require an architectural review based on the use. Note that at present, this provision could apply potentially anywhere in the city. It does not apply to residential construction (which so many doors face the street) because residential uses do not require architectural review.

So, is the intention to exempt additional uses that would not require an architectural review? If so, what would those be? Is the intention instead to exempt certain zoning districts from this requirement (e.g. Industrial, R-6 Residential)? Perhaps the intention is to only require this provision on Bayfield Street properties? Do you instead only want this to apply to the Downtown Design District? As you can see, there are a lot of different ways to tinker with this provision, and I am unclear as to what your desire is without the Plan Commission discussing and providing some direction.

8-182 Applicability

Those land uses designated as requiring architectural review in the land-use matrix (Exhibit 8-1) must comply with the requirements in this division.

8-183 Architectural standards

Buildings subject to review under this division shall comply with the following architectural standards:

- (1) Excluding residential buildings and Industrial Zoning Districts, all building exteriors facing a street, not including an alleyway, shall have at least 50 percent of the street face constructed with brick, decorative masonry, glass panel, or other appropriate similar finished façade as may be approved by the Plan Commission. Such brick, masonry, glass, or other decorative facing shall extend for a distance of at least 25 feet along the sides of the structure that do not face a street or at least 25 percent of the that side wall distance, whichever is greater.
- (2) Outside of Industrial Zoning Districts, the appearance of any buildings with a front elevation or any building elevation facing Bayfield Street of more than 750 square feet in area shall be divided into distinct planes of 500 square feet or less. The following design features can be used to meet this provision (1) canopies or awnings; (2) arcades; (3) porches; (4) vertical wall offsets having a minimum depth of 8 inches and a minimum width of 10 feet; (5) horizontal offsets having a minimum depth of 2 feet; (6) pilasters having a minimum depth of 8 inches, a minimum width of 12 inches, and a minimum height of 80 percent of the wall height; (7) recessed areas for entryways and the like having a minimum depth of 8 inches; and (8) other suitable multidimensional design features.
- (3) On any building on Bayfield Street, the front entrance of a building shall be encouraged to face Bayfield Street. When that does not occur, the Bayfield Street Elevation shall have the same, or similar, materials and designs as the front entrance of the building. Except for one or two-family residential buildings, when a building rake elevation faces Bayfield Street the roof line must be hidden behind the façade facing Bayfield Street.
- (4) Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings.
- (5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes.
- (6) Rooftop mechanical equipment shall be positioned so it is not readily visible from a public street or an abutting property in a residential zoning district or in a planned development district that allows residential uses. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture.
- (7) Fencing shall complement the appearance of buildings onsite.
- (8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building.
- (9) Overhead doors shall not face a public street. The Plan Commission may permit overhead doors to face a public street, but only when it has made a finding that there is no feasible alternative location for such doors. Consistent with the requirements in Article 7, the Plan Commission may approve a special exception to allow an overhead door to face a public street when there is no feasible alternative.
- (10) HVAC (heating, ventilating, 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.
- (11) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. A brick or stone wall, wood fence, chain-link fence with slats, and/or landscaping shall be used to totally obstruct vision into the storage areas. Any wall, fence and gate, and/or vegetative screening shall be installed or erected to a height at least 1'- 6" above the highest point of the dumpster as generally depicted below.

Amendment(s):

1. Ordinance 18-006, adopted October 8, 2018