

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



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

NOTICE OF PLAN COMMISSION MEETING

DATE: Thursday, February 21, 2019
TIME: 5:30 P.M
PLACE: Washburn City Hall

AGENDA:

- Call to Order
- Roll Call
- Approval of Minutes – December 20, 2018
- Public Hearing
 - Discussion and Recommendation on Conditional Use Amendment Request for Contractor Yard and Personal Storage Facility for Alltemp Heating and Cooling. Amendment will address exterior façade and architectural changes from the previously approved plan. – Property Located at 330 South 1st Avenue East – Jeff Pipgras, Petitioner
 - Discussion and Recommendation on Conditional Use Request for a Home Occupation – Operate a Private Practice Counseling/Meditation Service in Accordance with Regulations of 8-536 out of the Property Located at 877 Jackson Road – Carol Kouba, Petitioner
- Discussion & Action on Façade Loan Disbursement for Brownstone Pharmacy at 114 W. Bayfield Street – Nate Swiston, Petitioner
- Discussion & Action on Façade Loan Disbursement for ABC Thrift Store at 118 W. Bayfield Street – Carol Lindsey, Petitioner
- Adjourn

December 20, 2018
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Dave Anderson, Richard Avol, John Baregi, John Gray, Jeremy Oswald, Adeline Swiston.

ABSENT: Leo Ketchum-Fish

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

Meeting called to order at 5:30PM by Avol attendance as recorded above.

Approval of Minutes – November 15, 2018 – Moved by Baregi to approve minutes of November 15, 2018 as presented, second by Swiston. Motion carried unanimously

Discussion & Recommendation on Architectural Review/Downtown Design Review for a Proposed Modification to a Structure at Tax ID# 33228 112 S. Washington Avenue, Nicholas Wills – Petitioner – Mr. Wills is asking to add an awning to his multifamily one at 112 S. Washington Ave, to address the snow sliding off of the roof since this is in the Downtown Design Overlay district and would be considered major work per zoning code 14-5 so it requires architectural review. Kliver points to page 10 of the definitions and feels Mr. Wills request does not meet the definition of an awning, but would be more like a roof extension and would not fall under the same regulations as an awning. Mr. Wills who was present agrees, all he wants to do is extend the roof so when the snow slides of the ice and snow falls further out, away from the building and his dogs. He will be using the same material as the current roof so that it will blend in well and will be done professionally. Motion by Baregi to approve the extension of the roof, second by Gray. Motion carried unanimously.

Discussion and Action on New Site Plan/Architectural Review for Pearl Beach Construction, Lot 48 on City Land Sale List, Tax ID# 32607, Corner of S. Central Ave. and W. Harborview Dr., Karl Dornburg – Petitioner – Joe Defoe with C&S Design present for Dornburg. Kliver reviewed the application the only two issues he saw was the drainage issue, since they are moving less than 10,000 sq. ft, they are not required to follow the retention/detention standards according to code but he did ask that Dornburg consider some type of plan to control the water run off into neighboring properties. The second issue was addressed by adding the awning to the front of the building to brake up the front of the building as required by code since the front of the building is 890 feet. Mr. Defoe, states Mr. Dornburg is willing to work on the drainage issue and one possibility would be to add gutter, down spouts and a swale to direct the flow to Central Avenue. Other discussion and ideas the Commission members had was to keep the pitch toward Harborview Drive, add a culvert to the intersection of Harbor View Dr and Central Ave., so the water flow would go to the East side of Central and down the ditch on that side, since there is no ditch on the West side of Central. Motion by Gray to approve the site Plan of Pearl Beach Construction as the Site Plan, Architectural Review, Landscaping, Parking and Loading, Signs and Murals, Outdoor Lighting Plan all meet the requirements of the code, but contingent on the satisfaction of a good faith drainage plan, second by Anderson. Motion carried unanimously.

6:05 pm Motion by Avol to recess to visit the South Shore Brewery site, second by Swiston. Motion Carried.

6:15pm Avol moves to re-open meeting, 2nd by Gray. Commission members Dave Anderson, Richard Avol, John Baregi, John Gray, Jeremy Oswald, Adeline Swiston, City Administrator Scott Kliver, and City Treasurer Tammy DeMars all in attendance along with South Shore Brewery Owner Bo Belanger.

Plan Commission will Visit the Site of South Shore Brewery at 532 W. Bayfield Street. This Site Visit Will Allow for the Members to Engage in Discussion and Pose Questions Related to a Potential Future Zoning Code Amendment to Allow for an Enlarged Structure on the Site and also Potential Site Development Standards. No Final Decisions Shall be Rendered During this Meeting – Mr. Belanger gave the Commission members a tour of the building, he is looking for a way to move forward with his business but is unable to expand with the current restriction. What he would like to do is extend the East side of the building another 35 to 40 feet so he can add a larger cooler and area to load the trucks, he would also like to add a vestibule to the rear south/west side of the building to help with water run-off. Current dimensional standard in the C2 will not allow him to expand as he is already over the 50% allowable building space. His lease with Kevin Hunt is up in 2021 and will need to make a decision before that time if he wants to purchase/renew the lease or if he will need to find a different location, but that will depend on if the Commission is willing to make some changes to the code either a zoning district change or dimensional standards changes. All members agreed they would like to have further discussion at a meeting to look at some of the issues to see what can be done.

Adjourn - Moved by Oswald to adjourn @ 6:55pm, second by Avol. Motion carried unanimously.

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

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To: Plan Commission Members
From: ^{SK} Scott J. Kluver, Administrator
Re: Pipgras CUP Amendment – Contractor Yard and Personal Storage Facility
Date: February 14, 2019

Enclosed you will find the application materials from Jeff Pipgras for a Conditional Use Permit (CUP) Amendment for the property located at 330 South 1st Avenue East. The property is in the I-1, Light Industrial District.

The purpose of the amendment is to change the materials to be used on the exterior of the proposed structure. No proposed changes are requested of the CUP document, this is only for the site plan which include the architectural and design standards. As you are aware, an ordinance was recently passed which changed the architectural and design standards that apply in the I-1 District.

I have included the original and the amended exterior design in the packet, along with the ordinance. Please note the criteria in the ordinance by which the Commission should either approve or deny the permit.

Please let me know if you have any questions on this application.

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CITY OF WASHBURN
NOTICE OF PUBLIC HEARING

A Public Hearing will be held by the Plan Commission on, Thursday, February 21, 2019, at 5:30 P.M. at City Hall, 119 Washington Avenue, for public comment on the following issue:

Conditional Use Permit Application Amendment:

A building is being constructed for Alltemp Heating and Cooling and may have several potential uses listed below at 330 South 1st Avenue East, Jeff Pipgras, Petitioner. The amendment will address exterior façade and architectural changes from the previously approved plan.

- Contractor Yard for Alltemp Heating and Cooling as defined in Section 13-1-3-15.05 per the regulations as outlined in 13-1-8-475
- A Personal Storage Facility for personal units and for vehicles and watercraft as defined in Section 13-1-3-14.03 per the regulations outlined in 13-1-8-453.

The property is zoned I-1, Light Industrial. Residents unable to attend the public hearing may provide written comment to the Zoning Administrator prior to the hearing.

Scott J. Kluver
Zoning Administrator

As required by ordinance, copy mailed to property owners within 150 feet of property.

NOTICES MAILED FIRST CLASS MAIL ON 01/18/2019

Bayfield County Hwy. Dept.
P.O. Box 428
Washburn, WI 54891

Bayfield County Forestry Dept.
P.O. Box 445
Washburn, WI 54891

Washburn Iron Works
P.O. Box 338
Washburn, WI 54891

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Scott J. Kluver
Zoning Administrator

publ.: Class 2 – January 26 and February 2, 2019 Daily Press Box Ad

No Change to this Document

CITY OF WASHBURN
CONDITIONAL USE PERMIT

A Conditional Use Permit is hereby granted, pursuant to Title 13, Chapter 1, Article 7, Division 3 of the City of Washburn Zoning Ordinance to Jeff Pipgras (hereinafter User), in respect to property currently zoned I-1 Light Industrial, herein referred to as Subject Property, described as:

Street Address: 330 S. 1st Ave. East

Legal Description: Lot 2 of CSM 2030

Tax ID: 37772 **PIN:** 04-291-2-48-04-05-105-001-03320

This Conditional Use Permit is granted for the purpose of permitting the User, and only the User, to engage in the permitted use set forth immediately below:

1. To construct and operate a contractor yard as defined in Section 13-1-3-15.05 in accordance with Section 13-1-8-475 of the City of Washburn Zoning Code.
2. For light industrial use incidental to sales/service as defined in Section 13-1-3-17.20 in accordance with 13-1-8-540 of the City of Washburn Zoning Code.

This Conditional Use Permit is subject to the following special conditions:

1. This Conditional Use Permit is issued exclusively to the User, does not run with the land for which it is issued, and may not be sold, conveyed, assigned or otherwise transferred to any other person or entity. This permit will be effective once all conditions are complied with as specified in ordinance.
2. Issuance of a Conditional Use Permit does not indicate that the City of Washburn has certified the above referenced structure nor has it inspected the building, nor does it ensure that it meets local, state, federal, or professional requirements or standards related to the subject use.
3. All waste container facilities on the Subject Property shall be screened from view (from adjacent streets).
4. User shall construct a sign upon the property; identifying the User's business and the property address. A sign must conform to the City's Sign Ordinance.
5. All conditional uses referred to above may be carried out upon the Subject Property 24 hours per day, seven days a week.



6. The Common Council for the City of Washburn may at some future date require regular review and renewal of Conditional Use Permits or otherwise change the Conditional Use Permit Ordinances. The holder of the permit may be subject to permit termination and/or renewal at the discretion of the Common Council or its designee. Holder of the permit may be subject to additional ordinance requirements and expense in that event.

Statement on the nature of the approval:

In approving this Conditional Use Permit, the Plan Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable use, there are no negative impacts on the environment known of, and it would not impede the normal development of the neighborhood. The Common Council adopts these findings.

Appeal rights for applicant and other aggrieved persons:

Within 30 days of the decision date, a written appeal, including the reasons for the appeal, must be received by the City Clerk. The appeal process will follow the procedure outlined in 13-1-7-23 of the zoning ordinance.

Jeff Pipgras

Date

Personally came before me this ____ day of _____, 2018, the above-named Jeff Pipgras, to me known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____

Richard Avol, Mayor
City of Washburn

Date

Personally came before me this ____ day of _____, 2018, the above-named Richard Avol, known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____



Scott J. Kluver, Zoning Administrator
City of Washburn

Date

Personally came before me this ____ day of _____, 2018, the above-named Scott J. Kluver, known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____



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APPLICATION FOR CONDITIONAL USE PERMIT

(Zoning Code 13-7-51 through 62)

Name: Jeff and Laurie Piggas Initial Application Amendment/Renewal

Physical and Mailing Address of Applicant: 403 1st Ave East PO Box 28

Telephone Number: 715-292-0555 E-mail: _____

Address/Description of Permit Property: 330 South 1st Avenue East

Requested Conditional Use: Contractor - Yard and Personal Storage Zoning District: Industrial I1

Applicant shall submit a letter detailing the desired use, along with a scaled site plan of the property if new construction is involved.

It is the responsibility of the applicant to provide the name and address (both physical and mailing) of property owners within a 150 foot radius the permit property. Please use attachments for longer lists.

- Bayfield County - 380 S 1st Ave E, 117 E 5th Street
(PA) (MA) (PA)
- City of Washburn - PO Box 638 - Memorial Park Drive
(MA) (PA)
- Washburn Iron Works inc - PO Box 338 - Memorial Park Drive
(MA) (PA)
- Hwy Dept Bayfield County 311 S 1st Ave E,
(MA) (PA)
- Fishnote Properties, llc (PA) - Memorial Park Drive
MA PO Box 55

APPLICATION FOR CONDITIONAL USE PERMIT --- Page 2

I have read municipal code 13-7-52 through 62 as presented to me upon application and understand the process related to the issuance of a Conditional Use Permit. I also understand that I may be required to submit supplemental information as may be required elsewhere in the zoning code for my particular request.

Application Signature:  Date: 02-14-19

Filing Fee: *A \$150 filing fee is due at the time of submitting the application. A receipt of the fee payment shall be attached to this application form and shall serve as the application submission date.*

OFFICE USE ONLY

Date of Review Completed by Zoning Administrator: 01/16/19

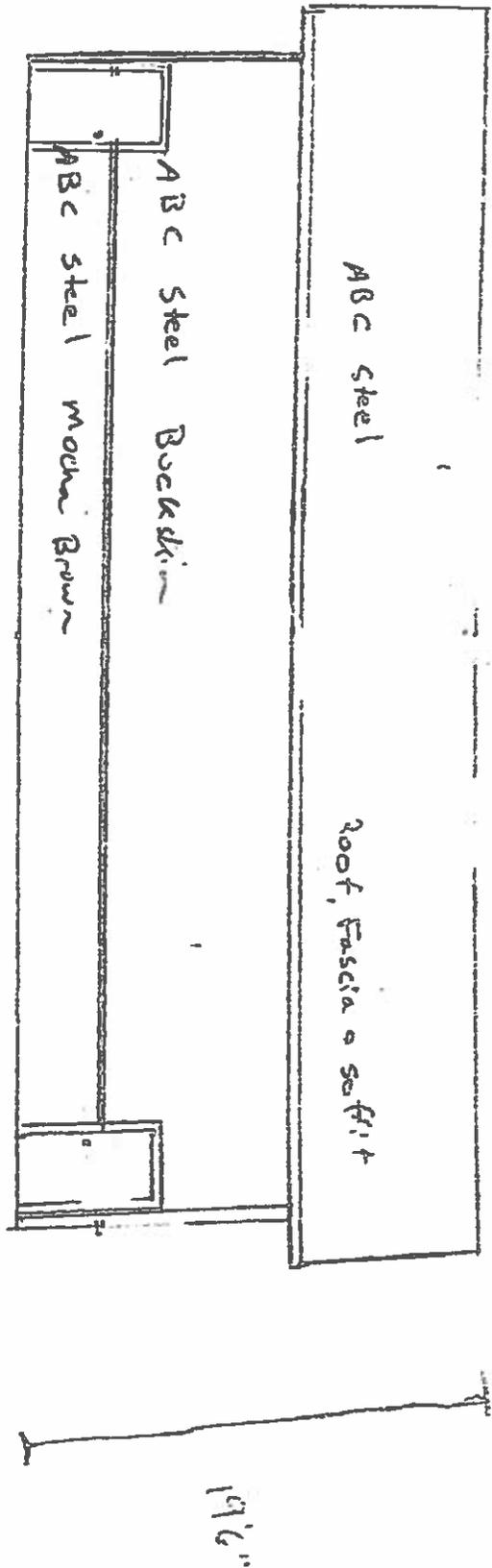
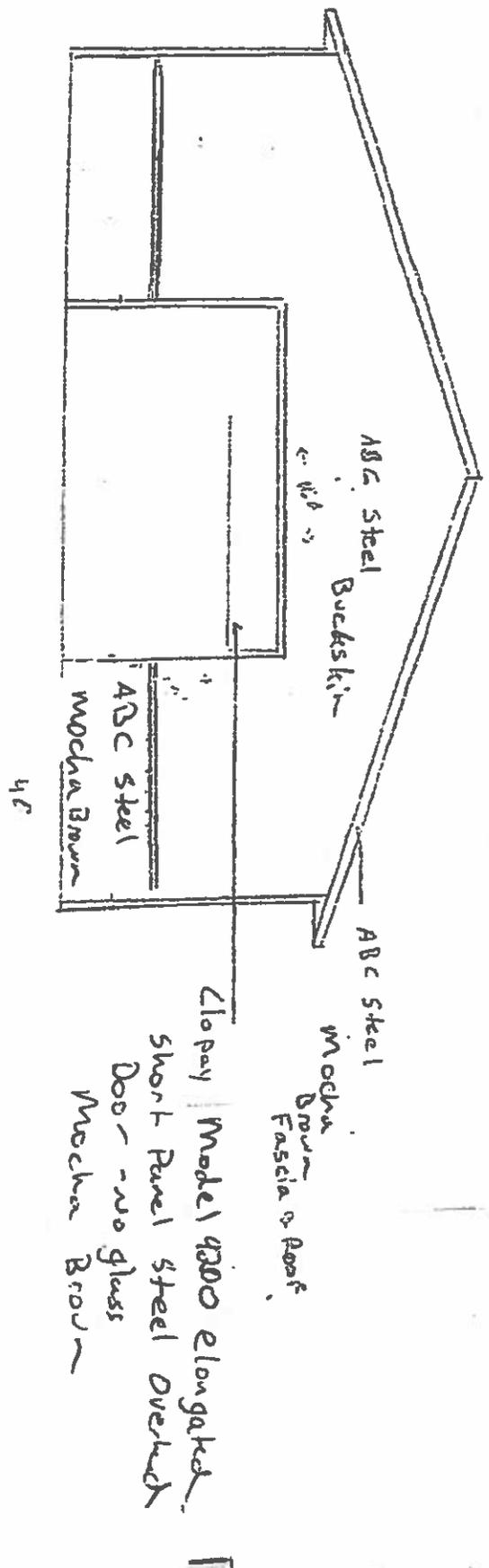
Date of Public Hearing: 02/21/19

Dates of Publication/Mailing: 01/17/19

Recommendation of Plan Commission: _____

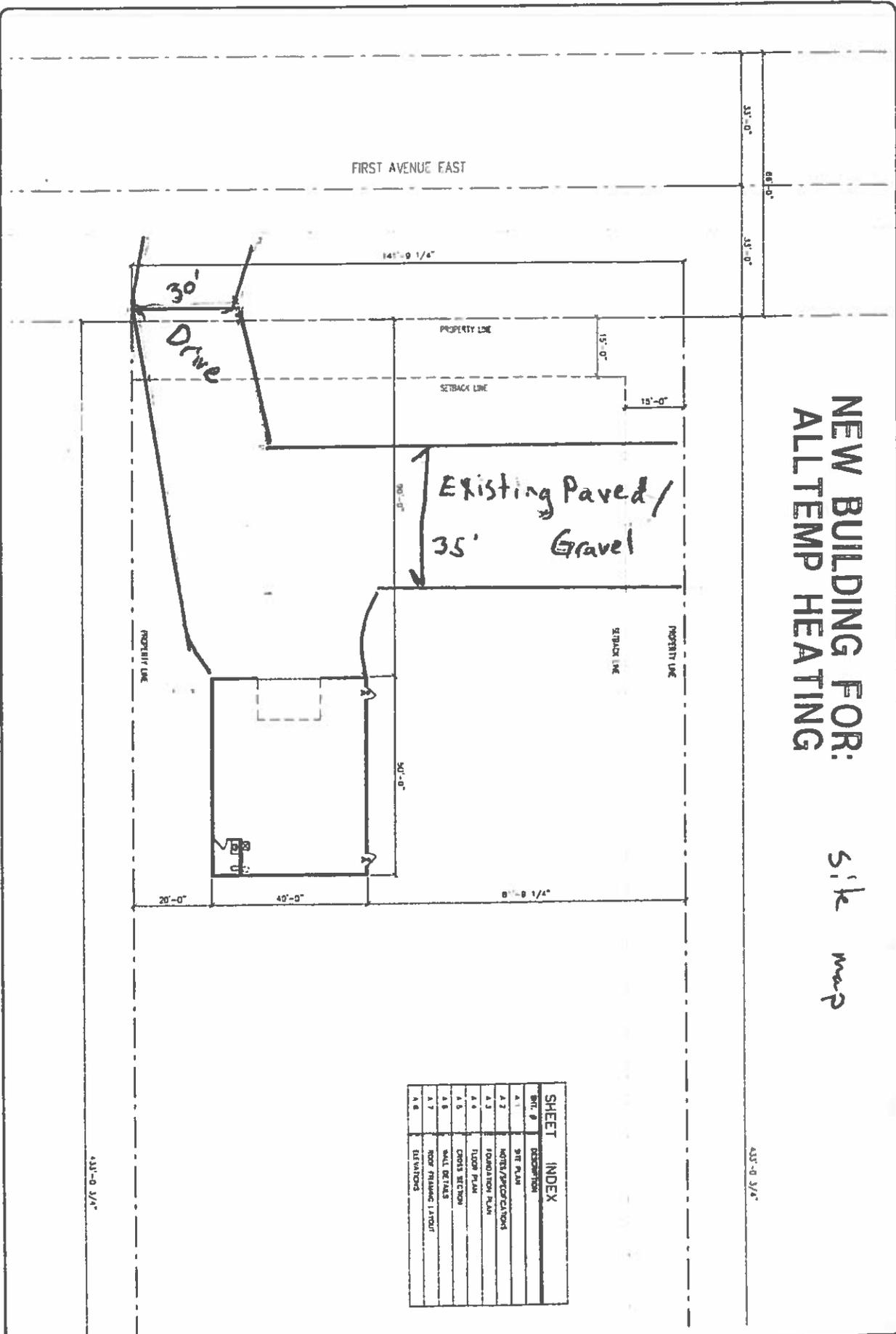
Approval by Council: _____

Amended



NEW BUILDING FOR: ALLTEMP HEATING

Sik map



SHEET #	INDEX
A 1	DESCRIPTION
A 2	SITE PLAN
A 3	NOTES/SPECIFICATIONS
A 4	FOUNDATION PLAN
A 5	FLOOR PLAN
A 6	CROSS SECTIONS
A 7	WALL DETAILS
A 8	ROOF FINISHING LAYOUT
A 9	ELEVATIONS



LAKE EFFECT BUILDERS
4020
A1

SITE PLAN
LAKE EFFECT BUILDERS
ALLTEMP HEATING

THIS PLAN IS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MICHIGAN. I AM NOT PROVIDING ANY GUARANTEE OR WARRANTY FOR THE ACCURACY OF THE INFORMATION OR DATA PROVIDED HEREON. I AM NOT PROVIDING ANY GUARANTEE OR WARRANTY FOR THE ACCURACY OF THE INFORMATION OR DATA PROVIDED HEREON. I AM NOT PROVIDING ANY GUARANTEE OR WARRANTY FOR THE ACCURACY OF THE INFORMATION OR DATA PROVIDED HEREON.

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PO BOX 638
WASHBURN, WI 54891

Receipt Nbr: 27446
Date: 1/03/2019
Check

RECEIVED FROM Jeff Pipgras \$150.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS Jeff Pipgras CUP Amendment	150.00

TOTAL RECEIVED 150.00

Receipt Memo: CUP Application

WAYPOST

Boulder creek

Middle-d Galco

13.60



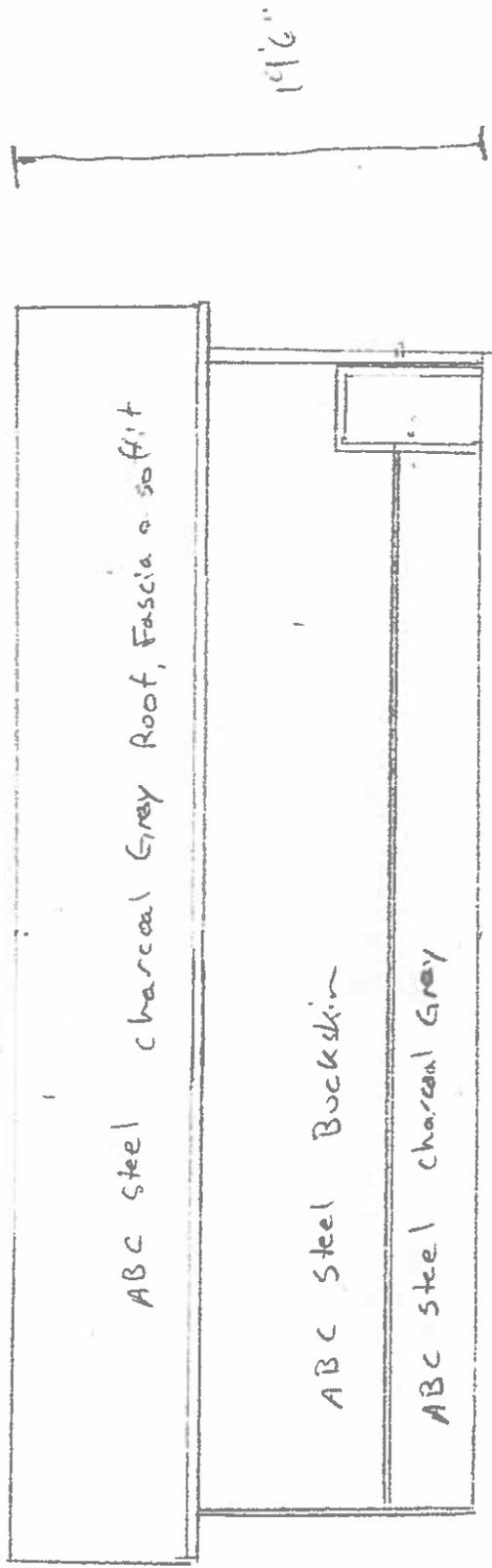
Clopay Grand Harbor

Series I Design II or Ridge Canyon
Compost Garage Door
(or similar Composite Door)

* Composite overlay Door = Not Metal Door

Chablis SS120

46



ABC Steel Charcoal Gray Roof, Fascia & soffit

ABC Steel Buckskin

ABC Steel Charcoal Gray

146"

Original

GRAND HARBOR[®]

collection



America's Favorite Garage Doors[®]



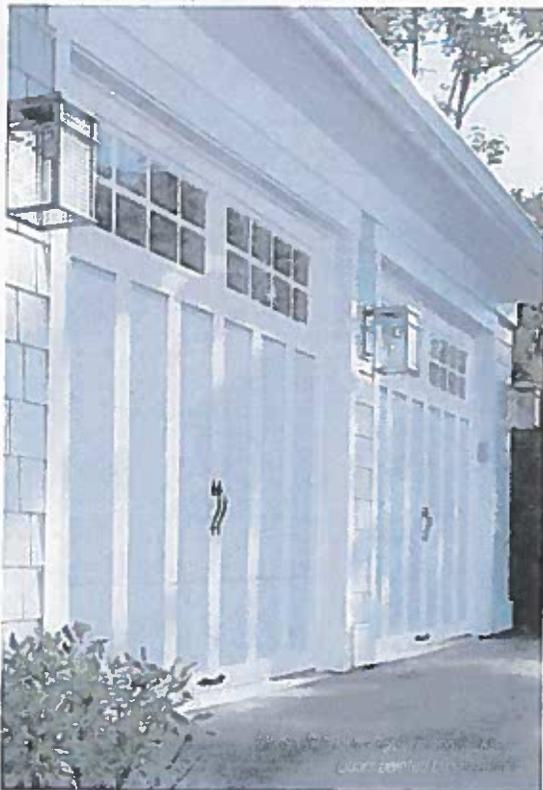
*Model GH12, SQ24 Windows,
Sandstone Base, Standard White Overlay,
Spade Lift Handles and Step Plates*

Model GPH 1, 1 1/2, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



carriage house LOOKS

for LESS



The Grand Harbor® Collection

Enhance the classic details of your home without breaking your budget.

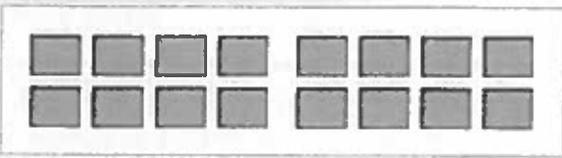
When budget is the deciding factor, this low-maintenance, insulation-optional steel frame carriage house style garage door combines clean lines and classic charm to provide a popular style at a great value.

Accented with decorative black wrought iron hardware, these doors have the appearance of a swing-out door, but offer the convenience of modern overhead operation.



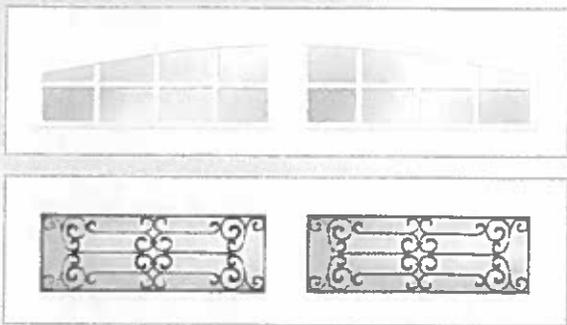
Solid Top Sections

Solid top sections in rectangular, square and arch designs provide more design options to complement new home styles.



Faux Top Sections

Faux top sections create the illusion of a window by using a solid dark gray steel background with arch, square and rectangular grille overlays. Provides added security while creating the appearance of a real window.



Glazed Top Sections

Glazed top sections in clear or obscure glass and snap-in grilles create square and rectangular designs. Wrought iron windows feature a black iron-look design on a "seeded" look acrylic that provides an Old World European style to complement light fixtures, entry doors and other decorative features.

Glazed top sections (windows) NOT available in 15'0" and 15'6" width doors.

Note: All glazed top sections available up to WindCode® W1. Short glazed top sections, SQ22, Plain Short and Wrought Iron Short (WIS) available up to WindCode® W6.

Additional charges for optional glass apply.

Contact your local dealer for door width restrictions.

Acrylic windows require special cleaning. Never use products that contain ammonia or petroleum products to clean acrylic. Please visit clopaydoor.com/acrylic for complete details.

Door Designs

SERIES 1



Design 11

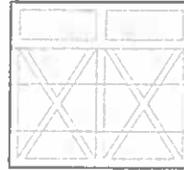


Design 12

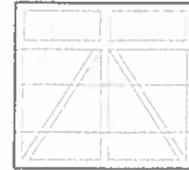


Design 13

SERIES 2



Design 21

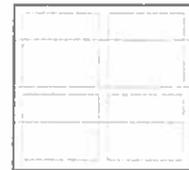


Design 22

SERIES 3

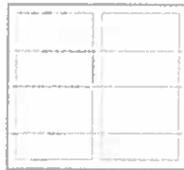


Design 31



Design 36

SERIES 4



Design 41

All door designs shown with a solid TOP11 Design; additional top sections are shown below.

Top/Window Sections

SERIES 1 & SERIES 2



TOP11



TOP12



Wrought Iron Short



TOP13



ARCH1



Wrought Iron Long



XG14



XG24



XA24



Plain Short



REC12



SQ22



Plain Long



REC14



SQ24



ARCH1



GRVA1



GRLA1

SERIES 3 & SERIES 4



TOP11



ARCH1

Additional double width door designs available.

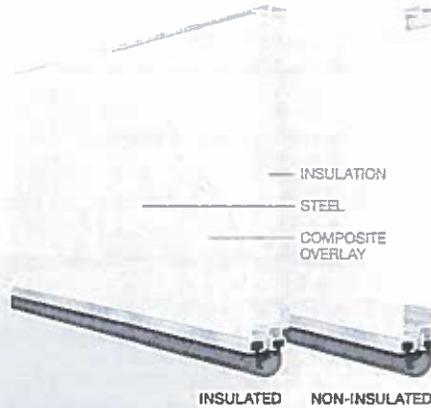
Durable Construction

OPTIONAL INSULATION

1 5/8"
VINYL-BACKED
INSULATION

EFFICIENCY
6.3
R-VALUE

Calculated door section R-value is in accordance with DASMA TDS-163.



- 24 gauge 2" steel frame construction with 1/2" composite overlay for long-lasting performance and durability.
- Optional 1-5/8" vinyl-backed insulation improves energy efficiency. 6.3 R-value.
- Galvanized torsion springs are attractive and longer lasting.
- Nylon rollers are durable and quiet.
- Rust-resistant, aluminum bottom weatherseal retainer and vinyl astragal help seal out the elements.

Beauty and Design

- Four design series, eight models.
- Glazed top sections in clear or obscure glass and snap-in grilles create square and rectangular designs. Optional faux windows and wrought iron windows.
- Decorative black powder coated spade design lift handles and step plate provide the finishing touch. Optional outside keyed lock and strap hinges maintain the authentic carriage house style designs.
- UV-protected standard white composite square-edged overlay with smooth finish.

Size Availability

	Series 1	Series 2	Series 3	Series 4
Door Height	Models	Models	Models	Model
	GH11, GH12, GH13	GH21, GH22	GH31, GH36	GH41
6'6" to 8'0"	■	■	■	■
8'6" to 12'0"	■		■	■

Door heights available in 6" increments.

Door Width (All Models) 8'0", 9'0", 15'0", 15'6", 16'0"

*Glazed top sections (windows) NOT available in 15'0" and 15'6" width doors.



For more detailed product specification information or availability of our Grand Harbor® Collection Garage Doors, please contact your Clopay Dealer. To locate a dealer to help you select the right door for your home, just go to www.clopaydoor.com/dealer or call 1-800-2CLOPAY (225-6729).

Follow us on       

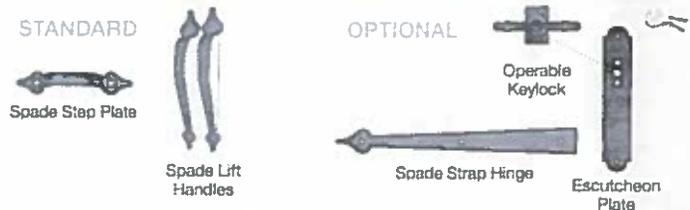
Colors

Standard White Almond Desert Tan Sandtone

Due to the printing process, colors may vary.

- Four hot-dipped galvanized woodgrain textured steel base door colors: Standard White, Almond, Desert Tan and Sandtone. Overlay available in Standard White only.
- Can be painted using a high-quality exterior latex paint. Base door and overlays can be painted dark colors with a Light Reflective Value (LRV) of 8 or higher. Contact paint manufacturer for LRV reading.

Decorative Hardware



A FOCUS ON

green



Clopay is committed to designing, manufacturing and distributing garage doors that enhance the beauty, safety and value of your home while minimizing the impact on the environment.

Steel doors and hardware are impervious to moisture and will not rot, warp or crack, and the steel used in Clopay's doors is made from over 75% recycled content. All Clopay doors are made in the U.S., minimizing shipping, damage and handling.

Visit our website for more details on Clopay's green practices. clopaydoor.com/green

8-145 Compliance with building codes

A building shall comply with all applicable building codes for the intended use.

8-146 Fire and explosions

Any land use involving materials which could decompose by detonation shall be located at least 400 feet from a property in a residential or commercial zoning district or a planned development district, except that this standard shall not apply to the storage or usage for normal residential or business purposes. All activities and storage of flammable and explosive materials at any point shall be provided with adequate safety and fire fighting devices consistent with all fire prevention codes of the state of Wisconsin.

8-147 Tree and shrub removal

Within the R-1, R-2, and R-6 zoning districts, no more than 50 percent of the natural vegetation (cumulative) may be removed from a parcel for construction of a principal building, accessory buildings, driveway area, and containment areas and structures for pets and domestic livestock as may be allowed.

8-148 to 8-160 Reserved

**DIVISION 8
SITE DESIGN**

Sections

8-161	Legislative findings	8-163	General site design principles
8-162	Applicability	8-164	Specific design principles

8-161 Legislative findings

The Common Council makes the following legislative findings regarding the site design requirements in this chapter:

- (1) The design and layout of a site, including principal and accessory buildings, pedestrian routes, parking areas, access drives, building service areas, docking and loading areas, outdoor lighting, signage, stormwater management facilities, and other site features, can have a substantial and long-lasting effect on the utility of the subject property and on surrounding properties and the overall character of a community.
- (2) The requirements in this section are intended to provide meaningful guidance to applicants, design professionals, and public officials.
- (3) The requirements in this section are intended to promote the public health, safety, and welfare and are reasonably related to the public purpose of achieving an attractive, functional, and prosperous community.

8-162 Applicability

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

8-163 General site design principles

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

- (1) A building shall be arranged on the site so as to not impede traffic accessibility and circulation to or from adjacent streets and adjoining sites developed with similar nonresidential uses.
- (2) The front of the building shall be generally parallel to the street or a public area, such as a courtyard, plaza, or the like.
- (3) Cross accesses shall be provided between adjoining commercial parcels whenever it is feasible to do so.

- (4) A docking or loading area for a commercial, institutional, or industrial building shall be easily accessible to service vehicles, partitioned from the on-site parking area, and designed to serve multiple establishments and tenants, when possible. Partitioning from view may be accomplished by (a) integrating such area into the overall design of the building (e.g., inside of the building or use of architectural extension of a building wall), (b) using a fence; a berm; landscaping, above what is otherwise required in this chapter; other suitable feature; or (c) any combination thereof.
- (5) Existing natural resources and topographic features on the site shall be preserved to the greatest extent possible while affording a reasonable use of the property.
- (6) The project shall not create any hazard.
- (7) The project shall be designed to avoid existing hazards, whether manmade or natural, and if avoidance is not possible, to mitigate the effects of the hazard to a satisfactory level necessary to protect the public health, safety, and welfare.
- (8) Parking areas and pedestrian routes located on the site shall be designed to promote safety and efficient traffic flow.

Amendment(s):

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

8-164 Specific design requirements

In addition to the principles enumerated in this division, projects shall be designed to comply with all other development standards in this chapter that may apply.

8-165 to 8-180 Reserved

**DIVISION 9
GENERAL ARCHITECTURAL STANDARDS**

Sections

8-181	Legislative findings	8-183	Architectural standards
8-182	Applicability	8-184	Additional standards in the Downtown Design Overlay district

8-181 Legislative findings

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

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

8-182 Applicability

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

8-183 Architectural standards

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

- (1) 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

8-184 Additional standards in the downtown design overlay district

Buildings located in the downtown design overlay district must comply with the requirements in Article 14.

8-185 to 8-200 Reserved

**DIVISION 10
RESERVED**

8-201 to 8-230 Reserved

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 *SK*
Re: Kouba CUP
Date: February 14, 2019

Enclosed you will find the application materials for the Kouba Home Occupation CUP for the property located at 877 West Jackson Road. The property is in the R-1, Rural Residential District.

Please note that the areas highlighted in yellow should get some extra attention as they are the usual areas of concern/variation.

Please note the criteria for which CUP applications should be approved or denied. Let me know if you have any questions on this application.

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



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

CITY OF WASHBURN
NOTICE OF PUBLIC HEARING

A Public Hearing will be held by the Plan Commission on, Thursday, February 21, 2019, at 5:30 P.M. at City Hall, 119 Washington Avenue, for public comment on the following issue:

Conditional Use Permit Application:

Request for Home Occupation – Operate a counseling/meditation service out the residence. The property is located at 877 West Jackson Road. Carol Kouba, Petitioner

The property is zoned R-1, Rural Residential. Residents unable to attend the public hearing may provide written comment to the Zoning Administrator prior to the hearing.

Scott J. Kluver
Zoning Administrator

As required by ordinance, copy mailed to property owners within 150 feet of property.

NOTICES MAILED FIRST CLASS MAIL ON 01/17/2019

Ms. Patricia Berg
881 Jackson Rd.
Washburn, WI 54891

Mr. Richard Bratley
815 Jackson Rd.
Washburn, WI 54891

Ms. Marilyn Wilson
824 Jackson Rd.
Washburn, WI 54891

Mr. Thomas Mitchell
PO Box 734
Washburn, WI 54891

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



715-373-6160
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**CITY OF WASHBURN
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The property is zoned R-1, Rural Residential. Residents unable to attend the public hearing may provide written comment to the Zoning Administrator prior to the hearing.

Scott J. Kluver
Zoning Administrator

publ.: Class 2 – January 26 and February 2, 2019
Daily Press Box Ad

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, ^{SK}Administrator
Re: Kouba CUP
Date: February 14, 2019

Enclosed you will find the application materials for the Kouba Home Occupation CUP for the property located at 877 West Jackson Road. The property is in the R-1, Rural Residential District.

Please note that the areas highlighted in yellow should get some extra attention as they are the usual areas of concern/variation.

Please note the criteria for which CUP applications should be approved or denied. Let me know if you have any questions on this application.

CITY OF WASHBURN CONDITIONAL USE PERMIT

A Conditional Use Permit is hereby granted, pursuant to Title 13, Chapter 1, Article 7, Division 3 of the City of Washburn Zoning Ordinance to Carol M. S. Kouba (hereinafter User), in respect to property currently zoned R-6 Mixed Residential District, herein referred to as Subject Property, described as:

Street Address: 877 West Jackson Road

Legal Description: NE NE NE IN V.825 P.567 & W 100' OF N1/2 SE NE NE LYING N
OR JACKSON RD IN V.829 P.251 LESS S 25' OF NE NE NE EXCEPT
W 100' IN V.829 P.250 2403

Tax ID: 32450 **PIN:** 04-291-2-49-04-31-1 01-000-10000

This Conditional Use Permit (Home Occupation) is granted for the purpose of permitting the User, and only the User, to engage in the permitted use set forth immediately below:

1. To operate a private practice counseling/meditation service in accordance with Section 13-1-8-536 of the City of Washburn Zoning Code.

This Conditional Use Permit is subject to the following special conditions:

1. This Conditional Use Permit is issued exclusively to the User, does not run with the land for which it is issued, and may not be sold, conveyed, assigned or otherwise transferred to any other person or entity. This permit will be effective once all conditions are complied with as specified in ordinance.
2. Issuance of a Conditional Use Permit does not indicate that the City of Washburn has certified the above referenced dwelling nor has it inspected the building, nor does it ensure that it meets local, state, federal, or professional requirements or standards related to the subject use.
3. All waste container facilities on the Subject Property shall be screened from view (from adjacent streets).
4. User shall construct a sign upon the property; identifying the User's business and the property address. A sign must conform to the City's Sign Ordinance.
5. All conditional uses referred to above may be carried out upon the Subject Property between the hours of 8:00 a.m. and 8:00 p.m. seven (7) days a week.
6. The Common Council for the City of Washburn may at some future date require regular review and renewal of Conditional Use Permits or otherwise change the Conditional Use Permit Ordinances. The holder of the permit may be subject to permit termination and/or renewal at the discretion of the

Common Council or its designee. Holder of the permit may be subject to additional ordinance requirements and expense in that event.

Statement on the nature of the approval:

In approving this Conditional Use Permit, the Plan Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable additional use, there are no negative impacts on the environment known of, concerns with impacts on the neighbors were discussed and guest rules will be posted to help address these concerns, and it would not impede the normal development. The Common Council adopts these findings.

Appeal rights for applicant and other aggrieved persons:

Within 30 days of the decision date, a written appeal, including the reasons for the appeal, must be received by the City Clerk. The appeal process will follow the procedure outlined in 13-1-7-23 of the zoning ordinance.

Carol M.S. Kouba

Date

Personally came before me this ____ day of _____, 2019, the above-named Carol M. S. Kouba, to me known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____

Richard Avol, Mayor
City of Washburn

Date

Personally came before me this ____ day of _____, 2019, the above-named Richard Avol, known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____



Scott J. Kluver, Zoning Administrator
City of Washburn

Date

Personally came before me this ____ day of _____, 2019, the above-named Scott J. Kluver, known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: _____



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



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

APPLICATION FOR CONDITIONAL USE PERMIT

(Zoning Code 13-7-51 through 62)

Name: Carol M.S. Kouba Initial Application Amendment/Renewal

Physical and Mailing Address of Applicant: 877 W. Jackson Rd., Washburn, WI 54891

Telephone Number: (218) 461-1668 E-mail: 1tacksam1@gmail.com

Address/Description of Permit Property: 877 W. Jackson Rd., Washburn, WI 54891

Requested Conditional Use: 8-536 Home occupation, major Zoning District: R-1

Applicant shall submit a letter detailing the desired use, along with a scaled site plan of the property if new construction is involved.

It is the responsibility of the applicant to provide the name and address (both physical and mailing) of property owners within a 150 foot radius the permit property. Please use attachments for longer lists.

1. Patricia Berg
881 Jackson Rd., Washburn, WI 54891
2. (I contacted Patty regarding this venture)
3. _____
4. _____
5. _____

Carol M. S. Kouba
Heavenly Healing Hands, LLC
877 W. Jackson Road
Washburn, WI 54891
1tacksam1@gmail.com

December 28, 2018

City of Washburn
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891
washburnadmin@cityofwashburn.org

To Whom it May Concern,

I, Carol M. S. Kouba would like to start a home-based business in one room of my house. My proposed business is named, Heavenly Healing Hands and it is being created to support individuals on their path to understanding their body, mind, and soul connection.

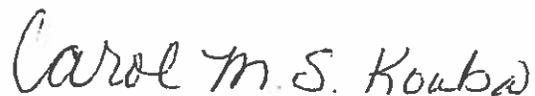
Many individuals benefit from self-introspection so they can deal with the situations they have encountered in life. Through the trainings I have participated in, I have learned numerous techniques that support personal and spiritual growth as well as mindfulness.

The attached business plan details the goals, objectives, and business structure.

The filing fee of \$150.00 is included in the application form and the business plan I have attached to this letter.

Thank you for allowing me to create a home-based business in my home, in the community of Washburn.

Sincerely and Respectfully,



Carol M. S. Kouba

BUSINESS PLAN

Heavenly Healing Hands, LLC
877 W. Jackson Road, Washburn, WI 54891

December 14, 2018

Executive Summary

The Ownership

The company will be structured as a limited liability company (L.L.C.).

The Management

Carol is the sole owner, and therefore, manager of the company.

The Goals and Objectives

The goal of this company is to support individuals in their path to healing their body, mind, and spirit. Through self introspection and energy work techniques, clients will feel a sense of renewed calm, spiritual development, and possible physical healing.

The Product

The primary service offered is energy work, bio-energy psychology, behavioral medicine, and preventive medicine to support clients in learning more about themselves and healing their body, mind, and spirit.

The Target Market

The clients who will be using the business' services will be people in need of physical or emotional insight and healing. These clients may be young or old, depending upon their need for these services. Some clients will be local but others will be in different parts of the country.

Pricing Strategy

The pricing will be based on the number of minutes per session each client will need.

The Competitors

Local energy workers may be competitors but their type of work is different for this company's techniques. Other similar businesses include Reiki Energy Work, acupuncture, and massage, but this business uses different mind and body techniques than the businesses listed above.

Business Plan - Heavenly Healing Hands, LLC

The Company

Business Sector

The owners would like to start a business in the following industry:
Mindfulness Mentoring, Light and Energy Work.

Company Goals and Objectives

The goal of this company is to support individuals in their path to healing their body, mind, and spirit. Through self introspection and energy work techniques, clients will feel a sense of renewed calm, spiritual development, and possible physical healing.

Company Ownership Structure

The company will be structured as a limited liability company (L.L.C.)

Ownership Background

Carol M. S. Kouba (member):

Carol is a retired special education and regular education teacher with 34 years of teaching experience, and a masters degree in Curriculum & Instruction, with an emphasis in eLearning and technology.

She started her healing path when she was very young. Throughout the years she has had energy work training with a number of teachers in Minneapolis, MN, and Tahlequah, Ok.

She has also trained with Dr. Sharon Forrest at the Holman Professional Counseling Center in Lake Arrowhead, CA. It was here that she completed a Certification Facilitator Course and a Natural Healing Arts training on: Behavioral Medicine, Preventive Medicine and Bio-Energy Psychology in October of 2018.

She is also a certified massage therapist having completed her training at the Minneapolis School of Massage.

Company Management Structure

Carol is the sole owner, and therefore, manager of the company.

Organizational Timeline

The planned timeline for reaching the objectives is on an individual basis. Clients will contact the business when they feel a need to do so.

Company Assets

Company assets include massage table, massage chair for seated massages, various pieces of furniture for the energy room, and massage table dressings and lotions.

The Product

The Product

The primary service offered is energy work, bio-energy psychology, behavioral medicine, and preventive medicine to support clients in learning more about themselves and healing their body, mind, and spirit.

Marketing Plan

The Target Market

The clients who will be using the business' services will be people in need of physical or emotional insight and healing. These clients may be young or old, depending upon their need for these services.

Some clients will be local but others will be in different parts of the country.

Pricing

The pricing will be based on the number of minutes per session each client will need.

Advertising

This business will be advertised through satisfied customers sharing their positive experiences. There will be no need for signs on the property or any other identifying features to advertise the business.

Competitor Analysis

The Competitors

Local energy workers may be competitors but their type of work is different for this company's techniques. Other similar businesses include Reiki Energy Work, acupuncture, and massage, but this business uses different mind and body techniques than the businesses listed above.

Staffing

Heavenly Healing Hands, LLC will employ one full-time employee in the initial startup phase.

CITY OF WASHBURN

PO BOX 638
WASHBURN, WI 54891

Receipt Nbr: 27435

Date: 1/02/2019

Check

RECEIVED FROM CAROL KOUBA

\$150.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS	150.00
	CONDITIONAL PERMIT APPLICATION FEE	

TOTAL RECEIVED 150.00

shall only become effective when all required signatures have been obtained and the original signature copy is returned to the zoning administrator.

- (18) **Public record copy.** A duplicate copy of the decision document shall be retained as a public record.
- (19) **Recording of decision document.** If the property owner returns the decision document within the required time period with the required signatures, the zoning administrator shall record the decision document against the subject property in the office of the Bayfield County register of deeds.
- (20) **Administrative steps.** If the conditional use is approved and the zoning administrator has created a map showing conditional uses, the zoning administrator shall add the conditional use to that map.

Amendment(s):

1. Ordinance 18-001, adopted April 9, 2018

7-55 Basis of decision

(a) **Generally.** When reviewing conditional uses other than nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall consider the following factors:

- (1) the size of the parcel on which the proposed use will occur;
- (2) the presence of and compatibility with other uses on the subject property, if any;
- (3) the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);
- (4) effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (5) the suitability of the subject property for the proposed use;
- (6) effects of the proposed use on the natural environment;
- (7) effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;
- (8) effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and
- (9) any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

(b) **Nonconforming conditional uses.** When reviewing nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall make the following determinations:

- (1) The nonconforming use will not be adverse to the public health, safety, or welfare.
- (2) The nonconforming use is in keeping with the spirit and intent of this chapter.
- (3) The nonconforming use would not be otherwise detrimental to the area and in particular the surrounding properties.

The Common Council shall grant approval for a nonconforming conditional use only if the council can make an affirmative finding for all of the criteria listed in this subsection.

(c) "Substantial evidence" as used in this Article means facts and information, other than mere personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Amendment(s):

1. Ordinance 18-001, adopted April 9, 2018

7-56 Imposition of conditions

(a) **Generally.** The Plan Commission may recommend and the Common Council may impose one or more conditions of approval as may be necessary to grant approval. Such conditions and restrictions may relate to the establishment, location, construction, maintenance, operation of the use, off-site impacts, and any other aspect of the use that impacts the public health, safety, or general welfare. Conditions as to the permit's duration, transfer, or renewal may also be included. All conditions must be reasonable and, to the extent practicable, measurable. Any condition imposed must be related to the purpose of the evidence and be based on substantial evidence.

(b) **Condition may not lessen any requirement.** A condition of approval shall not lessen a development standard or other requirement contained in this chapter.

(c) **Special consideration for solar panels.** In those instances where a solar panel is classified as a conditional use, the reviewing authority may impose one or more conditions of approval, provided the condition satisfies one of the following:

- (1) The condition serves to preserve or protect the public health or safety.
- (2) The condition does not significantly increase the cost of the system or significantly decrease its efficiency.
- (3) The condition allows for an alternative system of comparable cost and efficiency.⁶

(d) **Effect on contracts with another party.** The Common Council shall not condition or withhold approval based upon the property owner entering into a contract or discontinuing, modifying, extending, or renewing any contract, with a third party under which the third party is engaging in a lawful use of the property.⁷

(e) **Special condition for business as property owner.** As a condition of approval of a conditional use, the property owner if it is a business entity, such as a limited liability company or a corporation, shall for the life of the conditional use continuously maintain a registered office and registered agent in the state of Wisconsin as evidenced by registration with the Wisconsin Department of Financial Institutions.

Amendment(s):

1. Ordinance 18-001, adopted April 9, 2018

7-57 Application form and content

The application submittal shall include an application form as may be used by the City and a project map prepared at an appropriate scale depicting the information listed in Appendix A.

7-58 Staff report content

The staff report shall contain preliminary findings for the decision criteria listed in this division and other information deemed appropriate.

7-59 Content of decision document

(a) **Approval.** If the application for a conditional use is approved, the decision document shall include the following:

- (1) a statement that the application is approved.
- (2) a description of the conditional use.
- (3) a description of where the conditional use will occur on the property.
- (4) reasons for the decision based on the criteria listed in this division.
- (5) a list of conditions of approval that must be satisfied prior to the establishment of the conditional use or complied with during the life of the conditional use, or both.

⁶ Commentary: See s. 66.0401(1m), Wis. Stats.

⁷ Commentary: See s. 62.23(7)(gm), Wis. Stats. The City, for example, could not require an applicant to terminate an existing contract with another party that is engaged in a lawful use of the property.

- (6) a statement indicating that the property owner must sign the decision document and return it to the zoning administrator to acknowledge acceptance of the same,
- (7) a statement that the applicant may appeal the decision to the Zoning Board of Appeals,
- (8) a statement that an aggrieved person, other than the applicant, may appeal the decision and that any work done by the applicant as authorized by the approval is done at the applicant's risk,
- (9) a statement indicating the nature of the approval (i.e., personal to the property owner or runs with the land),
- (10) other information the Common Council or zoning administrator deems appropriate,
- (11) the signature of the zoning administrator on behalf of the Common Council, and
- (12) the date of the decision.

(b) **Denial.** If the application for a conditional use is denied, the decision document shall include the following:

- (1) a statement that the application is denied,
- (2) a description of the project, including acreage and proposed use characteristics,
- (3) reasons for the decision based on the criteria listed in this division,
- (4) a statement indicating that the denial does not limit the applicant's ability to resubmit a revised application for consideration,
- (5) a statement that the decision may be appealed as provided for in this division,
- (6) other information the Common Council or zoning administrator deems appropriate,
- (7) the signature of the zoning administrator on behalf of the Common Council, and
- (8) the date of the decision.

7-60 Effect of approval

Unless otherwise specified in the conditional use order, approvals are personal to the property owner meaning the approval automatically lapses when the property owner ceases to own the property.

7-61 Expiration of an approval

(a) **Non-establishment of use.** If the zoning administrator determines that substantial work as authorized by a conditional use approval did not commence within 12 months of the date of approval or if substantial work did commence within 12 months of the date of approval but has not continued in good faith to completion, he or she shall initiate the process to terminate the approval pursuant to Division 18 of this article. Upon written petition and with cause, the zoning administrator may grant a one-time extension not to exceed 6 months provided (i) the permit holder requests the extension prior to the expiration of the approval, (ii) the permit holder clearly demonstrates that circumstances beyond his or her control prevented the start of construction and the continuation of the same, and (iii) the project complies with this chapter in effect at the time the extension is granted.

(b) **Cessation of use.** If the zoning administrator determines that a conditional use has ceased to operate for any reason, whether intentional or otherwise, for more than 12 continuous months, he or she shall initiate the process to terminate the approval pursuant to Division 18 of this article.

7-62 Amendment of an approved conditional use

Following approval of a conditional use, the Plan Commission shall review all proposed changes to the approval. If in the opinion of the Plan Commission, the proposed change constitutes a minor alteration, the Plan Commission may approve the requested change in writing at a regular or special meeting of the Plan Commission without following the review procedure in this division. If the proposed change constitutes a major alteration, the review procedure in effect at the time of submittal shall be followed.

7-63 to 7-70 Reserved

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, ^{SK} Administrator
Re: Façade Loan Disbursement
Date: February 13, 2019

Enclosed you will find two requests for façade loan disbursements.

First is the request for the Brownstone Pharmacy building. You will see that a majority of the work has been completed. Expenses totaling \$3,800 of the \$5,151 allowed. There is some trim and detail work that is unfinished. In the explanation, Mr. Swiston explains that the remaining work needs to be completed in the spring and he would like reimbursement for the existing expenses. I have no objection to this if the Plan Commission is comfortable with this. If the Plan Commission goes along with this, they should decide if the final payment should be held for Plan Commission approval.

Second is the request for the ABC Thrift Store. You will see total costs in the amount of \$9,455.08. It was noted that all work appears to be complete except for the lighting. In speaking with Carol Lindsey about the project, she would like to submit a request at a later date for the lighting to take the amount up to the approved total of \$10,000 if that is acceptable to the Plan Commission. Like with the Brownstone Project, the Plan Commission should decide if that is allowed and if there will be a need to appear again in front of the Plan Commission. Besides that, I believe the other work has been completed as was outlined in the application and recommend approval of the disbursement.

washburnadmin@cityofwashburn.org

From: Nate Swiston <washburnhardwarewi@gmail.com>
Sent: Monday, February 11, 2019 11:29 AM
To: City of Washburn Administrator
Subject: Re: Snowmobile Club Property

Sounds great on the snowmobile plan meeting. I can make a 30-1hr meeting work most Mondays or Tuesdays or even late Wed afternoons. I would be your schedule is tighter than mine, so shoot me a date/time and I'll sure try to make it work.

So, regarding the facade.... In my project description on the application, I noted we would replace glass, aluminum frames and woodwork (surrounding and supporting the windows). We do have additional plans to finish below the windows with real brownstone but due to weather delays, we will not be able to address that until spring. Some of the absolute finish trim work is contingent on the brownstone. However, the 2 major projects have been completed, being the windows and the supporting structures. I am sitting on an invoice to Schraufnagel glass for the balance of \$3800 and am sure hoping I can draw that now or soon. I believe I requested \$5151 from the facade but the remaining \$1351 you can hold until we are invoiced for the Brownstone in the Spring.

Does this work?

Thanks...Nate

On Mon, Feb 11, 2019 at 11:03 AM <washburnadmin@cityofwashburn.org> wrote:

Nate,

I would be happy to set up a time to discuss with you. What is your availability?

Also, you asked about the façade reimbursement. In a previous message, I stated that the project needs to be complete and in approved by the Plan Commission. When I took the after photos a couple weeks ago, I noted that trim work was not yet complete. Has it been done now? If so, I can take new photos for the meeting next week Thursday.

Scott Kluver

City of Washburn

From: Nate Swiston <washburnhardwarewi@gmail.com>
Sent: Monday, February 4, 2019 7:13 AM

washburnadmin@cityofwashburn.org

From: washburnhardwarewi <washburnhardwarewi@gmail.com>
Sent: Wednesday, January 16, 2019 12:09 PM
To: washburnadmin@cityofwashburn.org
Subject: RE: Facade Loan

Yes...they have some trim to complete but everything has been billed on there

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: washburnadmin@cityofwashburn.org
Date: 1/16/19 10:50 AM (GMT-06:00)
To: 'Nate Swiston' <washburnhardwarewi@gmail.com>
Subject: RE: Facade Loan

Nate,

Is this project complete? Is this the only invoice you will have?

Scott Kluver

City of Washburn

From: Nate Swiston <washburnhardwarewi@gmail.com>
Sent: Wednesday, January 16, 2019 8:57 AM
To: City of Washburn Administrator <washburnadmin@cityofwashburn.org>
Subject: Re: Facade Loan

Sorry - lets try this format..

On Mon, Jan 14, 2019 at 11:00 AM Nate Swiston <washburnhardwarewi@gmail.com> wrote:

Hi Scott - here is the invoice for the Pharmacy window project if I may request the dispersment of my facade loan.

Please let me know if you need anything else...thanks...Nate

Schraufnagel Glass
1318 West Lake Shore Drive
Ashland, WI 54806

(715) 682-9633 / Fax (715) 682-9463

Fed. ID# 391529177

Washburn Hardware
110 W Bayfield St
Washburn, WI 54891

Inv. #	A0062397	Date	01/08/19
Cust. #	7153735401	Price Cat	
P.O. #		Sold By	
Fed Tax #		Inst'l By	

(715) 373-5401 Fax: () -

Qty	Part	Thickness	Description	List	Price	Total
1	MISC		Storefront Includes: Dark Bronze/Clear Anodized Thermal Aluminum Frames 1" Insulated Tempered Glass	5800.00	5800.00	5800.00
1	LABOR		Break Metal For Corners Labor/Travel/Disposal	2400.00	2400.00	2400.00

Extra For Break Metal Around Bottom Of Window To Be Determined After Wood Is Cut

P/O: Pharmacy

1/11/19 Pd. \$4400 OK 6243 - (from WHA)

Waiting for rest from City

\$3,800

SPECIAL INSTRUCTIONS

All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.

Subtotal	5800.00
Labor	2400.00
Tax	0.00
Total	8200.00
Balance	8200.00

Terms of payment are 30 days from invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts.

RECEIVED BY:

The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my insurance Company to pay the "Above named Repair / Glass Company" directly for the glass and installation charges, or repairs.







City of Washburn Façade Loan Final Accounting

Project Site: 118 W. Bayfield St.

Date: February 10, 2019

Vendor	cost	check	description				
Advanced Design Awning and Design	\$ 5,132.00						Canvas awning labor and material
- Down payment	\$ 2,600.00	3089					Down payment on Awning
-Final Payment	\$ 2,532.00	2890					Second payment for awnings
Olsons	\$ 247.87	2866					Materials for filling in the open walls that were discovered after the wooden awnings were removed.
Olsons	\$ 995.21	2871					
M. Pederson	\$ 1,540.00	2870	Labor				
P. Dagsgard	\$ 1,540.00	2869	Labor				
Total paid	\$ 9,455.08						



ADVANCED DESIGN AWNINGS & SIGNS, INC.

ADVANCED AWNING DESIGN
1600 - 29TH ST.
CLOQUET, MN 55720

INVOICE

Invoice Number: 13908
Invoice Date: Feb 5, 2019
Page: 1

Voice: 218-879-9712
Fax: 218-879-2936

Duplicate

Bill To:
LINDSEY PROPERTIES
79330 HOWELL ROAD
WASHBURN, WI 54891-4453

Ship to:
LINDSEY PROPERTIES
79330 HOWELL ROAD
WASHBURN, WI 54891-4453

Customer ID	Customer PO	Payment Terms	
LINDSEY PROP	18230	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
270	Installed	2/5/19	2/5/19

Quantity	Item	Description	Unit Price	Amount
1.00		SET OF 4 AWNINGS, 3 UPPERS AND 1 LOWER, HAVELOCK BRICK AND TRESKO BRICK SUNBRELLA	5,132.00	5,132.
-1.00	DOWN PAYMENT	PROJECT DOWN PAYMENT	2,600.00 # 3089	-2,600.

2890

2/9/19

THIS PAYMENT BALANCE DEPOSIT BAL

2532.00

2/9/19

Admired Designs
Thank you so much for the order!

Chryff

NOT NEGOTIABLE

Track Your Expenses...
 Mortgage / Rent
 Gas / Electric
 Telephone
 Food
 Clothing
 Transportation
 Credit Card
 Taxes
 Insurance (Life, Home, Auto)
 Home Improvement (Maintenance, Repairs)
 Entertainment & Travel
 Medical / Dental
 Dependent Care
 Savings & Investment
 Other

For: forward 1 of expense to memo the date for your records.

Subtotal	2,532.
Sales Tax	
Total Invoice Amount	2,532.
Payment/Credit Applied	
TOTAL	2,532.

PAID #2890
2/9/19

PAYMENT DUE ON RECEIPT

ck# 2871 \$955.91

OLSON BUILDING MATERIALS, INC.
 19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS • FLOORING • KITCHENS

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RETD.	PAID OUT	AMOUNT
QUANTITY	DESCRIPTION					PRICE	AMOUNT
2						2/60	380
4						1/20	2480
1 3/4						1/170	2078
4						2/25	900
							5740
						TAX	316
							6064
						TOTAL	

All claims and returned goods MUST be accompanied by this bill.

02183

Rec'd By **PNCTEN**

OLSON BUILDING MATERIALS, INC.
 19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
 Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
 MARVIN WINDOWS • FLOORING • KITCHENS

Customer's Order No.	Name	Address	Date					
	Carl Lindsey	ABC Thruway Stop	12/11/18					
		Front Ford Road						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RETD.	PAID OUT	PRICE	AMOUNT
QUANTITY	DESCRIPTION					PRICE	AMOUNT	
24							1170	2925
2							342	670
2							11	111
2							1100	22430
12								
2								30660
2								1767
1								167
2								2100
								10710
								121190
							TOTAL	91567

All claims and returned goods MUST be accompanied by this bill.

02138

Rec'd By **PNCTEN**

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
MARVIN WINDOWS • FLOORING • KITCHENS

BY	CASH	C.O.D.	CHARGE	ON ACCT.	M.D.S.E. RETD.	PAID OUT	QUANTITY	DESCRIPTION	PRICE	AMOUNT
							1	4x8 1/2 CDPT Fin. Shanty Ply		26.58
								TAX		1.17
								Shanty Ply		20.15
								TOTAL		47.90

Customer's Order No. _____ Date 11/11
Name Bob Lindberg
Address _____

All claims and returned goods MUST be accompanied by this bill.

1455

Rec'd by POSTER

OLSON BUILDING MATERIALS, INC.

19 W. Bayfield St. • P.O. Box 486 • Washburn, WI 54891
Phone 715-373-2686 • Fax 715-373-2429

BUILDING MATERIALS • GLIDDEN PAINTS • LUMBER • HARDWARE
MARVIN WINDOWS • FLOORING • KITCHENS

BY	CASH	C.O.D.	CHARGE	ON ACCT.	M.D.S.E. RETD.	PAID OUT	QUANTITY	DESCRIPTION	PRICE	AMOUNT
							8	2x4 12'x w/w	@ 790	6320
							2	16 1/2" Truss Scaus	@ 990	2070
							2	pk Pice Shims	@ 129	258
							2	2x4 8'x w/w	@ 420	840
							2	4x8 1/2 CDPT	@ 26.68	53.36
								TAX		1.48
								TOTAL		716.39

Customer's Order No. _____ Date 11-11-11
Name Carol Lindberg
Address _____

All claims and returned goods MUST be accompanied by this bill.

01432

Rec'd By

POSTER

Cancelled Checks

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/3/18
 AHHL
 \$ 2,363.08
 NSB NORTHERN STATE BANK
 :091510253: 9732765675*

Amount \$2,363.08 Date 12/3/2018

NORTHERN STATE BANK
 CHECKING DEPOSIT
 DATE 12/7/18
 NAME Carol Lindsey
 \$ 1,150.00
 NSB NORTHERN STATE BANK
 :091510253: 2765675* 30

Amount \$1,150.00 Date 12/4/2018

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/10/18
 \$ 555.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 30

Amount \$555.00 Date 12/10/2018

CHECKING DEPOSIT
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 11/15/18
 \$ 54.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2859

Check 2859 Amount \$54.00 Date 12/14/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 11/28/18
 \$ 40.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2860

Check 2860 Amount \$40.00 Date 11/28/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 11/29/18
 \$ 3,000.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2861

Check 2861 Amount \$3,000.00 Date 11/29/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/5/18
 \$ 827.54
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2863

Check 2863 Amount \$827.54 Date 12/5/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 11/29/18
 \$ 70.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2865

Check 2865 Amount \$70.00 Date 12/12/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/13/18
 \$ 247.87
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2866

Check 2866 Amount \$247.87 Date 12/14/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/7/18
 \$ 95.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 2867

Check 2867 Amount \$95.00 Date 12/13/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 11/24/18
 \$ 100.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 3070

Check 3070 Amount \$100.00 Date 11/29/2018

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMELEWSKI
 7830 HOWELL ROAD
 WASHBURN WI 54991-4483
 DATE 12/19/18
 \$ 30.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675* 3071

Check 3071 Amount \$30.00 Date 12/19/2018

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 12/31/18
 \$ 1,403.08
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 30

Amount \$1,403.08 Date 1/2/2019

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/3/2019
 \$ 1,150.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 30

Amount \$1,150.00 Date 1/3/2019

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/4/2019
 \$ 210.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 30

Amount \$210.00 Date 1/4/2019

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/7/2019
 \$ 1,350.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 30

Amount \$1,350.00 Date 1/7/2019

DEPOSIT TICKET
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/8/2019
 \$ 650.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 30

Amount \$650.00 Date 1/8/2019

CHECKING DEPOSIT
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/23/19
 \$ 1,645.00
 NSB NORTHERN STATE BANK
 :091510253: 2765675# 30

Amount \$1,645.00 Date 1/23/2019

MISC. DEBIT
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE JAN 14 2019
 \$ 200.00
 NSB NORTHERN STATE BANK
 :5055-0001: 60

Check 0 Amount \$200.00 Date 1/14/2019

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/9/18
 \$ 88.53
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 2868

Check 2868 Amount \$88.53 Date 1/9/2019

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 12/24/18
 \$ 1,540.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 2869

Check 2869 Amount \$1,540.00 Date 1/9/2019

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 12/28/18
 \$ 1,540.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 2870

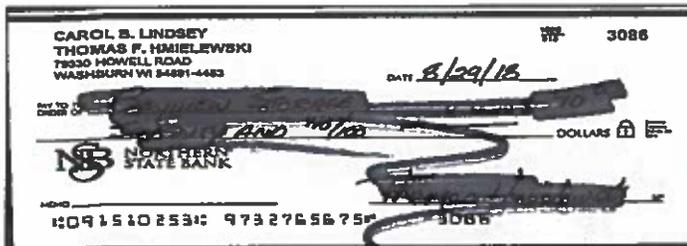
Check 2870 Amount \$1,540.00 Date 1/10/2019

CHECK
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 12/28/18
 \$ 995.21
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 2871

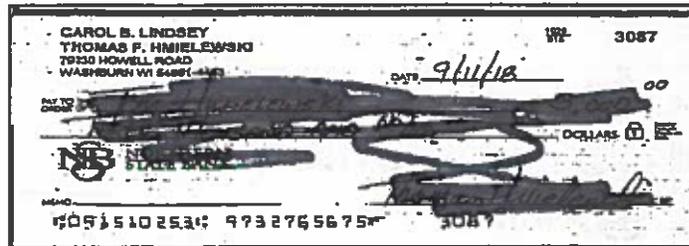
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CHECK
 CAROL B. LINDSEY
 THOMAS F. HMIELEWSKI
 78330 HOWELL ROAD
 WASHBURN WI 54981-4483
 DATE 1/30/18
 \$ 70.00
 NSB NORTHERN STATE BANK
 :091510253: 9732765675# 2872

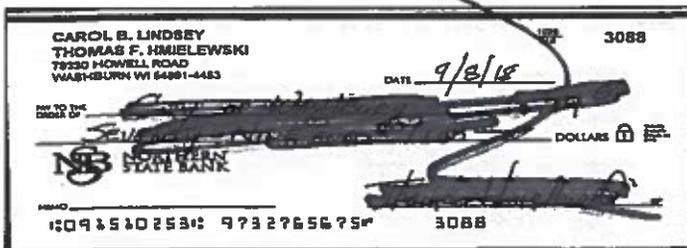
Check 2872 Amount \$70.00 Date 1/9/2019



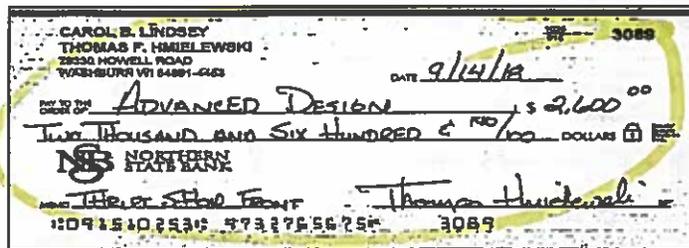
Check 3086 Amount \$70.00 Date 8/29/2018



Check 3087 Amount \$3,000.00 Date 9/12/2018



Check 3088 Amount \$79.80 Date 9/10/2018



Check 3089 Amount \$2,600.00 Date 9/18/2018



