

**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/82588692818> or by calling 1 (877) 853-5247 (Toll Free) and entering Webinar ID: 825 8869 2818 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** **AMENDED 3:00 PM on May 18, 2020**

DATE: Thursday, May 21, 2020  
TIME: 5:30 P.M  
PLACE: Washburn City Hall

**AGENDA:**

- Call to Order
- Roll Call
- Approval of Minutes – February 20, 2020
- Election of Vice Chairperson
- Discussion & Action on Site Plan Review for Installation of Solar Panels, Gail Bodin 431 W. Bayfield Street - Next Energy Solution, Inc, Petitioner
- Discussion & Action on Downtown Design Review for Hawkes Building at 100 W. Bayfield Street – John Sopiwnik, Petitioner
- Discussion & Action on Façade Loan Application-John Sopiwnik, 100 W. Bayfield Street, Petitioner
- Annual Review and Recommendation on Municipal Land Sale List
- Adjourn

February 20, 2020  
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Richard Avol, Dave Anderson, John Gray, Leo Ketchum-Fish, Laura Tulowitzky

ABSENT: John Baregi, Adeline Swiston

MUNICIPAL PERSONNEL: Robert Anderson-DPW/Deputy Zoning Administrator, Tammy DeMars City Treasurer/Deputy Clerk,  
Scott Kluver City Administrator

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

Approval of Minutes – November 21, 2019 - Moved by Anderson to approve the minutes of November 21, 2019 as presented, second by Avol. Motion carried with Ketchum-Fish abstaining since he was not present.

Discussion and Action on Architectural Review for Mural/Wall Art at Artist Squared Gallery – 631 W. Bayfield St., Country Care Pet Hospital - 939 W. Bayfield St., and North Coast Coffee – 509 W. Bayfield St. Susan Lince Petitioner – Susan Lince in attendance. Petitioner has applied for a grant that will pay for the majority of the cost, with each building owner doing some type of in-kind donation and/or cash match. The proposed pictures will be printed on vinyl sheeting, framed and mounted to the outside wall as shown in each application. Copies of each design were included in the packet. Moved by Ketchum-Fish to approve all three applications, second by Tulowitzky. Motion carried unanimously.

Discussion and Action on resolution 20-001 to Amend the Comprehensive Plan Land Use Map to Change Three Parcels from Moderate Density Residential to Highway Commercial/Residential – Dale Kelm, Petitioner – As discussed previously the issue at hand is some of the newer businesses here do not comply with the land use district for this area as the property is currently zoned R-6 Mixed Residential. The options to correct this are: 1) enforce the zoning code as is, which would force the closure of three of the existing businesses, 2) amend the existing residential district to allow for all of the above uses, 3) amend the zoning map to change the area to a different district where all of the above uses are allowable or 4) create a new zoning district with whatever uses you would want. Of the four options, Administrator Kluver finds option three most desirable, and all of the existing uses could be accommodated if the property were rezoned to C-2 General Commercial. As outlined in his memo dated February, 10, 2020. In order to consider a rezone, we first have to amend the comprehensive plan land use map. Moved by Gray to recommend approval of Resolution 20-001 to Amend the Comprehensive Plan Land Use Map to change the three (3) marked parcels to Highway Commercial/Residential, second by Anderson. Discussion included the concerns Bayfield County had on the potential limitations of the vacant nine-acre parcel, Kluver addressed those concerns and shared the questions along with his responses. Questions 1) thru 3) the Commission agreed with Kluver that they should be left as is, question 4) in regards to ponds was discussed an the consensus was that ponds should be allowed, question 5) on outdoor pools being allowed in the Commercial District, (currently they are only allowed with a residential use) it was decided should be allowable as long as they are in ground in commercial settings and question 6) in regards to allowing Model homes with a conditional use permit should be allowed. Original Motion carried unanimously.

Discussion on Concept of Potential Amendment to the Zoning Code Related to Accessory Structures – In the current dimensional standards, we reference a yard shed which is defined and a minor shed which is not defined. The maximum shed area is 240 square feet. Some clarification is needed on what a minor shed is and if the 240 square feet is the combination of the two sheds or is it 240 square feet for each shed. When Kluver contacted our consultant Tim Schwecke, he suggested three different options as outlined in the e-mail to Administrator Kluver dated December 2, 2019: 1) Remove the reference to minor shed in Appendix B and allow one yard shed not exceeding 240 sf only, 2) remove the reference to minor shed in Appendix B and allow 2 yard sheds, aggregate not to exceed 240sf, 3) remove the reverence to minor shed in Appendix B and allow 2 yard sheds, not exceeding 240 sf each. Lengthy discussion held. Moved by Ketchum-Fish to have Kluver start the process that would remove minor shed completely and allow up to 2 Yard Sheds change the code to allow Shed Area = Aggregate 500 sq. ft in all residential and C-1 Districts, plus 250 sq. feet of shed space for every full acre over 4 acres., second by Avol. Motion carried unanimously.

Adjourn – Avol moves to adjourn @ 6:37pm, second by Ketchum-Fish. Motion carried unanimously.

Respectfully Submitted,  
Tammy L. DeMars  
Treasure/Deputy Clerk

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



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

**Date:** May 12, 2020  
**To:** Honorable Mayor and Plan Commission Members  
**From:** Tammy DeMars, Deputy Zoning Administrator  
**RE:** Gail Bodin Solar Project

This application requires a Site Plan and Zoning Permit. The Site Plan decision document for this application are outlined in 7-75 of the Zoning Code and Section 8-549 outlines the requirements for Solar Energy Systems Free-Standing. Copies of these are included in your packet for review.

I see no issues with the Site Plan and the Solar Panels meet all the requirement listed in Section 8-549.

Rec'd 4/27/20

CITY OF WASHBURN WISCONSIN

# CONSTRUCTION PERMIT APPLICATION

\* Solar System

Permit Request:  Remodeling  Windows  Doors  Roofing  Siding  Plumbing/HVAC

New Construction  Deck  Fence  Flat Work  Demolition  Electrical

Complete the following with name, address, (house # and mailing address) & telephone

Owner Gail Bodin E-Mail stacia@nextenergy  
 Construction Contractor Next Energy Solution, Inc. Phone solution.com  
 Address 461 US Hwy 63 Shell Lake, WI 54871 Phone 715-733-1115 License # 1313880  
 Excavation Contractor NONE Phone: \_\_\_\_\_ License # \_\_\_\_\_  
 Address \_\_\_\_\_

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

### PROJECT INFORMATION

Site Address 431 W. Bayfield St Washburn, WI 54891 Pin # \_\_\_\_\_  
 RE Tax ID # 33097 Zoning District 1 Lot Area .321

Description of work

Installation of an Iron Ridge Solar Ground mount solar array w/ utility connection to Xcel. Steel mount w/ post-driven posts.  
 Estimated Project Cost \$18,070

NEW CONSTRUCTION	Area Involved	Water & Sewer:
	Building Height _____ <input type="checkbox"/> 1-story <input type="checkbox"/> Other _____ <input type="checkbox"/> 2-story <input type="checkbox"/> Basement _____	

Additional permits that may not be covered by this application: Driveways; Sewer; Water.

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 [Signature] Date 4-24-2020

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: _____ DATE ISSUED _____ PERMIT NO. _____
	<input type="checkbox"/> Remodeling <input type="checkbox"/> New Construction <input type="checkbox"/> Fence <input type="checkbox"/> Flat Work <input type="checkbox"/> Siding <input type="checkbox"/> Roofing <input type="checkbox"/> Driveway	<input type="checkbox"/> Demolition <input type="checkbox"/> Deck <input type="checkbox"/> Shelter <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Early Start	

<b>FIRST NAME</b> GAIL L	<b>LAST NAME</b> BODIN	<b>PID#</b> 4.29125E+21	<b>Deeded Acres</b> 0	<b>CALCULATED ACRES</b> 0.32142721
<b>TaxID/PRPID#</b> 33097	<b>DESCRIPTION1</b> ORIG TOWNSITE OF WASHBURN	<b>DESCRIPTION2</b> LOTS 21-24 BLOCK 27	<b>DESCRIPTION3</b> IN V.906 P.415 303	<b>DESCRIPTION4</b> IM 2003R-484114
<b>Mail Address</b> PO BOX 131	<b>Mail City</b> WASHBURN	<b>Mail State</b> WI	<b>ZIP</b> 54891	<b>Sale Amount</b> 0
<b>Total Land Value</b> 30000	<b>Total Improvement Value</b> 97900	<b>EFMV Land</b> 28700	<b>EFMV Improvement</b> 93600	<b>SaleDate</b> 3/14/2006
<b>Latest Tax Amount</b> 2528.72	<b>Site Address (Physical Address)</b> 431 W BAYFIELD ST	<b>Site City</b> WASHBURN	<b>Site ZIP</b> 54891	<b>ZONING</b> 1
<b>Section</b> 5	<b>TOWN</b> 48	<b>RANGE</b> 4	<b>SCHOOLDIST</b> WASHBURN SCHOOL DISTRICT	<b>GISACRES</b> 0.321

Gail Bodin  
431 W. Bayfield St  
Washburn, WI 54891

Property Line Off Set: 10 Feet from Northern lot line,  
10 feet from Eastern Lot line  
Total Lot size: .321 Acres (13,982.76 Square Feet)  
PV Array Size: Individual Panel Size 64.57"X 39.29"X  
1.38"  
Stacked 2 high(129.14 inches) X 10 across(392.9  
Inches) at a Fixed 37 degree angle  
10.76 Feet Tall by 32.74 Feet in Width= 352.2824  
Square Feet or .00809 Acres  
Total Square Footage of %2.52



## FW: Bodin Gail DG Application

"Petula Farley" [admin@nextenergysolution.com]

Sent: 4/29/2020 4:53 PM

To: ""Stacia Amundson"" <stacia@nextenergysolution.com>

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**From:** Dzoulewa Tagni, Anicet <Anicet.Dzoulewa.Tagni@xcelenergy.com>

**Sent:** Thursday, March 19, 2020 3:49 PM

**To:** Petula Farley <admin@nextenergysolution.com>

**Cc:** Jasicki, Raymond J <raymond.j.jasicki@xcelenergy.com>

**Subject:** RE: Bodin Gail DG Application

Hi Petula,

Our office is in Eau Claire but work remotely from St Cloud MN.

Mr. Bodin application is now approved and you can proceed with constructions.

When construction is done, please have the attached inspection form completed and send back to us so that we can move forward with the process. And see attached for the list of inspector within the state.

Thank you,

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**Attachments:** [Electric inspection certificate.pdf](#) [Wisconsin State Electrical Inspection Districts\\_.pdf](#)

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## Electrical Characteristics

		Mono-Crystalline Module (HiD-S RG (BK))			
		290	295	300	305
Nominal Output (P <sub>mppt</sub> )	W	290	295	300	305
Open Circuit Voltage (V <sub>oc</sub> )	V	39.6	39.8	40.0	40.4
Short Circuit Current (I <sub>sc</sub> )	A	9.7	9.8	9.8	9.8
Voltage at P <sub>max</sub> (V <sub>mppt</sub> )	V	31.9	32.3	32.5	32.9
Current at P <sub>max</sub> (I <sub>mppt</sub> )	A	9.2	9.2	9.3	9.3
Module Efficiency	%	17.3	17.6	17.9	18.2
Cell Type	-	mono-crystalline silicon			
Maximum System Voltage	V	1,000			
Temperature Coefficient of P <sub>max</sub>	%/K	-0.391			
Temperature Coefficient of V <sub>oc</sub>	%/K	-0.31			
Temperature Coefficient of I <sub>sc</sub>	%/K	0.031			

\*All data at STC (Standard Test Conditions). Above data may be changed without prior notice.

## Mechanical Characteristics

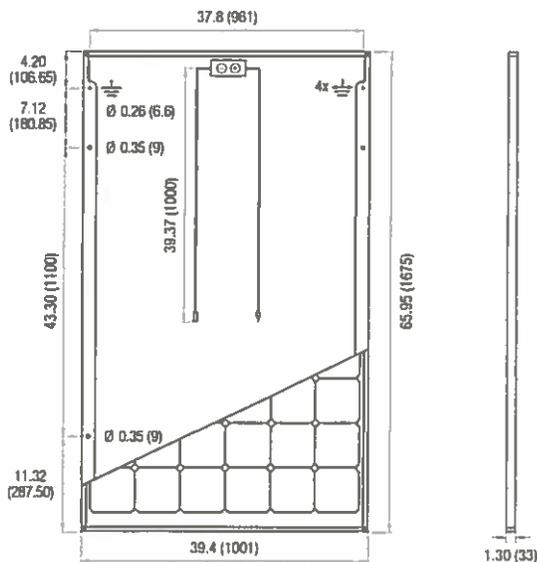
Dimensions	1,001mm (39.40") x 1,675mm (65.95") x 33mm (1.3")
Weight	18.0kg (39.7lbs)
Solar Cells	60 cells in series (6 x 10 matrix) (Hyundai cell)
Output Cables	4 mm <sup>2</sup> (12AWG) cables with polarized weatherproof connectors, IEC certified (UL listed), Length 1.0 m (39.4")
Junction Box	IP65, weatherproof, IEC certified (UL listed)
Bypass Diodes	3 bypass diodes to prevent power decrease by partial shade
Construction	Front Glass : Anti-reflection coated glass, 3.2 mm (0.126") Encapsulant : EVA   Back Sheet : Weatherproof film
Frame	Clear anodized aluminum alloy type 6063 (Black Color)

## Installation Safety Guide

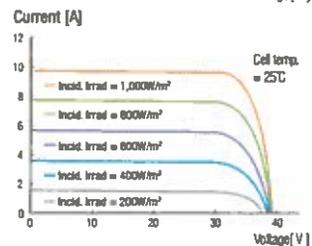
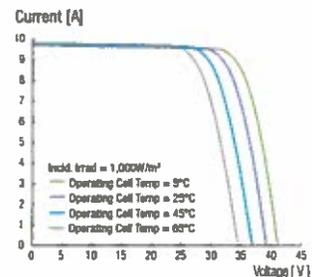
- Only qualified personnel should install or perform maintenance.
- Be aware of dangerous high DC voltage.
- Do not damage or scratch the rear surface of the module.
- Do not handle or install modules when they are wet.

Nominal Operating Cell Temperature	46°C ± 2
Operating Temperature	-40 – 85°C
Maximum System Voltage	DC 1,000 V (UL)
Maximum Reverse Current	25A
Maximum Design Load	Front 113 psf Rear 64 psf

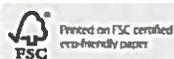
## Module Diagram (unit : mm)



## I-V Curves



**HYUNDAI**  
GREEN ENERGY



### Sales & Marketing

55, Bundang-ro, Bundang-gu, Seongnam-si, Gyeonggi-do, 13591, Korea | info@hhgreen.com  
Tel: America +1-212-220-5764, Japan +81-3-6717-4435 | Fax : +82-31-8006-6967  
Europe : +49-89-71042-2023, Australia : +61-2-9238-2283

Printed Date : 05/2019

# HYUNDAI SOLAR MODULE

**RG**  
BLACK

**Mono-Crystalline Type**

HiD-S290RG(BK)    HiD-S295RG(BK)    HiD-S300RG(BK)  
HiD-S305RG(BK)



60

Cells



For Residential Applications



All Black Module For Sleek Design



More Power Generation In Low Light



Hyundai Cell Assembled in USA



**PERL Technology**

PERL technology provides ultra-high efficiency with better performance in low irradiation. Maximizes installation capacity in limited space.



**Anti-LID / PID**

Both LID(Light Induced Degradation) and PID(Potential Induced Degradation) are strictly eliminated to ensure higher actual yield during lifetime.



**Mechanical Strength**

Tempered glass and reinforced frame design withstand rigorous weather conditions such as heavy snow and strong wind.



**Reliable Warranty**

Global brand with powerful financial strength provide reliable 25-year warranty.



**Corrosion Resistant**

Various tests under harsh environmental conditions such as ammonia and salt-mist passed.



**UL / VDE Test Labs**

Hyundai's R&D center is an accredited test laboratory of both UL and VDE.

**Hyundai's Warranty Provisions**

10 YEARS

- 10-Year Product Warranty
- On materials and workmanship

25 YEARS

- 25-Year Performance Warranty
- Initial year 97%
- Linear warranty after second year with 0.7%p annual degradation, 80% is guaranteed up to 25 years

**About Hyundai Solar**

Established in 1972, Hyundai Heavy Industries (HHI) is one of the most trusted names in the heavy industries sector with 48,000 employees and more than 40 Billion USD in annual sales (2015). As a global leader and innovator, Hyundai Heavy Industries is committed to building a future growth engine by developing and investing heavily in the field of renewable energy.

Started as a core business division of HHI, Hyundai Solar (Hyundai Heavy Industries Green Energy) now stands as an independent company and an affiliate of HHI as from December 2016. We have strong pride in providing high-quality PV products to more than 3,000 customers worldwide.

**Certification**



(h) **Termination of use.** If the zoning administrator determines that more than 50 percent of the panels (measured by total area) have not been operational for a continuous period of 12 months, the administrator shall follow the procedure outlined in Article 7 relating to the termination of an approval.

(i) **Compliance with state law.** The provisions in this section are intended to satisfy the requirements of s. 66.0401 (1m), Wis. Stats. On a case by case basis, if the restrictions of this subsection are found not to comply with the authority of s. 66.0401 (1m), Wisconsin Statutes, they shall not be required. The Plan Commission shall have the ability to add additional restrictions on a case by case basis, provided they are within the authority of the City pursuant to s. 66.0401 (1m), Wis. Stats., and in particular the restriction must satisfy one of the following conditions:

- (1) Serves to preserve or protect the public health or safety.
- (2) Does not significantly increase the cost of the system or significantly decrease its efficiency.
- (3) Allows for alternative system of comparable cost and efficiency.

#### 8-549 Solar energy system, free-standing<sup>38</sup>

(a) **Surface area.** The surface area of a free-standing solar energy system shall not exceed 5 percent of the lot area.

(b) **Number.** There is no limit on the number of free-standing solar energy systems on a parcel of land.

(c) **Maximum height.** A free-standing solar energy system in any position shall not exceed 15 feet in height as measured from the surrounding grade.

(d) **Setback.** A free-standing solar energy system in any position shall not extend into the setback of a front yard, side yard, shore yard, or rear yard as established for the zoning district in which the parcel is located. Pursuant to the procedures and requirements in Article 7, the Plan Commission may approve a special exception to allow a free-standing solar energy system to extend into a setback when no other location on the parcel is acceptable and the encroachment is the least necessary to allow the system to operate.

(e) **Placement in yards.** A free-standing solar energy system located in a residential or commercial zoning district shall only be located in the rear or side yard. Pursuant to the procedures and requirements in Article 7, the Plan Commission may approve a special exception to allow a free-standing solar energy system in the front yard when no other location on the parcel is acceptable and the encroachment is the least necessary to allow the system to operate. A solar panel in a manufacturing zoning district may be located in any yard area.

(f) **Certification.** A free-standing solar energy system shall be certified by one of the following: Underwriters Laboratories, Inc.; National Renewable Energy Laboratory; Solar Rating and Certification Corporation; or other recognized body as approved by the zoning administrator. The building inspector may approve the use of a homemade panel.

(g) **Glare.** A free-standing solar energy system shall be positioned so as to minimize glare towards vehicular traffic and adjacent properties.

(h) **Approval by electric utility company.** If the solar energy system is designed to produce electricity, the property owner shall submit documentation acceptable to the building inspector indicating that the system meets all applicable regulations and requirements of the affected electric utility company.

(i) **Termination of use.** If the zoning administrator determines that a free-standing solar energy system has not been operational for a continuous period of 12 months, the administrator shall follow the procedure outlined in Article 7 relating to the termination of an approval.

(j) **Compliance with state law.** The provisions in this section are intended to satisfy the requirements of s. 66.0401 (1m), Wis. Stats. On a case by case basis, if the restrictions of this subsection are found not to comply with the authority of s. 66.0401 (1m), Wisconsin Statutes, they shall not be required. The Plan Commission shall have the ability to add additional restrictions on a case by case basis, provided they are within the authority of the City pursuant to s. 66.0401 (1m), Wis. Stats., and in particular the restriction must satisfy one of the following conditions:

- (1) Serves to preserve or protect the public health or safety.
- (2) Does not significantly increase the cost of the system or significantly decrease its efficiency.
- (3) Allows for alternative system of comparable cost and efficiency.

<sup>38</sup> Commentary: If the total surface area of the solar energy system exceeds the standards stated in this section or if two or more separate arrays are used, such use is considered a solar power plant, which is a principal use and is listed in the I2 series.

signed. If the signed decision document is not returned within the initial or extended time period, if any, the decision shall become null and void without any further action by the City. The decision document shall only become effective when all required signatures have been obtained and the original signature copy is returned to the zoning administrator.

(13) **Public record copy.** A duplicate copy of the decision document shall be retained as a public record.

#### **7-75 Basis of decision**

The Plan Commission in making its recommendation/decision and the Common Council in making its decision shall consider the following factors:

- (1) effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (2) effects of the project on the natural environment;
- (3) effects of the project on surrounding properties;
- (4) compliance with the general site design principles enumerated in s. 8-163;
- (5) compliance with the design principles for parking lots enumerated in s. 17-3;
- (6) compliance with other applicable requirements contained in this chapter; and
- (7) any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

#### **7-76 Imposition of conditions**

(a) **Generally.** The reviewing authority may impose one or more conditions deemed necessary to further the intent and purposes of this chapter. Such conditions, for example, may relate to landscaping and screening, revisions to the site design, and outdoor lighting.

(b) **Effect on contracts with another party.** The reviewing authority 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.<sup>a</sup>

#### **7-77 Application form and content**

The application submittal shall include an application form as may be used by the City and a site plan prepared at a scale of 1" = 20' or other appropriate scale depicting the information listed in Appendix A.

#### **7-78 Staff report content**

The staff report shall contain the following:

- (1) a description of the proposed project;
- (2) preliminary findings for the decision criteria listed in this division;
- (3) a recommendation to approve the application, approve the application with conditions, or deny the application;
- (4) a preliminary list of conditions whether the staff recommendation is for approval or denial; and
- (5) other information deemed necessary.

#### **7-79 Content of decision document**

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

- (1) a statement that the application is approved,
- (2) a description of the proposed project,
- (3) reasons for the decision based on the criteria listed in this division,

<sup>a</sup> 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.

**CITY OF WASHBURN**  
119 Washington Avenue  
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715-373-6160  
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FAX 715-373-6148

To: Plan Commission Members  
From: Scott J. Kluver, Administrator  
Re: Downtown Design Overlay District Review – Hawkes Building 100 W. Bayfield Street  
Date: May 18, 2020

It came to my attention late that there are some proposed design changes to the “Hawkes” building located at 100 W. Bayfield Street. As it is an existing building, and the general uses will remain the same, only the Article 14 Downtown Design Overlay District code applies. I have attached a copy of that code as part of the packet.

At issue are the proposed windows, the patio and wheelchair ramp, and the roof of the structure. First, you will see photos of the proposed windows and of the existing windows. There is no change proposed to the size of the window opening, only the material changes along with a slight change of style.

The patio in the rear of the building is proposed to be added, and the wooden wheelchair ramp is proposed to be replaced with concrete. There is nothing in the code that would prohibit this, it is a matter of whether or not the Plan Commission is comfortable with the materials. I have no objection to this; however, it will still need standard permit approval (windows will need to be included on that permit as well).

The final item is the roof. It is proposed that roof be replaced with roof that has a 4/12 pitch as opposed to a flat roof. Per the code, flat roofs or gently sloping roofs are preferred. The Plan Commission will need to decide whether or not a 4/12 is acceptable for the building/district. A 4/12 pitch means there is a four-foot increase in elevation for every 12 feet of distance. A diagram is also enclosed that shows this. This decision will likely set the standard for the roof pitch going into the future as the Plan Commission, to my recollection, has not dealt with this matter since the new code was adopted.

**washburnadmin@cityofwashburn.org**

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**From:** John Sopiwnik <jsopiwnik@gmail.com>  
**Sent:** Monday, May 18, 2020 8:39 AM  
**To:** Washburnadmin@cityofwashburn.org  
**Attachments:** 9241F925-70F7-408A-B708-DD15E1EC5C2C.jpeg;  
C8B1AC4F-1B55-41CD-9C4A-9B1CCF3E5A2B.jpeg; 991C45AA-D018-4C74-  
BCA2-0EFEF8609E5C.jpeg; 8E76AA84-E6CE-4DC7-909C-FEFCE7C4EAC4.jpeg;  
A97D112A-3BD9-40E5-96AD-ED05817969F4.jpeg

Hi Scott

See attached for proposed window design (paper example) proposed color (will be close to this but actually dark bronze from Marvin) and a picture of current window design and style.

On the back apartment, notice that I turned an opening for a busted bay window into the sliding patio door, and propose a stained concrete patio to wrap around from East to south.

Per our conversation, I will be replacing current wooden entry ramp to the office with new concrete ramp

Thank you

John

Line #6

Mark Unit: FRONT AN

Qty: 3

**MARVIN** 



As Viewed From The Exterior

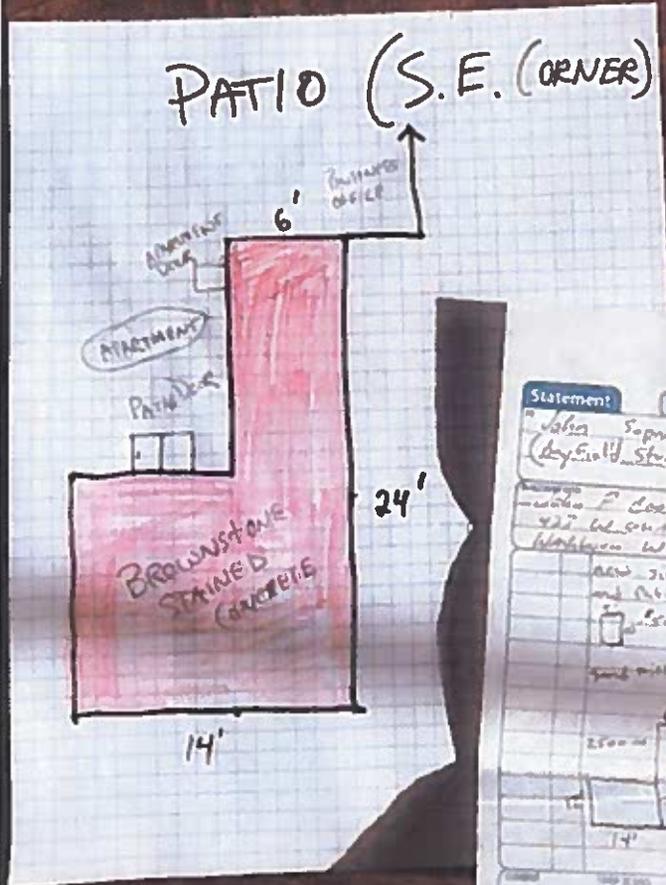
FS 107 1/2" X 67 3/4"

RO 108 1/2" X 68 1/4"









644228

Statement 3-30-20

Valia Sopnik  
(Day's 10/10 Street Project)

Work on P. Coat  
427 W. 5th St  
Northbrook, WI 53061

new sidewalk	
and patio in back	
5' x 8' area	Labor + Material
5' x 8' area	no labor
	500.00
	500.00
	7000.00
	8000.00
14'	Total \$ 3700.00

**washburnadmin@cityofwashburn.org**

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**From:** John Sopiwnik <[jsopiwnik@gmail.com](mailto:jsopiwnik@gmail.com)>  
**Sent:** Friday, May 15, 2020 12:59 PM  
**To:** Washburnadmin@cityofwashburn.org  
**Subject:** Re: Hawkes roof

Over the 'Hawkes' sign will be a small facade roof, which will adhere to zoning compliance.

On Friday, May 15, 2020, John Sopiwnik <[jsopiwnik@gmail.com](mailto:jsopiwnik@gmail.com)> wrote:

Hi Scott

See attached photo as an example of the shape of the proposed roof.

The roof is considered a hipped roof with a 4/12 pitch. There will be shingles and a flat metal soffit . This will be new on the entire building.

Thanks and please let me know if you have further questions. I have dropped off the manions truss design

Thanks  
John

Click image to enlarge



**Great for**



# Order Confirmation



1001 Garfield Avenue -- P.O. Box 1527 -- Superior, WI 54880  
 (715) 395-7890 -- (877) 580-4144 -- Fax: (715) 395-7894

Quote Number: Q2051539  
 Order Number: 39354  
 Quote Date: 04/02/20  
 Salesperson: Mark Laiti  
 Job Category: Residential

S O L D T O	<b>OLSON BUILDING MATERIALS</b> <b>Z2</b> 19 W BAYFIELD ST. WASHBURN, WI 54891 (715) 373-2686 Ordered By : DICK	<b>J O B N A M E</b> <b>HAWKES BLDG.</b> HIP ROOF TRUSSES / STANDARD HEELS NO HOLDBACK REVISED FOR CHANGES 5/5/20, Delivery Date: <u>05/20/20</u>
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Job Notes: REVISED FOR CHANGES 5/5/20

ROOF TRUSSES		Loading Info.	TC-LL	TC-DL	BC-LL	BC-DL	Stress Incr.	Spacing		Left Heel	Right Heel	
PROFILE	QTY PLY		ID	O/A SPAN	OVERHANG		Cantilever	PITCH		TYPE	UNIT PRICE	TOTAL PRICE
				LEFT	RIGHT	LEFT		TOP	BOT			
	1 3 Ply		A01	25'-2"	24"			4.00	0.00	COMMON		
A01 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION												
	1 3 Ply		A02	19'2 1/2"	24"			4.00	0.00	COMMON		
A02 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION												
	1 2 Ply		A03	29'-0"	24"			4.00	0.00	HALF HIP		
A03 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION												
	1 2 Ply		A04	29'-0"	24"			4.00	0.00	HALF HIP		
A04 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION												
	1		A05	29'-0"	24"			4.00	0.00	HALF HIP		
	1		A06	29'-0"	24"			4.00	0.00	HALF HIP		
	1		A07	29'-0"	24"			4.00	0.00	ROOF		
	1		A08	29'-0"	24"			4.00	0.00	ROOF		
	1		A09	29'-0"	24"			4.00	0.00	ROOF		
	1		A10	29'-0"	24"			4.00	0.00	ROOF		
	1		A11	29'-0"	24"			4.00	0.00	ROOF		
	1		A12	29'-0"	24"			4.00	0.00	ROOF		
	1		A13	29'-0"	24"			4.00	0.00	ROOF		

# Order Confirmation

DATE: 05/14/20 PAGE 2



1001 Garfield Avenue – P.O. Box 1527 – Superior, WI 54880  
 (715) 395-7890 – (877) 580-4144 – Fax: (715) 395-7894

Quote Number: Q2051539  
 Order Number: 39354  
 Quote Date: 04/02/20  
 Salesperson: Mark Lajti  
 Job Category: Residential

SOLD TO	<b>OLSON BUILDING MATERIALS</b> <b>Z2</b> 19 W BAYFIELD ST. WASHBURN, WI 54891 (715) 373-2686 Ordered By : DICK	JOB NAME	<b>HAWKES BLDG.</b> HIP ROOF TRUSSES / STANDARD HEELS NO HOLDBACK REVISED FOR CHANGES 5/5/20, Delivery Date: <u>05/20/20</u>
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Job Notes: REVISED FOR CHANGES 5/5/20

ROOF TRUSSES		Loading Info.	TC-LL	TC-DL	BC-LL	BC-DL	Stress Incr.	Spacing		Left Heel	Right Heel
			47	10	0	10	1.15	24.0	Inches O.C.	00-06-01	02-08-14
PROFILE	QTY PLY	ID	O/A SPAN	OVERHANG		Cantilever	PITCH		TYPE	UNIT PRICE	TOTAL PRICE
				LEFT	RIGHT		LEFT	RIGHT			
	1	A14	29'-0"	24"			4.00	0.00	ROOF		
	1	A15	29'-0"	24"			4.00	0.00	ROOF		
	1	A16	29'-0"	24"			4.00	0.00	ROOF		
	1	A17	29'-0"	24"			4.00	0.00	HALF HIP		
	1	A18	29'-0"	24"			4.00	0.00	HALF HIP		
	1	A19	29'-0"	24"			4.00	0.00	HALF HIP		
	1 2 Ply	A20	25'-2"	24"	24"		4.00	0.00	HIP		
A20 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION											
	1	A21	25'-2"	24"	24"		4.00	0.00	HIP		
	1	A22	25'-2"	24"	24"		4.00	0.00	HIP		
	1	A23	25'-2"	24"			4.00	0.00	HIP		
	1 2 Ply	A24	19'2 1/2"	24"	24"		4.00	0.00	HIP		
A24 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION											
	1	A25	19'2 1/2"	24"	24"		4.00	0.00	HIP		
	4	A26	19'2 1/2"	24"	24"		4.00	0.00	COMMON		
	6	CG01	8'3 1/4"	33 15/16"			2.83	0.00	DIAGONAL		

# Order Confirmation

# MANION

## TRUSS & COMPONENTS INC.

1001 Garfield Avenue -- P.O. Box 1527 -- Superior, WI 54880  
 (715) 395-7890 -- (877) 580-4144 -- Fax: (715) 395-7894

Quote Number: Q2051539

Order Number: 39354

Quote Date: 04/02/20

Salesperson: Mark Laiti

Job Category: Residential

S O L D T O	<b>OLSON BUILDING MATERIALS</b>	<b>Z2</b>	J O B N A M E	<b>HAWKES BLDG.</b>
	19 W BAYFIELD ST.			<b>HIP ROOF TRUSSES / STANDARD HEELS</b>
	WASHBURN, WI 54891			<b>NO HOLDBACK</b>
	(715) 373-2686			<b>REVISED FOR CHANGES 5/5/20,</b>
	Ordered By : DICK			<b>Delivery Date: <u>05/20/20</u></b>

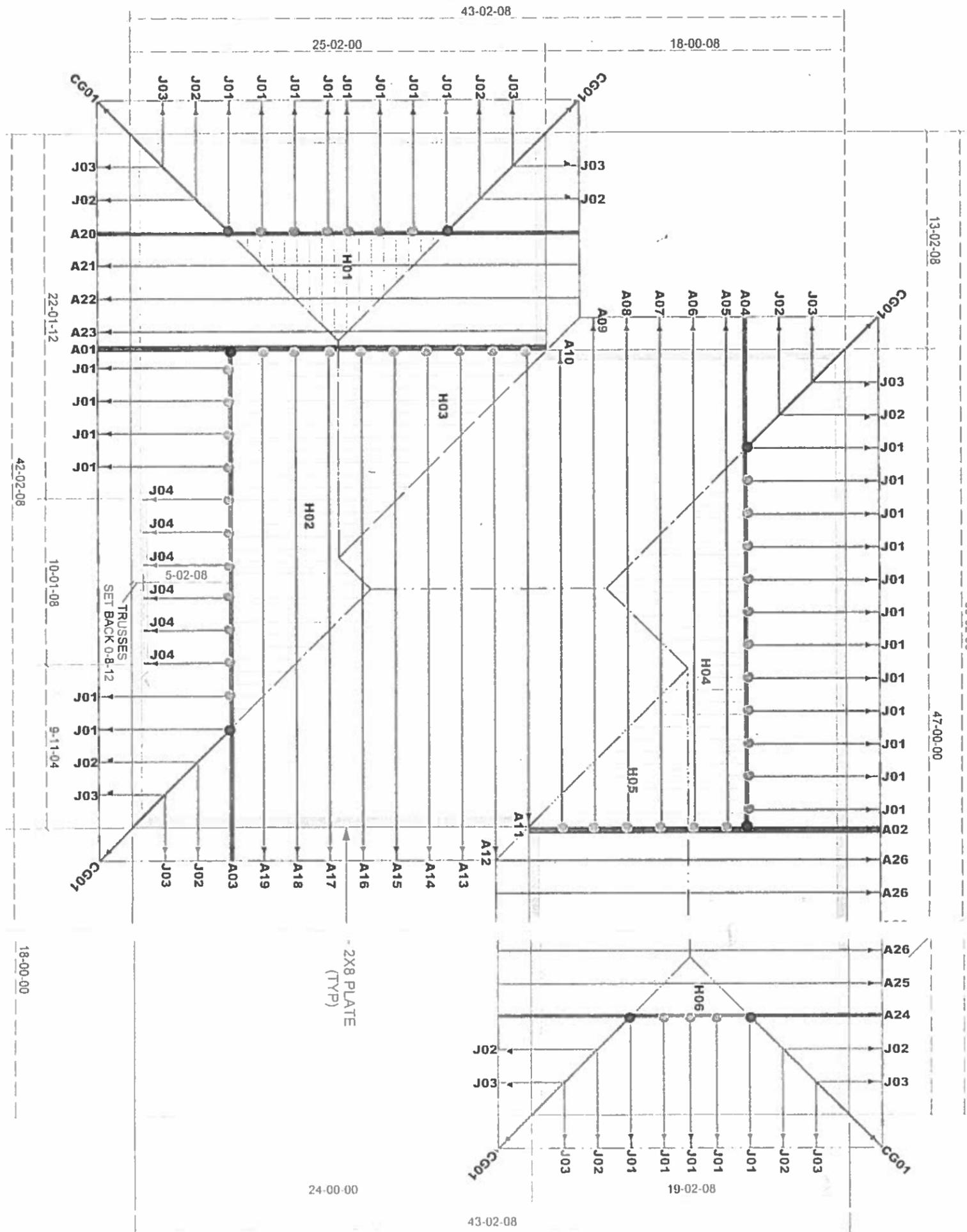
Job Notes: REVISED FOR CHANGES 5/5/20

### ROOF TRUSSES

Loading Info.

TC-LL	TC-DL	BC-LL	BC-DL	Stress Incr.	Spacing	Left Heel	Right Heel
47	10	0	10	1.15	24.0 Inches O.C	00-00-04	00-00-04

PROFILE	QTY PLY	ID	O/A SPAN	OVERHANG		Cantilever	PITCH		TYPE	UNIT PRICE	TOTAL PRICE
				LEFT	RIGHT		TOP	BOT			
	1	H01	13'0 11/16"				12.65	0.00	GABLE		
H01 NOTES: THIS IS A HIP OVERLAY											
	1	H02	22'10 13/16"				12.65	0.00	GABLE		
H02 NOTES: THIS IS A HIP OVERLAY											
	1	H03	12'3 9/16"				0.00	12.65	GABLE		
H03 NOTES: THIS IS A HIP OVERLAY											
	1	H04	22'10 13/16"				12.65	0.00	GABLE		
H04 NOTES: THIS IS A HIP OVERLAY											
	1	H05	9'4 1/4"				0.00	12.65	GABLE		
H05 NOTES: THIS IS A HIP OVERLAY											
	1	H06	7'1 3/16"				12.65	0.00	GABLE		
H06 NOTES: GIRDER TRUSS - PLYS NAILED TOGETHER IN PRODUCTION											
	31	J01	5'11 1/4"	24"			4.00	0.00	JACK-CLOS		
	12	J02	3'11 11/16"	24"			4.00	0.00	JACK-OPE		
	12	J03	1'11 11/16"	24"			4.00	0.00	JACK-OPE		
	6	J04	5'2 1/2"				4.00	0.00	JACK-CLOS		



Total Sheathing Area = 2488.57 Sq. Ft.  
 Fascia Material = 223 Linear Ft.  
 Valley Flashing Material = 38.05 Linear Ft.  
 Ridge Cap Material = 45.42 Linear Ft.  
 Hip Ridge Material = 133.95 Linear Ft.  
 Total Truss Quantity = 102

NO Holdback

Hangers Required:

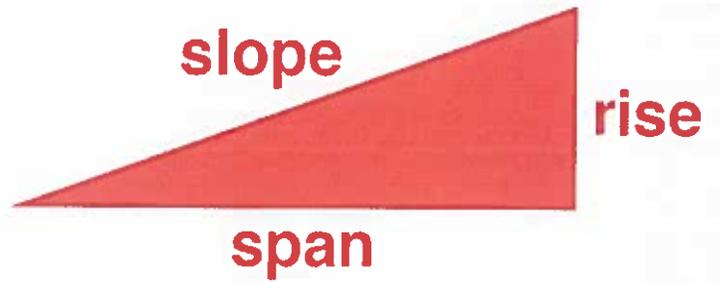
- (6) HJC26 ●
- (31) JUS26 ●
- (2) THDH28-2 ●
- (15) MSH29 ●



MANION TRUSS & COMPONENTS INC.  
 1001 Garfield Ave.  
 P.O. Box 1527  
 Superior, WI  
 877-580-4144  
 715-395-7890

Client: HAWKES BLDG.  
 Quote #: Q2051539  
 Order #: 39354  
 Drawn By: JRT  
 Date Drawn: 5/6/20

**Roof Pitch:  
rise / span**



**TITLE 13  
CHAPTER 1 – ZONING CODE**

**ARTICLE 14  
DOWNTOWN DESIGN OVERLAY DISTRICT**

**Sections**

14-1	Legislative findings	14-7	Building design
14-2	Purpose	14-8	Off-street parking and access
14-3	District boundaries	14-9	Landscaping
14-4	General compliance	14-10	Service areas and similar
14-5	Project review procedures	14-11	Signs
14-6	Building setbacks	14-12	Utilities

**14-1 Legislative findings**

The Common Council makes the following legislative findings:

- (1) Washburn's downtown area contains a variety of building types, many of which represent an architectural style characterized by attached storefronts.
- (2) Given the close proximity of buildings in the downtown, special rules and regulations are needed to protect and perpetuate the existing character of the area.
- (3) The standards in this article are not intended to discourage development but to encourage development that is functional, attractive, and context sensitive.

**14-2 Purpose**

This article is established to promote the public health, safety, and welfare and is intended to protect and perpetuate the general architectural style within the overlay district.

**14-3 District boundaries**

The location of the downtown design overlay district is depicted on the zoning map described in s. 8-25.

**14-4 General compliance**

Given the pattern of existing development in this overlay district and the size and configuration of the existing parcels, it may not be feasible for all new development or redevelopment in the district to be consistent with all of the design standards specified in this article. Therefore, prior to any major work (herein described) the appropriate reviewing authority shall ensure that the proposed work is consistent with the intent of the design standards when considered as a whole.

**14-5 Project review procedures**

(a) **Minor work without prior approval.** The following work may proceed without prior approval, provided a building permit is issued if required:

- (1) residing with appropriate materials;
- (2) repair or replacement of windows, trim, and doors if new materials match existing;
- (3) installation or removal of door and window openings not visible from Bayfield Street;
- (4) chimney reconstruction if completed with similar materials;
- (5) exterior cleaning, refinishing, and tuck-pointing; and
- (6) any other similar work as determined by the zoning administrator.

Prior to the commencement of any work, a property owner may ask the zoning administrator to review the proposed work to determine if it is classified as minor work and/or otherwise complies with the standards in this article.

(b) **Major work.** Any work not classified as minor work in this section shall be reviewed using the procedures specified below.

- (1) buildings - architectural review
- (2) site work - site plan
- (3) signs - sign permit

Examples of major work includes relocation of an existing building, construction of a new building, addition to an existing building, alteration of a building elevation, alterations to windows, siding, entries, and trim, erection of new signs or modification of existing signs, changes to the site including parking, pedestrian circulation, and the like.

#### 14-6 Building setbacks

The setback of buildings from street-yard and side-yard lot lines shall be compatible with existing buildings in the immediate area.

#### 14-7 Building design

In addition to meeting the standards in Division 9 of Article 8, buildings shall comply with each of the following:

- (1) **Building height.** The height of a building shall not be more than one story taller or shorter than the height of the adjoining building. In no event, shall the height of a building exceed the maximum building height established for the base zoning district.
- (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.
- (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.
- (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.
- (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.
- (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.
- (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.

Amendment(s):

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

#### 14-8 Off-street parking and access

(a) **Placement.** Off-street parking should be located to the rear of the principal building, or on the side as a less preferable alternative.

(b) **Paving.** New parking lots that are located to the side of a building shall be hard surfaced (e.g., interlocking pavers, asphalt, or concrete).

(c) **New curb-cuts.** New curb-cuts shall occur on the side streets rather than on Bayfield Street.

(d) **Screening.** Parking lots that are located on the side of a building should incorporate a screen to block the view of parked cars as generally depicted in Exhibit 14-1.

#### 14-9 Landscaping

Landscaping as described in Article 16 is not required. If provided, landscaping should complement street trees and other streetscape elements in the public right-of-way.

#### 14-10 Service areas and similar

Service areas, refuse collection areas, storage areas, and loading areas shall be located away from or screened from public view, especially from Bayfield Street.

Exhibit 14-1. An example of a parking lot screen



#### 14-11 Signs

(a) **Generally.** Signs should enhance the visual appeal of the district and its ability to attract the traveling public.

(b) **Wall signs.** Wall signs should be designed to fit within the architectural space intended for signage.

(c) **Compatibility.** Signs should be compatible with signs on adjoining buildings with respect to location, shape, style, graphics, size, material, illumination, and color, while allowing individual expression and identification.

#### 14-12 Utilities

Utility lines, such as telephone, electric, and cable, shall be installed underground, where feasible. Ground-mounted utility components, such as switch boxes and transformers, shall be screened by landscaping or a decorative wall and/or be located away from public view, especially from Bayfield Street.

**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, <sup>SK</sup> Administrator  
Re: Façade Loan for John Sopiwnik/Hawkes Building  
Date: May 12, 2020

Please find the enclosed application by Mr. John Sopiwnik for improvements to the Hawkes building at 100 W. Bayfield Street. The project would replace the exterior windows, front door, and refresh the sills, trim, and "Hawkes" sign. I have reviewed the application, and it meets the technical requirements of the program. Those requirements and guidelines are also included in your packet. The request is for \$15,754.95 which does not include the SE windows. A statement is also provided by Mr. Sopiwnik for the reasons to exceed the standard \$10,000 loan threshold. The Plan Commission can approve loans higher than \$10,000 if the Commission believes the project would improve the architectural value of the building.

As of March 30, 2020, the fund has \$68,611.74 available for loans. Utility payments are up to date on the property, and the required payment on taxes has been made. If the Plan Commission provides approval of the project, a motion can be made to authorize the Administrator and the Attorney to prepare and execute the necessary loan documents for the approved amount for this project.

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

**washburnadmin@cityofwashburn.org**

---

**From:** John Sopiwnik <jsopiwnik@gmail.com>  
**Sent:** Thursday, May 7, 2020 8:22 AM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** Re: Hawkes Facade Loan

Hi Scott

I just spoke with dick olson and he said the southeast windows (not be included) were \$2000. So, the final total will be 15,754.95.

Here's my statement as far as going over the \$10,000 threshold:

-----  
**TO WHOM IT MAY CONCERN:**

As you review the documents re: the Hawkes Building facade renovation please be aware that the project is requesting funds in excess of what the city has set for a guideline for lending (\$10,000).

Due to the incredibly deteriorated condition of the building and the gravity of it's needs, costs for the entire renovation are significant. The building is getting a new roof, entirely new windows all around (even in the back) and the entire interior is getting remodeled. Receiving the city's facade loan for the above listed project is integral, not only for the project to be completed at once before further deterioration, but also in a manner consistent with the quality and integrity the city and its residents can be proud of. The downtown continues to be improved and this project may continue to spur others to do the same and invest in our downtown.

As the owner, I'm very proud to invest in Washburn, support its history and grateful for the opportunity the city is presenting via the Facade Renovation Program.

Thanks for your consideration,

John Sopiwnik

Phone: 715-441-3176

Email: [jsopiwnik@gmail.com](mailto:jsopiwnik@gmail.com)

On Thu, Apr 30, 2020 at 11:43 AM <[washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)> wrote:

John,

I have finally had an opportunity to review your application. I have a few points and questions:

1. Can you please send me a new photo of the Steffanson estimate. The one you sent me is not legible. All of the other documents are legible.
2. The proof of insurance is still outstanding at this point. Certificates usually come directly from the insurance company.
3. Funded exterior improvements need to be visible from Bayfield Street pursuant to section III A. The SE corner windows would not qualify. I am trying to verify the breakdown of window costs.
4. The program typically provides up to \$10,000 in funding. Are you requesting funding above and beyond the typical request? If so, can you please provide a statement related to that request.

Assuming that I can get answers to the above items, I would schedule this request for the May 21 Plan Commission meeting at 5:30.

Scott Kluver

City of Washburn

---

**From:** John Sopiwnik <[jsopiwnik@gmail.com](mailto:jsopiwnik@gmail.com)>

**Sent:** Thursday, April 23, 2020 2:58 PM

**To:** [Washburnadmin@cityofwashburn.org](mailto:Washburnadmin@cityofwashburn.org)

**Subject:** Hawkes Facade Loan

Hi Scott

See attached for both application and photos of proposed Hawkes facade project. The project entails remodeling the windows and doors on commercial portion of the building.

Thanks

John

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

Applicant Information	
Contact Name: JOHN SOPIWNIK	Contact Address: 77835 KOMBORSKI RD WASHBURN
Business Name:	Project Address: 100 W BAYFIELD ST WASHBURN
Day Phone: 715-441-3176	Alt. Phone:
FAX:	E-Mail: jsopiwnik@gmail.com
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other	Federal ID #:

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
FAX:	E-Mail:

NOTE: If loan applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

General Project Information	
Proposed Start Date: 5/30/2020	Proposed Completion Date: 7/30/2020
Contractor Name, Address & Contact Info: JIM STEFFENSON, STEFFENSON BAYFIELD, WI CARPENTRY (715) 209-1852	Budget Estimates: Total Project Estimate: \$ 17,754.95 Façade Loan Request: \$ 17,754.95 Private Funds: \$ 0.00 Private Loans: \$ Other Funding: \$

Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

- REMOVE & REPLACE 6 WINDOW OPENINGS WITH NEW MARVIN ULTRIX WINDOW SYSTEMS
- REMOVE AND REPLACE FRONT ENTRY DOOR SYSTEM
- PAINT/REPAIR EXTERIOR WINDOW SILLS, TRIM (BY OWNER)
- PAINT, REPAIR HISTORICAL "HAWKES" FRONT SIGN (BY OWNER)

How does this project meet the goals and objectives as detailed in the Façade Renovation Program Guidelines (attach additional pages if necessary):

III.(C)5. "REPAIR/REPLACEMENT OR ADDITIONS OF ENTRANCES, DOORS, DISPLAY WINDOWS, TRANSOMS, OR WINDOWS."  
- P. 2 OF 'POLICY GUIDELINES'

Property Tax ID: 33251

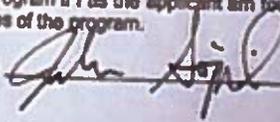
Property Legal Description: LOTS 14-16 BLOCK 49  
IN DOC 2019R-579463585

Please provide the required attachments listed below:

- Eight (8) copies of drawings / design plans (per Sec. IV.A.1.).
- Contractor proposal (s) (per Sec. IV.A.2.).
- Certificate of Insurance (per Sec. IV.A.9.).
- Photos of property

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

Applicant Signature:



Date: \_\_\_\_\_











# Steffenson Carpentry, LLC.

## Proposal

Jim Steffenson  
32460 Star Route  
Bayfield, WI 54814

Phone (715) 779-3447  
Fax (715) 779-3447

Re: Hawkes building in Washburn  
Replace 6 windows in existing opening with new Marvin.

Trim outside

Clean up debris

Replace 1 exterior door with new Marvin.

Trim outside

Owner is responsible for the interior trim

Total Price Labor only-----\$3,200



Thanks,  
Jim Steffenson



OLSON BUILDING MATERIAL, INC.  
 19 W Bayfield Street  
 Washburn, WI 54891

**PALMER DONAVIN**

Quote

**Quote For:**

Olson Bldg Materials  
 19 W Bayfield St  
 WASHBURN, WI 54891  
 p | 7153732686  
 f | 7153732429

**Ship From:**

Palmer-Donavin Beloit  
 375 Willowbrook Rd  
 Beloit, WI 53511

Customer Account	Quote Date	Quoted By	P.O.
SC000289	2/25/2020	Shirlean McCarls	
Sales Representative	Project Name	Quote Number	Contact
Joe Berg	None	Q-31595	

Line#	QTY	Part / Description	Price	Extended Price
1	1	3'0" x 8'0" 882103 Colonial Grille, Low-E, SDL, LH Outswing, Multi-Point, Prospect Grip Handleset Serif Ledge, Brushed Nickel, NRP Ball Bearing Hinges, Brushed Nickel 6-8/16" Wood Grain Jamb, Wood Grain Brickmould, Applied, Bronze Weatherstrip, Mill - Dark Cap, Composite Sill, Multipoint Strike Prep, <u>Brushed Nickel, No Deadbolt Strike Prep</u> , -- Single Door - Overall Unit Dimensions 37 1/2X 97		
8	1	1J300829 MPGSGTHS1986-JC Prospect Grip <b>Lockset</b>		

Total Cost including  
 Multipoint lock set  
 1799.00

Thank you for your quote request | Submit a copy of this quote with your PO for timely processing | Net prices shown  
 Quote is valid for 30 days

5/20/2020 + 98.95  
 # 1897.95

Total Net cost.

OLSON BUILDING MATERIAL, INC.  
 19 W Bayfield Street  
 Washburn, WI 54891

Sincerely,  
 Keith Olson  
 2-27-20

(Current)  
and pricing subject to change.

HAWKS BUILDING  
JOY SOPWNIK  
Quote Number: K17HGQP  
Architectural Project Number:

Elevate Awning - Roto Operating  
DN 3747  
Rough Opening 37" X 47 5/8"  
Ebony Exterior  
Bare Pine Interior  
IG - 1 Lite  
Low E2 w/Argon  
Stainless Perimeter Bar  
Almond Frost Folding Handle  
Interior Aluminum Screen ..... 23.25  
Charcoal Fiberglass Mesh  
Almond Frost Surround  
4 9/16" Jamba  
Nailing Fin  
\*\*\*Note: Unit Availability and Price is Subject to Change

Project Subtotal Net Price: USD 11,523.75  
5.500% Sales Tax: USD 633.81  
Project Total Net Price: USD 12,157.56

These prices are  
Net Delivered Cost

Thank you  
Richard W. Olson Jr.

# COMMERCIAL INSURANCE POLICY



**united  
national  
group®**

## ADMINISTRATIVE OFFICES

THREE BALA PLAZA EAST, BALA CYNWYD, PA 19004  
610-664-1500



# DIAMOND STATE INSURANCE COMPANY

A Stock Company  
Munster, Indiana

## COMMERCIAL INSURANCE POLICY COMMON POLICY DECLARATIONS

**Policy Number:** VEP0202888

**Renewal of:**

**Named**

**Insured:** John Sopiwnik

**Mailing Address:**

Street: 77835 Komborski Rd

City: Washburn

State & Zip Code: WI 54891-6826

**Producer Name:** AMERICAN FAMILY BROKERAGE

Address: 6000 AMERICAN PARKWAY MADISON, WI 53783

**Producer**

**Number:** A109

**Policy Period:** From: 10/11/2019 To: 10/11/2020  
at 12:01 A.M. Standard Time at the mailing address shown above.

**Business Description:** Commercial Building under renovations - Contractor

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.  
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Property	Coverage Part	PREMIUM	
General Liability		\$	390.00
Terrorism		\$	304.00
			EXCLUDED

**TOTAL \$ 694.00**

Premium shown is payable: at inception: \$694.00 1st Anniversary: 2nd Anniversary:

Form(s) and Endorsement(s) made a part of this policy at time of issue:  
SEE ATTACHED SCHEDULE OF POLICY FORMS AND ENDORSEMENTS SAA-100

10/11/2019  
DPA-100 (8-98)

By: \_\_\_\_\_  
Countersignature

## COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS

Policy No. VEP0202888

Effective Date: 10/11/2019  
12:01 A.M. Standard Time

Supplemental Declarations is Attached.

**BUSINESS DESCRIPTION\***

**DESCRIPTION OF PREMISES**

PREM.NO BLDG.NO LOCATION,CONSTRUCTION AND OCCUPANCY

001 001 100 W Bayfield St, Washburn, WI 54891-1131; Frame/Brick Veneer; Building under reno - Contractor

**COVERAGES PROVIDED**

INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN.

PREM.NO.	BLDG.NO.	COVERAGE	LIMIT OF INSURANCE	COVERED CAUSES OF LOSS	COINSURANCE+	RATES
001	001	Building under reno - Contractor	\$40,000	Basic (incl. VMM)	80%	INCLUDED
001	001	Renovation	\$35,000	Basic (incl. VMM)	100%	INCLUDED

All

**OPTIONAL COVERAGES**

APPLICABLE ONLY WHEN ENTRIES ARE MADE IN THE SCHEDULE BELOW  
AGREED VALUE

+ IF EXTRA EXPENSE COVERAGE, LIMITS ON LOSS PAYMENT

PREM.NO.	BLDG.NO.	EXPIRATION DATE	COVERAGE	AMOUNT	BUILDING	REPLACEMENT COST ( ) PERSONAL PROPERTY INCLUDING "STOCK"
----------	----------	-----------------	----------	--------	----------	---

PREM.NO.	BLDG.NO.	INFLATION GUARD (Percentage) BUILDING	PERSONAL PROPERTY	**MONTHLY LIMIT OF INDEMNITY (Fraction)	**MAXIMUM PERIOD OF INDEMNITY (X)	**EXTENDED PERIOD OF INDEMNITY (Days)
----------	----------	--	-------------------	--	--------------------------------------	--

**MORTGAGE HOLDER(S)**

PREM.NO. BLDG.NO. MORTGAGE HOLDER NAME AND MAILING ADDRESS

\*\* APPLIES TO BUSINESS INCOME ONLY

**DEDUCTIBLE**

\$1,000

EXCEPTIONS:

**FORMS AND ENDORSEMENTS (other than applicable Forms and Endorsements shown elsewhere in the policy)**

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

APPLICABLE TO ALL COVERAGES

SEE ATTACHED SCHEDULE OF POLICY FORMS AND ENDORSEMENTS SAA-100

APPLICABLE TO SPECIFIC PREMISES/COVERAGES:	PREM. NO.	BLDG. NO.	COVERAGES	FORM NUMBERS
---	-----------	-----------	-----------	--------------

**PREMIUM**

Premium for this Coverage Part \$ INCLUDED

\*Information omitted if shown elsewhere in the policy.

\*\*Inclusion of date optional.

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

# COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

**EFFECTIVE DATE: 10-11-2019**  
**12:01 a.m., Standard Time**

**POLICY NO.: VEP0202888**

<b>LIMITS OF INSURANCE</b>							
General Aggregate Limit (Other Than Products-Completed Operations)	\$ 500,000						
Products-Completed Operations Aggregate Limit	\$ EXCLUDED						
Personal and Advertising Injury Limit	\$ EXCLUDED						
Each Occurrence Limit	\$ 500,000						
Fire Damage Limit	\$ 50,000	ANY ONE FIRE					
Medical Expense Limit	\$ 5,000	ANY ONE PERSON					
<b>RETROACTIVE DATE (CG 00 02 ONLY)</b>							
Coverage A of this insurance does not apply to "bodily injury" or "property damage" which occurs before the Retroactive Date, if any, shown here:							
(Enter Date or "None" if no Retroactive Date applies)							
<b>FORM OF BUSINESS</b>							
<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization (other than Partnership or Joint Venture)				
<b>LOCATION OF PREMISES</b>							
Location of All Premises You Own, Rent or Occupy:							
Loc # 001 100 W Bayfield St, Washburn, WI 54891-1131							
<b>PREMIUM</b>							
Loc #	Classification	Code No.	Premium Basis	Rate		Advance Premium	
				Pr/Co	All Other	Pr/Co	All Other
001	Commercial Renovations-Contractor	568606	total square ft.	EXCLUDED	INCLUDED	EXCLUDED	INCLUDED
<b>Total Advance Premium</b>							INCLUDED
<b>FORMS AND ENDORSEMENTS</b>							
SEE ATTACHED SCHEDULE OF POLICY FORMS AND ENDORSEMENTS SAA-100							

# Real Estate Bayfield County Tax Record

LISTING FOR TAX YEAR: 2019

Today's Date: 5/12/2020

<b>Tax Records:</b>														
<a href="#">2019</a>	<a href="#">2018</a>	<a href="#">2017</a>	<a href="#">2016</a>	<a href="#">2015</a>	<a href="#">2014</a>	<a href="#">2013</a>	<a href="#">2012</a>	<a href="#">2011</a>	<a href="#">2010</a>	<a href="#">2009</a>	<a href="#">2008</a>	<a href="#">2007</a>	<a href="#">2006</a>	<a href="#">2005</a>

## Property Identification

<b>Tax ID:</b>	33251
<b>PIN:</b>	04-291-2-48-04-05-1 00-312-33500
<b>Legacy PIN:</b>	291107609000
<b>Map ID:</b>	

## 2019 Ownership

Ownership	Billing Address
JOHN SOPIWINK	JOHN SOPIWINK 77835 KOMBORSKI RD WASHBURN WI 54891

## 2019 Property Values

Total Land Value:	22,500
Total Improved Value:	60,700
Total Forestry Land Value:	0
<b>Total Value:</b>	<b>83,200</b>
Estimated Fair Market - Land:	25,200
Estimated Fair Market - Improved:	68,100
Estimated Fair Market - Forest Land:	0
<b>Total Estimated Fair Market:</b>	<b>93,300</b>

## 2019 Levy & Tax Information

Aggregate Ratio:	0.89132
Mill Rate:	0.023417558
School Credit:	161.60

## Specials

N/A

## 2019 Tax Bill

Status: Paid In Full

	Due	Paid	Balance
Gross Real Estate	1,948.34		
First Dollar Credit	- 66.09		
Lottery Credit	- 0.00		
<b>Real Estate</b>	<b>1,882.25</b>	<b>1,882.25</b>	<b>0.00</b>
Special Assessments	0.00	0.00	0.00
Special Charges	0.00	0.00	0.00
Delinquent Utilities	0.00	0.00	0.00
Private Forest	0.00	0.00	0.00
Managed Forest Open	0.00	0.00	0.00
Managed Forest Closed	0.00	0.00	0.00
<b>Amount Due:</b>			<b>0.00</b>

## Installments

Installment #	Due	Payable To	Amount
Installment 1	1/31/2020	Municipality	941.13
Installment 2	7/31/2020	County	941.12
<b>Total -&gt;</b>			<b>1,882.25</b>

## Payments

Receipt #	Posted	Paid By	Amount
<a href="#">20291-00002</a>	12/6/2019	RAY LANGHAMMER	1,882.25

# City of Washburn

## Downtown Building Facade Renovation Loan Program Policy Guidelines

- I. **PURPOSE:** The City's intent in establishing this loan fund is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses to downtown and to the community as well as the retention and expansion of existing businesses.
- II. **OBJECTIVES:** The Building Facade Renovation Loan Program has the following objectives.
- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions.
  - B. To attract and retain businesses downtown.
  - C. To retain jobs and bring additional employment opportunities to the City.
  - D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City.
  - E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.
- III. **PROJECT & APPLICANT ELIGIBILITY:**
- A. **General and Designated Area:**  
The Façade Renovation Loan Program only applies to the exterior facades, signs and architectural features for properties on Bayfield Street between Fur Farm Road and 1<sup>st</sup> Avenue East that are 50 percent or more commercial and only to those exterior facades, signs and architectural features of such buildings that are visible from Bayfield Street.
  - B. **Minimum Requirements:**
    - 1. Projects shall occur within the established designated area.
    - 2. Projects must commence within six (6) months of approval and shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the Plan Commission may allow completion extensions upon request of the applicant. The Plan Commission/City of Washburn reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
    - 3. Projects shall comply with all applicable City building and zoning standards and requirements.
    - 4. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may apply for another

project after any existing project by the same applicant is completed to the satisfaction of the Plan Commission.

C. Eligible Activities Included but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.
7. New signage and awnings.
8. Landscaping improvements.
9. Permanent exterior lighting.
10. Qualified professional design services.
11. Other activities as designated by the Plan Commission/City of Washburn.

D. Non-Eligible Activities Included but not limited to:

1. Interior improvements.
2. Purchase of property.
3. Construction of a new building.
4. Fixtures and equipment.
5. Removal without replacement of architecturally significant features and design elements.
6. Sidewalk repairs.
7. Correction of code violations.
8. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
9. Compensation for time and labor spent by applicant or members of applicant's immediate family. *(Note that one needn't be the building owner to apply.)*
10. Other activities as designated by the Plan Commission/City of Washburn.

**IV. PROGRAM TERMS & CONDITIONS:**

A. General Requirements

1. Applicants must include detailed drawings and specifications with application. Eight (8) copies of drawings/design plans must be submitted. The Plan Commission may require drawings to be submitted by an architect. The plans must include:
  - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.

C. Expiration

The façade loan improvement program will expire if one of the following occurs:

1. When the funds have been spent, unless additional funding has been authorized by the City Council.
2. When the Plan Commission and/or City Council chooses to eliminate or amend the program.

V. **LOAN TERMS:** All loans granted under this program shall be subject to the following terms and conditions:

- A. The minimum loan granted under this program shall be \$2,000 and the maximum loan shall be \$10,000 per building.
  1. The Plan Commission reserves the right under this program to exceed the maximum loan amount of \$10,000 per building on a case by case basis when: the size of the building coupled with the proposed project would result in a significant impact on the downtown that would exceed the typical project under the program, and the project proposed goes beyond maintenance to improving the architectural value of the building to the downtown as determined by the Plan Commission.
- C. The loan shall be at 0% interest.
- D. The full balance of the loan shall be due immediately upon sale of the property or within seven (7) years of the approval date, whichever event happens first. The loan may not be assigned without the express written consent of both parties. The loan may be prepaid in whole or in part at any time.
- E. Loan approval shall expire six months following the date the Plan Commission approves the loan unless the project has commenced.
- F. Projects must be completed within one year of Plan Commission approval.
- G. Project participation may be limited based on the availability of program funds.
- H. Applicants will be required to sign a note and a mortgage as a condition for receiving loan funds. The mortgage will be recorded against the property at the Office of the Register of Deeds.

VI. **FACADE RENOVATION LOAN PROGRAM PROCEDURES:**

- A. Applicant meets with City staff for initial project discussion.
- B. Applicant submits grant application to Plan Commission, and required contractor proposal/quote to staff (according to Sec. IV.A.2. in these guidelines), containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. Eight (8) copies of drawings and specifications must be submitted. The Plan Commission may require drawings to be prepared by an architect.

- b. Elevations of any façade proposed to be altered, ideally drawn to scale at least 1/8"=1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any). Perspective renderings of the proposed project and / or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
  - c. Current condition photos to provide adequate "before and after" shots.
  - d. Construction / reconstruction time schedule, noting start and completion date.
2. Applicants must submit at least one contractor proposal or estimate from supplier; however, it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The Plan Commission retains the right to request additional proposals. The property owner is not required to utilize a contractor to have the work completed. The Plan Commission/City of Washburn does not assume any liability to the work of any contractor that is chosen by the property owner.
  3. Applicants, if tenants, must have the written permission and approval from the respective property owner.
  4. Applicants must take out the appropriate building or sign permits. Fee waivers shall not be allowed, unless approved by the Common Council. Loan funds cannot be used to pay for permit fees.
  5. Applicants who are delinquent with their property or personal tax, utility payments, or have outstanding municipal code violations are not eligible until said issues are resolved.
  6. Payment shall be made on a reimbursement basis upon completion of construction/installation.
  7. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Plan Commission.
  8. The Plan Commission/City of Washburn reserves the right to cancel any loan agreement if any of the conditions of the program guidelines and agreement are not met.
  9. Applicants shall provide a Certificate of Insurance with their application showing proof of property insurance for fire and all hazards. The City shall be designated a loss payee up to the amount of the loan.

**B. Approval Authority**

1. The Plan Commission will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.

- C. Plan Commission reviews plans and approves or denies loan request. If approved, the Plan Commission may place conditions on the proposed project.
- D. If denied, applicant may submit a revised application and repeat process.
- E. Applicant submits building and/or sign permit with final design plans as required by City code.
- F. Building Inspector reviews and approves any required permits.
- G. A "loan document" is drafted by City staff that identifies the terms of the agreement. All parties execute said letter. A note and mortgage are drafted which the applicant signs.
- H. Construction/Installation begins. Applicant has six (6) months from the execution date of the loan to begin implementation of approved improvements. Any plan changes would require approval according to Sec. IV.A.8 in these guidelines.
- I. Construction/Installation is completed within one (1) year of loan agreement signed.
- J. Applicant contacts Building Inspector to request project review to see if all code requirements have been met.
- K. Applicant provides itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the loan agreement, to City staff, along with the completed "Project Close-Out" section on the application form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
- L. Applicants are allowed one partial payment for loans \$10,000 or less, and up to two partial payments for any loan above \$10,000. Plan Commission shall review the first partial payment and decide if subsequent payments shall also be reviewed by the Plan Commission or by staff.
- M. After Plan Commission approves reimbursement claim, the City Clerk forwards payment directly to the applicant.

Approved 102109

Revised 03/12/2014 (Extended western eligibility boundary).

Revised 08/17/2016 (Change Terms of Loan)

Revised 09/13/2017 (Delete WDA and Change to Plan Commission)

Revised 03/21/2019 (Allow for partial payments)

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



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

To: Plan Commission Members  
From: Scott J. Kluver, Administrator  
Re: Property Sale List Review  
Date: May 12, 2020

It has been a couple years since the last review of the City's property inventory list. Enclosed you will find the ordinance regarding the review and creation of the list and a map of the property inventory.

I am not recommending any changes to this list (properties marked in green that are "for sale.")

Do note that Parcel #2 would need to be reconfigured before any potential sale would take place as it would divide the existing compost site which is also a capped landfill. The City can not relinquish control of that area; however, there is still space for potential development which is zoned Light Industrial. I do not recommend proceeding with the cost of such a reconfiguration until there is an interested party with a valid proposal.

Parcels 38 and 39 could be considered for addition to the list; however, it would require opening a segment of Omaha Street and extending water and sewer mains. Rough estimates conducted in the fall of 2019 show this would lead to special assessments of \$50,000 to \$60,000 for each buildable lot in that area. Current economics do not make construction on those lots likely at this time with those costs.

It would be appropriate to discuss any potential changes the Plan Commission would like to make to the list. If there are changes to the current list, they will need to follow the review process outlined in the ordinance. Please let me know if you have any questions related to this matter or the process.



## Title 3 ► Chapter 6

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# Sale of City–Owned Property

<b>3-6-1</b>	Findings and Purpose
<b>3-6-2</b>	Definitions
<b>3-6-3</b>	Sale of Listed Properties
<b>3-6-4</b>	Creation of List
<b>3-6-5</b>	Changes to the List
<b>3-6-6</b>	Sale of Property Included on List
<b>3-6-7</b>	Requests for Land Donation
<b>3-6-8</b>	Vacation of Streets and Alleys
<b>3-6-9</b>	General Provisions

### **Sec. 3-6-1 Findings and Purpose.**

The Common Council finds that the sale of real property owned by the City of Washburn is in the City's interests when such lands are properly designated as available for sale and when such sales are carried out in a fashion that promotes the common good. The purpose of this Chapter is to establish comprehensive procedures for identifying real property owned by the City that is suitable for sale and for processing such sales.

### **Sec. 3-6-2 Definitions.**

The following definitions shall be applicable in this Chapter:

- (a) **List of Properties Available for Sale.** The list created and maintained pursuant to this Chapter, and approved by the Common Council, and may be referred to as the "list."
- (b) **Real Property.** Land and any permanent improvements thereon, except that it does not include any improvement sold on the condition that it be removed from City-owned land, and it does not include any parcel within any City-designated business, commercial or industrial park or City-owned residential subdivision for which the City has adopted specific lease or sale procedures, but it does include any transfer to or from the City's Redevelopment Authority and any transfer pursuant to the provisions of Sections 66.1331 through 66.1337, Wis. Stats.

### **Sec. 3-6-3 Sale of Listed Properties.**

The City may sell any real property included on the list. The City may not sell any real property that is not included on the list.

### **Sec. 3-6-4 Creation of List.**

- (a) No later than six (6) months after the passage and publication of this Chapter, the Plan Commission shall recommend to the Common Council parcels of real property to be included on the list.
- (b) In recommending a parcel to be included on the list, the Plan Commission shall take into account all factors relevant to the parcel, including but not limited to the following:
  - (1) The location of the parcel, including the uses of real property near the parcel.
  - (2) The current and past uses of the parcel.
  - (3) The zoning of the parcel.
  - (4) An estimate of the value of the parcel.
  - (5) The potential for future municipal uses of the parcel.
  - (6) Interest expressed in the parcel by potential purchasers.
  - (7) Any special conditions that should be attached to the sale of the property.
- (c) Before recommending that a parcel be included on the list, the Plan Commission shall notify the following departments and shall offer them a reasonable time to file a written objection to the parcel's inclusion on the list. Any department filing such an objection shall state the reason for the objection:
  - (1) Police Department.
  - (2) Fire Department.
  - (3) Ambulance Service.
  - (4) Public Works Department.
  - (5) Harbor Commission.
  - (6) Recreation Department.
  - (7) Redevelopment Authority.
  - (8) Housing Authority.
- (d) The list recommended by the Plan Commission may be modified by the Common Council provided that the addition of any parcel shall be first referred to the Plan Commission for recommendation. The Common Council shall conduct a public hearing on the list prior to a vote on its adoption. The public hearing shall require a Class I notice published in the official newspaper of the City a minimum of ten (10) calendar days prior to the scheduled hearing.
- (e) A current copy of the list shall be posted at City Hall and published no less frequently than once each year in the official newspaper of the City.

### Sec. 3-6-5 Changes To The List.

- (a) **Regular Review.** During the second quarter of each calendar year, the Plan Commission shall review the list and recommend any additions, deletions or other changes to the list, using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (b) **Referrals.** The Mayor, Common Council, City Administrator, or the Plan Commission on its own motion may refer any parcel to the Plan Commission for its recommendation as to inclusion on the list or deletion from the list based on the factors as set forth in Section 3-6-4(b). Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (c) **Requests.** Any party with an interest in purchasing a parcel of real property that does not appear on the list may request the Plan Commission to recommend inclusion of the parcel on the list, based on the factors as set forth in Section 3-6-4(b). The Plan Commission shall provide notice as provided under Sec. 3-6-4(c) before making any such recommendation. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval. Any party making such a request shall be required to deposit with the City Treasurer a sum sufficient to pay for the actual costs of considering the recommendation, including but not limited to copy, postage, publication and appraisal costs.
- (d) **Properties Purchased for Redevelopment.** Any property acquired by the City for the express purpose of redevelopment shall, upon acquisition, be placed on the list. A property is "acquired by the City for the express purpose of redevelopment" if the motion or resolution approving the acquisition expressly states that the property is being acquired for a general or specific redevelopment purpose.

### Sec. 3-6-6 Sale of Property Included on List.

- (a) **Negotiation Authority.** The City Administrator is authorized to negotiate the sale of any parcel included on the list, subject to any conditions attached to the parcel's listing, and subject to final approval by the Common Council.
- (b) **Establishment of Fair Market Value.** No property shall be disposed of without an appraisal unless otherwise directed by the Common Council. This provision shall not prevent the Council from entering into a sale of property for terms as determined by the Common Council that may include a sale price of less than fair market value.
- (c) **Sale Documents.** The City Attorney shall prepare all documents related to the property disposition.
- (d) **Property Survey.** A certified survey map may be required for any parcel sold or donated prior to closing.

- (e) **Retention of Utility Easements.** If applicable, the City of Washburn will retain all rights and easements for the operation, maintenance, repair, replacement, and extension of municipal utilities across the City-owned property to be sold including the rights of ingress and egress for municipal employees, agents, and contractors and the City Attorney shall insure such rights are retained in all deeds and leases that are prepared and executed.
- (f) **Waiting Period.** No parcel shall be sold less than thirty (30) days after placement on the list pursuant to Sections 3-6-4 or 3-6-5.

### **Sec. 3-6-7 Requests for Land Donation.**

- (a) Any party seeking the donation of municipal lands shall include in its written request:
  - (1) Proof of the tax-exempt status of the party.
  - (2) The reason the land should be donated.
  - (3) The public purpose for which the land is being sought.
  - (4) The intended use for the donated land including the anticipated construction dates, types of services to be offered, the expected number of users of the service, and anticipated neighborhood impact.
- (b) Any request for a donation of City-owned lands shall be referred to the Plan Commission for consideration and recommendation using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Sec. 3-6-4(d) prior to a vote on its approval.

### **Sec. 3-6-8 Vacation of Streets and Alleys.**

Unless the Common Council determines, after receiving the recommendation of the Plan Commission, that the public interest does not so require, the City shall retain utility easements to all vacated streets, alleys and other public ways. Absent such determination, any motion to vacate, and all recorded vacation documents, shall explicitly state that:

*"The City of Washburn retains all rights for the operation, maintenance, repair, replacement or extension of municipal utilities within the vacated property including the right of ingress and egress for its employees, agents and contractors, and the benefiting property owner shall be prohibited from creating any improvement, constructing any building or structure, or planting any vegetation that will interfere with this right retained by the City."*

**Sec. 3-6-9 General Provisions.**

- (a) **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such ruling shall not affect the validity of the remaining portions of this Chapter.
- (b) **Contravening Ordinances and Resolutions Repealed.** All ordinances or resolutions or parts of ordinances or resolutions contravening the provisions of this Chapter are hereby repealed.