



Take notice that the City of Ashland Common Council will meet at 6:00 PM in the City Hall Council Chambers, 601 Main Street W. Ashland, WI to consider and act upon the following agenda.

To attend virtually, the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/500263957>

Or dial in using your phone. United States (Toll Free): 1-877-309-2073 Access Code: 500-263-957

Please contact the Clerk's office if you require accommodations to attend the meeting.

***** AMENDED AND POSTED OCTOBER 13, 2025 *****

Tuesday, October 14, 2025 Ashland City Council Meeting Agenda

1. CALL TO ORDER

- A. **Roll Call, Moment of Silence and Pledge of Allegiance**

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- A. **September 30, 2025 City Council and Committee of the Whole Meeting Minutes**
- B. **September 25, 2025 Committee of the Whole Budget Work Session Minutes**

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

- A. **Announcements**
- B. **Appointments**

6. ADMINISTRATOR'S REPORT

7. OLD BUSINESS

- A. **Approve a Resolution to Exempt the City of Ashland from the Ashland County Library Levy (Administration) Roll**
- B. **Approve a Resolution to Repeal Resolution No. 16563 To Create an Eco-Municipality Advisory Committee, Dated July 8, 2008 (Mayor) Roll**

- C. **Approve an Ordinance to Amend Chapter 25 (1624) Salaries of the Mayor and the Common Council to Amend Pay for City Councilors to a Monthly Rate** *(Mayor)* Roll
- D. **Approve Facade Grant and Down-Payment Assistance Awards** *(Administrator)* Roll

8. NEW BUSINESS

- A. **Public Hearing Regarding an Application to Vacate an Undeveloped Right-of-Way Located along Water Street on Part of Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll
- B. **Consider a Resolution to Vacate Undeveloped Right-of-Way Located within Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll
- C. **Consider a Resolution to Approve a Request to Transfer City-Owned Property (Part of Parcels No. 201-01049-0000, 201-01047-0000, and Part of the Water Street Right-of-Way), Inclusive, and Adjoining Wisconsin Central Railroad Right-of-Way Located in Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin, Zoned Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O). Applicants Debra Joanis and Robert Polencheck.** *(Planning and Development)* Roll

9. CLOSED SESSION

- A. ***** Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who, either orally or in writing, will advise governmental body on strategy to be adopted with respect to current or likely litigation."** *Ashland Water Intake Project*
- B. **Return to Open Session**
- C. **Report of Action Taken during Closed Session**

10. ADJOURNMENT

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities.

Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact the City Clerk's Office at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048



MEETING MINUTES
ASHLAND CITY COUNCIL
Tuesday, September 30, 2025 – 6:00 PM
Ashland City Hall Council Chambers

1. CALL TO ORDER

The Tuesday, September 30, 2025 Ashland City Council meeting was called to order by Mayor Matt Mac Kenzie at 6:02 p.m.

A. **Roll Call, Moment of Silence and Pledge of Allegiance**

PRESENT: Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynдор

ABSENT: Kevin Seefeldt (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Treasurer Jacey Dean, Parks Director Catlyn Nowicki, Officer Mitch Westlund, and other interested citizens.

2. APPROVAL OF AGENDA

A motion by Ortman, seconded by Sztynдор to approve the agenda as presented, passed unanimously by voice vote.

3. APPROVAL OF MINUTES

A. **September 16, 2025 City Council and Committee of the Whole Meeting Minutes**

B. **September 11, 2025 Committee of the Whole Budget Work Session Meeting Minutes**

A motion by Ortman and seconded by Sztynдор to approve the minutes, carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens who requested to address the Council.

5. MAYOR'S REPORT

A. **Announcements**

The Mayor hoped all were enjoying the fall colors while road construction was still on schedule.

B. Appointments

A motion by Gregoire, seconded by Levi to approve the appointment of Katie Saarinen to the Parks and Recreation Committee, term to expire in April of 2028, passed unanimously by voice vote.

6. ADMINISTRATOR'S REPORT

Kucera attended an *America in Bloom* conference last week in Rochester, Michigan.

7. CONSENT AGENDA

A. Miscellaneous Minutes

A motion by Goyke, seconded by Szyndor to approve the Consent Agenda, passed unanimously by voice vote.

8. OLD BUSINESS

A. Approve an Ordinance to Amend Chapter 51 (1814) City Council Procedures, Ashland City Ordinances to Allow Large Budgeted Purchases to be Placed Directly onto the Council Agenda (Clerk)

A motion by Ortman, seconded by Gregoire to approve the ordinance, passed unanimously by roll call vote.

File #2025-2024

B. Approve a Resolution Authorizing the Issuance and Sale of Up to \$1,161,830 Water System Revenue Bonds, Series 2025, and Providing for Other Details and Covenants with Respect Thereto, and Approval of Related Financial Assistance Agreement (Public Works, Finance) Roll

A motion by Ortman, seconded by Gregoire to approve the resolution, passed unanimously by roll call vote.

File #17851

9. NEW BUSINESS

A. Consider Bids Received and Accept a Proposal from Blakeman Plumbing and Heating to Award a Contract for the 2026 Lead Service Lateral Replacement Project Phase 2 (Public Works) Roll

A motion by Ortman, seconded by Szyndor to approve to accept the base bid of \$92,805.41 from Blakeman Plumbing & Heating, passed unanimously by roll call vote.

- B. **Consider a Resolution for the Wisconsin Department of Natural Resources Urban Forestry Grant for the Continuation of the City of Ashland Emerald Ash Borer Treatment, Tree Removal and Tree Replanting** (*Parks/Public Works*) Roll

A motion by Ortman, seconded by Sztynodor to approve the resolution, passed unanimously by roll call vote.

File #17852

- C. **Consider an Alcohol Beverage License Application for Class B Fermented Beverage and Class B Intoxicating Liquor from Fab, LLC dba Main Street Eatery at 315 Main Street East, and Agent Alannah Belanger** (*Clerk*) Voice

A motion by Gregoire, seconded by Sztynodor to approve the application, passed unanimously by voice vote.

10. ADJOURNMENT

A motion by Ortman and seconded by Goyke to adjourn was passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

RESOLUTION NO. 17852

RESOLUTION FOR THE WICONSINSIN DEPARTMENT OF NATURAL RESOURCES URBAN FORESTRY GRANT PROGRAM FOR THE CONTINUATION OF CITY OF ASHLAND EMERALD ASH BORER TREATMENT, AND TREE REMOVAL AND TREE REPLANTING

WHEREAS, the applicant, City of Ashland , is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Ashland, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers Madison Krzciok, Civil Engineer/City Forester, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 30th day of September, 2025.

ATTEST:

Charlie Ortman, Council President

Denise Oliphant, City Clerk

Matt Mac Kenzie, Mayor

Approve as to Form:

Tyler W. Wickman, City Attorney



MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Tuesday, September 30, 2025 – 6:00 PM
Ashland City Hall Council Chambers

1. **Roll Call**

The Tuesday, September 30, 2025 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:20 PM.

PRESENT: Shawn Brede, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynдор

ABSENT: Kevin Seefeldt (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, and other interested citizens.

2. **Approval of Agenda**

A motion by Gregoire, seconded by Levi to approve the agenda as presented, carried unanimously by voice vote.

3. **Council President's Report**

Nothing to report.

4. **Committee Updates**

Library Board - Levi: Discussed security camera installation, holding a dedication party in December 2025, and the optimal move-in time when the project is completed.

There were no other committee reports.

5. **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

A. **Repeal Resolution No. 16563 dated July 8, 2008 to Create an Eco-Municipality Advisory Committee (*Mayor*)**

Mac Kenzie introduced the item and answered questions from Council. A motion by Goyke, seconded by Gregoire, to forward the item to Council for formal approval, passed unanimously by voice vote.

B. **Amend Pay for City Councilors to a Monthly Stipend (*Mayor*)**

Mac Kenzie introduced the item and answered questions from Council. He noted that any action would not take effect until May 2027.

Sztyndor moved, seconded by Levi, to recognize Erica Barrieau to speak to Council. This motion passed unanimously.

Sztyndor moved, seconded by Goyke, to recognize Beth Gehred to speak to Council. This motion passed unanimously.

Gregoire motioned, seconded by Brede, to forward the item to Council for further discussion and formal approval. This motion passed unanimously by voice vote.

6. Items for Future Discussion

Levi commented on a potential future discussion regarding immigration enforcement.

7. Adjournment

A motion by Goyke, seconded by Gregoire to adjourn, passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk



MEETING MINUTES
COMMITTEE OF THE WHOLE MEETING
Thursday, September 25, 2025 – 6:00 PM
Ashland City Hall Council Chambers

The Thursday, September 25, 2025 City of Ashland Committee of the Whole Budget Work Session Meeting was called to order by Council President Charlie Ortman at 6:03 PM.

1. **Roll Call**

PRESENT: Kevin Seefeldt, Peter Levi, Andrew Goyke, James Gregoire, Charlie Ortman, Nancy Sztynдор

ABSENT: Shawn Brede (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Clerk Denise Oliphant, Public Works Director John Butler, Planning Director Steven Wiley, Finance Director Julie Vaillancourt, Fire Chief Stuart Matthias, Parks Director Catlyn Nowicki, and Treasurer Jacey Dean.

2. **Approval of Agenda**

A motion by Levi, seconded by Sztynдор to approve the agenda as presented, carried unanimously by voice vote.

3. **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

A. **Consider to Approve a Resolution to Exempt the City of Ashland from the Ashland County Library Levy**

A motion by Seefeldt, seconded by Sztynдор to forward this item to Council for formal approval, passed unanimously by voice vote.

B. **Presentation and Discussion Regarding the 2026 Budget Development**

Vaillancourt began the presentation by discussing the community program funding. Also presenting their budgets were Nowicki, Wiley, Matthias, and Butler. Vaillancourt also covered the Debt Levy, Debt Service Funds, and Special Revenues.

4. **Adjournment**

A motion by Goyke and seconded by Gregoire to adjourn was passed unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk



Ref: 2025-208

COUNCIL AGENDA: 5.B.
(10/14/2025)

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Library Director

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: [AGENDA_ITEM_CUSTOM_TEXT_2]

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits the Mayor and/or Clerk to schedule items directly for Council action. The Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: [AGENDA_ITEM_CUSTOM_TEXT_5]

SUMMARY STATEMENT:

The Mayor is requesting approval of the following reappointment:

Vaughn library Board

Mary Asbach, term to expire October 31, 2028
Michelle Jardine, term to expire October 31, 2028

SUBJECT: Approve a Resolution to Exempt the City of Ashland from the Ashland County Library Levy (*Administration*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS: 1. Proposed Resolution No. 17850

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: [AGENDA_ITEM_CUSTOM_TEXT_2]

APPROPRIATION REQUIRED: [AGENDA_ITEM_CUSTOM_TEXT_3]

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: [AGENDA_ITEM_CUSTOM_TEXT_5]

SUMMARY STATEMENT:

Each year, Ashland County adopts a library levy which is used to offset a portion of the costs that each library in the County incurs for serving non-municipal patrons. The idea is to have those County residents that do not support a local library through their municipal property tax

help fund the libraries in their County. Wisconsin State Statute 43.64(2) allows the City to exempt itself (City residents) from the County's Library Levy. To qualify for the exemption, the City's budget for library services must be greater than the amount that the City's share of the County library levy would be, and the City Council must annually adopt a resolution declaring the exemption. The City's proposed budget for 2026 includes a transfer of \$316,000 to the Library fund. Ashland County's 2025 contribution to the library is \$56,593.

Council as Committee of the Whole approved to forward this item for formal approval, during their September 25, 2025 Budget Work Session meeting.

RESOLUTION No. 17850

RESOLUTION TO EXEMPT THE CITY OF ASHLAND FROM THE ASHLAND COUNTY LIBRARY LEVY

WHEREAS, Wisconsin State Statute 43.64 (2) provides for the exemption from the County Library Levy for any municipality which has higher municipal library expenditures than the municipality's share of the County Library Levy; and,

WHEREAS, the City of Ashland has appropriated and will expend \$316,000 on local library service in 2026, which is higher than the City of Ashland's share of the Ashland County library levy.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby designates this resolution as its applications for exemption from the Ashland County Library Levy for the 2026 budget, pursuant to Wisconsin State Statute 43.64 (2)(b), and instructs the City Clerk to convey this resolution to the Ashland County Board.

PASSED: September 30, 2025

ATTEST:

Charles Ortman, Alderperson

Denise Oliphant, City Clerk

Matt Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Approve a Resolution to Repeal Resolution No. 16563 To Create an Eco-Municipality Advisory Committee, Dated July 8, 2008 (*Mayor*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: The Council as Committee of the Whole previously discussed and approved this item to move forward to the Council for formal approval.

- EXHIBITS:**
- 1. Proposed Resolution No. 17853
 - 2. Resolution No. 16563, July 8, 2008

EXPENDITURES REQUIRED: [AGENDA_ITEM_CUSTOM_TEXT_1]

AMOUNT BUDGETED: [AGENDA_ITEM_CUSTOM_TEXT_2]

APPROPRIATION REQUIRED: [AGENDA_ITEM_CUSTOM_TEXT_3]

TREASURER'S CERTIFICATE: [ALTERNATIVE_ACTIONS]

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: [AGENDA_ITEM_CUSTOM_TEXT_5]

SUMMARY STATEMENT:

Resolution No. 17853 was approved in 2008 to create a new subcommittee of the Sustainability Committee. The Eco-Municipality Advisory Committee met for less than one year and has not

met since.

As discussed during their September 30 2025 Committee of the Whole meeting, Council recommended that the Sustainability Committee build more conversation into its meetings and goals to cover what was intended for the Eco-Municipal Advisory Committee, and agreed to formally repeal the 2008 resolution.

RESOLUTION No. 17853

RESOLUTION TO REPEAL RESOLUTION NO 16563 DATED JULY 8, 2008 TO CREATE AN ECO-MUNICIPALITY ADVISORY COMMITTEE

WHEREAS, Resolution No. 16563 was approved on July 8, 2008 to create an Eco-Municipality Advisory Committee under the recommendation of the Sustainability Committee; and

WHEREAS, the Eco-Municipal Advisory Committee met for less than one year as a subgroup of the Sustainability Committee, and has not met since; and

WHEREAS, the goals set for the Eco-Municipal Advisory Committee are the same of those followed by the Sustainability Committee, and the Sustainability Committee continues to meet regularly to carry out the goals set for both committees.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby repeals Resolution No. 16563, dissolving the Eco-Municipality Advisory Committee for the City of Ashland.

PASSED: October 14, 2025

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

RESOLUTION

No. 16563

RESOLUTION TO CREATE AND ADOPT AN ECO-MUNICIPALITY ADVISORY COMMITTEE

WHEREAS, the City of Ashland has passed a Resolution to become an Eco-Municipality;
and


WHEREAS, the City wishes to create a committee to assist in developing more
sustainable practices in the areas of economic, social and environmental protection; and

WHEREAS, the committee will advise and assist city employees and elected officials in
applying the principals of sustainability in planning, policy making and municipal
practices;


NOW THEREFORE BE IT RESOLVED that the City of Ashland hereby creates and
adopts an Eco-Municipality Advisory Committee.

BE IT FURTHER RESOLVED that the Eco-Municipality Advisory Committee shall
consist of six members appointed by the Mayor for two year terms.

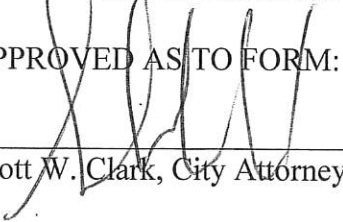
PASSED: July 8, 2008

ATTEST: 
Rae M. Buckwheat, City Clerk


Councilperson


Edward E. Monroe, Mayor

APPROVED AS TO FORM:


Scott W. Clark, City Attorney

Reso821

SUBJECT: Approve an Ordinance to Amend Chapter 25 (1624) Salaries of the Mayor and the Common Council to Amend Pay for City Councilors to a Monthly Rate (*Mayor*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS: 1. Draft Proposed Ordinance 2025-2025

EXPENDITURES REQUIRED: [AGENDA_ITEM_CUSTOM_TEXT_1]

AMOUNT BUDGETED: TBD

APPROPRIATION REQUIRED: [AGENDA_ITEM_CUSTOM_TEXT_3]

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

During their September 30 2025 Committee of the Whole meeting, the Mayor proposed a change to the pay structure for Councilors, by switching from a designated payment per meeting, to a monthly "stipend." Per [Chapter 21 Salaries of the Mayor and the Common Council](#), Ashland

City Ordinances, Councilors are paid per meeting: \$75 per attended Council meeting, and \$50 per attended Committee of the Whole meeting. On average, a Councilor's pay may accumulate to approximately \$2800 per year, breaking down to approximately \$230 per month accounting for special meetings and budget workshops. Although required to attend miscellaneous committee and board meetings for the City, Councilors are not compensated for those.

The Mayor proposed an increase in pay to \$500 per month beginning May 1, 2027. An increase would recognize compensation for strategic planning meetings, budget workshops, retreats and the various committee or board meetings throughout the year. The Mayor and Councilors also contend that Councilors are not just "on the clock" during these meetings, but are accountable at all times outside of meetings during their tenure, taking calls and responding to concerns from citizens. Councilors are also responsible for reviewing the material before meetings, and attending civic functions throughout the year. Included in this proposed ordinance amendment is to allow for a 3% increase every third year beginning in 2030.

Since it is unlawful for a councilor to vote on and approve a pay raise for themselves during their term, if approved, this change could not go into effect until May 2027. Councilor seats are elected on a rotating basis, and this future date would allow for all seats to take effect at the same time. Final approval would be necessary during the 2026 budgeting process as that will allow for the earliest fiscal year in which a change "for all" can be made, per State Statute.

Sequential Ordinance No. 2025-2025

ORDINANCE TO AMEND CHAPTER 25 (1624) SALARIES OF THE MAYOR AND THE COMMON COUNCIL, ASHLAND CITY ORDINANCES

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of October 14, 2025, for the purpose of amending Chapter 21 (1624) Salaries of the Mayor and the Common Council, Ashland City Ordinances as follows:

SECTION I

25.01 Councilperson's Salary. *shall be amended to read as follows:*

In accordance with Sec. 62.09, WI Stats., the following salary for Councilors shall be set and established.

- a) **Salary.** Councilors elected or re-elected shall receive \$500.00 per calendar month.
- b) **Effective Date.** Effective May 1, 2027.
- c) **Scheduled Adjustments.** Every three (3) years, an automatic adjustment of an increase of 3.0% will take place. The adjustment will occur on May 1 of the year, beginning in 2030.

SECTION II

Effective Date of Ordinance: This ordinance shall take effect upon passage and publication.

PASSED: October 14, 2025

PUBLISHED: October 23, 2025

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Approve Facade Grant and Down-Payment Assistance Awards (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: City Administrator

- EXHIBITS:**
- 1. 2026 Facade Grant Proposals
 - 2. Flatwater LLC - 112 Main St W
 - 3. Main Street Eatery - 315 Main St E
 - 4. Porter Realty - 415 Main St W
 - 5. Copper Pasty - 417 Main St W
 - 6. Lumi Norr Properties LLC - 417B Main St W

EXPENDITURES REQUIRED: \$ 63,000

AMOUNT BUDGETED: \$100,000

APPROPRIATION REQUIRED: \$ 0

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The City of Ashland "will work to protect and strengthen our natural setting and resources; our small city character and our sense of community; our heritage; our arts, architectural roots, and recreational assets; and our economic prosperity."

SUMMARY STATEMENT:

On August 13, 2025 the City published an RFP for façade improvement grant projects on Main Street, specifically to improve historic storefronts and signage. The City had \$100,000 available through its TIF District available to fund this grant program. Applications were due on September 12, 2025. All the applications are attached.

We received five applications and are recommending funding all the requests. Please see the attached spreadsheet for the list of projects. The requests total \$63,000 of grant funding and will create around \$231,000 in total investment in the downtown.

2025 Façade Grant Proposals

Project Address	Applicants	Project Cost	Grant Requested
112 Main St	Adam Zais, Kristi Knudson	\$40,000	\$20,000
315 Main St E	Alannah Belanger	\$105,000	\$20,000
415 Main St W	Kevin Porter	\$60,000	\$10,000
417 Main St W	Victoria Peters	\$2,960	\$1,480
417B Main St W	Tim Pavlish/Elizabeth Andre	\$23,000	\$11,520
		TOTAL	\$63,000



Downtown Building Façade Program

112 Main St W, Ashland, WI

Cover letter | Who we are

Dear Brant and City of Ashland staff,

In July 2025, we purchased 112 Main St W as Flatwater LLC (Adam Zais and his partner, Kristi Knudson) knowing it had been neglected for several decades and hoping we could restore the property to live up to its name as a [Contributing property listed by the Wisconsin Historical Society](#). We knew it needed work, and many aspects of the exterior had either fallen into disrepair due to neglect by previous owners and damage from tenants, or were replaced with cheap, non-historic alternatives. You likely know Adam from the work he has done on his current home, 113 Main St W (the historic Penn Block) – directly across from 112; our goal is to bring the same effort, quality, and attention to detail in restoring 112 as has been done at 113.

The proposed project includes the restoration and enhancement of the building's historic façade, specifically the removal of non-historic elements such as vinyl windows, replacement of broken exterior elements with historically accurate updates (windows, doors), installation of historically appropriate signage, and aesthetic, energy efficient improvements to the entryway and storefront windows. These activities are designed to celebrate the architectural character of Ashland's downtown while supporting the revitalization of the property for mixed-use commercial purposes, improving not only the historic aesthetics and curb appeal but functionality, safety, and energy efficiency of the building as well.

All proposed activities align with the goals of the grant program by promoting historic preservation, supporting economic development, and contributing to the visual cohesion of the downtown historic district. The project will be funded through a combination of private investment and grant support. We are requesting \$40,000, with \$20,000 provided by the grant and a 50% match (\$20,000) provided by ourselves as the applicant. We are committed to ensuring that all work meets the program's standards and contributes meaningfully to the vibrancy of our community.

Thank you for your consideration. We see the potential in this property and hope you do to too. We look forward to the opportunity to collaborate with the City of Ashland on this important initiative.

Sincerely,

Adam Zais & Kristi Knudson, Flatwater LLC

Contact info:

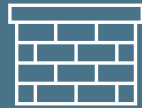
- Email | Flatwaterllc.wi@gmail.com
- Phone | Kristi: (507) 951-9588 / Adam: (715) 781-9044

Project Objectives



Historic windows

The property has 22 windows, many of which can be viewed from Main St., and all of which are damaged in some way without repair by previous owners.



Restore historic transom

The front transom has been boarded over for decades, but behind it we've found the original glass pane – we'd like to bring this back to life.



Secure, historic doors

The apartment door currently doesn't close or lock and has graffiti. The storefront main entrance door looks like a Kmart – we can do better.



Aesthetic accents

Adding historic lighting, signage, and additional accents to the façade and sides to create a stylized, cohesive building design.



Safety & energy efficiency

Windows will have glass. Doors will close. We plan to replace every window with historically accurate, double pane replacements.

Summary of project costs

Our total project cost is \$40,000

- **Windows (\$20,000)**
 - ~\$20,000 would go towards updating the windows with historically accurate replacements to address broken original windows and non-functional vinyl replacements that were installed
 - We have obtained a quote for windows already and feel this is an accurate estimate
- **Storefront windows & Transom (\$12,000)**
 - We obtained a quote to replace 2 storefronts windows and the transom above that is currently boarded over
- **Door replacement (\$7,000)**
 - We would install doors that close, lock, and are historically accurate. Apartment door requires install into existing brick, which also needs repair around the frame.
- **Historical embellishments (\$1,000)**
 - With remaining funds, we plan to add aesthetic, historic signage for tenants & apartment, as well as antique lighting embellishments.

	Project Activities	Estimated cost	Quote provided by:
Match	Windows - Front	\$2,800	Ashland Building Products
	Windows - Alley	\$8,000	
	Windows - West	\$4,800	
	Windows - Back	\$4,400	
Grant	Apartment Door + Install	\$5,000	Metselwerk Brick & Stone (install, brick); In process of obtaining quotes from Schraufnagel Glass and Sell Hardware for door
	Storefront Windows	\$7,000	Schraufnagel Glass in process of providing more detailed quote
	Restore transom glass	\$5,000	
	Storefront door	\$2,000	
	Historical signage & lighting	\$1,000	
		\$40,000	

Window replacement – Front upper

Current

Front windows were replaced with non-historic white vinyl. Exterior paint is heavily chipped. There are no storms/screens – wasps & bees enter the apartment if windows are open.



Future

New windows would recreate the original historic windows with divided lites while adding energy efficiency with double-pane glass and intact screens.



Window replacement – Alley

Current

All of the original 1939 windows are broken in at least one way – glass, sash, rotting sill, weights/ropes, missing storm/ripped screens - or were replaced with non-historic white vinyl windows.

Due to the open alley and low-profile neighboring building, all windows can be seen from Main Street or adjacent Main St. roads.

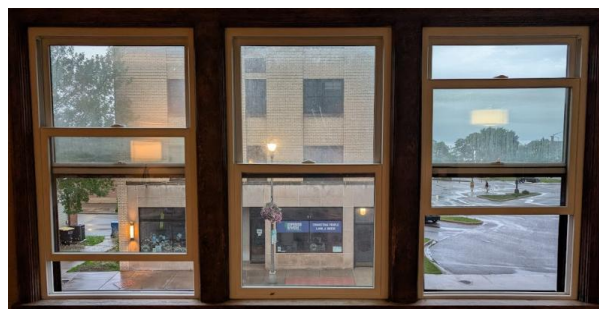


Future



Replace windows with historic replications:

- Double-hung
- Divided lites
- Double pane for better energy efficiency
- Historic dark bronze exterior



Door replacement

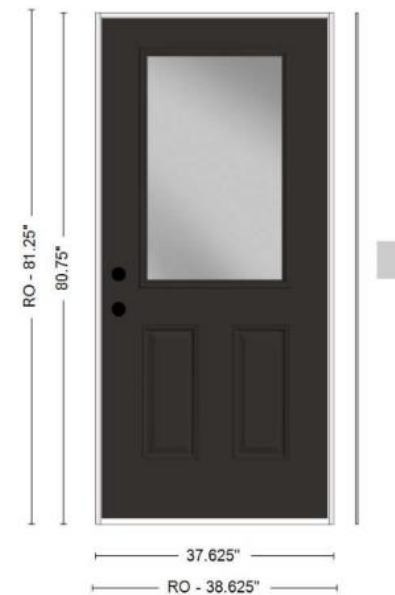
Current

Door does not close or lock (deadbolt is missing), has graffiti, and doesn't allow any light into the apartment entry way. Surrounding brick is also in need of repair to fit a new door.



Future

New door would close and lock with deadbolt, allow light into the entry way, and be a historic dark bronze color. Brick would be properly repaired by a mason to fit the new door.



Storefront – Windows & doors

Current

Front view on main street has non-historic upper windows and storefront door. The storefront windows are single pane and frost over significantly during winter.



Future

Replace the upper windows with historically accurate ones, replace the storefront windows, doors, and signage, and restore the historic transom that has likely been broken/covered since the 1970s.



Storefront – Transom

Current

Historic transom was covered with wood and has broken glass on the inside.



Future

The historic transom would be restored to reflect classic glass patterns, also providing better insulation for the storefronts and apartment.



Signage & lighting

Current

Signs are a range of styles and not aligned. There are no aesthetic elements or anything interesting at all really that makes this building special – most people don't even know which one we're talking about.



Flatwater LLC - 112 Main St W

Future

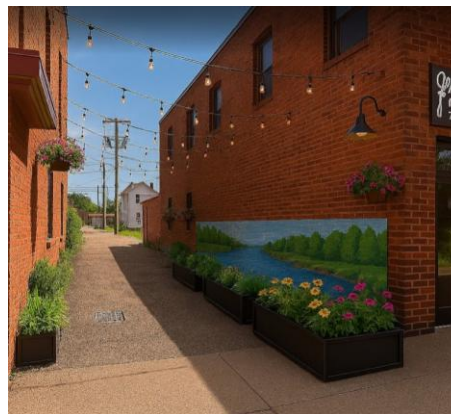
As we have done with 113 Main St W, we can add historic lighting accents and additional features to enhance the historic nature of the property. With tenant permission, we may also add historic signage.



What we've done with 113...



Imagine what we could do with 112....





Thank You

Main Street Eatery

315 Main Street E

Ashland, WI 54806

715-292-7140

a.vanvlack00@hotmail.com

9/7/2025

Brant Kucera, City Administrator

City of Ashland

601 Main Street W

Ashland, WI 54806

Subject: Proposal Submission for Downtown Facade Improvement Grant Program

Dear Brant,

On behalf of Alannah and Joe Belanger owners of Main Street Eatery I am pleased to submit this proposal for consideration under the Downtown Facade Improvement Grant Program. Alannah may be contacted directly at 715-292-7140 or a.vanvlack00@hotmail.com, and I welcome any inquiries regarding this submission. We respectfully request \$20,000 in grant funding through the Downtown Facade Improvement Grant Program to support the proposed restoration and improvement activities.

The proposed project will involve the focus on restoring and enhancing the building's historic character while ensuring it meets modern business needs. Planned activities include the removal of non-historic materials from the facade, such as the stone applied to the front elevation, in order to reveal and preserve original architectural features. The work will also restore the historic facade by reintroducing windows on the front of the building, reinstating design elements that once defined its appearance. To complement these improvements, the project proposes the installation of updating the business signage that enhances the look of the facade and aligns with the historic nature of downtown, contributing to a cohesive streetscape. Finally, the project includes interior modernization designed to improve functionality, efficiency, and customer experience while ensuring compatibility with the building's historic character. Together, these activities will strengthen the building's role as a community asset while advancing the goals of the program.

This proposal aligns with the goals and requirements of the program by preserving and restoring the building's historic character, removing non-historic alterations, and reintroducing architectural features that contribute to the authenticity of the downtown district. At the same time, the project advances economic vitality by modernizing the interior for improved functionality and customer experience, creating a more inviting space

for community use. These improvements not only enhance the building itself but also support the broader goals of strengthening downtown's historic identity, fostering community engagement, and encouraging continued private investment in the area. Additionally, the required matching funds have been secured through personal investment, loans through the Entrepreneur Fund, and a grant through Fundiversity Downpayment Assistance program at Ashland Area Development Corporation, ensuring that the project is fully compliant with financial participation standards.

Through these improvements, the property will not only achieve measurable functional upgrades, appearance aligning more with the historic aesthetic but will also provide lasting community benefits consistent with the intent of the funding program.

Included in this packet is a photo page featuring historical images from the Ashland Historical Society, a current photograph of the building, and a proposed mock-up of the planned improvements.

Thank you for your consideration of this application. I look forward to the opportunity to discuss this project further and to demonstrate how it will contribute to the overall objectives of the Downtown Facade Improvement Grant Program.

Sincerely,
Alannah Belanger
Owner/Operator
Main Street Eatery

Exterior	Removal of Non-Historical Exterior Facade + Replacing 4 Windows/Add 1 Window + Siding	Grant Funded	1	\$19,537.00		
	Paint Upper Façade/Vinyl Siding/Concrete Block	Match Funded	10	\$1,029.90		
	Metal Beam/Wood Beam Divider For Upper and Lower	Match Funded	1	\$500.00		
	Signage- Cover Stagecoach Sign (Grandfathered in)	Match Funded or Grant Funded	1	\$4,558.00		
	Electrical Work/5 Extreior Lights	Match Funded	1	-		
	Exterior Lighting	Match Funded	5	\$219.90		\$25,844.80
	Demolition	Match Funded	1			

Main Street Eatery Downtown Façade Improvement Grant Photos:

Historical Photos:

Historic documentation from the Ashland Historical Society shows that the building’s front facade was originally dominated by windows, creating a light-filled interior and an open, inviting street presence.

The project will include adding large windows back into the front elevation, reinstating design elements that define the building’s historic appearance.



Current Photo:

The red circles indicate where the front stonework is starting to deteriorate and fall off onto the city's public sidewalk.



Proposed Exterior Mockup:

As outlined in our proposed updates, the project includes the removal of non-historic facade materials, such as the stone, the installation of large windows to reflect the building's historic character, and the addition of cleaned and updated signage panels designed to complement the historic streetscape.





415 Main Street West
Ashland, WI 54806
(715) 292 - 6068
PorterRealtyWI.com

Kevin Porter
Porter Realty
415 Main Street West
Ashland, WI 54806
715-256-7077
kevinporter001@gmail.com

September 8, 2025

Brant Kucera
City Administrator
City of Ashland
601 Main Street West
Ashland, WI 54806

Re: Downtown Building Facade Grant Application – 415 Main Street West

I am writing to formally apply for funding through the Downtown Building Facade Grant Program for improvements to my property at **415 Main Street West**. I am the owner of this building, which houses Porter Realty and several residential units. I can be reached directly at **715-256-7077** or **kevinporter001@gmail.com**.

Proposed Project Activities (Facade Grant-Eligible):

- Removal of deteriorated building materials.
- Removal and replacement of the discolored plexiglass currently covering the stained-glass window between the first and second story; repair and relighting of the window to meet code and highlight the building's historic character.
- Replacement of the center section of the sign to reflect the current business occupant.
- Installation of tasteful, code-compliant uplighting on the upper facade.
- Cleaning of the building facade, including replacement of deteriorating brick.
- Repainting painted sections and installation of new woodwork and trim.

These activities are fully aligned with the program's goals of enhancing the downtown streetscape, preserving architectural character, and promoting economic vitality. The requested **\$10,000 in grant funds** will directly support these eligible facade improvements.

Additional Owner-Funded Matching Activities:

- Completion of an interior apartment (currently at rough drywall stage) with finished drywall, painting, a newly tiled and replumbed bathroom, and a new kitchen installation.
- Health and safety projects such as tuckpointing and brick replacement, which are not eligible for grant funding but qualify as matching contributions.

These investments bring the total project scope to **over \$60,000**, ensuring the required match is exceeded.

This project exemplifies a strong public-private partnership: the City's investment will ensure high-quality facade improvements in a highly visible downtown location, while my additional investment strengthens housing stock and overall property value.

Thank you for your consideration. I look forward to working together to enhance the vitality of Ashland's downtown district.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Porter', with a large, sweeping flourish extending to the right.

Kevin Porter



PORTER REALTY
NOVEMBER 29, 2022

ASHLAND, WI
JOE LAWNICZAK



ESTIMATE #	DATE	EXPIRES
141	2025-09-09	

Title: facade grant / apartment renovations

CUSTOMER

Porter Realty
Kevin Porter

removal of deteriorated building materials	Qty	Cost/Unit	Total
demo labor	80	\$60.00/Hrs	\$4,800.00
dump fee	1	\$480.00	\$480.00

Subtotal: \$5,280.00

cleaning of building facade and replacement of deteriorating bricks	Qty	Cost/Unit	Total
brick cleaning labor	80	\$60.00/Hrs	\$4,800.00
cleaning materials	1	\$180.00	\$180.00

Subtotal: \$4,980.00

plexiglass removal and replacement relighting of windows to meet code	Qty	Cost/Unit	Total
labor	80	\$60.00/Hrs	\$4,800.00

Subtotal: \$4,800.00

repainting painted section and installation of new woodwork and trim	Qty	Cost/Unit	Total
exterior up lights	3	\$240.00	\$720.00
exterior paint	10	\$72.00	\$720.00
painting labor	40	\$60.00/Hrs	\$2,400.00
light installation labor	20	\$60.00/Hrs	\$1,200.00

Subtotal: \$5,040.00



ESTIMATE #	DATE	EXPIRES
141	2025-09-09	

installation of code compliant uplighting for upper facade	Qty	Cost/Unit	Total
exterior up lights	3	\$240.00	\$720.00
light installation labor	20	\$60.00/Hrs	\$1,200.00
Subtotal:			\$1,920.00

apartment renovations finished drywall	Qty	Cost/Unit	Total
drywall materials	1	\$600.00	\$600.00
drywall labor	100	\$60.00/Hrs	\$6,000.00
Subtotal:			\$6,600.00

painting of apartment	Qty	Cost/Unit	Total
interior paint	5	\$72.00	\$360.00
primer	10	\$72.00	\$720.00
masking materials and tape	1	\$240.00	\$240.00
masking labor	20	\$60.00/Hrs	\$1,200.00
painting labor	40	\$60.00	\$2,400.00
Subtotal:			\$4,920.00

tile and replumbed bathroom	Qty	Cost/Unit	Total
plumber	1	\$3,000.00	\$3,000.00
ceramic tile	150	\$2.99	\$448.20
tile installation labor	80	\$60.00/Hrs	\$4,800.00
bathroom fan with light	1	\$180.00	\$180.00
bathroom vanity and sink	1	\$600.00	\$600.00
medicine cabinets with lights	1	\$298.80	\$298.80
electrician	1	\$3,000.00	\$3,000.00
Subtotal:			\$12,327.00

new kitchen installation	Qty	Cost/Unit	Total
kitchen cabinets	1	\$3,360.00	\$3,360.00

ESTIMATE #	DATE	EXPIRES
141	2025-09-09	

new kitchen installation	Qty	Cost/Unit	Total
kitchen sink and faucet	1	\$720.00	\$720.00
counter tops	1	\$2,400.00	\$2,400.00
kitchen stove and hood fan	1	\$1,440.00	\$1,440.00
installation labor	80	\$60.00/Hrs	\$4,800.00
refrigerator	1	\$1,440.00	\$1,440.00

Subtotal: \$14,160.00

Subtotal	\$60,027.00
Tax: (0%)	\$0.00
Total	\$60,027.00





ESTIMATE #	DATE	EXPIRES
141	2025-09-09	

TERMS & CONDITIONS
Please review the following terms and estimate due-date prior to work beginning.

APPROVAL
This Estimate has been accepted on _____ by _____ Signature: _____



Dear City of Ashland,

Please consider the attached application from Copper Pasty to receive the 2025 Facade Improvement Grant. We will use the awarded funds to add an exterior projecting sign with lights, as well as track lighting in the window of the restaurant facing Main Street. Previously, we worked with the consultants of Front Door Back Consulting, whom the City of Ashland contracted with on the latest Lighting Improvement Grant. I have attached the consultation recommendations, as we would like to use their proposed improvements to help maintain the historic integrity of the building for this project. I have adjusted the cost estimate on the attached Lighting Grant application to reflect current prices and current project scope for this particular Facade Grant.

We are requesting \$1,480 in grant funding, which Copper Pasty will match in funds to cover the costs. We have added a 10% contingency to the attached quotes from Jolma Electric with the assumption that costs have increased since the initial estimate was provided in 2023.

Below are photos of the current exterior of the building. The tree that is feet away on the sidewalk, when in full bloom, blocks the visibility of our current flat signage on the exterior of the building. With this projecting sign, we will also then be consistent with the neighboring businesses, as Kevin Porter Realty and Gabrielle's Chocolates have similar exterior signs to what we are hoping to install with this grant.

The building is very narrow, which causes intense shadows in the display window on Main Street. Customers have a difficult time seeing into the building and discerning if we are open for business and so the track lighting in the front window will also help with visibility and welcome customers. These additions will help promote economic development and support our business by drawing in more customers. These customers often patronize the neighboring businesses as well. In addition, the exterior overhead door light will increase safety along Main Street and deter potential business theft or vandalism. Copper Pasty anticipates matching the requested \$1,480 to cover the cost of this project.

In working with the lighting consultants through Ashland Main Street, we are confident that we will be able to administer these grant funds in a manner that will be as close to historic in design and feel as possible. 417 Main St. W has conformed to regulations around the state historic tax credit program previously and will continue to do so with this project. In 2023, the included lighting fixture options were submitted to the state and have been pre-approved for installation.



Thank you for considering my business for this important facade improvement.

Contact information:

Victoria Peters

Copper Pasty

417 Main St. W, Ashland WI 54806

906-369-4065

copperpasty@gmail.com

Below are images of the current exterior of 417 Main St. W.

Attached via email is the edited Lighting Grant application that reflects our cost estimates. Attached is also the previous application that reflects the consultation recommendations for lighting and our cost estimates for the fixtures and installation. Please note that some items from the consultant report will not be installed/constructed in this particular grant request.

Sincerely,

Victoria A. Peters

Copper Pasty Owner



APPLICATION FOR ASHLAND MAIN STREET LIGHTING IMPROVEMENT GRANT PROGRAM

Date: 09/11/2025

Ashland Main Street, in conjunction with the City of Ashland, will assist with lighting improvements for commercial properties located in downtown Ashland. See page two (2) of this form for more information on funding requirements and review process.

Read all instructions before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) Copper Pasty LLC	Contact Person Victoria Peters	Title Owner
Mailing Address 911 10th Ave W	City Ashland	State/Zip Wisconsin 54806
Phone Number 906-369-4065	Email Address copperpasty@gmail.com	

SECTION 2: Property Owner Information (complete these fields when project site owner is different than applicant)

Name (Ind., Org. or Entity) Lumi Norr Properties LLC	Contact Person Tim Pavlish	Title Building Owner
Mailing Address 908 9th Ave W	City Ashland	State/Zip Wisconsin 54806
Phone Number 651-592-2091	Email Address timpavlish@yahoo.com	

SECTION 3: Project or Site Location

Project Address 417 Main St. W, Ashland WI 54806

SECTION 4: Project Information

Estimated Start Date: Nov. 2025 **Estimated Completion Date:** Dec. 2025

Fill in below form with cost estimates for each project activity. Attach quotes/cost estimates, any relevant project renderings/plans/reports/maps, fixture and illumination specifications and "before" photo(s) of the existing lighting.

Category (architectural, pathway, entryway, etc.)	Cost estimate	Quote Attached	Report/Specs Attached	Photo(s) Attached
Pendant lights over tables - 5 total	Not including in this grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track lights over dining room window	\$560	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Pendant light over serving station	Not including in this grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior overhead door light at Main St. entryway	\$330	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior projected sign bracket & integrated lights	1,300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior double-sided sign - printing and install	\$500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Eligible Expenses: \$2,690 with 10% contingency plus		Requested Grant Amount: \$1,480.00		

SECTION 5: Applicant Certification

I have read and understand the process and rules to receive the Lighting Improvement Grant Program funds. I understand that failure to abide by the outlined process and rules will result in denial of funds. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the grant program funds. The undersigned applicant(s) affirms that the information submitted is accurate to the best of my knowledge. If selected to receive funding from the Lighting Improvement Grant Program, I will follow all requirements and design guidelines provided by Ashland Main Street and/or the City of Ashland.

Name of Owner/Authorized Representative Victoria Peters	Title Owner	Phone Number 906-369-4065
Signature of Applicant Victoria Peters Digitally signed by Victoria Peters Date: 2023.06.26 14:13:55 -05'00'		Date Signed 09/11/2025



Exterior of building facing West. Also depicting shadowed/dark display window into the building during high sun.



Exterior view of building facing West – clearer view of tree that obstructs view coming from the West toward East Main Street.



View of neighboring protecting signs.

Lumi Norr Properties LLC
909 9th Ave. W.
Ashland, WI 54806

September 12, 2025

City of Ashland
Attn: Brant Kucera, City Administrator
601 Main Street West
Ashland, Wisconsin 54806

Dear Mr. Kucera,

Please accept this application for the City of Ashland Downtown Building Façade Grant Program. We plan to rehabilitate the façade of 417B Main Street W—the former location of Northern Dye Works and the future home of the community non-commercial radio station WVCB-LP 97.7FM, the Voice of Chequamegon Bay. This building is on a high-traffic, high-visibility block of Main Street, and the radio station will contribute additional vibrancy with views from the street into the on-air studio and space for in-studio musical performances.

Earlier this year we acquired the building in a state of disrepair. Details of the extensive repairs and restoration work are provided below. Please note that we are requesting matching grant funds from the City for *only* the façade work. We are funding the remaining repairs and restoration work ourselves.

At some point in the past, the original brownstone façade with large windows was removed and replaced with wooden siding and one small window. The existing façade has rotted to the point it is possible to push one's finger through it. We have been working with Joe Lawniczak from Wisconsin Main Street, a program of the Wisconsin Economic Development Corp (WEDC), to design a new façade that will be historically appropriate. The aim of the façade redesign is to match the period of significance (1884-1937) for Ashland's Second Street Historic District. The storefront window and entry door will be enlarged significantly, and new more historically appropriate lap siding with four-inch reveal will be installed to replace the current non-historic siding. The intent is to construct the new façade exactly as Joe has designed it, as seen in the attached depiction.

We have also attached a project cost estimate breakdown from KV Build. The total estimated project cost is \$23,034.91. Because the estimated project cost is associated with façade restoration and returning the façade to a more historically accurate state, we are requesting half of the project cost (\$11,517.45) to be Grant Funded, and half (\$11,517.46) will be Match Funded by us as owners of the property.

In addition to the façade restoration, we are renovating the interior bathroom to make it ADA accessible, repairing the building's back wall which is collapsing, insulating the roof and installing a new membrane roof, installing a heat pump to service the HVAC needs of the

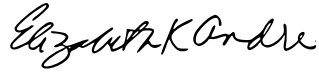
building, updating all electrical and removing the drop ceiling to bring back the original 14' tall ceiling.

Receiving a Façade Improvement Grant to subsidize the cost of installing a more historically accurate façade would prove pivotal to the finances of the overall rehabilitation project of 417B Main St W. Thank you for considering our application.

Sincerely,



Tim Pavlish



Elizabeth Andre

Lumi Norr Properties, LLC
651-592-2091

Attachments: Building drawings and current and historical photos
Proposal from KV Build for work to façade



BEFORE

417B



417B



AFTER

417B



417B MAIN STREET
 JANUARY 17, 2025

ASHLAND, WI
 JOE LAWNICZAK

KV Build

Proposal for Pavish - 417B Front Fascade

417b Main Street West, Ashland, WI, USA

About KV Build

Expert Knowledge. Lasting Value.

Count on KV Build to do the job right.

“Will the work we do today hold up 100 years from now?” That’s the question we ask ourselves before beginning any project, because providing long-lasting value is at the core of who we are.

Quality home construction, renovation, insulation and excavation save money over time and contribute directly to strong families and healthy communities. We share those values with our customers, and we bring them to life with expert knowledge and an unwavering focus on providing the highest possible return on your investment.

Nobody knows more than we do about how to provide enduring value.

And no one is more committed to delivering it than KV Build.



Eric Dymesich
Owner, COO



Isac Dymesich
Owner, CEO

Scope of Work

This project would be to revamp the front facade of the building. We would remove all the olds windows and door to the front of the building to make way for new fixed windows and door. We would modify the existing opening to accommodate the new windows units and door. Then we would spray foam the window and door cavities, put up new sheathing, Tyvek for a weather resistant barrier, and new LP siding and trim all the way up the front of the building per the modified drawings.

Project Estimate

ITEM	PRICE
Carpentry	\$21,206.84
Demo Demo existing facade removing all front windows and door, this includes disposal.	\$3,200.00
Framing Wall framing materials, including studs, plates, sheathing and fasteners.	\$2,400.00
Exterior Doors & Windows H Window direct set windows and exterior front entry door per specs. Std Ext Powder coated interior, Unfinished red oak interior, glass 22-pane with low-e 270 #2 with argon fill and warm edge spacer, Verona, Black handle straight, w/216N backplate w/key cylinder, ADA threshold dark bronze.	\$7,756.84
Exterior Door & Window Installation This includes picking the units up from H-Window and install	\$2,250.00
Siding & Trim LP Smart siding and trim	\$3,800.00
Drywall, Tape, Prime & Paint Installation of ceiling and wall drywall 5/8" on ceilings and 1/2" on walls	\$1,800.00
Insulation	\$400.00
Insulation Spray foam In between window, door jambs	\$400.00
Uncategorized	\$1,200.00
Trim 1 x Maple stained	\$1,200.00

Subtotal	\$22,806.84
Management Fee (1.00%)	\$228.07
Tax	\$0.00
Total	\$23,034.91

Contract

Due to the current volatility of materials pricing it is not possible to guarantee any construction pricing beyond a few days. Because of the current market conditions KV TECH reserves the right to adjust pricing at the time that the work is to be completed to current material and labor rates. KV TECH will adjust labor rates quarterly to adjust for changes in the labor market. Material prices, at the time the work is performed, will be adjusted up or down from the material price listed in the estimate to the actual material cost at the time the work is performed. Every effort will be made to obtain the best possible pricing for the contracted work and to acquire the materials needed for the work in a timely manner. The industry in general is currently dealing with substantial delays in material supply and daily price fluctuations, it is because of this extreme volatility that we have been forced to step away from guaranteed, fixed price contracts. If you have further questions about how this could affect your project pricing and timing, please discuss this with your salesperson.

All bank transfers are subjected to a 1% processing fee that will be added to the invoicing schedule.

I acknowledge that I have read the above pricing statement and agree to enter into this contract with the understanding that the pricing is not guaranteed and may change without notice. Initials _____

1. KV TECH will provide and maintain Commercial General Liability insurance for the project: Claims for damages because of bodily injury or property damage to any person other than employees. Certificate of insurance will be provided on request.
2. Contractor supplied materials: For the purposes of this contract all materials supplied by the Contractor are considered owned by the contractor until installed in the building project and the Contractor will provide insurance coverage for materials used in the project until installed in the house. The Home Owner will maintain insurance on the house during the construction project.
3. Owner Supplied Materials: Materials supplied for the project are owned by the Building Owner and will not be insured by the Contractor.
4. KV TECH will maintain worker's compensation insurance as required by the State of Wisconsin for the duration of the project and the Home Owner will not be liable in any way for any worker injured on site during the course of the project.
5. "As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid".
6. Any dispute arising out of implementation or interpretation of the terms and conditions of this Contract, including, without limitation, its termination, will be resolved by binding arbitration conducted by one arbitrator selected through the mutual agreement of the parties. In the absence of agreement by them within ten business days after either party makes a written request to the other that their dispute be submitted to arbitration, the selection will be made as provided in the laws of the State of Wisconsin. Each party will initially bear equally the arbitrator's fees and costs. The parties agree that the arbitrator will not be empowered to award damages in excess of compensatory economic damages unless a statute

requires that compensatory damages be increased in a specifically stated, clear manner. Each party expressly waives and foregoes any right to punitive damages, and agrees that the arbitrator will not be empowered to award punitive damages under any circumstances.

The dispute resolution provisions of the Contract are the sole and exclusive means of resolving all disputes subject to its provisions, except that the prevailing party may enter a judgement in a court of competent jurisdiction on the arbitrator's award and thereafter seek enforcement of that judgement in accordance with the law.

7. KV TECH will and hereby does warranty all labor, materials and equipment furnished on the project for a period of one year against defects in workmanship or materials utilized. Any manufacturer's warranty will prevail.

8. KV TECH offers extended warranties on portions of the work, extended warranties will be offered as a separate document and the terms of the extended warranty will be expressed in the Warranty Contract.

9. Payment terms. A down payment amount will be listed for each component of the project, the down payment amount for each component will be deducted from progress invoice as that component of the project is completed. The Home Owner agrees to pay the Contractor the invoiced amount in a timely manner for all progress invoices. A timely manner for the terms of this Contract is 15 days from the receipt of the invoice. KV TECH reserves the right to invoice for interest charges on invoices over 15 days past due. Interest charges will not exceed 1.5% per month.

10. Change orders. No alterations, additions, or small changes can be made in the work or method of the performance, without the written change order signed by the Home Owner and/or the Contractor. There is a \$100.00 processing fee for any change order WHETHER it is added to the contract or not. No changes will occur until the change order is signed and returned to KV Tech.

11. Scope of work. The Home Owner agrees that they have fully examined the Contract documents and that the terms and descriptions of this Contract are fully understood and there is no uncertainty about their requirements, specifications, meaning, and/or that the Home Owner has obtained a full and complete written explanation of what work or materials the documents describe and the Home Owner is ready to proceed with the scope of work under this Contract subject to the performance of other terms and conditions of this Contract. The Contractor will provide a written answer to the Home Owner's inquiry about any uncertainty in the scope of the work at any time.

12. This Contract and any change order(s) approved in writing between the Contractor and Home Owner, after this Contract is signed, contain the entire agreement and understanding between the parties relating to the subject matter hereof and together they supersede all prior written or oral and all contemporaneous oral discussions, negotiations, agreements, promises, understandings, covenants, arrangements and communications between the Contractor and Home Owner in connection therewith.

13. Communication: good communication is essential to the success of any project, a construction project is very complex in that it requires multiple decisions to be made by both Home Owner and Contractor, at times under the pressure of time constraints. To come to the completion of a construction project peacefully and agreeably can be a great challenge; to help provide a means of achieving this objective some guidelines are laid out here.

- a. Be conscious of my feelings and express them in a way that does not blame others for how I feel.
- b. Be aware of the facts. The facts are what all parties can agree on. I know I have arrived at the facts when all parties agree on what are facts.
- c. Be aware of the story I am telling myself. Acknowledge that my version of the situation is just an interpretation of the facts and may or may not match with reality.
- d. Think about and be able to express clearly and plainly what I want in this situation. If I am not clear about what I want I will take some time to be able to be clear about this and then share this with openness.

"The single biggest illusion in communication is that it has actually taken place."

As a party to this construction contract I acknowledge that I have read the above guidelines and commit to implementing them in all communications throughout this project to the extent I am able.

Contractor: _____

Home Owner: _____

Notice of Consumer's Right to Receive Lien Waivers

If a consumer requests lien waivers, a seller of home improvement services must provide lien waivers from all contractors, subcontractors, and material suppliers. This Wisconsin law protects consumers from having liens filed against their property. Lien waivers prevent the filing of a lien on

your home in the event that a contractor does not pay suppliers or subcontractors.

For more information about home improvement law, contact the Wisconsin Consumer Protection Bureau at 1-800-422-7128 or www.datcp.wi.gov.

"Wisconsin Right to Cure Law"

The "Right to Cure Law" provides the steps and timetables to be followed in resolving any claims of dwelling construction defects by consumers against contractors or suppliers. Claims must be pursued through the "Right to Cure Law" process before arbitration or before legal action. The 2005 Wisconsin Act 201, the "Right to Cure Law," says that consumers at the time of contracting for construction or remodeling work for dwellings must be provided with this brochure describing requirements for making any future claims of construction defects. People who feel they have a claim concerning defective workmanship or materials need to provide written notice to contractors or suppliers before any legal action may be filed. The contractors and suppliers have the opportunity and the responsibility to respond to claims. Construction defects can involve workmanship, materials, or code requirements in new construction or remodeling, but not maintenance or repairs. Claims may be made by owners, tenants, or property associations. This document highlights some of the provisions of the "Right to Cure Law", and is not a complete description of the law, and is not a substitute for legal representation.

Notice Concerning Construction Defects Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

More Highlights • Claimants may accept settlement offers, accept them in part, or reject offers, doing so via detailed written notice. • The law does not apply where there is no contract to construct, as in the case of purchasing an existing home. • Contractors and suppliers have the right to inspect and, as appropriate, test alleged defects. • Access must be provided in a timely fashion for inspections, tests, and repairs. • Additional claims made or discovered after an original claim, are treated as separate in terms of time and process. • There is a different timetable and process for the claims and responses if a contractor seeks contribution from a supplier. • Failure by the claimant, contractor, or supplier to follow the "Right to Cure Law" can result in delay or dismissal of legal or arbitration actions

Chronology of the step-by-step claim and response interaction between consumers and contractors/suppliers

Step One Notice of Claim—At least 90 working days before commencing an action against a contractor or window or doorsupplier or manufacturer, a claimant must deliver a written notice of the alleged defect to the contractor.

Step Two: Contractor’s Response— The contractor will have 15 working days (or 25 working days if it involves a defect involving a window or door supplier) to provide the claimant with a written: (1) offer to repair or remedy the defect; (2) offer to settle the claim with a monetary payment; (3) offer of a combination of (1) and (2); (4) statement that the contractor rejects the claim and the reasons for rejecting the claim; or (5) proposal to inspect the alleged defect or perform any necessary testing.

Step Three: Claimant’s Response— If the contractor rejectsthe claim, the claimant may proceed to commence an action against the contractor. The claimant must serve written notice on the contractor within 15 working days if he or she either accepts any offer or rejects an offer. Note that if the claimant has a claim against a window or door supplier or manufacturer, the claimant should contact the supplier to ensure that the supplier received a notice of the claim from the contractor.

Step Four: Contractor’s Supplemental Response—If the claimant rejects the offer, the contractor has five working days to provide a written supplemental offer or a notice that no additional offer will be made.

Step Five: Claimant’s Response—If the contractor has provided the claimant written notice that no additional offer will be made, the claimant may commence a lawsuit or other action against the contractor. If the claimant has received a supplemental offer from the contractor, the claimant must respond within 15 working days.

**The Department Safety and Professional Services prepared this brochure, but does not investigate, arbitrate, or judge consumer-contractor/supplier disputes. Those disputes are solved through the "Right to Cure Law" process, by the state’s court system, and, for alterations and additions, the Home Improvement Practices Code, ATCP 110, of the state Department of Agriculture, Trade, and Consumer Protection. The Department Safety and Professional Services does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. Contact the Industry Services Division at 608-266-2112, or TTY 800-947-3529

Did you receive the "Right to Cure" brochure? Yes No Initials _____

Did you receive the "Notice of Consumers Right to Receive Lien Waivers"? Yes No Initials _____

Acceptance:

Owner/Representative signature Date

Owner/Representative printed name
KV TECH Corporation,

Owner/Representative signature Date
Home Owner

Owner/Representative printed name

By electronically signing below, I agree to all portions of the contract above, including the pricing statement and all guidelines listed above. I also agree that I have received the right to cure brochure and notice of consumers right to receive lien waivers.

Attachments

Signature

Builder

Name

Signature

Date

Client

Name

Signature

Date

Name

Signature

Date

SUBJECT: Public Hearing Regarding an Application to Vacate an Undeveloped Right-of-Way Located along Water Street on Part of Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck. (*Planning and Development*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development Director

EXHIBITS: 1. Ashland County Certified Survey Map No. 3465

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: The accompanying item (vacation of the undeveloped right-of-way) was reviewed by the Plan Commission who unanimously recommended approval at their April 22, 2025 meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: Please see the accompanying item for more information.

SUMMARY STATEMENT:

A Common Council Public Hearing is required by State Statute to allow members of the public to provide input on the accompanying proposed right-of-way vacation. The required Class III Public Hearing notice was published in the Ashland Daily Press on September 18, September 25, and October 2, 2025.

The Plan Commission staff report and Certified Survey Map (CSM) are part of Item 9C, for more information.

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East $\frac{1}{4}$ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59'48" W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

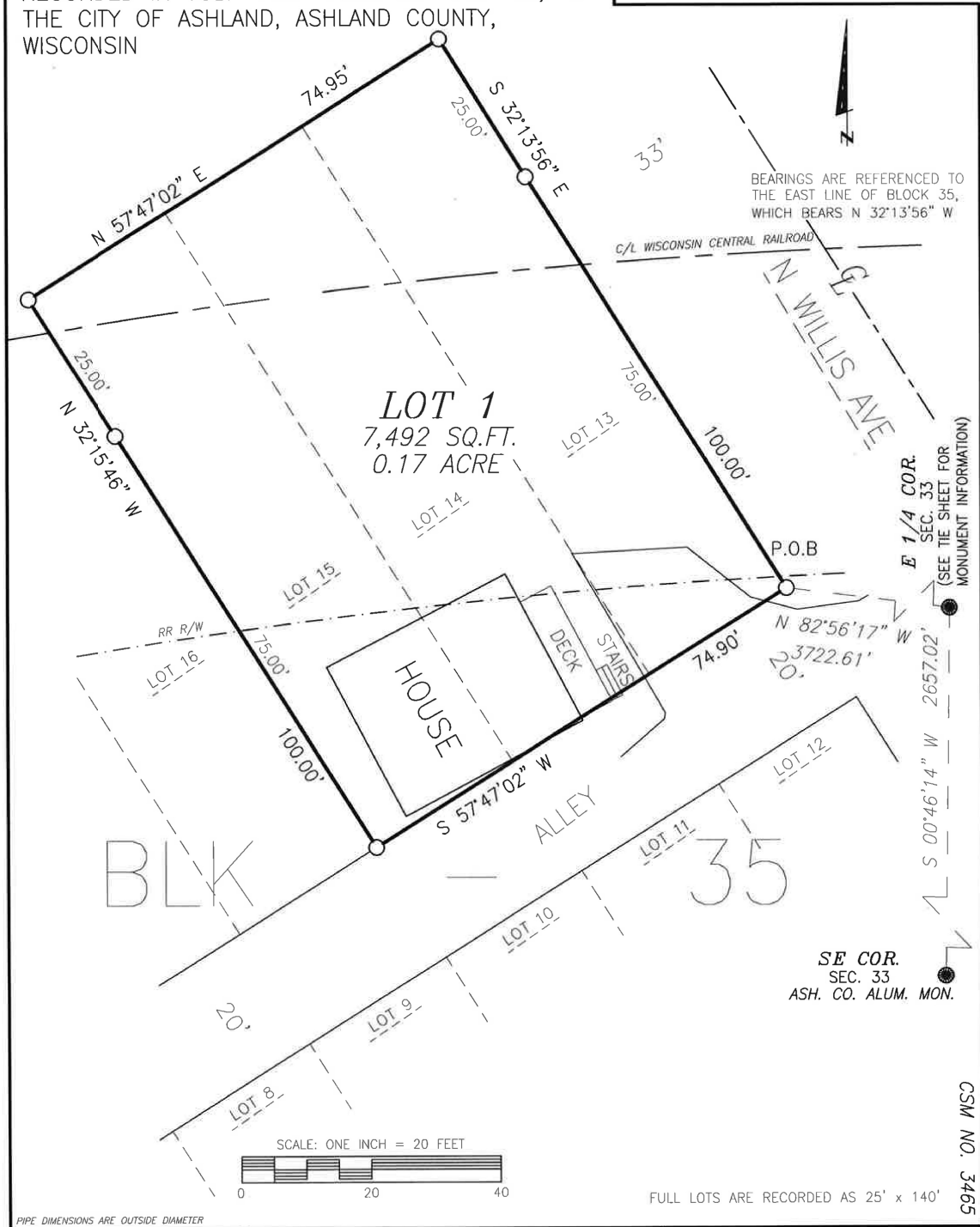
Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40'46" and a chord that bears S 84°20'04" W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15'10" W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43'27" E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14'33" E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN



PIPE DIMENSIONS ARE OUTSIDE DIAMETER

LEGEND
 ● FOUND MONUMENT, AS NOTED
 ○ 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY

CLIENT: POLENCHECK
 JOB NO.: N25/006
 DRAFTED BY: L. SERVINSKY
 DATE DRAFTED: 2/17/2025
 FIELD WORK COMPLETED: 2/12/25
 NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET
 FILE: N:\ASHLAND\ellis
 PSDATA: \PSDATA\blk35\N16_14B.PRJ
 AUTOCAD: CAD\BLK_35\
 N25_006_POLENCHECK.dwg

SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED
 SURVEYING YOUR BACK OF THE WOODS SINCE 1864
 MAP NO. CSM 3465 ©

101 W. MAIN STREET
 SUITE 100
 ASHLAND, WISCONSIN 54806
 (715) 882-2682
 WWW.NELSONSURVEYING.COM

CSM NO. 3465

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PETER A. NELSON PLS - 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

_____ DATED THIS _____ DAY OF _____, 2025
STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CSM NO. 3465

CERTIFICATES	CLIENT: POLENCHECK	SCALE: ONE INCH = 20 FEET	NELSON SURVEYING INCORPORATED 101 W. MAIN STREET SUITE 100 ASHLAND, WISCONSIN 54806 (715) 882-2892 WWW.NELSONSURVEYING.COM
	JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25	FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_14B.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg SHEET 1 OF 2 SHEETS	

SUBJECT: Consider a Resolution to Vacate Undeveloped Right-of-Way Located within Lot 14, Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin. Applicants Debra Joanis and Robert Polencheck. *(Planning and Development)* Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: City Administrator
Planning and Development Director
Plan Commission unanimously recommended approval at the April 22nd, 2025 Plan Commission meeting.

EXHIBITS: 1. Proposed Resolution No. 17847
2. Ashland County Certified Survey Map No. 3465

EXPENDITURES REQUIRED: None

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: The Plan Commission reviewed and unanimously recommended approval of the proposed land transfer including the right-of-way vacation at the April 22, 2025 Plan Commission meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Comprehensive Plan calls for the careful disposition of vacant City-owned land. The portion of Water Street right-of-way to be vacated abuts only the applicants' property and a City-owned

parcel. The vacation does not abut nor would it affect other property owners. The segment of right-of-way is located within the Waterfront Protection Zone on the Future Land Use Map of the Comprehensive Plan. The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property including the segment of undeveloped Water Street right-of-way to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

SUMMARY STATEMENT:

Applicants Debra Joanis and Robert Polencheck request that the City vacate a portion of undeveloped right-of-way located along Water Street as shown in their Certified Survey Map (CSM) and legal description as part of their land transfer request. The applicants have worked with the City on their land transfer request and staff have determined that allowing the applicants enough land area to create a 100-foot-deep parcel and return their parcel to a rectangular shape is the best option. This allows the applicants to have significantly more area on the resulting larger parcel while allowing the City to maintain a buffer between the residential uses and Kreher Park to the north.

City staff and the Plan Commission have reviewed the proposed right-of-way vacation and are supportive of the request as proposed. Additionally, the required notices were sent to the adjoining property owners (the City of Ashland and Debra Joanis/Robert Polencheck). The required Class III Public Hearing Notice was published in the Ashland Daily Press on September 18, September 25, and October 2, 2025.

Staff and the Plan Commission recommend approval of the resolution to vacate the undeveloped right-of-way as a required step in completing the applicants' requested land transfer. Please see the included Certified Survey Map and legal description for more information.

RESOLUTION No. 17847

RESOLUTION TO VACATE UNDEVELOPED RIGHT-OF-WAY LOCATED WITHIN LOT 14, BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOLUME 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN. APPLICANTS DEBRA JOANIS AND ROBERT POLENCHECK.

WHEREAS, the Plan Commission has approved a land transfer request including a request to vacate the portion of unimproved right-of-way known as:

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East $\frac{1}{4}$ corner of Section 33, T. 47 N., R. 4 W., and run, N $82^{\circ}59'48''$ W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of $01^{\circ}40'46''$ and a chord that bears S $84^{\circ}20'04''$ W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N $32^{\circ}15'10''$ W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N $57^{\circ}43'27''$ E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S $32^{\circ}14'33''$ E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

WHEREAS, a public hearing was held on August 26, 2025, notification of which was given by publishing the notice of the hearing in the newspaper and notifying abutting property owners as required by Wisconsin Statute 66.1003, and the Common Council does deem it in the best interest of the City to vacate said right-of-way.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby vacates the above described undeveloped right-of-way, and relinquishes all claims and responsibilities pertaining thereto contingent upon the following conditions:

- The right-of-way vacation and land transfer request shall be contingent on one another. Both shall require approval in order for either to proceed.

- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
 - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
 - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.

PASSED: October 14, 2025

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East $\frac{1}{4}$ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59'48" W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

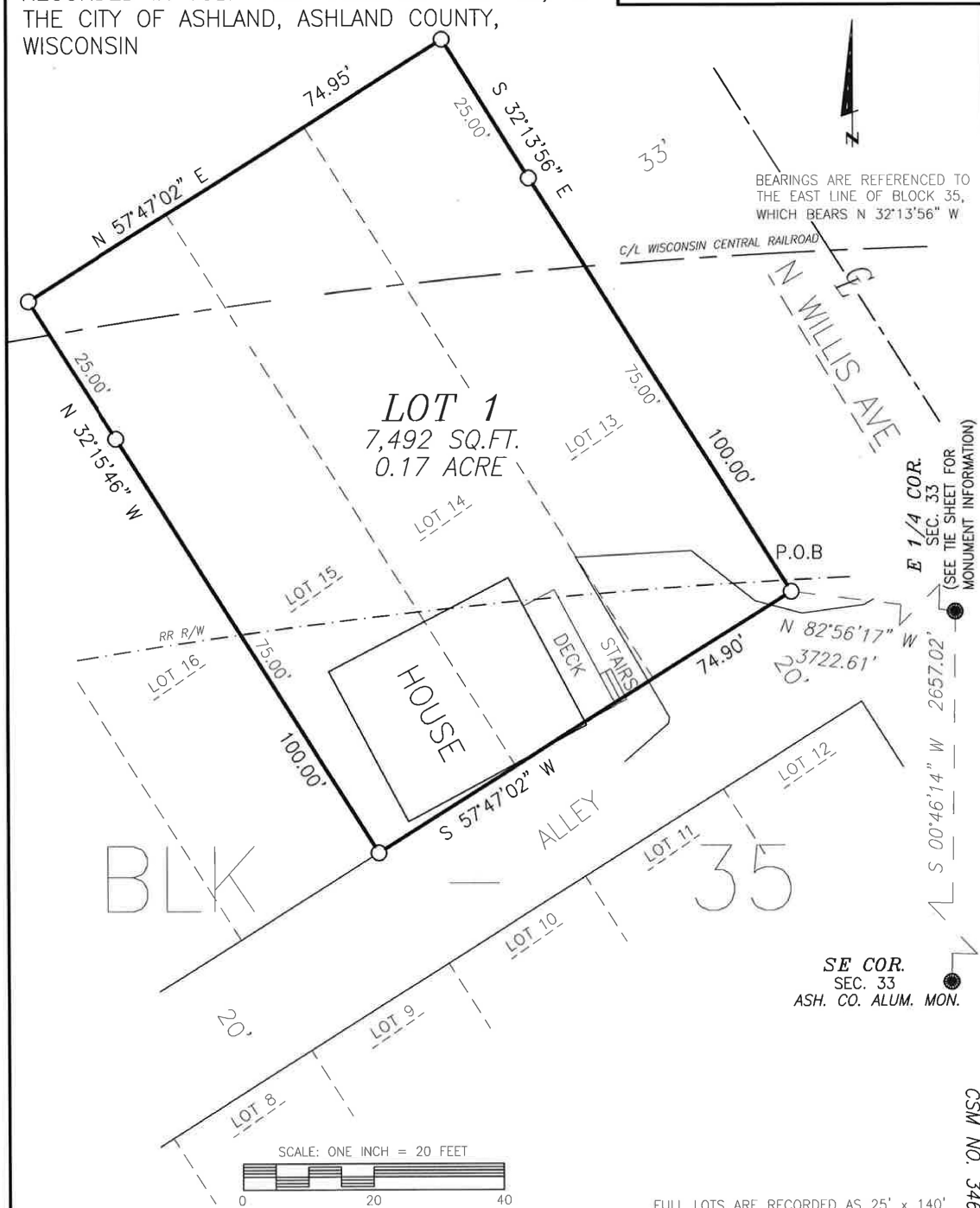
Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40'46" and a chord that bears S 84°20'04" W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15'10" W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43'27" E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14'33" E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING
WISCONSIN CENTRAL RAILROAD RIGHT OF WAY
LOCATED IN BLOCK 35 OF ELLIS DIVISION,
RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN
THE CITY OF ASHLAND, ASHLAND COUNTY,
WISCONSIN



<p>LEGEND</p> <ul style="list-style-type: none"> ● FOUND MONUMENT, AS NOTED ○ 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY 	<p>CLIENT: POLENCHECK</p> <p>JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25</p> <p>SCALE: ONE INCH = 20 FEET FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_14B.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg</p> <p>SHEET 1 OF 2 SHEETS</p>	<p>NELSON SURVEYING INCORPORATED</p> <p>101 W. MAIN STREET SUITE 100 ASHLAND, WISCONSIN 54806 (715) 882-2682 WWW.NELSONSURVEYING.COM</p> <p>SURVEYING YOUR BACK OF THE WOODS SINCE 1864</p> <p>MAP NO. CSM 3465 ©</p>
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ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PETER A. NELSON PLS - 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

_____ DATED THIS _____ DAY OF _____, 2025
STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CSM NO. 3465

CERTIFICATES	CLIENT: POLENCHECK	SCALE: ONE INCH = 20 FEET	NELSON SURVEYING INCORPORATED SURVEYING YOUR NECK OF THE WOODS SINCE 1864 MAP NO. CSM 3465 ©
	JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25	FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_14B.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg SHEET 1 OF 2 SHEETS	

SUBJECT: Consider a Resolution to Approve a Request to Transfer City-Owned Property (Part of Parcels No. 201-01049-0000, 201-01047-0000, and Part of the Water Street Right-of-Way), Inclusive, and Adjoining Wisconsin Central Railroad Right-of-Way Located in Block 35 of Ellis Division, Recorded in Volume 2 of Plats on Page 80, in the City of Ashland, Ashland County, Wisconsin, Zoned Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O). Applicants Debra Joanis and Robert Polencheck. *(Planning and Development) Roll*

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: City Administrator
Planning and Development Director
Plan Commission (Unanimously recommended approval at the April 22, 2025 Plan Commission meeting).

EXHIBITS: 1. Proposed Resolution No. 17848
2. Plan Commission Staff Report - April 22, 2025
3. Ashland County Certified Survey Map No. 3465

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: The Plan Commission reviewed and unanimously recommended approval of the proposed Land Transfer Request at the April 22, 2025 Plan Commission meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The proposed land transfer is consistent with the Future Land Use Map and Comprehensive Plan which calls for the careful disposition of vacant land. The applicants would combine the former railroad and portion of Water Street rights-of-way with their existing parcel. The Plan Commission and City staff have discussed the proposed land transfer and are supportive of transferring enough former/vacant right-of-way and City parcel # 201-01047-0000 to allow the applicants a 100-foot lot depth. The City would like to maintain a buffer between the residential properties, including the applicants' and Kreher Park to the north. The proposed land transfer will allow the City to do this. The subject property is within the Waterfront Protection Zone as identified on the Future Land Use Map in the Comprehensive Plan. The Comprehensive Plan recommends protecting this area. The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify, and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

SUMMARY STATEMENT:

City staff had discussions with Debra Joanis and Robert Polencheck regarding the transfer of former railroad right-of-way and City-owned property for a number of years. The applicants would like to combine the property in question with their existing parcel to create a larger parcel. The resulting combined parcel would be 100 feet by 75 feet in size. This is significantly larger than the applicants' current parcel which is approximately the size of their house only. The combined parcel would allow the applicants greater flexibility to construct improvements such as a shed or off-street parking on their property.

The land transfer request was reviewed at the April 22, 2025 Plan Commission meeting and the Commission unanimously recommended approval of the request. Staff and the applicants discussed that a 100-foot lot depth was possible based on the applicants' desire for a larger lot and the City's interest in maintaining a buffer between the residential properties and Kreher Park to the north.

The land transfer request includes a portion of undeveloped Water Street right-of-way that currently lies in the middle of the proposed combined parcel layout. The right-of-way vacation needs to occur in order to allow the applicants to obtain and combine the property with their current parcel. Staff and the Plan Commission recommend approval of the land transfer request. Please see the included Plan Commission staff report for more information.

RESOLUTION No. 17848

RESOLUTION TO APPROVE A REQUEST TO TRANSFER CITY-OWNED PROPERTY (PART OF PARCELS NO. 201-01049-0000, 201-01047-0000, AND PART OF THE WATER STREET RIGHT-OF-WAY), INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT-OF-WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOLUME 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, ZONED WATERFRONT PUBLIC/INSTITUTIONAL (W-PI) WITH WATERFRONT OVERLAY (W-O). APPLICANTS DEBRA JOANIS AND ROBERT POLENCHECK.

WHEREAS, Debra Joanis and Robert Polencheck have submitted a land transfer request for City-owned property, parcel IDs #201-01049-0000, 201-01047-0000, and part of the Water Street right-of-way for the purpose of combining these parcels with their existing property into a single larger parcel; and,

WHEREAS, the Plan Commission held a Public Hearing on Tuesday, April 22, 2025 and has unanimously recommended approval of the Land Transfer; and,

WHEREAS, the applicant will be responsible for the costs associated with the Land Transfer;

WHEREAS, the portion of land requested for transfer is approximately 5,855 square feet (0.134 acres) in size.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland hereby directs that parcels #201-01049-0000, 201-01047-0000, and part of the Water Street right-of-way be transferred to Debra Joanis and Robert Polencheck contingent upon the following:

The right-of-way vacation and land transfer request shall be contingent on one another. Both shall

require approval in order for either to proceed.

- The applicant shall be responsible for the costs associated with the land transfer including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.
- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
 - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
 - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.
- Any existing nonconformities (i.e., setbacks, lot coverage) shall not be expanded by new uses of the property. Based on staff's initial review, the home is nonconforming in its

placement off of the alley. It is slightly over the property line which would not be permitted under current code.

PASSED: August 26, 2025

Councilperson

ATTEST:

Denise Oliphant, City Clerk

Matthew Mac Kenzie, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

STAFF REPORT

Plan Commission – April 22, 2025

Agenda Item # 6b: Public Hearing Vote on a Citizen Request to Acquire Former Railroad Right of Way Owned by the City

Zoning District: Waterfront Public Institutional (W-PI) District with Waterfront Overlay (W-O)

Property Address: Vacant – No Address Number

Parcel #:
Portion of Parcel # 201-01049-0000
Portion of Parcel # 201-01047-0000
Portion of Water St Right-of-Way

Applicant: Deb Joanis and Robert Polencheck

Staff Contact: Terri Erickson

Background

Deb Joanis and Robert Polencheck are the co-owners of the property at 518 Water Street and would like to acquire a portion of the former railroad right-of-way, platted right-of-way and part of a city owned parcel immediately east of their property. All three areas to be acquired are currently vacant land. The former railroad ROW (#201-01049-0000) is located along the north side of the subject property and extends to the west along adjacent parcels. The city-owned parcel to the east (#201-01047-0000) extends full length along the east side of the subject property. A 25-foot wide platted ROW is



sandwiched between these and bounded entirely by City-owned land and the applicants' parcel. After discussion among staff and the Mayor it was determined to transfer the property rather than sell it to incentivize placing these portions of former railroad rights-of-way back on the tax rolls.

The portion of land the applicants would acquire is approximately 3,974 square feet (0.09 acres) in area. The City acquired the railroad ROW portion of this land from the Wisconsin Central Railroad in 2014 after the railroad ceased operations in Ashland. Ms. Joanis and Mr. Polencheck would combine their existing parcel (1,645 SF) with these other portions of land into one parcel for a total lot size of 5,619 square feet (0.13 acres). The minimum parcel area required for a single-family dwelling is 7,000 square feet. The owners would like to reduce the parcel's nonconformity as much as possible. Many parcels in the immediate vicinity are irregular-shaped and substandard in size due to losing portions of their area to the railroad. This lot exists as a non-conforming use in the Waterfront Public-Institutional zone district which does not allow new residential development. This use is allowed to remain as it was in existence before the effective date of the ordinance as per UDO section 10.2 Nonconforming uses.



The applicants' current property and most immediately surrounding properties are single-family uses or vacant. To the north, beyond the wooded area, is the Kreher RV Park. Property owners and tenants have often used the former right-of-way area as extensions of their yards. City staff informed Ms. Joanis and Mr. Polencheck that the requested land transfer would require Plan Commission and Common Council review.

Existing Land Use	Zoning
Vacant: Former Railroad Right of Way	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)

Adjacent Land Use and Zoning

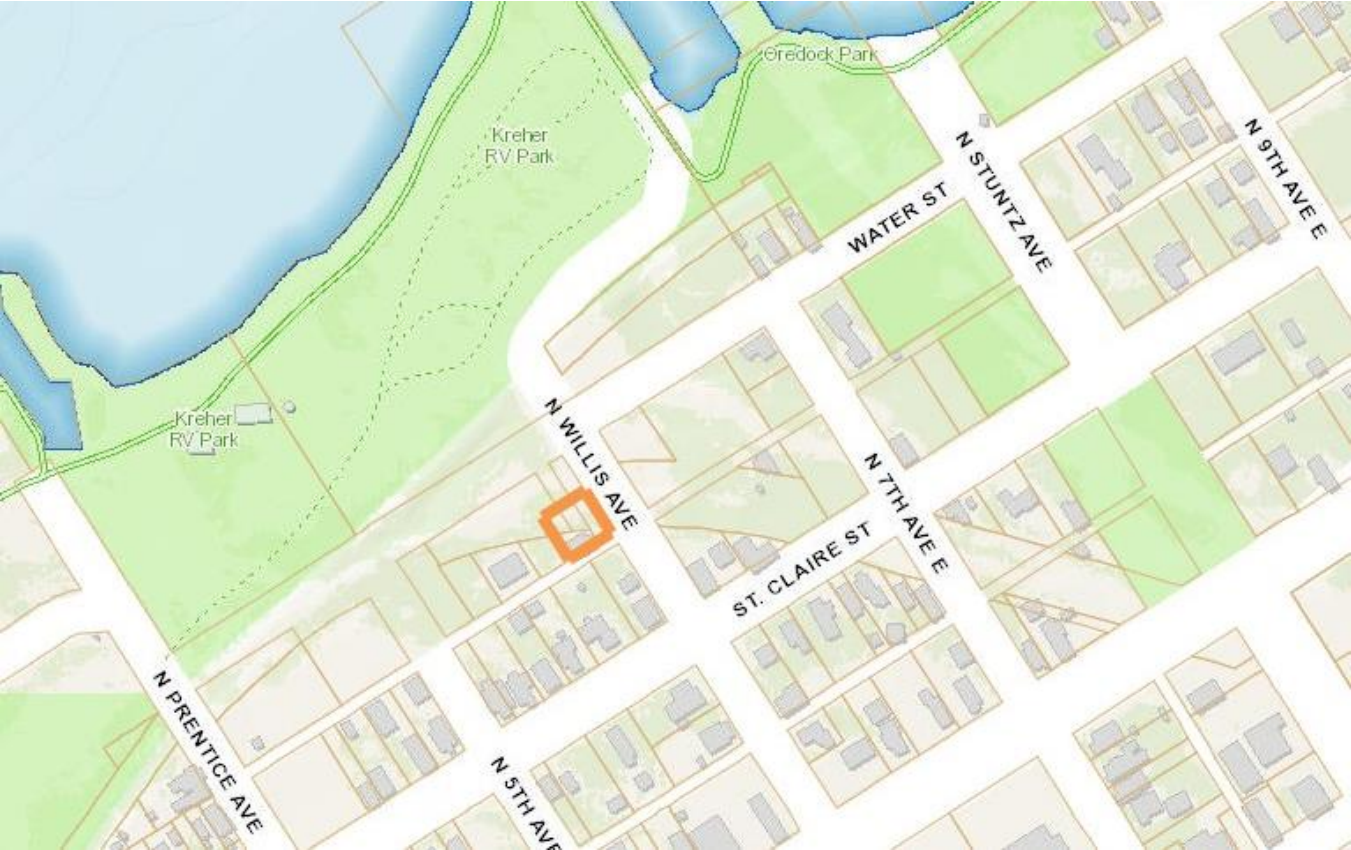
Existing Uses		Zoning
North	Kreher RV Park	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)
South	Single-family Residential	Waterfront City Center (W-CC) with Waterfront Overlay (W-O)
East	Vacant, City owned	Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)
West	Vacant, Single-family Residential	Waterfront City Center (W-CC) with Waterfront Overlay (W-O)

Land Use Recommendation	Land Use
Future Land Use Map Recommendation	Waterfront Protection

City staff have had discussions with the applicants regarding their land transfer request. Staff advised them that they would have to work with a surveyor to complete a Certified Survey Map (CSM) combining the portions of city land with their current parcel. The applicants and their surveyor have completed a CSM showing the proposed final lot configuration shown below. The proposed revised parcel would be approximately 75 feet by 75 feet. The existing house extends over the property line which is allowed to remain as an existing condition before the ordinance went into effect.

Staff had discussions regarding selling or transferring enough land so that the applicants could have a 140-foot deep parcel which is standard for many urban residential areas of the City. However, after discussion among other departments such as Public Works and Parks and Recreation, staff decided to recommend transferring the amount of land described in the staff report previously. The reason for not selling or transferring more land is that the City has plans for an expansion of the Kreher Park RV Campground and would like to ensure that enough space is available to accommodate the proposed

expansion and buffer space between the campground expansion and the existing land uses to the south. Please see a map of the potential expansion in the packet materials provided.





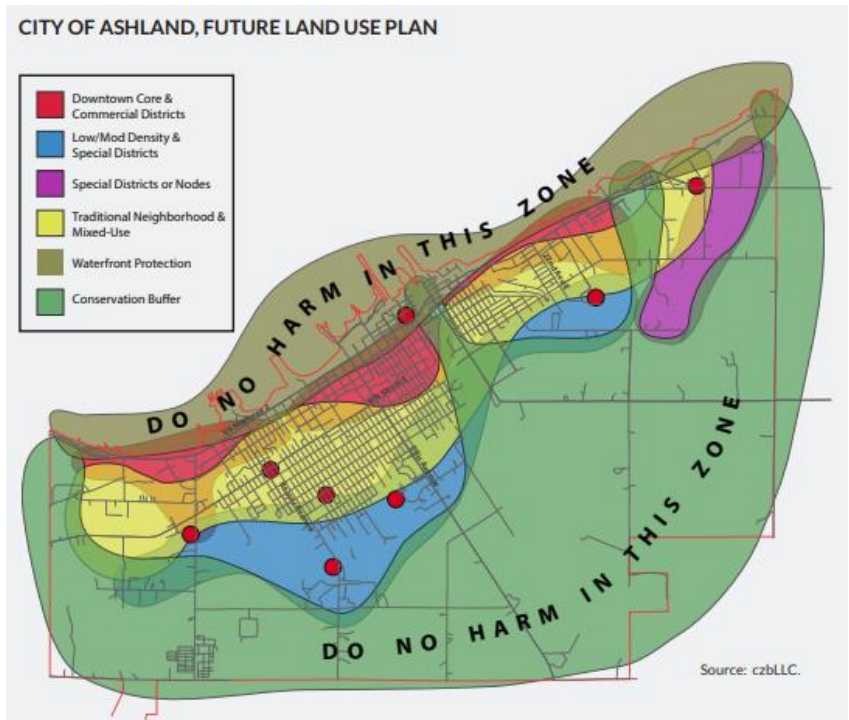
Review Criteria for Offer to Purchase and Sale of Land:

The following decision criteria were used to review the submitted land transfer request:

1. Consistency with Comprehensive Plan.

The Comprehensive Plan calls for careful disposition of vacant land. This includes making fiscally sound decisions with the land the City owns, and ensuring that the highest and best use for the land is achieved. The City-owned land proposed to be added to the applicants' property is currently vacant. There are future plans to expand Kreher RV park which is located along the waterfront to the north of the applicants' property. The park may expand to the south close to or into the railroad right-of-way. The city will retain a portion of the right-of-way for this future development and to maintain a buffer area from the adjacent residential properties. To staff's knowledge the parcel does not have easements or deed restrictions attached.

The proposed land transfer of a portion of Parcel # 201-01049-0000 and #201-01047-0000, and the platted right-of-way is in conformance with the Future Land Use Map, and it supports the principles and goals of the Comprehensive Plan. The Waterfront Protection Zone and Conservation Buffer comprise the areas surrounding the core of the community. The Comprehensive Plan recommends protecting these areas. The site is classified in the Future Land Use Map as Waterfront Protection Zone. The plan states:



The area surrounding the core of the community – the downtown, the neighborhoods, the institutions and industrial sites – should be protected from development for the foreseeable future. This will encourage and guide infill development that will be integrated with the existing built fabric as well as provide a buffer between Ashland and its neighbors (Authentic Ashland, pg. 34).

The land transfer involves the City transferring ownership of a portion of former railroad right-of-way and other City-owned property to residential property owners. The property owners would combine the right-of-way with their existing parcel. The property would remain residential as an existing non-conforming use. The land use would not intensify and the land transfer and combination would allow for a reduction in nonconformity of the residential parcel.

2. Consistency with the Unified Development Ordinance (UDO):

A. Zoning District: Waterfront Public/Institutional (W-PI) with Waterfront Overlay (W-O)

The addition of the requested land for purchase (a portion of parcel # 201-01049-0000, # 201-1047-0000, and platted city right-of-way) to parcel 201-01050-0000 will not impact consistency with standards for the W-PI and W-O district. The applicant's current property (parcel 201-01050-0000 at 518 Water Street) is a nonconforming residential lot due to its small size. The land transfer as requested and subsequent lot combination will bring the parcel closer to a conforming lot.

B. Compatibility of Proposed Development with Existing Development

The land requested for transfer by the applicant is currently vacant. With the potential future expansion of the Kreher RV park on the north side, only a portion of the existing City-owned land area is proposed to be transferred from the City. This will preserve a portion of city land to be maintained for park expansion or a buffer between the two uses. The land transfer and incorporation into the applicant's parcel to create a more conforming lot are compatible with the

existing uses and would facilitate the owner's future use of the property which would otherwise not be possible.

3. Consideration of Highest and Best Use:

The proposed use is compatible with the site and surrounding areas. The surrounding uses are primarily residential. The applicant's existing home would remain and the intent is that this and similar land transfers would allow property owners to complete lots that were previously subdivided by the railroad. The parcels would remain residential. No changes in land use are proposed for the subject parcel.

4. Additional Factors, including Compliance with other City Ordinances and State Statutes:

- a. The applicants shall apply with Ashland County for combination of the subject portion of Parcel # 201-010749-0000 and # 201-01047-0000 and the platted right-of-way with their existing property at Parcel # 201-01050-0000 via Certified Survey Map into a single tax parcel.

Review Recommendation

Staff recommends APPROVAL of the Land Transfer request contingent on the following conditions:

- The applicant shall be responsible for the costs associated with the land transfer including but not limited to: Certified Survey Map, closing costs, Register of Deeds recording fees, etc.
- Land Transfer to include a portion of Parcel # 201-01049-0000, Parcel # 201-01047-0000, and Water Street Right-of-Way as shown in the applicants' draft CSM.
 - Applicants shall combine the City-owned property including a portion of former railroad right-of-way with their existing property to create one lot and City staff shall review and approve the CSM prior to recording at the County.
 - Applicant shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.
- Any existing nonconformities (i.e., setbacks, lot coverage) shall not be expanded by new uses of the property. Based on staff's initial review, the home is nonconforming in its placement off of the alley. It is slightly over the property line which would not be permitted under current code.

Additionally, as a Public Hearing is scheduled for the proposed Land Transfer, the Plan Commission should hear all input from the public prior to making a determination. The required Class 1 public hearing notice was issued on April 3rd and April 10th, and discretionary letters were sent to all surrounding property owners within 200 feet of the proposed development.

Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.

Exhibit A

A parcel of land being part of Lot 14, Block 35 of Ellis Division, recorded in Volume 2 of Plats on page 80, in the City of Ashland, Ashland County, Wisconsin, described as follows:

To locate the Point of Beginning, commence at the East $\frac{1}{4}$ corner of Section 33, T. 47 N., R. 4 W., and run, N 82°59'48" W, 3751.74 feet to the intersection of the east line of said Lot 14 and the south line of abandoned Wisconsin Central Railroad right of way, which is the Point of Beginning.

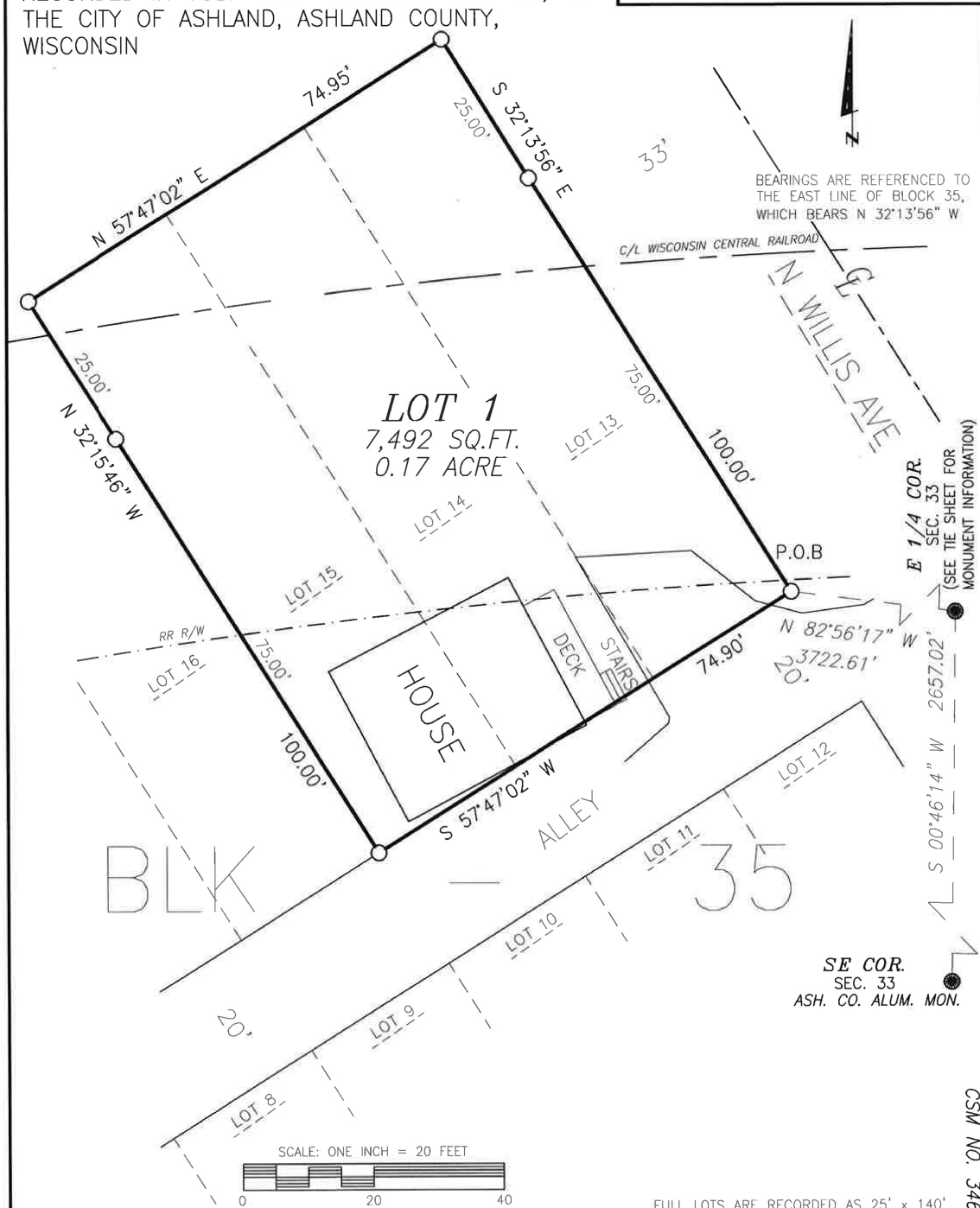
Thence from said Point of Beginning by metes and bounds;

Leaving said east line and on said south right of way line, 27.92 feet, southwesterly, on the arc of a curve to the left, having a radius of 952.57 feet, a central angle of 01°40'46" and a chord that bears S 84°20'04" W and measures 27.92 feet to the west line of said Lot 14. Thence leaving said south right of way line and on said west line, N 32°15'10" W, 112.20 feet to the northwest corner of said Lot 14. Thence leaving said west line and on the north line of said Lot 14, N 57°43'27" E, 24.99 feet to the northeast corner of said Lot 14. Thence leaving said north line and on the east line of said Lot 14, S 32°14'33" E, 124.71 feet to the Point of Beginning.

Said parcel contains 2,957 square feet which is 0.07 acre.

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN



LEGEND

- FOUND MONUMENT, AS NOTED
- 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT, SET THIS SURVEY

CLIENT: POLENCHECK

JOB NO.: N25/006
 DRAFTED BY: L. SERVINSKY
 DATE DRAFTED: 2/17/2025
 FIELD WORK COMPLETED: 2/12/25
 NB. 447 PG. 25

SCALE: ONE INCH = 20 FEET

FILE: N:\ASHLAND\ellis
 PSDATA: \PSDATA\blk35\N16_14B.PRJ
 AUTOCAD: CAD\BLK_35\
 N25_006_POLENCHECK.dwg

SHEET 1 OF 2 SHEETS

NELSON SURVEYING INCORPORATED

SURVEYING YOUR BACK OF THE WOODS SINCE 1864

101 W. MAIN STREET
 SUITE 100
 ASHLAND, WISCONSIN 54806
 (715) 882-2682
 WWW.NELSONSURVEYING.COM

MAP NO. CSM 3465 ©

CSM NO. 3465

ASHLAND COUNTY CERTIFIED SURVEY MAP NO. _____

PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT POLENCHECK, I HAVE SURVEYED AND MAPPED PART OF LOTS 13-15, INCLUSIVE, AND ADJOINING WISCONSIN CENTRAL RAILROAD RIGHT OF WAY LOCATED IN BLOCK 35 OF ELLIS DIVISION, RECORDED IN VOL. 2 OF PLATS ON PAGE 80, IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

TO LOCATE THE POINT OF BEGINNING, COMMENCE AT THE EAST 1/4 CORNER OF SECTION 33 AND RUN N 82°56'17" W, 3722.61 FEET TO THE SOUTHEAST CORNER OF LOT 13 OF BLOCK 35, WHICH IS THE POINT OF BEGINNING.

THENCE FROM SAID POINT OF BEGINNING BY METES AND BOUNDS:

S 57°47'02" W, 74.90 FEET ON THE SOUTH LINE OF SAID LOTS 13 THRU 15, TO THE SOUTHWEST CORNER OF SAID LOT 15. THENCE LEAVING SAID SOUTH LINE AND ON THE WEST LINE OF LOT 15, N 32°15'46" W, 100.00 FEET. THENCE LEAVING SAID WEST LINE, N 57°47'02" E, 74.95 FEET TO THE EAST LINE OF SAID BLOCK 35. THENCE ON SAID EAST LINE, S 32°13'56" E, 100.00 FEET, TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 7,492 SQUARE FEET WHICH IS 0.17 ACRE.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY;

THAT THIS MAP IS A TRUE REPRESENTATION OF SAID SURVEY;

THAT SAID SURVEY AND MAP FULLY COMPLY WITH SECTION 236.34 OF THE WISCONSIN STATUTES AND THE CITY OF ASHLAND UNIFIED DEVELOPMENT ORDINANCE;

THAT SAID SURVEY AND MAP ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PETER A. NELSON PLS - 3071

CITY OF ASHLAND PLANNING AND DEVELOPMENT APPROVAL

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE CITY OF ASHLAND PLANNING AND DEVELOPMENT DEPARTMENT.

_____ DATED THIS _____ DAY OF _____, 2025
STEVEN WILEY
PLANNING AND DEVELOPMENT DIRECTOR

CSM NO. 3465

CERTIFICATES	CLIENT: POLENCHECK	SCALE: ONE INCH = 20 FEET	NELSON SURVEYING INCORPORATED SURVEYING YOUR NECK OF THE WOODS SINCE 1864 MAP NO. CSM 3465 ©
	JOB NO.: N25/006 DRAFTED BY: L. SERVINSKY DATE DRAFTED: 2/17/2025 FIELD WORK COMPLETED: 2/12/25 NB. 447 PG. 25	FILE: N:\ASHLAND\ellis PSDATA: \PSDATA\blk35\N16_14B.PRJ AUTOCAD: CAD\BLK_35\ N25_006_POLENCHECK.dwg SHEET 1 OF 2 SHEETS	