

City of Bayfield Plan Commission

Minutes of April 25, 2023 – 5:00 p.m.

Call to Order-Welcome new Council Member: Councilor Carrier called the meeting to order at 5 p.m. at the Bayfield City Hall. Councilor William Bland was welcomed to the Commission.

Roll Call:

Present: Bland, Carrier, Cragoe, Hedman, Johnston and Johnson. Mayor Ringberg arrived a bit later via telephone.

Others: Joanne Cirillo, PWD Kovachevich, Clerk/ZA Hoopman, and Tim Schwecke and Charlie Handy - Civitek

Approve Agenda: Cragoe/Hedman made a motion to approve the agenda as presented. Carried.

Review/Approve Minutes of April 12, 2023

Cragoe/Hedman made a motion to approve the minutes with the following corrections:

Change Pg. 2 to read:

- ...nearly every member of the board could have the appearance of a conflict, and the same type of argument could be made.
- Article 4 – General Procedural Requirements:be able to provide some templates “for” the Boards....

Carried, all ayes.

Public Input on Agenda Items: None.

Agenda Item(s):

1. City of Bayfield Zoning Code Rewrite

- Copies of Memo #9 from Tim Schwecke, Civitek were distributed to members.
- Homework:
 - a. Be prepared to discuss Memo #9 at the next meeting.
 - b. Draft Zoning Map: Hoopman will distribute and has asked Commissioners to let her know of any additional map corrections needed by noon on Monday, May 1, 2023. The goal is to send our changes to Tim Schwecke, Civitek so we can get a clean/updated version by the next meeting.
- Next Steps: Schwecke noted the Commission is about 35% complete with this project. The revised Appendix A and B will soon be redistributed and ready for review. The Commission will then begin reviewing the Zoning Code drafts. Hoopman commented on the downtown parking challenges and asked about some potential code revisions: more comprehensive list of parking use and number of spaces required, ADA accessibility language, and a possible pay-in bank to improve parking if you don't have any. Schwecke concluded by noting the code could possibly be ready by September for public input. If not the whole code, maybe certain sections.

2. City of Bayfield Wayfinding Project: At the March 29, 2023, the Commission reviewed the 60% Design Drawings and requested a few modifications. Copies of those changes were provided to the Commission for review and included:

- Made the Parking Lot I.D. the same as the Entry I.D.
- Illustrated that sign with and without the perimeter lip & bolt pattern
- Revised butcher block Directory without icon shields on stone

- Provided nomenclature options
- Provided a quick mockup of the 6th & Rittenhouse Directional.

Discussion ensued. Here is a summary of the discussion (may be out of order).

Stone:

- Since the snow is finally melting, the City should be able to evaluate the City's Brownstone stock pile. Our goal will be to get some photos and measurements prior to the next meeting.
- If we cannot afford to use real brownstone, Carrier recommended we also consider Colorado Rose Stone. It mimics the look and feel of brownstone.
- Could the sign project be bid out with some alternates:
 - a. Use all brownstone
 - b. Use fabricated material
 - c. Use a combination of brownstone and fabricated materials
- Preference is to use brownstone like shown on the Parking Sign on the Sign Summary.

Entry sign:

The schematic provided does not reflect the sign desired; it's underwhelming. Preference is for the monolithic rough-cut stone. Like the sample provided December 2022. The sketch provided just doesn't provide the look and feel the Commission desires.

Parking Signs:

- If the rough-cut brownstone is not an option, the Commission does like the parking sign shown on Pg. 1.22 as the second option (monolithic stone cut into veneer panels).
- By consensus the Commission feels the bonding gives the sign a more complete look. How stated/understated is the bonding? Hard to see in the photos.
- Can the width of the upper portion be smaller; maybe 3-3.5", not 5+?"

Butcher Block Signs:

- The Commission still has a desire to consider real brownstone. In keeping with the overall design, could the butcher block sign be redesigned to mimic the Parking Sign; shorter, sleek, tilted top. That would provide an option to match the brownstone use concept of back-to-back stones.
- If rough cut/monolithic brownstone is not an option, then the matching Directory (Large monolithic stones cut into veneer slabs Butcher Block) on Page 2.1 is the second choice.
- They like the banding – "Welcome" and "Information" preferred in lieu of the "i".

Vehicular Signs:

- Eliminate all Vehicular signs except the ones on:
 - a. 6th Street & Manypenny Avenue
 - b. 3rd Street and Manypenny Avenue
 - c. First Street and Washington Avenue
- We're assuming if signs go up in the areas noted above, other DOT/Federal Signs will come down. How is this coordinated? Do we have to ask the business owner listed? The State, the Feds? Do you do that?
- The planter idea was generally liked. Design may need some altering.

2.3 Pedestrian Signs – Maps on light poles:

- Evaluate the content. Is it clear? Anything missing? Can anything be removed? Combined? Like Parks & Playgrounds?
- Will sign edges be rounded so as not to cause any injuries?
- Should Map be turned to reflect that actual position of the lake, or a compass added?
- The list is easy to read, but icons are hard to find on the map.
- Move the signs from Lights #39 and #40 to #41 and #38.
- Consider adding a QR code to link to Chamber and Visitor Bureau's business listing.

2.1 Butcher Block:

- Remove one posted on 4th and Rittenhouse Avenue and replace with 2.3 maps on poles #1 and #4. Try to locate them next to benches in this area; don't put one in front of Rittenhouse Inn.
- Add one on the SE corner of First Street and Manypenny Avenue (will replace the 2.3 sign).

2.2 Parking:

- Remove the Parking Sign near the Madeline Islands Ferry Lines; that is a private lot (South Washington Avenue).

HOMEWORK: Wayfinding Downtown Signs: Please find time to walk around the City and think about the wayfinding signs proposed. Consider the placement, messaging and any hinderances. A working map was provided and a sign summary for reference.

3. Parking: Kimly Horn Bayfield Parking Mgmt. Plan Stakeholder Engagement Summary

Informational, no action required. Hedman requested the parking lot at the Halvor Reiten Beach be treated the same as the East Dock Parking area. The Mayor also noted stakeholder engagement sessions were held with the Chamber, School, and LaPointe. Data collection will be needed, and he'll soon be soliciting for some volunteers.

4. Sandwich Board Signs: On and Off-Premise

Hoopman brought this to the attention of the Plan Commission to find out what they were thinking in terms of changes or amendments to the code. She requested the Commission to uphold the code as it stands, but if they were to allow them, she asked them not to be allowed off-premise for a multiple of reasons. She didn't want to begin the enforcement process only to find out the Commission intends to make a rapid change to the code. Debate ensued.

Johnson agrees no sandwich board signs should be allowed. She mentioned the debates done by previous plan commissions which ultimately led to the allowance of daily special boards. She also mentioned the project she worked on with the Chamber to allow the uniform red OPEN banners and the cooperative effort we embarked on to allow event signage on the City garbage receptacles.

Cragoe thought we could and should do better by our business owners. He questioned if we could do it as a test run? He thinks they can be done in a tasteful, artsy, classy way. He doesn't want us to turn our backs on the business owners. He noted they should only be allowed on-premise.

Hedman noted the code is clear in that sandwich board signs are clearly prohibited. She loves the red open banners, but sees no problem with the allowance of off-premise sandwich board signs in front of a business. She felt we could provide regulations that include design,

placement, insurance, and fee requirements. Hedman said maybe a sign could be shared. She likes the look of them and noted she has seen them used in many communities in foreign countries.

Mayor Ringberg told the Commission about Madison's ordinance which allows them in the right of way. He mentioned some of the criteria, fees and insurance required. He noted he does not believe they are needed in the City.

Johnston does not believe they should be allowed off-premise and prefers they be on private property or wall mounted. Agrees design standards are needed. They should not be allowed on the sidewalks at all due to safety and accessibility reasons. She noted one injury or damage to others would be one too many times.

If Madison has found a way to do them, Carrier commented that we should be able to find a way. He would like to see more flexibility in our code and for the signs to be allowed provided standards are in place. It would build community trust. Carrier questioned how many issues we had when sandwich board signs were allowed during the Covid Health Emergency. None were known.

General discussion ensued on engaging in a pilot program to allow them this summer. Hoopman was asked to contact the City Attorney to inquire about the legalities of a pilot program and how it works with the existing code. It was also noted, if the business community is requesting this, why don't we solicit the Chamber to provide a proposal. The Mayor will follow up with the Chamber. Bland mentioned that due to the band width of the City with the projects we are already engaged in, this should be tabled for one year. Hoopman agreed with Bland and noted she would prefer the Commission to do a more comprehensive review of the sign code. If you're going to allow additional signage in one area, you might want to re-evaluate signs in another. Carrier suggested we just not enforce the sandwich board sign code. Hoopman said that is not an option. He said we don't enforce others code like parking and speeding.

Johnston observed that many of many tenants in Councilor Carrier's building have sandwich board signs out (one was out today) and she questioned if he would support the City's code and encourage them to follow the rules. He said he understands sandwich board signs are not allowed and he has talked with them.

Points made about sandwich board signs:

- Businesses have requested them, and we need to be supportive.
- Madison has them, so we should be able to accommodate them too.
- Madison and Washburn's sidewalks are wider than the City of Bayfield's.
- Added Sidewalk clutter – adding wayfinding signs and possibly parking signs if paid parking is put into place.
- Red OPEN Banners were allowed to give a visual aid to show businesses are present and open.
- Pedestrian, vehicular, environmental (wind, winter, etc.) safety issues were noted.
- Public Works Committee has gone on record not in support of them.
- Allowing daily special boards on wall fronts is a fair practice to all since everyone can have one.
- Off Premise Signs open the city up to possible liability issues.

- If allowed, we need to establish clear regulations that include design and placement guidelines, Insurance requirements and a fee.

The Mayor provided a summary of what the follow-up would be and noted this will be on the next plan commission agenda for further consideration.

Confirm/Set Next Meeting(s):

- May 10, 2023, 5 p.m.
- May 23, 2023, 5 p.m.
- June 14, 2023, 5 p.m.

Adjourn: Johnston/Cragoe made a motion to adjourn. Carried.

Minutes by Billie L. Hoopman, Clerk