

City of Bayfield Plan Commission

Notice of Public Meeting March 26, 2024 – 3:30 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814 * 715-779-5712

The public is welcome to attend this meeting in person or from your computer, tablet, or smartphone.

Microsoft Teams: <https://teams.live.com/join/9325941530209?p=4iO0BHrjKvkgD3RS>

Agenda

- Call to Order
- Roll Call
- Approve Agenda
- Review/Approve Minutes of March 6, 2024
- Public Input on Agenda Items

Agenda Item(s):

1. City of Bayfield Wayfinding Project: Implementation Update
2. Confirm/Set Next Meeting(s): April 9 and 23, 3:30 p.m.

Adjourn

City of Bayfield Plan Commission

DRAFT - Minutes of March 6, 2024

Call to Order & Roll Call

Councilor Carrier called the meeting to order at 3:00 p.m. followed by roll call.

Present: Bland, Carrier, Hedman, Johnston, and Johnson. Mayor Ringberg arrived at 3:35 p.m.

Staff: Clerk/ZA Hoopman, PWD Pearson

Approve Agenda: Johnson/Bland made a motion to approve the agenda as presented. Carried.

Review/Approve Minutes of February 27, 2024: Hedman/Bland made a motion to approve the minutes as corrected. Carried.

Public Input on Agenda Items: None.

Agenda Item(s):

1. **City of Bayfield Wayfinding Project:** Commissioners received a thread of e-mails from Mr. Bob Durfey on the progress he was making. Discussion ensued on implementation. Thank you Bob and Bill for your work on this project.
2. **Zoning Code Review:** Commissioners received the following:
 - Email from Councilor Carrier on Mix Uses which included a proposal, a map and an article titled "Supporting Active Living Through Mixed-Use Developments".
 - A letter from PWD Pearson on the impacts on the Sewer Utility System with Flows and Load information
 - A copy of the Housing – Things to Consider from Hoopman, dated March 8, 2023
 - A copy of Section 500-24 Deemed Dimension for lots on original plat.

Considerable discussion ensued on Mixed-Use Housing in the Commercial District and on single lot development in the Residential District. Staff mentioned:

- Concerns about the impacts to the Utility System
- How the market is still driven toward nightly rentals, and
- It would be helpful to have a definition of affordable housing.
- Using the 2019-2029 Comprehensive Plan the Housing Study might be useful in making these decisions.

No action was taken but most Commissioners favored:

- allowing some housing on the first floor in the Commercial District.
- allowing single lot development in the Residential District.

Staff members Pearson left at 4:30 p.m. and Hoopman left at 4:40 p.m.

3. Confirm/Set Next Meeting(s):

- March 26, 2024, 3:30 p.m.
- April 9 and 23, 3:30 p.m.

Adjourn: Meeting adjourned at 5:50 p.m.

Minutes by Billie L. Hoopman, Clerk

From: Bob Durfey <bob@durfeycompanyinc.com>
Sent: Saturday, March 16, 2024 9:23 AM
To: Bill Bland
Cc: cityclerk cityofbayfield.com; mayorringberg cityofbayfield.com
Subject: Re: Wayfinding signs

Happy grey Saturday,

I met with Ashland Industries and K V Build Thursday and talked about installing the parking and tabletop signs.

The tabletop signs were no issue. KV would need the stones identified in the storage area along with their final location and orientation. They can gather and deliver them. They would drill the holes, get the signs from A I and install them without epoxy. The signs weigh about 150# so do not need the epoxy. The 4 mounting legs on the signs are 3/4" threaded rod. Each will have a neoprene pad, washer and leveling nut so the signs can be adjusted. Heart Graphics will deliver the signs to A I. They will drill and tap their base and install the signs. I suggest ordering a couple of extra signs at \$55 each to have on hand if the graffiti artists add their tags. I see no need for the steel frame with forklift slots. These can be moved, as needed, with straps.

The idea of bolting the parking signs to the large stone as shown looks like a poorly thought out and expensive Hail Mary. I suggested a simple concrete foundation with the sign anchor plate bolts embedded in the concrete. The concrete portion above ground will have a shape resembling brownstone. Bill and I identified several smaller pieces of brownstone in the yard that could be arranged around the sign. "Smaller" meaning larger than a bushel basket, but smaller than the one shown. The small City backhoe can dig the holes and dispose of the soil. The concrete will be poured directly into the hole. The above ground piece will be anchored with rebars, formed and poured separately. The group thought it was a good plan. Who okays this change?

A I will have prices later this week and will need 4-5 weeks after approval for their work. I suggest K V be hired on an hourly, not-to-exceed basis, with billing rates established prior to the start.

Heart Graphics is working on submittal drawings for approval prior to fabrication. I'll look those over if you want me to. They will need a couple of weeks to fabricate. I suggest they do the signs on the street lights first so they can be installed, then the table top and parking signs. The restroom signs can be made as soon as they are sorted out.

The highway signs can be at the end.

I'm off to the bright lights of the MN metro for family time and will be back in the saddle here late Tuesday.

Bob Durfey, PE, (ret'd)
P O Box 916
25 S Second ST
Bayfield, WI 54814
Phone 612-750-2154

From: Bill Bland <wlbland@gmail.com>
Sent: Friday, March 8, 2024 5:58 PM
To: Bob Durfey <bob@durfeycompanyinc.com>
Cc: Billie Hoopman <cityclerk@cityofbayfield.com>; Gordy Ringberg <MayorRingberg@cityofbayfield.com>
Subject: Re: Wayfinding signs

Bob-

Yep - I'm not sure if we unearthed more questions than issues that we resolved! But it was fruitful.

I agree with the approach on the metal work from Ashland Industries. You've done us a big favor by arranging this with a local company that we know will deliver what's needed. I think you should go ahead and I do not see any reason to bring this to the commission. The hard questions of the brownstone can wait.

Assume all of the maps are correct and ready to print. We have gone through them many times and should just declare victory. Let's also assume that the icon signs are correct — no one has the stomach to look at them again!

Yes let's get prices on the WIDot signs. Price the little Bayfield at the top how ever they wish and just let us know if the alternative (glued vs one-piece) is more or less than the version priced. I'm sorry I hadn't noticed that the spec has them as separate before the last commission meeting.

I will create a document about our bathroom signage dilemmas that I hope will help the commission decide on our questions efficiently.

Yes to repainting all bathroom doors (city and visitors bureau). Maybe Billie will have ideas on how to recruit a painter.

Thanks from all of us!

Bill

On Mar 8, 2024, at 5:38 PM, Bob Durfey <bob@durfeycompanyinc.com> wrote:

Bill

Good walk-around today. Let me know if this approach is okay.

I'll get the prices from Ashland Industries for the 6 butcher block signs and the 3 parking signs early next week. If the prices are acceptable to the powers that be... Billie, Gordy?? I'll have them made and delivered here. I don't want to lose these. AI is doing us a favor. They can be installed when the brownstone CF is sorted out. The signs to go on these 9 structures will be made and delivered to AI by Heart Graphics for installation prior to delivery. I assume they are okay as shown on the drawings?".

I'll get the individual prices for both types of street light signs. We can verify the info shown on the plans for the pedestrian symbols and then get these made, delivered and installed. I assume the signs with maps are okay as presented? I suggest getting a couple extra of these for vandalism repair or simply installing in an overlooked place.

I will wait on the WiDot signs until we sort out which ones we need. I asked Heart Graphics for separate prices for each sign. They will price the signs as one piece with BAYFIELD added to the main sign.

Let me know what I can do to help on the restroom signs. HG will have prices on these so it will be easy to get them when it is decided which and where.

I strongly suggest that the restroom doors and frames be sanded and painted to freshen up the buildings.

Let me know what else I can do.

B

From: Bill Bland <wlbland@gmail.com>
Sent: Friday, March 8, 2024 9:00 AM
To: Bob Durfey <bob@durfeycompanyinc.com>
Subject: Re: Wayfinding signs

I emailed folks at NPS. Now thinking about Big Bay and WIDNR.

How about 1:00? I can stop down.

Bill

On Mar 8, 2024, at 7:39 AM, Bob Durfey <bob@durfeycompanyinc.com> wrote:

Good morning
I'm around all day. Call me when it works.

You or Gordy were going to check with Lynn at NPS?

From: Bill Bland <wlbland@gmail.com>
Sent: Thursday, March 7, 2024 5:33 PM
To: Bob Durfey <bob@durfeycompanyinc.com>
Cc: Billie Hoopman <cityclerk@cityofbayfield.com>
Subject: Re: Wayfinding signs

I will present to the commission making the signs from one piece or two, as in the design document. Thanks for checking.

Email into the AINL office to find someone to touch bases with on swapping out the current signs.

Sure, let's walk around and look where the butcher block and big P signs go. Maybe we can see the way forward. Whenever is best for you tomorrow is fine, and we are here this weekend.

Bill

On Mar 7, 2024, at 3:00 PM, Bob Durfey <bob@durfeycompanyinc.com> wrote:

Heart Graphics is able to make the highway signs in one piece. No pop rivets required...

Bill, you mentioned having a concrete area around the 6 flat directory signs on the brownstone. Do you want to walk around and see how that would work? I would like to see if it's possible to place these signs with the top pointing north. That means there needs to be enough room for people to walk around them.

Call me if you want to check it out. I'm going to string goose line.

B

From: Bob Durfey <bob@durfeycompanyinc.com>

Sent: Wednesday, March 6, 2024 11:15 AM

To: Bill Bland <wlbland@gmail.com>

Cc: Billie Hoopman <cityclerk@cityofbayfield.com>

Subject: Re: Wayfinding signs

The County will furnish the 4 x 6 posts and install the WiDOT signs on 13.

From: Bill Bland <wlbland@gmail.com>

Sent: Tuesday, March 5, 2024 6:14 PM

To: Bob Durfey <bob@durfeycompanyinc.com>

Cc: Billie Hoopman <cityclerk@cityofbayfield.com>

Subject: Re: Wayfinding signs

Bob-

Great work! Tomorrow (agenda permitting) I will bring to the Plan Commission these questions:

- the National Park sign at 6th and Washington,
- their thoughts on citizen crews doing some of the installations. Maybe they can just sign-off on however Public Works wants to work with civilians.
- forgoing the concrete bases spec'ed on the butcher block (table top)

Have you sorted-out the responsibilities of the state, county, and city on the highway signs?

Bill

On Mar 5, 2024, at 11:43 AM, Bob Durfey
<bob@durfeycompanyinc.com> wrote:

Ahoy

I will have prices from Heart Graphics in the next day or so for the signs. I can pick up all of the signs except the WiDOT highway signs. There was talk about eliminating the sign on 6th and Washington for Park Headquarters so the one with their logo would remain.

Any decision? These will not be needed until later when weather allows their installation, say late April??

They need 2-3 weeks to fabricate after approval.

All but the highway signs can be installed by volunteer labor? I'll be one. A couple of volunteers for a couple of days with their screwdrivers and drills can get it done. The highway signs can best be done by the City?

I'll have pricing from Ashland Industries for the 3 parking signs and the 6 table top signs maybe by the end of the week. A I will install the signs from Heart Graphics on their work and deliver them to Bayfield when they are needed. It will take 4 weeks or so to fabricate after approval.

I'm looking for someone to drill in to the stone for the anchors and install the 3 PARKING sign assemblies. Also to drill the holes for the 6 table top signs.

The stones that the tabletop signs rest on show a steel bottom so a fork lift can move them around. I'm not getting those. The tabletop signs can be set into the holes without epoxy so they may be put away during the winter, if desired, or lifted out if a stone needs to be moved without it being in the way.

I am not planning on concrete footings for these 9 items. They can sit on a gravel base.

More info to follow. Please reply all with questions or comments.

Bob 612-750-2154

From: Bill Bland <bill.bayfield.city@icloud.com>
Sent: Tuesday, March 19, 2024 9:14 PM
To: cityclerk cityofbayfield.com
Subject: Plan package

Attachments available until Apr 18, 2024

Billie-

Here is the summary (Parks_signs.pdf) I mentioned today. I created it for my conversations with NPS and DNR about our plans to replace their road signs.

Also attached is a summary I did on bathroom signage. I don't think we've talked through this — there are some questions to resolve.

Also, the longer email from Bob D (3/16/24) is a good summary of his thinking on much of the brownstone.

Maybe enough for the meeting!

Bill

[Click to Download](#)

Parks_signs.pdf
185 KB

[Click to Download](#)

Bathrooms.pdf
44.2 MB

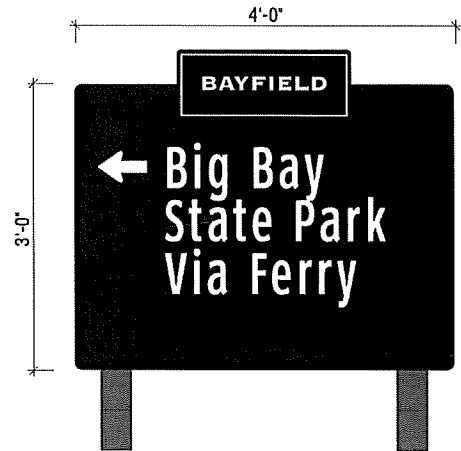
National and State Park Signs

Signs directing visitors toward the AINL headquarters and to Big Bay State Park are included in our project. They will replace the current brown (a national standard for publicly-owned parks) signs with the black ones shown here.

Big Bay State Park

Two signs direct visitors toward the park, via the ferry. They are located on Hwy 13 as drivers approach Washington Ave, from either direction.

This is the proposed version for S-bound drivers. The counterpart for N-bound was overlooked in the planning effort.



Apostle Islands National Lakeshore

Vehicular signs for AINL Headquarters are on Hwy 13 and on Washington Ave.

For N-bound drivers on Hwy 13 the sign at right is at the N Fourth St intersection (diagonally across from the gas station).



For S-bound visitors on Hwy 13, the sign at left is located just before Washington Ave. The parking reference directs visitors to the two municipal lots at the intersection of Washington and Broad St.

Two signs for the AINL headquarters are on Washington Ave. One is at the NE corner of the intersection with Sixth St, facing traffic going N on Sixth. The current sign has the NPS medallion (the only sign with this feature). The proposed sign is to the right.

The other sign on Washington faces traffic driving E on Washington and is located opposite the headquarters building. This sign was overlooked in the planning effort.



Bathroom Signage —

There are 4 bathrooms that we want to label, and each will require a different solution:

- Washington by the ferry,
- Visitors Bureau
- Boat Ramp
- East Dock Park

The design proposes three signs:



Washington by the ferry

Question 1: Do we need a sign on the W end?
This photo is from across Washington, near Hwy 13. A sign on the W end would be helpful for someone coming down Washington, but the S-face is visible once you are near the Hwy 13 intersection.



Question 2: What sign and size are best for S face? Gray block shows size and location of ADA sign. Is the big sign too big? Note that we must confirm that the rooms meet ADA specs if we are to include the wheelchair on the smaller signs.



Visitors Bureau

Question 1: On the S-facing side, what do we want? Note existing sign. Should be talk with the bureau folks?

Bob wonders about a 2-sided sign hanging from the pole barely visible on the RH corner.

One bathroom might be ADA compliant, two are certainly not.



Question 2: This is view from the alley to the E. We could put a sign on the back side of the building for folks coming down alley, and/or on the E-side of the column.



Boat Ramp

This gives a sense of the size of the signs that go by the doors. Maybe this is dictated by ADA requirements.



Here is the silhouette/text sign on the (roughly) S-facing side, between the two doors, BUT scaled down some to fit between the two narrow courses of blocks. These stick out some so best to stay inside of them. Is this size OK? You are in the lake well before this is too small to read.



This is the E end of the building. Window and narrow blocks limit options. Maybe a reduced (by about 50%) silhouettes sign?



East Dock Park

This side faces E, toward the marina parking lot and front of playground. Will the signs by the doors be enough here?



View from the NW corner of First and Wilson (by the museum pilothouse). Building is angled, and N side visible from two these two streets.

Roughly width of the silhouette/text sign on the N side. The back side of the building has electrical stuff and faces Coast Guard, so don't think anything is needed.

