

**CITY OF BAYFIELD**  
**ARCHITECTURAL REVIEW BOARD MEETING**  
**Minutes of June 28, 2021**

- Call to order: Chairman Carrier called the meeting to order at 5:01 pm via GoToMeeting
- Attendance: Matt Carrier, Mike Eldred, Deb Riese, Tom Bogaard, Rob Riemer
- Others: Sarah Mather, Applicants
- Approve Agenda: Eldred/ Bogaard. Carried.
- Approve Previous Minutes of May 24, 2021: Eldred motioned to postpone the minutes and the Special Minutes of May 20, 2021 until the next regularly scheduled meeting. Bogaard seconded. Carried.
- Public input on agenda items: None

**Agenda Items:**

**1). Pamela Calhoun—211 S. 11<sup>th</sup> Street**

Permit Application #36-21: Pamela was present to discuss her application; she would like to extend her deck 3 feet and potentially change the placement of the stairs. **Riese made a motion to accept the application as presented. Seconded by Riemer.** Discussion ensued on the placement of the steps and new railings that might be used. **Riese withdrew her motion, Riemer seconded the withdrawal. Bogaard made a motion to approve the application as presented with provisions that the stairs may or may not be moved and the railing can stay the same or similar or may change to white spindles. Seconded by Eldred. Passed by roll call—Carrier, Eldred, Bogaard, Riese, Riemer ayes. Carried.**

**2). Lindsay Bjerke—309 Wing Ave.**

Permit Application #37-21: Lindsay was present to discuss her application and had been told to come back to ARB instead of the Zoning Board of Appeals because ARB did not air on her application last time. Discussion ensued on the “dead space” below the proposed balcony and putting in a window or two there to break up the “boxiness” of the addition. Discussion also ensued about making the proposed addition smaller in depth, if structurally appropriate. **Eldred motioned to accept the application as presented in terms of the staircase and balcony with the condition that the second story addition be brought back with specific details on the windows and depth of the addition. Seconded by Riese. Passed by roll call—Carrier, Eldred, Bogaard, Riese, Riemer—ayes. Carried.**

**3). KADE, Inc.—21 S. Broad Street**

Permit Application #38-21: Dee Lameka-Reed and Doug Reed were present to discuss their application. There was a fire in the structure a few years ago and is in desperate need of repair. The roof needs to be replaced as it is causing other structural issues, but the owners would like to add second story addition. Discussion ensued on the design of the second story and the mass of it. The addition would be around 560 square feet and would allow the North and the South side of the building to have the same roofline, opposed to the various rooflines from previous additions. Other proposed changes include—double hung windows, paint color, and new doors. Discussion ensued about this being a commercial building and not looking “commercial enough” and encouraged the applicants to look at pages 24-26 of the Historic District Guidelines—Downtown Corridor—for more design considerations. Applicants will come back with updated designs. No action was taken.

**Other Discussion:**

- 1) ARB Questions:** Questions presented to the committee to think about. Send any other questions that should be talked about to Chairman Carrier throughout the summer and discuss in the fall.
- 2) Building Permit Application:** Changes and additions to the Building Permit application to make the application clearer for applicants. Riese suggested waiting for a full board to discuss changing the application—fall/winter.
- 3) ZAR Report:** Due to the offices being closed, ZAR was not included. Mather will email out the report to the committee.

**Next Meeting—July 26, 2021.**

**Adjournment: 6:47 pm Eldred/ Riese. Carried.**

