

# City of Bayfield

## Architectural Review Board Meeting

### Minutes of December 18, 2023

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**Call to Order - Approve Agenda:** Chairman Carrier called the meeting to order at 5 p.m. at the Bayfield City Hall followed by roll call.

**Present:** Carrier, Hedman, Reimer, Shrider, and Spence

**Absent:** Bogaard and Phillips

**Others:** Joe Haskins, Tom and Daughter Koehnen, Win Stephens, and Clerk/ZA Hoopman

**Review Previous Meeting Minutes of November 27, 2023:** Hedman/Shrider moved to approve the minutes with corrections. Carried.

**Public Input on Agenda Items:** None.

#### Agenda:

1. **33-2023: Glai Abutbul, 9 South Broad Street:** Seeking permission to construct an 8'x32' upper deck and add roof structure over it on north building elevation
  - Shrider/Reimer made a motion to approve the application as presented. Discussion ensued. Motion withdrawn.
  - Spence/Hedman made a motion to reject the application. Site plan is incorrect, survey is difficult to interpret, aluminum railing and detail on them is lacking, mass of proposed roof line and pitch is inappropriate. Carried, all ayes.
  
2. **34-2023: Thomas & Erica Koehnen, Block 96, Lots 19 & 20 (8<sup>th</sup> St. & Rittenhouse Ave.)**

Seeking permission to construct new 24'x30" home with attached 22'x22' garage

  - Hedman/Shrider made a motion to approve the application for new construction with the following amendments:
    - a. Windows on east side of building will be changed to casement w/griding to simulate a double hung (not between the glass)
    - b. The proposed sliding doors on east elevation will be changed to patio doors.
    - c. The front yard setback will be amended to 15'.Carried, all ayes.
  - Shrider volunteered to oversee this project.
  
3. **35-2023: Win & Nancy Stephens, 125 South Fifth Street:** Seeking permission to re-roof house with wish Ash Gray Steel
  - Shrider/Reimer made a motion to approve the application as presented with the understanding the cedar shakes on the south elevation will be retained. Carried, all ayes.
  - Shrider volunteered to oversee this project.
  
4. **36-2023: Narrative Properties, LLC, 107 Manypenny Avenue, Unit 101:** Seeking permission to replace overhead doors with windows/doors and to add another entrance with new windows
  - Chairman Carrier recused himself as he was the applicant.
  - Shrider/Spence moved to approve the application a presented. Discussion ensued. The garage doors will be recessed similar to the others on the adjacent building to the west. Carried; all ayes.

## **5. Zoning Administrator Report(s) – Review List and Assign Projects to Committee Members**

The Committee reviewed the last three years of permits and noted if they were completed, in progress or not started. Some require follow-up and they were assigned to staff/board members. Updates will be provided as they are received.

## **6. Discuss Historic District Ordinance / Guidelines**

- Continue reviewing draft ordinance
- Discuss district(s) and confirm the district/list to be used

The Committee is seeking to set up a special meeting with Jason Tish, Certified Local Government and Preservation Education Coordinator so they can ask questions and seek clarity on the proposed amendments to the Historic Preservation Ordinance. The proposed timeframe would be January 10<sup>th</sup>, 11<sup>th</sup>, 15<sup>th</sup>, or 16<sup>th</sup>. Chairman Carrier will reach out to Tish to make arrangement.

- Should a definition be added to designate a “period of significance”?
- Is it advisable to require all properties in the Historic District to be subject to maintenance? Not all structures are contributing/pivotal.
- What guidelines should be applied to non-historic properties?
- Should the district boundaries be referenced in the ordinance?

In the meantime, Hedman noted she would add a date to the proposed ordinance and will resend it out to Committee members.

## **7. Next Meeting Date and Time:**

- Special Mtg. - TBD
- January 22, 2024, 5 p.m.
- February 26, 2024, 5 p.m.

**Adjournment:** Shrider/Hedman moved to adjourn. Carried. (7:36 p.m. )

Minutes by Billie L. Hoopman, Clerk/ZA