

# City of Bayfield Plan Commission

Minutes of March 29, 2022, 4 p.m.

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**Call to Order-Roll Call:** Mayor Ringberg called the meeting to order at 4:00 p.m. at the Bayfield City Hall.

**Present:** Beagan, Burkel, Hedman, Johnston and Mayor Ringberg

**Absent:** Durfey

**Others:** Jenna Gallagher, Craig Skadden, Lissa Flemming, Matt Carrier, and Kate Clark

**Approve Agenda:** Burkel/Johnston moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of February 22, 2022:** Beagan/Johnston made a motion to approve the minutes of February 22, 2022, as presented. Carried.

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

## Agenda Item(s):

### 1. **Narrative Properties LLC, 40 S. Second Street – Multi-Premise Sign Request**

Burkel/Beagan made a motion to approve the multi-premise sign plan for Narrative Properties, LLC, 40 South Second Street, as presented. Approval is for the bracket placements as shown on the North(1), South(4), and West(2) building elevations; drawings provided. Individual applications can be reviewed for signage in these locations. Carried, all ayes.

#### a. **Silverwaves Sign Request, 40 S. Second Street**

Beagan/Burkel moved to approve the signage request from Lissa Flemming for two signs:

- an 18" projecting round sign on the north elevation bracket, and
- a 24" wall flat sign that will be placed adjacent to north entry door.
- Both signs read "Adventures in Making WORKSHOP 46.8N, Bayfield, WI."

Carried, all ayes.

#### b. **Penny Print Studio, 40 S. Second Street**

Johnston/Beagan made a motion to approve the 30" "Penny Print Studio" projecting sign on south elevation bracket as requested by Kate Clark. Carried, all ayes.

### 2. **Bayfield Maritime Museum, 131 S. First Street - Temporary Structure Request**

Burkel/Hedman made a motion to approve the Temporary Structure Request for placement of a 12'x26' Hoop Frame, with poly cover tent from May 1 – October 15, 2022, as requested. Carried, all ayes.

### 3. **Show Window Signage, 215 Rittenhouse Avenue:**

The Commission was provided with copies of e-mails from the Mayor dated, March 2, 2022, and from Pete Kulenkamp dated February 28, 2022. Informational, no action taken.

Kulenkamp's e-mail listed 20 businesses he suggested could be in violation of the City's window show signage ordinance. Hoopman provided a written report showing photos of the businesses and her findings. She asked the Commission to let her know if they disagreed with any of her findings. Anyone with a finding of non-compliance has been notified.

**4. Zoning Code Project – Receive and review proposals**

The Commission received five proposals: a terrific response to their solicitation. The Mayor recommended Commissioner's spend time reviewing the RFP's and to use the RFP Scope of Service as a guide. Does it address project management, review of existing conditions and data analysis, review and incorporation of City's Comp. Plan, State Statutes, provide public outreach, includes drafting of a new code, usability, and project schedule.

**5. Wayfinding Signs RFP's:** It has been posted, and proposals are due April 5, 2022

**6. Consider Cruise Ship Policies – specifically the limitation on the number allowed**

A copy of the e-mail sent by Attorney Lindsey was given to the Commission. He informed the Commission they can regulate cruise ships/users when they use the City's docks, but not when they use private docks. The Commission will share the opinion received with the City Council and Harbor Commission.

**7. Confirm/Set Next Meeting(s):**

- a. Regular Meeting, April 26, 2022, 4 p.m.,
- b. Special Mtg(s), April 7, 2022, 4 p.m.

**Adjourn:** Johnston/Beagan moved to adjourn. Carried. (4:25 p.m.)

Minutes by: Billie L. Hoopman, Clerk/ZA