

City of Bayfield Plan Commission

Minutes of March 29, 2023

Call to Order-Roll Call: Mayor Ringberg called the meeting to order at 5:00 p.m. followed by roll call.

Present: Beagan, Carrier, Cragoe, Hedman, Johnston and Mayor Ringberg

Absent: Johnson

Others: Clerk/ZA Hoopman, PWD Kovachevich, Tim Schwecke and Charlie Handy-Civitek, Dave Tweed and Jamie Wirkler-Stantec, Annalisa Bermel, Jenna Gallagher, and Jeff Johnson

Approve Agenda: Carrier/Hedman moved to approve the agenda as presented. Carried.

Review/Approve Minutes of March 8, 2023: Hedman/Carrier made a motion to approve the minutes of March 8, 2023, as presented. Carried.

Public Input on Agenda Items: None.

Agenda Item(s):

1. City of Bayfield Wayfinding Project

Commissioner's received copies of the Sign Inventory design development report that Stantec mentioned at the last meeting, several e-mails between Stantec and Hoopman regarding the brownstone stockpile, the placement of the butcher blocks, and the special sign noted, and the 60% Design Development Report dated March 20, 2023. Discussion ensued.

- Hedman mentioned the stone at Jackson Hole and advocated we continue pursuing rough-cut stone.
- Entry I.D. 1.1 – Commissioners generally favored the last design on the page, but wanted the base width to be shortened, the top of the base to be angled and to add the sign edge as shown as it gives it a more finished look.
- Parking 1.2 – Hoopman noted the sign edge needed to match the entry sign. The Parking sign needs to be faced with brownstone on both sides and they like the sloping on the base to match the entry sign.
- Directory – Butcher Block – Commissioners asked for the “i” to be removed in lieu of adding a band of words around the black sign mount. Ideas included: Directory, Information, Map and Welcome. The Commission wants the stone on these to match the others.
- The use of real brownstone versus a fabricated stone was discussed in depth. Fabricated stone is more resilient, cost effective, has a greater longevity and is lighter. Authenticity and the look and feel are reasons to continue with real brownstone. Commissioners asked for more information on cost, and the ability of the vendors to fabricate stone that matches the designs selected.

- Special Sign – Welcome/Business District: The Commission requested Stantec to ask WISDOT if any type of sign in this location would be allowed. Hoopman asked them to consider creative designs like planters, etc. in their inquiry. All agreed a sign in this location would be terrific.
- Stantec was asked to provide sign specifications (font, color, material, etc.). The goal is to create a guide so future signs in other locations (library, parks, no smoking signs, etc.) will match the wayfinding signs.

2. City of Bayfield Zoning Code Rewrite

- **Fragile Soils Letter & Map – Tom Cogger**

Schwecke informed the Commission the data in the letter provided cannot be substantiated, but he has a source for similar data which provides a great deal more accuracy in the mapping.

- **“Housing Catalogs” Make a Comeback** – Tim Schwecke provided this article and noted how a catalog could help streamline development and design. Informational, no action required.

- **Memo #7 from Tim Schwecke, Civitek**

Commissioners received an updated Zoning Map with most of the changes suggested at the last meeting, parks still aren't updated. Schwecke was asked if he could please add streets/avenues, and block/lot numbers to the map.

Fragile soils will be added as an overlay district.

The former Maggie's Parking lot was discussed. Allowing for a greater housing density could be a determining factor in the zoning classification. As well as off-street parking requirements.

Hoopman mentioned the Commission might want to look at the west side of Block 107 for zoning reclassification, especially the south portion. No changes were recommended.

Commissioners were asked to provide map changes to Hoopman, who was instructed to keep a working map with edits.

Memo #7 – Appendix A. Commissioners reviewed the highlighted I-1 allowances. Remove from Permitted 7.02, 7.03, 10.03, and 13.02

- **Commission to have general discussion about the Zoning Code**

Commissioners expressed interest in moving forward with discussions on the following: Parking, dark sky, impervious surface, building lot sizes/housing density, and signage.

3. Confirm/Set Next Meeting(s):

- April 12, 2023, 5 p.m. – Zoning Code works session only!
- April 25, 2023, 5 p.m.

Adjourn: Carrier/Cragoe moved to adjourn. Carried. (7:24 p.m.)
Minutes by: Billie L. Hoopman, Clerk/ZA