

# City of Bayfield Plan Commission

Minutes of April 26, 2022, 4 p.m.

---

---

## **Call to Order-Roll Call - Approve Agenda:**

Mayor Ringberg called the meeting to order at 4:00 pm followed by roll call.

**Present:** Beagan (arrived 4:19pm), Carrier, Cragoe, Johnson, Johnston, Hedman (arrived 4:05pm) and Mayor Ringberg.

**Others:** Paul Swansen, Craig Skadden, Tim Schwecke-CiviTek, and Josh Pearson (arrived 4:17 pm)

Welcome and introductions of new and old Plan Commission Members.

The Mayor provided a summary of current projects / duties and reviewed the Code of Conduct for Council and Committees.

**Review/Approve Minutes of March 29 and April 7, 2022:** Johnson/Hedman moved to approve the previous Committee minutes as presented. Carried.

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

## **Agenda Item(s):**

### **1. Zoning Code Project:**

- **Meeting with Tim Schwecke, AICP - CIVITEK,**

Mr. Schwecke, CIVITEK was invited to attend the Commission meeting to review his proposal. He provided a general overview followed by question and answers by Commissioners and ZA Hoopman. We learned:

- About Ecode 360 and how it interfaces with Zoning Hub.
- How the new zoning code would or could be tailored to fit Bayfield.
- The Comp. Plan would be integrated into the new code and zoning map.
- How a small firm manages the workload.
- More about how it will impact staff and the Commission's workload.

The Committee felt at ease with the proposal and still thought CiviTek was a good fit.

Carrier asked if there should be further consideration of any of the other plans.

Commissioners noted their second choice was not in budget and after reviewing last months discussion and findings today the CiviTek proposal should be pursued.

- **Consider proposal(s) received and make recommendation**

Johnston/Hedman moved to recommend the Council approve the proposal from CiviTek in the amount of \$48,800 for the City of Bayfield's Zoning Code Project. Passed by roll call vote as follows: Beagan, Carrier, Cragoe, Johnson, Johnston, Hedman and Mayor Ringberg – yes.

### **2. Wayfinding Signs – Receive and review proposals, discuss next steps, take action**

The Plan Commission members reviewed the seven plans received for Wayfinding. After considerable evaluation, the unanimous consensus was to move forward with scheduling interviews with Stantec and CivicBrands at the Plan Commission's next meeting. Hoopman will contact them and schedule them to be a half hour apart.

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

- a. Public Hearing and Regular Meeting, May 24, 2022, 4 p.m. Starting in June Commission meetings will be scheduled to begin at 5 pm.
- b. Special Mtg(s): None scheduled, yet.

**Adjourn:** Johnston/Cragoe moved to adjourn. Carried. 5:20 p.m.

Minutes by Billie L. Hoopman, Clerk