

City of Bayfield Plan Commission

Notice of Public Meeting May 23, 2023 – 5:00 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814 * 715-779-5712

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

Present: Bland, Carrier, Cragoe, Hedman, Johnson, Johnston, and Mayor Ringberg (virtually).

Others: Erik Gruber, Hillary Jewell, Grace Hogan, Linda Georgeson, Jamie Wirkler and Dave Tweed-Stantec, Tim Schwecke-Civitek, Carol Fahrenkrog-Chamber, and Kelly Allen, Dawn Larsen, and Jeanne Meyer – Family Forum, Inc., and Clerk/ZA Hoopman

Approve Agenda: Johnson/Cragoe moved to approve the agenda as presented. Carried.

Review/Approve Minutes of May 10, 2023: Carrier/Johnston made a motion to approve the previous meeting minutes as presented. Carried.

Public Input on Agenda Items:

Erik Gruber, Grace Hogan, Hillary Jewell, and Linda Georgeson all spoke in favor of the Family Forum project to create a new playground area on the west side of their building in the parking lot/drive through area as requested.

Agenda Item(s):

1. Family Forum, 128 South 3rd Street

Jeanne Meyer, Family Forum gave an overview of their request for a fence permit. She noted the fence is needed to provide additional and safe play area for the children. She further requested the Commission to classify them as “other” for purposes of determining the number of parking stalls required.

Hoopman provided a brief summary. She stated she felt their use best matched that of a school; they have five employees, and parent drop off for up to 20 children. This would require two spaces plus one space for a drop-off zone. She also referenced her concerns about the shared parking lot area, but she followed up with the City’s attorney who informed her it is not an issue we need to address, rather one that would be addressed between the two property owners.

- 500-51 E. Number of Stalls for “all other uses” determination
Carrier/Hedman moved to classify Family Forum in the “all other uses” category for determining the parking spaces required meaning they are required to have two off-10’x20’ off-street parking spaces. Discussion ensued. Passed by voice vote.
- Fence Permit Request / Summary
Cragoe/Johnson moved to approve the 4’ picket boundary fence requested with the understanding it would be stained grey to match their building and existing fence. Carried.

2. City of Bayfield Wayfinding Project

- City of Bayfield Brownstone Update – Commissioners and Stantec were finally provided with photos of the City’s brownstone. There are plenty of quality stones for this project.
- General Discussion regarding types of signs and placement and next steps
Susan Hedman provided some examples of Entry Signage using raw stone. Everyone favored this concept.

As a result of learning about the stone available and the entry sign concepts provided by Hedman, Dave Tweed – Stantec and the Commission discussed these and new ideas for signage.

Outcomes:

Dave Tweed-Stantec will provide new schematics for review based on the conversation:

- Entry Signs - will use raw stone with metal lettering (not overhanging).
- Parking Signs – back to thin sheet metal without map, brownstone base.
- Butcher Block signs – modified to using uncut Brownstone with a black cap that would have map and welcome, information banding.
- Reconsider use of pedestrian maps on street poles and instead move toward vertical stacked icons signs.

Commission will:

- Examine Brownstone and pick out stones.
- Start reviewing areas for pedestrian icon signs. Start with Rittenhouse – going North and South:
 - Hoopman – 3rd and 4th Street
 - Carrier – 2nd Street
 - Hedman – Broad Street
 - Johnson – Front Street

3. City of Bayfield Zoning Code Rewrite

- Memo#10 from Tim Schwecke, Civitek - <https://cityofbayfield.zoninghub.com/home.aspx>

1.09 Work/Live Dwelling Unit: This allows a property owner to use 65% of their property for work/business operations. Hoopman asked if all businesses are allowed? Now would be the time to add language or criteria to limit impacts. Consensus is to keep Work/Live Dwelling units in the code but articulate the language better.

Hoopman noted the confusing interchangeable language with lots, and parcels. She once again requested a determination be made to move forward with the existing lot and block language. Using the existing block and lot grid system is not a problem that needs fixing. Not understanding the parcel sizes makes evaluating these uses impossible.

12.05 Accessory Dwelling Unit: Remove the 600 sq. ft. limitation and keep the language that states and ADU shall not be more than 65% of the total floor area of the principal dwelling. The last sentence in (B) will be removed. Utilities and the requirements for them was discussed. More information is needed to clearly articulate the utility requirements in each section. If the units are detached or attached makes a difference.

4.04 Restaurants: The requirements for Hood Systems seem complicated. Maybe the advisory note could read: See the State of Wisconsin Commercial Building Code for more information.

12.07 Backyard Chickens: Do we need to allow for sales? It was noted that 4 chickens wouldn't produce that many eggs.

12.08 Bed and Breakfast: Keep the language in red in the lower section. We need to retain owner occupancy.

12.09 Bees: How big is a beehive?

13.02 Food Trucks: This will be removed from the zoning code and left in the Direct Sellers code.

Hedman mentioned an e-mail she sent to Hoopman regarding sensitive soils. She asked that it be forwarded to Commissioners and Schwecke. Hoopman will send it out tomorrow.

- **Comp. Plan and other historical City Plan content:** Hoopman provided the Commission with a few snippets of City's plans that show how important the Commission's job has been and still is to preserve and protect the City of Bayfield's historical and cultural character. Informational, no action required.

4. Confirm/Set Next Meeting(s):

- June 7, 2023, 5 p.m. – Wayfinding only if Stantec is available.
- June 27, 2023, 5 p.m.

Adjourn: Johnson/Cragoe moved to adjourn. Carried. (7:48 p.m.)

Minutes by Billie L. Hoopman, Clerk