

City of Bayfield Plan Commission

Minutes of May 24, 2022, 4 p.m.

Call to Order-Roll Call

Council President Beagan called the meeting to order at 4 pm followed by roll call:

Present: Beagan, Carrier, Cragoe (arrived at 4:10 pm), Hedman, Johnston, Johnson, and Mayor Ringberg (4:02 pm).

Others: Daniel Skenderian, Tim Schwecke and Charlie Handy-Civitek, Craig Skaaden, Margaret Erickson, Jennifer Albrecht, Carol Fahrenkrog and Kati Anderson -Chamber, Matt Zawislak, Skye Bingham, Kate Kitchell, David Tweed, Bridget Rice, Jamie Winkler, Layne Ferguson and Jodie.

Review/Approve Minutes of April 26, 2022: Johnson/Carrier moved to approve the minutes as presented. Carried.

Approve Agenda: Johnson/Carrier made a motion to approve the agenda as presented. Carried.

Public Input on Agenda Items: None.

Public Hearing: The City of Bayfield Plan Commission will hold a public hearing on May 24, 2022, at 4:00 pm at the Bayfield City Hall, located at 125 South First Street in accordance with Section 500-33 through 500-35 followed by a regular meeting. Matt Zawislak and Skye Bingham are seeking a Bed and Breakfast Conditional Use Permit, for the property located at 24 No. 3rd Street, Bayfield, WI, to rent their lower-level unit nightly.

A letter of support from Margaret Erickson and Kathryn Hayes was put on file. No public other input was received. Carrier/Beagan made a motion to close the public hearing. Carried. (4:06 pm)

Agenda Item(s):

1. B&B Conditional Use Permit: Matt Zawislak & Skye Bingham, 24 No. 3rd Street, Bayfield, WI

Carrier/Beagan made a motion to approve the issuance of a B&B Conditional Use Permit allowing them to rent their lower-level unit (sleeps 4) nightly. Passed by roll call vote as follows: Beagan, Carrier, Cragoe, Hedman, Johnston, Johnson, and Mayor Ringberg – yes.

2. Non-Profit Event Signage:

- Bayfield Area Farmers Market: June 18 – October 15 (excluding Apple Fest. Weekend)
- Bayfield Chamber and Visitor Bureau
 - Blessing of the Fleet: June 5
 - Concerts by the Lake: June 21,23,28,30 – July 5,7,12,14,19,21,26,28 – August 2,4,9,11, 16,18,23,25,30 – September 1, 6
 - Festival of Arts: September 10-11 *(NOTE: This date overlaps with Farmer's Market Request)*
 - Apple Pie and Dessert Contest: September 28

Johnson/Johnston moved to approve the Non-Profit Event Signage as listed above. The Chamber and Farmer's Market are to work out the signage on September 10-11 on their own. Passed by roll call vote as follows: Carrier, Cragoe, Hedman, Johnston, Johnson, Beagan and Mayor Ringberg – yes.

3. Temporary Shelter Application: Jon Armstrong, 101 Washington Avenue, June 1 – Oct. 31

Johnston/Johnson made a motion to approve the Temporary Shelter Application from Armstrong to put up a temporary 10'x15' canopy between the garage and house from June 1 to October 31, 2022. Passed by roll call vote as follows: Hedman, Johnston, Johnson, Beagan, Carrier, Cragoe and Mayor Ringberg – yes.

4. Zoning Code Project: Public Participation, next steps

Commissioners received a written Public Participation Plan for the Zoning Code Re-write Project. Discussion ensued. Carrier/Beagan made a motion to recommend the Council approve the Public Participation Plan at their June 14, 2022, meeting provided the plan will be amended to remove bullet number 1 from the “Planned Public Participation Activities” and listed elsewhere since it is not technically public engagement. Passed by roll call vote as follows: Johnston, Johnson, Beagan, Carrier, Cragoe, Hedman and Mayor Ringberg – yes.

5. Wayfinding Signs: Review Proposals, Q&A

- 4:30 p.m. – CivicBrand, Layne Ferguson and Jodi-HKgi reviewed their proposal with commissioners followed by Q&As.
- 5:00 p.m. – Stantec, Jamie Wirkler, Dave Tweed and Bridget Rice reviewed their proposal with Commissioners followed by Q&As.

Commissioners then individually indicated which firm they preferred and why. Generally, the Commission felt Stantec provided a more responsive proposal to fit Bayfield’s needs.

Carrier/Beagan made a motion to recommend the Council move forward with a contract with Stantec for Wayfinding Plan services. Passed by roll call vote as follows: Johnson, Beagan, Carrier, Cragoe, Hedman, Johnston and Mayor Ringberg – yes.

Carrier asked the Commission to consider a sub-committee to take on the Wayfinding Project. By consensus, it was determined the Commission should do this work.

6. Confirm/Set Next Meeting(s):

Special Meetings - Thursday, June 9, 2022, 5 pm

Regular Meeting – Tuesday, June 28, 2022, 5 pm

Adjourn: Johnson/Beagan moved to adjourn. Carried. (5:42 pm)

Minutes by Billie L. Hoopman, Clerk/Zoning Admin.