

City of Bayfield Plan Commission

Minutes of Tuesday, June 25, 2019, 4 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814

Call to Order: Mayor Ringberg called the meeting to order at 4 p.m. at the Bayfield City Hall followed by roll call.

Present: Dougherty, Burkel, Johnson and Mayor Ringberg

Absent: Mary O'Brien, Dottie Hackbarth, and Bob Durfey

Others: Dan Wilczek, Bill Grover, Megan Boyle, Marilyn VanSant, Kate Kitchell

Approve Agenda: Burkel/Johnson moved to approve. Carried.

Review/Approve Minutes of May 28, 2019: Johnson/Dougherty moved to approve the previous meeting minutes as presented. Carried.

Public Input on Agenda Items:

On behalf of the BHA, Dan Wilczek, was present to request permission to put up a 34"x20" which would read "Bayfield's Historic City Jail - One Block" to the City owned Historic Jail Property. He noted BHA's recent involvement in soliciting funds from over 100 people that have been used to renovate the historic facility. Work done includes roofing, tuck-pointing, painting, improved walkway, etc. He noted the City likely didn't allow these improvements if they weren't interested in the facility getting more attention by residents and visitors alike. He said they would like to install a directional sign, modest in size, in order to get more traffic to the jail than would otherwise occur. He said he spoke to Hoopman previously to advise us of their plans and she informed them directional signs were not allowed. He suggested they were allowed for historic sites. He asked if Plan Commissioner had any questions.

Agenda Item(s):

1. Bayfield Heritage Association – Directional Sign to Old Bayfield City Jail

Commissioners received copies of the applicable sign codes for the City. The Mayor explained wayfinding signage has been identified as a goal and objective in the new Comprehensive Plan. He would prefer to find a uniform approach for the whole City. Kate Kitchell, who was present talked about the new trail system and parks signage they would like installed. The Mayor would like the wayfinding signs to be uniform, attractive and fit into the culture of the City. He acknowledged the amazing work at the Jail, and thanked BHA for their efforts. He suggested if the sign were allowed as requested now, they should be required to remove it and follow suit of a wayfinding signage plan when it's completed or implemented. They acknowledged that was ok with them.

A small sub-group should be formed who could work on developing a Wayfinding Sign Plan. The goal would be to develop a uniform, sign plan that minimizes sign clutter and only points users to points of interest. Incorporating new technology like google maps could help to minimize the number of signs. Signs should be used to direct people to points of interest, cultural resources and to non-profit entities.

Burkel/Dougherty made a motion to allow the directional sign to the City's Historic Jail to be placed on the corner of Rittenhouse Avenue and Broad Street, and to require this sign to come into compliance when sign ordinance is amended. Carried.

Burkel recommended a moratorium on signs like these be put into place while the plan is being worked on. All regular business signage could be allowed during this time. Dougherty suggested bringing back the Sign-Sub Committee to work on the Wayfinding Sign Plan. Members include or could include: Joanne Cirrillo, David Eades, Megan Boyle, and Mary Dougherty. Kate Kitchell will advise as needed from a Parks and Recreation position. Dougherty will get a meeting scheduled asap.

2. **Comprehensive Plan Implementation – Action Planning**

Burkel questioned how we should move forward with our action planning. By element, like Ag & Zoning, Housing, Land Use, DNR and Coastal, Transportation, and/or Wayfinding? What's the pattern and how are we going to work the "boxes"?

Discussion ensued. The following actions were discussed.

1. Zoning Ordinance Rewrite– Do this action LAST.
2. Engage in a Housing Study – regional and local picture. Understand the housing needs of our current population base and future needs.
3. Contract out for services for a Green Infrastructure Survey/Audit. This will provide a better understanding of where we are today, where are we doing a good job, and where are our deficiencies, etc. Includes Ravine/Run off areas and Corridors
4. Review and revised the City of Bayfield Sign Ordinance – look for discrepancies and gray areas and revise where needed and develop a Wayfinding Sign Plan.
5. Engage in a Parking Study to identify the parking problems and potential solutions. Information may help to revise Parking Ordinance in a more meaningful way.
6. City Owned Property/Needs Review: Review of all City owned properties and consider best uses and alternative. For example, should City Hall be kept in its current location or moved?
7. Mixed Uses – Commercial District: Review Zoning Ordinance and revised allowed uses in the Commercial District.
8. Establish a Sustainability Committee. Possible membership could include Susan Hedman.

Members asked if Nan Fey, Comp. Plan Consultant has any other part in this process? It was noted that she would be kept in the loop. She will help when she can, but is likely busy with her new position.

3. **University of Wisconsin Sea Grant Institute – Green Infrastructure**

Commission members were provided with a copy of "Tackling Barriers to Green Infrastructure", written by Wisconsin Sea Grant. They learned that Mayor Ringberg and Hoopman met with Julia Noordyk, Sea Grant, where they were informed about tools to auditing local codes and ordinances in accordance with our communities needs for stormwater management. Noordyk provided the following contacts:

- Juli Beth Hinds, Birchline Planning, LLC was the audit tool creator and she would be able to give you an estimate of a code audit.

- Adam Bechle, Coastal Engineering Outreach Specialist, University of Wisconsin Sea Grant Institute. He created the the [Coastal Resilience Self-Assessment](#) . He could provide some useful help and assistance with developing a waterfront resilience plan.

4. **Confirm/Set Next Meeting(s):** July 23, 2019, 4 p.m.

Adjournment: Johnson/Dougherty moved to adjourn. Carried. (4:57 p.m.)