

City of Bayfield

Architectural Review Board Meeting

Minutes of July 25, 2022

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

Present: Bogaard, Carrier, Eldred, Riemer (arrived 5:19 p.m.), Shrider, and Spence (arrived 5:26 p.m.)

Others: Billie Hoopman & Dionne Johnston- Zoning Admins., Jenna Gallagher, Tim Schwecke-Civitek, and Matt Zawislak

Approve Agenda: Bogaard/Shrider moved to approve the agenda as presented. Carried.

Review Previous Meeting Minutes of June 27, 2022: Shrider/Bogaard moved to approve the minutes as presented. Carried.

Public Input on Agenda Items: None.

Agenda Items:

1. Letter or Resignation from Committee

The Committee learned of Deborah Riese's resignation from the ARB to pursue other interests. She has been sent a letter thanking her for her time serving on this board. If board members have any recommendations for a new member, please let the Mayor know.

2. Evaluating the Purpose of the Architectural Review Board: Civitek proposal to review and modify ARB model

The Commission was provided with a written document provided by Chairman Carrier entitled "Evaluating the Purpose of the Architectural Review Board." See attached.

The ARB discussed for over an hour the rolls of the ARB, the "perception" of inequity and it being difficult to obtain a permit, and the merits of historic preservation. They questioned the legal authority of the Board to implement the Historic Preservation Ordinance or the enforcement there of.

It has been said that the ARB has no apparent rhyme or reason on how they approve or disapprove applications.

Johnston noted that is sometimes hard for Board members to make uncomfortable decisions and this board might not be a good fit if members find that is the case for them. It's hard when these are your friends and neighbors.

Comments:

- Board turnover/changes cause inconsistencies.
- The Board can/should implement improvements to the mechanics/process.
- Training could be done to assist members on understanding the codes and their role.
- The Board needs better guidance on understanding the HPO and green building. How do they work together? Does one take precedence over the other? Johnston asked if the Committee has seen and read the “It’s easy being green” document that is posted on our website which refers to Historic Properties being green.
- Some Board members struggle with implementing HPO standards on non-contributing structures.
- Some Board members expressed concern about the future of Bayfield and if they are making the right choices by requiring historic preservation.

In response to the question of eliminating the ARB and the Historic Preservation Ordinance, Hoopman provided the board with copies of the City’s Comprehensive Plan which shows the objective is to:

- Preserve the City’s Historic District and the historic district within it.
- Preserve the architectural character and unique look of Bayfield.
- Bayfield preserves and protect its historical and cultural character, building and resources.
- Action Item: In 2023 to review and revise the Historic District Guidelines that were last updated 3/23/2018.

She noted the importance of both the ARB and the HPO and noted neither should go away. Both are supported by the City’s Comprehensive Plan(s) which were done with a great deal of community input and support. This Board should not consider eliminating either. As noted by Jason Tish, Certified Local Government Coordinator, local ordinances are written to address the characteristics of the community and are written with the preservation of that community in mind. Hoopman said, it is good if our ordinance isn’t modeled by someone else’s or the states. We have a lot to protect here.

The Board did not review a proposal from Civitek rather they gained an understanding of the work that would be done with the Plan Commission in the upcoming months. Schwecke noted he could help the ARB with their mechanics/process issues.

3. Discuss next steps for HPO & Historic District Guidelines

The ARB agreed by consensus to begin work to review and revise the Historic District Guidelines. The designated small group will begin this task in August/September when Spence returns to the area.

4. Next Meeting Date and Time: August 29, 2022, at 5 p.m.

Adjournment: Bogaard/Riemer moved to adjourn. Carried. 6:34 p.m.

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