

City of Bayfield Plan Commission

December 16, 2025, Meeting Minutes

9:00 a.m. • Bayfield City Hall, 125 South First Street, Bayfield, WI 54814

Meeting called to order at 9:00 a.m.

Attendance

Present

Plan Commission Members: Bill Bland, Lyn Cornelius, Sharon Johnson, Mike Radtke, Michael Spence, Zoning Administrator/Public Works Director Joel Weber, and Barron Whittet

City Staff: City Clerk Grace Stolen

Public: In Person—None; Online—Josh, Susan Hedman

Excused

Plan Commission Member George Adams IV

Review/Approve Agenda

Motion by Johnson, seconded by Radtke, to approve the agenda as drafted. All ayes.

Review/Approve Minutes of November 18, 2025, Plan Commission Meeting

Motion by Whittet, seconded by Johnson, to approve the minutes as drafted. All ayes.

Public Comment

Susan Hedman

Hedman, who previously served on the Plan Commission, spoke in favor of the proposed ordinance to amend the City's Historic Preservation Ordinance. She stated that the current code is outdated and inconsistent with state and federal law. The new Historic Preservation Ordinance would be among the "best of the best" in the state and preserve truly historic buildings while not hampering new building.

Agenda

1. New City Hall

Cornelius provided an update on the status of the move to the new temporary space for admin staff. City Hall will be open to walk-in service on Mondays after the move, and meeting locations will be dependent on anticipated attendance. The long-term location for public works still needs to be determined.

2. Sign Permit Application #09-2025: City of Bayfield

Signage for temporary City administrative office at 34 South Broad Street, Unit 101

Bland presented an alternative design based on the design concept and typography of the City's wayfinding signage plan, which was well-received by Cornelius (the applicant).

Motion by Radtke, seconded by Johnson, to approve the sign permit application with the understanding that Bland’s concept would be recreated using the dimensions on the application form. All ayes.

3. Ordinance no. 406: An Ordinance to Amend the City of Bayfield Zoning Ordinance (Ch. 500), Building Construction Ordinance (Ch. 152), Historic Preservation Ordinance (Ch. 423), and the Operations of the Architectural Review Board (Ch. 21-8)

The Commission reviewed each section together, and lengthy discussion ensued. Key discussion points are reflected in the motions below.

Motion by Radtke, seconded by Johnson, to recommend that the ordinance be adopted.

Motion (and second) rescinded.

Motion by Radtke, seconded by Johnson, to amend the ordinance by inserting language indicating that the current § 21-8 Architectural Review Board is to be repealed and reserved for future use; amending the proposed § 21-8.2 Historic Preservation Commission by revising § 21-8.2(C)(1) to read “The Historic Preservation Commission shall consist of five members **residing in Bayfield or Ashland County** that have...” and moving § 21-8.2(E) to become § 21-8.2(B)(1); and amending § 500-95 Site Plan Approval by revising § 500-95(C) to read “Administration. The Zoning Administrator shall make a preliminary review of the application, ~~and plans,~~ **and the adequacy of the application** and refer them, along with a report of his findings, to the Plan Commission within **14 days**” and “The Plan Commission shall review the application **and the Zoning Administrator’s report** and may refer the application...” All ayes.

Motion by Spence, seconded by Johnson, to recommend that the ordinance be adopted with the amendments made by the Commission and the understanding that a further amendment to § 500-75(B) be made that clarifies that accessory dwelling units can be connected to the water and sewer connection of the primary structure rather than their own separate connection to City water or sewer. All ayes.

Roll call vote—Bland: Yes; Cornelius: Yes; Johnson: Yes; Radtke: Yes; Spence: Yes; Weber: Yes; Whittet: Yes. ***Motion carries.***

4. City Dock Project Public Involvement

The Harbor Commission is holding a public information session on the upcoming City Dock finger piers reconstruction project on January 12, 2026.

5. Correspondence: None

Meeting adjourned at 11:12 a.m.

Next Meeting: January 20, 2026, at 9:00 a.m.