

City of Bayfield Plan Commission

February 17, 2026, Meeting Minutes

9:00 a.m. • New Bayfield City Administrative Office, 34 South Broad Street, Unit 101, Bayfield, WI 54814

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

Attendance

Present:

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

City Staff: City Clerk Grace Stolen

Public: In Person—Rex Liebl; Online—Josh, M

Excused: Plan Commission Members George Adams IV and Bill Bland

Review/Approve Agenda

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

Review/Approve Minutes of January 20, 2026, Plan Commission Meeting

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

Public Input on Agenda Items

None

Agenda

1. Zoning Permit Application #Z2-26: Thomas and Erica Koehnen

New house at 18 South 8th Street | Building permit #05-25 was issued for this project in May. Construction likely will not start within twelve months of the issue date, and there are modifications to the original plans.

Applicants were not present; however, because the applicants attended a previous City meeting when the original building permit was approved, the Commission waived the attendance requirement.

Motion by Radtke, seconded by Johnson, to approve the application as submitted. All ayes.

2. Zoning Permit Application #Z3-26: Rex Liebl

New house at 225 North 6th Street

This home will be served by a private driveway constructed in City-owned right of way for unopened North 6th Street. An easement was discussed by the Public Works Committee and will require Common Council approval. Members asked about erosion concerns given the sensitive soils and steep slopes in the area; Weber replied that most properties nearby have erosion considerations that can be mitigated.

Motion by Whittet, seconded by Johnson, to approve the application with the implementation of standard erosion control practices. All ayes.

3. Zoning Permit Application #Z4-26: Rex Liebl

New garage at 225 North 6th Street

Motion by Radtke, seconded by Johnson, to approve the application with the implementation of standard erosion control practices. All ayes.

4. Zoning Permit Application #Z5-26: Rex Liebl

New cottage/accessory dwelling unit (ADU) at 225 North 6th Street

Motion by Johnson, seconded by Radtke, to approve the application, with the implementation of standard erosion control practices, contingent on the approval of a conditional use permit for the accessory dwelling unit. All ayes.

5. Demolition Ordinance

This proposal still needs to be sent to the City attorney for review. A concern was raised about the demolition by neglect provision and a scenario where an owner truly does not have the financial means to do repairs. Cornelius said the City would want to work with people who have a financial hardship.

Motion by Radtke, seconded by Johnson, to recommend that the ordinance be adopted in concept. All ayes.

6. Nontraditional Construction Ordinance

There was a brief question on whether this proposal would apply only to principal structures; it would also apply to accessory structures. This proposal will also require review by the City attorney.

Motion by Johnson, seconded by Radtke, to recommend that the ordinance be adopted in concept. All ayes.

7. Permit Application Forms

a. Zoning Permit

This form is working well so far. There was a request to revise “accessory dwelling” to “accessory dwelling unit” on the front and make it clear that acknowledgements need to be initialed.

b. Maintenance Permit

The City has implemented a maintenance permit application form on an interim basis with checkboxes for all options from the ARB proposal while the Commission debates what should be exempt from permitting. Considerable discussion ensued regarding this application. Text in City Code §152-4(G) prior to the recent adoption of ordinance no. 406 set a \$5,000 threshold for requiring a permit, while Bayfield County ordinances appear to set it at \$3,000. Majority consensus was to require a permit for all maintenance projects and consider charging a \$50 fee for projects in excess of \$5,000.

c. Work Permit

A scenario where someone wants to increase the size of a window came up in the context of the maintenance permit. Discussion ensued on whether to require some sort of work permit providing more project information, have people fill out the zoning permit application, or add fields to the maintenance permit form if the project scope is more complex. Requires further discussion.

d. Demolition Permit

This permit form was adapted from the City of Ashland. Architectural Review Board Chair Matt Carrier provided written comments which were shared with the Commission. An option needs to be added for accessory structures; otherwise, the Commission viewed the draft favorably.

8. City Properties Study (City Hall Task Force)

The Commission reviewed a priorities list Cornelius drafted to guide the task force's work. Considering a long-term, one-hundred-year lease of certain City properties to private entities was raised, as well as uncertainty of whether the National Park Service would continue utilizing the entirety of the Courthouse.

9. Broad Street One-way and Angle Parking Conversion

Weber received a letter from the Wisconsin Department of Transportation indicating there were no concerns with the one-way conversion as it relates to STH 13. Cornelius was unable to find a history of accidents from when angle parking existed on Broad Street previously.

10. Correspondence: None

Meeting adjourned at 10:25 a.m.

Next Meeting: March 17, 2026, at 9:00 a.m.