

City of Bayfield Plan Commission

Minutes of December 12, 2023 – 3:30 p.m.

Call to Order - Roll Call: Mayor Ringberg called the meeting to order at 3:30 p.m. followed by roll call.

Present: Bland, Carrier, Hedman, Johnson, Johnston, and Mayor Ringberg

Others: Dave Tweed and Jamie Wirkler, Stantec, and Clerk Hoopman

Approve Agenda: Johnson/Johnston made a motion to approve the agenda. Carried.

Review/Approve Minutes of November 28, 2023: Hedman/Johnson moved to approve the minutes as presented. Carried.

Public Input on Agenda Items: None

Agenda Item(s):

1. **Trek and Trail – Lease Agreement**

Hedman/Carrier made a motion to approve the lease presented with the following additions/corrections:

- a. Increase the rate to \$1500. A friendly amendment was made and accepted to change the rate to \$1300.
- b. Lessee is allowed to continue with paid parking during the Annual Apple Festival, held during the first full weekend of October.
- c. Lessee agrees they will expand their clean up efforts to adjacent beach areas.
- d. Their clients will be directed to use the restrooms in the MIFL Transfer building rather than the adjacent public restroom.
- e. Lessee offered to occasionally sweep sand in public restrooms.
- f. There is an understanding they will address the parking with their own insurance company.

Carried, all ayes. Hoopman will revise the agreement as specified and will send it to Aidan Lee, Lee Shore Kayaking LLC, d/b/a Trek and Trail.

2. **City of Bayfield Wayfinding Project**

- Design Development Package II – Design Intent October 29, 2023: Continue reviewing plans and make any final changes needed
- Updates/Outcome from last meeting with Stantec – Request for additional funding
- Next Steps

The Commission was informed Hoopman contacted the Wisconsin Department of Transportation seeking permission for the proposed vehicular signs.

Stantec provided samples of the color palate suggested. There was a preference to use the dark slate rather than the deep river. It was felt the dark slate better contrasts with the Black Magic color.

Hoopman asked for clarification on how the bid process will work. Do they provide the final bid specification and bid details for us to use?

Stantec has provided the City with a fabricators list.

The Commission requested some final revisions to the October 29, 2023 Design Intent Drawings including a variety of map changes on Page 0.4, a request to make the Entry ID (Page 1.1₁) signs more reflective of the Commission's design intent as depicted on the following page letters ".d" and ".e" (Page 1.1₂) and updates to the icon signs; removal of ATMS and use of the updated Post Office Icon. Hoopman will send the mark-ups to Stantec for further consideration.

3. Zoning Code Review: Chapter 510- Zoning – Draft for discussion purposes
No action ensued on the Zoning Code Review.

4. Confirm/Set Next Meeting(s):

- January 9, 2024, 3:30 p.m.
- January 23, 2024, 3:30 p.m.

Adjourn: Carrier/Johnson made a motion to adjourn. Carried. (5:36 p.m.)

Minutes by Billie L. Hoopman, Clerk/ZA