

City of Bayfield Plan Commission

Notice of Public Meeting June 9, 2022, 5 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814 * 715-779-5712

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Agenda

Call to Order-Roll Call - Approve Agenda

Review/Approve Minutes of May 24, 2022

Public Input on Agenda Items

Agenda Item(s):

1. Multi Business Premise Sign Permit Request – 204 Rittenhouse Avenue, Bayfield, WI
2. Zoning Code Project - Project Orientation and Kick-off Meeting w/ Civitek Consulting
Intent is to confirm the goals of the project, review the timeline for the project and to identify specific issues the project will need to address.

Adjourn

City of Bayfield Plan Commission

Minutes of May 24, 2022, 4 p.m.

Call to Order-Roll Call

Council President Beagan called the meeting to order at 4 pm followed by roll call:

Present: Beagan, Carrier, Cragoe (arrived at 4:10 pm), Hedman, Johnston, Johnson, and Mayor Ringberg (4:02 pm).

Others: Daniel Skenderian, Tim Schwecke and Charlie Handy-Civitek, Craig Skaaden, Margaret Erickson, Jennifer Albrecht, Carol Fahrenkrog and Kati Anderson -Chamber, Matt Zawislak, Skye Bingham, Kate Kitchell, David Tweed, Bridget Rice, Jamie Winkler, Layne Ferguson and Jodie.

Review/Approve Minutes of April 26, 2022: Johnson/Carrier moved to approve the minutes as presented. Carried.

Approve Agenda: Johnson/Carrier made a motion to approve the agenda as presented. Carried.

Public Input on Agenda Items: None.

Public Hearing: The City of Bayfield Plan Commission will hold a public hearing on May 24, 2022, at 4:00 pm at the Bayfield City Hall, located at 125 South First Street in accordance with Section 500-33 through 500-35 followed by a regular meeting. Matt Zawislak and Skye Bingham are seeking a Bed and Breakfast Conditional Use Permit, for the property located at 24 No. 3rd Street, Bayfield, WI, to rent their lower-level unit nightly.

A letter of support from Margaret Erickson and Kathryn Hayes was put on file. No public other input was received. Carrier/Beagan made a motion to close the public hearing. Carried. (4:06 pm)

Agenda Item(s):

1. **B&B Conditional Use Permit: Matt Zawislak & Skye Bingham, 24 No. 3rd Street, Bayfield, WI**
Carrier/Beagan made a motion to approve the issuance of a B&B Conditional Use Permit allowing them to rent their lower-level unit (sleeps 4) nightly. Passed by roll call vote as follows: Beagan, Carrier, Cragoe, Hedman, Johnston, Johnson, and Mayor Ringberg – yes.

2. **Non-Profit Event Signage:**

- Bayfield Area Farmers Market: June 18 – October 15 (excluding Apple Fest. Weekend)
- Bayfield Chamber and Visitor Bureau
 - Blessing of the Fleet: June 5
 - Concerts by the Lake: June 21,23,28,30 – July 5,7,12,14,19,21,26,28 – August 2,4,9,11, 16,18,23,25,30 – September 1, 6
 - Festival of Arts: September 10-11 (*NOTE: This date overlaps with Farmer's Market Request*)
 - Apple Pie and Dessert Contest: September 28

Johnson/Johnston moved to approve the Non-Profit Event Signage as listed above. The Chamber and Farmer's Market are to work out the signage on September 10-11 on their own. Passed by roll call vote as follows: Carrier, Cragoe, Hedman, Johnston, Johnson, Beagan and Mayor Ringberg – yes.

3. Temporary Shelter Application: Jon Armstrong, 101 Washington Avenue, June 1 – Oct. 31

Johnston/Johnson made a motion to approve the Temporary Shelter Application from Armstrong to put up a temporary 10'x15' canopy between the garage and house from June 1 to October 31, 2022. Passed by roll call vote as follows: Hedman, Johnston, Johnson, Beagan, Carrier, Cragoe and Mayor Ringberg – yes.

4. Zoning Code Project: Public Participation, next steps

Commissioners received a written Public Participation Plan for the Zoning Code Re-write Project. Discussion ensued. Carrier/Beagan made a motion to recommend the Council approve the Public Participation Plan at their June 14, 2022, meeting provided the plan will be amended to remove bullet number 1 from the "Planned Public Participation Activities" and listed elsewhere since it is not technically public engagement. Passed by roll call vote as follows: Johnston, Johnson, Beagan, Carrier, Cragoe, Hedman and Mayor Ringberg – yes.

5. Wayfinding Signs: Review Proposals, Q&A

- 4:30 p.m. – CivicBrand, Layne Ferguson and Jodi-HKgi reviewed their proposal with commissioners followed by Q&As.
- 5:00 p.m. – Stantec, Jamie Wirkler, Dave Tweed and Bridget Rice reviewed their proposal with Commissioners followed by Q&As.

Commissioners then individually indicated which firm they preferred and why. Generally, the Commission felt Stantec provided a more responsive proposal to fit Bayfield's needs.

Carrier/Beagan made a motion to recommend the Council move forward with a contract with Stantec for Wayfinding Plan services. Passed by roll call vote as follows: Johnson, Beagan, Carrier, Cragoe, Hedman, Johnston and Mayor Ringberg – yes.

Carrier asked the Commission to consider a sub-committee to take on the Wayfinding Project. By consensus, it was determined the Commission should do this work.

6. Confirm/Set Next Meeting(s):

Special Meetings - Thursday, June 9, 2022, 5 pm

Regular Meeting – Tuesday, June 28, 2022, 5 pm

Adjourn: Johnson/Beagan moved to adjourn. Carried. (5:42 pm)

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

City of Bayfield Sign Permit Application

P.O. Box 1170, Bayfield, WI 54814

Phone: 715-779-5712

Fax: 715-779-5094

Applicant: _____ Khou Xiong and Pao Vang _____

Business: _____ Four Sisters Properties LLC _____

Phone Number: _____ 608 738 3809 _____ E-mail: _____ 4sisters.bayfield@gmail.com _____

Address: _____ 204 Rittenhouse Ave, Bayfield, WI 54814 _____

Block: _____ 90 _____ Lots: _____ 9 & 10 _____ Zoning District Classification: _____ Commercial _____

Sign Information:

Type: Free Standing Ground; Projecting; Wall Flat

Size: _____ 1' 6" x _____ 1' 6" _____ Total Square Feet: _____ 3 _____

Proposed Location of Sign: _____ Facing Rittenhouse Ave, right on small garden walkway, adjacent to sidewalk _____

Name of person responsible for installing sign: _____ Pao Vang _____

List any other signs, their locations, and sizes:

1. _____
2. _____
3. _____

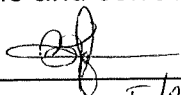
Multi-Business Premise Only:

List all other businesses in building and signage present. _____

Note:

- Applications for signage on Multi-Business Premises must be reviewed by the Plan Commission. A representative must be present at the meeting.
- A detailed sketch to scale of the proposed sign(s) must be provided showing dimensions, location, and color.

Certificate: I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant: _____  _____ Owner: _____ Khou Xiong _____
Date: _____ 5/25/2022 _____ Date: _____ 5/25/2022 _____

Approved by:	Date:	Fee: \$30.00 Residential \$50.00 Commercial <input checked="" type="checkbox"/>	Permit #:
		Receipt No.: 42293	09.2022

8-27-2022

CE 1525

204 Rittenhouse Ave Sign for Short Term Rental Unit

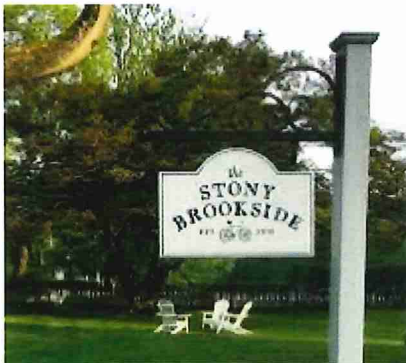


18" X 18"

Double sided with
changeable
panels



"S" hook attachment



The sign and post design would look similar to the one shown in this picture. The post would be painted the same colors as the deck and stair posts of the 204 Rittenhouse building to coordinate with it. Post height would be approximately 6 feet tall.





Approximate placement of
"The Blue Grotto"

Sign marked
with yellow X.

We will put it in either location,
not both.



5. Scope of Services and Deliverables

We have developed a proposed scope of services as outlined below for your consideration and would welcome the opportunity to meet with you and further refine it to fully meet your needs.

Task 1 – Public Participation Plan

We will develop a public participation plan that describes the ways in which the public and others will be involved in the preparation, review, and adoption of the zoning ordinance. This plan needs to be realistic and solicit public input in cost-effective and meaningful ways.

Our approach fosters a positive environment for:

- sharing,
 - learning,
 - creating,
 - problem solving, and
 - decision-making.
-

Task 2 – Project Orientation and Kick-off Meeting

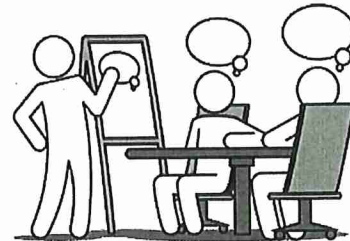
At the onset of the project, we will conduct an orientation and kick-off meeting with City staff, the Plan Commission, and others. Our intent is to confirm the goals of the project, review the timeline for the project, and to identify specific issues the project will need to address.

Task 3 – Continuing Coordination. We will maintain constant contact with City staff and others throughout the process to ensure the project is moving forward consistent with the adopted timeline and resolve any issues that arise during the project. We will provide regular updates and maintain regular contact.

Task 4 – Issue Identification (Project Scoping)

In this task, we will actively solicit input from a wide variety of people and groups regarding current zoning code requirements, administration procedures, zoning code deficiencies, suggested changes and implementation procedures.

4.1 – Stakeholder Listening Sessions. We will conduct confidential listening sessions with key stakeholders, which could include elected and appointed officials, department staff, and representatives of civic organizations, the local chamber of commerce, business groups, neighborhood groups, and the like. We will work with you to identify a list of potential participants.



4.2 – Scoping Session with City Staff. In this subtask, we will meet with City staff to identify issues and concerns they may have regarding the code rewrite.

4.3 – General Scoping Session. The consultant team will conduct a workshop for the Plan Commission, and other invited participants to identify issues the new zoning code should address in new or different ways. After that initial exercise, we will work with the workshop participants to identify and evaluate alternative solutions to the key issues. The purpose of this exercise is to develop consensus on what needs to be addressed in the rewrite and sufficient direction to begin drafting the zoning ordinance.

Task 5 – Background Analysis/Evaluation

5.1 – Review of Comprehensive Plan and other Plans. We will review the City's adopted comprehensive plan to determine the extent to which the current zoning code conforms to the City's plan and analyze and document where it does not conform. For those areas of conflict or potential conflict, recommended alternative solutions are sought. Part of this analysis will include the review of the City's current zoning map to identify areas where there is an inconsistency between the zoning