

City of Bayfield

Architectural Review Board

Minutes of April 24, 2023

Introduction of new member and elect chairperson: New Board member Susan Hedman was introduced to the Board. Shrider/Spence made a motion to nominate Carrier as chairperson. No other nominations were made. Carrier is duly elected ARB chairperson.

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

Present: Bogaard, Carrier, Hedman, Shrider and Spence

Absent: Riemer

Others: Mayor Ringberg, Clerk/ZA Hoopman, Treasurer/Deputy-ZA Johnston, and Esme Martinson

Approve Agenda: Shrider/Bogaard moved to approve the agenda. Johnston made the Board aware of an error to agenda item 2. It should read Block 91, Lot 1 and 18 inches of Lot 2. Carried with the correction.

Review Previous Meeting Minutes of March 27, 2023: Spence/Bogaard moved to approve the ARB Minutes as presented. Carried with Hedman abstaining.

Public Input on Agenda Items: None.

Agenda:

1. Building Permit#05-23: Beth Paap – 521 Washington Avenue

Replace shingle roof over front entry with concealed fastener metal same color. Replace window in south upper gable end with double casement window. Johnston received an email from the applicant that they are revising the application to asphalt shingles to match the rest of the house and recommends the Board approve the application with the revision.

Shrider/Spence made a motion to approve the application with the discussed revision.

Passed by roll call vote at follows: Bogaard, Carrier, Hedman, Shrider and Spence – yes.

2. Building Permit #06-23: Neil & Donna Schultz – Block 91, Lot 1 and 18” of Lot 2

Office addition, parking lot. Johnston explained to the Board she told Neil Schultz that he or a representative must be present at the meeting. Schultz stated that his presence was not necessary, and his application was complete. Johnston also asked if Schultz had a survey of the property and he stated he did but didn't have it available and that he knew where his lot lines were.

Shrider made a motion to table the application due to no representation. Motion failed for lack of second.

Spence/Bogaard made a motion to reject the application for the following reasons.

- ***Incomplete application and supporting documentation.***
- ***Nonresponsive to the Historic District Guidelines page 7 & 11.***
- ***Doesn't address Exterior Lighting Ordinance.***
- ***Drawings provided do not meet Historic Preservation Ordinance Chapter 423-4, B.5, items a-m criteria as follows.***

- a. *All new structures should be constructed to a height visually compatible with the building and environment with which they are visually related.*
- b. *The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.*
- c. *In the Street elevation of a building, the proportion between the width and height in the façade should be visually compatible with the building and environment with which it is visually related.*
- d. *The proportions and relationships between doors and windows in the street façade should be visually compatible with the buildings and environment with which it is visually related.*
- e. *The rhythm of solids to voids, created by openings in the façade, should be visually compatible with the buildings and environment with which it is visually related.*
- f. *The existing rhythm created by existing building masses and spaces between them should be preserved.*
- g. *The materials used in the final façade should be visually compatible with the buildings and environment with which it is visually related.*
- h. *The texture inherent in the façade should be compatible with the buildings and environment with which it is visually related.*
- i. *Colors and patterns used on the façade (especially trim) should be visually compatible with the buildings and environment with which it is visually related.*
- j. *The design of the roof should be visually compatible with the buildings and environment with which it is visually related.*
- k. *The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.*
- l. *The street facades should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.*
- m. *Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.*

Passed by roll call vote to reject as follows: Bogaard, Carrier, Hedman, Shrider and Spence – yes.

3. Next Meeting Date and Time:

- May 22, 2023, 5 pm at City Hall.

Adjournment: Hedman/Shrider moved to adjourn at 5:40 pm. Carried.

Minutes provided by Dionne K Johnston, Treasurer/Deputy Zoning Administrator