

# City of Bayfield Plan Commission

Minutes of November 28, 2023 – 5:00 p.m.

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## **Call to Order - Roll Call**

Mayor Ringberg called the Plan Commission meeting to order at 5:02 p.m. followed by roll call.

**Present:** Bland, Carrier, Hedman, Johnson (5:25 p.m.) and Mayor Ringberg

**Absent:** Johnston

**Others:** Tim Schwecke and Charlie Handy-Civitek, Clerk/ZA Hoopman

**Approve Agenda:** Carrier/Hedman made a motion to approve the agenda as presented. Carried. Hedman requested further review of Memo#15 and noted we didn't get a chance to consider all sections. Hoopman will add to the Commission's next agenda.

**Review/Approve Minutes of November 14, 2023:** Hedman/Carrier moved to approve the minutes as corrected. Carried.

**Public Input on Agenda Items:** None.

## **Agenda Item(s):**

### **1. 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

Dave Tweed, Stantec was present and noted the following:

1. At the last meeting he did not have a chance to review the latest set of drawings with the commission and specifically called out the Facility ID signs that were included (Large, Medium, and Small).
2. He ordered paint samples (black, grey, and white) and suggested we pursue painted metal. After some discussion it was agreed the bid documents should include an alternate for powder coated metal.
3. He is hoping at the next meeting we will agree on a final set of plans. Homework: Commissioners are to review the last set of Design Drawings dated October 29, 2023, and offer final revisions.
4. He briefly discussed the vendors available, noting Graphic House is the only firm that can provide all signs. All others will have to farm out portions of the project.
5. They will follow through with providing shop drawings, materials, and sample reviews for our first phase.
6. They will respond to WisDot comments on our application (community wayfinding and entry IDs).

### **2. Next Steps Zoning Code Review:**

- Review Memo #16: Landscaping
- Review Memo #17 – Review Procedures
- Receive Update on proposed changes to Chapter 423 – Historic Preservation Ordinance

Schwecke first provided the Commission with copies of the draft plan in its entirety and went through the various chapters.

The Commission then spent a considerable amount of time reviewing Memo #17 – Article 5 Procedural Requirements and many questions were asked, answered, and clarified. Then they reviewed Memo #16 - Article 17 Landscaping. A suggestion to add tree islands was made, and it was clarified this policy would apply to future City Owned Parking Lots.

Schwecke asked the Commission to begin thinking about fencing. A couple members noted they didn't want to see chain-link fencing allowed anywhere. Hoopman reminded the Commission and Schwecke about our existing 4' fence policy and noted we have not been asked to make a change. Bayfield has wanted to promote neighborhoods and traditional privacy fencing has not typically been seen or requested here.

**3. Confirm/Set Next Meeting(s):**

- December 12, 2023, 3:30 p.m.
- January 9, 2024, 3:30 p.m.
- January 23, 2024, 3:30 p.m.

For the benefit of staff, Carrier suggested the Commission hold their winter meetings at 3:30 p.m. All agreed this would be great and works good for them too.

**Adjourn:** Carrier/Johnson moved to adjourn. Carried (7:48 p.m.)

Minutes by Clerk/ZA Hoopman