

# City of Bayfield Plan Commission

Minutes of August 9, 2023

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**Call to Order:** Mayor Ringberg called the meeting to order at 5:00 p.m. at the Bayfield City Hall followed by roll call.

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

**Others:** Clerk/ZA Hoopman, PWD Kovachevich, Dave Tweed and Jamie Wirkler-Stantec, Travis Patterson, and Tom Bodin

The Commission learned James Cragoe had submitted a letter of resignation. He will be sadly missed by all.

**Approve Agenda:** Johnson/Hedman moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of July 25, 2023:** Hedman/Carrier moved to approve the minutes as corrected. Carried.

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

## Agenda Item(s):

### 1. **Clipper Brewing LLC – Sign Permit Request (Multi-Business Premise)**

Bland/Johnson moved to approve the sign permit request from Clipper Brewing allowing them to put up one 4' round sign left of their entry door (second level, north side of building) and a 3' round secondary sign on the railing facing Wilson Avenue. Carried.

### 2. **Conditional Use Permit – 21 South 3<sup>rd</sup> Street:** Revised Parking Plan

Johnson/Carrier moved to approve the revised parking plan as presented from Travis Patterson, 21 South 3<sup>rd</sup> Street; guests to park in front space off 3<sup>rd</sup> Street, owner to use old driveway to access garage spaces in the rear of property. Carried.

### 3. **City of Bayfield Wayfinding Project:** 90% Design Development Package II - May 2023

#### A. Vehicular Directional Signs:

- All – Increase space between listings so sign is easier to read.
- All – Center Bayfield Logo on all signs. Bayfield should be centered on the top of sign, both vertically and horizontally.
- All – Ask if border can be added that matches the border shown on the Restroom Signs (90% Design – Pg. Facility ID Restrooms 1.3). It was felt this was asked before and the DOT rules don't allow it; please double check.
  
- 1 3.1 move closer to intersection and make sign two-sided. Sign text:
  - Boat Launch Information
  - Rec Center - ask the Rec Center if they would be willing to remove directional sign all together, if yes, remove listing.
    - Remove Restrooms
  
- 2 3.1 – Eliminate

- 3 3.1 – Make it two sided. Change text to:
    - Boat Launch
    - Restrooms
    - ↑ Information (West Side Only)
      - Remove Trailer Parking
  - 4a./4b. 3. 1 Ok as shown.
  - 5 3.1 Change National to Nat'l
  - 6 3.1 Remove Restrooms
- B. **Metal Finishes:** The Commission would have preferred metal samples, but by consensus agreed to use a black finish, so all wayfinding signs match.
- C. **Review Homework Assignment: Where are icon signs needed and what content**  
 A variety of thoughts and opinions were shared on what icons to place and where. For a variety of reasons including fairness and sign clutter, the Commission agreed to get icon sign schematic/designs so that if needed at a later date, they could easily be purchased and installed.

Carrier left at 6:18 p.m.

**4. Zoning Code Review** (Depending on time, discussion may be postponed until the next meeting)

- General discussion on the Zoning Code Review Process: re-evaluate needs and expectations
- Memo #12 – Alternative Design Options

No review or action was taken on the item listed above. It was determined the Mayor would reach out to Civitek to discuss the Commission's concerns and figure out how best to proceed.

The Commission noted they were excited to discuss the topics listed in Memo#12. These topics reflect areas of concern noted early on. Also, the Zoning Hub map still does not show the City's Parks.

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

- August 22, 2023
- September 6, 2023
- September 26, 2023

**Adjourn:** Johnson and Johnston moved to adjourn. Carried. (6:47 p.m.)

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