

# City of Bayfield

## Architectural Review Board

### Minutes of January 23, 2023

---

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

**Present:** Bogaard, Carrier, Eldred, Riemer, Shrider, and Spence

**Others:** Tom and Bill Bodin, Pete and Jenna Kulenkamp, Colleen Beagan, Annalisa and Cody Bermel, Amorin Mello, Clerk/ZA Hoopman and Treasurer/ZA Johnston

**Approve Agenda:** Spence/Riemer moved to approve the agenda with the understanding Item #4 was removed per the applicant's request. Carried.

**Review Previous Meeting Minutes of November 28, 2022:** Eldred/Shrider moved to approve the ARB Minutes as presented. Carried.

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

#### **Agenda:**

**1. Building Permit#46-22: Thomas D. and Linda Georgeson - 21 East Lynde Avenue  
Roof extension over front entry door**

In follow up to the motion made at the ARB's October 24, 2022, Meeting, the Georgeson's provided additional information on their request to construct a 14'x14' wood supported roof over their front door. Gray metal used will match house. Spence/Eldred moved to approve the porch roof as requested. Carried.

**2. Building Permit #01-23: Bodin's Inc., 208 Wilson Avenue  
Building Improvements – New stairs, stair renovations, doors, window**

Tom Bodin, verbally provided a summary of his request which includes:

- Replacing the existing stairway on the west side with new construction/to code
- Replace the existing double doors with new double doors
- Bringing North Stairways to code by replacing railing; adding hand rails and spindles
- Replacing single door to nowhere on east side with a window to match

Eldred/Bogaard made a motion to approve the application as presented and to request applicant provide State Approved Plans prior to the issuance of a City Building Permit, and to require the applicant to submit their light fixture plans to the City for review and approval (must meet the City's exterior lighting ordinance). Discussion. Passed by roll call vote as follows: Carrier, Eldred, Riemer, Shrider, Spence and Bogaard – yes.

**3. Building Permit #23-22: 200 Rittenhouse Avenue, LLC – St. James Social  
Review/Consider proposed Building Plan Changes**

Chairman Carrier recused himself from this application due to a potential conflict of interest.

Annalisa Bermel provided an overview of the changes made to their building plans. She noted the following:

- Awning now will be white
- Main Structure will now all be white, with white trim
- Solar pergola has been removed from roof and relocated to courtyard, south facing roof and structure will be painted white.
- North Stairs now has double hung metal clad fixed windows and the structure will be faced with 8" horizontal white siding (not black metal).
- South Windows will now be double hung, two placed horizontally.

Bogaard/Shrider moved to approve the changes presented to 200 Rittenhouse Avenue as presented. Discussion ensued. Passed by roll call vote as follows: Eldred-yes, Riemer-yes, Shrider-yes, Spence-no, and Bogaard-yes.

4. **Building Permit #02-23:** No action taken; withdrawn per the applicant's request.
5. **Zoning Administrator Report:** Report provided. Spence will oversee the Whittet project and Shrider take the Eckels garage.
6. **Discuss Historic District Guidelines / Updates:** Hoopman noted the HPO is a result of the community's interest and is listed in the City's last two comprehensive plans. By having our HPO and the guidelines in place, the City was eligible for the NWREDF Façade loan program. Thank you to Annalisa for bringing this program to our attention! As meetings continue, please consider asking Dionne Johnston for information on its history; she is a great resource.
7. **NWREDF Façade Loan Program:** The City is now signed up for this program. Small businesses located in the Historic District are eligible for grant funding for façade improvements.
8. **Next Meeting Date and Time:**
  - February 27, 2023, 5 p.m. Spence might be absent or attending virtually.
  - March 27, 2023, 5 p.m. Eldred will be absent.

**Adjournment:** Spence/Shrider moved to adjourn. Carried.

Minutes provided by Billie L. Hoopman, Clerk/ZA