

## **Planning Commission Meeting**

**June 9th, 2016**

**7:03 pm Community Center**

Commission Members:

Janice Olson, Susan Keachie, Joni Vaughn, Jackie Eid, and Larry Chernoff

Minutes: Larry made a motion to approve the corrected version of the May Minutes. Jackie 2<sup>nd</sup> the motion. All were in favor.

### **No Updates or Correspondence**

### **Sign Permit Criteria**

Discussion:

Susan had approached Rob Schierman, Bayfield County Planning and Zoning Administrator with some questions about what areas of sign regulation the Town could have without creating an ordinance and without conflicting with the current Bayfield Co. Sign Ordinance. Rob responded with some information on which sign permit applications would come before the Town for approval and where the Town might be able to set criteria for sign permit approval. The County allows one LED sign per business (not to exceed 32 sq.ft.) in an Unincorporated Village Overlay District (UVOD) and these permits must come before the Town for approval before the County considers approval. The Town can regulate the size and characteristics of this sign. With the Town approval of the LED sign for the Star North gas station and convenience store a precedent was set for these signs. The Plan Commission will gather the total dimensions of the sign, the dimension of the display and the timing of the changes in the display. This will set the standard for any future requests by Town businesses for LED signage. Sign permits for On-Premise signs in R1, R2, R3, and R4 will also require Town approval. These will more than likely apply to home-based businesses.

Rob's information suggested that any sign criteria include the Purpose of creating guidance for signage, Definitions if necessary, and standards for measuring sign areas. Also, possible regulations for sign placement, density, and type/time of lighting.

According to Rob the UVOD generally applies to the part of a village that includes stores, gas stations, etc. and would typically also have street lighting. This area has also been referred to as that area served by sanitary sewer.

Larry had an updated map of the Sanitary District. None of the Commissioners had the updated map in their Comprehensive Plan and some had different versions than others. Janice will look into getting the updated version in a format that will fit into the Comp Plan books. Some maps did not show the marina as being part of the district but the updated one did. Therefore, sign regulations should apply to the Marina district as well as downtown.

Commissioners agreed that sign criteria should set the area of the Town that such criteria would apply to and that permit applications should provide a detailed description of the sign including the size, materials and colors that it would be made of. The exact placement of the sign on the property should also be included in the application.

References to signage and lighting in the Comprehensive Plan will be cited and the criteria will be in conjunction with the Bayfield County sign ordinance.

Joni had no updates on the Commercial/Inspected Kitchen idea. Jackie voiced her disagreement with pursuing the idea. She could find no direct references to it in the Comprehensive Plan and felt that developing the kitchen in the Community Center for this use would add unnecessary burdens on the Town with additional maintenance and costs. Joni pointed out that the kitchen could add economic activity in the Town and as the project is still being researched there are no facts yet available on costs.

Susan made a motion to adjourn the meeting, Jackie 2<sup>nd</sup>, all were in favor. The meeting was adjourned at 8:20 pm.

**The next meeting will be July 7th at 7 pm at the Community Center.**

Respectfully submitted,

Susan Keachie

Secretary