

City of Bayfield Plan Commission

Minutes of August 22, 2023 – 5:00 p.m.

Call to Order - Roll Call: 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, Johnson, Johnston, and Mayor Ringberg

Others: Clerk/ZA Hoopman, Eric Thomson, Tim Schwecke, and Charlie Handy-Civitek, Dave Tweed and Jamie Wirkler-Stantec, Fred Clark and Kathryn Thomson

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

Review/Approve Minutes of August 9, 2023: Hedman/Bland made a motion to approve the minutes of August 9, 2023, as presented. Carried.

Public Input on Agenda Items: None.

Public Hearing:

The hearing was being held to receive input on the Accessory Dwelling Unit Conditional Use Permit request from Eric D. and Kathryn W. Thomson, owners of 309 No. 2nd Street. They are proposing to convert their upper garage space (391 Sq. ft.) into a one-unit accessory dwelling unit. Persons were invited to appear at this hearing and testify in person or by an agent.

Input:

Fred Clark was present to voice his support for the Thomson's Conditional Use Permit request.

Mary Ellen Stewart sent an e-mail noting she objects if there is an allowance to place it into the rental market.

Hoopman noted the ordinance specifically states ADU's cannot be used for transient rentals.

Since there was no other input received, Carrier/Johnson made a motion to close the public hearing. Carried. (5:04 p.m.)

Agenda Item(s):

1. Conditional Use Permit Application. Review and act on the Conditional Use Application from Eric D. and Kathryn W. Thomson, owners of 309 No. 2nd Street, who are seeking a Conditional Use Permit for an accessory dwelling unit.

Carrier/Johnson made a motion to approve the application as all the requirements will be met, including the installation of independent water and sewer lines. Carried.

2. Receive and consider proposed Ordinance #404 – An ordinance amending the operation of Short-Term Rentals. Johnston explained this slight change in verbiage would require Short Term Rentals to be rented for a seven-day period, rather than a portion thereof.

Hedman/Johnson made a motion to recommend the Council adopt the revision, with the understanding the next step is to schedule a public hearing. This revised language matches the state statutes on Short-Term Rentals. Carried.

3. Vendor Reports for Civitek and Stantec: Informational, no action required.

4. Zoning Code Review:

- General discussion on the Zoning Code Review Process: re-evaluate needs and expectations, how to move forward

Charlie Handy mentioned the conversation he and Tim Schwecke had with the Mayor. He said he and Tim are aware of the concerns and they want to work with the Commission, so the right plan is crafted for us. Discussion ensued.

- Need to understand how we got here and where do we go from here? What does that new path look like?
- Please see the guiding principles from the last meeting.
- Requirements (not limited to):
 - ✓ Simplicity
 - ✓ Affordable housing initiatives
 - ✓ Staff ability to administer
 - ✓ Need for dimensional standards.
 - ✓ A clear understanding of the process? How are applications/projects reviewed? What are the points of control?
- Memo #12 – Alternative Design Options
The Commission reviewed the three options shown. Discussion ensued:
 - ✓ Understanding the process to review, approve or deny an application is needed.
 - ✓ Re-review what districts each(Conventional, Cottage Housing, Adaptive Reuses) are allowed in, and understand the types of development that would be allowed. In some of the areas, there are allowances for a variety of uses, which would create mixed uses/development.
 - ✓ Change title to “Planned Development Districts” and the subtitles to Conventional, Cottage Housing and Adaptive Reuse.
 - ✓ The meeting ARB had with Jason Tish was mentioned and the changes forthcoming need to be integrated into the code.
 - ✓ Change the acre notation to Block/Lot.
 - ✓ General design standards – continue reviewing, and make sure it makes sense and is not overly limiting.
 - ✓ Parking and garages need further consideration (510.1360 Parking and Garages).
 - ✓ Parks are still not showing on Zoning Hub, also the Reiten Boatyard condominiums are labeled incorrectly.
 - ✓ Open Space do we need active recreational areas? (510.1357 D.)
 - ✓ Review Impervious surface (510.1362 Lot Coverage)

5. City of Bayfield Wayfinding Project

- 90% Design Development Package II - May 2023
- Review proposed mark-ups to send to Stantec

Dave Tweed presented a revised set of drawings to the Commission. The Commission listened to the presentation and were told the plans would be sent to them for further consideration.

Notes:

- Jamie and Dave believe the City should reconsider using Street Light Maps and Icon Signs. The size of these have been reduced to 7'x14". They will propose icon signage for further review.
- The vehicular signs can only have three listings and no icons.
- Commission would like to review Hoopman's mark-up and the new set of drawings at their next meeting.
- The Commission needs to solidify the location of the entry signs.

Schwecke mentioned he will be at the next meeting in person. He offered to meet with anyone prior to the meeting to discuss their concerns or to answer any questions. He said he will plan to review the upcoming benchmarks then.

6. Confirm/Set Next Meeting(s):

- September 6, 2023 – Focus on Wayfinding
- September 26, 2023 – Focus on Zoning

Adjourn: Johnson/Carrier made a motion to adjourn. Carried. (6:57p.m.)

Minutes by Billie L. Hoopman, Clerk