

City of Bayfield Plan Commission

Minutes of Tuesday, April 27, 2021, 4 p.m.

Call to Order-Roll Call: Mayor Ringberg called the meeting to order followed by roll call.

Present: Burkel (arrived 4:07 p.m.), Cirillo, Durfey, Johnston and Mayor Ringberg

Absent: Dougherty

Others: Beth Cozzi, Kate Kitchell, Minarda Thrasher, Marcie Gephart, Billie Hoopman, Clerk and Tom Kovachevich, PWD

Approve Agenda: Durfey/Johnston made a motion to approve the agenda as presented. Carried.

Mayor Ringberg called the Public Hearing to order:

The hearing was being held to receive input on the following:

- A. Loren and Martha Insley, owner of 212 So. 6th Street, are seeking a Conditional Use Permit for a two bedroom/basement apartment Bed and Breakfast Permit in accordance with Section 500-33 through 500-35.
- B. Roberta Akerlund-Kotas, owner of 108 No. 10th Street is seeking a Conditional Use Permit for a private well in accordance Chapter 489-4 and 489-5.
- C. Ordinance #401 – an Ordinance to Create Section 54-20 - Development Review Costs and amending Chapters 146-Lawns, Natural Plantings, Brush, and Weeds; 152-Building Construction; and Article XVI Terminology of the City of Bayfield Code of Ordinances by adding Green Infrastructure language as attached hereto.
 - A letter in opposition to the Insley B&B Conditional Use Permit from Mr. Thomas Schneider was received, put into the record, and placed of file.
 - Marcie Gephart noted some questions and concerns she had regarding the Insley B&B Conditional Use Permit Request.
 - Kate Kitchell, Green Infrastructure Co-Chair thanked the Commission for their previous review and support on Ordinance #401.

Johnston/Burkel moved to close the Public Hearing and Call Regular Meeting to Order after the Mayor asked for further input and none was received. Carried. (4:09 p.m.)

Review/Approve Minutes of March 23, 2021: Burkel/Durfey moved to approve the Plan Commission minutes of March 23, 2021 as presented. Carried.

Public Input on Agenda Items:

Kate Kitchell, said on the topic of the Viking Cruise Line, she hoped the City would be proactive in welcoming them to our community and preparing from their arrival.

Presentation/Discussions with Heidi Zimmerman regarding Downtown Revitalization Efforts:
Postponed until a later meeting.

Agenda Item(s):

1. Bed & Breakfast Conditional Use Permit Application - Loren and Martha Insley, owner of 212 So. 6th Street (for a two bedroom/basement apartment)

Burkel/Cirillo made a motion to approve the one-unit basement apartment (2 bedroom) B&B Conditional Use Permit Application as presented. Discussion ensued. Hoopman noted this property except for the last two years has operated as a tourist rooming house and to the City's knowledge there were no known issues. Guests will be parking in their driveway off Sixth Street and accessing the unit by walking around the South side of the property. The owners would have to be in-residence during the time of rentals. Passed by roll call vote as follows: Burkel, Cirillo, Durfey, Johnston and Mayor Ringberg – yes.

2. Private Well Conditional Use Permit Application - Roberta Akerlund-Kotas, owner of 108 No. 10th Street

Durfey/Cirillo made a motion to approve the private well Conditional Use Permit Application as presented. Discussion. The City is not able to provide them with City Water. Passed by roll call vote as follows: Cirillo, Durfey, Johnston, Burkel and Mayor Ringberg – yes.

3. Ordinance #401 – an Ordinance to Create Section 54-20 - Development Review Costs and amending Chapters 146-Lawns, Natural Plantings, Brush, and Weeds; 152-Building Construction; and Article XVI Terminology of the City of Bayfield Code of Ordinances

Cirillo/Burkel moved to recommend approval of Ordinance #401 as present to the Common Council. Discussion. Passed by roll call vote as follows: Durfey, Johnston, Burkel, Cirillo and Mayor Ringberg – yes.

4. Comprehensive Plan Implementation: Plan Commission Action Planning

- Launching the Green Infrastructure & Climate Resiliency Program Natural – What's next? The Commission received a copy of the GI Task Force minutes of March 31, 2021. Additionally, Kate Kitchell added they will be working on the outreach portion of the project. Metroblooms has also been hired to provide four evaluations which are to take place at the Broad Street Beach, Courthouse, 11th and Manypenny Avenue, and 6th and Rittenhouse Avenue.
- Housing Study Updates – Mayor Ringberg said 35% of the surveys were returned and the results have been compiled. Overall, there were some setbacks due to Covid, but a no cost extension will soon be put into place. He reminded the Commission we are also inline to participate in a PILOT Project thought WHEDA; we are number 3 on the list.
- Health In all Policies –Guidance Document – no action taken.

5. Items identified for future actions

a. Chickens - Draft Ordinance/Permit (Review revisions)

Cirillo noted she and Dougherty have discussed the ordinance and will be suggesting a few modifications including:

1. Increasing the number of chickens allowed to 6 (it was 4)
2. Add a few standard coop designs which would be reviewed by Dougherty
3. Eliminating the neighbor approval requirement
4. Complaints would be handled by Cirillo

Hoopman recommended the changes be incorporated into the Chicken Ordinance and reviewed by the Plan Commission at their next meeting. She also suggested the Commission may want to get legal input on enforcement. Would somebody with some type of credentials

have to be involved for animal cruelty or safety issues? Who? At who's expense? How would it be collected?

b. Viking Cruises – Mtg. Update

- The Mayor told the Commission that he spoke to a variety of other proposed port operators and they are not much farther along in their planning with Viking Cruises.
- We learned there are some additional plans we will need to put into place to meet Coast Guard Safety guidelines.
- The Harbor Commission has scheduled a meeting with Viking to begin discussing their mooring and land-based needs.

Cirillo noted, Viking Cruises might only be good for a few selected organizations. What happens when there is inclement weather? Please make sure there are proper safety protections for all. Pay attention to the details.

c. City Hall – Consider Building Needs, possible and best uses of property

The Commission was provided with a copy of the March 31, 2021 Common Council meeting minutes which outlined Councilor Carrier's motion to create an ad hoc committee and the goals of this group. The Mayor noted there was a greater sense of urgency to the matter when the Council was briefly considering purchasing the FUN Building on Third Street and Manypenny Avenue. They decided not to pursue that building so the urgency has lessened.

Hoopman provided draft reports on City Hall Requirements, City Assets needing storage, proposed locations and a map showing the City's Public Land. Commissioners were asked to review the information and provide feedback, additions, corrections, amendments.

The Mayor asked Tom Kovachevich if the Public Works was able to move forward on the inventory/assessments of City Properties. Due to covid that work was halted last year.

6. Confirm/Set Next Meeting(s): May 25 and June 22, 2021, 4 p.m.

Adjourn: Johnston/Burkel moved to adjourn. (4:52 p.m.)