

City of Bayfield Plan Commission

Minutes of Tuesday, August 27, 2019, 4 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814

Call to Order - Roll Call: Mayor Ringberg called the meeting to order at 4 p.m. at the Bayfield City Hall followed by roll call.

Present: O'Brien, Burkel, Hackbarth, Mayor Ringberg, Dougherty (arrived 4:02 p.m.), and Johnson (arrived at 4:34 p.m.)

Absent: Durfey

Others: Megan Boyle, John Gerzina, David Eades, Tom Kovachevich-PWD and Billie Hoopman-Clerk

Approve Agenda: Burkel/Hackbarth made a motion to approve the agenda as presented. Carried.

Review/Approve Minutes of July 23, 2019: O'Brien/Burkel made a motion to approve the July 23, 2019 minutes as presented. Carried.

Public Input on Agenda Items: Megan Boyle, BHA Director, gave a brief presentation on BHA's request to purchase Lot 19, Block 74. The schematic design dated 8/25/2019 was introduced by Architect John Gerzina. He mentioned the slope issues and lack of property needed to move forward with the design proposed. The idea of co-using the parking lot on Lot 20 was mentioned; could that parking lot be improved and expanded, but still be owned by the City? It was noted that many BHA programs occur during the shoulder season.

Agenda Item(s):

- 1. Consideration of BHA's request to purchase Lot 19, Block 74:** The Commission was informed this issue was discussed at the Public Works Meeting and they made a motion to retain ownership. They acknowledged the wonderful work done by BHA, but cited the need for parking as the main reason for their decision. PWD Kovachevich added the loss of property is also a major concern and not a good practice. By retaining Lot 19, we would be able to expand the parking lot and get an additional 10-12 spaces.

It was noted there is a need for long-term parking in the City, and currently the parking lots on Washington Avenue allow for 14-day parking.

If an offer were made to sell part of Lot 19, the City should consider a condition that should BHA's project not come to fruition, we automatically get the property back.

City ordinance requires one parking stall for every seven seats, and commercial code requires a certain number of spaces to be handicap accessible. BHA's schematic design shows seven spaces off the alley, but the topography makes these spaces less than ideal.

Lots of discussion ensued.

Burkel/Dougherty made a motion to recommend the City investigate developing a larger parking lot on Lots 19-20, doubling the current size, and to consider selling BHA the remaining portion of lot 19. Gerzina will help by drafting a site plan of an expanded parking lot on this site. Carried.

2. Comprehensive Plan Implementation - Action Planning:

- Review Action Plan
- Discuss next steps

The Commission received copies of the Comprehensive Plan Implementation: Turning Goals and Objectives into to Actions, the Actions Process (May-December 2019), the proposed Actions Table and the Comp. Plan Actions Crosswalk with Goals, Objectives and Committees.

Kate Kitchell was thanked for collecting the actions developed by committees and integrating them into this report. She has been instrumental in this operation. It was noted, the action items require annual review of the progress being made on them every April.

Kitchell mentioned not all the goals have action items and that's OK.

Dougherty/Johnson moved to send these documents to the Council for approval and inclusion into the Comp. Plan. Carried. It was noted the next Council Meeting is scheduled for Sept. 18, 2019.

- ## **3. Sign-Subcommittee:**
- Commissioner's received a copy of the Sign-Subcommittee minutes of July 31, 2019. David Eades is doing some research on the definitions for directional and wayfinding signs in preparation for their next meeting which is scheduled for September 10, 2019.

4. Property Maintenance: Hoopman has engaged in the assistance of the Police Chief to provide official notice and to the property located on the corner of 5th Street and Manypenny Avenue.

5. Confirm/Set Next Meeting(s):

September 24, 2019, 4 p.m.

October 22, 2019, 4 p.m.

November 26, 2019, 4 p.m.

December 24, 2019, no meeting.

Some brief discussion ensued on the Plan Commission's upcoming task of reviewing the City's Zoning Code. In light of the discussion today, David Eades, offered that in Ashland when they reviewed their codes, they took off all discretionary items in their ordinances. He was thanked for his good advice.

Adjournment: Dougherty/Johnson/Burkel moved to adjourn. Carried.

Minutes by: Billie L. Hoopman, Clerk