

# City of Bayfield Plan Commission

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## Minutes of Tuesday, August 29, 2017 – 5pm

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

### Call to Order - Roll Call

Mayor Ringberg called the meeting to order at 5:00 p.m. at the Bayfield City Hall.

**Present:** Durfey, Hackbarth, Burkel, Dougherty and Mayor Ringberg

**Absent:** Oeltjenbruns and Johnson

**Others:** Nan Fey, Consultant

**Approve Agenda:** Durfey/Burkel moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of July 25, 2017:** Burkel/Dougherty moved to approve the minutes as presented. Discussion ensued on Agenda Item #2. The Commissioner's voted to not approve the minutes as presented. *(Later Durfey/Dougherty moved to reconsider and revise the minutes to include clarifications and corrections in the motion on Agenda Item #2).*

### Public Input on Agenda Items:

Stephanie Maud, resident at 421 Manypenny spoke about the property maintenance concerns we have regarding this property. She indicated she was unaware of the City's concerns until July 5, 2017 noting she didn't know of any letters, nor does she understand what is legally required. She requested additional time. She noted she thought the only area that needed to be cleaned up were those bordering the street. She said she was sad to learn that she can't have milkweed, it's upsetting due to the butterfly situation.

**Agenda Item(s):** The Commission agreed to change the order of business and first discussed the property maintenance issue, Agenda Item #2.

## 2. Zoning Administrator: Property Maintenance Report/Update

The Commission received a written report from Hoopman dated August 29, 2017.

Hoopman provided a brief summary of the situation at the Maud residence. She has noted that letters have been sent for the past three years. The official notice was sent on July 13 to both her and her father, the owner listed on the tax roll. She has spoken to Stephanie on the phone and in person at City Hall, and more recently on site to discuss the property maintenance issues. Hoopman expressed the focus has been on the yard maintenance issues. Photos of the property that were taken today were provided.

Burkel/Durfey made a motion to go forward with issuing a citation. All ayes.

Dougherty/Hackbarth made a motion to send Heitsch an official notice and move on with a citation if necessary due to property maintenance issues. Carried.

Commissioner's discussion the process that ensued over the past year to revise the property maintenance ordinances.

The Commission asked Hoopman to:

- follow-up with Tremewan and ask him to paint the front of the house; provide ordinances and a reasonable time for compliance.

- inquire what is being planned for the Broad Street Bistro property. Have the owners applied for any type of Building Permit? If not, send Property Maintenance / Historic Preservation ordinances and info to owner and let him know the property needs to be cleaned up and restored. Commissioner's expressed concern over the boarded windows.

#### 1. Comprehensive Plan Update — Next Steps

The Commission received the following written documents:

- 8/29/17 Comp. Plan Update Process – Next Steps (Provided by Nan Fey)
- Housing Goal and Update (Provided by Nan Fey)
- Comprehensive Plan Update Progress Report – Draft, dated July 25, 2017 (Provided at meeting by Nan Fey, reviewed by Commission at last meeting)
- Comprehensive Plan Update Notices – Utility Bill, City Website (Copies Provided at Meeting by Nan Fey)
- Planning Horizon (Visual Graph provided by Nan Fey at Meeting)
- Wisconsin's Comprehensive Planning Legislation – available for reference if needed

Discussion:

- Fey questioned the language on the website and August Utility Bill that still promises a progress report. What is that going to be? Do we still want to do a progress report? What should it look like? How should it be shared? What is the progress report for and what kind of feedback would be good for rest of the process? Is it better to ask for their opinion on the draft update?
- What public participation will occur? Fey said we'd be looking for feedback on revised goals.
- How long does the progress report need to be? Short and succinct is preferred.
- It was decided the progress report would not be asking for community feedback at this time.
- A decision was made to send a revised Progress Report Letter to all City Tax Payers. The Commission worked on revising the draft letter provided. Fey will revise her word document and send to Hoopman.
- What kind of comp. plan update are we working on? The Commission is working on a selective update/revision.
- There was some discussion about how to implement the reviewed and updated Action Items from the 2001-2021 Comp. Plan.
- The 2001-2021 Comprehensive Plan is still relevant.
- The Commission reviewed the updated Housing Goal that was provided.
- Fey will be working on revisions to the Goals and Objectives as needed. Not all of them may need to be updated. She would like the Commission to schedule a work session in October to get their feedback.

- We are moving forward with a Comprehensive Plan Update; a separate document that is a stand-alone document. What will be included is still unknown at this time.

**3. Next Meeting Date(s):**

September 26, 2017, 4 p.m.

October 17, 2017 – Work Session, 9-noon

October 24, 2017, 4 p.m.

November 28, 2017, 4 p.m.

**Review/Approve Minutes of July 25, 2017:**

Durfey/Dougherty made a motion to reconsider and revise the Plan Commission meeting minutes from July 25, 2017, specifically the motion in Agenda Item #2 to state “begin writing draft goals for the Comprehensive Plan Update” not “to begin writing the Comprehensive Update”. Motion carried.

**Adjournment:** Durfey/Dougherty made a motion to adjourn. Carried.

Minutes by: Billie L. Hoopman