

City of Bayfield Plan Commission

Minutes of Tuesday, September 26, 2017 – 4pm

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: Sheryl Burkel, Dottie Hackbarth, Mary Dougherty and Mayor Ringberg

Absent: Bob Durfey, Trish Oeltjenbruns and Sharon Johnson

Others: David Eades-Chamber Director, and Nan Fey, Comp. Plan Update Consultant

Approve Agenda: Dougherty/Hackbarth made a motion to approve the agenda dated September 26, 2017 as presented. Carried.

Review/Approve Minutes of August 29, 2017: Burkel/Hackbarth made a motion to approve the minutes of August 29, 2017 as presented. Carried.

Public Input on Agenda Items: None.

Agenda Item(s):

1. Comprehensive Plan Update

a. Maps

Hoopman provided the Commission with a report titled Comprehensive Plan Update – Maps dated September 20, 2017 (attached for reference). It shows a list of maps and the current action taken.

Discussion ensued.

- Housing Map – Do we need in its current form? Do we really want another type of map? If yes, what information is needed? Burkel feels the Housing Conditions map is necessary for the Housing Committee work. Since it doesn't have a title or reference, it was suggested the 2001-2021 Comp. Plan Original Housing Map could have been done with Northland College support.
- Nan Fey feels the Existing Land Use, Proposed Land Use and Zoning District Maps will all need to be updated.
- Permanent Resident/Lottery Credit Map (New) -This map does not show long term renters.
- Consider adding Public Right-of-ways to City Owned Property Map.
- Parks and Recreation mapping needs; should it include City Parks or all park areas? This map needs some changes; like adding the Waterfront Walk.
- Parking Map – Where does that project stand, what is the timeline, does the map need updates?

b. Website Review

Commissioners prior to the meeting were asked to visit www.cityofbayfield.com and to see short comment on right side of home page, "City Info." tab at the top of home page and note the 2001-2021 Comprehensive Plan and Comp. Plan Update on drop-down tab below. They were asked if anything else needed to be added?

- Nan Fey told the Commission, she recently spoke to Bill Gover, BHA about helping us add the earlier Comprehensive Plans for review. She's hoping these documents could be scanned and then searchable.
- They suggested the Plan Commission Minutes be added or linked. Dougherty feels it would be helpful for accountability.

- Regarding public engagement, Satya from COWS and the Health in all Policies Project suggested we could go to the coffee shops and ask what do you think? Other places include churches, Fish Fry's, Friday Friends at Core, Bayfield Civic League, and the Chamber's Annual Meeting in November.

c. 2018 Comprehensive Plan Update and Zoning Code Project

It was noted the Housing, Sustainability, and Land Use Elements were high priorities with regard to the order of completion.

The Commission was given a copy of a Comprehensive Plan and Zoning Code Project proposal from Nan Fey, Consultant dated September 5, 2017 in the amount of \$5000 (consulting fee); work to be conducted in 2018. Additionally, they were provided with a copy of a series of e-mails between the Mayor, Hoopman and Consultant Fey. In summary the documents provide an outline of what remaining work is needed on the Comprehensive Plan Update and a proposed timeline for completion and gives a lengthier description of the proposed Zoning Code Proposed Project.

Discussion ensued about how best to proceed.

Burkel/ Dougherty made a motion to request \$5000 in Capital Improvement Project Funding in 2018 in the amount of \$5000 to complete the Comp. Plan Update Project; includes \$2500 for Nan Fay, Consultant, and \$2500 for ancillary costs associated with the plan completion. Carried. It was noted that the entire \$5000 budgeted in 2017 would be spent.

Dougherty/Burkel motioned to move forward next Summer/Fall by sending out an RFP for a Zoning Code Review/Update Project. The purpose of this project would be to evaluate the current Zoning Code for consistency with the new Comprehensive Plan Update that is now being developed. Preferably the Commission would hire someone to do this review independently, and to seek grant funding to help cover the cost. Carried.

2. Next Meeting Date(s):

- October 23, 2017, Work Session 1-4 p.m. (Apples/Cider requested)
- October 24, 2017, Reg. Meeting, 4 p.m.

Adjournment: Dougherty/Burkel moved to adjourn. Carried. (5:19 pm)

Minutes by: Billie L. Hoopman, Clerk