

**Meeting Notes**  
**Plan Commission Work Session**  
**October 23, 2018**

Review of potentially “final draft” maps and chapters: Revisions and potential graphic illustrations were discussed for the required chapters, glossary and appendix. A complete draft will also include a title page, list of participating city officials, acknowledgements and a table of contents. UW colleagues are still working on data, graphics, and suggestions for integrating health language; Fey has permission to add where appropriate.

**Introduction:** Revise third paragraph for clarity.

**Issues & Opportunities:** No periods at the end of entries in bullet-pointed lists. Definition of “balance” should also begin with the word “means”. Revise formatting of section on Guiding Principles to make the Vision statement and new Goals stand out; revise sentences supporting the Vision statement and Health goal. Include the “equity graphic” here, perhaps as well as in the Glossary.

**Agriculture, Cultural & Natural Resources:** Update information on amount of farmland lost in Wisconsin to 2015. Remove ampersands (&) in this and all chapters. Include list of “Relevant Maps” in all chapters.

**Utilities & Community Facilities:** Update % of students qualifying for free/reduced meals to 2018 (72%). Minor edits to punctuation, size of bullet points in Existing Conditions section.

**Transportation:** Check with UW folks on whether % of income spent on transportation is above the statewide average. Minor text edits in the introductory paragraph. Revise Goal 2 objective to read “Expand and encourage additional off-street parking options to preserve downtown spaces for customers of local businesses.”

**Economic Development:** Delete “as resident population is aging and shrinking” from the Introduction. Conform punctuation in Existing Conditions list. Revise penultimate sentence in Guiding Principles and replace the phrase “will need to” with “should”. Land Use maps (Existing and Future) should be listed instead of broadband.

**Housing:** Check with UW folks on whether % of income spent on housing is above the statewide average. Clarify 7<sup>th</sup> entry on Existing Conditions list.

**Land Use:** Revise middle sentence in second paragraph of the Introduction, removing “residents witnessed” and adding dates of these flooding events. Cross-references are a good idea, and should be added throughout the plan wherever they will be helpful. If text boxes are used to brighten up the text, e.g. with an explanation of infill or mixed use, the terms should still be included in the Glossary.

**Intergovernmental Cooperation:** Add US Coast Guard to the list of federal government entities in the introduction.

**Implementation:** Remove references to Village of Somerset in the Limitations section.

**Glossary:** Remove the second sentence in the definition of “resilience”, and revise as needed. Sprinkle the word throughout the final draft where appropriate to call attention to this important concept. Remove zoning categories.

**Appendix:** Include list of resources and links from the “data resources” document, add a link to the Smart Growth Law, list the Mayor’s spreadsheet as “2002 Implementation Items Annotated” (create a PDF that can be linked on the City’s website), remove Sustainability Resolution language (add link to the definition in the Glossary) and move the Public Participation Plan to the end of the section.

**Maps:** Add a title to all maps that reads “City of Bayfield Comprehensive Plan 2018” and revise legend information appropriately. Specific revisions on particular maps include:

- 2002 Parks & Recreation Areas map included a misplaced diagonal line between Ninth Street and Washington Avenue north Rittenhouse Avenue that was replicated in other maps; needs to be removed from topography, fragile soils, steep slopes, Parks & Recreation Areas, Existing and Future Land Use maps
- County will update Property Tax Classifications, Assessed Property Values and Public Land Ownership maps with current information and date accordingly
- Transportation
  - Re-label “gravel pits” as “city storage”
  - Add BART stop on northeast corner of First Street and Washington Avenue
- “Dock L” information needs to be clarified and updated on relevant maps

#### Next Steps/Calendar:

November 5 Common Council meets at 9am in City Hall. Its agenda should include an entry for the Comprehensive Plan that notes the following details and actions:

- Accepting Resolution #541 from the Plan Commission
- Introducing an Ordinance to authorize the adoption of the Comp Plan
- Referral of the Comp Plan (final draft) to various city committees for review
- Final draft document

Notice of the Common Council’s public hearing and vote to adopt the Comprehensive Plan on December 10<sup>th</sup> should be provided in compliance with Class 1 requirements at least thirty days in advance. The “final draft” document dated 11-5-18 should be posted to the City’s website (as promised in the announcement on the October utility bills) with a notation that feedback may be sent to [cityclerk@cityofbayfield.com](mailto:cityclerk@cityofbayfield.com)

The Common Council should refer the final draft document to committees that have an interest in topics covered in the plan. These committees should be scheduling meetings between November 5<sup>th</sup> and the end of the month so their feedback is ready for consideration by the Plan Commission and Common Council in December. Their Agendas should include the Comprehensive Plan Ordinance, staff will note each committees' input, and a vote should be taken on whether to "recommend approval of the Comp Plan Update" with possible revisions as specified.

The first four committees were mentioned during the meeting. The other committees listed for consideration have areas of expertise that are relevant; if staff believes their input would be helpful, these committees should also be encouraged to schedule meetings in November.

- Public Works
- Architectural Review Board
- Parks and Recreation
- Library
- Consider also
  - Sanitary District Commission (Utilities Chapter) and
  - Greater Bayfield Wastewater Treatment Plant (if different than above)
  - Tree Board (Natural Resources and Land Use Chapters)

The Plan Commission will meet on December 6<sup>th</sup> at 4:00 pm in City Hall to hold a public hearing, review the recommendations received from other city boards and committees, and vote to recommend adoption of the Comp Plan to the Common Council. As the last committee to review the draft, the Plan Commission will discuss all revisions suggested by other committees.

The Common Council will meet on December 10<sup>th</sup> at 4:30 in City Hall to hold a public hearing, review the recommendations received from all other city boards and committees, and vote on whether to adopt the Comprehensive Plan update of 2018.

Once adopted, a "final-final" version will be produced with all revisions, graphics etc as soon as possible. Printed copies will be published for use by city boards and committees, and an electronic version posted to the City's website.