

# City of Bayfield Plan Commission

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## Minutes of Tuesday, January 22, 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 4:00 p.m. at the Bayfield City Hall followed by roll call.

**Present:** Mary O'Brien, Mary Dougherty, Sheryl Burkel, Sharon Johnson and Mayor Ringberg

**Absent:** Bob Durfey and Dottie Hackbarth

**Others:** Paul Delmain and Cathy Smith, Nan Fey, Marilyn Nourse and Shirley Bodin,

**Staff:** Billie Hoopman

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

**Review/Approve Minutes and Meeting Notes of December 6, 2018:** Johnson/Dougherty moved to approve the meeting minutes of December 6, 2018. There are no meeting notes from December 6, 2018. Carried.

**Public Input on Agenda Items:** None.

**Public Hearing:** Called to order at 4:02 p.m.

The hearing was held to receive input on the Conditional Use Permit request from Paul Delmain and Mary Smith, of 132 No. 6th Street, who are seeking an alteration to their Bed and Breakfast Conditional Use Permit in order to increase the number of their nightly rooms from 1 unit to 3 units.

The Mayor asked if anyone had input on the agenda items and/or the public hearing. Hearing none, the meeting continued.

### **Agenda Item(s):**

#### **1. B&B Conditional Use Permit (alteration) Request: from 1 unit to 3 units**

**Paul DelMain and Mary Catherine "Cathy" Smith, 132 North Sixth Street, Bayfield**

Hoopman informed the Commission the DelMain's have held a license for one room and there are no known issues. She asked them if they had a long-term renter and they said they don't anymore. According to City Ordinance they need four off-street parking stalls and they have listed four space on a site map; three of the 10'x20' stalls are shown as angled stalls located adjacent to their garage off the alley. She voiced concerns over the use of angled parking on an alleyway that is only half open. Users would either have to back all the way out of the alley, or back onto private property to turn around.

When asked, the DelMain's said they understood the City's rule about being in residence during the time of rental.

Mayor Ringberg asked Paul Delmain what he thought of the parking. Delmain said the Rennie's have always back out of the alley and they have for years. They are open to work on other arrangements. He promised to keep the spaces clear of snow during winter month rentals.

Shirley Bodin asked if there was a rule prohibiting parking on one side of Sixth Street? No one was able to respond definitively either way but it was thought that you could park on both sides.

Burkel/O'Brien moved to approve the application as presented. Hoopman asked if that meant they were not asking for any modifications to the parking plan presented? Should the parking become an issue we can deal with it at that time. They also didn't think it was likely the Rennie's would have an issue. Carried; all ayes.

Marilyn Nourse said she was happy they were providing more rooms to rent in Bayfield and wished them good luck.

## **2. Zoning Code Review and Waterfront Proposals– MSA Professional Services**

The Commission received copies of the written proposals from MSA Professionals. Discussion ensued. Nan Fey indicated MSA does not have expertise with Zoning Code Reviews and mentioned Cunningham as an option. The Mayor said he spoke with them and they wouldn't come here because we're too small. Hoopman noted moving forward with these proposals is premature since we don't know where we're going and we don't currently have the proper budget in place. She reminded the Commission there will be an additional cost to have any new ordinance(s) codified (in addition to the development/review fees) Codification on its own will cost thousands of dollars.

Johnson/Dougherty moved to place the proposals on file. Carried.

## **3. City of Bayfield's 2019 Comp Plan - Next Steps**

Commissioners received copies of:

- Comp Plan Next Steps Memo from Nan Fey dated January 22, 2019
  - Reviewed.
- 2019 Comp. Plan (most recent update)
  - It was noted that page numbers could change.
  - The Mayor offered to speak to the Chamber of Commerce to seek their assistance in filling in the photo areas and with help preparing the final print version.
  - The Implementation Chapter will be replaced. An update copy was provided; see below.
  - Retaining a complete file of the public participation was important. Nan Fey indicated she has kept copies of most items and will provide a copy to Hoopman.
- 2019 Maps (most recent update – January 2019)
  - The January 2019 date stamp on the bottom right corner will be removed and replaced with the "City of Bayfield Comprehensive Plan 2019" notation. Goal is not to have this stamp be the main map identifier.
  - The Commission does not want to add the wooded parcel information to the future land use map.
- 2018 Comprehensive Plan–Plan Commission Recommendations December 6, 2018
  - The yellow highlighted sections were reviewed and marked as "Noted".
  - The notation about ATV's was incorporated on the Transportation Map.
- Implementation Chapter – Revised for Discussion on January 22, 2019
  - A deadline of July was added to Item #5.

*Dougherty left at 5:05 p.m.*

- City of Bayfield 2018 Comprehensive Plan Proposed Process and Guidance for Developing Implementation Action
  - Replaces page 24 in the 2019 Comp. Plan (above).
  - **March 11, 2019 – Council Meeting, 4 p.m.**, staff, Plan Commissioners and Committee Chairs will be invited to attend to get a brief introduction to the 2019 Comprehensive Plan and to discuss the “What’s Next in the Process” phase in the Implementation Element.
  - **April 15, 2019, 9 a.m. to noon**: Staff, Committee, Commission and Board Chairs and Members will be invited to attend a three-hour training session hosted by the City of Bayfield and the University of Wisconsin at the Pavilion; coffee and snacks will be provided. Attendees will receive training and tools needed to move forward with the Implementation Chapter of the 2019 Comprehensive Plan. Training Committee members on their goals and objectives will be added to the training schedule.
  
- 2019 Comp. Plan Crosswalk to City Committees and Entities
  - This is a draft tool to assist with implementation.
  - It was noted Kate Kitchell offered to help review committees structures and help to align with their mission, goals & objectives.

**4. Confirm/Set Next Meeting(s):**

February 26, 2019, 4 p.m. Will hold if needed. Mayor is unable to attend.

March 11 Council Meeting, 4 p.m. - Plan Commission invited to attend (see above)

April 15, 2019, 9-noon – 2019 Comprehensive Plan Training Session (see above)

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

Minutes by: Billie L. Hoopman, Clerk