

City of Bayfield Plan Commission

Minutes of February 28, 2023 – 5:00 p.m.

Call to Order – Roll Call: Since the Mayor was attending virtually, Carrier was appointed acting chair. He called the meeting to order at 5:03 p.m. at the Bayfield City Hall.

Present: Beagan, Carrier, Cragoe, Hedmen(Virtual), Johnston, Johnson & Mayor Ringberg (Virtual).

Others: Billie Hoopman-Clerk/ZA, Charmaine Swan-American Lung Association, Kate Kitchell, Kylie Vadnais and "J"

Review/Approve Agenda: Johnson/Beagan moved to approve the agenda as presented. Carried.

Review/Accept meeting minutes of February 6, 2023: Johnson/Cragoe made a motion to approve the minutes with the corrections specified by Hedman. Carried.

Public Input on Agenda Items:

Kylie Vadnais, a member of the Playground Sub-Committee was present to support the proposed Outdoor Recreational Area - No Smoking Policy that was recommended by them and noted it aligns with the City's Health in All Policies initiative.

Kate Kitchell, Parks and Recreation Chair, provided a summary of the materials provided to the Commission and the work involved to get it to this point. She noted the main input received revolved around location and enforcement.

Charmaine Swan, from the American Lung Society, noted a change they are proposing in lieu of Chief Novak's concerns which is to change Section 4.5 to read, "asked to leave" rather than "subject to ejection". Goal is to keep the policy simple. She noted the proposed policy for the City of Bayfield is more comprehensive than Ashland and Superior's because it includes the entire park area, rather than a setback from play/park areas.

Agenda Item(s):

Commissioners by consensus agreed to reverse items #1 and #2 on the agenda.

2. City of Bayfield: Proposed Outdoor Recreational Areas Commercial Tobacco-Free Ordinance

All commissioners expressed support for this new policy. Discussion ensued on locations, and they questioned whether to include all parking lots and/or all City Property, like sidewalks areas, etc. Charmaine noted it likely is not legal to include sidewalk areas.

Johnson/Cragoe moved to recommend approval of the Ordinance with the following changes and understanding:

1. In Section 2.4 add the list of locations from the map to this section.
2. In Section 3.1, change the Section reference from 2.3 to 2.4.
3. In Section 4.5 change the language of "subject to ejection" to "asked to leave".
4. Chapter 298 Parks and Recreation, Section 298-1: Park regulation , B. Specific regulations ADD (25): Tobacco use is prohibited at all times in or on all recreational areas as defined under Section 2.4.
5. Chapter 333 Smoking ADD: The definitions in Section 2 of this Ordinance are hereby adopted into Chapter 333 and shall supersede those found in Section 101.123 of the Wisconsin Statutes.

Passed by roll call vote as follows: Beagan, Carrier, Cragoe, Hedman, Johnston, Johnson, and Mayor Ringberg – yes.

1. City of Bayfield Zoning Code Rewrite

- **Memo #5 from Tim Schwecke, Civitek**

The Commission spent a considerable amount of time reviewing Pages B-5 to B-15.

The Commission was reminded:

- Parking in all categories would be reviewed separately.
- Garages would be removed from all listings as a requirement.

Conversation again ensued on the use of block and lots. Although a decision was made at the last meeting to utilize them, arguments were made on why to further consider alternatives. Hoopman emphatically requested the City continue to utilize the Block and Lots system when creating dimensional standards and questioned why there was resistance. Schwecke provided an example and Carrier noted the door should be open to other styles that could work better for Bayfield.

Exterior Materials should better represent what is common to Bayfield, not stucco, or clay tiles.

Could a notation be made on all residential uses about the HPO like the STR supplemental standard listed? Schwecke said this was inappropriate because it doesn't apply to all the properties.

Schwecke was asked if a notation requiring either UDC or State Approved Plans could be added to each listing. The City only reviews the dimensional standards and aesthetics. This would help property owners, staff, and committee members to better understand the requirements. We also want to remove any language that insinuates we are capable of looking at these types of standards including but not limited to electrical, foundation, plumbing, fire safety, etc.

1.05 Single Family Dwellings – Change (G) Overhead doors to “not have more than 2”.

1.06 Townhouse 3-4 Units. Asked for clarification on what is a vertical off-sets?

1.07 1.08 Twin home.

- (E) Why include foundation here and not elsewhere?
- (H) General Layout. Continue evaluating. As written a structure could not face an Avenue.
- (J) Written Agreement Required. Please modify. City does not want to be involved with maintaining these kinds of records. This might be a utility issue and not a zoning issue.

1.08 Work/live dwelling unit.

- Continue to evaluate concept and the districts allowed in. Some discussion ensued on allowing a smaller portion of the structure for a work area in Residential Zones and a higher portion for Commercial Districts, but that was debated.
- What is the difference between this use and Home Occupations? Review.

2.01 – 2.09 Ault Care Facilities, Community Living, Foster Home, Day Care, Hospice, etc.

Comments were made about creating maximums for property size and number of occupants.

Carrier requested reconsideration of Co-Housing, which was removed at a previous meeting. What tools does the City have to determine “household unit”? There are lots of family styles and living arrangements. Are there other ways to limit household size? Hedman asked about the supplemental standards and what the requirements for parking for co-housing would be?

Tim Schwecke handed out copies of the proposed Zoning Map and asked Commissioners to review, specifically in relation to the proposed zoning matrix of uses (appendix A). He will be looking for feedback at the March 28th meeting. He will send the map key to Hoopman to distribute. Schwecke noted the large number of permitted uses listed in the I-1 district and suggested this should be reviewed. He further stated he would send us a list of those and other areas to pay special attention.

2. Confirm/Set Next Meeting(s):

- March 8, 2023, 5 p.m. Beagan noted she would be late.
- March 29, 2023, 5 p.m.

Adjourn: Johnson/Beagan moved to adjourn. Carried. (7:21 p.m.)

Minutes by Billie L. Hoopman, Clerk/Zoning Administrator