

# City of Bayfield Plan Commission

Minutes of July 25, 2023 – 5:00 p.m.

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**Call to Order:** Councilor Carrier called the meeting to order at 5:00 p.m. at the Bayfield City Hall.

## **Roll Call**

**Present:** Bland, Carrier, Hedman and Johnston

**Absent:** Mayor Ringberg, Cragoe and Johnson

**Other:** Travis Patterson

**Approve Agenda:** Hedman/Bland moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of July 13, 2023:** Bland/Johnston moved to approve the minutes of July 13, 2023, as presented. Discussion. Carried.

The public hearing was called to order. The hearing was held in accordance with Section 500-33. Travis Patterson is seeking a Bed and Breakfast Conditional Use Permit, for the property located at 21 South 3<sup>rd</sup> Street, Bayfield, WI to rent the lower dwelling unit nightly.

Hedman/Johnson made a motion to close the public hearing. Carried. There was no public input received.

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

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

1. **Conditional Use Permit Application: Review and act on the Conditional Use Permit Application from Travis Patterson who is seeking a Bed and Breakfast Conditional Use Permit, for the property located at 21 South 3<sup>rd</sup> Street, Bayfield, WI to rent the lower dwelling unit nightly.**

Mr. Patterson gave a quick overview of his request. He was asked about the access he has to the off-street parking spaces he has shown on the site plan in his application packet. He noted he has a temporary access agreement with the property owner to the south but does not have a permanent easement.

Johnston/Bland made a motion to approve the conditional use permit for a Bed and Breakfast granting permission to rent his lower unit (two bedrooms and one bath) nightly, provided applicant maintains access to parking spaces as shown on application. Hedman requested a friendly amendment to change the wording to “applicant must have off street parking, and applicant must be able to access the spaces as shown on the map provided”. Johnston and Bland accepted the amendment. Motion passed by roll call vote: Bland, Carrier, Hedman and Johnston – yes.

2. **General discussion on the Zoning Code Review Process:** re-evaluate needs and expectations, review original RFP, and Civitek proposal

The group discussed what to them were challenges in linking the zoning code work to date with what the perceived as actual challenges facing the City. Key questions and comments were:

- Lost sight of Goal and Objectives
- Taken a narrow focus to date and haven’t spent time on issues identified

- What's broken?
- Conservancy Easement (can we discourage)
- Who will be the new ARB and what are the guidelines?
- Not knowing parcel size has been problematic.
- Some existing ordinances are not being followed, or verbiage is listed in multiple locations in the code. Some examples include Night sky, Noise and Weed issues. The city should try and provide more information about our codes to the public. Having an ordinance vs. not having an ordinance. Continue keeping some content out of zoning.

The group also explored the idea of a set of “guiding principles” that might be used for occasional check-ins to assess if various decisions were moving us in useful and desired directions. The list below was understood as only an initial attempt at articulating these guiding principles.

- Promote density to help pay for infrastructure, increase the tax base.
- Promote improvement on lots.
- Discourage parking lots – Maybe or limit location and number of spaces required; cars should not dominate the street scape
- Advocate a change in state law regarding residential short term rentals; discourage them.
- Simplicity – for property owners, staff, and committee members, reduce/condense the use list.
- Allow multi-family residence by right in the R-1 Districts with standards.
- City prefers to maintain the existing block and lot system

Next Steps:

- Share comments/concerns with consultant.
- Before determining what's next we should seek input from the other members not present.
- Applications need to be updated. Consider making them fillable forms.
- Discussed the long-term viability of software and cost to maintain. Is a GIS system necessary for our small community?
- The Commission hopes graphics will be incorporated to help communicate the intent of the ordinance.

### 3. **Zoning Code Review - Memo #12 – Alternative Design Options**

Action was postponed until August 22, 2023.

### 4. **Wayfinding Signage – Draft Icon Sign Map / Report**

A draft Icon Signage Map was provided. Homework: Review the map and highlight the icons that should be allowed. Cross out the others. No more than four signs per pole.

An e-mail was forwarded to Commissioners from Jamie Wirkler. This will be further reviewed at the Commission's August 9, 2023, meeting.

### 5. **Confirm/Set Next Meeting(s):**

- August 9, 2023, 5 p.m.
- August 22, 2023, 5 p.m.

**Adjourn:** Johnston/Hedman moved to adjourn. Carried. (7:07 p.m.)

Minutes by Billie L. Hoopman, Clerk