

City of Bayfield Plan Commission

Minutes of July 27, 2021, 4 p.m.

Call to Order-Roll Call: Acting Chair Burkel called the meeting to order at 4 p.m. at the Bayfield City Hall.

Present: Burkel, Durfey, Johnston and VanDerPuy (Virtual)

Absent: Mayor Ringberg, Joanne Cirillo

Others: Tom Bodin, Bill Bodin, Bodin, Curt Basina, Craig Skaaden, Kate Kitchell (Virtual) and Billie Hoopman, Clerk/Zoning Administrator

Approve Agenda: Johnston/Durfey made a motion to approve the agenda as presented. Carried.

Review/Approve Minutes of May 25, 2021: Johnston/Durfey moved to approve the minutes as presented. Carried.

Acting Chair Burkel called the Public Hearing to order: Thomas Bodin, member of Bodin's Inc. is seeking a Conditional Use Permit to establish a brewery facility on the second floor of the Bodin's Fisheries Building located at 208 Wilson Avenue, Bayfield, WI.

- Tom Bodin – Provided an overview of the conditional use permit request and the proposed operations of the facility, Clipper Brewing LLC. He mentioned the concept of brewing beer, beer tasting and adding food in the second year by means of a food truck or light pre-made food options and then adding fresh fish options in later years. Some discussion ensued about the brewery and brewpub terminology and the difference between them. He said the name “Clipper” comes from his grandfather’s commercial fishing vessel and they plan to outfit the space with Commercial Fishing memorabilia.
- Curt Basina - In attendance to provide support for the conditional use permit request from Bodin's Inc.
- Bill Bodin, member of Bodin's Inc. – Added the project is good for businesses on the South Waterfront, offers a diversity of business, allows them to use a part of their un-used building area, adds a nice option for tourism, and the hours would be seasonal.
- Sister Bodin – In attendance to provide support for the conditional use permit request from Bodin's Inc.
- Kate Kitchell – asked about parking, noted she is supportive of this cool idea and about the expected capacity. Mr. Bodin noted the space is 50x36, or 1880 sq. ft. Dividing by 15 = about 123 for capacity.

Public Input on Agenda Items: None.

Agenda Item(s):

1. Conditional Use Permit Request – Thomas Bodin, Bodin’s In. 208 Wilson Avenue to operate a brewery on the second floor of the Bodin’s Fisheries Building

Durfey/Burkel made a motion to approve the Waterfront Conditional Use Permit allowing for a drinking and eating facility on the City of Bayfield’s Waterfront with the following conditions:

- a. The application obtains the property State, County and City Permits for both alcohol and food,
- b. The property meets all ADA and building safety requirements,
- c. The applicant obtains a building permit from the City for any/all exterior work,
- d. The applicant obtains a sign permit from the City before installation
- e. The facility is property connected to the City of Bayfield’s Water and Sewer.

Passed by roll call vote as follows: Burkel, Durfey, Johnston and VanDerPuy – yes.

2. Temporary Shelter Permit Request – Maritime Museum, 131 So. 1st Street is seeking permission for a 12x26 white hoop frame shelter from June 8 – October 1, 2021

Johnston/Burkel moved to approve the request for a temporary shelter as requested. It was noted this is an after the fact request and Durfey was asked to make a note in future years to apply sooner. Carried; Durfey abstained.

3. Bayfield School – Request to purchase adjacent City Property

The Plan Commission was provided a brief update and learned the School is interested in purchasing the lots, not leasing or a land swap. Discussion ensued.

- a. Maintain first right of refusal on the property is important to the City
- b. Commission supports the concept of outdoor education and them learning agricultural, gardening and sustainability practices.
- c. The Public Works Department should review and comment/provide requirements for any use of alley and streets and utilities.

Johnston/Durfey made a motion to recommend the sale of the lots to the City Council pending an agreeable price can be achieved, the School is responsible for 100% of any sales transaction/closing fees etc. and they provide for the City to have the right of first refusal (fee to be determined by the City Council – purchase price, going rate, or \$1.00). Passed by voice vote, all ayes.

4. Comprehensive Plan Implementation: Plan Commission Action Planning

- **Green Infrastructure Update** – Kate Kitchell provided a summary of the work that has been done and future goals. A key take away is the Task Force has completed their work and it’s time to pass the baton on to other City Committees. The Plan Commission will be responsible for overseeing the implementation of the GI Related codes that were adopted/revised and other related activities like the voluntary Native Plant Registry. Kitchell further told the Commission about Peggy’s work trying to get an AmeriCorp program here. Way to go Kate and Peggy! The Commission mentioned it would be great if Green Infrastructure could be tied in with the new School Outdoor Learning education. How to build/maintain a raingarden. Flow Path maps and what they mean, etc.

- **Housing Study Updates** - Mayor Ringberg: Nothing new reported.
- **Zoning Code Update:** A total of \$55,000 will be included in the 2022 Capitol Improvement Project requests for this project. It would be helpful if we could find matching funds.

5. City Hall – Consider Building Needs, possible and best uses of property: Commissioner’s received copies of the following and discussion ensued:

- **Facility Planning Model Flow Chart**

Craig Skaaden provided this model flow chart and prepared the Spatial Needs Report below. Having experience in this type of development, he noted the following:

- Moving too quickly = poor outcomes and extra expense
 - How serious are we about doing this project? Affects, budget, timing, community support, location
 - Don’t pick property site for construction too soon
 - Understand how the project will be funded and a reasonable timeframe for completion
 - Move forward cautiously
- Review Existing City Hall - Draft Building Evaluation Report – First a thank you to Nancy Pearson for sharing draft Evaluation Report Forms for this purpose. A tour of City Hall is planned for August 16th at 9 a.m. Commissioners were asked to review the list before and after and provide edits/additions as needed.
 - Review Draft Spatial Needs Report – Before the next Plan Meeting, Staff will review and edit as needed. Building needs should be regarded as a wish list.

At the next meeting the Commission will likely have a completed Spatial Needs Assessment and an updated Evaluation Report. The Commission felt they could continue discussion on other uses for City Hall, but NOT adequately address options that would provide revenues to the City. There are too many variables to accurately state losses or gains. The Commission has identified the property the City owns in Block 104 as the only viable option on City owned property. There are no other listed properties currently posted for to-date sale options.

6. Viking Cruises – Updates

The Commission was informed the Harbor Commission is working on the required Facility and Security Plan. The Commission should begin working on wayfinding signage and all agreed digital methods should be implemented in contrast to more signage, or at least less signs. Hoopman will investigate some digital platforms. She also mentioned she has been in touch with the County about the possibility of obtaining ARCA Funding for this purpose. Currently we are hopeful for 1/3 of the project costs from them.

Confirm/Set Next Meeting(s):

- City Hall Tour: August 16, 2021, 9 a.m.
- Regular Meeting: August 24, 2021, 4 p.m.

Adjourn: Durfey/Burkel moved to adjourn. Carried. (5:33 p.m.)