

City of Bayfield Plan Commission

Minutes of August 24, 2021, 4 p.m.

Call to Order-Roll Call

Mayor Ringberg called the meeting to order at 4:04 p.m. followed by roll call.

Present: Mayor Ringberg, Sheryl Burkel, Emily VanDerPuy, Bob Durfey and Dionne Johnston

Absent: Colleen Beagan

Others: Craig Skaaden, Matt Carrier

Staff: Billie Hoopman, Clerk and Tom Kovachevich-PWD

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

Review/Approve Minutes of May 25, 2021: Johnston/Durfey moved to approve the previous meeting minutes dated May 25, 2021. Carried.

Public Hearing: Carl French, of CA French Enterprises, LLC, is seeking a Bed and Breakfast Conditional Use Permit, for the property located at 712 Wilson Avenue, Bayfield, WI, to rent three rooms nightly. Public Input was received via written letters from Jim Farrell and Ellen DeMaso who cited concerns about this commercial activity in their quiet neighborhood, increased use of the already busy alleyway and safety concerns.

Public Input on Agenda Items: None.

Agenda Item(s):

- 1. Conditional Use Permit Request – Carl French, of CA French Enterprises, LLC, is seeking a Bed and Breakfast Conditional Use Permit, for the property located at 712 Wilson Avenue, Bayfield, WI, to rent three rooms nightly.** Burkel/Durfey made a motion to approve the B&B Breakfast CUP application from Carl French to operate a three-room B&B at 712 Wilson Avenue in Bayfield. Applicant understands they need to be in residence at the time of rentals. Before the permit is issued, the applicant must clearly delineate the required parking spaces, three for the units and one for the owner. Discussion ensued about the neighbor's concerns. Passed by roll call vote as follows: Burkel, VanDerPuy, Durfey, Johnston and Mayor Ringberg – yes.
- 2. Comprehensive Plan Implementation: Plan Commission Action Planning**
 - Housing Study Updates – Nothing new to report.
 - Zoning Code Update – Hoopman said a request for CIP Funding has been submitted for this project.
- 3. Bayfield School Request to purchase adjacent City Property**

The Council at their last meeting heard from the Public Works Committee who voiced they were more favorable to a land swap versus an outright sale. The Council asked the Commission to reconsider the request again at their next meeting.

Discussion ensued.

- What is the fair market value of the property? Should we request an appraisal? The Commission is very interested in knowing the value. Also noted a sale involves the use of tax dollars which makes a land swap a better option for taxpayers.
- What is the best use of the property? School Use? Commissioners felt the school has a greater need for use/space at this time.
- Commissioners continue to want a right of first refusal if the property is sold to the School.
- The PWD noted a new building will require improved/new water and sewer service which would likely come from Sweeny Avenue.
- What exactly was the PWC objection on selling the property?
- The property is a bit land-locked with how the school and outbuildings are built. Fourth and Third Street north of Sweeny could likely not be opened again to be a public thoroughfare; not wide enough anymore. The steep slope to the north and east also makes it difficult to access.
- The Commission is not opposed to a land swap.

VanDerPuy/Durfey made a motion to affirm the motion made at the last meeting which reads as follows:

“motioned 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 roll call vote as follows: VanDerPuy, Durfey, Johnston, Burkel and Ringberg – Carried.

4. City Hall – Consider Building Needs, possible and best uses of property

Commissioners received the following materials:

- Bayfield City Hall Analysis – 2021 (Council’s March 31, 2021 Directive)
- Facility Planning Model Flow Chart
- Summary of City of Bayfield Planning Documents on “City Hall”
- Pro’s/Con’s on moving to a new City Hall
- Review Existing City Hall - Draft Building Evaluation Report
- Summary of New Uses for City Hall
- Map of Public Lands owned by the City of Bayfield
- Other Potential Sites for a new City Hall & Recommendation

Hoopman noted one of the tasks today is to find out if we can check the boxes on any of the tasks outlined by the Council. Discussion ensued:

- What resources do we have to proceed?
- What immediate threats to life and safety have been identified on the building Evaluation?
 - Fire and combustible materials, air quality and general building safety items were noted. Now that a retention policy has been adopted Staff is working to purge data, but storage is needed for what needs to be kept.
- What can be done to remedy the situation?
 - Hoopman noted these aren’t new issues, they have been identified in the past and have had no resolution due to budget issues/other greater needs.
- How do we plan without a budget?

- LHB Engineers and Architects provided pricing in 2002: A remodel of the facility = \$384,000 and a new 7200 sq. feet bldg. = \$1,080,000 less permits, design, furniture, and land acquisition or building demolition.

Burkel/VanDerPuy made a motion to send the information prepared to the Council for further feedback and direction. Passed by roll call vote as follows: Durfey, Johnston, Burkel, VanDerPuy, and Mayor Ringberg – yes.

5. Wayfinding Signage:

Generally, Commissioners are favorable to a digital wayfinding sign system. Next steps include:

- a. Creating a list/menu of what people need to find: Restrooms, parks, trails, etc.
- b. Creating a list of potential locations for larger “you are here” maps: City Dock, Restrooms, parking lots, etc.
- c. Developing a budget for this project and finding funds to complete. Hoopman has requested ARPA funding from Bayfield County for this project and the Bayfield Chamber has indicated a willingness to work cooperatively on this project and may be able to bring additional grant funding to the mix.
- d. Developing a list of other sign needs such as signing our restrooms “Public Restrooms” or adding a “P” in our City Parking Lots.

6. Confirm/Set Next Meeting(s): September 28, 2021, 4 p.m.

7. Other: The Commission would like the Council to consider the appointment of Susan Hedman to the Plan Commission and appointing Travis to the Zoning Board of Appeals.

Adjourn: Johnston/Burkel made a motion to adjourn. Carried. (5:21 p.m.)

Minutes by Billie L. Hoopman, Clerk