

# City of Bayfield Plan Commission

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## Minutes of Monday, April 23, 2018, 3p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814

**Call to Order - Roll Call:** Sharon Johnson called the meeting to order at 3 p.m. at the Bayfield City Hall.

**Present:** Sharon Johnson, Mary O'Brien, Sheryl Burkel, and Dottie Hackbarth. Dougherty arrived at 3:07 p.m. Mayor Ringberg arrived at 3:40 p.m.

**Absent:** Bob Durfey

**Others:** Nan Fay, Facilitator; David Eades, Bayfield Chamber & Visitor Bureau, Laura Lima, and Billie Hoopman, ZA/Clerk

**Approve Agenda:** Hackbarth/Burkel moved to approve the agenda with the noted change in order. Agenda Items 2 & 3 would be addressed before Item 1. Carried.

**Review/Approve Minutes of March 19, 2018 and Meeting Notes:** Burkel/Hackbarth made a motion to approve the previous minutes and meeting notes as provided. Carried.

**Public Input on Agenda Items:** None

### Agenda Item(s):

#### **2. Non-Profit Event Sign Permit Application(s)**

- a. Bayfield Farmer's Market - Saturdays from June - October 2018
- b. Bayfield Chamber of Commerce and Visitor Bureau
  1. Bayfield in Bloom Garden Tour – June 2, 2018
  2. Blessing of the Fleet – June 10, 2018
  3. Concerts by the Lake – June 19-Sept. 14 (Tuesdays)
  4. Festival of Arts – July 21-22, 2018
  5. Apple Pie and Dessert Contest – Sept. 28, 2018

Burkel/Hackbarth made a motion to approve the Non-Profit Sign Permit Applications as noted above. Carried.

#### **3. Temporary Shelter Request(s): Bayfield Ace**

Burkel/Hackbarth made a motion to approve either Plan A (17'x18' Greenhouse would be located directly North of their Broad Street Access Drive) or Plan B (10'x18' Greenhouse would be located next to their building as in previous years). Mr. Graves is to inform Hoopman of their choice prior to installation. Carried.

Dougherty arrived (3:07 p.m.)

#### **1. Comprehensive Plan Update: Review input from Public Meeting April 21st**

Facilitator Nan Fey asked who can tally the community surveys? She asked Mary Dougherty about this and learned Northland College will not collate or tally our information. Dougherty took the surveys we have to date.

Overall, it was felt the public input session went well, was worthwhile and appreciated by the approximately 85-90 attendees. Fey provided the members with:

- a five-page summary titled “Public Meeting Input April 21, 2018 – Which includes general comments, hot topic responses and answers to “what would you like to see in Bayfield?”
- a two-page summary titled “Public Meeting Input April 21, 2018. Attendees who commented on the Existing Land Use, Housing, Transportation, Parks and Recreation, Assessed Property Value and Lottery Credit maps, and related documents.

Fey said she would be taking all of the information received to date and would start working on the drafts for the update. Reviewing those drafts would be the focus of future meetings.

**Confirm/Set Next Meeting/Work Session Date:** May 30, June 26 & July 24 at 9 a.m.

#### **4. Short Term Rental Ordinance**

Commission members noted they like the look and layout of the Town of Bayfield’s model. They thought it was easier to read and more succinct.

The Mayor arrived at 3:40 p.m.

Discussion ensued:

- How to determine a unit or number of permits required. Does each separate room require a permit? Definition of Unit is wordy.
- Clerk/ZA interchanged. Keep it the same.
- Make sure the language is clear about STR being for 7 days or fewer than 29; use statutory language.
- City wants to keep B&B Conditional Use Permits an option; allowing for owner occupied nightly rental establishments.
- Some wordsmithing was provided on Page 5 Section VII-Operation of a STR Property
- Need to make sure language about required parking matches other City Ordinance requirements; don’t want them to be in conflict.
- Agreed we should take out the information on background checks (Page 3, #9). Hoopman will work on a revision for the Committee to review at their next meeting.

#### **5. Conditional Use Permitting / Ordinance Revisions**

Burkel/Johnson motioned to move forward with adoption of the changes provided and discussed. Carried.

**Adjournment:** Johnson/Hackbarth made a motion to adjourn. Carried. (4:47 p.m.)

*Minutes by: Billie L. Hoopman, Clerk*