

# City of Bayfield Plan Commission

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## Minutes of Tuesday, January 23, 2018, 1-4 p.m.

Bayfield Fire Hall, 813 Washington Avenue, Bayfield, WI 54814

### Call to Order - Roll Call

Mayor Ringberg called the meeting to order at 1pm at the Bayfield Fire Hall, followed by Roll Call.

**Present:** Mayor Ringberg, Sharon Johnson, Sheryl Burkel, Mary Dougherty, and Dottie Hackbarth

**Absent:** Bob Durfey and Trish Oeltjenbruns

**Others:** David Eades, Chamber Director, Nan Fey, Facilitator and Billie Hoopman, Clerk

### Approve Agenda

Johnson/Burkel moved to approve the agenda as presented. Carried.

### Review/Approve Minutes of November 27, 2017

Johnson/Burkel made a motion to approve the previous meeting minutes as presented. Carried.

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

### Agenda Item(s):

#### 1. Comprehensive Plan Update:

The Committee received copies of the following:

1. Work Session Agenda Topics (a single-page general overview)
2. Comprehensive Plan Update – Draft Goals and Vision Feedback Memo dated January 23, 2018 (two pages, noted as draft)
3. Comprehensive Plan Update - Maps (one-page report)
4. Maps: Comp Plan 2001 and Comp Plan Update 2018, Suggestions (one page)
5. Public Participation Plan ideas (one page)

Discussion ensued on the following:

- Chamber of Commerce and City Committee Feedback on Core Values
- The Public Participation Plan
- City Website
- Maps
- Survey

Facilitator Nan Fey provided a summary of the conversation. See attached.

#### Other comments noted:

- Eades commented on the elements needed in our Comprehensive Plan Update and the legal process for adoption.
- Burkel asked for a breakdown on how we are going to finish the Comp. Plan Update by the end of the year. Fey reminded Commissioners the timeline is on the City's Website.
- There is a goal to get City Committee input by the end of February. Information will be sent with the City's monthly calendars.

- BHA and the WHS have provided invaluable assistance in scanning and preserving some of our past planning documents. Thank you!
- The 2001-2021 Maps need to be distributed accordingly for “ground truthing” to various committees.
- Eades agreed to find the source of the BCEDC Second Home Mailing list.
- Fey said not all the elements need to be in map form.
- It was agreed the City would exhaust the use of free maps or mapping services before soliciting for new ones at a cost.
- Hoopman suggested the use computers to solicit feedback during the public participation portion of the Comp. Plan Update. Mary Dougherty is very familiar with setting up surveys. Hoopman was concerned about the type of survey being suggested. Fey asked members to familiarize themselves with the survey included in the 2001-2021 Comp. Plan.

2. Next Meeting/Work Session Date:

- February 27, 2018, 1-4 p.m.
- March 27, 2018, 1-4 p.m.

*(NOTE: After the meeting the meeting time was changed to 9-noon).*

**Adjournment**

Burkel/Johnson moved to adjourn. Carried. (3:30 p.m.)