

# **City of Bayfield Plan Commission**

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## **Minutes of Tuesday, July 25, 2017 – 5pm**

**At the Bayfield City Hall, 125 South First Street, Bayfield, WI 54814**

**Call to Order - Roll Call:** Mayor Ringberg called the meeting to order at 5:00 p.m. at the Bayfield City Hall followed by roll call.

**Present:** Durfey, Dougherty, Burkel, Hackbarth, Johnson, and Mayor Ringberg

**Absent:** Oeltjenbruns

**Others:** George Lange, Billie Hoopman-Clerk, David Eades-Chamber Director, and Xan Eades

**Approve Agenda:** Durfey/Johnson moved to approve the agenda. Carried.

**Review/Approve Minutes of June 5, 2017:** Burkel/Durfey made a motion to approve the minutes of June 5, 2017 as presented. Carried.

**Public Hearing:**

Mayor Ringberg called the public hearing to order at 5:02 pm. The hearing was being held to receive input on the following: George Lange, owner of 10 S. Fifth Street, is seeking a Conditional Use Permit for an accessory dwelling unit in accordance with Ordinance 500-75: Accessory Dwelling Units. He is proposing to rent one unit out of his existing accessory building. Hoopman told the Commission on July 5, 2017 she had received a phone call from neighbor Mary Hepner who voiced that she was 100% in favor of Mr. Lange's application. Since there was no other public input, Hackbarth/Burkel moved to close the public hearing. Carried. (5:03 pm)

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

**Agenda Item(s):**

**1. Review and possibly make determination on the Accessory Dwelling Unit Conditional Use Permit Application from George Lange, 10 S. Fifth Street, Bayfield**

Johnson/Burkel made a motion to grant the Conditional Use Permit to Mr. George Lange giving him permission to operate/rent one accessory dwelling unit in his accessory building in accordance with all the requirements listed in Section 500-75 of the Code of the City of Bayfield. Mr. Lange was made aware of this code by Hoopman previously and earlier today. Mr. Lange was asked how the progress was going on connecting his accessory dwelling unit to separate utilities as required. He said he was working on obtaining bids now and had previously talked to the City. The Mayor said this is good to add long-term rental opportunities. Carried; all ayes.

**2. 2001-2021 Comprehensive Plan – Progress Report:**

The Commission received copies of:

- Comprehensive Plan Progress Report dated July 25, 2017 from Nan Fey (3 pages)
- Copies of the Implementation Element Actions – Updated by Mayor Ringberg

In the progress report provided by Fey, there was a draft letter for review. The draft letter was providing an update to the public on the City's recent actions to provide the required Comprehensive Plan update, but also asked for their input on how the City has been doing and their thoughts for the next 20 years.

Discussion ensued:

- Commissioner's generally like the first three paragraphs of the letter.
- There was a great deal of uncertainty about asking the public their thoughts on the next 20 years as it has been agreed this is not a new Comp. Plan; just an update. The Committees reviewed the elements, but even they haven't been asked for their thoughts on the next 20 years. A bit of confusion was expressed about what direction we are going?
- By consensus, the Commission agreed we should inform the public about the recent activity on the Comp. Plan update (basically a summary of the first three paragraphs of the letter), but that's it for right now. Hoopman was asked to post this information on the City's website, provided notices around town, put it on the back of the City's Utility Bill and on the Chamber's Community News Blast.
- They thought we should seek greater public input on the Comprehensive Plan Update once it's in draft form.
- The Commission questioned how the actual Comprehensive Plan Update will get done? What work is still needed and by who? What is the outline of the Comprehensive Plan Update?
- All felt as if the City's Comprehensive Plan has been reviewed and all the elements were updated. It is unclear what else is needed.
- Each Committee has been reminded of their goals and objectives and can work on updating their work plans and CIPs independently. This doesn't need to be completed for this update.
- It was expressed that we would pursue a new Comprehensive Plan in about five years or so.

Dougherty/Hackborth made a motion to ask Fey, to begin writing draft goals for the Comprehensive Plan update. If she is in need of information from us, to let us know what is needed. All agree the review has been done, our 20-year comp plan is still relevant, and the committees now have been reminded about the work that remains. Carried.

### **3. Zoning Administrator: Property Maintenance Report:**

Hoopman provided the Commission with a written Property Maintenance Report dated July 19, 2017. Discussion ensued on each issue. The Commission expressly indicated they wanted Hoopman to aggressively continue on these issues and asked the PD to do the same with regards to any parking issues. They want us to implement the new ordinances created to abate these issues once and for all. Burkel indicated she had also recently taken a tour of the City and will send Hoopman a list of the other property maintenance issues she found.

### **4. Second Street – Commercial Zone Properties:**

The Commission briefly discussed the usage of Commercial Zoned properties for residential type uses. North and South Second Street were discussed. North second street is generally more residential in nature and there is an undeveloped lot for sale now. The Commission talked about the uses that would be allowed. Hoopman reminded the Commission about their

past action toward maintaining commercial properties for commercial uses. There is a strong desire to use many of these properties residentially, but if we don't hold some control, there won't be available space for new commercial endeavors. The former Broad Street Eatery was an example of a success. South Second Street has also provided space for commercial activity, including, Stone's Throw, What goes Round and Bayfield Wine and Spirits. No action was taken by the Commission.

**5. Next Meeting Date(s):** August 29, 2017 at 5pm

**Adjournment:** Johnson/Durfey made a motion to adjourn. Carried. (6:26 pm)

Minutes by: Billie L. Hoopman, Clerk