

Regular October Plan Commission Meeting Minutes

Tuesday, October 3rd, 2023

The in-person meeting was posted on September 27th, 2023 at the Bayfield Town Hall bulletin board and the town website. A zoom link was provided. Commission members present were: Carol Fahrenkrog, Jim Steffenson, Dennis Clark, Robert Feyen, Annalisa Bermel, and Clerk Kelly Faye. Chuck Finn was excused. Robert Meierotto was absent. The meeting was called to order by Vice-Chair Carol Fahrenkrog.

Public Comment: None.

Communications and Correspondence: None.

Discussion and possible approval of minutes of the Regular Plan Commission Meeting of August 1st, 2023:

A motion was made by Clark, seconded by Feyen, to approve the minutes. Motion carried.

Update from Bayfield Area Trails: Discussion took place related to the Pikes Creek Trail Bridge and issues with the final measurement of the delivered bridge. It was noted that modifications will need to be made.

OLD BUSINESS

Update on Short-Term Rentals in Town of Bayfield: Review List of Licensed Rentals, Discussion of camping cabins as related to the Short-Term Rental Ordinance, Discussion of Fire Inspection Requirement: Fahrenkrog gave an overview related to the status of short-term rentals in the township. Discussion took place related to the need for legal advice to determine if camping cabins should be subject to the Short-Term Rental Ordinance. Clerk Faye also brought up the possibility of hiring a contractor to help with the fire inspection requirement portion of the Short-Term Rental Application as the number of rentals has increased recently. The town intends to work closely with the Bayfield Fire Department to determine the best course of action to ensure all the inspections are completed in a timely manner.

Discussion and possible recommendation that Plan Commission and/or Town Board submit letter(s) of support for a Federal Transportation Alternatives (TAP) Grant Application for a County-Wide Bicycle and Pedestrian Plan to be submitted by Bayfield County: Fahrenkrog explained that the Plan Commission has the option of providing a letter of support for this Bayfield County grant application. Finn has stated he is OK with composing the letter if other members are in agreement. A motion was made by Clark, seconded by Steffenson, to approve the writing of a letter of support. Motion carried.

Discussion and possible action on possibility of reconvening or eliminating Plan Commission Sub-Committees: Fahrenkrog asked for input on whether there was interest in continuing to maintain sub-committees. Discussion took place about the fact that they have not worked particularly well. Some of the sub-committees are assigned to carry out objectives of sections of the Comprehensive Plan that are not easily acted on at this point in time. It was recommended that the Plan Commission no longer maintain the sub-committees. Bermel suggested that the sub-committees could be eliminated but check-ins on one section could be completed at each regular Plan Commission Meeting. A motion was made by Feyen, seconded by Steffenson, to eliminate the sub-committees but develop a monthly schedule to review any progress related to each comprehensive plan section at each Plan Commission meeting. Motion carried.

Update on search for new Plan Commission Secretary: Clerk Faye explained the current possibility of re-hiring former Plan Commission Secretary Amy Sherrard to assist with the processing of Short-Term Rental Applications and the issuing of approved licenses. Sherrard has recently relocated from Bayfield to Iowa but is interested in working remotely. It was noted that although she is no longer in the area, she has experience with short-term rental issues and would require very little training. It was agreed that although it would be preferable to hire someone located in the local area, no other candidates have expressed interest.

Set date for next Plan Commission Meeting: Tuesday, November 7th, 2023.

Adjourn: A motion was made by Clerk, seconded by Steffenson, to adjourn the meeting. Motion carried.

Minutes submitted by: Kelly Faye, Clerk