

Regular Plan Commission Meeting Minutes

Tuesday, May 7, 2024

The in-person meeting was posted on April 30, 2024 at the Bayfield Town Hall bulletin board and the town website. Plan Commission members present were: Dennis Clark, Carol Fahrenkrog, Robert Feyen, Chairperson Chuck Finn, and Jim Steffenson. Town Clerk Kelly Faye and Plan Commission Secretary Amy Sherrard. Annalisa Bermel and Robert Meierottto were excused. The meeting was called to order by Chairperson Chuck Finn at 5:30pm.

Public Comment: None.

Communications and Correspondence: None.

Discussion and possible approval of minutes of Regular Plan Commission Meeting of March 5th, 2024: A motion was made by Fahrenkrog, seconded by Clark, to approve. Motion carried.

Update from Bayfield Area Trails:

Kris Wegerson and John Ipsen reported on the muddy conditions of the Big Ravine Headwaters Boardwalk. They are proposing a wooden boardwalk be installed. Other options were investigated. The DNR is in favor of boardwalks. The cost for the boardwalk would come from the BATS Big Ravine account. BATS is hoping to have the boardwalk installed prior to the June 2 dedication. There was discussion among the Plan Commission regarding accessibility to the trails and the Town of Bayfield being responsible for the trail. Due to the urgent nature of this project making it ADA would not be feasible. It was suggested that all future changes be ADA compliant. A motion was made by Clark and seconded by Steffenson to recommend approval to the Town Board for the installation of the boardwalk on the Big Ravine Trail. Motion carried. BATS is planning on work starting May 8 and since the Town Board does not meet until May 13, Kate Kitchell will call Town Board Chairperson Hoopman for approval.

OLD BUSINESS:

Steffenson brought up a possible funding opportunity for housing. The USDA has money available for housing of farm/orchard workers. Fahrenkrog mentioned that the tenants must only be farm workers. More information will be acquired and it was decided to place this as a future agenda item.

NEW BUSINESS:

Update and possible recommendation to Bayfield Town Board and/or Bayfield County Zoning Committee regarding:

Full language regarding the proposed Bayfield County Short Term Ordinance can be found at page 58: <https://www.bayfieldcounty.wi.gov/AgendaCenter/ViewFile/Agenda/05162024-2936>

- a.) **Draft Bayfield County Zoning Ordinance Amendment concerning Short-Term Rentals.**
- b.) **Discussion regarding a plan to migrate the Town of Bayfield Short Term Rental Permit process to Bayfield County within the next 12 months.**

Bayfield County is hoping to pass the Short-term Rental Ordinance at the May 16 meeting. The County would take over the permitting process and inspect each STR annually. The county ordinance would go into effect June 2025. The town STR permits are valid through April 2025. Chairperson Finn has requested repeatedly that the county add language to the

ordinance that “All Short Term Rentals meet all town requirements.” The town had two options: 1.) To accept the County STR Ordinance 2.) Add to the existing Town of Bayfield Short Term Rental Ordinance. No action required at this time.

Update on Short-Term Rental Fire Inspections.

Clerk Faye will send the list of Short Term Rental properties to the Bayfield Fire Department. Clerk Faye will also send the completed Short-Term Rental: Bayfield Fire Department Self-Survey’s to the fire department for their review. No action from the Plan Commission at this time.

Update on Bayfield County Ordinance Amendment related to Cell Phone Tower Installations

Full language regarding the proposed Bayfield County Cell Tower Ordinance can

found at page 58: <https://www.bayfieldcounty.wi.gov/AgendaCenter/ViewFile/Agenda/05162024-2936>

Bayfield County will be discussing and potentially passing an ordinance regarding cell tower installation within the county on May 17. No action required from the Plan Commission.

Discussion and possible recommendation to the Bayfield Town Board regarding Bayfield County Amending Sections 13-1-4(a)(57m), 13-1-43(d)(1), 13-1-62 and creating Section 13-1-36; Shipping Container/Intermodal Container.

Full language regarding the proposed Bayfield County Shipping Container Ordinance can

found at page 58: <https://www.bayfieldcounty.wi.gov/AgendaCenter/ViewFile/Agenda/05162024-2936>

Bayfield County will be discussing and potentially passing an ordinance regarding shipping containers within the county on May 17. No action required from the Plan Commission.

Discussion regarding in-person attendance requirement to Plan Commission

Meetings based on the discussion at the Town Board Annual Meeting:

Discussion regarding the suggestion from the Town Board to adopt an attendance policy for the Plan Commission. A motion was made by Feyen, seconded by Steffenson, to recommend to the town board that all Town Board members and Plan Commission members be limited to three missed and or remote (Zoom) meetings per year. All other meetings should be attended in person. Clark: Yes, Fahrenkrog: No, Feyen: Yes, Steffenson: Yes. Motion carried.

Next Meeting: June 4th, 2024 at 5:30 PM.

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

Minutes respectfully submitted by:

Amy Sherrard

Plan Commission Secretary