

**Minutes of the Town of Bayfield Plan Commission Meeting - January 8, 2007****7:00 p.m. - Bayfield Town Hall**

The meeting was called to order at 7:04 p.m. by Chair Bill Ferraro.

Present: Jim Moeller, Steve Sandstrom, Bill Ferraro, Nancy Bussey, and Frank Graves. Absent: Richard Carver and Loren La Pointe.

There were no minutes available to approve.

There were no written communications and no one from the public was present.

There was no old business.

Under New Business, commission reviewed a copy of the final plat for the Orchard Hill Development (the McKeough Land Company development on Co. Hwy. J). Ferraro noted there were no major differences on the final plat from what was approved by the Town earlier. There was discussion on future sewer hook-up and that language should be included on the deeds addressing this in addition to language on some of the lots regarding adjoining farm operations. Bussey asked Ferraro that when the Town Board approve the final plat they incorporate these items in their recommendation to the County. Moeller suggested to Ferraro that the same conditions and concerns that were raised during the initial approval process be attached to the Town's recommendation to the County. Members agreed that this was a good idea.

Ferraro asked Commission members to simply review the correspondence from the Bayfield County Planning and Zoning Department to Wayne Nelson regarding a potential violation of his special use permit for Tax Parcel I.D. No. 006-1008-02-990 (Eagle Bluff) and correspondence from the County to JR McConnell (owner) and Neil Schultz (agent) on a special use permit request on Tax Parcel #006-1054-06 (Old San Road). Both letters were provided to Commission members for information only and not as an action item.

Ferraro handed out a proposed Scenic By-Way Agreement that the Town is working on with County Forestry that would address the Comprehensive Plan's goal of creating scenic by-ways in the Town. Ferraro, A.J. Long and Paul Lundberg worked on the proposed agreement and it is only a draft at this point. All thorough-fares that are in the Town and are maintained on a year-round basis would be designated as a scenic by-way but would be on a voluntary basis. There was discussion on whether the proposed agreement was for a one hundred foot buffer zone on either side of the center line or total area. Ferraro indicated it was from the center line. There was discussion by members on how roads should be determined to be a scenic by-way. Bussey asked if the Land Use Committee could have some input on the proposal and Ferraro said that would be helpful. Sandstrom indicated that there is some teeth to the proposal because it incorporates the Silva Management practices that the County operates under. It was suggested that after the term RED PINE the word "plantations" be included before "Even age management" as that is what the wording is designed for.

Committee reports were given by commission members. Graves reported on Economic Development. He asked if Commission members had seen the work being done at the business park site and urged them to do so. He indicated there had been a meeting of the board of trustees for the Growth Incentive Fund but that there was not a quorum. Work is progressing on documentation for loans, etc. and there is about \$4,000 in the fund to date. Graves then handed out to Commission members information relating to Economic Development Objective ED-4, Task 2 of the Comprehensive Plan which dealt with creation of lodging facilities, specifically the concept for "The Bayfield Troller Inn". This concept was put together by Graves. Plan commission members read the handout and Graves explained the background of the concept and why he felt it was needed to improve economic development in the Town as a hotel would bring in more tourists and year-round jobs. He asked that the item be put on the agenda of the next Plan Commission meeting.

Bussey indicated that the Land Use Committee would be meeting on January 16, 2007, and would be focusing on a general overlay zoning district for the Town to the County ordinance which would incorporate recommendations of the Plan. Ferraro reported on Transportation and Housing. He handed out a letter from the State Dept. of Transportation responding to the Town's concerns on the speed limit on STH 13 and Co. Hwy. J which indicated the speed will be reduced from 55 mph to 45 mph starting south of the intersection. They will eliminate the 35 mph speed zone but extend the 25 mph speed zone an additional couple hundred of feet coming out of Bayfield. He also indicated he will be meeting with Catholic Charities on Tuesday, January 9 to talk about low income housing opportunities on the Impact Seven property. He will also get in touch with Habitat for Humanity and perhaps a developer such as Bob Davidson to get their perspective on what might be feasible. Sandstrom chairs the Intergovernmental Cooperation committee and has not been able to come up yet with one committee that will serve all of the communities but is working on it.

Moeller has been in touch with Eric Carlson to try and get the Farm Land Committee up and running to deal with the Ag issues and objectives in the Comprehensive Plan.

The next meeting of the Commission was set for Monday, February 12, 2007, at 7:00 p.m.

Sandstrom moved the meeting be adjourned. The meeting adjourned at 8:35 p.m.

Respectfully Submitted:

Nancy Bussey, Plan Commission member

**Minutes of the Town of Bayfield Plan Commission Meeting – February 12, 2007**  
**7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:00 pm

**1. Roll Call. Present:** Dick Carver, Nancy Bussey, Bill Ferraro, Steve Sandstrom, Loren LaPointe, Jim Moeller, Frank Graves (late arrival-7:25 pm).

**2. Reading and approval of prior meeting minutes:** Motion by Sandstrom, second by Carver to approve January minutes. Motion carried.

**3. Communications:** Audience comment regarding his phone call to Bill Ferraro regarding dialogue on Ag. Land tax levy for sanitary district and the need to work out something that's fair. Request to be put on agenda for next meeting.

**4. Old Business:**

**Scenic By-Way Agreement:** Transportation committee and Land Use committee reviewed the Scenic By-Way Agreement. Land Use comments are that scenic is more than trees. Also, this agreement started out with the objective of creating a highway forest management scenic endeavor and yet mostly ended up with a forest management outcome. It didn't get beyond the trees. This agreement simply states forestry practices for management of lands extending 100 feet from center line of both sides of the highway. There are elements omitted such as scenic viewscape, signage regulations, MPH, which highways were included, and issues beyond cutting. Clarification by Steffenson regarding Rustic Road definitions will follow also. Ferraro said the committee decided a scenic by-way should be a highway within the township that is maintained on a year-end basis and is a thoroughfare. You don't want a scenic by-way where you're going to be logging.

Planning discussion noted that primarily this is a narrow agreement between the town and county, limited in scope, not addressing private lands, with an understanding of how the county is going to manage their forest practices, cutting practices, along a highway. Ferraro clarified state law says no municipality can interfere with the county's forest management practices so we wanted to know their practices. And he noted that four additional items were included in the agreement that go beyond standard forestry practices, such as allowance for roads coming in at a 90 degree angle and minimum amount of cutting. The county will enforce this agreement. Bussey said it should be titled Forestry Management Practices Agreement.

Motion by Bussey, Second by Carver to approve Scenic By-Way Agreement with amendment to be called a Forestry Management Practices Agreement, and to recommend to the town board to enter into this agreement with the county. Motion carried.

**Bayfield Troller Inn:** Frank Graves presented information regarding the economic impact of building a 50 room hotel in the town of Bayfield. Mr. Graves spoke with a developer who in turn offered to do an impact and feasibility study in two phases, the first phase costing \$10,000 and the second phase, if the first phase is positive, costing \$15,000. Planning discussion included whether Mr. Graves is speaking on behalf of the Planning Commission when he's conducting this investigation. Also, the needs of the planning commission to serve it's existing lodging, and restaurant constituents. Clarification was needed on the wording of objective #84 of the Town's Plan to increase tourism. Did this imply building a large hotel to attract families and younger couples? There was discussion on the value of having a feasibility study since the last study done by the Apostle Highlands Golf Course in 2002.

**5. Public Input:** No public input.

## 6. New Business:

**Market Research Profile-Chamber of Commerce:** Copies of profile were distributed. No discussion.

**Neil Schultz mini-storage proposal:** Mini-storage doesn't allow outside storage of boats which is being requested by Mr. Schultz. He wants to store cradled boats and trailers. Questions arose regarding earlier trailer park request which was denied, and therefore it was necessary to qualify Mr. Schultz's request.

Motion by Carver, Second by Moeller, to table the request until Mr. Schultz can attend a meeting to address specific questions. Motion carried.

**Tom Galazen's request for NEV use:** NEV stands for a Neighborhood Electric Vehicle which has a maximum speed of 25 mph. State law says one cannot operate NEV's on roads designated over 25 mph. All roads in the town of Bayfield are posted 45 mph with a cautionary speed posted of 35 mph.

Motion by Bussey, Second by Carver to recommend the town consider legalizing the use of neighborhood electric vehicles (NEVs) on any qualifying roads in the town of Bayfield. Graves abstained. Motion carried.

## 7. Committee Reports

**Economic Development:** Steve Sandstrom met with the LaPointe Town Board regarding their interest in participating as an Eco-Municipality. He sees this as a positive step toward intergovernmental communications. No further discussion.

**Land Use Committee:** Minutes were distributed. No discussion.

**Housing & Transportation Committee:** Ferraro said they met with Habitat for Humanity in Ashland, on Tuesday, Feb. 8, and learned Bayfield's land prices were too high. Perhaps we could have land donated. There may be interest on behalf of Impact 7. Catholic Charities found great interest in low-income housing from people in Ashland and Bayfield counties, although many of the interested parties would not qualify for low-income housing due to unemployment.

Additionally, Ferraro said the county is considering liberalizing the sign ordinances to one that fits us.

There was a three page letter from the Martins who own land on Hwy J, adjacent to Impact 7's land. Impact 7's access driveway was to enter off of Hwy 13, not Hwy J, but upon further development, the costs of leveling out the land to access onto Hwy 13 were prohibitive. The Martins felt they should have been notified of this change before it happened. Carver clarified the move to change the access onto Hwy J was not fraudulent, it just happened to be the only feasible site to accomplish the plan. Moeller questioned whether Impact 7 could have known this problem just by walking the land before purchase and further development progressed. Due to engineering study delays and the desire to have the project begun before fall, the access change to Hwy J was put into place without notifying adjacent land owners.

**8. Date & Time next Committee meeting:** Monday, March 12, 2007. (3/12/07). 7:00 p.m.

**9. Adjournment:** Motion by Ferraro, Second by Sandstrom, to adjourn 9:10 p.m.

**Minutes prepared by Secretary: Debra Carlson-McRoberts 2/13/2007**

**Minutes of the Town of Bayfield Plan Commission Meeting – March, 2007**

**7:00 p.m. - Bayfield Town Hall**

**1. Roll Call. Present:** Dick Carver, Nancy Bussey, Bill Ferraro, Steve Sandstrom, Loren LaPointe, Frank Graves

**Absent:** Bill Ferraro, Jim Moeller

**2. Reading and approval of prior meeting minutes:** Motion by Sandstrom, second by Graves to approve February minutes with two changes. Remove Steve Prevost from Absent, he is not a member. Add to Bayfield Troller Inn minutes that the feasibility study was a private study initiated by Apostle Highlands Golf Course, not the Town. Motion carried.

**3. Communications:** Neil Schultz responded to a letter from David Goode. Initially, Schultz went through the town board and the planning commission with a request for approval for the use of his building on Old San Road. When his approval came before the County Planning and Zoning Committee, Kastrovsky noted the additional request for storage of boats and other vehicles outside of the building. He sent the request back to the town and planning commission since this wording was not included in the initial request. Since this requires a special use permit, there was discussion as to what is included in recreational items. The request was tabled until Schultz can be present to answer questions in April.

**Town Board Actions on Commission Requests:** The Town Board adopted an agreement with the County as a Forest Management Agreement not a Scenic ByWay Agreement. There were no amendments made other than the name.

**Safety Issues:** The request for a revision on speed limits and a speed limit reduction coming north on Hwy 13 approaching South J resulted in a State agreement, administered by the County, to reduce the speed earlier than currently posted, past South J and Northern Edge entrance, to 45MPH. Also, instead of 35MPH posting it will reduce to 25MPH. There was discussion to move the 25MPH posting a couple hundred feet south of where it is now. Also, the 45MPH posting should be posted along Hwy 13 from Apostle View Motel up to Fish Hatchery Road. Additionally, advisory speeds, or deer warnings could be posted. These concerns will be given to the Transportation Committee for further discussion.

**4. Old Business:**

**Bayfield Troller Inn:** Frank Graves presented information regarding the building a 50-60 room hotel in the town of Bayfield to expand the economic pie by improving tourist offerings in Bayfield. Additional benefits include potential year-round- employment, and expanding the market that visits Bayfield to include families, corporate meetings, weddings, motorcoach and the over-50-crowd. If this hotel slices the pie into smaller pieces then it isn't attractive. There is a Business Leadership Fund Grant to cover the \$10,000 initial feasibility study expense, with a

deadline of April 1. Graves recommends that the commission recommend that the Town Board approve and submit this application for a grant to put toward an initial feasibility study by the April 1 deadline. Sandstrom asked does the study have to be geared toward a 50-60 room hotel/lodge emphasis? Could it be a retreat or convention center? The fourth objective in the economic goals says improvement of tourist facilities. So a feasibility study could pursue the investigation of facilities that best serves the existing businesses, the 50+ market, and the adventure tourists. Bussey asked whether the impact of these facilities on traffic, existing businesses, and other things beyond economic, have been considered. Motion by Graves to fund a feasibility study for a new lodging and/or conference center to be located in the greater Bayfield area. Second by Sandstrom. Opposed by Bussey. Motion carried.

**5. Public Input:** Carver asked the only person present to give their opinion on the Bayfield Troller Inn discussion. David Galazen said there needs to be a feasibility study before you go on. No further input.

#### **6. New Business:**

**Neil Schultz mini-storage proposal:** See above notes. Tabled until April, when Schultz can be present.

#### **7. Committee Reports**

**Land Use Committee:** Bussey mentioned Ellen Kwiatkowski may serve on the committee.

**Growth Incentive Fund:** A recent grant from Xcel puts the fund balance at \$6,750 to support growth of cottage industries. Eligibility is expanded to businesses located in the town, even if owner lives somewhere outside of town. Jill O'Neil donated a flier to help 'get the word out' about this fund.

**Housing & Transportation Committee:** Graves suggestion is to talk with local developers about cluster housing and manufactured housing. Carver mentioned Catholic Charities may not be configured to work with developers, they're configured to work with individuals. LaPointe said he has done several Habitat for Humanity Houses in the past.

**8. Date & Time next Committee meeting:** Monday, April 9, 2007. (4/9/07). 7:00 p.m.

**9. Adjournment:** Motion by Sandstrom, Second by Bussey.

**Minutes prepared by Secretary (from tape): Debra Carlson-McRoberts 3/21/2007**

#### **Minutes of the Town of Bayfield Plan Commission Meeting – April 9, 2007** **7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:00 pm

1. Roll Call. Present: Dick Carver, Bill Ferraro, Steve Sandstrom, Loren LaPointe, Frank Graves

Absent: Nancy Bussey, Jim Moeller

2. Reading and approval of prior meeting minutes: Minutes from Special Meeting March 26, 2007 not available yet.

3. Town Board Actions on Commission Requests: Ferraro clarified the Planning Commission's request to have Graves meet with Sandstrom and Al Chechik regarding selecting and securing an advisory committee for the ED-4 process.

4. Old Business:

Review and make recommendation to Town Board regarding Judd request to build residence on AG-1. Motion by Carver, second by Sandstrom to approve Judd request and driveway permit request. Motion carried.

Make recommendations to the Town Board regarding establishing written procedures for the public to follow when applying for permits. Discussion included having Pike's Bay Sanitary District and Planning Commission involved in the procedural process.

5. New Business:

Eric Carlson's request to re-zone RRB to AG-1. Motion by Graves, second by Carver to recommend change of zoning to County. Motion carried.

Ron Line's request for special use permit to build auto repair facility and apartment rental on Hwy 13. Discussion on appropriate appearance in conjunction with the scenic corridor, visual shields, proper set-backs, lighting controls and signage. Line said he will be selling cars too, but will have cars farther off the highway than Ron Shugga on Hwy 13 currently has his 'For Sale' cars placed. He also noted he would place trees as visual shields so you cannot see cars on lot, adding there are times he must store a car for at least 3 months before selling/disposing for lack of payment. Ferraro requested a site-plan for auto repair, apartment rental, lay-out of autos for service and sale and road location. Then members of the Planning Commission will go on-site and walk through the plan with Ron Line. Line said he could present a plan within the next few weeks.

Rick Young and Faith Grenzow request to build residence on Ag-1. Mike Peyton presented building plans for the sod-roof home, roughly 1900 sq. ft. to be a seasonal home until retirement. The land is adjacent to Oakridge Heights, which is in the Bayfield Land Use Plan to be a residential area. Motion by Sandstrom, second by Graves to approve request for a special use permit to build home. Motion carried.

Discussion and possible action on proposed changes to County Sign Ordinance. Graves gave some background on this agenda item. He noted that the Bayfield County Economic Development Corporation (BCEDC) has been working on sign ordinances for months in downtown Iron River, on behalf of White Winter Winery, John Hamilton and Bill Devries and with the county. There is a multiple tenant site that is allowed by the county to have only one 9'x6' sign on-site. County rules require a 1/4 mile interval between signs, so the multiple tenant site cannot get a larger sign or get multiple signs. BCEDC and White Winter Winery has requested to have on-premise: four 7'x7' signs, and one 9'x6' sign, and two off-premise 7'x7' signs to fully advertise. Sandstrom noted that under their request there's the possibility of combining signs which could be huge, and that each sign is two-sided so there could be excessive signage for one site under the request. Some discussion pursued whether Iron River is

the committee's concern. Motion by Carver, second by Sandstrom that the Planning Commission recommend to the Town Board to send a representative to the Land Use Zoning Committee hearing on April 19 to express concerns raised here, to avoid zones where signage is major, preserving scenic beauty with economic development. Opposed Graves. Motion carried.

#### 7. Committee Reports

Land Use Committee: Jim Collins will serve and Ellen Kwiatkowski is likely to serve.

Housing & Transportation Committee: Ferraro spoke with Habitat for Humanity (HH) and Catholic Charities and their scope is restricted to building a house, no utilities. HH requires the land has it's own well and sewer. Through Impact 7, World Class Manufacturing has 72 acres and has mentioned they may give the town 10 acres for leverage for Habitat for Humanity. This land has a shared well, and Ferraro said shared wells can be waived. WHEDA will help finance infra-structures such as roads. Affordable housing is important to keep the younger people here. Graves asked how buildings and land are assessed? Ferraro said he will contact the assessor to get the procedure for assessments.

8. Date & Time next Committee meeting: Monday, May 14, 2007. (5/1707). 7:00 p.m.

9. Adjournment: Motion by Carver, second by LaPointe. 8:35 P.M. Motion carried.

Minutes prepared by Secretary: Debra Carlson-McRoberts 4/14/2007

### **Minutes of the Town of Bayfield Plan Commission Special Meeting – May 7, 2007** **7:00 p.m. - Bayfield Town Hall**

Meeting called to order by Chairman Bill Ferraro at 4PM.

Attending: Nancy Sandstrom, Frank Graves, Bill Ferraro, Paul Lundberg, Nancy Bussey and Dick Carver

In accordance with the posted Agenda, the Commission adjourned and traveled to parcel 006-1049-09 to review the property pursuant to a Conditional Use Permit request. The Commission members reviewed various markings and buildings on the site including, but not limited to the 66' entrance easement, an area designed for parking up to six cars intended for sale, the location and setbacks for a large maintenance building and the area designated for parking vehicles for repair. Ron Line met the Commission at the property.

It was noted that the Conditional Use request was in the name of Nichevo Ferry Lines, Inc. and Wayne Nelson but the Agent, Ron Line indicated that certain elements of that relationship had changed and, further, that the drawing provided with that request was not entirely current or complete.

The Commission finished their review of the parcel at 4:45 PM and returned to the Town Hall

Reconvened at the Town Hall at 4:52 PM.

There ensued a discussion of several member concerns regarding the request:

-The Application needs clarification, perhaps a newly formulated application to accurately reflect who the applicant is and to depict an accurate drawing/map of the proposal. It was suggested that a Site Map or other detailed description was needed to indicate exactly where buildings, screen vegetation and parking/sales lot would be.

The Commission delineated a list of Conditions that would be attached to the property in order to bring an acceptable level of appearance and utilization of the property. These included:

-Setbacks, lighting controls, a year round tree barrier, earth tone structures and a roadway that complies with (and is permitted by) the Town's Driveway Ordinance.

-It was noted that not enough information was available from the application to make a determination on the "boat storage", "campers" and "mini-storage" elements of the request.

A motion was made by Frank Graves and seconded by Nancy Bussey to recommend to the Town Board that they approve a revised and complete Conditional Use Permit submitted by Ron Line and with appropriate and complete Site Map attached conditioned upon the following actions (made part of the conditional use permit) on the part of the applicant:

-That, because the application does not include adequate data, boat storage (campers, boats, mini storage, etc) is not permitted as a conditional use.

-That substantially the entire site must be shielded from persons on or passing over Hwy 13 adjacent by a "year-round" native tree barrier and appropriate smaller foliage that is 50-75' in depth and high enough so that it causes the work and storage areas to be mostly invisible from the highway. The exception to this element is that area designed for up to six vehicles intended for sale.

-Any buildings will be painted and trimmed in "earth tones" so as to blend in with foliage surrounding and in the background.

-The applicant shall retain all of the existing foliage exceeding 14" in diameter (check this)

-Lighting will be placed, shielded and directed such that does not shine up into the air or at the highway. The Bayfield County Lighting Recommendations may be used as a guide.

-The applicant will take appropriate measures to control storm water runoff from the hard surfaces placed on the property and, where possible, will use semi-permeable materials.

-No more than six vehicles may be stored at any given time in the lot designated for selling vehicles.

-Any signage, particularly signage visible from Hwy 13, shall be limited to two (2) on premises signs not to exceed 50 square feet and any Town of Bayfield sign ordinances. One identifying business sign of appropriate dimensions may be placed where visible from the highway and may be appropriately lighted.

-The Commission acknowledges that, from time to time, the applicant may be engaged in repairs to both land and waterborne vehicles and that, similarly, business pursuits may result in such vehicles being located in the vehicle sales area and offered for sale.

The motion carried.

Adjourned at 5:35 PM.

Next meeting scheduled for Monday, June 14, 2007

**Minutes of the Town of Bayfield Plan Commission Meeting – June 11, 2007**  
**7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:02 pm

Roll Call: Dick Carver, Bill Ferraro, Nancy Bussey, Nancy Sandstrom, Frank Graves, Paul Lundberg, Loren LaPointe

Reading and approval of prior meeting minutes: Motion by Ferraro, second by LaPointe to approve April 19th minutes, motion carried. Motion by Bussey, second by Ferraro to approve May 14th minutes, motion carried.

Communications: Letter from Bayfield Planning and Zoning regarding a request for a delay in implementing the sign ordinance. More discussion Old Business.

-Bussey noted Kastrosky's letter suggests that instead of an overlay district in the town of Bayfield that signs are a 'Class A' permit - meaning the planning commission could consider permitting signs in the town as a means of implementing their own sign regulations.

Town Board Actions on Commission Requests: nothing

Old Business:

Discussion and possible action on Terry Peters request to relocate a portion of Eagle Island Road and discussion of recommendations of the Land Use Advisory Committee.

-Carver and Jim Steffenson did an on-site inspection with Mr. Peters. The committee is concerned about erosion issues and the proximity and visibility to/from the sea caves, a sensitive area beneath the road change.

-Committee recommends that Mr. Peters work with a soil/specialist to do a consult on the road change.

-Motion by Ferraro, second by Bussey to have the Planning Commission contact Bayfield County Land Conservation to conduct a site-inspection addressing road design issues such as ditching, erosion control, crowning, containment of water and set-back. Motion carried.

Discussion and possible action on Town of Bayfield Sign Ordinance recommendations as formulated by the Advisory Committee.

- Ferraro distributed copies of the new County Sign Ordinance along with the Advisory Committee's changes.

- One major change is, there will be no off-premise signs, along Hwy 13, except those approved by state. This affects possibly eight signs (e.g. Reed Realty, Big Top Chautauqua wagon, Apostle Campground, Northern Edge, Apostle Highland Golf Course). They have five years to remove these signs. Other minor changes were mentioned as noted in handout.

- Lundberg recommended that if the Town is enforcing the sign ordinance, then the Town should get the permit fee.

- Motion by Ferraro, second by Lundberg recommending the Town Board pass an ordinance and work with the County zoning to implement the special use permit with the changes noted in the ordinance by the Advisory committee, making clear enforcement and fee responsibilities. Motion carried.

Discussion on "spot-zoning" issue regarding an earlier request by Frank and Joan Einsman to change zoning on 9.57 acres from Ag-1 to R-1.

- Bussey reported that Frank understands 'spot-zoning' and admits now that he knows his neighbors' opposition and thus respects the committees' decision.

Public Input:none

New Business: Request by Port Superior Marina Association, Agent Mike Berg, for a Special Use Permit to build a boat storage building located in Section 22, 50N 4W (lots 5-7, Apostle Harbors Subdivision)

- Proposed building, 120' x 180', will be located between Hwy 13 and Port Superior Marina, with an eight foot berm, and a tree berm, to buffer it's view from the highway, although it's visibility is still in question.

- Building will only be a heated storage building, not a maintenance building, although replacement of shafts or batteries, and survey work, may take place in this building.

- Graves inquired about ownership, whether it is Port Superior Marina or Mr. Berg's ownership. This is not decided yet.

- Ferraro and Carver will inspect the land with Mike Berg next Monday morning.

Request for a dialogue with Bob Fierek regarding property off Island View Lane and Hwy 13 north of the city.

- Fierek noted this is 4.70 acres zoned RRB. He wants to subdivide the property within planning commission regulations. RRB allows 30,000sq. ft. lots. Fierek will do selective vegetation clearing, small-cottage design homes with restrictive lighting & exterior color requirements. Site doesn't lend itself well to pole-barn, condo, or large-house footprints. Fierek added there are probably only three or four housing sites with these environmental concerns in practice.

- There is a seasonal, hard-wood, tree-buffer screening the view from the development and the highway. Some evergreens will need to be planted for year-round screen. Set back is 100 ft off highway before the building site, driveway ordinances allow for fire equipment passage

and turn-around.

-Fierek will return next month with surveys, water management site-analysis, site-drawings and dev. plans.

Request for a dialogue with Jillian Cadotte regarding residential development of 4.5 acres zoned Ag-1 on Fire Tower Road.

-Having recently bought a lot, from James Keller, off the first left along Martinson's driveway (with a driveway easement), they want to build a home within the next two to three years.

-Motion by Ferraro, second by Sandstrom to recommend to the Town Board to approve building a home on this site. Ferraro noted, it is still up to the town board to approve. Motion carried.

Correspondence: Motion by LaPointe, second by Sandstrom to table the letter from Richard and Sandra Pratt, pending more information regarding the sanitation facilities construction notice.

Committee Reports:

-Bussey reported that the land-use planning committee is requesting a meeting with Bayfield County Zoning, Karl Kastrosky, on how best to meet the goals and objectives, and address the issues on zoning. Further they're requesting to do this with the planning commission. There will be an hour set aside at the July 9th meeting for both committee's to meet with Kastrosky.

-Graves reported that 154 economic-development questionnaires were mailed today to names provided by the Bayfield Chamber member list. Responses are requested by July 20th, 2007.

Set Date and time for next commission meeting: Monday, July 9, 7:00 pm

Adjournment: Motion by Graves, second by Carver to adjourn at 8:50 pm.

Minutes prepared by Debra McRoberts (6/29/07)

### **Minutes of the Town of Bayfield Plan Commission Meeting – July 9, 2007**

#### **7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:02 pm

Roll Call: Dick Carver, Bill Ferraro, Nancy Bussey, Nancy Sandstrom, Frank Graves, Paul Lundberg, Loren LaPointe

Guest Attendance: Karl Kastrosky, Bayfield County Zoning Administrator, and members of the Land Use/Zoning Advisory Committee. Kastrosky encouraged Bayfield to use their land use plan and incorporate overlays into the plan adding that the County will do their best to accommodate Bayfield's requests within reason. Ferraro noted all signs will need a Class A/Special Use permit. The permitting process begins with the county issuing permits, then notifying the town, and in-turn the town will notify the land/sign owners. The county receives permitting fees.

Reading and approval of prior meeting minutes: Motion by Ferraro, second by Bussey to approve June 11th minutes, motion carried, with two corrections: Bob Fierek property, RRB allows 30,000 sq.ft. lots, and Karl Kastrosky's name is with a 'K'.

Communications: none

Town Board Actions on Commission Requests: Ron Line's request was approved with all conditions.

Old Business:

Discussion and possible action on Terry Peters' request to relocate a portion of Eagle Island Road and discussion of recommendations from Robert Lobermeier of the ABDI Land Conservation Department.

-Motion by Bussey, second by Lundberg to approve road engineering study done before approval of relocation, due to Lobermeier's concern regarding "the potential for moderate to severe erosion on the steepest parts of the proposed new section of road. (Lobermeier) recommends an engineering study be prepared so that the optimal route could be chosen based on soil types, slope and ground cover". Graves opposed, motion carried.

Discussion and recommendation to the Town Board on Port Superior Marina Association boat storage building.

-Motion by Graves, second by Ferraro to approve the building under these conditions: a survey is needed to determine the exact location of the building so that existing tree barriers and elevations are accurately depicted to determine shielding from Hwy 13, as well as a geological and hydrological impact study. Motion carried.

Discussion and recommendation to the Town Board on Richard and Sandra Pratt request to convert an accessory building to a single family residence on 63 acres of land zoned Ag-1.

-Motion by Graves, second by LaPointe to approve the request. Motion carried.

Discussion and possible action on Bob Fierek's request to develop 4.7 acres zoned RRB located off Island View Lane and Hwy 13.

-Fierek noted he wants to comply with regulations and is asking for input from the planning commission.

-the commission noted several things from the topography map provided by Fierek: steep slope to the lake, what impact the five? or eight? new homes will have on sanitary/sewer district and whether they are included in the district, non-key-holing access to the lake, steep 12' swell in ravine toward lake and at the base of the development, what changes will occur with current vegetation to allow lake views (seasonal or year-round).

Public Input:none

New Business: Request by Robert and Marion Jonas to operate a home based sales room from their garage for hand-crafted furniture and other craft items at their residence on Star Route Road.

-Motion by Ferraro, second by Sandstrom to approve the request. Motion carried.

Discussion of a petition to County Zoning from Administrator Karl Kastrovsky regarding zoning ordinance changes to permit Commercial Wind Power Generators on land zoned Ag and Forestry.

-A conditional-use permit will be required to address each request on an individual basis.  
No motion.

Proposal to develop an "Incentive Plan" for enhancing and improving existing structures and parcels along the Town's highways and byways.

-Carver introduced this idea as a way to reclaim and beautify the area, where participants may earn three levels of achievement due to their beautifying efforts and perhaps, in addition to the bronze/silver/gold award, they may receive expedited permitting processes. Commission advised against expedited processes being misconstrued as special favors.

No motion.

Committee Reports:

-Graves reported that 96, of the 154 questionnaires, have been returned (due date is July 20th), noting he would edit comments to the most significant for the commission. Discussion followed that the commission will see all the returns in their entirety to make a determination.

Correspondence: none

Set date and time for next commission meeting: Monday, August 13, 2007, 7:00 pm

Adjournment: Motion by Ferraro, second by Bussey to adjourn at 8:55 pm.

Minutes prepared by Debra McRoberts (7/24/07)

### **Minutes of the Town of Bayfield Plan Commission Meeting – August 13, 2007**

#### **7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:05 pm

Roll Call: Dick Carver, Bill Ferraro, Nancy Bussey, Nancy Sandstrom, Paul Lundberg. Absent: Frank Graves, Loren LaPointe

Approval of minutes: Motion by Bussey, second by Ferraro to approve the minutes with the following changes: noting Lundberg as absent, and noting Ferraro as the second the Bussey's motion to request engineering study on Peter's road project. Motion carried.

Communications: none

Report of Town Board actions relevant to the Plan Commission.

Request from PSMA for boat storage building was tabled, by the county, until August, due to Class A public notice requirements.

Town approved, and county adopted, Robert and Marion Jonas request to operate a home based sales room.

Town approved request by Richard and Sandra Pratt to convert an accessory building to a single family residence, although the Pratts have requested a delay due to sanitary concerns, thus

approval is pending.

Old Business:

Terry Peters' request to relocate a portion of Eagle Island Road. Discussion followed on a three day notice of a lengthy and complicated engineering report which basically states that the project can be done with the study's conditions. Motion by Ferraro to table approval until further clarification can be elicited from the engineering firm or conservation department and the commission has time to read the findings, second by Lundberg, motion carried.

Survey of Economy and Tourism in the Greater Bayfield Area. Discussion followed regarding responses, distribution, collaboration, grant writing and public relations. Questionnaire responses were read aloud with two response-statistics of importance: one, whether respondents agreed that a new, non-branded, non-franchised hotel with first-class conference amenities would improve the economy, 50% agreed- 50% did not agree. Also, a question on the usefulness of the Town of Bayfield commissioning a qualified consultant to do a comprehensive-feasibility study on how to improve the economy, resulted in 65% of the respondents saying 'no', opposing a study. Motion by Bussey, second by Ferraro, to accept the survey called for by the planning commission, place it on record, and table further action due to the fact that the results of the survey show lack of support for the planning commission to hire an outside consultant to do a feasibility study. Motion carried. Second motion by Sandstrom, second by Lundberg, that there is good and meaningful information in this survey that provides the basis for discussion and further planning on economic goals working with the Chamber and existing tourism entities. Motion carried.

Two hundred (200) questionnaires were sent out. Obst sent a complete list of the chamber members, from which 150 businesses were selected to receive the questionnaire, and 45 more were sent to businesses that were not members of the chamber, including Washburn recipients. Two members of the Economic Development Advisory committee were present, John Theil and Al Chechik. Carver, Theil and Chechik did not know how the recipients were selected. Since this questionnaire was tourism related, it was suggested to work with the Bayfield Chamber of Commerce and the Bayfield County Tourism department for support and insight. Ferraro said he took three phone calls this week asking if there was a hotel with a swimming pool, although his son-in-law in the hotel business questioned the sanity of anyone wanting to open a hotel in Bayfield. Sandstrom added she talked extensively with the AmericInn marketing director who said they are having a difficult time filling the conference facilities. Grant writing was discussed and Theil mentioned that having the planning commission pursue grant-writing tourism efforts could conflict with the Chamber grant-writing efforts. Carver appointed Bussey, and Chechik volunteered, to assist with writing a specific summary of the survey results for the press.

Overlay District for development in the Town of Bayfield. Discussion on asking the Land Use Zoning Committee to get the basics. Also, NW Regional Planning recommends the town should not go outside to know what Bayfield Township wants. Bayfield Township should set their own lighting restrictions, set-back restrictions, tree-barrier, etc, restrictions, prioritize them, list them, put them into an overlay district and contact an attorney to find out if the list can be accomplished.

Public Input: Christine Carrier emphasized time is of the essence in designing an overlay district.

#### New Business

Discussion of a petition to County Zoning from Administrator Karl Kastrosky regarding zoning ordinance changes to permit Commercial Wind Power Generators on land zoned Ag and Forestry. This requires a conditional use permit.

Proposal to develop an 'Incentive Plan' for enhancing and improving existing structures and parcels along the Town's highways and byways. Carver will refer this to Land Use and Zoning.

Request by Frank and Joan Einsman to build a cabin w/barn on parcel on Meyers-Olson Road. Carver recommends they go to County Planning and Zoning for decision. Einsman's special use Class A request, given to the planning commission, does not comply and would require another 4.5 acres of land, thus Carver recommends he apply for multiple dwellings on one piece of property. Ferraro recommends he put the cabin w/barn on his other five acres.

Review of Driveway & Private Roadway Standards language from County Planning and Zoning. Discussion on county wanting a uniform driveway ordinance. Motion by Ferraro, second by Sandstrom recommending to the town board that driveway and private roadway standards ammend Class 'C' requirements from a minimum road surface width of 10 feet to a minimum of 12 feet wide.

Committee Reports: Ferraro sent letter to county regarding speed limits on Hwy J and Hwy 13. Bussey requests reviewing by-laws of the planning commission to be on the next agenda under Old Business.

Correspondence: none

Set date and time for next commission meeting: Monday, September 10, 2007, 7:00 pm

Adjournment: Motion by Ferraro, second by Bussey to adjourn at 8:42 pm.

Minutes prepared by Debra McRoberts (8/27/07)

### **Minutes of the Town of Bayfield Plan Commission Meeting – September 10, 2007**

#### **7:00 p.m. - Bayfield Town Hall**

Meeting called to order at 7:02 pm

Roll Call: Dick Carver, Bill Ferraro, Nancy Bussey, Nancy Sandstrom, Paul Lundberg, Frank Graves, Loren LaPointe

Approval of minutes: Tabled by Carver until Sandstrom has a copy.

Communications: Ferraro noted the speed limit changes along Hwy 13 have been posted as requested.

Report of Town Board actions relevant to the Plan Commission:

Ferraro spoke with Kastrosky, who hasn't met with Dave Goode, so there is no resolution yet for the town board to incorporate the town sign-ordinance with the county.

Old Business:

The commission received copies of a plain-language description of the engineering report, hopefully answering the question, 'is this road satisfactory for the town?' Discussion followed that the road will meet town specifications with a 12" surface. Motion by Ferraro, second by Lundberg that the commission make a recommendation to the town board to approve the re-routing of Eagle Island Road according to the engineering study presented by Terry Peters, with the understanding that this re-route is totally independent of any decisions regarding development in that area.

Land-use zoning committee has begun work on a study of an overlay district for development in the Town of Bayfield.

Public Input: none

New Business:

Steve and Nancy Sandstrom, as agents for Darcy and Michael Schwerin, asked for an informal opinion on a conditional-use permit on a 2.46 acre parcel in Ashwabay Heights Subdivision on Ski Hill Road, lot 4 zoned RRB. Emails were sent out, but LaPointe did not receive the email. Steve Sandstrom spoke about cooperating with the Planning Commission for establishing a 'spa' on this parcel. It's proposed as a unique business idea for the community, appropriately located adjacent to the Ski Hill Properties. The distinction between 'resort' and 'spa' is important, since a 'resort' requires a conditional-use permit; there is no mention or regulation to-date regarding 'spas'. Motion by Graves, second by Bussey to approve the concept of a 'spa' until a more detailed business plan is available for review by the commission. Sandstrom abstained. Motion carried.

Nominations and elections, in accordance with the by-laws, of a vice-chair on the commission. Bussey moves that Ferraro be nominated as vice-chair. No other nominations, thus Carver moved to close nominations, second by Lundberg. Ferraro is vice-chair. Bussey noted the by-laws need to be updated for language regarding monthly meeting dates. This will be finalized on next month's commission meeting.

Committee reports:

Graves asked about housing plans for the Industrial Park. A cluster design with a cul-du-sac was mentioned. It's agreed that housing is important for creating jobs, it must be affordable, and it should be managed by an owner's association to assure the area remains affordable.

Set date and time for next commission meeting: Thursday, October 11, 2007, 7:00 pm

Adjournment: Motion by Lundberg, second by Bussey to adjourn at 8:15 pm.

Minutes prepared by Debra McRoberts (9/20/07)

**Minutes of the Town of Bayfield Plan Commission Meeting – October 11, 2007**

**7:00 p.m. - Bayfield Town Hall**

TOWN OF BAYFIELD PLANNING COMMISSION  
MEETING MINUTES  
Thursday, October 11, 2007

Meeting called to order at 7:00 p.m.

Roll Call: Dick Carver, Bill Ferraro, Nancy Bussey, Nancy Sandstrom, Paul Lundberg, Frank Graves.

Absent: Loren LaPointe

Approval of minutes: Motion by Bussey, second by Ferraro to approve August 13, 2007 minutes. Discussion followed by Graves that the minutes were not complete. First question was whether the commission read the report completely out-loud. Sandstrom noted everyone had a copy. Bussey noted that questions were addressed with John Thiel and Alan Chechik. As discussion continued, Carver noted that Graves comments are welcome in today's or a future meeting. Graves then asked if he can make a motion to amend the meeting minutes, to which Carver replied that the motion is to approve the minutes of the meeting as it occurred. He asked the commission if there is anyone who feels that the minutes do not represent the meeting. No reply. Motion carried. Bussey added the discussion brought up by Graves is not on tonight's agenda. Bussey requested a motion to approve the October 11, 2007 agenda. Motion failed due to lack of a second. Carver emphatically declared there is an appropriate time to do this, and he believes it's appropriate to put a discussion in a future meeting about this and he believes we need to pursue it in accordance with Sandstrom's motion in the August minutes. Carver further stated that we need to continue to have actions that pursue what we learned from this questionnaire. Carver will add it as a discussion item for the next agenda. Graves brought up another question on the August minutes regarding whether the results were published. Carver replied a copy was sent to the commission members before posting them and that they were published in the County Journal and Daily Press.

Motion by Ferraro, second by Bussey to approve September 10, 2007 minutes. Motion carried with the correct spelling of Schwerin.

Ferraro noted the secretary resigned and Carver added that we need to get a new secretary.

Communications: none

Report of Town Board action on issues relevant to the planning commission: Terry Peters' road relocation request has been approved.

Old Business:

Follow-up on Town Sign Ordinance status. Ferraro said commission submitted to the town board, town board approved it, and now it's supposed to go into resolution form at County Zoning although nothing has happened. This will be brought up again at the next town board meeting. There was some discussion about the quick drop in speed from 45MPH to 25MPH and whether it's gradual and whether people are adhering to it.

Discussion and possible revision of the by-laws: Bussey mentioned under Article 5 there is mention regarding 'regular meetings will be held on the fourth Monday of each month at 7:00 p.m. Motion by Bussey to amend the first sentence of paragraph one of Article 5 of the by-laws of the Town of Bayfield Planning Commission to read: 'Regular meetings of the planning commission should be held monthly on a date and at a time and place designated by the planning commission at it's May meeting of each year', second by Ferraro. Motion carried.

Discussion and possible action on the Sandstrom conditional-use permit request: Sandstrom updated the commission noting Steve Sandstrom appeared at the County Zoning meeting with the same presentation given to the planning commission. The County asked for a conditional-use permit. A conditional-use permit process begins at the planning commission before moving on to

the Town Board for approval at their November meeting. Sandstrom wants to be sure that the commission has already reviewed the request. Carver asked that any substantive changes be brought up now. Graves noted the approval included a request for a business plan. Ferraro asked for something in writing. Sandstrom said her understanding is once they close on the property and have gotten further along with the business plan they would submit an up-dated application that would be far more specific as to building locations and timing. Bussey asked if it goes back to the Town is this a formal conditional-use request. Discussion continued that this is an initial go-ahead, but to be consistent the planning commission has requested a business plan to be submitted. Sandstrom added a business plan will not be completed before the end of the year. Graves said business plans are often over-exaggerated with no substance. He said the Town should be interested in the number of jobs and the economic impact. Carver asked if there was further discussion; there was none.

Discussion of the current dimensions/location of the Pike's Bay Sanitary District: Ferraro said he and Sandstrom have met as the Pike's Bay Sanitary District Public Relations and will meet again November 2, 2007 to devise an outline and proposal of district boundaries based on need and the comprehensive plan. Ferraro added he met with George Hansen and it was pointed out the District does not want to lose any income based on the boundaries. Ferraro made it clear though that the mission of the Sanitary District is public safety, not income. So when devising boundaries the consideration is public health, not maintaining income. Ferraro added one conflict is going to be the planned zoning that was established to put up a buffer around the agareas. In other words, you have a farm and then you have land zoned ag, which requires 4.5 acres, and consequently reduces the density of homes, which in-turn reduces the conflict of residential and agricultural practices such as spraying, material-handling equipment road uses, and noise. Carver concluded that there are things we should put into the plan.

Public Input: David (last name?) announced there will be a dedication to the Jerry J. Jolly/Pike's Creek Hiking and Ski Trail on Sunday, October 28 at 1:00 p.m.

Mike Coke (sp?), General Manager of Wisconsin Territories of McKeogh Land Development Company apologized for the excessive tree-cutting which he blamed on an over-zealous clearing crew and lack of site-supervision. He pointed out further loss of trees due to the 65MPH wind storm and rocky soil conditions. He stressed McKeogh is a company that lodges and eats in the area when travelling, and furthermore, they have spent up to \$75,000 in marketing and

advertising to promote their company and the area. He came with a couple things to discuss, which does not require coming to the planning commission but McKeogh wants to show they're open and they don't want any surprises. He presented two maps, current plat and plat with proposed amendments. First request is to reduce density from 56 lots to 55 lots, thus combining two lots (#25 and #26) at the top. Second request is to remove the trail system to the north. Also move the corner of lot 27. (tape ends and next side picks up much later with the following). Carver says to have that balance is right. Graves says it's good to have that long-range plan along with Sunset Ridge Development to hook into their system so it passes through yours. That will take a better part of the highest elevations of the golf course.

Committee reports:

Housing Report includes a meeting on Wednesday, November 7th at 10 a.m. at the Town Hall about affordable housing and other subjects related to the business/school property. Public invited. Graves added Kathy Werner (sp?) is coordinating a meeting with Bob Davidson, Dan Culverson, and Kathy to meet next week to talk about PUD ideas. They are very interested in helping.

Land-Use group is talking about hiring Northwest Regional Planning to help out with the overlay district. Also, Tom Hart is looking for a matching grant to build biking/hiking trails in the area. The Land-Use committee has about \$6,000. These will be on next month's agenda under new business.

Carrier gave public input on the trails attached to McKeogh's property. Could the commission have requested developers to design new trails to replace the trails they want to close. The

commission said the request leads to questions of enforcement and responsibility for trails. Ferraro will place ad for new secretary.

Set date and time for next commission meeting: Monday, November 12, 2007, 7:00 p.m.

Adjournment: Motion by Ferraro, second by Lundberg to adjourn at 8:45 p.m.

Minutes prepared by Debra McRoberts (10/14107)

**Minutes of the Town of Bayfield Plan Commission Meeting – November 12, 2007**

**7:00 p.m. - Bayfield Town Hall**

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:04 p.m.

1. Roll call: Nancy Sandstrom, Frank Graves, Loren LaPointe, Bill Ferraro, Richard Carver, Nancy Bussey and Paul Lundberg all present.
2. Reading and approval of prior meeting minutes: Chairman Carver asked if all members had received and read the minutes from the Thursday, October 11, 2007 meeting. Commissioner Bussey asked that the wording in paragraph two on page two be changed to read "Bill Ferraro and Nancy Bussey met with Pike's Bay Marina . . .". The motion to approve the

minutes as amended was made by Nancy Bussey and seconded by Nancy Sandstrom.  
Motion carried:

3,4 Communications and Report of Town Board actions on Plan Commission issues.

Bill Ferraro reported that he has received the County Sign Ordinance through the Town Clerk, David Good and that Bayfield County is working toward a framework of smaller categories or units. This would allow more flexibility in implementing changes specific to individual towns or areas. Dick Carver asked if this might be in the form of an addendum. Bill Ferraro said yes, it would be something of that nature and that Karl Kastrosky and Dave Good were working on it and he would continue to press the issue with the County. Dick Carver stated that, from his conversation with Karl Kastrosky, the Town of Russell has such a separate designation and ability to apply their rules under the ordinance. Bill Ferraro pointed out the advantage of leaving enforcement in the hands of the County.

5. Old Business

- a) Possible needs assessment review of the boundaries of the Pike's Bay Sanitary District.  
Bill Ferraro said that he and Nancy have been talking with the Sanitary Commission about the issue, that these talks are preliminary and that the purpose is to exclude farmland. To draw a boundary line so that farmland is within the District but to legally exclude the farmland from the jurisdiction is not possible. Therefore, it may be better to draw the District boundaries to exclude the farmland. The use of a Sanitary District ordinance to exclude the farmland may be too easily rescinded. Dick Carver gave some history of the expansion of the District and stressed two points. That the maximum coverage area was sought for purposes of obtaining grants and that the issue of the farmland being within the District but outside or exempt from the levy was an expressed goal from the outset, the retention of farmland being a goal of the Plan Commission.
- b) Tourism Questionnaire and elements of Comprehensive Plan Objective ED (Economic Development)-4. Frank Graves gave background information on the mandated objective. That over the past six years the Apostle Highlands Golf Course commissioned a feasibility study for a hotel, the local economy has weakened and that these facts and the questionnaire results point up the need and desire for action to be taken to support tourism. Objective ED-4, Task 2 talks about encouraging the development of accommodation facilities and no action has been taken to further study or implement the feasibility of constructing a hotel. The 65% negative response to the question on the whether the Town of Bayfield should take such action effectively "killed the project." Dick Carver then asked for objective discussion on what the Plan Commission should do based on the numbers from the questionnaire. Nancy Bussey pointed out that many elements, not just this particular item, have not yet been dealt with and that the business community response was not a clear mandate to pursue the hotel issue. ED-4 says that promotion and marketing should be a cooperative effort between the Town and the Chamber of Commerce. The specific proposal to do a feasibility study was voted down by the Plan Commission at its August, 2007 meeting. Frank Graves then read Objective ED-4. Nancy Sandstrom expressed support for Nancy Bussey's view that the effort is a partnership with other Bayfield entities and the need to share the survey results and

Comprehensive Plan with those other entities. Paul Lundberg added that many of the recommended elements such as the sled dog race, Ashwabay ski lift and forest trail development are taking place. Bill Ferraro said that the negative vote was the Plan Commission's response to the question of whether to apply for a grant for a feasibility study. Loren LaPointe said that the questionnaire and results have served their purpose to inform the Commission. Frank Graves said that the question of expanded lodging feasibility had not been answered and that he felt that the question of Commission action had not been determined. Nancy Bussey then stated that working with others was the determination made in August, 2007 and asked that this item be dropped from further discussion. Dick Carver said that Commission members were welcome to add items to the agenda that they feel need to be addressed. He then read Task 2 of ED-4 and said that the Plan Commission should work to promote the area and not just support the actions of others such as the Chamber of Commerce. Also, that the negative response from the survey was to the idea of the Town of Bayfield commissioning a feasibility study, not to such a study or hotel construction *per se*. If there were such an interest, then some branded hotelier would be investigating and, the survey results were not a railroad effort by existing accommodation providers to keep out new players. To Nancy Bussey's question whether the Commission should work with the Chamber of Commerce Dick Carver replied yes. He then stressed that the Commission had a responsibility to carry out the Comprehensive Plan. Steve Sandstrom, audience member and co-owner of Pinehurst Inn, said that he believed that the question of a new hotel had been answered. That answer being "no". He then said that drawing more tourists to the area was the focus of ED-4 and that that is a responsibility of the Town. Dick Carver asked if a new committee is needed to carry out ED-4 and Frank Graves asked who that would be. Nancy Sandstrom said that some group should work on specific proposals to implement the survey results and Comprehensive Plan. Dick Carver said that facilitating cooperation among the existing lodging providers should be one of those proposed actions. Frank Graves related a meeting with Doug Rody and Nina Carlson and key individuals from the area to investigate development and that the determination was that a hotel is not feasible. Nancy Bussey moved that a committee to work with the Chamber, the City and the County to promote the area be established. Nancy Sandstrom, instead of seconding the motion, promised to bring specific proposals for cooperation to the next Plan Commission meeting. Motion withdrawn.

- c) Highway 13 speed limit signs. Bill Ferraro expressed the issue as the abrupt change of the limit without a gradual step-down. Loren LaPointe asked what the options are. Bill Ferraro said that he will again talk with Dale to try to resolve the problem. Nancy Bussey expressed satisfaction with the extension of the lower speed limits.
- d) Discussion of possibly retaining the Northwest Regional Plan Commission or other entity to develop an Overlay District Ordinance regarding general construction. Nancy Bussey reported on the action of the Land Use / Coastal Resources Committee to develop an overlay district similar to that employed by the Town of Russell to manage issues such as, setback, forestation, building height, agricultural use exemptions, highway corridor and lake views. Dick Carver pointed out that residential development may make tree removal permanent. Nancy Bussey expressed the perceived desire to maintain the rural

ambience of the area. Dick Carver said that Northwest Regional Plan Commission is needed to properly word such an ordinance, that the money has been appropriated and that action should be taken to retain their services. He also said that an outline should be ready by mid-December and that the help needed is to keep an ordinance in line with existing law. Motion to retain the services of Northwest Regional Planning was made by Frank Graves and seconded by Bill Ferraro. Motion carried.

- e) Request for a conditional use permit for a day spa on Ski Hill Road by Steve Sandstrom, agent for Darcy and Michael Schwerin. Steve Sandstrom referred to the business plan proposal and said that he was seeking tentative approval because the matter would first be taken up by the County due to meeting schedules. He pointed out that this proposal coincides with Objective ED-4 to tie-in with other businesses in the area and ecological goals of low-impact and sustainability. The motion to approve this request for a conditional use permit was made by Frank Graves and seconded by Bill Ferraro. Motion carried.

#### 6. Public Input

There was no request or question from the five audience members in attendance.

#### 7. New Business

- a) Discussion of affordable housing and meeting with Impact 7 representatives. Frank Graves said that affordable housing is vital to the success of the business park and the local economy in general and recommended a committee be established. He said that Impact 7 representatives only discussed financing sources. Loren LaPointe asked how land would be acquired. Dick Carver said that the Impact 7 reps would or could not answer that question. He also stated that the positive effect of the business park will be mitigated if the employees are not residents of the Town and City of Bayfield. Frank Graves then shared questions and considerations from Bob Davidson, Bill Culverson of Brickyard Creek and Kathy Bergner of Apple Grove Inn. Bill Ferraro recommended that the Commission scope out the proposed property to determine its suitability. Nancy Bussey cautioned using outside resources (individuals) for expertise to avoid conflicts of interest. Both Frank Graves and Dick Carver said that other entities such as Catholic Charities, Habitat for Humanity and the Wisconsin Housing and Economic Development Authority may be approached. Also, Dick Carver stressed the urgency of taking action immediately due to the inevitability of World Class Manufacturing opening for business. Frank Graves described a municipality ownership/leasing arrangement and asked about accessing legal advice and counsel. Dick Carver said that that request would need to be presented to the Town Board. Loren LaPointe suggested contacting the Red Cliff Tribal Housing Authority for input as well. Dick Carver said that the Commission members should think about terms and wording to help in marketing the idea (of affordable housing) as well as other objectives. Frank Graves talked about mixed use development and Nancy Bussey talked about ways to implement mixed (high- and low-) income occupancy. Dick Carver asked audience member Gennifer Reed of Reed Realty what the construction cost range of a unit might be here. She said that, without land cost, \$80,000.00 to \$100,000.00 would be needed.

8. Pike's Bay Sanitary District. The Commissioner being absent, this item was passed over.
9. Committee Reports. No other reports were presented or discussed.
10. Correspondence. Loren LaPointe said the links to other information through the Town's web site should be increased. Dick Carver asked for a list of recommendations and that they could be added to the site but that the number of such links should be kept to a minimum. He then announced that the Ray Jolly Trail has been opened. Nancy Bussey asked about Commission member participation and involvement on committees. Paul Lundberg will now be on the Transport Committee.
11. Next Meeting. Dick Carver proposed that the next Plan Commission meeting be held Monday, December 10, 2007 at the Town Hall at 7:00 p.m.
12. Motion to adjourn was made by Bill Ferraro and seconded by Paul Lundberg. Motion carried and the meeting adjourned at 8:45 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

**Minutes of the Town of Bayfield Plan Commission Meeting – December 10, 2007**  
**7:00 p.m. - Bayfield Town Hall**

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:04 p.m.

1. Roll Call: Loren LaPointe, Frank Graves, Richard Carver, Bill Ferraro, Paul Lundberg and Nancy Bussey were present. Nancy Sandstrom was absent.
2. Reading and approval of prior meeting minutes. Paul Lundberg asked that the November 12, 2007 minutes be corrected under item number 10 Correspondence to read “. . . the Jerry Jolly Trail has been opened.” Nancy Bussey then made the motion to approve the minutes, Bill Ferraro seconded. Motion carried.
3. Communications: None noted.

At this point Dick Carver interjected the subject of time frames or limits on agenda items and discussion. He said that in future topics and speakers may be asked to accept a time limit but that any commissioner or speaker may ask to extend such a limit in the interest of fuller discussion and coverage. He then asked for comments to this proposal and, none being voiced, the meeting continued.

4. Report of Town Board actions on Plan Commission Issues. Dick Carver described the issue of amending the Bayfield County Sign Ordinance to allow local Town control that is being worked on by Town Clerk, Dave Good and County Planning/Zoning Director, Karl Kastrosky. Bill Ferraro said that he would contact them to encourage their effort and to determine the status of progress toward completion.

## 5. Old Business

- a. Possible needs assessment review of the boundaries of the Pike's Bay Sanitary District. Nancy Bussey said that she had missed the meeting but Bill Ferraro did meet with George, Christine and Arnie to discuss the issue. He then had a second meeting at which only he and Christine Carrier were present and gave her a copy of the proposed boundary map. He was unable to attend a third sewer meeting but left a message for Christine and will follow-up on the issue. Nancy Bussey stated that the Sanitary District has received funds to allow for a tie-in to the trailer court property. Bill Ferraro described his effort to be to get the Plan Commission and the Sanitary District to jointly present the exemption and boundary proposal to the Town Board. Dick Carver talked about the issue of the legal elements of properties being in or out, subject to levy and exempt, voting and non-voting, and eligible and not-eligible for inclusion that all need to be resolved.
- b. Highway 13 speed limits entering the City of Bayfield. Paul Lundberg continues to work on the issue.
- c. Possible action on retaining the services of the Northwest Regional Planning Commission (NWRPC) to develop plans for an overlay district ordinance. Dick Carver e-mailed a list of particulars to be included (that he and Nancy Bussey of the Land Use/Coastal Resources (LU/CR) Advisory Committee developed) to Jason Lohman at NWRPC for an estimate of cost. Dick Carver reminded the Commission that the Town has appropriated \$3,500.00 to be spent on such a plan in this fiscal year. He then asked for permission to proceed should the NWRPC estimate be within that dollar limit. Bill Ferraro moved to authorize the LU/CR Committee to do so, Frank Graves seconded. Motion carried.
- d. Affordable Housing plan discussion. Frank Graves said that in the effort to come up with a plan he and Bill Ferraro, Miriam and Steve Prevost looked at a three bedroom unit. He and Bill Ferraro said the cost estimate was \$135,000.00. Frank Graves said that he and Bill Ferraro then looked at units at The Pines development (exteriors only) and that the cost estimate was \$150,000.00 including appliances but excluding land. Loren La Pointe, Paul Lundberg and Frank Graves then described and discussed the units' construction, dimensions and lot sizes. Bill Ferraro then talked about meeting with developer, Dave Culberston and Bob Davison and walking the "Impact 7 property" site being considered. He said that it appears that the higher elevation property may not be as valuable as first assumed because of the need to clear-cut to obtain a pricey view and the proximity of the World Class Manufacturing plant. He then said that one option may be to bring in a developer and have the Town subsidize the cost of some units in order to make them more affordable and available to lower-income individuals and families. Dick Carver pointed out that the lower elevation of the site is not conducive to large scale or clustered development due to existing streams and topography. Paul Lundberg asked about the screening. Dick Carver said that development options are limited. Frank Graves said that the Town will have to acquire the property and that the topic of affordable housing must be kept in the public forum. Bill Ferraro described his efforts to research housing authority powers to see if establishing one should be considered. Frank Graves asked about control of such an authority and Nancy Bussey said that it would be an autonomous unit. Dick Carver then asked about working with a developer other than Impact 7 and using other property. Bill Ferraro said that that was one reason for looking into establishing a housing authority. Regarding using other land, Frank Graves said that he, Bill Ferraro, Miriam and Steve Prevost had talked about Lower Eagle Ridge property and

Dick Carver said that he and Dave Culbertson had had a similar discussion about using land on or near the City limits, close to the manufacturing plant site. Frank Graves and Bill Ferraro described their property sales research and Dick Carver said that it also pointed up the fact that housing and land is available but that the affordability issue must be pursued.

Frank Graves interjected that, from discussions at the Bayfield County Economic Development Committee he believes that it may be possible to establish a tax increment financing district to address development issues.

6. Public Input. Dick Carver thanked the sole audience member for attending the meeting.
7. New Business. Nancy Sandstrom being absent, the proposals for item ED4 of the Plan were tabled.
8. Pike's Bay Sanitary Commissioner comments. None.
9. Committee Reports. All relevant topics were discussed earlier during the meeting. But to elaborate:

Loren LaPointe talked about his inquiries into affordable housing and housing authorities and the topics of sales restrictions, infrastructure, buyer income limits and such. He also said that he learned the names of relevant contacts such as Charlie Warner at Chippewa Valley Bank and Ray DePerry at the Red Cliff Reservation. Dick Carver asked if Janet Bewley at Wisconsin Housing and Economic Development (WHEDA). Frank Graves said that he had and will again ask for her input and assistance. Bill Ferraro asked Loren LaPointe to investigate further the costs and concerns of sewer hook-up. Frank Graves stressed that the affordable housing solution must fit the criteria of the Town of Bayfield Vision and Comprehensive Plan. Nancy Bussey raised the question of how to control, limit or mitigate any tax cost increases as they relate to affordability and the role of the City of Bayfield's Home Trust.

Frank Graves gave an update of progress on the construction of the manufacturing plant.

Nancy Bussey said that the LU/CR Committee had no further information until a response from Jason Lohman and NWRPC is received.

10. Correspondence. None.
11. Next Meeting. Dick Carver asked that Monday, December 14, 2008 at 7:00 p.m. be set as the next meeting date. He then reminded everyone that the Town of Bayfield will have a holiday get-together at the Northern Edge restaurant, 84810 Highway 13 on Monday, December 17, 2007 following the Town Board meeting and that the cost is \$15.00 per person.

Frank Graves asked Bill Ferraro about a list of questions related to the list of particulars presented to NWRPC and was assured by him they would be vetted by legal counsel.

12. Adjournment. Paul Lundgren moved to adjourn, Nancy Bussey seconded. Motion carried  
Meeting adjourned at 7:45 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.