

**Town of Bayfield Plan Commission**  
**(715) 779-5671      "fax": (715) 779-5681**  
**85450 County Highway J**  
**Bayfield, Wisconsin 54814**

*Meeting Minutes for Monday, January 14, 2008*

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:05 p.m.

1. Roll Call: Frank Graves, Loren LaPointe, Bill Ferraro, Richard Carver, Bill Ferraro, Nancy Bussey and Paul Lundberg were present. Nancy Sandstrom was absent.
2. Reading and approval of prior meeting minutes: Bill Ferraro moved that the December 10, 2007 minutes be approved, the motion was seconded by Nancy Bussey. Motion carried.
3. Communications: Frank Graves shared the gist of a telephone conversation he had with Fran Swanson of the Apostle Highlands Association regarding the possibility of having the Town of Bayfield assume right-of-way responsibility for Apostle Highlands Boulevard. Bill Ferraro pointed out that the construction specifications may not meet Town requirements in all aspects, e.g., composition and depth of pavement. Frank Graves asked and Nancy Bussey concurred that the Association should approach the Town Board directly. After further discussion Dick Carver asked that Frank Graves tell Fran that the Association should present their written request to the Town Board.
4. Report of Town Board actions on Plan Commission Issues.
  - a. Sign Ordinance. Bill Ferraro said that he had not yet received a response from County Planning/Zoning Director, Karl Kastrosky and that Town Clerk, Dave Good is actively involved in the issue. Nancy Bussey said that Karl had just recently received a copy and had asked who drafted it. There then was some discussion of how to bring pressure, either through 'phone calls or letters, to get the issue resolved. In response to an inquiry from an audience member Bill Ferraro briefly described the issue of securing Town control over signage independent of the County.
  - b. Dry Hydrant Grant Project. Dick Carver opened the discussion by referring to a draft cover letter for a grant request. He explained the need to expedite the process due to a January 21 deadline for presentation to the County Fire Safety Association. He then defined a "dry hydrant" as one that is not connected to a pressurized water source but rather to a body of water such as a pond or lake that can be tapped through the hydrant as needed. He stated that from discussions with the current and retired Fire Department Chiefs and Fran at the Apostle Highlands Association that the Association's pond was the best of three possible sites, the other two being the Belanger Settlement and Roy's Point Marina. Estimated cost is \$2,400.00 and the maximum grant amount could be \$1,000.00 meaning that the Town's cost would be around \$1,400.00. There was some discussion of area coverage of the hydrant, the use of the pond to fill the Fire Department tanker truck, the effect on insurance rates, the possibility of repeating the request in the future to install hydrants at the other sites, the support of the Association and, other such hydrants in the Town. The consensus was that Dick Carver should proceed and present the grant proposal by the deadline date of January 21, 2008.
5. Old Business
  - a. Possible needs assessment review of the boundaries of the Pike's Bay Sanitary District. Dick Carver acknowledged the presence in the audience of District Commissioner, Christine Carrier. Bill Ferraro said that progress has been made and that perhaps one more meeting with the District may be needed to finalize a proposal that will meet the needs of the Comprehensive Plan. Nancy Bussey confirmed that discussion is ongoing.
  - b. Highway 13 speed limits entering the City of Bayfield. Bill Ferraro said that a letter has been prepared for the Town Board to endorse and to present to the Wisconsin Department of Transportation asking that the 25 mile per hour limit be extended on

state highway 13. The ensuing discussion covered the nature of the need and proper communication of that need and concern in order to effect the change.

- c. Action on retaining the services of John Carlson, Esq. rather than the Northwest Regional Planning Commission (NWRPC) to develop plans for an overlay district ordinance. Nancy Bussey of the Land Use/Coastal Resources (LU/CR) Advisory Committee gave information on the bid from NWRPC (\$10,000.00) and some background on John Carlson, an attorney with Spears & Carlson in Washburn who has been approached for an estimate of equivalent service. Discussion covered Mr. Carlson's experience having done one such overlay, the high cost of the NWRPC bid, that the LU/CR Committee will work with Mr. Carlson to prepare the draft and that it will be available to the Plan Commission for its advice and consent before presentation to the Town Board.
  - d. Scenic Highway resolution discussion. Reference was made to an informational meeting at the Port Superior Marina and Bill Ferraro pointed out that the Town Board has passed the resolution back to the Plan Commission. Paul Lundberg mentioned the resolutions' limitation to signage (which is not necessarily billboards), Dick Carver to a meeting with Grant Herman and the County's preference that the Town take the lead. Nancy Bussey confirmed that the Chamber of Commerce, and others, also believes that the municipality should drive the issue. Frank Graves gave the Bayfield County Economic Development Corporation's (BCEDC) assessment and support for educating and informing the public. Dick Carver called attention to an analysis and letter from Jane Carrola, the status of the resolution as tabled by the Town Board and the effect of approval on making monies available because of a "scenic highway" designation. Nancy Bussey said that the analysis and Jane Carrola's presentation clarified the situation and issue and that the Town of Bayfield should act. She then moved that the Plan Commission send the resolution back to the Town Board with the recommendation to sign and pass it. Paul Lundberg seconded the motion. Discussion followed. Frank Graves asked for a description of advantages and benefits. Dick Carver quoted that the nature of the designation is promotional not regulatory. Nancy Bussey described the benefit of inclusion in certain state advertising. Dick Carver that the State's support also includes 80 per cent matching funds for 70 per cent of the linear distance of the road(s) affected. Vote was taken at 7:47 p.m. and the motion carried.
6. Public Input. Dick Carver thanked the three audience members for attending the meeting.
  7. New Business.
    - a. Dick Carver informed the Commission that Nancy Sandstrom's absence was due to family obligations out of state; the proposals for item ED4 of the Plan were tabled.
    - b. Discussion and possible action on a Special Use Permit request. Julie Casper described her educational background and attainment of certification as an acupuncturist and that she will be licensed so as to be able to prescribe and dispense herbal remedies as well. The proposed business will operate out of her home on Fire Tower Road. Nancy Bussey asked if adjacent property owners had been notified and the answer was that yes, they have been. Dick Carver recommended approval and said that this is an example of the type of cottage industry that the Plan seeks to encourage. Loren LaPointe noted that the residence/business will be out-of-sight. There was some discussion of the classification of the business as an alternative therapy or health service. Nancy Bussey then moved that the Commission approve the permit request and it was seconded by Loren LaPointe. Motion carried.

Discussion followed. Frank Graves asked what the start-up cost has been or will be. Ms. Casper said that, in addition to school costs it required around \$2,500.00 in equipment and treatment room remodeling. Dick Carver then explained the Growth Incentive Fund available from the Town to assist business start-ups or expansions. Loan amounts may be up to \$4,500.00, the interest rate is at ½ per cent below bank prime, the maximum term is 30 months and an application may be picked up from

Town Clerk, Dave Good. He also described other options from Chippewa Valley Bank and the food co-op.

8. Pike's Bay Sanitary Commissioner comments. Commissioner Christine Carrier asked about the effect on density of the overlay district. The commissioners then discussed topics it would cover, e.g., building height, topography, slopes, vegetation, and lighting, lot size limits, that it would not affect areas already platted and, that it would discourage and prevent clear-cutting.  
Sanitary Commissioner Carrier then informed the Plan Commission that the District has been granted funds from the U.S. Army Corps of Engineers to tie in the trailer park (Apple Hill) property but the plan and specific route have not been finalized. Bill Ferraro asked how much the grant would cover. Christine Carrier said she believes the amount was \$420,000.00 and that the District would be responsible for \$125,000.00 of the cost. Frank Graves asked if the future tie-in of the Apostle Highlands properties would be possible. Commissioner Carrier replied that she did not have sufficient information to answer that question but that she would check it out.  
Dick Carver then brought up the recent problem caused by a foreign substance in the system. Christine Carrier said that it had been remediated and the District was working on prevention procedures.
9. Committee Reports. There was open discussion regarding the construction of the World Class Manufacturing (<http://www.worldcls.com>) facility at the industrial park. Topics included were: the size (22,500 square feet), employment impact (estimated at 27 full-time positions) and the March 1, 2008 occupancy target date. Frank Graves, on behalf of the BCEDC, recommended that a grand opening ceremony or similar recognition be scheduled. Dick Carver told the audience that a Plan objective is to encourage year-round employers, that Mr. Bob Peltonen of Weyauwega, Wisconsin is the founder and owner of World Class Mfg., and that two other parties have expressed an interest in locating businesses in the park. One is a manufacturer of pick-up truck toppers and the other of marine (boat and ship) parts. Paul Lundberg asked if housing on the site is still an objective. Frank Graves asked if all the legal questions had been answered or if they were presented to attorney Matt Anich of Ashland. Dick Carver said that no, that had not yet been shown to Mr. Anich but that he would present them to the Town Board to get them answered. Difficulties in working with Impact 7 on the issue were discussed and Paul Lundberg stressed that, from conversations with constituents, more education, information and publicity of actions and parties involved is needed.
10. Correspondence. None.
11. Next Meeting. Dick Carver asked that Monday, February 11, 2008 at 7:00 p.m. be set as the next meeting date.  
Frank Graves asked and Dick Carver accepted the task of approaching the Town Board with the request (from Bill DeVries, Pres. of the BCEDC) for a grand opening recognition ceremony, noted above, in April or May of this year.  
Adjournment. Nancy Bussey moved to adjourn, Dick Carver seconded. Motion carried  
Meeting adjourned at 8:26 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

Town of Bayfield Plan Commission

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Bayfield, Wisconsin 54814

Meeting Minutes for Monday, February 11, 2008

Bill Ferraro, acting Chair called the regular meeting of the Plan Commission to order at

7:00 p.m.

1. Roll Call: Nancy Sandstrom, Loren LaPointe, Frank Graves, Bill Ferraro, Nancy Bussey and Paul Lundberg were present. Dick Carver was absent due to illness.
2. Reading and approval of prior meeting minutes taken up later in the meeting. (see below)
3. Communications. None.
4. Reports of Town Board actions on Plan Commission issues.
  - a. Sign Ordinance: Bill Ferraro said that the Ordinance has been passed and will now go before the County Board. He asked that interested Plan Commission members able to do so attend that meeting on Thursday, February 21 at 1:00 p.m. to provide input if needed.
  - b. Response of the State's Department of Transportation to the concern with speed limits entering the City of Bayfield: Bill Ferraro informed the meeting that the Plan Commission's request was to have the speed limit on State Highway 13 along the section that intersects with County Highway J be reduced to 35 miles per hour from the present 45 m.p.h. He read the letter from the State Highway Department that stated it is not the State's practice to install signs to effect the step-down and that they will conduct another survey. He also said that he will bring the topic up at the next Traffic Committee meeting.
  - c. Dry Hydrant project: Bill Ferraro reported that the Town Board approved siting a dry hydrant at the Apostle Highlands Association pond (Golf Course). He said that the discussion at the board meeting brought out the fact that there is no water source at the Belanger settlement and that the Plan Commission will take up that issue in the near term.
  - d. Scenic highway resolution: Bill Ferraro reported that the Town Board passed the resolution designating State Highway 13, as it runs through Bayfield, a scenic highway. Also, that the State may now be approached for funding for improvements such as a scenic overlook space near the Apostle View Inn.
  - e. McKeough project (Orchard Hill) covenants review: Nancy Bussey asked why the Plan Commission had been given the final copy and said that she had asked Dick Carver for a copy of the minutes from the meeting at which the draft copy had been put together. The reasons for this were that this final copy is significantly different from the original draft and that the motion passed at the July, 2006 meeting required that any proposed changes must be approved by the Town Board. She asked if this was their way of seeking such approval and that she had several other questions that need to be addressed e.g., surrounding property owners and agricultural land considerations. She then itemized and summarized them as follows:
    - outlots There are no attachments clarifying what these may be.
    - Article IV, page 3, §4.2 Appears to be an entirely new segment that allows short-term, transient rentals of units. Nancy Sandstrom said that the wording is pretty much standard but Nancy Bussey said that her recollection was that the possibility of rentals was not in the original.

- tree cutting, page 4, §4.7 Trees were cut down and some were blown down since the draft proposal was put forward. The new covenants seem to give the project owners and developer permission to expand and increase tree removal.
- Article V, page 7, §5.7 lighting Nancy Bussey read the restrictions listed in each and expressed her preference for the wording in the original.
- page 7, §7.11 building envelope Her concern is with the allowance for more tree removal to accommodate the buildings, septic systems, wells and driveways.
- page 11 view corridors The concern here is with lack of screening of the buildings from views inland from the lake and an overall dissatisfaction with these new covenants and their method of presentation. Nancy Sandstrom brought up the eco-municipality designation of Bayfield and that this philosophical section makes no attempt to reference the use of native plants or efforts to protect against invasive species. Also, the absolute prohibition of bermed or alternative housing she finds offensive.
- Article XV, §15.1 Nancy Bussey read from the covenants “the developer hereby reserves the right to amend the declaration without the consent of the lot owners for any purpose.” The original plat approval, then listed as Article XIV, stated that Town Board approval was required for any changes.

Discussion followed. Paul Lundberg suggested a bonding requirement to enforce compliance. Nancy Bussey suggested fines. Frank Graves asked if homeowners will have the option of Pike’s Bay Sanitary hookup. Nancy Bussey said yes, that language is in the covenants. Sanitary District Commissioner Christine Carrier (in the audience) said that the district has communicated with the Orchard Hill group regarding language and cost allocation. Frank Graves then asked how to communicate the Plan Commission’s concerns. Bill Ferraro then recognized audience member Bob Mick who suggested that a conservation subdivision ordinance be used because of its enforceability. Paul Lundberg said that he is concerned that they have not explicitly addressed tree replacement nor responsibility for roads and road maintenance. Frank Grave described the Apostle Highlands Association’s experience regarding roads. Other examples were given and talked about and that maintenance concerns need to be expressed. Frank Graves then moved that, based on these differences, the Plan Commission not approve these covenants and recommend that the Town Board meet with McKeough to come to an agreement. The motion was seconded by Nancy Bussey. Motion carried at 7:32 p.m.

At this point Bill Ferraro asked to suspend the agenda to hear from audience member Bob Mick regarding a variance request that will go before the County and that will need Town of Bayfield approval. Nancy Bussey said that she did not feel that this was appropriate since it was not on the published agenda. Bill Ferraro said that it was for informational purposes only and not an item on which the Plan Commission would render

a decision at this time. Another audience member said that the county permit fee had been paid and that the communication to the Town of Bayfield to add this to this meeting's agenda had not been received in time. The specifics of this topic are that Mr. and Mrs. Van Sant have purchased property along Lakeshore Drive formerly owned by Vermont and Harriet Johnson and that they intend to build a new residence there and will require a variance to do so. A discussion followed about location, Brownstone Trail easement and access, trail maintenance, and sanitary hookup. Nancy Bussey said that the Town Board should be able to decide on its own without Plan Commission input.

2. Reading and approval of January 14, 2008 meeting minutes: Bill Ferraro requested that the wording of 5.b. be changed from "...of Transportation asking that the 25 miler per hour limit be extended . . ." to ". . .of Transportation asking that the step down to the 25 mile per hour limit be further graduated on state highway 13." Frank Graves moved that the minutes be accepted as amended, Nancy Bussey seconded. Motion carried at 7:52 p.m.

#### 5. Old Business

a. Bill Ferraro suggested that commissioners attend the meeting of the Bayfield County Traffic Safety meeting to support the change in the speed limit.  
b. He stressed the same for attendance at the 1:00 p.m., February 21, 2008 meeting of the Bayfield County Planning and Zoning Committee meeting and public hearing in support of the recently passed sign ordinance.  
c. Discussion of attorney Matt Anich's response to economic development questions: Frank Graves said that the most important question and answer dealt with establishing a housing authority and that he, Frank Graves, would like the Plan Commission to recommend to the Town Board that it establish such an authority. Bill Ferraro said that, until the specifics of the operation of a housing authority are known, the commission should restrict itself to studying the possibility. Nancy Bussey pointed out that there are wider ramifications and constituencies to be taken into consideration. The ensuing discussion covered the time constraint to provide housing for potential employees at the new manufacturing plant, the need expressed by the blueberry growers association for worker housing, that Mr. Anich's letter only passed on the legality not on the need, the activity and mandate of the Housing Committee and, the area affected. Bill Ferraro asked that the Housing Committee present the need. Nancy Sandstrom agreed that more information with specifics should be presented and that consultation and input from other Bayfield entities will be needed.

6. Public Input. There were four audience members in attendance including Bob Mick and Christine Carrier.

#### 7. New Business.

a. Proposals on Economic Development §4 (ED4) of the Comprehensive Plan: Nancy Sandstrom gave some background information on this item and that the Plan is by and for the Town of Bayfield. She stressed that cooperation with all stakeholders is necessary and the need to look at other opportunities for business and trade in the collar or shoulder seasons. Frank Graves asked for some examples. Nancy Sandstrom said that further research and investigation is needed and, that the role of the Plan Commission should be to give that task to a broadly based committee to gather input and ensure zoning compatibility. Frank Graves expressed the opinion that the mission here was to determine how to get a business center that could accommodate groups and meetings. Nancy Sandstrom said that she felt the mission was to look at tasks that need to be done to make that determination. Frank Graves said that that means funding a feasibility study. Discussion then followed covering the Plan Commission's role in implementing the Comprehensive Plan, the example of a commercial kitchen in or for the area and the need to solicit wider Bayfield business' input. Frank Graves then moved to establish a subcommittee tasked with coming up with recommendations to implement ED4, Bill Ferraro seconded the motion. Motion carried at 8:19 p.m. Nancy Sandstrom said that she would assemble the subcommittee.

At this point due to the lateness of the hour Bill Ferraro asked that the commission take up agenda item number eight so as not to keep the Sanitary District Commissioner longer than necessary.

8. Pike's Bay Sanitary District Commissioner comments: Christine Carrier said that

- the boundary committee is still working on the issue,
- that \$360,000.00 has been received from the Army Corps of Engineers but that it is only 80% of funding, the District will need to raise \$120,000.00,
- that the District is studying design and financing issues and ideas and,
- that these matters may not be finalized until all the commissioners are back in the area to do business.

7. b. Discussion of the Apostle Highlands Association request that Apostle Highland Boulevard be annexed by the Town of Bayfield: Bill Ferraro gave the background information on the topic and that the request will be put before the Town Board.

c. Discussion of Impact 7 proposal for services (land use planning): The meeting with Impact 7 will be at 1:00 p.m. on Wednesday, February 20, 2008 at the Town of Bayfield and an important item on the agenda will be intentions regarding the remaining 54 acres of the site. Frank Graves said the proposal included a request to fund an aerial survey and Paul Lundberg pointed out that one has been done and is published so there is no need. Bill Ferraro asked if the higher priced lots above the manufacturing plant were discussed with Dave Culbertson and that the extensive tree cutting there may have made them less valuable and less marketable. Paul Lundberg asked if there was a plat of lots. Bill Ferraro said that it is with Impact 7.

d. Discussion of Grand Opening plans for the Business Park and World Class Manufacturing, Inc.: Frank Graves described plans for the Saturday, March 29, 2008 ceremony, possible attendees and, that the design of the manufacturing plant may allow a large scale expansion at some future date. Loren LaPointe recommended a time close to noon in deference to Native American sensibilities. Frank Graves said that the plans are yet to be finalized and that the Chamber of Commerce will be assisting. He then moved to request that the Town of Bayfield spend \$1,000.00 to cover costs. He said also that the Bayfield County Economic Development Corporation will donate \$500.00. Nancy Bussey seconded the motion and it carried at 8:44 p.m.

At this point Bill Ferraro gave information about an upcoming teleconference training session on impact fees on February 27, 2008 from 10:30 to 11:30 a.m. at the Washburn Courthouse. Nancy Sandstrom and Paul Lundberg expressed an interest in attending.

9. Committee Reports: Bill Ferraro asked that the draft of the Plan Commission meetings minutes be forwarded directly to Town Board members. The Secretary agreed to work through Dave Good, Town Clerk to see that that is done.

10. Correspondence: none.

11. Next Meeting. Bill Ferraro asked that the next Plan Commission meeting be

scheduled for Monday, March 10, 2008 at 7:00 p.m.  
Adjournment. Nancy Bussey moved that the meeting be adjourned, Paul  
Lundberg seconded. Motion carried and the meeting was adjourned at 8:52 p.m.

Submitted by David Schleitwiler, Secretary pro tem.

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*Meeting Minutes for Monday, March 10, 2008*

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

1. Roll Call: Loren LaPointe, Frank Graves, Bill Ferraro and Dick Carver were present. Nancy Sandstrom, Nancy Bussey and Paul Lundberg were absent.
2. Reading and approval of prior meeting minutes: Frank Graves moved to approve and accept the February 11, 2008 minutes as presented, the motion was seconded by Loren LaPointe. Motion carried.
3. Communications. None noted.
4. Report of Town Board actions on Plan Commission issues:
  - a. Sign Ordinance. Dick Carver reported that the County will approve the Sign Ordinance and Bill Ferraro concurred saying that he had talked with Dave Good, Town Clerk (who is also a County Board Supervisor.)
  - b. Step-down of the speed limit on Highway 13 entering Bayfield: Dick Carver said that it appears that the State Department of Transportation will not accommodate the Town Board's request for the graduated decrease from 45 mph to 25 mph with a 35 mph sign.
  - c. Review of the McKeough project covenants: Bill Ferraro reported on a special Town Board meeting on March 6, 2008 with the project's representatives. He gave a sampling of the topics discussed e.g., rental of housing units, tree cutting, native plants and, that the developer will confer with the Town Board before implementing covenant changes which, in any case will be more restrictive. The Town Board then approved and signed the plan agreement.
  - d. Attendance at the February 21, 2008 Bayfield County Planning and Zoning Committee meeting and public hearing: results of that meeting are reported elsewhere in these minutes.
5. Old Business
  - a. Bayfield County Traffic Safety Committee: Plan Commission member Paul Lundberg being absent this item was tabled.
  - b. Pike's Bay Sanitary District (PBSD) boundaries: Bill Ferraro reported on discussions with commissioners and said that the main point yet needing to be resolved is the affect on farmland. He said that by next month an agreement should be finalized.
  - c. Apostle Highlands Boulevard: Dick Carver said that this item has been tabled until later this Spring when actual measurements of the roadway can be made.
  - d. Proposals on Economic Development §4 (ED4) of the Comprehensive Plan: Dick Carver reported that Commissioner Nancy Sandstrom has tendered her resignation due to family commitments and that he would forward that information to Tom Gordon, Bayfield Town Board Chairman. Since the Plan Commission members are appointed this item will have to be tabled until Commissioner Sandstrom's replacement can assume the task.
  - e. Business Park discussion and Grand Opening (World Class Mfg.) details: Frank Graves outlined the March 29, 2008 festivities planned for the opening of the Business Park to be held at the Bayfield Pavilion, at the Bayfield City Dock, Front Street and Rittenhouse Avenue, between

11:30 a.m. to 2:00 p.m. to include lunch. Discussion of necessary preparation actions followed.

- 6 Public Input: Dick Carver thanked audience member David Galazen for his attendance and input at the Bayfield County Planning and Zoning Committee meeting.

7 New Business

- a. Impact 7 Proposal for Services (Land Use Planning): Dick Carver gave the background on the receipt of grant monies for planning services and Impact 7's bid. Its present status is that it is in the hands of the Bayfield County Administrator.
- b. Signage at the Business Park and kiosks at other locations: Rick Hendrickson of Rivers Run Sign Co., L.L.C. began the discussion with questions about sign ordinance interpretation. Dick Carver gave background and distinguished between separate signs and signs that are kiosk components. In the discussion that followed Bill Ferraro said that the 50 square foot limit is adequate, Frank Graves that the process should not derail doing what is right, Loren LaPointe asked if the limit is to one kiosk, Dick Carver that the Commission should be cautious not to set a precedent allowing signage in excess of the ordinance's limit and Rick Hendrickson pointed out that each sign requires a separate permit with its own dimension limits and that this kiosk in "on premise" as defined in the ordinance. Dick Carver asked that the Commission recommend to the Town Board that this kiosk constitute the one and only "on premise" sign for any Business Park tenant. Frank Graves then moved that the Plan Commission recommend to the Town Board that the World Class Mfg. Co. sign, as it will appear on the kiosk at the Business Park, is one of the two permitted under the ordinance and Loren LaPointe seconded the motion. Discussion clarifying the number of possible signs, whether this would be an interpretation or addition to the ordinance and that it will not contravene the ordinance ensued. The vote was then taken and the motion carried at 7:52 p.m.

Before continuing with the agenda the Commissioners and Rick Hendrickson, with input from audience member David Galazen, talked about the logistics and materials needed for installing the sign as proposed or something else in order to meet the March 29, 2008 Grand Opening deadline. Mr. Hendrickson presented his estimate and departed at 8:02 p.m.

- c. Marilyn Larsen's construction request: This audience member presented copies of a site plan for a house and outbuildings on a lot of approximately 17+ acres in the Town of Bayfield. Dick Carver described the normal, official procedural flow from submission of a permit application to approval and noted that this was an informal request to get an idea of the possible position of the Town and compliance with the Comprehensive Plan. Discussion of the zoning status (AG-1) and use and intentions of the owner followed. Frank Graves then moved that the Commission's opinion is that the planned construction seems to be in compliance and may be approved, Bill Ferraro seconded and the motion and it carried at 8:17p.m.
  - d. Frank Graves asked to insert an item of new business not on the agenda. He said that Mr. Einar Olsen has proposed production of a jellybean confection using flavorings derived from fresh fruits, that the Bayfield County Economic Development Corporation (BCEDC) will try to assist him and that it appears to be viable product and an exciting opportunity for increased business.
- 8 PBSD Commissioner comments: No commissioner being present this item was passed over.

The commissioners then discussed several topics.

- a. Bill Ferraro talked about the February 27, 2008 teleconference on impact fees, uses and applications. Frank Graves asked about the effect on sewer lines and Bill Ferraro said that they would be limited.

- b. Dick Carver brought up "guide" signage along Highway 13 and, with the Commission's concurrence will ask the Town Board to file a request for a Business Park direction sign.
  - c. The significance or nature of the term "retainer" used in the estimate received from Rivers Run Sign Co. L.L.C. was discussed. Whether it would obligate the Town to purchase new and replacement signs exclusively from Rivers Run, specific cost responsibility and in whom would ownership vest. Frank Graves said that he would talk with Mr. Bob Peltonen of World Class Mfg. Co. and Bill Ferraro will contact Rick Hendrickson for clarification.
9. Committee Reports. Frank Graves gave the background on the Housing Committee work and read a prepared summary of the perceived need to establish a Housing Authority for the Town and related topics. Discussion of funding of an Authority, its legal status and the duty of the Plan Commission in this matter followed. A possible study committee was suggested that would include Kathy Bergner, Steve Prevost, Dave Culberson, John Klungness and Gennifer Reed, the guidelines for establishing an Authority, and other questions that will need to be answered were also discussed. It was the consensus of the Commissioners to present this information to the Town Board of Supervisors and inform them that the Plan Commission is working on this Housing Authority issue.
  10. Correspondence. None.
  11. The next regular meeting of the Plan Commission will be on Monday, April 14, 2008 at 7:00 p.m. The motion to adjourn was made by Bill Ferraro and seconded by Dick Carver. Meeting adjourned at 8:59 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*

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***Meeting Minutes for Monday, April 14, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

1. Roll Call: Loren LaPointe, Frank Graves, Bill Ferraro, Dick Carver, Paul Lundberg and Nancy Bussey were all present.
2. Reading and approval of prior (March 10, 2008) minutes. Nancy Bussey asked for clarification of item 4c that stated "The Town Board then approved and signed the [McKeough project] plan agreement." Dick Carver replied, in effect, that McKeough was willing to amend in accordance with some of the recommendations and others were not acceptable to them. Bill Ferraro then moved to have the minutes accepted, Frank Graves seconded and the motion carried.
3. Communications. None noted but Dick Carver said that conversations with Angela from Impact 7 would be discussed later.
4. Report of Town Board actions on Plan Commission issues:  
Dick Carver stated that there were no open issues and, although not on this evening's agenda, that the prior Orchard Hill Covenants / McKeough project item was addressed by the Town Board immediately after the March 10 Plan Commission meeting. Nancy Bussey asked if the copy of covenants from Mike Polk at McKeough in this meeting's packet are post

or as a result of the March 11 Town Board meeting. If so, she said that they did not reflect all of the changes recommended by the Plan Commission and gave some examples. Discussion points were: short-term rentals with no stipulation as to permitting, the ability of the developer to amend the covenants at will with only a 30 day advance notification to the Town Board, the lack of leverage (of the Town) to effect changes and, the leeway on tree cutting on the lots. Nancy Bussey wished to state for the record her disappointment with these results reflected in these covenants and, to applaud the changes regarding lighting and vegetation guidelines that were made and included.

5. Old business:

- a) Dick Carver then recognized audience members Christine Carrier, George Hansen, and Arnie Carver of the Pike's Bay Sanitary District (PBSD). George Hansen began by stating that the District shares the Plan Commission's and Town's goal of farmland preservation and that the process from planning to construction of the plant required that financing agreements be entered into that resulted in the levy. He also said that boundary changes must be carefully considered so as to maintain a sufficient valuation level and to not unduly burden members financially. Discussion included these points: Bill Ferraro said that these proposed changes were not prompted for the usual reasons of public safety or accommodation of areas and populace, Paul Lundberg and George Hansen agreed that the changes were necessary and good but that they are unhappy with their effect and, Dick Carver said that the dual goals of farmland preservation and the expansion of the tax base were good outcomes. Nancy Bussey asked about the motivation for this review of boundaries and Dick Carver explained the prior situation of areas not levied but within the District and, areas within but disenfranchised needed to be remedied. Paul Lundberg asked for clarification of the physical effect of the boundary line viz., how far into or what percentage of contiguous areas are affected and levied. Dick Carver said that the proposal addresses that issue and stipulates that farmland is excluded which should keep development risks and costs low. Paul Lundberg asked what the status of managed forest lands would be as well as that of state and county owned property. The answer is unknown at this time. There was further discussion of the effect of being contiguous to the boundary, that the levy at this time is solely for recovery of plant construction costs, that hook-up enforcement will be phased in and based on specific systems in place or needed along the route, that determination of the allocation of the costs of the trailer park tie-in and a trunk line have yet to be made and that boundaries are determined by and may be changed in the future by the Town Board. In response to Nancy Bussey's question as to the difference between the original map and ordinance and this current exercise, Arnie Carver stated that the distinction is the criterion of use versus zoning in the determination. Dick Carver reiterated that the Comprehensive Plan seeks to balance sanitary district use and availability with preservation of agricultural usage. It was agreed that questions remain, that help and effort is needed and that the Plan Commission will address this proposal and hopes to present a recommendation to the Town Board in May, 2008. It was also agreed that the Plan Commission and the Sanitary District will keep communication open during this process. George Hansen and Arnie Carver then left the meeting at 8:02 p.m.

At this point, due to the time, agenda item number 8 was brought forward to accommodate audience member, (PBSD) Commissioner Christine Carrier.

8. Pike Bay Sanitary District Commissioner comments. Christine Carrier talked about the recent receipt of a feasibility study for extending service beyond the trailer park, the tentative nature of the trailer park extension and the time limit on availability of grant monies.
- 5 Old business, continued from above.
    - b) Economic Development item #4 of the Comprehensive Plan. This item was tabled due to the committee vacancy. Frank Graves related a telephone conversation with Doug Brody, a Telemark Resort investor, about the potential and feasibility of a Bayfield or Red Cliff hotel.
    - c) Business Park Grand Opening. Frank Graves stated that the ceremony was successful with approximately 400+ attendees and that it inspires a new hope and confidence in the area, adds energy to finding a solution to the affordable housing question and hope that it will bring support to the school by an increase in enrollment.
    - d) Impact 7 proposal for services. Dick Carver talked about the receipt of a proposal from Impact 7 for the use of the planning grant. Frank Graves spoke about the expressed need for an aerial photograph sans foliage and collaboration with the Bayfield County Administrator. Dick Carver asked if Commission members had reviewed the proposal and that the County Administrator would send a reply to Impact 7 by this week's end. It was then agreed that discussion would be continued under item #5 f) below.
    - e) Traffic Safety Committee (highway 13 speed limit step-down signage). Paul Lundberg said that there was no new information to report.
    - f) Housing Authority Study Group. Frank Graves first brought attention to the summary and the two questions of, 1) why might a housing authority be needed and 2) what would be the responsibilities of such an authority. Dick Carver said that the questions before the Commission are: should a recommendation to the Town Board to create a housing authority or economic development authority be made and, if so, what implementation procedures or steps would that require. Frank Graves said that the issue is complex, that both the Commission and Board lack the expertise to make that decision and recommended persons for a study group viz., Kathy Bergner, Bob Davidson, Steve Prevost, Dave Culberson, John Klungness, Gennifer Reed and Howard Kylo. He then said that he had had a conversation with William "Bill" Perkins the Executive Director of The Wisconsin Partnership for Housing Development (WPHD) ([www.wphd.org](http://www.wphd.org)) who suggested the creation of a not-for-profit development corporation as an alternative. He also shared Mr. Perkin's ideas regarding its benefits, his offer of WPHD's advisory services for a fee and willingness to address the Commission and/or study group in person. Bill Ferraro stated that the mandate from the Town Board was for the Commission to determine the desirability and feasibility for a housing authority. Dick Carver asked what the role of an authority would be in relation to all the other entities e.g., Wisconsin Housing and Economic Development Authority (WHEDA), Impact 7 and Bayfield County that are involved in these issues and, what the nature of that authority would be. Frank Graves said that in his opinion the authority would only be involved in a specific site. Nancy Bussey asked about soliciting help from Bayfield County and for clarification that the study group proposal is for investigating the feasibility and need for an authority and is not for the purpose of, or first step toward, establishing such an authority. Frank Graves agreed that it would be to study the issue but that, should the group endorse the need, it could be used to take steps to establish an authority. He also said that the County is not involved in the affordable housing question except for "welfare type" housing. Nancy Bussey said that she understands that housing authorities are used to operate and maintain such

“welfare type” or low-income housing which is not strictly the topic of affordable housing that the Commission is addressing. Frank Graves said he disagreed, that such authorities are not solely involved with low-income housing and that the Commission is looking for “workforce” not low-income housing. Nancy Bussey said she believes that Commissioners should acquire the knowledge to make the decision and is unsure that a study group as described could be established that might eventually become an authority whose purview would be the operation of such housing. Paul Lundberg pointed out that it has been reported to the community that affordable housing will be coming. Frank Graves gave an example of how it may be done by leasing rather than selling the land and those competent study group members should be the ones to investigate the issue and report to the Commission. Bill Ferraro then moved that the existing housing committee set up a sub-committee to determine the need and steps to be pursued. Nancy Bussey said that she did not agree on establishing another committee. Dick Carver said that perhaps the persons suggested above for the study group be invited to join the housing committee. Nancy Bussey requested that the study group proposal be withdrawn. Paul Lundberg stated that he would prefer to acquire the knowledge and input himself in order to decide on the issue and not receive it filtered through a committee. Bill Ferraro then withdrew his motion. Dick Carver expressed the consensus that the housing committee gather the information itself and Paul Lundberg asked that he be informed of and have access to any such committee meetings. Frank Graves said that he would hold such special meetings and PBSO Commissioner Christine Carrier asked to be advised of them as well.

6. Public Input. None.
7. New business.
  - a) Request of Robert Schlack for residence construction and composting toilet on 5.68 acres zoned F-1 at 25762 Highway 13. Paul Lundberg asked about the disposal of graywater and Loren LaPointe of the location of a bathroom. It was determined that the information supplied did not answer those questions so that Dick Carver asked that someone volunteer to make the necessary inquiries. Bill Ferraro agreed to do so. Nancy Bussey asked that he also find out about the use of the property i.e., whether it will be a hunting shack or permanent year-round residence.
  - b) Discussion and possible action on the March 28, 2008 letter from the Northwest Regional Planning Commission (NWRPC) re: 2008 Comprehensive Economic Development Strategy (CEDS) Annual Report. Dick Carver said that the two sheets of items to be presented to the Town Board were the economic development committee’s response. He described the status of several of the items and said that the purpose is to present these so that they may be considered for future funding. He also said that he would consult with Town Board Chairman Tom Gordon and then talk to Town Clerk Dave Good to have them put on the Board’s April 18, 2008 meeting.
  - c) Plan Commission reports to be presented at the annual meeting of the Town Board. Dick Carver said that he will not be attending the annual meeting and invited interested Commissioners to be at the meeting that will precede the regular meeting of the Board.
8. PBSO Commissioner comments were given prior in the meeting (see above).
9. Committee Reports: Nothing further.
10. Correspondence: none.
11. Next Meeting: Dick Carver, Chair set the next meeting for Monday, May 12, 2008 at 7:00 p.m.

Adjournment: Nancy Bussey moved that meeting be adjourned, Paul Lundberg seconded. Motion carried at 9:02 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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#### ***Meeting Minutes for Monday, May 12, 2008***

Bill Ferraro, Vice-Chair called to order the regular meeting of the Plan Commission at 7:01 p.m. and introduced the new Commission members.

1. Roll Call: Jack Beagan [new member], Loren LaPointe [retiring member], Frank Graves, Jeff Boutin [new member], Bill Ferraro, Nancy Bussey and Paul Lundberg were present, Dick Carver was absent.
2. Reading and approval of prior meeting (April 14, 2008) minutes. Nancy Bussey made the motion to approve the minutes as submitted, seconded by Loren LaPointe. Motion carried.
3. Communications. None noted.
4. Report of Town Board actions on relevant Plan Commission issues. Bill Ferraro reported that no new actions have been taken.
5. Old Business
  - a. Pike's Bay Sanitary District (PBSD) Boundaries. Bill Ferraro gave background information on the plan, boundaries and the issues. He also pointed out the need to ensure compliance with the Comprehensive Plan and that tonight's discussion is preparation for collaboration between the Plan Commission and the PBSD to reach consensus on a map and language for Town approval. Paul Lundberg asked for details on the timeline, meetings and process. Discussion of these topics then followed between Sanitary District Commissioner Christine Carrier and the Plan Commission members. In reply to Nancy Bussey's question about the timing for a public hearing and input Bill Ferraro explained that the Plan Commission must first give a proposal to the Town Board, then a public hearing may be scheduled. There was further discussion to more fully elaborate the issue of exempting agricultural-use land from the PBSD levy, the genesis of the current boundary and the importance of the language or legal description. Jack Beagan asked that, when presented, the existing or old boundary be included so that the changes may more easily be seen. He also highlighted the need for actions taken to be "transparent", i.e., that the motives for the change must be made clear to the public. Nancy Bussey described the existing boundary as having been drawn to qualify the PBSD for grant monies. Frank Graves then asked Commissioner Carrier for a synopsis of the Sanitary District's public meeting that covered the proposed expansion up to the Apostle Highlands property from the existing lines through the trailer court parcel. [this in lieu of agenda item number 8 below] She said that the presentation by the engineer was somewhat confusing and that the attendees had had many questions not all of which could be answered. Also, that the PBSD is actively working toward a fair decision, she then summarized options and gave some specific examples.

- b. Economic Development – Objective 4 [ED4]: Frank Graves gave his opinion that progress on this item is stalled. Nancy Bussey recalled that Nancy Sandstrom [former Plan Commission member] had taken the task of coming up with recommendations regarding this item (see Feb. 11, 2008 minutes, item 7a). Frank Graves then said that ED4 calls for action to be taken to increase tourism business, that a conflict arises if lodging capacity is increased at the expense of existing lodging providers and that, by not commissioning a lodging expansion study this Plan Commission has *de facto* altered the Plan. Nancy Bussey suggested that this Objective 4 be taken up by the Town Board when the five-year review of the entire Plan is made and that such a feasibility study is but one interpretation of many possible actions that may be taken.
- c. Business Park: Frank Graves reported that he had visited the site and that road and parking area improvements are being made and that the Town now owns the entrance road.
- d. Impact 7, Inc.'s ([www.impactseven.org](http://www.impactseven.org)) proposal for services: Frank Graves gave some background on the issue and on the Housing Committee's work. He referred to the proposal and highlighted the topics of finding suitable housing sites, of the need to partner with an outside entity or entities with expertise, e.g., the Wisconsin Partnership for Housing Development (WPHD) ([www.wphd.org](http://www.wphd.org)), that a fee for services may be imposed and that Impact 7 (a non-profit 501(c)3 community development corporation) may be able to assist with grant money. He added that Bayfield County has engaged a consultant and will have an aerial survey made. Bill Ferraro gave other history of the process and relationship. In reply to Jack Beagan's question regarding the \$7,810.00 fee, Frank Graves said that that has come from the County. Paul Lundberg verified that, at this point the Plan Commission is still on task number one and therefore slightly behind schedule.
- e. Housing Authority Study Group: Frank Graves reminded the Commission that the Committee enlarged its membership with persons from the community (see April 14, 2008 minutes, item 5f) to address the issues of "workforce" housing and, perhaps, an authority to manage it. He apologized to PBSD Commissioner Carrier for failing to inform her of their initial meeting. He then said that the Committee recommends three action be taken: 1) that a market survey be undertaken to assess the need, 2) that funding sources be identified and 3) that a study of construction costs and economies be made.
- f. Recommendation(s) re: Robert Schlack composting toilet request. Bill Ferraro gave the details and said that it is acceptable under existing ordinances. Nancy Bussey asked what sort of residence it would be, viz., a hunting shack or such. Jack Beagan said that the applicant has expressly stated that there will be no water source in the residence. Paul Lundberg then moved that the Commission recommend approval, Nancy Bussey seconded and the motion carried at 7:53 p.m.

6. Public Input. None. (The only audience member was PBSD Commissioner Christine Carrier)

#### 7. New Business

- a. Recommendation(s) re: Jim Davis' Class A permit request. Nancy Bussey began by asking why this land use and sanitary permit request was before the Plan Commission. Bill Ferraro said that nine months ago Bayfield County passed new ordinances and that Commission's responsibility is to pass on its (this permit request's) compliance with the Comprehensive Plan. Frank Graves asked if this was a special use. Nancy Bussey said that it was not. Loren LaPointe asked if it was being presented because of a shared well. Nancy Bussey said that, without more information about the circumstances of this request, no recommendation to the Town Board can be made at this

time. Jack Beagan concurred and Bill Ferraro stated that then no recommendation would be made.

- b. Recommendation(s) re: Carol A. Dunn's tourist unit rental permit request. Bill Ferraro pointed out that this now falls under the new County ordinance. Jack Beagan confirmed that the permit is required. Loren LaPointe said that he is familiar with the applicant and site and that it seems acceptable. He then moved to recommend approval and Frank Graves seconded. Discussion ensued with Paul Lundberg asking if zoning, which is not indicated, would have a bearing on the matter. Bill Ferraro agreed that it may be because it is a special use and that, since the criteria are unknown, more information should be included with such requests. Jeff Boutin said he would like to see an indication of consensus of surrounding neighbors and Nancy Bussey agreed that such additional information would be helpful. Jack Beagan gave the example of Apostle Highlands Golf Course residents and agreements. Loren LaPointe brought up bed & breakfast establishments and their permitting and Nancy Bussey gave some explanation. The motion was then voted on and carried at 8:05 p.m.
8. PBSD Commissioner comments: Christine Carrier stated again that the current boundary is being redrawn to exempt from the levy agricultural-use land in the district. That the original effort to do so was deemed not legal.
9. Committee Reports.
  - a. Economic Development: Frank Graves reported that Washburn Iron Works, Inc. ([www.washburnironworks.com](http://www.washburnironworks.com)) may be able to manufacture castings for the new World Class Manufacturing Group ([www.worldcls.com](http://www.worldcls.com)) operation but that the necessary prime coating service is not available locally. This highlights both the need and the opportunity for more business in the area.
  - b. Land Use / Coastal Resources Committee: Nancy Bussey reported that she and Dick Carver met with John Carlson, attorney to work on an overlay district that they hope to present to the Commission this summer.
  - c. Paul Lundberg then brought up the item of an offer for sale of land from Bayfield County. Bill Ferraro said that acquisition would comply with the Comprehensive Plan and gave details as to location and size. Discussion followed regarding the purpose of the sale, the suitability for private or public development, whether this has yet been brought up by the Town Board and what the Plan Commission's recommendation might be.
10. Correspondence. None
11. Next Meeting: Bill Ferraro set the next meeting for Monday, June 9, 2008 at 7:00 p.m. with a pre-meeting orientation, procedures, assignments and training session for new and existing members beginning at 6:30 p.m.  
Adjournment: Nancy Bussey moved that the meeting be adjourned, Jack Beagan seconded. Motion carried at 8:16 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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### ***Meeting Minutes for Monday, June 9, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

1. Roll Call: Jeff Boutin, Frank Graves, Bill Ferraro, Jack Beagan, Dick Carver, Nancy Bussey and Paul Lundberg were all present.
2. Reading and approval of prior meeting (May 12, 2008) minutes. Nancy Bussey moved to approve the minutes as submitted, Frank Graves seconded and the motion carried.
3. Communications. Frank Graves reported, as pertaining to agenda item 5d, that Mr Bill Perkins, Exec. Dir. of The Wisconsin Partnership for Housing Development (WPHD, [www.wphd.org](http://www.wphd.org)) had informed him that, due to weather delays, he would not be able to attend this night's meeting.
4. Report of Town Board actions on relevant Plan Commission issues. Dick Carver stated that everyone should be aware that the Town has purchased the right-of-way to the access road to the business park and that discussions with Impact 7 regarding the related issues of paving of the road, possible funding through a grant and signage (under 6b below) were ongoing. In response to the Chair's query if there were other Town actions to be discussed, Frank Graves said that, apropos to this topic was a recommendation from the Town Clerk that an accounting from Impact 7 might be requested. Dick Carver questioned whether the Plan Commission has the authority to make such a request. Nancy Bussey suggested that this topic should be presented under new business and questioned whether the Commission as a whole has sufficient knowledge of the activities and transactions to justify making the recommendation. Paul Lundberg asked if it were public monies that Impact 7 has used to which the Chair replied yes, that it is mostly grant money. Dick Carver added that the Town Board would be asked to put this item, an accounting from Impact 7 of sources and uses of funds used for the development of the business park, on their regular meeting agenda.
5. Old business.
  - a. Pikes Bay Sanitary District (PBSD) boundaries and possible action. Audience member and PBSD Commissioner Christine Carrier informed the Plan Commission that this item is on the District's agenda for their Thursday, June 12, 2008 meeting. Bill Ferraro shared background information with the new Plan Commission members and the audience of the efforts to draw up a District boundary map that would be in compliance with the law and, that would meet the objectives of the Comprehensive Plan. In the discussion that followed, Paul Lundberg asked about the status of managed forest cropland, tax effects and of parcels with and without conservation easements. Nancy Bussey asked about the operation and effect(s) of subdivision development. Bill Ferraro pointed out that once the boundary has been set, subsequent alteration (by way of subdividing the parcel) would not change that parcel's status. Dick Carver said that the development of a process for handling the similar issue of parcels designated agricultural (and therefore exempt) changing over to non-agricultural use (and therefore theoretically not exempt) was still in the works. Frank Graves asked about the revision source and effects of the boundary changes. Jack Beagan asked about the deadline or urgency to complete the map. And although it is several months off, the consensus of the Plan Commission committee members was that further discussion should take place immediately after this night's meeting with PBSD Commissioner Christine Carrier to work toward answers to these and methodology questions.
  - b. Economic Development – Objective 4 [ED4]. Dick Carver stated the issue as how to expand the economy which came out of the survey conducted approximately nine months ago. Nancy Bussey asked that the task be given to a committee that would present recommendations to the Plan Commission. The Chair asked for volunteers and the committee members will be Jack Beagan, chairman and Frank Graves and Dick Carver.
  - c. Business Park status report. Frank Graves reported that equipment has been delivered, that production at World Class Manufacturing Group

([www.worldcls.com](http://www.worldcls.com)) was to begin this day, that employment is now at five with fifty projected by year-end and, that other local businesses such as Washburn Iron Works ([www.washburnironworks.com](http://www.washburnironworks.com)) have responded to World Class' solicitations for bids to supply raw materials. He also again described the business opportunity of a prime coating painting operation that World Class has need of but that is not available locally.

- d. Discussion with housing consultant, Mr. William Perkins. As cited above, due to weather delays Mr. Perkins could not attend and this item was tabled. Frank Graves shared the proposal with the new Plan Commission members.
6. Public Input. None
  7. New Business
    - a. Audience members Frank and Julie Hosszu, 85685 Woodland Trail, described their operation of four tourist rental rooms over the past ten years in support of their request for approval of the Conditional Use Permit now required under County law. Discussion of the causes and effects of the change ensued. Nancy Bussey then moved to recommend approval of the request, Bill Ferraro seconded and the motion carried at 7:35p.m.
    - b. Multi-tenant signage discussion. Bill Ferraro gave the background information on the reason for changing the sign ordinance and whether all members had received the e-mail of a draft. Discussion followed that covered numbers of signs, tenants and structures, sign dimensions, lighting, parcel definition and existing ordinances. Bill Ferraro agreed to prepare a draft and e-mail it to all Plan Commission members.
    - c. Request for Special Use Permit for rental unit from Bill and Marilyn Gabert, 85160 Highway 13. Due to some electronic transmission difficulties not all members had received copies of the request and Dick Carver said that, in future, he will transmit such documents as attachments to the regular e-mail. Nancy Bussey then moved to recommend approval of the Class A, Special Use Permit, seconded by Jack Beagan. The motion carried at 7:50 pm.
  8. Pikes Bay Sanitary District Commissioner comments. Christine Carrier reported on three topics. The first was a description of the connection problems surrounding the Apple Grove Inn hook-up at 85095 Highway 13. Jack Beagan asked if a letter of commiseration and/or apology had been sent. Commissioner Carrier said that she had shared such feelings with Kathy Bergner personally at the time. Discussion followed and Plan Commission members concurred that such a letter ought to be sent. The second topic was about the ongoing talks with the City of Bayfield regarding connections and rights-of-way for service and that the City may elect to move things to arbitration. The last topic was in response to Jack Baegan's question as to the outcome of the connection issue at the property of Mr. and Mrs. Van Sant. Christine Carrier said the PBSO Commissioner Rex Dollinger had written a letter of support to the City. Bill Ferraro expressed the opinion that it is a "done deal." Dick Carver expressed the Plan Commission's thanks to Commissioner Carrier for her time, consideration and input.
  9. Committee Reports. Paul Lundberg, chair of the Transportation Committee reported that he had met with Tom Hart and talked with Ruth Oppedahl and some mushers in an effort to establish a subcommittee on trails. Discussion of members and topics such as, motorized/non-motorized access and support of snowmobiling followed. Paul Lundberg announced that there would be a planned hike along the Jerry Jay Jolly commemorative trail this coming weekend.
  10. Correspondence. None.
  11. Dick Carver, Chair then set the next regular meeting for Monday, July 14, 2008 at 7:00 p.m. Frank Graves said that he would be returning from out of town late that date and would not likely attend. Also, that Mr. Perkins would still like to meet with the Plan Commission and that he would contact him to see if he could be at the next regular meeting.

12. Nancy Bussey moved to adjourn, Paul Lundberg seconded, the motion carried and the meeting closed at 8:02 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

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#### ***Meeting Minutes for Monday, July 14, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

Instead of commencing with the roll call, the Chair invited Mrs. Cari Obst, Executive Director of the Bayfield Chamber of Commerce and Visitors Bureau (hereinafter “Chamber” whose internet site is: [www.bayfield.org](http://www.bayfield.org)) to give a presentation in reference to item 5b under Old Business on the meeting’s agenda. She prefaced the material by discussing the current state of the season, namely that tourism is down with no clear indicator as to why and, that she had come at the invitation of Commissioner Jack Beagan to present information on marketing efforts that would fall under Economic Development (ED-4) objectives of the Town’s Comprehensive Plan. She highlighted first some of the other ways that the Chamber is having an impact in the community and that a “Buy Local First” campaign will commence this autumn.

She reported that the Chamber, as a “destination marketing organization” (DMO), has been associated with the Wisconsin Convention and Tourism Bureau for the past two years and that she has also served on its board. An outcome of that association was a reorganization of the Marketing Committee at the Chamber to broaden the input base and to put together a new marketing plan. The Chamber staff facilitated the committee’s efforts which began with the recognition of a need for information of the Bayfield area as a market, i.e., its attraction(s) and clientele. The committee solicited an RFP (request for proposal) on the branding process and hired Platypus Advertising + Design ([www.platypus-ad.com](http://www.platypus-ad.com)). Research began with an e-mailed survey, then two focus group interview and discussion sessions were held and finally, an area business survey was conducted. Mrs. Obst reviewed the survey questions and results and gave each Commissioner a copy along with the 2008 Bayfield Marketing Plan. The “branding” exercise, she said, is to differentiate the product, to make it unique and desirable. She then introduced the new Bayfield logo: ***Bayfield*** and the apostle islands, the new slogan: *where the water meets the soul*. and showed how these had been applied to the visitor guide and website. She continued with a description of the three year marketing plan and website redesign and improvements. In reply to Jack Beagan’s questions about anticipated changes in clientele and periodic review Ms. Obst said that such changes can be both observed and driven. That is, branding efforts may be used to target new or different audiences and potential customers to effect a change of the brand itself. Also, that those regular reviews will be made of the market, brand and plan. To his question of the measurement of success, she said that it must be in knowing that an effective branding message has been created and delivered. She said that the impact of other factors, such as weather and the economy on the volume of customer traffic or sales means that those criteria cannot be used as measures of success. The Chair thanked her on behalf of the Town and the Plan Commission for the information and the work of herself and the Chamber.

1. Roll Call was taken at 7:40 p.m. Jeff Boutin, Jack Beagan, Bill Ferraro, Dick Carver, Nancy Bussey and Paul Lundberg were present, Frank Graves was absent as he indicated he might at the previous meeting.

2. Reading and approval of prior meeting (June 9, 2008) minutes. Bill Ferraro moved that they be accepted and filed, Nancy Bussey seconded and the motion carried.
3. Communications. None noted.
4. Report of Town Board actions on relevant Plan Commission issues. Dick Carver said that the Town responded to the Commission's request for an inquiry into the financial activity and statements of the Business Park development by asking the County to initiate a review and that this was the extent of the effort thus far.
5. Old Business
  - a. Pikes Bay Sanitary District (PBSD) boundaries. Bill Ferraro said that the committee has not held a meeting. PBSD Commissioner Christine Carrier, in the audience, asked if the number of managed forest parcels that would be affected had been determined. Bill Ferraro reported that there is one. Christine Carrier asked what other issues might need to be addressed and what action the Plan Commission must take to finalize the map. Bill Ferraro said that the Commission merely informs the Board that they have reviewed and recommend the final draft; the PBSD would present it to the Town Board. Dick Carver described the three methods by which the boundaries are legally determined and said that the method used here is best for the Town and the PBSD. There was some discussion of the meeting of the committee. Nancy Bussey said that she for one would like the opportunity to read the final draft before it is presented to the Town, to which Paul Lundberg concurred and specified his need for a more detailed map that conforms to the wording. After further discussion of committee responsibilities it was the consensus that the final draft will be published as an e-mail so that the Plan Commission will be prepared to endorse it at its next meeting. That being the case, Nancy Bussey asked that it be placed on the next Town Board meeting agenda so that, assuming there are no further questions or concerns, the Town would be able to approve it at that time.
  - b. Proposals on ED-4 of the Comprehensive Plan. Jack Beagan said that, having just received the Chamber's information, there were no firm proposals to be offered yet.
  - c. Business Park discussion. Frank Graves being absent, Dick Carver informed the Commission that the tenant, World Class Manufacturing Group ([www.worldcls.com](http://www.worldcls.com)) has begun operations at less than ten employees and that the County and the Wisconsin Department of Transportation are discussing the paving of the road. Bill Ferraro said that the sign has been put in place.
  - d. Housing discussions with the Wisconsin Partnership for Housing Development (WPHD). Bill Ferraro reported that since the cost of their proposal was \$15,000.00 for each of the required six steps, the Town would not be able to retain their services. However, he said that they had shared useful suggestions and examples for how to proceed. Jack Beagan pointed out that a Land Trust has been in existence in Bayfield for some time and talked about members and new initiatives. Dick Carver mentioned some of its past shortcomings. Nancy Bussey mentioned the need to include persons with expertise and then a discussion of the Housing Committee, issues, needs assessment and driving factors ensued. This included the genesis of the Town's acquisition of the Business Park land, employment projections, economic development considerations, housing affordability methodologies, examples of the experiences of other entities and timing. Commissioners were in agreement that further investigation of housing needs is necessary and that determination of whether or not the resolution of the issue falls under the purview of the Town must be made.
  - e. Multi-tenant signage proposal. Bill Ferraro described the ordinance, Nancy Bussey questioned the adequacy of the term "common driveway" and Paul Lundberg suggested it be changed to "common access road". Nancy Bussey then moved that this multi-tenant sign ordinance be presented to the Town with the recommendation that the Board ask the County to incorporate it in the Town's sign ordinance. Jack Beagan seconded and the motion carried at 8:23 p.m.
  - f. Land Use/Zoning & Coastal Resources Committee report on proposed overlay language. Nancy Bussey asked if everyone received the rough draft. Dick Carver talked about the work with John Carlson, attorney and that this document is just to show what work is being done and that it is not a final draft. Nancy Bussey stressed that the zoning district

dimensional requirements will be the priority issue. She then described the committee's actions and other considerations and said that the reason or goal is to put in place appropriate environmental and rural preservation tools.

Because of the late time and there being no other audience members for agenda item number 6, Public Input, the Chair asked to take up agenda item number 8 and have PBSD Commissioner Christine Carrier present her comments. She reported that because issues remain unresolved arbitration may be necessary and that the District is considering hiring a consultant to advise. Jack Beagan asked about the status of the Van Sant's building request and Commissioner Carrier said that, perhaps due to some prior friction or disagreement, that all parties are not in agreement and that the Van Sant's may cancel or alter their plans and withdraw their request.

The regular agenda was resumed at 8:37 p.m.

7. New Business

- a. Review and possible action on the request of John Ford for a Class A Special Use Permit. Dick Carver gave details of a proposed 1,200 s.f. hunting cabin on ten acres zoned AG-1 on North Pratt Road that is owned by four individuals. Bill Ferraro asked if there was any conflict with ordinances to which Dick Carver replied "No." Bill Ferraro then moved that the Plan Commission recommend that the Town approve the request, Paul Lundberg seconded the motion and it carried.
- b. The next Class A Special Use Permit request was from Richard Vogel for short-term rentals of 37030 Connie's Lane which Nancy Bussey moved to recommend for approval. The motion was seconded by Jack Beagan and it carried.
- c. The third and last request for the Class A Special Use Permit was from Sylvia and Andy Algire for short-term rentals of 86845 Meyers-Olson Road. Bill Ferraro moved that approval also be recommended and Paul Lundberg again seconded the motion. The motion carried.

8. Pikes Bay Sanitary District (see above).

9. Committee Reports. Nancy Bussey reviewed the proposed amendments to the Plan Commission by-laws that had been distributed to the Commissioners. To wit they are: Article IV, 4 "The Plan Commission shall designate either the Clerk for the Town of Bayfield or another individual to take the minutes of Plan Commission meetings. The minutes and records of the Plan Commission shall be on file with the Town of Bayfield Clerk." and, the first sentence of Article V 1 "Regular monthly meetings will be held on a day and at a time specified by the Plan Commission at a duly called meeting held in May of each calendar year." She then moved that these changes be accepted and put into effect. Jeff Boutin seconded. There was discussion of the question raised by Paul Lundberg of whether these changes must first be published. Dick Carver said that, since the by-laws are internal to the operation of the Plan Commission they need not be published but simply put in place once approved. Nancy Bussey recommended that the changes, as approved, be signed and dated by the Chair to which Dick Carver agreed. The vote was then taken and the motion carried.

10. Correspondence. None noted.

11. Dick Carver set the next meeting for Monday, August 11, 2008 at 7:00 p.m.

12. Jack Beagan moved that the meeting be adjourned, Paul Lundberg seconded, the motion carried and the meeting closed at 8:45 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

***Town of Bayfield Plan Commission***

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**85450 County Highway J**

## **Bayfield, Wisconsin 54814**

### ***Meeting Minutes for Monday, August 11, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:03 p.m.

1. Roll Call: Jeff Boutin, Frank Graves, Jack Beagan, Bill Ferraro, Dick Carver and Nancy Bussey were present, Paul Lundberg was absent.
2. Reading and approval of prior meeting (July 14, 2008) minutes. Nancy Bussey moved that the minutes be accepted and filed, Jack Beagan seconded and the motion carried.
3. Communications and Public Input. Since there were no audience members present ( a couple had been present prior to the meeting with questions that were answered by several commission members) and since public participation is typically low, Jack Beagan asked if there were a specific reason for that fact or, if other commissioners had an opinion about it. Discussion brought out that unless individuals are personally affected by topics under review there is no incentive or draw to attend the Plan Commission meeting and that there is no deterrent through lack of notice, location, time of day or day of week to prevent participation.
4. Report of Town Board action(s) on relevant Plan Commission issues. Dick Carver and Bill Ferraro said that they knew of no actions. Dick Carver said that signage would be covered later and moved to the next topic.
5. Old Business
  - a. Pike's Bay Sanitary District (PBSD) boundaries and discussion of action. Bill Ferraro and Nancy Bussey said that no meeting has taken place and Jack Beagan asked for clarification of purpose. Dick Carver reiterated the prior meeting discussion and said that the committee was to meet to finalize the map's boundaries and descriptive language. Also that, if after review of an e-mail posting of committee results the consensus of the Plan Commission was to approve, then the matter could be presented directly to the Town Board by the PBSD.
  - b. Economic Development (ED) -4 of the Comprehensive Plan. Jack Beagan and Dick Carver reported that the committee had not yet met. Jack Beagan said that he has been researching the topic and archives and that a report will be presented in the near-term. Dick Carver stated that the topic remains open because of questions and issues raised in the survey that have not yet been addressed.
  - c. Business Park. Frank Graves reported that, augmented by local demand, World Class Manufacturing Group ([www.worldcls.com](http://www.worldcls.com)) has exceeded sales projections, continues to take delivery on sizeable production equipment and is on track to meet employment goals, per Mr. Bob Peltonen, owner. And, that Marian Vaughn, Executive Director of the Bayfield County Economic Development Corp. (BCEDC) ([www.bayfieldcountyedc.net](http://www.bayfieldcountyedc.net)), informed him that a company has been searching the area for temporary quarters, and that he spoke directly to the company representative who expressed interest in locating at the Business Park.
  - d. Housing Committee report. (This was inadvertently skipped and taken up after 5e.– see below)
  - e. Multi-tenant signage. Bill Ferraro said that the Town approved the committee's proposed ordinance and that he was contacted by Karl Kastrosky, Director of Planning and Zoning for Bayfield County ([www.bayfieldcounty.org](http://www.bayfieldcounty.org)) who told him that the County would like to adopt the Town's ordinance and apply it County-wide "with some changes." Bill Ferraro will meet with Mr. Kastrosky this Thursday, August 14 at 1:00 p.m. He said it was due to the expected multi-building (not just multiple tenants in one building) nature of the Business Park that the Town specific ordinance was created. The discussion that followed established that Rick Hendrickson of Rivers Run Sign Co., LLC, Weyauwega, WI 54983 [see Plan Commission minutes for Monday, March 10, 2008] could be contacted to confirm the order, after re-dimensioning to conform, and that the money must be appropriated.
  - d. Housing Committee report. Frank Graves began by giving a committee history starting with the approval for its creation at the February 11, 2008 meeting, formation on April 28

- and a summary of work done in June and July with Mr. Bill Perkins, Exec. Dir. of The Wisconsin Partnership for Housing Development (WPHD) ([www.wphd.org](http://www.wphd.org)). Of the recommended six steps needed to implement a housing program and/or authority it was determined that the market study was the step for which outside help is needed. He submitted an August 8, 2008 letter from WPHD offering assistance in collecting data and assessing the market, developing a budget for the project and proposing implementation steps. To fund this project WPHD would also prepare a joint grant proposal to the Otto Bremer Foundation, (651) 227-8036, St. Paul, MN 55101-2107 ([www.ottobremer.org](http://www.ottobremer.org)) and he said the committee recommends that the Town work with WPHD in this effort. The Chair solicited comments and Nancy Bussey asked about the committee's mandate and goal. Bill Ferraro, a subcommittee member, and Dick Carver confirmed the committee's work to date. Frank Graves cited the minutes of the July 28, 2008 meeting in which the motion of Howard Kylo to work with WPHD on the application for a grant was passed. To Dick Carver's question of the goal, Frank Graves said that it should lead to the implementation of affordable housing and that affordable housing was his (Frank Graves') initially expressed goal. Dick Carver asked further if this would lead to the creation of a housing authority or to construction of affordable housing. Frank Graves replied, affordable housing but that it is assumed a housing authority would eventually need to be established to administer such housing. Jack Beagan expressed support for the goal conditional upon its being self-funding and for the market study upon receipt of a grant. Frank Graves moved that the Plan Commission recommend that the Town proceed to work with WPHD to find the funds to pay for the market study and assessment. Jeff Boutin posed a question about management but before further discussion the Chair asked if there was a second to the motion. Jack Beagan then seconded. Nancy Bussey asked if the letter constitutes the contract, Frank Graves said yes and clarified that the Town of Bayfield would be the co-applicant in the grant. He said that Karen Starr ([karen@ottobremer.org](mailto:karen@ottobremer.org)), Special Projects Officer at the Otto Bremer Foundation, (651) 312-3716, will be in the City of Bayfield this week at the Bayfield Inn, 20 Rittenhouse Avenue, to give information and meet with potential applicants. To conclude discussion, Nancy Bussey added the stipulation that the study is as outlined in the proposal letter viz., a market study not the creation of a housing authority. The Chair then asked for a vote and the motion carried at 7:51 p.m.
- f. Land Use / Zoning Committee report on proposed language for the overlay map. Nancy Bussey reported that there was nothing new to report since their last meeting with John Carlson, attorney and that when the new draft is completed it will be presented. Dick Carver reported that Ellen Kwiatkowski, a subcommittee member, has been studying groundwater and aquifer replenishment and that the committee will try to address those issues in the document as well.
6. Public Input. None, no audience members in attendance.
  7. New Business
    - a. Class A Special Use Permit request of Doug and Paula Cannon to construct a residence and attached garage at 89320 Happy Hollow Road and,
    - b. Class A Special Use Permit request of Doug and Paula Cannon to construct a barn at 89320 Happy Hollow Road. Jack Beagan pointed out a couple of minor dimensioning errors on the submitted plans and Nancy Bussey requested that the two requests be reviewed and acted upon jointly. Thereupon Nancy Bussey made the motion to recommend approval by the Town Board which was seconded by Bill Ferraro. There was no other discussion, the vote was taken and the motion passed at 7:56 p.m.
    - c. "Shadow Wood Landing" project in the Town of Russell. Frank Graves related that a "CFS, LLC" corporation of Minnesota, represented by an Ana Liese Caribo, CEO of the project, has purchased 380 acres in the Town of Russell on the west side of Compton Road and is proposing construction of a private airfield and condominium/hotel. Also, that it is a family-run organization with a somewhat similar project in the state of Colorado and that she will be available to answer questions at 3:30 p.m., Tuesday, August 12 at Burt and Francie's Coffee and Café, 117 Rittenhouse Avenue. He said that he was told they had received approval from the Wisconsin Department of Transportation, Bureau of

- Aeronautics ([www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)), Madison, WI 53707, (608) 266-3351. Nancy Bussey asked if Ms. Caribo understood that, when communicating with her, he did not represent the Town of Bayfield and he assured the Plan Commission that he had made it clear to her that he acted as an individual interested in economic development. Dick Carver said that even though the Plan Commission and the Town of Bayfield had no legal basis for input he had requested that the item be brought before the Commission for informational purposes. Frank Graves said that the matter would be presented at a Town of Russell Board meeting on Thursday, August 21, 2008. There was discussion regarding the projects' environmental and economic effects and benefits, that it includes the development and sale of up to 53 lots and that, unless input from the Town of Bayfield is solicited by the Town of Russell, anyone attending a meeting or hearing would be acting on their personal behalf.
8. Pikes Bay Sanitary District Commissioner comments. There was no commissioner in attendance. Jack Beagan asked for clarification of the issue or disagreement between the PBSB and the City of Bayfield. Dick Carver described it as the unsettled determination of "wheeling" charges, i.e., for sewage passing through the City's infrastructure. Frank Graves said that his recollection of the agreement between and among the PBSB, the City and the Town of Bayfield was that tie-in charges had been discussed but not wheeling charges. He also said that those tie-in charges were to go to the PBSB but that, in more than one instance the City had collected and kept the fees. It appears that the parties may move to arbitration to settle the issues. It was agreed that, since it does not fall under the purview of the Comprehensive Plan the Commission would have no input except, as Bill Ferraro pointed out, that tying-into the system should not effect a default zoning change.
  9. Committee Reports. Dick Carver repeated his e-mailed request to subcommittee chairpersons that they and their committees review existing, outstanding objectives per the Plan and present a prioritized list of issues and objectives. He also clarified that Bill Ferraro is the sole member of the Inter-Governmental subcommittee.
  10. Correspondence. None noted.
  11. The Chair set the time of the next meeting for Monday, September 8, 2008 at 7:00 p.m.
  12. Adjournment. Jack Beagan made the motion to adjourn that was seconded by Bill Ferraro, the motion carried and the meeting was adjourned at 8:25 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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#### ***Meeting Minutes for Monday, September 8, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

1. Roll Call: Jeff Boutin, Frank Graves, Jack Beagan, Bill Ferraro, Dick Carver, Nancy Bussey and Paul Lundberg were all in attendance.
2. Reading and approval of prior meeting (August 11, 2008) minutes. Nancy Bussey moved that the minutes be accepted and filed, Frank Graves seconded the motion and it was carried.
3. Communications and Public Input. Port Superior Village resident and spokesperson Bernice "Bea" Nixon shared information on the 2.9 acres of wetland just south of the Marina between the Voigt Fish Hatchery and Lake Superior along Pike's Creek that Bayfield County has offered to sell to the Town. (see Plan Commission meeting minutes for May 12, 2008, item number 9.c.) She described the Village's desire to acquire the parcel as both an effort to

enhance access to the lake and to satisfy an open-space requirement in connection with development of lots at Port Superior. Topics of discussion that followed were: the status of the sale (the Town has told the County that it is interested and a price is being determined), the commitment of Port Superior Village to maintain the trail and access if acquired, the need to work with the Wisconsin Department of Natural Resources (DNR) on Pike's Creek maintenance and access, whether there might be competing bids if the parcel were put up for public auction, whether winter access will be possible, the conformity with Economic Development Objective ED-2 of the Comprehensive Plan to "encourage the growth of water sports and recreation", the possibility of the County donating the property to the Town, deeding easement and, that the purpose of this presentation is to provide information not to solicit Plan Commission action.

4. Report of Town Board actions relevant to Plan Commission issues. None noted.
5. Old Business
  - a. Pike's Bay Sanitary District (PBSD) boundaries. Bill Ferraro presented the map and described its uses and effects to the Commissioners and audience members gathered around it. Nancy Bussey asked if the map and boundaries are presentable as is and Bill Ferraro said that, yes the map and definitions are compatible with the Comprehensive Plan and that the PBSD will present them to the Town for approval. Dick Carver reiterated the procedures for issuing such a district map and the problems caused by definitions and with compliance with state law and the Comprehensive Plan. Frank Graves made the motion that the Plan Commission recommend to the Town Board that the map and definitions as presented by the PBSD be approved, Nancy Bussey seconded and the motion carried at 7:35 p.m. with one "nay" vote cast by Commissioner Paul Lundberg. Although not on the agenda, Frank Graves then raised a question about Section 820 of the new ordinance/by-laws published by the PBSD on September 6, 2008. Specifically, the meaning of 'formal or informal intervention' by the Sanitary District in the Town or County zoning process. Dick Carver pointed out that it had not been referred to the Plan Commission and therefore was being sent to commission members for informational purposes only and would be presented by the PBSD directly to the Town Board.
  - b. Economic Development (ED)-4 of the Comprehensive Plan. As Jack Beagan, the Chair of the subcommittee, was about to report, Nancy Bussey pointed out that this item had been tabled at the Plan Commission's August 13, 2007 meeting. He then proceeded to state that based on his review it appears that Tasks 1 and 3, which mandate cooperation with the Chamber of Commerce, are being fulfilled but that Task 2 that says, "Encourage the development of facilities which can accommodate group and business meetings and bus tours ..." causes a conundrum. He proffered two options: 1) ask that Task 2 be removed from the Plan or, 2) address it. Paul Lundberg asked for a definition of "encourage the development". Jack Beagan then described hypothetical parameters for a request for proposal to study the opportunity for such development and/or facility. Topics raised in the discussion that followed were: the focus of such a study, the fact that the Task is in the Plan and the Commission is charged with implementation, the priority of this item in relation to other Objectives, the criteria of control and of helping and expanding existing businesses and tourism, and the synergism of tourism and families. Dick Carver read from the August 13, 2007 Plan Commission meeting: "*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.*" He said that his interest in discussing this second motion was his reason for keeping this item on the table. Nancy Bussey moved that the Plan Commission consider intergovernmental cooperation as a focus of efforts going forward, seconded by Bill Ferraro. Frank Graves pointed out that such cooperative efforts have been made and are ongoing. The motion was then voted on and it carried at

- 8:10 p.m. Task 2 of Objective ED-4 remains tabled. Jack Beagan stressed that his committee and the Commission must work with the Chamber of Commerce and Visitors Bureau to insure that the Chamber's marketing plan includes elements of the tasks under ED-4.
- c. Business Park. Frank Graves gave updated statistics on World Class Manufacturing Group ([www.worldcls.com](http://www.worldcls.com)) and shared a newspaper article on the company from the Weyauwega Chronicle. He also said that a new company from Minnesota is looking into coming to the area, perhaps to the Business Park. Dick Carver described the experience of one local individual who has been hired by World Class Manufacturing and referred to it as an example of the hoped for outcome of the development viz., job creation for Bayfield residents.
  - d. Housing Committee. Frank Graves reported that the committee had not had a meeting and related specifics of a visit to the site of 24 housing units being built at the Red Cliff Reservation of which 4 or 5 have been occupied. He encouraged Commission members to also visit the site and see the units. He reminded members of the market study grant application being prepared by the Wisconsin Partnership for Housing Development (WPHD) ([www.wphd.org](http://www.wphd.org)) to be submitted to the Otto Bremer Foundation ([www.ottobremer.org](http://www.ottobremer.org)) on behalf of the Town of Bayfield as applicant, not as co-applicant. (see Plan Commission meeting minutes for August 11, 2008, item 5.d.) And, that he acquired and will share with WPHD a housing market study prepared by/for the Red Cliff Reservation.
  - e. Multi-tenant signage proposal. Bill Ferraro reported that he has not had confirmation from the County that the multi-tenant amendment to the Town's sign ordinance has been accepted. There was discussion of the quotes received from Star Signs, Inc. and Rivers Run Sign Co., LLC and of the need for a special use permit due to the fact that the Town has acquired the entry road on which it will be situated.
  - f. Land Use/Zoning Committee. Nancy Bussey said that the committee will meet Wednesday, September 10 to review the second draft of the proposed overlay language.
  - g. Shadow Wood Landings project in the Town of Russell. Dick Carver stated that this item is on the agenda simply as a point of discussion. He said that the Town of Russell has recommended the approval of a change to a County ordinance to enable the construction of a private airfield and condominium / hotel. Audience member and resident Tom Galazen talked about his concerns with the project and its effect on the quality of life in the area, its effects on the headwaters of Pike's Creek and other environmental concerns, traffic volume, safety and privacy. He asked if the Town of Bayfield could ask the Town of Russell to table the proposal until answers to these questions can be gathered and reported. Another audience member Tom Frizzell shared his concerns and feedback from conversations with visitors, residents and business owners who have heard of the project. He said that there is a group soliciting support and signatures on a petition to the Town Board asking that it approach the Town of Russell to have the project tabled to give the Town of Bayfield time to study its effects and compatibility with the Town's Comprehensive Plan. Also, that the petition will be presented at the next Board meeting. Nancy Bussey said that the project probably does not coincide with the "Eco-Municipality" status of the Town and that the Board should be reminded of that when considering its response to the project. The audience members then departed the hall.
6. New Business. Recommendation(s) re: Theron O'Connor's and Demaris Brinton's Class A Special Use permit request to build a year-round residence and a barn at 32420 Star Route Road. Jeff Boutin brought up the fact that the driveway is narrow. Dick Carver said that the Commission should bring that to the attention of the Town Board so that it can be verified that the driveway meets/has met the permitting requirements and standards. Nancy Bussey moved that the Class A Special Use permit be recommended for approval, Bill Ferraro seconded and the motion carried at 8:47 p.m.
  7. Pike's Bay Sanitary District Commissioner comments. No Commissioner was in attendance.
  8. Committee Reports. None.
  9. Correspondence. None noted.

Before continuing, Jack Beagan asked about the status or next step(s) regarding 5.g. above (Shadow Wood Landings project.) Dick Carver said that the Board may refer the matter to the Plan Commission and that this was another reason to have had this evenings' discussion. In further discussion Nancy Bussey held that this represents a good example for the need for intergovernmental coöperation and liaison, Bill Ferraro pointed out the Comprehensive Plan's Transportation Objective regarding an airfield, and the fact that the zoning change (spot zoning) requested is for a private entity not strictly for the public good was also highlighted.

10. Dick Carver, Chair set the next meeting for Monday, October 13, 2008 at 7:00 p.m.
11. He then adjourned the meeting at 8:55 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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#### ***Meeting Minutes for Monday, October 13, 2008***

Bill Ferraro, Vice-Chair called to order the regular meeting of the Plan Commission at 7:00 p.m.

1. Roll Call: Jeff Boutin, Frank Graves, Jack Beagan, Bill Ferraro, Nancy Bussey and Paul Lundberg were present, Dick Carver was absent.
2. Reading and approval of prior meeting (September 8, 2008) minutes. Nancy Bussey moved that the minutes be accepted and filed, Jack Beagan seconded and the motion carried.
3. Communications and Public Input. There were four audience members in attendance three of whom had business before the Plan Commission which is reported below.
4. Report of Town Board actions on issues relevant to the Plan Commission. Bill Ferraro reported that \$14,000.00 was the value placed on the 2.9 acre parcel adjacent to Port Superior Village and the Fish Hatchery that the county has offered to sell (see 09/11/08 minutes item 3). The appraisal was done by Wheeler Services, Inc. of Ashland, Wisconsin. In reply to Jack Beagan's request for clarification, he said that the Town's objectives of greater public access to Lake Superior and extension of hiking trails as well as the Village's need to acquire land as an offset to the construction of additional units were the issues. Further, he said that if the Town were to purchase the land it would not be able to sell it and, that if the Village bought it they may grant an easement for public access. Jack Beagan said that he and Commissioner Dick Carver had visited the existing public access sites and neither was truly accessible. There was discussion of similar easements given by other developers and their value and enforceability. Paul Lundberg asked if it were at all possible to develop or improve this particular parcel and Bill Ferraro replied that it is not due to the fact that it is a wetland area. Frank Graves asked for the definition of "public access" and Paul Lundberg said that there can be various interpretations. In line with the Comprehensive Plan's mandate to encourage water sports and recreation, Mr. Graves then asked if fee-based access qualified and it was agreed that it does and would qualify as "public access." Bill Ferraro said that the next step would be to meet with representatives of Port Superior Village's ownership association.

Bill Ferraro asked that, in the interest of expediting the action of the Commission regarding two items on the agenda that concerned audience members and, to curtail their time spent at the meeting, the items under New Business numbered 6.c. and 6.a. be taken up at this point. Therefore:

## 6. New Business

- c. Recommendations re: Derek Milligan's request to install a mobile home, sanitary and water system and driveway on an 8.5 acre parcel at 87930 Sky View Road. During discussion questions were asked about the manufacture date restriction regarding mobile homes, about the address, viz., the name of the road has been changed from Lower Eagle Bluff, the road the driveway will connect with and, about the foundation/pad, all of which Mr. Milligan answered. Frank Graves moved and Paul Lundberg seconded that the Commission recommend approval to the Town Board and the motion carried at 7:16 p.m.
- a. Recommendations re: Debra Carlson-McRoberts' request for a permit for a home-based business at 87985 County Highway J. The applicant described the room she intends to use for in-person coaching at her home. There was some discussion of the nature of the business (life coaching) and the market. Nancy Bussey moved that the request be recommended for approval, Jack Beagan seconded and the motion carried at 7:19 p.m.

## 5. Old Business

- a. Proposals on Economic Development (ED4) of the Comprehensive Plan. Jack Beagan reported that a meeting with the Bayfield Chamber of Commerce and Visitors Bureau is scheduled for Tuesday, October 21 to specifically address coordination on Task 1 and Task 2 with their 2009 plan.
- b. Business Park. Frank Graves gave information from World Class Manufacturing's ([www.worldcls.com](http://www.worldcls.com)) owner Bob Peltonen that there are now 16 employees and more interviews are in progress. He said that there is a parking lot paving issue in that the lot has not been paved; that Mr. Peltonen is concerned about the deliverability of heavy loads and about who is responsible for paying for the improvement that has an estimated cost of \$50,000.00. Mr. Graves also gave information on another potential tenant, Paragon Industries, interested in five (5) acres at the park, the stipulated selling price of \$5,000.00 per acre and undetermined "development costs." There will be a meeting at the Town Hall on Wednesday, October 15, 2008 at 10:00 a.m. of Impact 7 and Town representatives, Mr. Peltonen of World Class Mfg. and Mr. Heathcock of Paragon Industries. Mr. Graves said that the agenda will include an Impact 7 report on its opinion regarding the siting of affordable housing.
- c. Housing Committee. Frank Graves continued and reported that a draft of a grant application prepared by the Wisconsin Partnership for Housing Development ([www.wphd.org](http://www.wphd.org)) was received and that, after further input from Mr. John Klungness a final draft will be presented to the Town for approval. Once approved it may be submitted to Ms. Karen Starr, ([karen@ottobremer.org](mailto:karen@ottobremer.org)) Special Projects Officer at the Otto Bremer Foundation ([www.ottobremer.org](http://www.ottobremer.org))
- d. Multi-tenant signage proposal. Bill Ferraro said that he had not yet met with Karl Kastrovsky and that he expects to within the next week. Jack Beagan raised some questions regarding the signage at the McKeough project (Orchard Hill) and whether it was in compliance with the ordinance. Bill Ferraro said that, since the County had adopted it it was up to the County now to enforce the ordinance.
- e. Land Use/Zoning & Coastal Resources Committee proposed map overlay language. Nancy Bussey had no new information to report.
- f. Shadow Wood Landing project of CFS, LLC, 411 Washington AV N, Minneapolis, MN 55401 [612-435-6310, ([www.cfsteam.com](http://www.cfsteam.com))] in the Town of Russell. Frank Graves reported on the Bayfield County Board meeting at which at least twenty members of the audience gave input before the Board voted to approve the requested zoning changes. Although the overall response from the public at the meeting was negative he pointed out that County permits will still be needed to proceed with the project and that he supports it. Bill Ferraro said that Tom Frizzell of Bayfield will organize an informational meeting and that commission members would be advised of the time and place. Jack Beagan, referring to the Comprehensive Plan, said the he felt the Plan Commission and Town should take a pro-active approach to the issue by beginning discussion on how to quantify the effects of the project so as to make informed decisions. Discussion then

- followed about affected roads and bridges and appropriations for maintenance, logging access, the rôle of the Town of Bayfield and possible input and the need for a balanced evaluation. Bill Ferraro said that the topic will be placed on the town's agenda for their next meeting.
6. New Business (continued from above.)
    - b. Lake Superior "setbacks". Bill Ferraro reported that from discussions with Karl Kastrosky, Bayfield County Director of Planning & Zoning, the changes are already being implemented. Nancy Bussey said the basic change is in the segmentation of the coastline into smaller units that enables better targeting of management. Jack Beagan asked how that information is accessed by buyers and owners. Bill Ferraro said that the responsibility is shared by both the buyer and realtor. Paul Lundberg said that he would contact Scott Galetka, Bayfield County Director of the Land Records Department, and ask if some system could be included in the next edition of the plat book and that he would report back to the Plan Commission.
  7. Pike's Bay Sanitary District Commissioner comments. There was no commissioner in attendance.
  8. Committee Reports. Bill Ferraro reported from the Transportation Committee that Mary Motiff, Bayfield County Director of Tourism and Recreation is seeking "scenic byway" designation for highways in townships and that they would hold another meeting within the next couple of weeks. Jack Beagan brought up an unrelated issue from a business in the City of Bayfield about the \$75.00 fee being assessed to non-Chamber of Commerce members who wish to be included in County marketing efforts. It was suggested that she be invited to address the Plan Commission about this topic as well as the scenic byway issue. Paul Lundberg then reported that an inventory of hiking trails is being developed and there was some discussion of the trails, parties and actions involved.
  9. Correspondence. None noted.
  10. Bill Ferraro, Vice-Chair set the next meeting for Monday, November 10, 2008 at 7:00 p.m.
  11. Nancy Bussey moved to adjourn the meeting, the motion was seconded by Jack Beagan and the meeting adjourned at 7:56 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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#### ***Meeting Minutes for Monday, November 10, 2008***

Dick Carver, Chair called to order the regular meeting of the Plan Commission at 7:05 p.m.

1. Roll Call: Jack Beagan, Frank Graves, Bill Ferraro, Dick Carver and Paul Lundberg were present, Nancy Bussey and Jeff Boutin were absent.
2. Reading and approval of prior meeting (October 13, 2008) minutes. Jack Beagan moved that the minutes be accepted and filed, Frank Graves seconded and the motion carried.
3. Communications and Public Input. There were two audience members in attendance. Regarding Town Board actions relevant to the issue of the 2.9 acre parcel located next to Port Superior Marina being offered for sale by Bayfield County, Bill Ferraro said that when he reported the Commission's discussions and position to the County it was suggested that the Town negotiate with the Marina owner's and Village association and, that the County has postponed the sale of the property. Dick Carver added that neither had the price per acre been set nor had Marina representatives returned inquiries from the Commission to arrange a

meeting. There was discussion of lake, and lakeshore, access definition, hiking trail aggrandizement, and the need for enforceable covenants with the buyer to achieve Comprehensive Plan goals. In reply to Jack Beagan's question of what the immediate next step or spur to action would be Bill Ferraro said that the Town Board will take up the matter at its next meeting. As to the Town's position in the matter, Bill Ferraro and Dick Carver both replied that, in their opinion, the Town would act to ensure lake access through negotiation or acquisition. Paul Lundberg asked to review a copy of the appraisal done for the County and said that the Transportation Committee would actively assist in the Commission's and Town's efforts.

Regarding Public Input, audience member Tom Galazen brought up for discussion the issues of road and bridge conditions and access issues as related to the proposed development in the Town of Russell known as Shadow Wood Landing ([www.cfsteam.com](http://www.cfsteam.com)). Bill Ferraro said that an informal request for cost estimates to upgrade certain roads was made. Dick Carver said that the bridge upgrade project was 'in the works' and funding would come from the State of Wisconsin. The need to have all proximate and affected towns and governments involved in the process, the desire to limit structure heights and at the same time support sustainability, e.g., wind powered electrical generation (towers), and that test sites are planned for Mount Ashwabay and County property and that one was now in place on Madeline Island were topics discussed.

#### 4. Old Business

- a. Economic Development (ED4) of the Comprehensive Plan. Jack Beagan said that there was no new information to report.
- b. Business Park. Frank Graves reported on the October 15 meeting with Impact 7 representative Bob Mayer and Bob Peltonen of World Class Manufacturing ([www.worldcls.com](http://www.worldcls.com)). The paving of the parking lot that has been postponed to spring and the possible extension of the road to another five acre parcel within the park had been discussed. He then reported on an October 30 meeting with Mr. Peltonen and his banker. He gave some financial data on the business and said Mr. Peltonen is optimistic but that the lot must be paved to accommodate the delivery of new equipment and operations in order to reach profitability. He also said that there is a rumor that Impact 7 may be in merger talks with another entity.

Next, there was discussion of the highway directional and the Town of Bayfield Business Park informational signs, and specifications, dimensions and possible locations. Dick Carver then offered to finalize some of these sign items with Rick Hendrickson of Rivers Run Sign Company, LLC (715-256-2348).

Referring to correspondence from Mark Abeles-Allison, Bayfield County Administrator ([www.bayfieldcounty.org](http://www.bayfieldcounty.org)), Dick Carver said the County is pursuing a grant to help fund improvements to County Highway J and may include infrastructure along the road extension in the Business Park discussed above.

Frank Graves then talked about the company from Crookston, Minnesota that is interested in moving to the Business Park and possible incentives such as, the road, septic system and well. He distributed a list of items from the company and talked about the interest of neighboring communities to secure the business, and the business' desire to locate in Bayfield. There was discussion of incentives, costs, tax liabilities and tax base and the status of the road i.e., if it would be a Town road. Commissioners Carver and Graves will try to meet with Tom Gordon, Bayfield County Supervisor and Town of Bayfield Chairman, and Mark Abeles-Allison to discuss this issue. Frank Graves said that he felt the matching funds needed for the grant ought to come from the County and that he had contacted Bill DeVries, a director of the Bayfield County Economic Development Corp. ([www.bayfieldcountyedc.net](http://www.bayfieldcountyedc.net)) who will discuss the matter with Marian Vaughn, the Executive Director.

- c. Housing Committee. Frank Graves reported on the status of the grant request to the Otto Bremer Foundation ([www.ottobremer.org](http://www.ottobremer.org)) being made in conjunction with the Wisconsin Partnership for Housing Development (WPHD) ([www.wphd.org](http://www.wphd.org)) for a feasibility study (Phase I), in the amount of \$10,000.00, of the need for affordable housing. He said that a resolution from the Town of Bayfield would be needed and ideally letters of support from the Town of Russell and the City of Bayfield as well. If the findings support the concept then a second grant would be applied for (Phase II), in the amount of \$25,000.00 to fund pre-development, pre-construction, construction itself and post-construction costs. In reply to Jack Beagan's question about the use of the grant, Frank Graves said the WPHD would conduct the market study which would also identify sources of funding to complete any recommended project. Dick Carver said that the Town of Bayfield would again need to formally request the Phase II grant. Jack Beagan then asked when public review and comment would take place and Frank Graves said it would be available when completed. The timeline is 90 days for the Phase I. He said a contour/topographical map is also needed and that it should be available within a month.
  - d. Multi-tenant signage. Bill Ferraro reported on the status and clarified the issue. He said that to put in place the Town's multi-tenant request the County would like to review the existing Town ordinance limiting square footage to 50 s.f.
  - e. Proposed overlay map and language from the Land Use/Coastal Resources Committee. Nancy Bussey, Chair being absent, Dick Carver reported that discussions between John Carlson, attorney and Karl Kastrosky, Bayfield County Director of Planning and Zoning are almost complete and that a final draft for recommendation will be available soon for review and public hearing. He also highlighted some of the topics included.
  - f. Shadow Wood Landing Project. In the discussion, Frank Graves said that affected airfields have signed-off, and citing an October 27 letter from Scott Browning of the Department of Transportation, Bureau of Aeronautics ([www.dot.wiscosin.gov](http://www.dot.wiscosin.gov)), Tom Galazen said the formal review is complete and a decision will be made in a couple of weeks to issue a license. Mr. Galazen also described efforts to convene larger and more broadly diverse groups of private and public stakeholders to review the plans and issues. Jack Beagan said he had investigated the developer but found little information and moved the discussion to the interface with the Comprehensive Plan and the need for the Town to be pro-active. The need to widely disseminate information was stressed and discussion of affected infrastructure elements and possible actions continued.
5. New Business. None noted.
  6. Pike's Bay Sanitary District Commissioner comments. This item was passed over; there was no commissioner in attendance.
  7. Committee Reports. Paul Lundberg of the Transportation Committee reported on trails and signage and said he would address the County Board on Wednesday, November 12, 2008 about the new funding formula related to sharing revenues from national forest land. [Information may be found under the "Emergency Economic Stabilization Act of 2008" that, in Title VI Other Provisions, effected changes to the "Secure Rural Schools and Community Self Determination Act of 2000" under Title I Secure Payments for States and Counties Containing Federal Land.] ([www.treas.gov/initiatives/eesa/](http://www.treas.gov/initiatives/eesa/)) Generally, the choice will be between keeping the rate at its present 25% or, accepting a share of the new funding. The difference would be an increase of approximately \$293,000.00 from the \$257,000.00 under the existing formula and rate to \$550,000.00 under the newly passed legislation. The deadline for a decision is November 14, 2008.
  8. Correspondence. None.
  9. Dick Carver, Chair set Monday, December 8, 2008 at 7:00 p.m. as the time for the next meeting.
  10. Bill Ferraro then moved to adjourn the meeting, Paul Lundberg seconded and the meeting adjourned at 8:30 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.

### ***Town of Bayfield Plan Commission***

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[www.townofbayfield.com](http://www.townofbayfield.com)  
**(715) 779-5671      "fax": (715) 779-5681**  
**85450 County Highway J**  
**Bayfield, Wisconsin 54814**

*Meeting Minutes for Monday December 8, 2008*

Dick Carver, Chair, called to order the regular meeting of the Plan Commission at 6:58 p.m.

1. Roll Call: Jeff Boutin, Jack Beagan, Bill Ferraro, Dick Carver, Frank Graves and Nancy Bussey were present, Paul Lundberg was absent.
2. Reading and approval of prior meeting (November 10, 2008) minutes. Frank Graves moved that the minutes be accepted and filed, Jack Beagan seconded and the motion carried.
3. Communications and Public Input. Two residents were in attendance, one with business before the Commission.
4. Old Business. No old business was brought up for discussion.
5. New Business
  - a. Conditional Use Permit request for a spa business at the Pinehurst Inn, [www.pinehurstinn.com](http://www.pinehurstinn.com) a bed and breakfast accommodation business, at 83645 State Highway 13. Owner Steve Sandstrom said that construction has been put on hold due to the poor economy but that the business will begin by utilizing two rooms at the Inn and should immediately create two full-time and perhaps one part-time job as well. He also said that signage would be complementary and separate from the existing business sign and less than the maximum allowed under the ordinance. Bill Ferraro then moved to recommend approval of the request, Frank Graves seconded and the motion carried at 7:05 p.m. Bill Ferraro stated that the request will come before the Town Board at its next meeting on December 18, 2008. Mr. Sandstrom thanked the commissioners and left the meeting.
  - b. Review of accomplishments and goal setting exercise relative to the Comprehensive Plan (hereinafter the "Plan") as adopted by a Special Town Board Meeting & Public Hearing October 27, 2005. (The Plan can be accessed at [www.townofbayfield.com](http://www.townofbayfield.com)) Dick Carver gave background on this item, a synopsis of procedures used to date in addressing objectives and the process for this evening's review and prioritization exercise. Accomplishments were discussed first and then goals identified using the template labeled "Element IX – Plan Implementation" pages IX-4 through IX-23. (Labels used hereafter refer to that template.) The Commissioner(s) under whose purview the topics fall led the discussions and standardized responses of "action completed, action partially completed" and "no action taken" were agreed upon.

Transportation

Objective T-1

Task 1: Bill Ferraro said that maintenance fee assessment had been explored but that no action has been taken.

Objective T-2

Task 1: no action taken.

Task 2: no action taken.

Objective T-3

Task 1: Bill Ferraro cited that, there having been no safety issues raised, this task is being accomplished.

Task 2: no action taken.

Task 3: Bill Ferraro noted that the Town Board has a ten-year plan in play covering this task.

Objective T-4

Task 1: action completed. And, in reply to Jack Beagan's question of whether the topic of lighting is addressed in that ordinance Dick Carver said that it is covered separately under zoning and Nancy Bussey pointed out that there are lighting restrictions and guidelines in the sign ordinance itself.

Objective T-5

Task 1: no action taken. Dick Carver noted that Peg Dollinger (not a Commissioner) has done much work regarding this task and there was some discussion of trails.

Objective T-6

Task 1: no action taken.

Objective T-7

Task 1: Bill Ferraro described the status of discussions with Bay Area Rural Transport, CORE Community Resources, Inc. ([www.corecr.org](http://www.corecr.org)), the City of Bayfield and others but that no regularly scheduled services have been added.

Task 2: no action by the Town of Bayfield but some steps have been taken by the Town of Russell. [See prior meetings' minutes regarding Shadow Wood Landing ([www.cfsteam.com](http://www.cfsteam.com))]

Task 3: no action taken.

Utilities and Community Facilities

Objective UCF-1

Task 1: no action taken.

Task 2: no action taken.

Task 3: no action taken.

Objective UCF-2

Task 1: no action taken.

Task 2: Dick Carver said that although no action has been taken this task may fall under "Intergovernmental Cooperation" and Bill Ferraro added that certain tasks under the Plan are the direct responsibility of the Town Board itself.

Task 3: Dick Carver described the liaison efforts with the Pike's Bay Sanitary District (PBSD) as action taken and ongoing.

Housing

Objective H-1

Task 1: Dick Carver said that partial action is being taken.

Task 2: no action taken.

Task 3: Frank Graves said that the Bremer Foundation grant application being made in conjunction with the Wisconsin Partnership for Housing Development ([www.wphd.org](http://www.wphd.org)) may lead to such efforts to seek sponsors and encourage developers.

Task 4: no action taken.

Objective H-2

Task 1: no action taken.

Task 2: no action taken.

Objective H-3

Task 1: Dick Carver said that this task has been considered but that no action has been taken.

Task 2: no action taken.

Objective H-4

Task 1: no action taken.

Task 2: no action taken.

Task 3: no action taken.

Objective H-5

Task 1: no action taken. Frank Graves stated that those issues are covered on a case-by-case basis as projects are proposed.

## Natural Resources

Objective NR-1. Nancy Bussey said that all the tasks under this objective are covered by Wisconsin Department of Natural Resources guidelines and that to modify them would require a separate Town overlay. Dick Carver added that, due to the complexity of such an effort and on the advice of the County no action has been taken.

Task 1: no action taken.

Task 2: no action taken.

Task 3: no action taken.

Task 4: no action taken.

Task 5: no action taken.

Task 6: no action taken.

## Agricultural Resources

### Objective AR-1

Task 1: no action taken.

Task 2: no action taken.

Task 3: action partially completed in that this task is addressed as projects come before the Town.

### Objective AR-2

Task 1: Bill Ferraro pointed out that due to lack of funds no further action can be taken.

Task 2: no action taken. There was some discussion of the effects of conservation design subdivisions being compatible with farmland preservation.

### Objective AR-3

Task 1: no action taken.

Task 2: Bill Ferraro said this task is being accomplished by the University of Wisconsin extension service (<http://www.uwex.edu/ces/cty/bayfield/>) located in Washburn.

Task 3: action taken and ongoing.

Task 4: no action taken.

Task 5: action completed.

Task 6: action partially completed. (see AR-4, Task 3 below)

### Objective AR-4

Task 1: action partially completed. Frank Graves cited an instance of the use of Growth Incentive Funds.

Task 2: action partially completed.

Task 3: action partially completed.

## Cultural and Historic Resources

### Objective HCR [sic]-1

Task 1: action partially completed and ongoing. Dick Carver said the committee under Gerry Carlson, Supervisor is accomplishing this task.

Task 2: no action taken.

Task 3: action partially completed.

Task 4: no action taken.

### Objective HCR-2

Task 1: action completed.

Task 2: action partially completed.

Task 3: action completed.

Task 4: action partially completed. Dick Carver again cited the committee under Gerry Carlson as having taken responsibility for this task.

Coastal Resources – Goal 1. Nancy Bussey said that under this and the other three goals most objectives and tasks come under County guidelines and therefore no Town action has been considered. Dick Carver explained that the reason for inclusion in the Plan was that partial funding had been received from Coastal Resources ([www.bayfieldcounty.org/coastal](http://www.bayfieldcounty.org/coastal)).

Objective CR-1

Task 1: no action taken.

Task 2: no action taken.

Task 3: no action taken.

Objective CR-2

Task 1: no action taken.

Task 2: no action taken.

Objective CR-3: no action taken.

Objective CR-4

Task 1: no action taken.

Objective CR-5

Task 1: action completed. Nancy Bussey said that the overlay developed does address this.

Task 2: action completed. Again, Nancy Bussey pointed out that the sign ordinance covers this.

Objective CR-6

Task 1: no action taken.

Objective CR-7

Task 1: action taken and ongoing. Nancy Bussey referred to the liaison efforts with the PBSD.

Objective CR-8

Task 1: no action taken.

Coastal Resources – Goal 2

Objective CR-1

Task 1: no action taken.

Objective CR-2

Task 1: action taken and ongoing.

Objective CR-3: no action taken.

Objective CR-4

Task 1: no action taken.

Task 2: no action taken.

Objective CR-5: no action taken.

Objective CR-6

Task 1: action completed and ongoing.

Coastal Resources – Goal 3

Objective CR-1

Task 1: no action taken.

Task 2: no action taken.

Task 3: no action taken.

Task 4: no action taken.

Objective CR-2

Task 1: no action taken.

Task 2: no action taken.

Coastal Resources – Goal 4

Objective CR-1: no action taken

There was discussion regarding the purpose of this exercise in relation to coastal resources and the Plan in general. Dick Carver said that the Plan Commission is confined to and by the Plan but may assist the Town Board by recommending priority emphasis on specific elements.

Intergovernmental Cooperation

Objective IG-1

Task 1: no action taken.

- Task 2: no action taken.
- Task 3: action partially completed but stalled.
- Task 4: no action taken.
- Task 5: action partially completed.

There was discussion of the Bremer Foundation grant application and how letters of support were solicited. Jack Beagan then brought up another example, the Office of Energy Independence (<http://power.wisconsin.gov>) grant, and asked how it will relate to the Plan. A discussion of how and when the Plan is revised then ensued. Topics included were: the Commission's rôle in monitoring and recommending changes, the timing of changes (whether on a continuous basis or only at the formal five-year interval), changing the "Type" as defined on the template between "Action", "Policy" and "Regulatory", and possibly categorizing items as "done", "not done" or "ignore." Nancy Bussey stated that changes should be effected as necessary on an ongoing basis. In reply to Bill Ferraro's concern with selectively editing the Plan, Dick Carver suggested the Commission could label tasks as actionable or non-actionable. He added that that would aid in assessing the performance of the Commission and Jack Beagan said it would be desirable to have the Plan more accurately reflect the Commission's mandate. Frank Graves also said that revisions ought to be made prior to the formal review date to more clearly describe the Commission's work and to better manage the implementation of the formal update.

#### Economic Development

##### Objective ED-1

- Task 1: action completed.
- Task 2: action completed.

##### Objective ED-2

- Task 1: no action taken.
- Task 2: no action taken.

Objective ED-3. Frank Graves pointed out that, with only one tenant in the business park, this objective is well begun but ongoing.

- Task 1: action completed.
- Task 2: action completed.
- Task 3: action completed.
- Task 4: action completed.
- Task 5: action completed.

##### Objective ED-4

- Task 1: no action taken. Jack Beagan said that he has had a couple of meetings with the Chamber of Commerce regarding these tasks.
- Task 2: no action taken.
- Task 3: no action taken.

Objective ED-5. Frank Graves said that efforts have been made but have not yielded results.

- Task 1: no action taken.
- Task 2: no action taken.
- Task 3: no action taken.
- Task 4: no action taken.
- Task 5: no action taken.

##### Objective ED-6

- Task 1: no action taken. Frank Graves reported that the Chamber of Commerce had made some efforts but has not seen or heard of any concrete action taken.

Objective ED-7: no action taken.

#### Land Use

##### Objective LU-1

- Task 1: no action taken.
- Task 2: no action taken.
- Task 3: action completed.
- Task 4: action partially completed.

Task 5: action taken (with an exception regarding equestrian trails.)  
Objective LU-2  
Task 1: action partially completed.  
Task 2: no action taken.  
Task 3: no action taken. (preempted by County.)  
Task 4: action completed.  
Task 5: action completed.

Objective LU-3  
Task 1: no action taken.  
Task 2: no action taken.  
Task 3: action partially completed.  
Task 4: action completed.  
Task 5: no action taken. Dick Carver pointed out that now site has been found or acquired.  
Task 6: action completed.  
Objective LU-4: action partially completed.

At 8:18 p.m. the commissioners began to offer their ideas, or “brainstorm”, and preferred emphasis regarding the goals and tasks reviewed. Using a paper flip chart Nancy Bussey recorded the exercise as follows:

#### Transportation

Objective T-1, Task 2 (scenic byway designations) – Frank Graves  
Objectives T-5 and T-6 (multi-purpose trail development) – Jeff Boutin  
Objectives T-1 and T-7 (public transportation) – Jack Beagan

Utilities and Community Facilities – no preferences or opinions were voiced.

#### Housing

Objective H-2 (seasonal housing) – Dick Carver  
Objective H-1, Task 4 (development fee program) – Nancy Bussey  
Objective H-3, Task 1 (affordable housing) – Frank Graves

#### Natural Resources

Objective NR-1 (sensitive forestry practices) – Dick Carver, and  
Tasks 1 (map), 4 (runoff / erosion) and 5 (open spaces, scenic views) – Jack Beagan

#### Agricultural Resources

Objectives AR-3 (economic viability of farms), AR-4 (support development of the next generation of farmers) – Jack Beagan, and  
with emphasis on AR-4, Task 3 (support Bayfield School’s efforts) – Dick Carver  
Frank Graves gave some statistics and information in support of AR-1 – (farmland preservation).

#### Cultural and Historic Resources

Dick Carver said that due to Gerry Carlson’s intensive involvement the “Type” coding may be changed.

#### Coastal Resources

Goal 2, Objectives CR-1 (recreational sites), CR-2 (promote public access to Lake Superior) and CR-6 (trail development) – Jack Beagan

#### Intergovernmental Cooperation

Objective IG-1, Task 2 (liaison among the proximate communities) – Frank Graves and  
Tasks 1 (housing matters) and 3 (liaison with education providers) – Jack Beagan

#### Economic Development

Objectives ED -3 (business park development) and ED-4 (promote tourism) – Frank Graves and  
Objective DE-7 (promote local contractors and services) – Dick Carver

#### Land Use

Objectives LU-1 (zoning), LU-2 (farmland preservation) and LU-3 (“green” housing development) – Jack Beagan and  
Objective LU-4 (“creative” development concepts) – Dick Carver

Dick Carver then asked if changing tasking should be among the items to be voted upon and the consensus was that it should not be part of the exercise. He then said that, upon completion of the voting, he would present the list to the Town Board for their ratification. The process was then to have every commissioner vote by placing each of nine self-adhesive stickers on the flip chart list to indicate their priorities restricted to one per topic. The tally resulted in the following ranking:

Five votes for T-2, [T-5, T-6], [IG 1, Tasks 1, 2 and 3] and LU-2 – four items.

Four votes for [T-1, T-7], [H-1, H-2], NR-1 and ED-7 – four items.

Three votes for AR-1 and ED-3 – two items.

The total being ten items. (At the time, the Secretary misreported the tally at nine items.)

6. Pikes Bay Sanitary District Commissioner comments. No commissioner was in attendance.
7. Committee reports. None.
8. Correspondence. None.

Bill Ferraro gave information about the upcoming Town of Bayfield holiday get-together at the Northern Edge Restaurant, 84810 State Highway 13, on Tuesday, December 16, 2008 at 7:00 p.m.

9. Dick Carver set the next meeting for Monday, January 12, 2009 at 7:00 p.m.

Frank Graves reported that there will be an open house regarding the Bayfield County Comprehensive Plan presented by Short Elliott Hendrickson Inc. (SEH) of St. Paul, MN ([www.sehinc.com/online/bayfieldco/index.htm](http://www.sehinc.com/online/bayfieldco/index.htm)) at the Northern Great Lakes Visitor Center, 29270 County Highway G, on Wednesday, December 17, 2008 from 6:00 to 8:00 p.m.

10. Jack Beagan moved to adjourn the meeting, seconded by Dick Carver, the motion carried and the meeting adjourned at 8:52 p.m.

Submitted by David Schleitwiler, Secretary *pro tem*.