

**Town of Bayfield
Planning Commission Meeting
December 9th, 2008
1199 US Highway 160B @ 7:00 p.m.**

Planning Commissioners Present: Joan Hanna (Chairman), Rick Smith (Mayor), Robert Piccoli (Town Board Member), Ed Morlan, Pat Heyman,

Planning Commissioners Absent: Carolyn Hull, Bob McGraw

Staff Present: Justin Clifton (Town Manager), Joe Crain (Town Planner), Marianne Jones (Deputy Town Clerk)

Media Present: None present

The meeting was called to order @ 7:05 p.m.

Minutes: Rick Smith made a motion to approve the minutes from November 12th, 2008 as presented. Pat Heyman seconded the motion. All were in favor except Ed, who abstained from the voting.

Public Comment: Joe Crain expressed appreciation to Carolyn Hull for serving on the Planning Commission. Joan also expressed her appreciation.

No other public comment was offered.

Action Agenda Item #1: Homestead Trails Petition For Annexation

Applicant: Jack McCarthy & Grant Richards
SE ¼ SW ¼ Sec. 15 T 34 N, R 7 W 240 Acres

Joe gave his staff report. He stated that the Town has received an annexation petition for the Homestead Trails subdivision. He explained that he wanted to explain the subdivision process to the Planning Commission before the presentation because this type of annexation is different than a typical annexation. This process is going to be done through a flag-pole annexation.

Joe stated that this request went in front of the Town Board for a sufficiency hearing on November 18th, 2008. It was determined that the property meets sufficiency so the hearing has been set with the Town Board for February 17th, 2009. The Planning Commission will make a recommendation on the item at the February 10th meeting.

All development documents will be submitted to the Town on January 5th, 2009 and will be distributed to the Planning Commission. There will be a full presentation made by the applicants during the January 13th Planning Commission meeting. An actual recommendation will not be made until the February meeting. This should give the Planning Commissioners enough time to review the information & get any questions they have answered.

Joe explained that this annexation will consist of seven annexation maps, using the Highway 160 corridor right-of-way to reach Homestead. This is considered a "flag-pole" annexation. Using this type of process, the Subdivision meets the 1/6 contiguity as required by State Statutes. The Statute also requires that the Town notify all property owners located along the "pole" within 45 days of the Town Board public hearing that the annexation is taking place. If the landowners are interested, they can petition to have their properties annexed at the same time. However, the Statute indicates that any property owner wishing to join the annexation must meet the same standards as the initial petitioner.

A letter was sent out to the adjacent landowners. If any of the landowners are interested in being included in the annexation, they have to submit to the Town by January 2nd, 2009.

The applicants will be required to install a water line from the Town's current water main to the Homestead Subdivision. This water line will touch the boundaries of Gem Village. This will give the Gem Village residents the capability to tap the Town system if they so desire. However, anyone that decides to tap onto the Town

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system using the lines that are being installed & paid for by the developers of Homestead will be subject to an improvement pay-back program. This will help off-set some of the costs that are being incurred by the developers of this project.

Ed asked if the Town has mailed out letters to landowners that are adjacent to the property.

Joe answered that the Town has mailed out letters to any landowners that are adjacent to the "pole" so that they are aware that they can opt to join the annexation request.

The applicants will have to notify all landowners that are within 200 square feet of the "flag" after the petition has been filed to alert them of the public hearing date.

Joan asked if the RV Park is interested in annexing.

Justin answered that he has a meeting with the owner of the RV Park next week.

Joe explained that any of the property owners that are adjacent to the pole will be able to annex at anytime. It is not required that they have to annex at this time. If they decided that they wanted to in the future, they could because they would meet the contiguity requirement.

Ed asked about sewer services to the subdivision.

Justin answered that Homestead is already serviced by the Bayfield Gem Village Plant.

Ed asked if the applicants will be contributing towards the cost of the lift station.

Justin answered that they will have to build their collection systems; however, since the Town is already planning to bring all of the Gem Village sewage over to the new mechanical plant it was determined that it would not be appropriate to force Homestead to contribute to that endeavor.

Robert asked about the reimbursement agreement for any residents that tap onto the water line.

Joe answered that there will be a reimbursement agreement in place for a 20 year period. Anyone that benefits from the infrastructure installed by this development will have to reimburse the developer for that benefit.

Ed commented that the Town will have to get a new land use map. The current plan does not include this area.

There was a discussion regarding the possibilities of updates & revisions to the Comprehensive Plan using a different type of model & concept. The staff hopes to get grant monies to help pay for this type of revamping to the Comprehensive Plan.

The floor was then given to the applicant.

Grant Richards explained that he and his associates will have a presentation for the January Planning Commission meeting. He also stated that they are still working out the details for the infrastructure reimbursement plan. They plan to have these agreements in place prior to completion of the project.

Joe explained that the Town has been working on this item for such a long time that most of the annexation items have already been resolved. The Town staff is hopeful that this project will be able to move through the process at a quick rate.

The item was opened for public comment. None was offered; it was immediately closed.

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Joe stated that the staff would recommend that the Planning Commission take jurisdiction of the Homestead Annexation & continues the hearing until January 13th, 2009.

Rick so moved. Bob seconded the motion. All were in favor, motion carried unanimously.

Action Agenda Item #2: New/Unfinished Business

Justin announced that the opening ceremonies for the new Bayfield Senior Center will be held on February 12th @ 1:30 p.m. He invited the Planning Commissioners to attend.

Rick stated that Carolyn Hull has given her resignation from the Planning Commission because she is moving away from the area. He is going to recommend to the Town Board appointing Michelle Nelson to the vacant position. If the Board approves the appointment, she will take the seat at the January meeting.

The meeting was adjourned at 7:38 p.m.

Approved:

Joan Hanna
Chairman

Marianne Jones
Deputy Town Clerk