

# Town of Namakagon

## Comprehensive Planning Commission

### Meeting Minutes August 14, 2019

Meeting called to order at 9:02 a.m.

Members present: Jeff Rather, Sarah Boles, Jim Krueger, Abett Icks, and Mary D'Andrea

Absent members: P.C. Rasmussen, Laurie Lyons.

Public attendance: 0

1. **Meeting Minutes** of July 3, 2019, motion to accept by Jim K., seconded by Mary D. Motion approved.
2. **Update on the Town Board meeting with Bayfield County Zoning**, August 6, 2019<sup>1</sup>, was made by Jim K.  
Bayfield Planning and Zoning welcomes input from the Town, but will not be sending out pink slips any more for **Board of Adjustment variance** requests.

In order to insure clear requirements for Bayfield Planning and Zoning and the Town of Namakagon's Short Term Rental requirements, the Town of Namakagon will **add to the Short Term Rental Permit Procedure:**

- 6. Items 1, 2, 3, 4 and 5<sup>2</sup> are presented to the Bayfield County Planning and Zoning Department/Committee for final approval.
- 7. Bayfield County Zoning sends approval with occupancy rating for property back to Town of Namakagon.
- 8. Town of Namakagon issues the town permit with inspection approval and signature of property owner agreeing to all conditions.

The occupancy number<sup>3</sup> for the Short Term Rental residence will be set by Bayfield County Zoning. Further, the residence will also be inspected to meet all fire safety codes. The residence will either meet all fire codes, or the owners will have 30 days to make repairs. The owner of the residence will

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<sup>1</sup> See Town Board Minutes <http://namakagon-wi.org/wp-content/uploads/2019/08/Minutes-8-6-2019-1-30pm-2.pdf> (a/o 8-14-19).

<sup>2</sup> **Short Term Rental Procedure**

To obtain a Short Term Rental Permit from Bayfield County, the following must be obtained

1. A Short Term Rental Permit Application must be obtained from Bayfield County Zoning and filled out completely. Cost \$175. Call 715-373-6138
2. A license from the Bayfield County Health Department is required by law to rent out your home to the public In order to obtain the license you must contact the Health Department for a pre-inspection. The cost of the inspection is \$300. Once the inspection is completed and approval for rental is received, a license (cost \$110) will be issued by the Health Department. An annual license renewal and inspection by the Health Department must be made at a cost of \$110. Call 715-373-6109
3. Occupancy Permit and Accommodations ( Room Tax) Permit applications must be obtained and signed off by the Town of Namakagon. One time charge: Cost \$75. Call 715-794-2036.
4. Items 1 and 2 and 3 are presented to the Town of Namakagon Planning Commission for their recommendation.
5. Items 1, 2, 3 and 4 are presented to the Town of Namakagon Board of Supervisors for approval and recommendation to Bayfield County Zoning.

<sup>3</sup> Town of Namakagon Short Term Rental Inspection Report (form)

have read and agreed to all stipulations<sup>4</sup>, the occupancy rating, and the inspection reports before a Short Term Rental can be valid.

3. The Town of Town of Namakagon Comprehensive Planning Commission (via Jim K.) will request these **changes to the Town of Namakagon Zoning Districts Map**<sup>5</sup>:

- The area north (noted in red) of Hwy. M (across from the Town Hall) should not be municipal. This area should be Residential-Recreational Business.
- The area south of the Lakewoods Resort, noted as Commercial, and in red, is not commercial. This area should be Residential-Recreational Business.
- The area in salmon color (roughly, either side of Garmisch Rd.) should not be Commercial, but should be Residential-Recreational Business (blue).
- The Pla-Mor property should be Residential-Recreational Business (blue).
- The (former) Chief Resort and Bar property should be Residential-Recreational Business (blue).
- The Hank's Landing Bar should be Residential-Recreational Business (blue).
- The West Wind Resort should be Residential-Recreational Business (blue).
- The Mortensens Resort should be Residential-Recreational Business (blue).
- The Town Hall area, the Transfer site (municipal dump) and the Town property at the end of Bear Point Rd. should be "Municipal" (new color, possibly black).

Jim K. will send corrections for the Zoning Districts map (listed above) to Bayfield County Zoning.

#### 4. **Changes to the Town of Namakagon Future Land use Map**<sup>6</sup>

On the map's Proposed Land Use designations,

- Rename Proposed Land Use category "No Development" as "Resource Protection area", highlighted in blue.
- Add Proposed Land Use category "Municipal", highlighted in black.
- The areas for the Town Hall and the Namakagon Dump, previously identified in red as "Commercial", change to "Municipal", highlighted in black.
- Add Proposed Land Use category "Conservancy" for Icks and Wethington properties. Highlight with lavender.
- Remove the designation of "Potential Transfer to Public Ownership (color of brown). Resource Protection Area is defined as a sensitive area of land or water. Residential is defined as an area suitable for human habitation.

Sarah B. will contact Bayfield County Zoning to provide a clean map for changes to the Future Land Use Map.

#### 5. **Finalize Public Hearing Procedures**

- The Town of Namakagon posted (8-8-2019), in three public sites in the Town, a Notice of Public Hearing between the Town of Namakagon Board and the Plan Commission to make Amendments to the Comprehensive Plan, Tuesday, September 17, 2019, 6:30, at the Namakagon Town Hall. The drafted amendments to the Comprehensive Land Use Plan can be viewed at the Namakagon Town Hall, and are posted on the Town website <http://namakagon-wi.org/town-government/comprehensive-planning-commission/> as "Town of Namakagon Comprehensive Plan 2019 – unapproved".

<sup>4</sup> [http://namakagon-wi.org/wp-content/uploads/2017/05/Short-Term-Rental\\_Stipulations.pdf](http://namakagon-wi.org/wp-content/uploads/2017/05/Short-Term-Rental_Stipulations.pdf) (a/o 8-14-19)

<sup>5</sup> <https://www.bayfieldcounty.org/DocumentCenter/View/988/Namakagon-PDF> (a/o 8-26-19)

<sup>6</sup> <https://www.bayfieldcounty.org/DocumentCenter/View/177/land-use?bidId=> page 10-53 (a/o 8-15-19)

- The Town of Namakagon published (Ashland Daily Press, 8-14-2019) a “Notice of Public Hearing between the Town of Namakagon Board and the Plan Commission to make Amendments to the Comprehensive Plan”, Tuesday, September 17, 2019, 6:30.
- The public hearing meeting, September 17, 2019, 6:30, at the Namakagon Town Hall, includes the presentation of the Comprehensive Plan to the Board of Namakagon. Public input to the Comprehensive Plan can occur with input at this meeting, or by sending comments to the Town of Namakagon Board or Comprehensive Planning Commission.
- Immediately following the Public Hearing (September 17, 2019, at the Namakagon Town Hall), the Planning Commission will convene and make a resolution “For the Town of Namakagon recommending that the Town Board amend and update the Town of Namakagon Comprehensive Land Use Plan”<sup>7</sup>.
- Immediately following the Comprehensive Planning Commission (September 17, 2019, Namakagon Town Hall), the Town Board of the Town of Namakagon will be called to order, and adopt Resolution No. 4-2019 “Adopting Public Participation Procedures for Amending the Comprehensive Plan for the Town of Namakagon”, and adopt Ordinance 35A-2019, “An Ordinance to Adopt Amendment #1 to Update the Town of Namakagon Comprehensive Land Use Plan”.

Motion to adjourn was made by Sarah B. and seconded by Mary D. Meeting adjourned at 10:40 a.m. The next Comprehensive Planning Commission meeting is set for Wednesday, Sept. 4, 2019, at 9:00 a.m. The Public Hearing to the Comprehensive Plan Commission is set for Tuesday, September 17, 2019, at 6:30.

Submitted by Mary D’Andrea

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<sup>7</sup> Resolution No. 3-2019:

A Resolution to Approve an Amendment and Update to the Town of Namakagon Comprehensive Plan.