

Date: June 21, 2022
To: City of Bayfield Plan Commission
From: Tim Schwecke and Charlie Handy
Subject: City of Bayfield Zoning Code Rewrite
Memo #1



Please find attached the initial draft of the table of contents for the new zoning code. While there is much to discuss, the new code brings in a number of existing land use regulations (e.g., wellhead protection, outdoor lighting, floodplain, historic preservation) into an integrated code.

The new zoning code will be Chapter 510. Because it has a new chapter number, anyone will be able to easily differentiate between the old code (Chapter 500) and the new code.

Article 5 of the zoning code will include all of the procedures that are used in administering the regulations. Before beginning the task of drafting this part of the code, we want to review the basic elements of each.

In this regard, please find attached a summary table. Procedures are listed in first column. The remaining columns identify what kind of notice is required, if any; who conducts the public hearing, if required; and who is involved in the review process and their roles.

As a first step, let's review the new procedures that are being recommended (#10, 11, 13, 17). After that, we'll evaluate some potential changes to existing procedures.

Attachments:

1. General Table of Contents
2. Summary of Notice and Review Authority

Chapter 510 – Zoning
General Table of Contents
(Draft June 21, 2022)

Article

1. General Provisions

2. Interpretation, Construction, and Definitions

3. Administrative Bodies

Division 1 – Plan Commission

Division 2 – Board of Zoning and Building Appeals

Division 3 – Historic Preservation Commission

Division 4 – Zoning Administrator

4. General Procedural Requirements

Division 1 – Generally

Division 2 – Notice Requirements

Division 3 – Public Hearings

Division 4 – Site Visits

Division 5 – Financial Guarantees

5. Specific Procedural Requirements

Division 1 – Code Amendment

Division 2 – Planned Development District

Division 3 – Conditional Use

Division 4 – Wireless Telecommunication Facility

Division 5 – Site Plan and Plan of Operation

Division 6 – Architectural Review

Division 7 – Special Exception

Division 8 – Registration of a Nonconforming Use

Division 9 – Conversion of a Nonconforming Use

Division 10 – Expansion of a Nonconforming Building

Division 11 – Certificate of Historic Appropriateness

Division 12 – Zoning Permit

Division 13 – Floodplain Permit

Division 14 – Designation of Historic District

Division 15 – Designation of Historic Structures and
Historic Sites

Division 16 – Termination of Approval

Division 17 – Code Interpretation

Division 18 – Administrative Appeal

Division 19 – Variance

6. Zoning Districts and Land Use

Division 1 – General Provisions

Division 2 – Zoning Map

Division 3 – Zoning Districts

Division 4 – Allowable Land Uses

7. Use and Development Standards

Division 1 – Dimensional and Related Standards

Division 2 – General Standards

Division 3 – Environmental and Engineering Standards

Division 4 – Performance Standards

Division 5 – Site Design Standards

Division 6 – Architectural Standards

Division 7 – Standards for Historic Sites and Historic
Buildings

8. Building Types (may not be needed)

9. Alternative Development Options

Division 1 – Conventional Planned Unit Development

Division 2 – Conservation Subdivision

Division 3 – Cottage Housing

Division 4 – Adaptive Reuse (Infill Development)

10. Specific Planned Development Districts

11. Historic Preservation Overlay District (Ch. 407)

12. Floodplain Overlay District (Ch. 407)

Division 1 – General Provisions

Division 2 – Maps and Districts

Division 3 – General Provisions Applicable to all
Floodplain Districts

Division 4 – Floodway District

Division 5 – Floodfringe District

Division 6 – General Floodplain District

Division 7 – Flood Storage District

Division 8 – Administration

Division 9 – Nonconformities

13. Well Head Protection Overlay District (Ch. 489)

14. Shoreland-Wetland Overlay District

15. Shoreland Overlay District

16. Fencing

17. Landscaping and Buffers

18. Parking, Loading and Access

19. Outdoor Lighting (Ch. 273)

20. Signage

21. Nonconformities

22. Reasonable Accommodations

23. Enforcement

Appendix

A. Land Use Table

B. Land Uses

C. Zoning Districts and Dimensional Standards

D. Building Type Illustrations (may not be needed)

E. General Definitions

F. Mapping Requirements

Type of Application		Type of Notice					Type of Involvement in Review Process						
		Class I Public Notice	Class II Public Notice	Property Owner Notice	Distribution List Notice	Meeting Agenda	Public Hearing	Zoning Administrator	Architectural Review Board	Plan Commission	Common Council	Zoning Board of Appeals	Court of Competent Jurisdiction
		s. 510. █	s. 510. █	s. 510. █	s. 510. █	s. 510. █							
1. Code amendment – citizen-initiated map amendment	Existing process	-	X	- ?	X	X	Plan Commission	SR	-	R	D	-	CA
Code amendment – village-initiated map amendment	Existing process	-	X	-	X	X	Plan Commission	SR	-	R	D	-	CA
Code amendment – citizen or village-initiated text amendment	Existing process	-	X	-	X	X	Plan Commission	SR	-	R	D	-	CA
2. Planned development district – General plan (s. 500-27)	Existing process	-	X	- ?	-	X	Plan Commission	SR	-	R	D	-	CA
Planned development district – Specific plan (s. 500-28)	Existing process	-	-	-	-	X	-	SR	-	R	D	-	CA
Planned development district – Specific plan	Recommended	-	-	-	-	X	-	SR	-	D	I	-	CA
3. Designation of historic district (s. 423-3)	Existing process	X	-	X	-	X	Plan Commission	SR	-	R	D	-	CA
	Recommended	X	-	X	-	X	Plan Commission	SR	R	R	D	-	CA
4. Designation of historic structures and sites (s. 423-3)	Existing process	X	-	X - 200'	-	X	Plan Commission	SR	-	R	D	-	CA
	Recommended	X	-	X - 200'	-	X	Plan Commission		R	R	D	-	CA
5. Conditional use (s. 500-30)	Existing process	-	X	X – 100'	-	X	Plan Commission	SR	-	D	-	LA	CA
	Recommended	-	X	X – 300'	-	X	Plan Commission	SR	-	D	LA	I	CA
6. Wireless telecommunication facility (new tower & Class 1 collocation)	New process	I	X	X	I	X	Plan Commission	SR	I	D	I	I	CA
7. Wind energy system (s. 500-70)	Existing process	-	-	-	-	X	-	-	-	D	-	LA	CA
8. Site plan (SPAR) (s. 500-95)	Existing process	-	-	-	-	X	-	SR	D	D(?)	-	-	CA
	Recommended	-	-	-	-	X	-	SR	I	D	-	-	CA
9. Architectural review (SPAR) (s. 500-96)	Existing process	-	-	-	-	X	-	SR	D	-	-	LA	CA
	Recommended	-	-	-	-	X	-	SR	R	D	-	-	CA
10. Special exception	New process	I	I	I	I	X	I	SR	I	D	I	I	CA
11. Registration of a nonconforming use	New process	I	X	X	I	X	I	SR	I	D	I	I	CA
12. Conversion of a nonconforming use (s. 500-103(c)4)	Existing process	-	X	X	-	X	Zoning Board of Appeals	SR	-	-	-	D	CA
	Recommended	I	X	X	-	X	Plan Commission	-	-	D	-	-	CA
13. Expansion of a nonconforming building	New process	I	I	I	I	X	I	SR	I	R	D	I	CA
14. Certificate of historic appropriateness (?)	Existing process	-	-	-	-	X	-	SR	D	-	LA	-	CA
15. Zoning permit (S. 500-94)	Existing process	-	-	-	-	-	-	D	-	-	-	LA	CA
16. Floodplain permit	Existing process	-	-	-	-	-	-	D	-	-	-	LA	CA
17. Termination of use - voluntary	New process	I	X	X	I	X	I	SR	I	I	D	I	CA
Termination of use - involuntary	New process	I	X	X	I	X	Plan Commission	SR	I	R	D	I	CA
18. Code interpretation (s. 500-103(c)3)	Existing process	-	-	-	-	X	-	-	-	-	-	D	CA
	Recommended	-	-	-	-	-	-	D	-	LA	-	-	CA
19. Administrative appeal (s. 500-103(c)11)	Existing process	-	X	-	-	X	Zoning Board of Appeals	-	-	-	-	D	CA
20. Variance (s. 500-103(c)2)	Existing process	-	X	X	-	X	Zoning Board of Appeals	-	-	-	-	D	CA
Temporary use permit (s. 500-103(c)6)	Existing process	-	-	-	-	X	-	-	-	-	-	D	CA
	Recommended	-	-	-	-	-	-	D	-	LA	-	-	CA
Unclassified use determination (s. 500-103(c)5)	Existing process	-	-	-	-	X	-	-	-	-	-	D	CA
	Recommended	-	-	-	-	-	-	D	-	LA	-	-	CA

Key for Type of Public Notice X – that type of notice is required; a dash "-" means that type of notice is not required

Key for Type of Involvement SR – staff report; R – recommendation; D – final decision; LA – local appeal; CA – court appeal