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City of Ashland, Wisconsin

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City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held on **Tuesday, September 20th, 2022 at 6:30 p.m.** via GoToMeeting.

Committee Members Present: David Mettillie, Mayor MacKenzie, John Beirl, Ana Tochterman

Committee Members Absent: Jeff Beirl (excused) and JoAnn Erickson (excused)

Staff Present: Brea Grace, Mandelyn Lyons

Mayor MacKenzie opened the meeting at 6:32 p.m.

Agenda

1) Approval of Agenda

Motion to approve the agenda by John Beirl, seconded by Laurie Gregor.
Passed unanimously.

2) Consent Agenda

a) Approval of minutes from the August 15, 2022 Plan Commission meeting

Motion to approve the minutes from the August 15, 2022 Plan Commission meeting by John Beirl, seconded by Ana Tochterman. Passed unanimously.

3) Public Comment (non-agenda items)

None.

4) Action Items

- a) Public Hearing and vote on a request for a Conditional Use Permit (CUP) to operate two short term vacation rentals at 309 Main St. E, parcel #201-01340-0000, zoned City Center (CC).
Applicant: Anna Morley & Scott Johnson

Brea Grace summarized the applicant's request for the two vacation units, or short stay lodging establishments, and the criteria that staff used to evaluate the CUP. Brea explained that the Planning Department recommends approval of the proposed CUP.

Mandelyn Lyons explained the Class 2 public hearing notice and neighbor letters that were sent out prior to the meeting.

A motion to go into the public hearing by John Beirl, seconded by Laurie Gregor.

Eric Lindell of 204 ½ Main St. commented that he appreciates the investment in the community, but urges the Commission to consider how Air Bnb's effect the local housing market. He mentioned that the Commission will soon review a Short Term Rental Ordinance.

Anna Morley & Scott Johnson introduced themselves as the property owners of 309 Main St. E and the applicants for the proposed Conditional Use Permit. Anna explained her connection to the area and her wish to own property in Ashland to bring her kids to, which is the reasoning for a short term rental. She explained that the intent is for families and couples to stay in the rentals.

A motion to go out of Public Hearing by John Beirl, seconded by Laurie Gregor. Passed unanimously.

John Beirl asked if the applicants would have to modify or apply for a second CUP if they were going to add more short term rentals to the first floor.

Brea answered that the applicants would have to have another public hearing to modify their CUP if they chose to put rentals on the first floor.

Ana Tochterman asked where the proposed additional parking spaces would be.

Brea answered that there is a green compacted space behind the building where the parking spaces would go.

Scott & Anna commented that their building is shorter, leaving more room in the back for parking.

Ana followed up on her previous question asking if that space will be paved.

Brea answered yes, it would be paved.

Brea explained that staff is working on a licensing program for Short Term Rentals.

John asked when this licensing is likely to take effect.

Brea answered that the goal is to have something in place by next summer.

Mayor MacKenzie reviewed the conditions recommended by staff.

The proposed CUP was passed unanimously by the Planning Commission with the following conditions:

- 1) Applicant shall provide one off-street parking space per room offered for occupancy.*
- 2) Applicant shall pave all off-street parking spaces.*
- 3) Short term rental units shall not be occupied by the same renters for more than 10 consecutive days.*
- 4) A 24/7 contact for the property shall be within 30 miles of the property in case of emergency while the unit(s) are being rented for short-term stays.*

Motion for approval of the Conditional Use Permit with conditions by John Beirl, seconded by Laurie Gregor. Passed unanimously.

a) Review and recommendation of proposal for redevelopment of the Beaser/Roffer's site, City-owned parcel #201-00356-0000

Mandelyn summarized the Request for Proposals for the Beaser/Roffer's site, explained the process for the development, and explained that the Planning Commission is only voting to take this proposal to City Council tonight. She commented that Scott Bretting, who wrote the proposal, is there to answer any questions the Commission has.

John stated that he is familiar with this proposal and asked to abstain from the vote due to a conflict of interest.

Mayor MacKenzie explained the proposal details to the Commission.

Scott Bretting explained his proposal and different kinds of housing that would be located on the property including efficiency apartments, apartment complexes, and single family homes. He commented that each housing unit will have a garage. This proposal would be housing for people to stay for 30 days or more.

The Mayor did mention that this is the only proposal that we received in the RFP process.

Brea commented that this is appropriate zoning wise, and if the Planning Commission recommends this proposal there is more work to be done with development agreements, site plan review, and potentially Conditional Use Permits.

They Mayor did explain that this proposal was supposed to be approved by the Housing Committee as well, however that meeting did not make quorum.

John asked for confirmation that this is the only proposal that we received. He also commented that while he will abstain, this project does have the financial backing that was not provided in prior RFP processes. He said that he is in favor of this project.

David Mettill commented that this is an exciting plan to see for land that has been empty for ten years. David asked if there is a plan in place for the land that will be vacated once the homes are moved to the Beaser Site.

Mayor MacKenzie answered that there are plans for the land that will be vacated.

Brea commented that if the homes will be moved they are required to file for moving/demolition permits, these permits will require that utilities are capped and other protective measures are taken to make sure that the land will not be abandoned or left in worse shape.

Mandelyn asked Mr. Bretting what would happen if any buildings were to be damaged during the move from the Lake Shore Dr. property to the Beaser site. If a home was not able to make it would he construct something to replace it.

Scott Bretting answered that the contractors he has looked into for the job are insured and move buildings far larger than the homes they move. If a home was damaged that decision would occur then.

Ana Tochtermann commented that this proposal checks a lot of boxes but not all, however she is in support of this plan. She then asked if the parking could be on the interior of the project area so that it blends in to the existing neighborhood.

The Mayor commented that he is in support of this project.

Motion to recommend approval of the proposal to Common Council by Laurie Gregor, seconded by Ana Tochtermann. Passed. John Beirl abstained.

5) Announcements/Reports/Comments/Questions

The Mayor reported on the concerns regarding the cleared hill behind Lakeview Dental. He stated that there are shoreline zoning requirements that must be followed, however this property is not directly on the shore so those requirements are not applicable.

John thanked the Mayor for looking into that, however he is still concerned about erosion control along those slopes and recommends that the City should take actions.

Mandelyn commented that the dental office did submit a landscaping plan and that there could be vegetation planned for that slope. It has not yet been reviewed.

The Mayor asked if John would like to see an ordinance drafted which would include more extensive monitoring of erosion.

John said that overall he would like to see an ordinance however he is concerned about the availability of an expert in this field.

Brea commented that there is already existing language within the UDO that dictates when an engineer needs to be involved with erosion control on slopes for stabilization.

John commented that there was no mention on clearing that hill when the Site Plan originally came through Planning Commission.

Brea said that staff will follow-up on this matter.

Mayor MacKenzie told the Commission that we will potentially be looking into the noise ordinance.

Mayor MacKenzie reported that final interviews for a Planning Director are taking place.

Mandelyn reported that the Superior View Cottages have received their building permit. The Mayor said that the restaurant is currently surveying their section of the property.

6) Adjournment

Motion to adjourn by John Beirl. Seconded by Mayor MacKenzie. Passed unanimously.
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Meeting was adjourned at 7:27 pm. Minutes done by Mandelyn Lyons.