

Village of Bear Lake Planning Commission
Unapproved Meeting Minutes
August 20, 2024

Meeting called to order: 6:03 PM by Chairperson Jeanne Walsh-Vission

Present: Jeanne Walsh-Vission, Hannah Hodge, Barb Farfsing, Janene Gee (filling in for Shelly as VC ex-officio)

Guests: in person - none; on phone - Michael McCaffrey

Public Comment: None

Approval of Agenda: Motion to approve with the date changed to the 20th, date of next meeting changed to TBD Day and Time (May 2025), Conference update & RRC tabled for future made by Barb Farfsing, seconded by **Hannah Hodge**, Motion carried.

Approval of Prior Meeting Minutes: 8/8/2024, 8/13/2024 with discussed changes - motion to approve made by Barb Farfsing. Motion seconded by Jeanne Walsh-Vission. Motion carried.

New Business:

- None

Old Business:

- Review Michael McCaffrey Zoning issues after discussion with MCPD
 - Jeanne requested Mike to join today.
 - Mike called in to the August 8 meeting.
 - Katie had two conversations with Mike, some differences noted in the log versus discussion with the PC on 8/8.
 - Jeanne spoke to Katie regarding the zoning issues.
 - Mike confirmed that he is not looking to construct a new building, but to renovate the existing structure with the same footprint, size, and number of stories (1).
 - Mike needs to talk to Katie to confirm that MCPD would need to receive a completed application and conduct a review to proceed with the renovation.
 - Jeanne's synopsis: This is a non-conforming building on a non-conforming lot, and per Katie, increasing the size of the building in this case is not permitted.
 - Putting two single-family homes on the lot would require a zoning amendment. Jeanne advised that the PC would likely not recommend this in this district due to the size of the lot and the proximity of the neighboring properties/structures.
 - Jeanne to forward the email chain from Katie to Mike with the details.
- Update on STR Ordinance and License Application after submission to the VC:
 - VC made their edits and approved a draft, VC is responsible for any further action required to adopt the ordinance.
 - VC (Becky) to create the Renewal Application.
 - Hannah to create the printable Good Neighbor Guidelines.

- It is at the discretion of the VC to appoint an STR Administrator for the first year to coordinate inspections and paperwork with the Clerk and Property, and VC is responsible for any further action.
- Electronic Payment Option on Village website for water bills, taxes:
 - Hannah and John to conduct Discovery over the PC off-season.
 - Hannah to check with Shelly to ensure she approves working with Tracy on this.
- Blight Ordinance:
 - Discussed a list of suggested changes to present to the VC.
 - Hannah and Jeanne to finalize the suggested changes.

Monthly Reports:

- Grant Match Wish List Partnership - Jeanne
 - Hannah to add two handouts from JWW and one from JV to PC file on Google Shared Drive labeled as "Grant Opportunities".
 - Updates: Rich Russell BLWA referral to Don Raiff PLPOA - Road Commission discussion and Barb provided input.
 - Don has been working with BL PLPOA and the Road Commission for similar purposes already, he will include the Village and our concerns in his communications with the Road Commission moving forward.
 - Jeanne to work with Don.
 - Jeanne to include him in the Grant Match Wishlist group emails moving forward.
 - Community Market locations for 2025:
 - Barb got confirmation from Mr. McCarthy that the BL Bar/parking lot across the street can be used for the market this year and next year unless informed otherwise.
 - Partnership Email Re: Winter "Homework" - Keep the momentum going and get needed information on projects and price points. PC member to pair with a Partner Organization on vision and varied price points for items?
 - Jeanne to serve as point person to look for Grant opportunities, particularly those suitable for the Grant Match Wish List over the winter, for referral to PC, VC, and Partnership members.
 - Everyone to be on the lookout for possible Grant Writers and costs.
 - Jeanne wrote the BL Bulletin article.
- Update on MCPD Monthly Blight and Zoning Activity - Shelly
- Improve monthly Zoning and Blight Reports - include details, copies of letters, emails, permits, add staff member initials, and follow-up/deadline dates to log - Tabled to Spring 2025.
- Update on Zoning Errors and Inconsistencies Tabled for Spring 2025 for MCPD meetings with PC.
 - Janene to check with VC to see if they want to coordinate this effort to work on it before the next PC season.
- PC prepares an annual report to the VC - Jeanne to put together in November, cascade to PC members to submit to VC in November.

Items Tabled for Future Meetings:

- PC Elections - Spring
- PC Term Limits - Spring
- Master Plan - Spring
- ZO - meetings with PC and MCPD to fix errors and inconsistencies - Spring
- Chloe McGee Shed Update - Owner to check old phone box removal and septic access - TBD
- John - Conference Update and RRC - Spring
- Selling swag and other items on the website (tabled for future) - Spring

Public Comment:

- None

Motion to adjourn: 9:35 PM made by Jeanne Walsh-Vission. Seconded by Barb Farfsing.
Motion carried.

Next Meeting: May 8, 2025 @ 6 PM