

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
OCTOBER 2, 2023
4:00 P.M.**

CALL TO ORDER

The workshop was called to order by Mayor Hanson at 4:08 p.m.

ROLL CALL

Members present: Mayor Michele Hanson and Councilmembers John Dahl, Katie Hill, Ethan Gilmore, and Connie Carlson

Staff present: City Administrator Matt Kline, Assistant City Administrator/Planner Sara Taylor, City Attorney Eric Larson, and Interim Police Chief Jay Jackson

DISCUSS AN INTERIM USE PERMIT FOR AUTO SALES AT 397 5TH AVENUE NORTH

Administrator Kline noted that the property owner has provided a business plan for auto sales to be considered for an interim use permit, as discussed at the September 25 City Council workshop. The proposed site plan includes a total of 22 parking stalls for the business, with 3 stalls located inside the repair building, 11 stalls located behind the existing rear fence enclosure, and 2 stalls in front of the building for customers. No alterations are proposed to the existing landscaping, screening, surfacing, lighting, buildings, or signage. Auto sales would primarily be conducted online and hours of operation would generally be Monday-Saturday, 8:00 a.m. to 9:00 p.m. by appointment only. Discussion followed on the volume of outdoor storage and impervious surface area, as well as potential safety concerns with parking and circulation of vehicles. Property owner Brennan Swanson indicated the existing auto lift and shed located behind the buildings will be removed to allow adequate space for vehicles and parking. He also agreed to remove stall #19 on the site plan to allow for better traffic circulation and visibility at the adjacent intersection. Staff was directed to work with the property owner to prepare an application for a public hearing to be held by the Planning Commission in late October, followed by consideration by the City Council on November 13.

DISCUSS AN EXTENSION OF MUNICIPAL UTILITIES AND RELATED ASSESSMENTS TO SERVE LOTS 4-7, BLOCK 90

Administrator Kline provided an overview of the properties and cost estimate to extend municipal water and sewer to serve new development. He indicated that based on the estimate, it would be approximately 20 years before the city would recover a portion of the cost share for the utility extension. Discussion followed on other financing options, such as deferred assessment payments. Following discussion, the City Attorney was directed to work with staff to evaluate whether such financing options could be feasible and in the best interest of the city. If so, discussion could resume at a future meeting or workshop.

DISCUSS UPDATES TO THE CITY'S SHORT TERM RENTAL (STR) LICENSE ORDINANCE

Administrator Kline noted certain areas of the ordinance and/or licensing application and inspection forms that need to be updated and clarified to ensure consistent administration. Most significant is clarifying conflicting sections of the ordinance on the public notification process, as well as whether a license requires City Council approval or can be issued administratively. Discussion followed on the criteria required to operate a STR and process for issuing a license. The consensus of the City Council was that licenses should require approval by way of the consent agenda, similar to how special event applications are currently processed and notice should be provided to neighboring property owners after City Council approval, but not require a formal public hearing. Multiple councilmembers expressed uncertainty as to why an ordinance had been adopted to regulate and inspect STRs, but not long term rentals, and whether that would be something the city should consider at some point in the future. Discussion is anticipated to resume at an upcoming meeting or workshop.

ADJOURNMENT

It was moved by Councilmember Gilmore and seconded by Councilmember Dahl to adjourn the workshop at 5:57 p.m. Motion carried 5-0.