

**Town of Bayside
Workshop Minutes
February 20, 2025**

1. Call to Order

Mayor Scott called the workshop to order at 5:43 p.m.

2. Roll Call

Mayor Sharon Scott, Mayor Pro Tem David Vega, and Councilmembers, Place III Donna Easton, Place IV Daniel Molina, and Place V Van Williams were present. Councilmember Place II Charmaine Briseno was absent.

Chairperson Troy Campbell and Members Ken Dahl, Barbara Gray and Sandra Haley were present. Co-Chairperson Jeff Bernsen and Members Lori Bellows, Barbara DeLuna, and Lauren Dunlap were absent.

3. Discuss the proposed permit process for Bayside

A. Permit Process

Mayor Scott read the agenda item. Council discussed the permit process with the Planning Commission members present. Council made suggestions to the proposed process including #14 when the inspector is on vacation, #13 adding must, #1 a lot of times we email the permits, #3 the office doesn't need to fill out the permits the owner does, #16 changing "and" to "or", #7 we haven't been taking a plan review fee - take out everything after copy, #10 shouldn't we check with him?, #9 is he going to review all the permits? and the Council doesn't have to approve permits?. We need it in writing that the building inspector isn't going to charge for this.

B. Welcome to Bayside

Member Dahl explained the form. There was a discussion on #4 we need the contractors ID and licenses, and whether or not a contractor has to have a state license, #6 not asking for proof of ownership, the Appraisal District not always being up to date, and adding a number for proof of ownership.

C. Bayside Permits, Checklist, Applications and Guidelines

Member Dahl informed everyone this form needs to be returned. There was a discussion on needing to have the word sign under the line for the signature, there needing to be a place to put the date it is signed, and questions on the assigned permit number.

D. Permit Refund Policy

There was a brief discussion on taking out the plan review fee.

E. Setback Checklist

Member Dahl informed everyone he added to have the guys take pictures to show where the string line on the property is. Mayor Pro Tem Vega pointed out there is not a place for a corner lot on the form.

4. Discuss RV Construction Permit Application

Mayor Scott read the agenda item. There was a question. If you don't have a building permit, why do you have an RV construction permit? This led to a discussion on it tying back into the

new (proposed) and old RV ordinances, having a construction trailer only, taking "RV" off, putting not to be used for habitation, and coming up with two different forms - one for residential and one for commercial. Member Dahl stated he would create two separate forms.

5. Discuss Recreational Vehicle Park Permit Application

Mayor Scott read the agenda item. Member Dahl informed everyone. I don't think I changed anything, just made it easier to read. The form is also for change of ownership. The inspector would do the inspection, and the mayor would be the town official to sign.

6. Discuss Recreational Vehicle Park Plan Checklist

Mayor Scott read the agenda item. Member Dahl informed everyone a lot had changed to match the ordinance. Discussion began on the number of restrooms, septic systems, having to tie into the sewer if you are within 200 feet of a sewer line, and the form being long and needing to be studied.

The workshop ended at this item.

7. Discuss Recreational Vehicle Park License Application

8. Discuss Recreational Vehicle Park License Transfer Application

9. Discuss Permit Refund Policy


10. Discuss Setback Checklist

11. Discuss Town Council's Interest in changing the zoning map as recommended by the 20-year plan

12. Adjournment

The workshop adjourned at 6:57 p.m.

Respectfully submitted,



Connie Cramer
City Secretary