

CITY OF DELAFIELD PLAN COMMISSION MINUTES

PUBLIC HEARING

- TO CONSIDER AN AMENDMENT TO THEIR EXISTING CONDITIONAL USE TO ALLOW FOR FUTURE GROWTH AND EXPANSION OF THE **DELAFIELD PRESBYTERIAN CHURCH, 1851 GENESEE STREET, DELAFIELD, TAX KEY 789.981**

The public hearing was declared open at 7:00 p.m. M. Czubkowski read the notice.

No written comments were received.

Bob Jensen, Pastor at the Delafield Presbyterian Church – Discussed the project, how it came into being, their ministry needs, and how the expanded facility will help them welcome the community. This project is the process of many minds and many hearts. The Presbyterian Milwaukee Church has given the Delafield Presbyterian Church a \$100,000 grant for this project.

There were no further comments.

**P. SCHUMAN MOTIONED TO CLOSE THE PUBLIC HEARING. C. MURSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Paul Craig  
Phil Schuman  
Chrys Mursky  
Mike Court  
Beth Leonard  
Roger Dupler  
Matt Carlson  
Marilyn Czubkowski

Dick Kuchler  
Tom Maney

Mayor Craig asked to delete Item 7b from the agenda until T. Maney was present and to move Item 7a (font discussion) between citizens comments and consent agenda. There were no objections.

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

1. APPROVE PLAN COMMISSION MEETING MINUTES OF FEBRUARY 23, 2005

**C. MURSKY MOTIONED TO APPROVE. B. LEONARD SECONDED THE MOTION. R. DUPLER MADE A CORRECTION TO PAGE 10, ITEM 9A, AND STATED THAT THE THIRD SENTENCE SHOULD READ "NO DEVELOPMENT IS YET PROPOSED." C. MURSKY AND B. LEONARD AGREED WITH THE AMENDMENT. P. SCHUMAN ABSTAINED. THREE WERE IN FAVOR. MOTION CARRIED.**

2. DELAFIELD CITIZEN'S COMMENTS PERTAINING TO SUBJECTS ON THIS AGENDA.

Mayor Craig asked three times if there were any citizens who wished to speak. There were none.

**P. SCHUMAN MOTIONED TO CLOSE THE CITIZEN'S COMMENTS. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

3. CONSENT AGENDA.

C. Mursky asked to remove Items b, d, e, and g.

**P. SCHUMAN MOVED TO APPROVE ITEMS A, C AND F. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- a. **Tax Key 804.994.002 and 804.994.006, 2863 Heritage Drive, Delafield.** Applicant: Waukesha County Shrine Club, Robert McQuillan representing Tripoli Temple. Applicant seeks approval of Business Plan of Operation for selling Vidalia onions for Shrine Fund Raiser in Wal-Mart parking lot April 29-30, 2005. Hours of Operation: Friday and Saturday, April 29 and 30: 9:00 a.m. to 5:00 p.m.; 2 full-time employees.
- b. **Tax Key 787.053, 826 Genesee Street, Delafield.** Owner: Tom Aul. Applicant: Paul Bormacher. Applicant seeks approval of a business plan of operation and signage for Granitewerks, Inc., a showroom for custom stone applications. Hours of operation are Mondays – Thursdays, 9am – 7pm; Fridays, 9am – 5pm, Saturdays, 10am – 4pm; 1 full-time and 1 part-time employee

P. Bormacher was present at the meeting. C. Mursky asked if the sign met the intentions of the City. P. Bormacher explained why the three lines "Featuring... Granite Countertops & SileStone" were included on the sign. Discussion took place on the contents to be included on the sign. M. Carlson suggested including the word "Granitewerks", the phone number, and the website on the sign with the SileStone logo being

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

etched on the glass of his entrance door. P. Bormacher displayed the colors of the sign.

**C. MURSKY MOVED TO APPROVE WITH THE REMOVAL OF THE WORDS “SILESTONE,” “FEATURING,” AND “&” WITH THE TEXT BEING CENTERED AND IN THE COLORS AS PRESENTED AT THE MEETING. B. LEONARD SECONDED THE MOTION. IT WAS STATED THAT IF AN ADDITIONAL SIGN OR A TEMPORARY SIGN IS NEEDED, A PERMIT COULD BE OBTAINED FROM THE CITY HALL ADMINISTRATIVE ASSISTANT. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. **Tax Key 793.989.003, 416 Butler Drive, Delafield.** Applicant: Bob Hyde. Applicant seeks sign permit approval for signage for Delafield Hartland Water Treatment.
- d. **Tax Key 798.017, 637 Main Street, Delafield.** Owners: Jim and Jan Stoffer. Applicants: Roger & Susan Steiner. Applicants seek approval of a business plan of operation for Bangles & Bags, LLC. Hours of operation are weekdays and Saturdays, 10am – 9pm; closed Sunday. 2 part-time employees.

Roger & Susan Steiner and J. Stoffer were present at the meeting. J. Stoffer stated that this business would go into part of the dining room of the present business. M. Czubkowski stated that all work required for the second business has been completed.

**B. LEONARD MOTIONED TO APPROVE. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- e. **Tax Key 804.999.008, 3220 Golf Road, Delafield.** Applicant: Richard Everett. Applicant seeks approval of a business plan of operation and signage for West Marine Products, Inc, a retail store featuring boating and fishing equipment and supplies. Hours of operation: weekdays, 9am – 7pm; Saturdays, 8am- 6pm; Sundays, 10am – 5pm; 4 part-time and 3 full-time employees

A representative from Told Development Everett was present at the meeting.

**C. MURSKY MOVED TO APPROVE WITH CONDITION THAT THERE IS NO OUTDOOR DISPLAY OR STORAGE. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

- f. **Tax Key 798.014, 617 Main Street, Delafield.** Owner: Rick Lieblang. Applicant: Paul Karsten. Applicant seeks approval of a business plan of operation and signage for Karsten Floor Covering, a floor covering retail store. Hours of operation are weekdays, 10am – 7:30pm; Saturdays and Sundays, 10am – 2pm. 2 full-time employees
- g. **Tax Key 787.079, 621 Milwaukee Street, Delafield.** Owner: Tom Aul. Applicant: Wenda Zarenana. Applicant seeks approval of a business plan of operation and signage for WB Management, LLC, d/b/a, Delafield Inn. Hours of operation are weekdays and Sundays, 8am – 11pm; Saturdays, 8am – 12am. 14 part-time and 3 full-time employees

Wenda Zarenana was present at the meeting. C. Mursky asked if this was a non-approved font and if it needed to be approved. R. Dupler stated that at the moment it was a non-approved font, but that in the future it would be an approved one.

**C. MURSKY MOTIONED TO APPROVE. P. SCHUMAN SECONDED THE MOTION. IT WAS CLARIFIED THAT THE REQUEST FOR OUTDOOR SEATING WAS BEING WITHDRAWN. ALL WERE IN FAVOR. MOTION CARRIED.**

4. PLANS OF OPERATION AND SIGNAGE AND SITE PLAN

- a. APPROVE NEW MONUMENT SIGN FOR THE CITY OF DELAFIELD

A color rendering was distributed to the commissioners, but the correct wording was included in the commissioners' packets. R. Dupler suggested using gold or black lettering. Mayor Craig suggested brushed silver (aluminum) lettering. Staff should evaluate the lighting of the sign. It was also suggested to have the word "Thank you" printed on the back of the sign or as a separate sign. If the brushed aluminum were used, the sign maker would need to be consulted as to whether the sun would be reflecting on the lettering.

**P. SCHUMAN MOTIONED TO CHANGE THE LETTERING TO GOLD, TO CREATE A COINCIDING PHOTOMETRIC PLAN FOR THE ENTRY BOULEVARD, AND TO HAVE IT REFERRED TO THE PUBLIC WORKS COMMITTEE. M. COURT SECONDED THE MOTION. THE PURPOSE OF REFERRING THIS TO THE PUBLIC WORKS COMMITTEE IS TO MAKE SURE THAT IT MEETS ALL SITE VISIBILITY REQUIREMENTS. THREE WERE IN FAVOR. C. MURSKY OPPOSED. MOTION CARRIED.**

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **TAX KEY 789.981, DELAFIELD PRESBYTERIAN CHURCH, 1851 GENESEE STREET, DELAFIELD**, APPLICANT SEEKS APPROVAL OF A CONDITIONAL USE, SITE PLAN AND PHASE I ARCHITECTURE.

Mike Stancl, Project Engineer with Plunkett Baysich Architects, representing the Delafield Presbyterian Church was present and briefly reviewed the master plan.

R. Dupler recommended that this is a major change and that it should be recommended to the Council as such. The FAR would be at 0.15. The previous changes requested by the Plan commission have for the most part been completed. He recommended that the identification of the relocated play equipment be taken off of the site plan. The photometric plan is compliant with the City's ordinance. The height restriction is 35'. The fall zone for the swing set was discussed. When the congregation wants to re-employ play equipment, another location would be needed. It is being proposed that the air conditioning unit be installed on top of the flat portion of the roof with a grey roof screen around it.

**C. MURSKY MOVED TO APPROVE WITH THE PLAYSET AREA BEING REMOVED FROM THE SITE PLAN AND REVIEW BY THE PUBLIC WORKS COMMITTEE AND THE CITY ENGINEER FOR STORMWATER MANAGEMENT. P. SCHUMAN SECONDED THE MOTION. C. MURSKY AMENDED HER MOTION TO RECOMMEND THIS TO THE COMMON COUNCIL AS A MAJOR CHANGE AND CONTINGENT ON THE FOUR STANDARD STORMWATER MAINTENANCE DOCUMENTS. P. SCHUMAN AGREED TO THE AMENDMENT. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. THE SHOPPES AT NAGAWAUKEE, **TAX KEY 804.999.008**. APPLICANT: TOLD DEVELOPMENT. APPLICANT SEEKS APPROVAL OF REVISED SITE PLAN AND LANDSCAPE

G. Kost from Told Development was present and reviewed the site plan and landscape. They are asking to make the sidewalk ADA compliant.

R. Dupler stated that this is a realization of a necessity. This should be recommended to the Common Council as a minor change to the conditional use. He recommended approval. M. Court stated that Public Works Committee approved this but questioned whether the Plan Commission really wanted the staircase. The Plan Commission felt that the staircase was necessary.

**P. SCHUMAN MOVED TO APPROVE AS A MINOR AMENDMENT AND TO RECOMMEND IT AS SUCH TO THE COMMON COUNCIL. B.**

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

**LEONARD SECONDED THE MOTION. C. MURSKY SUGGESTED KEEPING THE REGULAR SIDEWALK IN THERE AS WELL. DISCUSSION TOOK PLACE. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.**

- c. REVIEW OF EXTRA TERRITORIAL CSM IN THE TOWN OF SUMMIT FOR EDWARD AND MARGUERITE RYAN.

R. Dupler reviewed. Edward Ryan, owner, was present at the meeting.

**C. MURSKY MOVED TO APPROVE WITH THE CONTINGENCY REFERENCED IN THE LETTER FROM KEITH KINDRED DATED MARCH 15, 2005. (SIGNATURE BLOCKS FOR THE CITY OF DELAFIELD PLAN COMMISSION AND CITY COUNCIL SHALL BE ADDED TO THE PLAT). M. COURT SECONDED THE MOTION. THIS WILL BE RECOMMENDED TO THE COMMON COUNCIL. ALL WERE IN FAVOR. MOTION CARRIED.**

- d. REVIEW OF EXTRA TERRITORIAL CSM IN THE TOWN OF SUMMIT FOR DAVID C. DULIN

David Dulin was present at the meeting. He stated that he received the letter from K. Kindred regarding the change of the signature block and he had completed it.

**C. MURSKY MOVED TO APPROVE REFERRING TO THE CONDITION OF THE WELCH HANSON LETTER DATED MARCH 15, 2005 (THE COMMON COUNCIL APPROVAL CERTIFICATE REFERS TO BEING APPROVED BY THE PLAN COMMISSION, THIS SHALL BE REVISED TO STATE, THE MAP HAS BEEN APPROVED BY THE COMMON COUNCIL) AND TO RECOMMEND TO THE COMMON COUNCIL. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- 6. PRELIMINARY CONSIDERATION

None.

- 7. ZONING AND ORDINANCE REVISION

- a. DISCUSSION REGARDING SIGN FONTS

A number of fonts that are appropriate for signage were proposed. Vivaldi and Informal Roman were difficult to read and will be eliminated from the proposed list. The purpose of adding the fonts is a result of the number of petitioners asking for fonts that are not currently in the code. Having more fonts will enable more signs to go under the Consent

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

Agenda. If the font requested is not one of the approved fonts, the sign would not be placed on the Consent Agenda. A discussion took place on the purpose of signs.

**P. SCHUMAN MOTIONED TO APPROVE, BUT TO DELETE THE TWO FONTS. B. LEONARD SECONDED THE MOTION. R. DUPLET NOTED THAT THIS WILL REQUIRE A PUBLIC HEARING FOR A TEXT AMENDMENT AND WILL ALSO NEED TO GO TO COUNCIL. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. ORDINANCE 540 – REPEALING AND RECREATING SECTION 17.85(1)(D), SECTION 17.85(2)(B)2 AND SECTION 17.85(3)(B) “BUILDING PREVIOUSLY UNOCCUPIED, BOND REQUIRED”, “CERTIFICATE OF OCCUPANCY REQUIRED”, AND “TEMPORARY OCCUPANCY PERMIT” OF CHAPTER 17

Removed.

8. HEARING DATES

7a & 7b will be scheduled for public hearings next month.

9. ADMINISTRATOR’S REPORT

- a. UPDATE ON NORTHWEST QUADRANT PLANNING ANALYSIS

R. Dupler reviewed. The final planning meeting was held. Examples of mechanisms and purposed use of such to assure a certain amount of developable potential for the existing landowners and at the same time try to preserve green space were presented at the meeting. A memo summarizing the process to date, as well as the latest public meeting notes were included in the commissioner’s packets.

A hard copy from of a letter from Mr. O’Neil was given to the commissioners regarding transportation networks and linkages. Discussion took place.

R. Dupler reviewed the items under Section 3.18.03 “Alternatives for Greenspace Preservation”. He encouraged the Plan Commission to identify areas and assign densities to them (shown on the colored concept development plan map distributed to the commissioners).

B. Leonard would like an overview given to the Plan Commission on green space infrastructure. She attended a session on Sustainable Growth and discussed how to avoid run-off on sites. These could be tools to use as standards.

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

R. Dupler suggested identifying an overlay to the comprehensive plan to identify the green spaces and the areas that the City wishes to preserve.

Discussion took place on the R5 zoning. B. Leonard felt that there should be a plan that encourages how the land is to be used. P. Schuman discussed how this would work with the Smart Growth Plan. B. Leonard would like to see development of a plan that identifies the most sensitive land use for the area and criteria and standards for the area that utilize new approaches for sustainable growth.

Mayor Craig would like to see what T. Hafner and the Public Works Committee come up with.

In summary, the Public Works Committee and T. Hafner will start making recommendations on stormwater, the Park & Recreation Committee will conceptually determine where they want things (neighborhood park & trails), and Yaggy Colby will look at natural areas and perform qualitative analysis and mapping.

Mayor Craig stressed that this is not encouraging the growth, is planning ahead.

- b. The new developer of the Village Square parcel will have an open house on April 13, 2005 from 5-8 p.m. at the Lake Country School to discuss their current plan and to gather neighborhood input.

10. BUILDING INSPECTOR'S REPORT

Total number of permits issued to date are 19, plus four occupancy. New construction includes one two-story retail building center (Marshalls-Sportsmart Building).

11. BOARD OF ZONING APPEALS

None.

12. CORRESPONDENCE

- a. LETTER FROM THE WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DATED JANUARY 10, 2005 REGARDING BUILDING HEIGHT AND NONCONFORMING LOT REQUIREMENTS IN RECENT AMENDMENTS TO WAUKESHA COUNTY SHORELAND AND FLOOD LAND PROTECTION ORDINANCE

13. ADJOURNMENT



March 23, 2005

7:00 PM

Page 9 of 9

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

**P. SCHUMAN MOTIONED TO ADJOURN FROM THE MEETING. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:24 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC