

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Paul Craig
Phil Schuman
Chrys Mursky (entered 7:23)
Mike Court
Beth Leonard
Dick Kuchler
Roger Dupler
Tom Maney
Matt Carlson
Marilyn Czubkowski

1. APPROVE PLAN COMMISSION MEETING MINUTES OF JANUARY 28, 2004.

D. KUCHLER MOTIONED TO APPROVE THE PLAN COMMISSION MINUTES OF JANUARY 28, 2004. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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

Jim Zahorik, 1948 West Shore Drive – Discussed Item 7a, downtown parking. He stated that this was placed on the agenda because he and other business owners had concerns with the CBD1 and CBD2 parking. He addressed this in 1998. In May of 2000 the City Administrator issued a memo to the City of Delafield regarding the zoning ordinance amendments for housekeeping issues. This memo also dealt with CDB1 parking which was a significant policy issue. He recommended changing the parking requirement. J. Zahorik voiced opposition at that time. It was put on hold until the Fish Hatchery parking lot was completed. When it was addressed in 2001 no significant problems were noted. In this week's "Small Business Times" another new development by Bob Lang was discussed. J. Zahorik asked that the parking requirement in CDB1 be reviewed and suggested that the parking lease be at least 20 years or longer. Ordinance 17.52 of the municipal code was referenced.

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Jeff Forslund, 708 N., Genesee Street, Lake Country Jewelers – Spoke regarding downtown parking. He was in agreement that a change in the ordinance was needed. He did not want a business that did not provide a retail customer type environment to come in since that would not bring customers, but it would have a high volume use of parking (such as office). He thought that this parking issue could be solved easily by requiring employee parking in the municipal parking if they did not have available space by the establishment. This would make the business owners accountable. If a business doesn't have the ability to accommodate off-street parking, the employees could use the municipal lot. This would be a simple fix.

Mayor Craig asked three times if there were any other comments. There were none.

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

3. CONSENT AGENDA

- a. **Tax Key 804.996.001, 2750 Golf Road, Delafield.** Applicant: Kieffer & Co. Owner: Lake Country Real Estate. Applicant seeks approval of a sign permit application for Lasting Skin Solutions, laser and cosmetic dermatology.

P. SCHUMAN MOTIONED TO APPROVE. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **Tax Key 804.994.002 and 804.994.006, 2863 Heritage Drive, Delafield.** Applicant: Wal-Mart. Applicant seeks approval for an outdoor Lawn and Garden Greenhouse Compound for spring/summer 2004.

The Walmart Manager and Lawn & Garden Manager were present at the meeting. R. Dupler stated that this is basically the same plan as last year. The Fire Department would like to have access along the west side. Two issues need to be addressed: screening materials should be replaced and semi-trailer storage is occurring; the semi trailers should be removed from the site. The Manager stated that the trailers have been removed since December. If the trailers are in the dock area, they are just be unloaded and there is nothing being stored there. In addition, the Manager stated that screening would take place this spring. Mayor Craig suggested that the Manager talk to R. Dupler.

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D. KUCHLER MOTIONED TO APPROVE WITH THE REPLENISHING OF SCREENING MATERIALS TO R. DUPLER'S SATISFACTION. B. LEONARD SECONDED THE MOTION. B. LEONARD ASKED ABOUT THE PLOWING CONTRACTOR REPLACING TWO TREES. R. DUPLER STATED THAT SCREENING SHOULD TAKE PLACE TO REALIZE THE IMPACT OF THE LOSS OF THE TWO TREES. D. KUCHLER AMENDED HIS MOTION TO INCLUDE ALLOWING THE ACCESS LANE AROUND THE WEST SIDE OF THE BUILDING FOR FIRE TRUCKS. B. LEONARD AGREED WITH THE AMENDMENT. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **Tax Key Tax 793.055, 329 B Genesee Street, Delafield.** Owner: Tom Aul. Applicant: Karen Norris seeks approval of a Business Plan of Operation for Our Creative Outlet, LLC, a pottery studio/student gallery/gift shop. Hours of operation: Monday, Tuesday, Thursday, 1:00 - 9:00 p.m.; Wednesday, Friday, 9:00 a.m. - 6:00 p.m.; Saturday, 9:00 a.m. - 5:00 p.m.; Saturday/Sunday, 9:00 a.m. - 5:00 p.m. spring and fall; 1 full time employee.

Karen Norris was present. R. Dupler stated that this building was originally intended for a garage. This is in a CBD2 district and the use is appropriate.

P. SCHUMAN MOTIONED TO APPROVE. D. KUCHLER SECONDED THE MOTION. IT WAS CLARIFIED THAT THERE IS NO SIGNAGE AT THIS TIME. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.

- c. **Tax Key 798.011 638 Milwaukee Street.** Owner: Leonard Susa. Applicant: Denise Jansen. Applicant seeks approval of a Business Plan of Operation for Life in a Frame, a custom frame and retail shop. Hours of operation; Weekdays; 10 am-6 pm.

Denise Jansen and Len Susa were present. D. Jansen stated that she would like to change the hours from 10 am - 6 pm to 10 a.m. - 9 p.m. seven days a week. R. Dupler stated that this was appropriate.

P. SCHUMAN MOTIONED TO APPROVE. D. KUCHLER SECONDED THE MOTION. P. SCHUMAN AMENDED THE MOTION TO INCLUDE THE EXTENDED HOURS. D. KUCHLER AGREED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. CARRIED.

- d. **Tax Key 794.013, 24 Enterprise Road, Units A & B, Cushing Park Plaza, Delafield.** Applicant: Jolie Palmer seeks approval for sign permit application and a portable sign for Pooch Playhouse, Inc., a dog day care.

Jolie Palmer was present. The signage is a window sticker; an example was included in the commissioner's packets with dimensions attached. R. Dupler stated that they were also asking for a remote sign. The window sign is appropriate as long as it doesn't exceed 25% of windowpane (a 2x2 area). He clarified that the sandwich board sign is allowed with Plan Commission

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approval. The property owner has submitted written permission for the sign. Graphics of the sandwich board were distributed to the commissioners. Permission for a grand opening temporary banner sign was also being requested for the building for a 90 day period.

P. SCHUMAN MOTIONED TO APPROVE THE TEMPORARY BANNER, WINDOW SIGN, AND SANDWICH SIGN BY THE ROAD. D. KUCHLER SECONDED THE MOTION. C. MURSKY DISCUSSED THE OFF-PREMISE SANDWICH BOARD SIGN. THE CHAMBER DIRECTIONAL SIGN WAS REVIEWED BY M. CARLSON AND HE STATED THAT IT WILL BE TAKEN DOWN. P. SCHUMAN AMENDED THE MOTION TO ALLOW THE SANDWICH BOARD SIGN TO BE ALLOWED FOR ONE YEAR WITH REVIEW AT THAT TIME. D. KUCHLER AGREED. P. SCHUMAN AMENDED HIS MOTION TO REDUCE THE WINDOW SIGN FROM 2X3 TO 2X2. D. KUCHLER AGREED. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **Tax Key 802.984, 802.986, 802.987, 802.979, 804.993.005,** Owner/Applicant: Told Development. Applicant seeks approval of a Sign Program for The Shoppes At Nagawaukee.

G. Kost of Told Development was present at the meeting. He displayed drawings and footprints of the buildings. R. Dupler reviewed the calculation of the sign area and verified that they are correct. He recommended approval of the signage package. This is for the signage program – the building signs (coloring, size, placement on the building).

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

- f. **Tax Key 804.999.008, 3200 Golf Road, Suite 100, Delafield.** Applicant: Eric Wagner, Roaring Fork, LLC DBA Qdoba Mexican Grill. Applicant seeks approval of a Sign Permit for Qdoba Mexican Grill a restaurant.

G. Kost was present and reviewed the location of the establishment and sign placement. R. Dupler stated that the color is consistent with the sign program and is placed appropriately. The calculation for the area is oversized and needs to come down to 108 sf. The east side of the building will only have logos, no text.

B. LEONARD MOTIONED TO APPROVE WITH THE CONDITION THAT THE STORE FRONTAGE AREA BE REDUCED TO 108 SF AND THE HEIGHT OF THE SIGN BAN BE CONSISTENT WITH THE SIGNAGE PROGRAM. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

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- g. **Tax Key 804.999.008, 3200 Golf Road, Suite 200, Delafield,** Applicant: Noodles & Company. Applicant seeks approval of a Business Plan of Operation and Sign Permit for Noodles & Company, a restaurant. Hours of operation are: Weekdays and weekends 11:00 a.m. – 10:00 p.m.; 20 part-time and 12 full-time employees.

G. Kost was present. R. Dupler stated that the overall signage, the bulk of the façade sign, is smaller and poses no concern. The end cap logo with the package that was revised is identified as “to be determined”. There was a previous package that actually identified the dimensions on that and all approvals should reflect such. The overall signage is 3’ high x 5’ wide and is attractive. The only issue is that the noodles in the pan are yellow. Since this introduces a color not presented in the approved sign package, a change to white might be called for.

P. SCHUMAN MOTIONED TO APPROVE WITH COLOR CHANGE TO THE NOODLES TO BE WHITE. HE AMENDED THE MOTION TO INCLUDE APPROVAL OF THE BUSINESS PLAN OF OPERATION. B. LEONARD SECONDED THE MOTION AND THE AMENDMENT. IT WAS CLARIFIED THAT THE PAN IS NOT A THREE DIMENSIONAL PAN. P. SCHUMAN AMENDED THE MOTION TO HAVE THE COLOR OF THE NOODLES BE DETERMINED BY STAFF. B. LEONARD AGREED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- h. **Tax Key 804.999.008, 3200 Golf Road, Delafield,** Applicant: Meridian Properties Real Estate Development LLC. Applicant seeks approval of a Business Plan of Operation and Sign Permit for Best Buy, a consumer electronic store. Hours of operation are: Monday through Saturday 10:00 a.m. – 9:00 p.m.; Sunday 11:00 am to 6:00 pm; 65 part-time and 45 full-time employees.

Greg Kost was present at the meeting. He stated that Best Buy has removed the blue edge and blue panel from the signs. It is important to Best Buy to have their recognizable sign on the building. R. Dupler stated that the size of the signage was appropriate. It fits into the square footage allotted by the developer. The placement is where it should be on the building. The architecture of the building was discussed. R. Dupler stated that the lettering on the pylon sign should be changed from yellow to red. C. Mursky expressed dislike of the yellow in the logo of the BestBuy sign. Discussion took place. This is the anchor store for this development and they are requesting signage in two locations only.

P. SCHUMAN MOTIONED TO APPROVE THE SIGNAGE AND PLAN OF OPERATION PROVIDING THAT THE COLOR OF THE LETTERING ON THE PYLON SIGN BE CHANGED FROM YELLOW TO RED. D. KUCHLER SECONDED THE MOTION. DISCUSSION TOOK PLACE ON OTHER OPTIONS. G. KOST STATED THAT THE SIGNS HAVE BEEN REDUCED

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SIGNIFICANTLY. P. SCHUMAN ASKED TO CALL THE MOTION. FIVE WERE IN FAVOR. C. MURSKY OPPOSED. MOTION CARRIED.

- i. **Tax Key 798.101, 798.104, Bank One, 524 Genesee Street, Delafield,** Owner: Bank One Development LLC. Applicant: Anne Stuehn, Lemberg Electric. Applicant seeks approval of a Sign Program.

Anne Stuehn, Lehmborg Electric was present and asked to change out the signage due to a corporate logo change. M. Carlson stated that in R. Dupler's review it stated that signage in downtown Delafield should be a lower impact and be lower to the ground. M. Carlson recommended sending the petition back to staff to work on a more consistent sign package.

C. MURSKY MOTIONED TO SEND THIS BACK TO STAFF TO WORK ON A MORE CONSISTENT SIGN PACKAGE. D. KUCHLER SECONDED THE MOTION. ANNE STUEHN STATED THAT SHE WOULD HAVE ACCOMMODATED A MONUMENT SIGN IF THAT WAS THE DIRECTION THAT SHE WAS GIVEN. MAYOR CRAIG APOLOGIZED FOR THIS NOT BEING COMMUNICATED. R. DUPLER STATED THAT THE REVIEW OF THIS PETITION DID NOT TAKE PLACE UNTIL ALL OF THE INFORMATION WAS RECEIVED WHICH WAS JUST PRIOR TO THE DEADLINE. MAYOR CRAIG RECOMMENDED THAT A. STUEHN GET IN TOUCH WITH R. DUPER TO SET UP A MEETING AND COME BACK NEXT MONTH. A. STUEHN STATED THAT SHE WAS VERY UNHAPPY ABOUT NOT RECEIVING A PHONE CALL UNTIL THIS MORNING. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.

- j. **Tax Key 624.005, 34360 Valley Road, Lot 5, Delafield,** Owner: Dennis & Kellie Mueller. Applicant: Anders, Inc. Applicant seeks Site Plan approval for a boathouse to be constructed in conjunction with a single family residence.

The architect was present at the meeting. The boathouse will be consistent with the house in color and architecture. They are trying to fit the boathouse into the hillside. A Lied's representative, Brian Zimmerman, was present at the meeting. He explained that the location of the boathouse has the least impact on the shoreline. Drawings were presented. B. Zimmerman stated that plant material would be removed. T. Maney reviewed the boathouse policy. R. Dupler stated that the plans were well prepared and in full compliance. However, in order to realize the boathouse and limit amount of disruption to the site, the boathouse needs to be constructed prior to the house. R. Dupler recommended approval contingent upon issuance of building permit for the house.

P. SCHUMAN MOVED FOR APPROVAL CONTINGENT UPON ISSUANCE OF BUILDING PERMIT FOR THE PRIMARY STRUCTURE. M. COURT SECONDED THE MOTION. DISCUSSION TOOK PLACE REGARDING

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CHANGING THE WORDING OF THE ORDINANCE. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **Tax Key 802.984, 802.986, 802.987, 802.979, 804.993.005, Amendment** to The Shoppes At Nagawaukee Specific Implementation Plan Phase I.

Greg Kost was present and reviewed the overall changes to the site plan. A code compliant walkway has been added to the mid-sized building. The trash has been moved to one location. The larger building was reduced in size. The ponds have been slightly changed. The landscaping was reviewed and the requested changes have been made. Footprints of the buildings were displayed. The total sf was originally 69,000 but now have been reduced to 57,000 sf. P. Schuman stated that these changes are minor and no one will object to reduction in size. R. Dupler stated that the impervious surface has also been reduced. Foot candles are in excess of requirement along east property line and are in the process of being resolved. Stormwater management has been reviewed and is in conformance within the ordinance. Discussion took place on the amount of parking available for the larger building. G. Kost stated that the standards are being met. R. Dupler stated that this more than exceeds the City's calculation. What is being proposed is consistent with the ratio. The trash receptacle will be moved so that it is not as visible.

Dave Kremel was present to discuss the architecture changes. The previous rendering and the current rendering were displayed and compared. They have tried to make the architecture more consistent. The major change was a more symmetrical building appearance. A change in the brick colors has taken place in order to match the existing shopping center and tie things together. Building material samples were displayed. It was confirmed that the number of entrances and number of tenants is the same as before. The roof top was raised 2' in order to screen the roof on the Best Buy building. R. Dupler stated that the facade changes have been well done. G. Kost displayed material for the retaining wall. M. Carlson requested that decorative bollards be used for security purposes instead of the plain ones. The bollards will be worked on with staff.

The entrance on the Best Buy store was discussed. Arches on the top windows over the entrance were suggested to break up the large rectangular glass. This will be brought back to staff. Suggested changes to the Best Buy store include: bollards, arch windows, and to look at the freeway and Golf Road sides of the building.

D. KUCHLER MOTIONED TO COME BACK TO STAFF AND WORK OUT DETAILS FOR AN ARCHED WINDOW IN THE ENTRY, FREEWAY ARCH, NORTH ELEVATION, BOLLARDS IN FRONT; TO RESOLVE LANDSCAPE

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SCREENING AND FOOTCANDLES; RELOCATE TRASH ENCLOSURE; ADDRESS THE TWO EXISTING REVIEW LETTERS, AND TO RECOMMEND TO THE CITY COUNCIL THAT THIS IS A MINOR CHANGE. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. Plan Commission Resolution 2004-1 for **Waterleaf Subdivision** Final Plat, **Tax Key 754.989.004**

Attorney Dean Richards was present at the meeting. R. Dupler stated that the plat in its final stages is in substantial compliance with the preliminary plat that was approved. The Welch Hanson survey staff has reviewed it and issued a letter dated February 18, 2004 identifying 12 items to be reviewed. These 12 items are technical items and do not warrant, nor are they expected to have any impact on the design geometry of the subdivision. He recommended approval contingent upon resolution of the items identified in the correspondence.

P. SCHUMAN MOVED TO APPROVE CONTINGENT UPON THE RESOLUTION OF THE ISSUES AS LISTED IN THE FEBRUARY 18, 2004 CORRESPONDENCE. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY CONSIDERATION

- a. **Tax Key 787.087, 709 Milwaukee Street, Delafield.** Applicant: Pete Feichtmeier, Colby Construction seeks to present a Redevelopment and Architectural Concept for a review.

Brian, the architect representing Pete Feichtmeier was present. Photos were displayed showing the existing building. Drawings of the proposed building were shown. He addressed the parking, signage, exterior lighting, and building materials.

R. Dupler stated that the Petitioner was at plan staff, shared the design, and it was viewed favorably. Parking requirements for offices are four per 1,000 – this is in the CBD1 district and at the moment does not require parking. They are proposing six parking spaces. C. Mursky stated that this site is crowded now and she was concerned that they were trying to fit too much in on a small lot. The Petitioner stated that the amount of green space would be approximately the same amount. C. Mursky stated that she was concerned about the use of the building with the parking and that presently parking is a problem in that area – she thought it was too intense of a use for this area. T. Maney clarified that this would be 6,000 sf of useable space. R. Dupler stated that the roof scape was feasible and the design had a residential feel. The Petitioner stated that the lighting style will

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compliment the fixtures that the City of Delafield is using. The setback compared to surrounding buildings was discussed.

- b. **Tax Key 784.971-973, Westbrook Church, 1100 Highway 83, Delafield.** Westbrook Church seeks approval on a Conceptual Master Plan for the church campus and amendment to the existing Conditional Use.

Ken Stock was present representing Westbrook Church. He displayed and gave an overview of a long range phased plan. The four parcels are zoned P1, RE2, B6, and B6. They would like to continue their request for rezoning to obtain uniform zoning. They have addressed stormwater detention, utilities, and fire protection.

R. Dupler stated that they are requesting approval of the master plan. He stated that it was noteworthy that they could realize the proposed building plus the amount of parking that is required to support it to satisfy ordinance on their existing parcel that is zoned P1 – they don't need the new parcels to realize that. The required scenario to accomplish the desired plans as outlined in his February 19, 2004 memo was reviewed. What needs to be determined by staff is whether or not the stormwater can support the impervious surface. Stormwater is being reviewed currently. It was suggested that this body recommend that the Petition go before Public Works for further analysis. He recommended that the traffic impact be referred to the Wisconsin Department of Transportation. M. Carlson stated that this is a preliminary presentation. The church is looking for feedback on the master plan.

P. Schuman stated that he would like to see more islands in the parking lot to further break it up. Mayor Craig suggested changing the orientation of the islands. The size of this church compared to Elmbrook was discussed. K. Stock stated that this is approximately one-half the size of Elmbrook. The Wisconsin DOT should have the traffic impact analysis forwarded to them for analysis and concurrence.

7. ZONING AND ORDINANCE REVISION

- a. Discussion regarding Central Business District parking requirements.

M. Carlson reviewed the history of downtown parking since he has been here. The original goal of no parking being required in CBD1 is being achieved. A written history will be given at a later time.

T. Maney reviewed the history and evolution of parking in the downtown districts. The theory of no parking was to give the merchants in the central business district an advantage over the businesses that are by 83 & 94.

M. Carlson talked with J. Zahorik earlier today. Parking spaces mean more to the tenants and business owners than they do to governmental

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regulators. This is due to market driven factors. If the store doesn't have parking available, the store won't survive.

M. Carlson asked the Plan Commission if they wanted staff to invest time to investigate this issue or if it should be left as is. B. Leonard stated that it would be valuable to listen to the merchants to see if there is a problem before time is spent on the project. P. Schuman did not think that the City should purchase land for a parking lot. He agreed with the letter from Tom Aul. Mayor Craig stated that the downtown community parking workshop group had recommended a follow-up meeting be held to determine the status and effectiveness of the parking recommendations and it was his opinion that this follow-up meeting needed to be held. He would like the staff to go forward and study some other solutions and statistics. C. Mursky stated that the lot line to lot line construction may need to be looked at in the ordinance.

b. Discussion regarding extraterritorial jurisdiction.

R. Dupler stated that this would expand the City's control of its immediate surroundings by establishing the extraterritorial jurisdiction boundary. It would allow the City to have more control of not only the extraterritorial subdivision regulations and plat review, but would also give the City a say in the actual land uses and subdivision developments that may be occurring and impacting the City. The time commitment and cost for Welch Hanson to perform a further analysis would include a survey text time for one week with a registered land surveyor to review the work (\$2,500-\$3,000) to produce a plan and boundary for the Plan Commission's consideration. He stated that this should be taken one step further and assign potential land uses within that boundary. The time and effort would take place at the Plan Commission meetings with minor research on his part. With the Smart Growth legislation, which may or may not occur, the establishment of boundaries and a boundary agreement with the neighbors is one of the initial steps in order to establish the groundwork which all of the other planning efforts compound upon. There is a County-hosted seminar taking place tomorrow which he will attend. He suggested giving Welch Hanson another month to present a plan of action that incorporates the establishing of the boundary and perhaps begin to look at the initial steps for the Smart Growth comprehensive plan analysis.

M. Carlson clarified that the stated price estimate includes not only the establishing of boundaries, but also establishing a legal description that goes with that boundary.

B. Leonard stated that this must address areas designated one way but zoned differently. She would like to see this cleaned up; plans and zoning must be matched.

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8. HEARING DATES

None.

9. ADMINISTRATOR'S REPORT

- a. City Council's referral of the Hartland Sportman's Club conditional use permit.

Mayor Craig stated that citizens presented a document. The President of the Sportman's Club was present. They have voluntarily agreed to close the range. Sound abatement has been agreed to. The Council brought it back to the Plan Commission to discuss and is concerned about the conditional use and how it is not being fulfilled.

P. Schuman stated that he motioned at the Common Council meeting to have a special attorney review this. He thought that the City should wait until the attorney's opinion is received. M. Carlson agreed. A meeting with the special counsel is scheduled for tomorrow and something should be available by the next meeting. M. Carlson will confirm with the attorney that the City is not liable for the Club's actions.

10. BUILDING INSPECTOR'S REPORT

Total number of permits: 27, four occupancy, four new single family homes.

11. BOARD OF ZONING APPEALS

- a. Letter dated February 13, 2004 from the Board of Zoning Appeals granting a variance for the property at 2364 Woodland Park Drive, Delafield, WI.

12. CORRESPONDENCE

None.

13. ADJOURNMENT

P. SCHUMAN MOTIONED TO ADJOURN FROM THE MEETING. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 10:46 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC