

CITY OF DELAFIELD PLAN COMMISSION MINUTES

PUBLIC HEARINGS

1. **CONDITIONAL USE PERMIT AND REZONING FOR WESTBROOK CHURCH, TAX KEY 784.971-973, 1100 HIGHWAY 83, HARTLAND, WI**

P. Carter, Representative from Westbrook Church – Explained the rezoning for Westbrook Church.

K. Stock, Hartland Group, Architect for Hartland Group, Architect for Westbrook Church – Explained the 20 year master plan build out. The tentative dates for the phase-ins are now depicted on the conceptual site master plan for the church of which the commissioners had an 11x17 drawing of.

Hector De la Mora, 830 N. Highway 83 – He owns the parcel immediately to the south of the church and has had conversations with representatives of the church. He believes that the proposal is worthy of the Plan Commission's consideration. The manner in which the conceptual master plan has been developed makes sense and provides a facility that will be an enhancement to this community. There are some indirect minor issues to be resolved, i.e. traffic, but he believed that satisfactory progress is being made. His parcel does not have sewer service and he hopes that with this project there may be a possibility of opening this up so their parcel could also have service. As adjoining neighbors they are supportive of the proposal.

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

P. SCHUMAN MOTIONED TO CLOSE THE PUBLIC HEARING FOR WESTBROOK CHURCH. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. **CONDITIONAL USE PERMIT FOR LANG INVESTMENTS FOR A HOTEL AND RETAIL MALL, TAX KEY 793-014 AND 793-016.001, 601 AND 623 GENESEE STREET, DELAFIELD, WI**

Fran Bills, 1522 Milwaukee Street – Asked how water would be provided to the hotel given that the quality of water in the downtown area is not very good. She wanted to know what other things the City of Delafield would need to provide. Mayor Craig stated that this would be discussed later in the agenda.

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

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D. KUCHLER MOTIONED TO CLOSE THE PUBLIC HEARING FOR LANG INVESTMENTS. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

CALL MEETING TO ORDER

Mayor Paul Craig called the meeting to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Paul Craig
Phil Schuman
Chrys Mursky
Mike Court
Beth Leonard
Dick Kuchler
Roger Dupler
Tom Maney
Matt Carlson
Ellen O'Brien

1. APPROVE PLAN COMMISSION MEETING MINUTES OF MARCH 31, 2004.

C. MURSKY MOTIONED TO APPROVE THE PLAN COMMISSION MEETING MINUTES FROM THE MARCH 31, 2004 MEETING. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. 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 on items listed on the agenda. There were none.

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

3. CONSENT AGENDA

P. SCHUMAN MOTIONED TO APPROVE THE CONSENT AGENDA. C. MURSKY SECONDED THE MOTION. SHE THEN ASKED TO REMOVE ITEM

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C. IT WAS NOTED THAT NONE OF THE BUSINESSES ON THE CONSENT AGENDA WERE ASKING FOR SIGNAGE AT THIS TIME. P. SCHUMAN AGREED TO THE AMENDMENT TO APPROVE ITEMS A, B, D. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- a. **Tax Key 733.993.003, Sandy Bottom Nature Center, 4607 Vettelson Road, Hartland.** Owner: Herb Rasmussen. Owner seeks approval of an amended Business Plan of Operation for a spring promotion entitled, "Days of Wine and Roses" for Sandy Bottom Nature Center on Saturday, May 15, 2004. Hours of Operation for the event are 9:30 am – 4:00 pm
- b. **Tax Key 803.988.0002, 385 Williamstown Center, Delafield.** Applicant: Jennifer Belich. Owner: Ted Skelton. Applicant seeks approval of a Business Plan of Operation for Anderson & Kramer, a law firm. Hours of operation are weekdays, 8:30 a.m. – 5:00 p.m.; 5 full-time and 1 part-time employees.
- c. **Tax Key 803.988.002, 375 Williamstown Center, Delafield.** Applicant: John Shinners. Owner: Ted Skelton. Applicant seeks approval of a Business Plan of Operation for All Hazards, a consulting firm. Hours of operation are weekdays, 7:00 a.m. – 6:00 p.m.; Saturdays, 8:00 am. – 12:00 p.m.; 2 full-time and 2 part-time employees.

R. Dupler stated that the hours for operation on Saturdays are intended to be from 7 a.m. – 12 noon. T. Skelton was present. All Hazards is a new company that analyzes hospitals around the country to make sure that they are prepared for an "event". There would be two-three people in the office. Assessments are conducted in the field and the office would be used to prepare reports.

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

- d. **Tax Key 803.988.002, 394 Williamstown Center, Delafield.** Applicant: Karie Reynolds. Owner: Ted Skelton. Applicant seeks approval of a Business Plan of Operation for Reynolds & Associates, a professional search and placement consulting service. Hours of operation are weekdays, 9:00 a.m. – 5:00 p.m. 4 full-time and 1 part-time employees.
4. PLANS OF OPERATION, SIGNAGE AND SITE PLAN
- a. **Tax Key 798.101, 798.104, Bank One, 524 Genesee Street, Delafield.** Owner: Bank One Development LLC. Applicant: Parker Arnold, ICON Solutions. Applicant seeks approval of a Sign Program.

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R. Dupler stated that the removal of a tree was originally presented, but that it is no longer part of the petition. He reviewed the signage that is being proposed. Three types of signage are being requested. He recommended approval contingent upon the parking sign posts being a neutral color. Mayor Craig expressed concern about the back-lit signs. R. Dupler stated that the lighting is specifically a request from the petitioner. This property is not in the historic district. C. Mursky was also concerned about perpetuating back-lit signs in this area. The representative from Parker Arnold Sign Company was present. M. Carlson stated that the sign package is a big improvement over what is there. He stated that issue of the wooden sign was specifically discussed at the staff level. The non-illuminated directional sign materials were discussed. They are all-metal signs painted out to the colors specified. The representative stated that BankOne was adamant about not having wood signs. R. Dupler stated that at the staff meeting where the types of signs approved in downtown Delafield that the materials in the downtown area were discussed. B. Leonard discussed the blue strip at the bottom of the signs. General discussion took place on wooden signs in the area.

C. MURSKY MOVED TO APPROVE THE SIGNS, EXCEPT FOR THE MONUMENT SIGNS, PROVIDED THAT THE POSTS ARE THE NEUTRAL COLOR AND TO DIRECT THE PETITIONER TO RESUBMIT THE MONUMENT SIGN TO BE MORE CONSISTENT WITH THOSE IN THE DOWNTOWN AREA AND NOT BE BACK-LIT, TO BE APPROVED BY STAFF. B. LEONARD SECONDED THE MOTION. THE REPRESENTATIVE ASKED R. DUPLER IF PARKER STATED THEY WOULD DEFINITELY GO WITH A WOOD SIGN SINCE THEY WERE NOT IN THE HISTORICAL DISTRICT. R. DUPLER STATED THAT THERE WAS NO CONVERSATION AS TO WHETHER BANKONE WOULD USE A WOOD SIGN. THERE WAS NO SPECIFIC REFERENCE TO BANKONE'S PREFERENCE. BANKONE IS AWARE THAT THEY ARE NOT IN THE HISTORICAL DISTRICT. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **Tax Key 798.011, 638 Milwaukee Street, Delafield.** Applicant: Denise Jansen. Applicant seeks approval of signage for Life In A Frame, a custom frame and retail shop.

Denise Jansen was present at the meeting. R. Dupler stated that this is for consideration of signage. The site sits on the edge of the historical district. The front is in the historic district, the east side is not. The signage was reviewed. He thought it would be worth investigating like colors on the signs and that the colors should be consistent. His preference was the ivory color.

D. KUCHLER MOTIONED TO ACCEPT THE SIGNAGE WITH A CHANGE TO HAVE THE BACKGROUND COLOR ON BOTH SIGNS BE

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IVORY AND BEING UNLIT. P. SCHUMAN SECONDED THE MOTION. C. MURSKY MADE A FRIENDLY AMENDMENT THAT STAFF APPROVE THE INSTALLATION DETAILS AND THAT THE BROWNS SHOULD ALSO MATCH TO MAKE THE SIGNS CONSISTENT IN COLORS. D. KUCHLER AND P. SCHUMAN ACCEPTED THE FRIENDLY AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **Tax Key 804.994.017, Wal-Mart Shopping Center, 2840 Heritage Drive, Delafield.** Owner: James Flanagan. Applicant: Robert Doody. Applicant seeks amended signage for Wal-Mart Shopping Center.

G. Keyes and R. Doody from Walmart were present.

R. Dupler reviewed the sign and stated that it was a welcome improvement to the area. The proposed sign is a combination of the premise and tenant signage. He recommended approval of signage contingent upon acceptance of a storm water management agreement for the detention basins on the site.

B. LEONARD MOVED TO APPROVE THE SIGNAGE CONTINGENT UPON SUBMITTAL OF A STORM WATER MANAGEMENT AGREEMENT. T. MANEY SECONDED THE MOTION. IT WAS CLARIFIED THAT THE AGREEMENT MUST BE SUBMITTED PRIOR TO THE SIGNAGE. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **Tax Key 803.988.003, 2566 Sun Valley Drive, Delafield.** Applicant: Ben Miller. Applicant seeks approval of a Business Plan of Operation for a restaurant/bar. Hours of Operation: weekdays, 11:00 a.m. – 12:00 p.m.; Saturday, 11:00 a.m. – 2:00 p.m. 4 full-time and 2 part-time employees.

B. Miller was present. This would be a small seafood restaurant with a small bar attached.

R. Dupler stated that this is a for a business plan of operation. There is a beer and wine license available. It is an appropriate use and is in an appropriate zoning district. The parking demand is being increased (four more spaces) and the parking spaces meet the requirements. He thought that the hours of operation should be consistent with Marty's Pizza. B. Miller stated that he was flexible in his hours of operation. It was agreed that closing hours would be 10 p.m. on weekdays and 12 midnight on Fridays and Saturdays. R. Dupler recommended approval with the above noted hours.

B. LEONARD MOVED FOR APPROVAL WITH THE HOURS OF OPERATION BEING 11 A.M. – 10 P.M. ON WEEKDAYS AND SUNDAYS, AND 11 A.M. – MIDNIGHT ON FRIDAYS AND SATURDAYS. P.

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SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **Tax Key 798.038, 711 Wells Street, Delafield.** Applicant: Jane Lazynski. Applicant seeks approval of a Site Plan for proposed building design for The Knitting Ark Building, Business Plan of Operation and Signage for The Knitting Ark, a retail yarn and knitting supplies business. Hours of Operation are weekdays, 10am -5pm; Saturday, 10am - 4pm, Sunday, 12 - 4pm. 1 full-time and 14 part-time employees.

Jane Lazynski and her architect were present. The intention is for the western portion of the building to be converted to single residence, the eastern part to be converted to retail/office space for The Knitting Ark, and later have additional tenants. The architectural changes proposed to the building were reviewed.

R. Dupler stated that it is the intent of the CBD-2 to allow a mixture of residential and commercial uses and this project is well designed. Parking space demand is reduced at this location and parking is well satisfied. The CBD-2 district and CBD-1 district were compared in regards to district residences. R. Dupler recommended approval.

C. Mursky suggested looking at the language in the CBD-2 at a later date. T. Maney discussed the language. M. Carlson stated that he would research the minutes from the time period that the CBD-1 district was created in regards to residences.

D. KUCHLER MOTIONED TO APPROVE. C. MURSKY SECONDED WITH A FRIENDLY AMENDMENT TO ADD A DORMER ON THE NORTH ELEVATION OF THE BUILDING. D. KUCHLER AGREED TO THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- f. **Tax Key 754-989-004, Waterleaf.** Applicant: Tim Garland. Applicant seeks approval of a Site Plan for the entrance monument for the Waterleaf subdivision.

Tim Garland was present. Per R. Dupler's request, he submitted an elevation of Nagawicka Road. The sign is approximately 1.5 - 2' below the road. The sign materials are all natural. He described the signage materials and the sign itself. The deep royal blue on the sign is now being proposed to be black. It would be up-lit with two small floodlights.

R. Dupler reviewed. He stated that it was very well done. Signage size is within the standards. He recommended approval.

Discussion took place by the commissioners regarding the sign being a brushed stainless steel versus wood. T. Garland stated that the stainless

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steel sign would be a dull-mat color and that they were trying to create a unique, timeless feel, with artistic flare.

D. KUCHLER MOTIONED TO ACCEPT THE SIGNAGE WITH A CHANGE TO THE BACKGROUND BEING LIGHT BRONZE. P. SCHUMAN SECONDED THE MOTION. R. DUPLER STATED THAT HE WOULD LIKE TO SEE A CUT-SHEET ON THE LIGHTS. D. KUCHLER AMENDED THE MOTION TO INCLUDE STAFF APPROVAL ON THE LIGHTING. P. SCHUMAN AGREED TO THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **Tax Key 784.971-973, 1100 Highway 83, Hartland, WI.** Approval of Conditional Use Permit, rezoning and Certified Survey Map for Westbrook Church. Applicant: Paul Carter.

P. Carter was present. He stated that the Ice Age Trail is going well and the easement is progressing. They have a meeting with the DOT tomorrow, April 29, 2004.

R. Dupler stated that three actions are needed: approval of the conditional use – approval and recommendation to the City Council, rezoning – approval and recommendation to City Council, and the certified survey map to facilitate the consolidation of the parcels and secure the easements for the Ice Age Trail. He noted that there are a few technical issues that need to be worked out with the surveyors. He recommended approval of all items. There are some concerns about traffic which will be resolved with Wisconsin DOT. In regards to rezoning, there are also some planning aspects of the petition that must be taken into consideration.

C. MURSKY MOVED TO APPROVE. P. SCHUMAN SECONDED THE MOTION. B. Leonard asked about the isolated natural resource on Lot 1 – is it something would customarily be labeled on the certified survey map? R. Dupler stated that it is something that is mapped on the county mapping. Welch-Hanson has been in contact with the petitioner's surveyor and asked for it to be identified out of respect for the mapping that has been done by the County. It is not unlike shoreline jurisdiction which is something that is not required to be enforced in the City of Delafield, but is required to be part of any CSM. It is a line to identify the designation of that space. The current proposal does not encroach upon that space. The purpose is to secure preservation of that area and to ensure that should the plans change that come before the Plan Commission again. This area will be added to the map as part of the corrections. M. Court stated that it was more of adding the line; it is basically adding that line on the CSM map and identifying it. It would

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not put any more undue restrictions on that area. Deb Karnel stated that she disagreed with what R. Dupler had said earlier and stated that there is really no jurisdictional requirement to show that on the parcel because they are not in the Waukesha County shoreline jurisdictional area nor is there a City of Delafield ordinance requiring them to respect the Waukesha County mapping of this isolated natural resource area. Furthermore, she stated that the City of Delafield already has a tree ordinance in place that protects that area without having to officially label it. She thought that by labeling it, it would severely restrict their ability to do things in that area where if the tree ordinance requirements were followed they could remove some trees if necessary and place those trees elsewhere on the property. If it is labeled as a natural resource area, she felt that they would not be able to do that any more. R. Dupler stated that it did not restrict Westbrook at all. B. Leonard stated that it would just identify the natural feature on the property, but the zoning and nothing would restrict them. R. Dupler stated that anything that would be done would be in compliance with the tree mitigation ordinance. Mayor Craig stated that it was only a label. M. Carlson stated that it was governed by SEWRPC guidelines. It does not prohibit building in this area. M. Court stated that this would just identify the natural resource and not add any additional restrictions to it. D. Karnel stated if they were not putting it into an easement and therefore restricting it, then they would not have any objection to it. Mayor Craig stated that this conversation would be sufficient enough to protect Westbrook and yet have the City protect the trees. Having the shed shown on the drawing at this time will also protect Westbrook's right to build it in the future. D. Kuchler addressed the unplotted lot. It was stated that at this point of time there is a letter of intent for that property that has been registered with the City of Delafield. M. Carlson discussed the Ice Age Trail easement. He asked what the remaining steps were to complete and get the easement recorded. P. Carter stated that he thought it would be done next week. K. Neitz from the Ice Age Trail Foundation was present and stated that at the Chapter level it was accepted but still needed to be reviewed and approved by the representatives in Madison. **M. CARLSON** stated that he was pleased that this could be worked out. He **SUGGESTED THAT APPROVAL OF THE CONDITIONAL USES BE CONTINGENT UPON THE APPROVAL OF THE CITY'S STANDARD STORMWATER MAINTENANCE AGREEMENT AND APPROVAL OF THE CONDITIONAL USE PERMIT BE SUBJECT TO THE CITY ATTORNEY'S FINAL REVIEW AND APPROVAL. HE STATED THAT AS PART OF THE PROCESS, THE NORMAL DEVELOPMENT REVIEW PROCESS INCLUDES A STOP AT THE PUBLIC WORKS COMMITTEE.** It was clarified that this property would be served by Pewaukee for sanitary service. M. Court will make a formal request on behalf of De la Mora for sewer service also. **C. MURSKY AND P. SCHUMAN AGREED TO THE CONDITIONS MADE. C. MURSKY STATED THAT THE MOTION SHOULD REFERENCE THE COMMENTS FROM THE APRIL 16, 2004 MEMO WITH RESPECT TO**

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THE CSM. P. SCHUMAN AGREED. THIS MOTION INCLUDES THE CONDITIONAL USE, THE REZONING, AND THE CSM. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. This will go before the City Council.

- b. **Tax Key 793-014 and 793-016.001, 601 and 623 Genesee Street, Delafield, WI.** Approval of Conditional Use Permit for Lang Investments for Hotel and Retail Mall. Owner: Robert Lang; Applicant: Rob Gerbitz

Kent Johnson, architect for the project was present. The site plan has been resubmitted. The changes include a decrease of the impervious area, increase of green space, and connecting walkways. Four wells on the property will serve the hotel building. They will effectively add one well. R. Gerbitz stated that the one that they are using is currently 98-100' deep. K. Johnson stated that they were not sure how the top floor of the building would be used at this time.

R. Dupler stated that the draft conditional use agreement and the feasibility analysis/market study were submitted and provided in the commissioner's packets. It was clarified that only the conditional use is being considered tonight. The documents required for GDP have not been submitted. The reason this requires a conditional use is because it has two buildings on one site, there is a building height issue, a fourth story has been proposed (the ordinance identifies a maximum height to be limited to three stories), and the GDP/SIP mandates a conditional use. The fire department is comfortable with the proposed height, but requested that it not to exceed it. He recommended approval with referral to the City Council unique to the conditional use agreement.

Mayor Craig stated that a developer's agreement is needed before it goes to the Council. M. Carlson stated that the conditional use should be approved contingent upon review by the city attorney. It was stated that the operator does not need to be identified in the conditional use permit. The liquor licenses need to be resolved. C. Mursky asked what affect a hotel would have on the City's water table. M. Court stated that there would be a draw on the aquifer but he thought it would be minimal. Discussion took place. C. Mursky requested a fixture analysis compared to a single family home. M. Carlson stated that he would provide some information but this would not be at the developer's expense. K. Johnson stated that there is approximately 800 sf more pervious area on the new plan. Suggestions were made to include more walkways in the alleyway to Genesee Street to encourage people from the hotel to go to surrounding businesses. Benches were suggested to make the area more of a "people space". K. Johnson was very open to these suggestions. D. Kuchler stated that the new site plan was a significant improvement. R. Gerbitz stated that they were planning on putting a sidewalk in on Main Street all the way down to Dopkins Street.

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P. SCHUMAN MOVED TO APPROVE, CONTINGENT ON A DEVELOPER'S AGREEMENT AND SUBJECT TO REVIEW BY THE CITY ATTORNEY AND STAFF. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY CONSIDERATION

a. DISCUSS AND APPROVE 5-YEAR PARK AND RECREATION PLAN

B. Leonard stated that the Park & Recreation Committee was innovative and hired a UW-Madison graduate to complete the document. She has not had a chance to review the comments by the Welch Hanson staff and would like to table this until next month (May) with a public hearing to be held in June. R. Dupler stated that the survey that was used had some problems. B. Leonard stated that this report should have gone to the Park & Recreation staff person. If anyone has comments, they should e-mail B. Leonard. This document will be put on the website after the errors are corrected.

The commissioners made the following comments:

- Page 4, the first and fourth priorities are the same items.
- The report should recognize that the wetlands and shore lands are also an interest of the Lake Welfare Committee
- Page 5, Mission Statement - "preserve and protect the City's open space, water." It was suggested that this be deleted. This will be a council issue.
- Page 6, Item C - naming rights were discussed. The park has not been formerly named. Consistent terminology of the park should be used throughout the document.
- Page 6 - Item V - Growing Population. There was not any future data. It was suggested to incorporate census data and supporting data.
- Page 9 - Add St. John's Northwestern Golf & Tennis Courts, Nagawaukee Ice Arena, University Lake School Soccer Fields, St. Joan of Arc recreational area, and other recreational facilities.
- Page 15, Table from Recreation, Park & Open Space Standards and Guidelines are dated 1983 - Suggested using a more current table.
- Page 16 - Community Park, line graphs on page 17 outside other agencies parks. Expand on page 16 as to why a city park itself would be to the advantage to the citizens of Delafield and should be under the control of the City. It would help justify the five year plan.
- Page 18 - Park Service Area Requirements - Maps - It would be helpful to have street names on them. B. Leonard stated that they hoped to work with Waukesha County on the maps.

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- Page 18 – Wisconsin DNR survey. In regards to the Statewide Comprehensive Outdoor Recreational Plan, there is specific reference to it, but no identification of how that information is incorporated into the Five Year Plan.
- Page 20 – Public Meetings – It was suggested that it would be helpful if there were a number of citizen which participate in the public meetings and comments that they may have had.
- Page 21 – Plan of Action – It was clarified that further into the document projects are listed as short term, long term, etc. It was suggested that the Introduction should state why the projects are listed in this order.
- Page 22 – VMR – Needs to be spelled out. This could be done on page 21.
- Page 24 – American Legion – The property that the American Legion owns needs to be clarified before any work can be done. Some part of it is owned by a private party. The map is correct.
- Page 25 – Bostrom Park – It was suggested to explain “improve play field.” This needs to be clarified.
- Page 26 – Reference to Table 4, should be labeled on the following page.

7. ZONING AND ORDINANCE REVISION

None.

8. HEARING DATES

There will be a Park & Recreation public hearing in June on the Five Year Plan.

A public hearing on Prairie Woods (Related to Item 9a) will be held in May

B. Leonard suggested having the common address, owner, and reason for hearing listed at the top of the hearing form/listing on the public hearing notices.

9. ADMINISTRATOR’S REPORT

a. PRAIRIE WOODS HAZARD IDENTIFICATION REPORT

A memo from R. Dupler dated April 27, 2004 was distributed to the commissioners.

10. BUILDING INSPECTOR’S REPORT

There were 45 total permits, two occupancy permits, four new single family, and one new two-family home.

11. BOARD OF ZONING APPEALS

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None.

12. CORRESPONDENCE

- a. Certificate of No Objection to Preliminary Plat for Mission Woods Subdivision from Waukesha County Department of Parks and Land Use dated April 12, 2004.
- b. Letter from the Wisconsin Department of Administration dated March 29, 2004 regarding KE Willows, an extraterritorial subdivision.

13. ADJOURNMENT

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 WAS ADJOURNED AT 9:31 P.M.

Respectfully submitted:

Minutes Prepared By:

Ellen O'Brien
Deputy Clerk

Accurate Business Communications LLC