

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Paul Craig  
Phil Schuman  
Chrys Mursky (entered at 7:59 p.m.)  
Mike Court  
Beth Leonard  
Dick Kuchler  
Roger Dupler  
Matt Carlson  
Marilyn Czubkowski

Tom Maney

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

**P. SCHUMAN MOTIONED TO APPROVE THE PLAN COMMISSION MINUTES OF APRIL 28, 2004 AS PRESENTED. D. KUCHLER 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.

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

**P. SCHUMAN 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

- a. **Tax Key 807.977, 3960 Hillside Drive, Suite 100, Delafield, WI.**  
Applicant: Piper Jaffrey. Owner: John Mikkelson. Applicant seeks approval of Business Plan of Operation for Piper Jaffrey, a brokerage firm. Hours of Operation are Monday – Friday from 8:00 a.m. – 5:00 p.m. 12 full-time and 4 part-time employees.

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

- b. **Tax Key 798.037.001, The Villard Co. Building, The Knitting Ark tenant space, 711 Wells Street, Delafield, WI** Applicant: Jane Lazynski. Applicant seeks approval of revised architecture and usage.
- c. **Tax Key 803.988.001, Lake Country Cigar, 2566 Sun Valley Drive, Delafield, WI.** Request for "The Macanudo American Passion Tour" for Wednesday, June 2, 2004 at 2:00 p.m.
- d. **Tax Key 743.999, 120 Nashotah Road, Nashotah, WI 53058.** Applicant: Terry Cahill. Applicant seeks approval of an amended Business Plan of Operation and Site Plan for St. Joan of Arch's summer festival to be held on the church grounds. Hours of Operation are Sunday, July 25, 2004 from 11:00 a.m. – 8:30 p.m.
- e. **Tax Key 804.994.016, Milwaukee PC, 2722 Heritage Drive, Delafield, WI.** Applicant: Bauer Sign Co. Applicant seeks approval of an amended Business Plan of Operation and Sign Permit.

**P. SCHUMAN MOTIONED TO APPROVE THE CONSENT AGENDA. 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 793.018 AND 793.019, 524 MILWAUKEE STREET, SUITE 200, DELAFIELD, WI.** OWNER: LANG INVESTMENTS. APPLICANT: THOMAS E. KIELMA, DDS. APPLICANT SEEKS APPROVAL OF BUSINESS PLAN OF OPERATION AND SIGNAGE FOR PARKWAY DENTAL, S.C., A GENERAL DENTISTRY OFFICE

Dr. Kielma was present. He stated that he would like to have a design that is favorable to the City. This was not for a plan of operation as they have an existing plan of operation.

R. Dupler recommended approval. The sign is within historic standards.

**B. LEONARD MOTIONED TO APPROVE. P. SCHUMAN SECONDED THE MOTION. MAYOR CRAIG STATED THAT WHITE ON THIS SIGN WAS VERY APPROPRIATE. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. **TAX KEY 793.018 AND 793.019, 524 MILWAUKEE STREET, DELAFIELD, WI.** OWNER: LANG INVESTMENTS. APPLICANTS: JOHN LILL AND JEAN STAVEN. APPLICANTS SEEK APPROVAL OF SIGNAGE FOR GOOD FRIENZ, A GIFT AND GALLERY

John Lill was present at the meeting for sign approval.

R. Dupler stated that this was for a new sign panel, but that he was concerned about the purple color wanted the commissioner's to consider this. The business is not technically within the historic district. J. Lill

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

stated that purple was a corporate color and it would be a major expenditure if they had to change it. M. Carlson stated that the building owner approved the color.

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

- c. **TAX KEY 804.999.008, 3200 GOLF ROAD, DELAFIELD, WI.**  
APPLICANT: POBLOCKI & SONS. APPLICANT SEEKS APPROVAL OF A MONUMENT SIGN FOR VERIZON WIRELESS AT HILLSIDE CENTER.

M. Poplinski with Poplocki was present.

R. Dupler stated that this was an addition on the existing monument sign and he recommended approval.

**P. SCHUMAN MOTIONED TO APPROVE. D. KUCHLER SECONDED THE MOTION. IT WAS CLARIFIED THAT THIS WAS THE LAST PANEL ON THE SIGN. IT WAS ALSO CLARIFIED THAT THIS WAS THE ONLY MONUMENT SIGN IN THIS CORRIDOR THAT WAS NOT MONOCHROMATIC. ALL WERE IN FAVOR. MOTION CARRIED.**

- D. **TAX KEY 803.993.001, 2553 SUN VALLEY DRIVE, DELAFIELD, WI.**  
APPLICANT: RUDY BAKER, URS CORPORATION. OWNER: TARGET CORPORATION. APPLICANT SEEKS APPROVAL FOR A SITE PLAN FOR AN ADDITION, AMENDED BUSINESS PLAN OF OPERATION FOR THE SALE OF PHARMACEUTICALS AND SIGN PERMIT APPLICANT FOR THE TARGET CORPORATION'S DELAFIELD STORE.

R. Baker with the URS Corporation was present. This would be interior store renovation and an exterior update. It would include front sidewalk reconfiguration, additional planters, expansion of the building to include a pharmacy (interior only – not drive up), colors of beige/brown exterior. The driveway and entrance will be reconfigured along with the traffic islands. The signage will be the bull's-eye and new lettering. Additionally, they would like to add a third truck door next to the two existing ones at the rear of the store.

R. Dupler stated that Mr. Baker has been to plan staff twice. Impervious surface has not increased and no additional parking spaces are needed. The proposed signage must be limited to 150 sf and is currently at 223 sf. In regards to total sign area, they are well within the standards. The proposed bollards are red and have been taken into account in signage calculations. The stormwater management agreement must be brought up to today's standards and any approval should be contingent on this. This will need to go to DPW for their input. He was not opposed to the additional truck door as it is in a very secluded area. M. Czubkowski

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

stated that there have not been any complaints regarding trucks, etc. It was clarified that truck traffic times would not be increased. R. Baker stated that the sign consultant would come back for the sign permit at a later time. He was aware that the sign would need to be decreased to 150 sf.

**P. SCHUMAN MOTIONED TO APPROVE CONTINGENT TO SIGN REDUCTION TO 150 SF, DPW APPROVAL, APPROVAL OF THE THIRD LOADING DOOR, AND CONTINGENT ON THE STORMWATER AGREEMENT BEING SIGNED. D. KUCHLER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.**

- e. **TAX KEY 793.987.001, 421 MAIN STREET, DELAFIELD, WI.** APPLICANT: JUDY KAUFMANN. APPLICANT SEEKS APPROVAL OF THE SIGN PERMIT FOR CHAMBER OF COMMERCE AND PROMOTIONAL & TOURISM COUNCIL.

The material for this sign is similar to Cheese Company's and it is a sign that is being donated. R. Dupler recommended approval.

**P. SCHUMAN MOVED FOR APPROVAL. D. KUCHLER ASKED IF THERE WAS A REASON THAT THE COLOR WAS NOT CONSISTENT WITH THOSE ALREADY IN THE CITY. IT WAS CLARIFIED THAT IT WOULD MATCH. THE COLORS WERE USED FROM THE ENTRYWAY SIGN FOR THE CITY ON GENESEE STREET BUT DID NOT PRINT TO EXACTLY MATCH THE COLOR. D. KUCHLER SECONDED THE MOTION. 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, DELAFIELD, WI.** WESTBROOK CHURCH. APPLICANT: PAUL CARTER. APPLICANT SEEKS APPROVAL OF A SPECIFIC PLAN OF IMPLEMENTATION INCLUDING SITE PLAN, ARCHITECTURAL AND LANDSCAPING FOR PHASE I OF THE APPROVED MASTER PLAN

K. Stocks from the Hartland Group was present and stated that they refer to this phase as Phase II. He reviewed what this phase was comprised of and reviewed the plans.

R. Dupler stated that the site plans that were submitted identify a potential for a road stub for the Highway 83 entrance. Through negotiations with WDOT and since the potential for a lighted intersection exists there in a staged right-of-way they asked that a publicly dedicated road extend into the campus. Westbrook has extended the road into the property and proposed a cul-de-sac. It also takes into account accessibility to the neighboring property to the south. The plan has been

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

very well organized. Approval should be contingent on PWC review of the site plan. The architecture is acceptable and appropriate. There are outstanding issues on the CSM, but approval can be contingent on those issues. The proposed shade tree size should be increased to 2.5" caliper. He reviewed the eight specific criteria that were listed in his memo dated May 26, 2004 that need to be considered by the Plan Commission. He recommended approval, contingent upon final staff review of the CSM, an increase of the shade trees to 2.5" caliper, and DPW approval of the site plan. M. Czubkowski stated that the CSM was approved, the changes were made, Welch Hanson approved the changes on the CSM and it went to the Council. M. Court stated that the only other change that could happen on the CSM would be the proposed dedication of the right of way.

**B. LEONARD MOTIONED TO APPROVE CONTINGENT ON INCREASING THE CALIBER OF THE SHADE TREES TO 2.5", AND DPW APPROVAL OF THE SITE PLAN. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

b. PARK & RECREATION DEPARTMENT'S 5-YEAR PLAN

Sarah Gaskell, intern for the Park & Recreation Committee, was in attendance to present the Park & Recreation 5 Year Plan. She explained how she obtained this position. The Plan Commission's comments had been reviewed and revisions were made and were reflected in the current document that the Plan Commission members had.

R. Dupler stated that they did not perform a full analysis of the plan. The items mentioned at the last meeting were attended to.

B. Leonard stated that the Park & Recreation Committee reviewed the plan at their meeting and last minute changes were made by M. Czubkowski. There is now a map of all park and recreation sites. Service areas are defined on this map. In terms of a survey, she would like to do an update on this plan next year and conduct neighbor and design workshops. Park & Recreation (P&R) would like to amend the plan with any input they receive from the community prior to March 1. There are new standards available which are not used in this plan and it will be determined whether these new standards should be used when the plan updated. S. Gaskell stated that the new standards are not used by many communities because they are very labor intensive. M. Czubkowski stated that the new standards put things more in the place of the community. M. Carlson stated that resource availability is a concern and is a problem in many communities.

P. Schuman asked if there were any other ways of determining utilization. S. Gaskell stated that her professor uses the old standards. She thought that the public survey of the plan was appropriate. Trends

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

could be utilized. B. Leonard stated that having small design workshops would be very helpful. Mayor Craig stated that he would like to see citywide participation in the workshops.

P. Schuman referred to page 5, Mission Statement. He asked about "preserve and protect the City's open space, water, historical and natural resources," and asked why these were added to the old Five Year Plan. He looked at city and state codes and they do not have this in the enabling code. He stated that it looked like an expansion of the role. Mayor Craig stated that water could be the Lake Welfare Committee (LWC), etc., and the mission statement must be held within the ordinances of the City. B. Leonard stated that this is what the P&R committee felt their responsibilities were. The committee was trying to get in line with what other communities do. P. Schuman requested to remove that portion – there is a plan commission. Discussion took place on over lapping responsibilities. Mayor Craig stated that the key was to work together as a team. S. Gaskell stated that perhaps something could be added. B. Leonard felt strongly that the commission had a right to determine their mission statement. M. Carlson suggested that if a change is requested, it be a change by motion.

C. Mursky stated that the mission statement should be the very first thing in the document. She commented that the statement "enhance the City's quality of life" was using incorrect wording, as a City does not have a "quality of life".

P. Schuman asked who was responsible for trees in the streets. S. Gaskell stated that the trees referred to in the plan would relate to trees in the parks. The City Forester is responsible for management of existing trees by streets, etc. M. Czubkowski stated that Park & Recreation is the City's tree board. It was stated that this could be included as a new item "H".

Page 17 – the key needs to be shown on the page. Projections in the future – Lois Jensen area – have City Forester go in and look at the trees to do forestry management there. It was suggested that the P&R may want to add maintenance of forestry management planning on page 25. C. Rahmlow stated that the limitation of resources is extremely felt by P&R. Many of the tree issues have been handled by DPW in the past. If P&R assumes the responsibility, this would need to be balanced. She addressed the mission statement and that the P&R Committee clearly recognized the Plan Commission's role. The mission was in no way intended to expand their authority, but to utilize what they have as efficiently as possible. Wordage is needed to "work together."

C. Mursky addressed the organization of the document and thought that it did not flow as a strategic plan. B. Leonard disagreed. S. Gaskell stated that she organized this from a person who does this

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

professionally. C. Mursky stated that she had a lot of comments in terms of the language and that the written intent did not communicate it properly. Mayor Craig suggested she work together with S. Gaskell, B. Leonard and bring this back to the Plan Commission. C. Rahmlow suggested that C. Mursky submit a sample to be used by the City for use on all committees. Short of grammatical errors, substantive changes should be brought to the P&R committee. Discussion continued on the format. B. Leonard requested that the P&R Committee be involved in this process. Mayor Craig stated that this would be a good idea to review the plan. Mayor Craig praised the work of S. Gaskell and the P&R Committee, but that some tweaks are needed. All comments/suggestions should be forwarded to B. Leonard so that this plan can be completed by the next Plan Commission meeting. The updated plan will be put on the website as soon as possible.

6. PRELIMINARY CONSIDERATION

- a. **TAX KEY 742.014, W127 WISCONSIN AVENUE, OKAUCHEE, WI 53058.** APPLICANT: GREG BREDIN. OWNER: JOHN QUADEN, OWNER SEEKS A CONDITIONAL USE PERMIT AND SITE PLAN FOR ADDITION TO QUADEN DODGE, A CAR DEALERSHIP.

Dave Boyd from DBI Incorporate (design builder) was present and explained the three small additions. The front of the building will be renovated to go along with the additions. They are trying to update the look of the building and make it more efficient.

R. Dupler stated they were present because of the necessity of the need for a conditional use. A public hearing will be scheduled for this. A draft agreement was submitted for Plan Commission review. The architecture and site development will not increase in impervious surface, will increase the green space and landscaping, no complaints from neighbors regarding lighting have been received, they are in compliance, adequate screening is in place, and there are no issues. Signage will be brought back with a petition when the sign is changed. Signage is not being approved tonight. He recommended approval to move this to a public hearing.

**D. KUCHLER MOTIONED TO MOVE TO A PUBLIC HEARING. P. SCHUMAN SECONDED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. CUSHING PARK RESTROOMS ARCHITECTURAL PRELIMINARY APPROVAL

B. Leonard stated that in order to be cost efficient, the P&R committee looked at a comparable building at Dickten Park in the Village of Nashotah.

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

R. Dupler reviewed the location. A plan was included in the commissioner's packet. He recommended copper downspouts and gutters to be on the building. B. Leonard stated that it should be noted that this was funded by taxpayer dollars. R. Dupler stated that natural materials (cedar) should be utilized for the siding and a more desirable masonry product (brick) to be used instead of the split block.

C. Mursky expressed that she would like the exterior to be more with the character of the park; the restroom at St. John's park was used as an example. The location of the restroom will be the first thing you see when entering the park and the proposed location would impede the site line to the memorial itself. R. Dupler stated that there was very little opportunity to place it in any other location. M. Carlson stated that the building could be fitted with automatic door locks. M. Carlson suggested possibly using wood siding on the exterior instead of brick. R. Dupler thought that this would require more maintenance. Different types of siding were discussed. B. Leonard stated that the location of the restroom in the park would make the restroom less obvious.

7. ZONING AND ORDINANCE REVISION

a. EXTRATERRITORIAL PLANNING BOUNDARY – EXHIBITS FOR DISCUSSION

R. Dupler presented a map of extraterritorial review area land uses (also included in the commissioner's packets). It is important to note that there is a considerable land holding in the southern most section by the State slated as rural residential on the plan. The Town of Summit does not have an adopted plan. The Town of Delafield is not in concurrence with the County on their plan. The County plan takes precedence over the Town's plan. The plan is consistent with what the potential growth land uses would be. Commissioners were encouraged to review and e-mail R. Dupler or M. Carlson with any comments and/or recommendations. It was clarified that the City has an extraterritorial boundary for plat review, but the City has no control of land use. With the adoption of the extraterritorial planning jurisdiction, it would allow the City to extend it beyond the current limits within the extraterritorial planning boundary. It would take a resolution to adopt extraterritorial land use control. M. Carlson suggested an exhibit showing the areas of differences between the County and Towns' plans, discuss the preferred uses, and then secure it. Defining boundaries would be one of the first step in the Smart Growth plan. R. Dupler stated that the legal descriptions have already been completed. Boundary agreements with all communities on the circumference are necessary. B. Leonard expressed concern of the City being compliant with its own plan and felt that the City's plan should be updated. R. Dupler distributed the Town of Delafield map for comparison purposes.

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

b. HISTORIC DISTRICT BOUNDARY – EXHIBITS FOR DISCUSSION

R. Dupler stated that the downtown plan and Historic District were not compliant with each other and asked for consideration of expanding the Historic District boundaries. General discussion took place. The procedure to expand would require a public hearing (modification of Chapter 17). The Plan Commission would need to make a recommendation to the Common Council. It was clarified that the zoning would remain the same. The expansion would give the City an opportunity to realize an aesthetic opportunity not otherwise afforded. Currently district this does not include residential properties. R. Dupler will draft an ordinance to extend the area and schedule a public hearing. Notices will be mailed to everyone in the area. Discussion took place on the areas to be included. B. Leonard suggested that this be discussed with Cushing School individually.

8. HEARING DATES

Quaden Dodge, June 30, 2004  
Boundaries of Historic District, June 30, 2004

9. ADMINISTRATOR'S REPORT

a. REPORT ON HISTORY OF RESIDENTIAL USES IN THE CBD-1 DISTRICT.

This report was included in the commissioner's packet. E. O'Brien was thanked for preparing this.

b. RECOMMENDATION REGARDING AMENDMENT OF THE LAKE COUNTRY CORRIDOR COMPACT

A memo was included in the commissioners' packets and included a letter from Attorney Richards. M. Carlson reviewed the background on this issue. The proposed site plan was included in the commissioner's packets. M. Carlson stated that from a land use perspective the Plan Commission was being asked for input and concurrence. B. Leonard discussed obtaining better maps of the area. M. Carlson will approach the other entities involved. R. Dupler asked for the landscaping plan. M. Carlson stated that he thought that this would be a high-end subdivision. C. Mursky requested that building envelopes take the primary environmental corridor into consideration.

**B. LEONARD MOTIONED TO RECOMMEND APPROVAL OF THIS AMENDMENT TO THE COMMON COUNCIL, THAT THE EXHIBITS BE UPDATED TO BETTER COMMUNICATE WHERE THE PROPERTIES ARE LOCATED, AND THAT THE FOXWOOD ESTATES LANDSCAPING**

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

**PLANS AND BUILDING ENVELOPES IN RELATION TO THE PRIMARY ENVIRONMENTAL CORRIDOR ARE RECEIVED. P. SCHUMAN MADE A FRIENDLY AMENDMENT TO THE MOTION ADDING THAT THE BUILDING ENVELOPES ARE NOT IN THE PRIMARY ENVIRONMENTAL CORRIDOR. B. LEONARD ACCEPTED THE AMENDMENT. P. SCHUMAN SECONDED THE MOTION. DISCUSSION TOOK PLACE AS TO WHY UPDATED MAPS WOULD BE NICE. ALL WERE IN FAVOR. MOTION CARRIED.**

10. BUILDING INSPECTOR'S REPORT

Permits issued to date: 49; three occupancy permits, five new single-family homes, and one new retail store.

11. BOARD OF ZONING APPEALS

A meeting was held tonight to make a determination of the meeting held on May 13, 2004. It was a favorable determination.

12. CORRESPONDENCE

None.

13. ADJOURNMENT

**D. KUCHLER MOTIONED TO ADJOURN FROM THE MEETING. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:31 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC