

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7:00 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  
Marilyn Czubkowski

1. APPROVE PLAN COMMISSION MEETING MINUTES OF NOVEMBER 17, 2004.

**P. SCHUMAN MOTIONED TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2004. C. MURSKY 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.

Tom Aul, 815 Genesee Street – He explained how he and his wife moved their family to Waukesha County in 1992, how B. Lang helped him design his place of business and how a friendship then developed. They share the love of beauty in buildings. He stated that Mr. Lang had more resources and does things on a grander scale. This common thread has been the source of their friendship over the years. T. Aul has consistently come before this group and supported all of things that B. Lang has envisioned for his land in Delafield. T. Aul was shocked and disappointed last month with the Plan Commission's response to the Washington Building and Delafield Square plans. T. Aul felt that what the Plan Commission chose to condemn and not approve was the equivalent of two \$450,000 houses. He felt that to cut down two condominiums valued at \$450,000 each is like saying you can't build two houses in Delafield. He referenced a national magazine called "Guideposts" which did a centerfold article on Delafield, Wisconsin where they ranked it in the top seven or eight small town communities that are worthy of visiting. This article was done

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because one man in this community has invested millions of dollars in Delafield to make it a beautiful place to live and visit. Delafield is getting substantial attention because one man has decided to invest substantial resources in the beauty of this community. T. Aul spoke very highly of the investment that B. Lang is making in this community. The contribution of the Plan Commission should be to keep him on course but not to cut him down economically or compromise what he wants to do. There has been a track record for B. Lang where he has built things that are compatible and aesthetically beautiful. He thought that the City should work with B. Lang to make it work and thought that congratulations should be extended to B. Lang for his willingness to continue to invest in Delafield rather than leave. The City should be supporting him completely. Everyone who lives and works in Delafield has benefited by B. Lang's willingness to invest his life and resources in this community. The City will only profit and prosper because of it.

Jim Zahorik, 1948 West Shore Drive – Spoke regarding the Lang properties. He moved here 19 years ago and fair distances needed to be traveled to get to certain destinations, particularly grocery stores. He was impressed that the focal point of the one development would be Sendiks Food. To have Sendiks downtown would be extremely convenient. In addition, Genesee Street has just been improved and the first thing you see is the Town Bank building. Now that the landscaping and everything has been completed this building is a jewel and is the first thing you see. This building is not up against the curb. If the building is to be of this stature and set up next to the sidewalk, people walking on the sidewalk would be in the shade in the afternoon hours. He discussed possible safety hazards that could occur if the building were up to the sidewalk. By placing the building a little away from the street it would not look like you are driving down the center of Chicago with high risers on both sides. It balances. The BP is back from the sidewalk. The planters will stand out with the building away from the sidewalk. Open space is one of the reasons many people move to Delafield and B. Lang is trying to maintain that. You also want to park near a grocery store. If the building were to be close to the road there would need to be two entrances, one on each side. This plot of land does not give the ability to expand and have cash registers on both side or parking on both sides. They are trying to make the building purchaser friendly. Concerning the tax that this would generate, it would allow the City to retire the TIF earlier and take advantage of the increase in the tax base. Once the TIF is retired, along with the other improvements in this area, the rewards can be reaped. In regards to the height, three stories would have more impact than four stories 60-70' back just from line of sight and for the ability of the sun to shine in Delafield and not be the victim of shadows. The people present tonight were there to support what this man is trying to accomplish. Everything this man has done has been an asset to the City. J. Zahorik requested that the Plan Commission allow him to do this.

Janet Stoffer, 637 Main Street (Wholly Cow) – Both she and her husband strongly support B. Lang and the building project being proposed. She agreed

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with what has been said. B. Lang has been a great asset to this community. This is a beautiful community. Many communities would give anything to have B. Lang invest in their community. J. Stoffer and her husband hoped that the Plan Commission would not put too many blocks in B. Lang's path. They supported B. Lang and this project.

Gary Neurnberger, Owner of the BP Station – He strongly supported the building being allowed to be built where B. Lang wants it. He had letters from two other local citizens indicating that they too would like the building built where B. Lang wants it. The letters were from Dan & Nancy McNeil, 124 Genesee Street and Larry Gardner, Oakwood Associates, Oakwood Drive, and were distributed to the commissioners.

Jerry O'Neil, 320 Copperfield – Spoke regarding Item 5B. Having additional housing, a grocery store, and new retail outlets downtown would greatly enhance the downtown. He stated that the City needs to support this idea and bring it to reality. In regards to the size and location he stated that it is important to keep the setback to keep the line of sight open. If the building were placed close to the sidewalk, there would be a tunnel effect. He referenced many of the businesses in downtown and stated that many have off-street parking in front of buildings on Genesee Street. There is a precedent for off-street parking in front of the building in the downtown area. The grocery store that is being proposed needs it parking in front of the store. He felt that the setback as proposed at the front of the new building should be allowed. In regards to the size of the building, he understood that the proposed building was within the currently allowed building codes. If the building were allowed to be setback, the height as designed would not be that much of a factor. There are benefits of having people living downtown and it would ultimately help the community. He thanked B. Lang and his investors for their continued commitment to the City of Delafield and for the high quality of his developments. He urged the City's support and positive recommendation to the Council for the construction of the Delafield buildings as designed and with the setback that Lang Investments have proposed.

Jane Lazynski, 711 Wells Street (Knitting Arc & Villard Company) – She spoke to the quality of the Lang Buildings. She would like to see the continued growth and people to living downtown.

Jake Wiel, 523 Milwaukee Street (Milwaukee Street Traders Coffeehouse) – He has opened a business in Delafield that has far exceeded his expectations and felt that it had to do with the people in this community and the pride that they feel in it. On weekends many people come to the Coffeehouse from other parts of the state and country. He thought that approximately 99% of the people were impressed with what Delafield has done. The consensus is that everyone is impressed with architecture and the "feel" of the town when they come into the town. He stated that the proposed building is a wonderful addition to that "feel". He chose Delafield to locate his business because of the "feel". It is

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something that you don't see everywhere else. He encouraged the commission to keep things going and accept the building as it is proposed, to trust B. Lang's ability for aesthetics and his understanding of architecture, balance, and continuity to building a structure, and to approve the building.

John & Laura Slein, 2362 Lakeview Ct. – They moved to Delafield 2-1/2 years ago. This location is the premier location in the downtown area and is the center. If the choice was to leave the location “as is” or put it in B. Lang's format, he stated that it was a “no brainer”. He stated that he thought that all of B. Lang's buildings looked good to him. In addition, he stated that several businesses have come into the area and have been an incredible addition to the city. He thought that the setback from the street was an issue that could be looked at as a positive. You need a critical mass of development before things turn into a vibrant community. This is the last link in that critical mass. He thought that the City should work with B. Lang. The economic impact would reverberate throughout the rest of the City. He urged the commission to approve the project.

Dennis Bork, 719 Genesee Street (Antiquity) – He has had his store in Delafield for 11-1/2 years and greatly supports B. Lang and what he has been doing. They were in favor of the location and size of the building. Putting the building up forward by the curb would not be in the best of interest. He gave an example of a business on Bluemound Road in Brookfield. He supported B. Lang. He knows what works and doesn't work. Let him put the building up the way he wants it and where he wants it.

Jim Behrend, 757 Garrison Court – He supported the building being set back from the street. What is being proposed creates a little bit of a town square. He referenced several areas in the downtown area and thought that there were a number of corners where there was some openness and the value of this needed to be considered. He thought that there should be some exceptions to the general rule of buildings up to the front and this would be a good one.

Chris Brown, W312N763 Fairfield Way – He has lived in this area all of his life. He went to Arizona to study graphic design for 4-5 years and stated that incredible changes occurred downtown while he was gone. He appreciated the Lang buildings and felt that the function and beauty of them was remarkable. He trusted B. Lang's vision for the future and for his ideas. Thought that the building should be set back and the parking should be in the front.

Gary Gorski, 703 Main Street (Gary's Auto Repair) – He has been in town for 23 years. He supported B. Lang and what he has done and supported the proposal and the setback.

Rick Lieblang, 607 Main Street – Supported everything that was said tonight. He has been in business for 15 years. He did not like the white building.

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Robbie Gieboy (Avant Garden) – Opened her shop 10 years ago. Her business has been complete being in the building. She is in favor of the building being changed and having it set back. She did not think it would work with the building up against the road with the parking in the rear. Customers will not go to the back to park. She hoped that the Plan Commission would let B. Lang do it the way he sees fit.

Robert Ladd, 251 Laurel Circle – Is not a longtime resident of Delafield or Wisconsin. Has lived here two years. Does not know B. Lang but thought that all he has done has been excellent. Agreed with everything that was said in terms of the building design and setback. Coming from an outside viewpoint, he wished the City would have allowed B. Lang do design the lights as you come into town.

Ron Kurth – Had lived in Delafield for six years. He retired at the end of June and has no direct connection with St. Johns Northwestern. He would have purchased a condo in Delafield if they had been able to find one that they needed. He was sorry that B. Lang had waited so long to develop something that he would have bought to continue living in Delafield. He stated that St. Johns Northwestern pumps in approximately \$40 million into the community each year. He stated that parents were impressed when they came into Delafield to come to St. Johns Northwestern. He did not think that the present white strip mall was attractive.

Jamie Wilkie, 803 Genesee Street (J Wilkie Interiors) – He stated that “if you build it, they will come.” One of the reasons he moved to Delafield is that Oconomowoc is faced with a development problem of their own downtown. That problem is that their buildings are up to the street. He is concerned about the pedestrians and children jumping out into traffic if the buildings are up to the street. He thought that the City took great advantage of bringing the reindeer out into the courtyard and having a winter festivity. These are the kinds of things that people come to Delafield for. Unless there is a bit of space between the buildings, these kinds of activities could not happen. In Oconomowoc there is a complaint that customers cannot find their store because there is tunnel vision – there is no space. He felt that Delafield has an opportunity and should not give it up. The grocery store and hotel are a huge opportunity. A hotel is needed. This is the upper end and there is no going back.

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

M. Czubkowski stated that she received a letter from Leslie and Jeff Nepper in support of the projects and also a letter from Mary Lou Spoerl.

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

3. CONSENT AGENDA.

- a. BOSTROM MEMORIAL PARK SIGN AS APPROVED BY THE PARK AND RECREATION COMMISSION
- b. OWNER SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION FOR A HOME OCCUPATION FOR BLINDS PLUS, 1534 2<sup>ND</sup> STREET, DELAFIELD. HOURS OF OPERATION, WEEKDAYS, 10AM - 3PM; NO HOURS ON SATURDAY AND SUNDAY.

**P. SCHUMAN MOTIONED TO APPROVE ITEMSS A & B. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. IT WAS CLARIFIED THAT THERE WAS NO SIGNAGE INCLUDED WITH BLINDS PLUS.**

4. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **TAX KEY 804.994.017, 2740 HERITAGE DRIVE, DELAFIELD.** OWNER: KENSINGTON CORP. APPLICANT: LANCE VAN DER PLOEG. APPLICANT SEEKS SIGNAGE FOR LAKE COUNTRY KIDS, LLC, D/B/A THE LITTLE GYM OF LAKE COUNTRY.

Lance Van Der Ploeg, owner, was present at the meeting. He had prepared an alternate sign that was in compliance with the approved development sign program. He was concerned that based on the small frontage that he has, that it was an awkward looking sign and would be tightly squeezed in between the others. He would like a variance for the sign. The signs on either side of his business were all larger. The sign proposed was similar in size. He had signatures from HR Hair Raisers, on one side of their facility, and the Hobby Store, indicating their comfort level with the proposed sign. There also was approval from the landlord.

R. Dupler stated that the site is limiting in order to be in strict compliance with the shopping center sign program. He explained the location of the store. Store frontage is only 18' wide. The neighboring signs are also oversized. A compliant sign was available for consideration. He stated that perhaps enlarging the sign could be considered. The sign is not in compliance with the sign program, but he thought that the presentation showed reasonable hardships for consideration.

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The sign included in the packet was noncompliant. The petitioner also brought a sample of the sign that was in compliance. Discussion took place on the sign size, the Blinds Plus signage, and font sizes.

**C. MURSKY MOTIONED TO IN ORDER TO GET MORE SPACE, MAKE THE LETTERS A LITTLE BIGGER, AND STILL BE IN COMPLIANCE, MAKING THE WORD "THE" SMALLER AND ELIMINATING THE ® TRADEMARK. B. LEONARD SECONDED. THE SIGN WOULD BE 27 SQUARE FEET AND TO GO TO THE SECOND TWO LEVELS AS PERMISSABLE WITHIN THE SIGNAGE PROGRAM. EXTENSIVE DISCUSSION TOOK PLACE. C. MURSKY WITHDREW HER MOTION. B. LEONARD WITHDREW HER SECOND.**

**C. MURSKY MOTIONED TO APPROVE A SIGN THAT MEETS THE ORDINANCES AND THE PETITIONER CAN WORK WITH STAFF IN ORDER TO DETERMINE THE BEST METHOD FOR ACCOMPLISHING THIS. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. **TAX KEY 793.001, 528 WELLS ST, STE. B, DELAFIELD. OWNER: LANG INVESTMENTS. APPLICANT: IMAGINE THAT GALLERY. APPLICANT RANDALL PETERS SEEKS SIGNAGE AND BUSINESS PLAN OF OPERATION FOR IMAGE THAT GALLERY, A CONCEPTUAL ART GALLERY. HOURS OF OPERATION ARE MONDAY – THURSDAY, 10AM – 6PM; FRIDAY, 10AM – 8PM; SATURDAY, 9AM – 6PM; SUNDAY, 12 NOON – 4PM. SPECIAL EVENTS INCLUDE WINE TASTINGS AND PRIVATE CATERED EVENTS.**

Randall Peters was present at the meeting. He stated that he owns multiple businesses and he came to Delafield because of Mr. Lang's vision. He believed his signage fits within the ordinances and he was seeking approval on his business plan of operation and signage.

R. Dupler stated that the business plan of operation, use, and hours are appropriate. The governance of the wine tasting would be covered under the pending Class A liquor license. The Petitioner is requesting to use one of the spaces on the ground mounted multi-tenant sign monument sign on the corner. The building signage needs to be limited to 12 sf. He recommended approval contingent upon the reduction of the building mounted signs to 12 sf. Mayor Craig mentioned that the balloon is out of conformance and asked that it be eliminated. R. Peters stated that the balloon has been deflated and is down. It will be removed as soon as possible. C. Mursky asked about the mechanisms for repeat violations of ordinances and M. Carlson replied that they could issue a citation and the value of the ticket is calculated by every day the violation occurs. They seek compliance first. B. Leonard discussed the other signs on the building. R. Dupler stated that they were offered as an example and are

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not there. At the time the package was approved it was with the condition that they be limited to 12 sf for all tenants of the building for mounted signage.

**P. SCHUMAN MOVED FOR APPROVAL CONTINGENT UPON CONFORMANCE WITH THE SIGN REGULATIONS.** M. CARLSON STATED THAT HE BELIEVED THAT THE SIGN REGULATIONS WITH RESPECT TO THE DOWNTOWN DELAFIELD DISTRICT HAVE CHANGED SINCE WHEEL & SPROCKET CAME IN TO THE PLAN COMMISSION FOR APPROVAL. THERE IS AN ISSUE OF CONSISTENTANCY. HE REFERRED TO THE DOWNTOWN DELAFIELD DISTRICT GUIDELINES SUB-PARAGRAPH ONE. **D. KUCHLER SECONDED THE MOTION. P. SCHUMAN CLARIFIED THAT HIS INTENT ON THE MOTION WAS TO ALSO APPROVE THE BUSINESS PLAN OF OPERATION AND SIGNAGE UPON CONFORMANCE OF THE SIGN REGULATIONS OF 12 SF. THE SECOND AGREED TO THE DEFINITION OF THE MOTION. IT WAS CLARIFIED THAT THE HOURS OF OPERATION DURING WINE TASTING WOULD BE THE SAME. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. **TAX KEY 733.993.002, 4615 VETTLESON ROAD, DELAFIELD.** APPLICANT: JIM JENDUSA, MJ&J ENTERPRISES, LLC. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR JENDUSA ENGINEERING ASSOCIATES, INC.

J. Jendusa was present at the meeting and was looking for approval of signage to fit into the monument sign that had been approved and constructed.

R. Dupler stated that this sign structure and design was approved by the Plan Commission as part of the overall site development. The graphics on the panels were here for approval. The font, presentation, and colors are appropriate and he recommended approval.

**B. LEONARD MOTIONED TO APPROVAL. P. SCHUMAN SECONDED THE MOTION. C. MURSKY THANKED HIM FOR SUBMITTING COLOR RENDERINGS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- d. **TAX KEY 798.006, 630 MILWAUKEE STREET, DELAFIELD.** APPLICANT: PETRA DEKAN. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR NOTTINGHAM, A BEADS AND GEMSTONE STORE.

Mike Dekan was present at the meeting.



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R. Dupler stated that two different color options were submitted. The sign, location, mounting for the sign is approvable. The dark rose sign panel is more compatible with the approved historic color palette.

**B. LEONARD MOTIONED TO APPROVE USING THE DARK ROSE COLOR. C. MURSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- e. **TAX KEY 798.002, 608 MILWAUKEE STREET, DELAFIELD. OWNER: JEFF AND LESLIE NEPPER. APPLICANT: KARLE GRANT. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR THE PAPER GIRAFFE, SCRAP-BOOK, CARD-MAKING SUPPLIES AND CLASSES**

Karle Grant was present at the meeting. The font is in script because scrapbooking is an art and is creative. She explained that to use a straight up and down font was not creative and they did not go with the store. The font is what she would like has colors that are pre-approved with the City's palette. She submitted a paint chip of the actual color and it matches the historic colors.

R. Dupler stated that the colors as presented are sufficiently compatible with the historic colors. Although the font is not a block font, K. Grant identified the elements of the store with the block font. He stated that this could be compared with the Emperor's Kitchen. Mayor Craig stated that the Blue Iris also had a very script font, in addition to Jamie Wilkie's sign. There are a number of exceptions in this area.

**P. SCHUMAN MOTIONED TO APPROVE. B. LEONARD SECONDED THE MOTION. K. GRANT STATED THAT THE SIGN WOULD BE FRONT LIT AND SHE WILL SUPPLY A CUT SHEET ON THIS. D. KUCHLER MADE A FRIENDLY AMENDMENT FOR STAFF APPROVALS FOR DETAILS. P. SCHUMAN AND B. LEONARD AGREED TO THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

C. Mursky discussed having staff explore the addition of more fonts that might blend with some of the pre-approved ones. Mayor Craig stated that staff could do this and make a presentation at a later date. This will be put on a future agenda.

- f. **TAX KEY 808.985.002, 501 MAPLE, WAUKESHA. OWNER: YCA DELAFIELD, LLC. OWNER SEEKS APPROVAL OF ARCHITECTURAL CHANGES TO THE YCA BUILDING**

M. Court stated that both he and R. Dupler were employees of Welch Hanson which is a division of Yaggy Colby and they would like to be recused. Mayor Craig thought it was appropriate. M. Court and R.

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Dupler left the room. M. Carlson stated that the review of this proposal was completed by T. Maney.

Norm Hanson was present at the meeting. He is a member and representative of YCA Building Delafield LLC. There were photos included in the commissioner's packets. He described the changes they would like to make to the exterior of the building.

T. Maney stated that these are minor exterior changes. The reason that the dormer is necessary is that it is a code mandated stairway exit. There is no way other than to raise that dormer to make it work. Plan Commission approval is needed because it is an architectural change to a commercial building. M. Carlson stated that given the owner of the property and the relationship that the City has with the owner, they did not want to grant an administrative approval so as to avoid the appearance of impropriety.

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

- g. **TAX KEY 807.985.014, 3660 KETTLE COURT EAST, DELAFIELD.** OWNER: BRIOHN VENTURES. APPLICANT: JULIANNE ZIEMER. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR TANIS, INC., A MANUFACTURING COMPANY.

Glenn Cormanik, Operations Manager for Tanis, Inc., was present at the meeting. He stated that they were seeking sign approval and were excited to move into the new building.

R. Dupler stated that the sign where the location and identification was presented as part of the total site approval process. It is back for the graphics of the sign. The sign is intended to be back-lit; however, the gray portions are opaque so that only the letters and the logo would be lit in the evening. The sign is in full compliance with the design criteria established in the approved site plan. Recommended approval.

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

- h. **TAX KEY 803.999, 101 N HIGHWAY 83, DELAFIELD.** APPLICANT: KENNETH OTTMAN. OWNER: DORO, INC., MIKE PHILLIPSON. APPLICANT SEEKS APPROVAL OF BUSINESS PLAN OF OPERATION FOR SALES OF CHRISTMAS TREES AND WREATHS LOCATED IN THE PARKING LOT OF HARDEE'S RESTAURANT. HOURS OF OPERATION ARE WEEKDAYS AND SUNDAYS, 9AM - 9PM; SATURDAYS, 8AM - 9PM.

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TREES AND DISPLAY MATERIALS TO BE REMOVED BY TUESDAY, 12/21/04. 2 PART-TIME AND 1 FULL-TIME EMPLOYEES.

Kenneth Ottman was present at the meeting. Their company grows and retails Christmas trees since 1946. He explained where they operate lots. He explained how he mistakenly thought that this location was in the Town of Delafield. He sought the approval of the Plan Commission to retroactively open this seasonal business. He stated that they always try to comply with local ordinances and asked for approval.

M. Carlson stated that K. Ottman characterized what happened here. The municipal code does not give M. Carlson the ability to approve holiday sales. He believes that K. Ottman intends to comply with the Plan Commission's wishes.

**D. KUCHLER MOTIONED TO APPROVE AND ALLOW CONTINUING THE BUSINESS IN COMPLIANCE WITH THE TERMINATION OF THE BUSINESS. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **TAX KEY DELC 0793.989.004, 434 WELLS STREET, DELAFIELD, THE WASHINGTON BUILDING. OWNER: LANG INVESTMENTS. FINAL APPROVAL FOR THE DEVELOPMENT OF A HOTEL, RESTAURANT AND BANQUET FACILITY**

B. Lang was present at the meeting. He stated that this is a whole town and the size of the buildings and businesses are not the most important things. Many people have contributed to downtown by bringing good businesses here. He shared his personal story about how Delafield was when they first came into downtown Delafield and how Delafield has evolved.

R. Dupler reviewed the location and stated that this must be approved only as a conditional use. This applies to the entirety of the Lang Campus. Conversion from the existing warehouse to the proposed hotel is welcome and will bring economic prosperity to the area. The Plan Commission's recommendation to the Council, should they decide to recommend the project, must identify for the conditional use some findings of fact. They are: 1) the project is in accordance with the purpose and intent of Chapter 17.41. 2) the project is not found to be hazardous, harmful, offensive, or adverse to the environment, the value of the neighborhood, or the community. He encouraged the commission to include this language in any recommendation that may be made. There are three issues that have been discussed and they have been addressed and information has been provided in full disclosure. The

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outstanding information that is required before Council can take action is the four standard documents: the developer's agreement, the covenants and restrictions, stormwater maintenance agreement, and the conditional use agreement. Lang Investments has responded to all of the City's concerns, have a full and complete submittal, R. Dupler recommended approval of the hotel contingent upon the approval of the mandatory four documents. It was clarified that the four agreements are approved by Council.

M. Court added to have the Public Works Committee review the final engineering stormwater management plan, grading plan, site plan, etc. Mayor Craig stated that this would be part of the normal procedure followed.

M. Carlson stated that the City Attorney was asked to review the discrepancy between the letter a letter that sent by the Del-Hart commission and the letter that was sent by the DNR in regards to the development restrictions pertaining to the adjacency of construction or development activity that surrounds the perimeter of the Del-Hart Regional Sewerage Treatment Facility. The City Attorney's opinion was summarized that it was consistent with the DNR's in that this is an issue more for Del-Hart than the adjacent property owner. As a result, if the community is interested in seeing some sort of advanced protection for Del-Hart it could be included as part of the conditions of the conditional use. R. Gerbitz testified at the last meeting that this would be acceptable.

P. Schuman referenced the parking analysis. R. Gerbitz stated that there are 138 spaces and in the orange area there are 90 additional spaces slated for additional use. R. Dupler stated that it was a typo on the analysis and that they had counted the actual spaces. They stopped counting when they exceeded the minimal requirement. They exceed the minimum requirement for parking spaces.

M. Carlson discussed cross easements within the Lang Campus that would provide the opportunity for parking among the various users of that campus. One of the conditions of the conditional use permit is a requirement to provide those cross easements.

Mayor Craig stated that in the letter from B. Lang he mentioned that the Plan Commission tabled the project. Mayor Craig stated that this was incorrect and that the project had been moved from the preliminary and that it is now at the final stage. It was clarified that the City cares very much about the project and the Lang work. Mayor Craig stated that he thinks very highly of the quality that B. Lang demands and receives.

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**P. SCHUMAN MOVED FOR APPROVAL FOR RECOMMENDATION FOR APPROVAL TO THE CITY COUNCIL BECAUSE THIS PROJECT IS IN ACCORDANCE WITH THE PURPOSE AND INTENT OF CHAPTER 17.41, THE PROJECT IS NOT FOUND TO BE HAZARDOUS, HARMFUL, OFFENSIVE, ADVERSE TO THE ENVIRONMENT, THE VALUE TO THE NEIGHBORHOOD AND COMMUNITY, AND THIS CONDITIONAL USE DOES NOT EXTEND TO ANY COMMERCIAL VENTURE WITHIN THE SPACE, ANY BUSINESS ENTITY WILL BE REQUIRED TO APPLY FOR AN INDIVIDUAL BUSINESS PLAN OF OPERATION. THE PROPOSED SITE LIGHTING COMPLIES WITH THE CODE AND THE ARCHITECTURE OF THE LIGHTING IS APPROPRIATELY DESIGNED WITH ACCENT LIGHTING IN THE PHASE I BUILDINGS. NO BUILDING SIGNAGE IS SUBMITTED AS PART OF THIS SIP. THE DEVELOPER SHOULD BE ENCOURAGED TO PRESENT A COMPREHENSIVE SIGN PROGRAM UNIQUE TO THESE BUILDINGS AT A LATER DATE. MONUMENT SIGNAGE IS CONSISTENT WITH THE PRE-APPROVED DESIGNS AND LOCATIONS. THIS APPROVAL IS CONTINGENT UPON FINAL STORMWATER REVIEW WITH THE DEPARTMENT OF PUBLIC WORKS AND THE FOUR STANDARD DOCUMENTS. B. LEONARD SECONDED. M. CARLSON STATED THAT VERBAGE IN REGARDS TO THE SEWERAGE TREATMENT PLANT WOULD BE BROUGHT BACK TO THE PLAN COMMISSION FOR REVIEW. DISCUSSION TOOK PLACE REGARDING THE LANG COMPANY PROVIDING A WAIVER TO DEL-HART FOR FUTURE EXPANSIONS. P. SCHUMAN STATED THAT HIS MOTION SHOULD REFLECT THAT THE LANG COMPANIES WOULD NOT DO ANYTHING IN OPPOSITION FOR A REQUEST FROM DEL-HART FOR ANY FUTURE EXPANSION. B. LEONARD AGREED TO THE AMENDMENT. DISCUSSION TOOK PLACE ON THE POSSIBILITY OF FUTURE COMPLAINTS FROM THE HOTEL IN REGARDS TO THE SEWERAGE TREATMENT PLAN AND ALTERNATE USES OF THE BUILDING. B. LANG STATED THAT THERE IS NO WAY THEY COULD GUARANTEE WHAT AN ALTERNATE USE WOULD BE FOR THIS BUILDING. B. LEONARD CLARIFIED THAT A WAIVER IS PART OF THIS PROCESS. C. MURSKY DISCUSSED THE WATER RELATED DOCUMENTS. SHE SUGGESTED THAT WHEN PUBLIC WORKS REVIEWS THE STORMWATER, TO CONSIDER THE USE OF RAIN GARDENS FOR FILTERING THE WATER THROUGHOUT THE IMPERVIOUS SURFACE AREAS. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.**

- b. **TAX KEY 793.014 AND 793.016.001, 601-623 GENESEE STREET, DELAFIELD. OWNER: LANG INVESTMENTS. OWNER SEEKS APPROVAL OF DELAFIELD SQUARE, A PROPOSED BUILDING TO BE USED FOR RETAIL/MIXED USE DEVELOPMENT**

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B. Lang stated that at the last meeting three issues were brought up: 1) height of the building, 2) site placement, 3) water. They will answer all of those questions. He displayed a rendering of the building and surrounding area showing the proportions of the buildings. He thanked R. Dupler for his help and suggestions in regards to adding more green space.

R. Dupler stated that this is final consideration of the conditional use for the Delafield Square and is necessitated because it is proposed to be a multi-family residential building within the CBD1 and that the proposed building has four floors and in order to achieve this it needs to be approved as a conditional use. Current ordinance allows a maximum of three floors. He encouraged that the commissioners consider in their motion to approve the language that identifies the Findings of Fact for this conditional use: 1) the project is in accordance with the purpose and intent of Chapter 17.41. 2) The project is not found to be hazardous, harmful, offensive or adverse to the environment, the value of the neighborhood, or the community. This conditional use does not extend to the commercial venture within the building, but is only for the building itself. A height comparison analysis was submitted by the Petitioner. The proposed building will have a minimum setback of 6' from all property lines. There is no proposed signage for the property. They would like to see a signage package that is comprehensive to the entire building so that future tenants could have a blueprint to follow for their signage. Parking ratios are appropriate. The proposal for the building placement would require the Plan Commission to waive both the Downtown Delafield Design Guidelines recommendation and the parking screen recommendation as far as the site plan. The additional green space offered on the corner would contribute something to the downtown center of the city. This could be beneficial to the appreciation to that space and could be considered reasonable compensation for the required parking screen. The architectural styling measures up to the expectations of a Lang development. This petition may be approved with staff support if the four standard agreements are submitted: developer's agreement, covenants and restrictions, storm water maintenance agreement, and conditional use agreement. He recommended approval subject to those issues.

Mayor Craig referred to correspondence he has received from B. Lang and stated that B. Lang wanted to promote the idea that this is a growing building, that it was started early in the center and has grown. The idea was that these are five separate buildings that have been put together. Mayor Craig stated that he admired the intent and the architecture. He felt that a hotel downtown and condos downtown will bring people downtown. He applauded this intent and effort. He expressed and discussed his concerns about the height of the building. B. Lang suggested that commissioners look at the city as a whole and described

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three different parts of it, each one having a large mass of a building with smaller buildings being built around it. Extensive discussion took place. B. Lang stated that by taking one of the floors off would not make an economically feasible building. It was stated that the site sits approximately 2' lower than the street. It was not accurate to look at it as being all the same level. K. Johnson stated that the intent from the Lang end was to always keep the building as low as they could while still establishing good floor to floor heights and considering market based issues. It is important to note that per the code and setbacks, the area of the roof with the mansard technically makes this a three story building with a roof on 35% of it being occupied. The building has been designed on four sides with lots of ins and outs.

M. Carlson stated that the City has tools to accomplish redevelopment in a downtown area. He reviewed several of these tools such as TIF's, special assessment areas, etc. that help improve the financial performance of a development project. B. Leonard stated that these tools are typically used when you can't get the development any other way.

The four different footprint drawings and the model were discussed.

**P. SCHUMAN MOVED TO APPROVE THIS PROJECT BECAUSE IT IS IN ACCORDANCE WITH THE PROPOSED INTENT OF CHAPTER 17.41, THE PROJECT IS NOT FOUND TO BE HAZARDOUS, HARMFUL, OFFENSIVE OR ADVERSE TO THE ENVIRONMENT, THE VALUE OF THE NEIGHBORHOOD, OR THE COMMUNITY, AND TO WAIVE THE SETBACK REQUIREMENTS AND HEIGHT REQUIREMENTS AND THAT THIS CONDITIONAL USE DOES NOT EXTEND TO ANY COMMERCIAL VENTURE WITHIN THE SPACE, ANY BUSINESS ENTITY WILL BE REQUIRED TO APPLY FOR AN INDIVIDUAL PLAN OF OPERATION, THE PROPOSED SITE LIGHTING COMPLIES WITH THE CODE AND THE ARCHITECTURAL LIGHTING IS APPROPRIATELY DESIGNED AND CONSIST WITH THE ACCENT LIGHTING IN THE PHASE I BUILDINGS, NO BUILDING SIGNAGE IS SUBMITTED AS PART OF THIS SIP, THE DEVELOPER SHOULD BE ENCOURAGED TO PRESENT A COMPREHENSIVE PROGRAM UNIQUE TO THESE BUILDINGS AT A LATER DATE, MONUMENT SIGNAGE IS CONSISTENT WITH THE PREAPPROVED DESIGNS AND LOCATIONS, AND THERE SHOULD BE CONTINGENT UPON FINAL STORMWATER REVIEW, PARKING RATIOS ARE APPROPRIATE FOR RETAIL USE AND THAT UNDERGROUND IS PROVIDED FOR RESIDENTS, AND THE HEIGHT LIMITATION AND SETBACK REQUIREMENT ARE WAIVED TO BE INCLUSIVE WITH THAT, THE DOWNTOWN DELAFIELD DESIGN GUIDELINES AS WELL AS CRITERIA FOR SITE PLAN APPEARANCE REVIEW RECOMMEND A PARKING SCREEN AND THE GREEN SPACE WILL BE INCORPORATED FOR LACK OF THIS SCREEN AND THE PETITIONER ALSO NEEDS TO SUBMIT THE FOUR**

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**STANDARD FORMS OF AGREEMENT (DEVELOPER'S AGREEMENT, COVENANTS & RESTRICTIONS, STORMWATER MAINTENANCE AGREEMENT, AND CONDITIONAL USE AGREEMENT) AND REVIEW OF STORMWATER BY THE PUBLIC WORKS COMMITTEE. B. LEONARD SECONDED THE MOTION. SHE STATED THAT THE LANG COMPANIES WERE VERY WELL REGARDED IN ADDITION TO THEIR DESIGNS AND BUILDINGS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. APPROVAL OF CERTIFIED SURVEY MAP FOR WILLIAM AND SUSAN RUF, **TAX KEY 797.953, 202 N. LAPHAM PEAK ROAD, DELAFIELD.**

William Ruf was present at the meeting. He had previously resubmitted the modified CSM per R. Dupler's letter.

R. Dupler stated that the final CSM has been submitted and is fully compliant with all ordinance and requirements. A thorough review was done and it is ready for approval. There is one issue: consideration of the housing type, whether or not to impose upon the Rufs the limitation to a single family unit versus a duplex unit. M. Czubkowski prepared an evaluation of the surrounding housing types immediately adjacent to the Ruf's home. There are many duplex homes in this neighborhood. A chronology of the approvals of CSM's that have been acted upon since the Comprehensive Plan was adopted was included. It appears that there is a consolidation of duplex units in this neighborhood. He recommended that the CSM is capable of being approved, but direction on building limitation needs to be determined.

B. Leonard stated that she could not see any logic in not allowing a two-family structure.

W. Ruf stated that he is surrounded on all sides by duplex lots.

The size of the lots were discussed. M. Czubkowski stated that consistently in this area they approved land splits prior to the current mayor, which had no designations that they had to remain single family homes. It has been done since the Comprehensive Plan language has been in effect.

**P. SCHUMAN MOTIONED THAT THE FACT THAT IT HAS BEEN DONE IS PRECEDENCE AND THERE ARE ALSO LOTS BEHIND THIS AREA AND THAT THE PLAN COMMISSION SHOULD GRANT THE SPLITTING OF THE LOTS (TO RECOMMEND TO COUNCIL THE APPROVAL OF THE CSM). B. LEONARD SECONDED THE MOTION. IT WAS CLARIFIED THAT LOT THE THAT CONTAINS THE EXISTING RESIDENCE WOULD REMAIN SINGLE FAMILY; HOWEVER THIS WAS NOT AN AMENDMENT TO THE MOTION. T. MANEY STATED THAT**



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WITH THE EXISTING 1.1 ACRE LOT, SOMEONE MAY COME IN AND LOOK AT THE POTENTIAL AND TEAR THE SINGLE FAMILY HOUSE DOWN AND PUT UP A DUPLEX. THE LOT THAT THE CURRENT HOME RESIDES ON IS TOO NARROW TO SUBDIVIDE. THE NEW LOT CANNOT BE FURTHER DIVIDED. M. CARLSON STATED THAT THE OWNER OF THE RESULTING LOT COULD SEEK A VARIANCE FROM THE BOARD OF ZONING APPEALS UNDER THE EXISTING ORDINANCE AND COULD GET TWO LOTS, FOR A TOTAL OF THREE. L. TOLBALT, REAL ESTATE AGENT FOR THE RUFSS, STATED THAT THEY COULD SPLIT THREE LOTS FROM THIS PARCEL NOW FOR SINGLE FAMILY WITHOUT A VARIANCE AND BY ADJUSTING THE LOT LINE. THE END MATTER IS THEY ARE ASKING FOR THREE UNITS TO BE APPROVED ON THE TWO LOTS THAT ARE BEING CREATED. THE CONDOS THAT HAVE RESULTED FROM THE DUPLEXES THAT HAVE BEEN BUILT AND THEN TURNED INTO CONDOS, THEY ARE VERY UPSCALE AND THEY ARE IN OWNERSHIP SO THEY ARE NOT LIKE THE TRADITIONAL DUPLEX THAT YOU ARE THINKING OF BEING A RENTAL PROPERTY. SHE DID NOT THINK IT WAS FINANCIALLY FEASIBLE FOR SOMEONE TO BUILD A DUPLEX ON THESE LOTS AND USE IT AS RENTAL PROPERTY. SHE STATED THAT THEY COULD GET THREE INDIVIDUAL LOTS OUT OF THIS PARCEL AS IT IS. **THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- d. **TAX KEY 804.999.008, THE SHOPPES AT NAGAWAUKEE.**  
APPLICANT: TOLD DEVELOPMENT SEEKS FINAL APPROVAL OF THE SIP FOR PHASE II.

G. Kost from Told Development Company was present at the meeting to present the Shoppes at Nagawaukee Phase II to request SIP approval for Phase II. He explained this phase of the project, the buildings, and the ponds. Renderings of the development were displayed. A linkage between the two buildings has taken place with a sidewalk link, the addition of a stairwell. After reviewing the site plan with Public Works in regards to the traffic concerns, a right turn lane was added and shifted the main access from being directly across from Walgreens' main entry to being across from the secondary entrance. This allows the right turn lane into the project and a left turn lane into Walgreens, stacking on Golf Road to address the southbound traffic, improved the turning movements and the overall operation of the intersection at Golf Road and Highway 83. In addition, they will also be stripping the two way left turn lane in the middle so there is a dedicated left turn lane into the existing shopping center and a dedicated left turn lane into the new Phase II. Otherwise, the site plan has been kept consistent with Phase I. There is a fully landscaped perimeter of the project with numerous trees and islands. A site lighting plan was submitted that complies with the City's ordinance that is consistent with Phase I. Engineering plans for grading and stormwater and utilities have been put together and will be further

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refined along with plan and profiles and submitted to Public Works for their final review and approval. He reviewed how the site ponds will function. Overall, they still comply with the green space requirements for the original project approvals. The buildings and elevations were reviewed. Architecture is consistent. The quality of materials and decorative lighting are the same as in Phase I. The floor plans were also reviewed. The buildings are designed for long term flexibility.

R. Dupler stated that the plans are substantially conformant with the plans that were approved for the GDP with the exception that the one entrance was relocated to coincide with the secondary entrance. There are no real modifications to the architecture of the buildings. He stated that the plans as submitted do not include the southwest corner, which is actually Phase IV. It is only the SIP for the two buildings and their associated parking. The addition of the phasing line would be appropriate. This plan needs to go to the Department of Public Works for their final review. The risks in this procedure are if it is determined by Public Works that there are sufficient changes to the plan or to the way the stormwater was calculated, this petition will have to come back to the Plan Commission for re-approval of the SIP. Assuming that everything is well engineered and able to work, with the approval and recommendation to the Public Works by the Plan Commission, this is the way it will turn out. There is some risk in that it may change slightly.

**P. SCHUMAN MOTIONED TO APPROVE AND TO RECOMMEND TO COUNCIL CONTINGENT UPON FINAL STORMWATER REVIEW BY THE DEPARTMENT OF PUBLIC WORKS. D. KUCHLER SECONDED THE MOTION.** R. DUPLER STATED THAT THE STAIR CONNECTION WAS INCORPORATED. THERE IS A GOOD REASON WHY THE DUMPSTERS ARE WHERE THEY ARE. B. LEONARD ADDRESSED THE DETENTION BASIN JUST SOUTH OF THE BUILDING "A" AND IT WAS CLARIFIED THAT THIS WAS PART OF THIS PHASE AND THAT THE TREE LINE WOULD REMAIN. B. LEONARD DISCUSSED THE DETENTION BASIN. STEVE FROM THE ALBION GROUP (ARCHITECT FOR THE PROJECT) WAS PRESENT AT THE MEETING. R. DUPLER DISCUSSED THE ELEVATION AT THE RETAINING WALL AND ASKED IF IT WAS POSSIBLE TO GET SOME LANDSCAPING IN FRONT OF IT. VARIOUS LANDSCAPING ISSUES WERE DISCUSSED. C. MURSKY ASKED ABOUT SCREENING/LANDSCAPING BY THE LOADING DOCK. G. KOST STATED THAT THERE IS A ROW OF DECIDUOUS TREES THERE. C. MURSKY STATED THAT IF THERE WAS ANYTHING THEY COULD DO TO MITIGATE ANY IMPACT FROM THE HOTEL TO DO IT. G. KOST WILL SEE IF THERE IS ADDITIONAL SCREENING THEY CAN DO. R. DUPLER STATED THAT HE WOULD LIKE TO SEE THE DUMPSTERS RELOCATED TO THE SOUTH SIDE OF BUILDING A. C. MURSKY ASKED G. KOST TO WORK WITH STAFF TO LOOK AT THE DUMPSTER IN REGARDS TO NATURAL SCREENINGS AND/OR

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REPOSITIONING. C. MURSKY STATED THAT IF THERE WERE BOLLARDS ANY WHERE THEY SHOULD BE MADE NICE. SHE ALSO ASKED FOR PEDESTRIAN ACCESS FROM BUILDING TO BUILDING LIKE A CROSSWALK. G. KOST WILL LOOK AT THIS. IN REGARDS TO THE HILL, THEY ARE LOOKING AT A PARK-LIKE SETTING AND WILL TOUCH BASE WITH THE CITY FORESTER. **ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.**

6. PRELIMINARY CONSIDERATION

No items.

7. ZONING AND ORDINANCE REVISION

a. EXTRATERRITORIAL ZONING MEMO FROM ATTY. LOVETT

R. Dupler stated that there is potential for the City of Delafield to look outside of their boundaries and to start taking the initiative to control growth and development in these areas. The memo gave a breakdown of what needs to be done in order to activate the City's right for extraterritorial planning jurisdiction. The next step would be to sit down with the surrounding municipalities and adoption of the Comprehensive Plan amendment by resolution.

M. Carlson stated thought that the extra step solidifies the City's interest in the region. As long as there were no conflicts in land uses between the neighbors, he did not think this would be an issue. He recommended adopting the resolution, create the joint planning board with the neighbors and have the discussions with them.

Mayor Craig stated that he had been talking to the neighboring communities and was trying to reassure them that the City is not trying to take over their land and that the City is not trying to remove any control that they have. He stated that the neighboring communities felt fairly comfortable at this time.

M. Czubkowski stated that the City of Delafield is a fourth class city in the extraterritorial zoning jurisdiction.

**D. KUCHLER MOTIONED TO FOLLOW THE RECOMMENDATIONS OF THE ATTORNEY TO ENFORCE THE EXTRATERRITORIAL ZONING ORDINANCE. C. MURSKY SECONDED THE MOTION. IT WAS CLARIFIED THAT THIS IS A STATEMENT TO THE COMMON COUNCIL TO AUTHORIZE THE PLAN COMMISSION TO APPROVE THE LAND USES. M. CARLSON STATED THAT IT MADE SENSE TO CONSULT WITH THE NEIGHBORS ABOUT WHAT THE ADJACENT**

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**LAND USES ARE BEFORE ASSIGNING THEM. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

8. HEARING DATES

None.

9. ADMINISTRATOR'S REPORT

He has been authorized by the Common Council to pursue the use of eminent domain to acquire the Mill Road Dam and the necessary property around that dam. This issue will come before the Plan Commission for a recommendation to the Common Council as part of a formalized process. The discussions cannot begin with the property owner until certain steps happen. The steps have not happened yet. It is the goal to work out a cooperative solution with the property owner.

He has been contacted by a couple of land owners regarding a piece of property located in the northwest corner of the City of Delafield (approximately 80 acres). The Master Plan calls for medium density residential on this parcel. The developers that contacted him have asked what would be approved in that area. Meetings with groups of people who are interested in participating in identifying the kinds of land uses in this area would take place. This would include the Nashotah House property. The results from this process could be used by the landowners when they come before the Plan Commission for the formal entitlements.

The City is under contract with an engineering firm to help the process with the park planning project. They are waiting for the Park & Recreation Committee to identify the key stake holders and to set a schedule for launching that project. The anticipation would be that this would be conducted simultaneously with the item above during the first quarter in 2005.

10. BUILDING INSPECTOR'S REPORT

Total of number of permits to date are 19, no occupancy or no new construction permits.

11. BOARD OF ZONING APPEALS

None.

12. CORRESPONDENCE

- a. Letter dated November 15, 2004 from the Town of Summit regarding a public hearing on Wed, December 15, 2004 – Master Plan Amendment.

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- b. Traffic Impact Study for Concord Corporate Center, Town of Delafield  
(full copy at City Hall)

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 11:25 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC