

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL 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

Mayor Paul Craig
Phil Schuman
Chrys Mursky
Fred Welch
Beth Leonard
Dick Kuchler (entered 7:05 p.m.)
Roger Dupler
Tom Maney
Matt Carlson
Marilyn Czubkowski

Absent

Robert Transon

Also Present

Mike Court
Tom Hafner, Director of Public Works

1. APPROVE PLAN COMMISSION MEETING MINUTES OF MAY 28, 2003.

The following corrections were made: page 55 at the top, second word should say the "cost" of development; page 60, second line from the bottom should say "diluted".

P. SCHUMAN MOTIONED TO APPROVE THE MINUTES OF THE MAY 28, 2003 AS AMENDED. B. LEONARD 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.

Bob Borkowski, 4521 Vettelson Road - Spoke regarding the approval of Mr. Gatzow's business at a previous meeting. M. Carlson stated that he should contact him or Mayor Craig. Citizen's Comments at this meeting must pertain to subjects on this agenda.

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

3. CONSENT AGENDA

CITY OF DELAFIELD PLAN COMMISSION MINUTES

M. Carlson asked to remove Item 3C; C. Mursky asked to remove Item 3b.

- a. **Tax Key 798.030, 706 Main Street, Delafield.** Owner: Steve Reich. Applicant: Phil Ingwell. Applicant seeks approval of Business Plan of Operation for Wind River Financial, a merchant processor. Hours of Operation: Weekdays, 8:00 a.m. - 5:00 p.m.; 2 full-time employees.

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

- b. **Tax Key 787.087.001, 715 Milwaukee Street, Delafield.** Applicant: William K. Brown. Applicant seeks approval of a Business Plan of Operation for William K. Brown Insurance Agency. Hours of Operation: Weekdays, 8:00 a.m. - 6:00 p.m.; Saturday, 8:00 a.m. - 12:00 p.m. 1 full-time, 1 part-time employee.

C. Mursky stated that a sign that has been erected; however a temporary sign has not been granted. No representative was present.

C. MURSKY MOTIONED TO APPROVE THE BUSINESS PLAN OF OPERATION WITH THE UNDERSTANDING THAT IT DOES NOT INCLUDE ANY SIGNAGE. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **Tax Key 798.008, 636 Milwaukee Street, Delafield.** Applicant: Tom Walters. Applicant seeks approval of Site Plan and Appearance Permit for building color change for Creative Flair Salon.

M. Carlson stated that he asked this to be removed from the consent agenda because he received an anonymous complaint about him personally because he gets his hair cut at this establishment and that he supposedly extended some kind of extraordinary courtesies to Creative Flair. He stated that he has not given Creative Flair any special treatment, nor have any courtesies been extended to them that haven't been extended to anyone else.

He suggested that if this color change is acceptable, and the building immediately next door to the Salon would like to change to this color scheme and this color scheme is approved, to extend this same color scheme to that building. He suggested that the step of having Med Management from having to come in for Plan Commission approval on the color scheme be eliminated. Tom Walters of Creative Flair Salon spoke and stated that Med Management is considering this color change also. Mayor Craig stated that he would like to follow procedure. M. Czubkowski stated in the past this has been done in terms of signage. R. Dupler stated that there are no standard colors used for Historic Downtown and that he would like to look at the building.

P. SCHUMAN MOVED TO APPROVE OF CREATIVE FLAIRS PAINT STYLE. C. MURSKY SECONDED THE MOTION. P. SCHUMAN SUGGESTED LOOKING AT A STANDARDIZED PAINT SCHEME IN HISTORIC

CITY OF DELAFIELD PLAN COMMISSION MINUTES

DOWNTOWN DELAFIELD TO FACILITATE CHANGES IN ORDER TO HELP BUSINESS OWNERS SAVE MONEY ON COMING INTO THE PLAN COMMISSION. R. DUPLER WILL HAVE OPTIONS AVAILABLE AT THE NEXT MEETING. ALL WERE IN FAVOR. MOTION CARRIED.

4. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **Tax Key 793.014, 617-619 Genesee Street, Delafield.** Owner: The Lang Company; Applicant: Mark David Quandt. Applicant seeks approval of Business Plan of Operation and Site Plan for additional space at Mark David's Bakery & Café. Hours of Operation: Monday through Sunday, 7:00 a.m. - 3:00 p.m.; 4 full-time, 11 part-time employees.

R. Dupler stated that Staff reviewed the proposal. This is changing a use that formerly was an office use, thus it increases parking demand. He suggested a parking and access agreement. Discussion took place on parking.

P. SCHUMAN MOVED TO APPROVE WITH THE SUGGESTION THAT THEY WORK OUT THEIR PARKING ON THE STAFF LEVEL FOR THE EMPLOYEES AND COORDINATION WITH MR. LANG 'S PROPERTY. C. MURSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **Tax Key 793.014, 617 Main Street, Delafield.** Owner: Rick Lieblang, Applicants: Michael and Barb Esaian. Applicants seek approval of signage and amended Business Plan of Operation for Stool Place, Inc. Hours of operation, Weekdays, 10:00 a.m. - 8:00 p.m.; Saturday and Sunday, 11:00 a.m. - 5:00 p.m.; 1 full-time and 1 part-time employee.

Rick Lieblang was present. Commented about the painting of the buildings in reference to the previous item.

The business is moving the same sign as they had at the other location. R. Dupler stated that the sign placement is appropriate. The hours are consistent with the other businesses in the area.

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

- c. **Tax Key 31385 West Hill Road, Hartland, WI 53029** . Applicant: Michael Oldenburg. Applicant seeks approval of additional temporary classrooms to their current site at Divine Redeemer Lutheran Church. Hours of Operation: Monday - Friday: 7:00 a.m. - 5:30 p.m.; an occasional evening event from 6:00 - 9:00 p.m.; 10 full-time and 5 part-time employees.

Mark Bahr, Principal of Lake Country Lutheran High School representing Michael Oldenburg, was present at the meeting. Discussion took place regarding the word "temporary". Last year the Common Council approved two school years of time

CITY OF DELAFIELD PLAN COMMISSION MINUTES

for the temporary classrooms that were brought forward at that time. Divine Redeemer is seeking additional temporary classrooms because of the court injunction. Divine Redeemer's attorney was present and reviewed the background of attempting to build Lake Country High School. Discussion took place on the outcome of the injunction. Mayor Craig stated that temporary means temporary. The Principal stated that he understood the parameters.

P. SCHUMAN MOTIONED TO APPROVE THROUGH THE END OF AUGUST 2004. D. KUCHLER SECONDED THE MOTION. R. DUPLER STATED THAT THE FIRE DEPARTMENT HAS REQUESTED THAT A DRIVING SURFACE BE EXTENDED SO THEY CAN GET ADEQUATE SERVICE TO THE SOUTHERN MOST TEMPORARY CLASSROOM. P. SCHUMAN AMENDED HIS MOTION TO INCLUDE AN EXTENSION OF A DRIVING SURFACE TO COMPLY WITH THE FIRE DEPARTMENT 'S REQUEST. T. MANEY STATED THAT NO COMPLAINTS HAVE BEEN RECEIVED. D. KUCHLER SECONDED THE AMENDMENT. ALL WERE IN FAVOR. MOTION CARRIED.

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **Tax Key 786.059 and 786.060, Lots 5, 6, and 7 of Nagawicka Lake Heights.**
Applicants: Lance and Debra Jochims. Applicants seek final approval of Certified Survey Map.

Lance Jochims was present. He would like to combine the three lots into one lot. F. Welch reviewed. The CSM meets the requirements with the exception that the wetlands should be delineated and monumented.

F. WELCH MOTIONED TO APPROVE WITH THE CSM SUBJECT TO THE CONDITION THAT THE WETLANDS ARE MONUMENTED. B. LEONARD SECONDED THE MOTION. DISCUSSION TOOK PLACE ON WHAT "MONUMENTED" MEANT - PIPES WILL NEED TO BE PLACED TO DELINEATE THE AREA. ALL WERE IN FAVOR. MOTION CARRIED.

This will go to the Common Council for approval at the July 7th meeting.

- b. W303 N1027 Maple Avenue, Town of Delafield. Owners/Applicants: Eric and Karen Jensen. Applicants seek approval of an extraterritorial plat of subdivision.

R. Dupler reviewed. This would consist of four 3-acre lots and is adjacent to the Sportman's Club. The Sportman's Club land adjacent to this plat should be noted on the plat.

P. SCHUMAN MOTIONED TO APPROVE WITH THE AMENDMENT STIPULATED. F. WELCH SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY CONSIDERATION

CITY OF DELAFIELD PLAN COMMISSION MINUTES

None.

7. ZONING AND ORDINANCE REVISION

a. Zoning Text Amendment Regarding Conditional Use Approval Timeframe.

R. Dupler stated that Mayor Craig asked him to evaluate the timelines for Conditional Use Approval. A timeline was distributed to the Commissioners. This will go to Attorney Chapman for review and R. Dupler will also review the State Statutes.

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

8. HEARING DATES

July 30, 2003 -- Zoning Text Amendment regarding Conditional Use Approval Timeframe

9. ADMINISTRATOR'S REPORT

a. Project Update Regarding Northeast/Northwest Stormwater Design Project.

Gary Raasch, P.E. from Hey & Associates was present. M. Carlson stated that a grant has been received for Regional Stormwater Planning. A sheet from Hey & Associates outlining the project approach was distributed to the commissioners. Maps of the NW and NE corners of the City were displayed. G. Raasch reviewed the drainage patterns in different areas of the City. He discussed multiple regional stormwater management facilities. The goals and processes were reviewed. M. Carlson met with the Village of Nashotah Clerk and asked for an opportunity to talk to their Plan Commission or their Village Board with Hey and Associates. A brief discussion took place on financing methods. B. Leonard expressed concern about the amount of time given in the project to amend the Master Land Use plan. It was stated that this would be conceptual planning. B. Leonard would like to see more time between the meetings with the public and the official actions of the Council. M. Carlson stated that this project is looking for huge amounts of public input. B. Leonard suggested that one of the public meetings could be educational in nature. After discussion, it was decided that one of the public meetings would be rescheduled to a September date in order to have a time that the public would be more available to attend. The Plan Commission consideration meeting could be in October. The recommendation to the City Council could be the first meeting of December. The remaining dates will be modified accordingly.

The Tree Ordinance will be reviewed at the next agenda.

Mayor Craig wished F. Welch the best in his retirement and thanked him. Mike Court will be appointed to fulfill the rest of F. Welch's term. M. Court was welcomed.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

10. BUILDING INSPECTOR'S REPORT

The total numbers of permits to date are 29, plus three occupancy permit, new permits include two new single family homes

11. BOARD OF ZONING APPEALS

Lakeview Court was approved.

12. CORRESPONDENCE

- a. June 4, 2003 Wisconsin Department of Administration Plat Review letter of No Objection to Faire Lakes Commons.

13. ADJOURNMENT

P. SCHUMAN MOVED TO ADJOURN FROM THE MEETING. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:12 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC