

CITY OF DELAFIELD PLAN COMMISSION MINUTES

PUBLIC HEARING

The public hearing was declared open at 7:02 p.m. M. Czubkowski read the notices.

- a. ORDINANCE 17.27(6) - EXEMPTION FROM SITE PLAN AND APPEARANCE APPROVAL REQUIREMENTS - HISTORIC DOWNTOWN DELAFIELD DISTRICT
- b. CBD-2 AND CBD-3 ZONING TEXT AMENDMENT

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

C. MURSKY MOTIONED TO CLOSE THE PUBLIC HEARING. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. CONDITIONAL USE PERMIT FOR KETTLE MORAINNE STANDARD, 705 GENESEE STREET, DELAFIELD, WI.

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

B. LEONARD MOTIONED TO CLOSE THE PUBLIC HEARING. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Paul Craig
Chrys Mursky
Mike Court
Beth Leonard
Roger Dupler
Tom Maney
Matt Carlson
Marilyn Czubkowski

Absent

Phil Schuman
Robert Transon
Dick Kuchler

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1. APPROVE PLAN COMMISSION MEETING MINUTES OF SEPTEMBER 24, 2003.

C. MURSKY MOTIONED TO APPROVE THE MINUTES FROM THE SEPTEMBER 24, 2003 MEETING. 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 Vettleson Road - Spoke regarding agenda item 5g, Termination of Conditional Use Permit for Summer Fun Marine. He hoped that the conditional use would be rescinded since they have not lived up to their part of the bargain regarding outside storage. It is very common for them to be having movement between 7:30 - 9:00 p.m. He expressed other concerns such as traffic hazards - he has encountered the blind right hand uphill curve and can't see driveway until upon it. Trailers are being turned around in adjacent properties drives. Vehicles are also passing in the no-passing zone in this area.

Mayor Craig asked three times if there were any additional citizen's comments pertaining to this agenda. There were none.

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

3. CONSENT AGENDA

- a. SCHEDULE PLAN COMMISSION MEETING WEDNESDAY NOVEMBER 19, 2003 AND WEDNESDAY DECEMBER 17, 2003.
- b. **TAX KEY 803.003.000** , 2410 MILWAUKEE STREET, DELAFIELD, OWNER: SHUDER DEVELOPMENT; APPLICANT: WILD BIRDS UNLIMITED, LARRY AND JENNIFER GJERSETH. APPLICANT SEEKS APPROVAL OF MOVING SIGNAGE FROM THE NORTH SIDE TO THE EAST SIDE OF THE BUILDING

C. MURSKY MOTIONED TO APPROVE THE CONSENT AGENDA. B. LEONARD 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 787.075** , **810 GENESEE STREET, DELAFIELD** ; OWNER: WILLIAM AND MARTINA VERRE. APPLICANT: LAKE COUNTRY CHEESE, INC., JEFFREY JAY. APPLICANT SEEKS APPROVAL OF AMENDED BUSINESS PLAN OF OPERATION FOR CELTIC GIFTS, A RETAIL GIFT STORE FEATURING CELTIC GIFTS, CHEESE AND MISCELLANEOUS PACKAGED FOODS. HOURS OF OPERATION: WEEKDAYS, 10:00 A.M. - 6:00 P.M., SATURDAY, 10:00 A.M. - 5:00 P.M.; SUNDAY, 11:00 A.M. - 4:00 P.M. OCCASIONAL FRIDAY/SATURDAY, 10:00 A.M. - 8:00 P.M.; 1-4 PART-TIME; 1-3 FULL-TIME EMPLOYEES.

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Jeff Jay and Martina Verre were present at the meeting. J. Jay explained that it was their desire to expand the services. M. Verre had a letter from the Department of Commerce for T. Maney. They will be submitting an application for revised signage at a later date. R. Dupler stated that there were no issues and they recommended approval. It was clarified that it would be the sale of food for consumption off of the premises. A State Retail Food License from the Department of Agriculture is required but has not been obtained at this point in time. C. Mursky asked about the procedure for special hours and holiday hours. M. Carlson stated that it would be best to ask for specific hours.

C. MURSKY MOTIONED TO APPROVE THE PLAN OF OPERATION AND AMENDING THE FRIDAY AND SATURDAY HOURS TO 10 A.M. - 8 P.M. CONTINGENT UPON ACQUISITION OF STATE PERMITS AND NOTING THAT THERE IS NOT SIGNAGE APPROVAL AT THIS POINT IN TIME. B. LEONARD SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **TAX KEY 798.005, 523 MILWAUKEE STREET, DELAFIELD; OWNER: LANG INVESTMENTS, LTD. APPLICANT: JOHN J. QUAIL. APPLICANT SEEKS APPROVAL OF BUSINESS PLAN OF OPERATION FOR MILWAUKEE STREET TRADERS, A COFFEEHOUSE, ESPRESSO AND GELATO BAR. HOURS OF OPERATION: WEEKDAYS AND SUNDAYS, 6:00 A.M. - 8:00 P.M.; SATURDAYS, 6:00 A.M. - 10:00 P.M. 7 PART-TIME, 2 FULL-TIME EMPLOYEES.**

John Quail was present. R. Dupler stated that this is an appropriate use for the site and recommended approval. B. Leonard stated that the hours of operation for special holidays and events would need to be clarified as in the previous item. The hours were amended to Friday from 6 a.m. to 10 p.m.

B. LEONARD MOTIONED TO APPROVE WITH THE AMENDED HOURS BEING ON FRIDAY FROM 6 A.M. - 10 P.M. J. QUAIL STATED THAT THEY MAY OFFER ACOUSTICAL MUSIC, BOOK SIGNINGS, POETRY READINGS, ETC. M. CARLSON STATED THAT HE WOULD NEED TO WORK WITH STAFF ON SPECIAL EVENTS. B. LEONARD AMENDED THE MOTION STATING THAT THE SPECIAL EVENTS (MUSIC, BOOK SIGNINGS, AND POETRY READINGS) ARE NOT INCLUDED IN THE APPROVAL UNLESS FURTHER APPROVALS ARE APPLIED FOR. C. MURSKY SECONDED THE AMENDED MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

There was no signage at this time.

- c. **TAX KEY 798.966, 410 GENESEE STREET, DELAFIELD. OWNER: LARRY KASSENS. APPLICANT: CURTIS KELLY. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION FOR A FURNITURE STORE AND TANNING SALON. HOURS OF OPERATION: WEEKDAYS, 8:00 A.M. - 10:00 P.M.; SATURDAY, 9:00 A.M. - 8:00 P.M.; SUNDAY, 9:00 A.M. - 6:00 P.M.; 2 FULL-TIME, 2 PART-TIME EMPLOYEES.**

C. Kelly was present and explained his business. R. Dupler stated that this would be occupying an existing business, parking demand will not increase; a sign was submitted but has not been reviewed at this time. The business plan of operation is

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appropriate. C. Kelly was aware of the extensive remodeling being planned for the building.

B. Leonard addressed the hours for special events. Sunday hours will be changed to reflect a closing time of 7 p.m. C. Kelly stated that they would not be doing nails right away -- This is not on the agenda and should be done at a later date. The furniture store and tanning salon are the only businesses being considered now.

C. MURSKY MOVED TO APPROVE THE FURNITURE STORE AND TANNING SALON, NO NAIL SALON, WITH A CHANGE OF THE SUNDAY HOURS FROM 9 A.M. - 7 P.M. AND WITH STATE AND HEALTH PERMITS BEING ACQUIRED PRIOR TO OPERATION. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **Tax Key 793.012 , 514 Wells Street, Delafield** . Owner: Lang Investments, Ltd. Applicant: Craig Berns. Applicant seeks approval of signage for Craig Berns Salon & Spa.

C. Berns was present. The address is "645". R. Dupler recommended approval. It was stated that the picture was reasonably close in terms of color, but more brownish than shown on the picture (less orange). The style of lettering to be used would be the font that was in the colored picture. This is a replacement panel in an existing post mounted display.

M. COURT MOTIONED TO APPROVE THE SIGNAGE. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **TAX KEY 794.013, 24 ENTERPRISE ROAD, DELAFIELD** . OWNER: GREG SMITH. APPLICANT: ROBERT KELLEY. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION FOR FINISH SYSTEMS, A DISTRIBUTOR OF COATINGS AND SPRAY EQUIPMENT. HOURS OF OPERATION ARE MONDAY-FRIDAY, 8:00 A.M. - 5:00 P.M.; NOT OPEN ON SAT. AND SUN.; 3 FULL-TIME EMPLOYEES.

R. Kelley was present. R. Dupler stated that it was a use appropriate for the site. He recommended approval. R. Kelley stated that stated that this would be the sales and service of spray coating equipment. They do not plan to do contract painting, just the sales of products. They may want to put a spray booth in later on for testing equipment and preparing samples. There is no reference to this in the application. Mayor Craig suggested coming back for approval on the spray booth at a later date. B. Leonard stated that service was not referenced on the application. R. Kelley explained the service function of the business. It is mostly warranty work that is done. The service function of the business accounts for less than 1% of total business. R. Dupler stated that the application as written was acceptable. Disposal of coatings was discussed. Signage is not an issue.

B. LEONARD MOTIONED TO APPROVE THE BUSINESS PLAN OF OPERATION FOR THE SALE OF COATING AND SPRAY EQUIPMENT WITH THE IDEA OF SERVICE IS A MINOR PORTION OF THE BUSINESS AND THE

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FUTURE SPRAY PAINT BOOTH WOULD HAVE TO GO THROUGH AN ADDITIONAL APPROVAL PROCESS. M. COURT SECONDED THE MOTION. DOCUMENTATION FROM THE FIRE DEPARTMENT SHOULD HAVE BEEN RECEIVED. B. LEONARD AMENDED THE MOTION TO BE CONTINGENT ON FIRE DEPARTMENT APPROVAL FOR CHEMICAL STORAGE. M. COURT AGREED WITH THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

a. DOWNTOWN HISTORIC DELAFIELD COLOR TEXT

With the previous discussions and approval of the color palette, it was the intent to have the color palette established to curtail the amount of efforts one would have to go through to get colors changed for signs and buildings. With the development of this palette and the accompanying forms so it is documented, this approval decision of approval would fall on the City Administrator rather than having to come to the Plan Commission. C. Mursky addressed the wording of "his". It will be changed to reflect "his/her" for the ordinance. It was R. Dupler's recommendation to approve.

C. MURSKY MOTIONED TO APPROVE THE TEXT WITH THE CHANGE TO "HIS/HER". B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

b. CBD-2 AND CBD-3 ZONING TEXT

R. Dupler reviewed and stated that this was an oversight that was never caught before. He recommended approval.

C. MURSKY MOTIONED TO APPROVE THE CBD-2 AND CBD-3 ZONING TEXT. B. LEONARD SECONDED THE MOTION . THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

c. KETTLE MORAINES STANDARD - CONDITIONAL USE

G. Neumberger was present. R. Dupler explained that this conditional use is being requested to bring the City's records up to date. With this action, it is establishing the conditional use and it will be fully documented in the current standards. Other issues for consideration regarded the architecture.

M. Carlson stated that other recommendations were if the Plan Commission was inclined to recommend approval to the City Council that the City would prepare the conditional use document and development agreement and bring it back to the Plan Commission, so the conditional use could be fully documented. The conditional use permit and the development agreement would apply and will need to be prepared and brought back to the Plan Commission for their review before the Kettle Moraine Standard project is completely finalized.

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In terms of the architecture, C. Mursky suggested doing something with the canopy and beams to bring in more of a historic theme. G. Neumberger will work with the staff on this.

The conditional use permit and development agreement need to be returned to the City and G. Neumberger's attorney will need to do this.

Discussion took place on an appropriate name change and signage. The signage will basically be the same with the exception of the brand name of the oil company.

No action was taken at this meeting. It will be presented at the next Plan commission meeting on November 19, 2003.

- d. APPROVAL OF CERTIFIED SURVEY MAP FOR THE LANG PROPERTY BOUNDED BY MAIN, GENESEE, WELLS AND DOPKINS STREET, DELAFIELD.

This was found to be compliant with the recommendations from the Plan Commission as well as the surveying comments from the previous submittal. There are no outstanding issues. R. Dupler recommended approval.

C. MURSKY MOTIONED TO APPROVE. B. LEONARD SECONDED THE MOTION. R. DUPLER BRIEFLY REVIEWED THE HISTORY OF THIS ISSUE . MOTION CARRIED.

- e. APPROVAL OF CARRIAGE HILLS OF DELAFIELD FINAL PLAT AND LANDSCAPING PLAN.

Ryan Schultz with MLG, and representatives from Cedarburg Science, Durham Hill Landscaping were present.

R. Dupler stated that the items that needed be cleared up were primarily the coordination of details between the Stewardship Plan and the Landscape Plan, identification of the ornamental grasses in the naturalized areas (the request for a specific seed mix to be identified - information will be forthcoming). The Stewardship Plan has been modified to detail the ongoing maintenance concerns of that appropriate planting. This issue is resolved. There is an issue that came up with the development of the final landscape plan the Petitioner has incorporated a proposed guardhouse and entry monuments at the entrance on Highway C. The guardhouse is proposed to be located in the entrance boulevard median and concrete pavers crossing the street. It needs to be determined if these are minor or major revisions.

R. Schultz displayed drawings depicting the gatehouse added to the landscaping plan. Upkeep/maintenance issues could be handled by creating a separate outlot and would be maintained by the homeowner's association. Brick pavers at the entrance were being proposed and would be maintained by the homeowner's association.

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R. Dupler stated that the plat needs to be modified to create the outlot. They have the right to ask about waiving the setback requirements in order to realize this. The crossings of the pavement are different than anything realized in Delafield. The island would have to be brought back into the site as it now is now shown in the County right-of-way. The Stewardship plan is much more detailed than the other required documents. Construction is anticipated for the spring. The stormwater management was redesigned to handle it on-site. The signatures for the easement are still trying to be obtained to give the ability to solve the other stormwater problems in the surrounding area. All but two signatures have been obtained.

C. Mursky stated that she did not like the "gated-community" look. M. Court addressed the crosswalks - they will just be regular pavement. C. Mursky stated that if the fence were eliminated and went only with the pavilion in the center she would be more comfortable. One of the representatives stated that the pillars would be similar to those by St. John's. Mayor Craig stated that with the tie-in to St. John's it was complimentary. B. Leonard stated that the stormwater issue was much more important to her than the fencing. M. Carlson addressed the maintenance issues.

Discussion took place as to whether this was a minor or a major change. It was the consensus of the commissioners that it was a minor change.

B. LEONARD MOTIONED THAT THE ADDITION OF THE OUTLOT FOR PURPOSES OF CREATING A MEDIAN AT THE ENTRANCE WAS A MINOR CHANGE TO THE FINAL PLAT AND THE CONDITIONAL USE PREVIOUSLY APPROVED. M. COURT SECONDED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

B. LEONARD MOTIONED TO APPROVE THE FINAL PLAT CONTINGENT ON THE COMMON COUNCIL APPROVING THAT THE CREATION OF THE OUTLOT WAS A MINOR CHANGE, CONTINGENT UPON FINAL ENGINEERING APPROVAL, DPW APPROVAL, CONTINGENT UPON A DESIGNATED SEED MIX, AND CONTINGENT UPON MEETING THE REVIEW COMMENTS OF THE SEPTEMBER 19, 2003 CITY PLANNER'S RECOMMENDATION, AND IDENTIFICATION OF THE OUTLOT FOR THE MEDIAN AREAS. M. COURT SECONDED THE MOTION. TWO WERE IN FAVOR. C. MURSKY OPPOSED. MOTION CARRIED.

M. Czubkowski read the resolution.

B. LEONARD MOTIONED TO APPROVE THE RESOLUTION AS READ. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

f. **APPROVAL OF FINAL PLAT FOR FAIRE LAKES COMMONS SUBDIVISION**

Larry Lemieux was present. He referred to a letter from Welch-Hanson letter to the City Clerk dated October 27, 2003. He stated that the items on the list will be changed per the letter. The DNR permit has been satisfied. The Developers

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Agreement and conditional use have been signed on his part. Last remaining items are this approval, a grading and erosion control permit, and a letter from his bank.

R. Dupler stated that he recommended approval on a few items; the items that Mr. Lemieux has already address, engineering items, and a landscape plan that is in the process of being completed. The only other key issue is item #10 in the letter from the City Clerk dated October 27, 2003 regarding the temporary turn-around easement. It is staff's opinion that the resolution of this temporary turn-around should befall any future developers tying into the road at that property line rather than be incumbent upon the developer of this property to actually extract it.

Mr. Lemieux discussed/suggested a "calming circle/round about". Mayor Craig stated that this could be put on the plan as "potential". Mr. Lemieux stated that his landscape plan would be more like a tree mitigation plan.

B. Leonard stated that she would feel more comfortable seeing the landscaping plan, seeing the easements for stormwater drainage, and tree removal information before making any approvals.

This will be deferred until the next Plan Commission meeting.

Later in the meeting it was determined that a decision needed to be made now to either approve conditionally or reject it.

M. COURT MOTIONED TO APPROVE THE FAIRE LAKES COMMONS FINAL PLAT CONTINGENT ON THE OCTOBER 27, 2003 REVIEW LETTER OF THE FINAL PLAT BY WELCH-HANSON, CONDITIONED ON SUBMITTAL AND APPROVAL BY THE PLAN COMMISSION OF THE LANDSCAPE PLAN, AND APPROVAL OF FINAL ENGINEERING BY STAFF. B. LEONARD SECONDED THE MOTION. DISCUSSION TOOK PLACE REGARDING TABLING THIS ITEM. OTHER ITEMS IN THE REVIEW LETTER WERE BRIEFLY ADDRESSED. TWO WERE IN FAVOR OF THE MOTION. B. LEONARD OPPOSED. MOTION CARRIED.

M. Czubkowski read the resolution.

M. COURT MOTIONED TO APPROVE THE RESOLUTION AS READ. C. MURSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. TWO WERE IN FAVOR. B. LEONARD OPPOSED. MOTION CARRIED.

g. **TERMINATION OF CONDITIONAL USE PERMIT FOR SUMMER FUN MARINE**

M. Carlson stated that he received a complaint and has determined that a violation of the existing agreement occurred. The options available to the Plan Commission were reviewed.

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Mr. Gatzow was present at the meeting and apologized for having to be present at the meeting. He gave the history of the property in question. Pictures of the site and the general area were distributed to the commissioners. He stated that his five neighbors (including Alderperson Krickhahn) did not have any complaints regarding this operation. He reviewed different businesses that were permitted uses for this property (zoned B1A). He reviewed the wording from the Plan Commission as to what is storage and what is not storage. M. Czubkowski read a statement from P. Schuman regarding the storage of boats. Mr. Gatzow read a portion from the minutes.

M. Carlson stated that he determined that there was a zoning violation on the property. He was looking for guidance for how he is to interpret the conditional use or if the Plan Commission agreed with his determination.

Mr. Gatzow stated that there would be busy period in the spring and fall when the boats were being made water-ready and then again when they were winterized.

C. Mursky read portions of the minutes from the original meeting regarding boat storage. She did see the match from the minutes to Mr. Gatzow's statements tonight regarding the length of time meant with the word "storage".

B. Leonard suggested a window of time when the business could be allowed outdoor storage of boats during certain times of the year. Mayor Craig suggested using the boat storage facility in the area to hold the boats until they could be serviced. Mr. Gatzow stated that there is plenty of room behind his building where the boats could be stored after the appropriate grading took place. Mayor Craig stated that something needs to be done now to get back in compliance with the conditional use.

Gary Schultz, owner of Summer Fun Marine, was present at the meeting. He stated that he tries to get the boats out of there as fast as possible.

M. Court suggested amending the conditional use to park six boats per day. M. Carlson stated that the site plan approved did not allow the parking of boats outside.

M. Carlson stated that the minutes either need to be clarified or the Plan Commission needs to amend the conditional use or terminate the conditional use. Discussion took place.

R. Dupler stated that Mr. Gatzow had a conditional use for his property prior to this boat storage and he should be entitled to maintain his existing conditional with an amendment to dissolve the boat storage if that is what the Plan Commission's decision is.

M. Carlson stated that the property owner and business owner have the right to request an amendment to the conditional use.

Mayor Craig stated that the choices available to the Plan Commission are to amend the condition use to allow this to continue, to revoke the total conditional

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use, to remove the amended conditional use, or clarify the direction given at the last meeting. If the direction is clarified given at the last meeting, he must comply. T. Maney stated that an additional option would be to make him comply - he could be given until the November meeting to comply and at that meeting if he had not complied, a motion could be made to terminate. M. Carlson stated that if this last option were undertaken it would have to be scheduled for a public hearing.

B. LEONARD MOTIONED TO AMEND THE CONDITIONAL USE IN ORDER TO CLARIFY THE NUMBER OF BOATS ALLOWED ON THE SITE, WHERE THEY WILL BE PARKED, AND WHAT DATE TO WHAT DATE FOR OUTDOOR PARKING/TEMP STORAGE OF BOATS. C. MURSKY SECONDED THE MOTION. MR. GATZKOW STATED THAT THE CONDITIONAL USE ENDS IN JUNE 2004. AT THAT TIME ANOTHER CONDITIONAL USE PERMIT WOULD HAVE TO BE APPLIED FOR. MR. GATZKOW WOULD BE IN FAVOR OF THIS MOTION. C. MURSKY QUESTIONED WHAT KIND OF SPECIFICS NEEDED TO BE INCLUDED IN THE MOTION. M. CARLSON STATED THAT THE BUSINESS WOULD HAVE TO APPLY FOR AN AMENDMENT. IT WAS DETERMINED THAT THE CITY COULD INITIATE AN AMENDMENT TO A CONDITIONAL USE. MAYOR CRAIG STATED THAT IN TERMS OF THE PRESENT VIOLATION, IF THE PROCESS FOR AN AMENDMENT WERE STARTED, THE BUSINESS COULD BE FINISHED UP AT THIS TIME AND THIS ISSUE WOULD DISSOLVE ITSELF. M. CARLSON REFERRED TO THE CODE BOOK IN TERMS OF THE VIOLATION. HE RECOMMENDED A SPECIFIC PERIOD BEING RECOMMENDED TO FIX THE PROBLEM. PROCEDURES FOR TERMINATING WERE REVIEWED. M. CARLSON RECOMMENDED A TERMINATION PUBLIC HEARING. THE VOTE WAS TAKEN: ALL WERE IN FAVOR OF THE MOTION .

Mr. Gatzow will apply to the amendment to the conditional use tomorrow morning.

C. MURSKY MOTIONED THAT THE PETITIONER HAVE UNTIL NOVEMBER 19, 2003 TO BE IN COMPLETE COMPLIANCE WITH THE CONDITIONAL USE. B. LEONARD SECONDED THE MOTION. THE OWNER STATED THAT HE WILL MEET THAT DATE. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY CONSIDERATION

None.

7. ZONING AND ORDINANCE REVISION

None.

8. HEARING DATES

None.

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9. ADMINISTRATOR'S REPORT

a. NE & NW REGIONAL STORMWATER STUDY PUBLIC MEETINGS.

The grant was received. M. Carlson distributed a memo outlining five meeting dates that he would like to schedule. The dates for the Master Land Use Plan meetings were proposed for November 18, 2003, December 2, 2003, presentation at the Plan Commission meeting on December 17, 2003, a Plan Commission public hearing in January 2004, and a recommendation for action at the Common Council meeting in February 2004. He was looking for the input.

R. Dupler reviewed how the meetings would work - the first one would be informative, the second would explain the result of the first meeting. M. Czubkowski stated that the January 2004 meeting is typically a long meeting because of the scheduling and she expressed concern about the length of the meeting. B. Leonard stated that the dates themselves would be near budgeting and the holidays, thus there may be low attendance. She also addressed the proposed dividing of the audiences on the first meeting. It should involve the city as a whole and should pull in all people from important interest groups within the city. Mayor Craig agreed. He would like to see it delayed longer. General discussion took place. The City needs to show the DNR that progress is being made, that there is a schedule, and that the process is thoughtful and inclusive.

M. Carlson will rework the schedule with meeting dates to start in late January or early February and bring it back to the next Plan Commission meeting. He will put together a planning design diagram.

10. BUILDING INSPECTOR'S REPORT

Total permits are 45, two occupancy, new construction includes six new single family homes.

11. BOARD OF ZONING APPEALS

- a. Letter dated September 26, 2003 from Board of Zoning Appeals Chairman granting a variance for the property located at 922 Main Street, Delafield.
- b. Letter dated October 16, 2003 from Board of Zoning Appeals Chairman granting a variance for the property located at 925 Sunset Drive, Delafield.

12. CORRESPONDENCE

- a. Wisconsin Department of Administration letter dated September 19, 2003 regarding preliminary plat for Dover Bay Addition 5.

13. ADJOURNMENT

B. LEONARD MOTIONED TO ADJOURN FROM THE MEETING. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL

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WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 10:24 PM

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC