

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL MEETING TO ORDER

The meeting was called to order by Ald. Philip Schuman, Chair at 7:19 p.m. A quorum was present and acting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present:

Ald. Philip Schuman
Robert Trunzo (arrived at 7:19 p.m.)
Diri Curtis Costa (arrived at 7:20 p.m.)
Marily Gardner
Fred Welch, City Engineer
Roger Dupler, Interim City Planner
Tom Maney (non-voting member)
Matt Carlson, City Administrator
Marilyn Czubkowski, City Clerk

Absent:

Mayor Ed McAleer
Robert Transon

1. APPROVE MINUTES OF APRIL 25, 2001 AND MAY 25, 2001

A motion to approve minutes of April 25, 2001 and May 25, 2001 was made by Mr. Welch and seconded by Ms. Gardner. All were in favor. Motion carried.

2. DELAFIELD CITIZEN COMMENTS PERTAINING TO SUBJECTS ON THIS AGENDA

None.

3. CONSENT AGENDA

- a. **Tax Key 742.991, 215-19 E. Wisconsin Avenue.** Owner's Agent MSI General, Lori Kraemer, Applicant Via Source Communications, Inc. Applicant seeks approval of Business Plan of Operation for DirecTV installation service. Hours of operation would be 8 AM to 6 PM Weekdays, and 8 AM to 4 PM Saturdays. Four full-time office employees (23 technicians statewide).
- b. Approve extra-territorial map for Shepherd's Pass in the Town of Delafield.

A motion was made by Ms. Gardner and seconded by Mr. Trunzo to approve consent agenda. Mr. Welch abstained, the remaining board members were in favor. There was no further discussion. Motion carried.

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2. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **Tax Key 798.073, 611 Bleeker St.** Owner/Applicant, Sonia & Glenn Culbertson. Applicants seek approval of signage for *Main Street Soap Shop*. Retail sales & handcrafted soap workshop.

Sonia Culbertson was present to answer any questions regarding the signage. Roger Dupler indicated that the petitioner was requesting three signs. Sign one is a post mounted location sign located at the intersection of Main Street & Bleeker, sign two is a wall mounted identification sign on the building, and sign three is an off premises directional sign. Mr. Dupler stated that staff recommended Signs one and two, but not the off premise sign. Materials, mounting, and legibility are all appropriate for the types of signs for Sign One and Sign Two. The off-premise signage was discussed. The Culbertsons will need to apply to the Chamber of Commerce for the sign on southwest corner of Genesee and Main Street. This is a Chamber signboard.

A motion to approve signs post mounted sign and wall mounted identifications sign was made by Mr. Trunzo. Ms. Gardner seconded the motion. There was no further discussion. Motion carried.

- b. **Tax Key 803.988.001, 383 Williamstowne, B-1.** Owner, William R. Toson; Applicant, Neal Letteney. Applicant seeks approval of Business Plan of Operation for *Metropolitan Life Insurance Company*. Hours of operation: Weekdays, 8 AM to 5 PM, Saturday, 8 AM to 12 PM. One full-time employee.

Mr. Trunzo motioned to approve Business Plan of Operation for Metropolitan Life Insurance Company. Mr. Welch seconded the motion. After discussion, the motion was amended to approving the Business Plan of Operation for Metropolitan Life Insurance Company subject to clarification of where they are located on a building master plan of the suites. There was no further discussion. All were in favor. Motion carried.

- c. **Tax Key 798.013, 607 Main St.** Owner/Applicant, Rick Lieblang. Applicant seeks approval of signage for *Lieblang Pro Clean and Lieblang Leather*.

Ms. Gardner motioned to remove this item from tabled. Mr. Trunzo seconded the motion. There was no further discussion. All were in favor. Motion carried.

Rich Lieblang owner of the property was present. Mr. Lieblang wishes to upgrade their existing signage. The building is multi-tenant facing Main Street. The CBD-1 sign standards are used to analyze this site, Mr. Lieblang stated

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that this property is not within the boundaries of the Historic Downtown District. The materials, mounting, and legibility are all appropriate for this type signage. Mr. Lieblang is only changing the color for the existing sign, all other elements are preexisting and previously approved.

Mr. Trunzo motioned to approve this sign and all other signs for this building when the same color scheme, zoning, and replacement is consistent with the existing square footage. Ms. Gardner seconded the motion. There was no further discussion. All were in favor. Motion Carried.

- d. **Tax Key 792.655, 817 Genesee St.** Owner, Tom Aul; Applicant Bobbie Dierbeck & Patricia Wright. Applicants seek approval of Business Plan of Operation and signage for *Cherished Moments*, a retail business. Hours of operation: Weekdays, 10 AM to 5 PM, Saturday, 10 AM. Two part-time and one full-time employee.

The sign is in complete compliance.

Mr. Trunzo motioned and Ms. Gardner seconded to approve the Business Plan of Operation and signage for Cherished Moments. Discussion took place regarding consistency in the Historic District, it was questioned whether there are any standards for historic signs. It was clarified that there are standards for the signs in the Historic District that includes the sign location, the size, and preference for window signs. There are no specific standards with regard to material and/or colors. All were in favor. Motion carried.

- e. **Tax Key 798.013, 603 Main St.** Owner, Rick Lieblang; Applicant, Grace Bottoni. Applicant seeks approval of amended Business Plan of Operation and signage for relocation of *Bottoni's Custom Creations, LLC*. Hours of operation: Weekdays, 11 AM to 5 PM, Saturday, 12 PM to 4 PM. Two full time employees.

Mr. Carlson stated that this request was due to relocation for an existing business within downtown Delafield. The example of the sign is shown in the packet. It was stated that to be consistent with the requirements of the Historic District, the signage should be only 12' square in area. What is unique about this sign is that wrapping around the corner you have other signs, part of that structure, that do not comply to the actual requirements. As a result there is a conflict here whether to be compliant with the Historic District or whether it would be in the best interests to have this signage complimentary to that around the building. One side of the building is historic standard (the Genesee Street side) and the other side is not. There is no immediate opposition to this sign. Discussion took place.

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Ms. Gardner motioned to approve the Business Plan of Operation and signage. Mr./Welch seconded the motion. There was no further discussion. All were in favor. Motion Carried.

- f. **Tax Key 807.987 & 807.987.003, 3558, 3560 and 3562 Hillside Dr.** Owner/Applicant, William R. and Susan C. Isler. Applicant seeks approval of Site Plan and Appearance Review to change to blue box gutters at the *Hotsy* building.

Mr. Carlson stated that the biggest issue here is the historical issue. The Planning Commission had an issue with the menu board greeter sign at the Hotsy parcel. The Planning Commission approved what they thought was one version of the sign and another sign was erected. The main question here is would the Planning Commission want to make an approval of this change in the appearance of the building contingent upon removal of the message board sign. The direction received from the Planning Commission when this was originally approved was that there would be another opportunity to revisit the issue and this is it. The commissioners may want to make their decision contingent upon this.

A representative from Hotsy was present at the meeting. He stated that they did not put up a different sign than what was approved – this was never the case. They are now trying to protect the occupants of this building from icicles forming as you walk in the building.

It was stated that the details of the box gutter are in keeping with the architecture of the building.

Mr. Welch motioned and Ms. Costa seconded. There was no further discussion. Motion Carried. (4-1)

2. PRELIMINARY CONSIDERATION

- a. **Lots 43, 44, & 45 of Oakleigh Heights.** Owners/Applicants, Steven R. Thuilliez & Linda M. Thuilliez. Applicants seek approval of CSM for re-division of the noted lots.

Mr. & Mrs. Thuilliez were present. This is basically a lot consolidation. It was stated that the CSM was filed to re-subdivide recreating Lot #2. Entire CSM is compliant according to requirements. It was asked if the approval of this certified survey map result in administration of a substandard lot -- No. This is preliminary separation and will be coming back to the plan commission for final approval.

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Motion to approve by Ms. Gardner, seconded by Mr. Welch. Motion carried. (5-0)

6. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **Tax Key 794.016, Lot 4 Cushing Park Business Center and Lincoln Contractor's Supply Co.** Owner, Jerry Lyons; Applicant, Lincoln Contractor's Supply. Applicant seeks conditional use.

This is a recommendation that we go in front of the Planning Commission to be referred to the City Council. The public hearings have been held. There are two separate items: the amendment of Cushing Park Business Center conditional use and the Lincoln Contractor's Supply Co., which is a separate action. When the recommendation is made to the council, it will be listed on their agenda as two separate items. There was no additional discussion.

Mr. Welch motioned to recommend to Council and Ms. Gardner seconded. There was no further discussion. Motion Carried. (5-0)

- b. **Tax Key 743.999.004, 120 Nashotah Road.** Owner/Applicant, St. Joan of Arc Church (Tim Knepprath, MSI General.) Applicant seeks recommendation from Plan Commission to Common Council for approval of re-zoning parcel.

Mr. Carlson stated that a public hearing on this issue was held and publication of the owners of the property. They have addressed the issues that were raised and he would recommend approval. It was asked if the approval is subject to the conditions that were stated in the letter. The concerns were: 1. The by-pass lane on West be added in compliance with the traffic study that was done. 2. The calculations should be submitted on the addition of the wastewater system. 3. Minor corrections to the storm water management plan. 4. Erosion.

Ms. Gardner motioned to approve, pending completion of the items in Mr. Welch's letter dated June 22, 2001. Mr. Welch seconded. Motion carried. 5-0

- c. **Tax Key 784.973, 1100 Hwy 83.** Owner/Applicant, Westbrook Church (Mark Schwiesow). Applicant seeks recommendation from Plan Commission to Common Council for approval of zoning amendment.

Mr. Carlson stated that the issue that was discussed at great length at the last meeting was the notion of including a zoning change without the approval of site plans. There was a suggestion made that if it could be possible to include

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and recommend an approval of rezoning that would be contingent upon the approval of the site plan. The City Attorney was asked this question and his answer was “yes you can do that, but you need to put a time limit on when the contingency would expire.” The attorney did not suggest what a suitable time period would be. Mr. Carlson stated that if it took more than six months to prepare the appropriate site plan, he would be surprised. A representative from the church should be asked if they thought that was a reasonable time. Some kind of time frame needs to be determined. After discussion, it was decided that a year’s time frame would not seem unreasonable.

A map of the property was shown. Discussion took place on the best ways to handle this project. Examples of rezoning existing structures were discussed. This case is a blend of a proactive step on the part of the Church to anticipate what their future use is going to be and the existing zoning of those parcels. Different approaches to the project, governing issues, and the six-month extension were discussed. The church was concerned about the cost of the site plan versus the uncertainty of the zoning being approved. A public hearing was held regarding the rezoning of this property. At that public hearing there were no objections; everyone spoke in favor of the rezoning. Options were discussed regarding the extension time, withdrawing, denial or approval. Concern was expressed that if an extension were granted for this particular request, it would set a precedent that would have to be followed. Commissioners expressed their individual thoughts and concerns as to how they would like this to proceed. In order to preserve the right of the council to approve the committee development pattern that results in the rezoning and conditional use, the only way you can get that is to link together the approval of the rezoning request or the conditional use with the approval of the site plan. If the two are separated the approval right over the site plan is then in question. The procedures were read: “The City Clerk must advance the petition to the Planning Commission. The City Clerk shall transmit without delay one copy of the petition to the Common Council and the Planning Commission. The Planning Commission shall review all proposed changes and amendments and shall conduct the necessary investigation and informal hearing for deemed desirable. Based on tribunal findings, the Planning Commission shall recommend to the Common Council that the petition be granted as requested, modified, or denied. The recommendation shall be made in writing to the Council and shall be made within 30 days of the day the Planning Commission meeting when the petition was initially received.” The petition was initially received in the first week of May. It was on the preliminary on the last meeting. Different options for the church were discussed – withdrawing, etc. Ms. Czubkowski stated that she felt that this could be postponed for an amount of time for them to gather the information that is being requested.

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Ms. Gardner motioned to postpone until such time applicant provides requested site plan information. Mr. Welch seconded the motion. There was no further discussion. Motion carried. (5-0)

- d. **Dept. of Public Works Bldg., Nashotah House Lift Station, and Parquelynn Village Lift Station.** Applicant, City of Delafield. Site Plan consideration for Bioxide Storage & Feed System.

Mr. Carlson stated that this is necessary component of the H₂S treatment process.

Mr. Trunzo motioned to approve site plans for Public Works Bldg., Nashotah House Lift Station, and Parquelynn Village Lift Station. Ms. Gardner seconded the motion. Fred Welch abstained. All remaining members were in favor. Motion carried.

- e. **Tax Key 794.988, 22 West Main St.** Owner, Mary Krancki; Applicant, R.J. Hamilton & Kurt Amidzich. Applicants seek approval of phase one and two of the revised site plan of *Kurt's Steakhouse*.

Mr. Hamilton explained to the Planning Commission what he would like to accomplish. Commissioners had a packet of information. He would like to enclose the open-air deck (put a roof over it) and also construct the area of Phase II (barbecue area). The deck has already been constructed and has been prepped for a roof. Phase II would also be enclosed. Issues to take into consideration were parking and storm water management. Mr. Welch stated that the storm water management is not a concern with Phase I & II. The parking was reviewed – The new recommendation is to stripe the existing asphalt now and then put stakes for the parking in the gravel area—this was a comment from the mayor. This would be a change in the recommendation on the last approval of the planning commission. If the entire parking lot were paved, the storm water management item would be affected. Under the previous agreement the entire parking lot must be paved within five years.

Ms. Gardner motioned to approve with the striping of existing asphalt with the condition of putting stakes of some kind to divide the parking. Mr. Welch seconded the motion. All were in favor. Motion carried. (5-0)

7. ZONING AND ORDINANCE REVISIONS

There will be some zoning amendment hearings on the July 16, 2001 for Stormwater and Erosion Control matters.

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8. HEARING DATES

July 16, 2001 Stormwater and Erosion Control revisions

9. ADMINISTRATOR'S REPORT

They are still working on getting a proposal for the specific site planning for the northwest quadrant of Delafield.

10. BUILDING INSPECTOR REPORT

Tom Maney reported 34 building permits, three occupancy permits. Permits include 4 new single-family homes.

11. BOARD OF ZONING APPEALS

None.

12. CORRESPONDENCE

a. Correspondence from Roger Dupler to Wayne Foster regarding Ruff property.

Mr. Foster is taking another look at the site plan. He will be in contact when he redesigns some things.

13. ADJOURNMENT

Mr. Trunzo motioned and to adjourn from the meeting. Ms. Gardner seconded the motion. Motion carried. (5-0). The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Marilyn Czubkowski, CMC
City Clerk/Treasurer