

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL MEETING TO ORDER

Mayer McAleer called the meeting to order at 7:01 pm

ROLL CALL

Present

Absent

Mayor Ed McAleer
Phil Schuman
Robert Trunzo
Fred Welch
Robert Transon
Diri Curtis Costa
Roger Dupler
Tom Maney
Matt Carlson
Marilyn Czubkowski

Marily Gardner

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

1. APPROVE MINUTES OF JULY 25, 2001

F. WELCH MOTIONED TO APPROVE THE MINUTES OF THE JULY 25, 2001 MEETING. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

D. Curtis Costa discussed how the new stormwater ordinance would be enforced when a change in tenants or to the buildings occurred. M. Carlson stated that he would review the tape. F. Welch clarified that the only way to impose the new ordinance is when it comes to the table in some other form, i.e. structural change or change in use, then the applicant would be required to give the City an easement to investigate their stormwater system. The system would have to be inspected and make certain that it met the approved design criteria. The City wants an easement over the existing basin that they had and the agreement that it would meet the standards. If the system were not maintained, the agreement would state that the City could go in and maintain it at the expense of the owner.

2. DELAFIELD CITIZEN COMMENTS PERTAINING TO SUBJECTS ON THIS AGENDA.

Marcia Stocks, 226 Genesee Street -- Regarding Item 7a, Demapping of Proposed Street. She has been following this issue since 1996. Feels that a new collector street coming out where it would, would affect the traffic flow on Genesee Street. She read portions from a document that was commissioned by the City of Delafield in the past, dated 5/29/98, SEWRPC Memorandum Report #127, A Transportation Study

for the Core Area of the City of Delafield. Her concern is the complexity of traffic on Genesee Street.

A resident spoke regarding Item 6a and questioned if this would include sewer. Mayor McAleer stated that it would include sewer.

3. CONSENT AGENDA

- a. **Tax Key 803.988.001, 383 Williamstowne, Suite D-2.** Owner, William R. Toson; Applicant, Michael & Pamela Burnham. Applicant seeks approval of Business Plan of Operation for **Panatrack, Inc.**, a consulting firm. Hours of operation: Weekdays, 8AM to 5PM; Two full-time employees.

D. CURTIS COSTA MOTIONED TO APPROVE. R. TRUNZO SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **Tax Key 784.973, 1100 Hwy 83.** Owner/Applicant, **Westbrook Church**, Owner's Agent, Mark Schwiesow. Applicant seeks amended Business Plan of Operation for a one-day event. Approval would be to allow a large tent to be set up on premises and live music from 5-9 PM, Friday, October 12, 2001.

R. TRUNZO MOTIONED TO APPROVE. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **Part of Tax Key 804.989, (Parcel 3 of CSM 9025) 3215 Hillside Dr.**, Owner, Meridian Hillside, LLC. Owner's Agent, George Knapp. Applicant, Creative Restaurant Concepts, Inc. Applicant seeks SIP approval and Business Plan of Operation for **Stockade Restaurant**. Hours of operation, Weekdays 8 AM to 10:00 PM, Saturdays 7:00 AM to 11:00 PM, Sundays 7:00 AM to 11:00 PM. 40 Part-time employees, 10 Full-time employees.

Larry Kassens, architect, and Chris McMann, owner, were present. L. Kassens included an update today in regard to questions that were a concern. R. Dupler has reviewed the objections and Mr. Kassens has worked with Delafield staff very closely. Correspondence was included in the packet regarding issues, and they have been very responsive in correcting them. R. Dupler stated that grading, traffic flows, green space calculations, have all been taken care of. L. Kassens displayed a sample of the brick that would be used for the building (a full dimension brick, full depth). The roof is made of composition shingles in a weathered wood color. M. Carlson expressed concern about the brick, that it would not match Colders and recommended that the brick be consistent with that of Colders. By having a more consistent brick color, the building adaptability for re-use was stronger. Functionality, and adaptability are the goals. Samples of the

trim, shingle, and metal were passed around to the commissioners. In response to M. Carlson's concerns about the brick color, L. Kassens expressed his thought that the building should have its own identity. Discussion took place on building specifics.

ROBERT TRUNZO MOTIONED TO HAVE THIS SENT BACK TO STAFF FOR REVIEW WITH FULL RENDERINGS, VISUAL PHOTOGRAPHS, ETC. AND WITH THESE ITEMS BEING RESOLVED UNANIMOUSLY BY STAFF THIS WILL BE PUT BACK ON THE AGENDA FOR FINAL CONSIDERATION AT THE NEXT PLANNING COMMISSION MEETING. THE MOTION WAS SECONDED BY D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **Tax Key No. 794.017, 206 Enterprise Rd.**, Owner/Applicant, Peter t. Orlandini, The Orlandini Company, Inc. Applicant seeks approval of signage for ***The Orlandini Company***, a floor covering contractor.

R. Dupler stated that the sign conforms with the ordinance, but that the location of sign needs to be verified. Mr. Orlandini was present. In regard to an outstanding bill, Mr. Orlandini knew nothing about it but will have it taken care of. It was clarified that any motion made would be contingent on the payment of any outstanding invoices.

R. TRUNZO MOTIONED TO APPROVE THE SIGN CONTINGENT UPON PAYMENT OF THE OUTSTANDING INVOICE. R. TRANSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **Tax Key No. 793.995, 6 West Main St.** Owner, Ron Bethia; Applicants, Kyle and Bobbi Gomon. Applicant seeks approval of Site Plan, Business Plan of Operation, and Signage for ***Mason Creek Winery***. Hours of operation: Seven days, 11AM to 7PM. Two employees.

Mr. Kyle Gomon was present and explained the nature of his business. The business is licensed with the ATF and state and is currently located in North Lake.

P. SCHUMAN MOTIONED TO APPROVE. F. WELCH SECONDED THE MOTION.

Discussion took place regarding the proposed site lighting plan. R. Dupler stated that staff would like to see more detail in regards to photometrics.

P. SCHUMAN AMENDED HIS MOTION TO INCLUDE A REVIEW OF THE LIGHTING. F. WELCH SECONDED THE AMENDED MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **Tax Key No. 793.016.001, 603 Genesee St.** Owner/Applicant, Robert A. Lang. Applicant seeks approval of signage for ***Old Glory Pub and Grill***.

R. Dupler stated that this is replacement of existing signage that had been previously approved and is in conformance with ordinance requirements. The applicant was not present.

F. WELCH MOTIONED TO APPROVE. P. SCHUMAN SECONDED.

Discussion took place on the applicant not being present.

BECAUSE THE APPLICANT WAS NOT PRESENT, F. WELCH WITHDREW HIS MOTION.

R. TRANSON MOTIONED TO TABLE THE REQUEST. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED. R. TRUNZO ABSTAINED.

- f. **Tax Key 787.076, 601 Milwaukee Street**, Owner, Tom Aul; Applicant, Jessica Kruesel. Applicant seeks to amend Business Plan of Operation for **Jessica's Café** to include service and music in back garden up to seven days a week. Hours of operation for outdoor service and music would be the same as the indoor, which is presently: Service-Weekdays, 11 AM to 10 PM; Saturdays, 11 AM to 12 AM; Sundays, 11 AM to 10 PM. Hours for Music would be: Weekdays, 7-10 PM; Saturday, 7PM - 12AM, and Sunday, 11 AM to 10 PM (music during brunch and in evening). Excludes Thanksgiving, Christmas and New Year's Day.

Jessica Kruesel was present. She explained that although she is not planning on implementing all of the requests at once, she is taking this approach so that her business can grow and she does not have to keep coming back for permission from the commission. No complaints in regard to the music have been received. It was clarified that the music would only be until 10 pm. The concern is the impact on the neighbors. Outdoor music was discussed. She would like to have the music on an as-needed basis.

D. CURTIS COSTA MOVED TO APPROVE THE EXTENDED HOURS OF OPERATION WITH MUSIC TO END AT 10 PM ANY NIGHT CONTINGENT UPON IT BEING OKAY WITH THE NEIGHBORS AND IF COMPLAINTS WERE RECEIVED THAT THIS WOULD BE BACK ON THE AGENDA. R. TRANSON SECONDED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- g. **Tax Key 798.966, 414A Genesee St.** Owner, Larry Kassens; Applicant, John T. McGrath. Applicant seeks approval of Business Plan of Operation for **TecGraphics**, a commercial printing sales office. Hours of operation: Weekdays only, 8AM to 5PM. One full-time employee.
John McGrath was present. He explained his business to the commissioners.

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

- h. **Tax Key 804.994.017, 2846 Heritage Dr.** Owner's Agent, Kensington Development; Applicant, Tom Carignan. Applicant seeks approval of Business Plan of Operation and Signage for **Sports & Fitness Traders**, a retail establishment for the sale of new and used sports equipment. Hours of operation: Weekdays 10AM to 8PM; Saturday, 10AM to 5PM; Sunday, 12PM to 4PM. Three part-time and two full-time employees.

It was reported that the signage is compliant and consistent; the staff has no issues.

R. TRUNZO MOTIONED TO APPROVE. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. PRELIMINARY CONSIDERATION

None.

6. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. Final consideration of Valley Road Farms, Addition No. 1. Recommend to Common Council for approval.

M. Carlson reviewed. Recommend approval to the City Council contingent upon execution of the conservation easement and maintenance agreement. The conservation easement will be distributed to the commissioners for their review and this issue will be put on the agenda for the next meeting.

- b. Approval of minor appearance changes to **Colders**.

R. Dupler reported that the petitioner has coordinated with staff on appearance changes. Eric Newmann was present. He reviewed the changes and requests. R. Dupler stated that the entry modifications would create 198 square feet additional floor space within the building. Per the ordinance, a parking space is needed for every 200 square feet. In this application, it could potentially warrant additional parking spaces. The building colors have been modified for the better. Window trim and glass trims are sensitive to the new color scheme. Additional light fixtures and photometric data were requested and have been provided.

P. SCHUMAN MOTIONED FOR APPROVAL. F. WELCH SECONDED THE MOTION.

Discussion took place regarding the landscaping on the north side of the building.

P. SCHUMAN AMENDED HIS MOTION THAT SOME TREES BE PLANTED ON THE NORTH SIDE OF THE BUILDING PER THE RECOMMENDATION OF STAFF AFTER THEIR REVIEW. F. WELCH SECONDED. Discussion took place regarding the signage size on the east side of the building. **A VOTE WAS TAKEN: THREE AGAINST, TWO FOR. THE MOTION WAS DEFEATED.**

P. SCHUMAN MOVED TO APPROVE PENDING THE LANDSCAPING AND REVIEW BY STAFF OF THE SIZE OF THE SIGN ON THE EAST SIGN AND TO COME BACK TO THE PLANNING COMMISSION FOR FINAL APPROVAL. D. CURTIS COSTA SECONDED THE MOTION.

The Colders representative stated that they would not change the size of the sign unless their review shows that it is out of scale. Discussion took place.

R. TRANSON MOTIONED TO DENY THE ENTRANCEWAY (ITEM #1). THERE WAS NO SECOND. MOTION DIED FOR LACK OF SECOND.

F. WELCH MOTIONED TO APPROVE THE CHANGE IN THE CANOPY AT THE ENTRYWAY, ITEM #1. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE CHANGE WAS DISCUSSED. MOTION CARRIED, FOUR IN FAVOR, ONE OPPOSED.

P. SCHUMAN MOTIONED TO APPROVE THE COLOR MODIFICATIONS (ITEM #2). D. CURTIS COSTA SECONDED. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED, FOUR IN FAVOR, ONE OPPOSED.

R. TRUNZO MOTIONED TO APPROVE THE PROPOSED LIGHTING POLES AND FIXTURES (ITEM #3). P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

R. TRUNZO MOTIONED TO APPROVE THE PROPOSED CHANGE OF LIGHT POLES ON THE BALANCE OF THE SITE (ITEM #4). R. TRANSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

P. SCHUMAN MOTIONED THAT TWO TREES BE SUBSTITUTED FOR THE IVY ON THE NORTH WALL. D. CURTIS COSTA SECONDED THE MOTION. P. SCHUMAN AMENDED HIS MOTION THAT THE TWO TREES AND ADDITIONAL LANDSCAPING WOULD BE REVIEWED BY STAFF AT THE APPROPRIATE TIME. F. WELCH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

No action will be taken regarding the signage. Colders will investigate the scale of the signage and if it is out of scale they will correct it.

F. WELCH MOTIONED THAT A PARTIAL RELEASE WILL BE ALLOWED DUE THE FOLIAGE AND LANDSCAPING. P. SCHUMAN SECONDED THE MOTION. Discussion took place. M. Carlson read from the zoning book. It was determined that the council must make the final determination and there will be no public hearing. **THERE WAS NO FURTHER DISCUSSION. THE MOTION CARRIED.**

6. Zoning and Ordinance Revisions

- a. Recommend to Common Council approval of revision to Ordinance No. 438, establishing an official map to reserve future streets and parkways. (Street de-mapping)

The Common Council Minutes reflected three individuals who were in favor of demapping the street. Discussion took place regarding condemnation of the buildings. Potential developments were discussed.

R. TRANSON MOTIONED TO RECOMMEND TO COUNCIL TO DEMAP THE STREET. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED. R. TRUNZO ABSTAINED.

6. Hearing Dates

7. ADMINISTRATOR'S REPORT

- a. Discussion regarding the NW Quadrant Planning Analysis

This item dealt with the Nashotah Seminary land development and the process for establishing community preferences in regards to how the property is developed. R. Dupler provided this information in a letter dated July 24, 2001. Discussion took place regarding the guidelines request for proposals and bids. The commissioners expressed that they are comfortable with Welch Hanson performing the work.

R. TRUNZO MOVED THAT THE PLANNING COMMISSION RECOMMEND TO THE CITY COUNCIL TO CONDUCT A PLANNING ANALYSIS OF THE NW QUADRANT AND THAT WELCH HANSON PERFORM THE ANALYSIS AND PREPARE THE NECESSARY BUDGETARY ITEMS. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED. F. WELCH ABSTAINED.

8. BUILDING INSPECTOR REPORT

The following was reported: 36 permits, 4 occupancy permits. The new construction permits include one new grade school, one new single-family home, and one new 60 unit senior apartment.

9. BOARD OF ZONING APPEALS

None.

10. CITY CLERK REPORT

M. Czubkowski reported that the Delafield Apothecary at the Williamstown Center will have a security system in place. She also reported that she has the master map for Williamstown Center.

11. CORRESPONDENCE

- a. Correspondence from Lincoln Contractors Supply, Inc. withdrawing application for Cushing Park Business Center.
- b. Two letters from Mark Moertl regarding Boatgas Marine Refueling Service (5/10/01, and 7/25/01).
- c. Correspondence from Mrs. Paul Kellner regarding de-mapping.

6. ADJOURNMENT

R. TRANSON MOTIONED TO ADJOURN FROM THE MEETING. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. The meeting adjourned at 9:09 pm.

Respectfully submitted by:

Minutes prepared by:

Marilyn Czubkowski, Clerk/Treasurer

Accurate Business Communications