

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Present

Mayor Ed McAleer
Ald. James Romanowski
Eng. Fred Welch
Robert Trunzo
Robert Transon
Chris Mursky
Dirilee Curtis Costa
Tom Maney
City Admin. Matt Carlson
Clerk Marilyn Czubkowski

Absent

City Planner John Stockham

Meeting was called to order by Mayor Ed McAleer at 7:00 p.m. Pledge of Allegiance followed.

Roll Call was taken by Clerk Marilyn Czubkowski

1. Approve Minutes of February 23, 2000.
**MOTION TO APPROVE THE MINUTES OF FEBRUARY 23, 2000.
(ROMANOWSKI/WELCH) CARRIED.**
2. Citizen comments pertaining to subjects on this agenda. None
3. Approve consent agenda.
City Administrator Carlson requested that item 4.d. be removed from the consent agenda. Ald. Romanowski requested that item 4.b. be discussed separately.
4. Plan of Operations, Signage and Site Plan. City Admin. Matt Carlson presented the following requests to the Plan Commission.
 - a. **Tax Key 803.002** 2420 Milwaukee Street, Spiro Mehal, Owner, Shawn MacDonald, LLC and Tamara R. Reno, CFP, LLC. Applicant seeks plan of operation approval for financial planning and investment office.
**MOTION TO APPROVE PLAN OF OPERATION APPROVAL FOR FINANCIAL PLANNING AND INVESTMENT OFFICE.
(WELCH/ROMANOWSKI) Carried.**
 - b. **Tax Key 804.994.015** Gollash Pharmacy, 2810 Heritage Drive. Bob Stell, Midwest Sign & Lighting, Inc. Applicant seeks name change on signage to Medicap Pharmacy. Discussion regarding pylon. Clerk to check on pylon notification. Plan of Operation/Hours to be placed on next month's agenda.
MOTION TO APPROVE SIGNAGE. (ROMANOWSKI/WELCH) CARRIED.
 - c. **Tax Key 798.051** Dave and Val Spooner, Applicants. Applicants seek signage approval for Sandwich board and name change to House of Treasures located at 711 Main Street.
Administrator Carlson stated there are two issues with respect to item c.: change in name of business/sign change; and a request for a sandwich

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board sign. At a previous Plan Commission meeting there was much discussion regarding sandwich board signs and Adm. Carlson was directed to go back to the Chamber of Commerce and have dialog about sandwich board signs. The Chamber Executive Committee was to send a letter to Adm. Carlson expressing support for sandwich board signs that were designed in a professionally-looking manner. The examples that were given were: Mark David's bakery, the Lang Candle Shop, and the Bottoni Custom Creations. The Executive Committee was also going to suggest administrative approval of those sandwich board sign. As of this date, Adm. Carlson had not received the letter from the Chamber of Commerce, but he did provide a copy of the petition circulated regarding sandwich board signs. Adm. Carlson stated the Chambers position was twofold: 1) Sandwich Board signs should be permitted with examples of acceptable, quality design; and 2) administrative approval—the ability to approve the sandwich board signs administratively.

Petitioners Dave and Val Spooner, present. Discussion regarding sandwich board signs. Petitioners were directed to remove sandwich board sign in conformance with letter sent to businesses directing same; and also to remove outside display of wares which was display was not in the plan of operation. Because the sandwich board approval would require a new ordinance identifying sandwich board requirements, etc., this matter cannot be acted upon tonight.

Adm. Carlson stated that if it is the Plan Commission's desire to seek a text amendment in the zoning code, a process needs to be followed: 1) public hearing before the Plan Commission, and 2) a recommendation to the City Council and an ordinance change. Per Plan Commission directive for next month's meeting, Adm. Carlson is to provide the Commission with ordinances from other municipalities permitting sandwich boards. The Commission will then put together a draft of these examples.

MOTION TO APPROVE THE NAME CHANGE TO HOUSE OF TREASURES LOCATED AT 711 MAIN STREET. (ROMANOWSKI/TRUNZO) CARRIED.

- d. **Tax Key 787.077** Tom Aul, Owner, 601 Milwaukee Street, Jessica Kruesel, Applicant. Applicant seeks plan of operation approval for "Jessica's Café." 3 fulltime and 12 part-time employees. Hours of operation: Weekdays 10 a.m.-10 p.m., Saturday 10 a.m.-12 a.m., Sunday 10 a.m. – 3 p.m. Jessica Kruesel, applicant, present.

Adm. Carlson stated this item needs to be removed from Consent Agenda because the petitioner has not secured the approval of the owner of the property. Question for Plan Commission: Consider Plan of Operation and provide contingent approval of the Plan of Operation or the Petitioner secure control of the property before this matter is reviewed/acted upon by the Plan Commission. Adm. Carlson stated that on larger developments, secured leases and ownership are a bigger issue.

Ms. Kruesel presented plan of operation, and requested amendment of Saturday hours from 10 a.m. to 12 a.m. to 10 a.m. . to 10 p.m.

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Procedures to be completed for plan of operation before matter is placed on the Plan Commission Agenda will be discussed at an upcoming Commission meeting.

MOTION TO APPROVE PLAN OF OPERATION AMENDING SATURDAY HOURS TO 10 A.M. TO 10 P.M. CONTINGENT ON A SIGNED LEASE WITHIN TWO WEEKS FURNISHED TO THE ADMINISTRATOR. (COSTA-CURTIS/WELCH) DISCUSSION. CARRIED.

- e. **Tax Key 793.988** City of Delafield Public Works Campus. Seeks conceptual site plan approval for salt shed. City Engineer Fred Welch stated the existing shed needs to be replaced because the present shed is deteriorating and a larger shed is needed for capacity. Discussion.

MOTION THAT PLAN COMMISSION RECOMENDS THAT THE CITY COUNCIL RECONSIDER USE OF THIS PROPERTY FOR CONTINUING PUBLIC WORKS USE, BUT IF THE CITY COUNCIL DETERMINES THAT THIS WILL BE THE CONTINUING USE OF THE PROPERTY FOR THE PUBLIC WORKS FUNCTION THEN THE PLAN COMMISSION CONCEPTUALLY APPROVES THE PLANS FOR THE SALT SHED. (ROMANOWSKI/COSTA-CURTIS) CARRIED.

- f. **Tax Key 787.074** Bottoni’s Custom Creations, 814 Genesee Street, Delafield, Ana Marie & Grace Bottoni, Applicants. Applicants seek plan of operation amendment and site plan approval for “Ana Marie’s Village Corner.” Plans are to include outdoor seating for customers and to serve wine, coffee, flavored teas, cookies and desserts from Bottoni’s Custom Creations. Ana Marie and Grace Bottoni present. Ana Marie gave presentation. Discussion. Adm. Carlson stated: service of wine would require a liquor license—and no licenses are available. However, applicant presently has a Class A license which would entitle the applicant to sell wine by the bottle but not serve it. Second, a specific site plan of the items mentioned and if the Plan Commission so desires a conceptual approval can be granted contingent upon staff review and approval of site plan.

Applicant is directed to remove sandwich board sign in conformance with letter from the City requesting same.

Adm. Carlson will check with the police department regarding parking on Mill Street.

MOTION THAT APPLICANT BRING MORE CONCRETE PLANS BACK TO THE STAFF AND THEN IF THE STAFF THINKS IT IS A WORKABLE PLAN THEN IT WOULD COME BACK TO THE PLAN COMMISSION. (ROMANOWSKI/TRUNZO) DISCUSSION. CARRIED.

- 5. Preliminary Consideration, Approval. None.
- 6. Final Consideration, Approvals, Previous Approvals. None
- 7. Zoning and Ordinance Revisions.
- 8. Hearing Dates

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Adm. Carlson stated public hearing for sandwich boards will be scheduled for May meeting.

9. Building Inspector Report.
Building Inspector Tom Maney stated the total number of permits to date are 49; plus 6 occupancy permits. The new permits include 1 new school, 3 single family, and 1 new duplex.

10. Correspondence
Chrys Mursky had several items of concern.
 - a. Sign at Hardee's indicating they are open for 24 hours and also have a flag.
 - b. Adm. Carlson stated he contacted Hardee's regional management and informed them that they may not have the flag and they cannot be open 24 hours unless they Plan Commission approval.
 - c. Unapproved banners around City.
 - d. Adm. Carlson sent a letter to approx. 10 businesses who had banners and had not received approvals. (FYI: businesses can request temporary banner approval for city hall by completing a form.)
 - e. Removal of sandwich board at Mark David's .
 - f. Robert Trunzo will take care of informing business.
 - g. Mr. Tom Aul's property: Does he have permission for sign on the south side of the building?
 - h. Brightness of Walgreen's lighting. Fred Welch will review light levels and advise.
 - i. Adm. Carlson sent letter to the local hardware store relative to temporary banners, sandwich boards, etc. Also, Adm Carlson received a telephone call regarding the color of the columns at the Kohl's Department Store. This will be checked.
 - j. Adm. Carlson spoke with the Wal-Mart Corporate Office and they were arranging for landscapers. Wal-Mart requested approval of a special event in April but Adm. Carlson suggested they not make a formal request to the Plan Commission until the landscape issue is resolved. They agreed.
 - k. Home Depot cleaned their area as requested.
 - l. Concern was expressed regarding the walkway in front of City Hall. Suggestion was made to have warnings posted.

12. Adjournment.
MOTION TO ADJOURN. (ROMANOWSKI/TRANSON) CARRIED. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Joann Dodge