

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Present

Mayor Ed McAleer
Ald. James Romanowski
Eng. Fred Welch
Robert Trunzo
Robert Transon
Marily Gardner
Tom Maney
City Planner John Stockham
City Admin. Matt Carlson
Clerk Marilyn Czubkowski

Absent

Dirilee Curtis Costa

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

1. Approve Minutes of April 26, 2000.
**MOTION TO APPROVE THE MINUTES OF APRIL 26, 2000.
(TRUNZO/ROMANOWSKI) CARRIED.**
2. Citizen comments pertaining to subjects on this agenda. None
Speaking to sandwich boards, banners, and signs:

Dennis Lipinski
Colonial Inn
Milw. St.

Betsy Bush
China Cupboard
630 Milw. St.

Dave Spooner
House of Treasures
Main Street

Anna Marie Bottoni
Bottoni's Custom Creations
Genesee Street

Carrie Rozak
Blue Iris
Genesee St.

Jeff Forslund
Lake County Jewelers
Genesee St.

Leslie Neiper
Red River Furniture

Jessica Kriegel
609, 611 Milwaukee St.

Speaking to parking, fees, CBD 1, CBD-2
Jim Stoffer
Wholly Cow
Main Street

Betsy Bush
China Cupboard
630 Milw. St.

Julie Plotz
Milw. St.

Jeff Neiper
Red River Furniture

Leslie Neiper
Red River Furniture

Jim Zahoric
1948 West Shore Drive
Site #3

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Jessica Kriegel
609, 611 Milw. Street

Adm. Carlson will research the policies of other communities regarding parking responsibilities to businesses/residents.

3. Approve consent agenda.

Note: Those items marked with ** will be enacted or approved in one motion. If any member of the Plan Commission wishes to discuss any consent agenda item, the Plan Commission member may request the chairperson to remove that item from the consent agenda.

- a.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, DBA Marketing Communications, Donald Becker, Applicant. Applicant seeks plan of operation approval for marketing communications company. Five fulltime employees. Weekdays 8a.m. to 5 p.m.
- b.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, Robert Sytsma, applicant. Applicant seeks plan of operation for Sungro Horticulture. Five fulltime employees. Weekdays 8 a.m. to 5 p.m.
- c.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, Chris Ostromecki, Applicant. Applicant seeks plan of operation approval for Lake Country Cardiovascular. Two fulltime employees. Weekdays 9 a.m. to 5 p.m.
- d.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, Richard E. Neils, M.D., Applicant. Applicant seeks plan of operation approval for Advanced Laser Clinic. Two fulltime employees. Weekdays 8 a.m. to 8 p.m., Saturday 8 a.m. to 8 p.m.
- e.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners. Applicant seeks plan of operation approval for The Tribute Companies to move from 383 Williamstowne into new building. Four part-time and 10 fulltime employees. Weekdays 7:30 a.m. to 5:00 p.m.
- f.** **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, E. Ostromecki, Applicant. Applicant seeks plan of operation approval to move from 383 Williamstowne into new building. Two part-time, 2 fulltime employees. Weekdays 8 a.m. to 5 p.m.

**MOTION TO APPROVE CONSENT AGENDA (TRUNZO/WELCH)
CARRIED.**

4. Plan of Operations, Signage and Site Plan. Administrator Carlson presented Operations, Signage and Site Plan requests.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

- a. **Tax Key 749.085.001** Paul Price, 1822 Price Road, Applicant. Applicant seeks permission to fill portions of Lot 1 of CSM 4481 Applicant, Paul Price present. City Engineer Welch stated there are several issues that need to be resolved for fill permit:—erosion control, side slops, schedule, and bond posted. Building Inspector Tom Maney stated this is the first of two steps for Mr. Price: he needs to obtain a variance from the Board of Zoning Appeals to build a detached garage, but prior to obtaining the variance he needs to be sure the Plan Commission will allow him to fill in enough area for a garage. Discussion.

MOTION TO GRANT FILL PERMIT SUBJECT TO THE CONDITIONS OUTLINED IN THE MEMO FROM THE CITY ENGINEER AND THE CITY ORDINANCES OF THE INSPECTOR. (TRANSON/ROMANOWSKI) DISCUSSION. CARRIED.

- b. **Tax Key 798.017** 637 Main Street, Wholly Cow, James Stoffer, Owner. Owner seeks approval for Phase III and IV. City Administrator Carlson provided the Commission with descriptions of Phases III and IV. Applicant James Stoffer present. Adm. Carlson expressed concern regarding encroachment on the south side or the west property line. City Engineer Welch expressed concern regarding the width of the deck and the property line, the sign in the right-of-way, and the roof pitch, design, and materials. Phase III tabled and sent back to staff. Phase IV involves the interior floor plan and a door on the east side.

MOTION TO APPROVE THE INTERIOR RENOVATION AND THE ADDITION OF THE DOOR ON THE EAST SIDE OF THE BUILDING (PHASE IV). (ROMANOWSKI/WELCH) DISCUSSION. CARRIED.

- c. **Tax Key 798.017** 637 Main Street, Wholly Cow, James Stoffer, Owner. Nina Lansing, Applicant. Applicant seeks signage approval for Nina's Bears & Dolls. Owner James Stoffer present; Applicant Nina Lansing not present. No action was taken on this item as the applicant is required to be present.
- d. **Tax Key 803.988.001** Williamstowne Settlement LLC, 385 Williamstowne, William and Barbara Toson, Owners, Lynn Duncan-Madenberg, Applicant. Applicant seeks plan of operation approval for AnVanti, permanent and corrective cosmetics office; one part-time, one fulltime employee. Hours: Weekdays 8 a.m. to 12:00 a.m., Saturday 8:00 a.m., Sundays 8:00 a.m. to 12:00 a.m. (fluctuates according to clients availability). Adm. Carlson stated this application was not placed on the Consent Agenda because of the request for hours of operation (12:00 a.m.) Applicant not present.

MOTION TO TABLE. (TRUNZO/TRANSON) CARRIED.

5. Preliminary Consideration.

- a. **Tax Key 808.985.001** Lot 2 of CSM8439 Hillside LLC, John Mikkelson and Jeff Senglaub, Owners. Applicants seek site plan and signage approval for office building. John Mikkelson, owner, and Bob Tomar, architect, present. John Mikkelson presented the site plan,

CITY OF DELAFIELD PLAN COMMISSION MINUTES

and Bob Tomar spoke to storm water. City Planner John Stockham spoke to concerns of staff, i.e. metal roofing, landscaping on end of drive. The Plan Commission requested a sample of the bronze metal, rendering with a regular asphalt roof, and a color photograph of asphalt and metal roof. Applicants will appear before Plan Commission with requested materials/data.

- b. **Tax Key 789.981** Doug Lurvey, owner's representative, 1851 N. Genesee Street, Erick Madisen, Agent. Applicant seeks plan of operation, site plan and erosion control permit for Delafield Presbyterian Church. Two part-time employees. Hours: Weekdays 6:00 p.m. to 9:00 p.m., Sunday, 9:00 to 12:00 p.m. Special hours: Christmas, Lent and Easter Services, holiday dinners, wedding ceremonies. Doug Lurvey present. Doug Lurvey and Erick Madisen present. Doug Lurvey Erick Madisen gave presentation. Adm. Carlson stated that because a church is a conditional use, the process is to appear before the Plan Commission to establish a hearing date for the conditional use and the Commission is recommending that the day be at the next Plan Commission meeting. Public Hearing will be placed on the Agenda at the top of the meeting with final consideration and approval. City Engineer Fred Welch stated that prior to the Public Hearing meeting some items need to be resolved: erosion control, circle drive—a portion of the entrance to the drive is in public right-of-way and could pose a turning hazard, and double driveway may also cause a hazard entering/existing. Matter will be scheduled for public hearing in June.

- c. **Weissgerber Hotel & Conference Center/Hilton Garden Suites**
Hans Weissgerber, Jr., present and introduced the development plans for 83 and I-94. The Bob Sieger, architect, and Tony Zann, engineer, Janke & Janke, presented the specifics with reference to the plans. The hotel will be six stories high (55-60 ft); approx. 165-70 rooms, conference center approx. 45,000 sq. feet. Questions and discussion ensued regarding traffic, size of the project, parking, articulation. Adm. Carlson suggested that a Physical Impact Analysis (compares the cost of providing services to the parcel with the economic benefits that come from the parcel) should be done, as well as revisiting the 1993 traffic study. Mr. Weissgerber requested recusal of Mr. Trunzo from future participation in this matter. Mayor McAleer will forward the request to the City Attorney. Further discussion regarding composition of hotel—brick would be preferred. Concerns Commission to be addressed were: pros and cons of height, traffic, lighting, size of building.

6. Final Consideration, Approvals, Previous Approvals.
a. Temporary Signage, Banners and Sandwich Board Signs
Adm. Carlson received Chamber of Commerce correspondence outlining suggested improvements in the temporary signs' section of the Zoning Code and in the Sandwich Board section. The City has authority to approve banners on the short-term basis; Adm. Carlson states an

CITY OF DELAFIELD PLAN COMMISSION MINUTES

administrative form has been created and he can sign off banners. Amendments and Chamber correspondence was included in Agenda packet to the Commission members. Anna Marie Bottoni of Bottoni Custom Creations spoke to the sign committee meeting. Banner fees would be \$20 for 8 weeks and \$10 for 2 weeks; fee exceptions should include hiring signs, grand opening sign, and community, charity and "not for profit" should also be exempt. Sandwich Board signs should be allowed all year long; signs should be on the premises or the adjoining frontage, restaurants should be allowed to advertise daily specials; businesses with parallel parking should place signs next to building or on the terraced area, businesses with angle parking should place signs next to the building. A \$20 lifetime fee would be acceptable, signs would be in and out each day, professionally done and artistically rendered and capable with the business it represents. A sentence on the bottom of the application for sign could state that the Chamber of Commerce would do the approval of signs. The Mayor suggested that if there were a separate downtown group it should conduct business with the auspices of the Chamber of Commerce. City Engineer stated that the sandwich board signs language should include "approve for size and location" so that there is some control, and a sketch should be included indicating where the sign would be located on the property, and it should include a rendering of sign. The placement location of banners should be included and well as whether in the business district or non-business district. The question of signs on the sidewalk will be referred to the City Attorney for response on liability issues. Calls will be made to surrounding communities regarding policies on sandwich boards. Adm. Carlson stated that from a process point of view there is proposed language and a change to the zoning text amendment, later on the agenda is a request to establish a hearing date for zoning text amendments, in the background packets is City Planner Stockham's memo regarding zoning ordinance amendments for review prior to the hearing date. The draft ordinance should be available to the City Clerk by June 7.

- b. Approve The Towne Center II/Wandschneider House
Plan Commission member Bob Trunzo recused himself from this matter. Sigma Development present on behalf of Lang Companies. Color renderings presented to the Commission, which also included site plans. A revised landscaping and storm water plans are necessary. Presentation was done by Sigma. Questions and discussion. The driveways are a safety concern. Sidewalk is not a condition for this approval. The matter will go before the Public Works with a copy provided to the City Engineer.

MOTION TO APPROVE THE SITE PLANS AS SUBMITTED EXCEPTING REVISING THE TWO ENTRANCES FROM TWO-WAY ENTRANCES TO TWO ONE-WAY ENTRANCES (NARROWED-14 OR 16 FT), THE SUBMISSION OF A REVISED LANDSCAPING PLAN TO INCLUDE MORE LANDSCAPING AROUND OTHER SIDES OF THE PROPERTY, AND FORWARDING PLANS

CITY OF DELAFIELD PLAN COMMISSION MINUTES

**TO PUBLIC WORKS COMMITTEE PER USUAL PROCEDURE.
(ROMANOWSKI/WELCH) CARRIED.**

7. Zoning and Ordinance Revision
 - a. Zoning Ordinance Amendments memo from City Planner regarding parking requirements; grading, erosion control; lighting; portable signs and sandwich boards; temporary signs; and parking in the downtown CBD 1. City Adm. Carlson indicated that this item has been placed on the agenda so that the memo would be in the hands of the Commission for review. This matter will be placed on the agenda at the next meeting. The City Attorney has given a ruling that you can substitute the public hearing before the Council for one before the Plan Commission. The City Clerk states there is only one public hearing required and she will verify this requirement.

8. Hearing Dates.
 - a. Delafield Presbyterian Church conditional use
The Clerk set the public hearing for June 20th.
MOTION TO APPROVE PUBLIC HEARING DATE. (ROMANOWSKI/TRUNZO) CARRIED.
 - b. Zoning text amendments
MOTION TO HAVE THE PLAN COMMISSION HOLD THE PUBLIC HEARING ON JUNE 20TH. ROMANOWSKI/TRUNZO) CARRIED.

9. Building Inspector Report.
Building Inspector Tom Maney stated the total number of permits to date is 44; plus 3 occupancy permits. The new construction permits include 5 new single family homes, and 1 new 4-unit condominium building.

10. Board of Zoning Appeals

11. Correspondence
 - a. Correspondence dated May 12, 2000 from Colleen Costigan Seaman regarding wheelchair ramp at Fishbones Restaurant
 - b. Notice of Public Hearing from Village of Nashotah (Chapman property/Nashotah Farms)
 - c. Correspondence with Hartland Village Administrator regarding Development of Highways 83 and KE

12. Adjournment.
MOTION TO ADJOURN. (TRANSON/ROMANOWSKI) CARRIED. Meeting adjourned at 10:58 p.m.

Respectfully submitted,

Joann Dodge

CITY OF DELAFIELD PLAN COMMISSION MINUTES