

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

**Present**

Ed McAleer, Mayor  
Matt Carlson, City Administrator  
Marilyn Czubkowski, City Clerk  
Marilyn Gardner, Ald.  
Thomas Maney, City Building Inspector  
James Romanowski, Ald. 7  
Fred Welch, City Engineer

**Absent**

Diri Curtis Costa  
Robert Transon  
Robert Trunzo

The Meeting was called to order by Mayor Ed McAleer at 7:00PM. Roll call was taken and a quorum was present and acting. The pledge of allegiance was recited.

**1. Approve minutes**

**MOTION TO APPROVE THE MINUTES OF OCTOBER 25, 2000 (J. ROMANOWSKI/M. GARDNER). MOTION CARRIED.**

Prior to citizen comments, M. Carlson added the following administrative remarks to the record:

- 1) The City received a letter from Colder's Furniture Store stating that it would not be prepared for tonight's meeting and asking to be rescheduled for a later meeting.
- 2) The City also received a request from Brennan's requesting that it be removed from tonight's agenda and be rescheduled for a later meeting.
- 3) An addendum was affixed to tonight's agenda and published in time for public notification. The addendum provided for final consideration for the Behrend's Certified Survey Map on Main Street and is ready for discussion tonight.

**2. Citizen Comments**

Jeff Forslund of Lake County Jewelers, 708 Genesse Street, welcomed Kelli Stuckart and her husband to the community. He wished them good luck with their new business, Tadpoles, which specializes in children's clothing. J. Forslund addressed the Commission in asking that it require any new downtown business to provide off street parking provisions in their plans of operations because of the continuing growth of the Downtown Business area. He has received calls from his customers who were not able to find parking. He also requested that employees of area businesses not park on the streets in order to free up space for customers.

Jim Zahorik, of 1948 W. Shore Drive, reiterated the previous speaker's comments and expressed his own concerns about the downtown parking situation. He focused his comments on the CBD 1 & 2 parking and the rewording of the ordinance. J. Zahorik contends that the serious lack of parking space is impacting the small businesses that have existed previous to new businesses starting in the downtown area. He supports a provision that requires future developers of new businesses to be responsible for submitting a plan for parking arrangements and not the City. Mayor McAleer indicated that the Common Council did say that it would address the parking issue during the first quarter of the year however, this was contingent upon the Fish Hatchery parking lot completion. The Council wanted the opportunity to monitor Fish Hatchery before discussing the revision of current zoning ordinances. It is anticipated that the Fish Hatchery parking lot will alleviate some of the current downtown parking problems. J. Romanowski further remarked that the Commission would have a better understanding of how to address

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zoning ordinances as they relate to parking after the Fish Hatchery parking lot is functional and can be evaluated. J. Zahorik expressed his concern as to the distance of the Fish Hatchery to those businesses that are farther away from the lot. Mayor McAleer replied that the Commission or Council should not speculate until it is able to evaluate the impact of the Fish Hatchery parking lot. When discussing the parking issue distinctions should be made between the types of businesses involved and historical rationale. The Mayor concluded his comments by saying that he will ask the Common Council to address this issue at its next meeting.

A second issue that J. Zahorik brought before the Commission concerned the status of the City's building moratorium and when it went into affect. Because the City Attorney recommended that an official city ordinance be passed first, Mayor McAleer stated that there is no ordinance as of yet. A City Ordinance will provide a means to stem lawsuits brought forth by developers. Before an ordinance is passed a public hearing must be held, which will probably be scheduled for Monday, December 18<sup>th</sup> pending publication (a hearing can be held regardless of a quorum being present) per M. Czubkowski, City Clerk. If a quorum is present an ordinance may be passed the night of the 18<sup>th</sup> and published the following week.

**3. Consent Agenda**

- a) Request of Target Stores for special holiday hours
- b) Request of Wal-Mart for special holiday hours

**MOTION TO APPROVE CONSENT AGENDA (J. ROMANOWSKI/M. GARDNER).  
MOTION CARRIES.**

**4. Plan of Operations, Signage and Site Plan**

- a) **Tax Key 804.994.017, *Klinke Clothing Care Corp.***, 2806 Heritage Drive, Kensington Development, Owner; Jennifer Klinke, Applicant.

**MOTION TO APPROVE REQUEST OF CHANGE IN OWNERSHIP AND SINAGE FOR KLINKE CLOTHING CARE CORP. (J. ROMAWNOSKI/M. GARDNER).  
MOTION CARRIED.**

- b) **Tax Key 807.978.03, *Fastenal Company***, Austin Real Estate Company, LLC, Owners; Dan Murphy, Applicant.

A joint use with Austin Plumbing and Heating. The plan was reviewed in-house by the City Engineer who provided comments. An updated plan was provided. Basic questions by F., Welch included 1) signage meeting ordinance requirements; 2) additional parking spaces were needed; 3) overhead door east end of building and new paving. However, all of these issues have been corrected.

**MOTION TO APPROVE PLAN AS SUBMITTED. (F. WELCH/M. GARDNER).  
MOTION CARRIED.**

- c) **Tax Key 792.055, *Tadpoles***, 817 Genesee Street, Tom Aul, Owner; Kelli Stuckart, Applicant.

Segregate signage approval from the plan of operations approval since materials for sign were not ready for review by the Commission. Applicant also requested a modification of store operation hours as follows: Monday through Friday 10:00AM to 5:00PM, and Saturday and Sunday from 10:00AM to 5:00PM.

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**MOTION TO ACCEPT PLAN OF OPERATION WITH MODIFICATIONS (F. WELCH/M. GARDNER). MOTION CARRIED.**

**5. Preliminary Consideration**

- a) **Tax Key 802.999.007**, 711 Garrison Court, Bernard and Leslie Gruenke, Owners. (*Seeking approval for boathouse.*)

Copies were distributed to the Chairman of the Lake Welfare Committee who has reviewed the plans and did not express any concerns about the boathouse. Discussion occurred concerning the materials for the retaining walls. T. Maney reported that the boathouse is very well designed and meets the setback requirements. B. Gruenke, applicant, addressed the Commission stating that the appearance of the boathouse would match the rest of the house by using fieldstone. The Commission reviewed drawings and architectural renderings of the project. The use of railroad ties will be limited. No flagstone will be used. Description includes spancrete roof with some grass.

**MOTION PASSES PROVIDED RETAINING WALL IS FIELD STONE WITH LIMITED USE OF RAILROAD TIES AND WITH BUILDING REMAINING AT ITS PRESENT SETTING (M. GARDNER/J., ROMANOWSKI). MOTION CARRIED.**

- b) **Tax Key 803.979.006**, *Purity-Delafield Office Building*, Plunkett-Raysich Architects, Applicants, Dr. Adel Korkor, Client.

Paul Schmidt of Plunkett-Raysich Architects presented the Commission with the preliminary plans for consideration, which include the construction of a three-story medical-office building. P. Schmidt presented architectural renderings and a three-dimensional perspective of what the building may look like. The general development plan has already been approved. Offices will include professional businesses such as an attorney's office and travel agency. It is not intended to be a medical office building. However, a development agreement will need to be worked out specifying the allowable uses - with each use coming back for a plan of operation approval. P. Schmidt addressed issues concerning land-usage, stormwater flow and water pond retention. He described parking (126 parking with 6 approved for handicapped), landscaping, trash enclosure using same building materials, landscaping islands in parking lot, light fixtures as well as how the building will be positioned on the land. Photometrics will be conducted and a coach light fixture will probably be used. Stormwater calculations are being prepared and expected to be completed by December 11<sup>th</sup>. It is an all brick building that has a slate-like roof, but the roof will be made from another type of material using a pre-finished metal. Extension discussion occurred regarding building/roofing materials, signage and building/landscaping design. The next step procedurally is to work out the development agreement and reschedule for an upcoming Planning Commission meeting.

- c) Preliminary plat for *Ruff* property.

Wayne Foster made a presentation before the Commission relative to the 14-lot preliminary plat for this property. Extensive discussion ensued over the developer's plans and the City's concerns. M. Carlson distributed to the Commission a memo

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regarding the subject's property and what actions the Commission may take as well as several considerations that the Commission should review. W. Foster is advocating the development of 44 units in relationship to the R-3 zoning requirements. The Commission is concerned about space issues and the type of buildings to be constructed. There are three different parties: the City of Delafield, the landowner and the developer. The goal is to have all three interests converge. Extensive discussion ensued between the developer and the Commission as to how to proceed. It was decided that the developer would withdraw his plan for further discussions and meet with staff before the next Planning Commission meeting. Plans could then be submitted at a later date.

**6. Final Consideration, Approvals, Previous Approvals**

- a) **Tax Key 804.989 Parcel, #4 of CSM 9025, Colder's Furniture**, Meridian Hillside LLC, Michael Arneson, Agent; MSI General Corp. Eric Neumann and Robert and David Felker, Applicants.

Withdrawn by the applicant for this meeting and to be rescheduled at a later date.

- b) **Tax Key 804.994.013, Brennan's**, SE corner of Hillside Drive/Kettle Court West, Todd Development, Owner;

Withdrawn by the applicant for this meeting and to be rescheduled at a later date.

- c) **Addendum** - The final consideration for the Behrend Certified Survey Map on Main Street CSM print street should be built with city standards per the City Attorney, Bill Chapman. Maintenance responsibilities with no further division of parcels. J. Behrend answered questions regarding asphalt and quality of pavement. F. Welch raised questions about drainage. This issue may require review by SEWRPC and the Public Works Committee. J. Behrend plans to install laterals but no ditch or culvert. He also stated that the utility building will be torn down upon approval. F. Welch indicated that an agreement would need to be submitted to the City. Shared maintenance will not be a problem. Discussion ensued as to drainage, appearance and quality.

**MOTION TO RECOMMEND TO COMMON COUNCIL FOR APPROVAL WITH CONDITIONS RELATIVE TO MAINTENANCE AGREEMENT, TYPE OF SEWER SERVICE, FURTHER DIVISION OF PARCELS NOT PERMITTED AND SHED REMOVAL WITHIN 60 DAYS OF APPROVAL (J., ROMANOWSKI/M. GARDNER). MOTION CARRIES.**

**7. Zoning and Ordinance Revisions**

**8. Hearing Dates**

**9. Administrator's Report**

- a. Next meeting date is December 20, 2000. Quorum is expected.

**10. Building Inspector Report**

- a. To date there are eighteen permits, including five for occupancy and two for new single family homes.

**11. Board of Zoning Appeals.**

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**12. Correspondence**

- a. Letter from Betsy Busch dated November 13, 2000, regarding Hawks Commons

**13. Adjournment**

**MOTION TO ADJOURN AT 8:55PM (J. ROMANOWSKI/F. WELCH). MOTION CARRIED.**

Respectfully submitted,

Dawn Drellos,  
Reporting Secretary