

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Mayor DeYoe called the Wednesday, April 27, 2016 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, April 27, 2016 Plan Commission meeting:

Present

Michele DeYoe, Mayor

Tim Aicher, Ald.

Dave Greenway

Dan Jashinsky

Meghan Johnson

Jim Reiher

David Simon

Roger Dupler, Planner

Scott Hussinger, Building Inspector

Absent

Wayne Dehn

PUBLIC HEARING #1:

Conditional Use Amendment - Architecture

LOCATION:

DELC 0804.982 2900 Golf Road, Delafield.

OWNER:

Ramco Delafield II LLC.

APPLICANT:

MJM Architects

MATTER:

Applicant seeks to amend the conditional use permit to allow architectural modifications to the Starbucks in the Shops of Nagawaukee, to accommodate a patron door on the north facade.

DeYoe opened the Public Hearing at 7:01PM.

Brittany Collins, MJM Architects, 105 Broadway, Nashville, TN, 37201, explained Starbucks proposed several modifications to the exterior of the store at the Shops of Nagawaukee. One modification included a new entry on the rear façade into the steam room while keeping the current entry doors on the side of the store. Metal reserve door pulls would be added and new patio furniture umbrellas and seating in black metal and black resin would also be added.

There were no additional comments. DeYoe closed the Public Hearing at 7:03PM.

PUBLIC HEARING #2:

Conditional Use Amendment – Signage

LOCATION:

DELC 0804.999.004 3131 Golf Road, and DELC 0804.982 2900 Golf Road, Delafield.

OWNER/ APPLICANT:

Ramco Delafield II LLC and Ramco-Gershenson Properties LP.

MATTER:

Applicant seeks to amend the conditional use permit to allow for a revised master sign program for the Shops of Nagawaukee and the Nagawaukee Shopping Center.

DeYoe opened the Public Hearing at 7:03PM.

Ross Gallentine and Shannon Hormanski, Ramco-Gershenson, 31500 Northwestern Highway, Suite 300, Farmington, MI and Debbie Tomczyk, Reinhart, Boerner, Van Deuren, SC, 1000 North Water Street, Milwaukee, WI, were present.

Hormanski provided a brief presentation regarding Ramco-Gershenson's (RGs) investment in the Nagawaukee Center including Kohl's, Inc., Marshalls, Sports Authority, Five Guys Burgers and Fries, etc., purchased in

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2012 and The Shoppes of Nagawaukee purchased in 2013. RG remained committed to quality leasing with local and national retailers. To maximize and maintain customer interest, RG wanted to enhance the sense of place at these centers to allow shoppers to create a longer stay time. To that end, RG proposed the use of branded logos and signage, attractive landscaping and hardscape, connectivity through wayfinding signage and banners to announce special events and enhanced marketing. Floor to ceiling marketing modifications could include tenant wall signs of several colors. Many other retailers allowed the use of different color signs in their logos and branding efforts and this was evidenced at other shopping centers. Several tenants currently requested RG support in upgrading existing signage. Bath and Body Works was on the agenda with a request for blue signage. RG owned 90 shopping centers across the country. Many used window graphics and window decals on store exteriors when the store was vacant rather than blacked-out windows. These decals provided a correlation to the features of the center and created a sense of place. Retailers also wanted flexibility in signage to allow brand logos and colors to be displayed that would allow customers to recognize brands for shopping. Tomczyk noted no additional signage was being requested; only to change the color of current signage.

Kent Atwell, 2816 Ridley Road, Hartland, distributed a letter to all Commissioners regarding his support for changing the current sign program. *(Clerk's note: This letter is attached at the end of the minutes.)* He noted Delafield was different from other communities and the City worked hard to maintain standards to keep its character intact. He thought the proposal was a starting point for negotiations and suggested the Commission consider allowing other colors than red and continue to maintain the allowable signage requirements while understanding the concept of signage as having a sole purpose of attracting attention to the business.

Chris Smith, 185 Steeple Pointe Court, was in favor of the general sign program as presented. It was past time to change signage requirements to allow different colors of signage. In the past consistency was considered important and this was no longer necessary. It was important to make sure all understood the sign area requirements and that signage should not allow competition between tenants. He liked the idea of allowing logos in signage and had no issues with monument sign changes proposed. Undercanopy signage required further clarification of use.

DeYoe closed the Public Hearing at 7:19PM.

<u>PUBLIC HEARING #3:</u>	<u>Conditional Use Amendment – Site Plan and Signage</u>
<u>LOCATION:</u>	<u>DEL 0753.999.002 3115 Hwy 83, Hartland.</u>
<u>OWNER/ APPLICANT:</u>	<u>Whitney Probsting, Eric Shneyder ET AL.</u>
<u>MATTER:</u>	Applicant seeks to amend the conditional use permit to allow for site plan changes to modify the stormwater basin, parking lot design, building, and site signage for the Rustic Manor.

DeYoe opened the Public Hearing at 7:01PM.

Whitney Shneyder and Eric Shneyder, 3115 Hwy 83, were present. W. Schneyder (Probsting) noted the request to amend the conditional use permit to allow site plan changes related to converting the current grassy overflow parking area to gravel with new operation as a main graveled parking area. The original gravel parking area would be converted to blacktop. Due to year-round facility operation and wet spring and fall conditions in the past year, the need arose to convert this land to blacktop and gravel to maintain functionally aesthetic areas of the site. The current grassy overflow area was consistently being used for staff parking and overflow parking. A soil drainage test had been conducted recently on the existing basin. Results indicated the existing basin could easily accommodate the two newly proposed areas without the need for extension of the stormwater basin. An additional request related to signage. Currently there was an existing small sign near the front of the farmhouse facing Highway 83 with the Rustic Manor name and logo. Clients repeatedly informed them that the sign was small and it was difficult to locate the facility. They were in agreement. She requested the amended site plan to enlarge the sign at the front of the farmhouse. There would be no changes

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to the design, color or location of the main sign. Also, at the south end of the parking area, atop the berm, a tree had died over the winter. She requested the small existing Rustic Manor sign be allowed to be placed on a parking post where the tree was located with another small sign that would indicate the location of the parking lot. This would direct motorists traveling north on Highway 83 to turn left into the parking area and for those traveling south, to turn right into the parking area. Complaints had been received by clients that they could not see the parking lot upon approach because of the trees. An addition to the barn structure was also being proposed. This would not increase the square footage for guest occupancy. In the year that the business had been open, they had outgrown the operating space within the barn. The proposed addition would house a new liquor room that was currently located on the south end of the building and would allow keg and wine rack storage as well as an office for the owners and staff. The existing area would hold cleaning supplies and function as an operational room for staff. The vendor operations room would then double in size. The current situation had caterers spilling outside the barn structure cleaning dishes and preparing trays. This was unsightly for guests and undesirable. E. Schneyder noted there would be no cooking in the catering room; it would just be to serve the food.

There were no additional comments. DeYoe closed the Public Hearing at 7:26PM.

PUBLIC HEARING #4: **Comprehensive Plan Amendment**
APPLICANT: **City of Delafield, WI.**

MATTER: The City seeks to amend the City of Delafield Comprehensive Plan to remove specific limitations regarding the minimum lot size permitted in residential Planned Developments.

DeYoe opened the Public Hearing at 7:26PM.

Dupler explained the City's Comprehensive Plan identified specific limitations for the minimum lot size permitted in residential Planned Developments. Changing the restriction of minimum lot size within the Comprehensive Plan would not impact the residential density. Specific information related to this item was noted in the Staff Report provided in the epacket for this meeting.

Chris Smith, 185 Steeple Pointe Court, was in favor of the change; however he encouraged the Commission to consider all the different possibilities that could arise if the amendment was approved. He questioned how to maintain control over planned developments without this restriction in place. There could be several benefits to the City and developers if the amendment was thoughtfully considered for future use.

Kent Attwell, 2816 Ridley Road, explained the background for this restriction in the Comprehensive Plan originated from a concern that a parcel being developed could be surrounded by neighboring properties with larger lots. Properties could be perceived as lower quality developments because it seemed the density had increased and this would lower the value of adjacent properties. If this restriction were removed it would increase the amount of work that the Plan Commission would need to undertake when considering each development.

DeYoe closed the Public Hearing at 7:31PM.

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PUBLIC HEARING #5: Zoning Text Amendment

APPLICANT: City of Delafield, WI.

MATTER: The City seeks to amend Ordinance 17.75(8) Criteria for Approval, and 17.75(8)(d) to redefine specific limitations regarding the minimum lot size permitted in residential Planned Developments.

DeYoe opened the Public Hearing at 7:31PM.

Dupler explained this public hearing was related to the prior public hearing. The Comprehensive Plan amendment referenced in the previous hearing would reflect that removal of restriction through the ordinances referenced in this public hearing. The zoning text amendment would note the use of residential clustering and may permit condensed building sites in near proximity in order to allow maximum common or open space. There would be no sites less than one-half acre in size. The second of the two zoning amendments would remove a reduction in lot area and lot width in the underlying zoning district.

No one wished to speak to this public hearing.

DeYoe closed the Public Hearing at 7:33PM.

1. Approve Plan Commission meeting minutes of March 30, 2016 meeting.

Hearing no objections, the March 30, 2016 Plan Commission meeting minutes were approved.

2. City of Delafield Citizen's Comments pertaining to subjects on this agenda.

Chris Potroykus, Delafield Dental, explained electronic signage was important to small business owners. He had contacted Sarah Simonsen of the Wisconsin Department of Transportation regarding the transit code for electronic message centers. The state statute was considered the higher code and required observation. Because of this, a six second minimum time per message frame was allowed and the print could not comprise more than 20% of the sign. Smaller words were harder to read and the signage then created issues of safety for motorists. His patients had reported that they enjoyed his signage that was not restricted in the current manner. He questioned whether the City's code required change if the state statute prevailed. To limit the small amount of signage would be a severe detriment to his business.

There were no objections; therefore, M. DeYoe stated Citizen's Comments were closed.

3. Consent Agenda

- a. **DELC 0794.017.005, 220 Enterprise Drive, Delafield. Owner/Applicant: ACW Holdings LLC, Al Wagner.** Applicant seeks approval of a Business Plan of Operation for storage and a showroom associated with American Classic Restoration in the StorageShopUSA multitenant development. Hours of Operation by appointment only between 6:00 A.M. and 10:00 P.M., with zero employees on site.

AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR STORAGE AND A SHOWROOM ASSOCIATED WITH AMERICAN CLASSIC RESTORATION IN THE STORAGE SHOP USA MULTITENANT DEVELOPMENT, HOURS OF OPERATION BY APPOINTMENT ONLY BETWEEN 6:00 A.M. AND 10:00 P.M., WITH ZERO EMPLOYEES ON SITE FOR DELC 0794.017.005, 220 ENTERPRISE DRIVE, DELAFIELD, OWNER/APPLICANT: ACW HOLDINGS LLC, AL WAGNER. JASHINSKY SECONDED THE

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MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DEL 0793.001.006, 440 Wells Street, Delafield. Owner: Wells Street LLC. Applicant: Delafield Jazzercise Center LLC.** Applicant seeks approval of a permanent sign for Delafield Jazzercise Center, an aerobic exercise studio.

AICHER MOVED TO APPROVE A PERMANENT SIGN FOR DELAFIELD JAZZERCISE CENTER, AN AEROBIC EXERCISE STUDIO, FOR DELC 0793.001.006, 440 WELLS STREET, DELAFIELD. OWNER: WELLS STREET LLC. APPLICANT: DELAFIELD JAZZERCISE CENTER LLC, CONTINGENT UPON THE BACKGROUND COLOR BEING CHANGED TO OFF-WHITE. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **DEL 0794.017.010 and DELC 0794.017.011, 230 and 232 Enterprise Drive, Delafield. Owner: FSWM, LLC. Applicant: ID Graphics, Inc.** Applicant seeks approval of a Business Plan of Operation for ID Graphics, a graphic design and signage contractor, in the StorageShopUSA multitenant development. Hours of Operation are Monday through Friday 8:00 A.M. to 5:00 P.M., with two full-time employees and two part-time employees.

JASHINSKY MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR ID GRAPHICS, A GRAPHIC DESIGN AND SIGNAGE CONTRACTOR, IN THE STORAGE SHOP USA MULTITENANT DEVELOPMENT. HOURS OF OPERATION ARE MONDAY THROUGH FRIDAY 8:00 A.M. TO 5:00 P.M., WITH TWO FULL-TIME EMPLOYEES AND TWO PART-TIME EMPLOYEES FOR DELC 0794.017.010 AND DELC 0794.017.011, 230 AND 232 ENTERPRISE DRIVE, DELAFIELD. OWNER: FSWM, LLC. APPLICANT: ID GRAPHICS, INC. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **DEL 0792.056.001, 803 Genesee Street, Delafield. Owner: Ace Delafield Properties LLC. Applicant: Clear Water Outdoor.** Applicant seeks approval of a Temporary Business Plan of Operation for an outdoor display during a recreational event on Lake Nagawicka.

JOHNSON MOVED TO APPROVE A TEMPORARY BUSINESS PLAN OF OPERATION FOR AN OUTDOOR DISPLAY DURING A RECREATIONAL EVENT ON LAKE NAGAWICKA FOR DELC 0792.056.001, 803 GENESEE STREET, DELAFIELD. OWNER: ACE DELAFIELD PROPERTIES LLC. APPLICANT: CLEAR WATER OUTDOOR. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **DEL 0793.001.001, 415 Genesee Street, Delafield. Owner: 415 South Genesee Street, LLC. Applicant: ID Delafield, LLC.** Applicant seeks approval of a permanent sign for ID, a restaurant in the Delafield Hotel.

AICHER MOVED TO APPROVE A PERMANENT SIGN FOR ID, A RESTAURANT IN THE DELAFIELD HOTEL FOR DELC 0793.001.001, 415 GENESEE STREET, DELAFIELD. OWNER: 415 SOUTH GENESEE STREET, LLC. APPLICANT: ID DELAFIELD, LLC. JOHNSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- f. **DEL 0736.988.001, Hwy 83 and Cardinal Lane, Delafield. Owner: Cela Holdings LLC. Applicant Stephen Kubasa.** Applicant seeks approval for a Temporary Business Plan of

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Operation to operate a roadside corn stand from July 1, 2016 to September 30, 2016. Hours of Operation are seven days a week from 8:00 A.M. to 7:00 P.M., with three part-time employees.

JASHINSKY MOVED TO APPROVE A TEMPORARY BUSINESS PLAN OF OPERATION TO OPERATE A ROADSIDE CORN STAND FROM JULY 1, 2016 TO SEPTEMBER 30, 2016. HOURS OF OPERATION ARE SEVEN DAYS A WEEK FROM 8:00 A.M. TO 7:00 P.M., WITH THREE PART-TIME EMPLOYEES FOR DELC 0736.988.001, HWY 83 AND CARDINAL LANE, DELAFIELD. OWNER: CELA HOLDINGS LLC. APPLICANT STEPHEN KUBASA. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- g. **DELC 0804.996.002, 2700 Golf Road, Delafield. Owner: M&I Lake Country Bank. Applicant: Ewald Holdings, Inc.** Applicant seeks approval of a Business Plan of Operation and signage for Ewald Automotive Group, LLC. Hours of Operation are Monday to Friday 7:00 A.M. to 6:00 P.M., Saturday 7:00 A.M. to 12:00 P.M., with twenty part-time employees.

AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR EWALD AUTOMOTIVE GROUP, LLC. HOURS OF OPERATION ARE MONDAY TO FRIDAY 7:00 A.M. TO 6:00 P.M., SATURDAY 7:00 A.M. TO 12:00 P.M., WITH TWENTY PART-TIME EMPLOYEES FOR DELC 0804.996.002, 2700 GOLF ROAD, DELAFIELD. OWNER: M&I LAKE COUNTRY BANK. APPLICANT: EWALD HOLDINGS, INC. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- h. **DELC 0807.978.008, 350 Austin Circle, Delafield. Owner/Applicant: 5 Alarm Fire and Safety.** Applicant seeks approval of a Temporary Business Plan of Operation to conduct their annual Firefighter Extrication School. Hours of Operation are 7:00 A.M. to 4:00 P.M. Saturday May 14, and Sunday May 15, 2016.

JASHINSKY MOVED TO APPROVE A TEMPORARY BUSINESS PLAN OF OPERATION TO CONDUCT THEIR ANNUAL FIREFIGHTER EXTRICATION SCHOOL. HOURS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M. SATURDAY MAY 14, AND SUNDAY MAY 15, 2016 FOR DELC 0807.978.008, 350 AUSTIN CIRCLE, DELAFIELD. OWNER/APPLICANT: 5 ALARM FIRE AND SAFETY. JOHNSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. Unfinished Business – None.

5. New Business

- a. **DELC 0753.999.002, 3115 State Hwy 83, Hartland. Owner/Applicant: Whitney Probsting Eric Shneyder ET AL.** Applicant seeks to amend the conditional use permit to allow for site plan changes to modify the storm water basin, parking lot design, building, and site signage for the Rustic Manor. Recommend to the Common Council of the same

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Amended Conditional Use: After a year of operation, The Rustic Manor returns to the Plan Commission to request modifications to their operation. This application includes a change to their parking lot, an addition to the barn, stormwater basin modifications and signage. The property is governed by a Conditional Use Permit and any changes to the site plan, building or signage will require a public hearing and recommendation to the Common Council.

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*The original operational plans have proven to be somewhat limiting to the successful conduct of catered food preparation. As such the applicant wishes to construct a building addition to increase the space allocation for staff operations and storage. This area will not be used as guest space or additional seating. The increased floor area, 360 sf, will not increase the parking requirement, the resulting floor area ratio is far below the allowable F.A.R., and the proposed architectural presentation is compatible to the existing event building. In addition to the building expansion the garden shed south of the barn is proposed for a lean-to addition to house outdoor features. The parking lot was originally approved with identified landbank parking intended to expand parking spaces to the west of the current parking lot. At this time the desire is to increase the permanent parking accommodations by expanding into the area designated as landbank. The existing parking lot will be asphalted and the additional parking spaces to be created will be gravel. The stormwater management plan is modified accordingly to increase the basin capacity in the event that infiltration testing proves that it is required. The proposed signage will upgrade the existing presentation. The existing sign in front of the building facing Highway 83 is determined to be too small and is proposed to be increased to 24sf, an allowable size for the district. The current sign will be relocated to the intersection of Highway 83 and Walnut Ridge Drive and act as a directional sign to signify the business entrance. All signs conform to the design and size requirements. However, the location of the southern sign requires Plan Commission special exception due to its proximity to the southern property line. It is not possible to place the sign with respect to the side yard setback. District standards require a 30' setback, which is not possible in the site plan configuration. The sign is located approximately 10' from the southern property line. This location respects the vision triangle of Highway 83 and Walnut Ridge Drive. **Recommendation: Approval, contingent upon public hearing input and recommendations in the City Engineer's review letter. Recommend to the Common Council.***

Aicher questioned whether the driveway shown at the bottom of the plans submitted included an easement for a potential future through street. Clarification was provided regarding the driveway location on the submitted plans. The southern property line was the northern edge of the right-of-way, so the applicants would still maintain a private drive on the site. Additional landscaping plans were intended for placement of trees and plantings near the basin area in the fall or spring of next year according to the applicant.

AICHER MOVED TO AMEND THE CONDITIONAL USE PERMIT TO ALLOW FOR SITE PLAN CHANGES TO MODIFY THE STORM WATER BASIN, PARKING LOT DESIGN, BUILDING, AND SITE SIGNAGE, INCLUDING A TEN FOOT SETBACK FOR THE RUSTIC MANOR DELC 0753.999.002, 3115 STATE HWY 83, HARTLAND, OWNER/APPLICANT: WHITNEY PROBSTING ERIC SHNEYDER, ET. AL., CONTINGENT UPON STAFF APPROVAL OF THE LANDSCAPING PLAN WITH DETERMINATION BASED ON A LACK OF NEGATIVE EFFECT ON THE ISSUES REFERENCED IN THE CITY'S CONDITIONAL USE REVIEW, DETERMINATION AND APPROVAL GUIDE SHEET AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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- b. **DELC 0798.024.001, 606 Genesee Street, Delafield. Owner: Ace Delafield Properties LLC. Applicant: Belfre Kitchen.** Applicant seeks an amended Business Plan of Operation and site plan for an outdoor dining patio and beer and wine sales.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Amended Business Plan of Operation and Site Plan: The restaurant wishes to create a sidewalk café in association with the restaurant operation. The patio space will exhibit a gas fire pit, temporary space heaters, and customary seating with umbrella tables. The patio is separated from the public walk by a planting space and a picket fence. As a CBD-1 parcel there is no setback requirement or lot coverage restriction. Examples of the furnishings are included in the packet. The café also intends to provide recorded and live music. Outdoor music may be approved as an amendment to the Business Plan of Operation with hours consistent with the other similar uses in the downtown, not to go beyond 10:00 p.m. Recommendation: Approval, contingent upon Common Council approval of the beer and wine license.

Amy Quinn and Sarah Fabush, applicants, were present, noting the request included establishing an outdoor eating area. Outdoor advertising on umbrellas was not planned. The umbrellas would be closed during the nighttime hours and would be secured so they would not blow in the wind. Quinn anticipated seating for approximately 30 people in the outdoor patio area beginning in late July, 2016, if approved.

JASHINSKY MOVED TO APPROVE AN AMENDED BUSINESS PLAN OF OPERATION AND SITE PLAN FOR AN OUTDOOR DINING PATIO AND BEER AND WINE SALES FOR DELC 0798.024.001, 606 GENESEE STREET, DELAFIELD, OWNER: ACE DELAFIELD PROPERTIES LLC. APPLICANT: BELFRE KITCHEN, CONTINGENT UPON COMMON COUNCIL APPROVAL OF THE BEER AND WINE LICENSE. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **DELC 0790.987, W237 Oakwood Drive, Delafield. Owner Harry Peterson. Applicant: Mark Mulvaney.** Applicant seeks approval of a Certified Survey Map to subdivide a 7.23 acre RE-2 parcel into three RE-2 residential lots.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Certified Survey Map: The Peterson Property on Oakwood Drive is a RE-2 zoned parcel of 7.23 acres. The proposed Certified Survey Map will divide the parcel into three lots of greater than 2 acres each. This subdivision will not require a change of zoning. The lot geometry must be altered in order to respect the mandatory side yard setback for the existing home. The RE-2 district requires a 30' side yard setback, the proposed lot line between Lot 3 and Lot 2 produces a substandard setback. Access for all three lots will be directly off of Oakwood Drive. Each newly created parcel will require connection to the sanitary sewer system. The design must be submitted for engineering review and approval prior to recordation. Recommendation: Approval contingent upon sanitary sewer connection approval and resolution of the technical items identified in the Surveyor's review letter of April 21, 2016. Recommend to the Common Council accordingly.

Mark Mulvaney, applicant, explained an offer to purchase was accepted for the Pederson property on Oakwood Drive as noted in the epacket for this item. Mulvaney questioned the logistics of the sewer connections as well as the process for resubmitting the CSM with regard to the increase sideyard setback. Mulvaney agreed to work with Staff on these issues as well as stormwater management issues noted.

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AICHER MOVED TO APPROVE A CERTIFIED SURVEY MAP TO SUBDIVIDE A 7.23 ACRE RE-2 PARCEL INTO THREE RE-2 RESIDENTIAL LOTS FOR DELC 0790.987, W237 OAKWOOD DRIVE, DELAFIELD. OWNER HARRY PETERSON, APPLICANT: MARK MULVANEY, CONTINGENT UPON APPROVAL OF PROVIDING SEWER TO ALL THREE LOTS, PUBLIC WORKS COMMITTEE REVIEW AND APPROVAL OF THE SEWER CONNECTION PLAN AND DRIVEWAY CUTS ON OAKWOOD ROAD, APPROVAL OF THE GRADING PLAN BY THE CITY ENGINEER AND RESOLUTION OF ALL ISSUES NOTED IN THE SURVEYOR'S LETTER DATED APRIL 21, 2016 AS NOTED IN THE EPACKET FOR THIS ITEM. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **DELC 0798.001, 600 Milwaukee Street, Delafield. Owner: DMK Investments. Applicant: Matt Kowalski.** Applicant seeks approval of a site plan and architecture for a building addition at Kowalski Kitchen and Bath.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Building Addition: The proposed building addition will add needed space to the east side of the existing building and create increased architectural frontage on Milwaukee Street. The property is in the CBD-1 district and therefore requires no setback and has no Floor Area Ratio limit. Buildings in the CBD-1 district do not require any parking accommodation either. The building design generally conforms to the specifics of the Downtown Delafield District Design Guidelines, 17.30(1), except for the roof design. As proposed, the roof pitch is different from the roof pitch presented on the existing building. The existing building is two stories and exhibits a hipped roof with moderately sized gables in the four cardinal directions. The proposed building addition roof line is relatively shallow. The code requires compatibility with surrounding architecture. This is primarily an aesthetic issue. Several buildings on the south side of Milwaukee Street have flat roofs, some with parapets, others have full gables and others have clipped gables. It is an eclectic mix of architecture. **Recommendation: Share with the applicant any concerns or suggestions regarding the architecture, approval as desired.**

Matt Kowalski, explained Kowalski Kitchen and Bath wanted to expand because it had outgrown the existing showroom and office space. Dupler noted the separation between buildings in that area would require Fire District staff approval. Concern was expressed regarding the proposed architecture relative to aesthetics of the overall building. Kowalski would work with Planning staff to provide a revised plan.

AICHER MOVED TO DENY APPROVAL OF A SITE PLAN AND ARCHITECTURE FOR A BUILDING ADDITION AT KOWALSKI KITCHEN AND BATH FOR DELC 0798.001, 600 MILWAUKEE STREET, DELAFIELD. OWNER: DMK INVESTMENTS. APPLICANT: MATT KOWALSKI. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **DELC 0804.982, Golf Road, Delafield. Owner: Ramco Delafield II LLC. Applicant: MJM Architects.** Applicant seeks to amend the conditional use permit to allow architectural modifications to the Starbucks in the Shops of Nagawaukee, to accommodate a patron door on the north facade. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Conditional Use Amendment – Architecture : Starbucks wishes to modify the patron accessibility to their patio space on the north side of their retail space. A new door is proposed to provide direct access to the patio and relieve congestion in the current vestibule. The proposed door is identical to other doors and

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windows on the building. Recommendation: Approval contingent upon public hearing input, recommend to the Common Council.

Brittany Collins, MJM Architects, 105 Broadway, Nashville, TN, 37201, was present. Dupler clarified no advertising was allowed on the umbrellas proposed for the patio area. Collins agreed, noting they would be plain green.

AICHER MOVED TO APPROVE AN AMENDMENT TO THE CONDITIONAL USE PERMIT TO ALLOW ARCHITECTURAL MODIFICATIONS TO THE STARBUCKS IN THE SHOPS OF NAGAWAUKEE, TO ACCOMMODATE A PATRON DOOR ON THE NORTH FAÇADE FOR DELC 0804.982, GOLF ROAD, DELAFIELD. OWNER: RAMCO DELAFIELD II LLC. APPLICANT: MJM ARCHITECTS, AS PRESENTED WITHOUT ADVERTISING ON UMBRELLAS THAT WOULD NOW BE A PLAIN GREEN COLOR WITH DETERMINATION BASED ON A LACK OF NEGATIVE EFFECT ON THE ISSUES REFERENCED IN THE CITY'S CONDITIONAL USE REVIEW, DETERMINATION AND APPROVAL GUIDE SHEET AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. M JOHNSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- f. **DELC 0804.999.004 3131 Golf Road, and DELC 0804.982 2900 Golf Road, Delafield. Owner/Applicant: Ramco-Gershenson Properties, L.P.** Applicant seeks approval of an amended conditional use permit to allow for a revised multitenant and monument sign program. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Conditional Use Amendment - Master Sign Program: The shopping center wishes to upgrade the appearance of their building by upgrading the existing multitenant sign program. This proposal applies to both the Nagawaukee Shopping Center and the Shoppes of Nagawaukee. The proposed program will accommodate greater tenant identity by removing limitations on the allowable sign colors both on the building and in the multiple monument signs. Currently tenant sign colors are limited to red and white. It is also proposed to allow graphic logos in addition to corporate names. Both developments were approved as Planned Developments where the sign program was approved as an integral part of the architectural theme. Sign placement and sizing were therein established and is still supported by the application, only sign color is requested to change. It is therefore necessary to conduct a public hearing before considering the proposal. Action by the Plan Commission should include a recommendation to the Common Council. In addition to the permanent signage the petition also includes the window applications where windows are no longer used for storefront displays. Several windows have been replaced with opaque screening to disguise storage and utility spaces. In these instances the applicant wishes to employ photographic window applications that cover the entire opening. These elements may be considered ornamental and not signage. They should not be permitted to display tenant identification of product advertising. The monument signs have been an integral part of the Highway 83 corridor since their inception in the 1990s. The City has been relatively consistent with approvals of sign panels on the monument signs, requiring that they be limited to red lettering on white background. This proposal introduces a change to that aesthetic, permitting tenant sign panels to reflect the colors of tenant building signage on white backgrounds. To date all sign panels exhibit red lettering except for the Kohl's and Albrecht's Sentry signs. Recommendation: Approval, contingent upon public hearing input. Consider removing color restrictions for permanent building signage. Allow monument sign colors to match building sign colors for only the displayed text, maintaining the consistent white background and disallowing logos on the monument signs. Window screen may be allowed as presented provided there is no tenant or product advertising.

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Dupler reviewed the request for the Commission, noting the building was 35 years old and required a number of site maintenance issues to be resolved. More than signage was needed to upgrade the site. Simon questioned whether any tenants had not renewed a lease or not signed a lease due to signage restriction. Hormanski explained national retailers had questioned the issues of signage in the City in the past. Attempting to support the City standards and remain competitive was becoming difficult. There was one potential owner that was tentative about commitment until the signage issues were resolved at the Centers. DeYoe noted the shopping centers looked dated. Modifications needed to be made. Discussion ensued regarding the window decals and panel materials that would occupy empty storefront windows. RG preferred to place the decals and panels on the interior of the window space rather than the exterior; however in some cases this was not feasible. Panels were expensive and would be changed out as needed, but would not be a seasonal change.

Discussion ensued. There were three issues as part of this request. The first included signage on the building with no restriction on colors used in signage. The second included monument signage without restriction in color and the third included consideration of use of window panels or decals in empty storefronts. No concerns were noted regarding on lifting restrictions on use of multiple colors in the overall sign program and on the monument signs. It was suggested that the background on the monument signage remain white to allow colors to be more aesthetically pleasing on the signage and to have increased dimension and vibrancy. With regard to the undercanopy signage, Gallatine clarified that this signage would hang perpendicular to the storefront and would be viewed only while walking down the sidewalk under the canopy. These signs were less than four square feet in total size.

JASHINSKY MOVED TO APPROVE THE AMENDED CONDITIONAL USE PERMIT TO ALLOW FOR A REVISED MULTITENANT AND MONUMENT SIGN PROGRAM FOR DELC 0804.999.004 3131 GOLF ROAD, AND DELC 0804.982 2900 GOLF ROAD, DELAFIELD. OWNER/APPLICANT: RAMCO-GERSHENSON PROPERTIES, L.P., INCLUDING REMOVAL OF COLOR LIMITATIONS ON THE BUILDING SIGNS AND MONUMENT SIGNS, MONUMENT SIGNAGE SHOULD MAINTAIN A WHITE BACKGROUND AND WINDOW APPLICATIONS ALLOWED AS PRESENTED AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. AICHER SECONDED THE MOTION. IT WAS SUGGESTED THAT A STANDARD UNIFORM SPACE SHOULD BE MAINTAINED AS A BORDER ON THE SIGNS, KNOWN AS INCREASED GUTTER SPACING ON MONUMENT SIGNS. REIHER NOTED THE STAFF RECOMMENDATIONS INCLUDED MONUMENT SIGN COLORS SHOULD MATCH THE BUILDING COLORS AND DISALLOWED LOGOS ON MONUMENT SIGNS. REIHER CLARIFIED THAT LOGOS WERE NOT PART OF THE SIGNAGE BEING CONSIDERED IN THIS MOTION. SIMON REQUESTED CLARIFICATION FROM GALLANTINE. GALLANTINE INDICATED THAT LOGOS WERE PART OF THIS SIGN PROGRAM REQUEST.

JASHINSKY MOVED TO AMEND THE MOTION TO INCLUDE LOGOS IN THE REVISED MULTITENANT AND MONUMENT SIGN PROGRAM FOR DELC 0804.999.004 3131 GOLF ROAD, AND DELC 0804.982 2900 GOLF ROAD, DELAFIELD. OWNER/APPLICANT: RAMCO-GERSHENSON PROPERTIES, L.P. SIMON SECONDED THE AMENDMENT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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- g. **DELC 0804.999.004 3131 Golf Road, Owner: Ramco-Gershenson Properties, L.P. Applicant: Innovative Signs.** Applicant seeks approval of a permanent sign for Bath and Body Works in conformance with the Nagawaukee Center revised sign program.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Signage: Bath and Body Works returns to the Plan Commission this month with a sign permit application that conforms to the Ramco-Gershenson multitenant sign program. The sign will be presented on the raised entrance feature associated with their new location. The size and placement of the sign are appropriate. This petition was once approved by the Plan Commission but rejected by the Common Council due to the use of the transom as illuminated sign graphics. A blue and white plaid window application was determined to be additional signage and inappropriate for the shopping center. Recommendation: Approval of the permanent building sign.

DEYOE MOVED TO APPROVE A PERMANENT SIGN FOR BATH AND BODY WORKS IN CONFORMANCE WITH THE NAGAWAUKEE CENTER REVISED SIGN PROGRAM FOR DELC 0804.999.004 3131 GOLF ROAD, OWNER: RAMCO-GERSHENSON PROPERTIES, L.P. APPLICANT: INNOVATIVE SIGNS, CONTINGENT UPON CONFORMANCE WITH THE NEWLY REVISED NAGAWAUKEE CENTER SIGN PROGRAM AND RECOMMEND TO THE COMMON COUNCIL THE SAME. JOHNSON SECONDED THE MOTION. SIMON REQUESTED CLARIFICATION ON THE MOTION. DUPLER EXPLAINED THE MOTION REFERRED TO THE WINDOW APPLICATION AND LIGHTING AND WHETHER THOSE PROPOSED ITEMS WERE CONSIDERED SIGNAGE IN THIS MATTER. AICHER NOTED THIS WAS NOT PART OF THE OVERALL SIGN PROGRAM APPROVED AND SHOULD CONSTITUTE A SECOND PHASE OF THE PROGRAM. JASHINSKY AGREED. THERE WAS NO FURTHER DISCUSSION. NONE WERE IN FAVOR. MOTION FAILED.

Discussion ensued and clarification was provided regarding the illuminated signage request relative to the recently approved sign program for the Nagawaukee Center.

AICHER MOVED TO DENY A REQUEST FOR A PERMANENT SIGN FOR BATH AND BODY WORKS IN CONFORMANCE WITH THE NAGAWAUKEE CENTER REVISED SIGN PROGRAM FOR DELC 0804.999.004 3131 GOLF ROAD, OWNER: RAMCO-GERSHENSON PROPERTIES, L.P. APPLICANT: INNOVATIVE SIGNS, CONTINGENT UPON CONFORMANCE WITH THE NEWLY REVISED NAGAWAUKEE CENTER SIGN PROGRAM AND RECOMMEND TO THE COMMON COUNCIL THE SAME. DEYOE SECONDED THE MOTION. DISCUSSION ENSUED REGARDING THE TIMELINE AND PROCESS OF APPROVAL FOR THIS MATTER. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- h. **DELC 0793.999.002, 218 North Cushing Park Road, Delafield. Owner/Applicant: City of Delafield.** Applicant seeks approval of a site plan and architecture for a Department of Public Works cold storage building.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Site Plan and Architecture: The City Department of Public Works has proposed a new cold storage building to be erected on Cushing Park Road. This site is designed to accommodate a number of operations and storage opportunities. Architecture and landscaping for the new building is presented for Plan Commission approval. The building site is directly east of the Cushing Park Road and Enterprise Drive intersection. It is situated atop a ridge that is approximately 12' above the road surface. The building is not very visible. Landscape materials have been proposed to screen views to the building. Building materials are proposed as all metal siding and roof. This aesthetic is generally consistent with similar buildings in the Cushing Business Park. The

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*building creates 4,160 sf of storage to house the weed harvester and barge, and a multitude of other seasonal equipment, snow plow storage in the summer and mowing equipment in the winter. The building height is below the allowable 35' height and the floor area ratio is far below the allowable ratio. **Recommendation: Approval.***

AICHER MOVED TO APPROVE A SITE PLAN AND ARCHITECTURE FOR A DEPARTMENT OF PUBLIC WORKS COLD STORAGE BUILDING FOR DELC 0793.999.002, 218 NORTH CUSHING PARK ROAD, DELAFIELD. OWNER/APPLICANT: CITY OF DELAFIELD. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

DeYoe recessed the meeting at 8:48PM and reconvened the meeting at 8:53 PM.

6. Zoning and Ordinance Revision

- a. Discussion regarding a proposed text amendment for 17.70(3) Electronic signs. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: (PLEASE SEE THE STAFF REPORT ITEM INCLUDED IN PART ONE OF THE EPACKET FOR THIS MEETING).

Dupler provided historical background information on this item, noting the Wisconsin Department of Transportation regulations included jurisdiction over off or on premise signage up to 600 feet off the center of the roadway. This included all off and on ramps along the I-94 view shed corridor area. Discussion ensued regarding the font size allowed relative to the percentage of signage in the current sign program. Potrykus explained the font size allowed on his signage granted an 18-24 inch letter that when shrunk smaller became unreadable. The use of animation and multi-color flashing signs was not very professional in his opinion. He wanted his signage to be useful because it was expensive to own and operate under the City's current guidelines. He could support the other regulations that would include one static message if he had too, but the font size relative to the overall sign percentage was challenging. Additional discussion ensued regarding how best to proceed with providing enough flexibility to make the signage useful without having aesthetically displeasing signage. This item was slated for the next Plan Commission agenda and would include visual depictions of several aspects of the sign program for clarity and discussion.

- b. Discussion and action to amend the Comprehensive Plan regarding Planned Development Lot Reduction restrictions. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Text Amendment: In deliberation of the proposed zoning text amendments to consider reduction of the permissible lot sizes in a Planned Development the Plan Commission must also consider modification of the Comprehensive Plan text to accommodate the change. Currently the Comprehensive Plan designates an implementation measure to amend the zoning code. This amendment was realized in 2009 when the zoning code was modified following adoption of the 2030 Comprehensive Plan. At this time the implementation task identified in the Implementation Chapter reflects the direction of the Plan Commission in 2008. If the Plan Commission now wishes to consider amending the existing zoning code this implementation measure should be stricken.

The Comprehensive Plan supports the utilization of Planned Development and lot clustering in Chapter 7 Land Use, Section V 2030 Land Use Plan, Rural Estate page 197 and Planned Mix Use page 201. However, Chapter 10 Implementation, Section IV Implementation Priorities, E. Chapter 7 Land Use, Goal 2, Action item 2, page 243 recommends amending the zoning code to limit

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*residential clustering to 70% of the underlying zoning district requirements. In order for the City to allow smaller residential lot clustering the Comprehensive Plan must be revised in addition to a zoning text amendment. **Recommendation: Approval, contingent upon public hearing input and recommend to the Common Council. The City Attorney shall be directed to create an ordinance for adoption.***

Aicher explained the historical perspective associated with the Planned Development Lot Reduction restrictions in the current Comprehensive Plan. When the restriction was put in place, there were several undeveloped parcels of land within the City that had the potential to be developed in a negative manner without the ability by the City to guide development in an adequate manner. At the time there was a concern regarding densely concentrated housing in developments that would not be in the City's best interest to approve. Current trends indicated support for clustering of homes in developments that allowed open space features, including paths, walkways and trails near park amenities that also allowed adequate lot sizes to be maintained in the developments proposed. In light of proposed developments coming forward, consideration should be given to allowing flexibility within the zoning to allow recent development trends to exist in order for the City to take advantage of the amenities and green space clustering afforded. Dupler explained the process to be followed to rescind and modify the text of the Comprehensive Plan.

DEYOE MOVED TO RESCIND CHAPTER 10 IMPLEMENTATION, SECTION IV IMPLEMENTATION PRIORITIES, E. CHAPTER 7 LAND USE, GOAL 2, ACTION ITEM 2, PAGE 243 OF THE CITY OF DELAFIELD COMPREHENSIVE PLAN. JASHINSKY SECONDED THE MOTION. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Dupler noted the City attorney would draft the ordinance and this item would return to the Plan Commission next month for final approval.

- c. Discussion and action regarding 17.75(8), minimum lot size in a Planned Development. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Zoning Text Amendment: The Plan Commission may wish to consider revising the lot reduction limitation to allow for smaller lot sizes in Planned Developments. Such a change will not impact the allowable density of undeveloped parcels but rather encourage more economical use of limited developable area. The benefit derived from smaller lots will be realized in greater common open space that may be utilized for increased buffering, separation from perimeter roads and existing neighboring residential lots, decreased amount of required infrastructure, and afford the creation of community benefits that have a greater impact than the current code allows. Examples of successful Planned Developments that were implemented in the City prior to 2009 are included in the packet.

<u>Carriage Hills:</u>	Total area	43.2 acres
	Area in roads	5.9 acres
	Area in open space	<u>8.1 acres</u>
	Area in lots	28.0 acres

There are 39 lots in Carriage Hills. The average lot size is .71 acres. The zoning is RE-1, the resulting reduction in lot size is 71% of the underlying district size regulations.

<u>Steeple Point:</u>	Total area	69.0 acres
	Area in roads	7.3 acres
	Area in open space	<u>16.7 acres</u>

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Area in lots 45.3 acres

There are 34 lots in Steeple Point. The average lot size is 1.33 acres. The zoning is RE-2, the resulting reduction in lot size is 66.5% of the underlying district size regulations.

<u>Mission Prairie:</u>	Total area	21.7 acres
	Area in roads	2.4 acres
	Area in open space	<u>11.5 acres</u>
	Area in lots	7.8 acres

There are 9 lots in Mission Prairie. The average lot size is .85 acres. The zoning is RE-2, the resulting reduction in lot size is 42.5% of the underlying district size regulations.

With the exception of Carriage Hill these subdivisions would not be achievable with the current lot reduction restrictions. Carriage Hill conforms to the 70% lot size reduction. However there are a number of oversized lots that do not match the design program, particularly along the east and south property boundary that skew the ratio. There is a proven history of developing appreciable residential Planned Developments in the City that do not reflect the current 70% lot reduction limitation. The Plan Commission has the ability to ensure quality developments that satisfy community expectations without relying on a formulated approach. **Recommendation: Approval, contingent upon the public hearing input and recommend to the Common Council. The City Attorney will create the appropriate ordinance for adoption pending Plan Commission direction.**

Discussion ensued regarding the potential changes to 17.75(8), minimum lot size in a Planned Development, in light of recent approval of the previous item 6b on the agenda that approved a text amendment to the Comprehensive Plan regarding Planned Development Lot Reduction restrictions. Reiher noted the approval process for any lot size in a Planned Development could incorporate the concepts in a conditional use review to provide a vision of what was expected in developments proposed to the City. Tangible community benefits associated with public use and enjoyment could be realized as a result of clustering and increased open space.

REIHER MOVED TO APPROVE REVISING 17.75(8), MINIMUM LOT SIZE IN A PLANNED DEVELOPMENT AS PRESENTED (IN THE 2016-04-27 PC #2 EPACKET FOR THIS ITEM ON PAGE 60). AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

7. Reports of City Officials:

a. Clerk

1. Plan Commission Meeting Dates & Deadlines
Meeting: May 25, 2016
Regular submittal deadline: May 11, 2016
Public Hearing submittal deadline: April 27, 2016

DeYoe thanked Meghan Johnson at this time for her years of service to the City while on the Plan Commission.

b. Planner

Dupler explained the American Bicyclist League had recently visited the City with the purpose of designating the City of Delafield as a bike friendly community. The City of Madison was the only other city in Wisconsin to have this designation. Additional information would be provided on this topic at a later date.

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c. Building Inspector

No report.

8. Correspondence – None

9. Adjournment

There was no further business; therefore, the Wednesday, April 27, 2016 Plan Commission meeting adjourned at 9:46PM.

Minutes Prepared By:

Accurate Business Communications, Inc.