

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Mayor DeYoe called the Wednesday, May 25, 2016 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

Matthew Fried, Eagle Scout Candidate-Troop 224, led the meeting in reciting the Pledge of Allegiance.

Roll Call for the Wednesday, May 25, 2016 Plan Commission meeting:

Present

Absent

Michele DeYoe, Mayor

Tim Aicher, Ald.

Wayne Dehn

Dave Greenway

Dan Jashinsky

Jeff Miller

Jim Reiher

David Simon

Roger Dupler, Planner

Scott Hussinger, Building Inspector

PUBLIC HEARING #1:

Conditional Use Amendment – Site Plan and Signage

LOCATION:

DELC 0789.981 1851 Genesee Street, Delafield.

OWNER/APPLICANT:

FIRST PRESBYTERIAN CHURCH

MATTER:

Applicant seeks to amend the conditional use permit to allow a site plan amendment and new sign architecture.

DeYoe opened the Public Hearing at 7:02PM.

Alan Wilcox, 867 Crystal Lane, Hartland, explained the Church's name was Delafield Presbyterian, not First Presbyterian as stated on the agenda. The Church wished to remove the existing sign and floodlights and install the same sign at the same location with an internally lit sign.

DeYoe closed the Public Hearing at 7:03PM.

PUBLIC HEARING #2:

Conditional Use Amendment – Site Plan and Architecture

LOCATION:

DELC 0798.977.001 333 North Lapham Peak Road, Delafield.

OWNER/APPLICANT:

AMERICAN LEGION POST 196

MATTER:

Applicant seeks to amend the conditional use permit to allow for a modified site plan and building addition architecture.

DeYoe opened the Public Hearing at 7:03PM.

David Hoffman, Architectural Expressions, explained the Legion wished to construct an addition on the north side of the existing building to move a larger cooler into that space as a first phase of plans for the site. The second phase would include a larger banquet hall to be used for weddings and other public rentals for larger venues and would take place at some point in the future when adequate funds had been raised.

Tom Hennigs, 318 North Lapham Peak, noted the Legion Post had been good neighbors to him. He requested clarification on the direction of the proposed expansion for Phase 1.

DeYoe closed the Public Hearing at 7:05PM.

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1. Approve Plan Commission meeting minutes of April 27, 2016 meeting.

Hearing no objections, the April 27, 2016 Plan Commission meeting minutes were approved.

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

Roger Dupler, Planner, clarified that the official name of the church in Public Hearing #1 was First Presbyterian Church.

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

3. Consent Agenda

- a. **DELC 0624.003, 34268 Valley Road, Delafield. Owner: Bonnie Leukert. Applicant: Upper Nashotah Lake Property Association.** Applicant seeks approval of a permanent sign to identify invasive species control measures.
- b. **DELC 0733.998.002, 3037 Village Square Drive, Delafield. Owner: Delafield Investments LLC. Applicant: Lake Country ALF LLC.** Applicant seeks approval of a Business Plan of Operation for a leasing office for Heritage Delafield. Hours of operation, Monday through Friday, 8 a.m. to 9 p.m., Saturday 9 a.m. to 6 p.m., and Sunday, Noon to 5 p.m., with one part-time and one full-time employee.
- c. **DELC 0804.982, 2900 Golf Road, Delafield. Owner: Ramco Delafield II LLC. Applicant: Starbucks.** Applicant seeks approval of a temporary Business Plan of Operation to conduct business out of a trailer during interior remodeling. Hours of Operation and employees are the same as the existing restaurant operation.

Hearing no objections, the Consent Agenda was approved as presented.

4. Unfinished Business

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

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Site Plan and Architecture – Kowalske Kitchen and Bath returns to the Plan Commission this month with revised architecture for a building addition. The addition will extend the existing footprint of the building to the east and present frontage along Milwaukee Street. The elements of the façade conform to the Downtown Delafield Design District Guidelines, Ord. 17.33. The improved elevation creates a parapet with a false gable that reflects the architectural character of the existing building. Colors and materials will match the existing building. Recommendation: Approval

AICHER MOVED TO APPROVE A BUILDING ADDITION ARCHITECTURE AND SITE PLAN FOR DELC 0798.001, 600 MILWAUKEE STREET, DELAFIELD. OWNER: DMK INVESTMENTS. APPLICANT: KOWALSKE KITCHEN AND BATH AS PRESENTED. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0733.998.002, 3152 Village Square Drive, Hartland. Owner: Delafield Investments LLC. Applicant: The Tomi Group.** Applicant seeks approval of building signage, directional signage, monument signage and drive through menu board for Steam Yard Coffee.

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TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Signage - The Steam Yard returns to the Plan Commission this month with revised signage and placement of the drive-through menu board for consideration. The proposed building signs are to be installed on the north façade and east façade. Each exhibits 15sf and conform to the multitenant sign program. In addition an awning is proposed for the north elevation that spans the width of the existing storefront window. A logo is displayed on the awning that constitutes an additional 7.2 sf, this additional signage is also in conformance with the sign program. Four directional signs are placed about the building to identify the drive-through traffic route. These signs are 6sf each, 8sf is allowable by code. The proposed sign panel for inclusion in the shopping center monument sign is allowable as a panel substitution to an approved multitenant display. The menu board is mounted on the south elevation of the building and patron will communicate via a speaker system to the employees inside. This speaker is integral to the menu board and is within three feet of the travel lane. After installation staff will inspect the speaker and measure the decibels to ensure ordinance compliance. Recommendation: Approval contingent upon reduced directional signage. The number of signs proposed seems excessive. In addition the 6sf sign panels appear to be over-sized. A more discrete presentation may be desired. In addition the proposed white posts and panel will be too obtrusive. Staff has shared these concerns with the applicant and a revised directional sign design is expected before the May 25 meeting date.

Tami Loper, owner of Steam Yard Coffee, was present.

Dupler explained the sign program relative to Steam Yard Coffee noting several locations for proposed directional signage to the site. These directional signs were legitimately sized at six square feet; however, these directional signs could be less obtrusive in size with some revision. Elimination of the signage proposed for the northeast corner was suggested. The dimensions of the signage could be easily reduced to 18 inches in height and three feet in width in order to identify the drive-through lane. He noted T. Loper had revised signage to present to the Commission at this time.

T. Loper shared an electronic version of the signage on her IPAD, noting revisions to the signage included reduced signage dimensions as suggested with elimination of the northeast signage and the use of the single panel sign on the multi-tenant sign that signified the drive-thru lane.

AICHER MOVED TO APPROVE APPROVAL OF BUILDING SIGNAGE, DIRECTIONAL SIGNAGE, MONUMENT SIGNAGE AND DRIVE-THROUGH MENU BOARD FOR STEAM YARD COFFEE FOR DELC 0733.998.002, 3152 VILLAGE SQUARE DRIVE, HARTLAND, OWNER: DELAFIELD INVESTMENTS LLC. APPLICANT: THE TOMI GROUP, CONTINGENT UPON STAFF APPROVAL OF THE SIGN REVISION AS PRESENTED AND REMOVAL OF THE DIRECTIONAL SIGN AT THE NORTHEAST CORNER OF THE SITE. SIMON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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5. New Business

- a. **DELC 0789.981, 1851 Genesee Street, Delafield. Owner/Applicant: First Presbyterian Church.** Applicant seeks to amend the conditional use permit to allow a site plan amendment and new sign architecture. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Amended Conditional Use: - The Church wishes to upgrade their existing sign and replace the wooden post mounted panel with an architectural monument sign that is more complimentary to the building architecture. The proposed sign will exhibit a masonry base and an internally lighted panel above. A manual message board is positioned in the center of the display. This panel is designed for conversion to an electronic sign in the future. The electronic message center will require Plan Commission approval before conversion. The size of the sign respects the district regulations and location of the proposed sign is consistent with the current sign location. **Recommendation: Approval, contingent upon input from the public hearing and recommend to the Common Council of the same. A motion to approve, approve with conditions, or deny should reference the Conditional Use criteria per ordinance.**

Aicher questioned the hours of illuminated operation of the current sign. Wilcox explained the sign came on at dusk and went off between 9-10PM. These hours changed throughout the year depending on the seasonal sunset hours.

AICHER MOVED TO APPROVE THE AMEND THE CONDITIONAL USE PERMIT TO ALLOW A SITE PLAN AMENDMENT AND NEW SIGN ARCHITECTURE AS PRESENTED FOR DELC 0789.981, 1851 GENESEE STREET, DELAFIELD; OWNER/APPLICANT: FIRST PRESBYTERIAN CHURCH WITH HOURS OF ILLUMINATION ALLOWED FROM DUSK TO 10PM AND NOT BEFORE 6AM WITH THE DETERMINATION BASED ON THERE BEING NO NEGATIVE EFFECT ON THE HEALTH, SAFETY AND WELFARE OF THE COMMUNITY AND OF THE IMMEDIATE NEIGHBORHOOD IN WHICH SUCH USE WOULD BE LOCATED, INCLUDING SUCH CONSIDERATIONS AS COMPATIBILITY WITH EXISTING USES, PROBLEMS OF FIRE AND POLICE PROTECTION, TRAFFIC MOVEMENT AND CONTROL, WATER, SANITATION AND UTILITIES, IMPACT (AESTHETICALLY OR OTHERWISE) ON SURROUNDING PROPERTY VALUES, NOISE, DUST, SMOKE, ODOR AND SUCH OTHER FACTORS APPROPRIATE TO THE GRANTING OF A CONDITIONAL USE AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. DEHN SECONDED THE MOTION. REIHER REQUESTED CLARIFICATION ON THE NAME OF THE CHURCH PRESENTED BY WILCOX AND INFORMATION PROVIDED BY DUPLER DURING CITIZENS COMMENTS EARLIER IN THIS MEETING. DUPLER STATED "THE CHURCH" WAS ALLOWED TO CALL ITSELF WHATEVER IT LIKED; HOWEVER, THE PROPOSED SIGNAGE SHOWED A NAME THAT WAS DIFFERENT THAN THE NAME LISTED ON CURRENT TAX ROLLS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0798.977.001, 333 North Lapham Peak Road, Delafield. Owner: American Legion Post 196. Applicant: Architectural Expressions.** Applicant seeks to amend the conditional use permit to allow for a modified site plan and building addition architecture. Recommend to the Common Council of the same.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Amended Conditional Use Site Plan and Architecture: - The American Legion Post wishes to enhance their existing building by creating an addition on the west side of the structure. The new space is created to accommodate a larger congregation area for events. In addition an auxiliary space is proposed

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*on the east side of the building to house a walk-in freezer and storage. The existing building is placed parallel to Lapham Peak Road and provides for parking between the building and the street. The building is situated approximately 66' from the center line of North Lapham Peak Road. Lapham Peak Road is not a platted right-of-way adjacent to the Legion building, however, a prescriptive right-of-way exists as a result of the City utilizing and maintaining the street for greater than 10 years. The width of a prescriptive right-of-way is 33' from the centerline. As such, the existing front setback of the Legion building is 33' and exists as a legal nonconforming structure since the R-3 district requires a front setback of 50'. The proposed eastside addition which is intended to house the walk-in freezer will further reduce the setback to near 24', thereby increasing the nonconforming condition. The Legion is operating under a historic conditional use permit that affords flexibility in operational issue; it is not a Planned Development that would accommodate site plan flexibility. Therefore the proposed addition to the east elevation may not be considered achievable. The addition to the west side of the building is in full compliance with district regulations and may be moved forward if the Plan Commission desires. The proposed size and Floor Area Ratio of the west addition are well within the district regulations. With the additional building area the parking lot design must be modified to accommodate seven more parking spaces to satisfy the parking ratio requirements. The proposed architectural presentation is designed as a military surplus Quonset hut in appearance. The unconventional style has some drawbacks that should be considered. The Building Inspector has expressed concern for satisfying the regulations of the commercial building code with this type of design. In addition the Legion Post may wish to consider an adaptive re-use of the building in the event it were sold. The Quonset style may not be attractive to future users. The Legion is a Conditional Use for their operation in the R-3 residential district as mandated by 17.46(6)(a), however there is no current record of the permit. At this time staff recommends that the CUP be updated to the latest format and reapproved accordingly. **Recommendation: Share with the petitioner direction for modifying their proposed architecture and site plan contingent upon public hearing input and direct staff to draft a new conditional use permit. A resubmittal of building plans, site plan, and conditional use permit may be considered on a future agenda. A motion to approve, approve with conditions, or deny should reference the Conditional Use criteria per ordinance.***

Dupler explained the need for an updated conditional use permit based on historic use of the site. Documents had originally been submitted that showed the freezer addition being located to the easterly side of the building. Hoffman had resubmitted drawings that indicated the freezer area would be moved to the north side so that non-conformities in setback would not be increased. The 33 foot prescriptive right-of-way easement /setback from the center line of North Lapham Peak Road would be maintained with this proposal.

Hoffman explained the request included the use of a Quonset hut or army barracks hanger style building. The Legion wanted to keep the character and structure due to its cost effectiveness of this style building. After approval and construction it would be rented out for weddings or large events. The Legion wanted to keep the proposed structure as true to its intent as possible. Dupler noted the proposed building structure conformed to commercial building code standards. To construct the new building two huts would be constructed with one slightly larger than the other. An insulated barrier would be placed between them and they would be "slid together." Hoffman noted Phase 1 was the current addition to the west to house the freezer. Phase 2 required more detail. The Quonset hut would be part of the second phase.

Discussion ensued regarding the public hearing process associated with approval for this matter. The Public Hearing could be continued to the next Plan Commission meeting in order to

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allow additional comments to come forth and to allow the architect to provide additional details on the phases of construction.

Tom Smarella, W315S1160 Glacier Pass, explained the Legion wanted to get started due to grant funding available for this project. Phase 1 required approval in order to move forward with securing grant funding for Phase 2. The hut style was proposed to provide symmetry to the building structure. Suggestions for resubmittal included detailed elevations and finishes, how the proposed use was compatible with City conditional use permit requirements, photographs of similar buildings with a Quonset hut style and an updated conditional use permit for the property.

AICHER MOVED TO CONTINUE THE PUBLIC HEARING REGARDING AMENDING THE CONDITIONAL USE PERMIT TO ALLOW FOR A MODIFIED SITE PLAN AND BUILDING ADDITION ARCHITECTURE FOR DELC 0798.977.001, 333 NORTH LAPHAM PEAK ROAD, DELAFIELD. OWNER: AMERICAN LEGION POST 196. APPLICANT: ARCHITECTURAL EXPRESSIONS TO THE JUNE, 2016 PLAN COMMISSION MEETING. DEHN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **DELC 0737.995.001, 1800 Vettelson Road, Hartland. Owner/Applicant: Lake Country School District.** Applicant seeks approval of a permanent sign and scoreboard.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Signage: The Lake Country School supports the efforts of Boy Scout Eagle candidate Matthew Fried and his vision of creating a scoreboard for the Lake Country School baseball diamond. The scoreboard is to be placed east of the entrance drive well within the property and respects all required setbacks. The size of the sign conforms to code requirements; it is 40sf and post-mounted at 9.5' high. Recommendation: Approval

Matthew Fried, W301N2018 Wind Rush Circle, Pewaukee, Wisconsin, wanted to build a scoreboard at Lake Country School that would be located along the first baseline next to first base as part of his Boy Scout Eagle project. It would be constructed one to two feet off the fenceline, approximately 170 feet from the road and 25 feet from the school entrance. The sign would be eight feet tall and four feet wide mounted five feet off the ground. Four foot posts dug into the ground would hold the sign. The sign would bear the name of the school and its colors and name and include the mascot. If approved, construction of the scoreboard would take place over the 2016 Memorial Day weekend.

JASHINSKY MOVED TO APPROVE A PERMANENT SIGN AND SCOREBOARD AS PRESENTED. FOR DELC 0737.995.001, 1800 VETTELSON ROAD, HARTLAND. OWNER/APPLICANT: LAKE COUNTRY SCHOOL DISTRICT. SIMON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **DELC 0797.084 1704 Milwaukee Street, Delafield. Owner/Applicant: Sobczak Development 1704 LLC.** Applicant seeks approval of a site plan to enlarge the existing dining deck at Fishbones Cajun & Creole Restaurant and to amend the Business Plan to include outdoor music.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Site Plan, Architecture, and Amended Business Plan of Operation: - The popular area restaurant wishes to increase the size of their existing deck on the east side of the building. Currently a small deck is accessible to patrons

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that provides views to the lake. The proposed plan will increase the deck to the east and north. The east extent of the new deck respects the required 10' side yard setback. The north side of the deck extends to the front of the building and parallels Milwaukee Street. The building is a legal nonconforming structure in that it does not exhibit the mandatory 30' front setback of the B-1A district. By limiting the deck to be consistent with the front façade of the building the nonconformity is not increased and may therefore be considered by the Plan Commission. The proposed deck will be surrounded by appropriate landscape materials and the green space between the deck and the existing pavement will be preserved. Parking spaces are unaffected and shall remain the same. The proposed deck will add 965sf of seating area.
Recommendation: Approval

Dennis Sobczak, owner/ applicant-Fishbones 1704 Milwaukee Street, was present.

Dupler noted the information related to this request was not included in the epacket; however, that should not deter the review process. He noted there was no intent to change the pavement space on the northerly side of the building and the site plans respected the 10 yard setback along the easterly property line. Landscape materials would be added for screening. The proposed business plan of operation letter that accompanied the application for this request included the intent to have LED globe lights strung over the deck area. The applicant requested light background music would be played on the deck as well with lights and music shut off at 10PM. There were four letters of support not included in the epacket for this meeting. **(Clerk's note: These letters are attached at the end of the minutes for this meeting.)**

Hussinger questioned whether new deck tables and chairs would remain year round if placed as part of this project. Sobczak explained the deck tables and chairs would be brought in during the winter months. There would be no live bands playing on the deck. The deck would be constructed around the existing tree and a few umbrellas would be used for shading over the tables. The deck could be accessed from the handicapped entrance; however, patrons would be required to check into the restaurant prior to seating/ service on the deck. The deck height would be placed at the same elevation as the current deck.

Discussion ensued regarding the proposed light background music noise levels due to surrounding neighbors. Letters of support received were from neighbors in the area. No letters of opposition had been received.

SIMON MOVED TO APPROVE THE A SITE PLAN TO ENLARGE THE EXISTING DINING DECK AT FISHBONES CAJUN & CREOLE RESTAURANT AND TO AMEND THE BUSINESS PLAN TO INCLUDE OUTDOOR MUSIC FOR DELC 0797.084 1704 MILWAUKEE STREET, DELAFIELD. OWNER/APPLICANT: SOBCHAK DEVELOPMENT 1704 LLC AS PRESENTED, CONTINGENT UPON TERMINATION OF LIGHTS, SERVICE, AND MUSIC AT 10PM. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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- e. **DELC 0790.999.001, 0790.999.002, 0790.999.003, 277 Oakwood Drive, Delafield. Owner: Rogers Memorial Hospital Incorporated. Applicant: TWP Architecture.** Applicant seeks approval of a preliminary Certified Survey Map, site plan and architecture for a new accessory building.

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Amended Conditional Use Site Plan and Architecture: - Rogers Memorial Hospital purchased the former site of Cedar Creek Community Based Residential Facility (CBRF), as such they have assumed the existing Conditional Use Permit as well. The application introduces a new building to be erected for an ancillary use and associated site improvements. The CBRF allowances provide for use of residential structures as group housing for treatment centers. There are restrictions to the number of residents that impact the potential growth and development of the facility. Staff has recommended that the three residential lots be consolidated into one lot and treated as a campus rather than individual lots. With this modification the need for access easements and utilities easements are not complicated with extraneous requirements. In addition the Hospital may be afforded greater flexibility in their campus planning.

The preliminary plan illustrates the two existing residential buildings accommodating 16 units in one building and 8 in the other. The newly proposed garden center is the northern building in the site plan. A new parking lot configuration is proposed with improved driveway access. The Fire Chief has reviewed the plan and does not have any issues with emergency vehicle access. Recent expansion of the gravel parking lot has been reviewed by the City Engineer and found to be acceptable. Since the new building does not introduce any residential units the parking demand is unaffected, however the proposed parking layout will further increase the available number of spaces for residents, guests and staff. The total Floor Area Ratio is far below the allowable amount and the required setbacks are respected by both building and parking. East facing parking spaces should be screened from the existing residential lots east of the subject site. A new sign is desired but has not yet been incorporated into the site plan.

A cursory review of the submitted engineering documents has produced the following comments for revision prior to final approval:

Storm Water Management

- Recommend using the updated rainfall data (Atlas 14). Use of updated rainfall data will affect peak flow rates and an updated SWMP would be required.
- WinSLAMM input data needs to be provided for review.
- Soil test data needs to be provided to confirm soils information. Provide at least 1 boring for each facility being used for storm water management (RG1, Ex. Kettles 1 & 2); this may enable engineer to utilize a higher infiltration rate for modeling and determine if an underdrain for the rain garden is necessary.
- Storm water easements are needed for each facility being utilized for the storm water management for the site (Water quality swale(s), rain garden and kettles) and provide in maintenance agreement.
- The rain garden bottom elevation does not appear to be shown consistently between the SWMP and construction plans.
- No wet detention basin facilities appear to be proposed and should be removed from the SWMA.

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Civil Plans

- *Ensure driveway entrance accommodates emergency vehicles; Fire Dept. needs to review prior to final approval.*
- *Ensure that sanitary sewer easements are provided for existing sewer on property. Proposed sewer will also need easements if they are public.*
- *The proposed sewer could be considered private; this would likely result in reduced pipe size but maintenance would be Owner's responsibility. This can be further discussed with City and Owner.*

In addition to the engineering comments a preliminary review of the submitted Certified Survey Map was conducted by the City Surveyor:

CSM

- *A vision easement must be incorporated at the driveway location.*
- *Easements for all City utilities must be illustrated in the final CSM.*

*Architecture of the proposed building is a contemporary rural design and reasonable compatible with the campus aesthetics. Colors and materials are complimentary to the other structure on site. The Hospital has the opportunity to create a masterplan of buildout expectations for review by the Plan Commission at this time. That information has been shared with the applicant but the understanding is that the campus will not be expanded in the future. **Recommendation: Share with the applicant any issues or concerns and schedule a public hearing for final conditional use amendment.***

John Curran, TWP Architecture and Paul Mueller, CEO- Rogers Memorial Hospital, were present. Mueller explained the site had been utilized since 2008 for anxiety and eating disorders treatment through Rogers Memorial Hospital. Research on physical environment yielded findings that horticultural therapy was helpful in these matters and to that end, a horticultural area was being proposed with an area for family dining and therapeutic services where people could grow and prepare food. The parking area would be moved allowing a more professional looking area to be visible. Barn elements and architecture from neighboring structures on site would be incorporated into the proposed garden center. Curran noted an organic rural approach was being utilized with the rustic looking greenhouse multitasking as a learning and therapy area incorporating dining, yoga classes and room for experiential learning. The dining area was critical with a commercial kitchen proposed for the back side of the building. The therapy gardens would be visible from Valley Road. A third therapy garden had been successfully created last fall. Its growth could be seen from Valley Road currently to understand what the new therapy garden area might look like in the future with additional landscaping. A revised site plan would be forwarded to the City as a result of bids being opened in the past week. The project bids included a small amount of funds that would now allow relocation of the generator and garage. Moving the buildings closer to the main buildings on the site would be a better use of the site overall. The combination of the three lots would represent full buildout of the property.

Discussion ensued regarding the history of the property relative to the Cedar Ridge Residential Facility zoning designations for the sites. Consideration should be given to moving the parking to face the east to avoid headlights shining into neighboring properties and homes. Berming and non-deciduous trees should be added into any landscaping proposed to better screen the adjacent properties as well. Discussion ensued regarding the proposed parking. It was suggested that the asphalt dimensions be retained; however, the parking reconfigured so that headlights would hit the proposed buildings on the property and avoid neighboring properties.

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Curren noted the property wasn't originally zoned to have an institutional facility on site. The City would be giving up the right to control portions of the land if the lot lines were removed as proposed.

A public hearing was slated for this request at the next Plan Commission meeting.

6. Zoning and Ordinance Revision

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

TAKEN FROM PLANNER DUPLER'S STAFF REPORT: Text Amendments: - The following is a reissue of the April staff report. In addition to the text amendments to be considered a graphic illustrating the percentages of electron sign potential is included in the packet as requested by the Plan Commission.

Taken from the April Staff Report - "The March Plan Commission meeting yielded substantive deliberation on the elements of electronic signage as it relates to the proposed text amendments described below. To justify and support the City's authority to consider the regulation of electronic signs additional information from State Statutes is provided to demonstrate the WisDOT authority over highway signage. Both on-premise and off-premise signage is under the Department's jurisdiction up to 660' from the travel lanes of the highway. In addition, regulations enforced by the Department are directly applicable to the proposed EMC district being considered by the Plan Commission. Excerpts from the State Statutes are herein provided for reference." (The Statutes referenced in the April and May Staff Report can be found in the epacket for the May 25, 2016 Plan Commission meeting epacket.)

Recommendation: Approval, contingent upon public hearing input and recommend the proposed amendments to the Common Council. The City attorney shall be directed to prepare the ordinance to reflect any changes as directed by the Plan Commission.

Dupler explained information related to this item had been included in the epacket. He also reviewed signage options based on the dimensions being discussed by the Plan Commission in recent months as well as a sample sign for Delafield Dental.

Chris Potroykus, Delafield Dental, explained certain dimensions would not allow letters to be readable if the letters were required to be less than two feet tall.

Commissioners discussed the potential impact of various dimensions upon signage with the Delafield Dental sign used as an example. Discussion further ensued regarding whether an ordinance should reference the letter size rather than the size of the message board or total signage. Reference to size of signage in this matter was discouraged. Other municipalities had discouraged the use of this signage altogether. Various Commissioners did not agree with prohibiting electronic message center signage. This type of messaging could be done in aesthetically pleasing manner and was considered a valuable marketing tool for businesses along the interstate that had chosen to locate there for visibility. Aesthetics could be maintained and controlled. It was important to move forward in a reasonable manner to accommodate existing business owners with this signage and to set guidelines for future development. Discussion ensued regarding potential changes in ordinance verbiage. It was suggested that

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maximum signage limitations be established that would allow electronic messaging to be read from the interstate.

JASHINSKY MOVED TO AMEND ORDINANCE 17.67(10)(B) TO STATE “ELECTRONIC MESSAGE SHALL BE LIMITED TO A MAXIMUM OF 50% OF THE ALLOWABLE SIGN AREA NOT TO EXCEED 75 TOTAL SQUARE FEET” AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SIX WERE IN FAVOR. MOTION CARRIED WITH AICHER VOTING NAY.

- 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 response to direction received at the April Plan Commission meeting an ordinance has been drafted for action and recommendation to the City Council. This ordinance removes from the Comprehensive Plan the requirement for a maximum 30% reduction in Planned Unit Development lot sizes. Recommendation: Approval and recommend to the Common Council.

AICHER MOVED TO AMEND THE COMPREHENSIVE PLAN REGARDING PLANNED DEVELOPMENT LOT REDUCTION RESTRICTIONS AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. JASHINSKY 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: June 29, 2016
Regular submittal deadline: June 15, 2016
Public Hearing submittal deadline: June 1, 2016

b. Planner

Dupler explained attention had been drawn to the 30 acre development located on the southeast corner of the CTH C and I-94 intersections recently. Owners were frustrated with the numerous proposals that came to staff only to find that the property could not be marketed. It was important to work with staff to conceptually plan a neighborhood area that would be achievable, marketable and would allow the City to have control over aesthetics in a proactive manner for all. This parcel was unique in that its land use was identified as office. Commissioners indicated support for moving forward in discussing conceptual plans with staff. Additional information would be shared at the next Commission meeting.

c. Building Inspector

The total number of permits to date was 36 with two residential permits and two commercial occupancy permits this month.

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8. Correspondence
 - a. Letter from Lake Country School District Administrator re support of the proposed Scoreboard Sign.
 - b. Letter from Bark River Farm, Pamela Krainik, re support of proposed amendment to the Conditional Use Permit sought by owners of the Rustic Manor property.

9. Adjournment

There was no further business; therefore, the Wednesday, May 25, 2016 Plan Commission meeting adjourned at 9:04PM.

Minutes Prepared By:

Accurate Business Communications, Inc.