

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Mayor DeYoe called the Wednesday, November 30, 2016 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, November 30, 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

1. Approve Plan Commission meeting minutes of October 26, 2016 meeting.

Hearing no objections, the October 26, 2016 Plan Commission meeting minutes were approved.

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

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

3. Consent Agenda

- a. **DELC 0803.979.005, 2301 Sun Valley Drive, Delafield. Owner: Purity Real Estate. Applicant: Kurt Triebold.** Applicant seeks approval of an Amended Business Plan of Operation for Waddell & Reed, a financial planning consultant, to relocate from 375 Williamstowne, Suite 101 to the Purity Building, 2301 Sun Valley Drive, Delafield. Hours of Operation and staffing are unchanged.
- b. **DELC 0804.999.004, 3141 Golf Road, Delafield. Owner: Ramco-Gershenson Properties LP. Applicant: Innovative Signs.** Applicant requests approval of a permanent sign for Maurices, a clothing retailer in the Nagawaukee Shopping Center.
- c. **DELC 0804.994.021, 2863 Heritage Drive, Delafield. Owner: Wal-Mart Real Estate Business Trust. Applicant: Harrison French and Associates.** Applicant seeks approval of revised building signage for Wal-Mart.
- d. **DELC 0798.030.001, 706 Main Street, Delafield. Owner: RK Miller Properties LLC. Applicant: Rob Miller Homes, LLC.** Applicant seeks approval of a Business Plan of Operation for Rob Miller Homes, LLC, a home builder. Hours of Operation: Monday through Friday, 7 a.m. to 10 p.m., Saturday and Sunday, 7 a.m. to 6 p.m.
- e. **DELC 0793.014.023, 603 Genesee Street, Delafield. Owner: Hendricks Commercial Properties. Applicant: Benjamin's Fine Wine and Spirit, D.B.A. Waterford Wine Company.** Applicant seeks approval of a Business Plan of Operation for Waterford Wine Company, a wine retail store. Hours of Operation are Monday through Saturday 9:00 A.M. to 10:00 P.M., Sundays 9:00 A.M. to 6:00 P.M., with three full-time employees and ten part-time employees.
- f. **DELC 0793.001.001, 415 Genesee Street, Delafield. Owner: 415 South Genesee Street LLC. Applicant: Geronimo Hospitality Group - Jeff Whiteman.** Applicant seeks approval of an amended sign to replace the existing sign panel at Be Fitness.

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- g. **DELC 0794.017.021, 234 and 236 Enterprise Road, Delafield. Owner/Applicant: Black Tie Vintage Racing LLC - James Melton.** Applicant seeks approval of a Business Plan of Operation for two units at StorageShopUSA. Hours of Operation are all days, 6:00 A.M. to 10:00 P.M. There are no full-time or part-time employees.
- h. **DELC 0798.030.001, 706 Main Street, Delafield. Owner: RK Miller Properties LLC. Applicant: Kreigh A Knerr.** Applicant seeks approval of a tutoring and test preparation service for Knerr Learning Center LLC. Hours of Operation are Monday through Friday 9:00 A.M. to 8:00 P.M., Saturdays 9:00 A.M. to 5:30 P.M., with one full-time employee and zero part-time employees.
- i. **DELC 0793.001.005, 528 Wells Street, Delafield. Owner: Hendricks Commercial Properties LLC. Applicant Jake Schneider.** Applicant seeks approval of a Business Plan of Operation and signage for Jake Schneider Creations, a photography studio. Hours of operation are Monday through Friday 10:00 A.M. to 7:00 P.M., Saturdays 10:00 A.M. to 9:00 P.M., and Sundays 10:00 A.M. to 8:00 P.M. with one full-time employee and zero part-time employees.

Item 3c and 3g were removed for discussion and consideration. Hearing no objections, the Consent Agenda items 3a-3b, 3d-3f, 3h and 3i were approved as presented.

3. Consent Agenda

- c. **DELC 0804.994.021, 2863 Heritage Drive, Delafield. Owner: Wal-Mart Real Estate Business Trust. Applicant: Harrison French and Associates.** Applicant seeks approval of revised building signage for Wal-Mart.

Clarification was request regarding signage. Verbiage on two signs would change if approved. All signage conformed to all ordinance requirements. Aicher confirmed that the main entrance signage and "sunburst" were not being changed as noted in "contingencies" in the information provided in the epacket for this meeting.

AICHER MOVED TO APPROVE REVISED BUILDING SIGNAGE FOR WAL-MART FOR DELC 0804.994.021, 2863 HERITAGE DRIVE, DELAFIELD. OWNER: WAL-MART REAL ESTATE BUSINESS TRUST. APPLICANT: HARRISON FRENCH AND ASSOCIATES AS PRESENTED. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- g. **DELC 0794.017.021, 234 and 236 Enterprise Road, Delafield. Owner/Applicant: Black Tie Vintage Racing LLC - James Melton.** Applicant seeks approval of a Business Plan of Operation for two units at StorageShopUSA. Hours of Operation are all days, 6:00 A.M. to 10:00 P.M. There are no full-time or part-time employees.

City Staff noticed that the water meter was not installed at this location and should be installed prior to occupancy.

AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR TWO UNITS AT STORAGEHOPUSA. HOURS OF OPERATION ARE ALL DAYS, 6:00 A.M. TO 10:00 P.M. THERE ARE NO FULL-TIME OR PART-TIME EMPLOYEES FOR DELC 0794.017.021, 234 AND 236 ENTERPRISE ROAD, DELAFIELD. OWNER/APPLICANT: BLACK TIE VINTAGE RACING LLC - JAMES MELTON, CONTINGENT UPON OCCUPANCY TAKING PLACE AFTER THE WATER METER WAS INSTALLED AT THIS LOCATION. DEHN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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4. Unfinished Business – None.

5. New Business

- a. **DELIC 0624.001.002, 34266 Valley Road, Oconomowoc. Owner/Applicant: Dennis and Kellie Mueller.** Applicant seeks preliminary feedback regarding potential amendment to the existing tree mitigation plan, site plan and boathouse architecture.

Applicants were present. Brian Zimmerman and James Coletta of Landworks Landscape Services, N69W25195 Indiangrass Lane, Sussex, WI 53089 and Loren Hoisington of Architectural Homes by Anders, Inc. were present as well as applicants, Dennis and Kellie Mueller. The applicants were present approximately one year ago regarding a site plan for property located at the southerly end of Upper Nashotah Lake that was part of a three lot subdivision created in 2005. The site plan for the house had been approved by the Commission one year ago; however site plan development required Commission approval at this time. Lake access for the property would be accessed via a boathouse considered for approval by the Lake Welfare Committee in recent months. The site plan development proposed included removal of 137 caliper inches of quality trees. Tree mitigation was required. There was a primary environmental corridor on the property. Approximately 15% of the land was allowed to be cleared in order to make it habitable and the applicants were granted approval to do so.

Zimmerman explained the plans submitted included a tree mitigation plan. The house and driveway were noted as shown in the epacket for this meeting. The site had been clearly delineated and the driveway had to be rerouted as a result. Because of this, larger trees had to be removed. Calculations were noted for the tree mitigation plan relative to the land disturbance on the site. Tree mitigation required 170 total caliper inches to be replaced. The plan showed additional trees being planted in excess of that amount and despite trees being removed as a result of moving the driveway, more trees were being saved than originally presented. Zimmerman further explained that the larger sized trees slated for removal were accounted for in the replacement totals.

A public hearing was required regarding the tree mitigation plan and would be held in January, 2017. Discussion ensued regarding the impact of the boathouse on the site plan. Mueller noted the boathouse presented was designed to conforming standards. No action was taken. A public hearing was slated for January 25, 2017.

- b. **DELIC 0798.030.001, 706 Main Street, Delafield. Owner: RK Miller Properties LLC. Applicant: Rob Miller Homes, LLC.** Applicant seeks approval of a site plan and architecture for an access addition.

Rob Miller, applicant was present regarding a minor site plan change for the property. The request included expansion of the existing building to allow reasonable access to the lower level of the building via a concrete stairwell. The only aspect of the expansion visible from the street would be the handrail. The existing foundation setback was affected; however, the expansion would conform to all appropriate standards and code requirements. Hussinger had no further comment at this time.

JASHINSKY MOVED TO APPROVE A SITE PLAN AND ARCHITECTURE FOR AN ACCESS ADDITION FOR DELIC 0798.030.001, 706 MAIN STREET, DELAFIELD. OWNER: RK MILLER PROPERTIES LLC. APPLICANT: ROB MILLER HOMES, LLC AS PRESENTED. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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- c. **DELIC 0793.028.002, 502 Main Street, Delafield. Owner/Applicant: HSI Wells Street Station LLC.** Applicant seeks approval of a Certified Survey Map to convey property to the City to secure a sidewalk in the public domain and recommend to the Common Council of the same.

Jake Schneider, applicant's representative, was present. Dupler explained the location of the proposed sidewalk property as part of the Wells Street Station project. Information had been provided by the surveyor/City Engineer as noted in the epacket for this meeting.

AICHER MOVED TO APPROVE A CERTIFIED SURVEY MAP TO CONVEY PROPERTY TO THE CITY TO SECURE A SIDEWALK IN THE PUBLIC DOMAIN FOR DELIC 0793.028.002, 502 MAIN STREET, DELAFIELD. OWNER/APPLICANT: HSI WELLS STREET STATION LLC, CONTINGENT UPON RESOLUTION OF ITEMS IN THE SURVEYOR'S LETTER DATED NOVEMBER 17, 2016 AS NOTED IN THE EPACKET FOR THIS MEETING AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- 6. Zoning and Ordinance Revision - None.

- 7. Reports of City Officials:

- a. Clerk

- 1. Plan Commission Meeting Dates & Deadlines
 - a. December 28, 2016, next meeting.
 - b. December 13, 2016, submittal deadline.
 - c. November 30, 2016, Public Hearing submittal deadline.

DeYoe noted the December 28, 2016 Plan Commission meeting had been cancelled. The next Plan Commission meeting would be held on January 25, 2017.

- 2. Correspondence

- a. Nashotah Smart Growth Ordinance adopted November 2, 2016.
- b. Rogers Memorial CU Letter from Patrick Hammer and Paul Mueller.
- c. AT&T Generator Application email withdrawing application.

- b. Planner

- 1. Discussion and possible action on rescheduling or cancelling the December 28, 2016 Plan Commission meeting.

The next Plan Commission meeting to be held on January 25, 2017 would have two public hearings on the agenda.

- c. Building Inspector

The total number of permits to date was 43 with two residential and seven commercial occupancy permits this month.

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8. Adjournment

There was no further business; therefore, the Wednesday, November 30, 2016 Plan Commission meeting adjourned at 7:26 PM.

Minutes Prepared By:

Accurate Business Communications, Inc.