

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Mayor DeYoe called the Wednesday, March 29, 2017 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, March 29, 2017 Plan Commission meeting:

Present

Michele DeYoe, Mayor
Wayne Dehn
Dave Greenway
Dan Jashinsky
David Simon
Roger Dupler, Planner
Scott Hussinger, Building Inspector

Absent

Tim Aicher, Ald.
Jim Reiher
Jeff Miller

1. Approve Plan Commission meeting minutes of February 22, 2017 meeting.

Hearing no objections, the February 22, 2017 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 0794.017.002, 206 Enterprise Road, Delafield. Owner: Proverbs LLC. Applicant: Lake Country Display LLC.** Applicant seeks approval of a Business Plan of Operation to operate a light manufacturing business for Lake Country Displays. Hours of Operation are Weekdays 6:30 A.M. to 6:00 P.M., Saturdays 6:30 A.M. to 12:00 P.M., with three part-time and eight full-time employees.
- b. **DELC 0803.988.004, 2566 Sun Valley Drive, Delafield. Owner: Gary Storts. Applicant: Innovative Signs.** Applicant seeks approval of a Building sign for Gerhard's Kitchen and Bath Store.
- c. **DELC 0804.982, 2950 Golf Road, Delafield. Owner: Ramco Delafield II LLC. Applicant: Midwest Sign and Lighting.** Applicant seeks approval of building and monument signage for Home Goods, a retailer in the Shoppes at Nagawaukee Shopping Center.
- d. **DELC 0804.984, 3195 Hillside Drive, Delafield. Owner: Ryan Delafield LLC. Applicant Poblocki Sign Company LLC.** Applicant seeks approval of a revised sign for Children's Hospital of Wisconsin Delafield Clinic to add text and a lighted display.
- e. **DELC 0793.014.002, 515 Wells St., Delafield. Owner: DJ Martin. Applicant: Rick Montes.** Applicant seeks an Amended Business Plan of Operation, with a name change only from Ward's House of Prime to PrimeOne.
- f. **DELC 0787.075, 618 Milwaukee St., Delafield. Owner: Michael Graf. Applicant: Gerilyn Kunett.** Applicant seeks approval of a Business Plan of Operation for a retail shop selling scent chips. Hours of Operation are Weekdays, 7 a.m. to 10 p.m., and Saturday, 7 a.m. to 10 p.m., with two or three part time employees.

Item 3b and 3f were removed for discussion. Hearing no objections, Consent Agenda items 3a, 3c, 3d and 3e were approved as presented.

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- 3b. **DELC 0803.988.004, 2566 Sun Valley Drive, Delafield. Owner: Gary Storts. Applicant: Innovative Signs.** Applicant seeks approval of a Building sign for Gerhard's Kitchen and Bath Store.

Chad Schultz, applicant, was present. Dupler explained a ground mounted temporary sign had been placed on site but was not permitted. The temporary sign needed to be removed prior to approval of this request. It was noted that the sign banner was allowed but required approval. Schultz agreed to remove the temporary signage.

GREENWAY MOVED TO APPROVE A BUILDING SIGN, CONTINGENT UPON REMOVAL OF THE TEMPORARY SIGN BANNER, FOR GERHARD'S KITCHEN AND BATH STORE FOR DELC 0803.988.004, 2566 SUN VALLEY DRIVE, DELAFIELD. OWNER: GARY STORTS. APPLICANT: INNOVATIVE SIGNS. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- 3f. **DELC 0787.075, 618 Milwaukee St., Delafield. Owner: Michael Graf. Applicant: Gerilyn Kunett.** Applicant seeks approval of a Business Plan of Operation for a retail shop selling scent chips. Hours of Operation are Weekdays, 7 a.m. to 10 p.m., and Saturday, 7 a.m. to 10 p.m., with two or three part time employees.

Gerilyn Kunett, 618 Milwaukee St., was present. Dupler explained the application was submitted after the Consent Agenda was presented for inclusion in the epacket for this meeting. There were no issues of concern. Approval was recommended.

JASHINSKY MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR A RETAIL SHOP SELLING SCENT CHIPS HOURS OF OPERATION ARE WEEKDAYS, 7 A.M. TO 10 P.M., AND SATURDAY, 7 A.M. TO 10 P.M., WITH TWO OR THREE PART TIME EMPLOYEES FOR DELC 0787.075, 618 MILWAUKEE ST., DELAFIELD. OWNER: MICHAEL GRAF. APPLICANT: GERILYN KUNETT. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. Unfinished Business

- a. **DELC 0798.098 and 0798.099.001, 737 Division Street, Delafield. Owner/Applicant: Behrend Property, LLC.** Applicant seeks approval of a Certified Survey Map to divide three adjoining parcels into four parcels and recommend to the Common Council of the same.

PLEASE SEE PLANNER'S REPORT IN THE EPACKET FOR THIS MEETING TO LOCATE DETAILED INFORMATION ON THIS ITEM.

Jim Behrend, 750 Garrison Ct., was present. He noted some items in the surveyor's letter had already been resolved including the removal of the house and removal of the asphalt. A maintenance agreement was in the process of being drafted for the sewer lateral. The remainder of the items referenced in the surveyor's letter would be resolved.

DEYOE MOVED TO APPROVE A CERTIFIED SURVEY MAP TO DIVIDE THREE ADJOINING PARCELS INTO FOUR PARCELS, CONTINGENT UPON RESOLUTION OF THE ITEMS IDENTIFIED IN THE SURVEYOR'S REVIEW LETTER OF FEBRUARY 16, 2017 FOR DELC 0798.098 AND 0798.099.001, 737 DIVISION STREET, DELAFIELD. OWNER/APPLICANT: BEHREND PROPERTY, LLC AND TO RECOMMEND TO THE COMMON COUNCIL THE

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SAME. DEHN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0803.003, 2410 Milwaukee St., Delafield, Owner/Applicant: Shuder Development LLC.** Applicant seeks approval of a sign program for the businesses at this location, as requested by the Plan Commission at the February 22, 2017 meeting.

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John Shuder, 2410 Milwaukee St., was present to answer any questions. There were no questions.

SIMON MOVED TO APPROVE A SIGN PROGRAM FOR THE BUSINESSES AT FOR DELC 0803.003, 2410 MILWAUKEE ST., DELAFIELD, OWNER/APPLICANT: SHUDER DEVELOPMENT LLC. DEHN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

5. New Business

- a. **DELT 0825.989.003, N7 W30323 Maple Avenue, Delafield. Owner/Applicant: Michael Southard.** Applicant seeks approval of an Extraterritorial Certified Survey Map and recommend to the Common Council of the same.

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Michael Southard, applicant, was present. Dupler noted information regarding this request including the letter from the surveyor had been distributed prior to this meeting. The County Clerk's office should be notified of any approval.

DEYOE MOVED TO APPROVE AN EXTRATERRITORIAL CERTIFIED SURVEY MAP FOR DELT 0825.989.003, N7 W30323 MAPLE AVENUE, DELAFIELD. OWNER/APPLICANT: MICHAEL SOUTHARD AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0804.982, 2950 Golf Road, Delafield. Owner Ramco Delafield II LLC. Applicant: Midwest Sign and Lighting.** Applicant seeks approval of building and monument signage for Sierra Trading Post, a retailer in the Shoppes at Nagawaukee Shopping Center.

PLEASE SEE PLANNER'S REPORT IN THE EPACKET FOR THIS MEETING TO LOCATE DETAILED INFORMATION ON THIS ITEM.

Dupler noted the proposed signage was unlike any other signage in the entire program. Individual raised white letters were shown as signage on the easterly side of the building at this location. Discussion ensued. Signage should be discussed with the applicant and approval could be granted with use of individual letters and freestanding logo consistent with the signage on the easterly side of the building.

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GREENWAY MOVED TO APPROVE SIGNAGE WITH RAISED INDIVIDUAL LETTERS AND FREESTANDING LOGO CONSISTENT WITH SIGNAGE ON THE EASTERLY SIDE OF THE BUILDING AS BUILDING AND MONUMENT SIGNAGE FOR SIERRA TRADING POST, A RETAILER IN THE SHOPPES AT NAGAWAUKEE SHOPPING CENTER FOR DELC 0804.982, 2950 GOLF ROAD, DELAFIELD. OWNER RAMCO DELAFIELD II LLC. APPLICANT: MIDWEST SIGN AND LIGHTING. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. Zoning and Ordinance Revision -

Two public hearings regarding zoning and ordinance revisions were slated for the next Commission agenda.

7. Reports of City Officials:

a. Clerk

1. Plan Commission Meeting Dates & Deadlines
 - a. April 26, 2017; next meeting.
 - b. April 11, 2017; submittal deadline.
 - c. March 27, 2017; Public Hearing submittal deadline.

2. Correspondence – None.

b. Planner – No report given.

c. Building Inspector

The total number of permits to date was 41 with one commercial and two residential occupancy permits this month.

8. Adjournment

There was no further business; therefore, the Wednesday, March 29, 2017 Plan Commission meeting adjourned at 7:17 PM.

Minutes Prepared By:

Accurate Business Communications, Inc.