

**CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES**

Call to Order

Chair DeYoe called the Wednesday, December 20, 2017 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, December 20, 2017 Plan Commission meeting:

Present

Absent

Michele DeYoe, Mayor

Tim Aicher, Ald.

Dave Greenway

Dan Jashinsky

Jeff Krickhahn

Jeff Miller

Jim Reiher

David Simon

Roger Dupler

Scott Hussinger, Building Inspector

**PUBLIC HEARINGS #1, #2 and #3 for the Prestwick development were cancelled for this meeting.**

**PUBLIC HEARING #4: Amended Conditional Use Permit**

**TAX KEY/ADDRESS:** DELC 0803.991.002, 2694 Sun Valley Drive, Delafield.

**OWNER/Applicant:** Kwik Trip Inc.

**MATTER:** Applicant seeks approval of an amended Conditional Use Permit for the new owner, remodel and new signage of the existing convenience store and fuel pumps.

DeYoe opened the Public Hearing at 7:01PM.

**Chris Nutini, of Kwik Trip Inc., 1626 Oak Street, Lacrosse, Wisconsin, and Caleb Kaminski of Lacrosse Sign Company of Madison Wisconsin,** were present to represent the applicant, Kwik Trip, Inc. Kaminski explained new signage had been proposed for the previous PDQ convenience store location, now under operation by Kwik Trip, that would include LED lights noting the brand - KWIK TRIP, one free standing pylon sign, gas price readers and a LED red stripe on the existing canopy. Nutini noted that an electronic message board was removed from the proposal since the last Plan Commission meeting.

There was no one present wishing to speak to this public hearing. DeYoe closed the Public Hearing at 7:03PM.

**PUBLIC HEARING #5: Amended Conditional Use Permit**

**TAX KEY/ADDRESS:** DELC 0743.999.005, 0743.999.006 – 345 Nashotah Road, Nashotah.

**OWNER/Applicant:** William Knoff/Barbara Knoff

**MATTER:** Applicant seeks approval of an amended Conditional Use Permit for the sales and service of trailers and lawn equipment business.

DeYoe opened the Public Hearing at 7:03PM.

**Bill Knoff, 345 Nashotah Road, and Jim Siepmann, 1221 Pewaukee Road, Waukesha,** were present. Siepmann explained Bill and Barbara Knoff had operated a business at this location since 1952. Knoff would

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like to split off a 10 acre parcel for the homestead and service area. Knoff explained his parents purchased the property in 1952. He and his wife had lived on the property since 1966 and operated the equipment sales since 1970 when it changed to Bil-Bar Farms. He had owned livestock for more than 40 years and sold chopper boxes, trailers and tractors. His parents had operated on the property since before the parcel became part of the City of Delafield. He had tried to run the business in a neat fashion and had not caused many people trouble. There were no pigs or other livestock on the property. His daughter would continue running the business on the site.

There was no one present wishing to speak to this public hearing. DeYoe closed the Public Hearing at 7:07PM.

1. Approve Plan Commission meeting minutes of November 29, 2017 meeting.

Hearing no objections, the November 29, 2017 Plan Commission meeting minutes were approved.

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

Hearing no further comments, DeYoe closed City of Delafield Citizen's Comments.

3. Consent Agenda

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

- a. **DELC 0798.026.003, 617 Wells Street, Delafield. Owner: Raul Perez Applicant: Innovative Signs.** Applicant seeks approval of a new sign for the Lumber Inn.
- b. **DELC 0807.978.014, 3700 Hillside Drive, Delafield. Owner: Schmidt at Designmart LLC Applicant: Badger Lighting & Signs.** Applicant seeks approval of a revised presentation for Dream Kitchens.
- c. **DELC 0792.056.001, 525 Milwaukee Street, Delafield. Owner: Hendricks Commercial Properties LLC. Applicant: Mary Beth Rezek.** Applicant seeks approval of a Business Plan of Operation for Profoundly Peaceful Massage & Spa LLC. Hours of Operation are 9:00 A.M. to 8:00 P.M. Sunday through Friday, 10:00 A.M. to 5:00 P.M. Saturday, with two full-time employees.
- d. **DELC 0792.056.001, 525 Milwaukee Street, Delafield. Owner: Hendricks Commercial Properties LLC. Applicant: Northern Enlightenment LLC.** Applicant seeks approval of a Business Plan of Operation for Northern Enlightenment an alternative care service. Hours of Operation are 7:00 A.M. to 9:00 P.M. Monday through Friday, 7:00 A.M. to 7:00 P.M. Saturday, with one full-time employee.
- e. **DELC 0793.020.003, 524 Milwaukee St., Ste 300, Delafield. Owner: Hendricks Commercial Properties LLC. Applicant: Innovative Signs.** Applicant seeks approval of a permanent sign for Midland Financial Advisors, Inc.
- f. **DELC 0798.965.004, 400 Genesee St., Delafield. Owner: Town Bank (Mike Hopp). Applicant: Berghammer Construction Corporation.** Applicant seeks approval of a photometric lighting plan as required by City Code.

Items 3c and 3d were removed from the Consent Agenda. Reiher requested clarification on the items presented relative to the plans provided for Milwaukee Street Traders in the epacket for these items. Dupler explained the architect doing the interior design work had provided this information after working on an exterior project approved at the same location in the last year. The two businesses leasing space in items 3c and 3d were within the Milwaukee Street Traders

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footprint of the building. The plans presented in the epacket were to demonstrate how the offices would be split off from the current Milwaukee Street Traders building. Kitchen equipment was being removed and the space converted to office space and new storage areas. The approved hours of operation coincided with Milwaukee Street Traders hours.

Applicants, **Kelly Kehl, 103 Mallard Court, Sullivan and Mary Beth Rezak, N16W26521 Meadowgrass Circle, Pewaukee**, were present. Rezak explained the rooms that were being leased were built into the storage area that was currently in between the store called Healthy 4 Life and Milwaukee Street Traders. The space would be accessed through Healthy 4 Life and would be a separate entity from Healthy 4 Life and Milwaukee Street Traders. Hours of operation would coincide with Healthy 4 Life hours of operation as well.

**AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR PROFOUNDLY PEACEFUL MASSAGE & SPA LLC. HOURS OF OPERATION ARE 9:00 A.M. TO 8:00 P.M. SUNDAY THROUGH FRIDAY, 10:00 A.M. TO 5:00 P.M. SATURDAY, WITH TWO FULL-TIME EMPLOYEES FOR DELC 0792.056.001, 525 MILWAUKEE STREET, DELAFIELD. OWNER: HENDRICKS COMMERCIAL PROPERTIES LLC. APPLICANT: MARY BETH REZEK. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

**AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR NORTHERN ENLIGHTENMENT, AN ALTERNATIVE CARE SERVICE. HOURS OF OPERATION ARE 7:00 A.M. TO 9:00 P.M. MONDAY THROUGH FRIDAY, 7:00 A.M. TO 7:00 P.M. SATURDAY, WITH ONE FULL-TIME EMPLOYEE FOR DELC 0792.056.001, 525 MILWAUKEE STREET, DELAFIELD. OWNER: HENDRICKS COMMERCIAL PROPERTIES LLC. APPLICANT: NORTHERN ENLIGHTENMENT LLC. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

4. Unfinished Business. – None.

5. New Business.

- a. **DELC 0803.991.002, 2694 Sun Valley Drive, Delafield. Owner/Applicant: Kwik Trip Inc.**  
Applicant seeks approval of an amended Conditional Use Permit and site plan approval for the new owner, remodel and new signage of the existing convenience store and fuel pumps.

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

Dupler noted minor modifications would be made to the westerly side of the previous PDQ building as noted at the last Plan Commission meeting with a pedestrian entrance and a new glass door on the southerly side of the building. Conditional use of the property transferred to the new owner, Kwik Trip, Inc., upon purchase with hours of operation preapproved and documented within the conditional use. The electronic message center originally submitted as part of this proposal had been removed since the last Plan Commission meeting. Locations of signage were similar to those of the PDQ signs and could be switched without concern.

It was noted that no adverse conditions were presented as a result of approval of this matter because the site was originally occupied and operated by the same type of business.

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**AICHER MOVED TO APPROVE AN AMENDED CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL FOR THE NEW OWNER, REMODEL AND NEW SIGNAGE OF THE EXISTING CONVENIENCE STORE AND FUEL PUMPS FOR 0803.991.002, 2694 SUN VALLEY DRIVE, DELAFIELD. OWNER/APPLICANT: KWIK TRIP INC, AS PRESENTED, WITH THE REMOVAL OF THE AUXILIARY ELECTRONIC MESSAGE CENTER SIGNAGE AS DISCUSSED, AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. KRICKHAHN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. **DELC 0743.999.005, 0743.999.006, 345 Nashotah Road, Nashotah. Owner/Applicant: William Knoff/Barbara Knoff.** Applicant seeks approval of a Certified Survey Map and an amended Conditional Use Permit for the sales and service of trailers and lawn equipment business.

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Siepmann and Knoff were present. Dupler explained two actions were required for approval. One involved approval of the Certified Survey Map (CSM) including resolution of technical issues identified in the Surveyor's review letter of December 15, 2017. The second action included approval of an amended Conditional Use Permit for the property. The use had been in effect since the 1950's with Knoff requesting the implementation of a conditional use through operations of Bil-Bar farms. The amended Conditional Use Permit would allow modification of the site plan by allowing some buildings to be razed and allowing the vacated space to be used to park trailers and equipment that was currently on the south side of Nashotah Road. Operation of the property would not be impacted.

Aicher questioned whether livestock would be reintroduced on either parcel of land in the future. Knoff stated there were no plans to do so on either parcel.

**AICHER MOVED TO APPROVE OF A CERTIFIED SURVEY MAP FOR DELC 0743.999.005, 0743.999.006, 345 NASHOTAH ROAD, NASHOTAH. OWNER/APPLICANT: WILLIAM KNOFF/BARBARA KNOFF AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

**AICHER MOVED TO APPROVE AN AMENDED CONDITIONAL USE PERMIT FOR THE SALES AND SERVICE OF TRAILERS AND LAWN EQUIPMENT BUSINESS , WITH NO RE-INTRODUCTION OF LIVESTOCK ON EITHER OF THE PARCELS IN THE FUTURE FOR DELC 0743.999.005, 0743.999.006, 345 NASHOTAH ROAD, NASHOTAH. OWNER/APPLICANT: WILLIAM KNOFF/BARBARA KNOFF. SIMON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. **DELC 0804.499.004 3163 Golf Road, Delafield. Owner: Ramco-Gershenson Properties LP. Applicant: Carter's Retail, Inc.** Applicant seeks approval of a signage program for Carter's, a children's apparel store.

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**Chad Schultz, Innovative Signs, 21795 Doral Rd, Waukesha**, was present to represent the applicant. Information had been provided in the epacket for this meeting that noted the proposed signage. A monument sign was also being requested that would have blue and white lettering. Dupler noted this monument sign was not on the agenda as part of the request and would need to be requested through a separate application.

**AICHER MOVED TO APPROVE A SIGN PROGRAM FOR CARTER'S A CHILDREN'S APPAREL STORE FOR DELC 0804.499.004 3163 GOLF ROAD, DELAFIELD. OWNER: RAMCO-GERSHENSON PROPERTIES LP. APPLICANT: CARTER'S RETAIL, INC. JASHINSKY 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  
Plan Commission Meeting – January 31, 2018  
Submittal Deadline – January 16, 2018  
Public Hearing Deadline – January 3, 2018

2. Correspondence

b. Planner.

Dupler provided an update on a recent request for modification through the use of a CSM at the corner of Oak Street and Lake Street. This was not the appropriate approval process for these parcels. The matter would be considered by the Common Council as a vacation of right-of-way in the future.

c. Building Inspector.

There were two residential occupancy permits this month.

8. Adjournment

There was no further business; therefore, the Wednesday, December 20, 2017 Plan Commission meeting adjourned at 7:30PM.

Minutes Prepared By:

Accurate Business Communications, Inc.