

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Attwell called the Wednesday, October 31, 2018 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, October 31, 2018 Plan Commission meeting:

Present

Kent Attwell, Mayor

Tim Aicher, Ald.

Dan Jashinsky

Ed Marek

Jeff Miller

Jim Reiher

Laura Schult

Roger Dupler, Planner

Absent

Dave Greenway

PUBLIC HEARINGS:

PUBLIC HEARING #1:

Conditional Use Amendment

TAX KEY/ADDRESS:

DELC 0798.999.001, 935 Main Street, Delafield

OWNER/APPLICANT:

Clearview Home Corp

MATTER:

Consideration to convert the home use description from a Community Based Residential Facility to a Skilled Nursing Facility.

Attwell opened the Public Hearing at 7:02PM. Hearing no one wishing to provide comment at this time, Public Hearing #1 was closed. Attwell closed the Public Hearing at 7:04PM.

1. Approve Plan Commission meeting minutes of September 26, 2018 meeting.

AICHER MOVED TO APPROVE THE SEPTEMBER 26, 2018 PLAN COMMISSION MEETING MINUTES AS PRESENTED. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. City of Delafield Citizen's Comments pertaining to subjects on the Consent Agenda.

Hearing no comments pertaining to subjects on the Consent Agenda, Citizen's Comments pertaining to subjects on the Consent Agenda were closed.

3. Consent Agenda

- a. **DELC 0794.017.002, 206 Enterprise Road, Delafield. Owner: Proverbs LLC. Applicant Donna Dziewik.** Applicant seeks approval of a Business Plan of Operation and signage for 101 Mobility, a home improvement contractor. Hours of Operation are 6:00 A.M. to 10:00 P.M. Monday through Friday with four part-time employees and three full-time employees.
- b. **DELC 0794.013, 24 Enterprise Road, Delafield. Owner: RG Cushing Park LLC. Applicant Travis Tetting.** Applicant seeks approval of a Business Plan of Operation for Axiom Parkour, a fitness training facility. Hours of Operation are 7:00 A.M. to 11:30 P.M. Monday through Saturday, 11:30 A.M. to 11:30 P.M. Sundays with one full-time employee.
- c. **DELC 0804.982, 2950 Golf Road, Delafield. Owner: Ramco-Gershenson Properties L.P. Applicant: Midwest Sign and Lighting, Inc.** Applicant seeks amend the text of existing signs and to add a permanent building sign.

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SCHULT MOVED TO APPROVE ITEMS 3B AND 3C CONSENT AGENDA AS PRESENTED AND TO REMOVE ITEM 3A FOR DISCUSSION AND CONSIDERATION. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. Consent Agenda

- a. **DELC 0794.017.002, 206 Enterprise Road, Delafield. Owner: Proverbs LLC. Applicant Donna Dziewik.** Applicant seeks approval of a Business Plan of Operation and signage for 101 Mobility, a home improvement contractor. Hours of Operation are 6:00 A.M. to 10:00 P.M. Monday through Friday with four part-time employees and three full-time employees.

Donna Dziewik, 206 Enterprise Road, explained she was a franchisee for 101 Mobility. This business would provide seniors with mobility aids in order to allow them to age in place. The service range included the territory between Milwaukee, Ozaukee and Madison.

Schult expressed concern regarding the proposed signage for the property. It was difficult to read because the eye did not know where to rest. She suggested a ledger design in an effort to make signage more consistent within the City. It was clarified that there were several different entities sharing the sign with this application being one of the six entities. The property owner was responsible for the signage; this was a request to add the applicant's business to the existing sign in the existing style. The other items could be approved with the monument signage being addressed with the property owner as a separate agenda item in the future.

SCHULT MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR 101 MOBILITY, A HOME IMPROVEMENT CONTRACTOR WITH HOURS OF OPERATION FROM 6:00 A.M. TO 10:00 P.M. MONDAY THROUGH FRIDAY WITH FOUR PART-TIME EMPLOYEES AND THREE FULL-TIME EMPLOYEES FOR DELC 0794.017.002, 206 ENTERPRISE ROAD, DELAFIELD. OWNER: PROVERBS LLC. APPLICANT DONNA DZIEWIK. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. City of Delafield Citizen's Comments pertaining to items on or off this Agenda.

Hearing no comments pertaining to items on or off this Agenda, Citizen's Comments were closed.

5. Unfinished Business

- a. **DELC 0798.999.001, 935 Main Street, Delafield. Owner/Applicant: Clearview Home Corp.** Applicant seeks approval of an amended Conditional Use Permit.

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

AICHER MOVED TO APPROVE AN AMENDED CONDITIONAL USE PERMIT FOR DELC 0798.999.001, 935 MAIN STREET, DELAFIELD, OWNER/APPLICANT: CLEARVIEW HOME CORP. 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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6. New Business

- a. **DELC 0804.984, 615 Milwaukee Street, Delafield. Owner: Provenio Properties LLC.**
Applicant: Rob Miller Homes. Applicant seeks approval of architectural improvements and signage for a multitenant commercial building.

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Schult expressed concern regarding the type of canopy being used relative to the increased weight of the canopy in times of inclement weather.

Rob Miller, Provenio Properties, 703 West Shore Drive, explained the canopy was made of hollow tubes anchored to the wall and would be open at the top with ribs that could be viewed from below. The snow and rain would come through it and would not be retained on top of it. It would be a decorative element only, black in color, approximately eight feet wide and would stick out about two feet from the structure. It would encroach into sidewalk. Signage would be hung vertically in a "blade" style from a wrought iron holder over the entrance along with a ledger board on the westerly side of the building. He had purchased the building in January, 2018 with a select amount of funds. Since that time, the first floor had been gutted with some new tenants anticipated in the building. The second floor would be smaller with shared office space. A tree dying from emerald ash borer disease would be removed from the front side of the building. He wanted to keep the traditional look of the streetscape and planned to provide additional enhancements to the building in a second phase.

Attwell suggested the use of cornice detail or other architectural elements to enhance the overall look of the building detail. Miller explained that was the goal through phased enhancements. He wanted to improve sight lines and the overall view of the building over time. The historic look of clean simple lines would be retained in these initial improvements. Aicher suggested consulting photos of the historic building design preserved at Hawk's Inn when considering future improvements.

REIHER MOVED TO APPROVE ARCHITECTURAL IMPROVEMENTS AND SIGNAGE FOR A MULTITENANT COMMERCIAL BUILDING FOR DELC 0804.984, 615 MILWAUKEE STREET, DELAFIELD. OWNER: PROVENIO PROPERTIES LLC. APPLICANT: ROB MILLER HOMES, CONTINGENT UPON ESTABLISHING A LIABILITY POLICY ACCEPTABLE TO THE CITY ATTORNEY FOR THIS MATTER. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0804.984, 615 Milwaukee Street, Delafield. Owner: Provenio Properties LLC.**
Applicant: Katie Andrew. Applicant seeks approval of a permanent multi-tenant building sign program.

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Katie Andrews, 2148 Hill Crest Drive, had worked in the City of Delafield for the past five years. She was excited to open her own practice in this location. **Rob Miller, Provenio Properties, 703 West Shore Drive**, noted the alleyway to the west of the building seemed more like a streetscape in his vision of the property. He wanted to enhance the north part of the building that could be seen from the park while maintaining the integrity of the historic building.

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The proposed plans included a board and batten style building with individual white doors for each entrance. The windows would be blue, white and black in color with a simple clean look throughout the entire building. The proposed signage would include a single blade sign hanging above each private entrance door. A ledger board sign currently in existence would remain with additional updated signs reflecting the new tenants. All colors used in the signage were part of the historic downtown color pallet. Discussion ensued regarding which option was desired for the wrought iron sign holder. R. Miller indicated a preference for a clean, simple, black wrought iron holder with no filigree work in the design.

AICHER MOVED TO APPROVE A PERMANENT MULTI-TENANT BUILDING SIGN PROGRAM FOR DELC 0804.984, 615 MILWAUKEE STREET, DELAFIELD. OWNER: PROVENIO PROPERTIES LLC. APPLICANT: KATIE ANDREW, WITH ALL BLADE STYLE SIGNAGE HELD BY A SIMPLE BLACK WROUGHT IRON BAR CONTINGENT UPON ESTABLISHING A LIABILITY POLICY ACCEPTABLE TO THE CITY ATTORNEY FOR THOSE SIGNS THAT EXTEND INTO THE RIGHT-OF-WAY. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **DELC 0803.993.001, 2553 Sun Valley Drive, Delafield. Owner: Dayton Hudson Corporation #864. Applicant: Kimley-Horn and Associates, Inc.** Applicant seeks approval of new building signage for Target.

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Zach Chappell, Kimley Horn, 2553 Sun Valley Drive, explained Target stores were in the process of rebranding nationwide. The existing red metal sign and louvers would be removed and a new white target sign would be placed on the store front. A new "order pick-up" sign would also be added. Because the City Code was clear with regard to the amount of allowable signage, the EFIS panels that were originally proposed could be replaced with paint to offset the area in a similar color to other building paint colors. White paint could be used on the wall behind the proposed target sign with a darker hue of the same tan color being used where the EFIS panels were originally proposed. Discussion ensued. Clarification was required regarding the exact paint color and application area on the store. It was suggested that the applicant work with City Staff regarding the signage as long as the proposed colors were consistent with the other existing building colors in order to allow the applicant to complete the task ahead of inclement winter weather.

AICHER MOVED TO APPROVE THE UPDATED BUILDING SIGNAGE, CONTINGENT UPON STAFF APPROVAL OF THE BACKGROUND SIGNAGE COLOR BEING CONSISTENT WITH OTHER EXISTING BUILDING COLORS AND TO REMOVE THE RED BACKDROP AND METAL LOUVERS FOR DELC 0803.993.001, 2553 SUN VALLEY DRIVE, DELAFIELD. OWNER: DAYTON HUDSON CORPORATION #864. APPLICANT: KIMLEY-HORN AND ASSOCIATES, INC. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

7. Zoning and Ordinance Revision – None.
8. Reports of City Officials:
- a. Clerk
 - 1. Plan Commission Meeting Dates & Deadlines
 - i. Meeting November 28, 2018

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- ii. Meeting Submittal Deadline November 13, 2018
- iii. Public Hearing Submittal Deadline October 29, 2018.

2. Correspondence – None.

b. Planner

There were no public hearings slated for next month.

Since the last Plan Commission meeting, Schult attended two Plan Commission Workshops provided by the University of Wisconsin-Stevens Point Center for Land Use Education office. One workshop was held on September 26, 2018 in Rochester, Wisconsin for local planning and zoning officials titled "Using and Updating the Comprehensive Plan." The second workshop was held on October 30, 2018 in Genesee, Wisconsin for local planning and zoning officials and pertained to state laws related to conditional use permits. Both workshops were informative and useful. Schult provided an overview of each workshop, encouraged all Commissioners to attend future planning and zoning official workshops and to familiarize themselves with the Plan Commissioner Handbook. Schult would provide additional information to Commissioners regarding workshop resources.

c. Building Inspector - No report.

9. Adjournment.

There was no further business; therefore, the Wednesday, October 31, 2018 Plan Commission meeting adjourned at 8:10PM.

Minutes Prepared By:

Accurate Business Communications, Inc.