

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Aicher called the Wednesday, March 27, 2019 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, March 27, 2019 Plan Commission meeting:

Present

Absent

Tim Aicher, Ald.

Kent Attwell, Mayor

Dave Greenway

Dan Jashinsky

Ed Marek

Jim Reiher

Laura Schult

Robert Weiler

Roger Dupler, Planner

Scott Hussinger, Building Inspector

PUBLIC HEARINGS:

**PUBLIC HEARING #1:**

**Conditional Use for a Multifamily Residential Development**

**TAX KEY/ADDRESS:**

**DELC 0793.049, 408 Main Street**

**OWNER:**

**John Tomasini**

**APPLICANT:**

**MSI General**

**MATTER:**

**Consideration of a four unit attached single-family residential building. Such use is permitted in the CBD-2 District by Conditional Use. This project will be designed in compliance with the R-6 Multifamily bulk regulations.**

Aicher opened the Public Hearing at 7:01PM.

**John Kutz, and Andrea Huntley of MSI General**, provided information pertaining to the Pointe Crossing multi-family condominium project. The project would consist of four luxury condo units with attached garages below the living space. Entrance to the site would be gained off Wells Street with garages on the north side of the properties. Each condo would be approximately 3,000 sf. The architecture was shown in the epacket for this meeting. Comparisons to other existing multi-family buildings in the City were noted. A few revisions had been made since the last Commission meeting with additional windows added to the west elevation and brick added to the front of the buildings. Masonry brick had also been added to the front of the building as part of the project.

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

- 1. Approve Plan Commission meeting minutes of [February 27, 2019](#) meeting.

**E. MAREK MOVED TO APPROVE THE FEBRUARY 27, 2019 PLAN COMMISSION MEETING MINUTES AS PRESENTED. D. GREENWAY 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.

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3. Consent Agenda

- a. **DELIC 0793.987.003, 417 Main Street, Delafield. Owner: City of Delafield. Applicant: Delafield Farmer's Market Inc.** Applicant seeks an amended Business Plan of Operation for Hours of Operation. Proposed hours are Wednesdays and Saturdays 6:30 A.M. to 2:00 P.M. from May 1 to November 30.
- b. **DELIC 0798.045, 710 Milwaukee Street, Delafield. Owner/Applicant: Michael Drees** Applicant seeks approval of a Business Plan of Operation and Signage for Delafield Auto Specialists. Hours of Operation; Monday through Friday 8:00 A.M. to 7:00 P.M., Saturday 9:00 A.M. to 4:00 P.M. with 2 full time employees.
- c. **DELIC 0803.988.004, 2566 Sun Valley Drive, Delafield. Owner: Gary Stortz. Applicant: Signworks.** Applicant seeks approval of a permanent building sign and monument sign panel for Bionic Dental.
- d. **DELIC 0804.994.017, 2710 Heritage Drive, Delafield. Owner: Heritage-Hillside LLC. Applicant: Auto Zone.** Applicant seeks approval of a Business Plan of Operation and Signage for Auto Zone. Hours of Operation are 8:00 A.M. to 8:00 P.M. all days, with two full-time employees and eight part-time employees.
- e. **DELIC 0795.024, 120 Hilly Oak Drive, Delafield. Owner: Paul Lagerman. Applicant Patrick O'Donnell.** Applicant seeks approval of a Business Plan of Operation for a home business. Hours of Operation are 8:00 A.M. to 9:00 P.M. all days, with one full time employee.
- f. **DELIC 0804.994.011, 2801 Hillside Drive, Delafield. Owner: BRE-LQ Properties LLC. Applicant: Sign Effectz Inc.** Applicant seeks approval of replacement directional signage.

Items 3a was removed from the Consent Agenda for additional discussion and consideration.

**JASHINSKY MOVED TO APPROVE CONSENT AGENDA ITEMS 3B-3F AS PRESENTED. REIHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- 3a. **DELIC 0793.987.003, 417 Main Street, Delafield. Owner: City of Delafield. Applicant: Delafield Farmer's Market Inc.** Applicant seeks an amended Business Plan of Operation for Hours of Operation. Proposed hours are Wednesdays and Saturdays 6:30 A.M. to 2:00 P.M. from May 1 to November 30.

It was noted the City did not schedule the use of the parking lots. If conflicts arose during the time of the Delafield Farmer's Market, it would be the responsibility of the Market staff to work with City Staff to determine need in advance.

**AICHER MOVED TO APPROVE AN AMENDED BUSINESS PLAN OF OPERATION FOR HOURS OF OPERATION. PROPOSED HOURS ARE WEDNESDAYS AND SATURDAYS 6:30 A.M. TO 2:00 P.M. FROM MAY 1 TO NOVEMBER 30 FOR DELIC 0793.987.003, 417 MAIN STREET, DELAFIELD. OWNER: CITY OF DELAFIELD. APPLICANT: DELAFIELD FARMER'S MARKET INC. REIHER 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 other comments pertaining to items on or off this Agenda, Citizen's Comments were closed.

5. Unfinished Business – None.

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6. New Business

- a. **DELIC 0793.049, 408 Main Street, Delafield. Owner: John Tomasini. Applicant: MSI General.** Applicant seeks approval of a Conditional Use Permit for a multifamily residential use in the CBD-2 district.

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

**John Kutz, and Andrea Huntley of MSI General,** were present to answer questions. Huntley explained a lower band of masonry was added to the lower level back side, fireplaces and a band along the south side of the building with additional brick toward the entrances. Two additional windows and a gable vent were added to the second floor western elevation view. Dark aluminum frame accents around the windows provided additional architectural elements to break up the view. It was noted that the existing large oak tree was in the right-of-way. This project conformed to all aspects of the zoning code 17.42.3; however, review and final approval from the Public Works Committee of the remaining engineering issues and approval of a Certified Survey Map was still required prior to Common Council approval.

**REIHER MOVED TO RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT FOR A MULTIFAMILY RESIDENTIAL USE IN THE CBD-2 DISTRICT FOR DELIC 0793.049, 408 MAIN STREET, DELAFIELD. OWNER: JOHN TOMASINI. APPLICANT: MSI GENERAL CONTINGENT UPON REVISED ARCHITECTURE AS PRESENTED AT THIS MEETING, AN APPROVED CERTIFIED SURVEY MAP, RESOLUTION OF THE ENGINEER'S REVIEW COMMENTS OF MARCH 20, 2019 WITH REVIEW AND FINAL APPROVAL BY THE PUBLIC WORKS COMMITTEE PRIOR TO PLACEMENT ON THE COMMON COUNCIL AGENDA AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. **DELIC 0807.982.002, 402 Kettle Drive, Delafield. Owner: Henry Nader Real Estate LLC. Applicant Design 2 Construct.** Applicant seeks development approval including Site Plan, Engineering, Architecture, Lighting, Landscaping, and Certified Survey Map.

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**John Barker, 3776 Kettle Court East, and Shaun Sullivan, of Design2Construct,** were present. Sullivan explained the architecture for this project would include precast walls with the same finish and exposed aggregate as the other building owned by Barker in the area. Barker explained two separate driveway entrances were preferred over a shared drive. Dupler clarified a property easement line should be left on the design drawings as a future drainage easement for the pond. A photometric plan needed to be resubmitted. Resolution of engineering issues was required including Public Works Committee review and recommendation prior to returning to the Plan Commission for final approval of the CSM and completed development documents.

**JASHINSKY MOVED TO RECOMMEND APPROVAL OF A SITE PLAN, ENGINEERING, ARCHITECTURE, LIGHTING, LANDSCAPING, AND CERTIFIED SURVEY MAP FOR DELIC 0807.982.002, 402 KETTLE DRIVE, DELAFIELD. OWNER: HENRY NADER REAL ESTATE LLC. APPLICANT DESIGN 2 CONSTRUCT AS PRESENTED CONTINGENT UPON**

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**RESOLUTION FO CSM ISSUES, RESOLUTION OF ALL ENGINEERING ITEMS AND FINAL REVIEW BY THE PUBLIC WORKS COMMITTEE PRIOR TO FINAL APPROVAL OF THE CERTIFIED SURVEY MAP AND COMPLETED DEVELOPMENT DOCUMENTS. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. **DELCO 0804.982.001, 2980 Golf Court, Delafield. Owner/Applicant: Delasota LLC.** Applicant seeks approval for a Business Plan of Operation for Chick-fil-A, a restaurant with drive through service. Hours of Operation are 6:00 A.M. to 10:30 P.M. Monday through Saturday, with twenty-five full-time and forty part-time employees.

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

**Joe Tierney, of Davis & Kuelthau, for Wallace Enterprises d/b/a Delasota, LLC, Deb Tarnow, of Key Engineering, Jeff Stowe, architect and other project team members** were present. Dupler reviewed the timeline of approval relative to documents submitted for this matter. Engineering plans had been re-submitted with revisions since distribution of the epacket for this meeting. Information submitted resolved many issues; however, some items still required resolution. New architectural plans included a screen atop the multi-tenant building to screen mechanical elements. Plans to screen the dumpster had been submitted; however, these plans had not yet been fully reviewed. The monument sign on the plans still needed to be removed from the plans. Lighting and photometrics remained an issue and could be deferred to City staff. A detailed tree preservation plans had been submitted. The proposed walkway to the north was removed at the request of the Public Works Committee. The Committee did not think it was necessary and thought it would get little use. Inclusion of the walkway would disturb trees that could remain if the walkway was removed. People would likely go the roadway to utilize the existing sidewalk in that area to get up the hill instead.

**Jeff Stowe, architect,** explained the architectural plans had been revised to bring in visual relief through the use of a RTU screen on the rooftop. This screen would be visible from Interstate 94. Other tower elements were added along with a stone water table around the base of the building. Colors remained the same due to branding. With regard to screening the dumpster, a masonry screen wall could be raised from seven feet to approximately nine feet in order to provide additional relief from the upper views. It was suggested that a pitched screen be used to allow dumping activities to take place with the screen in place and to allow snow removal to be unnecessary.

Discussion took place regarding tree preservation methods for the Champion Oak Tree in the construction area and beyond. It was requested the applicant continue to strive to include areas of natural beauty away from the restaurant and to keep a pastoral feel in that area beyond the use of a few picnic tables. This might be accomplished through the use of native plantings or landscaping that could be maintained with a natural look and feel to it. Tarnow explained the corner of the site that housed the oak tree would not have an opportunity to expand hardscape due to the grades in that area. There was an opportunity to include benches and some tables in that area. Tree preservation in this area was noted in the plan provided. Discussion ensued regarding ADA compliance for the picnic table areas. The applicant would continue to work with City staff to develop and maintain a pastoral setting in the corner of the site that housed the Champion Oak tree.

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Concern was expressed for snow removal in the five parking stalls on the westerly end of the parking lot. In order to accommodate the driveway entrances and preserve quality trees, parking stalls were reduced to a minimum on this parcel. It was also noted that no restaurant or multi-tenant delivery vans/vehicles should be parked on site, nor auxiliary temporary signage placed on the roof for any reason.

**AICHER MOVED TO APPROVE A BUSINESS PLAN OF OPERATION FOR CHICK-FIL-A, A RESTAURANT WITH DRIVE-THROUGH SERVICE. HOURS OF OPERATION ARE 6:00 A.M. TO 10:30 P.M. MONDAY THROUGH SATURDAY, WITH TWENTY-FIVE FULL-TIME AND FORTY PART-TIME EMPLOYEES FOR DELC 0804.982.001, 2980 GOLF COURT, DELAFIELD. OWNER/APPLICANT: DELASOTA LLC, CONTINGENT UPON PROHIBITION OF DELIVERY VEHICLES AND AUXILIARY TEMPORARY SIGNAGE ON THE SITE. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- d. **DELC 0804.982.001, 2980 Golf Court, Delafield. Owner/Applicant: Delasota LLC.** Applicant seeks approval of a Specific Implementation Plan in conformance with revised GDP Development Standards, and recommend the same to the Common Council.

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Discussion ensued regarding the process being utilized in the approval of this matter. Schult expressed concern that all final documentation was not yet submitted and available for review by the Commission.

**SCHULT MOVED TO DENY APPROVAL OF A SPECIFIC IMPLEMENTATION PLAN IN CONFORMANCE WITH REVISED GDP DEVELOPMENT STANDARDS FOR DELC 0804.982.001, 2980 GOLF COURT, DELAFIELD. OWNER/APPLICANT: DELASOTA LLC AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. MOTION FAILED FOR LACK OF A SECOND.**

Discussion ensued regarding finalization of documents relative to other issues that would be required for the project to move forward. Engineering issues were not anticipated to be problematic. The referendum related to the roundabout at Golf Road and Golf Court required approval prior to Common Council approval.

**L. SCHULT RECOMMEND APPROVAL OF OF A SPECIFIC IMPLEMENTATION PLAN IN CONFORMANCE WITH REVISED GDP DEVELOPMENT STANDARDS FOR DELC 0804.982.001, 2980 GOLF COURT, DELAFIELD. OWNER/APPLICANT: DELASOTA LLC, CONTINGENT UPON APPROVAL OF THE GOLF COURT/ GOLF ROAD TRAFFIC ROUNDABOUT REFERENDUM, REVIEW AND RESOLUTION OF ALL ENGINEERING ISSUES, STORMWATER MANAGEMENT AGREEMENT WITH REVIEW BY THE PUBLIC WORKS COMMITTEE, STAFF APPROVAL OF A LIGHTING PLAN, A DUMPSTER COVER FOR THE MULTI-TENANT BUILDING AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. GREENWAY SECONDED THE MOTION. REIHER REQUESTED WITHIN THE MOTION THAT A GOAL OF PRESERVATION OF THE CHAMPION OAK TREE AND COLLABORATION WITH CITY STAFF REGARDING MAINTAINING A NATURAL SETTING ON THIS PARCEL WOULD BE UNDERSTOOD. GREENWAY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

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7. Zoning and Ordinance Revision – None.

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8. Reports of City Officials:

a. Clerk

1. Plan Commission Meeting Dates & Deadlines
  - i. Meeting April 24, 2019
  - ii. Meeting Submittal Deadline April 9, 2019
  - iii. Public Hearing Submittal Deadline March 25, 2019.
2. Correspondence – None.

b. Planner

Dupler requested future discussion of sign allowances and locations for non-profit signs. Several locations and examples of this signage were noted within the City. This issue would be placed on the next Plan Commission agenda.

c. Building Inspector

There were 26 total permits with four residential and no commercial permits this month.

Reiher noted the March 16, 2019 Delafield Arts Foundation fundraiser for Liberty Park was moved to Friday, May 10, 2019. All were encouraged to attend.

9. Adjournment.

There was no further business; therefore, the Wednesday, March 27, 2019 Plan Commission meeting adjourned at 8:29PM.

Minutes Prepared By:

Accurate Business Communications, Inc.