

**CITY OF DELAFIELD PLAN COMMISSION MINUTES**

CALL TO ORDER

Mayor Craig declared the public hearing open at 7:03 p.m.

PUBLIC HEARING

- TO CONSIDER AN AMENDMENT TO AN EXISTING CONDITIONAL USE PERMIT TO ALLOW FOR THE DEVELOPMENT OF A HOTEL, RESTAURANT AND BANQUET FACILITY AT 514 WELLS STREET, TAX KEY DELC 0793.989.004

Mayor Craig asked three times if there were any comments. There were none.

M. Czubkowski noted that Del-Hart submitted a letter regarding this public hearing. In addition, Audrey Kellner, 1116 W. Devonshire, submitted comments on this matter. A letter to M. Court regarding the wastewater treatment plant isolation requirements was received from the Wisconsin DNR.

**P. SCHUMAN MOTIONED TO CLOSE THE PUBLIC HEARING. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- TO CONSIDER A CONDITIONAL USE PERMIT TO ALLOW FOR THE DEVELOPMENT OF MIXED USE RESIDENTIAL AND RETAIL SPACE AT 601-623 GENESEE STREET, TAX KEY DELC 0793.014.001

Gary Neurnberger, Main & Genesee – He stated that his business would be adjacent to the building that is proposed. As long as the proposed building is set where it is shown now, he is in favor of it, but if the building is up against the sidewalk, he would not be in favor of it. He thought that by having the building up to the street it would look like a tunnel; by having it built further back would allow more entrances. He stated that the Plan Commission made a deal with him in regards to his signage and that one of the reasons that he was told that he did not need a large sign was because of the visibility. If the proposed building is built up to the street, his sign will not be seen.

Tom Aul, 815 Genesee Street – Believes that the Lang projects have done great things for the City of Delafield. He recommended that the City work as cooperatively as possible with Mr. Lang to make this project happen. The City has turned out to be a great place because of the investment from Mr. Lang and others in the City. He encouraged cooperation with Mr. Lang's vision for the use of the land. He referred to the sewage district's concern with regard to the distance – he stated that this is a change of use, not a new use. Regarding the height of the building, he thought that the height should be looked at in terms of how the height is being utilized. Judging by past projects, this too will look favorable.

Elizabeth Williams, 2229 C Circle Ridge – Asked if the fire department's ladder truck is functioning. It was confirmed that it is. She was concerned that many times when Mr. Lang does things downtown, it costs the citizens money. The Plan Commission and the Council are supposed to take the citizens of Delafield into consideration. She wanted to make sure that the two proposals would not cost the citizens of Delafield anything.

Mayor Craig asked three times if there were further comments. There were none.

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P. SCHUMAN MOTIONED TO CLOSE THE PUBLIC HEARING. M. COURT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Mayor Craig called meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

- Mayor Paul Craig
- Phil Schuman
- Chrys Mursky
- Mike Court
- Beth Leonard
- Roger Dupler
- Matt Carlson
- Marilyn Czubkowski

Absent

- Dick Kuchler
- Tom Maney

1. APPROVE PLAN COMMISSION MEETING MINUTES OF OCTOBER 27, 2004.

P. SCHUMAN MOTIONED TO APPROVE THE MINUTES FROM THE OCTOBER 27, 2004 MEETING AS PRESENTED. C. MURSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. DELAFIELD CITIZEN’S COMMENTS PERTAINING TO SUBJECTS ON THIS AGENDA.

Jim Zahorik, 1948 West Shore Drive – Distributed and discussed a handout regarding CBD-1 parking. He stated that the CBD1 district is a rather small area in city. In that area another large development would occur – the Lang Building on west side of Genesee Street. Four years ago he spoke because of his concerns of parking in the CBD1 district. He complimented Mr. Lang because Mr. Lang considers how his plans will affect others in the community. The zoning ordinance does not require developers to do this. The preliminary proposed zoning ordinance (1977), page 3 was discussed. This asked for a requirement that involved new construction. The next handout showing current zoning code 17.52, parking requirements was reviewed. It refers to “all”. The current CBD1 and CBD2 zoning code was also reviewed. There are no CBD1 off-street requirements. Off-street requirements in CBD2 gives some control in regards to parking requirements. A memorandum dated May 31, 2000 made recommendations to strike off-street parking requirements for CBD1 and make it the same as CBD2. J. Zahorik asked the Plan Commission to consider striking the section regarding leasing property for a period of five years from a single owner. He asked that consideration be given to striking the lease phrase. If, down the road, the leased land no longer exists, then there would be a severe parking impact. He reviewed how Mr. Lang’s development could be built right up to the sidewalk with no parking requirement.

Mayor Craig asked three times if there were any further comments. There were none.

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**C. MURSKY MOTIONED TO CLOSE CITIZEN'S COMMENTS. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

3. CONSENT AGENDA

None.

4. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **TAX KEY DELC 0787.053, 826 GENESEE STREET, DELAFIELD.** OWNER: TOM AUL. APPLICANT: CHRISTINE HETTICH. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR CHRISTINE R. HETTICH, LLC, A MASSAGE THERAPIST. HOURS OF OPERATION ARE WEEKDAYS FROM 9:00 A.M. – 7:30 P.M. AND SATURDAY FROM 8:00 A.M. TO 2:00 P.M. 1 FULL-TIME EMPLOYEE.

Tom Aul was present at the meeting. A handout showing the sign layout was provided to the commissioners. It was noted that Ms. Hettich will be renting the garden level of 826A Genesee Street. The signage would be the bottom portion.

R. Dupler reviewed the sign. He was concerned that the font is not a pre-approved font and because of this it would require consideration. Recommended approval.

Standard fonts were reviewed. There are seven identified fonts in the ordinance – all are block, none are script. T. Aul stated that if necessary they could work within one of the official fonts. Christine Hettich was also present. She stated that the script font would match the rest of her company identification pieces. She was agreeable to look at samples of the fonts.

C. Mursky asked about the licensing and health permits. All licensing is up to date.

**P. SCHUMAN MOTIONED TO APPROVE THE SIGN WITH STAFF CONFERRING ON AN APPROPRIATE FONT. B. LEONARD SECONDED THE MOTION WITH THE CLARIFICATION THAT THE FONT WOULD BE UP TO STAFF AND MS. HETTICH. P. SCHUMAN AMENDED HIS MOTION TO ALSO INCLUDE APPROVAL OF THE BUSINESS PLAN OF OPERATION. B. LEONARD WAS AGREEABLE TO THE AMENDMENT. C. MURSKY EXPRESSED CONCERN WITH FUTURE SIGNS. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. **TAX KEY DELC 0804.994, 2850 HERITAGE DRIVE, DELAFIELD.** APPLICANT: JOHN RIZER AND BRIAN SCHNEIDER. APPLICANTS SEEK APPROVAL OF A SIGN PERMIT APPLICATION OF HOUSE OF HANDLES, 2850 HERITAGE DRIVE, DELAFIELD.

John Rizer was present at the meeting. He has revised the side signage to reduce the north façade to be within the limits. R. Dupler stated that this had been the only issue.

**C. MURSKY MOVED TO APPROVE THE REVISED SIGNAGE AS SUBMITTED THIS EVENING. P. SCHUMAN SECONDED THE MOTION. MAYOR CRAIG**

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**STATED THAT MANY ARE EXCITED ABOUT THIS BUSINESS. ALL WERE IN FAVOR. MOTION CARRIED.**

- c. **TAX KEY DELC 0742.014, W127 E. WISCONSIN AVENUE, OKAUCHEE, WI 53118.** APPLICANT SEEKS SIGNAGE FOR JOHN QUADEN DODGE, INC., A NEW/USED AUTO AND TRUCK DEALERSHIP

John Quaden was present at the meeting. The showroom, and sales facility have been remodeled and the old signage has come down. Chrysler is the in the process of changing their corporate presentation and Quaden has been requested to change their sign accordingly.

R. Dupler stated the sign proposed today is no different than what was illustrated when J. Quaden was present before the Plan Commission several months ago. The pylon sign is a grandfathered sign. He recommended approval of the signage in the existing pylon sign and building.

**P. SCHUMAN MOTIONED TO APPROVE. B. LEONARD SECONDED THE MOTION. IT WAS CLARIFIED THAT THE PANEL WOULD BE REPLACED AND SIGNAGE ON THE BUILDING WOULD BE ADDED. ALL WERE IN FAVOR. MOTION CARRIED.**

- d. **TAX KEY DELC 0803.988.003, 2566 SUN VALLEY DRIVE, WILLIAMSTOWNE CENTER, DELAFIELD.** APPLICANT: BEN MILLER. OWNER: R. GARY STORTZ. APPLICANT SEEKS AN AMENDED BUSINESS PLAN OF OPERATION FOR BENNY'S SEAFOOD, A RESTAURANT AND BAR (2-3 VIDEO GAMES IN THE BAR) HOURS OF OPERATION ARE MONDAY THRU THURSDAY AND SUNDAY, 11:00 A.M. – 11:00 P.M.; FRIDAY AND SATURDAY, 11:00 A.M. – 12:00 A.M.; 4 FULL-TIME AND 2 PART-TIME EMPLOYEES. SPECIAL HOURS: NEW YEAR EVE, 11:00 A.M. – 2:00 A.M.; NIGHTS OF MUSIC 16 – 18 TIMES A YEAR WITH SPECIAL HOURS LISTED FOR WEEKDAYS AS 11:00 A.M. – 12: A.M.; FRIDAYS AND SATURDAYS, 11:00 A.M. – 2:00 A.M.

Ben Miller was present. M. Carlson stated that a revised spreadsheet showing the corrected hours for Benny's Seafood was distributed to the commissioners.

R. Dupler reviewed the hours of operation. B. Miller stated that most of the neighbors who were close were very accepting of his proposal.

**P. SCHUMAN MOTIONED FOR APPROVAL OF THE HOURS WITH A REVIEW TO TAKE PLACE IN ONE YEAR. B. LEONARD SECONDED THE MOTION. THE SPECIAL HOURS WOULD CHANGE TO THE REGULAR HOURS. P. SCHUMAN WITHDREW HIS MOTION AND B. LEONARD WITHDREW HER SECOND.**

**P. SCHUMAN MOTIONED TO APPROVE THE HOURS OF OPERATION AS SUNDAY - THURSDAY FROM 11 A.M. – MIDNIGHT, FRIDAY AND SATURDAY FROM 11 A.M. – 2 A.M. NEW YEARS EVE – 11 A.M. – 2 A.M. WITH A ONE YEAR TRIAL. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

A letter from the City Attorney stated that the City had the right to regulate any video or gambling machines. B. Miller stated that the machines would be video

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machines. M. Carlson summarized the attorney's opinion. The attorney stated that the City code outlawed gambling. B. Miller withdrew his request for the video machines.

- e. **TAX KEY DELC 0798.002, 608 MILWAUKEE STREET, DELAFIELD.** OWNER: LESLIE AND JEFF NEPPER. APPLICANT: KARLE GRANT. APPLICANT SEEKS BUSINESS PLAN OF OPERATION FOR THE PAPER GIRAFFE, LLC, A SCRAPBOOKING AND CARDMAKING SUPPLIER. HOURS OF OPERATION ARE WEEKDAYS, 10 A.M. – 8 P.M.; SAT, 10 A.M. – 5 P.M.; SUN, 12 NOON – 5 P.M. 3 PART-TIME AND 1 FULL-TIME EMPLOYEES.

Leslie Nepper and Karle Grant were present. Signage approval will be next month.

R. Dupler stated that the proposed use and hours are appropriate. K. Grant stated that she is working on the sign and would like to work with staff before coming to the Plan Commission. K. Grant stated that she plans on having a sandblasted sign. The fluorescent sign would be gone.

**C. MURSKY MOTIONED TO APPROVE WITH THE QUALIFICATION THAT THE EXISTING BACKLIT SIGN BE REMOVED. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- f. **TAX KEY 0803.991.003, 2580 SUN VALLEY DRIVE, DELAFIELD.** OWNER: RICHARD FLATH. APPLICANT: KYLE PARK. OWNER AND APPLICANT SEEK APPROVAL OF A SITE PLAN AND BUSINESS PLAN OF OPERATION FOR NORTHERN ROAST COFFEE, A DRIVE-THRU COFFEE KIOSK, PROPOSED LOCATION AT MARTY'S PIZZA PARKING LOT. HOURS OF OPERATION ARE WEEKDAYS, SATURDAYS AND SUNDAYS, 6:00 A.M. – 6:00 P.M.; 3 FULL-TIME AND 2 PART-TIME EMPLOYEES.

Removed from agenda.

5. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **DETERMINATION FROM PLAN COMMISSION – MAJOR/MINOR FOR THE SHOPPES AT NAGAWAUKEE – PHASE II, TAX KEY 804.999.008**

G. Kost of Told Development Company was present at the meeting. He displayed drawings of the initial general development plan and the one that is being proposed. He requested approval of the General Development Plan. This proposal takes one of the larger buildings and separates them into two separate buildings. This was a result from comments from citizens and commissioners. The proposal will have more square footage, but will stay within the requirements of the project. Architecture will be consistent with that in Phase I, landscaping will be consistent. The grades will be worked with by placing the building in such a way that one side of the building will be one story and the other side two stories. The layouts are consistent to the original layout but are in response to comments received.

R. Dupler recommended that this was a minor change. The overall square footage in aggregate is still respected. Building E can be up to 9,790 square

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feet. The revised layout does not encroach on setback lines. The parking ratio is consistent with ordinance requirements. There is a surplus of spaces. Overall, the plan works well. There has been a modification of one curb cut. Stormwater information was provided to M. Court for review. M. Court stated that the stormwater is close to the volume of storage they provided with the original plan. DPW will need to look at this and the motion should be based on a recommendation from the Public Works Committee.

**P. SCHUMAN MOTIONED TO RECOMMEND TO THE COMMON COUNCIL THAT THIS IS A MINOR CHANGE. B. LEONARD SECONDED. NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

G. Kost stated that sporting goods, clothing, and home furnishing stores were being considered. They are preserving the setback area for the oak tree in the southwest corner. Mayor Craig discussed the banking of parking spaces. R. Dupler stated that there is an overage of parking, however in the existing configuration, at the top of the hill, parking is at 5/1,000 and further banking might curtail restaurant space on top of the hill. The greatest area for land banking is in the southwest. The ability to land bank spaces will be limited to the area in the extreme southwest. G. Kost reviewed the proposed parking and pedestrian areas. C. Mursky discussed having pedestrian traffic by the retaining wall. G. Kost will review this. Architectural features of the phase two buildings were reviewed and are very similar to that of phase one. The portion by the sign on Building B in phase two will be reviewed to see if it could be lowered.

6. PRELIMINARY CONSIDERATION

a. **APPROVAL OF CERTIFIED SURVEY MAP FOR WILLIAM AND SUSAN RUF, TAX KEY 797.953, 202 N. LAPHAM PEAK ROAD, DELAFIELD.**

Liz Tolbalt with First Weber Group was present with William and Susan Ruf and reviewed the proposal.

R. Dupler stated that staff has reviewed the CSM and found a number of items that need to be addressed. He reviewed the 14 points included in his letter to Matt Carlson dated November 11, 2004. Contours have yet to be illustrated. He asked for consideration of approval with the understanding that the property can only be developed with single family residential.

William Ruf addressed the tree survey. He stated that he applied for the CSM prior to the rules that were put into effect for this and felt that this was prejudiced against him. Neither the surveyor nor he were notified of the requirements and no letters were received. M. Carlson reviewed the CSM process and indicated that Mr. Ruf is in the preliminary stages. R. Dupler had a copy of the letter dated November 11, 2004. Mr. Ruf stated that he purchased the property 18 years ago for investment purposes. He foresaw the ability to divide the lot for duplex. No one ever notified him that the zoning changed. Mayor Craig responded.

L. Tolbalt distributed a map of the area which showed his single family home surrounded by two-family parcels. A copy of the tax key #793991002 and #793991003 was distributed to the commissioners – he felt that this lot was

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almost identical to his. Mayor Craig stated that the zoning had not changed, but the Master Plan did.

Discussion took place regarding the language in the comprehensive plan regarding duplexes. B. Leonard stated that she was not comfortable putting a restriction on this without having more information that M. Carlson said he could provide on other properties. M. Carlson stated that an aerial photograph of a larger area of this area would be helpful and would be obtained. B. Leonard stated that clarification on the two items that L. Tolbalt handed out would be helpful.

Mr. Ruf stated that the entire neighborhood is a mixture of two-family and single-family. M. Carlson stated that the Plan Commission should think about splitting this further. Mr. Ruf stated that this would not be possible because of the placement of the garage.

It will be determined when the other lots were built as duplexes. M. Czubkowski will research this. This will proceed at the next meeting.

- b. **TAX KEY 793.989.004, 434 WELLS STREET, DELAFIELD.** OWNER: LANG INVESTMENTS. OWNER SEEKS APPROVAL OF THE 434 WELLS STREET BUILDING, THE WASHINGTON BUILDING, FOR A PROPOSED HOTEL AND BANQUET FACILITY

R. Gerbitz, Lang Investments, was present along Kent Johnson and Pete Davis, Johnson & Design.

Photos of the existing structure which was built in 1994 were displayed. The plan is to turn the building into a 38 room hotel and banquet facility. They would occupy three floors of the building. The floor plans were reviewed. The exterior building rendering was displayed with the only exterior changes being "port cocheres" (entranceways). They have met the preliminary with the State of Wisconsin.

R. Dupler stated that this is in the CBD3 district. The conversion would increase parking demand. Additional surface parking is planned. The intent is to extend an entrance drive out to Genesee Street directly opposite Mr. Kassen's new building with potential for increased surface parking in this area as well. The area is ideal for a hotel and is in a good location. There is a potential for revised stormwater analysis. Overall, he stated that the project warrants consideration and recommends approval.

M. Court addressed the stormwater management plan. This has not been submitted yet. The access off of Genesee Street would need to be reviewed by the Public Works Committee. The wastewater treatment plant setbacks were researched and a letter from the Wisconsin DNR was received. Copies were included in the commissioner's packets. P. Schuman stated that a letter was also received from Del-Hart that indicated that they may be precluded from expanding their facility if this took place. M. Court stated that the wastewater treatment would need to come in and get waivers for any additions if this were approved. It was clarified that Del-Hart obtained a waiver for the expansion that is presently taking place. M. Carlson stated that both the DNR letter and the Del-Hart letter could be sent to the city attorney for interpretation. Mayor Craig

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stated that at the Del-Hart meeting held last night, the concern was the potential of additional expenses on the users. Del-Hart has done a number of things already to eliminate/reduce odors, but it is a sewerage plant. Del-Hart would like an agreement that if corrective measures were requested by the developer, that the costs of these measures be borne by the developer. P. Schuman asked if the developers considered the impact of the treatment plant next to the hotel. R. Gerbitz stated that no one in the area has ever smelled anything in the area and it has become a non-issue. He stated that they have tried to buffer it with trees. From his standpoint it is a non-issue and did not see this as a problem. He stated that he would be comfortable dealing with the Del-Hart issues through a conditional use. Discussion took place on the possibility of hotel failure and the conversion of the building to apartments or residential condominiums. M. Carlson stated that there was a legal perspective and then a question of being a neighbor. Del-Hart felt that if this use was permitted, it may have less use of their property and that they are trying to protect their own interests. Beyond the legal perspective, Del-Hart is expressing a neighbor perspective. P. Schuman requested a legal opinion on the Del-Hart and WDNR letters. R. Gerbitz stated that if Del-Hart did not run the property properly, they would not want to be responsible. He clarified that this building is only three floors. Discussion took place regarding a site specific analysis of the aquifer. A report addressing the future water demand will be provided. P. Schuman stated that there is no way of knowing the effect on the aquifer and there has never been a requirement on a developer before. C. Mursky would like to see something in the approval process about the effect on the water system. R. Gerbitz stated that there are two wells on site already. They will use the current wells and they are sufficient except for fire protection. M. Carlson stated that there are monitoring wells on the property. The changes in the parking were discussed. Spaces were added to the interior site and other areas. An analysis of the entire campus parking has been done. Banquet parking was discussed. Maximum seating capacity for the banquet facility will be 250. The fiscal impact analysis projects the revenues. Discussion took place regarding the public service cost of the development – M. Carlson stated that Police Chief stated that based solely on the existing uses of the Holiday Inn and Baymont Hotel, indications are that there would be additional calls, but they would not trigger additional police personnel. Emergency medical service calls have not been estimated, but will be provided by the next Plan Commission meeting.

A conditional use permit will be prepared.

M. Carlson stated that if the assumptions of office space in the Madison and Jefferson Buildings, a condition in the conditional use would be required. The conditional use governs the campus, not an individual building. M. Court stated that one other issue would be the stormwater. R. Gerbitz will work with staff.

- c. **TAX KEY 793.014 AND 793.016.001, 601-623 GENESEE STREET, DELAFIELD.** OWNER: LANG INVESTMENTS. OWNER SEEKS APPROVAL OF DELAFIELD SQUARE, A PROPOSED BUILDING TO BE USED FOR RETAIL/MIXED USE DEVELOPMENT

R. Gerbitz, Lang Investments, was present along Kent Johnson and Pete Davis, Johnson & Design.

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This is a mixed use building that has a retail mix on the first floor and condo units on the second, third, and fourth floors. Per code, a conditional use is needed because of the fourth floor. This is in CBD1 zoning. There is a 13' separation between the building and Ruggieri's Restaurant. The building footprint is about 1,000 square feet larger than the present building on the site. The floor plan for the building was reviewed. A storage tank for fire protection would be in the lower level of the building. Eight condo units would be on the second and third floors and two condo units would be on the fourth floor. The fourth floor would occupy the roof of the building. The building is designed on all four sides.

R. Gerbitz addressed parking and the parking analysis. The residential condominium parking has been increased by 3 on the inside (32), 77 retail surface, 14 restaurant surface and an addition 7 spaces for outside residential parking. This still allows the water storage tank in the lower level.

R. Dupler stated that the architectural product is well presented. In regards to the use and function, but he felt that the building should be pulled forward to the streetscape. Other considerations: the setback is necessitated due to the excessive height. He thought there would be clear visibility of the BP sign all the way down Genesee Street. By pulling the building forward it would make for better traffic flow. In the current layout parking proposed in front is adjacent to the ROW line and doesn't provide mandatory screen of parking. There needs to be an essential separation of parking from the streetscape. Parking flow through the site and additional spaces on lower level are a benefit to the plan. The overall use and intent would fit well in the downtown district. Location on the site should be of importance to the downtown. He suggested the building should be moved back in accordance to ordinance. K. Johnson stated that with the height, the set back would be six feet. R. Gerbitz stated that this is retail on the first floor and the retailers did not want back and front entrances as this would cause the retailers many problems. R. Gerbitz was concerned with the "tunnel effect" if the building was brought up to the street. The height of the building and the fourth floor units are very important and make the building financially feasible. Mayor Craig stated that in comparison to other buildings, this building is huge. When you are talking a building this large in the center of the city, it sticks out. He did not think that the building would look natural and did not have a feeling that it fits in this area. M. Carlson thought that the point is "what does the current code permit?" The current code would permit the building with the exception of the spire. P. Schuman thought it was a change and many people are unsettled with a change. He suggested using pavers within the parking lot to create a nicer look. Screening of the parking lot is not required, but is suggested. Discussion took place on the placement of the building.

### 7. ZONING AND ORDINANCE REVISION

#### a. DISCUSSION REGARDING CBD-1 PARKING REQUIREMENTS

M. Carlson distributed the meeting notes from the Delafield Parking Workshops. The notes from second page of the February 28, 2000 meeting stated "City officials should evaluate the City's Zoning Ordinance with respect to continuing to exempt business in the CBD-1 District from the city's parking requirements." Item #8 from the March 13, 2000 meeting stated that "There was extensive

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discussion on modifying the CBD-1 District exemption from the parking requirements of the other districts. There was no conclusion or consensus vote taken on this issue.” The “Elements of a Majority Report from the Downtown Community Parking Workshop Group” included a map that outlined four sites. It was stated that since that meeting, the City has built a parking lot at location #1 (Fish Hatchery), #3 is a privately purchased parcel used for parking, #7 is a City purchased parcel, and #19 has not been implemented and is privately owned and not available. The announcement for an August 12, 2004 meeting was prepared and distributed by the Chamber of Commerce as a separate flier in their newsletter, but only two individuals attended. The two who attended were of the opinion that as a whole there was not a parking problem in Downtown Delafield. M. Carlson stated that it is an unresolved issue with arguments on both sides of the issue. The original intent of waiving the parking requirements was to encourage redevelopment of downtown properties in Delafield. In recent developments parking has been provided, but not required. Mayor Craig stated that one of the reasons this issue has come back again is the concern of a particular citizen being that we’ve created more spots, but a future problem that may happen in the future is that the people who have parking behind their buildings could build out and eliminate those spots. The City would like to maintain the available parking that people have behind their buildings. M. Carlson stated that the other market force at work is that there is a mixture of service businesses and retail. The diversity of the market in downtown Delafield will create conflicts. He stated that the parking is more important to the retailers and property owners than the City as a regulator. P. Schuman suggested a special assessment on the property owners who would benefit from downtown parking and then the City could purchase/provide more downtown parking in the form of another municipal lot. He suggested having another workshop meeting in February. P. Schuman and M. Carlson did not see that there was a parking problem in Downtown Delafield. Mayor Craig requested that workshop meeting be set up in mid-February. This will be put in the newsletter, on cable, and on the website.

## 8. HEARING DATES

None.

## 9. ADMINISTRATOR’S REPORT

Mayor Craig called for the formation of a committee to study the future of City Hall. This committee will deal with confirmation or acceptance of the space needs for city hall and the direction that city hall should go in. One member of this committee should be a plan commission member. Please contact Mayor Craig if interested. This committee will end at the end of January.

## 10. BUILDING INSPECTOR’S REPORT

25 permits to date, 1 occupancy, and new permits include three new single family homes.

## 11. BOARD OF ZONING APPEALS

None.

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12. CORRESPONDENCE

None.

13. ADJOURNMENT

**P. SCHUMAN MOTIONED TO ADJOURN FROM THE MEETING. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 11:02 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC