

CITY OF DELAFIELD PLAN COMMISSION MINUTES

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Phil Schuman
Christopher Smith
Dick Kuchler
Chrys Mursky
Keith Strege
Mike Court
Tom Maney
Matt Carlson
Marilyn Czubkowski

Ron Miskelley

Mayor Schuman thanked M. Czubkowski for her years of service.

1. APPROVE PLAN COMMISSION MEETING MINUTES OF NOVEMBER 29, 2006 MEETING

D. KUCHLER MOTIONED TO APPROVE. K. STREGE 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

Ed McAleer, 3415 Lake Drive – Commented on the downtown zoning and downtown zoning revisions, particularly the fourth floor zoning amendment. The history was that the 45' height limitation was instituted a long time ago because of the need to be able to put out a fire. He thought that fire protection is a relevant issue as far as 45' goes. The idea and flexibility of having four floors is not a bad idea, but a comprehensive review of the zoning code in the downtown plan needs to be conducted. If the ability to have a fourth floor was added, it would be worthwhile to have the CBD2 parking requirement apply to the fourth floor. This would help alleviate the parking problem in the downtown area. If a building had four stories, it should also meet the CBD2 requirements. Flexibility is needed. There must be a guide for developments.

Mayor Schuman asked three times if there were any other citizens who wished to comment. There were none.

D. KUCHLER MOTIONED TO CLOSE CITIZENS COMMENTS. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

3. CONSENT AGENDA (RECOMMENDED APPROVALS PER STAFF MEMO)

C. Mursky requested to remove Item B.

C. MURSKY MOTIONED TO APPROVE A, C, D, E, AND F. K. STREGE SECONDED THE MOTION. C. SMITH REQUESTED THAT 3F BE CONTINGENT UPON RESOLUTION OF MINOR ISSUES IDENTIFIED IN THE REVIEW LETTER. C. MURSKY AMENDED HER MOTION TO APPROVE THOSE CONSENT AGENDA ITEMS A, C, D, E, AND F WITH THE CONDITIONS CONVEYED IN THE STAFF MEMO DATED DECEMBER 20, 2006 AND SUPPORTING DOCUMENTS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- a. **TAX KEY 804.999.004, 3141 GOLF ROAD, DELAFIELD.** APPLICANT: BADGER LIGHTING & SIGNS. OWNER: TOLD DEVELOPMENT. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR MAURICE'S, A RETAIL CLOTHING STORE.

Approved. See above.

- b. **TAX KEY 803.988.004, 2566 SUN VALLEY DRIVE, DELAFIELD.** OWNER: G. STORTS. APPLICANT: RANDY RICHTER. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR J. MEREDITH JEWELERS, RETAIL JEWELRY. HOURS OF OPERATION ARE WEEKDAYS, 10:00 A.M. – 7:00 P.M.; SATURDAY, 10:00 A.M. – 4:00 P.M.; SUNDAY, 12:00 – 4:00 P.M. TWO FULL-TIME EMPLOYEES.

C. Mursky expressed concern that when this is approved that it is noted that there is an existing nonconforming font and that the Plan Commission is permitting them to continue this in order to help the business with the signs and the economics of the signs.

C. MURSKY MOTIONED TO APPROVE. D. KUCHLER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. FINAL APPROVAL OF EXTRATERRITORIAL CSM FOR KENT AND LEWAUNE HANSON, TOWN OF DELAFIELD.

Approved. See above.

- d. FINAL APPROVAL OF CSM FOR WESTBROOK CHURCH, TAX KEY **784.971-973, 1100 HIGHWAY 83, DELAFIELD**

Approved. See above.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

- e. **FINAL APPROVAL OF CSM FOR MAIN STREET CONDOS, TAX KEY 793.991.002 AND 793.991.003, 232 MAIN STREET, DELAFIELD.**

Approved. See above.

- f. **TAX KEY 733.990.003, VETTLESON ROAD AND HWY 16, HARTLAND.** OWNER: UNITED PROPERTIES. APPLICANT: T. ZANON, JAHNKE & JAHNKE. APPLICANT SEEKS FINAL APPROVAL OF A CERTIFIED SURVEY MAP FOR VILLAGE SQUARE

Approved. See above.

4. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **TAX KEY 797.084, 1704 MILWAUKEE STREET, DELAFIELD.** OWNER: DENNIS SOBCZAK. OWNER SEEKS PERMANENT APPROVAL OF AN AMENDED BUSINESS PLAN OF OPERATION FOR SEASONAL OUTDOOR DINING AT FISHBONE'S, A CAJUN & CREOLE RESTAURANT. OUTDOOR DINING HOURS ARE SUNDAY – THURSDAY, 4:00 – 10:30 P.M.; FRIDAY - SATURDAY, 4:00 – 11:00 P.M. WITH THE CONDITIONS THAT A SIGN BE POSTED ON THE DECK INDICATING THAT IT WOULD BE FOR FOOD SERVICE ONLY WITH THE HOURS CLEARLY POSTED. HANDICAPPED ACCESS FROM THE RAMP TO THE RESTAURANT WOULD BE KEPT CLEAR. TEN FULL-TIME AND 10 PART-TIME EMPLOYEES

M. Court stated that no complaints have been received. He recommended approval with the same conditions as the temporary approval and with the revised hours.

D. KUCHLER MOTIONED TO APPROVE. K. STREGE SECONDED THE MOTION. D. KUCHLER DISCUSSED THE HOURS – IT WAS CLARIFIED THAT THIS IS MAKING THE TEMPORARY APPROVAL PERMANENT. ALL WERE IN FAVOR. MOTION CARRIED.

5. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. PROPOSED SITE PLAN FROM ZIMMERMAN DESIGN GROUP FOR THE DEPARTMENT OF PUBLIC WORKS, POLICE DEPARTMENT AND FIRE DEPARTMENT BUILDINGS (INFORMATIONAL ONLY)

Six versions of the site plans were provided in the Commissioner's packets. M. Carlson reviewed. The department head team reviewed all of the options and identified option #3 as the preferred option because it provides joint use of the space between the police and fire departments in addition to providing access to the public meeting room. There is access to three different areas of the building that can be segregated.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Soil and site analyses will need to be done to construct these buildings. The best use of this property needs to be determined. The facilities must be in a location that will help minimize the response times and meet the national standards for the fire department. The elevations for the site plan were reviewed. There are a number of issues that need to be incorporated before it comes back to the Plan Commission before a formal application; i.e., the site plan, parking and green space ratios. C. Mursky stated that on Option #1 had an inviting entryway into the public space as well as the view from the space itself; this was not the case in Option #3. The spacious lobby was good. She liked that the parking was somewhat separated from the driveway. Mayor Schuman liked the idea of having the Council chambers and Administration above the police station. Discussion took place on having the City Hall area above the fire/police departments on the second floor. M. Carlson encouraged additional comments to be emailed to him. The drawing boards will be displayed in the Library and meetings in order to gather input. Discussion took place on having a style to match that of the Fish Hatchery.

- b. **TAX KEY 793.001, 528 D WELLS STREET, DELAFIELD.** OWNER: LANG INVESTMENTS. APPLICANT: ROBERT FREY. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR GUTHRIE & FREY WATER CONDITIONING, LLC, WATER CONDITIONING SALES AND SERVICE. HOURS OF OPERATION ARE WEEKDAYS, 7:00 A.M. – 5:00 P.M.; EIGHT FULL-TIME AND 2 PART-TIME EMPLOYEES.

M. Court stated that this was a business plan and signage. It is located on the south side of the Wheel & Sprocket building. The proposed sign would be on the Genesee Street side of the building. The sign would be extending into the right-of-way. As submitted, it was proposed to be 42” and should be scaled down to three foot extension maximum. Vertical clearance needs to be verified. Because the fact that it is extending into the right-of-way, it will be referred to the City Engineer. With those contingencies, he recommended approval.

D. KUCHLER MOTIONED TO APPROVE WITH THE ABOVE CONTINGENCIES. C. SMITH SECONDED THE MOTION. THE ENTRY TO THE BUSINESS IS ON THE SOUTH SIDE OF THE BUILDING. C. MURSKY MADE A FRIENDLY AMENDMENT THAT THERE BE NO OUTSIDE STORAGE OF VEHICLES, EQUIPMENT, OR SUPPLIES. D. KUCHLER AND C. SMITH WERE IN AGREEMENT. M. COURT CLARIFIED “RIGHT-OF-WAY”. ALL WERE IN FAVOR. MOTION CARRIED.

- c. APPROVAL OF THE MILWAUKEE STREETScape PROJECT – RECONSTRUCTION OF MILWAUKEE STREET BETWEEN ONIEDA AND GENESEE STREETS.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

M. Court reviewed. This would be from Genesee Street to Oneida Street (approximately one and one-half blocks). It was proposed that in addition to paving and stormsewer this would include the incorporation of streetscaping. This has been approved in the budget. Three public informational meetings have been held and this is the plan that resulted. Streetscaping will include features from the Genesee Street project in order to extend the downtown area. This would include the crosswalks (brick pavers) and bump-outs. Because parking was a concern, the plan did not eliminate any parking. The construction schedule has been accelerated in order to get the project done before summer starts. Construction on the stormsewers is scheduled to begin in March with completion by the end of May. Landscaping and stormsewer work was reviewed. The plans have been reviewed by the City Forester.

K. STREGE MOTIONED TO APPROVE. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY

- a. PRELIMINARY CONCEPT FOR MINOR SUBDIVISION FOR **TAX KEY 624.001; 624.002 AND 622.999**, NORTH SIDE OF VALLEY ROAD AT THE SOUTHEAST CORNER OF UPPER NASHOTAH LAKE. APPLICANT: JIM SIEPMANN

T. Maney stated that there are two existing lots that are zoned RL1A now. The proposal calls for a reconfiguration of the two lots and creating a third lot. At the staff meeting it was incorrectly assumed that through the Plan Commission process of correcting some of the Master Plan inconsistencies that this area had already been addressed. This is before the Plan Commission in order to change the lot lines on the two lots and to create a third lot. The zoning is in place, but the Master Plan must be revised. M. Court added that there is an existing conditional use over the whole parcel for Nashotah House. This is something that would need to be updated as far as excluding these parcels. It would make sense to exclude the other two or three existing lots to the west. M. Carlson stated that the existing conditional use with Nashotah House allows for residential lots on that size; this will be looked at. The same process would be used in considering the Master Land Use Plan. The lots would be sewerred.

J. Siepman was present at the meeting and reviewed the plans. Proposed deed restrictions and covenants would be similar to those used by Mission Woods. The individual lots were reviewed. SEWRPC would require the third lot to be five acres. The driveway access meets the County restrictions. There is a plan to work with the lake residents to sell them a parcel of land with access to the lake to provide them with an

CITY OF DELAFIELD PLAN COMMISSION MINUTES

area to launch; there is an Agreement with the City's Fire Department. It was clarified that in terms of emergency access whatever they presently do now, they will continue to do. There has been no discussion with the DNR as to making this a public launch. Emergency access to the lake will be maintained. The shared driveway was viewed as a safer alternative. The width of the lot at the intersection at CTH D is wide enough under the code so that it is not defined as a substandard lot; it is wide enough to be defined as a standard lot.

b. DISCUSSION REGARDING DOWNTOWN PLANNING

C. Mursky stated that this provides the Plan Commission an opportunity to determine the downtown vision. Various projects that have recently taken place in the downtown area include the Fish Hatchery Parking Lot, the completion of the Genesee Street reconstruction, the upcoming Milwaukee Streetscape, and acquisition of property behind the City Hall which is identified for future parking locations. M. Carlson thought that it may be beneficial to conduct an inventory of the downtown parking and match it against what was identified in the Downtown Plan. General discussion took place on various areas of the City. C. Mursky stated that past discussions on building height raise the question as to what the City would like in Delafield in the future. C. Smith stated that developers will come to the City with better plans if they are given a better idea of what the City wants. If the City can update the plans, it would assist future developers. C. Mursky requested public input on this item and that the City is proactive in this discussion. It was stated that in addition to what the City would like in land use decisions, consideration should be given as to what decisions other communities are making. Mayor Schuman stated that previously the Plan Commission considered a text amendment that eliminated the third floor limitations in CB1 and CB2. He would like to bring this back next month. C. Mursky would like to hold community forums perhaps in conjunction with those for the Public Safety Building. The Plan Commission would like to hear input on the direction citizens would like the downtown area to go. The City Planner could create a chart showing recommendations from 1993, which ones have been implemented, which items no longer apply, and steps to be taken. This chart and the elimination of the third story requirement will be discussed at the next Plan Commission meeting.

7. ZONING AND ORDINANCE REVISION

None.

8. HEARING DATES

None.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

9. ADMINISTRATOR'S REPORT

No report.

10. BUILDING INSPECTOR'S REPORT

Total number of permits to date are 19, plus two occupancy permits. There is one new single family new permit this month.

11. BOARD OF ZONING APPEALS

There was a meeting in December and a variance was granted.

12. CORRESPONDENCE

None.

13. ADJOURNMENT

D. KUCHLER MOTIONED TO ADJOURN. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:20 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC