

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL TO ORDER

Mayor Schuman called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Phil Schuman
Ron Miskelley
Christopher Smith
Chrys Mursky (entered at 7:35 p.m.)
Michael Frede
Keith Strege
Roger Dupler
Matt Carlson

Dick Kuchler
Tom Maney

1. APPROVE PLAN COMMISSION MEETING MINUTES OF DECEMBER 20, 2006 MEETING

C. SMITH MOTIONED TO APPROVE THE MINUTES FROM THE DECEMBER 20, 2006 MEETING AS PRESENTED. 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

Dave LaBott, 1306 Main Street – Expressed concern about the tree barrier, specifically the size of the trees and screening. Their house and lot elevation goes up and his house sits at the development's roof level. R. Dupler stated that the materials are 6-8' in height and are a combination of white pine trees and crab apple trees.

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

R. MISKELLEY MOTIONED TO CLOSE CITIZEN'S COMMENTS. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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3. CONSENT AGENDA

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

- a. **TAX KEY 803.988.005, 2574 SUN VALLEY DRIVE.** APPLICANTS: BAUER SIGN AND JEREMY CARDINAS. OWNER: G. STORTS. APPLICANTS SEEK APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR MIDWEST INSURANCE GROUP, LLC, AN INSURANCE AGENCY. HOURS OF OPERATION ARE WEEKDAYS, 8:00 A.M. – 5:00 P.M., WITH 7 FULL TIME EMPLOYEES.

Approved. See above.

- b. **TAX KEY 793.014.001, 601-637 GENESEE STREET, DELAFIELD.** OWNER: R. LANG. APPLICANT: ROBBIE GEBOY. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR AVANT GARDEN, A FLORAL AND GIFT SHOP. HOURS OF OPERATION ARE WEEKDAYS, 9:00 A.M. – 5:00 P.M.; SATURDAY, 9:00 A.M. – 4:00 P.M.; SUNDAY, 11:00 A.M. – 3:00 P.M. WITH 5 FULL-TIME AND 1 PART-TIME EMPLOYEES.

It was noted that the number of employees includes two full-time and 1 part-time employee.

Approved. See above.

4. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVALS

- a. **TAX KEY 782.030, 2112 BAY POINT LANE, HARTLAND.** OWNER LARRY CHAPMAN SEEKS APPROVAL OF A BOATHOUSE AND ASSOCIATED LANDSCAPE PLAN.

The landscape plan was referred to the Lake Welfare Committee (LWC) for review. The LWC reviewed and motioned to approve the boathouse subject to the elimination of bathroom facilities in the boathouse. The LWC minutes were included in the commissioner's packets. It was noted that the Plan Commission has sole approval authority over boathouses. It was expressed that the LWC felt that a boathouse's use should be primarily for the storage of boats – this was an adjacent use of this. The LWC did not want the boathouse to be used as a party house. Mayor Schuman stated that the boathouse meets the existing code. Another boathouse with a bathroom and furnace has already been approved.

R. Dupler stated that the species along side of the building would accommodate wet conditions. The landscape plans were recommended

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by the Plan Commission. The plans dated January 26, 2007 are now compliant with all of the Plan Commission's recommendations.

C. SMITH MOTIONED TO APPROVE CONTINGENT UPON THE COMPLETION OF ITEMS IN THE STAFF LANDSCAPE REVIEW LETTER. K. STREGE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **TAX KEY 793.020.001, 727 GENESEE STREET, DELAFIELD -** OWNER ROBERT LANG. APPLICANT ROB GERBITZ. APPLICANT SEEKS APPROVAL OF ARCHITECTURAL MODIFICATIONS FOR THE WANDSCHNEIDER HOUSE.

R. Dupler reviewed the modifications. Staff felt that the building has historic accuracy. Color samples have been requested from Petitioner. The landscape plan was reviewed. Petitioner desires not to employ any landscaping. Materials were included. Contingent upon the engineer's letter, staff recommended approval.

R. Gerbitz was present at the meeting. A brick sample has been submitted to the City of Delafield. M. Carlson displayed the brick.

R. MISKELLEY MOTIONED TO APPROVE. M. FREDE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **TAX KEY 756.996.002, NORTHWEST CORNER OF HWY 83 AND OAKWOOD ROAD, HARTLAND.** APPROVAL OF FINAL CSM FOR OAKWOOD CHURCH (FORMERLY KETTLE MORaine EVANGELICAL FREE CHURCH).

M. Carlson reviewed the background on the construction project and the intersection improvements. The church would like to be open for Palm Sunday services. The City has requested intersection improvements before occupancy. It was noted that the City Administrator could issue a temporary occupancy permit based on a letter from M. Court dated January 8, 2007. The question regarding the connection to Hirschman Lane is still pending. M. Carlson reviewed what the City would like the church to do. He suggested that the final approval of the CSM be postponed until the next Plan Commission meeting, that this go through the process of public hearing on demapping Hirschman Lane with the Common Council, and then come back with the church to discuss the right-of-way dedication. Paying for the roadway extension is another component that needs to be considered. R. Miskelley stated that he can emphasize with the church and supported what they want to do. Mayor Schuman will go ahead with the next Northeast Quadrant Neighborhood meeting. The City Attorney had suggested that it would be possible to obtain dedication through a separate agreement. Various options were

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discussed. M. Carlson suggested holding off on the CSM action tonight and bring it back after the Common Council held the public hearing. Richard Flath, Oakwood Church was present and reiterated that they would like to be in by Palm Sunday. If possible, he asked if they could begin to move things in during February but not take occupancy until Palm Sunday. This could be discussed at staff level. Attorney Richards stated that the reason for the CSM is the dedication of some road ROW and water main easements, it is not a land division. M. Carlson stated that they will work closely with the church. Mayor Schuman stated that this should be handled at the next Plan Commission meeting. The issue will be brought back. No action was taken.

- d. **TAX KEY 797.979, DELAFIELD.** APPLICANT: ROD CARTER FOR TRILLIUM DEVELOPMENT. APPLICANT SEEKS APPROVAL OF THE SIP, CONDOMINIUM PLAT, FINAL CSM, LANDSCAPE DEVELOPMENT PLANS AND ARCHITECTURE FOR THE SANCTUARY

A review letter was sent to the Petitioner with several items on it. R. Dupler summarized the outstanding issues. A letter dated January 26, 2007 was included in the commissioners' packets which outlined the issues. The CSM, condominium plat, and the SIP document all meet with approval. There are letters from the engineer and surveyor to support those with minor modifications as documented in those letters. The landscaping has been curtailed to seven minor items. The items were reviewed. The staff recommendation was for approval contingent upon resolution of the outstanding issues.

J. Stiegler of Jahnke & Jahnke was present at the meeting. He thanked everyone for their efforts. They are aware of the outstanding issues and did not have any problems with them.

It was clarified that there would not be any more changes to the project.

R. MISKELLEY MOTIONED FOR APPROVAL OF THE CSM AND SIP ITEMS OUTLINED AND THAT THEY BE IN COMPLIANCE BEFORE BUILDING CONSTRUCTION STARTS AND CONTINGENT UPON RESOLVING THE ISSUES OUTLINED IN THE LETTERS DATED JANUARY 3, 2007, JANUARY 6, 2007 AND JANUARY 26, 2007. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

5. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **TAX KEY 786.998, 1600 N. GENESEE STREET, DELAFIELD.** APPLICANTS: CHAD SCHULTZ, INNOVATIVE SIGNS, INC. AND LORI WILSON, ALL GOD'S CHILDREN. APPLICANT SEEKS APPROVAL OF A SIGN PERMIT AND BUSINESS PLAN OF OPERATION FOR ALL GOD'S CHILDREN PRESCHOOL AT CHRIST THE KING LUTHERAN CHURCH.

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HOURS OF OPERATION FOR PRESCHOOL ARE WEEKDAYS, 8:30 A.M. – 4:00 P.M., WITH 14 PART-TIME EMPLOYEES.

Materials were included in the Commissioner's packets. R. Dupler reviewed. This is a new sign replacing an existing sign. He recommended that this be considered a minor change. The school needs a business plan of operation. A sign site plan has been provided. Staff recommendation was to approved based on their revised petition.

C. Schultz was present at the meeting. He presented the Commissioners with photos of the proposed sign. It was clarified that the sign would be located in the same general area, but not in the exact location.

C. SMITH MOTIONED TO APPROVE CONTINGENT UPON THE SITE PLAN BEING SUBMITTED TO STAFF AND THAT THIS BE CONSIDERED A MINOR CHANGE. R. MISKELLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

- b. **TAX KEY 798.013.001, 611 MAIN STREET, DELAFIELD** OWNER: RICK LIEBLANG. APPLICANT: BETSY REDELL. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR PARTY DEPOT.

This item was withdrawn by the Petitioner.

6. PRELIMINARY

None.

7. ZONING AND ORDINANCE REVISION.

None.

8. HEARING DATES

A hearing will take place before the Common Council on the official map.

9. ADMINISTRATOR'S REPORT

- a. UPDATE ON NORTHEAST QUADRANT NEIGHBORHOOD STUDY

A planning meeting took place on January 17, 2007. Issues regarding transportation connections were discussed at that meeting. R. Dupler recapped the meeting. Extensive discussion on the Hirschman Lane connection took place at the planning meeting. M. Carlson reviewed the history of the Hirschman Lane connection going back to 1976 and displayed slides depicting the area and how these plans have changed over the years. He stated that if Price Road were to have been extended,

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illegal lots would have been created. The Northeast planning process attempts to determine alternate routes. The next Northeast Quadrant Neighborhood meeting will be held February 8, 2007. Notifications will be sent out to neighbors regarding the meeting on February 1, 2007. C. Smith stated that putting that the road next to the park may not be the best option. R. Dupler reviewed the different options for Hirschman Lane; this was also provided in the Commissioners packets. The options would be presented both at the neighborhood meeting and at the public hearing. The date for the public hearing on the official map has not yet been determined.

b. DISCUSSION REGARDING THE DOWNTOWN DEVELOPMENT PLAN

A draft copy of a table analyzing the goals of the downtown development plan will be provided along with a prospective process for reviewing that downtown plan will be available to the Commissioners for the February meeting. A flow chart will outline the comprehensive analysis.

10. BUILDING INSPECTOR'S REPORT

No report.

11. BOARD OF ZONING APPEALS

a. BOARD OF ZONING VARIANCES FOR DECEMBER 2006

No report.

12. CORRESPONDENCE

a. Summit/Oconomowoc Boundary Agreement – this was received because of State Statutes and was for informational purposes.

13. ADJOURNMENT

R. MISKELLEY MOTIONED TO ADJOURN FROM THE MEETING. K. STREGE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:17 P.M.

Minutes Prepared By:

Accurate Business Communications, Inc.