

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL TO ORDER

Mayor Schuman called the meeting to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Mayor Phil Schuman
Ron Miskelley
Michael Frede
Chrys Mursky (entered at 8:18 p.m.)
Christopher Smith
Roger Dupler
Tom Maney
Matt Carlson, City Administrator

Keith Strege

- 1. APPROVE PLAN COMMISSION MEETING MINUTES OF MARCH 14, 2007 MEETING

R. MISKELLEY MOTIONED TO APPROVE THE MINUTES FROM THE MARCH 14, 2007 MEETING. C. SMITH 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

John Platz, 703 Milwaukee Street – He stated that material was sent to the City prior to the meeting. He commented on the outside eating on the White Oak Grill and was concerned about noise issues during the dinner hour (he resides approximately 40’ from the area), but was pleased with the hours listed. Another issue he was concerned with was the size of the tables and possible restriction of the walkway. He submitted a picture of what had previously occurred; the walkway was reduced to two feet. He suggested having café-type tables for approximately two people. This would also eliminate some of the noise and reduce congestion on the sidewalk. The grates against the building were not previously addressed and should be now. He hoped that the Plan Commission would consider the suggestions and have a one year condition on this so that there could be recourse if some conditions were not met.

Kevin Fitzgerald, 3000 Nagawicka Road – Spoke on Item 4b, Northeast Quadrant Neighborhood Study. He stated that the Northeast Quadrant Study

CITY OF DELAFIELD PLAN COMMISSION MINUTES

has not changed the designation of his and his neighbors' backyards as primary environmental corridor and proposed public park and rec categorization. He recommended voting down the study as a result of this. The map following page 27 was reviewed. R. Dupler stated that the graphic representation (green hatching) represents the wetland and conversancy. The brown dashed boundary comes from the original comprehensive plan and Park and Open Space Plan that identifies this area for eventual acquisition if it becomes available and extends from Nagawicka Road all the way to Highway 83. This is not a new designation. M. Carlson stated that this is in the County's plan and this is not something that was added as part of this process. R. Miskelley clarified that the City is not trying to take his property.

Terry Giles, 1607 Weber Court – Stated that he met with M. Carlson regarding Lot 16 of the Eastern Shore Subdivision (see page 19 of the Northeast Quadrant book). The Northeast Quadrant Study designates Lot 16 as a regional basin for collection of stormwater. He thought that the resolution was that this would be removed and that the stormwater would be required to be controlled by any of the developers along their particular parcels and that he wouldn't have a regional basin on his property. He expects to develop this property and did not want a regional basin on it. He expects the designation on Lot 16 to be removed.

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

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

3. CONSENT AGENDA

C. SMITH MOTIONED TO APPROVE THE CONSENT AGENDA. M. FREDE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- a. **TAX KEY 804.994.006, 2863 HERITAGE DRIVE, DELAFIELD.**
APPLICANT: ROBERT MCQUILLAN. APPLICANT SEEKS APPROVAL OF A TEMPORARY BUSINESS PLAN OF OPERATION FOR THE SALE OF VIDALIA ONIONS FOR TRIPOLI SHRINE FUND RAISER IN THE WAL-MART PARKING LOT ON FRIDAY, MAY 4 – SUNDAY MAY 6, 2007. HOURS OF OPERATION ARE 9:00 A.M. – 5:00 P.M.

Approved. See above.

- b. **TAX KEY 804.982, 2912 GOLF ROAD, DELAFIELD, THE SHOPPES OF NAGAWAUKEE.** OWNER: TOLD DEVELOPMENT. APPLICANT: SAM BALL, FEDEX KINKO'S/WD PARTNERS. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION FOR FEDEX

CITY OF DELAFIELD PLAN COMMISSION MINUTES

KINKO'S, A PRINTING COPYING AND EXPRESS DELIVERY SERVICE STORE. HOURS OF OPERATION ARE WEEKDAYS, SATURDAY AND SUNDAY, 7:00 A.M. – 11:00 P.M., WITH 4 FULL-TIME EMPLOYEES.

Approved. See above.

4. FINAL CONSIDERATION, APPROVALS, PREVIOUS APPROVAL

- a. **TAX KEY 733.998 AD 733.990.003, VILLAGE SQUARE OF DELAFIELD.** APPLICANTS: ISB BANK AND TORKE WIRTH PUJARA, LTD. APPLICANTS SEEK SIP APPROVAL, BUSINESS PLAN OF OPERATION AND SIGNAGE FOR ISB COMMUNITY BANK. HOURS OF OPERATION ARE WEEKDAYS, 7:30 A.M. – 5:30 P.M.; SATURDAY, 7:30 A.M. – 12:00 P.M., WITH 5 FULL-TIME EMPLOYEES.

Architects for the project were present at the meeting. Since the packets were given to the City, staff feedback had been received by the Petitioner and adjustments made. Drawings of the ISB Community Bank including the overall site plan; the adjusted site plan showing the traffic flow; floor plan; elevations; brick, mortar, and window frame samples; and a colored rendering of the four sided building were displayed and reviewed.

R. Dupler stated that the proposed building is 3,280 sf. Village Square was approved for 125,000 sf of building area; 72,480 sf has already been approved. If this building is approved there would be a balance of 49,240 sf yet to be developed. Stormwater management is not required for this site, nor will there be stormwater management plans required for any of the future developments unless they substantially modify the site plan. The impervious surface area conforms with the approved percentages. There are 20 parking spaces shown on the plan; they are required to have 14. The total green space is unaffected. The landscaped area in the front of the building to the southeast needs to have the grade modifications illustrated. The 3:1 slope exceeds the required 4:1 slope. Part of the motion to accept the project needs to incorporate recognition of this. The entrance drive has been reworked per R. Dupler's suggestions to the petitioner; this will make the intersections functional. R. Dupler distributed a drawing showing his suggestion for traffic flow/parking and felt that this configuration would be better in terms of stacking and green space. The architect was concerned that if there was a lot of stack-up that the employees would have difficulty accessing their cars in the employee parking section. R. Dupler stated that the presentation of the building would be improved with the additional green space which would occur if his parking plan was used. The landscaping plans that were submitted do not satisfy final plan status and a memo has gone back to the landscape architect asking for modifications and more construction documentation.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

In regards to site lighting it did not provide accent lighting, but flood lighting for the entire building. Photometric information submitted by the engineer does not comply with the light standards that were approved for the Village Square. The light fixtures need to be changed out. The architecture is very well done. This is a good example of Williamsburg architecture.

The signage does not conform to the sign program that has been worked out with the developer for the entire Village Square. The architect clarified that the sign is not one solid panel but individual letters that are hooked to the building. R. Dupler thought that the presentation, the color, the logo is all appropriate.

It was R. Dupler's recommendation that the petitioner return at the next meeting with revised documents.

The issues for the project are that the light standards must be met, the light fixtures need to be changed out, the landscape plan needs more details, the parking lot configuration must be determined, and the accent lighting on the building needs to be resolved. C. Smith would like to see the landscape plans revised. The architect thought that that would be acceptable. Discussion took place on lighting the outside of the building. It was thought that accent lighting would be better than lighting the whole building.

The architect stated that the patio space was designed to create an inviting feel.

The petitioner will return to the next Plan Commission meeting.

b. **RESOLUTION PC2007-01 – ADOPT THE NORTHEAST QUADRANT NEIGHBORHOOD STUDY**

R. Dupler reviewed the Northeast Quadrant Neighborhood Study. Issues to be resolved include the residential lot of Mr. Giles. M. Carlson stated that the Public Works Director has reviewed this issue and suggested moving the detention basin up the hill to property owned by the Geason Family with the need being triggered by development of that property. M. Carlson stated that this would be a recommended change. Mr. Fitzgerald and the neighboring lots are identified as conservation and a future park. R. Miskelley thought that the park designation should be taken off. M. Carlson stated that this could be done by moving the line. The trail system was reviewed; it was clarified that the trails would be multi-use, non-motorized trails. Further determination of how the trails would be used would be done by the Park & Recreation Commission. The Citizen's Group suggestions were reviewed. A slide showing the Timeline Review of the Process was displayed. R. Dupler stated that the proposed road changes would not impact Nagawicka Road and the volume on

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Nagawicka Road would not increase. The number of public meetings regarding this subject was reviewed.

R. MISKELLEY MOTIONED TO APPROVE RESOLUTION PC2007-01, THE NORTHEAST QUADRANT DOCUMENT, WITH FOLLOWING CHANGES: TO CHANGE THE STORMWATER RETENTION TO THE SOUTH FROM THE GILES PROPERTY AND TO CHANGE THE PARK LINE BY MOVING IT TO THE EAST TO REFLECT THE REAR YARD LINES. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ROLL CALL: R. MISKELLEY, AYE; M. FREDE, AYE; C. SMITH, AYE; MAYOR SCHUMAN; AYE. ALL WERE IN FAVOR. MOTION CARRIED. (NOTE: C. MURSKY WAS NOT PRESENT AT THIS TIME.)

5. PLANS OF OPERATION, SIGNAGE AND SITE PLAN

- a. **TAX KEY 803.991.003, 2580 SUN VALLEY DRIVE, DELAFIELD.** OWNER: RICHARD FLATH. APPLICANT SEEKS APPROVAL OF A MINOR CHANGE TO THE CONDITIONAL USE PERMIT AND A TEMPORARY BUSINESS PLAN OF OPERATION AND SIGNAGE FOR MARTY'S PIZZA TO ALLOW FOR JELLI'S MARKET, A SEASONAL VEGETABLE STAND TO BE OPERATED BY OWNERS, JODY AND STEVE KNOEBEL IN THE PARKING LOT. HOURS OF OPERATION ARE JUNE 1 – OCTOBER 1, 2007 DAILY FROM 10:00 A.M. – 7:00 P.M.

Mr. Flath was present at the meeting. R. Dupler reviewed the conditional use. He suggested that this be a minor change and to approve the business plan of operation conditioned upon concurrence of Council to have same use and same hours as in the past. Originally it was understood that the Conditional Use agreement would be considered annually. This agreement suggests seasonal use without having to return each year.

C. SMITH MOTIONED TO APPROVE. R. MISKELLEY SECONDED. C. SMITH AMENDED HIS MOTION THAT THIS BE APPROVED AS A MINOR CHANGE. R. MISKELLEY AGREED. C. SMITH AMENDED HIS MOTION TO ALSO APPROVE THE BUSINESS PLAN OF OPERATION. R. MISKELLEY AGREED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **TAX KEY 787.079, 621 MILWAUKEE STREET, DELAFIELD.** OWNER: TOM AUL. OWNER SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION, SIGNAGE AND A SITE PLAN FOR SEASONAL OUTDOOR DINING FOR WHITE OAK GRILL, INC., A RESTAURANT. HOURS OF OPERATION ARE WEEKDAYS, 6:00 .M – 12:00 A.M.; SATURDAY, 6:00 A.M. – 2:00 A.M., 10:00 A.M. – 9:00 P.M. FOR OUTDOOR DINING; CLOSED SUNDAY, WITH 6-10 FULL-TIME AND 6-10 PART-TIME EMPLOYEES.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

R. Dupler stated that this is a use within the CBD1 district. There are no modifications to the architecture nor to the site plan. There is no increased demand for parking. The business plan of operation identifies the use of outdoor dining. This area is covered by the porch that overhangs into the public right of way. It is important to identify the need for 5' pedestrian passage. One of the previous owners had a temporary approval of an outdoor café. Mr. Aul has been asked to provide more information regarding the outdoor seating area, particularly the size and location of the tables. R. Dupler suggested approval contingent upon resolution of the site plan for the outdoor café by staff with approval being for a one year trial period.

T. Aul was present at the meeting. He proposed French bistro tables (two foot tables with two chairs per table). Under no circumstances did he see tables bigger than 2.4' or 2.8' in diameter. That leaves approximately 10' of sidewalk area. He did not want to hamper traffic; they would like to enhance the traffic in the neighborhood. The window wells are located up against the building. The oak tree is a natural obstruction. He thought that the potted plants would be placed on either side of the window well to help route people around the window wells. The hours of operation will be 6 a.m. to midnight Monday through Friday and 6 a.m. to 2 a.m. on Saturday; closed on Sundays.

C. Mursky asked for a colored rendering of signage. It was clarified that the proposed colors match the historical colors of the Historical District. T. Aul described how he would like to have a faded oak tree behind the lettering on the sign. A sample of the sign that he is thinking about using was passed around to the Commissioners. This concept would be provided to staff.

C. Mursky liked the outdoor seating. T. Aul stated that they wanted to be user friendly and neighbor friendly. He wants to create a bistro-type environment.

R. MISKELLEY MOTIONED TO APPROVE CONTINGENT ON SIGNAGE REVIEW AND APPROVAL BY STAFF, TABLES TO BE LIMITED TO 2 FEET 8 INCHES AND LIMITED TO A ONE YEAR TRIAL PERIOD WITH REVIEW AFTER ONE YEAR. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **TAX KEY 803.979.005, 2301 SUN VALLEY DRIVE, DELAFIELD.**
APPLICANTS: VICKIE KELSALL, CENTURY 21 AND ALPH-NEONX SIGN & LIGHTING. APPLICANTS SEEK APPROVAL OF A BUSINESS PLAN OF OPERATION AND SIGNAGE FOR CENTURY 21, A REAL ESTATE BROKERAGE FIRM. HOURS OF OPERATION ARE WEEKDAYS, 8:30

CITY OF DELAFIELD PLAN COMMISSION MINUTES

A.M. – 6:00 P.M.; SATURDAY AND SUNDAY, 9:30 A.M. – 1:30 P.M., WITH 22 FULL-TIME EMPLOYEES.

This building is located behind the carwash. R. Dupler stated that the business plan is fully compliant. Two separate signs are proposed; a building mounted sign and a panel in the expressway sign. R. Dupler's recommendation was approval of the monument sign panel and business plan of operation with denial of the proposed building mounted sign.

Vickie Kelsall was present at the meeting and reviewed why they wanted the signage over the door. Mayor Schuman stated that they needed to have a discussion with the building owner regarding a sign package for the entire building. The panels of the signs were discussed. The representative from the sign company was present and stated that there were white lexan panels in the sign now. Bone vinyl will be put over the panel and would not be changed.

R. MISKELLEY MOTIONED TO APPROVE THE MONUMENT SIGNAGE AND BUSINESS PLAN OF OPERATION, AND DISALLOW THE PROPOSED BUILDING MOUNTED SIGN. M. FREDE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **TAX KEY 798.002, 608 MILWAUKEE STREET, DELAFIELD.**
APPLICANT: THE KNITCH, LLC, MARY CUNNINGHAM. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR THE KNITCH, A RETAIL KNITTING STORE.

The applicant was not able to attend the meeting tonight and had notified the City of such.

R. Dupler reviewed the past signage for the premises and the signage that is being proposed. The height for clearance is 10'6" above the sidewalk and is fully compliant. He recommended approval.

C. SMITH MOTIONED TO APPROVE THE SIGN WITH 10'6" CLEARANCE AND APPROPRIATE INSURANCE COVERAGE. M. FREDE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- e. **TAX KEY 804.994.011, 2801 HILLSIDE DRIVE, DELAFIELD.**
APPLICANT: SO-LITE NEON SIGN CO. APPLICANT SEEKS APPROVAL OF SIGNAGE FOR LAQUINTA INN.

R. Dupler stated that this included three sign types: directional signs in the parking lot, a panel in the two monument signs, and two rooftop signs. He suggested recommending this to Council as a minor change to the existing Conditional use.

CITY OF DELAFIELD PLAN COMMISSION MINUTES

The representative from the signage company was present at the meeting.

R. MISKELLEY MOTIONED TO APPROVE AND TO RECOMMEND IT TO THE COMMON COUNCIL AS A MINOR CHANGE. C. SMITH SECONDED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. PRELIMINARY

- a. **TAX KEY 800.999.014, 210 S. LAPHAM PEAK ROAD, DELAFIELD.** APPLICANT: MARK W. MILLER. APPLICANT SEEKS APPROVAL OF A HOME BUSINESS AND CONDITIONAL USE PERMIT FOR A TAXI CAB SERVICE. HOURS OF OPERATION WEEKDAYS AND WEEKENDS, 6:00 A.M. – 12:00 A.M. WITH 6 PART-TIME EMPLOYEES.

The Petitioner requested that this item be removed from the agenda.

- b. **TAX KEY 787.055, 627 MILL STREET, DELAFIELD.** APPLICANT: TOM TIEFENTHALER. APPLICANT SEEKS APPROVAL OF A BUSINESS PLAN OF OPERATION FOR A HOME OCCUPATION, THE MANUFACTURER'S REPRESENTATIVE OF EMBROIDERED GOODS (WITH 1 EMPLOYEE – MR. TIEFANTHALER). HOURS OF OPERATION ARE WEEKDAYS, 10:00 A.M. – 2:00 P.M.

R. Dupler defined "home occupation" as being allowed to operate a business in your home. Mr. Tiefertalder was present at the meeting and explained what he wanted to do. He will not be having any deliveries or have stock on site, nor will there be any employees other than him. Mayor Schuman stated that this would be operated as a home business and no action was needed.

7. ZONING AND ORDINANCE REVISION.

None.

8. HEARING DATES

None.

9. ADMINISTRATOR'S REPORT

Information was distributed via email on the sign code to the Commissioners regarding a summary of one section of signage codes from different communities in the area. M. Carlson requested dialog on the amount of signage and standards in the City of Delafield. R. Dupler will provide the rest of the sign codes from the other communities. Meetings will be set up with the

CITY OF DELAFIELD PLAN COMMISSION MINUTES

Chamber of Commerce and others to hold a series of workshops. R. Miskelley would like to see the Chamber of Commerce's input before the process begins.

Mayor Schuman stated that C. Smith has been acting as the representative from the Park & Rec Commission for the past year and will now be rotated out with a replacement from a representative from the Public Works Committee. C. Smith was thanked for his service on the Plan Commission.

10. BUILDING INSPECTOR'S REPORT

Total number of permits to date are 20, plus five occupancy permits, new building permits include two single family homes.

11. BOARD OF ZONING APPEALS

No report.

12. CORRESPONDENCE

None.

13. ADJOURNMENT

R. MISKELLEY MOTIONED TO ADJOURN FROM THE MEETING. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:05 P.M.

Minutes Prepared By:

Accurate Business Communications, Inc.