

CITY OF DELAFIELD PLAN COMMISSION MINUTES

CALL PLAN COMMISSION MEETING TO ORDER

Mayor McAleer called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Ed McAleer
Kent Attwell (entered 8:50 p.m.)
Dirilee Curtis-Costa
Kevin Fitzgerald
Michael Frede (entered 7:02 p.m.)
Beth Leonard
Chris Smith
Roger Dupler, Planner
Tom Maney, Building Inspector
Tim Schuenke, City Administrator

Absent

Larry Chapman

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

There were no citizens present at this time.

C. SMITH MOTIONED TO CLOSE CITIZEN’S COMMENTS AT 7:02 P.M. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Mayor McAleer allowed a citizen to speak out of order at 8:51 p.m.

Mary Slepekis, 1307 Mariner Drive - She was present to notify the Plan Commission of their intention to develop their property in the Northwest Quadrant independently of the Knoff property. She believed it would be inappropriate to change the Land Use Plan on that parcel and she asked that consideration be given to their request in conjunction with land use planning. She stated they intended to have a request submitted to the City soon. Mayor McAleer stated that there would still need to be two accesses with access to Nashotah Road. M. Slepekis questioned whether the Commission would consider a stub road to abut the Knoff parcel and primary access off of Sawyer Road. She stated they intended to move forward on a private road basis.

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2. DISCUSSION AND ACTION ON SMART GROWTH CHAPTER 10 – IMPLEMENTATION

R. Dupler explained changes and modifications had been made to the entire Smart Growth document as directed by the Commission in past meetings. Text modifications in Appendix G had been updated and distributed for review.

The Commission began to review Appendix G.

C. Smith thanked R. Dupler and Staff for all hard work in the overall preparation of the Smart Growth document in past months. He then questioned whether land that was currently zoned institutional would be converted to rural estate. R. Dupler explained institutional land use remains in institutional land use as long as it remained within the institutional land owner's ownership. Once converted or sold off from the institutional land use, then it would be converted out of institutional land ownership. The document did not specifically state that institutional properties would have to be planned as institutional land use. In response to a question of future conversions from institutional land use to other land use designations, R. Dupler directed the Commission to page 195 of the document.

In response to a question, R. Dupler noted the purpose of this review was to finalize the document so that it could continue through the Smart Growth process. Final comments, discussions and recommendations should be made at this time.

All additional changes and related discussions were noted under the Chapter and Goal where listed in the document in Appendix G and are as followed:

Chapter 3, Agricultural, Natural and Cultural Resources

Goal 1: The preservation of productive agricultural land

- A discussion ensued regarding Objective B where development and potential clustering could take place when no natural features warranted preservation. It was noted there were several references to this objective in various parts of the document. R. Dupler stated it would be moved to Goal 4 in this chapter.

Discussion also ensued regarding the extension of services and public utilities into agricultural lands. R. Dupler stated it did not make it into this list of text; however, it should be discussed. Discussion ensued how best to suggest the timing of placing sewer services through undeveloped lands. The Public Works Committee will continue to work on and review an assessment policy. B. Leonard suggested that perhaps a policy could be added to this document at a later time. Mayor McAleer cautioned against incorporating unintentional consequences. R. Dupler noted this chapter was responsible for items that were required to change policy or

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ordinance in order to be consistent with recommendations within the Comprehensive Plan.

Goal 2: Protect and enhance the surface and ground water resources of the City.

- Objective 3, change to “Develop mechanisms and educate residents and landowners about protecting ground water recharge, such as rain gardens, pervious pavement, or pavement reduction.”

Goal 3: Regulate earth altering activities in order to maintain biodiversity and clean air and protect wetlands, woodlands, prairies, and wildlife.

- Objective 3, change to “Educate residents and business owners about opportunities and ways to recycle domestic and commercial waste.”

Chapter 4 Utilities and Community Facilities

Goal 1 was unchanged.

Goal 2 Provide police, fire and other emergency service facilities necessary to maintain high-quality protection throughout the City.

- Discussion ensued regarding an emergency siren in the City of Delafield. There was currently no siren in the City of Delafield. It was considered old technology at this time and as such was cost prohibitive to install. Mayor McAleer noted there were emergency preparedness plans in place. R. Dupler stated County Staff was currently re-evaluating the County’s plan on this topic as there were many new technologies being utilized.
- Objective 1, change “share” to “shared”

Goal 3 was unchanged.

Goal 4 Create an arrangement of the various land uses which is properly related to the supporting utility systems in order to assure the economical provision of utility services.

- Objective 3 and throughout the entire Smart Growth document, change the word “stromwater” to “ storm water”
- Change Objective 6 to read “Develop a policy on whether to provide public water system to proposed developments and existing developments”
- Remove blank lines in Objectives throughout the document
- Objective 8, change the word “then” to “than”

Goal 5: Evaluate community services based on fiscal impact

- Objective 1, change to read “Evaluate new development proposals on the basis of their fiscal impact and their impact on community service levels elsewhere in the City”

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Discussion ensued regarding the definition of community as it related to fiscal impact analysis and service levels.

- Objective 1, add a period after City

Chapter 5 Housing

- Goal 1: Provide for an adequate supply and locational choice of housing
- Objective 2, delete the objective entirely.
- Goal 2: Accommodate a broad range of choice among housing types, sizes, and costs, recognizing changing trends in age group composition, income, and family living habits
- Objectives 6 and 7, delete all footnotes
- Goal 3: Accommodate alternative energy generation and conservations methods in housing products.
- This goal should be bolded in the document
 - Change “housing: to “building” in the goal

Chapter 6, Economic Development

- Goal 1: Respond to the needs of the Business Community.
- Objective 2, change to read “The City should become a member of the Chamber of Commerce.”
- Goal 2: Promote business retention, expansion, and new start-ups.
- Objective 3, delete entire objective
 - Objective 5, change the Leadership Column designation to Administrator
- Goal 3: Provide an adequate economic base to support a range of employment opportunities.
- Change the word “Provide” to “Promote” in this Goal
 - Objective 1, change to read “Identify businesses that would fulfill the community’s demonstrated needs.”
- The Leadership column should be changed to Administrator for all goals in this chapter
- Goal 4: Promote the conservation, renewal, and full use of existing urban service areas of the City.
- Develop an inventory of existing sites and buildings available for redevelopment
- Goal 5: The preservation, development, and redevelopment of a variety of suitable industrial and commercial sites both in terms of physical characteristics and location.
- There will be no action item.

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Chapter 7 Land Use

Goal 1: Achieve a distribution of the various land uses that will result in a convenient and compatible arrangement.

- Objective 1, change to read “Eliminate density averaging between districts if any of the districts are/were Agricultural.”
- Objective 4, change to read “Encourage commercial development so that the areas function as inter-connected retail commercial districts.”

Goal 2: Achieve development and preservation of residential areas within a physical environment that respond to the demonstrated demand for housing which is healthy, safe, convenient, and attractive.

- Add “s” to the word “respond” in Goal 2
- Objective 1, change to read “Encourage residential subdivisions as planned developments where natural features warrant preservation.”
- Objective 3, change to read “Discourage developments that negatively impact the character of existing residential neighborhoods.”

Goal 3 would remain unchanged.

Goal 4: Update the downtown development plan to guide development within the City core.

- spell out “Continuous” under Milestone Date

Chapter 8 Transportation

Goal 1 would remain unchanged.

Goal 2: Promote a transportation system that provides appropriate types of transportation at an adequate level of service, provides choices among transportation modes and provides inter-modal connectivity.

- Objective 1, change to read “Develop a policy that produce details and recommends routing for pedestrian conveyance throughout the City.”

Goal 3: Provide alternative transportation that will benefit the public health and environment.

- Objective 2, change to read “A policy should be developed regarding maintenance and expansion of equestrian trails.”

Chapter 9 Intergovernmental Cooperation

Goal 1: Consider the City’s potentials for annexations and extraterritorial powers.

- Change the Year “09” to “2009”

Goal 2 would remain unchanged.

Goal 3 Endorse regional planning objectives determined by the City to be beneficial to the City of Delafield.

- Objective 7, change the “09” to “2009”

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K. FITZGERALD MOTIONED TO APPROVE CHAPTER 10 AND APPENDIX G AS REVISED. K. ATTWELL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. DISCUSSION AND REVIEW OF SMART GROWTH CHAPTERS 1 – 10

R. Dupler explained the document had been revised over the last year. The text, appendices, and maps were slated for approval and recommendation to Council this evening. In response to a question, R. Dupler explained the process for approval of the Smart Growth document. Because the City had received an extension, it was not likely that another extension would be granted. Should the Council desire changes in the document after holding a public hearing on this matter, it was possible that changes could be made by Council at that time. Discussion ensued regarding the timing of the public hearing and the adoption of the Smart Growth Plan.

C. Smith questioned the size of acreage in the park classification. Clarifications were made to the park classification.

The entire Smart Growth document (Chapters 1-10) was reviewed at this time. *Changes are listed beneath the chapter in which they occurred by page number within the paper copy of the document.*

Chapter 1 Introduction

- Page 1, Paragraph 3, Vision Statement needed
- Page 4, Statute definition of Agricultural, Natural and Cultural Resources, note correct spelling of “effective management”
- Page 5, Private utilities – add period

Chapter 2 Trends, Issues, and Opportunities

- Page 34, Item 6, Paragraph 1 beneath objectives, change “temporly” to “temporarily”
- Page 34, Agricultural, Natural and Cultural Resources section, Goal 1D, change “Discourage” to “Prohibit”
- Page 34, Agricultural, Natural and Cultural Resources section, Goal 2M, add verbiage “Evaluate the potential for and adopt a policy regarding siltation buffer strips integral to agricultural farm fields”
- Page 34, Agricultural, Natural and Cultural Resources, Goal 3, add “Evaluate potential for and encourage reduction of direct runoff to water bodies with the use of rain gardens and filtration swales and siltation buffers.”
- Page 35, Agricultural, Natural and Cultural Resources, Goal 4A, change to read “Develop unique density standards for Primary Environmental Corridor.”
- Page 36, Housing, Goal 1C, change to read “Address the need for adequate consumer housing choice by performing an inventory of housing structure types and sizes.”

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- Page 36, Housing , Goal 2B, change to read “Discourage development of future duplex subdivision properties.” R. Dupler will change throughout the document (*check in Chapter 5, page 130 and 131, for cross reference purposes.*)
- Page 37, Economic Development, Goal 3B, change verbiage to reflect the wording utilized in Appendix G.
- Page 37, Economic Development, add Goal 5D, “Support and/or provide incentives for green building alternatives. Also, support and/or provide incentives for alternate and renewable energy solutions.”
- Page 38, Land Use, 1E, change verbiage to conform with Appendix G
- Page 38, Land Use, Goal 2A, change language to conform with Appendix G, and add “c” and “d” to objectives listed in that section respectively
- Page 38, Land Use, Goal 2C, change “City Center” to “City Core”
- Page 38, Land Use, Goal 3, change “manage” to “plan”

Chapter 7 Land Use

- Page 182, Beneath Table 7-4, Sentence 7, change “lowest value in change” to “lowest change in value”
- Page 184, Item D Existing/potential land use conflicts, revise to match Appendix G.
- Page 185, 1991 Land Use Guidelines, change all “permitted” zoning districts to “applicable” zoning districts
- Page 192, Under Commercial Land Use Projections, delete “To maintain the recommended balance of commercial to residential acreage the City may consider expanding existing commercial areas or introduce new commercial districts to compensate for the landfill acreage.”
- Page 192, Agricultural Projections, Paragraph 2, Sentence 3, change “General Development Plan” to “Master Concept Plan”
- Page 193, Rural Estate, Permitted (Applicable) Zoning Districts, delete A-1 and A-1E
- Page 193, Lake Residential, change to read “The Lake Residential areas include nearly all of the shoreline around Lake Nagawicka as well as certain residential lands along the Bark River and Upper Nashotah Lake in the City of Delafield.”
- Page 194, High Density Residential, Sentence 4, change to read “Extensive pedestrian access should be an integral part of High Density Residential subdivision design.”
- Page 195, Institutional, change Permitted (Applicable) Zoning Districts, perhaps should include (A-1, RL-1A, R-1) P-1, C-1. R. Dupler will confirm.
- Page 196, Commercial, add B-4 to the zoning designations

Discussion ensued regarding the balance between commercial and residential use in a Commercial district and in a Planned Mixed Use district.

- Page 196, Paragraph 2, Sentence 1, (“The intent of the Planned Mixed Use classification is to require entire ownership parcels to be designed as Planned Developments realized through an approved General Development

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Plan and Specific Implementation Plan.”) required change. See following motion.

Discussion ensued regarding the ramifications for Conditional Use and Planned Development processes. Further discussion ensued regarding the intent and control of the language in this section.

K. FITZGERALD MOTIONED TO AMEND PAGE 196, PLANNED MIX USE SECTION, PARAGRAPH 2, SENTENCE 1, CHANGE “REQUIRE” TO “ENCOURAGE”. M. FREDE SECONDED THE MOTION. B. LEONARD EXPRESSED CONCERN AS IT SEEMED THE PROPOSED LANGUAGE WAS REDUCING THE AMOUNT OF PUBLIC SCRUTINY. M. FREDE STATED CLARITY AND EXPECTATIONS WERE IMPORTANT AND THIS VERBIAGE WAS MORE PREDICTABLE. K. FITZGERALD NOTED A PROCESS WAS CURRENTLY IN PLACE AND IF A PERMITTED USE WAS ALLOWED, THE PUBLIC SCRUTINY FOUND IN THIS MOTION WAS APPROPRIATE. THERE WAS NO FURTHER DISCUSSION. FOUR WERE IN FAVOR. THREE OPPOSED. MOTION CARRIED.

B. Leonard requested Staff to provide a brief written description of the effect of the above motion.

- Page 197, Planned Mix Use, add R-6 under Permitted (Applicable) Zoning Districts. R. Dupler will confirm this intention was not R-1.
- Page 200, Goal 2A, verbiage should be added to reflect Appendix G.

Appendix F, Land Use Zoning Changes

Discussion ensued regarding the parcels depicted in the Map for this section. Further research was required for appropriate zoning designations for various land parcels, including the Geason property. It was noted the small lots on Highway 83 were zoned R-5 and the rest were zoned B-6. R. Dupler will research this information. Discussion ensued regarding the appropriate designation for these lots for the future.

B. LEONARD MOTIONED TO DESIGNATE THE PARCELS LISTED UNDER 14A IN APPENDIX F AS SHOWN IN THE “AMENDED VIA ZONING MAP COLUMN” AND ON THE MAP AS R-1 FROM B-6. D. CURTIS COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- Item 20 on the table for Appendix F, change land use to High Density Residential and Zoning Map classification to R-6 to reflect that density.
- Item 23, change zoning to B-5 to reflect the use
- Item 33, Discussion ensued regarding leaving this as is and also for removing this item. R. Dupler will confirm the desired action for this item.
- Column headings for the entire Appendix should be listed as Current Zoning Map Classification and 1991 Comprehensive Plan classification.

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D. Curtis Costa noted the location of Kettle Cove Court on the zoning map and questioned the RE-2 location on the map in this area. She noted this location should be changed from Rural Estate to Medium Density Residential.

R. Dupler distributed a document regarding a text change from Chapter 10 relating to pre-zoning. He noted the County's recommendation for this text against zoning property is different from the actual land use. He agreed with the Commission's decision to remove this text as they were not planning but conducting an inventory. He noted this related to two potential developments (St. John's Northwestern Military Academy and the Binkowski parcel). Discussion ensued regarding the St. John's Golf Course and the Binkowski parcel.

D. CURTIS COSTA MOTIONED TO CHANGE THE LAND USE PLAN OF THE BINKOWSKI PARCEL TO MATCH THE ZONING. C. SMITH SECONDED THE MOTION. D. CURTIS COSTA WITHDREW HER MOTION.

C. SMITH MOTIONED TO LEAVE ST. JOHN'S ZONING FOR AREAS ZONED RE-1 AND MAKE THE LAND USE MAP REFLECT THAT ZONING. M. FREDE SECONDED THE MOTION. K. FITZGERALD NOTED THAT IN THE DEFINITION OF INSTITUTIONAL LAND USE, OTHER RESIDENTIAL ZONINGS WERE ALLOWED AND HE QUESTIONED WHETHER THIS ZONING COULD BE PLACED IN THAT DEFINITION AS WELL. C. SMITH WITHDREW HIS MOTION.

K. FITZGERALD MOTIONED TO DELETE #42 FROM THE CHART AND ADD RE-1 TO THE APPLICABLE ZONING DISTRICT TO INSTITUTIONAL LAND USE. C. SMITH SECONDED THE MOTION. B. LEONARD EXPRESSED CONCERN FOR POTENTIAL FOR SUBDIVISION. SHE SUGGESTED RL-1 BE LEFT IN AND THAT NO RESIDENTIAL ZONING DISTRICTS BE ALLOWED IN INSTITUTIONAL. D. CURTIS COSTA QUESTIONED WHETHER CERTAIN PROPERTIES COULD BE "GRANDFATHERED" IN. CLARIFICATION INDICATED CERTAIN PROPERTIES COULD BE "GRANDFATHERED" IN CERTAIN AREAS. DISCUSSION ENSUED REGARDING THE REPERCUSSIONS POSSIBLE FOR THE ST. JOHN'S PROPERTY. MAYOR MC ALEER CALLED THE QUESTION. FOUR WERE IN FAVOR. D. CURTIS COSTA AND B. LEONARD WERE OPPOSED. MOTION CARRIED.

4. DISCUSSION AND ACTION TO ADOPT RESOLUTION NO. P.C. 2009-02, A RESOLUTION TO RECOMMEND A COMPREHENSIVE PLAN MASTER PLAN PURSUANT TO WISCONSIN STATUTES SECTION 66.1001.

K. ATTWELL MOTIONED TO ADOPT RESOLUTION NO. P.C. 2009-02, A RESOLUTION TO RECOMMEND A COMPREHENSIVE PLAN MASTER PLAN PURSUANT TO WISCONSIN STATUTES SECTION 66.1001 AS AMENDED. M. FREDE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. K. ATTWELL-AYE; K. FITZGERALD-AYE; M. FREDE-AYE; C. SMITH-AYE; D.

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CURTIS COSTA-NAY; B. LEONARD-NAY. MAYOR MC ALEER STATED HE WOULD LIKE HIS VOTE TO REFLECT AYE IN THIS MATTER. MOTION CARRIED.

5. SET PUBLIC HEARING DATE FOR MONDAY, APRIL 20, 2009 AT 7:00 PM AT THE COMMON COUNCIL MEETING.

K. FITZGERALD MOTIONED TO SET THE PUBLIC HEARING DATE FOR MONDAY APRIL 20, 2009 AT 7:00 PM AT THE COMMON COUNCIL MEETING. C. SMITH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. ADJOURNMENT.

K. ATTWELL MOTIONED TO ADJOURN THE MARCH 11, 2009, PLAN COMMISSION MEETING AT 11:59 P.M. B. LEONARD SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

Minutes Prepared by:

Accurate Business Communications, Inc.