



# CITY OF DELAFIELD MEETING MINUTES PLAN COMMISSION

Commissioners: Mayor Kent Atwell, Ald. Tim Aicher, Dan Cahalane, Mike Hausman, Dan Jashinsky, Edward Marek, Laura Schult, Robert Weiler

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February 22, 2023

7:00 p.m.

City Hall, Council Chambers  
500 Genesee St.

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## Regular Meeting Minutes [YOUTUBE LINK](#)

### 1. Call to Order

The meeting was called to order at 7:01 p.m.

### 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

### 3. Roll Call

**Commissioners Present:** Mike Hausman  
Ed Marek  
Laura Schult  
Robert Weiler  
Kent Atwell, Mayor

**Commissioners Excused:** Tim Aicher, Ald. D7  
Dan Cahalane  
Dan Jashinsky

**Also Present:** Amy Barrows, City Planner  
Molly Schneider, City Clerk via Zoom  
Crystal Turner, Deputy Clerk

### 4. Minutes

Discussion and possible action on the following minutes:

**A.** Approval of minutes of the [January 25, 2023](#) Regular Meeting.

*Motion by Schult, seconded by Marek, to approve the minutes of the January 25, 2023 Regular Meeting, as presented.*

*All in favor. Motion carried.*

### 5. Citizen Comments on Consent Agenda Items

Mayor Atwell opened citizen comments at 7:02 p.m.

Hearing no one present who wished to speak, citizen comments on consent agenda items were closed at 7:02 p.m.

### 6. Consent Agenda

Recommended approvals in accordance with the staff report. Items listed under the Consent Agenda are considered in one motion in accordance with the Staff Report unless a Plan Commission member or staff member requests that an item be removed from the Consent Agenda. Items recommended for discussion and possible action:

**A.** DELC0793001003, 440 Wells Street Suite 100. Owner: Hendricks Commercial Properties, LLC. Applicant: Tom Steepy, RBC Wealth Management. Applicant requests approval of Permanent Signage and a Business Plan of Operation to operate a wealth management business.

*Motion by Weiler, seconded by Hausman, to approve the Consent Agenda as presented.*

*All in favor. Motion Carried*

## 7. Public Hearings:

### A. Public Hearing #1:

Topic: Conditional Use Amendment  
Location: 3115 HWY 83, DELC0753999002  
Owner: The Farmhouse 1848, LLC  
Applicant: Whitney Shneyder  
Matter: Conditional Use Amendment for Rustic Manor to allow the event facility as the principal use with the bed and breakfast continuing on a temporary basis

Mayor Atwell opened the Public Hearing at 7.03 p.m.

Susie Thompson, 700 Milwaukee St – Spoke regarding what the eventual use of the property would be in regards to hair and makeup. Would these be offered as a public service and not available to solely clients of the Farmhouse.

Hearing no one further who wished to speak, Atwell closed the Public Hearing at 7.05 p.m.

## 8. Citizen Comments on items other than Public Hearing

Rob Dombrowski, 166 Laurel Ct – Spoke regarding the proposed development (St John's Golf Course) and concerns with his own backyard facing the area and his property being level to the road. Increased traffic is a concern and vehicles exiting the subdivision would negatively impact his property with headlights. Currently trees on Oakwood are not providing screening and the proposal does not call for additional trees. He would like to see consideration for potentially a natural grass berm.

Jennifer Jaeschke 110 Hickory Ct – Spoke on behalf of several neighbors from the area regarding the Golf course development. Would like to thank the Plan Commission for the time and attention to the Hendricks golf course development and the developers, for consideration to earlier comments. Prefer to see fewer lots within the development. Would like to see the common open space be protected with no mow markings and the unofficial walking path on the western border not mowed. This would delineate from neighboring properties. Can the developer consider the setbacks as residents use their backyards more than their front yards by putting homes at setbacks of 25 or 30 ft instead. Traffic is a concern with a total of 75 additional homes added between two developments. Would like to see a diversity of housing styles versus a cookie cutter neighborhood.

Rev Dr Kelly O'Lear, W298 N1864 Lost Tree Ct, Milwaukee – Spoke in support of the Conceptual Presentation for Holy Seraphim. As a 30-year Army Veteran he knows what bad tattoo shops look like. His wife will be working on the interior design of the proposed tattoo shop. Impressed with Sam's husband and feels this would generate a good income and fit into the community.

Katie Christine, 57 Oakwood Dr – Spoke regarding the golf course development. As her property is directly opposite the development, she is pleased to see the developers are being sensitive to the neighbors by replacing pine trees. Would like to see a commitment in the language of the proposal instead of "willing" when working with existing neighbors. Excited to see developers adding walking paths and as a runner she will utilizing these. Would like to ensure the path is mowed in order to be used as she noted the developer has not mowed the golf course. The recreational path is a great idea but would like to see it connect to something.

Susie Thompson, 700 Milwaukee St – Spoke in support of the Conceptual Presentation of Holy Seraphim. Previously she was against a proposed business at the same location and would like to acknowledge there is huge difference of quality in provider and how a great business neighbor can support the city. Would also like to note that on the Beacon Hills development there are several trees that are potentially dead and will have to be removed. Consideration should be given to the species of trees to be planted.

Rev James Thomas, 2549 Nutter Circle – Spoke in support of the Conceptual Presentation of Holy Seraphim. Serving with the US Navy he got to experience a wide variety of tattoo shops and their clientele. A tattoo parlor done right would be beneficial to the city of Delafield. Samantha Stinson's proposed tattoo shop would be a positive addition to the city.

Hearing no one further who wished to speak, Atwell closed the Citizen Comments at 7.25 p.m.

## 9. Unfinished Business

Discussion and possible action on the following items:

- A. DELC0753999002, 3115 HWY 83. Owner: The Farmhouse 1848, LLC. Applicant: Whitney Shneyder. Applicant requests approval of a Conditional Use Amendment to allow the event facility as a principal use with the bed and breakfast continuing on a temporary basis.

Whitney Shneyder, 3115 HWY 83 joined via zoom.

Barrows covered the applicants request for the conditional use agreement. The conditional use agreement will be sent to Common Council and the proposal for future changes would not require a Public Hearing but instead, will need to come back to the Plan Commission to review the new business plan of operations if it meets the definition of the code.

Attwell asked for clarification that the hours of operation are the same as before and this was confirmed by Shneyder.

Barrows covered the complimentary uses and stated the applicant is not sure yet, but is not requiring B&B usage in the future, but will come back with a new business plan of operations at that time.

Attwell stated the conditional use specifies no businesses for public use in another paragraph.

Marek preferred they do not have to go through the lengthy process for business plan of operation changes.

Weiler noted that the last two lines of number 17 states on or off-site. Are these needed?

Barrows clarified a client of Rustic Manor may want to test drive a hair style prior to the event on site but is not confirmed to finally use the property. Ultimately, it is not an advertised public service. Future business plans of operations can be tightened or loosened as necessary when they are proposed.

Shneyder wanted to offer a better experience for wedding clients versus a hair stylist offering the service within their own home. The applicant also runs a photography business and would sometimes want to use the manor as a backdrop during the week which helps with having flexibility in number 17.

*Motion by Hausman, seconded by Weiler, to recommend Common Council approve the Conditional Use Amendment in accordance with the draft Conditional Use Agreement, subject to City Attorney review.*

*All in favor. Motion carried.*

## 10. New Business

Discussion and possible action on the following items:

- A. DELC0733998002, 3161 Village Square Drive. Owner: Delafield Station, LLC. Applicant: Doyle Signs, representing Pick N' Save. Applicant requests approval of 6 sign face replacements to their existing signage.

Barrows summarized the applicant's proposal of replacing the signing font. Some signs currently exceed the 150 sq ft allowed, but new packet will be bringing the signage into compliance.

*Motion by Schult, seconded by Marek, for approval of the signage, as proposed.*

*Motion by Schult, seconded by Marek, to amend the original motion for approval of the signage, as proposed at tonight's meeting.*

*All in favor. Motion carried.*

- B. DELC0733998006, 3201 Village Square Drive. Owner: ISB Community Bank. Applicant: Terron Wright on behalf of JPMorgan Chase Bank. Applicant requests approval of a Business Plan of Operation, Permanent Signage, and Site Plan and Appearance Approval for a new bank.

Applicant David Stangle, Project Manager, joined via Zoom.

Barrows summarized the proposal noting landscaping is being removed to the east between the building and the highway and whether that should be required in the proposal. Existing monument sign only had time and temperature but no name plate. Proposal includes the removal of time and temperature and installation of a name plate. Overall signage complies with ordinance.

Attwell asked for details on the landscaping. Barrows asked if the Plan Commission would like a landscape plan.

Atwell stated they need a full landscape plan as it has not been maintained. Asked if there are any other exterior changes including painting.

Barrows confirmed they are painting the north elevation.

Stangle confirmed that all currently painted surfaces will be refreshed in the same color.

Discussion ensued around landscaping of mechanical and garbage areas with the consensus being a detailed landscape plan is needed.

Attwell would like plans prior to the start of construction and the March 29<sup>th</sup> Plan Commission meeting if possible.

Stangle stated interior work is scheduled to start next week and confirmed that they will complete a survey of plants and trees that are staying or being replaced.

Barrows confirmed site plan approval would be needed for occupancy prior to fall 2023 scheduled opening date which would include a site landscape plan.

*Motion by Weiler, seconded by Marek, to approve the Business Plan of Operation and Signage, as proposed, and review of the site plan at a later date which includes the landscape plan.*

*All in favor. Motion carried.*

- C. DELC0798966, 418 Genesee Street. Owner: VT Properties, Inc. Applicant: Samantha Stinson. Applicant requests feedback regarding a Conceptual Presentation to operate a tattoo shop.

Applicant Samantha Stinson, 2777 Mission Rd Nashotah was present.

Barrow summarized the conceptual presentation of the applicant's proposed business. A tattoo shop is not specifically listed as permitted use but is similar to a barber or beauty shop and could come under the term other service uses. After feedback the applicant will submit a formal application to the Plan Commission.

Stinson has experience in the industry. Would like to set a welcoming environment and excited to promote her business locally.

Schult asked what type of tattooing Stinson specializes in. Stinson stated that she would not be the only artist and would potentially employ an artist that specializes in cosmetic tattoos. Her own specialty is fine line, floral and colorful artwork.

Schult asked if the applicant can address the sterile procedures and age requirements.

Stinson follows Wisconsin regulations and would be implementing a strict policy of over 18 for a tattoo and under 18 years would need a parent present to be in the shop. 14 years old and under will not be permitted in the shop during a procedure due to chemicals and sharp instruments.

Sanitary expectations are very high for the shop and artists. Three-minute kill time chemicals will be used. If a piercer is brought on an autoclave would be used. Use of disposable tattoo instruments would be preferable even though Wisconsin does allow for autoclave use.

Schult asked if biohazard disposal procedures would be followed. Stinson confirmed all the garbage would be disposed of in the correct manner.

Hausmann asked was there a list of not covered businesses under the zoning code. Barrows stated that the line "and other service uses" is up to the Plan Commission. Schult felt that it is cosmetic and could fall under the services category.

Marek was impressed with décor concept and not a stereotypical tattoo parlor from 30- or 40-years ago and felt it was very fitting for the area and complementary to Delafield.

Weiler asked how many artists would be employed and what other services would be offered. Stinson stated there is the potential for Six artist and an administrator. Bringing on a piercer would need separate permits with Wisconsin requirements and would need to revisit this if, and when, the time were to come.

Schult asked about operational hours. Stinson stated 10am-8pm are general operating ideas but sometimes would need a 12-hour period for artwork. Artists could be in at 5am-10pm but cannot, per insurance policy, be in after 12 a.m.

Hausmann asked for some background on the Holy Seraphim name. Stinson explained her husband is studying at the theological seminary, and as a Christian herself she wanted to be able to bring something peaceful and reflect her own work. Seraphim is a biblical description of an angel. Imagery fits the tattoo industry.

Attwell stated he does not see a problem providing that the applicant maintains the business plan of operation and if it goes the way it is talked about. Be sure to explain the difference on what you are imagining and not the stereotypical idea.

Stinson wants to connect with local business and join the chamber, bring down the stigma and foster relationships within the community.

- D. DELC0792992, 1307 Genesee Street, DELC0792074, 439 Saint Johns Road; DELC0792069 & DELC0792078, 411 Saint Johns Road; and DELC0792073 & DELC0792060, unknown addresses on Wisconsin Avenue and Saint Johns Road. Owner: Hendricks Commercial Properties LLC. Applicant: Chris Miller, Miller Marriott Construction. Applicant seeks approval of a Preliminary Plat and Site Plan and Appearance Approval to develop a 30-lot single-family subdivision.

Chris Miller, Miller Marriott Construction, Hartland, and Josh Pudelko, 4100 North Calhoun Rd, Brookfield were present.

Barrows summarized the land use, rezone and official documents submitted for plat review. Noting the number of developed lots have dropped to 30 and proposing some larger lots. Smyth Lane and Farrand Road vacation process will be at the March 29<sup>th</sup> Plan Commission and then Public Hearing for Common Council will be in April. Developer intends to use the name of Beacon Hill of Delafield. Developer needs to be sensitive to rain gardens and Storm Water Management. Any changes need a preliminary plat otherwise can come back with final review. Plan Commission will review and approve the road widths. Engineer feels good with 24' road width and between the entrance sign is 22'. Reviewed proposal of lighting in public spaces.

Attwell asked to confirm the number of lights. Barrows confirmed Smyth Lane will be 4 and Farrand Street will be 6. Landscape plan shows shrubs but tying the species to each planted area on the plan would be a recommendation. No lights on the Genesee Street and Wisconsin Avenue sides.

Marek asked if the rain gardens would be recessed and similar to that of boathouses. Pudelko, Trail Engineer, explained they will be made during the rough grading at about 18" depth to keep the walking area dry. They will be where they make sense in the yard at approx. 9' x 17' and all different shapes. They want the developer to have flexibility to adjust the shape per lot as long as it meets the 150 sq. ft. size. Miller noted stormwater management includes maintenance of the rain garden and grass cutting by the homeowner's association. Barrows explained this will be recorded to all lots in the subdivision.

Marek stated the visual looks great and functional.

Barrows summarized the Tree mitigation plans and the proposal to remove the St John's Street lighting that would be sent to Public Works Committee for review. Attwell noted they were not sure who originally installed the current street lighting.

Barrows summarized the subdivision monument sign on Wisconsin Avenue and Genesee Street. This would be 8ft high with a name plate that would be 2ft x 2ft. This should be kept outside the vision corner easements. Attwell asked if this would be in the same stone as St. John's current signing. Miller stated the intent is to match.

Barrows explained the proposal, with support of city engineer, to take the side walk around the entrance and cut an opening in the short part of the wall to avoid squeezing the road and side walk in the narrower space under the entrance.

The Developers have opted for the in-lieu fire fee as there is not room for the underground tank.

All lots are restricted to single family homes. Developers are asking for the right to use 1-2 of the homes as show homes for up to 5 yrs. Miller asked that Lots 29 and 30 be considered as the show home sites for approx. 2.5 yrs. for lot 30 and then build on 29 for the next.

Developer is asking clients to build within 3 years of purchasing the lot and finish landscape when occupying. Barrows stated to ensure compliance with the landscape they are requiring the homeowner to complete landscaping at time of occupancy unless in the winter it would be due in the spring. Attwell asked if the same landscaper was to be used. Miller stated they have 1 landscaper for all but if at capacity they may have to take a second. This is so they understand the rain gardens and storm water management compliance.

Schult asked if there was required green space that went with this. Barrows stated it is zoned R4 so no requirement for green space but the 3 out lots include the storm water, green space, and trail system. Developer must meet the 10ft side yard, 25ft street and 10ft rear yard setback.

Miller stated home sizes are expected to be 1800 sq ft to a 2 story at 3500 sq ft.

Schult asked which way will the house face on the north lot on Genesee Street. Miller noted this has been a debate, but they feel it should not enter on Genesee in order to be integrated with the neighborhood.

Marek asked where streetlights would be considered in motions. Barrows stated this would be in site plans. Approving the preliminary plat with the restrictions for review allows the developer to start some construction prior to the Plan Commission and Common Council approving final plat.

*Motion by Marek, seconded by Hausman, to approve the Preliminary Plat and Road Right of Way Width Waiver subject to compliance with the Planner, Surveyor, and Engineer comments and all other approval and objecting authorities prior to the submittal of a Final Plat. If modifications to the layout of the plat are required, the Preliminary Plat shall be submitted to Plan Commission for review and approval prior to Final Plat submittal.*

*All in favor. Motion carried*

*Motion by Marek, seconded by Hausman, to approve the site plan subject to final staff review of:*

- 1. Engineering, storm water management, and civil plans, including review at Public Works Committee.*
- 2. Landscape plans which identify the location of each type of plantings which are currently not labeled on the map.*
- 3. Review of the removal of the nine streetlights at Public Works Committee.*
- 4. Review of any signage location that would be impacted.*
- 5. Review of Declarations of restrictions.*
- 6. Review of the road entrance and sidewalk construction at the intersection of Genesee St. and St. John's, including a review at Public Works Committee and if any moving of the St John's sign needed.*

*All in favor. Motion carried.*

- E.** DELC0792990 & DELC0793997, Unknown Address. Owner: Hendrick's Commercial Properties, LLC. Applicant: George Erwin III. Applicant requests feedback regarding a Conceptual Presentation to develop a 45-lot single-family subdivision on the former St. John's Military Academy Golf Course.

George Erwin, 17320 Windemere Rd, Brookfield and Josh Pudelko, 4100 North Calhoun Rd, Brookfield present.

Barrows summarized the proposal. When submitted formally, the developer will submit a landscape plan and storm water management. The well report and traffic impact analysis from Miller Marriott development includes this site.

The Developer has considered parking solutions for St. John's and concerns with headlights on Oakwood. Applicant is proposing planting trees along Oakwood and discussing with impacted property owners.

Depending on comments, the developer will need to come back for a Public Hearing for conditional land use at Common Council. Then the specific implementation plan to the Plan Commission and final documentation to Common Council.

Erwin stated that he does not think he can shrink density and had tasked Pudelko to adopt the 22 public comments into the plans. Integrated public spaces. Met with St John's so they understand the concept. Integrated the storm ponds of St John's. Expect to provide a comprehensive landscape plan with species.

Pudelko was tasked to create a beautiful subdivision. Gross density is 1.33 acres per lot. Trail lives behind trees on Oakwood. Mowed path on west side and intent to be accessible to the public. Landscaping will identify the properties bordering the area. Intentionally curving the road in order to see open space from Oakwood not into houses to break site lines.

Erwin noted the substandard parking for St. John's and will be adding 4ft to north side of the road and, 2ft to the south to make 24ft road width. Will protect and make the pedestrian crossing functional. These improvements have been shared with St. John's.

Pudelko asked if the proposed 40ft set back would be reduced by the Plan Commission. Marek felt comfortable with 40ft setbacks. Erwin agreed 40ft setbacks fit with the home sizes.

Attwell thanked the developers for consideration to public comments in the plans. Would like the Developer to find an acceptable agreement with the neighbor for the headlight issue.

Barrows liked the diversity of home styles. Erwin noted in their Sussex development no more than 4 homes are permitted that are similar. Limit to quality builders that understand what they are trying to achieve and follow architectural policies.

Attwell would like to see example lists of material not allowed in the development. A west side detailed landscape plans with trees and bushes.

Barrows stated, like the Miller Marriott development, there is a \$5000 bond on occupant until landscape is complete to ensure compliance.

Discussion ensued on mowed paths and green out lot spaces

Barrows summarized from the discussion that the developer will need clear uniform areas that show it is not a homeowner's and asked on the landscape review as a designated no mow area for access points to out lots.

Attwell asked if the path ending on Oakwood Drive could be extended to Hillcrest Drive path. Pudelko was under the impression the developer was adding in their segment of the City's long range trail plan. Erwin noted they will consider extending in right of way approx. 240ft.

#### **11. Comprehensive Plan, Zoning and Ordinance Revision**

#### **12. Report of City Officials**

- A. Plan Commission meeting dates and deadlines
  - 1) Regular meeting March 29<sup>th</sup> 2023
  - 2) Regular meeting submittal deadline March 1<sup>st</sup> 2023
- B. Correspondence
- C. Planner - read staff reports, Mike Court is filling in for Barrows for March 29<sup>th</sup>
- D. Building Inspector

#### **13. Adjournment**

Having no further business, the meeting was adjourned at 9:20 p.m.

Minutes approved: March 29, 2023

Minutes prepared by: Crystal Turner, Deputy Clerk