

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Attwell called the Wednesday, March 25, 2020 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, March 25, 2020 Plan Commission meeting:

Present

Kent Attwell, Mayor

Tim Aicher, Ald.

Dan Jashinsky

Ed Marek

Laura Schult

Robert Weiler

Absent

Dave Greenway

Jim Reiher

Attwell provided a special statement noting that these were unprecedented, uncertain, challenging times due to COVID-19. The health, safety, and welfare of City employees and citizens remained the highest priority. Creative positive responses from all City departments were noted in response to the changes in place. A decision was made to follow CDC guidelines to keep the City and economy functioning as best as could be. Council Chambers was prepared for this meeting in a way that addressed CDC guidelines for meeting and comments pertaining to items on the agenda were requested at the time the agenda was distributed. Comments received had been distributed to all Commission members, posted to the City website and included in the epacket for this meeting. The public was encouraged to watch the Plan Commission meeting on YouTube or on Channel 25 via cable television. Attwell reached out to Hendricks Development regarding the status of their request for this Plan Commission meeting and Hendricks representatives decided on March 23, 2020 to request to postpone their item from the March 25, 2020 Plan Commission meeting to the April 29, 2020 Plan Commission meeting in hopes that the "Shelter In Place" order would be sorted out by then. Agenda item applicants only were in attendance at this meeting.

PUBLIC HEARINGS:

PUBLIC HEARING 1:

Amended Conditional Use Site Plan and Architecture

APPLICANT:

Nagawicka Yacht Club

MATTER:

Discussion and possible action to amend the Conditional Use Site Plan for DELC 0783.983, 1131 Mariner Drive, Delafield, to allow for a permanent shelter, patio space, retaining wall and rain garden to enhance the usable outdoor space.

Attwell opened the Public Hearing at 7:00PM. No written comments were received on this matter. Public Hearing #1 was closed at 7:01PM.

PUBLIC HEARING 2:

Amended Conditional Use Specific Implementation Plan

APPLICANT:

Heritage Hillside LLC

MATTER:

Discussion and possible action to amend the Specific Implementation Plan for DELC 0804,994.016, 2725 Hillside Drive, Delafield, to allow for architectural improvements.

Attwell opened the Public Hearing at 7:01PM. No written comments were received on this matter. Public Hearing #2 was closed at 7:02PM.

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PUBLIC HEARING 3: **Amended Conditional Use Site Plan and Architecture**
APPLICANT: **American Tower Corporation**
MATTER: Discussion and possible action to amend the Conditional Use Site Plan for DELC 0801.999.009, 2901 Golf Road, Delafield, to facilitate a new building and infrastructure associated with the existing cell tower.

Attwell opened the Public Hearing at 7:02PM. No written comments were received on this matter. Public Hearing #3 was closed at 7:03PM.

PUBLIC HEARING 4: **Amended Conditional Use**
APPLICANT: **Zoning Text Amendment - Fences**
MATTER: Discussion and possible action regarding zoning text amendments to repeal and recreate portions of 17.24 Definitions, and 17.14(5) Setback and Yard Requirements, regarding fence style, location, and processing.

Attwell opened the Public Hearing at 7:03PM. No written comments were received on this matter. Public Hearing #4 was closed at 7:04PM.

1. Approve Plan Commission meeting minutes of the [February 26, 2020](#) meeting.

AICHER MOVED TO APPROVE THE FEBRUARY 26, 2020 PLAN COMMISSION MEETING MINUTES AS PRESENTED. JASHINSKY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. City of Delafield Citizen's Comments pertaining to subjects on the Consent Agenda.

There were no comments pertaining to subjects on the Consent Agenda, thus, Citizen's Comments pertaining to subjects on the Consent Agenda were closed.

3. Consent Agenda
 - a. **DELC 0804.982.001, 2990 Golf Court, Delafield. Owner: Delasota LLC. Applicant: Marty Westburg.** Applicant seeks approval of a Business Plan of Operation and Signage for Spectrum a technical service provider. Hours of Operation are Monday through Saturday 10:00 A.M. to 8:00 P.M., Sundays 12:00 P.M. to 5:00 P.M., with seven full-time and two part-time employees.
 - b. **DELC 0804.999.009, 3161 Golf Road, Delafield. Owner: Ramco-Gershinsen Properties LP. Applicant: Innovative Signs** Applicant seeks approval of a permanent building signage for Sports Clips, a personal grooming service.
 - c. **DELC0794.014, 78 Enterprise Road, Delafield. Owner: RG Cushing Park LLC. Applicant: H. Scot Buckley.** Applicant seeks approval of a Business Plan of Operation for Klaus Roofing Systems, a construction specialist. Hours of Operation are 8:00 A.M. to 5:00 P.M., with three full-time employees.
 - d. **DELC 0793.001.002, 405 Genesee Street, Delafield. Owner: Hendricks Commercial Properties LLC. Applicant: JNB Signs Inc.** Applicant seeks approval of a replacement sign panel for Be Fitness.
 - e. **DELC 0792.056.001, 803 Genesee Street, Delafield, Owner: Hendricks Commercial Properties LLC. Applicant: Laura Slein.** Applicant seeks approval of a Business Plan of Operation for JaLa, a furniture and home décor store. Hours are Monday through Saturday 10:00 A.M. to 5:00 P.M. with two full-time employees.
 - f. **DELC 0804.994.017, 2794 Heritage Drive, Delafield. Owner: Heritage Hillside LLC. Applicant Stuart Drout.** Applicant seeks approval of an Amended Business Plan of Operation to accommodate new ownership and a new sign for Subway. The Hours of Operation are

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Monday through Saturday 8:00 A.M. to 9:00 P.M., Sunday 9:00 A.M. to 9:00 P.M., with three full-time and six part-time employees.

MAREK MOVED TO APPROVE ALL ITEMS ON THE CONSENT AGENDA AS PRESENTED. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. City of Delafield Citizen's Comments pertaining to items on or off this Agenda.

Attwell noted one comment had been received in advance of the meeting in support of Item 5a and had been distributed to all Plan Commissioners. The comment had also been posted to the City's website under Plan Commission information for this meeting.

There were no additional comments pertaining to items on or off this Agenda. Citizen's Comments were closed.

5. Unfinished Business. Items recommended for discussion and possible action:

- a. **DEL0804.994.016, 2725 Hillside Drive, Delafield. Owner/Applicant: Heritage Hillside LLC.** Applicant seeks approval of an Amended Conditional Use for architectural changes to the existing façade and roof and recommend to the Common Council of the same.

PLEASE SEE PLANNER'S REPORT IN THE EPACKET FOR THIS MEETING TO LOCATE DETAILED INFORMATION ON THIS ITEM.

Gregory Hughes, 2725 Hillside Drive, WI, requested this agenda item be postponed to the April 29, 2020 Plan Commission meeting.

- b. **DEL0793.021 and DEL0793.021.001, 705 Genesee Street, Delafield. Owner/Applicant: 705 Genesee Street LLC.** Applicant seeks approval of functional and aesthetic features of site development and architecture to include parking access, building colors and materials, rooftop screening, parapet ornamentation, pedestrian access, landscape materials, lighting, items identified by Public Works Committee review and outstanding site plan issues identified by City Engineer review letter date February 20, 2020 for two mixed use buildings exhibiting commercial and office use.

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At the request of the applicant, this item was postponed to the April 29, 2020 Plan Commission meeting.

6. New Business - Items recommended for discussion and possible action:

- a. **DEL0801.999.009, 2901 Golf Road, Delafield. Owner: Nagawaukee Square LLC. Applicant: American Tower Corporation.** Applicant seeks approval of an Amended Conditional Use Site Plan to facilitate new buildings and infrastructure and recommend to the Common Council of the same.

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JASHINSKY MOVED TO APPROVE AN AMENDED CONDITIONAL USE SITE PLAN TO FACILITATE NEW BUILDINGS AND INFRASTRUCTURE AS SHOWN AT THIS MEETING FOR DELC0801.999.009, 2901 GOLF ROAD, DELAFIELD. OWNER: NAGAWAUKEE SQUARE LLC. APPLICANT: AMERICAN TOWER CORPORATION AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- b. **DELC 0783.983, 1131 Mariner Drive, Delafield. Owner/Applicant: Nagawicka Yacht Club.**
Applicant seeks approval of an Amended Conditional Use Site Plan to improve the outdoor facilities at the club.

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Herb Rasmussen, 3098 Stone Bridge Isle, was present on behalf of the Nagawicka Lake Yacht Club (NLYC). A presentation on this matter had been provided at the last Plan Commission meeting and approval was being sought at this time. The NLYC had planned a celebration for its 125th Anniversary. In preparation for that event, broken concrete needed repair. When doing that the NLYC wanted to expand a grilling area to the rear of the Club and to construct a permanent shelter. A temporary shelter was used currently with a tarp over the picnic area and a permanent park pavilion structure was desired. The permanent shelter would require footings that would be three feet larger than the concrete slab being poured. The permanent shelter would be in lieu of the temporary shelter structure. The NLYC also wanted to enhance and increase the outside picnic table area and to set up a rain garden. This information had not changed since the last Plan Commission meeting.

WEILER MOVED TO APPROVE AN AMENDED CONDITIONAL USE SITE PLAN TO IMPROVE THE OUTDOOR FACILITIES AT THE NAGAWICKA LAKE YACHT CLUB FOR DELC 0783.983, 1131 MARINER DRIVE, DELAFIELD. OWNER/APPLICANT: NAGAWICKA YACHT CLUB AND TO RECOMMEND TO THE COMMON COUNCIL THE SAME. SCHULT SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. **DELC 0793.990.001, 416 Butler Drive, Delafield. Owner/Applicant: Delafield – Hartland WPCC.** Applicant seeks preliminary feedback on an Amended Conditional Use Site Plan to incorporate solar collection panels and schedule a public hearing.

PLEASE SEE PLANNER'S REPORT IN THE EPACKET FOR THIS MEETING TO LOCATE DETAILED INFORMATION ON THIS ITEM.

Items 6c and 6d were discussed concurrently.

Kirk Kindred, of SunVest Solar - N27W24025 Paul Court, Pewaukee, WI, was present to discuss both items. Kindred noted a similar program had been completed at University Lake School. This was a new WE Energies program that was a renewable, distributed generation asset that was being offered to interested municipalities. WE Energies would enter into a lease with Delafield - Hartland Wastewater Pollution Control Commission (Del-Hart WPCC) and the City to install solar ray panels in a grid system that would collect energy for use by WE Energies. The panels would feed directly into the energy grid and the communities would receive the benefit of that. For hosting that activity, the City and Del-Hart WPCC would receive rent contributions for 30 years for use of the land. Discussion ensued. Several attempts were made to find a suitable location in the City for installation of the solar panels. The panels

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located at Del-Hart WPCC would be installed two-up, two-high with the same pitch as was used at University Lake School. The City's location was limited on space so the design was changed to four panels high and would resemble a wall with two posts -one in the front and one in the back- to hold the panels structurally. Ground mounted systems typically offered a 30-year commitment due to life expectancies of 35 years. Options would be offered at the end of the program to upgrade or remove depending on future needs. An elevation view of the two sites from visible areas should be provided for a public hearing on each item.

JASHINSKY MOVED TO SCHEDULE A PUBLIC HEARING FOR THE APRIL 29, 2020 PLAN COMMISSION MEETING FOR ITEMS 6C - REGARDING AN AMENDED CONDITIONAL USE SITE PLAN AGENDA TO INCORPORATE SOLAR COLLECTION PANELS FOR DELC 0793.990.001, 416 BUTLER DRIVE, DELAFIELD. OWNER/APPLICANT: DELAFIELD – HARTLAND WPCC AND FOR ITEM 6D - REGARDING AN AMENDED CONDITIONAL USE SITE PLAN TO INCORPORATE SOLAR COLLECTION PANELS FOR DELC 0793.990.002, 218 NORTH CUSHING PARK ROAD, DELAFIELD. OWNER/APPLICANT: CITY OF DELAFIELD. AICHER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. **DELC 0793.990.002, 218 North Cushing Park Road, Delafield. Owner/Applicant: City of Delafield.** Applicant seeks preliminary feedback on an Amended Conditional Use Site Plan to incorporate solar collection panels and schedule a public hearing.

This item was discussed previously. Please see above.

7. Zoning and Ordinance Revision. Items recommended for discussion and possible action:

- a. Discussion and possible action regarding zoning text amendments to repeal and recreate portions of 17.24 Definitions, and 17.14(5) Setback and Yard Requirements, regarding fence style, location, and processing, and recommend to the Common Council of the same.

PLEASE SEE PLANNER'S REPORT IN THE EPACKET FOR THIS MEETING TO LOCATE DETAILED INFORMATION ON THIS ITEM.

AICHER MOVED TO APPROVE ZONING TEXT AMENDMENTS TO REPEAL AND RECREATE PORTIONS OF 17.24 DEFINITIONS, AND 17.14(5) SETBACK AND YARD REQUIREMENTS, REGARDING FENCE STYLE, LOCATION, AND PROCESSING, AND RECOMMEND TO THE COMMON COUNCIL OF THE SAME. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

8. Reports of City Officials:

- a. Clerk
 - 1. Plan Commission Meeting Dates & Deadlines
 - i. Meeting April 29, 2020.
 - ii. Meeting Submittal Deadline April 14, 2020.
 - iii. Public Hearing Submittal Deadline March 30, 2020.
 - 2. Correspondence
- b. Planner – No report.
- c. Building Inspector – No report.

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9. Adjournment.

There was no further business; therefore, the Wednesday, March 25, 2020 Plan Commission meeting adjourned at 7:21PM.

Minutes Prepared By:

Accurate Business Communications, Inc.