

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Call to Order

Attwell called the Wednesday, August 26, 2020 Plan Commission meeting to order at 7:00PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call for the Wednesday, August 26, 2020 Plan Commission meeting:

Present

Kent Attwell, Mayor

Tim Aicher, Ald.

Dave Greenway

Dan Jashinsky

Laura Schult

Robert Weiler

Amy Barrows, Planner

Absent

Ed Marek

Jim Reiher

- 1. Approve Plan Commission meeting minutes of the [July 29, 2020](#) meeting.

AICHER MOVED TO APPROVE THE JULY 29, 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 at this time.

- 3. Consent Agenda:

- a. **DELC 0803.003, 2410 Milwaukee Street. Owner/Applicant: Shuder Development LLC.** Applicant seeks approval of a Site Plan and Appearance Review to replace a mansard roof with a metal roof.
- b. **DELC 0787.075, 810 Genesee Street. Owner: Michael Graf, Applicant: Jean Mulvaney.** Applicant seeks approval of Permanent Signage to advertise a real estate sales office.

JASHINSKY MOVED TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED. GREENWAY 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:

Hearing no comments pertaining to items on or off this Agenda, Citizen’s Comments were closed.

- 5. Unfinished Business. Items recommended for discussion and possible action: None.

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

- a. **DELC 0756.996.003, 3041 Oakwood Road. Owner: Oakwood Church, Applicant: Paul Butler, Bauer Sign & Lighting Co., Inc.** Applicant seeks approval of Permanent Signage to replace an existing free-standing monument sign with a new illuminated sign.

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

CITY OF DELAFIELD PLAN COMMISSION MEETING MINUTES

Paul Butler, Bauer Sign & Lighting Co., Inc. and Don Douglas, Oakwood Church Facilities Manager, were present.

The original proposal did not include landscaping around the sign; however, a landscaping plan had been provided that showed arborvitae on the side of the sign and spirea on the front and back sides of the sign. It was noted the plantings should be low to the ground and not get in the way of viewing the sign. Lighting needed to comply with illumination regulations. Staff review could take place for the landscaping and lighting panels. Discussion ensued. Douglas agreed to make sure the plantings were low to the ground and were open to change about the types of plants used around the sign. Butler explained the sign would be internally lit for the name and leaf in the upper left corner. Because the lighting was so minimal there was no documentation that showed it complied with any standards. Lighting could be adjusted as needed to comply with setback standards. There were 10 (20 total) message panels with double side signage. Clarification was provided that the applicant would not have to pay new sign fees each time the message panels were changed. Butler offered to include the Planner on any email correspondence regarding changing the sign panels to allow for City staff approval of changes.

JASHINSKY MOVED TO APPROVE PERMANENT SIGNAGE TO REPLACE AN EXISTING FREE-STANDING MONUMENT SIGN WITH A NEW ILLUMINATED SIGN FOR DELC 0756.996.003, 3041 OAKWOOD ROAD. OWNER: OAKWOOD CHURCH, APPLICANT: PAUL BUTLER, BAUER SIGN & LIGHTING CO., INC. AS PROPOSED, CONTINGENT UPON SUBMITTING EACH PANEL TO STAFF FOR REVIEW AND APPROVAL PRIOR TO ISSUANCE OF A BUILDING A PERMIT. WEILER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

7. Zoning and Ordinance Revision. Items recommended for discussion and possible action: None.

8. Reports of City Officials:

a. Clerk

1. Plan Commission Meeting Dates & Deadlines

i. Meeting September 30, 2020.

ii. Meeting Submittal Deadline September 15, 2020.

2. Correspondence

b. Planner

Barrows noted the Code amendment review would take place starting in September with special exceptions.

c. Building Inspector – No report.

9. Adjournment.

There was no further business; therefore, the Wednesday, August 26, 2020 Plan Commission meeting adjourned at 7:15PM.

Minutes Prepared By:

Accurate Business Communications, Inc.