



**CITY OF DELAFIELD  
MEETING MINUTES  
PLAN COMMISSION**

*Chairperson: Kent Attwell, Mayor*

*Commissioners: Ald Tim Aicher, Dave Greenway, Dan Jashinsky, Edward Marek, Jim Reiher, Laura Schult, Robert Weiler*

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Wednesday, December 30, 2020

7:00 p.m.

City Hall, Council Chambers  
500 Genesee St.

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**Regular Meeting**  
**Draft**

[YouTube Video Link](#)

**1. Call to Order**

Chairperson Attwell called the Wednesday, December 30, 2020 Plan Commission meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Roll Call**

Roll Call for the Wednesday, December 30, 2020 Plan Commission meeting:

Present

Kent Attwell, Chairperson  
Tim Aicher  
Dave Greenway  
Dan Jashinsky  
Ed Marek  
Jim Reiher  
Laura Schult  
Robert Weiler

Absent

Also Present

Amy Barrows, Planner  
Scott Hussinger, Building Inspector

**4. Public Hearing**

**A. Public Hearing #1**

**Topic:**

**Text Amendments to the City of Delafield Zoning Code**

**Applicant:**

**City of Delafield**

**Matter:**

Amend the text of several sections of the Zoning Code, including a new definition for special exception, amendments to Section 52.199 nonconforming lots, amendments to Section 52.111 minimum lot width and lake frontage requirements in the residential lake districts, amendments to

Section 52.22 navigable water frontage and access restrictions, amendments to Section 52.136 conditional use approvals and permit requirements, and Table 1 Summary of lot area, width, setback, yard, floor area ratio, and open space requirements.

Attwell called the Public Hearing #1 to order at 7:01 p.m.

Hearing no one present wishing to speak, Public Hearing # 1 was closed at 7:02 p.m.

**5. Minutes**

Discussion and possible action on the following minutes:

A. Regular meeting of [November 18, 2020](#)

*Motion by Aicher, seconded by Reiher, to approve the [November 18, 2020](#) Plan Commission meeting minutes as presented. Motion carried.*

**6. Citizen Comments**

Hearing no comments, Citizen's Comments were closed.

**7. Unfinished Business**

Discussion and possible action on the following items:

A. **City of Delafield, Text Amendments to Zoning Code.** Discuss and provide a recommendation to Common Council regarding text amendments to several sections of the Zoning Code, including a new definition for special exception, amendments to Section 52.199 nonconforming lots, amendments to Section 52.111 minimum lot width and lake frontage requirements in the residential lake districts, amendments to Section 52.22 navigable water frontage and access restrictions, amendments to Section 52.136 conditional use approvals and permit requirements, and Table 1 Summary of lot area, width, setback, yard, floor area ratio, and open space requirements.

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

Changes suggested to the text amendments to the City of Delafield Zoning Code at the November 18, 2020 Plan Commission meeting had been included in draft form in the epacket for this meeting. Changes to the definition and certain general requirements of a special exception for a non-conforming lot, including public notice and public hearing provisions, were noted and discussed. Discussion ensued regarding the notification to neighboring property owners for a special exception as well as the votes required to grant a special exception. A 300-foot notification radius and approval by simple majority was desired. A portion of Section 52.295 related to Public Hearing Notice and Notification had not been included in the meeting materials and would be placed on the next Plan Commission agenda for consideration.

*Motion by Schult, seconded by Jashinsky, to approve text amendments to several sections of the zoning code, including a new definition for Special Exception, amendments to Section 52.199 nonconforming lots, amendments to section 52.111 minimum lot width and lake frontage requirements in the residential lake districts, amendments to Section 52.22 navigable water frontage and access restrictions, amendments to Section 52.136*

*conditional use approvals and permit requirements, and Table 1 Summary of Lot Area, Width, Setback, Yard, Floor Area Ratio, And Open Space Requirements as presented with the understanding that a review of Section 52.295 would take place at the January 27, 2021 Plan Commission and to recommend to the Common Council the same. Motion carried.*

## 8. **New Business**

Discussion and possible action on the following items:

- A. DELC 0804.999.008, 3272 Golf Road. Owner: Shoppes at Nagawaukee Equity LLC & Shoppes at Nagawaukee Equity IV LLC, Applicant: Bauer Sign & Lighting Co.** Applicant seeks approval for Permanent Signage in order to advertise a future business operation known as F 45, a fitness training facility.

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Current signage for this portion of the Shoppes at Nagawaukee did not currently comply with the existing multi-tenant sign program relative to the color and height of signage. The owner of the building needed to meet with City staff to update the multi-tenant signage program. Height of the proposed sign was two inches taller than the requirement noted in the existing sign program. Discussion took place regarding the color restriction, proposed sign height, and impacts to lineal square footage of signage for the building.

Bob Kraus – Bauer Sign & Lighting Co., agreed to reduce the height of the signage to comply with the 36-inch height requirement in the multi-tenant signage program. Illumination standards for internal and external lighting were not anticipated to be an issue.

*Motion by Aicher, seconded by Greenway, to approve Permanent Signage in order to advertise a future business operation known as F 45, a fitness training facility for DELC 0804.999.008, 3272 Golf Road. Owner: Shoppes at Nagawaukee Equity LLC & Shoppes at Nagawaukee Equity IV LLC, Applicant: Bauer Sign & Lighting Co., contingent upon the signage not exceeding 36 inches in height, and subject to a revised plan being submitted to the City Planner that demonstrates the height and illumination complies with all ordinance requirements, subject to the approval of the City Planner. Motion carried.*

- B. DELC 0793.049.002-.005, 411, 413, 415, 417 Wells Street. Owner: Point Crossing of Delafield, LLC, Applicant: John Kutz, MSI General.** Applicant seeks approval to amend the Site Plan for the Point Crossing development, eliminating four parking stalls from the road right-of-way of Wells Street.

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History of this agenda item was provided as noted in the epacket for this meeting. Discussion took place regarding the need to amend the conditional use permit associated with the project. If the four stalls were removed from the Site Plan, the conditional use permit should be amended and recorded with the County showing the corrected Site Plan.

John Kutz – MSI General – Noted the current building owner of Point Crossing of Delafield wanted to collect the bond associated with the project and found that the recorded Site Plan differed from the constructed project with the removal of the four parking stalls shown

on the recorded plan. Kutz then reviewed the history of Plan Commission approvals, noting the initial plan showed the four parking stalls for Wells Street. When a decision was made to make the project smaller, the plan was to have each unit built with a two and one-half car garage and on-site parking in the driveways off Main Street with two additional cars per unit as was constructed. The current parking on site met the parking requirements for the project; however, the recorded Site Plan still showed four parking stalls on Wells Street. At this time, adding parking stalls to Wells Street would be difficult due to the existing three large power poles along with two staggered City light poles in the location the parking spaces were expected. While he fully understood the approved plans included parking stalls, he requested that the Commission consider allowing the Site Plan to be amended instead due to the extreme costs to move the utilities and install the parking spaces. While creativity could be used to fit the spaces in along the street, there was a significant amount of infrastructure to be moved due to the power lines that crossed the road in this location. Discussion ensued. Historically, there had been a need for additional parking in the downtown area. The smaller units were designed to allow additional cars to be parked in the driveway of each unit rather than on the street. Concern was expressed that delivery trucks would impede traffic on City streets when deliveries were made to the units. A suggestion was made to creatively design two spaces for delivery trucks to safely provide service without moving power poles with a recommendation from the Public Works Committee on how this could be accomplished. This matter could be placed on the February 24, 2021 Plan Commission meeting agenda for additional Plan Commission consideration.

- C. DELC 0742.982, DELC 0743.999.009, DELC 0743.999.006, DELC 0743.999.008 (345 Nashotah Road). Owner: Hawthorn Farm Properties, LLC & William R. Knoff and Barbara L. Knoff Joint Irrevocable Living Trust.** Applicant would like to present a concept project, seek feedback, and request that the Plan Commission schedule public hearings for a land use plan amendment, rezone, and conditional use-planned development for a residential subdivision development.

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Jim Siepmann and John Siepmann, Siepmann Realty Corporation, W240N1221 Pewaukee Road, Waukesha, Wisconsin – were present on behalf of the applicants.

An overview of the project was noted in the epacket for this meeting. The proposed conceptual project included a phased conservation type clustered subdivision of 46 residential units on the north and south sides of the Nashotah Road and along a part of Mission Road. Approval had been granted by the City in 2017 for a previous subdivision development to be located in this area but it was never constructed. There were three proposed phases to the development. Phase One would include 22 single family residential lots on the north side of Nashotah Road across from St. Joan of Arc Church (Area 1). This area included a request for smaller lot sizes, half-acre vs two acre with smaller lot width and setbacks, to accommodate open space that would comprise more than 80% of the total project area. A second phase would include 12 two-family condominium units on the south side of Nashotah Road (Area 3). The third phase would include open space in the remaining areas (Areas 2 and 4) and would include the existing ten-acre parcel owned by the Knoff' s (Area 4) as well as a dedicated four-acre park on the corner of Nashotah Road and Mission Road (Area 2). The applicants requested the existing ten-acre parcel be included in the proposal for acreage to gain extra lots. In

addition, the parcel could serve as an access to the northerly parcel in the future and the remaining portion of the ten-acre parcel would remain as open space. An amenity barn was also proposed for private use of the subdivision property owners. The City Engineer had reviewed stormwater facility locations and those were sufficient for the area. A detailed engineering plan was needed. The proposed four-acre park had been vetted in 2016 as part of the original proposal and the Park and Recreation Commission supported its location at that time with the understanding that a trail system would be established that would link various planned trails in the area. Some of the trails in the proposed development would be for private use only.

Siepmann explained the proposed project included a true conservation design with half acre lots to create 75%-80% open space in the first phase of the development. There would be no additional density for this project in comparison with original project; however, the open space could be better controlled using this design with smaller lot sizes. The open space along Nashotah Road in Phase One would be approximately the width of a football field from the pavement edge and the back of the clustered residential lots. The proposed trail system included eight-foot-wide trails with the exception of the emergency access and that would need to be redesigned to accommodate appropriate emergency access. The amenity barn would be a red barn with white trim to retain rural character and Kentucky black fencing could be used. Plans for the extensive trail system would wind through the naturally restored quarry area at the back of the northern end of Area 1. Outlots for the project would be managed by a homeowner's association. The goal was to make the project feel as though it were one big community with trails to allow connectivity between the various phased developments. The second phase that included the two-family condo units of 12 buildings with 24 units could include a three-car garage stall with garages located away from the other unit. In the third phase of development, he would be willing to create an easement or documentation to protect the City to allow roads to access the property to the north in the future.

Commissioners discussed the proposed project, noting the open space was appealing. Security should be considered when planning the trail system through the development with consideration given to putting the trails along the roadways at certain points. Connectivity of the trails to planned future and existing trails was important in considering future design of the development. Siepmann would attend a future Park and Recreation Commission meeting to discuss the proposed trail system. Public hearings were needed to move the project forward.

*Motion by Aicher, seconded by Marek, to schedule public hearings for a land use plan amendment, rezone, and conditional use-planned development for a residential subdivision development for DELC 0742.982, DELC 0743.999.009, DELC 0743.999.006, DELC 0743.999.008 (345 Nashotah Road). Owner: Hawthorn Farm Properties, LLC & William R. Knoff and Barbara L. Knoff Joint Irrevocable Living Trust for the next available Plan Commission meeting date. Motion carried.*

- D. City of Delafield, Text Amendments to Zoning Code.** Schedule a public hearing for text amendments to the City of Delafield Zoning Code specific to boathouses.

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Discussions had taken place in the past relative to text amendments to the City Zoning Code in the section pertaining to boathouses. Information on this topic had been provided in the epacket for this meeting noting proposed changes to the text; however, the language to be removed was provided on the screen at the meeting. Changes to the rain garden section included a reduction in the amount of required native plant species from 14 to five and the City Engineer would not need to review rain garden specifications.

*Motion by Jashinsky, second by Greenway, to schedule a Public Hearing for text amendments to the City of Delafield Zoning Code specific to boathouses at the next Plan Commission meeting. Motion carried.*

**9. Zoning and Ordinance Revision – None.**

Items recommended for discussion: Fences

A discussion of zoning and ordinance revisions related to fencing was slated for the next Plan Commission meeting.

**10. Report of City Officials**

**A. Clerk**

- 1) Plan Commission meeting dates and deadlines
  - a) Meeting January 27, 2021
  - b) Meeting Submittal Deadline January 12, 2021
- 2) Correspondence

**B. Planner:** Consider moving March meeting date to March 24<sup>th</sup> at 7:00 pm.

*Motion by Marek, seconded by Aicher, to move the March 2021 Plan Commission meeting date from March 31, 2021 to March 24, 2021 at 7:00 p.m. Motion carried.*

**C. Building Inspector:** No report.

**11. Adjournment**

There was no further business; therefore, the Wednesday, December 30, 2020 Plan Commission meeting adjourned at 8:31 p.m.

Minutes Prepared By:

Accurate Business Communications, Inc.