

**TOWN OF DELAFIELD
PLAN COMMISSION MEETING
Tuesday, June 1, 2010**

Members present: P. Kanter, C. Dundon, E. Gratz, M. Tagtow, L. Cunningham and Billy Cooley

Members absent: T. Oberhaus

Also present: T. Barbeau, *Town Engineer*, T. DeLacy, *Independent Inspections*, 2 citizens

First order of business: Call to Order

Acting Chairman Kanter called the meeting to order at 7:00 p.m.

Second order of business: Approval of the minutes of April 20, May 4 and May 18, 2010
Engineer Barbeau questioned the minutes of April 20 referencing the motion in the second order of business. He recalls that an application for CSM would need to be obtained and the boundaries of the conditional use permit redefined before the demolition begins.

The minutes of April 20, May 4 and May 18 will be filed with one minor correction and suggested clarification of April 20.

Third order of business: Communications (for discussion and possible action)

A. Waukesha County Department of Parks and Land Use (5/10/10) Vegetation and tree removal violation, W304 N2892 Grandhaven Drive (Lot 9 Grandhaven Subdivision).

Engineer Barbeau stated that this issue came up as a result of a similar complaint on a property in the subject subdivision. Dale Shaver contacted Engineer Barbeau and requested a meeting with Mr. Oberhaus (Plan Commission Chairman) and himself to discuss party responsibilities and expectations of enforcement issues as more complaints come forth.

B. Waukesha County Department of Parks and Land Use (5/17/10) Conditional approval letter for St. Anthony's on the Lake, W280 N2101 CTH SS.

MOTION MADE BY ACTING CHAIRMAN KANTER, SECONDED BY MR. GRATZ TO REQUIRE THE FILING OF AN APPLICATION FOR A CERTIFIED SURVEY MAP AND THE REDEFINING OF THE BOUNDARIES OF THE CONDITIONAL USE PERMIT BEFORE THE DEMOLITION PROCESS BEGINS. MOTION CARRIED.

MOTION MADE BY MR. GRATZ, SECONDED BY MS. DUNDON TO TAKE ITEM 5A OUT OF ORDER. MOTION CARRIED.

Fifth order of business: New Business

A. Saul and Jenny Suster, N14 W30351 Willow Hill Road Re: Consideration and possible action on the request for grading and land disturbing activities outside the building envelope set for Lot 69, The Arbors subdivision.

Engineer Barbeau stated that this property is completely within the primary environmental corridor. The subject property owners are requesting improvements that will require land disturbance outside the building envelope to the south and north sides of their home into the 50' setback from the road. Discussion followed on the building envelope sketch provided by Engineer Barbeau dated 5/26/10. If this plan were to be approved, there would be no front walkway to the home. Engineer Barbeau will meet with the applicants to determine all details of their proposal and develop a plan that will encompass the front walkway and amount of space going out to the road. Acting Chairman Kanter reiterated to Mr. and Mrs. Suster that there is no

room for further expansion on their property. Pursuant to the contents of the deed restrictions, this proposal will have to be approved by Waukesha County.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. GRATZ TO TABLE. MOTION CARRIED.

Fourth order of business: Unfinished Business

A. Consideration of policies and procedures related to determination and enforcement of open space and other related code requirements.

Engineer Barbeau provided an overview of his draft of open space calculation procedures dated May 12, 2010. Discussion followed on the requirement of an as-built survey to be submitted to the Building Inspector in order to determine the final calculation of open space on the property. The Plan Commission would like the input of Chairman Oberhaus on the subject of requiring a permit for installation of concrete slabs. Engineer Barbeau will bring this issue back to the July meeting.

Seventh order of business: Announcements and Planning Items – Next meeting – Tuesday, July 6, 2010

Eighth order of business: Adjournment

MOTION MADE BY MR. TAGTOW, SECONDED BY MS. CUNNINGHAM TO ADJOURN AT 9:45 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on July 6, 2010