TOWN OF DELAFIELD PLAN COMMISSION MEETING
Tuesday, October 2, 2018, 7:00 p.m.
Town of Delafield Town Hall
W302 N1254 Maple Avenue, Delafield, WI 53018
AGENDA

1. Call to Order and Pledge of Allegiance

2. Approval of the minutes of August 7, 2018

3. Communications (for discussion and possible action):
   A. David Bartkowiak (9/25/18), Proposed Changes to Section 17.05 5. A. 1.

4. Unfinished Business:
   A. Town of Delafield, Re: Discussion, consideration and possible action on amendments to the Town Zoning Code (Chapter 17) and Land Division and Development Control Code (Chapter 18) related to modification and regulation of Conditional Uses (tabled 8/7/18)

5. New Business:
   A. Estate of Allan Hanson, Cecelia Smith, personal representative, Atty. George Love, agent, Re: Consideration and possible action on a request for review of prior sale or exchange of parcels between adjoining land owners for vacant property located on Orchard Avenue east of N30 W29340 Orchard Avenue.
   B. Waukesha County Department of Parks and Land Use, Consideration and response to Waukesha County regarding Site Plan/Plan of Operation Process Improvement proposal.

6. Discussion: None

7. Announcements and Planning Items: Next meeting- TBD – Election on November 6, 2018

8. Adjournment

Mary T. Elsner, Town Clerk

The Plan Commission may take action on any item on the agenda. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information, no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Elsner, Town Clerk, at W302 N1254 Maple Avenue, Delafield, WI 53018-2117. This agenda is for informational purposes only 9/27/18.
TOWN OF DELAFIELD
PLAN COMMISSION MEETING
Tuesday, August 7, 2018

Members present: T. Oberhaus, L. Krause, E. Kranick, C. Dundon, G. Reich, K. Fitzgerald, T. Frank
Also present: T. Barbeau, Town Engineer, 6 citizens

First order of business: Call to Order and Pledge of Allegiance
Chairman Oberhaus called the meeting to order at 7:00 p.m. and led all in the Pledge of Allegiance.

Second order of business: Approval of the minutes of July 17, 2018
MOTION MADE BY MR. REICH, SECONDED BY MR. FITZGERALD TO APPROVE AS PRESENTED.
MOTION CARRIED.

Third order of business: Communications (for discussion and possible action):
A. None

MOTION MADE BY MS. DUNDON, SECONDED BY MR. REICH TO MOVE ITEM 4A OUT OF ORDER.
MOTION CARRIED.

Fifth Order of Business: New Business
A. Kate Began, Greenhill Preservation, Re: Consideration and possible action on a request for height increase to install a cupola on a proposed barn at Gwenyn Hill Farm located at W239 N130 Bryn Drive.

MOTION MADE BY MR. REICH, SECONDED BY MR. FITZGERALD TO APPROVE A REQUEST FOR HEIGHT INCREASE TO INSTALL A CUPOLA ON A PROPOSED BARN AT GWENYN HILL FARM LOCATED AT W239 N130 BRYN DRIVE. MOTION CARRIED.

B. Betty Moore, N1 W29653 Hermie Lane, Re: Consideration and possible action on a request to increase the garage door height for a detached accessory building to 10 feet (code maximum is 9 feet).

Engineer Barbeau stated that the purpose for the increase to the garage door height is to house a tractor.

MOTION MADE BY MR. REICH, SECONDED BY MS. DUNDON TO APPROVE A REQUEST TO INCREASE THE GARAGE DOOR HEIGHT FOR A DETACHED ACCESSORY BUILDING TO 10 FEET. MOTION CARRIED.

C. Iron Pipe Development, Bill Zach, Re: Consideration and possible action on the request for final plat and deed restriction approval for the White Oak Conservancy subdivision located at the southwest corner of Cushing Park Road and Abitz Road.

Engineer Barbeau stated that he received correspondence from Waukesha County noticing conditional approval of final plat, containing 21 conditions, dated August 6. He directed attention to Page 3 of the plat. The 25 ft. easement granted to the Town (will connect to the existing trail owned by the Town) doesn’t state who will maintain it. He is requesting direction from the Plan Commission on whether or not this would be considered a public trail.

MOTION MADE BY MR. REICH, SECONDED BY MS. DUNDON TO RECOMMEND APPROVAL TO THE TOWN BOARD OF THE FINAL PLAT SUBJECT TO STAFF RECOMMENDATIONS:

1. THE 25-FOOT PUBLIC TRAIL EASEMENT TO BE GRANTED TO THE TOWN OF DELAFIELD AS STATED ON THE PLAT, BE ACCEPTED; AND THAT LANGUAGE BE ADDED TO THE PLAT STATING THAT THE TRAIL SHALL BE FOR PUBLIC PEDESTRIAN AND BICYCLE USE AND SHALL BE MAINTAINED BY THE TOWN.
2. THE DEVELOPER SATISFYING ALL COMMENTS, CONDITIONS OF THE TOWN ENGINEER AND ALL REVIEWING, OBJECTING AND APPROVING BODIES, WHICH MAY INCLUDE BUT NOT LIMITED TO THE STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PER CHAPTER 236 WISCONSIN STATUTES AND THE WAUKESHA COUNTY PARKS AND LAND USE DEPARTMENT.

3. THE CONDITIONS INDICATED IN THE LETTER RECEIVED FROM WAUKESHA COUNTY DATED 8/2; THE DEVELOPER REIMBURSING THE TOWN FOR ALL COSTS AND EXPENSES OF ANY TYPE THAT THE TOWN INCURS IN CONNECTION WITH THIS DEVELOPMENT, INCLUDING THE COST FOR PROFESSIONAL SERVICES INCURRED BY THE TOWN (INCLUDING ENGINEERING, LEGAL, PLANNING AND OTHER CONSULTING FEES) FOR THE REVIEW AND PREPARATION OF REQUIRED DOCUMENTS OR ATTENDANCE AT MEETINGS OR OTHER RELATED PROFESSIONAL SERVICES FOR THIS APPLICATION, AS WELL AS TO ENFORCE THE CONDITIONS IN THIS CONDITIONAL APPROVAL DUE TO VIOLATION OF THE CONDITIONS.

4. ANY UNPAID BILLS OWED TO THE TOWN BY THE PROPERTY OWNER OR HIS OR HER TENANTS, OPERATORS OR OCCUPANTS, FOR REIMBURSEMENT OR PROFESSIONAL FEES (AS DESCRIBED ABOVE); OR FOR PERSONAL PROPERTY TAXES; OR FOR REAL PROPERTY TAXES; OR FOR LICENSES, PERMIT FEES OR ANY OTHER FEES OWED BY THE TOWN; SHALL BE PLACED UPON THE TAX ROLL FOR THE SUBJECT PROPERTY IF NOT PAID WITHIN THIRTY (30) DAYS OF BILLING BY THE TOWN, PURSUANT TO SECTION 66.0627, WISCONSIN STATUTES. SUCH UNPAID BILLS ALSO CONSTITUTE A BREACH OF THE REQUIREMENTS OF THIS CONDITIONAL APPROVAL THAT IS SUBJECT TO ALL REMEDIES AVAILABLE TO THE TOWN, INCLUDING POSSIBLE CAUSE FOR TERMINATION OF THE CONDITIONAL APPROVAL. MOTION CARRIED.

MOTION MADE BY MR. REICH, SECONDED BY MR. FITZGERALD TO ACKNOWLEDGE RECEIPT OF THE DEED RESTRICTIONS FOR WHITE OAK CONSERVANCY. MOTION CARRIED.

Fourth Order of Business: Unfinished Business
A. Town of Delafield, Re: Discussion, consideration and possible action on amendments to the Town Zoning Code related to regulation of Conditional Uses (tabled 7/17/18)

MOTION MADE BY MS. DUNDON, SECONDED BY MR. FITZGERALD TO REMOVE FROM THE TABLE. MOTION CARRIED.

The Plan Commission made the suggested revisions: Remove Feed Lot Operation definition and Conditional Use; Reference "household pets" under Hobby Kennels; Add the following to M. Quarrying (8) "no more than 10 truckloads of clean fill per day"; and, request clarification from Town Attorney re: permitted areas for churches, synagogues and other buildings for Religious Assembly; and, remove Sections 3 and 4 of the Chapter 18 Ordinance.

A joint public hearing will be held before the Town Board and the matter will come back to the Plan Commission at their next regularly scheduled meeting.

Sixth Order of Business: Discussion
None

Seventh Order of Business: Announcements and Planning Items:
Next meeting – September 11, 2018

Eighth Order of Business: Adjournment
MOTION MADE BY MR. KRANICK, SECONDED BY MR. KRAUSE TO ADJOURN AT 8:42 P.M. MOTION CARRIED.
Respectfully submitted,

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

Minutes approved on:
To: Town of Delafield Town Board

From: David Bartkowski

Subject: Proposed Changes to Section 17.05 Section 5A 1.

Date: 9/25/18

H. A-2 RURAL HOME DISTRICT 1. STATEMENT OF INTENT The A-2 Rural Home District is intended to provide for low density single family residential development and limited, controlled farming and associated uses.

I have reviewed the proposed changes regarding kennels in Section 17.05 subsection 5A 1. First, I don’t think commercial kennels meet the “statement of intent” for the A-2 Rural home District. Allowing kennels conflict with the permitted use regulations for A-2 properties. The reason I am here - The town board has proposed adding outdoor kennels in zone A-2 (as well as the other zones) as long as they are 100 feet from the property line. The town has also kept in the requirement that kennel facilities be adequately soundproofed. The town also has a requirement that no operation or activity shall transmit any noise beyond the boundaries of the property so that it becomes a nuisance. Clearly these are conflicting requirements and subject to interpretation. I would think that by definition barking dogs in an outside kennel are a noise nuisance. My understanding of the new conditional use approval process is that if someone meets the conditional use requirements then they must to be approved so neighbors will have no recourse if there are barking dogs 100 feet from their property line. My property abuts 6 other properties that could all open kennels with outdoor facilities, suffice to say it would be a noise nightmare. There is also no limit on the size of the kennels or the number of dogs permitted. There is no upside for the residents and no reason to have a commercial kennel in a residential neighborhood.

Please reconsider going back to the current town code that only allowed indoor facilities or remove A-2 from the allowed zones for outdoor kennels. Even if you remove the A-2 zone, I believe anyone within a a mile or two of miles of an outdoor kennel will not appreciate the constant barking. Unless there is an over riding demand to start building outdoor kennels in the Town of Delafield I do not understand the reason to change the subsection of the code regarding kennels.
By making this change you have set up the potential for unnecessary conflicts between neighbors so again I don’t understand the rationale for the change.

I believe that with the new conditional use regulations if outdoor kennels are allowed to open in the A-2 zone all the residents will have a long term noise and quality of life issue for years to come. I also think it will be very difficult to enforce a noise ordinance once an outdoor kennel is approved. Thank you for your consideration.

Separate Question

Why was section 17.05 3 B 7 deleted from the old conditional use requirements;

7. The names and complete mailing address, including zip code of the owners of all properties within 300 feet of any part of the land included in the proposed use.

It seems to me that the town board would want to inform residents of nearby land use changes affecting their property. With this proposed regulation change we will all have to read the town board and planning commission agendas before every meeting to find out if something is happening next door.
Plan Commission Report for October 2, 2018

Town of Delafield Plan Commission – Chapter 17 and 18 Code modifications
Agenda Item No. 4. A.

Report

Several issues were discussed at the Town Board meeting that followed the Public Hearing on September 11, 2018. Below is a summary of the items for discussion. Section number references are to the draft ordinance that was provided to you for the public hearing. Action for this meeting is to respond to the comments and provide a recommended ordinance to the Town Board.

Section 3 - Our code for in-law units limits the maximum living area to 800 square feet for a one-bedroom unit and 900 square feet for a two-bedroom unit. I have reviewed several other codes related to in-law units and found that many do not mention in-law units. Waukesha County regulates in-law units and allows the living area up to a maximum of 800 square feet for a 2 bedroom. Our definition of in-law unit is a room or suite of rooms used or occupied by a separate housekeeping entity and located in a single family dwelling occupied by individuals related by blood or marriage to the family or individuals occupying the single family dwelling. The intent to keep the size of the units small is to assure that they do not become rental units or result in a duplex. My recommendation is to leave the code as stated.

Section 14 - The ordinance is written to move commercial greenhouses from a conditional use to a permitted use in the M-1 Industrial District. The definition of commercial greenhouse in the Town code is, a business that grows and sells primarily plants and related goods on a retail or wholesale basis, and that includes a structure for the cultivation of plants. A question was asked about whether we should regulate bulk storage at greenhouses. Based on the definition of greenhouses, bulk storage (see definition below) would not be considered part of the approval for a greenhouse; however, in the M-1 district bulk storage could be considered a permitted use in the category that allows industrial and commercial operations, the character of which complements the surrounding area and for which are not for any reason detrimental thereto. The definition for bulk storage found in a couple of other community codes states, the storage of chemicals, petroleum products and other material for subsequent resale to distributors or retail dealers or outlets (not directly to the consuming public). If the concern is the storage of large mulch piles, the Town can evaluate that use through the site plan and plan of operation approval. I am hesitant to eliminate a use that may fit well within the industrial district.

Section 18

17.05 3. C. Public Hearing. The staff recommendation was to require a joint public hearing with the Town Board; however, that language did not get into the draft ordinance. The Town Board confirmed that it should be a joint hearing. Therefore, the first sentence of 17.05 3. C. will read as follows: “Within a reasonable time after an application and all required information has been filed, a public hearing shall be held by the Town Board jointly with the Plan Commission pursuant to Section 17.10 of this chapter.”

17.05 4. E. Standard Conditional Use Conditions The Town Board suggested that language be added to indicate that storm water requirements set by Waukesha County be met when required as part of the site development. Since this would apply to a number of the allowable conditional uses, I recommend that it be added as a standard condition to all conditional use permits issued. I have added the language below as 17.05 4. E. 6. (and renumbered the balance of the conditions accordingly):
6. The site shall meet all Waukesha County storm water requirements and gain Waukesha County stormwater management plan approval prior to the execution of the Conditional Use Permit, if said site meets the applicability criteria found in Section 14.333 of the Waukesha County Stormwater ordinance.

17.05 5. C. 2. f. The Standards Under Which Permitted section for Churches, Synagogues and Other Buildings for Religious Assembly include that a traffic study has to be provided to determine additional improvements to adjacent streets and impact on adjacent development. The question raised by the Town Board is what are the specifics of the traffic study indicated? There are numerous types of traffic studies that can be performed for a project. Studies can be done to determine speed on adjacent roadways, whether a turn lane or by-pass lane should be installed, number of lanes at the entrance or exit of the development, general traffic circulation patterns and whether the volumes and circulation will cause delay. Without knowing the type and size of a development, it is difficult to determine what standards should be included in the code. Traffic is typically analyzed to determine a level of service standard (A through F) as defined by the American Association of State Highway and Transportation Officials (AASHTO) in their Geometric Design of Highways and Streets (“Green Book”) book. The designation of the letter is tied to the amount of delay for a given highway or street (A being free flow and F being breakdown flow). Although this analysis will provide the Town with a reasonable picture of what effects will the development have on traffic flow and roadway capacity, it does not necessarily address other potential traffic related concerns. The standard cannot be that there will be no more traffic on the roadways than there are currently, since that is the nature of development. I suggest that we start with requiring a traffic study that shows the impact on the physical road system in the Town and improvements needed to address the deficiencies of the roads and minimize traffic congestion, traffic conflicts and impacts to adjacent properties.

17.05 5. D. 2. g. The Standards Under Which Permitted section for Conversion states the standard to be “noise shall be what is common to storage facilities.” The concern is that nobody can define what the noise level is that is common to storage facilities. A suggestion is that the standard should be that the noise after the conversion has to be no more than what was there prior to the conversion. I consider this a reasonable standard to follow. Substantial evidence will be needed to prove that the “future” noise will be no greater than what is present at the site, so the conditional use conditions may need to include some type of monthly or annual reporting.

17.05 5. D. 2. j. The Standards Under Which Permitted section for Conversion states the standard to be “the use shall be compatible with adjacent land uses.” This is similar language to what is in the code presently as a “condition under which permitted.” If the Plan Commission wants to be more specific, I suggest that the language be modified to state that conversion will not be allowed unless the building being converted is a minimum of 1000 feet away from any residentially zoned land (R-1, R-1a, R-2, R-3, A-2 and A-3). That is assuming that we would not want a storage facility adjacent to lands that include a single family home.

17.05 5. G. 2. g. The question arose as to whether there should be a standard for smells. Section 17.05 4. F. addresses odors and refers to section NR429 of the Wisconsin Administrative Code for the standard.

17.05 5. N. Riding Academies or Commercial Stables. I have included that the manure management plan has to be submitted to Waukesha County Environmental Health for approval.
Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, C. Smith  
Others Present: K. Fitzgerald, Plan Commission Chair, C. Dundon, Plan Commissioner, G. Reich, Plan Commissioner, T. Frank, Plan Commissioner, T. Barbeau, Town Engineer, E. Larson, Town Attorney, K. Smith, Waukesha Freeman, 7 citizens

Public Hearing: Prior to the start of the scheduled Town Board meeting there was a public hearing in front of the Town Board and a quorum of the Plan Commission to consider the amendment of several sections of Chapter 17, Zoning, and Chapter 18, Land Division and Development Control of the municipal code for the Town of Delafield. The purpose of the amendments is in response to the State’s adoption of 2017 Wisconsin Act 67 related to requiring a political subdivision to issue a conditional use permit under certain circumstances which resulted in requiring substantial evidence, rather than personal preferences or speculation directly pertaining to the requirements and conditions an applicant must meet. The resulting modifications affect various code sections in Chapter 17 and Chapter 18 of the municipal code. The regularly scheduled Town Board meeting will begin immediately following the conclusion of the public hearing. Chairman Krause called the Public Hearing to order at 7:00 p.m. and read the Public Hearing Notice.

Attorney Larson provided a brief overview of the reason for the subject changes to the Town Code. The State recently adopted a series of laws concerning municipal regulation of land use.

Engineer Barbeau reviewed the proposed amendments in response to changes in the State law related to Conditional Use Permits.

David Broadfoot, N5W33778 Lapham, stated that when he moved into the Town in the early 80's, the zoning requirement was for 3-acre parcels. He questioned why the State made changes. He is seeing tighter and tighter restrictions and is of the opinion that the Town is turning into the City of Brookfield.

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:30 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
Randy Schaefer, W291N4193 Prairie Wind Cr., voiced concerns re: speeding in the area of Prairie Wind Cr. and Imperial Dr. It is very dangerous and someone is going to get hurt. He is requesting installation of stop signs and/or any additional help to rectify the issue.

Fourth order of business: Approval of August 28, 2018, Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE MINUTES AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2018 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #60693 – #60723 IN THE AMOUNT OF $287,377.77
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF $24,973.35
MR. TROY/MR. KRANICK
MOTION CARRIED.
Sixth order of business: Communications (for discussion and possible action)
Chairman Krause directed attention to a recent communication submitted by Deputy Dunker re: skate park hours.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO REFER THE MATTER TO THE PARK AND RECREATION COMMISSION. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO TAKE ITEM 8B OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business
B. Consideration and possible action on Operator's License for the period of 7/1/18 to 6/30/20:
   1. Nicholas Dudzek – Ristorante Lago

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/18 TO 6/30/20 FOR NICHOLAS DUDZEK – RISTORANTE LAGO. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO TAKE ITEM 8A OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business
A. Discussion and possible action on proposed amendments to several Sections of Chapter 17, Zoning, and Chapter 18, Land Division and Development Control of the Municipal Code for the Town of Delafield

The Town Board recommended the following changes to the proposed Ordinance of Section 17.05 of the Town Code:

3. C., Public Hearing, The 1st sentence to be revised to read: Within a reasonable time after an application and all required information has been filed, a public hearing shall be held by the Town Board jointly with the Plan Commission pursuant to this chapter.

5. C. Conditional Uses Permitted, 2. f., What are the specifics of the traffic study indicated?

5. D. Conversion, 2. g., What are the specifics of noise?

5. D. Conversion, 2. j., Is this a standard or not?

5. G. Hobby Kennels, 2. g., Should there be a standard for smell?

5. N. Riding Academies or Commercial Stables, 2. Include – “manure management plan submitted subject to Waukesha County approval”

Miscellaneous topics brought up for Plan Commission consideration: Bulk storage at greenhouses; update size of in-law units; add language that they have to meet any storm water standards set by Waukesha County.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO SEND THESE RECOMMENDED CHANGES AND OUTSTANDING ISSUES TO THE PLAN COMMISSION FOR REVIEW AND RECOMMENDATION. MOTION CARRIED.

Seventh order of business: Unfinished Business
A. Discussion and possible action on deer management agreement

MOTION MADE BY MR. SMITH, SECONDED BY MR. TROY TO DIRECT THE TOWN CHAIRMAN TO SIGN THE DEER MANAGEMENT AGREEMENT AND HAVE 50 DEER NUISANCE LICENSES AVAILABLE. MOTION CARRIED.
ORDINANCE NO. __________

AN ORDINANCE TO AMEND AND REPEAL AND RE-CREATE CERTAIN SECTIONS OF CHAPTER 17, AND REPEAL AND RE-CREATE ALL OF SECTION 17.05 OF THE OF THE TOWN OF DELAFIELD MUNICIPAL CODE RELATED TO CONDITIONAL USES

WHEREAS, On November 27, 2017, the State of Wisconsin enacted 2017 Wisconsin Act 67 related to requiring a political subdivision to issue a conditional use permit under certain circumstances which resulted in requiring substantial evidence, rather than personal preferences or speculation directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit, and

WHEREAS, Chapter 17.05 of the Town of Delafield Municipal Code contains a minimal amount of requirements and standards in order to issue a Conditional Use permit, and

WHEREAS, the Town Board has determined that the current standards within the Town Code do not provide the Town with adequate information to evaluate the Conditional Use request under the "substantial evidence" standard, and

WHEREAS, the Town Board directed the Plan Commission to review Chapter 17 and recommend modifications to the Chapter to incorporate standards for review of requests for Conditional Use Permits,

WHEREAS, upon publication of a Class 2 Notice per Chapter 985 Wisconsin Statutes once each week for two consecutive weeks prior to the hearing, and upon at least 10 days prior written notice to the clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the proposed Zoning Code territory as required by Wisconsin Statutes Section 62.23(7)(d), the Town Board held a public hearing regarding the tentative recommendation, on ______________________; and

WHEREAS, the Plan Commission has recommended the ordinance be adopted; and

WHEREAS, the Town Board finds that this change to the Town Zoning Code is not a down zoning ordinance because it does not decrease the development density of land and it does not reduce the permitted uses of land, and therefore the super majority requirement of Section 66.10015, Wisconsin Statutes, does not apply to this ordinance; and

WHEREAS, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such zoning amendments on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the
impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby
determine that the zoning amendments will not violate the spirit or intent of the Zoning Code for
the Town of Delafield, will not be contrary to the public health, safety or general welfare of the
Town of Delafield, will not be hazardous, harmful, noxious, offensive and will not for any other
reason cause a substantial adverse effect on the property values and general desirability of the
neighborhoods within the Town, and will be consistent with the Town of Delafield
Comprehensive Plan.

NOW, THEREFORE, the Town Board of the Town of Delafield, Waukesha County,
Wisconsin DOES HEREBY ORDAIN as follows:

SECTION 1: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,”
Section 17.02 entitled, “Rules and Definitions,” subsection 2 entitled “Specific Words and
Phrases,” the definition of “Feed Lot Operation” shall be eliminated in its entirety.

SECTION 2: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,”
Section 17.02 entitled, “Rules and Definitions,” subsection 2 entitled “Specific Words and
Phrases,” insert a new definition as follows:

Self-storage facility. A facility consisting of individual self-contained storage units or
spaces leased to individuals, organizations or businesses for storage of personal property. A
storage facility that is accessory to the principal use on the property and used solely by
occupants of the property where located is excluded from this definition of a self-storage
facility.

SECTION 3: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,”
Section 17.04 entitled, “Zoning Districts,” subsection 5., entitled “Specific District,” subsections,
Permitted Accessory Uses,” shall be amended to include the following:

(#) In-law units, subject to the following conditions:

(a) The Waukesha County Health Department certifies that the septic system
will accommodate the proposed use.
(b) The maximum living area in an in-law unit shall not exceed eight hundred (800) square feet for a one (1) bedroom unit and nine hundred (900) square feet for a two (2) bedroom unit.

c) There shall be an additional parking space for the in-law unit.

d) The architecture of the residence shall be compatible with the adjacent residential neighborhood and should appear to be a single family residence.

e) The Plan Commission may recommend and the Town Board require where appropriate that there be an interior door between the living units.

(f) A deed restriction shall be filed in the Waukesha County Register of Deeds' office prior to issuance of the building permit indicating that this living unit is for family members of the principal dwelling unit only.

SECTION 4: Chapter 17 of the Town of Delafield Municipal Code entitled "Zoning."
Section 17.04 entitled, "Zoning Districts," subsection 5 entitled "Specific District," subsection F. entitled "A-1 Agricultural District," subsection 2., entitled, "Use Regulations," subsection a. entitled Permitted Uses, shall be amended to read as follows:

8) Creameries

SECTION 5: Chapter 17 of the Town of Delafield Municipal Code entitled "Zoning."
Section 17.04 entitled, "Zoning Districts," subsection 5 entitled "Specific District," subsection F. entitled "A-1 Agricultural District," subsection 5., entitled, "Area Regulations," subsection a., shall be repealed and recreated to read as follows:

1) Lot Size
Minimum area shall be 40 acres. If land is developed into a subdivision, it shall meet the PUD requirements of Section 17.05 5. AM. of these regulations.

SECTION 6: Chapter 17 of the Town of Delafield Municipal Code entitled "Zoning."
Section 17.04 entitled, "Zoning Districts," subsection 5 entitled "Specific District," subsection F.
entitled "A-1 Agricultural District," subsection 2., entitled "Use Regulations," subsection b. entitled "Permitted Accessory Uses," shall be amended to read as follows:

(10) Quarters for Household or Farm Employees
   (a) Quarters shall be occupied only by a full time employee who works on the premises and members of the employee’s family
   (b) Number of employees that can have quarters on the premises is five (5).
   (c) A deed restriction shall be filed in the Register of Deeds office prior to allowance of the use indicating that the living unit is for employees of the farm and their families and that there can be no more than 5 employees that can have quarters on the farm.

SECTION 7: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific District,” subsection H. entitled “A-2 Rural Home District,” subsection 2., entitled, Use regulations, subsection a. entitled “Permitted Uses,” subsection (2) (b) shall be repealed and recreated to read as follows:

   (i) If more large animals or equivalent fowl or small animal(s) or combination thereof is desired, beyond the maximum allowed on the lot per subsection a. (2) (a) above, they shall only be permitted as a Conditional Use under section 17.05 5. WJ. Keeping of Poultry or Livestock.


   (4) Roadside stands, provided off-street parking is made available for at least four vehicles, except that roadside stands on properties of 10 acres or less shall require a conditional use permit under section 17.05 5. AG. Other Uses.

(7) Quarters for Household or Farm Employees on Farms over 10 acres
   (a) Quarters shall be occupied only by a full time employee who works on the
       premises and members of the employee's family
   (b) Number of employees that can have quarters on the premises is five (5).
   (c) A deed restriction shall be filed in the Register of Deeds office prior to
       allowance of the use indicating that the living unit is for employees of the farm
       and their families, and that there can be no more than 5 employees that can
       have quarters on the farm.

SECTION 10: Chapter 17 of the Town of Delafield Municipal Code entitled "Zoning,"
Section 17.04 entitled, "Zoning Districts," subsection 5 entitled "Specific District," subsection H.
entitled "Lot Size", shall be repealed and recreated to read as follows:
   a. Lot Size
      Minimum area shall be 3 acres. If land is developed into a subdivision, it shall
      meet the PUD requirements of Section 18.16 of the Town Code, subject to the
      allowance stated in Chapter 18.16 d.

SECTION 11: Chapter 17 of the Town of Delafield Municipal Code entitled "Zoning,"
Section 17.04 entitled, "Zoning Districts," subsection 5 entitled "Specific Districts," subsection J.
entitled "B-1 Restricted Business District," subsection 2., entitled "Use Regulations,"
subsection a. entitled "Permitted Uses," shall be repealed and recreated to read as follows:
   a. Permitted Uses
      The following uses shall be permitted in the B-1 Restricted Business District, subject to
      approval by the Plan Commission, of building, site and operational plans:

      (1) Retail stores and shopping, offering convenience goods and personal services.

      (2) Business, professional or public service offices.

      (3) Customer service establishments such as restaurants (excluding drive-through or
          drive-in restaurants), shoe repair, barber and beauty shops, studios and similar uses.

      (4) Antique shops, gift shops, arts and craft studios and similar uses.

Town of Delafield Zoning Code, rev. 9/18
SECTION 12: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific Districts,” subsection K. entitled “B-2 Shopping Center District”, subsection 2., entitled “Use Regulations,” subsection a. entitled “Permitted Uses,” shall be repealed and recreated to read as follows:

a. Permitted Uses

The following uses shall be permitted in the B-2 Shopping Center District, subject to approval by the Plan Commission, of building, site and operational plans:

(1) Retail stores and shopping, offering convenience goods and personal services.
(2) Business, professional, public service, banking and savings and loan offices.
(3) Customer service establishments such as restaurants (excluding drive-through and drive-in restaurants) shoe repair, barber and beauty shops, studios and similar uses.
(4) Laundromats, dry cleaning establishments and laundry or dry cleaning pick up stations.
(5) Dental and medical clinics.
(6) Display galleries and training schools.
(7) Public utility offices.
(8) Antique shops, gift shops, arts and craft studios and similar uses.


a. Permitted Uses

The following uses shall be permitted in the B-3 Business Park District, subject to approval by the Plan Commission, of building, site, landscape and operational plans:

(1) Professional offices, corporate offices, administrative offices, studios, business centers, laboratories and similar operations not involving retail or commercial sales, industrial use or residential use.
(2) Restaurants (excluding drive-through and drive-in restaurants).

SECTION 14: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific Districts,” subsection M. entitled “M-1 Industrial District,” subsection 2., entitled “Use Regulations,” subsection a. entitled “Permitted Uses,” shall be amended to include the following:

(11) Commercial Greenhouses.
(12) Laboratories for testing, experimental or analytical purposes.

SECTION 15: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific Districts,” subsection M. entitled “M-1 Industrial District,”, subsection 2., entitled “Use Regulations,” subsection a. entitled “Permitted Uses,” subsection (2) shall be repealed and recreated to read as follows:

(2) Industrial and commercial operations, the character of which complements the surrounding area and which are not for any reason detrimental thereto, excepting therefrom, self-storage facilities as defined herein.

SECTION 16: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific Districts,” subsection M. entitled “M-1 Industrial District,”, subsection 6., entitled “Additional Regulations,” subsection i. shall be amended to read as follows:

i. The operation plan submitted for Plan Commission approval shall specify and quantitatively describe any noise, vibration, dust, gas, smoke, toxic matter and odors produced by the operation and plans for containing or abating such nuisance, including fertilizers or chemicals.
SECTION 17: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.04 entitled, “Zoning Districts,” subsection 5 entitled “Specific Districts,” subsection N. entitled “P-1 Park and Recreation District”, subsection 5., entitled “Area Regulations,” subsection d. shall be repealed and recreated to read as follows:

d. Open Space
Ninety percent (90%) of each lot shall remain as open space except as follows: (1) the footprint of rustic structures shall not be counted as impervious area in the open space calculation. (2) The open space may be reduced pursuant to a conditional use for public and semi-public buildings and uses, granted pursuant to Section 17.05 5. A.H., provided that the open space is not reduced below 60%.

SECTION 18: Chapter 17 of the Town of Delafield Municipal Code entitled “Zoning,” Section 17.05 entitled “Conditional Uses,” is hereby repealed and recreated to read as follows:

SECTION 17.05
CONDITIONAL USES

1. APPROVAL REQUIRED.

Certain uses and situations are of such a special nature, or are so dependent upon actual contemporary circumstances as to make impractical the predetermination of permissibility or the detailing in the chapter of the specific standards, regulations or conditions which would permit such use. Therefore, these uses, upon determination in each individual situation, may be permitted as conditional uses in such district, subject to such requirements as are hereinafter specified for each situation.

2. BASIS OF APPROVAL.

The determination of such conditional use by the Town Board shall be based on whether or not the proposed use will violate the spirit or intent of the chapter; be contrary to the public health, safety or general welfare; be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke, odor or other similar factor; or for any other reason cause an adverse effect on the property values and general desirability of the neighborhood. Except as may be specifically otherwise provided, any such use shall conform to the building location, height, area, yards, parking, loading, traffic and highway access regulations of the district in which it is located and the approving body may require compliance with such other conditions as may be deemed necessary in the specific situation in addition to any which may be herein stated. The location, building plan, site plan, and plan of operation shall be in sufficient detail to enable the Town to make its determination as to the appropriateness of the proposed grant of conditional use. The Town may take into consideration architectural and landscape treatments. Satisfactory provision shall be made for parking and circulation needs, for drainage and sewage disposal, for adequate planting screen where necessary, for operational control devices where necessary to eliminate noise, dust, odor or smoke; and such other factors as would be pertinent to such determination. Variances shall only be granted as provided in section 17.10 of this Chapter.
3. **PROCEDURE.**

A. **Petition.**
A request for grant of conditional use status shall be submitted in writing to the Town Clerk who shall promptly refer such petition to the Plan Commission for recommendation.

B. **Data Required.**
Such petition shall be accompanied by appropriate data and information necessary for proper evaluation of the request including specifically the following:

1. Names, addresses and phone numbers of the applicant, owner of the site, architect, engineer, and contractor.

2. The site legal description, location, zoning district, building and site plans, and plan of operation.

3. An accurate map of the property drawn to a reasonable scale, including indication of general terrain and topographic characteristics, the location of all significant terrain features such as streams, ponds, tree growth, etc., and the location of all existing structures.

4. An accurate and complete written description of the use for which conditional grant is being requested including pertinent statistics and operational characteristics (plan of operation).

5. An accurate and complete description of the current use of existing building and land.

6. Plans and other drawings showing proposed development of the site and buildings including landscape plans, location of parking and service areas, driveways, exterior lighting, type of building material, etc.

7. Any other pertinent information required by the Code Enforcement Officer, Town Engineer, Plan Commission or Town Board as set forth in forms supplied by the Town including percolation test results and well water data.

8. The person applying for a conditional use permit shall certify on the application that the information contained therein is accurate and complete to the best of that person's knowledge.

C. **Public Hearing.**
Within a reasonable time after an application and all required information has been filed, a public hearing shall be held by the Town Board jointly with the Plan Commission pursuant to section 17.10 of this chapter. Within 40 days after the public hearing and all investigation, the Plan Commission shall make a recommendation to the Town Board unless the time is extended by the Petitioner.

D. **Fee.**
Any petition shall be accompanied by a fee as set from time-to-time by the Town Board to defray the cost of notification and holding of public hearing. Costs incurred by the Town in obtaining legal, planning, engineering and other technical and professional advice in connection with the review of the conditional use and preparation of the conditions to be improved shall be charged to the Petitioner.
4. DETERMINATION.

The Town Board shall make a decision on the application within a reasonable time after receipt of the Plan Commission recommendations. Said decision shall be stated in writing and a copy made a permanent part of the Town records. If conditional use status is not granted, the reasons therefor will be included in such record. A grant of conditional use status, subsequent changes or additions thereto and terminations thereof shall be in accordance with the following:

A. Recording.

1. An official record of such conditional grant shall be prepared by the Town Clerk on a form prescribed therefor which shall include the description of the use for which the grant is given and all conditions attached thereto as well as a copy of the resolution of the Town Board approving the grant. A copy of the completed form shall be recorded at the Waukesha County Register of Deeds as a covenant on the title for the premises for which the conditional use was granted.

2. The occupancy permit shall be appropriately noted as to the conditional status granted.

3. Indication shall also be made on the zoning map by appropriate code number or symbol.

B. Changes or Additions.

Subsequent change or addition to the approved plans or use shall first be submitted for approval to the Plan Commission and, if in the opinion of the Plan Commission, such change or addition constitutes a substantial alteration, a public hearing before the Plan Commission shall be required, and notice thereof be given pursuant to this Chapter.

C. Conditions.

Conditions such as landscaping, architectural design, type of construction, floodproofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this Chapter.

D. Termination. (repealed and recreated 2014-01)

Where a conditional use does not continue in conformity with the conditions of the original approval, or where it appears that the information shown on the Petitioner’s application was not accurate or complete, or where a change in the character of the surrounding area or of the use itself causes it to be no longer compatible with surrounding areas or for any cause based upon consideration for the public welfare, the conditional grant may be terminated by action of the Town Board following referral to the Plan Commission for public hearing and recommendation thereon.

E. Standard Conditional Use Conditions.

The standard conditions listed below are automatically incorporated into the terms of a Conditional Use Permit issued under this section, unless otherwise stated in the Conditional Use Permit.
1. Any use not specifically listed as permitted shall be considered to be prohibited except as may be otherwise specifically provided herein. In case of a question as to the classification of use, the question shall be submitted to the Town Plan Commission for determination.

2. No use is hereby authorized unless the use is conducted in a lawful, orderly and peaceful manner. Nothing in this order shall be deemed to authorize any public or private nuisance or to constitute a waiver, exemption or exception to any law, ordinance, order or rule of either the municipal governing body, the County of Waukesha, the State of Wisconsin, the United States of America or other duly constituted authority, except only to the extent that it authorizes the use of the subject property above described in any specific respects described herein. This order shall not be deemed to constitute a building permit, nor shall this order constitute any other license or permit required by Town ordinance or other law.

3. This conditional use hereby authorized shall be confined to the subject property described, without extension or expansion other than as noted herein, and shall not vary from the purposes herein mentioned unless expressly authorized in writing by the Town Plan Commission as being in compliance with all pertinent ordinances.

4. All buildings and grounds shall be maintained in a neat, attractive and orderly way.

5. The property shall comply with all rules and regulations of the Town of Delafield and the local Fire Department, including submission to routine inspections by Town and Fire Department staff.

6. The site shall meet all Waukesha County storm water requirements and gain Waukesha County stormwater management plan approval prior to the execution of the Conditional Use Permit, if said site meets the applicability criteria found in Section 14.333 of the Waukesha County Stormwater ordinance.

7. Should the permitted conditional use be abandoned in any manner, or discontinued in use for twelve (12) months, or continued other than in strict conformity with the conditions of the original approval, or should the petitioner be delinquent in payment of any monies due and owing to Town, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of public health, safety or welfare, the conditional use may be terminated by action of the Town Plan Commission, pursuant to the enforcement provisions of this Conditional Use Order, and all applicable ordinances.

8. Any change, addition, modification, alteration and/or amendment of any aspect of this conditional use, including but not limited to an addition, modification, alteration, and/or amendment to the use, premises (including but not limited to any change to the boundary limits of the subject property), structures, lands or owners, other than as specifically authorized herein, shall require a new permit and all procedures in place at the time must be followed.

9. Unless this conditional use permit expressly states otherwise, plans that are specifically required by this conditional use order may be amended upon the prior approval of the Town Plan Commission if the Town Plan Commission finds the plan amendment to be minor and consistent with the conditional use permit. Any change in any plan that the Town Plan Commission feels, in its sole discretion, to be substantial shall require a new permit, and all procedures in place at the time must be followed.

10. Petitioner and Owner Agreement. As a condition precedent to the issuance of the conditional use permit, the owner of the Subject Property shall approve the issuance of this conditional use permit upon the terms and conditions described herein in writing, and the Petitioner is required to accept the terms and conditions of the same in its entirety in writing.

11. Professional fees. Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this application, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the
12. Payment of charges. Any unpaid bills owed to the Town by the Subject Property Owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of billing by the Town, pursuant to section 68.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of this approval.

13. Current Address. The Petitioner is obligated to file with the Town Clerk a current mailing address and current phone number at which the Petitioner can be reached, which must be continually updated by the Petitioner if such contact information should change, for the duration of this conditional use. If the Petitioner fails to maintain such current contact information, the Petitioner thereby automatically waives notice of any proceedings that may be commenced under this conditional approval, including proceedings to terminate this conditional use.

14. Conditions Shown in Minutes Incorporated. All conditions of approval imposed by duly adopted motion of the Town Board in its consideration of the Petitioner’s application, as noted in the Minutes of the Town Board meeting at which approval was granted, are specifically incorporated herein by reference.

15. Should any paragraph or phrase of this conditional use permit be determined by a Court to be unlawful, illegal or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use and the remainder shall continue in full force and effect.

16. If any aspect of this conditional use permit or any aspect of any plan contemplated and approved under this conditional use is in conflict with any other aspect of the conditional use or any aspect of any plan of the conditional use, the more restrictive provision shall be controlling as determined by the Town Plan Commission.

F. Performance Standards.

1. It is the intent of this Section to describe performance standards for the regulation of uses and to establish an objective and equitable basis for control and to insure that the community is adequately protected from potential hazardous and nuisance-like effects. These performance standards are designed to limit, restrict, and prohibit the effects of those uses outside their premises or zoning district. In addition, these performance standards are intended to comply with other applicable local, state and federal codes and standards. All structures, lands, air and water shall hereafter comply with the following performance standards.

2. Control of Odors

No operation or activity shall emit any substance or combination of substances in such quantities that create an objectionable odor as defined in Ch. NR 429, Wis. Adm. Code and is tested in accordance with NR 429.03 (2).

3. Control of Fire and Explosive Hazards

a. All uses involving the manufacturing, utilization, processing, or storage of flammable and explosive materials shall be provided with adequate safety devices against the hazard of fire and explosion and with adequate firefighting and fire suppression equipment and devices as may be
required by the Fire Prevention Code.
b. All materials that range from active to intense burning shall be manufactured, utilized, processed, and stored only in completely enclosed buildings which have noncombustible exterior walls and an automatic fire extinguishing system.
c. The storage of fuels and other materials that produce flammable or explosive vapors shall be permitted only after review and approval by the Town of Delafield Fire Department and in accord with their requirements to minimize fire and explosive hazards.

4. Glare, Heat and External Lighting

a. No operation or activity shall produce any intense lighting, glare or heat with the source directly visible beyond the boundary of the property line. Operations producing light, glare, or heat shall be conducted within an enclosed building.
b. External lighting shall be shielded so that light rays do not adversely affect adjacent uses.

5. Water Quality Standards

a. No activity shall locate, store, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity or temperature that might runoff, seep, percolate, or wash into surface or subsurface waters so as to contaminate, pollute or harm such waters or cause nuisances such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste or unsightliness, or be harmful to human, animal, plant, or aquatic life.
b. No activity shall withdraw water or discharge any liquid or solid materials so as to exceed or contribute toward exceeding the minimum standards and those other standards and the application of those standards set forth in Wis. Adm. Code NR 102 or in other applicable Chapters which regulate water quality.

6. Noise

No operation or activity shall transmit any noise beyond the boundaries of the property so that it becomes a nuisance.

7. Vibration

a. No operation or activity shall transmit any physical vibration that is above the vibration perception threshold of an individual at or beyond the property line of the source. Vibration perception threshold means the minimum ground- or structure-borne vibrational motion necessary to cause a reasonable person to be aware of the vibration by such direct means as, but not limited to, sensation by touch or visual observation of moving objects.
b. Vibrations not directly under the control of the property user and vibrations from temporary construction or maintenance activities shall be exempt from the above standard.

5. CONDITIONAL USES PERMITTED.

Subject to the foregoing, in addition to such uses enumerated in the district regulations, the following may be permitted as conditional uses in the districts specified, provided further that a public hearing pursuant to this Chapter shall be held before approval for any such conditional use is granted.

A. Animal Hospitals and Kennels. This provision does not apply to hobby kennels as defined by section 17.02. Hobby kennels are separately provided for in this chapter.
1. **Where Permitted.** Subject to the provisions of subsection 2., animal hospitals and kennels, are conditional uses which may be permitted in the following districts:

<table>
<thead>
<tr>
<th>Animal Hospitals</th>
<th>Kennels</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Agricultural District</td>
<td>A-1 Agricultural District</td>
</tr>
<tr>
<td>B-2 Shopping Center District</td>
<td>A-2 Rural Home District</td>
</tr>
<tr>
<td>M-1 Industrial District</td>
<td>M-1 Industrial District</td>
</tr>
<tr>
<td>B-3 Business Park District</td>
<td></td>
</tr>
</tbody>
</table>

2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to animal hospitals or kennels unless all of the following standards are met:

   a. Except for animal hospitals, no such use shall be permitted on a lot less than 3 acres in area.

   b. No building other than one used only for residence purposes or as an animal hospital, shall be closer than 75' to the lot line of an adjoining lot in a district permitting residential use.

   c. The facility is adequately soundproofed.

   d. The facility is maintained in a sanitary condition. Plan shall be submitted and approved for waste removal and method of addressing odors.

   e. Outdoor kennels shall be at least 100 feet from any property line.

   f. Dogs taken outside the kennel shall be on a leash and shall remain on the property.

   g. Drop off and pick-up times shall be between 6 am and 10 pm.

   h. Traffic circulation shall be designed to minimize light and sound to adjacent landowners.

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B. **Bed and Breakfast Establishments.**

1. **Where Permitted.** Subject to the provisions of subsection 2., bed and breakfast establishments are conditional uses which may be permitted in the following districts:

   | R-1 Residential District            |
   | R-2 Residential District           |
   | R-L Residential Lake District      |
   | A-1 Agricultural District          |
   | A-2 Rural Home District            |

2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to bed and breakfast establishments unless all of the following standards are met:

   a. Use of the facility as a bed and breakfast establishment automatically terminates a transfer or sale of property.
b. All bed and breakfast establishments shall be subject to and comply with Wisconsin Administrative Code HSS 197 which is hereby incorporated by reference. Any future amendments, revisions or modifications of the current or future codes incorporated herein are intended to be a part of this Code in order to secure uniform statewide regulation of bed and breakfast establishments.

c. Each bed and breakfast establishment shall be required to keep a register and require all guests to sign such register using their actual names and address before being assigned quarters. The register shall be available for inspection by the Police Department and Code Enforcement Officer for a period of not less than one year.

d. No guest may be permitted to occupy space in a bed and breakfast establishment for a longer period than fourteen (14) consecutive days.

e. A minimum of one off-street parking stall is provided for every guest bedroom with a minimum of two additional for the owner/proprietor. All parking areas must meet the size requirements of the Town Code and must be hard-surfaced and maintained in a reasonably dustless condition. The parking areas abutting residential properties is screened from view using a minimum 6' high solid fence or comparable screening. No off-street parking shall be allowed within the front yard setback area and shall be a minimum of 3' from any side yard property line.

f. Sign proposed meets Town sign code requirements.

g. Every bed and breakfast establishment shall be properly addressed with numbers on the front of the structure, a minimum of 5' high and of contrasting color so as to be visible from the street.

h. The applicant shall provide evidence that the proposed use will not impact the surrounding neighborhood and proximity to any existing bed and breakfast establishment.

i. Applicant has received an occupancy permit and is in compliance with all state and local regulations and ordinances.

j. Use of the bed and breakfast facility for any special gathering (i.e. wedding receptions, parties, etc.) is prohibited.

k. The owner of a bed and breakfast shall live on the premises.

l. All refuse containers shall be screened from view.

C. Churches, Synagogues and Other Buildings for Religious Assembly.

1. **Where Permitted.** Subject to the provisions of subsection 2., churches, synagogues, or other buildings for religious assembly are conditional uses which may be permitted in the following districts:

   R-1 Residential District
   R-1 A Residential District
   R-2 Residential District

Town of Delafield Zoning Code, rev. 9/18
2. **Standards Under Which Permitted.**

Conditional use status shall not be granted to churches, synagogues or other buildings for religious assembly unless all of the following standards are met:

a. The structure conforms to double the offset requirements of the district in which it is located; however, no building shall be closer than 75' to the lot line of an adjoining lot in a district permitting residential use.

b. The height limitation of the district in which the use is located does not exceed 50' provided the minimum required setback and offsets shall be increased 2' for every additional foot of height in excess of the permitted maximum in that district. The aforesaid height regulation shall not apply to the spire or belfry of a church except where airport safety zone regulations specifically limit the maximum height.

c. The open space for the facility shall be a minimum of 50%.

d. Site meets Town parking requirements.

e. Access locations meet site distance requirements.

f. Traffic study is provided to determine additional improvements to adjacent streets and impact on adjacent development.

g. The lot is at least 3 acres in area, except that this area requirement shall not apply in the following districts:
   - B-1 Restricted Business District
   - B-2 Shopping Center District
   - B-3 Business Park District
   - M-1 Industrial District

h. No lighting installations shall be permitted which create a hazard to traffic or nuisance to surrounding property. The use of flashing or revolving spot lights and the like, other than traffic control lights, are specifically prohibited.

**D. Conversion.**

1. **Where Permitted.** Subject to the provisions of subsection 2., conversion of the use of barns and farm buildings for the storage of machinery, equipment, vehicles, boats, furniture and similar items are conditional uses which may be permitted in the following districts.
2. **Standards Under Which Permitted.**

Conditional use status will not be granted to any conversion of the use of barns or farm buildings for the storage of machinery, equipment, vehicles, boats, furniture and similar items unless all of the following standards are met:

a. Use shall be on lots of 10 acres or more.

b. Buildings shall consist of the buildings as now exist on the premises. No additional buildings or additions may be made without the express approval of the Town in accordance with the terms of the applicable ordinances.

c. A signed and sealed plat of survey shall be submitted detailing the size and offsets of all existing buildings.

d. Access shall be from a public street.

e. There shall be no storage outside.

f. Water supply facilities and septic system, if any, shall be in accordance with the rules of the Waukesha County Division of Health and Department of Industry, Labor and Human Relations.

g. Noise after the conversion shall be no greater than the noise level prior to the conversion.

h. No commercial signs permitted.

i. Site shall be landscaped prior to issuance of an occupancy permit.

j. The conversion shall not be allowed unless the building being converted is a minimum of 1000 feet away from any residentially zoned land (R-1, R-1a, R-2, R-3, A-2 and A-3).

E. **Elderly Housing Units.**

1. **Where Permitted.** Subject to the provisions of subsection 2., elderly housing units are conditional uses which may be permitted in the following districts:

   R-1 Residential District
   R-1(A) Residential District
   R-2 Residential District
   R-3 Residential District
   R-L Residential Lake District
   A-1 Agricultural District
   A-2 Rural Home District

_Town of Delafield Zoning Code, rev. 9/18_
2. **Standards Under Which Permitted.**

Conditional use status shall not be granted to elderly housing units unless all of the following conditions are met:

a. The minimum lot area shall be 20,000 sq. ft.

b. The minimum unused lot area per dwelling unit shall be 1500 sq. ft. This shall not include parking spaces or buildings.

c. Side yard and rear yard setbacks shall be a minimum of 10' on each side and the road setback requirement shall be maintained.

d. There shall be a minimum living area of 400 sq. ft. for an efficiency apartment, 550 sq. ft. for a one bedroom apartment and 750 sq. ft. for a two bedroom apartment. No dwelling unit shall have more than two bedrooms.

e. There shall be one covered parking space per dwelling unit.

f. Multi-story housing for the elderly shall be provided with elevators.

g. Restrictions shall be placed on the development consistent with State and Federal regulations governing elderly housing.

h. In the case of phased development of an elderly project as defined, the developer shall present evidence to the Plan Commission that at least 50% of all previous phases are occupied.

F. **Group Day Care Center.**

1. **Where Permitted.** Subject to the provisions of subsection 2., group day care centers are conditional uses which may be permitted in the following districts:

   R-1 Residential District  
   R-1A Residential District  
   R-2 Residential District  
   R-3 Residential District  
   R-L Residential Lake District  
   B-1 Restricted Business District  
   B-2 Shopping Center District  
   B-3 Business Park District  
   A-1 Agricultural District  
   A-2 Rural Home District  
   A-3 Suburban Home District  
   M-1 Industrial District

2. **Standards Under Which Permitted.**
a. Conditional use status shall not be granted to a group day care center unless the property owner's written permission is obtained and submitted as part of the conditional use permit application.

b. The facility may not open until proof of licensure from the State of Wisconsin is provided to the Town Clerk.

c. Access to the site meets WisDOT site distance standards.

d. Drop-off and pick-up areas can accommodate projected traffic.

e. Parking stalls are provided for employees in accordance with Section 17.09 I. of the Town Code.

G. Hobby Kennels.

1. **Where Permitted.** Subject to the provisions of subsection 2., a hobby kennel, as defined in section 17.02, is a conditional use which may be permitted in the following districts:

   R-1 Residential District
   R-1A Residential District
   R-2 Residential District
   R-3 Residential District
   R-L Residential Lake District
   A-1 Agricultural District
   A-2 Rural Home District
   A-3 Suburban Home District
   A-E Exclusive Agricultural District

2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to a hobby kennel unless all of the following standards are met:

   a. The applicant must provide an annual report that they meet the standards herein, summary of complaints, if any and any changed conditions in the neighborhood.

   b. The lot must be at least 1 1/2 acres in area.

   c. Applicant shall provide a signed and sealed plat of survey showing the location of all features on the lot, adjacent structures, outdoor kennel location, fences and areas where household pets will be let out.

   d. Plan shall be submitted to address household pets that get out of the kennel.

   e. Plan shall be submitted detailing safety measures to be taken to assure that household pets do not run loose in the area.

   f. The kennel must be a minimum of 50' from the closest lot line.

   g. No more than 3 household pets shall be permitted on a 1 1/2 acre site, plus 2 household pets per additional acre up to 10 household pets maximum.
H. Intermediate Day Care Home.

1. **Where Permitted.** Subject to the provisions of subsection 2., intermediate day care homes are conditional uses which may be permitted in the following districts:

   - R-1 Residential District
   - R-1(A) Residential District
   - R-2 Residential District
   - R-3 Residential District
   - R-L Residential Lake District
   - A-1 Agricultural District
   - A-2 Rural Home District
   - A-3 Suburban Home District

2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to an intermediate day care home unless all of the following conditions are met:

   a. The lot is at least 7200 square feet in area.

   b. A minimum of 140 square feet of living space per child is provided.

   c. A minimum of 100 square feet of fully enclosed outside play area shall be provided per child at maximum permitted occupancy.

   d. Conditional use status shall not be granted to a group day care center unless the property owner's written permission is obtained and submitted as part of the conditional use permit application.

   e. The facility may not open until proof of licensure from the State of Wisconsin is provided to the Town Clerk.

   f. Access to the site meets WisDOT site distance standards.

   g. Drop-off and pick-up areas can accommodate projected traffic.

   h. Parking stalls are provided for employees in accordance with Section 17.09 I. of the Town Code.

I. Keeping of Poultry or Livestock.

1. **Where Permitted.** Subject to the provisions of subsection 2., the keeping of poultry or livestock is a conditional use which may be permitted in the following districts:

   - A-2 Rural Home District
2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to the keeping of poultry or livestock unless all of the following standards are met:

   a. The keeping of poultry, fowl and domestic livestock must be on lots of 3 acres or more.

   b. Maximum practical conditions of neatness and sanitation are maintained and all fowl are kept confined or enclosed.

   c. Not more than one head of livestock or ten fowl shall be kept per acre of land except where such use existed prior to the date of this chapter as principal commercial or agricultural use, such use may be continued subject to the limitations regulating a nonconforming use as regulated by this chapter.

   The keeping of hogs, male goats or furbearing animals must be on lots of 20 acres or more.

**J. Legal Nonconforming Uses.**

**Where Permitted.** Subject to the provisions of Section 7 of this Chapter, a legal nonconforming use may be granted conditional use status in the district in which it is located subject to submitting a petition under this section.

**K. Master Sign Program.**

1. **Where Permitted.**

   A-1 Agricultural District  
   A-E Exclusive Agricultural District  
   A-2 Rural Home District  
   B-1 Restricted Business District  
   B-2 Shopping Center District  
   B-3 Business Park District  
   M-1 Industrial District  
   P-1 Park and Recreation District  
   WF-1 Wetland-Floodplain District

2. **Standards Under Which Permitted.**

   a. All signs shall be uniform in theme, size, color and style.

   b. Use shall be for multi-tenant operations, office parks, industrial parks, multi-tenant office and retail buildings, and commercial developments that include separate commercial activities.

   c. Applicant shall provide mock ups of all signs and include dimensions, area, colors, height, material, method of attachment, lighting and site plan with location shown.

   d. The requirements of Section 17.08 may be modified by the express terms of the Master Sign Program conditional use order.

Town of Delafield Zoning Code, rev. 9/18
L. Private Clubs and Outdoor Recreational Facilities Such as Recreational Camps, Golf Courses, Bathing Beaches and Resorts.

1. **Where Permitted.** Subject to the provisions of subsection 2., private clubs and outdoor recreational facilities such as recreational camps, golf courses, bathing beaches and resorts are conditional uses which may be permitted in the following districts:

   All Districts.

2. **Conditions Under Which Permitted.**

   Conditional use status shall not be granted to private clubs or outdoor recreational facilities such as recreational camps, golf courses, bathing beaches and resorts unless all of the following conditions are met:

   a. The lot is at least 3 acres in area, except that this area requirement shall not apply in the following districts:

      B-1 Restricted Business District
      B-2 Shopping Center District
      B-3 Business Park District
      M-1 Industrial District

   b. No building, other than one used only for residence purposes, shall be closer than 75' to the lot line of an adjoining lot in a district permitting residential use.

   c. No such permitted use shall include the operation of a commercial facility such as a bar or restaurant except as may be specifically authorized in the grant of permit.

   d. No lighting installations shall be permitted which create a hazard to traffic or nuisance to surrounding property. The use of flashing or revolving spot lights and the like, other than traffic control lights, are specifically prohibited.

M. **Quarrying.**

1. **Where Permitted.** Subject to the provisions of subsection 2., quarrying, as defined in this chapter, is a conditional use which may be permitted in the following districts:

   M-1 Industrial District

2. **Standards Under Which Permitted.**

   Conditional use status shall not be granted to a quarrying operation unless all of the following standards are met:

   a. A quarrying permit for such operation must be obtained from the Town Board. Such permit shall be for an initial period as is deemed appropriate to the specific situation but not to exceed 5 years and may be renewed thereafter for periods not to exceed 3 years provided application therefor shall be made at least 60 days and no more than 120 days before expiration of the original permit. Application after such date shall be treated as an original application.
b. Application for a quarrying permit shall be made on forms supplied by the Town Clerk.

c. The application for a quarrying permit shall be accompanied by: a fee as set from time to time by the Town Board to defray the cost of notification and holding of public hearing; a full and adequate description of all phases of the contemplated operation and the specific mention of type of machinery and equipment which will be or might be necessary to carry on the operation; where the operation is to include the washing of sand and gravel, the estimated daily quantity of water required, its source and its disposition shall be made part of the description; a legal description of the proposed site with a map showing its location with indications of existing or proposed private access roads, and of existing or proposed public highways adjacent to the site which will be affected by the operation; a topographic map of the area at a minimum contour interval of 5" extending beyond the site to the nearest public street or highway or to a minimum distance of 300' on all sides; a restoration plan as required by subparagraph d. below, the names and addresses of the owners of all properties within 1/2 mile of the perimeter of the proposed quarrying operation.

d. In order to insure that the area of quarrying operation shall be restored to a condition of practical usefulness and reasonable physical attractiveness, the owner or operator shall, prior to the issuance of a permit, submit to the Town Board a plan for such restoration in the form of the following:

1. An agreement with the Town whereby the applicant contracts to restore the premises to a condition and within a time satisfactory to the Town;

2. A physical restoration plan showing the proposed contours after restoration, plantings and other special features of restoration and the method by which such restoration is to be accomplished;

3. A certified check or other financial guarantee satisfactory to the Town, in an amount sufficient in the opinion of the Town Board to secure the performance of the restoration agreement;

4. Such agreement and financial guarantee shall be in a form approved by the Town Attorney;

5. In the event of the applicant's failure to fulfill this agreement, such bond, check or other financial guarantee shall be deemed forfeited for the purpose of enabling the Town to perform the restoration;

6. Restoration shall proceed as soon as practicable and at the order and direction of the Town Engineer. However, the owner or operator may, at his option, submit a plan for progressive restoration as the quarrying operation is being carried on. The required bond in such case may cover progressive stages of the restoration for periods of not less than 2 years;

7. At any stage during the restoration, the plan may be modified by mutual agreement between the Town Board, after referral to the Plan Commission and the owner or operator;

8. Where there is any backfilling, the clean material used or the method of fill shall not be such as to create a health hazard nor which would be objectionable because of
odor, combustibility or unsightliness. No more than 10 loads per day shall be allowed to dump clean fill into the site. In any case, the finished grade of the restored area, except for rock faces, outcroppings, water bodies or areas of proposed building or paving construction shall be of a sufficient depth of earth to support plant growth;

(9) Within one year after the cessation of the operation, all temporary structures (excepting fences), equipment, stockpiles, rubble heaps or other debris shall be removed or backfilled into the excavation so as to leave the premises in a neat and orderly condition;

(10) In any restoration procedure which takes place in sand or gravel pits or on other sites where the material is of a loose or friable nature, no slope shall be left which is steeper than a ratio of four horizontal to one vertical. In no case shall any slope exceed the normal angle of slippage of the material involved.

e. The application and all data and information pertaining thereto shall be referred to the Plan Commission for public hearing, report and recommendation back to the Town Board within a reasonable time after the public hearing.

f. Notices shall be sent through the mail or otherwise placed in the hands of all owners of land in the Town and to the Clerks of adjoining municipalities who have land which lies within 1/4 mile of the perimeter of the proposed quarrying operation. These notices shall be mailed or delivered at least 10 days prior to the date of hearing. Substantial compliance with the notice requirements of this section shall be deemed sufficient.

g. The Town Board shall, within a reasonable time after receipt of the recommendation, approve or disapprove the application for the proposed quarrying operation and shall be guided by consideration of the public health, safety and welfare and shall give particular consideration to the following factors in making their decision: the effect of the proposed operation on existing roads and traffic movement in terms of adequacy, safety and efficiency; the effect of the proposed operation on drainage and water supply; the possibility of soil erosion as a result of the proposed operation; the degree and effect on dust, noise, smoke and air pollution as a result of the proposed operation; the practical possibility of restoration of the site; the effect of the proposed operation on the natural beauty, character, tax base, land value and land uses in the area; the most suitable land use for the area with particular consideration for future residential value.

h. Any conditions necessary to the granting of a permit shall be in writing and copies made a part of the permit and a part of the records of the Town.

i. The procedures set forth above shall also apply to applications for renewal of a permit. Determination in regard to renewal shall be based particularly on an evaluation of the effect of the continuance of the use with relation to changing conditions in the area. Where renewal is not granted, the reasons for refusal shall be presented to the applicant in writing and made a part of the records of the Town.

j. No part of the quarrying operation shall be permitted closer than 1,000', nor shall any accessory access road, parking area or office building be permitted closer than 500' to the district zoned Rural Home, Suburban Home or Residential at the time of the grant of the permit, except with the written consent of the owners of a Rural Home, Suburban Home or Residentially zoned properties within 1,000' but in no case shall such operation be permitted closer than 200' to a Residential District; no quarrying operation shall be
permitted if 30 or more families reside within a band 1/2 mile wide around the perimeter of the proposed operation.

k. No part of the quarrying operation other than access roads shall be located closer than 200' nor shall any accessory parking area, stock pile or office building be located closer than 100' to the base setback line along any street or highway.

l. No part of the quarrying operation shall be permitted closer than 200'.

m. Nor shall any accessory access road, parking area or office building be permitted closer than 50' to any property line except with the written consent of the owner of the adjoining property or except where the line is abutting an existing quarrying operation, but in no case shall such operation be closer than 20' to any property line except by agreement between abutting quarrying operations or be in conflict with the provisions of this chapter relating to preservation of topography.

n. Fencing or other suitable barrier shall be erected and maintained around the site or around portions of the site where, in the determination of the Town Board, such fencing or barrier is necessary for the protection of the public, and shall be of a type approved by the Town Board.

o. All machinery and equipment used in the quarrying operation shall be constructed, maintained and operated in such a manner as to minimize dust, smoke, air pollution, noise and vibration.

p. Access and haulage roads on the site shall be maintained in a dust free condition by surfacing or treatment as directed by the Town Engineer.

q. The crushing, washing, refining or other processing other than the initial removal of material, may be permitted as an accessory use only as specifically authorized under the terms of the grant of permit.

r. In stone quarries the production or manufacturing of veneer stone, sills, lintels, cut flagstone, hearthstones, paving stone and similar architectural or structural stone and the storing or stockpiling of such products on the site shall be considered a permissible part of the operation, provided such production does not require the use of crushing or other heavy machinery except as may be specifically authorized under the terms of the permit.

s. The manufacture of concrete building blocks or other similar blocks, the production or manufacture of lime products, the production of ready-mixed concrete and any similar production or manufacturing processes which might be related to the quarrying operation may be permitted as an accessory use only as specifically authorized under the terms of the permit.

t. The washing of sand and gravel shall be prohibited in any operation where the source of water is of doubtful capacity or where the quantity of water required will, in the opinion of the Town Engineer, seriously affect the supply of water for other uses in the area or where the drainage from such washing would result in silting or pollution of the stream or water course.

u. The planting of trees and shrubs and other appropriate landscaping shall be provided where deemed necessary by the Town Board to screen the operation so far as practical from normal view, to enhance the general appearance from the public right-of-way, and generally to minimize the damaging effect of the operation on the beauty and character of

Town of Delafield Zoning Code, rev. 9/18
the surrounding country side. Such planting shall be started as soon as practical, but no
later than one year after quarrying operations have begun and shall be done according to
the decision of the Town Board.

v. Quarrying operations shall not begin before the hour of 7 a.m. and shall not continue after
the hour of 6 p.m. and no operation shall take place on Sundays or legal holidays. During
periods of national or unusual emergency, time and hours of operation may be altered at
the discretion of the Town Board and through the issuance of a special permit which shall
be renewable at 30 day intervals.

w. When the operation is limited to the removal of topsoil, the Town Board may, consistent
with the intent of these regulations, modify any or all of the provisions of this section,
provided however, that in no case shall operations be permitted closer than 10’ from any
property line, or to a depth in excess of 18” or so as to adversely affect the drainage of
the area and in such instances the operator shall restore the excavated area with topsoil
to a depth of 4” and seed the same with grass.

x. The provisions of this section shall not apply to an operation which is incident to the
legitimate use of the premises, provided, however, where such operation involves the
commercial disposal of the material removed, approval of the Town Board shall be
required and such operation shall be limited to a maximum period of 6 months.

y. Application to existing operations:

(1) Within 60 days after the adoption of this chapter, all existing quarrying operations
shall be required to register with the Town Clerk submitting pertinent data relative
to the present operation including the boundaries of the actual operation and of the
ownership. A quarrying permit shall be granted to such existing operation subject to
compliance with the operation requirements herein where they can be reasonably
applied under existing circumstances.

(2) There shall be required within one year after adoption of this chapter, the
submission of a plan for restoration of the site of any existing quarrying operation
as provided by subparagraph d. above. The plan for restoration in such case shall
not, however, impose requirements which are economically unreasonable or
unreasonable from an engineering standpoint with respect to conditions resulting
from operations prior to enactment of this chapter.

(3) Within 3 years after the date of this chapter any such existing operation shall be
required to make application for a renewal permit the same as for reapplication in
the case of a new operation under this chapter.

N. Riding Academies or Commercial Stables.

1. Where Permitted. Subject to the provisions of subsection 2., riding academies and
commercial stables are conditional uses which may be permitted in the following districts:

A-1 Agricultural District
A-2 Rural Home District
A-E Exclusive Agricultural District

Conditional use status shall not be granted to riding academies or commercial stables unless all of the following conditions are met;

a. The lot is at least 7 ½ acres in area.

b. Building location:
   
   (1) All buildings shall comply with the setback and offset provisions of the underlying zoning district, except as provided below.
   
   (2) No new building housing animals shall be closer than 100' to the lot line of an adjoining lot in a district permitting residential use. All other new buildings shall meet the offset and/or setback requirements of the zoning district in which they are located.
   
   (3) Existing buildings constituting legal nonconforming structures may remain although their use may be restricted in the grant of permit.
   
   (4) No existing building, except one designated as a rustic structure pursuant to Town ordinance, which is located closer than 100' to the lot line of an adjoining lot in a district permitting residential use, may be used to house animals except as may be specifically authorized in the grant of permit after review by the Plan Commission of the following factors:
       - the overall size of the property;
       - the nature of the building's use;
       - the intensity of the building's use, including the type and number of animals to be housed, and the hours and days of operation,
       - the pattern and location of other activity on the property;
       - the location and use of buildings on neighboring properties;
       - the activities conducted on neighboring properties;
       - the consent of neighboring property owners to the intended use; and, - provisions for manure storage and disposal;
       - the location of the existing building in relationship with the adjacent property line.

   Any such building may be reconstructed or enlarged only as specifically authorized in the grant of permit or an amendment thereto.

c. No such permitted use shall include the operation of a commercial facility such as a bar or restaurant except as may be specifically authorized in the grant of permit.

d. No lighting installations shall be permitted which create a hazard to traffic or nuisance to surrounding property. The use of flashing or revolving spot lights, are specifically prohibited.

e. Applicant shall submit a manure management plan to Waukesha County Environmental Health Division and the Town for approval, which includes the following information and any other information required by Waukesha County:

   (1) number and kind of animals
   (2) scaled site plan
   (3) detailed soil investigation with reference to ground water and bedrock presence
   (4) details of any structures to be built for animal waste management
(5) construction timeline
(6) details of manure transfer system
(7) plans for utilization of the manure, including information on land availability, soil types, and methods and rates of application

f. A traffic impact analysis shall be prepared to determine necessary improvements on the adjacent street system and the impact on surrounding landowners.

g. A lighting location and iso-footcandle plan shall be submitted showing cut-off type fixtures, pole types, height. Light at all property lines shall be 0 foot-candles.

O. Solar Energy Systems

1. **Where Permitted.** Subject to the provisions of this subsection, solar energy systems as defined in Wisconsin Statutes Section 13.48(2)(h) 1.g. are a conditional use which may be permitted in any district in the Town of Delafield.

2. **Standards Under Which Permitted.**

   a. District Regulations. The location, height, area, yard, parking, loading, traffic and highway access and other regulations of the district in which the use is located shall not apply to the solar energy system, unless the Town Board finds that the restriction satisfies one of the following conditions.

      i. Serves to preserve or protect the public health or safety.

      ii. It does not significantly increase the cost of the system or significantly decrease its efficiency.

      iii. It allows for an alternative system of comparable cost and efficiency.

      If one or more of the foregoing conditions is found to apply with regard to any such restriction of this Code, then such restriction shall apply to the solar energy system.

   b. The Town Plan Commission may recommend, and the Town Board may require compliance with such other conditions as may be deemed necessary in the specific situation, provided that any such restriction imposed must be found to meet the following conditions:

      i. Serves to preserve or protect the public health or safety.

      ii. It does not significantly increase the cost of the system or significantly decrease its efficiency.

      iii. It allows for an alternative system of comparable cost and efficiency.

P. Commercial Planned Unit Development

1. **Where Permitted.** Subject to the provisions of subsection 2, commercial planned unit developments are conditional uses which may be permitted in the following districts:

   B-2 Shopping Center District
   B-3 Business Park District
2. **Standards Under Which Permitted.**

Conditional use status shall not be granted to a commercial planned unit development unless all of the following conditions are met:

a. No structures or sewage disposal systems shall be allowed in the Wetland-Floodplain District or within 75' of the district.

b. A minimum amount of permanent common open space shall be set aside in each development as shown in Table 17-1.

c. The unified and planned development of a site, in single or corporate ownership at the time of development, may be permitted in a planned development without the customary division into individual lots and without requiring strict compliance with the specific district regulations, subject to the requirements of this section. In order to accomplish this intended unified planned development, the Town shall consider all structures and uses on the entirety of each Lot that is included, or included in part, within the jurisdiction of the Town of Delafield Zoning ordinance, in the development. By petitioning for a Commercial Planned Unit Development conditional use, the petitioner accepts that the Town will exercise this authority, even on portions of Lots that may be partially outside of the Town of Delafield's zoning jurisdiction.

d. Approval of a development shall be in accordance with the following conditions:

(1) All sanitary provisions must conform to the requirements of the State Department of Commerce, the Waukesha County Health Department, the local sanitary district and the Town;

(2) The proposed development must be in conformity with the Town comprehensive plan, must not be contrary to the general welfare or economic balance of the community and the benefits and amenities of the resultant development must justify the variation from the normal requirements of the district in which it is located as determined by the Town Board.

(3) The provisions of sections 18.06 and 18.07 of this General Code shall govern the design and construction of all roads and public improvements. Any modification of these standards must be consistent with good engineering practices and be approved in writing by the Town Board;

(4) The provisions of section 18.07 shall govern with respect to dedication of public sites or payment in lieu of dedication; and

(5) The application of these regulations shall be limited to parcels of not less than 10 acres in area.

e. Table 17-1 shall be utilized to determine the minimum amount of open space per development, minimum permanent common open space, minimum lot size and minimum open space per lot to be utilized for the development of a commercial planned unit development and associated platting of lots in the planned unit development.
TABLE 17-1

<table>
<thead>
<tr>
<th>District</th>
<th>Title</th>
<th>Minimum Open Space for Development Area</th>
<th>Minimum Permanent Common Open Space</th>
<th>Minimum Individual Lot Size</th>
<th>Minimum Open Space Per Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-2</td>
<td>Shopping Center District</td>
<td>50%</td>
<td>25%</td>
<td>2 acres</td>
<td>25%</td>
</tr>
<tr>
<td>B-3</td>
<td>Business Park District</td>
<td>75%</td>
<td>40%</td>
<td>2 acres</td>
<td>25%</td>
</tr>
<tr>
<td>M-1</td>
<td>Industrial District</td>
<td>60%</td>
<td>35%</td>
<td>2 acres</td>
<td>25%</td>
</tr>
</tbody>
</table>

f. Lot width, setback, offsets and height shall follow the regulations found for each zoning district in 17.04.

g. Adequate guarantee shall be provided for permanent retention of open space resulting from these regulations, either by private reservation for use of the building or property owners within the development or by public dedication. Any lot containing permanent common open space shall be owned in common by the owners of the properties that make up the development or by a business owners association and shall not be further divided nor shall they be used for residential, commercial or development purposes. Buildings or structures for noncommercial, recreational or accessory facilities may be permitted in such open space area subject to specific grant in the conditional use permit. Perpetual care and maintenance of such open space areas shall be provided for and an operational plan shall be submitted for specific approval and inclusion in the terms of the permit. Ownership and tax liability of the open space areas shall be established in a manner acceptable to the Town and shall be made a part of the conditions of approval.

h. Public sanitary sewer shall be available to service the development. If approved by the Town Board and, if applicable, the Waukesha County Health Department and local sanitary district, a private sewerage disposal system may be accepted as an alternative to the public facility required.

i. The developer shall submit a development plan and enter into an appropriate contract with the Town to guarantee the implementation of the development according to the terms and conditions established as part of the development plan approval.

j. The Plan Commission in making its recommendation and the Town Board in making its determination as to the approval or denial of the conditional use permit for the commercial planned unit development shall give consideration to the purposes in this section and be satisfied as to the following:

(1) That the proposed development is consistent with the spirit and intent of the chapter, is in conformity with the general character of the Town and would not be contrary to the general welfare and economic prosperity of the Town or of the immediate neighborhood, but rather that the benefits from the anticipated improved design of the resultant development justifies the variation from the
normal requirements of this chapter through the application of this planned development section.

(2) That the size, quality and architectural design of all buildings in the project will not have an adverse effect upon the general character of the Town and surrounding neighborhood.

(3) That the provisions and facilities of the open space areas being provided is of such quality, size and aesthetic value to justify the approval of the project.

(4) That the setbacks shall be maintained along any boundary street of the project area as required by the existing underlying basic district.

(5) That no building shall be permitted closer to a side or rear boundary street of the project area as required by the existing underlying basic district.

(6) That there shall be no further division of any lot within the development without consideration and approval of a new conditional use permit.

(7) That deed restrictions or an appropriate contract with the Town assuring implementation of the development according to the above requirements is filed with the Waukesha County Register of Deeds.

k. The approval of a petition for conditional use shall be based on and include as conditions thereunto the building, site and operational plans for the development as approved, as well as all other commitments offered as required in regard to project value, character or other factors pertinent to an assurance that the proposed development will be carried out as presented for the project. After all conditions of a planned unit development project are certified by the Town Board as being completed, the uses established pursuant to the approved development plan and conditional use order shall be deemed to be permitted uses in the district in which it is located; however, the conditional use order shall remain in effect for purposes of ongoing compliance with the development plan.

l. Any subsequent change or addition to an approved development plan shall first be submitted for approval to the Plan Commission and, if in the Commission’s opinion such change or addition is not substantial, it may recommend approval to the Town Board without public hearing. If the Plan Commission deems that any proposed change is not acceptable, it shall recommend accordingly to the Town Board. Without limitation to the Plan Commission’s right to determine any other change substantial, a change in any of the following respects shall be automatically construed as substantial:

(1) An increase in the number of buildings from that shown in the approved comprehensive project plan.

(2) A significant change in the size, value or type of structure from that indicated in the approved comprehensive project plan.

(3) The addition of any principal uses not included in the approved comprehensive project plan.

(4) A change in the basic concept of site development which would significantly alter the relationship of uses or open space to adjoining properties.
SECTION 19: CONTINUATION OF EXISTING PROVISIONS.

The provisions of this ordinance, to the extent that they are substantively the same as those of the ordinances in force immediately prior to the enactment of this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances. In addition, the adoption of this ordinance shall not affect any action, prosecution or proceeding brought for the enforcement of any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance for the time that such provision was in effect, and the repeal of any such provisions is stayed pending the final resolution of such actions, including appeals.

For any Residential Planned Unit Development conditional use permit granted pursuant to Section 17.05 5. AM. of the Town of Delafield Zoning Code prior to the effective date of this ordinance, the repeal of such code section is stayed solely for such existing conditional use permits, for the duration of the conditional use permits, and the conditional use orders remain in effect pursuant to their terms. Other than Residential Planned Unit Developments, any conditional use permit granted prior to the effective date of this ordinance pursuant to a Section of the Town of Delafield Zoning Code that is hereby repealed, that is no longer an allowed use, shall be a legal non-conforming use, subject to all terms and conditions stated in the conditional use order. Any conditional use permit granted prior to the effective date of this ordinance that requires compliance with a Section of the Town of Delafield Zoning Code that is hereby repealed, shall continue to require compliance with the referenced Code Section in existence immediately prior to the repeal, and the repeal of such provisions is stayed solely for such existing conditional use permits. These continuation provisions are intended to preserve the status quo for all rights and responsibilities incurred or accrued prior to the adoption of this ordinance. Nothing herein shall be interpreted to prevent existing conditional use permit holders from applying to amend their conditional use pursuant to all laws in effect at the time of the application.

SECTION 20: SEVERABILITY.

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and
effect. Any other ordinance whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 19: EFFECTIVE DATE.

This ordinance shall be effective upon publication or posting as provided by law.

Dated this ___ day of ______________, 2018.

TOWN OF DELAFIELD

__________________________________________
Lawrence G. Krause, Town Chairman

ATTEST:

__________________________________________
Mary Elsner, Town Clerk

This ordinance posted or published _______________________.

H:\1181600\Dool\Chapter 17 Ordinance for 180911 Public Hearing rev 180925.docx
ORDINANCE ___________

AN ORDINANCE TO CREATE SECTION 18.16 OF THE LAND DIVISION AND DEVELOPMENT CONTROL ORDINANCE OF THE MUNICIPAL CODE FOR THE TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN

WHEREAS, the Town Board for the Town of Delafield adopted land division regulations for the Town of Delafield and has amended such regulations from time to time, pursuant to Wisconsin Statutes §236.45; and

WHEREAS, the land division regulations, as amended, are codified as Chapter 18 of the Town of Delafield code of ordinances entitled “Land Division and Development Control,” and

WHEREAS, the Town staff have recommended amending the Land Division and Development Control Ordinance to address the issue of residential planned unit development; and

WHEREAS, upon the recommendation of the Town of Delafield zoning administrator this matter was submitted to the Town of Delafield Plan Commission for its consideration at the __________________________, 2018, commission meeting, pursuant to Wisconsin Statutes Section 236.45(4); and

WHEREAS, following publication of a Class 2 notice as required by Wisconsin Statute Section 236.45(4), a public hearing was held on ________, 2018 before the Town of Delafield Town Board; and

NOW, THEREFORE, the Town Board of the Town of Delafield, Waukesha County, Wisconsin DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter 18 of the Town of Delafield Municipal Code entitled, “Land Division and Development Control,” Section 18.02 entitled, “Definitions,” Subsection (2) entitled, “Specific Words and Phrases,” the definition of “Planned Unit Development (PUD)” is hereby created and inserted among the definitions in alphabetical order, as follows:

Planned Unit Development (PUD): A self contained development in which subdivision and zoning controls are applied to the project as a whole rather than to individual lots, and in which specific benefits are provided to the community as well as the developer and the future citizens who will reside within the development. Within PUD’s, densities are calculated for the entire development, usually permitting a trade-off between clustering of homes and provisions of common open space.

SECTION 2: Chapter 18 of the Town of Delafield Municipal Code entitled, “Land Division and Development Control,” Section 18.02 entitled, “Definitions,” Subsection (2) entitled, “Specific Words and Phrases,” the definition of “Subdivision” is hereby repealed and re-created as follows:
Subdivision. (Repealed and recreated 2014-08) The division of a lot, parcel or tract of land by the owner or his agent for the purpose of sale or building development where: the act of division creates 2 or more parcels or building sites of 5 acres each or less in area; or 2 or more parcels or building sites of 5 acres each or less in area are created by successive divisions of any part of the original property by any person within a period of 5 years; or where the division creates more than three (3) residential parcels or building sites of any size within 5 years. The following shall not constitute a subdivision: cemetery plats, assessor’s plats, or the sale or exchange of parcels of land between owners of adjoining property, if additional lots are not thereby created and the lots resulting are not reduced below the minimum size required by applicable ordinances (but see Section 18.11).

SECTION 3: Chapter 18 of the Town of Delafield Municipal Code entitled, “Land Division and Development Control,” Section 18.16 entitled, “Residential Planned Unit Development” is hereby created as follows:

18.16. Residential Planned Unit Development

1. **STATEMENT OF INTENT**

A subdivision can be developed as a Residential Planned Unit Development pursuant to this Section. Residential Planned Unit Development is intended to provide for open space/cluster/conservation type residential developments. Such developments incorporate the preservation or enhancement of environmental areas into the development; provide a safe and efficient system for pedestrian and vehicular traffic; provide attractive permanent open spaces as integral part of the development; allow flexibility of overall development design, and ensure adequate standards of planning and construction are met. Residential Planned Unit Development application and review is conducted through the plat approval procedures of this Chapter, in conjunction with the plat, subject to the additional requirements of this Section.

2. **MINIMUM ACREAGE**

Areas designated as Residential Planned Unit Overlay District shall be under single corporate ownership or control and shall contain a minimum development area of 20 acres.

3. **BUILDING LOCATION**

   (a) **Setback** 50 feet minimum.

   (b) **Offset** 20 feet minimum.

4. **BASE HEIGHT REGULATIONS**

   (a) **Principal Residence** 30 feet maximum.

   (b) **Accessory Structures** 12 feet maximum.
5. **LOT AREA REGULATIONS**

(a) Lot size and open space: in accordance with table 18-2 herein

(b) Lot width: in accordance with table 18-3

(c) Floor Area:

1. Single Floor: 1,500 square feet.
2. All Other: See Zoning Code §17.03 5. A.

6. **STANDARDS UNDER WHICH PERMITTED**

Residential Planned Unit Development approval shall not be granted to a development unless all of the following standards are met:

a. Residential Planned Unit Development is permitted in any zoning district that permits residential uses, except the A-1 Agricultural District.

b. The land must be divided by subdivision plat certified survey map, or condominium plat, pursuant to the land division approval procedures of this Chapter.

c. No structures or sewage disposal systems shall be allowed in the Wetland-Floodplain District or within 75’ of the district.

d. A minimum of 40% of the total PUD area shall be set aside as permanent common open space; except the 40% permanent common open space is not required if all lots in the PUD are single-family residential lots, and they each meet a minimum lot size of 5 acres or greater. The overall density shall not exceed the maximum density allowed by applicable laws and ordinances.

e. The unified and planned development of a site, in single or corporate ownership at the time of development, may be permitted in a planned development without the customary division into individual lots and without requiring strict compliance with the specific district regulations, subject to the requirements of this section.

f. Lot size, offset, setback and open space and floor area requirements may be modified according to the following conditions:

1. All sanitary provisions must conform to the requirements of the State Department of Industry, Labor and Human Relations, the County Health Department, the local sanitary district and the Town;

2. The proposed development must be in conformity with any local comprehensive plan, must not be contrary to the general welfare or economic balance of the community and the benefits and amenities of the resultant development must justify the variation from the normal requirements of the district in which it is located;

3. All other requirements of the Planned Development must be met as set forth in this subparagraph;

4. The provisions of sections 18.06 and 18.07 of this General Code shall govern the design and construction of all roads and public improvements. Any
modification of these standards must be consistent with good engineering practices and be approved in writing by the Town Board;

(5) The provisions of section 18.07 shall govern with respect to dedication of public sites or payment in lieu of dedication; and

(6) Except as specifically provided in subsection (7)(a) or (7)(b), below, the application of these regulations shall be limited to parcels of not less than 20 acres in area.

(7) In areas designated as “Pewaukee Lake Non-Shoreline Redevelopment Overlay District” the following conditions, in addition to those conditions above that are not in conflict, shall apply:

(a) The parcel shall be at least 5 acres in area, and shall be identified in the Land Use Plan as being within the Pewaukee Lake Non-Shoreline Redevelopment Overlay District.

(b) The Plan Commission in making its recommendation and the Town Board in making its decision shall take into consideration the following: that although a planned unit development is permitted in this district, it is the intent that such development be designed to preserve to the greatest extent reasonably possible, lake views and vistas, woodlands, steep slopes, and other natural features.

g. Table 18-1 shall be utilized to compute the maximum dwelling unit density that may be allowed for the development and shall be referred to as the residential density factor.

**TABLE 18-1**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Density Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Agricultural Districts</td>
<td>[PUD not permitted]</td>
</tr>
<tr>
<td>A-2</td>
<td>Rural Home District</td>
<td>3.5 acres/dw. unit</td>
</tr>
<tr>
<td>A-3</td>
<td>Suburban Home District</td>
<td>2.75 acres/dw. unit</td>
</tr>
<tr>
<td>C-1</td>
<td>Upland Environmental Corridor Overlay</td>
<td>217,800 s.f./dw. unit</td>
</tr>
<tr>
<td>R-1</td>
<td>Residential District</td>
<td>60,000 s.f./dw. unit</td>
</tr>
<tr>
<td>District</td>
<td>Residential District</td>
<td>Residential Lake District</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>R-(A)</td>
<td></td>
<td>41,000 s.f./dw. unit</td>
</tr>
<tr>
<td>R-2</td>
<td></td>
<td>30,000 s.f./dw. unit</td>
</tr>
<tr>
<td>R-3</td>
<td></td>
<td>20,000 s.f./dw. unit</td>
</tr>
<tr>
<td>R-L</td>
<td></td>
<td>20,000 s.f./dw. unit</td>
</tr>
</tbody>
</table>

h. The specific allowable maximum number of dwelling units shall be computed by dividing the total area allowable for density by the appropriate Residential Density Factor; existing public right-of-way, open space easements and 80% of lands designated as floodplain, wetlands Environmental Corridor or Isolated Natural Resource Area may not be included in the area for density computation.

i. Table 18-2 shall be utilized to determine the absolute minimum lot size and open space per family per lot which may be utilized for the platting of lots in the planned unit development:

**TABLE 18-2**

<table>
<thead>
<tr>
<th>District</th>
<th>Minimum Lot Size</th>
<th>Minimum Open Space Per Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>[PUD not permitted]</td>
<td>[PUD not permitted]</td>
</tr>
<tr>
<td>A-2</td>
<td>60,000 s.f.</td>
<td>80%</td>
</tr>
<tr>
<td>A-3</td>
<td>1 acre</td>
<td>75%</td>
</tr>
<tr>
<td>District</td>
<td>Upland Environmental Corridor Overlay</td>
<td>Per Underlying Zoning District</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>R-1</td>
<td>Residential District</td>
<td>30,000 s.f.</td>
</tr>
<tr>
<td>R-1(A)</td>
<td>Residential District</td>
<td>30,000 s.f.</td>
</tr>
<tr>
<td>R-2</td>
<td>Residential District</td>
<td>25,000 s.f.</td>
</tr>
<tr>
<td>R-3</td>
<td>Residential District</td>
<td>20,000 s.f.</td>
</tr>
<tr>
<td>R-L</td>
<td>Residential Lake District</td>
<td>20,000 s.f.</td>
</tr>
</tbody>
</table>

**TABLE 18-3**

j. Table 18-3 shall be utilized to determine the absolute minimum average lot width, setback and offsets which may be utilized for the individual lots.

<table>
<thead>
<tr>
<th>District</th>
<th>Min. Lot Width</th>
<th>Setback</th>
<th>Offset</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>Agricultural District</td>
<td>[PUD not permitted]</td>
<td>[PUD not permitted]</td>
</tr>
<tr>
<td>A-2</td>
<td>Rural Home District</td>
<td>175'</td>
<td>50'</td>
</tr>
<tr>
<td></td>
<td>Suburban Home District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>A-3</td>
<td>150'</td>
<td>50'</td>
<td>20'</td>
</tr>
<tr>
<td>C-1</td>
<td>Upland Environmental Corridor Overlay</td>
<td>Per Underlying Zoning District</td>
<td>Per Underlying Zoning District</td>
</tr>
<tr>
<td>R-1</td>
<td>Residential District</td>
<td>130'</td>
<td>50'</td>
</tr>
<tr>
<td>R-1(A)</td>
<td>Residential District</td>
<td>130'</td>
<td>50'</td>
</tr>
<tr>
<td>R-2</td>
<td>Residential District</td>
<td>120'</td>
<td>50'</td>
</tr>
<tr>
<td>R-3</td>
<td>Residential District</td>
<td>120'</td>
<td>50'</td>
</tr>
<tr>
<td>R-L</td>
<td>Residential Lake District</td>
<td>100'</td>
<td>50'</td>
</tr>
</tbody>
</table>

Up to a maximum of 20% of the area of lands which are zoned Wetland-Floodplain within the project may be used to determine planned development project densities. However, in no case, shall the total area of Wetland-Floodplain zoned lands used in the computation exceed 25% of the net area of the project which is zoned other than Wetland-Floodplain.

k. Adequate guarantee shall be provided for permanent retention of open area resulting from these regulations, either by private reservation for use of the residents within the development or by public dedication. The parcels created as open space in all zoning districts other than the A-1 District shall be owned in common by the residents of the development or by a home owners association and shall not be further divided nor shall they be used for residential purposes. Buildings or structures for noncommercial, recreational or accessory facilities may be permitted in such open space area subject to specific grant in the conditional use permit. Perpetual care and maintenance of such open space areas shall be provided for and an operational plan shall be submitted for specific approval and inclusion in the terms of the permit. Ownership and tax liability of the open space areas shall be established in a manner acceptable to the Town and
shall be made a part of the conditions of approval.

l. This section shall be construed to permit any type of housing unit within the development boundaries (i.e., multiple family, single family, garden apartments, condominiums, duplexes, senior housing) subject to specific approval and conditions of this conditional use permit.

m. Where the use is not proposed to be served by public sanitary sewers, the use of private treatment systems pursuant to SPS 83 Wisconsin Administrative Code shall apply, subject to the following:

(1) Private systems serving one dwelling unit shall be privately owned and maintained.

(2) Private systems serving more than one dwelling unit shall be the responsibility of an incorporated Owners Association subject to a maintenance and management agreement. Such agreements shall give the Town the right to inspect all facilities and make repairs at the expense of the Owners Association. In the event that the incorporated Owners Association fails to maintain or make repairs to the private system to the satisfaction of the Town, the maintenance and management agreement shall grant the Town the authority to conduct said maintenance or repairs at the expense of the Owners Association. In the event of nonpayment, all costs incurred shall be placed on the tax bills of all Owners Association properties on a prorata basis as a special assessment or special charge.

n. The total number of dwelling units allowed for the project shall be determined by utilizing the density computation above.

o. The floor area of attached or detached single family dwellings and duplexes shall not be less than what is required in the applicable zoning district.

p. The architectural style of the buildings may be subject to approval by the Plan Commission.

q. Subject to specific approval by the Town Board, floor area for multiple dwelling units may be modified in accordance with table 18-4.

TABLE 18-4

<table>
<thead>
<tr>
<th>Efficiency or one bedroom apartment</th>
<th>900 s.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two bedroom unit</td>
<td>1050 s.f.</td>
</tr>
<tr>
<td>Three bedroom unit</td>
<td>1250 s.f.</td>
</tr>
</tbody>
</table>

r. The developer shall enter into an appropriate contract with the Town to guarantee the implementation of the development according to the terms and conditions
established as part of the development plan approval.

7. **BASIS FOR APPROVAL**

The Plan Commission in making its recommendation and the Town Board in making its determination as to the approval or denial of the land division for planned development shall give consideration to the purposes and standards in this section and be satisfied as to the following:

a. That the proposed development is consistent with the spirit and intent of the chapter, is in conformity with the general character of the Town and would not be contrary to the general welfare and economic prosperity of the Town or of the immediate neighborhood, but rather that the benefits from the anticipated improved design of the resultant development justifies the variation from the normal requirements of this chapter through the application of this planned development section.

b. That the size, quality and architectural design of all buildings in the project will not have an adverse effect upon the general character of the Town and surrounding neighborhood.

c. That the provisions and facilities of the open space areas being provided is of such quality, size and aesthetic value to justify the approval of the project.

d. That the setbacks shall be maintained along any boundary street of the project area as required by the existing underlying basic district.

e. That no building shall be permitted closer to a side or rear boundary street of the project area as required by the existing underlying basic district.

f. That there shall be no further division of any lot within the development.

g. That deed restrictions or an appropriate contract with the Town assuring implementation of the development according to the above requirements is filed with the Waukesha County Register of Deeds.

h. The proposed site shall be provided with adequate drainage facilities for surface and storm waters.

i. No undue constraint or burden will be imposed on public services such as police and fire protection street maintenance and maintenance of public areas by the proposed development.

j. The proposed site shall be accessible from public roads that are adequate to carry the traffic expected to be generated by the proposed development.

k. The approval of a petition for approval of a Residential Planned Unit Development shall be based on the building, site and operational plans for the development, all other commitments offered as required in regard to project value, character or other factors pertinent to an assurance that the proposed development will be carried out basically as presented for the project.
1. If approved, the setback, offset, height, minimum floor area, minimum lot size, density and open space requirements of the Planned Unit Development, in addition to all conditions imposed in the grant of the approval, if any, shall be recorded as a deed restriction on the development lands in a form approved by the Town Board or its designee.

m. Any subsequent change or addition to an approved plan shall first be submitted for approval to the Plan Commission and, if in the Commission's opinion such change or addition is not substantial, it may recommend approval to the Town Board without public hearing. If the Plan Commission deems that any proposed change is not acceptable, it shall recommend accordingly to the Town Board. Without limitation to the Plan Commission's right to determine any other change substantial, a change in any of the following respects shall be automatically construed as substantial:

(1) An increase in the number of dwelling units from that shown in the approved comprehensive project plan.

(2) A significant change in the size, value or type of structure from that indicated in the approved comprehensive project plan.

(3) The addition of any principal uses not included in the approved comprehensive project plan.

(4) A change in the basic concept of site development which would significantly alter the relationship of uses or open space to adjoining properties.

SECTION 4: SEVERABILITY

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 5: EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this_________day of__________________, 2018.

TOWN OF DELAFIELD

Lawrence G. Krause, Chairman
ATTEST:

Mary Elsner, Town Clerk/Treasurer

Published and/or posted this _____ day of ______, 2018.

C:\MyFiles\Delafield\Land Division Ord\Ord to add Residential PUD 7.10.18 (5)(clean).doc
Plan Commission Report for October 2, 2018

Estate of Allan Hanson
Agenda Item No. 5. A.

Applicant: Cecelia H. Smith, personal representative/Atty.
George Love, Love law Offices, agent

Project: Allan Hanson Property

Requested Action: Review of sale or exchange of parcels between adjoining land owners, Section 18.11 of the Town Code

Zoning: R-3 residential (Waukesha County)

Location: Lands between N30 W29340 Orchard Ave and N30 W29298 Orchard Ave.

Tax Key No.: DELT 0764-036

Report

Background

Recently, Mr. Hanson passed away, leaving two vacant parcels of land located north of Orchard Avenue known as Lots 37 and 38 of Pewaukee Highlands subdivision (under one tax key number) along with two parcels of land to the south of Orchard Avenue that contained his residence under two tax key numbers. The intent as stated in his will was to deed Lot 37 to his daughter who lives to the east of Lot 37 and deed Lot 38 to the neighbor to the west of Lot 38. Since the land is already split into two parcels (albeit one tax key number), no Certified Survey Map is needed to split the land. However, Section 18.11 of the Town Code requires that the Plan Commission, in every situation, review the sale or exchange of parcels between adjoining land owners when the property owner seeks to convey land in a manner that would adjust a lot line or create or eliminate a lot line.

The review is limited to whether the conveyance is in compliance with Wisconsin Statutes Section 236.45(2) (am) (3).

Our code goes on to state that:

- such conveyance can only be approved if the same number of lots exist prior to the conveyance as would exist after the conveyance;
- such conveyance can only be approved if the resulting lots would all be both legal and conforming, even if such lots are legal nonconforming prior to the conveyance, because the conveyance creates new lots which do not predate the ordinance and therefore have no legal nonconforming rights.
- Such conveyance must not be approved if the conveyance includes land that has a legal nonconforming use
• Such conveyance shall not be approved if any of the resulting lots and the existing improvements on the lots would be in violation of applicable open space requirements.

• Such conveyance shall not be approved if the conveyance would make an existing conforming structure illegal or nonconforming or would extend any preexisting legal nonconformity of an existing structure.

Analysis

Section 236.45 (2)(am)(3) reads: “The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by this chapter or other applicable laws or ordinances”

There are currently 7 individual parcels along the north side of Orchard Drive under three tax key numbers. The conveyance of the property will not increase the number of individual lots. The resulting lots are below the minimum sizes required by Waukesha County zoning requirements unless combined with other lots.

The other criteria to review as part of this request as stated in Section 18.11 of the Town Code refers to conforming and non-conforming lots and structures. The land on which these lots and structures are located are in the Waukesha County Shoreland zoning district. Using the County’s R-3 code, each individual lot of the Pewaukee Highlands associated with this request is less than the required lot area and lot width; houses to the east and west of the subject parcels appear to be have an offset distance that does not meet the code requirement; the garage associated with the house to the east straddles the lot line between Lots 34 and 35.

I have spoken to the County Planning Department and they have indicated that they usually don’t review sale or exchanges of property prior to the transaction taking place. However, they are in favor of addressing non-conforming lots and structures.

Staff Recommendation:

In the past, the County allowed property owners who own adjacent parcels to combine them for ease of receiving one tax bill. I am of the opinion that by doing that it resulted in people building on and over lot lines. In this case, the addition of lot 37 to the landowner to the east does not solve the existing offset issue. By adding Lot 38 to lands to the west, it is likely that it will allow the structure to the west to become conforming if the lands are combined via CSM to remove interior lot lines.

I recommend that the Town allow the sale or exchange of parcels between property owners, subject to a Certified Survey Map being created and approved by the Town of Delafield and Waukesha County prior to the transaction taking place.

Tim Barbeau, Town Engineer
September 26, 2018
The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.
August 28, 2018

Town of Delafield
Attn: Clerk
W302 N1254 Maple Avenue
Delafield WI 53018-2117

Re: Application of the Estate of Allan R. Hanson to Assign Different Key Numbers to Two Lots, presently under one Key Number

Proposed Hearing Date before Planning Commission:
October 2, 2018 at 7:00 p.m. at the Town of Delafield Town Hall

Dear Clerk:

I enclose in duplicate an Application by the Estate of Allan R. Hanson, per its Personal Representative, Cecelia H. Smith, to separate the Key Number for two adjoining lots in a recorded subdivision: Pewaukee Highlands, Lots 37 and 38, Real Estate Tax Key Number DELT 0764.036.

I enclose the Application of Mrs. Smith in duplicate, to which is attached a letter from the Town of Delafield Engineer explaining that a meeting before the Planning Commission is necessary in this case.

I also enclose a partial map of Pewaukee Highlands showing the two lots in question, in duplicate. I am sending on even-date a copy of this letter to the Town Engineer.

Sincerely yours,

George W. Love

GWL/sp
Enc.

c/c Town of Delafield Engineer
Mr. Timothy Barbeau, P.E. P.L.S.
W302 N1254 Maple Avenue
Delafield WI 53018-2117

P.S. I will remit any fees requested.
Addendum to Application for Plan Commission Agenda

Town of Delafield

August ____, 2018

Location of Development Proposal

Division of two subdivided lots under a single Tax Key Number so as to be added onto respectively adjoining properties.

Nature of Development Proposal

Description of Proposal:

The Estate of Allan R. Hanson owns a number of lots in Pewaukee Highlands Subdivision. A copy of the Decedent's Estate's Inventory is annexed hereto and incorporated herein by reference. Lots 34, 35 and 36 are going to be deeded to the Decedent's daughter pursuant to the terms of the Will. Her husband will be an additional Grantee because said daughter, Jane E. Brody will be living in said property as her homestead, together with her family.

The two lots that are the subject of this Application to the Town of Delafield Zoning Commission are under one Tax Key Number. They are Item Number 1 in the Inventory. Their lot numbers are Lot 37 and Lot 38 of Pewaukee Highlands, under the Tax Key Number DELT 0764036. Jane Brody is going to purchase the other lot. Lot 38 will be conveyed to the Owner of Lot 39, Mr. Richard Cessner. This will be a gift from the Estate with the permission of all the other Beneficiaries.

In essence this is not a land division, but a division of a Tax Key Number for two subdivided lots, one lot going to each of the two neighbors on either side.

As an aside, Mr. Cessner's garage is apparently too close to his lot line and this will make his lot into a conforming situation under your Zoning Code.
July 31, 2018

Mr. George W. Love
Love Law Offices
241 Wisconsin Avenue
Waukesha, WI 53186

Re: Estate of Allen R. Hanson
   Tax Key No. DELT 0764-036
   Town of Delafield

Dear Mr. Love,

I have had an opportunity to review the inquiry stated in your letter dated July 19, 2018. There are a couple of Town code sections that apply to this situation, which I have included below. When the lots were placed under one tax key number by Waukesha County Register of Deeds, the removal of existing lot lines that made up the multiple parcels under the single tax key number was not required. The consequences today of doing that has been houses and accessory buildings being built across lot lines or too close to lot lines resulting in nonconforming structures. In order to resolve perpetuation of nonconforming structures, the Town requires a review procedure and often requires that lots created by combining tax key numbers do so by Certified Survey Map. In your case, there are in essence seven individual platted lots over three tax key numbers. Your intent is to create two lots with two tax key numbers. When you come before the Plan Commission, my recommendation to them will be to require that a Certified Survey Map (CSM) be prepared eliminating all the old platted lots and creating two new lots ("erase" all interior lot lines).

The proposed CSM would require approval by our Plan Commission and Town Board as well as staff approval at Waukesha County Parks and Land Use, Planning Division. You also may want to confer with the County Planning Division regarding any zoning issues related to the proposed lot reconfigurations (County has shoreland zoning jurisdiction).

Should you have any questions, please contact me at (262) 317-3307 or tim.barbeau@rasmith.com.

Sincerely,

Timothy G. Barbeau, P.E., P.L.S.
Town of Delafield Engineer

c: Mary T. Elsner, Town Clerk
Section 18.01 (2) d. states the following:

d. (Repealed and recreated 2014-08) The sale or exchange of parcels or land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes and meet all specifications required by these regulations, the zoning ordinances, and other applicable laws and ordinances, subject to the review procedures described in Section 18.11.

Section 18.11 states the following.

18.11 PRIOR REVIEW OF SALES OR EXCHANGES OF PARCELS BETWEEN ADJOINING LANDOWNERS. (Created 2014-08)

In every situation, regardless of circumstances, that a property owner seeks to convey land in a manner that would adjust a lot line or create or eliminate a lot line, and that conveyance does not require a certified survey map or subdivision plat pursuant to this ordinance, and where an adjacent property owner intends to acquire such interest in land, the proposed action shall be submitted to the Town of Delafield Plan Commission for prior review, before the conveyance documents are signed and before the conveyance is recorded in the office of the Waukesha County Register of Deeds. Such application must be filed with the Town Clerk along with a fee payment to offset all or part of the cost of this limited review, in an amount to be determined from time to time by separate resolution of the Town Board. The Town Plan Commission review shall be limited to considering whether the conveyance is in compliance with the Wisconsin Statutes Section 236.45(2)(am)(3) and the applicable laws cited therein, including these regulation, the Zoning Ordinances, and other applicable laws and ordinances. Such conveyance can only be approved if the same number of lots exist prior to the conveyance as would exist after the conveyance. Such conveyance can only be approved if the resulting lots would all be both legal and conforming, even if any such lots are legal nonconforming prior to the conveyance, because the conveyance creates new lots which do not predate the ordinance and therefore have no legal non-conforming rights. Such conveyance must not be approved if the conveyance includes land that has a legal nonconforming use, because the legal nonconforming rights are limited to use of the preexisting lot. Such conveyance shall not be approved if any of the resulting lots and the existing improvements on the lots would be in violation of applicable open space requirements. Such conveyance shall not be approved if the conveyance would make an existing conforming structure illegal or nonconforming, or would increase the extent of any preexisting legal nonconformity of an existing structure.
STATE OF WISCONSIN, CIRCUIT COURT, WAUKESHA

IN THE MATTER OF THE ESTATE OF

ALLAN R. HANSON

DOD: February 16, 2018

Case No. 2018-PR-000193

COUNTY

Amended
Inventory
☒ Informal Administration
☐ Formal Administration

UNDER OATH, I STATE:
As personal representative, I certify that to the best of my knowledge this inventory with schedules includes:
1. All property subject to administration.
2. Any encumbrance, lien or other charge against each item of property.
3. Identification of marital property, if any.

I will furnish a copy of this inventory to all persons interested as required by law.

SUMMARY OF PROPERTY SUBJECT TO ADMINISTRATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Date of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total value of property subject to administration</td>
<td>February 16, 2018</td>
</tr>
<tr>
<td>($328,400.00)</td>
<td></td>
</tr>
<tr>
<td>Minus total value of encumbrances, liens or other charges against each item of property</td>
<td>($0)</td>
</tr>
<tr>
<td>Net Value of Property Subject to Administration (cannot be less than $0)</td>
<td>$328,400.00</td>
</tr>
</tbody>
</table>

Provide itemized lists on attached schedules and clearly designate any marital property interests.

NOTE: A statutory filing fee must accompany this form.

State of Wisconsin
County of Waukesha
Subscribed and sworn to before me on June 11, 2018

Cecelia H. Smith
Personal Representative

George W. Love
Notary Public/Court Official

Name Printed or Typed

State of Wisconsin
County of Waukesha
Subscribed and sworn to before me on June 11, 2018

Cecelia H. Smith
Name Printed or Typed

232 Royal Ridge Dr. Oconomowoc, WI 53066
Address

262-443-2705
Telephone Number

June 11, 2018
Date

Form completed by: (Name)

Address

Telephone Number

Bar Number (if any)
<table>
<thead>
<tr>
<th>Number</th>
<th>Real Estate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lots 37 and 38, Pewaukee Highlands, being a Subdivision in part of the Southeast 1/4 of Section 11, and of the Northeast 1/4 of Section 14, Township 7 North, Range 18 East, town of Delafield, County of Waukesha, State of Wisconsin. Real Estate Tax Key No.: DELT 0764.036 Property Address: Lots 37 &amp; 38 Method of Valuation: Equalized Assessed Value</td>
</tr>
<tr>
<td></td>
<td>$ 20,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>Lots 34, 35, and 36, Pewaukee Highlands, being a Subdivision of part of the Southeast 1/4 of Section 11 and of the Northeast 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, County of Waukesha, State of Wisconsin, together with a non-exclusive right-of-way in common with others over Lake Lane. Also: Together with right-of-way over Hillcrest Drive (formerly known as Zinn Road). Real Estate Tax key No.: DELT: 0764.033 Property Address: N30 W29298 Orchard Avenue Method of Valuation: Equalized Assessed Value</td>
</tr>
<tr>
<td></td>
<td>$ 143,200.00</td>
</tr>
<tr>
<td>3.</td>
<td>Lots 30 and 31, Pewaukee Highlands, being a subdivision in part of the Southeast 1/4 of Section 11, and of the Northeast 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, County of Waukesha, State of Wisconsin. Real Estate Tax Key No.: DELT 0764.029 (Lot 30) and DELT 0764.030 (Lot 31) Property Address: N30 W29315 Hillcrest Drive Method of Valuation: Appraised Value, per Appraisal dated May 14, 2018, performed by Abbie Kilpatrick Appraisals LLC.</td>
</tr>
<tr>
<td></td>
<td>$ 165,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td>$ 328,400.00</td>
</tr>
</tbody>
</table>

All of the above parcels of Real Estate have access to Pewaukee Lake pursuant to a non-exclusive right-of-way in common with others, known as Lake Lane, and included on the Plat of Pewaukee Highlands, surveyed on April 28, 1926, and further together with a non-exclusive right-of-way in common with others over Hillcrest Drive (formerly known as Zinn Road), as platted in said Plat of Pewaukee Highlands.
PLAT
PEWAUKEE HILL

A subdivision of part of the SE¼ Sec. 14
Waukesha County
Wis.

Scale: One inch = 80 feet.
surveyed April
William
Waukesha County
Department of Parks and Land Use

MEMORANDUM

Date: August 17, 2018

To: All Town Planners within Waukesha County

From: Dale R. Shaver, Director
Department of Parks and Land Use

Subject: Site Plan/Plan of Operation Process Improvement Proposal

Earlier this year, Waukesha County Planning and Zoning Division Staff assembled a workgroup comprised of County staff and Town planners and administrators to consider methods for streamlining the existing Site Plan/Plan of Operation application review process within Waukesha County's zoning jurisdictional area. The business and brokerage community has expressed desire for a more expedient, streamlined review process. Small businesses often experience obstacles when they start up or expand and Waukesha County is committed to improving the permitting process. The objective is to simplify the application process and allow applicants to begin operating within a narrower timeframe. Our goal is to implement a revised process prior to the end of this year.

After charting the existing Town and County processes using LEAN techniques, the workgroup determined that improvements can be made by eliminating duplicative steps and by creating an expedited review process for simple applications. Several ideas for eliminating duplicative effort were discussed, including:

- Creation of a single Town/County application. The County would be the primary contact for the applicant.
- Consideration of a single fee for simple applications. The County can reimburse the Towns a fixed amount per application.
- County would be responsible for drafting a staff report with conditions and send to the Town for final comments or Plan Commission review.
- County would send final review letter/decision/permit after receiving documentation from the Town that all Town conditions have been met.
It was acknowledged that there may be some challenges associated with a property that has split jurisdiction and is subject to Town and County ordinance provisions. However, the County is willing to work with Towns to seek a solution for an alternative application process that satisfies all reviewing entities.

To reduce review time for simple Site Plan changes, County Staff and Town Planners came up with a list of application types that could be reviewed by professional staff only. Attached is a summary of application types categorized by proposed application review entity.

With receipt of this memo, we request that all Town Planners place this matter on your next Town Plan Commission agenda so that commissioner concerns and comments can be considered prior to the process improvement scheme being finalized. If you would like assistance explaining the objective of this proposal or have questions regarding the proposed modifications to the Site Plan/Plan of Operation application process, please contact Amy Barrows, Senior Planner, at (262) 548-7790, or aabarrows@waukeshacounty.gov. Waukesha County Planning Staff will begin drafting a more efficient application and related process procedures, but would like Town input prior to implementation. Town and County ordinances may need to be modified accordingly.

The County appreciates your consideration in this matter. We would like to have comments back from the Towns by October 31st so that we can move forward with implementation by the end of the year. Thank you for helping us improve the customer service and permitting experience for the local business community. We thank Jeff Herrmann, Dan Lindstrom, Shaun Mularkey, and Gina Gresch for their contributions to this project.

Enclosure

cc: Town Clerk (In addition, please distribute to your Town Chairman and Town Plan Commission)
Summary of Site Plan/Plan of Operation Application Types:

Proposed Review Entities

Proposed Professional Staff review only

- New owner or operator
- New business in same building with same type of use
- Change in signage
  - Change face or replace existing sign, provided no change in lighting or physical change to dimensions/pole/projection etc.
- Interior remodeling
- Misc. Site Plan modifications
  - Landscaping
  - Parking/loading
    - Modification of layout, if area and # of parking stalls remain the same
  - Modification of property/use boundaries, if no change in use or if there is not impact to the existing uses allowed and conditions of approval.
- Misc. Operational modifications
  - Days/hours of operation
  - # of employees
  - Dumpsters, if sufficient screening is already established

*If there are any questions or disputes, the applicant and/or Town/County staff can send the proposal to the Town Plan Commission for consideration.

Proposed Town Plan Commission and County Staff review – Interim period

Consideration will be given to expanding staff review for the below project types if standard provisions are incorporated into the ordinance or it is determined that Plan Commission review is unnecessary.

- Change in signage
  - Replace or new signage, if any change to lighting or physical characteristics. This could be reviewed by staff only if specific signage provisions are incorporated into the ordinance.
- Misc. Site Plan modifications
  - Lighting, until ordinance has specific lighting provisions
  - Dumpsters, review for appropriate screening
  - Parking/loading
    - Additions to parking area or modifications to # of stalls
- Accessory buildings
  - Modifications/additions
  - New
- Misc. Operational modifications
  - Food service
  - Alcohol service (incl. Town Board)
  - Temporary uses (greenhouses, farm stands, furniture sales)
- Modification of property/use boundaries, if there is a change in use or an impact to uses allowed and conditions of approval.

Proposed Town Plan Commission and County Staff review

- Additions to buildings – vertical or lateral
- Same building, but change in use (ex. office to restaurant or retail to service)
- New construction on vacant lot
- New digital reader board sign
- Misc. Operational modifications
  - Special events
  - Music
  - Outdoor storage/use
  - Outdoor seating/entertainment

N:\PR\N\LC\Planning and Zoning\Division Projects\Office Automation\EC\Site Plan Plan Of Op\PO Process Improvement 2018\Summary Of Types & Review Entities.docx