

**TOWN OF DELAFIELD**  
**PLAN COMMISSION MEETING**  
**Tuesday, October 1, 2019**

**Members present:** K. Fitzgerald, R. Troy, E. Kranick, C. Diderrich, N. Dickenson, C. Dionisopoulos

**Members absent:** T. Frank

**Also present:** T. Barbeau, *Town Engineer, 6 citizens*

**First order of business:** Call to Order and Pledge of Allegiance

*Chairman Fitzgerald called the meeting to order at 6:30 p.m., and led all in the Pledge of Allegiance.*

**Second order of business:** Approval of the minutes of September 3, 2019

**MOTION MADE BY MR. TROY, SECONDED BY MR. DIDERRICH TO APPROVE WITH CORRECTIONS.  
MOTION CARRIED.**

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

A. None

**Fourth Order of Business:** Unfinished Business:

A. Discussion and possible action regarding the Town of Delafield Land Use Plan and zoning code modifications.

*Chairman Fitzgerald stated that a workshop (not public hearing) has been scheduled for Thursday evening. It is expected that people in attendance will provide input on proposed mix uses of the land along Golf Rd. and I-94.*

**Fifth Order of Business:** New Business:

A. Lifestriders, S11 W29677 Summit Avenue, Crystal Stephens, Director of Operations, Re: Consideration and possible action on a request for approval of free standing sign and wall sign and a size variance for the wall sign.

*Engineer Barbeau stated that the applicant is requesting approval of 2 signs, 1 (free standing) in front of the building adjacent to the parking lot measuring 32.25 sq. ft., and a 50 sq. ft. sign on the barn wall. Per Section 17.08.10., in order to allow the installation of the proposed 50 sq. ft. sign, a variance of 38.25 sq. ft. is required. The Plan Commission has the authority to decide on the dimension and height of the proposed sign, but not on the text.*

*Andrew Dominiak, Fast Signs of Waukesha, stated that the proposal includes a reface of the existing sign and neither will be lit.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. DIDERRICH TO APPROVE THE FREE STANDING SIGN AND WALL SIGN, AND GRANT THE VARIANCE FOR REASONS STATED IN THE STAFF RECOMMENDATION: 1. AN 11.75 SQ. FT. SIGN (44 SQ. FT. ALLOWED – 32.25 SQ. FT. FREE-STANDING) SIGN WILL NOT BE VISIBLE FROM USH 18, GIVEN THE SPEED LIMIT ALONG THE ROADWAY; 2. THE SIGN DOES NOT RESULT IN AN UNDUE CONCENTRATION OF SIGNS. MOTION CARRIED.**

B. Osseo-Fairchild Investments, by Michael Woods, Re: Consideration and possible action on the allowance of a retaining wall within 5 feet of a property line at W288 N3181 Lakewood Lane North.

*Engineer Barbeau stated that any proposal requesting allowance of a retaining wall within 5 feet of a property line must come before the Plan Commission, and applicant must notify their neighbor of the request. Any recommendations from the Plan Commission will be sent to Waukesha County, as the lot is located in the*

Shoreland District. He suggested that the applicant install a 90° elbow on the downspout to divert water to the west and seep into the existing stone.

Diane Hochrein, W288N3189 Lakewood Lane, stated her concern re: diversion of water onto her property from the gravel that was installed. As long as the downspout is kept toward the applicant's property, there will be no problem.

Lisa Jaeck, W288N3189 Lakewood Lane, stated that the applicant encroached 5 ft. onto their property and dumped several feet of gravel. Nothing changed on their property. They actually added dirt and arborvitaes to absorb any water. She is requesting more than a 90° elbow for diversion.

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE ALLOWANCE OF A RETAINING WALL CLOSER THAN 5 FT. FROM THE PROPERTY LINE, CONTINGENT UPON THE DOWNSPOUT CHANGING AND WHATEVER IS FEASIBLE TO ADDRESS THE EROSION. ALSO, NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL DRAINAGE AND EROSION ISSUES ARE RESOLVED. MOTION CARRIED.**

C. Luke Holton, N27 W30147 Maple Avenue, Re: Consideration and possible action on the approval of a Certified Survey Map that attaches a private right of way to three adjoining properties.

Mr. Holton stated that the old private right-of-way is used as a driveway. Lot 1 is part of Grandhaven, and lots 2 and 3 own easements. The proposal includes all lots to take a piece of the right-of-way, and the right-of-way will be gone.

Engineer Barbeau stated that the easement for lots 2 & 3 should be reflected on the certified survey map.

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. DIDERRICH TO RECOMMEND APPROVAL OF THE CERTIFIED SURVEY MAP, TO THE TOWN BOARD, SUBJECT TO TECHNICAL CORRECTIONS ADDRESSING THE EASEMENT FOR LOTS 2 & 3 AND STAFF RECOMMENDATIONS: ADDITION OF THE EXTRATERRITORIAL PLAT JURISDICTION CERTIFICATE AND APPROVAL; INCORPORATION AND SATISFACTION OF ANY AND ALL WAUKESHA COUNTY TECHNICAL COMMENTS. MOTION CARRIED.**

**Sixth Order of Business:** Discussion: None

**Seventh Order of Business:** Announcements and Planning Items:

Upcoming Meetings - Thursday, October 3, 2019

Wednesday, October 16, 2019 – Mixed Use Code Review

Tuesday, November 5, 2019 (Joint Public Hearing with Waukesha County re: Steve Wittman property)

Wednesday, November 20, 2019 – Land Use Plan/Zoning Code Public Hearing

**Eighth Order of Business:** Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:37 P.M. MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on: November 5, 2019

**TOWN OF DELAFIELD  
PLAN COMMISSION WORKSHOP  
Wednesday, October 3, 2019**

**Members present:** K. Fitzgerald, R. Troy, E. Kranick, C. Dionisopoulos; T. Frank

**Members absent:** N. Dickenson, C. Diderrich

**Also present:** T. Barbeau, Town Engineer, 5 citizens from the Thomas family; 8 developers

**First order of Business:** Call to Order

Chairman Fitzgerald called the meeting to order at 6:30 p.m.

**Second order of business:** Discussion regarding Town of Delafield Land Use Plan and zoning code modifications

Chairman Fitzgerald explained the purpose of the meeting is to get input on the proposed mixed use code.

The following items were discussed:

1. Requirements for public sewer and water: is the town willing to develop a community well?; OAW has 2 high capacity wells; Steve DeCleene indicated that a private water system is challenging to maintain and operate
2. General Development plan for the entire property: Suggested that the residential to the north be reviewed separately; Chairman Fitzgerald suggested that the language be changed to state an overall plan for the mixed use portion of the property
3. Multi-family density: general agreement amongst the attendees that 10-12 units is workable.
4. Overall allowable residential density: Comment was made that residential homes need to be on lots of 20,000 or less to support extension of sanitary sewer and water; several other attendees agreed.
5. Retail/restaurant use: Minimum lot size for Starbucks is 1 acre; J. Siepmann indicated that he has built on 15,000 s.f. with shared parking; combine retail and residential; 1% for each is too low due to the lot size needed for parking; Plan Commission should have the ability to increase the percentage
6. Light Industrial definition: be flexible; large buildings may get redeveloped with different uses and if there are limitations to future uses, an owner may not build the building; suggestions were to add warehousing, but put limits on it; add trucking.
7. Traffic Study: Likely to have more of an issue with cars leaving all at once at end of the day than trucks that leave throughout the day; remove "with limited semi-truck operations" in 2.a.2.
8. Uses: change (2) to state "light industrial" and use the new definition to define the uses; suggestion was to add "other uses not listed above, but are listed in other districts"
9. Lot size; width: desired height is 55 feet, Town concern is with the fire department access; 55 feet would take into account desired clear areas inside the building and parapet walls and screening roof top units; 47 feet would be an acceptable number, depending on where it is measured from.
10. Open Space; attendees suggested 35% overall in the development; 25% per lot.
11. Site grading, architectural, landscaping, lighting: four sided architectural will discourage developers; the design standards should be carefully considered since developers will be using those standards to decide whether to pursue; if too stringent, developers may lose interest.

12. Parking: Update the parking code to include the uses and update the standards; add no on-street parking;  
add provision for shared parking

**Third order of Business:** Adjournment

Motion by T. Frank, seconded by K. Fitzgerald to adjourn at 8:31 p.m., Carried.

Respectfully submitted,



Tim Barbeau

Town Engineer

**TOWN OF DELAFIELD  
PLAN COMMISSION WORKSHOP  
Wednesday, October 16, 2019**

**Members present:** K. Fitzgerald, R. Troy, E. Kranick, C. Dionisopoulos; T. Frank, N. Dickenson, C. Diderrich  
**Also present:** T. Barbeau, B. Cooley, Town Engineer, 2 citizens

**First order of Business:** Call to Order  
Chairman Fitzgerald called the meeting to order at 6:30 p.m.

**Second order of business:** Consideration and possible action on a proposed mixed use zoning code

The following edits were made to version 3.1 of the proposed code:

Section 4. c. : add "and multi-family residential/senior housing" after the word "Commercial"

Section 6. c. : Plan Commission discussed limiting the number of residential dwelling units by limiting the amount of land available for residential rather than total units. Discussion also considered including a maximum number of dwelling units and no lot area maximum. In order to make sure the entire property does not become residential, the Plan Commission decided to include a land area percentage limitation and a maximum number of dwelling units, resulting in the section to read as follows: "No more than 45% of the land in the Mixed Use land use category shall be used for residential development and the maximum number of dwelling units in the Mixed Use land use area shall be 420 dwelling units, unless the Plan Commission provides an exception to allow additional land or units based on proposed location of such use."


Section 6. f.: Add the following at the end of the paragraph, "Underground or garage parking shall be required for resident parking for all multi-family developments."

Motion by Mr. Kranick, seconded by Mr. Frank to direct staff to schedule a public hearing on the proposed Mixed Use zoning code and a new definition of "light industrial" that includes the edits decided at this meeting. Carried

**Third order of Business:** Adjournment

Motion by Mr. Kranick, seconded by Mr. Troy to adjourn at 7:39 p.m., Carried.

Respectfully submitted,

  
Tim Barbeau  
Town Engineer