



A PERFECT ENVIRONMENT

Residential Recreational Responsible

Chair
Ron Troy
Supervisors
Edward Kranick
Steve Michels
Joe Woelfle
Magalie Miller
Clerk/Treasurer
Dan Green

TOWN OF DELAFIELD PLAN COMMISSION MEETING
Tuesday, December 6, 2022, 6:30 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 November 1, 2022.
3. Communications (for discussion and possible action): None
4. Unfinished Business: None
5. New Business:
 - A. Cormac and Tanya Palmer, W334 N1010 Cushing Park Road, Re: Consideration and possible action on the approval of a Certified Survey Map to combine two lots into one lot at W334 S1010 Cushing Park Road.
 - B. Deane Jaeger, W335 N292 Cushing Park Road, Re: Consideration and possible action on a request for a height increase and for an accessory building and associated garage door.
 - C. Mike and Donna Southard, N7 W30323 Maple Avenue, Re: Consideration and possible action on the approval of a Certified Survey Map to define the boundaries of vacant lands owned by Donna and Mike Southard, located north and west of the intersection of Maple Avenue and Bryn Drive.
 - D. Luke Esslinger, applicant, Todd Turall, owner, Re: Consideration and possible action on a request to allow a residential structure to be constructed within the Isolated Natural Resource Area of Lot 3, The Retreat subdivision.
 - E. Consideration and possible action on a sign code amendment to allow electronic message boards.
6. Discussion: None
7. Announcements and Planning Items: Next meeting: January 3, 2023
8. Adjournment

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum 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.
- ✓ Also, 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 Town Clerk Dan Green (262) 646-2398.

**TOWN OF DELAFIELD
PLAN COMMISSION MEETING
TUESDAY, NOVEMBER 1, 2022, 6:30 P.M.**

Video Link: <https://www.youtube.com/watch?v=jt0-9HSpQIY>

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.

Members present: Supervisor Kranick, Commissioner Dickenson, Commissioner Janusiak, and Plan Commission Chairman Fitzgerald.

Also present: Engineer Tim Barbeau and Administrator Dan Green.

Chairman Troy was excused.

Second order of business: Approval of the minutes of October 4, 2022.

Motion made by Supervisor Kranick to approve the October 4, 2022, minutes. Seconded by Janusiak. Motion passed 4-0.

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

Fourth order of business: Unfinished Business: None

Fifth order of business: New Business:

- A. White Oak Conservancy HOA, Sharon Labellarte, HOA Secretary, Re: Consideration and possible action on a request for approval for the installation of subdivision monument signs at the Cushing Park Road/Riemer Court entrance and Abitz Road/Rustic Court entrance.

Engineer Barbeau explained the monument signs were to be installed near the entrances of Rustic Lane and Cushing Park Road. The applicant did not have a draft of the design, but provided a picture of the style from Lannon Stone. The words "Town of Delafield" have to be placed on the sign. The signs meet the setback requirements. The sign would not be a detriment to traffic safety, and needs to meet the maximum size requirements.

Motion by Supervisor Kranick, to approve the installation of the proposed monument sign with the condition that the words "Town of Delafield" be added to each sign and shown on a mock-up of the sign for staff approval prior to issuance of a permit and refer to Dover Bay as a point of reference. Seconded by Commissioner Dickenson. Motion passed 4-0.

- B. SBA Network Services, LLC, Denise Thompson, authorized agent, Re: Consideration and possible action on a request to remove and replace T-Mobile antennas and related ground equipment on the SBA tower located on lands at S12 W28925 Summit Avenue.

Engineer Barbeau showed the location of the tower on a map. The applicant is replacing 3 antennas on the tower. SBA has to do some work on the telecom equipment housed in a building on the site. The structural analysis shows there are no major changes to the updates, and recommends giving the Town Board a positive recommendation.

Motion by Supervisor Kranick, to recommend to the Town Board the approval of the removal and replacement of antennas and equipment at the tower located at S12W28925 Summit Avenue in accordance with the plans prepared by WT Group, dated 8/16/2022. Seconded by Commissioner Dickenson. Motion passed 4-0.

- C. Jacob Roy, W298N2808 Shady Lane, Re: Consideration and possible action on a Certified Survey Map to eliminate an internal lot line (lot combination) to clarify lot line location in anticipation of house improvements.

Engineer Barbeau explained the applicant is looking at putting an addition onto their home. There is currently an old lot line that separates a portion of the garage. The CSM would eliminate the lot line and clean up the parcel. There are some minor technical items the surveyor needs to address, including showing homes on the adjacent lots. The Town has not received any recommendations from Waukesha County to this point.

Motion by Supervisor Kranick, to recommend to the Town Board the approval of the CSM prepared by C3E Geomatics revised October 26, 2022, subject to the surveyor addressing any outstanding review comments raised by the Town and County staff prior to execution of the document. Seconded by Commissioner Janusiak. Motion passed 4-0.

Sixth Order of Business Discussion: None

Seventh Order of Business: Announcements and Planning Items: Next meeting: December 6, 2022.

Eighth Order of Business: Adjournment

Motion by Supervisor Kranick to adjourn the November 1, 2022, Plan Commission meeting at 6:40 p.m. Seconded by Commissioner Dickenson. Motion passed 4-0.

Respectfully submitted,

Dan Green, CMC, WCMC
Administrator-Clerk/Treasurer

Plan Commission Report for December 6, 2022

Palmer Certified Survey Map Agenda Item No. 5. A.

Applicant:	Cormac and Tanya Palmer, owners
Project:	Lot Combination
Requested Action:	Approval of a Certified Survey map to combine two parcels they own into one parcel
Zoning:	A-2 Rural Home District
Location:	W334 S1010 Cushing Park Road

Report

In September, the Plan Commission approved a height increase for an accessory building on the Palmer property. The proposed building straddled a lot line that was created when the Palmer's purchased land from an adjacent neighbor. A condition of the approval was that the two parcels had to be combined to remove the lot line. The result of such a combination would allow the structure to conform to all offsets.

The CSM shows a 66 foot wide ingress/egress easement between Cushing Park Road and Lot1 for the benefit of Lot 1 that was created in 2002, when the lot the Palmers currently own was created. The proposed structure will encroach into the easement based on plans previously submitted that did not show the easement. The Palmer's have been notified of the encroachment and are working to remove that portion of the easement on their land.

The CSM was reviewed for conformance to state and local ordinances. The CSM is acceptable to approve, subject to incorporation of comments from other reviewing agencies (Summit and Waukesha County).

Staff Recommendation:

The CSM addresses the outstanding condition placed on the approval of the height increase request. The presence of the ingress/egress easement may result in the building being moved when a building permit is requested; however, the easement as shown on the CSM does not negate the approval of the CSM.

I recommend approval of the CSM prepared by Land Tech Surveying, dated November 28, 2022 subject to satisfaction of any outstanding comments from the Village of Summit or Waukesha County prior to the execution by Town officials.

Tim Barbeau, Town Engineer
November 29, 2022



TOWN OF DELAFIELD

APPLICATION FOR PLAN COMMISSION AGENDA

Plan Commission meetings are typically held the first Tuesday of every month. All applications must be submitted at least 3 weeks before a Plan Commission meeting to make the agenda. Any late submittals will be considered at the following meeting.

(PLEASE PRINT)

Owner Information			Applicant		
Name: Tanya and Cormac Palmer			Name: Tanya and Cormac Palmer		
Address W334S1010 Cushing Park Rd.			Address W334S1010 Cushing Park Rd.		
City Delafield	State WI	Zip 53018	City Delafield	State WI	Zip 53018
Telephone Number [REDACTED]			Telephone Number [REDACTED]		
Email: [REDACTED]			Email: [REDACTED]		

APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however, applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs.

- | | |
|---|--|
| <input type="checkbox"/> Site Plan.....\$150.00 | <input type="checkbox"/> Home Occupation.....\$50.00 |
| <input type="checkbox"/> Site Grading Plan.....\$50.00 | <input type="checkbox"/> Zoning Amendment.....\$300.00 |
| <input type="checkbox"/> Lighting Plan.....\$50.00 | <input type="checkbox"/> Land Use Amendment.....\$300.00 |
| <input type="checkbox"/> Signage Plan.....\$75.00 | <input type="checkbox"/> Conditional Use.....\$225.00 |
| <input type="checkbox"/> Preliminary Plat.....\$300.00 | <input type="checkbox"/> Plan of Operation.....\$150.00 |
| <input type="checkbox"/> Final Plat.....\$150.00 | <input type="checkbox"/> Planned unit Development.....\$225.00 |
| <input checked="" type="checkbox"/> Certified Survey Map.....\$250.00 | <input type="checkbox"/> Conceptual Plan Review.....\$50.00 |
| <input type="checkbox"/> Developer's Agreement.....\$100.00 | <input type="checkbox"/> Other.....\$50.00 minimum |

PROJECT NAME:

CSM

Property Address:

W334S1010 Cushing Park Rd., Delafield WI 53018

Tax ID/Parcel ID:

DELT0844998004

Lot Size:

8.0417 Acre

Current Zoning:

DELT 0844998006

Proposed Zoning (if applicable)

Present Use:

Intended Use (if applicable):

A complete application along with the appropriate fees shall be submitted by the deadline outlined at the top of the application. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the project review checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Delafield reserves the right not to accept an application that is deemed incomplete.



TOWN OF DELAFIELD PLAN COMMISSION APPLICATION

Project Description

Please answer the questions below that pertain to your request. If necessary, please attach a separate sheet.

PETITION FOR REZONING

In the space below, please describe the purpose of the rezoning.

PETITION FOR LAND USE AMENDM

In the space below, please describe the purpose of the Land Use Amendment.

PETITION FOR CONDITIONAL USE

In the space below, please describe the purpose of the Conditional Use.

PETITION FOR CERTIFIED SURVEY MAP / PRELIMINARY PLAT / FINAL PL

In the space below, please describe the intention of the land division.

We purchased 1 acre adjacent to our lot (to the west) and would like to join it to the rest of the survey/property as it cannot stand alone and it is already included as part of the tax bill. The city of Delafield has requested that a survey be filed to show this 1 acre included on the house CSM in order to confirm setbacks for a new outbuilding.

PETITION FOR SITE PLAN / PLAN OF OPERATION / OTHER APPLICATION

In the space below, please describe the intention for the site plan, plan of operation, or other application.



Required Forms for Submittal

Required Forms Checklist:

- Legal Description (all applications)
- Professional Staff/Fees Chargeback Acknowledgement (all applications)
- Certification for Division of Land (Certified Survey Map land splits)

Submittal Information:

- One (1) copy of this application (signed & dated)
- One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via email to dgreen@townofdelafield.org).
- Two (2) full size hard copies of all supporting materials, i.e., drawings, plans and written documentation of plans 11"x17" and smaller.
- Seven (7) copies of supporting materials larger than 11"x17".

I understand that this form shall be on file in the office of the Town Administrator by 4:00 p.m. on the 21st day before the meeting on which I desire to be heard or as required in the Land Division or Zoning Ordinance, whichever is longer. Plan Commission meetings are held the first Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.

Tanya Palmer
Signature of Owner

10/27/2022
Date

Tanya Palmer
Print Name

For Office Use Only

Application Received 11/1/22 TCB
Date Received 11/1/22
PC Meeting Date 12/6/22
Public Hearing Date N/A

Amount Received \$250
Received by TCB
Board Meeting Date 11/13/22

Publication Date (if required) N/A



TOWN OF DELAFIELD

PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT

PLEASE BE ADVISED

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.

Tanya Palmer
Signature of Owner

10/27/2022
Date

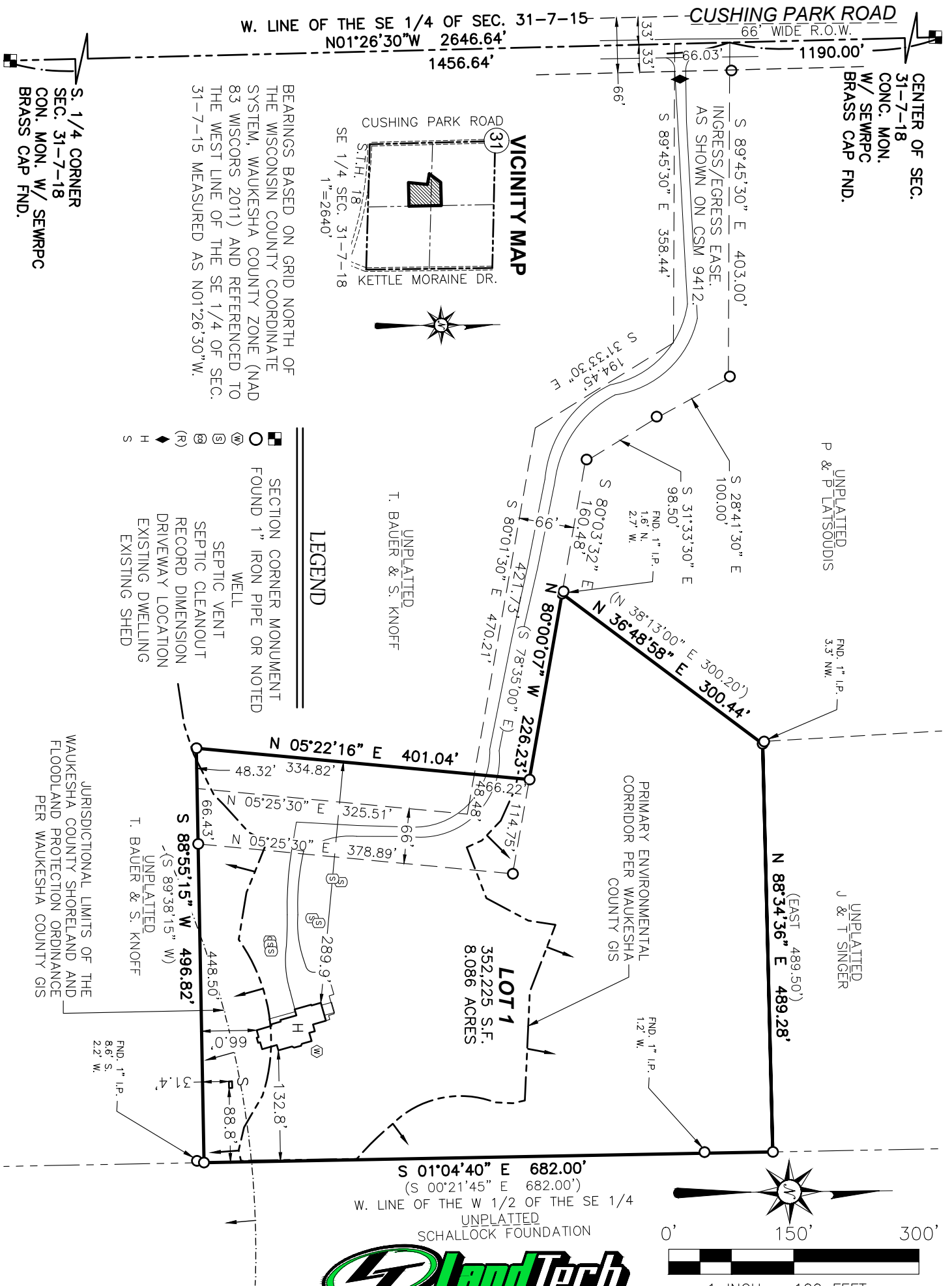
Tanya Palmer
Owner's name (please print)

Form received by: _____

Date: _____

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS AND LOT 1 OF CSM 9412, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS AS DOCUMENT #2827162, BEING A PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T7N, R18E, TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.



LAND SURVEYING • LAND PLANNING
 111 W. 2ND STREET
 OGDONMOWOC, WI 53066
 WWW.LANDTECHWI.COM
 (262) 367-7599

PREPARED FOR:
 CORMAC & TANYA PALMER
 W334S1010 CUSHING PARK RD.
 DELAFIELD, WI 53018

REV 11/28/2022
 REV 11/16/2022
 DATED 10/14/2022
 JOB# 22268
 SHEET 1 OF 5

THIS INSTRUMENT WAS DRAFTED BY MATTHEW T. O'ROURKE, S-2771

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS AND LOT 1 OF CSM 9412, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS AS
DOCUMENT #2827162, BEING A PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T7N, R18E,
TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, MATTHEW T. O'ROURKE, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED AND MAPPED A DIVISION OF UNPLATTED LANDS AND LOT 1 OF CSM 9412, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS AS DOCUMENT NUMBER 2827162, BEING A PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T7N, R18E, TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 31, TOWN 7 NORTH, RANGE 18 EAST; THENCE N 01°26'30" W, ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 31, 1456.64 FEET TO THE NORTHWEST CORNER OF A 66' WIDE INGRESS EGRESS EASEMENT FOR LOT 1 OF CSM 9412; THENCE ALONG THE NORTH LINE OF SAID EASEMENT FOR THE FOLLOWING 4 COURSES: 1.: THENCE S 89°45'30" E, 403.00 FEET; 2.: THENCE S 28°41'30" E, 100.00 FEET; 3.: THENCE S 31°33'30" E, 98.50 FEET; 4.: THENCE S 80°03'32" E, 160.48 FEET TO THE MOST WESTERLY CORNER OF LOT 1 OF CSM 9412 AND POINT OF BEGINNING; THENCE N 36°48'58" E, ALONG THE WEST LINE LOT 1 OF CSM 9412, 300.44 FEET TO THE NORTHWEST CORNER OF LOT 1 OF CSM 9412; THENCE N 88°34'36" E, ALONG THE NORTH LINE OF LOT 1 OF CSM 9412, 489.28 FEET TO THE NORTHEAST CORNER OF LOT 1 OF CSM; THENCE S 01°04'40" E, ALONG THE EAST LINE OF LOT 1 OF CSM 9412, 682.00 FEET TO THE SOUTHEAST CORNER OF LOT 1 OF CSM 9412; THENCE S 88°55'15" W, ALONG THE SOUTH LINE OF LOT 1 OF CSM 9412 AND EXTENSION OF SAID LINE, 496.82 FEET; THENCE N 05°22'16" E, 401.04 FEET TO A POINT LYING ON A SOUTHERLY LINE OF LOT 1 OF CSM 9412; THENCE N 80°00'07" W, ALONG SAID LINE, 226.23 FEET TO THE POINT OF BEGINNING.

LANDS AS DESCRIBED HAVING AN AREA OF 352,225 SQUARE FEET OR 8.086 ACRES.

THAT I HAVE MADE SAID SURVEY BY THE DIRECTION OF CORMAC & TANYA PALMER OWNERS OF SAID LANDS.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

THAT I HAVE FULLY COMPLIED WITH PROVISIONS OF S. 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION CONTROL ORDINANCE OF WAUKESHA COUNTY, THE TOWN OF DELAFIELD AND VILLAGE OF SUMMIT (EXTRATERRITORIAL) IN SURVEYING AND MAPPING THE SAME.

DATED THIS _____ DAY OF _____, 20_____.

MATTHEW T. O'ROURKE, S-2771

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS AND LOT 1 OF CSM 9412, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS AS DOCUMENT #2827162, BEING A PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T7N, R18E, TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNERS WE CORMAC & TANYA PALMER HEREBY CERTIFY THAT WE CAUSED SAID LANDS TO BE SURVEYED AND MAPPED AS SHOWN ON THIS MAP. WE ALSO CERTIFY THAT THIS CSM IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: WAUKESHA COUNTY, TOWN OF DELAFIELD, VILLAGE OF SUMMIT (EXTRATERRITORIAL). WITNESS THE HAND AND SEAL OF SAID OWNERS:

THIS _____ DAY OF _____, 20____.

CORMAC PALMER

TANYA PALMER

STATE OF WISCONSIN)SS
COUNTY OF _____)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED CORMAC & TANYA PALMER, TO ME KNOWN TO BE THE SAME PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY SIGNATURE _____

PRINT NAME _____

MY COMMISSION EXPIRES _____

WAUKESHA CO. CERTIFIED SURVEY MAP NO. _____

UNPLATTED LANDS AND LOT 1 OF CSM 9412, RECORDED IN THE WAUKESHA COUNTY REGISTER OF DEEDS AS DOCUMENT #2827162, BEING A PART OF THE NW 1/4 AND SW 1/4 OF THE SE 1/4 OF SECTION 31, T7N, R18E, TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.

TOWN OF DELAFIELD PLAN COMMISSION APPROVAL

APPROVED BY THE PLAN COMMISSION OF THE TOWN OF DELAFIELD, THIS ____ DAY OF _____, 20____.

KEVIN FITZGERALD – CHAIRPERSON

DAN GREEN – CLERK/TREASURER

TOWN OF DELAFIELD BOARD APPROVAL

CSM AND ROADWAY DEDICATION APPROVED BY THE TOWN BOARD OF THE TOWN OF DELAFIELD, THIS ____ DAY OF _____, 20____.

RON TROY – CHAIRPERSON

DAN GREEN – CLERK/TREASURER

VILLAGE OF SUMMIT PLAN COMMISSION APPROVAL (EXTRATERRITORIAL)

APPROVED BY THE VILLAGE OF SUMMIT PLAN COMMISSION, THIS ____ DAY OF _____, 20____.

JIM SIEPMANN – CHAIRPERSON

DEBRA MICHAEL – ADMINISTRATOR-CLERK/TREASURER

VILLAGE OF SUMMIT BOARD APPROVAL (EXTRATERRITORIAL)

APPROVED BY THE VILLAGE OF SUMMIT BOARD, THIS ____ DAY OF _____, 20____.

JACK RILEY – VILLAGE PRESIDENT

DEBRA MICHAEL – ADMINISTRATOR-CLERK/TREASURER

WAUKESHA COUNTY DEPARTMENT OF PARKS & LAND USE

THE ABOVE, WHICH HAS BEEN FILED FOR APPROVAL AS REQUIRED BY CHAPTER 236 OF THE WISCONSIN STATE STATUTES, IS HEREBY APPROVED ON THIS ____ DAY OF _____, 20 ____.

DALE R. SHAVER, DIRECTOR

Plan Commission Report for December 6, 2022

Jaeger Height Increase Agenda Item No. 5. B.

Applicant: Deane Jaeger, owner

Project: Accessory Building

Requested Action: Building and Door Height Increase for Accessory Building

Zoning: A-2 Rural Home District

Location: W335 N292 Cushing Park Road

Report

Mr. Jaeger is proposing to install a 30' x 40' accessory building on his 3.01 acre parcel.

Parameter	Code requirement	Proposed
Base Height	12 feet	14'4"
Overall Height	20 feet	23'-4"
Offset (side)	30 feet	90 feet
Offset (rear)	30 feet	33'-4" feet
Garage Door Height	9 feet	13 feet
Accessory Building Area	(1%) = 1331 s.f.	1200 s.f.
Open Space	(85%) = 111,448 s.f.	121,716 (92.8%)

Section 17.03 6. D. allows the maximum height of any building or structure to be increased by not more than ten (10) feet. For every foot of height increase, there has to be a corresponding increase in the offset or setback. Their request is for a 3'-4" increase in the overall height of the proposed accessory building. Garage doors in excess of 9 feet in height require Plan Commission approval. They are proposing a garage door height of 13 feet.

Staff Recommendation:

The code allows increases in height with an increase of the setback and offsets. The location of the structure will be substantially off the side property lines (105 feet and 196 feet). The building is set back an additional 3'- 4" from the rear property line to accommodate the height increase (1 foot for every 1 foot of height increase over the 20 foot maximum). Since all dimensional requirements are met, I do not object to the overall height or garage door height increase request.

Tim Barbeau, Town Engineer
November 29, 2022



TOWN OF DELAFIELD

APPLICATION FOR PLAN COMMISSION AGENDA

Plan Commission meetings are typically held the first Tuesday of every month. All applications must be submitted at least 3 weeks before a Plan Commission meeting to make the agenda. Any late submittals will be considered at the following meeting.

(PLEASE PRINT)

Owner Information	Applicant
Name: Deane Jaeger	Name: Deane Jaeger
Address W335N292 Cushing Park Road	Address W335N292 Cushing Park Road
City State Zip Delafield Wi 53018	City State Zip Delafield Wi 53018
Telephone Number [REDACTED]	Telephone Number [REDACTED]
Email: [REDACTED]	Email: [REDACTED]

APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however, applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs.

- | | |
|---|--|
| <input type="checkbox"/> Site Plan.....\$150.00 | <input type="checkbox"/> Home Occupation.....\$50.00 |
| <input type="checkbox"/> Site Grading Plan.....\$50.00 | <input type="checkbox"/> Zoning Amendment.....\$300.00 |
| <input type="checkbox"/> Lighting Plan.....\$50.00 | <input type="checkbox"/> Land Use Amendment.....\$300.00 |
| <input type="checkbox"/> Signage Plan.....\$75.00 | <input type="checkbox"/> Conditional Use.....\$225.00 |
| <input type="checkbox"/> Preliminary Plat.....\$300.00 | <input type="checkbox"/> Plan of Operation.....\$150.00 |
| <input type="checkbox"/> Final Plat.....\$150.00 | <input type="checkbox"/> Planned unit Development.....\$225.00 |
| <input type="checkbox"/> Certified Survey Map.....\$250.00 | <input checked="" type="checkbox"/> Conceptual Plan Review.....\$50.00 |
| <input type="checkbox"/> Developer's Agreement.....\$100.00 | <input type="checkbox"/> Other.....\$50.00 minimum |

PROJECT NAME: RV Outbuilding

Property Address: W335N292 Cushing Park Road, Delafield Wi 53018

Tax ID/Parcel ID: DELT0839010001 **Lot Size:** 3.01

Current Zoning: A-2 **Proposed Zoning (if applicable)** _____

Present Use: Residential **Intended Use (if applicable):** _____

A complete application along with the appropriate fees shall be submitted by the deadline outlined at the top of the application. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the project review checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Delafield reserves the right not to accept an application that is deemed incomplete.



TOWN OF DELAFIELD PLAN COMMISSION APPLICATION

Project Description

Please answer the questions below that pertain to your request. If necessary, please attach a separate sheet.

PETITION FOR REZONING

In the space below, please describe the purpose of the rezoning.

PETITION FOR LAND USE AMENDMENT

In the space below, please describe the purpose of the Land Use Amendment.

PETITION FOR CONDITIONAL USE

In the space below, please describe the purpose of the Conditional Use.

PETITION FOR CERTIFIED SURVEY MAP / PRELIMINARY PLAT / FINAL PLAT

In the space below, please describe the intention of the land division.

PETITION FOR SITE PLAN / PLAN OF OPERATION / OTHER APPLICATION

In the space below, please describe the intention for the site plan, plan of operation, or other application.

Outbuilding measuring 30ft wide, 40ft deep 23'4" high. Setback to be 30'+3'4"=33'4"



Required Forms for Submittal

Required Forms Checklist:

- Legal Description (all applications)
- Professional Staff/Fees Chargeback Acknowledgement (all applications)
- NA Certification for Division of Land (Certified Survey Map land splits)

Submittal Information:

- One (1) copy of this application (signed & dated)
- One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via email to dgreen@townofdelafield.org).
- Two (2) full size hard copies of all supporting materials, i.e., drawings, plans and written documentation of plans 11"x17" and smaller.
- Seven (7) copies of supporting materials larger than 11"x17".

I understand that this form shall be on file in the office of the Town Administrator by 4:00 p.m. on the 21st day before the meeting on which I desire to be heard or as required in the Land Division or Zoning Ordinance, whichever is longer. Plan Commission meetings are held the first Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.

Deane Jaeger
Signature of Owner

11/10/22
Date

DEANE JAEGER
Print Name

For Office Use Only

Application Received _____
Date Received _____
PC Meeting Date _____
Public Hearing Date _____

Amount Received _____
Received by _____
Board Meeting Date _____

Publication Date (if required) _____



TOWN OF DELAFIELD

PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT

PLEASE BE ADVISED

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.

Deane Jaeger
Signature of Owner

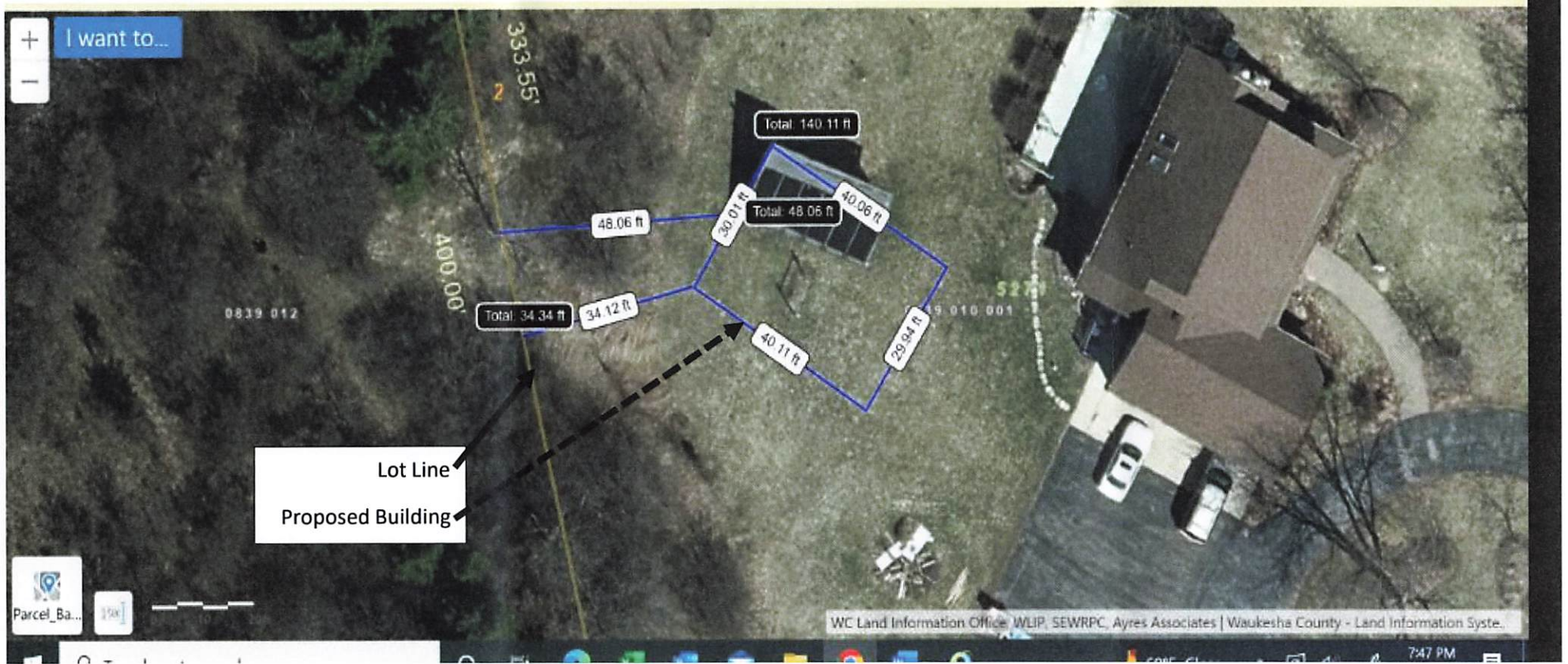
11/10/22
Date

DEANE JAEGER
Owner's name (please print)

Form received by: _____

Date: _____

RV Outbuilding
Planning Commission Meeting Dec 6, 2022
Deane Jaeger W335N292 Cushing Park Road, Delafield
Wi 53018
Tax ID. DELT0839010001



Outbuilding measuring 30ft wide, 40ft deep 23'4" high, 13ft high x 18ft wide garage door. Setback to be min. $30'+3'4"=33'4"$ to be located in the blue outline above.

RV Outbuilding
Planning Commission Meeting Dec 6, 2022
Deane Jaeger W335N292 Cushing Park Road, Delafield
Wi 53018
Tax ID. DELT0839010001



Plan Commission Report for December 6, 2022

Mike and Donna Southard Certified Survey Map Agenda Item No. 5. C.

Applicant:	Mike and Donna Southard, owners
Project:	Lot Definition
Requested Action:	Approval of a Certified Survey that defines the boundaries of the Southard property.
Zoning:	A-2 Rural Home District
Location:	N7 W30323 Maple Avenue

Report

The Southards own vacant land located at the northwest corner of Maple Avenue and Bryn Drive. The lands abuts Maple Avenue and extends north to lands that are in the City of Delafield currently owned by Dorrow Investments. Mr. Southard has concerns related to the common lot line between his property and the Dorrow Investments property, which would coincide with the municipal boundary between the City and Town of Delafield. Several different surveys in the area have identified different property lines. The County tax maps (GIS) show an area between the two properties as “gap exists in legal description.”

Mr. Southard desired to create and record a Certified Survey Map (CSM) that defined and marked his property so there is no question as to the location of the property line. No land split or land combination is a part of this CSM. Mr. Southard’s surveyors have determined that remnants of a wire fence marks the northerly boundary of his lot as shown on the proposed CSM.

The role of the Town as it relates to the approval of CSM does not include resolving lot line disputes or confirming whether the surveyor did his/her job properly. I have encouraged Mr. Southard to have his surveyors meet with the surveyors of the Dorrow property to resolve where the lot line is located based on evidence used by each surveyor. My understanding is that Mr. Southard’s surveyors attempted several times to meet with Mr. Dorrow’s surveyors, but the meeting never took place.

The CSM was reviewed for conformance to state and local ordinances. The CSM does not fall under the jurisdiction of the County since it is not in the Shoreland district. The CSM is acceptable to approve, subject to addressing minor text edits and resolution of any review comments from the City of Delafield.

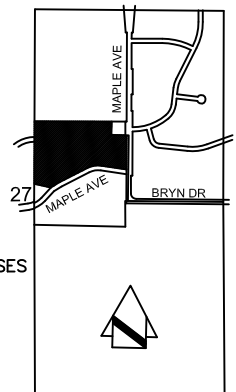
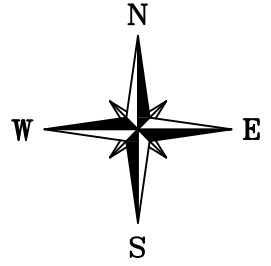
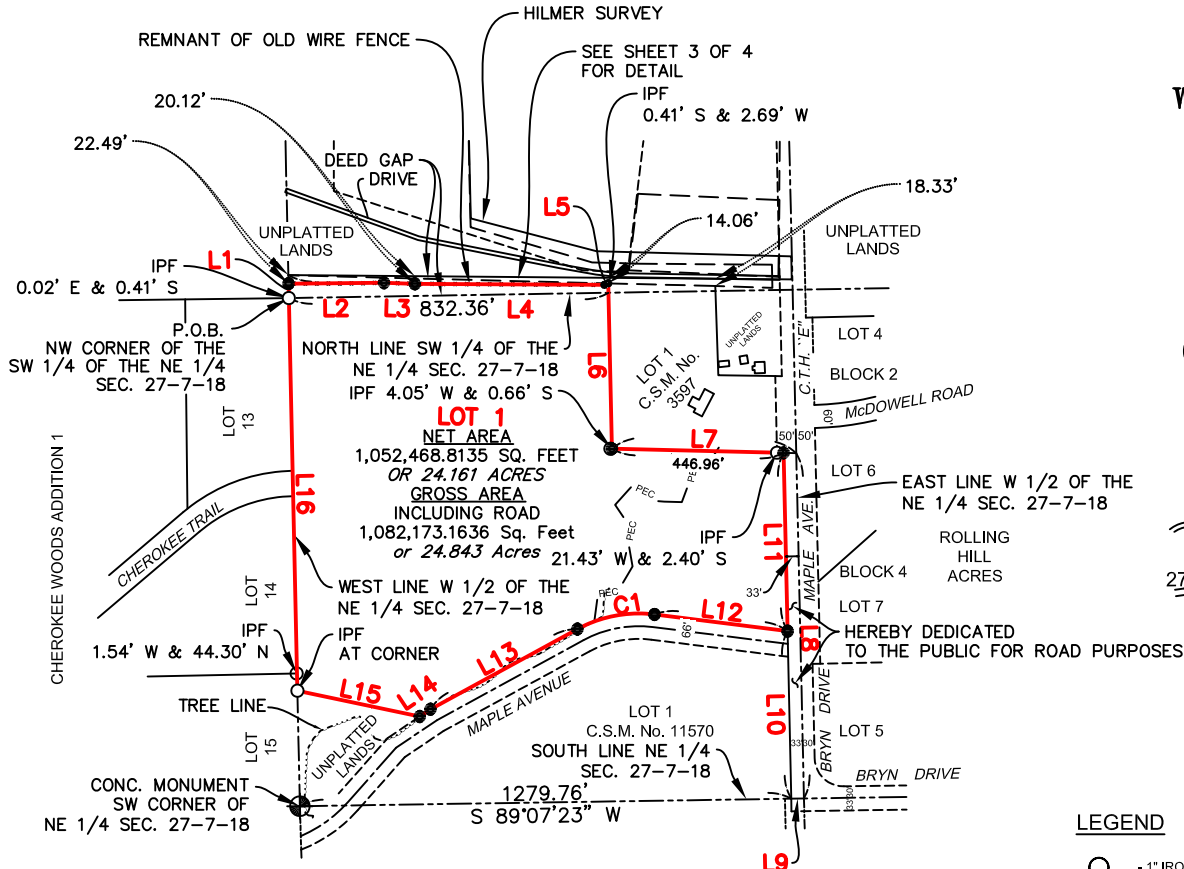
Staff Recommendation:

I recommend that the CSM prepared by Jahnke & Jahnke Associates, dated 11/28/22 be approved and recommended for approval to the Town Board subject to the surveyor addressing minor text comments provided to the surveyor on November 30, 2022 and any technical comments from the City of Delafield prior to the execution of the document by Town officials.

Tim Barbeau, Town Engineer
November 30, 2022

CERTIFIED SURVEY MAP NO. _____

PART OF THE SW 1/4 AND NW 1/4 OF THE NE 1/4 OF SECTION 27,
TOWNSHIP 7 NORTH, RANGE 18 EAST,
TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.



LOCATION MAP
SCALE 1" = 200'

LEGEND

- - 1" IRON PIPE FOUND
- - IRON PIPE 18" x 1" DIA. PLACED 1.13 LBS. PER LIN. FT.
- ⊙ - SECTION CORNER MONUMENT
- PEC— PRIMARY ENVIRONMENTAL CORRIDIOR
- IPF IRON PIPE FOUND

SURVEY NOTES:

1. ALL DIMENSIONS SHOWN ARE IN DECIMAL FEET, US SURVEY UNITS.
2. REFERENCE BEARING OF THE WEST LINE OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 27-7-18 WAS USED AND HAS A BEARING OF NORTH 01° 14' 41" WEST BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE)
3. THE PRIMARY ENVIRONMENTAL CORRIDIOR (P.E.C.) WERE DELINEATED S.E.W.R.P.C. AND FIELD LOCATED BY JAHNKE & JAHNKE ASSOCIATES, INC., ON NOVEMBER 11, 2006.

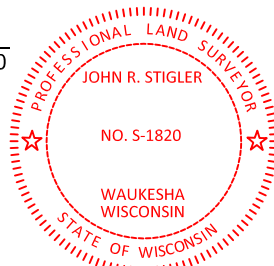
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	333.00'	207.73'	204.38'	S 79°15'23" W

LINE	BEARING	DISTANCE
L1	N 01°14'41" W	37.50'
L2	N 89°28'39" E	248.51'
L3	S 88°00'03" E	80.38'
L4	S 89°42'20" E	493.79'
L5	N 67°13'01" E	10.73'
L6	S 01°17'02" E	431.00'
L7	S 88°37'02" E	480.00'
L8	S 01°17'02" E	899.48'
L9	S 89°07'23" W	33.00'
L10	N 01°17'02" W	436.39'
L11	S 01°17'02" E	464.40'
L12	N 82°52'22" W	349.25'
L13	S 61°23'08" W	435.91'
L14	S 56°04'27" W	33.59'
L15	N 78°05'40" W	325.49'
L16	N 01°14'41" W	1022.75'

DATED AT WAUKESHA, WISCONSIN THIS 31st DAY OF OCTOBER, 2022.

BY: JOHN R. STIGLER - WISCONSIN PROFESSIONAL LAND SURVEYOR NO. S-1820

OWNER:
MICHAEL & DONNA SOUTHARD
N7 W30323 MAPLE AVE.
WAUKESHA, WI. 53188



THIS INSTRUMENT WAS PREPARED UNDER THE SUPERVISION OF JOHN R. STIGLER

P.S. DELAFIELD 1074

SHEET: 1 OF 4		JAHNKE & JAHNKE ASSOCIATES, LLC. ENGINEERS • PLANNERS • SURVEYORS CONNECT ► EMPOWER ► DESIGN WWW.JAHNKEANDJAHNKE.COM 524 BLUEMOUND ROAD, WAUKESHA, WI 53188 PHONE: (262) 542-5797, EMAIL: SURVEY@JAHNKEANDJAHNKE.COM	DRAWN BY: MR	CHECKED BY: JS		
		JOB NO.: S-7244B			REVISION	
		11/28/2022	1st REVISION		MR	
DATE	DESCRIPTION	BY				

FILE NAME: S:\projects\17244\dwg\S-7244CSM3.dwg

CERTIFIED SURVEY MAP NO. _____

PART OF THE SW 1/4 AND NW 1/4 OF THE NE 1/4 OF SECTION 27,
TOWNSHIP 7 NORTH, RANGE 18 EAST,
TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
COUNTY OF WAUKESHA } SS.

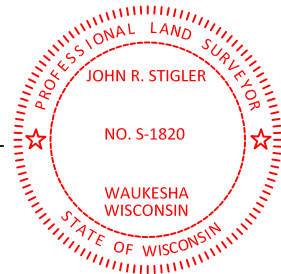
WE, JAHNKE & JAHNKE ASSOCIATES, A WISCONSIN PROFESSIONAL DESIGN FIRM DO HEREBY CERTIFY THAT WE HAVE SURVEYED, DIVIDED AND MAPPED THAT PART OF THE SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 27, TOWNSHIP 7 NORTH, RANGE 18 EAST, IN THE TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN, CONTAINING 40 ACRES OF LAND MORE OR LESS, ACCORDING TO THE GOVERNMENT SURVEY THEREOF, EXCEPTING ONE ACRE IN THE NORTHEAST CORNER SOLD AND CONVEYED TO JOHN AND JAMES MCEWENS. ALSO EXCEPTING THEREFROM 1.577 ACRES CONVEYED TO LEON A. CARSTENS AND WIFE AGNES L. CARSTENS, BY WARRANTY DEED DATED AND RECORDER MAY 3, 1952, IN VOLUME 572 OF DEEDS, PAGE 243 AS DOCUMENT NO. 364553. ALSO EXCEPTING LOT 1 OF CERTIFIED SURVEY MAP NO. 3597, RECORDED JUNE 14, 1979, IN VOLUME 27 OF CERTIFIED SURVEY MAPS ON PAGE 243 AND 244, AS DOCUMENT NO. 1094692 IN WAUKESHA COUNTY RECORDS. ALSO EXCEPTING THEREFROM THAT PORTION LYING IN CERTIFIED MAP NO. 10968, RECORDED MAY 14, 2012, AS DOCUMENT NO. 3917967 AND CERTIFIED MAP NO. 11570, RECORDED JUNE 12, 2017, AS DOCUMENT NO. 4822164 AND AFFIDAVIT OF CORRECTION RECORDED JULY 6, 2017, AS DOCUMENT NO. 4286675, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 27, SAID POINT BEING THE POINT OF BEGINNING; THENCE NORTH 01° 14' 41" WEST ALONG THE WEST LINE OF THE NORTHWEST 1/4 OF THE SAID NORTHEAST 1/4, 37.50 FEET; THENCE NORTH 89° 28' 39" EAST, 248.51 FEET; THENCE SOUTH 88° 00' 03" EAST, 80.38 FEET; THENCE SOUTH 89° 42' 20" EAST, 493.79 FEET; NORTH 67° 13' 01" EAST, 10.73 FEET TO THE NORTHWEST CORNER OF LOT 1 OF AFORESAID CERTIFIED MAP NO. 3597; THENCE SOUTH 01° 17' 02" EAST ALONG THE WEST LINE OF SAID LOT 1, 431.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 88° 37' 02" EAST ALONG THE SOUTH LINE (EXTENDED EAST) OF SAID LOT 1, 480.00 FEET TO THE EAST LINE OF WEST 1/2 OF THE NORTHEAST 1/4 OF SAID SECTION 27; THENCE SOUTH 01° 17' 02" EAST ALONG SAID EAST LINE 899.48 FEET TO SOUTH LINE OF NORTHEAST 1/4 OF SAID SECTION 27; THENCE SOUTH 89° 07' 23" WEST ALONG SAID SOUTH LINE, 33.00 FEET; THENCE NORTH 01° 17' 02" WEST, 436.39 FEET; THENCE NORTH 82° 52' 22" WEST ALONG THE NORTHERLY RIGHT-OF-WAY OF MAPLE AVE., 349.25 FEET; THENCE SOUTHWESTERLY 207.73 FEET ALONG A TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 333.00 FEET AND CHORD BEARING OF SOUTH 79° 15' 23" WEST, A DISTANCE OF 204.38 ; THENCE SOUTH 61° 23' 08" WEST, 435.91 FEET; THENCE SOUTH 56° 04' 27" WEST, 33.59 FEET; THENCE NORTH 78° 05' 40" WEST, 325.49 FEET TO THE WEST LINE OF SOUTHWEST 1/4 OF SAID NORTHEAST 1/4 OF SAID SECTION 27; THENCE NORTH 01° 14' 41" WEST, 1022.75 FEET TO THE POINT OF BEGINNING, ALL IN WAUKESHA COUNTY, WISCONSIN. CONTAINING A NET AREA (EXCLUDING RIGHT-OF-WAY OF MAPLE AVENUE) OF 1,052,489 SQUARE FEET OR 24.161 ACRES OF LAND.

WE FURTHER CERTIFY THAT SUCH MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LAND SURVEYED AND THE DIVISION THEREOF; AND THAT WE HAVE FULLY COMPLIED WITH THE PROVISIONS OF S. 236.34, WISCONSIN STATUTES AND THE REGULATIONS OF TOWN OF DELAFIELD, CITY OF DELAFIELD AND WAUKESHA COUNTY IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED AT WAUKESHA, WISCONSIN THIS 31st DAY OF OCTOBER, 2022.

BY: _____
JOHN R. STIGLER - WISCONSIN PROFESSIONAL LAND SURVEYOR NO. S-1820



STATE OF WISCONSIN }
WAUKESHA COUNTY } SS.

THE ABOVE CERTIFICATE SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 2022.

MY COMMISSION EXPIRES OCTOBER 18, 2026

JENNIFER MARIE LANGBAUER - NOTARY PUBLIC

OWNER:
MICHAEL & DONNA SOUTHARD
N7 W30323 MAPLE AVE.
WAUKESHA, WI. 53188

THIS INSTRUMENT WAS PREPARED UNDER THE SUPERVISION OF JOHN R. STIGLER

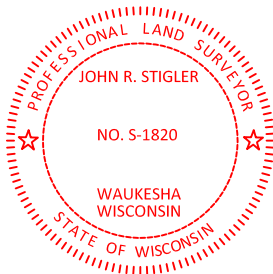
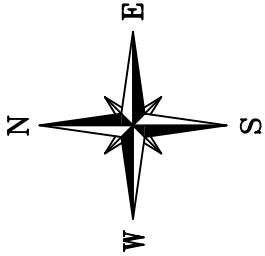
P.S. DELAFIELD 1074

SHEET: 2 OF 4		JAHNKE & JAHNKE ASSOCIATES, LLC. ENGINEERS • PLANNERS • SURVEYORS CONNECT ► EMPOWER ► DESIGN WWW.JAHNKEANDJAHNKE.COM 524 BLUEMOUND ROAD, WAUKESHA, WI 53188 PHONE: (262) 542-5797, EMAIL: SURVEY@JAHNKEANDJAHNKE.COM	DRAWN BY: MR	CHECKED BY: JS	
			JOB NO.: S-7244B	BOOK NO.: DEL 76, PG 50	
			REVISION		
			DATE	DESCRIPTION	BY

FILE NAME: S:\projects\17244\dwg\17244CSM3.dwg

CERTIFIED SURVEY MAP NO. _____

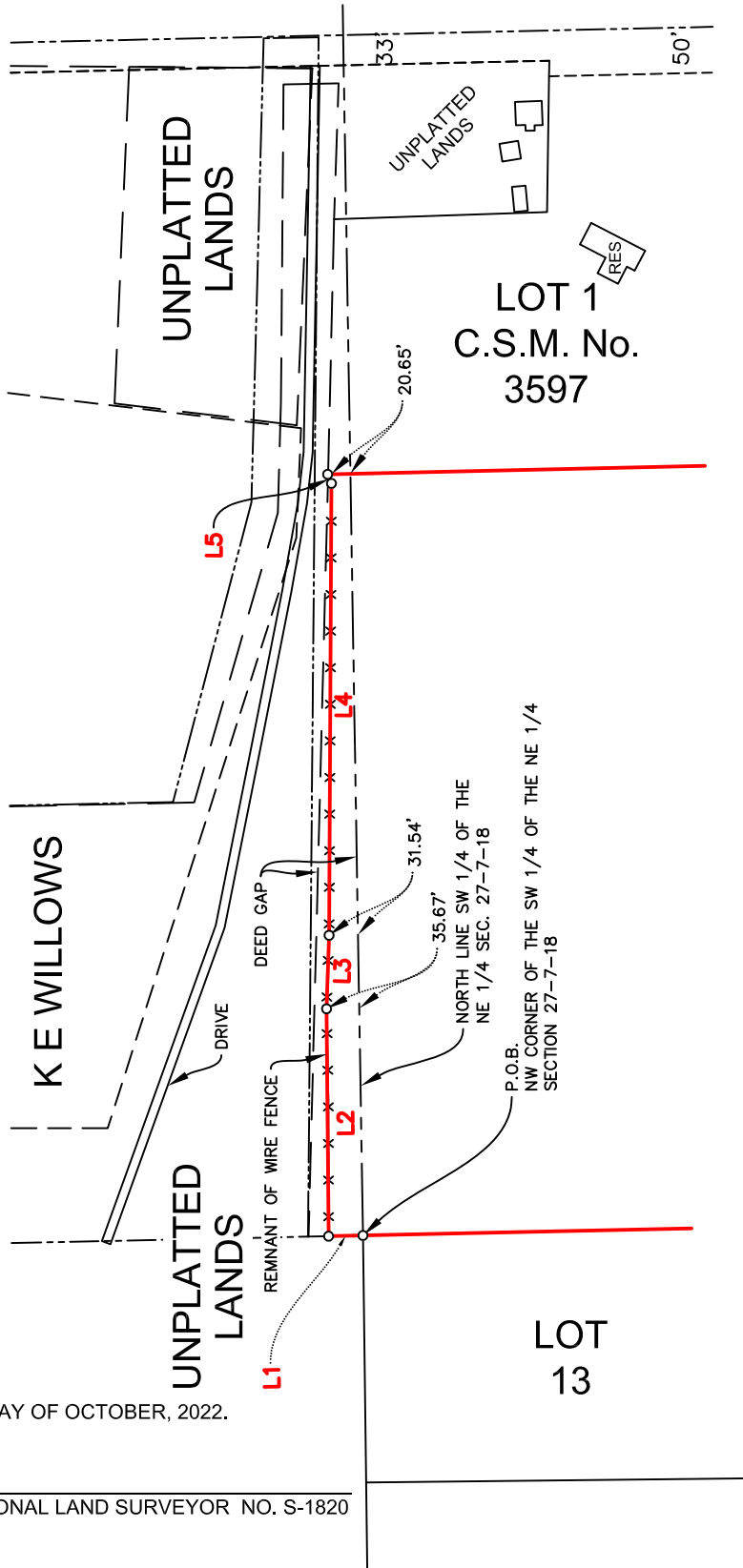
Part of the SW 1/4 AND NW 1/4 OF THE NE 1/4 of Section 27,
Township 7 North, Range 18 East,
TOWN OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN.



DATED AT WAUKESHA, WISCONSIN THIS 31st DAY OF OCTOBER, 2022.

BY: JOHN R. STIGLER - WISCONSIN PROFESSIONAL LAND SURVEYOR NO. S-1820

OWNER:
MICHAEL & DONNA SOUTHARD
N7 W30323 MAPLE AVE.
WAUKESHA, WI. 53188



THIS INSTRUMENT WAS PREPARED UNDER THE SUPERVISION OF JOHN R. STIGLER

P.S. DELAFIELD 1074

SHEET: 3 OF 4		JAHNKE & JAHNKE ASSOCIATES, LLC. ENGINEERS • PLANNERS • SURVEYORS CONNECT ► EMPOWER ► DESIGN WWW.JAHNKEANDJAHNKE.COM 524 BLUEMOUND ROAD, WAUKESHA, WI 53188 PHONE: (262) 542-5797, EMAIL: SURVEY@JAHNKEANDJAHNKE.COM		DRAWN BY: MR	CHECKED BY: JS
				JOB NO.: S-7244B	
		REVISION			
		DATE	DESCRIPTION	BY	



TOWN OF DELAFIELD

APPLICATION FOR PLAN COMMISSION AGENDA

Plan Commission meetings are typically held the first Tuesday of every month. All applications must be submitted at least 3 weeks before a Plan Commission meeting to make the agenda. Any late submittals will be considered at the following meeting.

(PLEASE PRINT)

Owner Information	Applicant
Name: <i>Michael Southard</i>	Name: <i>Same</i>
Address: <i>W302N898 Maple Ave.</i>	Address
City State Zip <i>Waukesha WI 53188</i>	City State Zip
Telephone Number [REDACTED]	Telephone Number
Email: [REDACTED]	Email:

APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however, applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs.

- | | |
|---|--|
| <input type="checkbox"/> Site Plan.....\$150.00 | <input type="checkbox"/> Home Occupation.....\$50.00 |
| <input type="checkbox"/> Site Grading Plan.....\$50.00 | <input type="checkbox"/> Zoning Amendment.....\$300.00 |
| <input type="checkbox"/> Lighting Plan.....\$50.00 | <input type="checkbox"/> Land Use Amendment.....\$300.00 |
| <input type="checkbox"/> Signage Plan.....\$75.00 | <input type="checkbox"/> Conditional Use.....\$225.00 |
| <input type="checkbox"/> Preliminary Plat.....\$300.00 | <input type="checkbox"/> Plan of Operation.....\$150.00 |
| <input type="checkbox"/> Final Plat.....\$150.00 | <input type="checkbox"/> Planned unit Development.....\$225.00 |
| <input checked="" type="checkbox"/> Certified Survey Map.....\$250.00 | <input type="checkbox"/> Conceptual Plan Review.....\$50.00 |
| <input type="checkbox"/> Developer's Agreement.....\$100.00 | <input type="checkbox"/> Other.....\$50.00 minimum |

PROJECT NAME: *Southard Farm*

Property Address: *N7W30323 maple Ave., Waukesha WI 53188*

Tax ID/Parcel ID: *0825989 002* Lot Size: *23.98 acres*

Current Zoning: *A-2* Proposed Zoning (if applicable) *N/A*

Present Use: *RES / OPEN* Intended Use (if applicable): *N/A*

A complete application along with the appropriate fees shall be submitted by the deadline outlined at the top of the application. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the project review checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Delafield reserves the right not to accept an application that is deemed incomplete.



TOWN OF DELAFIELD PLAN COMMISSION APPLICATION

Project Description

Please answer the questions below that pertain to your request. If necessary, please attach a separate sheet.

PETITION FOR REZONING

In the space below, please describe the purpose of the rezoning.

PETITION FOR LAND USE AMENDM

In the space below, please describe the purpose of the Land Use Amendment.

PETITION FOR CONDITIONAL USE

In the space below, please describe the purpose of the Conditional Use.

PETITION FOR CERTIFIED SURVEY MAP / PRELIMINARY PLAT / FINAL PL

In the space below, please describe the intention of the land division.

No division; but to clarify a property line in a gap area.

PETITION FOR SITE PLAN / PLAN OF OPERATION / OTHER APPLICATION

In the space below, please describe the intention for the site plan, plan of operation, or other application.



TOWN OF DELAFIELD

PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT

PLEASE BE ADVISED

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.

Michael K Southard
Signature of Owner

11/14/22
Date

Michael K Southard
Owner's name (please print)

Form received by: _____

Date: _____



Required Forms for Submittal

Required Forms Checklist:

- Legal Description (all applications)
- Professional Staff/Fees Chargeback Acknowledgement (all applications)
- Certification for Division of Land (Certified Survey Map land splits)

Submittal Information:

- One (1) copy of this application (signed & dated)
- One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via email to dgreen@townofdelafield.org).
- Two (2) full size hard copies of all supporting materials, i.e., drawings, plans and written documentation of plans 11"x17" and smaller.
- Seven (7) copies of supporting materials larger than 11"x17".

I understand that this form shall be on file in the office of the Town Administrator by 4:00 p.m. on the 21st day before the meeting on which I desire to be heard or as required in the Land Division or Zoning Ordinance, whichever is longer. Plan Commission meetings are held the first Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.

Michael K Southard
Signature of Owner

11/14/22
Date

Michael K Southard
Print Name

For Office Use Only

Application Received	<u>11/15/22</u>	TCB	Amount Received	<u>\$ 250</u>
Date Received	<u>11/15/22</u>		Received by	<u>TCB</u>
PC Meeting Date	<u>12/6/22</u>		Board Meeting Date	<u>12/13/22</u>
Public Hearing Date	<u>N/A</u>			

Publication Date (if required) _____

Plan Commission Report for December 6, 2022

**Esslinger Home in INRA
Lot 3 The Retreat
Agenda Item No. 5. D.**

Applicant: Luke Esslinger, applicant, Todd Turall, owner

Project: Lot 3 The Retreat Home Location

Requested Action: Approval to construct home within the Isolated Natural Resource Area of Lot 3, The Retreat

Zoning: A-2 Rural Home District

Location: Glenmoor Drive, east of Norm’s Road

Report

The final subdivision plat for The Retreat identified Isolated Natural Resource Areas (INRA) as well as building envelopes on various properties within the subdivision. Lot 3 is located on the north side of Glenmoor Drive at the east end of the subdivision. The building envelope indicated on the plat shows a 50 foot front setback, 30 foot side offsets and the INRA boundary line as the building envelope. The lot contains substantial slopes both outside of the wooded area and within the INRA. Mr. Esslinger would like to construct his home in the heavily wooded INRA.

The final plat has a list of restrictions for disturbance within the INRA. Restriction 6. States:

“The construction of buildings within the INRA preservation area is prohibited, except as may be specifically provided for by a pre-approved building envelope on the subdivision plat. Any alterations to such a pre-approved building envelope will require the approval of the Town of Delafield and the Waukesha County Department of Parks and Land Use, Planning and Zoning Division.”

The applicant’s agent contacted Waukesha County and “the zoning department said it was not in their jurisdiction and they were fine wherever it was placed, as long as there was local municipal approval.” I questioned that statement and contacted the County to determine if indeed they have no comments since it is a plat requirement rather than a shoreland jurisdiction issue. The response from the County is that they do have a say in allowing the house placement based on the note on the plat. As of the time of this report, the County staff had not performed a review of the request. I have connected the applicant with the County. The County will review this matter with the applicant to determine whether they will approve the allowance of a home in the INRA and any restrictions they may place on the approval.

The Town has allowed home construction within environmental areas; however disturbance limits were dictated, so that an owner could not clear cut the environmental area. The disturbance limits in the Grandhaven subdivision was 25,000 square feet (the subdivision was

served by public sewer). Depending on the house and driveway size and any amenities – pool, patio, deck, etc., that area was somewhat limiting. The County limits are 32,670 square feet. Due to the slope of the land, the driveway may require substantial disturbance in order to meet slope requirements.

Staff Recommendation:

I am not opposed to allowing the home to be constructed in the INRA, subject to conditions related to disturbance limits; however, the allowance of the home to be built in the INRA is a policy decision for which the Plan Commission should discuss and determine. Any approval should include that the applicant must follow any and all restrictions placed on the approval by Waukesha County, and if there is a conflict in the restrictions between the Town and County, the more restrictive condition shall be followed, unless otherwise modified by the Plan Commission or Waukesha County.

1. Total land disturbance for the home, driveway and septic system construction shall be no greater than 32,670 square feet.
2. Homeowner shall meet Town driveway slope requirements.
3. The disturbance area limits and size calculations shall be shown on a plat of survey that is submitted with the house at time of building permit.
4. The disturbance area shall be marked with silt fence or orange snow fence (or an equal type of barrier) and no disturbance shall be allowed outside of that area.
5. The house shall be located such that there is no or limited species tree removal.
6. After the home is staked, the owner shall contact Town staff to walk the site and verify that the house is located in an area that will have minimal species tree removal.
7. If the septic system is placed outside of the INRA, it shall not be placed in a conspicuous location on the property that will result in a detriment to the neighborhood.

Tim Barbeau, Town Engineer
November 30, 2022



TOWN OF DELAFIELD

APPLICATION FOR PLAN COMMISSION AGENDA

Plan Commission meetings are typically held the first Tuesday of every month. All applications must be submitted at least 3 weeks before a Plan Commission meeting to make the agenda. Any late submittals will be considered at the following meeting.

(PLEASE PRINT)

Owner Information			Applicant		
Name: Todd Turall			Name: Luke Esslinger		
Address 1634 Valley Road			Address W275 N5938 Green Meadow Rd		
City Oconomowoc	State WI	Zip 53066	City Lisbon	State WI	Zip 53089
Telephone Number [REDACTED]			Telephone Number [REDACTED]		
Email: [REDACTED]			Email: [REDACTED]		

APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however, applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs.

- | | |
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| <input type="checkbox"/> Certified Survey Map.....\$250.00 | <input type="checkbox"/> Conceptual Plan Review.....\$50.00 |
| <input type="checkbox"/> Developer's Agreement.....\$100.00 | <input checked="" type="checkbox"/> Other.....\$50.00 minimum |

PROJECT NAME:	<u>The Retreat</u>	
Property Address:	<u>Lt 3 Glenmoor Dr</u>	
Tax ID/Parcel ID:	<u>DELT0862003</u>	Lot Size: <u>5.08</u>
Current Zoning:	<u>Residential</u>	Proposed Zoning (if applicable) _____
Present Use:	<u>Vacant Land</u>	Intended Use (if applicable): <u>Residential</u>

A complete application along with the appropriate fees shall be submitted by the deadline outlined at the top of the application. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the project review checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. The Town of Delafield reserves the right not to accept an application that is deemed incomplete.



TOWN OF DELAFIELD PLAN COMMISSION APPLICATION

Project Description

Please answer the questions below that pertain to your request. If necessary, please attach a separate sheet.

PETITION FOR REZONING

In the space below, please describe the purpose of the rezoning.

PETITION FOR LAND USE AMENDM

In the space below, please describe the purpose of the Land Use Amendment.

PETITION FOR CONDITIONAL USE

In the space below, please describe the purpose of the Conditional Use.

PETITION FOR CERTIFIED SURVEY MAP / PRELIMINARY PLAT / FINAL PL

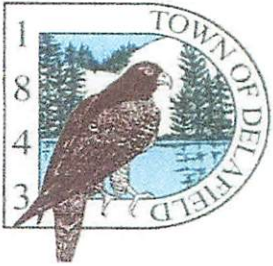
In the space below, please describe the intention of the land division.

PETITION FOR SITE PLAN / PLAN OF OPERATION / OTHER APPLICATION

In the space below, please describe the intention for the site plan, plan of operation, or other application.

We would like preliminary approval of building locations prior to purchasing the land for the best use acceptable to us.

We spoke to Tim Barbeau and he said we would need to talk to the planning commission as our next step for approval.



Required Forms for Submittal

Required Forms Checklist:

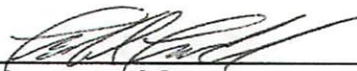
- Legal Description (all applications)
- Professional Staff/Fees Chargeback Acknowledgement (all applications)
- Certification for Division of Land (Certified Survey Map land splits)

Submittal Information:

- One (1) copy of this application (signed & dated)
- One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via email to dgreen@townofdelafield.org).
- Two (2) full size hard copies of all supporting materials, i.e., drawings, plans and written documentation of plans 11"x17" and smaller.
- Seven (7) copies of supporting materials larger than 11"x17".

I understand that this form shall be on file in the office of the Town Administrator by 4:00 p.m. on the 21st day before the meeting on which I desire to be heard or as required in the Land Division or Zoning Ordinance, whichever is longer. Plan Commission meetings are held the first Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.


Signature of Owner

November 17, 2022
Date

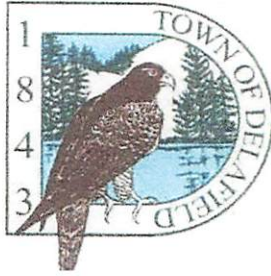
Todd Turall
Print Name

For Office Use Only

Application Received _____
Date Received _____
PC Meeting Date _____
Public Hearing Date _____

Amount Received _____
Received by _____
Board Meeting Date _____

Publication Date (if required) _____



TOWN OF DELAFIELD

PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT

PLEASE BE ADVISED

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.



Signature of Owner

November 17, 2022

Date

Todd Turall

Owner's name (please print)

Form received by: _____

Date: _____

OL 2
500 AC

LOT 6
6.556 AC.
(15" CMP)

LOT 5
5.598 AC.

LOT 3
1.87 AC.
(21" X 15"
CMPA)

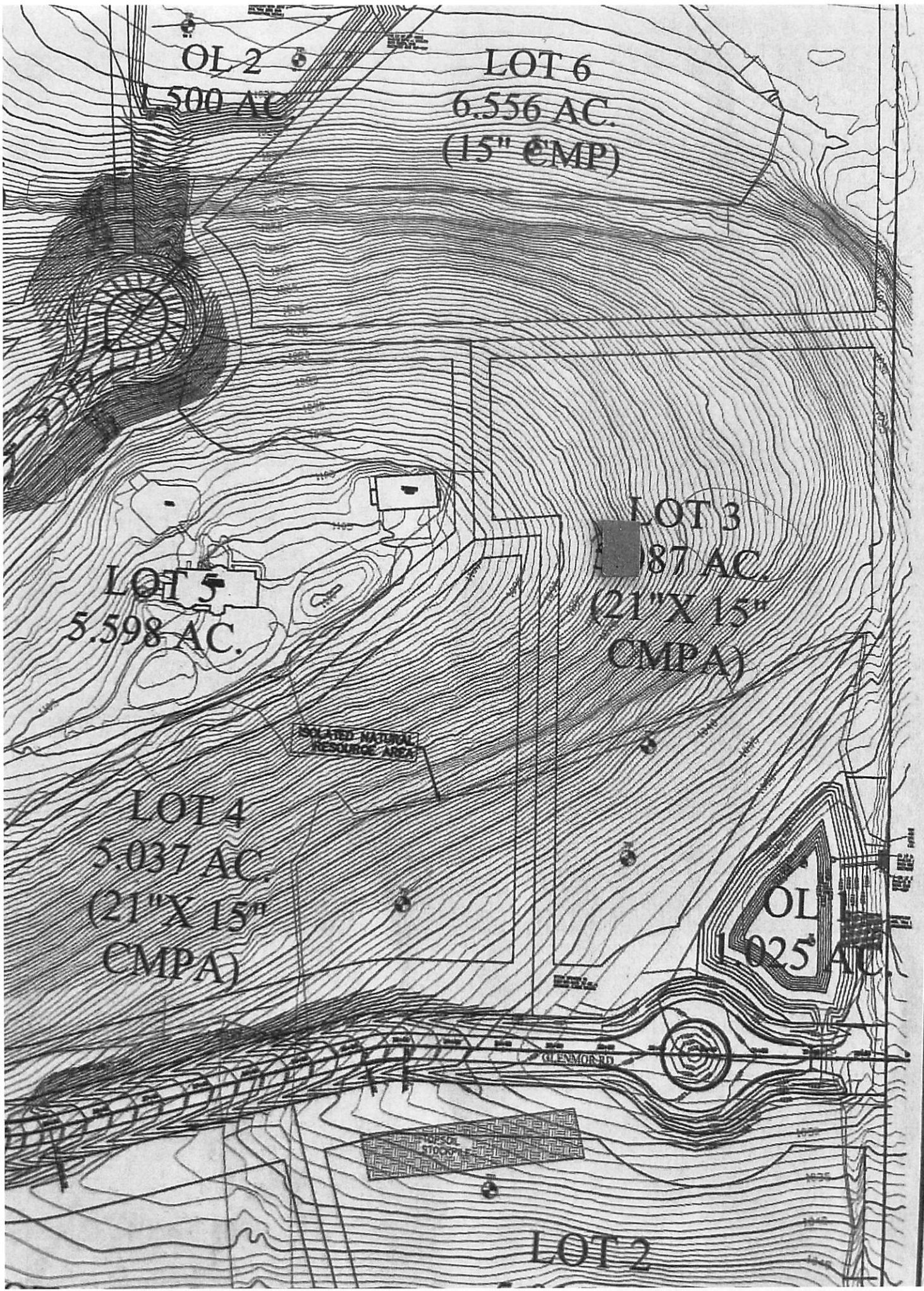
LOT 4
5.037 AC.
(21" X 15"
CMPA)

OL
1.025 AC

GLENMOR RD

WESOL
STOCK

LOT 2



Plan Commission Report for December 6, 2022

Electronic Message Boards Agenda Item No. 5. E.

Report

Recently, Town staff was approached by St. Anthony's Church to determine the requirements for changing their entrance monument sign off of CTH SS. As part of that discussion, they want to remove the current changeable sign board (slide in letters) in favor of a digital message board. Section 17.08 7. D. 3. lists Electronic Message Boards as being prohibited.

The purpose of bringing this matter to the Plan Commission is to get some input on whether the Town should entertain a change in the code to allow such digital message boards. They have become popular due to the ability change the copy easily, provide many different opportunities to announce events and it is less labor intensive as compared to manually changing the copy by hand.

Below is the current code prohibitions that would address some of my concerns related to rotating, blinking lights; however, the Town could restrict the use further by limiting the size of the electronic message boards and limiting the hours that it can be displayed (e.g. display off at 10 pm).

D. Prohibitions.

- 1. Lighting. Bare light bulbs shall not be permitted. No flashing, blinking, or rotating lights shall be permitted for either permanent or temporary signs other than for Time and Temperature signs if so permitted by the Plan Commission.*
- 2. Action Signs. No sign shall be permitted which moves by any means, except flags as permitted in subsection 6.B.*
- 3. Prohibited Signs. It shall be unlawful to erect or maintain the following signs:*
 - a. Electronic Message Boards*
 - b. Portable Signs*
 - c. Projecting Signs*
 - d. Off Premise Signs*
 - e. Roof Signs*
 - f. Pennants or Streamers*
 - g. Sandwich Boards*

Sample Code Language from other communities:

Village of Raymond (Racine County)

Prohibited Signs

Signs that revolve, are animated, or have moving parts, or signs that contain, include, or are illuminated by flashing or moving lights, have a display that may appear to grow, melt, x-ray, up-

or down-scroll, write-on, travel, inverse, roll, twinkle, snow, or present pictorials or other animation, or are externally illuminated other than by white lights.

This section shall not prohibit changeable copy light emitting diode signs and time and temperature signs (collectively "LED Sign(s)") or Electronic Message Boards on Wall Signs, Ground Signs or Pole Signs so long as the LED sign or electronic message board displays are steady in nature and each message lasts no less than five (5) seconds. No more than 30% of the Sign Copy Area shall be of an LED sign or Electronic Message Board sign.

City of Brookfield, Waukesha County

"Changeable copy sign" means a sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the surface of the sign and includes electronic message centers where the change is made by an electronic process.

- I. Changeable Copy.
 1. Changeable copy, including time, temperature, and motor fuel prices, is allowed but must be integrated into a permanent freestanding sign.
 2. Changeable copy shall be included in the calculation of total permitted sign area allowed for the premises but may be no greater than fifty (50) percent of total sign area and must be located in the lower half of the sign face.
 3. The following restrictions apply in all cases:
 - a. There shall be only one changeable copy sign per permanent freestanding sign on each lot or parcel of land.
 - b. Changeable copy may not be incorporated into a wall-mounted sign;
 - c. There may be changeable copy on each sign face;
 - d. Allowed only when it does not interfere with, confuse, or present any hazard to traffic;
 - e. Electronic message centers may display static images only. Messages may not transition by scrolling, traveling, fading or dissolving and must be completed within one second. Electronic message centers may not change messages more than once every five minutes, except that time and temperature may change as frequently as necessary to display the correct information. No blinking, flashing, animation, full motion video, or illusion of movement or animation permitted.

Oconomowoc, Waukesha County

17.609 General Sign Regulations:

- (1) Time-and-Temperature, LED Devices and Changeable Copy Signs:
 - (a.) Shall not exceed 25% of the total sign area and the area devoted to the changeable display shall be counted towards the total sign area.
 - (b.) Shall not change more frequently than once every thirty (30) seconds.
 - (c.) Shall not be displayed during non-business hours, unless the sign is a time and

- temperature sign.
- (d.) Shall not exceed more than three (3) lines of text.
 - (e.) Text lines must be at least four (4) inches in height.
 - (f.) Shall consist of letters and numbers only.
 - (g.) Animated, flashing, multi-colored displays or similar types are prohibited.
 - (h.) Time and temperature displays are permitted so long as the display changes no more frequently than once every six (6) seconds.
 - (i.) All electronic LED signs and Changeable Copy Signs shall be approved by the Architectural Commission.

Tim Barbeau, Town Engineer
November 30, 2022