



A PERFECT ENVIRONMENT

Residential Recreational Responsible

Chair
Edward Kranick
Supervisors
Steve Michels
Joe Woelfle
Magalie Miller
Terri Mahoney-Ogden
Clerk/Treasurer
Dan Green

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING TUESDAY, APRIL 25, 2023

6:30 PM

DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI
AGENDA

AMENDED 4/24/2023 @ 8:55 AM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments: Public comments from citizens regarding items on, or not on the agenda. The Board may not engage in a discussion with the citizen making the comments. Individual presentations are limited to three minutes and citizens shall follow the rules set forth in Section 2.04(1)(d) of the Town Code.
5. Approval of Minutes:
 - a. April 11, 2023, Town Board Minutes
6. Action on vouchers submitted for payment:
 - a. Report on budget sub-accounts and action to amend 2022 and 2023 budget
 - b. 1) Accounts payable; 2) Payroll
7. Communications (for discussion and possible action)
 - a. Special event permit for Race Break Through to hold 4 races that run through the Town of Delafield at Oakton Road, Elmhurst Road, Golf Road, Maple Avenue, HWY KE and Glacier Road for the following dates:
 - i. Saturday, May 13th Pewaukee Half Marathon & 5k
 - ii. Sunday, May 21st Pewaukee Duathlon & 1848 State Du Championships
 - iii. Saturday & Sunday, July 15th & 16th Pewaukee Triathlon
 - iv. Sunday, October 8th Pewaukee Duathlon & 1848 State Du Championships
 - b. Thomas Farm Rezone Public Hearing – May 2, 2023 @ 6:30 PM
8. Unfinished Business: None
9. New Business
 - a. Discussion and possible action on the appointment of a Town Board representative to the Plan Commission.
 - b. Discussion and possible action on the appointment of Mike Cummings to the Plan Commission with a term beginning May 1, 2023, and expiring April 30, 2024.
 - c. Discussion and possible action on the reappointment of the following Board of Appeals members:
 - i. Robert Schieble for a three-year term expiring 4/30/2026.
 - ii. Heather Shaw for a three-year term expiring 4/30/2026.
 - iii. Pat Frigo for a three-year term (alternate) expiring 3/31/2026.
 - iv. Dave Mihalovich for a three-year term (alternate) expiring May 31, 2023
 - d. Discussion and possible action on the appointment of Supervisor Miller to the Fire Board with a term expiring April 30, 2025.
 - e. Discussion and possible action on the reappointment of Mike Borel to the Fire Commission with a term expiring 4/30/2025.
 - f. Discussion and possible action on a vacation rental application from Lindgren Properties LLC for the property located at W298N2788 Locust Lane.

- g. Discussion and possible action on the adoption of Resolution 23-662, a resolution to change the Town of Delafield Polling Location for Wards 3 & 4 to The Church of the Resurrection.
- h. Open Meeting Law and Ethics training by Attorney Eric Larson.

10. Announcements and Planning items

- a. Plan Commission – Tuesday, May 2, 2023 @ 6:30 PM
- b. Town Board - Tuesday, May 9, 2023 @ 6:30 PM
- c. Town Board – Tuesday, May 23, 2023 @ 6:30 PM

11. Adjournment



Dan Green
Town of Delafield Clerk/Treasurer

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 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 BOARD OF SUPERVISORS MEETING
APRIL 11, 2023 @ 6:30 PM

Video Link: <https://www.youtube.com/watch?v=2Udri2D5Y18&t=406s>

First order of business: Call to Order

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

Second order of business: Pledge of Allegiance

Third order of business: Roll Call

Present: Supervisor Kranick, Supervisor Miller, Supervisor Michels, and Chairperson Troy. Also present was Administrator Dan Green.

Excused: Supervisor Woelfle.

Fourth order of business: Citizen Comments: None

Fifth order of business:

- A. Approval of the March 28, 2023, Town Board Minutes

Motion by Supervisor Kranick to approve the March 28, 2023, minutes. Seconded by Supervisor Michels. Motion passed 4-0.

Sixth order of Business: Action on vouchers submitted for payment:

- A. Report on budget sub-accounts and action to amend 2022 or 2023 budget.
1) Accounts payable; 2) Payroll

Motion by Supervisor Kranick to approve payment of checks #66631- #66718 in the amount of \$588,390.57, and payrolls dated April 14, 2023, in the amount of \$17,032.24. Seconded by Supervisor Miller. Motion passed 4-0.

Seventh order of Business: Communications

Chairman Troy gave congratulations to the fire department for passing the referendum by 67%. He also congratulated Joe Woelfle, Terri Ogden and Ed Kranick on their positions.

Eighth order of Business: Unfinished Business:

Ninth order of Business: New Business:

- a. Discussion and possible action on the adoption of Ordinance 2023-01, an ordinance to repeal and re-create Section 8.03 of the Town of Delafield Town Code concerning street excavations and above-ground installations in the public right-of-way.

Motion by Supervisor Michels adoption of Ordinance 2023-01, an ordinance to repeal and re-create Section 8.03 of the Town of Delafield Town Code subject to the Town Attorney incorporating new insurance liability coverage language into the ordinance. Seconded by Supervisor Kranick. Motion passed 4-0.

- b. Discussion and possible action on the awarding of a construction contract for the 2023 Road Improvement Project.

Motion by Supervisor Kranick to award a construction contract for the 2023 Road Improvement Project to the lowest responsible bidder, Payne & Dolan, Inc. for a total project cost not to exceed \$517,380.80. Seconded by Supervisor Michels. 4-0.

- c. Discussion and possible action on the adoption of Resolution 23-661, a resolution adopting a municipal fine schedule.

*Motion by Supervisor Michels to adopt Resolution 23-661, a resolution adopting a municipal fine schedule.
Seconded by Supervisor Kranick. Motion passes 4-0.*

Tenth order of Business: Announcements and Planning items

- a. Annual Meeting of the Board Electors – Tuesday, April 18, 2023 @ 6:30 PM
- b. Town Board – Tuesday, April 25, 2023 @ 6:30 PM
- c. Plan Commission – Tuesday May 2, 2023 @ 6:30 PM

Eleventh order of Business: Adjournment:

Motion by Supervisor Kranick to adjourn the Tuesday, April 11, 2023, Town Board meeting at 6:42 PM. Seconded by Supervisor Michels. Motion passed 4-0.

Respectfully submitted:

Dan Green, CMC/WCMC
Administrator - Town Clerk/Treasurer



Event Proposal Information:

Event Name: Pewaukee Duathlon & 1848 State Du Championships

Proposed Date: 5/21/2023 & 10/8/2023 (Both Sundays)

Race Location: Pewaukee Village Park

Course Maps on Page 2

Event Description:

Duathlons are a multisport event that consists of two disciplines completed over three segments.

Segment 1 - A Run, 2 miles in length.

Segment 2 - A Bike, 14.5 miles in length

Segment 3 - A Run, 2 miles in length

EMT - On Call

Officer Controlled intersections to be determined based on availability and meeting with Police to discuss needs. Route map has Officer Controlled intersections via Waukesha Sherffis Department

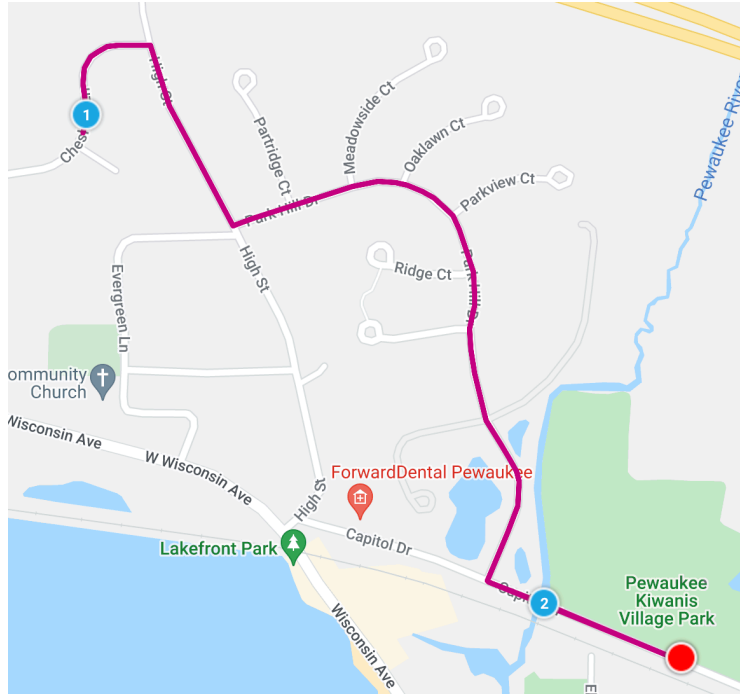
Estimated # of Participants: 125

Estimated Event Schedule:

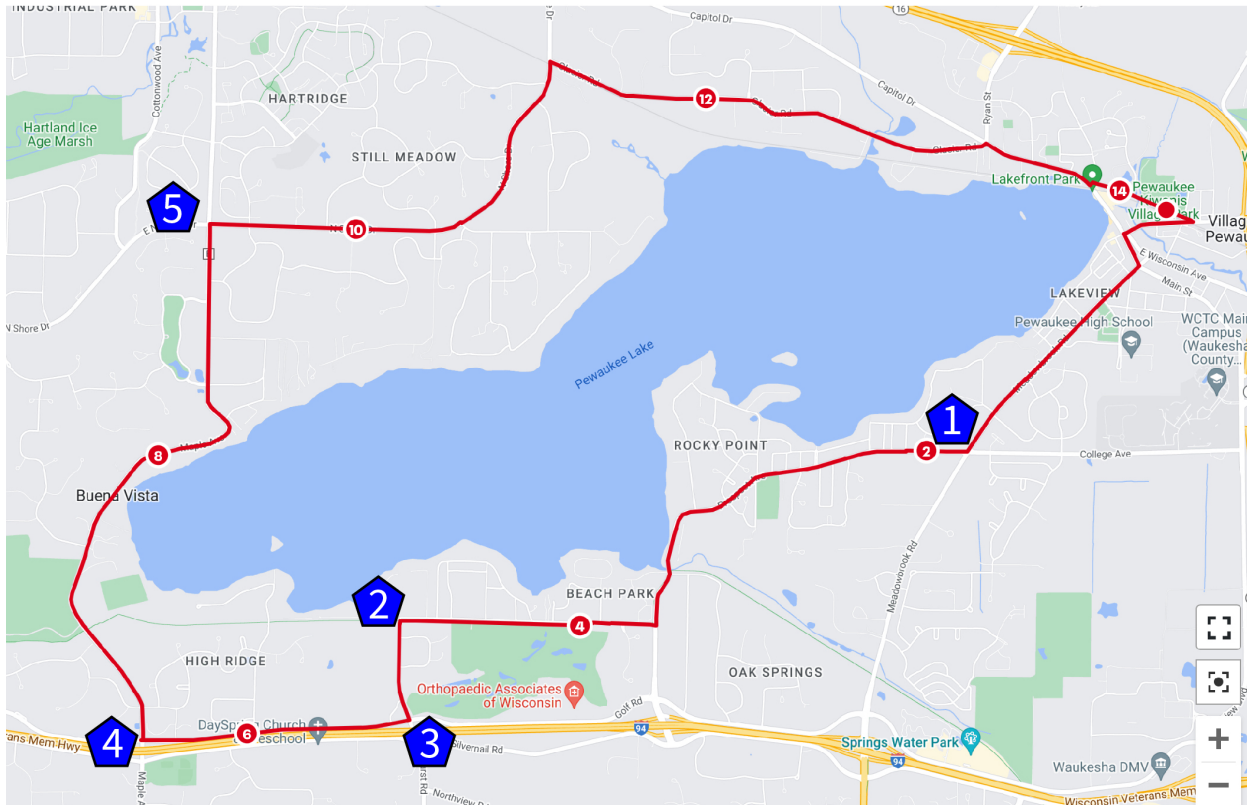
5:30 AM	Set Up Crew Begins Start/Finish & Course Marking
7:30 AM - 8:45	AM Packet Pick up
9:00 AM - 9:04	AM Race Start - Wave Start (25 Athletes every 30 seconds)
9:14 AM	First Athletes in Transition (Segment 1 - Run)
9:28 AM	Last Athlete in Transition (Segment 1 - Run)
10:14 AM	First Athlete in Transition (Segment 2 - Bike)
10:26 AM	First Athlete to Finish
11:10 AM	Last Athlete in Transition (Segment 2 - Bike)
11:30 AM	Last Athlete to Finish
12:30 PM	Packed Up and Cleared Out



Run Route



Bike Route





Event Proposal Information:

Event Name: Pewaukee Half Marathon & 5K
Proposed Date: 5/13/2023 (Saturday)
Start Location: Kiwanis Village Park
Finish Location: Kiwanis Village Park
Course Map Below

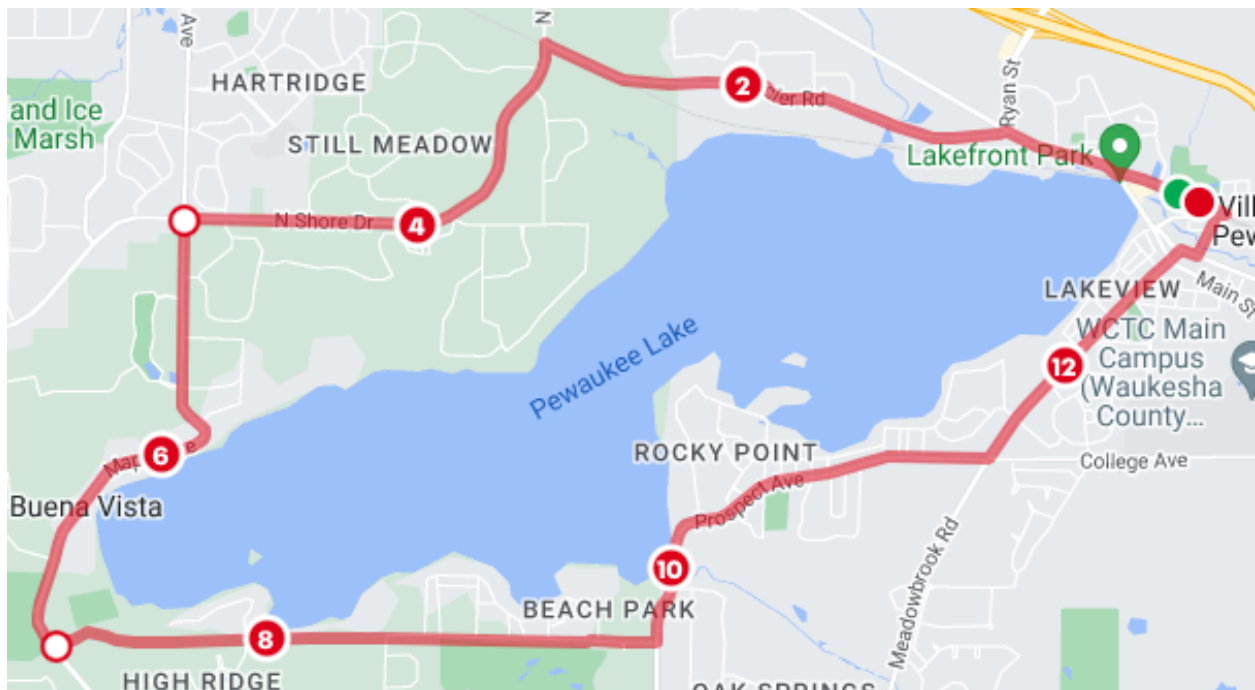
Event Description:

Operating previously under the name “King & Queens” half marathon, this event will circle Pewaukee Lake. Starting from and finishing at Village Park.

Estimated 150 Participants

Estimated Event Schedule:

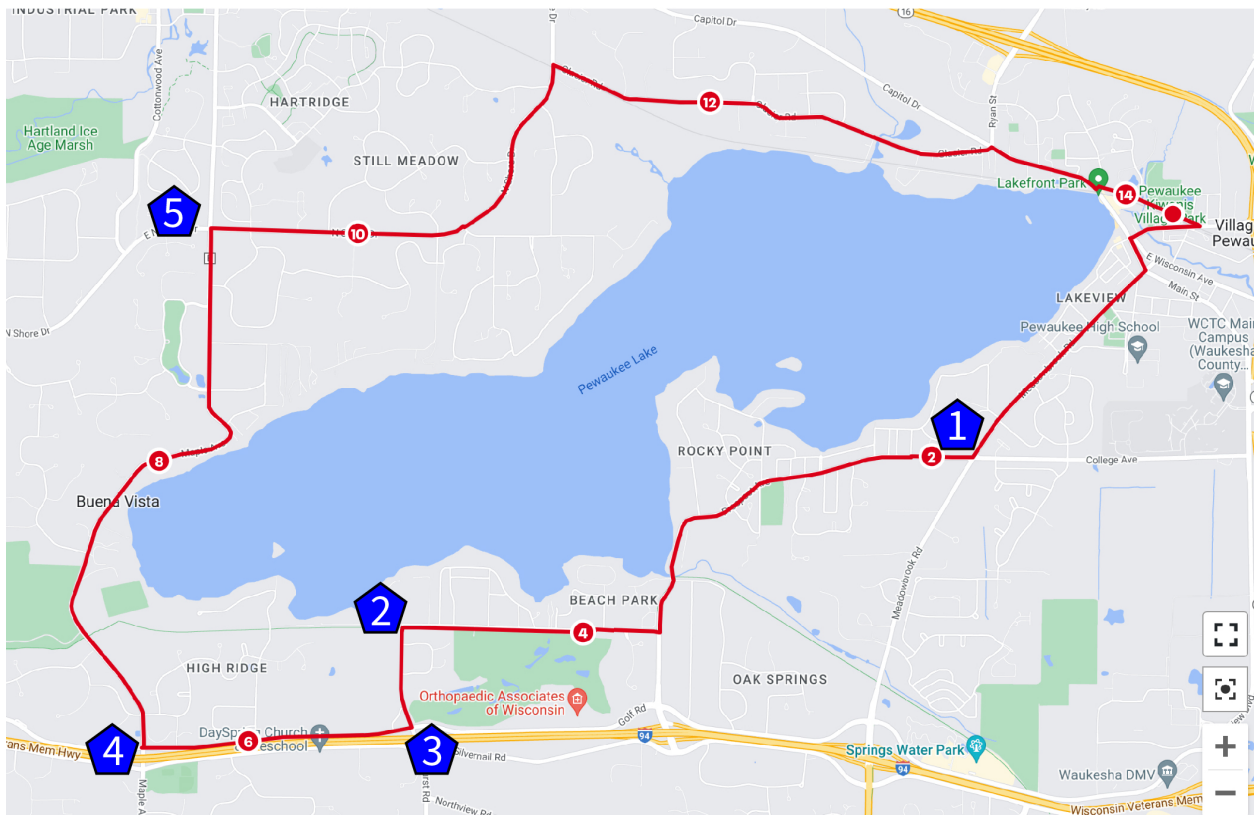
5:00 AM	Setup
6:30 AM - 7:45 AM	Packet Pick up
8:00 AM	1/2 Marathon Start
8:45 AM	5K Start
9:05 AM	5K Estimated First Finisher
10:00 AM	5K Estimated Last Finisher
9:30 AM	1/2 Estimated First Finisher
11:00 AM	1/2 Estimated Last Finisher
11:30 AM	Finish Line Closes -
1:00 PM	Packed Up & Cleared Out



Below are the estimated timeframes for each officer controlled intersection. We will have a SAG vehicle clearing the course following the last athlete. This sag vehicle can release the officers from their post if it is earlier than the projected end time.

Waukesha Police Placements

- Pewaukee Duathlon: 5/21/23
- Pewaukee Triathlon: 7/16/23
- State Champ Duathlon: 10/8/23



Duathlon Time Frame:
Event Start: 9:00AM
#1: 9:00AM - 10:00AM
#2: 9:00AM - 10:20AM
#3: 9:00AM - 10:25AM
#4: 9:00AM - 10:40AM
#5: 9:00AM - 11:00AM

Triathlon Time Frame:
Event Start: 7:00AM
#1: 7:00AM - 8:00AM
#2: 7:00AM - 8:30AM
#3: 7:00AM - 8:40AM
#4: 7:00AM - 8:50AM
#5: 7:00AM - 9:00AM



Event Proposal Information:

Event Name: Pewaukee Triathlon
Proposed Date: 7/15/23 (Saturday) & 7/16/23 (Sunday)
Race Locations:
Swim: Pewaukee Lake Front Park
Transition 1&2: Pewaukee Lake Parking Lot
Finish: Village Park

Event Description:

This event operated in the past, and the focus would be to reestablish the Pewaukee Triathlon as a staple event in the heart of the Triathlon season. This event had the city buzzing with excitement as families gathered to cheer on their little ones with the Kids Tri on Saturday and then the Adult Tri on Sunday.

Kids Tri - 7/14/23

Distances TBD
All Events Take place
on Main st

Adult Tri - 7/15/23

Segment 1 - Swim, 400 meters in length.
Segment 2 - Bike, 14 miles in length
Segment 3 - Run, 3.1 miles in length

Estimated Event Schedule:

7/15/2023

7:00 AM - 2:00 PM	Adult Tri Packet Pick Up
6:30 AM	Kids Triathlon Registration
7:30 AM	Kids Triathlon Start
8:30 AM	Kids Triathlon Finished

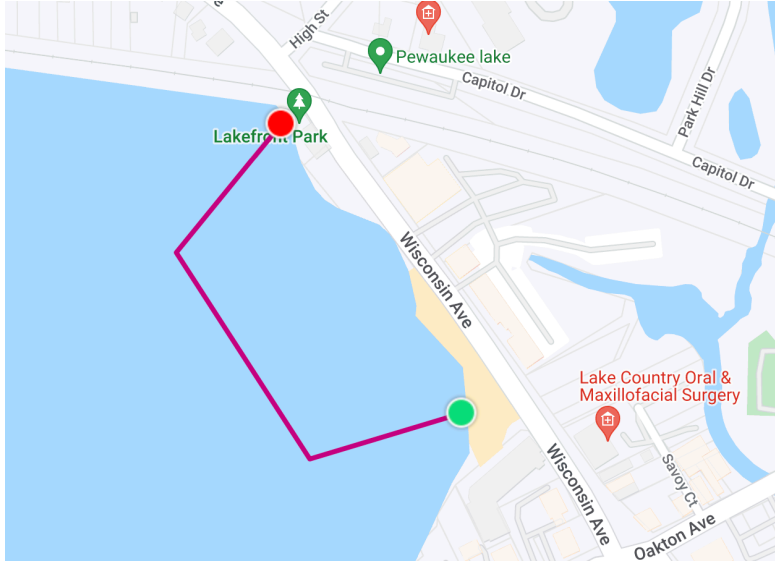
7/16/2023

5:00 AM	Start/Finish & Course Marking
7:00 AM	Race Start (Rolling Start 2 Athletes every 3 Seconds)
7:08 AM	First Athletes in Transition 1 (Segment 1 - Swim)
7:25 AM	Last Athletes Enter the Water
7:40 AM	Last Athlete Out of the Water (Segment 1 - Swim)
7:45 AM	First Athlete in Transition (Segment 2 - Bike)
8:15 AM	First Athlete to Finish
8:30 AM	Last Athlete in Transition (Segment 2 - Bike)
9:15 AM	Last Athlete to Finish
11:00 AM	Packed Up and Cleared Out

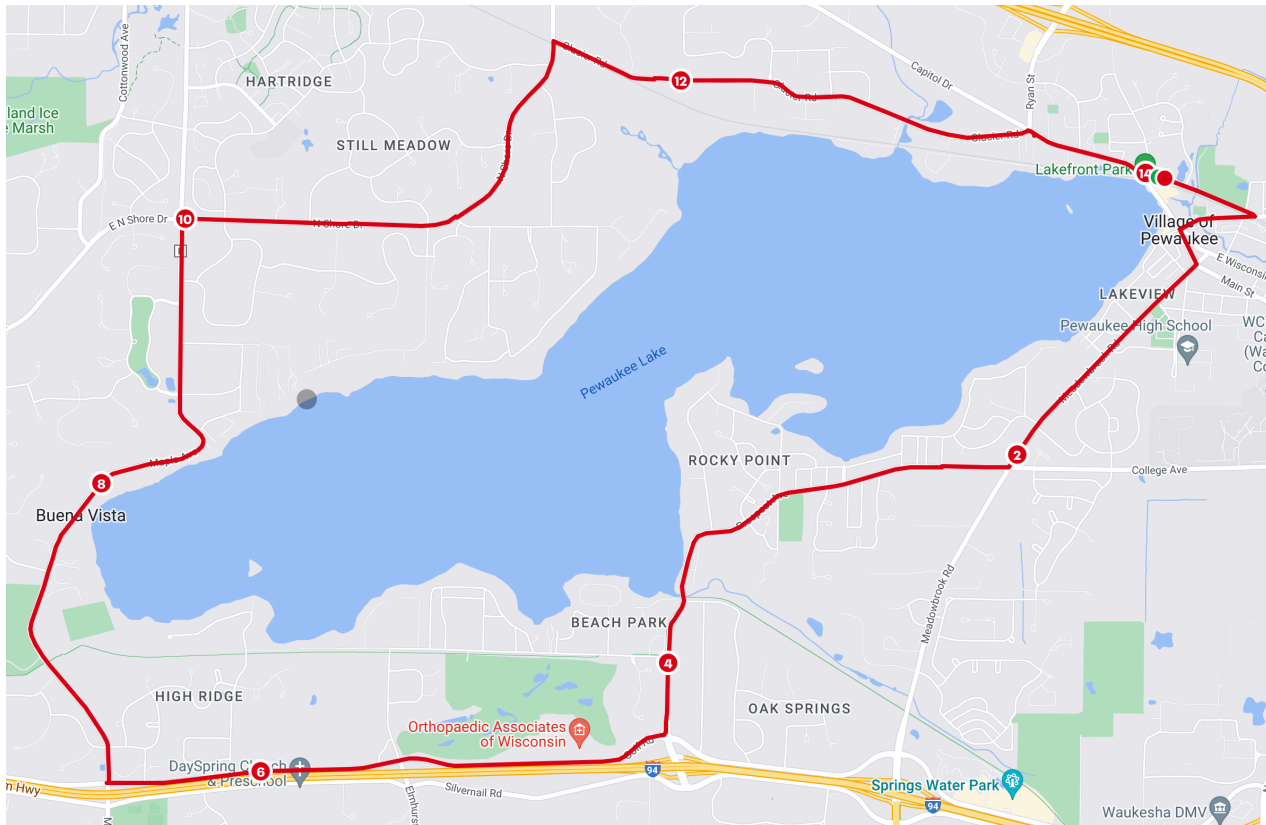
BREAK THROUGH

EVENTS
EST. 2012

Swim



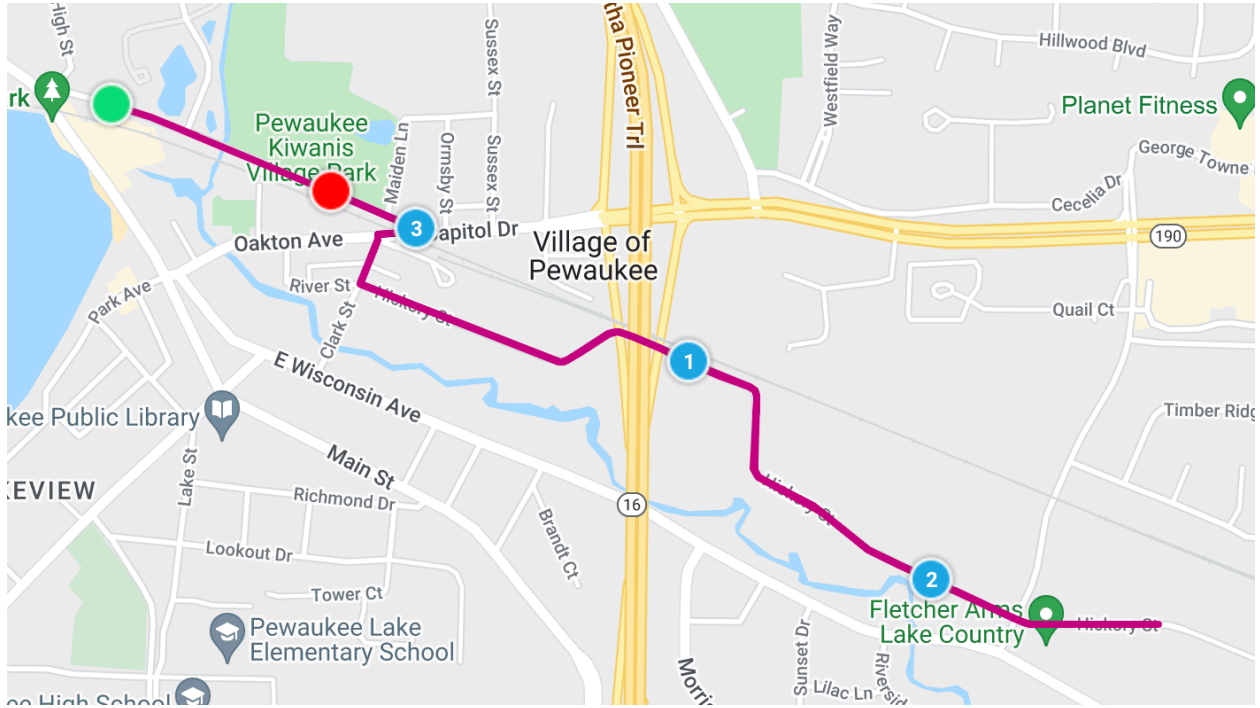
Bike



BREAK THROUGH

EVENTS
EST. 2022

Run



Pewaukee DU & 1848 DU Volunteer

Volunteer Location	# of People	Duties	Time frame			
Capitol & Oakton	1	Informing athletes of Right Tun Ahead	9:10 - 9:30	Officer Controlled (VP)		
Oakton & Main	1	Informing Athletes of Left Turn ahead	9:10 - 9:35	Officer Controlled (VP)		
Main & Meadowbrook	1	Informing Athletes of Right Turn Ahead	9:10 - 9:35	Officer Controlled (VP)		
Meadowbrook & Prospect	1	Informing Athletes of Right Turn Ahead	9:15 - 9:45			
Prospect & Oakton	1	Informing Athletes of Right Turn Ahead	9:15 - 9:45			
Oakton & Elmhurst	1	Informing Athletes of Left Turn Ahead	9:15 - 9:45	Officer Controlled (WCS)		
Elmhurst & Golf Rd	1	Informing Athletes of Right Turn Ahead	9:15 - 10:00	Officer Controlled (WCS)		
Golf & Maple	1	Informing Athletes of Right Turn Ahead	9:15 - 10:00	Officer Controlled (WCS)		
Maple & North Shore Dr	1	Informing Athlets of Right Turn Ahead	9:15 - 10:00	Officer Controlled (WCS)		
On North Shore Stationed on the Hill	2	Caution / Slow Down, sharp right turn ahead	9:15 - 10:30			
North Shore & Glacier	1	Informing Athletes of Right Turn Ahead	9:45 - 10:30			
Glacier & Wisconsin	1	Informing Athletes of Right Turn Ahead	9:45 - 10:45	Officer Controlled (VP)		
Wisconsin & High St	1	Informing Athletes of Left Turn ahead	9:45 - 10:45	Officer Controlled (VP)		
Sag Vehicle	2	Following last athlete, cleaning up the course and attending to any emergency needs	9:00 - 10:30			
	Color Code					
		Same Volunteer - Will Move locations		WCS - Waukesha County Sherrifs		
		Same Volunteer - Will Move locations		VP - Village Pewaukee		

Triathlon Volunteer Sheet

Volunteer Location	# of People	Duties	Time frame			
Capitol & Oakton	1	Informing athletes of Right Tun Ahead	7:10 - 7:30	Officer Controlled (VP)		
Oakton & Main	1	Informing Athletes of Left Turn ahead	7:10 - 7:30	Officer Controlled (VP)		
Main & Meadowbrook	1	Informing Athletes of Right Turn Ahead	7:10 - 7:30	Officer Controlled (VP)		
Meadowbrook & Prospect	1	Informing Athletes of Right Turn Ahead	7:15 - 7:45			
Prospect & Golf Rd	1	Informing Athletes of Right Turn Ahead	7:15 - 7:45	Officer Controlled (WCS)		
Golf & Maple	1	Informing Athletes of Right Turn Ahead	7:15 - 8:00	Officer Controlled (WCS)		
Maple & North Shore Dr	1	Informing Athlets of Right Turn Ahead	7:15 - 8:00	Officer Controlled (WCS)		
On North Shore Stationed on the Hill	2	Caution / Slow Down, sharp right turn ahead	7:15 - 8:30			
North Shore & Glacier	1	Informing Athletes of Right Turn Ahead	7:15 - 8:30			
Glacier & Wisconsin	1	Informing Athletes of Right Turn Ahead	7:45 - 8:45	Officer Controlled (VP)		
Wisconsin & High St	1	Informing Athletes of Left Turn ahead	7:45 - 8:45	Officer Controlled (VP)		
Sag Vehicle	2	Following last athlete, cleaning up the course and attending to any emergency needs	7:00 - 10:00			
	Color Code					
		Same Volunteer - Will Move locations		WCS - Waukesha County Sherrifs		
		Same Volunteer - Will Move locations		VP - Village Pewaukee		

Half Marathon Volunteer Sheet

Volunteer Location	# of People	Duties	Time frame			
Capitol & High St	1	Informing Athletes of Left Turn Ahead	8:00 - 8:15			
High St & Wisconsin	1	Informing Athletes of Right Turn ahead	8:00 - 8:15	Officer Controlled (VP)		
Wisconsin & Glacier	1	Informing Athletes of Left Turn Ahead	8:00 - 8:20	Officer Controlled (VP)		
Glacier & North Shore	1	Informing Athletes of Left Turn Ahead	8:20 - 9:00			
North Shore Dr & Maple	1	Informing Athletes of Left Turn Ahead	8:20 - 9:10	Officer Controlled (WCS)		
Maple & Lake Country Trail	1	Informing Athletes of Left Turn Ahead	8:45 - 9:45	Officer Controlled (WCS)		
Lake Country Trail & Oakton	1	Assisting athletes in Cross traffic	8:45 - 10:00	Officer Controlled (WCS)		
Oakton & Prospect	1	Informing Athletes of Right Turn Ahead	8:45 - 10:30			
Prospect to Meadowbrook	1	Informing Athletes of Left Turn Ahead	8:45 - 10:45			
Main & Meadowbrook	1	Informing Athletes of Right Turn Ahead	9:00 - 11:00	Officer Controlled (VP)		
Oakton & Main	1	Informing Athletes of Left Turn ahead	9:00 - 11:10	Officer Controlled (VP)		
Capitol & Oakton	1	Informing athletes of Right Turn Ahead	9:00 - 11:15	Officer Controlled (VP)		
Sag Vehicle	2	Following last athlete, cleaning up the course and attending to any emergency needs	8:00 - 11:30			
	Color Code					
		Same Volunteer - Will Move locations		WCS - Waukesha County		
		Same Volunteer - Will Move locations		VP - Village Pewaukee		
		Same Volunteer - Will Move locations				



Fee: \$50.00

TOWN OF DELAFIELD SPECIAL EVENT APPLICATION

I. ORGANIZATION INFORMATION

Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization?		Yes No
Event Contact Person (First & Last Name)			

II. EVENT INFORMATION

Name of Event BeYOUtiful Half Marathon, Pewaukee Duathlon, Pewaukee Triathlon, 1848 State Duathlon Championships	Date(s) of Event		
Event Start Time	Event End Time		
Location of Event			
a. Will your event take place in a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners of the event date and time.</i>	Yes	No	
b. Attach a detailed map/sketch of your event indicating the specific location, including a layout and a route, if applicable.			
c. Describe your event and its purpose (use separate sheet if needed).			
d. Will there be music on site?	Yes	No	What times will music play? _____ am/pm
e. Will there be on site parking, confined to the location of the event?	Yes	No	
If parking is not contained to site, provide a parking plan including: off site parking, shuttle information or right-of-way parking.			
f. How many people will be attending the event?		g. Will there be alcohol served?	Yes No
h. Will there be vendors on site?	Yes	No	
i. Does this event require portable toilets on site?	Yes	No	

For Staff Review

Application Received By:			
Plan Commission Approval Required?	Yes	No	
Town Board Approval Required?	Yes	No	
Is this location allowed to hold special events under their plan of operation or conditional use permit?			Yes No
Highway Department Notified?	Yes	No	
Police Department Notified?	Yes	No	
Fire Department Notified?	Yes	No	

**TOWN OF DELAFIELD
APPLICATION AND LICENSE
FOR
VACATION RENTALS**

<u>1. Owner</u>	<u>Applicant or Owner's Agent</u>
Name <u>Lindgren Properties LLC</u>	Name _____
Address <u>N33W29625 Millridge Rd</u> <small>(street)</small>	Company _____
<u>Pewaukee</u> <u>WI 53012</u> <small>(city) (state) (zip code)</small>	Address _____ <small>(street)</small>
Telephone: office <u>608-215-4934</u> fax _____	Telephone: office _____ fax _____
E-mail address: <u>lindgrenproperties@gmail.com</u>	E-mail address: _____

License granted to: _____

For the following property: _____

Pursuant to the approval granted on: _____

Fee paid on: _____

Lindgren Properties LLC
W298 N2788 Locust Lane

Please note that the following requirements apply to the vacation rentals in the Town of Delafield, which are conditions of this License:

0. Prohibition. Rental of a residential dwelling for 6 days or fewer is prohibited. For purposes of this subsection "rental" includes any real property that is subject to any verbal or written contract, lease, sublease, rental agreement, easement, instrument or other device (the "Agreement"), if all of the following circumstances apply: (i) the Agreement or Agreements create a right to occupy said property; (ii) such rights of occupancy have an actual duration of less than 7 days; and (iii) the Agreement requires payment or other remuneration or barter, for the benefit of the property owner.
1. The Petitioner must provide to the Town Clerk a copy of the State Tourist Rooming House license for the Subject Property, prior to the Town's license being effective; and evidence of each renewal of such State permit shall be filed by the Petitioner with the Town Clerk, such that evidence of a current State permit is always on file for the duration of the Town's vacation rental establishment license.
2. Transfer of a license because of transfer or sale of property is not permissible. Should such property be sold, then the license shall become void.
3. All vacation rental establishments shall be subject to and comply with Wisconsin Statutes Chapter 97, including maintaining a tourist rooming house annual license as required by Wisconsin Statutes Section 97.605(1)(a), which sections are incorporated herein by reference.
4. All vacation rental establishments shall be subject to and comply with Wisconsin Administrative Code Section ATCP 72 which is hereby incorporated by reference.
5. Each vacation rental 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 Waukesha County Sheriff's Department, and Town Code Enforcement Officer for a period of not less than one year.

6. A minimum of one off-street parking stall shall be provided for every guest bedroom with a minimum of three. All parking areas shall meet the size and location requirements of the Town Code and shall be hard-surfaced and maintained in a reasonably dustless condition.
7. Every vacation rental establishment shall be properly addressed with numbers on the street side of the structure, a minimum of 5" high and of contrasting color so as to be visible from the street.
8. The Town Board shall consider the potential impact to the surrounding neighborhood and proximity to any existing bed and breakfast establishment or vacation rental establishment when reviewing a request for a vacation rental establishment license.
9. Whenever the property changes ownership, an occupancy permit and a new license is required to ensure compliance with all State and local regulations and ordinances.
10. Every license for a vacation rental establishment shall be placed on a February Town Board meeting agenda for consideration and possible action upon annual review, to ensure compliance with all licensing requirements. Such property may be inspected by the Waukesha County Sheriff's Department, Town Fire Department, Town Code Enforcement Officer, or other authorized personnel of the Town to investigate and determine if any violations exist.
11. All refuse containers shall be screened from view.
12. If the Town finds that any statement made on the license application is incorrect, at any time, the Town may immediately and summarily revoke the license.
13. Sleeping quarters related to a vacation rental establishment use shall only be located within the principal structure on the lot. Accessory buildings cannot be used for sleeping quarters.
14. Property that is used for a vacation rental establishment must have clearly delineated property lines, by approved fences, vegetation or other means to the satisfaction of the Town Board. Such clear delineation must be maintained for the duration of the license, to ensure that all users of the property are clearly aware of the boundaries of the property and confine their use to the applicable parcel.
15. Unless the property is connected to a municipal sewer system, the Petitioner/Owner must provide to the Town Code Enforcement Officer, proof that is satisfactory to the Town Code Enforcement Officer that the septic system is properly sized for purposes of the proposed use. Such septic system must be properly maintained at all times for the duration of the conditional use permit.
16. The vacation rental establishment occupancy limits shall not exceed the number of occupants allowed by Wisconsin Administrative Code Section ATCP 72.14(2)(b) per bedroom, and also shall not exceed 8 per 1,000 square feet of living area within the principal structure.
17. The parcel cannot have more people on site than the higher of 20 people or the maximum number of people allowed under Wisconsin Administrative Code Section ATCP 72.14(2)(b).
18. The Petitioner/Owner must provide a copy of this section and a copy of the license, to all parties using the property for vacation rental purposes, prior to commencement of each such use.
19. If a vacation rental establishment is rented for more than 6, but fewer than 29 consecutive days the vacation rental establishment shall not operate outside of the 180 consecutive day period that begins on the date of the first such rental, for a 365 day period. The owner of the vacation rental establishment shall notify the Town Clerk in writing when the first 365 day period begins, and all subsequent 365 day periods shall be measured from that date. This limitation shall be interpreted in compliance with Wisconsin Statutes Section 66.1014(2)(d)1.

Dated this ____ day of _____, 20_____.

TOWN OF DELAFIELD

ATTEST

Edward Kranick, Town Chair

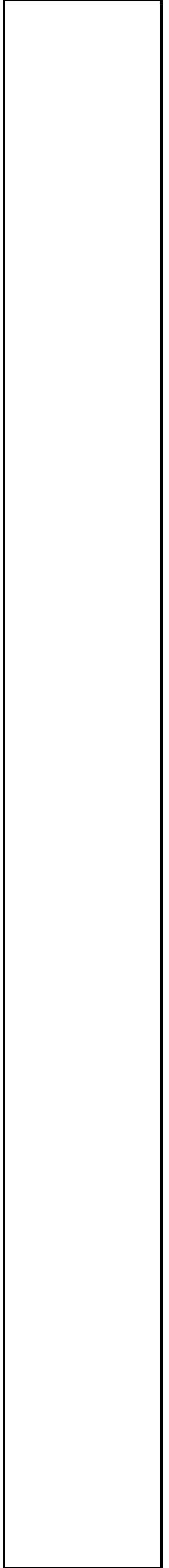
Dan Green, Town Clerk

- 0) Agreed.
- 1) State Permitting is administered by Waukesha County and has been acquired and submitted
- 2) Agreed
- 3) We will comply with all applicable state and local codes
- 4) Agreed
- 5) A detailed register of all guests will be kept and made available for inspection
- 6) The property has an asphalt driveway sufficient for at least four vehicles
- 7) The property is properly addressed and visible from the street
- 8) Agreed
- 9) Agreed
- 10) We are requesting a review at the next available Town Board meeting. The property was recently acquired and inspection completed by Waukesha County.
- 11) All refuse containers will be screened from view
- 12) Agreed
- 13) There are no accessory buildings. Sleeping quarters are all located within the primary residence
- 14) The property is bounded by a fence on one and a half sides, a hedge row, and a wooded valley. Property corner iron pipes have been located and marked. The intent to use the home as a vacation rental has been discussed with neighbors and maps identifying the boundary of the property and common areas will be made clearly available to all guests. Our primary residence is less than a mile away so we can respond to any issues should they arise.
- 15) The property is connected to municipal sewer
- 16) Agreed
- 17) Agreed
- 18) Agreed. We have a binder with important information available to all guests. A copy of this code section and appropriate licenses will be provided to all guests.
- 19) Agreed

The home shall be rented out as a short-term rental. The rental period shall be a minimum of 7 days, up to a year in duration. We will utilize booking sites like AirBnB and VRBO who screen all guests prior to rental of property. Their process along with available reviews of guests helps to ensure guests with a clean background that will treat the property with care. Tenants will be provided a clear set of rules as well as mapping of private property boundaries as well as common use areas. Payment will be facilitated through AirBnB and VRBO who will handle paying the necessary taxes and fees. The weekly rental rate will fluctuate based on their pricing demand models.



Legend



0 50.00 Feet

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.

Notes:



Printed: 4/12/2023

From: Caitlin Jehn <cjehn@waukeshacounty.gov>
Date: April 14, 2023 at 8:26:33 AM CDT
To: Bryan Lindgren <lindgrenproperties@gmail.com>
Subject: Re: Tourist Rooming House Guidance Checklist

Good Morning Bryan,

Just wanted to follow-up and let you know your water sample came back safe. You should be getting your license within the week via mail. Be sure you obtain approval from all municipal entities and let me know if you have any questions or concerns.

Caitlin Jehn

Environmental Health Sanitarian
Waukesha County Parks and Land Use
515 W. Moreland Blvd. AC260
Waukesha, WI 53188
262-896-8320
www.waukeshacounty.gov/PLU

From: Bryan Lindgren <lindgrenproperties@gmail.com>
Sent: Tuesday, April 11, 2023 1:17 PM
To: Caitlin Jehn <cjehn@waukeshacounty.gov>
Subject: Re: Tourist Rooming House Guidance Checklist

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I have 2pm written down and that still works for me if it works for you

Bryan Lindgren
608-215-4934
Lindgrenproperties@gmail.com

On Apr 11, 2023, at 9:38 AM, Caitlin Jehn <cjehn@waukeshacounty.gov> wrote:

Hi Brian,

I seemed to not have written down the time for the inspection tomorrow. Do you remember what time we agreed on?

Thank you,

Caitlin Jehn

Environmental Health Sanitarian
Waukesha County Parks and Land Use
515 W. Moreland Blvd. AC260
Waukesha, WI 53188
262-896-8320
www.waukeshacounty.gov/PLU

From: Bryan Lindgren <lindgrenproperties@gmail.com>
Sent: Tuesday, April 11, 2023 8:36 AM
To: Caitlin Jehn <cjehn@waukeshacounty.gov>
Subject: Re: Tourist Rooming House Guidance Checklist

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Thank you Caitlin. See you tomorrow for the inspection.

Bryan Lindgren
608-215-4934
Lindgrenproperties@gmail.com

On Apr 11, 2023, at 8:06 AM, Caitlin Jehn <cjehn@waukeshacounty.gov> wrote:

Good Morning Bryan,

My apologies for the delay in responding to your voicemail you left yesterday; I had the day off. Attached you will find the guidance packet for Tourist Rooming Houses. This packet goes over, roughly, what I look for during my pre-license and routine inspections. If you have any questions or concerns, please let me know.

Also, if you could let me know if you receive this email, that would be greatly appreciated.

Caitlin Jehn

Environmental Health Sanitarian
Waukesha County Parks and Land Use
515 W. Moreland Blvd. AC260

Waukesha, WI 53188
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We value your feedback. Please visit the [Customer Satisfaction Survey](#) to tell us how we did.

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Notice: Waukesha County is subject to Wisconsin's Public records law.
<Tourist Rooming House Doc (1).pdf>

Engineer's Report for April 24, 2023

Bryan Lindgren, Lindgren Properties, LLC Vacation Rental W298 N2788 Locust Lane

Report

Mr. Lindgren has submitted documentation and a license application to establish a vacation rental property at W298 N2788 Locust Lane. Staff has determined that the request meets the definition of Vacation Rental and is required to adhere to all conditions found in Chapter 9.14 (5)(c) of the Town Code.

A summary of the pertinent conditions that they will adhere to are as follows:

- The petitioner has submitted a Lodging Inspection Report provided by Waukesha County Department of Parks and Land Use, Division of Environmental Health, which we have been told serves as the State Tourist Rooming House Permit.
- The house contains three bedrooms which requires them to have the minimum three (3) parking stalls. The driveway to the south of the house can accommodate 6 vehicles.
- The address is clearly visible on the front of the house.
- The refuse containers were not screened at the time of the inspection of the property; however, the applicant has been notified and has agreed to screen the refuse containers from view.
- There are no accessory buildings on the site, so no sleeping quarters other than in the house.
- Lot lines adjacent to the south and east are defined by existing fence lines and brush lines. There is also a property pipe visible and marked along the east lot line.
- The property is served by public sanitary sewer.
- The owner has agreed to all other conditions stated in the Town Code and shown on the license.

Condition 8 of the license allows the Town Board to consider the potential impacts to the surrounding neighborhood and proximity to any existing bed and breakfast establishment or vacation rental establishment when reviewing a request for a vacation rental establishment license. There is a permitted vacation rental facility located at N28 W29868 Oakwood Grove Road, which is 620 feet away from the site under consideration. Both properties are separate and distinct, so I am of the opinion that the proximity between the two facilities is not significant and will not result in an adverse condition. In regards to the surrounding area, homes along Locust Lane and Shady Grove are very close together; however, given that this property is not directly on Pewaukee Lake and our code sets forth rental restrictions, I anticipate that disruptions to neighbors will be minimal. The applicant stated that he has discussed the rental with neighbors. The owner's primary residence is less than a mile from the proposed vacation rental.

Staff Recommendation:

The applicant has either met all stated restrictions or has agreed to meet all restrictions stated in the code and on the license form. I recommend approval subject to satisfaction of all inspection report comments provided by the County prior to issuance of the license.

Tim Barbeau, Town Engineer
April 19, 2023

RESOLUTION NO. 23-662

A RESOLUTION TO CHANGE THE TOWN OF DELAFIELD POLLING PLACE FOR WARDS 3 AND 4 TO THE CHURCH OF THE RESURRECTION

WHEREAS, pursuant to Wisconsin Statutes Section 5.25(3) polling places shall be established for each election at least 30 days before the election; and

WHEREAS, following past practice, the Town had established the polling location for wards 3 and 4 within the Town of Delafield to be the Little Red School House, N35 W29288 North Shore Drive, Pewaukee, WI; and

WHEREAS, the Church of the Resurrection Board agreed to allow the Town of Delafield to once again utilize their facility to hold voting for Wards 3 and 4, starting in 2024, and all elections moving forward; and

WHEREAS, the next regularly held election will be held February 20, 2024, greater than 30 days from the adoption of this ordinance; and

WHEREAS, the Church of the Resurrection located at W287 N3700 North Shore Drive has agreed to serve as a polling location for the Town, and offers more space for voters and election workers, has larger parking accommodations, and is in the area of electors in Wards 3 and 4.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Delafield, Waukesha County, Wisconsin, that the polling place for wards 3 and 4 in the Town of Delafield shall be the Church of the Resurrection located at W287 N3700 North Shore Drive, Pewaukee (In the Town of Delafield).

BE IT FURTHER RESOLVED, that the Town Clerk is directed to notify voters of this change by placing a notice at the Little Red School House, on the Town of Delafield website and social media pages, the Town of Delafield’s three legal posting locations and notify the Waukesha Freeman and any media sources. The Clerk shall also send direct mailing notices to all voters in Wards 3 & 4, two months prior to the next election.

DATED this 25th day of April 2023.

TOWN OF DELAFIELD

Edward Kranick, Town Chairman

ATTEST:

Dan Green, Administrator-Clerk/Treasurer