

**TOWN OF DELAFIELD**  
**PLAN COMMISSION MEETING**  
**Tuesday, August 6, 2019**

**Members present:** K. Fitzgerald, R. Troy, E. Kranick, T. Frank, C. Diderrich, N. Dickenson, C. Dionisopoulos  
**Also present:** T. Barbeau, *Town Engineer, 9 citizens*

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

**Second order of business:** Approval of the minutes of July 2, 2019  
**MOTION MADE BY MR. KRANICK, SECONDED BY MR. DIDERRICH TO APPROVE WITH CORRECTIONS. MOTION CARRIED.**

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

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. DIDERRICH TO TAKE ITEM 4B OUT OF ORDER. MOTION CARRIED.**

**Fourth Order of Business:** Unfinished Business:  
B. Town of Delafield, Re: Consideration and possible action on the consideration of a zoning code amendment to allow Taxidermy Studios in the A-2 Rural Residential zoning district.

**MOTION MADE BY MR. TROY, SECONDED BY MR. FRANK TO SCHEDULE A JOINT PUBLIC HEARING WITH THE TOWN BOARD ON SEPTEMBER 2. MOTION CARRIED.**

**Fifth Order of Business:** New Business:  
A. Peter Kafkas, N2 W31747 Twin Oaks Drive, Re: Consideration and possible action on a request to approve a Certified Survey Map to split a 4.37 acre parcel of land at N2 W31747 Twin Oaks Drive into two lots.

*Engineer Barbeau stated that the town ordinance adopted in 1998 made existing subdivisions subject to the new town ordinance. The current code section (17.05 5. AM 2. R. (8)), states that there shall be no further divisions of any lot in the subdivision. The general consensus of the Plan Commission is to request a legal opinion to make sure they do not violate the ordinance if they were to consider approving the request.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO TABLE PENDING LEGAL COUNSEL REVIEW. MOTION CARRIED.**

B. Steve Cooper, W282 N3388 Taylors Woods Road, by Jim Winchell, J.W. Construction, Re: Consideration and possible action on a request for a variance to the driveway slope proposed for W282 N3388 Taylors Woods Road.

*Engineer Barbeau stated that the grade between Taylors Woods Road and the proposed garage drops 26 ft., and the narrow lot does not provide room to extend the length of the driveway to reduce the slope. The existing slope is 14.4%, and the Town code allows for a maximum driveway slope of 12%.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. DIDERRICH TO APPROVE A MAXIMUM DRIVEWAY SLOPE OF 14.4%, DUE TO THE FACT THAT THE NARROW LOT DOES NOT PROVIDE ROOM TO EXTEND THE LENGTH OF THE DRIVEWAY TO REDUCE THE SLOPE. MOTION CARRIED.**

C. Mr. & Mrs. Koenig, N21 W28674 Louis Ave., by Jeff Nelson, Steeple Pointe Homes, LLC, Re: Consideration and possible action on a request to construct a retaining wall within 5 feet of the lot line.

Engineer Barbeau stated that the county requested plan commission review and recommendation of the subject request. Prior town codes required the applicant to come before the Plan Commission if the wall would be placed 5 ft. from the home and neighbor. The owners are requesting to install a retaining wall 2 feet from the property line to install an entrance to the front door. The current space between the house and lot line is 7 feet.

Billy Meinel, W287N2008 Stuart Drive, spoke on behalf of the homeowner's association. He stated that the adjacent property owners were notified and are in favor of this request.

**MOTION MADE BY MR. DIDERRICH, SECONDED BY MR. TROY TO RECOMMEND APPROVAL TO WAUKESHA COUNTY SUBJECT TO TOWN ENGINEER APPROVAL OF GRADING AND DRAINAGE PLANS. MOTION CARRIED.**

D. Town of Delafield, Re: Consideration and response to comments from Waukesha County Department of Parks and Land Use, Planning Division on the pending zoning code amendments.

*The Plan Commission discussed the 5 comments/questions submitted by Waukesha County Planning and Zoning Manager Jason Fruth. There was no decision made on (1.) re: the open space percentage for development. The Plan Commission is working on revising percentages in several zoning districts. Minor corrections were suggested re: items 2. – 5. Engineer Barbeau was directed to contact legal counsel on whether or not a public hearing is required to address the corrections and will get back to Waukesha County.*

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

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

*Chairman Fitzgerald suggested the need to change "mixed use" definition in the town zoning code that would have concrete limits but allow for fairly broad discretion. The importance to provide guidance to applicants submitting proposals was discussed. Submittal of a master development plan should be required. Chairman Fitzgerald and Engineer Barbeau will compose a list of examples on density, open space, ranges, etc. and bring back to the next meeting for discussion. The Plan Commission was asked to review the information provided by Engineer Barbeau on proposed "mixed use" zoning modifications and submit comments to him.*

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

**Seventh Order of Business:** Announcements and Planning Items: Next meeting – Tuesday, September 3, 2019 @ 6:30 p.m.

**Eighth Order of Business:** Adjournment

**MOTION MADE BY MS. DICKENSON, SECONDED BY MR. DIDERRICH TO ADJOURN AT 8:21 P.M.  
MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on: September 3, 2019