

PLAN COMMISSION MEETING
Tuesday, August 2, 2016

Members present: T. Oberhaus, L. Krause, E. Kranick, K. Fitzgerald, P. Kanter, G. Reich
Also present: B. Cooley, *Supervisor*, T. Barbeau, *Town Engineer*, 15 citizens

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

Chairman Oberhaus called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

Second order of business: Approval of the minutes of June 7 and 21, 2016

**MOTION BY MR. KRAUSE, SECONDED BY MR. REICH, TO APPROVE THE MINUTES OF THE JUNE 7 AND 21, 2016 MEETINGS.
MOTION CARRIED.**

Third order of business: Communications (for discussion and possible action):

- A. Waukesha County Dept. of Parks and Land Use (7/19/16),
Re: Hunt Club Farms Conditional Approval of Preliminary Plat

Engineer Barbeau explained he had no updates.

Mr. Reich requested that under #5 General Note 3, Town of Delafield should be added to all of those provisions in the notes where appropriate (in the same way that the document states that Waukesha County is not liable for any fees or special charges) as revisions are made.

Fourth order of business: Unfinished Business:

- A. Dan Reehoff, Pastor, DaySpring Baptist Church,
Re: Consideration and possible action on a request for Architectural plan approval for a church building approved as part of a Conditional Use Permit approved by the Town Board on March 8, 2016 and recorded on April 14, 2016 located south of Silvernail Road approximately 1,800 feet west of Elmhurst Road (CTHG)

**MOTION BY MR. REICH, SECONDED BY MR. KRANICK, TO REMOVE THIS ITEM FROM THE TABLE.
MOTION CARRIED.**

Rev. Reehoff introduced Tom Schermerhorn from Excel Engineering, Fond du Lac, who explained the redesigned building and answered questions. The new building design has a more horizontal, organic look to it and includes prairie-style elements. He showed the products to be used on the exterior. A design element similar to a steeple will help identify the entrance. The new design has variations in the roof heights as well as in wall depths on the sides of the building. There are stone elements and larger exterior overhangs on all sides of the design. The materials shown at this meeting will be used all the way around the building. The revised design incorporates the needs of the church with the feedback from the previous Plan Commission meeting. Mr. Schermerhorn will give Engineer Barbeau the specifications/catalog numbers regarding the exterior materials to be used on the building as shown at this meeting.

There will be lighting under the overhang. Lighting in the evening and at night will be important. The windows will have some tint but, if lights are on in the building at night, people will be able to see into the building. All of the mechanicals on the roof will be screened; they are trying to blend the mechanicals into the roof design. Some mechanicals will probably be on the back of the building, too, and they will be screened, as well. A landscape plan will be developed to blend with the new design.

Engineer Barbeau reminded DaySpring representatives that they will need a separate sign permit. He stated that the mechanical equipment must be screened and all screening must be compatible with the building. With the Conditional Use Permit, the Plan Commission previously approved the site plan, grading plan, utilities plan and

lighting plan. But the stormwater management, landscaping and architectural plans needed to come back to the Plan Commission for specific approvals. The previous lighting plan which was approved was for the parking lot. The lighting shown on the building plan presented at this meeting is different and is meant both for safety and to enhance the architecture.

Rev. Reehoff said they hope the building will make a statement to attract their target group – reaching millennials in the 45 and younger age group. He appreciated the positive comments from Plan Commission members to the revised architectural plan.

MOTION BY MR. REICH, SECONDED BY MR. FITZGERALD, TO APPROVE THE ARCHITECTURAL PLAN FOR DAYSPRING CHURCH.

MOTION CARRIED.

Fifth order of business:

New Business:

- A. Patricia Leverage, N48 W28320 Lynndale Road,
Re: Consideration and possible action on the approval of a Plan of Operation for Vintage Barn Chicks, LLC to operate a retail establishment in the lower barn at Old Lynndale Farms, N47 W28270 Lynndale Road, and approval of a 25.5 square foot wall sign.

The owners, Amy Hall and Amy Esslinger, explained their Plan of Operation. Their business offers home décor and vintage antique finds, vintage-inspired new finds, gifts, garden plants, both new and old items for home decorating.

Plan Commission members suggested that the owners may want to increase the requested possible days and times for store hours in the Plan of Operation to allow them more flexibility and be consistent with those of the neighboring businesses at Old Lynndale Farms. The owners agreed to change the Plan of Operation request to 7 days per week and to extend the hours (10 a.m. – 6 p.m. on weekdays, Saturdays from 10 a.m. - 4:30 p.m., and Sundays from Noon – 4 p.m.) to allow them flexibility without needing to come back to the Plan Commission for revised approval for a change in hours, as well as to be consistent with the Roost. The owners will communicate these changes with Engineer Barbeau via email.

Engineer Barbeau reviewed the number of parking spaces, previous use of the space compared to the requested use, the total space allowed for signage and what would be appropriate for this property within Town regulations. He stated that the Code is silent as to how to divide the space allowed for signs on a multiple use facility. The total current signage on the site is 176 sq. ft. Each building could have 120 sq. ft. of wall signage allowed. The upper barn has 68 sq. ft. of signage, including the free-standing sign, and the lower barn, including the proposed 25.5 sq. ft. sign, would have 134 sq. ft. The lower barn has a business entrance on a corner, so there are signs on three sides of the barn but they are not all visible until you are near the barn.

MOTION BY MR. KRANICK, SECONDED BY MR. REICH, TO APPROVE THE SIGN AND GRANT A VARIANCE ON THE LOWER BARN TO ALLOW 134 SQ. FT. OF SIGNAGE WITH A VARIANCE OF 14 SQ. FT.

MOTION BY MR. REICH, SECONDED BY MR. KANTER, TO AMEND THE MOTION TO REQUIRE THE ADDITION OF “TOWN OF DELAFIELD” TO THE SIGN.

The Plan Commission members agreed that this amendment would be an allowable requirement when considering a recent Supreme Court decision regarding sign requirements since this is directional information indicating that you are in the Town of Delafield.

Amy Hall stated that the sign is already done and would need to be revised. Engineer Barbeau would work with the owners regarding the addition to the sign if the motion carries.

MOTION TO AMEND THE MOTION CARRIED 4/2 WITH MR. REICH, MR. KANTER, MR. KRAUSE, MR. OBERHAUS VOTING “YES” AND MR. FITZGERALD AND MR. KRANICK VOTING “NO”.

MOTION BY MR. KANTER, SECONDED BY MR. REICH, TO APPROVE THE PLAN OF OPERATION AS PRESENTED AT THIS MEETING FOR VINTAGE BARN CHICKS, LLC, TO OPERATE A RETAIL ESTABLISHMENT IN THE LOWER BARN AT OLD LYNDAL FARM WITH THE DAYS AND HOURS OF

**OPERATION BEING MONDAY THROUGH FRIDAY FROM 10 A.M. TO 6 P.M., SATURDAYS FROM 10 A.M. TO 4:30 P.M., AND SUNDAYS FROM NOON TO 4 P.M., AND TO APPROVE THE 25.5 SQ. FT. WALL SIGN AS REQUESTED WITH THE ADDITION OF "TOWN OF DELAFIELD" TO THE SIGN.
MOTION CARRIED.**

- B. Lake Pewaukee Sanitary District (LPSD), N22 W28024 Edgewater Drive,
Re: Consideration and possible action on a request for signage on the LPSD building.

Tom Koepp explained the requested signage and what they've done on the building to improve its look. He showed photos of the proposal. Signage is needed to provide identification mainly for emergency services purposes. He stated LPSD adjusted the size to meet Town requirements. There is currently no identification on the building. The plan is to do the same sign on both the lake side and the road side of the building. The public does not usually come to this building. The main office for sewer operation is on Oak Street. He said people and workers are having a problem finding this location. He also wants taxpayers to feel good about what they're paying for and the image LPSD is projecting.

In response to questions regarding the sign, Engineer Barbeau stated the proposed size of the sign only takes into account the Town land portion but there is more land at the location which is within the City of Pewaukee.

Mr. Reich requested that the Town Engineer's recommendation in his report on this project dated August 2, 2016 be changed striking the first part of the last sentence in the first paragraph so that it reads "I conclude that the proposed sign meets the Town Code."

**MOTION BY MR. KRAUSE, SECONDED BY MR. KRANICK, TO APPROVE THE REQUEST FOR SIGNAGE ON BOTH SIDES OF THE LPSD BUILDING WITH THE PROMINENT ADDITION OF "TOWN OF DELAFIELD" TO THE SIGNS. TOTAL SIGNAGE IS NOT TO EXCEED 50 SQ. FT.
MOTION CARRIED 5/1 WITH MR. REICH, MR. FITZGERALD, MR. KRAUSE, MR. OBERHAUS, AND MR. KRANICK VOTING "YES" AND MR. KANTER VOTING "NO".**

Mr. Koepp was directed to work with Engineer Barbeau to be sure the final sign is acceptable to the Town.

- C. Mary Gram, N22 W29150 Elmhurst Drive,
Re: Consideration and possible action on a Certified Survey Map to combine two properties into one property at N22 W29150 Elmhurst Drive.

**MOTION BY MR. KANTER, SECONDED BY MR. REICH, TO REMOVE THIS ITEM FROM THE TABLE.
MOTION CARRIED.**

Engineer Barbeau explained that this is a combination of a lot. Town and County review comments have been incorporated onto the CSM.

**MOTION BY MR. KANTER, SECONDED BY MR. REICH, TO RECOMMEND TO THE TOWN BOARD THE APPROVAL OF THE CERTIFIED SURVEY MAP COMBINING TWO PROPERTIES INTO ONE PROPERTY AT N22W29150 ELMHURST DR.
MOTION CARRIED.**

Sixth order of business: Discussion:

- A. Archibald and Judy Pequet, S4 W28701 Norms Road, by agent, Jon Spheeris,
Discussion regarding potential land split and extension of Norm's Road.

Engineer Barbeau explained the background of the property which is currently open space. It is zoned residential, A-1 (40 acre zoning) and is a 49.5 acre parcel next to the location of the Pequet's home at the end of Norm's Road. There is a 3 acre density in the land use plan.

Jon Spheeris spoke representing the Pequets. Their home is located on 32 acres. They are considering developing 3 five-acre lots. They have two road options: a public road continuing east to the Schoenstatt property or a road with a cul-de-sac. He distributed a possible plan and requested feedback from the Plan Commission.

In response to questions, Mr. Spheeris explained that the 32 acres on which the home is located could be divided in the future but the property has considerable slopes which would make that challenging. There are no current plans for that property. He asked if the Town would allow a cul-de-sac as shown on his plan with an easement to the end of the property line.

Engineer Barbeau explained the potential plans for future development of property in this area of the Town. With a 10% maximum slope allowed for current Town roadways it would be difficult in the future to place sites near the top of the hill involved. He doesn't know if the Schoenstatt Sisters will develop their property. There are large hills on nearby properties. The intent of any planned roads would be to connect to Hwy. 18. It is difficult to know what Pewaukee would plan on land to the east. The normal Town plan would be to request that a new or extended road go through to the end of the property rather than being a cul-de-sac or temporary cul-de-sac.

Regular Town cul-de-sacs are 1000 ft. long. This plan shows one that would be about 2000 ft. There are 6 lots currently on Norm's Rd. and this proposal is for 3 additional lots, so it is not nearing the 14 allowed on a cul-de-sac without a secondary access. If the neighboring property is developed, the Town would want the road to extend to the property line so that the road could go through.

Plan Commission members agreed that they'd like to see a master plan presented on a property this large. They understand the current owner's desire to divide the property and that the topography is difficult. They are not encouraging the owner to divide everything, but they need to understand the future potential development of the property. How would the road look with future lots? What are the possible access points? The State's plans for this section of Hwy. 18 should be considered. The last part of the road is currently a private road, so someone will need to build the road. Has the roadway already been dedicated? If this is developed as a cul-de-sac now with the possibility of a future extension of a through road, how would buyers of the 3 lots be made fully aware of the future plans? Would the possibility of a future road extension change the placement of homes on the proposed lots? They agreed that the road should go to the property line for two reasons: (1) the proposed cul-de-sac is twice as long as the Town normally has, and (2) there can be no more development in this area unless the road is able to go through.

Mr. Spheeris stated he will look at the entire property and the topography with the owners.

Engineer Barbeau said what's presented next would be a plat – not a CSM for a subdivision – due to the Town's procedures.

Seventh order of business: Announcements and Planning Items:

Next meeting - Tuesday, September 6, 2016

Eighth order of business: Adjournment:

**MOTION BY MR. KANTER, SECONDED BY MR. KRANICK, TO ADJOURN AT 8:08 P.M.
MOTION CARRIED.**

Respectfully submitted,

Lauren Beale
Deputy Clerk/Treasurer

Minutes approved on: September 6, 2016