

**TOWN OF DELAFIELD
PLAN COMMISSION MEETING
Tuesday, January 15, 2013**

Members present: T. Oberhaus, C. Dundon, M. Tagtow, B. Cooley, G. Reich
Members absent: P. Kanter, L. Cunningham
Also present: T. Barbeau, *Town Engineer*, 5 citizens

First order of business: Call to Order
Chairman Oberhaus called the meeting to order at 7:00 p.m.

Second order of business: Approval of the minutes of November 20, 2012
MOTION MADE BY MR. REICH, SECONDED BY MR. TAGTOW TO APPROVE THE MINUTES OF NOVEMBER 20, 2012, AS PRESENTED. MOTION CARRIED.

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

Fourth order of business: Unfinished Business
A. None

Fifth order of business: New Business
A. Dan Rabay, Ridgepoint Centre W307 N1497 Golf Road, Re: Consideration and possible action on a request to modify the sign guidelines for Ridgepoint Centre to allow for lower case letters to be less than 12 inches in height.

Engineer Barbeau stated that a prospective tenant has requested that the lower case letters on her sign be less than 12 inches, which would be in violation of the approved sign guidelines for the subject development. He recommended that the Plan Commission approve a modification to the sign guidelines that indicates that lower case letters cannot be less than 12 inches in height without Plan Commission approval.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. REICH TO AMEND #21 IN THE RIDGEPOINT SIGN GUIDELINES TO READ, "LOWER CASE LETTERS MAY NOT BE LESS THAN 8" IN HEIGHT WITHOUT PLAN COMMISSION APPROVAL. MOTION CARRIED.

B. Heather Gall, Heather Gall Insurance Agency dba State Farm, 3380 S. 108th Street Greenfield, WI, Re: Consideration and possible action on a request to approve the Plan of Operation and signage for Heather Gall dba State Farm Insurance to be located in the Ridgepoint Centre, W307 N1497 Golf Road.

Engineer Barbeau stated that the proposed sign on the building will include Ms. Gall's name as well as State Farm. The sign proof indicates that letters for Ms. Gall's name are going to be formed plastic, non-illuminated. The guidelines require illuminated, aluminum letters.

MOTION MADE BY MR. REICH, SECONDED BY MS. DUNDON TO APPROVE THE SIGN MATERIAL FOR THE FORMED PLASTIC AS LONG AS THE MATERIAL MEETS THE TOWN ENGINEER'S APPROVAL FOR DURABILITY AND MATCH OF COLOR AND FINISH WITH THE EXISTING TENANTS. MOTION CARRIED.

Ms. Gall stated that there will be 3-6 employees on site, approximately 4 clients at the same time, and requested Sunday hours by appointment.

MOTION MADE BY MR. COOLEY, SECONDED BY MS. DUNDON TO APPROVE THE PLAN OF OPERATION TO INCLUDE SUNDAY HOURS BY APPOINTMENT ONLY AND THE MONUMENT SIGN TO BE CONSISTENT WITH EXISTING SPACE AND SIZE CONDITIONED UPON: THE APPLICANT REIMBURSING THE TOWN OF DELAFIELD FOR ALL COSTS AND EXPENSES OF ANY TYPE THAT THE TOWN INCURS IN CONNECTION WITH THE DOCUMENT, INCLUDING THE

COST OF PROFESSIONAL SERVICES INCURRED BY THE TOWN (LEGAL, ENGINEERING, PLANNING, CONSULTING) FOR THE REVIEW AND PREPARATION OF THE REQUIRED DOCUMENTS OR ATTENDANCE AT MEETINGS OR OTHER RELATED SERVICES FOR THIS APPLICATION, AS WELL AS ENFORCEMENT OF CONDITIONS ASSOCIATED WITH ANY CONDITIONAL APPROVAL IN THE EVENT OF A VIOLATION OF THE CONDITIONS. MOTION CARRIED.

MOTION MADE BY MR. COOLEY, SECONDED BY MS. DUNDON TO APPROVE THE ILLUMINATED STATE FARM SIGN. MOTION CARRIED.

- C. Sandra Anderson, The Center for Well-Being N47 W29095 CTH JK, Pewaukee, WI, Re: Consideration and possible action on a request to approve the Plan of Operation and signage for The Center for Well-Being located at Old Lynndale Farms N47 W29095 CTH JK.

Ms. Anderson stated that the building consists of 3 separate rooms (3 practitioners) with similar businesses. They offer a variety of alternative health modalities including, but not limited to, craniofacial therapy, occupational therapy, non invasive therapy, and treatment for kids with autism. She stated that she is subletting space to two other people who are independent.

The Plan Commission directed Ms. Anderson to have the other two tenants come before them with their plans of operation.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. COOLEY TO APPROVE THE PLAN OF OPERATION FOR THE CENTER FOR WELL BEING AND REQUESTED MS. ANDERSON TO CONTACT THE OTHER TWO TENANTS TO HAVE THEM COME BEFORE THE PLAN COMMISSION WITH THEIR PLANS OF OPERATION; TO INCLUDE THE FOLLOWING STAFF RECOMMENDATION: THE APPLICANT REIMBURSING THE TOWN OF DELAFIELD FOR ALL COSTS AND EXPENSES OF ANY TYPE THAT THE TOWN INCURS IN CONNECTION WITH THE DOCUMENT, INCLUDING THE COST OF PROFESSIONAL SERVICES INCURRED BY THE TOWN (LEGAL, ENGINEERING, PLANNING, CONSULTING) FOR THE REVIEW AND PREPARATION OF THE REQUIRED DOCUMENTS OR ATTENDANCE AT MEETINGS OR OTHER RELATED SERVICES FOR THIS APPLICATION, AS WELL AS ENFORCEMENT OF CONDITIONS ASSOCIATED WITH ANY CONDITIONAL APPROVAL IN THE EVENT OF A VIOLATION OF THE CONDITIONS. MOTION CARRIED.

MOTION AMENDED BY MR. COOLEY, SECONDED BY MS. DUNDON TO INCLUDE THE HOURS OF OPERATION 7 DAYS A WEEK, BY APPOINTMENT ONLY, AND REMOVAL OF THE PHONE NUMBER FROM THE EXISTING SIGN. MOTION CARRIED.

Fifth order of business: New Business

- D. Jim Kunz, W295 N1738 Prairiewood Court, Re: Referral from Town Board to hear, consider and discuss concerns and options related to purchase, regulation and preservation of areas in the Town that are designated Primary Environmental Corridor (PEC), Secondary Environmental Corridor (SEC) or Isolated Natural Resource Areas (INRA) and/or zoned C-1 Upland Environmental Corridor Overlay District.

Mr. Kunz summarized suggested options to gain control of lands in the Environmental Corridor. (Please reference the attached Plan Commission Report for January 15, 2013).

Chairman Oberhaus stated the importance of determining what areas are considered true environmental corridors and what lands have been neglected with overgrowth of buckthorn, box elder trees and other invasive weeds. We need to know what areas are worth preserving and why. After they are identified, the issue can be studied. Chairman Oberhaus is of the opinion that education would be more beneficial than strict law enforcement. Ms. Dundon requested a true definition of environmental corridor.

Mr. Kunz stated that Waukesha County Land Conservancy has offered to provide education.

MOTION MADE BY MR. REICH, SECONDED BY MR. COOLEY, THAT AFTER LISTENING TO INPUT FROM MR. KUNZ AND HAVING HAD A DISCUSSION, WE FEEL THAT WE NEED TO DETERMINE WHAT AREAS WE WANT TO WORK ON PRESERVING AND WHETHER THEY ARE ALREADY PROTECTED OR WORTH PROTECTING, WORK TOWARD EDUCATION FOR THE LANDOWNERS, AND WOULD LIKE DIRECTION FROM THE TOWN BOARD AS TO WHETHER THEY FEEL THIS ISSUE WOULD BE ONE THAT WOULD WARRANT FURTHER DISCUSSION AND DEVELOPMENT BY THE PLAN COMMISSION WITH THE RECOMMENDATION OF SOME KIND OF ACTION FROM THE TOWN BOARD. MOTION CARRIED.

The Town Engineer was directed to research how SEWRPC identified the environmental corridors and request that Waukesha Land Conservation get involved with the education process.

Sixth order of business: Discussion

A. None

Seventh order of business: Announcements and Planning Items

Next meeting – Tuesday, February 5, 2013

Eighth order of business: Adjournment

**MOTION MADE BY MR. TAGTOW, SECONDED BY MR. REICH TO ADJOURN AT 8:55 P.M.
MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on February 5, 2013