

**TOWN OF DELAFIELD
PLAN COMMISSION MEETING
Tuesday, April 16, 2013**

Members present: T. Oberhaus, P. Kanter, C. Dundon, M. Tagtow, L. Cunningham, B. Cooley, G. Reich

Also present: T. Barbeau, *Town Engineer*, 4 citizens

First order of business: Call to Order
Chairman Oberhaus called the meeting to order at 7:05 p.m.

Second order of business: Approval of the minutes of March 5 and 19, 2013
MOTION MADE BY MR. TAGTOW, SECONDED BY MS. DUNDON TO APPROVE THE MINUTES OF MARCH 5 and 19, 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. Schoenstatt Sisters of Mary, W284 N404 Cherry Lane, Re: Consideration and possible action on a request for approval of revised architectural drawings and revised Conditional Use permit (to reference the revised drawings) for the construction and operation of a worship center/banquet facility and offices located adjacent to and connected to the existing retreat house at W284 N404 Cherry Lane.

Engineer Barbeau stated that Chief Kozlowski spoke with the architect and directed him to include an interior sprinkler system and fire connections on the outside of the proposed facility on the revised drawings. The Chief will also review the final plans. Engineer Barbeau stated that a Town Board Supervisor requested that a condition be included in the Conditional Use document stating that if the Schoenstatt Sisters would no longer own the property, the change of ownership would be considered a substantial change and require issuance of a new permit. The request was also made to indicate a Plan Commission review time in the Conditional Use document (every 5 years along with traffic count).

Marty Choren, Plunkett Raysich Architects, reviewed the proposed plans and described modifications to the original plans. He stated that the exterior of the upper portion of the building will consist of pre-cast panels with a stucco-type maintenance free finish. In response to the question re: replacement of single window units with sections of two and three window units, Mr. Choren stated that the number of glazed windows will allow for a good connection from the outside to inside. Mr. Choren stated that colors have not yet been chosen. The Plan Commission allowed staff to approve the colors.

Discussion followed on parking issues since the proposed grading plan did not reflect the provision for overflow or bus parking. Mr. Choren was asked to submit a parking plan for review by the Plan Commission.

MOTION MADE BY MR. REICH, SECONDED BY MR. TAGTOW TO TABLE TO ALLOW ARCHITECT TO SUBMIT PARKING PLAN. MR. REICH - AYE, MR. TAGTOW - AYE, MS. CUNNINGHAM - AYE, MR. KANTER - AYE, CHAIRMAN OBERHAUS - NO, MS. DUNDON - NO, MR. COOLEY - NO. MOTION CARRIED 4-3.

- B. Town of Delafield Plan Commission, Re: Consideration and possible action on modifications to Chapter 18 of the Town of Delafield Town Code to address revisions required due to statutory changes to Chapter 236 and other changes to regulatory agencies in the State.

The Plan Commission recommended the following revisions to the subject Ordinance and Engineer Barbeau's revisions dated 4/10/13: 1. The Town Clerk (not subdivider) record the final plat and certified survey map; 2. In (4) (a) the second sentence should read, "A filing fee shall be paid in an amount set forth from time by time by resolution of the Town Board at the time of the filing of the preliminary map"; 3. In Section 5: (k), remove the words, "by a surety bond or other satisfactory financial guarantee"; 4. In Section 11 (c) the sentence should read, "All utility infrastructure must be installed underground prior to paving the street".

MOTION MADE BY MR. COOLEY, SECONDED BY MR. REICH TO TABLE. MOTION CARRIED.

- C. Consideration and possible action on a modification to Chapter 17.03 1. A. of the Zoning Code which would allow structures less than 200 square feet to be permitted without a building permit (zoning permit would still be required).

Engineer Barbeau stated that as the Town Code requires a building permit for every project, could there be an allowance written in for structures less than 200 square feet to be permitted with only a zoning permit? The Plan Commission presented the following concerns: 1. How will this be defined in the Town Code? 2. What if someone wants to put up a shed but they want power to the shed? Mr. Reich stated the importance of looking at the rationale for the ordinance being written the way it was. Mr. Barbeau and Mr. Fockler were directed to come up with a proposal to present to the Plan Commission.

Sixth order of business: Discussion

- A. None

Seventh order of business: Announcements and Planning Items

Next meeting – Tuesday, May 7, 2013

Public Hearing for Code Changes - May 14, 2013 (Town Board)

Eighth order of business: Adjournment

**MOTION MADE BY MR. TAGTOW, SECONDED BY MR. COOLEY TO ADJOURN AT 8:40 P.M.
MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on May 7, 2013