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500 Genesee Street, Delafield WI 53018

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## MEMORANDUM

Date: January 21, 2020

To: Kyle Gapson – Hendricks Commercial Properties

From: Roger T. Dupler- City Planner

Re: 705 Genesee Street Approval Schedule

Cc: Kent Attwell - Mayor  
Tom Hafner – Administrator

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As a follow-up to the Plan Staff meeting conducted Wednesday, January 15, 2020 this project approval timeline is provided ensure that all deadlines and meeting dates are well communicated. This timeline illustrates the swiftest route through the approval process but may be adversely affected by document completeness, response to Committee recommendations, or requests for additional information.

### **January 27, 2020**

Submit Certified Survey Map for 2/26 PC meeting

### **February 11, 2020**

Submit Site Development documents for 2/26 PC meeting

### **February 18, 2020**

Submit Stormwater Maintenance Agreement for 3/4 PWC meeting. Not mandatory, but can be submitted to further shorten the achievable timeline.

### **February 26, 2020 Plan Commission meeting**

Site Development documents approval, recommend to the PWC  
CSM approval recommend to 3/16 Common Council meeting

### **March 4, 2020 Public Works Committee meeting**

Site Development documents and Storm Water Maintenance Agreement approval

### **March 6, 2020**

Developers Agreement provided by Administrator

### **March 11, 2020**

Developer Agreement returned

### **March 16, 2020 Common Council meeting**

CSM, Developers Agreement and Storm Water Maintenance Agreement