

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

MAY 21, 2013

The Plan Commission meeting was called to order at 6:00 p.m. by Chair Jim Brunnquell. The Pledge of Allegiance followed.

Plan Commission members present: Jim Brunnquell, Mark Paschke, Richard Rieck, Carl Harms, Alan Kletti, and Amy Plato

Plan Commission members absent: Randy Silasiri

Staff present: Village Administrator Darrell Hofland, Building Inspector Tom Johnson, Public Works Director/Village Engineer Dave Murphy, and Administrative Secretary Deborah Brown

Others present: Village Planning Consultants-Larry Witzling and Stephanie Allewalt

MINUTES

Motion by Commissioner Kletti, seconded by Commissioner Harms, to approve the April 23, 2013, Plan Commission meeting minutes as presented. Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary Deborah Brown stated the purpose of the Public Hearing is for the public review and comment on conditional use permit (CUP) as requested by Sean Becker of K-Nation Entertainment, LLC for the following use at 995 Badger Circle: Assembly Places (Indoor, for less than 100 persons). The CUP will allow K-Nation Entertainment, LLC to hold live indoor performances both private and public of less than 100 persons, not to exceed 12 concerts per year.

Chair Brunnquell asked that Village Administrator Darrell Hofland give background on this matter.

Mr. Hofland stated that a correction should be noted on the public hearing notice that stated not to exceed 12 concerts per year. He noted that K-Nation is asking for no restriction on the number of concerts to be held at this location. He also noted the due to a notice error of the published version of the public notice, no action by the Plan Commission can occur on the matter of the CUP-conditional use permit for SIC #7922

Theatrical Producers and Services (booking agency and theatrical sound and lighting rental businesses), and SIC #7929 Entertainers and Entertainment Groups (concerts).

Mr. Hofland then reviewed the Plan of Operation with the Plan Commission members. He so noted that the days and hours of operation was listed as 8 a.m. to 5 p.m. on page 3 of K-Nation's Plan of Operation but also listed under Item 4 it was listing the hours of operation will be daytime and evening hours with a length of each performance being approximately one hour in length. He would like the applicant to clarify this as well as the parking plan for this site. He noted that a plan demonstrating the requirements of Section 19.05.0202 have been met either on site or through a shared parking agreement which should be submitted to the Village Plan Commission.

He further noted that due to the lack on-site parking, distance of shared parking areas of adjacent businesses to K-Nation's building, and the possible work shift conflicts with adjacent businesses for shared parking agreements, it is anticipated that on-street parking by indoor concerts and performance attendees will occur.

He stated that in order to review any potential negative traffic impact to the Grafton Business Park, it is appropriate for the Plan Commission to consider the approval with a one year review of a possible conditional use permit extension.

Chair Brunnquell then opened the discussion to the public.

Jim Kasmarick of Kapco Inc spoke on behalf of K-Nation. He gave a background on what type of functions have been taking place in the last couple years for the benefit of the community of Grafton. He further stated that Kapco has been involved with Kids to Kids-Toys for Kids campaign, motivational speakers, sports and athletic known figures.

These are the type of positive things that K-Nation would be holding in the near future and would be lunchtime concerts, practice area for local artists in a sound proof area with a small stage which would accommodate a small crowd of under 100 persons.

He further stated that they are here tonight to get approval on a conditional use permit and get the necessary insight to the requirements to follow Village code as well as State building codes.

Commissioner Kletti questioned the 100 persons matter.

Administrator Hofland replied that over 100 persons for assembly use would basically place the building into a category for mandated installation of sprinkling systems and revised egress exits. He looked to Tom Johnson, Village building inspector for any clarification.

Mr. Johnson concurred that International Building Code in 2000 will require the installation of sprinkling system and other existing egress issues to be looked at if assembly existed for more than 100 persons per event.

Mr. Kasmarick spoke that this is why they would remain under 100 persons. Otherwise, they would have to find a different location and the costs would not be conducive to holding these events for the community.

A short discussion took place on the clarification of the hours of operation and the date at which the applicant would be using for the review in a full year of operations.

There were no more comments or concerns.

Chair Brunnuell then closed the public hearing item and asked if the Commissioners felt comfortable to move forward with taking action tonight. It was the consensus that action could be taken on this matter.

Statement of Public Notice

Administrative Secretary Deborah Brown stated the purpose of the Public Hearing is for public review and comment for an amendment to a previously approved conditional use permit for NAPA Auto Parts (an auto supply store; SIC #5531), located at 1720 Wisconsin Avenue, (Building owned by 1720 Property LLC – John Bruecker). The proposed amendment consists of new space totaling 20,520 square feet of retail area. At this location, NAPA will offer delivery service of items sold. The proposed hours of operation are Monday thru Friday 7:30 a.m. to 7:00 p.m., Saturday 8:00 a.m. to 5:00 p.m., and Sunday 10:00 a.m. to 4:00 p.m. Nightly freight deliveries will occur from the distribution center, 5 times per week. The applicant is expecting 50 to 75 retail customers per day. Maximum number of store visitors at one time including employees would be 20. A signage and landscaping plan will be reviewed by the Village of Grafton Planning and Development Department.

Administrator Hofland outlined the request of the conditional use permit for 1720 Wisconsin Avenue. The applicant, Twin City Plaza owner John Bruecker, is requesting Plan Commission approval of a conditional use permit and final site plan for a building remodel for NAPA Auto Parts at 1720 Wisconsin Avenue. Currently, NAPA Auto Parts is located in the Twin City Plaza at 1750 Wisconsin Avenue and occupies 4,660 square feet as an auto supply store (SIC 5531) in this space.

NAPA is a wholesale/retail supplier of aftermarket automotive and truck parts and accessories and is in need of additional space for storage and parts inventory so additional retail floor space will be available. NAPA sells auto supplies as both “point-of-sale” and by delivery for automobile mechanic facilities and industrial users. For this service NAPA currently operates a small fleet of about four delivery vans which they typically park behind the existing store.

The new location at 1720 Wisconsin Avenue is approximately 20,520 square feet, is located within the South Commercial District (SCD) Redevelopment Area, and is currently zoned C-2 Community Business. The Architectural Review Board will be reviewing the architectural aspects of this building based upon the plans provided.

The proposed building façade improvements will replace the former Banner Craft façade. The west façade consists of one entrance in the center of the building, a flat awning, and floor-to-ceiling windows located on each side of the entrance. The remaining frontage consists of panel-type material on the lower half, with red brick on the upper half above the awning. The south and north façades consist of concrete block and would remain.

NAPA has been in business in the Village of Grafton since 1996 and since that time the Planning and Development Staff has not received any complaints about this particular tenant. In fact, comments from citizens have been positive, as NAPA is seen as a necessary use for a community business district.

With the proposed façade improvements, NAPA will have a minimum of six employees and a maximum of 20 employees on the premises at one time. It is anticipated that approximately 50 - 75 customers will visit this store each day. The store will be open during the following times:

- Monday – Friday from 7:30 a.m. to 7:00 p.m.,
- Saturday from 8:00 a.m. to 5:00 p.m., and
- Sunday from 10:00 a.m. to 4:00 p.m.

Chair Brunnequell thanked Mr. Hofland for the update and then opened the discussion to the public.

William Hass-1226 Water Terrace

He would suggest that the light pole in the middle of the parking lot be looked at. He would like the owner to possibly stripe the area around the pole so vehicles would not hit the pole.

Michael Khalid of Citgo of Grafton-1706 Wisconsin Avenue

Mr. Khalid owner of the northern abutting Citgo Gas Station located at 1706 Wisconsin Avenue. Mr. Khalid expressed his great concern over the northern boundary which currently is showing on the site plan to install an island with five trees which would affect his southwestern-most gas pump island and his traffic flow of his business.

For safety concerns as well as his business being affected by this proposed site plan change, he would ask the Commission members to reconsider that island installation. He further noted that he has tried in the past to obtain the purchase of the 20 foot strip of land from the Brueckers but has not been successful. He would try again to purchase or lease a 20 foot strip if needed at this time.

Pam King, Director of the Grafton Chamber of Commerce-1616 Wisconsin Avenue

Ms. King of the Chamber of Commerce spoke on the Farmer Market in the past having been held in the Twin Plaza parking lot and that the Chamber was very grateful for their generosity in letting this event be held on their premise. However, she stated that the current site plan would make it very difficult for the property to the north, Citgo Grafton to have vehicles maneuver around the gas pumps with the current northern landscape island being shown on the plan. She was asking that the Commission may have

another suggestion to accommodate both property owners. She believes that the safety issue of this should be looked at.

Chair Brunnquell reminded the public and the Commission members that comments on the site plan will be heard later in the meeting. This public hearing was for the conditional use permit being requested by the property owner-1720 Properties, LLC – John Bruecker for NAPA Auto Parts (an auto supply store; SIC #5531) to be located at 1720 Wisconsin Avenue.

He asked the Commission members if they would consider the approval on the conditional use permit later in the meeting.

The Commission was favorable in the approval but would discuss the site plan in greater detail later in the meeting.

Chair Brunnquell then closed the public hearing item.

Review and recommendation to Village Board for a request for a text amendment to Zoning District Uses Section 19.03.0603 Permitted and Conditional Uses to allow Assembly Places (Indoor, for less than 100 persons) as a conditional use in the PID Planned Industrial District

Motion by Commissioner Paschke, seconded by Commissioner Rieck to recommend the Village Board approve an ordinance to amend Table 19.03.0603 Permitted and conditional uses in non-residential districts to allow for Assembly Places (Indoor, for less than 100 persons) in the PID-Planned Industrial District as a conditional use. Approved unanimously.

Review and consideration of a request for a conditional use permit by Sean Becker of K-Nation Entertainment, LLC, located at 995 Badger Circle, to allow for SIC #7922 Theatrical Producers and Services (booking agency and theatrical sound and lighting rental businesses), SIC #7929 Entertainers and Entertainment Groups (concerts), and Assembly Places (Indoor, for less than 100 persons). The conditional use permit will allow K-Nation Entertainment, LLC to hold live performances both private and public of less than 100 persons

Short discussion took place on the hours of operation clarification and the parking options of shared parking and street parking.

The consensus would be to review the parking matter after the 12 month has passed.

Motion by Commissioner Harms, seconded by Commissioner Paschke to approve the CUP requested by Sean Becker of K-Nation Entertainment, LLC, located at 995 Badger Circle, to allow for Assembly Places (Indoor, for less than 100 persons), contingent upon:

1. Village Board approval of the Text Amendment to add Assembly Places (Indoor, for less than 100 persons) as a conditional use in the PID – Planned Industrial District.
 2. Plan Commission approval of a plan outlining public access to assembly places with secured entries.
 3. Applicant confirmation of no limits to be placed on hours of operation.
 4. Planning and Development Staff approval of a plan demonstrating that the requirements of Section 19.05.0202 Parking have been met either on-site or through shared parking agreements.
 5. Building Inspector approval of applicant's final plan for the proposed studio control room.
 6. Assembly Places (Indoor, for less than 100) CUP must be reviewed by Plan Commission for possible extension within 12 months of issuance.
- Approved unanimously.

Commissioner Kletti questioned when the 12 month period would start for K-Nation.

Chair Brunnuell responded by stating that it should be upon Village Board approval.

Review and consideration of a request for a conditional use permit for John Bruecker - 1720 Property LLC, property owner of Twin City Plaza Shopping center, (the former Banner Craft building) located at 1720 Wisconsin Avenue to accommodate an auto supply store, SIC #5531, known to be NAPA Auto Parts

Administrator Hofland then gave additional background on the site plan which was part of the conditional use permit request process for 1720 Wisconsin Avenue. He added that the loading dock area and the dumpster area would be enclosed with a solid wood fence and landscaping plantings. He explained that the site needed to also address its green space and parking requirements. He reviewed the site plan with the addition of landscaped islands in the northern parking lot area and along Wisconsin Avenue. There would be a total of 68 parking spaces for the NAPA store.

He also noted that Commissioner Paschke has met with the property owners on the façade improvements that will go to the Architectural Review Board on May 30, 2013.

Chair Brunnuell asked that comments and concerns could be heard at this time.

Commissioner Plato had great concern over the traffic safety issues in regards to the neighboring property's southern-most gas pumps islands and the proposed landscaped island on the Brueckers' property which leaves limited room for vehicles to move around those pumps.

Commissioner Harms would not want this northern island issue to stand in the way of a long time business owner from leaving this adjacent site.

It was the consensus that traffic flow and safety issue should be reviewed by the Public Works Engineer to make sure there are no safety issues on the flow of traffic in and out of the Citgo Grafton site as well as the Twin City Plaza –proposed NAPA building parking area site.

Chair Brunnquell stated that this issue needed to be resolved in order to move forward.

The Plan Commission could take action tonight if the Brueckers come to an agreement on the northern island location. Otherwise, the Brueckers request would have to come back to the Plan Commission at a later date to review again the conditional use permit and a revised site plan.

A lengthy discussion took place on possibly alternatives to be taken for this site plan.

Stephanie Allewalt and Larry Witzling offered a compromise and suggested that the northern island to be downsized. They suggested that the island be reconfigured with eliminating three of the five trees shown on the current site plan.

It was also suggested by Mr. Mike Khalid that if the Brueckers were willing to talk with him on a possible lease on the northern property line allowing him some 20 feet or so for the ease of having vehicles pull up to the gas pumps and moving around the gas pump island to the south property line on his property.

Chair Brunnquell reminded the Brueckers that they would need to talk with Mr. Khalid privately on that issue. He further noted that the Plan Commission would not be determining those types of matters on a private lease. He also stated further that by pulling three trees and reconfiguring the northern island would need to be agreed upon by Mr. Bruecker tonight if they wanted to move forward with the approval on the conditional use permit request for NAPA.

The Brueckers talked it over with their family members in the audience and asked for clarification on the changes that have to be made on the site plan that had been submitted.

Barbara Bruecker (daughter of John Bruecker) stated that in the past the property to the north has inquired about purchasing more property to their northern property line. The party has asked for approximately 20 feet of additional land from the Bruecker's property. She thinks that they should not be the party that needs to have an alternative plan to accommodate the property owner to the north. They have submitted a site plan and why should they need to change it. She further stated that she would have to work with her parents on making any solid lease arrangement with the property owner to the north.

Mr. Khalid explained that in 1961 the original owner was Hometown. When Hometown sold to him and they re-designed the new space for the property, he asked the Bruecker's about purchasing a 20 foot strip on the northern property line of Twin City

Plaza. They did not want to negotiate at that time. He understands that it is their property but would like to reach a compromise. He would like to lease the 20 feet of the Bruecker's northern property line if they do not want to sell him the 20 feet.

Again, Chair Brunnquell stated that any negotiations on that matter are not handled by the Plan Commission. That would be a separate issue with the property owners and Mr. Khalid.

Commission Rieck expressed that he would not be in favor of the submitted site plan if it stayed as presented. He would be in favor of the alternative north lot line that would eliminate three trees and reconfiguring the island to have only two trees remaining for that landscaped island.

Chair Brunnquell asked again, if the applicant would accept the site plan change to eliminate the three trees on the northern property line island and reconfigure the island to remain only two trees.

After a short discussion, Mr. John Bruecker agreed to the alternative change to the site plan that would now eliminate three trees to the northern island and retain the two trees with reconfiguring the island to make more room for the vehicle flow in the parking lots both to Citgo Grafton and NAPA parking area.

The Commission members agreed to move forward with the so noted changes which included the safety traffic issue to be reviewed by the Public Works Department Engineer. It would also include the alternative north lot line island reconfiguration to accommodate only two of the proposed five trees.

The Commission then moved forward with the motion.

Motion by Commissioner Rieck, seconded by Commissioner Plato to approve a conditional use permit and final site plan requested by John Bruecker -1720 Properties, LLC, property owner, located at 1720 Wisconsin Avenue to allow for an auto parts and supplies store known as NAPA Auto Parts, subject to the following conditions:

1. Building Inspector review of ADA parking space locations,
 2. Plan Commission approval of a waiver for the 25 percent minimum landscaping requirement,
 3. Plan Commission approval of street tree requirements, and
 4. Plan Commission approval of the lighting plan to be presented at a future meeting.
 5. Director of Public Works/Engineer to perform a traffic safety review of site plan
 6. To eliminate three trees and reconfigure island on the north lot line
- Approved 5-0 (Paschke - abstain).

Review and consideration of a site plan for a proposed parking lot addition to the property located at 2350-2370 Dakota Drive, owned by Hakaduli Grafton, LLC

Administrator Hofland stated that this item was returning to the Plan Commission with a revised site plan which shows the property area comprised of 4.0 acres or 174,240 square feet. The submitted site plan shows the area of the existing green space as 55,588 square feet. The addition of 23 parking spaces will reduce the green space area to 51,051.5 square feet or 29.3 percent of the lot- which is a deficit of 1,220.5 square feet relative to the 30 percent requirement. The site plan was reviewed by the Village Engineer and the Planning and Development Staff and now recommends that two conditions be enforced: Staff recommends that the Fire chief review the drive aisle for adequacy as a fire lane, and the Planning and Development Staff review and give final approval of a landscape plan demonstrating a minimum 30 percent LSR via one of the following options - 2, 3, or 4).

1. The Plan Commission may grant the waiver as requested by the applicant and approve the parking in the configuration shown on the submitted plan.
2. The Plan Commission may approve the addition of only 16 parking spaces, thus keeping the green space over 30 percent.
3. The Plan Commission may approve 16 additional parking spaces constructed with traditional paving materials, and the additional 7 spaces with pervious paving materials such as permeable asphalt or permeable pavers. If allowed, details of the installation should be submitted for review by the Village Engineer.
4. The Plan Commission may allow the 23 spaces to be constructed with traditional materials as shown, with the emphasis that the 1,220.5 square foot green space deficit be made up elsewhere on the site. This may be accomplished by enlarging existing green space areas, or if practical and structurally feasible, by adding an equivalent amount of green roof to the structure.

Chair Brunnuell asked if there were any questions or concerns on this returning item.

The Commission members had none and moved forward with the motion to approve the site plan as presented and subject to the conditions reviewed.

Motion by Commissioner Kletti, seconded by Commissioner Paschke to approve the site plan for a proposed parking lot addition to the property located at 2350-2370 Dakota Drive, owned by Hakaduli Grafton, LLC which consists of 23 new parking spaces to be located on the west side of the building in an electric easement area, subject to the following conditions:

1. Fire Chief review of drive aisle for adequacy as a fire lane,
 2. Planning and Development staff approval of a landscape plan demonstrating a minimum 30 percent LSR via one of the aforementioned options 2, 3, or 4).
- Approved unanimously.

Extraterritorial Review

A. Review and consideration of a proposed Certified Survey Map and removal of easement restriction requested by the Town of Grafton for the area known as Helms Drive north of Arrowhead Road in the Town of Grafton

Chair Brunnquell explained that the proposed Certified Survey Map (CSM) is a request to divide a current parcel (Tax Key 060170200400) into three lots – Lot 1, Lot 2, and Outlot 1 – and simultaneously “vacate” Helms Drive at Tax Key 060171400001. He further explained that the vacated Helms Drive, currently owned by the Town of Grafton, would become part of the proposed Lot 2 and owned by the Helms Survivors Trust. The CSM was requested by the Helms Survivors Trust to the Town of Grafton, and falls under Village of Grafton extraterritorial review.

Mr. Hofland so noted that the Town of Grafton letter to the Village of Grafton, dated April 25, 2013, outlines that “the dedication of the 67 foot strip of land for Helms Drive was a restriction that the Village of Grafton placed on the Helms Trust land division several years ago. Currently, it is a Town-owned, 67 foot strip of open land with no roadway or structures. It is not utilized as a driveway or access to lots, as the existing shared driveway access follows a 33 foot strip of land adjacent to the west. The only time the Helms Drive right-of-way (ROW) is utilized is when cars cross over it in a short, east-west manner to access the individual properties via the shared driveway.”

He further informed the members that the Plan Commission approved the current CSM with the ROW dedication on July 28, 1998. Prior to the CSM submittal that included the ROW dedication, the Village Plan Commission tabled action on CSM approval on June 23, 1998 to refer the matter to the Village Attorney, and denied the approval of the CSM on June 30, 1998 “based on the lack of right-of-way dedication and no public street access [to] all of the lots as required in the Grafton Municipal Subdivision Code.” The subsequently revised CSM with the right-of-way dedication for “Helms Drive,” approved on July 28, 1998 by the Plan Commission, met the requirements of the Village for orderly development and planning practices.

The proposed CSM leaves the following lots to have access via Proposed Lot 2 per the Town of Grafton Shared Driveway Agreement: Lot 1 of CSM No. 2348, Lot 2 of CSM No. 3073, Proposed Lot 1, and Proposed Outlot 1.

The aforementioned 33 foot wide strip of land by which property owners access these lots is owned by the Helms Survivors Trust (Tax Key 060170800500).

The Town of Grafton, per its April 25, 2013 letter to the Village, has requested that the Village of Grafton “consider the transfer of Helms Drive (Tax Key

#060171400001) back to the Helms Survivors Trust.” The Town of Grafton is the current owner of this parcel, and is not an agent for the Helms Survivors Trust.

Chair Brunnuell further explained that the Town of Grafton in 2012 approved an ordinance amending their driveway access requirements for new lots and shared driveways. They changed a shared private driveway from serving two parcels to up to seven parcels. He noted that this change would not be supported by the Village of Grafton which currently supports only up to two parcels to be shared by a driveway. He further stated that the dedication of public street and having sharing private driveway up to 7 parcels is unchartered waters. The Village must look at a couple of things such as improvements of the road, the easement itself, and the difference in the existing Village of Grafton verse the Town of Grafton on the number of parcels for a shared private or public

In the audience present was property owner Paul Helm and Jim and Sarah Blankenburg

Mr. Helm gave a brief background on his property and past 1998 extension of Arrowhead Road easement and Certified Survey Map (CSM) of his property. He explained that the only time the Helms Drive right of way is utilized is when cars cross over it in a short, east-west manner to access the individual properties on the shared driveway. He stated that this new CSM would create a 3 acre parcel at the southern end of his property for the Helms Survivor Trust property for his family. He stated he would like the ownership of the Helms Drive strip be returned to the Trust, and the access to this new parcel which would be shared driveway agreement similar to the property owners of the northern parcels.

A discussion took place on the current 67 foot strip restriction of open land with no roadway or structures and the access of the number of properties that would be shared with the private driveway.

Mr. Hofland recommended that the following CSM amendments - eliminate the dedicated 67 foot strip of land for Helms Drive and the dedication and asphalt extension of Arrowhead Road to the frontage of the new proposed lot.

The Plan Commission members concurred with Mr. Hofland's suggestion on the paving of the street extension of Arrowhead Road east to the edge of the Helm's property.

Chair Brunnuell also wanted to note for the record that the Plan Commission would accept the new CSM with conditions. The Plan Commission by consensus agreed that with this CSM, that the three parcel creation would have to label Lot 2 (29.93 acres) as Outlot 2 - Agriculture which the Village could support. The Village could not support a three lot or more parcels to share a private driveway.

Chair Brunnquell also noted for the record that this CSM would be required to list the Lot 2 as "Outlot 2 - agriculture" based on the legal confirmation of the appropriateness of the suggested amendments.

The members discussed how the approval should be worded and Administrative Secretary read the proposed motion.

Motion by Commissioner Rieck, seconded by Commissioner Kletti to approve the proposed Certified Survey Map and removal of easement restriction as requested by the Town of Grafton for the area known as Helms Drive north of Arrowhead Road in the Town of Grafton subject to the following conditions; 1) must label Lot 2 on the CSM as Outlot 2-Agriculture and 2) must dedicate and pave the extension of Arrowhead Road east 67 feet to the west lot line of Lot 1 of the proposed CSM. Approved unanimously.

Review and consideration of a site plan amendment for the proposed construction of an accessory building as requested by Mid-America Seasoning, Inc. located at 640 Ninth Avenue

Chair Brunnquell explained that this a follow up on a proposed accessory building to be located in the rear yard of the property located at 640 Ninth Avenue, visible from Ninth Avenue.

Administrator Hofland stated that this structure would be housing the maintenance equipment for the building and site. He stated further that the Architectural Review Board had meet on October 11, 2012 and May 9, 2013 and gave approval on the architectural plans. Planning and Development Staff have no issues with the proposed building.

Commission members moved forward with motion to approve.

Motion by Commissioner Paschke, seconded by Commissioner Harms to approve the site plan amendment for a the construction of a proposed accessory building on the property located at 640 Ninth Avenue, owned by Mid-America Seasonings. Approved unanimously.

Consideration and recommendation to the Village Board of an ordinance repealing, creating, and amendments to Section 19.08.0110 of the Grafton Code relating to a quorum, voting on matters before the Zoning Board of Appeals

Chair Brunnquell explained that this ordinance had gone to public hearing last month and was now reviewed by the Commission members. He further stated that it is a house keeping matter to bring the Village of Grafton code into compliance with Wisconsin State Statues.

There were no comments or concerns.

Motion by Commissioner Harms, seconded by Commissioner Kletti to recommend Village Board approval of an ordinance repealing, creating, and amendments to Section 19.08.0110 of the Grafton Code relating to a quorum, voting on matters before the Zoning Board of Appeals into compliance with Wisconsin Statutes 62.23(7)(hc). Approved unanimously.

Old Business

A. Cedarburg Pharmaceuticals: gate on dumpster enclosure

Administrator Hofland said that this item was in front of the Plan Commission last month for the relocation of dumpster and a new generator installation. The Plan Commission gave formal approval on the site plan but a gate to the enclosure had not been included on the plans. He further stated that because of the residential multi-family units to the north east of this site, the Planning and Development Staff is requesting that the gate be included with the revised site plan. The revised site plan has been updated to include this change.

Chair Brunnquell asked that staff bring this back next month for formal approval in light that it is not listed as an action item on the agenda.

New Business

None

ADJOURN

Motion by Commissioner Kletti, seconded by Commissioner Paschke, to adjourn the meeting at 7:50 p.m. Approved unanimously.