

## VILLAGE OF GRAFTON

### PLAN COMMISSION MEETING MINUTES

October 22, 2013

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

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

Commission member excused: Randy Silasiri

Staff/Officials present: Trustee David Liss, Village Administrator Darrell Hofland, and Administrative Secretary Deborah A Brown

Others present: Paul Foy and Erik Stanton -Cornerstone Community Bank-Grafton, WI, and Adam Hammen of The Sigma Group- Engineering -1300 W. Canal Street, Milwaukee, WI

#### MINUTES

Motion by Commissioner Rieck, seconded by Commissioner Harms to approve the August 27, 2013 Plan Commission meeting minutes with so noted error on page 1 with attendance, Mark Paschke was absent but also listed as present. Motion carried.

#### HEAR PERSONS REQUESTING TO BE HEARD

None

#### **Review a Concept Plan for a proposed Planned Unit Development (PUD) Cornerstone Community Bank located at 2070-2090 Wisconsin Avenue**

Village Administrator Darrell Hofland gave background on the request by Cornerstone Community Bank for the review of a concept plan for a proposed Planned Unit Development (PUD) located at 2070-2090 Wisconsin Avenue.

He stated that the Cornerstone Community Bank is located at 2090 Wisconsin Avenue, north of Chateau Drive. The parcel backs up on the railroad right of way, with South Green Bay Road beyond. Currently the site consists of three parcels. Parcel 10-040-0097.001(Lot 1, CSM #1225) is the northernmost parcel, and it currently contains two commercial structures and a parking lot. The easternmost structure is proposed to be demolished while the northernmost structure shall remain as an office building for the bank's administrative functions (to be relocated from the current bank basement). The southern portion of the site consists of two parcels. Parcel 10-040-0097.000 (Lot 2, CSM #1225) contains the existing bank building and a portion of a parking lot, while

parcel 10-040-0097.002 (unplatted lands) contains the remainder of the parking lot. The applicant is seeking approval to shift the property line between Lot 1 and Lot 2 to the north to facilitate the potential future sale of the administrative building.

In addition to the building demolition, Mr. Hofland indicated that the parking lot on the northern parcel is proposed to be reconfigured and reconstructed. All of the parcels on the site share one existing driveway access onto Wisconsin Avenue. The proposed site plan narrows the driveway access and provides a median between the entry and exit lanes. He also noted that this northern most lot would possibly be sold at a later date.

Mr. Hofland also noted that the public infrastructure is already provided to the site and that the site plan offers an adequate amount of open space. He explained to the Commission members that a detailed landscape plan must be submitted to the Planning Staff along with an exterior lighting plan. He also stated that in the landscaping plan should include the requirement for street trees every 40 feet and minimum 3 foot tall shrubs along the parking areas.

He stated that the Planning and Development Department staff would like to see revisions made to the site plan to provide an accessible pedestrian route from each building to the other without traversing the parking areas. Sidewalks were suggested to the applicant to provide access to the gazebo from each building as well as an asphalt path to provide a pedestrian link to the Village public asphalt path to the west running along Wisconsin Avenue.

He indicated that the Planning and Development Department staff recommends that the layout include the use of a one-way lane in front of the administration building to simplify circulation.

Mr. Hofland then reviewed the upcoming meetings required for this project. He noted that a Public Hearing for the rezoning petition and the Planned Unit Development could be held as early as the November Plan Commission meeting and consideration of the site plan, PUD, and CSM if applicants are ready could be considered at the December or January Plan Commission meeting. It would then go to the Village Board for final consideration.

Chair Brunnquell then asked the applicants if they had additional comments or concerns for the Commission.

Present was: Paul Foy and Erik Stanton -Cornerstone Community Bank-Grafton, WI and Adam Hammen of The Sigma Group-1300 W. Canal Street, Milwaukee, WI.

Mr. Hammen-engineer with The Sigma Group and Mr. Paul Foy of the Cornerstone Community Bank spoke to the Commission on the suggestions by the Planning and Development Department Staff.

Mr. Hammen noted that the applicant had no issue with revising the site plan to include the revisions of the following matters:

- 1) Revise site plan to show the layout tightened up to make the driving lanes more obvious, including the use of a one-way lane in front of the administration building to simplify circulation.
- 2) The revision to provided a pedestrian link to each building from the asphalt path they have no issue with but stated that they may have a grading issue with the path along the east side of lot linking the Bank to the northern administrative building would need to be looked at closer.
- 3) The addition of sidewalks to the Gazebo area was acceptable and a great idea.
- 4) Mr. Hammen also expressed that the stormwater management report would be completed and submitted to the Planning and Development Department as soon as completed.
- 5) Mr. Hammen and Mr. Foy had a concern with the request to relocate the current dumpster on the east side of the properties.

Mr. Foy explained that the bank had just recently installed and constructed this dumpster area. Because of the cost incurred, he was hoping to come to some kind of a compromise in regard to this matter.

Commission then held a short discussion on the proposed site plan and the suggested revisions.

Commissioner Paschke had suggestion for possibly screening the dumpster area more with extending the gazebo area green space to the south a bit to aid in screening the dumpster.

Commissioner Harms questioned the northern parcel if sold what type of agreements would have to be in place in regard to the PUD and the entrance to the property.

Chair Brunnquell commented that a driveway access agreement would have to be prepared. He also noted that any changes in a PUD would have to come back to the Plan Commission for an amendment approval.

In summary, Chair Brunnquell stated the following items should be addressed in future revised submittal:

- 1) A public hearing on the PUD shall be held at a subsequent Plan Commission meeting;
- 2) The site plan shall be revised to simplify vehicular circulation and address landscaping concerns as suggested by the Planning Staff.
- 3) Curb and gutter shall be required on the Wisconsin Avenue driveway and new (northern) parking lot;
- 4) The site plan shall be revised to include all of the elements required by 19.06.0103, including stormwater management facilities and grading;

- 5) A landscaping plan shall be provided meeting the requirements as well as the lighting plan requirements.
- 6) The applicant shall prepare and submit a Certified Survey Map meeting the requirements including a note location of driveway, shared driveway access, and a shared driveway agreement shall be recorded;
- 7) The CSM shall dedicate additional right-of-way including all portions of the asphalt path;
- 8) The parcels in the CSM shall be deed restricted to obligate conformance with the requirements of the approved PUD, regardless of future ownership of the parcels.

Mr. Hofland asked the applicant if they wish to review the timeline.

Mr. Hammen suggested that he meet with his clients first to review the revision requests and get back to the Village with future dates to return for the public hearing to rezone the property and consideration of the site plan for the new PUD and CSM approval.

In light that the Plan Commission's review is for a conceptual plan, no action will be taken. Chair Brunnuquell thanked the applicants and would look forward to final plans in the next couple months.

**Review and recommendation to Village Board on a Certified Survey Map as requested by the Grafton Volunteer Fire Department which includes the vacation of Maple Street right of way between Ninth Avenue and Wisconsin Avenue (Tax Key 10-050-03-04-001), located just north of the Grafton CITGO at 1706 Wisconsin Avenue**

The Commission members then reviewed the vacation of Maple Street and Certified Survey Map (CSM) of a parcel of land owned by the Grafton Volunteer Fire Department located between Ninth Avenue and Wisconsin Avenue just north of the Grafton CITGO at 1706 Wisconsin Avenue.

Mr. Hofland gave background on the vacation of Maple Street and the proposed CSM. He stated that the proposed CSM displays an area designated as the "former road right of way of Maple Street". At the requirement of the Village, the property owner requested a public hearing to vacate the section of Maple Street through the site. At the public hearing, no objections were received by the public or adjacent property owners. Planning and Development Department Staff recommends that the Plan Commission support the vacation of Maple Street. The to-be vacated area will be attached to Lot 1. He also added that the CSM should also note the utility easements on the CSM as well as the notation of the Village Board approval on the vacation of Maple Street and listing Lot 2 as Outlot 1.

There was no one present representing the Grafton Volunteer Fire Department. Chair Brunnuquell then reviewed the action items with the Plan Commission.

Commission members had no concerns or comments, and moved forward with the motions.

Chair Brunnquell explained that there were two separate resolutions; one to recommend action on the vacation of Maple Street and the other to recommend the approval of the Certified Survey Map.

Motion by Commissioner Kletti, seconded by Commissioner Harms to recommend the Village Board approve a resolution to vacate Maple Street between Ninth Avenue and Wisconsin as requested by the Grafton Volunteer Fire Department. Motion carried.

Motion by Commissioner Harms, seconded by Commissioner Paschke to recommend the Village Board approve a resolution for the Certified Survey Map (CSM) of a parcel (Tax Key 10-050-03-04-001) owned by the Grafton Volunteer Fire Department located between Ninth Avenue and Wisconsin Avenue, north of the Grafton CITGO at 1706 Wisconsin Avenue contingent upon 1) Lot 2 being labeled as Outlot 1, 2) a note be added to the CSM which identifies the date that the Village Board approved the vacation of Maple Street, and 3) all utility easements be shown. Motion carried.

### **Old Business**

None

### **New Business**

- A. Review November and December dates for Plan Commission  
Commissioners reviewed the 2014 calendar for Plan Commission meetings and review the next two meetings for November and December 2013. The November PC meeting would remain as 11-26-13 and the December PC meeting would be held on 12-17-13.

Mr. Hofland a brief update on the South Commercial District activity.

### **ADJOURN**

Motion by Commissioner Rieck, seconded by Commissioner Plato, to adjourn the meeting at 6:28 p.m. Motion carried.