

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

JULY 23, 2013

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

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

Plan Commission members absent: Randy Silasiri and Richard Rieck

Staff present: Village Administrator, Darrell Hofland, and Administrative Secretary, Deborah A Brown

Others present: Village Planning Consultants - Larry Witzling, Erin W. Ruth, and Nancy M. Anderson - SEWRPC

MINUTES

Motion by Commissioner Paschke, seconded by Commissioner Kletti, to approve the June 25, 2013, Plan Commission meeting minutes as presented. Approved 5-0 (Harms-abstained).

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 a conditional use permit (CUP) as requested by John Wirth of Digital Edge of Grafton to allow a copy center use, (SIC #7334- Photocopying and Duplicating) in the CBD - Central Business District at the property located at 1310 12th Avenue, property owner, Christine Klemp.

Village Administrator Darrell Hofland gave background on the conditional use request. He stated that Christine Klemp, owner of the property located at 1310 12th Avenue, has requested a public hearing and consideration of a conditional use permit to allow a retail copy center on their property. The copy center will be operated by Digital Edge Copy Centers, which had been operating at 1316 12th Avenue just south of 1310 12th Avenue since April of 2009. This new location will offer the tenant to significantly expand their space for their copy center. They will be offering black and white and color copying and printing services to the public and to local businesses. The site will have the capacity to print large blueprints as well as standard copying formats within

the 1,936 square feet of the building space occupied. Retail copying is a conditional use in the CBD Central Business District under SIC #7334 Photocopying and Duplicating Services, per Table 19.03.0301B.

The operations themselves would not change. The maximum number of employees anticipated is five with hours of operation Monday thru Friday from 7:00 a.m. to 6:00 p.m. Digital Edge anticipates opening their new location copy center in August, 2013. The center plans to receive about three parcel delivery (UPS) normal route truck deliveries per week and paper delivery in a short box truck. Digital Edge will be submitting for sign approval upon receiving their conditional use permit, which will be subject to the Downtown Master Plan Signage Guidelines.

Planning and Development staff has reviewed this request and finds that it fits into the type of retail and service commercial uses anticipated in the CBD. It also fills a need in the community and is not a high traffic generator, particularly at the area anticipated for this use within the building. Although on-site parking is not a requirement in the CBD zoning district, the building site has approximately 15 parking spaces that are available for all tenants in the building and customers of those tenants.

A floor plan of the building submitted with the application for the conditional use permit indicates placement of one wide format copier, one cutter unit, two standard format copiers, a front counter and a mobile work table.

Mr. Hofland also made mention that although it is not a requirement of this conditional use permit approval, the Planning and Development staff recommends that the Plan Commission suggests the building owner participate in \$20,000 Downtown Façade Grant Improvement Program.

John Wirth-Digital Edge, 1316 12th Avenue, was present to answer any questions. Mr. Wirth explained that in their current building they have just run out of room. This proposed space became available last year and was a perfect fit for Digital Edge. They have tripled their size and this would be a long term move for them. Business will be as usual and no changes in operations.

There were no public comments.

Chair Brunnquell asked if Commission members had any questions or concerns.

Commissioner Harms had question about the growth in the business, did the deliveries change or the traffic pattern.

Mr. Wirth responded by stating that the deliveries would stay the same and there would not be any additional problems with traffic, no increase in frequency in deliveries and the truck size would still be the same.

Commissioner Kletti questioned why Digital Edge had to get another conditional use permit again.

Mr. Hofland explained that because they were moving their operation into a new building, the Plan Commission must review the use and plan of operation to see if it had changed. With the photocopying and duplicating use, they could have grown into more of a small production business which would change its use category.

Chair Brunnuell asked the Plan Commission members if they were ready to take action on this item later in the meeting.

Consensus was to take action later.

With no further comments or concerns, Chair Brunnuell closed the public hearing item.

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 of a petition to rezone 1.522 acres, owned by Ahlers Family Trust, as requested by Kris Aubrey representing Urbanscape Development, LLC. The parcel is located just north of the (Grafton Post Office located at 1817 Highland Drive). The proposed rezoning is from O-Office Zoning District to a PUD-Planned Unit Development District to allow for a 20-unit assisted living group home facility that is managed by health care professionals (SIC #8361, Residential Care).

Mr. Hofland reported that the applicant, Kris Aubrey is requesting approval of a PUD to allow the construction of a 20-unit Community Based Residential Facility (CBRF). The subject property is a 1.52 acre lot located on the west side of Highland Drive between Falls Road and Maple Street, immediately north of the Post Office. The site is currently vacant. The applicant intends to deed restrict the site, limiting the facility to housing elderly and dementia residents.

Currently, the parcel is zoned O - Office Zoning District, which does not allow the proposed development. The MFR-1 and MFR-2 districts do allow the proposed use (community residential facility, up to 16 persons) as a conditional use. However, the PUD does allow the proposed 20-unit building.

According to the submitted floor plan, the facility will feature 20-units arranged around the outer perimeter of the building around a central core of offices and utility areas. Residents will share a great room, dining room, living room, and covered patio.

Mr. Hofland further stated that the Village Engineer had some comments and concerns which he would address now or later in the meeting.

Chair Brunnquell stated that they could be addressed when discussion took place later in the meeting.

Present was Kris Aubrey representing Urbanscape Development, LLC-W243 N4837 Swan Road, Pewaukee, WI.

Chair Brunnquell asked if anyone in the audience had comments or concerns on this item.

Bob Meier- 1967 W. Acorn Drive-Grafton, WI

Mr. Meier commented on the appearance of the building. He felt it had a boxy look to it. Commissioner Paschke responded by stating that this had gone to Architectural Review Board and was approved with some minor changes to the façade.

There were no other public comments.

Chair Brunnquell asked the Plan Commission members if they had any concerns or comments.

Commissioner Harms just commented on the location. He asked Mr. Aubrey if he had picked that location because of its suitability to the site in regards to his use.

Mr. Aubrey commented that he thought that the location meet his needs. It was a location that was somewhat commercial and yet residential. They are a small family owned business and when this property became available, it was just what they were looking for the CBRF.

Commission consensus was to move forward with action.

With no further comments or concerns, Chair Brunnquell closed the public hearing item.

Chair Brunnquell then asked the commission members if that had any objections to moving up the considerations on these two public hearing items before they heard on agenda item #11 SEWRPC presentations.

Commission members had no objections moving up item agenda item #12-Digital Edge and #13- #14-Arbor View.

Review and consideration of a petition for a conditional use permit (CUP) as requested by John Wirth of Digital Edge of Grafton to allow a copy center use, (SIC #7334-Photocopying and Duplicating) in the CBD Central Business District at the property located at 1310 12th Avenue, property owner, Christine Klemp.

Motion by Commissioner Paschke, seconded by Commissioner Plato to approve a conditional use permit for a copy center (SIC 7334 Photocopying and Duplicating Services) to be located at 1310 12th Avenue subject to the following conditions: 1) hours of operation limited to Monday thru Friday 7:00 a.m. to 6:00 p.m.; 2) use limited to 1,936 square feet of floor area; 3) signage to be reviewed and approved by Planning and Development Staff subject to the Downtown Master Plan Signage Guidelines; and 4) all building code and other Village and State codes pertaining to occupancy of the building will be met. Approved unanimously.

Review and consideration of a Petition to Rezone 1.522 acres, owned by Ahlers Family Trust, as requested by Kris Aubrey representing Urbanscape Development, LLC. The parcel is located just north of the (Grafton Post Office located at 1817 Highland Drive). The proposed rezoning is from O-Office to a PUD-Planned Unit to allow for a 20 unit assisted living group home facility that is managed by health care professionals, (SIC #8361, Residential Care)

Motion by Commissioner Kletti, seconded by Commissioner Harms to recommend the Village Board approve an ordinance to rezoning of parcel #10-050-03-03-004 from O - Office Zoning District to Planned Unit Development District, for the purpose of constructing the Arbor View CBRF as requested by Kris Aubrey of Urbanscape Development, LLC. Approved unanimously.

Review and consideration of a request by Kris and Barbara Aubrey for PUD-Planned Unit Development of a 1.522 acre parcel located on Highland Drive (north of the Post Office) property owner Ahlers Family Trust to allow for a 20 unit (CBRF)

Mr. Hofland addressed all the conditions with the Commission members and Mr. Aubrey explained that he had already incorporated all of the conditions including the outdoor seating area into his new plans which will be forwarded to the Planning and Development staff just as soon as he has them printed up.

Mr. Hofland also addressed the Village Engineer Dave Murphy's concerns based on information from M2 Engineering in correspondence dated 7/8/13.

Chair Brunquell ask the Commission to proceed with the motion to approve the PUD.

Motion by Commissioner Harms, seconded by Commissioner Plato to approve the request for PUD-Planned Unit Development of a 1.522 acre parcel located on Highland Drive (north of Post Office) property owner Ahler Family Trust for the purpose of constructing the Arbor View CBRF as requested by Kris Aubrey of Urbanscape Development, LLC with the following conditions:

- 1) The applicant shall meet all of the five conditions/comments provided by the Village Engineer in a letter from Dave Murphy of M² Engineering, and as repeated above, to the satisfaction of the Village Engineer.

- 2) The applicant shall grade the front yard setback area to direct stormwater toward the public sidewalk and stormwater inlets located behind the public sidewalk.
- 3) The applicant shall provide an exterior lighting plan that demonstrates compliance with 19.05.0400 of the Village Zoning Ordinance.
- 4) Signage shall be submitted and approved by Planning and Development staff under a separate process.
- 5) As proposed, the applicant shall record a deed restriction limiting the CBRF facility to elderly and dementia residents.
- 6) A dumpster enclosure is indicated on the site plans, but details of its appearance are not included. Elevations of the enclosure including materials, height, and gate design shall be submitted and approved by Planning and Development staff.
- 7) A bike rack shall be installed on site.
- 8) The size of each parking spaces must be not less than 180 square feet and 9 feet in width.
- 9) The driveway and the parking lot shall have curb and gutter on all sides with the exception of the west side.
- 10) Three stormwater inlets shall be added to the parking lot and drain to the rain garden.
- 11) The submitted landscape plan does not appear to include planting details for trees. The applicant shall provide planting details showing compliance with 19.05.0301(C)(2) of the Zoning Ordinance
- 12) A small outdoor seating area near the northwest corner of the building be added.

Approved unanimously.

Nancy Anderson, SEWRPC (Southeastern Wisconsin Regional Planning Commission) presentation on "A Regional Housing Plan for Southeastern Wisconsin: 2035"

Chair Brunnquell then introduced Nancy Anderson regarding her SEWRPC presentation on the regional housing plan.

Ms. Anderson handled out a power point presentation package that summarized the regional housing plan. She touched base with the plan objectives, housing affordability findings, as well as the key plan recommendations: Affordable Housing, Job/Housing balance, Subsidized and Tax Credit Housing. She also reviewed with the Plan Commission members the conclusions of the plan recommendations as far as implementation and the reasons why to implement.

The Commission members thanked her for the time she spent with them.

Chair Brunnquell commented that the Village of Grafton will review the plan in detail in the coming months.

EXTRATERRITORIAL REVIEW

A. Consideration of a petition by Helms Family Trust for approval of a Certified Survey Map (CSM) splitting one 31.72 acre lot into Lot 1 (3.0 acres), Lot 2 (27.15 acres), and one outlot (1.57 acres), located northeast of the Arrowhead Road and Helms Drive intersection, and west of the Union Pacific RR right of way

Administrator Hofland gave an update on the request for a CSM by Helms Family Trust. He explained that the existing lot is 31.72 acres located on the northeast corner of Arrowhead Road and Helms Drive, and west of the Union Pacific RR right of way in the Town of Grafton.

He further explained that the proposed CSM splits one 3 acre lot off from the southern end of the parcel (proposed Lot 1) and a 1.57 acre outlot which aligns to the northern side of a previously created lot. The remaining 27.15 acres will remain as Lot 2.

A different version of this CSM was reviewed at the May 25, 2013 Plan Commission meeting, at which time it was approved with conditions. The previous version of the CSM differed in that it eliminated the Helms Drive right-of-way.

Administrator Hofland further explained that the currently proposed CSM retains Helms Road right-of-way. The proposed CSM creates a 3 acre residential parcel which has frontage on a public street.

He noted that additional approval requirements have been placed by the Town of Grafton Plan Commission at its July 10 meeting are as follows:

1. "OL 1 CSM NO 1563" should be underlined with a dashed line;
2. The date of the wetland delineation should be shown;
3. The wetland delineation limits should be held to the subject parcel only and therefore should not be shown crossing the Helms Drive 67 foot strip; and.
4. Payment of all fees.

The Village of Grafton Plan Commission members moved forward with motion to approve.

Motion Commissioner Kletti, seconded by Commissioner Paschke to approve a Certified Survey Map to divide one 3 acre lot (proposed Lot 1) and one 1.57 acre outlot from a current 31.72 acre parcel at the northeast corner of Arrowhead Road and Helms Drive, with the remaining 27.15 acres designated as Lot 2, contingent upon satisfying the July 10 Town of Grafton requirements. Approved unanimously.

B. Consideration of a petition by Gierach Investment Properties, LLC for approval of a Certified Survey Map (CSM) splitting one 5 acre lot from an existing 78 acre lot in the Town of Grafton, within the Village's ETJ boundary

Mr. Hofland gave a brief background on the request of a Certified Survey Map. He stated that the existing lot is 78 acres located on the northwest corner of Lakefield Road (CTH T) and CTH C in the Town of Grafton. Staff has no objection to accept and approve the proposed CSM.

Motion by Commissioner Kletti, second by Commissioner Harms to accept and approve a Certified Survey Map to divide one 78 acre lot into one 5 acre lot with existing farmhouse and outbuildings, and one 73 acre lot with no structures, located at the northwest corner of Lakefield Road (CTH T) and CTH C in the Town of Grafton within the Village's ETJ area. Approved unanimously.

Old Business/New Business

None

ADJOURN

Motion by Commissioner Paschke, seconded by Commissioner Plato, to adjourn the meeting at 7:00 p.m. Approved unanimously.