

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

APRIL 28, 2009

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

Board members present: Jim Brunnuquell, Richard Rieck, Alfred Schlecht, Mark Paschke, Randy Silasiri, and Carl Harms.

Absent: Amy Plato

Staff/Officials present: Michael A. Rambousek, Director of Planning & Development, Mary Kay Buratto, Planner I, David M. Murphy, Director of Public Works/Engineer, Tom Johnson, Building Inspector, and Deborah A. Brown, Administrative Secretary II.

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to approve the minutes of the March 24, 2009 Plan Commission Meeting, as presented. Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Planner Mary Kay Buratto stated the purpose of the public hearing is to review a petition to rezone the property located at the northeast corner of River Bend Road and Lakefield Road from A-3 Agricultural Holding District to I-1 Institutional for a Department of Public Works residential drop-off site and future Little League fields.

Director Michael Rambousek reviewed the background information on this rezoning petition. He stated that on March 24, 2009, the Plan Commission reviewed a site development concept of this approximate 40 acre property. Although the property is owned by the Village of Grafton, the Grafton Little League will lease a portion of the property for their ball fields, parking and concession area. The remainder of the site is designed as a residential drop-off site for the Village Department of Public Works (DPW). While the improvements made by the Little League will be lease-hold improvements, the DPW improvements will be considered permanent. The Grafton Little League is not ready to come forward with final site plans, but because the structures designed for the DPW are going out to bid in the near future, the rezoning of the property and site plan approval for the DPW residential drop-off site must move forward immediately.

Director Rambousek stated that time is of the essence, and the site rezoning and site plan approval for the DPW residential drop-off site will allow the bidding process to proceed. The consideration of the rezoning and DPW site plan in no way grants any site plan approval to the proposed Little League complex. A site

plan for the Little League complex will return to the Plan Commission for final consideration in the near future.

Chair Brunnuell asked for any audience comments on the proposed rezoning.

Daniel Leeven – 1306 N. Pioneer Road

He stated that he is the owner of the property across the street from the proposed site. He questioned why this type of use would be placed in the middle of a residential area. He stated that he thinks this use should be placed in an Industrial zoning area. He commented yard waste drop off site next to the residential area is a partial condemnation of the adjacent residential properties. His feeling was that he would prefer to see the Village look into an Industrial area for this proposed drop-off site which was better suited for this type of use.

Jeffrey A. Freeman-1284 Lakefield Road

Mr. Freeman stated that he has concerns with the possibility of blowing garbage and debris. He stated that he is experiencing some of that right now. He would like to see some sort of fencing around the entire drop-off site.

Chair Brunnuell responded to Mr. Leeven's comments. He stated that the question on partial condemnation of residential properties can certainly be reviewed and investigated further by the Village Attorney. He also gave a brief background on how the Village selected this particular site for the Department of Public Works residential drop-off site. He stated that the property was originally purchased for the site of a new Wastewater Treatment facility several years ago. The property would have been rezoned into the I-Institutional district to accommodate that use.

Director of Public Works/Village Engineer David Murphy stated that the Village has spent a tremendous amount of time reviewing other sites. It was determined that this site was the best location for this use. In addition, the Village has been working with the Little League in an effort to lease the other portion of the 40 acre parcel.

Mr. Murphy responded to Mr. Freeman's concern on the possibility of debris blowing around. He stated that the 7 acre parcel proposed for the residential drop off site has been reviewed by the Plan Commission and the Planning and Development Staff regarding to the landscaping and screening. Mr. Murphy stated that he will continue to work with Director Rambousek and the architects on natural screening as well as other options to make this site work with the surrounding neighborhood. He further stated that the entrance will have gated vehicular access from Lakefield Road and site will also have bins for grass clipping, brush, concrete/asphalt, dirt, topsoil, and wood chips. The driveway entrance will be asphalted. He noted that there would be a garage storage built for storing the equipment necessary for site itself. He also informed the Plan Commission members that they would be returning in May at the Plan Commission for a conditional use permit to grade in the shoreland zoning.

Chair Brunnuell asked for the Plan Commission's comments and concerns.

Commissioner Harms stated that he had a great concern regarding screening of the residential neighborhood to the east. He stated with a new subdivision going up

right next door, the Village must develop a nature screening that is appealing to the overall residential neighborhood.

Commissioner Paschke echoed his comments, stating that a nature tree line on the east side would be something to look into but realized that with the high power lines running through the property on that side, it would be difficult with the setbacks.

Director Rambousek reminded the Plan Commission members that the architect as well as Director of Public Works, Dave Murphy have been looking at several options for the landscaping plan and will keep all of these comments in mind. He also informed the members of his concern to include the catch basin as part of the conditions of approval.

Dave Murphy responded by stating that because of the change in the bid specifications and knowing that the catch basin, even though costly to the project, the addition of this item could be written as a project change order.

With no more further comments, Chair Brunnuell closed the discussion on this item.

COMMENCE PUBLIC HEARING

STATEMENT OF PUBLIC NOTICE

Planner Mary Kay Buratto stated the purpose of the public hearing is for review of a petition for a conditional use permit for the property located at 1307 Wisconsin Avenue, zoned Central Business District (CBD) to allow instruction in Brazilian Jiu Jitsu, Judo, Wrestling, Yoga, Self-Defense, Law enforcement training children's martial arts, self defense and conditioning for individuals and families. The proposed use is identified under SIC#7991 Recreational Facility.

Planner Buratto informed the members that Carl Wegner, owner of the property located at 1307 Wisconsin Avenue, is seeking Plan Commission approval of a conditional use permit for a family oriented grappling, self-defense, and conditioning studio use to be known as Neutral Ground. Business owners, Mr. Luke Summerfield and his partner, currently own and operate a similar fitness facility, Riptide Grappling, in Cedarburg. The use consists of classes in a variety of martial arts, self defense, grappling, conditioning, law enforcement physical training and Yoga in a family-friendly format. The entire first floor of the building will be devoted to this use. The floor plan submitted with this proposal indicates an open room for training classes surrounded by offices, a reception area, benches, lockers and men's and women's bathrooms. Parking for this use will be on-street parking as well as public parking within a few blocks. There will be only two employees, the applicant and his partner, both of whom are certified instructors in the various classes that they will offer.

Owner Luke Summerfield was present to answer any questions on the proposal.

Planner Buratto further explained that this use is a fairly heavy traffic generator as the applicant anticipates approximately two classes running concurrently with about 5 to 8 participants in each class, or about 10 to 15 people per hour throughout the daily hours of operation. In addition, the applicant is considering having up to two special events per year, each of which would attract, he anticipates, about 100 participants. The applicant

is well aware of the parking constraints in the immediate area and believes that his customers will be willing and able to park remotely and walk to the facility.

Ms. Buratto also stated that the Planning and Development Staff has reviewed this request and finds that with the exception of the special events that could attract up to 100 participants, the use fits with the variety of other retail and services uses which make up the Central Business District. The fact that this use is allowed only as a conditional use speaks to concerns related to both the intensity of the use and availability of parking which, due to the fact that the turnover time for parking spaces will be longer for this operation than for the typical retail establishment. The parking space turnover time would, however, be similar to that for service uses, such as hair and nail salons. The Planning and Development Staff believes that the intensity of this use in the day to day operations is not an issue. The special events, we believe, are too intense for the location. The on-street and remote parking area available for the day-to-day operations should be sufficient, although the turnover time for parking spaces will be longer for this operation.

Mr. Summerfield stated that he was comfortable with the conditions with the exception of the special events attendance of only 20 participants. He would prefer to have at least 50 or more participants. However, he was at this time, willing to leave the conditions as is, if it meant not having the conditional use permit approved at all. He would try and have the special events held at a different location all together if that's what the Plan Commission requested, and would come back possibly down the road to ask for a change or an amendment to the CUP.

The Plan Commission members discussed the special events condition as well as the times to hold the special events. Based upon the discussion, it was the Plan Commission member's consensus that they agreed upon a maximum of 50 participants based on weekends from the hours of 9:00 a.m. to 4:00 p.m.

There was no public comments on this matter.

There being no additional comments or questions the discussion on this matter was closed.

Recommendation to rezone the property located at the northeast corner of River Bend Road and Lakefield Road from A-3 Agricultural Holding District to I-1 Institutional for a Department of Public Works residential drop-off site and future Little League fields

Motion by Commissioner Rieck, seconded by Commissioner Paschke to recommend to the Village Board the approval of an ordinance to rezone the 41 acre property located at the northeast corner of Lakefield Road and Riverbend Road from A-3 Agricultural Holding District to I-Institutional District. Approved unanimously.

Consideration of a conditional use permit for the property located at 1307 Wisconsin Avenue to allow a recreational facility offering instruction in Brazilian Jiu Jitsu, Judo, Wrestling, Yoga, Self-Defense, Law enforcement training children's martial arts, self defense and conditioning for individuals and families, a conditional use in the CBD under SIC#7991 Recreational Facility

Motion by Commissioner Paschke, seconded by Commissioner Harms to approve a conditional use for a fitness, martial arts and conditioning facility (SIC #7991 Physical Fitness Facilities) to be located at 1307 Wisconsin Avenue subject to the following conditions; 1) hours of operation limited to Monday – Friday 5:30 p.m. to 9:30 p.m./Saturday –Sunday 10:00 a.m. to 2:00 p.m.; 2) use limited to first floor only (2,196 square feet of floor area); 3) no more than two classes per hour of up to 16 participants; 4) signage to be reviewed and approved by Planning and Development Staff subject to the Downtown Master Plan Signage Guidelines; 5) no special events with attendance in excess of 50 participants or the maximum allowed the building and fire code whichever is less, and limited to hours of operation from 9:00 a.m.to 4:00 p.m; and, 6) all building code and other Village and State codes pertaining to occupancy of the building be met. Approved. 5-0 (R. Rieck-abstain)

Consideration of site plan approval for the Department of Public Works residential drop-off site located at Lakefield Road and River Bend Road

Director Rambousek reviewed the final site plan for the Residential Drop-off site to be located at Lakefield Road and River Bend Road.

He stated that on March 24, 2009, the Plan Commission conceptually approved the Department of Public Works residential drop-off site located just east of the proposed Little League Complex on Lakefield Road just west of Port Washington Road. At this site, the Department of Public Works is also proposing a storage garage that will be 1000 square feet in area and has been approved by the Architectural Review Board on April 9, 2009, based upon minor recommendations from the Planning and Development Staff regarding building materials and the hierarchy of such materials.

He also reminded the Plan Commission members that this additional site is needed because the Department of Public Works is building a new Municipal Services Facility on the existing Department of Public Works site on Hickory Street. As a result, this alternative location was found for public yard waste and recycling drop-off.

As indicated at the previous Plan Commission meeting, Director Rambousek reminded the Plan Commission members that the storage building is located at the southeast corner of the site with gated vehicular access from Lakefield Road. Also included on the site will be bins for grass clippings, brush, concrete/asphalt, dirt, topsoil, and wood chips. This portion of the site will consist entirely of asphalt and at the last Plan Commission meeting it was suggested that a catch basin be added in the center of this area that ties directly to the stormwater pond to the west because the location of the bins will not allow appropriate sheet flow of the site and/or stormwater would accumulate to much debris from the bins on its way to the ponds. As a result, the Planning and Development Staff has added the catch basin requirement as a condition of approval. Director Rambousek added that at the March Plan Commission meeting this site plan was basically approved by the Plan Commission and has simply returned to the Plan Commission for official approval that follows the rezoning.

The far north end of the site will be utilized for compost piles, discarded brush, and possibly a nursery for trees. This northern area can be accessed via a gate from the DPW storage site or at the north end from the proposed Little League Complex parking lot, where access will also be restricted by a gate.

This northern compost/brush/nursery area will be screened by a 10 foot high berm that aims to block view from the adjacent Little League fields to the west.

The Plan Commission had no issues with this project at the last Plan Commission meeting, except for the catch basin, and it is returning for formal consideration.

Chair Brunnuell informed the Plan Commission members, that with the absence of Plan Commissioner Plato, she requested to have her concerns added in the discussion on this matter. Mrs. Plat is requesting that the retaining wall be removed from the site plan.

Director Rambousek stated that portion of site plan would pertain to the Little League site plan and not tonight's site plan review for only the Department of Public Works Residential drop-off site. However, Director Rambousek indicated that issue will be reviewed when the Little League site plan returns to the Plan Commission for review at a future meeting.

There was considerable discussion on this matter by the Plan Commission.

Motion by Commissioner Rieck, seconded by Commissioner Harms to approve the site plan for the Department of Public Works residential drop-off site to be located at the northwest corner of Lakefield Road and River Bend Road subject to the following conditions: 1) the applicant will work with the Planning and Development Department of screening the north, south, and east property lines; and, 2) the addition of a catch basin in the asphalt area to adequately drain the site as an alternative bid item.
Approved unanimously.

Consideration of Certified Survey Map Approval for a division of Lot 3, Certified Survey Map #3651, creating Lot 7 and Lot 8 of Grafton Commons

Eric E. Thom of Continental Properties was present to answer any questions regarding this request.

Planner Buratto briefly reviewed the background on this property division request. She stated that the applicant, Continental Properties (owner of Grafton Commons), has returned seeking Plan Commission review and recommendation to approve the final land division of their site as anticipated in the initial project review of Grafton Commons in 2006. The Certified Survey Map (CSM) presented now divides Lot 3 of CSM #3651 into two lots to be known as Lot 7 and Lot 8. Lot 7 is approximately 1.85 acres in area and is located on STH 60 (Washington Street) between the entrance drive to Grafton Commons and the detention pond. Lot 7 encompasses the area originally intended for a restaurant use. Page 2 of the CSM shows the presence of a previously approved permanent limited easement for drainage and a previously approved 30 feet wide storm sewer easement. Lot 8 is the remainder of the former Lot 3. Lot 8 encompasses an area of approximately 27 acres and includes Kohl's, Michaels, Best Buy, Pet Smart, Dick's Sporting Goods, and AAA.

Ms. Buratto further informed the Plan Commission members that the Planning and Development Staff has reviewed the CSM and notes that the current zoning of the property is not indicated on the face of the CSM. The applicant has been asked to place the zoning designation on the CSM and provide the revised copy to staff for review prior to final approval and signing.

The Village's engineering consultant (Crispell-Snyder) has reviewed the CSM and provided comments in a letter to Continental Properties dated October 18, 2008. The issues raised by Crispell-Snyder in that letter have now been addressed by the applicant with the exception of placing the zoning classification on the face of the CSM.

Planner Buratto indicated that the CSM that was placed in the Plan Commission information packet includes the correct zoning designation and staff has reviewed it for final approval and it ready for signing.

There was limited discussion on this item.

Motion by Commissioner Harms, seconded by Commissioner Paschke, to recommend to the Village Board the approval of a Certified Survey Map for a division of Lot 3, Certified Survey Map #3651, creating Lot 7 and Lot 8 of Grafton Commons subject to the final review of the Village Engineer to revising the Certified Survey Map to include the PUD (Planned Unit Development) zoning on the face of the document. Approved unanimously.

Consideration of a Special Reader Board sign permit for Cornerstone Bank (Community Bank of Grafton), located at 2090 Wisconsin Avenue

Planner Mary Kay Buratto gave a background on Cornerstone Bank's request for a special reader board for their 2090 Wisconsin Avenue location. She stated that they are seeking approval of a special message reader board permit for one side of the existing sign cabinet and base. The proposed electronic reader board sign will replace the existing manual reader board sign. The opposite side of the sign will have a flat aluminum panel imprinted with the Cornerstone name and logo as well as the words, "Thank You for Your Business!". Cornerstone Community Bank would like a variance for colored lighting on the sign and the availability of showing color graphics, such as a waving American flag.

Planner Buratto informed the Plan Commission members that the maximum area allowed for the electronic reader board portion of a sign, pursuant to Section 20.04.140B, is 20 percent of the sign area. The ordinance allows only 2 lines of text on electronic reader boards. Cornerstone Bank seeks a variance to allow the electronic reader board to be 34.6 square feet, which is 100 percent of the area of the sign face, and multiple lines of text.

Ms. Buratto also stated that Section 20.04.140D.1 states that "Multi-colored message or multi-colored video displays shall not be permitted." Cornerstone Community Bank is seeking a variance to allow both colored LED text and graphics for their electronic reader board sign. Staff has attached a copy of this section of the sign ordinance to this report for your information. Although Planning and Development Staff has explained the requirements of the sign ordinance for special message reader board to the applicant, they have requested to pursue a variance with the Plan Commission anyway.

Eric Stanton of Cornerstone Community Bank and Monica Martin of Appleton Sign Company, West Bend, WI, were present.

Planner Buratto indicated that Planning and Development Staff has reviewed this request and finds that the sign, as presented, incorporates one entire face (North) as an electronic message board. Staff is unaware of the granting of any electronic message board measuring greater than 20 percent of the area of a sign. The recently granted (November, 2008) Special Reader Board Permit to North Shore Bank was for an electronic message board that met the maximum area requirements of 20 percent of the sign face. A copy of the North Shore Bank Graphic was provided to the applicant's sign contractor for illustration.

Staff has no objection to an electronic message board sign for Cornerstone Community Bank, but cannot recommend this sign as presented because it does not meet the requirements of the Sign Ordinance, specifically, the color graphics, colored text, and the multiple lines of text and the area of the electronic message board portion. The applicant is aware that the sign as presented does not meet code requirements, but wanted the opportunity for formal review by the Plan Commission.

Director Rambousek added that the Village spent considerable time and incorporated a great deal of thought in crafting this section of the sign code to ensure that electronic message board signs are done in an attractive and consistent manner across the Village. The Planning and Development Staff believes that to modify those requirements for one property is inconsistent with the design aesthetics of the Village and previous thoughtful decisions made on other proposed signage. There is no reason to veer from that path unless the Plan Commission members would like to reexamine the sign ordinance in regards to reader boards based on the new technologies. However, it would not be fair or appropriate to approve this sign as proposed.

Planner Buratto added that it is the recommendation of Planning and Development Staff that the Plan Commission consider approving the electronic message board sign subject to: 1) no colored lighting and graphic displays; 2) no more than two lines of text; 3) amber colored LED lighting; and, 4) reducing the area of the electronic message board to the 20 percent maximum prescribed in the sign ordinance, which calculates to 6.9 square feet.

Eric Stanton of Cornerstone Community Bank expressed his concern on not being recognized by the Community on his location in the Village. He stated that Cornerstone Bank had made an attempt some years back to change their sign to a reader board but was denied. He realized that his bank was turned down by the Village because of the sign ordinance at that time. He further stated that because of the technology in the last couple of years, the Village made changes in the code and now some types of reader boards are allowed. He was asking that the Village consider his submittal and he would have the capability down the road with the new technology to change his reader board sign to more than one color by reprogramming his reader board. He was willing to submit a new drawing of their Cornerstone Community Bank sign-reader board that their sign contractor has brought tonight for the Planning and Development Staff and the Plan Commission to review this evening.

Monica Martin of Appleton Sign Company distributed a new submittal for the Plan Commission members and Staff to review.

The Plan Commission members and the Planning and Development Staff reviewed and discussed the new submittal. Many of the Plan Commission members had concerns

regarding the future technology in this area of reader boards and the fact that the Plan Commission, at some point, needs to look forward to possibly amending the sign ordinance.

After a lengthy discussion, it was the consensus of the Plan Commission members to accept the new submittal with further review by the Planning and Development Staff to work out the minor changes on the new submittal and subject to the conditions. Chair Brunnuell summarized that the sign would need to have at least a 50-50 split between reader board and the Cornerstone Bank sign, the final review of sign would be done by the Planning and Development Staff, and the lettering on the electronic message board would be amber in color and restricted to 2-lines of text.

Motion by Commissioner Rieck, seconded by Commissioner Paschke to approve a special reader board sign permit subject to the following restrictions: 1) the sign would need to have at least a 50-50 split between reader board and the Cornerstone Bank sign; 2) the lettering on the electronic message board would be amber in color and restricted to 2-lines of text; and, 3) final review of sign by the Planning and Development Staff. Approved unanimously.

Consideration of a sign variance for an additional wall sign for the Pick 'n Save store, 301 Falls Road

Planner Buratto updated the Plan Commission members on a recent request for additional signage for the new Pick 'n Save store. She informed the members that the new Pick 'n Save store, zoned PUD within an area zoned predominantly C-2 Community Business District, was approved in 2008, as part of the mixed use development known as Highland Ridge. The building, located at 301 Falls Road in the South Commercial District, incorporates a several attached retail spaces on the north/eastern elevation, each of which has its own entrance and that cannot be accessed through the Pick 'n Save store. The Pick 'n Save store, however, is renting space inside the store to a pharmacy. The pharmacy does not have a separate entrance nor does it open onto an interior walkway.

Ms. Buratto stated that under Section 20.04.150 (B) exterior wall signage does not allow for wall signs for separate uses located inside the store. Only wall signs for the Pick 'n Save store are allowed under this section of the sign ordinance.

Section 20.04.050 Signs allows multiple wall signs for the main occupant of the commercial building up to a maximum of 250 square feet in total area. The Design Guidelines for the South Commercial District allow wall signs up to a maximum of 250 square feet as well. The two Pick 'n Save signs total 219.75 square feet and the proposed "Pharmacy" sign measures 31 square feet.

The proposed sign measures 30 inches in height and twelve feet four inches in width, for a total area of 31 square feet. The sign will also be individually channel mounted letters made of aluminum and plexiglass internally illuminated with LED lighting as are the Pick 'n Save signs also proposed for the building.

The "Pharmacy" sign is tasteful and complements the black color and serif type font of the main Pick 'n Save signs. Also, in the recent past, a precedent has been established

with the Sendik's food store on First Avenue and Wisconsin Avenue by allowing a bank sign on the exterior wall of the main store.

Chair Brunquell asked the Commission members for any concerns or comments. There was limited discussion by the members on this matter.

Motion by Commissioner Schlecht, seconded by Commissioner Harms, to approve a sign variance to allow a 30 inch by 12ft 4 inch "Pharmacy" sign to be placed on the façade of the Pick 'n Save store located at 301 Falls Road as proposed in the attached graphic and sign application. Approved unanimously.

Consideration of additional signage added to the Highland Ridge/Pick 'n Save PUD-Planned Unit Development located at the southwest corner of the intersection of Falls Road and Wisconsin Avenue.

Director Rambousek reviewed a request by Highland Ridge/Pick 'n Save for additional signage to be located at the southwest corner of the intersection of Fall Road and Wisconsin Avenue.

He stated that the approval of the Highland Ridge/Pick 'n Save PUD - Planned Unit Development occurred in early 2008. Since that time the demolition and construction of the commercial portion of the project, the Pick 'n Save building, has commenced and will be completed in May of 2009.

As part of the approval for this PUD – Planned Unit Development, the Planning and Development Staff was allowed to approve all signage as it relates to the building. Generally speaking, the Planning and Development Staff has used the existing sign code as a baseline for the signage regulation of the site regarding the amount of signage, size, type, and location. As a result, the Planning and Development Staff approved wall signage and 2 monument signs for the Pick 'n Save building.

He further stated that the applicant would also like to make use of an existing sign and foundation located on Wisconsin Avenue just south of the main entrance of the building site. This proposed sign would be 35 feet in height and a sign face of approximately 160 square feet in area. The sign would be supported by two existing columns.

Due to the height of the sign and its highly visible location, Staff is more comfortable with review and consideration of this signage by the Plan Commission.

He informed the Plan Commission members that the applicant is requesting this signage because the Pick 'n Save building is located at a significant depth from Wisconsin Avenue (behind Walgreen's and Pizza Hut) and does not want to see the historic trend continue of retail users having difficulty in this location due to the lack of instant visibility from Wisconsin Avenue.

Director Rambousek expressed that Staff can understand this concern, but has major issues with the sign as proposed. First, the proposed height needs to be lowered to maximum 25 feet in height (this would be 15 feet lower than the existing sign). Second, the area of the sign needs to be reduced and more creativity needs to be placed on the design of the sign face. The sign looks like a billboard, and needs to move away from that look; the less rectangular, the better. Third, the two poles supporting the sign need to be covered completely with a masonry material for the entire height of each pole. It is

suggested that two masonry materials be utilized and transition from a larger masonry material at the base to a smaller material for the remaining length of the poles. Fourth, since the two poles are the most dominate feature of the sign they must become more architectural in design and look unified. To accomplish this horizontal cross beams should be added between the poles and could even include an interesting structural design. Finally, the material(s) used for the sign face need to have definition and richness. For example, a flat sheet of “plexiglass” or an acrylic panel is not a preferred material.

The sign proposal includes a significant amount of landscaping at the base of the sign and this is an important aspect of the sign detail. At a minimum at least 200 square feet of landscaping should be added to the base of the sign.

With the proposed modifications suggested by Staff, the sign will take on the look of a new sign, rather than the reuse of a tired and out-of-place pylon sign. It is important to note that the former “Kmart” sign at Oak Street that also includes other tenant sign panels will be removed.

Overall, Director Rambousek stated that if the suggested adjustments are made and focus is placed on making this sign more of a visual amenity, the Staff can support the proposal. The grade at the location of the proposed sign is one of the highest points in the South Commercial District on Wisconsin Avenue; making the request for a reduction in height justified. In addition, at 25 feet and the application of a better architectural design, the sign would not be out of character in the South Commercial District. Therefore, if approved, it should only be done so based upon the conditions provided by Staff and final review by the Planning and Development Department.

Joseph Malucha of MSI General, Mike Johnson of Graphic House, and Attorney Alan Marcuvitz were present.

Chair Brunnquell opened the discussion to the public and the Plan Commission members.

Robert Meier, 1967 W. Acorn Drive.

Mr. Meier stated that he has a concern with the existing sign and the slope of the grading taking place currently on the property site. Even at 25 feet, he thinks that the Village should recognize the grading of that area closer so not to create a problem down the road with the sign stability.

Commissioner Schlecht expressed concerns regarding the overall height of the sign. In addition, Mr. Schlecht does not think that this signage should remain and indicated that he will vote against the signage.

Commissioner Harms partially agreed with Commissioner Schlecht, but was willing to compromise on the new height of the sign and the new look of the sign to be more complementary to the other signs on the property.

Mr. Marcuvitz thanked Director Rambousek for working so closely with all involved with this sign variance issue. He stated that this matter was an emergency issue that had come up at the last minute, and with all the deadlines that this project is trying to meet, the Staff went out of their way to review this variance under a very tight deadline.

The Plan Commission held a lengthy discussion on the request for additional signage..

Motion by Commissioner Silasiri, seconded by Commissioner Paschke, to approve the proposed Pick 'n Save sign located at the main entry on Wisconsin Avenue subject to the following conditions: 1) a maximum height of 25 feet of height; 2) the area of the sign needs to be reduced and more creativity needs to be placed on the design of the sign face; 3) the two poles supporting the sign needs to be covered completely with a masonry material; 4) a horizontal connection needs to be made between the two poles to create a more architectural design; 5) materials used for the sign face need to have definition and richness; 6) a minimum of 200 square feet of landscaping will be planted at the base of the sign; and, 7) final review by the Planning and Development Department staff.
Approved 5-1 (A. Schlecht-nay)

Site Plan consideration for the new Village Hall, located at 860 Badger Circle

John Sabinash of Zimmerman Architectural Studios, Inc. 205 West Highland Avenue, Suite 400, Milwaukee, WI, was present representing the Village of Grafton.

Director Rambousek reviewed the background information on the new Village Hall site. He stated that the Village of Grafton purchased the former Brooks Stevens building, located at 860 Badger Circle, for a new Village Hall. A majority of the building will remain as is, but there are some minor architectural changes associated with the building and significant site modifications and as a result the project requires architectural review by the Architectural Review Board and site plan consideration by the Plan Commission, respectively.

Mr. Rambousek stated that the Architectural Review Board favorably reviewed this project on April 9, 2009, subject to the issue of a front awning and the selection of a final color for the west wall at the main entry be rectified prior to the April 28, 2009, Plan Commission meeting. This discussion of an awning is something that began in the very early stages of discussion with the entire Village Hall Staff with the primary topic being whether or not the building could be retro-fitted into a Village Hall type building. Since the main building entrance is oriented toward Badger Circle (south) and away from the Cheyenne Avenue, which is the primary arterial, the thought was that the extension of an awning outward to the south would help draw attention to the main building entrance and, therefore, easier to locate. In addition, the awning would serve as a function element allowing cover from inclement weather. As the issue of the awning continued to be researched it was determined that the west wall at the main entrance would need to serve as the anchoring wall and could not possibly support the appropriate load to hold the awning. Other alternatives continued to be looked at, including new footings created for support and also a smaller awning, but in the end it was determined that these measures would be cost ineffective or extremely nebulous. As a result, a solution to the matter unfolded when it was determined that the location of the 3 flag poles and appropriate landscaping would serve well to call attention to the front entrance of the building. Regarding the color of the west wall at the main entry and other minimal areas of the building/site it is expected that the designers will provide the specific blue hue at the Plan Commission meeting for review.

The Village Hall is a permitted use in the I – Institutional District as a government office and therefore, only requires site/architectural plan review and consideration. The building consists of 11,209 square feet of floor space and will be the new home to the following departments: Administration, Finance, Inspection, Planning and Development, Village Clerk, and the Village Board and related committees. Other than a small mezzanine (storage) area, the entire building is a single story.

Director Rambousek presented the Plan Commission members with the overview on the architecture and staff comments and concerns. He stated that in terms of the building architecture, the entire building is comprised almost entirely of a pre-finished insulated architectural panel with glazed windows at the mid-level of each elevation. The west wall at the main entrance consists of EIFS and will be painted in a light blue color. The goal of this design is to distinguish this part of the building as the main entrance and add some architectural interest with the flag poles, seat wall, and landscaping. This way the entrance will be identifiable from Badger Circle, Cheyenne Avenue, and from the two parking lots; one immediately in front of the entry that consists of 5 cars and one directly to the east which will consist of 80-plus parking stalls. Four spaces will be designated as ADA accessible, 3 spaces (at the north end of the parking lot) for alternative fuel vehicles, and 1 space for a carpooling vehicle. In the bid documents there is a bicycle rack reference, the item should also be shown on the site plan near the main entry of the building and should be of a serpentine design style.

The east elevation of the existing building will also be modified slightly. On this wall the mid-level glazed windows will be extended to the north by 15 feet. In addition, a glazed glass window system that is 12.5 feet wide and approximately 13 feet tall will be installed in the place of former garage doors. The floor plan indicated this glass panel will be the east wall of the Village Board room and as a result the glass panel will serve as an interior enhancement even more so than an exterior enhancement.

The south elevation will receive only minor refinement at the entry door system where above the doors aluminum panels will be added. Then, just to the right (east) of the front entry the Grafton Village Hall sign will be done. The Planning and Development Staff is still working with the designer on the design details but would like the lettering of the sign (Grafton Village Hall) to be installed as aluminum individually channel mounted letter that will be 18 inches to 2 feet in height.

Mr. Rambousek informed the Plan Commission members that when the public enters the building at the main entry they immediately enter a vestibule and then a lobby area and the main reception area is directly to the left. At the reception counter staff of the Village Clerk's Office, Finance Department, Village Administration, and Planning and Development can be accessed by the general public as each of these departments are located to the west of the counter. The Planning and Development Department will be located on the north side of this area, but will have an Administrative Secretary available at the front counter.

If an individual enters the building from the main doors and turns right, they will enter the Inspection Department counter area, with offices located to the east of the counter.

The Village Board room will be accessed from the main entry via a main corridor that heads north. From this corridor restrooms can be accessed to the west and the Village

Board room to the east. The Village Board room will consist of 80 seats for the general public.

The remaining floor space at the north center portion of the building consists of employee break, gathering areas, and the employee entrance area. There is also an outdoor employee break area on the north side with an awning over this entrance.

The landscaping plan is based on a concentric ring pattern of plantings that relate to the horizontally concave center wall that bisects the building. Circular patterns are then carried through the west front/side yard, front yard, and the main parking lot of the site. An important aspect of the site will be the pedestrian sidewalk connection that links the sidewalk of Cheyenne Avenue to the front door of Village Hall. This sidewalk will be staggered to allow landscape plantings to border it in an aesthetic fashion. The sidewalk path will be enlarged to accommodate snow plow turning needs. Additional plantings should be added along this path to enhance the pedestrian feel of the walkway. Mr. Rambousek reviewed several suggestions to enhance or upgrade the property. He suggested that the western front yard of the property should be raised slightly in elevation with fill and the entire lawn should be smoothed out. Drainage patterns and vehicles driving on the lawn have dramatically hindered the look of the lawn. In many areas, the lawn needs to be repaired, filled, and refinished. Most of this, if not all, of this work can be done by Village Staff and does not necessarily be part of this project. However, a serious effort will need to be taken in this regard.

Mr. Rambousek indicated that the existing curb on the site was glued to the asphalt and as a result this curb is structurally falling apart in many locations. As a result, this curbing should not be preserved and new curbs should be utilized in all locations. In addition, a lower profile curb should be used. The height of the existing curb is too high and looks intimidating to the driver and the pedestrian.

The main parking lot layout may be modified to facilitate easier snow removal and storage. With this potential change, a single row of parking stalls may be added to the front of the property. If this is the case, the landscaping/screening will need to be added in this area, but great care in the design and species selection will need to be made so the architecture of the building is respect, but yet still screens the cars in these locations for the street. Two other enhancements should be made to the main parking lot as well. First, deciduous shade trees should be added to the large center island and second, plantings should be added on the far north edge of the parking lot to help delineate that edge and give the lot a more organized feel.

Other suggested modifications include screening being added on the west side of the outdoor employee break area, a small amount of plantings added at the southwest corner of the building, the vegetation on the hill north of the building should be cleaned-up and given a fresh look, and all existing trees and shrubs on the site that are to remain should also be clean-up and pruned.

Throughout the site, gray pedestrian bollard lighting is strategically placed in various path locations. Aesthetically, this bollard matches the building very well. Parking lot lighting is proposed as a shoebox type fixture. Staff would prefer an architectural type fixture similar to the fixture used at the Police Department in gray.

Mr. Rambousek indicated that the majority of the changes suggested by Staff have been forwarded to the consultant.

Staff recommended individual channel-mounted wall signage and monument signage for the new Village Hall and the designer has complied with that suggestion. Aluminum lettering will be located on the south building elevation just east of the main entrance and also on the monument sign. In both locations, the lettering will be backlit creating a “Halo” effect at night.

Director Rambousek finally added that one important issue regarding the building and LEED (Leadership in Energy and Environmental Design) Certification; the designer of the new Village Hall took aim at getting LEED points where appropriate and fiscally acceptable. Overall, a building needs 32 total points for the basic LEED Certification. This building design for the new Village Hall will qualify for 18 points. Considering the fact that this is an existing building that was constructed over ten years ago (1998), qualifying for more than 50 percent of the points is noteworthy and provides a good benchmark for future adaptive re-use building projects. The highlights of the LEED certification points earned for the new Village Hall include: alternative fuel vehicle parking stalls, a carpooling vehicle stall, light pollution reduction shield in the lighting, water reduction fixtures, use of green cleaning products and procedures, recycling methods, and optimizing use of alternative materials.

Overall, Staff is comfortable with the project subject to the minor details mentioned above being worked out at staff level.

Chair Brunnquell thank Mr. Rambousek on a very thorough report and asked if any of the members of the Plan Commission has issues with the staff report.

A brief discussion took place on the minor enhancements and changes suggested by Director Rambousek.

Motion by Commissioner Harms, seconded by Commissioner Rieck, to approve the site plan for the future Village Hall building located at 860 Badger Circle subject to: 1) all modifications to the landscaping and the site plan be made pursuant to the comments in the Staff report; 2) the parking lot lighting is modified to match the same fixture used at the Grafton Police Department; 3) All existing curbing on the property is replaced and all new curb consist of a typical profile; and; 4) final details of site and landscaping plan being finalized with the Director of Planning and Development. Approved unanimously.

Extraterritorial Review

The Plan Commission then reviewed the two extraterritorial issues submitted by the Town of Grafton.

- a. Witte Certified Survey Map –Town of Grafton North Canoe Launch located at 2481 Green Bay Road.
- b. Lance Johnson – Pool House located at 2004 Lakeshore Road.

Chair Brunnquell asked Director Rambousek if he had any concerns on these extraterritorial submitted by the Town of Grafton.

Director Rambousek responded by saying he saw no problems or concerns with the two submitted properties.

Plan Commission members also responded by consensus that they had no concerns on the two submittals.

BENCHMARK MEASUREMENTS

The Plan Commission then reviewed the 2009 benchmark report.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURN

Motion by Commissioner Rieck, seconded by Commissioner Schlecht, to adjourn at 8:00 p.m. Approved unanimously.