

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

JUNE 24, 2014

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

Director of Planning and Development Jessica Wolff introduced John Schroeder, a summer intern with the Village of Grafton for approximately six to eight weeks. She stated that John is a second year graduate student at UWM. He will be working on special projects for the Planning and Development Department.

Plan Commissioners present: Village President Jim Brunnuell, Trustee David Liss, Alan Kletti, Carl Harms, Mark Paschke, and Amy Plato

Plan Commissioners excused: Randy Silasiri

Officials/Staff present: Director of Planning and Development Jessica Wolff, Director of Public Works/Engineer David Murphy, and Administrative Secretary Deborah Brown

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the May 20, 2014 Plan Commission meeting minutes as presented. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary Brown stated the purpose of the Public Hearing is for public review and comment on a conditional use permit as requested by Burlo Pet Services, Inc. to allow for a pet food warehouse (SI #5149 Groceries and related products) to be located at 1964 Wisconsin Avenue.

Director Wolf gave a brief background on requested conditional use permit. She stated that Burlo Pet Services Inc. has requested a public hearing and consideration of a conditional use permit to allow for a pet food warehouse (SIC #5149 Groceries and related products) to be located at 1964 Wisconsin Avenue. Burlo is a wholesale pet food distributor servicing Wisconsin, Illinois, and Minnesota. Since submitting their application, Burlo Pet Services has purchased the former Milwaukee Sign Company property and will be moving their Town of Grafton distribution operation to Grafton; they plan to be fully transferred to the new location by September. Burlo will continue to operate the Riverview Kennel & Doggy Day Care in the Town of Grafton.

The applicant will make interior improvements to the office area; no exterior changes are planned at this time. The use will include one shift per day with a maximum of 18 employees, half administrative staff and half warehouse staff. Hours of operation will be Monday through Friday, 7:00 a.m. to 6:00 p.m. Distribution will be made with up to four box trucks leaving and returning to the site Monday through Friday. Product deliveries will be made via semi truck. There will be no customer traffic (i.e., no retail component).

Planning and Development staff has reviewed this request and finds the proposed pet food warehouse to be compatible with the site and the surrounding business uses.

Chair Brunnuell asked if the owners would be performing any exterior improvements. He also reminded them of the Village of Grafton's low interest loans as well as the façade grant availability. The owners indicated they were focusing on other site improvements at this time including the interior and the roof. They also stated that they are currently under K-Nine Rentals, LLC but will be running business under Burlo Pet Services, Inc. and will use all of the 63,222 square feet building. Half the space will be warehouse use and half will be office space. The new location will allow for the current operation and any future growth of their company. They also indicated that they will be replacing the roof and painting the façade.

Chair Brunnuell then asked if there were any comments or concerns from the public. There were no public comments.

Commission members held a short discussion on the delivery schedules and the main operations of the business. There were no concerns and Commission consensus was to take action on this item later in the meeting.

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

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary Brown stated the purpose of the Public Hearing is for public review and comment on amendment to the Village of Grafton Zoning Ordinance Section 19.03.0602 Table of Permitted and Conditional Uses in all Residential Zoning Districts and Section 19.03.0702 Detailed Standards for Conditional Uses in Residential Districts to allow Institutional Residential Facility as a conditional use in the R-5, R-6, MFR-1, and MFR-2 zoning districts.

Director Wolff stated that the Village was recently approached by an area resident about establishing a privately operated sober living house in Grafton. The Village's Zoning Ordinance addresses State-defined and regulated institutional residential uses such as "Adult Group Homes" and "Community Based Residential Facilities" but does not currently accommodate this type of living arrangement that the area resident is seeking, or in some cases, uses that do not qualify for State certification.

She stated that the conditional use permit application for the proposed sober living house was withdrawn by the applicant. However, Planning and Development staff thinks that a Zoning Ordinance amendment addressing other types of residential facilities is appropriate at this time and will allow the Village to better respond to future requests. Planning and Development staff is recommending a Zoning Ordinance amendment to add a new land use type called "Institutional Residential Facility" that would address sober living houses and other types of non-State regulated residential arrangements.

"Institutional Residential Facility" would be most appropriate as a conditional use in the higher density residential districts in the Village (i.e., R-5, R-6, MFR-1, and MFR-2 zoning districts) where there is already the expectation of more intense residential land uses. Director Wolff then summarized the Staff recommendations for the amendments to the Zoning Ordinance.

Chair Brunnquell asked for any comments from the public. There were no public comments.

Commission members held discussion on the definition of Institutional Residential Facility and how broadly it should be defined. The Commission consensus was to have the Village Attorney review the language and have Director Wolff bring this back to the Plan Commission in the future.

Consideration of a conditional use permit as requested by Burlo Pet Services, Inc. to allow for a pet food warehouse (SIC #5149 Groceries and related products) to be located at 1964 Wisconsin Avenue

Director Wolff made a request to correct the language on condition # 4. Commissioner Harms asked the owners if they in agreement with all the conditions. They indicated their agreement with all the conditions. The Commission then moved forward with the motion to approve.

Motion by Commissioner Kletti, seconded by Trustee Liss to approve a conditional use permit to allow for a pet food warehouse (SIC #5149 Groceries and related products) to be located at 1964 Wisconsin Avenue with the following conditions:

- 1) No more than one shift with 18 employees.
- 2) Use limited to 63,222 square feet of floor area.
- 3) Reuse or remove the existing Milwaukee Sign Company freestanding sign and on-building sign.
- 4) Store the trash/recycling dumpster inside the building.
- 5) Address building maintenance issues on the front façade including peeling paint as approved by the Director of Planning and Development.
- 6) Provide one bike rack near the entrance of the building.
- 7) Stripe the employee parking area near the main entrance and add one van accessible handicap parking space, a minimum of 13 feet wide by 20 feet long with an eight foot access aisle, including pavement markings and signage.

- 8) Remove the unused shed on the east side of the property.
- 9) Remove the cut tree brush on the east side of the property.
- 10) All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Consideration of business owner input and a recommendation to Village Board to approve the amendments to the Village of Grafton Sign Ordinance sections of Title 20- 20.04.020, 20.04.050, 20.24.070, 20.04,075, 20.04.080, and 20.04170 as presented Director Wolff updated the Commission on the progress of the potential Sign Ordinance amendments. She stated that at the May meeting the Commission directed Staff to work with the Chamber of Commerce to reach out to businesses to gather input on the proposed amendments.

She further indicated that Staff solicited input via the Chamber's weekly emails and held open houses on June 10 and June 11 which were attended by a total of four participants; staff also received one email comment. She then reviewed with the Commission the summary of the input received:

- Roof signs, temporary flag signs, and temporary inflatable signs keep expenses down and attract customers to the business. It does not hurt Grafton.
- The percentage for window signs in the C-4 should be higher (e.g., 30 or 35%).
- "Feather" flag signs should be limited to one per business.
- Inflatable signs should be allowed for community events.
- The Village should consider delaying the effective date for window signs in the C-4 district to allow businesses to adjust to the new regulations.
- There was support for removal of signs for a business that is no longer in operation within 90 days of closing including complete removal of nonconforming signs.
- In general, handmade signs should not be allowed.

The Commission support minor changes including delaying the effective date for window signs in the C-4 district to allow the businesses to adjust to new regulations and setting effective date as January 1, 2015, and to have "feather" flag signs limited to one per business and putting a time limit of 30 days.

It was the consensus of the Commission that they could move forward with these amendments and a recommendation to the Village Board.

Motion by Commissioner Kletti, seconded by Commissioner Harms to approve a recommendation to Village Board to approve the amendments of the Village of Grafton Sign Ordinance sections of Title 20- 20.04.020, 20.04.050, 20.24.070, 20.04,075, 20.04.080, and 20.04170 with the following changes: 1) the effective date for window signs in the C-4 district to allow businesses to adjust to the new regulations would be January 1, 2015, and 2) "Feather" flag signs will be limited to one per business and used only as a temporary sign for the period of 30 days.
Motion carried.

Review and consideration of a recommendation to Village Board on rezoning the property located on the north side of Columbia Road west of the Sendik's Store (Parcel 03-026-04-011.00) as requested by Habitat for Humanity Lakeside Ozaukee Chapter from A-3 Agricultural Holding District to Planned Unit Development (PUD) for the purposes of multi-family housing

Review and consideration of the final site plan submittal requested by Habitat for Humanity Lakeside Ozaukee Chapter for property located on the north side of Columbia Road west of the Sendik's Store for multi-family housing

Director Wolff updated the Commission on the Habitat of Humanity project. She noted that the property owner to the west Tim Klapper and the Pine Ridge Condo homeowners association had been notified that this project was back before the Plan Commission. She also stated that Village Engineer Dave Murphy and she walked the property on Friday with Bob Meier from Habitat for Humanity. They found there to be a large quantity of low grade trees such as ash and a few good quality of trees which will be tagged for preservation.

She noted the layout of the rain gardens and the possibility of moving the location of the north garden to the south between the duplex and the single family unit. Village Engineer Dave Murphy supported moving the rain garden between the two buildings and making it smaller in size. It would also reduce grading for the applicant.

She explained that the architectural plans must be approved by the Architectural Review Board in the near future as well. She also noted that the Planning and Development Department had no outside comments from the community on this project.

At this time, Chair Brunnuell asked Bob Meier, Habitat for Humanity representative, and John Schreiner from M Squared Engineering to give additional background on the final plans. Mr. Meier stated that he was in favor of all the conditions that the Village and Planning and Development staff have outlined. He stated that he was in agreement with moving the northern water garden down to the middle of the property and would help with the grading of the property as well. He also thanked the Plan Commission and the Village staff for working with them on this project.

The Commission then reviewed the conditions of the Planned Unit Development with Director Wolff.

Rhonda Fritz-2120A Pine Ridge

Ms. Fritz expressed a concern about the landscaping on the north property line such as fencing or some other vegetation and a concern about vehicular lights - pulling in and out at night. Ms. Fritz was also concerned about headlights shining into Pine Ridge. Director Wolff response was that she is working with the applicant on the landscaping and she would like to see a double row of pine trees on the northern property line. She also noted that with the deep slope of grade on the north side, headlights should not be an issue.

Mr. Meier also added that he has no problem with having a single row of trees lining the north property line but did not think that two rows would work with the minimal amount of space to the north. He also expressed the desire to keep the natural habitat throughout the entire property.

Village Engineer Dave Murphy also explained that there is a thirty foot utility easement that runs along the north property line. This was in place to serve possible Town of Cedarburg residents in the future with water and sewer utilities. If that connection happens in the future, some trees would have to be removed.

There were no comments or concerns from the Commission.

Motion by Trustee Liss, seconded by Commissioner Harms to recommend the Village Board approve an ordinance to rezone the property located on the north side of Columbia Road west of the Sendik's Store (parcel 03-026-04-011.00) as requested by Habitat for Humanity Lakeside Ozaukee Chapter from A-3-Agricultural Holding District to PUD-Planned Unit Development for the purpose of multi-family housing. Motion carried.

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the site plan and PUD-Planned Unit Development for the property located on the north side of Columbia Road west of the Sendik's Store (parcel 03-026-04-011.00) as requested by Habitat for Humanity Lakeside Ozaukee Chapter for the purpose of multi-family housing based on the following conditions:

- 1) Revise the site plan to add a double row of erosion control fence adjacent to wetland.
- 2) Revise the site plan to add "No Parking" signage to the eastern side of the driveway for the fire lane as approved by the Fire Chief.
- 3) Revise the landscaping plan to include foundation plantings for both buildings as approved by the Director of Planning and Development.
- 4) Prior to occupancy, a sidewalk must be constructed between the driveway and east property line.
- 5) Submit a Natural Resource Protection Plan meeting the requirements of section 19.04.0100 Natural Resources in the Zoning Ordinance and approved by the Director of Planning and Development.
- 6) Submit a completed and stamped Storm Water Management Plan by a Professional Engineer to be approved by the Village Engineer.
- 7) Submit a final Utility Plan to be approved by the Village Engineer.
- 8) M Squared Engineering shall inspect the two rain gardens during construction to insure that the rain gardens are constructed to meet the Storm Water Management Plan requirements. M Squared Engineering shall then provide a letter stamped by a Professional Engineer certifying that the rain gardens conform to the Plan.

- 9) Submit a homeowner's association agreement specifying obligations with regard to driveway maintenance, yard and rain garden maintenance, parking, and other issues of concern to all future homeowners.
- 10) For the duplex, submit covenants specifying respective obligations with regard to any common structures, such as the shared wall, roof, and other inseparable improvements.
- 11) Review and approval by the Architectural Review Board, including any conditions of approval.

Motion Carried.

Review and consideration of a recommendation to Village Board of a Certified Survey Map (CSM) for parcel 03-026-04-011.00 located on the north side of Columbia Road west of Sendik's Store, property owners Habitat for Humanity Lakeside Ozaukee Chapter

Director Wolff indicated that all changes on the CSM were reviewed by Village Engineer Dave Murphy. She further noted that the CSM meets all requirements of Title 18, the Village Subdivision Ordinance. The Village's engineering consultant reviewed the certified survey map and recommended minor corrections that have been incorporated into the preliminary CSM.

Commission member had no comments and concerns.

Motion by Commissioner Kletti, seconded by Trustee Liss to recommend the Village Board approve a resolution for the Certified Survey Map parcel 03-026-04-011.00 located on the north side of Columbia Road west of Sendik's Store, property owners Habitat for Humanity Lakeside Ozaukee Chapter, based on the condition that the Certified Survey Map must be approved by Village Engineer prior to recording.

Motion carried.

Consideration of a recommendation to Village Board to approve the amendments to the Village of Grafton Zoning Ordinance Section 19.03.0602 Table of Permitted and Conditional Uses in all Residential Zoning Districts and Section 19.03.0702 Detailed Standards for Conditional Uses in Residential Districts to allow Institutional Residential Facility as a conditional use in the R-5, R-6, MFR-1, and MFR-2 zoning districts.

Chair Brunnquell gave direction to Director Wolff and staff to have the amendments reviewed by Village Attorney and return to Plan Commission at a later date.

Motion by Trustee Liss, seconded by Commissioner Plato to table the recommendation to the Village Board on the approval of the amendments to the Village of Grafton Zoning Ordinance Section 19.03.0602 Table of Permitted and Conditional Uses in all Residential Zoning Districts and Section 19.03.0702 Detailed Standards for Conditional Uses in Residential Districts to allow Institutional Residential Facility as a conditional use in the R-5, R-6, MFR-1, and MFR-2 zoning districts.

Motion carried.

EXTRATERRITORIAL REVIEW

A. Daniel and Desiree Dujmic-574 Starboard Court/Town of Grafton/CUP

The Commission reviewed the Town of Grafton CUP request by Daniel Dujmic and had no concerns with the project.

Old Business

None

New Business

A. Discussion regarding signage on accessory structures

Director Wolff stated that the Planning and Development Department recently received a sign application from Cornerstone Community Bank to allow their business name and logo to be added to the gazebo that the Plan Commission approved in January as part of the site changes. Title 20 Signage is silent on the matter of signage on accessory structures; typically, if an issue is not addressed in the code, it is not allowed.

She further commented that staff has concerns about signage on accessory structures. It could set a precedence to allow signage on all nonresidential accessory buildings and structures throughout Grafton which would have a negative aesthetic impact on the Village. Gazebos are landscaping features not signage opportunities. She stated that signage is intended to direct customers to business operations.

Cornerstone currently has two ground signs on their property – one on Wisconsin Avenue and one on Chateau Drive. There are other ways to increase customer awareness of Cornerstone's location. Cornerstone has already applied for directional signage.

Director Wolff noted that the staff report recommended amending the Sign Code to clarify that signage is only allowed on principle buildings. As an alternative, the Plan Commission could approve a minor amendment to the original Planned Unit Development for Cornerstone Bank and prepare separate language to address the issue in the sign code.

A discussion took place by the Commission members. The Commission recommended that signage for accessory structures be a part of the total square footage of allowable wall signage. Consensus was to have Director Wolff come back next month with the minor amendment to the Planned Unit Development for Cornerstone Community Bank located at 2070-2090 Wisconsin Avenue to allow the signage on the gazebo and a separate sign code amendment to be added to the other amendments currently under consideration.

ADJOURN

Motion by Commissioner Paschke, seconded by Commissioner Kletti to adjourn the meeting at 7:05 p.m. Motion carried.