

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

MAY 20, 2014

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

Plan Commissioners present: Village President Jim Brunnuquell, Trustee David Liss, Alan Kletti, Carl Harms, and Randy Silasiri

Plan Commissioners absent: Mark Paschke and Amy Plato

Officials/Staff present: Director of Planning and Development Jessica Wolff and Administrative Secretary Deborah Brown

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Kletti, to approve the April 22, 2014 Plan Commission meeting minutes as presented. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

Chair Brunnuquell asked if Commission had any objections to moving up Item #9 after the public hearing. There were no objections to the change in agenda items.

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 Hamlet & Smith Inc. to allow for manufacturing assembly and distribution of water treatment equipment at the property located at 1043 13th Avenue under SIC #3589 Service Industry Machinery, Not Elsewhere Classified.

Director of Planning and Development Jessica Wolf gave background to the Commission on this conditional use permit request. She stated Hamlet & Smith will be moving their business Holm Supply Solutions from Thiensville to Grafton and plan to be fully operational by June 1, 2014. The applicant will use about 50 percent of the building. While they plan on interior improvements, no exterior changes are planned at this time. They will have one shift with around 15 employees at this site. Hours of operation will be Monday through Friday, 8:30 a.m. to 5:00 p.m. with daily deliveries via UPS/FedEx and box trucks; no semi deliveries are anticipated. There will be minimal customer and supplier trips generated from the operation.

Planning and Development Department staff has reviewed this request and supports this conditional use permit with conditions. She also stated that the staff had some inquiries on this public hearing but no concerns.

Chair Brunnquell then introduced Michael Lauria of Hamlet & Smith which gave a brief summary on background of the company. He also informed the Commission that his company's goals are to hire within the community. They have already hired two employees from the Grafton and Cedarburg area. They also participate in community events and plan on settling in Grafton for a long time. He noted that he is working with the property owner to improving the building façade in the future as well as the parking lot.

Commissioner Harms asked Director Wolff about the condition limiting the use to 11,000 square feet. Director Wolff indicated that if Hamlet & Smith expands in floor space or employee numbers, they would have to come back to the Commission and explore the outside improvements especially paving the parking lot. Additional traffic might lead to impacts such as dust from the current parking lot or mud leaving the site during rainy days.

Mr. Lauria agreed and will continue to work with the property owner to make improvements to the landscaping, building, and parking lot areas.

Chair Brunnquell asked if there were any comments or concerns from the audience.

Carolyn Steen, 1021 13th Avenue

Ms. Steen asked if there would be any type of chemicals on site. Mr. Lauria response was no; there would not be any chemicals or loud noises. He stated that they are very light manufacturing with the use of only one air compressor that makes a small whistling noise that cannot be heard even in the office areas.

Ms. Steen also wanted to know more about the number of employees and where they would be parking. Mr. Lauria assured her that all employees would be parking in the parking lot and not taking up street parking. He explained that they have about six employees in the office area and about six employees in production. He stated that the parking lot was adequate to hold these employees vehicles. He further stated that there would be daily FedEx deliveries and twice daily UPS deliveries. There would be no semi traffic.

Chair Brunnquell asked for any comments or concerns by the Commission.

Commission members held a brief discussion on any expansion or increase in employees of Hamlet & Smith in the future and the need to return to the Commission to update the conditional use permit.

It was agreed that Hamlet & Smith would return to the Commission if they increase their staff to more than 15 employees or they increased their floor space more than 11,000 square feet. Director Wolff also suggested adding a condition of approval requiring employees to park in parking lot and not on the public street.

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

Consideration of a conditional use permit as requested by Hamlet & Smith Inc. to allow for manufacturing assembly and distribution of water treatment equipment at the property located at 1043 13th Avenue under SIC#3589 Service Industry Machinery, Not Elsewhere Classified

Motion by Commissioner Kletti, seconded by Commissioner Liss, to approve a conditional use permit to allow for manufacturing assembly and distribution of water treatment equipment (SIC#3589 Service Industry Machinery, Not Elsewhere Classified) in the M-1 Industrial District at the property located at 1043 13th Avenue with the following conditions:

- 1) No more than one shift with 15 employees.
- 2) Use limited to 11,000 square feet of floor area.
- 3) All building code and other Village and State codes pertaining to occupancy of the building will be met.
- 4) Employee must park off-street in the parking lot.

Motion carried.

Consideration of 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 20.04.170 as presented

Director Wolff reviewed the sign ordinance amendments discussed last month as well as several new amendments for Plan Commission consideration including prohibiting roof signs, feather signs, and inflatable signs and change the definition of sign to include window decals. She also suggested changing the deadline for removal of closed business signs and abandon signs from 30 to 90 days.

The Commission held a discussion on maximum area of window signs and definition of window bank and reviewed examples of existing window banks.

It was the consensus of the Commission not to take action tonight and directed the Planning and Development Department staff to get feedback from the local businesses first before making any decisions.

Motion by Commissioner Harms, seconded by Commissioner Kletti, to table taking action on 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 20.04.170. Motion carried.

Old Business/New Business

Director Wolff informed the Commission that next month Habitat for Humanity would be returning to the Plan Commission for their final submittal on the Planned Unit Development (PUD) and their certified survey map.

ADJOURN

Motion by Commissioner Kletti, seconded by Commissioner Silasiri, to adjourn the meeting at 6:52 p.m. Motion carried.