

## VILLAGE OF GRAFTON

### PLAN COMMISSION MEETING MINUTES

JULY 22, 2014

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

Plan Commissioners present: Village President Jim Brunnquell, Alan Kletti, Carl Harms, Mark Paschke, and Amy Plato

Plan Commissioners excused: Trustee David Liss and Randy Silasiri

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 June 24, 2014 Plan Commission meeting minutes as presented. Motion carried.

#### **HEAR PERSONS REQUESTING TO BE HEARD**

Mr. Mark Giaimo, resident at 1039 17<sup>th</sup> Avenue, was present. Mr. Giaimo was concerned about high speed traffic on 17<sup>th</sup> Avenue. He would like some additional signage. Chair Brunnquell explained that this request should be brought to Public Safety Commission and asked Director Wolff to forward this request to the Police Chief.

#### **COMMENCE PUBLIC HEARING**

##### **Statement of Public Notice**

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a conditional use permit as requested by Kapco Inc. to allow for a metal stamping facility (SIC #3469 Metal Stampings, Not Elsewhere Classified) and office operations to be located at 983 Badger Circle (Parcel 10-019-02-005.00).

Director Wolff stated that Kapco Inc. recently purchased the former MPI Coin property located at 983 Badger Circle. She further stated that Kapco would like to have the same operations at 983 Badger as their headquarters facility across the street. Their manufacturing operations would occupy about half of the 24,000 square foot building with the remaining space used for administrative and management operations. They are planning on three shifts but the number of employees is uncertain at this time.

Director Wolff also informed the Commission that she had not received any input from the public on this project and that staff is recommending approval of the application with conditions.

She introduced Amy Bastar from Kapco. Ms. Bastar gave a short background on Kapco Inc's plans for the 983 Badger Circle facility including prototype and product development.

There were no public comments.

Commission members held a short discussion on the number of employees, noise and vibration from operations, and parking spaces. Director Wolff clarified the number of parking spaces as 51 existing spaces and those spaces would need to be restriped which is one of the conditions of approval.

With no further comments or concerns, Chair Brunnuell asked the Commission if they were comfortable with acting on this agenda item. Commission was in consensus to move forward with approval and public hearing item was closed.

**Consideration of a conditional use permit as requested by Kapco, Inc. to allow for metal stamping plant (SIC #3469 Metal Stampings, Not Elsewhere Classified) and office operations to be located at 983 Badger Circle (Parcel 10-019-02-005.00)**

Motion by Commissioner Paschke, seconded by Commissioner Plato to approve a conditional use permit to allow for a metal stamping plant (SIC #3469 Metal Stampings, Not Elsewhere Classified) and office operations to be located at 983 Badger Circle (Parcel 10-019-02-005.00) with the following conditions:

1. Site shall be limited to three shifts with up to 30 employees per shift.
2. Manufacturing use limited to 11,711 square feet of floor area.
3. Applicant shall use existing dumpster.
4. Stripe existing parking areas.
5. Grant a variance from Section 19.05.0203 for the minimum required parking spaces of 62 spaces to the 51 spaces provided.
6. Provide one bike rack near the entrance of the building.
7. Signage to be approved separately by the Director of Planning and Development.
8. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Ms. Bastar asked about the timeline for meeting the conditions of approval. Director Wolff replied that all conditions will have to be met at the time of occupancy.

**Review and consideration of a site plan request by Microbrush International Inc. located at 1376 Cheyenne Avenue to convert production space to office space**

Director Wolff stated that Microbrush is proposing to convert manufacturing space to office space in the northwest corner of their building located at 1376 Cheyenne Avenue. She noted that there would be no changes to the building footprint but that the applicant will need a variance from the minimum required parking spaces. The current parking usage does not appear to be a problem.

She is recommending approval of the site plan with conditions and the Architectural Review Board has also approved the minor window and door changes to the west side of the building.

Tom Bartlein of New Horizon Venture (Architect) was present to answer questions.

The Commission reviewed the site plan and moved forward with motion to approve.

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve a site plan request by Microbrush International Inc. located at 1376 Cheyenne Avenue to convert production space to office space with the following conditions;

1. Use limited to 16,844 square feet of floor area for manufacturing, 14,544 square feet for warehousing, and 10,187 square feet for office.
2. Grant a variance from Section 19.05.0203 for the minimum required parking spaces of 76 spaces to the 70 spaces provided.
3. Provide one bike rack near the entrance of the building.
4. Submit a landscaping plan for review and approval by the Director of Planning and Development.
5. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

### **Review and consideration of a site plan request by American Power and Communications located at 1695 Seventh Avenue for a building addition**

Director Wolff then gave background on American Power and Communications company request for site plan approval. She stated that American Power and Communications is located at 1695 Seventh Avenue and would like to expand their facility. They are proposing a 774 square foot attached garage to be located on the north end of the existing building and a 1,260 square foot office addition on the west end of the existing building on Maple Street.

She further noted that the applicant has some concern regarding the security because of the location of the building. It is on a corner lot and several people cut through their property. Due to these concerns, the applicant wanted to limit the size and amount of windows on the additions.

Commissioner Paschke also added that at the Architectural Review Board meeting, windows were discussed for the west side of the property, but because of the grade rising significantly, windows on that side would not be valuable. The Architectural Review Board approved the plans as submitted.

Director Wolff indicated that this project meets district regulations including the setbacks, parking and landscaping ratio, and she is recommending approval of the site plan with conditions.

Jim Hubbell representing American Power and Communications was present to answer questions.

Commission then reviewed the site plan and the conditions. With no concerns or comments, Commission moved forward with approval.

Motion by Commissioner Kletti, seconded by Commissioner Plato to approve the site plan request by American Power and Communications located at 1695 Seventh Avenue to allow a proposed 1,260 square foot office addition on west side and a proposed 774 square foot attached garage on the north end of the building with conditions:

1. Submit a landscaping plan for review and approval by the Director of Planning and Development.
2. Restripe existing parking spaces and add handicap parking signage.
3. Provide one bike rack near the entrance of the building.
4. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried

**Review and consideration of an 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 facilities as a conditional use in the R-5, R-6, MFR-1, and MFR-2 zoning districts**

Director Wolff stated that the Plan Commission held a public hearing in June for this code amendment to allow institutional residential facilities as conditional uses in the higher density residential zoning districts. The Plan Commission discussed the draft definition and conditions and directed the staff to have the Village Attorney review the proposed amendment. Attorney Mike Herbrand made three suggestions that were incorporated into the amendment text: (1) simplify the definition, (2) further define “on-site manager,” and (3) clarify that reasonable exterior changes are permitted.

Commission members reviewed the changes and moved forward with approval.

Motion by Commissioner Harms, seconded by Commissioner Kletti to recommend the Village Board approve an 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 facilities as a conditional use in the R-5, R-6, MFR-1, and MFR-2 zoning districts, as presented. Motion carried.

**Review and consideration of a recommendation to Village Board to approve the amendments to the Village of Grafton Sign Ordinance sections of Title 20-20.04.010, 20.04.020, 20.04.050, 20.04.055, 20.04.070, 20.04.075, 20.04.080, 20.04.120, and 20.04.170 as presented**

Director Wolff updated the Commission on this agenda item. She stated that in June, Plan Commission directed staff to incorporate signs for accessory structures in to the maximum allowable signage for principal building wall signs. The draft code text reflects this change. She further noted that since all the signage changes requested by Cornerstone Community Bank are now permitted by the code, they will not need to amend their PUD-Planned Unit Development as discussed at the last meeting.

Since the June meeting, Director Wolff stated that the Village Board directed the Plan Commission to consider temporary sign fees for non-profit events. She further noted that she is recommending that fees for non-profit, religious, or government events held in the Village be waived. She also noted that the Planning and Development staff is working to prepare a mailing list of all business in the C-4 district to notify them of these changes once it is adopted by the Village Board.

Chair Brunnuell had one comment on allowing inflatable signs as temporary signs similar to the temporary flags. Commission held a short discussion on inflatable signs and the consensus was to allow them under temporary signage.

With this change reviewed, Commission went forward with a recommendation to Village Board.

Motion by Commissioner Plato, seconded by Commissioner Paschke to recommend the Village Board approve the amendments to the Village of Grafton Sign Ordinance sections of Title 20-20.04.010, 20.04.020, 20.04.050, 20.04.055, 20.04.070, 20.04.075, 20.04.080, 20.04.120, and 20.04.170 with so noted changes to Section 20.04.080 Prohibited signs relating to inflatable signs. Motion carried.

**Review and consideration and a recommendation to Village Board regarding the temporary sign fee for non-profit, religious, or governmental organization event held in the Village of Grafton**

Chair Brunnuell stated that the recommendation to Village Board is a formality that must be done to allow the change in the sign code as discussed with the last agenda item. He asked if the Commission was ready to move forward with this motion.

Director Wolff so noted that Section 20.04.010 Permits and fees required is the section that shows the changes waiving the fees for non-profits, religious, or governmental organization events held in the Village.

Motion by Commissioner Paschke, seconded by Commissioner Plato to recommend the Village Board to approve waiving the temporary sign fee for non-profit, religious, or governmental organizations for events held in the Village of Grafton. Motion carried.

**Discussion and direction to Staff on Active Community Environments initiative**

Director Wolff stated that the Village has been approached by Ozaukee County about this initiative from the Wisconsin Department of Health. Active Community Environments

(ACE) is an initiative to create environments that support increased physical activity on a regular basis as part of our daily lives. She further noted the City of Port Washington has established an ACE Committee and prepared an ACE plan which was included in the packet. She noted that Kari Jacoby, Ozaukee County's Public Health Educator, is available to help with establishing a program here in Grafton.

Director Wolff stated that the goals of this initiative are important and worthwhile. This initiative also fits into Grafton's "Quality Life. Naturally." brand. However, this initiative should not be entered into lightly; to be successful and meaningful it will require Village resources including staff time and funding. She also noted that the Village is already implementing many of the strategies recommended in the ACE Took Kit such as adding bike racks to businesses, adding bike lanes to streets, and expanding the bike and pedestrian network in the community. These efforts do not have a name – it is just part of Grafton's general policies to improve the quality of life for residents and visitors.

She then reviewed the general steps in the process as outlined in the packet information. She expressed that Staff recommends getting input from the other Village boards and commission on level of interest for involvement. Based on that input, Staff can make further recommendations about next steps.

Commission members held discussion on this matter. It was the consensus of the Commission to table this matter to allow Chair Brunnquell to discuss this initiative with Aurora Health Care.

Motion by Commissioner Paschke, seconded by Commissioner Plato to table agenda item on Active Community Environments initiative at this time.  
Motion carried.

### **Review Planning and Development Benchmark Reporting through June 2014**

Director Wolff described the Planning and Development Department performance measurements document which summarizes work load and efficiency of administrative, planning, and economic development tasks completed by Planning and Development personnel relative to the select 2014 Planning and Development Department benchmark goals through the end of the second quarter.

Commission then reviewed the benchmarking report. Chair Brunnquell commented that this is a useful document but that "benchmarks" would be a better term than "goals." Commission Paschke would like to see a comparison to previous years.

### **Old Business**

Director Wolff gave a brief update on the Lumberyard Site progress. She noted that staff was working with Graef on a due diligence report and revised concept plans that would be presented to a select group of developers in August. Commissioner Paschke asked what developers in particular would be working with the Village on this project. Director Wolff stated that she would get the list of names and report back to the Commission at the next meeting.

**New Business**

None

**ADJOURN**

Motion by Commissioner Harms, seconded by Commissioner Kletti to adjourn the meeting at 6:48 p.m. Motion carried.