

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

AUGUST 26, 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, Trustee David Liss, Randy Silasiri, and Amy Plato arriving at 6:10 p.m.

Plan Commissioners absent: Mark Paschke

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

MINUTES

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

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Ms. Brown stated the purpose of the Public Hearing is for public review and comment on a conditional use permit as requested by Environmental Products and Systems, Inc. to allow for a water filter distribution facility (SIC #5074 Plumbing and Heating Equipment and Supplies) and office operations to be located at 1002 11th Avenue (Parcel 10-017-11-004.00).

Director Wolff stated that the owners, Dick and Jill Cooper, will be purchasing the building, which was the former home of Holton Brothers, Inc. The applicants will be moving their current Cedarburg operation to the proposed site. She further noted that the use will include one shift per day with up to five employees. Hours of operation will be 7:30 a.m. to 5:00 p.m. Monday through Friday. The applicant estimates one to three deliveries via semi truck each week and daily UPS deliveries. She further noted that there is on street parking allowed but that there will be minimal customer trips generated from the operation.

She stated that there will be no structural changes to the building. There is an old gas pump at the northwest corner of the property; one underground storage tank was

removed in 1998 and one tank remains underground. The pump will remain but the applicant does not plan to use it.

Director Wolff noted that the report had an error in the motion language. The motion should refer to a conditional use permit to allow for a water filter distribution facility (SIC #5074-Plumbing and Heating Equipment and Supplies) and office operations to be located at 1002 11th Avenue; the conditions are listed correctly.

She then introduced Dick and Jill Cooper for an additional comments or questions. Chair Brunnquell opened the floor for any comments or questions.

Norbert Studelska/1021 12th Avenue

Mr. Studelska spoke that he was in favor of this business. He is a neighbor in this area and is in full support of this company moving to this location.

There were no other public comments or concerns.

Commissioner Silasiri had concerns with long term environmental issues with the underground storage tank remaining on the property. Chair Brunnquell also inquired about a nearby environmental contamination plume from the Construction Forms site that extends west to east toward the Milwaukee River.

Commission held a short discussion on these matters. Director Wolff indicated that there were no long term environmental issues to be concerned with since the applicants have no plans to disrupt the site. The underground plume is something the DNR is aware of and is watched closely. There have been no issues to date on this underground plumb in regards to this particular property. With no further comments or concerns, Chair Brunnquell 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 Environmental Products & Systems, Inc. to allow for a water filter distribution facility (SIC #5074 Plumbing and Heating Equipment and Supplies) and office operations to be located at 1002 11th Avenue (Parcel 10-017-11-004.00)

Chair Brunnquell noted the changes to be made to the motion language.

Motion by Commissioner Kletti, seconded by Trustee Liss to approve a conditional use permit to allow for a water filter distribution facility (SIC #5074 Plumbing and Heating Equipment and Supplies) and office operations to be located at 1002 11th Avenue (Parcel 10-017-11-004.00) with the following conditions:

1. One shift with up to 5 employees.
2. Distribution use limited to 7,200 square feet of floor area.
3. Trash collection shall be located inside the building.

4. The barbed wire on top of the fence shall be removed. Any fence sections in poor condition and all metal slats shall be replaced.
5. Provide one bike rack near the entrance of the building.
6. No outdoor storage shall be permitted.
7. 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 minor amendment to a PUD-Planned Unit Development requested by Randy Ahl of Cedarburg Coffee Roastery to allow for a proposed Coffee House to be located at 1300 14th Avenue owned by William C. Mabry

Director Wolff reviewed the project with the Commission members. She noted that under this agenda item, she would be discussing the amendment to this PUD for 1300 14th Avenue location and also discussing the permitted uses and conditional uses for the Arts Mill PUD. She stated that the applicant is proposing a casual coffee house with a roaster occupying 1,573 square feet on the first floor of the Arts Mill. Mr. Ahl owns the Cedarburg Coffee Roastery in Cedarburg and plans to keep that location open and expand to the proposed Grafton location. A floor plan of the building submitted with the application indicates a kitchen area, service counter, roaster room, bar/counters for customers, a variety of seating, the existing unisex restroom, and seating for approximately 24 patrons. No exterior building modifications are planned. Mr. Ahl would like to be open by October 1.

She also noted that the applicant hours of operation will be 6:30 a.m. to 2:00 p.m. Monday through Saturday. She pointed out that the applicant noted that they plan to roast only one or two days per week for one to two hours per session and that the roaster in the Grafton location will primarily be used for demonstration purposes. Most of the roasting will be done in Cedarburg, which is the production facility.

The Glass Palette occupies common space in this portion of the building's first floor. The remaining two floors are occupied by an art gallery and a yoga studio. The first floor of the Arts Mill has one unisex restroom and the second floor has one ADA accessible unisex restroom accessible via stairs and an elevator. The Building Inspector has determined that these restrooms will be adequate.

Director Wolff also noted that she recommended adding a condition which is a submittal design for the dumpster enclosure.

Chair Brunnuell then asked the applicant, Mr. Ahl to make any additional comments or concerns with the conditions listed and reviewed by the Commission. Mr. Ahl introduced his manager for this new location. He also thought that the roasting smell is not offensive but more of a roasting aroma.

Commission Harms stated that he had visited the site and wondered if the outside patio was going to also be shared by the Glass Palette and Cedarburg Coffee Roastery. Mr.

Ahl responded by stating that they have made arrangements with the property owner and landlord to share the patio area space. Commissioner Silasiri inquired if the surrounding businesses have been informed about the opening of this new business. Sheri Bestor, landlord stated that all her tenants have been notified and have been very supportive about this business.

Motion by Commissioner Silasiri, seconded by Commissioner Harms to approve a minor amendment to a PUD-Planned Unit Development requested by Randy Ahl of Cedarburg Coffee Roastery to allow for a proposed Coffee House with roaster to be located at 1300 14th Avenue (Arts Mill) subject to the following conditions:

- 1) Hours of operation limited to 6:30 a.m. to 2:00 p.m. daily.
- 2) Use limited to 1,573 square feet of floor area.
- 3) Provide one bike rack near the entrance of the building.
- 4) Submit design for the dumpster enclosure.
- 5) Signage shall be approved by the Director of Planning and Development.
- 6) Submit a plan with a certified architect's stamp for tenant change of use/alteration review.
- 7) All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Director Wolff then reviewed with the Commission the clarification of proposed permitted uses and conditional uses allowed in the Arts Mill Planned Unit Development. She stated that when the PUD for the Arts Mill was approved in 2009, the action did not specify what types of land uses would be permitted on the site. Staff is requesting a motion to clarify the types of permitted and conditional uses that will be permitted on the site in the future using the uses allowed in the Central Business District as a starting point and adding other uses that are currently operating at the mill. Sheri Bestor at the Arts Mill also provided input on potential tenants and future uses.

Commission members then reviewed these uses. Chair Brunnquell suggested that the permitted use of Schools and Instructional facilities should be moved to conditional uses. A short discussion was held and Commission consensus was to move Schools and Instructional facilities down to a Conditional Use.

Motion by Commissioner Harms, seconded by Commissioner Plato to clarify the uses allowed in the Arts Mill Planned Unit Development as follows:

- 1) Permitted uses:
 - a. As listed in Table 19.03.0301B Permitted Uses Central Business District
 - b. Artisan production shop including sales of products made on-site
 - c. Day Spa
 - d. Urban Agriculture
 - e. Physical activity studio (e.g., yoga)
 - f. Other similar uses appropriate for the site as determined by the Director of Planning and Development

- 2) Conditional uses:
- a. As listed in Table 19.03.0301B Conditional Uses Central Business District
 - b. Residential units
 - c. Schools and Instructional facilities (e.g. art, music and dance)
 - d. Other similar uses appropriate for the site as determined by the Plan Commission.

Motion carried.

Review and consideration of an amendment to the landscaping plan for Village Hall located at 860 Badger Circle

The Commission then reviewed the amendment to the landscaping plan for the Village Hall. Director Wolff gave background and stated that the original landscape plan for Village Hall included a circular prairie area along the west and north sides of the property. The area was seeded with prairie grasses the first year but over time the grasses died and weeds took over.

Staff requested quotes from three local landscapers to reestablish the prairie area with a high quality prairie seed mix. Cost proposals ranged from around \$2,400 to \$12,000. Based on the cost to re-establish the prairie, annual maintenance, and the presence of the unmown berm to the north which will make keeping the prairie area weed-free a challenge, Staff is recommending replacing the area identified on the landscaping plan as "prairie" with turf grass. Village staff is capable of implementing this change in 2014.

Commissioner Plato commented that she understands the situation to convert back to green space but is disappointed that the original landscaper was not held accountable for establishing the prairie area. Chair Brunnuell commented that with the change over back to a turf grass area will be consistent with other users in the Business Park.

Motion by Commissioner Silasiri, seconded by Trustee Liss to amend the landscaping plan for Village Hall located at 860 Badger Circle to replace the prairie area with turf grass. Motion carried.

Bob Meier, 1967 West Acorn Drive, requested that the Village review the final landscape plan that the Village approved back in 2009. He stated that he would like to see that the Village is held to the same standards as any other business. He thinks that the plan has not been followed as presented and approved. Chair Brunnuell directed staff to review the plan and follow up on any changes or additions.

Extraterritorial Review

- A. William and Terri Buchholtz, 588 Port Washington Road, Town of Grafton - CUP-Accessory Structure**
- B. Cornerstone Church, 1187 Falls Road, Town of Grafton - CUP-Accessory Structure**

Commission members reviewed and accepted the extraterritorial reviews.

Old Business

Director Wolff gave a brief update on the Lumberyard Site progress. She noted that at the last Plan Commission meeting, Commissioner Paschke had asked that she provide the list of potential developers for the Lumberyard Site. Potential development partners include Wangard, Schaffer Development, Concord Development, Steve Cary, Sean Phelan, and General Capital.

New Business

Commissioner Silasiri question when the neon sign down at the new NAPA site would be up and running again. Director Wolff response was the property owner was in the process of the signage being repaired and that they expect the repairs to be done early September.

ADJOURN

Motion by Commissioner Kletti, seconded by Commissioner Plato to adjourn the meeting at 6:37 p.m. Motion carried.