

## VILLAGE OF GRAFTON

### PLAN COMMISSION MEETING MINUTES

OCTOBER 28, 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, Mark Paschke and Amy Plato

Plan Commissioners excused: Randy Silasiri

Officials/Staff present: Director of Planning and Development Jessica Wolff

#### MINUTES

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the September 23, 2014 Plan Commission meeting minutes as presented.  
Motion carried.

#### HEAR PERSONS REQUESTING TO BE HEARD

None

#### **Review and consideration of site plan and shared electronic reader board requested by the Grafton Fire Department Association, Grafton Area Chamber of Commerce, Town of Grafton, and Village of Grafton to be located on the east side of Wisconsin Avenue, just north of existing Association sign**

President Brunnquell noted that this item was tabled at the September Plan Commission meeting. Since then, he learned more about the project including the fact that the design was based on Village staff direction. Director Wolff reviewed the recommended conditions of approval. Darren Werner representing Grafton Fire Department Association (Association) was in attendance.

Commissioner Harms was concerned about the readability of the sign given the orientation; the pillars appear to be obscuring the western edge of the digital reader board. Mr. Werner indicated that the rendering inaccurately depicts the sign recess and it will actually be flush with the pillar.

Commissioner Paschke asked why the applicant did not attempt to redesign the sign as requested by the Plan Commission. President Brunnquell stated that the design was based on Village feedback so he thinks it should be kept as is.

The Plan Commission discussed removing the west pillar. Most commissioners did not feel strongly about removing it. Mr. Werner indicated he would be willing to ask the Association to change the design but that would mean pushing back construction until spring 2015. The Plan Commission decided to move forward on the design as proposed.

Motion by Commissioner Kletti, seconded by Commissioner Plato to approve a site plan and shared electronic message sign requested by the Grafton Fire Department Association, Grafton Area Chamber of Commerce, Town of Grafton, and Village of Grafton with the following conditions:

1. Remove the row of arborvitae east of the sign.
2. Text height shall be five inches or taller.
3. Sign messages shall be limited to non-profit events in the Village and events and public service information sponsored by the Association, Village, Town, and Chamber. No commercial messages are allowed.
4. The Village, Town, and Chamber shall share in all future costs associated with sign maintenance.
5. Grant a variance from section 20.04.140B Sign Size to allow up to three lines of text.
6. Grant a variance from section 20.04.140B Sign Size for the maximum electronic message size of 20% of the total.
7. All building code and other Village and State codes will be met.

Motion carried 4 – 2 (Paschke and Liss - nay).

## **COMMENCE PUBLIC HEARING**

### **Statement of Public Notice**

Director Wolff stated the purpose of the Public Hearing is for public review and comment on an amendment to the Village of Grafton Zoning Code Section 19.03.0603 Table of Permitted and Conditional Uses in Nonresidential Zoning Districts related to permitted and conditional uses in the O Office district.

Director Wolff gave background on the proposed zoning code amendment. She noted that there are a few properties on the south side of WIS 60 between Cheyenne and 17<sup>th</sup> Avenues that are still in the Town of Grafton. While these properties are currently in residential use, it is reasonable to expect that they may redevelop in the near term to a higher value nonresidential use. This redevelopment may occur in either the Town or the Village.

Earlier this year Town staff reached out to the Village to identify a list of potential uses that would be acceptable to both communities and the Village's Office zoning district was used as a starting point. As part of that intergovernmental process, staff told the Town that the Village would amend our Office zoning district to reflect the list of uses that were agreed upon with the Town and to reflect our current land use polices in this area. In general, permitted uses focus on low impact appointment-based professional services and conditional uses focus on higher impact personal services.

There are five properties zoned Office in the Village. None of the uses proposed to remove are currently operating in any of these properties. Staff notified all property owners about the proposed change and received one call in support of the change.

Commissioner Harms supported the proposed changes. Commissioner Paschke asked about the conditional uses remaining in the Office District. Director Wolff indicated she would present a list to the Commission in December.

With no other comments, Chair Brunnuell closed the public hearing.

### **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 Dick Daehnert of RLD to allow for a commercial construction service (SIC #1542 General Building Contractors-nonresidential and for outdoor storage) to be located at 707 Beech Street owned by John and Marilee Dickmann.

Director Wolff gave background on the proposed conditional use stating that RLD is a commercial construction company offering pre-construction, construction, and post construction services. The property is 0.3 acres and includes a 1,326 square foot building and open paved area. About half of the building will be used for office space for employees and the remainder will be used to store tools and small equipment when not in use at job sites. Employees and customers will parking on the north side of the building. The applicant is proposing to park equipment and construction vehicles on the west lot line and store a trailer, ladders, scaffolding, and other equipment behind the building.

The use will include one shift per day with up to six employees. Hours of operation will be 7:00 a.m. to 5:00 p.m. Monday through Friday. There will be deliveries from Fed Ex and UPS but there will be minimal customer/visitor trips.

Staff did not receive any comments from the public. Dick Daehnert representing RLD was in attendance.

Commissioner Paschke asked if there would be a trash enclosure. Mr. Daehnert responded that the business would be using the standard garbage and recycling carts. Commission Paschke also asked if there was a condenser on the site. Mr. Daehnert responded no.

With no other comments, Chair Brunnuell closed the public hearing.

### **COMMENCE PUBLIC HEARING**

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

Director Wolff stated the purpose of the public hearing will be held to gather public input on an amendment to an existing conditional use permit (CUP) as requested by Hamlet

& Smith Inc. to amend the hours of operation and method of deliveries for their manufacturing assembly and distribution of water treatment equipment operation at 1043 13th Avenue under SIC #3589 Service Industry Machinery, Not Elsewhere Classified.

Director Wolff noted this conditional use was originally approved in May. In general, their operation is functioning as anticipated and as described at that May meeting. The applicant would like add occasional hours of operation from 5:00 p.m. to 9:00 p.m. and the occasional presence of semi-trucks to reflect the actual business operations. Semi trucks will still be turned away and told to return with a box truck. I believe these changes are reasonable and I expect the applicant to continue to be respectful of nearby residents. Staff received one comment from a nearby property owner regarding the hours of operation.

Mike Lauria representing Holm Supply Solutions was in attendance. He spoke about the operation and indicated that the business is interested in purchasing the building in order to grow and hire local residents. In addition to hiring nine residents from Grafton and Cedarburg, Holm Supply Solutions also works with Seek and GPS for staffing needs. He noted that cleaning and facility repairs happen on the weekends after hours. Employees always try to be respectful of neighbors.

President Brunnquell was concerned about the vagueness of the request for “occasional” hours of operation after 5:00 p.m. Mr. Lauria explained that occasional hours would be anything that is not planned business operations such as an urgent customer delivery. President Brunnquell was concerned about the Village’s ability to enforce that type of condition. Commissioner Paschke pointed out that the main concern about the operation is deliveries, not noise and Mr. Lauria offered to stop deliveries at 5:00 p.m.

Carolyn Steen, 1021 13<sup>th</sup> Avenue

Ms. Steen stated that she wants the business to come forward and be honest about their operation. The business needs to be respectful of the neighbors. She noted that semi trucks are now facing south of 13<sup>th</sup> Avenue which is an improvement. She indicated that she has seen workers at the property as early at 6:30 a.m.

Richard Vey, 1026 13<sup>th</sup> Avenue

Mr. Vey stated that he lives across the street from Holm Supply Solutions and has not had any problems with the business or noticed any noise. He said there was one brief late night delivery.

With no other comments, Chair Brunnquell closed the public hearing.

**Consideration of a recommendation to the Village Board to approve an amendment to the Village of Grafton Zoning Code Section 19.03.0603 Table of Permitted and Conditional Uses in Nonresidential Zoning Code Districts related to permitted and conditional uses in the O Office district**

Motion by Commission Harms, seconded by Commissioner Paschke to table the amendment to the O Office District. Motion carried.

**Consideration of a conditional use permit requested by Dick Daehnert of RLD to allow for an Office/Shop Commercial Construction Service (SIC #1542 General Building Contractors-nonresidential and for outdoor storage) at 707 Beech Street owned by John and Marilee Dickmann**

Motion by Commissioner Kletti, seconded by Commissioner Paschke to approve a conditional use permit to allow for commercial construction service (SIC #1542 General Building Contractors-nonresidential) to be located at 707 Beech Street with the following conditions:

1. Site shall be limited to one shift with up to six employees.
2. Commercial construction service use limited to 1,326 square feet of floor area.
3. Stripe parking spaces in front of the building, including one handicap parking space with sign.
4. Provide one bike rack near the entrance of the building.
5. Complete minor landscaping and aesthetic improvements (e.g., cleaning and/or painting the building) by June 1, 2015 as approved by the Director of Planning and Development.
6. Signage to be approved separately by the Director of Planning and Development.
7. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Motion by Commissioner Kletti, seconded by Commissioner Paschke to approve a conditional use permit to allow for outdoor storage to be located at 707 Beech Street with the following conditions:

1. Outdoor storage use limited to approximately 950 square feet of floor area.
2. Materials should be neatly stored entirely within the identified outdoor storage area.
3. All building code and other Village and State codes will be met.

Motion carried.

**Consideration of a conditional use permit requested by Hamlet & Smith Inc. to amend the hours of operation and method of deliveries for their manufacturing assembly and distribution of water treatment equipment facility at 1043 13th Avenue under SIC #3589 Service Industry Machinery, Not Elsewhere Classified**

Motion by Commissioner Harms, seconded by Trustee Liss to amend a conditional use permit to allow manufacturing assembly and distribution of water treatment equipment (SIC #3589 Service Industry Machinery, Not Elsewhere Classified) in the M-1 Industrial District at 1043 13<sup>th</sup> Avenue with the following conditions:

1. Hours of operation shall be Monday through Friday 7:00 a.m. to 9:00 p.m. with deliveries no later than 5:00 p.m.
  2. Deliveries shall be made via box truck only.
- Motion carried.

### **Review and consideration of a site plan amendment as requested by K Nation Entertainment to add a parking lot at 995 Badger Circle**

Director Wolff explained that the applicant is proposing a small 19 space parking lot at 995 Badger Circle for special events and potential future increased traffic to that building. She also noted that the applicant is the property owner 995 LLC, not the building tenant K Nation Entertainment. Staff is recommending approval with conditions.

Amy Bastar representing 995 LLC was in attendance. She noted that the parking lot would provide parking for future occupants at the building, relieve existing on-street parking, and provide space for special events at Kapco.

Commissioner Plato asked if the parking lot would be curbed. Director Wolff explained that the Zoning Code requires curbing for parking lots over 20 spaces and that any expansion would require the entire lot to be curbed.

Commission Harms asked about lighting. Ms. Bastar noted that they are still working to find the most cost efficient lighting design that will meet the Village's minimum footcandle requirement.

Motion by Commissioner Kletti, seconded by Commissioner Harms to approve a site plan amendment for a parking lot at the K Nation Entertainment property at 995 Badger Circle with the following conditions:

1. Final lighting plan to be approved by Director of Planning and Development.
2. Grade and seed the island between the existing driveway and new parking lot.
3. Obtain an erosion control permit from the Village Engineer.
4. All building code and other Village and State codes will be met.

Motion carried.

### **Review proposed draft Town of Grafton Comprehensive Plan 2035 Amendment (Future Land Use Map)**

Director Wolff explained that the Town is now updating their future land use map to correspond with their new office zoning district.

Motion by Trustee Liss, seconded by Commissioner Plato to accept the Town of Grafton Comprehensive Plan 2035 Amended Future Land Use Map. Motion carried.

### **New/Old Business**

#### **A. Meeting attendance and meeting schedule for remainder of 2014**

President Brunnquell stated that the Village Pointe Commons senior housing development would come before the Plan Commission in November (November 25) and December (December 16) and that it is important to maintain the timeline for the project. He asked commissioners to check their calendars and confirm they will be able to attend.

### **ADJOURN**

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