

**VILLAGE OF GRAFTON**

**PLAN COMMISSION MEETING MINUTES**

**NOVEMBER 25, 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, Alan Kletti, Carl Harms, Trustee David Liss, Randy Silasiri, and Amy Plato

Plan Commissioners excused: Mark Paschke

Officials/Staff present: Director of Planning and Development Jessica Wolff, Village Administrator Darrell Hofland, and Administrative Secretary Deborah A Brown

**MINUTES**

Motion by Trustee Liss, seconded by Commissioner Kletti to approve the October 28, 2014 Plan Commission meeting minutes as presented.  
Motion carried.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

Chair Brunnuquell suggested that for the Public Hearing items, the related action items (items 14, 15 and 16) be moved up to take action immediately following the public comment. The Commission had no objections to the change in the order of agenda items.

**COMMENCE PUBLIC HEARING**

**Statement of Public Notice**

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a petition to rezone 1402 7<sup>th</sup> Avenue) Parcel 10-050-0213.003) from M-1 Industrial District to I Institutional District requested by New Life Community Church.

Director Wolff gave background on the request to rezone property at 1402 7<sup>th</sup> Avenue the old Moraine Environmental site. She stated that the applicant, New Life Community Church, is requesting rezoning of the property located at 1402 Seventh Avenue to accommodate their religious organization. The Church is currently located in Cedarburg and has about 38 members.

No exterior changes to the site or building are proposed. There is limited parking on site so the applicant has entered into an agreement with a property owner on 7<sup>th</sup> Avenue to use their parking lot on Sundays. There will be two people at the property Monday

through Friday 9:00 a.m. to 5:00 p.m. The site will be used on Sunday from 7:00 a. m. to 1:00 p.m. No deliveries are anticipated and there could be up to 75 people at the property at one time.

Staff did not receive any public comments on this rezoning. Staff is recommending approval with conditions. Pastor Ramsey Fandler, N56 W6093 Portland Road, Cedarburg, was present representing the church.

Chair Brunnquell asked if there were any concerns or comments from the public. There were no Public comments.

Commission members discussed pedestrian safety as it relates to members walking from the leased parking lot and crossing 7<sup>th</sup> Avenue. Chair Brunnquell suggested that the church should instruct members to use the sidewalk along 7<sup>th</sup> Avenue and cross at the crosswalk on Beech Street.

Commissioner Silasiri asked if 15 parking onsite spaces and the 25 additional offsite parking lot would be adequate for the size of New Life Community Church congregation. Commissioner Harms had additional concerns on the parking plan and the children program plans with their safety crossing the streets. Pastor Fandler indicated that the parking would be adequate because the church has many families with children. If necessary, the church will add another Sunday service to stay within their available parking supply.

Commissioner Kletti questioned if the Church is using this as a temporary location and for how long. Pastor Fandler indicated that the church plans to be at this location for at least five years.

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

**Consideration of a recommendation to Village Board on a petition to rezone 1402 7<sup>th</sup> Avenue (Parcel 10-050-02-13.003) from M-1 Industrial District to I Institutional District requested by New Life Community Church**

Chair Brunnquell reviewed the conditions with the Commission members.

Motion by Commissioner Kletti, seconded by Commissioner Harms to recommend Village Board approval to rezone the property located at 1402 Seventh Avenue from M-1 Manufacturing to I Institutional.

1. Construct a dumpster enclosure as approved by the Director of Planning and Development.
2. Complete minor landscaping and property clean up improvements by June 1, 2015 as approved by the Director of Planning and Development.
3. Signage to be approved separately by the Director of Planning and Development.

4. All building code and other Village and State codes pertaining to occupancy of the building will be met.
5. Educate the congregation on parking options and pedestrian safety as it relates to crossing 7<sup>th</sup> Avenue.
6. Shall continuously provide adequate parking as approved by the Director of Planning and Development.

Motion carried.

## **COMMENCE PUBLIC HEARING**

### **Statement of Public Notice**

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a petition to rezone 101 Falls Road (parcel 10-040-0025.003) from O Office District to C-2 Community Business District requested by West Falls Center LLC.

Director Wolff gave summary to the rezoning of property located at 101 Falls Road. She stated that the property is one of five in the Village that would be affected by the proposed Office district amendment to remove retail land uses and banks with drive through's from the list of uses. Once the home of the Grafton State Bank, the property owner is still actively recruiting a financial institution to occupy the building. Since that use would no longer be allowed at the property, the property owner is requesting rezoning to a more appropriate zoning district that reflects the life cycle of the building (i.e., a collection of small personal and professional service offices) while still providing for the possibility of a financial institution.

She stated that the Planning and Development staff supports the rezoning which accommodates existing tenants and those desired by the property owner in the future. The proposed use and rezoning is consistent with the existing neighborhood character, the property immediately to the south is zoned R-5, and the proposed development exceeds the minimum requirements for lot size, setbacks, and density.

Ryan Persitza was present representing the West Falls Center LLC.

### **Jim Canfield-1855-B Sumac Court**

Mr. Canfield wanted further explanation on why the zoning change was necessary and on the differences between the O-Office District and the C-2 Community Business District. Director Wolff gave explanation on both concerns.

Commissioner Kletti asked why a change to this particular property was needed. Director Wolff explained that the proposed amendments to the O Office district would remove the possibility of a bank with a drive through at the property. Rezoning to C-2 will accommodate the existing uses as well as maintain the option for a bank.

With no comments, Chair Brunquell closed the public hearing.

**Consideration of a recommendation to Village Board on a petition to rezone 101 Falls Road (Parcel 10-040-0025.003) from O Office District to C-2 Community Business District requested by West Falls Center LLC**

Motion by Trustee Liss, seconded by Commissioner Silasiri to recommend Village Board approval to rezone the property located at 101 Falls Road from O Office to C-2 Community Business. Motion carried.

**COMMENCE PUBLIC HEARING**

**Statement of Public Notice**

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a petition to rezone Parcel 10-026-01-006.00 on First Avenue from A-3 Agricultural Holding District to R-5 Two Family Residential District requested by James Lubeck.

Director Wolff gave a summary of the requested petition to rezone First Avenue parcel 10-026-01-006.00 by owner, James Lubeck. She stated that the Plan Commission approved the creation of this new lot on First Avenue in April 2014. The property was also rezoned to A-3 Agricultural Holding since the exact use of the property was not determined at that time. The new owner is requesting rezoning the 25,392 square foot lot to R-5 Two Family Residential to accommodate a new duplex.

She also informed the Commission that the Village Engineer noted that there is an existing 15 foot drainage easement along the southern property boundary that should be added to the survey.

She added that Mr. Jerry Gonzalez has submitted correspondence on behalf of J&J Gonzalez, LLC, who owns two of the apartment buildings in this development. Mr. Gonzalez has concerns about stormwater from the new duplex impacting his property, duplex residents using the apartment complex's parking, and the reduction of green space. The proposed conditions of approval will address these concerns.

Staff is recommending approval with conditions. James Lubeck, 2857 County Y, Saukville, and Steven Weston, 12573 N Shoreland Drive, Mequon, were present.

With no other comments or concerns from the public or the Commission, Chair Brunnquell closed the public hearing.

**Consideration of a recommendation to Village Board on a petition to rezone Parcel 10-026-01-006.00 on First Avenue from A-3 Agricultural Holding District to R-5 Two Family Residential District requested by James Lubeck**

Chair Brunnquell asked for any additional comments. Director Wolff noted that there was one more condition that was added and that the property owner was made aware of all conditions.

Motion by Commissioner Kletti, seconded by Commissioner Silasiri to recommend Village Board approval to rezone parcel 10-026-01-006.00 on First Avenue from A-3 Agricultural Holding to R-5 Two Family Residential based on the following conditions:

1. Revise and resubmit the property survey to identify the 15 foot drainage easement along the southern boundary as approved by the Village Engineer.
2. Submit a grading plan directing stormwater to the stormwater easement on the southern property boundary.
3. Build a solid fence and plant (5) five spruce trees (minimum 6 ft. tall when installed) by May 1, 2015 along the property boundaries to screen duplex from existing developments.

Motion carried.

### **Review of a Concept Plan for Village Pointe Commons senior living community to be located at 1953 Wisconsin Avenue**

Director Wolff gave a detailed summary of the proposed Village Pointe Commons senior living community. She stated that the applicant, Tarantino & Company, is presenting building elevations for a new senior living development on First Avenue to be named "Village Pointe Commons." The subject property is a 14-acre site located on the east side of First Avenue immediately south of the Falls Road office building and Pick 'n Save.

She then gave a presentation of the proposed development includes several buildings and facilities, for a total of 204 residential units and approximately 300,000 square feet:

- The Commons (one story with exposed south lower level): dining, activities, health and wellness, and other residential programming. All building except the Casettas are connected to The Commons.
- Independent apartments (three stories, 120 units): one and two bedroom apartments with certain support services like health and personal care, laundry, housekeeping, social and recreational activities, and dining.
- Assisted living (three stories, 42 units): certified residential care apartment complex (RCAC) with more support services for seniors in need of assistance with activities for daily living.
- Memory care (one story): licensed community based residential facility (CBRF) with inclusive health and personal care services that support seniors with Alzheimer's and other types of memory impairments.
- Casettas (one story, 16 units): ranch-style independent senior housing with shared common space.

She noted that there will be three daily shifts with staggered starting and ending times. It is anticipated that there will be between 25 and 30 full and/or part time staff on site during day time shifts and approximately 15 staff overnight. Daily deliveries to The Commons will be made via semi-truck and box truck. On-site security measures will be minimal with 24/7 staffing, on-call maintenance staff, emergency notification system, and locked front doors after hours. No noise, odors, or other impacts are anticipated.

She then gave a brief summary of the meeting schedules for this project. She stated that a preliminary review of the Architectural Plans took place on November 13, 2014 with favorable comments. Tonight's meeting is an informational Concept Plan review. This project will then go back to the Architectural Review Board in December 2014 for final review and approval on the Architectural Plans and then return to Plan Commission on December 16, 2014 for review and recommendation on rezoning and site plan. Final consideration will be at Village Board in January 2015.

Director Wolff informed the Commission that several departments have reviewed the proposed project including the Fire Department, Police Department, and Department of Public Works. She also noted the Developer held an informational meeting on Monday, November 24<sup>th</sup> at the Grafton Senior Center. There will also be a meeting with South Commercial District businesses on December 11<sup>th</sup>.

Present for Village Pointe Commons was Aaron Matters of Capri Communities, 20711 Watertown Road, Waukesha, Aaron Schneider and Luke Hass of R.A. Smith National, and Eric Harrmann and Michael Miller of AG Architects. Mr. Matter presented background on his company and some of the challenges for the development including grade changes. Mr. Harrmann described the architectural elements to the Commission and talked about proposed changes to the main entrance at The Commons to better accommodate emergency vehicles.

Trustee Liss was concerned about sidewalks and pedestrian access to nearby businesses. Commissioner Silasiri asked about Oak Street. Director Wolff noted that if the development does not include a cul de sac on Oak Street then the development will be responsible for snow removal on the entire length of Oak Street since a snow plow cannot turn around. Commissioner Silasiri was concerned about Fire Department access to the east side of the independent apartment building. Director Wolff said she would ask Chief Rice. Commissioner Silasiri asked about proximity to the Waukesha Metal Products. Mr. Matter indicated that it wasn't a concern given the distance and grade change. There was a discussion about 1<sup>st</sup> Avenue and Director Wolff noted that there are no immediate plans for improvements to 1<sup>st</sup> Avenue.

#### Jim Canfield-1855-B Sumac Court

Mr. Canfield asked if the facility would have skilled nursing care and if the project was a market rate development. He also had concerns about adequate parking for the site. He also wanted a timeline for approval process. Mr. Matter indicated that there would not be skilled nursing at the site and that they are still determining the parking needs for residents, staff, and visitors. Director Wolff added that there would be additional meetings in December with the Architectural Review Board and the Plan Commission and the final Village Board meeting would likely be in January. There may also be a meeting with the Board of Public Works regarding the well house.

#### Kathleen Bruhr-1832 First Avenue

Ms. Bruhr had concerns about the deliveries route into the complex and wanted clarification of the extent of the underground parking spots. Mr. Matter said that

deliveries would be made via Oak Street rather than 1<sup>st</sup> Avenue and that the underground parking was located throughout the entire footprint of the independent apartments building.

Robert Meier-1967 W. Acorn Drive

Mr. Meier complimented the developer on the high quality project. He was concerned about the appearance and height of the west elevation of the independent apartment building and managing the grade change on the site.

Mary Mulloy-1110 Riverview Court

Ms. Mulloy had several questions for Mr. Matter about the details of the project and amenities within apartments.

Tom Richart-840 5<sup>th</sup> Avenue

Mr. Richart was concerned about the lack of parking at the southern entrance to the independent apartment building.

Director Wolff indicated that Staff will continue to work with the applicant to address issues or needed information as part of the final PUD submittal for the December 16 Plan Commission meeting.

**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**

Chair Brunnuell noted that this matter had been discussed in November. The Plan Commission did not have any questions.

Motion by Trustee Liss, seconded by Commissioner Plato to recommend approval to Village Board to amend the Village of Grafton Zoning Ordinance Section 19.03.0603 Table of Permitted and Conditional Uses in Nonresidential Zoning Districts in the O Office zoning district. Motion carried.

**Review and consideration of a preliminary plat of subdivision known to be Tamarack Hollow Subdivision located north Pleasant Valley Road**

Director Wolff gave background into Tamarack Hollow Subdivision. She stated this preliminary plat had been approved in 2007, 2009, and 2011. Chair Brunnuell added that this item will extend the time frame of the preliminary plat for the Tamarack Hollow subdivision preliminary plat.

There were no comments or concerns.

Motion by Commissioner Harms, seconded by Commissioner Kletti to re-approve the preliminary plat for Tamarack Hollow subdivision subject to all original conditions of approval and changing the angle of the Bayberry Lane cul de sac

and changing the radius of both cul de sacs from 65 degrees to 60 degrees.  
Motion carried.

**Extraterritorial Review**

**A. Travis Keshenberg and Ellen Suelfow/1050-52 Arrowhead Road/Town of Grafton/CUP**

Commission members reviewed and accepted the extraterritorial review.

**Old Business**

None

**New Business**

Director Wolff reminded Commission members of the early Plan Commission meeting in December which will be held on the 16<sup>th</sup> of December at 6:00 p.m.

**ADJOURN**

Motion by Commissioner Kletti, seconded by Commissioner Plato to adjourn the meeting at 7:36 p.m. Motion carried.