

## VILLAGE OF GRAFTON

### PLAN COMMISSION MEETING MINUTES

JULY 28, 2015

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, Mark Paschke, Carl Harms, Amy Plato, Alan Kletti, Trustee David Liss, and Randy Silasiri

Officials/Staff present: Village Administrator Darrell Hofland, Village Engineer/Director of Public Works Dave Murphy, Director of Planning and Development Jessica Wolff, and Planning Intern Cody Zimmer

Others present: News Graphic Reporter Melanie Boyung and Jack Harman (Boy Scout)

#### MINUTES

Motion by Commissioner Carl Harms, seconded by Commissioner Alan Kletti to approve the June 23, 2015 Plan Commission meeting minutes as presented.  
Motion carried.

#### HEAR PERSONS REQUESTING TO BE HEARD

None

#### COMMENCE PUBLIC HEARING

##### Statement of Public Notice

Mr. Zimmer stated the purpose of the public hearing is for public review and comment on an amendment to Zoning Ordinance Table 19.03.0307 BP Business Park district Development Standards related to the minimum landscape surface ratio.

Director Wolff gave a background on land zoned as (BP) Business Park. She stated that they must currently meet a 45 percent minimum landscape surface ratio, meaning that 45 percent of the site must remain in greenspace (i.e., not buildings or parking lots). Staff has conducted research that suggests that the current minimum landscape surface ratio is too high. Surrounding cities and villages have minimum landscape surface ratios ranging from 40 percent to 20 percent.

Recently, Form & Fitness had been in contact with the Village about possibly building an addition to their existing building. The landscape surface ratio is limiting Form & Fitness, and possibly others, from expanding their business and staying in Grafton.

Staff recommends amending Zoning Ordinance Table 19.03.0307 to change the Minimum Landscape Surface Ratio from 45 percent to 35 percent in the BP Business Park zoning district.

Chair Brunnuquell opened the floor to the public to hear any comments or concerns. There were no public hearing comments.

Commission members held a short discussion on the ordinance amendment to Table 19.03.0307. Commissioner Silasiri asked if 35 percent would meet the code requirement to allow Form and Fitness to build an addition to their building. Director Wolff indicated that Form & Fitness had not submitted a detailed site plan. Commissioner Paschke asked if this was going to have a considerable change on the storm water management of the Form and Fitness site. Village Engineer Dave Murphy informed Commissioner Paschke that there was no need for additional storm water management on the Form & Fitness site if this amendment was to pass. Commissioner Harms asked if the 35 percent green space requirement was similar to other communities' requirements. Director Wolf noted that the Village's current 45 percent requirement is considerably higher than other surrounding areas and the amendment to change the green space requirement to 35 percent would be closer to other communities' requirements.

With no further comments, Chair Brunnuquell closed the public hearing. Chair Brunnuquell asked if the Commissioners had any objection to moving agenda item #11. There were no objections.

**Consideration of a recommendation to Village Board on an ordinance to amend Zoning Ordinance Table 19.03.0307 BP Business Park District Development Standards related to the minimum landscape surface ratio**

Motion by Commissioner Harms, seconded by Commissioner Kletti recommending the Village Board approve the ordinance amending the Zoning Ordinance Table 19.03.0307 BP Business Park District Development Standards related to the minimum landscape surface ratio. Motion carried.

**COMMENCE PUBLIC HEARING**  
**Statement of Public Notice**

Mr. Zimmer stated the purpose of the public hearing is for public review and comment on an amendment to Zoning Ordinance Section 19.02.0206 Number of Buildings on a Zoning Lot.

Director Wolff explained that the Village's Zoning Ordinance currently prohibits multiple principle buildings on one lot except within Planned Unit Developments. Staff received an inquiry from Dick Daehnert representing the property owner at 1664 Seventh Avenue (Grafton Chiropractic and the Little Caesar's). Grafton Chiropractic is interested in putting an addition on their building but their status as a building on a nonconforming lot with two principle buildings prohibits it.

Staff recommends a Zoning Ordinance amendment to allow multiple principle buildings on a lot in multi-family and nonresidential zoning districts through Plan Commission review and approval.

Chair Brunnuell opened the public hearing to the public at this time as well as the Commission members. There were no public hearing comments.

Commission members held a discussion on this Zoning Ordinance amendment. Commissioner Silasiri mentioned that the language of the amendment was too vague. Commissioner Paschke asked if the site in question would meet the green space requirement if this amendment passed. Director Wolff explained that the landowner had not submitted a site plan but that they might need to apply for a variance. Commissioner Harms mentioned that he thought it was important to consider staff recommendations when addressing number of buildings on a lot. Chair Brunnuell noted that it is important for staff to review any applications related to multiple buildings on a lot to prior to Plan Commission consideration.

It was the consensus of the Commissioners to table this item to allow more clarification and research into this Zoning Ordinance amendment. With no further comments, Chair Brunnuell closed the public hearing.

### **Consideration of a recommendation to Village Board on an amendment to Zoning Ordinance Section 19.02.0206 Number of buildings on a zoning lot**

Motion by Trustee Liss, seconded by Commissioner Paschke to table agenda item #12 on the Zoning Ordinance Table 19.02.0206 Number of Buildings on a Zoning Lot. Motion carried.

### **Review and consideration of a request for a special reader board electronic sign by Pace Industries to be located at 1600 Seventh Avenue**

Director Wolff gave background on the applicant, Pace Industries LLC. They are requesting to construct a new electronic message sign on Wisconsin Avenue. The proposed electronic message sign will replace the existing sign at the same location within a We Energies utility area. The proposed sign will consist of an aluminum faced cabinet for the business name and logo and then a separate LED electronic message center located below the cabinet. She continues to work with the applicant on the final design.

Kevin Claerbaut, Facilities Manager for Pace, was present and indicated that We Energies will approve the sign location after the design is finalized.

Commissioner Silasiri mentioned that he thought that the sign was too large and asked if the sign could be made smaller. Director Wolff noted that electronic message centers are based on the size of the overall sign and can be no more than 20 percent of the sign. The sign designer Tom Lubner mentioned that electronic message signs could

only be produced in a 12 inch x12 inch matrix, so there are limits to the size of the electronic message board.

Several Commissioners did not favor the sign proportions and felt the static message was too large. The Commission instructed the applicant and staff to redesign the sign with the electronic message portion being no more than 40 percent of the total area. A new sign will be presented at the August Plan Commission meeting.

Motion by Commissioner Harms, seconded by Commissioner Plato to table this sign variance request for an electronic message reader board sign until a revised rendering can be prepared for Commissioners' review. Motion carried.

### **Review and consideration of a site plan for a parking lot expansion to Calibre Inc. at 2395 Dakota Drive**

Director Wolff reviewed the site plan for the parking lot expansion. She stated that the applicant, Calibre, is presenting a site plan for an expansion of their parking lot from 38 spaces to 148 spaces. The business is not adding any new employees, rather they are trying to avoid the need for employees to park on Dakota Drive.

Commissioner Plato asked about stormwater management on the west parking lot entrance. Mr. Murphy noted that it is difficult to see on the plans but there is an inlet in that area Commissioner Kletti asked if the changes in stormwater would be accommodated by the current pipes under Dakota Drive and the pond to the east. Mr. Murphy indicated that no changes would have to be made to the stormwater system that exists under Dakota Drive. He added that the applicant needed to complete a stormwater capacity analysis to confirm that the existing on-site system capacity is adequate.

Chad Myer, Director of Safety for Calibre, mentioned that the completion of the new parking lot would aid in safety, as it is dangerous for employees to walk in the road especially during the winter months. Mr. Myer had no issues with the addition of a stormwater calculation as recommended by Mr. Murphy.

Motion by Commissioner Kletti, seconded by Trustee Liss to approve a site plan amendment for a parking lot expansion to Calibre at 2395 Dakota Drive with the following conditions:

1. All existing stormwater facilities (pipes, slopes, inverts, etc.) shall be depicted on site plan. A stormwater capacity analysis shall be completed to confirm that the existing system capacity is adequate. Final stormwater management shall be approved by the Village Engineer.
  2. Final landscaping plan shall be approved by the Director of Planning and Development.
  3. A stormwater calculation to be conducted on the site as per Village Engineer.
- Motion carried.

**Review and consideration of a resolution to adopt a Certified Survey Map for Village Pointe Commons at 1953 Wisconsin Avenue**

Director Wolff reviewed the Certified Survey Map for Village Pointe Commons. She noted that as part of the Highland Ridge development, the west end of Oak Street was vacated; the north half was given to Highland Ridge and the southern half was given to Frank Mayer. The applicant recently realized that this area is needed for their new driveway off Wisconsin Avenue. Frank Mayer has agreed to give the former right-of-way to Village Pointe Commons via a quit claim deed. The CSM meets all requirements of the Village Subdivision Ordinance.

Motion offered by Commissioner Kletti.

Moved by Commissioner Harms, seconded by Trustee Liss to adopt a resolution to accept Certified Survey Map for Village Pointe Commons at 1953 Wisconsin Avenue with the following condition: the final CSM shall be approved by the Village Engineer. Motion carried.

**Consideration of recommendation to Village Board regarding public hearing notice mailing policies**

Director Wolff explained that the Village currently sends out public hearing notices for conditional use permit and rezonings via certified mail. Each letter costs \$6.74 each; this is a significant cost to our applicants and a drain on staff time. Staff is recommending that all public hearing notices be delivered via first class mail. The Clerk's office will still keep a record of each letter sent and a list of recipients.

Commissioners had no comments or concerns with this resolution recommendation to the Village Board.

Motion by Trustee Liss, seconded by Commissioner Plato to recommend that the Village Board adopt a resolution to amend the Village's public hearing notice mailing policy from certified mail to first class mail. Motion carried.

**Review and consideration of transient street merchant policies**

After the input received at the May Plan Commission meeting, staff recommends that locations with three or more food trucks/vendors should submit a joint Site Plan Application for Plan Commission review. The site plan shall include the location of each truck/vendor, customer parking, customer queuing area, waste receptacles, seating, restrooms, and other site-specific items. The Plan Commission shall review the site plan and include in their approval reasonable parameters for each application (e.g., hours of operation for each truck/vendor, responsibility for trash disposal, etc.).

Planning and Police Departments staff are working to combine the Direct Sellers ordinance and the Transient Street Merchant ordinance to eliminate overlap and simplify regulations. These recommendations regarding groups of food trucks/vendors will be incorporated into that new combined ordinance.

Commissioner Paschke wanted clarification that if there are more than three food trucks they would need to be approved every event. Director Wolff suggested that sites with three or more vendors would receive an annual approval. Commissioner Plato asked if this would need to be completed if three or more food trucks wanted to join the Farmer's Market. Director Wolff indicated that the Farmer's Market is run by the Grafton Area Chamber of Commerce and she does not have concerns about food vendors at that event.

Chair Brunnquell wanted clarification on the use of the term "food trucks/vendors." Director Wolff mentioned that the term "vendor" was added to accommodate the cheese curd van. Chair Brunnquell directed staff to be more general to encompass more formats.

Motion by Commissioner Paschke, seconded by Trustee Liss to require a Site Plan application and review process for three or more food trucks/vendors at one location. Motion carried.

### **Discussion of review of the "Village of Grafton Comprehensive Plan for 2035"**

Director Wolff described the Village's Comprehensive Plan. The Plan was adopted on February 2, 2009. The purpose of the Plan is to identify a long range vision for the community and guide growth, development, redevelopment, and preservation. The Plan addresses a wide range of issues but the most used component is the Planned Land Use Map, which illustrates the desired pattern of future land uses (e.g., residential, commercial, and industrial); zoning decisions are based on the Planned Land Use Map.

It is common for communities to review comprehensive plans annually. State Statutes require plans to be substantially updated once every 10 years. She noted that many things have changed since adoption of the Plan in 2009. Staff recommends undergoing a Plan review process in 2016 to provide guidance to staff, residents, developers and other stakeholders about the Village's policies and long term vision. Potential topics include the Village's housing mix policy, further development of the Port Washington Road corridor, new industrial development, and formalization of the Village's existing policy regarding restaurants with drive through facilities, among others.

Commissioner Silasiri wanted resident participation in the planning process to gain perspective. Commissioner Paschke wanted more of a larger context in terms of county, state, and TID districts. Commissioner Plato liked the idea of revising the vision statement. Commissioner Plato wanted to make sure that staff kept in mind that the Town of Grafton mimics the work of the Village of Grafton. Commissioner Kletti agreed the Plan needed to be updated. Chair Brunnquell believes that an update is long overdue and believes that it needs to be sectioned out over a few months.

For informational purpose only.

### **EXTRATERRITORIAL REVIEW**

#### **A. Dean Freitag;1997 East River Road-Town of Grafton-CSM and Rezone**

Commission reviewed and accepted the extraterritorial request for a conditional use permit in the Town of Grafton.

**Old Business**

None

**New Business**

Director Wolff mentioned that the Glass Palate is interested in starting a Vintage car meet in downtown starting in August. She also noted that staff will be working on Sign Code amendments based on a recent Supreme Court ruling.

**ADJOURN**

Motion by Commissioner Kletti, seconded by Commissioner Plato to adjourn the meeting at 7:22 p.m. Motion carried.