

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

AUGUST 25, 2015

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

Commissioners present: Village President Jim Brunnuquell, Carl Harms, Alan Kletti, Trustee David Liss, and Mark Paschke

Commissioners excused: Amy Plato and Randy Silasiri

Officials/Staff present: Director of Planning and Development Jessica Wolff and Administrative Secretary Deborah A. Brown

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the July 28, 2015 Plan Commission meeting minutes as presented. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary Brown stated the purpose of the public hearing is for public review and comment on a request by Ventura Starr to amend the Zoning Ordinance Table 19.03.0603 Permitted and Conditional Uses in Residential and Nonresidential Zoning Districts to add Individual and Family Social Services (SIC #8322 Individual and Family Social Services) as a conditional use in the C-2 Community Business District.

Director Wolff stated this amendment would allow the property owner at 1930 Wisconsin Avenue to lease building space to Ventura Starr for an adult day care business. Director Wolff also noted that these types of service uses complement the other retail and light manufacturing operations in the South Commercial District.

Chair Brunnuquell opened the floor to the public to hear any comments or concerns. There were no public comments. Ms. Starr stated that she was a certified Social Worker and that this facility will provide a social outlet for individuals with mental and physical disabilities.

Commission members had no comments or concerns; Chair Brunnuquell closed the public hearing. The Commission moved forward with item #14.

Consideration of recommendation to Village Board for an ordinance to amend Table 19.03.0603 Permitted and Conditional Uses in Residential and Nonresidential Zoning Districts to add Individual and Family Social Services (SIC #8322) as a conditional use in the C-2 Community Business District

Motion by Commissioner Paschke, seconded by Commissioner Kletti to recommend the Village Board approve an ordinance to amend the Village of Grafton Zoning Code Table 19.03.0603 Permitted and Conditional Uses in the Nonresidential Zoning Districts to add "Individual and Family Social Services" (SIC #8322) as a conditional use in the C-2 Community Business zoning district. Motion carried.

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary Brown stated the purpose of the public hearing is for public review and comment on a conditional use permit requested by Ventura Starr to allow for an adult day care (SIC#8322 Individual and Family Social Services) to be located at 1930 Wisconsin Avenue (Parcel 10-040-0085.000).

Director Wolff stated that the applicant is requesting a conditional use permit for an adult day care facility at 1930 Wisconsin Avenue (lower level of Associated Bank building) with services for individuals with mental and/or physical disabilities. She stated that the use will occupy 3,400 square feet including a classroom, lounge, computer lab, sensory area, art room, kitchen, and restrooms. The business will be open from 8:00 a.m. to 4:30 p.m. Monday to Friday. They will have one shift with seven employees (five caretakers and two drivers) and up to 50 clients. Two vans will drop off and pick up clients in the morning and afternoon; no other deliveries are anticipated. With this project, she stated that there would be no exterior changes to the façade. She also noted that no food would be cooked on-site. Snacks and beverages would, however, be served. There also would be no special security measures being proposed. They anticipate opening in October.

Ms. Starr and Ms. Jackson were present to answer any questions or concerns that the public or Plan Commission may have on this conditional use permit request.

Chair Brunquell opened the public hearing to the public at this time as well as the Commission members. There were no public comments. Commissioners held a short discussion on transportation, parking, and tracking the individuals inside the facility.

Ms. Starr stated that the individuals participating in this program are from Ozaukee County only. The facility will be receive certification from the State after a representative from the State does an inspection of safety measures, reviews their operations and procedure plans, and they pass all the certification criteria.

With no further comments, Chair Brunquell closed the public hearing. The Commission moved forward with item #15.

Consideration of a conditional use permit requested by Ventura Starr to allow for an adult day care (SIC #8322 Individual and Family social Services) to be located at 1930 Wisconsin Avenue

Motion by Commissioner Harms, seconded by Trustee Liss to approve a conditional use permit as requested by Ventura Starr to allow for an adult day care facility to be located at 1930 Wisconsin Avenue with the following conditions:

1. Village Board approval of an amendment to add Individual and Family Social Services (SIC #8322) as a conditional use in the C-2 Community Business District.
2. Adult day care use limited to 3,400 square feet of floor area.
3. Hours of operation shall be limited to Monday through Friday 8:00 a.m. to 4:30 p.m.
4. Site shall be limited to one shift with up to seven employees.
5. Add a dumpster enclosure to be approved by the Director of Planning and Development.
6. Add two large flower planters on either side of the main entrance to be approved by the Director of Planning and Development and to be used annually.
7. Add a bike rack near the entrance.
8. Signage to be approved separately by the Director of Planning and Development.
9. All building code and other Village and State codes pertaining to use licensing and occupancy of the building will be met.

Motion carried.

COMMENCE PUBLIC HEARING
Statement of Public Notice

Administrative Secretary Brown stated the purpose of the public hearing is for public review and comment on a conditional use permit requested by Tiffany Hughes to allow for pet grooming business (SIC #0752 Animal Specialty Services) to be located at 1003 Washington Street (Parcel 10-108-04-09.001).

Director Wolff stated that the applicant is requesting a conditional use permit to allow for a pet grooming business to be located at 1003 Washington Street in the former Wag 'N Tails. The business will occupy 874 square feet and will be open from 9:00 a.m. to 5:00 p.m. Monday to Saturday. They will have one shift with four employees and can accommodate up to 10 pets at once. They will receive weekly deliveries via UPS, FedEx, and USPS. They will use Village waste and recycling pick up services. No special security measures are proposed.

Chair Brunnquell opened the public hearing to the public and the Commission members. Tiffany Hughes, owner of Mud Puppy Shaw, was present to answer questions. Commissioner Harms asked if there would be any overnight stays. Ms. Hughes answered no there would not be any overnight stays with the pets. With no further comments, Chair Brunnquell closed the public hearing.

Consideration of a conditional use permit requested by Tiffany Hughes to allow for a pet grooming business (SIC#0752 Animal Specialty Services) to be located at 1003 Washington Street

Motion by Commissioner Kletti, seconded by Commissioner Harms to approve a conditional use permit as requested by Tiffany Hughes to allow for pet grooming business to be located at 1003 Washington Street with the following conditions:

1. Pet grooming use limited to 874 square feet of floor area.
2. Hours of operation shall be limited to Monday through Saturday 9:00 a.m. to 5:00 p.m.
3. Site shall be limited to one shift with up to four employees.
4. Trash and recycling containers shall be stored inside or out of sight of customers.
5. Add a bike rack near the entrance.
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.

Review and consideration of site plan requested by Midas located at 2055 Wisconsin Avenue for an addition

Director Wolff gave background on the applicant, Midas, presenting a site plan and building elevations for small expansion of their facility at 2055 Wisconsin Avenue. Midas is proposing a 1,770 square foot addition with three new repair bays on the west side of the existing building. The site plan also includes an 11-space parking lot expansion on the western portion of the property.

Architect Mark Paschke is representing Midas and will abstain from any action on this agenda item. Also present was Midas business owner, Mike Vichich. Commission members held a very brief discussion on the traffic flow through the parking lot and turning radius with the added addition.

Motion by Commissioner Harms, seconded by Trustee Liss to approve a site plan for a building addition to Midas at 2055 Wisconsin Avenue with the following conditions:

1. Restripe the existing parking lot.
2. Final stormwater management to be approved by the Village Engineer.
3. Remove dumpsters outside the existing enclosure or add a new enclosure to be approved by the Director of Planning and Development.
4. Remove trailers and debris from the site.
5. Signage to be approved separately by the Director of Planning and Development.
6. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Approved 4 - 0 (Paschke- abstain).

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

Director Wolff stated that the Village's Zoning Ordinance currently prohibits multiple principle buildings on one lot except within Planned Unit Developments. At the July meeting, the Plan Commission discussed the amendment and directed staff to make changes to the text including specifying the review process and listing the nonresidential zoning districts.

Commission members held a discussion on the language and it was the consensus of the Commission to have the Planning and Development staff redraft the language to make it more inclusive and less complex. They directed Director Wolff to bring the new draft back at the next meeting. Director Wolff also mentioned that they would have to post another public hearing as well because of the language changes.

Motion by Trustee Liss, seconded by Commissioner Paschke to table Item 18 for the consideration of a recommendation to the Village Board on approval of ordinance to amend Zoning Ordinance Section 19.02.0206 Number of buildings on a zoning lot. Motion carried.

Review and consideration on a request by El Lobo, LLC for a site plan for an outdoor patio space to be located at 1305 Wisconsin Avenue (Parcel 10-060-12-01.002)

Director Wolff outlined the request by the applicant, Luis Calix of Lobo's Place, who is presenting a site plan for use of the public sidewalk on the east side of their building for outdoor dining. The area to be used is approximately 20 feet by 15 feet with eight tables for a total of 22 patrons. The parameters for this outdoor dining area will be similar to Atlas BBQ. The lease of this public space was conditionally recommended by the Community Development Authority on August 5 for approval by the Village Board. In addition to the lease agreement, the Village Board will also consider an extended liquor license. Luis Calix was present for Lobo's Place to answer any questions the Plan Commission may have on this site plan for an outdoor dining space.

The Commission members held discussion on the pedestrian sidewalk traffic and the flow within the new outdoor dining area. Commissioner Harms questioned what type of gate the dining area would have. Mr. Calix explained that it was very similar to the Atlas BB patio in the Paramount Plaza. Chair Brunnuquell thought that music in the area was acceptable and suggested striking condition number four "No amplified music in the patio space."

Motion by Commissioner Kletti, seconded by Commissioner Paschke to approve a site plan for a sidewalk patio at Lobo's Place at 1305 Wisconsin Avenue with the following conditions:

1. Village Board approval of the lease agreement.
2. Provide free Wi-Fi throughout the patio area and adjacent public space.
3. No advertising may be displayed on umbrellas, if used.
4. Table layout shall allow comfortable movement throughout the space and shall be approved annually by the Director of Planning and Development.

5. The style of fencing shall be moveable and similar to that used in Paramount Plaza.
 6. The location of the fencing shall be approved by the Police Chief.
- Motion carried.

Review and consideration of a sign variance requested by Port Washington State Bank for property located at 1515 Washington Street

Director Wolff stated that the applicant, Port Washington State Bank (PWSB), is requesting a sign variance for their property at 1515 Washington State. The proposed monument sign is approximately seven square feet per side and over four feet tall. This property is a senior living facility classified as a community based residential facility (CBRF). The property is zoned R-3 Urban Single Family Residential zoning district. CBRFs with up to 15 residents are permitted in all Village residential zoning districts because their outward appearance should not be different than any other house in the neighborhood. Staff does not think the situation warrants a sign variance since there is no unique hardship. Granting a variance in this case could open the door to requests from other CBRFs, home occupations, and other activities in residential areas.

Present from Port Washington State Bank was Steve Schowalter and Ashleigh Whitman on behalf of Kate Tocco, owner of Rosewood Manor to answer any questions or concerns that the Plan Commission may have.

A lengthy discussion took place with the applicants and the Commission. Mr. Schowalter gave background and the unique circumstances that Rosewood Manor has faced since they have opened. He is asking that the Plan Commission approve this variance to clarify for the public the location of Rosewood Manor. Ashleigh Whitman also gave witness to some of the issues that have been raised since Rosewood Manor opened. She stated that most of the confusion has been the location of the CBRF located to the northeast of Rosewood Manor. Deliveries, relatives, and even emergency calls have gone to the wrong location on more than one occasion.

Commissioner Paschke shared his feeling that he would not be opposed to the sign but at the same time, he thinks that the hardship for Rosewood Manor is not the lack of a sign, but the confusion with the other facility down the road. Commissioner Harms stated that he understands the unique situation that Rosewood Manor has but at the same time must look at the current zoning code. The questions would be if the Plan Commission approved this sign variance, would it be opening the door for other CBRFs to follow and request the same in the Residential zoning district?

Chair Brunnequell stated that the Village should stay consistent within the different zoning districts in order to create a stable business environment. He further noted that currently Rosewood Manor is at capacity and is doing very well. It was the consensus of the Plan Commission to have the applicant come back with a redesign of the sign rendering and a site plan to show the proposed sign location.

EXTRATERRITORIAL REVIEW

A. Michael and JoAnn Kuenn-The Reserve at Ulao Creek, LLC-1115 County Highway C; Town of Grafton-Rezoning and Preliminary Plat

Commission reviewed and accepted the extraterritorial request for rezoning and Preliminary Plat in the Town of Grafton.

Old Business

Director Wolff stated that Pace Industries is no longer pursuing the electronic message sign due to other capital projects at their facility. She also updated the Commission on the Comprehensive Plan Review. She stated that the review project is included in the preliminary 2016 budget. Finally, the sign code amendments are still in progress and she will be working with Attorney Mike Herbrand on the text changes.

New Business

None

ADJOURN

Motion by Commissioner Harms, seconded by Commissioner Paschke to adjourn the meeting at 7:27 p.m. Motion carried.