

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES *AMENDED

OCTOBER 25, 2016

The Plan Commission meeting was called to order at 6:08 p.m. by Chair Jim Brunnuell. The Pledge of Allegiance followed.

Plan Commissioners present: Village President Jim Brunnuell, Alan Kletti, Carl Harms, Trustee David Liss, and Randy Silasiri,

Commissioners excused: Amy Plato and Mark Paschke

Officials/Staff present: Director of Planning and Development Jessica Wolff, Building Inspector Tom Johnson, Utility Superintendent Tim Nennig, and Administrative Secretary Deborah A Brown

Others present: Citizens of the Community

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the September 27, 2016 Plan Commission meeting minutes as presented.
Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

Statement of Public Notice

Administrative Secretary Deborah Brown stated the purpose of the public hearing is to review and comment on a request by Grafton Water and Wastewater Utility for a conditional use permit to allow an underground sanitary sewer lift station (SIC#4952 Sewerage System) located at 1501 1st Avenue (Wildwood Park)

Director of Planning and Development Jessica Wolff described the project requested by the Water and Wastewater Utility for a below ground sanitary sewer lift station at the far western edge of Wildwood Park on 1st Avenue. The proposed lift station will replace the existing below ground Audubon Avenue lift station which is nearing the end of its useful life. The old lift station will be abandoned in place and the above ground elements will be removed. It would be very difficult and expensive to replace the lift station in the existing location due to the extent of necessary excavation and temporary sewage facilities during construction.

She further noted that the new lift station will have two below ground structures, an above ground vent pipe for the wet well, and an electrical control panel on a concrete pad. The park will remain open during construction and during future maintenance work; closed during construction. Construction will start in May of 2017 with construction lasting about three to four months. There will be very little noise or odor associated with the new lift station. The Parks and Recreation Committee has recommended approval of the lift station. Tim Nennig Utility Superintendent was present to answer any questions or concerns.

Chair Brunnquell opened the public hearing.

Richard K Haczynski; 1508 1st Avenue, Grafton, WI

Mr. Haczynski had concerns about screening the new lift station site. He did not want an eye sore in the park or for the surrounding neighbors. Utility Superintendent Nennig stated that the Utility will continue to work with the Planning Department on the landscaping and screening of the new lift station.

Katie Haczynski; 1508 1st Avenue, Grafton, WI

Mrs. Haczynski questioned the location of the new lift station and why was it chosen to be placed in the park. Utility Superintendent Nennig explained that the location for the new lift station was chosen based on DNR regulations; lift stations may not be closer than 200 feet from a well site.

Michael Behlen; 1502 Audubon Avenue, Grafton, WI

Mr. Behlen had concerns about the old stormwater drain and what was the new plan for stormwater runoff in the new location. Utility Superintendent Nennig was aware of the drain and noted that stormwater will be managed in the new location.

The Commission held a short discussion on the safety of the control cabinet panel and the lift station lid covers. It was the consensus that the Commission would move forward with action on this item. Chair Brunnquell then closed the public hearing.

Consideration of a conditional use permit requested by Grafton Water and Wastewater Utility to allow an underground sanitary sewer lift station (SIC#4952 Sewerage System) located at 1501 11st Avenue (Wildwood Park)

Motion by Commissioner Kletti, seconded by Trustee Liss to approve a conditional use permit to allow for a new sanitary sewer lift station (SIC #4952 Sewerage System) at 1501 1st Avenue in Wildwood Park with the following condition: install arborvitae on all sides of the lift station area that will not impede operations. Motion carried.

Chair Brunnquell asked that the next two public hearings be discussed together as they are both related to each other. Trustee Liss also stated that he will abstain from the two

action items as he has interest as a neighbor and as a current employee to Recognition Specialist located at 1201-1203 6th Avenue.

Statement of Public Notice

The purpose of the public hearing is public review and comment for a Zoning Ordinance amendment to add Plumbing, Heating and Air-Conditioning Contractors (SIC #1711) as a conditional use in the C-1 Neighborhood Business District

Director Wolff stated that this code amendment is necessary to allow K Komfort to occupy 1201-1203 6th Avenue (currently Recognition Specialists) with the proper approvals. She stated that the applicant is proposing a heating and cooling business at the current site of Recognition Specialist located at 1201-1203 6th Avenue. Recognition Specialist will continue to occupy the ground floor and K Komfort would occupy the second floor. They will have offices, a show room, and storage with minor sheet metal fabrication for duct work. Installation and repair technicians are only on site to pick up equipment and materials so very little overnight parking will be allowed. The second floor is an unoccupied apartment so interior modifications *must be made to bring that space up to code.

The business will be open 7:00 a.m. to 7:00 p.m. Monday through Friday. They will have up to 10 employees and expect two deliveries per day. She also noted that at this time there are no special security measures proposed. She stated that the applicant identified a possible addition on the south side of the building. The potential future addition is not part of the action tonight and will require separate consideration in the future. Slava Krol was present to answer any questions or concerns.

Chair Brunnuquell opened the public hearing.

Debbie Riebe; 1215 6th Avenue, Grafton, WI

Mrs. Riebe was concerned with the noise from the trucks and exhaust smells. Mr. Krol explained that they would be using box trucks not semi-trucks and that deliveries would only be twice a week. There would be no trucks parked overnight as the installers take their vehicles home with them. Deliveries and pick-ups by the installers usually take five to ten minutes.

The Commission held a short discussion on the number of employees and visitors per day to the site and the expansion in the future with a garage. It was the consensus that the Commission would move forward with action on this item. Chair Brunnuquell then closed the public hearing.

Consideration for a Zoning Ordinance amendment to add Plumbing, Heating, and Air-Conditioning Contractors (SIC #1711) as a conditional use the C-1 Neighborhood Business District

Motion by Commissioner Harms, seconded by Commissioner Silasiri to recommend approval to Village Board to amend the Village of Grafton Zoning Ordinance Table 19.03.0603 Permitted and Conditional Uses in the Nonresidential Zoning Districts to add Plumbing, Heating and Air-Conditioning Contractors (SIC # 1711) as a conditional use the C-1 Neighborhood Business District. Motion approved 4-0 (Liss-abstain).

Statement of Public Notice

The purpose of the public hearing is public review and comment for a conditional use permit (CUP) requested by K Komfort, LLC to allow for a heating and cooling company (SIC #1711 Plumbing, Heating, and Air Conditioning Contractors) to be located at 1201-1203 6th Avenue

Reviewed with the previous item. No public comments or concerns from Commission members. Chair Brunnequell requested to add one more condition to the consideration to review this conditional use permit after one year.

Consideration for a conditional use permit (CUP) request by K Komfort, LLC to allow a heating and cooling company (SIC #1711)-Plumbing, Heating, and Air-Conditioning Contractors) to be located at 1201-1203 6th Avenue

Motion by Commissioner Kletti, seconded by Commissioner Harms to approve a conditional use permit to allow a heating and cooling company (SIC #1711 Plumbing, Heating and Air Conditioning Contractors) to be located at 1201-1203 6th Avenue with the following conditions:

1. Hours of operation shall be 7:00am to 7:00pm Monday through Friday.
2. Use shall be limited to 6,556 square feet of floor area (i.e., the existing two story building).
3. No more than two vehicles directly associated with the use may be parked on-site overnight.
4. No outdoor storage is allowed.
5. If needed in the future, a dumpster shall be stored inside or the applicant shall construct an enclosure to be approved by the Director of Planning and Development.
6. Add a bike rack on a hard surface near the front entrance.
7. Submit a plan with a certified architect's stamp for tenant change of use/alteration review.
8. Update address on the building to have one address and units inside the building to be identified as units/suites.
9. Completion of all improvements outlined in correspondence dated September 29, 2016 from New Horizons Ventures, LLC as required by the International Building Code prior to occupancy.
10. Signage to be reviewed and approved by Planning and Development Staff subject to Chapter 20 Signs.
11. All building code and other Village and State codes pertaining to occupancy of the building will be met.

12. Conditional Use Permit shall be reviewed after (1) one year.
Motion approved 4-0 (Liss-abstain).

Statement of Public Notice

The purpose of the public hearing is public review and comment for a request by Pinnacle Engineering Group for a proposed floodplain boundary adjustment, filing, and grading within the floodway of Cedar Creek located in the SE ¼ of Section 23, Town 10, Range 21 East in Ozaukee County

Building Inspector Tom Johnson stated that in September 2016 DNR signed off on the proposed floodplain boundary adjustment in City of Cedarburg. The site is located along the east side of Sheboygan Road, south of STH 60 and is currently owned by the Glen at Cedar Creek, LLC. At that time, no notification was given to the Village of Grafton. Grading and filling in current floodplain will be done on the City of Cedarburg side of Cedar Creek and not on the Village of Grafton side. Village of Grafton approval is required as part of the FEMA process.

Matt Carey from Pinnacle Engineering Group presented a summary of the project including the site plan and the areas to be filled and removed. The 29 acre subdivision development includes 70 single family homes, a clubhouse, and infrastructure including roadways and utilities, and stormwater ponds. The development will be broken up into three phases. He further noted that the proposed floodplain changes will be part of Phase III. There are five proposed single family lots along the northeast side of the development which will impact the existing floodplain as they will require a portion of the floodplain to be filled. Each home in this area has a basement that is located at least 2 feet above the existing floodplain elevation. Mr. Carey explained that the new floodplain impacts more of the Cedarburg side of Cedar Creek and Grafton's Cedar Creek side will see less than an inch difference in the floodplain.

Chair Brunnuell then opened the public hearing.

Jim Willer; 1337 Creekside Court, Grafton, WI

Mr. Willer has approximately 600 ft. of frontage on his property to Cedar Creek across from the proposed project in Cedarburg. He has questions and concerns on how much floodplain elevation would change in time on his side of the Creek and in spring when the floodplain is high. Mr. Carey noted that there will be almost no change in the Grafton side of the Creek.

Stephanie Skorik; 1285 Creekside Lane, Grafton, WI

Mrs. Skorik asked why the setbacks in the floodplain were different for Cedarburg than for Grafton. She stated that they could not build a swimming pool because they had to be so far from the floodplain and did not meet the requirements. Mr. Johnson noted that County regulations may vary from local regulations.

Commission members had no concerns or comments. Mr. Johnson did not have any concerns on the sign off of this adjustment to the floodplain. Chair Brunnquell then closed the public hearing.

Consideration of a floodplain boundary adjustment, filling, and grading within the floodway of Cedar Creek located in the SE ¼ of Section 23, Town 10, Range 21 East in Ozaukee County

Motion by Commissioner Harms, seconded by Commissioner Kletti to recommend the approval of the floodplain boundary adjustment, filling, and grading within the floodway of Cedar Creek located in the SE ¼ of Section 23, Town 10, Range 21 East in Ozaukee County. Motion carried.

Review and consideration of a site plan requested by Colectivo Coffee for outdoor seating to be located at 1211 Washington Street

Director Wolff stated that the applicant is proposing to upgrade the outdoor seating area at Mill Square on the west side of their building. The proposed project includes three cedar gazebos with seating, a gas fire pit, cedar benches, cedar planters, and additional landscaping. The existing landscaping adjacent to the sidewalk would remain. The tables and chairs will be removed during winter months while the gazebos and fire pit will be year-round elements. A trash receptacle will remain at the southwest corner of the building.

Joe Niedzialkowski and Joe Miletta from Kabala Washatko Architects; W61 N617 Mequon Avenue, Cedarburg, WI were present to answer any questions or concerns.

Commission held a discussion on the structures that were permanent fixtures to the outdoor space, fire pit control, and outside music. Director Wolff indicated that the gas fire pit will need to be approved by the Grafton Fire Department. The architects indicated that no music was being proposed. Chair Brunnquell asked that Director Wolff notify other property owners in Mill Square about this project. With no further questions, Commission moved forward with motion to approve.

Motion by Trustee Liss, seconded by Commissioner Harms to approve a site plan requested by Colectivo Coffee at 1211 Washington Street for outdoor seating with the following conditions:

1. Retain all landscaping beds adjacent to 12th Avenue and Washington Street.
2. All new landscaping shall have natural mulch.
3. The fire pit shall be approved by the Fire Department to ensure adequate lighting and easy shut off in case of emergency.
4. The fire pit shall be properly monitored by Colectivo's staff at all times. Customers may not operate the fire pit. No food may be cooked over the fire. Hours of operation may not exceed Colectivo's hours of operation.

5. Provide the specifications for the fire pit and glass and a cross section for the gazebos which must be anchored to the ground and must address wind up-lift.
 6. Submit a plan with a certified architect's stamp.
 7. There shall be adequate lighting around the seating area at all times.
 8. No signage shall be allowed.
 9. All building code and other Village and State codes pertaining to use of the site will be met.
- Motion carried.

Extraterritorial Review

A. Bruno Hanney; 2091 CTH W-Town of Grafton-Conditional Use Permit for rental storage units

B. Jake Krajenka; 1622 Sharon Lane-Town of Grafton-Conditional Use Permit for an accessory structure

The Commission reviewed and accepted the two extraterritorial conditional use permits. Director Wolff indicated that she spoke with the Town regarding the rental storage units including the materials for the front façade and that the plans for the second phase outdoor storage would have to come back to the Town for consideration. She also noted the Grafton Fire Department requested that a “Y” turn around be installed at 1622 Sharon Lane property because of the length of the driveway.

Old Business

None.

New Business

Commission members confirmed the upcoming Plan Commission meeting dates as November 22, 2016 and December 20, 2016. Commissioner Silasiri will be not be able to attend the November meeting.

Adjourn

Motion by Commissioner Silasiri, seconded by Commissioner Harms to adjourn the meeting at 7:12 p.m. Motion carried.