

**VILLAGE OF GRAFTON**

**PLAN COMMISSION MEETING MINUTES**

**NOVEMBER 22, 2016**

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 and Mark Paschke

Commissioners excused: Amy Plato and Randy Silasiri

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

Others present: Brian McEnvoy of EmmPac Packaging

**MINUTES**

Motion by Commissioner Harms, seconded by Commissioner Kletti to approve the October 25, 2016 Plan Commission meeting minutes with the following correction: Change C-! to C-1 on page three. Motion carried.

**HEAR PERSONS REQUESTING TO BE HEARD**

None

**STATEMENT OF PUBLIC NOTICE**

**The purpose of the public hearing is to review and comment on a Zoning Ordinance amendment to add plastic foam products (SIC #3086) as a conditional use in the M-1 Industrial District**

Director Wolff explained that EmmPac is a custom foam packaging company that is proposing to move into 5,000 square feet of vacant space in the Gilman building on Cheyenne. The business operation includes office, packaging with gravity roller lines and five production machines, and storage areas. There would be no outdoor storage or dumpsters. The business will be open 8:00 am to 5:00 pm Monday through Friday. The business will have up to five employees and expect two deliveries per day. No special security measures are proposed. EmmPac plans to be open immediately after receiving occupancy. Brian McEnvoy was present to answer questions or concerns.

Chair Brunnquell opened the public hearing. Commissioner Kletti asked if there would be any fire hazards or impacts on the building. Mr. McEnvoy responded no. President Brunnquell asked if there would be noise or odor. Mr. McEnvoy responded no. Chair Brunnquell then closed the public hearing.

**Consideration of a Zoning Ordinance amendment to add Plastics Foam Products (SIC #3086) as a conditional use in the M-1 Industrial District**

Motion by Trustee Liss, seconded by Commissioner Harms 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 Plastics Foam Products (SIC # 3086) as a conditional use the M-1 Industrial District. Motion carried.

**STATEMENT OF PUBLIC NOTICE**

**The purpose of the public hearing is public review and comment on a request by Brian McEvoy of EmmPac, LLC for a conditional use permit to allow a foam packaging company (SIC #3086) plastic foam products to be located at 1230 Cheyenne Avenue** Chair Brunnuell opened the public hearing. This was reviewed with the previous item. No public comments or concerns from Commission members. Chair Brunnuell then closed the public hearing.

Director Wolff noted that the square footage has changed from 5,000 square feet to 5,128 square feet.

Mr. McEnvoy also pointed out that there is a bike rack near the employee entrance. The Plan Commission felt comfortable removing the requirement from the list of conditions.

**Consideration of a conditional use permit requested by EmmPac Packaging, LLC for a foam packaging company (SIC #3086 Plastics Foam Products) at 1230 Cheyenne Avenue**

Motion by Commissioner Paschke, seconded by Commissioner Kletti to approve a conditional use permit to allow for a foam packaging company (SIC #3086 Plastics Foam Products) at 1230 Cheyenne Avenue with the following conditions:

1. Hours of operation shall be 8:00 am to 5:00 pm Monday through Friday.
2. Use shall be limited to 5,128 square feet of floor area.
3. No outdoor storage is allowed.
4. 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.
5. Submit a plan with a certified architect's stamp for tenant change of use/alteration review, if needed.
6. Signage to be reviewed and approved by Planning and Development Staff subject to Chapter 20 Signs.

All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion approved.

**Review and consideration of a Certified Survey Map by Michael Cluppert for a two lot certified survey map at 1216 15th Avenue (Parcel 10-060-02-130.02)**

Director Wolff explained that the property owner is proposing to split his double lot on 15th Avenue into two lots. The two lots will be approximately 7,000 square feet in area and will meet the requirements of the R-3 Urban Single Family district. The Village survey contractor has reviewed the CSM and Director Wolff is recommending approval.

Motion by Trustee Liss seconded by Commissioner Harms to approve the Certified Survey Map for Michael Cluppert at 1216 15th Avenue (Parcel 10-060-02-130.02) as presented. Motion carried.

**Extraterritorial Review**

**A. Joseph Doyle 705 Lakeshore Road; Town of Grafton Conditional Use Permit**

Director Wolff explained that on November 16, 2016 the Town Board adopted zoning ordinance amendments to allow agricultural uses such as keeping limited numbers of livestock, as a conditional use in the Town's residential zoning districts. Mr. Doyle is requesting a conditional use permit for livestock (miniature cows, miniature sheep and chickens) at his 12-acre property at 705 Lakeshore Road. Ms. Schaefer at the Town indicated that the Plan Commission will carefully review the application and will set the maximum number of allowed livestock based on the property size, surrounding uses and other unique factors. A property has to be a minimum of two to three acres to have livestock. Staff does not have any concerns about this application.

**B. Michael Samann 678 Falls Road; Town of Grafton Lakeshore Prairie Subdivision**

Mr. Samann is proposing a seven lot subdivision on Falls Road in the Town of Grafton. The lots will be between three and 11 acres each and will be served by a private cul de sac driveway. Planning and Fire Department staff have reviewed the application and do not have any concerns.

The Commission reviewed and accepted the extraterritorial conditional use permit and the extraterritorial subdivision.

**Old Business**

None.

**New Business**

Commission members confirmed the upcoming Plan Commission meeting date December 20, 2016.

**Adjourn**

Motion by Commission Kletti, seconded by Commissioner Paschke to adjourn the meeting at 6:15 p.m. Motion carried.