

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

JANUARY 26, 2010

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

Board members present: Jim Brunnuquell, Alfred Schlecht, Mark Paschke, Carl Harms, Richard Rieck, and Randy Silasiri

Absent: Amy Plato

Staff/Officials present: Michael A. Rambousek/ Director of Planning and Development, Tom Johnson/Building Inspector, and Deborah A Brown/Administrative Secretary II.

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to approve the minutes of the December 22, 2009 Plan Commission Meeting with so noted change in the attendance to show Randy Silasiri was present at the December 22, 2009 meeting and to change the motion approved on Page 3-recommending approval of the Ordinance amending the CBD Central Business District. Motion approved should be 5-1 (A. Plato –nay) Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None.

COMMENCE PUBLIC HEARING

Statement of Public Notice

Administrative Secretary, Deborah A Brown stated the purpose of the public hearing is to review amendments to the Village of Grafton Zoning Codes. To repeal and recreate Section 19.03.0403 (F) and (G) the (PUD) Planned Unit Development and amending Section 19.03.0603 Permitted and Conditional Use Table of the Grafton Municipal Code.

Director of Planning and Development, Michael A. Rambousek reviewed and briefly outlined the change in the Grafton Zoning Code as it related to PUD-Planned Unit Development. He stated as part of the regulations, each PUD agreement will be required to be completed prior to a public hearing that is required to rezone the given site or property to PUD. For each project, a PUD site plan will also specifically list dimensional requirements, area requirements, preservation requirements, review, consideration and process requirements, etc. In addition, allowable uses will be required to be adopted individually as part of the rezoning.

There were no public comments on this matter.

There were no additional comments and Chair Brunnquell closed discussion on this matter.

CONSIDERATION OF A RECOMMENDATION TO THE VILLAGE BOARD OF AN ORDINANCE REPEALING AND RECREATING SECTION 19.03.0403 (F) AND (G) PUD PLANNED UNIT DEVELOPMENT AND AMENDING SECTION 19.03.0603 PERMITTED AND CONDITIONAL USE TABLE OF THE GRAFTON MUNICIPAL CODE

Based on no comments at the public hearing, it was the consensus of the Plan Commission to take action on this matter.

Motion by Commissioner Paschke, seconded by Commissioner Harms, to recommend to the Village Board an ordinance amending the Village of Grafton Zoning Code that repeals and recreates Section 19.03.0403 (F) and (G) of the (PUD) Planned Unit Development and amending Section 19.03.0603 Permitted and Conditional Use Table of the Grafton Municipal Code. Approved unanimously.

CONCEPTUAL REVIEW OF PROPOSED AUTOMOBILE LUBRICATION FACILITY TO BE LOCATED AT 1435 WISCONSIN AVENUE

Chair Brunnquell informed the Commission members that the applicant withdrew his application early today by way of written document. Therefore, no discussion will occur on this item.

REVIEW AND CONSIDERATION OF SIGNAGE PLANS FOR PROPERTY LOCATED AT THE NORTHEAST CORNER OF RIVER BEND ROAD AND LAKEFIELD ROAD KNOWN AS THE GRAFTON LITTLE LEAGUE COMPLEX

Director Rambousek presented the signage plans for the Grafton Little League Facilities and the Master Sign Plan he developed to regulate signage on the property. He reminded the members that one of the conditions of the Plan Commission approval required the Little League to bring the final architectural plans of all accessory buildings for the proposed Grafton Little League Complex to the Architectural Review Board for review. In addition, the applicant was required to return to the Plan Commission with a final signage plan for the entire complex. As a result, the applicant is returning to this Plan Commission for final approval of the signage. Approval of the architectural plans was given by the Architectural Review Board on January 14, 2010.

As background, the Grafton Little League facilities are proposed to be located near the northeast corner of River Bend Road and Lakefield Road. The applicant is proposing a monument sign at the southwest corner of the property, scoreboards with sponsor signage, outfield fence sponsor signage, and parking lot light pole banners (pennants) with sponsor names on them. There is also a Wall-of-Fame plaza and tree dedication plaques proposed on the site that do not qualify as signage. These items do not require review by the Plan Commission.

Director Rambousek indicated that he is concerned with several minor design issues. First regarding the monument sign located at the southwest corner of the property, a full masonry base is recommended. The materials of the base should match those of the concession building, which is split-faced concrete block and soldier coursed brick. Second, the landscaping around the monument sign should be at least 200 square feet in area. Third, the light poles in the parking lot are proposed to have advertising pennants (banners) and these are not allowed under the sign code. The Planning and Development Staff has no issues with the internal sign advertising and sponsorships on the site, but if advertising (such as the pennants) are located at the edges of the Little League property they become visible to the surrounding neighborhood it could have a negative effect with the “commercial look” of the signage.

Director Rambousek then reviewed the Master Sign Plan document to regulate the amount of signage proposed for the site. He also stated that the applicant will be expected to adhere to this document at all times and any amendment or deviation will require Plan Commission review and consideration.

Clifton Poynter of R.A. Smith National, Inc.-16745 West Bluemound Road, Brookfield, WI, representing the Grafton Little League was asked if he had an additional questions or concerns after he reviewed the Master Signage Plan.

Mr. Poynter commented that he was comfortable with the Master Sign Plan and stated that they could live with not being allowed to have the advertising banners in the parking lot. He did ask if the language could be changed under the section Additional Criteria or Standards and Item H. Specifically, he wanted to know if the language (Grafton) could be taken out and just the “Little League flags” could be stated. He explained that at times a District flag or National flag would be used on the site.

Director Rambousek stated that he was comfortable with this change.

Commissioner Paschke complimented Director Rambousek on the Master Sign Plan and stated that this document made it much easier to review and will help Mr. Rambousek regulate the site appropriately.

Commissioner Silasiri commented that he thinks current language in the section Additional Criteria or Standards and Item I is too broad.

Director Rambousek suggested that the language be changed to the following: “Where discrepancies exist or clarifications are needed regarding items not explicitly stated in the Master Sign Plan, the Village of Grafton Sign Code will provide the basis for additional interpretation.” The Plan Commission agreed with this change.

Motion by Commissioner Harms, seconded by Commissioner Paschke, to approve the proposed signage as regulated in the Master Sign Plan document subject to the monument sign being amended to include a full

masonry base and subject to the language change to section Additional Criteria or Standards Item H to now read "Little League flags" and Item I to now read "Where discrepancies exist or clarifications are needed regarding items not explicitly stated in the Master Sign Plan, the Village of Grafton Sign Code will provide the basis for additional interpretation."
Approved unanimously.

FINAL REVIEW AND CONSIDERATION OF A PETITION TO REZONE THE PROPERTY LOCATED AT 1312 WISCONSIN AVENUE, KNOWN AS THE GRAFTON HOTEL PROPERTY FROM CBD CENTRAL BUSINESS DISTRICT TO PUD-PLANNED UNIT DEVELOPMENT

Director Rambousek stated that the property located at 1312 Wisconsin Avenue, owned by the Village of Grafton CDA, known as the Grafton Hotel property is proposed to be rezoned from CBD - Central Business District to PUD - Planned Unit Development. He stated that, if favorably reviewed by the Plan Commission, this matter will be decided by the Village Board on February 1, 2010.

He further added that in addition to this rezoning petition, the Plan Commission be reviewing the final site and architectural plans at this meeting. The Plan Commission is the final step in the review process for this project.

Motion by Commissioner Harms , seconded by Commissioner Paschke, to recommend to the Village Board for the approval of an Ordinance rezoning, from CBD – Central Business District to PUD – Planned Unit Development, the property located at 1312 Wisconsin Avenue, owned by the Village of Grafton CDA and known as the Grafton Hotel Property.
Approved unanimously.

REVIEW AND CONSIDERATION OF SITE AND ARCHITECTURAL REVISIONS FOR PROPERTY LOCATED AT 1312 WISCONSIN AVENUE, KNOWN AS THE GRAFTON HOTEL PROPERTY

Director Rambousek informed the members that throughout this review process the Planning and Development Staff, Plan Commission, Community Development Authority, and Architectural Review Board have seen several versions of this project. Changes have been made throughout the process based on input from the Village and Staff. He added that on January 7, 2010, the Planning and Development Department received the final plans from the development group, Mueller Hotel LLC - Paul Rushing and Jim Reed. The latest revisions were made due to concerns expressed by the Planning and Development Staff that were related primarily to parking, specifically the lack of sufficient residential and guest parking. The proposed site plan revisions consist of the increase in the amount of on-site parking from 21 total spaces to 37 total spaces, a more refined outdoor eating area with order window, a smaller building addition, and a curb-cut on Wisconsin Avenue that will provide one-way ingress into the site (via right-turn in and left-turn in).

Director Rambousek reviewed the changes to the recently approved architectural plans. The plans continue to call for a complete restoration of the original building with a new addition to the south side of the building. The primary change to the approved hotel design is the reduction of the addition, which decreased by approximately 20 feet in length along the west building elevation. The second architectural change includes the addition of a restaurant order window and awnings that protrudes about 10 feet from the main building wall of the west elevation. This addition to the building is covered by a pyramidal hip roof with architectural asphalt shingles. It includes an entrance door and two order windows and the base of the addition consists of split-faced concrete block. The location of the order window addition is shown completely on the Grafton Hotel building property and not Village right-of-way. However, the property line in this area will need to be marked prior to the framing and construction of this portion of the building to ensure there is no right-of-way encroachment. Finally, the third architectural change occurs on the south building elevation where a portion of this side of the addition now cantilevers above the building entrance. This overhang is supported by 4 posts each mounted to a concrete base. He also informed the members that these revisions were all part of these most recent architectural plans approved Architectural Review Board on January 14, 2010, subject to the final review of all plans by the Plan Commission.

Director Rambousek summarized the proposed changes to the site plan which now includes a more defined outdoor plaza dining area that is located within the near vicinity of the exterior order window. The plan now shows a total of six outdoor (seasonal) tables with additional room for expansion. Also, the result of shortening the building addition at its south end enlarged the parking lot which now provides parking for 37 total vehicles and now solves the parking concerns expressed by the Planning and Development Staff. Of the 37 parking spaces, 9 parking spaces will be designated for the first floor commercial/restaurant use at the request of the applicant(s) and future operator. The remaining 28 parking spaces are required to be used for the residential portion of the development based upon the 18 total residential units in the building. This is calculated using a ratio of 1.5 spaces required for each of the 14 one-bedroom units, which equals 21 required parking spaces. For each of the 4 two-bedroom units, 8 parking spaces are required. The total number of required residential parking spaces is 28. Director Rambousek stated that the residential parking on the south side of the parking lot is not ideal in terms of egress out of the spaces, but considering the magnitude of this project it is a minor issue. He stated that if these were commercial parking spaces, he would recommend that the Plan Commission not approve it. Finally, the applicant(s) most major modification is relates to the proposed curb-cut on Wisconsin Avenue that will provide one-way access into the parking lot. Director Rambousek indicated that the Police Chief and Village Engineer have expressed concern with this curb-cut as it is proposed. The sole purpose of the curb-cut is to provide immediate customer “turn-in” access for the commercial/restaurant use and was specifically requested by the operator as part of their lease agreement with the developer.

Paul Rushing and Jim Reed, Mueller Hotel LLC, were present to review the specific changes that occurred with the site and architectural plan.

Mr. Rushing summarized the major changes to the building site and the parking. He also outlined the items needed by the commercial (retail) tenant's. He indicated that this tenant is requesting to have reserved parking for their retail space and the curb-cut. He further detailed and outlined the parking lot with the members.

Mr. Rushing indicated that the primary reasons for all of these proposed changes are to better address the needs of the proposed commercial tenant and to also address the parking concerns expressed by the Planning and Development Staff. This resulted in a reduction in the size of the proposed addition and a fine-tuning of the design for a better historical representation.

Mr. Rushing expressed how excited the commercial tenant is to be able to locate in Grafton and they are very close to securing a lease agreement pending the outcome of Village of Grafton approvals.

He also expressed his gratitude with Village Staff and the Boards and Commissions involved with this project. He feels that he and his partner have a wonderful historic renovation that will add new energy and life to the Downtown area.

Commissioner Paschke expressed a very favorable review from the Architectural Review Board. The Board had no issues architecturally. He was very pleased with the revisions that have enhanced the buildings historical relevance. He added that situations like the parking issue that Mr. Rambousek described and the proposed ingress from Wisconsin Avenue are typical of infill development in an urban setting.

Commissioner Rieck expressed that he is pleased with the project design, but because the proposed curb-cut will eliminate two parking spaces he will not be voting in favor of the project. He is not in favor of having an entrance off of Wisconsin Avenue and believes that it will cause major safety issues down the road.

Commissioner Silasiri had concerns regarding trash collection with both the retail portion of the project and the 18 new residential tenants. He questioned whether the area of the garbage pick-up area and would it be large enough.

Mr. Rushing felt that it would be large enough and indicated that they would have trash pick-up twice-a-week, if necessary.

Commissioner Harms had concerns with the parking layout especially with the Wisconsin Avenue entrance and what type of signage would be installed to enforce the reserved parking stalls of the commercial tenant. He indicated he was very pleased with the overall design of the project. He questioned whether wheel stops would be an option and was concerned also with cut-through traffic because of its location.

Mr. Rushing stated that the commercial spaces would be identified by signage and that will prevent and cut-through traffic.

Commissioner Schlecht had more concerns with enforcement of the reserved spaces for the retail space. He also expressed concerns about snow removal on the site because of the parking lot size and the limited green areas there is not enough room for snow storage.

Mr. Rushing indicated that they will be hiring a snow removal service that will be equipped to truck snow off the site, if necessary. He added that the commercial tenant and residential tenants will police the spaces and the parking lot will also be posted with internal and external signage.

Chair Brunquell summarized by stating that he was very pleased with this project and design which will enhance the downtown district and bring a special vitality to the Paramount Plaza area. It is a viable project and very much needed in the Downtown District. He added that the project isn't perfect, but the overall impact of this project will be positive. He thanked the applicants for all their hard work and efforts into this project.

Director Rambousek added that he would like the Plan Commission to allow him to review and approve the final landscaping and signage plans.

Motion by Commissioner Paschke, seconded by Commissioner Harms, to approve the site and architectural plans for the property located at 1312 Wisconsin Avenue subject to review and approval of the final the landscaping plan and signage plan by the Director of Planning and Development.
Approved 5-1 (R. Rieck-nay).

REVIEW AND CONSIDERATION ON THE APPROVAL OF A CERTIFIED SURVEY MAP OF A (20) TWENTY ACRE PROPERTY, OWNED BY THE VILLAGE OF GRAFTON AND LOCATED ADJACENT TO FALLS CROSSING SUBDIVISION, WEST OF PORT WASHINGTON ROAD AND SOUTH OF FALLS ROAD BEING PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 30, TOWN 10 NORTH, RANGE 22 EAST, VILLAGE OF GRAFTON, OZAUKEE COUNTY, WISCONSIN

Director Rambousek provided background by stating that as part of the rezoning and future development of "Southside Park" from A-3 Agricultural Holding District to PR – Park and Recreation District that was discussed and recommended for approval at the December 22, 2009 meeting the Plan Commission mentioned that a Certified Survey Map needed to be submitted. He stated that the proposed CSM creates two new lots from the approximate 20 total acres of the original property by dividing it in half. Lot 1, the northern lot, will consist of 441,707.55 square feet or 10.14 acres and Outlot 1, the southern lot, consists of 441,248.55 square feet or 10.13 acres.

He further stated that the south lot line of Outlot 1 includes a future road reservation of 80 feet for the future extension of River Bend Road to the east. The east lot line of both Lot 1 and Outlot 1 includes one-half an existing 100 feet easement provided to the We

Energies. The remaining 50 feet of the easement is located on the adjacent lot that is not part of this proposed CSM.

Director Rambousek also indicated that he would like to have the zoning marked on the Certified Survey Map of each parcel.

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to recommend to the Village Board to adopt a resolution approving a Certified Survey Map of a (20) acre property, owned by the Village of Grafton and located adjacent to Falls Crossing Subdivision, west of Port Washington Road and south of Falls Road being part of the southwest ¼ of the Northeast ¼ of Section 30, Town 10 North, Range 22 East, Village of Grafton, Ozaukee County, Wisconsin subject to adding the zoning to each parcel listed on the Certified Survey Map. Approved unanimously.

DISCUSSION ON POTENTIAL MEDICAL MARIJUANA REGULATIONS

Director Rambousek briefly updated the Plan Commission on a new Senate Bill that appears likely to pass regarding the cultivating and dispensing of medical marijuana. It is known as Assembly Bill 554/Senate Bill 368, Jacki Rickert Medical Marijuana Act, and could become law sometime in 2010.

Director Rambousek stated that the Planning and Development Staff would like to begin drafting language that would specifically regulate the “cultivating and/or dispensing” of medical marijuana. The intent of these regulations are not to interfere with patient rights, but rather ensure the safety and compatibility between this potential use and adjacent land uses and he would update the Commission with a draft copy sometime in the future.

Chair Brunnquell ask that Director Rambousek continue forward and keep the Plan Commission informed on any new changes regarding the proposed legislation.

BENCHMARK MEASUREMENTS

The Plan Commission reviewed the benchmark report through December 31, 2009.

OLD BUSINESS

Building Inspector, Tom Johnson updated the members regarding the recent Board of Appeals which was held on January 7, 2010. The purpose of the meeting was to clarify the zoning code regarding outdoor storage in the C-4 district, specifically as a result of the Home Depot outdoor storage request.

At this time, Mr. Johnson distributed copies of the minutes of the January 7, 2010, Board of Appeals meeting. Mr. Johnson read the motion by the Board of Appeals that, in part, stated a request to change a portion of table 19.03.0603 that indicates outdoor storage as a conditional use in the C-4 and that it be amended to be blank indicating that this use would be “not permitted”. Mr. Johnson further stated that the motion was approved unanimously.

NEW BUSINESS

Director Rambousek reviewed with the Plan Commission members the Extra-territorial review items.

- A. Extra-territorial review – Town of Grafton-request of an amendment to Conditional Use Permit for property located 1251 and 1230 Lake Shore Road (Tax Key# 06-021-01-004-.00 & 06-021-01-006-00), owned by Eric and Tobey Pflieger for the addition of barn to accommodate 3 horses.

- B. Extra-territorial review-Town of Grafton-request of review and approval of a redivision of Lot 11 of the Town Plat of Lebon Estates being a part of the Northwest $\frac{1}{4}$, Northeast $\frac{1}{4}$, and Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 7, Town 10 North, Range 22 East, in the Town of Grafton, Ozaukee County, Wisconsin

It was the consensus of the Plan Commission that there were no issues with the two extra-territorial requests and they were both acceptable.

Commissioner Harms also noted that he would not be attending the February 23, 2010 Plan Commission meeting.

ADJOURN

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to adjourn at 7:15 p.m. Approved unanimously.