

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

MAY 25, 2010

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

Plan Commission members present: Jim Brunnuell, Alfred Schlecht, Mark Paschke, Richard Rieck, Carl Harms, and Randy Silasiri (6:20 p.m.)

Members absent: Amy Plato

Staff Present: Director of Planning and Development Michael Rambousek and Administrative Secretary Deborah A Brown.

Others Present: Dave Strachota-New Horizon Ventures, Mike Mueller-Mueller Funeral Home, Ron Savathe-Matthews Cremation, David Stubbs-Keller Builders, Doug Weas-Weas Development

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to approve the April 27, 2010, Plan Commission meeting minutes. Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

Bob Meier, 1967 W. Acorn Drive, was present to express his concerns regarding the cleanup efforts being done on the Highland Ridge project to the south of the new Pick 'n Save store.

Mr. Meier asked for an update on the demolition of the remaining Manchester Mall building and the property clean up of debris.

Director Rambousek indicated that he had spoken with the property owner last month but would contact him again and set up a meeting to review the timeline on the completion of the demolition of the existing building and the debris removal on the remaining site.

Mr. Meier also inquired about a metal shed that is standing at the Waukesha Metal Products site located at 2076 1st Avenue.

Director Rambousek indicated that the shed is in the process of being removed and he will contact Mr. Meier with a tentative completion date.

Chair Brunnquell requested that the public hearing notice be read.

COMMENCE PUBLIC HEARING

Statement of Public Notice:

Administrative Secretary Deborah A. Brown stated the purpose of the public hearing is to review a conditional use permit requested by Mueller Funeral Home for a proposed building addition to be located at 979 North Green Bay Road on a property zoned C-3 Commercial Service Business District to accommodate a cremation building and garage addition.

Director Rambousek updated the Commission members on the request. He informed the members that the applicant, New Horizon Ventures, LLC, on behalf of Mueller Funeral Home, is requesting a conditional use approval for an existing use SIC 7261 – Funeral Service and Crematories that is classified as a conditional use in the C-3 Commercial Service Business Zoning District.

He further stated that the applicant is proposing to add a 2,322 square foot addition on the west side of the building to bring the total square footage of the building to 9,799 square feet. The added floor space will provide a crematory room, garage for two operation-related vehicles such as a van or hearse, and a mechanical room.

The total number of employees working at the site will remain at 5 with hours of operation being 24 hours a day, 7 days per week for the staff. Funeral services or cremation procedures will generally occur at the site between the hours of 8:00 a.m. to 8:00 p.m. during all days of the week. However, the funeral home indicates that at least 75 percent of their funeral services are held off-site at a local church and not at the funeral home.

Director Rambousek explained that a majority of the exterior building modifications involve changes to the building architecture. There are some site plan modifications being proposed. The rear parking lot will be expanded by 42 parking stalls that will include 2 ADA parking stalls. Ingress and egress will be to North Street. He further indicated that, as part of this parking lot expansion, the applicant will need to landscape the perimeter of the parking lot and the base of the building. This will require final review by the Planning and Development Department.

Planning and Development Staff provided several suggestions to the Architectural Review Board on May 13, 2010, to improve the overall design and architectural quality of the project. All of those recommendations were then placed as conditions of the Architectural Review Board's May 13, approval.

Chair Brunnquell then asked if there were any persons wishing to be heard on this matter.

Joseph Hamilton-1103 Claern Court

Mr. Hamilton spoke about his concern that his property borders the Mueller Funeral Home at the north side of the parking lot. He was inquiring whether there would be any fence or landscaping along his property line.

Mike Mueller, representing Mueller Funeral Home, spoke on this matter. He stated that the existing white fence in the parking lot would be extended along the new parking lot. However, the split-wood fencing that exists on Mr. Hamilton's property would have to come down.

Mr. Hamilton had no objections to his split-wood fence being removed for the extension of the white fence.

Chair Brunnquell asked for comments and concerns by the Plan Commission.

The Plan Commission members held a short discussion on concerns with the noise and odor of the cremation operations.

Mr. Salvatre, representing Matthews Cremation, explained the cremation process. He indicated that the cremation process could be operating while visitation and funeral proceeding were occurring. There are no odors or noise involved with this process.

There being no further discussion on this issue, Chairman Brunnquell closed the public hearing and discussion on the matter.

CONSIDERATION FOR A CONDITIONAL USE PERMIT REQUESTED BY MUELLER FUNERAL HOME TO ALLOW FOR A PROPOSED ADDITION FOR A CREMATION BUILDING AND GARAGE AREA TO BE LOCATED AT 979 N GREEN BAY ROAD

Chair Brunnquell asked the Plan Commission if they were comfortable moving forward with consideration of this conditional use permit.

The Plan Commission consensus was to move forward with consideration of the conditional use.

Motion by Commissioner Harms, seconded by Commissioner Paschke, to approve the proposed conditional use permit for the building addition to Mueller Funeral Home located at 979 North Green Bay Road subject to the following conditions: 1) the approval of the Architectural Review Board on May 13, 2010, with all related conditions, 2) final review and approval of a landscape plan that adds landscaping and fencing around the perimeter of the parking lot and the base of the building by the Director of Planning and Development with the fencing also consisting of an extension of the existing fencing at the northwest corner of property, and 3) the approval of the stormwater management plan by the Village Engineer. Approved unanimously.

REVIEW AND CONSIDERATION OF A SITE PLAN FOR A 14,459 SQUARE FOOT MEDICAL CLINIC BUILDING TO BE LOCATED ON CHEYENNE COURT BETWEEN GRAFTON HIGH SCHOOL AND THE FLIP SIDE CAFE AND GRILL TO BE USED AS AN OUTPATIENT HEALTHCARE AND PHYSICIAN SERVICES FACILITY

Director Rambousek provided background on the Columbia-St. Mary's Medical Clinic building to be located on Cheyenne Court. He informed the members that Doug Weas, of Weas Development Company, 172 North Broadway, Milwaukee, WI, was present to answer any concerns or questions.

He informed the Plan Commission that the applicant is requesting site plan approval for a 14,459 square feet building that will be occupied by Columbia-St. Mary's clinic.

The Architectural Review Board reviewed this project on May 13, 2010, and approved it subject to the recommendations by the Planning and Development Staff and approval of the project by the Plan Commission.

The single-story building is orientated as an "L" shaped building with two corridor wings and a centralized octagonal vestibule/foyer area with drive-thru canopy. Automobile access to the clinic is not permitted from STH 60. Access to all components of the clinic will be from Cheyenne Court, located on the north side of the property.

He further stated that the property is zoned BP – Business Park Zoning District and in that district SIC 8011 - Offices and Clinics of Medical Doctors is classified as a permitted use. Therefore, the proposed clinic building requires site plan review and consideration by the Plan Commission and architectural plan review and consideration by the Architectural Review Board.

Director Rambousek also stated that the Columbia-St. Mary's clinic will occupy the entire floor area and provide outpatient healthcare services and some urgent care needs, laboratory services and imaging services. The site will generate approximately 120 vehicles trips (one-way count) during weekdays with a significantly lesser amount on weekends. The proposed hours of operation are Monday - Friday 8:00 a.m. to 8:00 p.m. and Saturday and Sunday 8:00 a.m. to 2:00 p.m. The applicant has indentified in its Plan of Operation document that construction is planned to begin June 1, 2010, with completion occurring on December 1, 2010.

The proposed site plan indicates that an initial 81 total parking spaces will be provided on the site with the ability to expand to 105 spaces. The net floor area of the building is approximately 9,000 square feet with a typical count of 15 employees on the site at one time. Based upon this information, the zoning code requires 105 spaces. However, the applicant has indicated that the required amount of spaces is higher than anticipated parking usage and as a result has provided a site plan that shows 105 parking stalls could be placed on the site if parking demand creates this necessity.

Director Rambousek also pointed out that the proposed clinic is setback 50 feet from the rear (STH 60) property line, which is 50 feet closer than the 100 feet (STH 60)

setback for the PWSB building. The setback for the PWSB building exists at its current depth due to the need for a ring road around the front of the building that provides access to the drive-thru banking lanes. Planning and Development Staff expects that the setbacks amount adjacent building be consistent with one another, but the drive-thru situation is unique. As a result, the Planning and Development Staff would like to work with the applicant to create an “edge” that connects the two properties. This could be done by tying landscaping features or other vertical site features together.

Another important note that Director Rambousek pointed out that the rear of the property currently features an existing STH 60 curb cut that will not be used and as a result will need to be closed. The terrace area along STH 60 will also need to be filled with trees, pursuant to the Village of Grafton Municipal Code. This will also need to be done for Cheyenne Court, in addition to, the full extension of the Cheyenne Court sidewalk. The Planning and Development Staff also recommends a sidewalk connection from the Cheyenne Court sidewalk to the main entrance of the clinic. A bike rack should be installed near this main building entry as well. The STH 60 facade will not provide public access but could in the future so the Planning and Development Staff recommends a sidewalk connection in this location.

He also made the Commission members aware that Cheyenne Court provides access to Grafton High School and utilizes this right-of-way for automobile access and, upon construction of the south side sidewalk, pedestrian access. Therefore, the applicant should be required to stripe and provide signage for a pedestrian crossing at the west end of Cheyenne Court. The Planning and Development Staff also met with Grafton School District officials and they requested that the Village create an ordinance that prohibits parking on Cheyenne Court from 7:00 a.m. until 4:00 p.m., Monday through Friday.

Director Rambousek stated that he is requesting that the applicant add an additional landscape island within the center of the row of 21 parking stalls on the east side of the property. In addition, the side yard in this location should also include some shrubs and trees. Currently, none are proposed in this area. The central greenspace, opposite the main building entry should include the addition of a shade tree. Finally, the applicant should work with the Planning and Development Staff on creating a consistent streetscape edge between this property and the PWSB site.

Architecturally speaking, Director Rambousek praised the developer on their architectural and site plans and stated that the project is of very high quality. All of the changes he requested have been made so there are no further architectural issues that he is concerned about.

Director Rambousek stated that the proposed parking lot light fixture is a round cirrus style lamp head that does not fit with the architectural style of the building. Planning and Development Staff recommends that the applicant use a fixture similar to the “Gullwing” or “Patriot” model that has been used by the Village as part of the South Commercial District streetscape and in the Police Department parking lot, respectively. These

fixtures provide performance with architectural characteristics that will relate to this style of building.

Director Rambousek informed the members that in addition to meeting with representatives from the Grafton High School, Planning and Development Staff also met with representatives of the Town of Grafton.

Chair Brunnquell then asked for feedback from the Plan Commission members on this project.

A short discussion took place regarding the tying of the STH 60 sidewalk to the front of the building. The Plan Commission members felt that this pedestrian connection was necessary.

Commission Harms expressed concerns about Cheyenne Court and the considerable number of students in this area. He suggested that the appropriate Committee review the request on parking restrictions.

Motion by Commissioner Rieck, seconded by Commissioner Harms, to approve the site and architectural plans for the proposed clinic building to be located at 2061 Cheyenne Court subject to the following conditions: 1) all conditions of approval given by the Architectural Review Board on May 13, 2010 consistent with this report; 2) the closure of the existing STH 60 curb cut; 3) the addition of a sidewalk in the Cheyenne Court right-of-way for the length of the property frontage; 4) the installation of a bike rack and a sidewalk connecting the Cheyenne Court sidewalk to the main building entry and the STH 60 sidewalk to the front of the building; 5) the installation of a crosswalk with signage at the west end of Cheyenne Court; 6) the installation of street trees in the terrace areas of Cheyenne Court and STH 60 pursuant to the Municipal Code requirements; 7) final approval of the landscape plan, signage plan, and lighting plan by the Director of Planning and Development consistent with the recommendations in this report, and 8) final approval of all infrastructure and stormwater requirements by the Village Engineer. Approved unanimously.

REVIEW AND CONSIDERATION OF A SITE AND ARCHITECTURAL PLANS FOR UNITED FINANCIAL GROUP LOCATED AT 2230 DAKOTA DRIVE

Director Rambousek gave a brief background on this site plan request. He stated that the applicant, United Financial Group, located at 2230 Dakota Drive, is proposing a small addition to the break room area at the southwest corner of the building. The proposed addition is a small glass solarium with dimensions of approximately 10 feet by 15 feet, or 150 square feet in area. The proposed addition will provide room for two employee break tables.

He also stated that the base of the proposed solarium consists of concrete block that matches the existing building. The remaining section of the addition is comprised of glass, including the roof portion of the addition which slopes in the same manner as the existing adjacent gable roof. He added that Planning and Development Staff suggests a small amount of shrubs be planted at the base of the building.

Motion by Commissioner Harms, seconded by Commissioner Rieck, to approve the proposed site and architectural plans for United Financial Group, located at 2230 Dakota Drive, subject to a small amount of shrubs planted at the base of the addition. Approved unanimously.

REVIEW OF PROPOSED NEW LANDSCAPE PLAN REQUIREMENTS:

Director Rambousek stated that, at the last meeting, he requested that the Plan Commission members review the draft of the proposed landscape requirements and contact him with any questions.

Director Rambousek indicated that this document will simplify our current requirements and make it much easier for everyone to understand.

The Plan Commission members thanked Director Rambousek for his efforts on making these changes and directed him to move forward with the public hearing on June 22, 2010.

PROPOSED NEIGHBORHOOD PLANNING INITIATIVES

Director Rambousek stated that Planning and Development Staff is proposing to map and delineate all of the boundaries of the Village of Grafton's residential neighborhoods in 2010. Then in 2011, Staff will develop plans for each neighborhood at a rate of one per year.

He further stated that it is expected that the older neighborhoods in the Village will be targeted first and ultimately a plan will be created for each neighborhood that will provide recommendations on ways to improve its current condition.

Director Rambousek is hoping to bring forward a list of neighborhoods with a map of their locations and a schedule for the planning process in the next few months for Plan Commission to review.

Commission Harms mentioned that he liked this idea and was looking forward to the process.

PLANNING AND DEVELOPMENT DEPARTMENT BENCHMARK MEASUREMENTS

The benchmark report through April 30, 2010 was reviewed by the Plan Commission members.

EXTRA TERRITORIAL REVIEW

Director Rambousek reviewed two extra territorial reviews from the Town of Grafton.

- A. Extra-territorial review-Town of Grafton-request of minor land division for property located at 1100 Falls Road (Tax Key #06-020-12-005.00) owned Cassel Box and Lumber, John Cassel, Agent.
- B. Extra-territorial review-Town of Grafton-request of conditional use permit for property located at 2151 E. River Road (Tax Key #06-006-11-001-00) owned by Rick and Lori Rosmann for the addition of a personal garage.

The Plan Commission reviewed both matters and by consensus had no objections.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURN

Motion by Commissioner Silasiri, seconded by Commissioner Rieck, to adjourn the meeting at 6:52 p.m. Approved unanimously.