

VILLAGE OF GRAFTON

COMMUNITY DEVELOPMENT AUTHORITY MEETING AGENDA

AUGUST 18, 2010

The Community Development Authority (CDA) meeting was called to order by Chair John Gassert at 6:15 p.m.

CDA members present: Alan Kletti, Roger Kirgues, Dan McKelvey, Al Richards, Jim Grant, Ron LaPean, John Gassert

Staff / Officials present: Village Administrator Darrell Hofland, Director of Planning and Development Michael Rambousek, Village Clerk Teri Dylak

MINUTES

Motion by Alan Kletti, seconded by Ron LaPean, to approve the July 14, 2010 Community Development Authority meeting minutes, as presented. Approved unanimously.

HEAR PERSONS REQUESTING TO BE HEARD

None.

RECONSIDERATION OF FACADE DESIGN MODIFICATIONS FOR BRIDGE INN LOCATED AT 1216 BRIDGE STREET

Director of Planning and Development Michael Rambousek reviewed the approval history for a façade grant, sign grant and deck for the Bridge Inn tavern located at 1216 Bridge Street. Bridge Inn owner Bill Gruetzmacher received approval from the CDA for façade and sign grants in a total amount of \$21,000. In addition, Mr. Gruetzmacher negotiated with the Village for a 6 foot modification to the parking easement to allow construction of a deck that extends 20 feet from the main building.

Director Rambousek identified that during the week of August 5, 2010, Staff received complaints that the deck was being constructed improperly. Upon review, it was determined that the complaint was valid. It was found that the plans submitted to the Inspection Department, for the building permit, were different from the plans approved by the Planning and Development Department.

Director Rambousek stated that the plans approved by the CDA were for a deck; however, Mr. Gruetzmacher constructed a patio with a 4 foot high split-faced block wall surrounding the structure. Director Rambousek also identified that, based on what has been constructed; it does not appear that the railing system that was approved on the original plans will be included around the area. The changes to the approved plans were never discussed with the Planning and Development Staff and were not part of the original CDA approval.

The unapproved modifications made are in the deck (now patio) area and the east building elevation. The changes are as follows:

1. The original plans call for a full deck with railing that has been changed to a patio, which sits about 2.5 feet higher than originally proposed;
2. The patio design includes a split-faced concrete block wall about 4 courses high instead of a partially exposed foundation that ranged from 0 to about 8 inches with the deck structure above;
3. The railings have been removed from the deck area;
4. The portion of the building that was required to be sided by the CDA is now proposed to exposed split-faced block;
5. A larger concrete ramp than originally proposed is located north of the proposed patio,
6. The railing of the concrete ramp is now decorative metal as opposed the horizontal railing

Director Rambousek highlighted the changes which were discussed and approved over three meetings with Mr. Gruetzmacher between October 9, 2009 and July 19, 2010. Staff approved changes were subject to the architectural elevations of the building, the deck and building materials to remain the same as the original approval. Staff approved changes included: changes to the windows, enlargement of the deck by 10 feet and the inclusion of a restroom, change from a patio door to a traditional door, enlargement of the overhead cloth awning (subject to review of the material by Planning Staff). The use of the outdoor deck was to remain as a smoking area only.

Director Rambousek informed the CDA that the structure currently under construction is not the same as the CDA approved plan with Staff approved changes. Director Rambousek also indicated that on August 5, 2010 a meeting was held with Mr. Gruetzmacher, Mark Paschke, and himself to review the changes made by Mr. Gruetzmacher. At that time, Mr. Gruetzmacher agreed to stop construction. He indicated that no further concrete work would be done for "about 2-weeks". At that meeting, a design concept was discussed and agreed upon by all of the parties. Mr. Gruetzmacher was to provide Staff with a copy of the revisions and a new concept plan. Unfortunately, the next day, Staff found that the concrete patio floor had been poured sometime prior to 8:30 a.m. Mr. Gruetzmacher was contacted and agreed to stop all site construction until the CDA could review the matter. Director Rambousek indicated that he would stop by the site and deliver a letter detailing the situation and the voluntary cessation of work.

On Monday, August 9, Staff received another complaint that construction was continuing on the project. At that time, Director Rambousek discussed the matter with the Building Inspection Department and a decision was made to revoke the building permit for the project and place a "Stop Work" order on the site.

Trustee Grant questioned if the major change to the approved plans was the change from a wood deck to a concrete patio and the perimeter block work. Director Rambousek responded yes and the elimination of the railing feature.

Motion Trustee LaPean, seconded Trustee Grant, to approve the revised plans for Bridge Inn located at 1216 Bridge Street subject to the following conditions: 1) siding should be added to all full block walls as required by the CDA in the original approval; 2) two courses of the patio block should be removed; 3) the railings

should be returned around the patio and a decorative wrought iron style should be used; 4) the brick piers matching the building with precast caps should be placed every 8 feet or so around the patio including the Bridge Street frontage; 5) a revised architectural drawing should be submitted to the Planning and Development Staff before a new permit is issued; and 6) prior to the release of any grant funds, the CDA will be required to review the project.

Chair Gassert questioned if the drawings submitted for CDA review this evening are what is currently being built. Director Rambousek responded yes.

Trustee LaPean questioned why the base was changed from wood to concrete.

Bill Gruetzmacher responded that the plans show concrete and not wood. The original plans show the wood railing which was eliminated as the deck became larger. He stated that Director Rambousek signed off on the plans with the changes.

Director Rambousek responded that the only changes he agreed to were those previously outlined. He did not approve a change from a wood deck structure to a concrete patio. Director Rambousek stated that the plans submitted to the Building Inspection Department when the permit was applied for were not the same as the plans he approved.

There was discussion between Director Rambousek and Mr. Gruetzmacher regarding the changes made to the plans, the continuation of work on the project after being informed to stop and whether or not revised plans were to be submitted. Mr. Gruetzmacher indicated that he was in disagreement with the Planners report.

Chair Gassert questioned if the elevation of the concrete slab is significantly different than the original wood deck structure. Director Rambousek stated that the concrete slab is approximately 2.5 feet higher and no railings are included. Director Rambousek also stated that split face block would not have been approved as the primary material. In addition, the CDA required the addition of siding on the north elevation to match the rest of the building and this requirement was ignored.

Trustee Grant stated that Director Rambousek and Mr. Gruetzmacher should sit down and come up with a compromise that will be beneficial to all parties.

Mr. Gruetzmacher indicated that the inclusion of the siding is not a problem; however, he is not in favor of the brick piers around the perimeter of the slab. The elevation of the patio is to provide extra protection for the windows/screens in the winter when snow is piled in this area from the adjacent Village parking lot. (He indicated that snow has been plowed against his building in the past, and then removed at a later date). Mr. Gruetzmacher also stated that the inclusion of brick piers on the west edge of the deck would have to be placed on Village property because of the proximity of the structure to the property line. Director Rambousek responded that the piers should be set on top of the deck/patio. Mr. Gruetzmacher stated that he does not want access from outside to the patio area. Director Rambousek stated that a railing could be installed to connect the piers.

Trustee LaPeau commented that he is concerned that Mr. Gruetzmacher went through the approval process, with the CDA and Staff, and then chose to build something different.

Chair Gassert questioned if it is possible to meet the general intent of the façade grant requirements and move forward with the project. He suggested that Mr. Gruetzmacher meet with Staff and resubmit revised plans for review at the next CDA meeting.

Director Rambousek identified that he should have compared the plans submitted for building permit issuance with the signed approved plans. He stated that this will be the procedure from now on to ensure that what was approved is what is being applied for.

The original plans were briefly reviewed. Chair Gassert agreed that the area appears to be a deck and not a concrete patio.

Motion by Trustee Grant, seconded by Alan Kletti, to table this matter until revised plans are submitted for presentation to the CDA. Approved unanimously

Roger Kirgues stated that it appears there was a misunderstanding or misinterpretation of the plans. He stated that the original façade grant amount that was approved was based upon the plans that were submitted with the original application for the grant. He stated that Mr. Gruetzmacher needs to be prepared that the grant amount for the revised plans may not be the same.

Mr. Gruetzmacher questioned what would happen if he were to withdraw the grant request. Director Rambousek responded that the revised plans would have to go through the Architectural Review Board review process.

Village Administrator Darrell Hofland clarified the review process. He stated that when a façade grant is part of a project in downtown, the CDA reviews the project and no Architectural Review Board approval is required. If there is no grant involved, CDA reviews the project and forwards it to the Architectural Review Board for final approval.

It was the consensus of the members that the plans be revised and resubmitted for CDA review and final action on the plans and grant request. The next meeting of the CDA is scheduled for Wednesday, September 1, 2010 at 6:15 p.m.

Mr. Gruetzmacher indicated he will meet with Staff and Mark Paschke on the project and resubmit revised plans for CDA review and action.

CONSIDERATION OF A SIGN GRANT FOR POSTNET LOCATED AT 361 FALLS ROAD

Laurie Nowak, owner of PostNet, submitted a TID No. 4 sign grant request, in the amount of \$1,000, for a wall sign at the new business location, 361 Falls Road. The sign is to be located above the north store entrance and will measure 2 feet x 15 feet or 30 square feet in area. The 8 inch deep individually channel mounted letters will be red and are proposed to be illuminated by Light Emitting Diodes (LED). Director Rambousek indicated LED lighting will reduce energy usage when compared with standard fluorescent lighting typically used for these types of signs. The total cost of the sign is approximately \$2,450.

Director Rambousek indicated that to meet the architectural guidelines Ms. Nowak has removed the raceway bracket initially designed for the sign. He indicated that with the removal of the raceway bracket the proposed sign is acceptable to Staff. Director Rambousek commented that when the signs are mounted, the installer must ensure that additional signs for other Highland Ridge tenants can be mounted on the same linear plane as the PostNet wall signage.

Motion by Trustee LaPean, seconded by Trustee Kletti, to approve a sign grant for PostNet, located at 631 Falls Road, in an amount not to exceed \$1,000 subject to the sign being mounted in a location that allows additional tenant wall signage to be mounted on the same linear plane.

The proposed sign meets the sign guideline and size requirements.

Ms. Nowak indicated that she agrees with the approval condition.

The motion to approve the sign grant for PostNet was approved unanimously.

WAYFINDING SIGN PROJECT CONTRACT

Director Rambousek briefly reviewed the wayfinding sign replacement project. He indicated that the new wayfinding signs will incorporate the new Village logo design and will identify the new locations of several municipal offices. Due to staff shortages, Planning and Development Staff is requesting additional assistance in order to finalize this project.

Director Rambousek stated that he received a quote from Schreiber Anderson and Associates for additional the work beyond the original \$9,500 previously approved contracted services. This additional work would include the preparation of all bid documents, finalizing all sign locations, the number of signage, an accurate project cost estimate. The cost for this additional work is not to exceed \$2,500.

Motion by Alan Kletti, seconded by Trustee Grant, to hire Schreiber Anderson and Associates, Madison, WI, to finalize wayfinding sign project and develop bid documents at a cost not to exceed \$2,500.

Roger Kirgues questioned if the additional cost was included in the recent TID 3 cost analysis. Mr. Rambousek responded no.

Chair Gassert questioned how the long the project would take if completed by Staff. Mr. Rambousek indicated 6-9 months; however, he is not sure he has the expertise to prepare all of the bid documents.

Administrator Hofland indicated that Staff time would be charged to the TID for this project. While the original intent was for Staff to complete the project, we have been busier than anticipated and Staff does not have enough time for this project. Trustee LaPean questioned if Planner MaryKay Buratto would be available to complete this project. Mr. Rambousek responded no stating this project would be outside of her field of expertise.

The motion to hire Schreiber Anderson and Associates, Madison, WI, to finalize wayfinding sign project and develop bid documents at a cost not to exceed \$2,500 was approved unanimously.

Update on the Grafton Hotel project by Mueller Hotel, LLC

Jim Reed, Mueller Hotel, LLC, was present to update the CDA on the status of the Grafton Hotel renovation project. Mr. Reed indicated that they have received a preliminary approval letter from HUD for this project. The next step is the third party review of the financials, architectural drawing, and other project components. Upon completion of the final review, it is hoped that the final commitment will be received from HUD in mid-September. Following the final approval from HUD, the legal work begins to set a closing date with the Village and lenders.

Mr. Reed indicated that they hope to begin internal modifications as soon as possible following closing on the building purchase from the Village of Grafton. In addition, weather permitting; they may be able to begin some of the exterior façade work.

He suggested that the members take a look at the recently renovated Rivoli Theater in Cedarburg to see how the exterior of the building may look.

Paul Rushing commented that the HUD approval process has been very time consuming. They continue to work on the project and provide HUD with timely submittals of all requests for information.

Roger Kirgues questioned if any other financial investors are involved in the project besides HUD. Mr. Reed responded no, just the Village of Grafton HUD and the lender.

Trustee Grant commented that the final project will be a great asset to downtown Grafton and will be a focal point when entering the area.

Mr. Rushing informed the CDA that they have been able to find oversized special color brick to match the building. He also stated that the commercial tenant has been very patient with the long approval process and is updated regularly on the status of the project. He is still interested in locating his business in the renovated building.

Mr. Reed and Mr. Rushing assured the CDA that the project is moving forward and the process is 99 percent completed. They thanked the CDA for their patience and look forward to beginning the renovation of this structure sometime in October.

CONVENE TO CLOSED SESSION

Motion by Trustee LaPean, seconded by Roger Kirgues, to Convene to closed session at 7:05 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters (Sale of Village property for redevelopment purposes and Highland Ridge Development Agreement) and 19.85(1)(g) for Litigation matters (Status of loan negotiations– Direct Development, LLC Receivership). Approved unanimously by roll call vote.

A closed session of approximately one-hour was held. During the closed session Village Staff updated the members on a possible amendment to the Highland Ridge project and a potential development on the former Moose's Service Station and Lumberyard sites. In addition, the status of the Direct Development , LLC receivership action was provided.

RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Trustee Grant, seconded by Roger Kirgues, to re-convene to open session and the regular order of business, at 7:54 p.m. Approved unanimously by roll call vote.

OLD BUSINESS

Brewery Site

Village Administrator Hofland informed the CDA that Building Inspector Tom Johnson is working on draft code language that would deal with property maintenance on a site specific basis. There has not been any interest by the Village to implement a Village-wide property maintenance ordinance. Mr. Hofland indicated that draft language will be submitted to the CDA for review at a future meeting.

Director Rambousek stated that one option would be for a Village initiated rezoning of the property. The surrounding properties are currently zoned R-6 Two-family residential. Director Rambousek commented that if the property is rezoned to R-6, and the building remains vacant for 1-year, a manufacturing use would not be grandfathered for the building.

The members briefly discussed the on-site beer caverns located below the existing building structure.

A staff initiated rezoning petition will be brought forward at the next CDA meeting for review.

2-Hour Parking Restrictions

Trustee LaPean informed the members that the CDA recommended 2-hour parking restrictions in the downtown parking lots was not acted on by the Village Board due to the lack of a second to his motion.

NEW BUSINESS

Chair John Gassert informed the members that he will not be in attendance at the October 6, CDA meeting, and requested that Vice-Chair Roger Kirgues chair the meeting.

ADJOURN

Motion by Trustee LaPean, seconded by Dan McKelvey, to adjourn the meeting at 8:01 p.m. Approved unanimously.