

## VILLAGE OF GRAFTON

### PLAN COMMISSION MEETING MINUTES

**MAY 24, 2011**

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

Board members present: Jim Brunnquell, Alfred Schlecht, Carl Harms, Amy Plato, Richard Rieck, Randy Silasiri, and Mark Paschke (6:15 p.m.)

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 April 26, 2011 Plan Commission meeting, as presented. 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 a proposed ordinance amending Section 19.03.0303.(D) of the C-2 Community Business District to include Outdoor Display and Sale of Merchandise, and amending Section 19.03.0803 (E) Detailed Standards For Accessory Uses in Nonresidential Districts regarding Outdoor Storage.

Director of Planning and Development, Michael A. Rambousek stated that this item is returning for a public hearing and possible action before the Plan Commission. He also stated that recently some businesses located in the South Commercial District (SCD) have approached the Planning and Development Staff asking that consistent and fair regulations be created for outside display and storage in the SCD.

Director Rambousek stated that the Planning and Development Staff has developed a proposed outline for the C-2 Community Business District, which is the primary retail zoning classification of the SCD. The outdoor display and sale of merchandise regulations are intended to be applied only to the C-2 Community Business District and are slightly less restrictive than other commercial areas. The Village already has regulations pertaining to outdoor storage that is applied to non-residential uses throughout the Village of Grafton.

He further stated that the Village Board will review and consider approval on the amendment to the Village of Grafton Zoning Code on June 6, 2011, if the Plan Commission is comfortable with making a recommendation tonight.

Director Rambousek then summarized all of the recommended restrictions.

There were no public comments.

The Plan Commission members had no other comments or concerns and it was the consensus of the members to take action later in the meeting on this item.

Chair Brunnquell then closed the public hearing and the discussion on this item.

### **COMMENCE PUBLIC HEARING**

#### **Statement of Public Notice**

Administrative Secretary Brown stated the purpose of the public hearing is to review a proposed ordinance amending Section 19.03.0501 Site Intensity and Capacity Calculations for Residential and Nonresidential uses required.

Director Rambousek informed the members that the Planning and Development Staff is proposing a minor modification that would limit the impact of large amount of natural resources on development density. Basically, the proposed modification would cap the impact that natural resources have on residential density at 50 percent for most residential zoning districts. This proposed amendment in no way diminishes the current requirements for natural resource preservation. If the Plan Commission recommends approval of this ordinance amendment it will go to the Village Board for final approval on June 6, 2011.

Director Rambousek further summarized the proposed changes and stated that all applicable natural resource protection standards will remain in effect and will still be required for any type of development regardless of whether the regulations are federal, state or local protection standards.

There were no public comments on the proposed ordinance.

The Plan Commission members had no other comments or concerns and it was the consensus of the members to take action later in the meeting on this item.

Chair Brunnquell then closed the public hearing and the discussion on this item.

### **CONSIDERATION AND RECOMMENDATION TO VILLAGE BOARD OF A PROPOSED ORDINANCE AMENDING SECTION 19.03.0303 (D) OF THE C-2 COMMUNITY BUSINESS DISTRICT TO INCLUDE THE OUTDOOR DISPLAY AND SALE OF MERCHANDISE AND AMENDING SECTION 19.03.0803 (E) DETAILED STANDARDS FOR ACCESSORY USES IN NONRESIDENTIAL DISTRICTS REGARDING OUTDOOR STORAGE**

Director Rambousek provided a short overview of the proposed ordinance since the Plan Commission already reviewed this item last month. He indicated that maintenance standards have been added and the ordinance also indicates that product pallets are not allowed as part of an outdoor display.

Chair Brunnquell asked the Plan Commission members if they had any feeling one way or the other in regards to having vending machines allowed outside the businesses under this ordinance.

The Plan Commission members did not have any objection to having vending machines displayed outside the businesses but would like to have them in working and presentable condition. It was decided that this issue and others could be reviewed in 1 year.

Commissioner Rieck asked audience members Peter and Sharyn Kalies, owners of Ozaukee Ace Hardware, to comment on the current changes to this ordinance and how it will affect their current operations, storage and outdoor display.

Ms. Kalies responded by stating that she was pleased with the current changes and has now made her floral display available at their business. She indicated that they will work within the parameters of the ordinance and are grateful for the efforts of everyone involved.

Chair Brunnquell suggested that the regulations created by this ordinance be reviewed next year so modifications can be made if needed.

The Plan Commission members agreed with that condition and moved forward with the motion.

Motion by Commissioner Rieck, seconded by Commissioner Silasiri, to recommend adoption by the Village Board of an ordinance amending Section 19.03.0303.(D) of the C-2 Community Business District to include Outdoor Display and Sale of Merchandise, and amending Section 19.03.0803 (E) Detailed Standards For Accessory Uses in Nonresidential Districts regarding Outdoor Storage and to be reviewed in 1 year by the Planning and Development Staff and Plan Commission. Approved unanimously.

**REVIEW AND CONSIDERATION OF A PROPOSED ORDINANCE AMENDING SECTION 19.03.0501 SITE INTENSITY AND CAPACITY CALCULATIONS FOR RESIDENTIAL AND NONRESIDENTIAL USES REQUIRED.**

Chair Brunnquell asked to move forward with a recommendation.

Commissioner Rieck asked how these proposed changes will affect the potential Tree Houses Subdivision project.

Director Rambousek responded by stating that the changes are favorable to that project.

Motion by Commissioner Rieck, seconded by Commissioner Plato, to recommend to adoption by the Village Board of a proposed ordinance amending Section 19.03.0501 Site Intensity and Capacity Calculations for Residential and Nonresidential uses required. Approved unanimously.

**REVIEW AND CONSIDERATION OF A NEW REVISED SITE PLAN OF A HOME TO BE MOVED FROM SHOREWOOD, WI. OWNED BY TIM AND ELIZABETH KOHLER, TO BE RELOCATED AT 1538 11<sup>TH</sup> AVENUE**

Director Rambousek stated that this item was previously approved by the Plan Commission and is returning based upon additional modifications by the applicants Tim and Liz Kohler. He further stated that the applicants decided to rotate the home 90 degrees to take advantage of the geometry of the site and of the home. As a result, the north side yard is now 5 feet and the south side yard is 10 feet.

The revised plan also received approval by the Architectural Review Board on May 12, 2011, subject to four conditions including: 1) the elimination of the basement windows on the front elevation, 2) a more decorative chimney brick design, 3) each gable area on the front elevation being fully bricked, and 4) the original front entry door and stoop now proposed on the north side of the front elevation being replaced with a window and removed, respectively.

Director Rambousek stated that because the plans have been amended dramatically from their original approval the Plan Commission needs to review and consider the proposed amendments. Also, the home has three minor design issues which the applicant intends to correct which include the addition of a first floor bathroom, the construction of an attached garage, and the addition of a true third bedroom.

He added that under the requirements of the R-3 Urban Single-Family Residential District, the placement of the home on the site must have a minimum front yard of 30 feet, side yards of 5 and 10 feet and a rear yard of 25 feet. The amended site plan meets this requirement and provides the larger side yard on the south side of the property as requested by the Plan Commission. The determination of an acceptable driveway apron (curb-cut) location by the Department of Public Works will determine the specific side yard lengths and home location.

He also informed the Plan Commission members that all applicable fees, including residential impact fees, will be required to be paid as part of this project.

Home and property owners, Elizabeth and Tim Kohler, 1526 East Olive Street, Shorewood, WI, were present.

The Plan Commission members had no further comments or concerns.

Motion by Commissioner Rieck, seconded by Commissioner Harms, to approve the requested relocation of an existing home from the Village of Shorewood to Lot 2 of Block 3 in the Johnson's and Moore's Addition located between 1532 and 1550 11<sup>th</sup> Avenue in the Village of Grafton subject to the following conditions: 1) all modifications required by the Architectural Review Board approval of May 12, 2011, 2) the addition of a third bedroom, 3) the construction of an on-site garage, 4) side yards and a driveway setback that meets the requirements of the zoning code based upon the approved driveway apron (curb-cut) location by the Department of Public Works, and 5) payment of all applicable fees including residential impact fees. Approved unanimously.

At this time, Mr. Kohler gave a brief statement and background of this project and the Village of Grafton's procedural processes, fees and bonds. He stated that he and his wife were going to pursue other options and put this project on hold for the time being.

Chair Brunnuell wished the Kohler's all the best in the future and know that in the future if they would return to the Village of Grafton with the project that all the plans have been approved.

**REVIEW AND CONSIDERATION OF A CERTIFIED SURVEY MAP (CSM) FOR PROPERTY LOCATED AT BETWEEN 1420 CHEYENNE AVENUE, OWNER KANNENBERG, LLC AND 2225 DAKOTA DRIVE, OWNER MX2 VENTURES, LLC**

Director Rambousek reviewed the proposed CSM. He stated that the applicant, Ram Tool, Inc., are requesting to consolidate two lots into one new lot located at 2225 Dakota Drive. The new lot will remove a lot line and provide enough space for an addition to the existing Ram Tool, Inc. building.

He stated that the specific details were as follows: the proposed CSM takes two existing lots and creates one new lot that is 262, 416 square feet or 6.024 acres. Since the property is zoned

PID – Planned Industrial District, multiple buildings are allowed on establishes lots. However, the applicant needs to amend the CSM to include all information regarding this zoning district.

Motion by Commissioner Harms, seconded by Commissioner Schlecht, to approve the proposed CSM for property located between 1420 Cheyenne Avenue and 2225 Dakota Drive, subject to the zoning district information being added to the document prior to recording. Approved unanimously.

**REVIEW AND CONSIDERATION OF A PROPOSED SITE PLAN OF BUILDING ADDITION TO BE LOCATED AT 1420 CHEYENNE AVENUE, OWNER KANNENBERG, LLC**

Director Rambousek stated that due to the Plan Commission's approval of the CSM, the Plan Commission can review the request by Ram Tool, Inc. of a proposed site plan of building addition to be located at 1420 Cheyenne Avenue. The proposed addition will be 16,413 square feet and will be located on the east side of the existing building and will connect in a perpendicular fashion.

He further informed the Plan Commission members that the property is zoned PID Planned Industrial District and within that district, Ram Tool, Inc. is classified as SIC 3541 and SIC 3542 Machine tools forming and cutting are permitted uses. Therefore, the project will require Plan Commission review of the site plan and Architectural Review Board Review of the proposed architectural plan.

Director Rambousek summarized the proposed addition by stating that it will be two stories in height to match the existing building and will be located at the east end of the primary building and just east of an existing accessory building with spacing between those buildings of approximately 15 feet. In addition, a new parking lot will be created that provides 38 new parking stalls which meet the Village of Grafton Zoning Code requirement of 2 spaces per 1,000 square feet of industrial floor space. However, two of these stalls will be required to be ADA accessible spaces. The new parking lot will cut into a small amount of greenspace provided along the south lot line as berm. Therefore, additional landscaping will be required in this area.

He further indicated that the architecture of the proposed addition will consist of a wall panel system that will match the existing primary building. Metal trim will be placed on top of the addition's cornice to also match the existing architecture of the main building. Throughout each elevation there are pedestrian doors that provide access into the building. The Architectural Review Board may want to look at the front (north) elevation and look at ways to break up the monotony of this façade with details such as some small windows at the top of the elevation or some wall lighting. In addition, landscaping could be increased along the base of the entire north elevation.

Ram Tool, Inc. President Roy Kannenberg, Gary Krectchmer of Suburban Construction of Germantown, WI, and Dean Schultz of Excel Engineering of Fond du Lac, WI, were present to review the project.

Commissioner Schlecht wanted to make a statement to Mr. Kannenberg. He stated that about 15 years ago, Mr. Kannenberg decided to move his company from the City of Cedarburg to the Village of Grafton. He stated that Mr. Kannenberg was very apprehensive on making this decision. But as proven by time, it was a good example of the right place at the right time and he was very pleased and of a lot of credit should go out to Mr. Kannenberg for his success.

Commissioner Schlecht thanked Mr. Kannenberg for all his efforts and being a good businessman in the Village of Grafton.

Commissioner Plato had a concern about the stormsewer running underneath the proposed building floor.

Director Rambousek stated that the Village Engineer did not have an objection to this stormsewer because it is a private sewer line and it would be the owner's responsibility for any future repairs.

Commissioner Plato stated that she found the Village Engineer's position acceptable.

Motion by Commissioner Rieck, seconded by Commissioner Schlecht, to approve the proposed site plan of building addition to be located at 1420 Cheyenne Avenue subject to the following conditions: 1) approval of the proposed CSM by the Plan Commission which consolidates the two properties involved, 2) review and approval by the Architectural Review Board, and 3) the applicant working with the Architectural Review Board to break-up the monotony of the north building elevation. Approved unanimously.

## **REVIEW AND CONSIDERATION OF A PROPOSED SITE PLAN AND BUILDING ADDITION FOR SLOW POKES FOODS LOCATED AT 1229 12<sup>TH</sup> AVENUE**

Director Rambousek presented background on a proposed site plan and building addition for Slow Pokes Foods located at 1229 12<sup>th</sup> Avenue requested by owner Kathleen McGlone. He stated that Ms. McGlone was looking for approval of an addition to the rear of her building which is approximately 520 square feet and will extend the building westerly 16 feet. The addition will provide additional kitchen, preparation and storage space. The proposed plans will also modernize the internal stairway system, improve the front entry, update the loading/unloading area, and add ramps to the front and side entries into the building.

The addition is proposed to be approximately 12 feet in height. The south elevation of the building will include a new side entry along with the addition which will be sided to match new shake siding throughout the building. The new side entry will be accessible by stairway and ramp and the roof line that covers the interior stairwell will now be lifted as a full gable side extension with exterior windows. He also noted that the west building elevation will be updated with a new gable roof extension from the second floor that replaces the existing shed style roof. A new window will be added within the second floor extension in addition to four sets of windows placed on the first floor addition. The first floor addition will have a slight pitched flat style roof that extends west with the addition. The north elevation of the addition will also utilize shake siding and include four sets of new windows.

Director Rambousek added that the front of the building may be further updated as well. The applicant will need to ensure that the ramp is located on private property and not Village of Grafton right-of-way. The applicant will submit all material samples to the Architectural Review Board for review and consideration of the project which will meet on June 2, 2011.

The property is zoned CBD – Central Business District and within this district the proposed use is classified as a permitted retail use. In addition, there is no maximum lot coverage or minimum

on-site parking requirements. However, there is a public parking lot immediately behind the store.

Ms. Kathleen McGlone was present and was asked for her comments and concerns.

She stated that the only additional note would be that the south side window would be removed for security reasons. She also noted that she awaiting approval from her bank on the remodeling addition financing.

Motion by Commissioner Rieck, seconded by Commissioner Plato, to approve the proposed site plan and building addition for Slow Pokes Foods located at 1229 12<sup>th</sup> Avenue subject to approval of the plans by the Architectural Review Board and assurance that the ramp entry at the front of the building is located on private property. Approved unanimously.

### **REVIEW AND CONSIDERATION OF A PRELIMINARY PLAT OF SUBDIVISION KNOWN TO BE TAMARACK HOLLOW SUBDIVISION LOCATED NORTH OF PLEASANT VALLEY ROAD**

Director Rambousek presented background on the preliminary plat of Tamarack Hollow Subdivision. He stated that at the June, 2007 Plan Commission meeting, the Plan Commission unanimously approved the preliminary plat for Tamarack Hollow residential subdivision submitted by Bob Tillmann. The preliminary was then re-approved by the Plan Commission on May 26, 2009, to adhere to Wisconsin Statutory approval requirements that allow a preliminary plat to be approved for a two year timeframe prior to final plat approval. Since the two year timeframe is about to expire, the applicant has returned to the Plan Commission to again seek an additional two year approval for the preliminary plat. The platting laws of the State of Wisconsin, which are referenced in the Village of Grafton Subdivision Ordinance (Chapter 18 of the Municipal Code), requires that a final plat be presented to the approving municipality within 24 months from the date of preliminary plat approval or the approving municipality can refuse to approve the final plat (Wis. Stats 236.11(1)(b)). The two year time limit for the developer to present a final plat for Tamarack Hollow residential subdivision is up on May 26 of this year.

Director Rambousek stated that originally, 31 lots were proposed as part of the Tamarack Hollow subdivision preliminary plat, which is located along the north side of Pleasant Valley Road and west of the railroad tracks. This area was formerly owned by the Hahn family who successfully petitioned the Village to annex the property in 2006. As indicated, the first preliminary plat approval was then given in June of 2007. The original preliminary plat suggests the development of 31 single-family lots with an average lot size of approximately 29,168 square feet. Although similar in layout, this version of the preliminary plat is slightly different. The total number of lots that are now being proposed is 35 single-family lots with a minimum lot size of 15,000 square feet (Lot 12 will be increased) to meet the requirements of the properties R-S Suburban Single Family District zoning. The average lot size is now 27,833 square feet and only 6 lots are below 18,000 square feet in area.

Director Rambousek stated that the Village of Grafton *Comprehensive Master (Smart Growth) Plan 2035* designates the property for future Low Density Single Family Residential designation (gross density of 0.2 to 1 unit per acre) and that type of development has been proposed by the applicant as part of this Preliminary Plat. The Village of Grafton *Comprehensive (Master) Plan 2010* also designates lands to the south as Medium Density Single-Family Residential, lands to the east as Low Density Single-Family Residential, and lands to the west as Low Density Single

Family Residential. Lands to the north are not within the Village of Grafton Land Use Map, but cannot be developed based upon natural resource issues like steep slopes, woodlands, and wetlands. Current and/or existing land uses in the area are residential to the west, residential to the east, vacant lands and wetlands to the north, and construction of a medium density subdivision that gets lower in density as it approaches Pleasant Valley Road. There is also a primary environmental corridor that should not be disturbed. SEWRPC identifies a portion of the property as a secondary environmental corridor requiring the placement of the access road to the northernmost property to be placed to the north of this environmental area. In addition, it has been more than five years since the last wetlands delineation and the applicant has also planted a large amount of trees throughout the site that will now count as natural resources. As a result, prior to final plat approval for any phase of the subdivision, a natural resource protection plan will need to be submitted to the Plan Commission for review and consideration.

Chair Brunquell inquired whether the wetlands and stormwater were being indentified on the final plat.

Director Rambousek responded by stating that all wetlands and stormwater information will be reviewed as part of the final plat process.

Motion by Commissioner Harms, seconded by Commissioner Harms, to re-approve the preliminary plat for Tamarack Hollow subdivision subject to all original conditions of approval and enlarging the proposed Lot 12 to a minimum lot size of 15,000 square feet. Approved unanimously.

## **PLANNING AND DEVELOPMENT DEPARTMENT PERFORMANCE MEASUREMENTS**

The Plan Commission reviewed the April 2011 Planning and Development Department Performance measurements.

## **EXTRATERRITORIAL REVIEW**

Rezone, Land Use Plan Map Amendment/Comprehensive Plan Amendment for Non-motorized boat launch, Kurtz Woods and Bratz Woods.

It was the consensus of the Plan Commission that the rezoning, land use map amendment, comprehensive plan amendment and motorized boat launch project for Kurtz and Bratz Woods, as submitted for extraterritorial review, was acceptable.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Director Rambousek stated that Associated Bank, 1930 Wisconsin Avenue, is undergoing a sign re-facing project and he is looking for some direction from the Plan Commission.

Director Rambousek gave a brief summary of the sign re-facing project. He informed the Plan Commission members that most of the sign re-facings were acceptable except for the main pylon sign. He stated that he would like to see the applicant work with him on improving the overall look of the pylon sign. To date, they have resisted.

Ross Manich, Poblocki Sign Company, was present to review the project with the Plan Commission. He summarized his submittal versus the changes that were requested by the Director of Planning and Development.

Mr. Manich spoke to the Plan Commission in regard to the pylon sign and was not in favor of the suggested changes that Director Rambousek presented.

The Plan Commission held a brief discussion and indicated that they support Director Rambousek's position on improving the look of the pylon sign and requested the applicant and owner continue to work with the Director of Planning and Development to improve the pylon sign.

**ADJOURN**

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