

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

NOVEMBER 29, 2011

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

Plan Commission members present: Jim Brunnquell, Mark Paschke, Alfred Schlecht, Richard Rieck, Carl Harms, and Amy Plato

Absent: Randy Silasiri

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

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Paschke, to approve the October 25, 2011, Plan Commission meeting minutes, 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 conditional use permit request by Frank Oetlinger, Barbara Oetlinger and Peter Thermansen, owners for property located at 1058 Overland Court, known as Oetlinger Precision Manufacturing Company to accommodate a proposed 3,870 square foot new garage/warehouse building.

Director of Planning and Development Michael Rambousek presented background on the project. He stated that the first project is a proposed accessory building at Oetlinger Precision Manufacturing Co. located at 1058 Overland Court. The second project is for an addition to the Oetlinger Precision Manufacturing Co. building located at 450 Ninth Avenue. He further noted that the projects have already been approved by the Architectural Review Board.

The new accessory building to be located at 1058 Overland Court is 3,870 square feet and will be used for vehicle and equipment storage. It will be located to the west of the main office/storage building already located on that property. This building will be located at the rear of the property and will be slightly above 15 feet tall and consist of metal panels on all elevations with a standing seam roof at a 1/12 pitch (the building must be 15 feet or less in height pursuant to the zoning code). The west elevation will include five garage doors for equipment and vehicle access and one pedestrian door. The south elevation will also include a pedestrian door. This building will not be visible from the road way as it is located behind

another building on this site. However, the Planning and Development Staff is also requesting a landscape plan for this site.

Director Rambousek further noted that a storm water management plan will be required to be submitted for review to Village Engineer, Dave Murphy that will include both projects.

There were no public comments or concerns on the first project.

Chair Brunnquell asked for any comments from the Plan Commission on this matter.

There were no comments or concerns from the Plan Commission.

Chair Brunnquell then closed the public hearing on this matter.

Chair Brunnquell then asked the Plan Commission if there was a consensus to take action on this matter immediately.

The Plan Commission indicated a consensus to take action on the conditional use permit request for the proposed 3,870 square feet new garage/warehouse.

CONSIDERATION OF A CONDITIONAL USE PERMIT FOR OETLINGER PRECISION MANUFACTURING COMPANY, 1058 OVERLAND COURT

Motion by Commissioner Harms, seconded Commissioner Rieck, to approve the issuance of a conditional use permit for a proposed accessory building at Oetlinger Precision Manufacturing Co., 450 9th Avenue, subject to the building being a maximum of 15 feet in height and the submittal of a landscaping plan to the Planning and Development Department. Approved unanimously.

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 request by Frank Oetlinger, Barbara Oetlinger and Peter Thermansen, of Oetlinger Precision Manufacturing Co, owners for property located at 450 Ninth Avenue to accommodate a proposed building addition consisting of 20,700 square feet of new manufacturing area and 1,426 square feet of new office space to a primary building.

Director Rambousek then gave a summary of the second project that consists of additions to the company's primary building. He stated that the Oetlinger Precision Manufacturing Co. building located at 450 Ninth Avenue is the primary building used by the company. The plans for this building addition consist of two components: a 1,426 square feet office addition at the front of the building and 20,700 square feet warehouse/manufacturing addition on the east side of the building. The current area of the existing building is 38,836 square feet so with both additions, the new total area will be 60,962 square feet.

Director Rambousek explained that the main building addition to the front of the Oetlinger Precision Manufacturing Co. building is an expansion of the existing office area that will be located at the southwest corner of the building. This 1,426 square feet addition will consist of a

red brick veneer that will match the elevation of the existing building with a band of stucco and aluminum windows running through the center of the new elevations of the south and west facades. The 20,700 square foot warehouse/manufacturing addition on the east side of the building is slightly taller than the existing warehouse/manufacturing area by approximately 3 feet. This addition will be comprised entirely of bronze colored metal panels with a standing seam metal roof with a .5/12 pitch. The east elevation will include a garage door, pedestrian door and two windows. The north and south elevations also include a pedestrian door.

Director Rambousek also noted that after this expansion to the building, there will be 50 parking spaces available on the site. The Village of Grafton Zoning Code requires 1 space per employee and the company has approximately 40 full-time equivalent employees and the building addition will add at least 20 more full-time equivalent employees. It is expected that after the addition is complete, 40 to 45 employees could be located on the site at one time. At this time, based upon those statistics provided by the owner, there are enough available parking spaces proposed and displayed on the proposed site plan. However, if that allocation of employees is ever adjusted and causes a single shift to exceed 50 employees, the applicant will need to immediately revisit the site plan and parking issue with the Planning and Development Staff and possibly the Plan Commission. In addition, if the company carries out any further expansion to this building or the site, a parking and traffic circulation plan will need to be submitted to the Plan Commission in conjunction with those future expansion plans. As for right now, based upon the statistics provided by the owner, the required minimum amount of parking spaces have been provided on the proposed site plan.

Director Rambousek stated that the proposed architectural plan reveals that the north elevation of the building and, specifically, the majority of the proposed lineal elevation of the warehouse/manufacturing addition are located directly in the view of Overland Court. As a result, the Planning and Development Department recommended and the approval of the plans by the Architectural Review Board has required a brick base with windows placed appropriately in the middle section of the north elevation of the proposed addition. Director Rambousek added that he is recommending to the Plan Commission that a landscape plan for the base of the new addition and the parking lot be submitted to the Planning and Development as part of any approval of this project by the Plan Commission. He also noted that the Village Engineer, Dave Murphy will be reviewing a storm water management plan for this project.

Director Rambousek mentioned that there is a minor issue with the project that was discovered during review that needs to be rectified prior to the construction. He indicated that there is a lot line that traverses north and south through the proposed manufacturing/warehouse building addition that has created two lots of record which are both owned by Oetlinger Precision Manufacturing Co. Since this addition is proposed on two lots, prior to the release of a building permit this issue will need to be corrected via "quit claim" deed or a Certified Survey Map (CSM). The lots are owned by the same owner and because this issue involves the removal of a single lot line, it is eligible to be done by the "quit claim" process. If the "quit claim" option is chosen, the applicant will be responsible for providing the Village of Grafton Inspection Department with a recorded copy of that document.

Chair Brunnuell asked for any comments on from the public on this matter.

There were no public comments or concerns.

Chair Brunnquell asked for any comments from the Plan Commission on this matter.

Commissioner Harms stated he had just one concern regarding parking and if there was sufficient parking now and after the project is completed.

Director Rambousek responded that for now, based upon the information regarding the amount of employees provided by the applicant, the amount of parking spaces provided is acceptable. If further expansion occurs on the site or if the employee count changes, the Planning and Development Department would require a site and parking plan that would provide the additional spaces necessary and at that time any new traffic circulation issues would also be reviewed.

Chair Brunnquell then closed the public hearing on this matter.

Chair Brunnquell asked the Plan Commission if there was a consensus to take action on this matter immediately.

The Plan Commission indicated a consensus to take action on the conditional use permit request to accommodate a proposed building addition consisting of 20,700 square feet of new manufacturing area and 1,426 square feet of new office space to a primary building.

CONSIDERATION OF A CONDITIONAL USE PERMIT FOR OETLINGER PRECISION MANUFACTURING COMPANY, 450 NINTH AVENUE

Motion by Commissioner Rieck, seconded by Commissioner Plato, to approve the issuance of a conditional use permit for an addition to the Oetlinger Precision Manufacturing Co. building located at 450 Ninth Avenue subject to the following conditions: 1) the addition of a brick base with windows to the middle section of the north elevation that fronts Overland Court pursuant to the approval by the Architectural Review Board; 2) the submittal of a landscaping plan to the Planning and Development Department; 3) the consolidation of two lots on this site into one lot; and, 4) the submittal of a storm water management plan that includes both projects to be approved by Village Engineer. Approved unanimously.

Chair Brunnquell asked that the motion for the first item for consideration regarding a conditional use permit request for a proposed 3,870 square feet garage/warehouse accessory building for Oetlinger Precision Manufacturing Co. be rescinded to ensure the proper address is stated properly in a new motion.

Motion by Commissioner Harms, seconded Commissioner Rieck, to rescind the motion to approve the conditional use permit request for a proposed accessory building at Oetlinger Precision Manufacturing Co. located at 450 9th Avenue subject to the building being a maximum of 15 feet in height and the submittal of a landscaping plan to the Planning and Development Department. Approved unanimously.

Chair Brunnquell then requested a corrected motion.

Motion by Commissioner Harms, seconded Commissioner Rieck, to approve a conditional use permit requested by Oetlinger Precision Manufacturing Co. for the property located at 1058 Overland Court to accommodate a proposed 3,870 square feet new garage/warehouse accessory building subject to the building being a maximum of 15 feet in height and the submittal of a landscaping plan to the Planning and Development Department. Approved unanimously.

REVIEW AND CONSIDERATION OF A CERTIFIED SURVEY MAP (CSM) FOR THE PROPERTY LOCATED AT 1770 WISCONSIN AVENUE, OWNED BY 1750 PROPERTY, LLC

Director Rambousek gave a summary regarding the CSM submitted by Twin City Plaza owners, John and Irene Bruecker. He indicated that originally the Plan Commission approved the CSM on September 7, 2011, but it was not recorded by the applicant. The primary purpose of the original CSM was to allow enough space for the NAPA building addition to meet the required 15 feet side yard in the C-2 Neighborhood Business District. In addition, the approved CSM addressed the issue of the irregular shape lots and cross access easements between each property on the Twin City Plaza site.

Director Rambousek explained that the revised CSM retains the irregularity of the original lot line that gave Lot 3 complete ownership of the main ingress/egress point from Wisconsin Avenue. The revised CSM is being required because the owners may pursue an access agreement or restriction with an adjacent property owner and would like to retain control of the ingress and egress by Lot 3. He added that the revised CSM displays the proposed revision of the Lot 3 and Lot 4 lot line. Lot 3 is now proposed to be 107,368 square feet (2.465 acres) and Lot 4 is now proposed to be 74,435 square feet.

Director Rambousek stated that both the Planning and Development Staff and Village Engineer are recommending that an additional document be created showing all of the lots on one cover page and the inclusion of cross access easements that will allow access from each lot to the primary ingress/egress. The proposed CSM should then reference each of these easement documents for each lot. In addition, the CSM should graphically identify the two primary ingress/egress points into the Twin City Plaza site and a primary access lane throughout the site. The current zoning of the lots, C-2 Neighborhood Business District also needs to be referenced on the CSM.

There were no concerns or comments by the Plan Commission.

Motion by Commissioner Rieck, seconded Commissioner Schlecht, to approve the revised Certified Survey Map (CSM) for property located at 1770 Wisconsin Avenue, owned by 1750 Property, LLC, subject to the following conditions: 1) the creation and recording of individual cross access easement documents for each lot; 2) each primary ingress/egress point into the Twin City Plaza site and a primary access lane throughout the site should be graphically identified on the CSM; 3) the addition of the current zoning referenced on the CSM, 4) submittal of an additional cover page that includes all lots, and 5) final review by the Village Engineer and Director of Planning and Development. Approved unanimously.

EXTRATERRITORIAL REVIEW

Harjeet S. Walia-112 North Port Washington Road, Town of Grafton-Conditional Use Permit
Director Rambousek reviewed the extraterritorial review request from the Town of Grafton. Director Rambousek stated that he planned on meeting with the Town of Grafton Planner to discuss concerns he has regarding parking, site intensity, stormwater management, traffic circulation, and other related issues.

The Plan Commission indicated at consensus for the Director of Planning and Development to discuss these concerns with the Town of Grafton Planner.

PLANNING AND DEVELOPMENT DEPARTMENT PERFORMANCE MEASUREMENTS

The performance measurements were reviewed by the Plan Commission.

OLD BUSINESS

None.

NEW BUSINESS

Director Rambousek asked members if they would be attending December 27, 2011 Plan Commission next month. He stated that he would like to secure a quorum for the meeting. The Plan Commission members indicated that there would be a quorum.

ADJOURN

Motion by Commissioner Paschke, seconded by Commissioner Schlecht, to adjourn the meeting at 6:26 p.m. Approved unanimously.