

TOWN OF GRAFTON
PLAN COMMISSION - OFFICIAL MINUTES
OCTOBER 4, 2017- 7:00 PM

Grafton Town Hall - 1230 11th Ave., Grafton, WI, 53024

I. CALL TO ORDER

1. ACTION: Chairman Bartel called the meeting to order at 7:00pm.

***PRESENT:** Chairman Lester A. Bartel, Jr., Commissioner Bob Wolf, Commissioner Dan Lyons, Commissioner Dan Vogel, Commissioner Patrick Stemper, Commissioner Brian Robinson

***ABSENT:** None

***OTHERS PRESENT:** Clerk / Planner Amanda Schaefer, Engineer Kevin Kimmes, Attorney Sara MacCarthy, Building Inspector Rick Fellenz

II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW

1. ACTION: Clerk/Planner Schaefer confirmed compliance with the Open Meetings Law.

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. ADOPTION OF AGENDA

A. ACTION: Commissioner Stemper moved to adopt the agenda, seconded by Commissioner Wolf. Motion carried 6-0.

V. REVIEW AND APPROVE MINUTES FROM PREVIOUS MEETING

A. ACTION: Commissioner Robinson moved to approve the minutes from the previous meeting, seconded by Commissioner Vogel. Motion carried 6-0.

VI. PUBLIC HEARINGS

A. Conditional Use Permit Petition (Accessory Structure Greater than 576sf in area and/or 20ft in height) by Tim and Wendy Welch, 135 High Forest Drive, Tax Key #05-036-11-007.00

a. Building Inspector Fellenz provided an overview of the Staff Report

b. **Chairman Bartel opened the Public Hearing at 7:05pm.**

c. **No one wished to speak.**

d. **Chairman Bartel closed the Public Hearing at 7:06pm.**

e. **ACTION: Commissioner Lyons moved to approve the Welch CUP, seconded by Commissioner Stemper. Motion carried 6-0.**

VII. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD

A. NONE

VIII. OLD BUSINESS:

A. Discussion and possible action regarding potential amendments to Town of Grafton Code of Ordinances Title 7 Chapter 6 – Signs

a. Clerk/Planner Schaefer provided a report to the PC, more information will be coming to next month's meeting; a draft of changes will be provided in an ordinance.

b. **ACTION: NO ACTION TAKEN.**

IX. NEW BUSINESS

A. Discussion and possible action regarding an accessory structure between 150 square feet and 576 square feet for Gordon Wierman and Mary Jacobson, 1294 Trailway Drive, Tax Key #06-006-01-031.00

a. Building Inspector Fellenz provided an overview of the Staff Report

b. **ACTION: Commissioner Robinson moved to approve the Wierman / Jacobson Accessory Structure, seconded by Commissioner Vogel. Motion carried 6-0.**

B. Discussion and possible action regarding a Shared Driveway Application for Kathleen Lubner, 1008 Arrowhead Road, Tax Key #06-017-02-006.00

- a. Attorney MacCarthy gave an overview of the application's review
- b. There are a few items that need to be fixed; Engineering and Fire Department needs to review it
- c. **ACTION: Commissioner Stemper moved to approve the Lubner Shared Driveway Application subject to Staff Punchlist Items, seconded by Commissioner Robinson. Motion carried 6-0.**

X. TOWN STAFF UPDATES

- A. Town Planner: **NONE**
- B. Town Engineer: **Shouldering will be done next week. The road projects were a success!**
- C. Town Building Inspector: **Things are still very busy! It appears to be nearing the end of digging season, however.**
- D. A discussion was held about the current status of the budget; details will be given at the Budget Workshop on October 18th at 5:30pm.

XI. ADJOURN

1. **ACTION: Commissioner Robinson moved to adjourn, seconded by Commission Wolf. Motion carried 6-0.**

**Respectfully Submitted,
Amanda L. Schaefer, Clerk**