

**TOWN OF GRAFTON**  
**PLAN COMMISSION - OFFICIAL MINUTES**  
**DECEMBER 6, 2017- 7:00 PM**

Grafton Town Hall - 1230 11<sup>th</sup> Ave., Grafton, WI, 53024

**I. CALL TO ORDER**

**1. ACTION: Commissioner Stemper called the meeting to order at 7:00pm.**

**\*PRESENT:** Commissioner Bob Wolf, Commissioner Dan Lyons, Commissioner Dan Vogel, Commissioner Patrick Stemper, Commissioner Brian Robinson, Commissioner Jeff Thoma

**\*ABSENT:** Chairman Lester A. Bartel, Jr.

**\*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 Wolf moved to adopt the agenda, seconded by Commissioner Robinson. Motion carried 6-0.**

**V. REVIEW AND APPROVE MINUTES FROM PREVIOUS MEETING**

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

**VI. PUBLIC HEARINGS**

**A. NONE**

**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 (DRAFT ORDINANCE 2017-08)**

- a. Clerk/Planner Schaefer provided a report to the Board; this will be a Public Hearing item at next week's Board of Supervisors Meeting
- b. Commissioner Wolf asked about flag poles and whether or not they can be regulated by our Sign Code.
- c. **ACTION: NO ACTION TAKEN.**

**IX. NEW BUSINESS**

**A. Discussion and possible action regarding a Minor Land Division (CSM) Petition by BCH Management, LLC, 754 / 824 Port Washington Road, Tax Key #06-029-06-005.00, #06-029-06-001.00, #06-029-06-002.00**

- a. Engineer Kimmes provided a report to the Plan Commission; approval is recommended
- b. Commissioner Vogel asked the applicant about his intent for the future of the property – the hope is for mixed use; however, it is too early to tell
- c. Commissioner Vogel asked if he was looking at annexation; not at this time, per the applicant
- d. **ACTION: Commissioner Wolf moved to approve the BCG Management CSM with conditions listed, seconded by Commissioner Vogel. Motion carried 6-0.**

**B. Discussion and possible action regarding the Application for the Keeping or Maintaining of Chickens by Michael and Mary Nourse, 2331 Ridgewood Road, Grafton**

- a. Building Inspector Fellenz provided a report to the Plan Commission

b. **ACTION: Commissioner Robinson moved to approve the Nourse Chicken Permit, seconded by Commissioner Thoma. Motion carried 6-0.**

C. **Discussion and possible action regarding a deviation request for a previous Shared Driveway application my Michael and Jo Ann Kuenn, 1115 County Highway C, Tax Key # 06-020-04-001.00**

a. Staff provided a report to the Plan Commission; approval is recommended

b. Commissioner Stemper noted aerials show limitations – will this get the applicant where they need to be?

c. The Commission noted that there are a lot of wetlands on the property

d. **ACTION: Commissioner Lyons moved to approve the Kuenn deviation request so that all remaining lots have a 15' setback, seconded by Commissioner Wolf. Motion carried 6-0.**

X. **TOWN STAFF UPDATES**

A. Town Planner: **NONE**

B. Town Engineer: **NONE**

C. Town Building Inspector: **NONE**

XI. **ADJOURN**

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

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