

TOWN OF GRAFTON
PLAN COMMISSION - OFFICIAL MINUTES
FEBRUARY 1, 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 Heisler, Commissioner Dan Vogel, Commissioner Julia McNally, Commissioner Dale Wolf

***ABSENT:**

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

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 Lyons moved to adopt the agenda, seconded by Commissioner B. Wolf. Motion carried 7-0.

V. REVIEW AND APPROVE MINUTES FROM PREVIOUS MEETING

A. ACTION: Commissioner B. Wolf moved to approve the minutes from the previous meeting as corrected, seconded by Commissioner Vogel. Motion carried 7-0.

VI. PUBLIC HEARINGS

- A. Conditional Use Permit Petition for an Accessory Structure Greater than 576sf in area and 20ft in height by William G. Feld, 1302 Marina Drive, Tax Key #06-070-00-060.00**
- a. Building Inspector Fellenz gave 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 Wolf moved to approve the Feld CUP, seconded by Commissioner Lyons. Commissioner Heisler confirmed the materials will match the existing structure. Commissioner McNally shared that it has HOA approval. The applicant clarified the use of the structure – storage of personal items. Motion carried 7-0.**

VII. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD

A. NONE

VIII. OLD BUSINESS:

A. Discussion and possible action regarding the Town of Grafton's Future Vision

- a. Clerk/Planner Schaefer highlighted key points of discussion for the evening
- b. Commissioner B. Wolf was in support for the changes shown in the residential districts; we have been working on this for a long time – it's time to move forward; plus, it's fluid and can be changed in the future if need be
- c. Commissioner Lyons clarified the discussion – it was not discussing the RCDO; Commissioner Heisler asked for clarification
- d. Commissioner Lyons felt that the RCDO could be utilized in R-Tr but **not R-3**
- e. The PC was in favor of the changes proposed to the residential districts and creating a new R-Tr District.

- f. **ACTION: Commissioner B. Wolf moved to move forward the residential district changes to ordinance format, seconded by Commissioner McNally. Residents asked for clarification on the R-Tr minimum lot area. Motion carried 7-0.**
 - g. The Plan Commission asked about the RCDO calculation
 - h. The Plan Commission does not want to see the RCDO applied to the R-3 District.
 - i. Commissioner McNally noted the minimum lot size in R-Tr of 1.5 acres; to be consistent with the R-Tr as a basic district, the minimum lot area in the RCDO should be 1 acre
 - j. Chairman Bartel discussed the idea of requiring trails in the RCDO developments to have public trail systems
 - k. Staff took PC comments from topics such as doubled loaded lots, design standards for cluster groups, bonus ratios and open space requirements for R-Tr
 - l. **ACTION: Commissioner McNally moved to reaffirm that the proposed map changes be formally made, seconded by Commissioner Lyons. Motion carried 7-0.**
 - m. **ACTION: Staff will bring forward a final draft of the RCDO next month.**
- B. Discussion and possible action regarding a Final Town Plat Petition by Hillcrest Builders, 1398 River Bend Road, Tax Key #06-030-03-001.00**
- a. Engineer Kimmes provided an overview to the Plan Commission
 - b. Key points were highlighted – specifically the request for construction of some areas to take place at a later date (trail along River Bend Road, trail between lots to the Village Park parcel, and the new road east of west property line of Lot 15)
 - c. The developer commented that there is hope that the development will be full within 2 years; therefore, Plan Commission discussed a sunset date for the delayed items to be constructed – perhaps that is 5 years
 - d. The developer asked about the future development of the Village Park – when will that take place? The asphalt could deteriorate over time if that is significantly delayed. Many of these items are extremely premature – why let it sit there?
 - e. Staff will provide scenarios to the Board before this receives final approval
 - f. Chairman Bartel felt that it should be constructed to plat design; if we wait, there could be potential issues with many things – damage to existing conditions at that time, a board that is unaware of what was approved during this process
 - g. The Plan Commission would like to see the road constructed right away; the other items could possibly wait
 - h. The intersection design was discussed
 - i. The recent discussions with the Village and their attendance at next week’s BOS Meeting was highlighted
 - j. The naming of the road was discussed, as River Bend Estates Court seems too lengthy
 - k. The developer stated that it will be called River Bend Court – it will be changed on the plat
 - l. Commissioner Vogel inquired about the lookout windows and proper on-site drainage; 1 egress window in the back is acceptable – not the entire length of the home
 - m. The road damage costs were discussed in a lot of detail, as was the amount that would be required to be posted as noted in the Developer’s Agreement
 - n. Commissioner McNally asked about the extension of Cheyenne Avenue, and whether or not it would have sidewalk
 - o. Commissioner B. Wolf asked about shoveling the sidewalk as a resident of this development – yes, that would likely be required
 - p. **ACTION: Commissioner B. Wolf moved to approve the Final Plat subject to the adjustment to the letter of credit by staff, adjust the road damage amount to \$20,000, punchlist items by**

**Staff, and change the road name to River Bend Court, seconded by Commissioner Vogel.
Motion carried 7-0.**

IX. NEW BUSINESS - NONE

X. TOWN STAFF UPDATES

- A. Town Planner: **None**
- B. Town Engineer: **None**
- C. Town Building Inspector: **None**

XI. ADJOURN

1. **ACTION: Commissioner B. Wolf moved to adjourn, seconded by Commissioner McNally. Motion carried 7-0.**

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