

TOWN OF GRAFTON
PLAN COMMISSION - OFFICIAL MINUTES

JUNE 7, 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 Julia McNally, Commissioner Patrick Stemper

***ABSENT:** Commissioner Jack Heisler

***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 Stemper. Motion carried 6-0.

V. REVIEW AND APPROVE MINUTES FROM PREVIOUS MEETING

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

VI. PUBLIC HEARINGS

A. CSM, Rezone (A-1 to M-1), and Conditional Use Permit Petition (Rental Storage Units) by RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00

a. Clerk/Planner Schaefer and Engineer Kimmes gave an overview of the Staff Report.

b. **Chairman Bartel opened the Public Hearing at 7:12 pm.**

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

d. **Chairman Bartel closed the Public Hearing at 7:13pm.**

e. Staff continued the review of the Staff Report.

f. **ACTION: Commissioner Wolf moved to approve the CSM and Rezone contingent upon approval of the CUP and Staff Punchlist Items, seconded by Commissioner Lyons. The applicant addressed the Plan Commission with the responses to the Staff Report. The applicant stated the importance of getting approval tonight. The applicant provided written comment that has become part of the official packet for review. A materials palette was shared with the Plan Commission. The kiosk is all electronic – it gets customer out of the rain. Several other bits of material were handed to Plan Commission for their review. Industry standard is to have the buildings run north /south for lack of ice buildup. No dumpster is on site. There is no restroom. The gate was addressed – it is 16'. There is no parking typically allowed in any of these types of projects so people can easily reach their units. Any cars are temporarily parked in front of the units. Bollards will be added to the site plan. Commissioner Lyons and Commissioner Wolf both felt that this was last-minute information and it is difficult to digest. It is the Plan Commission's responsibility to make sure this application is properly reviewed. Commissioner Wolf asked about the security of Buildings 1 and 2. Commissioner Wolf felt the building plans did not share the information properly. The applicant disagreed. Commissioner McNally asked for clarification on how the kiosk works. Someone parks and rents a unit for a month to month basis. It is unmanned. There is a call center. How are the cameras used, per Commissioner McNally? They are motion-sensored so they can be**

monitored as needed. Commissioner McNally asked about what is allowed in the storage unit – the applicant responded with the fact that nothing hazardous or flammable can be stored in the units. It is difficult to control what people are storing there. Commissioner McNally shared that the drawings were not sufficient. Commissioner Lyons shared that the introductory comments were not helpful for the applicant. Commissioner Lyons also noted thoughts about the context of the orientation of the buildings along CTH W to break up the long wall of buildings – serious consideration should be given to shifting these on the site plan. The applicant stated that ice and snow are problematic for certain orientations. Commissioner Stemper asked whether any buildings had doors on both sides. Several do, per the applicant. Engineer Kimmes shared that the entire stormwater plan would need to be reviewed if the building orientation changes. Chairman Bartel shared the idea of benign steel buildings do not lend themselves well to the Town of Grafton. Also, if the Town approved something far from what the Village review was based in, that would not be a proper way to do things. Commissioner Vogel stated that the applicant has a sense of urgency. The Plan Commission does not share that at all. This project is a bit of a struggle because Commissioner Vogel does not want to tell her how to run the business. Several Plan Commission members shared that the buildings need to be dressed up. Commissioner Stemper shared thoughts about previous discussions associated with the Fox Glove neighborhood storage proposal – it was suggested to have it HERE, in the M-1 District. He agrees with the industry standard. The motion was clarified. The Plan Commission suggested the applicant get more details together. Motion carried 6-0.

g. **ACTION:** Commissioner McNally moved to table the CUP until July, seconded by Commissioner Stemper. Motion carried 6-0.

B. Conditional Use Permit Petition (Agricultural Uses Associated with a Residential District) by Douglas J. Wilde, 1576 E. Cedar Creek Road, Tax Key #06-007-11-003.00

a. Clerk/Planner Schaefer gave an overview of the Staff Report.

b. **Chairman Bartel opened the Public Hearing at 8:07 pm.**

c. **Dimas Garcia, 1819 Lakefield Road, asked about the property requirements to have goats. Staff and the Plan Commission responded. It is on a case by case basis for each application.**

d. **Chairman Bartel closed the Public Hearing at 8:10pm.**

e. Commissioner Lyons abstained from discussion due to conflict of being a neighbor within 500'

f. Commissioner Vogel asked about shed size and ventilation; the applicant responded with the fact that there are windows and doors

g. It was suggested that a small ventilation fan be installed inside the new structure, along with roof vents

h. Mr. Wilde will put the manure in the compost pile and use it for the garden

i. **ACTION: Commissioner Wolf moved to approve the Wilde CUP subject to Staff Punchlist Items, seconded by Commissioner Vogel. Motion carried 5-1 with Commissioner Lyons abstaining due to conflict.**

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

h. Clerk/Planner Schaefer gave an overview of the Staff Report – the RCDO language will be up for review as an Ordinance at the June Board Meeting

i. **ACTION: NO ACTION TAKEN.**

IX. NEW BUSINESS

- A. Discussion and possible action regarding a permanent sign permit application for RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00 (associated with Public Hearing Item A)
 - a. The applicant requested the item be tabled until July
 - b. **ACTION: Commissioner Stemper moved to table the sign permit application until the July PC, seconded by Commissioner Lyons. Motion carried 6-0.**
- B. Discussion and possible action regarding an accessory structure between 150 square feet and 576 square feet for Robert Haupt, 1959 Maryglade Drive, Tax Key #06-007-07-002.00
 - a. Building Inspector Fellenz gave an overview of the Staff Report.
 - b. Commissioner Wolf noted this being ok to be in the front yard due to plantings currently being in place
 - c. **ACTION: Commissioner Stemper moved to approve the Haupt accessory structure subject to Staff punchlist items, seconded by Commissioner Lyons. Commissioner Wolf moved to amend the motion to include that proper plantings be provided. Motion carried 6-0. As amended, Original Motion carried 6-0.**
- C. Discussion and possible action regarding the Application for the Keeping or Maintaining of Chickens by Grace and Dimas Garcia, 1819 Lakefield Road, Grafton
 - a. Building Inspector Fellenz and Clerk/Planner Schaefer gave an overview of the Staff Report.
 - b. **ACTION: Commissioner Wolf moved to approve the Garcia Chicken Permit, seconded by Commissioner Vogel. Motion carried 6-0.**
- D. Discussion and possible action regarding a Site Plan Amendment Application by Calibre, Inc., 1889 Highway W, Tax Key #06-007-13-012.00
 - a. Clerk/Planner Schaefer and Inspector Fellenz gave an overview of the Staff Report.
 - b. **ACTION: Commissioner Wolf moved to approve the Calibre, Inc. Site Plan amendment subject to Staff Punchlist Items, seconded by Commissioner McNally. Commissioner Lyons asked for clarification on the operation of this unique piece of equipment and how items travel throughout. Commissioner McNally asked about the tunnel; however, everything is enclosed, per the applicant. Motion carried 6-0.**

X. TOWN STAFF UPDATES

- A. Town Planner: **None**
- B. Town Engineer: **River Bend Estates is in full gear – the stormwater pond is currently being addressed; drain tiles were discovered; road closures will be taking place soon and we will stay in touch with the Fire Department**
- C. Town Building Inspector: **There will be a home under construction soon in the Kuenn development.**

XI. ADJOURN

- 1. **ACTION: Commissioner McNally moved to adjourn, seconded by Commissioner Stemper. Motion carried 6-0.**

Respectfully Submitted,
Amanda L. Schaefer, Clerk