

TOWN OF GRAFTON
PLAN COMMISSION - OFFICIAL MINUTES - JULY 5, 2017- 7:00 PM
Grafton Town Hall - 1230 11th Ave., Grafton, WI, 53024

I. CALL TO ORDER

1. ACTION: (Acting Chairman) Commissioner Patrick Stemper called the meeting to order at 7:00pm.

***PRESENT:** Commissioner Bob Wolf, Commissioner Dan Lyons, Commissioner Dan Vogel, Commissioner Julia McNally, Commissioner Patrick Stemper, Commissioner Jack Heisler

***ABSENT:** Chairman Lester A. Bartel, Jr., Commissioner Brian Robinson

***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 McNally. 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 Vogel. 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 a Conditional Use Permit Petition (Rental Storage Units) by RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00

- a. Attorney Brad Hoeft was in attendance on behalf of Laura Logan, applicant
- b. Clerk/Planner Schaefer and Engineer Kimmes gave an overview of the Staff Report.
- c. There are still several pieces of information that need to be submitted; the Fire Department still has some significant concerns
- d. Natural materials were discussed as the key priority tonight; it's the aesthetic of the building and face of the business
- e. Commissioner Vogel felt the materials looked fine
- f. Commissioner Wolf asked about having materials between the doors at the base of the Buildings #1 and #2; Mr. Hoeft shared that the doors are a marketing piece; there is not enough space to add brick or stone between the doors; maintenance is a concern about pieces between buildings; also, will it really be noticed in that area given the location?
- g. Commissioner McNally liked the materials going all the way up
- h. **MATERIALS – The materials that have been submitted are sufficient to the PC**
- i. Landscaping was addressed; all looks fine with the exception of the juniper areas; height should be added to those planting areas
- j. Color contrast and height should be addressed
- k. **LANDSCAPING – The PC would like to see more variety – height and color that is similar to the base of the pole sign – likely add grass that is a different color or similar to that pole sign base design**

- l. **Commissioner Lyons shared that the Ginko trees are an unusual choice due to its small size and not a sufficient buffer – Staff will look for natives.**
 - m. The fence proposed is galvanized chain link without razor wire
 - n. **FENCING – everything is sufficient.**
 - o. Lighting was discussed – dimensions were shown; however, the lights that are proposed are not cut-off / down directional
 - p. Mr. Hoeft shared that there are no other lights other than that on the building; this is to illuminate the entire site area for safety and security
 - q. Engineer Kimmes shared thoughts about the types of down directional lighting
 - r. Commissioner Heisler is concerned about Sky Glow
 - s. **LIGHTING – applicant will work with Staff to arrive at a better solution that is more like down directional.**
 - t. **GATE – FD will need to approve it**
 - u. **PARKING & LOADING – Staff wanted to see an additional parking stall; however, it would be in front of a garage stall and not easily added; a temporary north/south spot will be added along CTH W**
 - v. **STORMWATER – all items have been addressed**
 - w. **FD REVIEW – Letter of Approval will be needed from Fire Department prior to issuance of building permits and NOT the Conditional Use Permit itself**
 - x. Commissioner Vogel asked about the gable roofs on the back of the property and shed roofs on the front; there is variety due to the size of the buildings and how they are efficiently constructed.
 - y. **ACTION: Commissioner Wolf moved to approve the RJ Investments CUP subject to Staff Punchlist Items, seconded by Commissioner McNally. If sign permits are issued, they will follow the CUP renewal date. Motion carried 6-0.**
- B. Discussion and possible action regarding a permanent sign permit application for RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00
- a. **ACTION: Commissioner McNally moved to table the application until the August PC Meeting, seconded by Commissioner Wolf. Motion carried 6-0.**

IX. NEW BUSINESS

- A. **Discussion and possible action regarding an accessory structure between 150 square feet and 576 square feet for Tom and Rachel Krier, 1693 Aqua View Court, Tax Key #05-036-16-024.00**
 - a. Building Inspector Fellenz provided a report to the PC – the house is currently under construction; approval is recommended
 - b. **ACTION: Commissioner Wolf moved to approve the Krier accessory structure, seconded by Commissioner Heisler. Motion carried 6-0.**

X. TOWN STAFF UPDATES

- A. Town Planner: **None**
- B. Town Engineer: **Hillcrest is moving forward.**
- C. Town Building Inspector: **None**

XI. ADJOURN

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

Respectfully Submitted,
Amanda L. Schaefer, Clerk