

TOWN OF GRAFTON
PLAN COMMISSION - OFFICIAL MINUTES
AUGUST 2, 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, Commissioner Brian Robinson

***ABSENT:** Attorney MacCarthy

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

II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW

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

2. Welcome to Brian Robinson, our new Plan Commissioner!

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. ADOPTION OF AGENDA

A. ACTION: Commissioner Stemper moved to adopt the agenda, seconded by Commissioner Robinson. Motion carried 7-0.

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 7-0.

VI. PUBLIC HEARINGS

A. Conditional Use Permit Petition for an Accessory Structure Greater than 576sf in area by Mark A. and Trudy A. Greenwood, 1081 Ulao Parkway, Tax Key #06-008-05-013.00

a. Building Inspector Fellenz provided a verbal report to the PC; approval is recommended

b. **Chairman Bartel opened the Public Hearing at 7:03pm.**

c. **Carol Schneider, Ulao Parkway, asked about where this sits on the land. Will there be a tree-lined buffer? Trudy Greenwood shared that there is a lot of wooded area on the lot that will provide a buffer. Clarification was given as far as the placement.**

d. **Cindy Jones, mother of Carol Jones, Port Washington Road, asked about impact to the well or water system. Will there be noise? No, per the applicant.**

e. **Chairman Bartel closed the Public Hearing at 7:09pm.**

f. **ACTION: Commissioner Vogel moved to approve the Greenwood CUP, seconded by Commissioner Stemper. Motion carried 7-0.**

VII. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD

A. NONE

VIII. OLD BUSINESS:

A. Discussion and possible action regarding a permanent sign permit application (#1) for RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00

a. This is the Pole Sign application

b. Clerk/Planner Schaefer provided a report to the PC

c. **ACTION: Commissioner Wolf moved to approve the RJ Investments Pole Sign application based on the findings of fact and subject to the Staff items listed in the report, seconded by Commissioner Vogel. Chairman Bartel asked about the elevation of the Hanney property as well as this property – will they be similar in height based on topography? There is likely not a**

big change. Commissioner Wolf shared that precedent has been set with Hanney. This is similar. Commissioner Lyons shared that Hanney received an exception based a few things that were different than this. Several commented that this is important to the business and its viability. Motion carried 7-0.

IX. NEW BUSINESS

- A. Discussion and possible action regarding a permanent sign permit application (#2) for RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00**
- a. This is the Wall Sign – Meadowlark Storage application
 - b. Clerk/Planner Schaefer provided a report to the PC
 - c. **The sign company has a light meter and can test the sign when it installed; if it is over the 50 footcandle requirement, a dimmer will be installed.**
 - d. **ACTION: Commissioner Stemper moved to approve the RJ Investments Wall Sign application subject to the Staff items listed in the report, seconded by Commissioner Robinson. Commissioner Wolf moved to amend the Staff Report to remove the dimmer requirement and put a requirement in about meeting the Code requirements for lighting instead. Motion carried 7-0. Original motion carried 7-0.**
- B. Discussion and possible action regarding a permanent sign permit application (#3) for RJ Investments, 1927 County Highway W, Tax Key #06-007-04-002.00**
- a. This is the Wall Sign – 24 Hr Rental application
 - b. Clerk/Planner Schaefer provided a report to the PC
 - c. **ACTION: Commissioner McNally moved to approve the RJ Investments Wall Sign application subject to the Staff items listed in the report, seconded by Commissioner Robinson. Motion carried 7-0.**
- C. Discussion and possible action regarding a permanent sign permit renewal for Walia Investments, 112 N. Port Washington Road, Tax Key #06-032-11-006.00**
- a. Clerk/Planner Schaefer provided a report to the PC
 - b. **ACTION: Commissioner Lyons moved to approve the Walia sign permit renewal subject to Staff punchlist items, seconded by Commissioner Vogel. Motion carried 7-0.**

X. TOWN STAFF UPDATES

- A. Town Planner: **An update on Welcome Mobil Mart was given.**
- B. Town Engineer: **The Hillcrest Groundbreaking was held – the subdivision is underway!**
- C. Town Building Inspector: **All 5 Hillcrest permits have been pulled – basements are in!**

XI. ADJOURN

- 1. **ACTION: Commissioner Robinson moved to adjourn, seconded by Commission Stemper. Motion carried 7-0.**

Respectfully Submitted,
Amanda L. Schaefer, Clerk