

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

FEBRUARY 25, 2020

The Plan Commission meeting was called to order at 6:00 p.m. by Chair Jim Brunnuquell. The Pledge of Allegiance followed.

Plan Commissioners present: Village President Jim Brunnuquell, Mark Paschke, Carl Harms, Randy Silasiri, and Brittany Hess

Commissioners excused: Alan Kletti and Trustee David Liss

Officials/Staff present: Community Development Director Jessica Wolff, and Administrative Secretary Deborah A. Brown

MINUTES

Motion by Commissioner Harms, seconded by Commissioner Hess to approve the December 17, 2019 Plan Commission meeting minutes, as presented.
Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

Review and consideration of a site plan for modifications to the Grafton High School athletic fields at 1950 Washington Street for the Athletic master plan

Community Development Director Jessica Wolff reviewed the site plan with the Commission. She stated that the Grafton School District has requested site plan review of modifications to the athletic fields at the High School at 1950 Washington Street. Phase 1 improvements include an entry way, ticket booth, plaza, and six foot tall perimeter fencing. Phase 2 improvements include installation of a synthetic turf on the football field, running track, and relocation of some field event areas. Phase 3 improvements include a new restroom/concession building near the varsity soccer field. Phase 4 improvements include a scoreboard, sound system, and lighting.

Phase 1 will be completed by September 2020; other phases will be constructed based on availability of funds. She then reviewed the conditions for approval on the site plan with the Commission members along with the additional hand out renderings. The renderings included the details on the Grafton School District ticket booth.

Also present was Jamie Scofield, Facilities Director for the Grafton School District and project manager, Dan Peplinski of Point of Beginning, Inc. 4941 Kirsching Court, Stevens Point, WI 54481.

Commissioner Paschke suggested extending the black decorative fencing at the main entrance to the access gate on the west side of the fenced area and to the emergency service gate on the east side.

Commissioner Harms asked if the football and baseball fields would be used at the same time. Mr. Scofield responded that they would not be used at the same time. Commissioner Harms asked if the football field would be used for soccer games. Mr. Scofield responded that the majority of soccer games would take place on the soccer field where there is natural turf.

Commissioner Hess had asked about the timeline for the different phases of improvements. Mr. Scofield indicated that the Phase I was planned for the summer of 2020. Subsequent phases will depend on the School District budget and fundraising efforts.

Commissioner Silasiri asked for some clarification on the southeast driveway entrance for emergency vehicles and the flow of pedestrian traffic at the main gate and the east side parking lot entrance.

The Commission consensus was to add two conditions regarding the decorative fencing and review of Phase 4. Chair Brunnuell asked Mr. Scofield if he agreed to all the conditions to which Mr. Scofield responded he did. With that, Commission moved forward with motion to approve.

Motion by Commissioner Silasiri, seconded by Commissioner Paschke to approve a site plan for modifications to the Grafton High School athletic fields at 1950 Washington Street with the following conditions:

1. Revise the plans to depict all existing and proposed water, sanitary sewer, and stormwater pipes.
2. All security gates and access drives must be a minimum of 20 feet wide.
3. Submit a turning movements exhibit for emergency vehicle access throughout the site to be approved by the Fire Chief.
4. Submit an emergency evacuation plan to be approved by the Fire Chief and Police Chief.
5. Submit a landscaping plan for the area around the main entrance and plaza to be approved by the Community Development Director.
6. The Phase 3 restroom/concession building must be reviewed and approved by the Architectural Review Board prior to construction.
7. Any changes to site lighting shall be reviewed and approved by the Community Development Director.
8. Final plans to be approved by the Community Development Director, Director of Public Works/Village Engineer, the Fire Chief, and Police Chief.
9. Obtain an erosion control permit from the Building Inspection office prior to site activity.

10. All building code and other Village and State codes pertaining to occupancy of the building will be met.
 11. Extend the decorative fencing on the west side to the service gate and to the emergency service gate on the east side.
 12. Phase 4 site plan to be brought back to Plan Commission when the School District is ready to move forward with Phase 4
- Motion carried.

Review and discussion regarding the Zoning Ordinance Update-preliminary drafts of Article VI: Natural Resource Protection Standards, Article VII Nonconforming Situations, and Article VIII Administration and Procedures

Director Wolff stated that the attached document is the first complete draft of the Zoning Ordinance which incorporates all Plan Commission and Architectural Review Board feedback. She gave a short summary review of the key revisions in each of the Articles. Direction to staff included the following:

- Move liquor/convenience stores and gun shops to Intensive Personal Professional Service and Sales or Services.
- Make Laboratory, Scientific and Medical a conditional use in the Heavy Industrial District.
- Confirm if the Village must allow small wireless telecommunication facilities in the right-of-way in all districts.
- Make Residential Composting permitted in the Duplex District.
- Make Keeping of Bees a conditional use in the Duplex District.
- Collapse Transient Merchant (Individual) and Transient Merchant (Group) into one land use category.
- Confirm how gas stations are regulated.
- Clarify that food truck regulations do not apply when participating in a Chamber/Celebrate Grafton event.
- Do not specifically regulate RV parking other than the regulations related to uncovered parking in Section 19.04.03: Off-Street Parking and Traffic Circulation.
- Move wood and wood composite siding to a Class II building material.
- Single-family and two-family dwellings shall have trim (minimum 3 ½ inches) around all windows (or shutters) and doors on all facades.

Director Wolff reviewed the process and timeline and noted that the next phase of the project was the draft Zoning Map.

For informational purposes only.

Director's Update

None

Adjourn

Motion by Commissioner Paschke, seconded by Commissioner Silasiri to adjourn the meeting at 7:30 p.m. Motion carried.