



PLAN COMMISSION MEETING AGENDA

GRAFTON VILLAGE HALL / 860 BADGER CIRCLE
VILLAGE BOARD ROOM

TUESDAY, MAY 26, 2020 AT 6:00 PM

1. Call to order / Roll call
2. Pledge of Allegiance
3. Approval of the minutes from the [April 28, 2020 Plan Commission meeting](#)
4. Hear persons requesting to be heard – All members of the public are welcome to address this Village committee. Individual comments are limited to no more than three minutes each. No action or discussion may ensue.
5. Statement of Notice
The purpose of the public hearing is to review and comment on a request by Family Enrichment Center for a conditional use permit for a human services nonprofits facility (SIC #8322 Individual and Family Social Services) at 2350 Dakota Drive
6. Hear all interested persons and their agents
7. Close the discussion of public hearing
8. Consideration of a request by [Family Enrichment Center for a conditional use permit at 2350 Dakota Drive](#)
9. Director's Update
10. Adjourn

Persons requiring an interpreter or other assistance should contact the Village Clerk's office 72 hours prior to the meeting.

VILLAGE OF GRAFTON PUBLIC MEETING PROCEDURES DURING COVID-19

The Village of Grafton will begin utilizing [zoom](#), an online meeting tool, to conduct Village meetings. This includes all public meetings. The Village has begun cancelling non-essential meetings and will be limiting agenda items but there are items that do require decisions to be made so that projects throughout the Village can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: “Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call).” The advisory emphasizes that “When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

HOW TO REMOTELY ACCESS VILLAGE OF GRAFTON PUBLIC MEETINGS

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

- 1) Contact Village Administrator Jesse Thyges, **no later than 4:00 PM the day of the meeting**, if you wish to attend a meeting via ZOOM by emailing him at jthyges@village.grafton.wi.us or call 262-375-5300
- 2) In your email Subject line please note the meeting that you wish to attend. (Example: Village Board Meeting on 4-6-20 at 6:00pm)
- 3) In the body of your Email, please provide your Name, Address, Email, and Phone Number with a request to join the meeting.
- 4) You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
- 5) All public participants will have their microphone muted.
- 6) If, during public comment, anyone wishes to talk they should request to do so through the chat feature. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.
- 7) Meeting agendas and materials are available on the [Village's website](#) in advance of the scheduled meeting.

If you are unable to view the meeting via ZOOM, please contact the Village Administrator no later than 4:00 PM the day of the meeting and a telephone number will be provided for you to call into the meeting.

Contact Info: Jesse Thyges, Village Administrator, jthyges@village.grafton.wi.us or by phone (262) 375-5300