

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

APRIL 26, 2022

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, Trustee David Antoine, Carl Harms, Alan Kletti, Mark Paschke, Heidi Ham, and Brittany Hess

Officials/Staff present: Village Administrator Jesse Thyges, Community Development Director Jessica Wolff, Public Works Director/Village Engineer Amber Thomas, and Administrative Assistant Sara Young

MINUTES

Motion by Commissioner Alan Kletti, seconded by Commissioner Carl Harms to approve the March 22, 2022 Plan Commission meeting as presented. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None.

STATEMENT OF PUBLIC NOTICE

The purpose of the public hearing is to review and comment on a conditional use permit requested by Opal Stone to allow a retail gift shop and design studio known as Wild and Precious Boutique at 1326 11th Avenue

The statement of public notice was given by Administrative Assistant Sara Young. Community Development Director Jessica Wolff stated that the applicant is requesting a conditional use permit to expand her business downtown. The expansion is 1,100 square feet in the former Merle Wuenne plumbing shop and will include a client meeting area, design studio, production, and shipping areas. Hours of operation will vary but will be between 8:00 a.m. and 5:00 p.m. daily. They will have one shift with two employees per shift. The business expects three deliveries per week via box truck. Standard security measures will be used. The business plans to be open in July.

The applicant, Opal Stone, was not present. Chair Brunnuquell opened the public hearing. There were no public comments.

Trustee Antoine asked if the existing spaces are currently connected. Director Wolff confirmed the spaces are connected by a door that would remain. There would also be a public entrance from 11th Avenue.

Commissioner Kletti inquired if parking was an issue. Director Wolff stated that current parking was sufficient.

Commissioner Harms asked about the signage. Chair Brunnuquell noted that signage would be approved at the staff level.

Chair Brunnquell closed the public hearing and asked the Commission if they were comfortable moving forward with this action item. Consensus was to move forward.

Consideration on the conditional use permit to allow a design studio to be known as Wild and Precious Boutique at 1326 11th Avenue

Motion by Commissioner Harms, seconded by Commissioner Kletti, to approve a conditional use permit for a retail gift shop and design studio at 1326 11th Avenue with the following conditions:

1. Use shall be limited to a total of 1,100 square feet.
2. Hours of operation shall be limited to 8:00 a.m. and 5:00 p.m. daily.
3. The life safety and fire suppression system shall be approved by the Fire Inspector.
4. Building occupant load shall be determined by the Building Inspector.
5. Signage to be reviewed and approved by the Community Development Director subject to Chapter 20 Signs.
6. All building code, fire code, and other Village and State codes pertaining to the business will be met

Motion carried.

STATEMENT OF PUBLIC NOTICE

The purpose of the public hearing is to review and comment on a conditional use permit requested by Heba Musleh to allow a discount appliance store known as Appliances for Less at 2089 Wisconsin Avenue

The statement of public notice was given by Administrative Assistant Young. Director Wolff stated the applicant is requesting a conditional use permit for an appliance store in the vacant portion of the Verlo building. The Plan Commission recently approved a conditional use permit for a daycare center at this location; however, the business owner decided not to move forward. The business will occupy 4,000 square feet and will include a showroom, storage, an office, and restroom. Hours of operation will be 10:00 a.m. and 8:00 p.m. daily. They will have two shifts with four employees per shift. The business expects weekly deliveries via box truck and standard security measures will be used. The business plans to be open in June.

Property and business owner Heba Musleh was present to answer questions. Chair Brunnquell opened the public hearing. There were no public comments or concerns.

Commissioner Harms asked Ms. Musleh if the north side would have plantings or if the driveway would remain. Ms. Musleh confirmed that area would remain blacktop with grass and that the drive around area would be kept open for truck deliveries.

Chair Brunnquell asked Ms. Musleh if she agreed to the conditions as outlined in the request, which she confirmed.

Chair Brunnquell closed the public hearing and asked the Commission if they were comfortable moving forward with this action item. Consensus was to move forward.

Consideration on the conditional use permit to allow for a discount appliance store known as Appliances for Less at 2089 Wisconsin Avenue

Motion by Commissioner Kletti, seconded by Commissioner Harms, to approve a conditional use permit for an appliance store at 2089 Wisconsin Avenue with the following conditions:

1. Use shall be limited to a total of 4,000 square feet.
2. Hours of operation shall be limited to 10:00 a.m. and 8:00 p.m. daily.
3. Outdoor storage is prohibited. Remove all debris from the site.
4. Provide a bike rack near the front entrance to be approved by the Community Development Director.
5. Repave or remove the pavement on the north side of the building and replace with grass.
6. Stripe the remainder of the parking lot.
7. Replace the existing dumpster enclosure to be approved by the Community Development Director.
8. The life safety and fire suppression system shall be approved by the Fire Inspector.
9. Submit detailed plans from a design professional to meet fire and building code requirements. Occupancy shall require construction of all improvements as identified in approved plans.
10. Obtain an occupancy permit from the Community Development Department.
11. Signage to be reviewed and approved by the Community Development Director subject to Chapter 20 Signs.
12. All building code, fire code, and other Village and State codes pertaining to the business will be met.

Motion carried.

STATEMENT OF PUBLIC NOTICE

The purpose of the public hearing is to review and comment on a rezoning request by Rebecca and Alan Goldman for an institutional residential development known as Woodside Prairie on Hunter's Lane (Parcel 10-019-13-005.00) from MF-14 Multi-Family residential to PUD Planned Unit Development

Statement of public notice was given by Administrative Assistant Young. Director Wolff updated the Commission members on the rezoning and proposed uses. She stated that the Village does not currently have a zoning district that allows both Institutional Residential and Townhomes land use categories. Staff thinks amending the Zoning Ordinance to add Institutional Residential to the MF-14 district would create too much uncertainty since this land use category includes a very broad range of residential situations.

Director Wolff then noted that staff supports creation of a Planned Unit Development which is consistent with the proposed uses, advances the purposes of the Zoning Ordinance, and as an identified "Infill Site" is consistent with the recommendations of the Village's Comprehensive Plan.

Present were Mark Paschke, architect for the project and abstaining from the agenda item, and Michael Carlson from Impact Seven. Chair Brunnquell opened the public hearing.

James Knetter, 2447 Caribou Lane, Grafton

Mr. Knetter spoke as a board member of the neighboring Hunter's Crossing

condominiums and stated they were 100% against the low income housing being allowed in the development, that it would destroy the community and open the door to other low income housing in the area, which is not needed in Grafton, and bring down their property values.

Michael Carlson, 226 Oak Street, Madison, WI, Impact 7

Mr. Carlson confirmed the required income qualifications for the townhouse residents would be 60% of the median area income, estimated to be about \$50,000 a year for a two-adult household. He noted Impact 7 is the owner and developer of several of these types of communities. They will also maintain property and have maintenance and rental management teams to ensure the well-being of the residents. Their communities across the state have a 97% occupancy rate.

Commissioner Ham stated that neurodiversity in our community was important and this project would be a model for other communities. She suggested the potential residents of the townhomes would be those looking to participate in this type of development such as medical students and other professionals in training, and not a transient population.

Chair Brunnquell noted that Grafton has a need for housing solutions for business and industry staffing. Part of being a full service community is being aware of all residents' needs.

Chair Brunnquell closed the public hearing and asked the Commission if they were comfortable moving forward with this action item. Consensus was to move forward.

Review and recommendation to Village Board for a rezoning from MF-14 Multi-family Residential to PUD Planned Unit Development for Woodside Prairie on Hunter's Lane

Motion by Trustee Antoine, seconded by Commissioner Hess, to recommend Village Board approval to rezone land located on Hunter's Lane (Parcel 10-019-13-005.00) from MF-14 Multi-Family Residential to PUD Planned Unit Development. Motion carried 5-1-1 (1 opposed-Kletti, 1 abstain-Paschke).

STATEMENT OF PUBLIC NOTICE

The purpose of the public hearing is to review and comment on two conditional use permits requested by Rebecca and Alan Goldman for Institutional Residential and Townhomes at an institutional residential development known as Woodside Prairie on Hunter's Lane (Parcel 10-019-13-005-00)

Statement of public notice was given by Administrative Assistant Young. Director Wolff previously gave an overview of the applications.

Chair Brunnquell open the public hearing. There were no public comments or concerns. Chair Brunnquell closed the public hearing and asked the Commission if they were comfortable moving forward with this action item. Consensus was to move forward.

Consideration on the conditional use permits for Institutional Residential and Townhomes at Woodside Prairie on Hunter's Lane

Motion by Commissioner Kletti, seconded by Commissioner Hess, for Institutional Residential and Townhomes at Woodside Prairie at 2304 Hunter's Lane, with the following conditions:

1. Use shall be limited to a total of 40,590 square feet of floor area in seven buildings.
2. The number of residents shall be limited to two per bedroom.
3. There shall be an on-site manager present at all times. The on-site manager shall not also be receiving care or other services at the facility.
4. All residents and managers shall park vehicles on-site. Visitors may utilize on-street parking consistent with Village ordinances.
5. All refuse containers shall be stored inside the dumpster enclosure.
6. Signage to be reviewed and approved by the Community Development Director subject to Chapter 20 Signs.
7. Fire suppression and life safety systems shall be approved by the Fire Department.
8. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried 5-1-1 (1 opposed-Kletti, 1 abstain-Paschke).

Review and consideration of site plan for Woodside Prairie on Hunter's Lane

Motion by Commissioner Harms, seconded by Commissioner Hess, to approve a site plan for a seven-building institutional residential facility on Hunter's Lane (Parcel 10-019-13-005.00) known as Woodside Prairie with the following conditions:

1. Revise the site plan to provide one van accessible handicap parking space with signage.
2. Revise the site plan to add a five foot terrace between the sidewalk and the driveway.
3. Revise the landscaping plan to replace the Bald cypress, add a shade tree in front of building C, move two shade trees into the new terrace, move the landscaping on the north sides of buildings D and F to the front of the buildings, confirm that the plan meets the 0.10 buffer yard requirement on the west side of the property, and indicate final species selection (rather than a list).
4. Revise the site plan to depict the existing fire hydrant on Hunter's Lane.
5. Comply with Village Ordinance 7.30.040 related to private fire hydrants.
6. Provide a fire truck turning movement exhibit for the parking lot.
7. Provide proof of emergency radio coverage inside the buildings to be approved by the Fire Department.
8. Provide a fire suppression and life safety systems plan to be approved by the Fire Chief and Fire Safety Consultants, Inc.
9. Provide proof of adequate water pressure to serve the development and meet required fire flows.
10. All commercial Type I and Type II kitchen hoods shall require State Plan Review and shall be reviewed by FSCI and the Fire Department.
11. Submit a lighting plan with a minimum of 1.0 foot candles in all parking areas to be approved by the Community Development Director.
12. State of Wisconsin plan review is required for the building(s), HVAC, and plumbing systems.

13. Submit sprinkler and alarm system plans for review by FSCI. A separate Fire Protection Systems Permit is required for each system.
14. Obtain an erosion control permit from the Community Development Department prior to any construction activity.
15. Confirm compliance with storm water management requirements for use of the regional storm water management pond.
16. Execute a Storm Water Management Measures and Maintenance Agreement.
17. Final grading plan to be approved by the Director of Public Works/Village Engineer prior to any construction activity.
18. Final site plan shall be approved by the Fire Department, Director of Public Works/Village Engineer, and Community Development Director.
19. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried 5-1-1 (1 opposed-Kletti, 1 abstain-Paschke).

Statement of Notice

The purpose of the public hearing is to review and comment on a draft of Title 18 Subdivision Ordinance

Statement of public notice was given by Administrative Assistant Young. Director Wolff reviewed with the Commission members the draft verses the old Title 18 Subdivision Ordinance. She also noted that Staff has been in communication with We Energies regarding a new proposed Subdivision Ordinance requirement for other utilities (e.g., gas, electric, and telecommunication). Section 18.05.13 states that new telephone and electrical utility service must be located underground and that associated equipment (e.g., transformers, pedestals, and terminal boxes) must be located in rear yards (rather than front yards). We Energies is concerned about meeting their setbacks and design requirements if equipment and related easements are in backyard areas. Staff is recommending this new policy to avoid the situation in recent subdivisions, including Blue Stem and River Bend Meadows, where large utility boxes line the streets and create a low quality appearance that is not consistent with Grafton's image and character. This new requirement would only apply to new subdivisions and would not be applied to future phases of existing subdivisions.

Chair Brunnquell opened the public hearing. There were no public comments or concerns.

Commissioner Mark Paschke stated this was a good idea but has questions as to the easements. Director Wolff confirmed the 10 foot easements would be maintained. The pedestals would serve two lots with the easement running between two lots.

Commissioner Ham asked why We Energies might be concerned about the pedestal placements at this time. Director Wolff noted that it could be due to the ease of the design and house placements on the lots being uncertain.

Chair Brunnquell questioned if the primary concern for staff is aesthetics. Public Works Director Amber Thomas confirmed that placement in the side or rear yard would look better, and that either rear or side yard placement would be acceptable. Chair Brunnquell recommended adding language to allow for rear or side placement of equipment.

There were no more comments or concerns. Chair Brunnuell closed the public hearing and asked the Commission if they were comfortable moving forward with this action item. Consensus was to move forward.

Review and recommendation to Village Board on the draft of Title 18 Subdivision Ordinance

Motion by Commissioner Kletti, seconded by Commissioner Paschke, to recommend Village Board adoption of the draft Subdivisions Ordinance with the following amendment: Section 18.05.13 (C): Such equipment and facilities shall be located in rear or side yard areas. Motion carried.

Director's Update

Director Wolff updated the Commission members on complaints regarding Microbrush at 550 Beech Street. A conditional use permit was approved for this facility on July 27, 2021. She reviewed the conditions of the permit and noted that the shorter trucks were not being used for deliveries and were driving up on the curb and in the grass of the neighboring resident. Complaints have come from the property owner and passed to the Microbrush management, which has made a good faith effort to address the problems and are being as responsive as they can. Staff had also requested that Microbrush second shift workers utilize the parking lot instead of the neighborhood street parking. She noted that the business lease at that location would expire at the end of the year.

Commissioner Harms noted that although the site is not ideal due to the noise and parking concerns, the situation is temporary.

Chair Brunnuell inquired as to the status of construction of their building addition on Cheyenne Avenue. Director Wolff responded that they had decided not to pursue alterations at their main location and are looking for other sites in the Village to utilize.

Commissioner Hess asked for clarification as to procedure should the Plan Commission bring the conditional use permit back for review. Chair Brunnuell confirmed that bringing it back for review would be for the purpose of revoking the permit. He agreed that the best action would be to wait for their lease to expire as they are responding in good faith to concerns.

Trustee Antoine inquired as to the status of the old Senior Luna site known as Grafton Townhomes. Director Wolff stated that permits were currently under review and should be ready for issue next week with site activity to begin next month.

Trustee Antoine also asked about a project being on River Bend Road. Director Thomas confirmed that was in the Town of Grafton.

Adjourn

Motion by Commissioner Kletti, seconded by Commissioner Harms, to adjourn the meeting at 6:47 p.m. Motion carried.