

**PLANNING COMMISSION
CITY OF FORT ATKINSON
MINUTES
JANUARY 13, 2015
945th MEETING**

CALL TO ORDER.

The meeting was called to order by Chairman Trebatoski in the Council Chambers of the Municipal Building at 4:00 pm.

ROLL CALL.

Members present: Commissioners: Manager Matt Trebatoski, Engineer Jeff Woods, Rich Frame, Tonia Roddick, Roz Highfield, Jude Hartwick and Laurette Greenhalgh.

Others Present: Inspector Brian Juarez and Clerk Michelle Ebbert

APPROVE MINUTES OF DECEMBER 9, 2014 PLANNING COMMISSION MEETING.

Commissioner Greenhalgh moved to approve the December 9, 2014 minutes of the Planning Commission, seconded by Commissioner Frame and approved unanimously.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE PERMIT FOR ADULT FAMILY HOME AT 404 N. MAIN STREET

Engineer Woods reviewed the request for a conditional use permit to operate an Adult Family Home at 404 N. Main Street. This property is zoned R-1 (Single Family). There are four criteria to be considered when granting a Conditional Use Permit for an Adult Family Home.

- (1) The property must be licensed under WI Administrative Code HFS83.
- (2) The property should not create financial or administration burdens on City services, Fire, Police, EMS, Water, Sanitary, Streets, Transportation or Parks and Recreation.
- (3) The property shall have one parking stall for each resident over the age of 16 and one for each member of their Staff during the heaviest staffing shift.
- (4) The property must the requirements of the local building and housing code.

Woods confirmed this property has three residents and one staff member, therefore requiring four parking stalls. The property does have sufficient parking available. The code does allow parking adjacent to the property be counted for the requirement. The adjacent property owners were notified of this conditional use permit request with no comments received by Staff. If this permit is to be recommended for approval, the Council must approve the waiver for 2,500 feet and the 1% population requirements. The motion is requested to include the property obtaining appropriate licenses and permits.

Commissioner Greenhalgh moved to approve the request for a Conditional Use Permit to operate an Adult Family Home at 404 N. Main Street contingent upon the property obtaining appropriate licenses, permits and inspections and refer to the Council for waiver of the 2,500 feet of separation and the 1% population requirement. Commissioner Highfield seconded the motion and carried on a unanimous voice vote.

REVIEW AND APPROVE REQUEST FOR DAILY MOBILE MERCHANTS PERMIT FOR RONALD CASS FOR USE AT 10 MADISON AVENUE.

Engineer Woods reviewed the application for a daily mobile merchant permit for Ronald Cass. Mr. Cass submitted an application to sell fruit out of a truck parked at 10 Madison Avenue, Goyer Ace Hardware. James Goyer, owner, provided signature authorization for Mr. Cass to park his vehicle at that location. There is no food preparation, cooking or sanitation needs, therefore there is no requirement to produce such documentation and no need for inspections related to fire or building inspections. Mr. Cass will also sell fruit later in the year and which would be equivalent to a six month permit.

Commissioner Greenhalgh moved to approve the daily mobile merchant permit for Ronald Cass for use at 10 Madison Avenue. The motion was seconded by Commissioner Hartwick and carried by a unanimous voice vote.

ADJOURNMENT.

Commissioner Highfield moved to adjourn, Commissioner Frame seconded. The Planning Commission meeting was adjourned at 4:06 p.m.

Respectfully submitted,
Michelle Ebbert
Clerk/Treasurer