

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
MAY 26, 2015
949th MEETING**

CALL TO ORDER.

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

ROLL CALL.

Members present: Commissioners Frame, Zastrow, Highfield, Greenhalgh, Hartwick, City Manager Trebatoski and City Engineer Jeff Woods.

Others Present: City Attorney Chris Rogers, Inspector Brian Juarez and Clerk Michelle Ebbert

APPROVE MINUTES OF APRIL 14, 2015 PLANNING COMMISSION MEETING.

Comm. Zastrow moved to approve the April 14, 2015 minutes of the Planning Commission, seconded by Comm. Highfield and approved unanimously.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE PERMIT FOR ADULT FAMILY HOME AT 604 EAST STREET.

Engineer Woods reviewed the request for a conditional use permit to operate an Adult Family Home at 604 East 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 will have four residents and two staff members therefore requiring six parking stall. This property has a one car garage and could allow for one car in the driveway. The property owner provided information that they would be able to park cars in the street on East Street. Woods stated that East Street is a rather narrow street and would not be sufficient to allow the necessary parking required by code. The adjacent property owners were notified of this conditional use permit request. Staff did receive comments from two neighboring property owners that are not in support of this request.

Comm. Greenhalgh visited and measured the subject property. She compared the code to the measurements and stated the on street parking is not adequate and does not meet the parking requirements.

Public comment: Karen Tuten, 609 East Street: Ms. Tuten expressed concern for the increase in traffic in the morning and afternoon. She stated speeds of traffic are increased during these hours and fears for the safety of the residents and staff. She added that a neighboring property had frequent visits by the Police Department and does not feel they would make a good neighbor.

Public comment: Mary Jo Fowler, 608 East Street: Ms. Fowler stated she agrees with points made by Ms. Tuten. She expressed concern for parking space especially during winter. She does not feel this request is a good fit for the neighborhood and is opposed.

Comment submitted: Kenneth & Karen Wolf, 605 East Street: A letter was read written by Mr. & Mrs. Wolf stating they are opposed to the request.

Property owners, Robin and David Zehnder were present to address concerns. They presented a revised site plan that shows removal of a tree to allow for an additional parking stall. They stated the four residents will not be drive and do not have vehicles. He described how a ramp will be installed to allow for access to the front of the home and a ramp to access the back of the home.

Comm. Zastrow asked if the business plan would work with two residents instead of four. Mr. Zehnder replied they need to have four residents.

Comm. Greenhalgh stated she supports the business plan but has concerns for the parking as it does not fit the requirements.

Comm. Frame moved to reject the request for a conditional use permit for Adult Family Home at 604 East Street. Motion seconded by Comm. Greenhalgh and carried on a unanimous vote.

REVIEW AND APPROVE SITE PLAN FOR PARKING LOT MODIFICATIONS AT STC/OPPORTUNITIES INC., 201 EAST CRAMER STREET

Engineer Woods described the site plan request for parking lot modifications at 201 E. Cramer Street to accommodate a business tenant at the property. The request includes removing some green space, leveling parking area, installing a concrete pad and adding a gate for access. The Fire Department is comfortable with the layout but express concerns for the access point for first responders and equipment.

Comm. Hartwick asked about the removal of greenspace and meeting requirements. Inspector Juarez stated this property meets and exceeds greenspace requirements and has no concern removing the noted area of greenspace.

Comm. Greenhalgh moved to approve the site plan for parking lot modifications at 201 E. Cramer Street contingent upon meeting the requirements of the Fire Department. Motion seconded by Comm. Hartwick and carried.

PRELIMINARY DISCUSSION ON PROPOSED SENIOR HOUSING COMPLEX IN FOURTH ADDITION TO KOSHKONONG ESTATES, ILA STREET

Engineer Woods introduced a preliminary discussion for a proposed senior housing complex on Ila Street. They are seeking to potentially combine 14 lots into one lot and allow for construction of a housing complex for seniors 55 and older. In the future they would be interested in constructing duplexes adjacent to the larger complex.

Developer Bob Niebauer was present to share the proposal. He stated there may be funding available through WHEDA to assist with the development which requires certain square footage of the property.

Comm. Hartwick stated he is interested in additional information about the property. The adjacent property was confirmed as town property and a retention pond that limits development on those sides of the property.

Comm. Greenhalgh would like to see another diagram that overlays what the anticipated new property lines would be once combined.

Manager Trebatoski asked if this project would be constructed in phases. Mr. Niebauer stated they would pursue construction of the large complex first and test the market prior to construction of duplex or other structures.

Manager Trebatoski stated the Commission has a general consensus of seeking additional information and that the property owner may continue to pursue the concept re-approach the Commission for continued discussion.

ADJOURNMENT.

Comm. Frame moved to adjourn, seconded by Comm. Zastrow. The Planning Commission meeting was adjourned at 4:41 p.m.

Respectfully submitted,
Michelle Ebbert
Clerk/Treasurer