

**PLANNING COMMISSION MINUTES  
CITY OF FORT ATKINSON  
JUNE 9, 2015  
950<sup>th</sup> 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 Greenhalgh, Hartwick, Zastrow and City Manager Trebatoski.

Excused absence: Commissioners Frame and Highfield

Others Present: Assistant City Engineer Rudy Bushcott, Inspector Brian Juarez and a representative from Jones Dairy Farm

APPROVE MINUTES OF MAY 26, 2015 PLANNING COMMISSION MEETING.

Comm. Greenhalgh moved to approve the May 26, 2015 minutes of the Planning Commission, seconded by Comm. Zastrow and approved unanimously.

REVIEW AND APPROVE SITE PLAN FOR WALK-UP WINDOW AND WALKWAY AT JONES DAIRY FARM.

Building Inspector Juarez explained that with the proposed expansion of the Jones Dairy Farm retail store, a walk-up window and walkway from the bike trail is being requested to be constructed on a portion of City property. The presented plans indicate a raised platform that would have a window to service walk-up traffic to the retail store. Juarez explained that the retail building is on the Jones property, but a portion of the elevated platform and steps to the window would be on City property. He also indicated that a handicap access ramp would be needed to meet ADA requirements, which the Jones representative explained had been incorporated into the revised plans. The representative passed around a sketch that showed a ramp to the elevated platform coming off of the south side of the platform and a set of steps being constructed on the east side of the platform that would be connected to a 12 foot wide concrete walkway that would be constructed perpendicular to the trail. The plan also showed benches that would line the north and south sides of the walkway.

Assistant City Engineer Bushcott asked the representative how close together the benches would be and indicated that if at least six feet could separate the benches, then the Department of Public Works would not have any trouble mowing and maintaining the area. The representative indicated that he would have the benches maintain that separation.

Jones' indicated that they would be responsible for snow removal on the sidewalk up to the trail and that they would maintain the area immediately around the building and platform to the standards that they do around all their buildings.

When asked about the location of the nearest trash receptacle, Bushcott indicated that one existed at the overlook location on the trail about 200 feet north of this location. The Jones representative said that they plan on having a waste container placed somewhere near the platform for public use.

Chairman Trebatoski suggested that an agreement between the City and Jones be entered into describing the responsibilities of each party and that proper liability protection is maintained by each

party. He also stated that the Council needs to be made aware of and approve the use of City property by Jones for the walk-up service.

A motion was made by Comm. Greenhalgh and seconded by Comm. Zastrow to approve the site plan for a walk-up window and a walkway to the bike trail submitted by Jones. The Greenhalgh motion also included that the Jones construction plan include a ramp and other requirements that would make the walk-up window handicap accessible. The motion further included that the City and Jones' would establish an agreement as to each parties legal and maintenance responsibilities. Motion passed by unanimous voice vote.

ADJOURNMENT.

Comm. Zastrow moved to adjourn, seconded by Comm. Greenhalgh. The Planning Commission meeting was adjourned at 4:15 p.m.

Respectfully submitted,  
Rudy Bushcott, Acting Sec.