

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
MARCH 14, 2017
976TH 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.

Present: Commissioners Gehred, Greenhalgh, Scherer, City Engineer Andy Selle and City Manager Matt Trebatoski. Also present: City Attorney Chris Rogers, Building Inspector Brian Juarez and City Clerk/Treasurer Michelle Ebbert.

Excused absence: Comm. Frame and Comm. Highfield.

APPROVE MINUTES OF FEBRUARY 28, 2017 PLANNING COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Gehred to approve the minutes of the February 28, 2017 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING A 1.79 ACRE PARCEL ON MADISON AVENUE.

Engineer Selle reviewed the request for the Preliminary Certified Survey Map (CSM). The parcel is next to the Holiday Inn Express on Madison Avenue. Staff recommended a few stipulations.

Cm. Greenhalgh moved to approve the Preliminary CSM with the following stipulations: a plan for water service laterals to this and property to the north, updating of the geometry of the CSM and an access plan for this and adjacent properties to public roads. Cm. Scherer seconded the motion and carried.

REVIEW AND APPROVE SITE PLAN FOR CONSTRUCTION OF STORAGE BUILDING ON PARCEL AT 1126 WHITEWATER AVENUE.

Engineer Selle reviewed the request for 1126 Whitewater Avenue. All departments have reviewed the request and have no comments. Selle noted a proper curb cut should be made by saw cutting the back of curb for the proposed entrance to the building.

Cm. Greenhalgh asked if the drawing is to scale. She saw a graded flat pad on the north side of the building that extends further to the south side and a retaining wall is present. The property owners noted the cement pad will exist, but not interfere with the storage building.

Cm. Greenhalgh moved to approve the site plan for construction of storage building on parcel at 1126 Whitewater Avenue. Cm. Scherer seconded the motion and carried.

REQUEST TO DELETE C-4, RESTRICTED COMMERCIAL DISTRICT, FROM THE ZONING CODE.

Building Inspector Juarez addressed the memorandum to the Commission. Many years ago this building went through different use and experienced odd challenges as it was in a residential area. The building has been razed and will be returned to residential use. This property was zoned C-4, no other buildings in the City are zoned as such. This area will be R-1 and three single family homes will exist

on this site.

Cm. Gehred asked why this specific zoning for this lot. Juarez stated this zoning was to address specific issues of trucks, traffic and the operation of cooled trailers. This was formerly used for industrial. The zoning was for the specific uses of this property only in the city. No other property requires such zoning.

Greenhalgh moved to delete C-4, restricted commercial district from the Zoning Code. Cm. Gehred seconded the motion and carried.

REQUEST TO CHANGE ZONING CODE LANGUAGE PERTAINING TO SITE PLAN SUBMITTALS.

Building Inspector Juarez stated this request cleans up two site plan requirements. In the past, applicants were required to provide 12 copies of plans. With the upgrade of technology, 12 copies are no longer necessary.

The second amendment is to change the language allowing staff time for review. They would like the wording to read 'a maximum of three weeks for City staff review is required'. This change of language is for ease of the development and city staff requirements.

Cm. Gehred asked about the wording, a maximum of three weeks for city staff review. Selle noted it can remain as three weeks maximum and meet deadlines anticipated by staff. Discussion took place on wording and timing as it pertains to staff schedules. The intension is for developers to understand it could take up to three weeks for review.

Cm. Gehred moved to approve a change to the Zoning Code language pertaining to site plan submittals that makes it clear to all the intent for the time change and for the copying, and to refer to the City Council. Cm Greenhalgh seconded the motion and carried.

ADJOURNMENT

Cm. Greenhalgh moved, Cm. Scherer seconded the motion to adjourn the Planning Commission meeting at 4:16 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer