

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
MAY 22, 2018
991ST 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 Frame, Scherer, Kutz, Lescohier, City Manager Trebatoski and City Engineer Andy Selle. Also present: City Attorney, City Clerk/Treasurer and Building Inspector.

Absent: Commissioners Greenhalgh and Scherer.

APPROVE MINUTES OF APRIL 10, 2018 PLANNING COMMISSION MEETING.

Cm. Lescohier motioned, seconded by Cm. Frame to approve the minutes of the April 10, 2018 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE SITE PLAN FOR ADDITION TO BUTCH'S HIGH LITE AUTO BODY,
301 WOODLAND DRIVE

Engineer Selle reviewed the submitted site plan for an addition. The addition will include space for new offices, bathroom, waiting area, additional work bays as well as a drive-in estimating bay. The following comments were submitted by Departments.

Fire Department: They noted that several outstanding fire code violations exist and that if the site plan is approved, the approval be contingent upon correction of all fire code violations. The owner may also convert some of the gravel area into grass/lawn. If this is being considered, a site plan should be presented to the Fire Department to ensure minimum NFPA I fire access code requirements are maintained.

Zoning: All requirements can be met under the Zoning Code contingent upon the following:

- 1. Lot lighting should reduce to one foot candle at property lines and no light emission above the horizontal as discussed with developer.*
- 2. Being it is an existing structure and use, the building should at a minimum match the existing building for materials and design.*
- 3. Full buffer yards aren't required as it is an existing development, however a minimum of five foot greenbelts and minimum plantings should be installed to help development conform with and compliment intended new development in the area.*
- 4. Accessible parking should be located at main entrance and clearly signed and marked.*
- 5. Signage changes must be submitted in future if proposed.*

Stormwater: The buffer yards mentioned above and shown in the drawing should be swaled in order to collect stormwater and allow infiltration. The project will not create additional impervious surface, but as City lots are updated, low cost improvements in the treatment of stormwater are being implemented.

Erosion Control: Little sediment will be available on the site for runoff. Stockpiles will be minimized and if open grown is created, silt fence or other means of eliminating any brown water discharge associated with the project will be employed.

Cm. Frame asked if the new grass area would separate the lots from Butch's and the former Smith Motors. Architect in attendance stated they are working with the new owner of Smith's to work out details for the former shared driveway. Trees may be added for a buffer.

Cm. Frame moved, seconded by Cm. Lescohier to approve the site plan for Butch's High Lite Auto Body, 301 Woodland Drive with the contingencies noted by Departments. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING A 2.2 ACRE PARCEL ON KUTZ ROAD (EXTRA-TERRITORIAL)

Engineer Selle reviewed the request to create a 2.2 acre parcel in the extra-territorial area off of Kutz Road. The area is zoned A-1, Agricultural. Staff has reviewed the request and recommends approval. Selle will confirm the order of approvals as done by the County and Town.

Cm. Lescohier moved, seconded by Engineer Selle to approve certified survey map creating 2.2 acre parcel on Kutz Road (extra-territorial) and refer to City Council. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR TNT FIREWORKS TO OPERATE IN PARKING LOT AT PICK-N-SAVE, 1505 MADISON AVENUE

Clerk Ebbert reviewed the submission. This is the second year for this applicant that was located in the same location last year. Departments have reviewed with the provided comments:

Fire Department: Division Chief Gerondale stated the same restrictions apply as last year. TNT could still sell items like sparklers, fountain cones, snakes, etc. Please ensure all parties involved clearly understand that the Mobile Merchant Permit is only an approval for the sale of general merchandise and is not construed as a permit to possess, sell, or use "Fireworks" as defined in 167.10.

Police Department: We have had no negative issues resulting in this business or the business rep listed on the request. In-house check reveals no calls for service reference the business over the past few years. The Police Department has no concerns reference the permit. The sale, stocking or storing of an illegal fireworks on the premise or their storage container left at the lot will not be tolerated however. Unannounced inspections may be administered to ensure compliance.

Cm. Frame moved, seconded by Cm. Lescohier to approve mobile merchant license for TNT Fireworks to operate in the parking lot at Pick-N-Save, 1505 Madison Avenue. Motion carried.

ADJOURNMENT

Cm. Frame moved, Cm. Kutz seconded the motion to adjourn the Planning Commission meeting at 4:12 pm. Motion carried.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer