

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
MAY 23, 2017
979TH 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: Commissioner Frame, Commissioner Highfield, Commissioner Lescohier, Commissioner 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: Cm. Greenhalgh

APPROVE MINUTES OF APRIL 25, 2017 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Highfield to approve the minutes of the April 25, 2017 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR OAKDALE FARMS TO OPERATE IN PARKING LOT AT ACE HARDWARE, 10 MADISON AVENUE.

Clerk Ebbert reviewed the application for Oakdale Farms. This is the third year he has applied for a mobile merchant license. Mr. Schroeder operates a produce table in the parking lot of Ace Hardware. There is no noise created or food preparation.

Cm. Highfield moved to approve the mobile merchant license for Oakdale Farms to operate in the parking lot of Ace Hardware, 10 Madison Avenue. Motion seconded by Cm. Frame and carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING 0.94 ACRE LOT ON EAST BLACKHAWK DRIVE.

Engineer Selle reviewed the preliminary CSM submitted for Wisconsin Packaging. They would like to break off the east portion of their lot where a communication tower exists. Staff reviewed the request and recommends approval contingent upon a water main easement. Upon research, it was confirmed an easement exists. This item will be reviewed by City Council.

Cm. Frame moved to approve the preliminary certified survey map creating 0.94 acre lot on East Blackhawk Drive. Motion seconded by Cm. Scherer and carried.

REVIEW AMENDED SUBDIVISION ORDINANCE.

Inspector Juarez reviewed the revisions to the 1993 version. The new code attempts to address the following issues:

1. Updates scope and purpose and definitions sections of code.
2. Clearly states the step by step process for developers to lay out and submit new development plans by formally addressing steps for plats, subdivision and certified surveys and ensures compliance with current State statutes.
3. Clearly makes it a requirement for all utility, storm water, and access easements to be displayed on documents and recorded at the County to ensure knowledge of their existence.
4. Brings the code into compliance with the City's Comprehensive Plan by requiring the universal

- installation of sidewalks, bike paths and interconnection and preservation of greenspaces.
5. Sets out provisions to preserve and protect greenspace and areas deemed to be environmentally or historically significant.
 6. Reduces the amounts of impervious surface installed in developments by reducing street widths thereby saving developers and the City money in installation and maintenance costs and reducing storm water runoff.
 7. Assists in reducing the City's total storm water erosion discharge by enacting clear and complete standards for the planning and installation of erosion control measures in new developments thereby bringing the City into better compliance with WI DNR standards.
 8. Requires developers to submit plans for entire area owned to avoid piecemeal development that doesn't work as a whole.
 9. Identifies area that would be undesirable for development for a number of potential reasons such as groundwater, pool soils, floodplain or environmental or historical value.
 10. Outlines and updates the minimum standards for dedication of parklands or fees in lieu of.
 11. Designed to be able to work in coordination with potential future "traditional neighborhood" zoning and Extra Territorial Zoning as outlined in the Comprehensive Plan.
 12. Sets standards for identification of building elevations in subdivisions to ensure better planned drainage patterns.
 13. Identifies design and type of utility installations including storm and sanitary sewer, water service and lighting keeping future development, maintenance and efficiency in mind.
 14. Specifies requirements for developers to provide financial assurance and provides for streamlined process for variance and enforcement provisions.

The implementation of the code will require approximately \$250 worth of notification costs for public hearings and notices.

Cm. Frame questioned the public utilities section that discussed the elimination of duplexes later being turned into zero lot line properties. Juarez confirmed such properties would have to have their own water service and sanitary.

Juarez spoke on future development of impervious surfaces to reduce the amount of maintenance. Engineer Selle spoke on the three types of streets in the city and their purposes; arterial, collector and local/residential streets. In revising the code, they created a table with minimum width of lanes, requirements for driveway dimensions, terrace widths and parking requirements for various street types that will be utilized upon the creation of new streets/developments. The table will be included in the plan and serve as a guideline for future use.

Cm. Highfield moved to refer the revised subdivision ordinance to the City Council. Motion seconded by Cm. Frame and carried.

ADJOURNMENT

Cm. Frame moved, Cm. Scherer seconded the motion to adjourn the Planning Commission meeting at 4:17 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer