

**PLANNING COMMISSION MINUTES  
CITY OF FORT ATKINSON  
JUNE 12, 2018  
992ND 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, Kutz, Lescohier, Scherer, Greenhalgh, and City Manager Trebatoski. Also present: City Clerk/Treasurer and Building Inspector.

Absent: Engineer Selle.

APPROVE MINUTES OF MAY 22, 2018 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Scherer to approve the amended minutes of the May 22, 2018 Planning Commission meeting. Motion carried. *Cm. Scherer was absent for the May 22<sup>nd</sup> meeting however he was also noted as being present.*

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

Clerk Ebbert reviewed the application for Oakdale Farms, this is the fourth year for this applicant. Departments reviewed without comment or concern. Since time of packet completion, a clear background check was presented by the Police Department. Approval is recommended without contingencies. Clerk Ebbert discussed the origination of the application fee and the steps of review prior to presenting to Planning Commission.

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

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR TREE RIPE CITRUS TO OPERATE IN THE PARKING LOT AT SHOPKO, 1425 JANESVILLE AVENUE

Clerk Ebbert reviewed the new application submitted by Tree Ripe Citrus. They have a lease to sell product in the Shopko parking lot. Approval is recommended contingent upon receipt of a clear background check by the Police Department. Departments reviewed the request without comment or concern.

Cm. Lescohier asked Mr. Black the schedule for when they would be selling. Black confirmed July 2 to July 23 from 3:00 pm to 4:30 pm.

Cm. Greenhalgh moved, seconded by Cm. Kutz to approve the mobile merchant license for Skylar Black Tree Ripe Citrus to operate in the parking lot of Shopko, 1425 Janesville Avenue contingent upon a successful background check conducted by the Fort Atkinson Police Department. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING ONE NEW FIVE-ACRE LOT IN THE KLEMENT BUSINESS PARK

Manager Trebatoski provided the CSM for five acres adjacent to Central Coast Lane. Departments

have reviewed the request without concerns or comments. The Commission asked if the owner was going to combine the five acre lot and the adjacent lot on Central Coast Lane. It is unclear if the owner will combine in the future, however there are no immediate plans to combine the lots at this time.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve Certified Survey Map creating one new five-acre lot in the Klement Business Park. Motion carried.

#### REVIEW AND APPROVE HIRING OF CONSULTANT TO REWRITE ZONING CODE

Inspector Juarez discussed the history of the Zoning Code that dates back to 1960s. There are funds budgeted in the amount of \$69,200 in the CIP. A quote from Vandewalle & Associates was received at \$68,000. The process of the rewrite could take several months as it will be done concurrently with the Comprehensive Plan. Public input meetings will be held throughout the rewrite.

Cm. Greenhalgh moved, seconded by Cm. Frame to recommend Council approve an agreement with Vandewalle & Associates to engage in a comprehensive rewrite of the Zoning Code. Motion carried.

#### ADJOURNMENT

Cm. Frame moved, Cm. Greenhalgh seconded the motion to adjourn the Planning Commission meeting at 4:18 pm. Motion carried.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer