

CITY OF FORT ATKINSON
Planning Commission ~ July 10, 2018
994th 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, Greenhalgh, Engineer Selle and City Manager Trebatoski. Also present: City Clerk/Treasurer and Building Inspector.

APPROVE MINUTES OF JUNE 26, 2018 PLANNING COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Frame to approve the minutes of the June 26, 2018 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE AND CERTIFIED SURVEY MAP TO CREATE ZERO LOT LINE DWELLINGS FOR THE PROPERTY LOCATED AT THE SOUTHEAST CORNER OF RANGITA STREET AND REENA AVENUE

Engineer Selle reviewed the request to create a zero lot line to sell the property as two separate parcels. Department comments were provided as follows:

Zoning: A maintenance agreement was provided for the common wall between the houses which will be recorded with the deed on each property. It was reviewed and found sufficient.

Water: Two shutoffs to each parcel exist and the lateral does not travel through adjacent property. Although not configured in front of the house, it is legal.

Wastewater: The existing sanitary lateral splits in the terrace. We have required a clause in the maintenance agreement to be recorded on the deed of each property that the common portion of the sanitary lateral between the main and the split is the responsibility of both parcel owners for future maintenance and replacement.

Cm. Greenhalgh inquired on the roofline as it does not have a centered pitch that clearly identifies two properties. Juarez replied the construction was designed with trusses to reflect two separate units and the roofline poses no concern.

Cm. Kutz asked if they recertified that the foundation is located in the middle of the lot. This would have been identified when drafting the CSM.

Cm. Greenhalgh moved, seconded by Cm. Kutz to approve the Conditional Use and Certified Survey Map to create zero lot line dwellings for the property located at the southeast corner of Rangita Street and Reena Avenue contingent upon confirmation of registration of the CSM and Maintenance Agreement with the Jefferson County Register of Deeds. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING 13.648 ACRE PARCEL ON POND ROAD (EXTRA-TERRITORIAL)

Engineer Selle presented the extra-territorial request. No comments or concerns were presented by the Departments.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve the Certified Survey Map creating 13.648 acre parcel on Pond Road (extra-territorial). Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR PHILIP SMITH OF SMOKED ON WHEELS BBQ

Clerk Ebbert reviewed the submission by Philip Smith for a mobile merchant license. Mr. Smith provided a complete application and all requirements were met including the agreement to rent or lease space with Salamone's Italian Pizzeria. No concerns or comments were provided by Departments.

Cm. Greenhalgh asked when the hours of operation were. Mr. Smith replied during the lunch hour before Sal's opens for operation.

Cm. Frame asked about the addresses listed on the forms. Smith clarified the different addresses as required for permits.

Engineer Selle asked if meat will be smoked on site. Smith stated the meat is smoked in Sal's kitchen and served out of the trailer.

Cm. Greenhalgh moved, seconded by Cm. Kotz to approve the Mobile Merchant License for Philip Smith of Smoked on Wheels BBQ. Motion carried.

KICKOFF MEETING WITH CITY COUNCIL AND PLANNING COMMISSION TO BEGIN COMPREHENSIVE PLAN UPDATE

Planning Commission will remain in order and be joined by the Call to Order of the City Council meeting. A quorum of the Planning Commission and City Council will exist for the Comprehensive Plan meeting. Planning Commission will stay in session

Minutes continued as the Special City Council and Planning Commission kickoff meeting.

ADJOURNMENT

Cm. Greenhalgh moved to adjourn the Planning Commission meeting at 6:11 pm. Seconded by Cm. Frame and meeting adjourned.

City Council additionally adjourned their meeting at 6:12 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer