

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
OCTOBER 10, 2017
984TH 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 Highfield, Lescohier and Scherer, City Manager Trebatoski and City Engineer Andy Selle. Also present: City Clerk/Treasurer Michelle Ebbert, City Attorney Westrick and Building Inspector Brian Juarez.

Excused absence: Cm. Frame and Cm. Greenhalgh.

APPROVE MINUTES OF SEPTEMBER 12, 2017 PLANNING COMMISSION MEETING.

Cm. Highfield motioned, seconded by Cm. Scherer to approve the minutes of the September 12, 2017 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE SITE PLAN FOR BUILDING ADDITION AT 740 REENA AVENUE (DEAN CLINIC).

Engineer Selle reviewed the site plan submitted by SSM Health for an addition onto the east side of the existing Dean Clinic on Reena Avenue. The existing building has 18,829 square feet, and will be adding 10,570 square feet. The total lot area is 3.54 acres, with approximately 105,187 square feet of impervious area.

The following comments were received by Departments:

Building Inspector: landscaping, specifically screening for their parking lot per 15.10.2(L)2, must be improved to meet the Code.

Stormwater: this parcel will disturb over an acre of ground and is therefore required to meet both stormwater quality and quantity requirements laid out in the City Code.

The erosion control plan is noted to include: employ BMPs that reduce sediment transported in stormwater off the site by 80% during construction, include measures to prevent tracking of sediment off site by machines/vehicles, prevent erosion during site dewatering activities and protect all storm drains from receiving sediment laden stormwater.

Cm. Lescohier confirmed the amount of parking that currently exists and the estimated number of stalls post construction. The clinic will experience a gain of approximately 40 stalls for a total of 143.

Cm. Lescohier moved to approve the site plan for building addition at 740 Reena Avenue with the following conditions: landscaping be improved around the perimeter of the parking lot to meet Code and peak flow for the 100 YR event be adjusted to reduce or maintain predevelopment flow. Seconded by Cm. Scherer and motion carried.

REVIEW AND APPROVE SITE PLAN FOR PARKING LOT LAYOUT AND ACCESS AT HAUMERSON'S POND

Engineer Selle reviewed the request for the parking lot that would serve the property. The plan shows a one-way access from Zida Street with a parking area and pedestrian paths. These areas will only be installed as gravel for the first season to ensure the use is consistent with the plan. Lighting will utilize existing poles, however they will be adjusted to deter light from shining on adjacent residential properties.

Department review provided the following comments:

Stormwater Review: The proposed one way road, parking area, and shelter footprint will not disturb over an acre, technically not requiring stormwater management. However, with the City's continued commitment to improvements in water quality, a stormwater feature in the form of a rain garden to capture parking lot runoff is planned. Stormwater improvements are not required until impervious materials (asphalt, concrete etc.) are installed.

Erosion Control Review: Some site grading is expected with each iteration of improvements, exposing bare soils to possible erosion. The site drains toward the pond and will require sediment barriers in the form of silt fence or silt socks to ensure sediment laden runoff is contained. Following grading, disturbed areas will be stabilized with turf seed and straw mulch to ensure permanent cover is established. The Building Inspector will be responsible for ensuring these controls are in place and maintained.

Engineering Department: The Engineering Department has no concerns related to the overall site plan. Traffic flow in a one-way direction will reduce congestion and impact on the existing homes in the area along Zida Street.

Fire Department: A minimum 20 foot access will be needed to within 50 feet of the building for emergency purposes. The current plan does not accomplish this, however, if the flagpole were removed and the area between the drop-off and building were paved – this would be an easy solution. Several other solutions exist on the site and the Fire Department can suggest improvements as more permanent layouts are considered in the future.

Steve Mode addressed the Commission and discussed the traffic patterns as it relates to the presented site plan. He discussed the addition of a landscape barrier/buffer along Zida Street that will aid in eliminating headlights being shined in on adjacent residential properties. He envisions a tree lined barrier versus a shorter berm.

Mode pointed out on the site plan, future construction of a storage building adjacent to the parking lot. Inspector Juarez confirmed this site plan does not include this storage building located on the south corner of the parking lot. Mode confirmed this is a future plan. Juarez reminded him the storage building would need site plan approval and Staff review.

Mode discussed an existing chain link fence that sections off the City property versus the School District parking lot. Discussion continued on access for the Fire Department and City sanitary vehicles

that would need access around the perimeter of the property.

Manager Trebatoski asked about liability insurance for the parking lot. This will be researched as the parking lot property is owned by the School District of Fort Atkinson.

Joseph Grams, 414 Zida Street - Spoke on the parking lot adjacent to his property, that when he purchased it, it was on a quiet dead end street. He has safety concerns for his family and concerns for the additional traffic, noise and headlights since the development of the area.

Cm. Lescohier moved to approve the site plan for parking lot layout and access at Haumerson's Pond with contingencies to include a tree line shield or buffer along Zida Street to minimize parking and traffic distractions to adjacent residential properties, to maintain a minimum 20 foot access within 50 feet of the building for emergency purposes, regrading of handicap access and following the stormwater management plan before and after impervious surface area is finalized and creation of an access road for City vehicles to the south of the building. Motion seconded by Cm. Highfield and carried.

ADJOURNMENT

Cm. Scherer moved, Cm. Highfield seconded the motion to adjourn the Planning Commission meeting at 4:25 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer