

**CITY OF FORT ATKINSON**  
**Planning Commission ~ October 23, 2018**  
**1,001st Meeting**

CALL TO ORDER.

The meeting was called to order by Manager 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 Manager Trebatoski. Also present: Police Chief, City Attorney, Building Inspector and Clerk/Treasurer.

APPROVE MINUTES OF OCTOBER 9, 2018 PLANNING COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Scherer to approve the minutes of the October 9, 2018 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR RABL'S CHRISTMAS TREES TO SELL CHRISTMAS TREES IN THE PARKING LOT AT SHOPKO, 1425 JANESVILLE AVENUE

Clerk Ebbert reviewed the submitted application. Proof of insurance will be provided once the vendor provides payment to the insurance company. All other requirements have been met. Departments had no comments or concerns.

Cm. Frame moved, seconded by Cm. Kutz to approve the Mobile Merchant license for Rabl's Christmas Trees to sell Christmas trees in the parking lot at Shopko, 1425 Janesville Avenue. Motion carried.

REVIEW AND APPROVE TWO-LOT PRELIMINARY CERTIFIED SURVEY MAP ON GARVERT LANE AND REZONING FROM A-1 (EXCLUSIVE AGRICULTURAL) TO A-3 (AGRICULTURAL/RURAL RESIDENTIAL) (EXTRA-TERRITORIAL)

Engineer Selle presented the request. Departments did not provide any concerns or comments based on the request.

Cm. Greenhalgh moved, seconded by Cm. Lescohier to approve the two-lot preliminary certified survey map on Garvert Lane and rezoning from A-1 (exclusive agricultural) to A-3 (agricultural/rural residential) (extra-territorial). Motion carried.

REVIEW REVISIONS TO ORDINANCE PERTAINING TO ADULT AND JUVENILE COMMUNITY LIVING ARRANGEMENT (CLA) FACILITIES (CURRENTLY KNOWN AS COMMUNITY BASED RESIDENTIAL FACILITIES (CBRFS) AND ADULT FAMILY HOMES (AFHS))

Chief Bump was present to review the ordinance. One action item was to develop a true definition of a CBRF/AFH, which is done in the presented ordinance.

Cm. Greenhalgh commented the joint effort of Staff and FACC which provided solid criteria and a step in the right direction. The Commission commented this is a step in the right direction for equal systematic treatment across the board for all facilities. In the past, housing facilities provided a burden on emergency services with preventable calls. Actions by FACC and facility owners are focusing on reducing preventable calls.

Cm. Lescohier noted the moratorium was enacted longer than anticipated but that length of time was needed to produce the presented ordinance and to be proactive to not have to re-enact the moratorium in the future.

Clerk Ebbert commented on the requirements of new CLA facilities that must provide timely documentation. The ordinance addresses a penalty for failure to comply.

Cm. Frame pointed out sections that include notifying the Clerk of emergency/facility contacts and any changes of staff. The Police and Fire should also be included on these notifications in emergency situations that the Clerk is not able to provide information.

The Planning Commission may review the permits of CLA facilities in the future and has authority to confirm the compliance of providing documentation.

Manager Trebatoski commented on the positive steps taken by the Fire Department and Police Department to manage the calls from facilities to further clarify their emergency status and what type of response is needed.

Cm. Greenhalgh commented on the section that grandfathers in existing facilities. Is there consideration for their compliance in the future to providing documentation outlined in the ordinance? Inspector Juarez stated with limited staff and the amount of facilities, it would be very time consuming and difficult.

Cm. Kutz questioned who monitors the activities of FACC. Chief Bump replied they operate like an association, follow meeting laws, take minutes and track attendance. Chief attends the monthly meetings.

Discussion continued on the requirement of existing facilities to participate in FACC. There are over 30 facilities that would be grandfathered in. Any existing individual that owns CLA facilities would have to conform to the ordinance and participate in FACC.

Cm. Lescohier moved, seconded by Cm. Frame to recommend the ordinance pertaining to adult and juvenile community living arrangement facilities to the City Council. Motion carried.

#### ADJOURNMENT

Cm. Frame moved to adjourn the Planning Commission meeting at 4:43 pm. Seconded by Cm. Greenhalgh and meeting adjourned. Motion carried.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer