

**PLANNING COMMISSION MINUTES  
CITY OF FORT ATKINSON  
DECEMBER 12, 2017  
987TH 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, Greenhalgh, Highfield, Lescohier and Scherer, City Manager Trebatoski and City Engineer Andy Selle. Also present: City Clerk/Treasurer Michelle Ebbert.

APPROVE MINUTES OF NOVEMBER 14, 2017 PLANNING COMMISSION MEETING.

Cm. Highfield motioned, seconded by Cm. Frame to approve the minutes of the November 14, 2017 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE CONDITIONAL USE TO OPERATE AN AIRBNB (TOURIST ROOMING HOUSE) AT 500 NORTH MAIN STREET

Engineer Selle reviewed the request by property owner Beth Gehred. The code does not specially regulate AirBnB properties, however it does allow some interpretation for similar properties classifications such as a bed and breakfast. The requirements in the code for a bed and breakfast are minimal.

Cm. Greenhalgh asked about the regulations that exist in the code. Selle replied a Conditional Use Permit is necessary along with additional parking stalls for guests. Parking is available on the streets that are adjacent and in the property's driveway. The property may be subject to room and or sales tax. There is also a requirement for State licensure.

Roberta Hazard 425 N. Main Street addressed the Commission and is a 5 year resident of the neighborhood. She expressed safety concerns about the type of clients that would be staying in the property. She asked if the property owner has food preparation and handling training. How are guests regulated?

Beth Gehred 500 N. Main Street replied to the comments. She shares concern for safety of the neighborhood. The website company, AirBnB, requires clients to register online and provide personal information to confirm identity and perform safety checks prior to allowing the client to stay at an establishment. Gehred continued she has a large house and would like to offer a personal service to travelers who seek a comfortable location. Gehred reviews information on potential clients, including reviews done by other property owners. She also provides house 'rules' for any party interested in staying at her property.

Cm. Frame asked at is the difference of regular BnB and AirBnB. Gehred stated she does not serve any food but offers pre-packaged snacks and a mini-fridge in the bedroom for her guest.

Gehred added she is working through the steps to obtain state licensure and will follow through with

all requirements.

Cm. Lescohier asked how frequently she hosts guests. Gehred shared that she has hosted over 90 guests/stays this year and that she only offers one bedroom of her four bedroom house.

Cm. Greenhalgh shared that she has been a client of AirBnB and clients are required to register and provide information for approval.

Ms. Hazard asked about parking requirements. Selle confirmed the location does not create parking challenges as ample parking exists in the area. Gehred confirmed that she allows her guests to use her driveway while she will park on a side street.

Cm. Frame inquired on state law changes and if the City should consider researching for potential inclusion in the code. Trebatoski replied it can be looked into further.

Cm. Frame moved to approve the conditional use permit to operate an Airbnb at 500 N. Main Street and with any future applications to comply with all requirements and licensure of the State of Wisconsin. Cm. Highfield seconded the motion and carried.

Cm. Lescohier asked Gehred if she is ranked on the website. Gehred confirmed she is ranked 4.9 out of 5 and monitors ranking of potential clients prior to approving their stay.

#### REVIEW AND APPROVE CONDITIONAL USE FOR 611 GROVE STREET TO BE USED AS A SCHOOL BUILDING

Engineer Selle reviewed the conditional use request for property zoned as R-1. The structure will be maintained by the School District of Fort Atkinson. There is parking allowed on the streets and in the driveway. Handicap parking will be provided.

School District representative Jason Demerath spoke on the planned usage of the property. This will be used as an alternative learning site to meet needs of students and provide training of life skills including skills necessary in running a household in a house setting. He added that a majority of the students could be aged 18-21. The building will be operated during school hours and additional hours during the summer months. The intention is to have the property available to students in mid-2018.

Cm. Greenhalgh moved to approve the conditional use for 611 Grove Street to be used as a school building with parking concerns addressed. Cm. Frame seconded the motion and carried.

#### ADJOURNMENT

Cm. Frame moved, Cm. Highfield seconded the motion to adjourn the Planning Commission meeting at 4:30 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer