



**PLANNING COMMISSION MEETING
COUNCIL CHAMBERS, MUNICIPAL BUILDING
101 NORTH MAIN STREET, FORT ATKINSON, WISCONSIN
TUESDAY, AUGUST 22, 2017 - 4:00 p.m.**

AGENDA

1. Call to order.
 2. Roll call.
 3. Approve minutes of July 25, 2017 Planning Commission meeting.
 4. Review request for conditional use for 509 McMillen Street to be allowed to continue as a business office (change of ownership). Property zoned R-3 – Multi Family/Office District which requires conditional use for business offices.
Action – Reject—Approve.
 5. Review request for conditional use for 348 Merchants Avenue to be converted from single family dwelling to two-family dwelling. Property zoned C-2 – Central Business which requires conditional use for residential units.
Action – Reject—Approve.
 6. Adjournment.
- CC: David Westrick
Michelle Ebbert
Brian Juarez
Meier Holdings, LLC
Jhoanny Martinez
News Media

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
JULY 25, 2017
981ST MEETING**

CALL TO ORDER.

The meeting was called to order by Engineer Selle in the Council Chambers of the Municipal Building at 4:00 pm.

ROLL CALL.

Present: Commissioner Frame, Commission Greenhalgh, Commissioner Highfield, Commissioner Lescohier, Commissioner Scherer and City Engineer Andy Selle. Also present: City Attorney Chris Rogers, Building Inspector Brian Juarez and City Clerk/Treasurer Michelle Ebbert.

Excused absence: Manager Trebatoski.

APPROVE MINUTES OF JUNE 27, 2017 PLANNING COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Highfield to approve the minutes of the June 27, 2017 Planning Commission meeting. Motion carried.

REVIEW UPDATED SITE PLAN FOR BLACKHAWK SENIOR RESIDENCE TO EXPAND THEIR FACILITY INTO THE FIRST FLOOR OF THEIR EXISTING BUILDING AS WELL AS THE FIRST AND SECOND FLOORS OF THE ADJACENT BUILDING AT 214 S. MAIN STREET

Engineer Selle stated the BHSR was approved for a conditional use permit to expand into their first floor of the building at 1 W. Milwaukee Avenue. The approval was conditioned upon the removal of ALL rooms along Main Street and Milwaukee Avenue. This submittal provides updates to the layout to comply with the conditions of approval. It is presented for information purposes and complies with the removal of street facing rooms. Staff recommends approval.

Public Works Supervisor Kent Smith submitted a comment requesting the back alley be kept clear for snow removal. The submitted plans display an emergency exit in the back alley.

Craig Ellsworth spoke on the public areas behind the glass on Main Street. They did speak to DHS on the glass walls and utilizing their natural light. They want to enhance the exit on the rear of 214 S. Main Street. The second floor will have common space instead of units on the south side. The front exterior of 214 S. Main Street will undergo enhancements to improve the aesthetics.

Cm. Greenhalgh questioned Building Inspector on the first floor residential in downtown zoning. Juarez confirmed the Code was updated to reflect the disallowance of such residents.

Cm. Frame questioned the common area in the front on Main Street. The glass will provide privacy and screens or curtains will provide additional privacy.

Cm. Greenhalgh moved to approve the updated site plan for Blackhawk Senior Residence to expand their facility into the first floor of their existing building as well as the first and second floors of the adjacent building at 214 S. Main Street. Cm. Highfield seconded the motion and carried.

ADJOURNMENT

Cm. Frame moved, Cm. Greenhalgh seconded the motion to adjourn the Planning Commission meeting at 4:09 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 18, 2017

TO: Planning Commission

FROM: Andy Selle, P.E.

SUBJECT: Conditional Use Permit – 509 McMillen - Business Office

Background:

The parcel at 509 McMillen will be changing ownership. The current suite is vacant but appears to have been constructed for office space. Zoning is R3 – Multi-Family Residential and Office District, however office space is a conditional use.



City Department Reviews:

All City departments have reviewed the submittal.

Recommendation:

Staff recommends approval of the Conditional Use.

Attachments:

Original submittal

1 of 3



CITY OF FORT ATKINSON, WISCONSIN

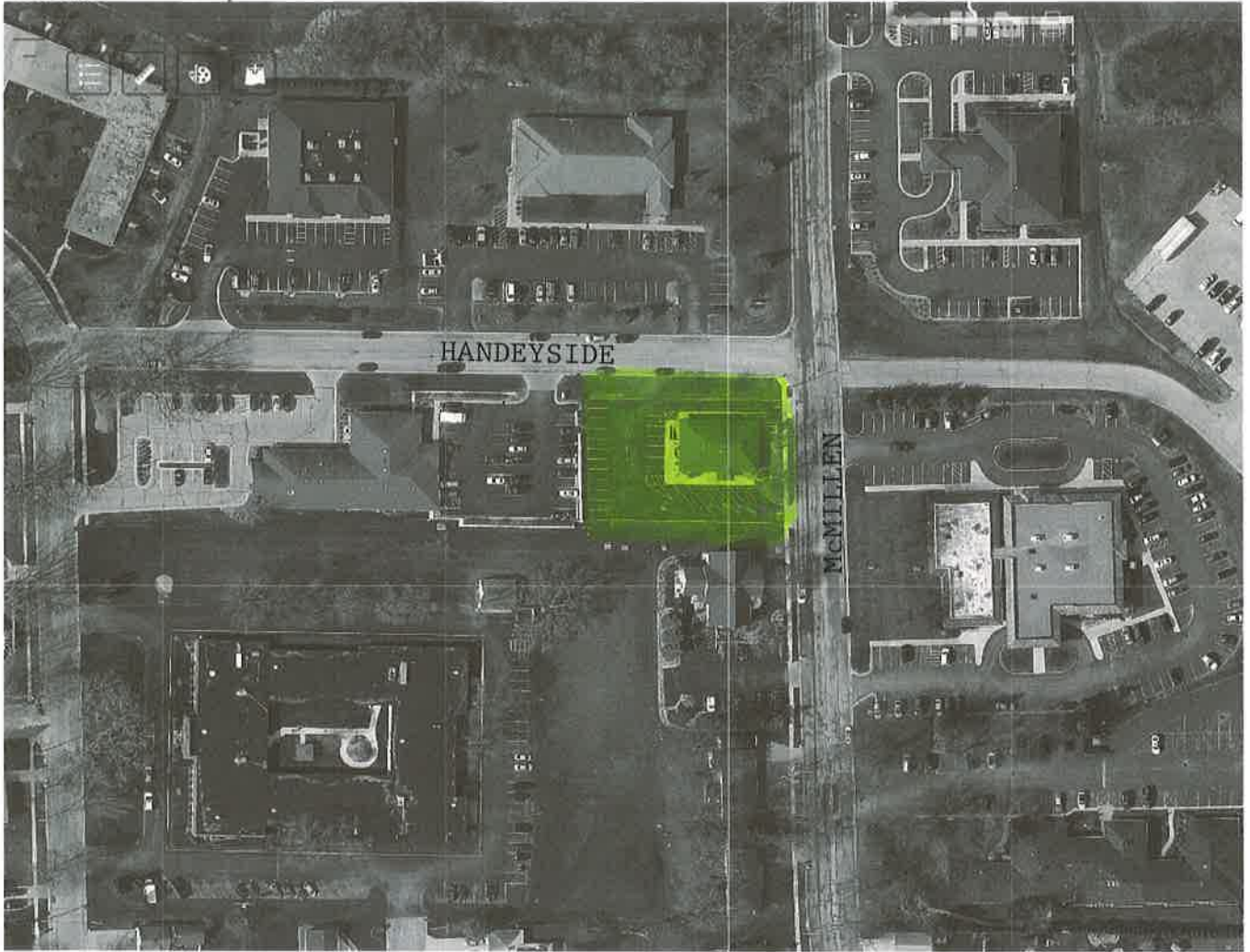
Application for Conditional Use Permit

Date of Application: AUGUST 15, 2017
Property Owner/Applicant: MEISER HOLDINGS LLC / MARK A MEISER / RICHARD A MEISER
Address of Property: 509 MC MILLEN ST.
Mailing Address: P.O. BOX 107
FORT ATKINSON WI 53538
Phone Number: 920-723-2313
Email: MARK@RMB18R.INC.COM
Present Zoning: R3
Present use of property: OFFICE RENTAL (NOT OCCUPIED)

Requested conditional use: CONTINUED USE AS OFFICE RENTAL
UNTIL NEEDED BY OWNER FOR OFFICE SPACE

\$75.00 filing fee paid on: 8-15-17

(Notices are mailed to property owners within a 100-foot distance of this property exclusive of right-of-way to notify them of this request. Planning Commission reviews request and makes recommendation to approve or deny.)



100ft
2,282,989.714 343,359.824 Feet

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: August 18, 2017

TO: Planning Commission

FROM: Andy Selle, P.E.

SUBJECT: Conditional Use Permit – 348 Merchants Ave – 2 Family Residential

Background:

The parcel at 348 Merchants Ave is currently a single family home. It lies within the C2 – Central Business District. All residential uses are conditional in this district.



Figure 1: Aerial view of property

City Department Reviews:

All City departments have reviewed the submittal. Only those with comments are noted.

Museum Director: Off-street parking on that end of the street may get tight. There is a multi-family unit next door with multiple residents who generally use the available parking spaces in front of their house as well as the single family house across the street. Now if you have more people trying to park off the street, there will be even fewer spaces available. Museum staff parks on the corner of Merchants Ave as well to keep spaces available in our lot for visitors. There are generally spaces available during the day but it can be crowded in the evenings and on weekends when more residents return home.



Figure 2: Street view of property ca. 2012

Water Department: There is a 3/4 inch water service off a dead end 1 inch water main feeding this house. This may be a concern if switched to 2 family. The homeowner would bear the entire cost of upsizing to a 1-inch lateral which would be the maximum size given the size of the main.

Building Inspector: Parking requirements need to be met. According to the zoning code the dwelling is required to provide 2 spaces per single family unit. On-street parking immediately adjacent to the property may be included to meet this requirement. A two family dwelling would require four spaces. It appears 2 spaces can be provided by the driveway in the rear facing Whitewater Avenue and 2 spaces could be provided on Merchants Ave immediately in front of the parcel.

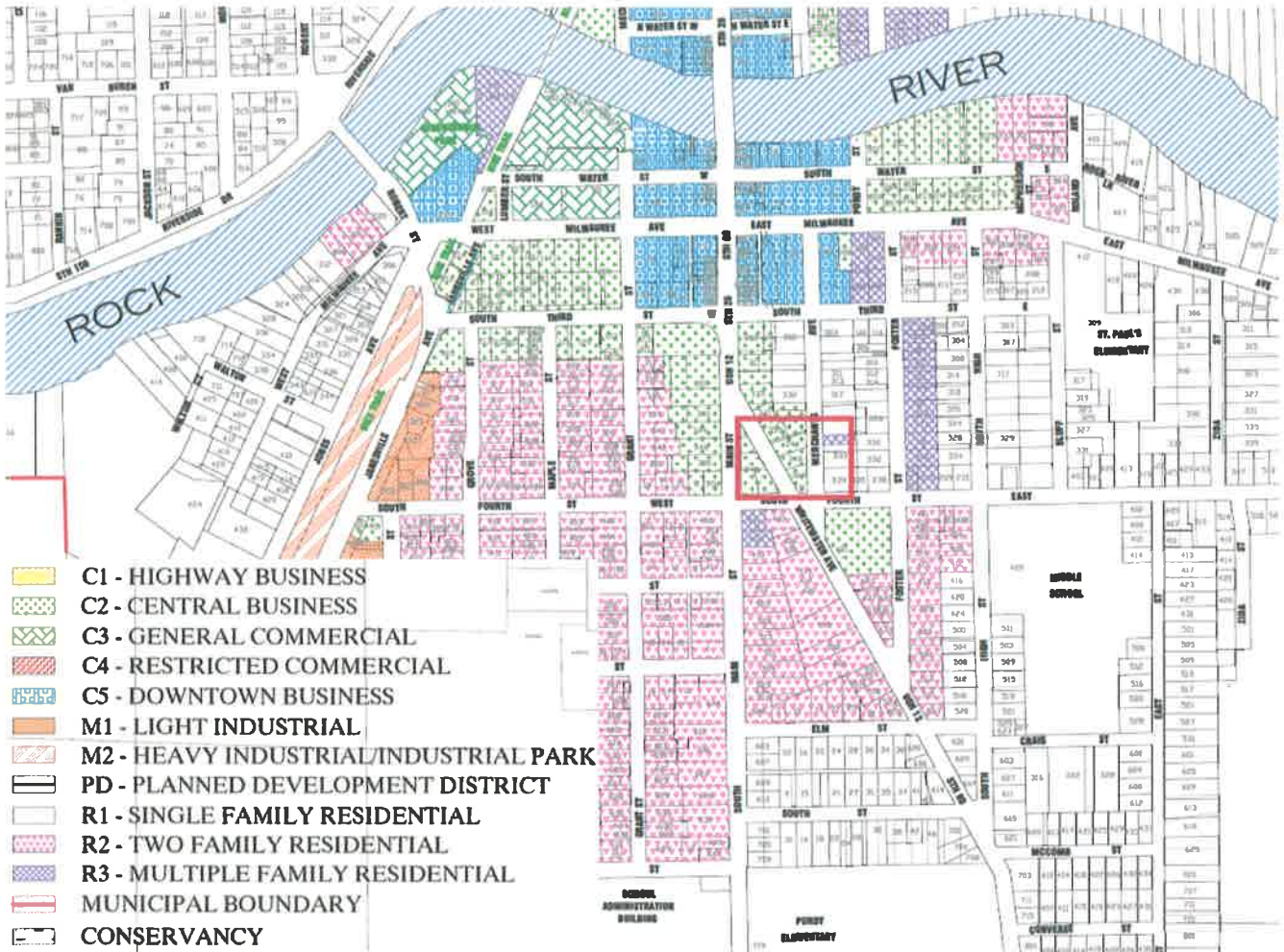


Figure 3: Zoning map

Recommendation:

Staff recommends approval of the Conditional Use.

Attachments:

Original request submittal

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CITY OF FORT ATKINSON, WISCONSIN

Application for Conditional Use Permit

Date of Application: 08-08-17

Property Owner/Applicant: Shoanny martinez

Address of Property: 348 Merchants Ave

Mailing Address: Same

Phone Number: 920-563-2437

Email: Shoannymartinez73@gmail.com

Present Zoning: C-2 Central Business

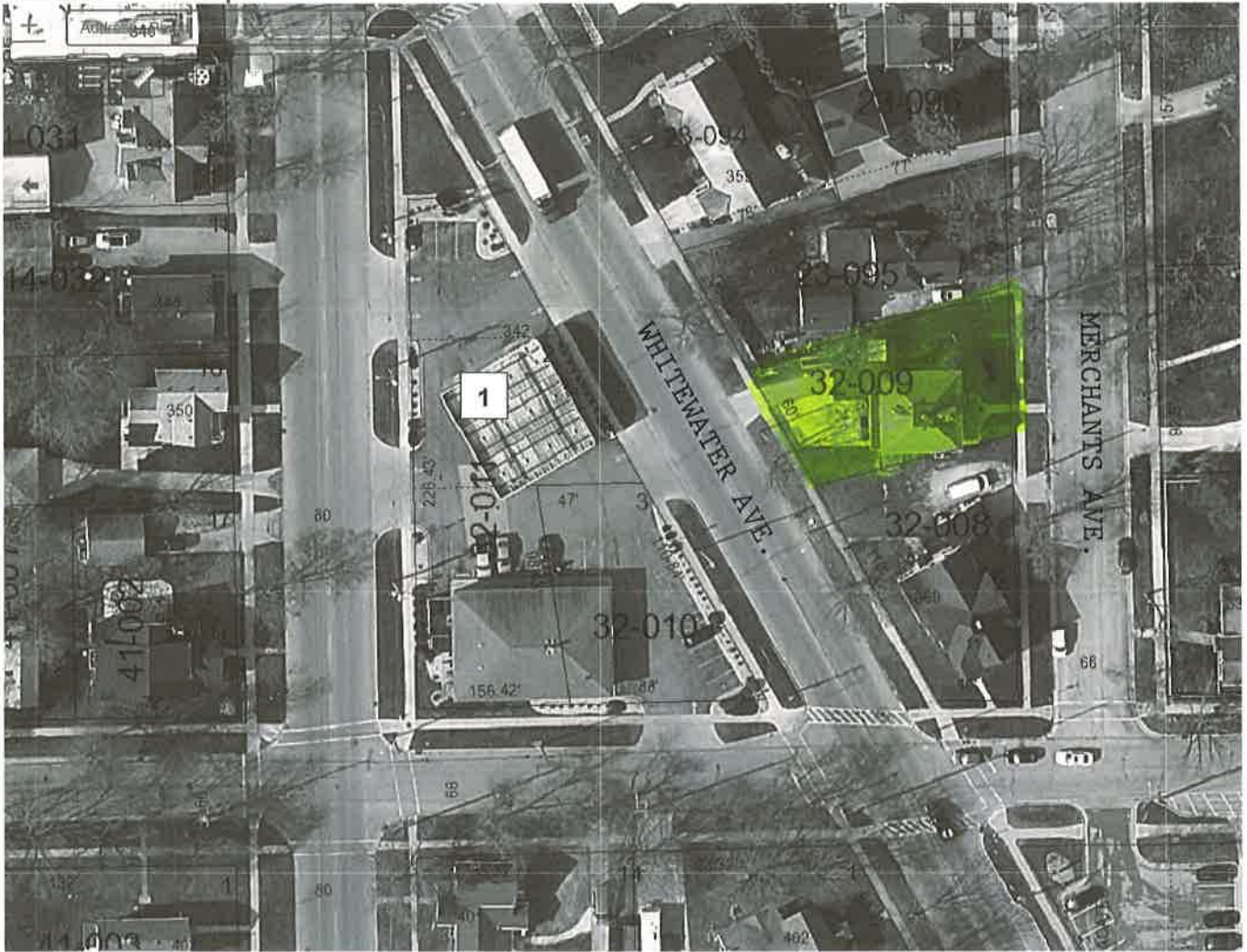
Present use of property: Residential

Requested conditional use: R-2 Two family home use.

\$75.00 filing fee paid on: 8-8-17

(Notices are mailed to property owners within a 100-foot distance of this property exclusive of right-of-way to notify them of this request. Planning Commission reviews request and makes recommendation to approve or deny.)

FortMap



60ft
2,280,352 874 339,217 338 Feet

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