



**PLANNING COMMISSION MEETING
COUNCIL CHAMBERS, MUNICIPAL BUILDING
101 NORTH MAIN STREET, FORT ATKINSON, WISCONSIN
TUESDAY, SEPTEMBER 12, 2017 - 4:00 p.m.**

AGENDA

1. Call to order.
2. Roll call.
3. Approve minutes of August 22, 2017 Planning Commission meeting.
4. Review and approve electronic message board for Subway at 1220 Janesville Avenue.
Action – Reject—Approve.
5. Adjournment.

CC: David Westrick
Michelle Ebbert
Brian Juarez
Mason Becker
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
AUGUST 22, 2017
982ND 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: Commissioner Frame, Commissioner Highfield, Commissioner Lescohier, City Engineer Andy Selle and City Manager Trebatoski. Also present: Building Inspector Brian Juarez.

Excused absence: Commissioner Greenhalgh and Commissioner Scherer

APPROVE MINUTES OF JULY 25, 2017 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Highfield to approve the minutes of the July 25, 2017 Planning Commission meeting. Motion carried.

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 OFFICE.

Engineer Selle stated the property was constructed for commercial use. This matter is being heard as there is a proposed change of ownership of the property. Surrounding property owners were notified of the meeting, and no comments were received. It was indicated the property has been sitting empty for approximately 18 months. Staff recommends approval.

Cm. Frame moved to approve the conditional use for 509 McMillen Street to be allowed to continue as a business office (change of ownership). Cm. Highfield seconded the motion and carried.

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.

Engineer Selle stated the property is bordered by Whitewater Avenue and Merchants Avenue. There are two off-street parking stalls and at least two on the street. The property to the south is a multi-family dwelling. Surrounding property owners were notified of the meeting, and no comments were received. Staff recommends approval.

The Museum Director was concerned with availability of parking in the area, as Museum staff uses this area to keep the parking lot at the Museum open.

The Water Utility Supervisor indicated there is currently a 3/4" water service for this property. If the property owner finds that a 1" water service is required, the homeowner would bear the entire cost of upsizing the lateral.

The Building Inspector indicated this use is allowed in this zoning but requires a conditional use. He also stated that there will be permits and inspections required when converting to the two family

dwelling.

Cm. Frame moved to approve the conditional use for 348 Merchants Avenue to be converted from single family dwelling to two-family dwelling. Cm. Highfield seconded the motion and carried.

ADJOURNMENT

Cm. Lescohier moved, Cm. Frame seconded the motion to adjourn the Planning Commission meeting at 4:11 pm. Motion carried.

Respectfully submitted,

Leila Carl
Acting Secretary

2 of 2

CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: September 8, 2017

TO: Planning Commission
FROM: Andy Selle, P.E.
SUBJECT: Sign Request – Subway

Background:



Figure 1: Existing, former Taco Johns Sign

The subway on Janesville Ave is moving to occupy the former Taco Johns building. The former sign will be replaced with a new Subway sign as shown at right.

City Department Reviews:
 All departments reviewed the request but provided no comments.

Recommendation:
 Staff recommends approval of the sign.

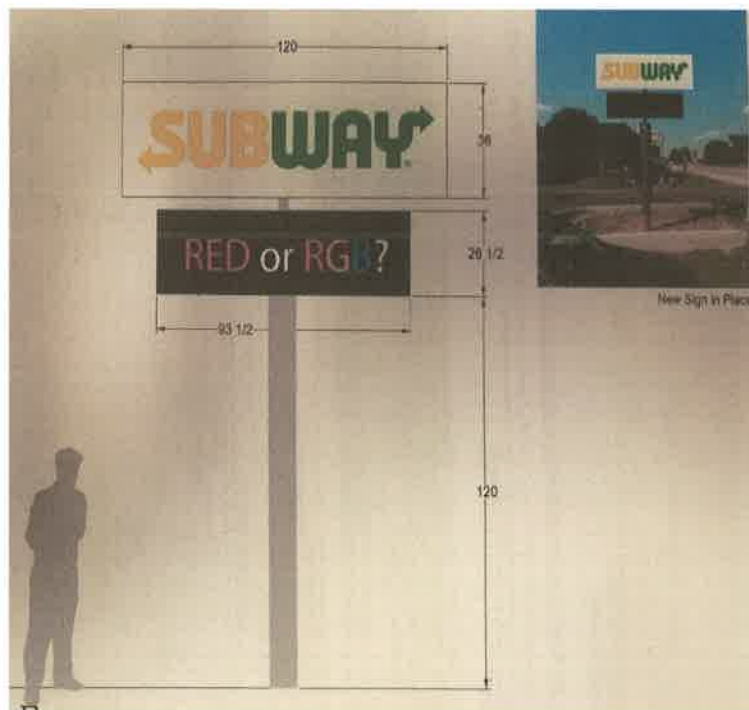


Figure 2: Proposed sign