

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
JANUARY 12, 2016
961st 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, Hartwick, Zastrow, City Engineer Andy Selle and City Manager Matt Trebatoski. Also present: City Attorney Chris Rogers, Building Inspector Brian Juarez and Clerk/Treasurer Michelle Ebbert.

Excused absence: Commissioners Highfield and Greenhalgh.

APPROVE MINUTES OF DECEMBER 22, 2015 PLANNING COMMISSION MEETING.

Comm. Frame motioned, seconded by Comm. Zastrow to approve the minutes of the December 22, 2015 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE REQUEST FOR CONDITIONAL USE FOR AUTO REPAIRS AND SALES AT 815 JEFFERSON STREET (CURRENTLY ZONED M-2 HEAVY INDUSTRIAL)

Engineer Selle reviewed the request. The building has been vacant and a new tenant is requesting to operate an auto repair shop and used car sales. Business owner Mrs. Lee Klug was present to discuss the business plan.

Manager Trebatoski asked about the long term goal with auto sales. Mrs. Klug stated that initially, they will be growing a small repair shop with hopes for sales in the future.

Comm. Zastrow asked about contingencies, are they inconsistent with the use or zoning of the property. Inspector Juarez replied the business owners did not want to create a huge parking lot initially. He will allow the business to phase in a parking lot as needed. They are required to meet handicap accessible parking. The creation of parking will be weather dependent. Juarez suggested once a number of vehicles are parked on site, to require parking at that point. Mrs. Klug requested to allow up to 10 vehicles prior to the parking lot requirement. Juarez recommended allowing 8-10 vehicles on site before the construction of a parking lot be required.

Comm. Zastrow inquired on the existing grass area and if that area will be future parking. Mrs. Klug stated they will not alter the greenspace until parking is needed.

Comm. Hartwick moved to approve the conditional use and site plan with the condition of requiring a handicapped parking stall be developed by the end of April 2016 and to allow gravel parking space be used until 10 vehicles exist on site for a time frame for one year and a half from January 12, 2016. Comm. Zastrow seconded the motion and carried.

REPORT AND RECOMMENDATIONS FROM WORKGROUP ON COMMUNITY BASED RESIDENTIAL FACILITIES AND ADULT FAMILY HOMES.

Engineer Selle reviewed the goals of the workgroup including meeting schedules and productive results.

Suggested solutions to continue workgroup, training and financial needs.

1. Establish Fort Adult Care Professionals Consortium.

Selle reviewed the objective, membership, meeting frequency, initial directives and a five year plan.

2. Establish Emergency Services Forfeitures.

Members of the consortium will receive two courtesy calls from police, fire or ambulance collectively that are defined as preventable or non-emergency. Upon the third call, there will be a meeting with the owner/director of

the facility and emergency services. A fourth call would present a forfeiture of \$1,000 in a calendar year. Non-members would be charged the forfeiture with the first call.

Comm. Zastrow thanked Engineer Selle and the workgroup for their dedication as this was not an easy or simple task. He expressed his appreciation in the short window of time.

Comm. Zastrow is not in support of the moratorium and would not like to see it continue. He wants to encourage businesses into the community with possible conditions or stipulations to abide by in order to issue the conditional use permit.

Comm. Zastrow discussed the five year plan as presented by Selle. He noted the demographics of the society are changing and how could a reduction in calls exist in this case. He questioned a private home with residents that may fall and request assistance. Will they receive a charge? Selle reviewed the slide that represented the highest number of calls for facilities, not private residences. The forfeiture is providing an incentive for those responsible for the many calls. Zastrow confirmed to focus on those with high number of non-emergency or preventable calls.

Comm. Frame reviewed meeting discussion in relation to medical calls, which will occur no matter the residence or situation. The focus is to reduce the preventable calls. Frame confirmed all those in attendance were in support of solutions and worked together very well. There is no easy solution. It was revealed that twelve different counties are placing residents in the City of Fort Atkinson.

Inspector Juarez reiterated Zastrow's comment, it will not affect individual homes where people are being cared for. Herein lies the reason to control what can be controlled by the permits being issued. If we know the demographic is going to grow and already reaching the point of saturation, we may reach a point where we cannot provide the appropriate responses and services.

Comm. Hartwick suggested inviting State Senator and State Representative to the Council meeting. He commented on the competency based training requirement and asked if the fire and police need training?

Chief Bump discussed the focus on crisis intervention and the training. He has 12 trained CIT officers. One trained officer being awarded CIT officer of the year for Jefferson County.

Comm. Hartwick asked what the forfeiture will be used for. Can it be used to hire employees? Manager Trebatoski stated the intent is not to receive any of the forfeitures. The intent is for facilities to manage preventable calls and avoid calls to emergency services. The funds could be appropriated towards the purpose to help with the issue.

Attorney Rogers confirmed this is a forfeiture that will go to the City and this is meant as a deterrent.

Attorney Rogers added the Commission would be able to add contingencies of new permit applications but are limited to requiring existing facilities participation.

Comm. Hartwick asked if any applications have been submitted for conditional use permits. Juarez stated a few have inquired on the process.

Trebatoski recommended continuing the moratorium for up to a year with quarterly updates to the Planning Commission. They can evaluate the updates and find out the progress made and consider lifting the moratorium. Based on reviewing the research and data; the numbers have shown a burden on services could be confirmed.

Comm. Frame stated the workgroup was active to improve the industry not to freeze growth.

Becky Brokmeier, Care Wisconsin stated they are always looking to expand their network. They have 1,800

members in Jefferson County, many in Fort Atkinson. What they hear from residents drives their care.

Comm. Hartwick asked if there is an urgent need for housing at the moment. Brokmeier spoke generally, that they are constantly looking to meet needs. Comm. Hartwick does not want to hurt individuals or providers.

Selle asked for initial updates every three months. No reason why the moratorium could not be lifted in a few months' time. Putting a one year deadline for consortium to review and make progress.

Comm. Hartwick asked why not extend the moratorium for three months and see how progress goes and possibly expand after that.

Comm. Zastrow suggested removing the moratorium but possibly bring it back.

Chief Bump stated one goal of the workgroup is to allow time to set goals. This would be putting a lot of pressure on the group to set and review goals in a short window of time. When new businesses come forward, they will have to be a part of the group. He does not want a solution to fade in one year and all the work that was done, be for nothing.

Attorney Rogers provided that the consortium workgroup has not even met yet to define 'preventable'. They have not defined standards that would be a requirement on new applications.

Comm. Frame suggested six months initially and then review every three months. Comm. Hartwick does not feel three months is enough but would like to push six months; however he firmly suggests the three month window for the extension.

Engineer Selle reviewed potential steps for the first meetings, they will need to establish roles, set up subcommittee, etc. which could take up to six months. Three months is very aggressive and the group needs time.

Chief Bump asked how long it takes to draft an ordinance. Rogers stated he cannot begin to work on the ordinance until key terms and roles have been defined by the group.

Manager Trebatoski stated the group has urgency and they are invested in the success. Juarez stated there is need in the community and the workgroup is going to act timely.

Comm. Hartwick moved to submit the recommendations from the workgroup to Council and to review the moratorium at three months beginning the three month period on January 19th, 2016 with consideration to extend or discontinue the moratorium after the three months. Comm. Zastrow seconded.

Manager Trebatoski asked if Comm. Hartwick is suggesting that if there is not enough progress from the workgroup, that the moratorium be lifted? Comm. Hartwick suggested yes if they do not have a meeting. Manager Trebatoski questioned if that might provide incentive to not move forward and could actually be counterproductive.

Motion carried on a roll call vote with Frame and Selle opposed, Hartwick, Zastrow and Trebatoski for.

ADJOURNMENT

Comm. Frame moved Comm. Zastrow seconded the motion to adjourn the Planning Commission meeting at 5:23 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert
Clerk/Treasurer