

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
MAY 10, 2016
965th 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, 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 Gehred and Zastrow.

APPROVE MINUTES OF APRIL 12, 2016 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Greenhalgh to approve the minutes of the April 12, 2016 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE REQUEST FOR A CONDITIONAL USE PERMIT TO CREATE A ZERO LOT LINE DWELLING FOR THE PROPERTY LOCATED AT 303 AND 305 EAST HIGHLAND AVENUE.

Engineer Selle presented the request for a zero lot line at 303-305 Highland Avenue. This is a newly constructed residence. Staff reviewed the requests and expressed no opposition.

Cm. Greenhalgh questioned the September 8, 2015 agenda that included a request for the rezoning of this property. She asked why the request for a zero lot line was not brought forward at that time.

Inspector Juarez stated that in this situation, the property owner was not aware of the procedure for the zero lot line request back in September. This property follows the requirements for setbacks, density and square footage. The only exception for this structure compared to other single family structures is the front yard setback.

Manager Trebatoski inquired on the square footage of each unit. Juarez stated approximately 800-900 square feet.

Cm. Framed moved to approve the request for a conditional use permit to create a zero lot line dwelling for the property located at 303 and 305 East Highland Avenue contingent on a completed Certified Survey Map and confirmation of registration of the CSM and Maintenance Agreement with the Jefferson County Register of Deeds. Motion seconded by Cm. Greenhalgh and carried.

ADJOURNMENT

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

Respectfully submitted,

Michelle Ebbert
Clerk/Treasurer