

**PLANNING COMMISSION MINUTES
CITY OF FORT ATKINSON
AUGUST 25, 2015
953rd MEETING**

CALL TO ORDER.

The meeting was called to order by Chairman Trebatoski in the Council Chambers of the Municipal Building at 4:00 p.m.

ROLL CALL.

Members present: Commissioners Frame, Zastrow, Hartwick, Greenhalgh, City Engineer Andy Selle and City Manager Trebatoski.

Excused absence: Comm. Highfield.

Others Present: City Attorney Chris Rogers, Clerk/Treasurer Michelle Ebbert and Inspector Brian Juarez.

APPROVE MINUTES OF AUGUST 11, 2015 PLANNING COMMISSION MEETING.

Comm. Greenhalgh moved to approve the August 11, 2015 minutes of the Planning Commission, seconded by Comm. Frame and approved.

CONTINUED DISCUSSION AND REVIEW OF SITE PLAN AND CONDITIONAL USE 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 SOUTH MAIN STREET.

Engineer Selle reintroduced the item to the Commissioners that was presented at the August 11th meeting. Mr. Logan has requested a conditional use permit to expand the facility into the first floor of the existing building and the first and second floors of the adjacent building at 214 S. Main Street. The current Code does not specifically state that CBRFs/adult family homes are not allowed in the downtown district on the first floor, however it is the intention to not have residential living on the first floor downtown. An adult family home is a permitted conditional use in the zoning of the building.

Pete Weston, Architect conducted investigation of the 10 leased parking stalls from adjacent property owner Bob Bell. The 10 would count towards the required 18. Adequate parking is a requirement for approval of an adult family home. Mr. Logan stated that if the lease with Mr. Bell would discontinue, he would procure proper parking elsewhere.

Mr. Logan did meet with the Historic Preservation Commission in regard to the exterior remodeling of the property as it is a historic property. The Commission had concern for the exterior changes and the alteration of the existing windows and doorways.

Attorney Rogers provided the history that the Commission had denied a request for an adult family home due to lack of parking. He asked Mr. Logan if a lease could be provided in writing from Mr. Bell in regard to the leased stalls.

Attorney Rogers stated that it is up to the Commission if they would allow street parking to be counted in the parking requirement. As these stalls would be on Main Street and Milwaukee Avenue, they are not guaranteed to be available to Mr. Logan's tenants or employees at all times.

Comm. Frame stated he is not comfortable including on street parking towards the requirement.

Mr. Logan will contact Mr. Bell and discuss an option to increase additional stalls. He asked if he could be provided an option to add additional stalls within a given time period.

Comm. Greenhalgh expressed concerns on various items including the concerns from the Historic Preservation Commission in regard to changing doorways and the front of building's appearance on the first floor. Mr. Weston added he did more research on reusing existing products for the exterior. The Historic Preservation Commission did not make a decision on the request; however they did agree they were uncomfortable with the exterior plans. They would like to see the openings remain.

Mr. Logan explained the site plan that included the dining hall remaining in the rear of the building and the discussions of moving the dining to the front of the building would include more renovations and would not be feasible. He added the dining room has distinct features that the tenants and visitors enjoy including tall ceilings.

Inspector Juarez shared a concern for first floor residential tenant that may experience increase noise or foot traffic being adjacent to public sidewalk. Mr. Weston confirmed that this is not ideal.

Comm. Greenhalgh stated she is uncomfortable making a decision at this point without knowing factors relating to concerns with the parking, exterior remodeling and window privacy.

Comm. Greenhalgh asked if there was a timeline on construction once a conditional use permit was approved. Inspector Juarez stated the Code allows one year from approval.

The Commission would like the following items presented before they will deny or approve the request.

1. A written lease for parking stalls. 18 is the total requirement.
2. Samples for privacy shading or window treatments for first floor residential units.
3. A parking plan that reveals parking within a reasonable proximity to the property. The Code states on site or adjacent parking.
4. Approval from the Historic Preservation Commission.

The application submitted by Mr. Logan for a conditional use permit for first floor residential units at his property would be reviewed with recommendation on the existing Code as of the request date. Any changes to the Code would not affect this request, but would affect future requests for adult family homes or CBRFs.

ADJOURNMENT.

Comm. Greenhalgh moved to adjourn, seconded by Comm. Zastrow. The Planning Commission meeting was adjourned at 4:40 p.m.

Respectfully submitted,
Michelle Ebbert Clerk/Treasurer