

**PLANNING COMMISSION MINUTES  
CITY OF FORT ATKINSON  
SEPTEMBER 27, 2016  
971<sup>st</sup> 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 Gehred, Greenhalgh, Highfield, City Engineer Andy Selle and City Manager Matt Trebatoski. Also present: City Attorney Chris Rogers, Building Inspector Brian Juarez and City Clerk Michelle Ebbert.

Excused absence: Commissioner Frame.

APPROVE MINUTES OF AUGUST 23, 2016 PLANNING COMMISSION MEETING.

Cm. Highfield motioned, seconded by Cm. Greenhalgh to approve the minutes of the August 23, 2016 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING ONE LOT AND CHANGING ZONING FROM A-1 TO A-3 ON GILLIS ROAD (EXTRA-TERRITORIAL)

Engineer Selle reviewed the CSM request on Gillis Road. This is extra-territorial and was reviewed by City Staff without concern.

Cm. Gehred would rather see the farmland remain as farmland and not be constructed into a residential lot. Manager Trebatoski stated the Town has reviewed the request without concern.

Cm. Greenhalgh moved to approve the preliminary certified survey map creating one lot and changing zoning from A-1 to A-3 on Gillis Road (extra-territorial). Cm. Highfield seconded the motion. Cm. Gehred opposed and motion carried.

REQUEST FOR CONDITIONAL USE FOR BUSINESS OFFICES TO BE LOCATED AT 745 SOUTH MAIN STREET (ZONED R-3).

Engineer Selle presented the request to transfer an existing conditional use permit. The future owner of the property will continue the use as commercial with a financial and insurance business. City Staff reviewed the request and did not provide comments.

Cm. Greenhalgh moved to approve the request for conditional use for business offices to be located at 745 South Main Street (zoned R-3). Cm. Gehred seconded the motion.

Mr. Haubenschild inquired on the process to have the property rezoned. Manager Trebatoski reviewed the procedure. Motion carried.

REQUEST FOR EXTENSION OF CONDITIONAL USE PERMIT FOR COMMUNITY BASED RESIDENTIAL FACILITY TO BE LOCATED AT 311 SOUTH MAIN STREET (ORIGINAL CONDITIONAL USE GRANTED 09/22/2015)

Engineer Selle updated the Commission on the previously approved conditional use for the property. There has not been any work on the property. Mr. Logan requested an extension to allow time for

construction and renovation. City Staff did review the request and shared no concerns. Mr. Logan projects project completion August 2017.

Cm. Highfield asked what if construction is not completed by August 2017. Selle confirmed that Planning Commission could remove the conditional use.

Cm. Greenhalgh asked if the temporary moratorium would be addressed as there was several days in between the expiration of the conditional use and the review by Planning Commission. Attorney Rogers stated the minor gap of dates can be overlooked as Planning Commission meets on scheduled dates.

Cm. Greenhalgh shared the information from the Staff review in 2015. She asked if those items are still concerns and should be considered in the motion. Selle confirmed.

Those concerns are hereby noted:

*Building Inspector – Architect will have to address the lot line proximity issue for protection of openings. This will become necessary due to the change of use of the building. They will also need to confer with the Water Department and their sprinkler company to confirm adequate water available to sprinkle the building.*

*Water – A fire flow test can be performed to inform sprinkler design when needed.*

*Wastewater – The final plan should indicate the location of the lateral in the area and ensure proper access for maintenance.*

*Public Works/Street Department – Poor site lines for oncoming traffic with the exit located on the south of the lot near the curve in Whitewater Avenue. This could create a dangerous situation. It would be better to reserve the traffic flow, creating the entrance on the south end of the parking lot and the exit on the north end of the lot.*

*Fire – The submitter should identify which type of Class “C” facility is being proposed (Ambulatory, Semi-Ambulatory, or Non-Ambulatory). Also declare the primary client group(s) planning to be served at the facility (Advanced aged, Irreversible dementia/Alzheimer’s, Developmentally Disabled, Emotionally disturbed/mental illness, Alcohol/Drug dependent, Physically disabled, Pregnant women who need counseling, correctional clients, Terminally ill, Traumatic brain injury).*

Cm. Greenhalgh moved to approve the extension for community based residential facility at 311 South Main Street with conditions listed from September 2015 to be addressed with construction completion date of August 31, 2017. Cm. Gehred seconded the motion. Motion carried.

#### ADJOURNMENT

Cm. Gehred moved, Cm. Greenhalgh seconded the motion to adjourn the Planning Commission meeting at 4:22 pm. Motion carried.

Respectfully submitted,

Michelle Ebbert  
City Clerk/Treasurer