



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

AGENDA

1. Call to order.
2. Roll call.
3. Approve minutes of November 14, 2017 Planning Commission meeting.
4. Review and approve conditional use to operate an Airbnb (tourist rooming house) at 500 North Main Street.
Action – Reject—Approve.
5. Review and approve conditional use for 611 Grove Street to be used as a school building.
Action – Reject—Approve.
6. Adjournment.

CC: David Westrick
Michelle Ebbert
Brian Juarez
Beth Gehred
Tom Kulczewski
Fort School District
News Media

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

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
NOVEMBER 14, 2017
986TH 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, Lescohier and Scherer, City Manager Trebatoski and City Engineer Andy Selle. Also present: City Clerk/Treasurer Michelle Ebbert and Building Inspector Brian Juarez.

APPROVE MINUTES OF OCTOBER 24, 2017 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Highfield to approve the minutes of the October 24, 2017 Planning Commission meeting. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANTS LICENSE FOR RABL'S CHRISTMAS TREES TO SELL CHRISTMAS TREES IN THE PARKING LOT AT SHOPKO 1425 JANESVILLE AVENUE

Clerk Ebbert reviewed the submitted application. Mr. Rabl has been selling trees in Fort Atkinson for many years, most recently in the Shopko parking lot. No concerns were provided by the City Departments.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve the mobile merchants license for Rabl's Christmas Trees to sell Christmas trees in the parking lot at Shopko 1425 Janesville Avenue. Motion carried.

REVIEW AND APPROVE PRELIMINARY CERTIFIED SURVEY MAP CREATING TWO NEW LOTS AT THE INTERSECTION OF EAST HIGHLAND AVENUE AND WHITEWATER AVENUE, AND TO REZONE THOSE PARCELS FROM C-1 (SERVICE BUSINESS DISTRICT) TO R-2 (TWO FAMILY RESIDENTIAL).

Engineer Selle discussed the submission from Jim Hedrick. He is requesting to split two parcels from Lot 49 under a preliminary CSM. He is requesting that each lot is rezoned to R-2 and a conditional use permit for a zero lot line division of parcels 1 and 2.

Stormwater: There are stormwater issues that Mr. Hedrick will be completing.

Water: The existing parcel is served by a 6" water lateral which must be abandoned at the main and the addition of individual laterals and shutoffs located on the parcels it serves.

Wastewater: Each parcel should be served by its own 4" sanitary lateral located on the parcel it serves. Existing sanitary lateral, if oversized, must be capped and abandoned in the terrace.

Cm. Frame questioned the revision of the Subdivision Code. Juarez confirmed the zero lot line is appropriate for the Code. There is no vision triangle concern with Hwy. 12.

The conditional use permit for the zero lot line will be addressed at a follow up Planning Commission meeting.

Mark Anderson confirmed the remaining portion of the larger, original lot may be subdivided into three residential lots in the future.

Cm. Greenhalgh moved, seconded by Cm. Frame to approve the Preliminary two-lot CSM, the rezoning request from C-1 to R-2 and contingent upon the following submittal to the Engineer:

1. A completed Certified Survey Map.
2. As-built information on new and abandoned laterals.
3. Progress on final stormwater improvements, noted by retainage of a design firm with expertise in such.
4. Confirmation of registration of CSM and maintenance agreement with Jefferson County Register of Deeds.

Motion carried.

ADJOURNMENT

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

Respectfully submitted,

Michelle Ebbert
City Clerk/Treasurer

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CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 8, 2017

TO: Planning Commission

FROM: Andy Selle, P.E.

SUBJECT: Conditional Use Request – Air B&B 500 N Main St.

Background:

Beth Gehred the owner of the parcel at 500 N Main St. has been operating an Air B&B from the house. Recent changes in legislation at the state level have sought to formalize these operations and bring them into a more regulated environment. The City does not currently have specific zoning to address these establishments, therefore it would be classified an unspecified use.

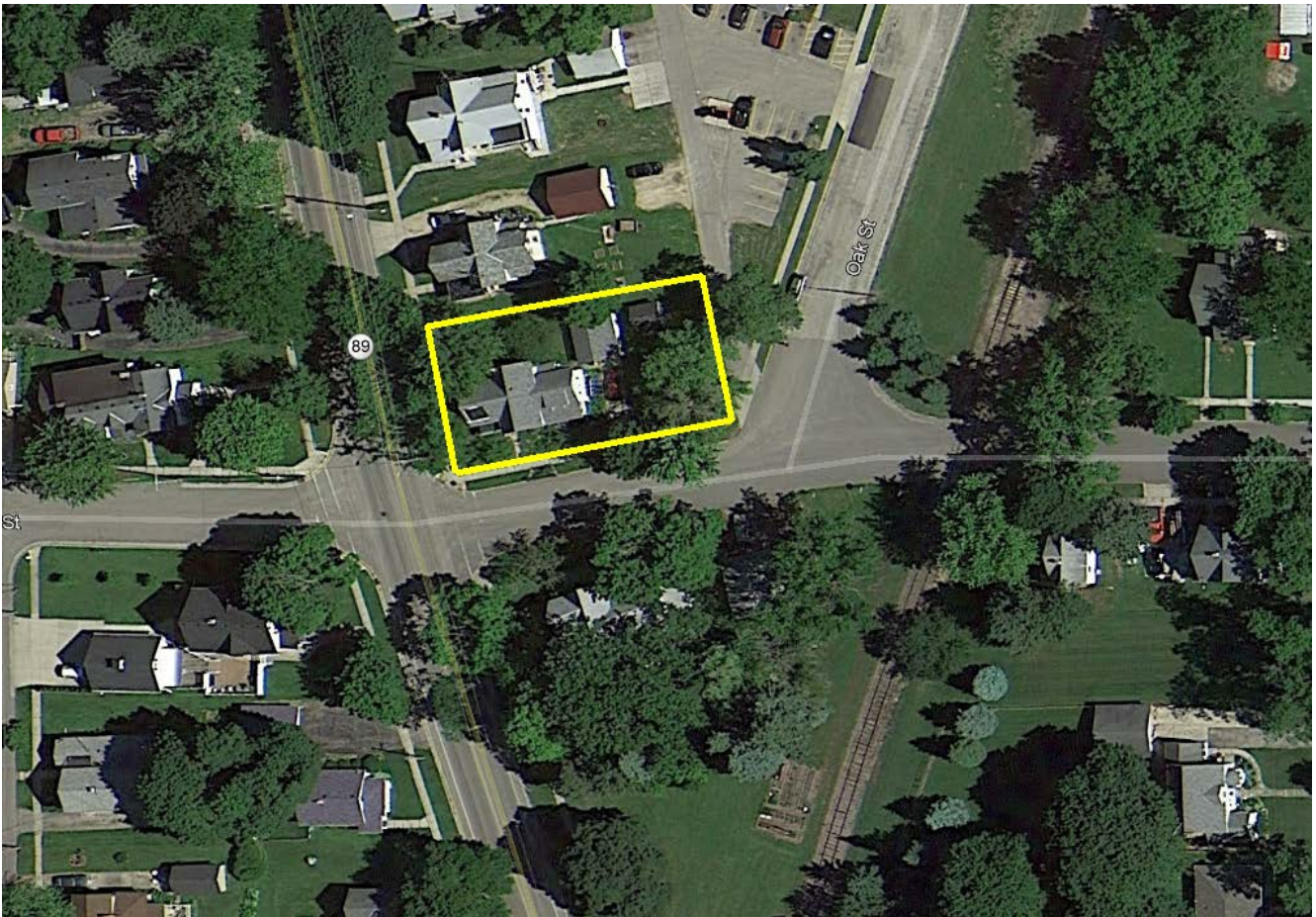


Figure 1: Existing aerial of the property

City Department Reviews:

All City departments have reviewed the submittal. Only those with comments were noted below.

Zoning - The code allows the Zoning Administrator to determine a similar use in situations of non-specified use. In this situation the use of the property is most similar to a Bed and Breakfast which is stated as a conditional use within the R-1 zoning district.

Recommendation:

Staff recommends approval of the Conditional Use Request for an Air B&B at 500 N Main St.

Attachments:

Original submittal Beth Gehred



CITY OF FORT ATKINSON, WISCONSIN

Application for Conditional Use Permit

Date of Application: 11/17/17

Property Owner/Applicant: Elizabeth Gehred

Address of Property: 500. N Main Street, Fort Atkinson WI 53538

Mailing Address: same

Phone Number: 920-728-3170

Email: beth.gehred@gmail.com

Present Zoning: residential

Present use of property: residential and airbnb → classified as
tourist rooming house

Requested conditional use: I would like to be able to host short-term
overnight guests who travel to Fort Atkinson for personal,
reasons, short-term job placements, tourist attractions and
events. I need nothing by way of additional parking,
excess utility or fire protection. Use of the room ~~for~~
this purpose is intermittent.

\$75.00 filing fee paid on: _____

(Notices are mailed to property owners within a 100-foot distance of this property exclusive of right-of-way to notify them of this request. Planning Commission reviews request and makes recommendation to approve or deny.)

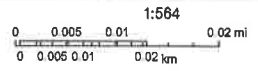
ArcGIS Web Map



November 16, 2017

Parcel Lines

- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- - - Section Lines
- Surface Water
- Map Hooks
- Tax Parcels
- Streams and Ditches





CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538

Date: December 8, 2017

TO: Planning Commission

FROM: Andy Selle, P.E.

SUBJECT: Conditional Use Request – Public School 11 Grove St

Background:

The School District of Fort Atkinson will be re-occupying the current structure at 600 Grove to house an educational facility. Public schools within the R-1 Zoning District are a conditional use.

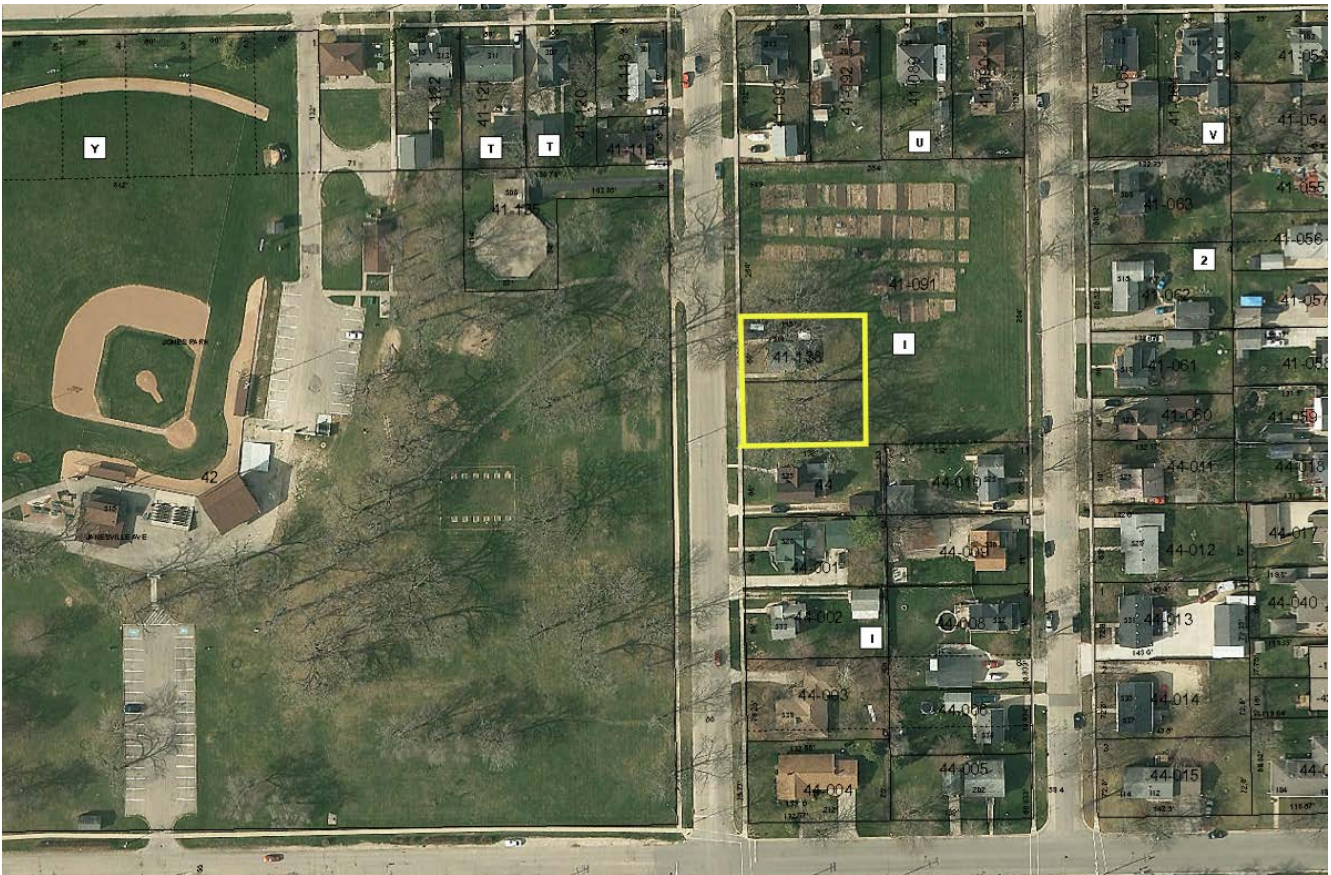


Figure 1: Existing aerial of the property

City Department Reviews:

All City departments have reviewed the submittal. Only those with comments were noted below.



Figure 2: Proposed handicap parking

Zoning - The building is a public structure and will require parking accommodations. Up to 3-4 vehicles may be expected, but given the ample on-street parking in the area adjacent to Jones Park, this should be easily accommodated. Handicap access will need to be met and the School District has identified the rough location for the construction of a drive on the parcel to meet this requirement.

Recommendation:

Staff recommends approval of the Conditional Use Request at 611 Grove St.

Attachments:

Original submittal School District of Fort Atkinson

CITY OF FORT ATKINSON,
WISCONSIN

Application for Conditional Use
Permit



Date of Application: 11/14/17

Property Owner/Applicant: SCHOOL DISTRICT OF FORT ATKINSON

Address of Property: 1611 GROVE ST.

Mailing Address: 201 PARK ST.
FORT ATKINSON, WI 53538

Phone Number: 920.563.7800

Email: DEMERRATHS@FORTSCHOOLS.ORG

Present Zoning: R2

Present use of property: N/A

Requested conditional use: EDUCATION (OFFER TO PURCHASE CONTINGENT UPON
CONDITIONAL USE PERMIT)

\$75.00 filing fee paid on: _____

(Notices are mailed to property owners within a 100-foot distance of this property exclusive of right-of-way to notify them of this request. Planning Commission reviews request and makes recommendation to approve or deny.)



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