

**COMPREHENSIVE PLAN STEERING COMMITTEE
CITY OF FORT ATKINSON
MINUTES
NOVEMBER 19, 2007**

The meeting was called to order by Chairman Zastrow at 6:00 p.m. in the Training Room of the Police Department.

Members present: Mark Zastrow, John Wilmet, Jill Kessenich, Sandy Mayer, and Jeff Woods

Members absent: James Fitzpatrick and Sheldon Mielke

Others present: Mark Roffers, Megan MacGlashan, Matt Trebatoski, Rudy Bushcott, Lisa Patefield and Mark Krause

Item #1: Approval of Minutes of October 15, 2007 Meeting.

John Wilmet said there is a change that needs to be made. The fifth paragraph under item #4 on page two should reference a grocery store on the south side, not downtown. A motion to approve the Minutes as amended was made by John Wilmet, seconded by Sandy Mayer and passed by a 5-0 voice vote.

Item #2: Public Comment.

Lisa Patefield, of the Jefferson County Humane Society, gave a presentation on their pending expansion and relocation project. The Society has been in the same building for 31 years, and the building is now obsolete and antiquated. Discussions have begun with Mr. Mark Krause to purchase land on the north side of Hoard Road, west of Highway 89. The ten-acre parcel is in the Town of Jefferson, but is within the City's review area. The City's 1997 Master Plan showed this area as light density residential, and the current Comprehensive Plan update has it as a future urban growth area. Lisa Patefield is wondering about the shelter relocating to this parcel and is at this meeting to find out what steps need to be taken for that relocation.

Mark Zastrow said that area is definitely a future growth area for the City. It might not be needed, but should still be designated in the Comprehensive Plan for residential growth. That would exclude the Humane Society from going there; it would not be the right use for that land. Even with the Hoard farm there, this area should be preserved for future growth.

John Wilmet said that he had advised Lisa Patefield that this would be the next step after the Planning Commission meeting. If the area is going to be for future residential development, then the City will need to comply with the Comprehensive Plan. The City would have to advise the County that this use would not comply with the Plan.

There have been several discussions on this and what usually happens is the Society establishes their building, and the surrounding area is then occupied by support/auxiliary businesses. We would not want to carve out the one parcel as commercial, but we may want to re-look at the area and make them all commercial. This area may or may not be for residential development.

Mark Roffers, of Vandewalle, said the area is currently shown as “Planned Neighborhood” which is predominantly single family, but would accommodate duplexes and multi-family residential and even some business enterprises that are compatible with the residential setting.

John Wilmet said the process for completing the Comprehensive Plan calls for public hearings in April/May and adopting the Plan in June. We are not ready to give the Society an answer right now. If a decision would be needed now, the City would have to refer to our existing Plan, which calls for residential.

There were no other public comments.

Item #3: Review Progress and Next Steps on Planning Process.

Mark Roffers said they have been working on the growth strategy document, which has been sent to the Committee members for review and will be discussed at this meeting. The information in this document will be refined and expanded on and used to write the Comprehensive Plan. The Plan will be about 150-160 pages and will contain a variety of topics. The goal is to determine what needs to be included and expanded upon in the Plan. Rather than develop the 150 pages, the strategy document is put together and reviewed. The remainder of the meeting would be to review the document with the Committee and also get any comments. The next step would be to set up a joint Steering Committee, Planning Commission and City Council meeting to present and review a revised version of the strategy document.

Item #4: Present and Discuss Draft Future Growth and Change Strategy Document and Future Land Use Map.

Mark Roffers said the document has been organized into sections that relate to the Comprehensive Plan that are supplemented by the land use map.

The first chapter of the Plan is Issues and Opportunities, which will present the vision statement, the results of the public participation, and to set the framework on what the Plan is planning for. Sandy Mayer asked if the first paragraph was a revised version from another Plan? Megan MacGlashan said it wasn't copied from another Plan, it was written for Fort Atkinson's Plan.

Mark Roffers said the next section is Agricultural, Natural, and Cultural Resources recommendations. It includes not only the growth areas to the northwest and southwest, but the future growth areas to the north and south. It talks about compatibility, maximum housing density, and present land use that will not jeopardize the City's long-range plan. John Wilmet said the last bullet point on page 4 that deals with the Highway 12 bypass, needs to be reviewed because the County Plan calls for these areas around the bypass as growth areas. Mark Roffers said the items on page 5 indicate what the City, as an urban community, can do to establish and grow the link between City and country. John Wilmet questioned the second bullet point on page 5 – is it really a part of our Comprehensive Plan? Sandy Mayer didn't think it should be in the Plan because the “edible schoolyards” might not even be a program in 20 years.

On page 6, Megan MacGlashan said the “no child left inside” program will be rewritten as an example of a program and not something that will be done. John Wilmet said the 75-foot setback in bullet point two, under item #3, should be revised to 25-feet. Mark Zastrow commented on Allen Creek being noted as a renowned trout stream in item #3, bullet point six –

this needs to be investigated further. Jeff Woods said the only Allen Creek classification that he was aware of is the Exceptional Resource Waterway.

In bullet point two, under item #4 on page 7, Mark Zastrow suggested this be rewritten to have the City investigate the idea of a water trail with other communities. Under bullet point three under the same item, Sandy Mayer said it should indicate a plan to install and maintain piers along the Rock River.

On page 8, in bullet point one under item #5, Jill Kessenich said the Historical Society needs to be changed to Historical Preservation Commission. Sandy Mayer added the property owner needs to be involved in the nomination process.

Under Land Use, item #1, bullet point four, Sandy Mayer suggested the word “psychological” needs to be changed in reference to the Hoard farm. Mark Roffers said the map will include the item for Planned Neighborhoods, the street names and definitions for all of the different categories.

On page 10, the Committee discussed bullet point four under item #3 on how to limit the number of certain developments, cash stores, tattoo parlors, etc., to add the airport to the map, and to provide redevelopment concepts that might be possible.

On page 11, under Transportation, Megan MacGlashan said this section will have a map with it, and she will also coordinate this review with the Department of Transportation. John Wilmet questioned the 32-foot street width in bullet point eight. This would be narrow if parking is allowed on both sides. Jeff Woods said our current standard is 37-feet with parking. This item needs further investigation.

Under item 2, bullet point three on page 12, Jill Kessenich said there needs to be a statement about providing bike racks in downtown areas to help promote the use of bikes. John Wilmet said the first bullet point under item #3 needs to be removed, concerning small electric vehicles.

No comments on page 13.

Under bullet point two, item #1 on page 14, John Wilmet questioned the one-quarter mile distance. Megan MacGlashan said this has been a standard distance, but this will be looked at to see what the City has now. Mark Roffers said this section will also have its own map. John Wilmet questioned the “fee-in-lieu” payment and can that be done now? Megan MacGlashan said the State just changed this back and it can be done now.

On the fourth bullet point on page 15, Jill Kessenich asked if “hybrid” vehicles could be added to future alternatives for the City’s fleet. John Wilmet said the comment on burying utilities should be removed.

No comments on page 16.

On the last bullet point on page 17, Jill Kessenich asked if there are any examples of this? Mark Roffers said there are links to several on the website. The one for Whitewater is a good example of an ordinance for Traditional Neighborhood Development.

No comments on pages 18 and 19.

On page 20, John Wilmet said that is a good concept that Wauwatosa is using, hopefully they can make it work. John Wilmet added the statement on a south side grocery store should be revised to read a “second grocery store”.

On the first bullet point on page 21, John Wilmet said the reference to the “minimum 100-foot wide” landscape buffer needs to be removed and be referenced to the current Zoning Code requirements.

No comments on page 22.

On page 23, bullet point six, Mark Zastrow said the City is currently looking at the involvement in the Jefferson County Economic Development Corporation. It is going to depend on what is going to come out of this organization.

Item #5: Plan for Joint Meeting for Review.

Mark Roffers said the next meeting would be a second review of this information with the Planning Commission, City Council, and this Committee. That meeting was set for 6:00 p.m. on January 7, 2008 in the Training Room at the Police Department.

Item #6: Adjournment

A motion to adjourn was made by John Wilmet, seconded by Sandy Mayer, and passed by a 5-0 voice vote. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jeffrey L. Woods, P.E.
Secretary