



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 14, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:00 pm.

2. Roll call

Present: Commissioners Gray, Kessenich, Shull, Engineer Selle and Manager Houseman. Excused absence: Commissioner Highfield, Councilperson Schultz. Also present: City Clerk/Treasurer, City Attorney, Park & Recreation Director and Building Inspector.

3. New Business

*a. Review and possible action relating to the **minutes of the April 23, 2024 regular Plan Commission meeting***

Gray moved, seconded by Selle to approve the minutes of the April 23, 2024 regular Plan Commission meeting. Motion carried.

*b. Review and possible recommendation to City Council relating to a request for **Public Monument Review for the Haumerson's Pond accessory structure** (Dayton, Parks and Recreation Director) (PMR-2024-01)*

Director Dayton discussed how the Parks and Recreation Department has collaborated with the Friends of Haumerson's Pond (FHP) in regard to the facilities at the Bark River Nature Park (Haumerson's Pond). Most recently, the proposal for a new storage and concessions building was presented to the Planning Commission on April 11, 2023, as part of a Request for Resolution Recommendation. This step was necessitated by the Wisconsin Department of Natural Resources (DNR) to fulfill the Knowles-Nelson Stewardship grant application requirements. Subsequently, on April 18, 2023, the City Council endorsed Resolution No.1399 in favor of the city entering an Agreement/Contract with cost-sharing grant assistance from the DNR. On January 5, 2024, the City received confirmation of being awarded \$100,000 from the DNR Knowles-Nelson Stewardship grant program, representing a 50% matching funds grant. The remaining project costs are being covered by contributions from the Friends of Haumerson's Pond (FHP) and the Fort Atkinson Community Foundation. The project is currently budgeted at around \$200,000.

After securing the DNR grant, City staff have been actively engaged with the Friends of Haumerson's Pond (FHP) to develop the design for a multi-use storage/concession building and to fulfill all requirements for the Public Monument/Building Review application. City staff is requesting approval of the site plan and building design through the Public Monument/Building Review process.

Dayton explained that the proposed building measures 26'x 44' including a 24'x 24' open air timber frame shelter. The enclosed garage space will serve as essential storage for many items needed to run the operations at the park, including snow removal equipment, hockey equipment, donated skates, items for two large events, ten tables, fifty-five chairs, church pews, rubber mats, three panels of chain link security fence for flood openings, and small hand tools. In addition to the storage component, there is a concessions window within the shelter area. The idea behind the concessions window is to offer skate rentals through 2 Rivers, collect donations for events, and to add to the amenities when the shelter is rented for use as a serving area. Additionally, the plan includes a proposed wood-fire pizza oven that would utilize the concessions window during events held at the park. An outdoor drinking fountain, including a dog water bowl, has also been included in the site plan. In addition to the grant mentioned above, on April 26, 2022, the Friends of Haumerson's Pond was awarded a matching challenge grant through the Fort Atkinson Community Foundation of \$45,000 to help build a storage/concession building for use at Haumerson's Pond. Additional funding beyond the matching grants will be provided by the Friends of Haumerson's Pond. The project will be publicly bid and overseen by City staff. The FHP organization will be managing and donating the timber frame portion of the project as their contribution.

Gray moved, seconded by Kessenich to application and recommend that the City Council approve this request for a Public Monument/Building Review. Motion carried.

c. *Review and possible action on a **Special Area Design Review for signage at McGee's Chicken** located at 122 N. Main St. (Draeger, Building Inspector/Zoning Administrator) (SADR-2024-02)*

Inspector Draeger presented the property at 122 N. Main Street, a building that has seen its commercial space sitting empty for a number of years. Before becoming vacant, the property was home to a restaurant for many years. McGee's Chicken is the tenant of the first floor commercial space and is currently renovating the restaurant. The proposed signage consists of a new internally lit sign featuring McGee's franchise font and design. The existing facade will be painted to compliment the building as well as the new sign. The proposed painting and the new sign have been approved by the Historic Preservation Committee. The proposed wall sign meets the requirements of the City's ordinances. The City's Management Team has reviewed the application and all comments have been included within this document. There is an existing protruding sign that has been unused for several years. The sign has not been maintained and is no longer permitted. Section 15.09.37(1)a. States "at 60 days of vacancy, nonconforming signs shall lose their legal nonconforming status". Commission continued discussion confirming the facade, existing

conditions, colors and the enhancement proposed.

Gray moved, seconded by Selle to approve the Special Area Design Review for signage at McGee's Chicken as proposed contingent on the removal of the unused non-conforming protruding sign currently on the building. Motion carried.

4. Adjournment

Gray moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:32 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director