



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, JUNE 25, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTUjZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by Location

+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
 - a. Review and possible action relating to the **minutes of the June 11, 2024 Plan Commission meeting (Ebbert)**
 - b. Review and possible action relating to a **Site Plan Review** for signage at Oak Tree Child and Family Services, 511 Madison Ave. (SPR-2024-04) (Draeger)
 - c. Review and possible action relating to a **Special Area Design Review** for JM Carpets, 107 S. Main St. (SADR-2024-04) (Draeger)
- 4. Adjournment**

Date Posted: June 21, 2024

Plan Commission Members: Chairperson Rebecca Houseman; Secretary Andy Selle; Council Representative Eric Schultz; and Commissioners Roz Highfield, Jill Kessenich, Shannon Hough

and Diana Shull

CC: City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce

Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 11, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Engineer Selle called the meeting to order at 4:00 pm.

2. Roll call

Present: Commission members Shull, Kessenich, Highfield, Councilman Schultz, Engineer Selle.
Also present: Public Relations Executive Assistant, Building/Zoning Administrator and City Attorney. Absent: Commission member Hough, Manager Houseman.

3. New Business

*a. Review and possible action relating to the **minutes of the May 14, 2024 regular Plan Commission meeting***

Cm. Kessnick moved, seconded by Cm Schull to approve the minutes of the May 14, 2024 Plan Commission meeting. Motion carried.

*b. **Public Hearing** relating to a Zoning Map Amendment to change the zoning district for the property located at 1233 Janesville Avenue (22605140924004) from Light Industrial (LI) to Urban Mixed Use (UMU) to accommodate future business use (ZMA-2024-01)*

Building/Zoning Administrator Draeger presented the proposed Zoning Map Amendment.

The proposed rezoning is requested for the existing parcel located at 1233 Janesville Ave. The property is currently Zoned LI- Light Industrial, and the applicant is seeking to rezone to UMU - Urban Mixed Use to provide for greater flexibility in the permitted uses on the site. The building is primarily vacant, and the applicant is struggling to find tenants appropriate for the current zoning. The applicant has expressed that over the last several years all interested parties and their uses would not be permitted given the property's current zoning.

The rezoning to UMU would allow for a wider range of permitted uses, such as Indoor Sales, Commercial Kitchen, Apartments, Restaurants, and a Mixed-Use building while retaining the ability to have Offices and a Physical Activity Studio, which are the most

recent uses. According to the applicant, these uses will increase the likelihood of utilizing the building's large space. The Urban Mixed Use Zoning District is intended to permit areas, generally on established commercial corridors, that are or are planning to become mixed-use in character. This district is intended to provide for a variety of employment, retail, and community service opportunities while allowing some residential uses at an approximate density of up to 36 dwelling units per acre. Uses shall be compatible not only with other uses within the district, but land uses in adjoining zoning districts as well.

The City's Comprehensive Plan has an inconsistency in two of its maps. The Future Land Use Map identifies the property as Light Industrial/Business Park. However, the Janesville Ave Business District Planning Area, figure 2.18, shows this property as a Community Commercial, for which the city's UMU Zoning would be appropriate.

Engineer Selle opened the public hearing with no members of the public commenting on the Zoning Map Amendment. Selle closed the public hearing.

- c. *Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for the property located at 1233 Janesville Avenue (22605140924004) from Light Industrial (LI) to Urban Mixed Use (UMU) to accommodate future business use (ZMA-2024-01)*

Councilmember Schultz asked Andrew Logan, the applicant, if the zoning change was an effort to attract buyers or if he had someone lined up. Applicant Logan stated it is a little of both due to applying for financing to do improvements to the building including sprinklers and facade changes. He stated there are several businesses he is considering for the building. He stated he wants to have the most uses as possible.

Schultz asked about trees on the property as well as the overgrown landscape. The applicant stated he plans to improve the landscape and trees on the property.

Kessenich asked if the drawings submitted to the Commission were final. The applicant stated they would be finalized with another submission.

Draeger said any changes to the facade or landscaping would go through the Site Plan Review process.

City staff recommends the Plan Commission recommend the Rezoning from LI to UMU to the City Council; subject to the following conditions:

- Site Plan review and approval by the Plan Commission for New Signage and Exterior Alterations.
- Any other recommendations of the Plan Commission

Kessenich moved, seconded by Highfield to approve the Zoning Map Amendment for the property located at 1233 Janesville Ave. Motion carried.

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:15 pm.



Site Plan Review REPORT TO THE PLAN COMMISSION

DATE: June 25, 2024
PROPERTY ADDRESS: 511 Madison Ave
PARCEL NUMBER: 226-0514-0412-084
OWNER: ANZK Rentals LLC

FILE NUMBER: SPR-2024-04
EXISTING ZONING: UMU - Urban Mixed Use
PROPOSED ZONING: No Change Proposed
EXISTING LAND USE: Mixed Use - Office - Residential
REQUESTED USES: No Change

APPLICANT: Darlene Meiners

BACKGROUND

Section 15.09.27 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Sign Permit application. This requires review of the proposed sign's conformance to the code, materials, legibility and visual clarity, compatibility with building characteristics, land uses, and site conditions, and potential conflicts with vehicular or pedestrian circulation.

REQUEST OVERVIEW

Oak Tree Child and Family Services is proposing a new Wall Sign located on the Northern facade of the building facing Madison Ave, as well as a new Dual Post sign adjacent to Madison Ave. The signs will depict the company logo, contact information and the services offered. The wall sign is proposed to be 5'x4' and the Dual Post sign is proposed to be 8' wide and would have a maximum height of 6'.

Sign Code Requirements for Wall Signs

Requirement	Proposed
1 sign per exterior wall, plus 1 per customer entry	Met: 1 Sign
All businesses are allowed a min. of 40 Sq ft.	Met: Northern Façade = 24 Square Feet
Shall not extend over any roof or parapet	Met: Located on the façade, no roof or parapet overhang
Shall be made of durable, all-weather materials.	Met: Aluminum
Shall be ambient, backlit, or gooseneck lighting	Met: No lighting is proposed
Shall be a minimum of 8 ft above the sidewalk	Met: Sign is not located above a walkway
Shall project a maximum of 12 in. from the	Met: No projection of proposed

front façade face of the building

Sign must be designed of materials harmonious Met: Metal Sign with harmonious colors with the building and site

Sign Code Requirements for Dual Post Signs

Requirement	Proposed
1 Sign per street frontage	Met: 1 Sign proposed
15' front the street curb and not in a vision triangle	Met: Proposed to be in a conforming location
Shall be made of durable, all-weather materials	Met: Cedar wood posts with a medium density overlay plywood sign
Standard sign lighting allowed	Met: no lighting is proposed
1 sf of sign per 1 ft of street frontage or onsite parking	Met: 300 ft of street frontage - 48 sf proposed
Height limit of 6 feet for Dual Post Signs	Met: 6ft maximum sign height is proposed
Sign must be designed of materials harmonious with the building and site	Met: Medium density overlay plywood sign with harmonious colors
Any internal illuminated sign must have opaque cabinet fields	Met: No internal illumination is proposed

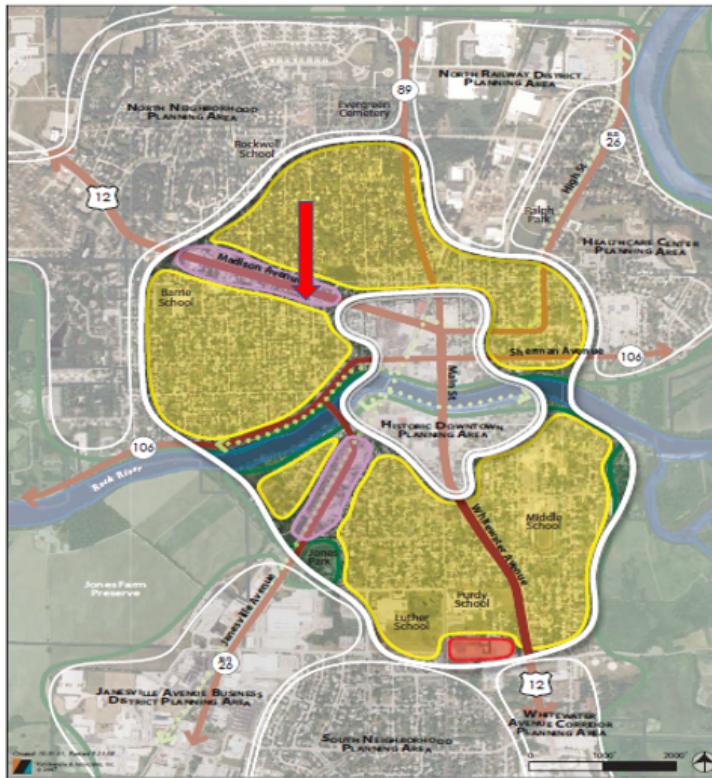
No public notice is required for a Sign review and action.

DISCUSSION

The subject parcel lies within the Central Neighborhoods Planning Area and is identified as Mixed Use within the Plan. The opportunities indicated in the Plan include Urban living experience, Single family neighborhood character, Historic preservation balanced with modernization, Bed and Breakfast opportunities, Schools, parks and downtown as gathering places, Parks and streets maintenance & improvements, Neighborhood retail revitalization, along Janesville, Madison & Whitewater Avenues. The subject property is also shown as Planned Mixed Use on the Future Land Use Map. This designation includes Community Commercial, Multi-Family Residential, Community Facilities, and Parks and Environmental Corridors. The proposed signs match the existing character of the building and its surroundings. No land use change is proposed. Staff believes the proposal is in concert with the Comprehensive Plan.

CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



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.

RECOMMENDATION

Staff recommends that the Plan Commission approve the requested wall sign and the requested dual post sign as proposed.

ATTACHMENTS

1. New Sign Application Oak Tree
2. Oak Tree monument Sign
3. Oak Tree Wall Sign
4. Dual Post Sign Location
5. Oak Tree proposal 040124
6. 511 Sign Applicant information

City of Fort Atkinson Procedural Checklist for Sign Permits Requirements per Section 15.09.27

This form is designed to be used by the Applicant as a guide to submitting a complete application for a sign permit and by the City to process the application.

Name, company, and client (if applicable): Darlene Meiners
Oak Tree Child and Family Services

Phone number: 9205413078 Email: Kate.eames@oaktreechildfamily.com

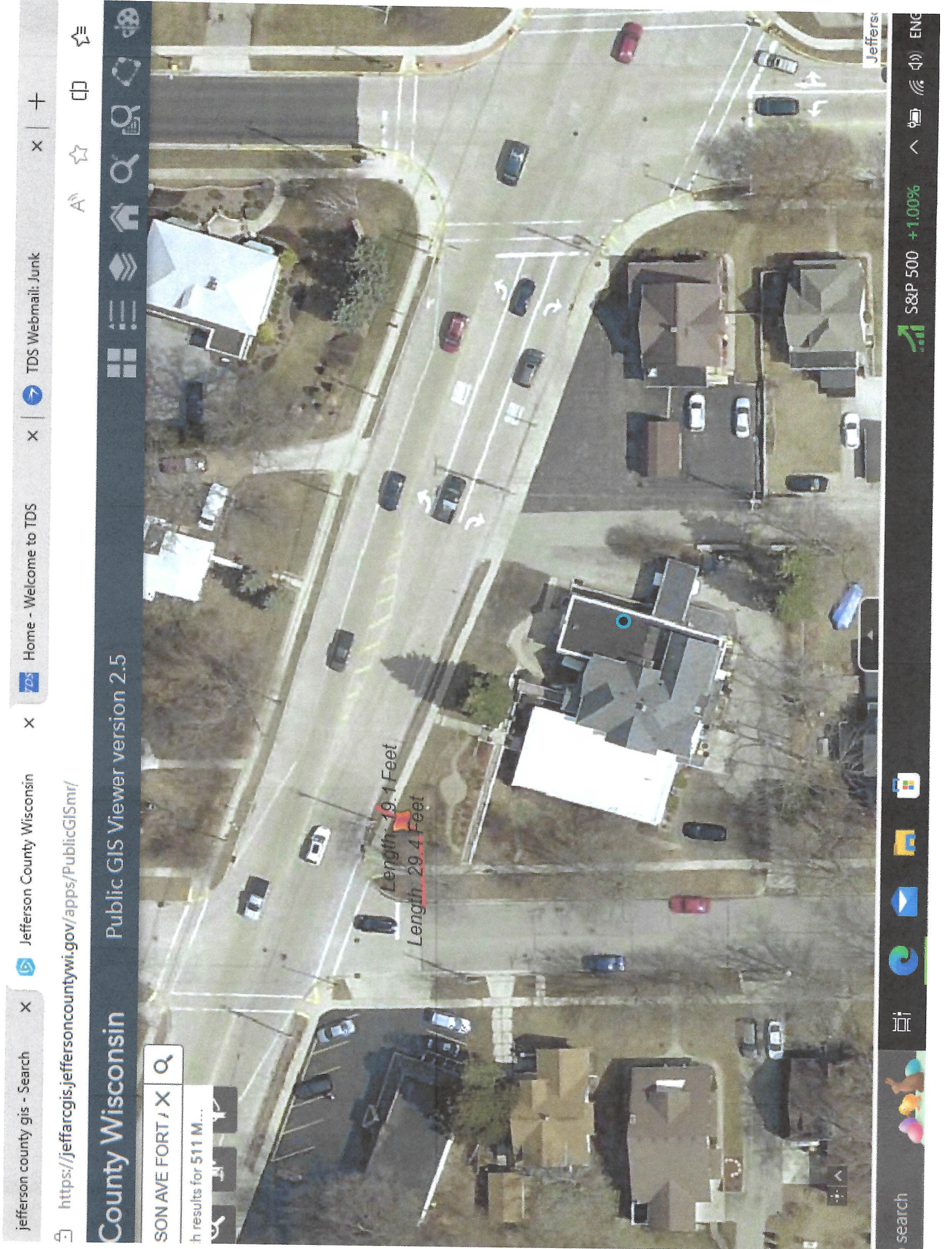
Property address of proposed sign: 511 Madison Ave- Fort Atkinson
WI, 53538

I Application Packet Requirements

The Applicant shall submit an electronic copy or paper copies of the application as required by the City.

- ☐ The name, address, phone number, and email address of the applicant.
- ☐ The name of the business or land use the proposed sign will serve.
- ☐ The name, address, phone number, email address, and signature of the property owners.
- ☐ The name, address, phone number, and email address of the sign contractor.
- ☐ The property's zoning designation and use of the building for which the sign will provide information.
- ☐ The property's current land use or uses for entire subject property, including all indoor and outdoor areas.
- ☐ A signage plan, drawn to a recognizable scale, for the property shall be submitted showing the following:
 - ☐ Location, type, height, width, and area of the proposed sign.
 - ☐ Location, type, height, width, and area of all existing signs on the property and indication of whether existing sign(s) will remain or be removed/replaced.
 - ☐ All property lines and buildings on the property and within 50 feet of the proposed sign.
 - ☐ All customer entrances, parking areas, driveways, and public roads.
 - ☐ Method of attachment, structural support, method of illumination, and sign materials.
 - ☐ Approximate value of the sign to be installed, including cost of installation.
- ☐ Payment of the sign permit fee.
- ☐ Any other information that may reasonably be requested by the Zoning Administrator for the purpose of application evaluation.
- ☐ A written statement that all temporary signs will be removed per the limits.
- ☐ Any existing or proposed sign on property abutting a State Highway, United States Highway, or Interstate Highway shall also require approval from the Wisconsin Department of Transportation or the Federal Highway Administration.









511 1/2

511-1

511-2

511

12-084

129'

12-083

60'

340

105.5'

12-04

120'

12



620 North Main Street
Janesville, WI 53545

Phone & Fax 608-752-1619
ssigns@tds.net
www.sullivan-signs-inc.com

PROPOSAL

Date	Estimate #
4/1/2024	P61700

Company
Oak Tree Child & Family Services Kitty Sawyer 511 Madison Ave. Fort Atkinson, WI 53538

Contact Information
Katee Ames

Description	Qty	Rate	Total
Double face, 48"x87-1/2" MDO (overlaid plywood) sign with printed graphics per design received from customer. Sign will be installed between two unpainted cedar posts		1,410.00	1,410.00
Single face, 48"x60" Alupanel (aluminum composite) sign with printed graphics per design received from customer.		415.00	415.00
Installation of above signs		590.00	590.00
Removal of old sign - we will attempt to remove the whole sign, cement included. If we can't get the posts out because of the amount of cement used in the original installation, then we will dig down and cut the posts below the ground.		280.00	280.00
Proposal Valid for 30 Days... 50% Deposit Required On All Orders / Balance Due On Receipt	Subtotal \$2,695.00		
Accepted By _____	Sales Tax \$148.23		
Date _____	Total \$2,843.23		

- **θ The name, address, phone number, and email address of the applicant.**
 - Oak Tree Child and Family Services
 - Darlene Meiners
 - (920)541-3078
 - kateeames@oaktreechildfamily.com
- **θ The name of the business or land use the proposed sign will serve.**
 - Oak Tree Child and Family Services
- **θ The name, address, phone number, email address, and signature of the property owners.**
 - Darlene Meiners
 - (920)541-3078
 - Kateeames@oaktreechildfamily.com
- **θ The name, address, phone number, and email address of the sign contractor.**
 - Sullivan Signs Inc.
 - (608)752-1619
 - ssigns@tds.net
- **θ The property's zoning designation and use of the building for which the sign will provide information.**
 - The whole property is used for a mental health clinic
- **θ The property's current land use or uses for entire subject property, including all indoor and outdoor areas.**
 - The whole property is used for a mental health clinic



Special Area Design Review - Design Alteration REPORT TO THE PLAN COMMISSION

DATE: June 25, 2024

PROPERTY ADDRESS: 107 S Main St

PARCEL NUMBER: 226-0514-0323-040, 226-0514-0323-041

OWNER: Gerald J Mooren Trust

APPLICANT: JM Carpets

FILE NUMBER: SADR-2024-04

EXISTING ZONING: DHMU - Downtown
Historic Mixed Use

PROPOSED ZONING: No Change Requested

EXISTING LAND USE: Indoor Sales

REQUESTED USES: No Change Proposed

BACKGROUND

The property located at 107 S Main St., JM Carpets, is a long-time business in the Downtown Historic District. JM Carpets has been in business for 40 years and is requesting to give the storefront a third face lift since the business has been at this location. The Historic Preservation Commission has reviewed this proposal on two separate occasions and offered color choices to the applicant that the HPC felt best represented the mid-century facade of the building. The owner and applicant has been receptive to the options and has chosen the colors in the proposal from those options.

REQUEST OVERVIEW

The City's Zoning Ordinance, which was adopted in 2020, created a Special Area Design Review process for parcels located in the City's Downtown Historic Mixed Use (DHMU) zoning district. The Special Area Design Review – Design Alteration Review is designed to forward both aesthetic and economic objectives of the City by controlling the site design and exterior appearance of development within the district in a manner which is consistent with sound land use, urban design, and economic revitalization principles.

There are three categories of Special Area Design Reviews: Renovation Review, Design Alteration Review, and Project Review:

A. Renovation Review applications involve only a renovation of the exterior appearance of a property, such as repainting, re-roofing, residing, or replacing with identical colors, finishes, and materials. Staff shall review, and the Plan Commission shall review and approve or deny these applications.

B. Design Alteration Review applications involve a change only in the exterior appearance of a nonresidential or multi-family property, such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage. Staff shall review, and the Plan

Commission shall review and approve or deny these applications.

C. Project Review *applications involve modification to the physical configuration of a property, such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building. Staff shall review, and the Plan Commission shall review through the Conditional Use Permit process and make a final determination.*

JM Carpets is seeking permission to alter the paint color of the facade and for the new awnings on the building at 107 S Main St. The awning was in need of replacement and the paint currently on the building is fading and in need of refurbishment.

Public notice is not required for Special Area Renovation Review.

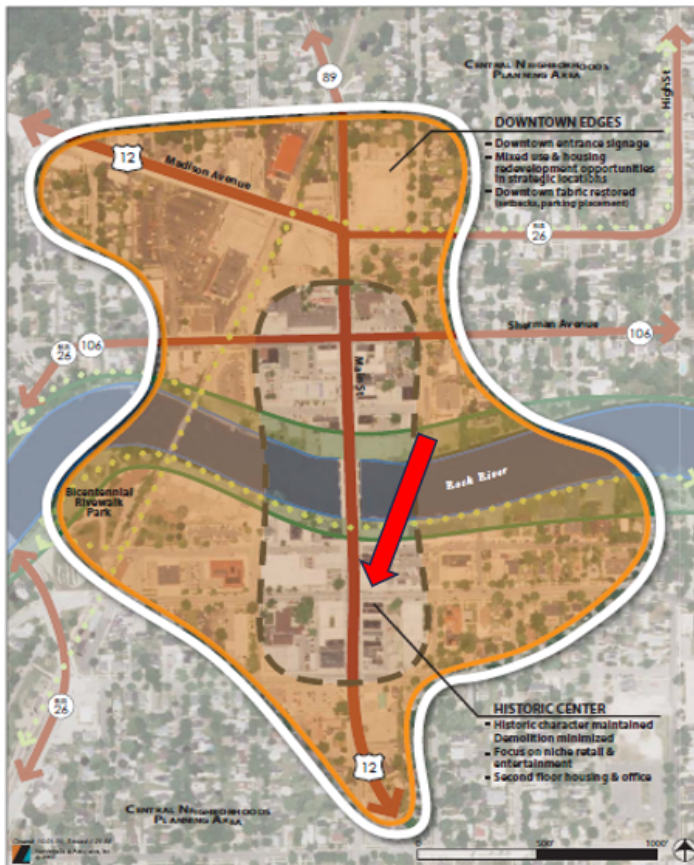
DISCUSSION

Section 15.07.50 & 15.10.43 requires any modifications or work done on structures in the DHMU zoning to be approved by the Plan Commission. In this instance, the code assures that colors chosen, and aesthetic changes made to structures in this zoning are appropriate and will not negatively impact the area. The applicant is proposing to repaint the facade with a new color scheme to enhance the outside appearance of the building. The current brown on the building is proposed to be replaced by the Lehigh Green and will become the most prevalent color of the painted surfaces. The Turquine Blue is a close match to the new awnings that are already in place. The brown that is being proposed as an accent color to closely match the existing mid-century brick facade. It should be noted that the applicant replaced the building awnings ahead of this meeting and without approval from the Plan Commission; however, it should also be noted that the applicant, after being notified, has been receptive to HPC and Staff reviews.

HISTORIC DOWNTOWN PLANNING AREA

FIGURE: 2.17

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



This proposal will give the exterior of the building a new look, maintain the character of the Downtown Historic District and, therefore, is in compliance with the City Comprehensive Plan.

RECOMMENDATION

Staff recommends that the Plan Commission approve the proposed colors and the building awnings that have previously been installed.

ATTACHMENTS

1. SADR Application JM Carpets 2024
2. Certificate of Appropriateness Application JM Carpets 2024
3. JM Carpets Existing Elevations 2024
4. JM Carpets Proposed Elevations 2024

5. JM Carpets Elevations Colors Revised 2024

City of Fort Atkinson Procedural Checklist for Special Area Design Review Requirements per Section 15.07.50 and 15.10.43

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Special Area in the Downtown Historic Mixed Use Zoning District project review and by the City to process the application.

Name, company, and client (if applicable): JIM CARPETS
JERRY MOOREN

Phone number: 9205630820 Email: SENDRICK AT JIMCARPETS

Property location for review: MEY

I Applicability

Actions in the Downtown Historic Mixed-use Zoning District (DHMU) which involve:

- **Renovation Review**
Renovation of the exterior appearance of the property (such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials)
- **Design Alteration Review**
Design alterations of the exterior appearance of the structure (such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage),
- **Project Review**
Modification to the physical configuration of a property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building)

Procedure	Type of Proposal		
	Renovation ¹	Design ²	Project ³
1. Consultation with Zoning Administrator, City Manager, and City Engineer to confirm type of proposal	Yes	Yes	Yes
2. Submit Proposed and Existing Building Elevations	Yes	Yes	Yes
3. Submit Site Plan Application	No	No	Yes
4. Submit Conditional Use Permit Application	No	No	Yes
5. Review by Zoning Administrator and City Staff	Yes	Yes	Yes
6. Review and action by Plan Commission	Yes	Yes	Yes

KEY: **Yes** = Step is required. **No** = Step is not required.

¹Only a replacement to or maintenance of the exterior of a property.

²Only a change in the appearance of a property.

³Modification to the physical configuration of a property, i.e. new building, addition, or demolition

II Application Packet Requirements

The Applicant shall submit ___ electronic or ___ paper copies of the application.

- 1) All applications shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:
 - ☐ A clear depiction of the existing appearance of the property. Clear color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
 - ☐ A clear depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
 - ☐ A written description of the proposed modification, including a complete listing of proposed components, materials, and colors.
 - ☐ Written justification for the proposed alteration consisting of the reasons why the applicant believes the request is in harmony with the building design standards of the Downtown Historic Mixed-Use Zoning District (Section 15.07.50), as applicable.

ONLY Project Review

- 2) All Project Review applications shall be accompanied by the items listed in 1) above, in addition to the application requirements for conditional use permits (15.10.32), unless specifically waived in writing by the Zoning Administrator.
- 3) For all projects involving a new building, or an addition exceeding 100 square feet of gross floor area that reduces or extends a building's footprint or height, a detailed, scaled site plan which provides the following information:
 - ☐ A title block indicating name and address of the current property owner, developer and project consultants.
 - ☐ The date of the original plan and the latest date of revision to the plan.
 - ☐ A north arrow and a graphic scale.
 - ☐ All property lines and existing and proposed right-of-way lines with dimensions clearly labeled.
 - ☐ All existing and proposed easement lines and dimensions with a key provided and explained as to ownership and purpose.
 - ☐ All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
 - ☐ All required building setback lines.
 - ☐ The location, type and size of all signage on the site.
 - ☐ The location, type and orientation of all exterior lighting on the subject property.
 - ☐ The location of all access points, parking and loading areas on the subject property, including a summary of the number of parking stalls and labels indicating the dimension of such areas.
 - ☐ The location of all outdoor storage areas.
 - ☐ The location and type of any green space areas.
 - ☐ The location of existing and proposed drainage facilities.
 - ☐ In the legend, the following data for the subject property: lot area, floor area, impervious surface area, impervious surface ratio, and building height.

- ❑ A detailed landscaping plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.

III Review Process

Renovation Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

Design Alteration Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Design Alteration Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

Project Review proposals shall follow procedures for conditional use permits; refer to Section 15.10.32.

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the project:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The project is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

IV Process Checklist

- | | |
|--|-------------|
| ☐ Staff-Applicant meeting (if applicable) | Date: _____ |
| ☐ Application fee of \$_____ received by City Treasurer | Date: _____ |
| ☐ Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ City Staff input | Date: _____ |
| ☐ Class 2 legal notice sent to official newspaper by City Clerk (if applicable) | Date: _____ |
| ☐ Class 2 legal notice published on _____ (if applicable) | Date: _____ |
| ☐ Notification of neighboring property owners within 100 feet of the petition (if applicable) | Date: _____ |
| ☐ Notification of clerks of municipalities within 1,000 feet of the petition (if applicable) | Date: _____ |
| ☐ Notification of airports within 1 mile of the petition (if applicable) | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action (if applicable) | Date: _____ |

2024 Fees: Renovation Review-\$25 per request

Design Alteration Review-\$50 per request

Project Review- \$200 per request

Dated this 1 day of May, 20 24

Respectfully submitted,

(Signature of Applicant)

CERTIFICATE OF APPROPRIATENESS APPLICATION

Incomplete applications will not be processed for Commission review.

1. HISTORIC NAME OF PROPERTY OR HISTORIC DISTRICT: (if known)

ADDRESS OF PROPERTY:

107 S Main St. Fort Atkinson, WI 53538

2) NAME AND ADDRESS OF OWNER:

Name(s): Jerry Mooren

Address: 628 S. Main St.

City: Fort Atkinson

State: WI

Zip: 53538

Email: service@jmcarpets.net

Telephone number 920-650-7777 or 920-563-0820

3) APPLICANT, AGENT OR CONTRACTOR: (if different from owner)

Name(s): SAME AS OWNER

Address:

City:

State:

Zip:

Email:

Telephone number

4) ATTACHMENTS: (Because projects can vary in size and scope, please visit www.fortpreserves.org for contact information to obtain submittal requirements)

a. REQUIRED FOR MAJOR PROJECTS:

Photographs of affected areas & all sides of the building (annotated photos recommended)

Sketches and Elevation Drawings (1 full size and 1 reduced to 11" x 17" or 8 ½" x 11")

Material and Design Specifications (see next page)

b. NEW CONSTRUCTION ALSO REQUIRES:

Floor Plans (1 full size and 1 reduced to a maximum of 11" x 17")

Site Plan showing location of project and adjoining structures and fences

5) DESCRIPTION OF PROJECT:

Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached.

This application is for

Design Alteration Review: We are requesting approval to change the color of the wood trim on front of the JM Carpets Flooring Design Center brick building. There are no other changes being made to the building. The building does not have historic designations, however it is located in the Downtown Historic Mixed-Use district and complies with Article VII: Exterior Building Design Standards - Section 15.07.50 Special Area

Please refer to the following:

- Current photographs of the front of the building are attached.
- Hand drawing of the front of building noting the location of the proposed colors which are harmonious, simple, and muted. Doorways and windows are detailed.
 - Color Board and Paint Samples - proposed Sherwin Williams paint colors:
 - SW 2808 Rockwood Dark Brown (replaces the current Terra Cotta paint)
 - SW 6545 Majestic Purple (replaces yellow wood trim)
 - SW 6481 Green Bay (replaces brown wood trim)
- Existing Sign: There is no change in color:
 - JM Carpets – remains brown.
 - Flooring - Design - Center – remains white.
- Existing awning meets Section 15.07.50 #10 standards. It is a fixed installation of soft, weather treated canvas. The eggplant colored awning was installed in February 2024, replacing a 25 year old brown awning.

5) SIGNATURE OF APPLICANT:



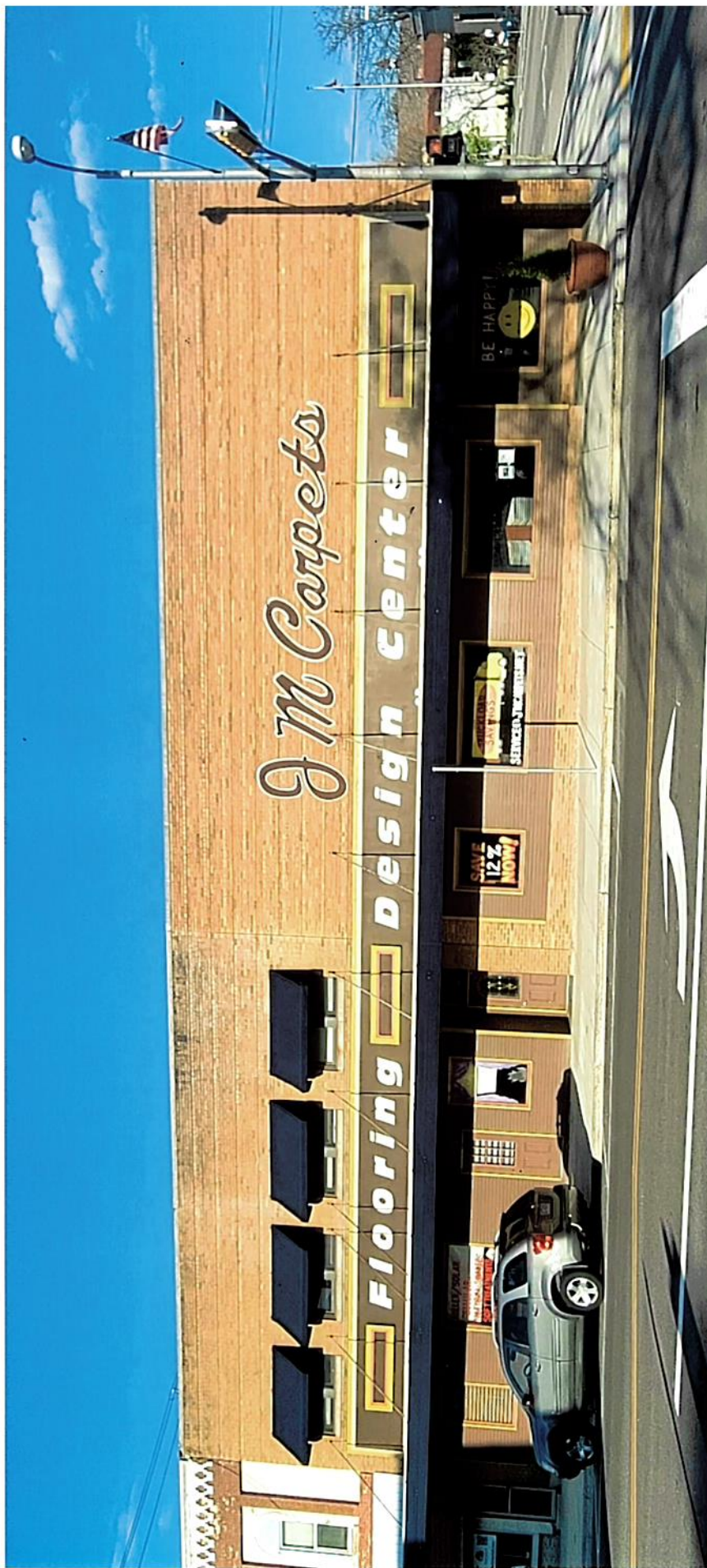
Signature

JERRY MOORE
Please print or type name

Date 5/1/24

This form and all supporting documentation MUST arrive at the City Offices by 12:00 noon on the first Friday of the month. These materials will be considered at the next Historic Preservation Commission Meeting, which are held every second Tuesday. Any information not provided to the City Building Inspector in advance of the meeting will not be considered by the Commission during their deliberation.

The Commission shall make this decision within 45 days of the filing of the application, or the certificate shall be deemed to have been issued.



JM Carpets



Design Center

Flooring

