



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, AUGUST 13, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTvnZlZz09>

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 25, 2024 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/ Finance Director)
- b. Review and possible action relating to the **minutes of the July 9, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible recommendation to the City Council relating to a **Certified Survey Map**, for the property located at 1708 Montclair Pl. (CSM-2024-03) (Draeger)
- d. Review and possible action relating to a **Site Plan Review-Signage for Dan's Washboard Laundry**, for the property located at 420 Mechanic Street. (SPR-2024-05) (Draeger)
- e. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for 611 E. Sherman Ave., 403 McMillen Street, 615 N. Fourth Street, 609 N. Fourth Street, 603 N. Fourth Street, and Existing Fourth Street Right of Way

(CSM-2024-04) (Selle)

4. Adjournment

Date Posted: August 9, 2024

Plan Commission Members: Chairperson Rebecca Houseman; Secretary Andy Selle; Council Representative Eric Schultz; and Commissioners Roz Highfield, Jill Kessenich, Loren Gray 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 25, 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: Chairperson Manager Houseman, Engineer Selle, Council Rep Schultz, Commissioners Highfield, Kessenich, Hough and Schull. Also present: City Attorney, City Clerk/Treasurer/Finance Director, Building Inspector and Museum Director.

3. New Business

*a. Review and possible action relating to the **minutes of the June 11, 2024 Plan Commission meeting (Ebbert)***

Highfield moved, seconded by Kessenich to approve the minutes of the June 11, 2024 Plan Commission. Motion carried.

*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)*

Inspector Draeger presented the submission from Oak Tree Child and Family Services for 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'. 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.

Hough moved, seconded by Kessenich to approve the Site Plan Review for signage at Oak Tree Child and Family Services, 511 Madison Ave. Motion carried.

*c. Review and possible action relating to a **Special Area Design Review** for JM Carpets, 107 S. Main St. (SADR-2024-04) (Draeger)*

Inspector Draeger reviewed 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. 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 Turquoise 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.

Schultz moved, seconded by Highfield to approve the Special Area Design Review for JM Carpets, 107 S. Main Street. Motion carried.

4. Adjournment

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

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JULY 9, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Commissioners Hough, Highfield, Kessenich, Shull, Council Rep Schultz, Manager Houseman and Engineer Selle. Also present: City Clerk/Treasurer, City Attorney, Building Inspector, Park & Recreation Director and Park & Recreation Supervisor.

3. New Business

*a. Review and possible action relating to the **minutes of the regular June 25, 2024 Plan Commission meeting***

No action was taken.

*b. Review and possible recommendation to the City Council on a **Public Monument Review - World War II Memorial at McCoy Park, 1202 Madison Avenue (PMR-2024-02) (Dayton)***

Park & Rec Director Dayton provided that a donor has requested to install a proposed World War II monument located in McCoy Park. This type of request requires Plan Commission and City Council review and approval through the Public Monument/Building Review process. Multiple locations within the park were reviewed with final recommendation of installation on the Northeast corner of the property. This location was most suitable because of its elevation and existing slope. The statue would be installed using a peg and slot system. The statue will have four 1" rods attached to the underside of the base. The four rods will slide into four corresponding 1.5" holes drilled into the granite base and concrete footing. An adhesive will secure the statue to the base and prevent water from getting between the statue and the base. Six light fixtures will be installed flush to the ground, using a consistent design like the other existing statues in the park. Uplighting will provide illumination during the evening hours. A 4' deep concrete footing will be installed under the statue and stone base to help support the monument's weight.

Hough moved, seconded by Highfield to recommend that the City Council approve this

request for a Public Monument/Building Review allowing the installation of the World War II memorial at McCoy Park. Motion carried.

- c. *Review and possible recommendation to the City Council on **Public Monument Review - Batting Cage Project at Jones Park, 615 Janesville Avenue (PMR-2024-03) (Dayton)***
Park & Recreation Supervisor Yanke presented a proposal in conjunction with the Fort Atkinson Generals for a new batting cage to be located in Jones Park. Currently, Jones Park does not have a permanent batting cage on site. The Fort Atkinson High School team installs a temporary batting cage each season with the expectation that it will only be used and maintained by their staff. The temporary system is not astatically pleasing and loses tension often, requiring it to be set back up. There are four user groups in the City that utilize the Jones Park baseball diamond. There is unanimous support from the user groups for the installation of a permanent structure that can be utilized by all parties, and the greater community overall. The Parks and Recreation Department maintains all the existing batting cages within the parks system. Landscaping responsibilities include mowing and weed whipping around trees and signs. This new monument will not add any additional landscaping maintenance to the department.

Schultz moved, seconded by Shull to recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the batting cages at Jones Park. Motion carried.

- d. *Review and possible recommendation to the City Council relating to a three-lot **Certified Survey Map** for the unaddressed property located on the 1400 block of Lakeview Drive (CSM-2024-02) (Draeger)*
Building Inspector Draeger stated that the City's Zoning Ordinance was adopted in October 2020 and created new residential zoning designations that promote in-fill development by allowing smaller lots and higher density. This proposed three-lot Certified Survey Map creates three smaller lots from two larger lots created under a previous code. The proposed CSM will use the combined square footage of the existing two lots and equally divide the space to create three lots of the same SR-5 Zoning designation as the existing two lots, requiring no Zoning Map Amendment.

Kessenich moved, seconded by Schultz to recommend the City Council approve this preliminary Certified Survey Map creating 3 SR-5 lots from the original 2 lots. Motion carried.

- e. *Review and possible action on a **Site Plan Review for DG Market** to be located on the property along the 1400 block of Janesville Avenue, parcel number 226-0514-0931-012 (SPR-2024-03) (Draeger)*
Building Inspector Draeger introduced the submission from Dollar General who is proposing to develop a new 12,480 square foot retail building on the 1-acre northern outlot located near the CubeSmart Self Storage property, which was the former Shopko shopping center complex. The property is currently a paved parking area that remains from its former use. The proposed development includes a new retail building, paved parking/access area, paved loading area, stormwater management, and landscaped area.

No Janesville Avenue access changes are proposed, as the existing driveway serving the CubeSmart Self Storage building will remain in place. Vehicle, pedestrian, and bicycle access to the property will come from the south side of the property into the site. Other components of the Site Plan include a new sidewalk extension parallel to Janesville Avenue extending from the cemetery to the southern property line, 31 new vehicle parking stalls located between Janesville Avenue and the proposed new retail building, a new loading area south of the proposed retail building, outdoor lighting within the parking area and around the new building, fencing along the northern property line, stormwater management in the southwest corner of the property, retaining wall along the south property line, and landscaping in front of the building and parking area facing Janesville Avenue.

Dennis Meekhof - Mann Construction spoke on exterior bolts that would be placed for seasonal banners.

A representative from Dollar General addressed the Plan Commission on the retention wall, related expenses for building materials and the requirement of Class 1 materials. A statement was made that DG is struggling with the costs of Class 1 materials that were reviewed prior to Plan Commission with Staff.

Engineer Selle moved, seconded by Highfield to recommend approval of the Site Plan, subject to the following conditions:

- Waive the requirement for the maximum driveway size because the Zoning Ordinance only requires the 24-foot maximum at the access point to the right-of-way and the proposed development does not take access directly from the right-of-way.
- Accept the landscaping plan as shown with the required total number of points being met for Yards using plantings within the stormwater management area.
- Require the applicant to provide signage plans (if desired) that meet the requirements of the Zoning Ordinance, subject to approval by the Plan Commission. A signage plan will return for Plan Commission approval.
- Require submittal of new sidewalk layout, water and sanitary layout and details, as well as copy of recorded stormwater maintenance agreement as noted above
- Any other recommendations from City staff and the Plan Commission.

Manager Houseman stated that Class 1 materials are required as part of the Zoning Ordinance and are required for this zoned property. Engineer Selle stated many projects occurring in the City are utilizing Class 1 materials. The proposed building will be located in the Janesville Avenue corridor.

Manager Houseman called for the vote. Motion carried 7-0 in favor.

4. Adjournment

Kessenich moved, seconded by Schull to adjourn. Meeting adjourned at 5:00 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director



Preliminary CSM Review REPORT TO THE PLAN COMMISSION

DATE: August 13, 2024
PROPERTY ADDRESS: 1708 Montclair Pl.
PARCEL NUMBER: 226-0614-3234-026
OWNER: Tempo Designed Homes LLC
APPLICANT: Aeryn Barry

FILE NUMBER: CSM-2024-03
EXISTING ZONING: DR-8 Duplex
PROPOSED ZONING: No Change
EXISTING LAND USE: Under Construction
REQUESTED USES: Duplex

BACKGROUND

Aeryn Barry and Samantha Tiry of Tempo Designed Homes previously brought a Preliminary CSM Review and Zero Lot Line division of an adjacent lot before the Plan Commission on June 27, 2023. Construction has begun on the proposed site with the utilities designed to be separated per city requirements.

REQUEST OVERVIEW

Property owner Aeryn Barry has requested a two-lot Certified Survey Map for the parcel located at 1708 Montclair Pl.

The property owner would like to separate the existing DR-8 Duplex Residential lot into two separate lots allowing the construction of a twin house using the zero-lot line zoning mechanism.

Public Notice is not required.

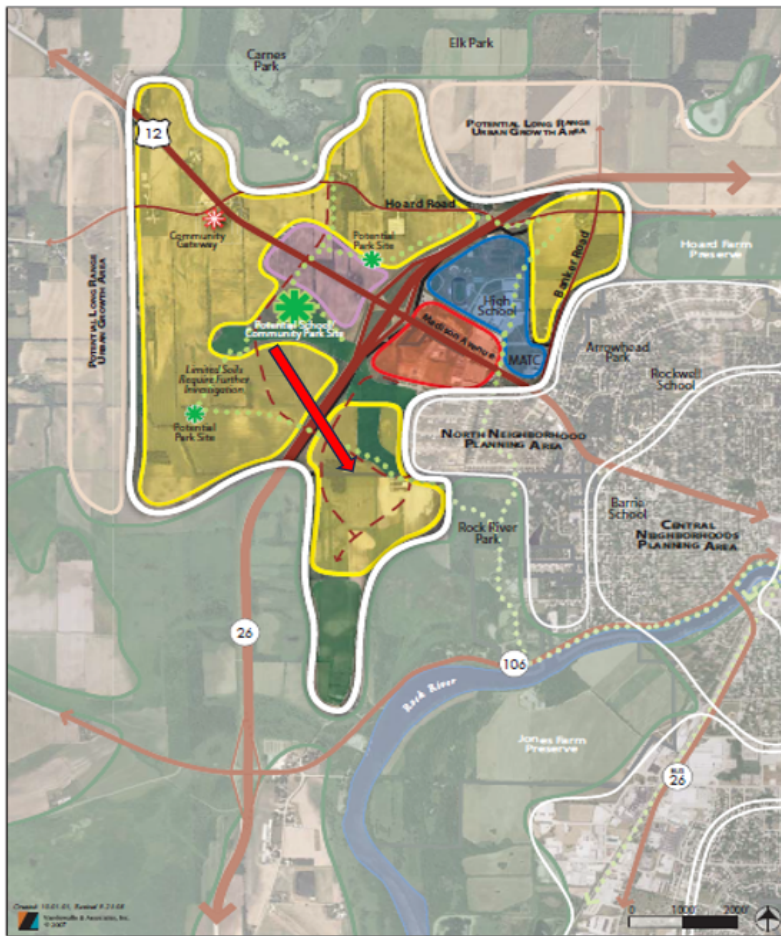
DISCUSSION

The current parcel is in the Northwest Quadrant Planning Area. The current and proposed properties are and will remain in concert with the City of Fort Atkinson Comprehensive Plan which shows this area as a residential neighborhood.

NORTHWEST QUADRANT PLANNING AREA

FIGURE: 2.12

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



The current zoning of DR-8 Duplex Residential allows the proposed changes to parcel #226-0614-3234-026. This would in turn allow for a zero-lot line twin house to be constructed. A Twin House is a permitted right in the DR-8 Zoning District. There is currently a duplex being built on the parcel using the existing plat. The division of the lot will allow for the owner of each side of the twin homes to own and maintain their half of the existing lot, also Section 15.03.06 (6) states that each twin house must provide a separate public water lateral, sanitary sewer lateral, and electric service to each of the two dwelling units, these requirements were planned by the applicant prior to the start of construction, in anticipation of this application. Lastly, the preliminary Certified Survey Map that was submitted is missing a few requirements listed in Section 70.06.03 of the City of Fort Atkinson Land Division Ordinance.

- CSM must include the owner's email and phone number.
- CSM must label adjacent lands west and south of the proposed lots as Unplotted Land
- CSM must show all existing setback lines and reference to the current zoning document made
- CSM should include location of water and sewer service
- CSM should show the location of the water and sewer laterals serving each lot

These items are minor and easily added.

RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map. Contingent on the inclusion of the following:

- A joint maintenance agreement for the roof, shared wall of the house, and any shared portion of the sanitary lateral to be recorded on each parcel
- Addition of the missing information required in Article VI, Section 70.06.03 – CSM Requirements, of the City of Fort Atkinson Land Division Ordinance.

ATTACHMENTS

1. 1708 Montclair CSM Application
2. 1708-1710 Montclair CSM



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

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): Aelyn Barry & Samantha
Tiny DT Designed Homes LLC, previously Tempo Designed Homes LLC
Phone number: 608-480-3625 Email: Aelynbarry@yahoo.com

OWNER Name, company, and client (if applicable): Aelyn Barry & Samantha
Tiny DT Designed Homes LLC, previously Tempo Designed Homes LLC
Phone number: 608-480-3625 Email: tempodesignedhomes@gmail.com

Postal address for proposed CSM: 1708 Montclair Pl.
Fort Atkinson, WI
53538

Parcel Identification Numbers Involved: 226-D614-3234-0216

Brief description of proposed division or combination and purpose: Proposal to create a zero-lot line for duplex,
resulting in 2 addresses & 2 tax parcels.

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☐ A map of the subject property to scale depicting:
 - ☐ All lands and boundaries for the parcel(s)
 - ☐ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☐ All lot dimensions of the subject property.
 - ☐ A graphic scale and a north arrow.
- ☐ Legal Description
- ☐ All easements, setbacks or land restrictions on the parcel(s)



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II Process Checklist

- ☐ Application fee of \$100 plus \$10 per additional lot received by City Treasurer Date: _____
(Maximum \$500) Date: _____
- ☐ Receipt of complete application packet by Zoning Administrator Date: _____
- ☐ City Staff Review Date: _____
- ☐ Plan Commission Public Hearing, review and recommendation Date: _____
- ☐ City Council review and action

Dated this 2nd day of July, 20 24

Respectfully submitted,

Barry
(Signature of Applicant)



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

CITY OF FORT ATKINSON
COST RECOVERY AGREEMENT

The City of Fort Atkinson may retain the services of **professional consultants** (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an **agreement to pay for such professional services** applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

Applicant Name: Denyn Barry

Project Name: 1708-Montclair

Project Address: 1708 Montclair Pl.
Fort Atkinson, WI 53538

Parcel Number: 2216-0614-3234-0216

Dated this _____ day of _____, 20____.

Agreement signed and entered into by:

The City of Fort Atkinson

City Manager

Property Owner Information:

Applicant Information (if different): Same

Owner Name: Denyn Barry

Applicant Name: _____

Owner Signature: [Signature]
Address: 700 Merlot Ln. Cambridge, WI 53523

Applicant Signature: _____

Phone Number: 1608-480-3625

Phone Number: _____

Email Address: Denynbarry@yahoo.com Email Address: _____



BIRRENKOTT SURVEYING

P.O. Box 237

1677 N. Bristol Street

Sun Prairie, WI. 53590

Phone (608) 837-7463

Fax (608) 837-1081

CERTIFIED SURVEY MAP

Lot 39, Crescent Beauty Farms,

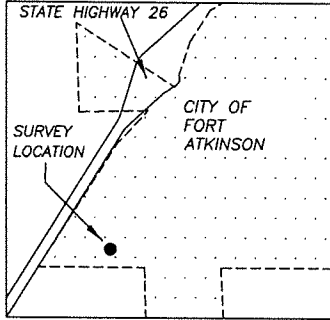
Located in the Southeast 1/4 of

the Southwest 1/4 of Section 32,

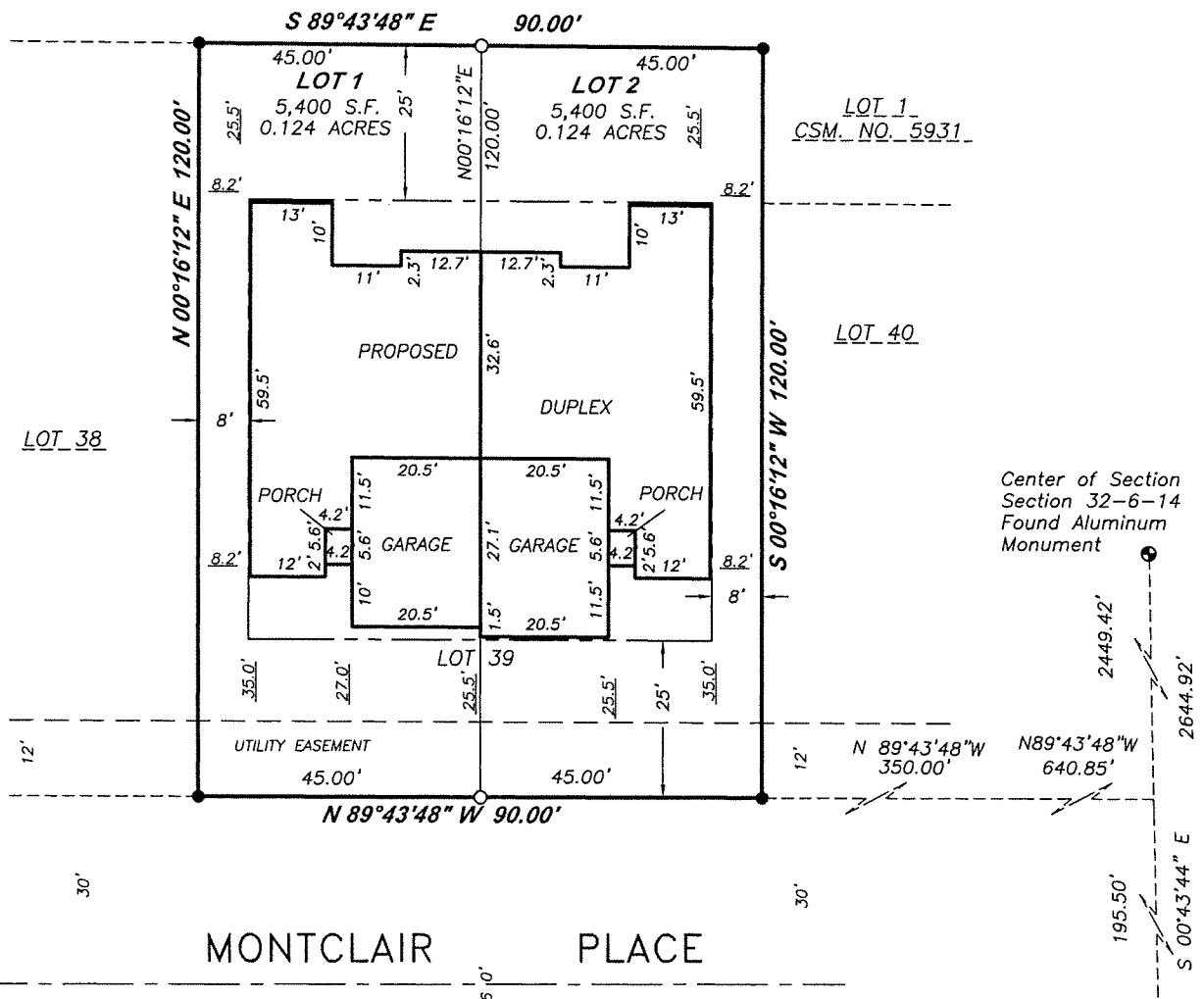
T6N, R14E, City of Fort Atkinson,

Jefferson County, Wisconsin.

LOCATION INSET



LOT 1
CSM. NO. 5931



Legend:

- = Section Corner
- = Found 3/4" Iron Pipe
- ⊙ = Found 1 1/4" Iron Bar
- = 3/4"x24" Iron Bar set
wt.=1.50#/ln.ft.



Bearings referenced to the
East line of the Southwest 1/4
of Section 32, bearing
S00°43'44"E

South 1/4 Corner
Section 32-6-14
Found Aluminum
Monument

CERTIFIED SURVEY MAP NO. _____

0 30 60
SCALE 1" = 30'

Sheet 1 of 3
Office Map No. 240571



CERTIFIED SURVEY MAP

**Birrenkott
Surveying**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Lot 39, Crescent Beauty Farms,
Located in the Southeast 1/4 of the
Southwest 1/4 of Section 32, T6N,
R14E, City of Fort Atkinson,
Jefferson County, Wisconsin.

I, Chris K. Casson, hereby certify that this survey is in compliance with the Wisconsin Administrative Code, Chapter A-E7, Chapter 236.34 of Wisconsin Statutes and Chapter 15.04 of Jefferson County Ordinance. I also certify that by direction of the owners listed hereon, I have surveyed and mapped the lands described below:

Lot 39, Crescent Beauty Farms, Located in the Southeast 1/4 of the Southwest 1/4 of Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin.

and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

Chris K. Casson
Wisconsin Professional Land Surveyor No. S-3264.

Owners Certificate:
As owner, Tempo Designed Homes LLC, It hereby certifies that it has caused the lands described on this Certified Survey Map to be surveyed, divided and mapped as shown on this Certified Survey Map. It also certifies that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: City of Fort Atkinson.

Tempo Designed Homes LLC

Aeryn T. Barry, Owner

State of Wisconsin)
Jefferson County ss) Personally came before me this _____ day of _____, 2023, the above-named Aeryn T. Berry, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Jefferson County, Wisconsin My Commission Expires _____

Printed name

Notes: Utilities Easement: No poles or buried cables are to be placed on any lot line or corner.
The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
Wetlands, if present or in close proximity, have not been delineated.
This survey is subject to any and all easements and agreements both recorded and unrecorded.
Refer to building site information contained in the Jefferson County Soil Survey.
No guarantee is made for below-ground structures.
Current Zoning of DR-8 per City of Fort Atkinson.

Surveyed For:
Aeryn Barry
700 Merlot Lane
Cambridge, WI 53523
608-480-3625
aeryndeering@gmail.com
Surveyed: TAS
Drawn: BTS
Checked: CKC
Approved: CKC
Tape/File:
J:\2023\CARLSON
 Sheet 2 of 3
Office Map No.: 240571



CERTIFIED SURVEY MAP

Birrenkott Surveying

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Lot 39, Crescent Beauty Farms,
Located in the Southeast 1/4 of the
Southwest 1/4 of Section 32, T6N,
R14E, City of Fort Atkinson,
Jefferson County, Wisconsin.

City of Fort Atkinson Approval Certificate

This Certified Survey Map, is hereby approved for recording by the City of Fort Atkinson.

Michelle Ebbert, City Clerk
City of Fort Atkinson

Dated

Surveyed For:

Aeryn Barry
700 Merlot Lane
Cambridge, WI 53523
608-480-3625
aeryndeering@gmail.com

Surveyed: TAS
Drawn: BTS
Checked: CKC
Approved: CKC
Tape/File: J:\2023\CARLSON
Sheet 3 of 3
Office Map No.: 240571



Site Plan Review REPORT TO THE PLAN COMMISSION

DATE: August 13, 2024
PROPERTY ADDRESS: 420 Mechanic St
PARCEL NUMBER: 226-0514-0411-040
OWNER: Bryan Spangler
APPLICANT: Bryan Spangler

FILE NUMBER: SPR-2024-05
EXISTING ZONING: UMU
PROPOSED ZONING: No Change
EXISTING LAND USE: Commercial Laundry
REQUESTED USES: No Change

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

The subject property is located at 420 Mechanic St. and is the site of Dan's Washboard Laundry, a Fort Atkinson business for many years. The company is proposing to replace the current Banner Sign that faces Mechanic Street with a new Permanent Wall Sign on the building's Western facade. The current Banner Sign is classified as a Temporary Sign that is permitted without approval on a short-term basis; however, the Banner sign has been in place longer than the allowed 30-day period. Replacing the existing sign with a Permanent Sign would bring the building signage into conformity.

The Sign Code requirements for Wall Signs are documented below.

1 sign per exterior wall, plus 1 per customer entry	Met: 1 sign per wall
Maximum size = Each business is allowed a minimum of 40 sq ft of wall sign or 1 sq ft of sign per 1 linear ft of facade	Met: Western Facade: Wall sign proposed = 49 sq ft Western Facade length = 50 ft
Shall not extent 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, internal or gooseneck lighting	Met: Internal lighting proposed

Shall be a minimum of 8 ft above the sidewalk	Met: The proposed signage would be mounted above the door and windows below the roof edge.
Shall project a maximum of 12 in. from the front façade face of the building	Met: Proposed 6 in.
Sign must be designed of materials harmonious with the building and site	Met: Sign will use a blue and white theme to match existing blue and white facade.

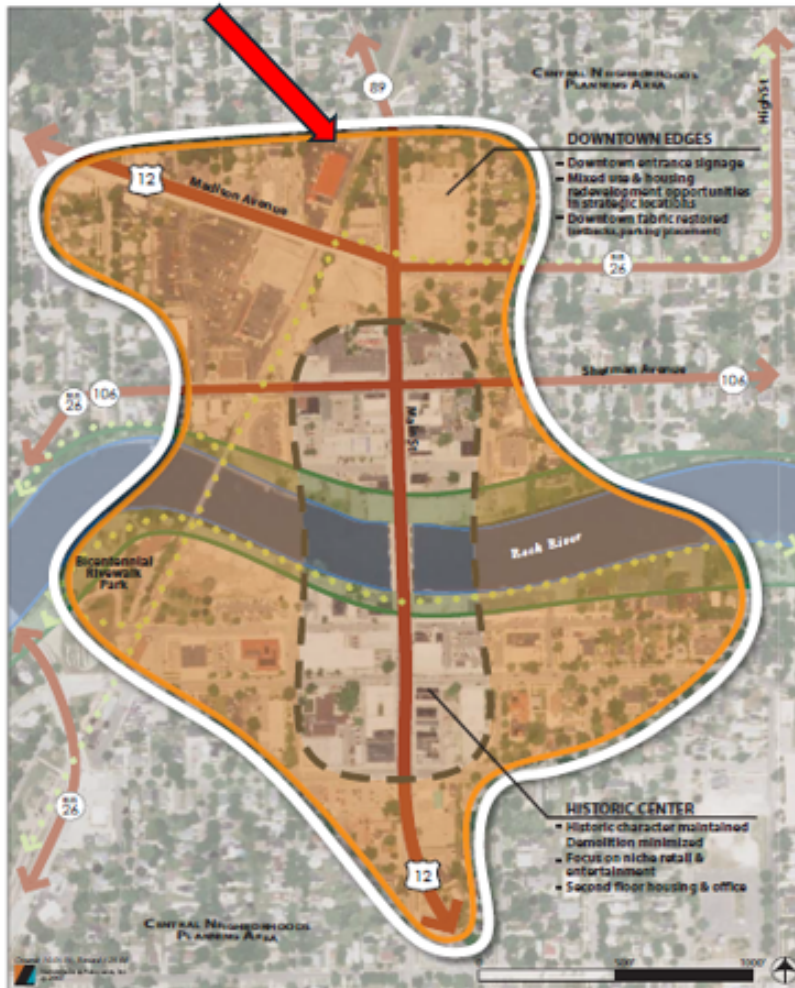
No public notice is required for a Wall Sign Review

DISCUSSION

The subject parcel lies on the edge of the Historic Downtown Planning Area and is identified as Downtown within the Plan. The opportunities indicated in the Plan include; River orientation & Riverwalk, Diverse entertainment, arts & dining, Growing housing opportunities, Continued building rehabilitation, Broad range of specialty shops with regional draw, Community events & gatherings, Compatible design & sign control at commercial edges. The proposed signs matches the existing character of the building and its surroundings. Replacing the banner sign brings the building signage into conformity. No land use change is proposed. Staff believes the proposal is in concert with the Comprehensive Plan.

HISTORIC DOWNTOWN PLANNING AREA

FIGURE: 2.17
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 sign as proposed.

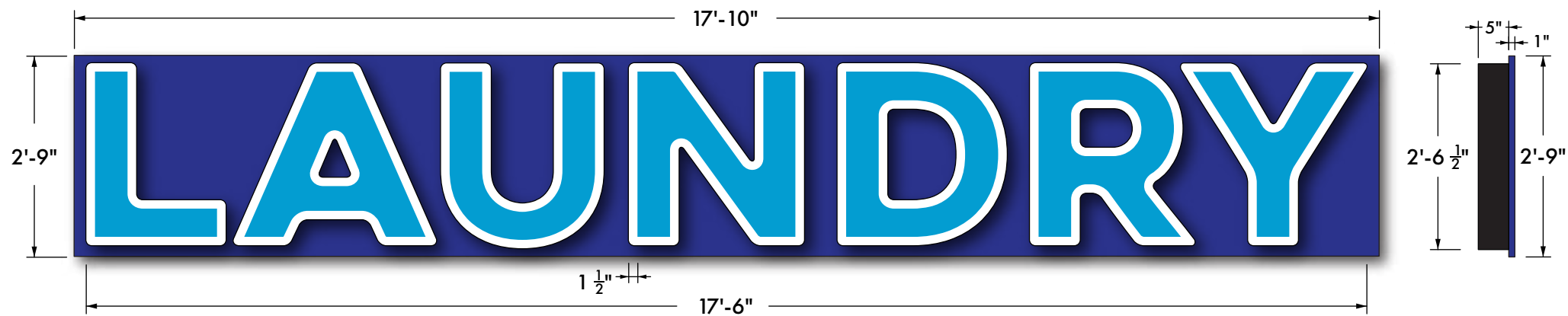
ATTACHMENTS

1. Existing temporary sign

2. New Signage Plan 7.3.24
3. Zoning Application 7.3.24



CHANNEL LETTERS SPECIFICATIONS



- 3M 3630-57 Olympic Blue
- PMS 072c Blue

SECTION A

Drawing Scale: 1/2" = 1'
As shown on a 17" x 11" Tabloid



Night view



Remove existing banner and scrap

DESCRIPTION

A

LETTERS : Faces - 3/16" translucent "white" acrylic with 1" Black trimcap
Returns - .040 x 5" tall returns, "Flanged & Crimped" construction seams sealed, drain holes
Backs - .040" aluminum

BACKER : Fabricated 1" square aluminum tube frame, vertical stringers, .090" aluminum faces

GRAPHICS : 3M 3630-57 Translucent die cut vinyl

FINISHES : Interiors prefinished "white"
Exteriors prefinished Wrisco "Black"
Backer to match PMS 072c Blue

LIGHTING : Internally lit using Hanley PF3120 White LED modules

ELECTRICAL : 120v, UL Listed and Labeled, 12v Hanley power supplies remote mounted inside building

Survey Needed
Detailed survey of existing location required prior to beginning manufacturing.

VOLTAGE
☒ 120 Volts
☐ 277 Volts



This original and unpublished design is copyrighted and the exclusive property of JNB Signs, Inc. and is not to be exhibited, copied or reproduced in whole or in part without written permission.

CLIENT :
Dan's Washboard Laundry

JOB LOCATION :
Fort Atkinson, WI

SALESMAN :
Carson Henning

DESIGNER :
Gary

REVISION HISTORY :
Initial Drawing Release

A	DATE	REQUESTED BY	UPDATED BY
	9-18/23	CH	GS

B	DATE	REQUESTED BY	UPDATED BY

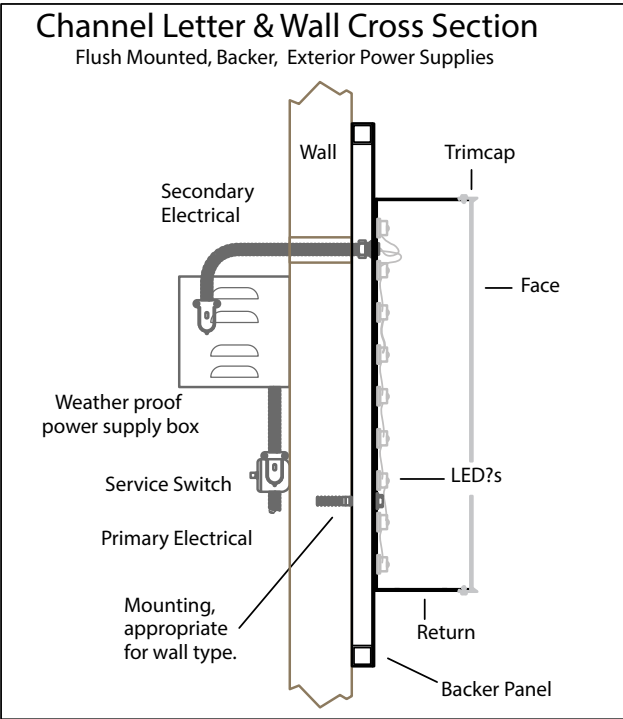
C	DATE	REQUESTED BY	UPDATED BY

D	DATE	REQUESTED BY	UPDATED BY

PRODUCTION APPROVAL :	
INITIAL	DATE

CLIENT SIGNATURE :	
	DATE

10159-01a
Revision 00
9-18/23



New letters installed



City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538
920-397-9901

City of Fort Atkinson Zoning Permit Application

Permit #: _____ Permit Fee: \$25/\$50/\$100
Owner(s) Name: Bryan Spangler Contractor Name: JNB Signs Inc.
Mailing Address: 420 Mechanic St Mailing Address: 1221 W Venture Dr
Fort Atkinson, WI, 53538 Janesville, WI, 53546
Phone number: 608-220-1865 Phone number: 608-530-8036
Email: fortatkinsonhardwarebryan@gmail.com Email: chenning@jnbsigns.com
Property Information:
Parcel Number: 226-0514-0411-040 Property/Site Address: 420 Mechanic St
Acreage: 1.55 Fort Atkinson, WI, 53538
Zoning District (s) UMU

Please list all structures to be covered by this permit

A. Required Work Is:

- ☐ Dwelling
☐ Dwelling Addition
☐ New Accessory Structure
☒ Commercial/Industrial
Other _____
☐ Request Change of Allowable Use (No New Structures)

B. Type of Structure

(List Dimensions)

- ☐ Dwelling
☐ Porch
☒ Sign
☐ Fence
☐ Addition

- ☐ Garage
☐ Storage Building
☐ Farm Building
☐ Other

Explain "Addition" Wall Sign
New Channel Letters to
replace existing banner

Explain "Other" _____

Construction Details:

Proposed Start Date: _____

Existing:

Livable Area (Sq. ft.): _____

Number of Bedrooms: _____

Market value of new construction:
\$ 57,476.97

New:

New (total): 49.04 sq. ft.

New (total): _____ sq. ft.

Required Setbacks (Proposed)

Right of Way _____ Side (1) _____ Side (2) _____ Rear _____

Wetlands _____

Owner signature: Bryan Spangler

Date: 7-2-2024

Owner Printed Name: Bryan Spangler

Attach a plot plan drawing showing all existing and proposed structures and stake out proposed structures onsite. All lot lines are to be marked prior to the start of the project. This form is not valid unless authorized by the Building/Zoning Administrator.

Zoning Permit Application

Page 1 of 1



CERTIFIED SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: August 13, 2024

FILE NUMBER: CSM-2024-04

PROPERTY ADDRESS: 611 E. Sherman Ave., 403
McMillen Street, 615 N. Fourth Street, 609 N. Fourth
Street, 603 N. Fourth Street, and Existing Fourth Street
ROW

EXISTING ZONING: Institutional

PARCEL NUMBERS: 226-0514-0321-020, 226-0514-0321-
011, 226-0514-0321-012, 226-0514-0321-004, 226-0514-
0321-003

PROPOSED ZONING: Institutional

OWNER: Fort Healthcare

EXISTING LAND USE: Indoor Institutional

APPLICANT: Fort Healthcare

REQUESTED USES: Indoor Institutional

BACKGROUND

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

BACKGROUND ON SITE:

Over the past several years, there have been multiple proposed and approved changes in and around the Fort Healthcare Hospital campus. These include:

- A Comprehensive Plan Amendment, Subdivision Plat, and Rezoning related to Fort Healthcare's off-site parking lot and former off-site clinic east of McMillen Street (single-family home relocation).
- The vacation of City right-of-way along Fourth Street between Armenia Street and McMillen Street.
- A Site Plan related to the reconfiguration of the parking lot on the south side of the hospital building near the intersection of McMillen Street and Sherman Avenue.
- A Site Plan related to the façade improvements on the south end of the hospital building facing Sherman Avenue.
- Signage Plans related to the new north parking lot, reconfigured south parking lot, and campus-wide wayfinding.
- A Site Plan related to the expansion of the existing northern parking lot on the hospital campus site that includes the properties within the proposed CSM today.

REQUEST OVERVIEW



Fort Healthcare owns a 9.6-acre site that includes the main hospital campus at 611 E. Sherman Avenue. Additionally, there are four former single-family home sites on the north side of Fourth Street that are all owned by Fort Healthcare.

The Certified Survey Map (CSM) proposes to combine the larger hospital campus site with the vacated right-of-way (former Fourth Street) and the four former single-family home properties. This includes existing parcel numbers:

- 226-0514-0321-020 (hospital site)
- 226-0514-0321-011 (former single-family home site)
- 226-0514-0321-012 (former single-family home site)
- 226-0514-0321-004 (former single-family home site)
- 226-0514-0321-003 (former single-family home site)
- North Fourth Street right-of-way between Armenia Street and McMillen Street (vacated)
- Portion of the Southwest Corner of McMillen Street and North Fourth Street right-of-way (vacated)

CSM REVIEW:

The proposed Certified Survey Map is planned to combine the five existing parcels (hospital campus property and four single-family properties) and existing Fourth Street right-of-way together to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because all of the properties are under the same ownership and contiguous with site improvements. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the lots into one so that these standards can be met under the Institutional zoning district.

Requirement	City Standard	Proposed
Lot Area	10,000 sf	11 acres (480,000 sf)
Minimum Lot Width	60 feet	350 feet
Minimum Lot Depth	120 feet	1,000 feet
Minimum Lot Frontage at ROW	30 feet	>30 feet on all sides

PUBLIC NOTICE:

Public Notice is not required.

COMPREHENSIVE LAND USE PLAN (2019):

The subject parcels are located within the Healthcare Center Planning Area (see Attachments) and are identified as Medical Campus within the Plan. The opportunities indicated on the Plan include healthcare expansion balanced with neighborhood preservation and access and wayfinding improvements.

The hospital campus parcel is also shown as Health Facilities on the Future Land Use Map. This designation includes a range of small to large-scale buildings for hospital, specialty facilities, clinics, campuses, and other related quasi-public uses. The four existing single-family home parcels are shown as Community Facilities on the Future Land Use Map. This designation includes larger-scale public buildings, power substations, schools, churches, and similar public and quasi-public uses.

The proposed CSM to combine the properties into one is consistent with the Comprehensive Plan.

DISCUSSION

Fort Healthcare is focused on retaining and consolidating as many services as possible to their main hospital campus. The proposed CSM is consistent with that long-range plan and the various approvals related to the Fort Healthcare properties over the past several years.

Overall, the proposed CSM meets the requirements of the City's ordinances and is in alignment with adopted City plans.

The City's Management Team has reviewed the application and all comments have been included within this document.

RECOMMENDATION

City staff recommends approval of the CSM, subject to the following conditions:

- Fort Healthcare compliance with all of the conditions of approval previously applied to the various approved site improvements.
- Prior to signature an easement should be added for City Utilities under the former 4th St corridor. The easement will be drawn up by the City of Fort Atkinson, referenced on the CSM and recorded with the County.

- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS

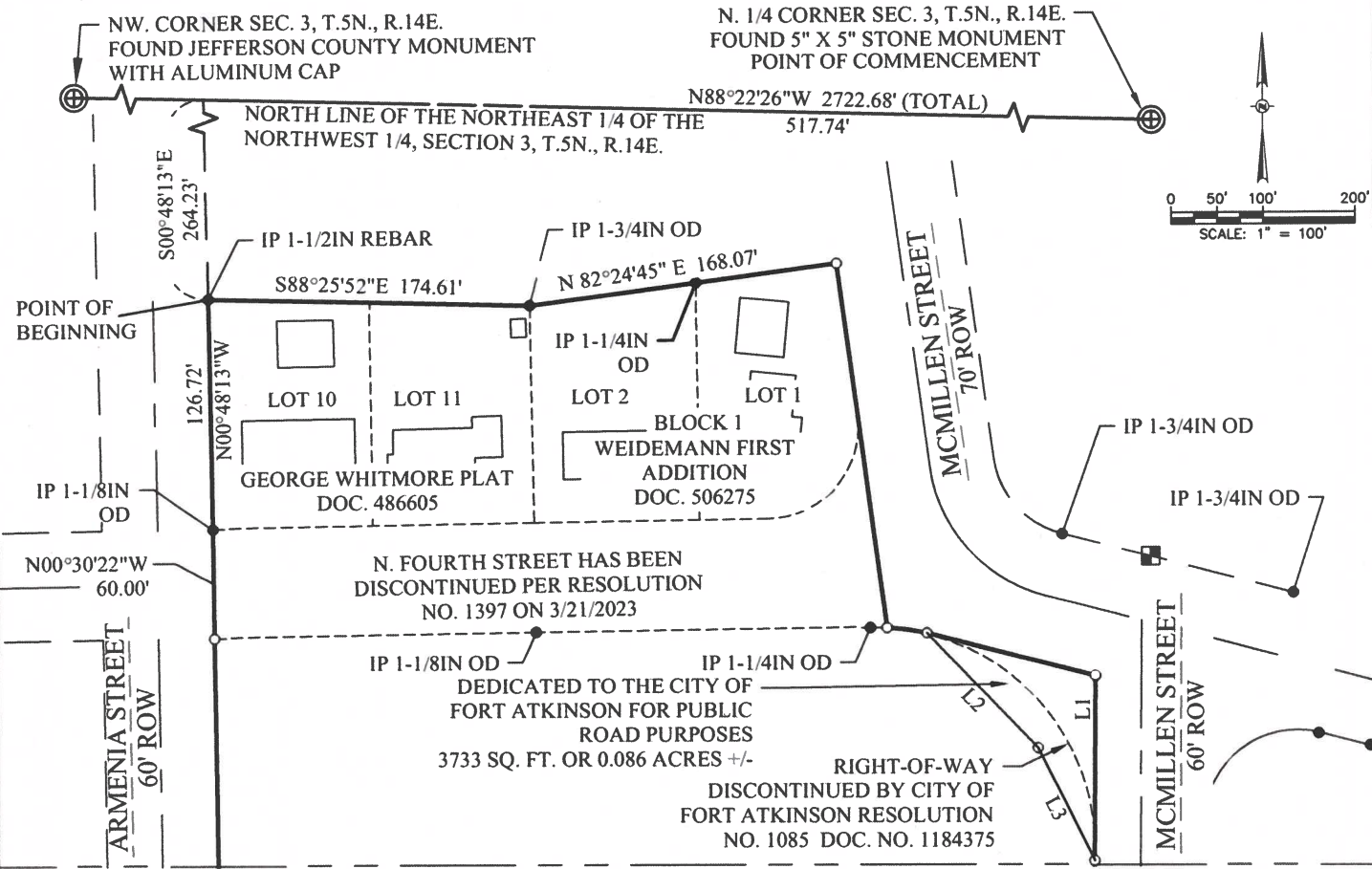
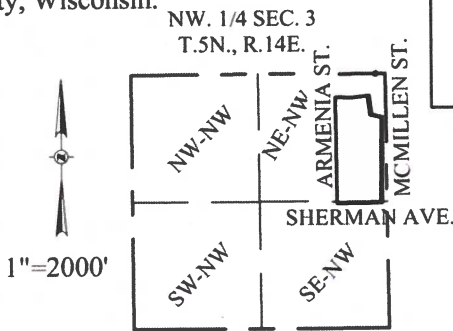
1. Fort Healthcare CSM
2. Future Land Use Map
3. Healthcare Planning Area Map

CERTIFIED SURVEY MAP NO.

Lots 1 and 2, Block 1 and vacated Lots 2, 3, and 4, Block 2, of Weidemann First Addition, Lots 10 and 11, and vacated Lots 12, 13 and 14 of George Whitmore Plat, part of discontinued North Fourth Street, part of McMullen Street and part of Government Lot 3 all in the Northeast 1/4 of the Northwest 1/4 of Section 3, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

GRAEF

275 West Wisconsin Avenue
Suite 300
Milwaukee, WI 53203-3318
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com



MATCH LINE SEE SHEET 2

CURVE TABLE							
CURVE #	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD LENGTH	TAN. IN	TAN. OUT
C1	10°25'18"	120.00'	21.83'	S82°15'45"E	21.80'	S87°28'24"E	S77°03'06"E

REFERENCE BEARING

Bearings are based on the North line of the Northeast 1/4 of the Northwest 1/4 of Section 3, T5N R14E which bears S88°22'26"E and is referenced to WISCRS (Wisconsin Coordinate Reference Systems) NAD83 (2011).

OWNERS

Fort Memorial Hospital Association,
a Wisconsin Corporation

Fort Atkinson Memorial Health Services, Inc.
n/k/a Fort HealthCare, Inc.

ABBREVIATIONS

ROW RIGHT-OF-WAY

LINE TABLE

LINE #	BEARING	DISTANCE
L1	S00°22'12"W	94.16'
L2	S43°46'48"E	87.10'
L3	S26°28'32"E	68.69'

LEGEND

- FOUND 1-1/2" OD IRON PIPE (UNLESS OTHERWISE NOTED)
- 3/4" X 24" REBAR SET 1.50 LBS/LINEAL FOOT
- FOUND 2.5" BRASS CAP IN CONCRETE
- FOUND 60D NAIL
- LOT LINE
- EASEMENT
- ROAD CENTERLINE



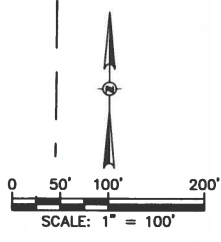
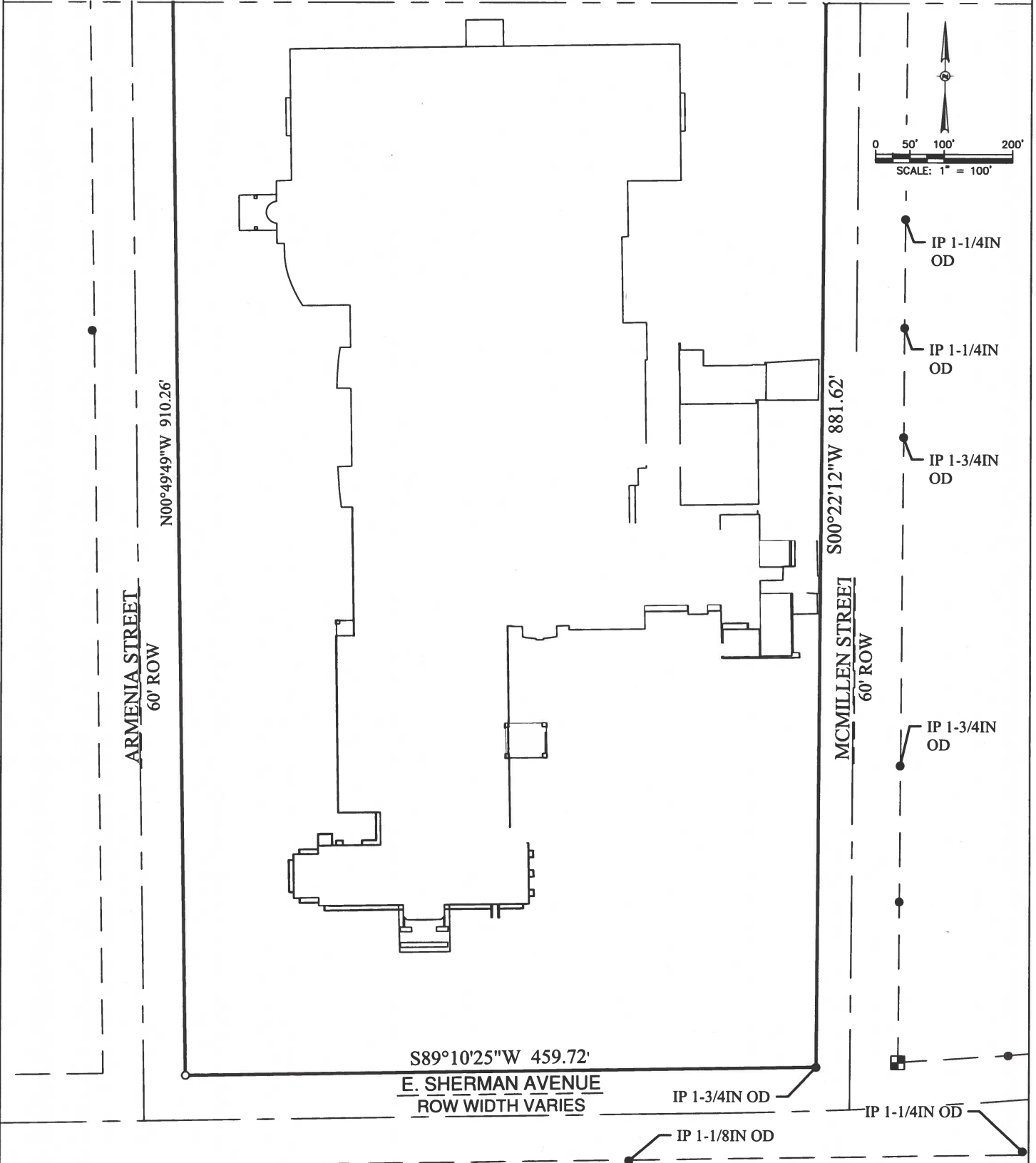
07/01/2024

SHEET 1 OF 6

CERTIFIED SURVEY MAP NO.

Lots 1 and 2, Block 1 and vacated Lots 2, 3, and 4, Block 2, of Weidemann First Addition, Lots 10 and 11, and vacated Lots 12, 13 and 14 of George Whitmore Plat, part of discontinued North Fourth Street, part of McMillen Street and part of Government Lot 3 all in the Northeast 1/4 of the Northwest 1/4 of Section 3, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

MATCH LINE SEE SHEET 1

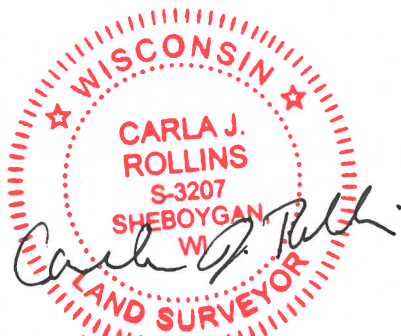


LEGEND

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- FOUND 2.5" BRASS CAP IN CONCRETE
- ▲ FOUND 60D NAIL
- LOT LINE
- EASEMENT
- ROAD CENTERLINE

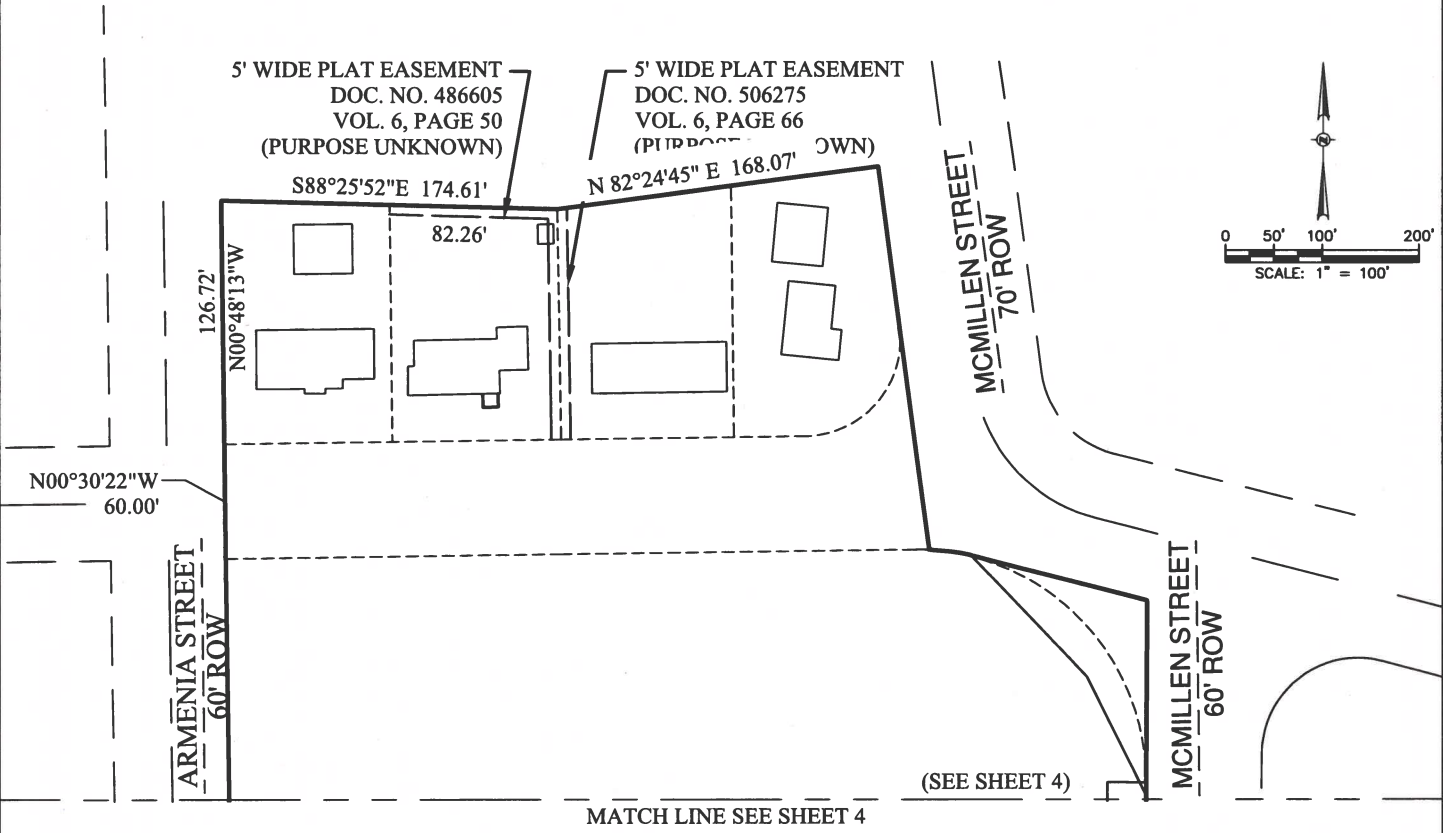
ABBREVIATIONS

ROW RIGHT-OF-WAY



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- ▣ FOUND 2.5" BRASS CAP IN CONCRETE
- ▲ FOUND 60D NAIL
- LOT LINE
- - - - - EASEMENT
- . - . - ROAD CENTERLINE

ABBREVIATIONS

ROW RIGHT-OF-WAY

WISCONSIN

CARLA J. ROLLINS

5-2207

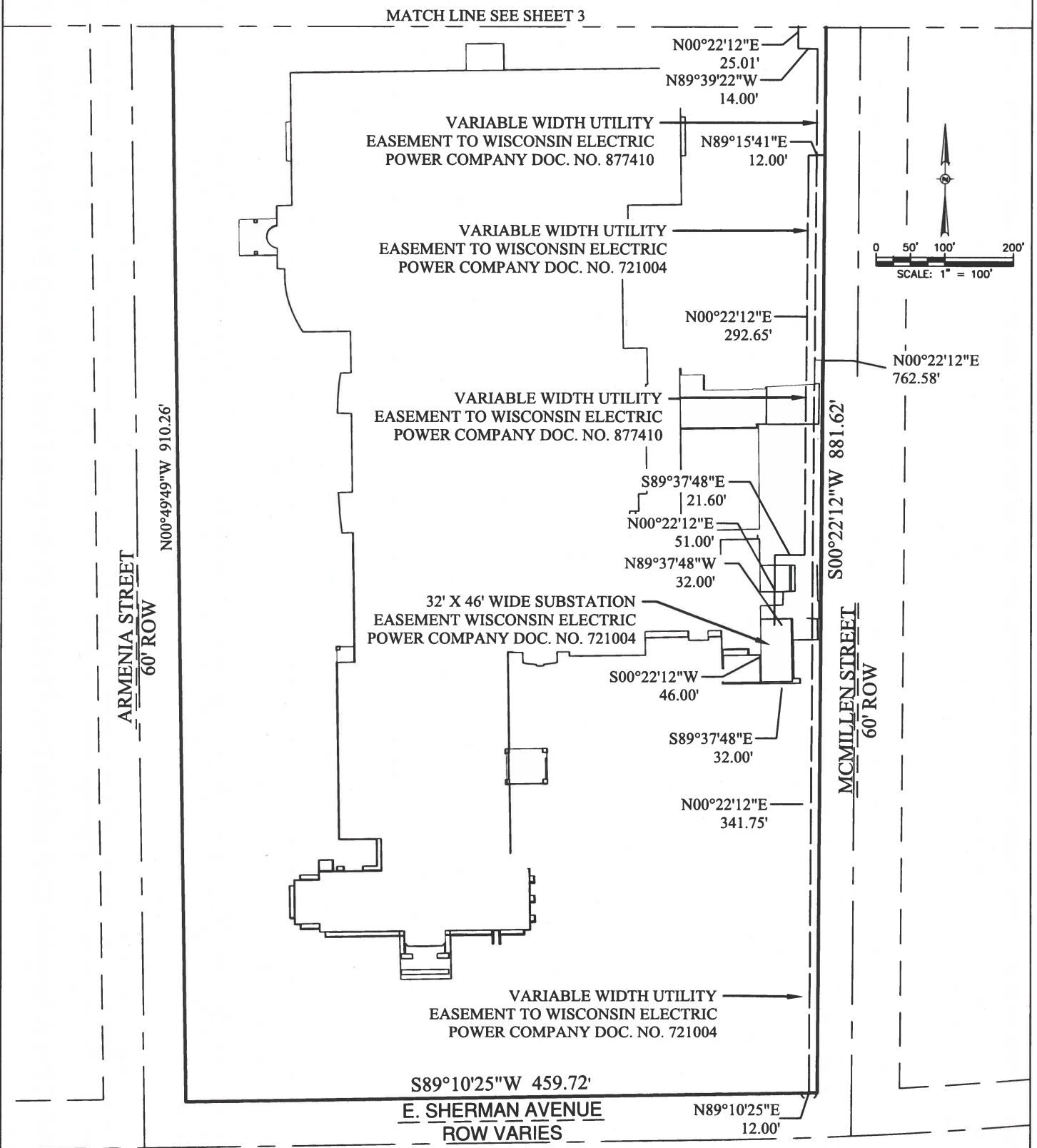
SHEBOYGAN, WI

LAND SURVEYOR

07/01/2024

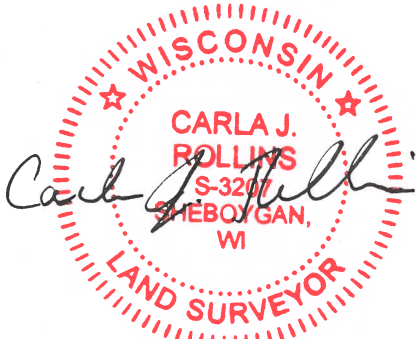
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LEGEND

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 - 3/4" X 24" REBAR SET 1.50 LBS/LINEAL FOOT
 - FOUND 2.5" BRASS CAP IN CONCRETE
 - ▲ FOUND 60D NAIL
 - LOT LINE
 - EASEMENT
 - ROAD CENTERLINE
- ABBREVIATIONS
ROW RIGHT-OF-WAY



07/01/2024

CERTIFIED SURVEY MAP NO.

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SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)
JEFFERSON COUNTY)

I, Carla J. Rollins, a Professional Land Surveyor, do hereby certify: That I have surveyed, divided, and mapped a redivision of Lots 1 and 2, Block 1 and vacated Lots 2, 3 and 4, Block 2, of Weidemann First Addition, Lots 10 and 11, and vacated Lots 12, 13 and 14 of George Whitmore Plat, part of discontinued North Fourth Street, part of McMillen Street and part of Government Lot 3 all in the Northeast 1/4 of the Northwest 1/4 of Section 3, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the North 1/4 corner of Section 3, Township 5 North, Range 14 East; Thence North 88°22'26" West along the north line of the Northeast 1/4 of the Northwest 1/4 of said Section 3, a distance of 517.74 feet; thence South 00°48'13" East, a distance of 264.23 feet to the northwest corner of Lot 10, George Whitmore Plat recorded as Document 486605 in Volume 6 of Plats, Page 50 in the Office of the Register of Deeds, Jefferson County, Wisconsin and being the point of beginning of the herein described tract of land; thence South 88°25'52" East along the north line of said Lot 10 and the north line of Lot 11 of said George Whitmore Plat, a distance of 174.61 feet to the northeast corner of said Lot 11, said corner also being the northwest corner of Lot 2, Block 1, Plat of Weidemann First Addition recorded as Document 506275 in Volume 6 of Plats, Page 66 in said Office of the Register of Deeds; thence North 82°24'45" East along the north line of said Lot 2 and the north line of Lot 1, Block 1 of said Plat of Weidemann First Addition, a distance of 168.07 feet to the northeast corner of said Lot 1, said point lying on the west right-of-way line of McMillen Street; thence South 07°35'15" East along said west right-of-way line, a distance of 201.34 feet to a point on the south right-of-way line of North Fourth Street, said point being a point of curvature of a curve concave to the southwest, having a radius of 120.00 feet; thence southeasterly along the arc of said curve through a central angle of 10°25'18", having a chord bearing of South 82°15'45" East and a chord length of 21.80 feet, a distance of 21.83 feet; thence South 75°34'58" East along said south right-of-way line, a distance of 94.51 feet to a point on the west right-of-way line of McMillen Street; thence South 00°22'12" West along said west right-of-way line, a distance of 881.62 feet to a point on the north right-of-way line of East Sherman Avenue; thence South 89°10'25" West along said north right-of-way line, a distance of 459.72 feet to a point on the east right-of-way line of Armenia Street; thence North 00°49'49" West along said east right-of-way line, a distance of 910.26 feet; thence North 00°30'22" West along said east right-of-way line, a distance of 60.00 feet to the southwest corner of said Lot 10; thence North 00°48'13" West along said east right-of-way line and the west line of said Lot 10, a distance of 126.72 feet to the point of beginning.

Said parcel containing 491,498 square feet (11.283 acres), more or less.

That I have made the survey, land division, and map by the direction of Fort HealthCare, Inc.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with Chapter 236 of the Wisconsin Statutes in surveying, dividing, and mapping the land. Per Wisconsin Statute 236.29 this certificate has the same force and effect as an affidavit.

Carla J. Rollins 07/01/2024
Date

CERTIFIED SURVEY MAP NO.

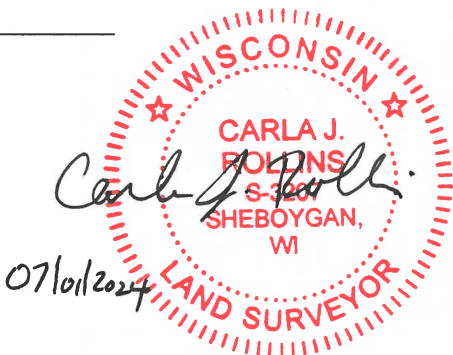
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OWNER'S CERTIFICATE AND DEDICATION:

The Fort Memorial Hospital Association and Fort HealthCare, Inc., a Wisconsin Municipal organization, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owners, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map. As Owners, we hereby dedicate that part of North Fourth Street and McMillen Street to the City of Fort Atkinson for public road purposes as represented on sheet 1 of 6 of this Certified Survey Map. We also certify that this Certified Survey Map is required by s.236.10 or 236.12 to be submitted to the following for approval or objection: City of Fort Atkinson.

In witness whereof, Fort HealthCare, Inc. has caused these presents to be signed by James J. Nelson, and its corporate seal to be hereunto affixed on this _____ day of _____, 2024.

By _____



STATE OF WISCONSIN)
: SS
JEFFERSON COUNTY)

Personally came before me this _____ day of _____, 2024, the above named James J. Nelson, the Senior Vice President and Chief Financial Officer of the above named entity to me known to be the person who executed the foregoing instrument and acknowledged that he executed the foregoing instrument as such officer on behalf of the entity, by its authority.

[Seal] _____

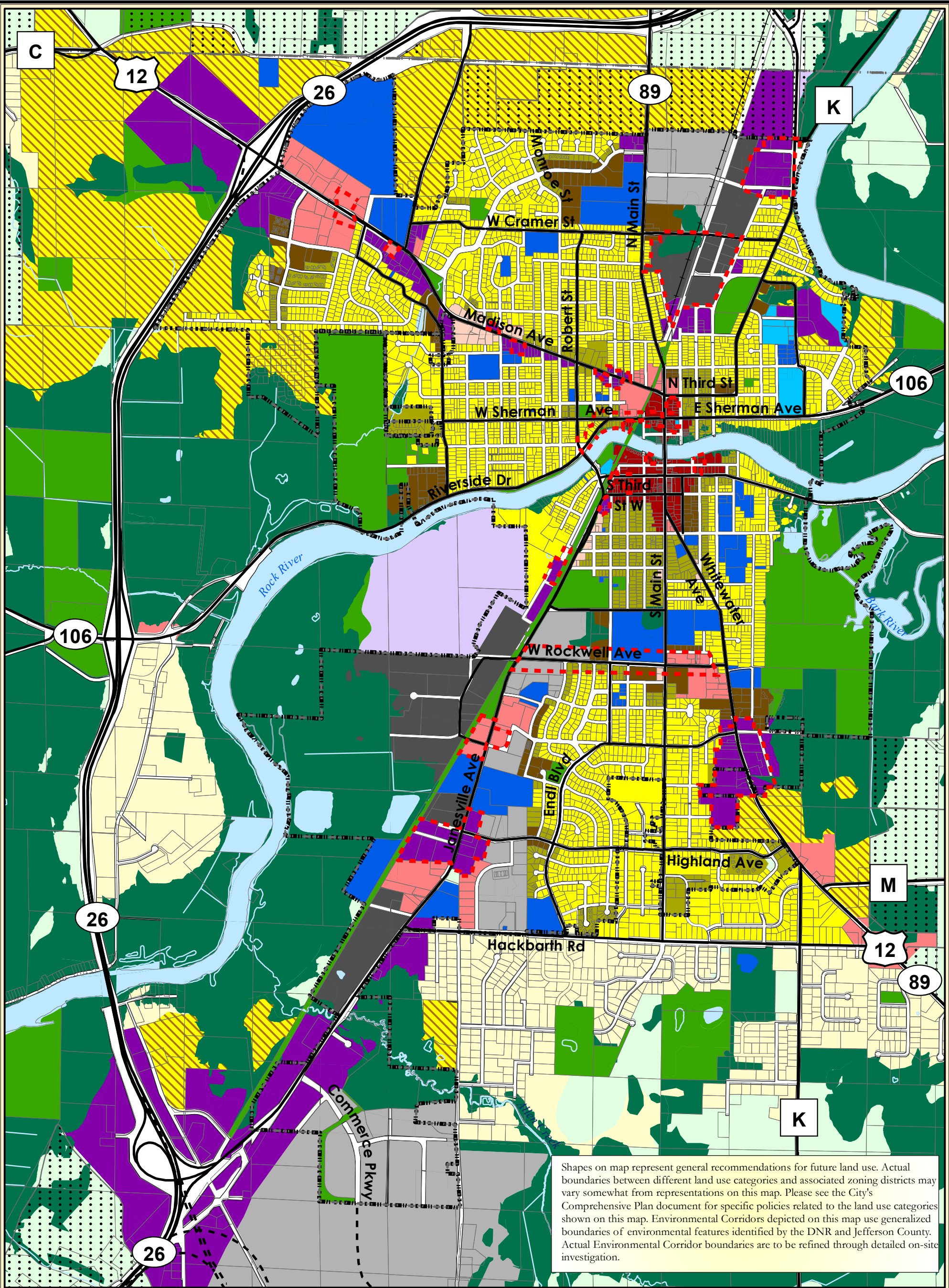
Notary Public, State of Wisconsin
My commission _____

CITY OF FORT ATKINSON

This Certified Survey Map, being a division of the Northeast 1/4 of the Northwest 1/4 of Section 3, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, having been approved by the City being the same, is hereby approved and the dedication of that part of North Fourth Street and McMillen Street for public road purposes as shown on Sheets 1 of 6 is hereby accepted by the City of Fort Atkinson on this _____ day of _____, 2024.

Michelle Ebbert, City Clerk

Date



City of Fort Atkinson
Comprehensive Plan

City Boundaries

Town Boundaries

Parcels

Right of Way

Major Roads

Previously Proposed Hwy 12 Bypass

AG - Agriculture/Rural

P - Parks

EC - Environmental Corridor

SF-U - Single Family Residential - Urban

SF-E - Single Family Residential - Exurban

TF - Two Family/Townhouse Residential

MR - Manufactured Residential

MF-R - Multi-Family Residential

PN - Planned Neighborhood

NC - Neighborhood Commerical

CC - Community Commerical

DT - Downtown

LI - Light Industrial/Business Park

GI - General Industrial

CF - Community Facilities

HF - Health Facilities

PMU - Planned Mixed Use

F-H - Farm-Historic

UGA - Long Range Urban Growth Area

Future Redevelopment Opportunity Area

Surface Water

Sources: Jefferson County - County Land Use; Vandewalle and Associates - Fort Atkinson Land Use

00.1250.250.50.75

Miles

VANDEWALLE & ASSOCIATES INC.
Shaping places, shaping change

3/19/19

Amended: 6/6/23

Page 35 of 36

HEALTHCARE CENTER PLANNING AREA

FIGURE: 2.15

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE

