



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**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:01 pm.

2. Roll call

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

Absent: Commissioner Kessenich.

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*

Hough moved, seconded by Selle to approve the minutes of the June 25, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to the **minutes of the July 9, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director*

Hough moved, seconded by Shull to approve the minutes of the July 9, 2024 Plan Commission meeting. Motion carried.

*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)***

Building Inspector Draeger introduced the CSM from Aeryn Barry and Samantha Tiry of Tempo Designed Homes. They 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. 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.

Schultz moved, seconded by Hough to recommend the City Council approve this preliminary Certified Survey Map with the following contingencies:

- 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.
- 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.

Motion carried.

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)*

Building Inspector Draeger discussed the subject property that is located at 420 Mechanic St, 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.

Schultz moved, seconded by Hough to approve the requested Site Plan Review signage as proposed. Motion carried.

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)*

Engineer Selle discussed that 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. 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).

Schultz moved, seconded by Shull to recommend the City Council approve the Certified Survey Map subject to the following contingencies:

- Fort Healthcare comply with all 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. Motion carried.

4. Adjournment

Schultz moved, seconded by Highfield to adjourn. Meeting adjourned at 4:24 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director