



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 27, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTUvZlZz09>

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 August 13, 2024 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)**
 - b. Review and possible action relating to a **Special Area Design Review-Signage** for Prana Health and Wellness, located at 14 S. Third St. W. (SADR-2024-05) (Draeger)
- 4. Adjournment**

Date Posted: August 23, 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, 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



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

DATE: August 27, 2024

PROPERTY ADDRESS: 14 S Third St W

PARCEL NUMBER: 226-0514-0414-021

OWNER: WJ Properties LLC

APPLICANT: Prana Health & Wellness/ Julia Beilke

FILE NUMBER: SADR-2024-05

EXISTING ZONING: DHMU - Downtown
Historic Mixed Use

PROPOSED ZONING: No Change Requested

EXISTING LAND USE: Professional Services

REQUESTED USES: No Change Proposed

BACKGROUND

The property located at 14 S Third St W, Prana Health and Wellness, is a new business in the Downtown Historic District. The applicant is requesting to update the storefront after the previous awning that was on the building was found to be damaged and the frame unsafe. The Historic Preservation Commission has reviewed this proposal and found the colors and the signage to be appropriate for the Downtown. HPC did reiterate that the paint chosen for the block addition on the west side of the original building should match the original brick.

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.

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 the 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 primary facade with Onyx Black. The secondary cement block addition is proposed to be tan to match the primary building's original brick. This will need to be verified as the picture does not appear to match the brick. The applicant is also proposing two new signs, one on each of the south facades. No new lighting is proposed for the signage; however, the applicant does plan to replace an existing wall fixture on the block building with the fixture shown in the attachments.

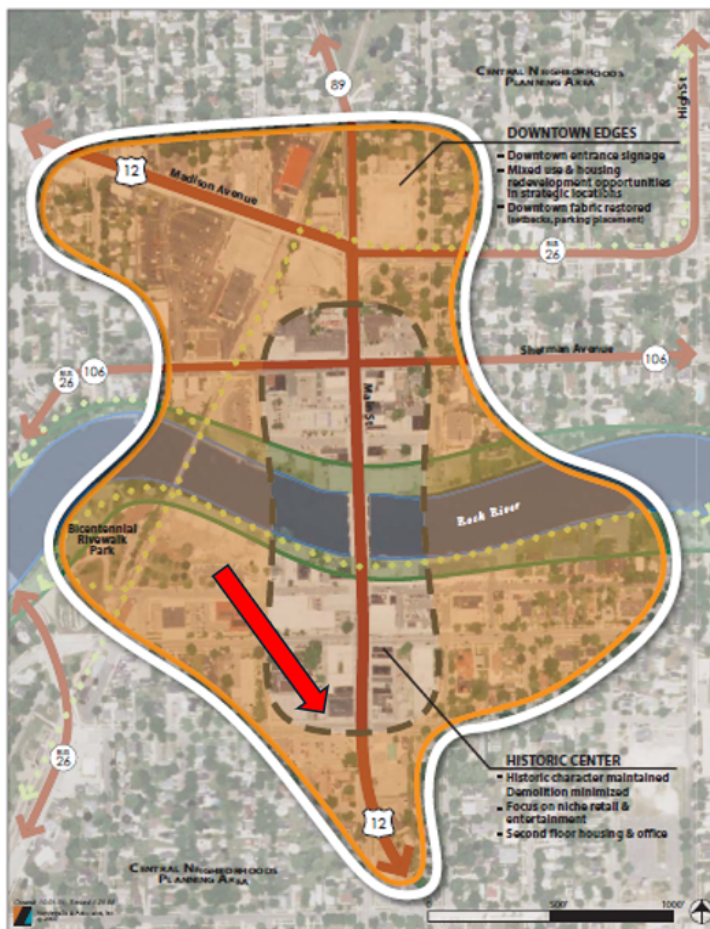
Requirements for new Signage	Proposed Signage
1 Sign per exterior wall, plus 1 per customer entry	Met: 1 sign per facade
All businesses are allowed a min. of 40 sq. ft. or 1 sq ft per linear ft. of facade	Met: Sign 1–25 sq ft, Sign 2–6.25 sq ft - Total sq ft = 31.25
Shall not extend over any roof or parapet	Met: proposed to be below roof and parapet
Shall be made of durable, all weather materials	Met: Vinyl lamination over Dibond Max Metal
Shall be a minimum of 8ft above the sidewalk	Met: Set above entrance and is flush mounted to building
Shall project a maximum of 12" from the building	Met: No projection proposed
Sign must be designed of materials harmonious with the building and site	Met: Long lasting materials matching the building and downtown



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 proposed signage on both facades contingent on city staff verifying the tan color matches the existing historic building.

ATTACHMENTS

1. Application

2. discription of sign
3. Sign with Logo
4. light fixture
5. EST-For Sign

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): Prana Health & Wellness
Julia Benke

Phone number: 920-728-2826 Email: jdrake20@gmail.com

Property location for review: 145. 3rd St W. Fort Atkinson, WI 53538

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 \$ <u>50</u> 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 20 day of June, 2024

Respectfully submitted,

Julia Bulke
(Signature of Applicant)

Hi Julia,

Attached, please find an estimate and also a mockup from our graphic designer including the graphics you sent us scaled to size with the dimension you provided. This estimate includes dimensional lettering for the PRANA verbiage at 11" which was fit to size and also dimensional lettering for HEALTH AND WELLNESS which scaled to 2"H. The lettering would be stud mounted. As far as the logo, that scaled to 31"W x 39.5"H. The logo would be routed from 3mm Dibond Max Metal and overlaid with vinyl and lamination.

As far as the lighting goes, you would have to hire a certified electrician to install goose lighting to be able to make sure the lighting was cast downward as the city/historic society requires.

Let me know if you have any questions.

Thank you,

Bridget Burgett

Visual Communications Specialist

P: 262-288-1199

FASTSIGNS
Make Your Statement™

Overall: 60"W x 60"H

Logo: 31"W x 39.5"H



PRANA

Text: 50"W x 10.75



STOCK LOCATED IN SECTION: EACH
Big Money

Decorative
MIRANDA LED OUTDOOR WALL LIGHT
399
356-1324
LOCATED IN SECTION: EACH

AMIAS LED OUTDOOR SECURITY WALL LIGHT
4999
356-1314

SHELL
356-1264

Special Order
CONCORD WALL LIGHT

Created Date: 6/10/2024

DESCRIPTION: Acrylic Lettering for Business Front

Bill To: Prana Health and Wellness
14 South Third Street
Fort Atkinson, WI 53538
US

Pickup At: FASTSIGNS
2100 Pewaukee Rd
Ste A
Waukesha, WI 53188
US

Requested By: Julia Beilke
Email: jjdrake20@gmail.com
Work Phone: (920) 728-2826

Salesperson: Bridgett Burgett

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	White 1/4"D Acrylic Letters 11"H(PRANA) mounted to Sign, 2"H white acrylic letters Health & Wellness with VHB	1	\$201.04	\$201.04
2	Prana Logo 60" x 60" Max Metal (Aluminim Composite Material) Front of building Signage	1	\$699.25	\$699.25
3	2'5" x 2'5" Max Metal (Aluminim Composite Material)Side building Signage	1	\$174.84	\$174.84
4	Installation	1	\$440.00	\$440.00
Subtotal:				\$1,515.13
Taxes:				\$75.76
Grand Total:				\$1,590.89

Thank you for considering FASTSIGNS of Waukesha. We are pleased to present to you the following quotation. This estimate covers only the products services outlined above. If the scope of the work changes, approved revisions and additions will be charged accordingly. This estimate is valid for 30 days. Please call us at 262.288.1199 with any questions.

Signature: _____ **Date:** _____