



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, SEPTEMBER 24, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTvNzIzZ09>

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 27, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible recommendation to the City Council relating to a petition for **annexation** of a property located at 1222 Van Buren Street (to be addressed 113 Wilson Avenue) to the City of Fort Atkinson (PFA-2024-01) and a one-lot **Certified Survey Map** (Draeger)
- c. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 1200 Whitewater Avenue (CSM-2024-06) (Draeger)

4. Adjournment

Date Posted: September 20, 2024

CC: Plan Commission Members; 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.

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, AUGUST 27, 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: Commission members Highfield, Kessenich, Shull, Council Rep Schultz, Manager Houseman and Engineer Selle. Also present: City Attorney, Building Inspector, Museum Director and City Clerk/Treasurer.

Absent: Commission member Hough.

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)***

Highfield moved, seconded by Schultz to approve the minutes of the August 13, 2024 Plan Commission meeting. Motion carried.

*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)*

Building Inspector Draeger provided the review for the property located at 14 S Third St W, Prana Health and Wellness, which 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. 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.

Kessenich moved, seconded by Highfield to approve the Special Area Design Review-

Signage for Prana Health and Wellness located at 14 S. Third Street West with the horizontal metal awning be removed or painted to match and the paint color of the building addition on the west be painted to match the natural brick with the rest of the building. (SADR-2024-05). Motion carried.

4. Adjournment

Schultz moved, seconded by Highfield to adjourn. Meeting adjourned at 4:17 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



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

Petition For Annexation and Certified Survey Map Review REPORT TO THE PLAN COMMISSION

DATE: September 24, 2024

FILE NUMBER: PFA-2024-01

PROPERTY ADDRESS: 1222 Van Buren Street (to become 113 Wilson Ave)

EXISTING ZONING: A-T Ag Transition (Town)

PARCEL NUMBER: 016-0514-0422-033

PROPOSED ZONING: SR-7 Single Family Residential (City)

OWNER: John R Anderson Trust, Jane M Anderson Trust

EXISTING LAND USE: Single Family Residential

APPLICANT: John and Jane Anderson

REQUESTED USES: No Change Requested

BACKGROUND

Applicants John and Jane Anderson purchased the subject property located in the Town of Koshkonong in April 2023 and are Petitioning to Annex the territory into the City. The applicants have requested to hook up to city sewer and water due to a failed septic system and by Ordinance must annex the property into the city when public utilities are available. Public Utilities are in place on Wilson Ave. The applicants will hook up to the city sewer and water and abandon the existing well.

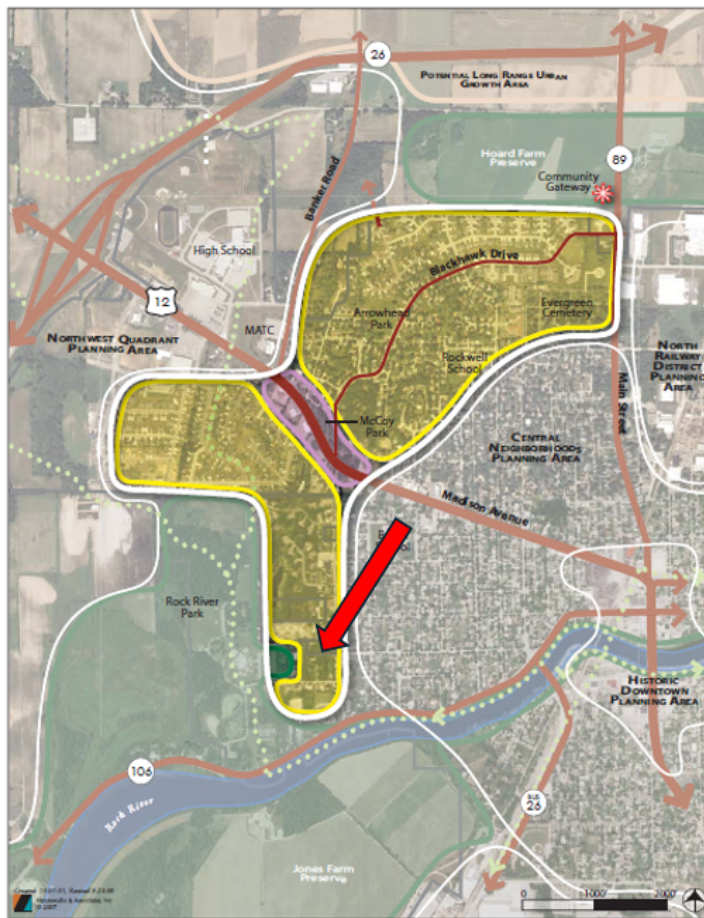
REQUEST OVERVIEW

The subject parcel is located in the North Neighborhood Planning Area and is shown as Neighborhood in Figure: 2.13. The parcel is currently a single family residence and is in concert with the City Comprehensive Plan by remaining a Single Family Use.

NORTH NEIGHBORHOOD PLANNING AREA

FIGURE: 2.13

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Annexation by Unanimous Consent and certified survey maps do not require a public notice.

DISCUSSION

The subject parcel is located in the Town of Koshkonong, and the applicants are requesting to be annexed into the city. However, the parcel does not have direct access to a public right-of-way, which is required by the City's ordinances. The applicants are currently accessing Wilson Ave through a parcel that they own, which is located within the City. This is a unique situation as the parcels must be combined to allow for annexation and the approval of the CSM may not occur without the annexation. This conundrum is the reason for these two approvals being combined as part of this Petition to Annex. The new parcel created by the CSM meets most of the bulk regulations for the SR-7 Zoning. A Zoning Amendment will not be necessary as the parcel being used as access to Wilson Ave is currently Zoned SR-7 Single Family.

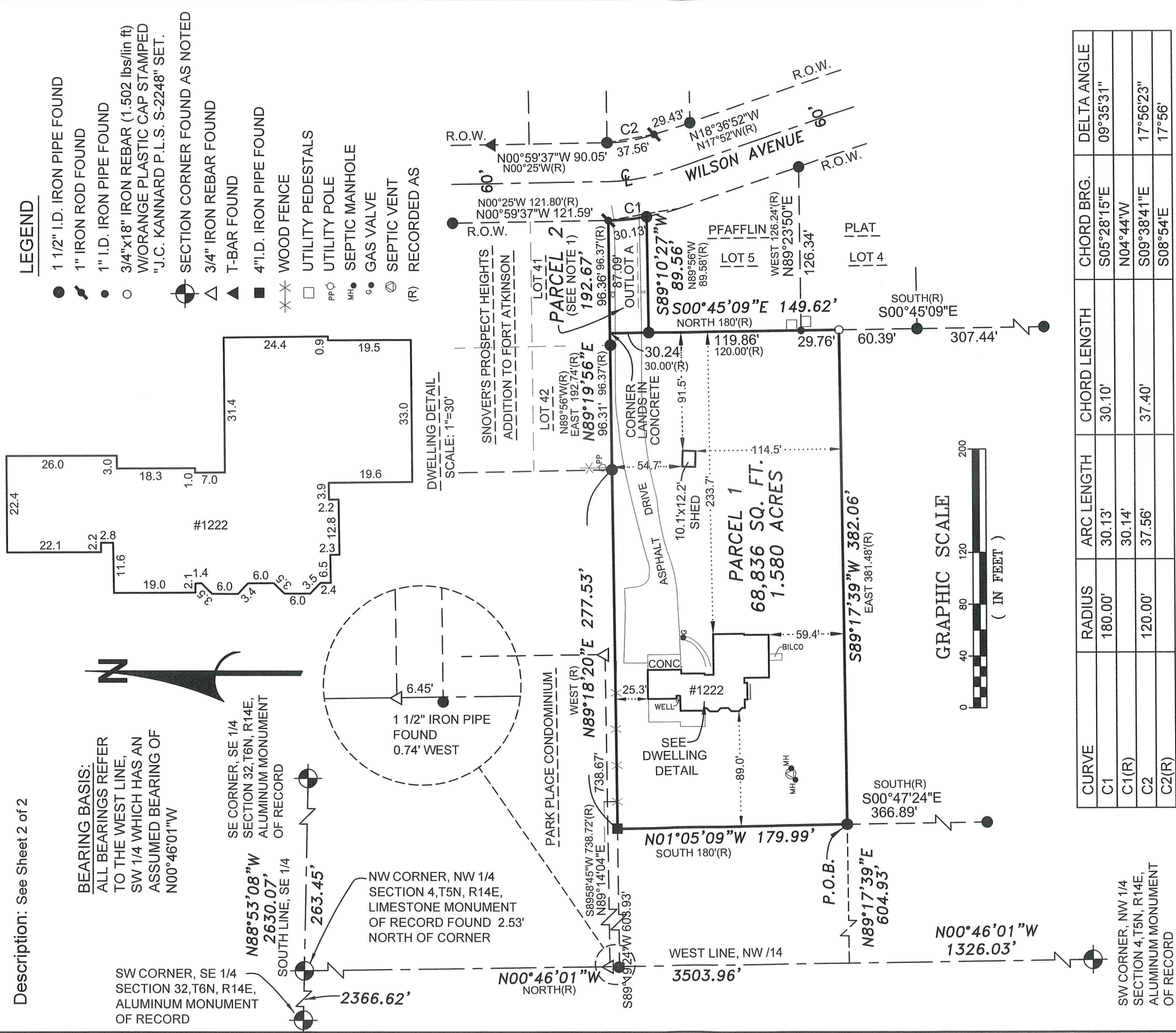
Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

Description: See Sheet 2 of 2

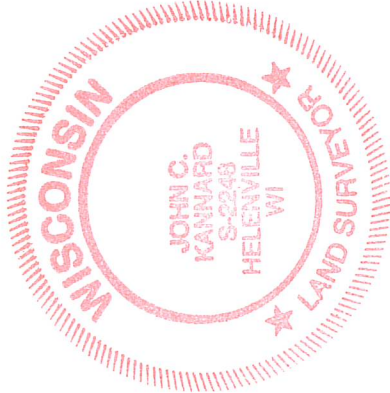
BEARING BASIS:
ALL BEARINGS REFER
TO THE WEST LINE,
SW 1/4 WHICH HAS AN
ASSUMED BEARING OF
N00°46'01"W



NOTES:

- 1) Parcel 2 contains 2,648 Square Feet or 0.061 Acre.
- 2) All offset distances are to the building corners (not overhang).

SOUTHWEST
SURVEYING & ASSOCIATES, Inc.
WT065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884



I, the undersigned, do hereby certify that I have surveyed the above described (property) and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any, this survey complies with Chapter A-E 7, to the best of my knowledge and belief.

THIS IS A JOHN C. KANNARD AUTHORIZED PRINT ONLY IF SIGNATURE APPEARS IN RED INK ON BLACK LINE PRINT.

JOHN C. KANNARD, Professional Land Surveyor

SHEET 1 OF 2
DATE: MARCH 5, 2024
JOB NO: A-223113

Plat of Survey

Survey For: John R. & Jane M. Anderson Revocable Trust dated 06/12/2018

Location: #1222 Van Buren Street, City of Fort Atkinson & Town of Koshkonong, Jefferson County, Wisconsin.

Descriptions: (Parcel 1) Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson, a distance of 105.58 feet, to the Northwest corner of Outlot "A" of Pfafflin Plat; Thence S00°45'09"E, along the West line of said Outlot "A" and Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 179.86 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 68,836 Square Feet or 1.580 Acres of land, more or less.

(Parcel 2)

Outlot A, according to Pfafflin Plat, Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin.

Subject to all rights, reservations, restrictive covenants and easements recorded or unrecorded.





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

**PETITION FOR ANNEXATION
TO THE CITY OF FORT ATKINSON**

Address(es) of Property: 1222 VAN BUREN ST. FORT ATKINSON, WI. 53538

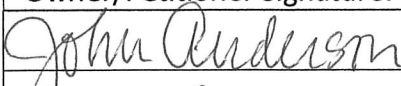
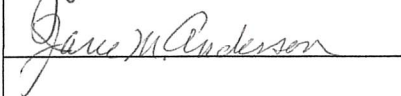
Parcel Number(s): 016-0514-0422-033

The current population or territory to be annexed and/or attached is 2 persons.

We, the undersigned, constituting all of the owners of the real property in Jefferson County, Wisconsin, lying contiguous to the City of Fort Atkinson, respectfully petition the City Council of the City of Fort Atkinson to annex the territory described and shown on the attached scale map to the City of Fort Atkinson, Jefferson County, Wisconsin. (Plat of Annexation or Attachment must include a legal description of the subject property.)

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

We further respectfully request that this property be zoned residential.

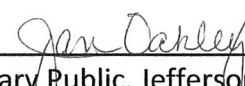
Owner/Petitioner Signature:	Print Name:	Address:	Date:
	John Anderson	1216 Sherman Ave W FORT ATKINSON WI	6-16-2023
	Jane Anderson	same as above	6-16-2023

Personally came before me this 16th day of June, 2023, the above named,
(day) (month) (year)

John and Jane Anderson to me known to be the persons who executed the foregoing instrument and acknowledged the same.

RECEIVED
JUN 19 2023
CITY OF FORT ATKINSON
CLERK / TREASURER




Notary Public, Jefferson County, Wisconsin (SEAL)

My Commission is permanent or expires on: 9-7-25

CERTIFIED SURVEY MAP No. _____

BEING OUTOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNERS:
John R. & Jane M. Anderson Trust
1216 W. Sherman Avenue
Fort Atkinson WI 53538
920 723-0490

BEARING BASIS:
ALL BEARINGS REFER TO THE WEST LINE, SW 1/4 WHICH HAS AN ASSUMED BEARING OF N00°46'01"W

SW CORNER, NW 1/4 SECTION 4, T5N, R14E, ALUMINUM MONUMENT OF RECORD

SW CORNER, SE 1/4 SECTION 32, T6N, R14E, ALUMINUM MONUMENT OF RECORD

SE CORNER, SE 1/4 SECTION 32, T6N, R14E, ALUMINUM MONUMENT OF RECORD

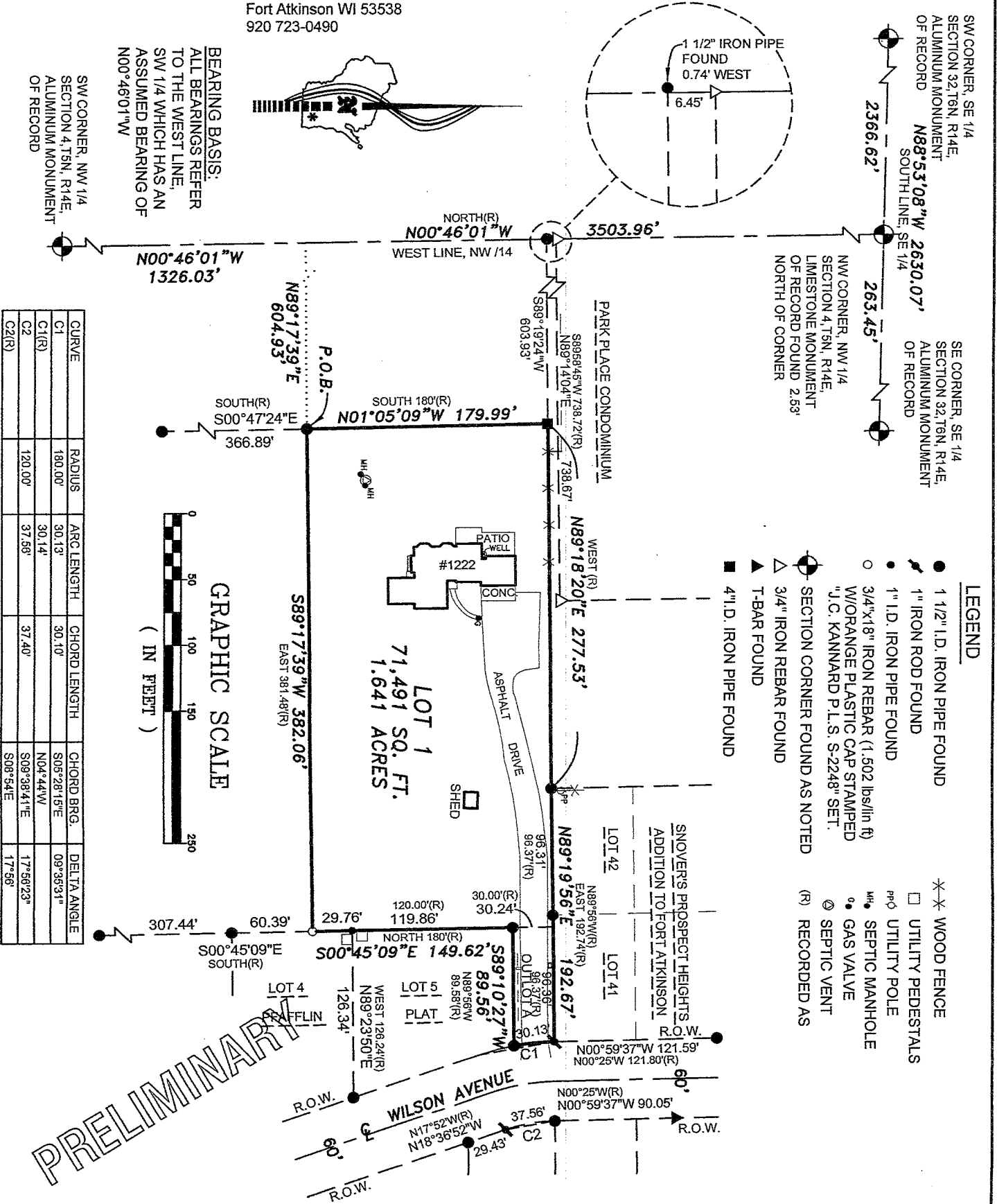
NW CORNER, NW 1/4 SECTION 4, T5N, R14E, LIMESTONE MONUMENT OF RECORD FOUND 2.53' NORTH OF CORNER

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BRG.	DELTA ANGLE
C1	180.00'	80.13'	30.10'	S05°28'15"E	09°35'31"
C1(R)		30.14'		N04°44'W	
C2	120.00'	37.56'	37.40'	S09°38'41"E	17°56'23"
C2(R)				S08°54'E	17°56'

GRAPHIC SCALE
(IN FEET)

LEGEND

- 1 1/2" I.D. IRON PIPE FOUND
- 1" IRON ROD FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1,502 lbs/lin ft)
- WORANGE PLASTIC CAP STAMPED "J.C. KANNARD P.L.S. S-2248" SET.
- SECTION CORNER FOUND AS NOTED
- 3/4" IRON REBAR FOUND
- T-BAR FOUND
- 4" I.D. IRON PIPE FOUND
- WOOD FENCE
- UTILITY PEDESTALS
- UTILITY POLE
- SEPTIC MANHOLE
- GAS VALVE
- SEPTIC VENT
- RECORDED AS



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156
262-495-4910
920-674-4884

SHEET 1 OF 2
DATE: AUGUST 25, 2023
JOB NO: A-223113

CERTIFIED SURVEY MAP No. _____

BEING OUTLOT "A" OF PFAFFLIN PLAT AND OTHER LANDS LOCATED IN THE NW 1/4 OF THE FRACTIONAL NW 1/4 OF SECTION 4, T5N, R14E, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being Outlot "A" of Pfafflin Plat and other lands located in the NW 1/4 of the fractional NW 1/4 of Section 4, T5N, R14E, City of Fort Atkinson, Jefferson County, Wisconsin, bounded and described as follows:

Being a part of the NW 1/4 of the Fractional NW 1/4 of Section 4, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 4; Thence N00°46'01"W, along the West line of said fractional NW 1/4, a distance of 1326.03 feet; Thence N89°17'39"E, a distance of 604.93 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the POINT OF BEGINNING of the lands to be described: Thence N01°05'09"W, a distance of 179.99 feet, to a Found 4" I.D. Iron Pipe; Thence N89°18'20"E, a distance of 277.53 feet, to a Found 1 1/2" I.D. Iron Pipe that marks the Southwest corner of Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson; Thence N89°19'56"E, along the South line of Lot 41 and said Lot 42 of Snover's Prospect Heights Addition to Fort Atkinson and the North line of Outlot "A" of Pfafflin Plat, a distance of 192.67 feet, to a Found 1" Iron Rod that marks the Northeast corner of said Outlot "A" and to a point of curvature said curve having it's center point in the Easterly direction, a radius of 180.00 feet, a delta angle of 09°35'31", a chord bearing of S05°28'15"E, a chord distance of 30.10 feet; Thence Southeasterly along the arc of said curve, a distance of 30.13 feet, to a Found 1 1/2" Iron Pipe that marks the Southeast corner of said Outlot "A"; Thence S89°10'27"W, along the South line of said Outlot "A", a distance of 89.56 feet, to a Found 1 1/2" Iron Pipe that marks the Northwest corner of Lot 5 of the Pfafflin Plat; Thence S00°45'09"E, along the West line of Lots 4 and Lot 5 of said Pfafflin Plat, a distance of 149.62 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft) w/orange plastic cap stamped "J.C. Kannard P.L.S. S-2248"; Thence S89°17'39"W, a distance of 382.06 feet, to the POINT OF BEGINNING, containing 71,491 Square Feet or 1.641 Acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of CBF Investment Co. LLC, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the subdivision regulations of City of Fort Atkinson in surveying and mapping same.

Certified this 25th day of August, 2023

John C. Kannard, P.L.S. 2248

CITY OF FORT ATKINSON APPROVAL:

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

Dated this ____ day of _____, 2023

Michelle Ebbert, City Clerk.

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Anderson**

Petition Number: **14696**

1. Territory to be annexed: From **TOWN OF KOSHKONONG** To **CITY OF FORT ATKINSON**

2. Area (Acres): 1.576

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

~~\$ 2916.95~~ 543.19

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): 2,715.95

c. Participating jurisdictions _____

c. Paid by: ☒ Petitioner ☐ City ☐ Village

d. Statutory authority (pick one)

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: Electors: 2 Total: 2

5. Approximate **present land use** of territory:

Residential: 100 % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: 100 % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: Scheduled for September

8. What is the **nature of land use adjacent** to this territory in the city or village?

Residential

In the town?: Residential

9. What are the **basic service needs** that precipitated the request for annexation?

☒ Sanitary sewer ☒ Water supply ☐ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No Town ☐ Yes ☐ No

If yes, approximate timetable for providing service:

Sanitary Sewers immediately

City/Village

☒

Town

☐

or, write in number of years. _____

Water Supply immediately

☒

☐

or, write in number of years. _____

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☒ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☒ Yes ☐ No

b. How is the annexation territory now zoned? Residential

c. How will the land be zoned and used if annexed? Residential

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☐ Town ☒ City ☐ Village

Name: Michelle Ebbert

Email: mebbert@fortatkinson.wi.gov

Phone: 920.397.9901

Date: 9-6-24

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Anderson**

Petition Number: **14696**

1. Territory to be annexed: From **TOWN OF KOSHKONONG** To **CITY OF FORT ATKINSON**

2. Area (Acres): **1.574**

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:

\$ **543.19**

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **\$2715.95**

c. Participating jurisdictions _____

d. Statutory authority (pick one)

c. Paid by: ☒ Petitioner ☐ City ☐ Village

☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

☐ Other: _____

4. Resident Population: Electors: **2** Total: **2**

5. Approximate **present land use** of territory:

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?

Residential: **100** % Recreational: _____ % Commercial: _____ % Industrial: _____ %

Other: _____ %

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☐ No

Plat Name: _____

8. What is the **nature of land use adjacent** to this territory in the city or village?

Residential

In the town?: **Residential**

9. What are the **basic service needs** that precipitated the request for annexation?

☐ Sanitary sewer ☐ Water supply ☐ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other: _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☒ Yes ☐ No

Town ☐ Yes ☒ No

If yes, approximate timetable for providing service:

City/Village Town

Sanitary Sewers immediately

☐☐

or, write in number of years.

Water Supply immediately

☐☐

or, write in number of years.

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☐ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☐ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☐ Yes ☐ No

b. How is the annexation territory now zoned?

A-T Ag Transition

c. How will the land be zoned and used if annexed? _____

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here: <http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☒ Town ☐ City ☐ Village

Name:

Caitlin Kincannon

Email:

clerk@koshkonongwi.gov

Phone:

920 563 4510

Date:

9/9/2024

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

ORDINANCE NO. _____

**AN ORDINANCE ANNEXING
THE TERRITORY ADDRESSED 1222 VAN BUREN STREET (113 WILSON AVENUE)
TO THE CITY OF FORT ATKINSON**

NOW, THEREFORE, The City Council of the City of Fort Atkinson, Wisconsin, does hereby ordain as follows:

Section 1. TERRITORY ANNEXED. That pursuant to Wis. Stats. §66.0217 of the Wisconsin Statutes, and the Petition for Annexation filed by the property owners by unanimous consent, the following described territory in the Town of Koshkonong, Jefferson County, Wisconsin, is hereby annexed to the City of Fort Atkinson, Wisconsin:

BEING A PART OF THE NW ¼ OF THE FRACTIONAL NW ¼ OF SECTION 4, T5N, R14E, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE ALUMINUM MONUMENT THAT MARKS THE SOUTHWEST CORNER OF THE NW ¼ OF SAID SECTION 4; THENCE N00°46'01"W, ALONG THE WEST LINE OF SAID FRACTIONAL NW ¼, A DISTANCE OF 1326.03 FEET; THENCE N89°17'39"E, A DISTANCE OF 604.93 FEET, TO A FOUND 1 ½" I.D. IRON PIPE THAT MARKS THE POINT OF BEGINNING OF THE LANDS TO BE DESCRIBED: THENCE N01°05'09"W, A DISTANCE OF 179.99 FEET, TO A FOUND 4" I.D. IRON PIPE; THENCE N89°18'20"E, A DISTANCE OF 277.53 FEET, TO A FOUND 1 ½" I.D. IRON PIPE THAT MARKS THE SOUTHWEST CORNER OF LOT 42 OF SNOVER;S PROSPECT HEIGHTS ADDITION TO FORT ATKINSON; THENCE N89°19'56"E, ALONG THE SOUTH LINE OF LOT 41 AND SAID LOT 42 OF SNOVER;S PROSPECT HEIGHTS ADDITION TO FORT ATKINSON, A DISTANCE OF 105.58 FEET, TO THE NORTHWEST CORNER OF OUTLOT "A" OF PFAFFLIN PLAT; THENCE S00°45'09"E, ALONG THE WEST LINE OF SAID OUTLOT "A" AND LOTS 4 AND 5 OF SAID PFAFFLIN PLAT, A DISTANCE OF 179.86 FEET, TO A SET ¾"X18" IRON REBAR (1.502 LBS/LIN FT) W/ ORANGE PLASTIC CAP STAMPED "J.C. KANNARD P.L.S. S-2248"; THENCE S89°17'39"W, A DISTANCE OF 382.06 FEET, TO THE POINT OF BEGINNING, CONTAINING 68,836 SQUARE FEET OR 1.580 ACRES OF LAND, MORE OR LESS (TOWN PARCEL NUMBER 016-0514-0422-035; TOWN ADDRESS 1222 VAN BUREN STREET).

Section 2. EFFECT OF ANNEXATION. From and after the effective date of this Ordinance the territory described in Section 1 above shall be part of the City of Fort Atkinson for any and all purposes provided by law and any persons coming or residing within such

territory shall be subject to all Ordinances, rules, and regulations governing the City of Fort Atkinson.

Section 3. PAYMENT TO THE TOWN OF KOSHKONONG. The property owner has requested annexation to the City per Wis. Stats. §66.0217(2) – Direct Annexation by Unanimous Approval. The City of Fort Atkinson agrees to pay the Town of Koshkonong one lump sum of \$2,715.95 to represent the lost Town taxes for the next five years, as required by Section 66.0217(14) of the Wisconsin Statutes.

Section 4. ZONING CLASSIFICATION. A) The Territory annexed to the City of Fort Atkinson by this Ordinance is temporarily designated to be part of the following district of the City for zoning purposes and subject to all provisions of Title 15 of the Code of General Ordinances in the City of Fort Atkinson entitled “Zoning Ordinance” relating to such district classifications and to zoning in the City: SR-7, Single-family Residential District – 7. **B)** The boundaries of these designated districts are established as shown on the map filed in the office of the City Clerk.

Section 5. WARD DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of Ward 1 of the City of Fort Atkinson, subject to all ordinances, rules, and regulations of the City. The population of this territory is zero (0) on the effective date of this Ordinance.

Section 6. SEVERABILITY. If any provision of this Ordinance is found to be invalid or unconstitutional or if the application of this Ordinance or any person or circumstance is invalid or unconstitutional such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Section 7. EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication and after November 5, 2024.

Adopted this _____ day of _____, 2024.

CITY COUNCIL OF THE CITY OF FORT ATKINSON

Davin Lescohier, City Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

DRAFT



PRELIMINARY CSM REVIEW REPORT TO THE PLAN COMMISSION

DATE: September 24, 2024

PROPERTY ADDRESS: 1200 Whitewater Ave.

PARCEL NUMBERS: 226-0514-1023-031, 226-0514-1023-037

OWNER: Richard F Klopik Trust

APPLICANT: Steven Mode and Joanne Larson

FILE NUMBER: CSM-2024-06

EXISTING ZONING: Urban Mixed-Use

PROPOSED ZONING: No Change Requested

EXISTING LAND USE: N/A

REQUESTED USES: N/A

BACKGROUND

The applicants have submitted a one-lot Certified Survey Map for review by the Plan Commission. The CSM represents the property owner's request to remove the western 14,691 square feet of parcel 226-0514-1023-037 ("east parcel") and to attach it to parcel 226-0514-1023-031 ("west parcel"). There is currently a building on the east side of the east parcel, and the applicants and owner believe a larger undeveloped west parcel will be attractive for higher density residential development.

REQUEST OVERVIEW

The proposed lot reconfiguration is in the Whitewater Avenue Corridor Planning Area and is shown as Planned Mixed-Use on the Future Land Use Map. The current zoning and proposed reconfiguration are in concert with the City Comprehensive Plan. The current Zoning of the property of Urban Mixed Use does permit a large variety of uses including; Multi-unit housing, Office spaces, Mixed-Use buildings, Indoor Sales and Services, Restaurants, and Drive-Through and In-vehicle Sales, and several more similar uses.

WHITEWATER AVENUE CORRIDOR PLANNING AREA

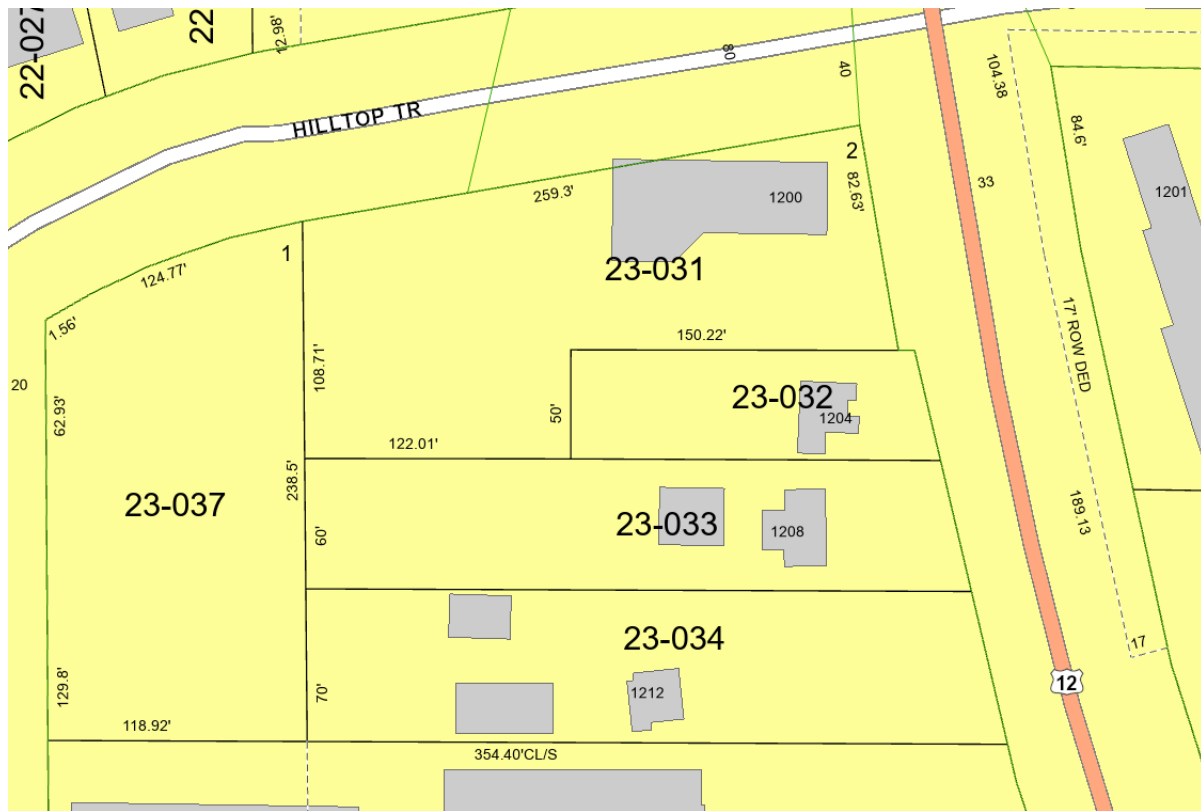
FIGURE: 2.20
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Public Notice is not required for a CSM Review.

DISCUSSION

The applicants and owner are proposing to reconfigure property lines between adjacent properties. The reconfiguration would reduce the size of parcel facing Whitewater Ave by 14,691 Sf and combine that portion with the existing lot to the West. The new lot configuration meets the Bulk Regulations for the Urban Mixed Use Zoning. It should be noted that the existing parcel along Whitewater Ave has an existing non-conforming structure on the property. The non-conforming structure is not positively or negatively affected by the proposed reconfiguration. The new larger vacant Lot 1 (east parcel) seen on the attached Preliminary CSM would be 40,815 Sf and the new Lot 2 (west parcel) is reduced to 13,029 Sf. The new larger lot 1 creates an opportunity for a larger and higher density development.



RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve the Preliminary Certified Survey Map.

ATTACHMENTS

1. CSM Application 1200 Whitewater Ave
2. 1200 Whitewater Preliminary CSM 9.11.24



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): Steven L Mode & Joanne Larson
Wayne Hayes Real Estate LLC

Phone number: 920-563-3956 Email: Steve.Mode@waynehayesrealestate.com

OWNER Name, company, and client (if applicable): Richard F Klopac Trust
Contact - Ryan Klopac

Phone number: 920-723-8329 Email: ryan@firesdbtheatre.com

Postal address for proposed CSM: 1200 Whitewater Ave

Parcel Identification Numbers Involved: 226-0514-1023-031
226-0514-1023-037

Brief description of proposed division or combination and purpose: Owner proposes moving
14691 sq. ft from The East parcel & Attach it to The West Parcel to
create a developable parcel for residential purposes. Current
Zoning is Urban Mixed Use which allows this development type.

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)



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

II Process Checklist

- | | |
|--|---------------|
| ☐ Application fee of \$100 plus \$10 per additional lot received by City Treasurer
(Maximum \$500) | Date: _____ X |
| ☐ 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 | Date: _____ |

Dated this 9 day of August, 20 24

Respectfully submitted,



(Signature of Applicant) Steven L. Mode

PLAT OF SURVEY

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO.1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO.765429, LOCATED IN THE SW 1/4 OF THE NW 1/4 OF SECTION 10, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

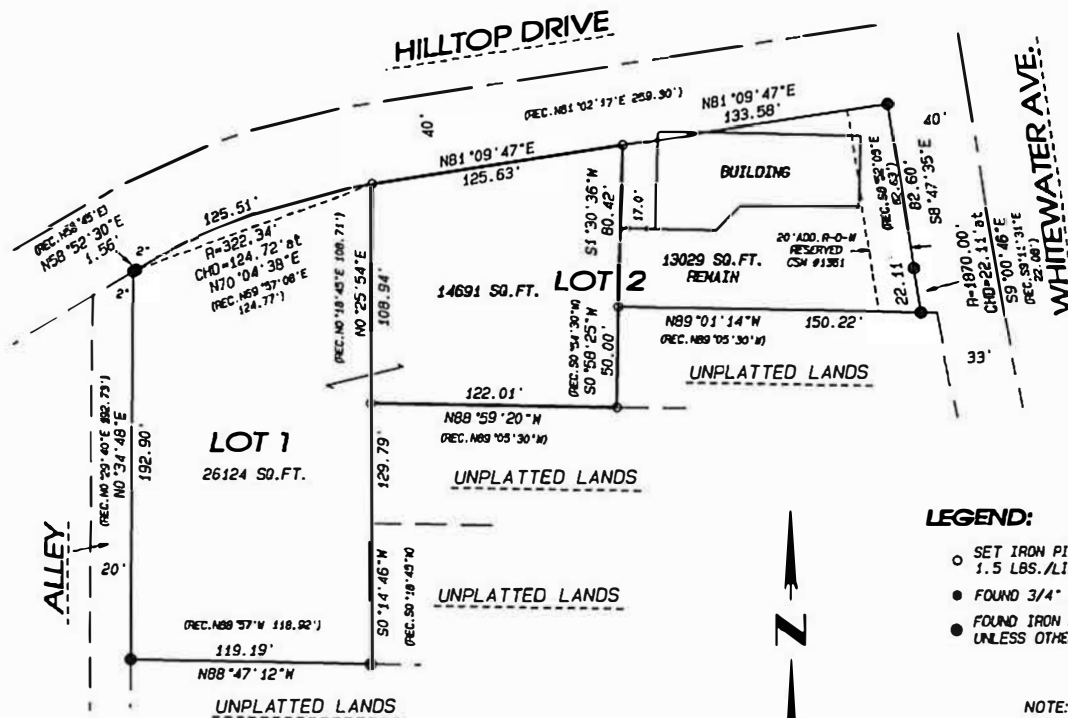
DESCRIBED AS FOLLOWS: BEGINNING AT AND IRON PIN AT THE SW CORNER OF SAID LOT 2; THENCE N0°25'54"E ALONG THE WEST LINE OF SAID LOT, 108.94 FEET TO AN IRON PIN AT THE NW CORNER OF SAID LOT 2; THENCE N81°09'47"E ALONG THE NORTH LINE OF SAID LOT, 125.63 FEET TO AN IRON PIN; THENCE S1°30'36"W 80.42 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE S0°58'25"W 50.00 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE N88°59'20"W 122.01 FEET TO THE PLACE OF BEGINNING. CONTAINING 14691 SQ.FT.

Note: The above description is for the transfer of land between adjoining parcels and cannot be transferred as a separate parcel.

STATE OF WISCONSIN
COUNTY OF ROCK SS.

I HEREBY CERTIFY THAT I HAVE SUPERVISED THE SURVEY OF THE PROPERTY DESCRIBED HEREON FOR THE EXCLUSIVE USE OF RICHARD F. KLOPCIC TRUST AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT HEREON DRAWN CORRECTLY REPRESENTS SAID SURVEY AND ITS LOCATION AND COMPLIES WITH CHAPTER A-E7.

GIVEN UNDER MY HAND AND SEAL THIS 30TH DAY OF JULY, 2024.
AT JANESVILLE, WISCONSIN.



JEFFREY R. GARDE PLS NO.2766

If the surveyor's signature is not red in color, the map is a copy and may contain unauthorized alterations. The certification contained hereon shall not apply to any copies.

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53448
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534



- Land Surveying
- Land Planning
- Civil Engineering

JULY 30, 2024

TO: KLOPCIC TRUST

RE: DESCRIPTION OF LAND TO BE TRANSFERRED TO ADJOINING LOT

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO.1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO.765429, LOCATED IN THE SW 1/4 OF THE NW 1/4 OF SECTION 10, T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: BEGINNING AT AND IRON PIN AT THE SW CORNER OF SAID LOT 2; THENCE N0°25'54"E ALONG THE WEST LINE OF SAID LOT, 108.94 FEET TO AN IRON PIN AT THE NW CORNER OF SAID LOT 2; THENCE N81°09'47"E ALONG THE NORTH LINE OF SAID LOT, 125.63 FEET TO AN IRON PIN; THENCE S1°30'36"W 80.42 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE S0°58'25"W 50.00 FEET TO AN IRON PIN AT A CORNER OF SAID LOT 2; THENCE N88°59'20"W 122.01 FEET TO THE PLACE OF BEGINNING. CONTAINING 14691 SQ.FT.

Note: The above description is for the transfer of land between adjoining parcels and cannot be transferred as a separate parcel.

Note: The above description is subject to any and all easements and agreements, recorded or unrecorded.

Project No.124-286A

Public Parcel Search

Parcel Number - 226-0514-1023-031

Parcel Status - ACTIVE

[MAP](#)

Data Updated - August 09, 2024 1:01pm

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	10
Quarter-Quarter	23 - SW1/4 of NW1/4.
ID	031

PARCEL OWNERS

KLOPCIC TRUST, RICHARD F

PARCEL ADDRESSES

1200 WHITEWATER AVE
FORT ATKINSON, WI 53538

BILLING ADDRESS

RICHARD F KLOPCIC TRUST
PO BOX 7
FORT ATKINSON, WI 53538

PROPERTY SIZE

Acres	Front	Depth
0.735	0.00	0.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL DOCUMENTS)

Description

LOT 2, CSM 1361-4-355, DOC 765429. SUBJ TO SEWER ESMT IN DOC 1416765.

VALUATION INFORMATION

Assessment Year	2024	2023
Tax District	1	1
Assessment Acres	0.735	0.735
Assessed Land Value	\$100,000	\$100,000
Assessed Improved Value	\$70,000	\$70,000
Total Value	\$170,000	\$170,000

Current year valuations are subject to change until Board of Review final adjournment

TAX INFORMATION

TAX YEAR	2023	NOT DELINQUENT	
General Taxes	3,211.42		
First Dollar	86.56		
Lottery Credit	0.00	Paid	Balance
General Tax	3,124.86	3,124.86	0.00
Specials	0.00	0.00	0.00
MFL			
Tax Totals	3,124.86	3,124.86	0.00

Category	Assessed Value	Average	Estimated
Land	100,000	Assessment	Market
Improv.	70,000	Ratio	Value
Total	170,000	0.9750	174,400
First Installment	1,562.86	Second Installment	1,562.00

DISTRICT INFORMATION

Type	State Code	Description
School District	281883	FORT ATKINSON SCH DT
Technical College	400	MATC

RECORDED TRANSFER DOCUMENTS

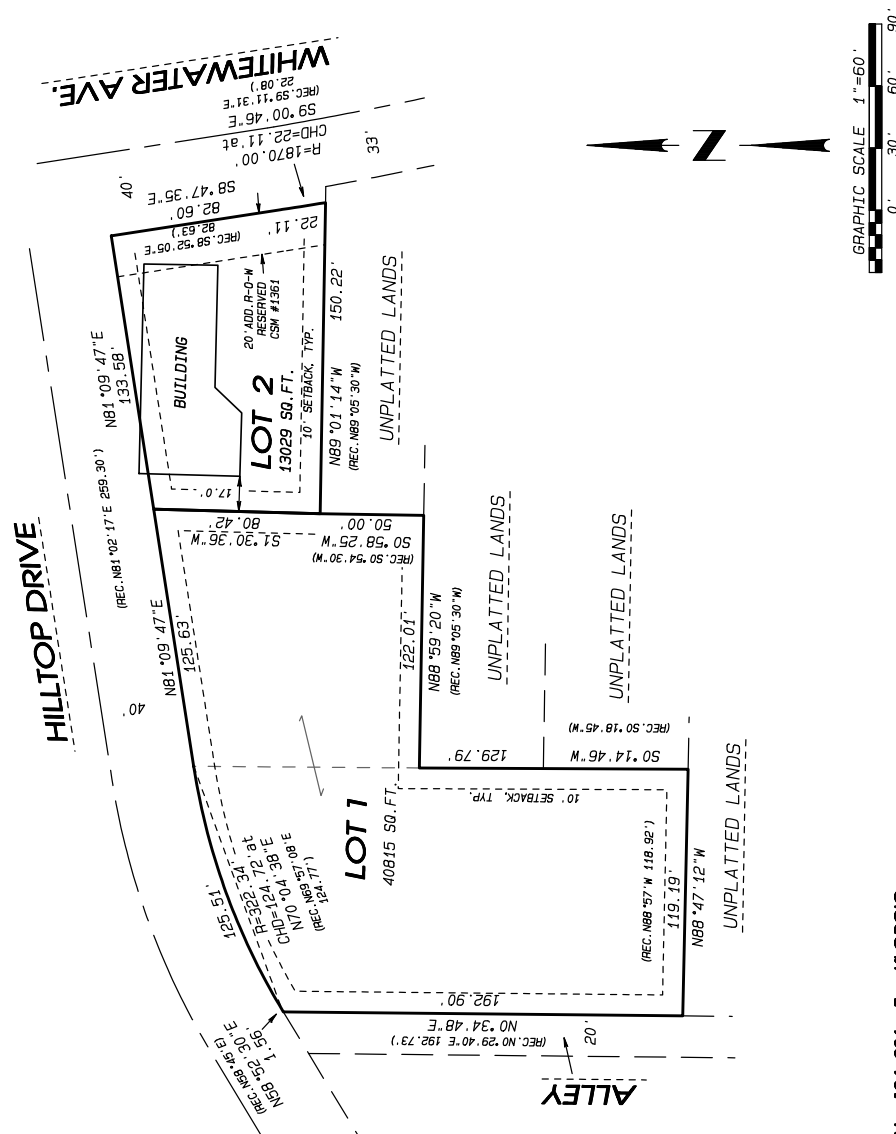
Doc Type	Status	Document Date	Sale Amt	Doc. No.
QCD	A	12/15/1996		968375
	P	00/00/0000		708075

LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 1361, RECORDED IN VOLUME 4, PAGES 355 THRU 357 OF
CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY, WISCONSIN, AS DOCUMENT NO. 765429, LOCATED IN THE
SW 1/4 OF THE NW 1/4 OF SECTION 10, T. 5N., R. 14E. OF THE 4TH P.M., CITY OF FORT ATKINSON,
JEFFERSON COUNTY, WISCONSIN.

OWNER: RICHARD F. KLOPIC TRUST
PO BOX 7
FORT ATKINSON, WI 53538

OWNER'S AGENT: STEVE MODE - WAYNE HAYES REAL ESTATE
111 SHERMAN AVENUE
FORT ATKINSON, WI 53538
Steve.mode@waynehayesrealestate.com
414.331.6704

ZONING OF SUBJECT PARCELS: UMU - URBAN MIXED USE
BUILDING SETBACKS: 10', TYPICAL



Date: 9/11/2024

Combs
& ASSOCIATES
INC.

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
tel: 608 752-0575
fax: 608 752-0534
www.combsurvey.com

Project No. 124-286 For: KLOPCIC