



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, NOVEMBER 12, 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 Highfield, Hough, Kessenich, Shull, Council Representative Schultz, Manager Houseman and Director Selle. Also present: Clerk/Treasurer and Building Inspector.

3. New Business

- a. **Public Hearing:** *Conditional Use Permit relating to a request for a small engine sale and repair facility to be located at 1200 Whitewater Avenue (Houseman, City Manager)*
Building Inspector Draeger reviewed the submission from the current owner, the Richard Klopchik Trust, for review to the Plan Commission a CSM that removed a portion of the subject parcel and combined it with a vacant land parcel to the West. The Hupke Power Center has been located in the Town of Koshkonong for some time and is looking to move the business to a more visible location in the City. The proposed Conditional Use would be located on the site of the existing commercial building adjacent to Highland Ave and Whitewater Ave. The building has been used for various engine and equipment repair shops over a span of many years. The requested location is Zoned UMU - Urban Mixed Use and lists Vehicle Service and Repair, Permitted as Conditional Use.

Manager Houseman opened the Public Hearing at 4:03 pm.

After three calls, the Public Hearing closed without comment at 4:04 pm.

- b. *Review and possible action relating to the **minutes of the October 8, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
Highfield moved, seconded by Schultz to approve the minutes of the October 8, 2024 Plan Commission meeting. Motion carried.
- c. *Review and possible recommendation to the City Council relating to an **Extra-Territorial Certified Survey Map** for the property located at N1394 Schwemmer Lane (CSM-2024-07) (Draeger, Building/Zoning Administrator)*

Building Inspector Draeger stated the property owner would like to break off a 1.1 acre parcel from the parent parcel along Schwemmer Lane in the Town of Koshkonong. This is within the 3-mile extraterritorial area of the City of Fort Atkinson and also within the 1.5-mile radius requiring a recommendation from the Plan Commission and approval by the City Council. The parcel has been rezoned to A-3, pending approval of the CSM. Staff has discussed the conflicting situation with the applicant and is recommending the Plan Commission take no action on the submittal. Taking no action does two things: one; it prevents the city from approving a proposed land use that is in conflict with the city's Comprehensive Plan and two; it would prevent a legal battle against a land division that is unlikely to conflict with any potential developments in this area for the foreseeable future. The 90-day deadline would be December 17, 2024.

Staff recommends that the Plan Commission recommend the City Council take no action on this preliminary Certified Survey Map.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Core Strength and Fitness, 1815 Janesville Ave. (SPR-2024-08) (Draeger, Building/Zoning Administrator)*
Building Inspector Draeger presented the submission from 1815 Core LLC, doing business as Core Strength & Fitness, and is proposing a new Wall Sign located on the Western facade of the building facing Janesville Ave, as well as a modification to an existing Monument sign adjacent to Janesville Ave. The signs will depict the company logo and the business type. The wall sign is proposed to be 7' x 4' and the Monument sign is proposed to be 10' wide and would have a height of 7'. New Monument Signs are limited to a height of 6'; however, the existing Monument base is planned to be utilized with only the top portion receiving a replacement.

Houseman moved, seconded by Kessenich to approve the requested wall sign and the requested Monument sign as proposed with the following conditions. - Both signs must be set to display the white LED option during business hours; - Both signs may use the color change option only during Federal Holidays with appropriate color; and - Neither sign may actively fade, flash, or regularly change from color to color. Motion carried.

- e. *Review and possible action relating to a **Site Plan Review** for signage for Fort Healthcare at 1504 Madison Ave. (SPR-2024-09) (Draeger, Building/Zoning Administrator)*
Building Inspector Draeger provided The Fort Healthcare Orthopedic Associates, Integrated Family Care, and Therapy and Sports Center Clinic that is located on Madison Avenue. The property is surrounded by other commercial uses making up the Madison Avenue Commercial Corridor. There is an existing pylon sign located on the eastern side of the main vehicle entry to the property from Madison Avenue. The applicant is proposing to remove the existing sign and replace it with a new monument sign in the same location. The existing sign also serves Goodwill and Fort Family Dental. The proposed new monument sign is an aesthetic upgrade over the older existing pylon sign on the property today. The new sign meets the requirements of the City's ordinances, subject to the conditions listed below. The City's Management Team has reviewed the application, and all comments have been included within this document.

Hough moved, seconded by Highfield to approve the Sign Package, subject to the following conditions: • Applicant must provide City staff with information on how frequently the Electronic Message Sign component of the Monument Sign will change. A minimum of 10 seconds per display image is required and shall be subject to approval by City staff. The sign shall not blink, flash, fade, or provide other distracting movement. • Applicant must provide City staff with photometrics plan for the area surrounding the new Monument Sign. A maximum of 1.0 foot candle on the property line is required and shall be subject to approval by City staff. • Applicant must execute and provide to City staff a written agreement between the property owners of parcels 226-0614-3214-001 (Goodwill) and 226-0614-3213-014 (Fort Family Dental) for the use of the new Monument sign on parcel 226-0614-3213-000 (Fort Healthcare). • Any other recommendations of City staff and the Plan Commission. Motion carried.

*f. Review and possible action relating to the **Preliminary Plat Review** for 611 and 609 Grove Street (PP-2024-01) (Selle, Director of Public Works)*

Director Selle stated the City of Fort Atkinson and Fort Atkinson School District are proposing to reconfigure and subdivide two existing parcels within an existing residential neighborhood block between Maple Street and Grove Street, near Jones Park. The larger parcel (1.24-acres) had been used for community garden spaces operated by the City of Fort Atkinson and the smaller parcel (0.36-acres) is being used for Crossroads Pathways by the Fort Atkinson School District. The proposed preliminary plat involves subdividing this total area (1.6-acre) into eight total new parcels ranging in size from 8,600 – 8,800 square feet for the future development of single-family or two-family homes. Both existing properties and the entire residential block is zoned TF-10, which accommodates single-family or two-family land uses by-right. The proposed Preliminary Plat is planned to create 8 new development parcels, four of which front Grove Street and four that front Maple Street.

Hough moved, seconded by Schultz to recommend City Council to approve the Preliminary Plat for 609 and 611 Grove Street. Motion carried.

g. Update on previous Plan Commission approved projects (Selle/Houseman)

Cm. Kessenich asked for an update on the Blackhawk Senior Apartments on Main Street, Dollar Tree on Madison Avenue and DG Market proposed for Janesville Avenue.

Houseman addressed DG Market planned for Janesville Avenue - Plan Commission did provide initial approval of the site plan. The business still has an offer to purchase on the property and may contact Staff next spring.

Drager addressed Dollar Tree planned for Madison Avenue - the developer stated the company did some re-configuring and put this project on hold.

Selle addressed Blackhawk Senior Apartments - there are no valid or current building permits for this property.

4. Adjournment

Kessenich moved, seconded by Highfield to adjourn. Meeting adjourned at 4:54 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director