

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFBVZb0E2TUNTbVnZlZz09>

Passcode: 53538

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.

- a. **Public Hearing** relating to a Zoning Map Amendment to change the zoning district for the property located at 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I). (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)
- b. Review and possible action relating to the **minutes of the November 12, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible recommendation to the City Council relating to a **Public Monument Review - Eagle Scout Project** to install a bike repair station located at the Rotary Train Depot (PMR-2024-04) (Dayton, Director of Parks and Recreation)
- d. Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for the property located 211 Memorial Drive (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I) (ZMA-2024-02) (Draeger, Building Inspector/Zoning Administrator)

- e. Review and possible action on a **Conditional Use Permit** relating to a request for a small engine sale and repair facility to be located at 1200 Whitewater Avenue (CUP-2024-02) (Draeger, Building/Zoning Administrator)

4. Adjournment

Date Posted: November 22, 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.

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ZONING MAP AMENDMENT REVIEW REPORT TO THE PLAN COMMISSION

DATE: November 26, 2024

PROPERTY ADDRESSES: 211 Memorial Drive

PARCEL NUMBER: 226-0514-0312-050

OWNER: Polzin Property, LLC

APPLICANT: Curt Polzin, Polzin Property, LLC

FILE NUMBER: ZMA-2024-02

EXISTING ZONING: SR-5, Single-Family Residential

PROPOSED ZONING: I, Institutional

EXISTING LAND USE: Vacant (Former dental office building)

REQUESTED USES: No change

BACKGROUND

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires a public hearing, review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

REQUEST OVERVIEW

The proposed rezoning includes one parcel located at the corner of Sherman Avenue and Memorial Drive. The 0.68-acre property is currently developed with an 8,000 square foot, single-story, commercial style building with the remainder of the site devoted to surface parking. This was the former location of the Fort Family Dental Clinic prior to that use moving to Madison Avenue.

Located on the far East side of Fort Atkinson, the property is one block from the Fort Healthcare Hospital campus and is surrounded by single and two-family residential on all four sides. The applicant is seeking to rezone the property from Single-Family Residential (SR-5) to Institutional (I) to better match the existing development on the site today and reflect the similar uses that were formally on the site.



The proposed future use of the property is **Personal and Professional Services**, which would not be permitted under the SR-5 Zoning District, but would be permitted by-right under the Institutional Zoning District.

REZONING REVIEW:

The existing parcel is currently zoned SR-5. This zoning district allows for and is oriented to only single-family land uses. The Comprehensive Plan identifies the property as Single-Family on the Future Land Use Map. This designation allows for small-scale community facility land uses, which would be consistent with the proposed rezoning to Institutional.

The proposed Zoning Map Amendment must also meet the minimum standards of the Institutional zoning district to be rezoned. The minimum lot dimensions will be met by the proposed development, as shown below:

Bulk Regulation	Institutional Standard	Proposed New Parcel
Minimum Lot Area	10,000 square feet	30,000 square feet
Minimum Lot Width	60 feet	100 feet
Minimum Lot Depth	120 feet	255 feet
Minimum Lot Frontage at ROW	30 feet	300+ feet

ZONING MAP AMENDMENT CRITERIA:

A Zoning Map Amendment must be reviewed per the requirements of Section 15.10.31(4)(b) of

the Zoning Ordinance. City staff are required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment protects the health, safety, morals, comfort, convenience, and general welfare of the public. This will be accomplished through consistency with neighboring land use patterns and the existing development pattern of the property, in addition to the advancement of community goals within adopted plans.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Single-Family Residential designation on the Future Land Use which permits small-scale Community Facility land uses (i.e. Institutional).
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts within the pertinent Zoning District? Yes. The proposed zoning map amendment is consistent with the Comprehensive Plan and more accurately reflects the existing development pattern of the property. While the parcel is currently surrounded by single and two-family residential structures, there are a variety of Institutionally-zoned properties in this area including the Fort Healthcare Hospital campus. The pattern of intermixed Institutionally-zoned properties is found throughout this area of Fort Atkinson.
4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment addresses an omission that occurred during the Zoning Ordinance Rewrite process. This property, as it was developed and utilized in 2020, should have been zoned Institutional on the new map, but an error was made at that time in zoning it SR-5. This map amendment corrects that error.

A public hearing is required for Rezoning review and action. All required public hearing notices have been properly posted in compliance with state law.

COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Healthcare Center Planning Area (see attachments) and is shown as Neighborhood on the plan graphic. The opportunities indicated on the plan relevant to this proposal include healthcare expansion balanced with neighborhood preservation.

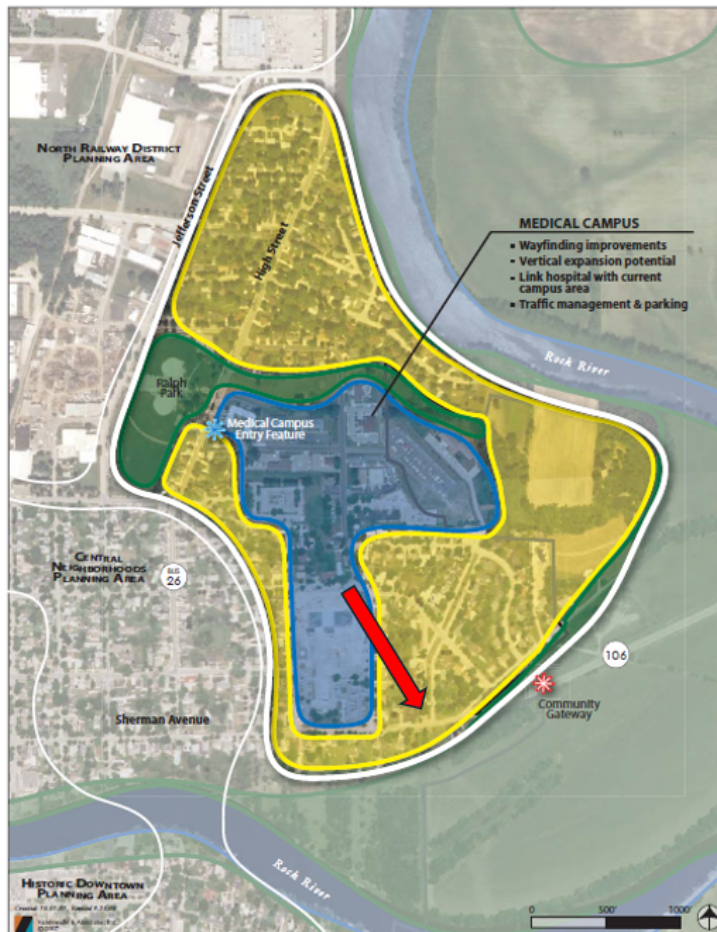
The subject property is also shown as Single-Family Residential on the Future Land Use Map. This designation includes single-family development and small-scale community facility development. Through the Zoning Ordinance Rewrite process and development of the new Zoning Map, the new zoning district assigned to the majority of properties was to reflect and enable the continued use of existing developed properties. An error clearly occurred in

rezoning this parcel to SR-5 rather than Institutional. The proposed Zoning Map Amendment corrects that error and is consistent with the Comprehensive Plan.

HEALTHCARE CENTER PLANNING AREA

FIGURE: 2.15

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Staff believes the proposal is in concert with the Comprehensive Plan.

DISCUSSION

The applicant is proposing to rezone the property to Institutional to enable the current and future use of the property. This is consistent with how the property has been developed, is currently oriented, and was used when it was a dental practice just a few years ago. The City's Management Team has reviewed the application, and all comments have been included within this document.

The proposed rezoning aims to provide additional land use opportunities for the property that

mirrors the neighborhood characteristics of intermixed Institutionally-zoned properties throughout this area and the existing development patterns of the site. Overall, the proposed rezoning meets the requirements of the City's ordinances, is in alignment with adopted City plans, and can provide activation of an existing vacant building and site.

RECOMMENDATION

No action is recommended for the public hearing.

This items is later on the agenda for action. Staff recommends that the Plan Commission review and recommend City Council approval of the Zoning Map Amendment as presented.

ATTACHMENTS

1. Application
2. Owner Justification
3. Public Notice Sherman Ave with ZMA Map
4. Healthcare Planning Area
5. Future Land Use Map

City of Fort Atkinson Procedural Checklist for Zoning Map Amendments (Rezoning) Requirements per Section 15.10.31

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Official Zoning Map and by the City to process the application.

Name, company, and client (if applicable): Curt Polzin, Polzin Property LLC

Phone number: 715-764-0904 Email: curt.polzin@fortfamilydental.com

Property address of requested zoning change: 715 E Sherman Ave, Fort Atkinson, WI 53538
211 Memorial Dr, Fort Atkinson, WI 53538

Zoning change request from Single Family Residential - 5 (SR-5) to Institutional (I)

I Application Packet Requirements

The Applicant shall submit an electronic or paper copies, as may be required by the City, of the application.

- ☐ A map of the subject property to scale, depicting the following:
 - ☐ All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
 - ☐ All parcel numbers for the subject property.
 - ☐ 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 north arrow.
- ☐ Legal description of the property.
- ☐ Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.
- ☐ Any further information needed by the Plan Commission to facilitate the making of a comprehensive report to the Plan Commission and City Council.

II Criteria Used to Evaluate the Proposed Zoning Map Amendment

The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Advances the purposes of this Chapter as outlined in Section 15.01.03 and the applicable rules of Wisconsin Department of Administration and the Federal Emergency Management Agency.
2. Is in harmony with the Comprehensive Plan.
3. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
 - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made, including the omission on the Official Zoning Map of an approved zoning map amendment.
 - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
 - d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

III Process Checklist

- | | |
|--|-------------|
| ☐ Staff-Applicant meeting (if applicable) | Date: _____ |
| ☐ Application fee of \$200.00 received by City Clerk | 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 | Date: _____ |
| ☐ Class 2 legal notice published on _____ and _____ | Date: _____ |
| ☐ Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| ☐ Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| ☐ Notification of airports within 1 mile of the petition | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Justification for Proposed Official Zoning Map Amendment

All other commercial style buildings in this area are zoned (I) Institutional, which also more accurately suits the historic and current use of the property/building.

Parcel Numbers in the area, zoned Institutional, with commercial style buildings: 226-0514-0312-033, 226-0614-3434-026, 226-0614-3434-039, 226-0614-3434-040, 226-0614-3434-022, 226-0614-3434-038, 226-0614-3434-042, 226-0614-3434-044, 226-0614-3443-017, 226-0614-3434-021, 226-0614-3434-043

Parcel Numbers in the area, zoned Institutional, with residential style buildings: 226-0514-0312-033, 226-0614-3434-025

Parcel Numbers in the area, zoned Residential, with commercial style buildings: none (besides the parcel being requested to be rezoned Institutional 226-0514-0312-050)

Legal Description

LOTS 18, 19 & 20, BLK 3, WEIDEMANN 2ND ADD.

Parcel Number

226-0514-0312-050

Parking

There are a total of 31 parking stalls on the property: 23 in the front of the building and 8 in the back of the building.

Ingress/Egress

There are three different ingress/egress to the property. One is located off Sherman Ave and the other two are off Memorial Dr.



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

November 4, 2024

NOTICE TO THE PUBLIC

OFFICIAL NOTICE IS HEREBY GIVEN the Fort Atkinson Plan Commission will hold a public hearing to review and make a recommendation to the City Council on a request for a Zoning Map Amendment for the property located at 715 Sherman Ave. E. (parcel number 226-0514-0312-050), from Single Family Residential (SR-5) to Institutional (I). This zoning change has been requested to accommodate current and future use.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, Nov. 26, 2024 at 4:00 p.m. at the City of Fort Atkinson Plan Commission meeting. Those interested in attending this meeting should follow the below link, or dial in for audio access.

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTU05VZlZzO9>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

Any interested party will be given the opportunity to be heard at that time. The City Council will likely review the rezoning request at the meeting on Tuesday, Dec. 3, 2024 and again on Tuesday, Dec. 17, 2024.

The Plan Commission is seeking input from the public. For more information, please contact Building/Zoning Administrator Jedidiah Draeger at jdraeger@fortatkinsonwi.gov or (920)-397-9901. You may attend the public hearing via Zoom or submit a letter or email expressing your thoughts.

If you have special needs or circumstances which make communication or accessibility difficult at the meeting, please call (920)-397-9901 prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

Jedidiah Draeger
Building/Zoning Administrator

Zoning Map Amendment



10/28/2024, 11:41:52 AM

Jefferson County Tax Parcels

City of Fort Atkinson Municipal Boundary 2022

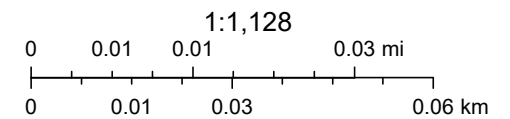
City of Fort Atkinson Base Zoning

SR-2 - Single Family Residential - 15,000sf

SR-5 - Single Family Residential - 8,000sf

I - Institutional

City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction

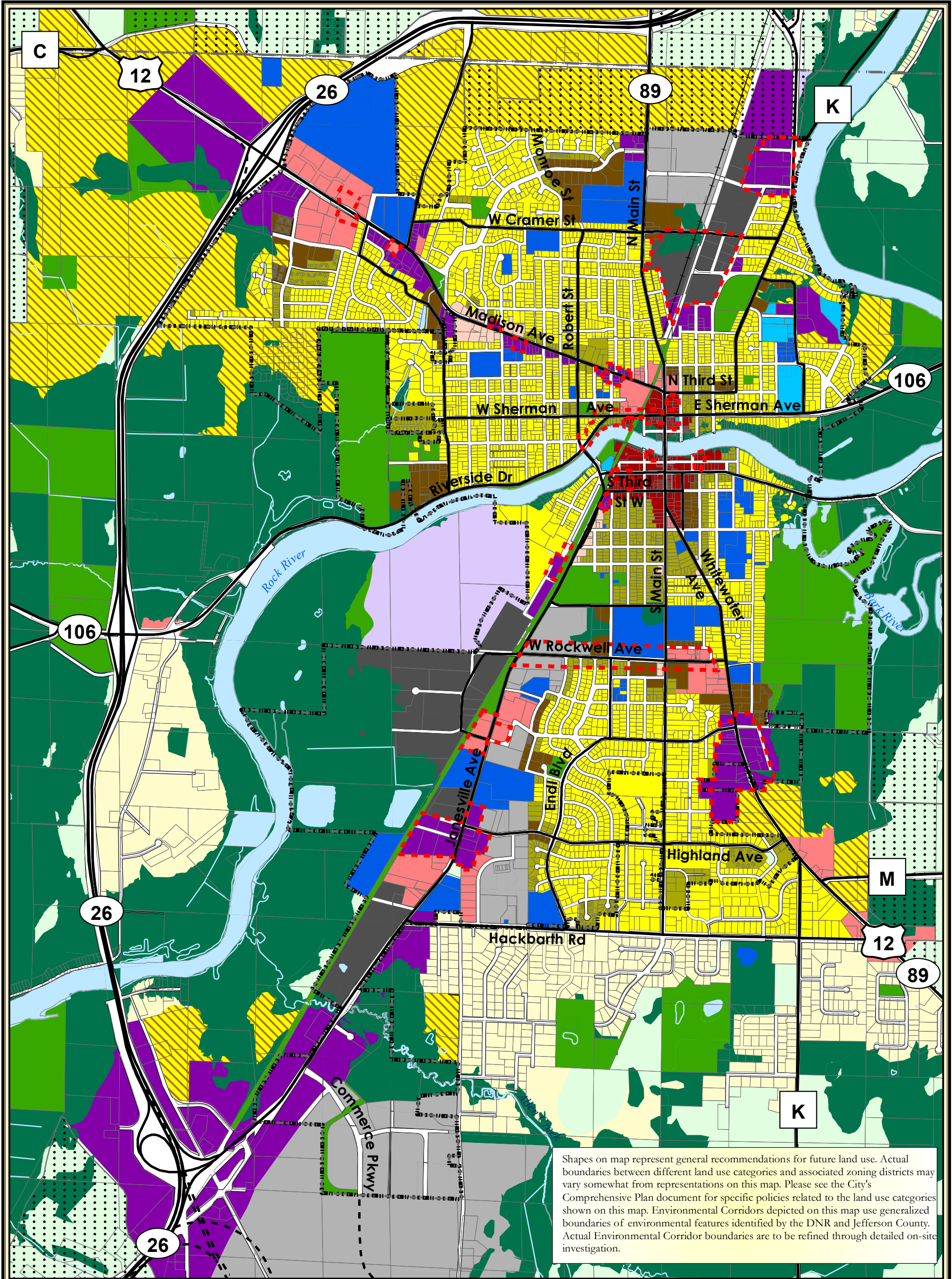


HEALTHCARE CENTER PLANNING AREA

FIGURE: 2.15

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE





**City of Fort Atkinson
Comprehensive Plan**

Map 7: Future Land Use - City View

- 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

0 0.125 0.25 0.5 0.75 Miles

VANDEWALLE & ASSOCIATES INC. 3/19/19 Amended: 6/6/23
Shaping places, shaping change



**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



Public Monument Review REPORT TO THE PLAN COMMISSION

DATE: November 26, 2024
PROPERTY ADDRESS: Rotary Train Depot
PARCEL NUMBER: No parcel number
OWNER: City of Fort Atkinson
APPLICANT: Landon Stachel

FILE NUMBER: PMR-2024-04
EXISTING ZONING: No zoning classification (ROW)
PROPOSED ZONING: No zoning classification (ROW)
EXISTING LAND USE: Glacial River Bike Trail
REQUESTED USES: Bike Repair Station (accessory use)

BACKGROUND

Landon Stachel is requesting to install an outdoor bike repair station for his final Eagle Scout Project. At the September 11, 2024 Park and Recreation Advisory Board meeting, Landon presented his project and received feedback regarding the installation location along the Glacial River Bike Trail. Board members and staff recommended the site north of the Rotary Train Depot shelter, near the existing bike racks.

REQUEST OVERVIEW

Landon provided pamphlets and will give a short presentation outlining his proposal.

Public notice is not required for the Public Monument Review process. City staff has reviewed this request and has no objections to the proposal or the location.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

Outlined in the Comprehensive Plan are cultural resource goals, objectives, and policies. Chapter 5 specifically identifies the Glacial River Trail as one of the city's noted Cultural Resources. The policy encourages the enhancement and beautification of downtown, commercial corridors, and other key places throughout the community with increased landscaping, signage, public infrastructure, and public art.

Additionally, in Chapter 9: Parks and Recreation, the overarching goal is to maintain and preserve existing facilities, effectively plan for future facilities that serve all residents, enhance opportunities for recreational tourism, and preserve the environmental integrity of the community. The Glacial River Trail runs through the heart of the city and provides bike/pedestrian-friendly access for residents both north and south of the Rock River.

The addition of a bike repair station will provide an enhancement to public infrastructure that is accessible to all residents and those who visit the city.

PUBLIC MONUMENT PURPOSE:

One of the objectives of the Public Monument/Building Review process is to identify and explain the public purpose of a proposed public monument to ensure that it serves the community as a whole, not just an individual or group.

As mentioned previously, the Glacial River Bike Trail serves as an alternative route for pedestrians to travel across the community. The addition of this amenity will serve those using the bike trail for transportation or recreational purposes.

MAINTENANCE PLAN FOR MONUMENT:

Another objective of the Public Monument/Building Review process is to identify the short and long-term maintenance needs of the monument or building and properly plan for them, with the hope that all future maintenance, repair, and replacement of structures does not fall onto the City.

The chosen product is specifically designed to be vandal resistant, remain outdoors year-round, require minimal maintenance and is semi-permanent. The bike pump is assumed to be the most used tool. With frequent use, gaskets will eventually fail and need replacement. All other tools are attached using rust-resistant stainless steel cable and will not require maintenance unless vandalized. City staff will be responsible for repair or replacement of any worn out or broken parts going forward.

Fundraising and installation will be conducted by Landon and additional troop members. The Parks and Recreation Department requires that all Scout projects taking place on City property have staff supervision to provide support for the volunteers and ensure quality and safety standards are met.

Security was also a consideration when recommending the location. The Rotary Train Depot shelter is well lit, highly visible, and is located near an active intersection.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve this request for a Public Monument/Building Review allowing the installation of the Bike Repair Station along the Glacial River Trail adjacent to the Rotary Train Depot shelter.

ATTACHMENTS

1. Bike_Fixation_DPWS_Site_Layout
2. Bike Repair Station Project- Brochure (reordered) 9.6.24

3. Public Monument and Building Review- Landon Stachel BSA Troop 134
4. Landon Stachel - Eagle Scout Presentation-Bike Repair Station

Site Layout for Saris Infrastructure Deluxe Public Work Stand

Minimum Space Requirements

The minimum space requirements for the Deluxe Public Work Stand are dependent on whether there is a Wheel Chock installed or not. See figure 1 and 2 for minimum space requirement dimensions. If branding is part of the installation, the back of the repair stand should face the trail.

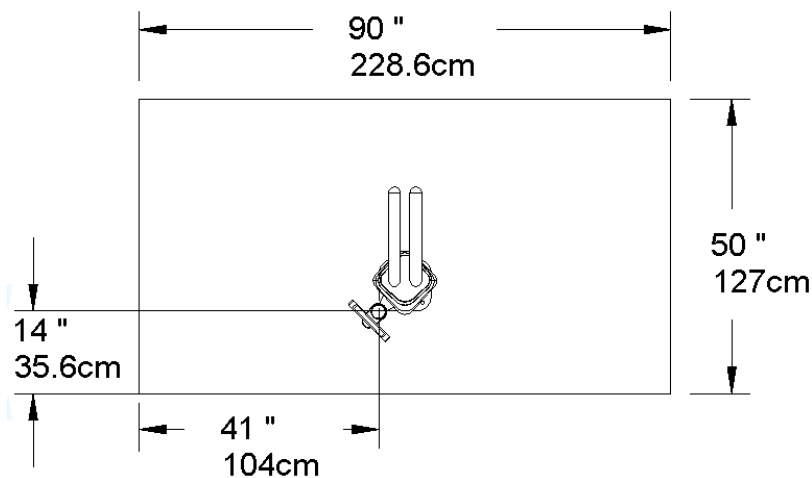


Figure 1: Minimum space requirements (without Wheel Chock)

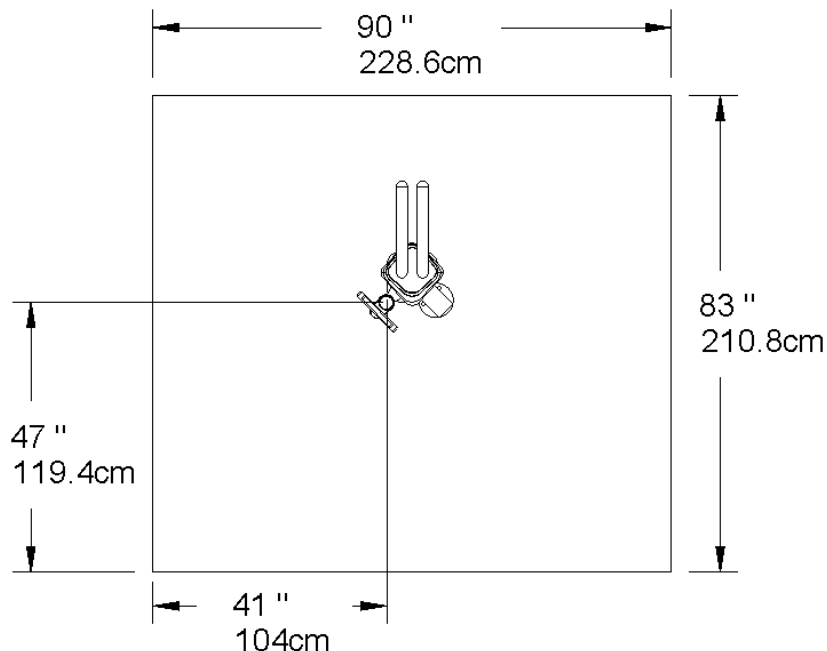


Figure 2: Minimum space requirements (with Wheel Chock)

Setbacks

It is recommended that all equipment is spaced a minimum of 60" from an adjoining street or cycle path.

Pad size

If you are pouring a new concrete pad, these are two recommended sizes. Option 1 is 36" x 36" x 4", option 2 is a 16" diameter cylinder that is 36" long.

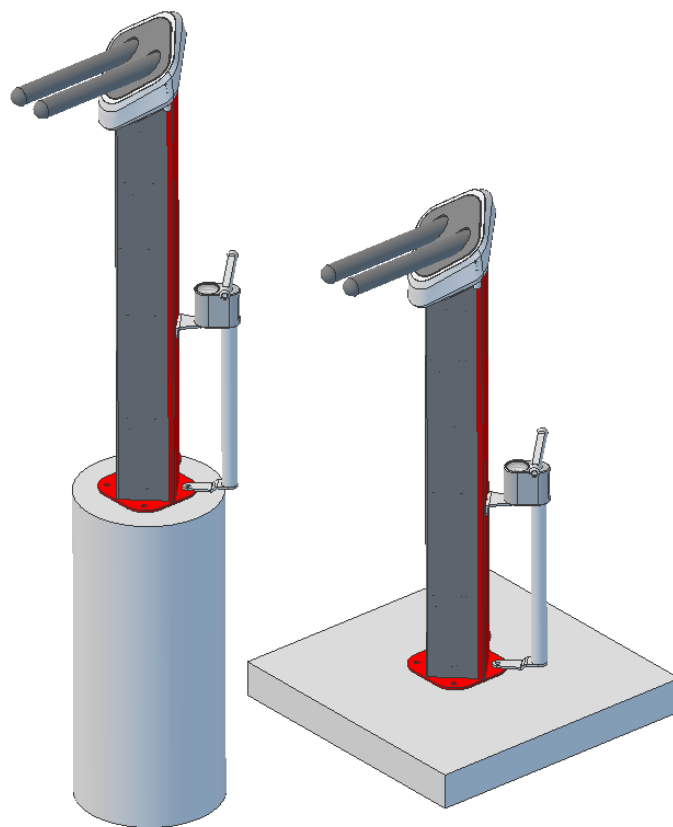


Figure 3: Recommended new pad configurations

Project Phases

Phase 1: Planning (current Phase)

Phase 2: Fundraising

Phase 3: Purchasing

Phase 4: Prep. Install Site

Phase 5: Installation

Phase 6: Website/Online Toolbox

Phase 1 Planning

1. Project Approval
2. Location Approval
3. Permits
4. Date and Time of Installation

Phase 2 Fundraising

Fundraising Options:
Cookie Dough Fundraiser
First Aid Kit Fundraiser
Donations (Anytime Fitness, 2 rivers, etc)

Fundraiser Proceeds will go towards purchasing equipment and supplies.

Phase 3 Purchasing

After fundraising, we will use fundraiser proceeds to purchase a Bike Repair stand with tools from theparkcatalog.com and have the stand shipped to us (delivery location may change based on dock requirements)

A PDF printout of the bike stand is handed out separately

Phase 4

Preparation of Installation Site

Preparation of the Installation site will involve:

1. Calling 811 to avoid utilities
2. Closing one half (width) of the bike path
3. Excavation for a Concrete Pad

Should Utilities be discovered, a new installation area will be discussed

Phase 5 Installation

1. Drilling holes in concrete pad for anchor bolts
2. Installing Anchors
3. Installing bike stand, and tools.
4. Securing stand to pad, and finalizing onsite-install
5. cleanup

Troop 134

Fort Atkinson WI

Landon Stachel

Eagle Scout Service Project Proposal



Project Overview

Installing a publicly accessible and free to use bike repair stand along the bike path running through Fort Atkinson WI.

Phase 6

Website/Online Toolbox

The online toolbox is a website that anyone can access using any common smartphone, and view videos on how to repair, adjust, and fix any common bike.

The videos will be made by scouts, with real bikes, and utilizing step by step instructions. Ad-Free, and easy to find.

The website will be available one or may of these ways:

1. Troop Website
2. Custom Website
3. Parks and Rec Website

www.Troop134.site

or

Bike.troop134.site
(Not a real site, yet)

City of Fort Atkinson Procedural Checklist for Public Monument/Building Review Requirements per Wis. Statutes 62.23 (5) and Section 15.10.42 of the Zoning Ordinance

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan and by the City to process the application.

Name, company, and client (if applicable): Landon Stachel - BSA

Phone number: 9207231100 Email: landonscoutmail@gmail.com

Property address for site plan: rotary train depot along bike path

I Applicability

Site plan review and approval shall be required for changes to site characteristics (listed in Section 15.10.42).

II Application Requirements

The Applicant shall submit an electronic copy or paper copies, if required by the City, of the application. Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator.

- ☐ Written description of the intended use describing in reasonable detail the following:
 - ☐ Existing zoning district(s) and proposed zoning district(s), if different.
 - ☐ Existing and proposed land uses, including a survey of existing buildings or monuments onsite.
 - ☐ Projected number of residents, employees, and/or daily customers.
 - ☐ Demonstration of compliance with the applicable standards and requirements of the City of Fort Atkinson Municipal Code.
 - ☐ Demonstration of consistency with the Comprehensive Plan.
 - ☐ Fencing materials (Section 15.06.40).
 - ☐ Explanation of the purpose of the public monument or building (must serve a public purpose)
 - ☐ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ☐ A small location map showing the subject property and illustrating its relationship to the nearest street intersection.
- ☐ Pre-Development Site Information.
 - ☐ Legal description of the subject property.
 - ☐ Existing property lines and setback lines.
 - ☐ Existing structures and paved areas.
 - ☐ Existing right of way lines with bearings and dimensions clearly labeled.

- ☐ Existing easements and utilities.
- ☐ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ☐ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- ☐ Proposed Post-Development Site Information.
 - ☐ Property lines and setback lines.
 - ☐ Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - ☐ Proposed right of way lines with bearings and dimensions clearly labeled.
 - ☐ Proposed access points onto public streets and access drives on the subject property.
 - ☐ Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - ☐ Location of all proposed parking and traffic circulation areas.
 - ☐ Location and configuration of all visibility triangles proposed on the subject property.
 - ☐ Location and dimension of all loading and service areas on the subject property.
 - ☐ Location of all outdoor storage areas and the design of all screening devices.
 - ☐ Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
 - ☐ Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
 - ☐ Location of snow storage areas, except for single family and two family residential.
 - ☐ Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
 - ☐ Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
 - ☐ Location, type, height, size, and lighting of all signage on the subject property.
 - ☐ In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
 - ☐ Proposal short and long-term maintenance plan for proposed buildings and/or monuments.
- ☐ Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- ☐ Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.
- ☐ Elevation Drawings.
 - ☐ Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
 - ☐ Depict exterior materials, texture, color, and overall appearance.



- ☐ Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
- ☐ Photometric Plan
 - ☐ Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
 - ☐ Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.
- ☐ Operational Plan.
 - ☐ Describe the proposed hours of operation and traffic generation.
 - ☐ Describe the goal of this monument or building including how it will serve the public and improve the site on which it may be located.
 - ☐ Procedures for snow removal, except for single and two family residential.

III Process Checklist

- | | |
|--|-------------|
| ☐ Pre-Application conference with Staff (recommended) | Date: _____ |
| ☐ Reimbursement of professional consultant costs agreement executed | Date: _____ |
| ☐ Receipt of final application packet by Engineering | Date: _____ |
| ☐ City Staff input | Date: _____ |
| ☐ Review and action by Engineering and Zoning Administrator | Date: _____ |
| ☐ Plan Commission review and recommendation_____ | Date: _____ |
| ☐ Review and action_____ | Date: _____ |

Applicant signature: Landon Stachel Date: 09/30/24

Landon Stachel

Eagle Scout Service Project Proposal

Troop 134

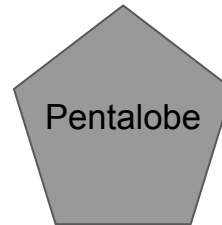
Fort Atkinson WI

Project Overview

- Publicly accessible bike repair stand
- Website with Videos, and Step-by-Step Instructions to;
 - Fix a flat tire
 - Adjust Steering
 - Adjust Brakes
 - Adjust Gear Shifting
 - Fix Brakes

About the Bike Stand

- Vandal resistant
- Can be removed
- Designed to be outdoors
- Mounted on a concrete pad



Project Phases

Phase 1: Planning (current Phase)

Phase 2: Fundraising

Phase 3: Purchasing

Phase 4: Prep. Install Site

Phase 5: Installation

Phase 6: Website/Online Toolbox

Possible Installation Locations

Municipal Parking Lot
Lions Park Pavilion
Glacier River Trail Rotary Depot
Bicentennial Park Parking Lot
Farmco Ln Parking Lot



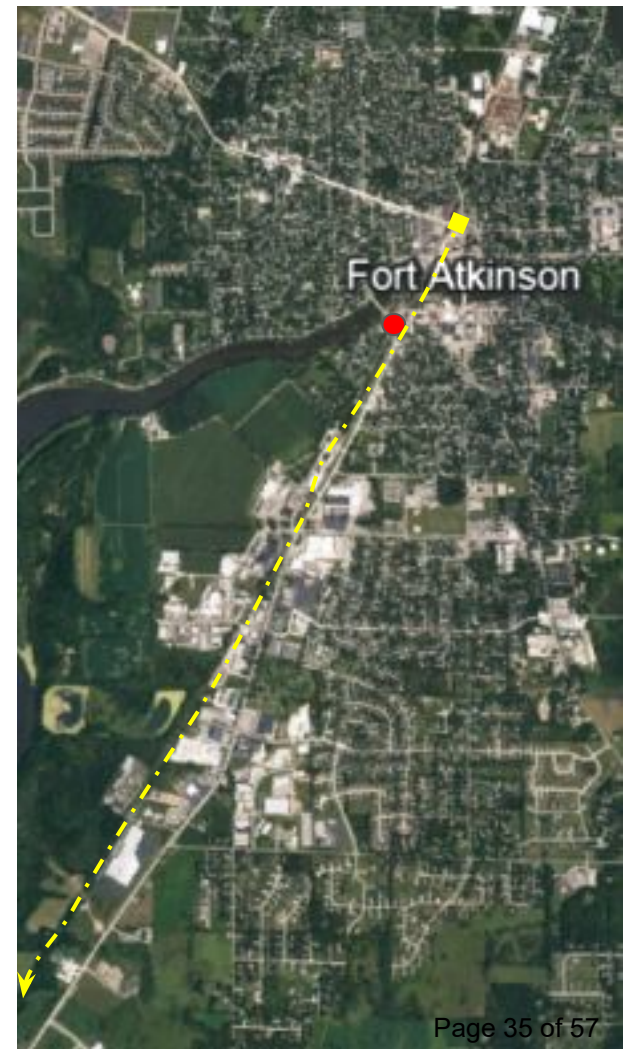
Municipal Lot

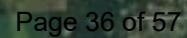


Lions Park Pavilion



Rotary Depot Building

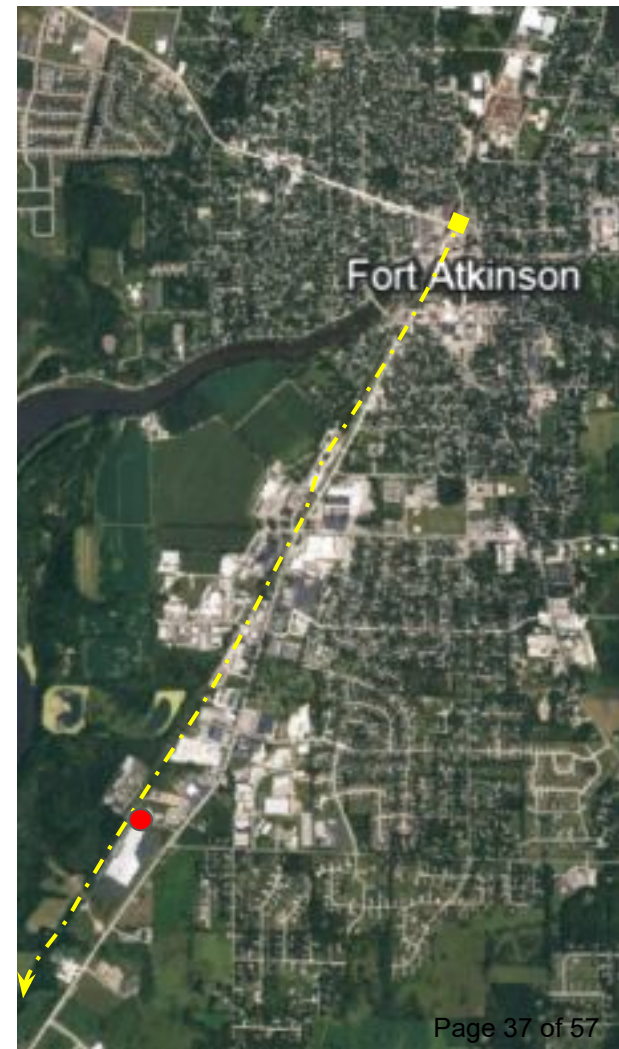




Farmco Ln Parking Lot



Note; This lot is owned by the county



P2 - Fundraising

- Asking for donations from businesses
- Public Donations
- Other Scout fundraisers

P4 - Preparation of Install Site

- Marking Utilities
- Excavation of concrete pad (If a concrete pad doesn't already exist)

P5 - Full Installation

- Pouring Concrete (if needed)
- Drilling holes for anchors (in concrete)
- Assembly and Installation of bike stand
- Cleanup

P6 - Website/Online Toolbox

- Made by scouts, free for anyone
- Video Equipment and software is already owned
- Easily Accessible (URL, and/or QR Code)

The End

Questions, Comments or Concerns?



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

Conditional Use Permit REPORT TO THE PLAN COMMISSION

DATE: November 26, 2024

FILE NUMBER: CUP-2024-02

PROPERTY ADDRESSES: 1200 Whitewater
Avenue

EXISTING ZONING: UMU, Urban Mixed Use

PARCEL NUMBER: 226-0514-1023-031

PROPOSED ZONING: UMU, Urban Mixed Use

OWNER: Richard F Klopchik Trust

EXISTING LAND USE: Storage

APPLICANT: Donald W Hupke, Hopke Power
Center, LLC

REQUESTED USES: Small engine repair shop

BACKGROUND

The current property owner, the Richard Klopchik Trust, recently submitted 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.

The proposed Conditional Use would be located in the Whitewater Ave Corridor Planning Area in the City's Comprehensive Plan and is shown as Mixed-use.

WHITEWATER AVENUE CORRIDOR PLANNING AREA

FIGURE: 2.20

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



REQUEST OVERVIEW

Section 15.10.32(7) of the Chapter 15 Zoning Ordinance states "In reviewing and taking final action on a proposed conditional use permit, the Plan Commission shall consider whether the proposed conditional use: (staff review of each finding is underlined):

- Is in harmony with the Comprehensive Plan. This condition is met. The proposed site is shown on the Future Land Use map as Planned Mixed Use with corresponding Zoning districts of Multi-Family Residential, Neighborhood Mixed Use, Suburban Mixed Use, Urban Mixed Use, and Institutional. The proposed CUP would be located on a site that is Zoned Urban Mixed Use. Overall, the proposed use supports continued mixed-use growth and development in this portion of Fort Atkinson.

- 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. This condition is not of concern. The applicant has indicated that all sales and service will be conducted indoors and will only have incidental outside storage when displaying new equipment. The existing building was designed and used for service and sales in the past.
- Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property. This condition is met. This area contains a mix of uses including retail, restaurants, and other large-scale commercial entities, in addition to residential, the proposed use is similar to other existing uses in the area.
- The conditional use 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 or private agencies serving the subject property. This condition is met. This site is adequately served by utilities and infrastructure, in addition to the use requiring very little use of those facilities for its operations. The applicant has supplied a traffic analysis that indicates minor increases in traffic that will likely go unnoticed.
- The potential public benefits outweigh any 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. This condition is met. The proposed small engine sales and repair shop will provide public benefits by increasing available services in Fort Atkinson.

The Plan Commission may impose conditions on any conditional use permit related to the physical development and operation, vehicles and equipment of the use, roadway impacts, or other conditions as necessary.

A Public Hearing was adequately noticed per state statute requirements and held at the November 12, 2024, Plan Commission meeting. No public comments were made.

DISCUSSION

The applicant has provided a written statement declaring that all service, repairs, and storage of equipment will be conducted indoors. The UMU district does permit, by right, Incidental Outdoor Display. This type of display would include new equipment for sale or display as an Accessory Use with the approved Conditional Use. The applicant has also been made aware and agreed that any change to the approved Conditional Use Permit regarding outside storage, expansion, signage, etc. would be required to be brought before the Plan Commission for review.

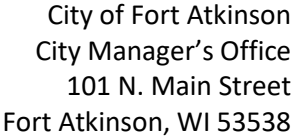
RECOMMENDATION

Staff recommends the Plan Commission Approve the requested Conditional Use Permit for a small engine sale and repair facility to be located at 1200 Whitewater Avenue with the following conditions.

- Outside storage shall not be permitted unless the applicant applies to amend this Conditional Use Permit and receives approval by the Plan Commission.
- The applicant must submit a site restoration plan to City staff within three months from the approval of this CUP, showing the stabilization of all gravel surfaces within five years of approval of this CUP. Stabilization includes removal of gravel to create green space and/or landscaping, paving of gravel area with asphalt or concrete, or other plans acceptable to City staff.
- All proposed site and building signage shall be approved by the Plan Commission prior to installation

ATTACHMENTS

1. CUP Hupke Power Center Public Notice
2. Hupke CUP Application
3. 1200 Whitewater Hupke Aerial View
4. Hupke Site Survey
5. Hupke Use Written Description
6. Hupke WIS DOT Traffic Volume



NOTICE TO THE PUBLIC

OFFICIAL NOTICE IS HEREBY GIVEN the Fort Atkinson Plan Commission will hold a public hearing to review a request for Conditional Use Permit relating to a small engine sale and repair facility to be located at 1200 Whitewater Avenue.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, Nov. 12, 2024 at 4:00 p.m. at the City of Fort Atkinson Plan Commission meeting. Those interested in attending this meeting should follow the below link, or dial in for audio access.

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTVnZlZz09>

Meeting ID: 822 1486 0406
Passcode: 53538

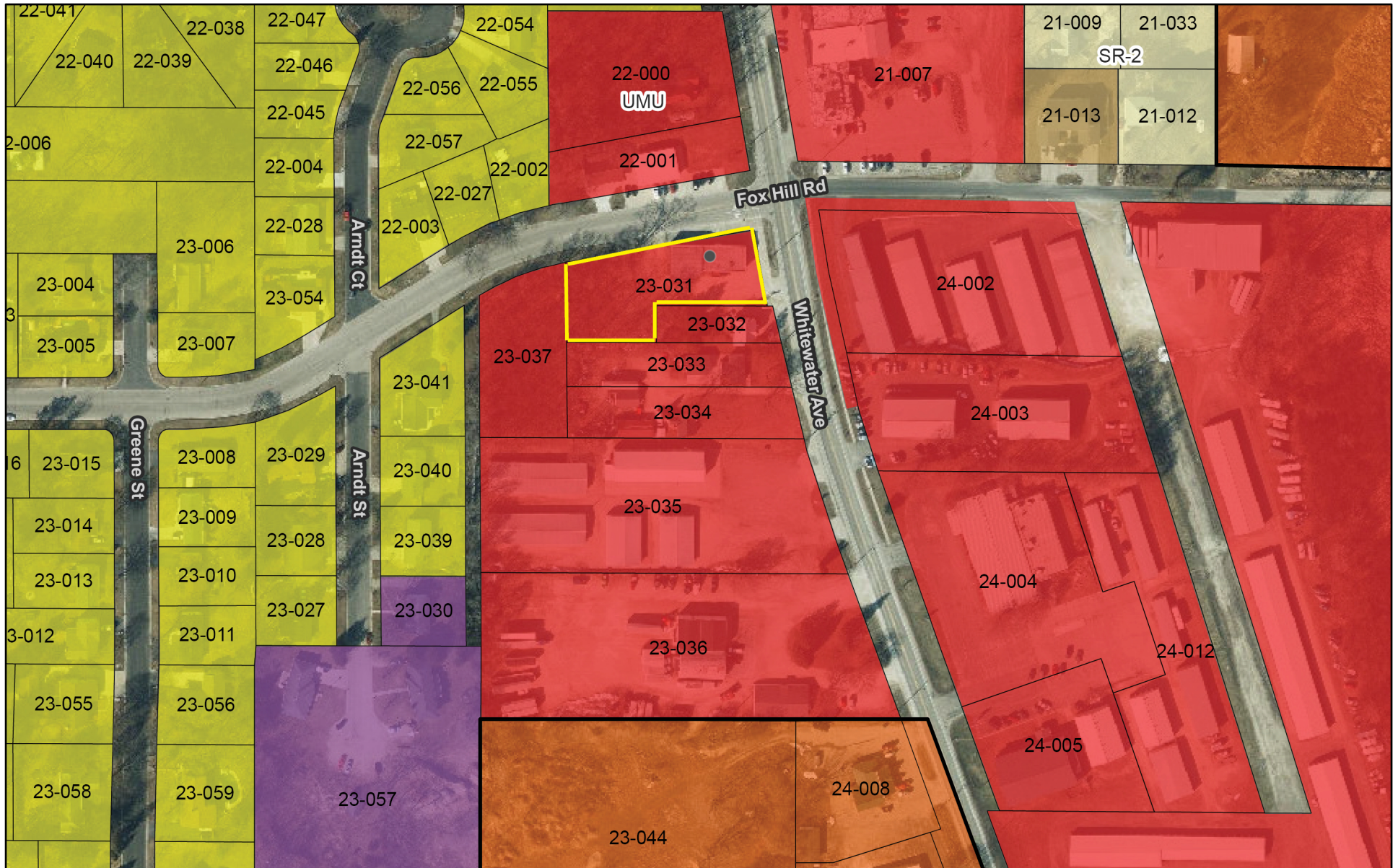
Dial by your location
+1 312 626 6799

The Plan Commission may make a final decision on the Conditional Use Permit at its meeting on Nov. 26, 2024. The Plan Commission is seeking input from the public. For more information, please contact Building and Zoning Administrator Jedidiah Draeger at jdraeger@fortatkinsonwi.gov or (920)-397-9901. You may attend the public hearing via Zoom or submit a letter or email expressing your thoughts to Jedidiah Draeger.

If you have special needs or circumstances which make communication or accessibility difficult at the meeting, please call (920)-397-9901 prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

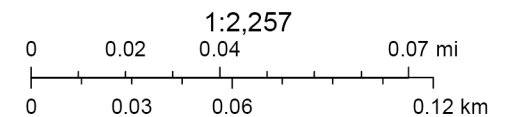
Jedidiah Draeger
Building/Zoning Administrator

Conditional Use Permit 1200 Whitewater Ave.



10/1/2024, 9:37:03 AM

- Jefferson County Tax Parcels
- City of Fort Atkinson Municipal Boundary 2022
- City of Fort Atkinson Base Zoning
 - SR-2 - Single Family Residential - 15,000sf
 - SR-5 - Single Family Residential - 8,000sf
- DR-8 - Duplex Residential - 10,000sf
- MRL-8 - Multi-Family Residential
- UMU - Urban Mixed Use
- City of Fort Atkinson 1.5 Mile Extra-Territorial Jurisdiction





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

City of Fort Atkinson Procedural Checklist for Conditional Use Permits Requirements per Section 15.10.32

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process the application.

Name, company, and client (if applicable): Hopke Power Center, LLC by
Donald W Hopke owner? (Applicant)
Richard S Klopac, Trustee of Richard F Klopac Trust - Property Owner

Phone number: _____ Email: _____

Property address for proposed conditional use: 1200 Whitewater Ave,
Fort Atkinson, WI 53538

Brief description of proposed conditional use: Vehicle Service and Repairs/Small Engine
Sales of New and Used parts and equipment

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 for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 - ☒ 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.
- ☒ Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.
- ☐ A site plan of the subject property if proposed for development conforming to all requirements of Section 15.10.42 of the Fort Atkinson Zoning Code. If the proposed conditional use is a group or large development (per Section 15.06.02), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required per Section 15.10.42.
- ☒ Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan and meets any additional standards required in the applicable zoning district. See Section 15.10.32(8) for review criteria.
- ☒ Written descriptions of anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.
- ☒ A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.



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

To apply for a conditional use to operate a Community Living Arrangement (See Section 15.03.6(13) of the Fort Atkinson Zoning Code), the following additional application materials are required. To note, a Community Living Arrangement Occupancy Permit is also required prior to the start of operation. See the Fort Atkinson Zoning Code Section 15.10.33 for details.

- ☐ Provide to the City Clerk a copy of the Adult Care license issued by the Wisconsin Department of Health Services or Certificate provided from funder when such License/Certificate is granted. Applicant also agrees to notify the City if operations at this address cease.
- ☐ File a scope of business outline with the City Clerk of which shall identify the following:
 - ☐ The legally registered name of the owner or operator of the facility, the address, telephone number, and the type of license number of any state or federal license required to operate the community living arrangement facility, and the date when operation of the facility is anticipated to commence;
 - ☐ Total number of residents;
 - ☐ Scope of clients to be served (i.e. Advanced Age, Developmentally Disabled, Physically Disabled, Emotionally Disturbed/Mental Illness, Irreversible Dementia/Alzheimer's, Traumatic Brain Injury, etc.);
 - ☐ Expected staffing to serve these residents;
 - ☐ Hours of operation;
 - ☐ Facility floor plan;
 - ☐ Safety Plan and Emergency Procedures;
 - ☐ Continuation of Operations plan for patients in the event that the home is unable to continue operations, for any reason;
 - ☐ A Crisis Relocation Plan for residents that are in crisis, including any MCO options for crisis beds or other alternatives, if any exist at the time of application.
- ☐ Meet with City Police and Fire Departments to review the scope of business.

II Criteria Used to Evaluate the Proposed Conditional Use

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the proposed conditional use:

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 conditional use 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.



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

III Process Checklist

- | | |
|--|-------------|
| ☐ Staff-Applicant meeting (if applicable) | Date: _____ |
| ☐ Application fee of \$200 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 | Date: _____ |
| ☐ Class 2 legal notice published on _____ | Date: _____ |
| ☐ Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| ☐ Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| ☐ Notification of airports within 1 mile of the petition | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Dated this 27 day of Sept, 20 24

Respectfully submitted

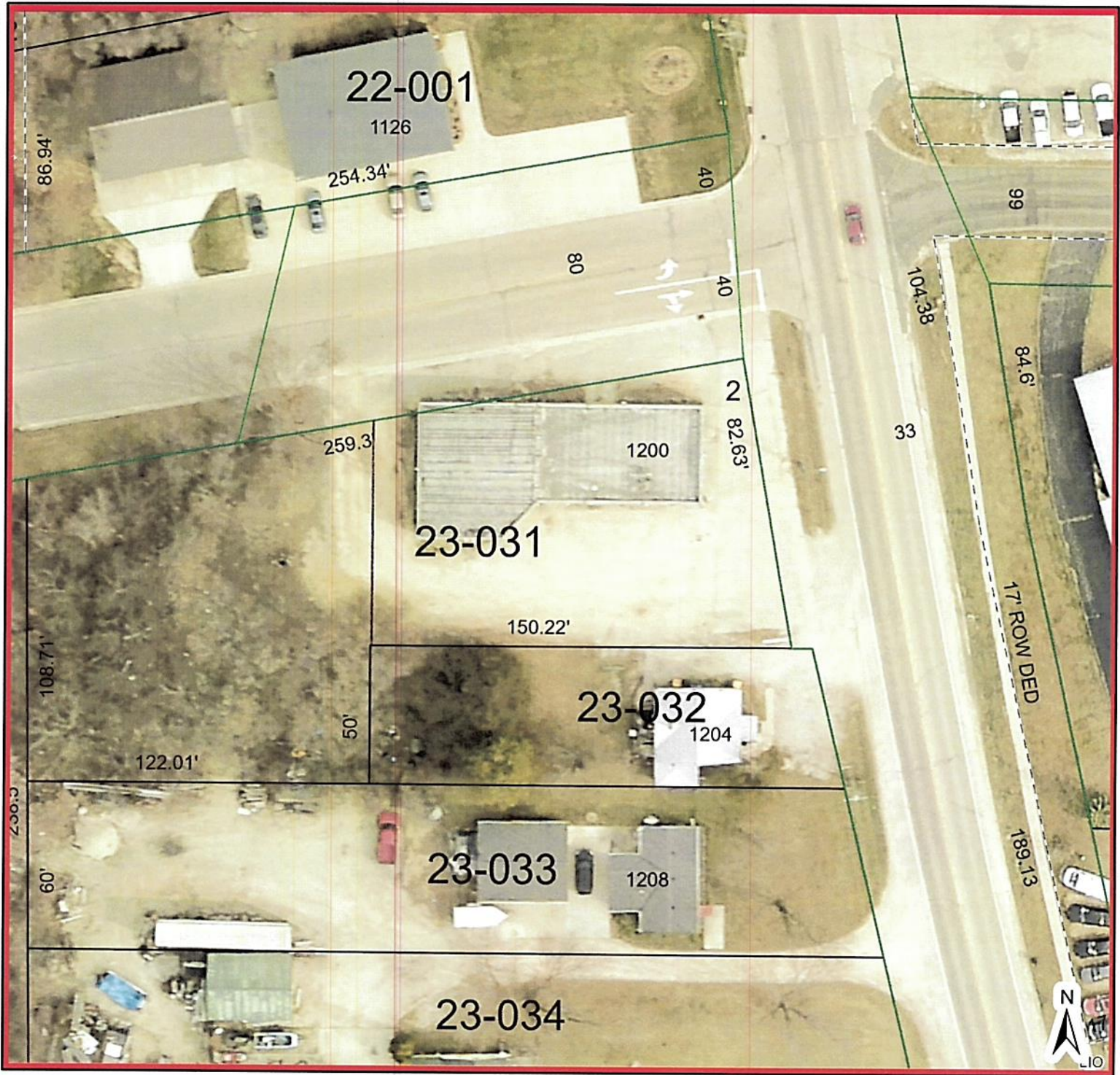
Donald S. Hupke

Signature of Applicant-Donald Hupke-Applicant

Signature of Owner-Richard S Klopac- Trustee- Richard F Klopac Trust

Richard S. Klopac - Trustee - Richard F Klopac Trust

Jefferson County Land Information



- PLSS Sections
- Right of Ways

Cartographic Lines

- Property Boundary
- Old Lot/Meander/Other Carto-Lines

- Rail Right of Ways
- Surface Water
- Map Hooks
- Tax Parcel Information
- Personal Property

Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

50 25 0 50 Feet
1 inch = 50 feet

Printed on: September 24, 2024

Author: Public User

Page 51 of 57

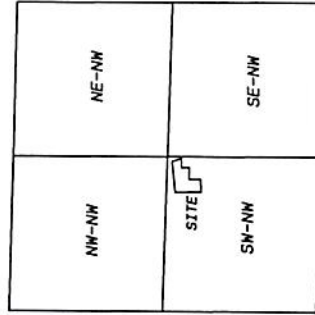
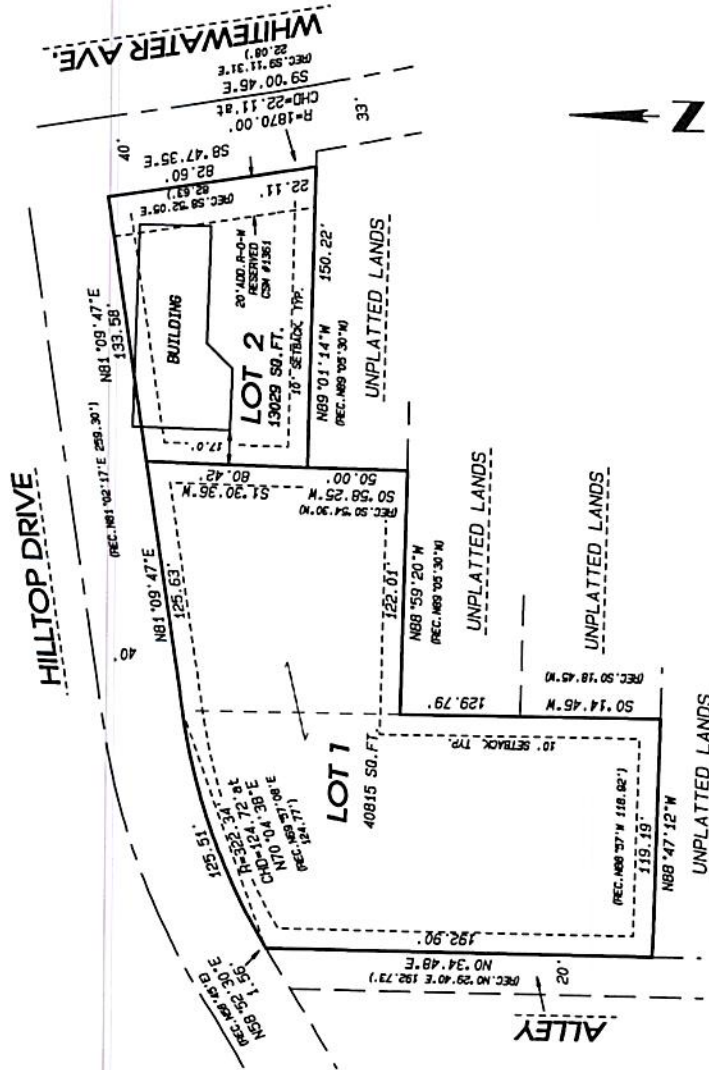
PRELIMINARY CERTIFIED SURVEY MAP

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. KLOPCIC 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



NW1/4, SECTION 10, T.5.N. R.14.E.

Date: 9/11/2024

Crabbs & ASSOCIATES
• LAND SURVEYING
• LAND PLANNING
• CIVIL ENGINEERING
109 N. Milwaukee St.
Jefferson, WI 53538
tel: 608 752-0575
fax: 608 752-0534
www.crabbsurvey.com

Project No. 124-286 For KLOPCIC

Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.

- This building will be used for the repair of the small engines, lawn and garden equipment repair, storage of new and used parts, and storage of new and used lawn and garden equipment. It will also be used as a showroom which will have our new equipment and new parts available. Everything will be stored inside. Most parking will be on the front and south side of the building. As of right now there are 3 full time employees working at the building including myself and my son. Our hours are from 8am - 5pm Monday through Friday and 8am - 12pm Saturday. Sundays we are closed.

Written descriptions of anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.

- Daily traffic will be customers coming in to purchase parts or equipment. We also will be using pickup trucks and trailers, UPS, Fedex and other small delivery trucks during the week. There will be occasionally 2-6 semi trucks a year that will be delivering new lawn and garden equipment which would come from State Highway 12 direction.

A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.

- On site we would have small amounts of gasoline in gas cans, engine oil in new containers. All old and used oil either gets disposed through a waste oil burner off site, any other fluids that need to be disposed of will be sent with Safety-Kleen Company. We also will have a couple of different aerosol cans containing cleaners and lubrication. We plan to purchase a flammable cabinet for these items to be stored in properly when not in use. We keep spill containment pods on hand at all times. We will also purchase additional fire extinguishers in accordance with the recommendations of the fire inspector.

Find address or place [WisDOT Traffic Counts webpage](#) [WisDOT terms of use](#) [More information](#)

Site:280444

Site Type: Short Duration Class

AADT: 8,700 (Final)

AADT Date: 4/11/2022

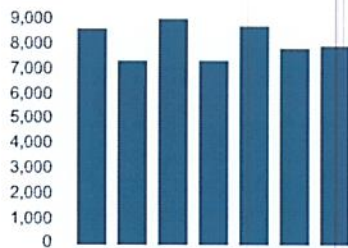
County: Jefferson

Location: USH 12 SOUTH OF HILLTOP TRAIL FORT ATKINSON

[Street View](#) Lat,Long: 42.91,-88.83

AADT History

Most recent on left. Hover over bar to show date and AADT.



Related tables:

AADT

[Zoom to](#)

0.4mi

615,518.9676 271,391.2932 Degrees minutes seconds

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Find address or place [WisDOT Traffic Counts webpage](#) [WisDOT terms of use](#) [More information](#)

Site:280828

Site Type: Short Duration

AADT: 1,000 (Final)

AADT Date: 4/11/2022

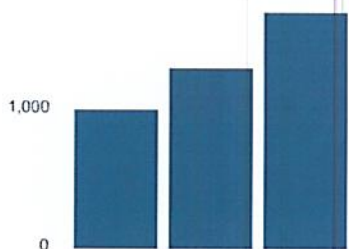
County: Jefferson

Location: HILL TOP DR BTWN WHITEWATER AV & ARNDT CT FT ATKINSON

[Street View](#) Lat,Long: 42.91,-88.83

AADT History

Most recent on left. Hover over bar to show date and AADT.



Related tables:

AADT

[Zoom to](#)

0.4mi

615,273.7936 271,869.0682 Degrees minutes seconds

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Wisconsin DOT



Short-term Hourly Traffic Volume for 04/11/2022 through 04/13/2022

Site names: 280438 Seasonal Factor Grp: 1
 County: Jefferson Daily Factor Grp: 1
 Funct Class: Urban Minor Arterial Axle Factor Grp: 1
 Location: ROCKWELL BTWN MAIN & USH 12/STH 89 Growth Factor Grp: NA

	Sun, Apr 10, 2022			Mon, Apr 11, 2022			Tue, Apr 12, 2022			Wed, Apr 13, 2022			Thu, Apr 14, 2022			Fri, Apr 15, 2022			Sat, Apr 16, 2022		
	Road	S	N	Road	S	N	Road	S	N	Road	S	N	Road	S	N	Road	S	N	Road	S	N
00:00							13			13											
01:00							0			4											
02:00							2			6											
03:00				4			9			11											
04:00				34			33			36											
05:00				40			38			40											
06:00				50			62														
07:00				162			184														
08:00				93			102														
09:00				99			97														
10:00				91			83														
11:00				109			94														
12:00				103			111														
13:00				120			96														
14:00				165			134														
15:00				152			188														
16:00				137			134														
17:00				90			107														
18:00				78			69														
19:00				54			37														
20:00				29			20														
21:00				24			18														
22:00				15			20														
23:00				14			6														
Total				1,663			1,657			110											
AM Peak Vol							198														
AM Peak Fct							798														
AM Peak Hr							7:15														
PM Peak Vol				190			206														
PM Peak Fct				913			888														
PM Peak Hr				14:30			14:30														
Seasonal Fct				1.038	1.038	1.038	1.038	1.038	1.038	1.038	1.038	1.038									
Daily Fct				995	995	995	945	945	945	943	943	943									
Axle Fct				479	479	479	479	479	479	479	479	479									
Pulse Fct				2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000									

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ROAD AADT 1,612

S AADT 0

N AADT 0

DV03S: Page 1 of 1

Wisconsin DOT



Short-term Hourly Traffic Volume for 04/11/2022 through 04/13/2022

Site names: 280444 Seasonal Factor Grp: 2
 County: Jefferson Daily Factor Grp: 2
 Funct Class: Urban Principal Arterial - Other Axle Factor Grp: 2
 Location: USH 12 SOUTH OF HILLTOP TRAIL FORT Growth Factor Grp: 1

	Sun, Apr 10, 2022			Mon, Apr 11, 2022			Tue, Apr 12, 2022			Wed, Apr 13, 2022			Thu, Apr 14, 2022			Fri, Apr 15, 2022			Sat, Apr 16, 2022		
	Road	W	E	Road	W	E	Road	W	E	Road	W	E	Road	W	E	Road	W	E	Road	W	E
00:00							32			42											
01:00							21			38											
02:00							16			28											
03:00							54			53											
04:00				108			122			130											
05:00				267			225			232											
06:00				380			389														
07:00				710			774														
08:00				471			563														
09:00				504			507														
10:00				508			469														
11:00				541			572														
12:00				586			564														
13:00				605			605														
14:00				713			706														
15:00				749			847														
16:00				668			718														
17:00				548			614														
18:00				418			403														
19:00				262			278														
20:00				221			197														
21:00				125			117														
22:00				65			98														
23:00				62			45														
Total				8,509			8,944			524											
AM Peak Vol							786														
AM Peak Fct							901														
AM Peak Hr							7: 15														
PM Peak Vol				779			847														
PM Peak Fct				964			95														
PM Peak Hr				14: 30			15: 00														
Seasonal Fct				1.097	1.097	1.097	1.097	1.097	1.097	1.097	1.097	1.097	1.097	1.097	1.097						
Daily Fct				1.024	1.024	1.024	988	988	988	1.001	1.001	1.001	1.001	1.001	1.001						
Axle Fct				.445	.445	.445	.445	.445	.445	.445	.445	.445	.445	.445	.445						
Pulse Fct				2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000						

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ROAD AADT 8,652

W AADT 0

E AADT 0

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