



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 26, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Manager Chairperson Houseman called the meeting to order at 4:00 pm.

2. Roll call

Present: Chairperson Manager Houseman, Director Selle, Council Representative Schultz, Commissioners Shull. Commissioner Highfield arrived at 4:25 pm. Also present: Park & Recreation Director, Building Inspector and Clerk/Treasurer. Absent: Commissioners Kessenich and Hough.

3. New Business

- 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)

Building Inspector Draeger presented the proposed rezoning request that 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 public hearing was opened at 4:05 pm.

Mary Benson, 202 Memorial Drive - she expressed concern for street parking of the tenants of the subject property. Mrs. Benson wants to ensure their City services are not

disrupted, including trash pickup, leaf pickup and safety of entering and leaving their driveway. She also noted drainage from heavy rain and water main breaks that occur in the area that require extra attention from City Departments.

The public hearing was closed at 4:08 pm.

- b. *Review and possible action relating to the **minutes of the November 12, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Selle moved, seconded by Schultz to approve the minutes of the November 12, 2024 Plan Commission meeting. Motion carried.

- 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)*

Director Dayton introduced Eagle Scout Stachel. 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.

Schultz moved, seconded by Shull to 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. Motion carried.

- 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)*

Building Inspector Draeger further discussed the applicant that 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.

Schultz moved, seconded by Shull to recommend the City Council review and approve the Zoning Map Amendment for property located at 211 Memorial Drive as presented. Motion carried.

- 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)

Building Inspector Draeger provided the current property owner, the Richard Kloplic Trust, who has 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.

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.

Schultz moved, seconded by Highfield to approve the Conditional Use Permit for a small engine sale and repair facility to be located at 1200 Whitewater Avenue with the conditions as noted in the Staff report. Motion carried.

4. Adjournment

Schultz moved, seconded by Selle to adjourn. Meeting adjourned at 4:33 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director