



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, DECEMBER 10, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Commissioners Kessenich, Shull, Council Rep Schultz, Chairperson Manager Houseman and Director Selle. Also present: City Attorney, Clerk/Treasurer/Finance Director and Building Inspector.

Absent: Highfield and Hough.

3. New Business

*a. Review and possible action relating to the **minutes of the November 26, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Shull moved, seconded by Selle to approve the minutes of the November 26, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at St Croix Hospice, 825 Lexington Blvd. (SPR-2024-10) (Draeger, Building/Zoning Administrator)*

Inspector Draeger presented the request from St. Croix Hospice to install new signs at their location 825 Lexington Blvd. The signs will be located on the West and South facades of the building, One facing Madison Avenue and one facing the West parking area, as well as a tenant panel sign in the Group Development sign along the North side of Madison Ave in front of the building located at Lexington Blvd.

Kessenich moved, seconded by Selle to approve the Site Plan Review for signage at St Croix Hospice at 825 Lexington Blvd. Motion carried.

c. Review and possible recommendation to the City Council on a petition to discontinue Trillium Drive in the City of Fort Atkinson (Selle, Director of Public Works)

Director Selle discussed that Trillium Dr was platted in early 2024 using a Certified Survey Map, approved by Planning Commission and City Council. The boundaries of the right of way reflected a previous design for the development that is no longer appropriate. The right of way will be re-established in functionally the same area by the review (and

expected) approval of a preliminary plat for all of the roads in the planned subdivision west of Banker Road. The proposed discontinuance of a public right-of-way requires a Class 3 Public Notice and notification of property owners immediately adjacent to the discontinued right-of-way. The notice will be published in the Jefferson County Daily Union on November 26, 2024, December 3, 2024 and December 10, 2024. The matter will be considered by the City Council at a meeting on December 17, 2024.

Schultz moved, seconded by Selle to recommend the City Council approve the resolution to discontinue Trillium Drive in the City of Fort Atkinson. Motion carried.

- d. *Update on previous Plan Commission approved projects (Houseman/Selle)*
Kessenich asked on the proposed 'pocket neighborhood' on South Main Street. Selle stated the site is vacant and the developers are working on the design including stormwater improvements.

No action was taken.

4. Adjournment

Selle moved, seconded by Kessenich. Meeting adjourned at 4:17 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director