



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, JANUARY 14, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

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

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. **Public Hearing** relating to a Zoning Map Amendment to change the zoning district for a portion of the property located at 401 Madison Ave. (parcel number 226-0514-0412-006), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (ZMA-2025-01) (Draeger)
- b. Review and possible action relating to the **minutes of the December 10, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 401 Madison Avenue (CSM-2025-01) (Draeger)
- d. Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for a portion of the property located at 401 Madison Ave. (parcel number 226-0514-0412-006), from Urban Mixed Use (UMU) to Single Family Residential (SR-7) (ZMA-2025-01) (Draeger)
- e. Review and possible action relating to a **Site Plan Review** for signage, paving, and

fencing at Hupke Power Center, 1200 Whitewater Ave. (SPR-2025-01) (Draeger)

f. Update on previous Plan Commission items

4. Adjournment

Date Posted: January 10, 2025

CC: Plan Commission, 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.



ZONING MAP AMENDMENT REVIEW REPORT TO THE PLAN COMMISSION

DATE: January 14, 2024

PROPERTY ADDRESSES: 401 Madison Ave

PARCEL NUMBER: 226-0514-0412-006

OWNER: Burnham House, LLC

APPLICANT: Burnham House, LLC

FILE NUMBER: ZMA-2025-01

EXISTING ZONING: UMU, Urban Mixed Use

PROPOSED ZONING: SR-7 Single-Family
Residential and UMU, Urban Mixed Use

EXISTING LAND USE: Two-Flat

REQUESTED USES: Two-Flat and Single-Family

BACKGROUND

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

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 project involves splitting an existing parcel into two parcels and rezoning the new southern parcel (Lot 2 - facing Lincoln Street) from the UMU zoning district to the SR-7 zoning district. The new northern parcel (Lot 1 - facing Madison Avenue) is proposed to remain in the UMU zoning district.

The existing parcel takes access from an alley that runs from Madison Avenue to Barrie Street. A detached garage structure is currently located near the alley and is proposed to remain as part of Lot 1 facing Madison Avenue, creating a slightly odd configuration in the northwest corner of the new Lot 2. All existing structures on the parcel today will remain with Lot 1.

The applicant has expressed interest in developing the new Lot 2 into a new single-family home that would take access from Lincoln Street. This would be a permitted by right land use in the SR-7 zoning district, if the rezoning and CSM are completed.

Bulk Regulation	UMU Standard	Proposed New Parcel
Minimum Lot Area	10,000 sf	11,500 sf
Minimum Lot Width	60 feet	120 feet
Minimum Lot Depth	120 feet	140 feet
Minimum Lot Frontage at ROW	30 feet	128 feet
Minimum Front Setback	10 feet	6.5 feet*
Minimum Side Setback	0 or 10 feet	21 feet
Minimum Rear Setback	10 feet	21 feet
Minimum Accessory Front Setback	Behind Principal Structure	Behind Principal Structure
Minimum Accessory Side Setback	3 feet	3 feet
Minimum Accessory Rear Setback	3 feet	3 feet

*The existing residential structure facing Madison Avenue is required to have a 10-foot minimum front yard setback. This existing nonconforming setback is not proposed to change with the CSM parcel split.

Lot 2 - New Southern Parcel (SR-7)

Bulk Regulation	SR-7 Standard	Proposed New Parcel
Minimum Lot Area	6,000 sf	6,070 sf
Minimum Lot Width	40 feet	60 feet
Minimum Lot Depth	100 feet	120 feet
Minimum Lot Frontage at ROW	30 feet	60 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 is 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 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 Two-Family designation on the Future Land Use Map.
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 the intended uses are consistent with both the Madison Avenue frontage and

residential neighborhoods to the south.

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 allows for the creation of an additional housing site within the City of Fort Atkinson and the proposed new lot is more appropriate for a different zoning district.

No public notice is required for a Certified Survey Map review and action. A public hearing is required for Rezoning review and action. All required public hearing notices have been properly posted in compliance with state law.

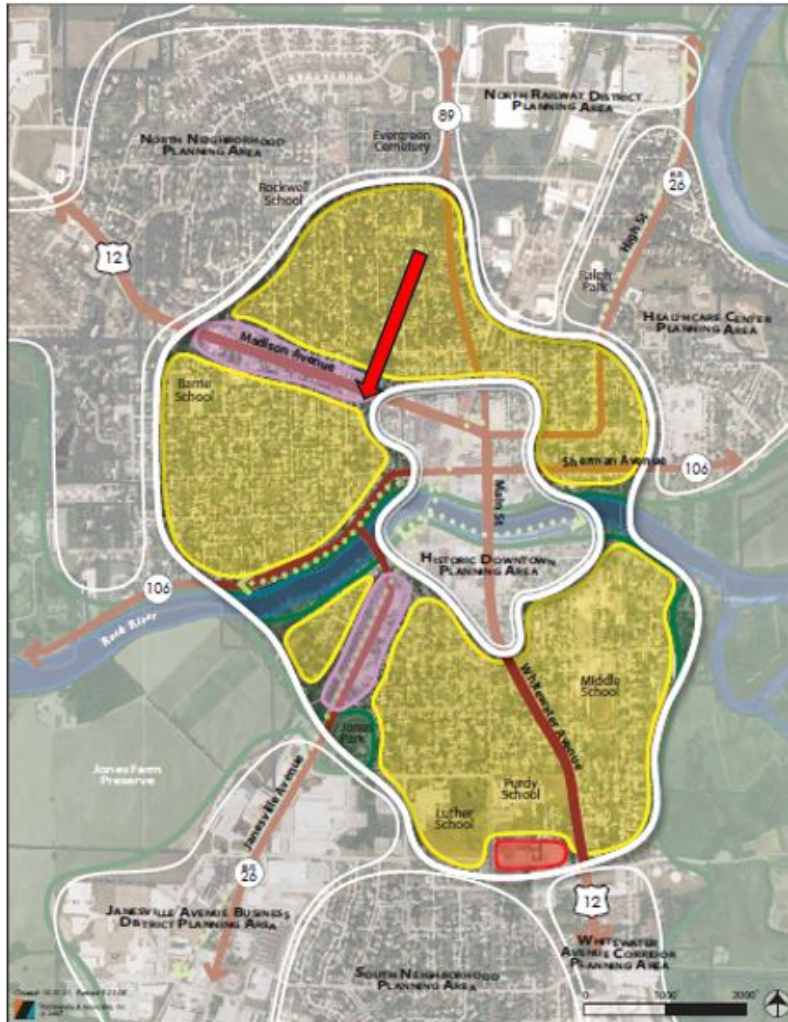
COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Central Neighborhoods Planning Area (see attachments) and is identified as mixed-use along the Madison Avenue corridor. The opportunities indicated on the plan include urban living experience, neighborhood character, and historic preservation balanced with modernization.

CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



The subject property is also shown as Two-Family on the Future Land Use Map. This designation includes two-family and single-family residential development. Staff believes the proposal is in concert with the Comprehensive Plan.

DISCUSSION

The applicant has worked with City staff to develop the proposed parcel split and rezoning to accommodate a new infill development lot. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed CSM and Rezoning aim to provide an additional infill development opportunity

on the proposed new southern lot. This location is inherently a transitional area that includes a variety of land uses, but still maintains the character and appropriate scale of the surrounding neighborhood.

Overall, the proposed CSM and Rezoning meet the requirements of the City's ordinances, is in alignment with adopted City plans, and could potentially provide new tax base and housing units through a future infill development.

RECOMMENDATION

No action is recommended for the public hearing.

Both the ZMA and the CSM reviews are later on the agenda for action.

City staff recommends the Plan Commission recommend the City Council approve the Certified Survey Map, subject to the following conditions:

- Permit the CSM with one existing nonconforming setback associated with the front yard setback of the existing residential structure that is proposed to remain unchanged.
- Any other recommendations of City staff and the Plan Commission.

City staff recommends approval of the Zoning Map Amendment for Lot 2 from UMU to SR-7, subject to the following conditions:

- Building Permit review and approval by City staff prior to any new construction on the new southern parcel (Lot 2).
- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS

1. Public Notice
2. 401 Madison Ave CSM and ZMA Application
3. 401 Madison Ave PREL CSM - UPDATED
4. 401 Madison ZMA Owner Explanation



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

December 3, 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 a portion of the property located at 401 Madison Ave. (parcel number 226-0514-0412-006), from Urban Mixed Use (UMU) to Single Family Residential (SR7). This zoning change is being requested in conjunction with a land division to accommodate future development.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, Jan. 14, 2025 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, Jan. 21, 2025 and again on Tuesday, Feb. 4, 2025.

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

Madison Ave. Zoning Map Amendment



12/3/2024, 9:01:49 AM

Jefferson County Tax Parcels

City of Fort Atkinson Municipal Boundary 2022

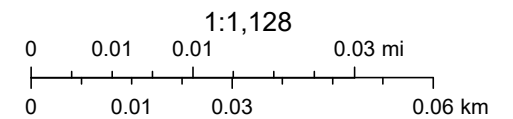
City of Fort Atkinson Base Zoning

SR-7 - Single Family Residential - 6,000sf

TF-10 - Two Flat Residential - 7,200sf

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 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

Phone number: 414-331-6704 Email: steve.mode@waynehouserealestate.com

OWNER Name, company, and client (if applicable): Steven L mode

Burnham House LLC

Phone number: 414-331-6704 Email: steve.mode@waynehouserealestate.com

Postal address for proposed CSM: 401 Madison Ave. Fort Atkinson WI

Parcel Identification Numbers Involved: 226-0514-0412-006

Brief description of proposed division or combination and purpose: Divide property to
create a building parcel. Rezone new parcel from
UMU - URBAN Mixed use TO SR7 - Single family residential
(6000 sq ft) minimum

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)
on-final CSM per Combs & Associates



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: _____ |
| ☐ 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 ____ day of _____, 20 ____

Respectfully submitted,



(Signature of Applicant)

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): Steven L Mode -
Burnham House LLC

Phone number: 914-331-6704 Email: Steve.mode@waynehugorealestate.com

Property address of requested zoning change: 401 Madison Ave -
Land division. UMO TO SR7 (6000 sq ft min) will address off of Lincoln St

Zoning change request from UMO to SR7

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: <u>11/26</u> |
| ☒ Reimbursement of professional consultant costs agreement executed. | Date: <u>11/26</u> |
| ☒ Receipt of complete application packet by Zoning Administrator | Date: <u>11/26</u> |
| ☐ 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: _____ |

Public Parcel Search

Parcel Number - 226-0514-0412-006

Parcel Status - ACTIVE

[MAP](#)

Data Updated - November 26, 2024 9:01am

PARCEL INFORMATION

Municipality	CITY OF FORT ATKINSON
State-Municipality-Code	226
Township	05
Range	14
Section	04
Quarter-Quarter	12 - NW1/4 of NE1/4.
ID	006

VALUATION INFORMATION

Assessment Year	2024	2023
Tax District	1	1
Assessment Acres	0.403	0.403
Assessed Land Value	\$60,000	\$60,000
Assessed Improved Value	\$125,800	\$125,800
Total Value	\$185,800	\$185,800

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

PARCEL OWNERS

BURNHAM HOUSE LLC

TAX INFORMATION

TAX YEAR 2023

NOT DELINQUENT

Tax Payments will not be display until County settlement with Local Treasurer in February 2024

General Taxes	3,509.89		
First Dollar	86.56		
Lottery Credit	0.00	Paid	Balance
General Tax	3,423.33	3,423.33	0.00
Specials	0.00	0.00	0.00
MFL			
Tax Totals	3,423.33	3,423.33	0.00

PARCEL ADDRESSES

401 A MADISON AVE
FORT ATKINSON, WI 53538

401 B MADISON AVE
FORT ATKINSON, WI 53538

BILLING ADDRESS

BURNHAM HOUSE LLC
N2192 CLEAR VIEW LN
FORT ATKINSON, WI 53538

Category	Assessed Value	Average	Estimated
Land	60,000	Assessment	Market
Improv.	125,800	Ratio	Value
Total	185,800	0.9750	190,600
First Installment	1,712.33	Second Installment	1,711.00

PROPERTY SIZE

Acres	Front	Depth
0.403	0.00	0.00

BRIEF LEGAL DESCRIPTION

(NOT FOR USE ON LEGAL

DOCUMENTS)

Description

LOT 1 & 2, BLK 15, A CONT. OF BARRIE'S ADD. EX .02A IN USH 12 DOC 1088187. RERECORD IN DOC 1089995.

DISTRICT INFORMATION

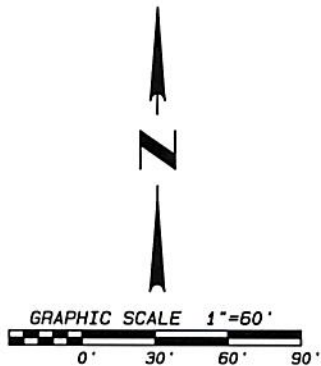
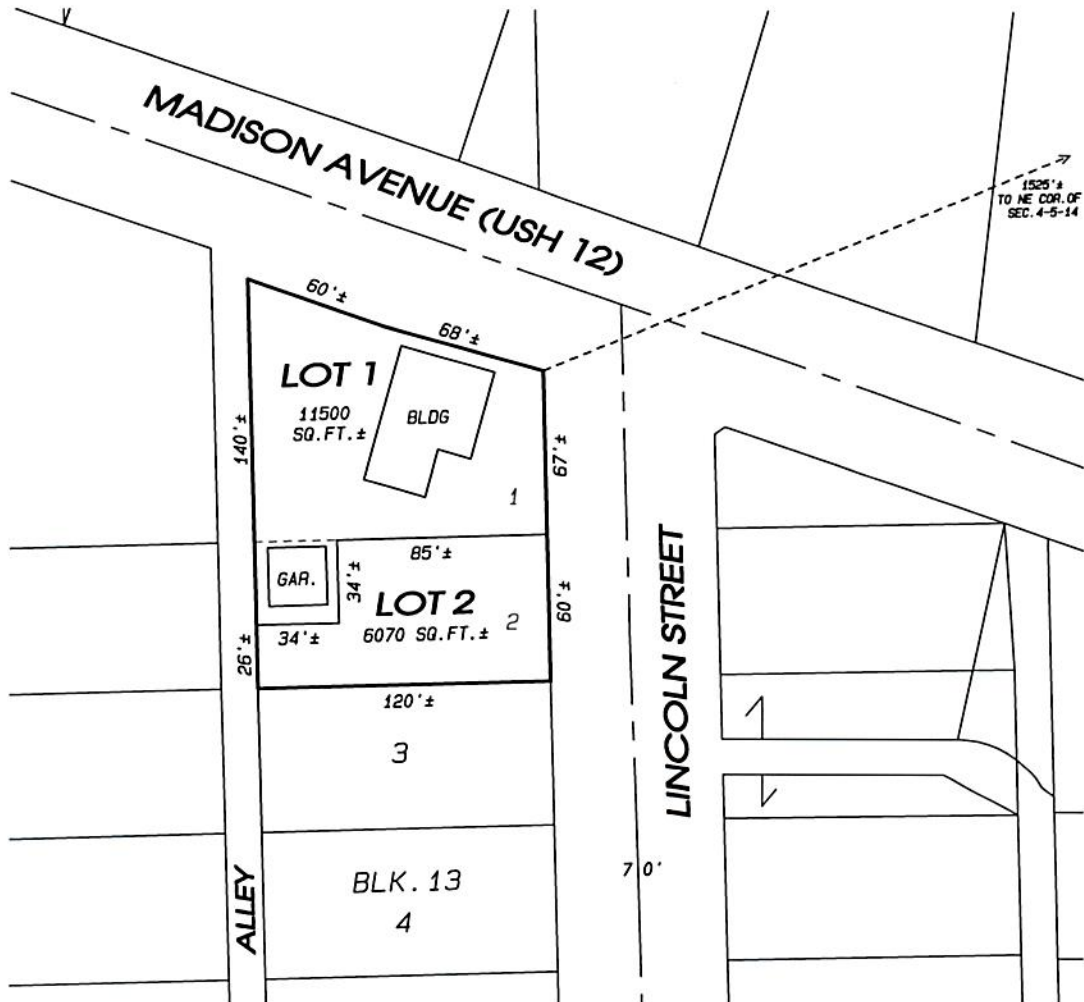
Type	State Code	Description
School District	281883	FORT ATKINSON SCH DT
Technical College	400	MATC

RECORDED TRANSFER DOCUMENTS

Doc Type	Status	Document Date	Sale Amt	Doc. No.
WAR-DEED	P	08/30/2024	245,000	1487396
TRUST-DEED	X	02/14/2005	120,000	1170105
QCD	X	11/14/1996		965514
TRUST-DEED	X	06/17/1996		958017

PRELIMINARY CERTIFIED SURVEY MAP

PART OF LOT 1 AND ALL OF LOTS 2 AND 3, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION,
LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4, T.5N., R.14E. OF THE 4TH P.M.,
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 124 - 473 For: HAYES

DATE: NOVEMBER 15, 2024

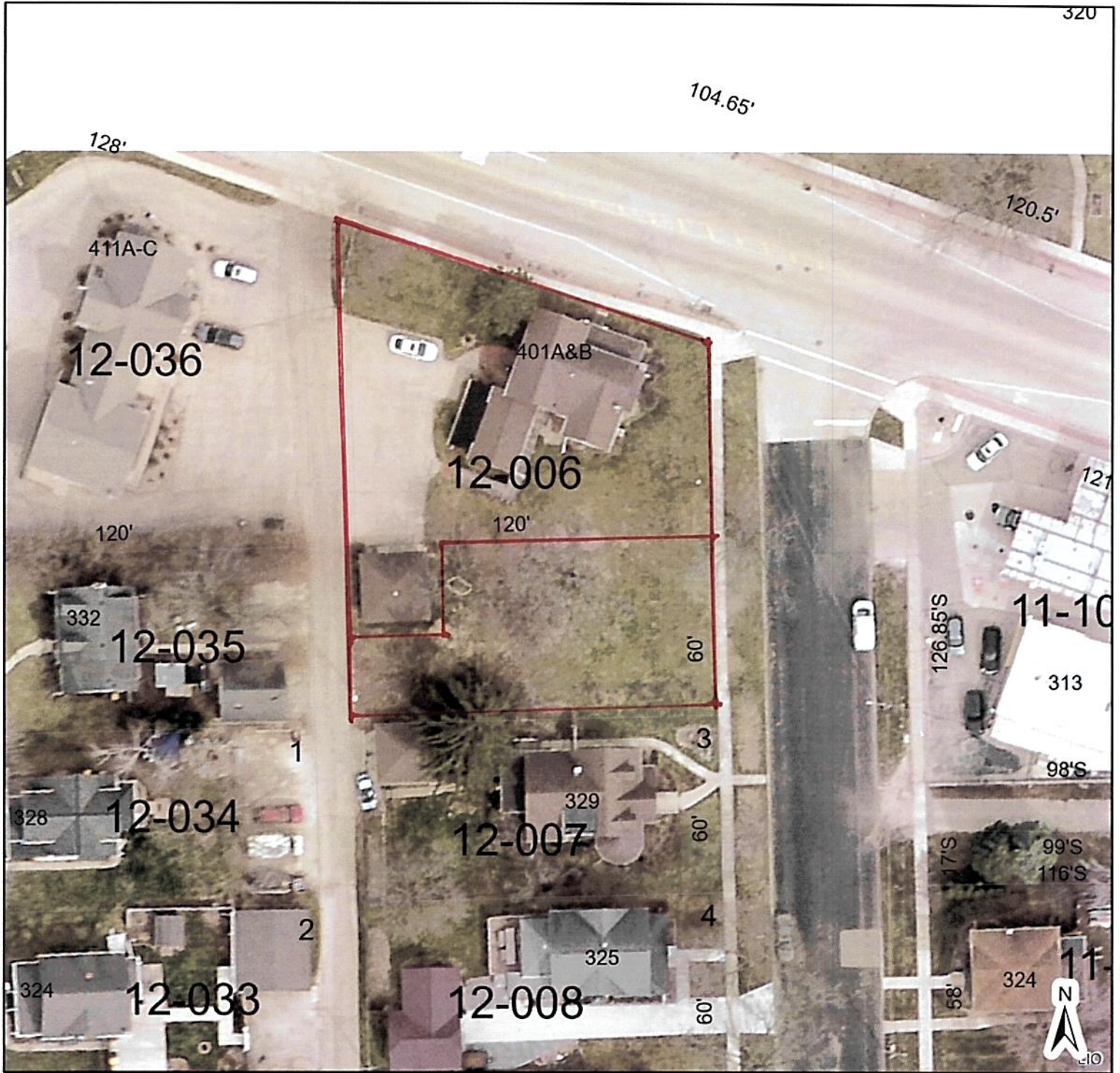
Combs
& ASSOCIATES

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53548
WWW.COMBSURVY.COM

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

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



40 20 0 40 Feet

1 inch = 47 feet

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.

Printed on: November 26, 2024

Author: Public User

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

CITY OF FORT ATKINSON
COST RECOVERY AGREEMENT

The City of Fort Atkinson may retain the services of **professional consultants** (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an **agreement to pay for such professional services** applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

Applicant Name: Steven L. Mode

Project Name: _____

Project Address: 401 Madison Ave

Parcel Number: 226-0514-0412-006

Dated this _____ day of _____, 20____.

Agreement signed and entered into by:

The City of Fort Atkinson

City Manager

Property Owner Information:

Owner Name: Burnham House LLC

Owner Signature: Steven L. Mode

Address: N2192 Clearview Ln
FORT ATKINSON WI 53538

Phone Number: 414-331-6704

Email Address: Steve.Mode@waynehayesreal
estate.com

Applicant Information (if different):

Applicant Name: Steven L. Mode

Applicant Signature: Steven L. Mode

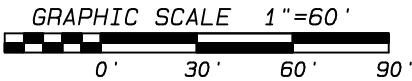
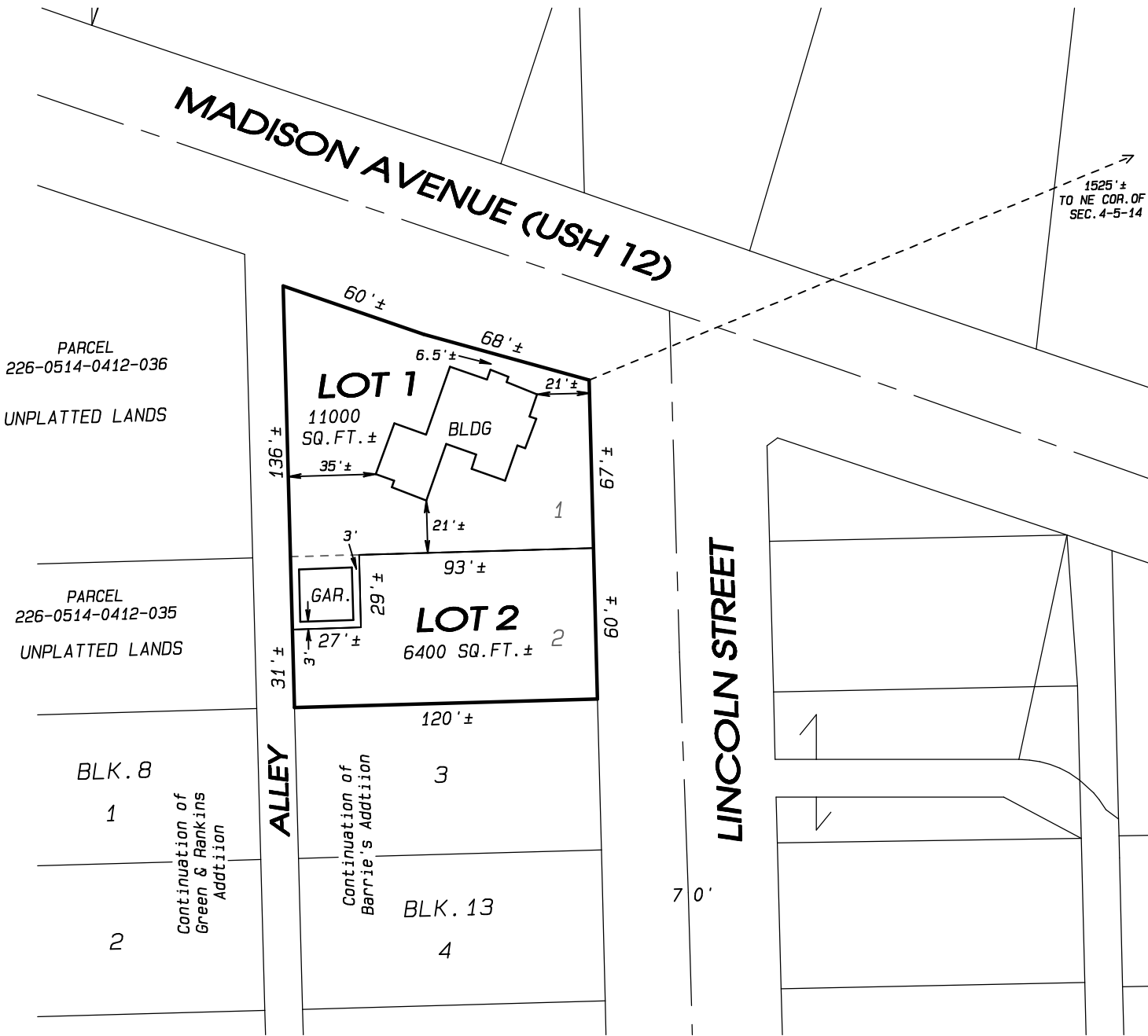
Address: N2192 Clearview Ln

Phone Number: 414-331-6704

Email Address: Steve.Mode@waynehayes
real estate.com

PRELIMINARY CERTIFIED SURVEY MAP

PART OF LOT 1 AND ALL OF LOTS 2 AND 3, BLOCK 15, CONTINUATION OF BARRIE'S ADDITION, LOCATED IN GOVERNMENT LOT 2 OF FRACTIONAL SECTION 4. T.5N., R.14E. OF THE 4TH P.M., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



BURNAM HOUSE, LLC
STEVEN MODE (OWNER)
c/o STEVEN MODE
WAYNE HAYES REAL ESTATE
111 W SHERMAN AVENUE
FORT ATKINSON, WI 53530
(414) 331-6704
steve.mode@waynehayesrealestate.com

CURRENT ZONING: UMU
(URBAN MIXED USE)

PROPOSED ZONING: SR7
(SINGLE FAMILY RESIDENTIAL)

DATE: NOVEMBER 15, 2024
UPDATED: DECEMBER 16, 2024

NOTE: THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

NOTE: THE BASIS OF BEARINGS IS ASSUMED.

Project No. 124 - 473 For: HAYES

Combs & Associates

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

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

From: [Steve Mode](#)
To: [Sarah Weihert](#)
Subject: 401 Madison Ave Essay!
Date: Tuesday, November 26, 2024 11:45:48 AM

Proposed/requested Zoning Change- 401 Madison Ave.

My intent is to divide the property I own at 401 Madison Ave (Parcel # 226-0514-0412-006). It is owned by an LLC called Burnham House LLC controlled by me. The .403 acre parcel is currently zoned UMU-Urban Mixed Use (10,000 sq.ft. minimum). I would like to form a single family residential lot consistent with the surrounding zoning of SR-7 (6000 sq. ft. minimum). There is currently a garage that is associated with 401 Madison Ave that will stay with that parcel. There is a current lot division request associated with this project in the works. Both of these requests work hand in hand. In the packet is a Preliminary CSM by Dan Higgs of Combs and Associates. It identifies the parent lot remains with 11,500 sq. ft. and the new lot will have around 6700 sq. ft. Both fall within their respective proposed zoning classifications.

Please let me know if you need any additional information. Thank you for your time.

Steve Mode
Wayne Hayes Real Estate, LLC
111 W. Sherman Ave, Fort Atkinson WI 53538
Office: (920)563-3956
Cell: (414)331-6704



**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



SITE PLAN REVIEW REPORT TO THE PLAN COMMISSION

DATE: January 14, 2025
PROPERTY ADDRESS: 1200 Janesville Ave
PARCEL NUMBER: 226-0514-1023-031
OWNER: Donald W Hupke, Tina Marie Hupke
APPLICANT: Hupke Power Center

FILE NUMBER: SPR-2025-01
EXISTING ZONING: UMU - Urban Mixed Use
PROPOSED ZONING: No Change Proposed
EXISTING LAND USE: Small Engine Repair
REQUESTED USES: No Change

BACKGROUND

Section 15.10.42 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Site Plan application. This requires review of the proposed development's building configuration, site layout and access, parking, exterior building design, landscaping, grading and erosion, storm water, exterior lighting, signage, and operational plan.

On November 26, 2024 this site was approved by the Plan Commission for a Conditional Use Permit for a Small engine sales and service center 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 before installation.

REQUEST OVERVIEW

The Proposed Site Plan for Hupke Power Center is located in the Urban Mixed Use Zoning District. The Density, Intensity, and Bulk Regulation are found in Section 15.10.32 of the city's Chapter 15 Zoning Ordinance:

Hupke Power Center is proposing three new signs located on the North and East facades of the building, One facing Highland Avenue and Two facing Janesville Avenue, as well as a Dual Post sign along Janesville Avenue in the Southeast corner of the property. The building owner is also planning to remove a un-used non-conforming pylon sign in the same location. Following the conditions set with the Conditional Use Permit, the owner is providing a plan to pave and restore all gravel surfaces on the site within five years. The applicant also plans to install a Nonresidential Accessory Structure, set on concrete and a privacy fence in the Southwest

portion of the property. The building and the fence will aid in screening the surrounding properties from the business. Hupke Power Center plans to complete the conditions in stages. The timeline will be shown with each portion of the requested site plan review that follows:

Signage - Spring 2025

- **North and East Façades:** The proposed wall signs are planned to replace the signage from previous business in approximately the same locations. The sign on the North façade is 24 square feet and is constructed of a Aluminum frame with a colored plastic face panel. The signs on the East façade are of the same construction and size but have different faces. All three building signs depict the brand of products that are sold and serviced at this location.
- **Dual Post Sign:** The Dual Post sign that is being proposed depicts the business' logo and the company phone number. The Dual post sign is 16 square feet in size.

Requirements for Wall Signs

Requirement	Proposed
1 sign per exterior wall, plus 1 per customer entry	Met- 1 sign per wall – 1 additional sign for entry - 3 signs total
1 SF of sign area per 1ft of building façade length	• North Façade 100 ft. = Proposed wall sign = 24 sf. Meets requirements. • East Façade 50 ft. = Proposed wall signs = 48 sf. Meets requirements.
Shall not extent over any roof or parapet	Met - Located on the façade, no roof or parapet overhang
Shall be made of durable, all-weather materials	Met - Aluminum frames with plastic face panels
Shall be ambient, backlit, internal, or gooseneck lighting	Met - Internally lit
Shall be a minimum of 8ft above the sidewalk	Met - Located above doors and windows on the facades
Shall project a maximum of 12 in. from the front façade face of the building	Met - 7 in. proposed
Sign face material allowed	Met - Colored plastic sign faces

Requirements for Dual Post Signs

Requirement	Proposed
--------------------	-----------------

128 sf per frontage	Met - 16 sf
6ft maximum height	Met - 6ft height
Standard Lighting	Met - Solar, down facing, night operating
Sign Materials shall be durable, all weather materials.	Met - Painted Exterior Wood
Minimum of 15' from the street curb	Met - 35'
1 Sign per street frontage	Met - 1 sign proposed

Gravel and sidewalk on the North side of existing building - 2025

Hupke Power Center plans to remove all gravel on the North side of the building and replace with sidewalk and green space. The applicant is also proposing to plant approved terrace trees in this location with permission. There is a significant curb cut in this area that should be replaced to prevent vehicle access on to the newly restored terrace area.

Nonresidential accessory structure - 2025

Nonresidential Accessory Structure: Structures primarily used to shelter business vehicles or to store maintenance equipment of the subject property.

The applicant plans to set a new 12x50 accessory structure in the Southwest corner of the property. The nonresidential accessory structure shall be sided and roofed to match the existing principal structure on the property. Hupke plans to use the structure to screen and secure equipment that is in need of repair or awaiting pick up. The structure will be placed on a concrete pad following all Density, Intensity, and Bulk Regulations in Section 15.02.32

6' Solid Fence - 2025

Hupke Power Center Plans to install a 6 foot tall solid fence made of Chain link or Exterior grade Wood. The fencing is not required for this site but it would meet the Buffer- requirements for an Urban Mixed Use Zoning such as this and a potential Multi-Family Development to the West. It should be noted that the 6 foot solid fencing would not meet the Buffer requirements of a new development in a UMU district and a 1-2 Family district such as the one directly to the South of the property. The 6 foot solid fencing does not meet the requirements for Exterior Storage, prohibiting the site from storing equipment outside of a structure. As discussed during the Conditional Use Permit Review the lack of screening would not prevent the Incidental Storage of New equipment awaiting transfer or on display for sale.

All other gravel areas to be paved - 2027

The applicant plans to pave all other gravel areas on the site by the end of 2027 after the business has had time to bring in revenue to support the project. The paving of these areas must follow the Surfacing Requirements found in Section 15.06.06(19)

Pit Docks - not proposed

There are two potential locations shown on the Site Plan for a Future Pit Dock. It is important to note that a Pit Dock is not part of this Site Plan Review; however, due to the presence of them

on the plan they should be discussed. The applicant has discussed with city staff a desire for a more efficient way to offload new equipment when the current site does not support it. After looking at the cost of a Pit Dock and the potential traffic pattern issues that could result, the applicant is looking at other options. Currently, those alternate options would not involve changes to the site. Any proposed Pit Dock would be required to come before the Plan Commission for an additional review.

No public notice is required for site plan review.

DISCUSSION

The subject parcel lies within the Whitewater Avenue Corridor Planning Area and is identified as Mixed Use within the City's Comprehensive Plan. The opportunities included in this planning area include:

- Improved development character
- Mixed use pattern responsive to future re-designation of Highway 12
- Focused commercial at intersections
- Access control & consolidation
- Community gateway experience at Hackbarth Road

The subject property is also shown as Planned Mixed Use on the Future Land Use Map. This designation includes a mixture of commercial and residential uses and other urban services and infrastructure. Planned Mixed Use areas are intended to be vibrant urban places that should function as community focal points. The proposed signs match the existing character of the building and its surroundings. The proposed site improvements enhance the area and the site while greatly reducing sediment runoff from the site. Staff believes the proposal is in concert with the Comprehensive Plan.

WHITEWATER AVENUE CORRIDOR PLANNING AREA

FIGURE: 2.20
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



The proposed signs meet the requirements of the City's Zoning Ordinances and are aligned with the surrounding commercial area. The proposed site improvements enhance the area by decreasing the suspended solids in the storm water that leaves the site, decreases the impact of the business to the surrounding properties, and improves the esthetics on the street facing portions of the site by increasing green space, paving gravel surfaces, and removing old un-used and non-conforming signage. City staff has reviewed the application and all comments have been included within this document.

RECOMMENDATION

Staff recommends that the Plan Commission approve the requested Site Plan with the following conditions:

- Install curb and gutter in the Public Right of Way adjacent to the proposed green space
- Remove the existing non-conforming Pylon sign
- Accessory structure shall match the existing principal structure

- Chain-link fencing is not to be used as screening - Wood, vinyl, or similar solid fencing is appropriate
- Owner to follow the Memo Overview timeline for completion of stages
- Allow owner to work with City staff on potential locations for terrace trees, if appropriate, to be installed at the applicant's expense.

ATTACHMENTS

1. SPR Application 2024
2. Hupke Power Center future plans
3. BUILDING WITH ARIENS AND GRAVELY SIGNS (1)
4. Photo 1
5. Photo 2
6. Photo 3

City of Fort Atkinson Procedural Checklist for Site Plans Requirements per Section 15.10.42

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): _____

Phone number: _____ Email: _____

Property address for site plan: _____

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.
 - ☐ Projected number of residents, employees, and/or daily customers.
 - ☐ Proposed number of dwelling units and density.
 - ☐ 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).
 - ☐ 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.

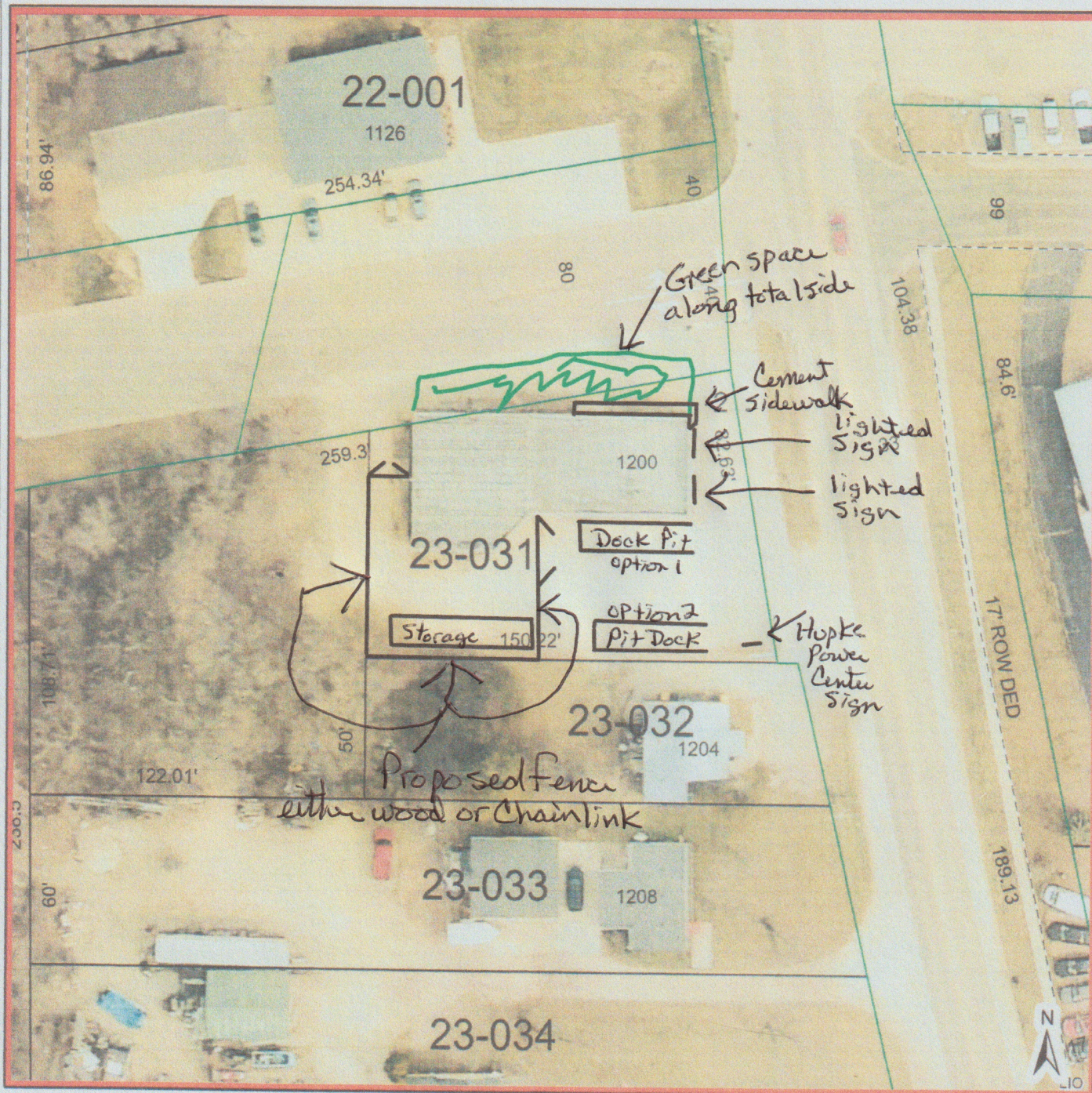
- ☐ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ☐ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, 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.
- ☐ 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.
 - ☐ Procedures for snow removal, except for single and two family residential.

III Process Checklist

- | | |
|---|-------------|
| ☐ Pre-Application conference with Staff (recommended) | Date: _____ |
| ☐ Application fee of \$200.00 received by City Clerk | 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: _____ |

Jefferson County Land Information



- | | | | |
|---|-----------------------------------|---|------------------------|
|  | PLSS Sections |  | Rail Right of Ways |
|  | Right of Ways |  | Surface Water |
| Cartographic Lines | |  | Map Hooks |
|  | Property Boundary | | Tax Parcel Information |
|  | Old Lot/Meander/Other Carto-Lines |  | 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.

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