



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**

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**MINUTES**

**1. Call meeting to order**

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

**2. Roll call**

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

Excused absence: Cm. Kessenich.

Absent: Cm. Hough.

**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) Inspector Draeger presented the proposed project that 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 land use in the SR-7 zoning district, if the rezoning and CSM are completed.

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

The public hearing was closed at 4:04 pm without comment after three calls.

- b. ***Review and possible action relating to the minutes of the December 10, 2024 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)***

Shull moved, seconded by Schultz to approve the minutes of the December 10, 2024 Plan Commission meeting. Motion carried.

- 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)*  
Inspector Draeger discussed the proposed Certified Survey Map that is planned to separate the existing parcel into two parcels. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. The two new parcels proposed to be created via the CSM meet the minimum standards for the applicable UMU and SR-7 zoning districts. This process, in combination with the proposed rezoning, provides the opportunity for the new Lot 2 to be developed and meet the Zoning Ordinance's bulk dimensional standards. Draeger stated a garage could be added to lot 2 in the future with access from the alley or Lincoln Street.

Houseman moved, seconded by Highfield to recommend the City Council approve the two lot Certified Survey Map located at 401 Madison Avenue, 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 and any other recommendations of City staff and the Plan Commission. Motion carried.

- 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)*  
Inspector Draeger continued with requests for 401 Madison Avenue; the existing property is currently zoned UMU. This zoning district allows for and is oriented to a mix of commercial and residential land uses. The Comprehensive Plan identifies the property as Two-Family Residential on the Future Land Use Map. The consistency between the proposed rezoning and the Comprehensive Plan is further described below. The proposed project's lot requirements must meet the minimum standards of the UMU and SR-7 zoning districts to accommodate the proposed CSM and rezoning. All proposed land uses and structures must also meet the minimum standards of each district.

Shull moved, seconded by Highfield to approve 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) and any other recommendations of City staff and the Plan Commission. Motion carried.

- 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)*  
Inspector Draeger refreshed the Commission that 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. 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 as noted in the Staff report. Mr. Hupke clarified the signage and stated he is open to the material of the proposed fence.

Schultz moved, seconded by Highfield to approve the Site Plan with the following conditions:

- Install curb and gutter in the Public Right of Way adjacent to the proposed green space along Hilltop Trail.
- Remove the existing non-conforming Pylon sign.
- Accessory structure building materials must 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 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.

Motion carried.

- f. Update on previous Plan Commission items*  
No discussion.

#### **4. Adjournment**

Schultz moved, seconded by Shull to adjourn. Meeting adjourned at 4:32 pm.

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

