



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 28, 2025 – 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 Shull, Kessenich, Council Rep Schultz, Chairperson Manager Houseman. Also present: City Attorney, Building Inspector and Clerk/Treasurer.

Absent: Commissioner Highfield and Hough.

3. New Business

*a. Review and possible action relating to the **minutes of the January 14, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Shull to approve the minutes of the January 14, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at Riedl and Son Exterior Specialists, 1550 Madison Ave. (SPR-2025-03) (Draeger, Building Inspector/Zoning Administrator)*

Building Inspector Draeger reviewed the submission from Riedl and Son LLC who is proposing a new Wall Sign located on the front façade of the building facing Madison Ave, as well as a panel replacement on an existing development sign adjacent to Madison Ave. The signs will depict the company logo and the business type. The wall sign is proposed to be 11'x4' and the panel replacement sign is proposed to be 5'9" wide and would have a height of 1'9", this is the existing space to be filled on the existing development sign. Panel replacements on existing signs are permitted by right in Article IX.

Kessenich moved, seconded by Schultz to approve the requested wall sign and the requested tenant panel sign as proposed. Motion carried.

c. Review and possible recommendation to the City Council relating to the Ridge View Estates Preliminary Plat, formerly known as the Banker Road property (PPR-2025-01) (Draeger, Building Inspector/Zoning Administrator)

Building Inspector Draeger presented the proposed new subdivision shown on the Preliminary Subdivision Plat is a long-anticipated residential development located between Fort Atkinson High School and Banker Road. The Plat shows 76 residential lots with several zoning designations and densities. Also seen on the Plat are six outlots, these lots are designed to accommodate additional storm waters created by the increased impervious surfaces such as streets, driveways, and buildings. The plat has five public streets shown, Hawthorne Drive, Trillium Drive, Marigold Drive, Peony Place, and Banker Road.

Kessenich moved, seconded by Schultz to recommend to the City Council to approve the Preliminary Map with the conditions listed below:

1. PUD lots to be labeled with each individual lot's base Zoning,
2. Outlot 2 to be eliminated and replaced with stormwater easements; bringing all proposed lots into conformity with respect to dimensions,
3. Outlot 3 to be eliminated to accommodate changes in road grading per the Design Engineer,
4. Utility easements to be shown on Final Plat,
5. Set all collector street radius' to city standards,
6. Outlot to be described or labeled as CON - Conservancy on Final Plat Any other recommendations by the Plan Commission.

Motion carried.

d. ***Concept Plan-Planned Unit Development-Group Development Plan and Specific Implementation Plan Ridge View Estates, Lot 61 (PUD-2025-01) (Draeger, Building Inspector/Zoning Administrator)***

Building Inspector Draeger introduced the concept plan for the lot currently noted on the plan as Lot 61. The applicant and the City have agreed in concept to the development. Conversations have been productive to date and the City and the applicant are ready to enter the PUD process with what appears to be a mutually beneficial project in concept. The PUD process is designed to formalize the project into a final package for Plan Commission and City Council approval. No public notice is required for the review of a PUD Concept Plan.

Plan Commission takes no action at the Concept Proposal stage of the PUD process. Formal action is taken at the General Development Plan (step 2) and Site Implementation Plan (step 3). Plan Commission, through its discussion of the submittal, can provide an indication to the applicant if an opportunity for a successful PUD process exists. Staff support this proposal at its current stage in the process. No action was taken.

e. ***Concept Plan-Planned Unit Development-Group Development Plan and Specific Implementation Plan Ridge View Estates, Lot 1 (PUD-2025-02) (Draeger, Building Inspector/Zoning Administrator)***

Building Inspector Draeger discussed the concept plan that the applicant and the City have agreed upon. Conversations have been productive to date and the City and the applicant are ready to enter the PUD process with what appears to be a mutually beneficial project

in concept. The PUD process is designed to formalize the project into a final package for Plan Commission and City Council approval. This portion of the overall development would be for a Planned Unit Development on a MRM-12 zoned parcel of two sets of Row Houses/Townhomes. The proposal depicts two principle structures on an individual lot. This portion of the overall development would be for a Planned Unit Development on a MRM-12 zoned parcel of two sets of Row Houses/Townhomes. The proposal depicts two principle structures on an individual lot. One Principle structure is permitted on an individual parcel and is one reason for the applicant to enter the PUD process.

Plan Commission takes no action at the Concept Proposal stage of the PUD process. Formal action is taken at the General Development Plan (step 2) and Site Implementation Plan (step 3). Plan Commission, through its discussion of the submittal, can provide an indication to the applicant if an opportunity for a successful PUD process exists. Staff support this proposal at its current stage in the process. No action was taken.

- f. Update on previous Plan Commission items (Houseman, City Manager)*
Manager Houseman stated that Staff has a few items that will be reviewed in 2025. Inspector Draeger gave updates on a few ongoing projects. No action was taken.

4. Adjournment

Schultz moved, seconded by Kessenich to adjourn. Meeting adjourned at 5:00 pm.

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