



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, FEBRUARY 11, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Council Representative Schultz, Commissioners Highfield, Kessenich, Shull and Manager Houseman. Also present: City Clerk/Treasurer and Building Inspector. Absent: Commissioner Hough.

3. New Business

- a. **Public hearing** Planned Unit Development-Group Development Plan and Specific Implementation Plan for the property previously known as Lot 61 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson.*
- Building Inspector Draeger introduced the proposal to establish a Planned Unit Development to accommodate an 87-unit, three story apartment building with underground and surface parking. The new parcel to accommodate this development will be created by CSM prior to action on this item and is proposed to be 5.371-acres in size. A future second phase is planned to occur on the eastern portion of the property, adjacent to Banker Road. As part of the Ridge View Estates Neighborhood development, this proposed project will be one of the first implementation areas in the southwest corner, near the Fort Atkinson High School. It will be bounded by three new roads that will be created on the west (Hawthorne Drive), north (Trillium Drive), and east (Banker Road realignment) sides of the new property. Directly to the south, is a proposed stormwater detention area that will serve the larger neighborhood development. Lower density residential development is planned north of this property as part of the neighborhood's future development plan. All adjacent properties are owned by the City of Fort Atkinson today, outside of the school district owed parcel directly to the west. A Development Agreement has been established between the property owner and the City to develop this portion of the new neighborhood and is contingent upon a successful PUD approval. The proposed development will include 87 total market-rate rental units that will be professionally managed. This management company will be responsible for maintaining all

common areas (parking, landscaping, lawns, snow, etc.). One new access point will be created to serve the new multi-family building from Trillium Drive. Circulation will occur along the north and east sides of the building where surface parking is provided and access to the underground tenant parking is provided from the east elevation of the building.

Manager Houseman opened the Public Hearing for property previously known as Lot 61. After no comments, Manager Houseman closed the Public Hearing.

- b. ***Public hearing Planned Unit Development-Group Development Plan and Specific Implementation Plan for the property previously known as Lot 1 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson.***

Building Inspector Draeger presented the proposal to establish a Planned Unit Development to accommodate two 4- unit townhome buildings, totaling 8 units. Each building is proposed to be 4,235 sf for a combined total of 8,470 sf of building area on the site. The new parcel to accommodate this development will be created by CSM prior to action on this item and is proposed to be 28,836 square feet in size. As part of the Ridgeview Estates Neighborhood development, this proposed project will be one of the first implementation areas in the southwest corner, near the Fort Atkinson High School. It will be bounded by two new roads that will be created on the south (Trillium Drive) and east (Marigold Drive) sides of the new property. Directly to the south, is a proposed new high density multi-family development that will also be reviewed during this meeting. Lower density residential development is planned North and East of these properties as part of the neighborhoods future development plan. All adjacent properties are owned by the City of Fort Atkinson today, outside the School District-owned parcel directly to the west. A Development Agreement has been established between the property owner and the City to develop this portion of the new neighborhood and is contingent upon successful PUD approval. The proposed development will include eight total market rate units that will be individually sold to future owners through a future condo plat. The future condominium association will be responsible for maintaining all common areas (parking, landscaping, lawns, snow, etc.). It also includes a central driveway running east-west through the site with access provided from Marigold Drive, which will provide off-street parking areas in front of each unit and access to each unit's attached garage.

Manager Houseman opened the Public Hearing for property previously known as Lot 1. After no comments, Manager Houseman closed the Public Hearing.

- c. ***Review and possible action relating to the minutes of the January 28, 2025 Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)***
Kessenich moved, seconded by Schull to approve the minutes of the January 28, 2025 Plan Commission meeting. Motion carried.
- d. ***Review and possible recommendation to the City Council on a Certified Survey Map for the property known as Lot 61 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson (CSM-2025-01)***
Draeger reviewed the proposal for a two-lot Preliminary Certified Survey Map (CSM) that

will also establish the portions of the Public Right of Way adjacent to the proposed land development. Lot 1, is a spacious, buildable multi-family parcel, while Outlot 1 is designated for stormwater management, serving this site, the remainder of Ridgeview Estates to the north, and additional runoff from the north and east of the broader development area.

Schultz moved, seconded by Shull to recommend the City Council approve the Certified Survey Map for the property known as Lot 61 located east of Fort Atkinson High School and west of Banker Road with the following revisions:

1. Include and Inset Map of the area
 2. Include building setbacks of the underlying zoning MRH-30
 3. Additional labeling as described in 70.06.02(2) regarding lengths, bearings, and curve information of all streets
 4. Owner phone number
 5. Rights and Restrictions for dedicated easement lines
 6. All lots to be labeled with proposed zoning, Lot 1 MRH-30, Outlot 1 CON
 7. Detail the Jefferson County for recording
 8. Current City Council President to be shown as signatory
- Motion carried.

- e. *Review and possible recommendation to the City Council on a **Certified Survey map** for the property known as Lot 1 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson (CSM-2025-02)*

Draeger presented the proposal for a four-lot Preliminary Certified Survey Map (CSM) that will also establish the portions of the Public Right of Way adjacent to the proposed land development. Lot 2 is a buildable multi-family lot, while Lots 3, 4, and 5 are planned to be zoned for Single-Family development.

Schultz moved, seconded by Kessenich to recommend the City Council approve the Certified Survey Map for the property known as Lot 1 located east of Fort Atkinson High School and west of Banker Road with the following revisions:

1. Include and Inset Map of the area
 2. Include building setbacks of the underlying zoning (MRM-12)
 3. Additional labeling as described in 70.06.02(2) regarding lengths, bearings, and curve information of all streets
 4. Owner phone number
 5. Rights and Restrictions for dedicated easement lines
 6. All lots to be labeled with proposed zoning, Lot 2 MRM-12, Lots 2-5 SR-5
 7. Detail the Jefferson County for recording
 8. Current City Council President to be shown as signatory
- Motion carried.

- f. *Review and possible recommendation to the City Council on a **Planned Unit Development-Group Development Plan** for the property known as Lot 61 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson (PUD-2025-01)*

Kessenich moved, seconded by Shull to recommend the City Council approve the General Development Plan, with the following conditions:

1. A recommendation to the City Council that the General Development Plan for Ridgeview Estates Lot 61 be approved, subject to any and all requirements identified by the Plan Commission.
 2. All other applicable standards and requirements of the underlying MRH- 30 zoning district shall continue to be in effect within this established PUD overlay, outside those flexibilities noted below in item 3.
 3. Two proposed flexibilities from the MRH-30 zoning district standards:
 - a. Proposed flexibility to allow a minimum street side setback of 22 feet in the MRH-30 zoning district is granted as proposed in the GDP submittal.
 - b. Proposed flexibility to allow a minimum front setback of 26.5 feet in the MRH-30 zoning district is granted as proposed in the GDP submittal.
 - c. Proposed flexibility to allow a minimum rear setback of 9 feet in the MRH-30 zoning district is granted as proposed in the GDP submittal.
 - d. Proposed flexibility to allow a reduction of required yard landscaping in the MRH-30 zoning district is granted as proposed in the GDP submittal.
 4. Any other recommendations of City staff, the Plan Commission, or City Council.
- Motion carried.

- g. *Review and possible recommendation to the City Council on a **Planned Unit Development-Group Development Plan** for the property known as Lot 1 located east of Fort Atkinson High School and west of Banker Road in the City of Fort Atkinson (PUD-2025-02)*

Schultz moved, seconded by Highfield to recommend the City Council approve the General Development Plan, with the following conditions:

1. A recommendation to the City Council that the General Development Plan for Ridgeview Estates Lot 1 be approved, subject to any and all requirements identified by the Plan Commission.
 2. All other applicable standards and requirements of the underlying MRM-12 zoning district shall continue to be in effect within this established PUD overlay, outside of those flexibilities noted below in item 3.
 3. Four proposed flexibilities from the MRM-12 zoning district standards:
 - a. Proposed flexibility to allow the 2 building per lot in the MRM-12 zoning district is granted as proposed in the GDP submittal.
 - b. Proposed flexibility to allow a minimum front setback of 13 feet in the MRM-12 zoning district is granted as proposed in the GDP submittal.
 - c. Proposed flexibility to allow a minimum street side setback of 15 feet in the MRM-12 zoning district is granted as proposed in the GDP submittal.
 - d. Proposed flexibility to allow a minimum rear setback of 15 feet in the MRM-12 zoning district is granted as proposed in the GDP submittal.
 - e. Proposed flexibility to allow a reduced driveway throat length of 20 feet in the MRM-12 zoning district is granted as proposed in the GDP submittal.
 4. Any other recommendations of City staff, the Plan Commission, or City Council.
- Motion carried.

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:45 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director