



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

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 4, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/86483953124?pwd=Nd8wSXu2lT3DtD9oWOTwibQWQglO0w.1>

Meeting ID: 864 8395 3124

Passcode: 53538

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AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Public Hearings**
- 4. Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
- 5. Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*
 - a. Review and possible action relating to the **minutes of the February 17, 2025 Police and Fire Commission meeting** (Houseman, City Manager)

- b. Review and possible action relating to the **minutes of the February 20, 2025 City Council meeting** (Houseman, City Manager)
- c. Review and possible action relating to the **minutes of the February 25, 2025 Plan Commission meeting** (Houseman, City Manager)
- d. Review and possible action relating to the **minutes of the February 26, 2025 License Committee** (Houseman, City Manager)
- e. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage (Houseman, City Manager)
- f. Review and possible action relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Houseman, City Manager)
- g. Review and possible action on a **Special Event: Generals Fort Atkinson Cruise Night: May 12, 2025, June 9, 2025, July 14, 2025, August 11, 2025 and September 8, 2025 from 5:30-8:30 pm at Jones Park** (Houseman, City Manager)
- h. Review and possible action on a **Special Event: American Legion Memorial Day Parade on May 26, 2025 from 10:30 am - 2:00 pm beginning at American Legion and ending at Evergreen Cemetery** (Houseman, City Manager)
- i. Review and possible action on a **Special Event: General's Baseball Fest June 19, 2025-June 22, 2025 at Jones Park** (Houseman, City Manager)
- j. Review and possible action relating to **Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus** for March 14, April 4, and April 18, 2025 (Houseman, City Manager)

6. Petitions, Requests, and Communications

- a. Review and possible action on a proclamation recognizing **Paul Christensen on his more than 40 years of service to the City of Fort Atkinson** (Houseman, City Manager)
- b. Review and possible action relating to a **Resolution recognizing World Migratory Bird Day** on Saturday, May 10, 2025 (Houseman, City Manager)

7. Resolutions and Ordinances

- a. Second and possible Third/Final Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known as Lot 1 (formerly Lot 61) located east of Fort Atkinson High School, south of Trilium Drive, and west of Banker Road in the City of Fort Atkinson from MRH-30, Multi-Family Residential-30, to PUD, Planned Unit Development District (Draeger, Building Inspector/Zoning Administrator)
- b. Second and possible Third/Final Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known

as Lot 2 (formerly Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from SR-2, Single-family Residential District, to MRM-12, Multi-Family Residential Medium - 12, with a PUD, Planned Unit Development (Draeger, Building Inspector/Zoning Administrator)

8. Reports of Officers, Boards, and Committees

- a. City Manager's Report (Houseman, City Manager)

9. Unfinished Business

10. New Business

- a. Review and possible action relating to **Alcohol Beverage License Application** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)
- b. Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)
- c. Review and possible action relating to **Alcohol Beverage License Application** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)
- d. Review and possible action relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)

11. Miscellaneous

12. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Houseman, City Manager)

13. Adjournment

Date Posted: February 27, 2025

CC: City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce

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**POLICE AND FIRE COMMITTEE MEETING
IN PERSON
MONDAY, FEBRUARY 17, 2025 – 12:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Jones called the meeting to order at 12:19 pm.

2. Roll call

Present: Commissioners Hartwick, Turk, Raub and Chairperson Jones.

Also present: City Manager, City Clerk/Treasurer/Finance Director, Police Chief and Fire Chief.

3. Approval of Minutes

- a. Review and possible action relating to the **minutes of the October 17, 2025 Police and Fire Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)***

Hartwick moved, seconded by Turk to approve the minutes of the October 17, 2025 Police and Fire Commission meeting.

4. New Business

- a. Review and possible action relating to the appointment of top candidate(s) from the Fire/EMS Department recruitment process for Firefighter/Paramedics and/or Firefighter/AEMTs (Peterson, Fire/EMS Chief)*

Chief Peterson reviewed the top candidate(s) from the recruiting process. Consideration of Jody Badura as part-time EMT basic. She completed all pre-employment requirements.

Turk moved, Hartwick seconded to approve Jody Badura as a part-time EMT basic.

- b. Review and possible action relating to promotion of Police Captain(s) stemming from internal promotional process (Bump, Police Chief)*

Chief Bump presented the recommendations of Lieutenant to Captain of two internal staff members.

Turk moved, seconded by Raub to promote Lieutenant Dan Hefty to Captain and

Lieutenant Ben Lindsey to Captain effective March 2025. Motion carried.

5. Adjournment

Hartwick moved, seconded by Turk to adjourn. Meeting adjourned at 12:30 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, FEBRUARY 20, 2025 – 7:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Lescohier called the meeting to order at 7:00 pm.

2. Roll call

Present: Cm. Becker, Cm. Jaeckel, Cm. Johnson, Cm. Schultz and President Lescohier. Also present: City Manager, City Attorney, City Clerk/Treasurer, Interim Engineer, Building Inspector, Public Works Superintendent, Fire Chief, Library Director, Parks & Recreation Director and Public Works Supervisor.

3. Public Hearings

None.

4. Public Comment

None.

5. Consent Agenda

Becker moved, seconded by Johnson to approve the Consent Agenda as presented. Motion carried.

- a. *Review and possible action relating to the **minutes of the February 4, 2025 City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- b. *Review and possible action relating to the **minutes of the February 11, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*
- c. *Review and possible action relating to **building, plumbing, and electrical permit report for January 2025** (Draeger, Building Inspector/Zoning Administrator)*
- d. *Review and possible action relating to the City Clerk-issued **License and Permit Report for February** (Ebbert, Clerk/Treasurer/Finance Director)*
- e. *Review and possible action relating to **City Sewer, Water, and Stormwater Utility Financial Statements** as of January 31, 2025 (Ebbert, Clerk/Treasurer/Finance Director)*
- f. *Review and possible action on a **Special Event: Arndt Wedding, Saturday, July 19, 2025,***

12 - 5 p.m. at Riverwalk Plaza (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications

- a. *Library 2024 year-end report (Lippert, Dwight Foster Public Library Director)*
Director Lippert provided a year-end report. No action was taken.
- b. *Review and possible action relating to a proclamation recognizing **February 5, 2025 as Monarch Pledge Day** in the City of Fort Atkinson (Houseman, City Manager)*
Becker moved, seconded by Johnson to approve the proclamation for Monarch Pledge Day and declare February 5, 2025 as Monarch Pledge Day in the City of Fort Atkinson. Motion carried.

7. Resolutions and Ordinances

- a. *Review and possible action relating to a **Certified Survey Map** for the property located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator)*
Inspector Draeger introduced 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 to accommodate wetlands and 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. This CSM was reviewed by the Plan Commission at its meeting on Feb. 11, 2025 and recommended for approval with the conditions noted in the attached Plan Commission memo. Approval of this Certified Survey Map will allow the City to sell Lot 1 to be developed in accordance with the Development Agreement with Intrepid Investments, LLC.

Becker moved, seconded by Jaeckel to approve the Preliminary Certified Survey Map for the property located east of Fort Atkinson High School, south of Trillium Drive and west of Banker Road in the City of Fort Atkinson with the conditions outlined in the staff report. Motion carried.

- b. *Review and possible action on a **Certified Survey map** for the property located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator)*
Inspector Draeger reviewed 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. The Plan Commission recommended the CSM for approval at a meeting on Feb. 11, 2025. Approval of this CSM will allow the City to sell the lots created to be developed in accordance with the Development Agreement with Intrepid Investments, LLC.

Jaeckel moved, seconded by Becker to approve the Preliminary Certified Survey Map for the property located east of Fort Atkinson High School, north of Trillium Drive and west of Banker Road in the City of Fort Atkinson with the conditions outlined in the staff report. Motion carried.

- c. *Review and possible action on a **Planned Unit Development-General Development Plan** for the property known as Lot 1 (formerly known as Lot 61) located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator) (PUD-2025-01)*

Inspector Draeger presented the applicant's request to propose establishing 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 may occur on the eastern portion of the property, adjacent to Banker Road through additional approval processes. The Plan Commission held a public hearing on the Planned Unit Development-General Development Plan for this project at a meeting on Feb. 11, 2025. There were no comments at the public hearing and the Plan Commission recommended approval of the PUD-GDP. Approval of this PUD-GDP will allow the development of this property in accordance with the Development Agreement with Intrepid Investments and is expected to add \$14 million dollars of taxable value to Tax Increment District (TID) #9.

Becker moved, seconded by Johnson to approve the Planned Unit Development-General Development Plan for the property known as Lot 1 (formerly known as Lot 61) located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson with the conditions outlined in the staff report. Motion carried.

- d. *Review and possible action on a **Planned Unit Development-General Development Plan** for the property known as Lot 2 (formerly known as Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson (Draeger, Building Inspector/Zoning Administrator) (PUD-2025-02)*

Inspector Draeger stated the applicant is proposing 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. The Plan Commission held a public hearing on this item at a meeting on Feb. 11, 2025. There were no comments at the public hearing. The Plan Commission also recommended the PUDGDP for approval. Approval of this Planned Unit Development-General Development Plan will allow the development of this parcel in accordance with the Development Agreement with Intrepid Investments, LLC. While an estimated value for this project has not been provided, it will add taxable value to Tax Increment District (TID) #9. Further, the sale of this parcel to the developer will result in \$144,000 in revenue for TID #9 (\$18,000 per unit, per the approved Development Agreement).

Becker moved, seconded by Johnson to approve the Planned Unit Development-General Development Plan for the property known as Lot 2 (formerly known as Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson with the conditions outlined in the staff report. Motion carried.

- e. *First Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known as Lot 1 (formerly Lot 61) located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from MRH-30, Multi-Family Residential-30, to PUD, Planned Unit Development District (Draeger, Building Inspector/Zoning Administrator)*

Becker moved, seconded by Jaeckel to direct the City Manager to prepare the ordinance for a second reading and possible third/final reading at the meeting on March 4, 2025. Motion carried.

- f. *First Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property known as Lot 2 (formerly Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from SR-2, Single-family Residential District, to MRM-8, Multi-Family Residential Medium - 8, with a PUD, Planned Unit Development (Draeger, Building Inspector/Zoning Administrator)*

Jaeckel moved, seconded by Schultz to direct the City Manager to prepare the ordinance for a second reading and possible third/final reading at the meeting on March 4, 2025. Motion carried.

8. Reports of Officers, Boards, and Committees

- a. *City Manager's Report (Houseman, City Manager)*
No action was taken.

9. Unfinished Business

- a. *Review and possible action relating to Ridge View Estates construction Change Order #1 for \$137,500 (Burt, Interim City Engineer)*

Interim Engineer noted that on November 19, 2024, the City Council awarded the bid for the Ridge View Estates (formerly referred to as the Banker Road project) public infrastructure project to Forest Landscaping and Construction. Since that time, work has begun in earnest, which has included several challenges. Interim City Engineer Andy Burt reported on some of the issues discovered in the field during the earthwork at the City Council meeting on January 21, 2025. As referenced during that presentation, staff has received three change order requests as outlined in the memo from Mr. Burt and included as attachments. This project has a variety of funding sources including a 2024 borrowing for this purpose, a loan to TID #9 from the General Fund (fund balance), and a loan from the Wastewater Utility (fund balance), for a total of \$4,825,000. The total expenses for the

base construction project were \$4,013,561.50, per the contract documents with Forest Landscaping. The City Council authorized a 5% contingency for the construction project of \$200,678.08. Together, the three change orders total \$210,832, which is \$10,153.92 more than the contingency identified in the initial project approval.

Jaeckel moved, seconded by Johnson to approve change order #1 for the Ridge View Estates construction project for \$137,500, to be paid for using the Banker Road Construction expenditure account 23-50-0056-7000. Motion carried.

b. Review and possible action relating to Ridge View Estates construction Change Order #2 for \$60,732 (Burt, Interim City Engineer)

Becker moved, seconded by Jaeckel to approve change order #2 for the Ridge View Estates construction project for \$60,732, to be paid for using the Banker Road Construction expenditure account 23-50-0056-7000. Motion carried.

c. Review and possible action relating to Ridge View Estates construction Change Order #3 for \$12,600 (Burt, Interim City Engineer)

Becker moved, seconded by Johnson to approve change order #3 for the Ridge View Estates construction project for \$12,600, to be paid for using the Banker Road Construction expenditure account 23-50-0056-7000. Motion carried.

10. New Business

a. Review and possible action relating to a proposal from Stantec Consulting Services, Inc. for the Loeb-Lorman Remediation Project (Burt, Interim City Engineer)

Interim Engineer discussed that the City received a Community Development Block Grant (CDBG) grant in 2021 to purchase and remediate three properties on the northeast east side of the City, known as the Loeb-Lorman parcels (Subject Property). The grant award was \$1,441,750 and has been expended. In December 2024, the City received the attached letter from the DNR, which provided a review of the Site Investigation Report (SIR) provided to the DNR on behalf of the City by Terracon Consultants, Inc. on July 23, 2023. The document recommends that the City put together a Site Investigation Work Plan to address DNR comments and next steps. When City staff received this letter in December, staff determined that a different approach was necessary to complete this project and get as close to site closure as possible, given the unknown future use as well as the required five-year vacancy requirement of the CDBG grant. Staff and the consulting attorneys at Godfrey Kahn reached out to Stantec Consulting Services, Inc. to prepare a proposal for environmental consulting services related to the Subject Property. The proposal is attached for review and includes two tasks: data review and strategy document preparation and NR716 work plan preparation and submittal to the DNR. The first task includes a thorough review of possible state and federal funding sources to assist with or offset the costs associated with the continued efforts by the City at remediation and closure of the Subject Property. Staff will be utilizing de-federalized ARPA funds for this expense.

Becker moved, seconded by Johnson to accept the proposal for environmental consulting services from Stantec Consulting Services, Inc. for \$6,700 for the Loeb Lorman Remediation Project and authorize the City Manager to execute the associated Professional Services Agreement. Motion carried.

- b. *Review and possible action relating to the 2025 Water Relay and Road Rehabilitation Bid Award Recommendation (Burt, Interim City Engineer)*

Interim Engineer presented the 2025 project that consists of the rehabilitation and water main replacement on Cramer Street (Jefferson to High Street), Erick Street (Talcott Avenue to Rockwell Avenue), Memorial Drive (Sherman Avenue to Florence Street), McMillen Street (from Sherman to Fourth Street), along with the realignment of McMillen Street east of the Fort Atkinson Memorial Hospital. It also includes infill sidewalk in these areas.

Jaeckel moved, seconded by Johnson to award the 2025 Water Relay and Road Rehabilitation work, including the base bid and alternates A through D, to Forest Landscaping and Construction, Inc. in an amount not to exceed \$2,600,191.25. Motion carried.

- c. *Review and possible action relating to Task Order 2025-03 from Ruekert & Mielke, Inc. for 2025 Water Relay and Road Rehabilitation - Construction Administration (Houseman, City Manager)*

Manager Houseman stated that the road construction projects require construction administration and oversight by the "owner." The City of Fort Atkinson is the owner of this public infrastructure project. In the past, the City has use City staff, consultants, or a combination thereof to accomplish this task. As the City is currently experiencing vacancies, current staff does not have the capacity or experience to effectively oversee this construction project. Interim City Engineer Andy Burt, P.E., on behalf of Ruekert and Mielke, Inc., has submitted Task Order 2025-03 for the construction administration for the 2025 Water Relay and Road Rehabilitation in the amount of \$127,150.60. Ruekert and Mielke has successfully served in this capacity for the City for past projects.

Becker moved, seconded by Johnson to approve Task Order 2025-03 for \$127,150.60 with Ruekert & Mielke, Inc. for Construction Administration for the 2025 Water Relay and Road Rehabilitation Project and authorize the City Manager to execute. Motion carried.

- d. *Review and possible action relating to the repair of the front suction system on Fire Department engine 8162 (Peterson, Fire/EMS Chief)*

Chief Peterson requested approval for the repair of Engine 8162, a 2006 Pierce Enforcer fire engine, due to severe corrosion of its front intake suction system. This system is essential for water intake from hydrants and drafting from portable tanks, both necessary for effective firefighting operations. The estimated repair cost is \$12,189.37, and the work is expected to take approximately three weeks.

Jaeckel moved, seconded by Becker to approve the repair of fire engine 8162's front intake suction system at Rennert's Fire Equipment Service for an estimated cost of \$12,189.37. Motion carried.

11. Claims, Appropriations and Contract Payments

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)*
Becker moved, seconded by Jaeckel to approve the list of Verified Claims and authorize payment. Motion carried.

12. Closed Session

- a. The City Council may consider a motion to convene in closed session pursuant to State Stat. §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [annual performance review of the City Manager]*
Becker moved, seconded by Johnson to convene in closed session pursuant to State Stat. Section 19.85(1)(c) to conduct the annual performance review of the City Manager.
Motion carried on a unanimous voice vote.

13. Adjournment



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 25, 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 Highfield, Hough, Shull, Kessenich, Council Rep Schultz and Manager Houseman. Also present: Building Inspector, City Attorney and City Clerk/Treasurer/Finance Director.

3. New Business

*a. Review and possible action relating to the **minutes of the February 11, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Highfield to approve the minutes of the February 11, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at Fort Community Credit Union, 800 Madison Ave. (SPR-2025-02) (Draeger)*

Inspector Draeger presented the site plan review for FCCU. Fort Community Credit Union (FCCU) is planning to replace an existing pylon sign with a new monument sign featuring an electronic messaging center. The new sign will be installed in the front yard of the property, facing East and West. FCCU also intends to replace two existing single post signs with LED upgrades and panel replacements at their location on 800 Madison Avenue.

Kessenich moved, seconded by Hough to approve the Sign Package, subject to the following conditions:

- Applicant must provide City staff with information on how frequently the Electronic Message Sign component of the Monument Sign will change. A minimum of 10 seconds per display image is required and shall be subject to approval by City staff. The sign shall not blink, flash, fade, or provide other distracting movement.
- Any other recommendations of City staff and the Plan Commission.

Motion carried.

c. Update on previous Plan Commission items (Houseman, City Manager)

None.

4. Adjournment

Hough moved, seconded by Highfield to adjourn. Meeting adjourned at 4:08 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



**LICENSE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
WEDNESDAY, FEBRUARY 26, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Cm. Jaeckel and President Lescohier. Also present: City Manager and City Clerk/Treasurer/Finance Director.

3. New Business

- a. Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert stated the gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 an Alcohol License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Background check on Agent/Applicant
- Letter from Sunny's Quick Mart stating they will surrender the "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license contingent upon approval of applicant Gurbachan Singh dba Sahib Enterprises, LLC for use at 1220 Janesville Avenue #100.

Jaeckel moved, seconded by Lescohier to recommend the City Council approve the Alcohol Beverage License application for Sahib Enterprises for use at 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies

owed are paid to the Clerk prior to license issuance. Motion carried.

- b. *Review and possible recommendation to the City Council relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert stated the gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 a Cigarette and Tobacco License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100. The application was submitted and complete as required with all documentation provided.

Jaeckel moved, seconded by Lescohier to recommend the City Council approve the Cigarette, Tobacco and E-Vaping License for Sahib Enterprises for use at 1220 Janesville Ave #100 for the licensing period of March 5, 2025 through June 30, 2025 contingent upon all monies owed to the Clerk are paid before license issuance. Motion carried.

- c. *Review and possible recommendation to the City Council relating to **Alcohol Beverage License Application** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert discussed the gas station at 303 S. Main Street has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. An Alcohol License Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant
- Letter from Handy Spot stating they will surrender the Class "A" Fermented Malt Beverage license contingent upon approval of applicant Adnan Maqbool, Kings Operating WI LLC dba Pump N Shop for use at 303 S. Main Street.
- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Copy of the lease for the property identifying the dates coincide with the licensing period.

Jaeckel moved, seconded by Leschier to recommend the City Council approve the Alcohol License application for Kings Operating LLC dba Pump N Shop for use at 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 contingent upon all monies owed are paid to the Clerk prior to license issuance. Motion carried.

- d. *Review and possible recommendation to the City Council relating to **Cigarette, Tobacco and Electronic Vaping Device Retail License Applications** for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025. (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert discussed the gas station at 303 S. Main Street has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. A Cigarette and Tobacco Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop. The application was submitted and complete as required with all documentation provided.

Jaeckel moved, seconded by Lescohier to recommend the City Council approve the Cigarette, Tobacco and E-Vaping License for Kings Operating LLC dba Pump n Shop for use at 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 contingent upon all monies owed to the Clerk are paid before license issuance. Motion carried.

- e. *Review and possible recommendation to the City Council relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Lions Club, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert introduced the renewal application from the Fort Atkinson Lions Club for a fermented malt beverage license. The Club operates the concession stand at Ralph Park during the adult softball season in evenings running May through early September. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming alcohol are of legal drinking age. Alcohol is purchased from distributors as required.

Jaeckel moved, seconded by Lescohier to recommend the City Council approve the Renewal Alcohol Beverage License application for the Fort Atkinson Lions Club six month license for use at Ralph Park May 1, 2025 through October 31, 2025. Motion carried.

- f. *Review and possible recommendation to the City Council relating to **Renewal Alcohol Beverage License Application** for Fort Atkinson Generals Baseball Team, Class "B" Fermented Malt Beverage (Ebbert, Clerk/Treasurer/Finance Director)*

Clerk Ebbert introduced the renewal application from the Fort Atkinson Generals Baseball Team for a fermented malt beverage license. The Team operates the concession stand at Jones Park during home games and Baseball Fest. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming alcohol are of legal drinking age. Alcohol is purchased from distributors as required.

Jaeckel moved, seconded by Lescohier to recommend the City Council approve the Renewal Alcohol Beverage License application for the Fort Atkinson General Baseball Team six month license for use at Jones Park April 1, 2025 through September 30, 2025. Motion carried.

4. Adjournment

Jackel moved, seconded by Lescohier to adjourn. Meeting adjourned at 4:16 pm.

Respectfully submitted,
Michelle Ebbert

City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Renewal Alcohol Beverage License
Application for Fort Atkinson Lions Club, Class "B" Fermented Malt
Beverage (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

State Statutes have established quotas for "Class B" Intoxicating Liquor licenses issued by municipalities. Statutes do not provide quotas for Class "B" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas.

The City of Fort Atkinson does not have a quota on Class "B" Fermented Malt Beverage licenses.

DISCUSSION

The Fort Atkinson Lions Club submitted a renewal application for their fermented malt beverage license. The Club operates the concession stand at Ralph Park during the adult softball season in evenings running May through early September. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming alcohol are of legal drinking age.

Applicant: Fort Atkinson Lions Club – SCARP (Selling Concessions at Ralph Park)

License: Class “B” Fermented Malt Beverage

Licensing period: May 1, 2024 to October 31, 2024

Agent: Michelle Ebbert

Premise: Ralph Park concession stand and storage in block building. Consumption on grass, concrete, bleachers, softball fields, dugouts, pavilions and restrooms. Records are maintained in the Agent’s office, 101 N. Main Street.

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range without justifying their costs. Six-month license will be one-half of the annual license fee for such license. A Class “B” Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. The six-month license fee would be \$50.00 and a \$30.00 publication fee for a license renewal.

RECOMMENDATION

Staff recommends that the City Council approve renewing the Annual Alcohol Beverage License for a Class “B” Fermented Malt Beverage for Fort Atkinson Lions Club for use at Ralph Park from May 1, 2025 to October 31, 2025. The License Committee reviewed this item at the meeting on February 26, 2025 and commended that the City Council approve the license.

ATTACHMENTS

1. 2025 - AB-200 Lions Application

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City Fort Atkinson
License Period	05012025-10312025

License(s) Requested: (up to two boxes may be checked)

Six months

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 50
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 50
Background Check Fee	\$ 0
Publication Fee	\$ 30
Total Fees	\$ 80

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

FORT ATKINSON LIONS CLUB

2. Business Trade Name or DBA

FORT ATKINSON LIONS CLUB

3. FEIN

39-6093836

4. Wisconsin Seller's Permit Number

456-000074007-02

5. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

05/02/1986

8. Wisconsin DFI Registration Number

F021951

9. Premises Address

Jefferson St, Ralph Park

10. City

FORT ATKINSON

11. State

WI

12. Zip Code

53538

13. County

Jefferson

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: FORT ATKINSON

15. Aldermanic District

16. Premises Phone

17. Premises Email

mch11ann@yahoo.com

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

CONCESSION STAND, PAVEMENT, PICNIC TABLES, BALL FIELDS, RESTROOMS, PAVILIONS

20. Mailing Address (if different from premises address)

PO BOX 352

21. City

FORT ATKINSON

22. State

WI

23. Zip Code

53538

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☐ Yes ☒ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name EBBERT		First Name MICHELLE	M.I. A
Title TREASURER / AGENT		Email mch11ann@yahoo.com	Phone (608) 290-3397
Signature 		Date 2.17.2005	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Renewal Alcohol Beverage License
Application for Fort Atkinson Generals Baseball Team, Class "B" Fermented
Malt Beverage (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. Local governments are given the authority to issue licenses where alcohol is consumed in a public place in accordance with requirements set forth by Statute. There are three classes of Licenses: Class A, Class B, and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered as you consume alcohol Away from the premises. Likewise, Class B you consume on-site, for example *Bar*.

A Class "B" beer license may be issued for any six-month period in a calendar year at 50% of the regular annual fee, but such licenses may not be renewed during the calendar year (sec. 125.26(5)).

State Statutes have established quotas for "Class B" Intoxicating Liquor licenses issued by municipalities. Statutes do not provide quotas for Class "B" Fermented Malt Beverage licenses; however, Statutes do allow municipalities to establish such quotas.

The City of Fort Atkinson does not have a quota on Class "B" Fermented Malt Beverage licenses.

DISCUSSION

The General Baseball Team submitted a renewal application for their fermented malt beverage license. The Team sells beverages during their home games and Baseball Fest which is conducted in June. As required, they have licensed operators (bartenders) and take measures to ensure those purchasing and consuming are of legal drinking age.

Applicant: Fort Atkinson Generals Baseball Team Inc.

License: Class “B” Fermented Malt Beverage

Licensing period: April 1, 2025 to September 30, 2025

Agent: Tim Garant

Premise: Jones Park concession stand, grandstand and whole park.

During Baseball Fest in June, the consumption will include the fenced horseshoe pits, carnival and concert.

FINANCIAL ANALYSIS

License fees are determined locally, but must be within the statutory maximum and minimum. Municipalities are free to set the fee anywhere within the statutory range without justifying their costs. A six-month license will be one-half of the annual license fee for such a license. A Class “B” Fermented Malt Beverage license is \$100.00 per licensing period, July 1 to June 30. The six-month license fee would be \$50.00 and a \$30.00 publication fee for a license renewal.

RECOMMENDATION

Staff recommends that the City Council approve renewing the Annual Alcohol Beverage License for a Class “B” Fermented Malt Beverage for Fort Atkinson Generals Baseball Team Inc. at Jones Park from April 1, 2025 to September 30, 2025. The License Committee reviewed this item at the meeting on February 26, 2025 and commended that the City Council approve the license.

ATTACHMENTS

1. 2025 - AB-200 Generals Application

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	<u>City Fort Atkinson</u>
License Period	<u>04012025-09302025</u>

License(s) Requested: (up to two boxes may be checked)

Six Months

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 50
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>50</u>
Background Check Fee	\$ <u>0</u>
Publication Fee	\$ <u>30</u>
Total Fees	\$ <u>80</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Fort Atkinson Generals Baseball Team, Inc

2. Business Trade Name or DBA

3. FEIN

391416520

4. Wisconsin Seller's Permit Number

456102015002403

5. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☐ Limited Liability Company

☒ Corporation

☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

05/12/1982

8. Wisconsin DFI Registration Number

6F10365

9. Premises Address

600 Janesville Ave (Jones Park)

10. City

Fort Atkinson

11. State

WI

12. Zip Code

53538

13. County

Jefferson

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: Fort Atkinson

15. Aldermanic District

16. Premises Phone

17. Premises Email

fortgeneralsbaseball@gmail.

18. Website

www.fortgenerals.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Jones Park Concess Stand, Grandstand and Whole Park

20. Mailing Address (if different from premises address)

PO Box 98

21. City

Fort Atkinson

22. State

WI

23. Zip Code

53538

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

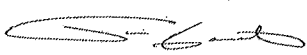
Law/Ordinance Violated

Location

Trial Date

Penalty Imposed

Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol .. ☐ Yes ☒ No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? .. ☐ Yes ☒ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☐ Yes ☒ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary. Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Smith	Josh	President	(262) 949-4596
Koepke	Sue	Vice President	(920) 650-2111
Yandry	Taylor	Treasurer	(920) 723-3878
Allard	Dan	Board Member	(920) 723-9899
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Garant		First Name Tim	M.I. A
Title Agent / Board Member		Email fortgeneralsbaseball@gmail.com	Phone (920) 222-2184
Signature 		Date 02/17/25	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk 2.17.2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: Generals Fort Atkinson Cruise Night: May 12, 2025, June 9, 2025, July 14, 2025, August 11, 2025 and September 8, 2025 from 5:30-8:30 pm at Jones Park (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Generals Fort Atkinson Cruise Night

Dates and Hours of Event:

2nd Monday of the Month May – September, 5:30-8:30 pm

Monday, May 11, 2025: 5:30 pm to 8:30 pm

Monday, June 9, 2025: 5:30 pm to 8:30 pm

Monday, July 14, 2025: 5:30 pm to 8:30 pm

Monday, August 11, 2025: 5:30 pm to 8:30 pm

Monday, September 8, 2025: 5:30 pm to 8:30 pm

Event set up: 3:00 pm

Location: Jones Park, 600 Janesville Avenue

Contact Person: Josh Smith, jsmithXC@gmail.com

Estimated Number of Attendees: 500

The application and event information was routed to all City Departments without comments or concerns.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends the City Council approve the Special Event: Generals Fort Atkinson Cruise Night: May 12, 2025, June 9, 2025, July 14, 2025, August 11, 2025 and September 8, 2025 from 5:30-8:30 pm at Jones Park.

ATTACHMENTS

1. Special Event Application - 2025 Cruise Nights 2

**CITY OF FORT ATKINSON****Special Event Application**

Fee: \$25.00

Name of Business/Group Organizing Event: **Fort Atkinson Generals**Contact Person for Event: **Josh Smith**

Phone Number: 262-949-4596

Email: **jsmithXC@gmail.com**

Day of Event Contact Person (if different from above):

Phone:

Email:

Special Event DetailsEvent Name: **Jones Park Cruise Nights**Event Date (mm/dd/yyyy): ~~05/12/2024~~; ~~06/09/2024~~; ~~07/14/2024~~; ~~08/11/2024~~; ~~09/15/2024~~ (2nd Monday of the Month, May-Sept.)Event Location: **Jones Park****9/8/25**Estimated Number of Attendees: **500**Hours of Event: **5:30 p.m. - 8:30 p.m.**Event Setup Time: **3 p.m.**Event Tear Down Time: **8:30 p.m.**

Event Description: Jones Park has hosted classic car show events for many years. The Generals took over the events in 2024 and look to continue in 2025. The Cruise Nights feature restored vintage vehicles and classic automobiles. A DJ serves as master of ceremonies, announcing arriving vehicles, providing trivia questions and awarding small prizes. He also plays music. The Fort Atkinson Generals will provide concessions for attendees.

Goal/Purpose of Event: To attract car show participants and attendees to Fort Atkinson, promoting tourism for the city and placing a spotlight on the community's parks. The event provides fellowship and entertainment for Fort Atkinson residents and visitors from out of town.

Attach a map of the event including: Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians

** If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

Check all applicable boxes:☐ I am renting a city park

Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.
*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each)

Qty ____

Metal folding chair (190 available; \$0.75/each)

Qty ____

Additional Picnic Table (\$15/each; includes delivery & pick up)*

Qty ____

Additional Garbage/Recycling Can*

Qty ____

Barricades*

Qty ____

Traffic Cones*

Qty ____

☐ Electrical Access

The City Electrician may reach out to you to address any needs/concerns.

Please specify if you have any requests or requirements beyond current access:

Continued

☐ I will be having music	(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed Start Time of Music: _____ End Time of Music: _____
☐ I will be closing a street(s)*	Barricades can be provided by Public Works upon request <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
☐ I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☐ I will be erecting a tent, canopy or other temporary structure.*	 <i>*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511</i>
☐ I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event. Responsible Party Signature: _____ Submission Date: _____ For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations:	



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: American Legion Memorial Day Parade on May 26, 2025 from 10:30 am - 2:00 pm beginning at American Legion and ending at Evergreen Cemetery (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

American Legion Post 166

Event: Memorial Day Parade

Date: Monday, May 26, 2025

Location: Beginning at American Legion and ending at Evergreen Cemetery

Contact Person: Dan Juday

Hours of Event: 10:30 am to 12:00 pm

Estimated Number of Attendees: 1000

The application and event information was routed to all City Departments without comments or concerns.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends that City Council approve the Special Event: American Legion Memorial Day Parade on May 26, 2025 from 10:30 am - 2:00 pm beginning at American Legion and ending at Evergreen Cemetery.

ATTACHMENTS

1. Special Event Memorial Day Parade 5.26.25



CITY OF FORT ATKINSON
Special Event Application

Fee: \$25.00 *pd*

Name of Business/Group Organizing Event: **American Legion Post 166**

Contact Person for Event: **Daniel Juday**

Phone Number: (920) 747-0691

Email: **IFish920@GMail.com**

Day of Event Contact Person (if different from above):

Phone: (

Email:

Special Event Details

Event Name: **City of Fort Atkinson Memorial Day Parade**

Event Date (mm/dd/yyyy): **05/26/2025**

Event Location: **American Legion Post 166 to Evergreen Cemetery**

Estimated Number of Attendees: **1000**

Hours of Event: **1030-1200hrs**

Event Setup Time: **1020hrs**

Event Tear Down Time: **1210hrs**

Event Description: **Parade will consist of Joint honor guard, dignitary vehicles, civic groups, and high school marching band. Event will start at the American Legion Post 166 (201 S. Water St E. Fort Atkinson) and travel 1.0 mile to Evergreen cemetery. Travel time on foot at military marching speed is 18 minutes.**

Goal/Purpose of Event: **This annual event is held give our citizens the opportunity to honor our service members who have given the ultimate sacrifice in defense of our country. It also provides an opportunity to educate our youth on respect for the US Flag and the importance of service to our communities and country.**

Attach a map of the event including: Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians

** If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking*

Check all applicable boxes:

☐ I am renting a city park

Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.

☐ I am renting city equipment

Please secure and submit payment for requested equipment prior to submitting Special Event Application.
*Attach a map with a location for drop off of equipment with this application.

8' white plastic table (43 available; \$4.50/each) Qty ____

Metal folding chair (190 available; \$0.75/each) Qty ____

Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____

Additional Garbage/Recycling Can* Qty ____

Barricades* Qty ____

Traffic Cones* Qty ____

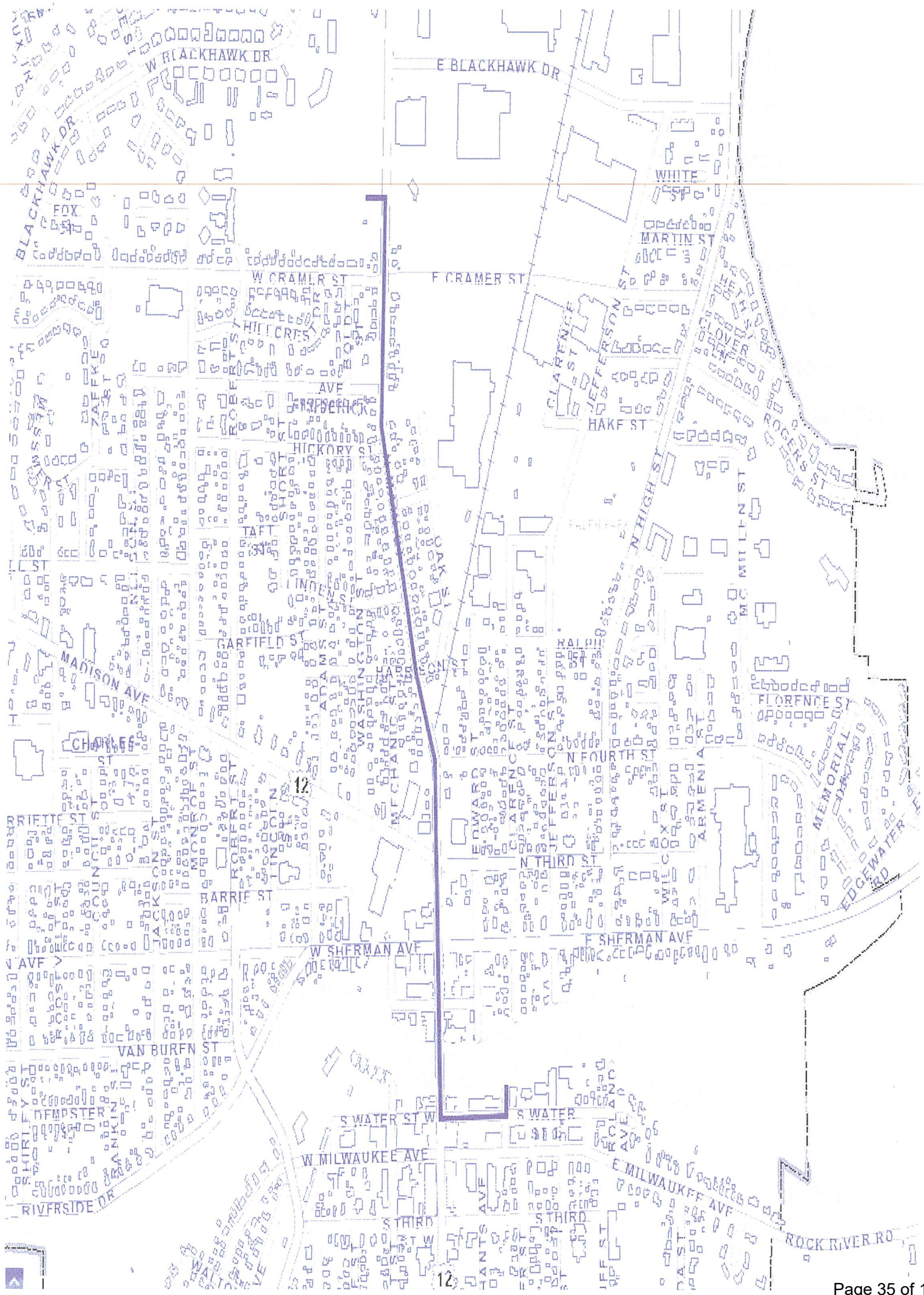
☐ Electrical Access

The City Electrician may reach out to you to address any needs/concerns.

Please specify if you have any requests or requirements beyond current access:

Continued

☐ I will be having music (Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed Start Time of Music: _____ End Time of Music: _____	☒ I will be closing a street(s)* Barricades can be provided by Public Works upon request * Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity ☐ I will be selling beer and/or wine* Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application. *Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide. ☐ I will be erecting a tent, canopy or other temporary structure.* *Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511 ☐ I am having a walk/race* *See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.
By signing, I agree to the following statements:	
I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Department to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event.	
Responsible Party Signature: _____ Submission Date: 11 Feb 25	
For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations: _____	



American Legion Post 166
Memorial Day Committee
Daniel Juday, Coordinator

W4887 State Rd 106
FORT ATKINSON, WI. 53538

February 11, 2025

City Council
City of Fort Atkinson
111 North Main St.
Fort Atkinson, WI. 53538

Re: Memorial Day Program

Councilmembers,

The Memorial Day Committee of Fort Atkinson respectfully requests permission to hold a parade on Monday, May 26th, 2025 at 10:30 AM for the purpose of honoring service members who have given the ultimate sacrifice in defense of our country. The parade/procession will start at the American Legion Post 166(201 S Water St E.) in the city of Fort Atkinson and continue northbound on Main St. to Evergreen Cemetery. The parade will begin following the Marine Observance which is held promptly at 10AM.

On behalf of the Memorial Day Committee, I would further like to invite the members of the City Council, as well as the City Manager, to participate in the Memorial Day Parade. Transportation will be provided to the cemetery for the honor event and back to the American Legion Dugout upon completion (approximately 11:45). We would ask that all who wish to participate, please show at the Legion Dugout at no later than 9:45 am on the 26th. Contact parade vehicle marshal Bill Imsland upon arrival of your intention to participate.

Respectfully,



Daniel D. Juday
Memorial Day Coordinator
Phone: (920) 747-0691
IFish920@GMail.com



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action on a Special Event: General's Baseball Fest June 19, 2025-June 22, 2025 at Jones Park (Houseman, City Manager)

BACKGROUND

The City of Fort Atkinson is committed to supporting quality special events throughout the community. The Special Event Guide and Application was created to assist with planning events in the city and to allow appropriate contact information be obtained and forwarded to Departments. The planning guide is designed to assist members of the community in the planning, preparation and running of events and programs in Fort Atkinson.

The Special Event Guide defines a special event as a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that (a) is conducted on public property, (b) is conducted on private property and has a substantial impact on public property, (c) has activities that request special temporary licenses; or (d) require special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races.

DISCUSSION

Event: Fort Atkinson Generals Baseball Festival

Dates and Hours of Event:

Thursday, June 19—6:00 pm to 11:59 pm

Friday, June 20—6:00 pm to 11:59 pm

Saturday, June 21—10:00 am to 11:59 pm

Sunday, June 22—12:00 pm to 4:00 pm

Event Set up: week of June 16th

Location: Jones Park, 600 Janesville Avenue

Contact Person: Tim Garant, fortgeneralsbaseball@gmail.com

Estimated Number of Attendees: 2,500 over 4 days

The application and event information was routed to all City Departments without comments

or concerns.

FINANCIAL ANALYSIS

There is no financial impact to the City of Fort Atkinson for the event.

RECOMMENDATION

Staff recommends the City Council approve the Special Event: General's Baseball Fest June 19, 2025-June 22, 2025 at Jones Park.

ATTACHMENTS

1. 2025 Special Event Application & Map_Baseball Fest



CITY OF FORT ATKINSON
Special Event Application
Fee: \$25.00

Name of Business/Group Organizing Event:		
Contact Person for Event:		
Phone Number:	Email:	
Day of Event Contact Person (if different from above):	Phone:	Email:
Special Event Details		
Event Name:		
Event Date (mm/dd/yyyy):		
Event Location:		
Estimated Number of Attendees:	Hours of Event:	
Event Setup Time:	Event Tear Down Time:	
Event Description:		
Goal/Purpose of Event:		
Attach a map of the event including:	Designated parking areas and available number of spaces*, directional signage for events (i.e. parking guidance), pedestrian street crossing locations, location of any traffic control barricades or personnel to ensure safe coordination of vehicles and pedestrians <i>* If limited parking available, provide proof of permission from neighboring businesses/property to utilize their parking</i>	
Check all applicable boxes:		
☐ I am renting a city park	Attach copy of paid park rental from Parks & Recreation Department. Equipment rentals are reservable through the Parks & Recreation office 920-397-9910. You are responsible for picking up, setting up, tearing down, and return of equipment. Each park is equipped with picnic tables and garbage/recycling receptacles, and additional are available upon request. If additional cans are requested, the event coordinator will need to pick up additional can liners from Park & Recreation office. The event coordinator is responsible for trash and recycling disposal. If there is no dumpster on site, a dumpster may be required and is the responsibility of the event coordinator.	
☐ I am renting city equipment	Please secure and submit payment for requested equipment prior to submitting Special Event Application. *Attach a map with a location for drop off of equipment with this application. 8' white plastic table (43 available; \$4.50/each) Qty ____ Metal folding chair (190 available; \$0.75/each) Qty ____ Additional Picnic Table (\$15/each; includes delivery & pick up)* Qty ____ Additional Garbage/Recycling Can* Qty ____ Barricades* Qty ____ Traffic Cones* Qty ____	
☐ Electrical Access	The City Electrician may reach out to you to address any needs/concerns. Please specify if you have any requests or requirements beyond current access:	

☐ I will be having music	(Per City Ordinance 17.03) no person shall cause or allow loud, excessive or unusual noise that will disturb the comfort and quiet repose of persons in the vicinity. All music shall terminate as of 10:00 p.m. City noise ordinance must be followed Start Time of Music: _____ End Time of Music: _____
☐ I will be closing a street(s)*	Barricades can be provided by Public Works upon request <i>* Provide proof of permission from neighboring businesses/properties if street closure impacts daily activity</i>
☐ I will be selling beer and/or wine*	Alcohol license and licensed bartender(s) required. Contact City Clerk (920) 397-9901 prior to submitting this application. <i>*Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.</i>
☐ I will be erecting a tent, canopy or other temporary structure.*	 <i>*Event coordinator is responsible for ensuring that the temporary structure is safely installed. Event Coordinator is required to contact Diggers Hotline at least 4 business days prior to the event. Diggershotline.com, 1-800-242-8511</i>
☐ I am having a walk/race*	<i>*See map instructions above. In addition to the previously listed map requirements, clearly mark your walk/race route on the map.</i>
By signing, I agree to the following statements: I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I understand that I may need to contact multiple Departments to arrange for assistance. I understand I am responsible for timely clean up after the event. I understand that additional charges may apply and that I can be billed after my event. Responsible Party Signature: _____ Submission Date: _____ For Office Use Only: Date Received: _____ Date Paid: _____ Council Approval / Denial Date: _____ Date applicant notified of Council action and any event stipulations: _____ Event Stipulations:	

 **Represents Porta Potties**

S 6th St

S 6th St

S 6th St

S 6th St

**BARRICADE
TO CLOSE ACCESS**

**ENTERTAINMENT
TENT**

**FOOD
TRUCKS**

**CARNIVAL SETUP
AND RIDES**

**PARKING
OVERFLOW**

Jones Park

Park St

Park St

Google

Park St



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Temporary Class "B" Retailer's License for St. Joseph's Catholic Church Knights of Columbus for March 14, April 4, and April 18, 2025 (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses: Class A, Class B and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remember as you consume alcohol *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Alcohol licenses are further defined by the quotation marks used. For example, "Class A" refers to intoxicating liquor while Class "A" refers to fermented malt beverages. These licenses can also be issued together as a combination license, most common for grocery stores.

Temporary Class "B" (picnic) beer and/or wine licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only to bona fide clubs, chambers of commerce, county or local fair associations, agricultural societies, churches, lodges, societies, veteran's organizations that have been in existence for at least six months.

There is no limit to the number of Temporary Class "B" fermented malt beverage licenses that may be issued to an eligible organization in a calendar year. However, there is a limit of two Temporary "Class B" wine licenses that may be issued to an eligible organization in a 12-month period.

Temporary license holders must have licensed operators (bartenders) and they must purchase their products from a Distributor/Wholesaler.

The attached application was completed and submitted in a timely manner as required by Department of Revenue form AB-220 and City of Fort Atkinson Code of Ordinance Section 6-61(b).

DISCUSSION

Organization: Church

Name: St. Joseph's Catholic Church

Street Location: 1650/1660 Endl Blvd

Manager of Affair: Andy Koehler

Premises: Parish Hall

Name of Event: Knights of Columbus Fish Dinner

Date of Event: March 14, April 4, and April 18, 2025

The Named Organization Applied for the Following License(s): Class "B" Fermented Malt Beverages

FINANCIAL ANALYSIS

There is a \$10 license fee per Application for Temporary Retailer's License. Publication is not required for these licenses.

RECOMMENDATION

Staff recommends that the City Council approve the Temporary Class "B" Retailer's License to sell products at St. Joseph's Catholic Church – Knights of Columbus Fish Dinner on March 14, April 4, and April 18, 2025 contingent upon having licensed operators and purchasing products from a Wisconsin beverage distributor.

ATTACHMENTS

1. TEMP B BEER ALCOHOL LICENSE KNIGHTS OF COLUMBUS 2025

Temporary Alcohol Beverage License

Municipality

Fort Atkinson

License(s) Requested	Fees	
☐ Temporary "Class B" Wine	License Fees	\$ 10
☒ Temporary Class "B" Beer	Background Check	\$
	Total Fees	\$ 10

Part A: Organization Information		
1. Organization Name Knights of Columbus		
2. Organization Permanent Address 1660 Endl Blvd		
3. City Ft. Atkinson	4. State WI	5. Zip Code 53538
6. Mailing Address (if different from permanent address)		
7. FEIN 237546334	8. Date of Organization/Incorporation 03/28/51	9. State of Organization/Incorporation WI
10. Phone (920) 222-0099	11. Email akoehler@stjosephfort.org	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Koehler	Andrew	Vice President	(920) 222-0099
Hess	Joseph	President	(920) 222-6939
Romens	Gary	Treasurer	(920) 723-8627
Louis	Larsen	Secretary	(608) 295-5506

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Knights of Columbus Fish Dinner			
2. Dates of Operation 3/14/2025		3. Hours of Operation 4:30pm - 7pm	
4. Premises Address 1660 Endl Blvd			
5. City Ft. Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of Ft. Atkinson		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Andrew Koehler		12. Email and/or Phone Number for Organizer of Event 9202220099	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Parish Hall and Kitchen			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Koehler		First Name Andrew	M.I.
Title Vice President	Email akoehler@stjosephfort.org	Phone (920) 222-0099	
Signature 		Date 02/20/20	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 2/24/25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Temporary Alcohol Beverage License

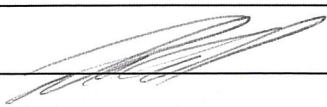
License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10
	Background Check	\$
	Total Fees	\$ 10

Part A: Organization Information		
1. Organization Name Knights of Columbus		
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6. Mailing Address (if different from permanent address)		
7. FEIN 237546334	8. Date of Organization/Incorporation 03/28/51	9. State of Organization/Incorporation WI
10. Phone (920) 222-0099	11. Email akoehler@stjosephfort.org	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Koehler	Andrew	Vice President	(920) 222-0099
Hess	Joseph	President	(920) 222-6939
Romens	Gary	Treasurer	(920) 723-8627
Louis	Larsen	Secretary	(608) 295-5506

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Knights of Columbus Fish Dinner			
2. Dates of Operation 4/4/2025		3. Hours of Operation 4:30pm - 7pm	
4. Premises Address 1660 Endl Blvd			
5. City Ft. Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of Ft. Atkinson		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Andrew Koehler		12. Email and/or Phone Number for Organizer of Event 9202220099	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Parish Hall and Kitchen			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Koehler		First Name Andrew	M.I.
Title Vice President	Email akoehler@stjosephfort.org	Phone (920) 222-0099	
Signature 		Date 02/20/20	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 2/24/25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Temporary Alcohol Beverage License

License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10
	Background Check	\$
	Total Fees	\$ 10

Part A: Organization Information		
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13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

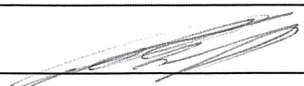
Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
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Koehler	Andrew	Vice President	(920) 222-0099
Hess	Joseph	President	(920) 222-6939
Romens	Gary	Treasurer	(920) 723-8627
Louis	Larsen	Secretary	(608) 295-5506

Continued →

Part C: Event Information

1. Name of Event (if applicable) Knights of Columbus Fish Dinner			
2. Dates of Operation 4/18/2025		3. Hours of Operation 4:30pm - 7pm	
4. Premises Address 1660 Endl Blvd			
5. City Ft. Atkinson		6. State WI	7. Zip Code 53538
8. County Jefferson	9. Governing Municipality ☒ City ☐ Town ☐ Village of: Ft. Atkinson		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Andrew Koehler		12. Email and/or Phone Number for Organizer of Event 9202220099	
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Last Name Koehler	First Name Andrew	M.I.
Title Vice President	Email akoehler@stjosephfort.org	Phone (920) 222-0099
Signature 		Date 02/20/20

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 2/24/25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

**PROCLAMATION
RECOGNIZING PAUL CHRISTENSEN
ON THE OCCASION OF HIS RETIRMENT**

WHEREAS, the City of Fort Atkinson would like to recognize Paul Christensen for his 40 years of service to the City of Fort Atkinson Wastewater Utility; and

WHEREAS, Paul began his career in July 1985 as an assistant lab tech before moving up to lab tech a year later; and,

WHEREAS, in April 1989 he moved into the Utility Foreman position; and

WHEREAS, in February 1997 Paul was appointed to the newly created Wastewater Utility Supervisor position; and

WHEREAS, he has overseen two major addition and rehab projects at the Utility as well as many smaller ones; and

WHEREAS, the City of Fort Atkinson values the experience and dedication of Paul during his time with the Fort Atkinson Wastewater Utility; and

WHEREAS, while working for the City Paul worked five city managers, three City Engineers and four City Clerk/Treasurers; and

NOW, THEREFORE, I, Davin Lescohier, City Council President of the City of Fort Atkinson, do here by recognize Paul Christensen on his retirement from the City of Fort Atkinson after 40 years of distinguished service.

Proclaimed this 4th Day of March, 2025

CITY OF FORT ATKINSON

Davin Lescohier, Council President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to a Resolution recognizing World Migratory Bird Day on Saturday, May 10, 2025 (Houseman, City Manager)

BACKGROUND

Annually, since 2016, the City of Fort Atkinson has recognized the second Saturday in May as **World Migratory Bird Day** as part of the City's "Bird City" designation.

DISCUSSION

The 2025 World Migratory Bird Day (WMBD) will be held on Saturday, May 10, 2025. This year, World Migratory Bird Day highlights seven simple actions everyone can take to create bird-friendly spaces where they live.

1. Plant native: The plants native to the community provide the food and shelter birds need. Remove invasive plants that can take over.
2. Dim the lights at night: The glow from our communities and homes may disrupt their cycle of rest, alter their migration, and impact breeding.
3. Make windows visible: Birds don't recognize plane glass and may collide with windows.
4. Protect insects: 95% of birds depend on insects at some time during their life cycle. Avoid using pesticides and other chemicals that contribute to the declining numbers of butterflies, dragonflies, and other insects.
5. Restrain pets, free roaming cats and dogs can disturb and even kill birds.
6. Be the solution to plastic pollution: Say "no" to plastics by reusing shopping bags, avoiding single-use plastic bottles and utensils, and purchasing non-plastic toys and decorations.
7. Purchase sustainable foods: Shade-grown coffee and chocolate protect tropical agroforests that include native tree diversity, tree canopy, and reduced pollution that supports migratory birds where they winter.

FINANCIAL ANALYSIS

This resolution is not expected to have any financial impact on the City.

RECOMMENDATION

Staff recommends that the City Council adopt the Resolution proclaiming Saturday, May 10, 2025, as World Migratory Bird Day, and encourage all citizens to support efforts to protect and conserve migratory birds and their habitats.

ATTACHMENTS

1. 3.4.25 World Migratory Bird Day Resolution

RESOLUTION NO. _____

**RESOLUTION RECOGNIZING WORLD MIGRATORY BIRD DAY
IN THE CITY OF FORT ATKINSON**

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations; and

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, act to conserve them, and simply to have fun; and

WHEREAS, while WMBD officially is held each year on the second Saturday in May and also in October, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fort Atkinson that May 10, 2025, be declared as **World Migratory Bird Day** in the City of Fort Atkinson; and

BE IT FURTHER RESOLVED that the City Council urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted by the City Council of the City of Fort Atkinson this 4th day of March 2025.

Davin Lescohier, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Second and possible Third/Final Reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property known as Lot 1 (formerly Lot 61) located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from MRH-30, Multi-Family Residential-30, to PUD, Planned Unit Development District (Draeger, Building Inspector/Zoning Administrator)

BACKGROUND

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires an optional public hearing, staff review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

This rezoning is a part of the Planned Unit Development Process. On February 20, 2025 the council approved the PUD-GDP and CSM for Lot 1 (formerly known as Lot 61) located east of Fort Atkinson High School, south of Trillium Drive, and west of Banker Road in the City of Fort Atkinson. The third phase of the PUD process, the Specific Implementation Plan (SIP), will come before the Plan Commission at the meeting on March 11th.

Note that the Certified Survey Map creating the subject property has been approved by the Plan Commission and City Council. However, it has not yet been recorded by the Jefferson County Register of Deeds. When the CSM is recorded, staff will update the legal description included in the Ordinance and prepare it for execution.

DISCUSSION

The applicant is looking to change the zoning classification of the property from **MRH-30, Multi-Family Residential-30**, to **PUD, Planned Unit Development District**. The intention is to use the MRH-30, Multi-family Residential District as the base zoning district when providing the flexibilities outlined in the approved General Development Plan and Specific Implementation Plan for the PUD Project.

FINANCIAL ANALYSIS

Approval of this rezoning will allow the development of this property in accordance with the Development Agreement with Intrepid Investments and is expected to add \$14 million dollars of taxable value to Tax Increment District (TID) #9.

RECOMMENDATION

The Plan Commission reviewed this item at the meeting on February 11, 2025 and recommended that the City Council approve the zoning change. Staff recommends the City Council suspend the rules and offer a third/final reading of this Ordinance. Staff further recommends that the City Council adopt the Ordinance changing the zoning for the subject property from MRH-30, Multi-Family Residential - 30, to PUD, Planned Unit Development District.

ATTACHMENTS

1. Draft Ord. ZMA Lot 1(Lot 61)
2. Plan Commission Memorandum Lot 1 (Lot 61)

ORDINANCE NO. ____

AN ORDINANCE
TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

LEGAL DESCRIPTION SUBJECT TO CHANGE AFTER RECORDING OF CSM-2025-04

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **MRH-30, Multi-Family Residential-30**, to **PUD, Planned Unit Development District**. The intention is to use the MRH-30, Multi-family Residential District as the base zoning district when providing the flexibilities outlined in the approved General Development Plan and Specific Implementation Plan for the PUD Project:

A part of the Northwest one-quarter of the Northwest one quarter of Section 33, including Lot 1, and a part the discontinued right-of-ways of Trillium Drive and Banker Road, of Jefferson County Certified Survey Map (CSM) 6455, recorded as Document No. 1481920, being a part of and together with a part of the Southwest 1/4 of the Northwest 1/4 and a part of the Northwest 1/4 of the Northwest 1/4 of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

COMMENCING at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the **POINT OF BEGINNING**, being the Southwest corner of said Lot 1; thence, continuing along said West line, N00°50'50"W, 675.74 feet to the beginning of a non-tangent curve, being concave Southwesterly, having a radius of 56.50 feet and a chord which bears S53°01'51"E, 12.45 feet; thence Southeasterly, 12.47 feet along the arc of said curve through a central angle of 12°38'46" to a Point of Reverse Curve with a curve being concave Northerly, having a radius of 19.50 feet and a chord which bears S70°31'26"E, 15.75 feet; thence Easterly, 16.21 feet along the arc of said curve through a central angle of 47°37'55" to the Point of Tangency thereof; thence N85°39'37"E, 13.97 feet to the beginning of a tangent curve, being concave Southerly, having a radius of 132.50 feet and a chord which bears S88°25'28"E, 27.30 feet; thence Easterly, 27.35 feet along the arc of said curve through a central angle of 11°49'31" to the Point of Tangency thereof; thence S82°30'53"E, 58.50 feet to the beginning of a tangent curve, being concave Northwesterly, having a radius of 15.00 feet and a chord which bears N49°37'48"E, 22.24 feet; thence Northeasterly, 25.06 feet along the arc of said curve through a central angle of 95°42'38"; thence S88°01'45"E, 60.00 feet to the beginning of a non-tangent curve, being concave Northeasterly, having a radius of 15.00 feet and a chord which bears S43°13'31"E, 21.21 feet; thence Southeasterly, 23.56 feet along the arc of said curve through a central angle of 90°00'00" to the Point of Tangency thereof; thence S88°13'31"E, 368.75 feet to the

beginning of a tangent curve, being concave Northwesterly, having a radius of 15.00 feet and a chord which bears N52°11'27"E, 19.12 feet; thence Northeasterly, 20.73 feet along the arc of said curve through a central angle of 79°10'05"; thence S85°57'43"E, 76.36 feet to the beginning of a non-tangent curve, being concave Easterly, having a radius of 217.00 feet and a chord which bears S02°21'56"E, 114.85 feet; thence Southerly, 116.23 feet along the arc of said curve through a central angle of 30°41'22" to the Point of Tangency thereof; thence S17°42'37"E, 150.03 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 283.00 feet and a chord which bears S01°59'13"W, 190.77 feet; thence Southerly, 194.58 feet along the arc of said curve through a central angle of 39°23'40" to the Point of Tangency thereof, lying on the Easterly right-of-way line of Banker Road; thence, along said Easterly right-of-way line, South 21°41'03" West, 235.83 feet to a point on the South line of said CSM No. 6455; thence, leaving said along said Easterly right-of-way line along said South line, North 88°09'18"W, 622.25 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 459,073 square feet or 10.5389 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2025.

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



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

PLANNED UNIT DEVELOPMENT-GROUP DEVELOPMENT PLAN REPORT TO THE PLAN COMMISSION

DATE: February 11, 2025

PROPERTY ADDRESS: NA

PARCEL NUMBER: 5.37-acre portion of 226-0614-3323-020

OWNER: City of Fort Atkinson

APPLICANT: Applicant: Adam Hertel, AAG

FILE NUMBER: PUD-2025-01

EXISTING ZONING: MRH-30, Multi-Family Residential-30

PROPOSED ZONING: MRH-30 with Planned Unit Development Overlay

EXISTING LAND USE: Vacant

REQUESTED USES: Multi-Family Residential

BACKGROUND

Section 15.02.81 of the City of Fort Atkinson Zoning Ordinance outlines the purpose, intent, potential zoning flexibilities, and applicability associated with a PUD. Additionally, Section 15.10.44 of the Zoning Ordinance outlines the procedural steps associated with a PUD. This requires a two-step process: 1) General Development Plan (GDP) to establish the new customized zoning requirements for the property and 2) Specific Implementation Plan (SIP) to review the details of the project associated with the Site Plan. Both must be acted upon by the Plan Commission and City Council for approval in reflection of defined criteria as listed within the ordinance.

REQUEST OVERVIEW

The applicant is proposing 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-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 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.

The L-shaped building configuration provides multiple access points for tenants and guests. Each floor is proposed to include the following:

- Underground: 84 parking spaces, 2 handicapped parking spaces, tenant storage in front of each space, elevator and stair access, electric bicycle charging station, and dumpster area
- 1st Floor: 29 total units (2-studios, 17-1-beds, 10-2-beds), elevator and stair access, and lobby
- 2nd Floor: 29 total units (2-studios, 17-1-beds, 10-2-beds), elevator and stair access, and fitness center
- 3rd Floor: 29 total units (2-studios, 17-1-beds, 10-2-beds), elevator and stair access, and community room

The property is currently vacant and has been planned for some form of multifamily housing as part of the Ridge View Estates Neighborhood. Stormwater will be handled by the regional detention area established further south on Outlot 1.

As mentioned above, a PUD requires two steps. These steps can be handled separately or concurrently depending on the level of detail associated with the submittal. Today, the applicant is seeking Plan Commission review of only the GDP. The SIP is planned to come before the Plan Commission in March, contingent upon the outcome of the GDP. Both items must also be reviewed and acted upon by the City Council in future meetings.

GENERAL DEVELOPMENT PLAN (GDP) REVIEW:

The property will utilize the MRH-30, Multi-Family Residential zoning district as the underlying requirements. The MRH-30 district permits Apartment (37+ unit buildings) land use by right. Through the proposed GDP rezoning, the underlying MRH-30 zoning district will remain in place and this GDP will indicate all requested flexibilities or deviations from that zoning district. Per Section 15.03.06(10), the Apartment land use requires the following:

- In the case where any dwelling unit is under separate ownership, evidence that deed restrictions or covenants specifying respective obligations with regard to any common structures, such as the shared wall, roof, and other inseparable improvements, is required. = N/A
- Group Developments shall meet the standards of Section 15.06.02 = N/A
- This dwelling unit type may not be split into additional residences. = Met
- See 15.07.20 for multi-family design standards = see below for design review
- minimum required parking: 1.5 spaces per dwelling unit = Met:
- 131 stalls required, 143 stalls provided (59 surface + 84 underground)

The MRH-30 zoning district's bulk dimensions must also be met, as shown below:

Requirement Type	Requirement	Proposed
Min. Lot Area	20,000 sf 871 sf/unit	233,917 sf (5.37 acres) 2,688 sf/unit
Max. Impervious Surface Area	70%	11%
Max. Building Coverage	35%	14%
Min. Lot Width	100 feet	197 feet
Min. Lot Depth	120 feet	439 feet
Min. Lot Frontage at ROW	50 feet	197 feet
Min. Front Setback	30 feet	<u>26.5 feet</u>
Min. Garage Setback	Even with building	Even with building
Min. Street Side Setback	25 feet	<u>20.2 feet</u>
Min. Side Yard Setback	8 feet	10 feet
Min. Rear Yard Setback	30 feet	<u>9 feet</u>
Max. Building Height	45 feet	36 feet
Min. Pavement Setback	Rear/Side: 5 feet Street: 10 feet	Rear/Side: Met Street: 15 feet

GDP FLEXIBILITIES REQUESTED:

The proposed GDP identifies the following items of flexibility from the standards of the MRH-30 zoning

district:

1. The **Minimum Street Side Setback** established in 15.02.25(7) of the Zoning Ordinance will not be met by this proposal.
 - a. Specifically, a minimum of 25 feet is required. The proposed development includes a minimum street side setback of 22 feet.
2. The **Minimum Front Setback** established in 15.02.25(7) of the Zoning Ordinance will not be met by this proposal.
 - a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum front setback of 26.5 feet. An important note: the MRH-30 zoning district has a Minimum Porch Setback of 22 feet.
3. The **Minimum Rear Setback** established in 15.02.25(7) of the Zoning Ordinance will not be met by this proposal.
 - a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum rear setback of 9 feet. The parcel abutting the rear of the lot is to be publicly owned and permanently held for stormwater management.
4. The **Minimum Required Yard Landscaping** established in 15.08.30 of the Zoning Ordinance will not be met by this proposal.
 - a. Specifically, 20 Landscaping points are required for every 1,000 square feet of gross floor area. The proposed development could not achieve the required due to lack of space.

ZONING MAP AMENDMENT (GDP) FINDINGS:

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 the adopted Banker Road Neighborhood Plan, Comprehensive Plan's Planned Neighborhood land use category, and advancement of several 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 Planned Neighborhood 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, adopted Banker Road Neighborhood Plan, planned development to the north and east, and compatible with the High School land use directly to the west.

4. Does the proposed Zoning Map Amendment address any factors that are not accomplished on the current Zoning Map? Yes. The proposed zoning map amendment allows for the creation of a new large-scale multi-family development within the City of Fort Atkinson. There is an existing housing shortage in the community that is well documented in several past studies. Additionally, one of the key goals of the Banker Road Neighborhood Plan and Comprehensive Plan is to facilitate new diverse housing opportunities. The subject property is more appropriate for the MRH-30 zoning district with a PUD overlay, than the existing MRH-30 zoning district.

OVERVIEW OF SPECIFIC IMPLEMENTATION PLAN (SIP)

The applicant is not seeking SIP review and action today, but it is important to consider the proposed development plan details as part of this GDP review:

- The L-shaped building works well on this site in framing the street corridor along Hawthorne Drive and the longest portion of the building facing the stormwater area.
- Pedestrian access is provided from Trillium Drive to the building and there are multiple internal pedestrian connections provided throughout the site.
- One vehicle access driveway is provided that aligns with the planned Trillium Drive/Marigold Drive intersection.
- The on-site vehicle circulation is designed to slow traffic with narrowing widths where pedestrians would be crossing.
- Overall, the parking proposed far exceeds the minimum requirements.
- The proposed modern multi-family architecture design includes high-quality materials, articulation, and individual unit porches/patios on all four sides.
- Landscaping is proposed around the exterior of the site on all four sides, with some green space and landscaping proposed between the building and service parking areas. However, the amount of landscaping falls short of meeting the minimum required. To note: A portion of the landscaping requirements is based on the gross square feet of the three-story building.
- Freestanding light poles within the parking area and on-building safety lighting are proposed.
- The underground parking configuration looks to be very tight with potential conflict points near the main ingress/egress driveway leading to the surface parking area.

PUD APPROVAL CRITERIA:

The Plan Commission must make a finding with respect to the following criteria:

- The proposed planned unit development project is consistent with the overall purpose and intent of this Chapter = **Met**
- The proposed planned unit development project is consistent with the City's Comprehensive Plan and other areas = **Met**
- The proposed planned unit development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impact in the environs of the subject site = **Met**

- Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the planned unit development project, including but not limited to public sewer and water and public roads = **Met**
- The proposed planned unit development project will incorporate appropriate and adequate buffers and transitions between areas of different land uses and development densities/intensities = **Met**
- The proposed planned unit development project design does not detract from areas of natural beauty surrounding the site = **Met**
- The proposed architecture and character of the planned unit development project is compatible with adjacent/nearby development = **Met**
- The proposed planned unit development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area = **Met**
- The proposed planned unit development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this chapter = **Met**
- For planned unit development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed = **Met**

Public notice was published January 28, 2025 and February 4, 2025 in the Daily Jefferson County Union.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Northwest Quadrant Planning Area (see attachments) and is identified as Neighborhood on the plan. The opportunities indicated include traditional neighborhood and sustainable design, capitalizing on the access to existing businesses and schools.

The subject property is shown as Planned Neighborhood on the Future Land Use Map. The Planned Neighborhood designation is intended to provide a variety of housing choices through a mix of single-family, two-family, mixed residential, schools, parks, and neighborhood commercial uses. The proposed apartment development aligns with the intent of this land use category. Staff believes the proposed development and land use is consistent with the adopted Comprehensive Plan.

The proposed GDP identifies the following items of flexibility from the standards of the MRM-12 zoning district:

1. The **Minimum Street Side Setback** established in 15.02.25(7) of the Zoning Ordinance

will not be met by this proposal.

a. Specifically, a minimum of 25 feet is required. The proposed development includes a minimum street side setback of 22 feet.

2. The **Minimum Front Setback** established in 15.02.25(7) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum front setback of 26.5 feet. An important note: the MRH-30 zoning district has a Minimum Porch Setback of 22 feet.

3. The **Minimum Rear Setback** established in 15.02.25(7) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum rear setback of 9 feet. The parcel abutting the rear of the lot is to be publicly owned and permanently held for stormwater management.

4. The **Minimum Required Yard Landscaping** established in 15.08.30 of the Zoning Ordinance will not be met by this proposal.

a. Specifically, 20 Landscaping points are required for every 1,000 square feet of gross floor area. The proposed development could not achieve the required due to lack of space.

The GDP meets the majority of the requirements of the City's ordinances and aligns with both the Banker Road Neighborhood Plan and Comprehensive Plan. This type of housing is desperately needed in Fort Atkinson as reflected in multiple housing studies and adopted plans. In fact, missing middle housing (multi-family) may be the greatest deficiency across the community. This project aims to address many community goals, objectives, and recommendations. City staff have reviewed the application regarding both items, and all comments have been included within this document.

RECOMMENDATION

No action is recommended for the public hearing.

Later on in the agenda City staff recommends approval of 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.

ATTACHMENTS

- 1. Lot 61 Notice with map
- 2. 01_PUD Submittal - Lot 1_2-6-2025
- 3. 00_Lot 1_Planned Development Procedural Checklist FILLABLE1
- 4. 04_Multifamily Lot 1 Plans_2-6-2025
- 5. Multi-Family Development at Ridge View Estates Lot1 Stormwater Report
- 6. 02_Exhibit #1_Site Location Map
- 7. 03_Exhibit #2_Ridge View Estates Prelim Plat 2-4-25
- 8. 05_A-103_enlarged car wash
- 9. 06_Lighting Specifications
- 10. Ridgeview PUD Procedure Schedule 2025



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Jedidiah Draeger, Building/Zoning Administrator

RE: Second and possible Third/Final Reading of a proposed Ordinance to amend the Official Zoning Map of the City of Fort Atkinson, Wisconsin, for the property known as Lot 2 (formerly Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from SR-2, Single-family Residential District, to MRM-12, Multi-Family Residential Medium - 12, with a PUD, Planned Unit Development (Draeger, Building Inspector/Zoning Administrator)

BACKGROUND

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires an optional public hearing, staff review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

This rezoning is a part of the Planned Unit Development Process. On February 20, 2025 the council approved the PUD-GDP and CSM for Lot 2 (formerly Lot 1) located east of Fort Atkinson High School, north of Trillium Drive, and west of Banker Road in the City of Fort Atkinson from SR-2, Single-family Residential District, to MRM-12, Multi-Family Residential Medium - 12, with a PUD, Planned Unit Development. The Specific Implementation Plan will come before the Plan Commission at the meeting on March 11th.

Note that the Certified Survey Map creating the subject property has been approved by the Plan Commission and City Council. However, it has not yet been recorded by the Jefferson County Register of Deeds. When the CSM is recorded, staff will update the legal description included in the Ordinance and prepare it for execution.

DISCUSSION

The applicant is looking to change the zoning classification of the property from **SR-2, Single Family Residential**, to **MRM-12, Multi-Family Residential Medium – 12, with a PUD, Planned Unit Development**.

FINANCIAL ANALYSIS

Approval of this zoning change will allow the development of this parcel in accordance with the Development Agreement with Intrepid Investments, LLC. While an estimated value for this project has not been provided, it will add taxable value to Tax Increment District (TID) #9. Further, the sale of this parcel to the developer will result in \$144,000 in revenue for TID #9 (\$18,000 per unit, per the approved Development Agreement).

RECOMMENDATION

The Plan Commission reviewed this item at the meeting on February 11, 2025 and recommended that the City Council approve the zoning change. Staff recommends the City Council suspend the rules and offer a third/final reading of this Ordinance. Staff further recommends that the City Council adopt the Ordinance changing the zoning for the subject property from SR-2 Single-Family Residential - 2, to MRM-12, Multi-Family Residential Medium - 12 with a PUD, Planned Unit Development.

ATTACHMENTS

1. Draft Ord. ZMA Lot 2(Lot 1)
2. Plan Commission Memorandum Lot 2 (Lot 1)

ORDINANCE NO. ____

**AN ORDINANCE
TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON**

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **SR-2, Single Family Residential**, to **MRM-12, Multi-Family Residential Medium – 12, with a PUD, Planned Unit Development**.

A part of the Northwest one-quarter of the Northwest one quarter of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

LEGAL DESCRIPTION SUBJECT TO CHANGE AFTER RECORDING OF CSM-2025-03

COMMENCING at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 1335.09 feet to the **POINT OF BEGINNING**; thence, continuing along said West line, N00°50'50"W, 383.45 feet; thence N89°09'10"E, 180.25 feet; thence S00°51'18"E, 20.76 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 120.00 feet and a chord which bears S04°03'07"E, 13.39 feet; thence Southerly, 13.39 feet along the arc of said curve through a central angle of 06°23'40" to the Point of Tangency thereof; thence S07°14'57"E, 216.77 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 180.00 feet and a chord which bears S02°44'14"E, 28.32 feet; thence Southerly, 28.35 feet along the arc of said curve through a central angle of 09°01'26" to the Point of Tangency thereof; thence S01°46'29"W, 116.41 feet; thence N88°01'45"W, 60.00 feet to the beginning of a non-tangent curve, being concave Northwesterly, having a radius of 15.00 feet and a chord which bears S49°37'48"W, 22.24 feet; thence Southwesterly, 25.06 feet along the arc of said curve through a central angle of 95°42'38" to the Point of Tangency thereof; thence N82°30'53"W, 58.50 feet to the beginning of a tangent curve, being concave Southerly, having a radius of 132.50 feet and a chord which bears N88°25'28"W, 27.30 feet; thence Westerly, 27.35 feet along the arc of said curve through a central angle of 11°49'31" to the Point of Tangency thereof; thence S85°39'37"W, 13.97 feet to the beginning of a tangent curve, being concave Northerly, having a radius of 19.50 feet and a chord which bears N70°31'26"W, 15.75 feet; thence Westerly, 16.21 feet along the arc of said curve through a central angle of 47°37'55" to a Point of Reverse Curve with a curve being concave Southwesterly, having a radius of 56.50 feet and a chord which bears N53°01'51"W, 12.45 feet; thence Northwesterly 12.47 feet along the arc of said curve through a central angle of 12°38'46" to the **POINT OF BEGINNING**.

The above-described parcel contains 77,715 square feet or 1.7841 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin, this _____ day of _____, 2025.

Davin Lescohier, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



PLANNED UNIT DEVELOPMENT-GROUP DEVELOPMENT PLAN AND SPECIFIC IMPLEMENTATION PLAN REPORT TO THE PLAN COMMISSION

DATE: February 11, 2025

PROPERTY ADDRESS: Ridge View Estates-Lot 1

PARCEL NUMBER: 0.66-acre portion of 226-0614-3322-000

OWNER: City of Fort Atkinson

APPLICANT: Kraig Sadownikow, Intrepid Investments, LLC (Developer)

FILE NUMBER: PUD-2025-02

EXISTING ZONING: SR-2

PROPOSED ZONING: MRM-12 with Planned Unit Development Overlay

EXISTING LAND USE: Vacant

REQUESTED USES: Townhomes

BACKGROUND

Section 15.02.81 of the City of Fort Atkinson Zoning Ordinance outlines the purpose, intent, potential zoning flexibilities, and applicability associated with a PUD. Additionally, Section 15.10.44 of the Zoning Ordinance outlines the procedural steps associated with a PUD. This requires a two-step process: 1) General Development Plan (GDP) to establish the new customized zoning requirements for the property and 2) Specific Implementation Plan (SIP) to review the details of the project associated with the Site Plan. Both must be acted upon by the Plan Commission and City Council for approval in reflection of defined criteria as listed within the ordinance.

REQUEST OVERVIEW

The applicant is proposing 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-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 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.

The property is currently vacant and has been planned for some form of multi-family housing as part of the Ridge View Estates Neighborhood. Stormwater will be handled by the regional detention area established further south on Outlot 4.

As mentioned above, a PUD requires two steps. These steps can be handled separately or concurrently depending on the level of detail associated with the submittal. Today, the applicant is seeking Plan Commission review of only the GDP. The SIP is planned to come before the Plan Commission in March, contingent upon the outcome of the GDP. Both items must also be reviewed and acted upon by the City Council in future meetings.

GENERAL DEVELOPMENT PLAN (GDP) REVIEW:

The property will utilize the MRM-12, Multi-Family Residential zoning district as the underlying requirements. The MRM-12 district permits Townhome Residential (3-4 unit buildings) land use by-right. Through the proposed GDP rezoning, the underlying MRM-12 zoning district will remain in place and this GDP will indicate all requested flexibilities or deviations from that

zoning district.

Per Section 15.03.06(8), the Townhome land use requires the following:

- A maximum of 8 and a minimum of 3 units may be attached per building. = Met
- In the case where any dwelling unit is under separate ownership, evidence that deed restrictions or covenants specifying respective obligations with regard to any common structures, such as the shared wall, roof, and other inseparable improvements, is required. = Required to obtain Occupancy
- This dwelling unit type may not be split into additional residences. = Met
- Each townhouse unit constructed following the adoption of this chapter must provide a separate public water lateral, sanitary sewer lateral, electric utility service to each of the dwelling units in the structure. = Met
- All development shall comply with the requirements of Chapter 18 = Met
- See 15.07.20 for multi-family design standards = see below for design review
- Minimum required parking: 1.5 spaces per dwelling unit = Met: 12 stalls required, 26 stalls provided

The MRM-12 zoning district's bulk dimensions must also be met as shown below:

Requirement Type	Requirement	Proposed
Min. Lot Area	20,000 sf	28,836 sf
	2,178 sf/unit	3,604 sf/unit
Max. Impervious Surface Area	70%	55%
Max. Building Coverage	35%	29%
Min. Lot Width	100 feet	179 feet
Min. Lot Depth	120 feet	139 feet
Min. Lot Frontage at ROW	50 feet	203 feet/129 feet
Min. Front Setback	30 feet	<u>13 feet</u>
Min. Garage Setback	Even with building	Even with building
Min. Street Side Setback	20 feet	<u>15 feet</u>
Min. Side Yard Setback	8 feet	17 feet
Min. Rear Yard Setback	30 feet	<u>15 feet</u>
Max. Building Height	40 feet	28 feet
Min. Pavement Setback	Rear/Side: 5 feet	Rear/Side: >5 feet
	Street: 10 feet	Street: >10 feet

Finally, this development requires a PUD because Section 15.03.03 of the Zoning Ordinance limits the total number of buildings per lot. The total number of buildings proposed is two, while the maximum permitted is one. Other requested GDP flexibilities are listed below.

GDP FLEXIBILITIES REQUESTED:

The proposed GDP identifies the following items of flexibility from the standards of the MRM-

12 zoning district:

1. The **Maximum Number of Buildings Per Lot** established in Section 15.03.03 of the Zoning Ordinance will not be met by this proposal.

a. Specifically, the maximum number of buildings is one per lot. The proposed development includes eight total buildings on one lot.

2. The **Minimum Front Setback** established in 15.02.23(7) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum front setback of 13 feet.

3. The **Minimum Street Side Setback** established in 15.02.23(7) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of 20 feet is required. The proposed development includes a minimum street side setback of 15 feet.

4. The **Minimum Rear Yard Setback** established in 15.02.23(7) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of 30 feet is required. The proposed development includes a minimum rear setback of 15 feet.

4. The **Minimum Permitted Throat Length** established in 15.06.06(14) of the Zoning Ordinance will not be met by this proposal.

a. Specifically, a minimum of the required building setback is required. The proposed development includes a building setback of 13 feet.

ZONING MAP AMENDMENT (GDP) FINDINGS:

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 the adopted Banker Road Neighborhood Plan, Comprehensive Plan's Planned Neighborhood land use category, and advancement of several 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 Planned Neighborhood 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, adopted Banker Road Neighborhood Plan, planned development to the north, south, and east, and compatible with the High School land use directly to the west.

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 a new small-scale multi-family development within the City of Fort Atkinson. There is an existing housing shortage in the community that is well documented in several past studies. Additionally, one of the key goals of the Banker Road Neighborhood Plan and Comprehensive Plan is to facilitate new housing opportunities, in particular townhome style units. The subject property is more appropriate for the MRM-12 zoning district with a PUD overlay, than the existing SR-2 zoning district.

OVERVIEW OF SPECIFIC IMPLEMENTATION PLAN (SIP)

The applicant is not seeking SIP review and action today, but it is important to consider the proposed development plan details as part of this GDP review:

- Each of the two townhome buildings will face an internal circulation drive that will connect each together and provide access to off-street parking and attached garages for each unit.
- The rear facing portion of each structure will be located facing Trillium Drive, Marigold Drive, and the future development parcel to the north. Each unit is proposed to have an outdoor patio on the rear face of the structure and access to some outdoor green space areas adjacent to that.
- Landscaping is proposed around the exterior of the site on all four sides with some green space and landscaping proposed between each individual unit's garage.
- No freestanding lighting is proposed. However, there will be on-building lighting for each unit.
- An existing sidewalk is planned within the right-of-way along adjacent to both Trillium Drive and Marigold Drive. However, no sidewalk connections are proposed.
- The exterior building design reflects a typical residential style and character that would be found in many single-family, two-family, and small-scale multi-family neighborhoods.

PUD APPROVAL CRITERIA:

The Plan Commission must make a finding with respect to the following criteria:

- The proposed planned unit development project is consistent with the overall purpose and intent of this chapter = Met
- The proposed planned unit development project is consistent with the City's Comprehensive Plan and other area plans = Met
- The proposed planned unit development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site = Met
- Adequate public infrastructure is or will be available to accommodate the range of uses

being proposed for the planned unit development project, including but not limited to public sewer and water and public roads = Met

- The proposed planned unit development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities = Met
- The proposed planned unit development project design does not detract from areas of natural beauty surrounding the site = Met
- The proposed architecture and character of the proposed planned unit development project is compatible with adjacent/nearby development = Met
- The proposed planned unit development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area = Met
- The proposed planned unit development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this chapter = Met
- For planned unit development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed = N/A

The public notice was published January 28, 2025 and February 4, 2025 in the Jefferson County Daily Union.

DISCUSSION

COMPREHENSIVE LAND USE PLAN (2019):

The subject property is located within the Northwest Quadrant Planning Area (see attachments) and is identified as Neighborhood on the plan. The opportunities indicated include traditional neighborhood and sustainable design, capitalizing on the access to existing businesses and schools.

The subject property is shown as Planned Neighborhood on the Future Land Use Map. The Planned Neighborhood designation is intended to provide a variety of housing choices through a mix of single-family, two-family, mixed residential, schools, parks, and neighborhood commercial uses. The proposed townhome development aligns with the intent of this land use category. Staff believes the proposed development and land use is consistent with the adopted Comprehensive Plan.

The proposed GDP identifies the following items of flexibility from the standards of the MRM-12 zoning district:

1. The **Maximum Number of Buildings Per Lot**. The PUD process is provided to address this vary situation in which multiple principal buildings are located on the same lot. It is not uncommon for modern townhome units to be located within multiple buildings on the same lot.
2. The **Minimum Front Setback**. The proposed lot has multiple street frontages and the Marigold Drive facing side is considered the front yard. A 30 foot setback along this street frontage would reduce the lot's ability to facilitate 8 total units and would most likely require losing at least one unit from each building.
3. The **Minimum Street Side Setback** The proposed lot has multiple street frontages and the Trillium Drive facing side is considered the street side yard. A 20 foot setback is accommodated in the southeast corner of the lot, but is not possible with the roundabout expansion planned in the southwest corner of the lot.
4. The **Minimum Rear Yard Setback**. A 30 foot setback along the rear portion of the lot would provide a greater buffer area for adjoining uses. However, the High School playfields are adjoining along the rear yard and thus, a buffer already exists.
5. **The Minimum Permitted Throat Length**. The required throat length cannot be achieved while allowing the front setback flexibility.

The GDP meets the majority of the requirements of the City's ordinances and aligns with both the Banker Road Neighborhood Plan and Comprehensive Plan. This type of housing is desperately needed in Fort Atkinson as reflected in multiple housing studies and adopted plans. In fact, missing middle housing (small-scale multi-family) may be the greatest deficiency across the community. This project aims to address many community goals, objectives, and recommendations. City staff have reviewed the application regarding both items, and all comments have been included within this document.

RECOMMENDATION

No action is recommended for the public hearing.

Later on in the agenda City staff recommends approval of 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.

ATTACHMENTS

- 1. Lot 1 Notice with map
- 2. 01_Lot 2_Planned Development Procedural Checklist FILLABLE1
- 3. 00_PUD Submittal - Lot 2_2-6-2025
- 4. 02_Exhibit #1_Site Location Map
- 5. 03_Exhibit #2_Ridge View Estates Prelim Plat 2-4-25
- 6. 04_Townhouse Lot 2 Plans_2-6-2025
- 7. 05_Lot 2 Lighting Spec
- 8. Townshouses at Ridge View Estates Lot2 Stormwater Report



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Alcohol Beverage License Application for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses; Class A, Class B and Class C. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered because alcohol is consumed *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The "Class A" liquor license application is for sales limited to cider products only.

- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

2015 Act 55 provision also defines ‘cider’ to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. “Cider” includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees (maximum amount allowable by State Statute is being charged)

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00.

A combination Class B license (intoxicating liquor and fermented malt) would total \$600.00

Table 4: Existing Quotas (05/23/2024)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class "A" Fermented Malt	17 - 1 per 750 residents	17	0
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE	4 - \$10,000 one-time fee	4	1
"Class B" Intoxicating Liquor			

DISCUSSION

The gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 an Alcohol License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Background check on Agent/Applicant
- Letter from Sunny's Quick Mart stating they will surrender the "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage license contingent upon approval of applicant Gurbachan Singh dba Sahib Enterprises, LLC for use at 1220 Janesville Avenue #100.

FINANCIAL ANALYSIS

Alcohol license fees for the submitted application is pro-rated from the month of issuance to expiration. A Class A liquor and beer license from March to June is \$200.00. A cigarette license is \$100.00 and cannot be prorated.

RECOMMENDATION

The License Committee met on February 26th and recommended that the City Council approve the Alcohol License Application for a "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverage License for Sahib Enterprises for use at 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Staff recommends the same.

ATTACHMENTS

1. AB 200 Sahib Enterprises Alcohol

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 100 ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ 500 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$ <u>-</u>
Publication Fee	\$ <u>100-</u>
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>SAHIB ENTERPRISES LLC</u>		
2. Business Trade Name or DBA <u>SAHIB ENTERPRISES</u>		
3. FEIN <u>33-3204217</u>	4. Wisconsin Seller's Permit Number <u>456-1031932739-02</u>	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
6. State of Organization <u>WI</u>	7. Date of Organization <u>2/3/2025</u>	8. Wisconsin DFI Registration Number <u>S158707</u>
9. Premises Address <u>1220 JANESVILLE AVE #100 FORT ATKINSON, WI-53538</u>		
10. City <u>FORT ATKINSON</u>	11. State <u>WI</u>	12. Zip Code <u>53538</u>
13. County <u>JEFFERSON</u>	14. Governing Municipality: ☒ City ☐ Town ☐ Village of: <u>FORT ATKINSON</u>	15. Aldermanic District
16. Premises Phone <u>414-477-5535</u>	17. Premises Email <u>Tejinderkaur143@gmail.com</u>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>Brick Building with extra storage for liquor & beer wine.</u>		
20. Mailing Address (if different from premises address)		
21. City	22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
SINGH	GURBACHAN	AGENT	414-394-2447

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name SINGH	First Name GURBACHAN	M.I.
Title AGENT	Email Tejinderkaur143@gmail.com	Phone 414-394-2447
Signature <i>Gurbachan Singh</i>		Date 02/13/25

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 2.14.25	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

SAHIB ENTERPRISES LLC

2. Business Trade Name or DBA

SAHIB ENTERPRISES

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

SINGH

2. First Name

GIURRACHAN

3. M.I.

4. Relationship to Business (Title)

AGENT

5. Email

Tefinderkaur143@gmail.com

6. Phone

414-394-2447

7. Home Address

7710 S LENOX AVE

8. City

OAK CREEK

9. State

WI

10. Zip Code

53154

11. Date of Birth

02/10/1963

12. Drivers License/State ID Number

S520-2806-3050-02

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years

10

Months

2

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

7710 S LENOX AVE

City

OAK CREEK

State

WI

Zip Code

53154

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

Delhi INDIA

State

County

ON CANADA

State

County

WI USA

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Guillermo Sandoz</i>	Date <i>02/13/25</i>
--------------------------------------	-------------------------

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

SAHIR ENTERPRISES LLC

2. Business Trade Name or DBA

SAHIR ENTERPRISES

3. Entity Type (check one)

- ☒
- Limited Liability Company
- ☐
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

SINGH

2. First Name

GURBACHAN

3. M.I.

4. Email

Tepinderkaur143@gmail.com

5. Phone

414-394-2447

6. Home Address

7710 S LENOX AVE

7. City

OAK CREEK

8. State

WI

9. Zip Code

53154

10. Age

61

11. Drivers License/State ID Number

S520-2806-3050-02

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name SINGH		First Name GURBACHAN		M.I.
Title AGENT	Email tejinderkaur143@gmail.com		Phone 414-394-2447	
Signature Gurbachan Singh			Date 02/13/25	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name SINGH		First Name GURBACHAN		M.I.
Signature Gurbachan Singh			Date 02/13/25	

Date: 02/13/2025

I, JATINDER KAAR hereby declare that I,
owner of SUNNY'S QUICK MART LLC will surrender my

<insert type of license> CLASS "A" . CIGARETTE, TOBACCO
and E-VAPING contingent upon

<insert new applicant/owner> GUORBACHAN SINGH (AGENT)

being approved for said license at the premise of 1220 JANESVILLE AVE #100
FORT ATKINSON, WI-53538

Signed: Jatinder Kaar

Date: 02/13/2025

Witness: Karanvir Singh

Date: 02/13/2025

→ CLASS-A BEER
CLASS-A LIQUOR



MEMORANDUM

DATE: March 4, 2025

TO: Fort Atkinson City Council

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Cigarette, Tobacco and Electronic Vaping Device Retail License Applications for Sahib Enterprises, LLC, 1220 Janesville Avenue #100 for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates cigarette, tobacco and electronic vaping device licensing for local governments through State Statute Chapters 134 and 139. On December 6, 2023, Wisconsin Act 73 was signed into law. This legislation subjects electronic vaping devices to the same retail licensing requirements as cigarettes and tobacco products. As of March 6, 2024, retailers selling electronic vaping devices were required to obtain a retail license from the City. The Department of Revenue updated their existing Cigarette and Tobacco Retailers License application to include Electronic Vaping Products.

134.65(1)(d) No person shall in any manner, or upon any pretense, or by any device, directly or indirectly sell, expose for sale, possess with intent to sell, exchange, barter, dispose of or give away any cigarettes, electronic vaping devices, or tobacco products to any person not holding a license as herein provided or a permit under ss. [139.30](#) to [139.41](#) or [139.79](#) without first obtaining a license from the clerk of the city, village or town wherein such privilege is sought to be exercised.

DISCUSSION

The gas station at 1220 Janesville Avenue has been operated as Sunny's Quick Mart by Jatinder Kaur at 1220 Janesville Avenue #100 as of March 6, 2024. On February 14, 2025 a Cigarette and Tobacco License Application was submitted by Sahib Enterprises for operation at 1220 Janesville Avenue #100.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Background check on Agent/Applicant

FINANCIAL ANALYSIS

Cigarette, Tobacco and Electronic Vaping Device Retail License fee for the licensing period of March 5, 2025 to June 30, 2025 is \$100.00.

RECOMMENDATION

The License Committee reviewed this item on February 26th and recommended that the City Council approve the Cigarette and Tobacco Products Retail License Application for Sahib Enterprises for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Staff recommends the same.

ATTACHMENTS

1. CTV 100 Sahib Enterprises Cigarette

Form
CTV-100

**Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application**

FOR CLERKS ONLY	
Municipality	CITY OF FORT ATKINSON
License Period	07/01/2025-06/30/2025

Part A: Premises/Business Information

\$100-

1. Legal Business Name (individual name if sole proprietor) SAHIR ENTERPRISES LLC			
2. Business Trade Name or DBA SAHIR ENTERPRISES			
3. FEIN 33-3204217		4. Wisconsin Seller's Permit Number 456-1031932739-02	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation			
6. State of Organization WI		7. Date of Organization 2/3/2025	
8. Wisconsin DFI Registration Number S158707			
9. Premises Address (do not use PO Box) 1220 JAMESVILLE AVE #100			
10. City FORT ATKINSON		11. State WI	12. Zip Code 53538
13. County JEFFERSON	14. Governing Municipality: ☒ City ☐ Town ☐ Village of: FORT ATKINSON		15. Aldermanic District
16. Mailing Address (if different from premises address)			
17. City		18. State	19. Zip Code
20. Premises Phone		21. Premises Email	
22. Website			
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. Brick Building with extra storage for liquor & Beer and cigarette behind the counter.			

Part B: Questions

1. What products will be sold at this business location? (check all that apply) ☒ Cigarettes ☒ Tobacco Products ☒ Electronic Vaping Devices		
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply) ☒ Over the counter ☐ Vending machine		
3. Is the applicant business owned by another business entity? ☐ Yes ☒ No If yes, provide the name and FEIN of the parent company below, identify parent company members in Part C, and attach Form CTV-101 for all of the parent company's members, partners, or officers. 3a. Name of Parent Company: _____ 3b. FEIN of Parent Company: _____		

Part C: Individual Information

An Individual Questionnaire, Form CTV-101, must be completed and attached to this application for each person involved in the applicant business and any parent company indicated in Part B. Such persons include: sole proprietor, all officers and agents of a corporation, all partners of a partnership, and all members and agents of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
SINGH	GURBACHAN	Agent	414-394-2447

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>).
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Signature <i>Gurbachan Singh</i>	Date <i>02/13/25</i>	
Name (Last, First, M.I.) <i>SINGH GURBACHAN</i>		
Title <i>AGENT</i>	Email <i>Tepinderkaur143@gmail.com</i>	Phone <i>414-394-2447</i>

Part E: For Clerk Use Only

Date application was filed with clerk <i>2.14.25</i>	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk		

Cigarette, Tobacco, and Electronic
Vaping Device License - Individual Questionnaire

Date

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

SAHIB ENTERPRISES LLC

2. Business Trade Name or DBA

SAHIR ENTERPRISES

3. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

Part B: Individual Information

1. Name (Last)

SINGH

2. Name (First)

GURBACHAN

3. Name (M.I.)

4. Relationship to Business (Title)

AGENT

5. Email

Tejinderkaur143@gmail.com

6. Phone

414-394-2447

7. Home Address

7710 S LENOX AVE

8. City

OAK CREEK

9. State

WI

10. Zip Code

53154

11. Date of Birth

02/10/1963

12. Drivers License/State ID Number

S520-2806-3050-02

13. Drivers License/State ID State of Issuance

WI

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

7710 S LENOX AVE

City

OAK CREEK

State

WI

Zip Code

53154

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

Previous Address 6

City

State

Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

Delhi INDIA

State

County

ON CANADA

State

County

WI USA

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature <i>Grumbachman Sam</i>	Date <i>02/13/25</i>
-------------------------------------	-------------------------

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official	Title	
Signature of Local Official	Date	



MEMORANDUM

DATE: March 4, 2025

TO: Committee/Commission/Board

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Alcohol Beverage License Application for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses; Class A, Class B and Class C. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered because alcohol is consumed *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The "Class A" liquor license application is for sales limited to cider products only.

- The application for a “Class A” liquor license holds a Class “A” beer license for the same premises.

2015 Act 55 provision also defines ‘cider’ to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. “Cider” includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees (maximum amount allowable by State Statute is being charged)

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00.

A combination Class B license (intoxicating liquor and fermented malt) would total \$600.00

Table 4: Existing Quotas (05/23/2024)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
"Class A" Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class "A" Fermented Malt	17 - 1 per 750 residents	17	0
"Class B" Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE	4 - \$10,000 one-time fee	4	1
"Class B" Intoxicating Liquor			

DISCUSSION

The gas station at 303 S. Main Street has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. An Alcohol License Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant
- Letter from Handy Spot stating they will surrender the Class "A" Fermented Malt Beverage license contingent upon approval of applicant Adnan Maqbool, Kings Operating WI LLC dba Pump N Shop for use at 303 S. Main Street.

The following items were provided to the Clerk on Monday, February 24th.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller's Permit Number
- Copy of the lease for the property identifying the dates coincide with the licensing period.

FINANCIAL ANALYSIS

Alcohol license fees for the submitted application is pro-rated from the month of issuance to expiration. A Class A liquor and beer license from March to June is \$200.00. A cigarette license is \$100.00 and cannot be prorated.

RECOMMENDATION

The License Committee reviewed this item at a meeting on February 26th and recommended

that the City Council approve the Alcohol License Application for a Class "A" Fermented Malt Beverage License for Kings Operating WI LLC dba Pump N Shop for use at 303 S Main Street for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Staff recommends the same.

ATTACHMENTS

1. AB 200 Kings Operating

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City Fort Atkinson
License Period	3.5.25 6.30.25

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 100- ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 100
Background Check Fee	\$ -
Publication Fee	\$ 100
Total Fees	\$ 200-

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. FEIN

93-1504224

4. Wisconsin Seller's Permit Number

456-1031438219-04

5. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

TX

7. Date of Organization

05/22/2023

8. Wisconsin DFI Registration Number

K062116

9. Premises Address

305 S main St

10. City

Fort Atkinson

11. State

WI

12. Zip Code

53538

13. County

Jefferson

14. Governing Municipality: ☐ City ☐ Town ☐ Village

of: Fort Atkinson

15. Aldermanic District

16. Premises Phone

9205421006

17. Premises Email

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

All beer is in a beer cave. No additional storage.
All beer will be stored in the Beer Cave.

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☒ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Maqbool	Adnan	Sole Proprietor	414-274-9755
KRAUT	Alecia	Agent	608-501-7341

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Maqbool		First Name Adnan		M.I. I
Title Sole Proprietor		Email Adnan@naz-business.com	Phone 414-274-9755	
Signature 			Date 12-9-24	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. Entity Type (check one)

- ☒
- Limited Liability Company
- ☐
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

KRAUT

2. First Name

ALECIA

3. M.I.

A

4. Email

aleciakraut@gmail.com

5. Phone

(608) 501-7314

6. Home Address

109 LIBERTY ST

7. City

DEERFIELD

8. State

WI

9. Zip Code

53531

10. Age

27

11. Drivers License/State ID Number

K6300019750904

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

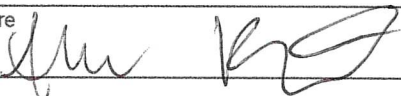
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name MAQB00L		First Name ADNAN	M.I. I
Title OWNER	Email pumpnshop1@gmail.com	Phone -	
Signature 		Date 12/04/24	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name KRAUT		First Name ALECIA	M.I. A
Signature 		Date 12/04/24	

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

KRAUT

2. First Name

ALECIA

3. M.I.

A

4. Relationship to Business (Title)

DISTRICT MANAGER

5. Email

ALECIAKRAUT@GMAIL.COM

6. Phone

(608) 501-7314

7. Home Address

109 LIBERTY ST

8. City

DEERFIELD

9. State

WI

10. Zip Code

53531

11. Date of Birth

01/09/97

12. Drivers License/State ID Number

k6300019750904

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years

27

Months

11

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
109 Liberty ST	DEERFIELD	wi	53531
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
wi	dane						
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages)

for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

12/04/2024

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

MAQBOOL

2. First Name

ADNAN

3. M.I.

I

4. Relationship to Business (Title)

OWNER

5. Email

PUMPNSHOP1@GMAIL.com

6. Phone

7. Home Address

4735 S 82nd ST

8. City

GREENFIELD

9. State

WI

10. Zip Code

53220

11. Date of Birth

03/29/03

12. Drivers License/State ID Number

M214-0090-3109-09

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years
21

Months
8

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

4735 S 82ND ST

City

GREENFIELD

State

WI

Zip Code

53220

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	MILWAULKEE						

State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 12/04/2024
--	--------------------



MEMORANDUM

DATE: March 4, 2025

TO: Committee/Commission/Board

FROM: Rebecca Houseman, City Manager

RE: Review and possible action relating to Cigarette, Tobacco and Electronic Vaping Device Retail License Applications for Kings Operating WI LLC dba Pump N Shop, 303 S. Main Street for the licensing period of March 5, 2025 through June 30, 2025 (Houseman, City Manager)

BACKGROUND

The State of Wisconsin regulates cigarette, tobacco and electronic vaping device licensing for local governments through State Statute Chapters 134 and 139. On December 6, 2023, Wisconsin Act 73 was signed into law. This legislation subjects electronic vaping devices to the same retail licensing requirements as cigarettes and tobacco products. As of March 6, 2024, retailers selling electronic vaping devices were required to obtain a retail license from the City. The Department of Revenue updated their existing Cigarette and Tobacco Retailers License application to include Electronic Vaping Products.

134.65(1)(d) No person shall in any manner, or upon any pretense, or by any device, directly or indirectly sell, expose for sale, possess with intent to sell, exchange, barter, dispose of or give away any cigarettes, electronic vaping devices, or tobacco products to any person not holding a license as herein provided or a permit under ss. [139.30](#) to [139.41](#) or [139.79](#) without first obtaining a license from the clerk of the city, village or town wherein such privilege is sought to be exercised.

DISCUSSION

The gas station at 303 S. Main Street has been operated as Handy Spot by Kuljit Paul Singh at 303 S. Main Street as of February 19, 2024. A Cigarette and Tobacco Application was submitted by Kings Operating LLC for operation at 303 S. Main Street, dba Pump n Shop.

The following information was provided.

- Confirmation of Legal Name (corporation, limited liability company, partnership)
- Trade or Business Name
- Background check on Agent/Applicant

- Letter from Handy Spot stating they will surrender the Class “A” Fermented Malt Beverage license contingent upon approval of applicant Adnan Maqbool, Kings Operating WI LLC dba Pump N Shop for use at 303 S. Main Street.

The following items must still be provided prior to approval by the City Council.

- Verification of Federal Identification Number
- Verification of Wisconsin Seller’s Permit Number
- Copy of the lease for the property identifying the dates coincide with the licensing period.

FINANCIAL ANALYSIS

Cigarette, Tobacco and Electronic Vaping Device Retail License fee for the licensing period of March 5, 2025 to June 30, 2025 is \$100.00.

RECOMMENDATION

The License Committee reviewed this item at the meeting on February 26th and recommended the City Council approve the Cigarette and Tobacco Products Retail License Application for Kings Operating WI LLC dba Pump n Shop for the licensing period of March 5, 2025 to June 30, 2025 contingent upon all monies owed to the City are paid prior to license issuance by the City Clerk. Staff recommends the same.

ATTACHMENTS

1. CTV 100 Kings Operating

**Cigarette, Tobacco, and Electronic Vaping
Device Retail License Application**

FOR CLERKS ONLY	
Municipality	City Fort Atkinson
License Period	3.5.25 6.30.25

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietor) KINGS OPERATING WI LLC		\$100-	
2. Business Trade Name or DBA PUMP N SHOP			
3. FEIN 93-1504224		4. Wisconsin Seller's Permit Number 456-1031438219-04	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation			
6. State of Organization tx		7. Date of Organization 05/22/2023	
8. Wisconsin DFI Registration Number K062116			
9. Premises Address (do not use PO Box) 303 S main st			
10. City Fort Atkinson		11. State WI	
12. Zip Code 53538			
13. County Jefferson		14. Governing Municipality: ☐ City ☐ Town ☐ Village of: Fort Atkinson	
15. Aldermanic District			
16. Mailing Address (if different from premises address)			
17. City		18. State	
		19. Zip Code	
20. Premises Phone 9205421006		21. Premises Email PUMPNSHOP1@GMAIL.COM	
22. Website			
23. Premises Description - Describe the building or buildings where cigarettes, tobacco products, and electronic vaping devices are to be sold and stored. Describe all rooms including living quarters, if used, for the sales and/or storage of cigarettes, tobacco products, and electronic vaping devices and records. Cigarettes, tobacco products, and electronic vaping devices may be sold and stored ONLY on the premises described in this application. Attach a floor plan if possible. All Cigarettes, tobacco Products, and vaping devices will be sold and stored behind the counter. Storage cabinets are behind the counter. No other storage.			

Part B: Questions

1. What products will be sold at this business location? (check all that apply)	
☒ Cigarettes	☒ Tobacco Products
☒ Electronic Vaping Devices	
2. How will cigarettes, tobacco, and/or electronic vaping devices be sold? (check all that apply)	
☒ Over the counter	☐ Vending machine
3. Is the applicant business owned by another business entity? ☐ Yes ☒ No	
If yes, provide the name and FEIN of the parent company below, identify parent company members in Part C, and attach Form CTV-101 for all of the parent company's members, partners, or officers.	
3a. Name of Parent Company: _____	
3b. FEIN of Parent Company: _____	

Part C: Individual Information

An Individual Questionnaire, Form CTV-101, must be completed and attached to this application for each person involved in the applicant business and any parent company indicated in Part B. Such persons include: sole proprietor, all officers and agents of a corporation, all partners of a partnership, and all members and agents of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
KRAUT	ALECIA	AGENT	(608) 501-7314
MAQB00L	ADNAN	OWNER	

Part D: Attestation

One of the following must sign and attest to this application:

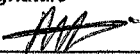
- sole proprietor
- one general partner of a partnership
- one corporate officer
- one managing member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will only purchase cigarettes, tobacco, and vapor products from distributors, jobbers, or subjobbers permitted by the Wisconsin Department of Revenue, unless I also hold the proper distributor's permit and pay all applicable excise taxes.
- I will not purchase or exchange products from another retailer, including transferring existing stock to a new owner.
- I will provide tobacco sales training that has been approved by the Wisconsin Department of Health Services to my employees. (<https://witobaccocheck.org>).
- I will not sell single cigarettes.
- I will not sell, give, or otherwise provide cigarettes, tobacco, or any nicotine products to minors.
- I will keep product invoices on the licensed premises for two years and ensure the records are available for inspection by law enforcement. Failure to comply with this will result in criminal penalties, including loss of inventory.
- I will not sell cigarettes or roll-your-own (RYO) tobacco products unless listed on the Wisconsin Department of Justice's directory of certified tobacco manufacturers and brands.

Further, under penalty provided by law, I state that this application has been truthfully answered to the best of my knowledge. I agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Signature 	Date 12/04/2024	
Name (Last, First, M.I.) MAQB00L ADNAN I		
Title OWNER	Email PUMPNSHOP1@GMAIL.COM	Phone

Part E: For Clerk Use Only

Date application was filed with clerk	Date license issued	Date license expires	License number
License fees	Signature of Clerk/Deputy Clerk		

Cigarette, Tobacco, and Electronic
Vaping Device License - Individual Questionnaire

Date

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation**Part B: Individual Information**

1. Name (Last)

KRAUT

2. Name (First)

ALECIA

3. Name (M.I.)

A

4. Relationship to Business (Title)

DISTRICT MANAGER

5. Email

ALECIAKRAUT@GMAIL.COM

6. Phone

(608) 501-7314

7. Home Address

109 LIBERTY ST

8. City

DEERFIELD

9. State

WI

10. Zip Code

53531

11. Date of Birth

01/09/97

12. Drivers License/State ID Number

K630-0019-7509-04

13. Drivers License/State ID State of Issuance

WI

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
109 LIBERTY ST	DEERFIELD	WI	53531
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	DANE						
State	County	State	County	State	County	State	County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature 	Date 12/4/24
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Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

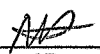
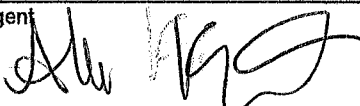
Name of Local Official	Title
Signature of Local Official	Date

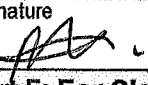
Agent Type (check one): ☒ Original ☐ Change

Part A: Agent Information		
1. Last Name KRAUT	2. First Name ALECIA	3. M.I. A
4. Email ALECIAKRAUT@GMAIL.COM		5. Phone (608) 501-7314
6. Home Address 109 LIBERTY ST		
7. City DEERFIELD		8. State WI
		9. Zip Code 53531
10. Date of Birth 01/09/2097	11. Drivers License/State ID Number K630-0019-7509-04	12. Drivers License/State ID State of Issuance WI

Part B: Questions	
1. Have you completed Form CTV-101, <i>Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire</i> ? Submit a completed Form CTV-101 with this form. ☒ Yes ☐ No	
2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.	

Part C: Business Information		
1. Legal Business Name (individual name if sole proprietor) KINGS OPERATING WI LLC		
2. Business Trade Name or DBA PUMP N SHOP		
3. Entity Type (check one) ☒ Limited Liability Company ☐ Corporation		
4. Premises Address 303 S main st		
5. City fort Atkinson	6. State WI	7. Zip Code 53538

Part D: Attestations	
READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature of Licensee (officer, member, or authorized signatory) 	Date 12/4/24
Name of Person Signing for Licensee Adnan Mahmood	Title Owner
READ CAREFULLY BEFORE SIGNING: I, the Agent, herby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.	
Signature of Agent 	Date 12/4/24

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages. If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☐ Yes ☒ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.			
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
KRAUT	ALECIA	AGENT	(608) 501-7314
MAQBOOL	ADNAN	OWNER	
Part D: Attestation			
One of the following must sign and attest to this application: • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name MAQBOOL		First Name ADNAN	M.I. I
Title OWNER		Email PUMPNSHOP1@GMAIL.COM	Phone
Signature 		Date 12/04/24	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Cigarette, Tobacco, and Electronic
Vaping Device License - Individual Questionnaire

Date

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

KINGS OPERATING WI LLC

2. Business Trade Name or DBA

PUMP N SHOP

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation

Part B: Individual Information

1. Name (Last)

MAQBOOL

2. Name (First)

ADNAN

3. Name (M.I.)

I

4. Relationship to Business (Title)

OWNER

5. Email

PUMPNSTOP1@GMAIL.COM

6. Phone

7. Home Address

4735 S 82ND ST

8. City

GREENFIELD

9. State

WI

10. Zip Code

53220

11. Date of Birth

12/04/24

12. Drivers License/State ID Number

M214-0090-3109-09

13. Drivers License/State ID State of Issuance

WI

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
4735 S 82ND ST	GREENFIELD	WI	53220
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	MILWAULKEE						
State	County	State	County	State	County	State	County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature 	Date 12/04/2024
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Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official	Title	
Signature of Local Official	Date	