



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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 11, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

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

3. New Business

a. Review and possible action relating to the *minutes of the February 25, 2025 Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Highfield moved, seconded by Hough to approve the minutes of the February 25, 2025 Plan Commission meeting. Motion carried.

b. Review and possible action on a *Planned Unit Development-Specific Implementation Plan for the property known as Lot 1 and previously 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 reviewed the submitted SIP and discussed how it meets the majority of the requirements of the City's ordinances and aligns with both the Banker Road Neighborhood Plan and Comprehensive Plan. 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 multifamily 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. This project aims to address many community goals, objectives, and recommendations. Overall, the proposed development is of high-quality design, meets the requirements of the City's ordinances, is in alignment with adopted City plans, and provides new tax base and housing units in the community. The City's Management Team has reviewed the application and all comments have been included within this document.

Shull moved, seconded by Highfield to recommend the City Council approve the Specific Implementation Plan for the property known as Lot 1 and previously known as Lot 61 located east of Fort Atkinson High School, south of Trillium Drive and west of Banker Road with the following conditions:

1. A recommendation to the City Council that the Specific Implementation Plan for Ridgeview Estates Lot 1 be approved, subject to any and all requirements identified by the Plan Commission.
2. A finding that the Specific Implementation Plan is consistent with the approved General Development Plan.
3. Waive the requirement for no access within 50 feet of an intersection because the proposed access point aligns with the intersection of Marigold Drive and Trillium Drive to provide a uniform 4-way intersection.
4. Require the applicant to provide roof plans that indicate the height of proposed rooftop mechanicals and the parapet to ensure that each mechanical is screened from view.
5. Require the applicant to meet the minimum street frontage landscaping points (540 proposed, 675 required).
6. Require an erosion control plan to be submitted to city staff prior to issuance of a building permit.
7. Any other recommendations of City staff, the Plan Commission, or City Council.

Motion carried.

- c. *Review and possible action on a Planned Unit Development-Specific Implementation Plan for the property known as Lot 2 and previously 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 reviewed the recently approved General Development Plan of the newly established Planned Development on the subject property. Today, the applicant is seeking review and action on the Specific Implementation Plan 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 was also recently established via CSM and is 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.

Kessenich moved, seconded by Hough to recommend the City Council approve the Specific Implementation Plan for the property known as Lot 2 and previously known as Lot 1 located east of the Fort Atkinson High School, north of Trillium Drive and west of Banker Road in the City of Fort Atkinson with the following conditions:

1. A recommendation to the City Council that the Specific Implementation Plan for Ridgeview Estates Lot 2 be approved, subject to any and all requirements identified by the Plan Commission.

2. A finding that the Specific Implementation Plan is consistent with the approved General Development Plan.
3. Require the applicant to provide evidence of deed restrictions or covenants specifying respective obligations with regard to any common structures, such as the shared wall, roof, and other inseparable improvements.
4. Waive the requirement for parking stall pavement markings due to the style of development having individual garages and entryways and the proposed use of landscape islands to separate parking areas for each individual unit.
5. Waive the requirement for the primary entrance to be on the front façade facing the street.
6. Waive the requirement for additional curbing around landscaping islands and parking.
7. Allow the minimum required number of building foundational planting points to be met with the overall landscaping plan as the total number of points proposed is greater than the total minimum number of points required.
8. Require an erosion control plan to be submitted to city staff prior to issuance of a building permit.

Motion carried.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Badgerland After School Enrichment Program, 1233 Janesville Ave. (Draeger, Building Inspector/Zoning Administrator) (SPR-2025-05)*

Inspector Draeger presented the site plan request from Badgerland After School Enrichment (BASE) for two new Wall Signs located on the Western facade of the building facing Janesville Ave. The signs are made up of individual letters and shapes that make up the greater signs at each location on the facade. Each group of individual letters and shapes is considered one sign. The wall sign consisting of individual letter has a total square footage of 31 while the second sign consisting of shapes that make up the company logo is proposed to be 28 square feet.

Shull moved, seconded by Schultz to approve the Site Plan Review for BASE at 1233 Janesville Avenue, as proposed. Motion carried.

- e. *Review and possible action on a **Special Area Design Review for windows** located at 131 N. Main St. (Draeger, Building Inspector/Zoning Administrator) (SADR-2025-01)*

Inspector Draeger stated that the applicant has been replacing windows on the building, which has a commercial first floor and residential upper floors, over the past several years. In the summer of 2024, she replaced the second-floor windows facing Main Street. At that time, the owner was reminded that the building is located in the Downtown Historic Mixed-Use district, where Special Area Design Review is required for exterior alterations and replacements. The city's Zoning Ordinance requires upper windows to be replaced with dark frames. In this case, however, the windows were replaced with white frames, matching the previous ones. The building owner aimed to preserve what she believed was the original color. While this project is not subject to review by the Historic Preservation Committee (HPC), the HPC provided an opinion on the matter. The HPC believes that as long as the window color is historically appropriate, maintaining the original width and height of the openings is more significant.

Schultz moved, seconded by Highfield to approve the Special Area Design Review for replacement of windows located at 131 N.Main Street matching the previously installed white windows. Future storefront replacement is not included in this approval. Motion carried.

4. Adjournment

Highfield moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:42 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director