



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 12, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTU0VnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by Location

+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
 - a. Review and possible action relating to the minutes of the **February 13, 2024, regular Plan Commission meeting**
 - b. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for St. Paul Church Lutheran Church located at 309 Bluff Street (CSM-2024-01) (Draeger)
- 4. Adjournment**

Date Posted: 3/8/24

Plan Commission Members: Chairperson Rebecca Houseman; Secretary Andy Selle; Council Representative Eric Schultz; and Commissioners Roz Highfield, Jill Kessenich, Loren Gray and Diana Shull

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

Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d. 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 13, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Plan Commission Members: Chairperson Houseman; Engineer Selle; Council Representative Schultz; and Commissioners, Highfield, Kessenich, and Shull. Also present: City Clerk/Treasurer, Building Inspector and Public Works Superintendent.

Absent: Commissioner Gray

3. NEW BUSINESS

a. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE DECEMBER 12, 2023 REGULAR PLAN COMMISSION MEETING

Kessenich moved, seconded by Schultz to approve the minutes of the December 12, 2023 regular Plan Commission meeting.

b. CONCEPT PLAN: PLANNED UNIT DEVELOPMENT ON SOUTH MAIN STREET

Inspector Draeger introduced Ryan Schultz and Jason Schultz. Draeger referenced section 15.02.81 of the City of Fort Atkinson Zoning Ordinance that provides the purpose and intent of the Planned Unit Development overlay zoning district. The purpose of this district is to provide for the possible relaxation of certain development standards pertaining to the underlaying zoning district (such as use or setbacks). In exchange for such flexibility, it is expected that the development will reflect the City's planning policies as set forth in the Comprehensive Plan and offer additional advantages such as positively contributing to the appearance and function of land uses and site design; promoting a greater level of architectural quality; providing substantial buffers and transitions between different land uses; or other advantages outlined in the Zoning Ordinance.

Ryan Schultz began, as a local developer, he and his brother Jason are proposing to build 8 single family homes in a "Pocket Neighborhood" on a 2.11 acre parcel on South Main St. A pocket neighborhood is a type of planned community that consists of a grouping of smaller residences, often around a courtyard or common garden. The concept would create additional housing that the city needs. The proposed layout maximizes the available space by creating shared spaces while maintaining single family homes, at a high density within the available space. No public notice is required for the review of a PUD Concept Plan. Public notice is required for additional steps in the process.

The Schultz's have been working with the city staff over the last few months learning the procedure for a Planned Unit Development, which would be the zoning mechanism to allow this development. They have also been working with staff to determine the correct base zoning for their project as well as maintaining a concept that will be in concert with the city's Comprehensive Plan. The project location on South Main St. allows the project access to existing utilities in the public right of way. The parcel is currently in the Town of Koshkonong and would require annexation into the City. Upon annexation, a deferred assessment for the utility and road improvements, constructed in 1996, would be due in the amount of \$30,790. A repayment schedule will be developed in an agreement between the property owners and the City that would accompany the annexation request.

Highfield inquired on exterior maintenance including landscaping, mowing and snow removal. Ryan Schultz replied that was not decided upon yet but can be a future consideration in the planning.

Commission members shared support for the project and encouraged the developers to continue work on the project.

c. ADJOURNMENT

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:28 pm.

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



PRELIMINARY SURVEY MAP REPORT TO THE PLAN COMMISSION

DATE: March 12, 2024

PROPERTY ADDRESS: 309 Bluff St

PARCEL NUMBERS: 226-0514-0324-023, 226-0514-0324-022, 226-0514-0324-045

OWNER: St. Paul's Evangelical Lutheran

APPLICANT: St. Paul's Evangelical Lutheran

FILE NUMBER: CSM-2024-01

EXISTING ZONING: Institutional

PROPOSED ZONING: Institutional

EXISTING LAND USE: School / Parsonage

REQUESTED USES: N/A

BACKGROUND

St. Paul's Congregation has maintained St. Paul's School and the church's parsonage on these parcels for many years. The CSM presented was approved in 2022 along with a Site Plan approval for a gym addition for the school. Site plan approvals do not have a period of expiration. However, the CSM approval did expire according to Section 70.05.03(6) of the City's Land Division and Development Ordinance after not having been recorded by the Register of Deeds within 12 months of city approval. This review is to renew the initial recommendation to the City Council by the Plan Commission on November 22, 2022.

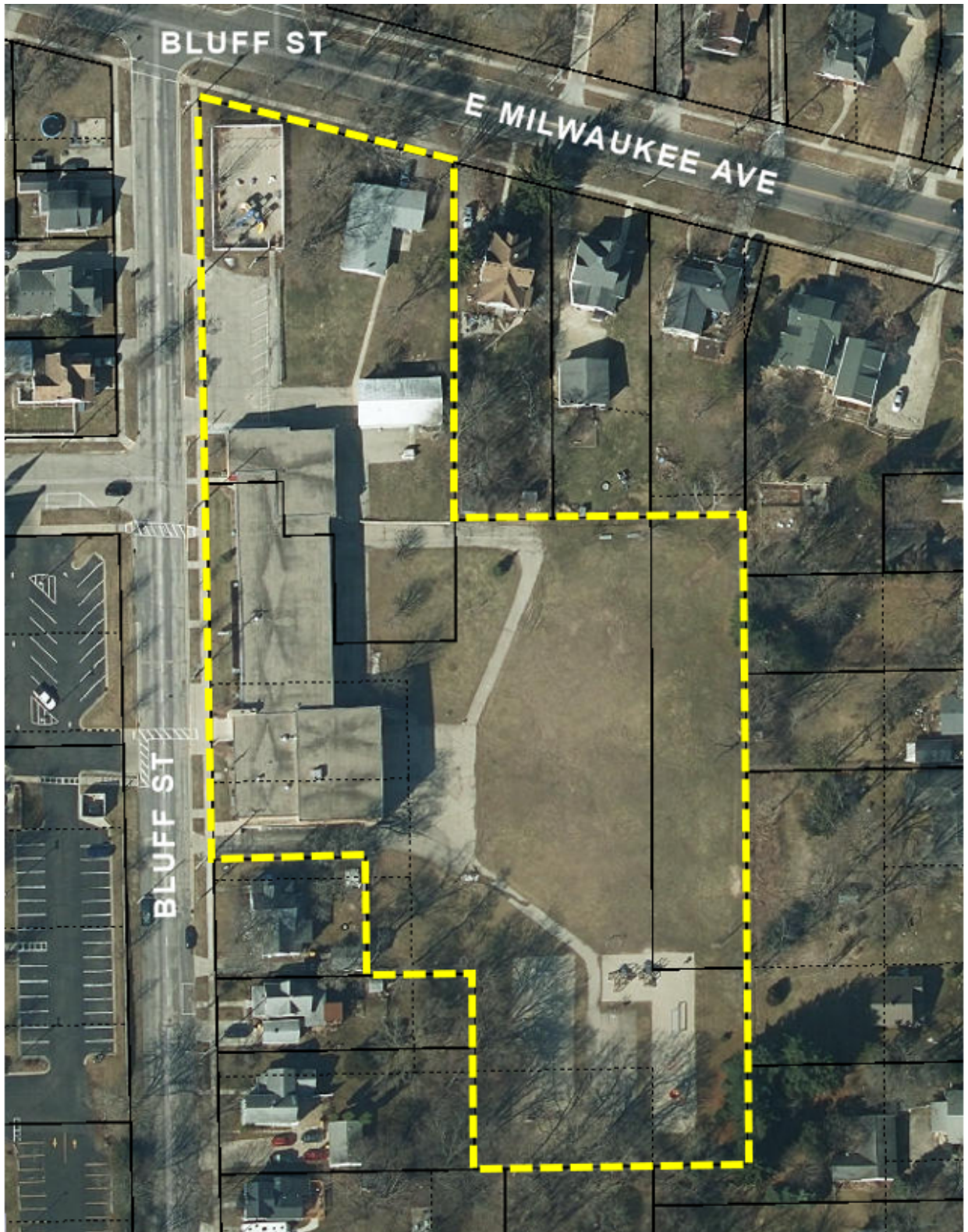
REQUEST OVERVIEW

The property owner would like to combine 3 separate lots into a single lot. The location is on Bluff Street in Fort Atkinson and is used for the school and parsonage of the St Paul's Church community.

Public Notice is not required

DISCUSSION

The proposal "cleans up" old property lines no longer governing the existing use. The only comment is for the applicant to note the proposed stormwater basin as a permanent easement for such on the property. City staff has reviewed the preliminary CSM and have no concerns about the consolidation.



RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map combining three lots into a single lot, with the addition of the stormwater easement noted above.

ATTACHMENTS

1. CSM Application-Signed
2. 2022-10-11 CSM for review



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

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): St Paul Ev Lutheran Church

Phone number: _____ Email: hoeft@hotmail.com

OWNER Name, company, and client (if applicable): Same as applicant

Phone number: _____ Email: _____

Postal address for proposed CSM: 309 Bluff St

Parcel Identification Numbers Involved: 226-0514-0324-023 & 226-0514-0324-022 & 226-0514-0324-045

Brief description of proposed division or combination and purpose: _____

CSM proposed to eliminate internal property lines and allow for gym addition.

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☐ A map of the subject property to scale depicting:
 - ☐ All lands and boundaries for the parcel(s)
 - ☐ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☐ All lot dimensions of the subject property.
 - ☐ A graphic scale and a north arrow.
- ☐ Legal Description
- ☐ All easements, setbacks or land restrictions on the parcel(s)



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II Process Checklist

- | | |
|---|-------------|
| ☐ Application fee of \$10.00/Lot received by City Treasurer | Date: _____ |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ City Staff Review | Date: _____ |
| ☐ Plan Commission Public Hearing, review and recommendation | Date: _____ |
| ☐ City Council review and action | Date: _____ |

Dated this 12 day of 2, 20 24

Respectfully submitted,

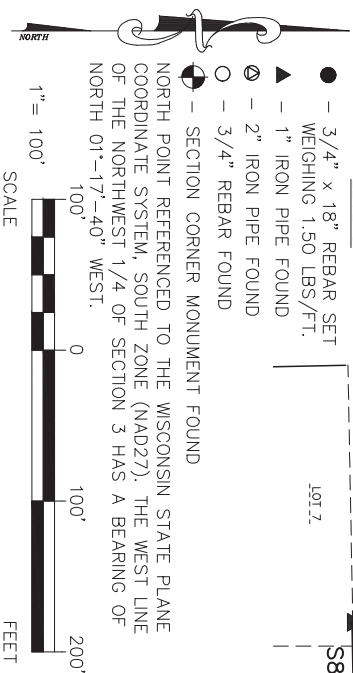


(Signature of Applicant)

FOR

CHURCH CONGREGATION

THE NW 1/4, SECTION 3, TOWNSHIP 5 NORTH, RANGE 14 EAST,
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP NO. _____

LOT 2 & PART OF LOTS 1, 3, 4 & 6, BLOCK 1, CLARA A.
MCPHERSON'S ADDITION & PART OF LOT 2, BLOCK 1, MAY &
METCALF'S ADDITION, LOCATED IN PART OF THE SE 1/4 OF
THE NW 1/4, SECTION 3, TOWNSHIP 5 NORTH, RANGE 14 EAST,
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of St. Pauls Evangelical Lutheran Church Congregation bounded and described as follows:

Lot 2 and part of Lots 1, 3, 4 and 6 in Block 1 of Clara A. McPherson's Addition to Fort Atkinson and part of Lot 2 in Block 1 of May & Metcalf's Addition to Fort Atkinson, located in part of the Southeast 1/4 of the Northwest 1/4 of Section 3, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin being more particularly described as follows:

Commencing at the Southwest corner of the Northwest 1/4 of said Section 3; thence North 01°-17'-40" West along the West line of said Northwest 1/4, a distance of 397.19 feet; thence North 88°-42'-20" East, a distance of 1,355.51 feet to the East right-of-way line of Bluff Street, said point being the point of beginning; thence North 01°-05'-47" West along said East line, a distance of 510.88 feet to the Southerly right-of-way line of Milwaukee Avenue East; thence South 75°-44'-01" East along said Southerly line, a distance of 175.88 feet; thence South 00°-08'-42" East, a distance of 239.45 feet; thence North 88°-56'-12" East, a distance of 195.50 feet; thence South 00°-08'-42" East, a distance of 437.00 feet to the Easterly extension of the North line of Lot 12 of said McPherson's Addition; thence South 88°-56'-12" West along said Easterly extension, said North line and the North line of Lot 7 of said McPherson's Addition, a distance of 183.50 feet; thence North 00°-08'-42" West, a distance of 132.00 feet to the Easterly extension of the North line of Lot 5 of said McPherson's Addition; thence South 88°-56'-12" West along said Easterly extension and said North line, a distance of 70.56 feet; thence North 01°-05'-35" West, a distance of 80.00 feet; thence South 88°-56'-12" West, a distance of 102.00 feet to the point of beginning and containing 3.891 acres (169,485 sq. ft.) of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Fort Atkinson in surveying, dividing and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 2188360

CERTIFIED SURVEY MAP NO. _____

LOT 2 & PART OF LOTS 1, 3, 4 & 6, BLOCK 1, CLARA A.
MCPHERSON'S ADDITION & PART OF LOT 2, BLOCK 1, MAY &
METCALF'S ADDITION, LOCATED IN PART OF THE SE 1/4 OF
THE NW 1/4, SECTION 3, TOWNSHIP 5 NORTH, RANGE 14 EAST,
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

St. Pauls Evangelical Lutheran Church Congregation, as owner, does hereby certify that it has caused the land described on this map to be surveyed, divided and mapped as represented on this map.

St. Pauls Evangelical Lutheran Church Congregation does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

1. City of Fort Atkinson

WITNESS the hand and seal of said owner this _____ day of _____, 2022.

St. Pauls Evangelical Lutheran Church Congregation

_____, _____ (Title)
(Print)

STATE OF _____)

_____ COUNTY)SS

Personally came before me this _____ day of _____, 2022, the above named
_____ to me known to be the person who executed the foregoing instrument and
acknowledged the same.

Notary Public, _____ County, _____

My Commission Expires: _____

CITY PLAN COMMISSION APPROVAL

Resolved that the above Certified Survey Map is hereby approved by the City of Fort Atkinson Plan
Commission on this _____ day of _____, 2022.

Rebecca Houseman LeMire, City Manager