



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, SEPTEMBER 9, 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: Commission members: Ciccarelli, Kessenich, Chairperson Manager Houseman, DPW Navin and Council Rep Schultz. Also present: Director of Neighborhood Services, City Clerk/Treasurer/Finance Director and City Attorney.

Absent: Commissioner Hough and Shull

3. New Business

a. Review and possible action relating to the *minutes of the August 26, 2025 Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Cm. Ciccarelli would like more detail added to the minutes regarding comments made on agenda items.

Schultz moved, seconded by Ciccarrelli to approve the minutes of the August 26, 2025 Plan Commission minutes. Motion carried.

b. *Concept Plan: Planned Unit Development for Premier Bank Parking Lot (PUD-2025-03)* (Draeger, Director of Neighborhood and Building Services)

Director Draeger stated that Premier Bank owns two parcels of land located between Main Street and Edward Street, with road frontage along N. Water Street East. One of these parcels is a gravel parking lot, while the other contains a dilapidated vacant building that was previously used as an auto alignment shop. The property owner proposes to demolish the existing building on the eastern parcel and combine the two parcels into a single lot to develop a 15-stall off-site parking lot. This new parking lot would provide additional spaces for bank staff and customers, helping meet parking needs as part of the bank's ongoing development. The proposed off-site parking lot is situated directly across the street from Premier Bank's existing on-site parking lot. Pedestrians could use one of two nearby intersections to safely cross N. Water Street East or an additional pedestrian mid-block crossing could be added to assist in facilitating safe pedestrian movements. The

concept plan includes two access points and 15 parking spaces, with stalls arranged at a 90-degree angle. The western access point looks to align with Premier Bank's existing on-site parking lot access point to the south. Additionally, the proposed off-site parking lot area is currently interconnected between several other adjacent properties. The applicant will need to secure cross-access easements between each of the neighboring properties to ensure connectivity and accessibility. The applicant is seeking Plan Commission review of the Concept Plan only, as an initial step toward a potential future Planned Unit Development (PUD). The General Development Plan (GDP) and Specific Implementation Plan (SIP) will be submitted for Plan Commission consideration at a later date, pending the outcome of this Concept Plan review. The property's location, not directly fronting Main Street, further minimizes the impact on the historic streetscape, while still providing essential support to downtown activity. By providing off-site parking, the development will reduce future pressure on nearby shared parking resources, enhancing the long-term parking strategy for the downtown area. While there is room for improvement in the concept plan, particularly in further refining how the off-site parking lot could better integrate landscaping and traffic circulation, the proposal represents a step forward in meeting both immediate infrastructure needs and broader redevelopment goals for the downtown area. City staff supports this proposal based on its potential to improve public infrastructure, remove safety hazards, and help coordinate the long-term redevelopment of the downtown area.

Ciccarrelli questioned current parking for residents on Main Street, which is signed at the back of the building. Draeger stated those lots are not part of the proposal. Russ Turk Premier Bank stated that access exists for the residents and will remain. Turk spoke with the building owners, and they were pleased with the concept proposal and access. Ciccarrelli suggested refinements to the proposal regarding the curb cuts.

No action was taken.

- c. *Review and possible action relating to a Condominium Plat for **Habitat for Humanity** located at 700 Schumacher Way (CPR-2025-2) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided the proposed project that involves splitting an existing parcel to create a condominium, allowing each unit in the structure to be separately owned while the balance of the site remains commonly owned. The property is zoned DR-8, which permits two-family land uses. This parcel was originally created and rezoned in 2023, when Fort Healthcare developed the new subdivision and road (Schumacher Way). The site is surrounded by single-family homes to the east, west, and south, with a medical clinic to the north. A two-unit residential building is already under construction on the property, featuring a detached garage and a shared driveway that will serve both homes. The applicant is pursuing a Condominium Plat to make individual ownership possible for each unit. The proposed Condominium Plat aims to create an opportunity for a unique

form of homeownership in Fort Atkinson that is infrequently utilized. There are a wide range of community goals and adopted plans that indicate the City's support for diversifying its housing stock and providing new ownership opportunities. The proposed project helps accomplish those goals.

Ciccarrelli commented on the location of the garages for this unit on the submitted plat and suggested adjustments to allow a larger yard and shorter driveway. Draeger stated there was no discussion on the submitted layout.

Ciccarrelli moved, seconded by Schultz to approve the Condominium Plan for Habitat for Humanity located at 700 Schumacher Way. Motion carried.

d. Update on previous Plan Commission approved projects (Houseman)

Ciccarelli inquired on the construction of the flex buildings in the Industrial park.

Houseman stated plans have not been submitted, therefore no update at this time.

4. Adjournment

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

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director