



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 23, 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, Shull, Council Rep Schultz, Director of Public Works Navin and City Manager Houseman. Also present: Director of Neighborhood Services, City Attorney and City Clerk/Treasurer/Finance Director.

3. New Business

- a. **Public Hearing** relating to a request for a Zoning Map Amendment to change the zoning district for the property located at 525 Jefferson St. (226-0614-3433-017) from Urban Mixed Use (UMU) to Medium Industrial (MI) (ZMA-2025-12)

Director Draeger introduced the Zoning Map Amendment request to change the zoning for 525 Jefferson Street. The existing 1.82-acre site is located at 525 Jefferson Street and has an existing +/-34,000 square foot building that previously housed a sales and manufacturing operation, and is now vacant. Formerly, this site consisted of three different parcels that have since been combined. The applicant is proposing a Zoning Map Amendment from the existing zoning of Urban Mixed Use to the proposed zoning of Medium Industrial. This land use includes commercial, mixed-use, residential, community facilities, and parks. This designation further aligns with the UMU zoning district that was assigned to the properties during the rewrite process. However, it does not align with the proposed Zoning Map Amendment to Medium Industrial. The applicant is proposing a Zoning Map Amendment that does not align with the City's Comprehensive Plan and thus cannot be approved because, according to state law, the City cannot approve a Zoning Map Amendment that is inconsistent with its Comprehensive Plan. Overall, the proposed Zoning Map Amendment does not meet the requirements of the City's ordinances and is not in alignment with adopted City plans. If the applicant were to seek a Comprehensive Plan Amendment, and it were to be adopted, the Zoning Map Amendment could potentially be accomplished in the future.

The Public Hearing was opened at 4:06 pm.

Caroline Murphy of Godfrey & Kahn, representing the applicant, spoke. She commented on the 'downzoning' of the property. Her second point was regarding the comprehensive plan as it was a previously permitted use prior to the update of the Comprehensive Plan. She disagreed with the staff recommendation that the request does not align with future land use.

The Public Hearing was closed at 4:09 pm.

- b. *Review and possible action relating to the **minutes of the September 9, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Ciccarelli moved, seconded by Schultz to approve the minutes of the September 9, 2025 Plan Commission meeting. Motion carried.

- c. *Review and possible recommendation to the City Council relating to a **Zoning Map Amendment** to change the zoning district for the property located at 525 Jefferson St. (226-0614-3433-017) from Urban Mixed Use (UMU) to Medium Industrial (MI) to accommodate the future sale of the property (ZMA-2025-12) (Draeger, Director of Neighborhood Services)*

Director Draeger reiterated the applicant is proposing a Zoning Map Amendment that does not align with the City's Comprehensive Plan and thus cannot be approved because, according to state law, the City cannot approve a Zoning Map Amendment that is inconsistent with its Comprehensive Plan. Overall, the proposed Zoning Map Amendment does not meet the requirements of the City's ordinances and is not in alignment with adopted City plans. If the applicant were to seek a Comprehensive Plan Amendment and it were to be adopted, the Zoning Map Amendment could potentially be accomplished in the future. Staff recommends denial of the request as it is not consistent with the City's Comprehensive Plan. In particular, the Future Land Use Map designation of the subject property as Planned Mixed Use does not include industrial land uses and thus a Zoning Map Amendment to Medium Industrial would be inconsistent with the plan.

Kessenich asked what is defined by 'Artisan Production Shop' in this zoning. Draeger stated small production is similar to jewelry, bait and tackle, production that has medium impact on the neighborhood.

Ciccarelli referenced the zoning map and similarly shaded zoned properties adjacent to subject property being more residential. Ciccarelli supports the current zoning stating it appears appropriate for the block and surrounding area as it is heavily residential with park space.

Schultz asked if the underlining request is to aid in the sale of the property. Houseman confirmed the rezoning request is to allow greater use of the property for the current or future owner.

Kessenich moved, seconded by Ciccarelli to recommend that the City Council deny the Zoning Map Amendment request from UMU to MI for property located at 525 Jefferson

Street because the proposed Zoning Map Amendment is not consistent with the City's Comprehensive Plan. Motion carried unanimously.

- d. *Review and possible action on a **Site Plan Review** for an addition at Jones Dairy Farm located at 800 Jones Ave. (SPR-2025-25) (Draeger, Director of Neighborhood Services)*

Director Draeger presented the Site Plan Review for Jones Dairy Farm, which owns several properties and structures located on the southwest side of Fort Atkinson. This very small-scale expansion would allow them to utilize more of the existing lot and accommodate the necessary equipment for their boiler room. The subject property is about 20-acres in size and includes one of their main operation facilities. The proposed project includes a small addition onto an existing building that fronts the Glacial River Trail and Janesville Avenue. It is being requested to accommodate a new deaerator room on the existing boiler room building. The proposed disturbance area impacts only approximately 3,000 sf and includes a 342 square foot building addition and ground-level mechanical to be placed on a concrete pad. No other changes are proposed to the site. This request is compliant with the Comprehensive Plan.

Ciccarelli moved, seconded by Kessenich to approve the Site Plan Review for an addition at Jones Dairy Farm located at 800 Jones Avenue. Motion carried unanimously.

- e. *Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at W6184 Star School Road (CSM-2025-06) (Draeger, Director of Neighborhood Services)*

Director Draeger discussed that the property owner at W6184 Star School Road would like to break off a 2 acre parcel from the parent parcel along Star School Road in the Town of Koshkonong a 40.08 acre parcel. This is within the 3-mile extraterritorial area of the City of Fort Atkinson and also within the 1.5-mile radius requiring a recommendation from the Plan Commission and approval by the City Council. The parcel has been rezoned to A-3, pending approval of the CSM. City staff find that the proposed Certified Survey Map for the 2-acre parcel to be zoned A-3 is consistent with the goals of the Comprehensive Plan.

Schultz moved, seconded by Kessenich to recommend the City Council waive the requirement for the road dedication and approve the Certified Survey Map. Motion carried unanimously.

- f. *Update on previously approved projects (Houseman)*

Manager Houseman provided the following updates: Site plans have not been submitted for Klement Industrial Park projects, construction on Ridge View Estates continue, Maple Grove Street lots are all sold with construction anticipated this year, Habitat for Humanity construction is ongoing on Schumacher Way.

Ciccarelli asked about street repairs on Business 26. Houseman confirmed this is a Town or County project to repair sections.

Kessenich asked about McGee's Chicken, which was anticipated on Main Street. No updates available. Inquired about Blackhawk Senior Living, as they have a dumpster. Staff

said it seems to be general clean-up and potentially making space for joint ventures with the Chamber.

4. Adjournment

Ciccarelli moved, seconded by Schultz to adjourn. Meeting adjourned at 4:31 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director