



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, OCTOBER 14, 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 Ciccarelli, Kessenich, Manager Houseman and Director of Public Works Navin. Also present: Director of Neighborhood Services, City Clerk/Treasurer and City Attorney.

Absent: Schultz and Shull.

3. New Business

*a. Review and possible action relating to the **minutes of the September 23, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Ciccarelli to approve the minutes of the September 23, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible recommendation to the City Council relating to a **Certified Survey Map**, for the property located at 1200 Janesville Ave. (CSM-2025-09) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated that the City staff received an application from ADAD Carwash LLC requesting approval of a Certified Survey Map (CSM) to combine their existing parcel with a small, unused portion of adjacent City-owned property located along the Janesville Ave portion of the bike path. The current property owner purchased the car wash business and site unaware that a portion of the existing queuing lane had been constructed on City-owned property by a previous owner. Additionally, the current site layout does not meet the required setback for paved surfaces under the applicable zoning district standards. The distance from the existing pavement to the bike path is approximately 25 feet. The existing property line is located 40 feet from the bike path, and if approved, the new property line would be 15 feet from the bike path. It should be noted that the current separation between the two paved surfaces will not, and cannot, legally change due to the required 10-foot buffer for paved areas. The portion of City-owned property to be purchased is approximately 3,379 square feet. The owner submitted an offer to purchase the area at \$0.50 per square foot (\$1,689.50 total), and the City countered at \$1.50 per

square foot (\$5,068.50 total). Approval of the proposed CSM would facilitate the future sale and transfer of the City-owned land to the business owner, thereby correcting the encroachment, establishing proper lot boundaries, and allowing the current property owner to reopen the vacant car wash business.

Ciccarelli moved, seconded by Kessenich to recommend the City Council approve this Certified Survey Map facilitating the sale of 3,379 square feet of City-owned property adjacent to the existing car wash site, with the following conditions:

- Apply an area inset map to the Final Certified Survey Map, and
- Any other comments from the Plan Commission.

Motion carried.

c. *Update on previously approved projects (Houseman)*

4. Adjournment

Kessenich moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 4:08 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director