

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFBVzb0E2TUNTbVnZlZz09>

Passcode: 53538

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.

1. Call meeting to order

3. New Business

- a. Review and possible action relating to the **minutes of the October 14, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to a Site Plan Review for signage at **Rockwell Elementary School** located at 821 Monroe St. (SPR-2025-28) (Draeger, Director of Neighborhood and Building Services)
- c. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N3093 County Rd. K (CSM-2025-12) (Draeger, Director of Neighborhood and Building Services)
- d. Update on previously approved projects (Houseman)

Date Posted: October 24, 2025

Page 1 of 15

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, 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



SITE PLAN REVIEW REPORT TO THE PLAN COMMISSION

DATE: October 28, 2025
PROPERTY ADDRESS: 821 Monroe St.
PARCEL NUMBER: 226-0614-3342-000
OWNER: Fort Atkinson School District
APPLICANT: La Crosse Sign Group of Madison

FILE NUMBER: SPR-2025-28
EXISTING ZONING: Institutional
PROPOSED ZONING: No Change
EXISTING LAND USE: School
REQUESTED USES: No change

BACKGROUND

Section 15.09.27 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Sign Permit application. This requires review of the proposed sign's conformance to the code, materials, legibility and visual clarity, compatibility with building characteristics, land uses, and site conditions, and potential conflicts with vehicular or pedestrian circulation.

REQUEST OVERVIEW

The Fort Atkinson School District installed new signage earlier this year, at the elementary schools, middle school and district offices. The new signs brought a consistent and cohesive messaging across the district. The school district is now proposing the addition of another dual-post sign at Rockwell Elementary School at 821 Monroe St. The new sign, measuring 95-1/2" wide and 6' tall, will be on the corner of W. Cramer St and Monroe St., facing the intersection, and will be constructed of aluminum. No illumination or electrical is proposed for this project.

The Sign Code requirements for **Dual Post Signs** are documented below.

Requirement	Proposed
1 sign per street frontage, plus 1 sign per lot with greater than 200' of frontage	Met = 1 sign per street frontage (all lots greater than 200' of frontage)
Minimum setback of 15' from the street curb face and outside the right-of-way and vision triangle.	Met = 25' setback planned — Not in the vision triangle.
Maximum size = 1 sf of sign area per 1 ft of building facade length up to 128 sf	Met = 32 sf
Maximum height = 6 ft tall	Met = 6' tall
Shall be made of durable, all-weather materials	Met = aluminum
Shall be ambient, backlit, internal, or gooseneck lighting	Met = non-illuminated sign
Sign must be designed of materials harmonious with the building and site	Met = materials consistent with building design and existing signage.

PUBLIC NOTICE

No public notice is required for signage review and action.

DISCUSSION

The proposed sign is intended to improve visibility at the intersection of West Cramer and Monroe Street. While the existing sign is appropriately placed in front of the main entrance, it is not easily seen by vehicles traveling along West Cramer Street. The existing sign will remain in its current location, and the new sign will be added to supplement the site's overall signage. The proposed signage complies with all applicable City ordinances. The City's Management Team has reviewed the application, and comments have been incorporated into this document.

COMPREHENSIVE LAND USE PLAN (2019):

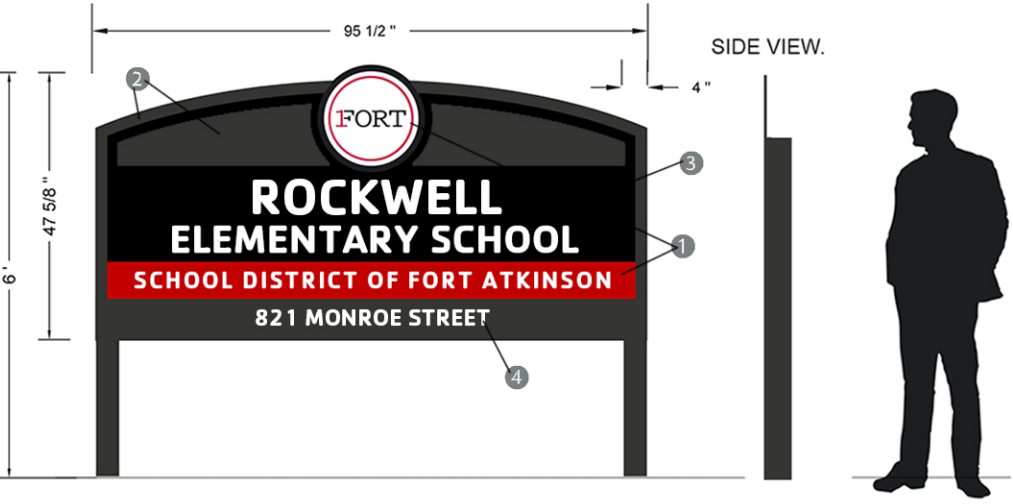
The subject properties are all shown as Community Facilities on the Future Land Use Map. This designation includes large-scale public buildings, hospitals, power substations, schools, churches, and special-care facilities. The proposed signs are not planned to change the land use on any of the subject properties. Staff believes the proposal is in concert with the Comprehensive Plan.

RECOMMENDATION

City staff recommends approval of the sign as proposed.

ATTACHMENTS

1. ART 130615 1 GROUND
2. Rockwell Sitemap



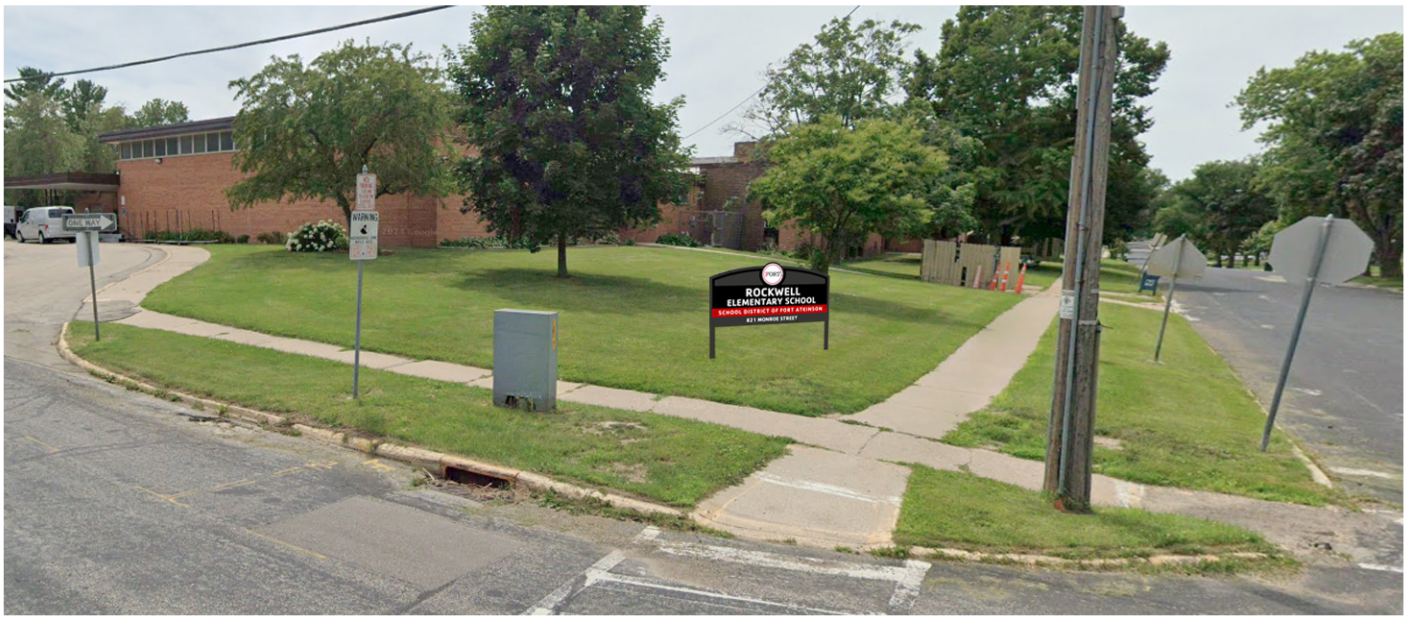
This artwork is copyright La Crosse Sign Group and may not otherwise be used without permission. It is the property of La Crosse Sign Group and must be returned to them upon request.

ROCKWELL ELEMENTARY
821 MONROE STREET
FORT ATKINSON WI, 53538

Project
 GROUND SIGN.

Consultant Design Art
 JON TAYLOR MICHAEL V JOLIN

NEW SINGLE FACED NON-ILLUMINATED GROUND SIGNS . ROUTED ALUMINUM FACE PAINTED DARK GRAY. THE FACE WILL HAVE A DIGITAL PRINT. THE POSTS WILL BE PAINTED THE SAME GRAY COLOR AS THE FACE.



- Color Key
- ① PMS 185C
 - ② MP #07102 - DEEP RIVER
 - ③ BLACK
 - ④ WHITE

Job Number
 126838

Creation Date
 9/22/2025
 Revision Date Revision Number
 9/22/2025
 File Path

Approved by: _____ Date: _____ Landlord: _____ Date: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.
 *To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.

W Cramer St

W Cramer St

W Cramer St

W Cramer St

W Cramer St

25'

Proposed
Sign Location

25'

821

Rockwell
Elementary School

Monroe St

821



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

CERTIFIED SURVEY MAP (EXTRATERRITORIAL) REPORT TO THE PLAN COMMISSION

DATE: October 28, 2025

PROPERTY ADDRESS: N3093 County Roak K, Jefferson,
WI 53549

PARCEL NUMBER: 014-0614-2741-001, 014-0614-2714-
003

OWNER: Jasper Gronert

APPLICANT: Jasper Gronert

FILE NUMBER: CSM-2025-12

EXISTING ZONING: R-2 Residential
unsewered and A-1 Exclusive Agricultural
(Jefferson County Zoning)

PROPOSED ZONING: R-2 (Jefferson County
Zoning)

EXISTING LAND USE: Residential and
Agriculture

REQUESTED USES: Rural Residential

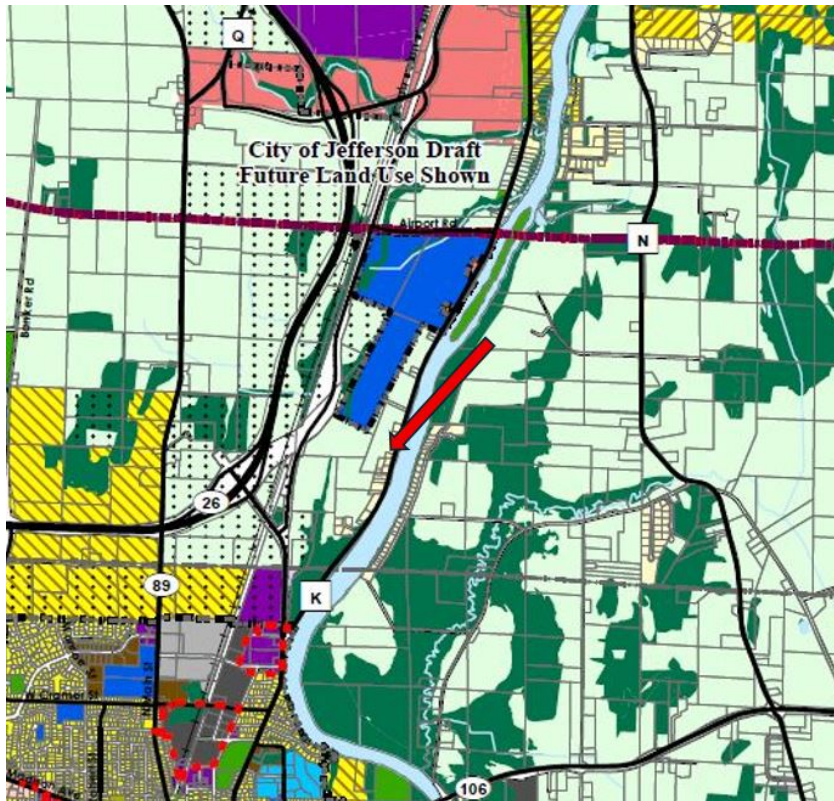
BACKGROUND

Under Chapter 70, the Land Division and Development Ordinance, all extraterritorial Certified Survey Maps must be reviewed for compliance with City regulations. Those located within 1.5 miles of the City require approval from both the Plan Commission and the City Council. Extraterritorial maps beyond this range are reviewed by City staff, with final approval by the City Manager.

REQUEST OVERVIEW

[COMPREHENSIVE LAND USE PLAN \(2023-Update\):](#)

The [Future Land Use](#) map indicates this area as SF-E - Single Family Residential - Exurban. This future land use category is intended to accommodate single-family detached residential development served by individual on-site wastewater treatment (septic) systems. All development in this category is at a density of 1 home per acre or larger.



City staff find that the proposed Certified Survey Map for the 1.6-acre parcel to be zoned R-2 is consistent with the goals of the Comprehensive Plan.

CITY OFFICIAL MAP [\(2021\)](#):

There are no mapped features within the area on the [City's Official Map](#).

Public Notice is not required for the review of a Certified Survey Map

DISCUSSION

A Certified Survey Map has been submitted proposing to combine two parcels into a single lot. The parcels include a 1.06-acre R-2 zoned property and a 0.54-acre A-1 Agricultural Exclusive parcel. Once combined, the new 1.6-acre lot would be zoned R-2. This allows for the construction of a large accessory structure under a conditional use permit that has already been approved by Jefferson County and the Town of Jefferson.

The CSM meets most of the City's Land Division and Development Ordinance requirements. The only exception is the requirement to dedicate the right-of-way for County Road K. City staff reached out to Jefferson County to confirm, and the county indicated that no dedication is

required as part of their approval.

This property is located outside the City's long-range urban growth area. Similar situations have occurred previously and will continue to be reviewed on a case-by-case basis. The proposed combination does not create any new concerns with regard to zoning or development standards and is not creating an additional Residential site. The CSM generally aligns with the City's land division objectives.

RECOMMENDATION

Staff recommends that the Plan Commission recommend the City Council waive the requirement for the road dedication and approve the Certified Survey Map as submitted.

ATTACHMENTS

1. CSM
2. Jefferson County Zoning Memo

COPY

CERTIFIED SURVEY MAP No.

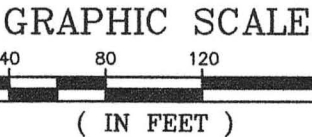
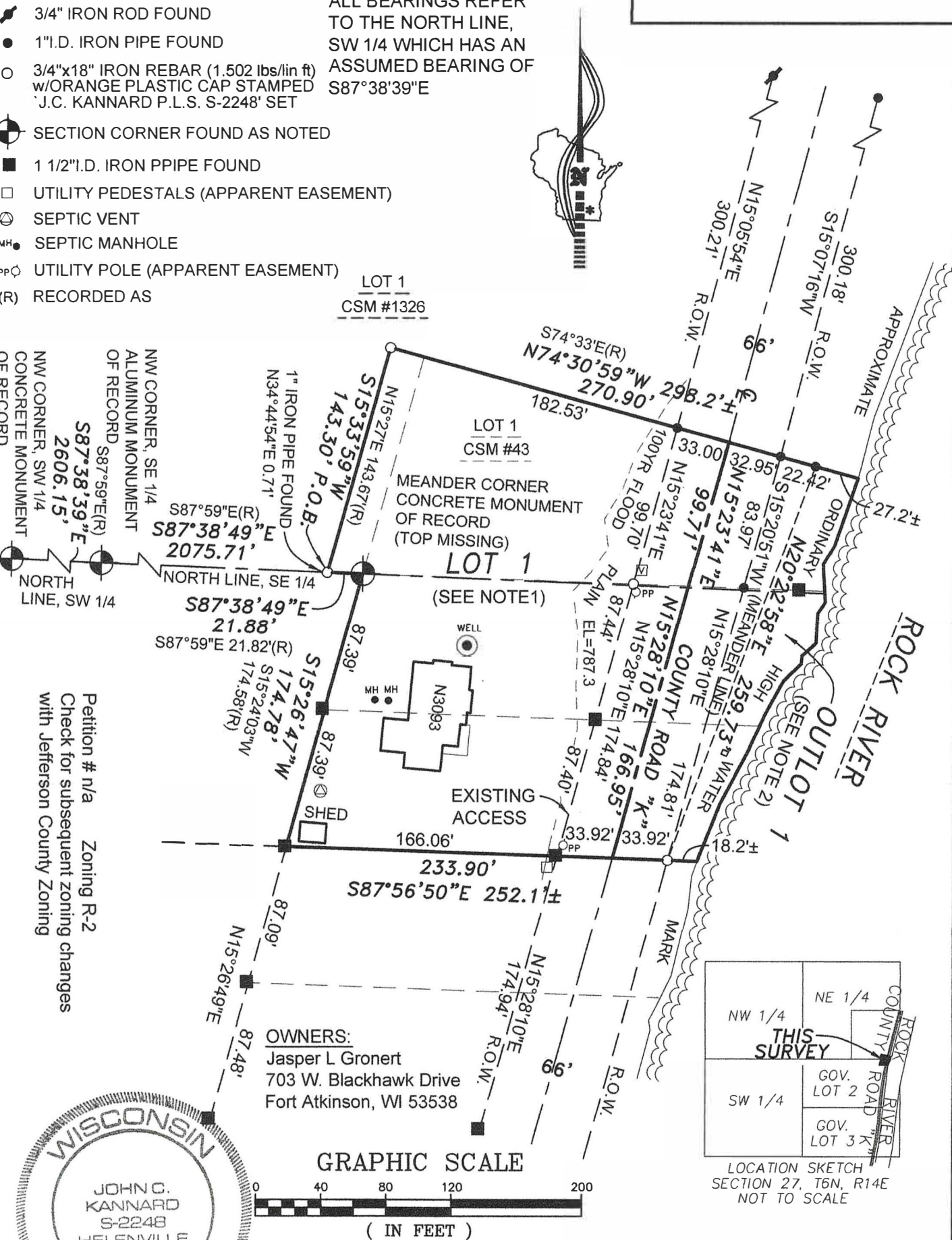
BEING LOT 1 OF CERTIFIED SURVEY MAP NO. 43 AND OTHER LANDS
ALL LOCATED IN GOVERNMENT LOTS 1 AND 2 OF SECTION 27, T6N,
R14E, TOWN OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN.

LEGEND

- 3/4" IRON ROD FOUND
- 1" I.D. IRON PIPE FOUND
- 3/4"x18" IRON REBAR (1.502 lbs/lin ft)
w/ORANGE PLASTIC CAP STAMPED
'J.C. KANNARD P.L.S. S-2248' SET
- SECTION CORNER FOUND AS NOTED
- 1 1/2" I.D. IRON PIPE FOUND
- UTILITY PEDESTALS (APPARENT EASEMENT)
- SEPTIC VENT
- SEPTIC MANHOLE
- UTILITY POLE (APPARENT EASEMENT)
- RECORDED AS

BEARING BASIS:

ALL BEARINGS REFER
TO THE NORTH LINE,
SW 1/4 WHICH HAS AN
ASSUMED BEARING OF
S87°38'39"E



SOUTHWEST
SURVEYING & ASSOCIATES, Inc.

W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137
262-495-4910
920-674-4884

JOB No.: G-225107
DATE: SEPTEMBER 15, 2025
SHEET 1 OF 3

CERTIFIED SURVEY MAP No. _____

BEING LOT 1 OF CERTIFIED SURVEY MAP NO. 43 AND OTHER LANDS, ALL LOCATED IN GOVERNMENT LOTS 1 AND 2 OF SECTION 27, T6N, R14E, TOWN OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN.

NOTES:

- 1) Lot 1 contains 59,382 Sq. Ft. or 1.363 Acres Gross and 50,453 Sq. Ft. or 1.158 Acres Net
- 2) Outlot 1 contains 18,305 Sq. Ft. or 0.420 Acres Gross and 9,636 Sq. Ft. or 0.221 Acres Net to the Approximate Ordinary High Water Mark.
- 3) Lots contain environmentally sensitive areas, contact the Jefferson County Zoning Department for use restrictions.
- 4) Any land below the ordinary high water marks of lake or navigable stream is subject to the public trust in navigable waters that is established under Article IX, Section 1, of the State Constitution.
- 5) Approximate Ordinary High Water Mark is shown for reference only.

SURVEYOR'S CERTIFICATE

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

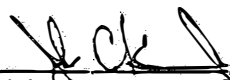
That I have surveyed, divided, mapped this Certified Survey Map being Lot 1 of Certified Survey Map No. 43 and other lands all located in Government Lots 1 and 2 of Section 27, T6N, R14E, Town of Jefferson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Concrete Monument that marks the Northwest corner of the SW 1/4 of said Section 27; Thence S87°38'39"E, along the North line of the SW 1/4 of said Section 27, a distance of 2606.15 feet, to an Aluminum Monument that marks the Northwest corner of the SE 1/4 of said Section 27; Thence S87°38'49"E, along the North line of said SE 1/4, a distance of 2075.71 feet, to a Set 3/4"x18" Iron Rebar (1.502 lbs/ lin ft) with an orange plastic cap stamped "J.C. Kannard P.L.S. S-2248" (Set 3/4" Rebar) that marks the POINT OF BEGINNING of the lands to be described; Thence continue S87°38'49"E, along said North line, a distance of 21.88 feet, to a Found Concrete Monument that marks the Meander Corner of said Section 27; Thence S15°26'47"W, a distance of 174.78 feet, to a Found 1 1/2" Iron Pipe; Thence S87°56'50"E, a distance of 233.90 feet, to a Set 3/4" Rebar that marks a meander line of the Rock River; Thence N20°22'58"E, along said meander line, a distance of 259.73 feet, to a Found 1" Iron Pipe on the North line of Certified Survey Map No. 43, as recorded in the Jefferson County Register of Deeds Office, in Volume 1 of Certified Survey Maps on Page 57 and 58 as Document No. 673090; Thence N74°30'59"W, along the said North line and said North line extended, a distance of 270.90 feet, to a Set 3/4" Rebar; Thence S15°33'59"W, a distance of 143.30 feet, to the POINT OF BEGINNING, including all lands lying in-between said Meander Line and the Approximate Ordinary High Water Mark of said Rock River, containing 77,688 square feet or 1.783 acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of Jasper L Gronert, owner of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping same.

Certified this 15th day of September, 2025


John C. Kannard, P.L.S. 2248



CERTIFIED SURVEY MAP No. _____

BEING LOT 1 OF CERTIFIED SURVEY MAP NO. 43 AND OTHER LANDS, ALL LOCATED IN
GOVERNMENT LOTS 1 AND 2 OF SECTION 27, T6N, R14E, TOWN OF JEFFERSON, JEFFERSON
COUNTY, WISCONSIN.

CITY OF FORT ATKINSON EXTRATERRITORIAL APPROVAL:

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this ____ day of _____, 2025

Rebecca Houseman, City Manager

PLANNING AND ZONING COMMITTEE APPROVAL:

This Certified Survey Map is hereby approved by the Planning and Zoning Committee of Jefferson County.

Dated this ____ day of _____, 2025

Matt Zangl, Director of Planning & Zoning



Dated: September 15, 2025



JEFFERSON COUNTY
PLANNING AND ZONING COMMITTEE
STAFF REPORT & DECISION SHEET

Room C1040
311 S Center Ave
Jefferson, WI 53538

zoning@jeffersoncountywi.gov
Phone: 920-674-7130
Fax 920-674-7525

South
West

Single-Family Residence
Agriculture

R-2 Residential Unsewered
A-1 Exclusive Agriculture

Analysis:

The request is to allow for an extensive onsite storage structure that will be 3200 square feet. The maximum height will be 20 feet. The application states the building will be used for residential purposes/personal storage. The property owner is currently going through the process to combine this lot via CSM with the lot that has a residence. There is floodplain on the property. The development is proposed within 300 feet of the Ordinary-High Water mark of the Rock River, therefore is subject to impervious surface standards.

Town Board:

Town of Jefferson approved the conditional use on a vote of 4-0, noting "meets Town requirements."

Information Received at Public Hearing:

- Confirm proposed size & height. 40 x 80, 20' height
- Confirm no business, bathroom, or habitable use. No
- Outdoor lighting? Maybe

Staff Comments:

IMPERVIOUS SURFACES WILL APPLY, PROPOSED NEAR FLOODPLAIN, BUT NOT IN IT.

This proposal appears to follow the Jefferson County Zoning Code and both the Jefferson County Comprehensive Plan, and Farmland Preservation Plan.

Committee Conclusion:

Based on the Staff Report, complete application and file, substantial evidence provided, site inspection, public hearing, Jefferson County Zoning Ordinance and the Agricultural Preservation and Land Use Plan, the Planning and Zoning Committee finds that the proposed Conditional Use **complies** with the Jefferson County Zoning Ordinance, Comprehensive Plan and Farmland Preservation Plan and **approves** of the conditional use permit.

Motion by: Poulson

Seconded by: Foelker

Vote: 5-0

Date: 6-30-25

with the following Conditions:

Date: 7/7/25

Signature: *Sarah Elmer*