



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, NOVEMBER 4, 2025 – 6:30 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 6:30 pm.

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Commissioners Shull, Ciccarella and Council Representative Schultz. Also present: City Attorney, Director of Neighborhood Services and City Clerk/Treasurer/Finance Director.

Excused absence: Commissioner Kessenich.

3. New Business

a. Review and possible action relating to the *minutes of the October 28, 2025, Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Schultz moved, seconded by Shull to approve the minutes of the October 28, 2025 Plan Commission meeting. Motion carried.

b. Review and possible action on a *Site Plan Review* for an addition at OSI located at 1200 Industrial Dr. (SPR-2025-29) (Draeger, Director of Neighborhood and Building Services)

Director Draeger stated OSI Industries owns several properties and structures located on the southwest side of Fort Atkinson. The subject property is 11.7-acres in size and includes one of their main operation facilities. The proposed project includes a small addition onto the southwest side of the existing structure. It is being requested to provide a new trash screening room to support on-site operations of the main plant. The proposed disturbance area is approximately 4,800 sf and includes a 1,368 sf building addition and concrete pad west of the addition. No other changes are proposed to the site. OSI is a long-standing business in the community, and this very small-scale expansion would allow them to utilize more of the existing lot and accommodate the space to handle trash screening that's part of their larger on-site operations. Overall, the proposed project is largely screened from view, is consistent with the design of the existing structure, and is located within an area already classified as impervious surface. However, concerns remain regarding adequate space for loading, unloading, and maneuvering around the addition if semi-trailers continue to park on the grassy areas surrounding the site. The City Engineer

also noted an existing stormwater manhole that is currently below grade, which could become inaccessible if the surrounding grade is altered. While the proposed addition and site modifications generally comply with the City's Zoning Ordinance, other issues remain that should be addressed by the property owner.

Ciccarelli asked if there is a mechanism to confirm the parking in the grassy area is managed. Draeger stated it can be monitored when inspections are performed for the Site Plan and permits. Draeger also confirmed 37 landscape points are required with examples and points explained in the zoning code. An example of one tree could meet all points and the 37 points does not pose a burden. Ciccarelli asked if a permit could be contingent upon property improvements, Draeger stated conditions are noted in the staff report and the progress can be monitored.

City staff recommends approval of the Site Plan, subject to the following conditions:

- Provide required landscaping points in an alternate location in the Front or Street Yard.
- Parking areas to be paved in an approved method or cease to be used for the parking of vehicles or semi-trailers.
- Raise the existing Stormwater manhole to the new grade.
- Restore existing ditches and aprons damaged by stormwater leaving the site.
- Any other comments by the Plan Commission.

Schultz moved, seconded by Ciccarelli to approve the Site Plan Review for an addition at OSI located at 1200 Industrial Drive subject to the conditions noted in the staff report. Motion carried.

- c. *Update on previously approved projects (Houseman)*
None.

4. Adjournment

Schultz moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 6:43 pm.

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