



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, DECEMBER 9, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTvnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by Location

+1 312 626 6799

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.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
 - a. Review and possible action relating to the **minutes of the November 25, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at W6116 Star School Road in the Town of Koshkonong (CSM-2025-13) (Draeger, Director of Neighborhood and Building Services)
 - c. Update on previously approved projects (Houseman)
- 4. Adjournment**

Date Posted: December 4, 2025

CC: Plan Commission, City Council; City Staff; City Attorney; News Media; Fort Atkinson School 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.

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

[IGNORE_INDENT]



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, NOVEMBER 25, 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: Chairperson Manager Houseman, Director of Public Works Navin, Commissioner Ciccarelli, Shull and Council Rep Schultz. Also present: City Attorney, Clerk/Treasurer/Finance Director and Director of Neighborhood Services.

Excused absence: Cm Kessenich.

3. New Business

a. Review and possible action relating to the *minutes of the November 4, 2025, Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Ciccarelli moved, seconded by Shull to approve the minutes of the November 4, 2025 Plan Commission meeting. Motion carried.

b. Review and possible action relating to a *Special Area Design Review* for signage at Hein Law Office located at 101 S., Main St. (Draeger, Director of Neighborhood and Building Services) (SADR-2025-02)

Director Draeger provided that Hein Law Office is a new tenant in the downtown district, now occupying the storefront at 101 S. Main Street. The business is proposing two new building signs, one facing Main Street and another facing S. Water Street East. The proposed signage was reviewed by the Historic Preservation Committee at its meeting on November 11. The proposed wall signs meet the requirements of the City's ordinances. The City's Management Team has reviewed the application, and all comments have been included within this document.

Staff recommends that the Plan Commission approve the requested signs as proposed with the listed conditions below.

- Clean the existing awning and remove the mold/mildew
- Ensure the removal of prior signage does not leave shadows or remnants on the awning
- Any recommendations by the Plan Commission

Ciccarelli moved, seconded by to approve the Special Area Design Review for signage at Hein Law Office, 101 S. Main Street with 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 4:06 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director



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

CERTIFIED SURVEY MAP (EXTRA-TERRITORIAL) REPORT TO THE PLAN COMMISSION

DATE: December 9, 2025
PROPERTY ADDRESS: W6116 Star School Road
PARCEL NUMBER: 016-0514-2111-000
OWNER: Dale Karrow
APPLICANT: Kate and Evan Karrow

FILE NUMBER: CSM-2025-13
EXISTING ZONING: A-1 (Jefferson County Zoning)
PROPOSED ZONING: A-3 (Jefferson County Zoning)
EXISTING LAND USE: Agriculture
REQUESTED USES: Rural Residential

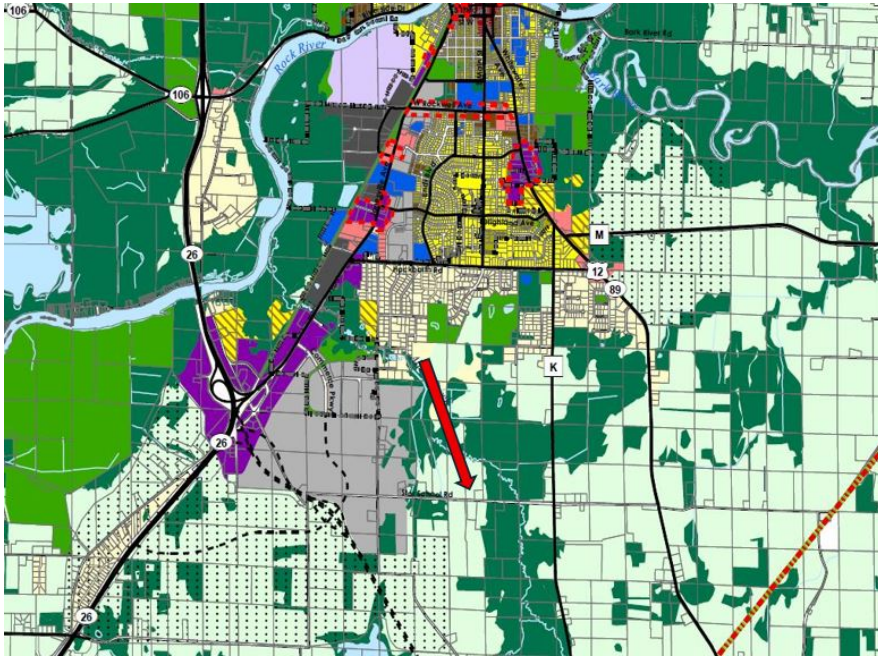
BACKGROUND

The property owner would like to break off a 2 acre parcel from the parent parcel along Star School Road in the Town of Koshkonong without road right of way. 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 owner received approval from Jefferson County on January 1, 2025 to rezone the parcel from A-1 to A-3, pending approval of the CSM.

REQUEST OVERVIEW

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

The [Future Land Use](#) map indicates this area as Agricultural/Rural. Defined as, Agricultural uses, farmsteads, and rural housing with low non-farm (housing) development densities in line with Jefferson County's farmland preservation policies.



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.

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

The parcel is located outside the City's Potential Long-Range Urban Growth Area. Evan and Kate Karrow are requesting to create a new 2-acre parcel and rezone it from the current A-1 designation to A-3, allowing for the construction of a new residence. The proposed division would separate the 2-acre parcel from the existing 37.67-acre parcel, which is currently vacant land. Staff does not anticipate that this land division will negatively affect the City's long-range growth plans.

Staff find that the proposed Certified Survey Map is consistent with the requirements of the City's Land Division and Development Ordinance, except for the dedication of public right-of-way along Star School Road. The Town of Koshkonong and the Jefferson County Zoning Department do not intend to require the dedication.

RECOMMENDATION

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

ATTACHMENTS

1. CSM
2. Location Map
3. Location Map_2
4. Karow County Approval

CERTIFIED SURVEY MAP No. _____

BEING A PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2386, LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 21, T5N, R14E, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

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 a part of Lot 2 of Certified Survey Map No. 2386, located in the SE 1/4 of the NE 1/4 of Section 21, T5N, R14E, Town of Koshkonong, Jefferson County, Wisconsin, bounded and described as follows:

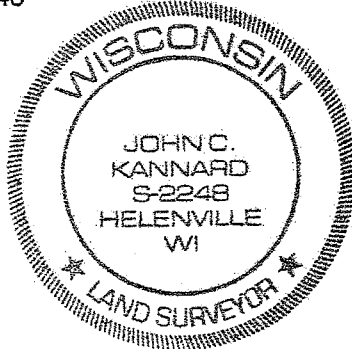
Commencing at the Aluminum Monument that marks the Southeast corner of the NE 1/4 of said Section 21; Thence N87°26'11"W, along the East-West 1/4 line, a distance of 381.36 feet, to the POINT OF BEGINNING of the lands to be described: Thence continue N87°26'11"W, along said East-West 1/4 line, a distance of 277.80 feet, to the Southwest corner of Lot 2 of Certified Survey Map No. 2386 as recorded in the Jefferson County Register of Deeds Office, in Volume 8 of Certified Survey Maps on Pages 233 & 234, as Document No. 863365, Thence N01°09'11"W, along the West line of said Lot 2, a distance of 351.38 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); Thence S87°26'11"E, a distance of 271.34 feet, to a Set 3/4" Rebar; Thence S02°12'08"E, a distance of 351.86 feet, to the POINT OF BEGINNING, containing 96,275 square feet or 2.210 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 Dale Karow, 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, Town of Koshkonong Code of Ordinances, City of Fort Atkinson Land Division and Development Ordinance, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping same.

Certified this 12th day of November, 2025


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



TOWN OF KOSHKONONG APPROVAL:

This Certified Survey Map is hereby approved by the Town of Koshkonong Town Board.

Dated this ____ day of _____, 2025

Kim Cheney, Town Chair

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



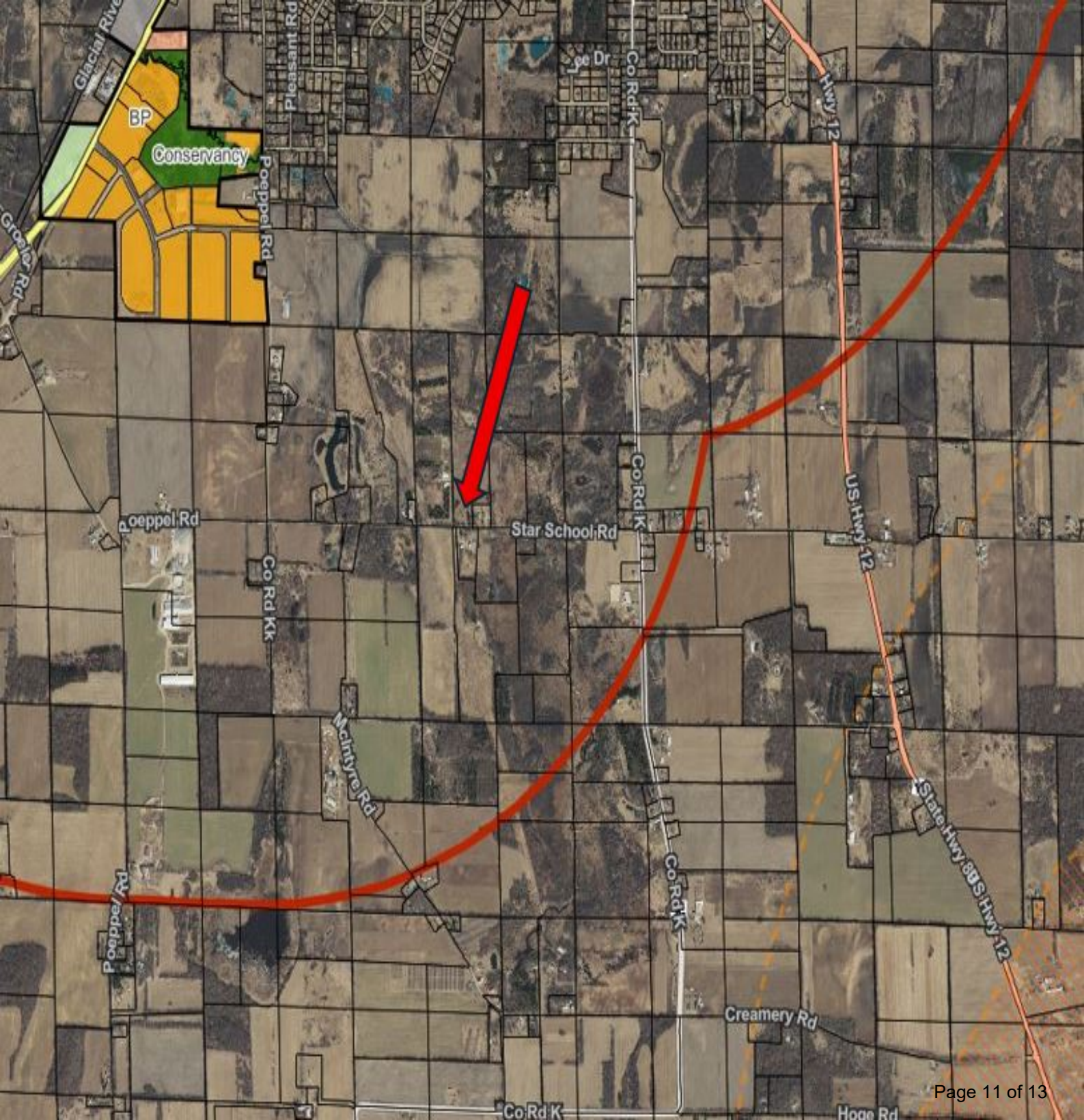
Star School Rd

Star School Rd

Co Rd 1K

Co Rd 1K

Star



Conservancy

BP

Star School Rd

Creamery Rd

**DECISION OF THE JEFFERSON COUNTY
PLANNING & ZONING COMMITTEE/COUNTY BOARD
ZONING AMENDMENTS**

I. FINDINGS OF FACT:

Petition #: R4574A-24 Township: Koshkonong
Site Inspection Date: 12-13-2024 Hearing Date: 12-19-2024
Petitioner Name: Evan & Kate Karow
Property Owner(s): Dale W Karow
Property Location: Directly west of W6116 Star School Rd

REZONING REQUEST:

A-1 to A-3 to create a 2-acre lots

PARCEL(S) (PIN#): 016-0514-2111-000 (37.67ac)

PARENT PARCEL(S):(See attached map) PARCEL OF RECORD:(See attached map)

TOTAL CONTIGUOUS A-1 ACRES 37.67 Less than 50 More than 50

PREVIOUS A-3 LOTS CREATED FROM PARENT PARCEL: 0

LOTS AVAILABLE: Non Prime 3 or Prime 1

LOTS REQUESTED: (1) 2-acre A-3 residential building site

AGRICULTURAL PRESERVATION LIMITED SERVICE AREA LONG RANGE URBAN SERVICE AREA
 ENVIRONMENTAL CORRIDOR 15 YEAR GROWTH AREA RURAL HAMLET

SOIL TYPES: BpB, BoC

Class I 0 % Class II 0 % Class III 10 % Class III Non-Prime 90 %

Class IV 0 % Class V-VII 0 %

Cropland 0 % Woods 0 % Fallow/Pasture 100 % Existing Yard 0 % Slope 0-20 %

FLOODPLAIN WETLANDS SHORELAND

ADJACENT LAND USE: A-1, Exclusive Agricultural; A-3, Agricultural/Rural-Residential

COMMENTS/ADDITIONAL INFORMATION RECEIVED AT PUBLIC HEARING:

TOWN BOARD RECOMMENDATION 11-13-2024 Granted Denied Tabled Not Received
Date

Note: Town Board recommendation does not constitute final county action. See Sec. III Order & Determination (pg. 2)

II. CONCLUSIONS

BASED UPON THE FINDINGS OF FACT, THE AMENDMENT FILE, SITE INSPECTION, PUBLIC HEARING, ZONING ORDINANCE, AND THE AGRICULTURAL PRESERVATION AND LAND USE PLAN, THE PLANNING & ZONING COMMITTEE CONCLUDES THAT THE PROPOSED ZONING AMENDMENT **Complies** **Does Not Comply**

AS A PRIME LOT _____ NON-PRIME LOT X LOT COMBINATION _____ FARM CONSOLIDATION _____
FOR THE FOLLOWING REASONS: Lots will be clustered, utilizing non-prime soils. Design meets plan
and will allow access to remaining A-1 land.

The Jefferson County Planning and Zoning Committee finds this amendment meets the standards of 91.48 Wisconsin State Statutes and 11.11(c)6 of the Jefferson County Zoning Ordinance.

DECISION **III. ORDER & DETERMINATION** **DECISION**
Based on the findings of fact conclusions and the record herein, the committee recommends to the Jefferson County Board of Supervisors that the amendment be: **Granted** **Denied** **Postponed**
Motioned by: Poulson 2nd by: Foelker Abstained _____
Vote: 5-0 Date: 12-30-24

Note: If postponed, this amendment is not forwarded to the Jefferson County Board of Supervisors for action and may be required to go back to a public hearing.

Based on the Planning and Zoning Committee recommendation the Jefferson County Board of Supervisors:
 Granted **Denied** **Postponed** Date: 1-14-25

If the requested amendment was granted, it is subject to the following: *(Check all that apply)*

- ACCESS APPROVAL BY MAINTAINING AUTHORITY
- RECEIPT OF SUITABLE SOIL TEST
- RECEIPT OF AND RECORDING OF THE FINAL CSM
- EXTRATERRITORIAL PLAT REVIEW
- REZONING SHALL BE NULL & VOID & OF NO EFFECT ONE YEAR FROM THE DATE OF COUNTY BOARD APPROVAL UNLESS ALL APPLICABLE CONDITIONS HAVE BEEN COMPLETED BY THAT DATE
- OTHER _____

FILING OF AFFIDAVIT OF ZONING STATUS ON REMAINING LANDS
(SEE ATTACHED INSTRUCTION SHEET)

DATE: _____ SIGNATURE: _____