



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, DECEMBER 9, 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, Council Representative Schultz, Commissioners Kessenich, Shull and Ciccarelli. Also present: City Clerk/Treasurer/Finance Director Ebbert and Director of Neighborhood and Building Services Draeger.

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)*

Schultz moved, seconded by Shull to approve the minutes of the November 25, 2025 Plan Commission meeting. Motion carried.

*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)*

Director Draeger stated 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. 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.

Schultz moved, seconded by Ciccarrelli to recommend the City Council approve the Extraterritorial Certified Survey Map, and waive the requirement for the road dedication for the property located at W6116 Star School Road in the Town of Koshkonong. subject to the edits noted by the Director of Neighborhood Services to be added to the CSM. Motion carried.

c. Update on previously approved projects (Houseman)

Manager Houseman provided updates on various projects. No action was taken.

4. Adjournment

Kessenich moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 4:19 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director