



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, JANUARY 27, 2026 – 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.

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**AGENDA**

**1. Call meeting to order**

**2. Roll call**

**3. New Business**

- a. Review and possible action relating to the **minutes of the January 13, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to a Conveyance of an **Easement to TDS Metrocom, LLC** (Navin, Director of Public Works)
- c. Review and possible action on a **Conditional Use Permit** relating to a request for a senior apartment building to be located at 500 McMillen in the Institutional (I) Zoning District (Draeger, Director of Neighborhood and Building Services)
- d. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at W6347 Briar Lane in the Town of Koshkonong (CSM-2026-01) (Draeger, Director of Neighborhood and Building Services)
- e. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N1873 US Hwy 12 in the Town of Koshkonong (CSM-2026-02) (Draeger, Director of Neighborhood and Building Services)

- f. Update on previously approved projects (Houseman)

#### **4. Adjournment**

*Date Posted: January 23, 2026*

*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.*

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**PLAN COMMISSION MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, JANUARY 13, 2026 – 4:00 PM  
CITY HALL – SECOND FLOOR**

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**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 Ciccarelli, Shull, and Kessenich. Also present: City Attorney Westrick, Deputy Clerk Thom and Director of Neighborhood Services Draeger.

**3. New Business**

**a. *Public Hearing: Conditional Use Permit relating to a request for a senior apartment building to be located at 500 McMillen in the Institutional (I) Zoning District (Houseman, City Manager)***

Director of Neighborhood Services Draeger, stated that the Five Hundred McMillen Group owns a 2.25-acre site currently developed with a one-story medical office building and surrounding surface parking on three sides. The applicant proposes to convert the existing building to senior housing through adaptive reuse. The proposed Institutional Residential use is classified as a conditional use within the Institutional Zoning District. The project involves interior renovations to create residential units, with no expansion of the building footprint. The only proposed exterior changes include the removal of several existing on-site parking spaces, a new sidewalk the full length of the McMillen Street frontage, and minor property enhancements such as landscaping, bicycle parking, and a dumpster enclosure. The majority of the existing building façade is planned to remain, with the exception of window and door replacement and small privacy fences between unit entries. The proposed project will be required to comply with all applicable land use standards associated with the proposed residential use, in addition to the proposed exterior changes. Within the Zoning Ordinance, only new additions, improvements, and developments are subject to the full requirements. Overall, the proposed development complies with the City's ordinances. Staff finds that the project directly addresses identified community needs, repurposes a vacant building formerly occupied by Fort Healthcare's Pediatrics and Internal Medicine practices, and is consistent with the City's adopted plans and policies. The proposed improvements, including the addition of new

housing units, will provide a clear community benefit and positively contribute to the surrounding area.

Ciccareli questioned the proposed bike rack position in regard to Fire Personnel access and suggested several other options: diagonal bike racks under the roof overhang to provide weatherproofing, a metal bike cage to allow residents outdoor locked storage and reworking the parking lot, or placing the bike racks within the green circular space to the north and south of the building. He also suggested that there should be 36 in space between bike rack hoops and that square piping instead of round tubing.

Kessenich questioned the elevations for the doors and windows to ensure that the CAD drawings matched the originally provided sketch. The CAD drawing resembles double-hung windows and floor-to-ceiling windows, versus French doors/sliding doors, and casement windows. Draeger stated that he will request confirmation from the applicant.

Ciccareli suggested reworking the parking lot, allowing for more patio space for the residents, and adding a fence around the green space allowing for a gathering space for residents.

*b. Review and possible action relating to the **minutes of the December 9, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Schultz to approve the minutes of the December 9, 2025 Plan Commission meeting. Motion carried.

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

Update from Manager Houseman that Cubesmart updated their parking lot in accordance with their agreement.

No action was taken.

#### **4. Adjournment**

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:23 p.m.

Respectfully submitted,  
Courtney Thom  
Deputy Clerk



## EASEMENT REPORT TO THE PLAN COMMISSION

**DATE:** January 27, 2026  
**PROPERTY ADDRESS:** N/A  
**PARCEL NUMBER:** 226-0514-0413-044  
**OWNER:** City of Fort Atkinson  
**APPLICANT:** TDS Metrocom, LLC

**FILE NUMBER:** NA  
**EXISTING ZONING:** Institutional  
**PROPOSED ZONING:** Institutional  
**EXISTING LAND USE:** Vacant land, including  
City utility infrastructure  
**REQUESTED USES:** Conveyance of Easement

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### BACKGROUND

TDS Metrocom, LLC has requested a utility easement over City-owned property to facilitate the installation of fiber throughout the City of Fort Atkinson.

Wis. Stats. 62.23 (5) lists the items over which a City's Plan Commission has authority to review and offer a recommendation to the governing body (City Council). This list includes the location, extension, abandonment, or authorization for any public utility, whether publicly or privately owned.

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### REQUEST OVERVIEW

In the summer of 2025 TDS Metrocom, LLC approached the City of Fort Atkinson about restarting the construction project to install fiber optic in public rights-of-way throughout the City. This project initially started in 2022 and was put on hold shortly thereafter by the TDS team. City staff have been working with TDS to ensure a smooth and efficient project with minimal interruption to City residents as well as minimizing the impact on City staff.

During initial project planning, TDS Metrocom, LLC originally sought permission to bore through Lorman Bicentennial Park. Recognizing the potential disruption to park users and the surrounding environment, City staff proposed an alternative route using City-owned property on West Milwaukee Avenue. The City already has existing utilities running through this location, making it a logical corridor for additional telecommunications infrastructure.

The proposed easement is located in part of Lot 9 of Block E of Milo Jones Addition, also known as parcel 226-0514-0413-044. Key details of the agreement include:

- **Dimensions:** The agreement establishes an eight-foot (8') wide utility easement.
- **Compensation:** TDS Metrocom, LLC will provide a one-time valuable consideration of \$250.00 for the rights granted.
- **Rights and Responsibilities:** The Grantee (TDS) has the right of ingress and egress to maintain their facilities and is responsible for paying the reasonable value of any actual physical damage

caused to the property during the exercise of these rights.

- Ownership: All cables and conduits installed remain the property of TDS. The property remains under the ownership of the City.

No public notice is required for utility easements.

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### **DISCUSSION**

Staff believe that shifting this portion of the project to this location in the City can significantly lessen the impact on residents and staff while still accommodating necessary utility upgrades.

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### **RECOMMENDATION**

Staff recommends that the Plan Commission review and recommend approval of the conveyance of the requested easement to TDS on the subject property to the City Council.

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### **ATTACHMENTS**

1. FAVV-26-002 - 3004FORTATK-W. Milwaukee Ave)
2. W. Milwaukee Ave TDS Easement

**CONVEYANCE OF  
EXCLUSIVE EASEMENT**

DOCUMENT NO. 001

This Conveyance of Exclusive (including exhibits hereto, this "Conveyance") is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by **City of Fort Atkinson**, their successors and assigns ("Grantor").

WHEREAS, GRANTOR is the owner of that certain land located in part of Lot 9 of Block E of Milo Jones Addition to Fort Atkinson, part of vacated Milwaukee Avenue, and part of Government Lots 2 and 7 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin.

NOW, THEREFORE, for valuable consideration of one two hundred and fifty dollars (\$250.00) and other good and valuable consideration, Grantor does hereby give, grant and convey to **TDS Metrocom, LLC**, its successors and assigns ("Grantee"), an "exclusive" perpetual easement upon, in, under, over, across, and along the Burdened Parcel ("Easement") to construct, use, maintain, operate, alter, add to, repair, replace, and/or remove its facilities consisting of underground cables, wires, conduits for communication and/or other purposes, together with the right to have commercial electrical service extended across, and under a portion of the certain real property described as follows:

Located in part of Lot 9 of Block E of Milo Jones Addition to Fort Atkinson, part of vacated Milwaukee Avenue, and part of Government Lots 2 and 7 of Section 4, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin and more particularly described on Exhibit "A" ("Burdened Parcel") attached hereof, more particularly described as follows:

Commencing at the East Quarter Corner of said Section 4; thence North 00 degrees 27 minutes 16 seconds West along the East Line of the Northeast Quarter of said Section 4, a distance of 889.86 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 1454.48 feet to the Southeast Corner of Lot 9 of Block E of Milo Jones Addition to Fort Atkinson recorded at the Jefferson County Register of Deeds Office; thence South 50 degree 19 minutes 42 seconds West along the Northwest Right-of-Way (ROW) Line of W. Milwaukee Avenue, a distance of 1.00 feet to the Point of Beginning; thence continuing South 50 degrees 19 minutes 42 seconds West along said Northwest ROW Line, a distance of 8.00 feet; thence North 40 degrees 58 minutes 24 seconds West parallel to the East Line of said Lot 9, a distance of 191.28 feet to Point 'A' and the Southeast Ordinary Highway Water Mark (OHWM) Line of the Rock River; thence North 48 degrees 42 minutes 13 seconds East along said Southeast OHWM Line, a distance of 8.00 feet; thence South 40 degrees 58 minutes 24 seconds East parallel to said East Line of Lot 9, a distance of 191.51 feet to the Point of Beginning.

Also, commencing at said Point 'A'; thence North 40 degrees 58 minutes 24 seconds West, a distance of 256.04 feet to the Northwest OHWM Line of said Rock River and the Point of Beginning; thence continuing North 40 degrees 58 minutes 24 seconds West, a distance of 22.34 feet to the Southeast ROW Line of Riverside Drive - S.T.H. 106; thence North 48 degrees 17 minutes 13 seconds East along said Southeast ROW Line, a distance of 8.00 feet; thence South 40 degrees 58 minutes 24 seconds East, a distance of 22.94 feet to said Northwest OHWM Line; thence South 52 degrees 36 minutes 46 seconds West along said Northwest OHWM Line, a distance of 8.02 feet to the Point of Beginning.

**RETURN TO**

Attn: Sean Murray  
OOT ROW  
525 Junction Road  
Madison WI 53717

Parcel Identification Number:  
226-0514-0413-000  
226-0514-0413-044

1. **Grantee** may construct, use, maintain operate, alter, add to, repair, replace, and/or remove its facilities consisting of underground cables, wires, ducts and conduit along and for appurtenances for communication and/or other purposes pertaining to the operation of Grantee's telecommunications systems, together with commercial electrical service extended upon, in, under, over, across, and along an easement area, Eight Feet (8') along those portions of the Burdened Parcel ("Easement Area") as more particularly described and depicted on Exhibit A.
2. **Grantee** shall have the right of ingress to and egress from the land of the Grantor for the purpose of exercising the rights herein granted, and the right to cut down and control the future growth of all trees and brush which may, in Grantee's sole but reasonable judgment, interfere with Grantee's use of the Easement.
3. **Grantee** agrees that it will pay the reasonable value of actual physical damage done to the Burdened Parcel, arising at any time out of the exercise by it of the rights herein granted.
4. **Grantor** covenants not to erect any structure upon the aforesaid real property that would interfere with Grantee's use of said easement and this covenant shall be binding upon Grantor's successors and assigns.
5. **Grantor** agrees that all facilities consisting of underground cables and wires, and for appurtenances for communication and/or other purposes pertaining to the operation of Grantee's telecommunications systems, installed on the Burdened Parcel at the Grantee's expense shall remain the property of the Grantee, removable at the option of the Grantee.
6. **Grantor** reserves for itself and its successor and assigns the right to use any portion of the Burdened Parcel, within or without the Easement Area, in any reasonable manner, provided such use does not interfere with or unduly inconvenience Grantee's full use and enjoyment of the Easement granted to Grantee herein.
7. **Grantor** covenants that they are the owners of the above described lands and the said lands are free and clear of encumbrances and liens of whatsoever character, except those personally held by the Grantor.

**TDS TELECOM USE ONLY**  
 Company No. 0938  
 Easement No. FAVV-26-001  
 Exchange No. 3004  
 WBS Element. TC-223004021

DATED: \_\_\_\_\_

By \_\_\_\_\_ (SEAL)  
 Signature/Title

By \_\_\_\_\_ (SEAL)  
 Signature/Title

State of Wisconsin )  
 ) SS.  
 County of Jefferson )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) are subscribed to the within instrument, and acknowledged to me that they executed the same.

Witness my hand and official seal

\_\_\_\_\_  
 Signature of Notary

\_\_\_\_\_  
 Printed Name of Notary

Notary Public \_\_\_\_\_ County,

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

The instrument was drafted by: Sean Murray, TDS Telecommunications Corporation  
 Insertions by: Roxann R Holda – Mi-Tech Services, Inc.

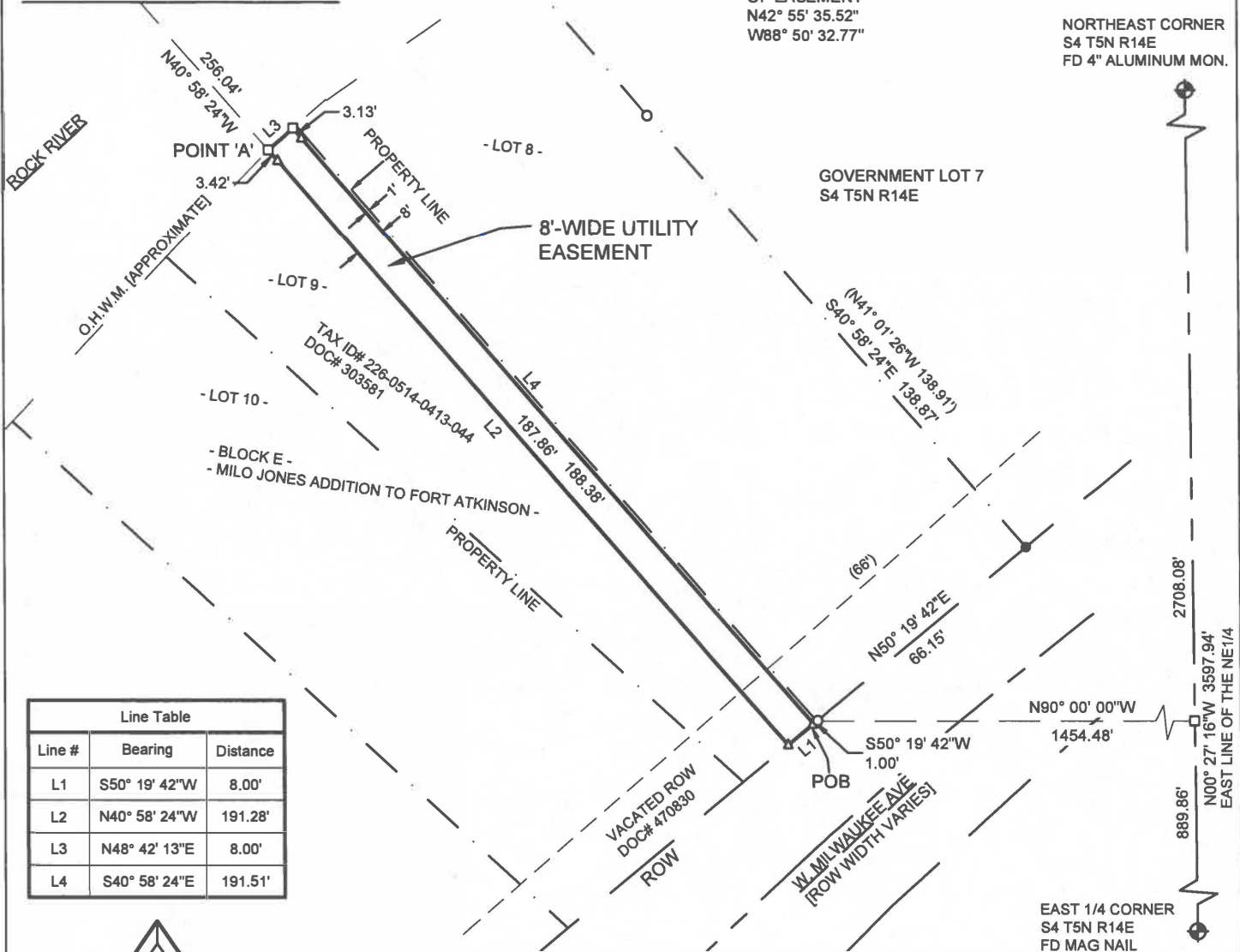
# EXHIBIT "A"

LOCATED IN PART OF LOT 9 OF BLOCK E OF MILO JONES ADDITION TO FORT ATKINSON, PART OF VACATED MILWAUKEE AVENUE, AND PART OF GOVERNMENT LOTS 2 AND 7 OF SECTION 4, TOWNSHIP 5 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN

CONTINUED ON SHEET 2

LAT/LONG LOCATION FOR POB OF EASEMENT  
 N42° 55' 35.52"  
 W88° 50' 32.77"

NORTHEAST CORNER  
 S4 T5N R14E  
 FD 4" ALUMINUM MON.



Line Table		
Line #	Bearing	Distance
L1	S50° 19' 42"W	8.00'
L2	N40° 58' 24"W	191.28'
L3	N48° 42' 13"E	8.00'
L4	S40° 58' 24"E	191.51'



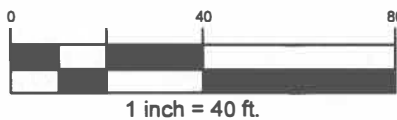
Bearings are referenced to the WISCRS, Jefferson County, NAD 83 (2011) and referenced to the East Line of the Northeast Quarter of S4, T5N, R14E measured as N00° 27' 16"W

DECEMBER 18, 2025

## LEGEND

- ⊕ GOVERNMENT CORNER
- FD 1" O.D. IRON PIPE
- FD 0.75" O.D. IRON BAR
- COMPUTED POINT
- ▲ SET 3/8" X 12" SPIKE
- ( ) "RECORDED AS" DATA
- POB POINT OF BEGINNING
- ROW RIGHT-OF-WAY
- O.H.W.M. ORDINARY HIGH WATER MARK

## GRAPHIC SCALE



1-5-26



# EXHIBIT "A"

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**Legal Description for TDS Easement:**

LOCATED IN PART OF LOT 9 OF BLOCK E OF MILO JONES ADDITION TO FORT ATKINSON, PART OF VACATED MILWAUKEE AVENUE, AND PART OF GOVERNMENT LOTS 2 AND 7 OF SECTION 4, TOWNSHIP 5 NORTH, RANGE 14 EAST, CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN:

Commencing at the East Quarter Corner of said Section 4; thence North 00 degrees 27 minutes 16 seconds West along the East Line of the Northeast Quarter of said Section 4, a distance of 889.86 feet; thence North 90 degrees 00 minutes 00 seconds West, a distance of 1454.48 feet to the Southeast Corner of Lot 9 of Block E of Milo Jones Addition to Fort Atkinson recorded at the Jefferson County Register of Deeds Office; thence South 50 degree 19 minutes 42 seconds West along the Northwest Right-of-Way (ROW) Line of W. Milwaukee Avenue, a distance of 1.00 feet to the Point of Beginning; thence continuing South 50 degrees 19 minutes 42 seconds West along said Northwest ROW Line, a distance of 8.00 feet; thence North 40 degrees 58 minutes 24 seconds West parallel to the East Line of said Lot 9, a distance of 191.28 feet to Point 'A' and the Southeast Ordinary Highway Water Mark (OHWM) Line of the Rock River; thence North 48 degrees 42 minutes 13 seconds East along said Southeast OHWM Line, a distance of 8.00 feet; thence South 40 degrees 58 minutes 24 seconds East parallel to said East Line of Lot 9, a distance of 191.51 feet to the Point of Beginning.

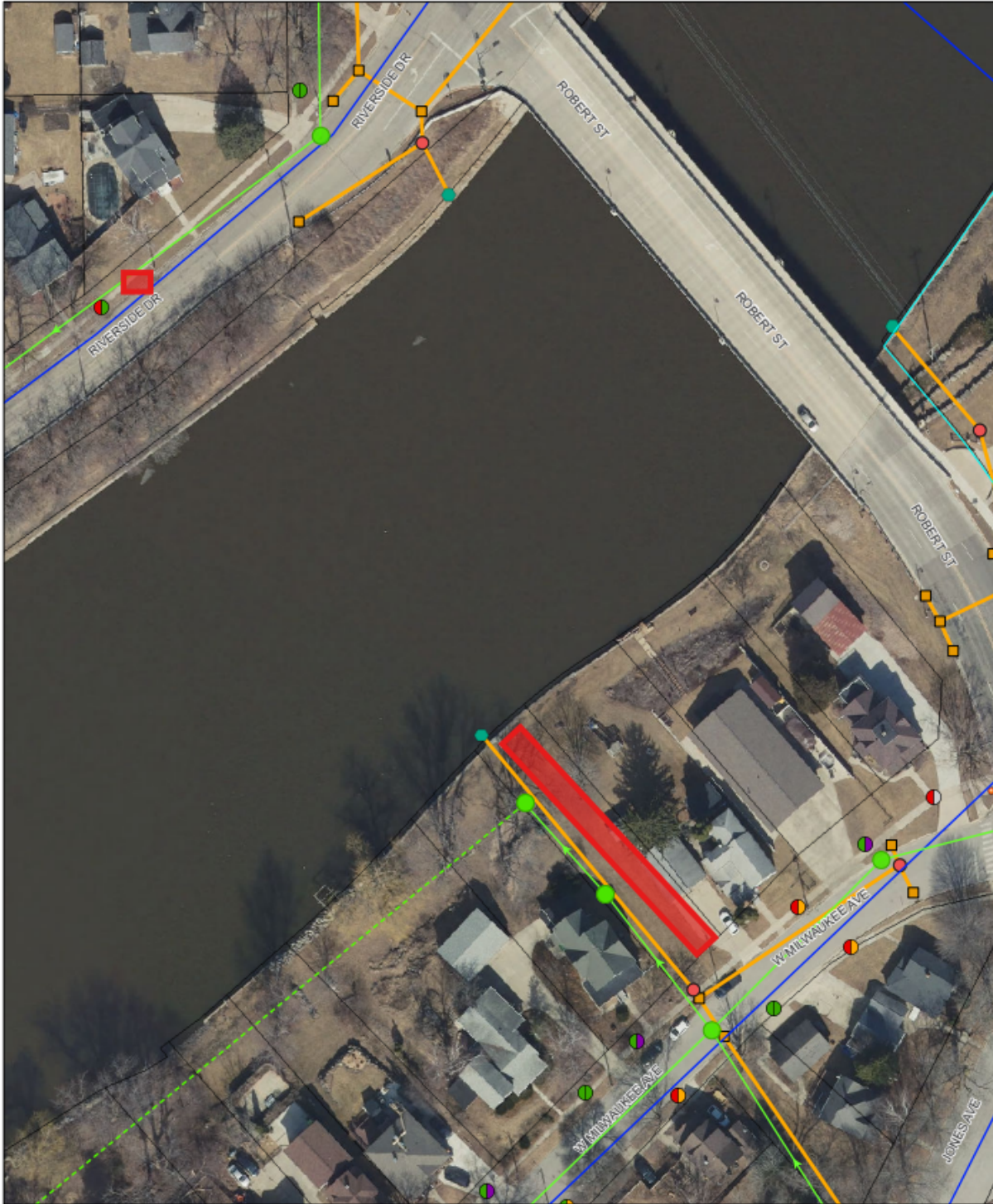
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PRESTON A.  
LIPTACK  
S-3063  
WAUSAU  
WI

1-5-26

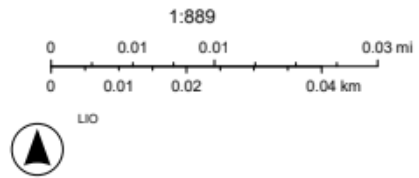
DECEMBER 18, 2025

# City of Fort Atkinson Utilities



1/22/2026, 9:07:17 AM

- |  |                      |  |                  |  |                        |
|--|----------------------|--|------------------|--|------------------------|
|  | Sanitary Manhole     |  | Copper, Plastic  |  | Cross Connections      |
|  | Gravity Main         |  | Lead, Copper     |  | Storm Manhole          |
|  | Main                 |  | Lead, Galvanized |  | Catch Basin            |
|  | Other                |  | Lead, Unknown    |  | Outfall                |
|  | Water Service Valves |  | Water Mains      |  | Storm Main             |
|  | Copper, Copper       |  | Municipal        |  | Tax Parcel Information |
|  | Copper, Galvanized   |  |                  |  |                        |





## Conditional Use Permit REPORT TO THE PLAN COMMISSION

**DATE:** January 27, 2026

**PROPERTY ADDRESSES:** 500 McMillen Street

**PARCEL NUMBER:** 226-0614-3434-038

**OWNER:** The Five Hundred McMillen Group

**APPLICANT:** Mike Foerster

**FILE NUMBER:** CUP-2025-03

**EXISTING ZONING:** I, Institutional

**PROPOSED ZONING:** I, Institutional

**EXISTING LAND USE:** Vacant medical office space

**REQUESTED USES:** Institutional Residential

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### BACKGROUND

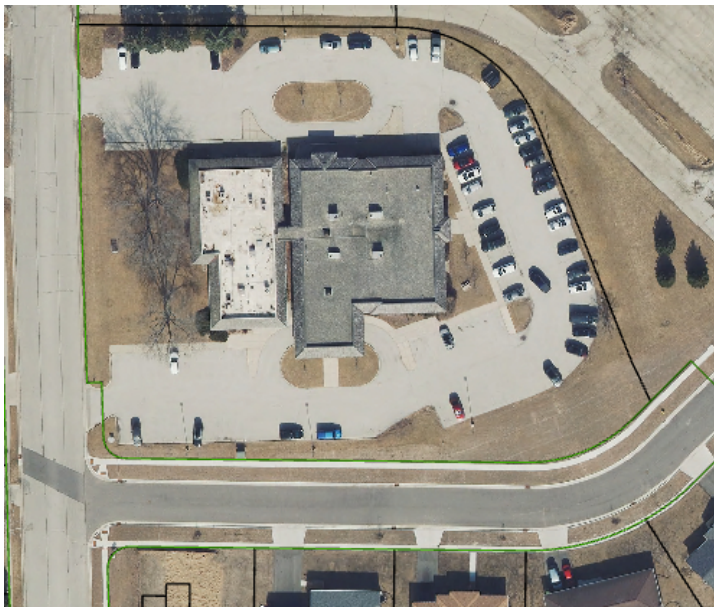
#### ON SITE PLAN REVIEW

Section 15.10.42 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Site Plan application. This requires review of the proposed development's building configuration, site layout and access, parking, exterior building design, landscaping, grading and erosion, stormwater, exterior lighting, signage, and operational plan.

Section 15.10.32 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Conditional Use application and procedure. This requires the Site Plan as referenced above and a public hearing before the Plan Commission.

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### REQUEST OVERVIEW



The Five Hundred McMillen Group owns a 2.25-acre site currently developed with a one-story medical office building and surrounding surface parking on three sides. The applicant proposes to convert the existing building to senior housing through adaptive reuse. The proposed Institutional Residential use is classified as a conditional use within the Institutional Zoning District.

The project involves interior renovations to create residential units, with no expansion of the building footprint. The only proposed

exterior changes include the removal of several existing on-site parking spaces, a new sidewalk the full length of the McMillen Street frontage, and minor property enhancements such as landscaping, bicycle parking, and a dumpster enclosure. The majority of the existing building façade is planned to remain, with the exception of window and door replacement and small privacy fences between unit entries.

The proposed project will be required to comply with all applicable land use standards associated with the proposed residential use, in addition to the proposed exterior changes.

Within the Zoning Ordinance, only new additions, improvements, and development are subject to the full requirements of the ordinance. This memo reviews only those site features proposed to change.

### **CONDITIONAL USE REVIEW**

In reviewing and taking final action on a proposed conditional use permit, the Plan Commission shall consider whether the proposed conditional use meets the following (staff review of each finding is underlined):

- Is in harmony with the Comprehensive Plan. Staff believe this condition is met. The proposed senior housing use aligns with the Comprehensive Plan's Planned Mixed Use future land use designation and associated policies.
- Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting public health, safety, or general welfare. Staff believe this condition is met. The proposed use includes minimal changes to the exterior of the existing building and site. In combination with the new housing developed recently to the south of the subject property and Fort Healthcare's larger redevelopment plans for this area, a transition to additional housing units in this area is consistent with long-term plans and does not adversely impact nearby properties or the public health, safety, and general welfare.
- Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property. Staff believe this condition is met. This area contains a mix of uses including office, clinics, daycare, parking, and residential land uses. The proposed use is consistent with the plans for long-term changes to more residential uses in this area.

- The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public or private agencies serving the subject property. Staff believe this condition is met. The site is already adequately served by utilities and infrastructure, in addition to the new use having very little impact on the existing operations of public facilities.
- The potential public benefits outweigh any potential adverse impacts of the proposed conditional use, after taking into consideration the applicant’s proposal and any requirements recommended by the applicant to ameliorate such impacts. Staff believe this condition is met. The proposed use provides public benefits in providing new, much-needed housing units in Fort Atkinson. Additionally, the applicant is proposing to improve the look of the structure and site to mitigate adverse impacts on surrounding properties.

The Plan Commission may impose conditions on any conditional use permit related to the physical development and operation, vehicles and equipment of the use, roadway impacts, or other conditions as deemed necessary.

**SITE PLAN REVIEW:**

The proposed exterior changes to the property are required to meet the applicable minimum dimensional standards of the zoning district. These requirements are met, as shown below.

<b>Requirement</b>	<b>Size</b>	<b>Proposed Development</b>
Minimum Front Setback	10 feet	Unchanged (Met)
Minimum Porch Setback (front/side)	12 feet	80 feet
Minimum Side Setback	8 feet	Unchanged (Met)
Minimum Rear Setback	10 feet	Unchanged (Met)
Maximum Building Height	40 feet	Unchanged (Met)
Minimum Accessory Structure Rear Setback	3 feet	5 feet
Minimum Pavement Setback (lot line to pavement, excludes driveway entrances)	Street: 10 feet Side/Rear: 5 feet	Street: Unchanged (Met) Side/Rear: >5 feet
Maximum Impervious Surface Ratio	80%	63%
Minimum Green Space	20%	37%
Maximum Building Coverage	50%	Unchanged (Met)
Minimum Dwelling Unit Structure Area	800 sf	>800 sf

The proposed Institutional Residential land use is permitted as Conditional Use in the Institutional District. Land use requirements include:

- Provide an off-street passenger loading area at a minimum of one location within the development = met
- Minimum required parking: met (see below)

Section 15.03.13(7)(b) requires Senior housing land uses to provide one off-street parking space per dwelling unit. The proposed development includes 12 dwelling units, resulting in a minimum parking requirement of 12 spaces.

The zoning code also establishes a maximum parking allowance of 125 percent of the minimum required parking. For this development, the maximum permitted parking would be 15 spaces. The site plan proposes 28 parking spaces, which exceeds the maximum parking allowance. The applicant is removing a total of 85 existing stalls and reducing the amount of pavement and replacing it with green space. As a part of the CUP process, the applicant can request exceeding the maximum off-street parking allowance.

The proposed project has submitted all required elements of the Site Plan review that are included within the attachment. Below is a review of the various other zoning standards that are required for the proposed development:

#### **Access and Visibility Standards (Section 15.06.03, 15.06.04, and 15.06.05)**

- Two access points from one street currently exist approximately 175 feet apart = N/A (no change)
- Driveways shall be set back a minimum of 10 feet and front and side lot lines = N/A (no change)
- Driveways on corner lots shall be setback 10 feet from rear lot line = N/A (no change).
- Driveway widths shall be a maximum of 24 feet wide = N/A (no change)
- At least one ped/bicycle access point to at least one street frontage is required = met (two)
- Walkways provided for pedestrians through and around off-street parking from street sidewalks and building entrances = met
- All structures must be located outside of vision triangles at the right-of-way intersections = N/A (no change)

#### **Parking and Loading Standards (Section 15.06.06 and 15.06.07)**

- All access points, drive isles, driveways, and parking areas must be constructed of a hard surface = met
- A minimum 10-foot green area along all street frontages, interior lot lines between the lot line and interior lot lines between the lot line and the paved surface of the parking lot= met
- Existing parking areas that do not meet the requirements of this Chapter may be maintained or repaired at their setback as of the effective date of this Chapter = met
- All parking stalls must provide pavement markings = met
- Throat depth (distance between street access and traffic circulation area/parking area) must be a minimum of 25 feet = N/A (no change)
- Minimum parking stall dimensions are required to be 9 feet wide and 18 feet long = met
- Minimum parking isle widths are required to be 24 feet wide = met (26ft)
- Minimum (12 stalls) and maximum (15 stalls) off-street parking stalls = **exceeds maximum (28)**
- A minimum of 4 on-site bicycle stalls are required = met (8)
- Minimum loading area must be at least 10 feet wide and 25 feet long = met (no change)

#### **Exterior Lighting Standards (Section 15.06.20)**

- All off-street parking and traffic circulation areas serving 6 or more cars shall be lit to ensure their safe and efficient use during evening hours = met (unchanged)
- At the property line, a maximum of 1.0 footcandle is required = met (unchanged)
- The average lighting on-site is required to be a maximum average of 3.0 footcandles = met (unchanged)
- The maximum height of all freestanding light fixtures is 20 feet = met (unchanged)
- All exterior lighting elements must be shielded and downward-facing = met (unchanged)

#### **Outdoor Storage and Screening Standards (Section 15.06.21)**

- All trash containment structures are required to be enclosed, a maximum of 6 feet in height, and made of solid wood with an access gate = met
- All building mechanicals on the exterior of the building are required to be screened = N/A (no change)
- Outdoor storage areas must be screened = N/A (no change)

#### **Fencing Standards (Section 15.06.40)**

- Materials permitted include wood, brick, stone, wrought iron, vinyl, and chain link = met (vinyl)
- Maximum fence height is 4 feet in front/street yards and 6 feet in side/rear yards = met (6 ft)

#### **Outdoor Recreational Space Requirements (Section 15.06.41)**

- Minimum of 200 square feet + 25 square feet per unit of usable outdoor green space = met (>500 sf provided)

#### **Landscaping Standards (Section 15.08.40)**

The site contains existing landscaping, and no additional landscaping is required based on the proposed project. However, the applicant has proposed additional plantings consisting of five shade trees, four deciduous trees, and six evergreen trees located along the east and south sides of the property.

#### **Exterior Building Design Standards (Section 15.07.01, 15.07.20)**

For buildings constructed prior to the effective date of this Chapter, alterations that do not increase the building's floor area must either comply with the standards of this Section or be designed to match, or be substantially similar to, the existing building's design and materials.

The applicant has submitted building elevations showing the replacement of fixed windows with larger operable windows, the addition of new door openings patios, and privacy fence panels between units. The proposed changes are substantially similar to the existing building and are proportionate, cohesive, and harmonious with the original architectural design and materials.

A Public Hearing is required for a Conditional Use and has been adequately noticed per state statute requirements. Notice of the public hearing was sent to property owners within 100 feet on December 9, 2025. The notice was also published in the *Jefferson County Daily Union* on December 31, 2025, and January 6, 2026. The Public Hearing was held January 13, 2026 with no public comment. No public notice is required for Site Plan review and action.

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#### **DISCUSSION**

Overall, the proposed development complies with the City's ordinances. Staff finds that the project directly addresses identified community needs, repurposes a vacant building formerly occupied by Fort Healthcare's Pediatrics and Internal Medicine practices, and is consistent with the City's adopted plans and policies. The proposed improvements, including the addition of

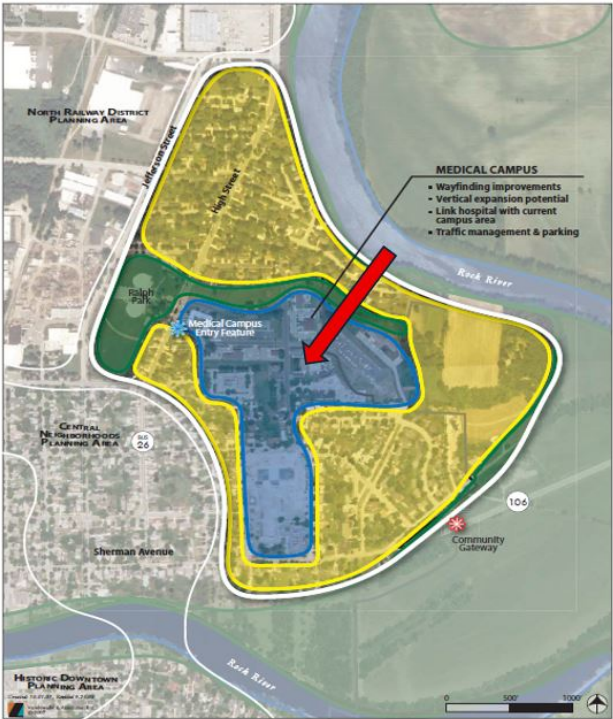
new housing units, will provide a clear community benefit and positively contribute to the surrounding area.

Plan Commission comments regarding inconsistencies in the elevation drawings, as well as the location and design of the proposed bicycle racks, were shared with the applicant and have been addressed in the revised plan set included in the packet. Additional comments regarding outdoor bicycle storage areas and a potential fenced gathering space were also shared with the applicant. The applicant is requesting that the Plan Commission allow the determination of whether these features are installed to be based on future tenant demand, with any such improvements to be subject to the issuance of the required building permits.

**COMPREHENSIVE LAND USE PLAN (2023):**

The subject parcel is located within the Healthcare Center Planning Area (see Attachments) and is identified as a Major Institution. The Comprehensive Plan identifies opportunities in this area that include healthcare expansion balanced with neighborhood preservation, improved access and wayfinding, and senior housing development. However, the Comprehensive Plan was amended in 2023 to redesignate the land use of the subject property in consideration of Fort Healthcare’s larger plans for redevelopment in this area.

**HEALTHCARE CENTER PLANNING AREA** FIGURE: 2.15  
CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



The subject property is also designated as Planned Mixed Use (PMU) on the Future Land Use Map. The PMU designation supports a mix of commercial and residential uses and is intended

to create vibrant, urban environments that function as community focal points and gathering places.

Consistency with Comprehensive Plan Goals, Objectives, and Policies:

- Housing Diversity: Encourage the development of a sufficient supply of high-quality senior housing options, located in close proximity to health care facilities.
- Pedestrian and Active Transportation: Require the construction of sidewalks in new developments to support walkability and promote biking and pedestrian activity.
- Health Care Facilities and Redevelopment: Support reuse or adaptive redevelopment of existing or underutilized healthcare facilities.

Staff finds that the proposed development is consistent with and supportive of the goals and policies of the Comprehensive Plan.

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**RECOMMENDATION**

Staff recommends that the Plan Commission approve the Conditional Use Permit relating to a request for a senior apartment building to be located at 500 McMillen St. in the Institutional Zoning District subject to the following conditions:

- 1) The applicant is permitted to redevelop the existing building located at 500 McMillen Street into 12 senior housing units;
- 2) The applicant is required to obtain state plan review and local building permits as required by state code and local ordinances;
- 3) The applicant remains subject to conditions in the City's Zoning Code relating to senior housing use in an Institutional Zoning District;
- 4) Subject to Resolution No. 1447, establishing the 2026 Fee Schedule, including Parkland Dedication, Payment in Lieu of Parkland Dedication, and Park Impact Fees; and
- 5) Any minor changes to the conditional use permit and site plan may be approved administratively by the Zoning Administrator and any major changes requested shall return to the Plan Commission for review and approval.

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**ATTACHMENTS**

1. Application and Cost Recovery\_Redacted
2. CUP 500 McMillen Public Notice with Map
3. MM-DRAWINGS--1-21-2026--11X17
4. Bike Rack Specifications
5. Plan Explanation



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

### City of Fort Atkinson Procedural Checklist for Conditional Use Permits Requirements per Section 15.10.32

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process the application.

Name, company, and client (if applicable): Mike Foerster

Phone number: [REDACTED] Email: [REDACTED]

Property address for proposed conditional use:  
500 McMillen St, Fort Atkinson WI 53538

Brief description of proposed conditional use:  
Senior Living Apartment Building

#### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- A map of the subject property to scale depicting:
  - All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
  - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - All lot dimensions of the subject property.
  - A graphic scale and a north arrow.
- Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.
- A site plan of the subject property if proposed for development conforming to all requirements of Section 15.10.42 of the Fort Atkinson Zoning Code. If the proposed conditional use is a group or large development (per Section 15.06.02), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required per Section 15.10.42.
- Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan and meets any additional standards required in the applicable zoning district. See Section 15.10.32(8) for review criteria.
- Written descriptions of anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the City if deemed necessary by the City Engineer.
- A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.

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To apply for a conditional use to operate a Community Living Arrangement (See Section 15.03.6(13) of the Fort Atkinson Zoning Code), the following additional application materials are required. To note, a Community Living Arrangement Occupancy Permit is also required prior to the start of operation. See the Fort Atkinson Zoning Code Section 15.10.33 for details.

- Provide to the City Clerk a copy of the Adult Care license issued by the Wisconsin Department of Health Services or Certificate provided from funder when such License/Certificate is granted. Applicant also agrees to notify the City if operations at this address cease.
- File a scope of business outline with the City Clerk of which shall identify the following:
  - The legally registered name of the owner or operator of the facility, the address, telephone number, and the type of license number of any state or federal license required to operate the community living arrangement facility, and the date when operation of the facility is anticipated to commence;
  - Total number of residents;
  - Scope of clients to be served (i.e. Advanced Age, Developmentally Disabled, Physically Disabled, Emotionally Disturbed/Mental Illness, Irreversible Dementia/Alzheimer's, Traumatic Brain Injury, etc.);
  - Expected staffing to serve these residents;
  - Hours of operation;
  - Facility floor plan;
  - Safety Plan and Emergency Procedures;
  - Continuation of Operations plan for patients in the event that the home is unable to continue operations, for any reason;
  - A Crisis Relocation Plan for residents that are in crisis, including any MCO options for crisis beds or other alternatives, if any exist at the time of application.
- Meet with City Police and Fire Departments to review the scope of business.

## II Criteria Used to Evaluate the Proposed Conditional Use

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the proposed conditional use:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.





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

**CITY OF FORT ATKINSON**  
**COST RECOVERY AGREEMENT**

The City of Fort Atkinson may retain the services of **professional consultants** (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and/or other experts) to assist in the City's review of a development proposal that may be scheduled for review and action by the Plan Commission and/or City Council. The submittal of a development proposal or land use application by an Applicant shall be construed as an **agreement to pay for such professional services** applicable to the proposal or application. The City may apply reasonable charges for these services to the Applicant through invoices. The City may delay acceptance of the proposal or application as complete, or may delay final approval of the proposal, until the Applicant pays such fees. In the event invoices become delinquent, finance charges will accrue at 1% per month, 30 days after the due date. Review fees invoiced to the Applicant, which are not paid in a timely manner, may be assigned by the City as a special assessment to the subject property. The Applicant hereby waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. The City will provide notice to the applicant of the need to hire a professional consultant.

The Applicant is required to provide the City with an executed copy of this Cost Recovery Agreement as part of the land use application process. Applications are not considered complete and will not be considered by the Plan Commission without this executed Agreement.

\*Application fees are non-refundable. Fees cover the costs associated with mailing public notices, postage, copies and staff review. Applicants must agree to pay all additional expenses the City may incur on their behalf for contracted services (attorney, planner, engineer and required studies).

Applicant Name: Mike Foerster  
Project Address: 500 McMillen

Project Name: 500 McMillen  
Parcel Number: 226-0614-3434-038

Dated this 21 day of Nov, 2025.

Agreement signed and entered into by:

The City of Fort Atkinson

\_\_\_\_\_  
City Manager

**Property Owner Information:**

Owner Name: Thomas Tackman  
Owner Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant Information (if different):**

Applicant Name: Mike Foerster  
Applicant Signature: [Signature]  
Address: 22 N 3rd St Lower Fort Atkinson  
Phone Number: [Redacted]  
Email Address: [Redacted]



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

December 9, 2025

## NOTICE TO THE PUBLIC

OFFICIAL NOTICE IS HEREBY GIVEN the Fort Atkinson Plan Commission will hold a public hearing to review a request for Conditional Use Permit relating to senior apartment complex to be located at 500 McMillen St.

Said public hearing will be held in person at the Fort Atkinson Municipal Building, 101 N. Main St. and via Zoom on Tuesday, January 13, 2026, at 4:00 p.m. at the City of Fort Atkinson Plan Commission meeting. Those interested in attending this meeting should follow the below link, or dial in for audio access.

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTUvZlZzO9>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by your location

+1 312 626 6799

The Plan Commission may make a final decision on the Conditional Use Permit at its meeting on January 27, 2026. The Plan Commission is seeking input from the public. For more information, please contact Director of Neighborhood and Building Services Jedidiah Draeger at [jdraeger@fortatkinsonwi.gov](mailto:jdraeger@fortatkinsonwi.gov) or (920)-397-9901. You may attend the public hearing via Zoom or submit a letter or email expressing your thoughts to Jedidiah Draeger.

If you have special needs or circumstances which make communication or accessibility difficult at the meeting, please call (920)-397-9901 prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request to a person with a disability.

Jedidiah Draeger  
Building/Zoning Administrator

# Conditional Use Permit

## 500 McMillen Street



I - Institutional

SR-5 - Single Family Residential - 8,000sf

DR-8 - Duplex Residential - 10,000sf

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

# 500 McMILLEN ST

500 McMillen Street  
Fort Atkinson, WI 53538

### DRAWING INDEX:

- SP-1 SITE PLAN, DRAWING INDEX
- SP-2 SITE AERIAL PHOTO
- SP-3 LANDSCAPE PLAN, DUMPSTER ENCLOSURE DETAILS
- A-1 MAIN FLOOR PLAN
- A-2 ELEVATIONS
- A-3 ELEVATIONS
- A-4 EXTERIOR PHOTOS
- A-5 EXTERIOR PHOTO

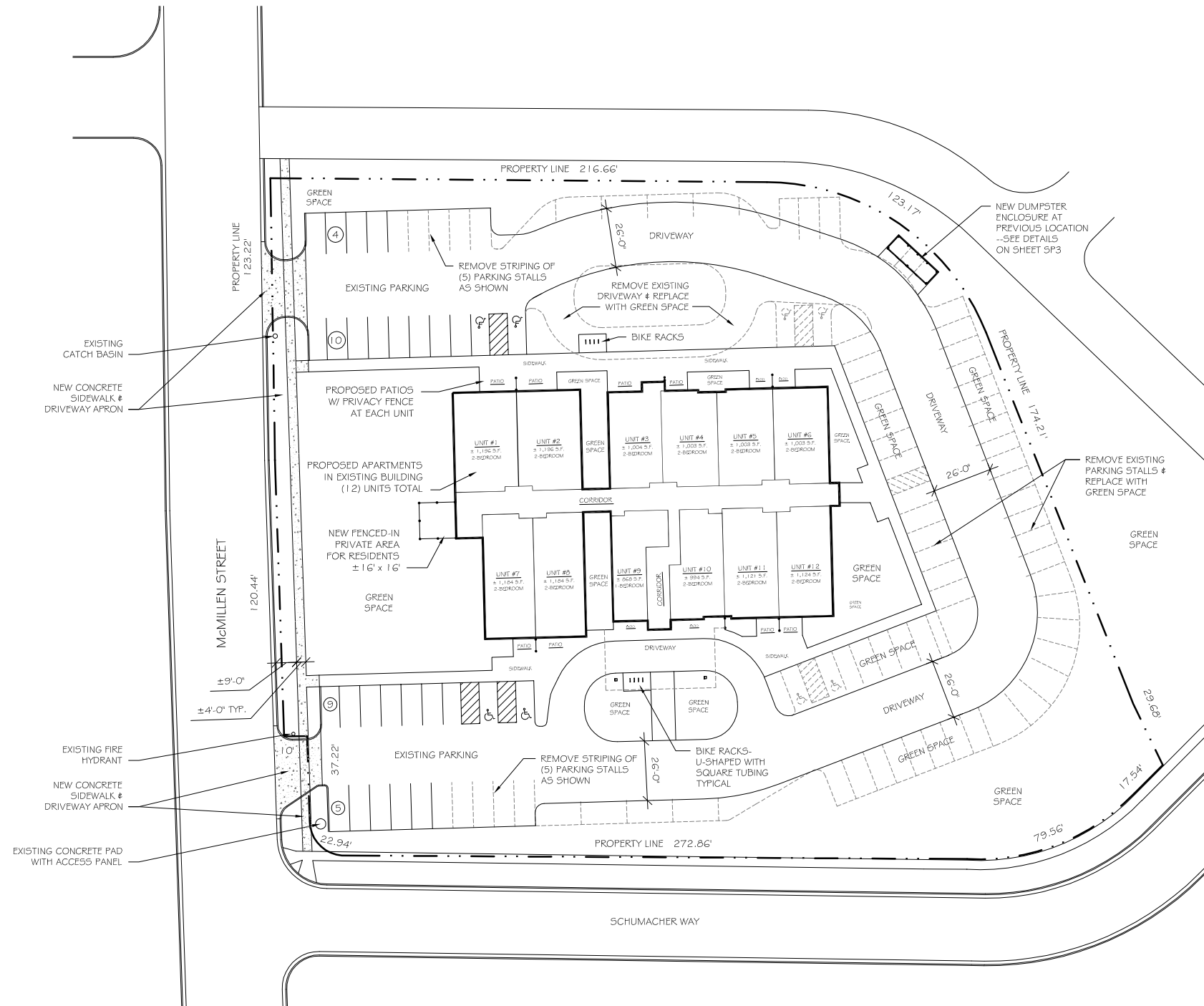
### PROJECT DESCRIPTION:

CONVERT EXISTING CLINIC BUILDING INTO (12) SENIOR LIVING APARTMENTS.

### SITE INFORMATION:

SITE AREA:	±98,245 S.F.	(2.26 ACRES)
FOOTPRINT AREA:	±15,296 S.F.	(15.6%)
PARKING AREA:	±28,556 S.F.	(29.1%)
SIDEWALK & PATIO AREA:	±7,571 S.F.	(07.7%)
GREEN SPACE AREA:	±46,822 S.F.	(47.6%)

ALL DRAWINGS ARE  
1/2 SCALE SHOWN  
  
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FOR CONSTRUCTION

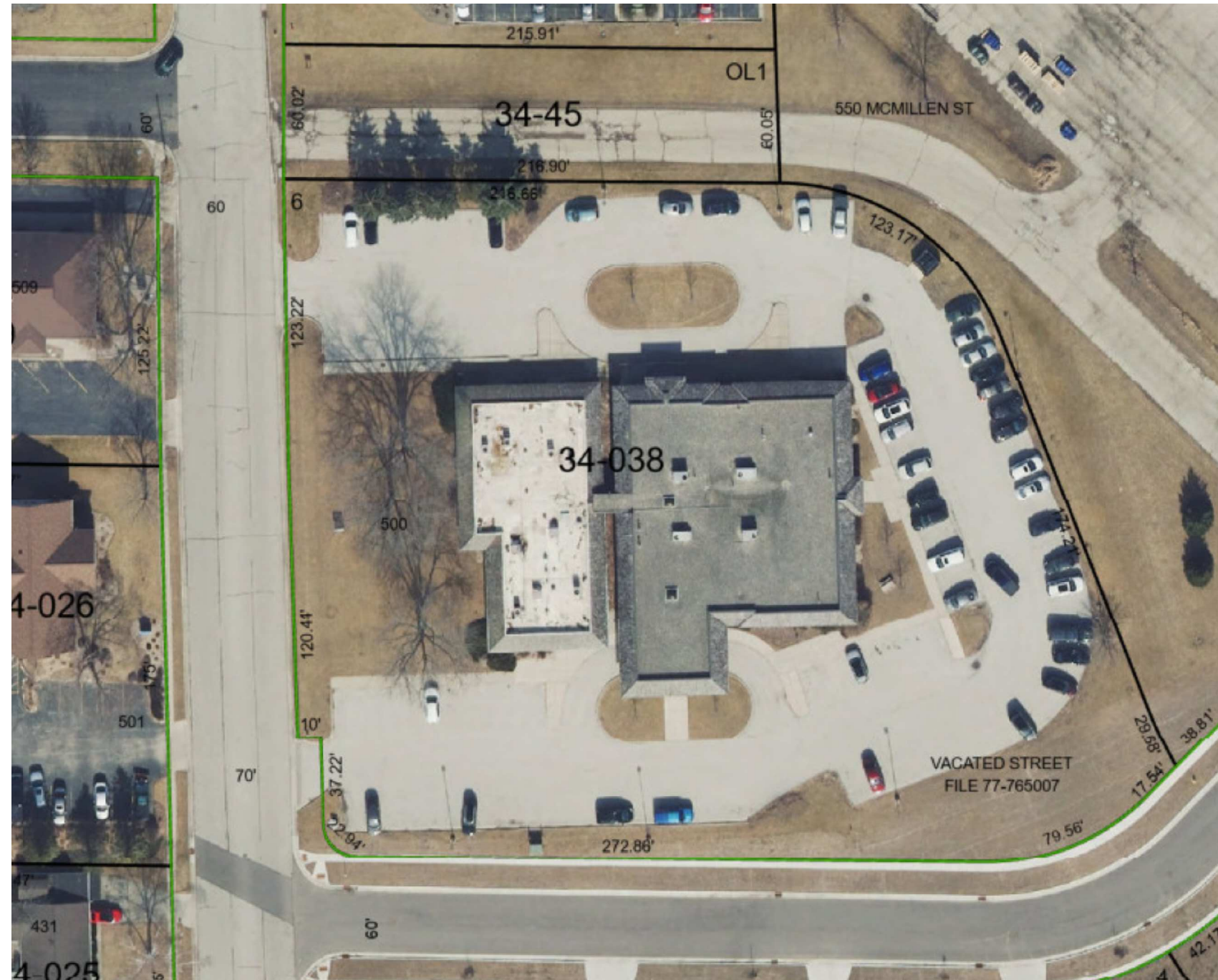


500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

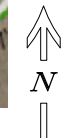
DRAWING NAMES
SITE PLAN
DRAWING INDEX
REVISIONS
PROJECT DATA
DATE: 1/21/2025
DRAWN BY: J.K.
CHECKED BY: P.W.
SHEET NO.

VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

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FOR CONSTRUCTION



SITE AERIAL PHOTO FROM JEFFERSON COUNTY G.I.S. WEBSITE  
SCALE: 1" = 30'-0"  
2020/DRAWINGS.DWG  
DATE:



**eDesign Alliance Architects, Inc.**  
1003 Madison Avenue  
Fort Atkinson, WI (920) 563-3404

500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

DRAWING NAMES

SITE AERIAL PHOTO

REVISIONS


PROJECT DATA

DATE: 1/21/2025  
DRAWN BY: J.K.  
CHECKED BY: P.W.

SHEET NO.

SP-2  
Page 29 of 67

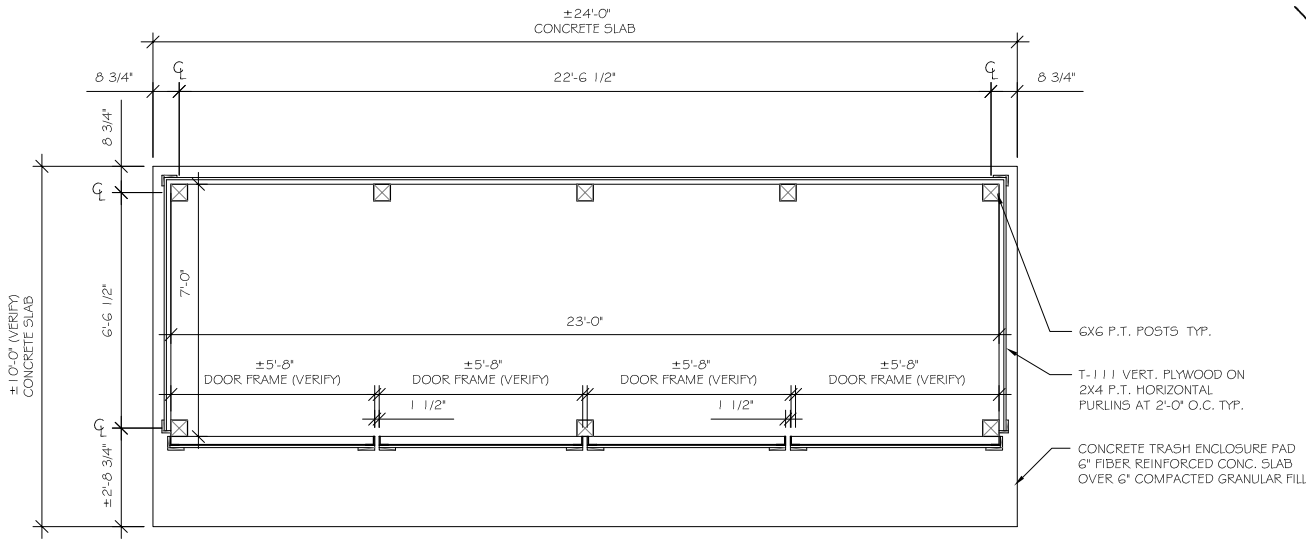
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

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PLANTING SCHEDULE

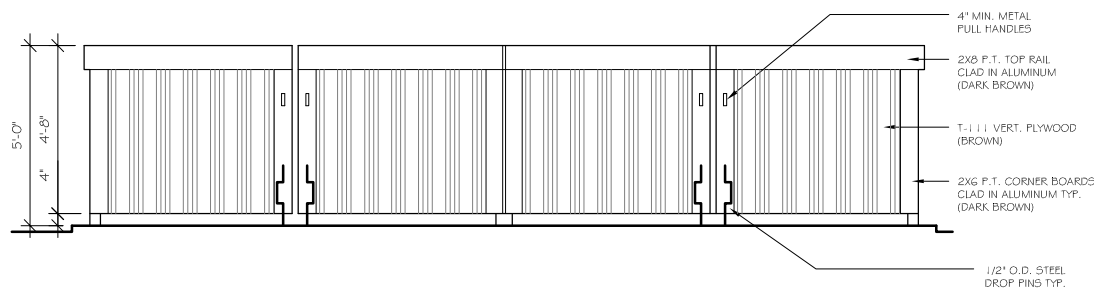
TYPE	DESCRIPTION	PLANTING SIZE	MATURE SIZE	QUANTITY
A	FLOWERING CRAB 'RADIANT'	6-8H	10' DIA	4
B	HONEYLOCUST 'SKYLINE'	2" CAL	30' DIA	5
C	SPRUCE 'BLACKHILLS'	4-5H	10' DIA	6

NOTE: MATURE SIZES GIVEN ARE FOR PLANT SIZE AFTER 7-12 YEARS GROWTH TYP.



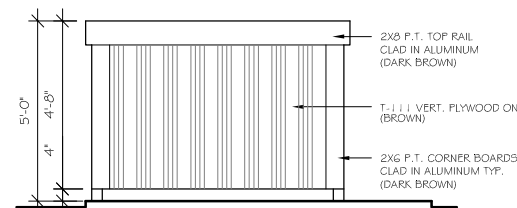
DUMPSTER ENCLOSURE FLOOR PLAN

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2020/DRAWINGS.DWG  
DATE:



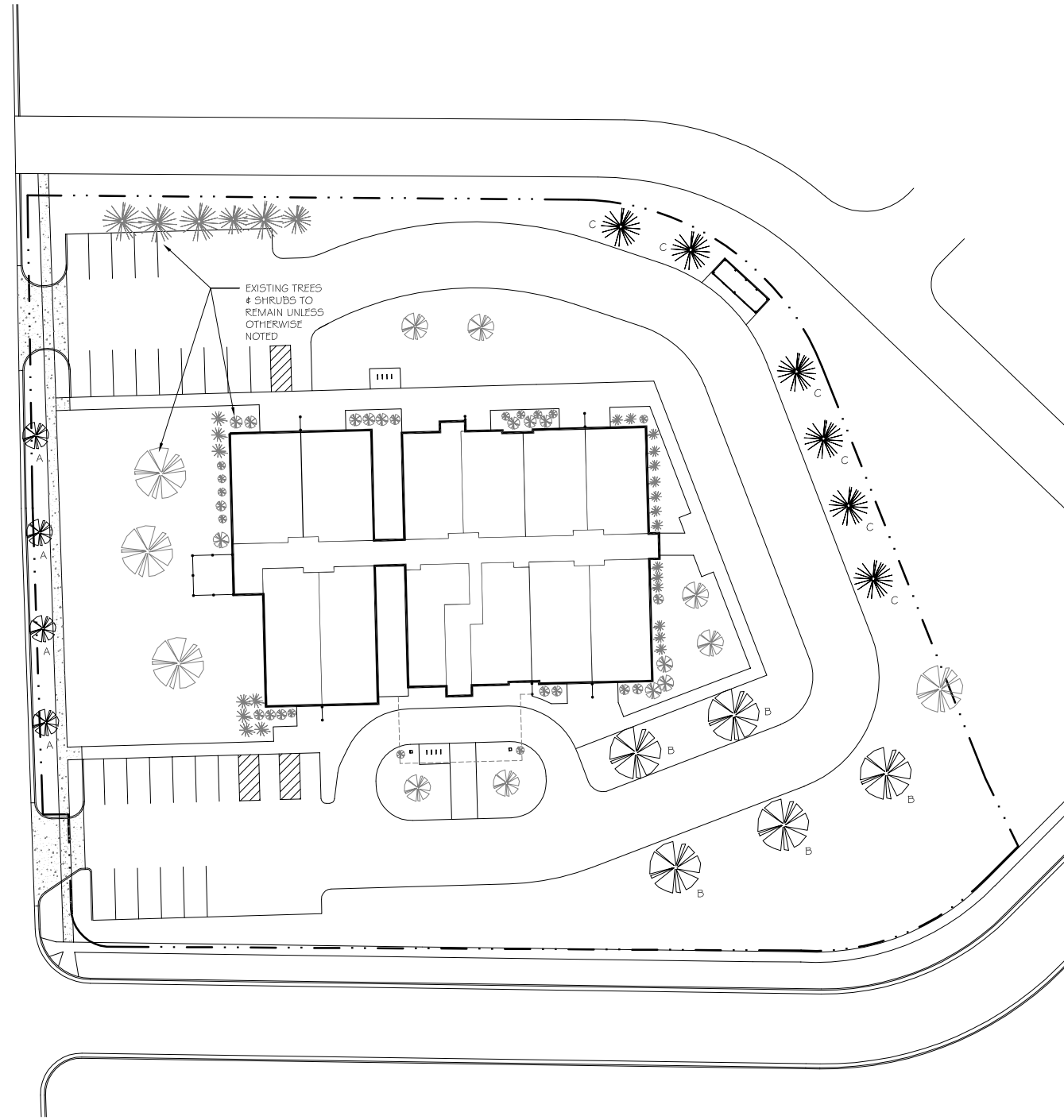
DUMPSTER ENCLOSURE SOUTH ELEVATION (FRONT)

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DATE:



DUMPSTER ENCLOSURE WEST / EAST ELEVATIONS (SIDE)

SCALE: 3/8" = 1'-0"  
2020/DRAWINGS.DWG  
DATE:



LANDSCAPE PLAN

SCALE: 1" = 30'-0"  
2020/DRAWINGS.DWG  
DATE:

500 McMILLEN ST  
500 McMilen Street  
Fort Atkinson, WI 53538

DRAWING NAMES

LANDSCAPE PLAN  
DUMPSTER ENCLOSURE DETAILS

REVISIONS

PROJECT DATA

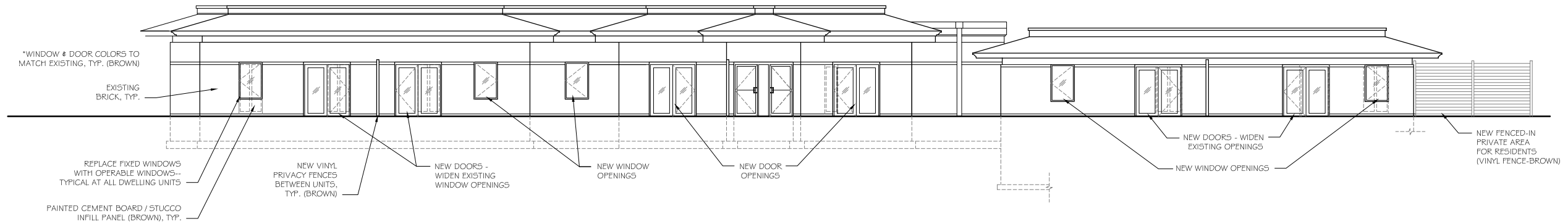
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SP-3  
Page 30 of 67



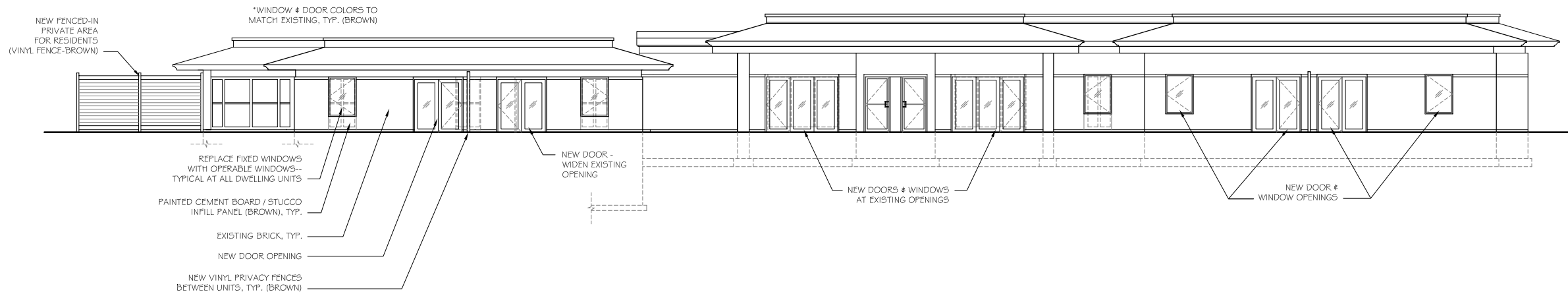
VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.



10 NORTH ELEVATION (REMODEL)  
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20 SOUTH ELEVATION (REMODEL)  
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500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

DRAWING NAMES

ELEVATIONS

REVISIONS

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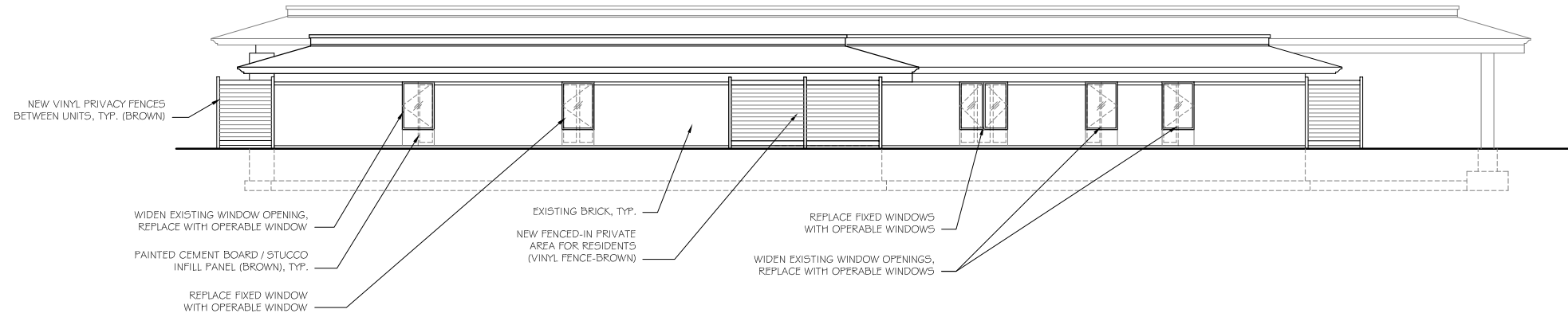
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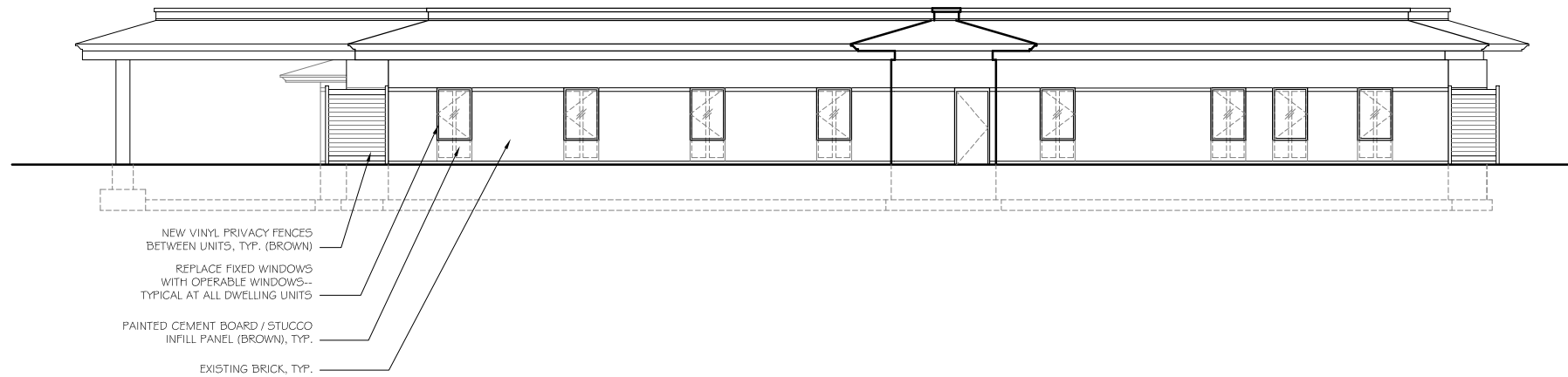
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10 WEST ELEVATION (REMODEL)  
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DATE:



20 EAST ELEVATION (REMODEL)  
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500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

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SHEET NO.

A-3



VERIFY ALL CONDITIONS AND DIMENSIONS ON THE JOB AND NOTIFY THE DESIGN ALLIANCE ARCHITECTS, INC. OF ANY DISCREPANCIES PRIOR TO START.

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DATE:



16  
A4  
EXTERIOR PHOTO  
(EXISTING NORTHEAST FACADE)  
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2020/DRAWINGS.DWG  
DATE:



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(EXISTING NORTHWEST FACADE)  
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2020/DRAWINGS.DWG  
DATE:

500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

DRAWING NAMES

EXTERIOR PHOTOS

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A-4

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EXTERIOR PHOTO  
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500 McMILLEN ST  
500 McMillen Street  
Fort Atkinson, WI 53538

DRAWING NAMES

EXTERIOR PHOTO


REVISIONS


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DATE: 1/21/2025  
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SHEET NO.

A-5

**eDesign Alliance Architects, Inc.**

1003 Madison Avenue  
Fort Atkinson, WI

(920) 563-3404



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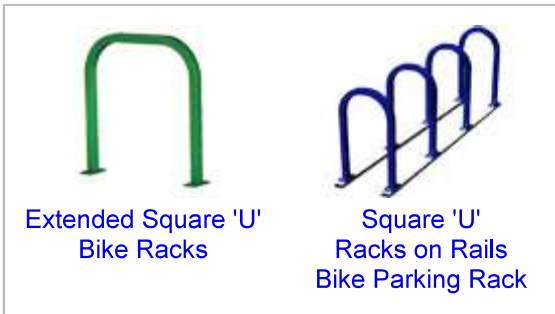
## Square 'U' Rack | Bike Parking Rack



### High Security & Double Support

The sturdy Square 'U' Rack is a superior bike theft deterrent. This bike parking rack uses heavy-duty 2" square steel tubing that makes it impossible to cut with a pipe cutter. The Square 'U' Rack is ideal for bike parking areas where security is a primary concern.

#### Matching Products



Extended Square 'U' Bike Racks

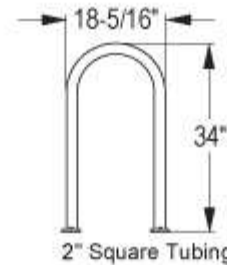
Square 'U' Racks on Rails Bike Parking Rack



Model U200-SF-P | Midnight Blue

Meets Class II guidelines by providing exceptional support for the whole bike, frame and wheel, using just a single U-lock. This bike parking rack supports each bike in a stable upright position and holds up to two bikes, one on each side.

Square 'U' Rack bike rack models are offered in galvanized finish and 3 distinct types of powder-coated finishes; Powder-Coated, and Powder-Coated Stainless Steel, each type are available in the color options as shown. Drop In Anchors available for concrete installation.



### Optional Grout Covers

The 2 piece Grout Cover is the ideal aesthetic solution to conceal in-ground mount insertion point. Galvanized finish racks are paired with Spun Aluminum covers. Powder-Coated finish racks are paired with color matched Powder-Coated Cast Aluminum covers.

#### Galvanized Finish

The hot dip galvanizing process results in an effective corrosion resistant surface with multi-varied spangle appearance.

#### Electro Polished

Electro Polished Stainless Steel finish process produces a superior corrosion resistance and appearance which can be achieved by no other method of surface finishing.



▼ Item Specific Details Available on Linked Model Numbers Below



**Square 'U' Rack Bike Parking Rack | 2" Square Steel Tubing** Qty

U200-IG-G	In-ground Mount	Galvanized		(35 lbs)	\$179.00	<input type="text"/>
GC-200	<b>Optional Grout Covers - 2 Required Per Bike Rack</b>			(1 lbs)	\$35/ea	<input type="checkbox"/>
U200-SF-G	Surface Mount	Galvanized		(36 lbs)	\$209.00	<input type="text"/>
U200-IG-P	In-ground Mount	Powder-Coated	Choose Color ▼	(35 lbs)	\$179.00	<input type="text"/>
GC-200	<b>Optional Grout Covers - 2 Required Per Bike Rack</b>			(1 lbs)	\$35/ea	<input type="checkbox"/>
U200-SF-P	Surface Mount	Powder-Coated	Choose Color ▼	(36 lbs)	\$209.00	<input type="text"/>
U200-IG-ES	In-ground Mount	Electro Polished Stainless Steel		(35 lbs)	\$559.00	<input type="text"/>
U200-SF-ES	Surface Mount	Electro Polished Stainless Steel		(36 lbs)	\$609.00	<input type="text"/>

**Optional Accessories | In-ground Mounts Only** Qty

GC-200	Two Piece Grout Cover	Choose Color ▼	(1 lbs)	\$35.00	<input type="text"/>
--------	-----------------------	----------------	---------	---------	----------------------

**Drop In Anchors** Qty

DA3820-3-Z	Drop In Anchor - 3 Pack	Zinc Plated	(1 lbs)	\$19.00	<input type="text"/>
DA3820-4-Z	Drop In Anchor - 4 Pack	Zinc Plated	(1 lbs)	\$24.00	<input type="text"/>
DA3820-6-Z	Drop In Anchor - 6 Pack	Zinc Plated	(1 lbs)	\$36.00	<input type="text"/>
DA3820-25-Z	Drop In Anchor - 25 Pack	Zinc Plated	(1 lbs)	\$139.00	<input type="text"/>
DA3820-3-S	Drop In Anchor - 3 Pack	Stainless Steel	(1 lbs)	\$22.00	<input type="text"/>
DA3820-4-S	Drop In Anchor - 4 Pack	Stainless Steel	(1 lbs)	\$28.00	<input type="text"/>
DA3820-6-S	Drop In Anchor - 6 Pack	Stainless Steel	(1 lbs)	\$40.00	<input type="text"/>
DA3820-25-S	Drop In Anchor - 25 Pack	Stainless Steel	(1 lbs)	\$161.00	<input type="text"/>

(Prices F.O.B. Origin)

[Bulk Inquiry](#)

## Related Products



Powder-Coated Steel  
Outdoor Trash Cans



'U' Rack  
Bicycle Storage Rack  
1-7/8" & 2-3/8" O.D.



Slim Post Snuffer  
Smoking Receptacle



Ribbed | Modern  
Thermoplastic Coated  
Park Benches

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627 Amersale Drive | Naperville, IL 60563 | (800) 323-5664 | [sales@belson.com](mailto:sales@belson.com)

## Proposed Conditional Use Description for 500 McMillen St

The proposed conditional use is for the development and operation of a multi-family residential apartment building. The project will consist of a 1 story structure containing no more than 20 dwelling units, designed to provide quality housing within the community.

### Type of Activities:

The primary activities will include long-term residential living. Residents will use the apartments as their primary place of residence, with associated daily activities such as entering and exiting the building, accessing common areas, and use of designated amenities. No commercial or industrial activities are proposed as part of this use.

### Buildings and Structures:

The apartment complex will include one main residential building with private dwelling units, interior hallways and stairwells. Common facilities may include a lobby, mail/package room, and a small fitness or community room for resident use. Outdoor features may include landscaped green space, pedestrian walkways, lighting, and bicycle racks. Any accessory structures, such as refuse/recycling enclosures or small storage sheds, will be designed to match the main building in character and materials.

### Off-Street Parking:

Adequate off-street parking will be provided on site to serve residents and guests, consistent with municipal code requirements. Parking will be accommodated through a combination of surface parking spaces and, if applicable, covered or garage spaces. Accessible parking stalls will be provided in compliance with ADA standards. Internal drive aisles and designated entry/exit points will allow safe circulation to and from the public street network.

The proposed development is designed to be compatible with surrounding land uses, to provide needed housing opportunities, and to meet all zoning and development standards required for conditional use approval.


To Whom It May Concern:

As the legal owner of the property located at 500 McMillen, hereby grant permission to A+ Environmental to explore and prepare for the potential conversion of the existing building into a multi-family residential apartment building.

This authorization is for preliminary purposes only and allows A+ Environmental to conduct evaluations, prepare conceptual plans, and submit initial materials to the appropriate municipal and regulatory agencies for review and feedback. This letter does not constitute final approval for construction or conversion, which will be subject to all required permits, zoning approvals, and regulatory compliance.

Please accept this letter as confirmation of my consent for A+ Environmental to act in this preliminary capacity on my behalf.

Sincerely,



Thomas J Tackman



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:** January 27, 2026

**PROPERTY ADDRESS:** W6347 Briar Lane

**PARCEL NUMBER:** 016-0514-1631-017 & 016-0514-1631-018

**OWNER:** Robert Komes

**APPLICANT:** Kristin Belongia

**FILE NUMBER:** CSM-2026-01

**EXISTING ZONING:** R2 (Jefferson County Zoning)

**PROPOSED ZONING:** R2 (Jefferson County Zoning)

**EXISTING LAND USE:** Residential

**REQUESTED USES:** Combine existing parcels

---

### BACKGROUND

The applicant is requesting approval to combine two existing parcels. The subject property is located in the Town of Koshkonong but within the City of Fort Atkinson's three-mile extraterritorial jurisdiction and within the 1.5-mile review area that requires a recommendation from the Plan Commission and final approval by the City Council. The zoning designation of the subject property will remain R-2 under Jefferson County Zoning following the land combination.

---

### REQUEST OVERVIEW

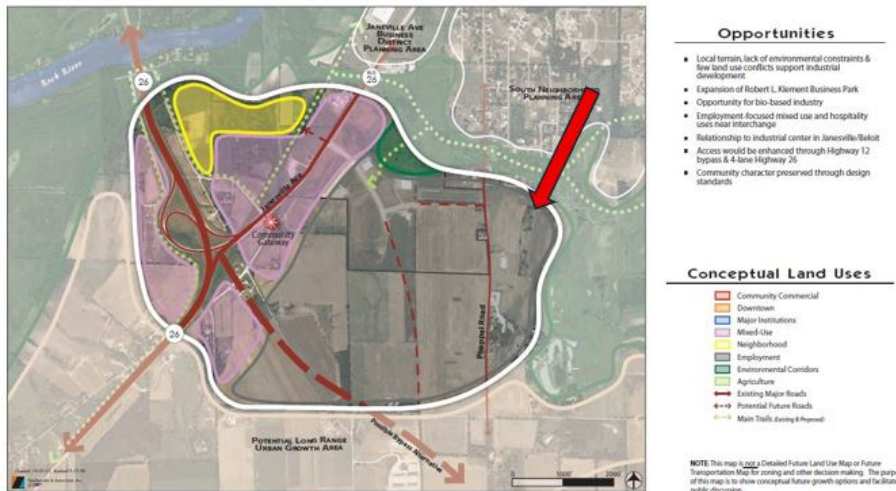
#### [COMPREHENSIVE LAND USE PLAN \(2023-Update\):](#)

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

# SOUTHWEST ECONOMIC OPPORTUNITY DISTRICT PLANNING AREA

FIGURE: 2.21

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



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

**CITY OFFICIAL MAP (2022):** The City's Official Map does not include any improvements on the subject parcel.

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

## DISCUSSION

The subject parcel is located outside the City's designated Long-Range Urban Growth Area. The applicant, Robert Komes, is requesting approval to combine two existing parcels. Staff does not anticipate that the proposed land combination will have any adverse impact on the City's long-range growth or planning objectives. City staff has identified a few minor revisions that must be addressed on the final Certified Survey Map (CSM) prior to execution and recording.

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code:

s. 236.34(1m)(a) **Each Sheet of the Final CSM must be signed, sealed and dated by the Professional Land Surveyor.**

Per Ch. 70 City of Fort Atkinson Land Division and Development Ordinance:

s. 70.06.03 (5) Surveyor's Certificate: **Add the statement that the surveyor has also complied with the provisions of the City of Fort Atkinson and Town of Koshkonong Land Division Ordinances.**

s. 70.06.01(2)(c) Existing and proposed easements. True relationship between the boundary of

property and pedestrian and recreational ways, existing roads, and highways upon which they may border. Identify all recording information. **Show all existing easements, if any.**

s. 70.06.01(2)(g) Setback Lines; All structures are existing and no new structure is proposed. **Staff recommend waiving this requirement**

Staff finds that the proposed Certified Survey Map generally complies with the requirements of the City's Land Division and Development Ordinance, subject to correction of the items identified.

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#### **RECOMMENDATION**

Staff recommends that the Plan Commission recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at W6347 Briar Lane with the corrections noted in the Staff memo.

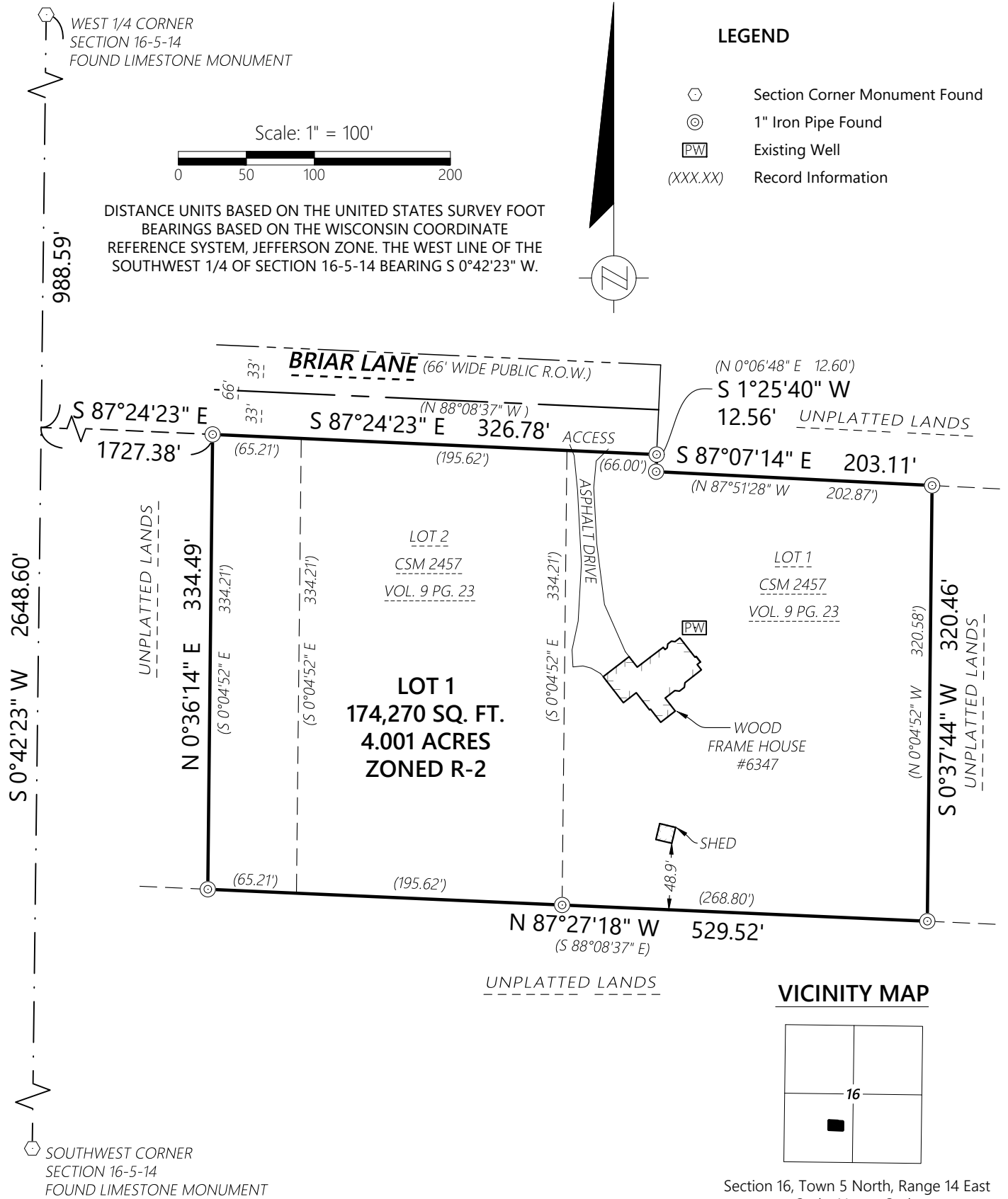
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#### **ATTACHMENTS**

1. Komes CSM\_Updated\_1.6.25
2. Jefferson County Review\_1.12.26
3. 35768 Submittal Letter City of Fort Atkinson
4. 35768 City of Fort Atkinson Application Signed\_Redacted

# CERTIFIED SURVEY MAP

LOTS 1 AND 2 OF CERTIFIED MAP NO. 2457, RECORDED IN VOL. 9 OF CERTIFIED SURVEYS ON PAGE 23, AND UNPLATTED LANDS, LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 16, T.5 N., R. 14 E., OF THE 4TH P.M. TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.



<p><b>ORDER NO: 35768</b></p> <p>FIELD CREW: JLK DRAWN BY: JLK/JPL SHEET 1 OF 4</p>	<p>FOR THE EXCLUSIVE USE OF:</p> <p>Robert &amp; Deborah Komes W6347 Briar Lane Fort Atkinson, WI. 53538</p>	<p><b>Batterman</b> engineers surveyors planners BELOIT   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com</p>	
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File Name: J:\35700 - 35799\35768 - BOS Design\SURVEY\RHB DRAWING FILES

# CERTIFIED SURVEY MAP

LOTS 1 AND 2 OF CERTIFIED MAP NO. 2457, RECORDED IN VOL. 9 OF CERTIFIED SURVEYS ON PAGE 23, AND UNPLATTED LANDS, LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 16, T.5 N., R. 14 E., OF THE 4TH P.M. TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE OF COMPLIANCE WITH STATUTE

State of Wisconsin  
County of Rock

} ss. I, Kristin J. Belongia, a Professional Land Surveyor, do hereby certify that I have surveyed and mapped Lots 1 and 2 of Certified Map No. 2457, recorded in Volume 9 of Certified Surveys on Page 23, and unplatted lands located in the Northeast 1/4 of the Southwest 1/4 of Section 16, T. 5 N., R. 14 E., of the 4th P.M., Town of Koshkonong, Jefferson County, Wisconsin.

**DESCRIBED AS FOLLOWS:** Commencing at a found limestone monument being the West one-quarter corner of said Section 16; thence South 00°42'23" West along the West line of said quarter section a distance of 988.59 feet; thence South 87°24'23" East a distance of 1,727.38 feet to a found 1" iron pipe, also being the Point of Beginning of the lands hereinafter described;

Thence South 87°24'23" East along the South right-of-way line of Briar Lane a distance of 326.78 feet to a found 1" iron pipe on the North line of Lot 1 of Certified Survey Map No. 2457, recorded in Volume 9 of Certified Surveys on Page 23; thence South 01°25'40" West along the North line of said Lot 1 a distance of 12.56 feet to a found 1" iron pipe; thence South 87°07'14" East along the North line of said Lot 1 a distance of 203.11 feet to a found 1" iron pipe; thence South 00°37'44" West along the East line of said Lot 1 a distance of 320.46 feet to a found 1" iron pipe being the Southeast corner thereof; thence North 87°27'18" West along the South line extended of said Lot 1 a distance of 529.52 feet to a found 1" iron pipe; thence North 00°36'14" East a distance of 334.49 feet to the Point of Beginning.

Containing 174,270 square feet (4.001 acres) of land, more or less.

Subject to any easements, agreements, covenants and restrictions, recorded or unrecorded.

That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division and map by the direction of the Owner(s) of said land, and that I have complied fully with the provisions of Section 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the same.

Said lands are located within the extraterritorial plat approval jurisdiction of the City of Fort Atkinson.

Given under my hand and seal this 3rd day of December, 2025 at Beloit, Wisconsin.

Last day of field work November 5th, 2025.

ORDER NO: 35768

FIELD CREW: JLK  
DRAWN BY: JLK/JPL  
SHEET 2 OF 4

FOR THE EXCLUSIVE USE OF:

Robert & Deborah Komes  
W6347 Briar Lane  
Fort Atkinson, WI. 53538

**Batterman**

engineers surveyors planners  
BELOIT | ELKHORN | JANESVILLE  
2857 S. Bartells Dr., Beloit, WI 53511  
608.365.4464 | www.rhbatterman.com



# CERTIFIED SURVEY MAP

LOTS 1 AND 2 OF CERTIFIED MAP NO. 2457, RECORDED IN VOL. 9 OF CERTIFIED SURVEYS ON PAGE 23, AND UNPLATTED LANDS, LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 16, T.5 N., R. 14 E., OF THE 4TH P.M. TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

## OWNER'S CERTIFICATE

I, Robert H. Komes & Deborah A. Komes, Owners of the land described in the foregoing description, do hereby certify that I have caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on the map. I also certify that this map is required to be submitted to the following for approval or objection: Town of Koshkonong.

**WITNESS** the hand and seal of said Owners, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Robert H. Komes, Owner

\_\_\_\_\_  
Deborah A. Komes, Owner

State of Wisconsin  
County of Jefferson

} ss.

Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above-named Robert H. Komes & Deborah A. Komes, to me known to be the person who executed the foregoing certificate and acknowledged the same.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Wisconsin

My Commission Expires \_\_\_\_\_

ORDER NO: 35768

FIELD CREW: JLK  
DRAWN BY: JLK/JPL  
SHEET 3 OF 4

FOR THE EXCLUSIVE USE OF:  
Robert & Deborah Komes  
W6347 Briar Lane  
Fort Atkinson, WI. 53538

**Batterman**  
engineers surveyors planners  
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Approved by the Town Board of the Town of Koshkonong, this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_

Approved by the Planning Commission of the City of Fort Atkinson, this \_\_\_\_ day of \_\_\_\_\_, 2026.


By: \_\_\_\_\_  
Michelle Ebbert, *City Clerk*

Approved by the Jefferson County Zoning Committee, this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_

REGISTER OF DEEDS CERTIFICATE: Received for record this \_\_\_\_ day of \_\_\_\_\_, 2026 at \_\_\_\_ o'clock \_\_.M. and recorded in Volume \_\_\_\_ of Certified Survey Maps of Jefferson County on Page \_\_\_\_\_.

By: \_\_\_\_\_  
Staci Hoffman - Register of Deeds

<p><b>ORDER NO: 35768</b></p> <p>FIELD CREW: JLK DRAWN BY: JLK/JPL SHEET 4 OF 4</p>	<p>FOR THE EXCLUSIVE USE OF: Robert &amp; Deborah Komes W6347 Briar Lane Fort Atkinson, WI. 53538</p>	<p><b>Batterman</b> engineers surveyors planners BELOIT   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com</p>	
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**JEFFERSON COUNTY**  
**WISCONSIN**  
Explore. Thrive. Belong.

**JEFFERSON COUNTY**  
**PLANNING AND DEVELOPMENT DEPARTMENT**  
**ZONING DIVISION**

Room C1040  
311 S Center Ave  
Jefferson, WI 53549

[zoning@jeffersoncountywisc.gov](mailto:zoning@jeffersoncountywisc.gov)  
Phone: 920-674-7130  
Fax 920-674-7525

DATE: January 12, 2026

TO: RH Batterman

FROM: Matt Zangl, Director of Planning and Zoning

RE: Komes Preliminary CSM Review

A handwritten signature in black ink, appearing to be "Zangl", followed by the date "1/12/26".

The County Surveyor and I have reviewed the preliminary CSM prepared for Robert & Deborah Komes, job no. 35768, and have the following comments:

- List the current zoning which is R2.

# JEFFERSON COUNTY

## PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the NE 1/4, SW 1/4 of Section 16, Town 5 N, Range 14 E,  
Town of Koshkonong, Jefferson County, Wisconsin, on Parcel Number(s) 016-0514-1631-017 &  
016-0514-1631-018

Date Submitted: 12/17/2025  
Revised: \_\_\_\_\_

Note to be placed on final CSM

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_

Check for subsequent zoning changes with  
Jefferson County Planning and Zoning Department.

In addition to the info required by Section 236.34 of State  
Statutes, Sec. 15.04(f) of the Jefferson County Land  
Division/Subdivision Ordinance requires that the following be  
shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

Intent and Description of Parcel to be Divided: Lot combination of Lots 1 & 2 CSM 2457 and adjoining unplatted lands.

Surveyor: Kristin J. Belongia  
Address: 2857 S. Bartells Dr.  
City, ST Zip: Beloit, WI 53511  
Phone: 608-365-4464

Rezoning  
 Allowed Division within an Existing Zoning District  
 Survey of Existing Parcel

*1 comment, hold existing zoning*  
**(22)**

Town Board Approval in file Date \_\_\_\_\_  
(Includes Access approval, if applicable)  
County Highway Approval \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)  
Extraterritorial Approval \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)  
County Surveyor Approval Alvin [Signature] Date 12-17-25  
Zoning Office Approval MT [Signature] Date 1/12/26

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549

# JEFFERSON COUNTY

## PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the NE 1/4, SW 1/4 of Section 16, Town 5 N, Range 14 E,  
Town of Koshkonong, Jefferson County, Wisconsin, on Parcel Number(s) 016-0514-1631-017 &  
016-0514-1631-018

Owner: Robert & Deborah Komes

Address: W6347 Brar Lane

City, ST Zip: Fort Atkinson, WI 53538

Phone: 414-573-6087

Surveyor: Kristin J. Belongia

Address: 2857 S. Bartells Dr.

City, ST Zip: Baldt, WI 53511

Phone: 608-365-4464

- Rezoning
- Allowed Division within an Existing Zoning District
- Survey of Existing Parcel

Intent and Description of Parcel to be Divided: Lot combination of Lots 1 & 2 CSM 2457 and adjoining unplatted lands.

Note to be placed on final CSM  
Petition # \_\_\_\_\_ Zoning \_\_\_\_\_  
Check for subsequent zoning changes with  
Jefferson County Planning and Zoning Department.

Date Submitted: 12/17/2025  
Revised: \_\_\_\_\_

In addition to the info required by Section 236.34 of State  
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- Existing buildings, watercourses, drainage ditches and  
other features pertinent to the proper division.
- Location of access to a public road, approved by the  
agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

Town Board Approval Kim Cheney Date 1-7-26  
(Includes Access approval if applicable)

County Highway Approval \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

Extraterritorial Approval \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

County Surveyor Approval \_\_\_\_\_ Date \_\_\_\_\_

Zoning Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Please submit four copies to Jefferson County Planning & Zoning, 311 S Center Ave. Room 201, Jefferson, WI 53549



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## SURVEYOR'S CERTIFICATE OF COMPLIANCE WITH STATUTE

*State of Wisconsin*  
*County of Rock* } ss. I, Kristin J. Belongia, a Professional Land Surveyor, do hereby certify that I have surveyed and mapped Lots 1 and 2 of Certified Map No. 2457, recorded in Volume 9 of Certified Surveys on Page 23, and unplatted lands located in the Northeast 1/4 of the Southwest 1/4 of Section 16, T. 5 N., R. 14 E., of the 4th P.M., Town of Koshkonong, Jefferson County, Wisconsin.

**DESCRIBED AS FOLLOWS:** Commencing at a found limestone monument being the West one-quarter corner of said Section 16; thence South 00°42'23" West along the West line of said quarter section a distance of 988.59 feet;thence South 87°24'23" East a distance of 1,727.38 feet to a found 1" iron pipe, also being the Point of Beginning of the lands hereinafter described;

Thence South 87°24'23" East along the South right-of-way line of Briar Lane a distance of 326.78 feet to a found 1" iron pipe on the North line of Lot 1 of Certified Survey Map No. 2457, recorded in Volume 9 of Certified Surveys on Page 23; thence South 01°25'40" West along the North line of said Lot 1 a distance of 12.56 feet to a found 1" iron pipe; thence South 87°07'14" East along the North line of said Lot 1 a distance of 203.11 feet to a found 1" iron pipe; thence South 00°37'44" West along the East line of said Lot 1 a distance of 320.46 feet to a found 1" iron pipe being the Southeast corner thereof; thence North 87°27'18" West along the South line extended of said Lot 1 a distance of 529.52 feet to a found 1" iron pipe; thence North 00°36'14" East a distance of 334.49 feet to the Point of Beginning.

Containing 174,270 square feet (4.001 acres) of land, more or less.

Subject to any easements, agreements, covenants and restrictions, recorded or unrecorded.

That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division and map by the direction of the Owner(s) of said land, and that I have compiled fully with the provisions of Section 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the same.

Said lands are located within the extraterritorial plat approval jurisdiction of the City of Fort Atkinson.

Given under my hand and seal this 3rd day of December, 2025 at Beloit, Wisconsin.

Last day of field work November 5th, 2025.

<b>ORDER NO: 35768</b> FIELD CREW: JLK DRAWN BY: JLK/JPL SHEET 2 OF 4	FOR THE EXCLUSIVE USE OF: Robert & Deborah Komes W6347 Briar Lane Fort Atkinson, WI. 53538	 <b>Batterman</b> engineers surveyors planners BELoit   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com	
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# CERTIFIED SURVEY MAP

LOTS 1 AND 2 OF CERTIFIED MAP NO. 2457, RECORDED IN VOL. 9 OF CERTIFIED SURVEYS ON PAGE 23, AND UNPLATTED LANDS, LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 16, T.5 N., R. 14 E., OF THE 4TH P.M. TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

## OWNER'S CERTIFICATE

I, Robert H. Komes & Deborah A. Komes, Owners of the land described in the foregoing description, do hereby certify that I have caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on the map. I also certify that this map is required to be submitted to the following for approval or objection: Town of Koshkonong.

**WITNESS** the hand and seal of said Owners, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Robert H. Komes, Owner



\_\_\_\_\_  
Deborah A. Komes, Owner

*State of Wisconsin  
County of Jefferson*

} ss. Personally came before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above-named Robert H. Komes & Deborah A. Komes, to me known to be the person who executed the foregoing certificate and acknowledged the same.

\_\_\_\_\_  
*Notary Public, \_\_\_\_\_ County, Wisconsin*

My Commission Expires \_\_\_\_\_

<b>ORDER NO: 35768</b> FIELD CREW: JLK DRAWN BY: JK/JPL SHEET 3 OF 4	FOR THE EXCLUSIVE USE OF: Robert & Deborah Komes W6347 Bihar Lane Fort Atkinson, WI, 53538	 <b>Batterman</b> engineers surveyors planners BELOIT   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com	
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# CERTIFIED SURVEY MAP

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Approved by the Town Board of the Town of Koshkonong, this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_

Approved by the Planning Commission of the City of Fort Atkinson, this \_\_\_\_ day of \_\_\_\_\_, 2026.


By: \_\_\_\_\_  
Michelle Ebbert, City Clerk

Approved by the Jefferson County Zoning Committee, this \_\_\_\_ day of \_\_\_\_\_, 2026.

By: \_\_\_\_\_

REGISTER OF DEEDS CERTIFICATE: Received for record this \_\_\_\_ day of \_\_\_\_\_, 2026 at \_\_\_\_ o'clock \_\_M. and recorded in Volume \_\_\_\_ of Certified Survey Maps of Jefferson County on Page \_\_\_\_\_.

By: \_\_\_\_\_  
Staci Hoffman - Register of Deeds

<b>ORDER NO: 35768</b> FIELD CREW: JLK DRAWN BY: JLK/PL SHEET 4 OF 4	<i>FOR THE EXCLUSIVE USE OF:</i> Robert & Deborah Kommes W6347 Briar Lane Fort Atkinson, WI, 53538	<b>Batterman</b> engineers surveyors planners BELoit   ELKHORN   JANESVILLE 2857 S. Bartells Dr., Beloit, WI 53511 608.365.4464   www.rhbatterman.com	
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December 15<sup>th</sup>, 2025

City of Fort Atkinson City Hall  
City Manager – Rebecca Houseman  
101 N. Main Street  
Fort Atkinson, WI 53538  
(920) 397-9901

Re: Land Combination (Certified Survey Map)  
RHB Project #35768

Dear Rebecca Houseman:

Attached please find an application for a Land Combination for a 1-Lot Certified Survey Map to be reviewed at your January 14<sup>th</sup>, 2026 Plan Commission meeting and subsequent City Council meeting.

Our client, Robert H. Komes currently owns Parcel(s) 016-0514-1631-017 & 016-0514-1631-018. The purpose of this land division is to combine two existing lots into one lot.

Concurrently, the same application will also be submitted to Jefferson County Planning and Development.

If you have any questions or need any additional information, please let us know. My e-mail address is [kbelongia@rhbatterman.com](mailto:kbelongia@rhbatterman.com) and office phone number is (608) 365-4464. Thank you in advance.

**R. H. BATTERMAN & CO., INC.**  
Engineers - Surveyors – Planners

Kristin J. Belongia, P.L.S.





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

### City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

Applicant Name: [REDACTED] (if applicable): Kristin J. Belongia (RH Batterman)

Phone number: [REDACTED] Email: [REDACTED]

OWNER Name, company, and client (if applicable): Robert & Deborah Komes

W6347 Briar Lane, Fort Atkinson, WI 53538

Phone number: [REDACTED] Email: [REDACTED]

Postal address for proposed CSM: W6347 Briar Lane, Fort Atkinson, WI 53538

Parcel Identification Numbers Involved: 016-0514-1631-017 & 016-0514-1631-018

Brief description of proposed division or combination and purpose: Combine existing parcels.

#### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- A map of the subject property to scale depicting:
  - All lands and boundaries for the parcel(s)
  - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - All lot dimensions of the subject property.
  - A graphic scale and a north arrow.
- Legal Description
- All easements, setbacks or land restrictions on the parcel(s)



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

■ **Process Checklist**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Application fee of \$100 plus \$10 per additional lot received by City Treasurer<br>(Maximum \$500) | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator                                      | Date: _____ |
| <input type="checkbox"/> City Staff Review   | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation   | Date: _____ |
| <input type="checkbox"/> City Council review and action  | Date: _____ |

Dated this 16<sup>th</sup> day of December, 20 25

Respectfully submitted,

Kristin J. Behre  
(Signature of Applicant)



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:** January 27, 2026  
**PROPERTY ADDRESS:** N1873 US Hwy 12  
**PARCEL NUMBER:** 016-0514-1031-003  
**OWNER:** Joseph Jones  
**APPLICANT:** Wisconsin Mapping

**FILE NUMBER:** CSM-2026-02  
**EXISTING ZONING:** R2 (Jefferson County Zoning)  
**PROPOSED ZONING:** R2 (Jefferson County Zoning)  
**EXISTING LAND USE:** Residential  
**REQUESTED USES:** Divide a 1.4-acre parcel

---

### **BACKGROUND**

The property owner is proposing to divide an approximately 1.4-acre parcel containing an existing residence and outbuildings from a larger 7-acre parcel for the purpose of sale. The subject property is located in the Town of Koshkonong and within the City of Fort Atkinson's three-mile extraterritorial jurisdiction and within the 1.5-mile review area that requires a recommendation from the Plan Commission and final approval by the City Council. The zoning designation of the subject property is R-2 and will remain unchanged as part of the proposed land division.

---

### **REQUEST OVERVIEW**

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

The [Future Land Use](#) map indicates this area is in the Whitewater Ave. Corridor Planning Area. Defined as opportunities for improved development of character, mixed use in response to future redesign of Highway 12, focused commercial at intersections, access control and consolidation and as a community gateway at Hackbarth Road.

# WHITEWATER AVENUE CORRIDOR PLANNING AREA

FIGURE: 2.20

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



City staff find that the proposed Certified Survey Map for the parcel zoned R2 is consistent with the goals of the Comprehensive Plan.

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

---

## DISCUSSION

Joseph Jones is requesting approval to divide an approximately 1.4-acre parcel containing an existing residence and outbuildings from a larger 7-acre parcel for the purpose of sale. Staff does not anticipate that the proposed land division will negatively impact the City's long-range growth plans.

Staff notes that the existing parcel is subject to a deferred special assessment that becomes due at the time of annexation. The special assessment was established in conjunction with the installation of City water and sanitary sewer along Whitewater Avenue, which was constructed to serve the Highland Heights Subdivision. The assessment amount is calculated based on the linear frontage along Whitewater Avenue.

The proposed Lot 1 will encompass the entire existing street frontage along Whitewater Avenue. As a result, the full amount of the deferred special assessment will transfer to and be borne by the newly created parcel at the time of annexation. The total street frontage for the existing parcel and proposed Lot 1 is 306.55 linear feet. The sanitary sewer assessment is \$64.00 per linear foot, totaling \$19,619.20, payable to the City upon annexation. The water service assessment is \$59.36 per linear foot, totaling \$18,196.81, payable to J & J Enterprises upon annexation.

City staff has communicated the existence and implications of the deferred special assessment to the current property owners, the project surveyor, and Jefferson County Zoning, with the intent that prospective purchasers of the proposed Lot 1 are fully informed. At this time, the City does not have a mechanism to require additional recording or documentation of the deferred special assessment beyond this disclosure.

City Staff also recognized two minor map adjustments that should be addressed.

s. 70.06.01(2)(c) Existing and proposed easements. True relationship between the boundary of property and pedestrian and recreational ways, existing roads, and highways upon which they may border. Identify all recording information. **Show all existing easements, if any.**

s. 70.06.01(2)(g) Setback Lines; **Staff recommend waiving this requirement until such time that development of the site is proposed.**

Staff finds that the proposed Certified Survey Map generally complies with the requirements of the City’s Land Division and Development Ordinance, subject to correction of the items identified.

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**RECOMMENDATION**

Staff recommends that the Plan Commission recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at W6347 Briar Lane with the corrections noted in the Staff memo.

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**ATTACHMENTS**

- 1. Application\_Redacted
- 2. Jefferson County Preliminary CSM
- 3. Jones CSM\_Revised\_1.19.26





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

### City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): DAVID BIESOP

WISCONSIN MAPPING LLC

Phone number: [REDACTED] Email: [REDACTED]

OWNER Name, company, and client (if applicable): Joseph Jones

Phone number: [REDACTED] Email: [REDACTED]

Postal address for proposed CSM: 11873 US# 12

Parcel Identification Numbers Involved: 016-0514-1031-003

Brief description of proposed division or combination and purpose: \_\_\_\_\_

Intent is to divide a 1.4 acre parcel containing home and outbuildings

from a 7 acre parcel. Parcel is in the Town of Koshkonong

and is zoned R-2

#### I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- A map of the subject property to scale depicting:
  - All lands and boundaries for the parcel(s)
  - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - All lot dimensions of the subject property.
  - A graphic scale and a north arrow.
- Legal Description
- All easements, setbacks or land restrictions on the parcel(s)

*Certified Survey Map Review*

*Page 1 of 2*




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

**II Process Checklist**

- Application fee of \$100 plus \$10 per additional lot received by City Treasurer (Maximum \$500)      Date: \_\_\_\_\_
- Receipt of complete application packet by Zoning Administrator      Date: \_\_\_\_\_
- City Staff Review      Date: \_\_\_\_\_
- Plan Commission Public Hearing, review and recommendation      Date: \_\_\_\_\_
- City Council review and action

Dated this 28 day of December, 20 25

Respectfully submitted,

 for Joseph Jones  
\_\_\_\_\_  
(Signature of Applicant)

# JEFFERSON COUNTY PRELIMINARY REVIEW FOR CERTIFIED SURVEY

A division of land located in the NE 1/4, SW 1/4, of Section 10, Town 05 N, Range 14 E,  
Town of KOSHKONONG, Jefferson County, Wisconsin, on parcel Number(s) 016-0514-1031-003

Owner: JOSEPH F JONES TRUST  
Address: N1895 US HIGHWAY 12  
City, ST Zip: FORT ATKINSON, WI. 53538  
Phone: 920-988-7291

Surveyor: Wisconsin Mapping  
Address: 306 West Quarry Street  
City, Zip: Deerfield, WI 53531  
Phone: 608-764-6602

- Rezoning
- Allowed Division within an Existing Zoning District
- Survey of Existing Parcel

Date Submitted: \_\_\_\_\_  
Revised: \_\_\_\_\_

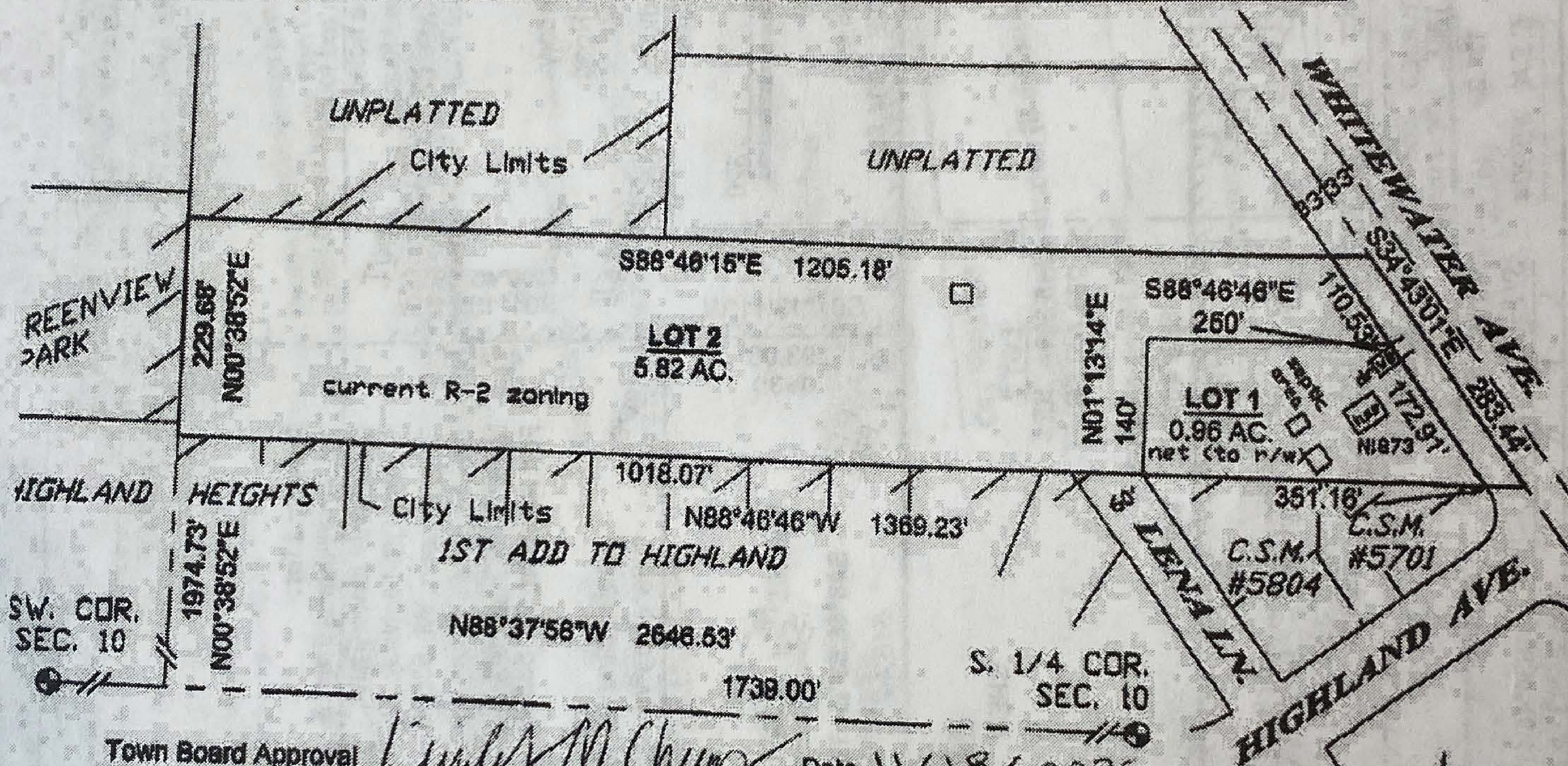
Note to Be Placed on Final CSM:

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_  
Check for subsequent zoning changes with  
Jefferson County Planning and Zoning Department

In addition to the info required by Section 238.34 of State  
Statutes, Sec. 18(f) of the Jefferson County Land  
Division/Subdivision Ordinance requires that the following be  
shown:

- Existing buildings, watercourses, drainage ditches and other features pertinent to the proper division.
- Location of access to a public road, approved by the agency having jurisdiction over the road.
- All lands reserved for future public acquisition.
- Date of the map
- Graphic Scale

Intent and Description of Parcel to be Divided Intent is to divide home and out building area from main parcel, for sale



Town Board Approval [Signature] Date 11/18/2025  
(Includes Access approval if applicable)  
County Highway Approval [Signature] Date \_\_\_\_\_  
(If applicable)  
Extraterritorial Approval check w/ city Date \_\_\_\_\_  
(If applicable)  
County Surveyor Approval [Signature] Date 11-19-25  
Zoning Office Approval [Signature] Date 11/20/25

Please submit four copies to Jefferson County Planning & Zoning, 311 SA, Center Ave., Room 201, Jefferson, WI 53449

Scale: 1"=200'

# Certified Survey Map

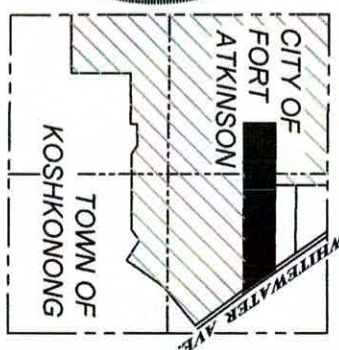
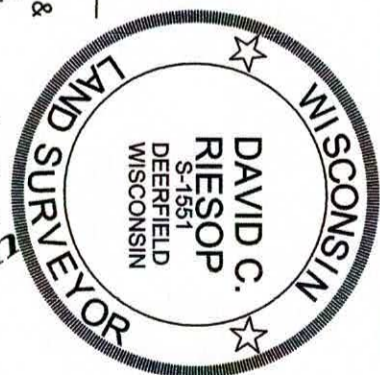
PART OF THE NE 1/4 OF THE SW 1/4 & THE NW 1/4 OF THE SW 1/4 OF SECTION 10, T.5N., R.14E., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.



Legend:

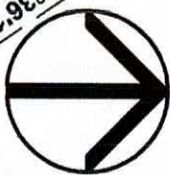
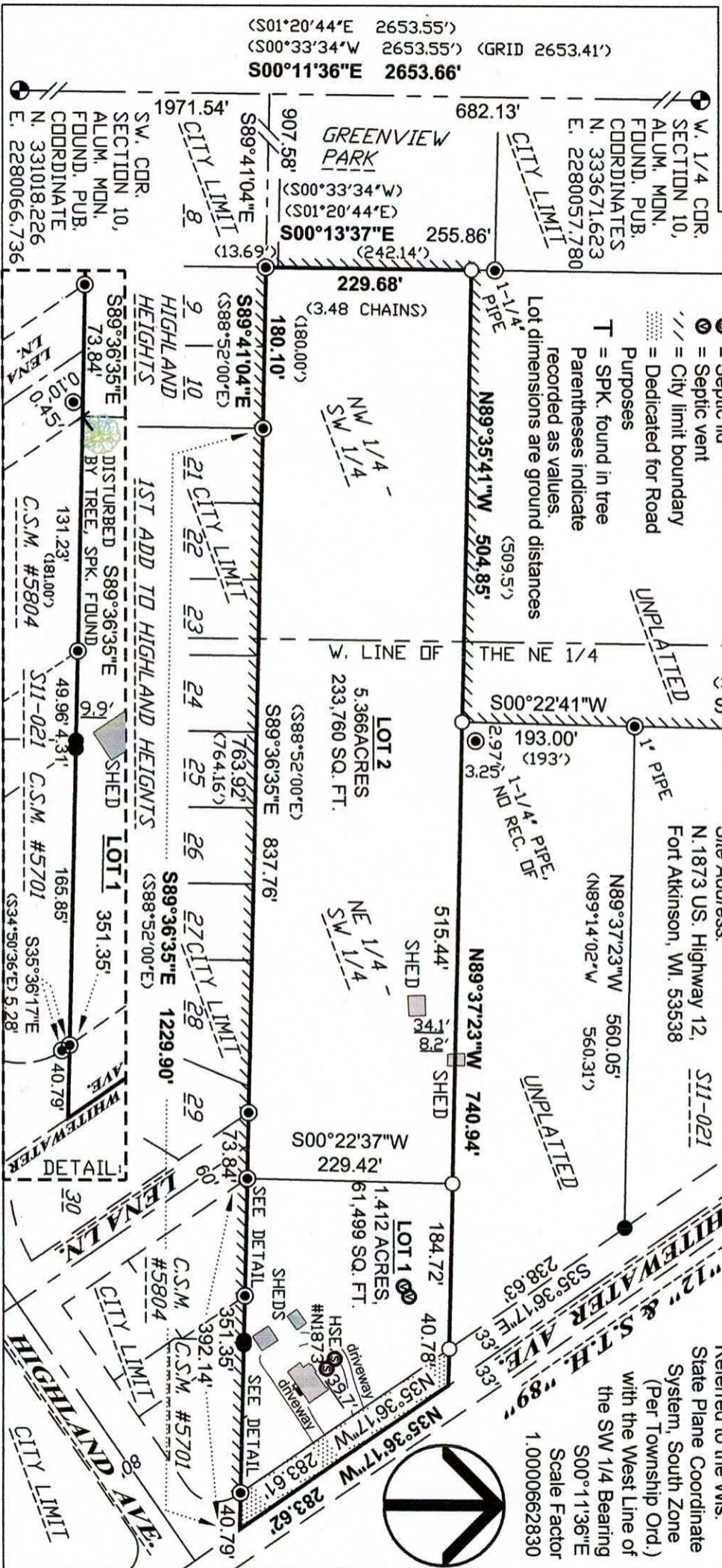
- = 1-1/4" dia. iron rod found unless otherwise noted
  - = 3/4" dia. iron rod found
  - = 3/4" X 18" rebar set 1.5lbs. per Lineal Foot
  - ⊙ = Septic lid
  - ⊕ = Septic vent
  - = City limit boundary
  - /// = Dedicated for Road Purposes
  - T = SPK. found in tree
- Parenttheses indicate recorded as values.  
Lot dimensions are ground distances

Prepared for:  
Joseph F. Jones Trust &  
Barbara J. Jones Trust,  
N.1895 US. Highway 12,  
Fort Atkinson, WI. 53538  
Site Address:  
N.1873 US. Highway 12,  
Fort Atkinson, WI. 53538



Vicinity Map  
SW 1/4, Sec. 10-5-4  
Scale 1" = 2000'

Referred to the Wis.  
State Plane Coordinate  
System, South Zone  
(Per Township Ord.)  
with the West Line of  
the SW 1/4 Bearing  
S00°1'13.6"E  
Scale Factor  
1.0000662830



**Wisconsin Mapping, LLC**  
\* surveying and mapping services  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

Dwg. No. 6481-25 Date 11/24/2025  
Sheet 1 of 2 rev. State Plane, 1/20/26  
Document No. \_\_\_\_\_  
C. S. M. No. \_\_\_\_\_ V. \_\_\_\_\_ P. \_\_\_\_\_

# Certified Survey Map

PART OF THE NE 1/4 OF THE SW 1/4 & THE NW 1/4 OF THE SW 1/4 OF SECTION 10, T.5N., R.14E., TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

### Owner's Certificate

As owner I hereby certify that I have caused the land described on this certified survey to be surveyed, divided, and mapped and dedicated as represented on this certified survey map.

Joseph F. Jones Trust and/or Barbara J. Jones Revocable trust by ;

\_\_\_\_\_  
Joseph F. Jones, Trustee

\_\_\_\_\_  
Barbara J. Jones, Trustee

STATE OF WISCONSIN)  
COUNTY OF JEFFERSON )ss.

Personally came before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the above named owners to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Jefferson County, Wisconsin  
my commission expires, \_\_\_\_\_.

### Surveyor's Certificate

I hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the Town of Koshkonong, the City of Fort Atkinson, and the County of Jefferson, and by the direction of Joseph F, Jones, I have surveyed, divided and mapped the lands described hereon, and that such map correctly represents the exterior boundaries of the lands surveyed and its subdivision thereof, and that this land is located within and more fully described to wit:

Part of the NE 1/4 of the SW 1/4 & the NW 1/4 of the SW 1/4 of Section 10, T.5N., R.14E., Town of Koshkonong, Jefferson County, Wisconsin, described as follows:

Commencing at the W 1/4 corner of Section 10; thence S00°11'36"E along the West line of the SW 1/4, 682.13 feet; thence S89°41'04"E, 907.58 feet to the Northwest corner of Lot 9 of the plat of Highland Heights and the point of beginning; thence continue S89°41'04"E, 180.10 feet to the Northwest corner of First Addition to Highland Heights; thence S89°36'35"E along the North line of said plat and the North lines of Certified Survey Maps 5804 and 5701, 1229.90 feet to the centerline of Whitewater Avenue; thence N35°36'17"W along said centerline, 283.62 feet; thence N89°37'23"W, 740.94 feet; thence N89°35'41"W, 504.85 feet to the East line of the plat of Greenview Park; thence S00°13'37"E, 229.68 feet to the point of beginning. The above described containing 6.993 acres or 304,614 square feet, being subject to the dedication of Whitewater Avenue as mapped hereon.

\_\_\_\_\_  
David C. Riesop S-1551

### Township Approval

I hereby certify that this Certified Survey Map was approved by the Town Board of the Town of Koshkonong on \_\_\_\_\_, 20\_\_\_, and the public highway dedication as designated hereon is hereby acknowledged and accepted by the Town of Koshkonong.

\_\_\_\_\_  
Town Chairman

### City Manager Resolution

Resolved that this Certified Survey Map, Joseph F. Jones Trust and Barbara J. Jones Trust as owner was approved for recording by City Plan Commission and Common Council action.

\_\_\_\_\_  
City Manager      Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

### County Approval

Approved for recording per Jefferson County Planning and Zoning Committee.

\_\_\_\_\_  
Matt Zangl, Authorized Representative



## Wisconsin Mapping, LLC

\* surveying and mapping services  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

Dwg. No. 6481-25      Date 11/24/2025  
Sheet 2 of 2      rev. 1/20/26  
Document No. \_\_\_\_\_  
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City, ST Zip: FORT ATKINSON, WI. 53538  
Phone: 920-988-7291

Date Submitted: \_\_\_\_\_  
Revised: \_\_\_\_\_

Note to Be Placed on Final CSM: \_\_\_\_\_

Petition # \_\_\_\_\_ Zoning \_\_\_\_\_  
Check for subsequent zoning changes with  
Jefferson County Planning and Zoning Department

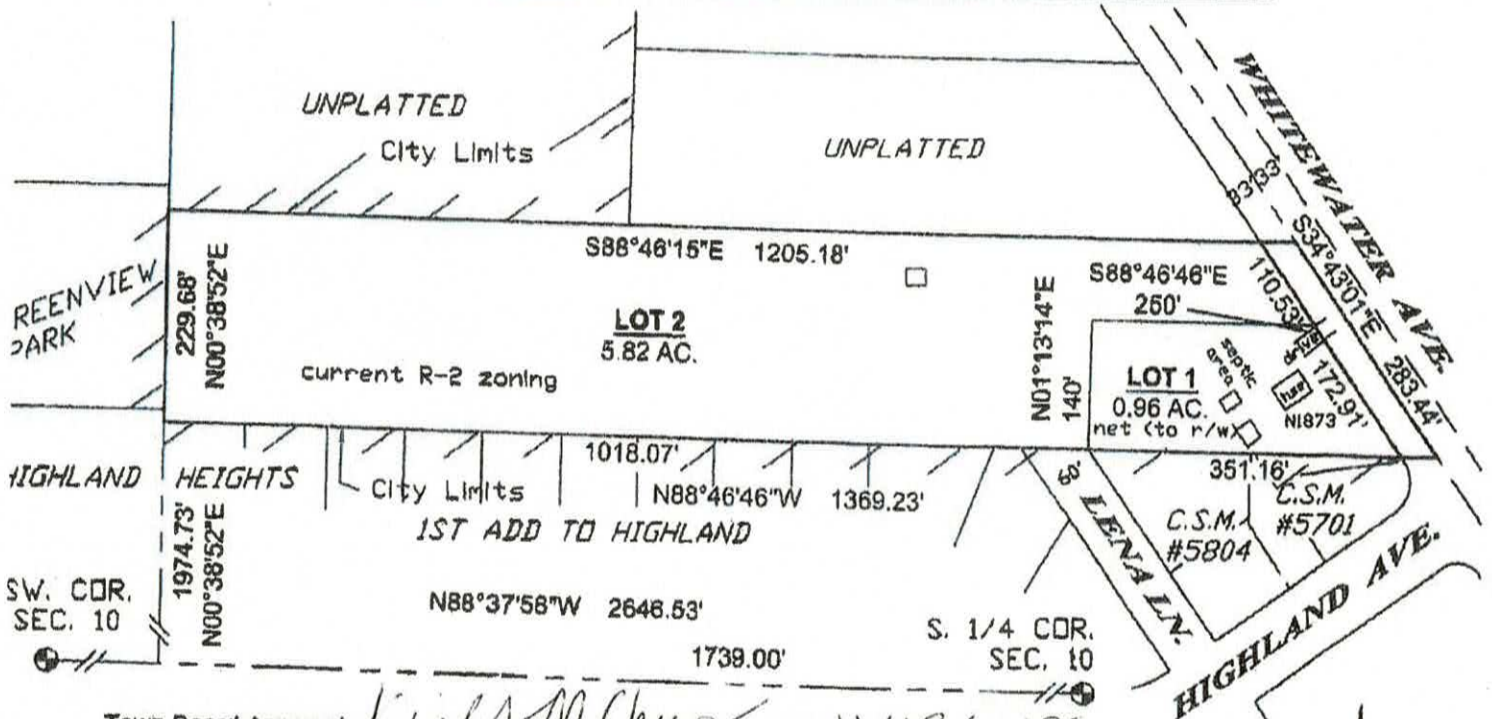
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Division/Subdivision Ordinance requires that the following be  
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 Allowed Division within an Existing Zoning District  
 Survey of Existing Parcel

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Town Board Approval Lindsey M Cherry Date 11/18/2025  
(Includes Access approval if applicable)  
County Highway Approval Patricia Pot Date \_\_\_\_\_  
(if applicable)  
Extraterritorial Approval check w/ city Date \_\_\_\_\_  
(if applicable)  
County Surveyor Approval Chris Lantz Date 11-19-25  
Zoning Office Approval Mr Z Date 11/20/25



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Scale : 1"=200'