



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JANUARY 27, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:00 pm.

2. Roll call

Present: Commissioners Ciccarelli, Kessenich, Shull, Director of Public Works Navin and Chairperson Manager Houseman. Also present: City Attorney, City Clerk/Treasurer and Director of Neighborhood Services.

Council Rep Schultz,

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)*

Kessenich moved, seconded by Ciccarelli to approve the minutes of the January 13, 2026 Plan Commission meeting with amendments noted below. Motion carried.

Kessenich questioned the elevations for the doors and windows to ensure that the CAD drawings matched the originally provided sketch. The CAD drawing ~~resembles~~ depicts doublehung windows and floor-to-ceiling windows, versus depicting French doors/sliding doors, and casement windows on the sketch.

*b. Review and possible action relating to a Conveyance **of an Easement to TDS Metrocom, LLC** (Navin, Director of Public Works)*

Director Navin stated that 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. 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.

Kessenich moved, seconded by Ciccarelli to recommend the City Council approve the conveyance of the requested easement to TDS on the subject property. Motion carried.

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)*

Director Draeger presented 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. 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 Page 19 of 67 new housing units, will provide a clear community benefit and positively contribute to the surrounding area. Draeger noted the permitted parking was requested for 28 stalls.

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.
- 6) Allowance of 28 parking spaces.

Chairperson Manager Houseman moved, seconded by Shull to approve the Conditional Use Permit relating to a request for a senior apartment building to be located at 500 McMillen Street in the Institutional (I) Zoning District subject to the conditions noted in the staff report.

Ciccarelli shared support of this project and details on edits he added on his copy of the site plan that pertained to the east and west sides of the building to allow for future

expansions, sidewalk connections, etc. Houseman stated the suggestions could be shared with the developer for potential future renovations or expansions, however at this time the project is requested to be approve as submitted.

Motion carried.

- 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)*
- Director Draeger shared that 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. 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.

Kessenich moved, seconded by Ciccarelli to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at W6347 Briar Lane in the Town of Koshkonong subject to conditions noted in the Staff report. Motion carried.

- 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)
Director Draeger discussed that 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. 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.

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.

It was confirmed that access to the remaining parcel would be through the current dead-end of Lena Lane, which would require improvements for future use.

Cicareelli moved, seconded by Shull to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N1873 US Hwy 12 in the Town of Koshkonong subject to conditions noted in the Staff report. Motion carried.

- f. Update on previously approved projects (Houseman)*
None at this time.

4. Adjournment

Kessenich moved, seconded by Shull to adjourn. Meeting is adjourned at 4:29 pm.

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

