



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, APRIL 9, 2024 – 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: Commission members Gray, Highfield, Kessenich, Councilman Schultz, Engineer Selle and Manager Houseman. Also present: City Clerk/Treasurer and City Attorney.

Absent: Commission Shull.

3. New Business

*a. Review and possible action relating to the minutes of the **March 12, 2024, regular Plan Commission meeting***

Cm. Highfield moved, seconded by Cm Gray to approve the minutes of the March 12, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review for Opportunities Inc., for the property located at 201 East Cramer Street (SPR-2024-01) (Selle)***

Engineer Selle reviewed the Site Plan Review for Opportunities, Inc. whom owns two parcels that make up the existing site: 1) 13.5-acre property where the existing two buildings are located and 2) 1.5-acre property where the existing south parking lot is located. There are currently two buildings on the larger parcel that total 172,060 square feet. Currently, site access comes from three different locations: 1) off of Jefferson Street serving the northern portion of the site, 2) off of Jefferson Street serving the southern portion of the site, and 3) off of Cramer Street serving the southern portion of the site. The proposed development impacts approximately 3 acres on the southeast corner of the site (corner of Jefferson Street and Cramer Street). This includes a 53,620 square foot building addition to the existing 60,060 square foot eastern building and 31,090 square feet of new paved area. No changes are proposed to the access drive off of Cramer Street or the northern access point off of Jefferson Street. Both access points also include a gate system today. However, the proposal includes removal of the southern Jefferson Street access point to accommodate the building addition. Other components of the Site Plan

include a new stormwater detention area at the southeast corner of the lot, facing Cramer Street, relocated Page 5 of 132 drive isle gate system (further south), new truck loading docks, landscaping, exterior lighting, and new paved areas along the western side of the building addition and within the exiting paved area north of the existing parking area.

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

- Waive the requirement for minimum bicycle parking stalls. The majority of people at the facility are dropped off by vehicle.
- Waive the requirements for curbing along the southern edge of the new paved area between the existing drive isle connected to Cramer Street and the building addition (industrial uses must have curbing in the front yard) to accommodate the stormwater management plans.
- Accept the landscaping plan as shown with the required total number of points being exceeded, even though the total building foundation landscaping points do not meet the minimum required.
- Plan Commission discussion and determination on the appropriate building material design around the southeast corner of the structure utilizing the brick veneer with the grade changes that occur between the south and east sides of the proposed building addition.
- Require the applicant to provide information on any proposed exterior mechanical and their locations to ensure they meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Require the applicant to provide signage plans (if desired) that meet the requirements of the Zoning Ordinance, subject to approval by City staff.
- Any other recommendations of City staff and the Plan Commission.

Boyd Coleman, spoke on behalf of Opportunities and discussed the color of the buildings and veneer that will compliment the existing structure.

Gray moved, seconded by Kessenich to approve the Site Plan Review for Opportunities, Inc with the conditions outlined in the Staff Report and recommends approval of the proposed facade noted within the site plan submittal.. Motion carried.

c. *Review and possible action relating to a **CSM for Opportunties Inc., for the property located at 201 East Cramer Street (CSM-2024-02)***

Engineer Selle presented the proposed Certified Survey Map that is planned to combine the two existing parcels into one because they are under the same ownership and used jointly for the company's operations. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one and the new singular lot meets the minimum standards associated with the Medium Industrial zoning district.

The following conditions are placed on the approval of the CSM, with an explanation

developed further below.

1. Permanent easements for the existing and proposed stormwater facilities must be placed on the CSM and reference the existing and proposed stormwater maintenance agreements to be recorded for each facility.
2. The four parcels owned by Opportunities on the south side of Cramer should be combined into two parcels. One should be composed of 32-003 and 32-004 and a second composed of 32-004 and 32-005. This can likely be accomplished by Quit Claim Deed, given common ownership.
3. A permanent easement for parking and parking lot maintenance should be added to the CSM for the benefit of the new parcel created on the South side of Cramer St (west building) and noted in #2 above.

City staff recommends approval of the Certified Survey Map, subject to the following conditions:

- Staff review of the permanent parking easement for the benefit of the 100 E Cramer parcel to be recorded with the CSM as noted above.
- The addition of stormwater easements on the CSM for the existing and proposed stormwater basins.
- The combining of the four parcels on the south side of Cramer St into two.
- Any other recommendations from City staff and the Plan Commission.

Gray moved, seconded by Schultz to recommend to the City Council approval of the CSM for Opportunities Inc with the conditions noted in the Staff report. Motion carried.

d. *Review and possible action relating to a **Special Area Design Review-Signage for Paddy Shack**, for the property located at 201 South Main Street. (SADR-2024-03) (Selle)*

Engineer Selle reviewed the submission for property located at 201 S. Main is the former site of Humphrey Floral. The property was purchased by Mitch and Erin Patterson in 2023 with the intention of creating a unique entertainment establishment in the Downtown area that will draw additional people to Fort Atkinson's Historic District. The proposed signage is intended to match the existing historical facade. The application was reviewed by the Historic Preservation Committee and received the Committee's Certificate of Appropriateness. The HPC also expressed appreciation of the thoughtful detail, such as the type of screws to be used for the attachment of the signs and the efforts to preserve the historic details of the building. The Pattersons' own other businesses in the Downtown Historic Mixed Use Zoning district and continue to preserve the historical value of the buildings they occupy.

Gray moved, seconded by Kessenich to approve the Special Area Design Review - signage for Paddyshack at 201 S. Main Street. Motion carried.

4. Adjournment

Schultz moved, seconded by Highfield to adjourn. Meeting adjourned at 4:38 pm.

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