



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, APRIL 14, 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: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Schultz, Commissioners Ciccarelli, Kessenich, and Shull. Also present: Clerk/Treasurer/Finance Director, Deputy Clerk, Director of Neighborhood and Building Services, Council President Jaeckel, Council Member Huckabee, and the City Attorney.

3. New Business

*a. Review and possible action relating to the **minutes of the March 24, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Ciccarelli to approve the minutes of the March 24, 2026 Plan Commission meeting. Motion carried.

*b. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the properties known as Lots 12 and 13 in the Klement Business Park (parcel numbers 226-0514-1742-000 and 226-0514-1742-003) (SPR-2025-18) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the Site Plan and Certified Survey Map. The proposed development includes the construction of two 45,236 square-foot light industrial buildings located at the corner of Janesville Avenue and Commerce Parkway within the Klement Business Park on the far south side of Fort Atkinson. The project also includes a Certified Survey Map (CSM) to combine two existing parcels together to create one new 10.8-acre parcel.

This type of project is consistent with adopted plans and the intended purpose of the BP zoning district. The project works well within the confines of the existing property and surrounding land uses to offer new light industrial space within Fort Atkinson. Overall, the

proposed development meets the requirements of the City's ordinances, is aligned with adopted City plans, and provides new tax base and jobs in the community. The City's Management Team has reviewed the application, and all comments have been included in this document.

The subject property is also shown as Light Industrial/Business Park on the Future Land Use Map. This designation includes high-quality indoor manufacturing, warehousing and distribution, and office uses. Staff believe the proposal is in concert with the Comprehensive Plan.

Kessenich questioned the materials or color of the canopies on the exterior of the building. Director Draeger indicated that it was not clear from the plan and would bring it back to the applicant.

Cicarelli noted that this building will be a flagship building and at the gateway to the business park. He suggested enhancing the side façade to better resemble the front. While mindful of project costs, he felt it was worthwhile to raise this consideration early in the planning process. He also inquired about the roof plans and whether a skylight is planned, noting its potential to improve employee satisfaction. Director Draeger indicated that we do not typically see roof plans unless there would be mechanical or other items needing review. Finally, Ciccarelli proposed keeping the roof plans open to potential future solar development and listed several local businesses utilizing solar.

Schultz moved, seconded by Kessenich to approve the Certified Survey Map, subject to the following conditions:

Per Ch. 236, Wis. Stats. and Ch. A-E7, Wis. Admin Code: s. 236.20(2)(i) Bearing Basis: Should the North Reference in Note 2. Be changed from "Dane" to "Jefferson" County
s. 236.34(1m)(a) Each sheet of the final CSM must be signed, sealed and dated by a WI Professional Land Surveyor.

Per Ch. 70 City of Fort Atkinson Land Division and Development Ordinance:
s. 70.06.01(1)(b) Contact information. Name, mailing address, email address, and phone number of the owner, developer and land surveyor. Add the underlined information to the final CSM.

s. 70.06.01(1)(d) Inset Map. An inset map of the area showing the general location of the proposed subdivision in relation to U.S. Public Land Survey section and quarter-section lines and abutting and nearby public streets and highways. The inset map shall be oriented on the sheet in the same direction as the main drawing. An inset map shall be added to the final CSM. In Note 1. verify the field work completion date. It is shown as August 12th and 14th, 2026. In line 2 remove the phrase "in accordance with the

information provided” in lines 3 and 4.

Motion carries.

- c. *Review and possible action relating to a Site Plan Review for two Industrial Buildings located on Lots 12 and 13 in the Klement Business Park (parcel numbers 226-0514-1742-000 and 226-0514-1742-003) (SPR-2025-18) (Draeger, Director of Neighborhood and Building Services)*

Ciccarelli recommends utilizing native plants within the landscaping plan to aid in ecosystem health. He also recommends the possibility of adding sidewalks for future walkability of Janesville Avenue, creating sidewalk paths between the two buildings, and the side entrance to the parking lot.

Schultz stated that on the facade of the building, he would like to be mindful of cost. He likes that the current red wraps around the building and the landscaping plan. He is ok with the plan as is, and would make any comments made suggestions and not requirements. He is excited to move this project forward.

Schultz moved, Ciccarelli seconded to approve the Site Plan, subject to the following conditions:

- Waive the requirement to reduce the driveway access point to Mielke Drive and permit the 40-foot requested width.
- Require the applicant to provide the following information that meets all the requirements of the Zoning Code to be reviewed by City staff:
 1. Photometrics plan and lighting fixture cut sheets.
 2. Mechanical locations and proposed screening.
 3. Location, materials, and height of the dumpster enclosure, if applicable.
- Waive the required 15% Class I material requirement and follow the percentage approach described in the Staff memo.
- Require curbing along the East parking lot and approach along Mielke Dr. while allowing for storm water sheet draining to the North and South.
- All utility connection designs are to be approved by the Director of Public Works.
- Any other recommendations from City staff and the Plan Commission:
 1. Details relating to the material and color of the canopies
 2. City Council approval CSM
 3. Minor changes to the site plan and facade can be City Staff can be approved administratively, but major changes come back to this body for approval.

Motion carries.

- d. *Review and possible recommendation to the City Council relating to a petition for annexation of a property located at parcel number 226-0514-0434-004 to the City of Fort Atkinson at 744 Jones Ave. (PFA-2026-01) (Draeger, Director of Neighborhood and Building Services)*

The subject parcel is currently located in the Town of Koshkonong, and the applicants are

requesting annexation into the City. A zoning amendment is not required, as the area proposed for annexation will be combined with an existing parcel already zoned Industrial. Upon approval of the annexation, the two land areas will be consolidated into a single parcel through a Certified Survey Map (CSM), which appears later on the agenda. The Petition to Annex was submitted to the Wisconsin Department of Administration in accordance with state statute, and the proposed annexation was determined to be in the public interest. Jones Dairy is seeking to annex land it owns within the Town of Koshkonong to facilitate the construction of a wastewater treatment facility. The proposed annexation, and the associated expansion of the facility, reflects a significant investment by a long-standing community employer and demonstrates a commitment to continued growth within the City.

Kessenich moved, seconded by Schultz to recommend the City Council perform three readings and adopt an ordinance annexing the territory as depicted on the attached Boundary Exhibit and assign a zoning classification of Heavy Industrial. Motion carries.

- e. *Review and possible recommendation to the City Council relating to a Certified Survey Map for the property located at 744 Jones Ave. (CSM-2026-07) (Draeger, Director of Neighborhood and Building Services)*

The applicant is proposing a Certified Survey Map (CSM) to combine a portion of land currently located in the Town of Koshkonong with an existing parcel in the City. The applicant has also petitioned for annexation of the Town property. The Wisconsin Department of Administration has reviewed the petition and determined that the proposed annexation is in the public interest.

Following approval of the annexation, the two land areas identified in the annexation exhibit will remain separate parcels until formally combined. The proposed CSM will serve as the legal mechanism to consolidate these areas into a single parcel, which is necessary to accommodate the planned wastewater treatment facility serving the Jones Dairy industrial building.

City staff find that the proposed Certified Survey Map (CSM), overall, is consistent with the City's Land Division and Development Ordinance and is in conformance with the City's Comprehensive Plan. A few minor mapping adjustments are required to achieve full compliance. The applicant has acknowledged these revisions and has agreed to incorporate them into the final CSM.

Schultz moved, seconded by Ciccarelli, to recommend the City Council approve the Certified Survey Map with the following conditions:

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

s. 236.15(1) Monuments: On the final CSM, show set/found corners at each of the lot corners.

s. 236.34(1m)(a) Each sheet of the final CSM must be signed, sealed and dated by a WI Professional Land Surveyor.

s. 236.20(3)(b) The monuments at the ends of the boundary tie line shall be described.

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

s. 70.06.01(1)(b) Contact information. Name, mailing address, email address, and phone number of the owner, developer and land surveyor. Add the underlined information to the final CSM.

- 1) Some of the text is cut off near the top of Sheet 1 on the quarter section line.
- 2) Show the total sheet numbers on the final CSM.
- 3) The bearing on the 56.76' long tie line is different in the Surveyor's Certificate than on the map.
- 4) The bearing in the Surveyor's Certificate that goes with the 112.15' length is missing an "E."
- 5) Towards the end of the Surveyor's Certificate, the course with the 197.38' length is repeated and the 33.22' long course is missing.
- 6) Add the Owner's Certificate and City of Fort Atkinson Approval Certificate on the final CSM.

Motion carried.

f. Update on previously approved projects (Houseman)

Manager Houseman shared that Metha Ln. Zoning Map, Premier Bank PUD Zoning Map and the Zoning Text Amendments relating to signage were all approved at the April 7, 2026, City Council Meeting.

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:35 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk