



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MAY 26, 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 p.m.

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Huckabee, Commissioners Ciccarelli, Shull, and Schultz.

Also Present: Clerk/Treasurer/Finance Director, Deputy Clerk, Director of Neighborhood and Building Services, and the City Attorney.

3. New Business

*a. Review and possible action relating to the **minutes of the May 12, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Ciccarelli, to approve the minutes of the May 12, 2026 Plan Commission meeting. The motion carried, 6-0.

*b. Review and possible action on a **Conditional Use Permit** relating to a request for a seasonal outdoor patio to be located at 201 S. Main St. in the Downtown Historic Mixed Use Zoning District (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the Conditional Use Permit (CUP) application for the owners of Paddyshack Golf and Gaming to establish a seasonal outdoor patio at the corner of South Main Street and East Milwaukee Avenue. The proposal seeks to exceed the standard 90-day limit for temporary outdoor use, featuring a removable 24' x 7' seating area that maintains a 7-foot unobstructed sidewalk clearance to ensure safe pedestrian circulation. Approval of the extension is subject to the formal public hearing process and adherence to the operational standards of the Downtown Historic Mixed-Use District.

Ciccarelli questioned the 90-day CUP timeframe, weather dependent usage, and future renewal needs for the outdoor patio. Manager Houseman clarified that anything under 90 days does not require a CUP For anything exceeding 90 days, the approved CUP provides ongoing authorization for the business to use the patio as needed.

Schultz motioned, seconded by Huckabee to approve the Conditional Use Permit to allow

an outdoor seating area in the DHMU zoning district for the property located at 201 S. Main Street, subject to the following conditions:

- 1) The use of the sidewalk for an outdoor seating area continues to meet the requirements of Section 15.03.30 (5) of the City's Zoning Ordinance.
- 2) The use of the sidewalk for an outdoor seating area continues to meet the requirements of Section 6.37 of the City's Municipal Code.

The motion carried 6-0.

- c. *Review and possible recommendation to the City Council relating to a **Certified Survey Map**, for the property located at 217 Jefferson St. (CSM-2025-08) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented a Certified Survey Map to adjust the property line at 217 Jefferson Street to resolve an existing building and fence encroachment issue. The proposal involves transferring five feet of land from 213 E Sherman Avenue to create a compliant side setback for the residence. City staff support the adjustment, noting it improves functionality and brings the property into conformity with SR-7 zoning regulations. The plan does not alter existing land use and aligns with the City's Comprehensive Plan for the area.

Huckabee motioned, seconded by Shull to recommend the City Council approve this Certified Survey Map facilitating the alteration of a property line with the following conditions:

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

- s. A-E 7.05(4) Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed. Describe the solid square symbol 74.32' westerly of the S1/4 corner of Section 34-6-14 at the top of Sheet 1.
- s. 236.20(2)(c) The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets, and alleys, and all lot lines. The total length of the east line of Lot 2 computes to 232.62', rather than 231.61', as shown. Please verify. The length of the east line of this CSM totals 289.01'.
- s. 236.34(1m)(c) Graphic scale bar: while the map appears to be drawn at a scale of 1" = 50', the graphic scale bar does not scale 1" = 50'.
- s. 236.34(1m)(c) Sheet numbering: Add Sheet number "1" to the bottom of the first sheet of the CSM.
- s. 236.34(1m)(c) Description in header under "Certified Survey Map": it appears that the description should also include Lot 7 of Block 9 and unplatted lands. Please verify and adjust the header on both sheets and in the Surveyor's Certificate.

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.

General Notes:

- 1) Northwesterly of Lot 1, should the abutting "Lot 3" be changed to "Lot 1?"
- 2) What is the "bbbb" above the notary part of the Owner's Certificate?
- 3) In the notary part of both Owner's Certificates, change "known to be the person" to "known to be the persons", since two signatures are being notarized in each case.
- 4) In line 5 of the legal description of the Surveyor's Certificate, change "...West line of Block 9" to "...East line of Block 9."
- 5) In the City Manager Resolution, check the spelling of "Kolodzne".
- 6) Add setbacks for the houses and garages to the nearest lot lines in both lots.

Commissioner Ciccarelli abstained. Motion carried, 5-0.

- d. *Update on previously approved projects (Houseman)*
None.

4. Adjournment

Huckabee moved, seconded by Schultz to adjourn. The motion carried 6-0, and the meeting adjourned at 4:16 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk