



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, JUNE 9, 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 May 26, 2026 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to a **Special Area Design Review** for signage at Johnson Bank located at 200 Sherman Ave. W. (Draeger, Director of Neighborhood and Building Services) (SADR-2026-01)
- c. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N3628 County Road K (CSM-2026-06) (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 W5812 County Road M (CSM-2026-07) (Draeger, Director of Neighborhood and Building Services)
- e. Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 312 S Fourth St. (CSM-2026-08) (Draeger, Director of Neighborhood and Building Services)
- f. Update on previously approved projects (Houseman)

#### **4. Adjournment**

*Date Posted: June 4, 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, MAY 26, 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 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



## SPECIAL AREA DESIGN REVIEW REPORT TO THE PLAN COMMISSION

DATE: June 9, 2026

PROPERTY ADDRESS: 200 Sherman Ave. W

PARCEL NUMBER: 226-0514-0411-149

OWNER: Margie LeMay

APPLICANT: Matt Kaminski

FILE NUMBER: SADR-2026-01

EXISTING ZONING: DHMU

PROPOSED ZONING: No Change

EXISTING LAND USE: Office/Mixed Use

REQUESTED USES: No change

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### BACKGROUND

The City's Zoning Ordinance, which was adopted in 2020, created a Special Area Design Review process for parcels located in the City's Downtown Historic Mixed Use (DHMU) zoning district. The Special Area Design Review – Design Alteration Review is designed to forward both aesthetic and economic objectives of the City by controlling the site design and exterior appearance of development within the district in a manner which is consistent with sound land use, urban design, and economic revitalization principles.

There are three categories of Special Area Design Reviews: Renovation Review, Design Alteration Review, and Project Review:

**A. Renovation Review** applications involve only a renovation of the exterior appearance of a property, such as repainting, re-roofing, residing, or replacing with identical colors, finishes, and materials. Staff shall review, and the Plan Commission shall review and approve or deny these applications.

**B. Design Alteration Review** applications involve a change only in the exterior appearance of a nonresidential or multifamily property, such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage. Staff shall review, and the Plan Commission shall review and approve or deny these applications.

**C. Project Review** applications involve modification to the physical configuration of a property, such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building. Staff shall review, and the Plan Commission shall review through the Conditional Use Permit process and make a final determination.

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### REQUEST OVERVIEW

Johnson Bank is proposing a comprehensive update to the signage at its property located within the Downtown Historic Mixed-Use (DHMU) District. The proposal includes the installation of one new monument sign, replacement of one building sign, new parking and directional signage, and updated window and door signage and the removal of two existing building signs that will not be replaced. The proposal will reduce the overall signage at the site.

Although the property is located within the DHMU District, the building itself is not designated as a historic structure. Nevertheless, pursuant to the requirements of the district, the proposed signage will be reviewed by the Historic Preservation Committee (HPC) at its June 9th meeting. The HPC's review will focus on the design, character, and appropriateness of the proposed signage within the context of the Downtown Historic Mixed-Use District. Any comments or recommendations from the Committee will be presented to the Plan Commission during its discussion of the request.

City staff worked closely with representatives of Johnson Bank throughout the application process to develop a signage package that is consistent with the City's sign regulations while meeting the operational and branding needs of the business. Staff's review indicates that the proposed monument, building-mounted, directional, and window signage comply with the applicable requirements of the City's zoning and sign ordinances.

No public notice is required for a Wall Sign Review

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**DISCUSSION**

**The Sign Code Requirements for Monument Signs are documented below.**

1 sign per street frontage	Met = 1 sign total
Maximum size = 1 sf of sign area per 1 ft of street frontage length, up to 128 max sf	Met = 31 square feet (170' of frontage)
Maximum height = 6'	Met = 5' Tall
Minimum 15' from curb face and not located within any public right-of-way	Met = located on private property 15' from the right-of-way
Shall be made of durable, all-weather materials	Met = aluminum, vinyl
Shall be ambient, backlit, internal, or gooseneck lighting	Met = internally illuminated
Sign must be designed of materials harmonious with the building and site	Met = matches design of building and site
Shall not interfere with vehicle visibility or circulation	Met = Meeting required setback and not in the vision triangle

Footings and support structures shall be concealed using groundcover or landscaping.	Met = footings are located below grade
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**The Sign Code requirements for Wall Signs are documented below.**

1 sign per exterior wall, plus 1 per customer entry	<b>Met:</b> 1 sign per wall
Maximum size = Each business is allowed a minimum of 40 sq ft of wall sign.	<b>Met:</b> South Facade: Wall sign proposed = 21 SF
Shall not extent over any roof or parapet	<b>Met:</b> Located on the façade, no roof or parapet overhang
Shall be made of durable, all-weather materials	<b>Met:</b> Painted aluminum
Shall be ambient, backlit, or gooseneck lighting	<b>Met:</b> No lighting is proposed
Shall be a minimum of 8 ft above the sidewalk	<b>Met:</b> Not above a sidewalk
Shall project a maximum of 12 in. from the front façade face of the building	<b>Met:</b> 2" sign depth
Sign must be designed of materials harmonious with the building and site	<b>Met:</b> sign materials and colors are harmonious with the building.

The proposed wall signs meet the requirements of the City's ordinances. The City's Management Team has reviewed the application, and all comments have been included within this document.

The proposed sign package is consistent with the Neighborhood Commercial Future Land Use designation, which is intended to support a broad mix of residential and commercial activity, including multi-family housing, office uses, mixed-use development, indoor sales and service establishments, restaurants, drive-through facilities, and other compatible neighborhood-serving uses. The proposed signage supports the visibility and function of these uses without introducing impacts that would conflict with the intent of the Future Land Use Map or the City's long-range planning objectives. Staff finds that the proposal is consistent with the goals and policies of the City's Comprehensive Plan

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**RECOMMENDATION**

Staff recommends that the Plan Commission approve the requested signs as proposed with the listed conditions below.

- Confirmation of appropriateness from the Historic Preservation Committee
- Any recommendations by the Plan Commission

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**ATTACHMENTS**

1. JFG\_Fort\_Atkinson\_Fort\_Atkinson\_WI\_combined\_02\_13\_26 APPROVED
2. 2026 Fort Atkinson DHMU Application Signed Copy\_Redacted
3. Future Land Use Map

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Project



**Fort Atkinson**  
200 Sherman Avenue West  
Fort Atkinson, Wisconsin

Scale: NTS  
Original Page Size: 11" x 17"

Notes

•

**APPROVED**  
mlemay  
02/17/2026

Revisions

REV	DESCRIPTION	BY	DATE
01	remove red note	seb	02.13.26

Consultant : Matt Kaminski  
Design : Sarah Biagioni Orig. Date: 02/01/26

Sign Loc. No.

**SITE PLAN**

Sign. Type

Project - Job No. C01  
Design



# SIGN SPECIFICATIONS

## (A) - CABINET

**Lighting:** LED Lit  
**Material:** Aluminum  
**Face Color:** Paint to match Sherwin Williams Natural Tan SW 7567  
**Installation:** New Structure

## (B) - GROOVES

**Material:** Engraved horizontal lines (Endmill Cut) into .19 Aluminum faces. Lines to wrap around entire sign  
**Depth:** 1/16"  
**Color:** Sherwin Williams Natural Tan SW 7567

## (C) - GRAPHICS

**Material:** 3/4" Push-Thru Acrylic (1/2" Proud of face)  
**Color:** 7725-22 Black Vinyl applied first surface (leaving slight outline-1/32"), 3635-70 Diffuser applied second surface

## (D) - CABINET

**Lighting:** LED Lit  
**Material:** Aluminum  
**Face Color:** Paint Black

## (E) - GRAPHICS

**Material:** 3/4" Push-Thru Acrylic (1/2" Proud of face)  
**Color:** Light Beige 3630-149 Vinyl applied first surface (OPAQUE - leaving slight outline-1/32"), 3635-70 Diffuser applied second surface

## (F) - BASE & REVEAL

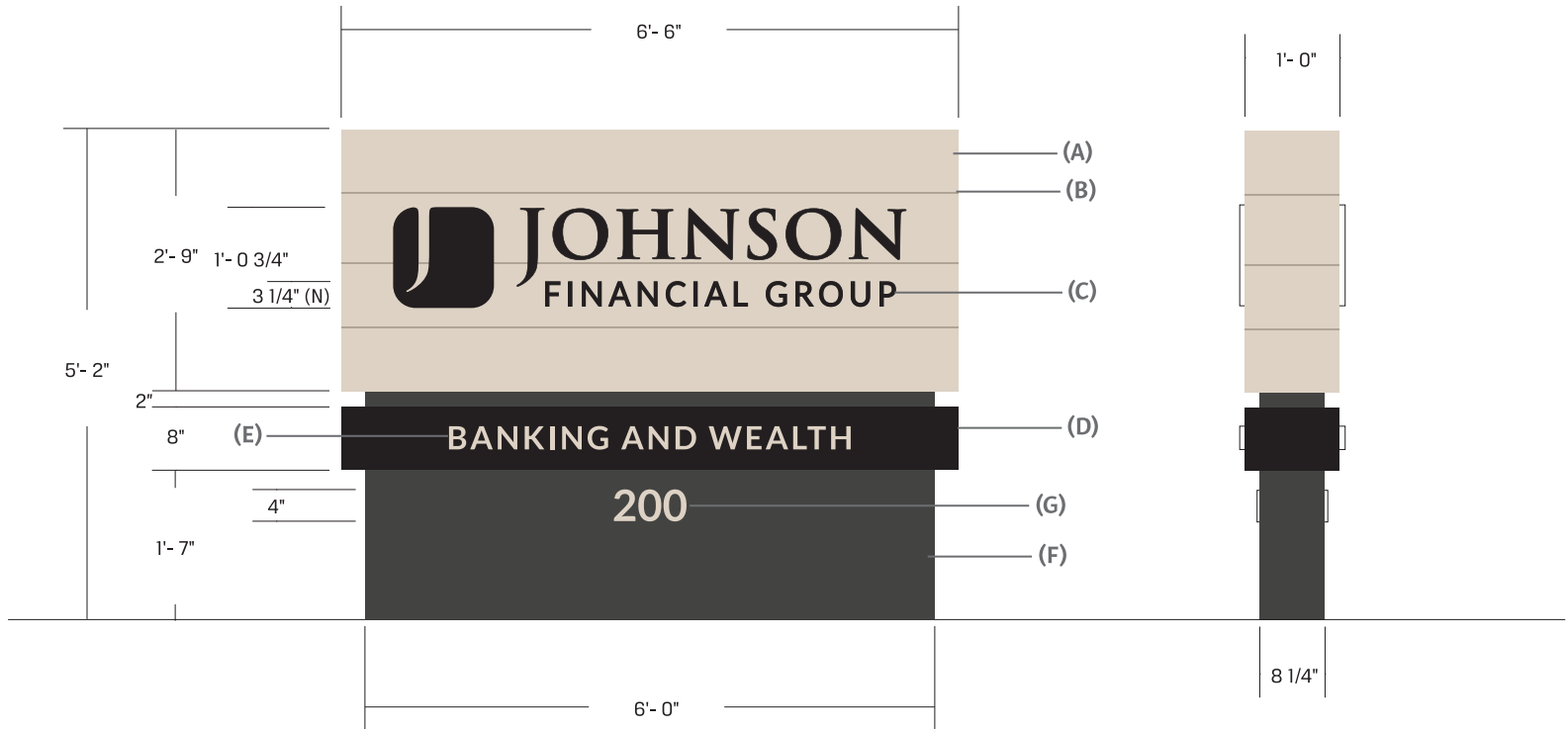
**Material:** Aluminum  
**Color:** Sherwin Williams Iron Ore SW 7069

## (G) - NON-ILLUMINATED LETTERS

**Material:** Aluminum  
**Depth:** 1/4"  
**Color:** Light Beige 3630-149 Vinyl applied first surface (OPAQUE)  
**Return Color:** Paint Sherwin Williams Iron Ore SW 7069  
**Installation:** Stud Mounted flush to cladding



remove & replace existing monument



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### Project

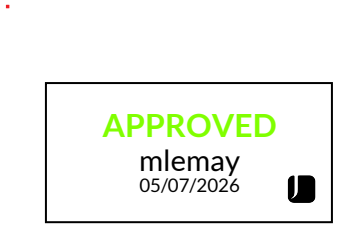


### Fort Atkinson

200 Sherman Avenue West  
 Fort Atkinson, Wisconsin

Scale: 3/8"=1'  
 Original Page Size: 11" x 17"

### Notes



### Revisions

REV	DESCRIPTION	BY	DATE
01	add existing sizes	seb	02.03.26
02	reduce size	seb	05.06.26

Consultant : Matt Kaminski  
 Design : Sarah Biagioni Orig. Date: 02/01/26

### Sign Loc. No.

**MON-01**  
 D/F Monument  
 Sign. Type

Project - Job No. **C01**  
 Design

# SIGN SPECIFICATIONS

**(A) - NON- ILLUMINATED LOGO & LETTERS**

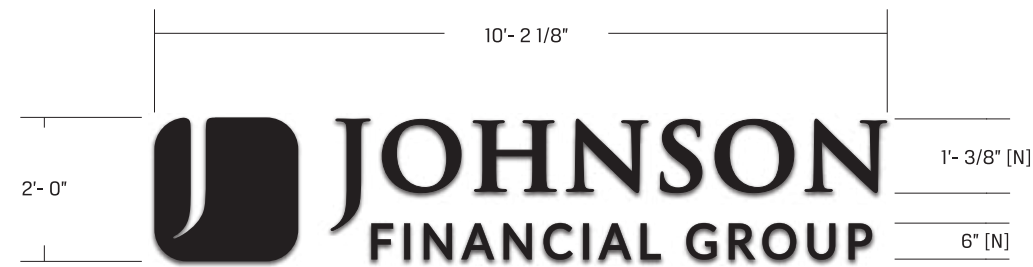
- Material:** Aluminum
- Description:** Fabricated
- Face Color:** Painted Black
- Return Color:** Painted Black
- Depth:** 2"
- Installation:** Flush Mount



remove & replace existing logo & letters



proposed layout



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Project



**Fort Atkinson**

200 Sherman Avenue West  
Fort Atkinson, Wisconsin

Scale: 3/8"=1'  
Original Page Size: 11" x 17"

Notes

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Revisions

REV	DESCRIPTION	BY	DATE
01	reduce size	seb	02.13.26

Consultant : Matt Kaminski

Design : Sarah Biagioni      Orig. Date: 02/05/26

Sign Loc. No.

**NL-01**

Non-Lit Letters

Sign. Type

Project - Job No.      **C01**  
Design

# SIGN SPECIFICATIONS

(A) - PAN

**Material:** Aluminum

**Depth:** 1/2"

**Face Color:** Paint to match existing EIFS color (TBD)

**Installation:** Mount over existing sign with a Z clip



existing layout



proposed layout



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Project



**Fort Atkinson**

200 Sherman Avenue West

Fort Atkinson, Wisconsin

Scale: 1"=1'

Original Page Size: 11" x 17"

Notes

**COLOR MATCH REQUIRED**



Revisions

REV	DESCRIPTION	BY	DATE
01	color change/depth	seb	02.13.26

Consultant : Matt Kaminski

Design : Sarah Biagioni

Orig. Date: 02/10/26

Sign Loc. No.

**PAN-01**

S/F Pan Sign

Sign. Type

Project - Job No.

C01  
Design

# SIGN SPECIFICATIONS

## (A) - PANEL

**Material:** Aluminum  
**Face Color:** Paint to match Sherwin Williams Iron Ore SW 7069  
**Installation:** New Structure

## (B) - GRAPHICS

**Material:** Opaque Vinyl  
**Color:** 3M Matte White 7725-20  
**Font:** Lato Bold

## (C) - POST

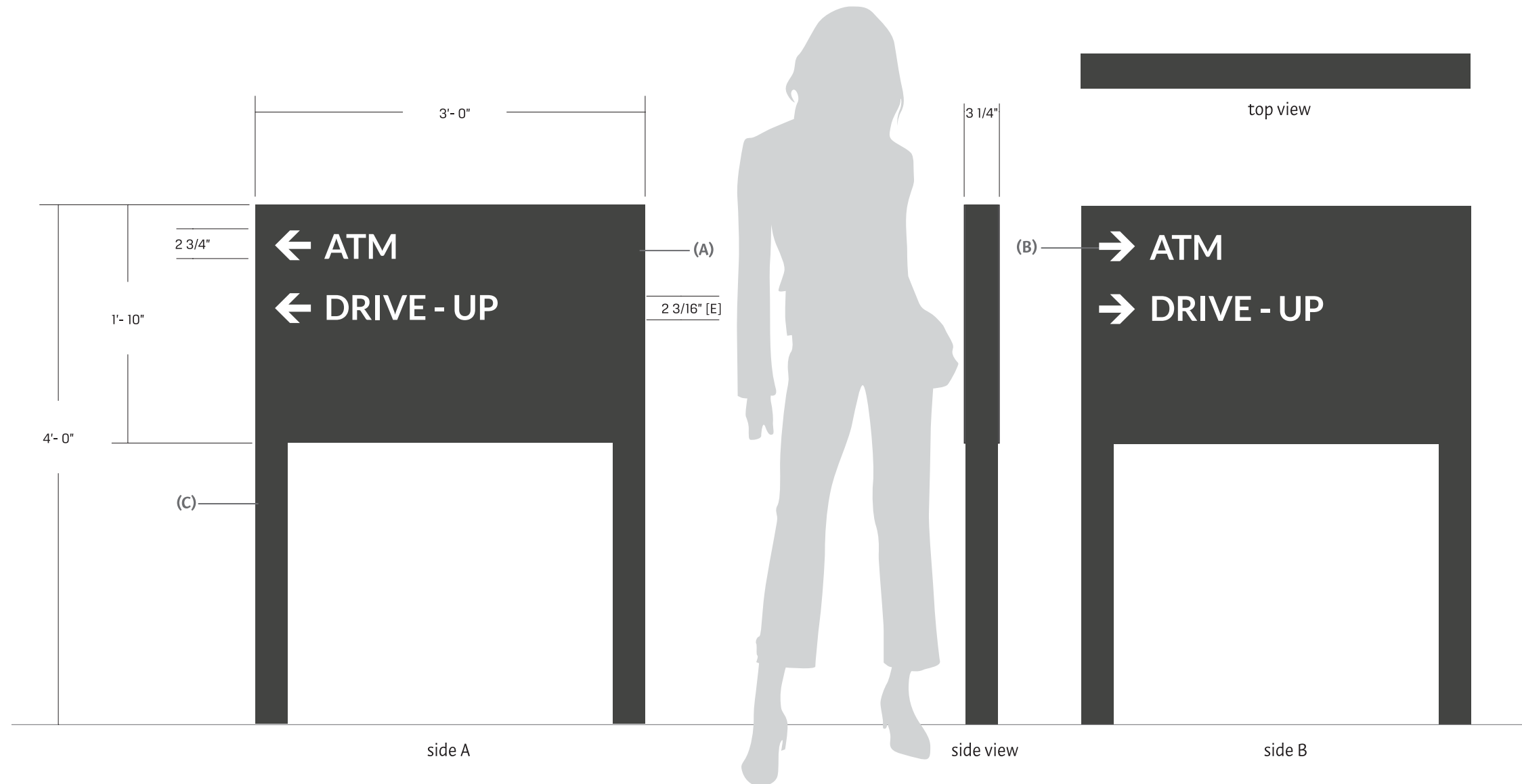
**Material:** Aluminum  
**Shape:** Square  
**Size:** 3" x 3"  
**Color:** Sherwin Williams Iron Ore SW 7069  
**Installation:** Direct Bury



remove & replace existing sign (existing side A)



(existing side B)



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### Project



**Fort Atkinson**  
 200 Sherman Avenue West  
 Fort Atkinson, Wisconsin

Scale: 1"=1'  
 Original Page Size: 11" x 17"

### Notes

**APPROVED**  
 mlemay  
 02/17/2026

### Revisions

REV	DESCRIPTION	BY	DATE
01	remove copy	seb	02.13.26

Consultant: Matt Kaminski  
 Design: Sarah Biagioni Orig. Date: 02/01/26

### Sign Loc. No.

**PP-01**  
 D/F Post & Panel  
 Sign. Type

# SIGN SPECIFICATIONS

**(A) - PANEL**

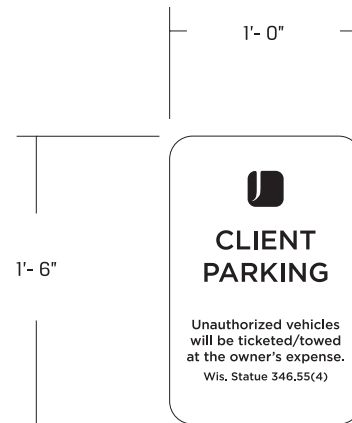
**Material:** .125 Aluminum  
**Face Color:** White

**(B) - GRAPHICS**

**Material:** Vinyl  
**Color:** Opaque Matte Black



remove & replace existing signs - (QTY:7)



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Project



**Fort Atkinson**  
 200 Sherman Avenue West  
 Fort Atkinson, Wisconsin

Scale: 1"=1'  
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Notes

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Revisions

REV	DESCRIPTION	BY	DATE
01	update images	seb	02.03.26
02	remove red notes	seb	02.06.26

Consultant : Matt Kaminski  
 Design : Sarah Biagioni Orig. Date: 02/01/26

**Sign Loc. No. VARIOUS**

**FP-01**  
 S/F Flat Panels  
 Sign. Type

Project - Job No. **C01**  
 Design

# SIGN SPECIFICATIONS

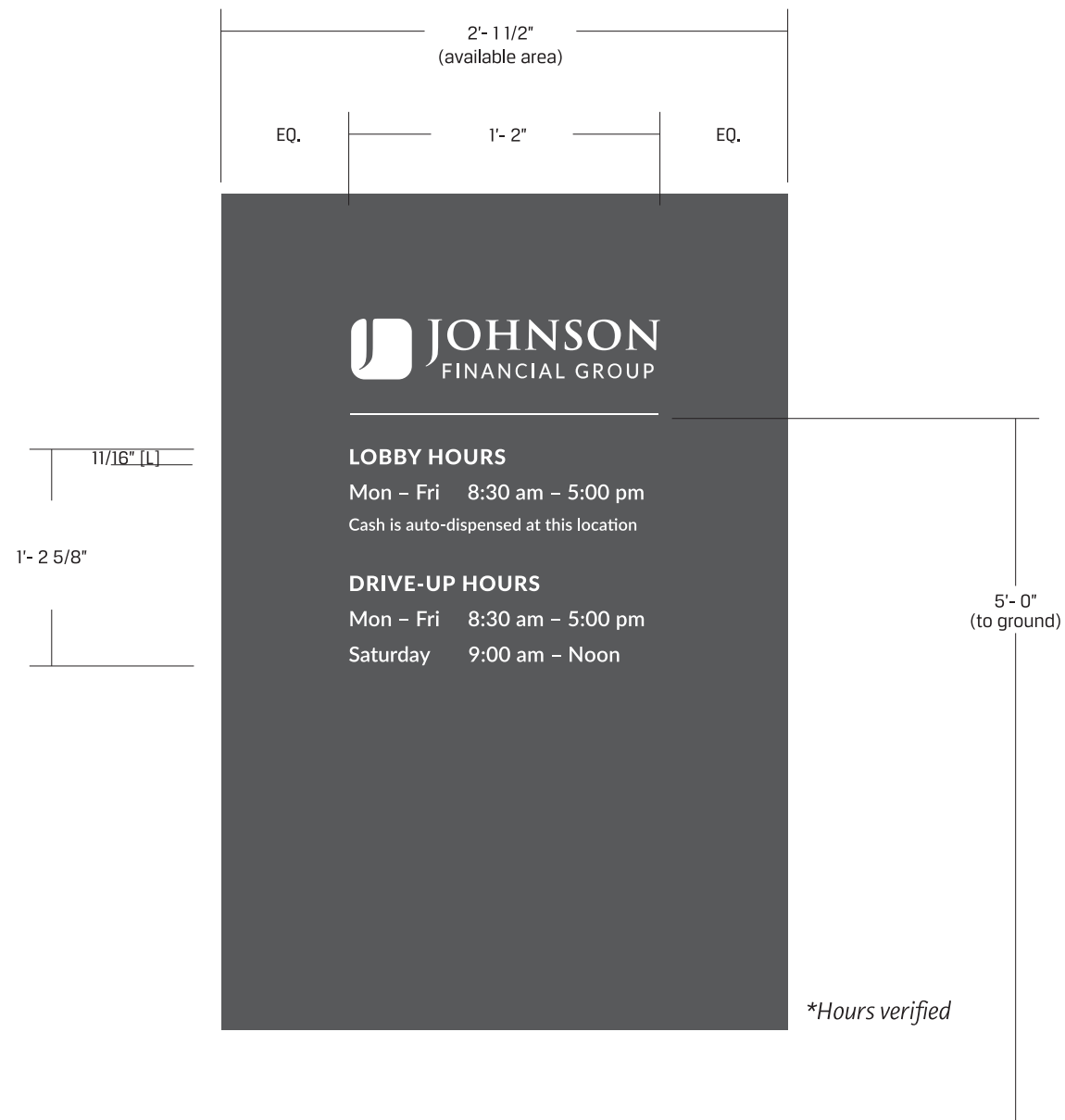
(A) - VINYL

**Color:** Opaque White 7725-20

**Application:** First Surface

**Applied:** Glass

**Font:** Lato Semi Bold



proposed layout



existing layout - (remove existing vinyl & stickers)

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Project



**Fort Atkinson**

200 Sherman Avenue West  
 Fort Atkinson, Wisconsin

Scale: 1 1/2"=1'  
 Original Page Size: 11" x 17"

Notes

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Revisions

REV	DESCRIPTION	BY	DATE
01	add cash copy	seb	02.06.26
02	photo/dims	seb	02.10.26
03	add space	seb	02.26.26

Consultant : Matt Kaminski

Design : Sarah Biagioni Orig. Date: 02/03/26

Sign Loc. No.

**VIN-01**

Vinyl

Sign. Type

Project - Job No.

**C01**  
 Design

# SIGN SPECIFICATIONS

(A) - VINYL  
**Color:** Opaque White 7725-20  
**Application:** First Surface  
**Applied:** Glass  
**Font:** Lato Semi Bold



existing layout



proposed layout



*\*Hours verified*

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Project



**Fort Atkinson**  
 200 Sherman Avenue West  
 Fort Atkinson, Wisconsin

Scale: 1 1/2" = 1'  
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Notes

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Revisions

REV	DESCRIPTION	BY	DATE
01	add space	seb	02.26.26

Consultant : Matt Kaminski  
 Design : Sarah Biagioni      Orig. Date: 02/03/26

Sign Loc. No.

**VIN-02**  
 Vinyl  
 Sign. Type

Project - Job No.      **C01**  
 Design



remove existing logo & letters - do not replace



remove existing ATM sign - do not replace



remove existing logo & letters - do not replace

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**Fort Atkinson**

200 Sherman Avenue West  
Fort Atkinson, Wisconsin

Scale: NTS  
Original Page Size: 11" x 17"

Notes

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Revisions

REV	DESCRIPTION	BY	DATE
01	addt. sign removal	seb	02.05.26
02	remove note	seb	02.06.26

Consultant : Matt Kaminski

Design : Sarah Biagioni Orig. Date: 02/03/26

Sign Loc. No.

**RM-01**  
Remove Signs  
Sign. Type

**City of Fort Atkinson Procedural Checklist  
for Special Area Design Review Requirements per Section 15.07.50 and 15.10.43**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Special Area in the Downtown Historic Mixed Use Zoning District project review and by the City to process the application.

Name, company, and client (if applicable): Matt Kaminski, Still Waters Sign Co  
 Client is Johnson Financial Group \_\_\_\_\_

Phone number:                      Email:                     

Property location for review: \_\_\_\_\_

**I Applicability**

Actions in the Downtown Historic Mixed-use Zoning District (DHMU) which involve:

- **Renovation Review**  
Renovation of the exterior appearance of the property (such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials)
- **Design Alteration Review**  
Design alterations of the exterior appearance of the structure (such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage),
- **Project Review**  
Modification to the physical configuration of a property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building)

Procedure	Type of Proposal		
	Renovation <sup>1</sup>	Design <sup>2</sup>	Project <sup>3</sup>
1. Consultation with Zoning Administrator, City Manager, and City Engineer to confirm type of proposal	Yes	Yes	Yes
2. Submit Proposed and Existing Building Elevations	Yes	Yes	Yes
3. Submit Site Plan Application	No	No	Yes
4. Submit Conditional Use Permit Application	No	No	Yes
5. Review by Zoning Administrator and City Staff	Yes	Yes	Yes
6. Review and action by Plan Commission	Yes	Yes	Yes

KEY: **Yes** = Step is required. **No** = Step is not required.

<sup>1</sup>Only a replacement to or maintenance of the exterior of a property.

<sup>2</sup>Only a change in the appearance of a property.

<sup>3</sup>Modification to the physical configuration of a property, i.e. new building, addition, or demolition

## II Application Packet Requirements

The Applicant shall submit  electronic or  paper copies of the application.

- 1) All applications shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:
  - A clear depiction of the existing appearance of the property. Clear color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
  - A clear depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
  - A written description of the proposed modification, including a complete listing of proposed components, materials, and colors.
  - Written justification for the proposed alteration consisting of the reasons why the applicant believes the request is in harmony with the building design standards of the Downtown Historic Mixed-Use Zoning District (Section 15.07.50), as applicable.

### ONLY Project Review

- 2) All Project Review applications shall be accompanied by the items listed in 1) above, in addition to the application requirements for conditional use permits (15.10.32), unless specifically waived in writing by the Zoning Administrator.
- 3) For all projects involving a new building, or an addition exceeding 100 square feet of gross floor area that reduces or extends a building's footprint or height, a detailed, scaled site plan which provides the following information:
  - A title block indicating name and address of the current property owner, developer and project consultants.
  - The date of the original plan and the latest date of revision to the plan.
  - A north arrow and a graphic scale.
  - All property lines and existing and proposed right-of-way lines with dimensions clearly labeled.
  - All existing and proposed easement lines and dimensions with a key provided and explained as to ownership and purpose.
  - All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
  - All required building setback lines.
  - The location, type and size of all signage on the site.
  - The location, type and orientation of all exterior lighting on the subject property.
  - The location of all access points, parking and loading areas on the subject property, including a summary of the number of parking stalls and labels indicating the dimension of such areas.
  - The location of all outdoor storage areas.
  - The location and type of any green space areas.
  - The location of existing and proposed drainage facilities.
  - In the legend, the following data for the subject property: lot area, floor area, impervious surface area, impervious surface ratio, and building height.

- ❑ A detailed landscaping plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.

### III Review Process

**Renovation Review** proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

**Design Alteration Review** proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Design Alteration Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

**Project Review** proposals shall follow procedures for conditional use permits; refer to Section 15.10.32.

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

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

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 project 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.

**IV Process Checklist**

- Staff-Applicant meeting (if applicable) Date: \_\_\_\_\_
- Application fee of \$ [redacted] received by City Treasurer Date: \_\_\_\_\_
- Reimbursement of professional consultant costs agreement executed. Date: \_\_\_\_\_
- Receipt of complete application packet by Zoning Administrator Date: \_\_\_\_\_
- City Staff input Date: \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by City Clerk (if applicable) Date: \_\_\_\_\_
- Class 2 legal notice published on [redacted] (if applicable) Date: \_\_\_\_\_
- Notification of neighboring property owners within 100 feet of the petition (if applicable) Date: \_\_\_\_\_
- Notification of clerks of municipalities within 1,000 feet of the petition (if applicable) Date: \_\_\_\_\_
- Notification of airports within 1 mile of the petition (if applicable) Date: \_\_\_\_\_
- Plan Commission Public Hearing, review and recommendation Date: \_\_\_\_\_
- City Council review and action (if applicable) Date: \_\_\_\_\_

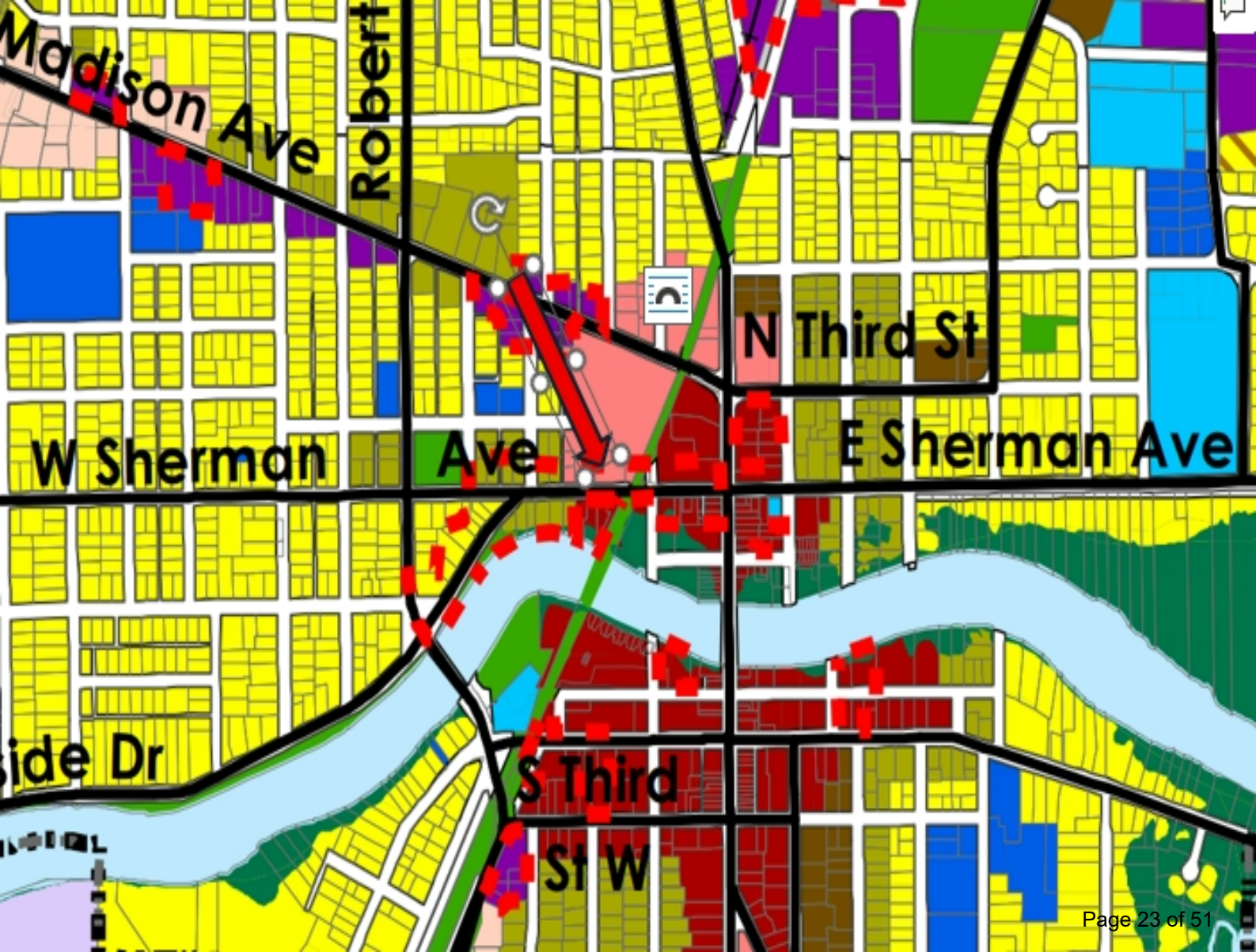
**2026 Fees:**Renovation Review-\$25 per request  
 Design Alteration Review-\$50 per request  
 Project Review- \$200 per request

Dated this 6th day of May, 20 26

Respectfully submitted,

\_\_\_\_\_  
 (Signature of Applicant)







## **CERTIFIED SURVEY MAP (EXTRA-TERRITORIAL) REPORT TO THE PLAN COMMISSION**

**DATE:** June 9, 2026

**PROPERTY ADDRESS:** N3628 County Rd K

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

**OWNER:** Bryan J. & Lindsay S. Poredos

**APPLICANT:** Bryan J. & Lindsay S. Poredos

**FILE NUMBER:** CSM-2026-06

**EXISTING ZONING:** R-2 (Jefferson County Zoning)

**PROPOSED ZONING:** R-2 (Jefferson County Zoning)

**EXISTING LAND USE:** Residential

**REQUESTED USES:** Combine existing parcels

---

### **BACKGROUND**

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans.

The proposed Certified Survey Map (CSM) is located within the City's Extraterritorial Review boundary and lies within 1.5 miles of the City limits. As a result, the CSM is subject to review and recommendation by the Plan Commission, with final approval granted by the City Council.

For Certified Survey Maps located beyond the 1.5-mile review area but still within the City's 3-mile Extraterritorial Review boundary, review and approval authority is delegated to City staff.

---

### **REQUEST OVERVIEW**

The City's Future Land Use Map designates the subject property as Agricultural/Rural. This designation is intended to preserve agricultural uses, farmsteads, and rural residential development at low densities consistent with Jefferson County's farmland preservation policies. The property is located outside the City's Long-Range Urban Growth Area and is not anticipated to be developed in the foreseeable future.

The applicant is requesting approval of a Certified Survey Map (CSM) to combine two existing parcels into a single lot. The subject property is located within the Town of Jefferson and will remain zoned R-2 under Jefferson County zoning following the proposed land combination.

The request is administrative in nature and does not create any additional development potential beyond what currently exists. The proposed parcel consolidation is consistent with the existing use and does not conflict with the City's long-range planning objectives.

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

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## **DISCUSSION**

The subject property is located outside the City's designated Long-Range Urban Growth Area. Applicants Bryan and Lindsay Poredos are requesting approval of a Certified Survey Map (CSM) to combine two existing parcels into a single lot. Staff does not anticipate that the proposed land combination will adversely affect the City's long-range growth plans or planning objectives.

During the review of the CSM, staff noted that the existing roadway right-of-way adjacent to the property is not dedicated on the survey map. Section 70.04.01 of the City's Land Division and Development Ordinance requires that whenever a proposed land division encompasses all or a portion of a street or highway, the public right-of-way shall be included on the plat or Certified Survey Map and dedicated or reserved, as determined by the City.

Staff has encountered similar situations with previous extraterritorial CSMs where existing public road rights-of-way were not formally dedicated on the survey map. In those cases, consultation with the County Land Surveyor indicated no concerns regarding the lack of dedication. Pursuant to Wisconsin State Statute § 82.31(2)(a), any unrecorded highway that has been worked and used as a public highway for ten years or more is considered a public highway and is presumed to be 66 feet in width.

Given the established public status of the roadway under state law and the precedent established through prior reviews, staff recommends waiving the dedication requirement of Section 70.04.01 for this Certified Survey Map.

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 N3628 County Road K with the following conditions:

- Waive the dedication of the Public Right of Way required under Section 70.04.01

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## **ATTACHMENTS**

1. Application Redacted
2. Poredos Preliminary Final CSM 4 24 26
3. ETZ\_Future Land Use Map



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): \_\_\_\_\_  
Bryan J. & Lindsay S. Poredos

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

OWNER Name, company, and client (if applicable): \_\_\_\_\_  
Bryan J. & Lindsay S. Poredos

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address for proposed CSM: N3628 County Road K, Jefferson

Parcel Identification Numbers Involved: 014-0614-2312-011 & 012-0614-2312-012

Brief description of proposed division or combination and purpose: \_\_\_\_\_  
Combine parcels to create one parcel.

#### 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

**II Process Checklist**

- Application fee of \$10.00/Lot received by City Treasurer
- Receipt of complete application packet by Zoning Administrator
- City Staff Review
- Plan Commission Public Hearing, review and recommendation
- City Council review and action

Date: 2/1/28

Date: 4/28

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Dated this 28<sup>th</sup> day of April, 20 24

Respectfully submitted,

*Ben J. Fube*

(Signature of Applicant)



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: Bryan Poredos

Project Name: 1 Lot Certified Survey Map

Project Address: N3628 County Road K

014-0614-2312-011  
Parcel Number: 014-0614-2312-012

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

Agreement signed and entered into by:

**The City of Fort Atkinson**

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

**Property Owner Information:**

**Applicant Information (if different):**

Owner Name: Bryan J. & Lindsay S. Poredos

Applicant Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

N3628 County Road "K"  
Address: Jefferson WI 53549

Address: \_\_\_\_\_

Phone Number: 920 253-5693

Phone Number: \_\_\_\_\_

Email Address: [REDACTED]

Email Address: \_\_\_\_\_

# CERTIFIED SURVEY MAP No. \_\_\_\_\_

BEING A PART OF GOVERNMENT LOT 5 OF SECTION 23, T6N, R14E,  
TOWN OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN.

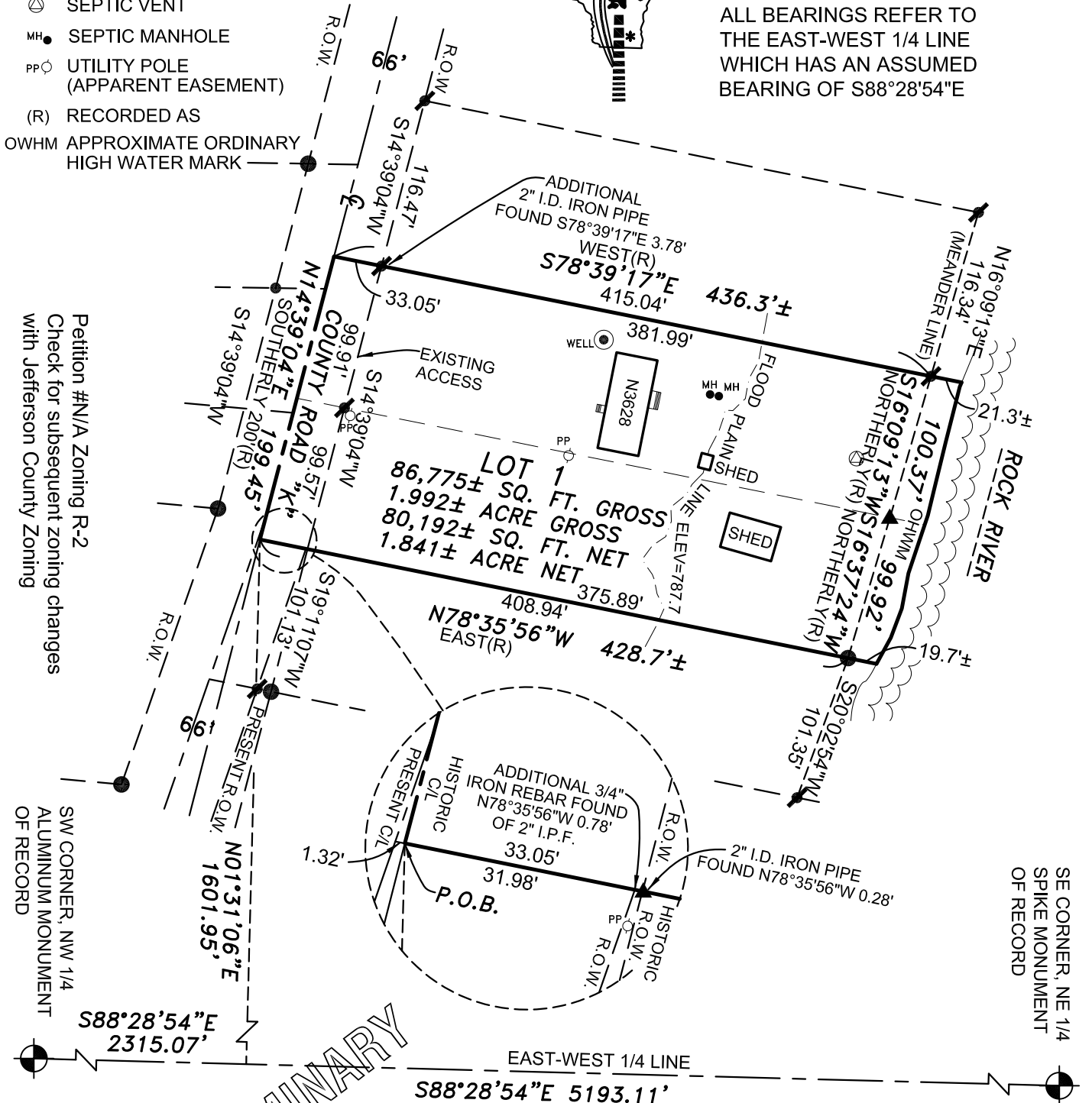
## LEGEND

- 3/4" IRON REBAR FOUND
- 1 1/4" I.D. IRON PIPE FOUND
- 1" I.D. IRON PIPE FOUND
- 2" I.D. IRON PIPE FOUND
- SECTION CORNER FOUND AS NOTED
- SEPTIC VENT
- SEPTIC MANHOLE
- UTILITY POLE (APPARENT EASEMENT)
- (R) RECORDED AS
- APPROXIMATE ORDINARY HIGH WATER MARK

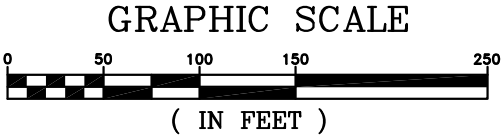


### BEARING BASIS:

ALL BEARINGS REFER TO THE EAST-WEST 1/4 LINE WHICH HAS AN ASSUMED BEARING OF S88°28'54"E



PRELIMINARY



**OWNERS:**  
Bryan J. & Linday S. Poredos  
N3628 County Road "K"  
Jefferson WI 53549

**SOUTHWEST**  
SURVEYING & ASSOCIATES, Inc.  
W1065 COUNTY ROAD CI, HELENVILLE, WI. 53137  
262-495-4910  
920-674-4884

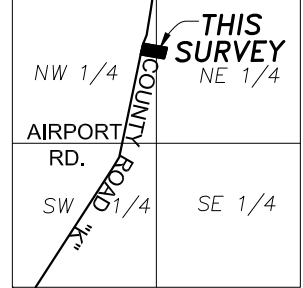
JOB No.: P-220117  
DATE: APRIL 24, 2026  
SHEET 1 OF 2

**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

BEING A PART OF GOVERNMENT LOT 5 OF SECTION 23, T6N, R14E, TOWN OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN.

**NOTES:**

- 1) Lots contain environmentally sensitive areas, contact the Jefferson County Zoning Department for use restrictions.
- 2) Any land below the ordinary high water marks of lake or navigable stream is subject to the public trust in navigable waters that is established under Article IX, Section 1, of the State Constitution.
- 3) Approximate Ordinary High Water Mark is shown for reference only.



LOCATION SKETCH  
SECTION 23, T6N, R14E  
NOT TO SCALE

**SURVEYOR'S CERTIFICATE**

I, John C. Kannard, Professional Land Surveyor No. 2248, hereby certify:

That I have surveyed, divided, mapped this Certified Survey Map being a part of Government Lot 5 of Section 23, T6N, R14E, Town of Jefferson, Jefferson County, Wisconsin, bounded and described as follows:

Commencing at the Aluminum Monument that marks the Southwest corner of the NW 1/4 of said Section 23; Thence S88°28'54"E, along the East-West 1/4 line, a distance of 2315.07 feet; Thence N01°31'06"E, a distance of 1601.95 feet to the Historic Center Line of County Road "K" and to the POINT OF BEGINNING of the lands to be described: Thence N14°39'04"E along said Historic Center Line and the present Center Line, a distance of 199.45 feet; Thence S78°39'17"E, a distance of 415.04 feet, to a Found 3/4" Iron Rebar that marks a Meander Line; Thence S16°09'13"W, along said Meander Line, a distance of 100.37 feet, to a Found 2" I.D. Iron Pipe that marks an angle point; Thence S16°37'24"W, a distance of 99.92 feet, to a Found 1 1/4" I.D. Iron Pipe; Thence N78°35'56"W, a distance of 408.94 feet, to the POINT OF BEGINNING, including all lands lying in-between and immediately adjacent to said Meander Line and the Approximate Ordinary High Water Marks of the Rock River, containing 86,775 square feet or 1.992 acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of Brian & Lindsay Poredos, owners of said lands, and that this Certified Survey Map is a correct representation of all exterior boundaries of the land surveyed and the division of that land and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping the same.

Certified this 24th day of April, 2026

\_\_\_\_\_  
John C. Kannard, P.L.S. 2248

PRELIMINARY

**CITY OF FORT ATKINSON EXTRATERRITORIAL APPROVAL:**

This Certified Survey Map is hereby approved by the City of Fort Atkinson.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Rebecca Houseman, City Manager

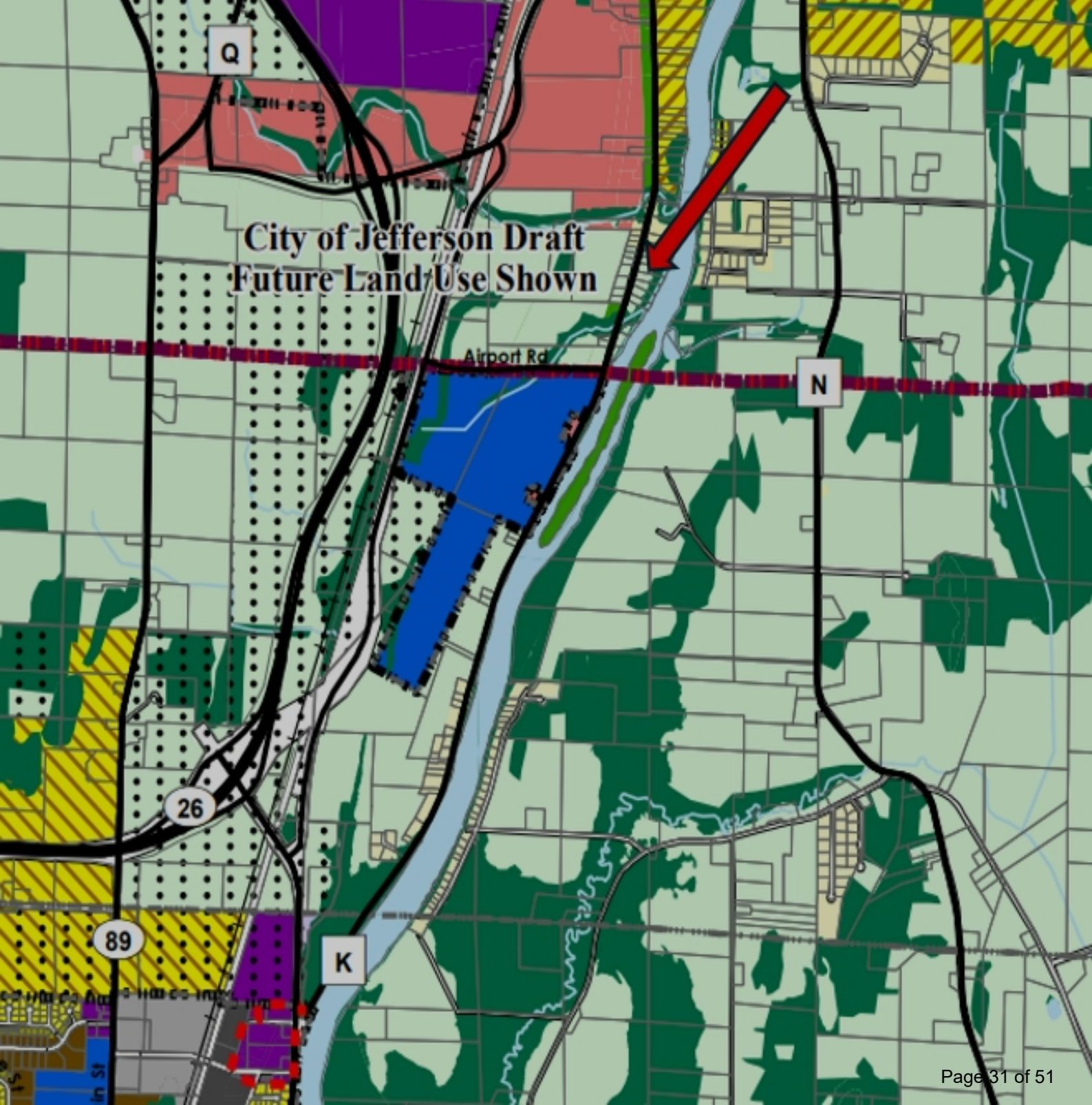
**PLANNING AND ZONING COMMITTEE APPROVAL:**

This Certified Survey Map is hereby approved by the Planning and Zoning Committee of Jefferson County.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Matt Zangl, Director of Planning & Zoning

**City of Jefferson Draft  
Future Land Use Shown**





## **CERTIFIED SURVEY MAP (EXTRA-TERRITORIAL) REPORT TO THE PLAN COMMISSION**

**DATE:** June 9, 2026

**FILE NUMBER:** CSM-2026-07

**PROPERTY ADDRESS:** W5812 County Road M

**EXISTING ZONING:** A-1 (Jefferson County Zoning)

**PARCEL NUMBER:** 016-0514-1042-000; 016-0514-1041-000; 016-0514-1132-000

**PROPOSED ZONING:** A-1 (Jefferson County Zoning)

**OWNER:** John and Debra Ackataz and Poyer Homestead

**EXISTING LAND USE:** Residential / Quarry

**APPLICANT:** Dan Higgs

**REQUESTED USES:** Residential / Quarry

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### **BACKGROUND**

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans.

The proposed Certified Survey Map (CSM) is located within the City's Extraterritorial Review boundary and lies within 1.5 miles of the City limits. As a result, the CSM is subject to review and recommendation by the Plan Commission, with final approval granted by the City Council.

For Certified Survey Maps located beyond the 1.5-mile review area but still within the City's 3-mile Extraterritorial Review boundary, review and approval authority is delegated to City staff.

---

### **REQUEST OVERVIEW**

A significant portion of the Hausz Brothers quarry is located on land jointly owned by Poyer Homestead, LLC. The owners propose to convey the portions of their property currently occupied by the quarry to Hausz Brothers. As part of this process, Poyer Homestead, LLC will combine their remaining lands into a single parcel, while Hausz Brothers will consolidate the conveyed lands with its existing quarry property.

Hausz Brothers has operated on the subject property under a longstanding agreement with the Poyer's, allowing for the expansion and use of the quarry.

The purpose of the Certified Survey Map (CSM) is to place the entire active gravel pit on a single parcel under Hausz Brothers ownership. Jefferson County's preliminary review of the CSM identified only one comment, requesting that parcel access points be shown on the survey map.

During the review process, concerns were raised regarding the potential for future westward expansion of the quarry toward the City. City staff contacted the applicant, property owners, and the Jefferson County Planning and Zoning Office to further evaluate this issue.

Staff determined that, although no formal agreement or regulatory mechanism exists to prohibit westward expansion of the quarry, the proposed parcel configuration would effectively limit such expansion. The location of the proposed property line, in relation to the existing quarry boundaries, would significantly constrain the quarry's ability to expand farther west toward the City.

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

The Future Land Use map indicates this area as Long Range Urban Growth Area (UGA) which is defined as a future land use category where development is anticipated to be beyond the 20-year planning area.

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

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**DISCUSSION**

The subject parcel is located in the City's designated Long-Range Urban Growth Area. The applicant is requesting approval to establish new boundaries for the existing parcels. Staff does not anticipate that the proposal 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:

The final CSM must be prepared in accordance with ss. [236.16 \(4\)](#) and [236.20 \(2\) \(a\), \(b\), \(c\), \(e\), \(f\), \(g\), \(h\), \(i\), \(j\), \(k\), and \(L\)](#) and [\(3\) \(b\), \(d\)](#), and [\(e\)](#) and 236.34.

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.

*Add this info to the final CSM.*

s. 236.20(3)(b) The location of the subdivision shall be indicated by bearing and distance from a boundary line of a government lot monumented in the original survey or resurvey of Wisconsin, quarter section, recorded private claim, or federal reservation in which the subdivision is located. The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown. *Tie the final CSM to two PLSS corners and show an exact distance and bearing to a CSM corner.*

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

Section 70.06.03: - CSM Requirements

The map shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.34, the following:

CSM Document Requirements: All requirements of Section 70.06.02(1) for Final Plats, except that all references to Final Plat shall be replaced with Certified Survey Map, including the "Certified Survey Map" label. The Certified Survey Map shall be clearly noted and labeled on its face "Certified Survey Map".

CSM General Requirements: All requirements of 70.06.02(2) for Final Plat.  
Additional CSM Requirements, if present: All requirements of Section 70.06.01(3) for Preliminary Plats, unless the City Engineer determines that the feature is not required on the CSM. A tree and vegetation inventory may be shown on a separate document and is not required to be shown on the CSM. However, if any of these areas are required to be protected, the protection boundary and related restrictions shall be specified on the CSM or a reference made to another restriction document.

General Notes:

*1) Since the final CSM will show a higher level of detail, adjust the map scale as needed for clarity and legibility.*

*2) On the final CSM, include only the relevant quarter-quarter sections (with section, town, range, etc.) under the CSM title and remove the phrase "lying north of CTH M".*

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 W5812 County Road M with the corrections noted in the Staff memo.

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**ATTACHMENTS**

- 1. Poyer County Road M CSM\_Redacted
- 2. ETZ\_Future Land Use Map



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): Dan Higgs, PLS  
Combs & Associates, Inc.

Phone number: [REDACTED] Email: [REDACTED]

OWNER Name, company, and client (if applicable): John and Debra Ackatz and  
Poyer Homestead, LLC - each with one-half undivided interest

Phone number: [REDACTED] Email: [REDACTED]

Postal address for proposed CSM: \_\_\_\_\_  
W5812 CTH M  
Fort Atkinson, WI 53538

Parcel Identification Numbers Involved: 016-0514-1042-000; 016-0514-1041-000;  
016-0514-1132-000

Brief description of proposed division or combination and purpose: A significant portion of Hausz  
Bros. quarry occupies land owned by John & Debra Ackatz (50%) and Poyer Homestead (50%).

Owners intend to convey the portion of their land occupied by the quarry to the Hausz Bros. Poyer  
Homestead, LLC/John & Debra Ackatz will further combine their parcels and Hausz Bros will do the same.

#### 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

## II Process Checklist

- Application fee of \$100 plus \$10 per additional lot received by City Treasurer      Date: \_\_\_\_\_  
(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 \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Respectfully submitted

\_\_\_\_\_  
(Signature of Applicant)



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: Dan Higgs, PLS

Project Name: ACKATZ CSM

Project Address: W5812 CTH M Fort Atkinson

Parcel Number: 016-0514-1042-000 +2 more

Dated this 7th day of May, 2026.

Agreement signed and entered into by:

**The City of Fort Atkinson**

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

**Property Owner Information:**

Owner Name: John & Debra Ackatz

**Applicant Information (if different):**

Applicant Name: Dan Higgs, PLS

Owner Signature: [Signature]

Applicant Signature: [Signature]

Address: W5812 CTH M Fort Atkinson

Address: 109 W Milwaukee St Janesville

Phone Number: [Redacted]

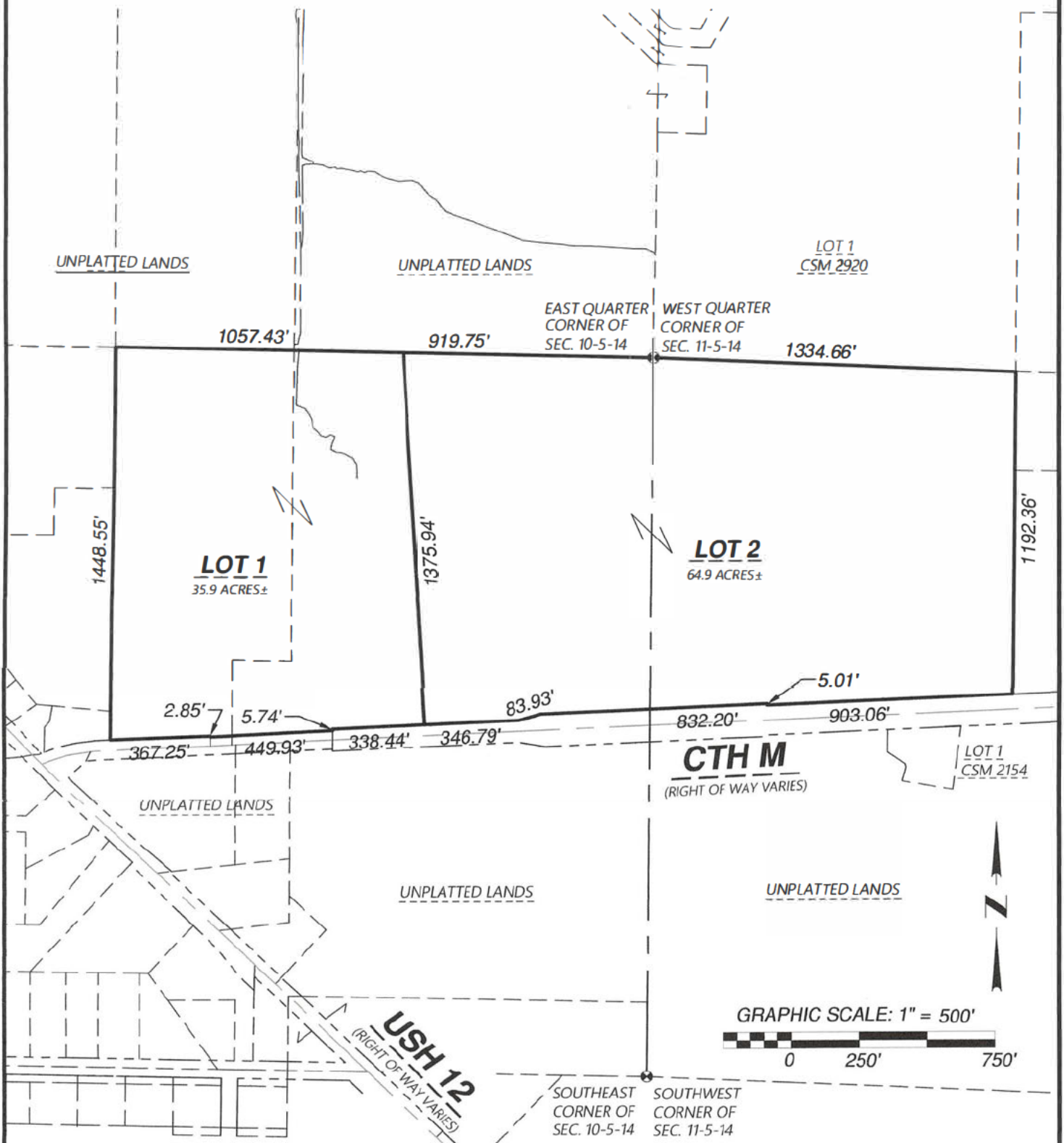
Phone Number: [Redacted]

Email Address: [Redacted]

Email Address: [Redacted]

# PRELIMINARY CERTIFIED SURVEY MAP

OF THAT PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER, AND THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10, T.5N., R.14E., LYING NORTH OF CTH M, AS WELL AS THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 11, T.5N., R.14E., LYING NORTH OF CTH M, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.



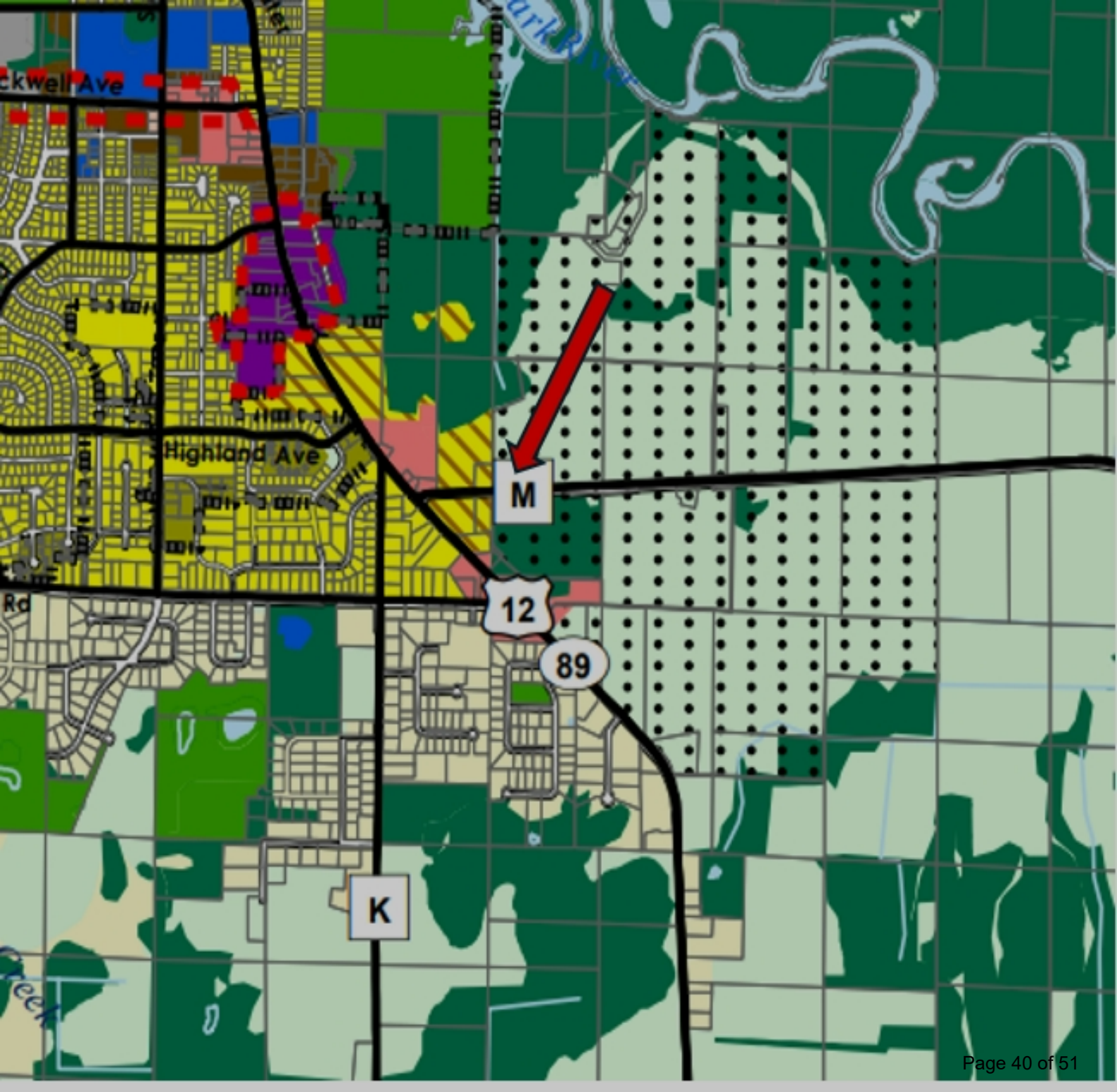
Date: 5-4-2026  
 Project No. 126 - 119  
 For: ACKATZ



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. MILWAUKEE ST  
 JANESVILLE, WI 53548  
 www.combssurvey.com

tel: 608-752-0575  
 fax: 608-752-0534



Blackwell Ave

Highland Ave

12

89

M

K



## PRELIMINARY CSM REVIEW REPORT TO THE PLAN COMMISSION

**DATE:** June 9, 2026

**PROPERTY ADDRESS:** 312 S Fourth St. W

**PARCEL NUMBERS:** 226-0514-0441-133

**OWNER:** Matthew and Amber Shrider

**APPLICANT:** Matthew and Amber Shrider

**FILE NUMBER:** CSM-2026-08

**EXISTING ZONING:** Urban Mixed Use

**PROPOSED ZONING:** No Change Requested

**EXISTING LAND USE:** N/A

**REQUESTED USES:** N/A

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### BACKGROUND

Sections 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for the Plan Commission and City Council to review and approve the Certified Survey Map (CSM) to ensure conformance with all ordinances and plans.

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### REQUEST OVERVIEW

The applicants have reached an agreement with the adjoining property owner to acquire the tract of land located behind their garage. Both property owners are awaiting approval of the Certified Survey Map (CSM) before proceeding with the transfer of ownership. The proposed lot reconfiguration will adjust the common property line to reflect the agreed-upon transfer while maintaining the existing development pattern of the area.

The proposed CSM does not involve a change in land use, zoning, or development intensity. Both properties will remain zoned Urban Mixed Use (UMU), and the reconfiguration will not alter the range of permitted uses available under the current zoning designation.

As part of the City's review of land divisions, staff evaluates compliance with applicable zoning standards, including minimum lot area and dimensional requirements. The Urban Mixed Use (UMU) zoning district requires a minimum lot area of 10,000 square feet. The parcel located at 312 S. Fourth Street is currently a legally nonconforming lot with respect to the minimum lot area requirement. City regulations prohibit land divisions that create additional nonconforming lots or increase existing nonconformities.

The proposed reconfiguration does neither. Instead, the adjustment increases the size of the nonconforming parcel, bringing it substantially closer to compliance with current zoning standards, with the lot remaining deficient by only 38 square feet. The adjoining property to the east, from which the land is being conveyed, will continue to exceed the 10,000-square-foot minimum lot area requirement following the adjustment and will remain a conforming lot. Staff views this outcome favorably, as the proposal improves an existing nonconforming situation without creating any new zoning deficiencies.

An existing public storm sewer extends north-south through both properties. As part of the CSM approval process, a permanent easement will be granted to ensure continued City access for inspection, maintenance, repair, and replacement of the storm sewer infrastructure. The preliminary CSM identifies the location of the storm sewer and includes a note indicating that the final CSM will contain the necessary legal language formally establishing the easement. Staff is satisfied that the easement will adequately protect the City's interests and maintain access to the public utility.

Staff finds that the proposed Certified Survey Map complies with applicable zoning and land division regulations, improves an existing nonconforming lot situation, and protects existing public infrastructure.

Public Notice is not required for a CSM Review.

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## DISCUSSION

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:

The final CSM must be prepared in accordance with ss. [236.16 \(4\)](#) and [236.20 \(2\) \(a\), \(b\), \(c\), \(e\), \(f\), \(g\), \(h\), \(i\), \(j\), \(k\), and \(L\)](#) and [\(3\) \(b\), \(d\)](#), and [\(e\)](#) and 236.34.

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.

*Add this info to the final CSM.*

s. 236.20(3)(b) The location of the subdivision shall be indicated by bearing and distance from a boundary line of a government lot monumented in the original survey or resurvey of Wisconsin, quarter section, recorded private claim, or federal reservation in which the subdivision is located. The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown. *Tie the final CSM to two PLSS corners and show an exact distance and bearing to a CSM corner.*

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

Section 70.06.03: - CSM Requirements

The map shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.34, the following:

CSM Document Requirements: All requirements of Section 70.06.02(1) for Final Plats, except that all references to Final Plat shall be replaced with Certified Survey Map,

including the "Certified Survey Map" label. The Certified Survey Map shall be clearly noted and labeled on its face "Certified Survey Map".

CSM General Requirements: All requirements of 70.06.02(2) for Final Plat.

Additional CSM Requirements, if present: All requirements of Section 70.06.01(3) for Preliminary Plats, unless the City Engineer determines that the feature is not required on the CSM. A tree and vegetation inventory may be shown on a separate document and is not required to be shown on the CSM. However, if any of these areas are required to be protected, the protection boundary and related restrictions shall be specified on the CSM or a reference made to another restriction document.

General Notes:

- 1) Check the annotations along the graphic scale bar. Should the 150' label be changed to 75'?*
- 2) On the final CSM, include the relevant quarter-quarter sections under the CSM title.*
- 3) Show the north – south public storm sewer that crosses this CSM.*

The proposed Certified Survey Map does not alter the existing land use pattern, zoning designation, or development intensity of either property. Both parcels will remain zoned Urban Mixed Use (UMU), a district that is consistent with the Neighborhood Commercial Future Land Use designation and permits a wide variety of residential and commercial uses, including multi-family housing, office uses, mixed-use buildings, indoor sales and services, restaurants, drive-through establishments, and similar uses.

Because the proposal is limited to a lot line adjustment between two existing properties, it will not diminish the future development or redevelopment potential of either parcel.

Staff finds that the proposed Certified Survey Map is consistent with the goals, policies, and future land use recommendations of the City's Comprehensive Plan.

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**RECOMMENDATION**

Staff recommends that the Plan Commission recommend the City Council approve the Preliminary Certified Survey Map for the property located at 312 S. Fourth Street with the following conditions:

- Establish a public easement for maintaining the Public Storm Sewer on the Final Certified Survey Map prior to City Council approval;
- Correct the errors outlined in the staff report; and
- Any other conditions determined by the Plan Commission.

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**ATTACHMENTS**

1. Shrider CSM\_Redacted
2. Central Neighborhood Planning Area
3. Future Land Use Map
4. GIS\_Public Storm\_2026



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): Dan Higgs, PLS  
Combs & Associates, Inc.

Phone number: [REDACTED] Email: [REDACTED]

OWNER Name, company, and client (if applicable): Matthew and Amber Shrider

Phone number: [REDACTED] Email: [REDACTED]

Postal address for proposed CSM: \_\_\_\_\_  
312 S Fourth St W (Applicant/Grantee)      308 S Fourth St W (Grantor)  
Fort Atkinson, WI 53538      Fort Atkinson, WI 53538

Parcel Identification Numbers Involved: \_\_\_\_\_  
226-0514-0441-134 (Applicant/Grantee)  
226-0514-0441-133 (Grantor)

Brief description of proposed division or combination and purpose: The Shrider's have  
made an agreement with their neighbor to acquire the tract behind their  
garage from their neighbor who currently has title to it.

#### 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

## II Process Checklist

- Application fee of \$100 plus \$10 per additional lot received by City Treasurer      Date: \_\_\_\_\_  
(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 \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Respectfully submitted,

  
\_\_\_\_\_  
(Signature of Applicant)





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

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Applicant Name: Dan Higgs, PLS

Project Name: SHRIDER CSM

Project Address: 312 S Fourth St W Fort Atkinson

Parcel Number: 226-0514-0441-134 +1 more

Dated this 7th day of May, 2026.

Agreement signed and entered into by:

**The City of Fort Atkinson**

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

**Property Owner Information:**

Owner Name: Amber & Matthew Shrider

**Applicant Information (if different):**

Applicant Name: Dan Higgs, PLS

Owner Signature:

Applicant Signature:

Address: 312 S Fourth St Fort Atkinson

Address: 109 W Milwaukee St Janesville

Phone Number: [REDACTED]

Phone Number: [REDACTED]

[REDACTED]

Email Address: [REDACTED]

# PRELIMINARY CERTIFIED SURVEY MAP

OF PART OF THE SE 1/4 OF SECTION 4, T.5N., R.14E., CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN.

MATTHEW AND AMBER SHRIDER  
 312 S FOURTH ST W  
 FORT ATKINSON, WI 53538  
 (608)728-3942  
 amberw2390@gmail.com

CURRENT ZONING: UMU (URBAN MIXED USE)  
 PROPOSED ZONING: UMU (URBAN MIXED USE)

JOHN McPHERSON'S SUBDIVISION

4

OF JONES ADDITION

5

TO FORT ATKINSON

BLOCK M

2

1

"EXTENTION" OF

MILO JONES ADDITION

EAST 1/4  
 CORNER OF  
 SEC. 4-5-14

TO FORT ATKINSON

**JANESVILLE AVE**  
 (RIGHT OF WAY VARIES)

UNPLATTED LANDS

60.00'

45.70'

45.70'

165.70'

165.70'

120'

120'

**LOT 1**

9942 SF±

\*GRANTEE\*

UNPLATTED LANDS

SANITARY SEWER  
 LATERAL  
 EASEMENT  
 (25'x65')  
 DOC.NO.  
 783605

UNPLATTED LANDS

60.00'

**S FOURTH ST W**

(60' PUBLIC RIGHT OF WAY)

**MILO ST**  
 (7' PUBLIC RIGHT OF WAY)



GRAPHIC SCALE: 1" = 50'



Date: 5-4-2026  
 Project No. 126-167  
 For: SHRIDER



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

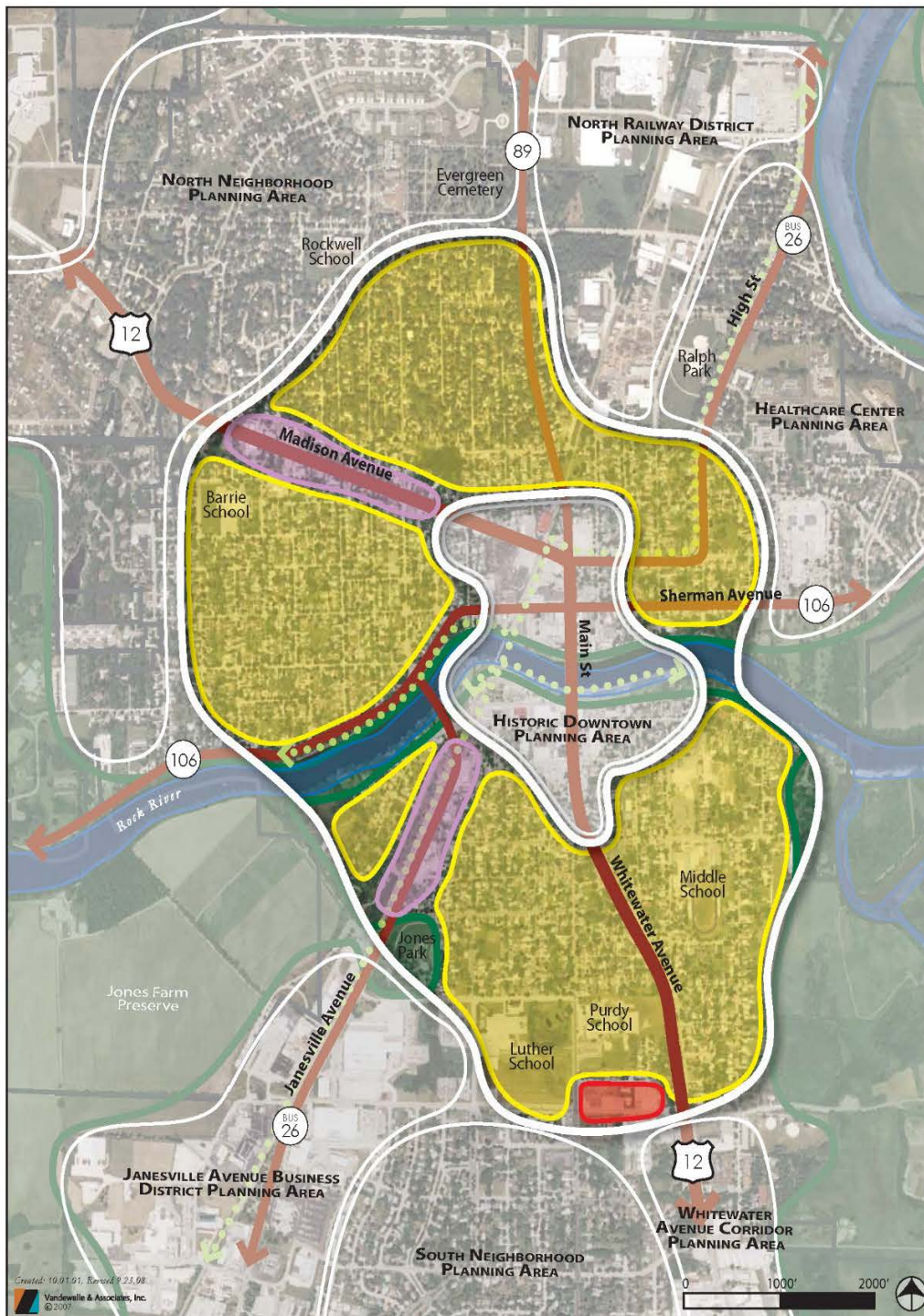
109 W. MILWAUKEE ST  
 JANESVILLE, WI 53548  
 www.combsurvey.com

tel: 608-752-0575  
 fax: 608-752-0534

# CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16

CITY OF FORT ATKINSON  
FUTURES OPEN HOUSE



## Opportunities

- Urban living experience
- Single family neighborhood character
- Historic preservation balanced with modernization
- Bed & Breakfast Opportunities
- Schools, parks & downtown as gathering places
- Parks & streets maintenance & improvements
- Neighborhood retail revitalization, along Janesville, Madison & Whitewater Avenues

Note: This map is not a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.

## Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- Potential Future Roads
- Main Trails (Existing & Proposed)

