



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, JULY 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, Commissioners Schultz and Council Representative Huckabee. Also present: City Clerk/Treasurer, Director of Neighborhood and Building Services and City Attorney.

Excused Absence: Commissioners Shull, Ciccarelli.

3. New Business

a. Review and possible action relating to the *minutes of the June 23, 2026, Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Schultz moved, seconded by Huckabee to approve the minutes of the June 23, 2026 Plan Commission meeting. Motion carried.

b. Review and possible action on a *Site Plan Review* for an accessory structure on the Madison College Campus located at 827 Banker Road (SPR-2026-08) (Draeger, Director of Neighborhood and Building Services)

Director Draeger stated that Madison College owns two parcels along Madison Avenue and Banker Road that combine to make up the Fort Atkinson campus. The subject properties are a total of about 10 acres in size and include a main educational building, multiple accessory structures, a surface parking lot, and a small solar field. The proposed project includes the demolition of a small existing accessory structure (500 sf) and surrounding paved area (5,000 sf) to be replaced with a 2,400 square foot accessory structure to be used for storage. The only other proposed changes include a small, paved connection between the new structure and the existing east-west circulation driveway and returning the previously paved area back to seeded grass.

City staff recommends the Plan Commission approve the site plan for the accessory structure on the Madison College Campus located at 827 Banker Road, subject to the following conditions:

- Require the property owner to combine the two existing parcels (226-0614-3332-000 and 226-0614-3241-000) together into one parcel by Certified Survey Map.
- The application is required to provide an updated Site Plan to include the location of all ground-mounted and/or roof-mounted mechanicals with appropriate screening to be reviewed by City staff.
- Waive the 50% Class I material requirement for the North and South facades, taking into consideration the proposed side setbacks.
- Require the property owner to obtain all necessary permits prior to construction.
- Any other recommendations of City staff and the Plan Commission

Huckabee moved, seconded by Schultz to approve the Site Plan Review for an accessory structure on the Madison College campus located at 827 Banker Road subject to the conditions outlined in the staff report. Motion carried.

- c. *Review and possible recommendation to the City Council relating to a **Certified Survey Map** for the property located at 827 Banker Road (SPR-2026-08) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger provided that the property owner, Area Board of Vocational, Technical and Adult Education (MATC), has submitted a request for approval of a Certified Survey Map (CSM) for the property located at 827 Banker Road. The purpose of the CSM is to combine the two existing parcels into a single parcel to facilitate the construction of a new accessory building, as proposed under the associated Site Plan Review application. The two existing parcels, totaling approximately 5.6 acres and 5.04 acres, will be combined to create one parcel. The preliminary Certified Survey Map identifies all existing easements and structures located on the property. Zoning is Institutional for both parcels.

Schultz moved, seconded by Huckabee to recommend the City Council approve the Certified Survey Map for the property located at 827 Banker Road, subject to conditions outlined in the staff report. Motion carried.

- d. *Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N2682 Kunz Road (CSM-2026-09) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated the applicant is requesting approval of a Certified Survey Map (CSM) to create a 1.15-acre A3 lot, including right-of-way to build a house, and a 1-acre A2 lot, including right-of-way to build a building for their HVAC business. The subject property is located within the Town of Koshkonong. The remaining property will stay A1. 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 in the City's Long-Range Urban Growth Area but is not anticipated to be developed in the foreseeable future.

Staff recommends that the Plan Commission recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road subject

to the following conditions:

- The corrections outlined in the staff report.
- Waive the requirement to dedicate the Public Right of Way
- Any other conditions set by the Plan Commission

Schultz moved, seconded by Huckabee to recommend the City Council approve the Extraterritorial Certified Survey Map for the property located at N2682 Kunz Road subject to corrections outlined in the staff report and waiving of the public right of way. Motion carried.

e. Update on previously approved projects and discussion of land division process change (Houseman)

Manager Houseman discussed the land division process change following review of existing codes. Minor land divisions are able to be approved by staff as long as it does not include utilities, building of structures or major modifications requiring additional permits.

4. Adjournment

Huckabee moved, seconded by Schultz to adjourn. Meeting adjourned at 4:19 pm.

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