



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, AUGUST 25, 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 Ciccarelli, Shull, Schultz, and Council Representative Huckabee. Also present: Deputy Clerk, and City Attorney.

Absent: Director of Neighborhood and Building Services

3. New Business

*a. Review and possible action relating to the **minutes of the August 11, 2026, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Huckabee moved, seconded by Schultz, to approve the minutes of the August 11, 2026 Plan Commission meeting. The motion carried, 6-0.

*b. Review and possible action relating to a **Conditional Use Permit** for a property located on Mehta Lane, known as Cardinal View Crossing (parcels 226-0614-3231-000 and 226-0614-3242-001) (ZMA-2026-01) (Draeger, Director of Neighborhood and Building Services)*

Manager Houseman presented the request relating to a Conditional Use Permit for a group development to allow multiple buildings on the property located on Mehta Lane. The CSM and Site Plan were approved by the Plan Commission on August 11, 2026, contingent upon approval of the Conditional Use Permit. The proposed project involves a CSM to combine two existing parcels, a conditional use permit for group development, and a Site Plan Review. Each multifamily building is proposed to be identical, two stories in height, with individual units, attached garages, and entries for a total of 72 units. Multiple surface parking areas are provided for guests and residents that are connected via internal circulation driveways. The subject properties are located on the far Northwest side of Fort Atkinson, adjacent to the USH 26 Bypass on Mehta Lane and Commonwealth Drive.

The developer is also requesting Tax Incremental Financing (TIF) assistance. The Economic Development Commission recommended approval of the TIF request, with the City

Council expected to review the Development Agreement on September 1, 2026.

Huckabee motioned, seconded by Schultz to recommend approval of the Conditional Use Permit, subject to the following conditions:

1. All conditions approved by the Plan Commission relating to the Certified Survey Map and Site Plan Review are incorporated into the final development plans, and
2. Any other recommendations from City staff and the Plan Commission.

Motion carried, 6-0.

- c. *Review and possible action relating to a **Conditional Use Permit** for a property located at 550 McMillen St., known as River Point Commons (ZMA-SPR-2026-02) (Draeger, Director of Neighborhood and Building Services)*

Manager Houseman presented the Conditional Use Permit application for the proposed multi-family development on the property located at 550 McMillen St. The CSM and Site Plan were approved by the Plan Commission on August 11, 2026, contingent upon approval of the Conditional Use Permit. The proposed development includes combining two parcels; four three-story multi-family buildings totaling 96 units; an accessory office/mailroom building; green space and a dog run; underground and surface parking; internal driveways and sidewalks; stormwater management areas; and access from both McMillen Street and Schumacher Way. The development also provides substantial buffers from existing single-family homes to the north and south.

The developer is also requesting Tax Incremental Financing (TIF) assistance. The Economic Development Commission recommended approval of the TIF request, with the City Council expected to review the Development Agreement on September 1, 2026.

Shull moved, seconded by Ciccarelli to recommend approval of the Conditional Use Permit, subject to the following conditions:

1. All conditions approved by the Plan Commission relating to the Certified Survey Map and Site Plan Review are incorporated into the final development plans, and
2. Any other recommendations from City staff and the Plan Commission.

Motion carried, 6-0.

- d. *Review and possible recommendation to the City Council relating to a **Certified Survey Map**, for the property located at 1704 Montclair Pl. (CSM-2026-13) (Draeger, Director of Neighborhood and Building Services)*

Director of Public Works Navin presented the Certified Survey Map for 1704 Montclair Pl. The proposal would divide the existing DR-8 Duplex Residential lot into two lots to allow construction of a twin house using the zero-lot-line zoning mechanism. Utilities have been designed to serve the separate lots in accordance with City requirements. The proposal is consistent with the City's Comprehensive Plan and residential designation for the area. Public notice is not required.

Huckabee motioned, seconded by Ciccarelli to recommend that the Plan Commission recommend the City Council approve this preliminary Certified Survey Map, subject to

inclusion of the following conditions:

- A joint maintenance agreement for the roof, shared wall of the house, and any shared portion of the sanitary lateral to be recorded on each parcel,
- All changes noted in the staff report, and
- Any other recommendations from City staff and the Plan Commission

Motion carried, 6-0.

- e. *Review and possible recommendation to the City Council on a **Certified Survey Map** for the property located at 1911 Janesville Avenue, known as River Trail Flats (parcel 226-0514-1742-001) (SPR-2026-07) (Draeger, Director of Neighborhood and Building Services)*
- Director of Public Works Navin presented the Certified Survey Map and Site Plan review for the property at 1911 Janesville Avenue, to split the 12-acre parcel into three new parcels, rezoning from RH-35 to MRH-30, Conditional Use Permit for a Group Development, and Site Plan for a 12-acre property near Klement Business Park and the STH 26 Bypass/Janesville Avenue interchange. The Plan Commission approved the Conditional Use Permit contingent on the approval of the Site Plan by the Plan Commission and CSM by the City Council at the Plan Commission meeting on August 11, 2026

The development is proposed in two phases, totaling seven two-story multi-family buildings and 112 units. Phase 1 includes four 16-unit buildings for a total of 64 units (Lot 1), a new Janesville Avenue access, parking, internal drives, and stormwater management. Phase 2 would include three additional 16-unit buildings for a total of 48 units (Lot 3). The existing single-family home would remain on a separate 0.9-acre parcel (Lot 2). The Conditional Use Permit applies to Phase 1; Phase 2 will require a separate Conditional Use Permit.

Note that the developer will be asking for Tax Incremental Financing assistance for the project. The Economic Development Commission has reviewed the TIF request in the Development Agreement and recommended approval of such to the City Council. The City Council is expected to review the Development Agreement at the meeting on September 1, 2026. Additionally, the developer will be required to obtain a Wisconsin Department of Natural Resources (DNR) Construction Site Storm Water Discharge General Permit before commencing construction activities.

Huckabee motioned, seconded by Schultz to recommend the Plan Commission recommend the City Council approve the Certified Survey Map, subject to the following conditions:

1. All City Engineer comments are incorporated within a revised CSM and provided to City staff for review and approval.
2. An access easement is shown over the 6-foot wide trail access over the proposed Lot 3.
3. Any other recommendations of City staff and the Plan Commission.

Motion carried, 6-0.

- f. *Review and possible action relating to a **Site Plan Review** for the property located at 1911 Janesville Avenue, known as River Trail Flats (parcel 226-0514-1742-001) (SPR-2026-07) (Draeger, Director of Neighborhood and Building Services)*

Ciccarelli stated that he would like to see a glacial river trail connection to the business park and a direct connection through the development. Houseman explained that staff have discussed trail connectivity with the developer; however, a public trail connection through the private development is unlikely due to liability concerns. She noted that the city-owned trail is subject to recreational immunity, which generally protects the city from liability for injuries occurring on the recreational trail.

Huckabee motioned, seconded by Schultz to recommend approval of the Site Plan Review for Phase 1, subject to the following conditions:

1. Provide interior pathways to connect each building using sidewalks or marked paths for pedestrian safety
2. Install curbing in all locations where parking and interior landscaping is present
3. Screen all building mechanicals, subject to review by the Zoning Administrator
4. Approval of a Certified Survey Map creating three parcels
5. Approval of a Conditional Use Permit for multiple principal buildings on one parcel for Phase 1 (approved 8/11/26)
6. Any other recommendations from City staff and the Plan Commission

Motion carried, 6-0.

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

4. Adjournment

Ciccarelli moved, seconded by Huckabee to adjourn. Meeting adjourned at 4:23 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk