



F O R T • A T K I N S O N

**PLANNING COMMISSION MEETING  
COUNCIL CHAMBERS, MUNICIPAL BUILDING  
101 NORTH MAIN STREET, FORT ATKINSON, WISCONSIN  
TUESDAY, JUNE 26, 2018 - 4:00 p.m.**

**AGENDA**

1. Call to order.
2. Roll call.
3. Approve minutes of June 12, 2018 Planning Commission meeting.
4. Review and approve Preliminary Certified Survey Map creating a 40-acre parcel at northwest side of City, north of Montclair Place, and to rezone the property from R-1, R-2, R-3 and Conservancy to R-1 and Conservancy.

Action – Reject—Approve and refer to City Council.

5. Adjournment.

CC: David Westrick  
Michelle Ebbert  
Brian Juarez  
Mark Anderson  
Matthew Denoyer  
News Media

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

***It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.***

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**PLANNING COMMISSION MINUTES  
CITY OF FORT ATKINSON  
JUNE 12, 2018  
992ND MEETING**

CALL TO ORDER.

The meeting was called to order by Chairman Trebatoski in the Council Chambers of the Municipal Building at 4:00 pm.

ROLL CALL.

Present: Commissioners Frame, Kutz, Lescohier, Scherer, Greenhalgh, and City Manager Trebatoski. Also present: City Clerk/Treasurer and Building Inspector.

Absent: Engineer Selle.

APPROVE MINUTES OF MAY 22, 2018 PLANNING COMMISSION MEETING.

Cm. Frame motioned, seconded by Cm. Scherer to approve the amended minutes of the May 22, 2018 Planning Commission meeting. Motion carried. *Cm. Scherer was absent for the May 22<sup>nd</sup> meeting however he was also noted as being present.*

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR OAKDALE FARMS TO OPERATE IN THE PARKING LOT AT ACE HARDWARE, 10 MADISON AVENUE

Clerk Ebbert reviewed the application for Oakdale Farms, this is the fourth year for this applicant. Departments reviewed without comment or concern. Since time of packet completion, a clear background check was presented by the Police Department. Approval is recommended without contingencies. Clerk Ebbert discussed the origination of the application fee and the steps of review prior to presenting to Planning Commission.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve the mobile merchant license for Harry Schroeder of Oakdale Farms to operate in the parking lot of Goyer Ace Hardware, 10 Madison Avenue. Motion carried.

REVIEW AND APPROVE MOBILE MERCHANT LICENSE FOR TREE RIPE CITRUS TO OPERATE IN THE PARKING LOT AT SHOPKO, 1425 JANESVILLE AVENUE

Clerk Ebbert reviewed the new application submitted by Tree Ripe Citrus. They have a lease to sell product in the Shopko parking lot. Approval is recommended contingent upon receipt of a clear background check by the Police Department. Departments reviewed the request without comment or concern.

Cm. Lescohier asked Mr. Black the schedule for when they would be selling. Black confirmed July 2 to July 23 from 3:00 pm to 4:30 pm.

Cm. Greenhalgh moved, seconded by Cm. Kutz to approve the mobile merchant license for Skylar Black Tree Ripe Citrus to operate in the parking lot of Shopko, 1425 Janesville Avenue contingent upon a successful background check conducted by the Fort Atkinson Police Department. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING ONE NEW FIVE-ACRE LOT IN THE KLEMENT BUSINESS PARK

Manager Trebatoski provided the CSM for five acres adjacent to Central Coast Lane. Departments

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have reviewed the request without concerns or comments. The Commission asked if the owner was going to combine the five acre lot and the adjacent lot on Central Coast Lane. It is unclear if the owner will combine in the future, however there are no immediate plans to combine the lots at this time.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve Certified Survey Map creating one new five-acre lot in the Klement Business Park. Motion carried.

REVIEW AND APPROVE HIRING OF CONSULTANT TO REWRITE ZONING CODE

Inspector Juarez discussed the history of the Zoning Code that dates back to 1960s. There are funds budgeted in the amount of \$69,200 in the CIP. A quote from Vandewalle & Associates was received at \$68,000. The process of the rewrite could take several months as it will be done concurrently with the Comprehensive Plan. Public input meetings will be held throughout the rewrite.

Cm. Greenhalgh moved, seconded by Cm. Frame to recommend Council approve an agreement with Vandewalle & Associates to engage in a comprehensive rewrite of the Zoning Code. Motion carried.

ADJOURNMENT

Cm. Frame moved, Cm. Greenhalgh seconded the motion to adjourn the Planning Commission meeting at 4:18 pm. Motion carried.

Respectfully submitted,  
Michelle Ebbert  
City Clerk/Treasurer

**CITY OF FORT ATKINSON,** Fort Atkinson, WI, 53538

Date: June 22, 2018

**TO:** Planning Commission

**FROM:** Andy Selle, P.E.

**SUBJECT:** Preliminary CSM – Bethany Lutheran Church

**Background:**

A Preliminary CSM has been drawn for the purchase of +/- 40 acres north of Montclair Place for the development of a church and school.

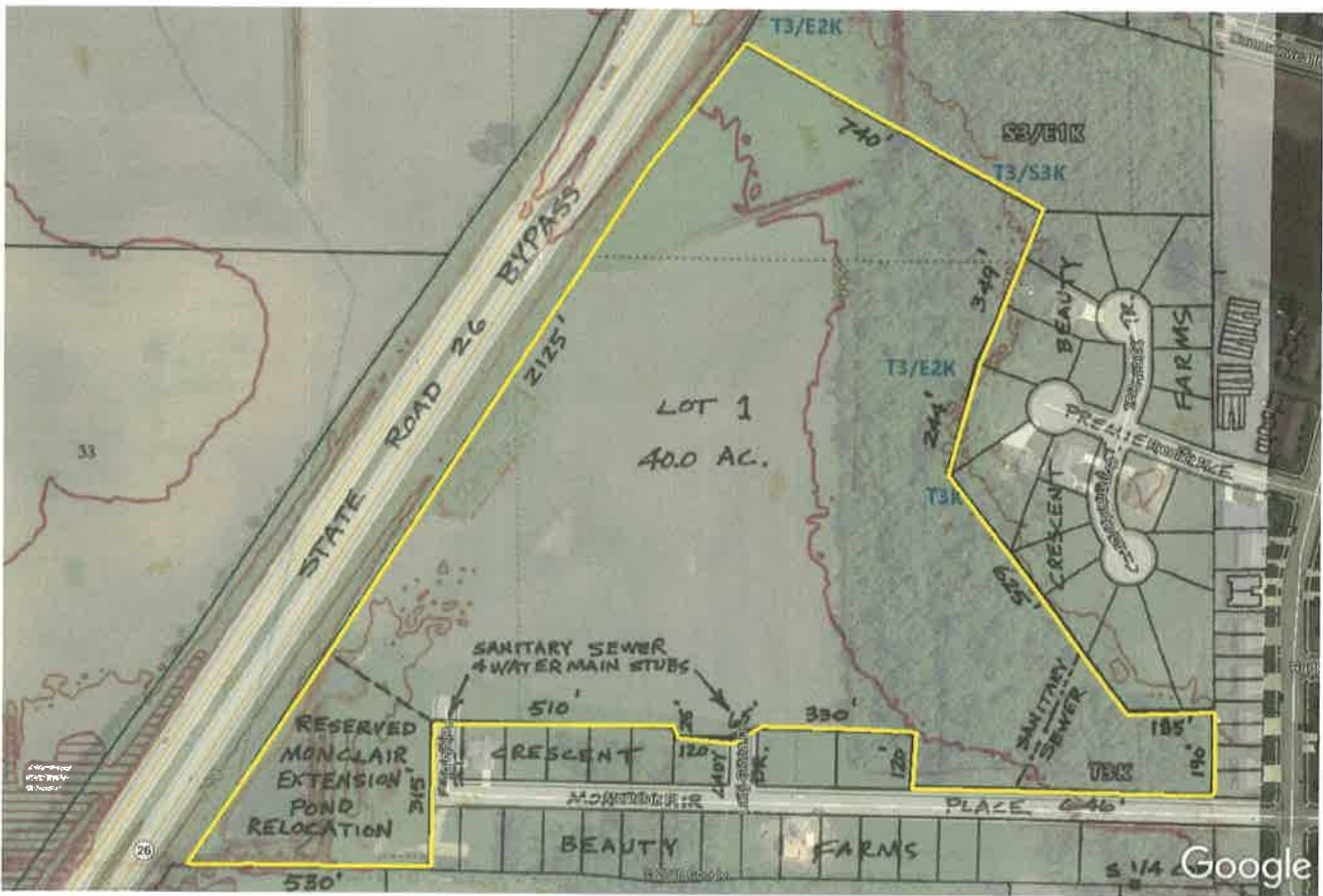


Figure 1: Existing aerial of the property

**City Department Reviews:**

All City departments have reviewed the submittal. No comments were received.

**Recommendation:**

Staff recommends approval of the CSM.

Attachments:

Original CSM submittal

# Preliminary Certified Survey Map

## ANDERSON LAND SURVEYING LLC

Mark E. Anderson, Professional Land Surveyor  
 W6141 Star School Road, Fort Atkinson, WI 53538  
 Tel: 920-563-8162  
 andersonlandsurvey@gmail.com

### PRELIMINARY CERTIFIED SURVEY MAP

Part of parcel # 226-0614-3234-000 in the SW¼ of the SE¼ and NE¼, SE¼ and SW¼ of the SW¼ of Section 32, T6N, R14E, City of Fort Atkinson, Jefferson County, WI

Owner: Lexington Center LLC  
 3234 County Road N  
 Fort Atkinson, WI 53538

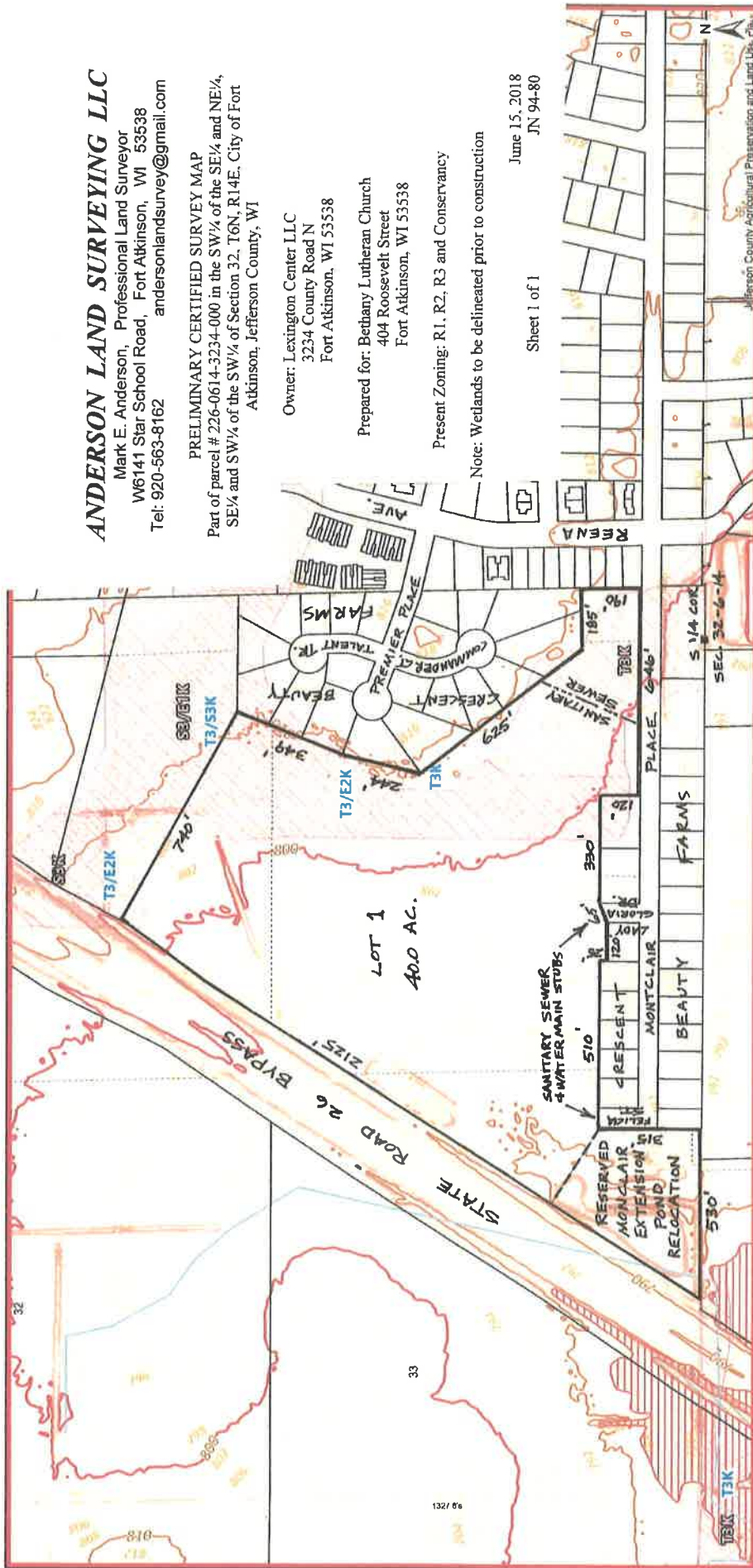
Prepared for: Bethany Lutheran Church  
 404 Roosevelt Street  
 Fort Atkinson, WI 53538

Present Zoning: R1, R2, R3 and Conservancy

Note: Wetlands to be delineated prior to construction

June 15, 2018  
 JN 94-80

Sheet 1 of 1



250 125 0 250 Feet  
 1 inch = 300 feet  
 Printed on: June 11, 2018  
 Author: Public User

Jefferson County Geographic Information System  
 DISCLAIMER: This map is not a substitute for an actual field survey or aerial identification. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County retains no warranty whatsoever concerning this information.

Parcel Lines	Surface Water	Zone AE BSE 1% (100YR)	Slopes > 20% - Terrain Data	10 Foot Contours
Property Boundary	Map Hooks	0.2% FLD HAZ (500 YR)	0 - 20% Slope	10 ft contour interval
Old Lot/Meander Lines	Tax Parcels	Flood Storage Districts 2/4/2015	Slope > 20%	50 ft contour interval
Rail Right of Ways	Streams and Ditches	Wetlands > 2 Ac DNR Official	2 Foot Contours	100 ft contour interval
Road Right of Ways	Floodplain 2/4/2015	Wetlands > 2 Ac 2008	2 ft contour interval	
Section Lines	ZONE A NO BSE 1%(100 YR)			

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**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date: June 22, 2018**

**TO:** Planning Commission

**FROM:** Andy Selle, P.E.

**SUBJECT:** Rezoning – Bethany Lutheran Church

**Background:**

The +/- 40 AC parcel noted below is currently zoned among several designations. The proposed use as a church and school will require a conditional use, to be granted later, regardless of the zoning. The City requests that the entire parcel be rezoned R1- Single family residential in addition to Conservancy. This will clean up previous zoning in the area intended for a development that never occurred. The conservancy zoning boundary will be adjusted to reflect the location of wetlands on the parcel and the necessary setbacks required.

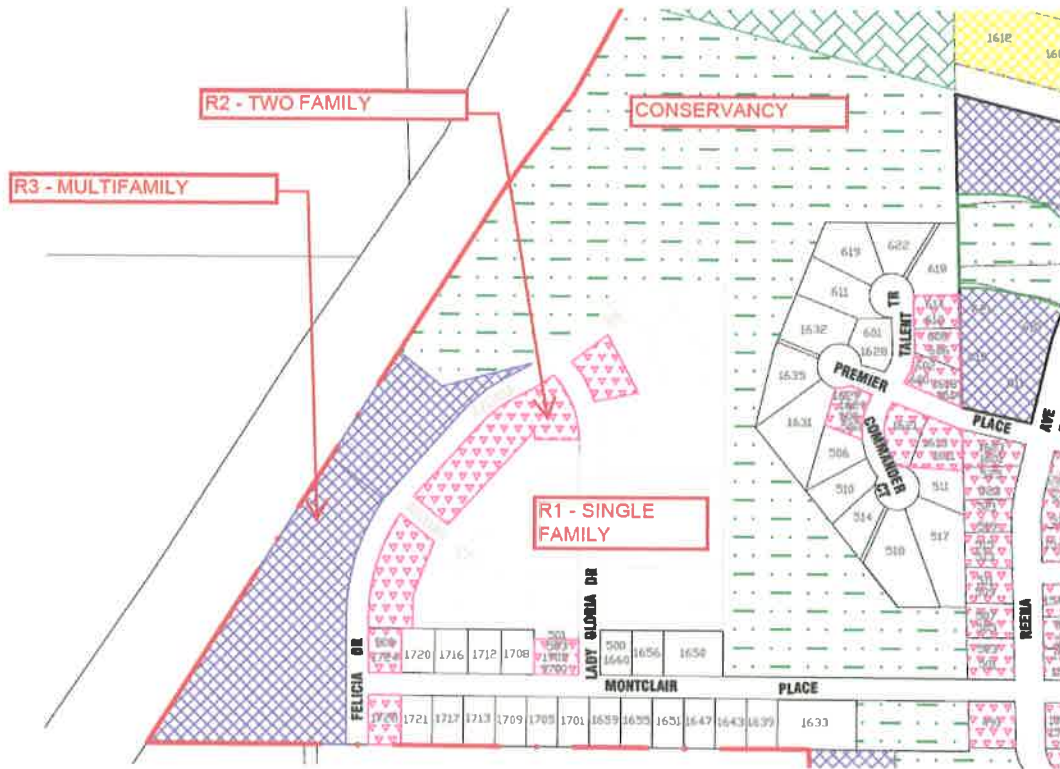


Figure 1: Existing zoning of the property

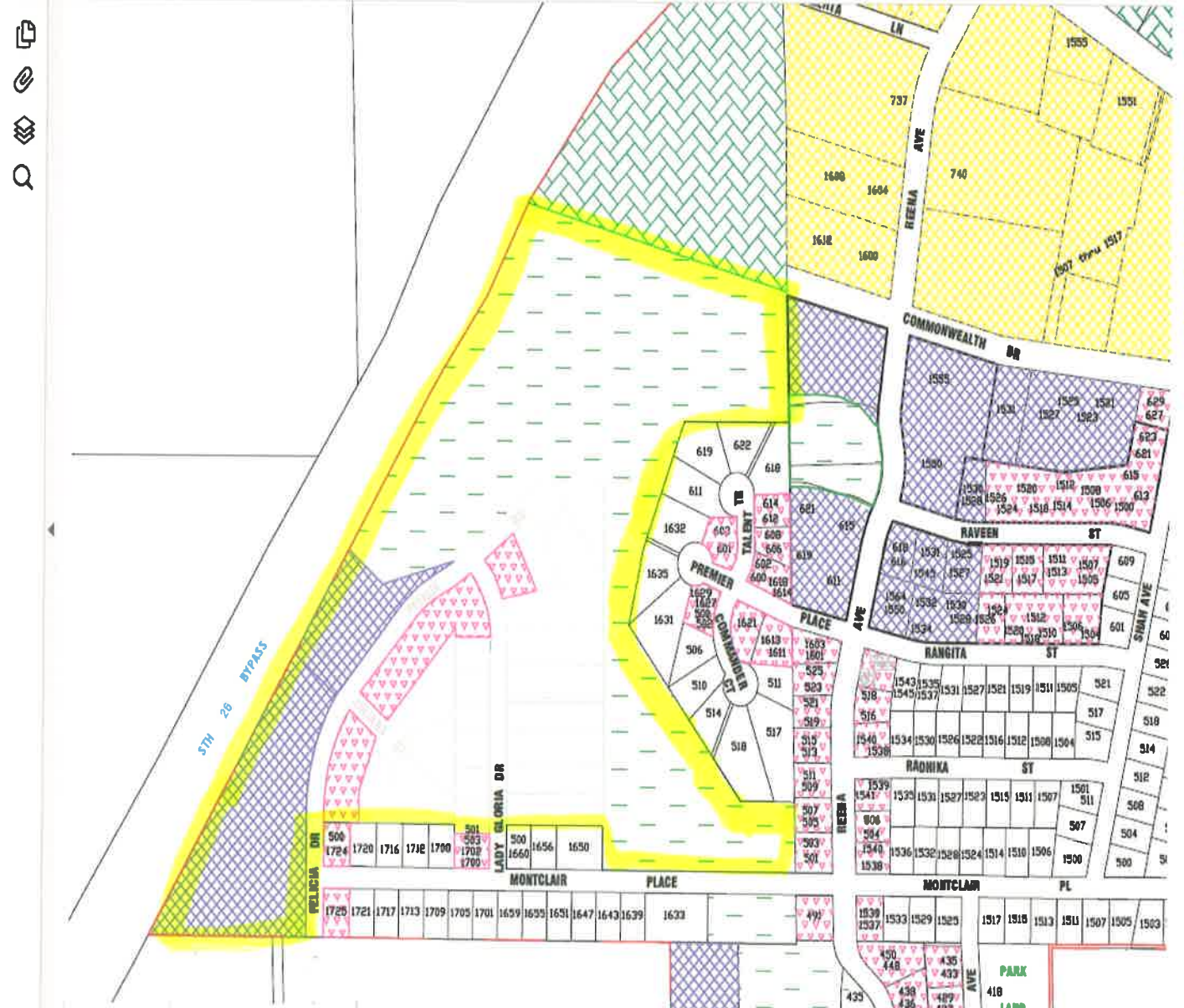
**City Department Reviews:**

All City departments have reviewed the submittal. No comments were received.

**Recommendation:**

Staff recommends the change in zoning to R1 – Single family residential.

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- C1 - HIGHWAY BUSINESS
- C2 - CENTRAL BUSINESS
- C3 - GENERAL COMMERCIAL
- C4 - RESTRICTED COMMERCIAL
- C5 - DOWNTOWN BUSINESS
- M1 - LIGHT INDUSTRIAL
- M2 - HEAVY INDUSTRIAL/INDUSTRIAL PARK
- PD - PLANNED DEVELOPMENT DISTRICT
- R1 - SINGLE FAMILY RESIDENTIAL
- R2 - TWO FAMILY RESIDENTIAL
- R3 - MULTIPLE FAMILY RESIDENTIAL
- MUNICIPAL BOUNDARY
- CONSERVANCY

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**CITY OF FORT ATKINSON,  
WISCONSIN**

Application for Rezoning



Date of Application: 6-15-18

Property Owner/Applicant: Lexington Center LLC / Bethany Lutheran Church

Address of Property: Felicia Street & Lady Gloria Drive

Mailing Address: Bethany Lutheran Church, 404 Roosevelt Street  
Fort Atkinson, WI 53538

Phone Number: 920-563-2278

Email: matthewdenoyer@hotmail.com

Current Zoning: R1, R2, R3 & Conservancy

Requested Zoning: R1 & Conservancy

Narrative of Proposed Use: We are applying for a Conditional Use for a School. We would  
like to rezone the R2 and R3 to R1 to be consistent with the zoning of other schools in the City.

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\$200.00 filing fee paid on: 6-18-18 J.C.

- List of City Zoning:
- R-1 Single-family residential
  - R-2 Two-family residential
  - R-3 Multi-family residential & office district
  - C-1 Service business district
  - C-2 Central business district
  - C-3 General commercial district
  - C-5 Downtown business district
  - M-1 Light industrial district
  - M-2 Heavy industrial district